

Kuunda Programu Mpya

Programu zimegawanywa Katika kila taasisi kulingana na Shughuli tofauti zinazofanywa. zinaweza kuwekwa kulingana na shughuli zinazofanywa katika taasisi (**tiba ya matamshi, mafunzo ya kiufundi** n.k) au kulingana na awamu (**awamu ya asubuhi, awamu ya mchana**) au darasa(**darasa la kwanza, darasa la pili** n.k) Kila eneo linahitaji kuwa na angalau programu moja. Programu nyingi zinaweza kuwa chini ya eneo moja.

Mtu binafsi (au **mwanafunzi**) anaweza kusajiliwa katika **Programu** moja au nyingi.

Watumiaji walio na nafasi ya uwakala wa **Provider Setup (Utoaji Suduma)**,na walio na nafasi ya utawala wana fursa ya kuunda,kusasisha na kufuta programu.

1. Bonyeza katika tabu ya **Admin** kutoka kwenye Dashboard.

The screenshot shows the Therap Global Admin Dashboard. On the left, there is a vertical sidebar with tabs: To Do, Individual, Health, Admin (which is highlighted with an orange border), Agency Reports, and Individual Home Page. The main content area is titled "General". It contains several sections with links:

- Provider:** Preferences | Password Policy | Archive Preference
- User:** New | List | Import from Excel | Search Imported Excel | Titles | New Title | Assign External System ID | Self Password Reset
- Physician Information:** List | Physician List
- Change Password:** User List
- User Privileges:** Manage | Archive | Legacy Archive Upto Jul 2011

On the right side, there are two vertical panels: "Issue Tracking" (My Issues) and "SComm" (Inbox, Sent Items, Compose, Drafts, Custom User Group, Message Audit, Delete Message Content). At the bottom right, there is a "Classes" section.

2. Kutoka kwenye tabu ya **Admin**,bonyeza kwenye **New/Mpya** pembeni na **Program**.

Health	Provider	Archive Preference
Admin	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
Agency Reports	Physician Information	List Physician List
Individual Home Page	Change Password	User List
Settings	User Privileges	Manage Archive Legacy Archive Upto Jul 2011
	Admin Roles	List Legacy Archive
	Splash Message	Create Update/Delete
	Activity Tracking	View
	Caseload	Manage Archive
	Super Role	Manage Archive Legacy Archive
	Default Notification Profile	Configure
	Program	New List Archive Import from Excel Search Imported Excel

3. Jaza kila nafasi katika **Create New Program (Tengeneza Programu Mpya)** kama inavyohitajika.

N:B: Nafasi zilizo na alama ya nyota nyekundu (*) ni za lazima kujazwa.

Create New Program New

Program Details

Provider Code	DEMOTG-TGD
Provider Name	Therap Global Demonstration Provider
* Program Name	<input type="text"/>
* Program Type	- Please Select -
* Site Name	- Please Select -
* Program ID	<input type="text"/>
Program Code	<input type="text"/>
Cost Center Number	<input type="text"/>
Capacity	<input type="text" value="0"/>

Program Contacts

Primary Contact

Name	<input type="text"/>
Phone 1	<input type="text"/> Extension <input type="button" value="Extension"/>
Phone 2	<input type="text"/> Extension <input type="button" value="Extension"/>

Secondary Contact

Name	<input type="text"/>
Phone 1	<input type="text"/> Extension <input type="button" value="Extension"/>
Phone 2	<input type="text"/> Extension <input type="button" value="Extension"/>

Valid phone number format: xxx-xxx-xxxx or xxxxxxxxxxxx

4. Weka Jina la programu kwenye sehemu ya **Program Name (Jina La Programu)**.

Program Details

Provider Code DEMOTG-TGD

Provider Name Therap Global Demonstration Provider

* **Program Name**

Speech Therapy

* **Program Type**

- Please Select - ▾

5. Unapojaza aina ya programu kwenye **Program Type (Aina Ya Programu)**, Utakutana na menuy ndefu iliyoteremka. Pitia menuy au tafuta aina ya programu inayokaribiana na kazi unayofanya

Pia kuna chaguo la **Other (Nyingine)** ambayo unaweza kutumia kama hutapata inayoendana na mahitaji yako.

* Program Type

- Please Select -

Spe| ←

Day Program/Special Needs

Non Specialized Program

Non-Specialized

Special Education

Specialized Consultative Services

Specialized Counseling Services

Specialized Hab - Base Site

Specialized Services

Speech Therapy

* Program ID

Program Code

Cost Center
Number

Capacity



* Site Name

Demo Site ←

6. Chagua **Site (Eneo)** sahihi (ambayo ulishaitengeneza kabla) kutoka kwenye menu iliyoteremka ili kuunda programu katika eneo ndani ya akaunti yako ya Therap.

7. Mfumo utahitaji **Program ID (Kitambulisho Cha Programu)**. Hii inaweza kuwa jina sawa na la programu yako, au kifupisho cha jina la programu, au mchanganyiko wa herufi na nambari utakazopenda.

* Program ID	01
Program Code	
Cost Center Number	
Capacity	0

Kumbuka: Program Code (kodi ya programu), Cost Center Number (Nambari ya malipo ya kituo) na Capacity (Uwezo) ni chaguo zisizo za wajibu kujazwa.

8. Primary Contact (Mawasiliano ya msingi) na Secondary Contact (Mawasiliano ya ziada) yote ni chaguo zisizo za lazima.Ukishakamilisha sehemu hizi,taarifa ya mawasiliano ya mtu uliyemuingiza itaonekana Kwenye fomu ya data ya mtu binafsi aliyesajiliwa katika programu.Taarifa hii pia itaonekana katika sehemu zingine na kwenye ripoti tofauti tofauti ndani ya mfumo.

Program Contacts

Primary Contact

→ Name	<input type="text" value="Luis Patrick"/>	
Phone 1	<input type="text" value="123456789"/>	<input type="text" value="255"/>
Phone 2	<input type="text"/>	<input type="text" value="Extension"/>

Secondary Contact

Name	<input type="text"/>	
Phone 1	<input type="text"/>	<input type="text" value="Extension"/>
Phone 2	<input type="text"/>	<input type="text" value="Extension"/>

Kumbuka: kwenye **Phone (Simu)** unatakitaka uingize Kodi ya nchi yako bila ya alama ya kujumlisha. (**Kwa mfano:** 255 kwa Tanzania) kwenye boksi iliyo Kulia inayosema "Ext" na uingize namba za simu zilizosalia kwenye boksi iliyopo kushoto.

- Kubonyeza kwenye kitufe cha **Save** iliyopo chini ya ukurasa, itahifadhi programu na kukupeleka kwenye ukurasa wa 'Program List' (orodha ya programu).
- Kubonyeza kwenye kitufe cha **Save and Create New (Hifadhi na Tengeneza Mpya)** kwenye ukurasa huu, itakupeleka kwenye ukurasa wa kutengeneza programu ingine.

- Kubonyeza kwenye kitufe cha **Cancel (Batalisha)** itasitisha oparesheni hiyo.
- Kubonyeza kwenye kitufe cha **Save and Add Individuals (Hifadhi na Ongeza Watu Binafsi)** itakupeleka utakapowasajili watu binafsi kwenye programu hiyo(ikiwa umeshawaingiza watu binafsi (au wanafunzi) kwenye mfumo.

9. Baada ya kubonyeza kwenye kitufe cha **Save (hifadhi)** meseji ya mafanikio itaoneshwa.

Program (Site)

Program has been created

Filter				
Program Name	Site Name	Program Type	Program Cost Center Number	Status
Speech Therapy	Demo Site	Speech Therapy		Active