

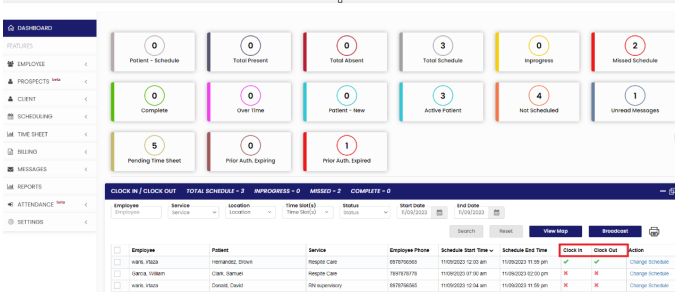
# Dashboard Overview

The dashboard screen serves as a comprehensive overview of the organization's activities, providing users with real-time reporting information for efficient tracking and management of day-to-day operations. Here is a breakdown of the key elements displayed on the dashboard.

The Dashboard screen provides a quick glance view of the schedules for the day.

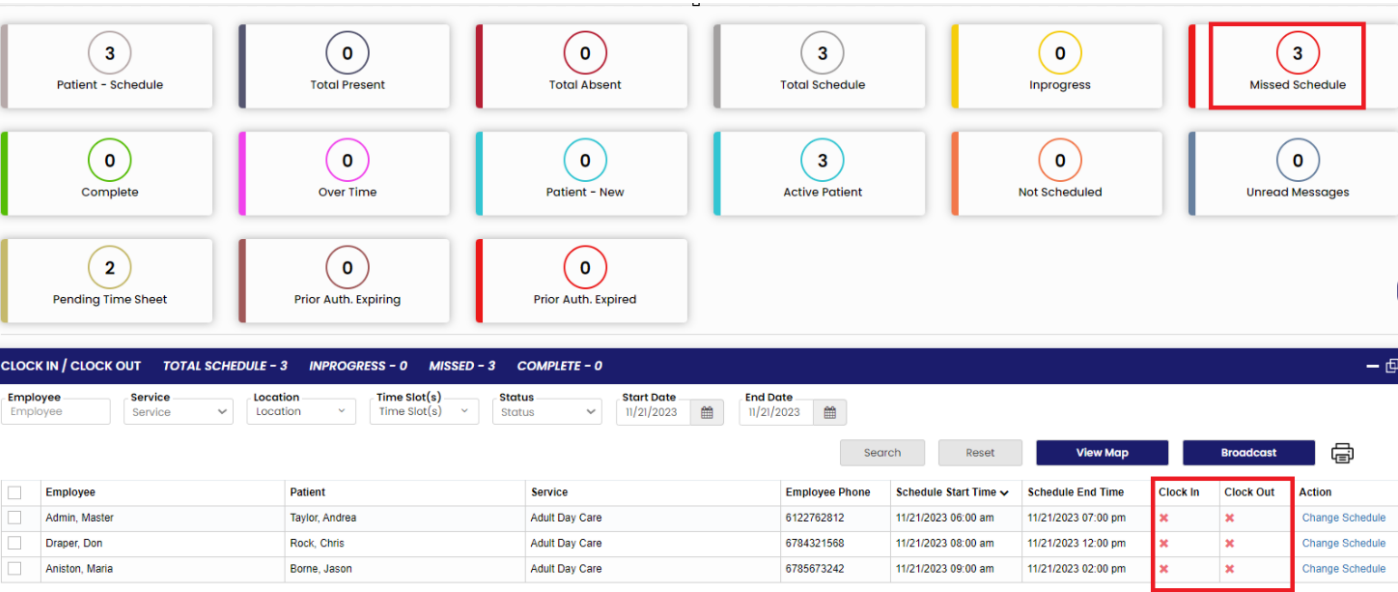
## Features in Dashboard

**Employees - Clock-in / Clock out:**  
This section provides information about employee attendance, including their clock-in and clock-out times. It helps monitor and manage employee working hours, ensuring proper attendance and time management.



## Missed Schedules

The user can track the missed schedules for the day by clicking the option Missed in the Dashboard. The schedules in which the clock-in and clock-out is not done comes under missed schedules.



## Complete Schedules

The user can tract the completed schedules for the day by clicking the option Complete in the Dashboard. The schedules in which the clock-in and clock-out is done comes under Complete Schedules.

Patient - Schedule3

Total Present0

Total Absent0

Total Schedule3

Inprogress0

Missed Schedule2

Complete1

Over Time0

Patient - New0

Active Patient3

Not Scheduled0

Unread Messages0

Pending Time Sheet2

Prior Auth. Expiring0

Prior Auth. Expired0

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 1

INPROGRESS - 0

MISSED - 0

COMPLETE - 1

EmployeeEmployee

ServiceService

LocationLocation

Time Slot(s)Time Slot(s)

StatusComplete

Start Date11/21/2023

End Date11/21/2023

Search

Reset

View Map

Broadcast

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Draper, Don	Rock, Chris	Adult Day Care	6784321568	11/21/2023 08:00 am	11/21/2023 12:00 pm	✓	✓	Change Schedule

## In-progress Schedules

The user can tract the In-progress schedules for the day by clicking the option In-progress in the Dashboard. The schedules in which the clock-in is done and clock-out is not yet done comes under In-progress Schedules.

Patient - Schedule3

Total Present0

Total Absent0

Total Schedule3

Inprogress1

Missed Schedule1

Complete1

Over Time0

Patient - New0

Active Patient3

Not Scheduled0

Unread Messages0

Pending Time Sheet2

Prior Auth. Expiring0

Prior Auth. Expired0

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 1

INPROGRESS - 1

MISSED - 0

COMPLETE - 0

EmployeeEmployee

ServiceService

LocationLocation

Time Slot(s)Time Slot(s)

StatusInprogress

Start Date11/21/2023

End Date11/21/2023

Search

Reset

View Map

Broadcast

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Aniston, Maria	Borne, Jason	Adult Day Care	6785673242	11/21/2023 09:00 am	11/21/2023 02:00 pm	✓	✗	Change Schedule

## Change Schedule

The option change schedule is used to change the schedule with required Employee name and the available timings. Click change schedule option under Actions.

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 3

INPROGRESS - 0

MISSED - 2

COMPLETE - 1

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Admin, Master	Taylor, Andrea	Adult Day Care	6122762812	11/21/2023 06:00 am	11/21/2023 07:00 pm	✗	✗	Change Schedule

Now, select the Employee name and enter the available timings and then click Save. The schedule will be changed to the respective Employee with Start time and End time.

CLOCK-IN-OUT

00:00:00

?

🔔

Visitor Attendance

DAY CARE

MASTER

3

Patient - Schedule

0

Total Present

3

Total Schedule

0

Inprogress

2

Missed Schedule

1

Complete

0

Over Time

3

Active Patient

0

Not Scheduled

0

Unread Messages

2

Pending Time Sheet

0

Prior Auth. Expiring

0

Prior Auth. Expired

Change Schedule

Select Employee

Master Admin

Schedule Start Time

06:00 am

Schedule End Time

07:00 pm

Cancel

Save

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 3

INPROGRESS - 0

MISSED - 2

COMPLETE - 1

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Admin, Master	Taylor, Andrea	Adult Day Care	6122762812	11/21/2023 06:00 am	11/21/2023 07:00 pm	✗	✗	Change Schedule
<input type="checkbox"/>	Draper, Don	Rock, Chris	Adult Day Care	6784321568	11/21/2023 08:00 am	11/21/2023 12:00 pm	✓	✓	Change Schedule
<input type="checkbox"/>	Aniston, Maria	Borne, Jason	Adult Day Care	6785673242	11/21/2023 09:00 am	11/21/2023 02:00 pm	✗	✗	Change Schedule

Employees Overtime:

The employees' overtime section displays the number of employees who have accumulated overtime hours in the last seven days. It helps organizations track and manage overtime effectively, ensuring compliance with labor regulations and managing workload distribution.

Upcoming Birthday:

This section presents information about upcoming birthdays of both patients and employees. It serves as a reminder to celebrate and acknowledge birthdays, fostering a positive work environment and patient care experience.

EMPLOYEES - OVERTIME IN LAST 7 DAYS

Start Date

10/21/2023

End Date

10/27/2023

Search

Employee	Allocated Hrs	Used Hrs	OverTime Hrs
Garcia, William	21	21	12

UPCOMING BIRTHDAY		
Patient Employee		
Patient	Phone	Birthday
Samuel Clark	4561235484	09, November

**Patient - New:**

The new patient section provides information about recently admitted or registered patients. It allows staff to stay informed about new arrivals and helps initiate the necessary procedures and documentation for these patients.

**Patient - Fully not scheduled:**

This section highlights patients who are not yet fully scheduled for the next seven days. It alerts staff to ensure proper scheduling and avoid any gaps in patient care or appointments.

**Patient - Pending:**

The pending patient section displays information about patients whose status is pending. It helps staff stay updated on patients whose cases are awaiting further actions or approvals, ensuring timely follow-up and resolution.

**Patient - Discharged:**

This section provides information about patients who have been discharged from the organization's care. It helps track the number of discharged patients and their relevant details for record-keeping and reporting purposes.

**Patient - Transfer:**

The patient transfer section provides information about patients who have been transferred to another location or facility. It enables seamless coordination between different departments or facilities involved in the patient's care.

**Patient - On Hold:**

This section displays information about patients who are currently on hold, indicating that their cases are temporarily paused or pending certain conditions or decisions. It helps staff track and manage patients whose care plans are on hold.

PATIENT - NEW

Start Date10/13/2023

End Date10/13/2023

Search

Patient ^

Created Date

Created By

No records found.

PATIENT - FULLY NOT SCHEDULED FOR NEXT 7 DAYS

Start Date10/14/2023

End Date10/20/2023

Search

Patient	Allocated Hrs	Scheduled Hrs	Remaining Hrs	Unscheduled Hrs
Hernandez, Brown	42	0	42	0
Clark, Samuel	49	14	28	7

PATIENT - PENDING

Start Date10/13/2023

End Date10/13/2023

Search

Patient ^

Created Date

Created By

No records found.

PATIENT - DISCHARGED

Start Date11/07/2023

End Date11/07/2023

Search

Patient ^	Created Date	Created By
William, John	10/23/2023	Admin, Master

PATIENT - TRANSFER

Start Date11/07/2023

End Date11/07/2023

Search

Patient ^	Created Date	Created By
Joseph, Thomas	03/30/2022	Admin, Master

PATIENT - ONHOLD

Start Date11/07/2023

End Date11/07/2023

Search

Patient ^	Created Date	Created By
Taylor, Charles	03/30/2022	Admin, Master

**Prior Auth Expiring:**

This section highlights the expiration dates of prior authorizations. It enables staff to proactively manage the authorization process, ensuring that necessary authorizations are renewed or extended in a timely manner to avoid disruption in patient care and billing.

PRIOR AUTH EXPIRING			
Patient	Payor	Expiring Date	Total Visits
dev, Rahul	Atena	11/10/2023	20

**Prior Auth Expired:**

The prior authorization expired section provides information about authorizations that have expired. It helps staff identify cases where authorization needs to be reestablished to continue patient care and billing processes smoothly.

PRIOR AUTH EXPIRED			
Patient	Payor	Expiring Date	Total Visits
Hernandez, Brown	Atena	11/05/2023	33

**Overall, this comprehensive dashboard enables users to monitor and manage various aspects of the organization's activities, ensuring efficient operations, timely patient care, and compliance with necessary protocols and regulations.**