

Create or Manage Super Roles

In order to complete tasks or access different types of information in the Therap system, users need to be assigned privileges or roles.

A **Super Role** in Therap determines the level of access a user has. Therap modules may have separate and distinct caseload-based roles for viewing, acknowledging, creating, submitting, updating, approving, and deleting data. Administrators are able to combine these distinct caseload-based roles into custom Super Roles, and then assign these Super Roles to groups of users. The users assigned those Super roles will only be able to perform the actions defined in that Super Role.

Users assigned with the **Provider Setup** Administrative Role are able to create and update Super Roles.

Below are the general guidelines of what different privileges allow (for individuals that are on a users caseload):

View	This allows a user to view information that was completed for an individual within that particular module.
Submit	This allows for a user to complete and submit documentation within that particular module.
Update	This allows a user to make changes to data that has already been documented, including making changes to other users' documentation.
Report	This allows a user to generate a report and view previously saved reports.
Delete	This allows a user to move data into a deleted status. Only users with the delete privilege can view data in the "deleted" status. Information that is moved to the deleted status cannot be moved back into an active status.

To create a **New Super Role** follow the steps below:

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

The screenshot shows the 'User' configuration page. On the left, a navigation menu includes 'Individual', 'Reporting', 'Admin' (highlighted), and 'Settings'. The main area is titled 'User' and contains several settings:

- Default Notification Profile:** Configure
- Super Role:** Manage | Archive | Legacy Archive (An orange arrow points to 'Manage')
- 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 **Create New Super Role** button at the bottom of the page to add a new Super Role.

The screenshot shows the 'Super Role List' page. It features a table with the following data:

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

Below the table, it says 'Showing 1 to 2 of 15 entries' and has a pagination control with '1' selected. At the bottom of the page, there is a 'Cancel' button and a 'Create New Super Role' button (highlighted with an orange arrow).

3. This will open the **Super Role** page. Enter the name of the super role in the **Name** field. The **Description** field is optional, and allows you to enter details about the super role.

Super Role

Form ID	ACL-DEMOTPHL-PC94NCEUXVRT3
Name *	<input type="text" value="Teacher"/>
Description	<input type="text"/> 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

4. Now you have to select the required super roles from the list. Each box corresponds with a specific module in Therap. Click on the **checkbox** next to a **role** under a module name to select that particular module **role** for that **Super Role**. The combination of the roles selected for different modules will constitute your **Super Role**. If you are not using a particular module, you can skip that box and not enable any privileges for that module.

Behavior Report <input type="checkbox"/> Behavior Report View <input type="checkbox"/> Behavior Report Edit	Case Note <input checked="" type="checkbox"/> Case Note View <input checked="" type="checkbox"/> Case Note Edit <input type="checkbox"/> Case Note Delete	Custom Form <input type="checkbox"/> CF Submit <input type="checkbox"/> CF Approve <input type="checkbox"/> CF View <input type="checkbox"/> CF Update <input type="checkbox"/> CF Delete
Health Tracking <input checked="" type="checkbox"/> HT Submit <input checked="" type="checkbox"/> HT Update <input checked="" type="checkbox"/> HT View <input type="checkbox"/> HT Delete <input checked="" type="checkbox"/> Health Care Report <input checked="" type="checkbox"/> HT Review	Individual <input checked="" type="checkbox"/> IDF View <input checked="" type="checkbox"/> IDF Edit <input checked="" type="checkbox"/> Individual Admit/Discharge	Individual Home Page <input checked="" type="checkbox"/> Individual Home Page
ISP Data <input checked="" type="checkbox"/> ISP Data View <input checked="" type="checkbox"/> ISP Data Submit <input checked="" type="checkbox"/> ISP Data Update <input type="checkbox"/> ISP Data Delete	ISP Plan <input type="checkbox"/> ISP Plan Submit <input type="checkbox"/> ISP Plan Approve <input type="checkbox"/> ISP Plan View <input type="checkbox"/> ISP Plan Update <input type="checkbox"/> ISP Plan Delete <input type="checkbox"/> ISP Plan Review	ISP Program <input checked="" type="checkbox"/> ISP Program Submit <input checked="" type="checkbox"/> ISP Program Approve <input checked="" type="checkbox"/> ISP Program Update <input type="checkbox"/> ISP Program Delete <input checked="" type="checkbox"/> ISP Program View
ISP Report <input checked="" type="checkbox"/> ISP Report <input checked="" type="checkbox"/> ISP Report View	Management Summary <input type="checkbox"/> Staff Management Summary	MAR Configuration <input type="checkbox"/> MAR Configuration Approve
MAR Data <input type="checkbox"/> MAR Data Submit <input type="checkbox"/> MAR Data Update <input type="checkbox"/> MAR Data View <input type="checkbox"/> Treatment Data Submit <input type="checkbox"/> Treatment Data Update	Medical Information <input checked="" type="checkbox"/> Medical Information Edit <input checked="" type="checkbox"/> Medical Information View	Staff Action Plan <input type="checkbox"/> Staff Action Plan Submit <input type="checkbox"/> Staff Action Plan Approve <input type="checkbox"/> Staff Action Plan View <input type="checkbox"/> Staff Action Plan Update <input type="checkbox"/> Staff Action Plan Delete <input type="checkbox"/> Staff Action Plan Review
Support Intensity Scale <input type="checkbox"/> SIS Assessment View	T-Log <input checked="" type="checkbox"/> T-Log Entry <input checked="" type="checkbox"/> T-Log View <input checked="" type="checkbox"/> T-Log Update <input type="checkbox"/> T-Log Delete	Time Tracking <input type="checkbox"/> Time Tracking Data View <input type="checkbox"/> Time Tracking Data Edit <input type="checkbox"/> Time Tracking Template Assign/Unassign

Cancel

Save


5. After selecting the required roles, click on the **Save** button to Save the Super Role.

Support Intensity Scale	T-Log	Time Tracking
<input type="checkbox"/> SIS Assessment View	<input checked="" type="checkbox"/> T-Log Entry <input checked="" type="checkbox"/> T-Log View <input checked="" type="checkbox"/> T-Log Update <input type="checkbox"/> T-Log Delete	<input type="checkbox"/> Time Tracking Data View <input type="checkbox"/> Time Tracking Data Edit <input type="checkbox"/> Time Tracking Template Assign/Unassign

Cancel → Save

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

Super Role List

 Super Role 'Teacher' successfully saved.

You may learn more about descriptions of different roles from [here](#).