

## 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 Provider Preferences Password Policy				
Individual					
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.



Session Timeout (Minutes)				
* Session Timeout (Minutes) 60				
Provider Logo				
Logo <b>Therap</b> Global				
Logo Preference in PDF				
NOTE: Your logo will be resized to fit according to your selected size.				
○ No Logo				
Calendar Preference				
* Starting Day of Week Sunday				
T-Log				
Allow creating a T-Log without an <ul> <li>Yes O No</li> <li>individual?</li> </ul>				
Enable Time In and Time Out 💿 Yes 🔾 No				

Person-Centered. Data-Driven.



2. In the **T-Log** section, select the **Yes** option for **Allow creating a T-Log without an individual?** 

T-Log	1		
	Allow creating a T-Log without an individual?	● Yes 〇 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 O Yes ○ No individual? Enable Time In and Time Out O Yes ○ No

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

Cancel	cel			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       Provider     Preferences   Password Policy				
Individual					
Health		New   List   Import from Excel   Search Imported Excel   Titles			
Billing	User	New Title   Assign External System ID			
Admin	Change Password	Self Password Reset			
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.

.ogin Name ↑ <i>≣</i>	First Name	Last Name	Title	Employee ID	Status	Status	Lock / Unlock	Lock / Unlock
					All	ACUUII	All 🗸	Action
arl	lsaac	Karl	Administrator		Active	Deactivate	Unlocked	Lock
nercy	Mercy	Hape	Special Education Teacher		Active	Deactivate	Unlocked	Lock
narie	Marie	Anne	Teacher		Active	Deactivate	Unlocked	Lock
Showing 1 to 3 of 3 entries <								

herap<sup>®</sup>Global

Person-Centered. Data-Driven.

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.

## **Therap**Global Person-Centered. Data-Driven.

## Agency Wide and Administrative Roles





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.

herap:		<b>Therap Glob</b> Maria	al Demonstration Provide am Hossain, Special Educate
GIO	Dashboard   Quick Links		Logo
	Your new Pr	rivileges are currently in effect.	
Program: Profile: Module:	No Program Selected Initial Search		Choose Program
To Do		General	Issue Tracking
Individual	Provider	Preferences   Password Policy	My Issues
Health	User	New   List   Import from Excel   Search Imported Excel   Titles   New Title	SComm
Admin	Change Password	Assign External System ID   Self Password Reset User List	Compose Drafts Custom User Group
Agency Reports	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011	Message Audit Delete Message Content