

Enrollment of Individuals in a Program

Enrolling individuals in at least one program is necessary to perform the majority of documentation within Therap.

Users assigned with the **IDF Admin Administrative Role** will be able to enroll all the individuals for a selected Program using the **Enrollment-By Program** feature in Therap.

- [Enroll Individuals](#)
- [Edit Enrollment Date](#)
- [Discharge Individuals](#)

Enroll Individuals

1. On the **Admin** tab, click on the **By Program** link beside **Enrollment** under the **Care** section.

Admin Agency Reports Individual Home Page Settings	Title	New List Import from Excel Search Imported Excel	Compose Drafts Custom User Group Message Audit Delete Message Content
	Change Password	User List	
	Care		
	Individual Demographics	List Search Custom Fields	
	Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel	
	Enrollment	By Program By Individual Import from Excel Search Imported Excel	

Tuesday

13

June 2023

2. On the **Program (Site)** page, click on the preferred program in which you want to enroll the individuals.

Program (Site)

15 Records

Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status Active	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXXMUL4	(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool		Active	06/09/2020	Asia/Manila	Details
PROGRAM-DEMOTPHL-LD94NFBZZ84ZC	(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Individualized Skills Development		Active	11/07/2022	Asia/Manila	Details
PROGRAM-DEMOTPHL-JCW4NKLXQMULY	Sunflower Class	DEMO SITE TG	School		Active	10/28/2020	Asia/Dhaka	Details
PROGRAM-DEMOTPHL-J5J2Z24UKUR8Y	Behavioral Therapy	DEMO Therapy Center	Behavior Therapy		Active	08/14/2018	Asia/Dhaka	Details
PROGRAM-DEMOTPHL-K3F4NFCZGMULL	Class 1	DEMO Special School	Sports		Active	01/13/2021	Asia/Dhaka	Details

Showing 1 to 05 of 05 entries (filtered from 05 total entries)
Previous 1 Next

3. From the **Enrollable Individual(s)** section, click on the **Enroll** link.

Enrollable Individual(s)				
First Name ↑	Middle Name	Last Name	Date of Birth	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Anwar		Ibrahim	03/01/2010	Enroll
Bishal		Yadav	01/01/2001	Enroll
Jannatul		Ferdaus	01/01/2018	Enroll
Kevin		Henry		Enroll
Farah		Hana		Enroll
Abir		Rahman	12/16/2020	Enroll

Showing 1 to 05 of 05 entries
< 1 >

- The **Individual Enrollment** window will be shown. Click on the calendar icon to select the date of enrollment.

Enrollable Individual(s)

First Name ↑	Middle Name	Last Name	Date of Birth	Action
Aaliyah		Candice	03/01/2010	Enroll
				Enroll
				Enroll
				Enroll
				Enroll
				Enroll
				Enroll
Abdullah			01/01/2010	Enroll
Abdur			01/01/2010	Enroll
Abdur			01/01/2011	Enroll
Abdur			02/15/2009	Enroll
Abir			01/05/2016	Enroll
Abir			01/01/2015	Enroll
Abir			12/16/2020	Enroll

Individual Enrollment

Enrollment Date * 06/01/2023

Enroll

- Click on the **Enroll** button to enroll the individual.

Individual Enrollment

Enrollment Date * 06/01/2023

Enroll

Note: To enroll all the individuals of a selected program, users can follow the above steps.

4. Users can see the enrolled individuals name under the **Enrolled Individual(s)** section. Click on the **Save** button to save the enrollments.

Enrolled Individual(s)

First Name ↑	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge / Edit
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit

Showing 1 to 06 of 06 entries

1

Cancel

Save

Edit/Discharge Individuals from the Program

Users can **Edit** the **Enrollment Date** and also **Discharge** the individuals if needed from the **Individual Enrollments** page.

Edit Enrollment Date

- To edit the **Enrollment Date** click on the **Edit** button.

Enrolled Individual(s)

First Name ↑	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge Edit
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit

Showing 1 to 06 of 06 entries

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Cancel

Save

- From the **Enrollment Date** window select the preferred date and click on **Continue**.

Individual Enrollment

Enrollment Date *

01/01/2023

Continue

Discharge Individuals

- To discharge the individual click on the **Discharge** button under the **Enrolled Individual(s)** section.

Enrolled Individual(s)

First Name ↑	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge Edit
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit

Showing 1 to 06 of 06 entries

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Cancel

Save

- On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

Enrolled Individual(s)

First Name ↑	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge Edit
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit

Showing 1 to 06 of 06 entries

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Cancel

Save

- On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

12345	Abraham	02/01/2011	01/01/2022
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Individual Enrollment

Discharge Date *

06/18/2023

Discharge

- Users must click on the **Save** button to save the enrollment related information.

Cancel

Save