

Therap User Management Overview

Therap User Management is a tool that allows you to manage the users of the Therap system. It includes a list of all users, their roles, and the ability to add, edit, or delete users.

Therap User Management is a tool that allows you to manage the users of the Therap system. It includes a list of all users, their roles, and the ability to add, edit, or delete users.

1. Admin Management Overview

The screenshot shows the Therap Global Dashboard. The top navigation bar includes the Therap Global logo, the text "Therap Global Demonstration Provider", the user name "Sonia Afreen, Assistant Teacher", and a "Logout" button. Below the navigation bar is a "Dashboard | Quick Links" section. The main content area is divided into three columns. The left column contains a "To Do" list with items: "Individual", "Health", "Agency", "Billing", "Admin" (highlighted with an orange arrow), "Agency Reports", and "Individual Home Page". The middle column is titled "General" and contains a table with the following rows: "Provider" (with links "Preferences | Password Policy"), "User" (with links "New | List | Import from Excel | Search Imported Excel | Assign External System ID | Self Password Reset"), "Title" (with links "New | List | Import from Excel | Search Imported Excel"), "Change Password" (with link "User List"), "User Privileges" (with links "Manage | Archive | Legacy Archive Upto Jul 2011"), "Splash Message" (with links "Create | Update/Delete"), and "Activity Tracking" (with link "View"). The right column contains two sections: "Issue Tracking" with links "New" and "My Issues", and "SComm" with links "Inbox", "Sent Items", "Compose", "Drafts", and "Custom User Group". At the bottom right, there is a calendar widget showing "Wednesday 03 May 2023".

2. User Management Overview

To Do	General	
Individual	Provider	Preferences Password Policy
Health	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Agency	Title	New List Import from Excel Search Imported Excel
Billing	Change Password	User List
Admin		

3. **Create New User** Click on the **User Information** tab to create a new user.

First Name, Last Name, User Initials, Time Zone Click on the **First Name, Last Name, User Initials, Time Zone** fields to enter the user information.

Create New User

User Information

→ * First Name

John

→ * Last Name

Ferdaus

→ * User Initials

JF

Q

→ * Time Zone

Asia/Manila

▼

4. **User Initials** Click on the **User Initials** field to enter the user initials. Initials 2 or 3 characters.

User Initials are used to identify users in the system. They are used to generate unique user IDs and are also used to identify users in reports and analytics. User Initials must be unique and cannot be changed once they are set.

When you create a new user, you will be prompted to enter their **Initial**. If the initial is already taken, you will be prompted to enter a different one. The **Initial** field is required and cannot be left blank. Once you have entered a valid initial, you will be able to proceed with creating the user.

Create New User

User Information

* First Name

John

* Last Name

Ferdous

* User Initials

JF

Q

* Time Zone

Select Initial

'JF' is available!

JFS	JFU	JFA
JFD	JFR	JFE
JF0	JF2	JF3
JF4	JF5	JF6
JF7	JF8	JF9

5. Authentication Configuration ☐ Login Name, Password, ☐ Confirm Password ☐

Authentication Configuration

* Login Name

ferdaus

* Password

.....

Weak

Medium

Strong

* Confirm Password

.....

Ignore Password Policy

☐ Yes

☒ No

Account Settings

Status ☒ Active ☐ Pending

Account Settings

Status ☒ Active ☐ Pending

Employer/Work Information

* Title  

Employee ID Number

Hire Date 

[Back](#)

[Save](#)

Create New Title  **Title**   **Save**
  

Title

×

Create New Title

* Title

Description

About 255 characters left

[Save](#)

8.    **Save**   

[Back](#)
[Save](#)

9. Personal Details Personal Information

Basic Information Personal Information **Photo, Gender, Date of Birth**

Personal Information, Personal Information, Photo, Gender, Date of Birth, License Number, SSN, ID(s), Address, Phone Number, E-Mail Address, Date of Birth, Gender, Photo, License Number, SSN, ID(s), Address, Phone Number, E-Mail Address

Personal Details Personal Information

Personal Information

Basic Information

Photo

[Add Image](#)

User Name

John Ferdaus

User Initials

JF

Title

Special Teacher

Gender

☒ Male ☐ Female ☐ Other

Date of Birth

01/01/2000



License Number

SSN

ID(s)

- Please Select -



ID Number

[+ Add](#)

Contact Information Personal Information **Address, Phone Number, Phone Number, E-Mail Address**

Contact Information

Address	12234 Main Street			
	Street 1	Street 2		
	Anytown	State	012345	Philippines
	City	State	Zip Code	Country
Phone Number	012346985			
	Home			
	01234567890			
	Mobile			
	Temporary	Extension		
Phone Number Comments				
E-Mail Address	demo@demoaccount.com			

Preferences ☐ Time Zone ☐ ☐ ☐ ☐ ☐ ☐

Preferences	
* Time Zone	Asia/Manila
Enable Notification	☐

Additional Contact Information ☐ Employer/Work Information, Emergency Contact 1, Emergency Contact 2 ☐ ☐ ☐ ☐ ☐ ☐

Additional Contact Information

Employer/Work Information

Work Phone Number

Fax Number

Emergency Contact 1

Name

Phone Number

Emergency Contact 2

Name

Phone Number

EVV

EVV

EVV ID

EVV Caregiver Type

10. 保存ボタンをクリックして **Save** ボタンをクリックして

11. 保存ボタンをクリックして

Successfully updated.

[Back to Form](#) | [List](#)

Actions

[Create New User](#)
[Go to User Privilege](#)

保存ボタンをクリックして **Go to User Privilege** ボタンをクリックして **User Privilege** ボタンをクリックして **Super Admin Administrative Role, Caseload, Super Role, Agency Wide Administrative Roles** ボタンをクリックして

Agency Wide and Administrative Roles ボタンをクリックして

Super Roles ボタンをクリックして

Caseloads ボタンをクリックして