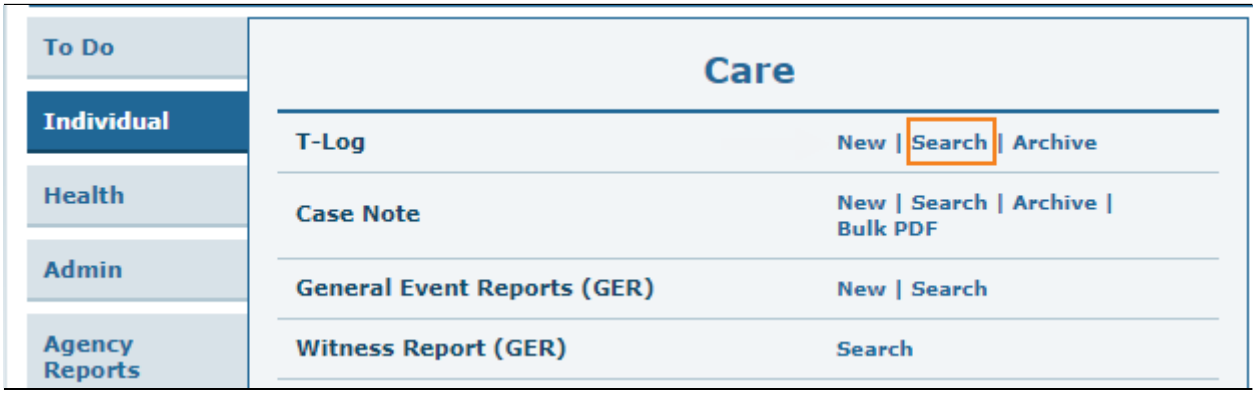
Tafuta na Ongeza Ufuatiliaji kwenye T-Logs

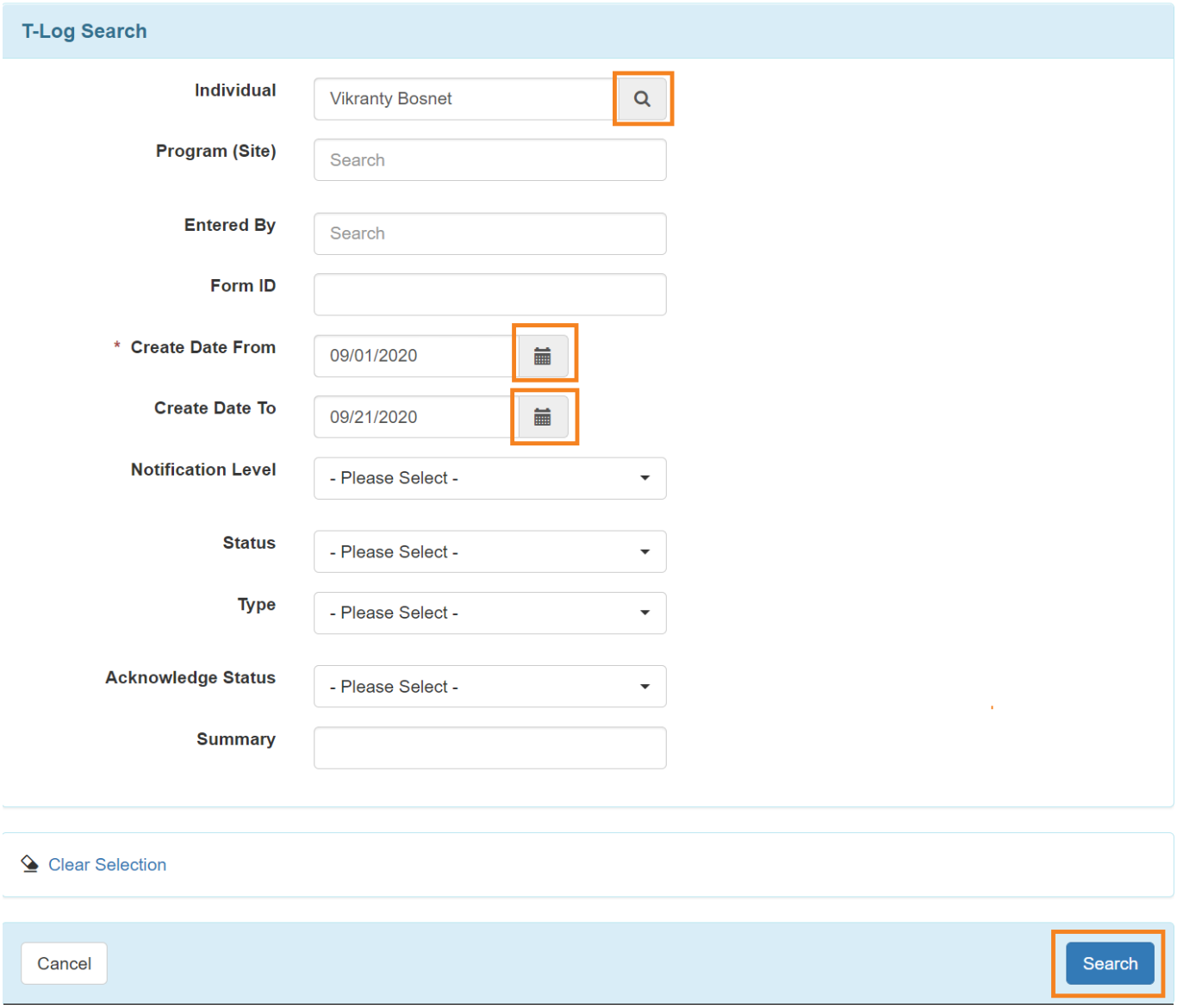
Tafuta T-Log:

1. Bofya kwenye kichupo cha **Individual** (Mtu binafsi) kutoka kwenye dashibodi.

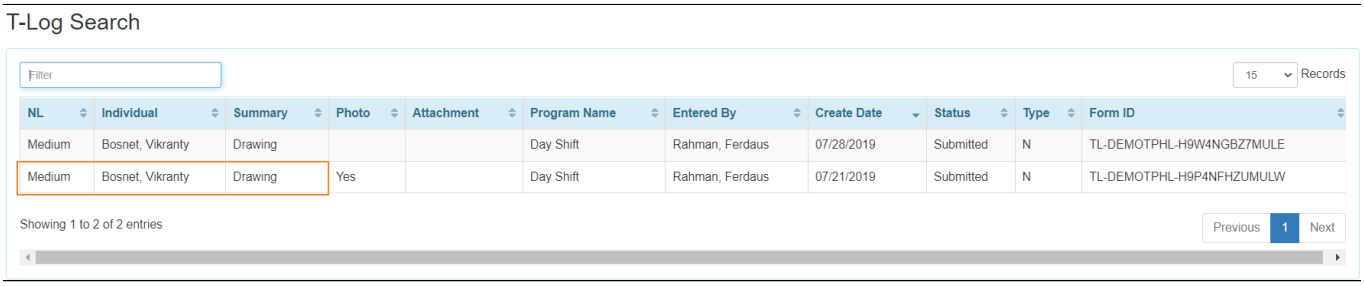
2. Bofya kiungo cha **Search** (Tafuta) kando ya T-Log.



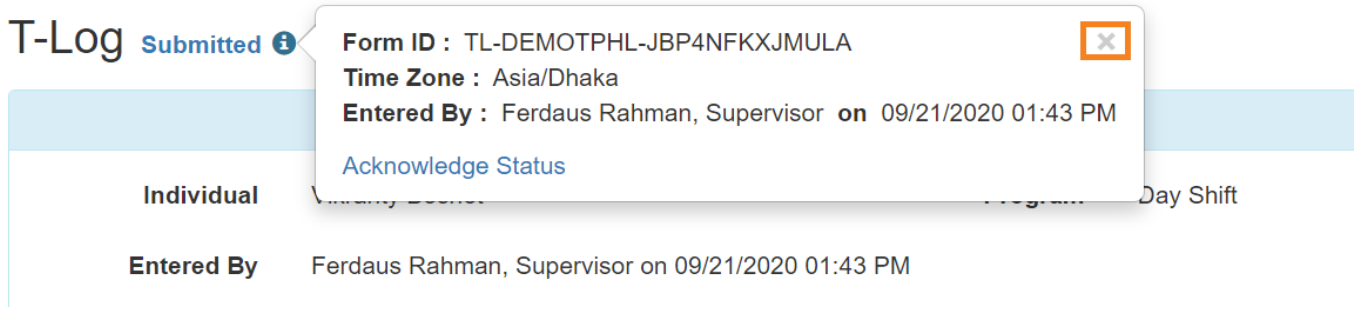
3. Chagua vigezo vinavyofaa vya utafutaji kutoka kwa **T-Log Search** (ukurasa wa Utafutaji wa T-Log). Kuchagua **Create Date From** (Unda Tarehe Kutoka) ni lazima. Unaweza pia kutumia sehemu za ziada za hiari zilizowasilishwa ili kuchuja na kupunguza matokeo yako ya utafutaji. Fomu ya utafutaji inaweza kuchujwa kwa **Individual** (Jina la mtu binafsi), **Program (Site)** (Programu (Tovuti)) majina, **Entered By** (Imeingizwa Na), **Create Date To** (Unda Tarehe Kwa), nk. Bofya kwenye kitufe cha **Search** (Tafuta) baada ya kuchagua vigezo vya utafutaji.



4. Sasa matokeo ya utafutaji ya T-Log yataonyesha orodha ya T-Logs kulingana na vigezo vya utafutaji vilivyochaguliwa. Bofya kwenye T-Log kutazama.



5. Kutoka kwa ukurasa wa T-Log ukibofya kwenye ikoni ya i, utaweza kuona **Form ID** (Kitambulisho cha Fomu), **Entered By** (Imeingizwa na) na **Date** (Tarehe) na **Time** (Muda) ya T-Log. Bofya kwenye ikoni ya x ili kufunga kisanduku.



Ongeza Ufuatiliaji:

6. Unaweza kubofya kitufe cha **Add Follow-up** (Ongeza Ufuatiliaji) katika ukurasa wa T-Log ili kuongeza maoni ya ufuatiliaji kwenye T-Log hii.

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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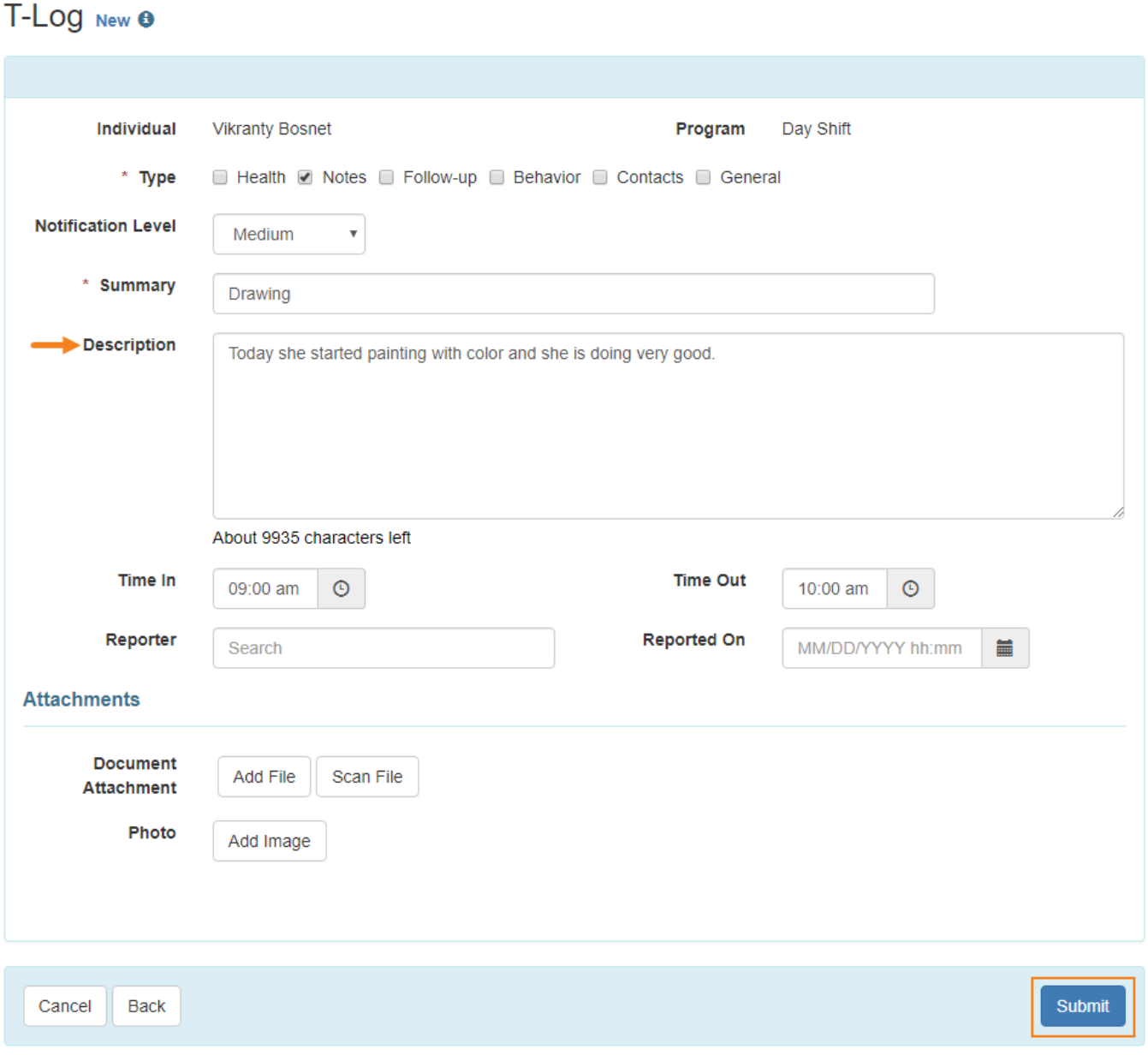
7. Hii itafungua ukurasa wa T-Log ambapo **Type** (Aina), **Notification Level** (Kiwango cha Arifa) na **Summary** (Muhtasari) tayari utajazwa kama hapo awali. Ingiza maoni ya ufuatiliaji kwenye uwanja wa **Description** (Maelezo) kisha ubofye kitufe cha **Submit** (Wasilisha).



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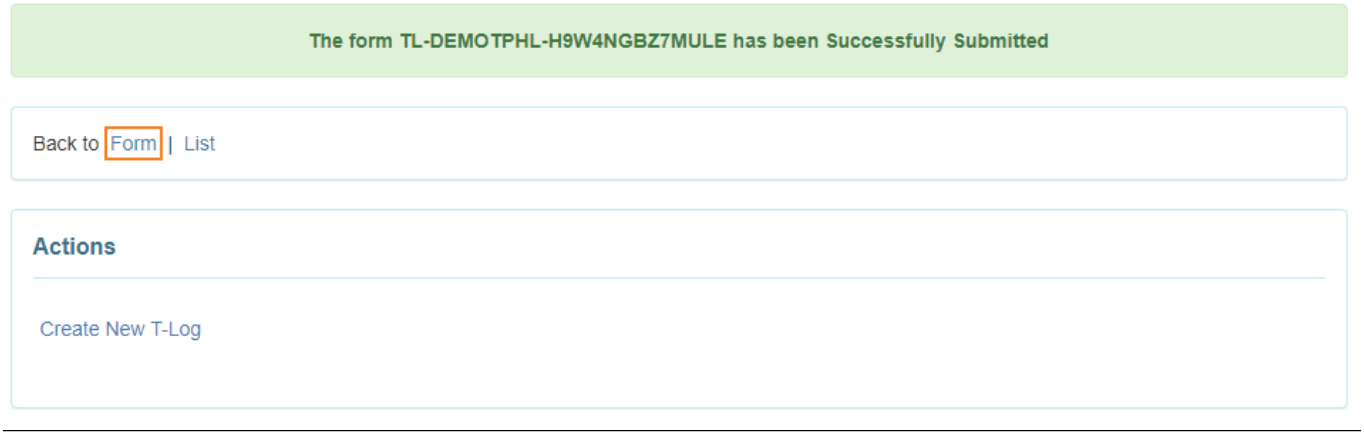
8. Hii itaonyesha ujumbe wa mafanikio. Bofya kiungo cha **Back to Form** (Rudi kwenye Fomu) ili kutazama T-Log iliyosasishwa.



9. Katika sehemu ya **Follow-up** (Ufuatiliaji) kutakuwa na orodha ya T-Logs ya ufuatiliaji. Bofya kwenye kiungo unachotaka kutoka kwenye orodha ili kutazama maoni maalum **Follow-up** (Ufuatiliaji).

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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