

Wellness Plus

Dashboard | The Facility Admin Guidebook



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Get Started

- Mobile Device, Wearable Device & Browser
 Compatibility
- Login



Last updated: August 17, 2023

Mobile Device, Wearable Device & Browser Compatibility

A) Device Model & OS:

- iPhone 7 (iOS 15.4)
- iPhone XR (iOS 14.8, 15.4)
- iPhone 11 Pro (iOS 16.4)
- iPhone 11.12.13 Simulators (iOS 15.4)
- iPhone 13 pro max (iOS 15.6.1)
- iPhone X (iOS 15.4)
- Galaxy Note 9 (Android 10)
- Google Pixel 6 (Android 13)
- Vivo V21 (Android 13)
- Galaxy Note20 (Android 13)
- Redmi Note 11S (Android 12)
- One Plus 6T (Android 11)

B) Wearable Device:

- Fitbit
- Apple Watch

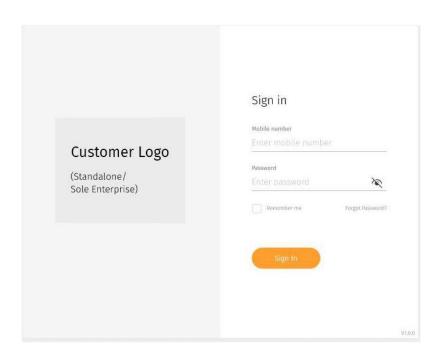
C) Browser:

- Chrome
- · Microsoft Edge

- This is a list of mobile devices, browsers & wearable devices that are best suited for Wellness Plus.
- We encourage users to check this list to ensure their mobile devices, browsers & wearable devices are compatible with the app before using it.
- Customers using Fireball may experience some compatibility issues while using the app.



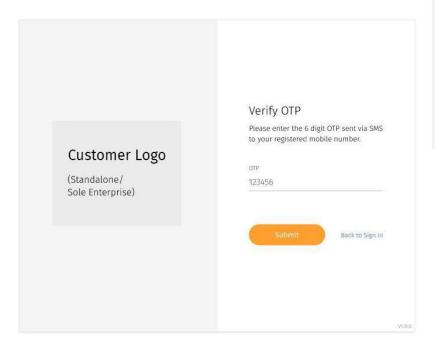
Login

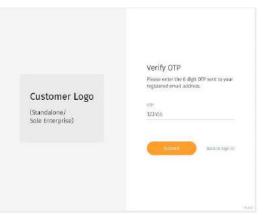


← Enter your email address and password



Login (cont.)

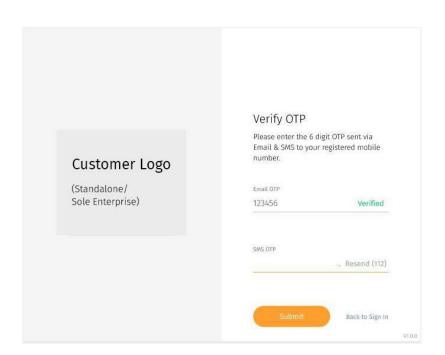




←↑ Enter your OTP sent to your registered phone number or email address (whichever applicable).



Login (cont.)



There may be a scenario where you have to retrieve your OTP through both phone number and email address for security reasons.

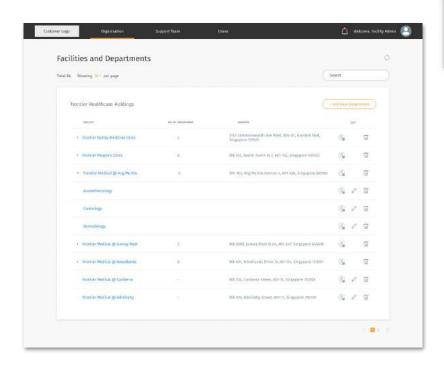


Facilities and Departments

- About Facilities and Departments
- Adding Departments
- Editing Departments
- Deleting Facilities and Departments
- Assigning User
- Assigning Support Team members
- Assigning User, Support Team members &
 Department Admins for Department



About Facilities and Departments



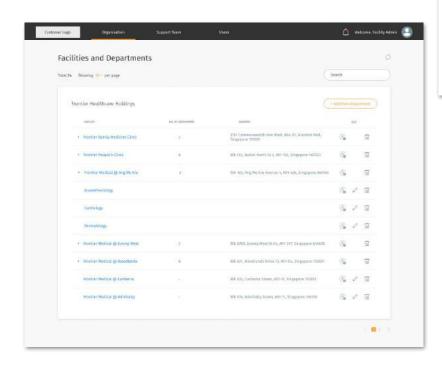


- ←↑ You may access the Facilities and
 Departments page through the
 "Organisation" tab at the top navigation bar.
- ← The Facilities and Departments screen shows a list of Facilities under your organization which you can view each facilities and department information.

You can manage each list by adding, deleting. However, you can only edit departments information.



Adding Departments





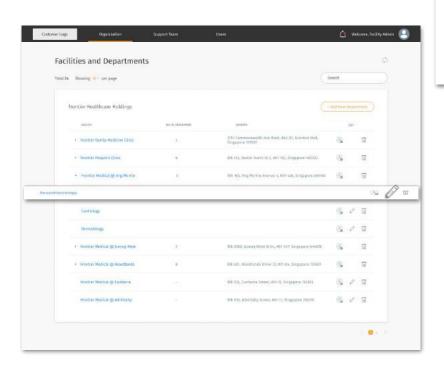
To add a new department, click on the "Add New Department" button at the top right of the facility list.

For **New Department**:

- Key in the relevant department name and select the appropriate facility to be added to and press "Add Department" to proceed
- You may add more than one department at a time by clicking on the "+Add New" to generate a new row



Editing Departments

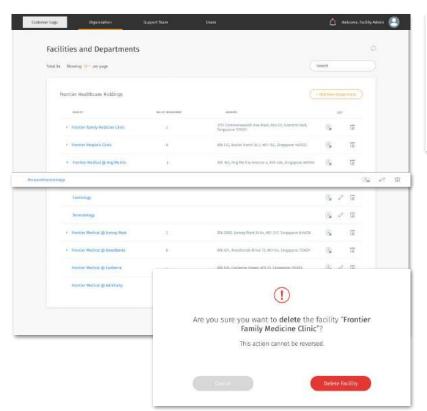


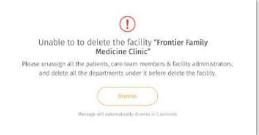


- ← To edit department, click on the edit icon on the desired facility/department you like to edit.
- ↑ Make the appropriate changes and click on "Save Changes" button to finish editing.



Deleting Facilities and Departments



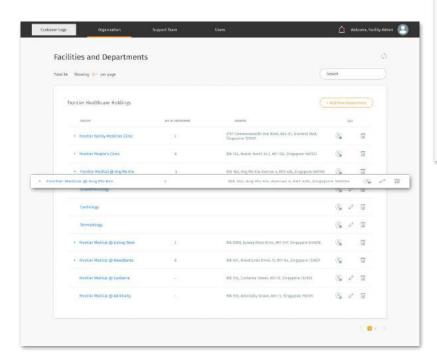


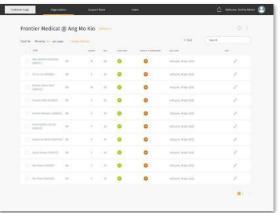
Note:

- ↑ Facility and department can only be deleted if it is empty. ie. no User, Support Team members, facility admin and department- (department admin for department) under it.
- To delete a new facility or department, click on the Delete icon on the desired facility/department you like to delete.
- ← Confirm your action by clicking on the "Delete Facility/Department" button



Assigning Users (Not Available Currently)







Select the Facility you would like to add User to.

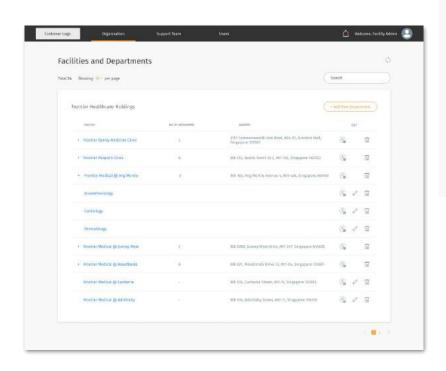
Click on the drop down beside the facility title and select "Users"

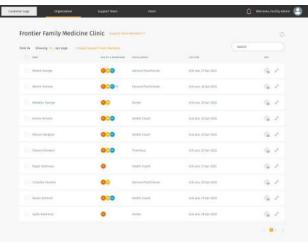
Click on the "+Assign Users" located below

Note: +Assign Users" feature is currently not available, admin could only change user's facility via "Edit user detail" Flow.



Assigning Support Team Members



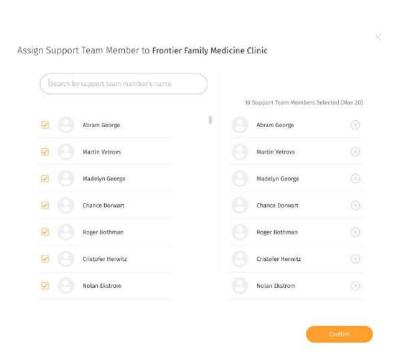




- ← Select the Facility you would like to add Support Team Members to.
- ↑ Click on the drop down beside the facility title and select "Support Team Members"
- ↑ Click on the "+Assign Support Team Members" located below



Assigning Support Team Members





Support Team Member assigned successfully



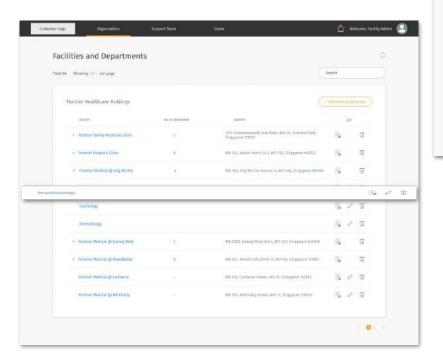
Message will automatically dismiss in 5 seconds

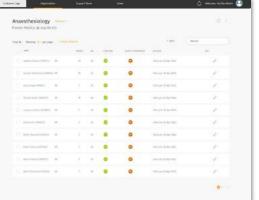
- ←↑ You may either scroll the list of Support Team Members or search directly through the search box.
- ↑ Once you have selected the Support Team Members you like to add, press the confirm button to assign.



Assigning Users, Support Team Members, Department Admins for

Department







Assigning Users, Support Team Members, Department Admins for Department is the same steps as assigning for facility.

Only different is selecting the **specific department** of a facility to assign them to and the change in facility administrator to **department administrator**

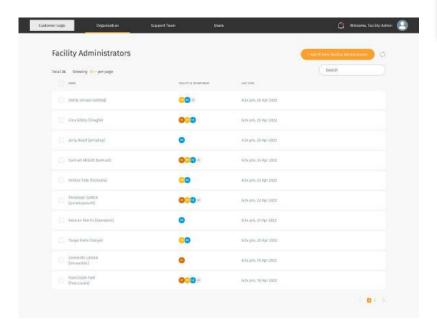


Facility Administrators

- About Facility Administrators
- Adding Facility Administrators
- Editing Facility Administrators (Personal)



About Facility Administrators





- ↑ You may access the Facility Administrators page through the "Organisation" tab at the top navigation bar.
- ← The **Facility Administrators** screen shows a list of Facility Admin under your organization
- ← Each Facility Admin may manage multiple facility

You can manage each list by adding new facility admin



Adding Facility Administrator

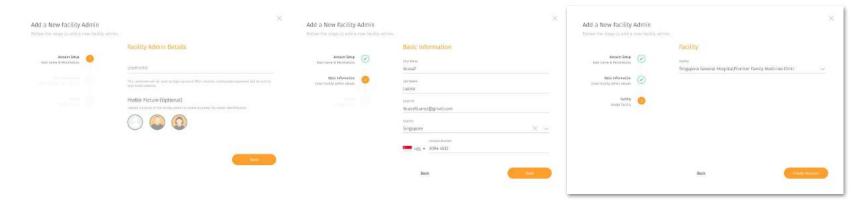
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←↑ To add a new Facility Administrators, click on the "Add **New Facility Administrator**".



Adding Facility Administrator



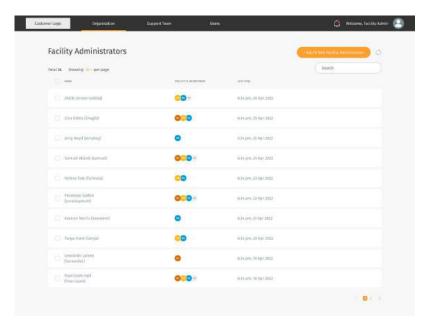
Step up an account for the facility admin by filling in the **username and uploading a profile picture (Optional)**.

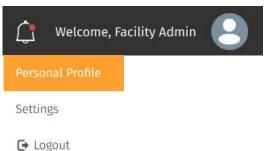
Key in the basic information about the administrator.

Assign new administrator to a facility



Editing Facility Administrator (Personal)





←↑ You may choose to add or edit the your account information by clicking on your profile icon and selecting "Personal Profile".

What can be added/edited:

- Profile picture (clicking on the profile icon)
- Basic Information

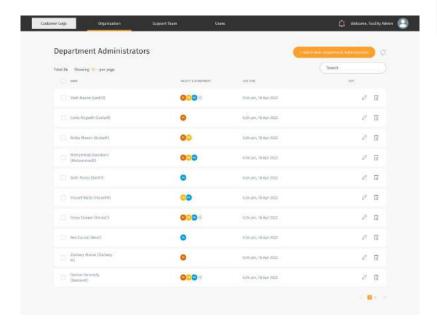


Department Administrators

- About Department Administrators
- Adding Department Administrators
- Editing Department Administrators
- Deleting Department Administrators



About Department Administrators





- ←↑ You may access the Department
 Administrators page through the
 "Organisation" tab at the top navigation bar.
- ← The **Department Administrators** screen shows a list of Department Admin under your organization
- ← Each Department Admin may manage multiple facility and department

You can manage each list by adding, editing and deleting.



Adding Department Administrators

* Add A New Department Administrator

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←↑ To add a new Department

Administrators, click on the "Add New

Department Administrator".



Adding Department Administrators







Step up an account for the department admin by filling in the **username**.

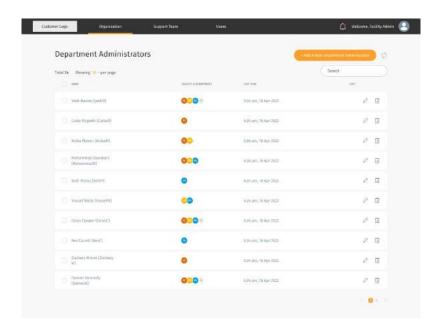
Key in the basic information about the administrator.

Assign new administrator to a facility and department

You may assign the admin to multiple facility and department by clicking on the "+Add Facility" button located below.



Editing Department Administrators



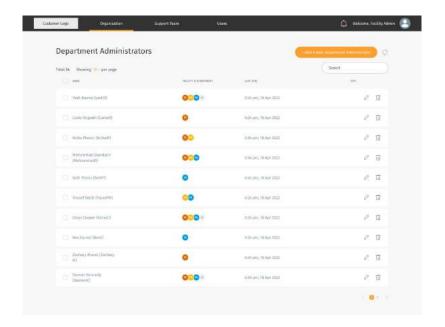
You may choose to add or edit the department administrator information by clicking on the edit icon button

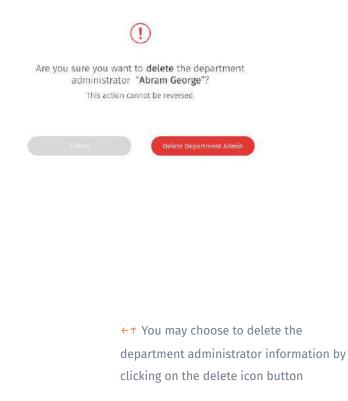
What can be added/edited:

- Basic Information
- o Facility & department



Deleting Department Administrator





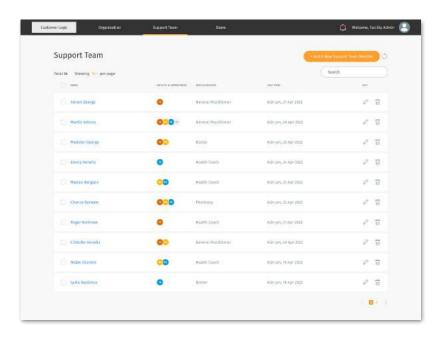


Support Team

- About Support Team
- Adding Support Team Member
- Editing Support Team Member
- Deleting Support Team Member
- Assigning User to Support Team Member



About Support Team



- ← You may access the Support Team page through the "Support Team" tab at the top navigation bar.
- ← The **Support Team** screen shows a list of health professionals under your organization
- ← Each Support Team Members may manage multiple facility and department

You can manage each list by adding, editing and deleting.



Adding Support Team Member

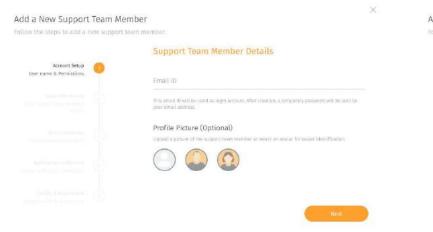
* Add A New Support Team Member

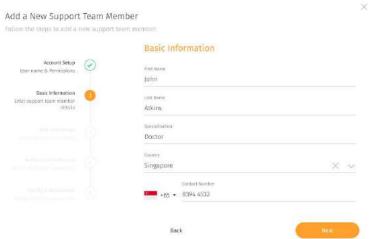
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←↑ To add a new Support Team Member, click on the "Add a New Support Team Member".



Adding Support Team Member





Set up an account for the Support Team

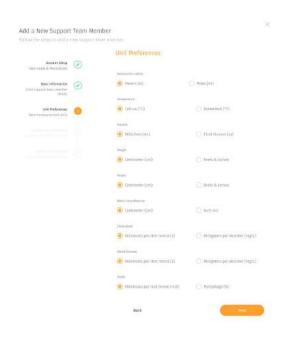
Member by filling in the **E-Mail** and

uploading a **profile picture** (optional)

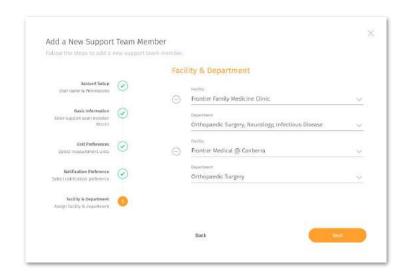
Key in the basic information about the Support Team Member.



Adding Support Team Member



Assign the preferred "Unit Preference" the Support Team Member would like to view with.

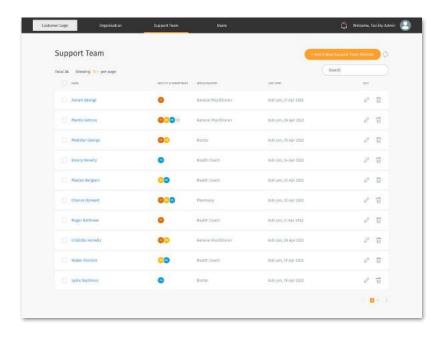


Assign new Support Team Member to a facility and department

You may assign the admin to multiple facility and department by clicking on the "+Add Facility" button located below.



Editing Support Team Member



← You may choose to add or edit the Support

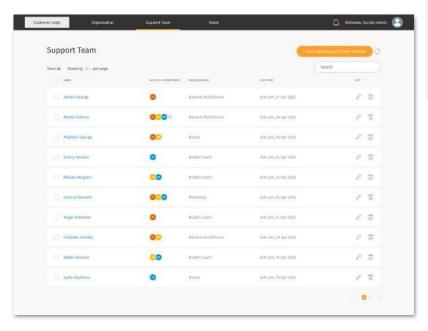
Team Members information by clicking on
the edit icon button

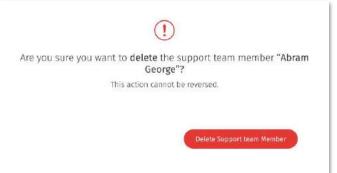
What can be added/edited:

- Profile picture (clicking on the profile icon)
- Basic Information
- o Unit Preference
- Facility & department



Deleting Support Team Member





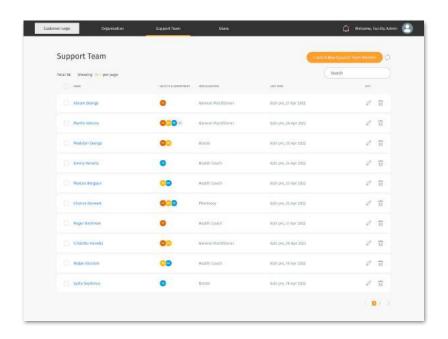
←↑ You may choose to delete the Support

Team Member information by clicking on the

delete icon button



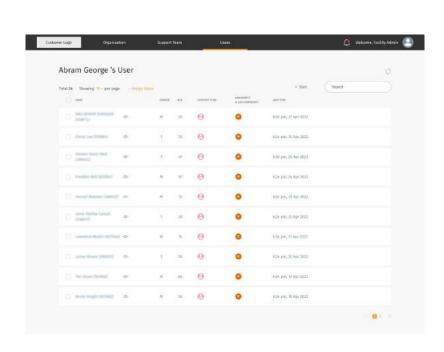
Assigning User to Support Team Member



← You may view and assign users to a Support Team Member by navigating to the member's User page by clicking on the Support Team Member.



Assigning User to Support Team Member





- ← You may only assign user that is under the same facilities with the Support Team Member.
- ← On the Member's userpage, you may assign user to the member by click on the "+Assign Users" button.
- ↑ Assign user for the member by selecting through the list of users or search the user through the search box.

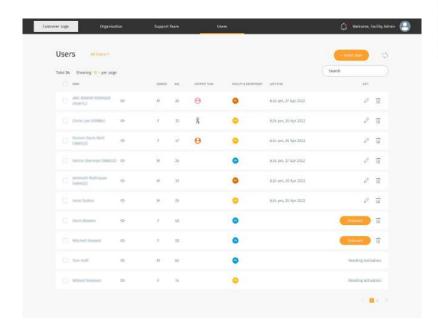


User

- About User
- Inviting User
- Onboarding User
- Editing assigned users
- Sending broadcast message to user(s)
- Deleting User



About Users





- ← You may access the User page through the "Users" tab at the top navigation bar.
- ← The **Users** screen shows a list of Users under your organization care.

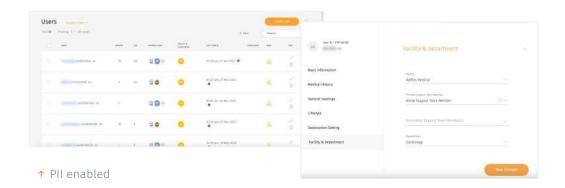
You can manage each list by adding, editing and deleting.

↑ You may filter through the different status of users through the drop down.

An assigned users refers to a support team member assigned to them



About My Users (cont.)



- - ↑ PII disabled

- ← Your organisation administrator may restrict your access to personal identifiable information (PII). Your admin may enable/disable your access at any points in time.
- ← Note that if your PII access is disabled, you will not be able to view your users' names (which will be fully blurred). You can refer to their User ID as required.



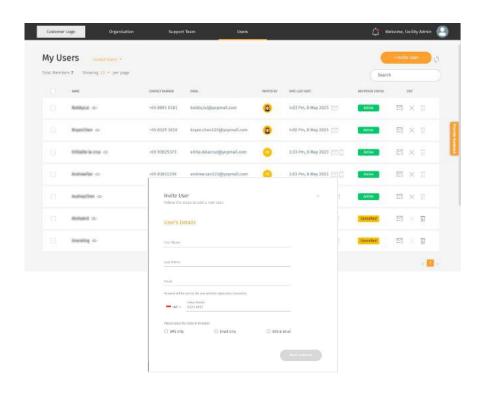
Users List Summary

→ This is an explanation summary of the different Users that can be viewed/filtered from the "Users" dashboard.

Assigned Users	Unassigned Users	Pending Onboarding Users	Pending Activation List	Invited Users List
Users who have a support team assigned to them (either via self selection or admin)	Users who have been onboarded previously - but for some reason doesn't have a support team (e.g. User Requests a Change / Off Duty)	New Users who have completed mobile onboarding on mobile app & did not select support team	Users who have not completed mobile onboarding procedure (download app & complete profile)	Users who are invited by admins or support team members but have not registered. This list is the same across all dashboard roles.



Inviting New Users



- You may invite a User to start their program under your facility by clicking on the '+Invite a New User'.
- ← Depending on the organisation setup, invitation code may be turned **off** or turned **on**.

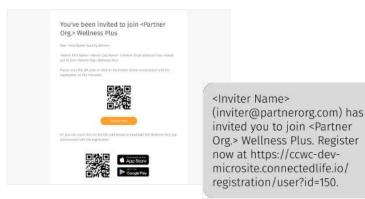
Invitation code turned ON: Invited users can have three states - 'Invited', 'Cancelled' (means invitation is cancelled by administrator), and 'Expired' (means code expired).

Invitation code turned OFF: Invited users can have two states - 'Invited' and 'Cancelled' (means invitation is cancelled by administrator).



Inviting New Users • Invite users

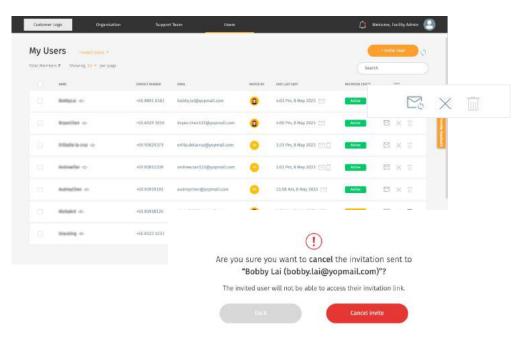




- ▼ To invite users manually, click "+Invite A New User".
- ← Fill up the User Name & Email/mobile number, and mode of invitation.
- ↑ Upon invitation, users will receive invitation with link to microsite, together with an invitation code if the platform owner has switched on invitation code settings. The organisation section will be prefilled to that of the inviting organisation.



Inviting New Users • Cancel invite



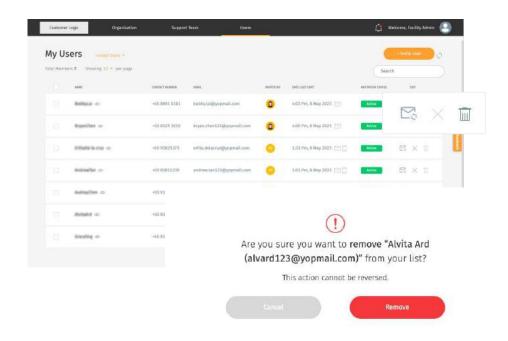
- ← You can cancel an active invitation by clicking on the
- button. A pop up will show accordingly to confirm your cancellation.

Once an invitation is cancelled, the user will not be able to access the invitation link sent and/or use the invitation code provided to register on their mobile app.

The cancel button will be disabled once an invitation has been cancelled.



Inviting New Users ○ Delete Invite

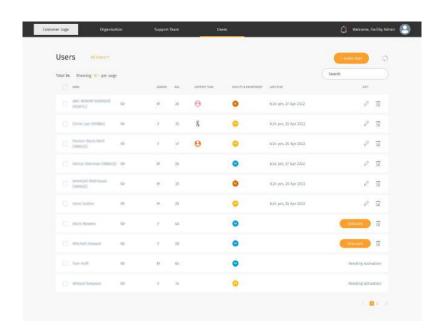


← You can delete an invitation only if it has been cancelled. Click to delete the invitation. A prompt will appear to confirm your deletion.



Onboarding Users

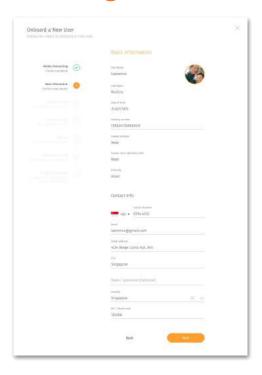




←↑ You may onboard a new user who has registered by clicking on the "Onboard" button in the Users list



Onboarding Users



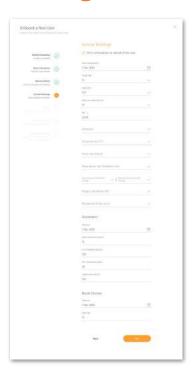
Check through the information filled by the users are relevant.



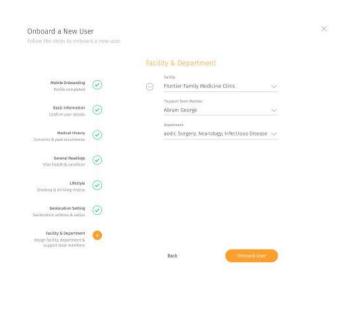
Check and edit User's Medical History information accordingly.



Onboarding Users



Check or fill in (when necessary) User's general readings, lifestyle and geolocation settings.

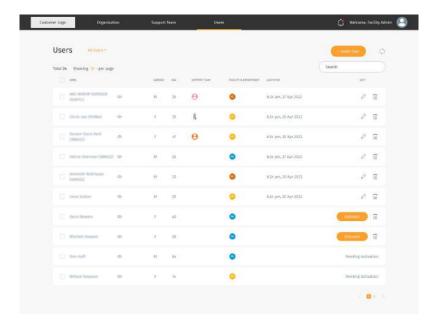


Assign User to facility, support team members and department.

Click **"Onboard User"** to complete onboarding



Editing Assigned Users



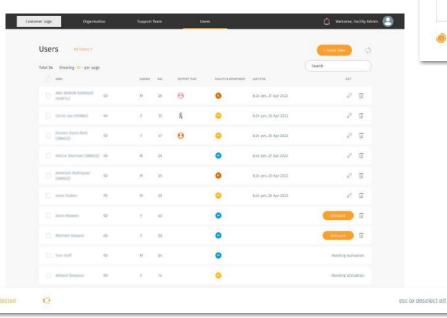
You may choose to add or edit the User's information by clicking on the edit icon button

What can be added/edited:

- Profile picture (clicking on the profile icon)
- Basic Information
- Medical History
- General Readings
- Lifestyle
- Geolocation Setting
- Facility, Support Team and Department



Sending Broadcast Message to User(s)

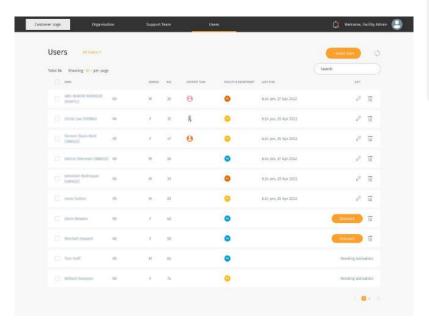


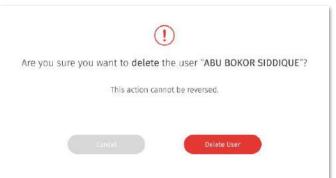


- ← Select the Users you want to send message to on the "Users" screen.
- ← You are able to send a broadcast message to your user(s) by clicking on the "Speaker" icon
- ↑ Once you have type out the message you wish to send to the user(s), click send message to send it out to your user.



Deleting Users





←↑ You may choose to delete your User by clicking on the delete icon button

