3.1 Spark App - Admin Panel

Step 1 – Login with your admin account at https://manage.sparkyourhealth.co.uk/

3.1 Spark App - Admin Panel

Step 2 – The opening screen will give you a health trend over the last 12 months as well as an overview of your users
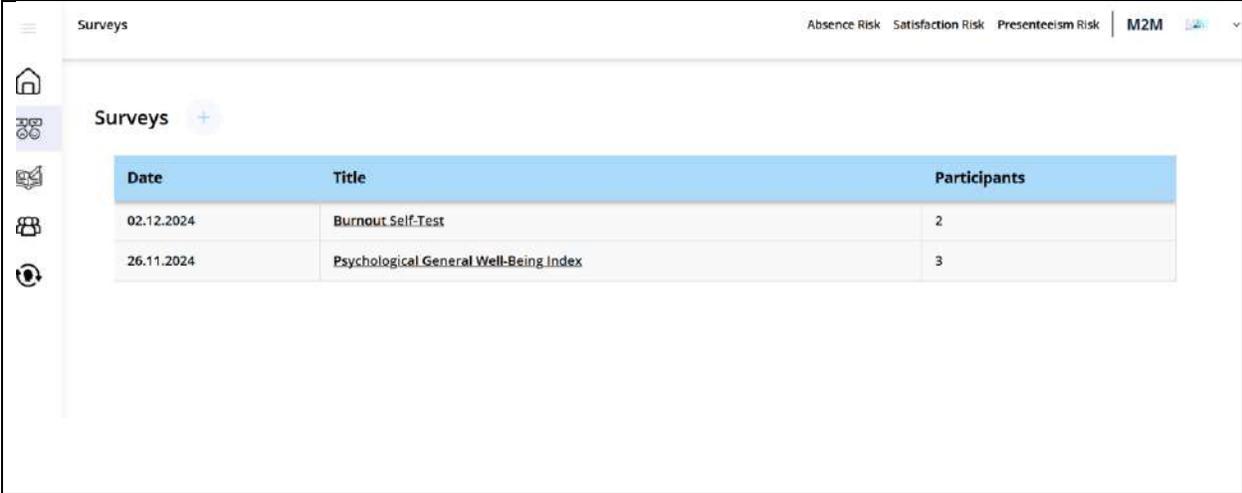
3.1 Spark App - Admin Panel

Step 3 – Using the menu options at the top of the screen, you can toggle between likelihood for users to become sick (Absence Risk), leave (Satisfaction Risk) and be unproductive (Presenteeism Risk), with probability of days or cost impacted. Each provides a breakdown on likely cause for that behavior which you can take steps to remedy e.g. users not waking up fresh may indicate introducing some flexibility in timing of attendance. **Note – for explanation of scores please see Appendix section**.
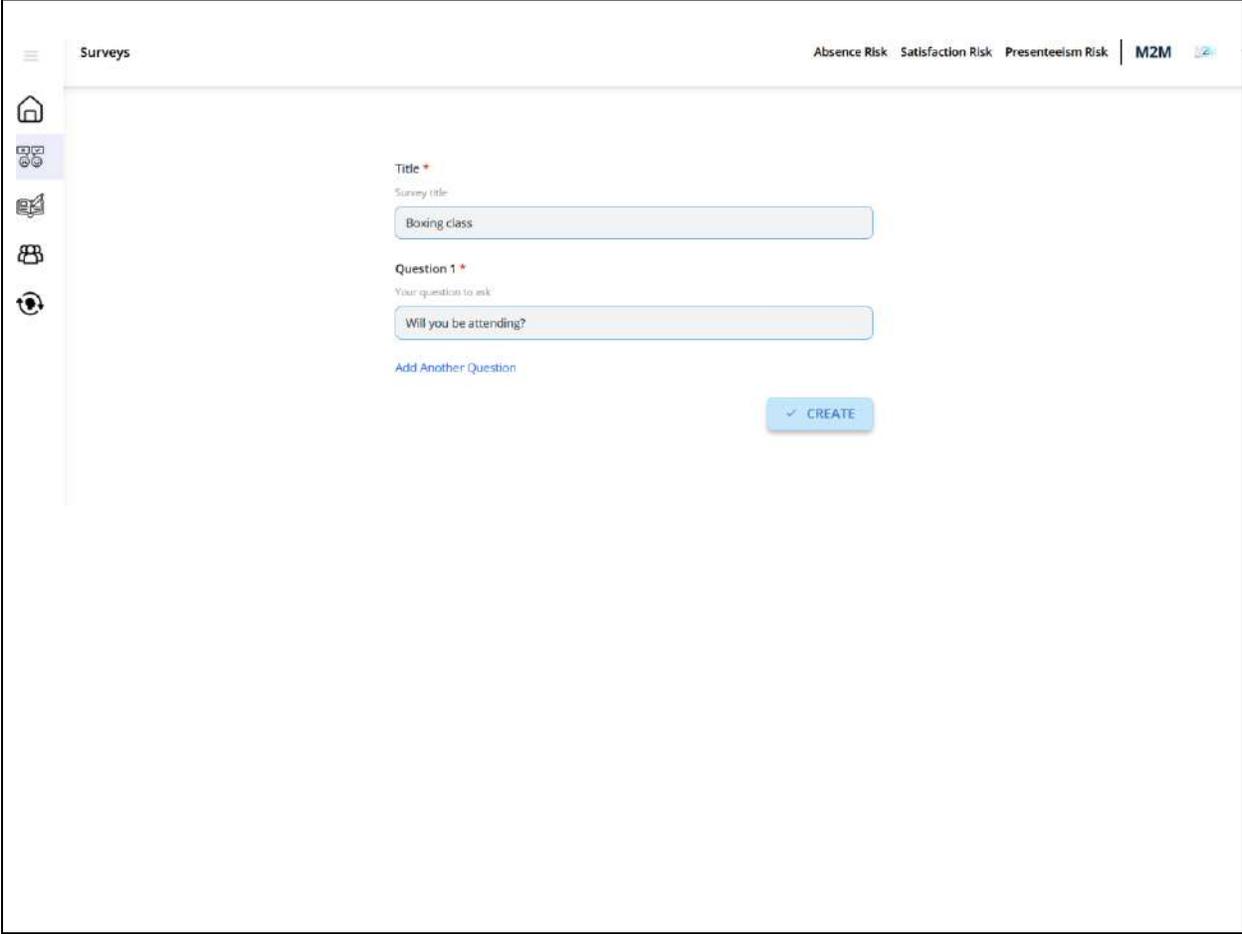
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Step 4a – Setting up and reviewing surveys is simple. Either click on the title of an existing survey to see responses or set up a new one by clicking the + symbol.

Date	Title	Participants
02.12.2024	Burnout Self-Test	2
26.11.2024	Psychological General Well-Being Index	3

Step 4b – Creating a new survey can be useful if you want to either create a multi-question survey or even if you just want to set up a simple booking form that asks if the user will be attending a workshop

Title *
Survey title
Boxing class

Question 1 *
Your question to ask
Will you be attending?

Add Another Question

✓ CREATE

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Step 5 – Reviewing user sentiment and burnout risk is straight forward

Step 6a – To engage with your users, visit the Users module where you'll see a list of all your users. You can set up Bulk Posts to send communications to all your users or Bulk Habits to schedule reminders for workshops, exercises, etc. to all your users. You can also review and edit existing Posts (View Posts) and Habits (View Habits) by clicking the options below. If a user is no longer under your organisation, simply toggle delete
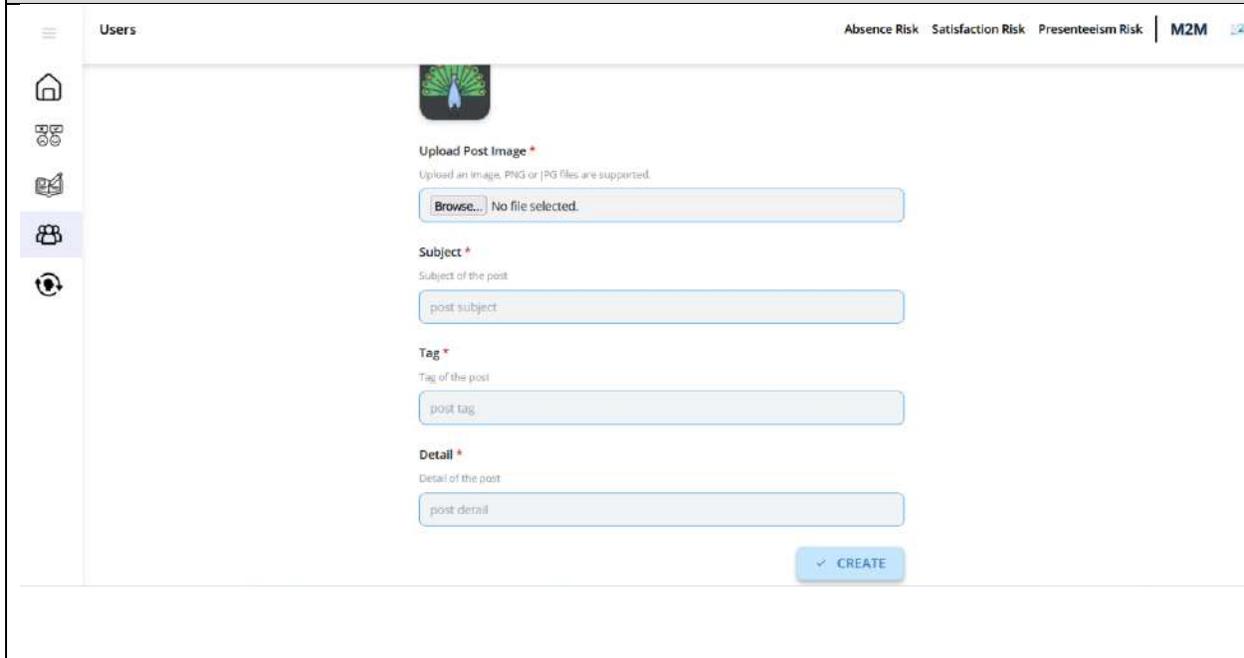
3.1 Spark App - Admin Panel

Step 6b – To review individual health and engagement select the Inspect option which will also show you if any potential trigger words, like 'suicide', have been expressed
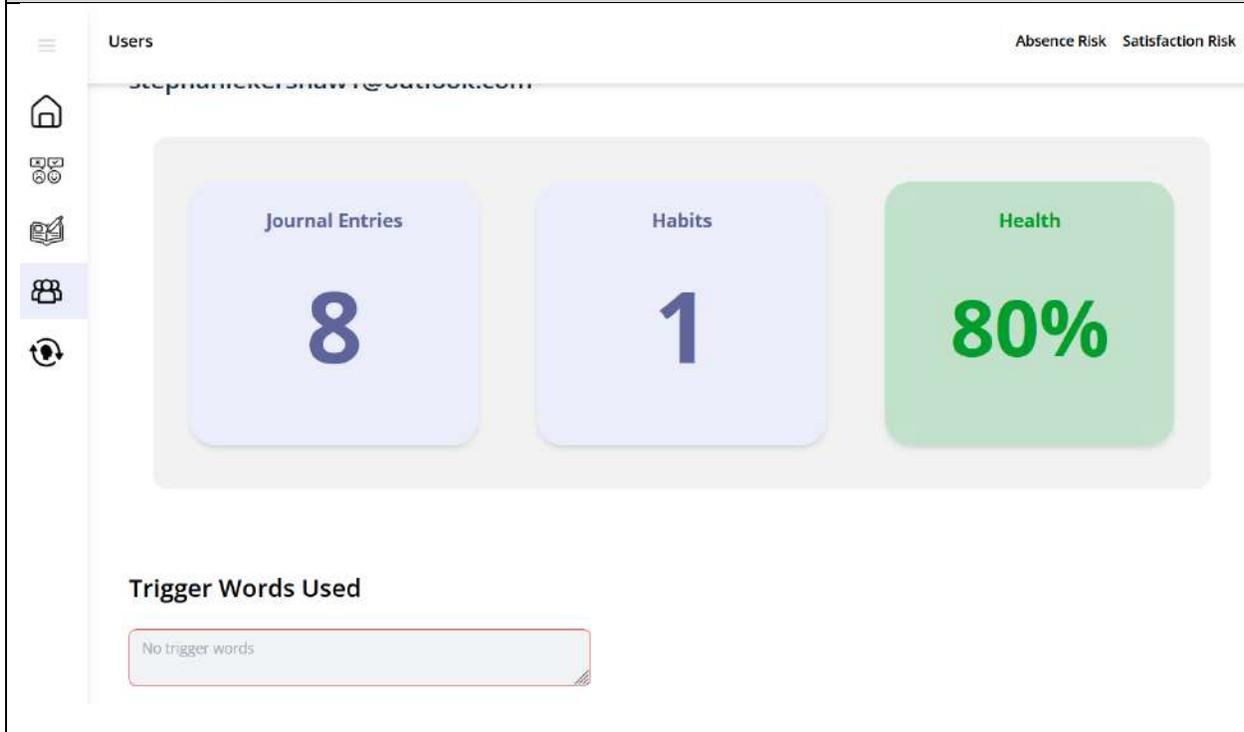
Step 6c – Sending a post or communication to your users can be done individually by selecting the Reach Out option or in bulk by the option mentioned earlier. Simply select an image, a title, a tag (to help categorize communications) and some content in the detail section – this could be a 'How To' on how to perform a certain task

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Step 6d – Setting up a habit or reminder can be done by selecting the Schedule habit option for individuals or Bulk Habits for all users. Simply, choose a name, frequency and time and then click create

Step 7a – When reviewing existing habits, you can see which one's are making a difference to your users – by usage (popularity) and by its impact (score)

Habits

Name	Popularity	Average Score
Walking	15.00%	4.86
Drink Water	15.00%	5.00
Music	15.00%	5.00
Reading	10.00%	5.00
Quon Stuart	10.00%	0
Use Spark	5.00%	5.00
M2M Boxing	5.00%	0
6-Minute Walk	5.00%	5.00
Travelling	5.00%	4.33

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Step 7b – By selecting an individual habit, you can drill down to see how much positive impact the habit has had on individuals as well as the popularity of the habit over time
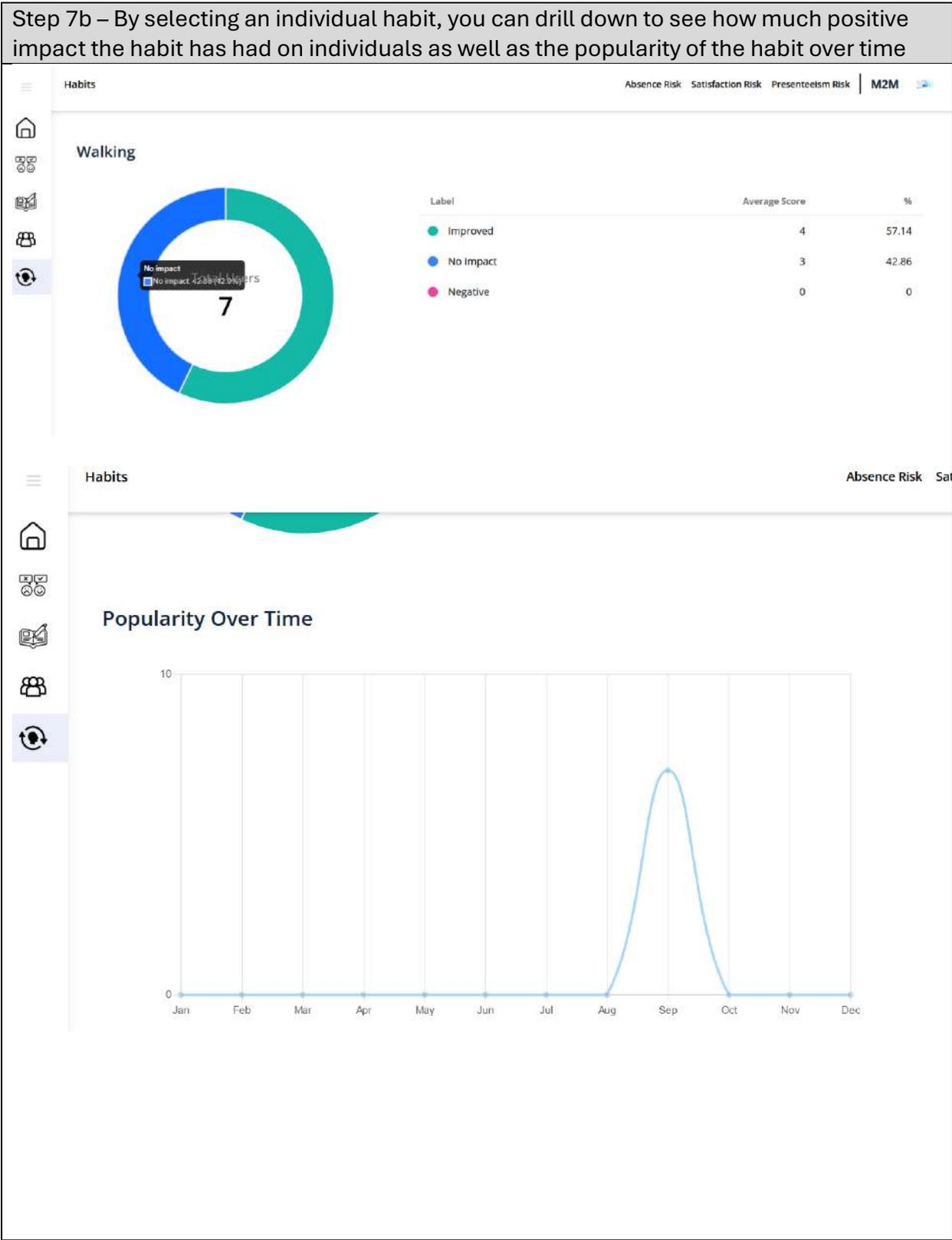
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Appendix – explanation of scores ranging from 0 (low) to 5 (high)
Absence risk: Active - high score means thriving Energy levels - high score means thriving Feeling healthy - high score means thriving Feeling ill - low score means thriving Health concerned - low score means thriving Tired - low score means thriving Wake-up fresh - high score means thriving **Satisfaction risk:** General spirits - high score means thriving Depressed - low score means thriving Downhearted - low score means thriving Satisfied - high score means thriving Hopeless - low score means thriving Interesting life - high score means thriving Cheerful - high score means thriving **Presenteeism risk:** Anxious - low score means thriving Emotionally stable - high score means thriving Feeling tense - low score means thriving Firm control - high score means thriving Losing control - low score means thriving Nervous - low score means thriving Relaxed - high score means thriving
And you're up and running! Any questions please don't hesitate to get in touch: Email: info@sparkyourhealth.co.uk