



# Ability8 March 2020 Update

VERSION 1.0



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## Introduction

We are pleased to announce the following new and enhanced features in the March 2020 release of the Ability8 app.

### **New & Enhanced Features**

1. "Tracker" - add and track PWD events such as seizures
2. Synchronise your shifts with other calendars
3. Superannuation payment options
4. Sick & Annual Leave entitlements
5. Check list of staff certifications & expiry date reminders

See below for more detail on each of these.



# 1 Tracker - add and track PWD events (available on all Plans).

## 1.1 To activate Tracker

Initially the administrator creates a list of PWD event types you wish to track.

In **Settings=>PWD Lists**

1. Click on “New Tracker Type” button

Tracker Type	Tracker Sub Type	Active
Seizures	Absence seizure	<input checked="" type="checkbox"/>
Seizures	Epileptic	<input checked="" type="checkbox"/> Delete
Seizures	Tonic Clonic seizure	<input checked="" type="checkbox"/> Delete
XYZ example		<input checked="" type="checkbox"/> Delete

2. Enter type of event and subtype if required. Make subtype mandatory if required and set Tracker type to active

New Tracker Type

Type Name \*  
Seizures

Sub Type Name  
Epileptic

Mandatory Sub Type

Is Active


Save Cancel

- Then in the **Users** menu, open the profile of people you want to allow logging of Tracker events (e.g. Carers). Expand their Permissions section, scroll down to "Approvals:" and turn on "Add Tracker".

**Edit Peter Part Time**

Home PWD **Users** Schedule TimeSheets Payments Claims Settings

**Edit Peter Part Time**

 Change Picture

**Peter Part Time** Carer

peter1@ability8.com.au Mobile

Birthday Phone

Male English (AU)

Save

**Address** | **Security And Colours**

**Permissions** | **Check List**

Is Administrator?  **Disable User** **Login as User**

Is PWD Contact?

**PWD Profile:**

	View All	Edit All
PWD Ability/Disabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Background	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Cards	<input type="checkbox"/>	<input type="checkbox"/>
PWD Care Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Concern/Allergy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Consumables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PWD Contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Approvals:**

	Yes/No
Delete Payments	<input type="checkbox"/>
Shift Approval	<input type="checkbox"/>
Timesheet Approval	<input type="checkbox"/>
Payment Approval	<input type="checkbox"/>
"Set as Paid" Approval	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Chat	<input type="checkbox"/>
Add Tracker	<input checked="" type="checkbox"/>
Edit Tasks	<input type="checkbox"/>
Add Custom Event	<input type="checkbox"/>

Allow Tracker access for User


Tracker events can now be logged and tracked by users as they occur using the "Tracker" button located on the PWD profile.



## 1.2 To log a new Tracker event from the PWD profile

1. On the **PWD** profile, click on “Tracker”

Home PWD Users Schedule TimeSheets Payments Claims Settings -

 **Ms Stephanie McFamily**  
Steph@mail  
15 Dec 2009 (Age 10)  
PDF Profile Report  
Tracker

Change Picture

Click here to open Tracker

Details | v  
Contacts | v  
Funding | v

+ Add / Remove

2. A “New Tracker Record” screen opens. Choose the event type and enter the event details (or click on “Tracker List” to view a history of events). Tick “Notify Admin” if required – the Administrator will receive an “Important Event” email/push notification.

Home PWD Users Schedule TimeSheets Payments Claims Settings -

### New Tracker Record

1. Choose event type from dropdown lists

Tracker List  
(View History)

Event Type\*  
Seizures

Event Sub Type  
Absence seizure

Event Date Time\*  
02 Mar 2020 12:26 PM

Duration\*  
3 Mins

Notes 1  
(write comments in here)

Notes 2  
(write comments in here)

Notify Admin via Email and Push Notification

Submit Delete Cancel

Tracker Activity Log | v

2. Enter and submit event details



3. After submitting the new event, the Tracker list opens with a history of events. Here you can view, filter and export a list of events to excel if required.

Record Type	Record Sub Type	Event Date	Event Time	Duration	Notes 1	Notes 2	User	Notified
Seizures	Absence seizure	02 Mar 2020	12:30 PM	3 Mins	non responsive, eyes roll back.	Seizure note 2	Steven	✓
Seizures	Absence seizure	28 Feb 2020	3:14 PM	5 Mins			Kerry	✓
Seizures	Absence seizure	28 Feb 2020	2:00 PM	5 Mins	Note 11111	Note 2222222	Steven	✓

3 records

### 1.3 To log a new Tracker event from Timesheets (Staff Plan)

As well as being able to add Tracker events from the PWDs profile, staff can also log Tracker events when submitting Timesheets at the end of their shift.

1. On the timesheet click “Submit/Tracker” to both submit your timesheet and open a “New Tracker Record” screen to enter an event that occurred during the shift.

PWD Schedule **TimeSheets**

## New TimeSheet

Click here to both submit your timesheet and add a Tracker event that occurred during the shift.

Start Date \*  
03 Mar 2020 10:00 AM

End Date \*  
03 Mar 2020 1:00 PM (3H)

Custom Event Selection

Notes to Other Users ⓘ

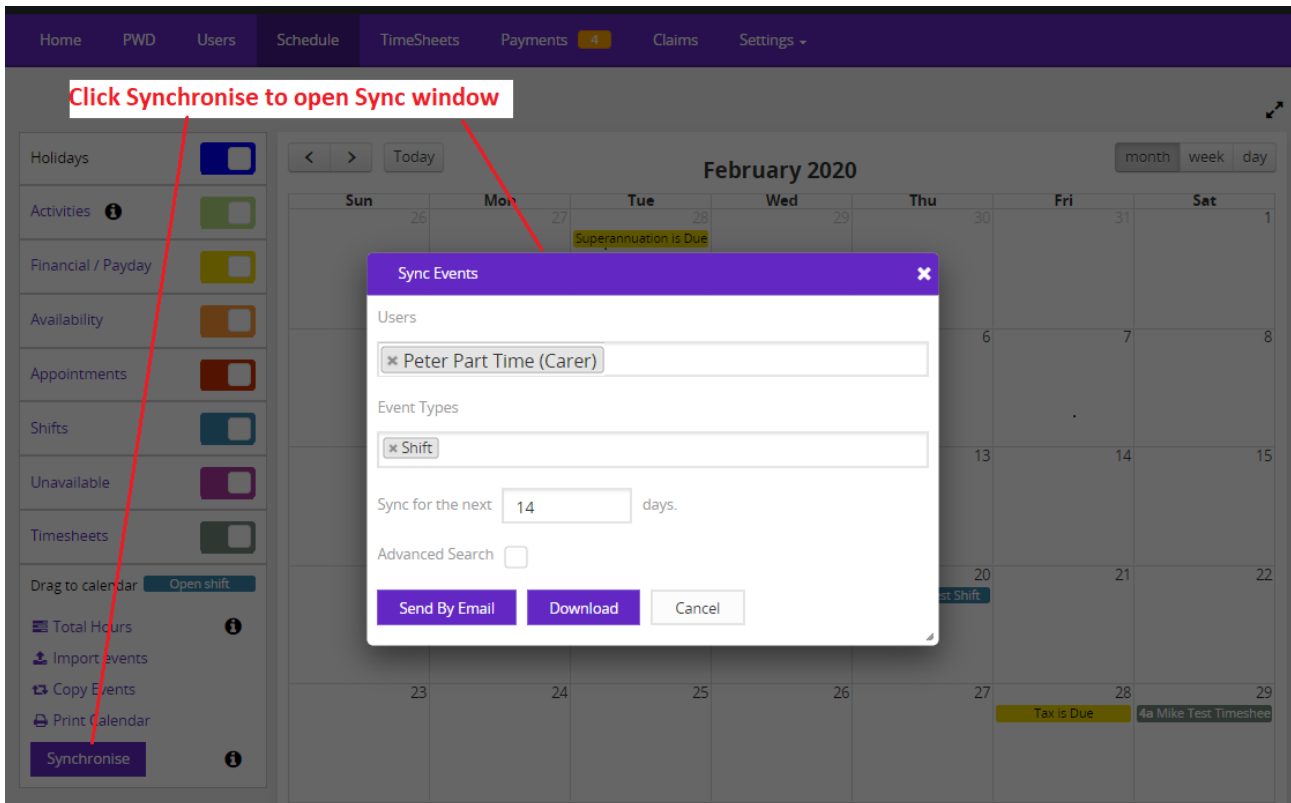
Notes to Admin

**Submit for Approval** Cancel Submit/Tracker

## 2 Synchronise your shifts with other calendars (Staff Plan)

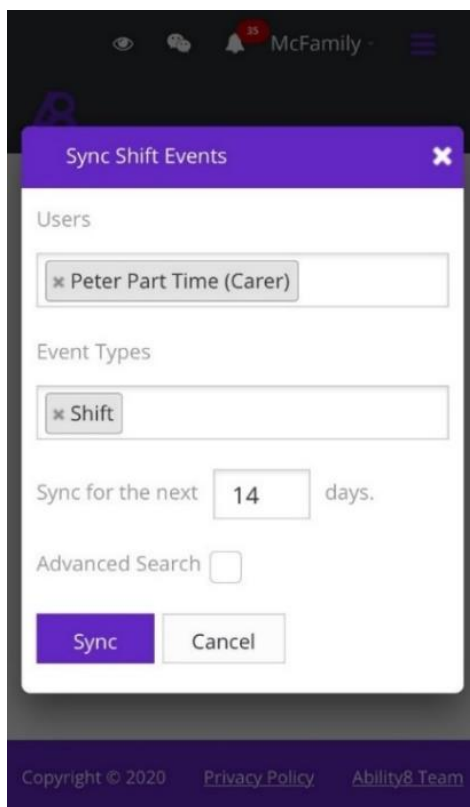
In **Schedule**, use the Synchronise button to export your scheduled events (e.g. shifts) to other external calendars like Google and Outlook, or mobile device calendars.

1. Click on the "Synchronise" button – a "Sync Events" window opens
2. Select the Users, Event Types and number of days you want to sync/export (tick Advanced Search if you wish to select a specific date range instead of number of days)
3. If you're in a web browser, click on "Send by Email" or "Download" to export calendar events  
Then import the file to your Outlook or Google calendar following their instructions.





**OR**, on a mobile device, click on “Sync” to export events to the calendar on your mobile device.



Note 1: This is a one-off synchronisation at a point in time. Any additions to the Ability8 calendar after the export will require another synchronisation to be reflected in your calendar.

Note 2: Existing Ability8 events on your calendar will remain even if they have been altered or removed in the Ability8 calendar after the export.






### 3 Superannuation payment options (Staff Plan)

There is now an additional choice for calculating when your superannuation contribution to staff is triggered. **“Pay Super on \$450 or more a month”** – this will trigger super to be paid to a worker on all hours worked once their gross wage payments reaches \$450 in a calendar month, in line with the ATO superannuation guarantee (SG) guidelines.

These super payment options are in the **Users** profile under “Tax & Super Fund Details”. In the “Superannuation Calculation” field select the method you wish to apply to the staff member.

Home PWD **Users** Schedule TimeSheets 1 Payments Claims Settings

#### Edit Peter Part Time

 Change Picture

**Peter Part Time** Carer

peter1@ability8.com.au Mobile

Birthday Phone

Male English (AU)

Save

Address | Security And Colours

Permissions | Check List

Documents | Employment Details

Bank Account | Tax & Super Fund Details

Employee Fund Type **i**  
APRA Fund/RSA account

Fund Name \*  
peters fund

Fund ABN  
123 456 789 ↻

Fund USI \*  
123

Fund Account Name  
↻

Fund Member Number  
123 456 789 ↻

Percentage \*  
9.5

Superannuation Calculation  
Pay Super on \$450 or more a month

**Employee Tax related information**

Tax File Number  
555 000 555

Is an Australian resident? (NAT 3092 Q7)

Wants to claim tax free threshold? (NAT 3092 Q8)

Super payment options

## 4 Sick & Annual Leave entitlements (Staff Plan)

Sick Leave and Annual Leave entitlements for part time employees will automatically accrue and be displayed on staff payslips. These ongoing accruals are based on 2 weeks sick leave per year, and 4 weeks annual leave.

These Accruals are configured in the **Users** profile under Employment Details.

Note: The "User Employment Type" must be set to Part Time Employment.

**Edit Peter Part Time**

**Personal Information:**  
Name: Peter Part Time  
Email: peter1@ability8.com.au  
Birthday: [Field]  
Gender: Male  
Role: Carer  
Mobile: [Field]  
Phone: [Field]  
Language: English (AU)

**Employment Details:**  
User Employment Type\* (NAT 3092 Q6): Part Time Employment  
Pay Cycle\*: Fortnightly  
Interview Date: 13 Mar 2020  
Employment Start Date: 08 Mar 2020  
Employment End Date: [Field]  
Fixed Hourly Rate:   
Hourly Rate: 32  
Name Employment Award: Social, Community, Home Care and Disability Ser

**Accruals:**  
Accruals Start Date: 08 Mar 2020  
Sick Leave Accrued: 1 Hours 21 Mins  
Annual Leave Accrued: 0 Hours 42 Mins


**Other Sections:**  
Address, Security And Colours, Permissions, Check List, Documents, Bank Account, Tax & Super Fund Details, Reports

**Sick & Annual leave accruals for part time employees**



"Accrual Start Date" - This is when you want the app to start accruing leave for the employee. For a new employee this would be the same as their Employment Start Date. For an existing part time employee choose a suitable date that aligns with any existing leave amounts that you wish to bring forward. If you are moving an existing casual employee to part time employment this would be the date they start as a part time employee.

"Sick Leave" & "Annual Leave" - These accrual amounts are automatically updated every pay cycle and presented on the employee pay slip.

Use the  edit icon next to the fields to unlock the fields for editing, then click on save.

For a new part time employee, leave these fields at 0 initially.

For an existing part time employee, bring forward any existing leave amounts to create an opening balance.

Use these fields in the future to subtract from the accrual amounts when leave is taken. This will be reflected on the employees next payslip.

## 5 Check list of staff certifications & expiry date reminders (Staff Plan)

In the **Users** profile, check list items previously in a staff members "Employment Details" are now in a new "Check List" section, replacing the "Social Links" section.

The Check List has 2 areas. The first contains a list of certifications that the staff member holds, including their expiry dates. The expiry date will be reflected in the Administrators calendar. Both the staff member and administrator also receive reminder emails 30 days out and 7 days out from the expiry date. The second area has a list of documents to send new staff members at commencement of their employment.

The screenshot shows the 'Edit Peter Part Time' user profile page. The top navigation bar includes Home, PWD, Users, Schedule, TimeSheets, Payments, Claims, and Settings. The profile information includes a name field (Peter Part Time), email (peter1@ability8.com.au), birthday, gender (Male), role (Carer), mobile, phone, and language (English (AU)).

The 'Check List' section is expanded, showing a list of certifications and documents to send. Each item has a checkbox and an 'Expiry Date' field.

Item	Status	Expiry Date
Has own transport	<input checked="" type="checkbox"/>	
CV - Resume	<input type="checkbox"/>	Date Received
Yellow Card	<input type="checkbox"/>	Expiry Date
Blue Card	<input checked="" type="checkbox"/>	Expiry Date
Police Check	<input checked="" type="checkbox"/>	Expiry Date
Car License	<input checked="" type="checkbox"/>	16 Mar 2022
CPR Certificate	<input checked="" type="checkbox"/>	19 Jul 2020
Medical Certificate	<input type="checkbox"/>	Expiry Date
Custom1	<input type="checkbox"/>	Expiry Date
Custom2	<input type="checkbox"/>	Expiry Date
Custom3	<input type="checkbox"/>	Expiry Date

Item	Status	Expiry Date
Workplace Health Safety	<input checked="" type="checkbox"/>	03 Mar 2020
Fair Work Information	<input checked="" type="checkbox"/>	03 Mar 2020
Award Documentation	<input checked="" type="checkbox"/>	03 Mar 2020
Tax File No. Declaration	<input checked="" type="checkbox"/>	03 Mar 2020
Super Choice form	<input checked="" type="checkbox"/>	03 Mar 2020
Letter of Appointment	<input checked="" type="checkbox"/>	03 Mar 2020

Other sections visible in the profile include Address, Permissions, Documents, Bank Account, Security And Colours, Employment Details, Tax & Super Fund Details, and Reports.