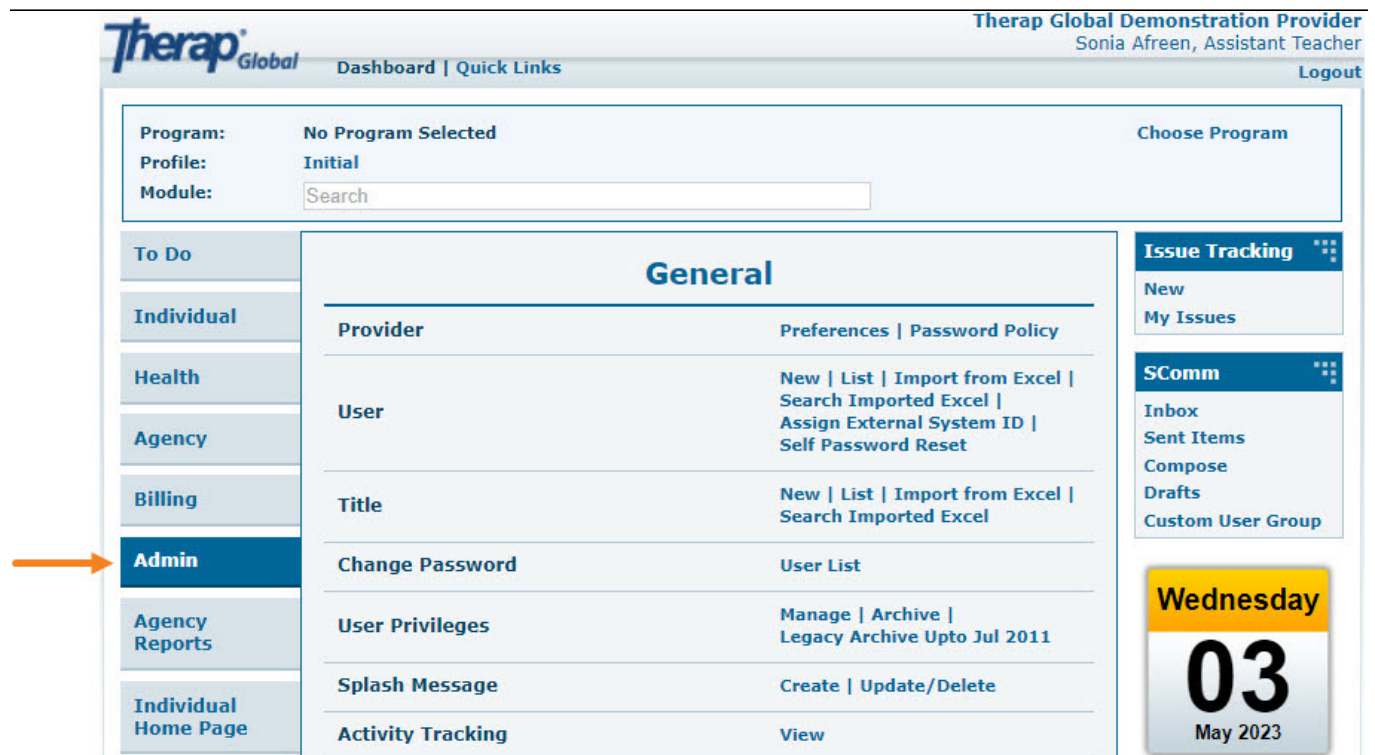


Kutengeneza Mtumiaji Mpya

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 shows the Therap Global Dashboard for a demonstration provider, Sonia Afreen, Assistant Teacher. The dashboard includes a sidebar with navigation tabs: To Do, Individual, Health, Agency, Billing, Admin (highlighted with an orange arrow), Agency Reports, and Individual Home Page. The main content area is titled 'General' and contains a table with the following rows:

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

On the right side of the dashboard, there are sections for 'Issue Tracking' (New, My Issues), 'SComm' (Inbox, Sent Items, Compose, Drafts, Custom User Group), and a date widget showing '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 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

User Information

- * First Name: John
- * Last Name: Ferdous
- * User Initials: JF
- * Time Zone: [dropdown]

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

→ * 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

Add Image

User Name

John Ferdaus

User Initials

JF

Title

Special Teacher

Gender

☒ Male
 ☐ Female
 ☐ Other

Date of Birth

01/01/2000

License Number

SSN

ID(s)

- Please Select -

ID Number

+ Add

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

Street 1

Street 2

City

State

Zip Code

Country

Phone Number

Home

Mobile

Temporary

Extension

Phone Number
Comments

E-Mail Address

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

Preferences

* Time Zone

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	<input type="text" value="234875"/>	<input type="text" value="Extension"/>
Fax Number	<input type="text"/>	
Emergency Contact 1		
Name	<input type="text" value="Julia Albert"/>	
Phone Number	<input type="text" value="1234567890"/>	<input type="text" value="+880"/>
Emergency Contact 2		
Name	<input type="text" value="Jason Albert"/>	
Phone Number	<input type="text" value="1334567890"/>	<input type="text" value="+880"/>

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

EVV	
EVV ID	<input type="text"/>
EVV Caregiver Type	<input type="text" value="- Please Select -"/>

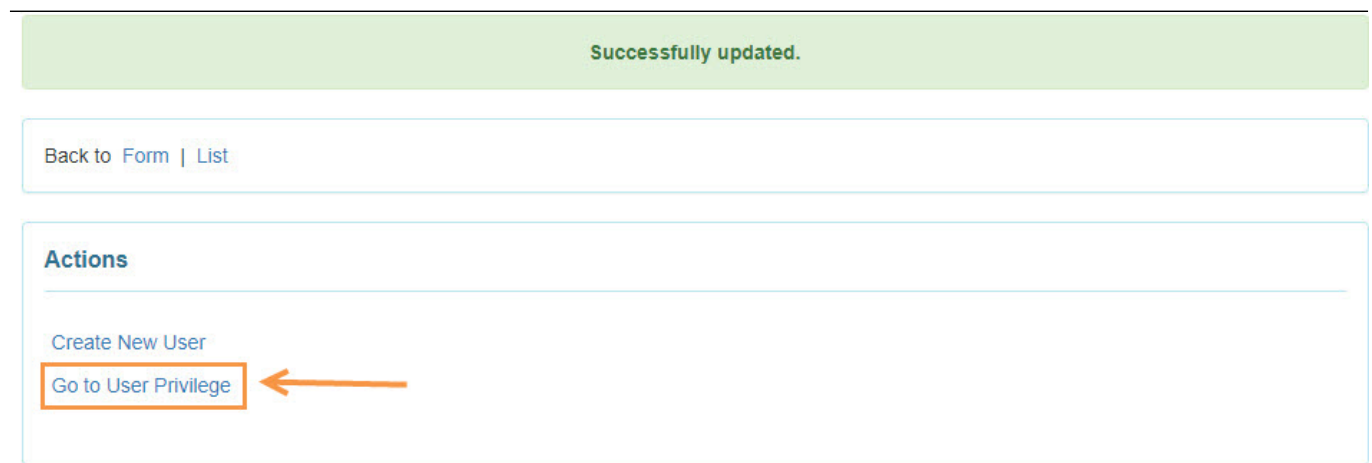
Baada ya kusanidi akaunti, watumiaji wanaweza pia kujiandikia habari hii kutoka kwa kichupo cha mipangilio.

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



A 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 text 'Successfully updated.' Below this, a white box contains the links 'Back to Form | List'. Further down, another white box titled 'Actions' contains 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](#)