

## Paghanap at Pagdagdag ng Follow-up sa T-Logs

### Hanapin ang T-Log:

1. I-click ang **Individual** tab sa dashboard.

To Do	Modules	High	Medium	Low
<b>Individual</b>	<div>T-Log - New   Search</div> <div>View</div>	7	5	8
Health	<div>General Event Reports (GER) - New   Search</div> <div>Review</div> <div>Approve</div>	-	1	-
Admin	<div>ISP Data - New   Search</div> <div>Acknowledge</div> <div>ISP Program - New   Search</div> <div>Approve</div>		3	1
Agency Reports				
Individual Home Page				


2. I-click ang **Search** link sa hilera ng T-Log.

To Do	Care
<b>Individual</b>	<div>T-Log</div> <div>New   <b>Search</b>   Archive</div>
Health	<div>Case Note</div> <div>New   Search   Archive   Bulk PDF</div>
Admin	<div>General Event Reports (GER)</div> <div>New   Search</div>
Agency Reports	<div>Witness Report (GER)</div> <div>Search</div>

3. Piliin ang nais na search criteria mula sa **T-Log Search** page. Ang pag-pili ng **Create Date From** ay mandatory. Maaaring gumamit ng additional optional fields upang i-filter at paliitin ang mga resulta. Ang mga search form ay maaaring i-filter ayon sa **Individual** name, Program (Site) names, Entered By, **Create Date To**, atbp. I-click ang **Search** button matapos makapili ng search criteria.

**T-Log Search**

Individual	<input type="text" value="Vikranty Bosnet"/> <input style="border: 1px solid orange;" type="button" value="Q"/>
Program (Site)	<input type="text" value="Search"/>
Entered By	<input type="text" value="Search"/>
Form ID	<input type="text"/>
* Create Date From	<input type="text" value="09/01/2020"/> <input style="border: 1px solid orange;" type="button" value="Calendar"/>
Create Date To	<input type="text" value="09/21/2020"/> <input style="border: 1px solid orange;" type="button" value="Calendar"/>
Notification Level	<input type="text" value="- Please Select -"/>
Status	<input type="text" value="- Please Select -"/>
Type	<input type="text" value="- Please Select -"/>
Acknowledge Status	<input type="text" value="- Please Select -"/>
Summary	<input type="text"/>

 [Clear Selection](#)

4. Ang T-Log search results ay magpapakita ng listahan ng T-Logs ayon sa napili na search

criteria. I-click ang T-Log upang makita.

#### T-Log Search

Filter

15Records

NL	Individual	Summary	Photo	Attachment	Program Name	Entered By	Create Date	Status	Type	Form ID
Medium	Bosnet, Vikranty	Drawing			Day Shift	Rahman, Ferdaus	07/28/2019	Submitted	N	TL-DEMOTPHL-H9W4NGBZ7MULE
Medium	Bosnet, Vikranty	Drawing	Yes		Day Shift	Rahman, Ferdaus	07/21/2019	Submitted	N	TL-DEMOTPHL-H9P4NFHZUMULW

Showing 1 to 2 of 2 entries

Previous

1

Next

5. Mula sa T-Log page, kung i-click ang **i** icon, makikita ang **Form ID**, **Entered by** at ang **Date** at **Time** ng T-Log. I-click ang **x** icon kung nais isara ang box.

#### T-Log Submitted

<b>Individual</b>	Vikranty Bosnet	<b>Program</b>	Day Shift
<b>Entered By</b>	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
<b>Type</b>	Notes		
<b>Notification Level</b>	Medium		
<b>Summary</b>	Drawing		
<b>Description</b>	Today at drawing class Vikranty drew a very nice picture.		
<b>Time In</b>	11:00 am	<b>Time Out</b>	12:00 pm
<b>Reporter</b>	Amit Ibrahim, Supervisor	<b>Reported On</b>	09/20/2020 12:00 PM

T-Log Submitted ⓘ

Form ID : TL-DEMOTPHL-JBP4NFKXJMULA

Time Zone : Asia/Dhaka

Entered By : Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM

[Acknowledge Status](#)

Individual

Entered By

Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM

### Magdagdag ng Follow-up:

6. I-click ang **Add Follow-up** button sa T-Log page upang magdagdag ng follow-up comments sa T-Log.


## T-Log Submitted ⓘ

<b>Individual</b>	Vikranty Bosnet	<b>Program</b>	Day Shift
<b>Entered By</b>	Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM		
<b>Type</b>	Notes		
<b>Notification Level</b>	Medium		
<b>Summary</b>	Drawing		
<b>Description</b>	Today at drawing class Vikranty drew a very nice picture.		
<b>Time In</b>	11:00 am	<b>Time Out</b>	12:00 pm
<b>Reporter</b>	Amit Ibrahim, Supervisor	<b>Reported On</b>	09/20/2020 12:00 PM

**Follow-up**

Summary	Entered By	Photo	Attachment
<div>Add Followup</div>			

**Attachments**

Document Attachment
<p><b>Photo</b></p> 



PDF

◀ Previous

Next ▶

Cancel

Back

SComm

Delete

Update

7. Magbubukas ang **T-Log** page kung saan ang **Type**, **Notification Level** & **Summary** ay napunan na dati. Ilagay ang nais na follow-up comment sa **Description** field pagkatapos ay i-click ang **Submit** button.

## T-Log New ⓘ

<b>Individual</b>	Vikranty Bosnet		<b>Program</b>	Day Shift
<b>* Type</b>	<input type="checkbox"/> Health <input checked="" type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General			
<b>Notification Level</b>	<div>Medium ▼</div>			
<b>* Summary</b>	<div>Drawing</div>			
<b>→ Description</b>	<div>Today she started painting with color and she is doing very good.</div> <div>About 9935 characters left</div>			
<b>Time In</b>	<div>09:00 am ⌚</div>	<b>Time Out</b>	<div>10:00 am ⌚</div>	
<b>Reporter</b>	<div>Search</div>	<b>Reported On</b>	<div>MM/DD/YYYY hh:mm 📅</div>	
<b>Attachments</b>				
<b>Document Attachment</b>	<div> <div>Add File</div> <div>Scan File</div> </div>			
<b>Photo</b>	<div> <div>Add Image</div> </div>			
<div>Cancel</div> <div>Back</div>		<div>Submit</div>		

8. Makikita mo ang sumusunod na mensahe. I-click ang Back to **Form** link upang makita

ang updated T-Log.

The form TL-DEMOTPHL-H9W4NGBZ7MULE has been Successfully Submitted

Back to [Form](#) | [List](#)

#### Actions


[Create New T-Log](#)

9. Sa **Follow-up** section andon ang lisatahan ng mga follow-up T-Logs. I-click ang desired link mula list upang makita ang specific Follow-up comment.

## T-Log Submitted

<b>Individual</b>	Vikranty Bosnet	<b>Program</b>	Day Shift
<b>Entered By</b>	Ferdaus Rahman, Supervisor on 09/21/2020 01:48 PM		
<b>Type</b>	Notes		
<b>Notification Level</b>	Medium		
<b>Summary</b>	Drawing		
<b>Description</b>	Today she started painting with color and she is doing very good.		
<b>Time In</b>		<b>Time Out</b>	
<b>Reporter</b>		<b>Reported On</b>	

**Follow-up**

Summary	Entered By	Photo	Attachment
Drawing 	Ferdaus Rahman, Supervisor, 09/21/2020 01:43:43 PM	Yes	
Drawing	Ferdaus Rahman, Supervisor, 09/22/2020 01:48:36 PM		

[Add Followup](#)

**Attachments**

**Document Attachment**

**Photo**


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[Delete](#)
[Update](#)