


## 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.

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

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	ISP Program	New   Search   Archive   Acknowledgement Report
Agency Reports	ISP Program Template Library	New   Draft   Published   Search

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

## Select Program For T-Log

All
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

▼

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))

All 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 Records

Last Name	First Name	Individual ID
Ahmed	Zamil	
Bosnet	Vikranty	
Chowdhury	Niloy	21911
Chowdury	Fahima	
Harriton	Nick	
Hossain	Amit	012345
Hossain	Imran	101
Hossain	Amit	012345
Hossain	Zakir	
Imran	Amit	

Showing 1 to 10 of 19 entries

Previous 1 2 Next

#### 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 [i-click ito](#).

## T-Log New ⓘ

Individual

Isaac Abraham

Program

Academy

Entered By

Anwar Hossain, Supervisor

\* Type

☐ Health
 ☒ Notes
 ☐ Follow-up
 ☐ Behavior
 ☐ Contacts
 ☒ General

Notification Level

Low

\* Summary

Annual Sports Day

Description

The annual sports day will be held on next Wednesday evening at the school playground.

About 9914 characters left

Time In

11:00 am

Time Out

12:00 pm

Reporter

Anwar Hossain / Supervisor

Reported On

10/11/2020 12:00 pm

Attachments

Document Attachment	File Name	Description	Size	Date	Attached By	Action
	Invited guest list.txt		6 Bytes	10/13/2020	Anwar Hossain, Supervisor	<a href="#">Download</a>   <a href="#">Remove</a>

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](#)