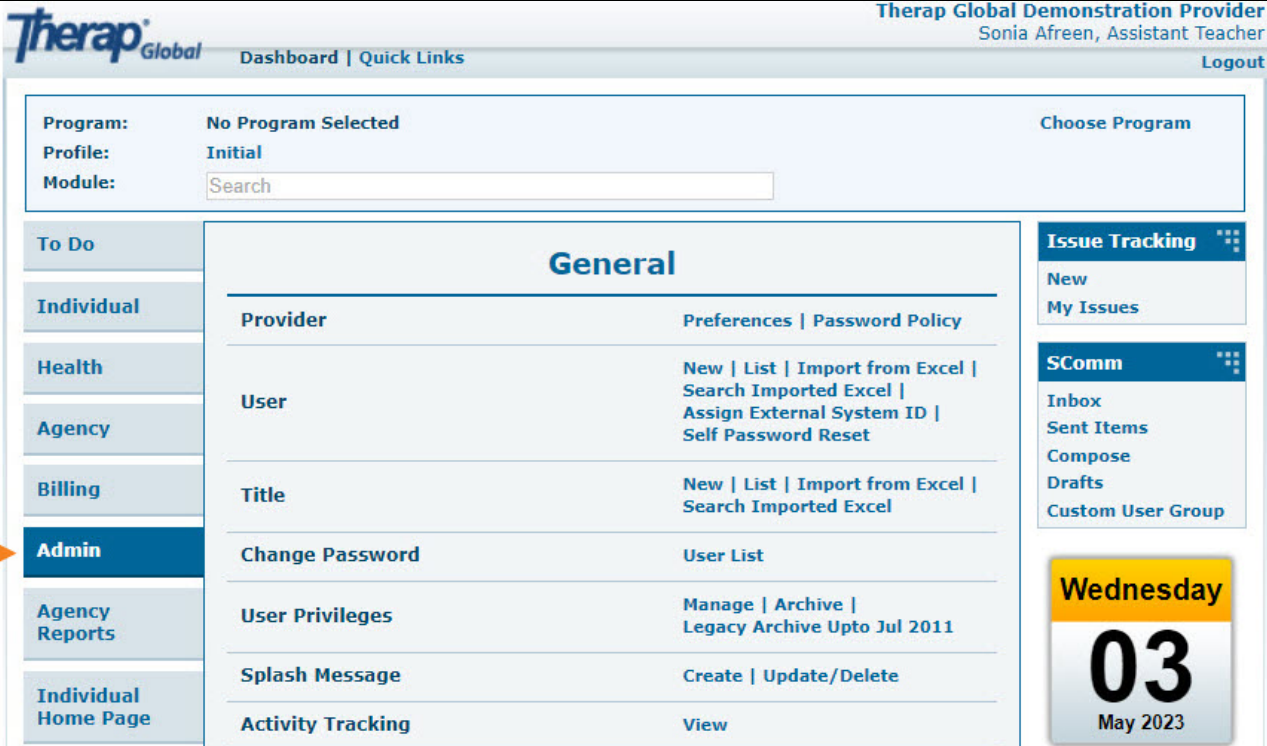


Kutengeneza Mtumiaji Mpya

Mfanyikazi yeyote 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 displays the Therap Global user interface. At the top, the logo and tagline are visible. The user is identified as Sonia Afreen, Assistant Teacher. The main navigation sidebar on the left includes options like To Do, Individual, Health, Agency, Billing, Admin (highlighted with an orange arrow), Agency Reports, and Individual Home Page. The central content area is titled 'General' and contains a table of administrative functions. The right sidebar features 'Issue Tracking' and 'SComm' sections. A calendar widget shows Wednesday, May 3, 2023.

General	
Provider	Preferences Password Policy
User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Title	New List Import from Excel Search Imported Excel
Change Password	User List
User Privileges	Manage Archive Legacy Archive Upto Jul 2011
Splash Message	Create Update/Delete
Activity Tracking	View

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 yenye 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

→ * Last Name

→ * User Initials

→ * Time Zone

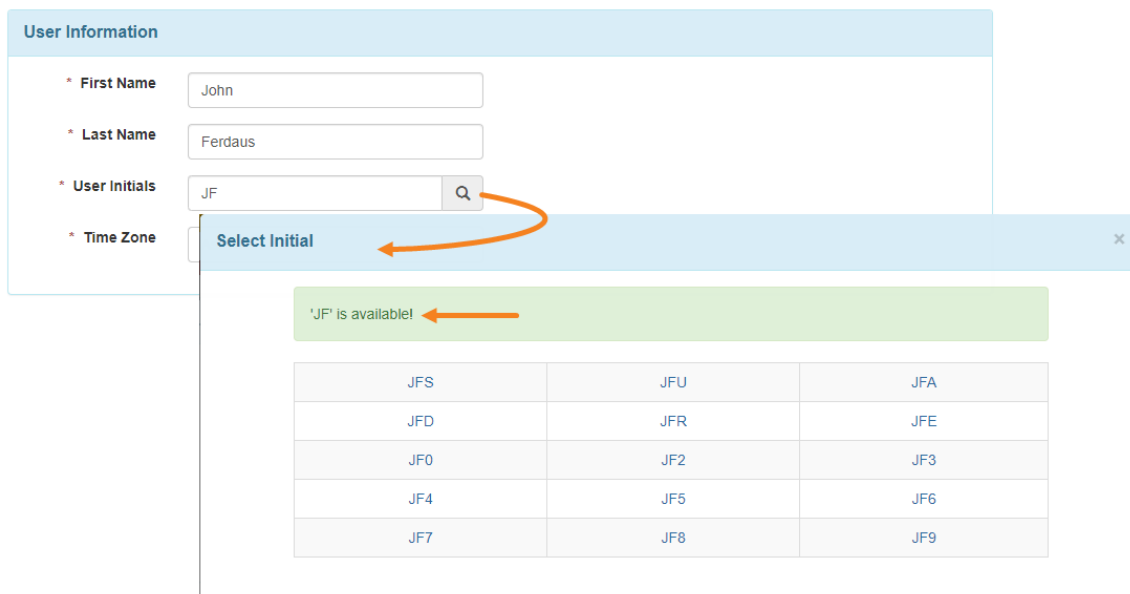
4. Sehemu ya Awali ya Mtumiaji inahitaji angalau herufi mbili au nambari. Maandishi yanaweza kuwa na herufi 2 au 3.

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



The screenshot displays the 'Create New User' form. The 'User Information' section includes fields for First Name (John), Last Name (Ferdaus), User Initials (JF), and Time Zone. A 'Select Initial' modal is open, showing a green message 'JF is available!' and a table of available initials.

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

→ * 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 Kipya (**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

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

Photo

User Name John Ferdaus

User Initials JF

Title Special Teacher

Gender Male Female Other

Date of Birth

License Number

SSN

ID(s)

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

12234 Main Street
Street 1

Street 2

Anytown
City

State
State

012345
Zip Code

Philippines
Country

Phone Number

012346985
Home

01234567890
Mobile

Temporary

Extension

Phone Number Comments

E-Mail Address

demo@demoaccount.com

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

Preferences

* Time Zone
Asia/Manila

Enable Notification

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

Fax Number

Emergency Contact 1

Name

Phone Number

Emergency Contact 2

Name

Phone Number

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

EVV

EVV ID

EVV Caregiver Type

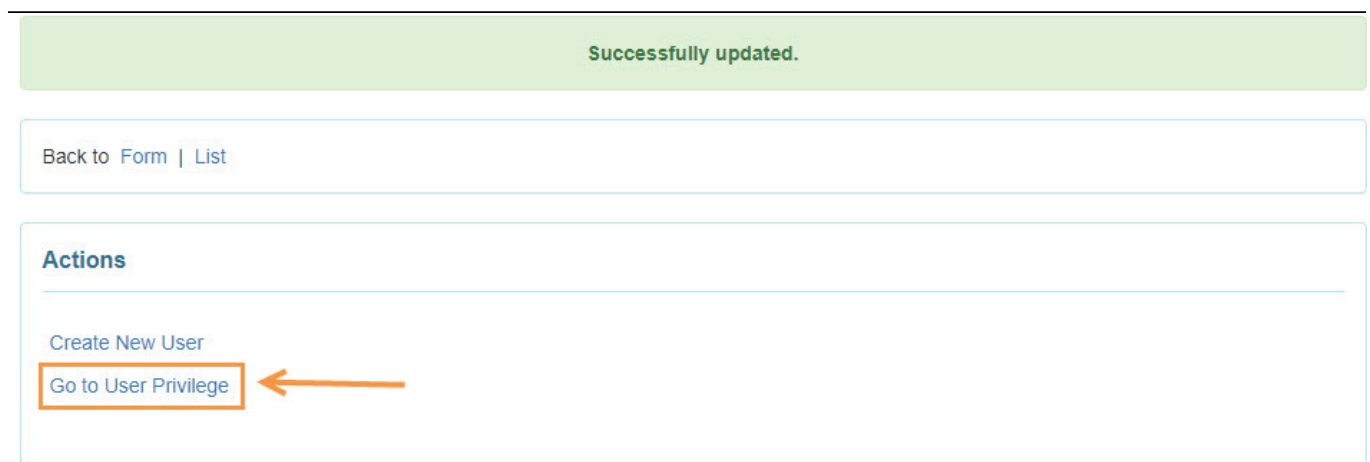
Baada ya kusanidi akaunti, watumiaji wanaweza pia kujiandikia habari hii kutoka kwa kichupo cha mipangilio.

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



A light blue horizontal bar containing two buttons: 'Cancel' on the left and 'Save' on the right. The 'Save' button is highlighted with an orange border.

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



A green banner at the top displays the message 'Successfully updated.' Below it is a white bar with the text 'Back to [Form](#) | [List](#)'. Underneath is a white box titled 'Actions' containing two links: 'Create New User' and 'Go to User Privilege'. The 'Go to User Privilege' link is highlighted with an orange border and an orange arrow points to it from the right.

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](#)