

# Dashboard Overview

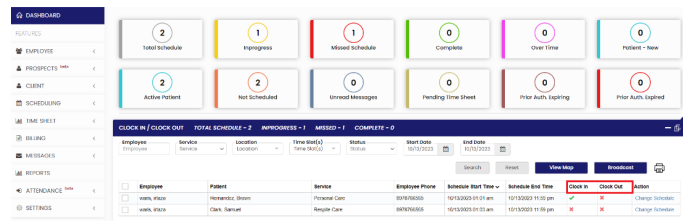
The dashboard screen serves as a comprehensive overview of the organization's activities, providing users with real-time reporting information for efficient tracking and management of day-to-day operations. Here is a breakdown of the key elements displayed on the dashboard.

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

## Features in Dashboard

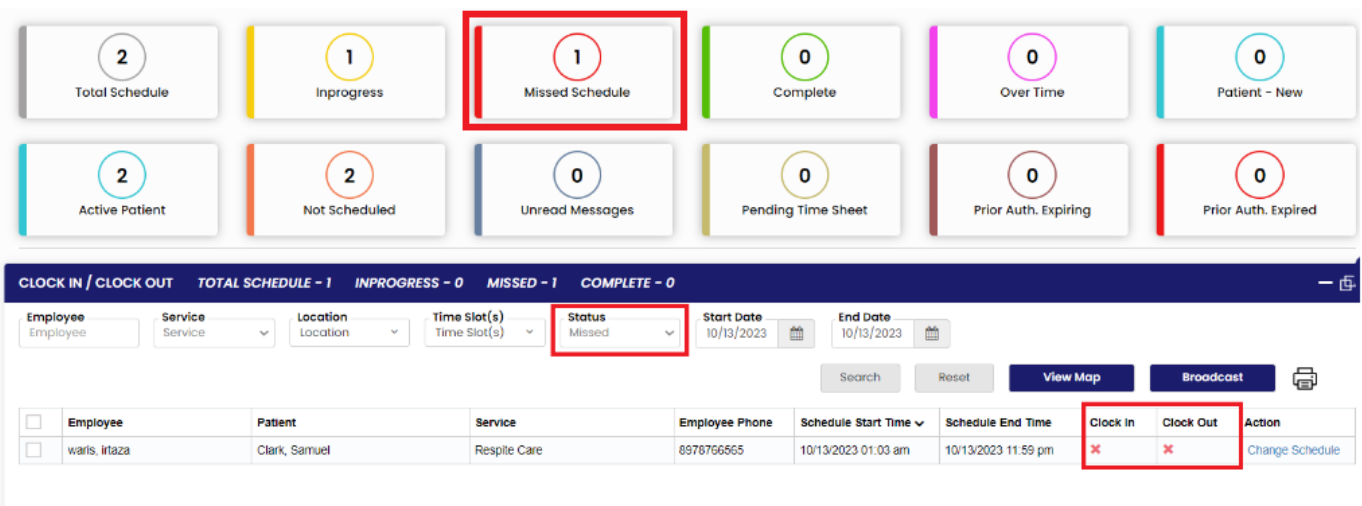
### Employees - Clock-in / Clock out:

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 track 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.

The dashboard displays a grid of status cards at the top:

- Total Schedule: 3
- Inprogress: 1
- Missed Schedule: 1
- Complete: 1
- Over Time: 0
- Patient - New: 0
- Active Patient: 2
- Not Scheduled: 2
- Unread Messages: 0
- Pending Time Sheet: 0
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 0

Below the cards is a summary bar: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 1 | INPROGRESS - 0 | MISSED - 0 | COMPLETE - 1

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Complete), Start Date (10/13/2023), and End Date (10/13/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Garcia, William	Clark, Samuel	Respite Care	7697876778	10/13/2023 07:00 am	10/13/2023 02:00 pm	✓	✓	<a href="#">Change Schedule</a>

## In-progress Schedules

The user can track 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.

The dashboard displays the same grid of status cards, but the 'Inprogress' card is highlighted with a red box, showing a count of 1. The summary bar now reads: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 1 | INPROGRESS - 1 | MISSED - 0 | COMPLETE - 0

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Inprogress), Start Date (10/13/2023), and End Date (10/13/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	waris, Irtaza	Hernandez, Brown	Personal Care	8978766565	10/13/2023 01:01 am	10/13/2023 11:59 pm	✓	✗	<a href="#">Change Schedule</a>

## 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.

The dashboard displays the summary bar: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 2 | INPROGRESS - 0 | MISSED - 2 | COMPLETE - 0

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Status), Start Date (10/10/2023), and End Date (10/10/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

<input type="checkbox"/>	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Garcia, Maria	Clark, Samuel	Respite Care	7897879878	10/10/2023 07:00 am	10/10/2023 02:00 pm	✗	✗	<a href="#">Change Schedule</a>
<input type="checkbox"/>	waris, Irtaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	✗	✗	<a href="#">Change Schedule</a>

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.

2

Total Schedule

0

Inprogress

2

Active Patient

1

Not Scheduled

0

Complete

0

Over Time

0

Pending Time Sheet

0

Prior Auth. Expiring

1

Prior Auth. Expired

0

Patient - New

Change Schedule

Select Employee

Maria Garcia

Schedule Start Time

07:00 am

Schedule End Time

02:00 pm

Cancel

Save

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 2

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Employee

Service

Service

Location

Location

Time Slot(s)

Time Slot(s)

Status

Status

Start Date

10/10/2023

End Date

10/10/2023

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"/>	Garcia, Maria	Clark, Samuel	Respite Care	7897879878	10/10/2023 07:00 am	10/10/2023 02:00 pm	✗	✗	<a href="#">Change Schedule</a>
<input type="checkbox"/>	waris, Irtaza	Hernandez, Brown	Personal Care	8978766565	10/10/2023 08:00 am	10/10/2023 11:00 pm	✗	✗	<a href="#">Change Schedule</a>

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.

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:

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.

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 - NEW

Start Date

10/13/2023

End Date

10/13/2023

Search

Patient	Created Date	Created By
No records found.		

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 - FULLY NOT SCHEDULED FOR NEXT 7 DAYS

Start Date

10/14/2023

End Date

10/20/2023

Search

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

Patient - Pending:

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.

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 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.

PATIENT - PENDING		
Start Date	End Date	Search
10/13/2023	10/13/2023	
Patient ^	Created Date	Created By
No records found.		

PATIENT - DISCHARGED		
Start Date	End Date	Search
11/07/2023	11/07/2023	
Patient ^	Created Date	Created By
William, John	10/23/2023	Admin, Master

PATIENT - TRANSFER		
Start Date	End Date	Search
11/07/2023	11/07/2023	
Patient ^	Created Date	Created By
Joseph, Thomas	03/30/2022	Admin, Master

PATIENT - ONHOLD		
Start Date	End Date	Search
11/07/2023	11/07/2023	
Patient ^	Created Date	Created By
Taylor, Charles	03/30/2022	Admin, Master

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

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.**

---

Revision #1  
Created 18 July 2025 20:28:10 by Thamarai  
Updated 18 July 2025 20:28:10 by Thamarai