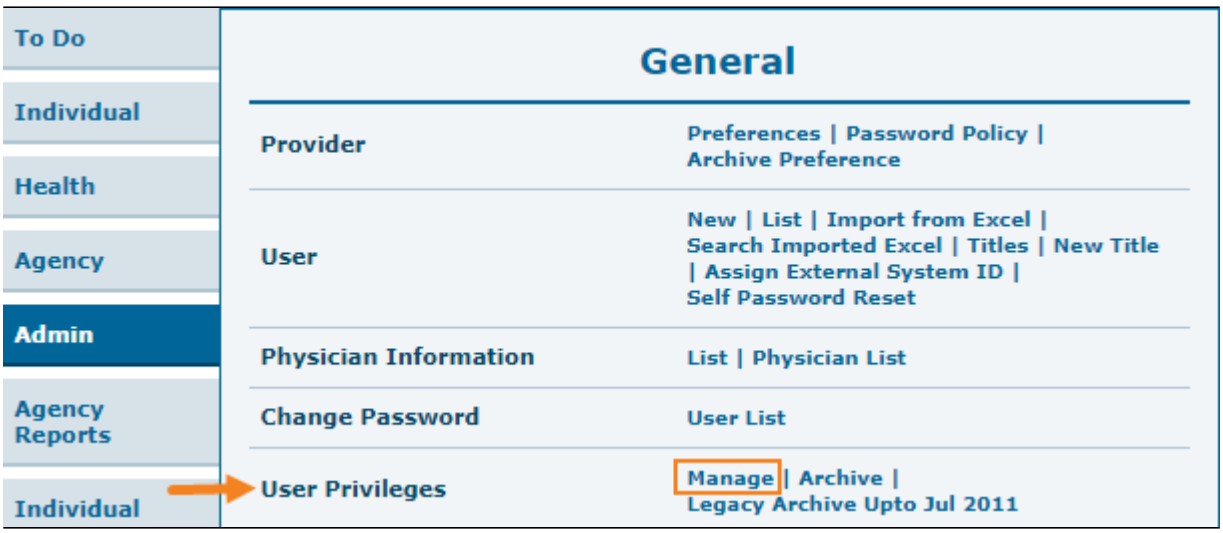
Manage User Privileges

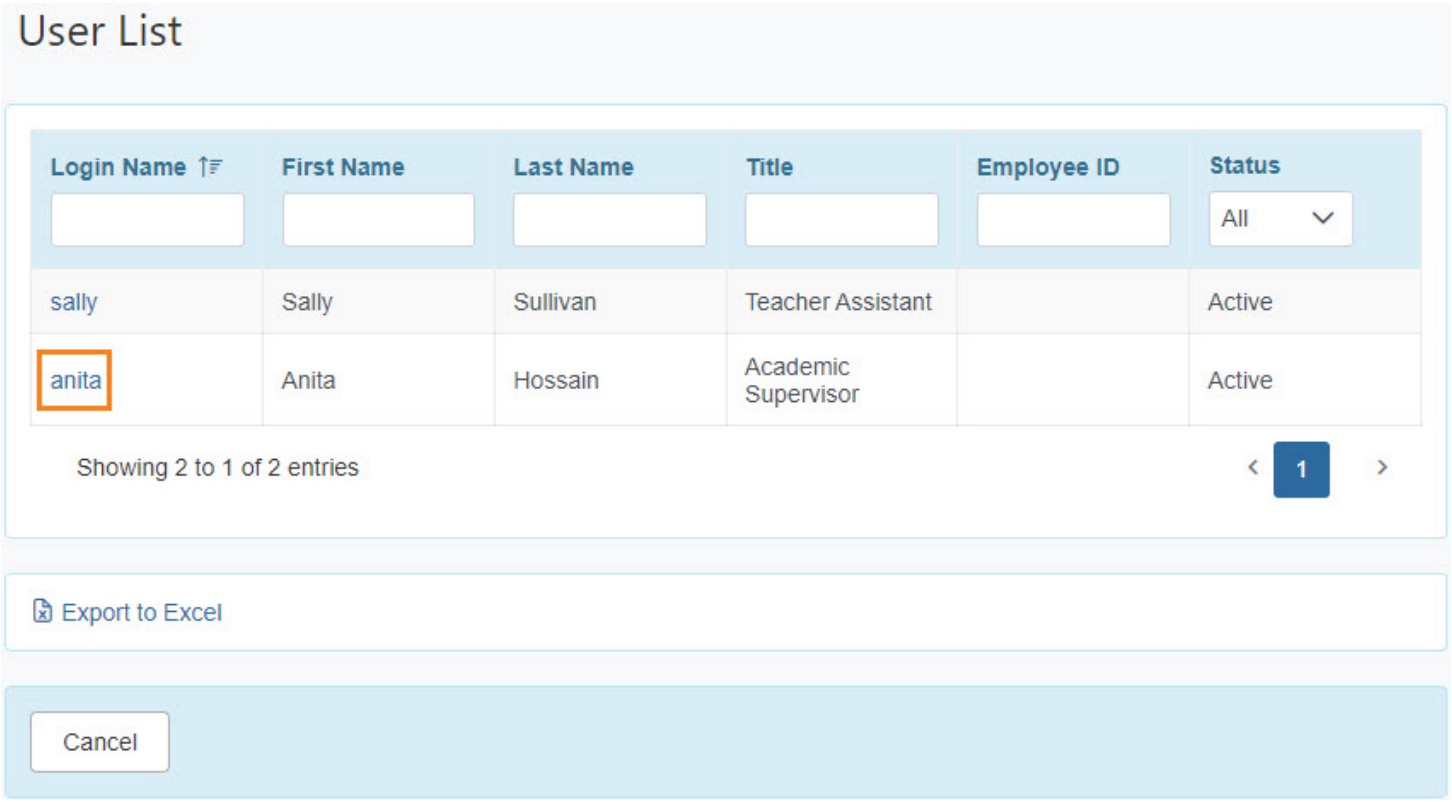
Users assigned with the **User Privilege** Administrative Role will be able to manage user privileges. Users with the **Super Admin** Administrative Role along with the **User Privilege** Administrative Role will be able to assign or unassign the **Super Admin** Administrative Role to other Users.

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



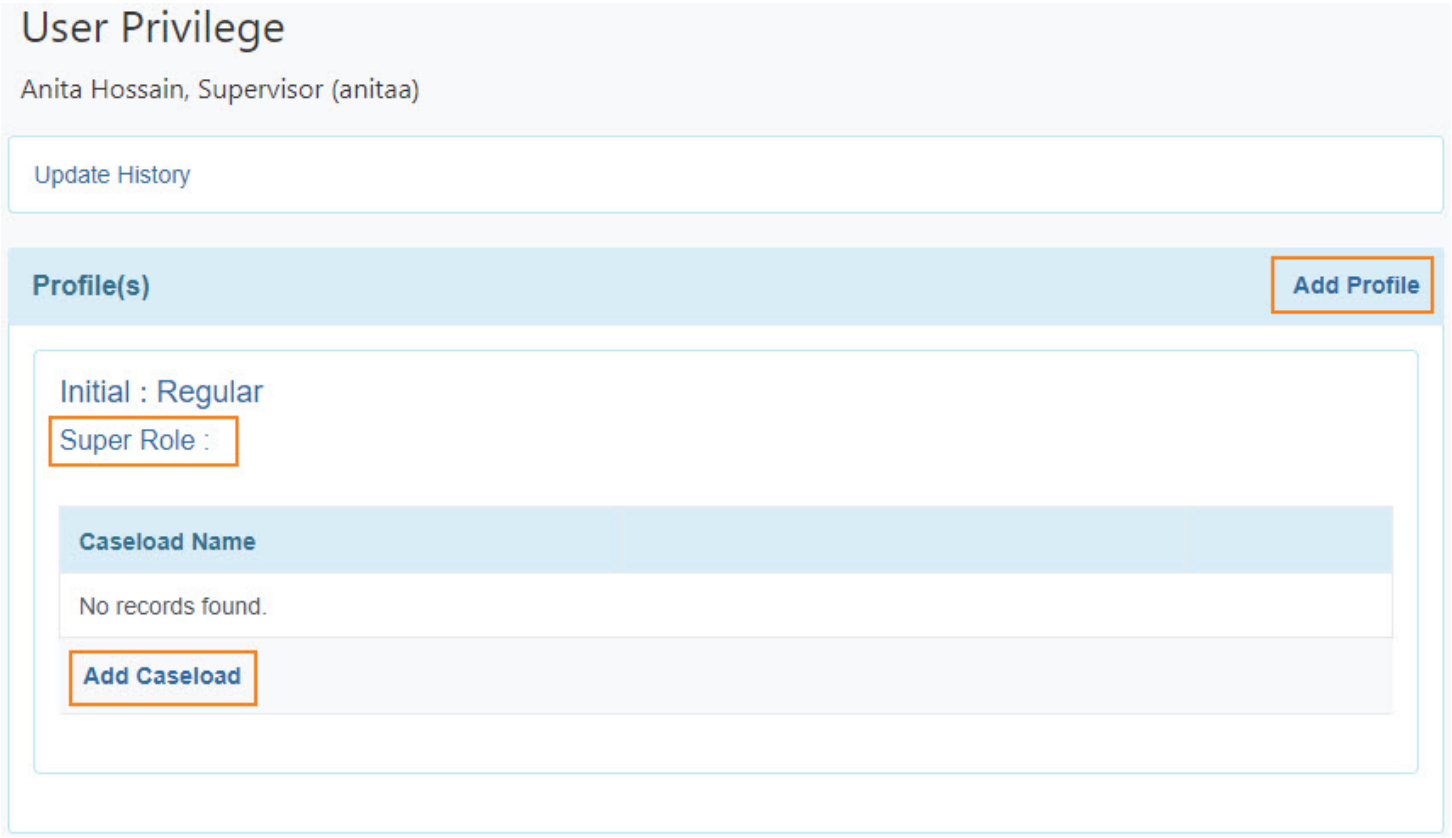
2. This will open the **User List** page. Click on the **Login Name** of the user that you want to assign privileges to from the list.

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257



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

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

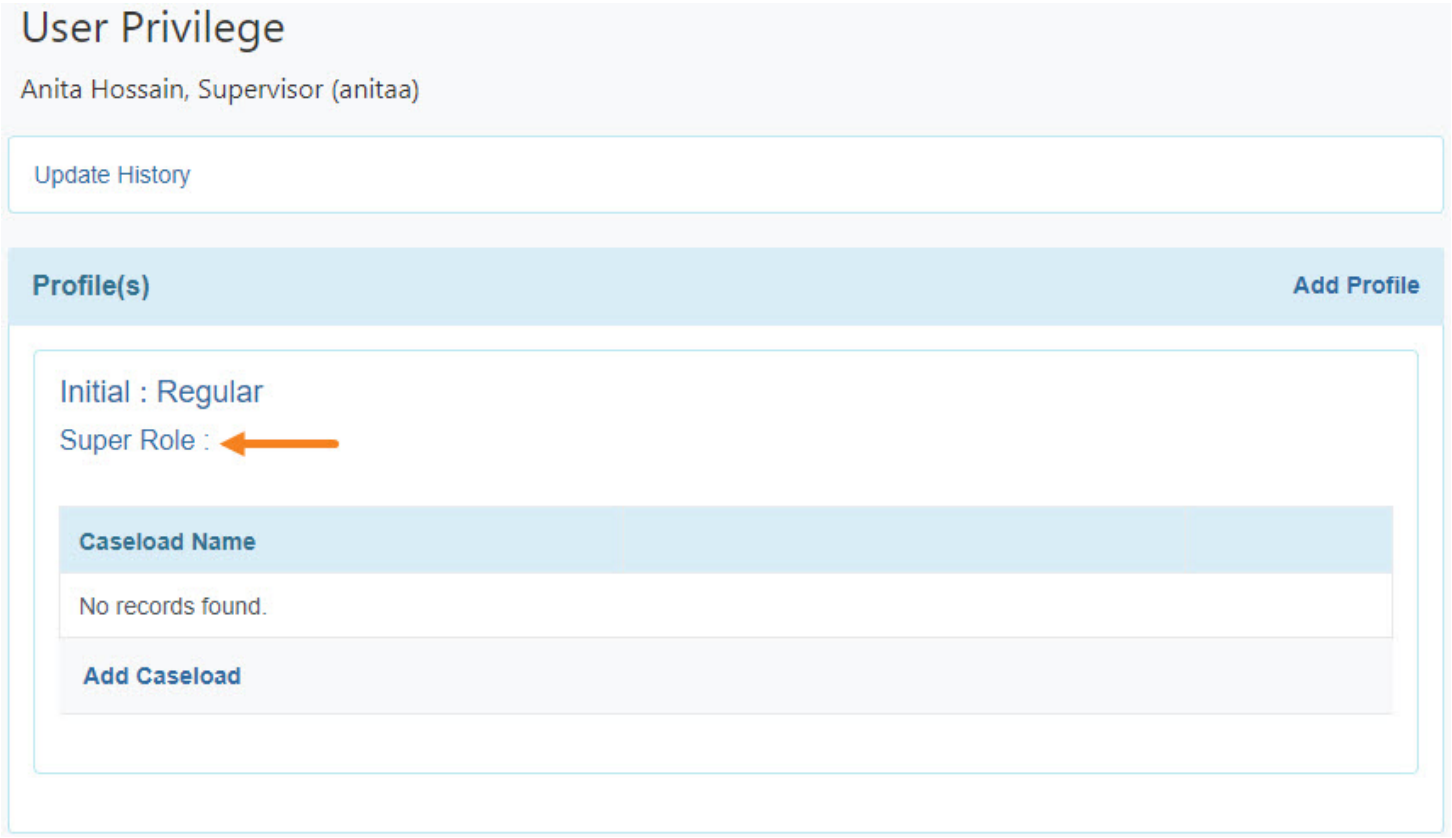


Assigning Super Role

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

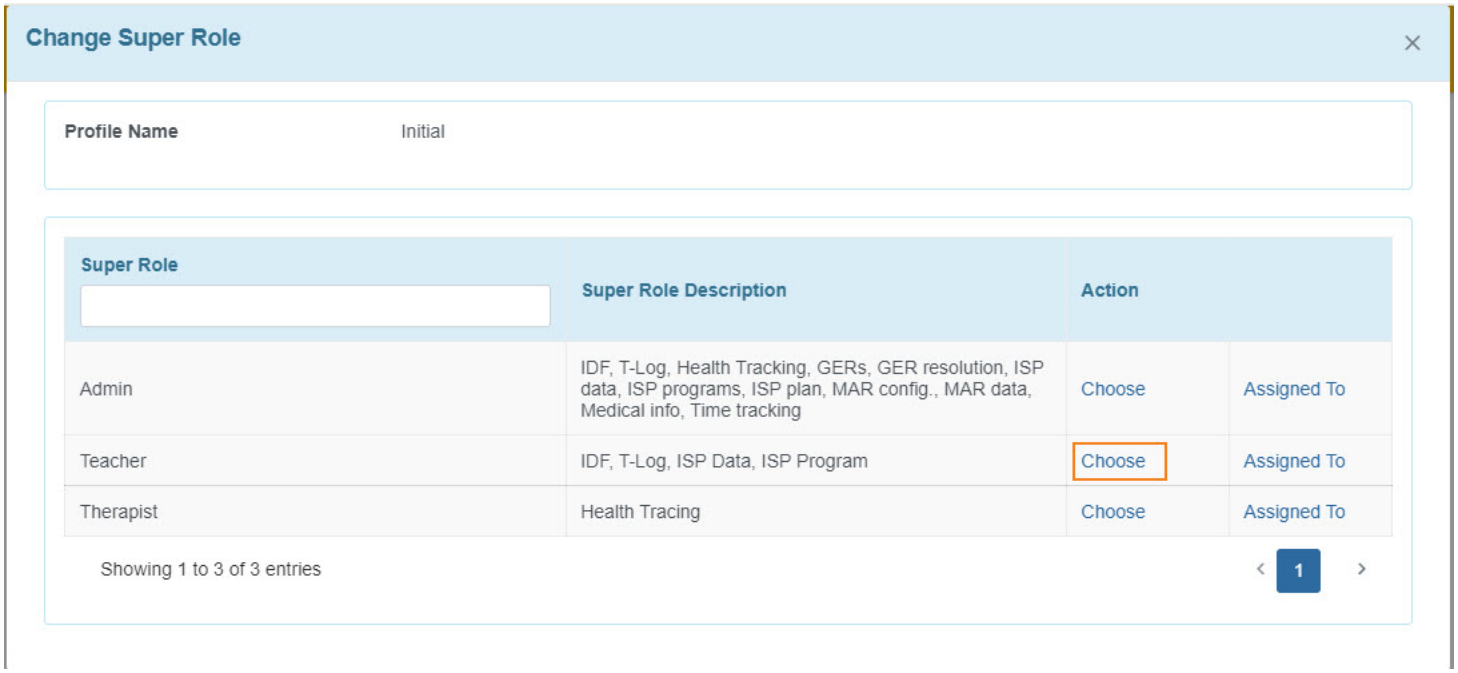
To learn more about creating **Super Role** click here

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

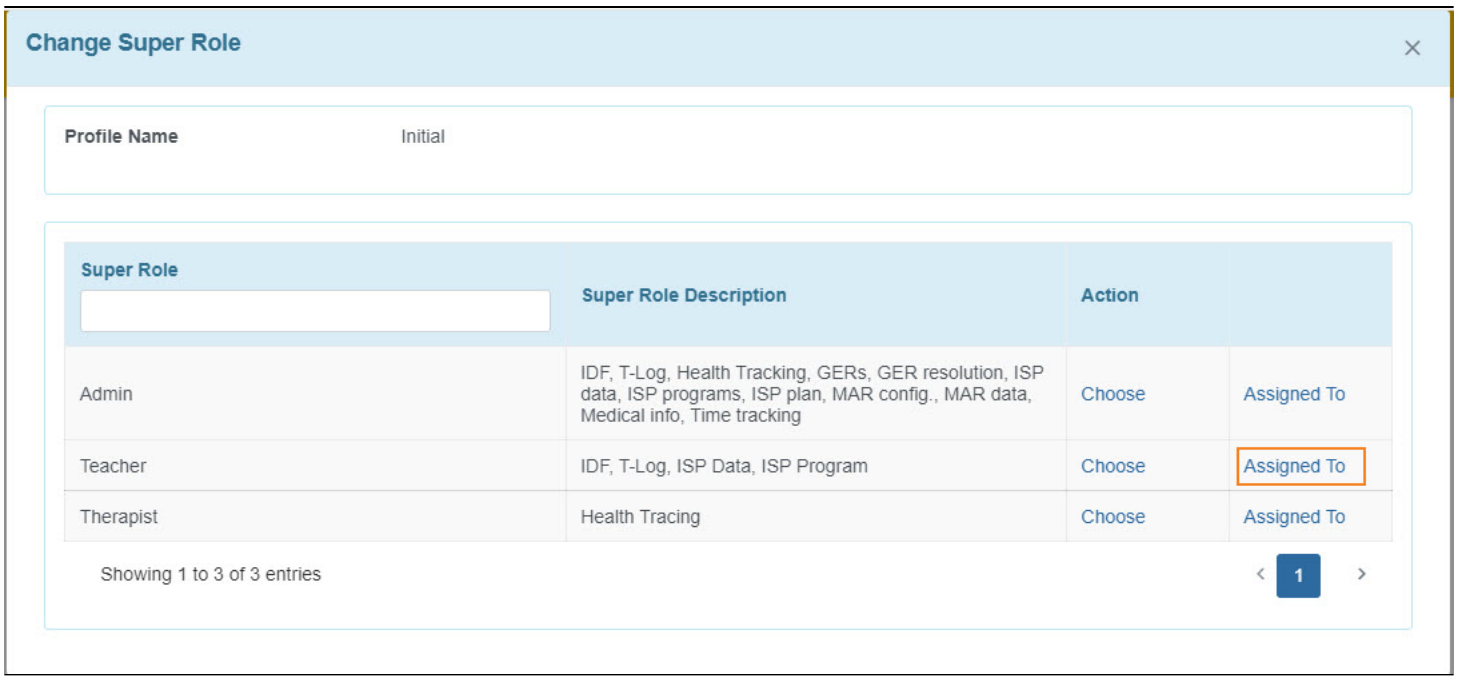


5. Click on the **Choose** link to select a particular Super Role from the **Change Super Role** window

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257



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

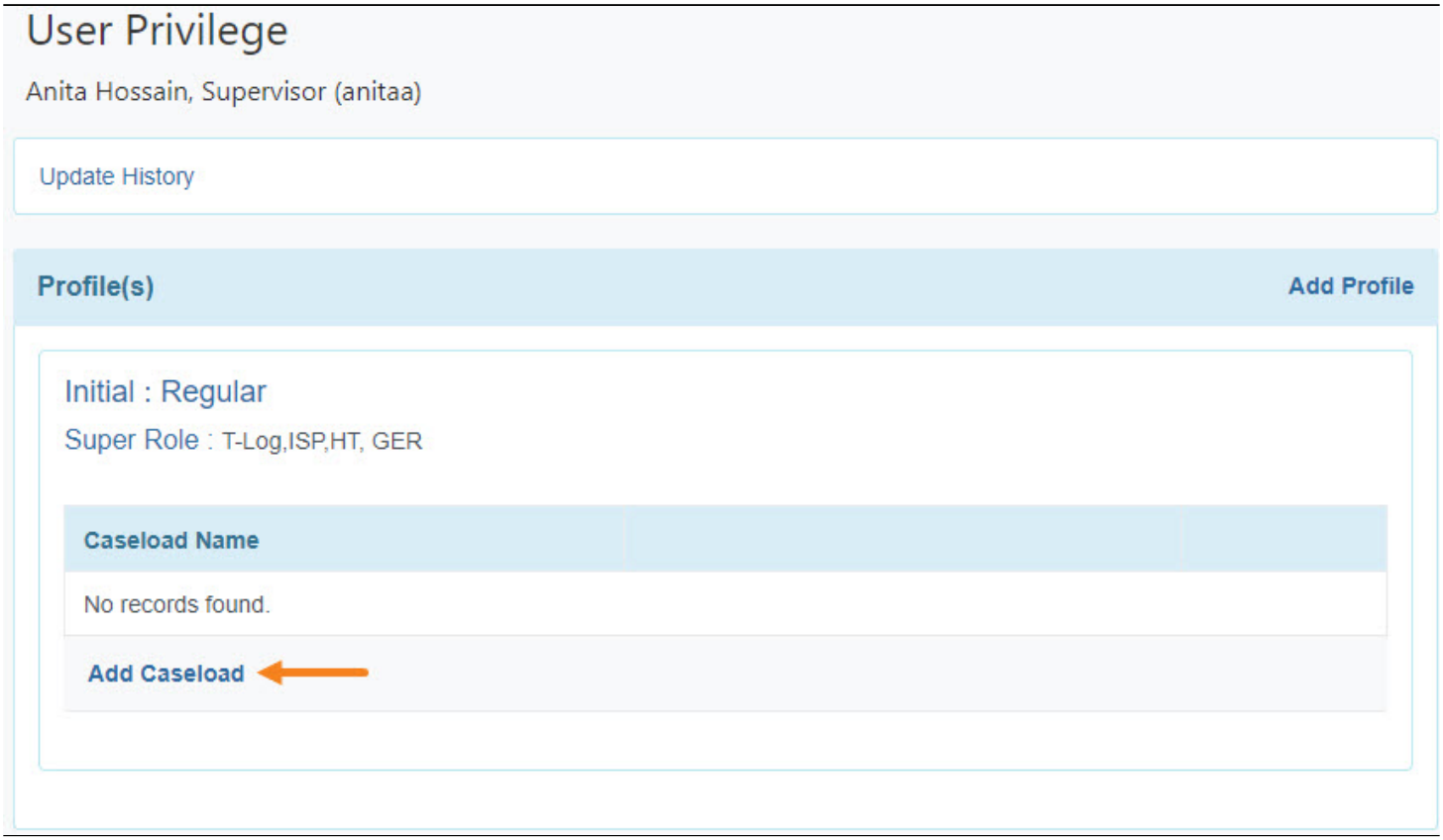


© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

Assigning Caseload

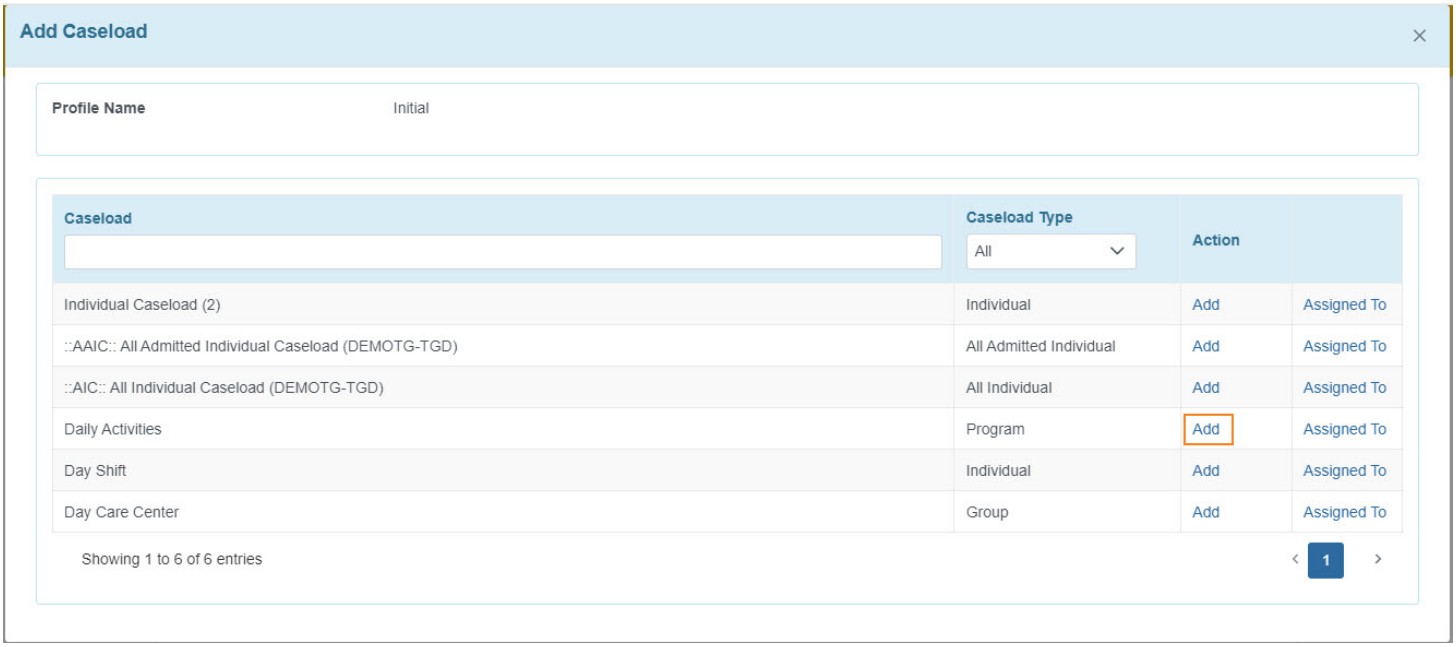
6. To add Caseloads, click on the **Add Caseload** link.

To learn more about creating **Caseloads** click here

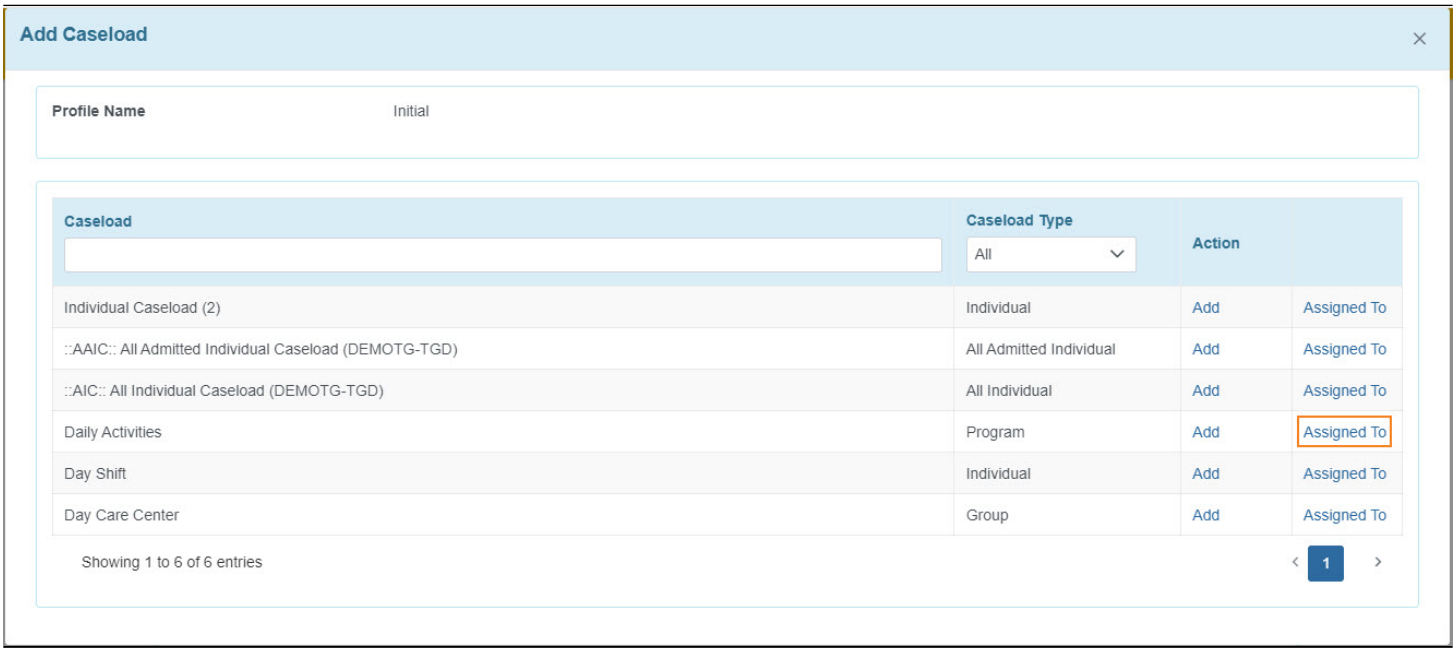


7. This will open the **Add Caseload** page. Click on the **Add** link beside the required caseloads, to assign the caseload to the user's privilege.

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257



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



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

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

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.

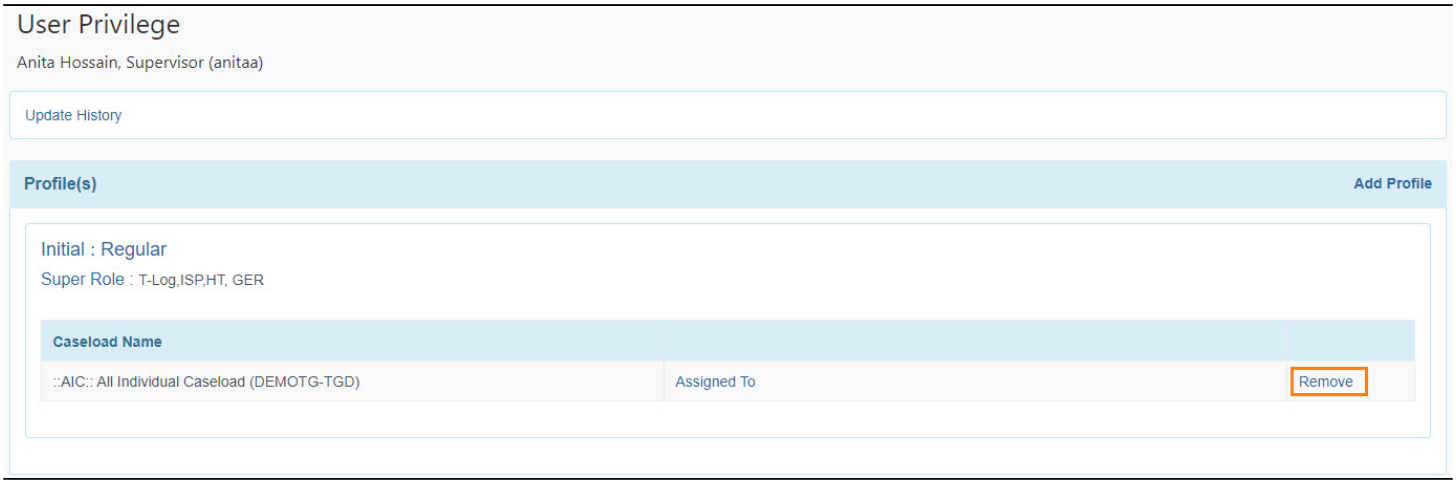
The **APC** (Auto Program Caseload) gives the user access to any individuals enrolled into that particular program

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.

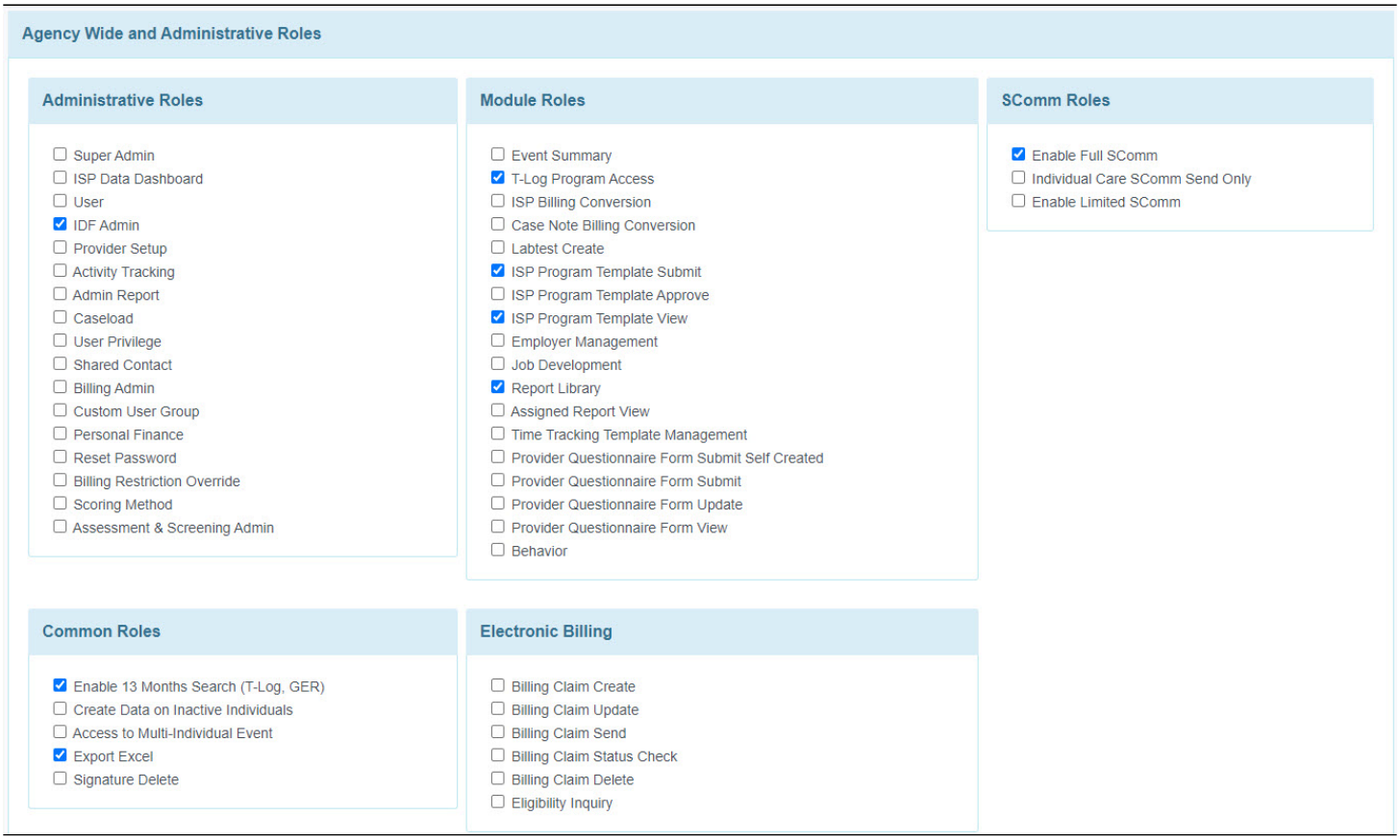
8. To remove a **Caseload** from a Profile, click on the **Remove** link.



© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

Selecting Agency Wide and Administrative Roles

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



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**.

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

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257

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

© Therap Global 2018 - 2020. All Rights Reserved. U.S. Patents #8819785, #8739253, #8281370, #8528056, #8613054, #8615790, #9794257