

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

[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	T-Log - New Search View	2	4	6
Health	ISP Data - New Search Administer			7

Step 2:

Click on the "New" link beside T-Log

The screenshot shows the Therap Global Dashboard for a demonstration provider. The top navigation bar includes the Therap logo, 'Dashboard | Quick Links', and the user's name 'Amit Ibrahim, Supervisor' with a 'Logout' link. Below the navigation bar, there are fields for 'Program: No Program Selected', 'Profile: Initial', and a 'Module:' search box. A 'Choose Program' button is also present. The main content area is titled 'Care' and contains a table with the following rows:

Category	Item	Actions
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 in the 'T-Log' row. On the left, there is a sidebar menu with 'Individual' selected. On the right, there are two panels: 'Issue Tracking' with 'My Issues' and 'SComm' with a list of communication-related items.

Step 3:

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

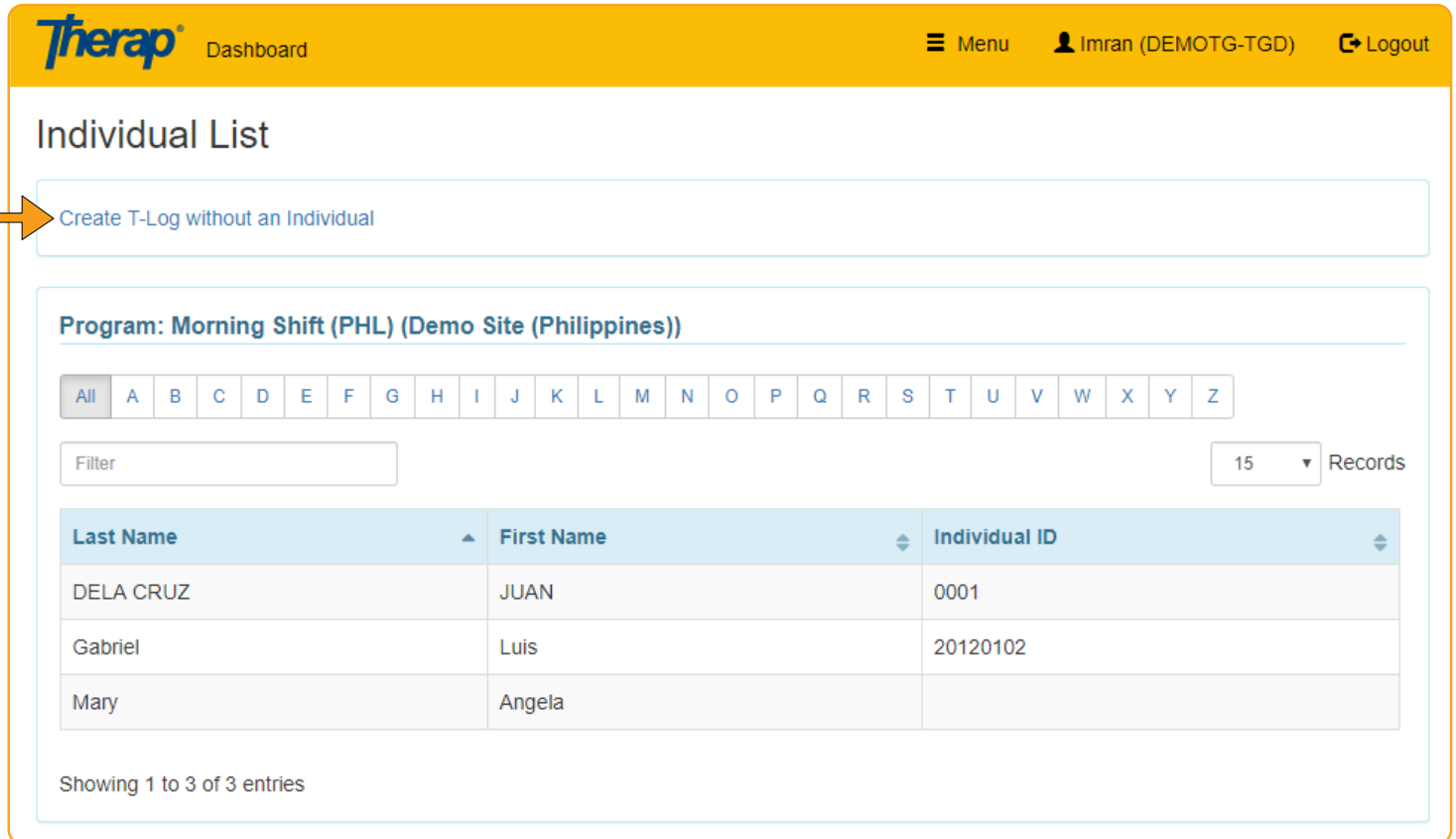
The screenshot shows the 'Select Program For T-Log' page. At the top, there is a navigation bar with the Therap logo, 'Dashboard', a menu icon, the user's name 'Imran (DEMOTG-TGD)', and a 'Logout' link. Below the navigation bar, there is a title 'Select Program For T-Log'. Underneath the title, there is a filter section with a 'Filter' input box and a 'Records' dropdown menu set to '15'. Below the filter section is a table with the following columns and rows:

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, 'Morning Shift (PHL)'.

Step 4:

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



The screenshot shows the Therap Global dashboard interface. At the top, there is a navigation bar with the Therap logo, 'Dashboard', a menu icon, the user name 'Imran (DEMOTG-TGD)', and a 'Logout' button. Below the navigation bar, the page title is 'Individual List'. A prominent orange arrow points to a button labeled 'Create T-Log without an Individual'. Below this button, the page displays details for a specific program: 'Program: Morning Shift (PHL) (Demo Site (Philippines))'. There is a filter section with a 'Filter' input field and a dropdown menu set to '15 Records'. Below the filter is a table with three columns: 'Last Name', 'First Name', and 'Individual ID'. The table contains three rows of data. At the bottom of the table area, it says 'Showing 1 to 3 of 3 entries'.

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

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	Program	Day Shift
<p>* 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</p>		
Notification Level	<input type="text" value="Low"/>	
* Summary	<input style="width: 100%;" type="text"/>	
Description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="font-size: small; margin-top: 5px;">About 10000 characters left</p>	
Time In	<input type="text" value="hh:mm a"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="🕒"/>	Time Out
Reporter	<input style="width: 100%;" type="text" value="Search"/>	Reported On
		<input type="text" value="MM/DD/YYYY hh:mm"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/>

Attachments

Document Attachment

Photo

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 ⌚

Reporter Imran Rahman / Teacher

Time Out 12:00 pm ⌚

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

Photo

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](#)