

## 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	<b>General</b>		Issue Tracking
Individual			My Issues
Health	Provider	Preferences   Password Policy   Archive Preference	SComm
<b>Admin</b>	User	New   List   Import from Excel   Search Imported Excel   Titles   New Title   Assign External System ID   Self Password Reset	Inbox
Agency Reports	Physician Information	List   Physician List	Sent Items
Individual Home Page	Change Password	User List	Compose
	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011	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	<b>General</b>		Issue Tracking
Individual			New My Issues
Health			SComm
Billing			Inbox (1) Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Admin			Appointments
Agency Reports			
Individual Home Page			
	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	<b>New</b>   List   Import from Excel   Search Imported Excel	

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**

\* **Program Type**

\* **Site Name**

\* **Program ID**

**Program Code**

**Cost Center Number**

**Capacity**

### Program Contacts

#### Primary Contact

**Name**

**Phone 1**

**Phone 2**

#### Secondary Contact

**Name**

**Phone 1**

**Phone 2**

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

Cancel

Save

Save And Create New

Save And Add Individual(s)

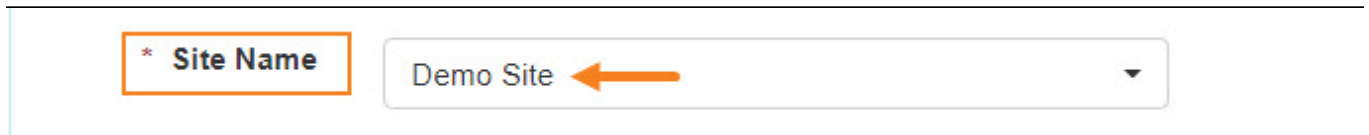
4. Ingiza jina la Programu kwenye uwanja wa **Program Name** (Jina la Programu).

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	<ul style="list-style-type: none"> <li>Day Program/Special Needs</li> <li>Non Specialized Program</li> <li>Non-Specialized</li> <li>Special Education</li> <li>Specialized Consultative Services</li> <li>Specialized Counseling Services</li> <li>Specialized Hab - Base Site</li> <li>Specialized Services</li> <li><b>Speech Therapy</b></li> </ul>
Program Code	
Cost Center Number	
Capacity	

6. Chagua **Site** (Tovuti) inayofaa (ambayo tayari imeundwa) kutoka kwa menyu kunjuzi ili kuunganisha programu kwenye tovuti hiyo ndani ya akaunti yako ya Therap.



A screenshot of a web form showing a dropdown menu for selecting a site. The label '\* Site Name' is highlighted with an orange box. The dropdown menu is open, showing 'Demo Site' with an orange arrow pointing to it. A small downward arrow is visible at the end of the dropdown box.

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.



A screenshot of a web form with several input fields. The label '\* Program ID' is highlighted with an orange box. The 'Program ID' field contains the value '01'. Below it are fields for 'Program Code', 'Cost Center Number', and 'Capacity'. The 'Capacity' field contains the value '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

Luis Patrick

Phone 1

123456789

255

Phone 2

Extension

Secondary Contact

Name

Phone 1

Extension

Phone 2

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.

Cancel

Save

Save And Create New

Save And Add Individual(s)

- 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	<div>Status</div> <div>Active</div>	<div>Create Date</div> <div></div>	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXMUL4	Speech Therapy	Demo Site	Preschool		Active	12/18/2022	Asia/Manila	Details

Showing 1 to 1 of 1 entries (filtered from 123 total entries)

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Create New Program

Export to Excel