

## 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 ng 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.



Session Timeout (Minutes)			
* Session Timeout (Minutes) 60 -			
Provider Logo			
Logo Trerap Global Person-Centered. Data-Driven.®			
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?			
Enable Time In and Time Out (e) Yes () No			

Person-Centered. Data-Driven.



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.

A	llow 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.



## • Pag-assign ng T-Log Program Access role

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



To Do	General		
Individual	Provider	Preferences   Password Policy   Archive Preference	
Health		New   List   Import from Excel	
Agency	User	Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	
Admin	Physician Information	List   Physician List	
Agency	Change Password	User List	
Reports	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011	
Individual Home Page	Admin Roles	List   Legacy Archive	

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

Jser List					
Login Name î≆	First Name	Last Name	Title	Employee ID	Status All 🗸
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.



Choose Template

## Agency Wide and Administrative Roles

Administrative Roles	Module Roles	SComm Roles
Super Admin	Event Summary	Enable Full SComm
	ISP Data Dashboard	Individual Care SComm Send Only
IDF Admin	T-Log Program Access	Enable Limited SComm
Provider Setup	ISP Billing Conversion	
Broadcast Admin	Case Note Billing Conversion	
Clinical Admin	Labtest Create	
HT Admin	ISP Program Template Submit	
Activity Tracking	ISP Program Template Approve	
Admin Report	ISP Program Template View	
Caseload	Employer Management	
User Privilege	Job Development	
Shared Contact	Report Library	
Billing Admin	Assigned Report View	
Custom User Group	Time Tracking Template Management	
Personal Finance	Case Note Agency Dashboard	
Reset Password	Provider Questionnaire Form Submit Self Created	
Billing Restriction Override	Provider Questionnaire Form Submit	
Scoring Method	Provider Questionnaire Form Update	
Assessment & Screening Admin	Provider Questionnaire Form View	
	Behavior	
Common Roles	Electronic Billing	
Enable 13 Months Search (1-Log, GER)		
Create Data on mactive individuals		
	Billing Excel Import	
	C Dimity Excertitiport	

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

(j) Privilege of user 'Amina' is successfully saved.

