



## **Scheduling System – Controller Functions**

## Adding admin time

This document describes how to how to add a block of admin time for an HCP. This can be done in one of two ways

- From a referral
- Entered from scratch
- 1. Log in to Doc Abode on https://controller.docabode.com/ and select the Scheduling tab

	🚔 On-demand Jobs	🛱 Scheduled Jobs	Vaccinations	* Scheduling	) HCPs <b>16</b> /104	[→ Log out
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2. Select the + Administrative time button

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	Mike Bronx     mike.bronx     Coordinator		Meteck Angels U27741 CADS NOT STARTED	Add a new visit	
				Demo controller portal v3.19.1   Changelog	?

## The following form will be presented





The process for adding admin time is very similar to adding a new visit. Admin time may be linked to a patient or may be independent. If linked to a patient then there are options to pull the patient details from a lookup or referral, in the same way as for adding a visit.

Once the Patient details section has been completed, or deliberately left blank, scroll down to the *Continue* button at the end of this section, to open the final section, *Activity details*.

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This part of the form enables the entry of details about the task.

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The activity itself is populated from a list.

• ··· ·· •	
Select	
✓ Administrative	
Meeting	
Supernumerary	
Training	
Coordinator	
Urgent Responder	
Other	

Note that in the case of admin time the staff member must be set, it is not possible to set up admin time as an unassigned task. The drop down list of HCPs is presented in alphabetical order by surname.



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	Coordinator	Review				Demo con	troller portal	v3.19.1   Change	log ?

This example shows an HCP being booked up for admin time outside their working day. This is permitted in the system. Select the *Review* option and then *Add administrative time*.

Ab	oc ode		🖶 On-demand Jobs	🛱 Scheduled Jobs	Vaccinations	🔆 Scheduling	
<b>⊟</b>	Patient 9 Availability	Activity Administrative Staffing requirements #1 Anna Goodenough					sber 2022 🔉 🕹
	No urgent warnin — Collapse all	Date of visit Sunday 9th October 2022 Planned start time 09:00 am					Export schedules
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	Administrative	Not yet recorded Actual end time Not yet recorded Notes Not set					ettions × 6th October 2022
	The activity is n	Add administrative time			time		
			Staff member Anna Goode	nougn	D (	Demo con	roller portal v3.19.1   Changelog

In the screenshot below, the controller has filtered on HCP name to find the block of admin time



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	No urgent warnings 0 C Refresh	xport visit timings + Add a new visit + A	Administrative time 🛛 🛱 Import schedules 🛛 🛱 Export schedule:	
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	AG Anna Goodenough +	(	Administrative	
>	Not Sick      Not Sick		A NOT STARTED	<

When the admin time block is selected, either from tile view or list view, the task details are presented as entered.

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Ħ	Patient goodenough × Pathway	Status Show fewer filters Clear filters	Today < Thursday 6th October 2022 >
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	− Collapse all + Expand all	3 pm 4 pm 5 pm 6	pm 7 pm 8 pm
>	anna goodenough     A Not Sick      Not Set	A NOT STARTED	
	Administrative NOT STARTED 🧪 C		Actions     X  created by An. Seadenough on 6th October 207
	A Planned time of the visit is out of Anna Goodenough ava	ability hours!	
	The activity is not related to a patient	Activity details Activity	timing
		Activity type Administrative Planned s Staff member Appa Goodepough	start 17:00
			Demo controller portal v3.19.1   Changelog

The Actions button contains options shown below



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ortal v3.19.1   Changelog

The Cancel option will archive this task, and the Create follow-up admin option will enable a further admin task to be created with details copied from this one.