In order to assign Administrative Roles to an administrator, please follow the steps below:

1. On the Dashboard, click on the ‘List’ link beside the Admin Roles option under the Admin tab.

2. This will take you to the Administrative Role Assignments page that shows the list of users. In the list, the users assigned with any Administrative Role are marked with (Y) under the column of corresponding Administrative Role.

3. Select the particular user from the list to view or edit the assignments of Administrative Roles.
4. You will be directed to the **Assign User Privilege** page of the user where you will be able to assign privileges according to the Administrative Roles you are assigned with.

Some Administrative Roles are as follows:

- **Admin Report** - Allows user to view reports on Individuals’ demographic information

- **Activity Tracking** - Allows staff members to track any sort of activity done on the Therap forms by any user in the agency

- **Provider Setup** – Includes the functions for Super Role, Program, Site, Provider Preference, ISP Program Scoring Method, Splash Page and Time Tracking

- **Individual** – Allows new Individual Intake, edit Individual Data, Add and Discharge Individual(s) to Program, Import Individual from Excel, Individual Contact Report, Archived Individual Administrative Information Search, able to store documents for Individuals.
Roles Assignment: Administrator

- **User** – Allows to create new user, edit user Information, import users from Excel

- **User Privilege** – Allows users to edit privileges, Admin Role Assignments, search archived user privilege

- **Caseload** – Allows users to create new Caseload and to access list of Caseloads and archived Caseloads

- **Reset Password** – Allows users to reset password for the users

⚠️ In order to assign Profile Privileges, Agency Wide and Administrative Roles, you may also use the Manage Privilege option on the Dashboard.