



Wellness Plus

Dashboard | The Organisation Admin Guidebook



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Get Started

- Mobile Device, Wearable Device & Browser Compatibility
- Login
- Activating Your Account
- Setting up Your Organisation
- Constructing Your Organisation Architecture

Last update: August 17, 2023, Version 39



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

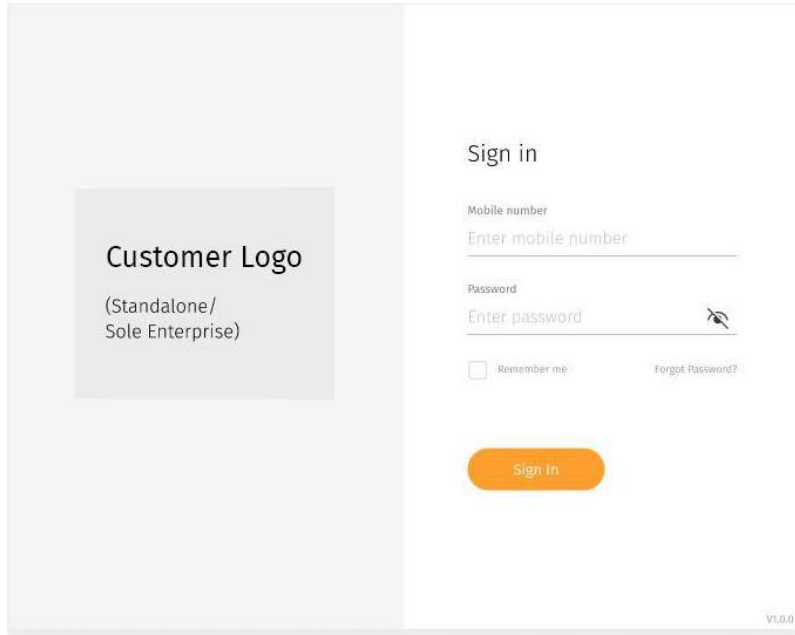
C) Browser:

- 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



The screenshot shows a login interface. On the left, a grey box contains the text "Customer Logo" and "(Standalone/ Sole Enterprise)". On the right, the "Sign in" section includes a "Mobile number" field with the placeholder "Enter mobile number", a "Password" field with the placeholder "Enter password" and a visibility icon, a "Remember me" checkbox, and a "Forgot Password?" link. An orange "Sign in" button is at the bottom. The version number "V1.0.0" is in the bottom right corner.

← Enter your email address and password



| Login (cont.)

Customer Logo
(Standalone/
Sole Enterprise)

Verify OTP
Please enter the 6 digit OTP sent via SMS
to your registered mobile number.

OTP
123456

[Submit](#) [Back to Sign In](#)

VT.0.0

Customer Logo
(Standalone/
Sole Enterprise)

Verify OTP
Please enter the 6 digit OTP sent to your
registered email address.

OTP
123456

[Submit](#) [Back to Sign In](#)

VT.0.0

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

| Login (cont.)

Customer Logo
(Standalone/
Sole Enterprise)

Verify OTP

Please enter the 6 digit OTP sent via
Email & SMS to your registered mobile
number.

Email OTP
123456 Verified

SMS OTP
Resend (112)

[Submit](#) [Back to Sign In](#)

V1.0.0

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

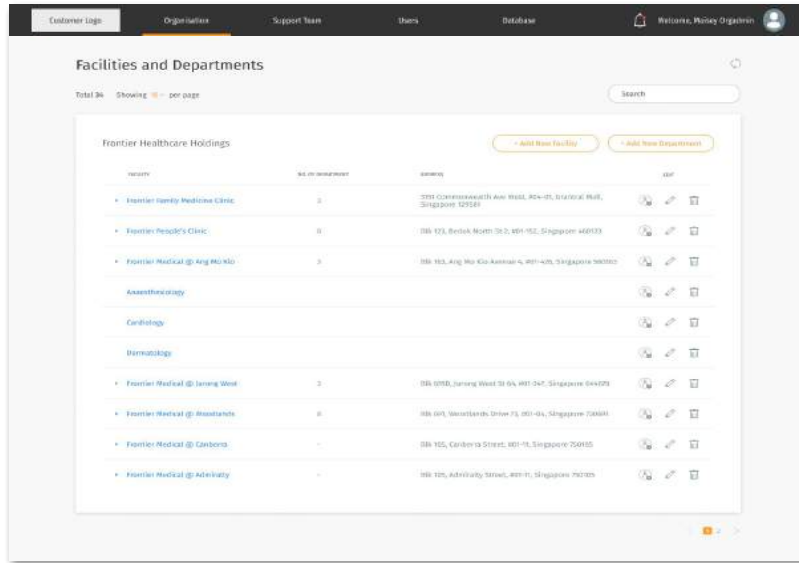


Facilities and Departments

- Assign Facilities and Departments admins
- Adding Facilities and Departments
- Editing Facilities and Departments
- Deleting Facilities and Departments
- Assigning Users
- Assigning Support team members
- Assigning facility administrators
- Assigning Users, Support team members & Facility admins to Department



Facilities and Departments



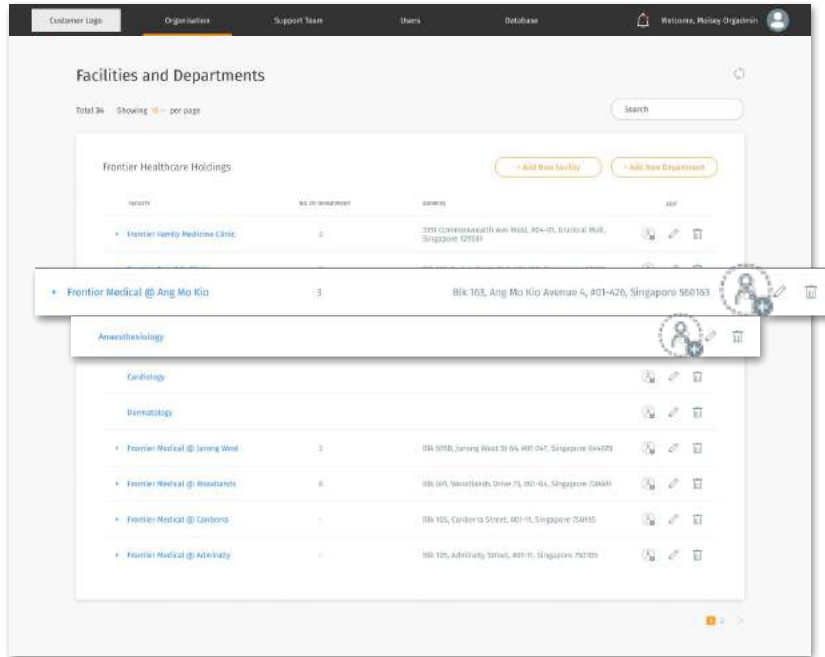
↑ You may access the Facilities and Departments page through the **“Organization”** tab at the **top navigation bar**.

← 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, editing and deleting.



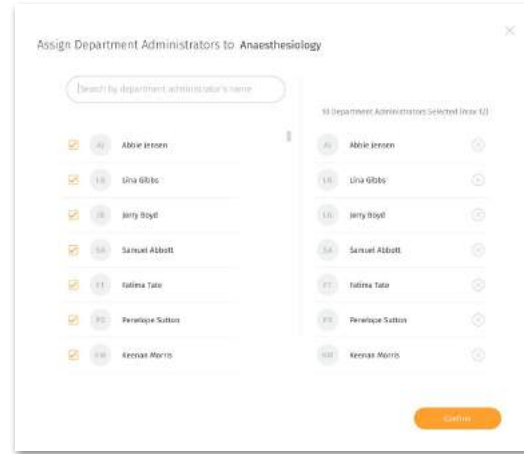
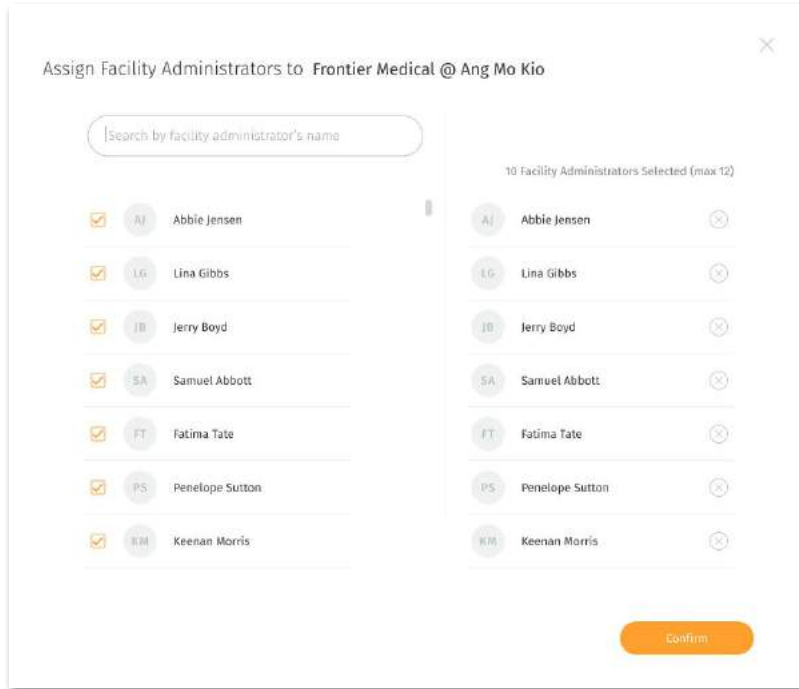
Assign Facility and Department admins



← You may assign a Facility administrator or a Department administrator (Specific department) by selecting the assign icon on the right side of the facility row.



Assign Facility and Department admins



↔ You may either scroll the list of administrators your organization has or you may search directly through the search box.

↔ Once you have selected the administrator you like to add, press the confirm button to assign.



Adding Facilities and Departments

The screenshot displays the 'Facilities and Departments' management interface. The main view shows a table of existing facilities and departments. Two modal windows are overlaid: 'Add New Facility' and 'Add New Department'.

Add New Facility Modal:

- Facility Name: Frontier Medical @ Bukit Batok
- Facility Address: Blk 440, Bukit Batok West Avenue 8, #01-05, Singapore 650440
- Button: Add Facility

Add New Department Modal:

- Department Name: Oncology
- Facility: Frontier Medical @ Ang Mo Kio
- Button: Add Department

← To add a new facility or department, click on the **“Add New Facility”** or **“Add New Department”** button at the top right of the facility list.

✓ For **New Facility:** Key in the relevant information for the name and address of the facility and press **“Add Facility”** to proceed

✦ 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 Facilities and Departments

The screenshot displays the 'Facilities and Departments' management interface. The main view shows a table of facilities with columns for name, id, name, address, and edit. A modal window titled 'Edit Facility' is open, showing fields for 'Facility Name' (Frontier Medical @ Ang Mo Kio) and 'Facility Address' (Blk 430, Ang Mo Kio West Avenue B, #01-05, Singapore 690440). A 'Save Changes' button is at the bottom of the modal.

| name | id | name | address | edit |
|---------------------------------|----|------|---|-----------------|
| Frontier Family Medicine Clinic | 1 | | 339 Commonwealth Ave #01-04-05, National Road, Singapore 120541 | [edit] [delete] |
| Frontier People's Clinic | 2 | | 186 173, Bedok North 3rd, #01-152, Singapore 469533 | [edit] [delete] |
| Frontier Medical @ Ang Mo Kio | 3 | | 404, 405, Ang Mo Kio Avenue 4, #01-420, Singapore 560404 | [edit] [delete] |
| Frontier Medical @ Serangoon | 4 | | | [edit] [delete] |
| Frontier Medical @ Serangoon | 5 | | | [edit] [delete] |
| Frontier Medical @ Serangoon | 6 | | | [edit] [delete] |
| Frontier Medical @ Serangoon | 7 | | | [edit] [delete] |
| Frontier Medical @ Serangoon | 8 | | | [edit] [delete] |

The screenshot displays the 'Edit Department' modal window. It shows a 'Department Name' field with the value 'Anaesthesiology' and a 'Parent Facility' dropdown menu with the value 'Frontier Medical @ Ang Mo Kio'. A 'Save Changes' button is at the bottom right.

↩ To edit facility or depart, click on the edit icon on the desired facility/department you like to edit.

↩↑ Make the appropriate changes and click on **“Save Changes”** to finish editing.



Deleting Facilities and Departments

The screenshot shows a web application interface for managing facilities and departments. The main view is titled 'Facilities and Departments' and displays a table of facilities. The table has columns for 'Name', 'No. of members', 'Status', and 'ID'. One facility is listed: 'Frontier Family Medicine Clinic' with 2 members and a status of 'Active'. A confirmation dialog is overlaid on the table, asking: 'Are you sure you want to delete the facility "Frontier Family Medicine Clinic"? This action cannot be reversed.' The dialog has 'Cancel' and 'Delete Facility' buttons.

Unable to delete the facility "Frontier Family Medicine Clinic"

Please unassign all the patients, care team members & facility administrators, and delete all the departments under it before delete the facility.

Dismiss

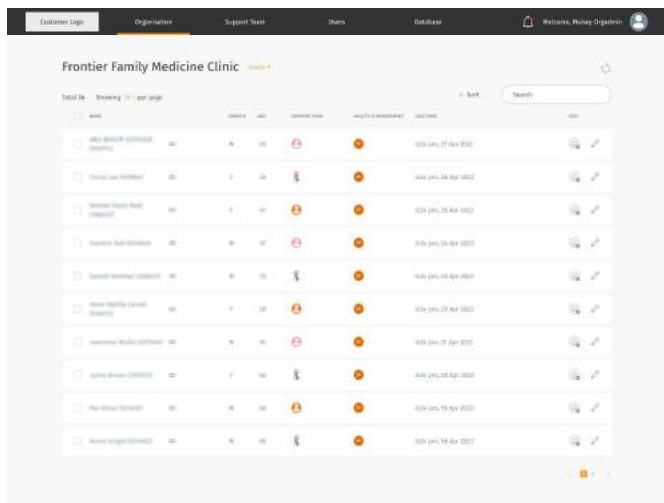
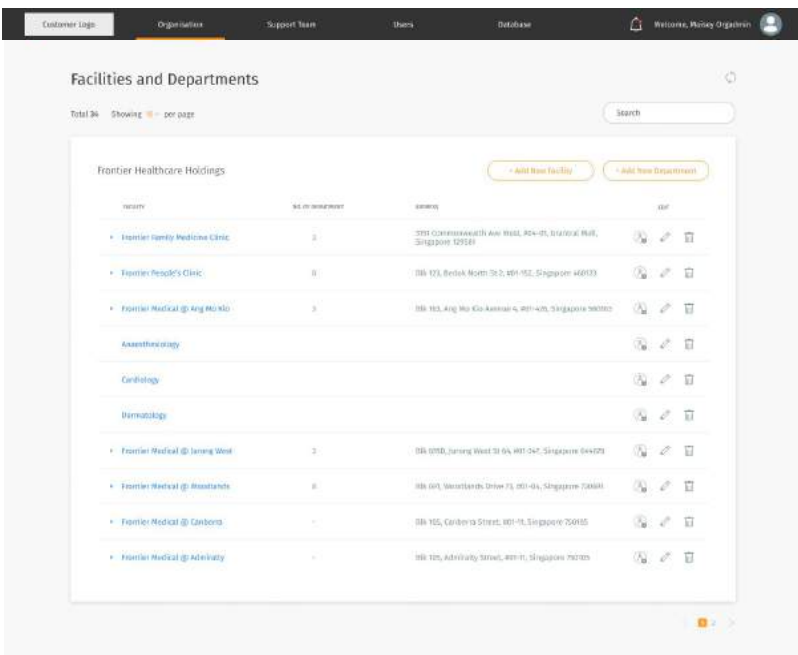
Message will automatically dismiss in 5 seconds.

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



← Select the Facility you would like to add user to.

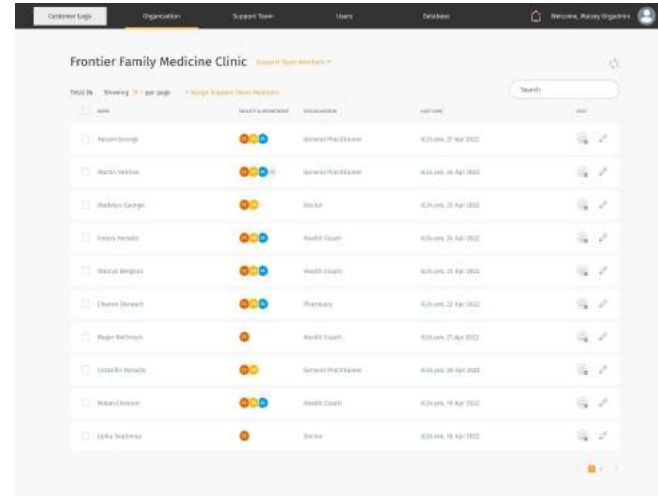
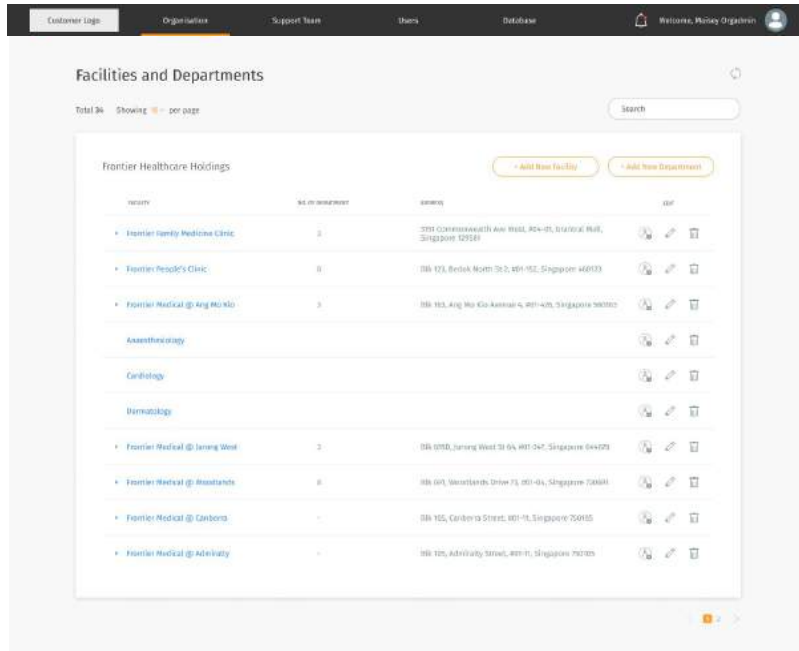
↑ Click on the drop down beside the facility title and select “User”

↑ Click on the “+Assign User” located below

Note: +Assign User” 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 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

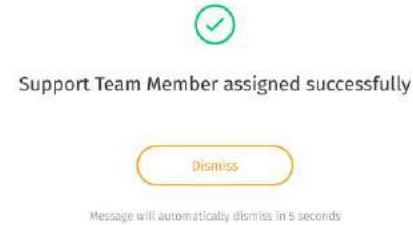
Assign Support Team Member to Frontier Family Medicine Clinic

Search by support team member's name

| | | | |
|-------------------------------------|---|-------------------------------------|---|
| <input checked="" type="checkbox"/> |  Abram George | <input checked="" type="checkbox"/> |  Abram George |
| <input checked="" type="checkbox"/> |  Martin Vetrovs | <input checked="" type="checkbox"/> |  Martin Vetrovs |
| <input checked="" type="checkbox"/> |  Madelyn George | <input checked="" type="checkbox"/> |  Madelyn George |
| <input checked="" type="checkbox"/> |  Chance Dorwart | <input checked="" type="checkbox"/> |  Chance Dorwart |
| <input checked="" type="checkbox"/> |  Roger Bothman | <input checked="" type="checkbox"/> |  Roger Bothman |
| <input checked="" type="checkbox"/> |  Cristofer Herwitz | <input checked="" type="checkbox"/> |  Cristofer Herwitz |
| <input checked="" type="checkbox"/> |  Nolan Ekstrom | <input checked="" type="checkbox"/> |  Nolan Ekstrom |

19 Support Team Members Selected (Max 20)

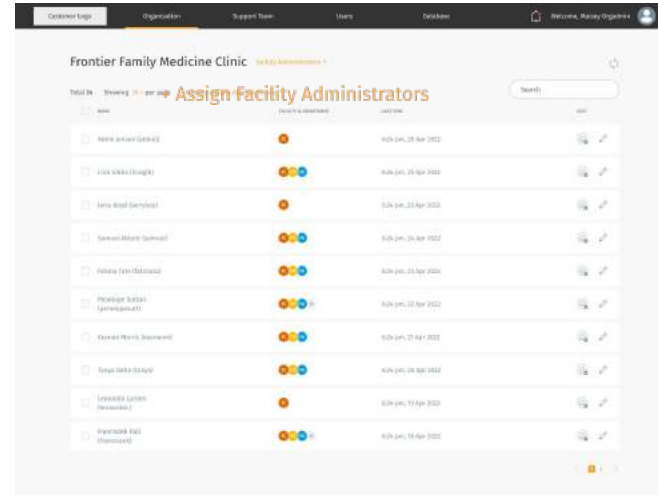
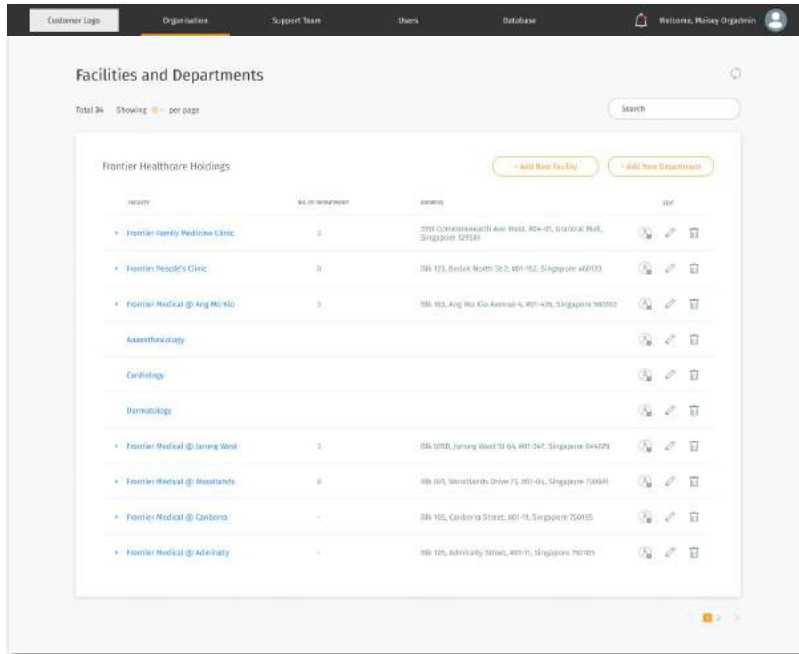
Confirm



- ← 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 Facility Administrator



← Select the Facility you would like to add Facility Admin to.

↑ Click on the drop down beside the facility title and select **“Facility Administrators”**








↑ Click on the **“+Assign Facility Administrators”** located below

















Assigning Facility Administrator

Assign Facility Administrators to Frontier Family Medicine Clinic

Search by facility administrator's name

| | | |
|-------------------------------------|---|-----------------|
| <input checked="" type="checkbox"/> |  | Abbie Jensen |
| <input checked="" type="checkbox"/> |  | Lina Gibbs |
| <input checked="" type="checkbox"/> |  | Jerry Boyd |
| <input checked="" type="checkbox"/> |  | Samuel Abbott |
| <input checked="" type="checkbox"/> |  | Fatima Tate |
| <input checked="" type="checkbox"/> |  | Penelope Sutton |
| <input checked="" type="checkbox"/> |  | Keenan Morris |

10 Facility Administrators Selected (Max 20)

| | | |
|---|-----------------|---|
|  | Abbie Jensen |  |
|  | Lina Gibbs |  |
|  | Jerry Boyd |  |
|  | Samuel Abbott |  |
|  | Fatima Tate |  |
|  | Penelope Sutton |  |
|  | Keenan Morris |  |

Confirm

Facility administrators assigned successfully

Dismiss

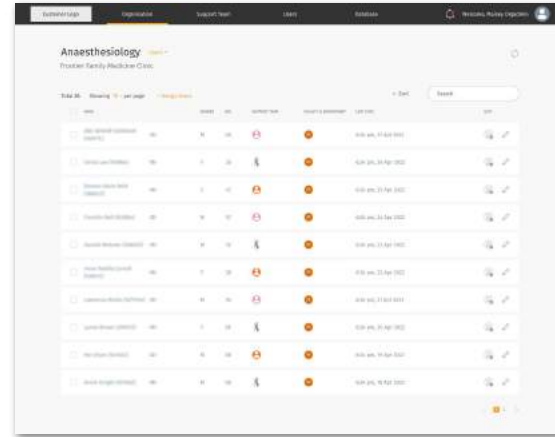
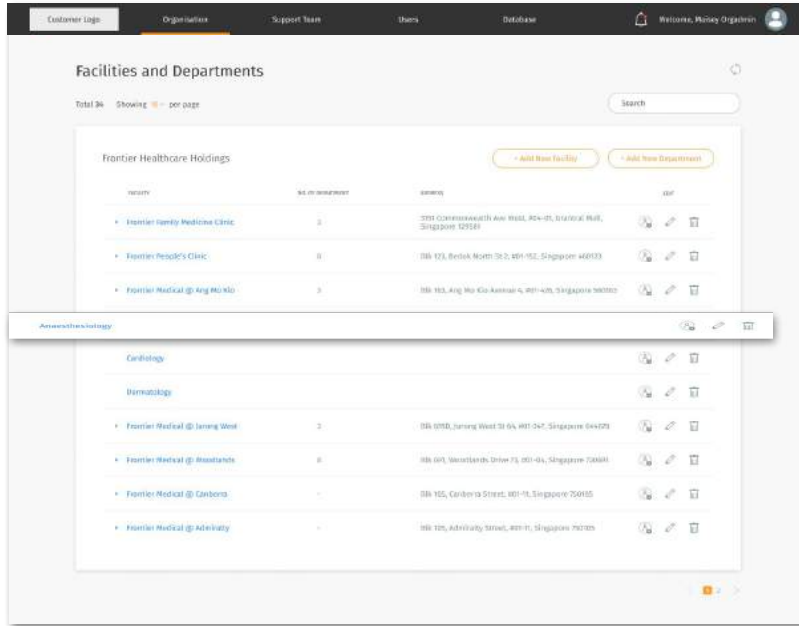
Message will automatically dismiss in 5 seconds.

← You may either scroll the list of Facility Administrators or search directly through the search box.

↑ Once you have selected the Administrators 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**

Note: Assigning Users for Department is available





Configure PII Access (coming soon)

The screenshot displays the 'Frontier Family Medicine Clinic' user management interface. The top navigation bar includes 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Database'. The main content area is titled 'Frontier Family Medicine Clinic - Facility Administrators' and features a search bar and a table of users. The table has columns for 'name', 'FACILITY & DEPARTMENT', 'LAST TIME', 'PII ACCESS', and 'EDIT'. The 'PII ACCESS' column contains toggle buttons that can be turned on (eye icon) or off (eye with slash icon). A bottom toolbar shows '2 Users Selected', 'Disable PII Access', and 'Enable PII Access' buttons.

| name | FACILITY & DEPARTMENT | LAST TIME | PII ACCESS | EDIT |
|------------------------------|-----------------------|-----------------------|------------|------|
| Abbie Jansan (Abbie) | | 6:24 pm, 26 Apr 2022 | Enabled | |
| Lina Glösa (Lina) | | 6:24 pm, 25 Apr 2022 | Enabled | |
| Jerry Riyal (Jerry) | | 10:36 pm, 25 Apr 2022 | Enabled | |
| Samsul Abbott (Samsul) | | 6:24 pm, 26 Apr 2022 | Disabled | |
| Falima Tato (Falima) | | 6:24 pm, 23 Apr 2022 | Disabled | |
| Perseke Settan (Perseke) | | 6:24 pm, 22 Apr 2022 | Disabled | |
| Nasran Haris (Nasran) | | 6:24 pm, 21 Apr 2022 | Enabled | |
| Tanya Hutes (Tanya) | | 6:24 pm, 20 Apr 2022 | Enabled | |
| Lismarlie Larnen (Lismarlie) | | 6:24 pm, 19 Apr 2022 | Disabled | |
| Francisak Hall (Francisak) | | 6:24 pm, 18 Apr 2022 | Disabled | |

← If you do not want your facility or department administrators or support team members to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled  icon for enabling access, disabled  icon for disabling access).

✓ You can also access these features under the Facility / Department Administrator and Support Team Member pages.



Facility Administrators

- About Facility Administrators
- Adding Facility Administrators
- Editing Facility Administrators
- Deleting Facility Administrators



Facility Administrators

| name | status | last time | act |
|-----------------------------|--|-----------------------|---------------------------------------|
| Abdole Idrissi (abdris) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Linu Gidon (lingid) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Jerry Bayal (jerrybay) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Siriusi Abbott Damanti | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Kelina Fata (kelifah) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Perseida Lubis (perseidalu) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Rizwan Marris (rizwanm) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Tanya Hutin (tanyah) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Layrandi Lutan (layrandil) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |
| Ressozok Hall (ressozokh) | ON OFF IN | 6/24 apr, 10 Apr 2022 | edit delete |

Facilities and Departments

Facility Administrators

Department Administrators

← ↑ You may access the Facility Administrators page through the “Organization” 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, editing and deleting.



Adding Facility Administrator

The screenshot displays the 'Facility Administrators' management page. At the top, there are navigation tabs: 'Customer Logs', 'Organization', 'Support Team', 'Users', 'Database', and 'Website, Money, Organization'. The main heading is 'Facility Administrators' with a red button labeled 'Add New Facility Administrator'. Below the heading, it shows 'Total 26' and 'Showing 10 per page'. There is a search bar and a 'Sort' dropdown. The table below lists administrators with columns for 'name', 'status', 'last time', and 'act'.

| name | status | last time | act |
|---|---|------------------------|-----|
| <input type="checkbox"/> ABRIE (abrie) (abrie) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Alva Erlin (alva) (alva) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Jerry Bayu (jerry) (jerry) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Samudra Abdurrahman (samudra) (samudra) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Rafina Fala (rafina) (rafina) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Permalita Luthis (permalita) (permalita) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Rizkiyanti Marni (rizkiyanti) (rizkiyanti) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Tasya Hafid (tasya) (tasya) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Laryandita Lestari (laryandita) (laryandita) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |
| <input type="checkbox"/> Priscilla Muli (priscilla) (priscilla) | 🟢 🟡 🔴 🟢 🟡 🔴 | 6/24/2022, 10 Apr 2022 | |

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



Adding Facility Administrator

The screenshot shows the first step of the 'Add a New Facility Administrator' process. The title is 'Add a New Facility Administrator' with a subtitle 'Follow the steps to add a new facility administrator'. A progress indicator on the left shows three steps: 'Account Setup' (completed), 'Basic Information', and 'Facility'. The 'Facility Administrator Details' section includes a 'Username' field with a note: 'This username will be used to log in to the system. After creation, the username cannot be used in any other address.' Below this is an optional 'Profile Picture' section with a note: 'Upload a picture of the facility administrator (only for user profile identification)'. There are three circular profile picture options. At the bottom, there is an 'ID Access' section with a toggle switch and a 'Next' button.

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

The screenshot shows the second step of the 'Add a New Facility Administrator' process. The title is 'Add a New Facility Administrator' with a subtitle 'Follow the steps to add a new facility administrator'. The progress indicator shows 'Account Setup' completed and 'Basic Information' active. The 'Basic Information' section includes fields for 'First Name' (filled with 'Youself'), 'Last Name' (filled with 'JUANER'), 'Email ID' (filled with 'youselfjuaner@gmail.com'), 'Country' (filled with 'Singapore'), and 'Contact Number' (filled with '+65 8394 4512'). There are 'Back' and 'Next' buttons at the bottom.

Assign new administrator to a facility

The screenshot shows the third step of the 'Add a New Facility Administrator' process. The title is 'Add a New Facility Administrator' with a subtitle 'Follow the steps to add a new facility administrator'. The progress indicator shows 'Account Setup' and 'Basic Information' completed, and 'Facility' active. The 'Facility' section includes a dropdown menu for 'Facility' (filled with 'Singapore General Hospital, Frontier Family Medicine Clinic'). There are 'Back' and 'Create Account' buttons at the bottom.

Key in the basic information about the administrator.



Editing Facility Administrator

| name | status | last time | act |
|---|---|------------------------|--------------------------------|
| <input type="checkbox"/> Adole (adole (adole)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Alva (Alva (Alva)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Jerry (Jerry (Jerry)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Samudra (Samudra (Samudra)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Kellina (Kellina (Kellina)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Persepolis (Persepolis (Persepolis)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Rizki (Rizki (Rizki)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Tereza (Tereza (Tereza)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Liana (Liana (Liana)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |
| <input type="checkbox"/> Priscilla (Priscilla (Priscilla)) | 👤 👤 👤 👤 | 6/24/2022, 10 Apr 2022 | ✎ 🗑️ |

Basic Information

Full Name:

Email:

Address:

Phone Number:

Password:

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

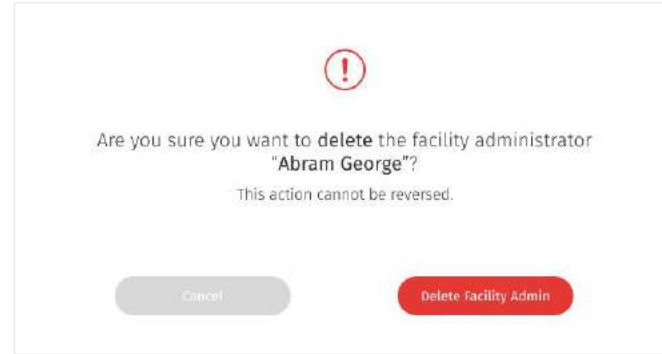
← What can be added/edited:

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



Deleting Facility Administrator

| name | status | last time | set |
|---|---|----------------------|-----|
| <input type="checkbox"/> ABOLU (olobor Gabbre) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> GINA (Gina Chaghi) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Jerry Deyel (Jerry Deyel) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Samuel Abbott (Samuel) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Rakina Fata (Rakina) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Perakopa Bathis (Perakopa) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Ribwan Marris (Ribwan) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Tereya Hutan (Tereya) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Damanda Lantari (Damanda) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |
| <input type="checkbox"/> Prastizani Hall (Prastizani) | 🟡 🟢 🔴 🟡 | 6:24 pm, 10 Apr 2022 | |



← You may choose to delete the facility administrator information by clicking on the delete icon button



Configure PII Access (coming soon)

The screenshot displays the 'Facility Administrators' management page. At the top, there is a navigation bar with 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Database'. Below this, the page title 'Facility Administrators' is shown along with a '+ Add New Facility Administrator' button and a search bar. The main content is a table listing administrators with columns for 'NAME', 'FACILITY DEPARTMENT', 'LAST LOG', 'PII ACCESS', and 'EYE'. The table contains 10 rows of administrator data. A pop-up window is visible on the right side of the table, showing a search bar and a list of administrators with eye icons for PII access control. At the bottom, a modal window is open for 'Franciszek Hall (Franciszek)', showing a 'Disable PII Access' button and a 'Enable PII Access' button.

| NAME | FACILITY DEPARTMENT | LAST LOG | PII ACCESS | EYE |
|------------------------------|---------------------|----------------------|------------|-----|
| Abbie Jensen (AbbieJ) | | 8:24 pm, 26 Apr 2022 | ON | 👁️ |
| Uma Sibila (UmagB) | | 8:24 pm, 25 Apr 2022 | ON | 👁️ |
| Jenny Boyd (JennyBo) | | 9:24 pm, 25 Apr 2022 | OFF | 👁️ |
| Samuel Abbott (SamuelA) | | 8:24 pm, 24 Apr 2022 | OFF | 👁️ |
| Padma Tate (PadmaT) | | 8:24 pm, 23 Apr 2022 | OFF | 👁️ |
| Penelope Sutton (PenelopeS) | | 8:24 pm, 22 Apr 2022 | OFF | 👁️ |
| Kieran Morris (KieranM) | | 8:24 pm, 21 Apr 2022 | ON | 👁️ |
| Tanya Harte (TanyaH) | | 8:24 pm, 20 Apr 2022 | ON | 👁️ |
| Leonida Laman (LeonidaL) | | 8:24 pm, 19 Apr 2022 | OFF | 👁️ |
| Franciszek Hall (Franciszek) | | 8:24 pm, 18 Apr 2022 | OFF | 👁️ |

← If you do not want your facility administrators to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled 👁️ icon for enabling access, disabled 👁️ icon for disabling access).

✓ You can also access these features under the Facilities & Departments, Department Administrator and Support Team Member pages.

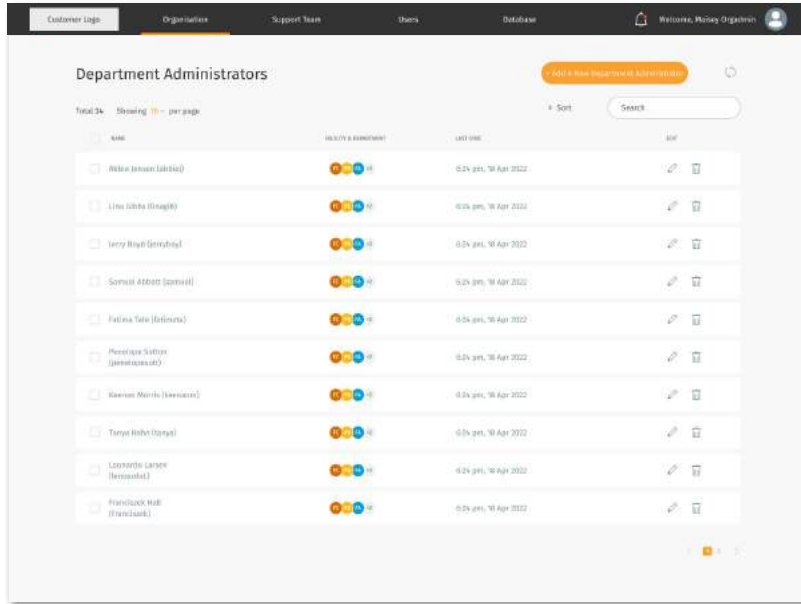


Department Administrators

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



About Department Administrators



Facilities and Departments

Facility Administrators

Department Administrators

← ↑ You may access the Department Administrators page through the “Organization” tab at the top navigation bar.

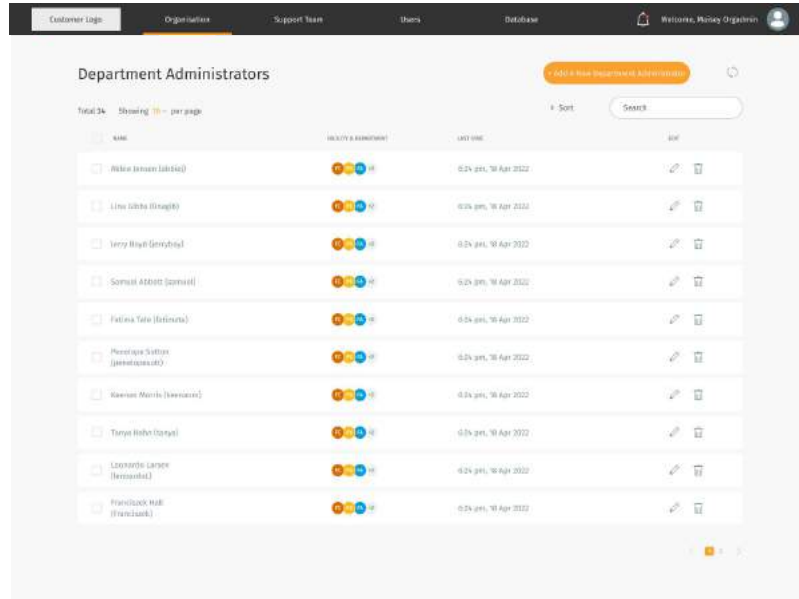
← The **Department Administrators** screen shows a list of Department Admin under your organization

← Each Department Admin may manage multiple facility and department

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



Adding Department Administrator



The screenshot shows a web application interface for managing Department Administrators. At the top, there is a navigation bar with tabs for 'Customer Logs', 'Organizations', 'Support Team', 'Users', and 'Database'. The 'Organizations' tab is active. Below the navigation bar, the page title is 'Department Administrators'. There is a search bar and a '+ Add New Department Administrator' button. Below the search bar, there is a table with columns for 'NAME', 'ROLE'S ASSIGNED', 'LAST TIME', and 'ACTIONS'. The table contains 10 rows of data, each representing a department administrator. The 'NAME' column includes a checkbox, a name in parentheses, and a role icon. The 'ROLE'S ASSIGNED' column shows a set of colored icons representing roles. The 'LAST TIME' column shows a date and time. The 'ACTIONS' column shows edit and delete icons.

| NAME | ROLE'S ASSIGNED | LAST TIME | ACTIONS |
|--|-----------------|----------------------|-----------------|
| <input type="checkbox"/> Willem Jensen (Jaskie) | [Icons] | 0:24 am, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Lisa Sibby (Sibby) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Terry Blah (Gerrit) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Somasi Akhtar (Somasi) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Felicia Tate (Brittany) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Phoenice Sutton (phenicesu) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Kwanan Morko (Kwanan) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Tanya Babin (Tanya) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Leonardo Lansen (Leonardo) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |
| <input type="checkbox"/> Francisco Hill (Francisco) | [Icons] | 0:24 pm, 10 Apr 2022 | [Edit] [Delete] |

← To add a new Department Administrators, click on the “Add **New Department Administrator**”.



Adding Department Administrator

The screenshot shows the first step of the form, titled "Add a New Department Administrator". The "Department Administrator Details" section is active. It includes a "Username" field with the value "yousef", a "Profile Picture (Optional)" section with three circular icons, and a "PI Access" section with a toggle switch. A "Next" button is at the bottom right.

Step up an account for the department admin by filling in the **username** and uploading a **profile picture** (optional)

The screenshot shows the second step of the form, titled "Add a New Department Administrator". The "Basic Information" section is active. It includes fields for "First Name" (Yousef), "Last Name" (Ajami), "Email ID" (Yousefajami@gmail.com), "Country" (Singapore), and "Contact Number" (+65 8794 4532). A "Next" button is at the bottom right.

Key in the basic information about the administrator.

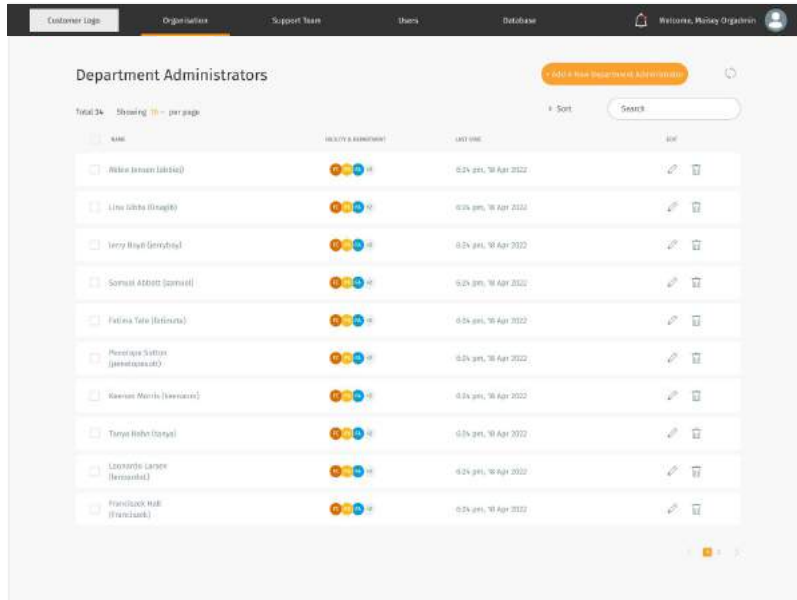
The screenshot shows the third step of the form, titled "Add a New Department Administrator". The "Department" section is active. It includes dropdown menus for "Facility" (Frانتير Family Medicine Clinic), "Department" (Orthopaedic Surgery, Neurology, Infectious Disease), "Facility" (Frانتير Medical @ Canberra), and "Department" (Orthopaedic Surgery). A "Next" button is at the bottom right.

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 Administrator



Customer Login | Organization | Support Team | Users | Database | Welcome, Money Organizer

Department Administrators

Total 34 Showing 10 per page

Sort Search

| NAME | ROLE & ADMINISTRATION | LAST TIME | EDIT |
|-----------------------------|-----------------------|----------------------|----------------|
| Wiken Jensen (Jaktio) | Admin (1) (1) | 0:24 am, 10 Apr 2022 | [edit] [trash] |
| Lina Sibya (Sragi) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Lerry Muhi (Gerrah) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Samsul Akbar (Samsul) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Felina Tela (Birtama) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Prasanna Sathya (prasanna@) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Rahmat Mawla (Rahmat) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Tanya Bibin (Tanya) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Lazarus Lancer (Lazarus) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |
| Francisco Hill (Francisco) | Admin (1) (1) | 0:24 pm, 10 Apr 2022 | [edit] [trash] |

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

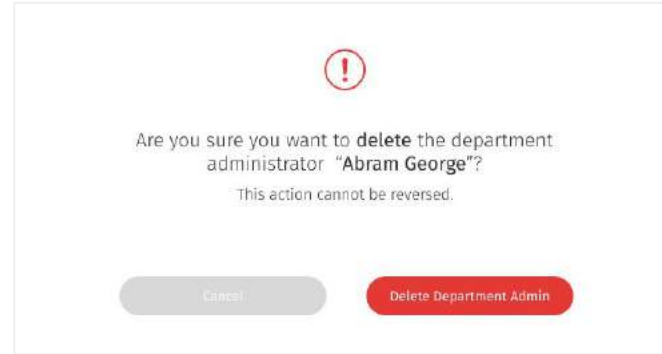
What can be added/edited:

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



Deleting Department Administrator

| NAME | ROLE(S) & DEPARTMENT | LAST TIME | ACTION |
|-----------------------------|----------------------|----------------------|-----------------|
| Akila Iswan (akila) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Lina Lohy (lindah) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Lerry Mudi (lerry) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Sonnet Akhri (sonnet) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Fadina Yati (fadina) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Mawati Satrio (mawatisa) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Rawan Mawati (awan) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Tanya Bobbi (tanya) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Loposita Lani (loposita) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |
| Franciszek Hub (franciszek) | IT, HR, SA | 02h ago, 10 Apr 2022 | [edit] [delete] |



↕ You may choose to delete the department administrator information by clicking on the delete icon button



Configure PII Access (coming soon)

The screenshot displays the 'Facility Administrators' management page. At the top, there is a navigation bar with 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Database'. Below this, the page title 'Facility Administrators' is shown along with a '+ Add A New Facility Administrator' button and a search bar. The main content is a table listing administrators with columns for 'NAME', 'PII ACCESS', 'LAST LOG IN', 'PII ACCESS', and 'EDIT'. The table contains 10 rows of administrator data. A pop-up window is overlaid on the bottom right, showing a '3 Items Selected' status and two buttons: 'Disable PII Access' and 'Enable PII Access'. The pop-up also includes a 'OK' button and a 'cancel (esc)' option.

| NAME | PII ACCESS | LAST LOG IN | PII ACCESS | EDIT |
|------------------------------|------------|----------------------|------------|------|
| Abbie Jensen (AbbieJ) | Enabled | 6:24 pm, 26 Apr 2022 | Enabled | ✎ 🗑 |
| Uma Sibila (UmajB) | Enabled | 6:24 pm, 25 Apr 2022 | Enabled | ✎ 🗑 |
| Jenny Boyd (jennybo) | Enabled | 9:24 pm, 25 Apr 2022 | Enabled | ✎ 🗑 |
| Samuel Abbott (samua) | Enabled | 6:24 pm, 24 Apr 2022 | Disabled | ✎ 🗑 |
| Padma Tata (PadmaT) | Enabled | 6:24 pm, 23 Apr 2022 | Disabled | ✎ 🗑 |
| Penelope Sutton (penelopsut) | Enabled | 6:24 pm, 22 Apr 2022 | Disabled | ✎ 🗑 |
| Kelvin Morris (kelvina) | Enabled | 6:24 pm, 21 Apr 2022 | Enabled | ✎ 🗑 |
| Tanya Hata (TanyaH) | Enabled | 6:24 pm, 20 Apr 2022 | Enabled | ✎ 🗑 |
| Leonardo Lamen (leonardol) | Enabled | 6:24 pm, 19 Apr 2022 | Disabled | ✎ 🗑 |
| Franciszek Hall (Franciszh) | Enabled | 6:24 pm, 18 Apr 2022 | Disabled | ✎ 🗑 |

← If you do not want your department administrators to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled 👁 icon for enabling access, disabled 👁 icon for disabling access).

✓ You can also access these features under the Facilities & Departments, Facility Administrator and Support Team Member pages.

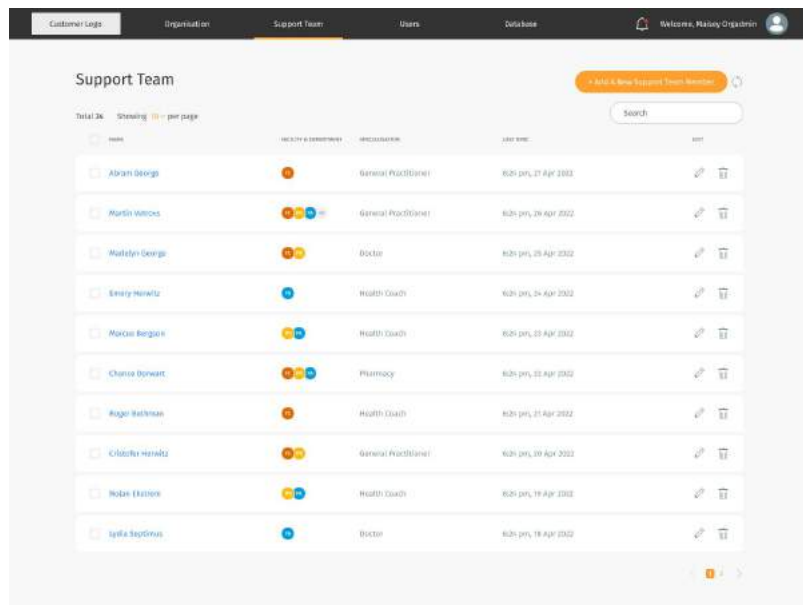






















Support Team

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



About Support Team



| name | health & department | description | join time | edit |
|------------------|----------------------|----------------------|----------------------|---|
| Abram George | General Practitioner | General Practitioner | 8/24 PM, 27 Apr 2023 |   |
| Martin Welles | General Practitioner | General Practitioner | 8/24 PM, 29 Apr 2022 |   |
| Mallory George | Doctor | Doctor | 8/24 PM, 29 Apr 2022 |   |
| Emery Henafiz | Health Coach | Health Coach | 8/24 PM, 24 Apr 2022 |   |
| Maxim Bergan | Health Coach | Health Coach | 8/24 PM, 23 Apr 2022 |   |
| Chance Dornant | Pharmacy | Pharmacy | 8/24 PM, 22 Apr 2022 |   |
| Roger Waldman | Health Coach | Health Coach | 8/24 PM, 21 Apr 2022 |   |
| Cristina Henafiz | General Practitioner | General Practitioner | 8/24 PM, 09 Apr 2022 |   |
| Robin Klinton | Health Coach | Health Coach | 8/24 PM, 19 Apr 2022 |   |
| Iyela Koptovus | Doctor | Doctor | 8/24 PM, 18 Apr 2022 |   |

← You may access the Support Team page through the “**Support Team**” tab at the **top navigation bar**.

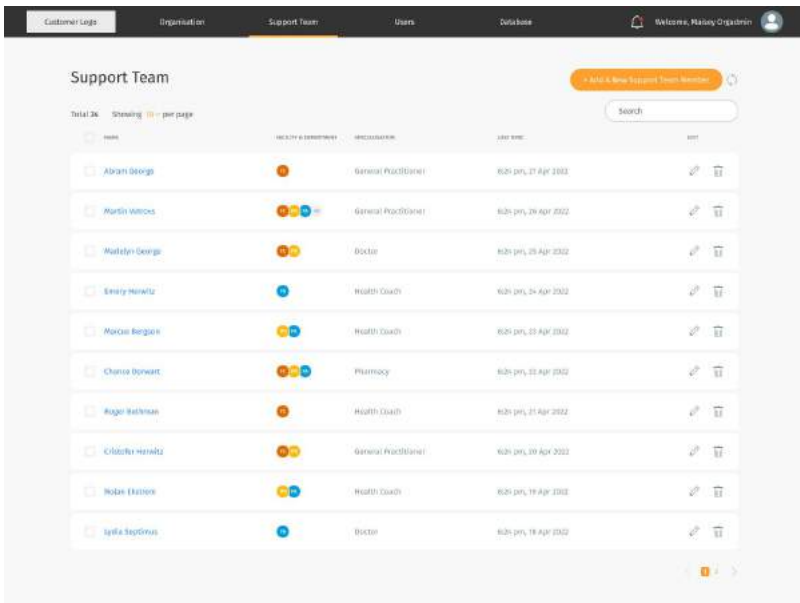
← The **Support Team** screen shows a list of health professionals under your organization

← Each Support Team Members may manage multiple facility and department

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



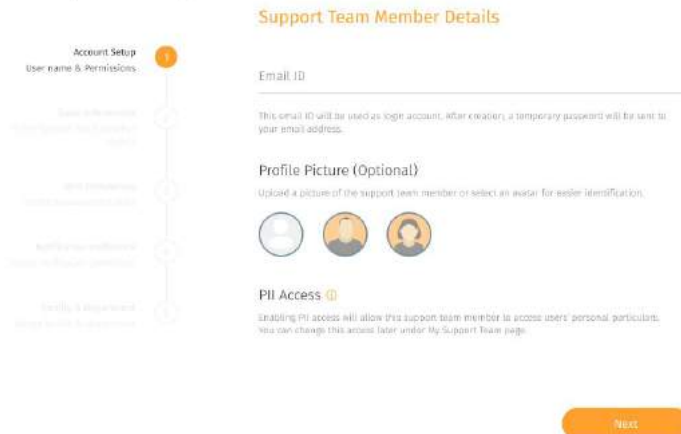
Adding Support Team Member



| Name | Health & Qualification | Description | Join Date | Edit |
|------------------|------------------------|-------------|-----------|------|
| Abram George | General Practitioner | | 6/24/2021 | |
| Martin Welles | General Practitioner | | 6/24/2022 | |
| Malsten George | Doctor | | 6/24/2022 | |
| Emery Henault | Health Coach | | 6/24/2022 | |
| Marco Bergan | Health Coach | | 6/24/2022 | |
| Chance Dornant | Pharmacy | | 6/24/2022 | |
| Roger Balkman | Health Coach | | 6/24/2022 | |
| Cristofa Henault | General Practitioner | | 6/24/2022 | |
| Nolan Klinton | Health Coach | | 6/24/2022 | |
| Lydia Koptinus | Doctor | | 6/24/2022 | |

Add a New Support Team Member

Follow the steps to add a new support team member:



Support Team Member Details

Account Setup
User name & Permissions:

Email ID

This email ID will be used as login account, after creation, a temporary password will be sent to your email address.

Profile Picture (Optional)
Upload a picture of the support team member or select an avatar for easier identification.

PII Access

Enabling PII access will allow this support team member to access users' personal particulars. You can change this access later under My Support Team page.

Next

↩️ To add a new Support Team Member, click on the **“Add a New Support Team Member”**.



Adding Support Team Member

Add a New Support Team Member

Follow the steps to add a new support team member.



Support Team Member Details

Email ID

This email ID will be used as login account. After creating, a temporary password will be sent to your email address.

Profile Picture (Optional)

Upload a picture of the support team member or select an avatar for easier identification.



PII Access

Enabling PII access will allow this support team member to access users' personal particulars. You can change this access later under My Support Team page.

Next

Set up an account for the Support Team Member by filling in the **E-Mail** and uploading a **profile picture** (optional)

Add a New Support Team Member

Follow the steps to add a new support team member.



Basic Information

First Name

John

Last Name

Atkins

Specialization

Doctor

Country

Singapore

Contact Number

+65 8394 4532

Back

Next

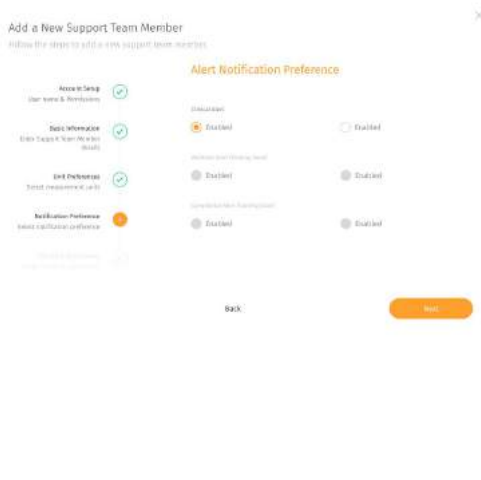
Key in the basic information about the Support Team Member.



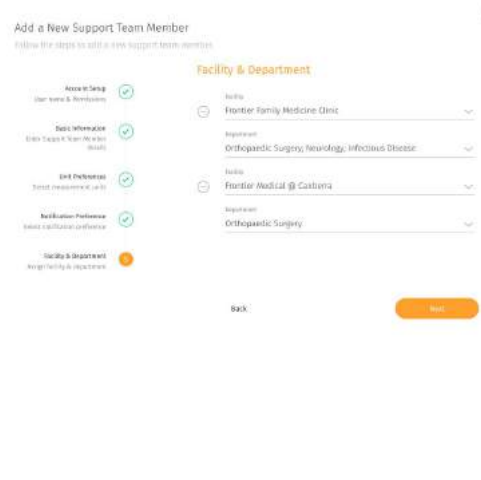
Adding Support Team Member



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



Set your Support Team preferred alert notification



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

The screenshot displays the 'Support Team' management interface. At the top, there are navigation tabs: Customer Logs, Organisation, Support Team (selected), Users, and Database. A 'Welcome, Mainly Organisation' notification is visible in the top right. Below the tabs, the 'Support Team' section shows a list of 24 members. The list includes columns for 'Name', 'Health & Department', 'Access/Role', 'Last Time', and 'Edit'. A search bar is located above the list. An orange button labeled '+ Add & Edit Support Team Member' is positioned at the top right of the list. An edit modal is open, showing the 'Basic Information' tab for a member named 'PTI AGORA'. The modal contains fields for 'Full Name', 'Unit Name', 'Last Name', 'Facility', 'Country', and 'Phone Number'. A 'Save Changes' button is at the bottom right of the modal.

| Name | Health & Department | Access/Role | Last Time | Edit |
|--------------------|----------------------|----------------------|----------------------|------|
| Abram George | General Practitioner | General Practitioner | 8/21 PM, 27 Apr 2023 | |
| Martin Welles | General Practitioner | General Practitioner | 8/21 PM, 26 Apr 2022 | |
| Mallory George | Doctor | Doctor | 8/21 PM, 26 Apr 2022 | |
| Emery Henafu | Health Coach | Health Coach | 8/21 PM, 24 Apr 2022 | |
| Maxim Bergin | Health Coach | Health Coach | 8/21 PM, 23 Apr 2022 | |
| Chance Dewart | Pharmacy | Pharmacy | 8/21 PM, 22 Apr 2022 | |
| Roger Waldman | Health Coach | Health Coach | 8/21 PM, 21 Apr 2022 | |
| Cristina Hernandez | General Practitioner | General Practitioner | 8/21 PM, 19 Apr 2022 | |
| Robin Ekstork | Health Coach | Health Coach | 8/21 PM, 19 Apr 2022 | |
| Lydia Kopturus | Doctor | Doctor | 8/21 PM, 18 Apr 2022 | |

This is a close-up of the edit modal for a Support Team member. The modal title is 'PTI AGORA'. It has a 'Basic Information' tab selected. The fields are: 'Full Name' (PTI AGORA), 'Unit Name' (Unit), 'Last Name' (AGORA), 'Facility' (Africa), 'Country' (Singapore), and 'Phone Number' (888 432). There is a 'Save Changes' button at the bottom right.

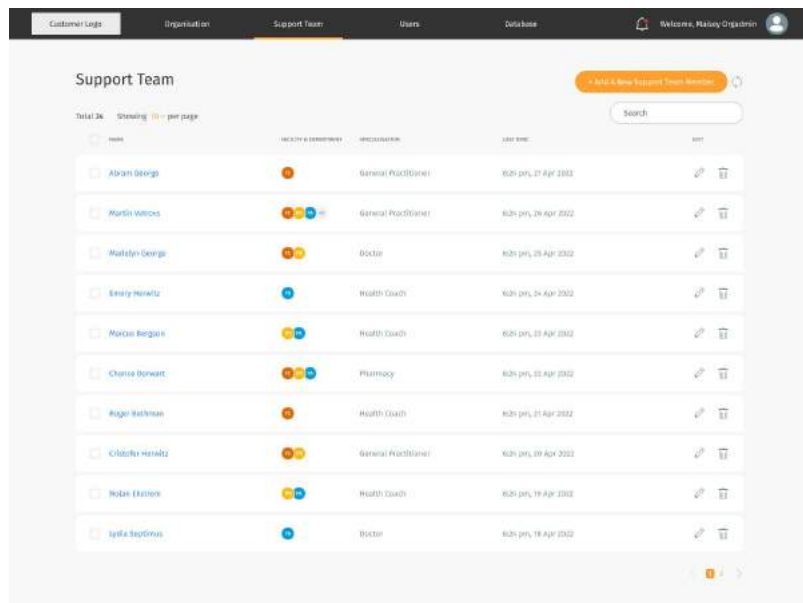
← You may choose to add or edit the Support Team Members information by clicking on the edit icon button

What can be added/edited:

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



Deleting Support Team Member



The screenshot shows a 'Support Team' management page. At the top, there are navigation tabs for 'Customer Logs', 'Organisation', 'Support Team', 'Users', and 'Database'. The 'Support Team' tab is active. Below the tabs, there is a search bar and a table of team members. The table has columns for 'Name', 'Health & Support Team Member', 'Description', 'Join Date', and 'Edit'. The first row is highlighted, showing 'Abram George' as a General Practitioner who joined on 27 Apr 2023. A delete icon (trash can) is visible in the 'Edit' column for this member.

| Name | Health & Support Team Member | Description | Join Date | Edit |
|------------------|------------------------------|----------------------|-------------|------|
| Abram George | General Practitioner | General Practitioner | 27 Apr 2023 | |
| Martin Welles | General Practitioner | General Practitioner | 26 Apr 2022 | |
| Mallory George | Doctor | Doctor | 25 Apr 2022 | |
| Emery Henafiz | Health Coach | Health Coach | 24 Apr 2022 | |
| Maxim Bergin | Health Coach | Health Coach | 23 Apr 2022 | |
| Chance Dewart | Pharmacy | Pharmacy | 22 Apr 2022 | |
| Roger Waldman | Health Coach | Health Coach | 21 Apr 2022 | |
| Cristina Henafiz | General Practitioner | General Practitioner | 19 Apr 2022 | |
| Nolan Klinton | Health Coach | Health Coach | 19 Apr 2022 | |
| Iyela Koptovus | Doctor | Doctor | 18 Apr 2022 | |


Are you sure you want to **delete** the Support Team Member "Abram George"?

This action cannot be reversed.

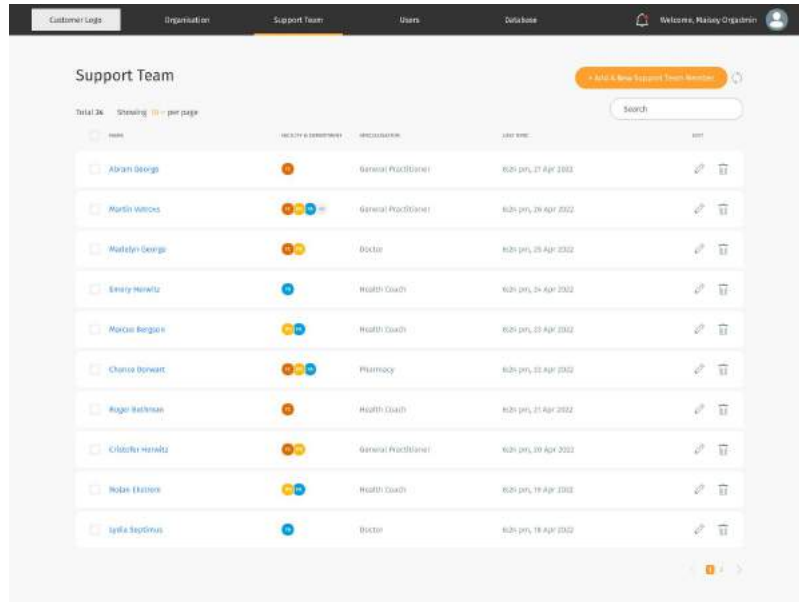
Cancel

Delete 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



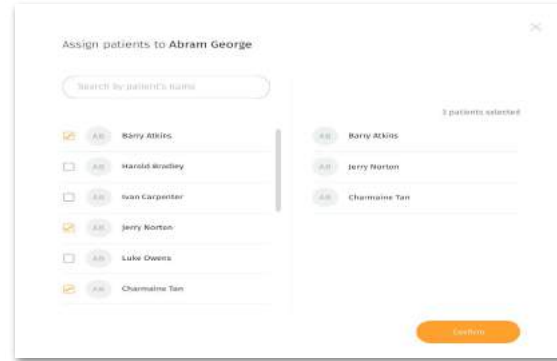
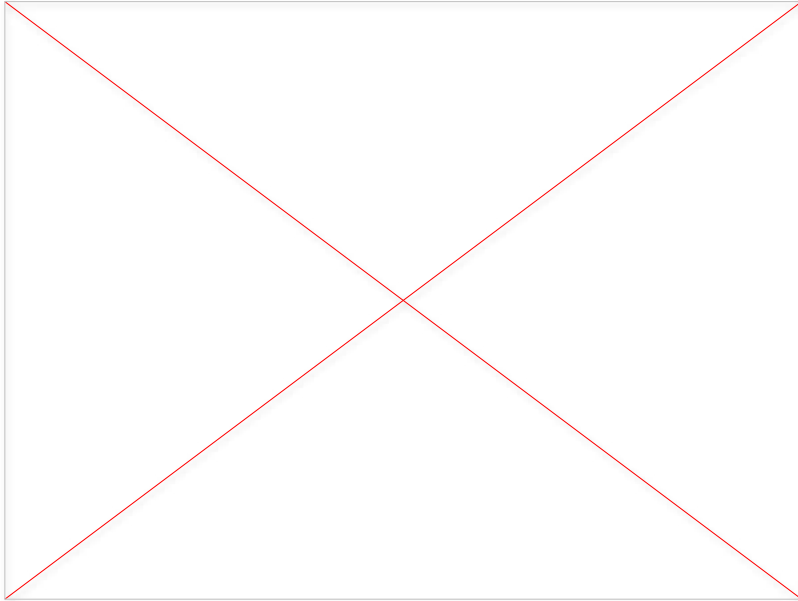
The screenshot displays the 'Support Team' management page. At the top, there are navigation tabs for 'Customer Logs', 'Organisation', 'Support Team', 'Users', and 'Database'. A 'Welcome, Plenity Organisation' message is visible in the top right. Below the navigation, the 'Support Team' section includes a '+ Add & Remove Support Team Member' button and a search bar. The main content is a table listing team members with columns for 'name', 'health & support team', 'specialisation', 'join time', and 'edit'.

| name | health & support team | specialisation | join time | edit |
|-----------------|-----------------------|----------------------|----------------------|------|
| Abram George | | General Practitioner | 8:24 pm, 27 Apr 2023 | |
| Martin Welles | | General Practitioner | 8:24 pm, 26 Apr 2022 | |
| Mallory George | | Doctor | 8:24 pm, 26 Apr 2022 | |
| Emery Henafu | | Health Coach | 8:24 pm, 24 Apr 2022 | |
| Maxim Bergan | | Health Coach | 8:24 pm, 23 Apr 2022 | |
| Chance Dorwart | | Pharmacy | 8:24 pm, 22 Apr 2022 | |
| Roger Waldman | | Health Coach | 8:24 pm, 21 Apr 2022 | |
| Cristina Henafu | | General Practitioner | 8:24 pm, 09 Apr 2022 | |
| Nolan Klinton | | Health Coach | 8:24 pm, 19 Apr 2022 | |
| Iyela Kpogonua | | Doctor | 8:24 pm, 18 Apr 2022 | |

← You may 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 User page, you may assign User to the member by clicking 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.



Configure PII Access (coming soon)

The screenshot displays the 'Facility Administrators' management page. At the top, there is a navigation bar with 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Database'. Below this, the page title 'Facility Administrators' is shown along with a '+ Add A New Facility Administrator' button and a search bar. The main content is a table listing administrators with columns for 'NAME', 'PII ACCESS', 'LAST LOG IN', 'PII ACCESS', and 'EDIT'. The table contains 10 rows of user data. A pop-up window is overlaid on the bottom right, showing a '3 Users Selected' status and two options: 'Disable PII Access' and 'Enable PII Access'.

| NAME | PII ACCESS | LAST LOG IN | PII ACCESS | EDIT |
|------------------------------|------------|----------------------|------------|------|
| Abbie Jensen (AbbieJ) | Enabled | 6:24 pm, 26 Apr 2022 | Enabled | ✎ 🗑 |
| Uma Sibila (UmajB) | Enabled | 6:24 pm, 25 Apr 2022 | Enabled | ✎ 🗑 |
| Jenny Boyd (jennybo) | Enabled | 9:24 pm, 25 Apr 2022 | Enabled | ✎ 🗑 |
| Samuel Abbott (samua) | Enabled | 6:24 pm, 24 Apr 2022 | Disabled | ✎ 🗑 |
| Padma Tata (PadmaT) | Enabled | 6:24 pm, 23 Apr 2022 | Disabled | ✎ 🗑 |
| Penelope Sutton (penespsunt) | Enabled | 6:24 pm, 22 Apr 2022 | Disabled | ✎ 🗑 |
| Ramesh Morris (ramesm) | Enabled | 6:24 pm, 21 Apr 2022 | Enabled | ✎ 🗑 |
| Tanya Hata (TanyaH) | Enabled | 6:24 pm, 20 Apr 2022 | Enabled | ✎ 🗑 |
| Leonardo Lamen (leamardL) | Enabled | 6:24 pm, 19 Apr 2022 | Disabled | ✎ 🗑 |
| Franciszek Hall (Franciszk) | Enabled | 6:24 pm, 18 Apr 2022 | Disabled | ✎ 🗑 |

← If you do not want your support team members to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled 👁 icon for enabling access, disabled 👁 icon for disabling access).

✓ You can also access these features under the Facilities & Departments, Facility and Department Administrator pages.



Users

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



Users

| NAME | EMAIL | PH | PHONE NUMBER | FACILITY & DEPARTMENT | LAST LOGIN | ROLE |
|---------------------------|-------|----|--------------|-----------------------|--------------------------|--------------------|
| Abby Robinson (Support) | ... | 16 | 28 | ... | 16/24 (Fri), 07 Apr 2022 | ... |
| Chloe Lee (Support) | ... | 7 | 28 | ... | 16/24 (Fri), 29 Apr 2022 | ... |
| Madison Davis (Prod) | ... | 9 | 42 | ... | 16/24 (Fri), 29 Apr 2022 | ... |
| Patrick Sheehan (Support) | ... | 16 | 28 | ... | 16/24 (Fri), 07 Apr 2022 | ... |
| Imogen MacLagan (Support) | ... | 16 | 28 | ... | 16/24 (Fri), 29 Apr 2022 | ... |
| Frank Sullivan | ... | 16 | 28 | ... | 16/24 (Fri), 29 Apr 2022 | ... |
| Benjamin Bennett | ... | 9 | 42 | ... | ... | Dismiss |
| Michael Bennett | ... | 7 | 28 | ... | ... | Dismiss |
| Ben Hall | ... | 16 | 28 | ... | ... | Pending Activation |
| William Simpson | ... | 7 | 28 | ... | ... | Pending Activation |

- All Users
- Assigned Users
- Unassigned Users
- Pending Onboarding Users
- Pending Activation List

✦ You may access the User page through the “Users” tab at the top navigation bar.

✦ The Users screen shows a list of User under your organization care.

✦ Each Support Team Members may manage multiple facility and department.

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 assigned to them



Users List Summary

↓ This is an explanation summary of the different Users that can be viewed/filtered from the “Users” dashboard.

All users refer to the total users found on this list

| 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

The screenshot displays a web application interface for user management. At the top, there are navigation tabs: 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Content Management'. The 'Users' tab is active, showing a list of users with columns for 'Name', 'Gender', 'Age', 'Support Team', 'Health & Connection', 'Last Login', and 'Off'. A '+ Invite User' button is visible in the top right corner of the user list.

An 'Invite User' modal form is overlaid on the user list. It contains the following fields and options:

- Invite User** (Title)
- Follow the steps to add a new user.
- Buttons: **Add Manually** (selected) and **Import from CSV**
- User's Details** (Section Header)
- First Name:
- Last Name:
- Email:
- An email will be sent to the user with the registration instruction.
- Country Number: +65 6123 4567
- Please select the mode of invitation:
 - SMS Only
 - Email Only
 - SMS & Email
- Send Invitation** (Button)

↪ You may invite a User to start their program under your facility by clicking on the **'+Invite User'** button.

↪ Depending on the organisation setup, invitation code may be turned **off** or turned **on**.

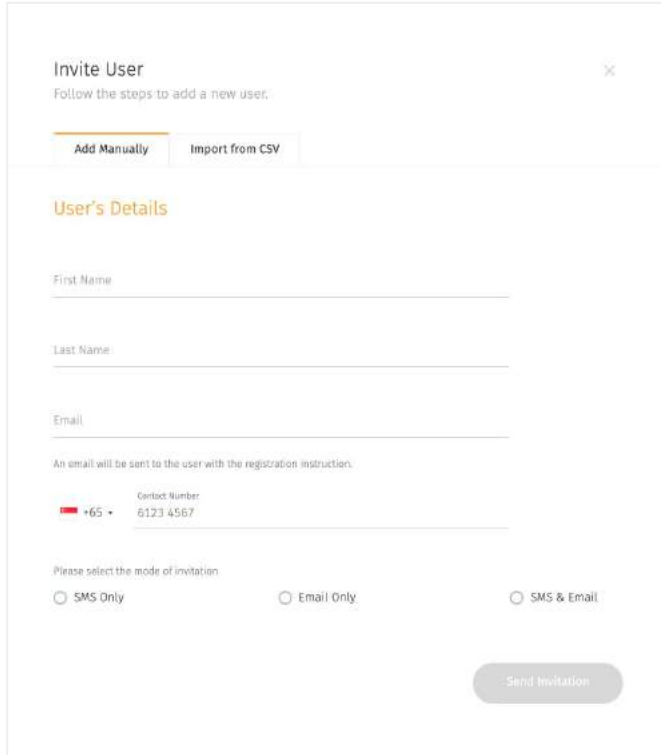
Invitation code turned ON: Invited users can have three states - **'Invited'**, **'Cancelled'** (means invitation is cancelled by administrator), and **'Expired'** (means code expired).

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

↪ As Organisation Administrator, you can choose to add **manually** or in **bulk** by **importing from CSV**



Inviting New Users ○ Add manually



Invite User ✕

Follow the steps to add a new user.

Add Manually **Import from CSV**

User's Details

First Name

Last Name

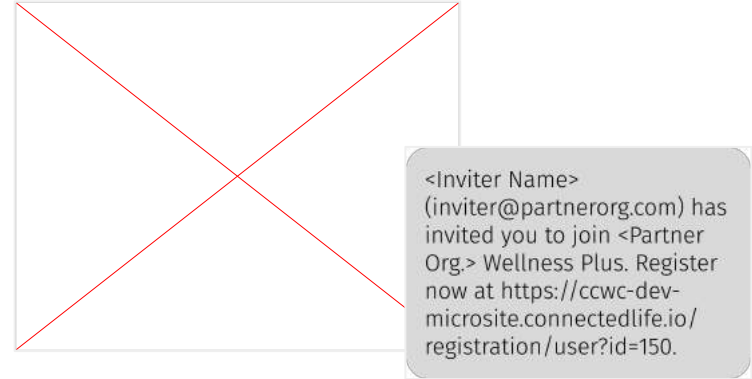
Email

An email will be sent to the user with the registration instruction.

Contact Number

Please select the mode of invitation

SMS Only Email Only SMS & Email



← Select “Add Manually” tab. 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 pre-filled to that of the inviting organisation.

Inviting New Users

- Bulk invite users

Invite User

Follow the steps to add a new user.

Add Manually Import from CSV

Download the CSV template below to upload your user invitation details in bulk.

[Download CSV Import Template](#)

Drag & drop a CSV file to upload

or

Select a CSV file

Send Invitation

| Sr. No. | First Name | Last Name | Country | Phone Number | Email | Mode |
|---------|------------|-----------|---------|--------------|--|-------|
| 1 | shekhar | garg | SG | 87108721 | abc@abc.com | BOTH |
| 2 | shekhar | garg | IN | 9820098200 | abc1@abc.com | EMAIL |
| 3 | Kailesh | Sanjava | SG | 12345678 | def@def.com | SMS |

← ↑ Click 'Import from CSV' tab. Download CSV Import template. Enable macros and fill the columns up with the relevant information. Save the sheet with users' contact info as a .CSV file.

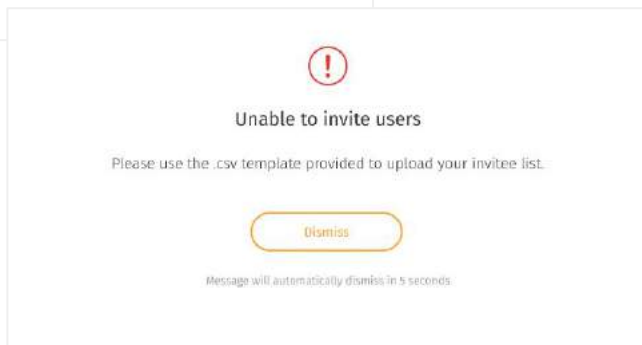
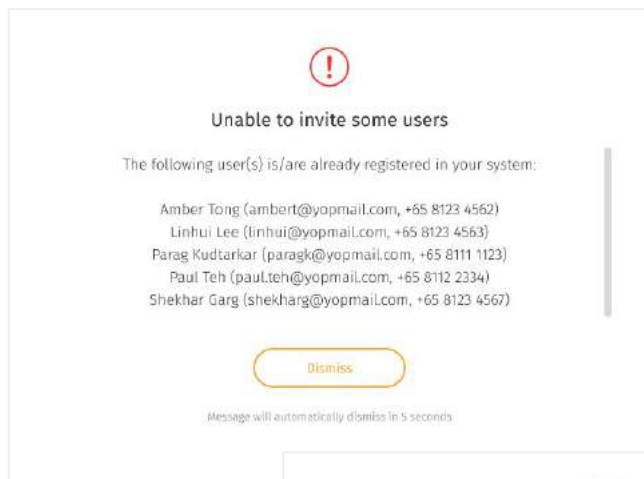
← Click 'Select a CSV file' and upload the CSV sheet that has been filled in with the information. Once successful, new entries will be added to the invited users list and respective invitation will be sent.

← Users will receive invitation with link to microsite, prefilled to that organisation



Inviting New Users

- Bulk invite users



Please note:

- ← Users can only be invited if they are not registered yet in any of the Wellness Plus/Wellness platforms. Otherwise, an error message will appear accordingly.
- ← If an existing entry with the same email and mobile number combination is on the list, it will update the entry accordingly with the latest updated information provided. (i.e. if a same email but different number is used, it will update the record to the new mobile number, and vice versa).
- ← If an incorrect template is used, an error message will appear accordingly.



Inviting New Users ○ Cancel invite


The screenshot shows a web application interface for managing users. The top navigation bar includes 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Content Management'. The 'Users' section is active, displaying a table of invited users. The table has columns for 'NAME', 'CONTACT NUMBER', 'EMAIL', 'INVITED BY', 'DATE LAST SENT', and 'INVITATION STATE'. There are four rows of users, with the first one being 'Audrey Chen' with an 'Active' state. A pop-up dialog is shown over the table, containing a red warning icon, the text 'Are you sure you want to cancel the invitation sent to "Audrey Chen (audreychen@yopmail.com)"?', and a sub-message 'The invited user will not be able to access their invitation link.' Below the text are two buttons: 'Back' and 'Cancel invite'.

| NAME | CONTACT NUMBER | EMAIL | INVITED BY | DATE LAST SENT | INVITATION STATE |
|--------------------|----------------|--------------------------------|------------|----------------------|------------------|
| Audrey Subramanian | +65 81811239 | andrew.subramanian@yopmail.com | JD | 12:00 PM, 8 May 2023 | Active |
| Audrey Chen | +65 91919191 | audreychen@yopmail.com | JD | 11:58 AM, 8 May 2023 | Active |
| Aliyah | +65 81818124 | aliyah123@yopmail.com | JD | 8:40 AM, 24 Apr 2023 | Cancelled |
| Shweta | +65 8123 1232 | gpcx.org@connectd@lk.lk | JD | 4:51 PM, 14 Apr 2023 | Cancelled |

Are you sure you want to **cancel** the invitation sent to "Audrey Chen (audreychen@yopmail.com)"?

The invited user will not be able to access their invitation link.

Back Cancel invite

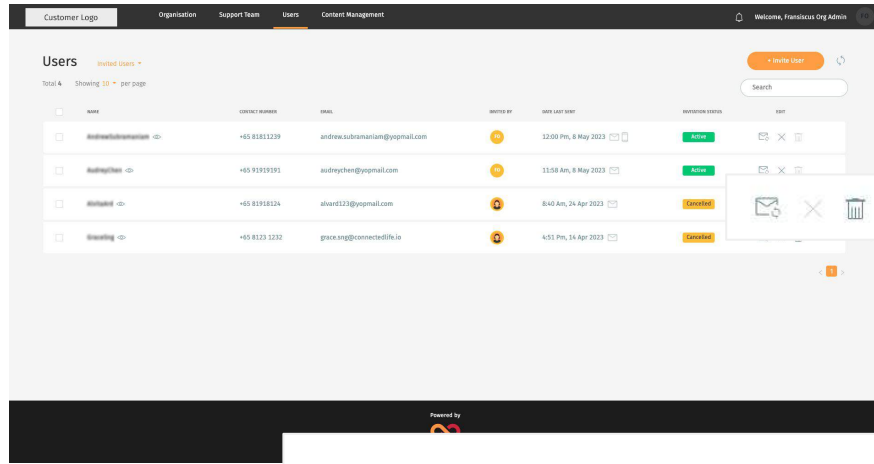
← You can cancel an active invitation by clicking on the  button. A pop up will show accordingly to confirm your cancellation.

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.

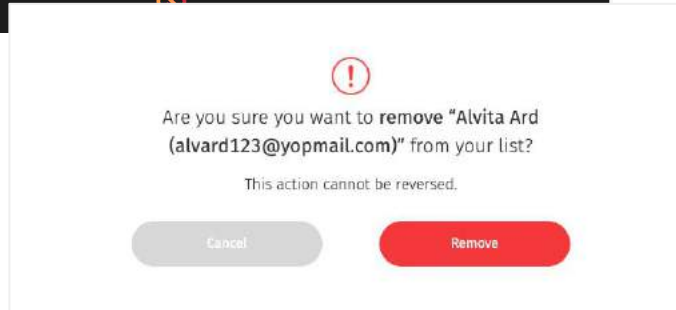
The cancel button will be disabled once an invitation has been cancelled.



Inviting New Users ○ Delete invite




| <input type="checkbox"/> | NAME | CONTACT NUMBER | EMAIL | INVITED BY | DATE LAST SEEN | INVITATION STATUS | EDIT |
|--------------------------|--------------------|----------------|--------------------------------|------------|----------------------|-------------------|-------|
| <input type="checkbox"/> | Andrew Subramanian | +65 81812329 | andrew.subramanian@yopmail.com | JD | 12:00 PM, 8 May 2023 | Active | ✉ ✕ 🗑 |
| <input type="checkbox"/> | Audrey Chen | +65 91519191 | audreychen@yopmail.com | JD | 11:58 AM, 8 May 2023 | Active | ✉ ✕ 🗑 |
| <input type="checkbox"/> | Alvita Ard | +65 81818124 | alvard123@yopmail.com | JD | 8:40 AM, 24 Apr 2023 | Cancelled | ✉ ✕ 🗑 |
| <input type="checkbox"/> | Shawing | +65 8123 1232 | gsxc.org@connect@lk.lk | JD | 4:51 PM, 14 Apr 2023 | Cancelled | ✉ ✕ 🗑 |



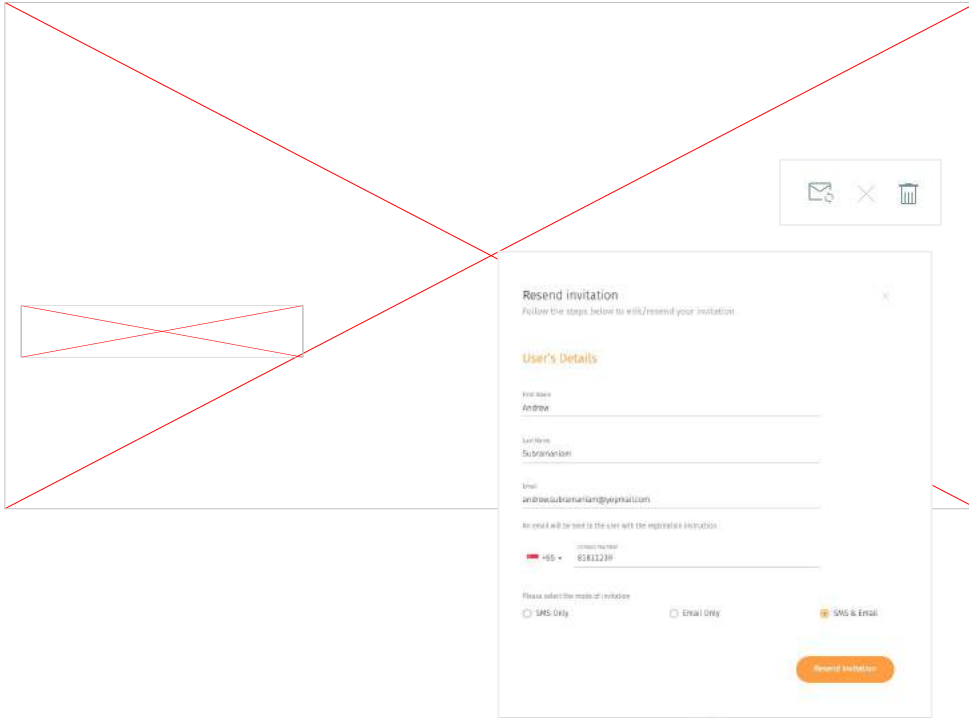
Are you sure you want to remove "Alvita Ard (alvard123@yopmail.com)" from your list?
This action cannot be reversed.


Cancel Remove

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




Inviting New Users ○ Resend invite



← Once an invitation has been cancelled, you can resend their invitation by clicking on the  button.

An invitation can also be resend even if it is still active. The previous invitation link and/or code will be auto-expired and a new one will be generated.

A pop up will appear to review/update the invitation details before resending.

To resend invitation in bulk, click on the checkbox to select multiple invitations , and click on the resend button after on the bottom of the list.

Please note that updating the invitee's details is only available in the single resend feature.

Onboarding Users

Onboard

The screenshot shows a user management interface with a dark navigation bar at the top containing links for Customer Logo, Organisation, Support Team, Users, and Database. The 'Users' tab is active. Below the navigation bar, there is a 'Users' section with a dropdown menu set to 'All Users'. A search bar is present. The main content is a table with columns: Name, Gender, Age, Support Team, Priority & Member Count, Last Date, and Edit. The table lists several users, each with an 'Onboard' button. The 'Onboard' button is highlighted in orange for the users 'Diana Bennett' and 'Michael Bennett'. The status 'Pending Activation' is shown for 'New Staff' and 'Michael Bennett'.

| Name | Gender | Age | Support Team | Priority & Member Count | Last Date | Edit |
|-------------------------|--------|-----|--------------|-------------------------|------------|--------------------|
| Andy Robinson (Admin) | M | 28 | | | 16/04/2023 | |
| Chloe Lee (Admin) | F | 28 | | | 16/04/2023 | |
| Debbie Davis (Admin) | F | 42 | | | 16/04/2023 | |
| Pauline Stewart (Admin) | F | 28 | | | 16/04/2023 | |
| Imogen Robinson (Admin) | M | 28 | | | 16/04/2023 | |
| Franky Sutton | M | 28 | | | 16/04/2023 | |
| Diana Bennett | F | 42 | | | | Onboard |
| Michael Bennett | F | 28 | | | | Onboard |
| New Staff | M | 28 | | | | Pending Activation |
| Michael Bennett | F | 28 | | | | Pending Activation |

↔ You may onboard a new user who has registered by clicking on the **“Onboard”** button in the Users list



| Onboarding Users

Onboard a New User
Follow the steps to onboard a new user.

Basic Information

Profile Overview

Multiple Onboarding (✔) Profile completed

Basic Information (●) Profile incomplete

Medical History (○) Profile incomplete

Personal Information (○) Profile incomplete

Emergency Contact (○) Profile incomplete

Account Settings (○) Profile incomplete

Profile Information

Name: Lawrence

Last Name: Mullin

Date of Birth: 25/07/1978

Health Insurance: 1234567890123456

Gender: Male

Sex: Male

Address: 4567890123456789

City: Singapore

Phone Number: +65 9123 4567

Email: lawrence@gmail.com

Emergency Contact: 1234567890123456

Account Settings: 1234567890123456

Back Next

Check through the information filled by the users are relevant.

Onboard a New User
Follow the steps to onboard a new user.

Medical History

Profile Overview

Multiple Onboarding (✔) Profile completed

Basic Information (✔) Profile completed

Medical History (●) Profile incomplete

Personal Information (○) Profile incomplete

Emergency Contact (○) Profile incomplete

Account Settings (○) Profile incomplete

Medical History

Previous diagnoses & treatments

Type 2 Diabetes

Surgical history

Cataract surgery

Family medical history

Mother

Arthritis

Drug Allergy

Cataract surgery

Back Next

Check and edit User's Medical History information accordingly.



Onboarding Users

The screenshot shows a web form titled "Onboard a New User". On the left, there is a vertical navigation menu with icons for "Mobile Onboarding", "Basic Information", "Medical History", "General Readings", "Lifestyle", "Geolocation Setting", and "Facility & Department". The "General Readings" section is active and highlighted in orange. It contains several input fields for user data, including "Date of Birth", "Height", "Weight", "Blood Pressure", "Heart Rate", "Respiratory Rate", "Temperature", "Pulse Oximetry", "Vision", "Hearing", "Allergies", "Current Medications", "Immunization Status", "Smoking Status", "Alcohol Consumption", "Sex", "Sexual Orientation", "Pregnancy Status", "Mental Health", "Substance Use", "Social History", "Family History", "Genetics", "Vaccination Status", "Travel History", "Occupation", "Education", "Marital Status", "Insurance", "Emergency Contact", "Next of Kin", "Referral Source", "Referral Date", "Referral Provider", "Referral Facility", "Referral Notes", "Referral Status", "Referral Date", "Referral Provider", "Referral Facility", "Referral Notes", "Referral Status". At the bottom right of the form is an orange "Onboard" button.

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

Onboard a New User

Follow the steps to onboard a new user.

- Mobile Onboarding
Profile completed ✓
- Basic Information
Complete user details ✓
- Medical History
Concerns & past occurrences ✓
- General Readings
Vital health & condition ✓
- Lifestyle
Smoking & drinking history ✓
- Geolocation Setting
Geolocation address & radius ✓
- Facility & Department
Assign facility, department & support team members ✗

Facility & Department

Facility
Frontier Family Medicine Clinic

*Support Team Member
Abram George

Department
aedic Surgery, Neurology, Infectious Disease

Back

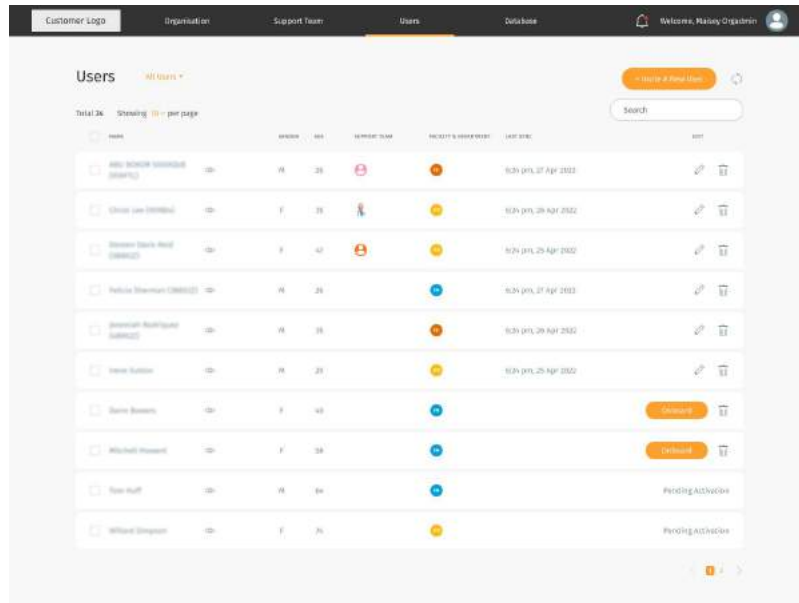
Onboard User

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)

Customer Login Organisation Support Team Users Database Welcome, Mainly Organizin

Users All Users

Total 24 Showing 10 per page

| Name | Gender | Age | Hospital Name | Priority & Home Visit | Last Sync | Edit |
|----------------------------|--------|-----|---------------|-----------------------|-------------------------|--------------------|
| Abby Richard (204422) | ♀ | 28 | | | 16/24 09:11 07 Apr 2022 | |
| Chloe Lee (204422) | ♀ | 28 | | | 16/24 09:11 29 Apr 2022 | |
| Madison Davis (204422) | ♀ | 42 | | | 16/24 09:11 29 Apr 2022 | |
| Patricia Stewart (204422) | ♀ | 28 | | | 16/24 09:11 07 Apr 2022 | |
| Imogen McLaughlin (204422) | ♀ | 28 | | | 16/24 09:11 29 Apr 2022 | |
| Heidi Sutton | ♀ | 28 | | | 16/24 09:11 29 Apr 2022 | |
| Becky Bennett | ♀ | 42 | | | | Dismiss |
| Michelle Bennett | ♀ | 28 | | | | Dismiss |
| Sam Hall | ♀ | 28 | | | | Pending Activation |
| William Simpson | ♀ | 28 | | | | Pending Activation |

Sending message to 3 patients

Please sync your wearable device with the mobile app

1600 characters left

Send message

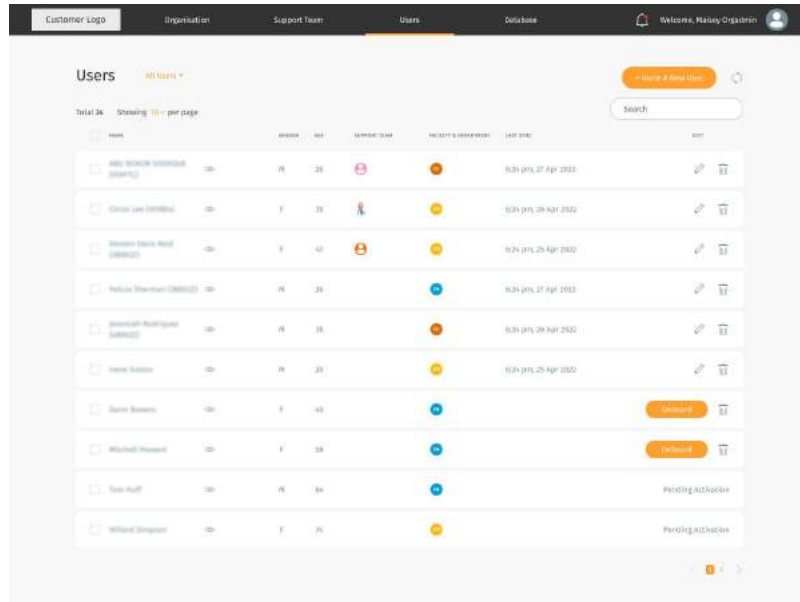
← Select the Users you want to send message to on the “Users” screen.

← 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.

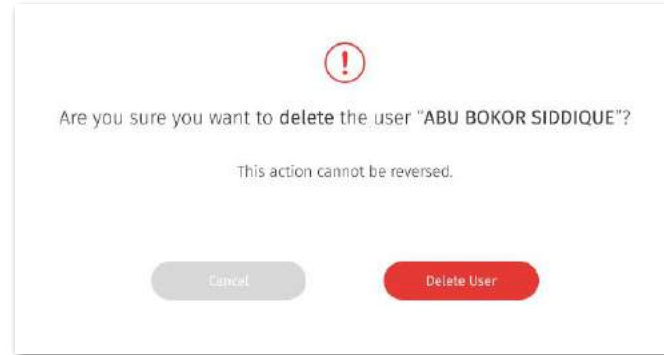


Deleting Users



The screenshot shows a web application interface for managing users. At the top, there are navigation tabs: Customer Logo, Organisation, Support Team, Users (selected), and Database. A user profile icon is visible in the top right corner. Below the navigation, the page title is "Users" with a sub-label "All Users". There is a search bar and a "Search" button. The main content is a table of users with columns for Name, Gender, Age, Support Team, Priority & Status, Last Date, and Edit. The table contains 10 rows of user data. The first row is for "ABU BOKOR SIDDIQUE (204471)" with a delete icon. The second row is for "Uthob Uthob (204482)" with a delete icon. The third row is for "Mouhammed Hossain (204493)" with a delete icon. The fourth row is for "Pardisa Shekharat (204504)" with a delete icon. The fifth row is for "Imamulgan Moulhanat (204515)" with a delete icon. The sixth row is for "Hessa Sultan" with a delete icon. The seventh row is for "Basma Basmah" with a delete icon. The eighth row is for "Mehnaz Hossain" with a delete icon. The ninth row is for "Rana Hafiz" with a delete icon. The tenth row is for "Wahid Siddiqui" with a delete icon. The delete icons are represented by a trash can symbol.

| Name | Gender | Age | Support Team | Priority & Status | Last Date | Edit |
|------------------------------|--------|-----|--------------|-------------------|------------|--------------------|
| ABU BOKOR SIDDIQUE (204471) | M | 28 | | High | 16/04/2023 | Delete |
| Uthob Uthob (204482) | M | 28 | | Low | 16/04/2023 | Delete |
| Mouhammed Hossain (204493) | M | 47 | | Low | 16/04/2023 | Delete |
| Pardisa Shekharat (204504) | F | 28 | | Low | 16/04/2023 | Delete |
| Imamulgan Moulhanat (204515) | M | 28 | | High | 16/04/2023 | Delete |
| Hessa Sultan | M | 28 | | Low | 16/04/2023 | Delete |
| Basma Basmah | F | 48 | | Low | | Delete |
| Mehnaz Hossain | F | 28 | | Low | | Delete |
| Rana Hafiz | M | 28 | | Low | | Pending Activation |
| Wahid Siddiqui | M | 28 | | Low | | Pending Activation |



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



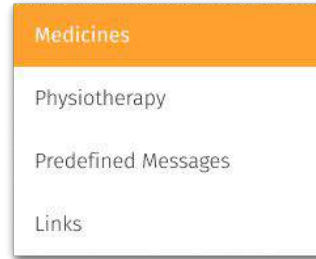
Managing Medicines

- About Medicines
- Adding New Medicine - Manually
- Adding New Medicine - from a CSV File
- Editing Medicine Details
- Deleting a Medicine



About Medicines

| Medicine Name | Brand | Form | Strength | Unit |
|-------------------------|------------------|--------|----------|------|
| Acetaminophen | Lamodin | Tablet | 200 mg | |
| Aspirin | Alasal | Tablet | 100 mg | |
| Dexamethasone | Dexamipril | Tablet | 300 mg | |
| Hydrochloric Acid 0.15% | Hydro | Liquid | 15 ml | |
| Metformin | Metformin-Crosin | Tablet | 300 mg | |
| Codeine | Code | Tablet | 15 mg | |
| Combiflam | Combiflam Tablet | Tablet | 200 mg | |
| Clonidine | Clonidine | Tablet | 1 mg | |
| Ibuprofen | Ibuprofen | Tablet | 400 mg | |
| L-Carnitine | Well | Powder | 5 g | |



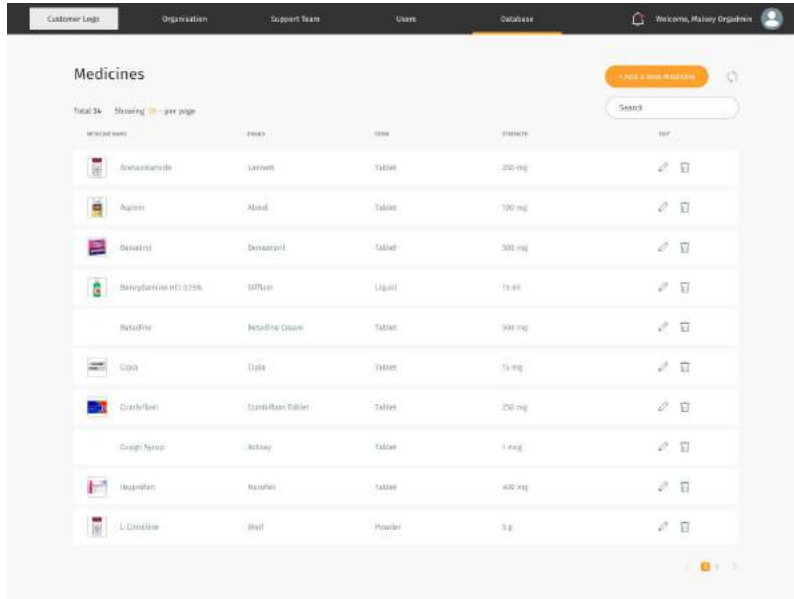
← ↑ You may access the Medicines page through the “**Database**” tab at the **top navigation bar**.

← The **Medicines** screen is a list of medication which can be prescribed for Users for specific symptoms and conditions.

You can manage medicines by adding, editing and deleting.

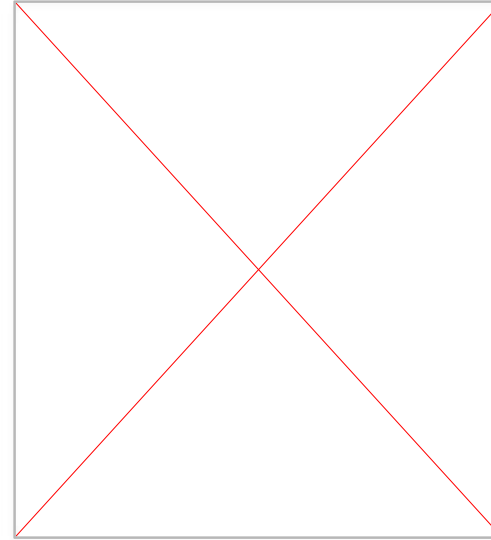


Adding New Medicine ○ Manually



The screenshot displays a web application interface for managing medicines. At the top, there is a navigation bar with options like 'Customer Login', 'Organisation', 'Support Team', 'Users', 'Database', and a user profile for 'Welcome, Maloy Drajadin'. Below this, the 'Medicines' section is active, featuring a search bar and a prominent orange button labeled 'Add New Medicine'. A table lists various medicines with columns for 'Medicine Name', 'Brand', 'Form', 'Strength', and 'Unit'. The table contains 10 rows of data, including items like Acetaminophen, Aspirin, and Ibuprofen.

| Medicine Name | Brand | Form | Strength | Unit |
|------------------------|-----------|--------|----------|------|
| Acetaminophen | Lamodin | Tablet | 200 mg | |
| Aspirin | Asadol | Tablet | 100 mg | |
| Demerol | Demerol | Tablet | 50 mg | |
| Hydrochloric Acid 0.1% | Hydro | Liquid | 1% w/v | |
| Ibuprofen | Ibuprofen | Tablet | 200 mg | |
| Codeine | Codeine | Tablet | 15 mg | |
| Combiflam | Combiflam | Tablet | 200 mg | |
| Codeine Phosphate | Codeine | Tablet | 1 mg | |
| Ibuprofen | Ibuprofen | Tablet | 400 mg | |
| L-Carnitine | Well | Powder | 5 g | |



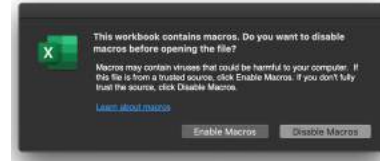
← To add medicines to database, click on the “**Add New Medicine**” button under the “Medicines” Tab.

↑ To create a medicine, fill up the medicine specifications.

↑ The medication can be added individually, or via a bulk upload from an CSV file.



Adding New Medicine ○ from a CSV File (cont.)



| Sr.No. | Medicine Name | Brand | Form | Strength | Unit |
|--------|-------------------------------------|--------|--------|----------|--------|
| 1 | Benzylamine HCl 0.15% w/v Mouthwash | Diflem | Liquid | | 15 ml. |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |

Add New Medicine

You can add medicines by CSV or with the form below.

Get Started: download the CSV template below to upload medications in bulk.
[Download CSV Import Template.](#)

Drag and Drop a CSV file to upload

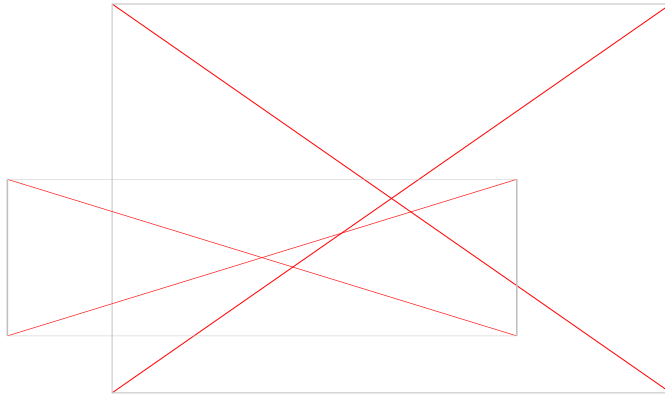
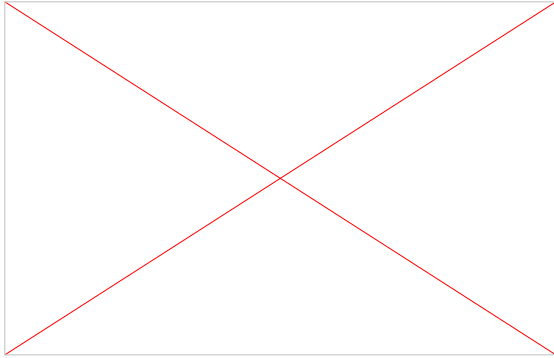
or

Bulk upload medicines from a CSV file

- ← Select **“Import from CSV”** tab. Download a CSV template.
- ↑ Prepare the CSV file.
- ↑ Open the template file. Select **“Enable Macros”** before opening the file.
- ↑ Open the 2nd tab **“Add Medicine”**.

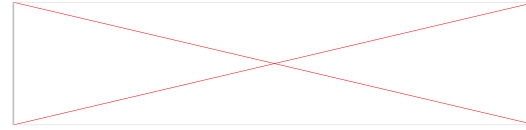
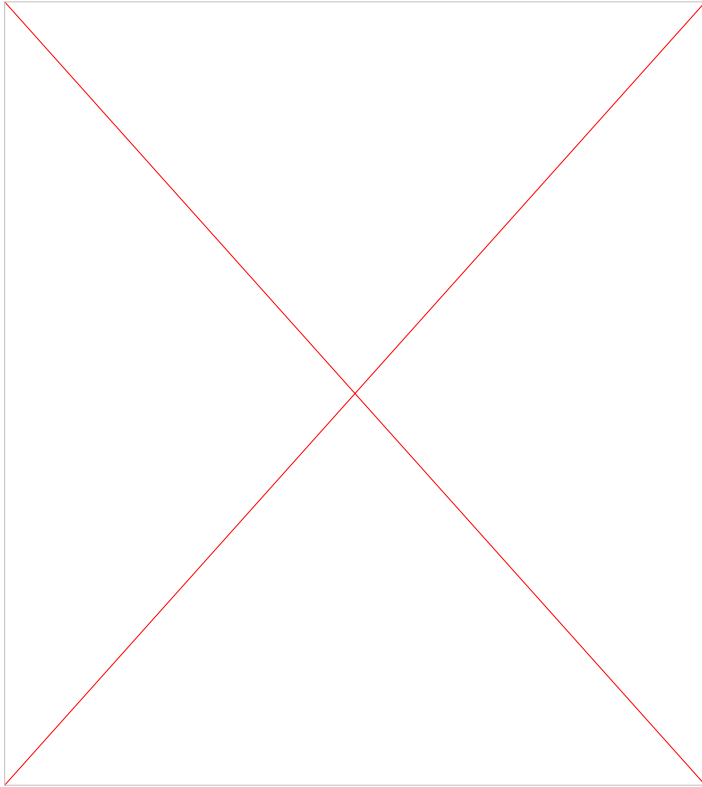


Adding New Medicine ○ from a CSV File (cont.)



- ↪ Adding data to the template file. Please use a drop-down menu to input the value for **“Form”** and **“Unit”**
- ← If there is an error, go back to the 2nd tab. You will need to enter proper values in the **GREEN** highlighted fields, and redo process (d) to validate again.
- ↑ When the data entry is done, open the 1st tab and click **“Validate Medicine List”**.

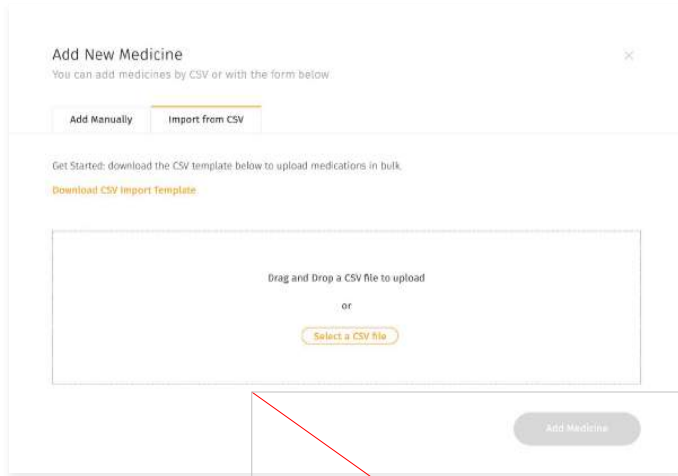
Adding New Medicine from a CSV File (cont.)



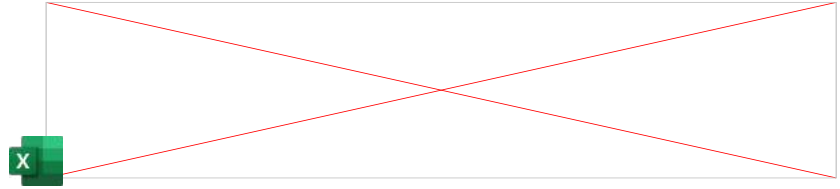
← Validation is completed if you see a success message. Click **“OK”**.

↑ Click **“Save & Exit”**. The file will be saved to the original address.

Adding New Medicine ○ from a CSV File (cont.)



The screenshot shows a web form titled "Add New Medicine" with a close button (X) in the top right. Below the title is the text "You can add medicines by CSV or with the form below." There are two tabs: "Add Manually" and "Import from CSV", with the latter being selected. Below the tabs is the instruction "Get Started: download the CSV template below to upload medications in bulk." and a link "Download CSV Import Template". A large dashed box contains the text "Drag and Drop a CSV file to upload" and "or" above a button labeled "Select a CSV file". At the bottom right of the form is a button labeled "Add Medicine". A large red 'X' is drawn over the "Add Medicine" button.

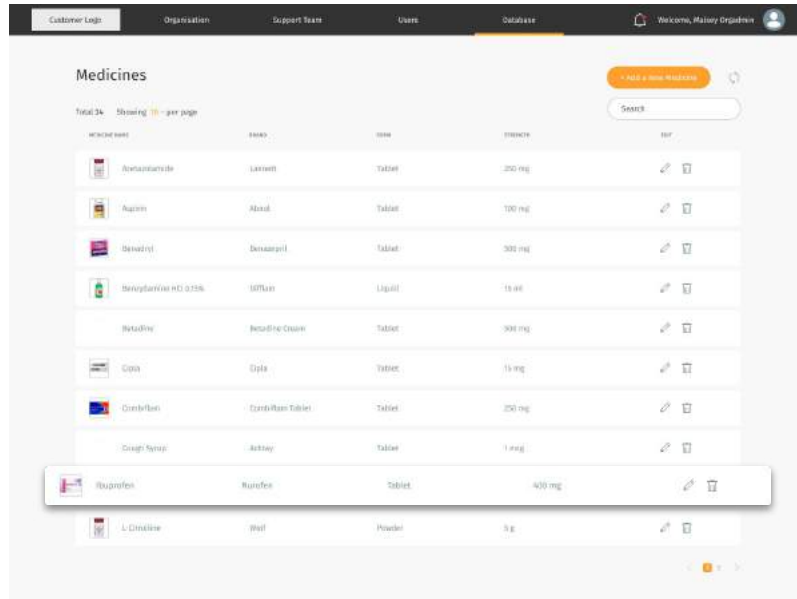


↩ Upload your CSV file.

↩ ↑ Drag and drop a CSV file here, or click **"Select a CSV file"**.

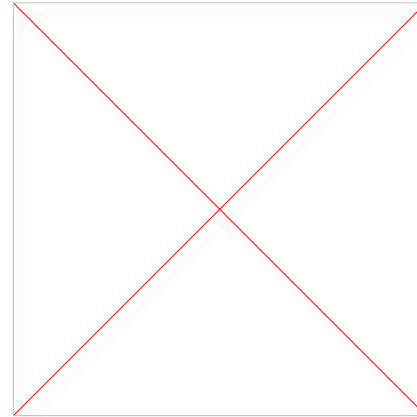
↩ Confirm the file and click **"Add Medicine"** to submit.

Editing Medicine Details



The screenshot shows a web application interface for managing medicines. At the top, there is a navigation bar with options like 'Customer Login', 'Organisation', 'Support Team', 'Users', and 'Database'. Below this, the 'Medicines' section is displayed, featuring a search bar and a list of medicine entries. Each entry includes a medicine icon, name, brand, form, strength, and unit. The 'Ibuprofen' entry is highlighted with a red box, and its 'Edit' button is also highlighted with a red box.

| Medicine | Brand | Form | Strength | Unit |
|-----------------------|----------------------|--------|----------|------|
| Acetaminophen | Lamodin | Tablet | 250 mg | |
| Aspirin | Alasal | Tablet | 100 mg | |
| Dexamethasone | Dexamorol | Tablet | 300 mg | |
| Benzydolone HCl 0.25% | Soflan | Liquid | 15 ml | |
| Hydrocortisone | Hydrocortisone Cream | Tablet | 300 mg | |
| Cloxa | Cloxa | Tablet | 15 mg | |
| Combiflam | Combiflam Tablet | Tablet | 250 mg | |
| Cough Syrup | Aerway | Tablet | 1 mg | |
| Ibuprofen | Nurofen | Tablet | 400 mg | |
| L. Clonidine | Well | Powder | 5 g | |



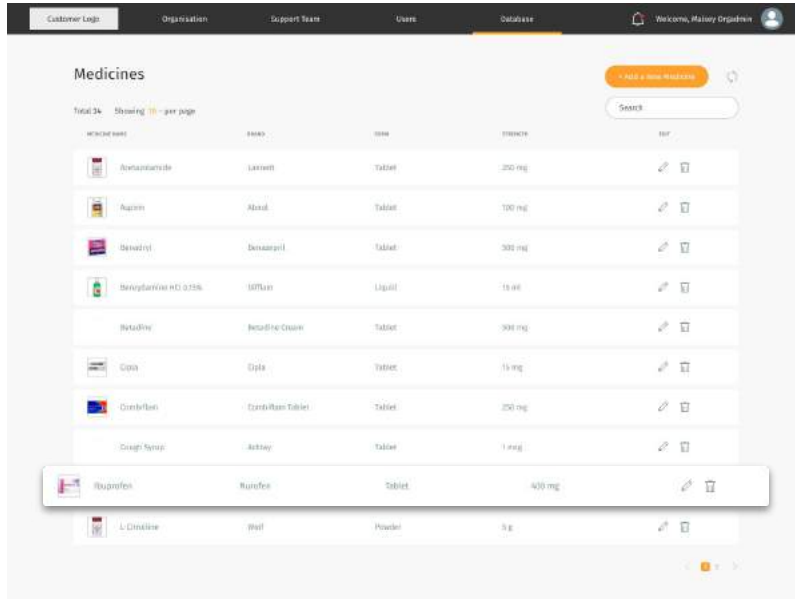
⏪ In the top navigation bar, click ”**Medicines**”.

⏪ Find the medicine you would like to update, and click the **Edit** button.

⏪ Edit the details and click “**Save Changes**”.



Deleting a Medicine



The screenshot shows a web application interface for managing medicines. At the top, there is a navigation bar with options like 'Customer Login', 'Organisation', 'Support Team', 'Users', 'Database', and a user profile for 'Welcome, Maleny Orphan'. Below the navigation bar, the main heading is 'Medicines'. There is a search bar and a '+ Add a New Medicine' button. A table lists various medicines with columns for 'Medicine Name', 'Brand', 'Form', 'Strength', and 'Unit'. Each row includes a delete icon (trash can) next to the strength and unit information.

| Medicine Name | Brand | Form | Strength | Unit |
|----------------------|------------------|--------|----------|------|
| Acetaminolide | Lamoth | Tablet | 200 mg | |
| Aciclovir | Alcovir | Tablet | 100 mg | |
| Demololol | Demololol | Tablet | 300 mg | |
| Demolololol HD 0.15% | Demololol | Liquid | 15 ml | |
| Demololol | Demololol-Crocin | Tablet | 300 mg | |
| Demololol | Demololol | Tablet | 15 mg | |
| Demololol | Demololol-Tablet | Tablet | 200 mg | |
| Demololololol | Demolololol | Tablet | 1 mg | |
| Demololololol | Demolololol | Tablet | 400 mg | |
| Demololololol | Demolololol | Powder | 5 g | |



← In the top navigation bar, click "Medicines".

← Find the medicine you want to delete, and click the **Delete** button.

↑ Confirm the deletion.

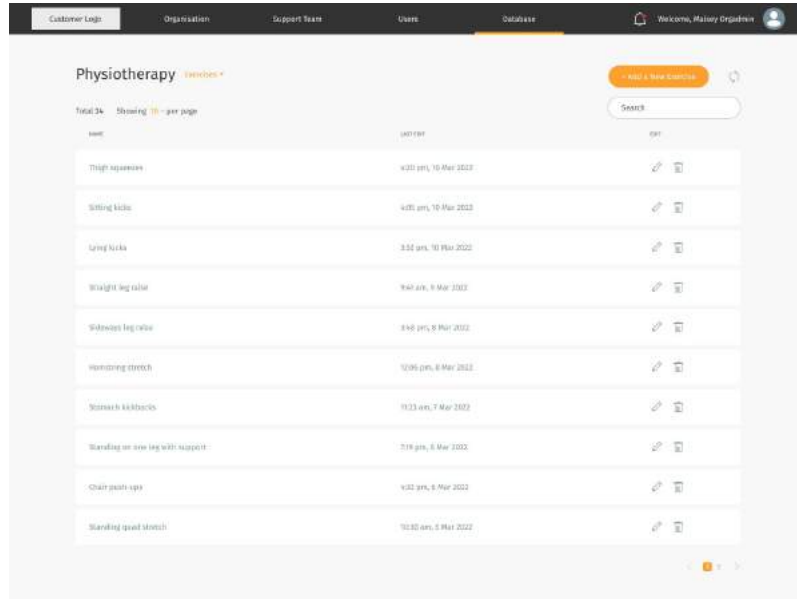


Managing Physiotherapy

- About Physiotherapy - Exercise
- Adding New Exercise
- Editing Exercise Details
- Deleting an Exercise
- Physiotherapy - Equipment
- Adding New Equipment
- Editing Equipment Details
- Deleting an Equipment

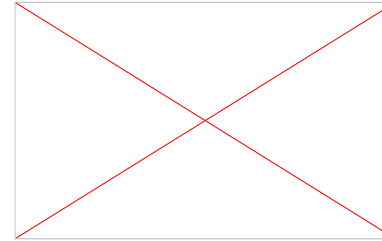


Physiotherapy - Exercise



The screenshot shows a web application interface for Physiotherapy. At the top, there is a navigation bar with links for Customer Login, Organisation, Support Team, Users, Database, and a user profile for Welcomes, Maleny Drijndijk. The main heading is "Physiotherapy" with a sub-heading "Exercises". Below this, there is a search bar and a table listing exercises. The table has columns for Name, ID, and Date. The exercises listed are:

| Name | ID | Date |
|----------------------------------|-------|-------------|
| Thigh sequence | 4221 | 10 Mar 2022 |
| Sitting kicks | 4481 | 10 Mar 2022 |
| Lying kicks | 3155 | 10 Mar 2022 |
| Weight leg raise | 7649 | 8 Mar 2022 |
| Shoulders leg raise | 8148 | 8 Mar 2022 |
| Hamstring stretch | 10395 | 6 Mar 2022 |
| Stomach kicks | 11233 | 7 Mar 2022 |
| Standing on one leg with support | 7118 | 6 Mar 2022 |
| Chair push ups | 4132 | 6 Mar 2022 |
| Standing quad stretch | 10132 | 6 Mar 2022 |



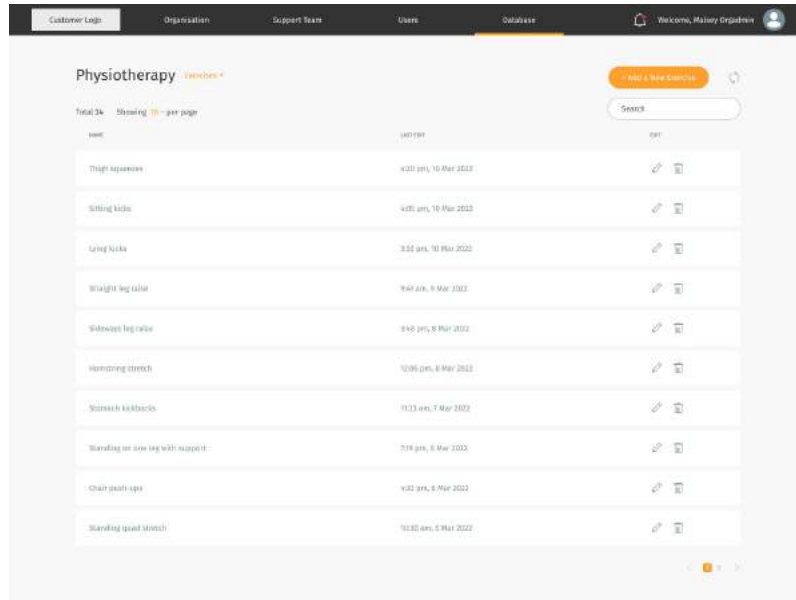
← The **Physiotherapy** screen is a list of exercises and equipments which can be assigned for Users.

← You can manage physiotherapy of your organisation by adding, editing and deleting.

↑ Exercises are displayed by default. To view equipments, click on the **“Exercise”** tab to open a drop down menu. Select **“Equipment”**.

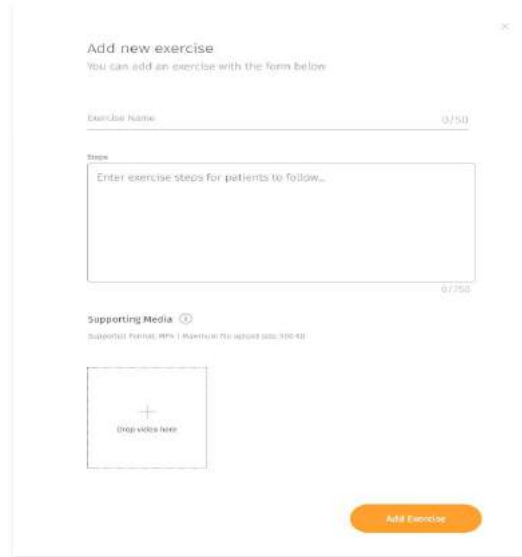


Adding New Exercise



The screenshot shows a web application interface for a physiotherapy database. At the top, there is a navigation bar with tabs for 'Customer Login', 'Organisation', 'Support Team', 'Users', 'Database', and a user profile for 'Welcome, Maleny Drinfeld'. The main heading is 'Physiotherapy' with a sub-heading 'Exercises'. There is a '+ Add New Exercise' button and a search bar. Below this is a table listing various exercises with their durations and dates.

| name | duration | date |
|----------------------------------|----------------------|------|
| Thigh sequence | 4:20 pm, 10 Mar 2022 | |
| Sitting kicks | 4:01 am, 10 Mar 2022 | |
| Lying kicks | 3:55 pm, 10 Mar 2022 | |
| Weight leg raise | 3:49 am, 9 Mar 2022 | |
| Shoulders leg raise | 3:48 pm, 8 Mar 2022 | |
| Hamstring stretch | 10:06 am, 6 Mar 2022 | |
| Stomach kicks | 11:23 am, 7 Mar 2022 | |
| Standing on one leg with support | 7:19 pm, 6 Mar 2022 | |
| Chair push ups | 4:32 pm, 6 Mar 2022 | |
| Standing quad stretch | 10:30 am, 5 Mar 2022 | |



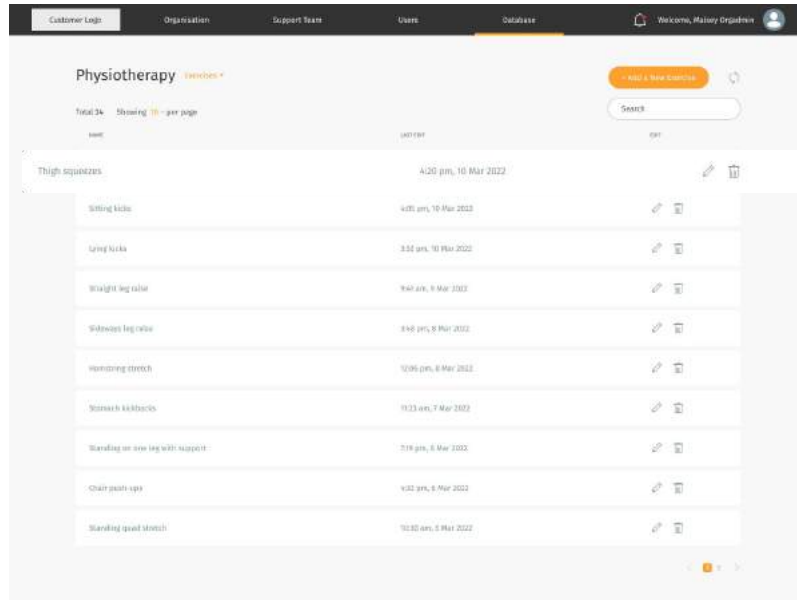
The screenshot shows a modal form titled 'Add new exercise'. It contains a text input for 'Exercise Name' (0/50), a large text area for 'Steps' (0/750) with the placeholder 'Enter exercise steps for patients to follow...', and a section for 'Supporting Media' (0) with a placeholder for a video. An 'Add Exercise' button is at the bottom right.

← Click on the “Add New Exercise” button under the “Physiotherapy” Tab to add to database.





















↑ Fill up the exercise details to add an exercise.

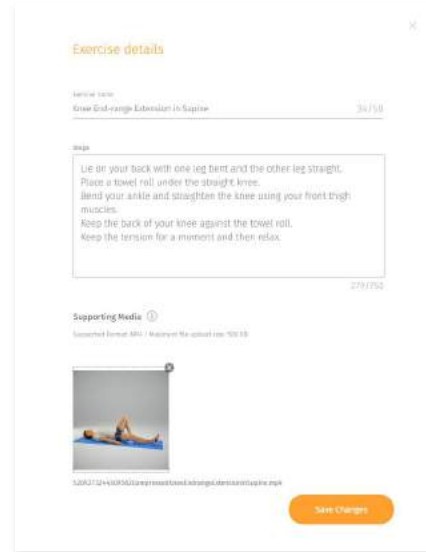


Editing Exercise Details



The screenshot shows a web application interface for a physiotherapy database. At the top, there is a navigation bar with links for 'Customer Login', 'Organisation', 'Support Team', 'Users', and 'Database'. The 'Database' link is highlighted. Below the navigation bar, the page title is 'Physiotherapy' with a sub-label 'Exercises'. There is a '+ Add a New Exercise' button and a search bar. The main content area displays a table of exercises. The table has columns for 'name', 'last edit', and 'edit'. The exercises listed are:

| name | last edit | edit |
|-----------------------------------|----------------------|---|
| Thigh squeezers | 4:20 pm, 16 Mar 2022 |   |
| Sitting kicks | 4:01 am, 10 Mar 2022 |   |
| Lying kicks | 3:55 pm, 10 Mar 2022 |   |
| Weight leg raise | 9:40 am, 9 Mar 2022 |   |
| Shoulders leg raise | 8:48 pm, 8 Mar 2022 |   |
| Hamstring stretch | 10:06 pm, 6 Mar 2022 |   |
| Stomach kicks | 11:23 am, 7 Mar 2022 |   |
| Standing one one leg with support | 7:19 pm, 6 Mar 2022 |   |
| Chair push ups | 4:32 pm, 6 Mar 2022 |   |
| Standing quad stretch | 10:35 am, 5 Mar 2022 |   |



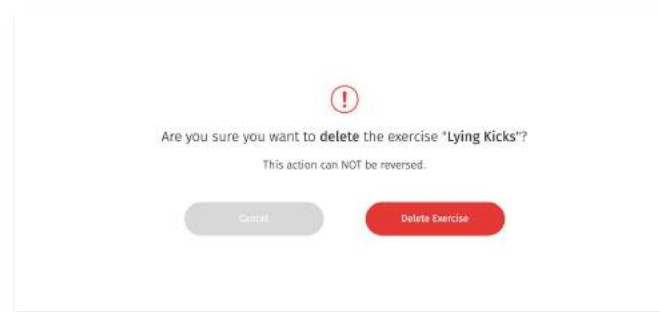
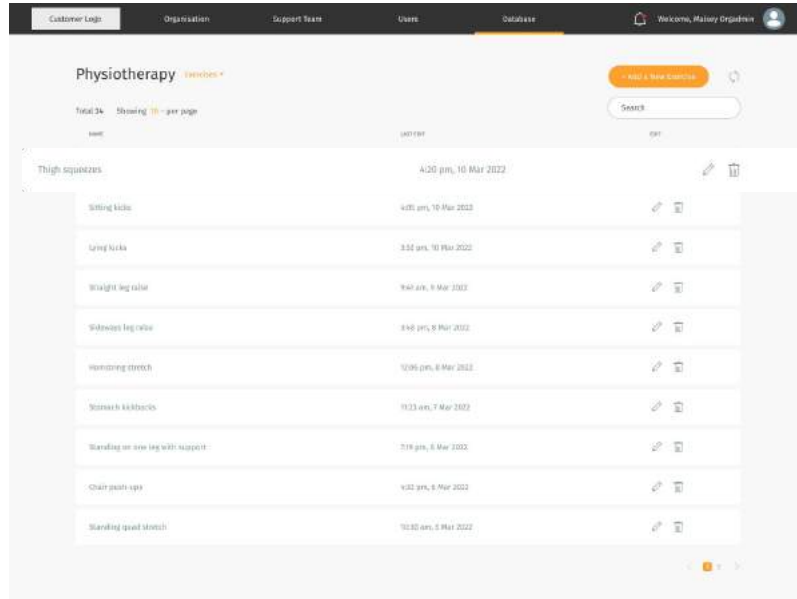
← In the top navigation bar, click **"Physiotherapy"**.

← Find the exercise you would like to update, and click the **Edit** icon.

↑ Edit the details and click **"Save Changes"**.



Deleting an Exercise



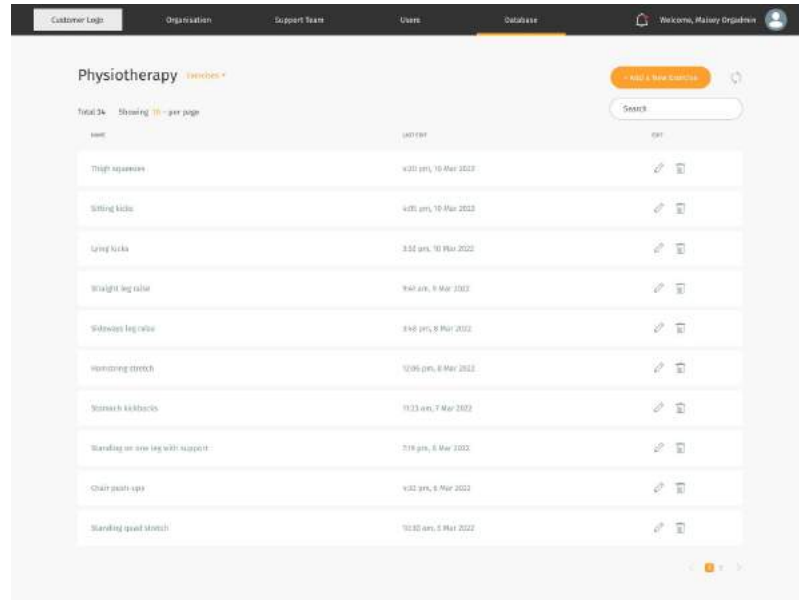
← In the top navigation bar, click "Physiotherapy".

← Find the exercise you would like to delete, and click the **Delete** icon.

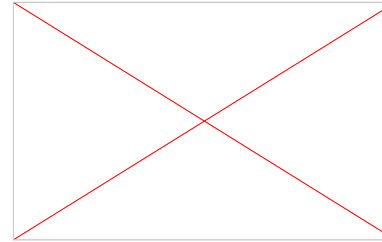
↑ Confirm the deletion.



Physiotherapy - Equipment



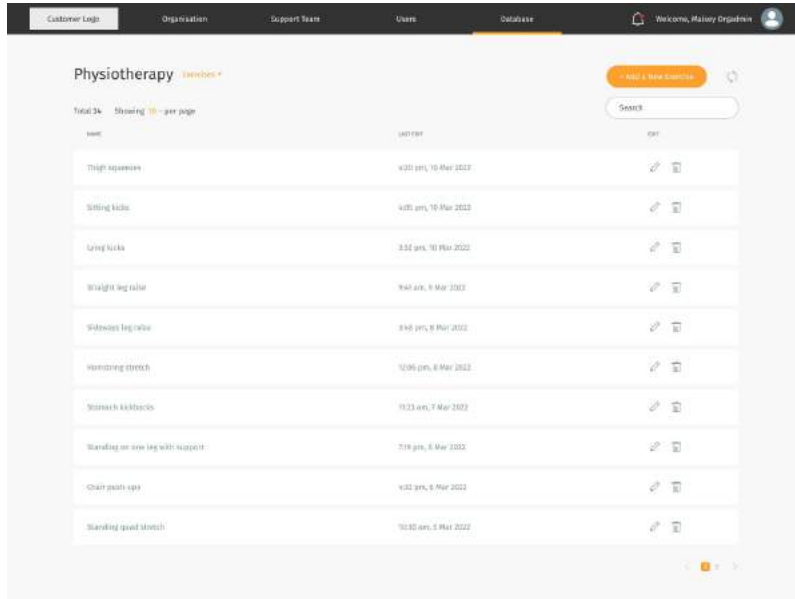
| name | duration | date |
|-----------------------------------|-----------------------|------|
| Thigh sequence | 10:20 pm, 10 Mar 2022 | |
| Sitting kicks | 10:01 am, 10 Mar 2022 | |
| Lying kicks | 3:55 pm, 10 Mar 2022 | |
| Weight leg raise | 9:40 am, 9 Mar 2022 | |
| Shoulders leg raise | 8:48 pm, 8 Mar 2022 | |
| Hamstring stretch | 10:06 am, 6 Mar 2022 | |
| Stomach kicks/back | 11:23 am, 7 Mar 2022 | |
| Standing one one leg with support | 7:18 pm, 6 Mar 2022 | |
| Chair push ups | 10:32 pm, 6 Mar 2022 | |
| Standing quad stretch | 10:30 am, 5 Mar 2022 | |



← To view equipments, click on the “**Exercise**” tab to open a drop down menu. Select “**Equipment**”.



Adding New Equipment























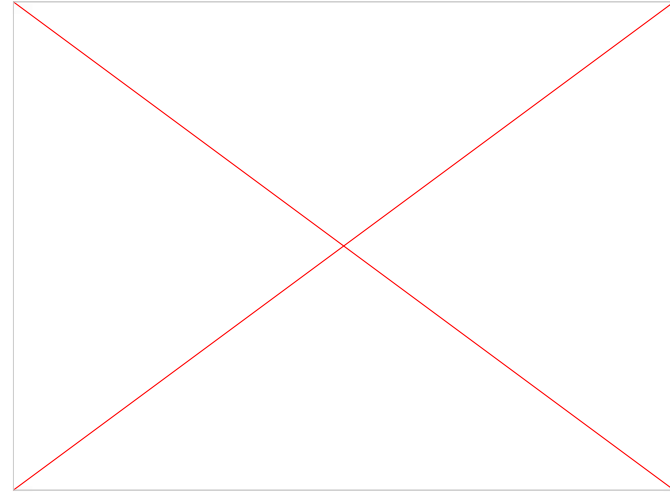
Customer Login Organisation Support Team Users Database Welcome, Msaisy Orphanid

Physiotherapy ▼ exercises

Total 34 Showing 10 per page

[Add New Equipment](#)

| name | duration | date |
|----------------------------------|-----------------------|---|
| Thigh squashes | 1:20 min, 10 Mar 2022 |   |
| Sitting kicks | 1:00 min, 10 Mar 2022 |   |
| Lying kicks | 3:30 min, 10 Mar 2022 |   |
| Weight leg raise | 1:40 min, 9 Mar 2022 |   |
| Shoulders leg raise | 1:40 min, 8 Mar 2022 |   |
| Hamstring stretch | 1:00 min, 6 Mar 2022 |   |
| Stomach kicks | 1:23 min, 7 Mar 2022 |   |
| Standing on one leg with support | 1:10 min, 6 Mar 2022 |   |
| Chair push ups | 1:30 min, 6 Mar 2022 |   |
| Standing quad stretch | 1:00 min, 5 Mar 2022 |   |

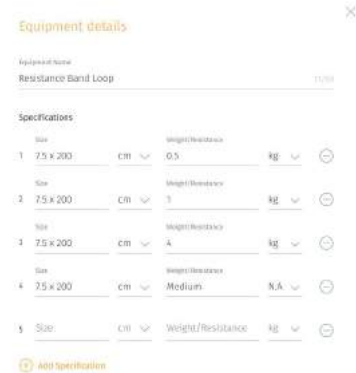
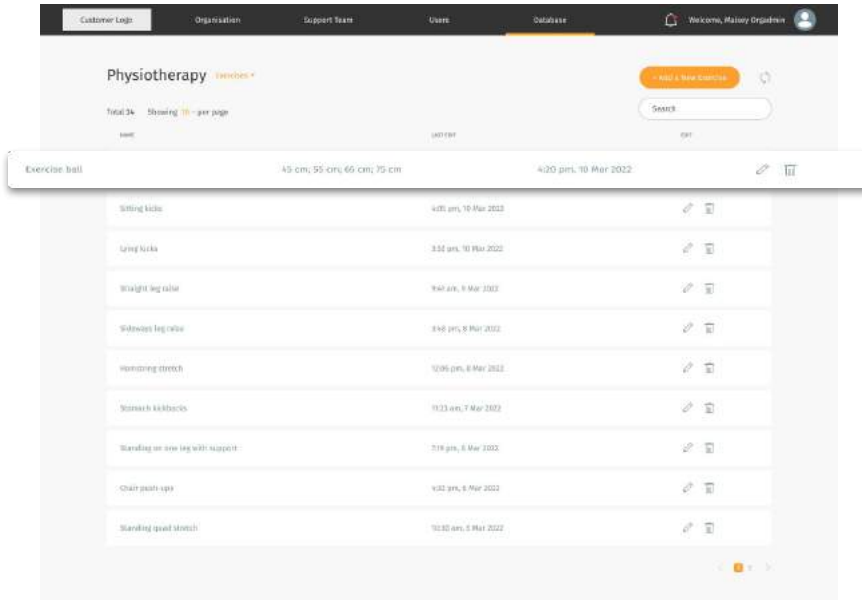


← Click on the **“Add New Equipment”** button under the **“Equipment”** tab to add to database.

↑ Fill up the equipment details to add an equipment.



Editing Equipment Details

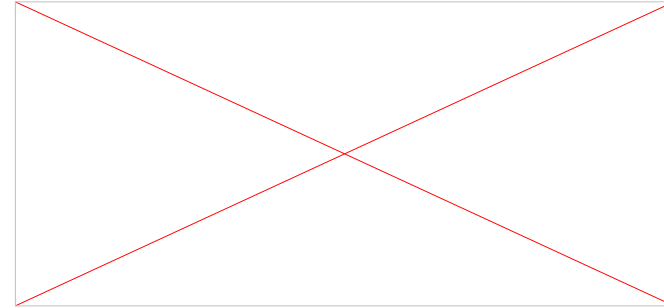


Save Changes

- ← In the top navigation bar, click **“Physiotherapy”**. Select **“Equipment”** on the dropdown.
- ← Find the equipment you would like to update, and click the **Edit** button.
- ↑ Edit the details and click **“Save Changes”**.



Deleting an Equipment



| name | specification | date | | |
|----------------------------------|----------------------------|----------------------|--|--|
| Exercise ball | 45 cm; 55 cm; 65 cm; 75 cm | 4:20 pm, 10 Mar 2022 | | |
| Sitting kicks | | 4:01 am, 10 Mar 2022 | | |
| Lying kicks | | 3:55 pm, 10 Mar 2022 | | |
| Weight leg cable | | 9:40 am, 9 Mar 2022 | | |
| Wireless leg cable | | 8:48 pm, 8 Mar 2022 | | |
| Homoring stretch | | 10:06 am, 6 Mar 2022 | | |
| Stomach kickbacks | | 11:23 am, 7 Mar 2022 | | |
| Standing on one leg with support | | 7:19 pm, 6 Mar 2022 | | |
| Chair push ups | | 4:32 pm, 6 Mar 2022 | | |
| Standing quad stretch | | 10:35 am, 5 Mar 2022 | | |

← In the top navigation bar, click **"Physiotherapy"**. Select **"Equipment"** on the dropdown.

← Find the equipment you would like to delete, and click the **Delete** button.

↑ Confirm the deletion.

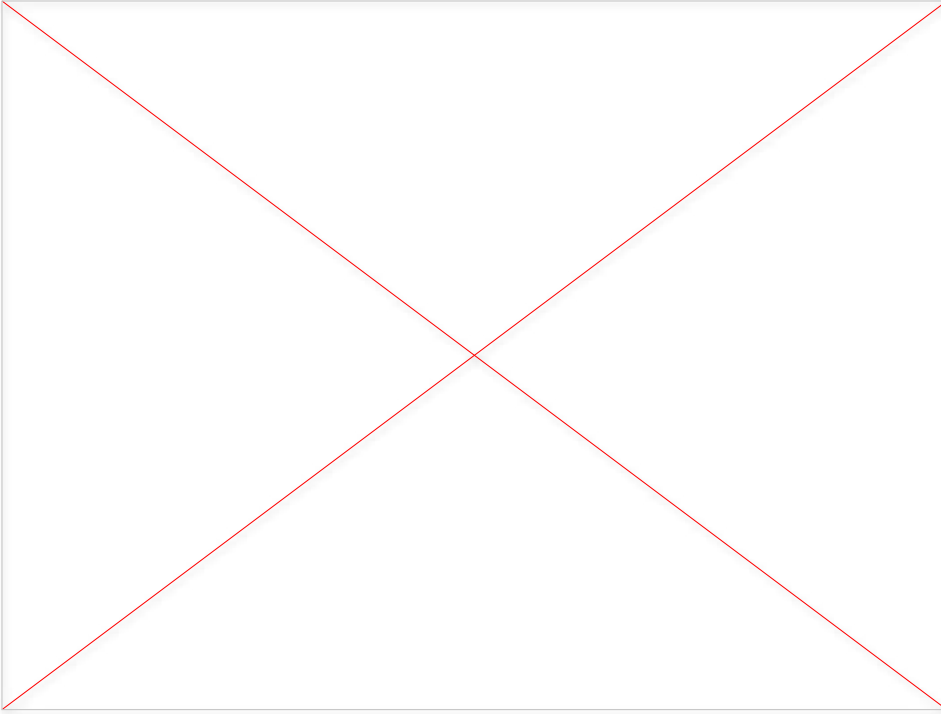


Language

- About Language (not applicable)
- Adding a new language (not applicable)
- Editing language (not applicable)



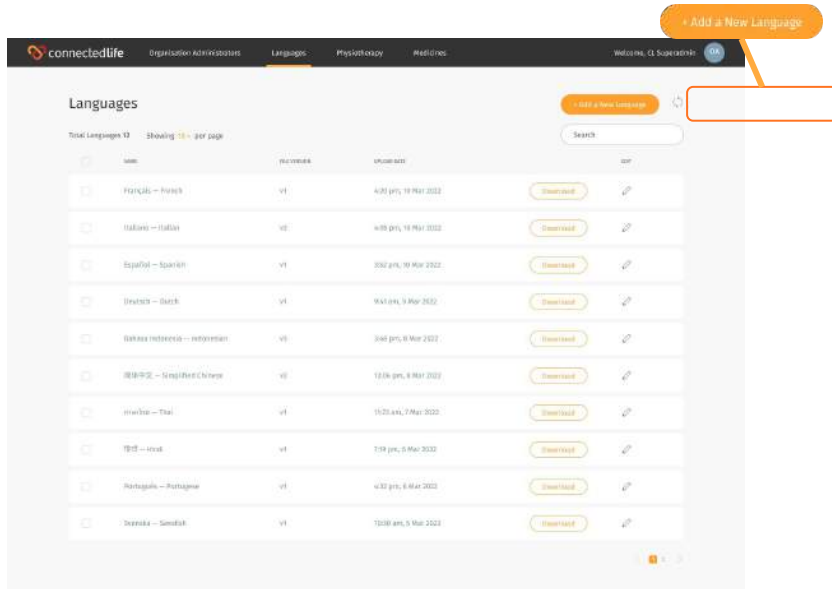
| About Language (not applicable)



- The **Language** screen is a list of languages which will be displayed in the Users' app for them to select the app display language.
- You can manage languages by adding and editing them.

Adding A New Language (not applicable)

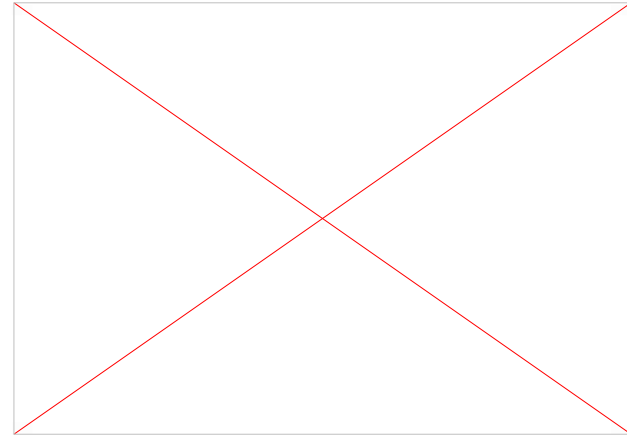
Click on the “Add A New Language” button under the “Language” Tab to add to database.



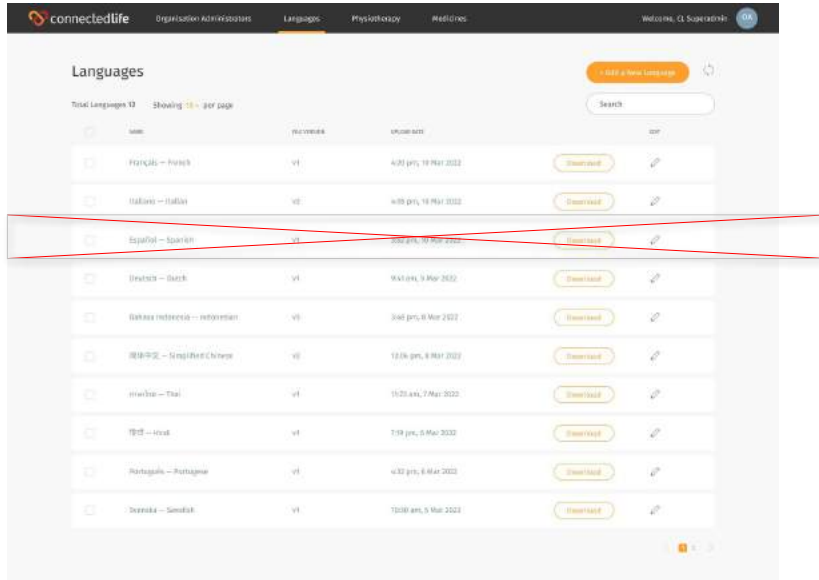
Step 1: To add a new language, fill up the language name in both native and english.

Step 2: Prepare the JSON file.

Step 3: Drag the file to the box or browse from your computer and “Add Language”.



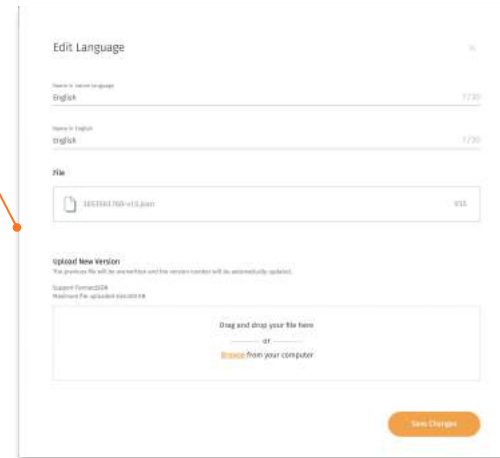
Editing Language (not applicable)



Step 1: In the top navigation bar, click "Language".

Step 2: Find the language you would like to edit/update, and click the **Edit** icon.

Step 3: Edit the language and click "Save Changes".



Themes

- About Themes
- Updating Themes File



About Themes

The screenshot shows the 'Update Theme' interface on the left and two mobile app theme preview cards on the right.

Update Theme Interface:

- Header: Update Theme
- Theme Name: CJH-Default-Light (17/20)
- File: 70132A1568257953-WPQJH.zip (V155)
- Upload New Version section: Supported format: ZIP, Maximum file upload size: 1 MB. Includes a 'Browse from your computer' button.
- Bottom button: Save Changes

Mobile App Theme Preview Cards:

- Christopher Theme:** Header: Good afternoon Christopher. Wellness Score: 70.6. Reminders: Report health status (10:30 AM), Activity (4:30 PM), Medication (8:30 AM).
- Daryl Theme:** Header: Good afternoon Daryl. Wellness Score: 70.6. Reminders: Report health status (10:30 AM), Activity (10:30 AM), Medication (10:30 AM).

Both preview cards feature a circular wellness score gauge with segments for 'Cause for concern', 'Needs improvement', 'Attention', and 'Good'. The bottom navigation bar includes Home, Analysis, Document, and Profile icons.

Dynamic Themes/Skins is a feature whereby an organization is able to customise their mobile app UI according to the desired styles.

This enables organisations to implement their branding visuals, as well as set different moods on the app during particular events (e.g. Christmas, National day, etc.)

What can be configured in Themes?

- Colours
- Fonts (must be pre-installed, existing fonts are: Fira Sans, Lato, Montserrat, Figtree)
- Image/logo files (must be in the same dimensions as default)



Updating Themes

The image shows a web dashboard with a dark navigation bar at the top containing 'Customer Logo', 'Organisation', 'Support Team', 'Users', 'Content Management', and a user profile 'Welcome, Shypram Health Care'. The main content area is titled 'Themes' and features a table with columns for 'NAME', 'FILE VERSION', and 'EDIT'. A table row shows 'CLH-Default-Light' with version 'v155' and a '2023' date. A 'Download' button and an edit icon are visible. A dropdown menu is open over the table, listing 'Medicines', 'Physiotherapy', 'Predefined Messages', 'Links', and 'Themes' (which is highlighted in orange). Below the table is a modal window titled 'Update Theme'. The modal contains a 'Theme Name' field with 'CLH-Default-Light' and a '17/30' character count. The 'File' field shows a file named 'FD13241508257953-WPCLH.zip' with version 'v155'. Below this is an 'Upload New Version' section with instructions: 'The provided file will be overwritten and the version number will be automatically updated.' It lists 'Supported format: ZIP' and 'Maximum file upload size: 2 MB'. A large box contains the text 'Drag and drop your file here' or 'Browse from your computer'. A 'Save Changes' button is at the bottom right of the modal.

As of now, only 1 zip file can be uploaded/updated in the dashboard.

✦ You can configure your organisation's mobile app theme by going under Content Management > Themes and loading a zip file containing the relevant theme's asset files. (For more information on creating themes, please refer to the Appendix).

✦ By default, the skin is set to ConnectedLife Health default skin.

To change/update to your own custom skin, click on Edit button. A pop up will show up. Click on upload file to upload skin.

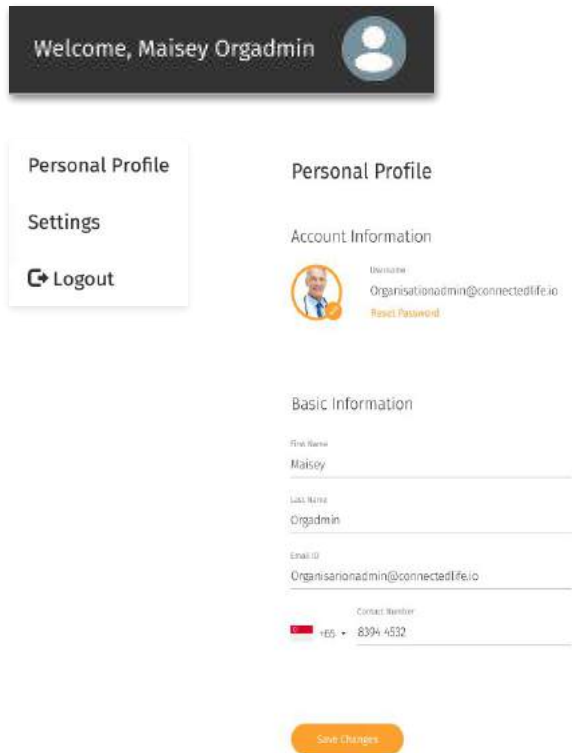


Profile & Settings

- Edit Personal Profile
- Settings
 - General
 - Configuration



Edit Personal Profile



↖ In the top navigation bar, click on your **avatar**.

↖ Click "**Personal Profile**"

← Update the profile, then click "Save Changes".



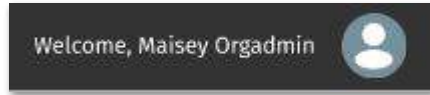
Settings ○ General

The screenshot shows the Maisey Orgadmin interface. At the top, a dark header bar displays "Welcome, Maisey Orgadmin" and a user profile icon. Below this is a navigation menu with "Personal Profile", "Settings", and "Logout" (with a door icon). The main content area is titled "Settings" and has two tabs: "General" (selected) and "Configuration". Under "General Settings", there are five input fields with caps: "Maximum number of team members and guest per patient" (value 20), "Maximum number of exercises allowed per exercise group" (value 5), "Maximum number of sets allowed per exercise" (value 7), "Maximum fit tests allowed per patient (Self Administered testing is exempt)" (value 8), and "Maximum (a) can be assigned per patient (a) Admin can be assigned (b) exercise group" (value 8). A "Save Changes" button is at the bottom.

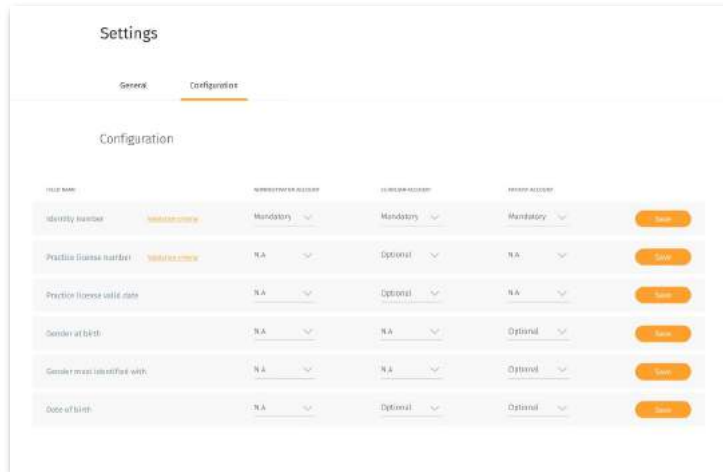
← In the general settings, you may change the different value capped for team members assigned per User, exercises, sets per exercise, etc.



Settings ○ Configuration



- Personal Profile
- Settings
- Logout



| FIELD NAME | ADMINISTRATOR ACCOUNT | CLINICIAN ACCOUNT | USER ACCOUNT | |
|-------------------------------|-----------------------|-------------------|--------------|------|
| Identity Number | Mandatory | Mandatory | Mandatory | SAVE |
| Practice license number | N/A | Optional | N/A | SAVE |
| Practice license valid date | N/A | Optional | N/A | SAVE |
| Gender at birth | N/A | N/A | Optional | SAVE |
| Gender must not conflict with | N/A | N/A | Optional | SAVE |
| Date of birth | N/A | Optional | Optional | SAVE |

← In the “Configuration” settings, you may set whether certain information is Mandatory or optional to fill for “Administrator Account”, “Clinician Account”, and “User Account”.



Appendix

- Creating a Dynamic Theme



| Creating a Dynamic Theme

Implementing a dynamic theme is possible through the use of a zip file.

The .zip file unzips to a folder called Skin, inside of which has an assets folder (e.g. icons, graphics) and a JSON file that contains a code of all configurable variables in the app.

When this .zip file is uploaded in the Organisation Administrator dashboard under the Content Management (prev. Library) > Themes feature, the app will update to the new colours, fonts, and graphic assets present in that .zip file.

As of now, only 1 zip file can be uploaded/updated in the Organisation Administrator dashboard.

As new features are developed in the app, the default CLH skin will be updated with new assets. We will continue to add these into this page. New assets configured to the particular skin will need to be added in.



| Creating a Dynamic Theme

1. Duplicate demo screens & assets from CLH Default theme file.
2. Configure colours, assets, fonts as necessary. Ensure aspect ratios for assets are the same (e.g. 1:1, 1:2, etc)
3. Download the latest CLH default .zip file from repository. Unzip the file. You will have a folder with "assets" folder and a .json file.
4. You may wish to duplicate the unzipped file for your new style.
5. Export all assets in 3x resolution to the "assets" folder. Ensure that file names and assets correspond to the default file (the same file name MUST be used, e.g. Ic_WP_Logo). The no. of assets should be the same as default file (if CLH default contains 207 assets, the new assets folder should also have 207 assets).
6. Open JSON file with text editor. Do a search & replace for the configured colours by searching old hex codes with new hex codes.
7. To configure bottom nav bar icon colour, search TAB_TINT_COLOR and update hex code there.
8. Update the font code with the relevant font file names. Please note that it is case sensitive.
9. Save file.
10. Save assets folder and SkinConfig.json file under a folder called Skin. Zip back the updated assets folder & JSON file. Rename zip file accordingly. Ensure that it is less than 5 MB.



Alerts/Nudges (coming soon)

- View/Edit/Delete Alerts/Nudges
- Adding Alerts/Nudges Template
 - Configuring the Rules Table
 - Configuring the Alert/Nudge Message
- Editing Alerts/Nudges Template
- Deleting Alerts/Nudges Template






View/Edit/Delete Alerts/Nudges

The screenshot displays the 'Alerts/Nudges' management interface. The top navigation bar includes 'Customer Logo', 'Organisation', 'Support Team', 'Users', and 'Content Management'. A dropdown menu is open under 'Content Management', showing options like 'Medicines', 'Physiotherapy', 'Predefined Messages', 'Links', 'Themes', and 'Alerts/Nudges' (which is highlighted). The main area shows a table of alerts/nudges with columns for 'Alert/Nudge Name', 'DESCRIPTION', 'TYPE', 'RULES', and 'EDIT'. A table with 10 rows is visible, including items like 'Steps - Schedule', 'SpO2 Min', 'PRBPM Scheduled', 'Light Sleep Data', 'Deep Sleep Data', 'REM Sleep Data', 'Daily Resting Heart Rate Data', and 'WaistCircum_Live_SV'. A notification banner at the top right says 'You have 55 unread messages'. At the bottom, there is a pagination control showing '1 2 3 4 5 ... 10' and a summary bar indicating '3 Alerts Selected'.

↳ In the top navigation bar, click on **Content Management > Alerts/Nudges**.

↳ Here you can create templates for alerts/nudges to be sent out to users, based on certain scenarios (e.g. if at 3pm, steps <3000, send nudge to “move more”).

↳ You can edit using the  button or delete the template by clicking on . You can also do a bulk delete by clicking on the checkbox and selecting the  button below.



Adding Alerts/Nudges

Edit Alert/Nudge Template
Follow the steps to update existing alert/nudge template:

Alert/Nudge Rules
Set alert type and rules

Alert/Nudge Rules

Template Name
Steps - Schedule

Description
Sleep - Schedule Test

Type
Scheduled

Recurrence
Everyday

At
6:00 PM

Rules ⓘ

Rules ⓘ

| | Inputs Add | Outputs Add | |
|---|------------------------------------|---|-------------|
| | Daily data steps.dailyData[...] | Valid isValid | Description |
| 1 | >10 | <input checked="" type="checkbox"/> Enabled | |

+ Add row

Next

◀ In the top navigation bar, click on **Content Management > Alerts/Nudges**.

◀ Here the organisation administrator can create templates for alerts/nudges to be sent out to users, administrators, or support team members based on certain scenarios (e.g. if at 3pm, steps <3000, send nudge to “move more”).



Adding Alerts/Nudges ○ Configuring the Rules Table

Creating rules

Select the variables you want to include using the "Add" button. Add new columns to create AND rules and rows for OR rules. For more info, please contact your service provider.

| | Inputs | Add | Outputs | Add | |
|-----------|----------------------|-----|---|-----|-------------|
| | Daily data | | Valid | | Description |
| | steps.dailyData[...] | | isValid | | |
| 1 | >10 | | <input checked="" type="checkbox"/> Enabled | | |
| + Add row | | | | | |

Add a column

Choose from list

Label

Field

Default Value

Cancel Add

Add a column

Choose from list

User profile > Daily data

Steps > Minimum steps

Sleep > Maximum steps

Resting heart rate >

Submission weekly average >

Default Value

Cancel Add

Add a column

Choose from list

Steps / Minimum steps

Label

Minimum steps

Field

steps.minimumSteps

Default Value

Cancel Add

◀ Add columns or rows of the parameters (fields) you want to include in your rules.

Combine different parameters in a single rule (e.g. when Steps >3000 and heart rate > 100 bpm) by adding more columns. Add different rules (e.g. Steps >3000 OR heart rate >100 bpm) by adding more rows.

For more info, please refer to the detailed documentation [here](#) (1) and [here](#) (2).



| Adding Alerts/Nudges ○ Configuring the Alert/Nudge Message

Messages

| | |
|-----------------|---------------------------|
| User First Name | {{userProfile.firstName}} |
| User Last Name | {{userProfile.lastName}} |
| User Email | {{userProfile.email}} |

◀ Pick

◀ Here the organisation administrator can create templates for alerts/nudges to be sent out to users, administrators, or support team members based on certain scenarios (e.g. if at 3pm, steps <3000, send nudge to “move more”).

