

## Assigning Access Privilege for creating a T-Log without an Individual

For creating program-based T-Logs (t-log without an individual), a user assigned with the **Provider Setup** administrative role has to enable the **Allow creating a T-Log without an individual** on the agency's 'Provider Preference' page.

Once the option has been enabled, users assigned with the **T-Log Program Access** administrative role can create program based T-Logs for programs where an individual from their caseloads is currently enrolled. Users with the **T-Log View** caseload-based role and **T-Log Program Access** administrative role are able to search and view a program based T-Log if they have at least one individual in their caseloads who is currently or was previously enrolled in the program for which the program based T-Log was created..

**Enable Allow Creating a T-Log Without an Individual from Provider>Preference**

1. Click on the **Preferences** link next to the Provider option from the **Admin** tab.

To Do	<b>General</b>	
Individual	Provider	<b>Preferences</b>   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		

The **Provider Preference** page will be displayed.

## 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. In the 'T-Log' section on the 'Provider Preference' page, select **Yes** option for the Allow creating a T-Log without an individual? field if you want to allow creating T-Logs without individuals.

You may also select **Yes** option for the Enable Time In and Time Out field if you want the Time In and the Time Out fields to appear on T-Logs.

**T-Log**

Allow creating a T-Log without an individual?

☒ Yes ☐ No

Enable Time In and Time Out

☒ Yes ☐ No

3. Scroll down to the bottom of the page and click on the **Save** button.

Cancel

Save

### Assign T-Log Program Access role from User Privileges>Manage

1. Click on the **Manage** link next to the **User Privileges** option in the Admin tab.

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

2. Select the appropriate user from the **User List** page.

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

Cancel

Click on the **Login Name** of the user. This will open the **User Privilege** page.


3. From the **Agency Wide and Administrative Roles** section select the **T-Log Program Access** option.

## Agency Wide and Administrative Roles

### Administrative Roles

- ☐ Super Admin
- ☐ ISP Data Dashboard
- ☐ User
- ☐ IDF Admin
- ☐ Provider Setup
- ☐ Activity Tracking
- ☐ Admin Report
- ☐ Caseload
- ☐ User Privilege
- ☐ Shared Contact
- ☐ Billing Admin
- ☐ Custom User Group
- ☐ Personal Finance
- ☐ Reset Password
- ☐ Billing Restriction Override
- ☐ Scoring Method
- ☐ Assessment & Screening Admin

### Module Roles

- ☐ Event Summary
- ☒ T-Log Program Access 
- ☐ ISP Billing Conversion
- ☐ Case Note Billing Conversion
- ☐ Labtest Create
- ☐ ISP Program Template Submit
- ☐ ISP Program Template Approve
- ☐ ISP Program Template View
- ☐ Employer Management
- ☐ Job Development
- ☐ Report Library
- ☐ Assigned Report View
- ☐ Time Tracking Template Management
- ☐ Provider Questionnaire Form Submit Self Created
- ☐ Provider Questionnaire Form Submit
- ☐ Provider Questionnaire Form Update
- ☐ Provider Questionnaire Form View
- ☐ Behavior

### SComm Roles

- ☒ Enable Full SComm
- ☐ Individual Care SComm Send Only
- ☐ Enable Limited SComm

### Common Roles

- ☐ Enable 13 Months Search (T-Log, GER)
- ☐ Create Data on Inactive Individuals
- ☐ Access to Multi-Individual Event
- ☐ Export Excel
- ☐ Signature Delete

### Electronic Billing

- ☐ Billing Claim Create
- ☐ Billing Claim Update
- ☐ Billing Claim Send
- ☐ Billing Claim Status Check
- ☐ Billing Claim Delete
- ☐ Eligibility Inquiry

Cancel

Save

Click on the **Save** button at the bottom of the **User Privilege** page to save the changes.

If all information has been updated accordingly this message **Your new Privileges are currently in effect** will be displayed on the top of the **Dashboard** page.

Therap Global Demonstration Provider  
Mariam Hossain, Special Educator

Dashboard | Quick Links

Logout

Your new Privileges are currently in effect.

Program: No Program Selected  
Profile: Initial  
Module:

Choose Program

To Do

Individual

Health

Billing

Admin

Agency Reports

General

Provider	Preferences   Password Policy
User	<a href="#">New</a>   <a href="#">List</a>   <a href="#">Import from Excel</a>   <a href="#">Search Imported Excel</a>   <a href="#">Titles</a>   <a href="#">New Title</a>   <a href="#">Assign External System ID</a>   <a href="#">Self Password Reset</a>
Change Password	User List
User Privileges	<a href="#">Manage</a>   <a href="#">Archive</a>   <a href="#">Legacy Archive Upto Jul 2011</a>

Issue Tracking

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SComm

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