

Unda Mpango Mpya

Mipango imegawanywa katika shirika kulingana na shughuli au kategoria tofauti. Programu zinaweza kuanzishwa kulingana na shughuli (Tiba ya Usemi, Mafunzo ya Ufundi 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).

To Do	<h3 style="text-align: center;">General</h3> <hr/> <p>Provider Preferences Password Policy Archive Preference</p> <hr/> <p>User New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset</p> <hr/> <p>Physician Information List Physician List</p> <hr/> <p>Change Password User List</p> <hr/> <p>User Privileges Manage Archive Legacy Archive Upto Jul 2011</p>	Issue Tracking My Issues
Individual		SComm Inbox Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Health		
Admin		
Agency Reports		
Individual Home Page		
		Classes

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

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

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	<input type="text" value="- Please Select -"/>
* Site Name	<input type="text" value="- 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"/>	<input type="text" value="Extension"/>
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"/>

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

Cancel

Save

Save And Create New

Save And Add Individual(s)

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	<input type="text" value="Speech Therapy"/>
* Program Type	<input type="text" value="- 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	<input type="text" value="- Please Select -"/>
* Site Name	<input type="text" value="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 menyu kunjuzi ili kuunganisha programu kwenye tovuti hiyo ndani ya akaunti yako ya Therap.

* Site Name	Demo Site ←
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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	0

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. Ukikamilisha sehemu hizi, maelezo ya mawasiliano ya watu

walioingizwa yataonyeshwa kwenye fomu ya data ya mtu binafsi baada ya mtu kujiandikisha kwenye programu Taarifa hii pia itaonekana katika maeneo mengine na kwenye ripoti mbalimbali ndani ya mfumo.

Program Contacts

Primary Contact

→ Name

Phone 1

Phone 2

Secondary Contact

Name

Phone 1

Phone 2

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

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-J8B3XJGXMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	Details

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Create New Program

 Export to Excel