

At first go to Therap Global's website www.therapglobal.net and then click 'Login to Therap Global' link. In the login page, enter your Login Name, Password & Provider Code and then click the 'Login' button.

English

Login

Login Name

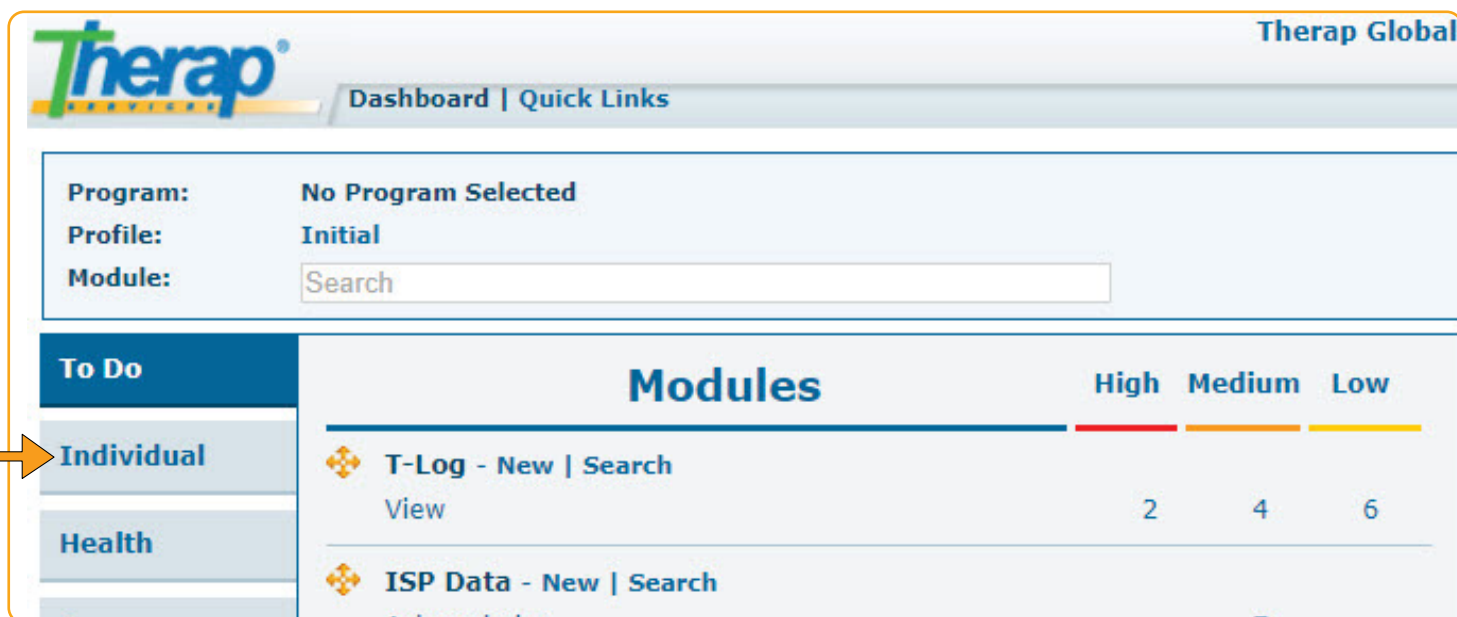
Password

Provider Code

[Forgot Password?](#) [Trouble Logging In?](#)

Step 1:

Click on the "Individual" tab from the Dashboard


Therap Global

Dashboard | Quick Links

Program: No Program Selected

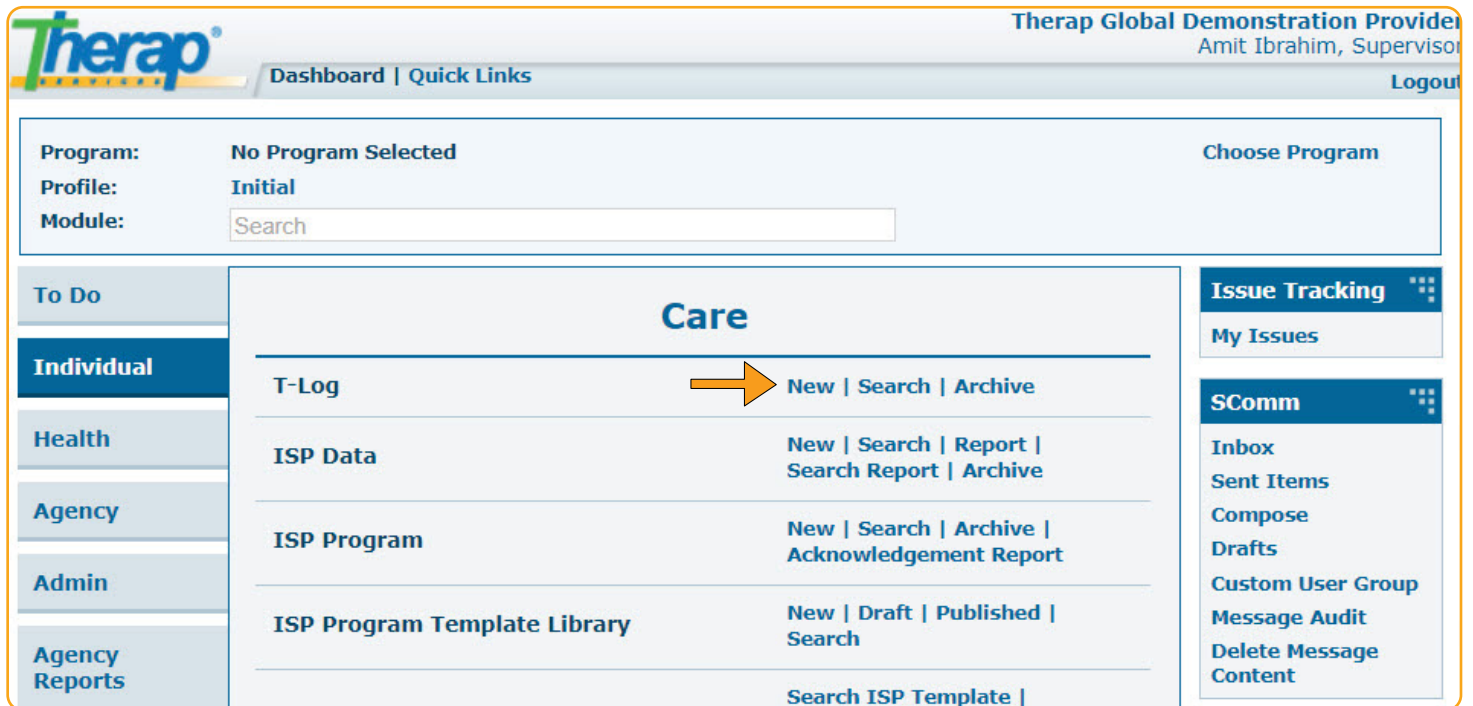
Profile: Initial

Module:

To Do	Modules	High	Medium	Low
Individual	<div>T-Log - New Search</div> <div>View</div>	2	4	6
Health	<div>ISP Data - New Search</div> <div>Advanced</div>			

Step 2:

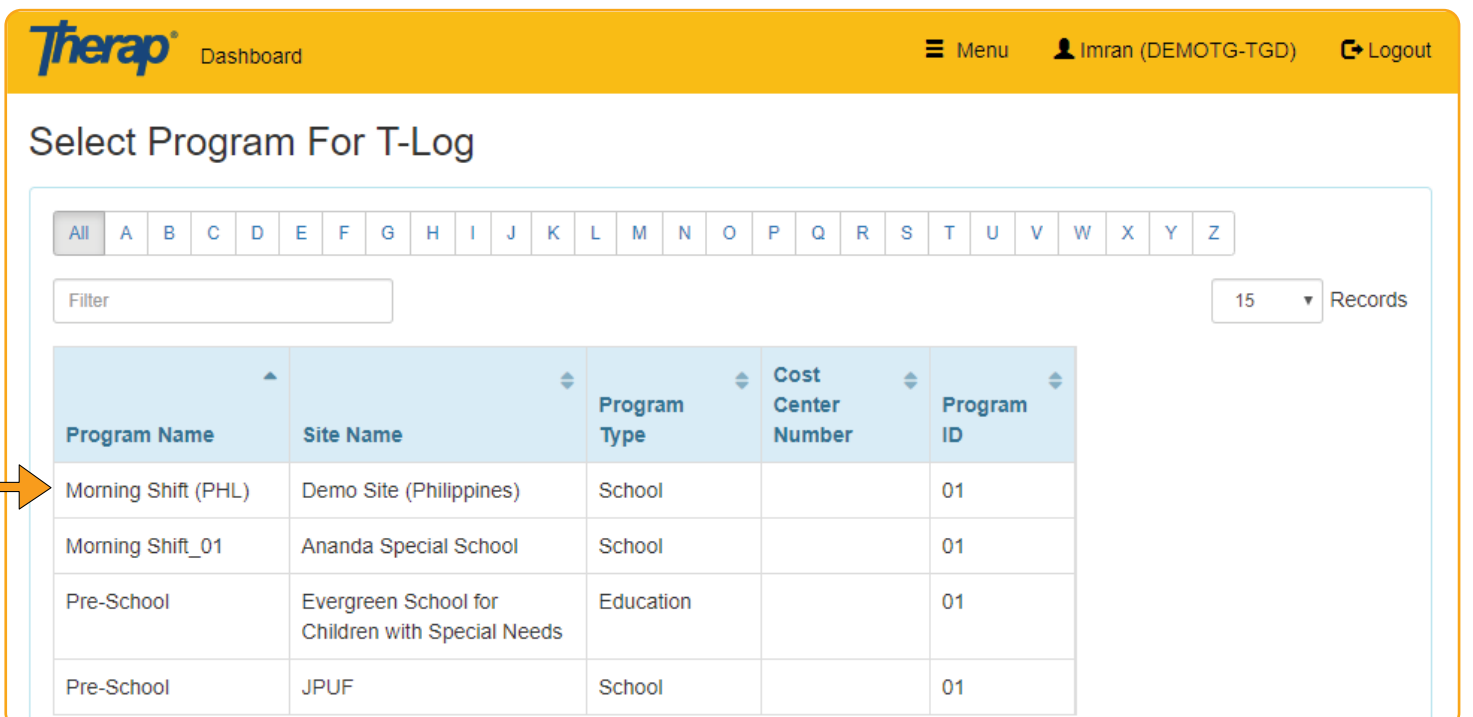
Click on the "New" link beside T-Log



The screenshot shows the Therap Global Dashboard. At the top, there's a header with the Therap logo, 'Dashboard | Quick Links', and user information 'Therap Global Demonstration Provider Amit Ibrahim, Supervisor' with a 'Logout' link. Below the header, there's a section for 'Program: No Program Selected', 'Profile: Initial', and a 'Module:' search box. A 'Choose Program' button is also present. The main content area is divided into three columns. The left column has a sidebar with 'To Do', 'Individual' (selected), 'Health', 'Agency', 'Admin', and 'Agency Reports'. The middle column is titled 'Care' and contains a table with four rows: 'T-Log', 'ISP Data', 'ISP Program', and 'ISP Program Template Library'. Each row has a 'New' link, followed by 'Search' and 'Archive' for 'T-Log', and 'Report' and 'Archive' for 'ISP Data'. The 'ISP Program' row has 'New | Search | Archive | Acknowledgement Report'. The 'ISP Program Template Library' row has 'New | Draft | Published | Search'. An orange arrow points to the 'New' link next to 'T-Log'. The right column contains two sections: 'Issue Tracking' with a 'My Issues' link, and 'SComm' with links for 'Inbox', 'Sent Items', 'Compose', 'Drafts', 'Custom User Group', 'Message Audit', 'Delete Message', and 'Content'.

Step 3:

Select the specific Program from the list




The screenshot shows the 'Select Program For T-Log' page. At the top, there's a header with the Therap logo, 'Dashboard', a 'Menu' icon, user information 'Imran (DEMOTG-TGD)', and a 'Logout' link. Below the header, the title 'Select Program For T-Log' is displayed. Underneath, there's a filter section with a 'Filter' input box and a '15 Records' dropdown. Below the filter, there's a table with five columns: 'Program Name', 'Site Name', 'Program Type', 'Cost Center Number', and 'Program ID'. The table contains four rows of data. An orange arrow points to the first row of the table.

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Morning Shift (PHL)	Demo Site (Philippines)	School		01
Morning Shift_01	Ananda Special School	School		01
Pre-School	Evergreen School for Children with Special Needs	Education		01
Pre-School	JPUF	School		01

Step 4:

Select the name of the Individual


Dashboard
Menu
Imran (DEMOTG-TGD)
Logout

Individual List

Create T-Log without an Individual


Program: Morning Shift (PHL) (Demo Site (Philippines))

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

15 Records

Last Name	First Name	Individual ID
Gabriel	Luis	20120102

Now you will see the T-Log form


Dashboard

Menu
Imran (DEMOTG-TGD)
Logout

T-Log New

Individual
Luis Gabriel

Program
Morning Shift (PHL)

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

Notification Level

Low

* **Summary**

Description

About 10000 characters left

Time In

hh:mm a

Time Out

hh:mm a

Reporter

Search

Reported On

MM/DD/YYYY hh:mm

Attachments

Document Attachment

Add File

Scan File

Photo

Add Image

Cancel

Back

Submit

Step 5:

5.1: Select the Type of the T-log (that you are going to create)

5.2: Select the Notification Level of the T-Log

5.3: Write a Summary of the T-Log

5.4: Write a Description of the T-Log

T-Log New ⓘ

Individual Luis Gabriel

Program Morning Shift (PHL)

*** Type**

☒ Health ☒ Notes ☐ Follow-up ☐ Behavior ☐ Contacts ☐ General

Notification Level

High ▼

*** Summary**

Seizure

Description

Gabriel was attacked with epileptic seizure around 10 am. The paramedic of the school helped at that time. The seizure continued for 2 minutes. We called his parents and they took him home.

About 9811 characters left

Step 6:

6.1: Mention the time period of the event/note

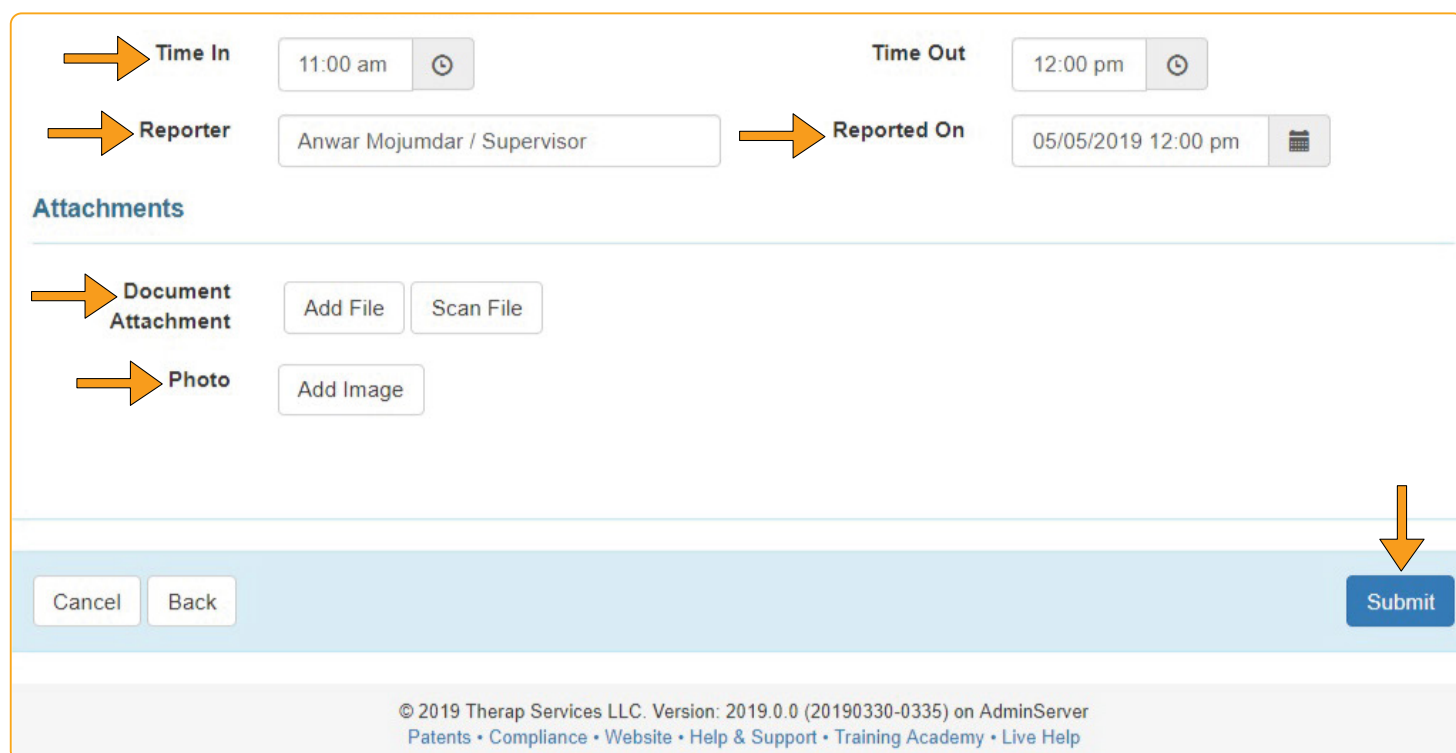
6.2: Write the name of the Reporter and mention the Reporting time

6.3: Attach file

6.4: Attach image

6.5: Click on **"Submit"** button to submit the T-Log

N.B.: If you want, you can submit the T-Log after filling up Step 5

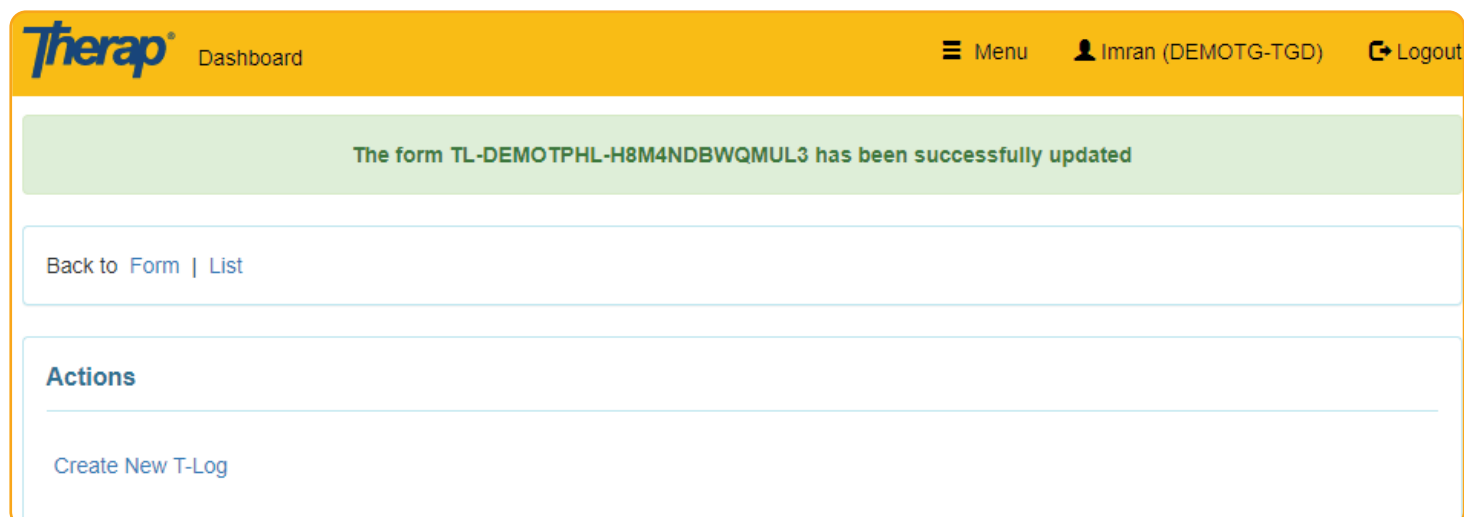


The screenshot shows the 'T-Log' creation form. Arrows indicate the following steps for Step 6:

- Time In:** 11:00 am
- Time Out:** 12:00 pm
- Reporter:** Anwar Mojumdar / Supervisor
- Reported On:** 05/05/2019 12:00 pm
- Attachments:**
 - Document Attachment:** Add File, Scan File
 - Photo:** Add Image
- Submit:** A blue button at the bottom right, indicated by a downward arrow.

At the bottom, there are 'Cancel' and 'Back' buttons, and a footer with copyright information: © 2019 Therap Services LLC. Version: 2019.0.0 (20190330-0335) on AdminServer. Patents • Compliance • Website • Help & Support • Training Academy • Live Help.

Once submitted, you will find a successful message



The screenshot shows the Therap dashboard after successful submission. The message states: "The form TL-DEMOTPHL-H8M4NDBWQMUL3 has been successfully updated". Below the message, there are links for "Back to Form" and "List". Under the "Actions" section, there is a link for "Create New T-Log". The dashboard header includes the Therap logo, "Dashboard", a "Menu" icon, the user "Imran (DEMOTG-TGD)", and a "Logout" button.