

# Create New T-Log (How to T-Log for Individuals)

**T-Log Entry Role** (T-Log Entry Role) can create T-Logs for individuals.

1. **Individual Tab** (Individual) is selected.

To Do	Modules	High	Medium	Low
<b>Individual</b>	<ul style="list-style-type: none"> <li><b>T-Log - New   Search</b> <ul style="list-style-type: none"> <li>View: 7 High, 5 Medium, 8 Low</li> </ul> </li> <li><b>General Event Reports (GER) - New   Search</b> <ul style="list-style-type: none"> <li>Review: 0 High, 1 Medium, 0 Low</li> <li>Approve: 0 High, 1 Medium, 0 Low</li> </ul> </li> <li><b>ISP Data - New   Search</b> <ul style="list-style-type: none"> <li>Acknowledge: 0 High, 3 Medium, 0 Low</li> </ul> </li> <li><b>ISP Program - New   Search</b> <ul style="list-style-type: none"> <li>Approve: 0 High, 1 Medium, 0 Low</li> </ul> </li> </ul>			
Health				
Admin				
Agency Reports				
Individual Home Page				

2. **T-Log New** (New) is selected.

To Do	Care
<b>Individual</b>	<ul style="list-style-type: none"> <li><b>T-Log</b> → <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Archive</a></li> <li><b>Case Note</b> → <a href="#">New</a>   <a href="#">Search</a>   <a href="#">Archive</a>   <a href="#">Bulk PDF</a></li> <li><b>General Event Reports (GER)</b> → <a href="#">New</a>   <a href="#">Search</a></li> <li><b>Witness Report (GER)</b> → <a href="#">Search</a></li> </ul>
Health	
Admin	
Agency Reports	

3. **T-Log** を表示するプログラムを選択する (Select program for T-Log page)  
プログラムを選択する (Program) を表示する

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

15 Records

Program Name	Site Name	Program Type	Cost Center Number	Program ID
(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool		02
(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Individualized Skills Development		123
Day Shift	DEMO SITE (BD)	Sports		02
Class-one	Demo Site Africa	School		A

Showing 1 to 04 of 04 entries

Previous 1 Next

4. **T-Log** を表示するプログラムを選択する

## Individual List

Create T-Log without an Individual

### Program: Day Shift (DEMO SITE)

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	Birth Date
Abraham	Isaac		02/01/2011
Basnet	Sima		01/01/2014
Bosnet	Vikranty		01/01/2010
Maria	Putri		01/01/2010
Mary	Angela		05/01/2010

Showing 1 to 5 of 5 entries

☐☐ ☐☐☐☐☐☐☐☐ **T-Log** ☐☐☐☐☐ ☐☐☐ ☐☐☐ ☐☐☐☐☐☐☐☐



T-log 000000 00000000 00000000 000000 000 000000

- 00000000 0000000000 00000000 00000000 000000 00000 00000, 000000 00 000000 0000 000000000000

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

**Notification Level**

Medium ▼

6.

- **Summary** (00000000) 00000000 T-Log 00 000000 000000000000 00000000 00 00000000 00000000000 000000000000
- **Description** (000000) 00000000 T-Log 00 000000 0000000000 0000000000000000

\* **Summary**

Drawing

**Description**

Today at drawing class, Vlkraty drew a very nice picture.

About 9943 characters left

7. 00000000000 0000 00000000 00000000 000000 **Time in** and **Time out** (0000 00 0 00000 0000) 0000000000 00000000 00000000 0000 00000000 00000000 000000000000 (0000 00/0000 0000 00000000 00000000 00, 0 000000000000 0000000000 00000000 0000000000 “000000000000000000” 00000000 T-Log 0000000000 00000000 000000 0000000000)

→ **Time In**

10:00 am



**Time Out**

11:00 am





9. 00000000 T-log 00 000000 00 0000 0000 00000000 0000000000 0000 0000

- 00000000 0000 00000000 0000 **Document Attachment (00000000) Add File or Scan File (000000 0000 0000000000 00 0000 00000000)** 000000 000000 0000 000000000000
- **Photo (00000000)** 00000000 0000 0000000000 000000 000000 **Add Image (0000 000000000000)** 000000 000000 0000 00000000000000

**Attachments**

---

<b>Document Attachment</b>	<input type="button" value="Add File"/>	<input type="button" value="Scan File"/>
<b>Photo</b>	<input type="button" value="Add Image"/>	

**N: B:** 0000 0 00000000 00000000 0000 3 0000 000000000000

10. 0000 0000 00000000 0000000000 00000000 0000 0000, 00000000 00 000000 00000000 000000 **Submit** 000000 000000 000000000000

11. **Submit (000000)** 000000 000000 00000000, 00 000000 00000000 000000000000 00000000

The form TL-DEMOTPHL-H9P4NFHZUMULW has been Successfully Submitted

