

3.1 Spark App - Admin Panel

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

The screenshot shows a web browser window with the address bar containing the URL <https://manage.sparkyourhealth.co.uk/>. The main content area displays a login form titled "Spark Admin Panel". The form includes the following elements:

- Email**: A text input field.
- Password**: A text input field.
- Forgot Password**: A link located to the right of the password field.
- Sign In**: A button centered below the password field.
- Register as an Organisation**: A button centered below the "Sign In" button.

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

The screenshot displays the Spark App Admin Panel interface. At the top, it shows 'Your Organisation' and navigation options for 'Absence Risk', 'Satisfaction Risk', 'Presenteeism Risk', and 'M2M'. The main section is titled 'Your Organisation' and features a 'Mood' line chart showing a score of 0 from January to June, a sharp rise to 5 in July, and a dip to 4 in November before rising to 5 in December. A 'Popular tags' sidebar lists 'survey', 'test', and 'super admin'. Below the mood chart, a 'Details - December' section shows a score of 4/5, a breakdown of 2 male and 3 female users, and a 'Share Mood Score' button.

Mood Trend (Jan-Dec):

Month	Mood Score
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	4
Sep	5
Oct	5
Nov	4
Dec	5

Details - December:

- Score: 4/5
- Male: 2 users
- Female: 3 users
- Other: 0 users

Breakdown:

- Male: 2 users
- Female: 3 users
- Other: 0 users

[Share Mood Score](#)

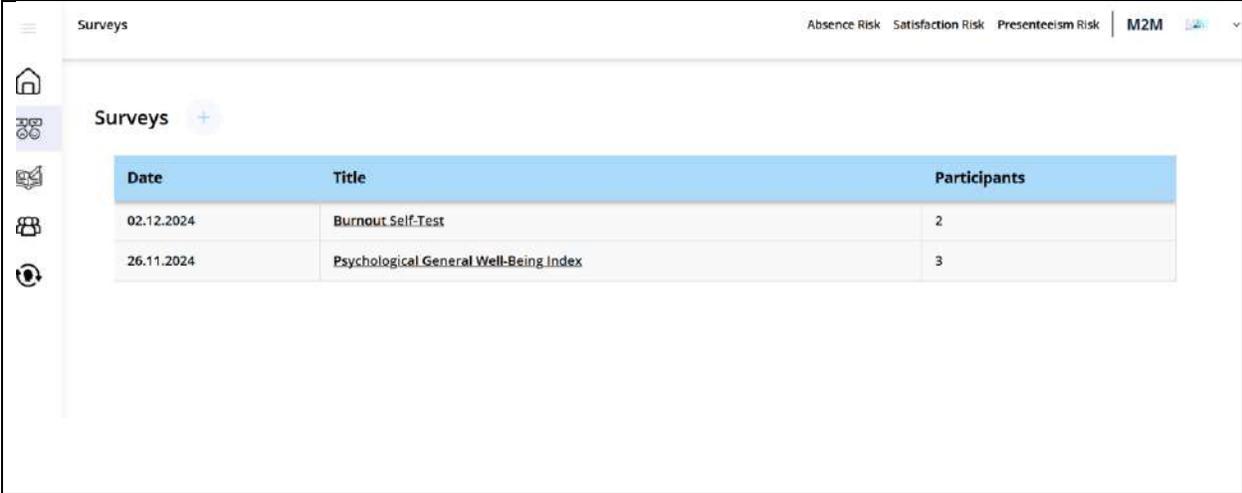
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Step 3 – Using the menu options at the top of the screen, you can toggle between likelihood for users to become sick (Absence Risk), leave (Satisfaction Risk) and be unproductive (Presenteeism Risk), with probability of days or cost impacted. Each 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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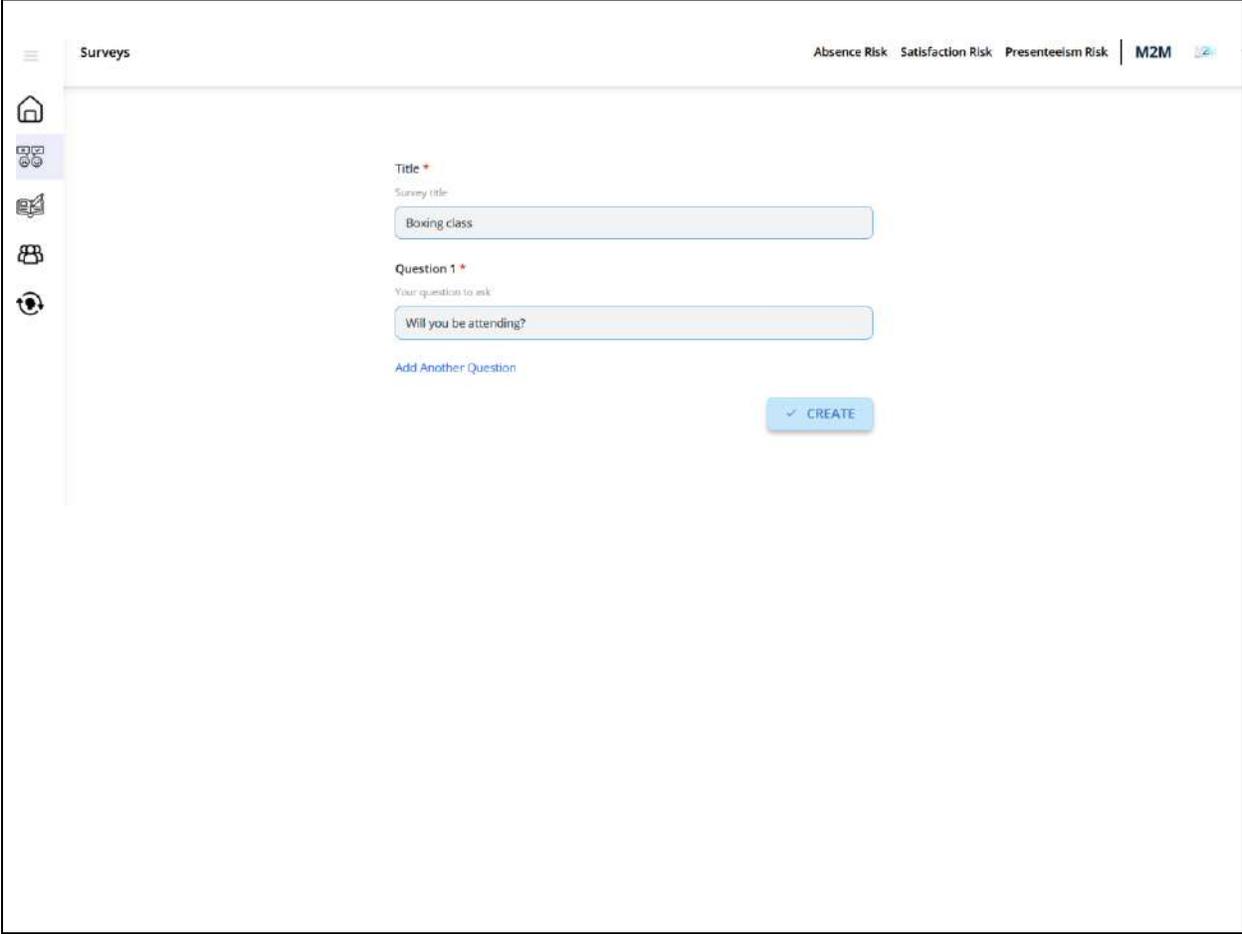
Step 4a – Setting up and reviewing surveys is simple. Either click on the title of an existing survey to see responses or set up a new one by clicking the + symbol.



The screenshot shows the 'Surveys' section of the Spark App Admin Panel. At the top, there are navigation links for 'Absence Risk', 'Satisfaction Risk', and 'Presenteeism Risk', along with a user profile 'M2M'. Below the navigation is a sidebar with icons for home, surveys, reports, and other functions. The main content area displays a table with the following data:

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



The screenshot shows the 'Create Survey' form in the Spark App Admin Panel. The form includes the following fields and elements:

- Title ***: Survey title, with the text 'Boxing class' entered.
- Question 1 ***: Your question to ask, with the text 'Will you be attending?' entered.
- Add Another Question**: A link to add more questions.
- CREATE**: A button to create the survey.

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

The screenshot displays the 'Journals' section of the admin panel. On the left, a sidebar contains navigation icons. The main content area is titled 'Journal Insights' and features three horizontal bars representing key insights: a blue bar for '0 Journal updates this month!', a green bar for '+600% Increase in sentiment', and a red bar for '-100% Decrease in entries'. To the right of these bars is a donut chart labeled 'Burnout risk'. A tooltip on the chart indicates 'Very Severe: 9 (20.6%)'.

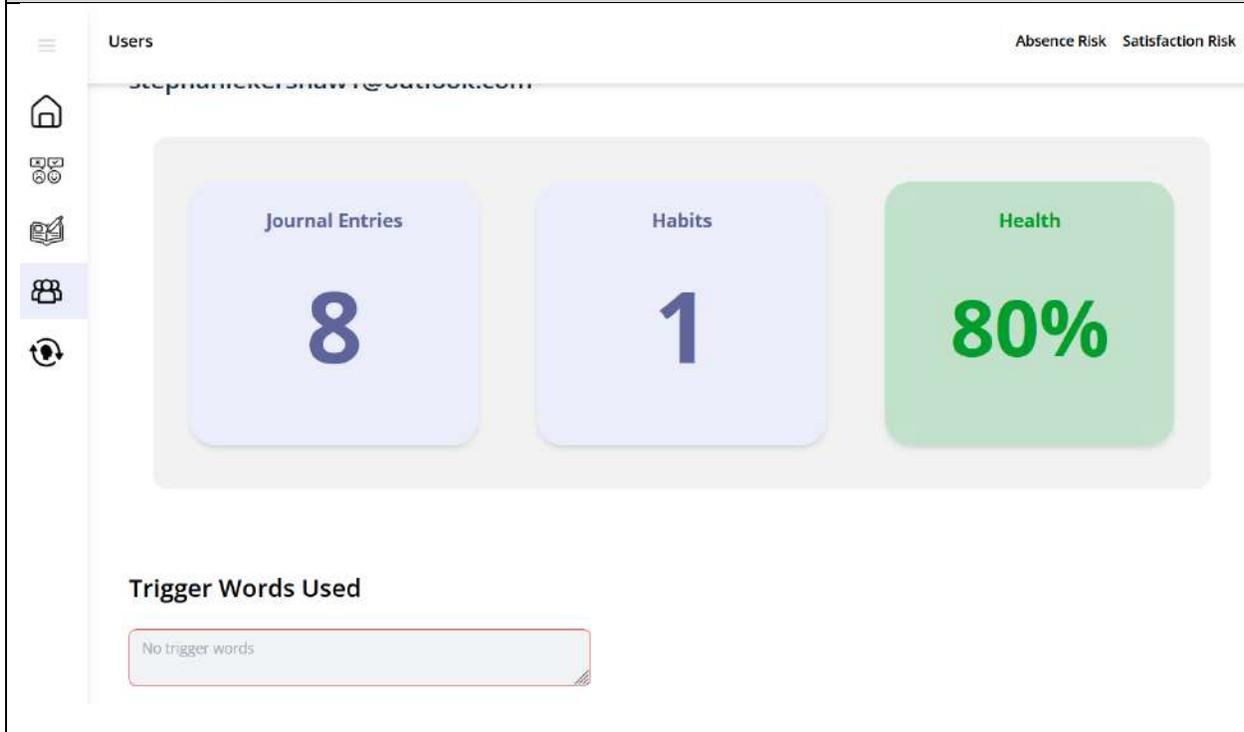
Step 6a – To engage with your users, visit the Users module where you’ll see a list of all your users. You can set up Bulk Posts to send communications to all your users or Bulk Habits to schedule reminders for workshops, exercises, etc. to all your users. You can also review and edit existing Posts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

The screenshot shows the 'Users' module in the admin panel. At the top right, there are two buttons: 'Add Bulk Posts' and 'Add Bulk Habits'. Below these is a table listing users with various action options.

Username	Health	Inspect	Reach out	Schedule habit	View Posts	View Habits	Delete
benji	68%	→	🗨️	📅	→	→	✖️
TC	55%	→	🗨️	📅	→	→	✖️
gia	39%	→	🗨️	📅	→	→	✖️

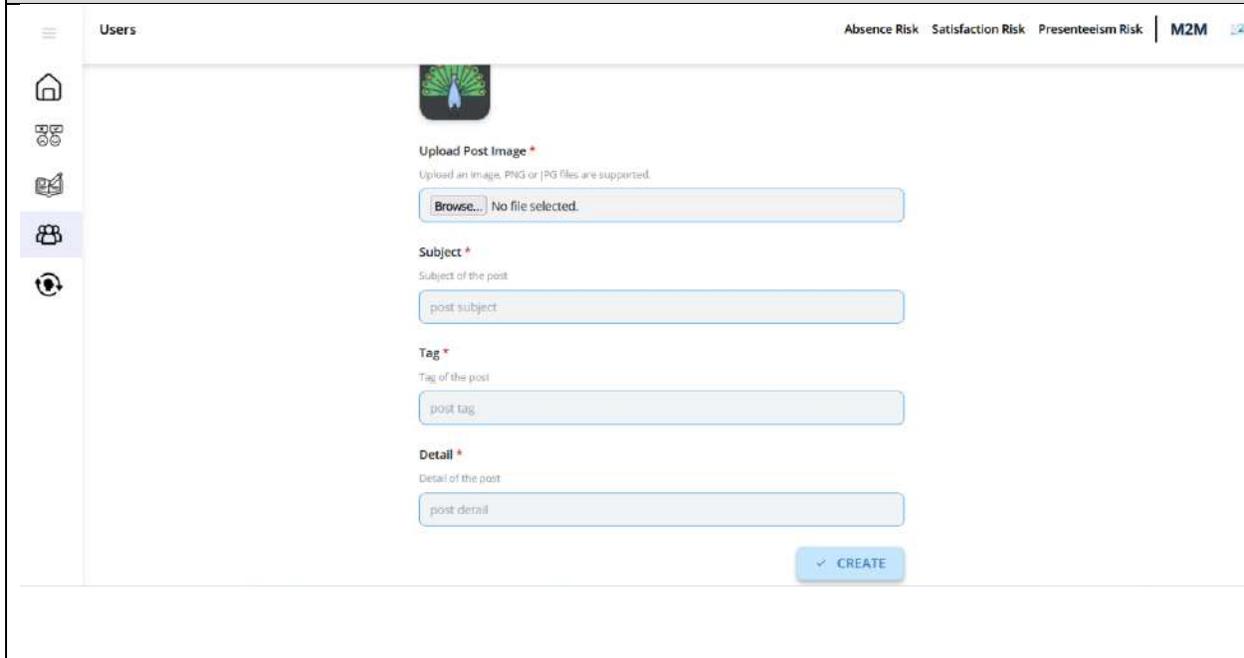
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Step 6b – To review individual health and engagement select the Inspect option which will also show you if any potential trigger words, like ‘suicide’, have been expressed



The screenshot displays the 'Users' section of the Spark App Admin Panel. At the top, the user's email address is partially visible: 'stephanekersnow@outlook.com'. The interface includes a sidebar with navigation icons and a main content area. The main content area features three large, rounded rectangular cards: 'Journal Entries' with a count of 8, 'Habits' with a count of 1, and 'Health' with a percentage of 80%. Below these cards, there is a section titled 'Trigger Words Used' with a text box containing the message 'No trigger words'.

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



The screenshot shows the 'Reach Out' form in the Spark App Admin Panel. The form is titled 'Users' and includes a sidebar with navigation icons. The main content area contains a profile picture placeholder, followed by several input fields: 'Upload Post Image *' (with a 'Browse...' button and 'No file selected' text), 'Subject *' (with a placeholder 'post subject'), 'Tag *' (with a placeholder 'post tag'), and 'Detail *' (with a placeholder 'post detail'). A blue 'CREATE' button is located at the bottom right of the form.

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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

The screenshot shows the 'Users' section of the Spark App Admin Panel. The form includes the following fields:

- Name ***: A text input field containing 'Boxing class'.
- Frequency ***: A dropdown menu set to 'Weekly'.
- Select Days**: Radio buttons for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun', all of which are currently unselected.
- Time ***: A dropdown menu set to 'Select time'.
- CREATE**: A blue button with a checkmark icon.

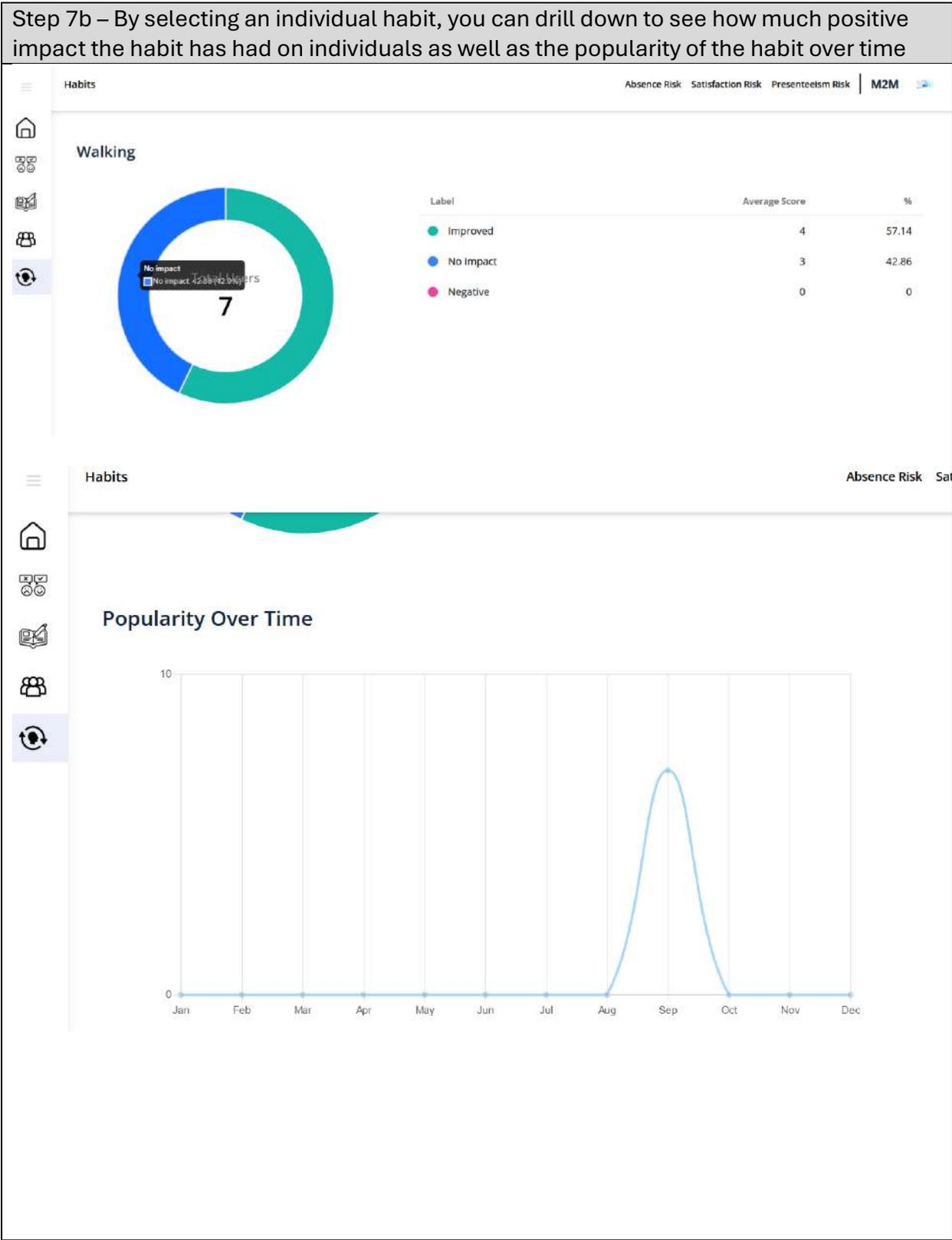
Step 7a – When reviewing existing habits, you can see which one's are making a difference to your users – by usage (popularity) and by its impact (score)

The screenshot shows the 'Habits' section of the Spark App Admin Panel. The table below lists existing habits with their popularity and average scores.

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

