

## Kutengeneza Mtumiaji Mpya

Mfanyakazi yoyote Katika shirika lako ambaye atakuwa anaingiza taarifa kwenye mfumo wa therap anatakiwa awe na akaunti ndani ya mfumo wa Therap.

Wasimamizi wenye jukumu la **User Administrator** wataweza kuunda akaunti mpya ya watumiaji kwa wafanyikazi wengine

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

The screenshot shows the Therap Global Demonstration Provider interface. The top navigation bar includes the Therap logo, "Dashboard | Quick Links", and the user name "Anwar Mojumdar, Supervisor" with a "Logout" link. Below the navigation bar, there are fields for "Program: No Program Selected", "Profile: Initial", and "Module: Search". A "Choose Program" button is also visible. The main content area is divided into a left sidebar, a central "General" section, and a right sidebar. The left sidebar contains a "To Do" section and a list of menu items: "Individual", "Health", "Agency", "Admin" (highlighted with an orange arrow), "Agency Reports", "Individual Home Page", and "Settings". The central "General" section contains a table of administrative options:

General	
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
Admin Roles	List   Legacy Archive
Splash Message	Create   Update/Delete
Activity Tracking	View

The right sidebar contains three sections: "Issue Tracking" with "My Issues", "SComm" with "Inbox", "Sent Items", "Compose", "Drafts", "Custom User Group", "Message Audit", "Delete Message", and "Content"; and "Classes" with "Overdue", "Due", "View Sign ups", "View Results/Notes", "Training History", and "Training Profile".

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

To Do	<b>General</b>	
Individual	<b>Provider</b>	Preferences   Password Policy   Archive Preference
Health	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset
Agency	<b>Physician Information</b>	List   Physician List
<b>Admin</b>	<b>Change Password</b>	User List
Agency Reports		

3. Kwenye ukurasa wa **create new user**,ingiza maelezo ya mtumiaji

Maeneo yenye **alama ya nyota mwekundu (\*)** ni lazima yajazwe. Hii inamaana kuwa First Name, Last Name, User Initials, Login Name, Password, na Confirm New Password hazitakikani ziwe tupu.

### Create New User

**User Information**

\* First Name

\* Last Name

\* User Initials

\* Login Name

\* Password  Weak Medium **Strong**

\* Confirm Password

Ignore Password Policy  Yes  No

\* Time Zone

**Kumbuka:** nywila(paswadi) ni lazima iwe na urefu wa herufi 8.

4. Eneo la **user initials/utambulisho wa mtumiaji** linahitaji japo herufi au namba mbili.utambulisho unaweza kuwa na herufi 2 au 3.

**Kumbuka:** kila seti ya herufi za utambulisho zinatumiwa mara moja tu kwenye akaunti.watumiaji wanaweza kuchagua herufi ya kwanza ya jina la kwanza na herufi ya kwanza ya jina la mwisho kama herufi za awali.

Kwa kubonyeza kwenye alama ya kutafuta baada ya eneo la **User initials**,herufi za utambulisho zitaonekana.mfumo utaonesha kama herufi za utambulishi wa mtumiaji zinapatikana au itatoa herufi mbadala.

Kama herufi za utambulisho zinapatikana kwa matumizi,ujumbe utakuwa wa rangi ya kijani na utaonesha kuwa seti ya herufi hizo zinapatikana.kama Herufi hizo zimeshatumiwa,kutakuwa na bango la njano linaloelezea kuwa herufi hizo hazipatikani.

## Create New User

User Information

\* First Name

\* Last Name

\* User Initials

\* Login Name Select Initial ×

\* Password

\* Confirm Password

Ignore Password Policy

\* Time Zone

Select Initial

'JA' is available! ←

JAT	JAR	JAE
JAB	JAL	JA0
JA1	JA2	JA3
JA4	JA5	JA6
JA7	JA8	JA9

5. Kwenye chaguo la **Account Settings (mipangilio ya akaunti)** itakuwa na alama ya **Active** na utatakiwa uiache hivyo ili kumruhusu mtumiaji kutumia akaunti yake itakapokamilika.

Account Settings

**Status**  Active  Pending

**Self Enroll Account**  Yes  No

Self Enroll Account (kujisajili kwenye akaunti) itakuwa na alama ya hapana(no). watumiaji wanatakikana waache ibaki hivyo **No**.



kipya, itaonekana kwenye orodha iliyoteremka ya majina yote kwa ajili ya matumizi ya siku zijazo.

7. Baada ya kuingiza taarifa zote kwenye ukurasa wa **Create New User**, bonyeza kwenye kitufe cha **Save** ili kuhifadhi.

Back

Save

8. Kwenye ukurasa wa **Personal Information (taarifa binafsi)**, ingiza taarifa zinazostahili.

Watumiaji wanaweza kuweka **anwani, namba ya simu, barua pepe** n.k ijapokuwa hazina ulazima wa kujazwa.

Akaunti ikishakamilika, watumiaji wanaweza kuingiza taarifa wenyewe kwenye tabu ya mipangilio.

## Personal Information

### Basic Information

**User Name** Jhon Albert  
**User Initials** JA  
**Title** Special Teacher  
**Gender**  Male  Female

### Contact Information

<b>Address</b>	<input type="text" value="12234 Main Street"/> Street 1	<input type="text"/> Street 2		
	<input type="text" value="Anytown"/> City	<input type="text" value="State"/> State	<input type="text" value="012354"/> Zip Code	<input type="text" value="Philippines"/> Country
<b>Phone Number</b>	<input type="text" value="0123546985"/> Home	<input type="text" value="0123501248"/> Mobile	<input type="text"/> Temporary	<input type="text"/> Extension
<b>Phone Number Comments</b>	<input type="text"/>			
<b>E-Mail Address</b>	<input type="text" value="demo@demoaccount.com"/>			

9. Baada ya kuingiza taarifa za mtumiaji zinazohitajika, bonyeza kitufe cha **Save** ili kuhifadhi.

Cancel

Save

10. Baada ya kubonyeza kitufe cha kuhifadhi, ujumbe wa mafanikio utaonekana.

Successfully updated.

Back to [Form](#) | [List](#)

#### Actions

[Create New User](#)

[Go to User Privilege](#)



Watumiaji wanaweza kubonyeza kiungo cha **Go to user Privilege** ili kutoa au kuondoa majukumu ya utawala mkuu, mwongozo, jukumu bora, jukumu la utawala wa uwakala na haki zingine kutoka kwa **User Privilege**.

Kujifundisha zaidi kuhusu **Agency Wide and Administrative Roles** [bonyeza hapa](#).

Kujifundisha zaidi kuhusu kuunda majukumu bora [Bonyeza hapa](#)

Kujifundisha kuhusu kutengeneza miongozo [Bonyeza hapa](#)