

## 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

Vikranty Bosnet

Program (Site)

Search

Entered By

Search

Form ID

\* Create Date From

09/01/2020

Create Date To

09/21/2020

Notification Level

- Please Select -

Status

- Please Select -

Type

- Please Select -

Acknowledge Status

- Please Select -

Summary

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	Program Name
Medium	Bosnet, Vikranty	Drawing	Day Shift

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**

**Photo**




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>	09:00 am ⌚	<b>Time Out</b>	10:00 am ⌚	
<b>Reporter</b>	Search		<b>Reported On</b>	MM/DD/YYYY hh:mm 📅
<b>Attachments</b>				
<b>Document Attachment</b>	<div>Add File Scan File</div>			
<b>Photo</b>	<div>Add Image</div>			
<div>Cancel 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
<a href="#">Drawing</a>	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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[Update](#)



