

# T-Log without an Individual

T-log without an Individual Therap Provider Setup Administrative T-Log T-Log without an Individual

- T-Log Without an Individual

1. Admin tab > Provider Preferences

To Do	<b>General</b>	
Individual	Provider	Preferences   Password Policy
Health	User	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset
Billing	Change Password	User List
<b>Admin</b>	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011
Agency Reports	Splash Message	Create   Update/Delete
Individual Home Page		

Provider Preference

## Provider Preference ?

### Session Timeout (Minutes)

\* Session Timeout (Minutes)

60

### Provider Logo

Logo



### Logo Preference in PDF

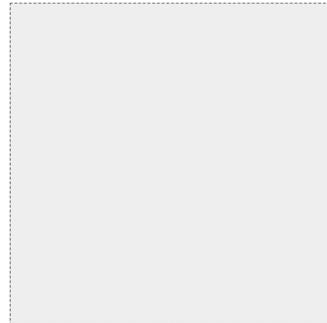
**NOTE:** Your logo will be resized to fit according to your selected size.

No Logo

Small Size

Medium Size

Large Size



### Calendar Preference

\* Starting Day of Week

Sunday

### T-Log

Allow creating a T-Log without an individual?  Yes  No

Enable Time In and Time Out  Yes  No

2. **T-Log section-**, **Allow creating a T-Log without an individual**  **Yes**   
 **No**

### T-Log

**Allow creating a T-Log without an individual?**  Yes  No

**Enable Time In and Time Out**  Yes  No

**Therap**  **Enable Time-In and Time-out**  **Yes**   
 **No** **T-Log**  **Time-in**  **Time-out**  **Both**

### T-Log

**Allow creating a T-Log without an individual?**  Yes  No

**Enable Time In and Time Out**  Yes  No

3.  **Save**  **Cancel**

Cancel

Save

• **T-Log Program Access** □□□ □□□□□

1. **Admin tab** □□ **User Privileges** □□□□□□□□ □□□□ **Manage** □□□□□ □□□□□ □□□□□

<b>To Do</b>	<b>General</b>	
<b>Individual</b>	<b>Provider</b>	Preferences   Password Policy
<b>Health</b>	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset
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<b>Agency Reports</b>	<b>Splash Message</b>	Create   Update/Delete
<b>Individual Home Page</b>		

2. **User List** □□□ □□□□ □□□□□ □□□□□□□□ □□□□□

## User List

Login Name ↑	First Name	Last Name	Title	Employee ID	Status All ▾	Status Action	Lock / Unlock All ▾	Lock / Unlock Action
karl	Isaac	Karl	Administrator		Active	Deactivate	Unlocked	Lock
mercy	Mercy	Hape	Special Education Teacher		Active	Deactivate	Unlocked	Lock
marie	Marie	Anne	Teacher		Active	Deactivate	Unlocked	Lock

Showing 1 to 3 of 3 entries < 1 >

[Export to Excel](#)

□□□□□ □□ **Login Name** □□ □□□ □□□□□□ □□□□□ □□□□□ **User Privilege** □□□□□ □□□□□ □□□

**3. Agency Wide and Administrative Roles** □□□□□□□□ **T-Log Program Access** □□□□□□□□  
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**Agency Wide and Administrative Roles**

Administrative Roles	Module Roles	SComm Roles
<input type="checkbox"/> Super Admin <input type="checkbox"/> ISP Data Dashboard <input type="checkbox"/> User <input type="checkbox"/> IDF Admin <input type="checkbox"/> Provider Setup <input type="checkbox"/> Activity Tracking <input type="checkbox"/> Admin Report <input type="checkbox"/> Caseload <input type="checkbox"/> User Privilege <input type="checkbox"/> Shared Contact <input type="checkbox"/> Billing Admin <input type="checkbox"/> Custom User Group <input type="checkbox"/> Personal Finance <input type="checkbox"/> Reset Password <input type="checkbox"/> Billing Restriction Override <input type="checkbox"/> Scoring Method <input type="checkbox"/> Assessment & Screening Admin	<input type="checkbox"/> Event Summary <input checked="" type="checkbox"/> T-Log Program Access ← <input type="checkbox"/> ISP Billing Conversion <input type="checkbox"/> Case Note Billing Conversion <input type="checkbox"/> Labtest Create <input type="checkbox"/> ISP Program Template Submit <input type="checkbox"/> ISP Program Template Approve <input type="checkbox"/> ISP Program Template View <input type="checkbox"/> Employer Management <input type="checkbox"/> Job Development <input type="checkbox"/> Report Library <input type="checkbox"/> Assigned Report View <input type="checkbox"/> Time Tracking Template Management <input type="checkbox"/> Provider Questionnaire Form Submit Self Created <input type="checkbox"/> Provider Questionnaire Form Submit <input type="checkbox"/> Provider Questionnaire Form Update <input type="checkbox"/> Provider Questionnaire Form View <input type="checkbox"/> Behavior	<input checked="" type="checkbox"/> Enable Full SComm <input type="checkbox"/> Individual Care SComm Send Only <input type="checkbox"/> Enable Limited SComm
Common Roles	Electronic Billing	
<input type="checkbox"/> Enable 13 Months Search (T-Log, GER) <input type="checkbox"/> Create Data on Inactive Individuals <input type="checkbox"/> Access to Multi-Individual Event <input type="checkbox"/> Export Excel <input type="checkbox"/> Signature Delete	<input type="checkbox"/> Billing Claim Create <input type="checkbox"/> Billing Claim Update <input type="checkbox"/> Billing Claim Send <input type="checkbox"/> Billing Claim Status Check <input type="checkbox"/> Billing Claim Delete <input type="checkbox"/> Eligibility Inquiry	

XXXXXXXXXX XXXXX XXX XXXXX **User Privilege** XXXXXXX XXXXX **Save** XXXXXXX XXXXXXX XXXXXXX

Dashboard Your new Privileges are currently in effect

Dashboard | Quick Links

**Therap Global Demonstration Provider**  
 Mariam Hossain, Special Educator

[Logout](#)

**Your new Privileges are currently in effect.**

<b>Program:</b>	No Program Selected	<a href="#">Choose Program</a>
<b>Profile:</b>	Initial	
<b>Module:</b>	<input type="text" value="Search"/>	

<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 5px;">To Do</li> <li style="background-color: #e0e0e0; padding: 5px;">Individual</li> <li style="background-color: #e0e0e0; padding: 5px;">Health</li> <li style="background-color: #e0e0e0; padding: 5px;">Billing</li> <li style="background-color: #0056b3; color: white; padding: 5px;">Admin</li> <li style="background-color: #e0e0e0; padding: 5px;">Agency Reports</li> </ul>	<h2 style="margin: 0;">General</h2> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Provider</b></td> <td style="padding: 5px;">Preferences   Password Policy</td> </tr> <tr> <td style="padding: 5px;"><b>User</b></td> <td style="padding: 5px;">New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset</td> </tr> <tr> <td style="padding: 5px;"><b>Change Password</b></td> <td style="padding: 5px;">User List</td> </tr> <tr> <td style="padding: 5px;"><b>User Privileges</b></td> <td style="padding: 5px;">Manage   Archive   Legacy Archive Upto Jul 2011</td> </tr> </table>	<b>Provider</b>	Preferences   Password Policy	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	<b>Change Password</b>	User List	<b>User Privileges</b>	Manage   Archive   Legacy Archive Upto Jul 2011	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"><b>Issue Tracking</b></div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 5px;">New</li> <li style="background-color: #e0e0e0; padding: 5px;">My Issues</li> </ul> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-top: 10px;"><b>SComm</b></div> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 5px;">Inbox</li> <li style="background-color: #e0e0e0; padding: 5px;">Sent Items</li> <li style="background-color: #e0e0e0; padding: 5px;">Compose</li> <li style="background-color: #e0e0e0; padding: 5px;">Drafts</li> <li style="background-color: #e0e0e0; padding: 5px;">Custom User Group</li> <li style="background-color: #e0e0e0; padding: 5px;">Message Audit</li> <li style="background-color: #e0e0e0; padding: 5px;">Delete Message Content</li> </ul>
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