



How to Set Up Your Agency's Personal Manual For Therap Users

1. Enter the below link to access Therap's home page.
 - a. www.therapservices.net
2. Scroll down to "Working With States" and click on the icon of the State of Delaware
3. Be sure your agency is registered with Therap. If you are not registered read the box entitled "**Register your agency with Therap Services**" and follow those instructions.
4. If you are registered continue down to :
Delaware Specific Training Material –
 - Click on blue link "**here**" to view list of Quick Guides – Here you will find guides to help with the setup, start up and day to day use of various Therap applications. These 1 to 2 page documents provide you and your staff with overviews and quick summaries of processes that can be glanced over while working with the system.
 - Click on the Quick Guide of your choice.
 - Click on [view](#) to view the guide of your choice.
 - Print out the guide and place it in your manual.
 - Continue printing as many guides as you feel you need for your manual.

Other Resources Available.....

On the Delaware Home Page:

- **Walkabouts** - Animated walkthroughs that guide you through different steps in using particular Therap applications and scores your moves
- **Automated Training** - Animated flash tutorials are available for users to help train themselves on the different Therap modules
- **Certified Trainer's Webinars** - Upcoming webinars by Therap's Certified Trainers
- **Offline Forms** – Forms for when you don't have access to an Internet connection, so that you can put the relevant information onto one of these forms and put the data in Therap later.
- **Live Help** – For help at anytime on any problem within Therap