Help & Support



Find the right Therap support material for you

| Module | Courses/Videos Learn differences between Courses/Videos | User Guides | Quick Guides |
|------------------------------------|---|--|--|
| New User (Staff) | New User (Staff) (Course Video) | New Users | New Users |
| GER (Offline Forms) | What is GER (Course Video) Creating GER (Course Video) Search GER (Course) Delete GER (Course) | Create New GER Edit GER Search GERs Delete GERs | Event Summary Using the search option |
| Individual Data (Offline Forms) | Individual Data Form (Course Video) Filling out Individual Data Form (Course Video) | Edit Individual Data Searching for Individuals | |
| T-log (Offline Forms) | Create New T Log (Course Video) View And Search T-Logs (Course Video) | Create New T Log View And Search T-Logs | |
| MAR (Offline Forms) | What is MAR (Course Video) Locating MAR on your Dashboard (Course Video) | New Medication History Form Configure and approve | |
| ISP Data (Offline Forms) | ISP Data Intro (Course Video) Search ISP Data (Course Video) | Enter ISP Data Search ISP Data | Enter ISP Data |
| Attendance | Introduction (Course Video) Recording Attendance Data (Course Video) | Getting Started Creating New Attendance Data | |
| Health Tracking (Offline Forms) | Intake and Elimination (Course Video) Seizures (Course Video) | Vital Signs Module Appointments Module | Searching and printing an Appointment report |
| | | | |

This is the tool bar that is seen at the bottom of almost every page.

Help and Support, Live Help, and Feedback will be the most common that you'll use.

Help & Support

Left click on Help & Support and you can search for information by using the specific header you are looking for. This is a way to Self Help yourself in learning Therap.

View All Modules



Therap Help & Support ?-

| | | Com | nunity Support Servi |
|------------------|--|--------|----------------------|
| eedback to Thera | p Customer Support | | Track Feedback |
| Category: | D Question) Suggestion) Problem) Comment | | |
| * Summary: | | | |
| Attachments: cl | ck to attach file | | |
| * Description: | | ^ | |
| | | \sim | |

| To Do | c | General |
|------------|-----------------------|---|
| Individual | Provider | Preferences Password Policy Archive Preference |
| Health | User | New List Import from Excel Titles |
| | Physician Information | List Physician List |





Feedback

Left click on Feedback and let Therap know if you have a question, suggestion, problem or comment. Enter a summary title and then explain the issue under Description. If you have an attachment click on the blue "click to attach file" and follow the directions. Left click Submit when you're done.

When you receive a response within a few days, it will appear in "my Issues" on the top right of your dashboard.

Feedback should not be used for something that needs an immediate response!

Website

Left click on this icon to be taken to the Therap Website.

Live Help

Left click on the Live Help and you will be able to "live chat" with a support person at Therap. You can ask them a question and they will type back to you within minutes (live help is not always available- you may have to use feedback).



This screen will pop up and ask you to wait for the operator. Once the operator is on, the screen will let you know who you are talking with and how they can help.

In the smaller box below the chat box, type your question and left click Send. Your question will appear in the chat box. Once they have a response it will appear in the chat box under your question.