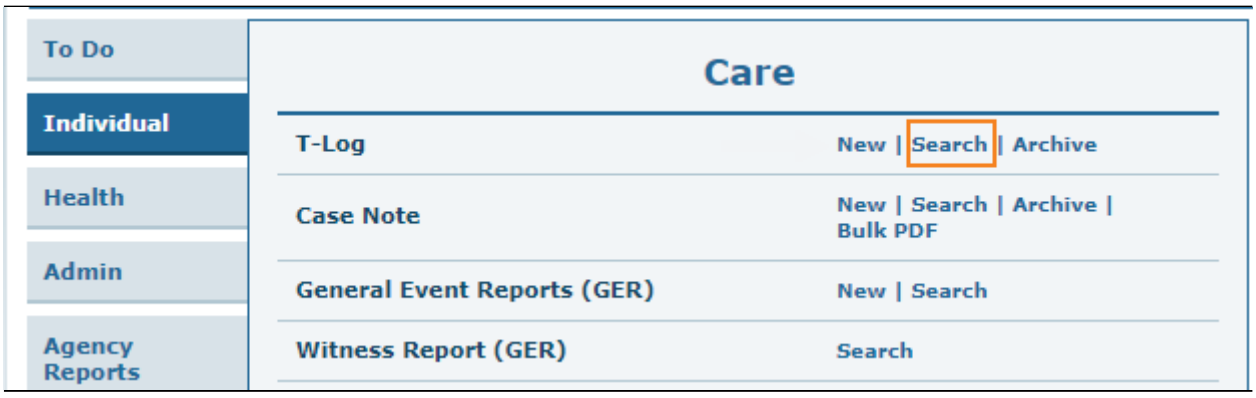
Kutafuta Na Kuongeza Taarifa Endelevu Kwenye T-Log

Kutafuta T-Log:

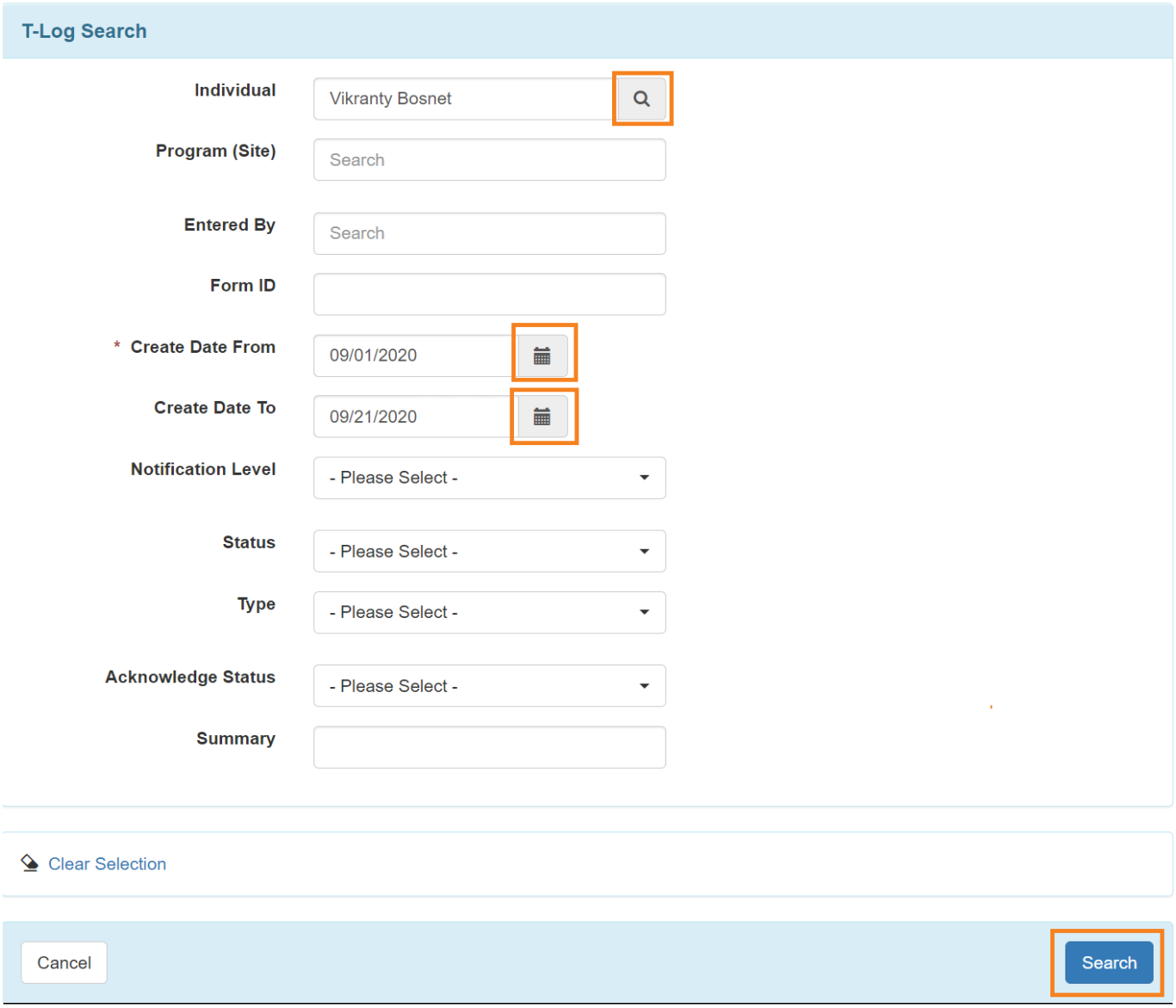
1. Bonyeza kwenye tabu ya **Individual** kutoka kwenye dashibodi.

2. Bonyeza kwenye kiunganishi cha **Search** pembeni na T-Log.

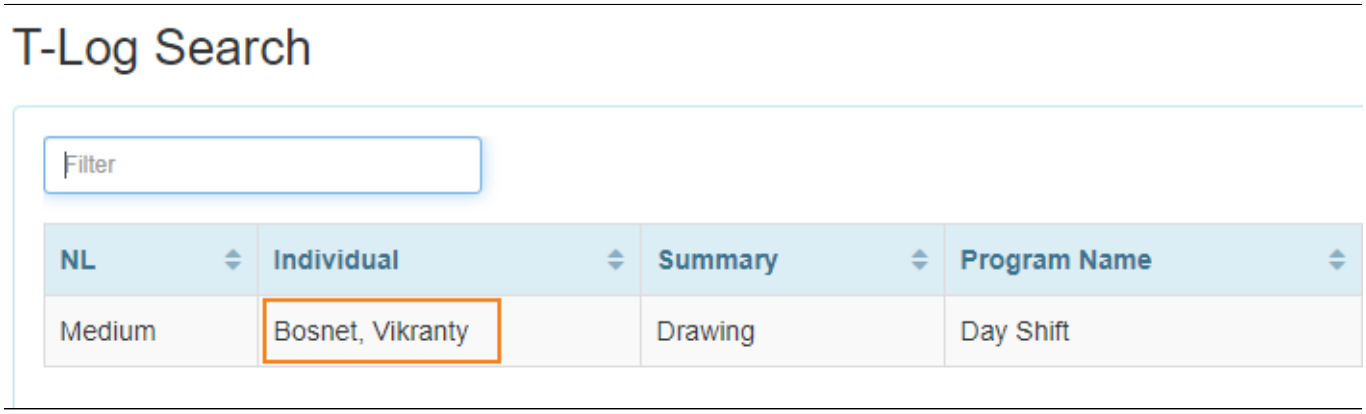


3. Chagua vigezo vya kutafuta vilivyosahihi kutoka kwenye ukurasa wa **T-Log Search.**kuchagua **Create Date From** ni wajibu.unaweza pia kutumia maeneo yaliyowasilishwa kwa ajili ya kuchuja na kupunguza matokeo ya unachotafuta..

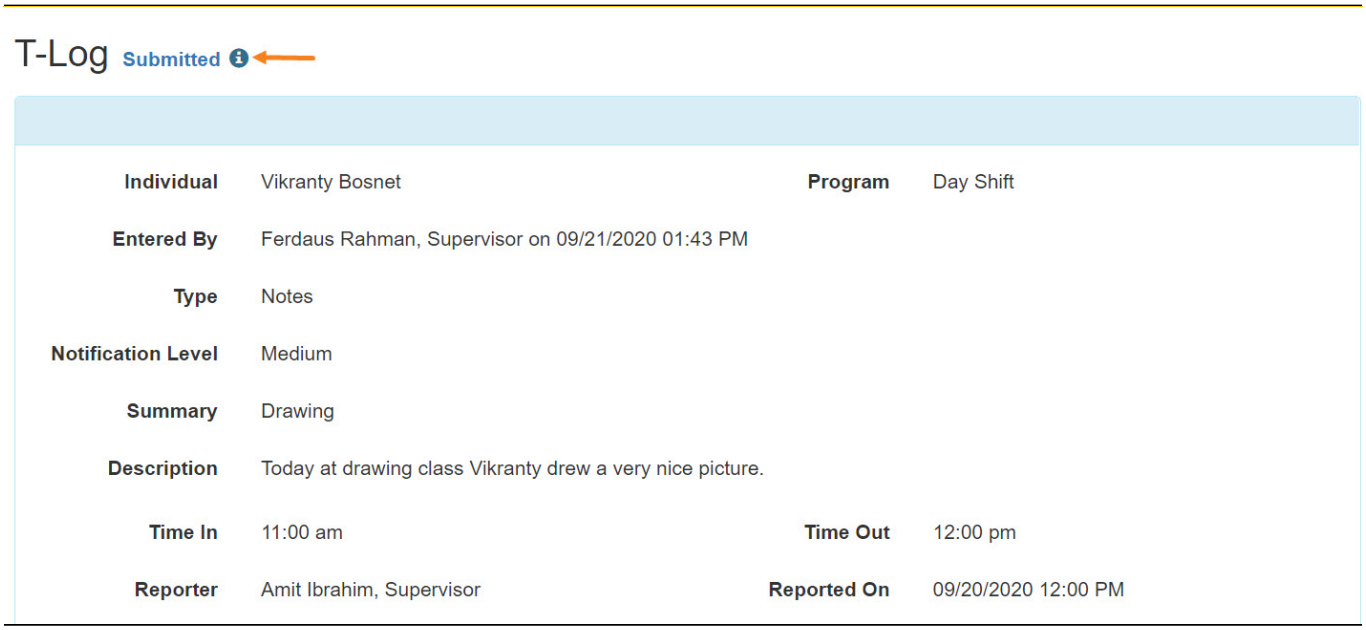
Fomu ya kujaza inaweza kuchujwa kwa jina **Create Date To,**jina la programu,aliyeweka,tarehe ya matengenezo n.k bonyeza kwenye kitufe cha **Search** baada ya kuchagua kigezo cha kutafuta.

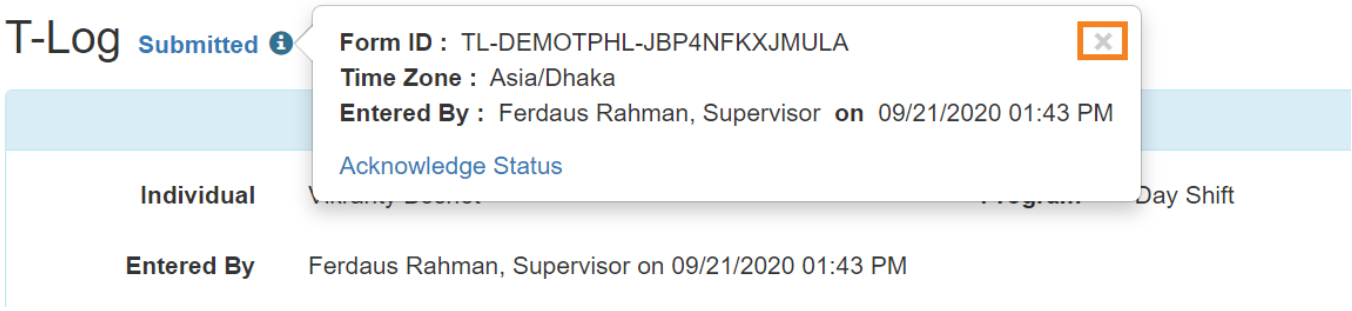


4. Sasa matokeo ya T-Log ulizotafuta zitaoneshwa kwenye orodha ya T-Log kulingana na vigezo vya kutafuta vilivyochaguliwa.



5. Kutoka kwenye ukurasa wa T-Log ukibonyeza kwenye alama ya **i,**utaweza kuona **Form ID ,Entered by** na **Date** na **Time** wa T-Log.bonyeza kwenye alama **x** kufungua box.





Ongeza Taarifa Za Edelevu:

6.Bonyeza kwenye kitufe cha **Add Follow-up** kwenye ukurasa wa T-Log ili kuongeza taarifa ya kuendeleza T-Log.

T-Log Submitted

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

Follow-up

Summary	Entered By	Photo	Attachment

Add Followup

Attachments

Document Attachment

Photo

PDF

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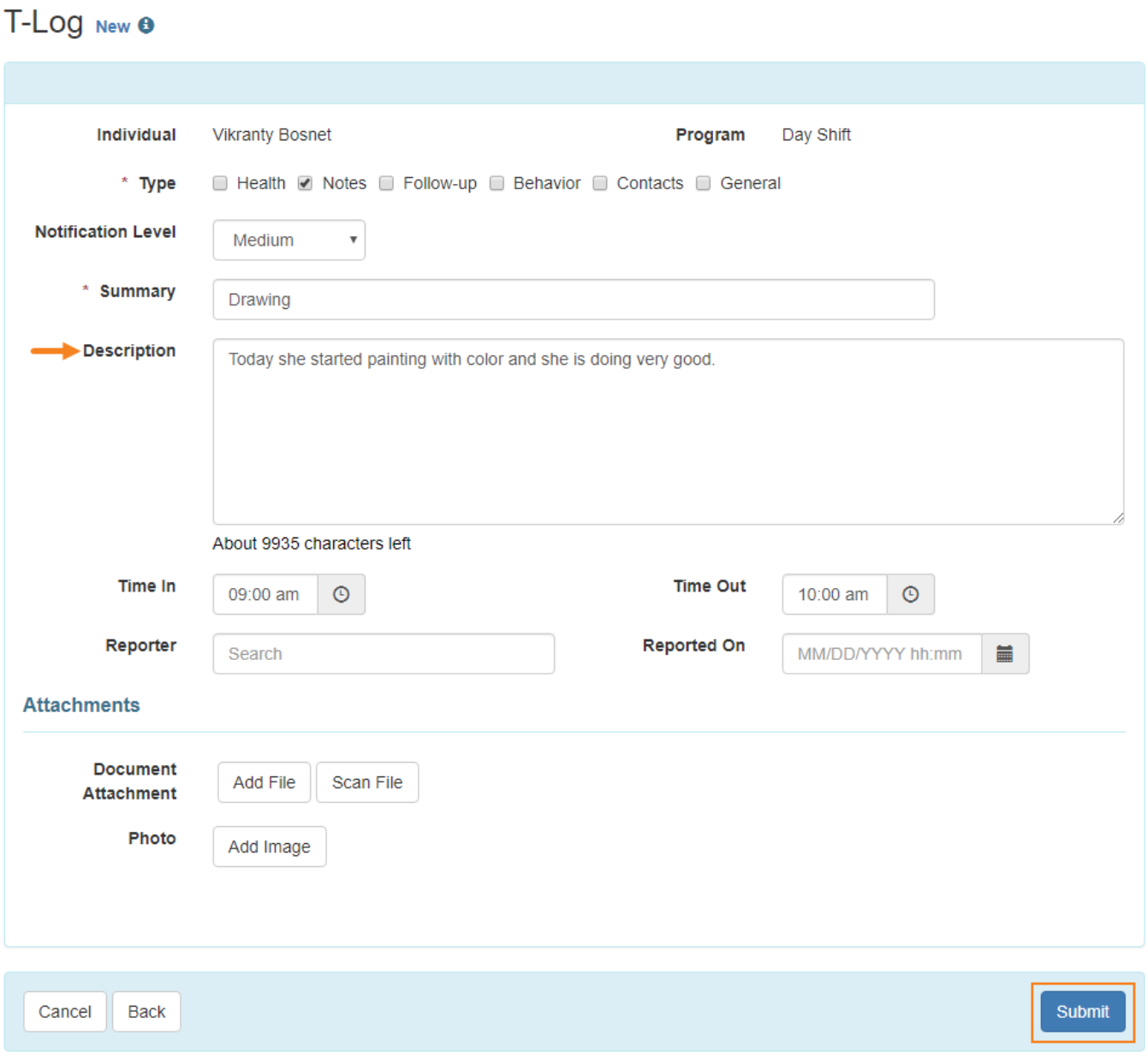
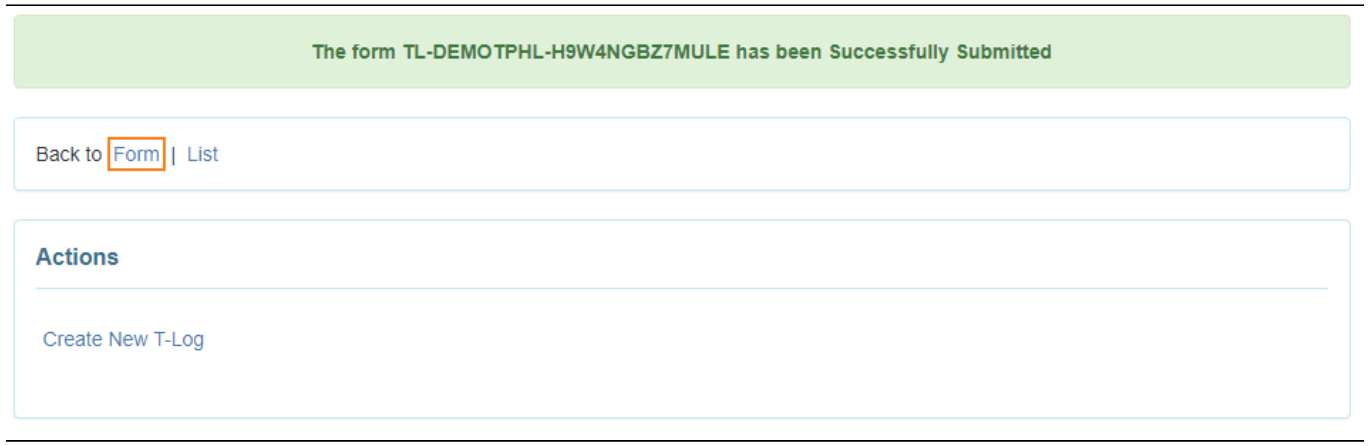
7. Hii itafungua ukurasa wa **T-Log** ambapo **Type, Notification Level** na **Summary** utakuwa umejazwa tayari kabla ya hapo.ingiza maelezo ya kuendeleza kwenye eneo la **Description** halafu bonyeza kitufe cha **Submit.**



8. Hii itaonesha ujumbe wa mafanikio.Bonyeza nyuma kutengeneza kiunganishi

kwa ajili ya kutazama T-Log iliyosasishwa.



9. Kwenye sehemu ya **Follow-up** kutakuwa na orodha ya T-Log za kuendeleza.bonyeza kwenye kiunganishi utakachopendelea kutoka kwenye orodha kuona taarifa husika za kuendeleza.

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

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