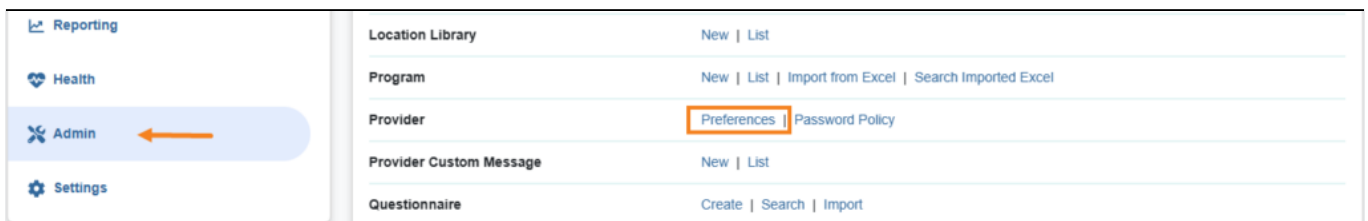


Pagbigay ng Access Privilege sa Pag-gawa ng T-log na walang Individual

Dalawa ang dapat gawin upang ang mga users ay makagawa ng T-log na walang Individual. Ang mga users lamang na may **Provider Setup** Administrative role ang makakaset ng T-log preferences na **Makakagawa ng T-Logs na walang Individual**.

- Mapagana ang option na **Makakagawa ng T-Logs na walang Individual**

1. I-click ang **Preferences** link na makikita kahilera ng Provider Option sa **Admin** tab.



Makikita ang **Provider Preference** page.

Provider Preference ⓘ

Session Timeout (Minutes)

* Session Timeout (Minutes)

60 ▼

Provider Logo

Logo



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

* Starting Day of Week

Sunday ▼

T-Log

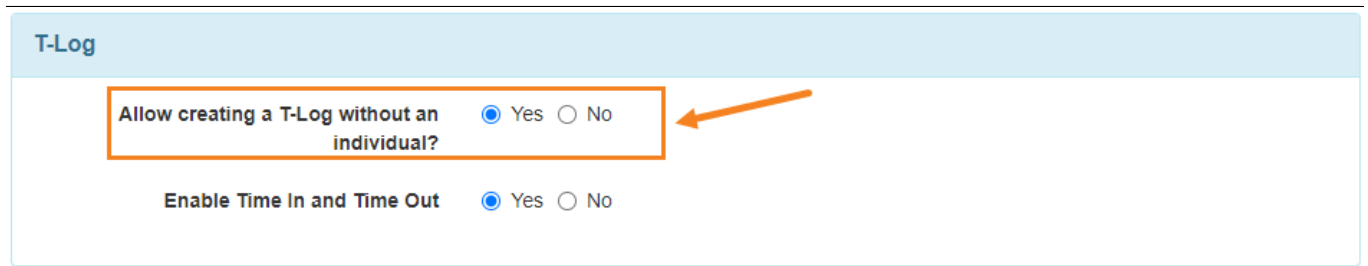
Allow creating a T-Log without an individual?

☒ Yes ☐ No

Enable Time In and Time Out

☒ Yes ☐ No

2. Sa **T-log** section, piliin ang opsiyon na **Yes** para sa **Allow creating a T-Log without an individual?**

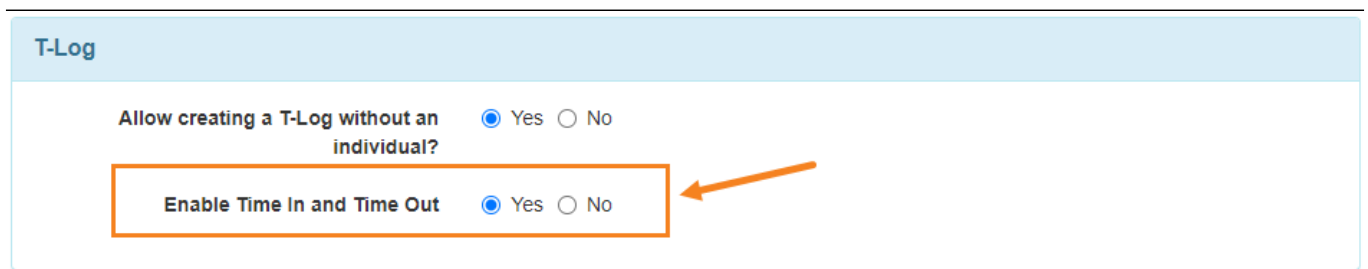


T-Log

Allow creating a T-Log without an individual? ☒ Yes ☐ No

Enable Time In and Time Out ☒ Yes ☐ No

Maaari rin piliin ng mga users na i-enable ang **Time-in** at **Time-out** na opsiyon para sa T-Logs sa pamamagitan ng pagpili sa **Yes** na opsiyon para sa 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

3. I-scroll down sa pinakababa ng page at i-click ang **Save** na button.



Cancel Update

- Pag-assign ng **T-Log Program Access role**

1. I-click ang Manage link na kahilera ng **User Privileges** sa Admin tab.

Health

Admin

Settings

Change Password

User List

Default Notification Profile

Configure

Signup Agreement

New | List

Splash Message

Create | Update/Delete

Super Role

Manage | Archive | Legacy Archive

Title

New | List | Import from Excel | Search Imported Excel

User

New | List | Import from Excel | Search Imported Excel | Assign External System ID | Two Factor Authentication | Self Password Reset

User Privileges

Manage | Archive | Legacy Archive Upto Jul 2011

2. Piliin ang dapat na user mula sa **User List** page.

User List

Login Name ↑	First Name	Last Name	Title	Employee ID	Status
					All v
Mariam	Hossain	Hossain	Special Teacher	1122	Active
Amina	Akhter	Abert	Academic Coordinator		Active
abir	Abir	Mia	Teacher		Active
abrar	Abrar	Hayat	Therap Admin		Active

Showing 1 to 04 of 04 entries

< 1 >

I-click ang **Login Name** ng user. Bubuksan nito ang **User Privilege** page.

3. Mula sa **Agency Wide and Administrative Roles** section piliin ang opsiyon na **T-Log Program Access**.

Agency Wide and Administrative Roles
Choose Template

Administrative Roles

- ☐ Super Admin
- ☐ User
- ☒ IDF Admin
- ☒ Provider Setup
- ☐ Broadcast Admin
- ☒ Clinical Admin
- ☒ HT Admin
- ☒ Activity Tracking
- ☒ Admin Report
- ☐ Caseload
- ☐ User Privilege
- ☒ Shared Contact
- ☐ Billing Admin
- ☐ Custom User Group
- ☐ Personal Finance
- ☒ Reset Password
- ☐ Billing Restriction Override
- ☒ Scoring Method
- ☐ Assessment & Screening Admin

Module Roles

- ☐ Event Summary
- ☐ ISP Data Dashboard
- ☒ T-Log Program Access
- ☐ ISP Billing Conversion
- ☐ Case Note Billing Conversion
- ☐ Labtest Create
- ☐ ISP Program Template Submit
- ☐ ISP Program Template Approve
- ☐ ISP Program Template View
- ☐ Employer Management
- ☐ Job Development
- ☐ Report Library
- ☐ Assigned Report View
- ☐ Time Tracking Template Management
- ☐ Case Note Agency Dashboard
- ☐ Provider Questionnaire Form Submit Self Created
- ☐ Provider Questionnaire Form Submit
- ☐ Provider Questionnaire Form Update
- ☐ Provider Questionnaire Form View
- ☐ Behavior

SComm Roles

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

Common Roles

- ☒ Enable 13 Months Search (T-Log, GER)
- ☐ Create Data on Inactive Individuals
- ☐ Access to Multi-Individual Event
- ☒ Export Excel
- ☐ Signature Delete

Electronic Billing

- ☐ Billing Claim Create
- ☐ Billing Claim Update
- ☐ Billing Claim Send
- ☐ Billing Claim Status Check
- ☐ Billing Claim Delete
- ☐ Eligibility Inquiry
- ☐ Billing Excel Import

Cancel
→ **Save**

I-click ang **Save** button na makikita sa pinakababa ng **User Privilege** page upang i-save ang mga binago.

Kung nabago na ang mga impormasyon na nais baguhin makikita mo ang mensahe na **Your new Privileges are currently in effect** sa pinakataas ng **Dashboard** page.

User List

 Privilege of user 'Amina' is successfully saved. 