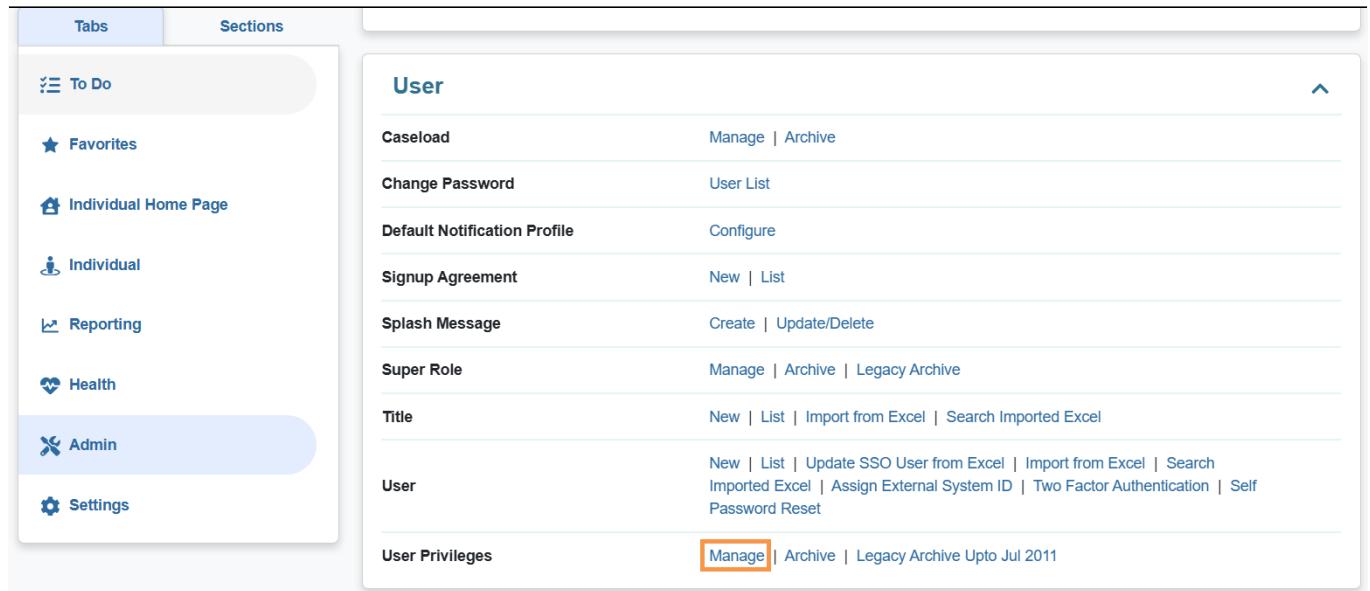


# Manage User Privileges

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 Therap Global Admin interface. On the left, there is a sidebar with 'Tabs' (selected) and 'Sections' (unselected). The 'Admin' tab is also selected. The main content area is titled 'User' and contains the following table:

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

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 <span>↑</span>	First Name	Last Name	Title	Employee ID	Status
					All <span>▼</span>
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	
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	
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](#)

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### User Privilege

Anita Hossain, Supervisor (anitaa)

Update History

---

#### Profile(s)

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																												
<table border="1"> <thead> <tr> <th>Caseload</th> <th>Caseload Type</th> <th colspan="2">Action</th> </tr> </thead> <tbody> <tr> <td>Individual Caseload (2)</td> <td>Individual</td> <td>Add</td> <td>Assigned To</td> </tr> <tr> <td>::AAIC:: All Admitted Individual Caseload (DEMOTG-TGD)</td> <td>All Admitted Individual</td> <td>Add</td> <td>Assigned To</td> </tr> <tr> <td>::AIC:: All Individual Caseload (DEMOTG-TGD)</td> <td>All Individual</td> <td>Add</td> <td>Assigned To</td> </tr> <tr> <td>Daily Activities</td> <td>Program</td> <td>Add</td> <td>Assigned To</td> </tr> <tr> <td>Day Shift</td> <td>Individual</td> <td>Add</td> <td>Assigned To</td> </tr> <tr> <td>Day Care Center</td> <td>Group</td> <td>Add</td> <td>Assigned To</td> </tr> </tbody> </table>		Caseload	Caseload Type	Action		Individual Caseload (2)	Individual	Add	Assigned To	::AAIC:: 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
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Day Shift	Individual	Add	Assigned To																										
Day Care Center	Group	Add	Assigned To																										
Showing 1 to 6 of 6 entries																													

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

**Add Caseload**

Profile Name	Initial																												
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Day Shift	Individual	Add	Assigned To																										
Day Care Center	Group	Add	Assigned To																										
Showing 1 to 6 of 6 entries																													

**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,ISP,HT, GER		
Caseload Name		
::AIC:: All Individual Caseload (DEMOTG-TGD)		Assigned To
		<a href="#">Remove</a>

## 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		
<b>Administrative Roles</b>	<b>Module Roles</b>	<b>SComm Roles</b>
<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
<b>Common Roles</b>	<b>Electronic Billing</b>	
<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	<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**.

<input type="button" value="Cancel"/>	<input style="border: 2px solid orange;" type="button" value="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](#)