

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

There are two things that must be enabled to allow the users to do a T-log without an Individual. Users with the **Provider Setup** Administrative role are able to set T-Log preferences to **Create T-Logs without Individuals**.

- Enabling **Creating a T-Log Without an Individual**

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

To Do	General	
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
Admin	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, select the **Yes** option for **Allow creating a T-Log without an individual?**

T-Log

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

Enable Time In and Time Out ☒ Yes ☐ No

Users may also enable the **Time-in** and **Time-out** option for T-Logs by selecting the **Yes** option for the Enable **Time-In** and **Time-out** field.

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

- Assigning **T-Log Program Access** role

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

To Do	General	
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		
Admin	Change Password	User List
Agency Reports	User Privileges	Manage Archive Legacy Archive Upto Jul 2011
Individual Home Page	Splash Message	Create Update/Delete

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	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
Change Password	User List
User Privileges	Manage Archive Legacy Archive Upto Jul 2011

Issue Tracking

[New](#)
[My Issues](#)

SComm

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[Message Audit](#)
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