

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.

	Therap [®] Global Person-Centered. Data-Driven.
Super Role	Manage Archive Legacy Archive

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.

Super Role List						
Super Role	Super Role Description	Action				
Admin		Edit				
Therapist		Edit				
Showing 1 to 2 of 2 entries		< 1 >				
Cancel	Create N	lew Super Role				

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.



NEROGlobal

Person-Centered. Data-Driven.

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.







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

Support Intensity Scale	T-Log	Time Tracking
□ SIS Assessment View	 T-Log Entry T-Log View T-Log Update T-Log Delete 	 Time Tracking Data View Time Tracking Data Edit Time Tracking Template Assign/Unassign
Cancel		Save

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



You may learn more about descriptions of different roles from here.