

Pagawa ng T-Log na walang Individual

Ang mga users ay maaaring magrecord ng anumang uri ng events tulad ng Important Notice, Annual Picnic at Sports Day, Holiday atbp. Gamit ang **T-Log without an Individual** module.

Ang mga users na may **T-Log Program Access** Administrative role at **T-Log Entry** Super role ay maaaring makagawa ng **Create a T-Log without an Individual.**

Paalala – Ang Provider Administrator ng agency ay dapat i-enable ang **Allow creating a T-Log without an individual na opsiyon** (makikita sa Provider Preference section sa Admin tab) upang ang mga users ay makagawa ng T-Logs without an Individual.

To Do	Care		
Individual	T-Log 🗕	New Search Archive	
Health	ISP Data	New Search Report Search Report Archive	
Agency	ISP	New Search Review Acknowledge Archive	
Admin Agency	ISP Program	New Search Archive Acknowledgement Report	
Reports	ISP Program Template Library	New Draft Published Search	

1. I-click ang **New** link sa hilera ng T-Log option ng Individual tab.

2. I-click ang Program Name sa **Select Program For T-Log** page.



Select Program For T-Log

AII A B C D E F	G H I J K L M N	O P Q R S	T U V W X Y Z	
Filter				15 v Records
Program Name	Site Name	Program Type	Cost Center Number 🍦	Program ID 🌲
Child Care Center	Demo-Site	School		01
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555
Day Shift (Tanzania)	Demo Site (Tanzania)	Day School		777
DEMO Program (Morning)	DEMO SITE (Dhaka)	Sensory Therapy		08
Morning Shift	DEMO SITE (Nepal)	School		02
Special Day Shift	Demo Site North Bengal	Day School		01

3. Sa **Individual List** page, ang **Create T-Log without an Individual** link ay lalabas sa itaas na bahagi ng page. I-click itong asul na link.



Individual List Create T-Log without an Individual Program: Day Shift (DEMO SITE (BD)) AII. А в С D Е F G H I J K L M N O P Q R S T U V W X Y Z Filter 15 Records Last Name First Name Individual ID * Ahmed Zamil Bosnet Vikranty Chowdhury Niloy 21911 Fahima Chowdury Harriton Nick 012345 Hossaain Amit Hossain 101 Imran Hossain Amit 012345 Hossain Zakir Imran Amit Showing 1 to 10 of 19 entries Previous Next 2 . .

4. Sa **T-Log** page,

- Piliin ang **Type** ng T-Log
- Piliin ang nais na Notification Level mula sa High, Medium, or Low depende sa pangangailangan.
- Maglagay ng summary o headline para sa T-Log sa **Summary** field.
- Isulat ang nais na content ng T-Log sa **Description** field.

Ang mga Fields na may markang *Red Asterisks* ay dapat punan. Para sa karagdagang



impormasyon patungkol sa mga fields ng T-Log page <u>i-click ito</u>.

T-LOg New 1								
Individual	Isaac Abraham			Pro	gram	Academy		
Entered By	Anwar Hossain, Super	visor						
* Type	🗌 Health 🗹 Notes 🏾	Follow-up	Behavior	Contacts	General	al		
Notification Level	Low ~							
* Summary	Annual Sports Day							
Description	The ensuel enerts de	wwill be held on	novt Mod		ot the co	heel playaround		
		 Photocacae-officient and an end of the second second						
	About 9914 characters left							
Time In	11:00 am 🕑			Time	e Out	12:00 pm 🕑		
Reporter	Anwar Hossain / Sup	pervisor Reported On		10/11/2020 12:00 pm				
Attachments								
Document	File News	Description	Cine	Data	Attach	ad Du	Action	
Attachment	Inivited quest list txt	Description	6 Bytes	10/13/2020	Anwar	Hossain Supervisor	Download I Remove	
			0 2)100		,			
Photo	Add Image							
Cancel Back							Submit	

Kung nabago na ang mga impormasiyon na nais baguhin i-click ang **Submit** button.

Lalabas ang sumusunod na mensahe .



The form TL-DEMOTPHL-HBJ4NFNZ2MULS has been Successfully Submitted

Back to Form

Actions

Create New T-Log