

## Provider Preference

Users with **Provider Setup** Administrative Role can configure the below settings,

- [Session Timeout Minutes](#)
- [Provider Logo](#)
- [Calendar Preference](#)
- [T-Log Preferences](#)
- [PDF Preferences](#)
- [GER Preferences](#)
- [User Profile Preferences](#)

To access the Provider Preference page, click on the **Preferences** link next to the **Provider** option on the Admin tab.

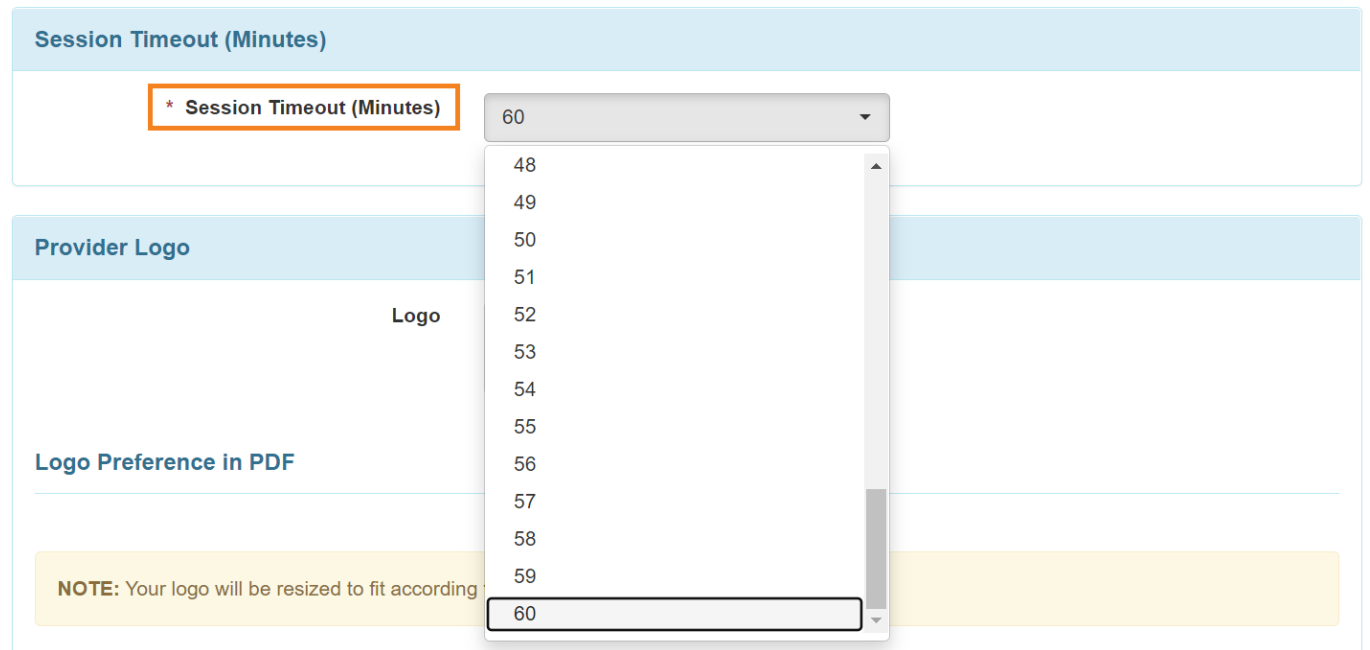
To Do	General	
Individual	Provider	<a href="#">Preferences</a>   Password Policy
Health	User	<a href="#">New</a>   <a href="#">List</a>   <a href="#">Import from Excel</a>   <a href="#">Search Imported Excel</a>   <a href="#">Assign External System ID</a>   <a href="#">Self Password Reset</a>
Agency	Title	<a href="#">New</a>   <a href="#">List</a>   <a href="#">Import from Excel</a>   <a href="#">Search Imported Excel</a>
<b>Admin</b>	Change Password	<a href="#">User List</a>
Agency Reports		

## Set Session Timeout

Users will be able to select the minutes from the Session Timeout (Minutes) drop-down field under the 'Session Timeout (Minutes)' section. This session timeout value can range from

15 minutes to 60 minutes, and will be applied to the users' accounts across the organization.

## Provider Preference



The screenshot shows the 'Provider Preference' form. The 'Session Timeout (Minutes)' section has a dropdown menu open, displaying a list of values from 48 to 60. The 'Provider Logo' section is visible below, with a 'Logo' label and a 'Logo Preference in PDF' link. A yellow note at the bottom states: 'NOTE: Your logo will be resized to fit according to the dimensions of the PDF document.'

Session Timeout (Minutes)
60
48
49
50
51
52
53
54
55
56
57
58
59
60

*The session timeout for the Therap iOS mobile application is 10 minutes, and for the Android mobile application is 30 minutes. The mobile application's session timeout duration cannot be changed, and is unaffected by the session timeout set by the agency for the web application.*

## Provider Logo

1. Click on the **Add Image** link under the **Provider Logo** section to select the logo.

## Provider Logo

Logo

Add Image

## Logo Preference in PDF

**NOTE:** Your logo will be resized to fit according to your selected size.

☐ No Logo

☒ Small Size

☐ Medium Size

☐ Large Size



*Maximum file size limit is **3 MB**.*

2. Under the '**Logo Preference in PDF**' section, choose the size of the logo that you want to be displayed. The sizes are **Small Size**, **Medium Size**, and **Large Size**, whose dimensions are 80×80 pixels, 160×160 pixels, 230×230 pixels, respectively. You can also select the **No Logo** option.

## Logo Preference in PDF

**NOTE:** Your logo will be resized to fit according to your selected size.

☐ No Logo    ☒ Small Size    ☐ Medium Size    ☐ Large Size



## Calendar Preference

In the **Calendar Preference** section on the 'Provider Preference' page, you may select any day of the week from the Starting Day of Week drop down field.

### Calendar Preference

\* Starting Day of Week

Sunday

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

Sunday

### T-Log

Allow creating a T-Log without an individual?

Enable Time In and Time Out

## Set T-Log Preference

Users are able to set T-Log preferences such as allowing to create T-Logs without Individuals and enabling the Time-in Time-out option for T-Logs.

In the T-Log section on the **Provider Preference** page, select the **Yes** option for the Allow creating a T-Log without an Individual? field if you want to allow creating T-Logs without individuals. You may also enable the Time-in Time-out option for T-Logs by selecting the **Yes** option for the Enable Time-In and Time-out field.

### T-Log

Allow creating a T-Log without an individual?

☒ Yes ☐ No

Enable Time In and Time Out

☒ Yes ☐ No

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## PDF Preference

In the **PDF Preference** section, you may check the option(s) which you want to be displayed in generated PDFs.

#### PDF Preference

**Note:** The fields selected in this section will appear on the header of all PDFs except state specific GER PDFs.

- Individual Name ☒
- Medicaid Number ☒
- Date of Birth ☒
- Individual ID Number ☒

## Set GER Preferences

In the **GER Preferences** section, you have the option to make the Witness section on the GERs visible or hidden. You may select the **Yes** or **No** radio button for the **Hide Witness Section** field as appropriate based on your needs.

#### GER Preference

Hide Witness section ☐ Yes ☒ No

For GER Notifications, you will be able to select the entities to whom the Notifications should be sent for Medium, High, and Abuse/Neglect/Exploitation GERs. You can select/deselect multiple entities by clicking on the option and pressing down on the 'Ctrl' key on the keyboard, simultaneously.

## Notify in case of

High (Notification level) GER

Medium (Notification level) GER

Abuse/Neglect/Exploitation GER

- Please Select -

Administrator  
 Adult/Child protective services  
 Behavior Specialist  
 Case Manager  
 Day Program Manager  
 Family/Guardian  
 Manager  
 Medical Examiner  
 Nurse/Medical Personnel  
 Pharmacist  
 Police  
 Residential Manager  
 Supervisor

## GER State Interfacing Preference

State Provider ID

## Billing Preference

## Set User Profile Preference

On the **User Profile Settings** section, the following checkbox will be available:

## User Profile Settings

**Prompt for Contact Information on Login** ☒

**Enable Mobile Biometric Login** ☒

**Prompt for Contact Information on Login:** When the Prompt for Contact Information on Login checkbox is enabled, users will be taken to their 'Personal Details' page upon login to enter their Contact Information if it has not been entered already. Users may enter their Address, either one of the Phone Numbers, E-mail Address, and then click on the **Update** button to proceed. Clicking on the **Cancel** button will direct users to their Dashboard. However, they will be prompted to their 'Personal Details' page on next login until the necessary information is entered.

Super Admin users with incomplete Contact Information will always receive this prompt even if the **Prompt for Contact Information on Login** checkbox is not enabled for the provider.

After completing the needed configurations, click on the **Save** button at the bottom of the Provider Preference page.

Cancel

Save