

# 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

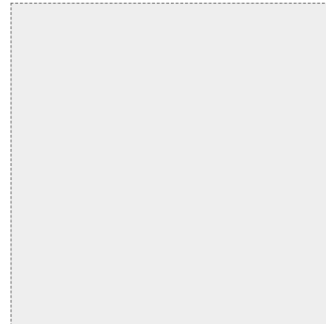
**NOTE:** Your logo will be resized to fit according to your selected size.

☐ 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	<b>Manage</b>   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

Inbox  
Sent Items  
Compose  
Drafts  
Custom User Group  
Message Audit  
Delete Message Content