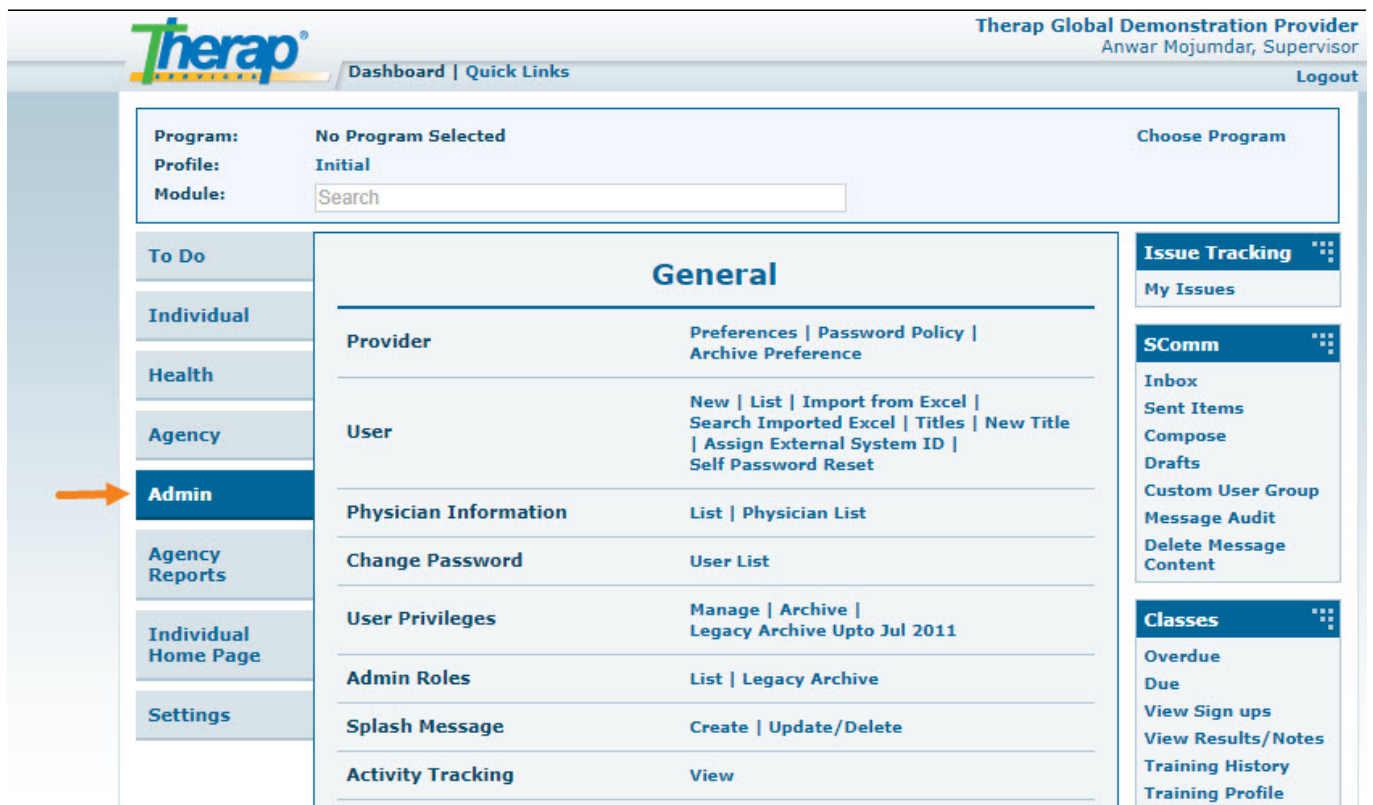


## Kutengeneza Mtumiaji Mpya

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 wafanyakazi wengine

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




The screenshot shows the Therap Global Demonstration Provider interface. The top header includes the Therap logo, the text "Therap Global Demonstration Provider", the user name "Anwar Mojumdar, Supervisor", and a "Logout" link. Below the header is a navigation bar with "Dashboard" and "Quick Links". The main content area is divided into a left sidebar and a central panel. The sidebar contains a list of tabs: "To Do", "Individual", "Health", "Agency", "Admin" (highlighted with an orange arrow), "Agency Reports", "Individual Home Page", and "Settings". The central panel displays the "General" section with a table of links for various administrative functions. On the right side of the central panel, there are three sections: "Issue Tracking" with a "My Issues" link, "SComm" with links for "Inbox", "Sent Items", "Compose", "Drafts", "Custom User Group", "Message Audit", "Delete Message", and "Content", and "Classes" with links for "Overdue", "Due", "View Sign ups", "View Results/Notes", "Training History", and "Training Profile".

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	Search	

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

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

To Do	<h2>General</h2>	
Individual		
Health		
Agency		
Admin		
Agency Reports		

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

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

'JA' is available!

\* Confirm Password

Ignore Password Policy

\* Time Zone

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**.

6. Kwenye taarifa za mwajiri/kazi (**Employer/Work**) **Information** chagua kichwa cha mtumiaji mpya

Employer/Work Information

\* Title

Special Teacher

+

Employee ID Number

01234

Hire Date

01/01/2018

Back

Save

Kama cheo husika hakipo,bonyeza kwenye **add icon (+)** ili kuongeza cheo kipya.kwenye ukurasa wa **Create New Title** weka jina jipya.eneo lililoandikwa **description** halina ulazima wa kujazwa.

Title

Create New Title

\* Title

Special Education Teacher

Description

About 255 characters left

Save

Ukishamaliza,bonyeza kwenye kitufe cha **Save** ili kuhifadhi.ukishaingiza cheo

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.



A horizontal light blue bar containing two buttons. On the left is a white button with the text 'Back'. On the right is a blue button with the text 'Save', which is highlighted with an orange rectangular border.

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

**Address**

12234 Main Street  
Street 1

Street 2

Anytown  
City

State  
State

012354  
Zip Code

Philippines  
Country

**Phone Number**

0123546985  
Home

0123501248  
Mobile

Temporary

Extension

**Phone Number Comments**

**E-Mail Address** 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](#)