

## 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.

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

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

## Provider Preference ?

### Session Timeout (Minutes)

\* Session Timeout (Minutes)

60

### Provider Logo

Logo



### Logo Preference in PDF

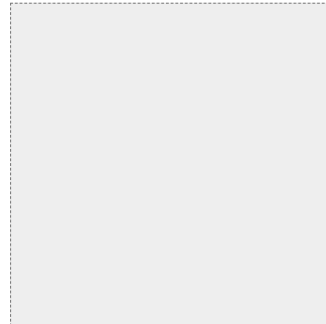
**NOTE:** Your logo will be resized to fit according to your selected size.

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>	<h2>General</h2>	
<b>Individual</b>		
<b>Health</b>		
<b>Billing</b>		
<b>Admin</b>		
<b>Agency Reports</b>		
<b>Individual Home Page</b>		
	<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>	<b>Manage</b>   Archive   Legacy Archive Upto Jul 2011
	<b>Splash Message</b>	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

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.

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"/>	

- To Do
- Individual
- Health
- Billing
- Admin
- Agency Reports

### General

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<b>Provider</b>	Preferences   Password Policy
<b>User</b>	<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>
<b>Change Password</b>	User List
<b>User Privileges</b>	<a href="#">Manage</a>   <a href="#">Archive</a>   <a href="#">Legacy Archive Upto Jul 2011</a>

Issue Tracking

- New
- My Issues

SComm

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