


## Kutengeneza T-log Mpya

Watumiaji wenye jukumu la **T-Log Entry** wana uwezo wa kutengeneza T-Log.

1. Bonyeza kwenye tabu ya **Individual** kwenye Dashboard.

To Do	Modules	High	Medium	Low
Individual	<div>T-Log - New   Search</div> <div>View</div>	7	5	8
Health	<div>General Event Reports (GER) - New   Search</div> <div>Review</div> <div>Approve</div>	-	1	-
Admin	<div>ISP Data - New   Search</div> <div>Acknowledge</div> <div>ISP Program - New   Search</div> <div>Approve</div>		3	1
Agency Reports				
Individual Home Page				

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

To Do	Care
Individual	<div>T-Log  New   Search   Archive</div>
Health	<div>Case Note</div> <div>New   Search   Archive   Bulk PDF</div>
Admin	<div>General Event Reports (GER)</div> <div>New   Search</div>
Agency Reports	<div>Witness Report (GER)</div> <div>Search</div>

### 3. Chagua programu kutoka kwenye ukurasa wa **Select Program for T-Log**.

#### Select Program For T-Log

AllA 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

15Records

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Daily Activities	DEMO SITE DHAKA BD	Behavior Therapy		002
Day Shift	DEMO SITE (BD)	School		01
Day Shift (Lesotho)	Demo Site (Lesotho)	School		555

### 4. Bonyeza kwenye **Name of the Individual** kwa ajili ya unayemtengenezea T-Log.

#### Individual List

Program: Day Shift (DEMO SITE)

AllA 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

15Records

Last Name	First Name	Individual ID
Ahmed	Zamil	
Bosnet	Vikranty	

Sasa ukurasa wa T-Log utatokea.

## T-Log New

<b>Individual</b>	Vikranty Bosnet	<b>Program</b>	Day Shift
<b>Entered By</b>	Ferdaus Rahman, Supervisor		
<b>* Type</b>	<input type="checkbox"/> Health <input type="checkbox"/> Notes <input type="checkbox"/> Follow-up <input type="checkbox"/> Behavior <input type="checkbox"/> Contacts <input type="checkbox"/> General		
<b>Notification Level</b>	<div>Low </div>		
<b>* Summary</b>	<div></div>		
<b>Description</b>	<div></div>		
About 10000 characters left			
<b>Time In</b>	<div>hh:mm a </div>	<b>Time Out</b>	<div>hh:mm a </div>
<b>Reporter</b>	<div>Search</div>	<b>Reported On</b>	<div>MM/DD/YYYY hh:mm </div>

### Attachments

<b>Document Attachment</b>	<div>Add File</div> <div>Scan File</div>
<b>Photo</b>	<div>Add Image</div>

Cancel

Back

Submit

- Chagua **Type** ya T-Log kwa kubonyeza kwenye visanduku vya kuhakiki.visanduku vingi vya kuhakiki vinaweza kuchaguliwa kwa mara moja ila ni lazima kuchagua angalau moja.Aina ya T-Log itakuwa muhimu kwa kutafuta baadae.
- Chagua aina ya kutoa taarifa stahiki,ya ngazi ya juu,ngazi ya kati na ngazi ya chini kabisa kwa kulingana na umuhimu wa taarifa.

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

**Notification Level**

Medium ▼

6.

- Weka muhtasari au kichwa cha habari cha T-Log kwenye eneo la **Summary**.
- Andika maneno stahiki ya T-Log kwenye eneo la **Description**.

\* **Summary**

Drawing

**Description**

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

About 9943 characters left

7. Bonyeza kwenye alama ya saa pembeni na eneo la **Time-in** na **Time-out** ili kutaja muda mwafaka wa taarifa (Time in/Time out ni hiari,na inaweza kuidhinishwa kutoka kwenye eneo la T-Log ndani ya provider 'preferences' iliyopo kwenye tabu ya admin).

→ **Time In**

10:00 am



**Time Out**

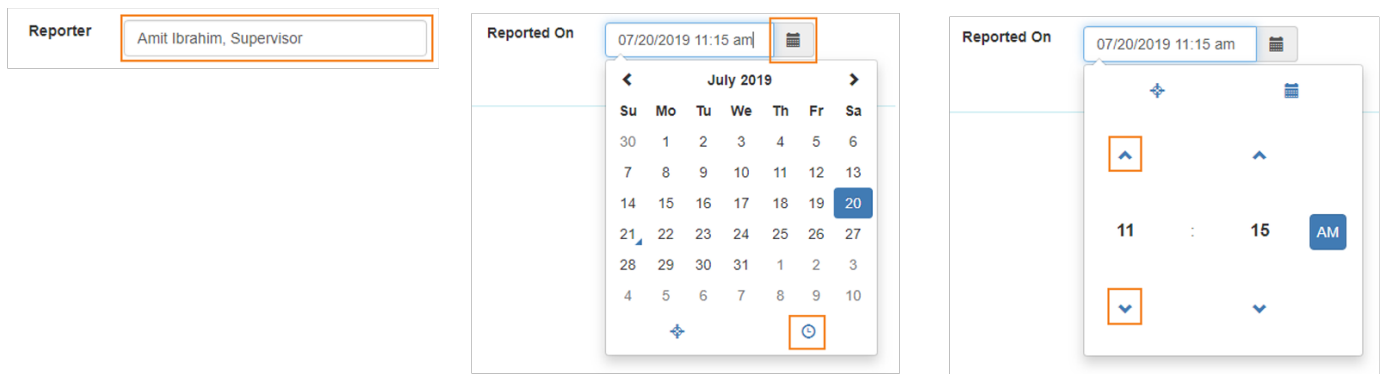
11:00 am



8. Muduli ya T-Log ina eneo na vipengele tofauti ambazo unaweza kuchagua kukamilisha:

- Mfumo unahusisha jina la mtumiaji moja kwa moja kama mtengenezaji wa T-Log. Unaweza kuchapa Jina la aliyetoa taarifa kwenye eneo la **reporter** kama taarifa hazijatolewa na mtumiaji wa mfumo.
- Mfumo pia utahifadhi tarehe uliyokamilisha T-Log yako moja kwa moja lakini unaweza kubonyeza kitufe cha **calender** pembeni na eneo la **Reported on** kuchagua tarehe ya taarifa.

Mfumo utahifadhi moja kwa moja mda uliyomaliza T-Log, lakini unaweza kubonyeza kwenye kitufe cha **Clock** chini ya calender kuchagua mda wa taarifa.



9. Unaweza kuweka viambatanishi vya hiari kama picha au stakabadhi kwenye T-Log.

- Unaweza kubonyeza kitufe cha **Add File or Scan File** pembeni na **Document Attachment** kuambatanisha faili.
- Unaweza kubonyeza kwenye kitufe cha **Add Image** pembeni na **Photo** kuambatanisha picha.

## Attachments

Document  
Attachment

Add File

Scan File

Photo

Add Image

**N:B:** Ukubwa wa faili na picha ni mb 3.

10. Ikiwa kila eneo limejazwa, bonyeza kwenye kitufe cha **Submit** chini kwenye kona ya kulia ya fomu.

Cancel

Back

Submit

11. Baada ya kubonyeza kwenye wasilisha, ujumbe wa mafanikio utaoneshwa.

The form TL-DEMOTPHL-H9P4NFHZUMULW has been Successfully Submitted