Attuned Pathways Admin Manual

1. **Login Page**
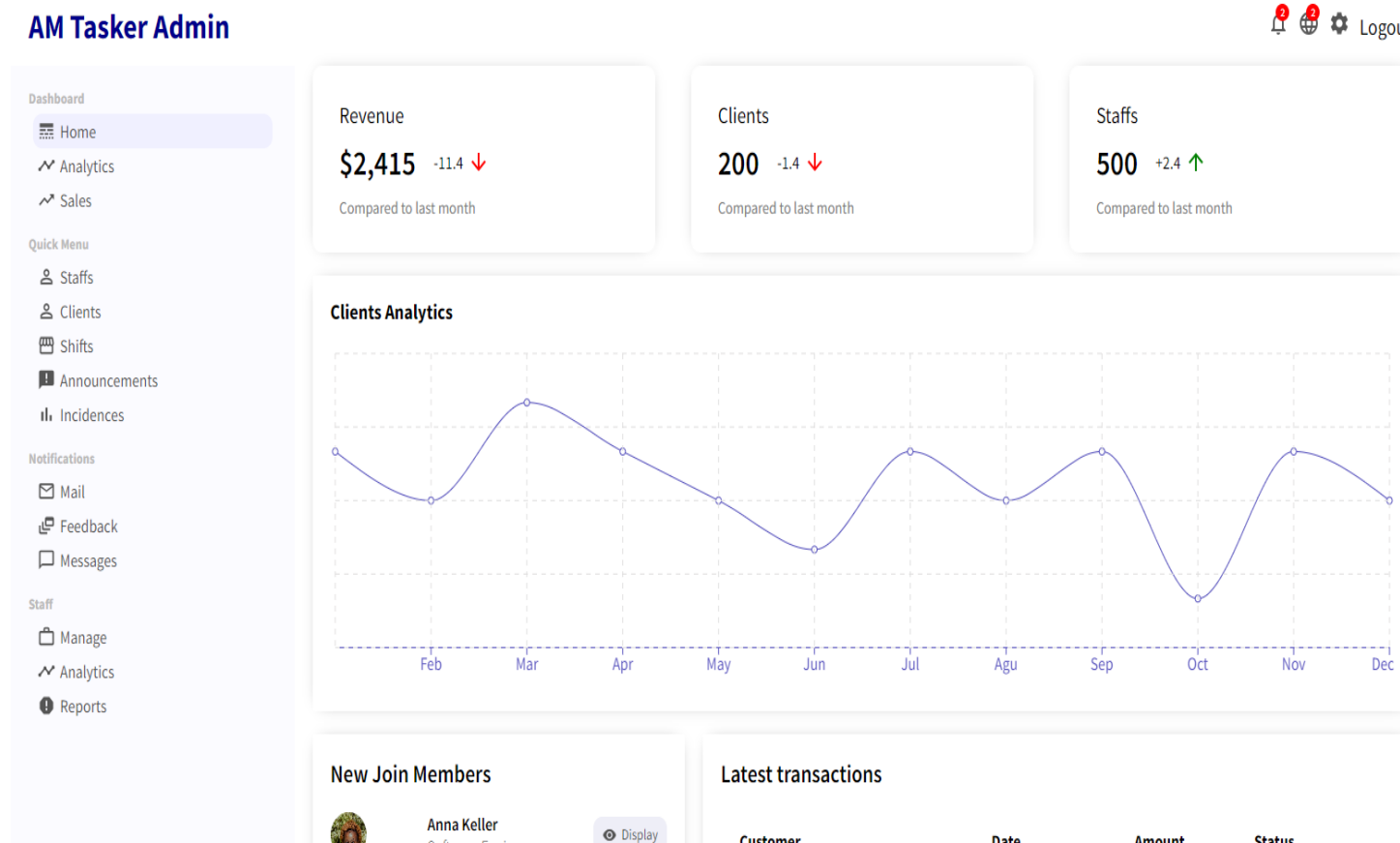
Admin
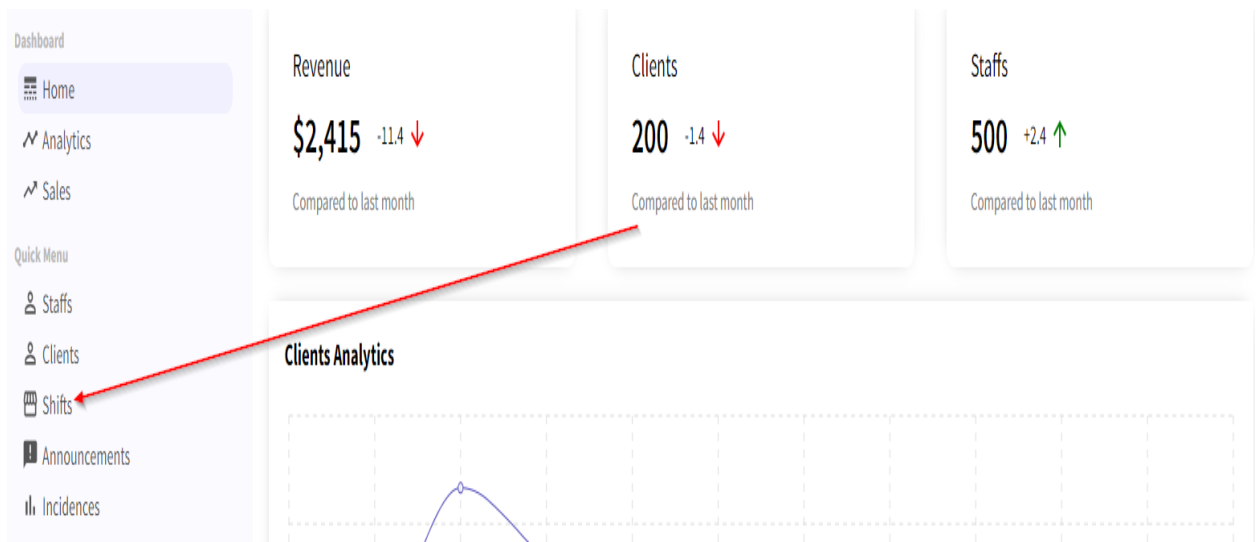
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Login

Put in the credentials for the admin i.e (Staff ID and Password) for the admin to login and proceed from there.

2. <u>Home Page</u>

Home page here will show you an overview and analytics of the whole system. The system is designed in a way that it can scale in future and also accommodate new changes to the system. This means that some parts might be just templates to show what might be added in the future.
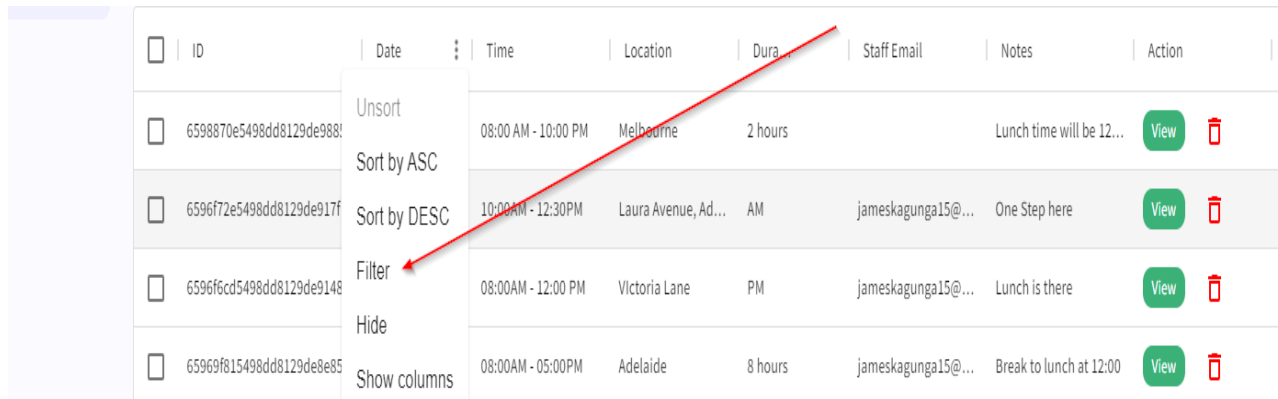
3. Shifts Page

On the sidebar click the shifts and navigate to shifts page to see all shifts that are on the system.
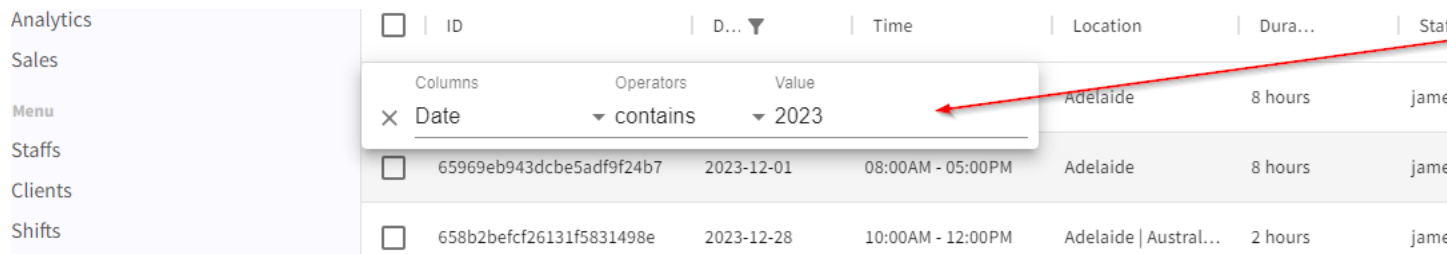
Filter shifts using the fields in the columns.

Click on a specific column and you will see options like sorting and filtering and also hide columns.

Input the value that you want to filter on a specific column.

4 Detailed Shifts Page
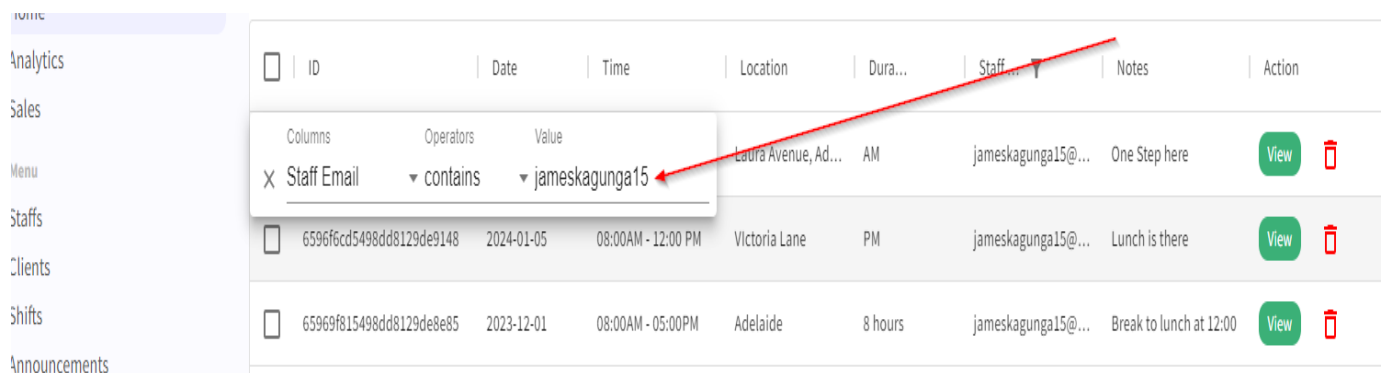
	ID	Date	Time	Location	Dura...	Staff ... ▼	Notes	Action	
☐	6596f72e5498dd8129de917f	2024-01-12	10:00AM - 12:30PM	Laura Avenue, Ad...	AM	jameskagunga15@...	One Step here	View	🗑
☐	6596f6cd5498dd8129de9148	2024-01-05	08:00AM - 12:00 PM	Victoria Lane	PM	jameskagunga15@...	Lunch is there	View	🗑
☐	65969f815498dd8129de8e85	2023-12-01	08:00AM - 05:00PM	Adelaide	8 hours	jameskagunga15@...	Break to lunch at 12:00	View	🗑

On the shift page click on the view button to go to the detailed page for a specific shift.

Shift: 6596f72e5498dd8129de917f   Create

ID:6596f72e5498dd8129de917f
Location: Laura Avenue, Adelaide
Date and Time: 2024-01-12 10:00AM - 12:30PM
Type: AM
Duration: AM
Assigned: jameskagunga15@gmail.com
Pending: Ongoing
Clock In:

Time:21:56:31 |Accuracy:400 | Show Map

Time:21:56:34 |Accuracy:400 | Show Map

Clock Out:

Time:22:00:24 |Accuracy:400 | Show Map

Notes: Lunch break at 5:00 PM

Date/Time	Case	Notes
2023-12-12 04:00 PM	Sickness	The employee reported feeling unwell during the shift and requested a break to rest. A 15-minute break was provided, and the employee resumed duties afterward.
2023-12-12 08:00 AM	Head Home	The employee reported feeling unwell during the shift and requested a break to rest. A 15-minute break was provided, and the employee resumed duties afterward.

Client Name: James Doe
Client ID:562726291

John Doe ▼

On the shift detailed page you can view all shift's details and show location that the shift was clocked in and also clock out by showing the map.

Shift: 6596f72e5498dd8129de917f   Create

ID:6596f72e5498dd8129de917f
Location: Laura Avenue, Adelaide
Date and Time: 2024-01-12 10:00AM - 12:30PM
Type: AM
Duration: AM
Assigned: jameskagunga15@gmail.com
Pending: Ongoing
Clock In:

Time:21:56:31 |Accuracy:400 | Show Map

Time:21:56:34 |Accuracy:400 | Show Map

Clock Out:

Time:22:00:24 |Accuracy:400 | Show Map

Notes: Lunch break at 5:00 PM

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Client Name: James Doe
Client ID:562726291

5. Add New Shift

To add a new shift, click on the create button on Shift Detailed Page.

Assign shift new to the user.
When creating a new shift you can assign the shift to staff by selecting the staff you want to assign the shift to or ignoring to select the staff and the shift will be available for bidding.
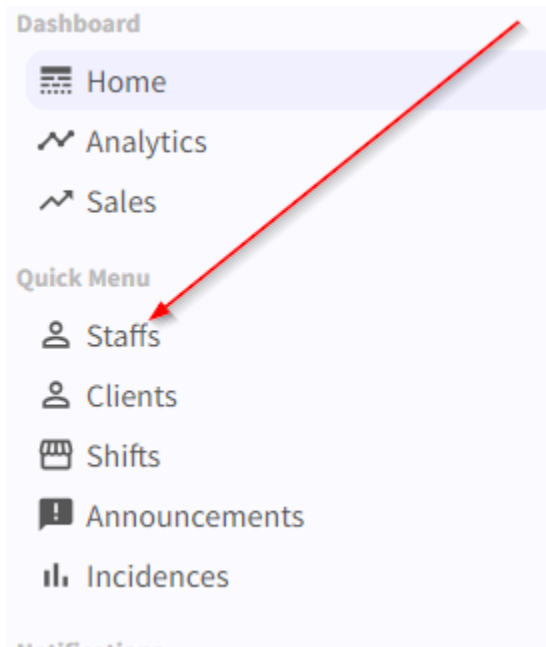
6. Staffs Page

On the side bar click on staffs to navigate to the staffs page or to see all staffs.

AM Tasker Admin

Logout

	ID	Full Name	Phone	StaffID	Email	A...	Action
☐	658aaf66c06a230c...	John Doe	072752627	AP1100	jameskagunga2022@gmail....	Deleware	View 🗑
☐	658b2aa7cf26131f5...	James Kagunga	+2546789023	AP1101	jameskagunga15@gmail.com	Adelaide	...	View 🗑
☐	65914f972061bc40...	Mighty Utoh	0414033037	AP110	attunedpathways@outlook...	Adelaide	View 🗑

7. Staffs Detailed Page

On the Staffs Page you can click on the view button to see the staff's details.

Filter staffs using fields in the columns.

8. Add New Staff Page

To add staff click on the create button on the detailed staff page to navigate to New Staff Page.

9. Clients Page

To navigate to the clients page and show all clients click clients on the sidebar.

10. Client's Detailed Page

To view the clients details click on view button on the clients page and navigate to client's detailed page to show all information.

Filter the clients according to specific criteria.

11. New Client Page

To add a new client on the Client Detail Page click the create Button and proceed to New Client Page.

12. Announcements Page
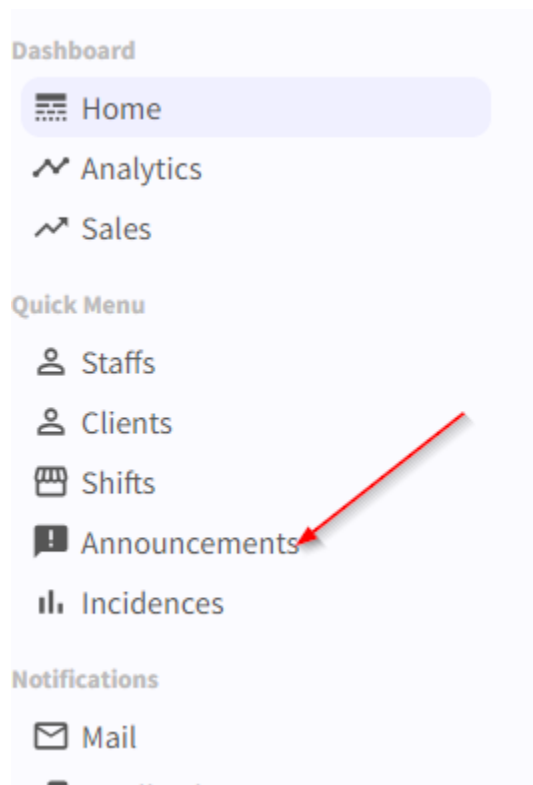
To see announcements, on the side bar click on the announcements.

Announcements

This is a test email	3:58:04 PM	🗑
This is a test email	3:52:14 PM	🗑
We have new staffs.	1:35:22 PM	🗑

Add Announcement

Add Announcements

This is a test email	3:58:04 PM	🗑
This is a test email	3:52:14 PM	🗑
We have new staffs.	1:35:22 PM	🗑

Add Announcement

Delete Announcements

Announcements

This is a test email	3:58:04 PM	🗑
This is a test email	3:52:14 PM	🗑
We have new staffs.	1:35:22 PM	🗑

Add Announcement

13 Incidences Page
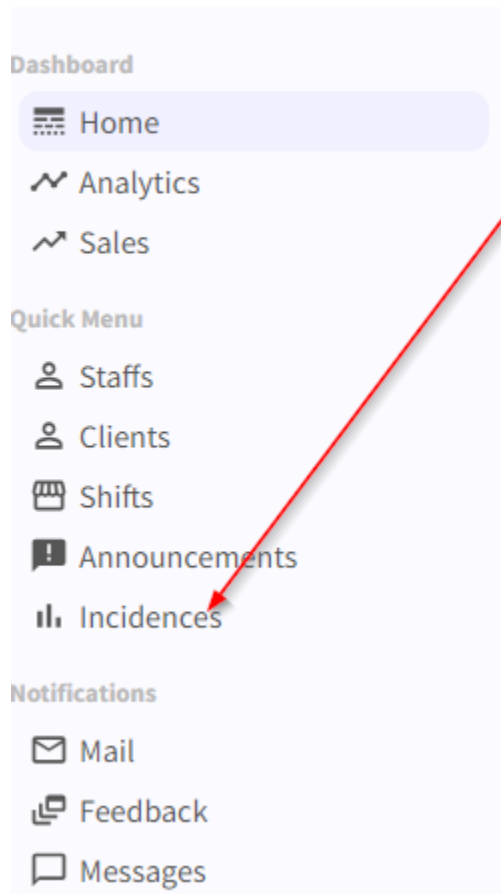
To see the incidences click on incidences on the side bar.
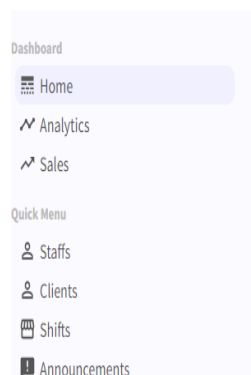
14. Detailed Incidences Page

To see the incidence's details click view button in all incidences page.