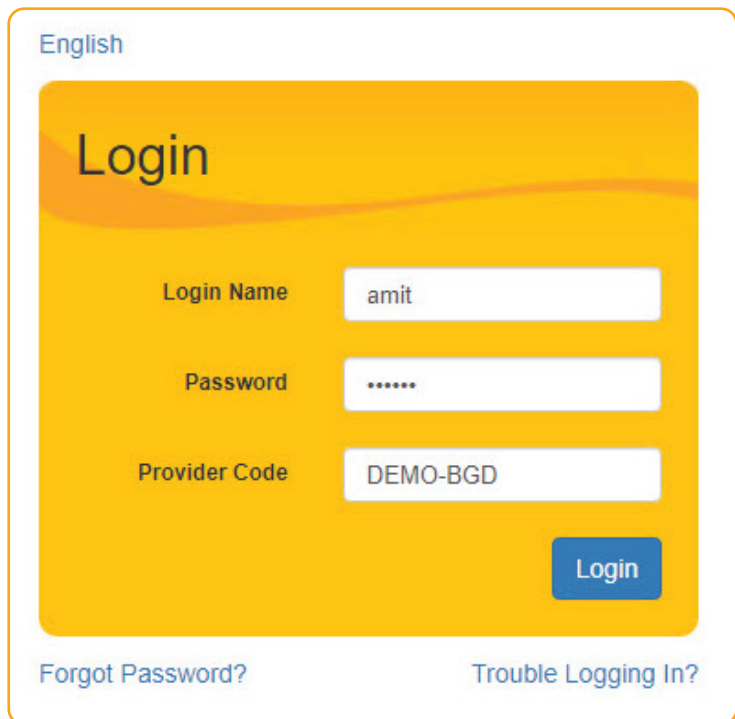


At first go to Therap Global's website www.therapglobal.net and then click 'Login to Therap Global' link. In the login page, enter your Login Name, Password & Provider Code and then click the 'Login' button.

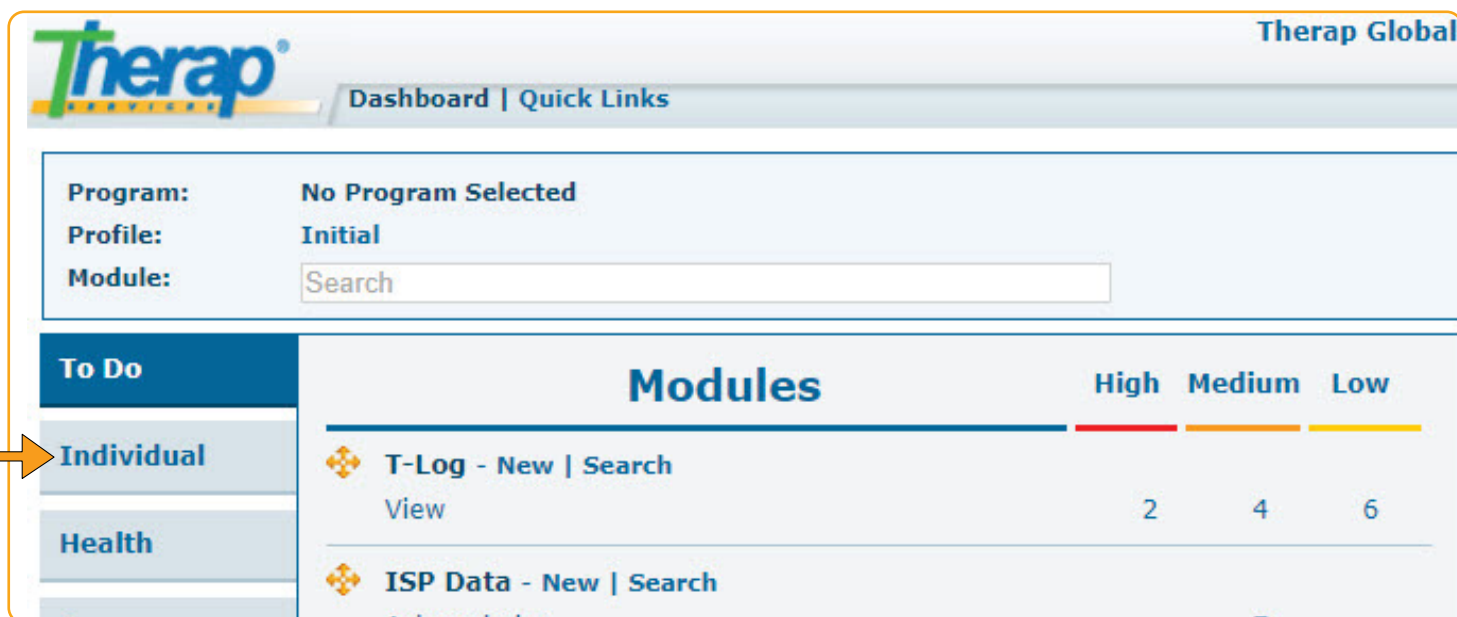


The screenshot shows the login interface with the following fields and buttons:

- Language:** English
- Title:** Login
- Login Name:** Input field containing 'amit'
- Password:** Input field with masked characters '*****'
- Provider Code:** Input field containing 'DEMO-BGD'
- Login Button:** A blue button labeled 'Login'
- Links:** 'Forgot Password?' and 'Trouble Logging In?' at the bottom.



Step 1:

Click on the "Individual" tab from the Dashboard



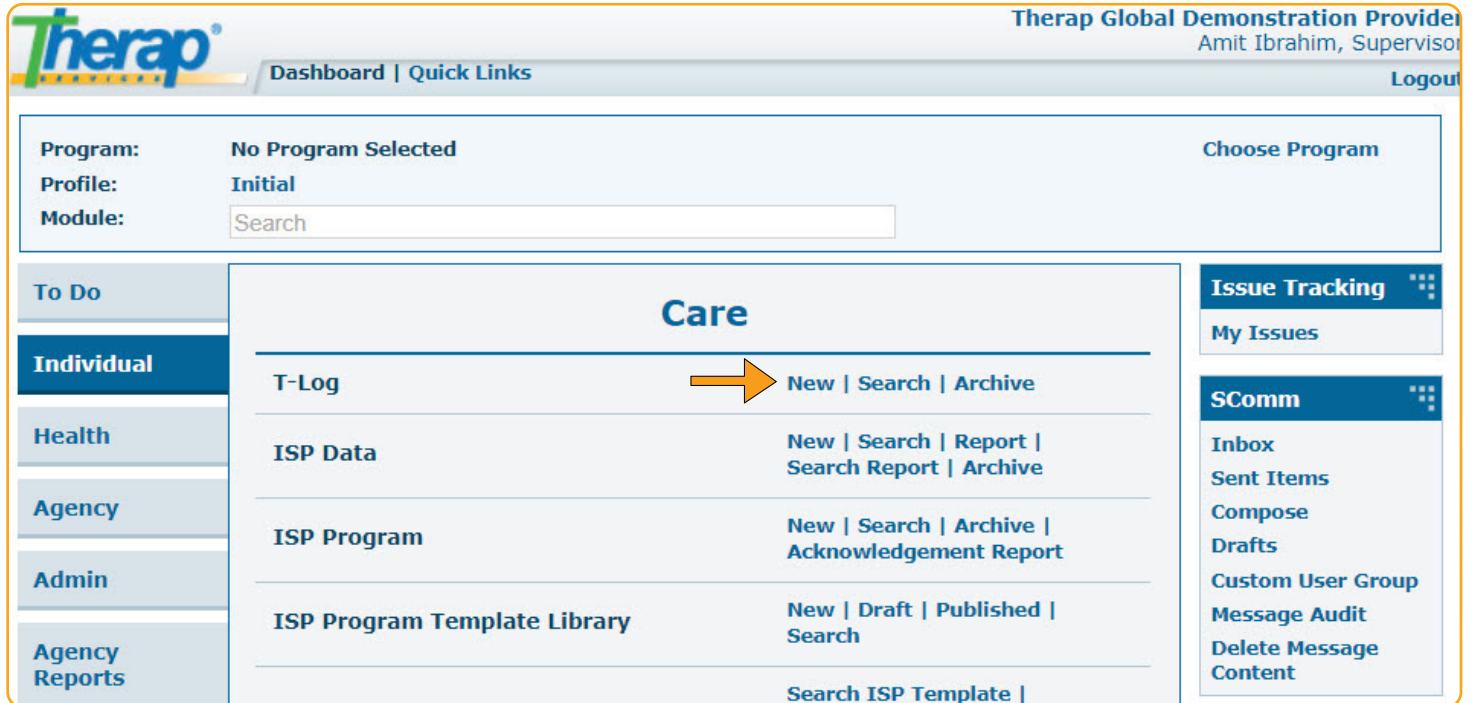
The screenshot shows the dashboard with the following elements:

- Header:** Therap Global logo and 'Dashboard | Quick Links'.
- Filters:**
 - Program:** No Program Selected
 - Profile:** Initial
 - Module:** Search input field
- Navigation:** A 'To Do' sidebar with 'Individual' and 'Health' tabs. An orange arrow points to the 'Individual' tab.
- Modules Table:**

Modules		High	Medium	Low
 T-Log - New Search View		2	4	6
 ISP Data - New Search Advanced				

Step 2:

Click on the "New" link beside T-Log



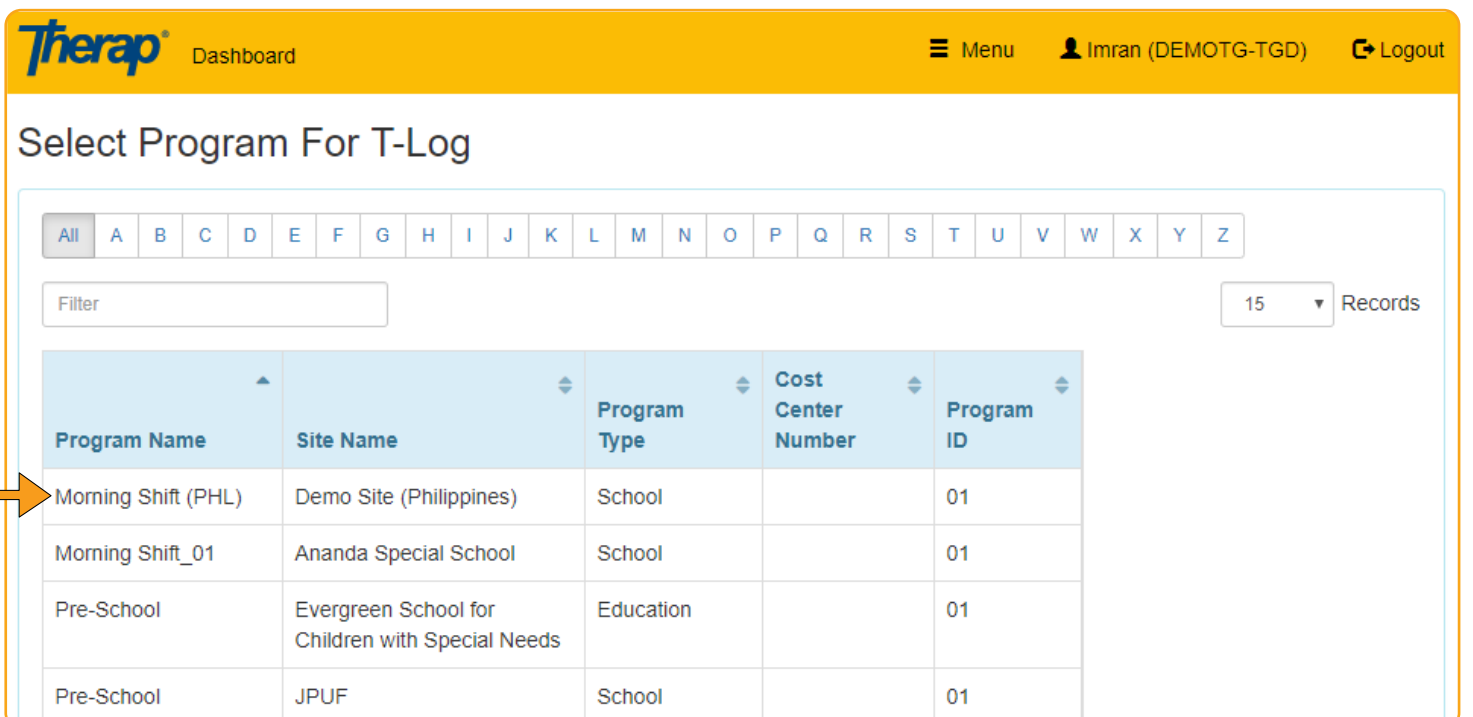
The screenshot shows the Therap Global Dashboard. The top navigation bar includes the Therap logo, 'Dashboard | Quick Links', and user information: 'Therap Global Demonstration Provider', 'Amit Ibrahim, Supervisor', and a 'Logout' link. Below the navigation bar, there's a section for 'Program: No Program Selected', 'Profile: Initial', and a 'Module:' search box. The main content area is divided into three columns. The left column contains a sidebar with links: 'To Do', 'Individual' (highlighted), 'Health', 'Agency', 'Admin', and 'Agency Reports'. The middle column is titled 'Care' and contains a table with the following rows:

Care	
T-Log	New Search Archive
ISP Data	New Search Report Search Report Archive
ISP Program	New Search Archive Acknowledgement Report
ISP Program Template Library	New Draft Published Search
Search ISP Template	

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: 'Inbox', 'Sent Items', 'Compose', 'Drafts', 'Custom User Group', 'Message Audit', 'Delete Message Content', and 'Content'.

Step 3:

Select the specific Program of which you want to create T-Log from the list




The screenshot shows the 'Select Program For T-Log' page. The top navigation bar includes the Therap logo, 'Dashboard', a 'Menu' icon, user information: 'Imran (DEMOTG-TGD)', and a 'Logout' link. The main content area has a title 'Select Program For T-Log' and a search bar. Below the search bar, there's a table with the following columns: 'Program Name', 'Site Name', 'Program Type', 'Cost Center Number', and 'Program ID'. The table contains four rows of data:

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

An orange arrow points to the first row of the table. Above the table, there's a 'Filter' input field and a '15 Records' indicator.


Step 4:

For creating T-Log without an individual, click the “Create T-Log without an individual” link


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

Filter
15 Records

Last Name	First Name	Individual ID
DELA CRUZ	JUAN	0001
Gabriel	Luis	20120102
Mary	Angela	

Showing 1 to 3 of 3 entries

You are now seeing the 'T-Log without an individual' form

N.B.: You must have to fill the sections marked with a red asterisk (marked with a red star)

T-Log New

Please do not include any PHI (Protected Health Information) in this T-Log entry

Individual

* 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 T-log (that you are going to create)

5.2: Select the Notification Level of the T-Log

Individual

Program Morning Shift (PHL)

→ * Type

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

→ Notification Level

Low ▼

→ * Summary

Annual Sports Day

5.4: Write a Description of the T-Log

→ Description

The annual sports day will be held on next Sunday (09 June) at the school play ground.

About 9914 characters left

Time In

11:00 am ⌚

Time Out

12:00 pm ⌚

Reporter

Imran Rahman / Teacher

Reported On

06/08/2019 11:50 am 📅

5.5: Attach file and image

Attachments

→ Document Attachment

Add File

Scan File

→ Photo

Add Image

Step 6:

Click the “**Submit**” button after filling up the necessary sections

Attachments

Document Attachment

Add File

Scan File

Photo

Add Image

Cancel

Back

→

Submit

Once submitted, you will find a successful message

Therap[®] Dashboard

Menu

Imran (DEMOTG-TGD)

Logout

The form TL-DEMOTPHL-H8Y4NECZBMULR has been Successfully Submitted

Back to [Form](#)

Actions

Create New T-Log