

# **Virtual Psychologist Reporting Module User Guide**

June 2021

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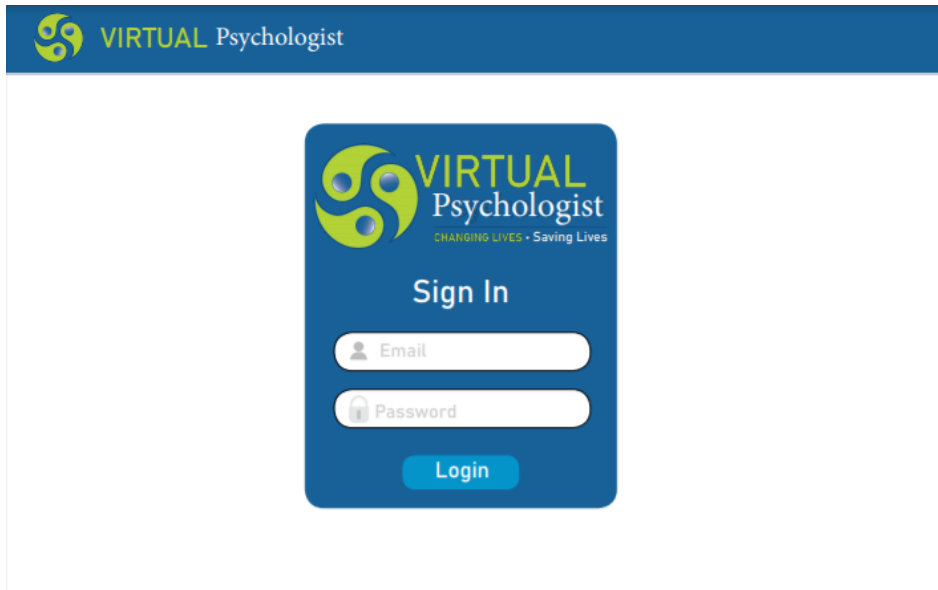
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## Introduction

The Virtual Psychologist Reporting Module can be used to analyse client related data. It consists of a filterable dashboard and an easy to use chart builder to create fully customisable tables and charts.

Demographic and presenting problem data is pulled from the Virtual Psychologist platform.

## Login (future release)



The screenshot shows the Virtual Psychologist Sign In page. At the top is a blue header with the Virtual Psychologist logo and name. Below the header is a white box with a blue border containing the sign-in form. The form includes the Virtual Psychologist logo and tagline 'CHANGING LIVES • Saving Lives', the text 'Sign In', an email input field, a password input field, and a blue 'Login' button.

The reporting module can be accessed through a secured HTTPS website on any browsers, as for example it is accessed through <https://virtualpsychologist.com.au/login>. Login page will be prompted by a member's login where only authorized persons are allowed.



The screenshot shows the Virtual Psychologist Enter New Password page. At the top is a blue header with the Virtual Psychologist logo and name. Below the header is a white box with a blue border containing the password creation form. The form includes the Virtual Psychologist logo and tagline 'CHANGING LIVES • Saving Lives', the text 'Enter New Password', a 'New Password' input field, a 'Confirm Password' input field, a password strength indicator, and a blue 'Continue' button. The password strength indicator shows a green bar and a list of requirements: 'At least one letter', 'At least one capital', 'At least one number', 'At least 8 characters', and 'At least one special character'.

As per first time login of an admin user, a user is prompted to create a new password with complexity to add more security. After that, the admin will land on the dashboard.

## User Interface

Upon launching the Reporting Module, the landing page is the **Dashboard**. Here you will find all of the predefined reports contained in the module.

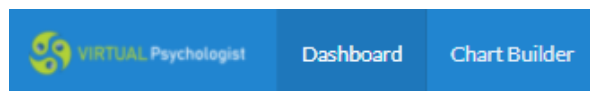
The **Dashboard** contains a Statistics panel that will show useful “at a glance” data such as the number of cases, organisations, and the number of cases of each presenting problem. The statistics panel updates in real time when data is filtered (see [Filters](#) below).

In addition to using the predefined charts, new, fully customisable charts can be added to the **Chart Builder**. Controls to create new reports are located to the left of the screen. All reports can be exported as PDF or image files.

## Controls

### General Controls



The Virtual Psychologist Reporting Module uses a tabbed interface, similar to internet browsers. Click on the tab at the top of the screen to change between tabs.



Update User Profile and Logout of the reporting module using the User button .

### Dashboard Controls

|  |                      |   |
|--|----------------------|---|
| <input type="text" value="Choose Age"/>    | <b>Age filter</b>    | Allows selection of the age range from a drop down list. Choose the required age range from the list to view, the charts will now be filtered to show only data for that age range. Choose Reset to revert to viewing data for all ages |
| <input type="text" value="Choose Gender"/> | <b>Gender filter</b> | Allows selection of gender from a drop down list. Choose the required gender from the list to view, the charts will now be filtered to show only data for that gender.  |

|   |                      |   |
|---|----------------------|---|
|   |                      | Choose Reset to revert to viewing data for all genders  |
| <div>Choose Organisation ▾</div>  | Organisation filter  | Filters based on the client's organisation, or blank if not disclosed. Choose the required organisation from the drop down list. Select Reset to revert to viewing data for all organisations   |
| <div>Choose Day ▾</div>   | Day filter           | Filters based on the chosen day of the week. Choose the required organisation from the drop down list. Select Reset to revert to viewing data for all days of the week  |
| <div>DD-MM-YYYY </div> | Date Filter          | Allows selection of a start and end date from a calendar. Choose the required start and end date of the range, the charts will now be filtered to show only data for that date range. Click on the "X" in the field to revert to viewing data for all dates |
|                      | Download Chart       | Downloads a chart as an image file  |
| <div>Download to CSV</div>  | Download Data to CSV | Downloads the data to a comma separated variable (CSV) file   |

## Filters

Filters can be applied to customise the data being viewed. The filters can be applied individually, or in combination to provide more detailed analysis of a particular group e.g. females aged 30-40.

Note - applying filters will update the Statistics panel in real time, to show the values applicable to the filtered data.

## Downloading Charts















To download the chart as an image file, click on the **Download** button. These downloaded charts can be saved as .jpeg files.

## Export Data to CSV

Use the **Export to CSV** button to extract the data that is being used in the report queries. If any filters have been applied to the charts, these same filters will be applicable to the

exported data. Data can be saved as a CSV file, or converted to an Excel file for further data manipulation.

### Chart Builder Controls

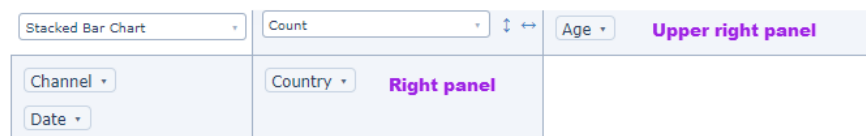
|   |                            |   |
|---|----------------------------|---|
|    | Chart Type selector        | Choose from Line, Column, Area, Bar and more  |
|    | Calculation Type selector  | Choose to display Count, Sum, Average and more  |
|    | Download plot as PNG       | Download as an image file and save  |
|    | Zoom                       | Increase the size of a selected area of the chart   |
|    | Pan                        | Click and drag the pointer across a zoomed-in chart to navigate to data points for better viewing |
|   | Box Select                 | Select a rectangular area of the chart  |
|  | Lasso Select               | Select a freeform area of the chart   |
|  | Zoom in                    | Increase size of whole chart  |
|  | Zoom out                   | Decrease size of whole chart  |
|  | Autoscale                  | Return chart to original size   |
|  | Reset axes                 | Reverts to original chart axes after axes have been changed                                       |
|  | Toggle spike lines         | Displays lines on the graph indicating the exact x-axis and y-axis for a particular category      |
|  | Show closest data on hover | Show the value of a single data point e.g. single value on a stacked bar                          |
|  | Compare data on hover      | Show the values of all grouped data points e.g. all values on a stacked bar                       |

## Adding Charts

To add a chart, navigate to the **Chart Builder**, select the data to include, apply any filters desired, select the calculation type for the data and choose the chart type. See the [Adding Data Points](#), [Filtering Data](#), [Selecting Calculation Types](#) and [Selecting Chart Types](#) sections below for more information.

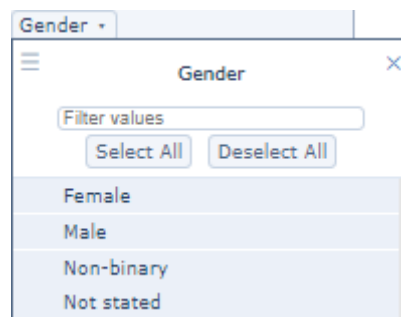
## Adding Data Points

Select the data to include in the chart by dragging the data point you want to inspect from the left panel to the right panel, or upper right panel. The organisation of the data in the chart will vary depending on the grouping and chart type chosen, as well as the panel used for the data points. Data points can be switched from the right panel to the upper right panel and vice versa, using the arrows next to the **Calculation Type** field.



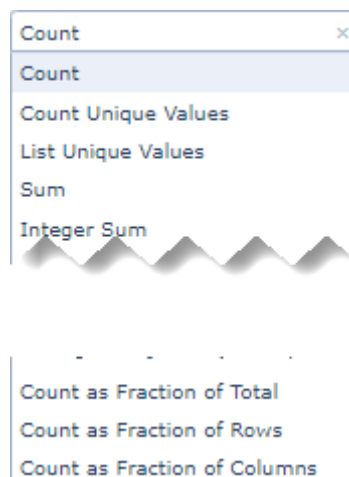
## Filtering Data

The data points can be filtered by clicking on the drop down arrow and choosing the required data grouping, e.g. female.



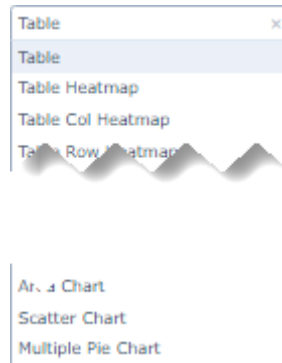
## Selecting Calculation Types

The **Calculation Type** can be changed using the drop down list. Additional filters may be applicable depending on the calculation type chosen. Examples include Count, Sum and Average.



### Selecting Chart Types

The **Chart Type** field allows for the selection of a number of different styles of chart. The chart type can be selected before adding data points, if you know what type of chart you need, but selecting it after adding the data allows the opportunity to view the available options, and determine which chart type provides the best visualisation of your data. In addition to charts, tables can also be created on the **Chart Builder**.



### Downloading Charts









To export a chart, click on the **Download plot as png** button.

### Creating Role-Based Access (future release)

Upon successful admin login, administrators can create users for access rights on the reporting module.


- Administrator can add, edit and delete user by the button on the right most plane
- Administrator can select the dropdown on access level either Full Access or Read-only
- Administrator can select time constraints for users' access




| VIRTUAL Psychologist   |                | Admin ▼                             |
|--|----------------|-------------------------------------|
| User Access Controls   |                |                                     |
|  CEO          | View Graphs    | <input checked="" type="checkbox"/> |
|  IT Admin     | Add Graphs     | <input checked="" type="checkbox"/> |
|  User 1       | Edit Graphs    | <input checked="" type="checkbox"/> |
|  User 2       | Filter Graphs  | <input checked="" type="checkbox"/> |
|  Contractor 1 | Request Data   | <input checked="" type="checkbox"/> |
|  Contractor 2 | Download Graph | <input checked="" type="checkbox"/> |
|  User 3       | Export Csv     | <input checked="" type="checkbox"/> |
|  User 4       |                |                                     |









## Administrator Logs (future release)

Administrators can see real-time logs of users' access and details. Administrators can also filter out logs by user's account and access level.

VIRTUAL Psychologist



# User Access Logs

| User   | Date-Time          | Action        | Description  |
|--|--------------------|---------------|--|
|  IT Admin     | 10:50am 12-7-2020  | Added User    | User 1 was added and given "default privileges"                        |
|  IT Admin     | 10:51 am 12-7-2020 | Edited User 1 | Privileges changed for "User 1" from "default privileges" to "Level 2" |
|  User 1       | 10:52am 12-7-2020  | Edited Tab    | User 1 changed tab name from "dashboard 1" to "Usage statistics"       |
|  IT Admin     | 10:53am 12-7-2020  | Viewed Tab    | Opened "Usage statistics" tab  |
|  Contractor 1 | 12:30pm 12-7-2020  | Edited Tab    | Changed graph type from Line to Bar                                    |
|  Contractor 1 | 01:52pm 12-7-2020  | View Tab      | Opened "Test Dashboard"  |
|  IT Admin     | 08:23am 15-8-2020  | Edited User 1 | Changed "User 1" email   |
|  User 1       | 09:15am 15-8-2020  | Viewed Tab    | Opened "Usage statistics"  |

## Glossary

Administrator - highest level security profile with access to all features and modules of the Reporting Module; used to administer user access for end users

Chart Builder - page for adding configurable charts and tables

Dashboard - presentation page for pre-defined, filterable charts

Data Points - categories of data to be included in charts for reporting and/or comparison, for example, age, gender or presenting problem

Filter - used to exclude data that does not match the selected criteria

Full Access - can create new charts in Chart Builder and view and filter all charts on Dashboard

Read-only (access) - can view and filter all charts on Dashboard; no access to create charts in the Chart Builder