

Therap User Management Overview

This document provides an overview of the Therap user management interface. It covers the navigation to the user administrative section and the process of adding new users.

The Therap user management interface is located under **User Administrative**. This section allows administrators to manage the system's **User** accounts.

1. Admin Navigation Overview

The screenshot displays the Therap Global Demonstration Provider interface. At the top right, it identifies the user as Anwar Mojumdar, Supervisor. The main navigation sidebar on the left includes options like To Do, Individual, Health, Agency, **Admin** (highlighted with an orange arrow), Agency Reports, Individual Home Page, and Settings. The central 'General' section provides links for various user management tasks: Provider (Preferences, Password Policy, Archive Preference), User (New, List, Import from Excel, Search Imported Excel, Titles, New Title, Assign External System ID, Self Password Reset), Physician Information (List, Physician List), Change Password (User List), User Privileges (Manage, Archive, Legacy Archive Upto Jul 2011), Admin Roles (List, Legacy Archive), Splash Message (Create, Update/Delete), and Activity Tracking (View). The right sidebar contains sections for Issue Tracking (My Issues), SComm (Inbox, Sent Items, Compose, Drafts, Custom User Group, Message Audit, Delete Message Content), and Classes (Overdue, Due, View Sign ups, View Results/Notes, Training History, Training Profile).

2. User New Management Overview

5. **Account Settings** **Status** **Active** **Pending** **Self Enroll Account** **Yes** **No**

Account Settings

Status Active Pending

Self Enroll Account Yes No

Self Enroll Account **No** **Yes** **No**

6. **Employer/Work Information** **Title** **Please Select**

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Employer/Work Information

* **Title**

Employee ID Number

Hire Date

7. **Create New Title** **Title** **Save**

Personal Details ⓘ

Personal Information

Basic Information

User Name Abdur Hossain

User Initials ABH

Title Special Teacher

Gender Male Female

SSN

Contact Information

Address

Road 6

Street 1

Street 2

Address

Road 6

Street 1

Street 2

Anytown

City

State

State

Zip Code

Bangladesh

Country

Phone Number

12345678910

Home

12345678910

Mobile

Temporary

Extension

**Phone Number
Comments**

E-Mail Address

demo@demoaccount.com

