

Unda Mpango Mpya

Mipango imegawanywa katika shirika kulingana na shughuli au kategoria tofauti. Programu zinaweza kuanzishwa kulingana na shughuli (Tiba ya Usemi, Mafunzo ya Ufundu n.k.), kulingana na zamu (Shift ya Asubuhi, Shift ya Siku) au madarasa (Darasa la Kwanza, Darasa la Pili n.k.). Kila tovuti inahitaji kuwa na angalau Programu moja. Programu nyingi zinaweza kuwa chini ya Tovuti moja. Mtu binafsi (au Mwanafunzi) anaweza kusajiliwa katika programu moja au Programu nyingi.

Watumiaji walio na **Provider Setup** (Mpangilio wa Mtoa Huduma) Jukumu la Kipana na la Kisimamizi wanayo fursa ya kuunda, kusasisha na kufuta programu.

1. Bofya kwenye kichupo cha **Admin** (Msimamizi) kutoka **Dashboard** (Dashibodi).

The screenshot shows the Therap Global Admin Dashboard. On the left, there is a vertical sidebar with navigation links: 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 three vertical columns of links:

- Issue Tracking**: My Issues
- SComm**: Inbox, Sent Items, Compose, Drafts, Custom User Group, Message Audit, Delete Message Content
- Classes**

2. Kutoka kwa kichupo cha **Admin** (Msimamizi), bofya kwenye kiungo **New** (Mpya) kando ya **Program** (Programu).

To Do		
Individual		
Health		
Billing		
Admin		
Agency Reports		
Individual Home Page		
	General	
	Provider	Preferences Password Policy
	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
	Change Password	User List
	Super Role	Manage Archive Legacy Archive
	Program	New List Import from Excel Search Imported Excel
	Issue Tracking	
	New My Issues	
	SComm	
	Inbox (1) Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content	
	Appointments	

3. Jaza sehemu kwenye ukurasa wa **Create New Program** (Unda Mpango Mpya) inapohitajika.

N:B: Sehemu zilizo na nyota nyekundu (*) ni za lazima.

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. Ingiza jina la Programu kwenye uwanja wa **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. Wakati wa kujaza shamba **Program Type** (Aina ya Programu), utapata orodha kubwa ya kushuka. Tembeza au utafute na utafute aina ya programu iliyo karibu zaidi na kazi unayofanya. Pia kuna chaguo "nyingine" unaweza kutumia ikiwa hutapata moja ambayo yanafaa 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** (Tovuti) inayofaa (ambayo tayari imeundwa) kutoka kwa menu kunjuzi ili kuunganisha programu kwenye tovuti hiyo ndani ya akaunti yako ya Therap.

* Site Name

Demo Site 

7. Mfumo unahitaji **Program ID** (Kitambulisho cha Programu). Hili linaweza kuwa jina sawa na programu yako, jina la kifupi la programu yako, au mchanganyiko mwingine wa herufi na nambari ukipenda.

* Program ID

01

Program Code

Cost Center
Number

Capacity

Kumbuka: **Program Code** (Msimbo wa Programu), **Cost Center Number** (Nambari ya Kituo cha Gharama), na **Capacity** (Uwezo) ni chaguo na huhitaji kuzijaza.

8. **Primary Contact** (Anwani ya Msingi) na **Secondary Contact** (Anwani ya Pili) zote ni sehemu za hiari. Ukitamilisha sehemu hizi, maelezo ya mawasiliano ya watu walioingizwa yataonyeshwa kwenye fomu ya data ya mtu binafsi baada ya mtu kuijandikisha kwenye programu Taarifa hii pia

itaonekana katika maeneo mengine na kwenye ripoti mbalimbali 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: Kwa Simu, unapaswa kuingiza msimbo wa nchi yako bila alama ya kuongeza (Kwa mfano: 255 nchini Tanzania) kwenye kisanduku kilicho upande wa kulia kinachosema "Ext" na uweke nambari yako yote ya simu kwenye kisanduku kilicho upande wa kushoto.

- Kubofya kitufe cha **Save** (Hifadhi) chini ya ukurasa, kitahifadhi Programu na kukupeleka kwenye ukurasa wa **Program List** (Orodha ya Programu).
- Kubofya kitufe cha **Save And Create New** (Hifadhi Na Unda Mpya) kwenye ukurasa huu,

kitakupeleka kwenye ukurasa ili kuunda Programu nyingine.

- Kubofya kitufe cha **Cancel** (Ghairi) hughairi uendeshaji.
- Kubofya kitufe cha **Save and Add Individual(s)** (Hifadhi na Ongeza Mtu(watu)) kutakupeleka hadi unapoweza kuwaandikisha watu binafsi kwenye mpango huu (ilimradi tu umeweka watu wako binafsi (au wanafunzi) kwenye mfumo.

9. Baada ya kubofya kitufe cha **Save** (Hifadhi), ujumbe wa mafanikio utaonyeshwa.

Program (Site)

The form PROGRAM-DEMOTPHL-LEL4NDSZ4842W has been successfully saved

Program (Site)								
Filter 15 Records								
Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXKMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	Details

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[Create New Program](#)

 [Export to Excel](#)