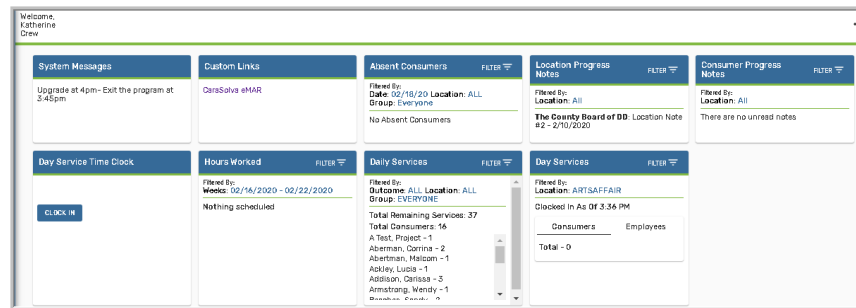




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Anywhere Dashboard

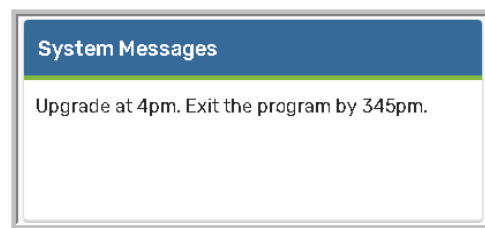
When a user logs into Anywhere, the main Dashboard is displayed. The Dashboard contains the Anywhere Banner, Modules, and Widgets. The Widgets are the small boxes located in the middle of the Dashboard.



System Messages Widget

This widget will display messages which have been created by administrators to communicate activities, tasks, etc.

1. System Messages are created in the Advisor database and are a read only text field in Anywhere. System messages cannot be created or revised in Anywhere.



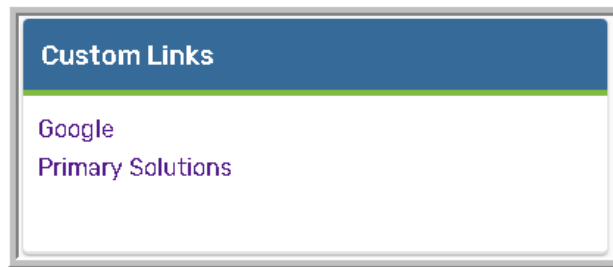
The Custom Links widget

This widget provides hyperlinks to agencies and service providers.

1. Administrators can name the links. When links are selected, the user is connected to the desired webpage.
2. To add Custom Links, please contact Primary Solutions.



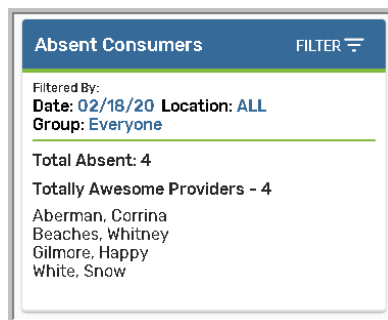
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The Absent Consumers widget

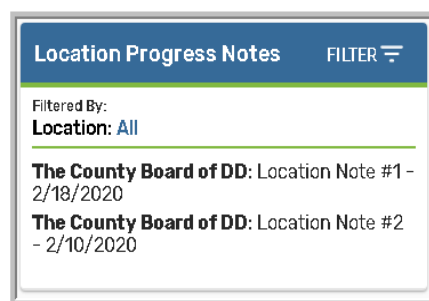
This widget will display any consumers that have been deemed as absent for the day from the Anywhere Roster.

1. The widget has a filter which will allow users to view absences by date, location, and groups.
2. The user will only see locations in which they have been given security permission to view.



The Location Progress Notes widget

This widget will alert users when a location progress note has been created and needs to be reviewed in the Roster window.



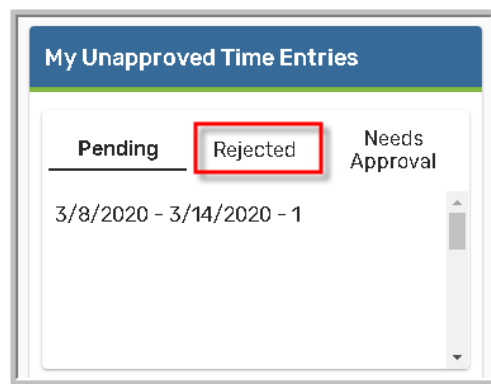


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1. This widget will display the name of the location, the title of the progress note, and date it was created. This widget has a filter which will allow users to filter for all location notes or for a specific location.
2. To view the progress note, users will need to open the Roster module.
 - a. Once this window opens, select the green highlighted Location Notes tab to view the progress note.
 - b. The unread progress note will be displayed in red. Select the red highlighted box to open the progress note.
 - c. Users may respond to the note by selecting the New Note button and then provide a response in the displayed message box. Once the note is complete, select send.
 - d. Select the Back to notes arrow to exit the progress note screen. At this time, users will see a history of all progress notes.
 - e. if the New Note button is selected, users can insert a new note with a title and message. Once the note is completed, the user will select send.

My Unapproved Time Entry widget

This widget will allow users to track their time card entries, and the status of time cards entries that were created in the Time Entry module.



This widget will display three columns for time entries of Pending, Rejected and Needs Approval. These columns do not appear at one time, but need to be selected in order to display data. Each tab has links and when selected, will take the user to the Time Review page to review those records.

- a. Pending -displays the pay period span and the number of time entries that have been created but not yet submitted to the supervisor for approval.

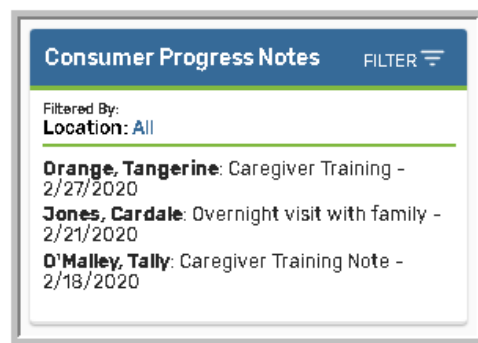


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- b. Rejected- displays the pay period span and the number of entries rejected by the supervisor.
 - i. Select pay period and the Time Review page and display all of the rejected time entries.
 - ii. The user can then select a specific time line entry and edit, submit, or delete the time entry.
- c. Needs Approval- displays pay period and the number of time entries that are awaiting the supervisor's approval.
 - i. Select pay period and the Time Review page will display all of the time entries that are awaiting approval.
 - ii. Users cannot edit records that are awaiting approval, they can only review them.

The Consumer Progress Notes widget

This widget will alert users when a progress note has been created and needs reviewed in the Roster window.



1. This widget will display the name of the location, the title of the progress note, and date it was created. This widget has a filter which will allow users to filter for all locations or for a specific location.
2. To view the consumer progress note, open the Roster module.
 - a. Once this window opens, consumers that have an unread progress note will be identified by a red bell on the consumer card.
 - b. Select the consumer card, the progress notes option will be highlighted in red.

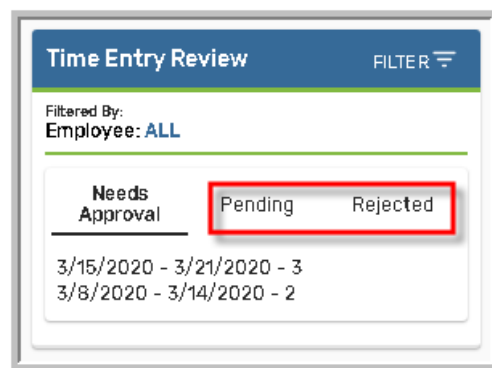


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- d. Select the red highlighted progress notes option to view the progress note.
- e. Respond to the note by selecting the New button and then provide a response in the displayed message box. Once the note is complete, select send.
- f. Select the Back arrow to exit the progress note screen.
- g. If the New button is selected, users can insert a new note with a title and message. Once the note is completed, the user will select send.

The Time Entry Review widget.

This widget will allow supervisors to track their employees time card entries that were created in the Time Entry module. This widget is only available for employees that are classified as a supervisor. When records are selected on each tab, users will be taken to the Time Entry window to review those time entries.



- a. This widget will display three columns for time entries of Pending, Rejected and Needs Approval. These columns do not appear at one time, but need to be selected in order to display data.
 - a. Pending -displays the pay period span and the number of time entries that have been created but not yet submitted to the supervisor for approval.
 - b. Rejected- displays the pay period span and the number of entries rejected by the supervisor.
 - i. Select pay period and the Time Review page and display all of the rejected time entries.
 - ii. The user can then select a specific time line entry and edit, submit, or delete the time entry



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- c. Needs Approval- displays pay period and the number of time entries that are awaiting the supervisor's approval.
 - i. Select pay period and the Time Review page will display all of the time entries that are awaiting approval.
 - ii. Users cannot edit records that are awaiting approval, they can only review them.
 - iii. This widget is only visible if the System Preference of Supervisor Approval is turned on in Advisor's System Settings.

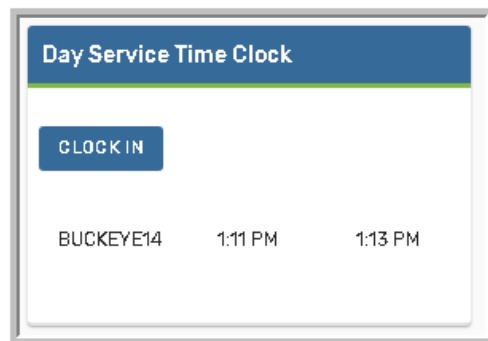
The Day Services Time Clock widget

This widget will allow users who are assigned as Day Services staff, to capture their clock in/out times for providing services.

1. When Clock In is selected, the widget will display the location and time the employee clocked in to provide services. Entries are created in the Day Services module-Staff Activity tab for the selected location.



2. Once the Clock Out button is selected, the clock out time will display next to the clock in time. The Clock Out button will disappear and the Clock In button will be displayed again.





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- a. If the clock in button is selected and there is an overlap, the program will display a message in red to notify of an overlap and prevent the clock in.
- b. Agencies have the ability to add a security permission called Deny Time Clock Change that will prohibit users from editing times. These entries will use the current time on the computer/server.

Hours Worked widget

This widget allows users to view the hours they have worked for a specified time period. This widget has a filter that will allow users to select desired pay periods to view previous work hours.

Hours Worked FILTER

Filtered By:
Weeks: 03/15/2020 - 03/21/2020

This widget does not reconcile overlapping time entries.

Wednesday, March 18 - 10.05 hours
ORANGE - 10 hours
BUCKEYE141 - 0.05 hours
Tuesday, March 17 - 9 hours
ORANGE - 9 hours
BUCKEYE141 - 0 hours
Sunday, March 15 - 9 hours
ORANGE - 9 hours

The My Schedule widget

This widget will display an employee's work schedule based upon information that is input in the Scheduling module.

My Schedule FILTER

Filtered By:
Weeks: 02/16/20 - 02/22/20 Location: All

Week of 2/16/2020 - 2/22/2020
Total Hours - 18.00
Sunday, February 16
8:00am to 2:00pm - ORANGE
Wednesday, February 19
11:00am to 3:00pm - BADAZZLE
Friday, February 21
11:00am to 3:00pm - BADAZZLE
Saturday, February 22
11:00am to 3:00pm - ORANGE

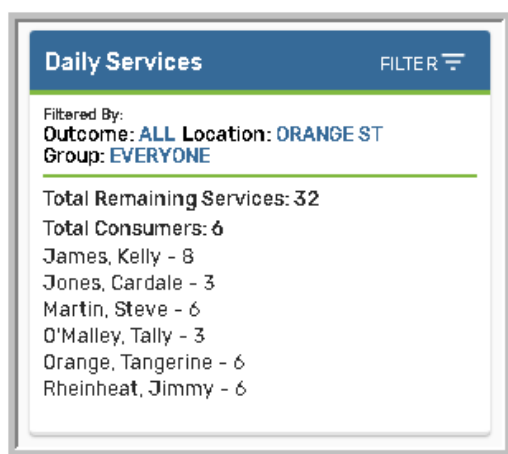


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1. The top of the widget displays the Scheduling Period and Location
2. The widget displays the selected week, the Total Hours for the week. The Date, Shift Start and End times, location name and the consumer initials for the shift will appear providing the staff with a summary of each shift they are scheduled to work.
3. This widget has a filter that will allow users to select the desired week and location. The user will be limited to the locations in which they have been assigned permission to provide services.

Daily Services widget

This widget will allow users to view number of remaining daily services that have been identified in the Outcomes module. The widget will display services based upon date, outcome type, location, and groups.



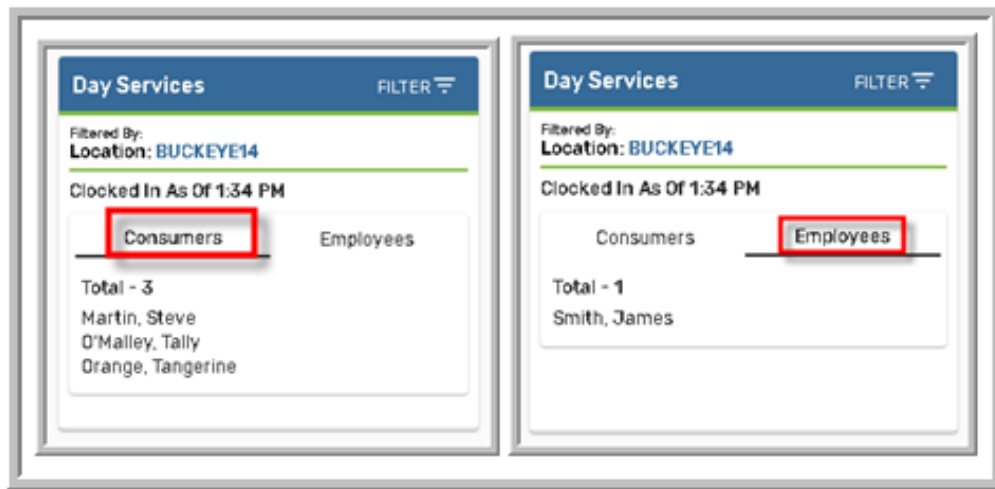
1. The widget will display the consumer name and the number of daily services that require documentation for that individual. This widget will also display a total for all remaining services that require documentation for the filtered location, as well as a total number of consumers who require daily service. Once a daily service is documented at least once, the consumer will no longer appear in the widget.
2. This widget has a filter that will allow users to search for services based upon desired criteria for all or desired criteria for a specific date, outcome type, location, and groups. The filters can be used independently or in combination of one another.
3. Once a daily service is documented at least once, the consumer will no longer appear in the widget.



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The Day Services widget

This widget will allow users to view a location name and the names of all consumers and employees that are clocked in for the present time.



1. The widget also provides totals for both consumers and employees. This widget has a filter that will allow users to select a specific location.

The Incident Tracking widget

This widget is only visible for employees who are classified as supervisors in Advisor. This widget will display incident reports that have been created within Anywhere.

The screenshot shows the 'Incident Tracking' widget with a table of incident reports. The table has three columns: 'Consumer Involved', 'Date of Incident', and 'Category / Subcategory'. The data rows are as follows:

Consumer Involved	Date of Incident	Category / Subcategory
Orange, Tangerine	03/02/20	New Incident
O'Malley, Tally	03/02/20	New Incident
O'Malley, Tally	03/02/20	New Incident
O'Malley, Tally	02/27/20	New Incident

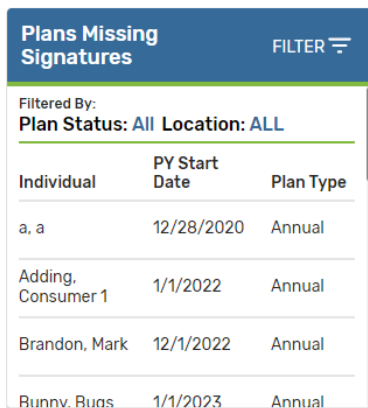
1. This widget will display the consumer name, date of incident, and the category/subcategory.
2. When users select an incident, the Review Incident page will be displayed.



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The Plans Missing Signatures widget

This widget allows users to view Plans that are missing a signature on the Sign/Consent page of the ISP.

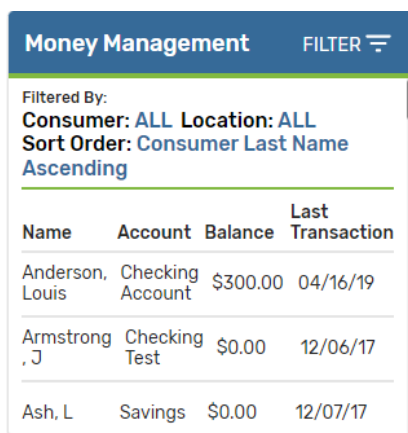


Individual	PY Start Date	Plan Type
a, a	12/28/2020	Annual
Adding, Consumer 1	1/1/2022	Annual
Brandon, Mark	12/1/2022	Annual
Bunnv, Bugs	1/1/2023	Annual

1. When the users select a Plan, that Plan will open to the Assessment tab.
2. The filter option allows the user to filter by Complete or Draft status Plans, as well as filtering by Locations.

The Money Management widget

This widget allows users to view Account Registry information for individuals that have accounts within the Advisor Consumer Finances window.



Name	Account	Balance	Last Transaction
Anderson, Louis	Checking Account	\$300.00	04/16/19
Armstrong, J	Checking Test	\$0.00	12/06/17
Ash, L	Savings	\$0.00	12/07/17

1. The filter option allows the user to filter by Consumer, Location, and different sort orders (Consumer name, Account Balance, Last Transaction).