

## Compose SComm Message - General

The Secure Communications (SComm) module has been designed to facilitate the exchange of information among users in a secure way. Users can use the Secure Communications (SComm) module to communicate with a user or group of colleagues when they want to share information on administrative, personal or individual care related issues with others that also have a login for Therap.

Users with the SComm Roles enabled from their User Privileges will be able to compose a General SComm Message from their account.

### SComm Roles

- ☒ Enable Full SComm
- ☐ Individual Care SComm  
Send Only
- ☐ Enable Limited SComm

1. Click on the **Compose** link under the **SComm** section on the right side of the Dashboard.

To Do	<b>General</b>		Issue Tracking
Individual	Provider	Preferences   Password Policy	New My Issues
Health	User	New   List   Import from Excel   Search Imported Excel   Assign External System ID   Self Password Reset	<b>SComm</b> Inbox Sent Items <b>Compose</b> Drafts Custom User Group Message Audit Delete Message Content
Agency	Title	New   List   Import from Excel   Search Imported Excel	
Billing	Change Password	User List	
<b>Admin</b>	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011	
Agency Reports			

2. From the 'Message Type(s)' window, click on the **General** option if the message is not specific to any Individual.

**Message Type(s)**

- General**  
Message **NOT** specific to an individual
- Individual Care**  
Message containing individual specific information

If you want to send a message specific to an individual, click on the **Individual Care** option. To know more about SComm for Individual Care click [here](#).

3. This will bring you to the Compose page, which includes these required fields:  
**Recipient(s)**, **H/M/L**, and **Subject**.

**Compose**

**\* Recipient(s)** Search

**\* H/M/L** - Please Select -

**\* Subject**

**B I U** [List Icons] 11pt [Font Size Selector] [Link Icon] [Unlink Icon]


**File Attachment(s)**

The total size of all attachments cannot exceed 10 MB

Add File Scan File

Cancel Save Send

4. Select the recipient(s) of the message by typing in the first few letters of the recipient's name in the text area. This will display an auto complete list of recipients matching the letters entered. Click on a name to add to the recipient list.

\* Recipient(s)  


Henry, **Kevin** / Day Shift Teacher (Therap Global Demonstration Provider)

**Kevin**, Jessica / Special Educator (Therap Global Demonstration Provider)

\* H/M/L

\* Subject

You may also click on the **Advanced Recipient** Selection icon to automatically see a list of Therap users at your agency. To add users to the recipient list, click on their names or the check box, and then click on the **Add Recipient(s)** button.

\* Recipient(s)  

\* H/M/L

\* Subject

Select Recipient(s)

Common Program Custom User Group Limited Access User

Filter  [To Select All Recipients Click Here](#) 10 Records

<input type="checkbox"/>	Last Name	First Name	Title	Provider Name
<input type="checkbox"/>	Allen	Charles	Provider Administrator	Therap Demo Provider
<input type="checkbox"/>	Sanders	John	Direct Care Staff	Therap Demo Provider
<input type="checkbox"/>	Barnes	Tracy	Direct Care Staff	Therap Demo Provider
<input type="checkbox"/>	Cole	Mia	Therap Administrator	Therap Demo Provider
<input type="checkbox"/>	Hall	Steven	Billing Specialist	Therap Demo Provider
<input type="checkbox"/>	Anderson	Jacob	System Administrator	Therap Demo Provider
<input type="checkbox"/>	Jenkins	Charles	Program Manager	Therap Demo Provider
<input type="checkbox"/>	Henderson	Karen	Auditor	Therap Demo Provider
<input type="checkbox"/>	Gibson	Megan	Supervisor	Therap Demo Provider
<input type="checkbox"/>	Harris	Brian	Supervisor	Therap Demo Provider

Showing 1 to 10 of 50 entries

Previous 1 2 3 4 5 Next

[Add Recipient\(s\)](#)

You may also search for recipients by typing their name in the Filter box or from the **Title** section.

\*You may also choose multiple users from the list to send the SComm message to.

5. After selecting the recipient(s), select the Notification Level of **High**, **Medium**, or **Low**

for the message from the **H/M/L** field, and enter a Subject and enter your message.

The screenshot displays the 'Compose' email interface in the Therap Global system. On the left is a sidebar with navigation links: Compose, Inbox (1), Sent Items, Drafts (1), Trash, My Folder(s), and Settings. The main composition area includes the following fields:

- \* Recipient(s):** A search bar with a dropdown menu showing 'Henderson, Karen / Registered Nurse (Therap Demonstration Provider)'.
- \* H/M/L:** A dropdown menu currently set to 'Medium'. This field is highlighted with an orange box, and an orange arrow points to its dropdown arrow.
- \* Subject:** A text field containing 'medication schedules'.

Below these fields is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, indent, and outdent. The email body text is as follows:

Hi Jacob,  
Please find the medications and their schedules attached.  
John

6. Under the optional, 'File Attachment(s)' section, you may upload any file by clicking on the **Add File** button to attach files from your computer. Once done, click on the **Upload** button.

### File Attachment(s)

The total size of all attachments cannot exceed 10 MB

File Name	Size	Date	Action
Medicine list.txt	38 Bytes	06/09/2020	<a href="#">Download</a>   <a href="#">Remove</a>

Total uploaded **38 Bytes** and remaining **10.00 MB**

Add File

Scan File

Cancel

Save

Send

Click on the **Send** button to send the message and you should see a success message.



SComm sent successfully

SComm has been sent successfully to **Jason, Abraham / Academic Supervisor**. [Click here](#) to view sent message.

If you want to send the message later, click on the **Save** button and you should see this success message:



Message saved as draft


Your message will be saved as Draft in the Draft folder so you can finish it later.


If you do not get a success message, scroll up to look for any missing information on the page. This would be noted in red.

Complete the needed information and then try again.

\* Recipient(s)


Search



Albert, Jhon / Special Teacher (Therap Global Demonstration Provider) 

\* H/M/L

- Please Select -



Required


\* Subject


Individual Education Plan

B


I


U







12pt










P



Required

File Attachment(s)

The total size of all attachments cannot exceed 10 MB

Add File

Scan File

Cancel

Save

Send