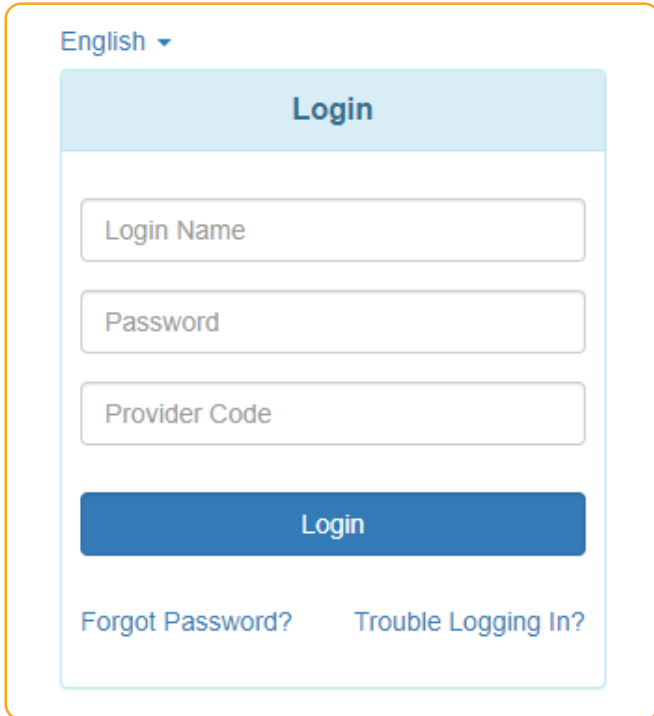


At first go to Therap Global's website www.therapglobal.net and then click 'Login to Therap Global' link. In the login page, enter your Login Name, Password & Provider Code and then click the 'Login' button.



English ▾

Login

Login Name

Password

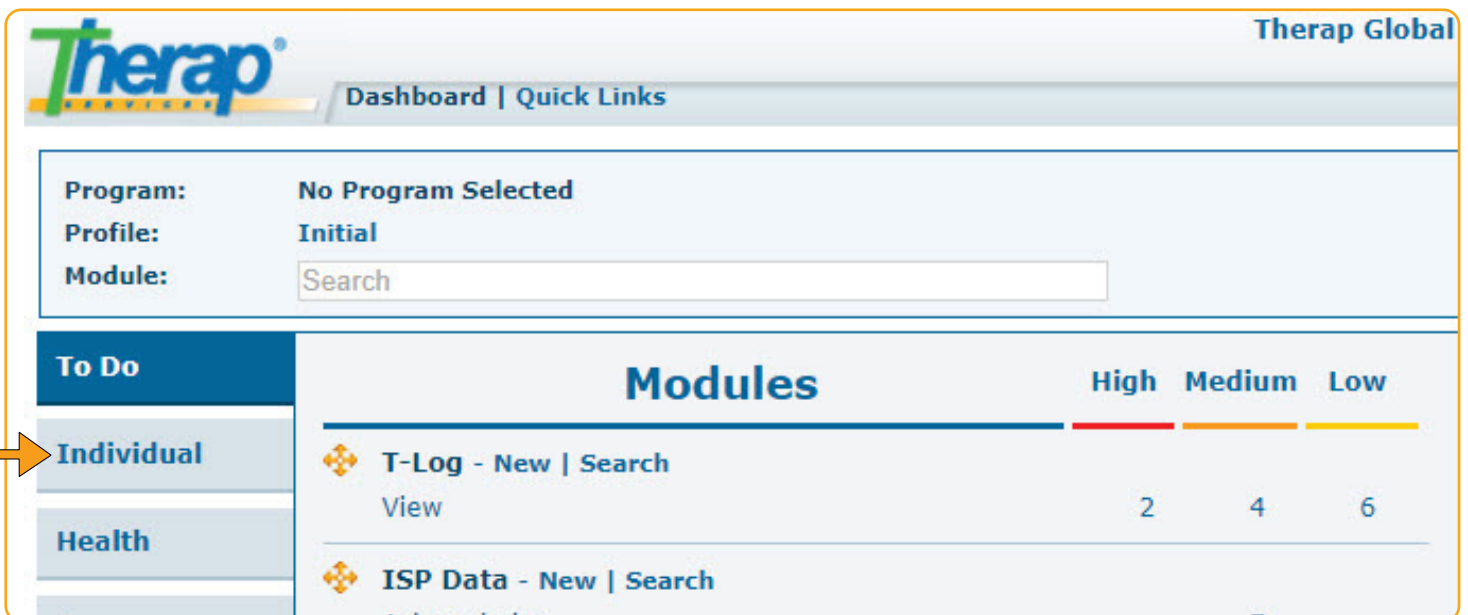
Provider Code

Login

[Forgot Password?](#) [Trouble Logging In?](#)

Step 1:

Click on the "Individual" tab from the Dashboard



Therap Global

Dashboard | Quick Links

Program: No Program Selected

Profile: Initial

Module:

To Do	Modules	High	Medium	Low
Individual	T-Log - New Search View	2	4	6
Health	ISP Data - New Search			

Step 2:

Click on the "New" link beside T-Log

The screenshot shows the Therap Global Dashboard. At the top right, it says "Therap Global Demonstration Provider" and "Amit Ibrahim, Supervisor". Below the header, there are navigation links for "Dashboard" and "Quick Links", and a "Logout" button. The main content area is divided into sections. On the left is a "To Do" sidebar with categories like "Individual", "Health", "Agency", "Admin", and "Agency Reports". The central "Care" section contains a table with the following items:

T-Log	New Search Archive
ISP Data	New Search Report Search Report Archive
ISP Program	New Search Archive Acknowledgement Report
ISP Program Template Library	New Draft Published Search
	Search ISP Template

An orange arrow points to the "New" link in the "T-Log" row. On the right side, there are two menu sections: "Issue Tracking" with "My Issues" and "SComm" with options like "Inbox", "Sent Items", "Compose", "Drafts", "Custom User Group", "Message Audit", and "Delete Message Content".

Step 3:

Select the specific Program from the list

The screenshot shows the "Select Program For T-Log" interface. At the top, it says "Therap Global Dashboard" and "Imran (DEMOTG-TGD)". Below the title, there is a navigation bar with letters A through Z and an "All" button. A "Filter" input field and a "15 Records" dropdown are also present. The main content is a table with the following data:

Program Name	Site Name	Program Type	Cost Center Number	Program ID
Morning Shift (PHL)	Demo Site (Philippines)	School		01
Morning Shift_01	Ananda Special School	School		01
Pre-School	Evergreen School for Children with Special Needs	Education		01
Pre-School	JPUF	School		01

An orange arrow points to the first row of the table, "Morning Shift (PHL)".

Step 4:

Select the name of the Individual

Therap[®] Dashboard Menu Imran (DEMOTG-TGD) Logout

Individual List

Create T-Log without an Individual

Program: Morning Shift (PHL) (Demo Site (Philippines))

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter 15 Records

Last Name	First Name	Individual ID
Gabriel	Luis	20120102

Now you will see the T-Log form

Therap Dashboard

Menu Imran (DEMOTG-TGD) Logout

T-Log New

Individual Luis Gabriel **Program** Morning Shift (PHL)

*** Type** Health Notes Follow-up Behavior Contacts General

Notification Level Low

*** Summary**

Description

About 10000 characters left

Time In hh:mm a 🕒 **Time Out** hh:mm a 🕒

Reporter Search **Reported On** MM/DD/YYYY hh:mm 📅

Attachments

Document Attachment Add File Scan File

Photo Add Image

Cancel
Back
Submit

Step 5:

5.1: Select the Type of the T-log (that you are going to create)

5.2: Select the Notification Level of the T-Log

5.3: Write a Summary of the T-Log

5.4: Write a Description of the T-Log

T-Log New ⓘ

Individual Luis Gabriel **Program** Morning Shift (PHL)

→ * **Type**
 Health
 Notes
 Follow-up
 Behavior
 Contacts
 General

→ **Notification Level**
High ▼

→ * **Summary**
Seizure

Description
→

Gabriel was attacked with epileptic seizure around 10 am. The paramedic of the school helped at that time. The seizure continued for 2 minutes. We called his parents and they took him home.

About 9811 characters left

Step 6:

6.1: Mention the time period of the event/note

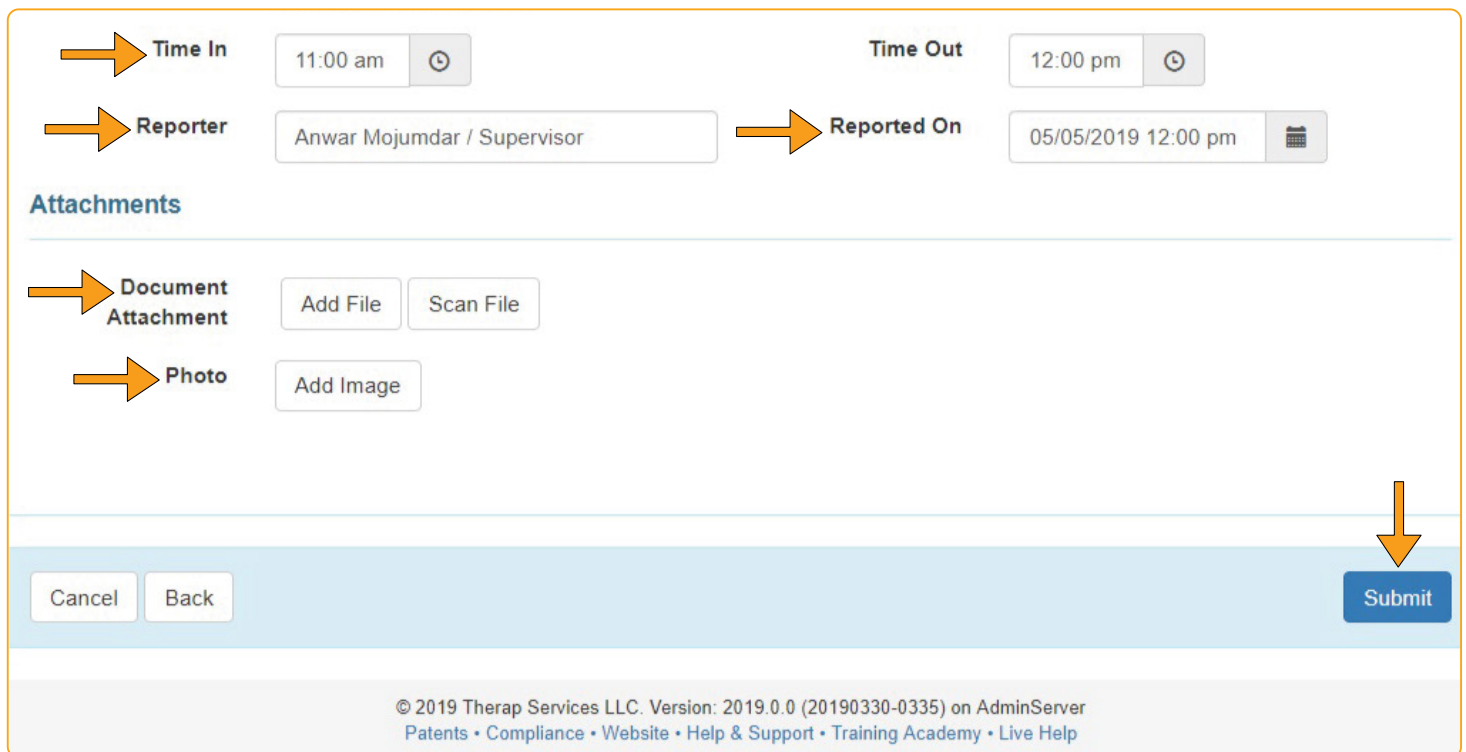
6.2: Write the name of the Reporter and mention the Reporting time

6.3: Attach file

6.4: Attach image

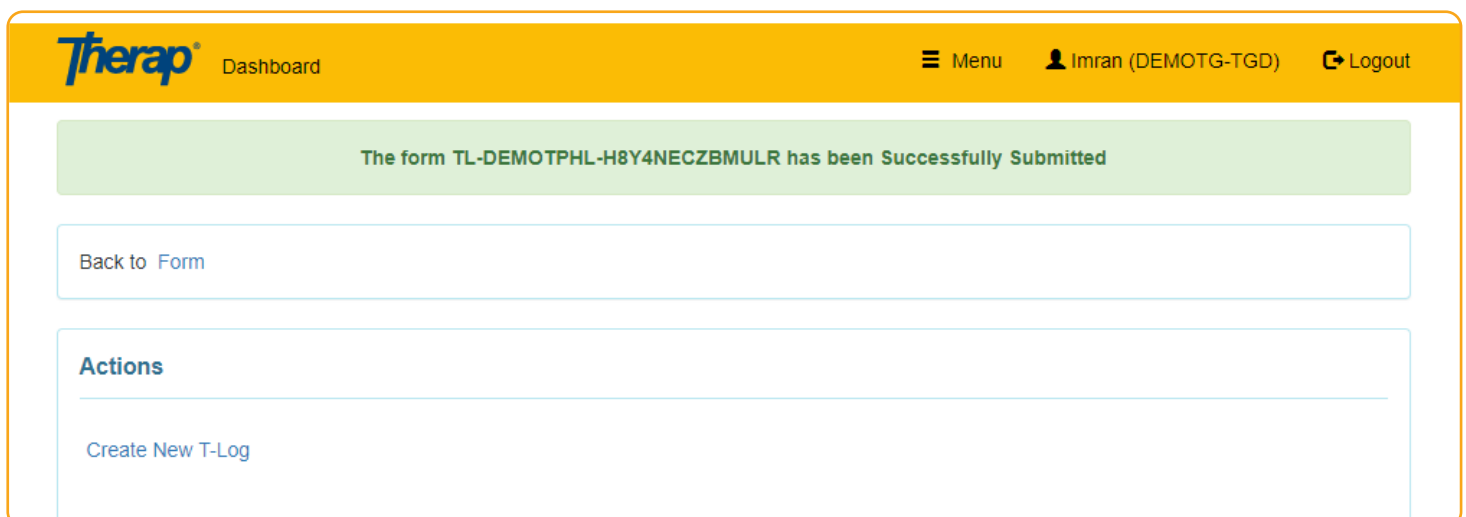
6.5: Click on "Submit" button to submit the T-Log

N.B.: If you want, you can submit the T-Log after filling up Step 5



The screenshot shows a form for submitting a T-Log. It includes fields for Time In (11:00 am), Time Out (12:00 pm), Reporter (Anwar Mojumdar / Supervisor), and Reported On (05/05/2019 12:00 pm). There is an Attachments section with buttons for Document Attachment (Add File, Scan File) and Photo (Add Image). At the bottom, there are Cancel, Back, and Submit buttons. An arrow points to the Submit button. The footer contains copyright information: © 2019 Therap Services LLC. Version: 2019.0.0 (20190330-0335) on AdminServer. Patents • Compliance • Website • Help & Support • Training Academy • Live Help.

Once submitted, you will find a successful message



The screenshot shows the Therap dashboard. The top navigation bar includes the Therap logo, Dashboard, Menu, Imran (DEMOTG-TGD), and Logout. A green message box states: "The form TL-DEMOTPHL-H8Y4NECZBMULR has been Successfully Submitted". Below the message is a "Back to Form" button. Under the "Actions" section, there is a "Create New T-Log" button.