

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.

To Do	<div>General</div> <div><div>Provider</div><div>Preferences Password Policy Archive Preference</div></div> <div><div>User</div><div>New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset</div></div> <div><div>Physician Information</div><div>List Physician List</div></div> <div><div>Change Password</div><div>User List</div></div> <div><div>User Privileges</div><div>Manage Archive Legacy Archive Upto Jul 2011</div></div>		<div>Issue Tracking</div> <div>My Issues</div>
Individual			
Health			
Admin			
Agency Reports			
Individual Home Page			
		<div>SComm</div> <div>Inbox</div> <div>Sent Items</div> <div>Compose</div> <div>Drafts</div> <div>Custom User Group</div> <div>Message Audit</div> <div>Delete Message Content</div>	
		<div>Classes</div>	

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**

* **Program Type**

* **Site Name**

* **Program ID**

Program Code

Cost Center Number

Capacity

Program Contacts

Primary Contact

Name

Phone 1

Phone 2

Secondary Contact

Name

Phone 1

Phone 2

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

Cancel

Save

Save And Create New

Save And Add Individual(s)

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	<input type="text" value="Speech Therapy"/>
* Program Type	<input type="text" value="- Please Select -"/>

5. Unapojaza aina ya programu kwenye **Program Type (Aina Ya Programu)**, Utakutana na menyu ndefu iliyoteremka. Pitia menyu 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 -
* Site Name	Spe ←
* Program ID	Day Program/Special Needs
Program Code	Non Specialized Program
Cost Center Number	Non-Specialized
Capacity	Special Education
	Specialized Consultative Services
	Specialized Counseling Services
	Specialized Hab - Base Site
	Specialized Services
	Speech Therapy

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

* Site Name	Demo Site ←
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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**

Phone 1

Phone 2

Secondary Contact

Name

Phone 1

Phone 2

Kumbuka: kwenye **Phone (Simu)** unatakikana 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.

Cancel

Save

Save And Create New

Save And Add Individual(s)

- 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 (Batilisha)** 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