

## MANAGEMENT SIDE

1. Create 3 user levels: Administrator, Supervisor, and HR  
Administrator will be the only user who can create accounts and has master access to every function.
2. Make master login page. On this page, there should be 2 areas to log in: One says "Log in to registry" and the other says "log in to Agency". Both have user name and password. Make timeout if entry is wrong 5 times.
3. Once logged in, have main dashboard page: Tabs should be:
  1. New application
  2. Application List
  3. Users (Only show on Administrator page)
  4. Email configuration
  5. Reports
4. Make sticky header that has these tabs at all times (like a header). This should also display information about the page the user is on and display Registry or Agency (Depending on how user logged in). Information would be the name of the applicant, document type, etc...

### New application page:

Fields should be:

License type (drop down box) with selections of CAN, HHA, LPN, RN, HC, COMP. Depending on what is selected will make future pages different.

Last Name

First Name

Email Address

Subscribe to future notifications checkbox (preset to be checked)

Button to create applicant with note stating the application was created, and 3 options: Create another application, continue with applicant, or return to dashboard

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### Applicant List:

All active applicants should be shown on the right half of the screen, On the left should be filters:

Filter by status (drop down box) All, Pending HR Review, Pending Supervisor Review, Approved, Rejected

Filter by license type (drop down box) All, CAN, HHA, LPN, RN, HC, Comp

Filter by active, inactive or archived (drop down box)

Filter by files that require attention (Drop down box)

Next to each applicant, there should be a link to verify for HR and Supervisor, Delete for Supervisor and Administrator.

Quick links:

Documents missing report

HR Not Verified Report

Supervisor Not Verified Report

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#### APPLICANT PAGE:

This is where the first applicant page would go to if selected to continue with applicant, or the verify link would take you.

At the top of the page should be all of the applicant's information that was filled out already.

A filter should be added to view all fields, view fields not approved by HR, or view fields not approved by Supervisor. Also allow to view all fields, AHCA, PPC, of Final.

The page should be time stamped and show who created it somewhere by the header.

Next we want to have boxes on the page that we can drag/drop files or a button to upload the files.

Once a file is added, it should automatically convert to a pdf and auto save. The boxes should be 3 per row and a total of 11 rows.

Once the file is added, the box should change colors so we know the file was added.

After a file is added, the next step is for HR to approve the file. They MUST open the file before they are able to approve or reject it. If rejected, a box should appear asking for the rejection reason. This note should be added to the applicant main page. In order to approve the file, HR must open it again and click approve. When the file is open, it should show a full screen display of the file that was added. The ability to zoom in and out/rotate the file is also important.

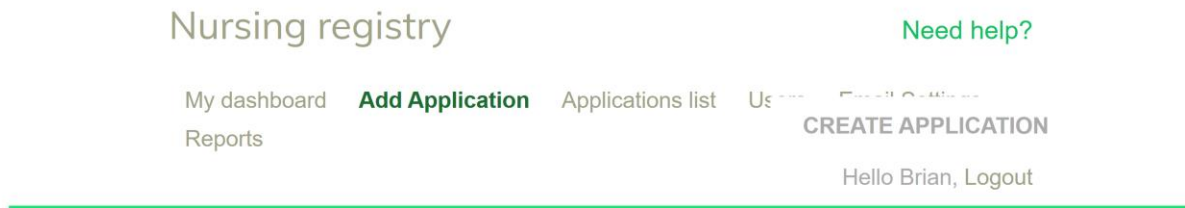
The same process will apply to supervisor however the supervisor cannot approve until HR does.

#### USER SIDE

This should be a mobile friendly design. Applicant can create a profile by adding their name and email, selecting license type. They should receive an automatic email to verify their account. This information should create an applicant file that the management side can see. The applicant should then be able to

log in and upload their files and view them. The files should upload to the boxes similar if our management uploaded them.

Here are some sample photos of our current version:



## Adding records

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Please, add record using the following form:

License type:  Employee \ IC: Created:  
Registry 2022-12-14

Last Name: First Name:

1 of 4

Automatic Zoom

My dashboardAdd ApplicationApplications listUsersEmail SettingsReports

Hello Brian, LogoutNeed help?

SAVE

## Edit record

All fields: AllField list: AllApply

License type: HHA

Created on: 2022-04-04

Last Name: Adusarhene

First Name: Sarah

Email: Sarahadusarhene@gmail.c

EMAIL NOTIFICATIONS: Add to automated emails: ☒

Send manual notification: Send

Enter application file: Choose Files No file chosen

Application	Independent Contractor Agree/PHI/ Bus Assoc Agree/ SRA	HHA Certificate
<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>
Supervisor verified: Waiting for review	Supervisor verified: Waiting for review	Supervisor verified: Waiting for review

<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>
Supervisor verified: Waiting for review	Supervisor verified: Waiting for review	Supervisor verified: Waiting for review

HHA Certificate DOE Verification	HHA School Verification	OIG Search
<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>	<div><button>Choose Files</button> No file chosen</div>
Supervisor verified: Waiting for review	Supervisor verified: Waiting for review	Supervisor verified: Waiting for review