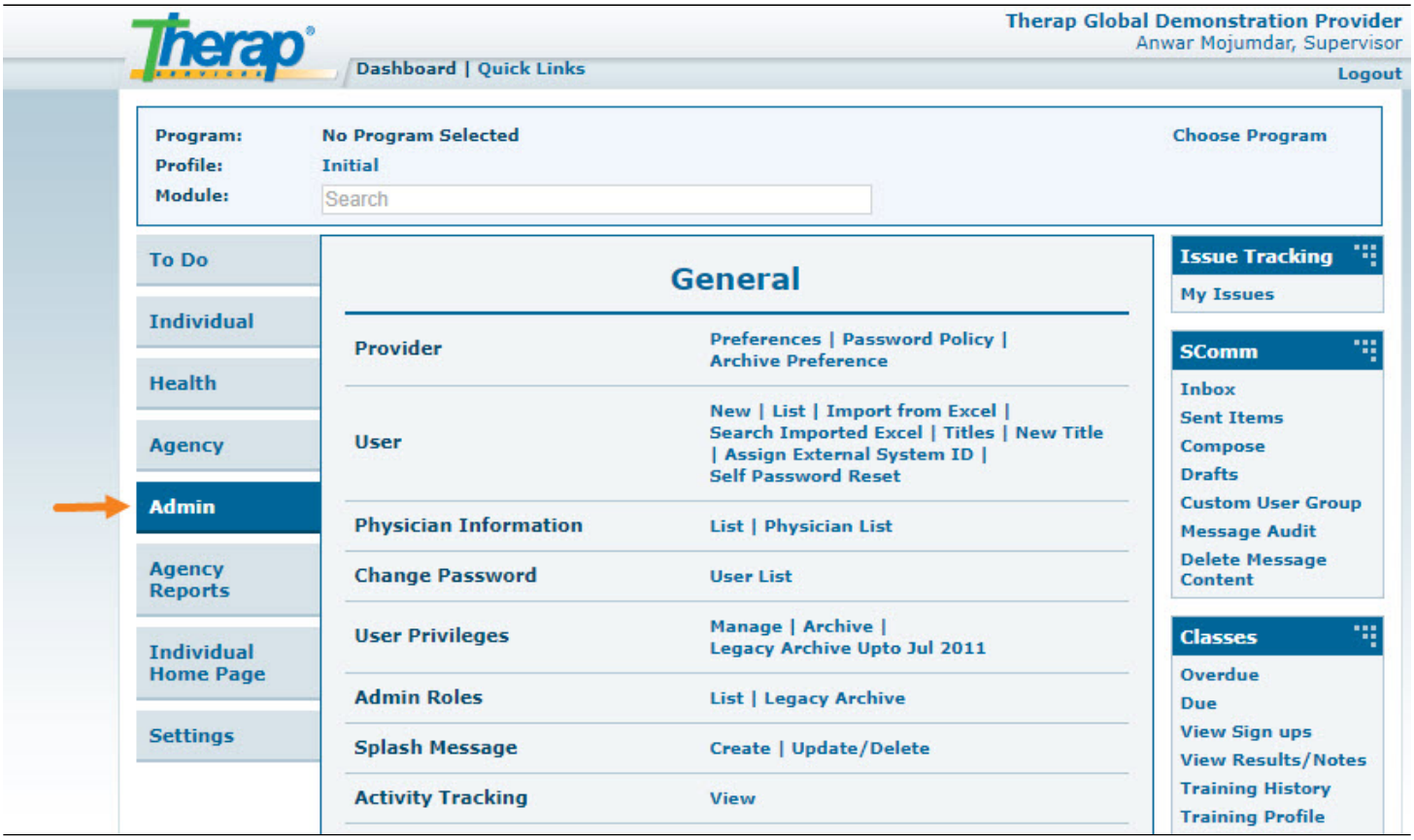
Kutengeneza Mtumiaji Mpya

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**



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

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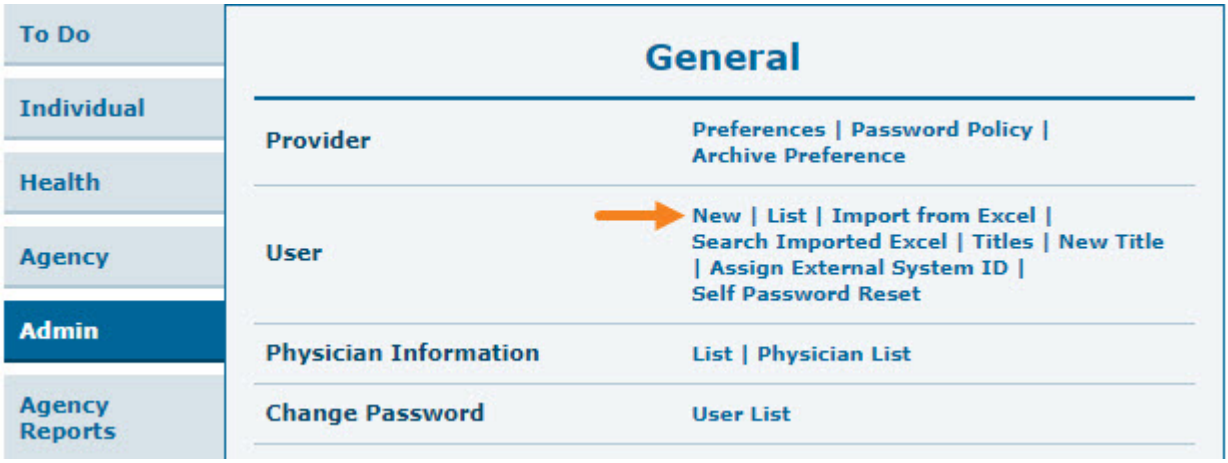

3. Kwenye ukurasa wa **create new user,**ingiza maelezo ya mtumiaji

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.

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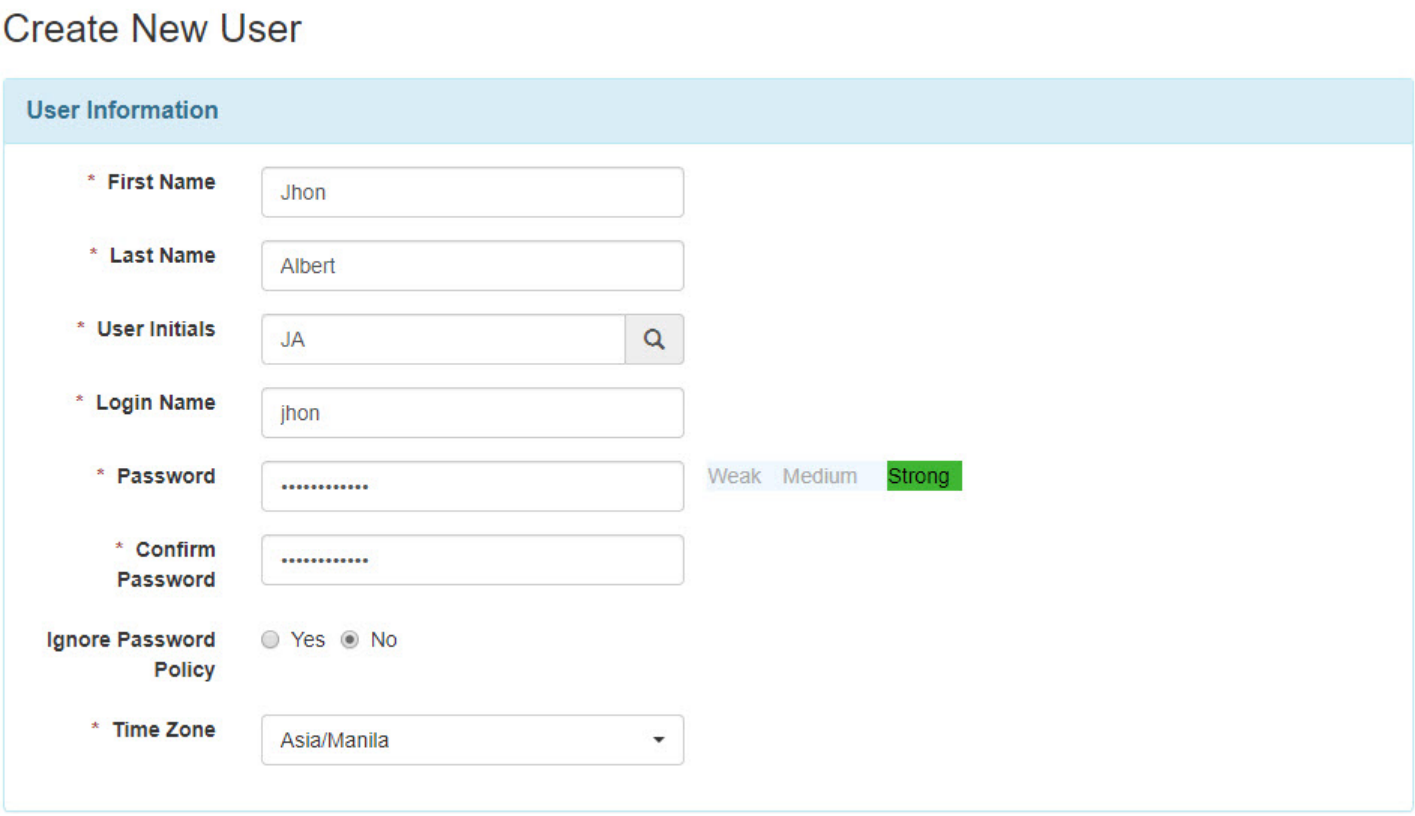

Kumbuka: *nywila(paswadi) ni lazima iwe na urefu wa herufi 8.*

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 zinatumika 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 nitials**,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 zimeshatumika,kutakuwa na

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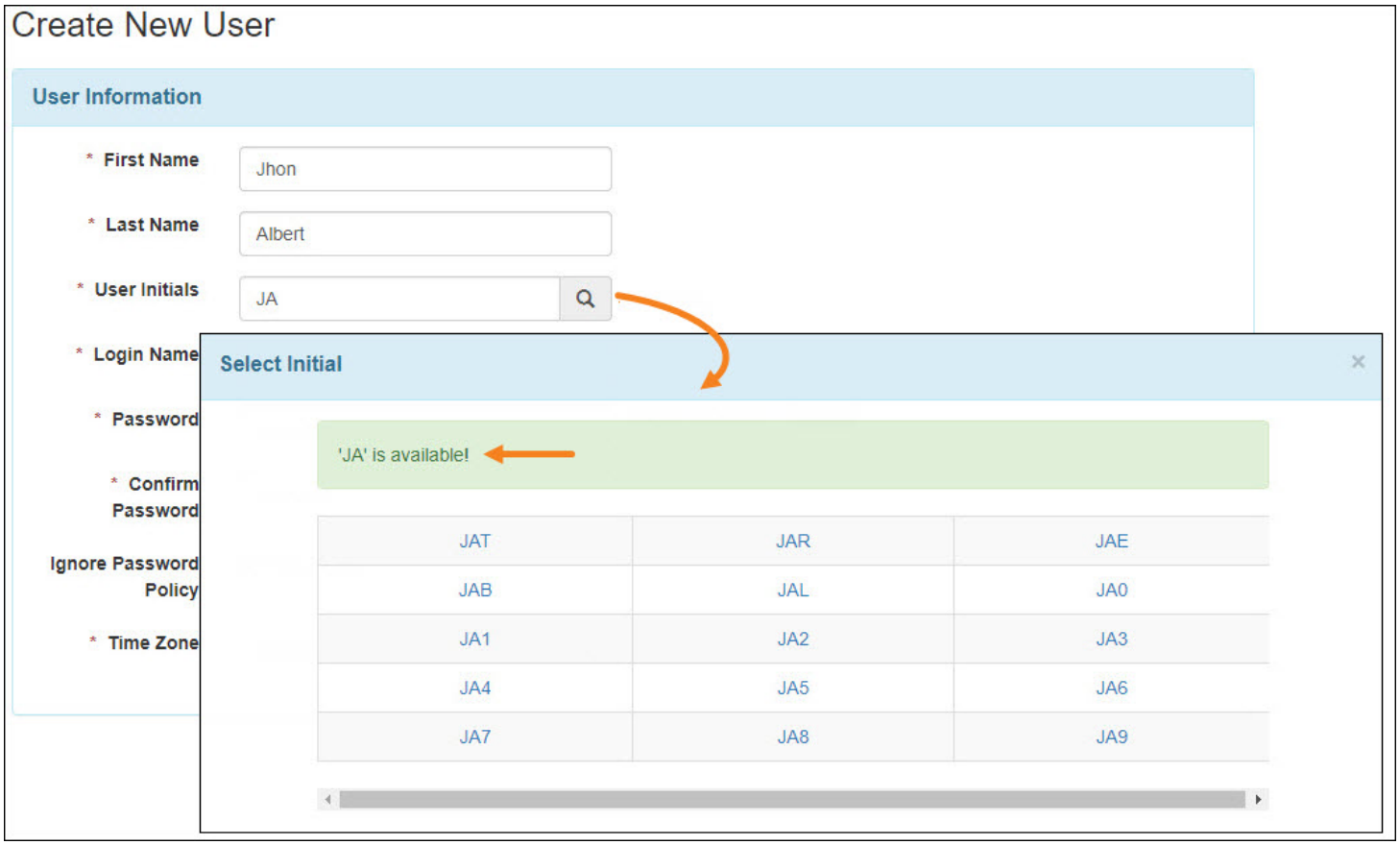
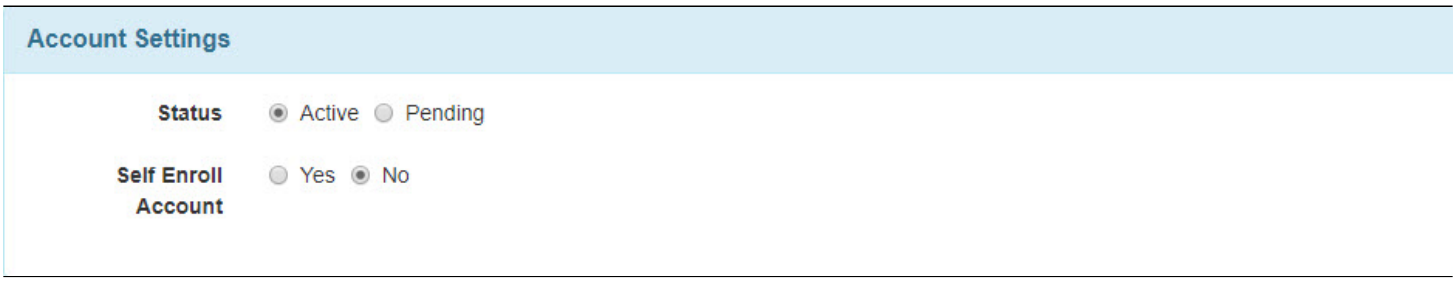
bango la njano linaloelezea kuwa herufi hizo hazipatikani.



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.



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

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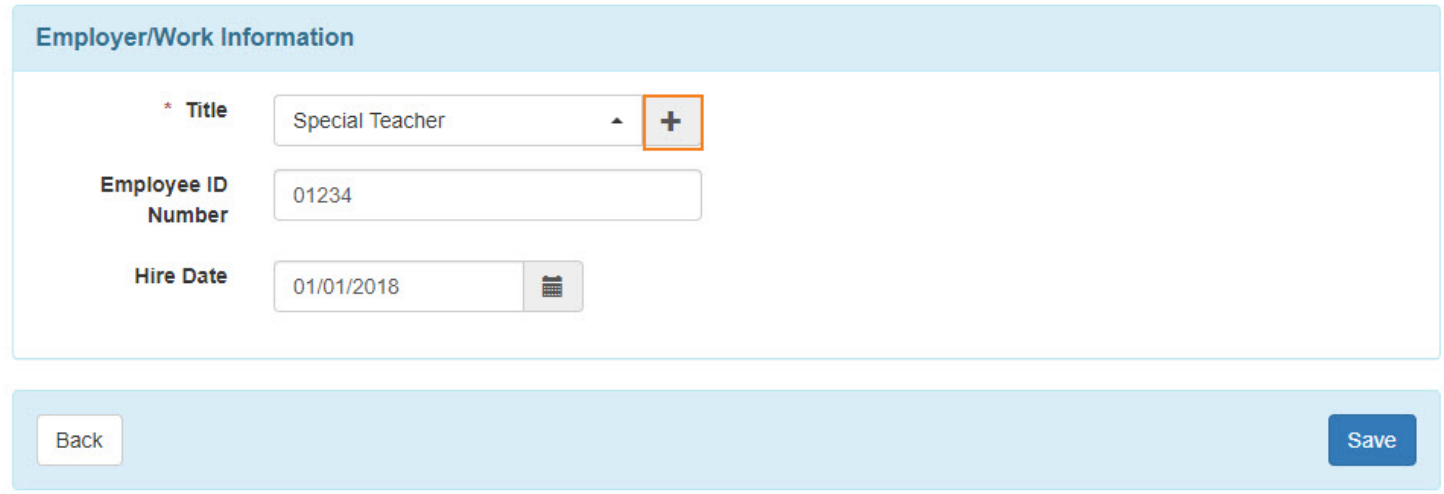
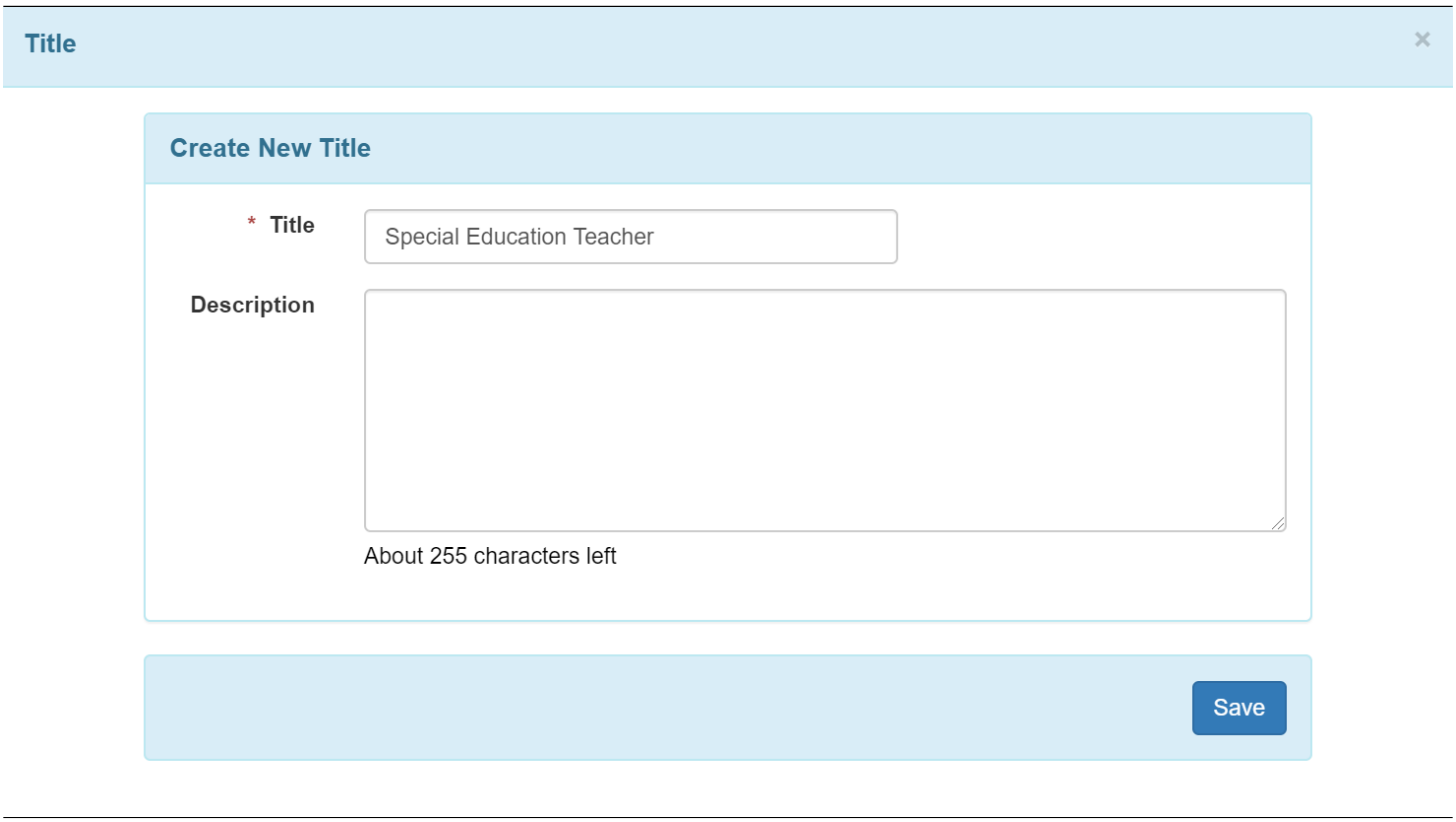
6. Kwenye taarifa za mwajiri/kazi (**Employer/Work) Information** chagua kichwa cha mtumiaji mpya



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.



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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.

8. Kwenye ukurasa wa P**ersonal 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.

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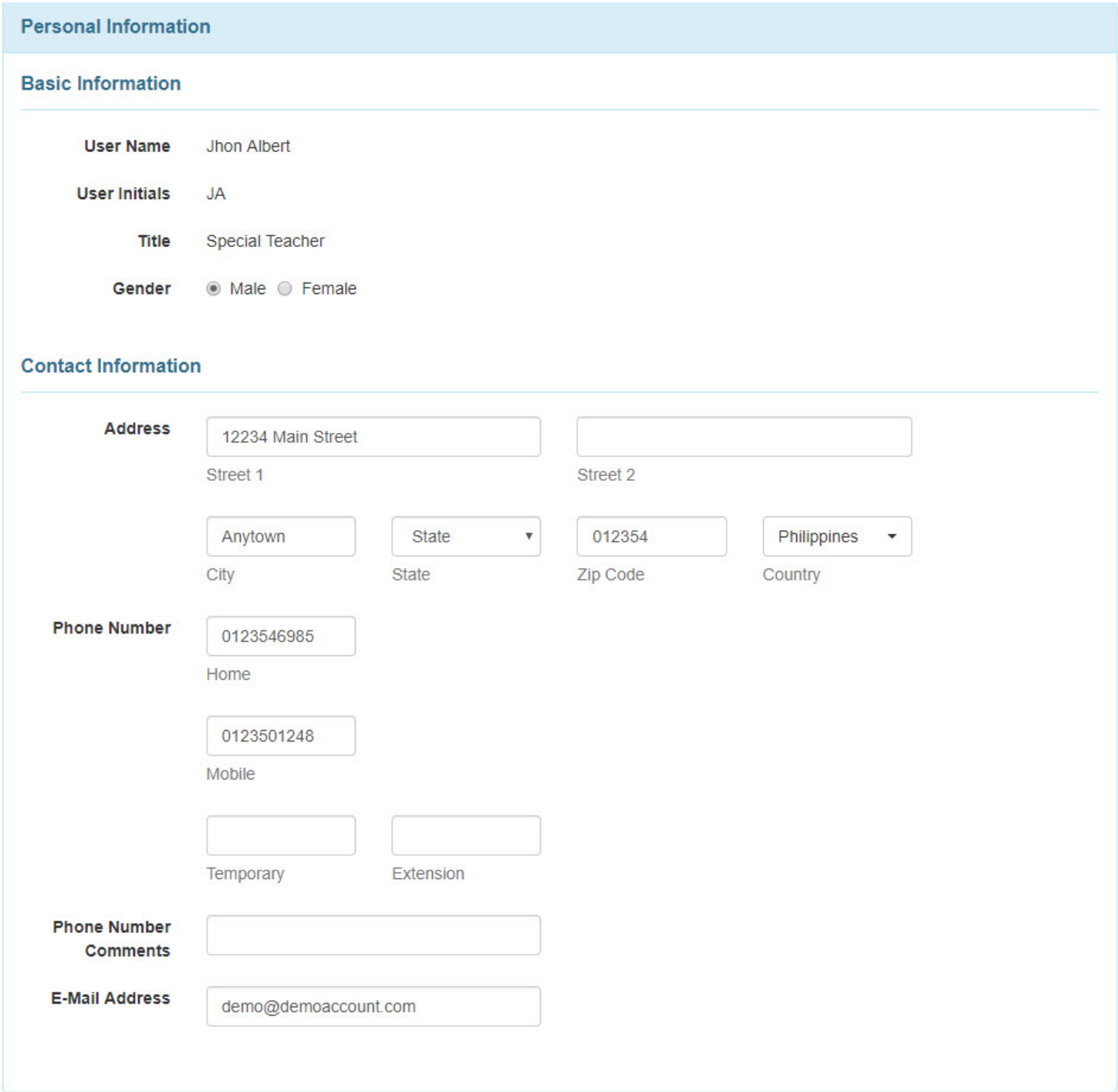

9. Baada ya kuingiza taarifa za mtumiaji zinazohitajika,bonyeza kitufe cha **Save** ili kuhifadhi.

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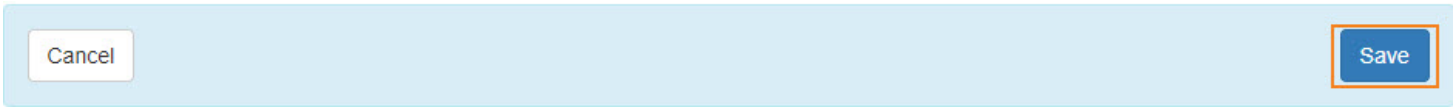
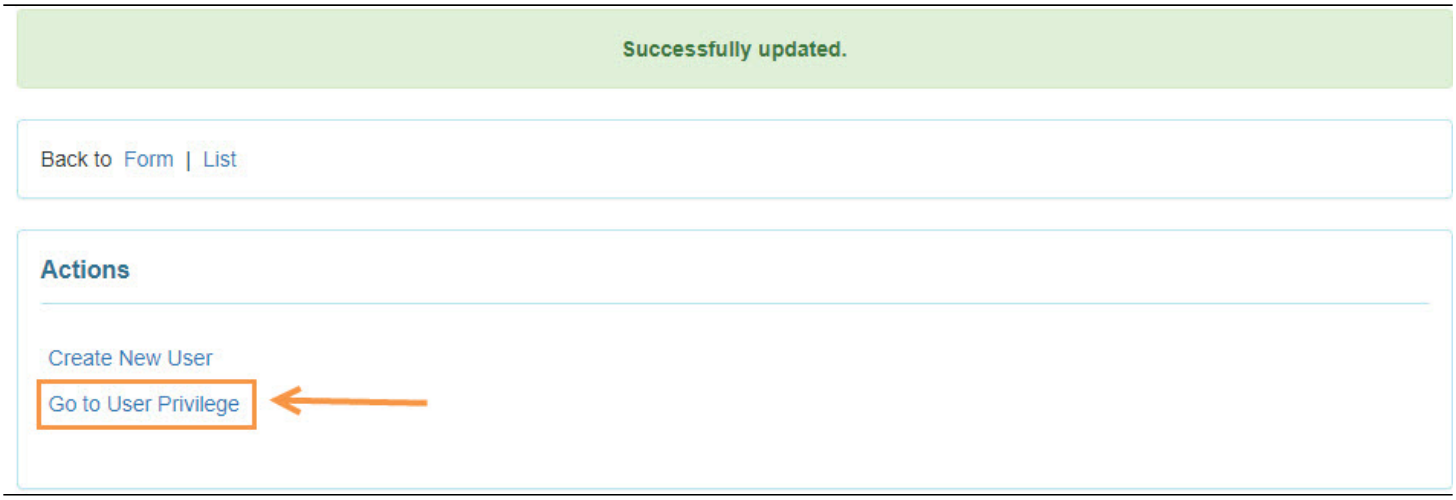


10. Baada ya kubonyeza kitufe cha kuhifadhi, ujumbe wa mafanikio utaonekana.



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

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