

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	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

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

Provider Preference ?

Session Timeout (Minutes)

* Session Timeout (Minutes)

60

Provider Logo

Logo



Logo Preference in PDF

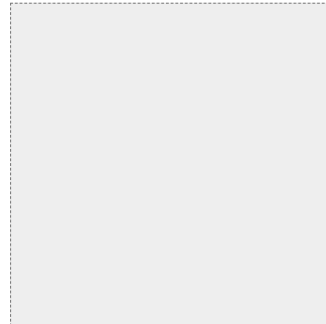
NOTE: Your logo will be resized to fit according to your selected size.

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.


To Do	<h2>General</h2>	
Individual		
Health		
Billing		
Admin		
Agency Reports		
Individual Home Page		
	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
	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

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.

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	<input type="text" value="Search"/>	

- 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
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Issue Tracking

- New
- My Issues

SComm

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