


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

2. Bofya kiungo **New** (Mpya) kando ya 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 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

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 ⓘ

<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 <span>▼</span></div>		
<b>* Summary</b>	<div></div>		
<b>Description</b>	<div></div>		
About 10000 characters left			
<b>Time In</b>	<div>hh:mm a <span>🕒</span></div>	<b>Time Out</b>	<div>hh:mm a <span>🕒</span></div>
<b>Reporter</b>	<div>Search</div>	<b>Reported On</b>	<div>MM/DD/YYYY hh:mm <span>📅</span></div>

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**Attachments**

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

Cancel

Back

Submit

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, Vikraty 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**

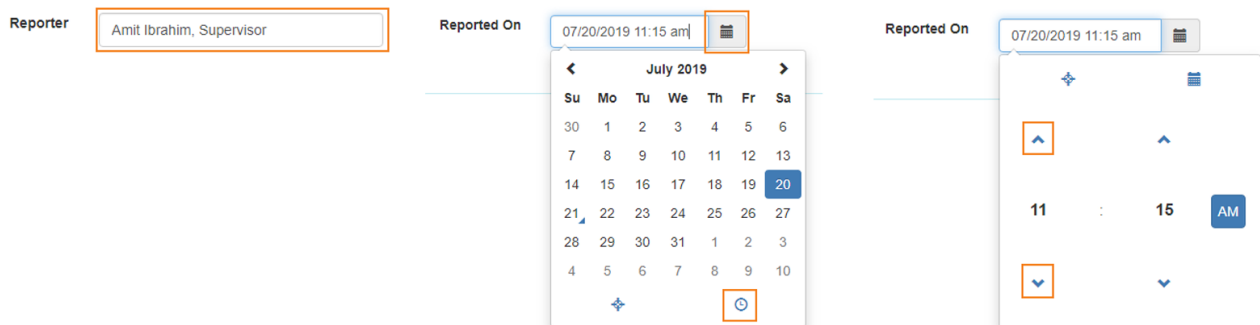
11:00 am



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 yeyote.
- 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