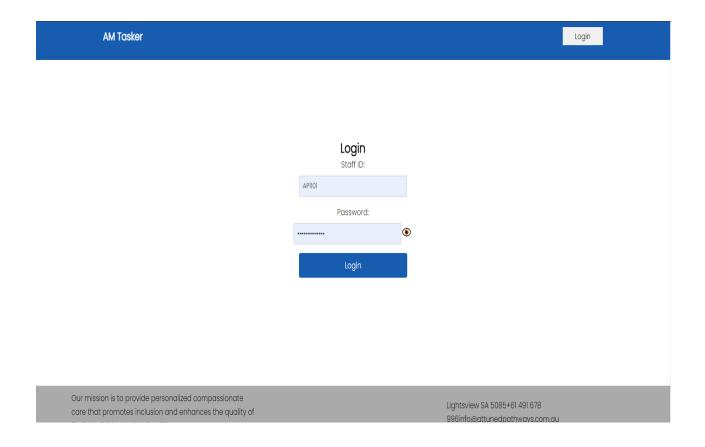
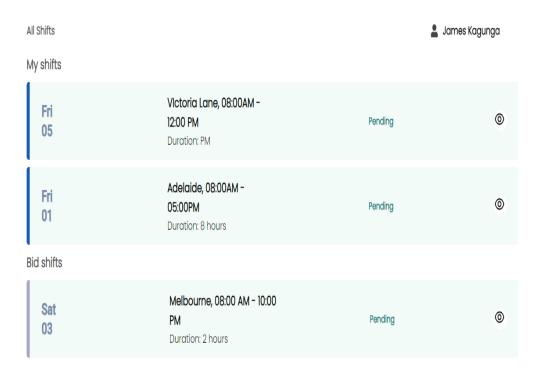
## **Attuned Pathways User Manual**

# 1. Login Page



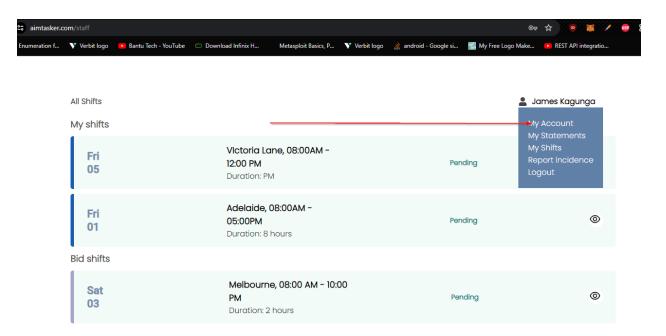
This is the login page of the user. When admin registers you as a staff you will get credentials in the email you provided to the admin both Staff ID and Password.

## 2. Staff Page

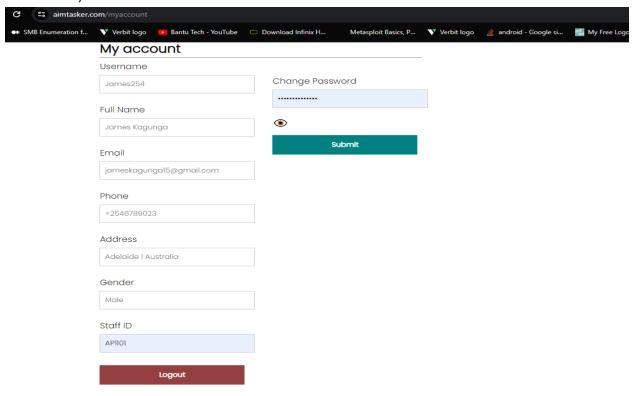


After the login successfully you will be welcomed in this staff page where you will be able to see shifts assigned to you and shifts that you can bid. Also, you can be able to navigate to the account page, my shifts page, statements page and my account page from the top right part where you see your name.

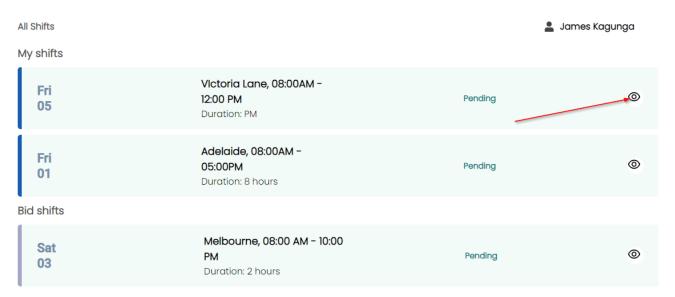
## 3. My Account Page



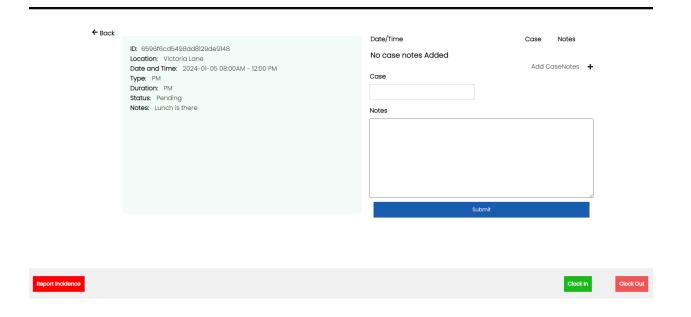
Click on my account to top right to navigate to my account page and also change password to your favorite password but should meet requirements i.e ( one uppercase letter, one special character, one number and also it should be eight characters).



## 4. Shift Page



Click on the eye icon to view the detailed shift page where you can see all details of the shift and also add case notes to the shift, clock in, clock out and even bid the shift if the shift is under Bid Shifts category.



#### Clock in

When clock in to the shift you are required to allow access to the location since you cannot clock in without the application taking your exact location. You are prompted to allow access location by this application. After that the button for clock in will disappear.

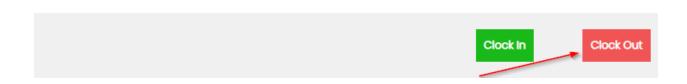




### **Clock out**

The same happens on clock in will also be done on clock out like taking an exact location and submitting after the shift has ended.

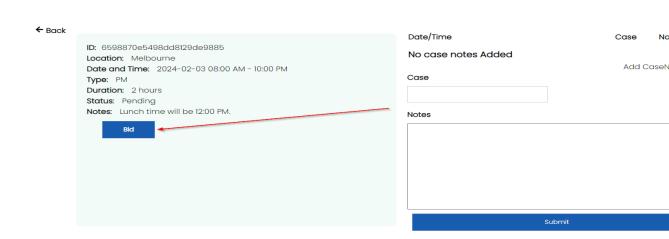




### Report incidences

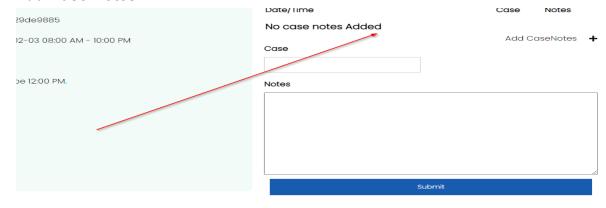


### **Bid shift**

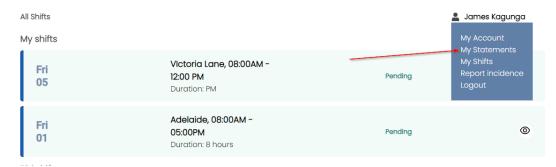


Click the bid button to assign the shift to you and you will receive an email that has all the information of the shift.

#### **Add Case Notes**



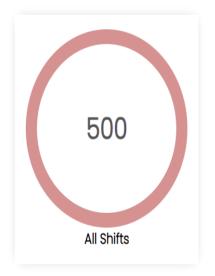
# 5. My Statements Page

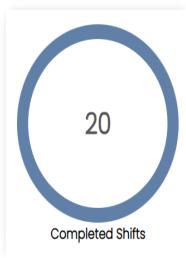


Statements page is under construction but all analytics will be embedded here in this page.

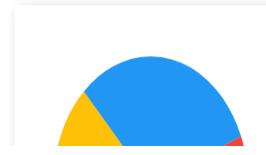
← Back

### Statements



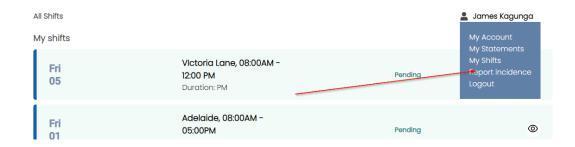




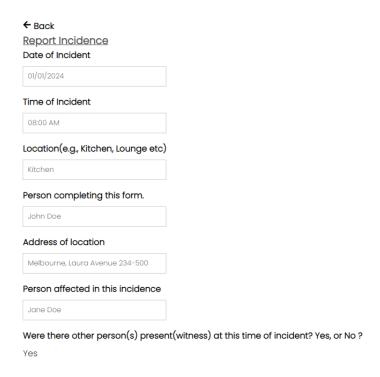




### 6. Report Incidence Page



In the Report Incidence Page this is where you can report the incidence that might happen in the line of duty.



### Logout

