

Unda T-Log Mpya

Watumiaji walio na jukumu la **T-Log Entry** wanaweza kuunda T-Logs.

1. Bofya kichupo cha **Individual** (Mtu binafsi) kutoka **Dashboard** (Dashibodi).

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

2. Bofya kiungo **New** (Mpya) kando ya T-Log.

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

3. Chagua Programu kutoka kwa ukurasa wa **Select Program For T-Log** (Chagua Programu kwa T-Log).

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
Filter																								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
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4. Bonyeza Jina la Mtu ambaye T-Log itaundwa.

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

Baada ya kuchagua ukurasa wa **T-Log** binafsi itaonekana.

T-Log New ?

Individual	Vikrany Bosnet	Program	Day Shift
Entered By	Ferdaus Rahman, Supervisor		
* Type	<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		
Notification Level	<input style="border: 1px solid #ccc; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="Low"/>		
* Summary	<input style="width: 100%; height: 40px; margin-bottom: 5px;" type="text"/>		
Description	<input style="width: 100%; height: 150px; margin-bottom: 5px;" type="text"/> <p>About 10000 characters left</p>		
Time In	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px 5px;" type="text"/> hh:mm a <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Clock"/>	Time Out	<input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px 5px;" type="text"/> hh:mm a <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Clock"/>
Reporter	<input style="width: 400px; height: 25px; border: 1px solid #ccc; padding: 2px 5px;" type="text"/>		
Reported On	<input style="width: 400px; height: 25px; border: 1px solid #ccc; padding: 2px 5px;" type="text"/> MM/DD/YYYY hh:mm <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Calendar"/>		
Attachments			
Document Attachment	<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Add File"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Scan File"/>		
Photo	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Add Image"/>		

<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px;" type="button" value="Submit"/>
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5.

- Chagua **Type** (Aina) ya T-Log kwa kubofya kisanduku cha kuteua. Visanduku vya kuteua vingi vinaweza kuchaguliwa, lakini inahitajika kwamba uchague angalau moja. Aina ya T-log inaweza kusaidia katika utafutaji wa siku zijazo.
- Chagua **Notification Level** (Ngazi ya Arifa) inayofaa ya **High** (Juu), **Medium** (Kati), au **Low** (Chini) kulingana na umuhimu wa maelezo.

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

Notification Level Medium ▾

6.

- Weka muhtasari mfupi au kichwa cha habari cha T-Log katika sehemu ya **Summary** (Muhtasari).
- Andika yaliyomo kuu ya T-Ingia kwenye uwanja **Description** (Maelezo).

* **Summary** Drawing

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

About 9943 characters left

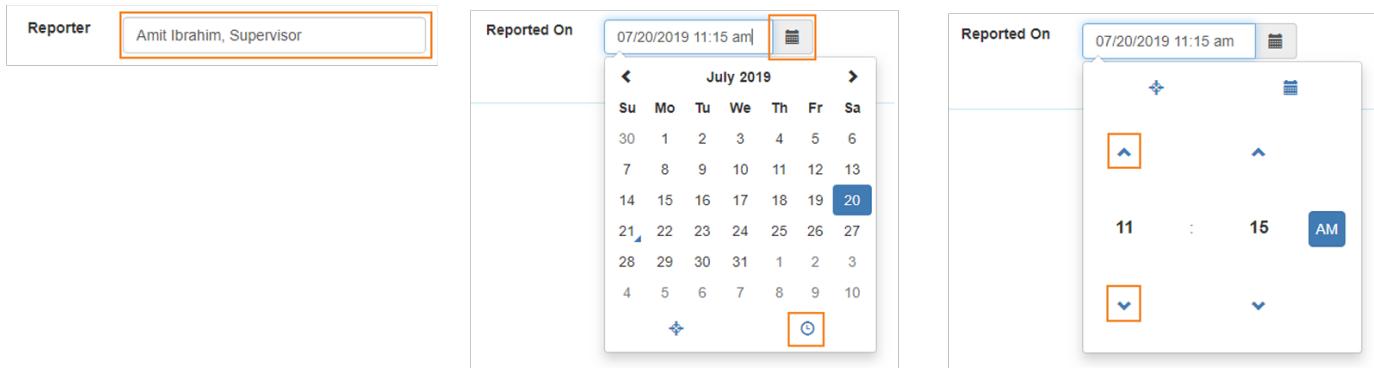
7. Bofya kwenye ikoni ya saa kando ya sehemu za **Time in** na **Time out** ili kutaja muda wa taarifa. (Kipengele cha **Time In/Time Out** ni cha hiari, na kinaweza kuwashwa kutoka sehemu ya T-Log ndani ya "Mapendeleo" ya Mtoa Huduma inayopatikana kwenye kichupo cha msimamizi.)

→ **Time In** 10:00 am 🕒
Time Out 11:00 am 🕒

8. Moduli ya T-log ina sehemu na vipengele kadhaa vya hiari ambavyo unaweza kuchagua kukamilisha:

- Mfumo hujumuisha kiotomatiki jina la mtumiaji kama muundaji wa T-Log. Unaweza kuandika jina la mwandishi katika sehemu ya **Reporter** (Mtangazaji) ikiwa habari itaripotiwa na mtumiaji mwingine yejote.
- The system automatically records the time you complete the T-log, but you may Click on the **Clock** icon below the calendar to select time of the report.

Mfumo hurekodi kiotomati wakati unapokamilisha logi ya T, lakini unaweza Bonyeza ikoni ya **Clock** (Saa) iliyo chini ya kalenda ili kuchagua wakati wa ripoti.



9. Pia una vipengele vya hiari vya kuongeza hati au picha kwenye T-log.

- Unaweza kubofya kitufe cha **Add File** (Ongeza Faili) au **Scan File** (Changanua Faili) kando ya **Document Attachment** (Kiambatisho cha Hati) ili kuambatisha faili.
- Unaweza kubofya kitufe cha **Add Image** (Ongeza Picha) kando ya **Photo** (Picha) ili kuambatisha picha.

Attachments

Document
Attachment

Add File Scan File

Photo

Add Image

N: B: Upeo wa ukubwa wa faili na picha unapaswa kuwa 3 mb.

10. Ikiwa sehemu zote muhimu zimejazwa, bofya kitufe cha **Submit** (Wasilisha) kilicho kwenye kona ya chini ya kulia ya fomu.

[Cancel](#) [Back](#)

[Submit](#)

11. Baada ya kubofya kitufe cha kuwasilisha, ujumbe wa mafanikio utaonyeshwa.

The form **TL-DEMOTPHL-H9P4NFHZUMULW** has been Successfully Submitted