



Think Anew User Manual

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

User Manual Version 1.0

Document History

Version	Issued By	Issue Date	Comments
1.0	API	09/28/2023	Think Anew User Manual
2.0	API	10/16/2023	Think Anew User Manual

Requirements Reviewers

Last Name	First Name	Position
R	Ramakrishnan	VP
Patel	Milan	Manager
Mhaske	Ganesh	Project Lead

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Contents

1.	SUPER ADMIN USER	5
1.1	LOGIN	5
1.1.1	Switch Application.....	7
1.2	DASHBOARD	8
1.3	ROLE MANAGEMENT.....	12
1.4	USER MANAGEMENT.....	15
1.4.1	Add User.....	15
1.4.2	Edit User	16
1.4.3	Active And InActive User.....	16
1.4.4	Manage Roles.....	17
1.5	ORGANIZATION.....	19
1.5.1	New Organization.....	19
1.5.2	Edit Organization.....	20
1.5.3	Delete Organization	21
1.5.4	View Facilities.....	21
1.5.5	Add User	22
1.5.6	Add Facility.....	23
1.6	FACILITIES	23
1.6.1	Add Facility	24
1.6.2	Edit Facility	25
1.6.3	Delete Facility.....	25
1.6.4	Add User For Particular Facility	26
1.7	AGENCIES.....	26
1.6.1	Adding New Agency	26
1.6.2	Editing The Agency	28
1.6.3	Delete The Agency	29
1.8	EMPLOYEE	29
1.8.1	Adding The Employee	29
1.8.2	Download The Template	31
1.8.3	Import The Employee	32
1.8.4	Editing The Employee	33
1.8.5	Deactivate The Employee	34
1.8.6	Employee Filter.....	34
1.9	GET STARTED-UPLOAD	35
1.9.1	Upload File.....	35
1.9.2	Map The Column Headers And Preview Data	36
1.10	BACKOUT	37
1.10.1	Backout Filter	38
1.10.2	Deleting The File	38
1.10.3	Error Messages.....	39
1.11	GET STARTED-REVIEW	39
1.11.1	Review Filter	39
1.11.2	Validation &Approve Status	41

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.11.3	<i>Missing Dates</i>	43
1.11.4	<i>Adding The Staff</i>	45
1.11.5	<i>Editing The Staff</i>	46
1.11.6	<i>Adding The Timesheet Entry From Calender Icon</i>	47
1.11.7	<i>Adding The Multiple Working Hours</i>	48
1.11.8	<i>Deleting The Multiple Working Hours</i>	50
1.11.9	<i>Staffing Department Details</i>	51
1.11.10	<i>Export Staffing Department Details</i>	52
1.11.11	<i>Census</i>	52
1.11.12	<i>Export The Census Data</i>	53
1.11.13	<i>Editing The Census Data</i>	54
1.11.14	<i>Deleting The Census Data</i>	55
1.12	GET STARTED-SUBMIT.....	55
1.12.1	<i>Generating The XML File</i>	55
1.13	HISTORY	58
1.13.1	<i>History Filter</i>	58
1.13.2	<i>Editing The Submission Status</i>	59
1.13.3	<i>Deleting The history Of Submitted File</i>	59
1.13.4	<i>Download The Submitted File</i>	60
1.14	STORAGE	61
1.14.1	<i>Upload File To Cloud</i>	61
1.14.2	<i>Download The Uploaded File</i>	62
1.14.3	<i>Delete The Uploaded File</i>	63
2.	THINK ANEW USER.....	64
2.1	LOGIN	64
2.2	SWITCH APPLICATION	70
3.	OTHER USER	72
3.1	LOGIN	72
3.2	SWITCH APPLICATION	78

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1. Super Admin User

1.1 Login

To login as **Super Admin user**,

1. Go to <https://pbjsnapweb01-staging.azurewebsites.net/>
2. Enter the required **Email** and **Password**
3. Click **Signin**

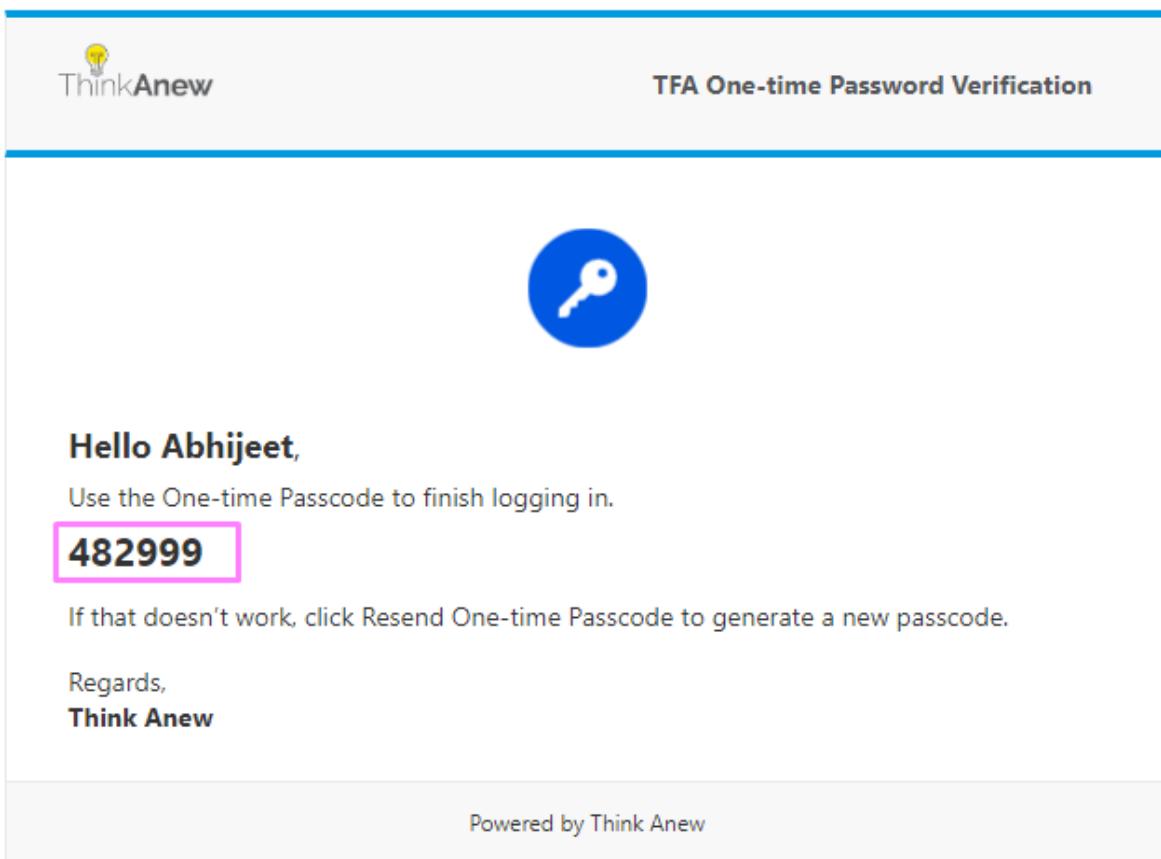
The screenshot shows the Think Anew Customer Center login interface. On the left, there's a promotional image with a woman pointing at a tablet screen displaying various service icons. On the right, the Think Anew logo is at the top, followed by a "Welcome to our Customer Center" message. Below it is a sign-in form with a pink border. The form includes fields for "Email" (containing "Krunalp@trellissoft.ai") and "Password" (with a masked input), a "Forgot Password?" link, and a "Sign In" button.

On successful login, the user is navigated to **one time Passcode Verification** page:

The screenshot shows the "One-time Passcode Verification" page. It has a large graphic of a padlock on the left. The right side contains a form with the heading "One-time Passcode Verification" and the sub-instruction "Please enter the OTP sent to your email." It includes a checkbox for "Do not ask on this computer" and a "Resend OTP" button. At the bottom are "Confirm OTP" and "Back to login" buttons.

The user will receive the **one-time Pass code on registered mail id**:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



After providing the valid OTP the user will be navigated to **Dashboard**:

The dashboard provides a high-level overview of organization, facility, and agency counts. It also tracks reporting deadlines for different quarters. A staffing data chart visualizes activity levels over time. The bottom of the page is powered by ThinkAnew.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.1.1 Switch Application

The Super Admin user can switch into the different applications (**PBJSNAP, Inventory Management, Labor File Mover**) by using the **switch application drop down** as shown:



For **Inventory Management**,

1. Click **Inventory Management** from drop down
2. The Inventory screen will be displayed as shown:

Depending upon the permission can access only those modules which is assigned by or given permission by Super admin user as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.2 Dashboard

Dashboard has the tile for organization, facilities, agencies, employee, Think Anew user, Client user and contractor, reporting deadline section, staffing data graph, pay type distribution, submission status, labor distribution chart, submission % (last quarter), labor codes, top job codes, % of facilities started, employee distribution, submission bar (last quarter), facilities, CMS feed, switch application drop down and having following side bar menu's:

- **Dashboard**
- **Get Started**
- **Upload**
- **Review**
- **Submit**
- **History**
- **Backout**
- **Employee**
- **Configuration**
- **User Management**
- **Role Management**
- **Organization**
- **Facilities**
- **Agencies**
- **Storage**
- **Help**

User profile is having the following information:

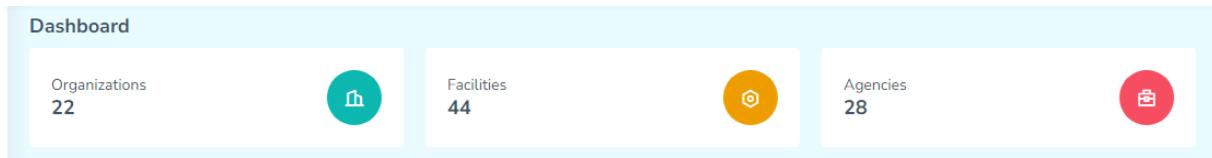
- I. Username
- II. ii. Email id
- III. Think Anew
- IV. Role name
- V. My profile
- VI. Change password
- VII. Logout

The following details are provided on the PBJSNAP dashboard.

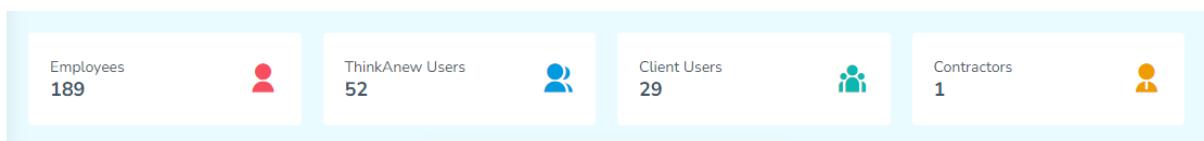
- **Organizations:** The total number of organizations added by Super Admin, Think Anew users
- **Facilities:** The total number of facilities added by Super Admin, Think Anew and other users

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- **Agencies:** The total number of agencies added by Super Admin, Think Anew and other users



- **Employees:** The total number of employees added by Super Admin, Think Anew and other users
- **Think Anew Users:** The total number of Think Anew users added by Super Admin and Think Anew users
- **Client Users:** The total number of client users added by Super Admin and other user
- **Contractors:** The total number of users with contractor role added by Super Admin, Think Anew and other users

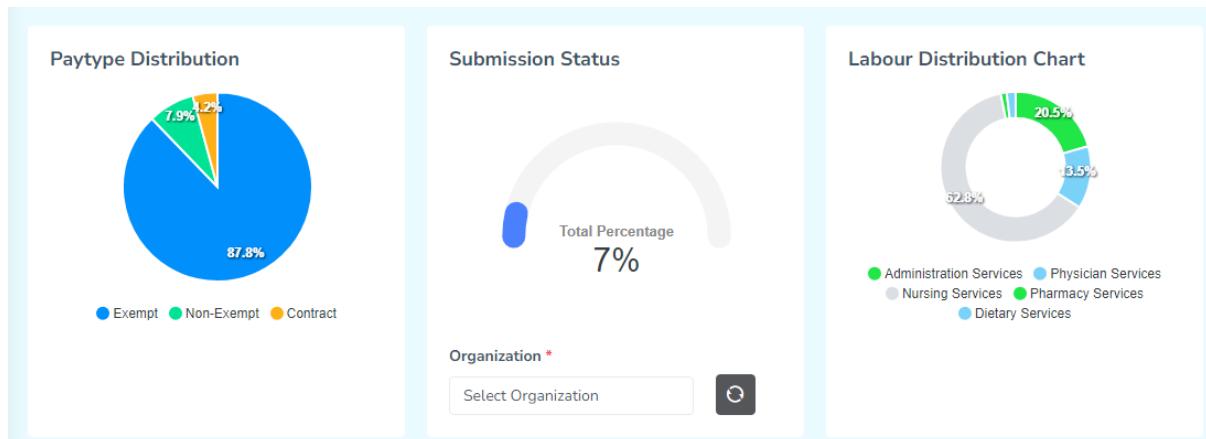


- **Reporting Deadline:** This chart shows current and previous quarter deadlines (45 days beyond the quarter)
- **Staffing Data:** This chart shows the time sheet data count for each month and filterable by organization, facility and year drop down

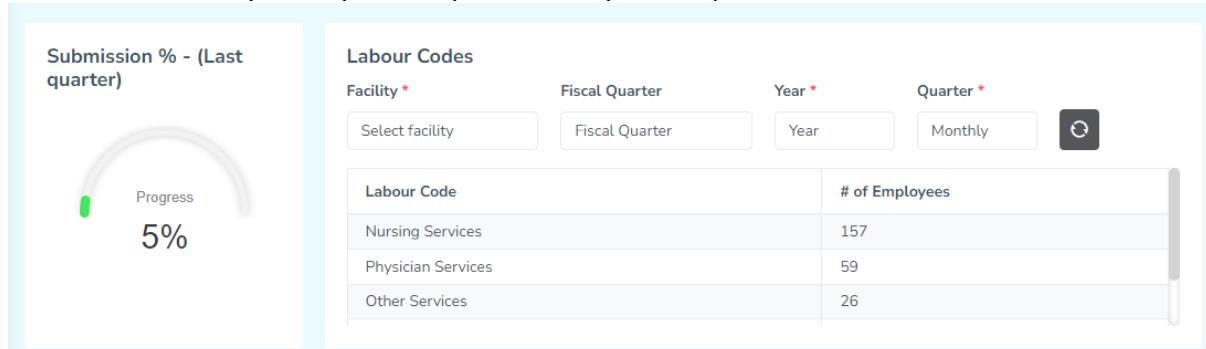


Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- **Paytype Distribution:** This chart shows the pay type and their count along with percentage (based on employee module)
- **Submission status:** This chart shows the % of facilities from organizations submitted the file
- **Labor Distribution Chart:** This chart shows the labor distribution and their count along with percentage (based on employee module)



- **Submission % - (Last quarter):** This chart shows the % of facilities submitted the file in last quarter & generated XML file
- **Labor Codes:** This table shows the different labor codes along with labor count and filterable by facility, fiscal quarter and year drop down

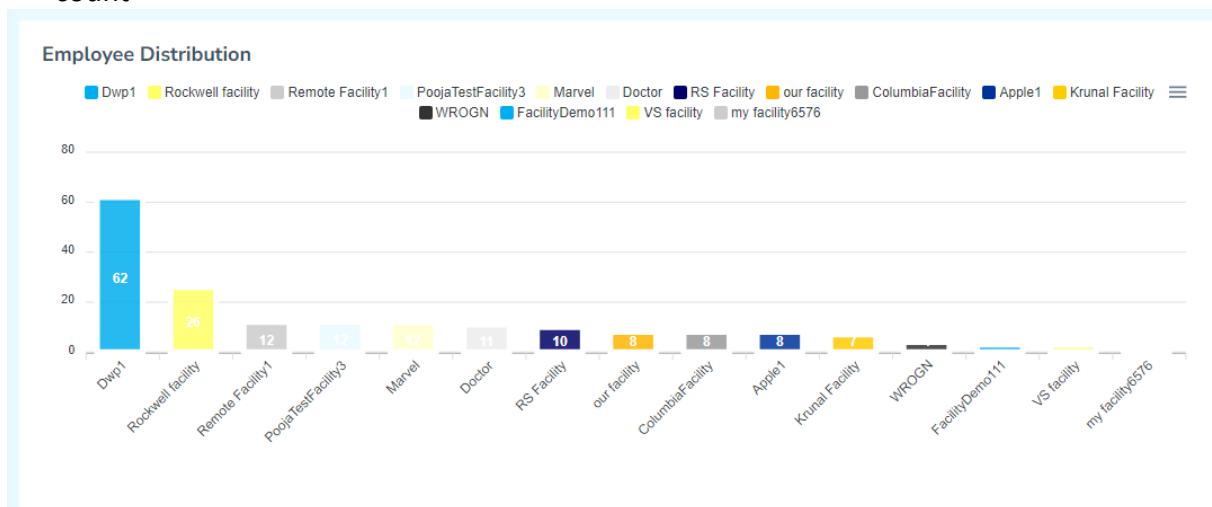


- **Top Jobs Codes:** This table shows the top jobs codes along with employees count and filterable by facility, fiscal quarter and year drop down
- **% Of facilities started upload:** This chart shows the % of facilities has started the uploading the file but not generated the XML file

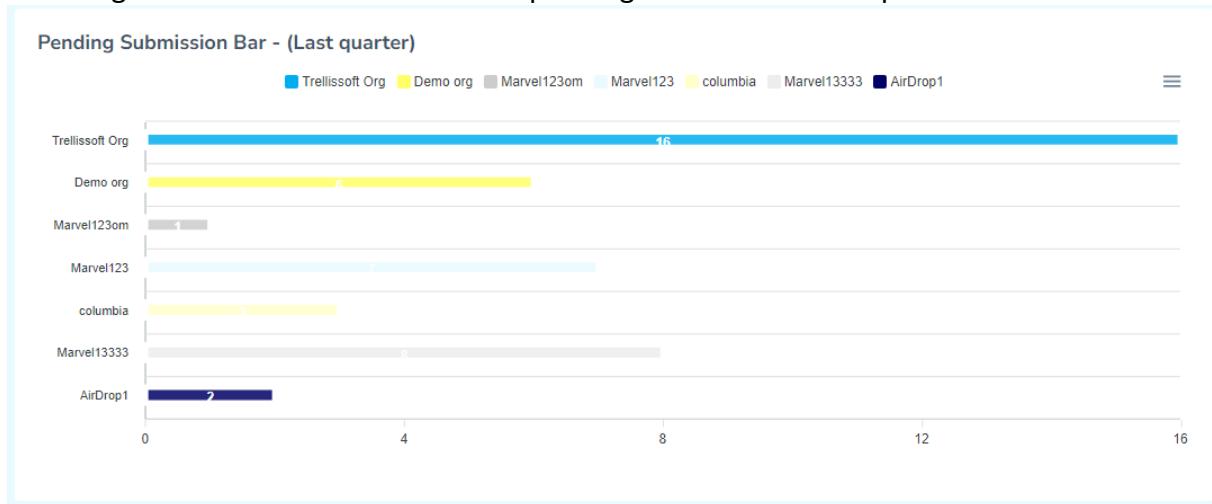
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



- Employee Distribution:** This chart shows the top 15 facilities along with employees count



- Pending Submission bar- (Last quarter):** This chart shows the organization names along with facilities count which are pending to submit for last quarter



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- Facilities:** The facilities added by Super admin, Think Anew user and other user with total employee count, exempt, non-exempt and contract count, review button for the particular facility

Facilities

Facility	Total
MS Facility	(0)
Exempt	0
Non Exempt	0
Contract	0
Review	

Facility	Total
RS Facility	(10)
Exempt	7
Non Exempt	2
Contract	1
Review	

Facility	Total
wrognns12	(0)
Exempt	0
Non Exempt	0
Contract	0
Review	

- CMS Feed:** The blogs will be displayed with **go to blog** button for detailed information

CMS Feed

Date: 2/6/2005 5:39:00 AM -08:00 ROSHAN & 2ND IN COMMAND, WOULD LIKE TO THANK THE... MR. FRANK JADHAVJI For his generous contribution of a free freight cart, which was used to transport the food and clothing to the people of Sri Lanka Go to blog	Date: 2/6/2005 3:39:29 AM -08:00 ROSHAN & 2ND IN COMMAND, UNITED!, FOR THE PEOPLE OF S... These Sad Times was written right after the crash of flight 587. "I felt an incredible sadness after the crash of flight 587, mainly... because it happened not so soon after 911, it	Date: 2/6/2005 3:14:35 AM -08:00 2ND IN COMMAND!, A HOT EMERGING NEW ARTIST! Originality + Talent + Genius = 2ND IN COMMAND! The Next Biggest Muti-Platinum Artist of the Decade! THE WORLD IS NOT... READY... 2ND IN COMMAND is a new up
---	--	--

1.3 Role Management

- Click on configuration dropdown
- Click on **Role Management**
- Click on “Add Role” button

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the 'Role Management' page of the PBJSNAP application. The left sidebar has a 'Role Management' section highlighted. The main area displays a table of roles with columns for Role, ApplicationName, and Action (edit, delete). The table data is as follows:

Role	ApplicationName	Action
Admin	Reporting	
Admin	Inventory	
Admin	PBJSnap	
Admin123	PBJSnap	
Admin781	PBJSnap	
Contractor	PBJSnap	

4. Select application from application drop down (PBJSNAP, Inventory, Reporting) and enter role, by selecting the application means that role is limited to the particular application only
5. Click on **Add role** button
6. The added role is displayed on table

The screenshot shows the 'Add Role' modal dialog. It has fields for 'Application *' (Select Application) and 'Role *' (Enter Role). The 'Add Role' button is highlighted with a pink box.

7. The user can perform **edit** and **delete** operation
8. Click on **Manage permissions** icon from particular role
9. Select appropriate application, role, and select module the permissions and action checkbox are displayed
10. Give appropriate permission by clicking on the checkbox (**only Super admin user can manage the permission**)
11. Click on **Save permissions** button
12. By giving the permission for that particular module means the particular role user can access only those modules

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the 'Permission Management' section of the PBJSNAP application. On the left, a sidebar menu includes 'Dashboard', 'Get Started', 'History', 'Employee', 'Configuration' (with 'Storage' under it), and 'Help'. The main content area has a header 'Permission Management' with 'Role Management' > 'Permission Management'. A blue 'Filter' button is highlighted. Below it is a table with columns 'Applications', 'Role', and 'Module'. The 'Applications' dropdown is set to 'PBJSnap', 'Role' to 'Demo Admin Role', and 'Module' to 'Role Management'. The table lists four entries:

SI No	Permission	Action
1.	Permissions.PBJSnap.RoleManagement.View	<input checked="" type="checkbox"/>
2.	Permissions.PBJSnap.RoleManagement.Create	<input checked="" type="checkbox"/>
3.	Permissions.PBJSnap.RoleManagement.Edit	<input checked="" type="checkbox"/>
4.	Permissions.PBJSnap.RoleManagement.Delete	<input checked="" type="checkbox"/>

At the bottom right is a blue 'Save Permissions' button.

13. User can filter the data by selecting using user type, applications and role filters and click on apply filters button

14. After clicking on the reset filter button applied filter data is removed

The screenshot shows the 'Role Management' section of the PBJSNAP application. The sidebar menu includes 'Dashboard', 'Get Started', 'History', 'Employee', 'Configuration' (with 'User Management' and 'Role Management' under it), 'Organizations', 'Facilities', 'Agencies', and 'Storage'. The main content area has a header 'Role Management' with 'Home' > 'Role Management'. A blue 'Filters' button is highlighted. Below it is a table with columns 'User Type', 'Applications', and 'Role'. The 'User Type' dropdown is set to 'Other', 'Applications' to 'Inventory', and 'Role' to 'Select Role'. The table lists two entries:

Role	ApplicationName	Action
Admin	Inventory	
Intern	Inventory	

At the bottom right is a blue 'Apply Filters' button.

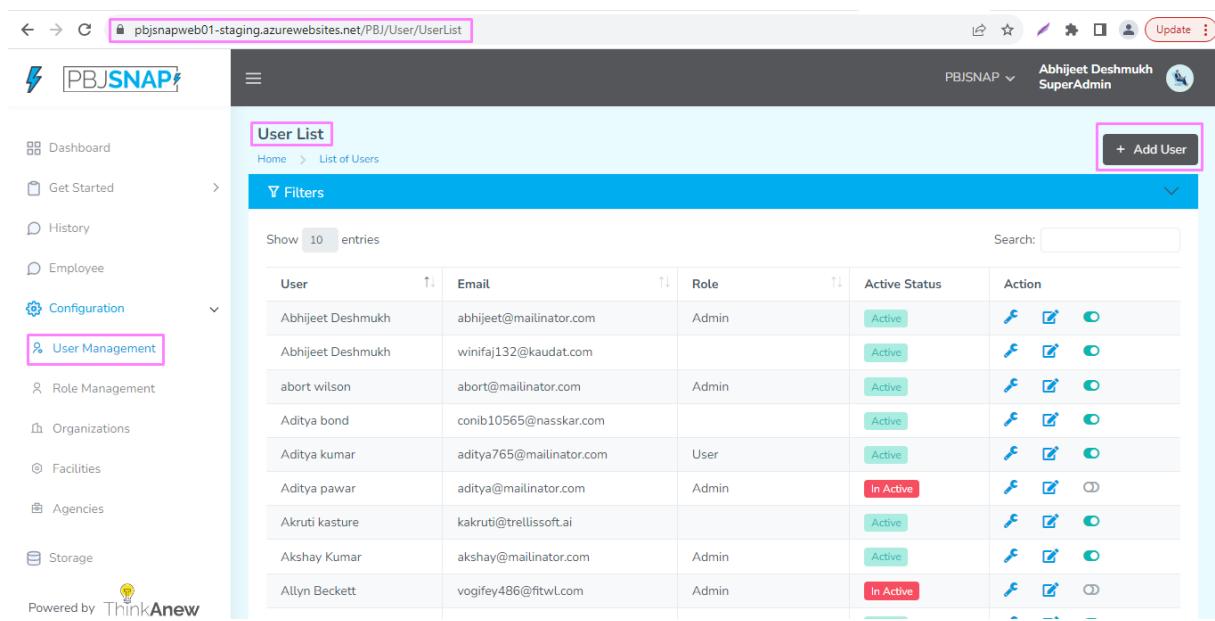
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.4 User Management

On user management there are two types of users we can add (Think Anew and Other)

1.4.1 Add User

1. Click on configuration drop down
2. Click on **User Management**
3. Click on “Add Role” button



The screenshot shows the PBJSNAP application interface. On the left, there's a sidebar with various navigation options like Dashboard, Get Started, History, Employee, Configuration (with User Management selected), Role Management, Organizations, Facilities, Agencies, and Storage. Below the sidebar, it says "Powered by ThinkAnew". The main content area has a header "User List" with a sub-header "List of Users". There's a "Filters" section and a table displaying user data. The table columns are User, Email, Role, Active Status, and Action. The "Action" column contains icons for Edit, Delete, and another Edit icon. The "Role" column for most users shows "Admin", except for one which shows "User". The "Active Status" column shows "Active" for most users, except for two which show "In Active". The "User" column lists names like Abhijeet Deshmukh, Aditya bond, Aditya kumar, etc. The "Email" column lists their respective email addresses. The "Role" column for the first few users is Admin, while the fifth user is User. The "Active Status" column for the first few users is Active, while the last two are In Active.

User	Email	Role	Active Status	Action
Abhijeet Deshmukh	abhijeet@mailinator.com	Admin	Active	
Abhijeet Deshmukh	winifaj132@kaudat.com		Active	
abort wilson	abort@mailinator.com	Admin	Active	
Aditya bond	conib10565@nasskar.com		Active	
Aditya kumar	aditya765@mailinator.com	User	Active	
Aditya pawar	aditya@mailinator.com	Admin	In Active	
Akrti kasture	kakrti@trellissoft.ai		Active	
Akshay Kumar	akshay@mailinator.com	Admin	Active	
Allyn Beckett	vogifey486@fitwLcom	Admin	In Active	

4. Enter first name, last name, email, user type, default application
5. By selecting **Think Anew** user type **Role drop down** is displayed and **Admin** and **User** roles are displayed
6. By selecting **other** user type Organization and facility drop down is displayed
7. Click on “Add” button, the entered details will be saved
8. Added user name is displayed on the user list table

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the PBJSNAP application's user management interface. On the left is a sidebar with links like Dashboard, Get Started, History, Employee, Configuration, User Management, Role Management, and Organizations. The main area has a title 'Add User'. It contains fields for First Name, Last Name, Email, User Type (dropdown), and Default Application (dropdown). Below the form is a table with two rows of user data. At the bottom right of the modal are 'Add' and 'Close' buttons, with the 'Add' button highlighted by a pink box.

1.4.2 Edit User

1. Update the required field only Email and User type field is disabled for editing
2. Click on **Save** button, the entered details will be saved and updated

The screenshot shows the PBJSNAP application's user management interface. The sidebar is identical to the previous screenshot. The main area has a title 'Edit User'. It contains fields for First Name, Last Name, Email, User Type (disabled dropdown), and Default Application (dropdown). The 'Edit User' link in the breadcrumb is highlighted with a pink box. At the bottom right of the modal are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a pink box.

1.4.3 Active and In Active User

1. Click on In Active icon from the particular user
2. Following popup is displayed and after clicking on continue button the particular user became Active
3. Click on In Active icon from the particular user and user became In Active

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the PBJSNAP application's User List page. The left sidebar has navigation links for Dashboard, Get Started, History, Employee, Configuration, User Management (which is selected), Role Management, Organizations, and Facilities. The main area displays a table of users with the following data:

User	Email	Role	Active Status	Action
pradip Das	pradip@mailinator.com	Contractor	In Active	
Thomas Kerns	nayalet992@docwl.com	Admin	Active	
Aditya kumar	aditya765@mailinator.com	User	Active	
Earline Ennis	paloya9887@docwl.com	Admin	Active	
Manohar Naik	mano@mailinator.com		In Active	

A modal window titled "User Management" is overlaid on the page. It contains a large orange exclamation mark icon, the title "User Management", the question "Are you sure want to Activate this Employee?", and two buttons: "Continue" (blue) and "Cancel" (red).

1.4.4 Manage Roles

The manage roles can access by only super admin and admin users (Think Anew and other users)

1. Click on manage role icon
2. For Think Anew user only Admin and user roles are displayed and admin and admin user can assign any role (can select only one role)

User Manual - Think Anew

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the 'Assign Roles to Aditya kumar' page. The 'Filters' section is highlighted. It lists two roles: Admin and User. The User role has a checked checkbox in the 'Status' column. The 'Action' column contains edit icons. At the bottom right are 'Save' and 'Cancel' buttons.

3. For Other user all roles' names are displayed but the admin and super admin can select only one role for one application (single user cannot have two roles for one application) but the admin and super admin can select two different roles for two different applications (single user can have two roles for two different applications)

The screenshot shows the 'Assign Roles to Maulik Patel' page. The 'Filters' section is highlighted. It lists multiple roles across different applications. The roles include Admin123, Intern, Test, QA, Admin, Demo Admin Role, Admin, Developer12, and Admin. Most roles have a checked checkbox in the 'Status' column. The 'Action' column contains edit icons. At the bottom right are 'Save' and 'Cancel' buttons.

4. The admin and super admin user can manage the permission by clicking on the manage permission icon (similar to Role Management)
5. By using the application and role filters user can separate the particular roles

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.5 Organizations

1. Click on **configuration** drop down
2. Click on **organization**

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.5.1 New Organization

1. Click on “New Organization” button

The screenshot shows a modal dialog titled "Add Organization". It contains the following fields:

- Organization Name *
- Organization Email *
- Primary Phone *
- Secondary Phone
- Address 1 *
- Address2
- City *
- Select State Name
- Zip Code *

At the bottom right are two buttons: "Save" and "Close". The "Save" button is highlighted with a pink box.

1. Enter **Organization name, Organization email, primary phone, secondary phone, Address1, Address2, city, state, zip code.**
2. Click on “Save” button
3. Added organization is displayed on the table

1.5.2 Edit Organization

1. Click on **Edit** icon
2. Update the necessary fields and click on **update** button

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

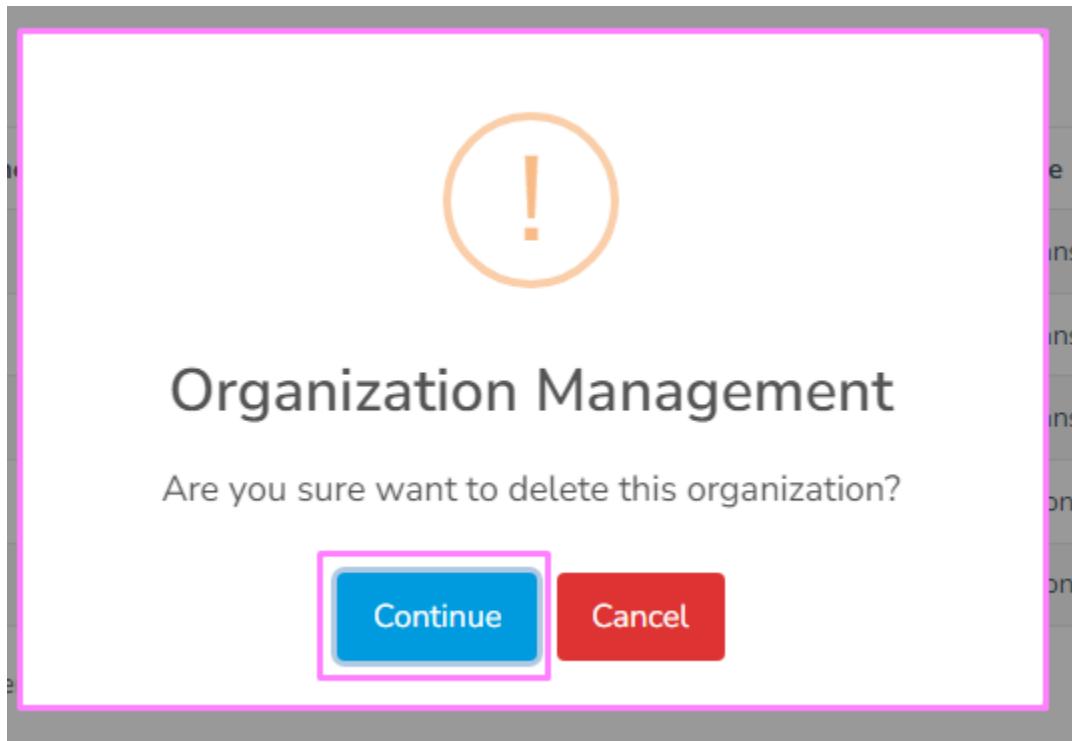
Update Organization

Organization Name *	Organization Email *
Apple	apple@gmail.com
Primary Phone *	Secondary Phone
1234567891	1234567845
Address 1 *	Address2
Reebok12	2566 Lilac LaneRegister GA 30452
City *	State *
Pune	Arkansas
Zip Code *	
30452	

Update **Close**

1.5.3 Delete Organization

1. Click on **Delete** icon
2. Organization management popup is displayed and after clicking on the Continue button the particular organization is deleted



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.5.4 View Facilities

1. Click on **view facilities** icon
2. The user can see the facilities name added for that particular organization
also can perform edit, delete operation

Facility Id	Facility Name	Organization Name	Application Names	State	Actions	Add User
123456	Demo Facility145	Trellissoft Org	PBJSnap	California		
F111111	VS facility	Trellissoft Org	PBJSnap	Arkansas		
F222222	MS Facility	Trellissoft Org	PBJSnap	Arkansas		
F333333	RS Facility	Trellissoft Org	PBJSnap	Arizona		
Facility1	Krunal Facility	Trellissoft Org	PBJSnap, Inventory, Reporting	Alabama		
Marvel1	Marvel	Trellissoft Org	PBJSnap	Indiana		

1.5.5 Add user

1. Click on **add user** icon from particular facility
2. Enter **first name, last name, email user type, organization, facility, default application**
3. For **Think Anew** user type role drop down is displayed and having '**Admin**' and '**User**' role names
4. For **Other** user type organization and facility drop down is displayed
5. Click on **Add** button, the added user is displayed on user list table

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the 'Add User' dialog box. It includes fields for First Name, Last Name, Email, Organization, User Type, Facility, and Default Application. The 'Add' button is highlighted with a pink border.

1.5.6 Add Facility

1. Click on **Add facility** icon
2. Select **organization name, application name and enter facility id, facility name, address 1, address2, city, state, zip code**
3. Click on **Save** button, the entered data will be saved and A success message will appear
4. The added facility is displayed on facility table

The screenshot shows the 'Add Facility' dialog box. It includes fields for Organization Name, Application Name, Facility Id, Facility Name, Address 1, Address 2, City, State, and Zip Code. The 'Save' button is highlighted with a pink border.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.6 Facilities

1. Click on **configuration** drop down
2. Click on **facilities**
3. Facility page displays as shown:

Facility Id	Facility Name	Organization Name	Application Names	State	Actions	Add User
123456	Demo Facility145	Trellissoft Org	PBJSnap	California		
ColumbiaFacility	ColumbiaFacility	columbia	PBJSnap, Inventory	Colorado		
F111111	VS facility	Trellissoft Org	PBJSnap	Arkansas		
F222222	MS Facility	Trellissoft Org	PBJSnap	Arkansas		
F333333	RS Facility	Trellissoft Org	PBJSnap	Arizona		
F54646756	FacilityDemo111	Demo org	PBJSnap	Arkansas		
Facility1	Krunal Facility	Trellissoft Org	PBJSnap, Inventory, Reporting	Alabama		
ID001	Dwp1	Demo org	PBJSnap	Arkansas		

1.6.1 Add Facility

1. Click on **Add facility** icon
2. Select **organization name, application name and enter facility id, facility name, address 1, address2, city, state, zip code**
3. Click on **Save** button, the entered data will be saved and A success message will appear
4. The added facility is displayed on facility table

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Add Facility

Organization Name *	Application Name *
Trellissoft Org	
Facility Id *	Facility Name *
Address 1 *	Address 2
City *	State *
	Select State Name
Zip Code *	

Save **Close**

1.6.2 Edit Facility

1. Click on **Edit facility** icon
 2. Update **organization name, application name and enter, facility name, address 1, address2, city, state, zip code** and **facility id** field is **disabled for editing**
 3. Click on **Update** button, the entered data will be saved and A success message will appear
 4. The updated facility is displayed on the facility table

Update Facility

Organization Name *
columbia

Application Name *
~~x PBJSnap~~ ~~x Inventory~~

Facility Id *
ColumbiaFacility

Facility Name *
ColumbiaFacility

Address 1 *
Columbia

Address 2
Columbia

City *
Columbia

State *
Colorado

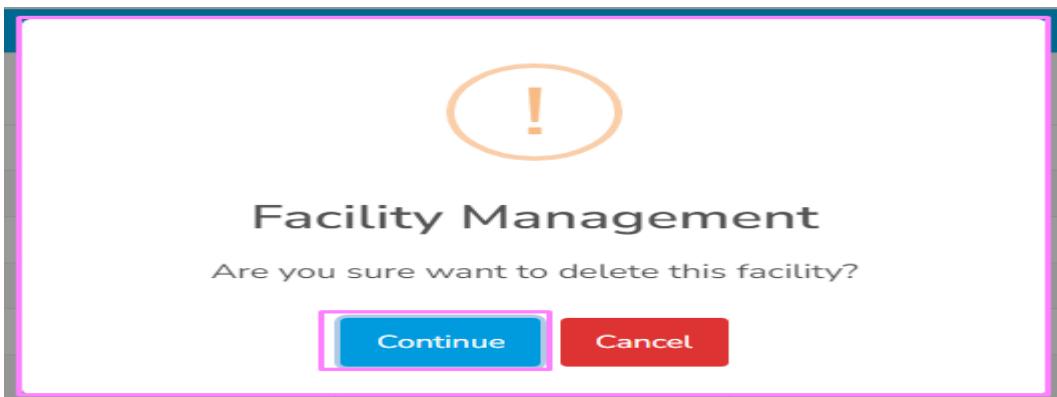
Zip Code *
41430

Update **Close**

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.6.3 Delete Facility

1. Click on **Delete facility** icon
2. Facility management popup is displayed and after clicking on the Continue button the particular facility is deleted A success message will appear



1.6.4 Add user for particular facility

1. Click on **add user** icon from particular facility
2. Enter **first name, last name, email user type, organization, facility, default application**
3. For **Think Anew** user type role drop down is displayed and having '**Admin**' and '**User**' role names
4. For **Other** user type organization and facility drop down is displayed
5. Click on **Add** button, the added user is displayed on user list table

1.7 Agencies

The super admin user can create, edit, and delete the agency and for **Think Anew** and Other users can perform the same operation but depending upon the permission

1.7.1 Adding New Agency

To **add the agency**,

1. Click **Agencies** in the menu.
2. On the agencies screen, click on **New Agency**

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Agency Id	Agency Name	Facility Name	State	Actions
123456P	PTestAgency	PoojaTestFacility34	Illinois	
345678	PTestAgencyP	PoojaTestFacility34	Illinois	
A43656	NemanAgency	our facility	Arkansas	
A90903456	Reebok12	MarvelFacility	Arkansas	
A90909090	Reebok	MarvelFacility	Arkansas	
ColumbiaAgency	ColumbiaAgency	ColumbiaFacility	Colorado	

On the **Add Agency** screen,

3. Enter the required **Agency id**, **Agency name**, **Address1**, **Address2**, **City**, **Zip Code** and **facility name**
4. Click on **Save** button
5. A success message will appear, and the newly added agency will be displayed in the list as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Agencies

Home > Agencies

New Agency

Filter

Show 10 entries

Search:

Agency Id	Agency Name	Facility Name	State	Actions
123456P	PTestAgency	PoojaTestFacility34	Illinois	
345678	PTestAgencyP	PoojaTestFacility34	Illinois	
A43656	NemanAgency	our facility	Arkansas	
A90903456	Reebok12	MarvelFacility	Arkansas	
A90909090	Reebok	MarvelFacility	Arkansas	
ColumbiaAgency	ColumbiaAgency	ColumbiaFacility	Colorado	

Showing 1 to 6 of 6 entries

1.7.2 Editing the Agency

To edit the existing agency,

- Click the Pencil Icon under Actions column.

Agencies

Home > Agencies

New Agency

Filter

Show 10 entries

Search:

Agency Id	Agency Name	Facility Name	State	Actions
123456P	PTestAgency	PoojaTestFacility34	Illinois	
345678	PTestAgencyP	PoojaTestFacility34	Illinois	
A43656	NemanAgency	our facility	Arkansas	
A90903456	Reebok12	MarvelFacility	Arkansas	
A90909090	Reebok	MarvelFacility	Arkansas	
ColumbiaAgency	ColumbiaAgency	ColumbiaFacility	Colorado	

After clicking the pencil icon, **Update Agency** screen will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Update Agency

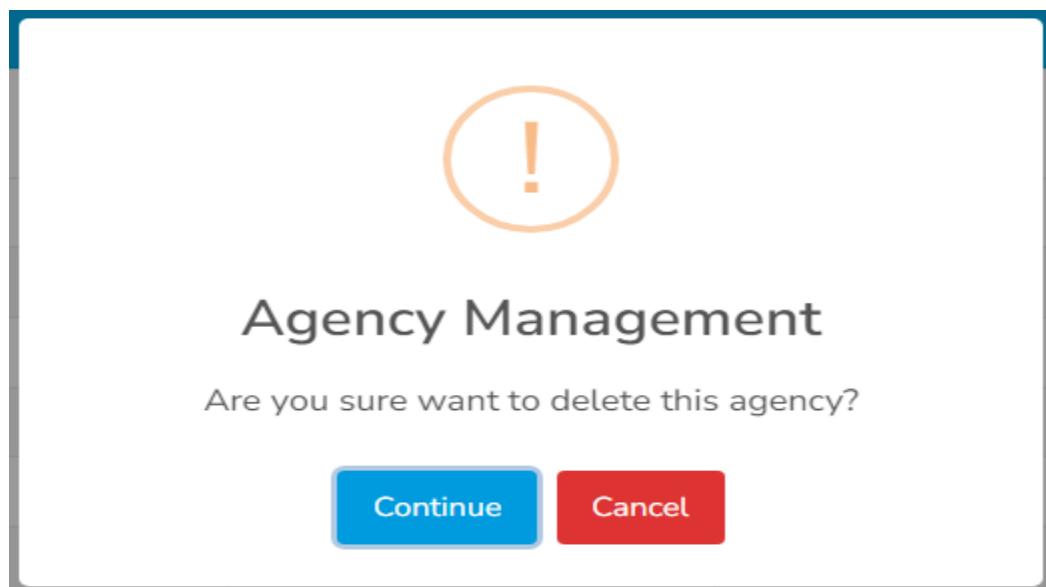
Agency Id *	ColumbiaAgency	Agency Name *	ColumbiaAgency
Address 1 *	Columbia	Address 2	
City *	Columbia	State *	Colorado
Zip Code *	41430	Facility Name *	ColumbiaFacility
		Update	Close

2. Make any required changes and click **Update**. A success message will be displayed and the changes made will be saved

1.7.3 Delete the Agency

To **delete the agency**,

1. Click the **delete** icon (under action column) for the agency to be deleted. A confirmation screen appears:



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- Click **Continue** to proceed and a successful delete message will appear. The deleted agency will be removed from the list.

1.8 Employee

The super admin user can add, import, edit and deactivate the employee also can download the template for importing the employee and for **Think Anew** and Other users can perform the same operations but depending upon the permission

1.8.1 Adding the Employee

To add the employee,

- Click **Employee** in the menu.

ID	Name	Hire Date	Termination Date	Facility Name	Pay Type	Job Title	Create Date	Action
1001	Demo demo			Dwp1	Exempt	Registered Nurse	08-18-2023	Edit Delete
1001	S D			FacilityDemo11 1	Exempt	Administrator	08-18-2023	Edit Delete
213	T AB			Dwp1	Exempt	Administrator	08-18-2023	Edit Delete
D1001	john Patel			Doctor	Exempt	Administrator	08-18-2023	Edit Delete
D1001	john Patel			Dwp1	Exempt	Administrator	08-18-2023	Edit Delete
D1002	brock Patel			Dwp1	Exempt	Medical Director	08-18-2023	Edit Delete

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the 'Add Staff' dialog box. It includes fields for Facility Name (dropdown), Employee Id (text input), First Name (text input), Last Name (text input), Hire Date (date picker), Termination Date (date picker), Pay Type (dropdown), and Job Title (dropdown). At the bottom right are 'Save' and 'Close' buttons, with 'Save' being highlighted.

2. On the employee screen, click on **Add employee**

On the **Add staff** screen,

3. Enter the required Facility Name, Employee Id, First Name, Last Name, Hire Date, Termination Date, pay type and Job Title
4. Click on **Save** button
5. A success message will appear, and the newly added employee will be displayed in the list as shown:

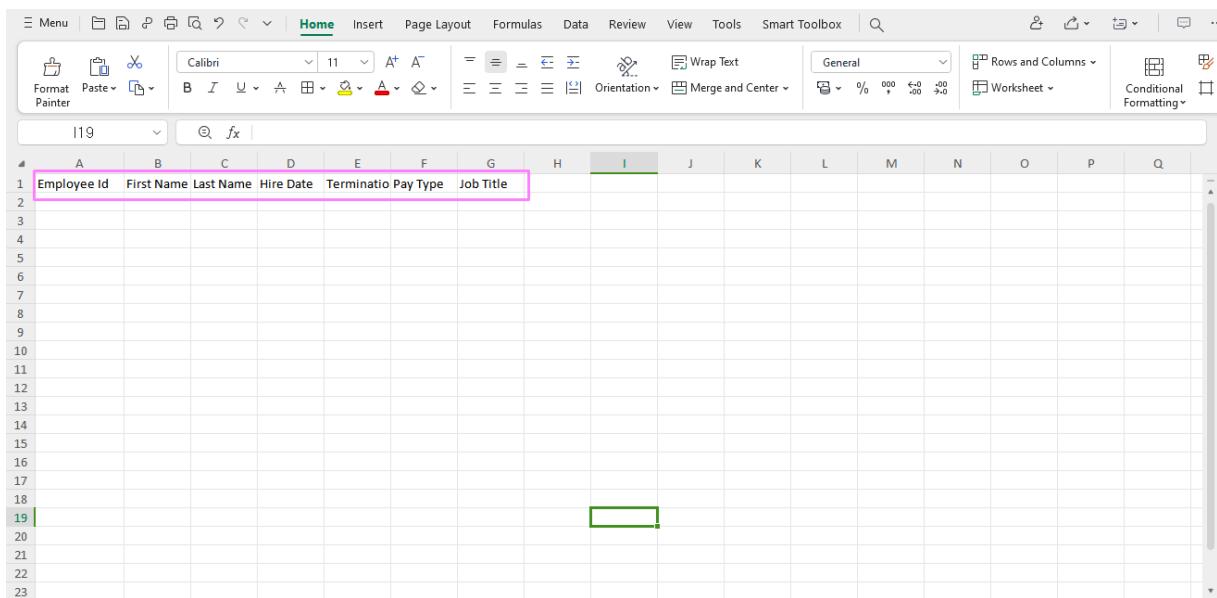
The screenshot shows the Employee list screen. It has a header with 'Employee' and a sub-header 'Staff'. There are buttons for 'Download Template', 'Import', and '+ Add Employee'. Below is a table with columns: ID, Name, Hire Date, Termination Date, Facility Name, Pay Type, Job Title, Create Date, and Action. One row is highlighted with a pink box, showing ID 1001, Name 'S D', Facility Name 'FacilityDemo111', Pay Type 'Exempt', Job Title 'Administrator', and Create Date '08-18-2023'.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.8.2 Download the Template

The user can download the template and enter the required data and import the same file by using import button

- Click on **Download template** the following template format is displayed

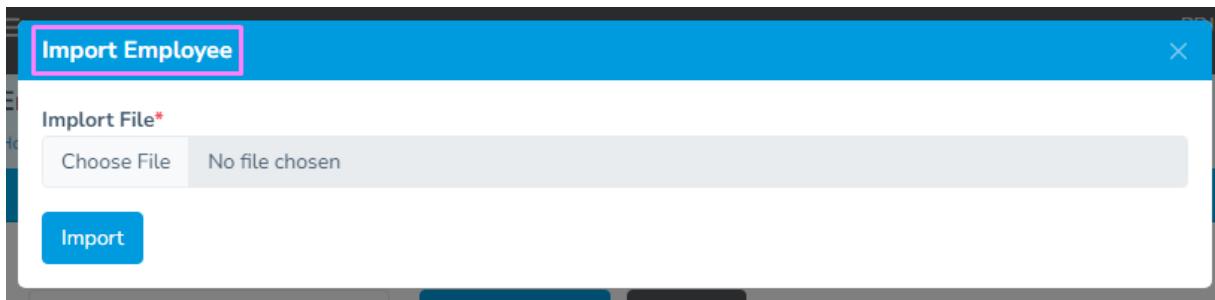


Employee Id	First Name	Last Name	Hire Date	Termination Date	Pay Type	Job Title
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

1.8.3 Import the Employee

To import the employee,

- Click on **Import** button the
- Import Employee** screen will appear as shown:



- Upload the required file.
- Click on **Import** button
- A success message will appear, and the newly added employees will be displayed in the list as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows a web-based application for managing employees. At the top, there's a blue header bar with the title 'Employee'. Below it, a search bar labeled 'Facility*' contains the text 'our facility'. There are two buttons: 'Apply Filters' (blue) and 'Reset' (grey). To the right of the search bar are three buttons: 'Download Template', 'Import' (with a file icon), and '+ Add Employee'. The main area is titled 'Staff' and contains a table with 10 entries. The table has columns for ID, Name, Hire Date, Termination Date, Facility Name, Pay Type, Job Title, Create Date, and Action. Each row includes a small edit icon and a delete icon. The data in the table is as follows:

ID	Name	Hire Date	Termination Date	Facility Name	Pay Type	Job Title	Create Date	Action
E101	Nikhil Patel	07-05-2023	08-31-2023	our facility	Exempt	Administrator	08-18-2023	
E102	Ram Patel			our facility	Contract	Administrator	08-18-2023	
E103	Jay Patel			our facility	Exempt	Administrator	08-18-2023	
E104	Jayesh Patel			our facility	Exempt	Administrator	08-18-2023	
PP101	Vinod			our facility	Exempt	Registered Nurse	09-11-2023	
PP102	Shyam			our facility	Non-Exempt	Registered Nurse	09-11-2023	
WW015	Great K	01-01-2023	01-01-2024	our facility	Exempt	MedicationAide/Technician	08-18-2023	

1.8.4 Editing the Employee

To edit the existing employee,

- Click the **Pencil Icon** under **Action** column.

This screenshot is identical to the one above, but the edit icon in the first row of the table is highlighted with a pink rectangle. The rest of the interface and data remain the same.

After clicking the pencil icon, **Edit Staff** screen will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Edit Staff

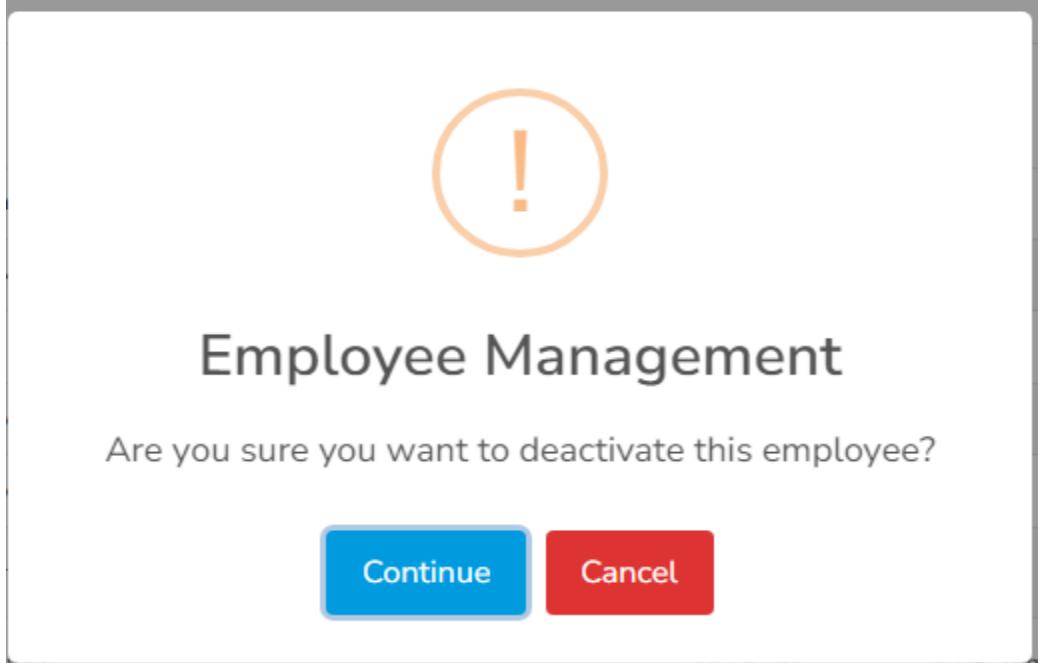
Facility Name*	Employee Id*
our facility	E101
First Name*	Last Name*
Nikhil	Patel
Hire Date*	Termination Date*
05-07-2023	31-08-2023
Pay Type*	Job Title*
Exempt	Administrator
:	
<input type="button" value="Update"/> <input type="button" value="Close"/>	

2. Make any required changes and click **Update**. A success message will be displayed and the changes made will be saved

1.8.5 Deactivate the Employee

To deactivate the existing employee,

1. Click the **deactivate Icon** under Action column. A confirmation screen appears:



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

3. Click **Continue** to proceed and a successful employee status is updated message will appear.

1.8.6 Employee Filter

The user can filter out the employee data by using facility drop down filter the following data is displayed

The screenshot shows a web-based application for managing employees. At the top, there's a blue header bar with the title 'Employee'. Below it, a search bar has 'Facility*' set to 'Dwp1' with 'Apply Filters' and 'Reset' buttons. To the right are buttons for 'Download Template', 'Import', and '+ Add Employee'. The main area is titled 'Staff' and contains a table with the following data:

ID	Name	Hire Date	Termination Date	Facility Name	Pay Type	Job Title	Create Date	Action
1001	Demo demo			Dwp1	Exempt	Registered Nurse	08-18-2023	
213	TAB			Dwp1	Exempt	Administrator	08-18-2023	
D1001	john Patel			Dwp1	Exempt	Administrator	08-18-2023	
D1002	brock Patel			Dwp1	Exempt	Medical Director	08-18-2023	
D1003	Hulk Patel			Dwp1	Exempt	Other Physician	08-18-2023	

1.9 Get Started- Upload

1.9.1 Upload File

To upload the file,

1. Click **Configuration Get Started-Upload** in the side bar menu

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

On the **Upload** screen,

2. Select **Facility, Agencies, Year, Quarter, Month, Upload type** (Agencies, Year, Quarter, Month is optional the application can automatically identify the Year, Quarter, Month)
3. Click **Upload File** and the file selection screen will be displayed.
4. Select the required the file
5. Preview data with map column headers will be displayed in the list as shown:

Target Fields	Mapping Fields
EMP ID	Employee Id
Pay Code	Pay Type Code
Work day	Work Day
Hours	Hours
Job Title	Job Title Code
Name	First Name

Preview data					
EMP ID	Pay Code	Work day	Hours	Job Title	Name
PP101	1	07-09-2023	10	7	Vinc
PP102	2	07-09-2023	11	7	Shy
PP101	1	06-09-2023	10	7	Vinc
PP102	2	06-09-2023	11	7	Shy

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.9.2 Map the Column headers and Preview data

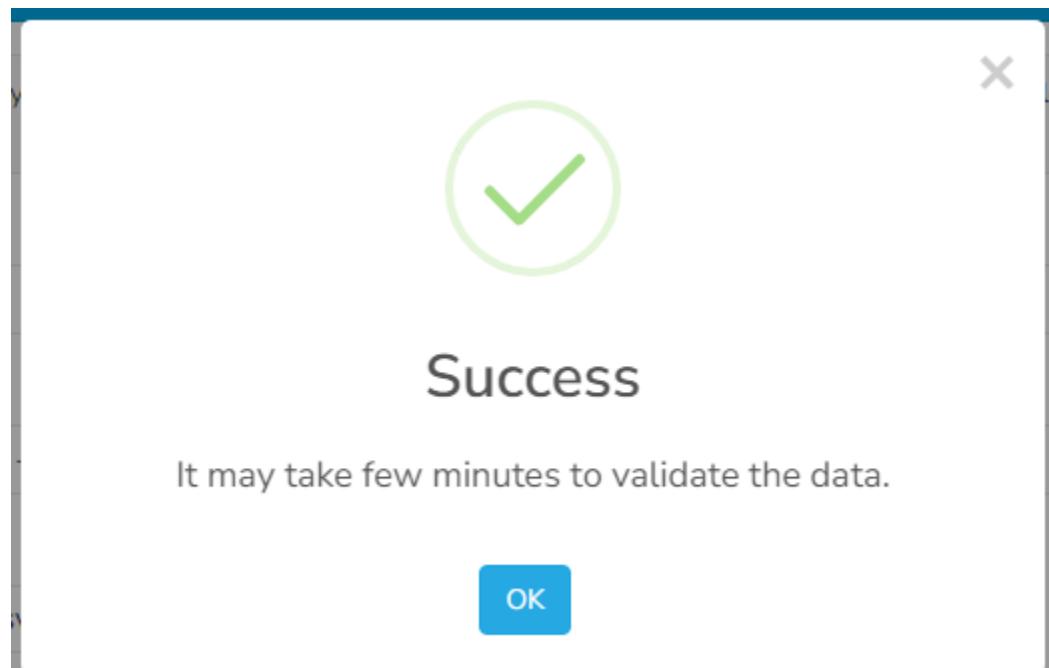
The uploaded file data will be displayed (few lines) in preview data and map the target fields with mapping fields

The user will not map the EMP ID, Pay Code, Job Title as Ignore field

To map the data,

1. Click **Map**

A Success message screen will be displayed as shown:



1.1.0 Backout

After uploading the valid file, the user can check the uploaded data is correct or not by using **backout** module and the uploaded file is displayed on backout page with total count, valid count and invalid count

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Backout

Home > Backout

Backout Information

Facility * Year * Quarter *

RS Facility 2023 4th Quarter (July 1 - September 30)

Apply Filters

Show 10 entries Search:

File Name	Valid Count	Invalid Count	Total Count	Create Date	Action
my upload csv.csv	0	2	2	09-06-2023 05:21:48	
my upload csv2.csv	2	2	4	09-11-2023 06:27:58	
Upload.csv	0	4	4	09-11-2023 06:46:23	

Showing 1 to 3 of 3 entries

1.10.1 Backout Filter

The user can filter out the uploaded file by using facility, year and quarter drop down filter the following data is displayed

Backout

Home > Backout

Backout Information

Facility * Year * Quarter *

VS facility 2023 4th Quarter (July 1 - September 30)

Apply Filters

Show 10 entries Search:

File Name	Valid Count	Invalid Count	Total Count	Create Date	Action
my upload csv.csv	0	2	2	09-05-2023 04:52:25	

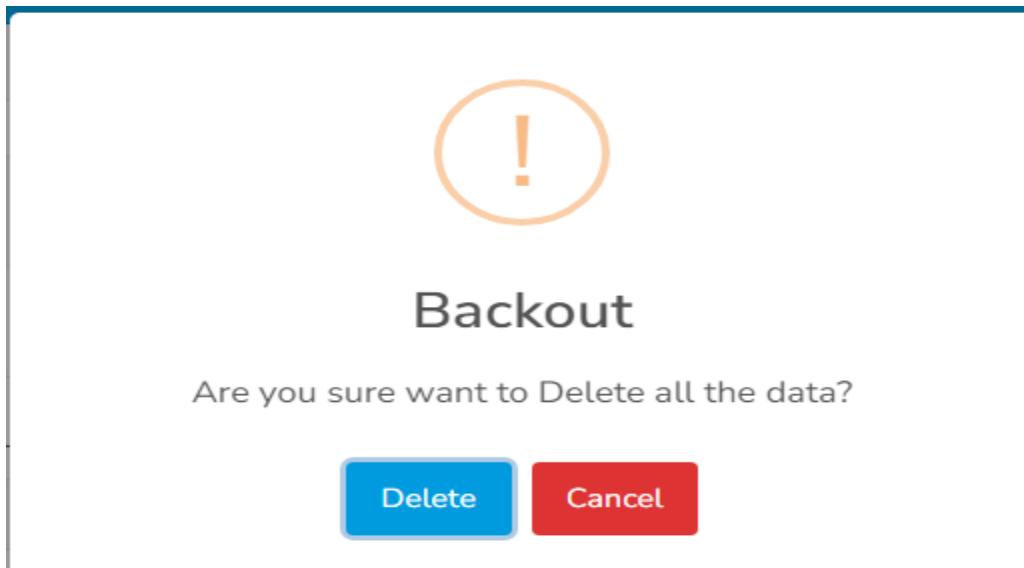
Showing 1 to 1 of 1 entries

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.10.2 Deleting the file

To delete the uploaded file,

1. Click the delete icon under **Action** column. A confirmation screen appears:



4. Click **Delete** to proceed and a success Deleted all records message will appear.

1.10.3 Error Messages

To check the errors in the uploaded file,

1. Click the **List** icon under **Action** column. screen will be displayed with all error messages:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Facility: Dwp1																																									
Year: 2023																																									
Quarter: 4th Quarter (July 1 - September 30)																																									
Show 10 entries																																									
<table border="1"> <thead> <tr> <th>Error Message ↑</th> <th>Employee Id ↓</th> <th>Pay Type Code ↓</th> <th>Work Day ↑</th> <th>Hour ↓</th> <th>Job Title Code ↓</th> <th>Employee First Name ↓</th> </tr> </thead> <tbody> <tr> <td>Employee Id is invalid</td> <td>EMP 888</td> <td>1</td> <td>08-09-2023</td> <td>10</td> <td>7</td> <td>Maresh</td> </tr> <tr> <td>Employee Id is invalid</td> <td>EMP 889</td> <td>2</td> <td>09-09-2023</td> <td>11</td> <td>8</td> <td>Pares</td> </tr> <tr> <td>Employee Id is invalid</td> <td>EMP 890</td> <td>1</td> <td>10-09-2023</td> <td>10</td> <td>10</td> <td>Mano</td> </tr> <tr> <td>Employee Id is invalid</td> <td>EMP 891</td> <td>2</td> <td>07-09-2023</td> <td>11</td> <td>16</td> <td>shyam</td> </tr> </tbody> </table>							Error Message ↑	Employee Id ↓	Pay Type Code ↓	Work Day ↑	Hour ↓	Job Title Code ↓	Employee First Name ↓	Employee Id is invalid	EMP 888	1	08-09-2023	10	7	Maresh	Employee Id is invalid	EMP 889	2	09-09-2023	11	8	Pares	Employee Id is invalid	EMP 890	1	10-09-2023	10	10	Mano	Employee Id is invalid	EMP 891	2	07-09-2023	11	16	shyam
Error Message ↑	Employee Id ↓	Pay Type Code ↓	Work Day ↑	Hour ↓	Job Title Code ↓	Employee First Name ↓																																			
Employee Id is invalid	EMP 888	1	08-09-2023	10	7	Maresh																																			
Employee Id is invalid	EMP 889	2	09-09-2023	11	8	Pares																																			
Employee Id is invalid	EMP 890	1	10-09-2023	10	10	Mano																																			
Employee Id is invalid	EMP 891	2	07-09-2023	11	16	shyam																																			
Showing 1 to 4 of 4 entries																																									
« < 1 > »																																									

- Correct the required errors and again upload the file with correct data then above error will be removed and invalid count becomes 0

1.11 Get Started-Review

In Review, the super admin (for Think Anew and Other user depending upon the permission) can validate, approve the data and can add the missing time sheet entries, staff, census and can see the staffing department details

1.11.1 Review Filter

The user can filter out the uploaded file data by using facility, agency, year and quarter, month and upload type drop down filter the following data is displayed (Agencies, Year, Quarter, Month is optional the application can automatically identify the Year, Quarter, Month

For Review,

- Click **Get Started- Review** in the menu.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

PBJSNAP Abhijeet Deshmukh SuperAdmin

Report Information

Facility* Agencies Year*

Dwp1 Select Agency 2023

Quarter* Month Upload Type*

4th Quarter (July 1 - September 30) Select All Select

Apply Filter

Validation & Approve Status

Validate Approve

Missing dates

Registered Nurse: Licensed Practical Nurse: Certified Nurse Assistant:

2. Select **facility, agency, year, quarter, month and upload type** from the drop down.
3. Click on **Apply Filter** and the added employee data and time sheet entries will be displayed in the list as shown:

Staff

A list of staffing department details for the selected facility.

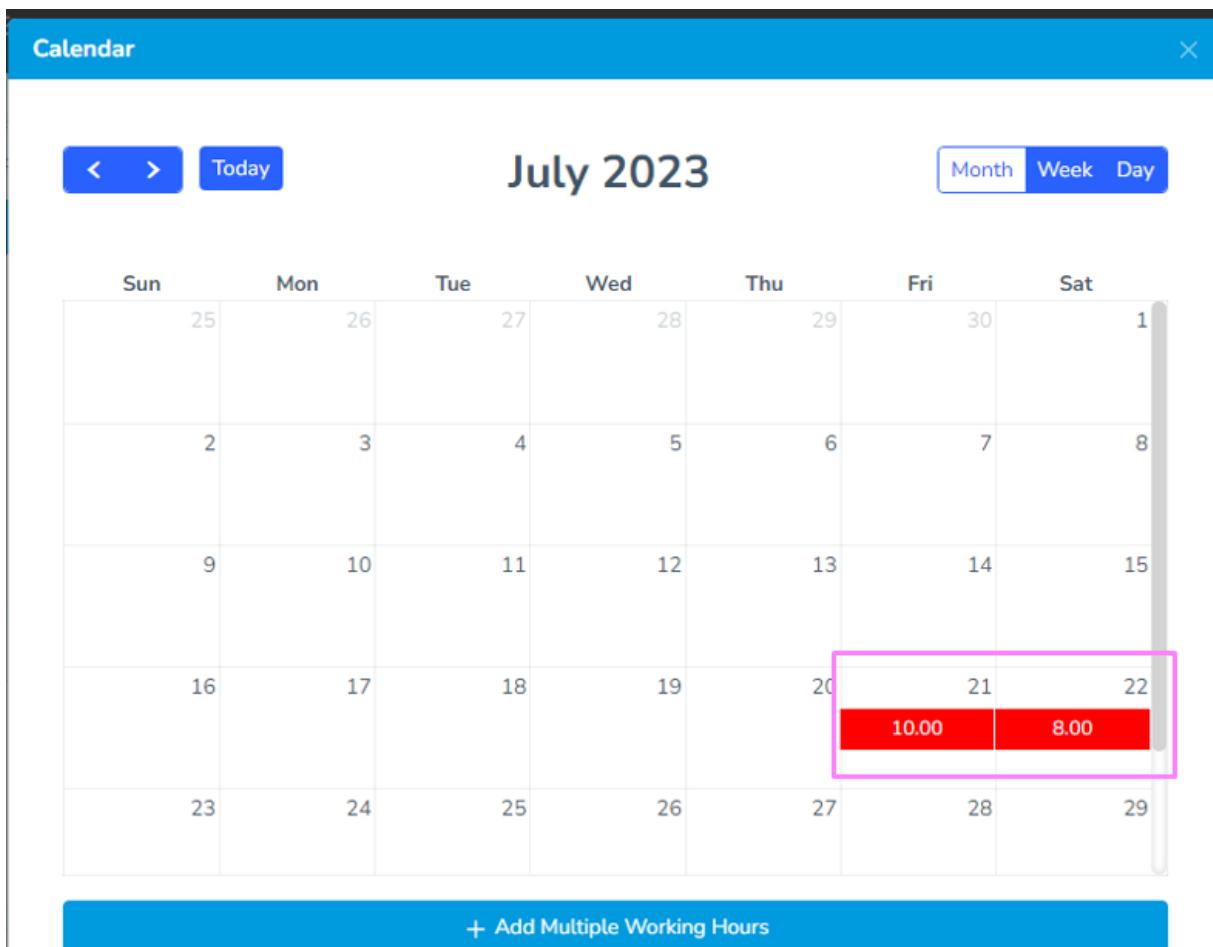
+ Add

Show 10 entries Search:

	ID	Name	Hire Date	Termination Date	Pay Type	Job Title	Action
<input type="button" value="Calendar"/>	E98987	Viraj sharma	05-03-2023	03-29-2024	Exempt	Administrator	<input type="button" value="Edit"/>
<input type="button" value="Calendar"/>	SS111	Naveen	02-07-2023	03-29-2024	Exempt	Registered Nurse	<input type="button" value="Edit"/>
<input type="button" value="Calendar"/>	SS222	Praveen	07-05-2023	12-30-2023	Non-Exempt	Registered Nurse	<input type="button" value="Edit"/>

Showing 1 to 3 of 3 entries

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



1.11.2 Validation & Approve status

To validate the uploaded file data,

1. Click **Validate**, A success message will appear and following information will be displayed:

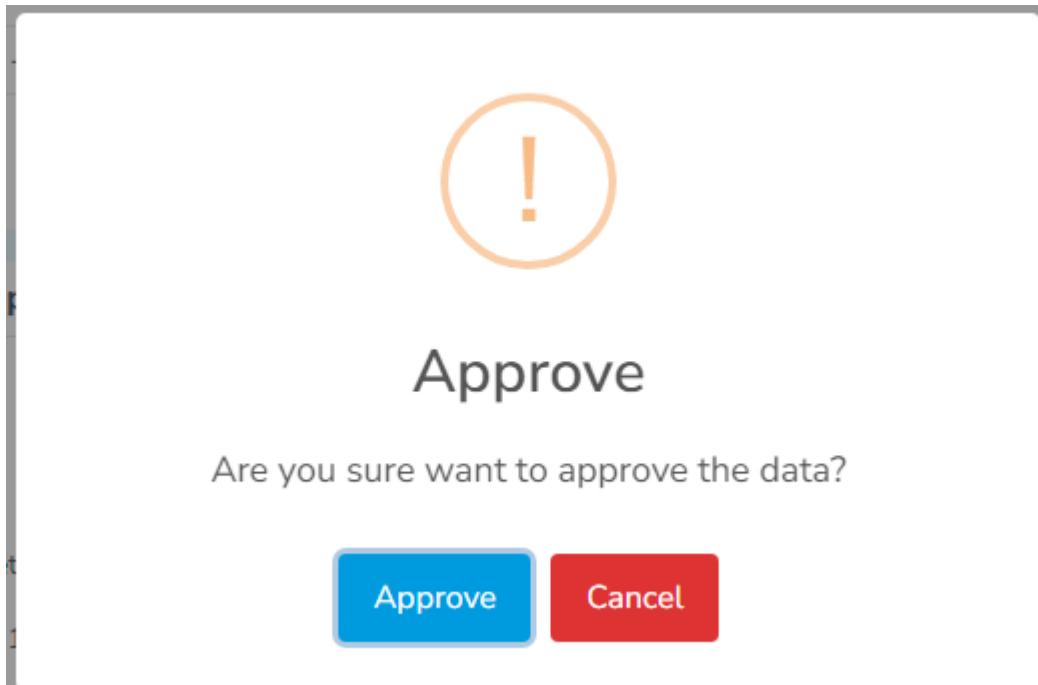


Validation date: 09-11-2023

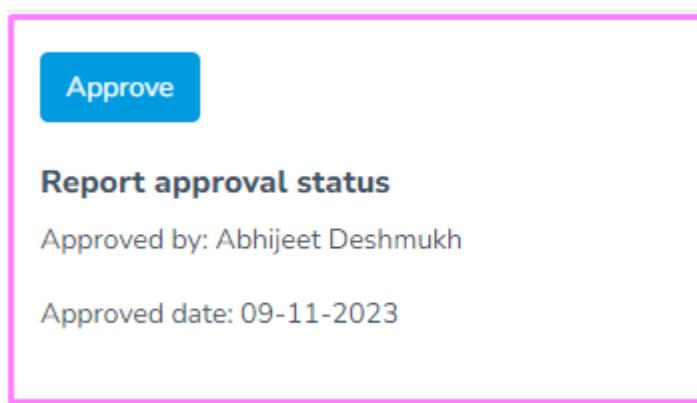
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

To approve the uploaded file data,

2. Click **Approve**, A confirmation screen appears:



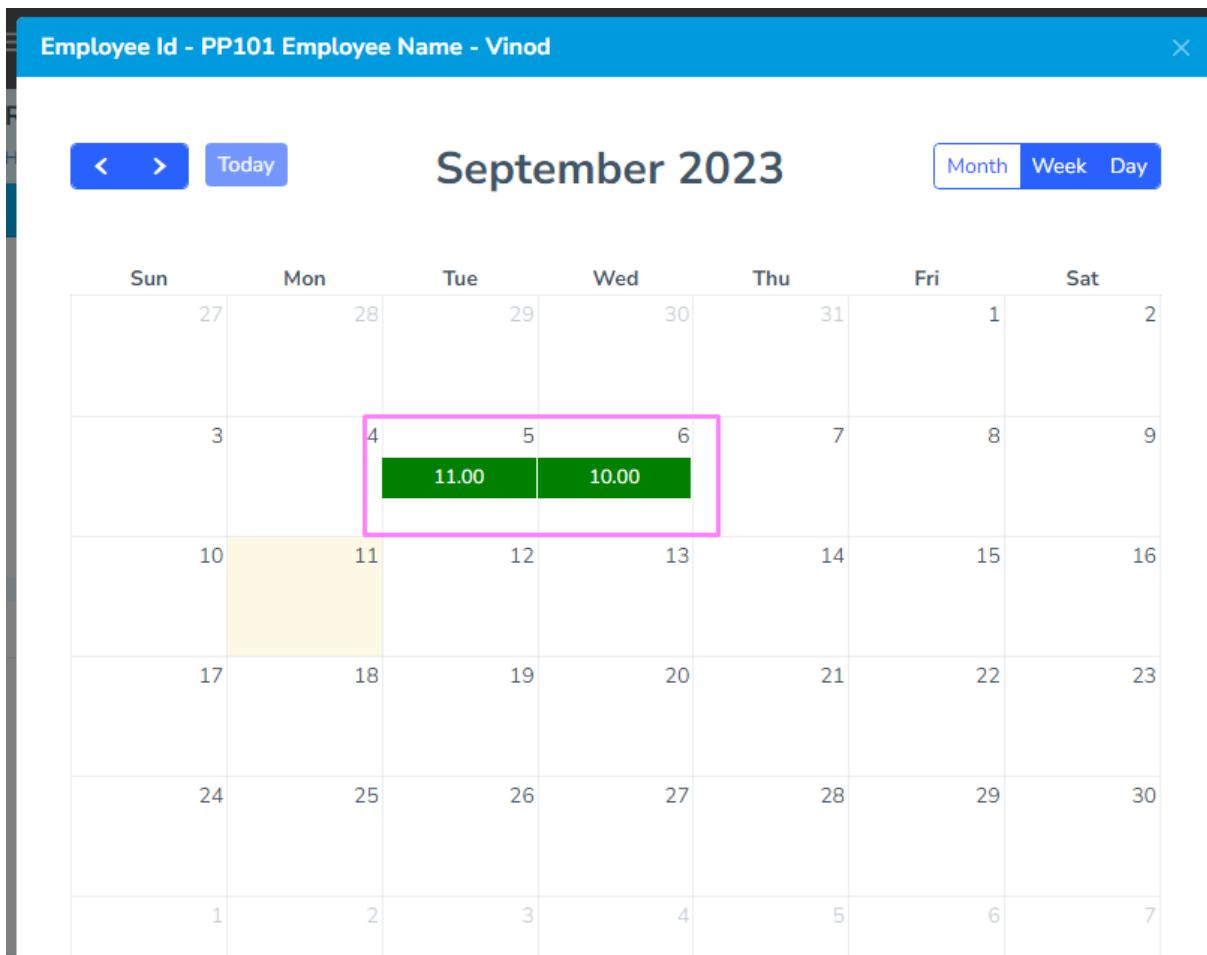
3. Click **Approve** to proceed and a success message will appear and following information will be displayed:



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

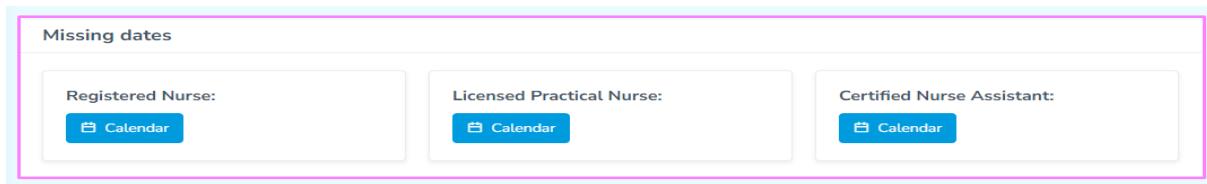
4. Click **Approve** to proceed and a success message will appear and following information will be displayed

5. After the approval the time sheet entry for particular data will be displayed in green as shown:



1.11.3 Missing Dates

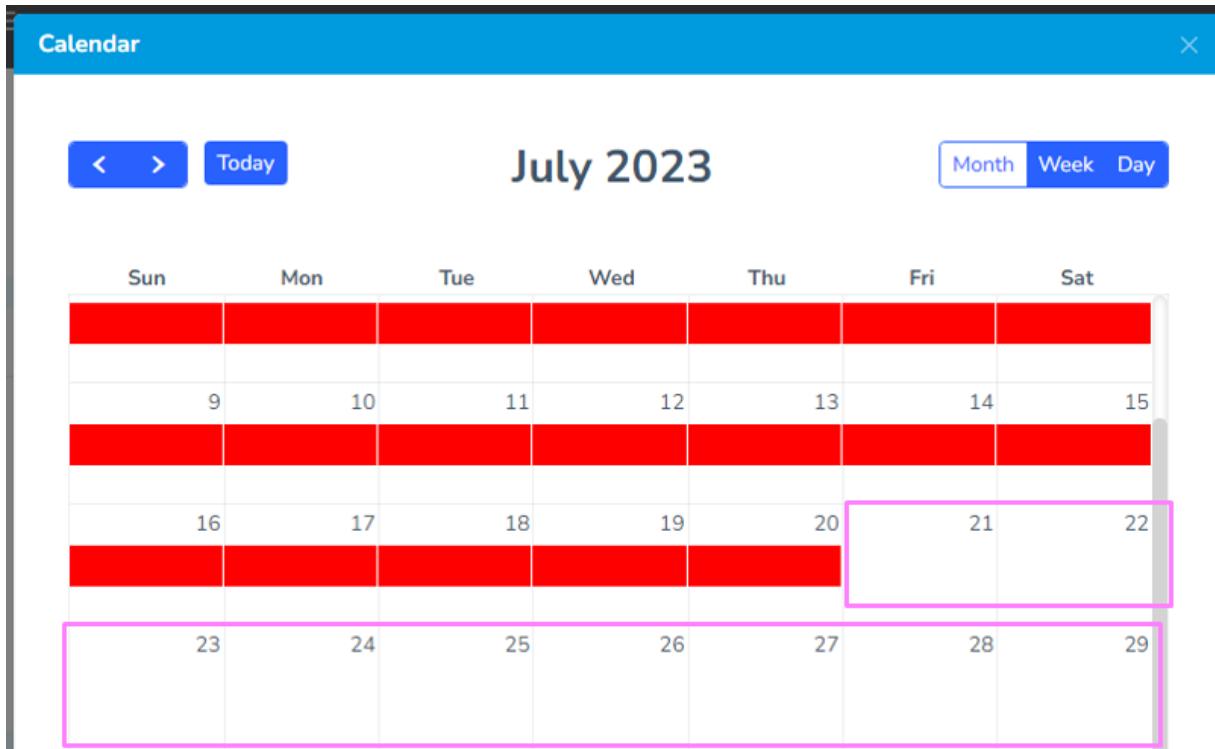
The user can add missing dates time sheet entry by clicking on the particular missing date also user can provide consecutive days' time sheet entry



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

To add missing dates time sheet entry,

1. Click **Calendar** from **Registered nurse, licensed practical Nurse, Certified Nurse Assistant.**, added time sheet entry date will be displayed in **white** and **missing dates** will be displayed in **Red** As shown:



2. Click on any missing dates, add working details popup will be displayed
3. Enter **Employee Id**, **hours worked**, **switch to consecutive days checkbox** (if consecutive days' time sheet entry is pending), **work day**, **pay type** and **job title**
4. Click on **Save** button
5. The entered data will be saved and Success message will appear

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Add Working details

Employee Id*	Hours Worked*
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Switch to Consecutive Days	
Work Day*	<input type="text" value="04-09-2023"/> <input type="button" value="Add Date"/>
Pay Type*	Job Title*
<input type="text" value="Exempt"/>	<input type="text" value="Administrator"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

1.11.4 Adding the Staff

The user can add the staff from employee module also can add the staff from review module

Staff
A list of staffing department details for the selected facility.

Show 10 entries Search:

	ID	Name	Hire Date	Termination Date	Pay Type	Job Title	Action
<input type="button" value="edit"/>	D1001	john Patel			Exempt	Administrator	<input type="button" value="edit"/>
<input type="button" value="edit"/>	D1002	brock Patel			Exempt	Medical Director	<input type="button" value="edit"/>
<input type="button" value="edit"/>	D1003	Hulk Patel			Exempt	Other Physician	<input type="button" value="edit"/>
<input type="button" value="edit"/>	D1004	Raina Patel			Exempt	Physician Assistant	<input type="button" value="edit"/>
<input type="button" value="edit"/>	D1005	Sachin Patel			Exempt	Registered Nurse Director of Nursing	<input type="button" value="edit"/>

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

To add the staff,

1. Click the add button from staff section as screen appears as shown:

The screenshot shows a modal window titled "Add Staff". It includes fields for Employee Id*, First Name, Last Name, Hire Date (dd-mm-yyyy), Termination Date (dd-mm-yyyy), Pay Type* (dropdown options include Exempt, Non-Exempt, Salaried, Hourly, etc.), and Job Title* (dropdown option shown as Administrator). At the bottom right are "Save" and "Close" buttons, with "Save" being highlighted by a pink box.

2. Enter **Employee Id, First Name, Last Name, hire date, Termination date, pay type and Job title**
3. Click **Save** button
4. The entered data will be saved and success message will appear and newly added staff will be displayed on list as shown:

The screenshot shows a table titled "Staff" with the following data:

ID	Name	Hire Date	Termination Date	Pay Type	Job Title	Action
E121	Krunal Patel			Exempt	Administrator	

Showing 1 to 1 of 1 entries

1.11.5 Editing the Staff**To edit the existing employee,**

1. Click the Pencil Icon under **Action** column.

After clicking the pencil icon, **Edit Staff** screen will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows a modal dialog titled "Edit Staff". Inside, there are input fields for Employee Id (containing "E121"), First Name ("Krunal"), Last Name ("Patel"), Hire Date (a date picker showing "dd-mm-yyyy"), Termination Date (another date picker showing "dd-mm-yyyy"), Pay Type (a dropdown menu showing "Exempt"), and Job Title (a dropdown menu showing "Administrator"). At the bottom right are two buttons: "Update" (highlighted with a pink box) and "Close".

2. Make any required changes and click **Update**. A success message will be displayed and the changes made will be saved

1.11.6 Adding the Time sheet Entry from Calendar icon

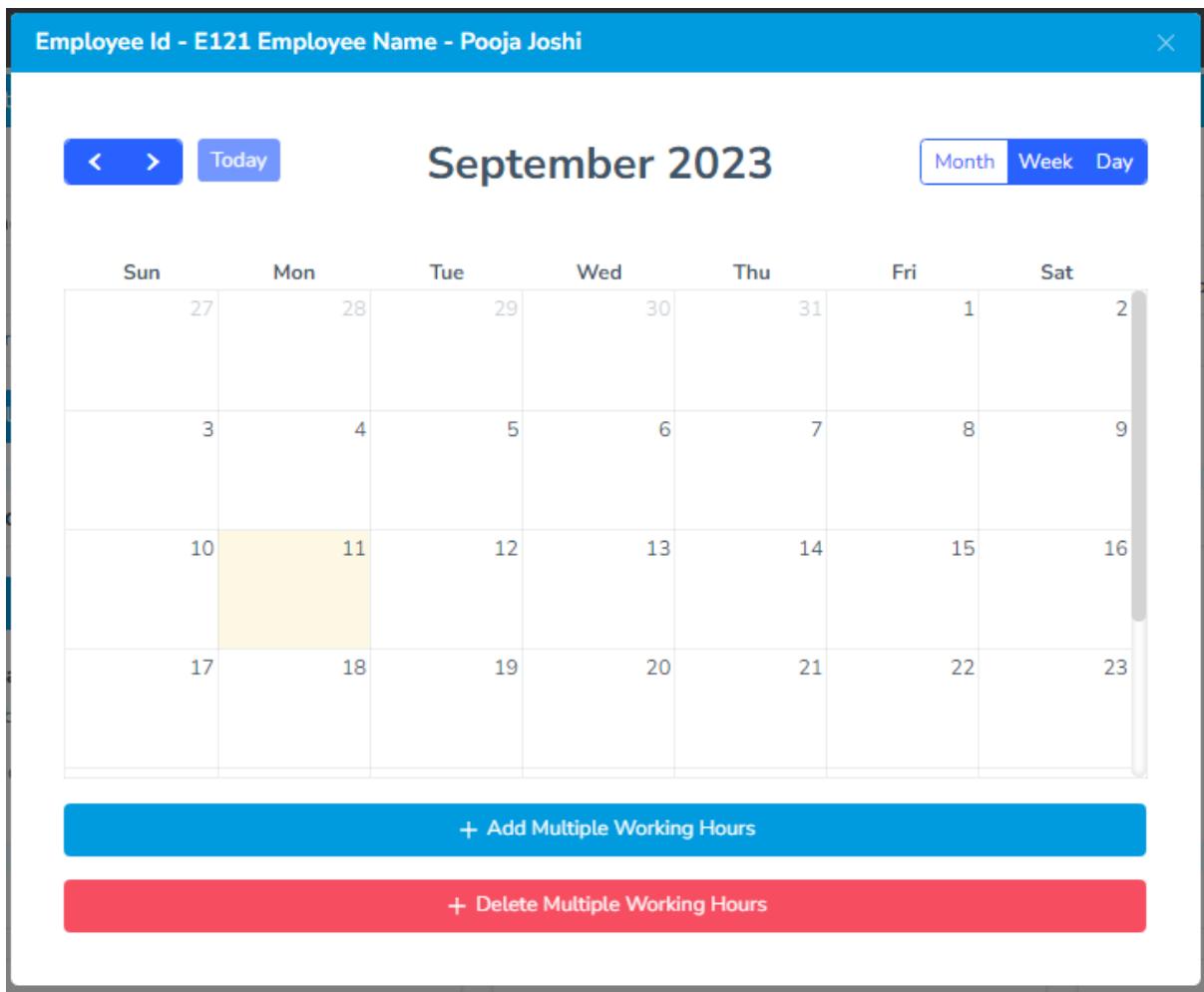
To add the time sheet entry for particular staff,

1. Click the Calendar Icon from particular staff.

The screenshot shows a table titled "Staff" with a subtitle "A list of staffing department details for the selected facility". The table has columns: ID, Name, Hire Date, Termination Date, Pay Type, Job Title, and Action. There is a search bar at the top right and a "Show 10 entries" button. The table shows one entry: E121, Krunal Patel, Exempt, Administrator, and an edit icon. At the bottom, it says "Showing 1 to 1 of 1 entries".

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

After clicking the calendar icon, screen will appear as shown:



2. Click on any missing dates, add working details popup will be displayed
3. Enter **Employee Id, hours worked, work day, pay type and job title**
4. Click on **Save** button
5. The entered data will be saved and success message will appear

1.11.7 Adding the Multiple Working Hours

To add the multiple working hours,

1. Click on **Add multiple working hours**.

After clicking the Add multiple working hours, screen will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Add multiple working day and update hours

X

Please select and add the date from the date picker. If the working hours already exist in the system then it is going to update the data with the new data. Future dates will be Ignored.

 Switch to Consecutive Days**Work Date***

dd-mm-yyyy



Add Date

Hours Worked***Pay Type*** Exempt**Job Title*** Administrator

Save

Close

+ Delete Multiple Working Hours

2. Enter **work date, hours worked pay type and job title** and click on **switch to consecutive checkbox**
3. Click on **Save** button, A success message will appear and added time sheet record will be saved and newly added entries will be displayed as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

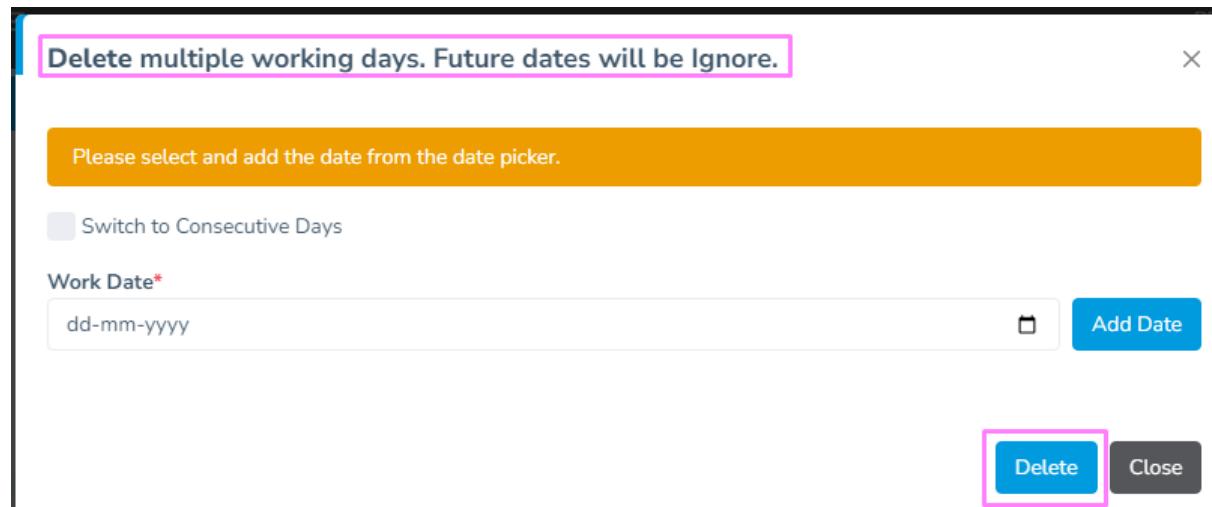


1.11.8 Deleting the Multiple Working Hours

To delete the multiple working hours,

- Click on +Delete multiple working hours.

After clicking the Delete multiple working hours, screen will appear as shown:



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

2. Click **switch to consecutive checkbox** and enter consecutive days and click on Add Date
3. Click on **Delete** button, A success message will appear and added time sheet record will be deleted and added entries will not be displayed on calendar as shown:

Employee Id - E121 Employee Name - Pooja Joshi X

<
>
Today
August 2023
Month
Week
Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

+ Add Multiple Working Hours

+ Delete Multiple Working Hours

1.11.9 Staffing Department Details

A list of staffing department details (**Total hours, staff, exempt, Non-exempt, Contractor, facility name**) for the selected facility will be displayed on staffing department details section as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Staffing Department Details
A list of staffing department details for the selected facility.

Show 10 entries Search:

Title	Total Hours	Staff	Exempt	Non-Exempt	Contractors	Facility Name
Administrator	38.00	3	4	0	0	Dwp1
Licensed Practical/Vocational Nurse with Administrative Duties	5.00	1	1	0	0	Dwp1
Registered Nurse	2.00	1	1	0	0	Dwp1

Showing 1 to 3 of 3 entries

1.11.10 Export Staffing Department Details

To Export the staffing department details,

- Click on **Export**.

After clicking the export, the exported data will appear as shown:

Title	FacilityName	TotalHours	StaffCount	Exempt	NonExempt	Contractors
Administrator	Dwp1	38	13	13	0	0
Registered Nurse	Dwp1	2	26	25	1	0
Licensed Practical/Vocational Nurse with Administrative Duties	Dwp1	5	1	1	0	0

1.11.11 Census

A list of census data for the selected facility is displayed on census

Census
A list of census data for the selected facility.

Show 10 entries

FacilityName	Year	Month	Medicare	Medicaid	Other	Actions
MS Facility	2023	July	100	200	300	

Showing 1 to 1 of 1 entries

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

To add the census,

1. Click on **+Add**.

After clicking the add, the add census screen will appear as shown:

Add Census

Month *

Select All

Medicare *

Medicaid*

Other *

Save Close

2. Select month, enter Medicare, Medicaid and other count
3. Click **Save** button, success message will appear and newly added census data will be displayed on list as shown:

Census
A list of census data for the selected facility.

+ Add Export

Show 10 entries

FacilityName	Year	Month	Medicare	Medicaid	Other	Actions
MS Facility	2023	July	100	200	300	

Showing 1 to 1 of 1 entries

1.11.12 Export the Census data

To Export the census data,

1. Click on **Export**.

After clicking the export, the exported data will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 FacilityName	Year	Month	Medicad	Medicare	Other									
2 MS Facility		2023 July	200	100	300									
3 MS Facility		2023 August	222	111	333									
4														
5														
6														
7														
8														
9														
10														
11														
12														

1.11.13 Editing the Census data

To Edit the census data,

- Click on pencil icon from actions column.

After clicking the pencil icon, the **update census** screen will appear as shown:

Update Census

Month *

July

Medicare *

100

Medicad*

200

Other*

300

Update Close

- Update the required fields and click on **Update**
- The entered data will be saved and Success message will appear

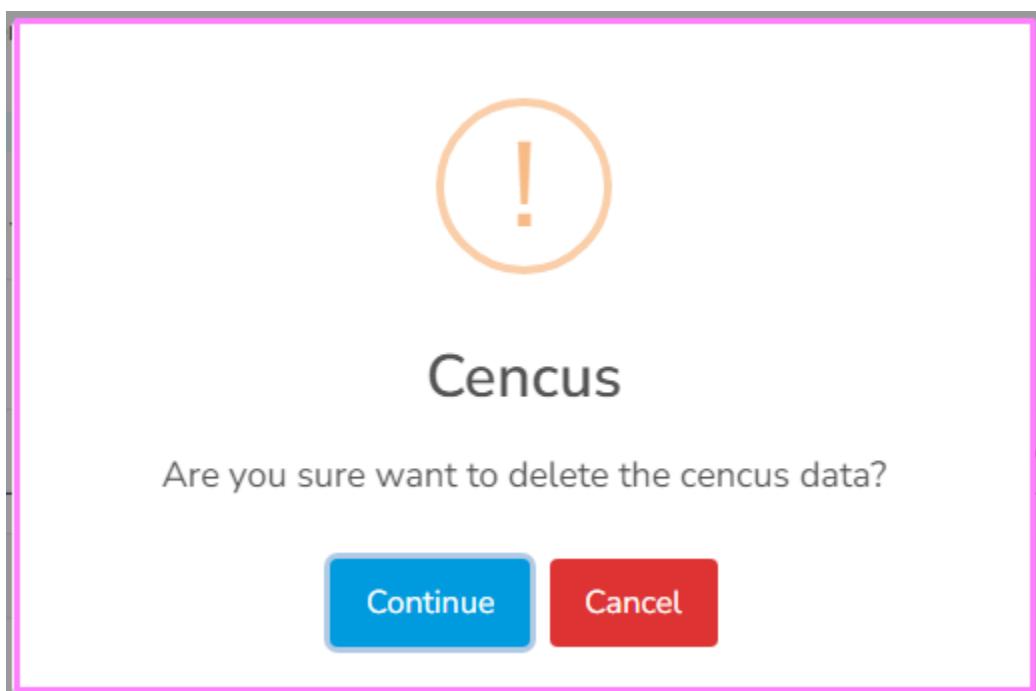
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.11.14 Deleting the Census data

To Delete the census data,

1. Click on **Delete icon** from **actions** column.

After clicking the delete icon, the **confirmation screen** will appear as shown:



2. Click **Continue** to proceed and a record deleted successfully message will appear.

1.12 Get Started-Submit

By selecting the **facility, year, quarter** the user can generate the **payroll-based journal file**

1.12.1 Generating the XML File

To **Generate the XML file**,

1. Click on **Get Started-Submit** from side menu.

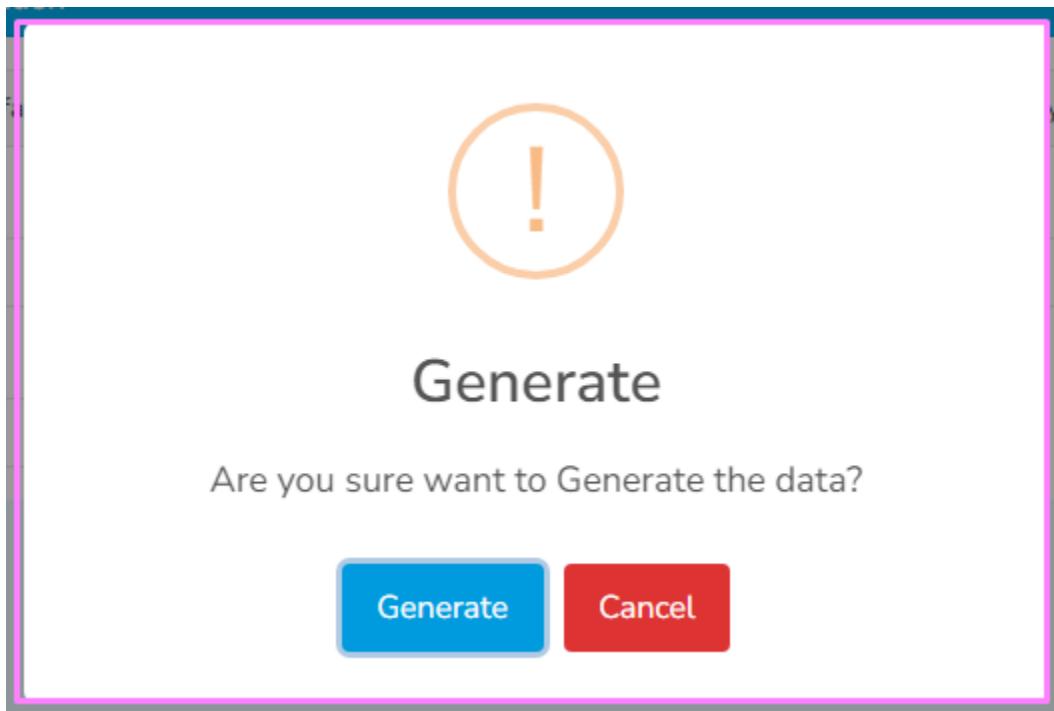
After clicking on the submit the screen will appear as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The screenshot shows the PBJSNAP application's 'Submit' page. On the left is a sidebar with various menu items like Dashboard, Get Started, Upload, Review, Submit (which is highlighted with a pink box), History, Backout, Employee, Configuration, Storage, and Help. The main area has a title 'Submit Information' with a sub-instruction: 'Please select the facility, year and quarter of the report you want to download. And Generate your Payroll Based Journal file.' Below this are three input fields: 'Facility*' with 'Dwp1' selected, 'Year*' with '2023', and 'Quarter*' with '4th Quarter (July 1 - September 30)'. There is also a 'Month' dropdown set to 'Select All' and a 'Generate' button.

2 Select the required **facility, year, quarter, month** and Click **Generate**

After clicking the **Generate**, the **confirmation screen** will appear as shown:



- Click **Generate** to proceed and the XML file will be generated successfully as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

```
<?xml version="1.0" encoding="UTF-8"?>
- <nursingHomeData>
  - <header fileSpecVersion="4.00.0">
    <facilityId>ID001</facilityId>
    <stateCode>AR</stateCode>
    <reportQuarter>4</reportQuarter>
    <federalFiscalYear>2023</federalFiscalYear>
    <softwareVendorName>Think Anew</softwareVendorName>
    <softwareVendorEmail>sales@pbjsnap.com</softwareVendorEmail>
    <softwareProductName>PBJSNAP</softwareProductName>
    <softwareProductVersion>1.4.2</softwareProductVersion>
  </header>
  - <employees>
    - <employee>
      <employeeId>1001</employeeId>
    </employee>
    - <employee>
      <employeeId>D1001</employeeId>
    </employee>
  </employees>
  - <staffingHours processType="merge">
    - <staffHours>
      <employeeId>1001</employeeId>
      - <workDays>
        - <workDay>
          <date>2023-08-18</date>
          - <hourEntries>
            - <hourEntry>
              <hours>8</hours>
              <jobTitleCode>1</jobTitleCode>
              <payTypeCode>1</payTypeCode>
            </hourEntry>
          </hourEntries>
        </workDay>
      </workDays>
    </staffHours>
    - <staffHours>
      <employeeId>D1001</employeeId>
    </staffHours>
```

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.13 History

The generated XML file will appear on history page the user can see the submission history (if having access) also the user can **perform edit, delete action and download the XML file**

Date	File Name	Organization Name	Facility Name	Status	Action
2023-07-28	FacilityDemo11120230728100710.xml	Trellissoft Org	FacilityDemo111	Accepted	
2023-07-28	FacilityDemo11120230728120743.xml	Trellissoft Org	FacilityDemo111	Pending	
2023-07-31	FacilityDemo11120230731100796.xml	Trellissoft Org	FacilityDemo111	Accepted	
2023-07-31	Dwp120230731120792.xml	Demo org	Dwp1	Pending	
2023-08-02	Dwp120230802120896.xml	Demo org	Dwp1	Pending	
2023-08-02	Dwp120230802120888.xml	Demo org	Dwp1	Pending	
2023-08-02	Dwn120230802120880.xml	Dwn1	Dwn1	Pending	

1.13.1 History Filter

The user can filter out the generated XML file by using organization and facility name drop down

For **history filter**,

1. Click **History** in the menu.
2. Select **organization name, facility name** from drop-down
3. Click **Apply Filters**
4. The files related to the selected organization and facility will be displayed as shown:

Date	File Name	Organization Name	Facility Name	Status	Action
2023-07-28	FacilityDemo11120230728100710.xml	Trellissoft Org	FacilityDemo111	Accepted	
2023-07-28	FacilityDemo11120230728120743.xml	Trellissoft Org	FacilityDemo111	Pending	
2023-07-31	FacilityDemo11120230731100796.xml	Trellissoft Org	FacilityDemo111	Accepted	
2023-08-18	Doctor20230818110843.xml	Trellissoft Org	Doctor	Pending	
2023-08-21	Krunal Facility20230821220879.xml	Trellissoft Org	Krunal Facility	Pending	

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.13.2 Editing the Submission status

To Edit the existing file,

- Click on **pencil icon** from **actions** column.

After clicking the pencil icon, the **submission status** screen will appear as shown:

The screenshot shows a modal dialog titled "Submission Status". Inside the dialog, there is a message: "When you receive your submission report, you can change the status here.". Below this message are three input fields: "Date" containing "2023-07-28T05:17:17.600536", "File Name" containing "FacilityDemo11120230728100710.xml", and "Status" containing "Accepted". At the bottom right of the dialog are two buttons: "Save" and "Cancel".

- Select the required **status (Pending, Accepted, Rejected)**, Click on **Save**
- The entered data will be saved and Success message will appear

1.13.3 Deleting the history of Submitted File

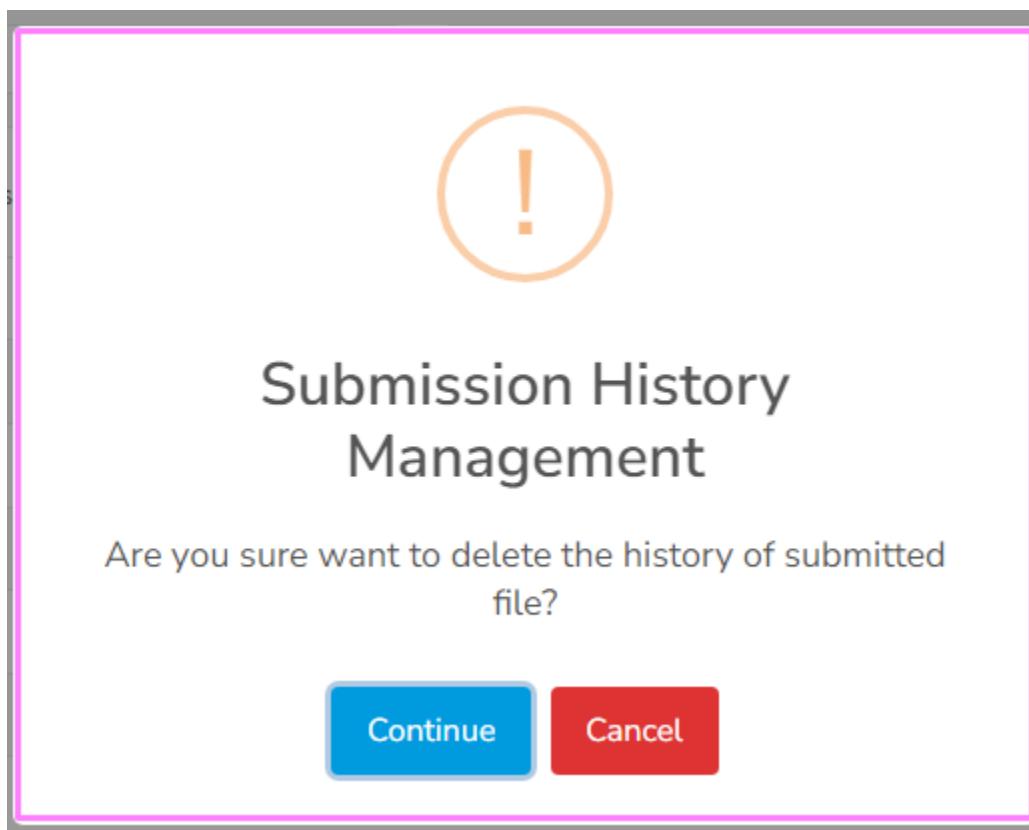
To Delete the history of submitted file,

- Click on **Delete icon** from **actions** column.

After clicking the delete icon, the **confirmation screen** will appear as shown:

- Click **Continue** to proceed and the record deleted successfully message will appear.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



1.13.4

Download the Submitted File

To Download the submitted file,

- Click on **File Name** from **File Name** column.

After clicking on the file name, the **particular file will be downloaded**

Date	File Name	Organization Name	Status	Action
2023-07-28	FacilityDemo11120230728120743.xml	Trellissoft Org	Pending	
2023-07-31	FacilityDemo11120230731100796.xml	Trellissoft Org	Pending	
2023-07-31	Dwp120230731120792.xml	Demo org	Pending	
2023-08-02	Dwp120230802120896.xml	Demo org	Pending	
2023-08-02	Dwp120230802120888.xml	Demo org	Pending	
2023-08-02	Dwp120230802120880.xml	Demo org	Pending	
2023-08-02	Dwp120230802130858.xml	Demo org	Pending	
2023-08-02	Dwp120230802160878.xml	Demo org	Rejected	
2023-08-02	Dwp120230802160878.xml	Demo org	Pending	

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.14 Storage

In Storage module the user can **store their local files to cloud also the user can perform download and delete operations on stored file.**

File Name	Size	Action
5034642 (1).zip	29.13 KB	
MicrosoftTeams-image (1).png	299.08 KB	
TC_Physician Portal (1).xlsx	63.29 KB	

1.14.1 Upload File to Cloud

To **Upload the file,**

1. Click **Storage** on side menu
2. Click on **Upload File**, the file selection screen will be displayed
3. Upload the required file
4. The uploaded file will be displayed on storage as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Upload File to Cloud

Upload File *

Drop files here

Show 10 entries Search:

File Name	Size	Action
5034642 (1).zip	29.13 KB	Download Delete
Census_MS Facility20230911160960.csv	144 Bytes	Download Delete
MicrosoftTeams-image (1).png	299.08 KB	Download Delete
TC_Physician Portal (1).xlsx	63.29 KB	Download Delete

Showing 1 to 4 of 4 entries

1.14.2 Download the uploaded File

1. To Download the uploaded file,
2. Click Download icon from action column
3. Click on Upload File, the file selection screen will be displayed
4. The file will be downloaded successfully

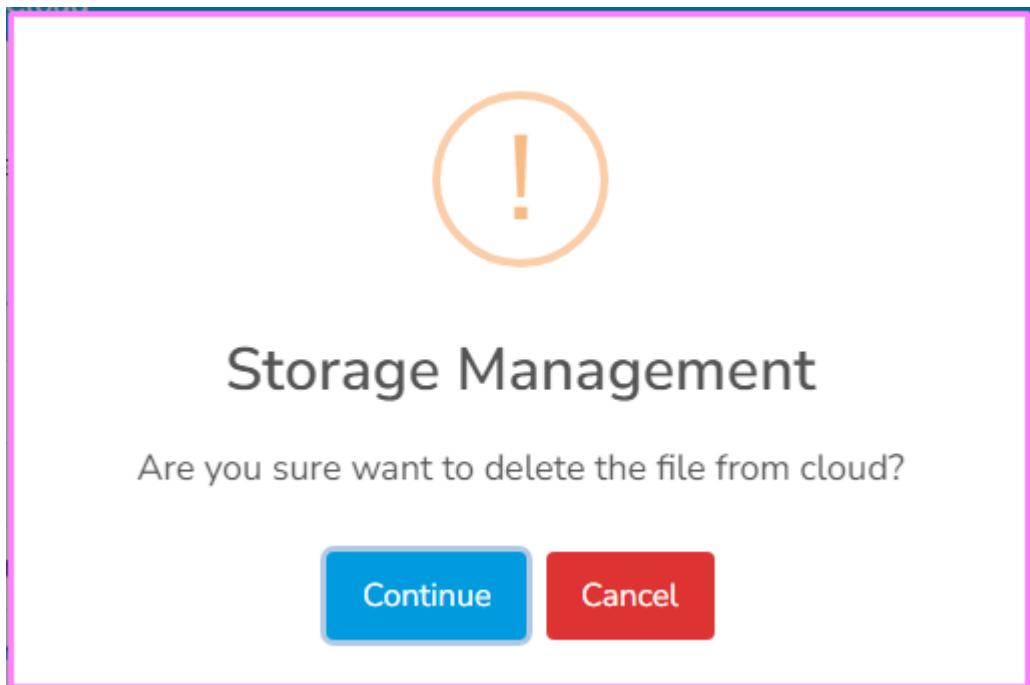
The screenshot shows the PJSNAP web application's storage interface. The left sidebar has navigation links for Dashboard, Get Started, History, Backout, Employee, Configuration, Storage, and Help. The main content area has a header 'Upload File to Cloud'. Below it is a form with a 'Drop files here' button and a 'Show 10 entries' dropdown. A table lists four files: '5034642 (1).zip', 'Census_MS Facility20230911160960.csv', 'MicrosoftTeams-image (1).png', and 'TC_Physician Portal (1).xlsx'. The 'Census_MS Facility20230911160960.csv' row is highlighted with a pink border. To the right of the table, a detailed view of the same file is shown in a modal window, displaying its size (144 Bytes), upload time ('144 B • Done'), and download link. The bottom of the page shows pagination controls.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

1.14.3 Delete the uploaded File

To **Delete the uploaded file**,

1. Click **Delete** icon from **action** column
2. The confirmation screen will be displayed



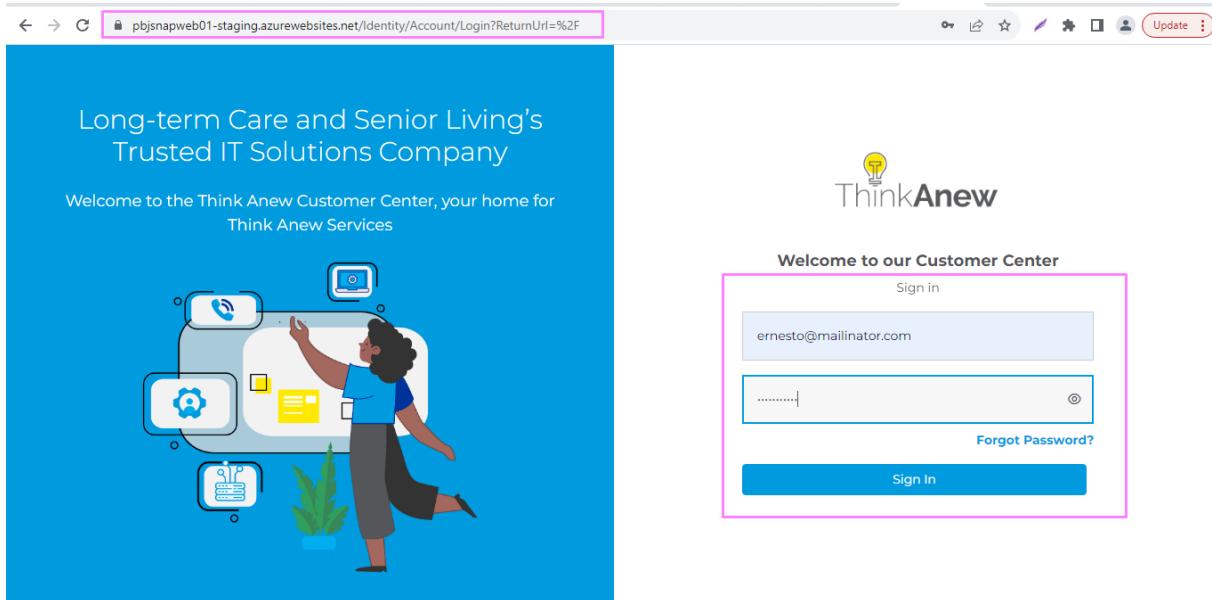
Click **Continue** to proceed and the record deleted successfully message will appear.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

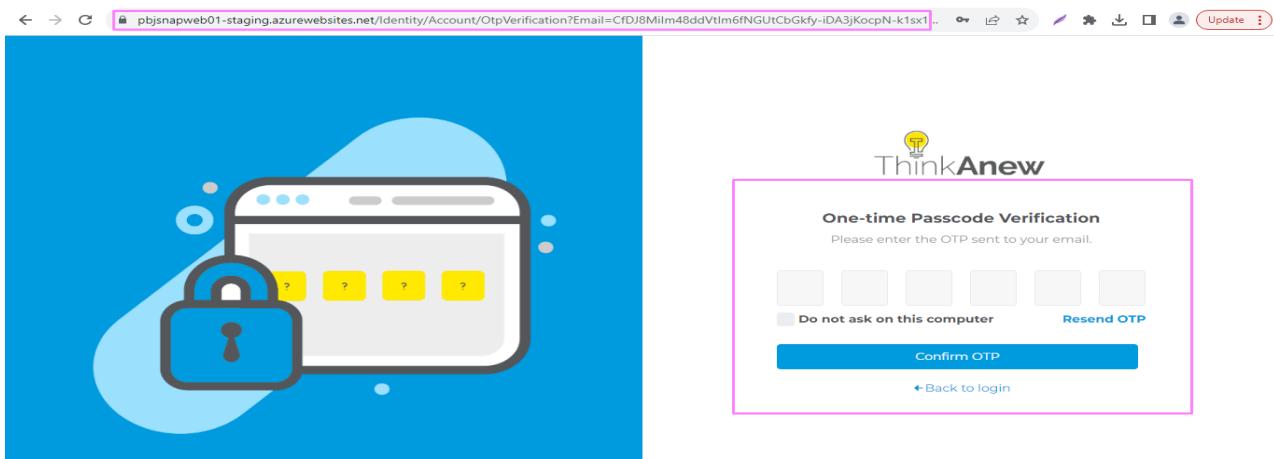
2. Think Anew User

2.1 Login

1. Go to <https://pbjsnapweb01-staging.azurewebsites.net/>
2. Enter the required **Email** and **Password**
3. Click **Signin**

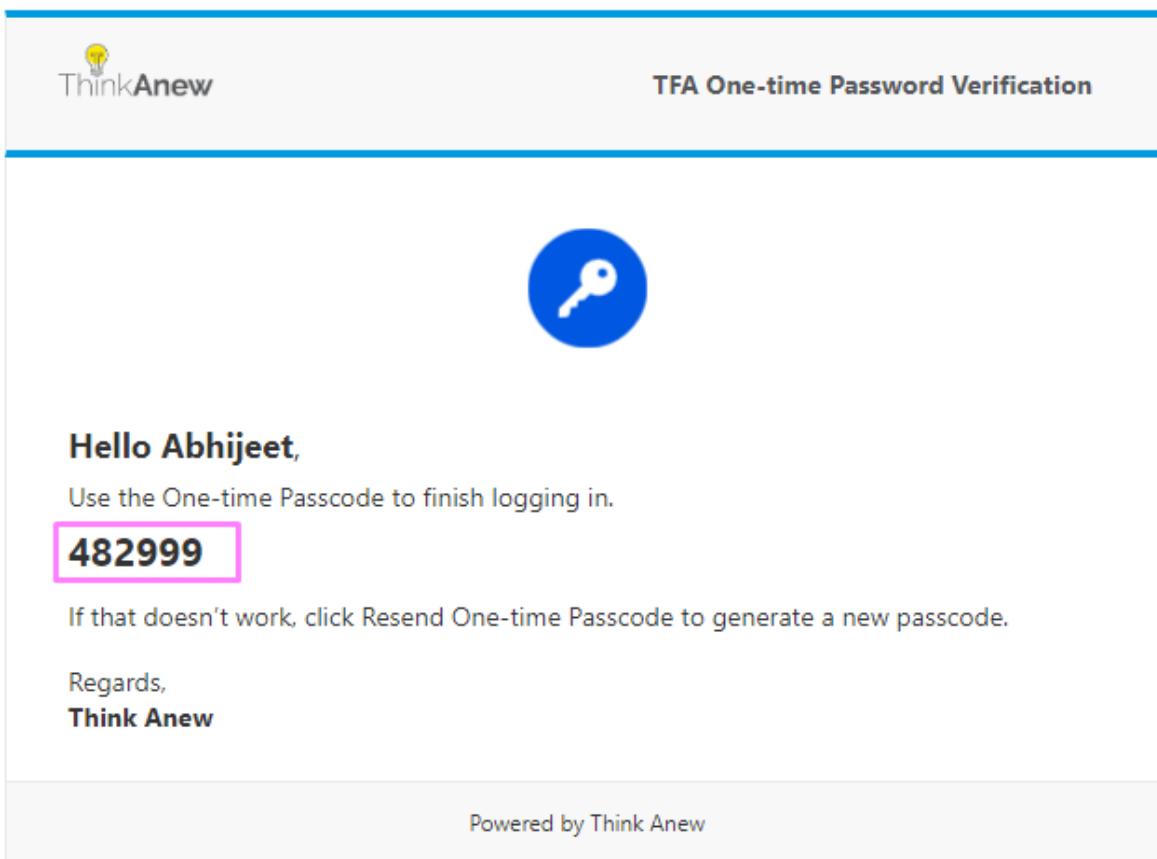


On successful login, the user is navigated to **one time Pass code Verification** page:



The user will receive the **one-time Pass code on registered mail id**:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

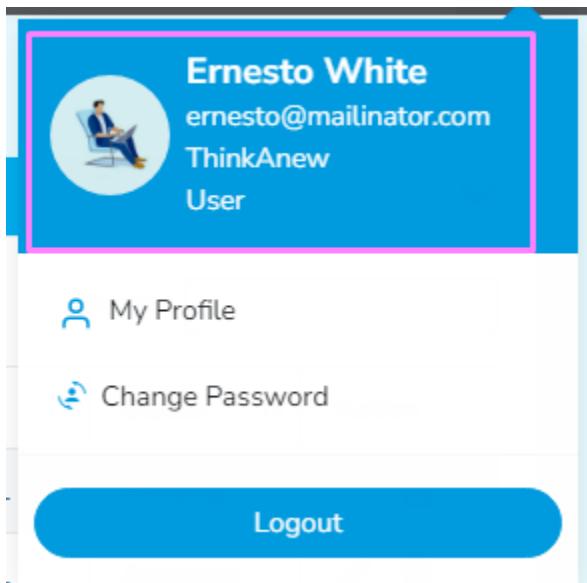


After providing the valid OTP the user will be navigated to **Dashboard**:

The dashboard provides a high-level overview of organization, facility, and agency counts. It also tracks reporting deadlines for different quarters. A prominent staffing data chart shows a significant increase in staff count during the third quarter, peaking in May and June. Filter options at the bottom allow users to refine their view by organization, facility, and year.

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

On user profile the following details (**Username, mail Id, User Type, Role**) will be displayed:



The following details are provided on the PBJSNAP dashboard.

- **Organizations:** The total number of organizations added by Super Admin, Think Anew users
- **Facilities:** The total number of facilities added by Super Admin, Think Anew and other users
- **Agencies:** The total number of agencies added by Super Admin, Think Anew and other users



- **Employees:** The total number of employees added by Super Admin, Think Anew and other users
- **Think Anew Users:** The total number of Think Anew users added by Super Admin and Think Anew users
- **Client Users:** The total number of client users added by Super Admin and other user
- **Contractors:** The total number of users with contractor role added by Super Admin, Think Anew and other users

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Employees
189ThinkAnew Users
52Client Users
29Contractors
1

- Reporting Deadline:** This chart shows current and previous quarter deadlines (45 days beyond the quarter)
- Staffing Data:** This chart shows the time sheet data count for each month and filterable by organization, facility and year drop down

Reporting Deadline

3rd Quarter (April 1 - June 30)
August 14 : 29 days All data for the 3rd Quarter must be submitted by 11:59pm.

4th Quarter (July 1 - September 30)
November 14 : 62 days All data for the 4th Quarter must be submitted by 11:59pm.

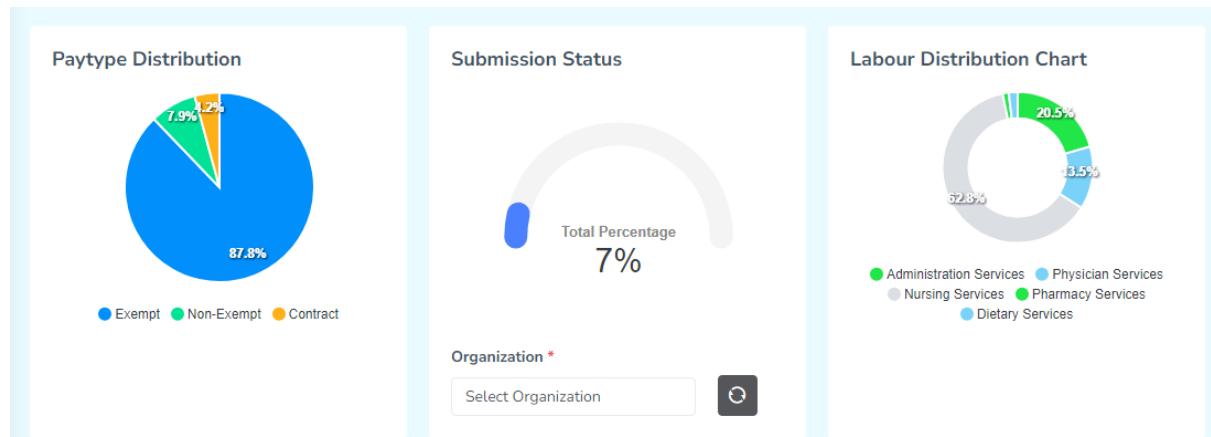
Staffing Data

The chart displays the number of staff entries per month. The data points are approximately: Jan (12), Feb (3), Mar (3), Apr (3), May (1), Jun (12), Jul (1), Aug (5), Sep (3), Oct (1), Nov (1), Dec (1).

Organization * Facility Year *

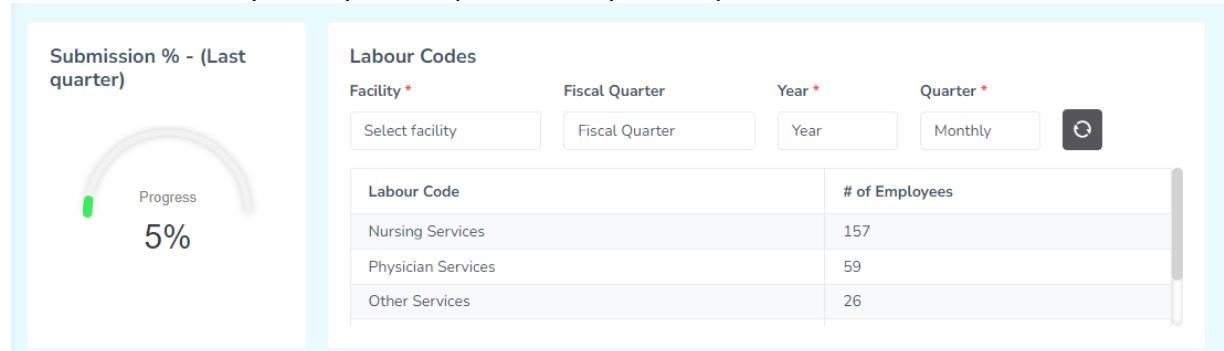
Select Organization Select Facility Select Year

- Paytype Distribution:** This chart shows the pay type and their count along with percentage (based on employee module)
- Submission status:** This chart shows the % of facilities from organizations submitted the file
- Labor Distribution Chart:** This chart shows the labor distribution and their count along with percentage (based on employee module)



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- **Submission % - (Last quarter):** This chart shows the % of facilities submitted the file in last quarter & generated XML file
- **Labor Codes:** This table shows the different labor codes along with labor count and filterable by facility, fiscal quarter and year drop down



- **Top Jobs Codes:** This table shows the top jobs codes along with employees count and filterable by facility, fiscal quarter and year drop down
- **% Of facilities started upload:** This chart shows the % of facilities has started the uploading the file but not generated the XML file

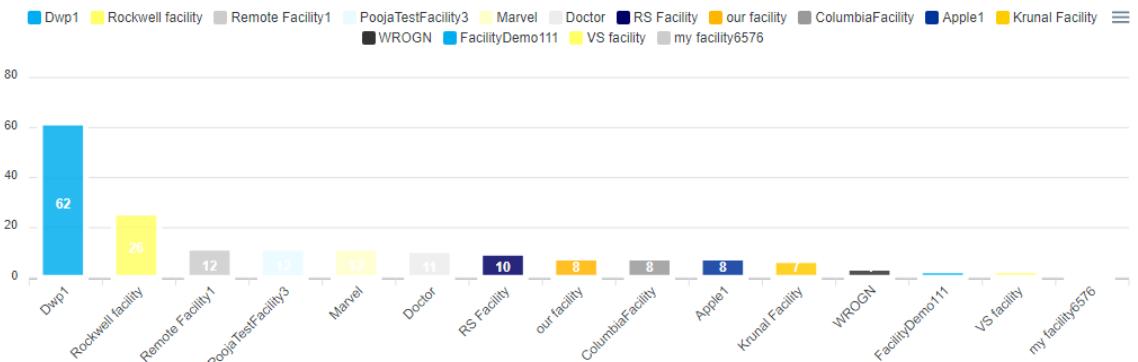


- **Employee Distribution:** This chart shows the top 15 facilities along with employees count

User Manual - Think Anew

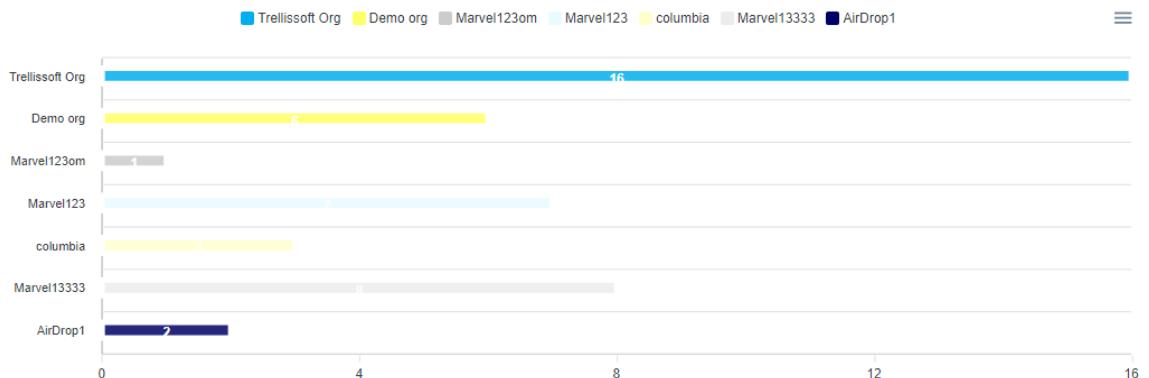
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

Employee Distribution



- Submission bar- (Last quarter):** This chart shows the organization names along with facilities count for last quarter (pending to submit)

Submission Bar - (Last quarter)



- Facilities:** The facilities added by Super admin, Think Anew user and other user with total employee count, exempt, non-exempt and contract count, review button for the particular facility

Facilities

MS Facility	(0)	RS Facility	(10)	wrogns12	(0)
Exempt	0	Non Exempt	0	Contract	0
0	0	2	1	0	0
Review		Review		Review	

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- CMS Feed:** The blogs will be displayed with **go to blog** button for detailed information

CMS Feed

Date	Title	Description	Action
2/6/2005 5:39:00 AM -08:00	ROSHAN & 2ND IN COMMAND, WOULD LIKE TO THANK THE...	MR. FRANK JADHAVJI For his generous contribution of a free freight cart, which was used to transport the food and clothing to the people of Sri Lanka	Go to blog
2/6/2005 3:39:29 AM -08:00	ROSHAN & 2ND IN COMMAND, UNITED!, FOR THE PEOPLE OF S...	These Sad Times was written right after the crash of flight 587. "I felt an incredible sadness after the crash of flight 587, mainly... because it happened not so soon after 911, it	Go to blog
2/6/2005 3:14:35 AM -08:00	2ND IN COMMAND!, A HOT EMERGING NEW ARTIST!	Originality + Talent + Genius = 2ND IN COMMAND! The Next Biggest Multi-Platinum Artist of the Decade! THE WORLD IS NOT... READY... 2ND IN COMMAND is a new up	Go to blog

The Think Anew user can access only those modules which is assigned by or given permission by Super admin user as shown:

PBISNAP

Submission History

Home > History

Filter

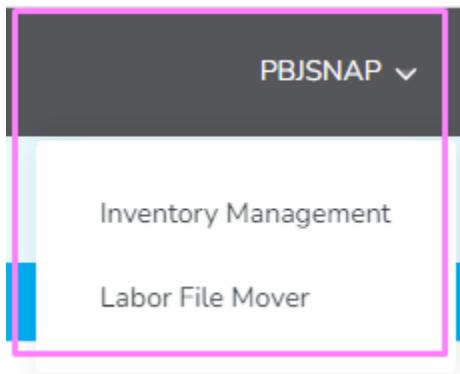
Date	File Name	Organization Name	Facility Name	Status	Action
2023-07-28	FacilityDemo11120230728120743.xml	Trellisoft Org	FacilityDemo111	Pending	Edit Delete
2023-07-31	FacilityDemo11120230731100796.xml	Trellisoft Org	FacilityDemo111	Accepted	Edit Delete
2023-07-31	Dwp120230731120792.xml	Demo org	Dwp1	Pending	Edit Delete
2023-08-02	Dwp120230802120896.xml	Demo org	Dwp1	Pending	Edit Delete
2023-08-02	Dwp120230802120888.xml	Demo org	Dwp1	Pending	Edit Delete
2023-08-02	Dwp120230802120880.xml	Demo org	Dwp1	Pending	Edit Delete
2023-08-02	Dwp120230802130858.xml	Demo org	Dwp1	Pending	Edit Delete
2023-08-02	Dwp120230802160878.xml	Demo org	Dwp1	Rejected	Edit Delete
2023-08-02	Dwp120230802160878.xml	Demo org	Dwp1	Pending	Edit Delete

The flow for all modules is similar to super admin user

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

2.2 Switch Application

The Think Anew user can switch into the different applications (**PBJSNAP, Inventory Management, Labor File Mover**) by using the **switch application drop down** as shown:



For **Inventory Management**,

3. Click **Inventory Management** from drop down
4. The Inventory screen will be displayed as shown:

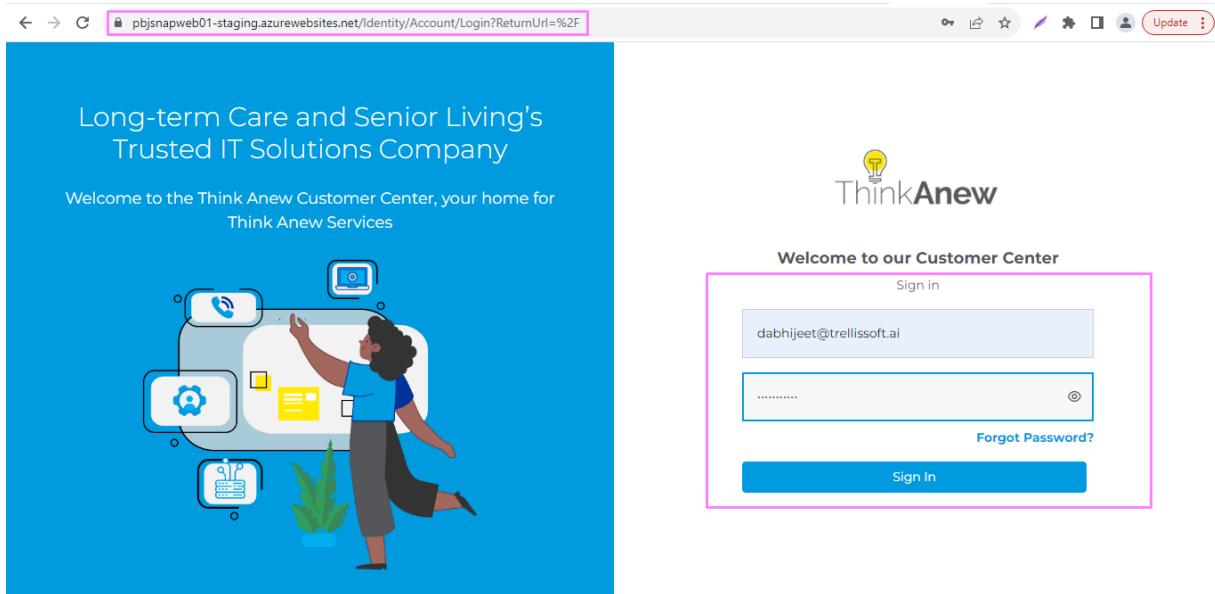
Depending upon the permission can access only those modules which is assigned by or given permission by Super admin user as shown:

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

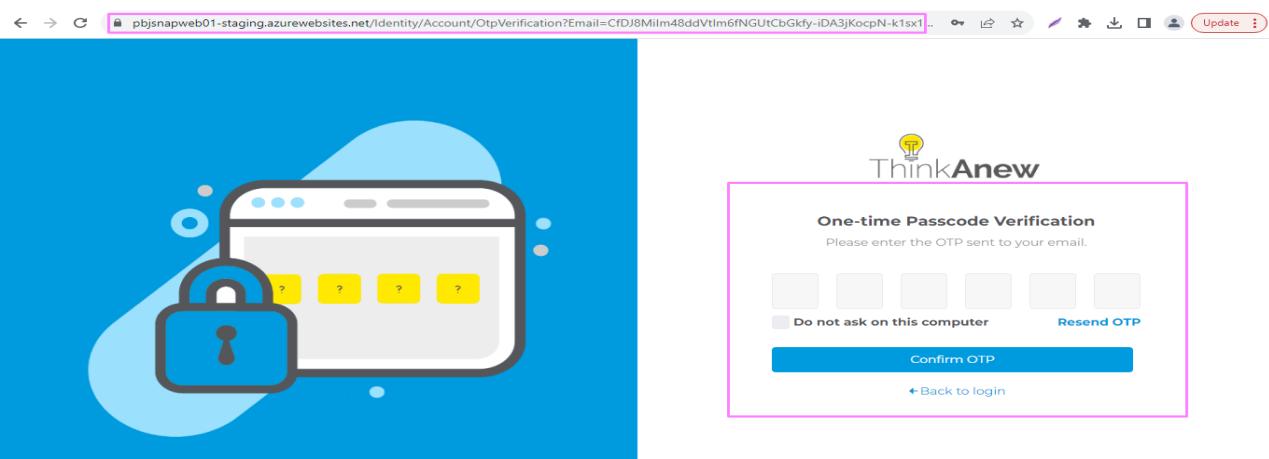
3. Other User

3.1 Login

1. Go to <https://pbjsnapweb01-staging.azurewebsites.net/>
2. Enter the required Email and Password
3. Click Signin

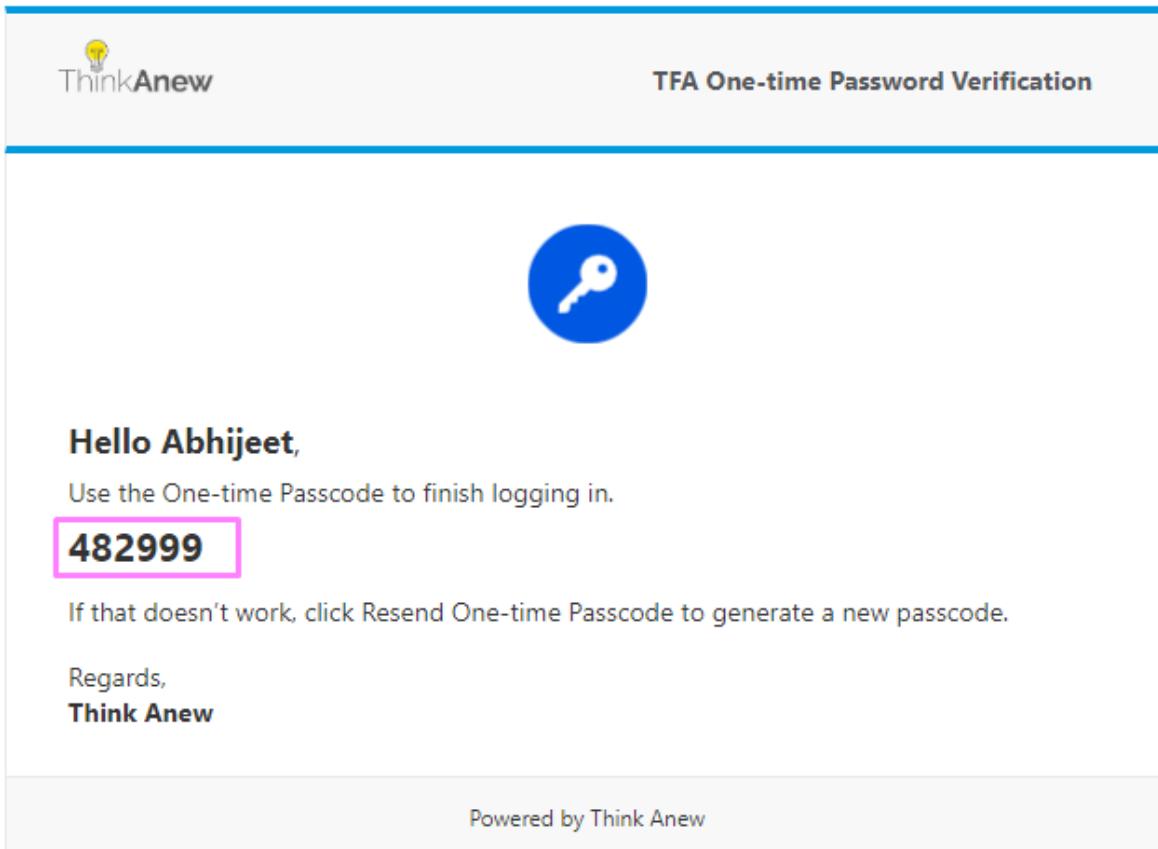


On successful login, the user is navigated to **one time Pass code Verification** page:



Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

The user will receive the **one-time Pass code on registered mail id:**

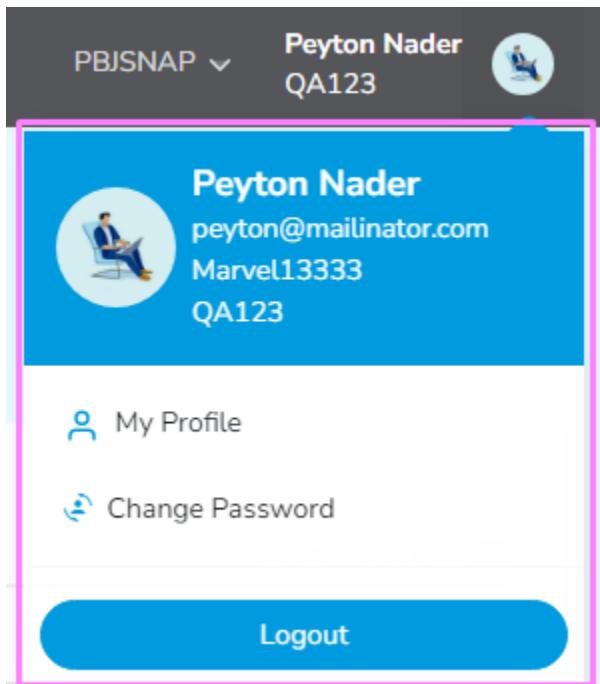


After providing the valid OTP the user will be navigated to Dashboard:

The dashboard has a sidebar with "Dashboard" highlighted. It shows "Facilities 8" and "Agencies 7". Below this, there's a "Reporting Deadline" section for the 3rd Quarter (April 1 - June 30) and 4th Quarter (July 1 - September 30). The 3rd Quarter deadline is August 14, with a note about submitting data by 11:59pm. The 4th Quarter deadline is November 14, with a note about submitting data by 11:59pm. To the right, there's a "Staffing Data" chart showing employee counts over time, with a callout for April. There are dropdown menus for "Organization", "Facility", and "Year".

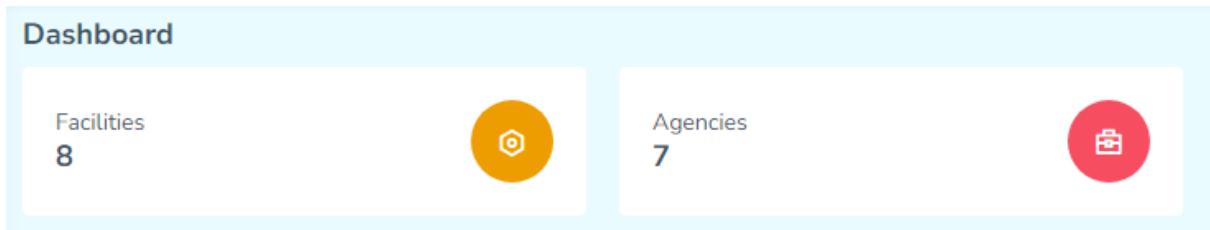
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

On user profile the following details (**Username, mail Id, Organization, Role**) will be displayed:

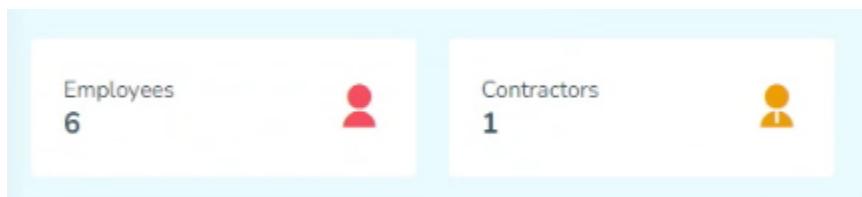


The following details are provided on the PBJSNAP dashboard.

- **Facilities:** The total number of facilities added by another user
- **Agencies:** The total number of agencies added by another user



- **Employees:** The total number of employees added by another user
- **Contractors:** The total number of users with contractor role added by another user

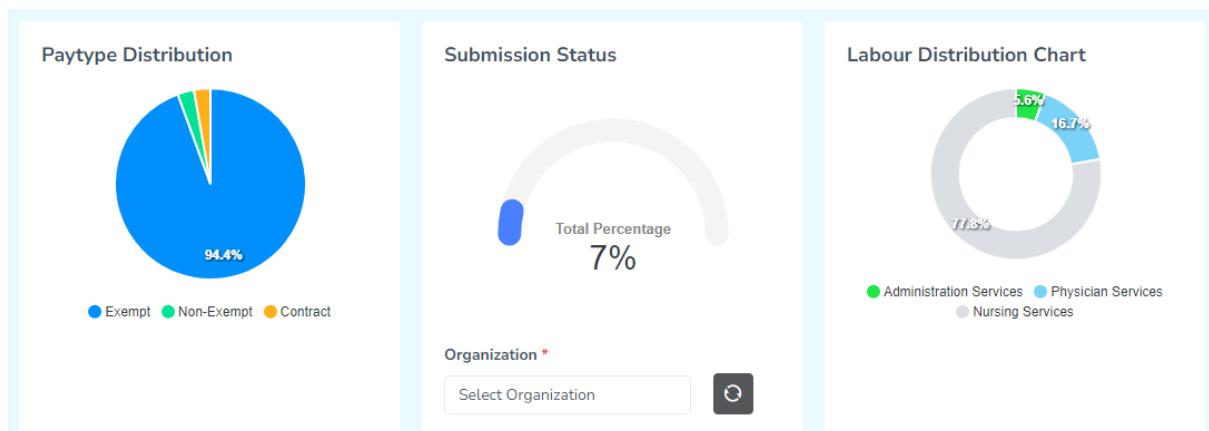


Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- **Reporting Deadline:** This chart shows current and previous quarter deadlines (45 days beyond the quarter)
- **Staffing Data:** This chart shows the time sheet data count for each month and filterable by organization, facility and year drop down



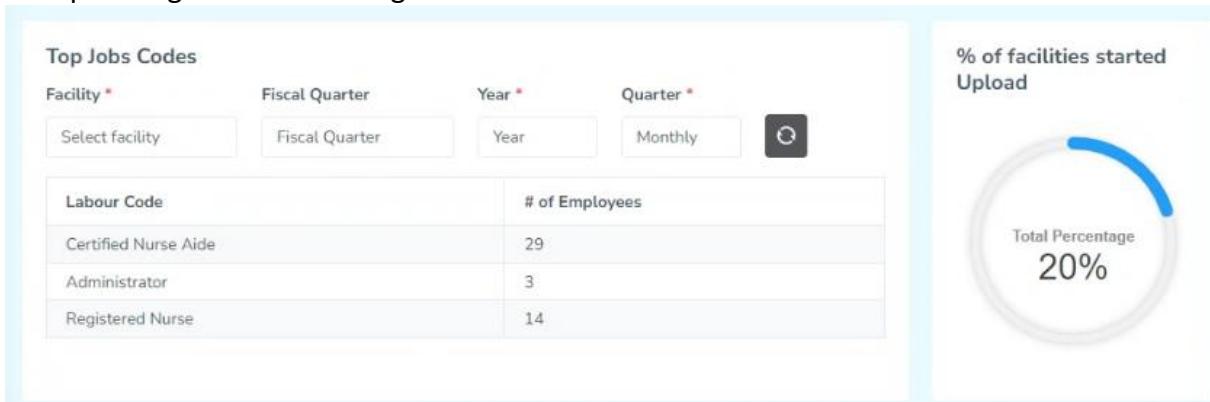
- **Paytype Distribution:** This chart shows the pay type and their count along with percentage (based on employee module)
- **Submission status:** This chart shows the % of facilities from organizations submitted the file
- **Labor Distribution Chart:** This chart shows the labor distribution and their count along with percentage (based on employee module)



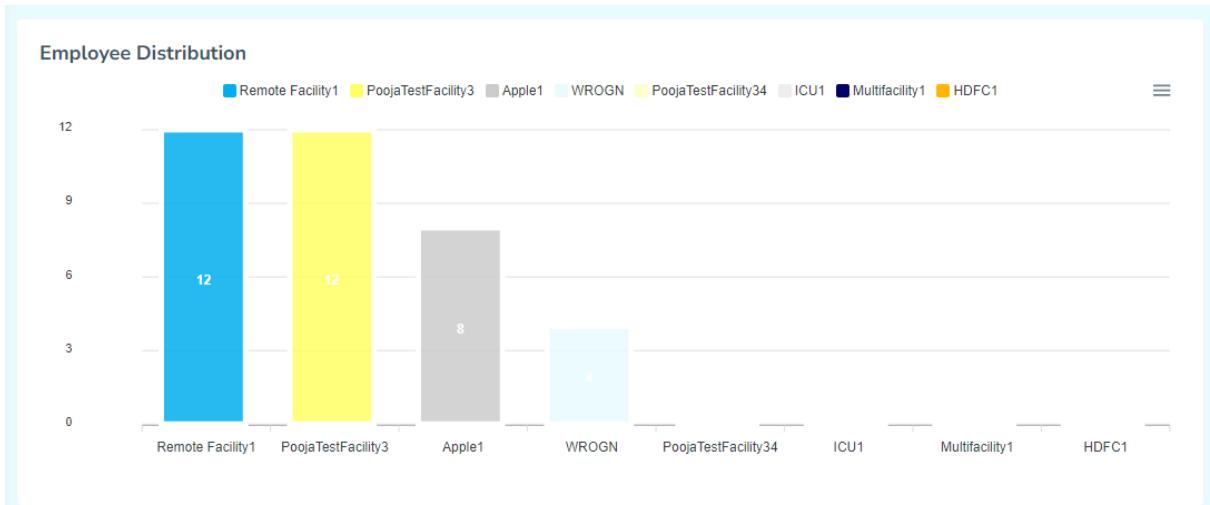
- **Submission % - (Last quarter):** This chart shows the % of facilities submitted the file in last quarter & generated XML file

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023

- Labor Codes:** This table shows the different labor codes along with labor count and filterable by facility, fiscal quarter and year drop down
- Top Jobs Codes:** This table shows the top jobs codes along with employees count and filterable by facility, fiscal quarter and year drop down
- % Of facilities started upload:** This chart shows the % of facilities has started the uploading the file but not generated the XML file

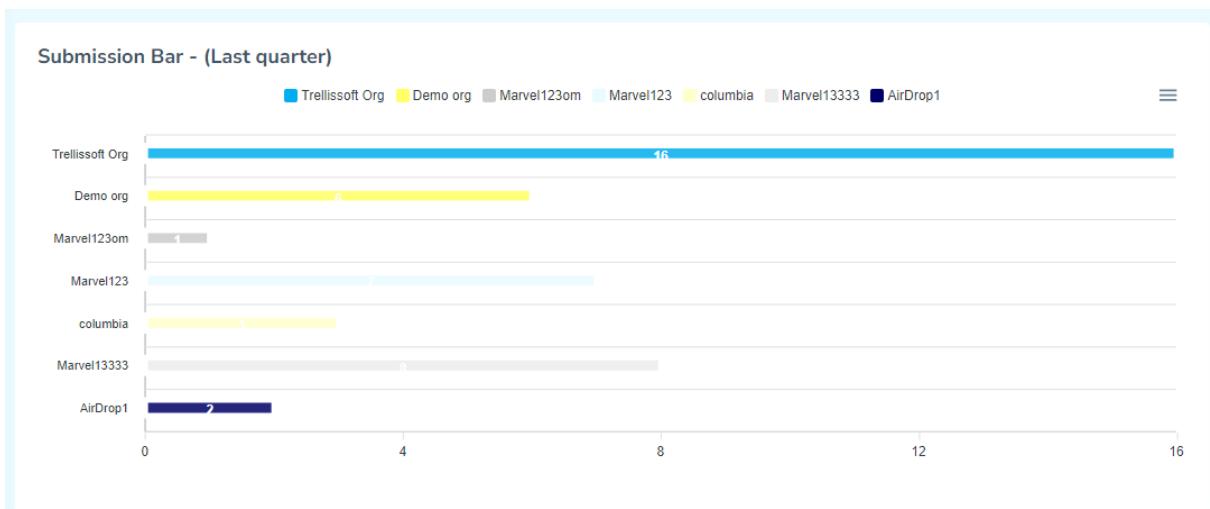


- Employee Distribution:** This chart shows the top 15 facilities along with employees count



- Submission bar- (Last quarter):** This chart shows the organization names along with facilities count for last quarter (pending to submit)

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



- Facilities:** The facilities added by other user with total employee count, exempt, non-exempt and contract count, review button for the particular facility

Facilities

Remote Facility1 (12)

Exempt	Non Exempt	Contract
12	0	0

[Review](#)

PoojaTestFacility34 (0)

Exempt	Non Exempt	Contract
0	0	0

[Review](#)

PoojaTestFacility3 (12)

Exempt	Non Exempt	Contract
12	0	0

[Review](#)

- CMS Feed:** The blogs will be displayed with **go to blog** button for detailed information

CMS Feed

Date: 2/6/2005 5:39:00 AM -08:00

ROSHAN & 2ND IN COMMAND, WOULD LIKE TO THANK THE...

MR. FRANK JADHAVJI For his generous contribution of a free freight cart, which was used to transport the food and clothing to the people of Sri Lanka

[Go to blog](#)

Date: 2/6/2005 3:39:29 AM -08:00

ROSHAN & 2ND IN COMMAND, UNITED!, FOR THE PEOPLE OF S...

These Sad Times was written right after the crash of flight 587. "I felt an incredible sadness after the crash of flight 587, mainly... because it happened not so soon after 911, it

[Go to blog](#)

Date: 2/6/2005 3:14:35 AM -08:00

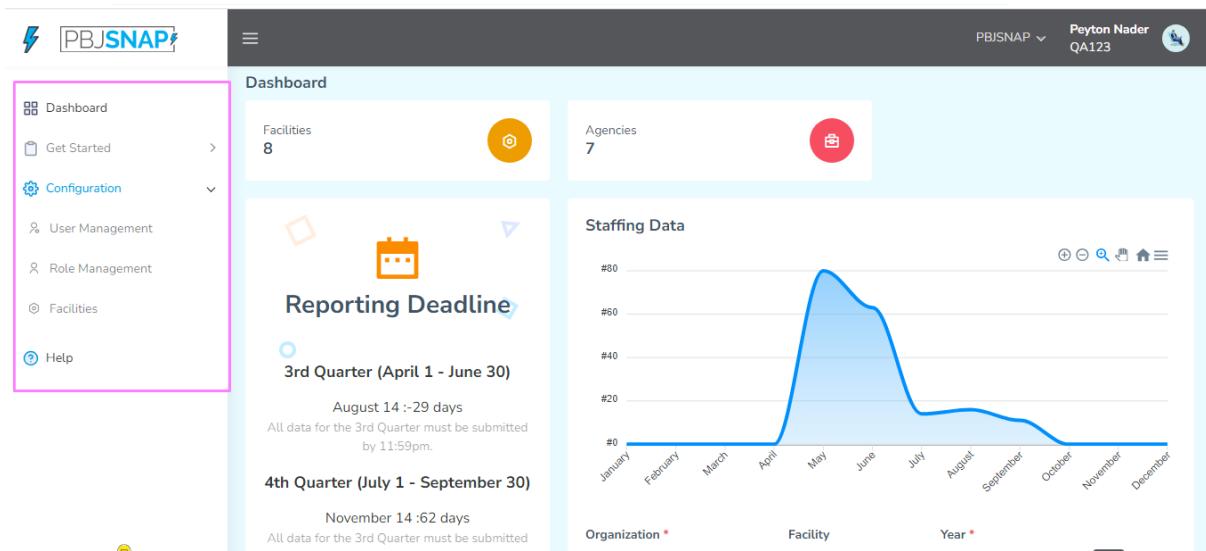
2ND IN COMMAND!, A HOT EMERGING NEW ARTIST!

Originality + Talent + Genius = 2ND IN COMMAND! The Next Biggest Multi-Platinum Artist of the Decade! THE WORLD IS NOT... READY... 2ND IN COMMAND is a new up

[Go to blog](#)

The Other user or organization user can access only those modules which is assigned by or given permission by Super admin user as shown:

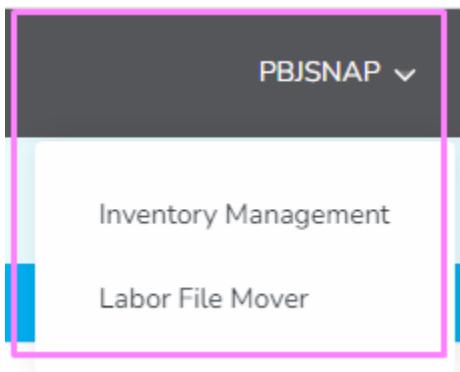
Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023



The flow for all modules is similar to super admin user

3.2 Switch Application

The Other user can switch into the different applications depending upon the permission (**PBJSNAP, Inventory Management, Labor File Mover**) by using the switch application drop down as shown:



For **Inventory Management**,

1. Click **Inventory Management** from drop down
2. The **Inventory screen** will be displayed as shown:

Depending upon the permission can access only those modules which is assigned by or given permission by Super admin user as shown:

User Manual - Think Anew

Product	Code	Version	Date
Think Anew	API-TA-001	2.0	10/16/2023