

## Create New Caseloads

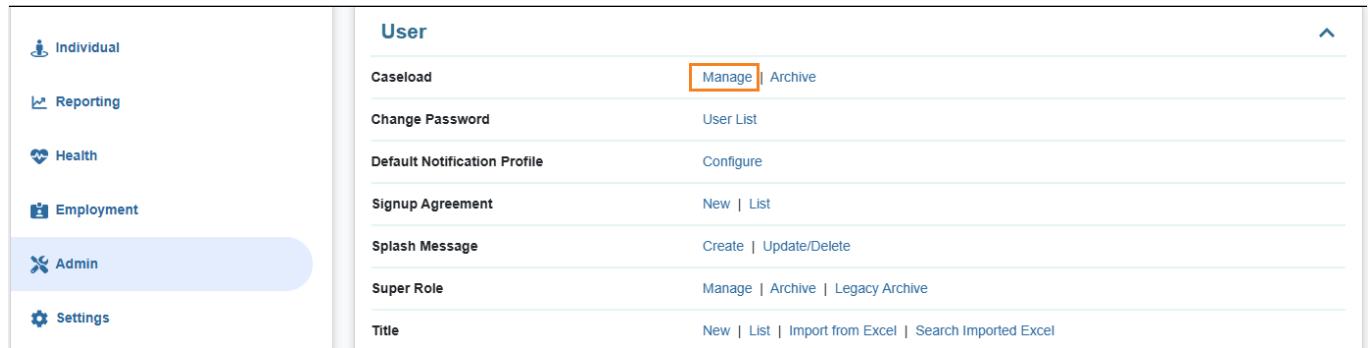
**Caseloads** determine what individual users are able to access. Users assigned with the **Caseload** Role are able to create and update caseloads.

Therap's System has different types of caseloads. Some caseloads are automatically created. In addition to the auto generated caseloads, you can create additional ones based on the needs of your organization. This guide details the steps needed to set up Individual and Group caseloads.

To know more about types of caseloads click [here](#).

To create a new Caseload follow the steps below:

1. Click on the **Manage** link beside the **Caseload** option under the Admin tab.



User	
Caseload	<a href="#">Manage</a>   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

2. This will open the **Caseload List** page where the existing Caseloads will be displayed. To create a new Caseload, click on the **Create New Caseload** button at the bottom of the page.

## Caseload List

Caseload	Caseload Type	Action
	All	
Individual Caseload (2)	Individual	Edit
:AAIC: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual	Assigned To
:AIC: All Individual Caseload (DEMOTG-TGD)	All Individual	Assigned To
:APC: Morning Shift	Program	View
:APC: Day Shift	Program	View
:APC: Day Care Center	Group	View

Showing 1 to 6 of 6 entries

< 1 2 3 4 5 6 7 8 9 10 >

[Export to Excel](#)

[Cancel](#) [Create New Caseload](#)

3. On the **Caseload** page, select a **Caseload Type** you want to create from the drop down menu. Two types of caseloads will be there : Individual or Group.

## Caseload

Caseload Type \*

- Please Select -
←

- Please Select -

Individual  
Group

[Cancel](#)

### Individual Caseload

An Individual Based caseload allows the user access to all information about the individual(s) regardless of status or program enrollment.

4. Selecting **Individual** from the dropdown will open the **Caseload** page. Provide a **Name** for the Caseload. In the **Assignable Individuals** section of the page, click on the **Add** link to add the individual to the Caseload.

Caseload

Name *	Sima Basnet		
Caseload Type	Individual		

**Assignable Individual(s)**

	First Name	Middle Name	Last Name	Status	Action
Details	Luis		Gabriel	Admitted	Add
Details	Aaliyah		Candice	Admitted	Add
Details	Sima		Basnet	Admitted	<span style="border: 1px solid orange; padding: 2px;">Add</span>
Details	Putri		Maria	Admitted	Add
Details	Niloy		Chowdhury	Admitted	Add

Showing 1 to 10 of 321 entries

< 1 2 3 4 5 6 7 8 9 10 >

Add All

**Assigned Individual(s)**

	First Name	Middle Name	Last Name	Status	Action
No Individual found with given criteria					

Cancel

Save

5. The individual added will appear in the **Assigned Individuals** section of the page. After adding the individuals, click on the **Save** button.

**Assigned Individual(s)**

	First Name	Middle Name	Last Name	Status	Action
Details	Sima		Basnet	Admitted	<a href="#">Remove</a>

[Remove All](#)

[Cancel](#) [Save](#)

To remove an individual, click on the **Remove** link.

## Group Caseload

Users assigned with group caseload will gain access to only those specific programs or individuals created under that particular group caseload.

6. On the Caseload page, select **Group** option from the Caseload type. This will take to the Caseload page where the user has to provide a **Name** for the caseload. In the **Assignable Caseloads** section of the page, click on the **Add** link to add the desired caseloads to the **Group Caseload**.

## Caseload

Name *	Speech Therapist's Caseload
Caseload Type	Group

**Assignable Caseloads**

Name	Caseload Type	Action
Individual Caseload (2)	Individual	Add
::APC:: (Demo) Academic Activities (Therap Global Demonstration Provider)	Program	Add
::APC:: Speech Therapy	Program	Add
::APC:: Day Care Center	Program	Add

Showing 1 to 4 of 4 entries

7. The caseloads that were added will appear in the **Assigned Caseloads** section of the page. After adding the caseloads, click on the **Save** button.

**Assigned Caseloads**

Name	Caseload Type	Action
::APC:: Speech Therapy	Program	Remove

**Save**

If you need to remove a caseload, click on the **Remove** link.

8. To view the list of users assigned with a Caseload, click on the **Assigned To** link. To edit the caseload, click on the **Edit** link next to that Caseload on the **Caseload List** page.

## Caseload List

(i) Caseload 'Speech Therapist's Caseload' successfully saved.

Caseload	Caseload Type	Action	
	All		
Individual Caseload (2)	Individual	Edit	Assigned To
::AAIC:: All Admitted Individual Caseload (DEMOTG-TGD)	All Admitted Individual		Assigned To
::AIC:: All Individual Caseload (DEMOTG-TGD)	All Individual		Assigned To
::APC:: Speech Therapy	Program	View	Assigned To

Showing 1 to 4 of 4 entries

< 1 2 3 4 5 6 7 8 9 10 >

(e) Export to Excel

Cancel

Create New Caseload

To know more about types of caseloads click [here](#).