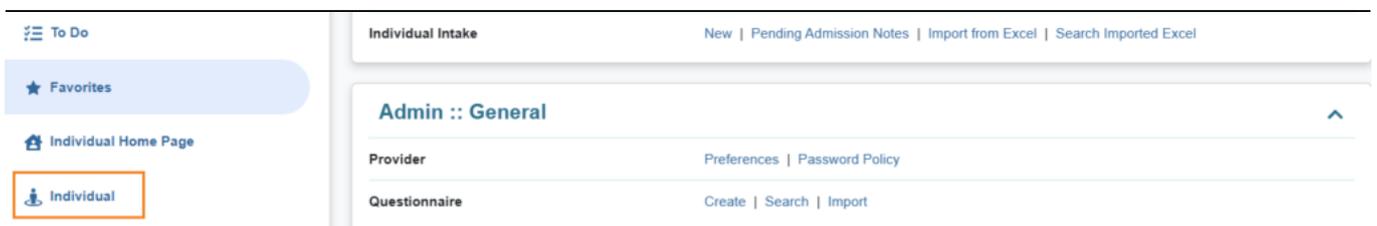


Paghanap at Pagdagdag ng Follow-up sa T-Logs

Hanapin ang T-Log:

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



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



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 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 type="button" value="Calendar"/>
Create Date To	<input type="text" value="09/21/2020"/>	<input type="button" value="Calendar"/>
Notification Level	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Status	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Type	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Acknowledge Status	<input type="text" value="- Please Select -"/>	<input type="button" value="v"/>
Summary	<input type="text"/>	

 [Clear Selection](#)

Cancel

Search

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

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 **i** ←

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

T-Log Submitted **i**

Form ID : TL-DEMOTPHL-JBP4NFKXJMULA ✕
Time Zone : Asia/Dhaka
Entered By : Ferdaus Rahman, Supervisor on 09/21/2020 01:43 PM
[Acknowledge Status](#)

Individual	Vikranty Bosnet	Program	Day Shift
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 ⓘ

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

Follow-up

Summary	Entered By	Photo	Attachment
<input type="button" value="Add Followup"/>			

Attachments

Document Attachment	
Photo	

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 ⓘ

Individual Vikranty Bosnet **Program** Day Shift

* **Type** Health Notes Follow-up Behavior Contacts General

Notification Level

* **Summary**

➔ **Description**

About 9935 characters left

Time In **Time Out**

Reporter **Reported On**

Attachments

Document Attachment

Photo

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 ⓘ

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

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

PDF [◀ Previous](#) [Next ▶](#)

Cancel Back
SComm Delete Update