

Therap User Management Overview

Therap User Management is a tool that allows you to manage the Therap User Accounts. You can create new User Accounts, update existing User Accounts, and delete User Accounts.

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1. Admin Management Overview

The screenshot shows the Therap Global Dashboard. The top header includes the Therap Global logo, the text "Therap Global Demonstration Provider", the user name "Sonia Afreen, Assistant Teacher", and a "Logout" button. Below the header is a navigation bar with "Dashboard | Quick Links". The main content area is divided into three sections: a top section for Program, Profile, and Module selection; a central "General" section with a table of user management options; and a right sidebar with "Issue Tracking" and "SComm" sections. The "Admin" option in the left sidebar is highlighted with an orange arrow.

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	Search	

To Do	General	Issue Tracking																
Individual	<table border="1"> <tr> <td>Provider</td> <td>Preferences Password Policy</td> </tr> <tr> <td>User</td> <td>New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset</td> </tr> <tr> <td>Title</td> <td>New List Import from Excel Search Imported Excel</td> </tr> <tr> <td>Change Password</td> <td>User List</td> </tr> <tr> <td>User Privileges</td> <td>Manage Archive Legacy Archive Upto Jul 2011</td> </tr> <tr> <td>Splash Message</td> <td>Create Update/Delete</td> </tr> <tr> <td>Activity Tracking</td> <td>View</td> </tr> </table>	Provider	Preferences Password Policy	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset	Title	New List Import from Excel Search Imported Excel	Change Password	User List	User Privileges	Manage Archive Legacy Archive Upto Jul 2011	Splash Message	Create Update/Delete	Activity Tracking	View	<table border="1"> <tr> <td>New</td> </tr> <tr> <td>My Issues</td> </tr> </table>	New	My Issues
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Health		<table border="1"> <tr> <td>SComm</td> </tr> <tr> <td>Inbox</td> </tr> <tr> <td>Sent Items</td> </tr> <tr> <td>Compose</td> </tr> <tr> <td>Drafts</td> </tr> <tr> <td>Custom User Group</td> </tr> </table>	SComm	Inbox	Sent Items	Compose	Drafts	Custom User Group										
SComm																		
Inbox																		
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Agency																		
Billing																		
Admin																		
Agency Reports																		
Individual Home Page																		

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 新增用戶 新增用戶 User Information 新增用戶信息

請在系統中新增用戶 (*), 請輸入用戶信息: **First Name, Last Name, User Initials, Time Zone** 新增用戶信息 新增用戶信息 新增用戶信息

Create New User

User Information

→ * First Name

John

→ * Last Name

Ferdaus

→ * User Initials

JF

Q

→ * Time Zone

Asia/Manila

▼

4. User Initials 新增用戶信息 新增用戶信息 Initials 2 3 新增用戶信息 新增用戶信息 新增用戶信息

User Initials are used to identify users in the system. They are used to generate reports and to identify users in the system. They are used to identify users in the system. They are used to identify users in the system.

Each **Initial** is a combination of the first letter of the first name and the first letter of the last name. For example, if the first name is John and the last name is Ferdaus, the initial would be JF. The initial is used to identify users in the system. The initial is used to identify users in the system.

Create New User

User Information

* First Name

John

* Last Name

Ferdaus

* 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

→ *

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**                                

Back

Save

9. Personal Details Personal Information

Basic Information Personal Information, **Photo, Gender, Date of Birth** Personal Information **Address, Phone Number, Phone** Personal Information **Emergency Contact** Personal Information **Medical History** Personal Information **Insurance** Personal Information **Other** Personal Information

Personal Details ⓘ

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 XXXXXXXXXX XXXX XXXX XXXXXXXX

Contact Information

Address

12234 Main Street

Street 1

Street 2

Anytown

City

State

State

012345

Zip Code

Philippines

Country

Phone Number

012346985

Home

01234567890

Mobile

Temporary

Extension

Phone Number
Comments

E-Mail Address

demo@demoaccount.com|

Preferences XXXXXXXXXX Time Zone XXXXXXXXXX XXXXXXXXXX XXXX XXXX XXXXXXXX

Preferences

* Time Zone

Asia/Manila

Enable
Notification

☐

Additional Contact Information 患者情報 Employer/Work Information, Emergency Contact 1, Emergency Contact 2 緊急連絡先情報 患者情報

Additional Contact Information

Employer/Work Information

Work Phone Number

Fax Number

Emergency Contact 1

Name

Phone Number

Emergency Contact 2

Name

Phone Number

EVV 患者情報 患者情報 患者情報 患者情報

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** をクリックして

Agency Wide and Administrative Roles をクリックして

Super Roles をクリックして

Caseloads をクリックして