

Spark App Employer Wellbeing Dashboard Guide

Using the admin panel to review wellbeing trends, engagement and actions



Use this guide after your organisation has access to the Spark employer dashboard. It explains how to sign in, interpret wellbeing indicators, manage surveys, review engagement and support users through posts, habits and dashboard insights.

Audience Employer administrators	Purpose Understand wellbeing trends and take supportive action	Access Admin account required
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Responsible use principles

Use dashboard insights to support wellbeing, communication and early intervention. Treat user-level information and trigger-word alerts as sensitive, share only with authorised people and follow your organisation's support or escalation process where risk indicators require action.

Dashboard areas covered

Organisation overview

- Mood trends, average mood, gender split and popular tags.

Risk indicators

- Absence, satisfaction and presenteeism indicators with likely impact.

Surveys

- Create surveys and review responses.

Sentiment and burnout

- Review journal insight summaries and burnout indicators.

Users and engagement

- Inspect user engagement, send posts and schedule habits.

Habit performance

- Review habit usage, score and impact over time.

1. Sign in to the employer dashboard

Access the admin panel using your employer administrator account.



Empower your organisation's wellbeing

Track health insights, manage surveys, and support a healthier workplace.

Wellbeing analytics | Survey management | Secure access

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Welcome back
Sign in to your organisation admin account

Email address
you@company.com

Password
Enter your password [Forgot password?](#)

Sign in

NEW USER?
[Register your organisation](#)

Log in with your admin account

Go to the Spark employer admin portal and sign in using your administrator email address and password.

Admin portal: [Open link](#)

2. Review organisation wellbeing trends

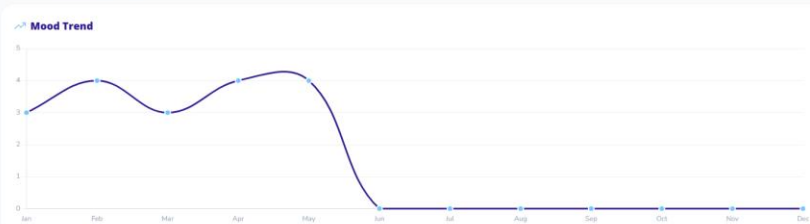
Use the landing page to understand overall wellbeing indicators and user-level engagement summaries at an organisation level.

Your Organisation
Dashboard overview

Pulse Media Group Ltd
Wellbeing overview for August

PERIOD: January - December

Mood Trend



Month	Mood Score
Jan	3
Feb	4
Mar	3
Apr	4
May	4.5
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0

Popular Tags

Most common mood tags this period

- 50% Positivity
- 25% Stress
- 25% Happy

AVERAGE MOOD

0/5

[Share Mood Score](#)

TEAM BREAKDOWN

34 total users

- Male: 27 users
- Female: 2 users
- Other: 5 users

MOOD BY GENDER

Gender	Mood Score
Male	0/5
Female	0/5
Other	0/5

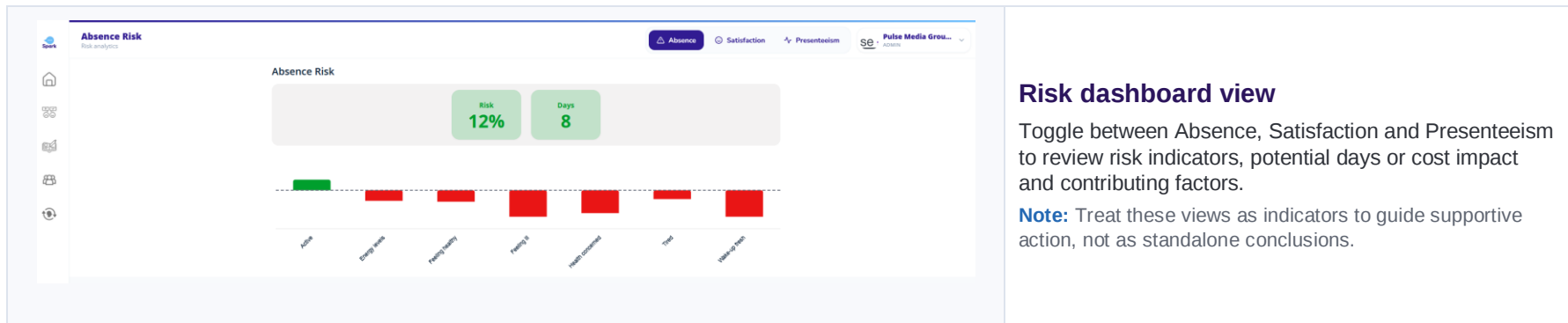
Organisation overview

Review the mood trend, average mood score, team breakdown and popular tags displayed on the opening dashboard.

Note: Use this screen as the starting point before drilling into risk, sentiment, surveys or user engagement.

3. Assess risk indicators

Use the top menu options to switch between absence, satisfaction and presenteeism risk views. Each view shows potential impact and likely contributing causes.



4. Create and review surveys

Use surveys to gather feedback, run wellbeing checks or create simple booking forms for workshops and initiatives.

Surveys

Manage organisation surveys

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Surveys

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Help

← Absence

⊙ Satisfaction

⚙ Presentation

se Pulse Media Group ADMIN

← Create Survey

DATE	TITLE	PARTICIPANTS
04.11.2025	Burnout Self-Test	8
04.11.2025	Psychological General Well-Being Index	22
11.12.2024	PAR-Q	3
14.12.2024	Random survey	3
15.12.2024	Boxing class 16-12-2024	2
11.03.2025	Check-in	3
27.10.2025	Test 27102025	0
04.11.2025	Test 04112025	0
10.11.2025	Test 10112025	2
01.12.2025	Test 01122025	1

Review survey list

Open Surveys to review existing surveys and participant counts. Select a survey title to view responses.

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← Back to Surveys

Create Survey

Add a title and up to 10 questions

Title *

Survey title (max 256 characters)

Enter survey title

Question 1 *

Enter your question

+ Add another question

Create Survey

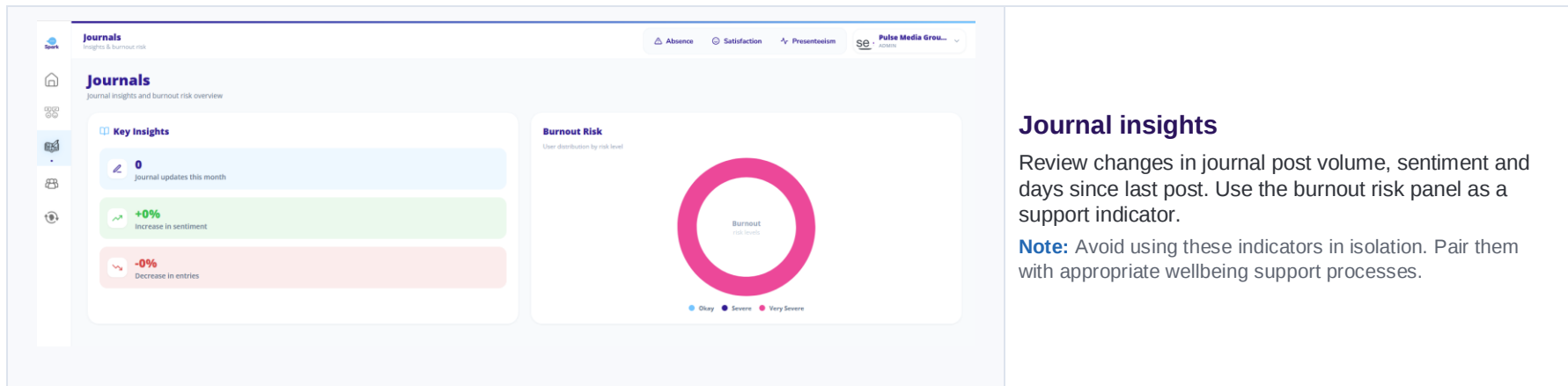
Create a new survey

Select Create Survey, enter a title, add one or more questions and create the survey.

Note: Surveys can be used for multi-question feedback or a simple attendance/booking form.

5. Review sentiment and burnout indicators

Use journal insights to understand sentiment movement and view burnout risk summaries.



6. Manage users and engagement actions

Use the Users module to view users, send posts, schedule habits and manage records for users under your organisation.

Spark

Team members & wellbeing

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Absence

Satisfaction

Presenteeism

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Users

34 team members

Bulk Posts

Bulk Habits

Filters

Click to expand filters

USERNAME	HEALTH	INSPECT	REACH OUT	SCHEDULE HABIT	VIEW POSTS	VIEW HABITS	DELETE
S4000	0%	🔍	✉️	📅	📄	📄	🗑️
Angel's Essence	63%	🔍	✉️	📅	📄	📄	🗑️
areeb	42%	🔍	✉️	📅	📄	📄	🗑️
benji	59%	🔍	✉️	📅	📄	📄	🗑️
gia	42%	🔍	✉️	📅	📄	📄	🗑️
Hi	0%	🔍	✉️	📅	📄	📄	🗑️
J	0%	🔍	✉️	📅	📄	📄	🗑️
jays	80%	🔍	✉️	📅	📄	📄	🗑️

Showing 1 - 10 of 34 users

< 1 2 3 4 >

Users module

Open Users to view the user list. Use Bulk Posts for communications, Bulk Habits for reminders, View Posts and View Habits for existing activity, or delete users no longer under your organisation.

Spark

Team members & wellbeing

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User activity overview

JOURNAL ENTRIES

36

HABITS

2

HEALTH

42%

Low

Trigger Words Used

No trigger words

Inspect individual user engagement

Select Inspect to review individual engagement, mood, reminders and any trigger words highlighted by the platform.

Note: Trigger-word information is sensitive. Follow your organisation's support and escalation process.

Users
Team members & wellbeing

← Back to Users

Reach Out
Sending to gta

Post image *
PNG or JPG, max 5MB

Subject *
Max 256 characters
Post subject

Tag *
Max 256 characters
Post tag

Detail *
Max 256 characters
Post detail

Cancel Create Post

Send a post or communication

Use Reach Out to send an individual post. Add an image, subject, tag and message content, then create the post.

Note: Use tags consistently so communications are easier to categorise and find.

Users
Team members & wellbeing

← Back to Users

Schedule Habit
Assigning to gta

Habit name *
Max 256 characters
e.g. Morning walk

Frequency *
Weekly

Select days
Mon Tue Wed Thu Fri Sat Sun

Time *
Select time

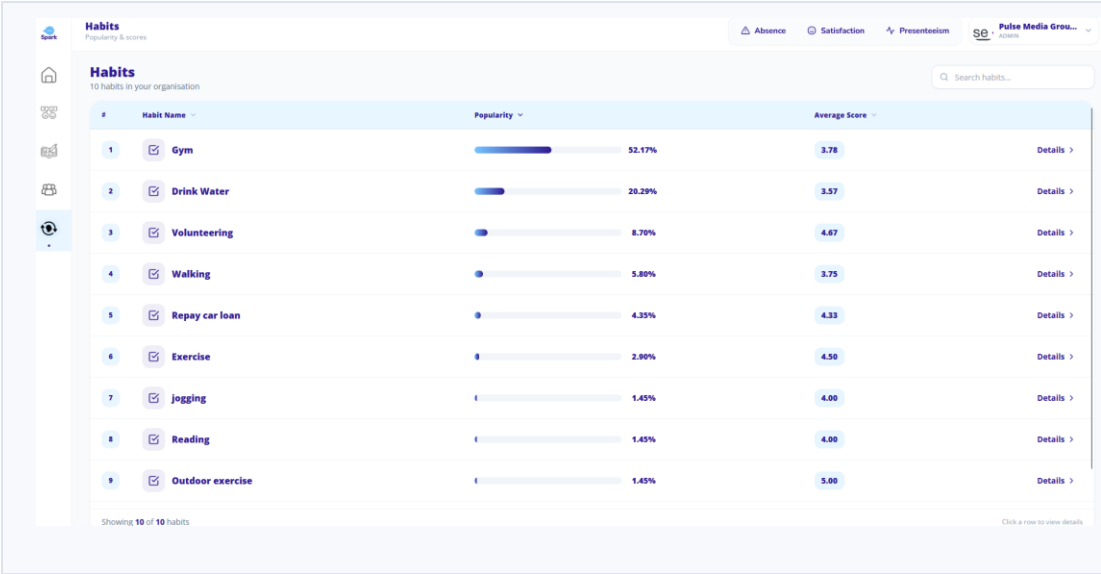
Cancel Create Habit

Schedule an individual habit

Use Schedule Habit to create a reminder for an individual user. Set the habit name, frequency, days and time, then create the habit.

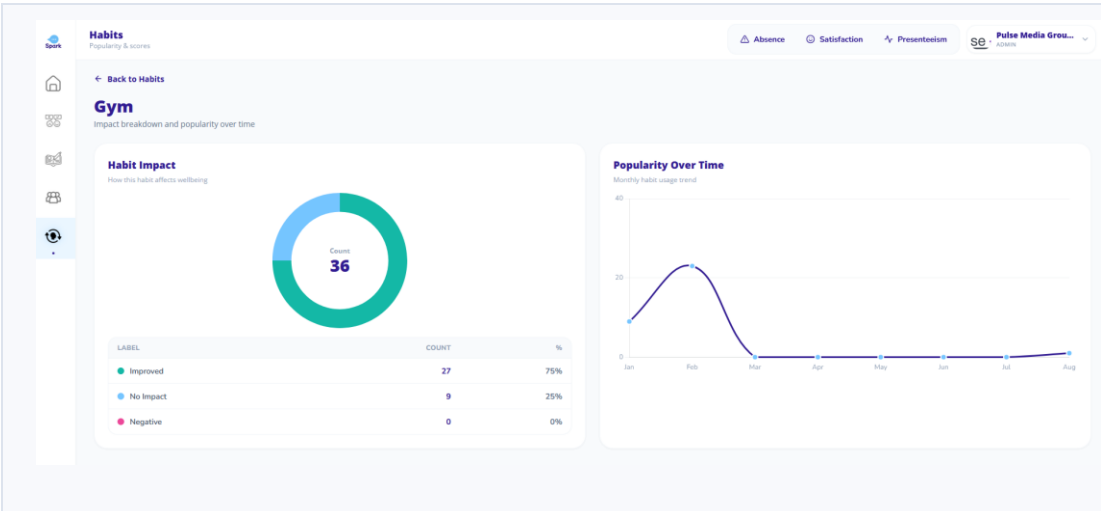
7. Review habit performance

Use the Habits module to understand which habits are being used and which appear to have the strongest positive impact.



Habit list and performance

Open Habits to review popularity and average score for each habit. Use this to identify activities with higher usage and impact.



Habit detail view

Select a habit to review individual impact and popularity over time. Use the trend view to understand whether engagement is increasing or reducing.

Need help?

For dashboard access or employer admin questions, email info@sparkyourhealth.co.uk.