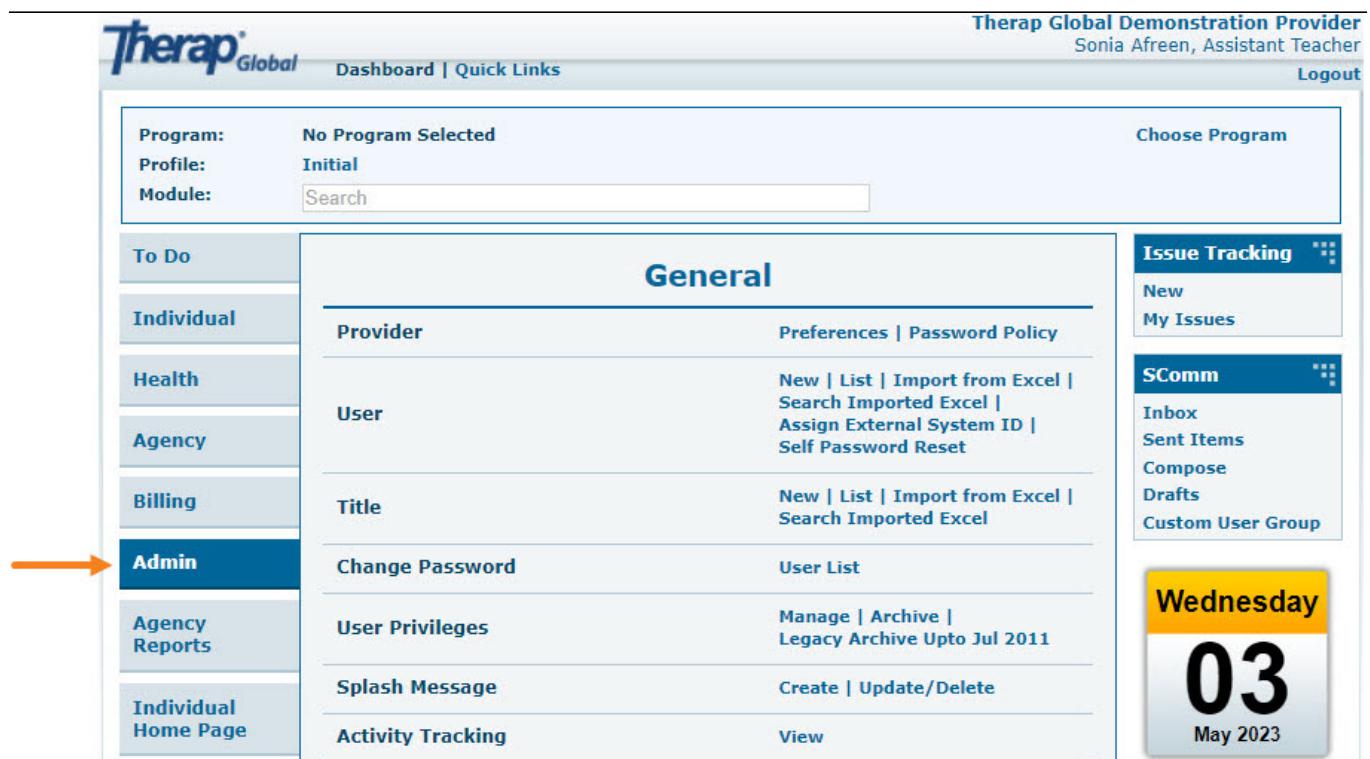


Kutengeneza Mtumiaji Mpya

Mfanyikazi yejote katika shirika lako ambaye atakuwa akiandika maelezo kwa kutumia programu ya Therap lazima awe na akaunti ya mtumiaji katika mfumo wa Therap. Wasimamizi walio na Jukumu la **User Administrator** wataweza kuunda akaunti mpya ya mtumiaji kwa ajili ya wafanyakazi wengine.

1. Bonyeza kwenye tabu ya **Admin**.



The screenshot shows the Therap Global Demonstration Provider dashboard. At the top right, it displays "Therap Global Demonstration Provider", "Sonia Afreen, Assistant Teacher", and "Logout". On the left, there's a vertical sidebar with navigation links: To Do, Individual, Health, Agency, Billing, Admin (which has an orange arrow pointing to it), Agency Reports, and Individual Home Page. The main content area is titled "General" and contains several sections: Provider (with links to Preferences | Password Policy, New | List | Import from Excel, Search Imported Excel, Assign External System ID, and Self Password Reset), User (with links to New | List | Import from Excel, Search Imported Excel, and User List), Change Password (with a link to User List), User Privileges (with a link to Manage | Archive | Legacy Archive Upto Jul 2011), Splash Message (with a link to Create | Update/Delete), and Activity Tracking (with a link to View). To the right of the main content are two boxes: "Issue Tracking" (with links to New and My Issues) and "SComm" (with links to Inbox, Sent Items, Compose, Drafts, and Custom User Group). At the bottom right, a calendar box shows "Wednesday 03 May 2023".

2. Bonyeza kiunganishi cha **New** pembeni ya kitufe cha **User**.

To Do	General	
Individual	Provider	Preferences Password Policy
Health	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Agency	Title	New List Import from Excel Search Imported Excel
Billing	Change Password	User List
Admin		

3. Ukurasa wa Unda Mtumiaji Mpya (**Create New User**) utakuja. Katika sehemu ya Maelezo ya Mtumiaji (**User Information**), weka maelezo muhimu ya mtumiaji.

Alama ya sehemu yenyeye Nyota Nyekundu (*) lazima ijazwe. Hiyo inamaanisha Jina la Kwanza (**First Name**), Jina la Mwisho (**Last Name**), Anwani za Mtumiaji (**User Initials**), Saa za Eneo (**Time Zone**) haziwezi kuwa tupu.

Create New User

User Information	
→ * First Name	John
→ * Last Name	Ferdaus
→ * User Initials	JF <input type="button" value="🔍"/>
→ * Time Zone	Asia/Manila

4. Sehemu ya Awali ya Mtumiaji inahitaji angalau herufi mbili au nambari. Maandishi yanaweza kuwa na herufi 2 au 3.

Kumbuka: Kila seti ya herufi za mwanzo inaweza kutumika mara moja tu ndani ya akaunti. Watumiaji wanaweza kuchagua herufi ya kwanza ya Jina la Kwanza na herufi ya kwanza ya Jina la Mwisho kama Maandishi ya Mtumiaji.

Kwa kubofya ikoni ya utafutaji kando ya sehemu ya Anzilishi za Mtumiaji (**User Initials**), herufi za mwanzo zinazopatikana zinaweza kuangaliwa. Kisha mfumo utaonyesha kama Maandishi ya Mtumiaji yanapatikana, na kupendekeza herufi za mwanzo zinazofanana ambazo zinaweza kuchaguliwa kwa uga huu.

Ikiwa herufi za kwanza zinapatikana kwa matumizi, ujumbe utakuwa wa kijani na unaonyesha kuwa seti ya herufi zinapatikana. Ikiwa herufi hizo za kwanza zimetumika, kutakuwa na bango la manjano ambalo linasema kwamba seti hizo za herufi za kwanza hazipatikani.

Create New User

User Information

* First Name	John
* Last Name	Ferdaus
* User Initials	JF
* Time Zone	Select Initial

'JF' is available!

JFS	JFU	JFA
JFD	JFR	JFE
JF0	JF2	JF3
JF4	JF5	JF6
JF7	JF8	JF9

5. Katika sehemu ya Usanidi wa Uthibitishaji (**Authentication Configuration**), Jaza sehemu zinazohitajika: Jina la Kuingia (**Login Name**), Nenosiri (**Password**), Thibitisha Nenosiri (**Confirm Password**).

Authentication Configuration

* Login Name: ferdaus

* Password: Weak Medium Strong

* Confirm Password:

Ignore Password Policy: Yes No

Kumbuka: Nenosiri lazima liwe na urefu wa angalau vibambo 8.

6. Katika chaguo la Mipangilio ya Akaunti (**Account Settings**), hali itawekwa alama kuwa 'Inayotumika', na ungetaka kuiweka hivyo ili kumruhusu mtumiaji kufikia akaunti mara tu itakapowekwa.

Account Settings

Status: Active Pending

7. Chini ya sehemu ya Taarifa za Mwajiri/Kazi (**Employer/Work Information**) chagua jina la mtumiaji mpya.

Employer/Work Information

* Title: Special Teacher +

Employee ID Number: 01234

Hire Date: 01/01/2018

Back Save

Ikiwa kichwa hakipo, bofya kwenye ongeza ikoni (+) (**add icon (+)**) ili kukiongeza. Kwenye Unda ukurasa wa Kichwa Kipyta (**Create New Title**) ingiza kichwa. Sehemu ya Maelezo (**Description**) ni ya hiari.

Title

Create New Title

* Title: Special Education Teacher

Description:

About 255 characters left

Save

Baada ya kumaliza, bofya kitufe cha Hifadhi (**Save**). Ukishaingiza mada hapa, itatokea kwenye orodha kunjuzi ya mada kwa matumizi ya baadaye.

8. Baada ya kuingiza taarifa katika ukurasa wa Unda Mtumiaji Mpya (**Create New User**), bofya kitufe cha Hifadhi (**Save**).

Back	Save
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9. Kwenye ukurasa wa Taarifa za Kibinafsi (**Personal Information**) weka taarifa inavyofaa.

Chini ya Sehemu ya Maelezo ya Msingi (**Basic Information**), Picha (**Photo**), Jinsia (**Gender**), Tarehe ya Kuzaliwa (**Date of Birth**) inaweza kuingizwa. Wakati Jina la Mtumiaji (**User Name**), Hali ya Mtumiaji (**User Status**), na Kichwa (**Title**) itajazwa kiotomatiki kutoka kwa taarifa iliyosasishwa katika ukurasa uliopita.

Personal Details

Personal Information	
Basic Information <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> Photo </div> <div style="width: 85%;"> <input type="button" value="Add Image"/> </div> </div> <div style="margin-top: 10px;"> User Name John Ferdaus User Initials JF Title Special Teacher Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other Date of Birth <input type="text" value="01/01/2000"/>  License Number <input type="text"/> SSN <input type="text"/> ID(s) <input type="text" value="- Please Select -"/> <input type="text" value="ID Number"/> <input type="button" value="+ Add"/> </div>	

Chini ya sehemu ya Maelezo ya Mawasiliano (**Contact Information**), Anwani (**Address**), Nambari ya Simu (**Phone Number**), Maoni ya Nambari ya Simu (**Phone Number Comments**), Barua pepe (**E-Mail Address**) inaweza kuandikwa.

Contact Information

Address	<input type="text" value="1234 Main Street"/>	<input type="text"/>
Street 1	Street 2	
<input type="text" value="Anytown"/>	<input type="text" value="State"/>	<input type="text" value="012345"/>
City	State	Zip Code
Phone Number	<input type="text" value="012346985"/>	<input type="text" value="01234567890"/>
Comments	Home	Mobile
<input type="text"/>	<input type="text"/>	
Temporary	Extension	
Phone Number	<input type="text"/>	
Comments	<input type="text"/>	
E-Mail Address	<input type="text" value="demo@demoaccount.com"/>	

Katika sehemu ya Mapendeleo (**Preferences**), Saa za Eneo (**Time Zone**) lazima ichaguliwe kutoka kwenye menuy kunjuzi.

Preferences

* Time Zone	<input type="text" value="Asia/Manila"/>
Enable Notification	<input type="checkbox"/>

Katika sehemu ya Maelezo ya Ziada ya Mawasiliano (**Additional Contact Information**), Maelezo ya Mwajiri/Kazi (**Employer/Work Information**), Mawasiliano ya Dharura 1 (**Emergency Contact 1**), Mawasiliano ya Dharura 2 (**Emergency Contact 2**) yanaweza kuingizwa.

Additional Contact Information

Employer/Work Information

Work Phone Number	234875	Extension
Fax Number		

Emergency Contact 1

Name	Julia Albert	
Phone Number	1234567890	+880

Emergency Contact 2

Name	Jason Albert	
Phone Number	1334567890	+880

Weka sehemu chini ya sehemu ya **EVV** inapotumika kwa shirika.

EVV

EVV ID	
EVV Caregiver Type	- Please Select -

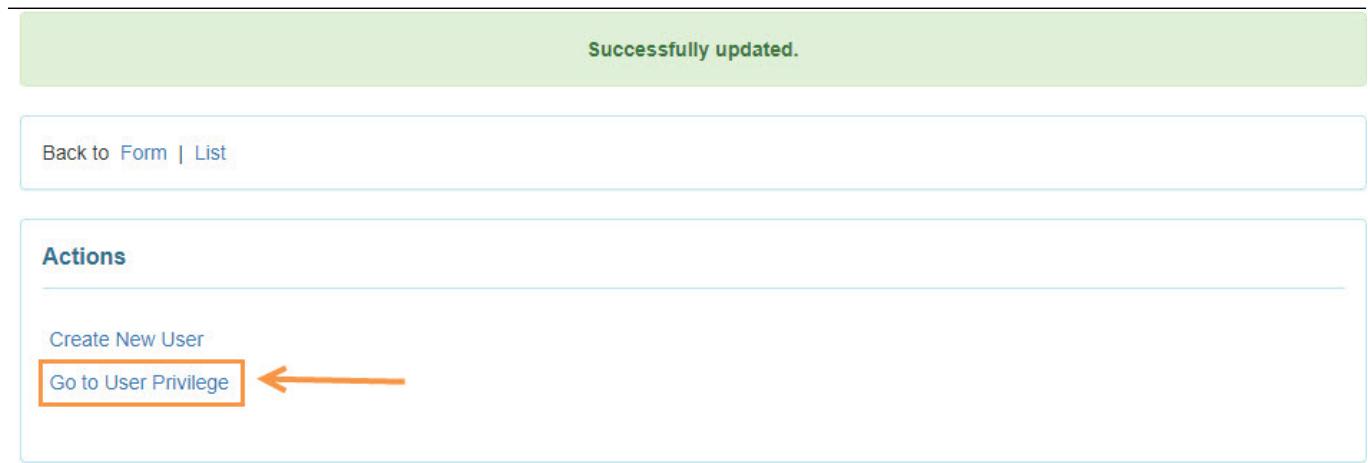
Baada ya kusanidi akaunti, watumiaji wanaweza pia kujiandikia habari hii kutoka kwa kichupo cha mipangilio.

10. Baada ya kuingia taarifa muhimu ya mtumiaji bonyeza kitufe cha Hifadhi (**Save**)



A screenshot of a save dialog box. On the left is a 'Cancel' button, and on the right is a 'Save' button, which is highlighted with an orange border.

11. Baada ya kubofya kitufe cha Hifadhi (**Save**) ujumbe wa mafanikio utaonyeshwa.



A screenshot showing a success message 'Successfully updated.' in a green bar at the top. Below it is a navigation bar with 'Back to Form | List'. A section titled 'Actions' contains links for 'Create New User' and 'Go to User Privilege', with an orange arrow pointing to the 'Go to User Privilege' link.

Watumiaji wanaweza kubofya kiungo cha Nenda kwenye Upendeleo wa Mtumiaji (**Go to User Privilege**) ili kukabidhi au kutokabidhi Jukumu la Utawala Bora (**Super Admin Administrative Role**), Caseload, Jukumu Bora (**Super Role**), Majukumu Makubwa ya Utawala wa Wakala (**Agency Wide Administrative Roles**) na mapendeleo mengine kutoka kwa ukurasa wa Upendeleo wa Mtumiaji (**User Privilege page**).

Ili kupata maelezo zaidi kuhusu Majukumu Makubwa ya Wakala na Utawala (**Agency Wide and Administrative Roles**) bofya [hapa](#).

Ili kupata maelezo zaidi kuhusu kuunda Super Roles bofya [hapa](#)

Ili kujifunza zaidi kuhusu kuunda Caseloads bofya [hapa](#)