

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.

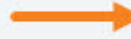
Below are the general guidelines of what different privileges allow (for individuals that are on a users caseload):

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**.

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
<input type="text"/>		
Admin		Edit
Therapist		Edit

Showing 1 to 2 of 2 entries

[<](#)
1
[>](#)

Cancel



Create New 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.

Super Role

Name *	Teacher
Description	<div></div> 512 characters remaining

Behavior Report	Case Note	Custom Form
<input type="checkbox"/> Behavior Report View <input type="checkbox"/> Behavior Report Edit	<input type="checkbox"/> Case Note View <input type="checkbox"/> Case Note Edit <input type="checkbox"/> Case Note Delete	<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

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.

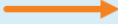
Behavior Report <ul style="list-style-type: none"> <input type="checkbox"/> Behavior Report View <input type="checkbox"/> Behavior Report Edit 	Case Note <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Case Note View <input checked="" type="checkbox"/> Case Note Edit <input type="checkbox"/> Case Note Delete 	Custom Form <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> IDF View <input checked="" type="checkbox"/> IDF Edit <input checked="" type="checkbox"/> Individual Admit/Discharge 	Individual Home Page <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Individual Home Page
ISP Data <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ISP Report <input checked="" type="checkbox"/> ISP Report View 	Management Summary <ul style="list-style-type: none"> <input type="checkbox"/> Staff Management Summary 	MAR Configuration <ul style="list-style-type: none"> <input type="checkbox"/> MAR Configuration Approve
MAR Data <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Medical Information Edit <input checked="" type="checkbox"/> Medical Information View 	Staff Action Plan <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <input type="checkbox"/> SIS Assessment View 	T-Log <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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



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

Super Role List

i Super Role 'Teacher' successfully saved.

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