

## 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.

То Do	General	
Individual	Provider	Preferences   Password Policy
Health		New   List   Import from Excel   Search Imported Excel   Titles
Billing	User	New Title   Assign External System ID   Self Password Reset
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 9

Session Timeout (Minutes)				
* Session Timeout (Minutes) 60				
Provider Logo				
Therap Global				
Logo Preference in PDF				
NOTE: Value long will be regized to fit according to your calcuted size				
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?  Enable Time In and Time Out   Yes O 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.



3. Scroll down to the bottom of the page and click on the **Save** button.



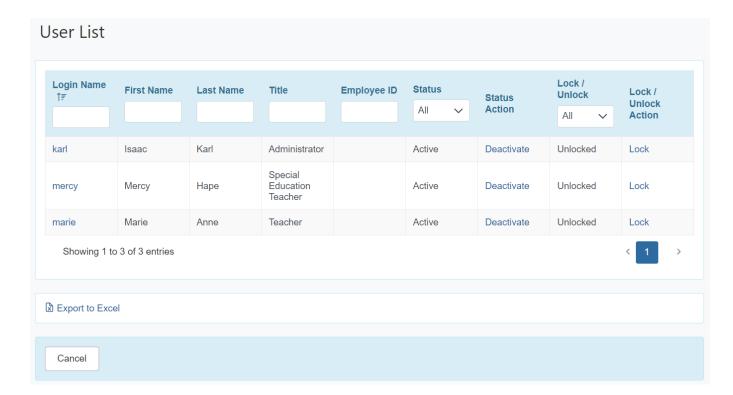


- Assigning **T-Log Program Access role**
- 1. Click on the  ${\bf Manage}$  link next to the  ${\bf User\ Privileges}$  option in the Admin tab.

To Do	General	
Individual	Provider	Preferences   Password Policy
Health		New   List   Import from Excel   Search Imported Excel   Titles
Billing	User	New Title   Assign External System ID   Self Password Reset
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.





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	Module Roles	SComm Roles
□ Super Admin □ ISP Data Dashboard □ User □ IDF Admin □ Provider Setup	<ul> <li>□ Event Summary</li> <li>☑ T-Log Program Access</li> <li>□ ISP Billing Conversion</li> <li>□ Case Note Billing Conversion</li> <li>□ Labtest Create</li> </ul>	<ul><li>✓ Enable Full SComm</li><li>☐ Individual Care SComm</li><li>Send Only</li><li>☐ Enable Limited SComm</li></ul>
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	□ 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	
Common Roles	Electronic Billing	
☐ Enable 13 Months Search (T-Log, GER) ☐ Create Data on Inactive Individuals ☐ Access to Multi-Individual Event ☐ Export Excel	□ Billing Claim Create □ Billing Claim Update □ Billing Claim Send □ Billing Claim Status Check □ Billing Claim Delete □ Eligibility Inquiry	

Click on the  ${\bf Save}$  button at the bottom of the  ${\bf User\ Privilege}$  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.

