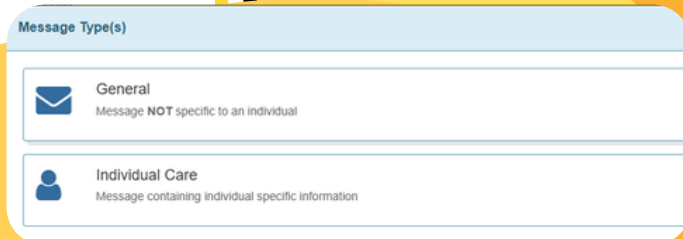
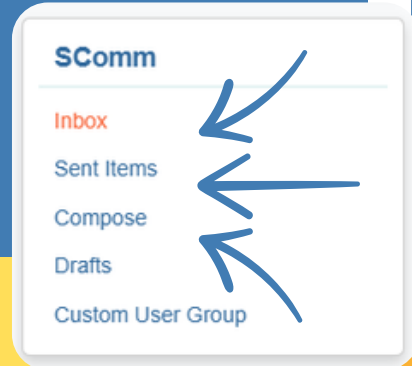


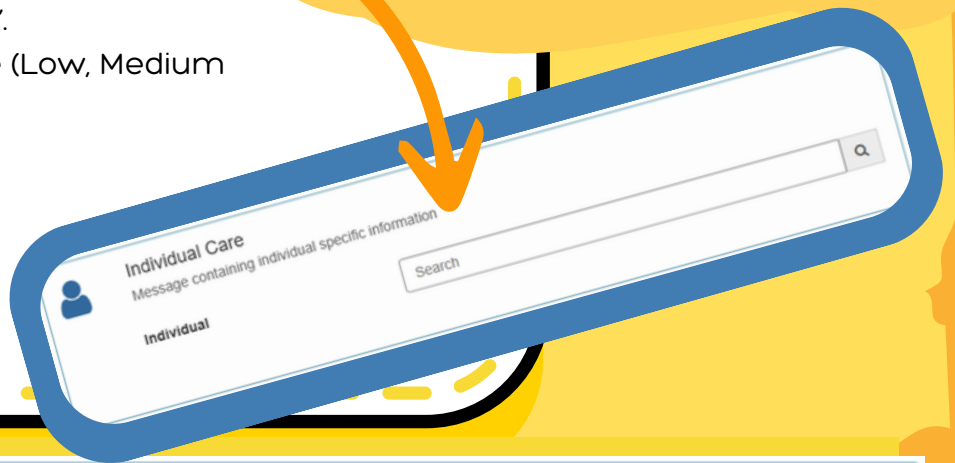
# SCOMM

## COMPOSING

1. Open the Therap app on device.
2. Login. Navigate to the right side of the screen.
3. Under the bold, blue title SComm, select compose.
4. Choose between:
  - a. General - this type does not include any client specific information
  - b. Individual - this type does include client specific information.
5. For general, enter Recipients. If you choose "Select All", it is important that you deselect Parent/Guardians.
6. For individual care, select the client it pertains to and select the blue > button to continue.
  - a. Add in Recipients.
  - b. Make sure to deselect Parent/Guardians that do not pertain to that specific client if you have selected "Select All".
7. Choose importance of message (Low, Medium or High)
8. Add in your subject.
9. Prepare your message.
10. Add file if needed.
11. Choose send.



ALWAYS DOUBLE CHECK  
WHO YOU ARE SENDING  
SCOMMS TOO!



A screenshot of the message composition form. It shows fields for 'Recipient(s)', 'H/M/L', and 'Subject'. The 'Recipient(s)' field has a search bar. The 'H/M/L' field has a dropdown menu with '- Please Select -'. The 'Subject' field is empty. Three orange arrows point from the 'ALWAYS DOUBLE CHECK' warning to the 'Recipient(s)', 'H/M/L', and 'Subject' fields.

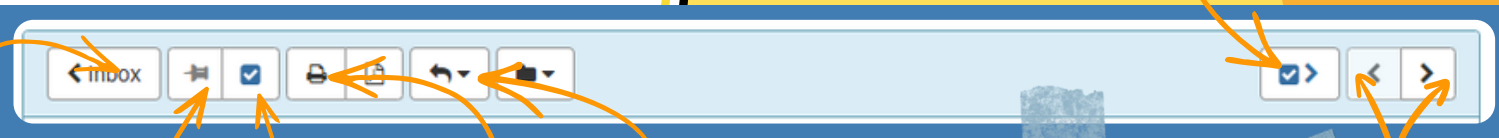
# SCOMM

## READING

1. Open the Therap app on device.
2. Login. Navigate to the right side of the screen.
3. Under the bold, blue title SComm, select inbox.
4. Click on the scomm you would like to read.
5. Acknowledge the SComm once you are done reading by clicking the Acknowledge button at the top right of the task bar.



ACKNOWLEDGE &  
NEXT



BACK TO  
INBOX

PIN  
MESSAGE

ACKNOWLEDGE  
ONLY

PRINT  
SCOMM

FORWARD or  
REPLY

NEXT &  
PREVIOUS

Make sure you always read your SComm's before administering medications, as sometimes there is updated information in them.

**PREVENT MED ERRORS!**

Messages in your inbox will only appear up to a certain timeframe.

To search farther back, click the magnifying glass in the upper right corner and select the date range you wish to search.