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.

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

Provider Preference ⓘ

Session Timeout (Minutes)

* **Session Timeout (Minutes)**
60 ▾

Provider Logo

Logo

Therap® Global

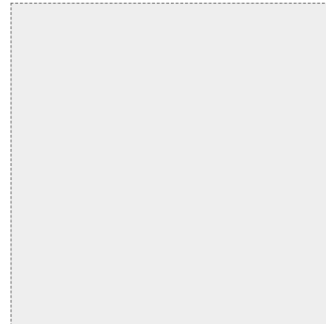### Logo Preference in PDF

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.

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

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.