

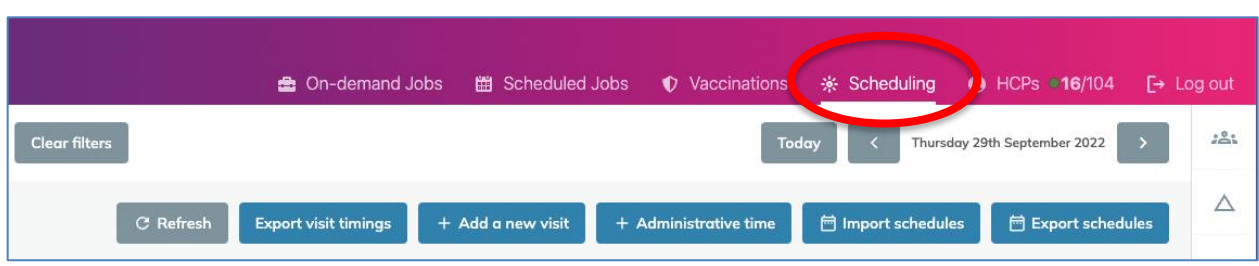
Scheduling System – Controller Functions

Workforce Management

This document describes how to set up operational information about the HCP workforce, namely

- Setting the function to be performed
- Marking someone as sick
- Setting working hours

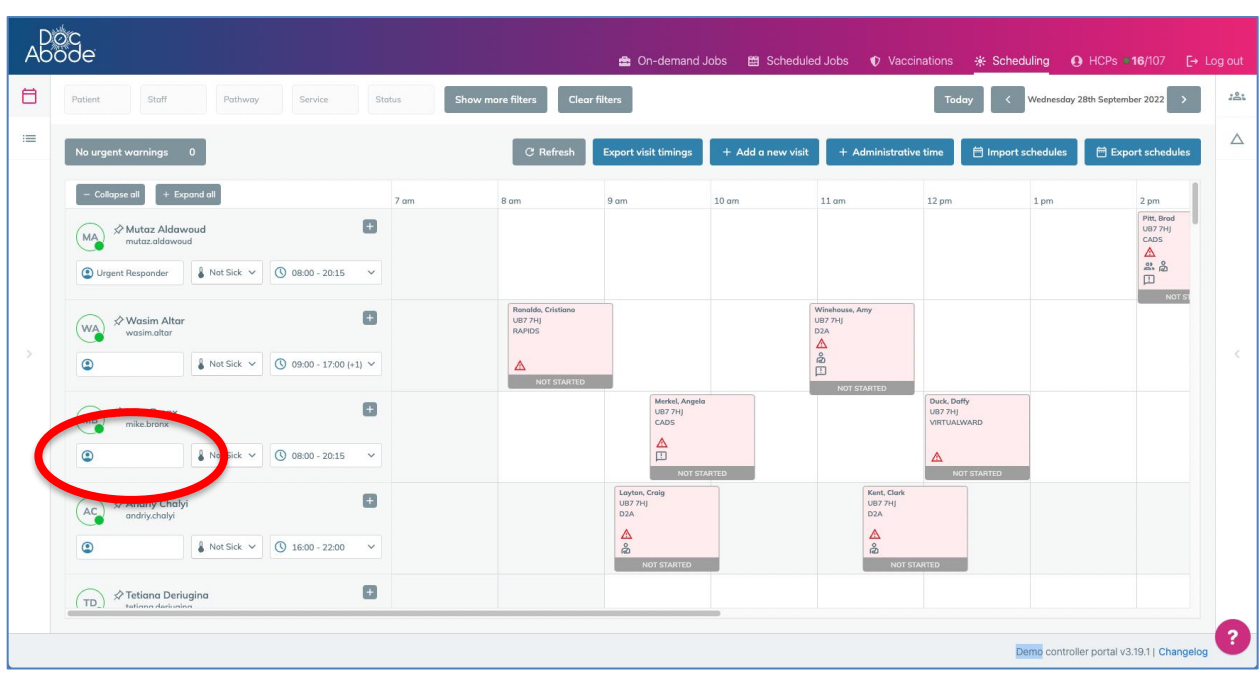
1. Log in to Doc Abode as a COD <https://controller.docabode.com/> and select the Scheduling tab

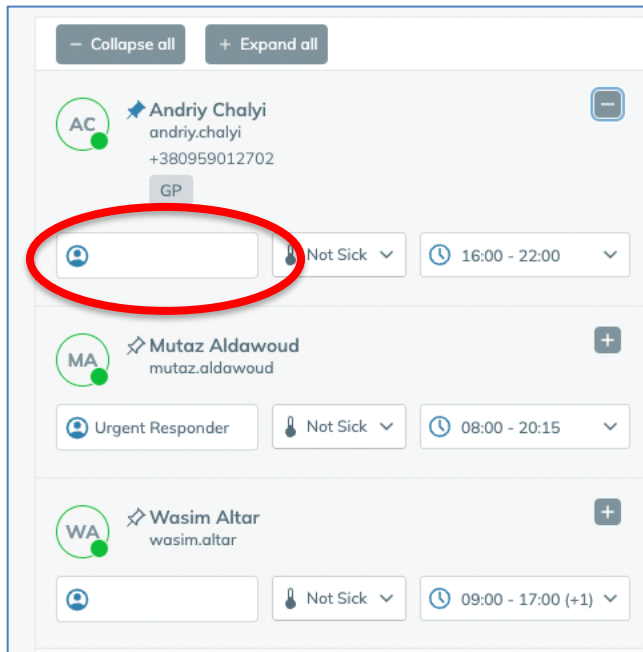


2. A webpage similar to the example below is displayed.

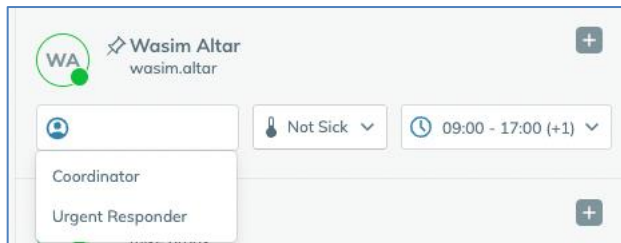
Setting the HCP function

In the left of each HCP swim lane is a widget for entering a specific function against that HCP for the selected day.

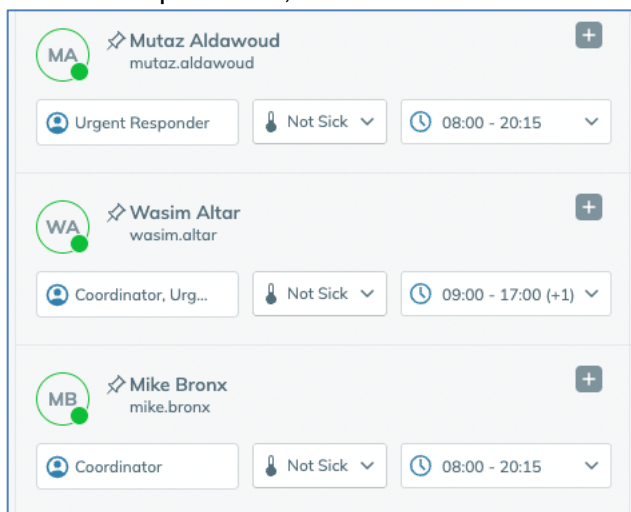




The box under the HCP's name is used to denote any special role the person has on that day. When the box is clicked the two options shown below are presented: Coordinator and Urgent responder. It is possible to select both roles for an HCP, by selecting one, pressing the box again and then selecting the second option



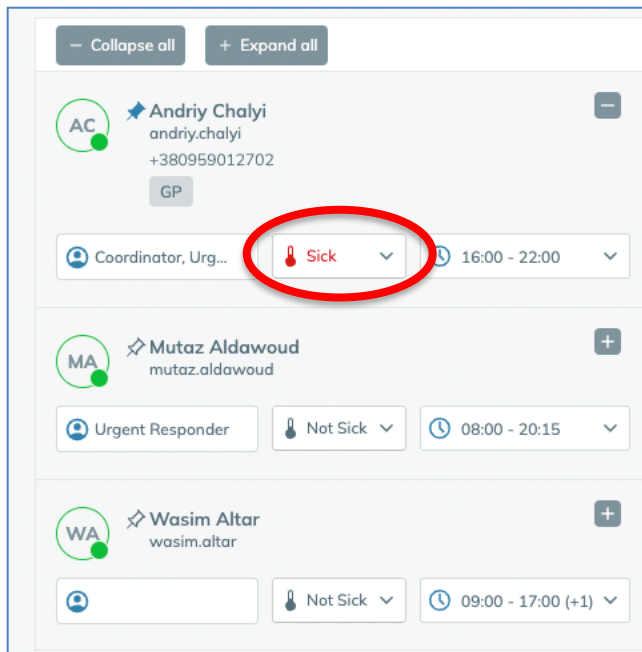
In the example below, the three HCPs each have one or both roles



If any further options are required please contact Doc Abode to discuss.

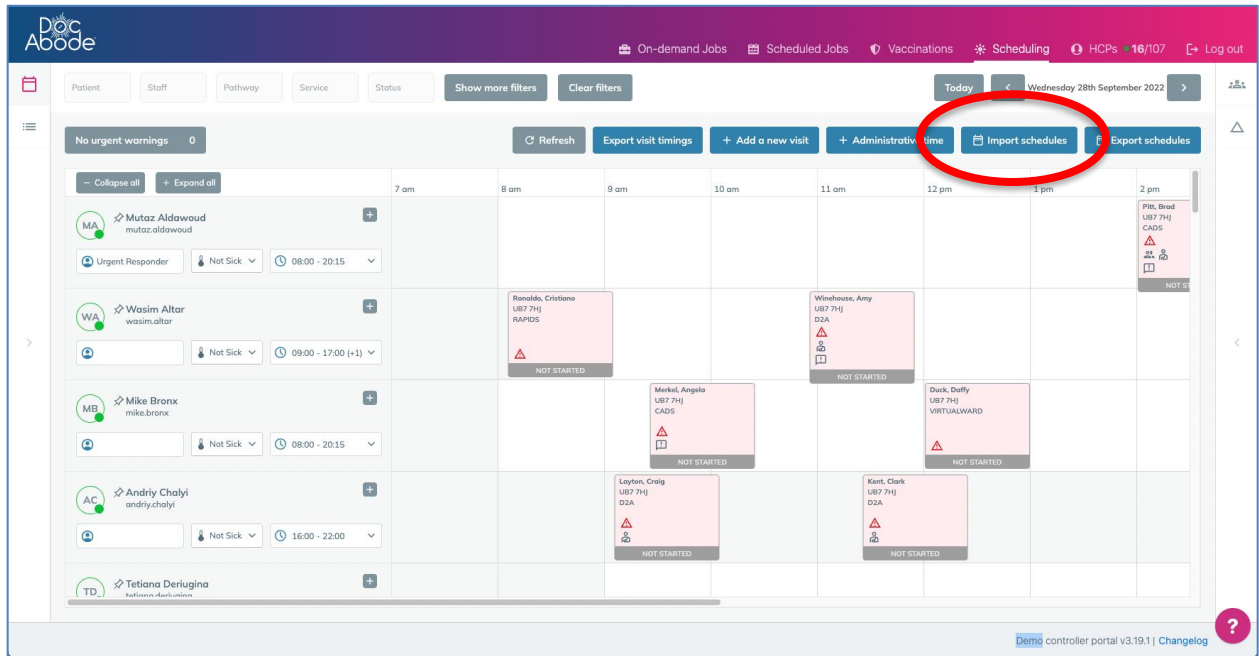
Marking an HCP as sick

The *Not sick* button can be changed to *Sick* by toggling, as an easy way of showing the team that an expected HCP is suddenly unavailable, for whatever reason. This state will remain until changed back: Doc Abode does not assume that an HCP is sick only for one day.



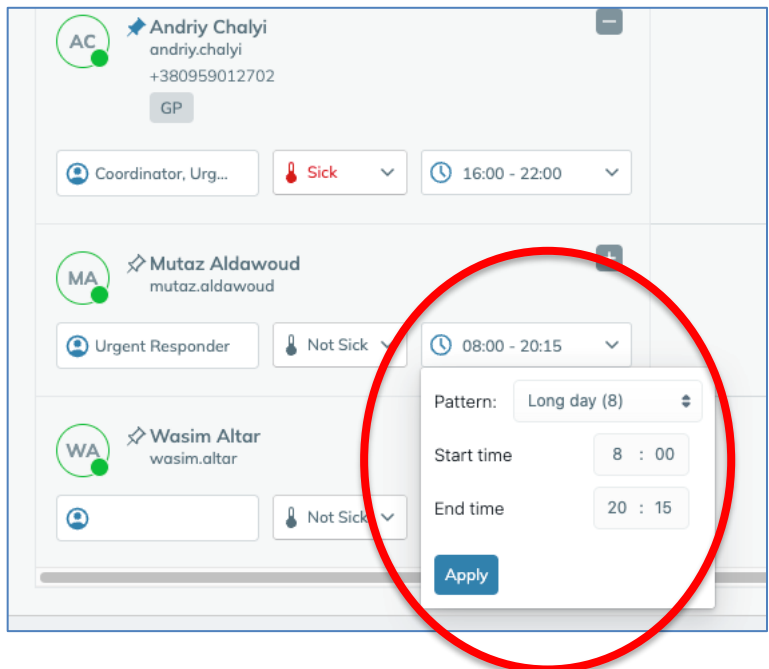
Setting HCP working hours

Working hours can be set up in bulk using the Import schedules button. This functionality is described in detail in a separate document.



Additionally, working hours can be set up by using a widget in the HCP's swim lane

Individual availability can be changed using the drop-down list to the right of the sickness entry.



A drop-down list of options is presented for ease of entering common shift times. There is also a custom option which enables any time to be entered. The shift duration is changed by pressing the Apply button.

Please contact Doc Abode if the drop-down list of common shift times needs to be changed.