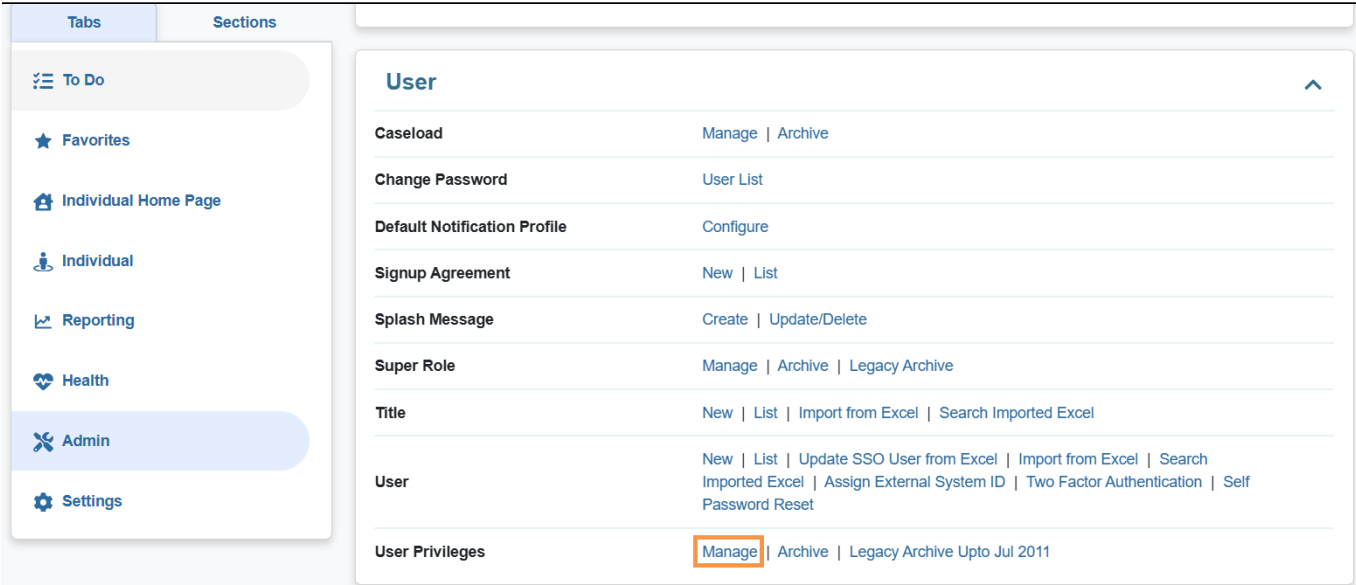


Manage User Privileges

Users assigned with the **User Privilege** Administrative Role will be able to manage user privileges. Users with the **Super Admin** Administrative Role along with the **User Privilege** Administrative Role will be able to assign or unassign the **Super Admin** Administrative Role to other Users.

1. Starting on the Admin tab click on the **Manage** link beside the **User Privileges** option.



The screenshot shows the Admin interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Tabs' section with 'Admin' selected, and a 'Sections' section with various options. The main content area is titled 'User' and contains a table of user-related actions.

User	
Caseload	Manage Archive
Change Password	User List
Default Notification Profile	Configure
Signup Agreement	New List
Splash Message	Create Update/Delete
Super Role	Manage Archive Legacy Archive
Title	New List Import from Excel Search Imported Excel
User	New List Update SSO User from Excel Import from Excel Search Imported Excel Assign External System ID Two Factor Authentication Self Password Reset
User Privileges	Manage Archive Legacy Archive Upto Jul 2011

2. This will open the **User List** page. Click on the **Login Name** of the user that you want to assign privileges to from the list.

User List

Login Name ↑	First Name	Last Name	Title	Employee ID	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▾
sally	Sally	Sullivan	Teacher Assistant		Active
anita	Anita	Hossain	Academic Supervisor		Active

Showing 2 to 1 of 2 entries < 1 >

 [Export to Excel](#)

Cancel

3. This will open the **User Privilege** page where you can assign the **Super Role** and **Caseload**.

User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

Profile(s)

Add Profile

Initial : Regular

Super Role :

Caseload Name
No records found.

Add Caseload

Assigning Super Role

4. Click on the blue **Super Role** link to view the list of available Super Roles.

To learn more about creating **Super Role** [click here](#)

User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

Profile(s)

Add Profile

Initial : Regular

Super Role : 

Caseload Name
No records found.
Add Caseload

5. Click on the **Choose** link to select a particular Super Role from the **Change Super Role** window

Change Super Role ×

Profile Name Initial

Super Role	Super Role Description	Action	
<input type="text"/>			
Admin	IDF, T-Log, Health Tracking, GERS, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking	Choose	Assigned To
Teacher	IDF, T-Log, ISP Data, ISP Program	Choose	Assigned To
Therapist	Health Tracing	Choose	Assigned To

Showing 1 to 3 of 3 entries < **1** >

To view the name of the users already assigned with this Super Role click on the **Assigned To** link.

Change Super Role ×

Profile Name Initial

Super Role	Super Role Description	Action	
<input type="text"/>			
Admin	IDF, T-Log, Health Tracking, GERS, GER resolution, ISP data, ISP programs, ISP plan, MAR config., MAR data, Medical info, Time tracking	Choose	Assigned To
Teacher	IDF, T-Log, ISP Data, ISP Program	Choose	Assigned To
Therapist	Health Tracing	Choose	Assigned To

Showing 1 to 3 of 3 entries < **1** >

Assigning Caseload

6. To add Caseloads, click on the **Add Caseload** link.

To learn more about creating **Caseloads** [click here](#)

User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

Profile(s) Add Profile

Initial : Regular
Super Role : T-Log,ISP,HT, GER

Caseload Name
No records found.
Add Caseload ←

7. This will open the **Add Caseload** page. Click on the **Add** link beside the required caseloads, to assign the caseload to the user's privilege.

Add Caseload ×

Profile Name Initial

Caseload	Caseload Type	Action	
<input type="text"/>	All ▼		
Individual Caseload (2)	Individual	Add	Assigned To
::AIC:: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual	Add	Assigned To
::AIC:: All Individual Caseload (DEMOTG-TGD)	All Individual	Add	Assigned To
Daily Activities	Program	Add	Assigned To
Day Shift	Individual	Add	Assigned To
Day Care Center	Group	Add	Assigned To

Showing 1 to 6 of 6 entries < **1** >

To view the name of the users assigned with the particular Caseload, click on the **Assigned To** link.

Add Caseload ×

Profile Name Initial

Caseload	Caseload Type	Action	
<input type="text"/>	All ▼		
Individual Caseload (2)	Individual	Add	Assigned To
::AIC:: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual	Add	Assigned To
::AIC:: All Individual Caseload (DEMOTG-TGD)	All Individual	Add	Assigned To
Daily Activities	Program	Add	Assigned To
Day Shift	Individual	Add	Assigned To
Day Care Center	Group	Add	Assigned To

Showing 1 to 6 of 6 entries < **1** >

Note: There are 5 types of Caseloads in Therap system, they are:

The **AIC** (All Individual Caseload) allows the user access to all individuals that are

admitted into any program in the system generated.

The **AAIC** (All Admitted Individual Caseload) gives users access to all the individuals that are in 'Admitted' status under a particular provider. Users who need access to all admitted individuals do not need to be assigned a separate Caseload if they have the AIC Caseload assigned.

The **APC** (Auto Program Caseload) gives the user access to any individuals enrolled into that particular program

Individual Based Caseload will gain access to the individuals within the caseload, irrespective of an individual's status or the programs that they are enrolled in.

A **Group Caseload** is a collection of Auto Program Caseloads (APC) and Individual Based Caseloads.

To learn more about the Caseloads types, [click here](#).

8. To remove a **Caseload** from a Profile, click on the **Remove** link.

User Privilege
Anita Hossain, Supervisor (anitaa)

Update History

Profile(s) Add Profile

Initial : Regular
Super Role : T-Log,ISPHT, GER

Caseload Name	Assigned To	Remove
::AIC:: All Individual Caseload (DEMOTG-TGD)	Assigned To	Remove

Selecting Agency Wide and Administrative Roles

9. As per user requirement select **Administrative Roles, Module Roles, SComm Roles, Common Roles** etc.

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 checked="" 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 checked="" type="checkbox"/> ISP Program Template Submit <input type="checkbox"/> ISP Program Template Approve <input checked="" type="checkbox"/> ISP Program Template View <input type="checkbox"/> Employer Management <input type="checkbox"/> Job Development <input checked="" 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
<p>Common Roles</p> <input checked="" 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 checked="" type="checkbox"/> Export Excel <input type="checkbox"/> Signature Delete	<p>Electronic Billing</p> <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	

10. Once all the privileges are assigned accordingly click on the **Save** button on the bottom right of the page to save the **User's Privileges**.

Cancel

Save

You are also able to assign **Agency Wide and Administrative Roles** from the **User Privilege** page.

To learn more about **Agency Wide and Administrative Roles** click [here](#).

To learn more about creating **Super Roles** [click here](#)

To learn more about creating **Caseloads** [click here](#)