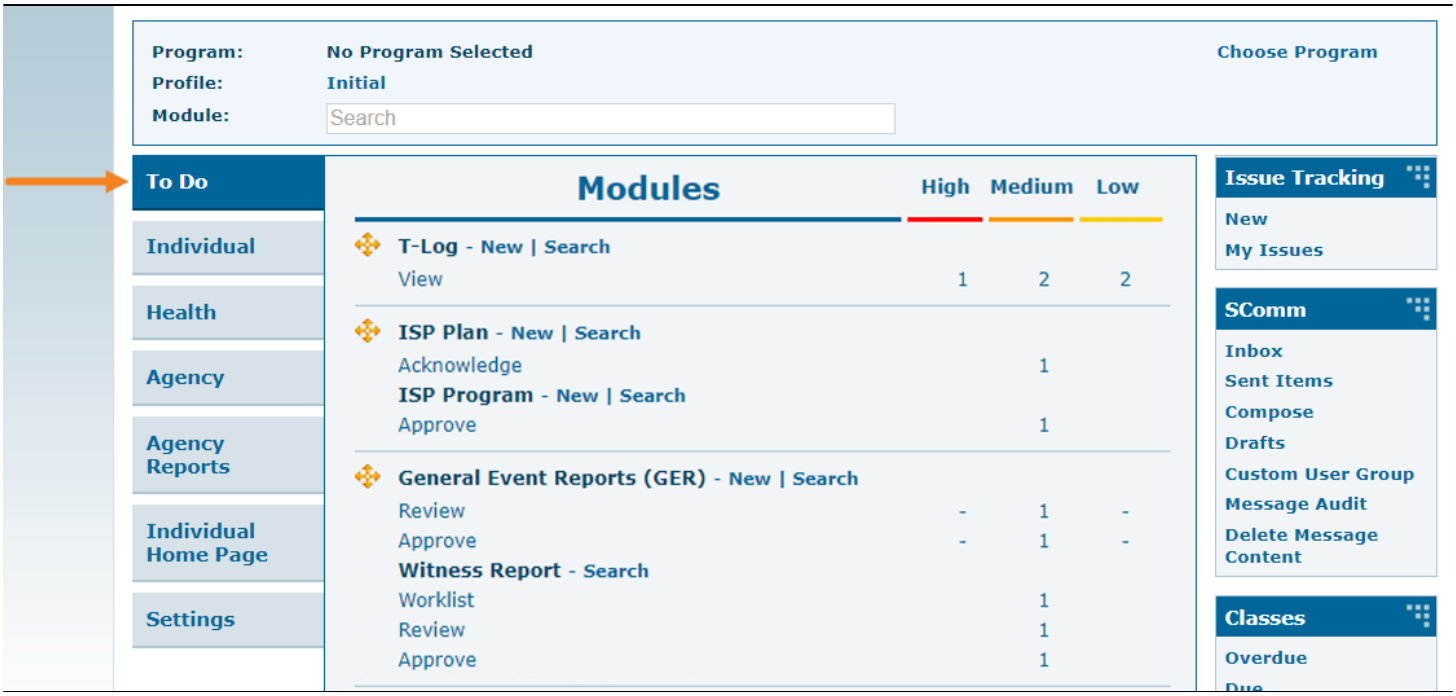
kutazama na kutambua T-log

Watumiaji waliopewa jukumu la ***T-log view*** wanaweza kutazama na kutambua T-log kutoka kwenye tabu ya **To Do** kwenye Dashboard.

1. Bonyeza kwenye tabu ya **To Do** kwenye **Dashboard.**



2. Bonyeza kwenye kiunganishi cha **View** kwenye eneo la **T-log** kwenye tabu ya **To Do.**

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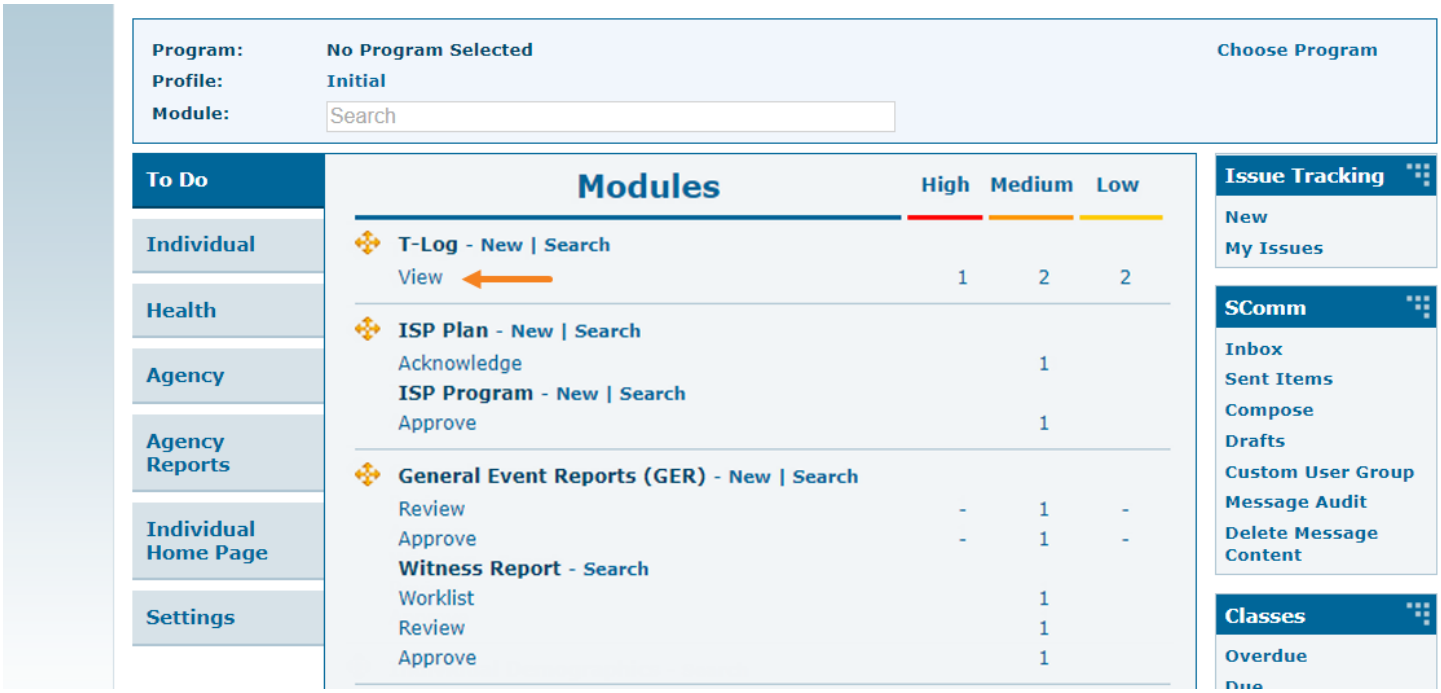
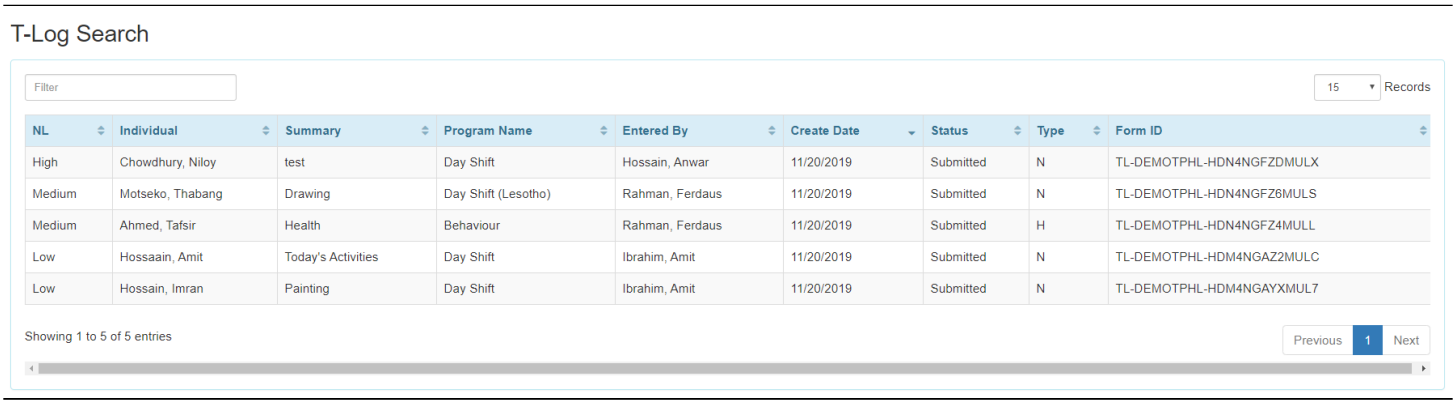


Ukurasa wa **T-Log Search** utafunguka na kuonesha orodha ya T-log zote.



3. Bonyeza kwenye jina la **Individual** kwa ajili ya kuona orodha ya T-log unayopendelea.

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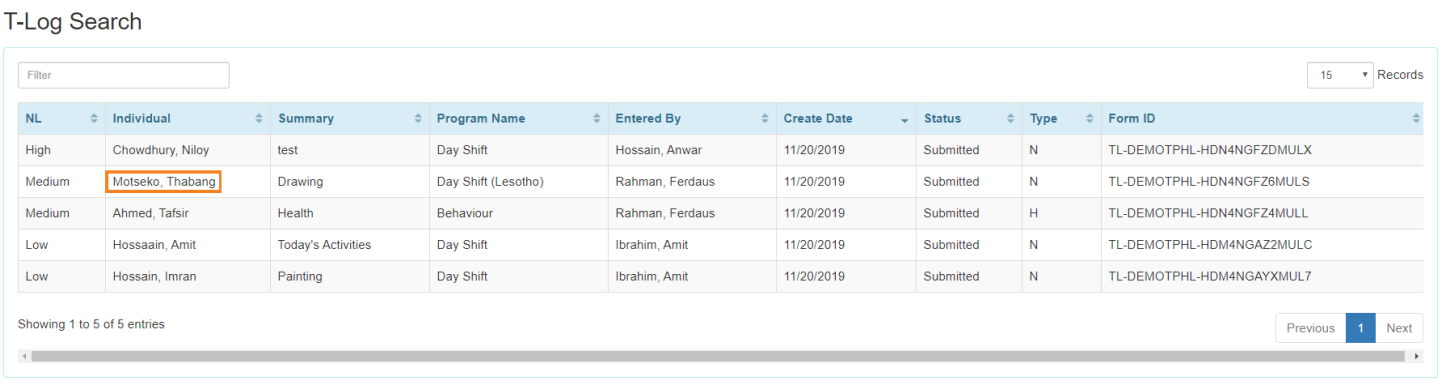

T-log za mtu husika zitaoneshwa.

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T-Log Submitted

Individual	Thabang Motseko	**Program**	Day Shift (Lesotho)
Entered By	Ferdaus Rahman, Supervisor on 11/20/2019 10:06 AM		
Type	Notes		
Notification Level	Medium		
Summary	Drawing		
Description	She drew a beautiful picture in the drawing class.		
Time In		**Time Out**	
Reporter		**Reported On**	

Follow-up

Summary	Entered By	Photo	Attachment

Add Followup

Attachments

Document Attachment

Photo

PDF

Previous Next

Cancel Back SComm Delete Update Acknowledge Acknowledge & Next

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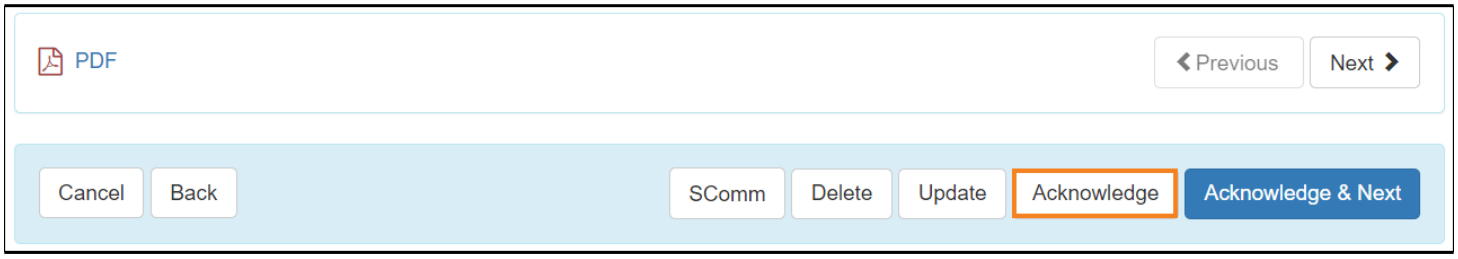
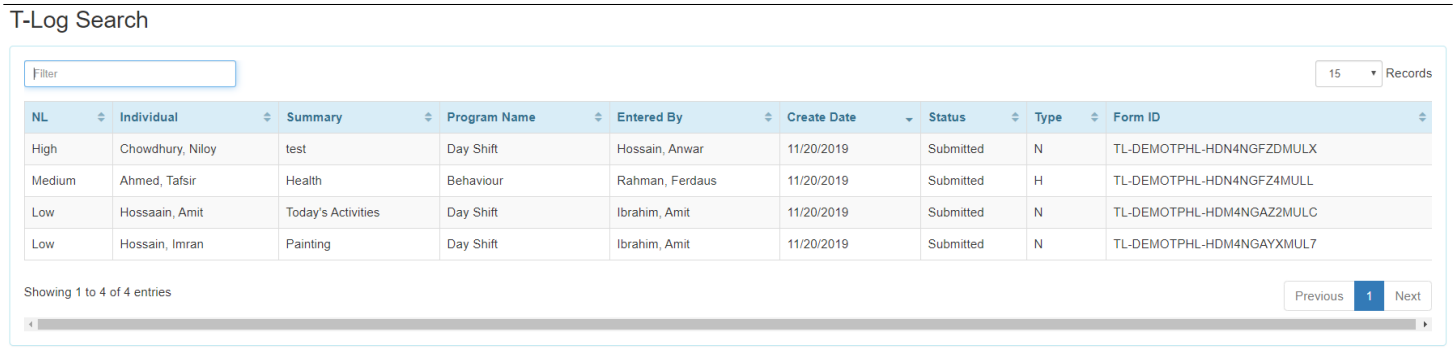
4. Bonyeza kwenye kitufe cha **Acknowledge** chini ya ukurasa ili kutambua T-log.hii itaweka alama kwenye T-log kuwa imesomwa.unaweza kubonyeza kwenye kitufe cha **Acknowledge & Next ,**ili kutambua T-log iliyopo na kwenda kwenye T-log inayofwata kwa ajili ya kuangalia na kutambua.



Muhimu:

- Kwa kubonyeza kitufe cha **Acknowledge**, orodha ya T-log za ukurasa wa **T-Log Search** itatokea tena.kutoka hapo watumiaji wataweza kutazama na kutambua T-log nyinginezo kama kuna uhitaji.



- Kubonyeza kwenye kitufe cha **Acknowledge & Next** kutaweka alama kwenye T-log ya iliyosomwa na kufungua T-log nyingine.

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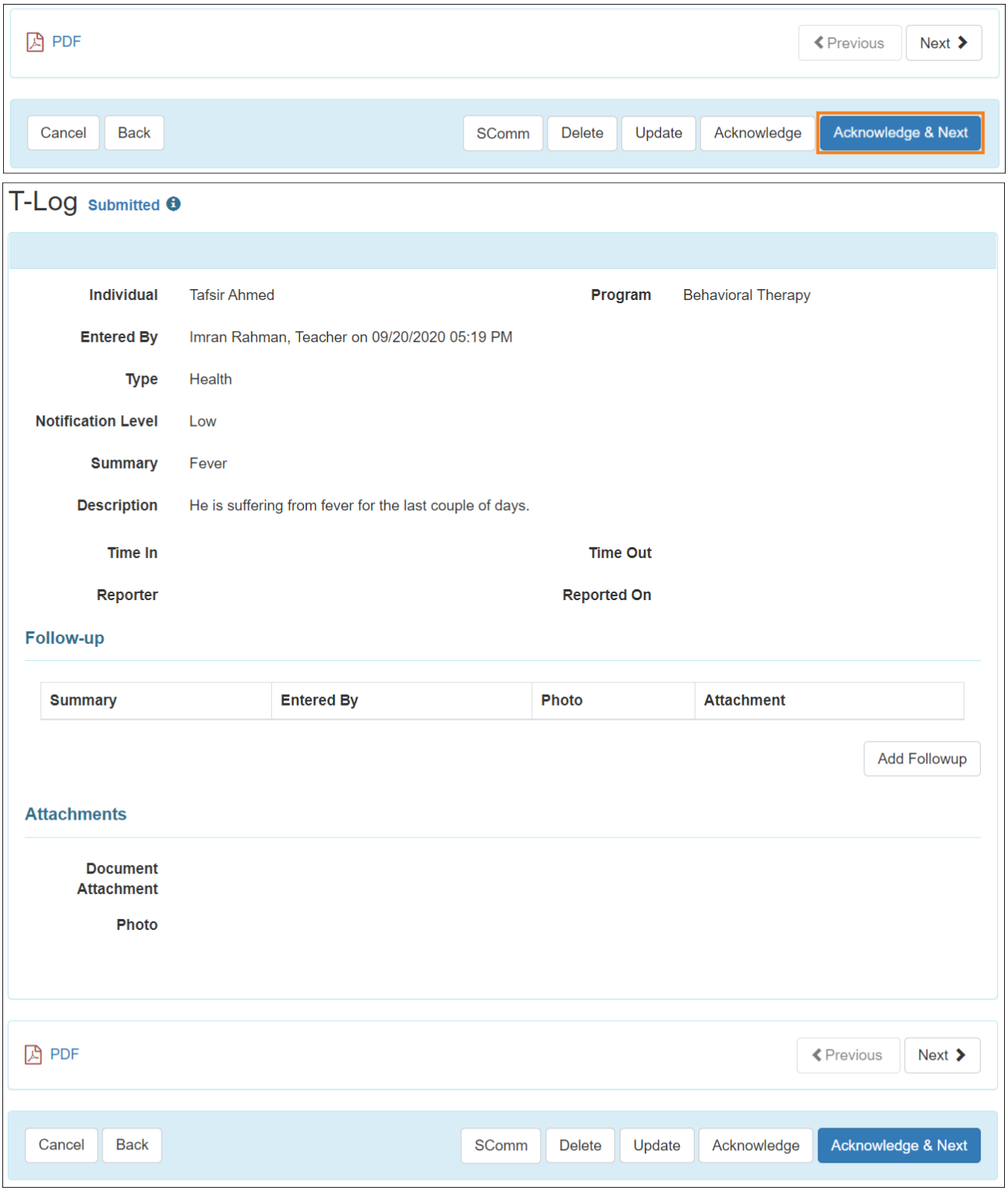

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