General view (no program chosen/ multiple programs chosen)

Under this view, you can see all employees, regardless to the programs they are assigned to.

	Name	Phone	Signed up	Discipline	Location	Progress	
	Mcintyre Emma	+12189715342	Yes	HHA	NYC	69%	●
	Spence Olivia	+14968434741	Yes	HHA	NYC	100%	●
	Barr Ava	+17016175431	Yes	PCA	NYC	63%	●
	Holmes Isabella	+12377677677	Yes	PCA	NYC	0%	●
	Bradshaw Sophia	+18996662819	Yes	office	Westchester	100%	●
	Bonilla Charlotte	+16717813731	Yes	PCA	Westchester	0%	●
	Newton Mia	+12798076913	Yes	office	Westchester	100%	●
	Montoya Amelia	+19333804137	Yes			100%	●
	Frost Harper	+15782323501	Yes			100%	●
	Crosby Evelyn	+17836451485	Yes			73%	●
	Stephens Abigail	+16827486090	Yes			100%	●
	Richard Emily	+14697007599	Yes			100%	●

New employee +   Search   **Program:**   **Show:** 50   Actions ▾   Export   My Saved filters   ▼

Sign ups 88%   Completed course 47%

Filter applied: None

1 **Signed up**

Has the employee signed up to the Nevvon app/web portal?

2
3 **Discipline and Location**

We have added two new fields:
  o Location
  o Discipline

These will enable you to filter your employees by these fields.

The location and discipline fields will be set by your customer success manager. Please feel free to send us the names of the locations and disciplines you require.

4 **Progress**

When **no** program is chosen, the progress bar will show what % of **all** their assigned programs (hours) an employee has completed.

5 **Active yes/no**

Reflects if an employee is active (green) or not (red) on Nevvon. If an employee is "red" they are not active and do not have access to the agency's programs ("terminated").

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6

Sign up bar
% of employees that have signed up to Nevvon (out of the employees listed in the current table).

Completion bar
% of employees that have completed all the programs assigned to them (out of the employees in the current table).
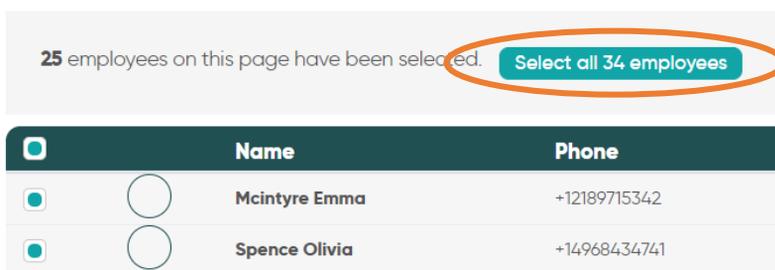
7

Actions
When no program is chosen, you can:
- Activate
- Deactivate
- Add employees to another program
- Export

Just choose the employees you would like to perform the action on and click the action.

Note: Selecting the top check box will only select the employees on the current page. To select all employees click "select all."

8

Filters
This allows you to filter the list of employees. For example, you can filter by all the active employees who have completed Class 1.

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To filter the employee list- click the filters icon

Employees

		Name	Phone	Signed up	Discipline	Location	Progress	
●	○		+12222222244	Yes			100%	
●	○	test 1	+118102020	No	HHA	block b 1	USER HASN'T SIGNED UP	
☐	○	test 2	+118102021	No	HHA	block b 2	USER HASN'T SIGNED UP	
☐	○	test 3	+118102022	No	HHA	block b 1	USER HASN'T SIGNED UP	
☐	○	test 4	+118102023	No	HHA	block b 2	USER HASN'T SIGNED UP	
☐	○	test 5	+118102024	No	PCA	block b	USER HASN'T SIGNED UP	
☐	○	test 6	+118102025	No	PCA	block b	USER HASN'T SIGNED UP	
☐	○	test 7	+118102026	No	HHA	block b	USER HASN'T SIGNED UP	
☐	○	test 8	+118102027	No			USER HASN'T SIGNED UP	
☐	○	test 9	+118102028	No			USER HASN'T SIGNED UP	
☐	○	test 10	+118102029	No			USER HASN'T SIGNED UP	
☐	○	test 11	+118102030	No	HHA	block b 2	USER HASN'T SIGNED UP	
☐	○	test 1	+11810202000	Yes	HHA	block b 1	100%	
☐	○	test 2	+11810202111	Yes	HHA	block b 2	94%	
☐	○	test 3	+11810202222	Yes	HHA	block b 1	79%	

New employee +   Search   Program: Show: 50   Actions   Export   My Saved filters   Filter applied: None

Sign ups 21%   Completed course 8%

Click here to see all filters

Actions   Export   My Saved filters

Filter applied: None

Progress	
100%	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
USER HASN'T SIGNED UP	
100%	
94%	
79%	

Actions   Export   My Saved filters   ✕

Filter applied: None

Apply   Save   Clear

Employees

Sign up — All

Agency

Discipline — All
Location — All
Hiring date — Pick a date
Active/NotActive — All
RN — All
Learner support — All
Coordinator — All
Agency manager — All

Program

Program —
Active/Not active — All
Completion —
Completion date — Pick a date
Approval — Pick a date
Status — All

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Program view

In this view, you can see all the employees that are assigned to a specific program or programs.

9

Program

Filter by one or more programs. When filtering by multiple programs, you will see all your employees that are assigned to at least one of the programs you've selected.

When filtering by one program, you will see only employees that are assigned to that specific program and the view will change to provide more details on the specific program.

10

Completion bar

% of employees that completed the selected program (out of the employees on the current table).

11

Actions

When one program is chosen, you can:

- Activate
- Deactivate
- Add employees to another program
- Download a certificate
- Send a certificate by email
- Send a message (via the Nevvon app)
- Approve completion
- Edit the program's due date
- Export

Just choose the employees you would like to preform the action on and click the action.

<u>Note</u>: Selecting the top check box will only select the employees on the current page. To select all employees click "select all"

Sign ups 97%

Completed course 52%

		Name	Phone	Signed up	Discipline		**13** Progress		**14** Status	Due date	**15**
☐	◯	Mcintyre Emma	+12189715342	Yes	HHA	NYC	49%	0.94	◐	01/01/2021	🔴
☐	◯	Spence Olivia	+14968434741	Yes	HHA	NYC	100%	0	🕐	01/01/2021	🟢
☐	◯	Barr Ava	+17016175431	Yes	PCA	NYC	100%	0	✓ ⬇	01/01/2021	🟢
☐	◯	Holmes Isabella	+12377677677	Yes	PCA	NYC	0%	1.85	◐	01/01/2021	🔴
☐	◯	Bradshaw Sophia	+18996662819	Yes	office	Westchester	100%	0	✓ ⬇	01/01/2021	🟢
☐	◯	Bonilla Charlotte	+16717813731	Yes	PCA	Westchester	0%	1.85	◐	01/01/2021	🔴
☐	◯	Newton Mia	+12798076913	Yes	office	Westchester	100%	0	🕐	01/01/2021	🟢

13 Progress

When one program is chosen, the progress bar on the table will show the % of completion for that program only.

14 Status

The employee statues on this program.

◐ In progress

🕐 Pending approval

✓ ⬇ Approved

15 Active yes/no

Reflects if an employee is active (green) or not (red) on the program chosen.

Note: Deactivating an employees on this page will deactivate them from this program only. To deactivate the employee from all programs, remove the program filter.

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