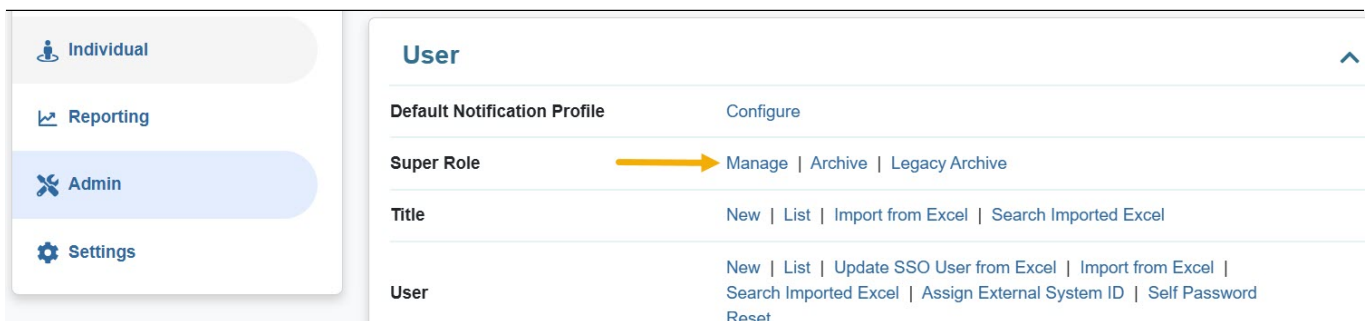


Edit Super Role

To edit a super role follow the steps below:

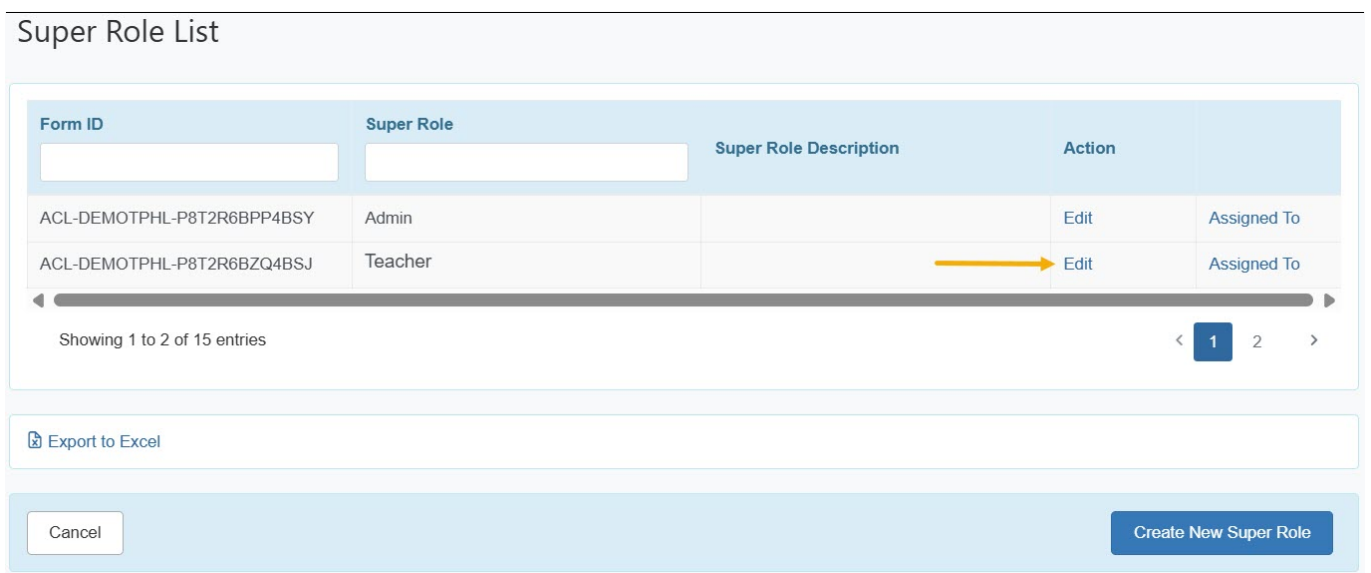
1. Starting on the **Admin** tab Click on **Manage** beside **Super Role**.



The screenshot shows the Admin tab selected in the left sidebar. The main content area is titled 'User' and contains a table with the following rows:

Default Notification Profile	Configure
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 Self Password Reset

2. This will open the **Super Role List** page. Click on the **Edit** link beside a super role to edit.



The screenshot shows the 'Super Role List' page. It features a table with the following columns: Form ID, Super Role, Super Role Description, Action, and Assigned To. The table contains two entries:

Form ID	Super Role	Super Role Description	Action	Assigned To
ACL-DEMOTPHL-P8T2R6BPP4BSY	Admin		Edit	Assigned To
ACL-DEMOTPHL-P8T2R6BZQ4BSJ	Teacher		Edit	Assigned To

The 'Edit' link for the 'Teacher' role is highlighted with a yellow arrow. Below the table, there is a pagination bar showing 'Showing 1 to 2 of 15 entries' and a page selector with '1' and '2'. At the bottom of the page, there is a 'Cancel' button and a 'Create New Super Role' button.

3. This will open the **Super Role** page where you can edit the name of the Super Role and also can make changes of other information as required.

Super Role

Update History

Form ID ACL-DEMOTPHL-P8T2R8CR64BSU

Name * Teacher

Description

512 characters remaining

Assessment & Screening

- ☐ Assessment Document Submit
- ☐ Assessment Document View
- ☐ Assessment Document Approve
- ☐ Assessment Document Update

Attendance

- ☐ Attendance Data Submit
- ☐ Attendance Data Approve
- ☐ Attendance Data Update
- ☐ Attendance Data View
- ☐ Attendance Data Delete

Behavior Data

- ☒ Behavior Data Submit
- ☒ Behavior Data View
- ☐ Behavior Data Delete
- ☒ Behavior Data Update

Behavior Plan

- ☒ Behavior Plan Submit
- ☒ Behavior Plan View
- ☒ Behavior Plan Approve
- ☐ Behavior Plan Delete

Behavior Report

- ☒ Behavior Report View
- ☒ Behavior Report Edit

Billing

- ☐ Service Authorization Submit
- ☐ Service Authorization Update
- ☐ Service Authorization View
- ☐ Service Authorization Approve
- ☐ Billing Summary Report
- ☐ Billing Data Submit
- ☐ Billing Data Update
- ☐ Billing Data View

Case Note

- ☒ Case Note View
- ☒ Case Note Edit
- ☐ Case Note Delete
- ☐ Case Note Dashboard

CILC

- ☐ CILC View
- ☐ CILC Edit
- ☐ CILC Delete

Employment

- ☐ Employment Submit
- ☐ Employment Update
- ☐ Employment Delete
- ☐ Employment View

Health Tracking

- ☐ HT Submit
- ☐ HT Update
- ☐ HT View
- ☐ HT Delete
- ☐ Health Care Report
- ☐ HT Review
- ☐ HT Confidential Note

Individual

- ☒ IDF View
- ☒ IDF Edit
- ☒ Individual Admit/Discharge
- ☒ Individual Dashboard

Individual Home Page

- ☒ Individual Home Page

ISP Data

- ☒ ISP Data View
- ☒ ISP Data Submit
- ☒ ISP Data Update
- ☐ ISP Data Delete

ISP Plan

- ☐ ISP Plan Submit
- ☐ ISP Plan Approve
- ☐ ISP Plan View
- ☐ ISP Plan Update
- ☐ ISP Plan Delete

ISP Program

- ☒ ISP Program Submit
- ☒ ISP Program Approve
- ☒ ISP Program Update
- ☐ ISP Program Delete
- ☒ ISP Program View

ISP Report

- ☒ ISP Report
- ☒ ISP Report View

Management Summary

- ☐ Staff Management Summary

MAR Configuration

- ☐ MAR Configuration Approve

MAR Data

- ☐ MAR Data Submit
- ☐ MAR Data Update
- ☐ MAR Data View
- ☐ Treatment Data Submit
- ☐ Treatment Data Update

Medical Information

- ☒ Medical Information Edit
- ☒ Medical Information View

Medication History

- ☐ Medication History Submit
- ☐ Medication History Approve
- ☐ Medication History View
- ☐ Medication History Review List
- ☐ Medication History Report
- ☐ Medication History Count

QA Assistant

- ☐ QA Assistant
- ☐ QA Assistant Dashboard

Questionnaire Form

- ☒ Individual Questionnaire Form Submit Self Created
- ☒ Individual Questionnaire Form Submit
- ☒ Individual Questionnaire Form Update
- ☒ Individual Questionnaire Form View

T-Log

- ☒ T-Log Entry
- ☒ T-Log View
- ☒ T-Log Update
- ☐ T-Log Delete

Time Tracking

- ☐ Time Tracking Data View
- ☐ Time Tracking Data Edit
- ☐ Time Tracking Template Assign/Unassign

Video Library

- ☒ Video Upload
- ☒ Video Play
- ☒ Video Download
- ☐ Video Delete
- ☒ Video Approve

Currently Assigned To

Cancel

Delete

Save

4. After making necessary changes, click on the **Save** button at the bottom of the page.

Super Role

Update History

Form ID ACL-DEMOTPHL-P8T2R6CR64BSU

Name * Teacher

Description

512 characters remaining

Assessment & Screening

- ☐ Assessment Document Submit
- ☐ Assessment Document View
- ☐ Assessment Document Approve
- ☐ Assessment Document Update

Attendance

- ☐ Attendance Data Submit
- ☐ Attendance Data Approve
- ☐ Attendance Data Update
- ☐ Attendance Data View
- ☐ Attendance Data Delete

Behavior Data

- ☒ Behavior Data Submit
- ☒ Behavior Data View
- ☐ Behavior Data Delete
- ☒ Behavior Data Update

Behavior Plan

- ☒ Behavior Plan Submit
- ☒ Behavior Plan View
- ☐ Behavior Plan Approve
- ☐ Behavior Plan Delete

Behavior Report

- ☒ Behavior Report View
- ☒ Behavior Report Edit

Billing

- ☐ Service Authorization Submit
- ☐ Service Authorization Update
- ☐ Service Authorization View
- ☐ Service Authorization Approve
- ☐ Billing Summary Report
- ☐ Billing Data Submit
- ☐ Billing Data Update
- ☐ Billing Data View

Case Note

- ☒ Case Note View
- ☒ Case Note Edit
- ☐ Case Note Delete
- ☐ Case Note Dashboard

CILC

- ☐ CILC View
- ☐ CILC Edit
- ☐ CILC Delete

Employment

- ☐ Employment Submit
- ☐ Employment Update
- ☐ Employment Delete
- ☐ Employment View

Health Tracking

- ☐ HT Submit
- ☐ HT Update
- ☐ HT View
- ☐ HT Delete
- ☐ Health Care Report
- ☐ HT Review
- ☐ HT Confidential Note

Individual

- ☒ IDF View
- ☒ IDF Edit
- ☒ Individual Admit/Discharge
- ☒ Individual Dashboard

Individual Home Page

- ☒ Individual Home Page

ISP Data

- ☒ ISP Data View
- ☒ ISP Data Submit
- ☒ ISP Data Update
- ☐ ISP Data Delete

ISP Plan

- ☐ ISP Plan Submit
- ☐ ISP Plan Approve
- ☐ ISP Plan View
- ☐ ISP Plan Update
- ☐ ISP Plan Delete

ISP Program

- ☒ ISP Program Submit
- ☐ ISP Program Approve
- ☒ ISP Program Update
- ☐ ISP Program Delete
- ☒ ISP Program View

ISP Report

- ☒ ISP Report
- ☒ ISP Report View

Management Summary

- ☐ Staff Management Summary

MAR Configuration

- ☐ MAR Configuration Approve

MAR Data

- ☐ MAR Data Submit
- ☐ MAR Data Update
- ☐ MAR Data View
- ☐ Treatment Data Submit
- ☐ Treatment Data Update

Medical Information

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Medication History

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- ☐ Medication History Report
- ☐ Medication History Count

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- ☐ T-Log Delete

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- ☐ Time Tracking Data View
- ☐ Time Tracking Data Edit
- ☐ Time Tracking Template Assign/Unassign

Video Library

- ☒ Video Upload
- ☒ Video Play
- ☒ Video Download
- ☐ Video Delete
- ☐ Video Approve

Currently Assigned To


Cancel

Delete

Save

In the following page you will see a success message for saving the super role.

Super Role List

 Super Role 'Teacher' successfully saved.