

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	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 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Time In and Time Out	<input checked="" type="radio"/> Yes <input type="radio"/> 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

Individual

Health

Billing

Admin

Agency Reports

Individual Home Page

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](#)

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	Status Action	Lock / Unlock	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	Module Roles	SComm Roles
<input type="checkbox"/> Super Admin <input type="checkbox"/> ISP Data Dashboard <input type="checkbox"/> User <input type="checkbox"/> IDF Admin <input type="checkbox"/> Provider Setup <input type="checkbox"/> Activity Tracking <input type="checkbox"/> Admin Report <input type="checkbox"/> Caseload <input type="checkbox"/> User Privilege <input type="checkbox"/> Shared Contact <input type="checkbox"/> Billing Admin <input type="checkbox"/> Custom User Group <input type="checkbox"/> Personal Finance <input type="checkbox"/> Reset Password <input type="checkbox"/> Billing Restriction Override <input type="checkbox"/> Scoring Method <input type="checkbox"/> Assessment & Screening Admin	<input type="checkbox"/> Event Summary <input checked="" type="checkbox"/> T-Log Program Access ← <input type="checkbox"/> ISP Billing Conversion <input type="checkbox"/> Case Note Billing Conversion <input type="checkbox"/> Labtest Create <input type="checkbox"/> ISP Program Template Submit <input type="checkbox"/> ISP Program Template Approve <input type="checkbox"/> ISP Program Template View <input type="checkbox"/> Employer Management <input type="checkbox"/> Job Development <input type="checkbox"/> Report Library <input type="checkbox"/> Assigned Report View <input type="checkbox"/> Time Tracking Template Management <input type="checkbox"/> Provider Questionnaire Form Submit Self Created <input type="checkbox"/> Provider Questionnaire Form Submit <input type="checkbox"/> Provider Questionnaire Form Update <input type="checkbox"/> Provider Questionnaire Form View <input type="checkbox"/> Behavior	<input checked="" type="checkbox"/> Enable Full SComm <input type="checkbox"/> Individual Care SComm Send Only <input type="checkbox"/> Enable Limited SComm
Common Roles	Electronic Billing	
<input type="checkbox"/> Enable 13 Months Search (T-Log, GER) <input type="checkbox"/> Create Data on Inactive Individuals <input type="checkbox"/> Access to Multi-Individual Event <input type="checkbox"/> Export Excel <input type="checkbox"/> Signature Delete	<input type="checkbox"/> Billing Claim Create <input type="checkbox"/> Billing Claim Update <input type="checkbox"/> Billing Claim Send <input type="checkbox"/> Billing Claim Status Check <input type="checkbox"/> Billing Claim Delete <input type="checkbox"/> 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
Logout

 **Your new Privileges are currently in effect.**

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	Search	

To Do	General	
Individual	Provider	Preferences Password Policy
Health	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset	
Billing	User	User List
Admin	Change Password	User List
Agency Reports	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](#)