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Aarohan

Training Guide-
Franchise Admin

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1. Preface

This guide is intended for Franchise Admin.

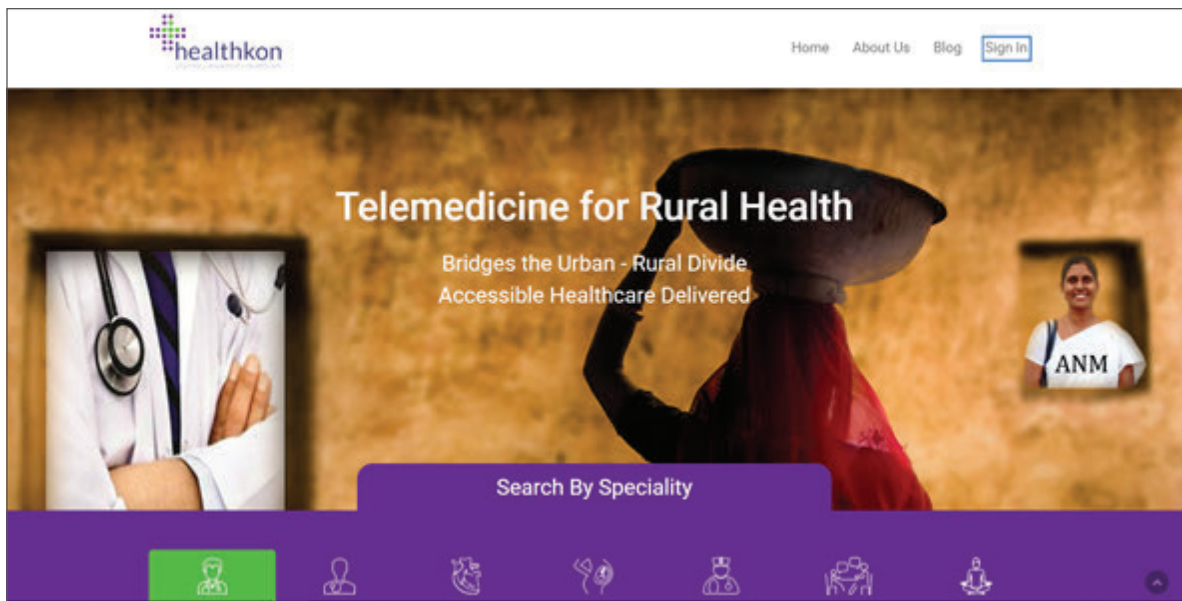
You (Franchise Admin) can add nodes, node administrators and health workers for your franchise; upload doctors' profiles, and create time slots for doctors.

1.1 Log in to the Healthkon Aarohan Platform

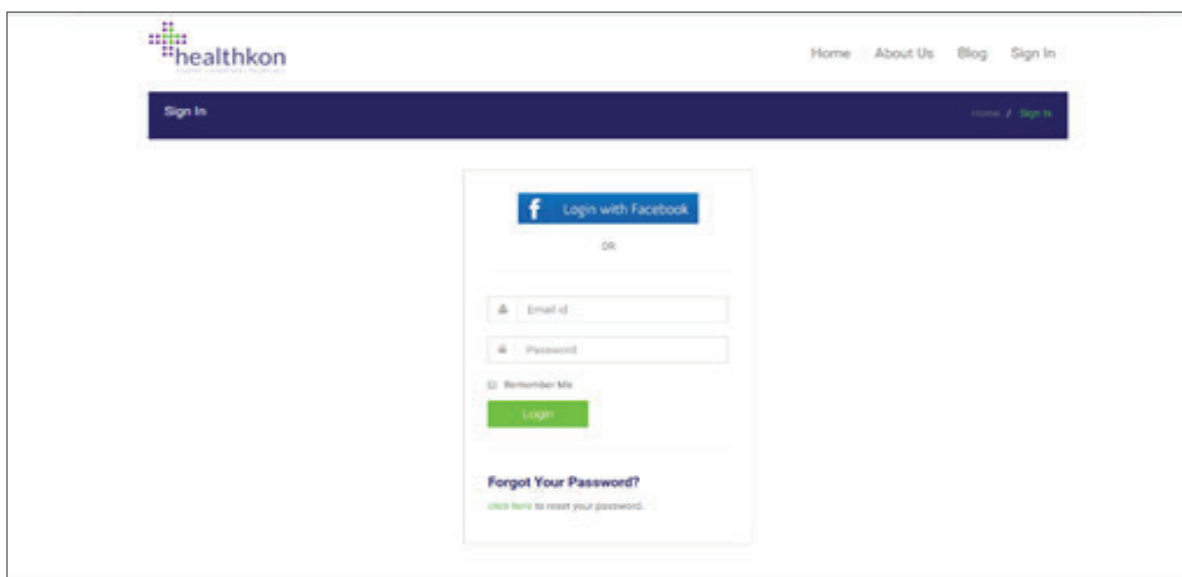
1. In the Address bar of the browser, enter the URL for Healthkon platform:

<https://www.aarohan.healthkon.com/>

The Healthkon Aarohan platform opens.



2. Click **Sign in** to log in as Franchise Admin. The **Sign in** page appears.



3. Enter the required credentials and click **Log in**.

By default, the Franchise page appears and the **User Management > Nodes** tab is selected.

The screenshot shows the Healthkon Franchise Administration interface. The 'User Management' sidebar is active, and the 'Nodes' tab is selected. The main content area displays a table of nodes with the following data:

Name	Location	Room Size	Consultation Room	Seating Capacity	Height Machine	Lighting	Washrooms
Jharkh		50	1	16-20	Y	Y	Y
Pattankhede		50	1	11-15	Y	Y	Y
Dahagpoin		50	1	16-20	Y	Y	Y

2. Manage Users

You can add nodes, node admins & health workers to your Healthkon Platform.

2.1 Create a Node

1. On the **User Management > Nodes** tab, click **Create Node**.

The screenshot shows the same Healthkon Franchise Administration interface as above, but with the 'Create Node' button in the top right corner of the 'Nodes' section highlighted with a red box.



The **Create New Node** pop-up appears.

The screenshot shows a web browser window with the URL <https://beta.healthkron.com/franchiseAdmin/node/new>. A modal window titled "Create New Node" is open, displaying a form with the following fields:

- Node Name (text input)
- Node Location (text input)
- Room Size (Sq. Yds) (text input)
- Consultation Room (dropdown menu)
- Lease Documents (file upload button: "Choose File" / "No file chosen")
- Seating Capacity (dropdown menu)
- Height/Weight Measurements (dropdown menu)
- Washrooms (dropdown menu)
- Lighting (dropdown menu)
- First Aid Kits (dropdown menu)
- ICT Requirements section:
 - Printer (dropdown menu: Available)
 - Laptop (dropdown menu: Available)
 - Web Camera (dropdown menu: Available)

A green "Save" button is located at the bottom right of the form.

2. Enter the node details and click **Save**. The new node details appear in the Nodes list.

2.2 Create a Node Admin

1. On the **User Management > Node Admins** tab, click **Create Node Admin**.

The screenshot shows the "Node Admins" tab in the HealthKron system. The page includes a navigation menu with "Home", "About Us", "Blog", "Upload Data", "Profiles", "Campaigns", "Reports", and "Test Franchisee". A sidebar on the left contains "User Management", "Upload Files", "Medicines", and "Device Management". The main content area displays a table of Node Admins with the following data:

Node Name	Name	Email	Phone	Address	Unique Id	Pharmacy Id
Gangapur	Node Admin 1	rajesh.sahed@gmail.com	888543362	H no 8-2, 676/1, Rd no 13	BORPSE205P	Test Pharma
Jhansi	Node Admin 2	pritesh.garg@gmail.com	824769210	DK Road, Amnerpet	DLAPABC13234	Test Pharma
Fartheshkhedi	Node Admin 3	vivek@gmail.com	970490677	Kwikat, Secunderabad	DLFAP1234	Test Pharma
Vajapur	Node Admin 4	tanujhargava@outlook.com	8184854073	Wingfield, Bangalore	DLB08520	Test Pharma
Khandewadi	Node Admin 5	dartha.rao@gmail.com	7995594545	Chandanagar, Hyderabad	DLAPABC132374	Test Pharma

A "Create Node Admin" button is visible in the top right corner of the table area.



The **Create New Node Admin** pop-up appears.

2. Enter the details for the Node Admin, and click **Save**.

2.3 Edit Node Admin

You can edit the details of Node Admin, if required.

1. Select the **User Management > Node Admins** tab.
2. In the list of **Node Admins**, click **Edit** for the Node Admin whose details you want to modify.

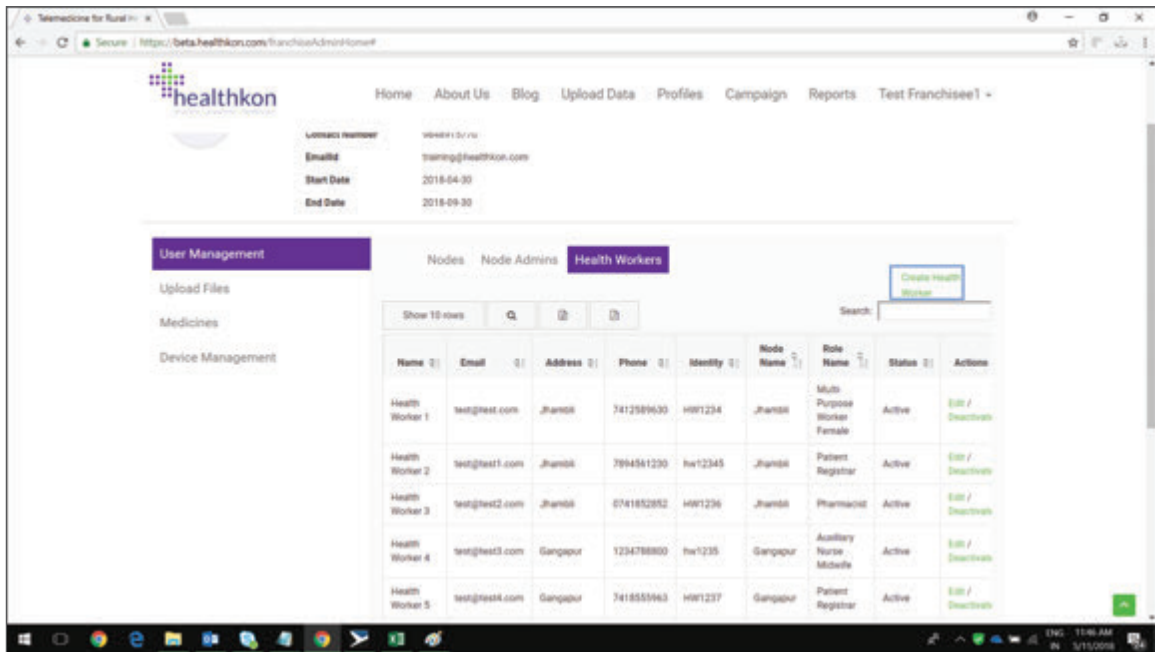
The **Edit Node Admin** pop-up appears.



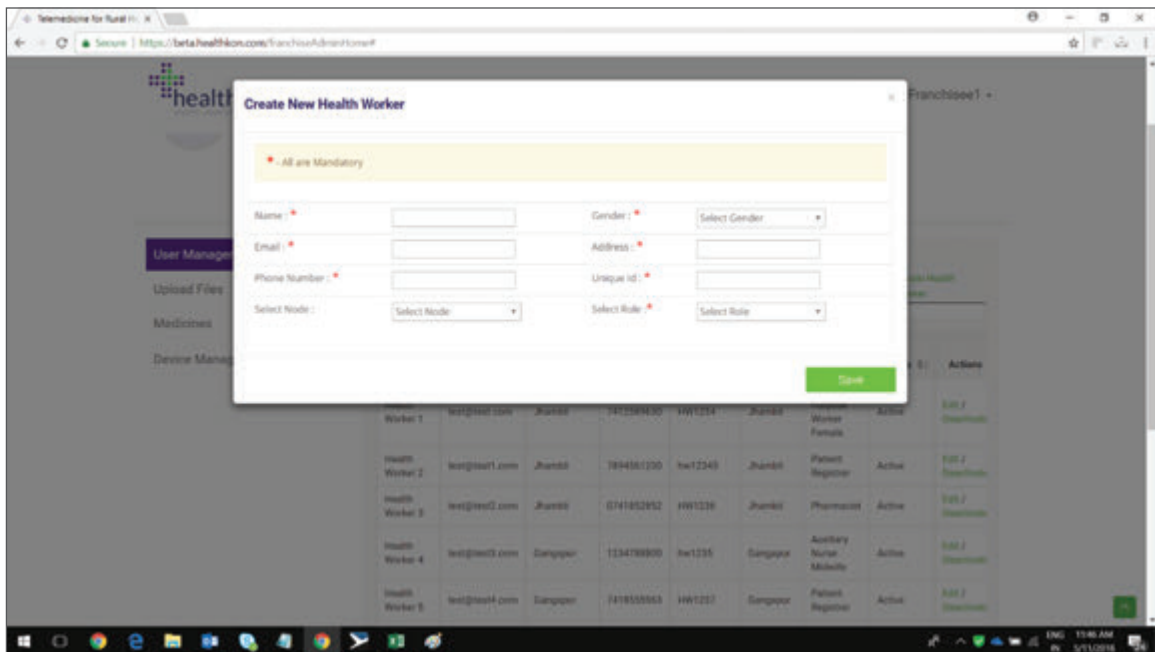
3. Make changes as needed and click **Update**.

2.4 Create a Health Worker

1. On the **User Management > Health Workers** tab, click **Create Health Worker**.



The **Create New Health Worker** pop-up appears.



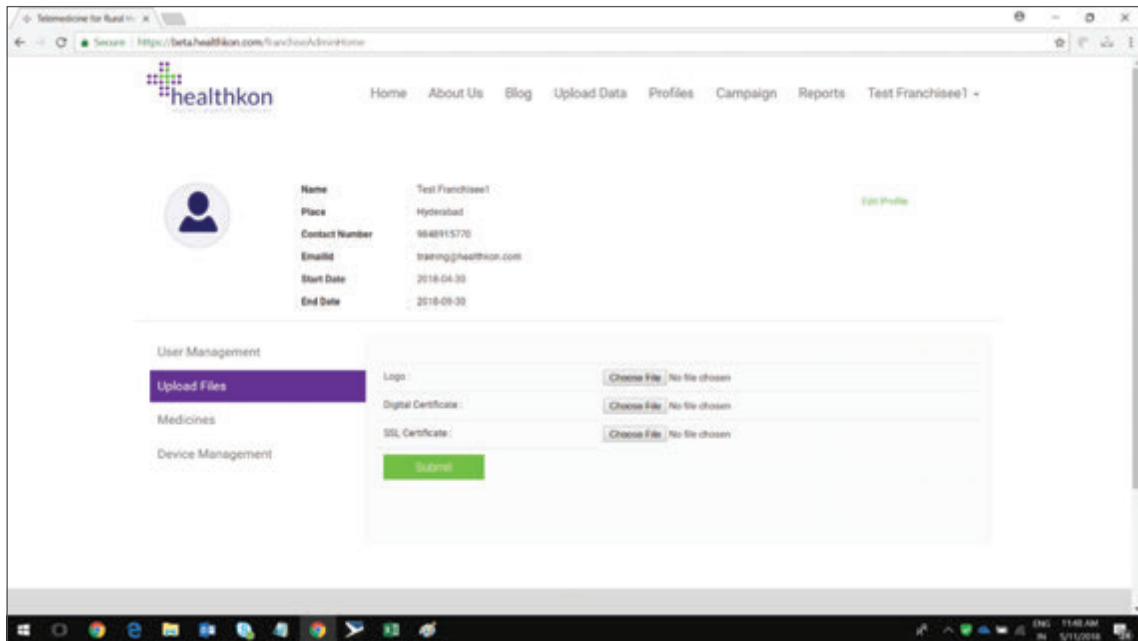
2. Enter the details for the health worker and click **Save**.



3. Upload Files

You can upload your company logo, your digital signature, and also add SSL certificate.

1. On your dashboard, click **Upload Files**.



2. Choose a file each for logo, digital certificate and SSL certificate.

3. Click **Submit**.

4. Manage Medicine Details

You can add details for a single drug, or upload details for all medicines at once.

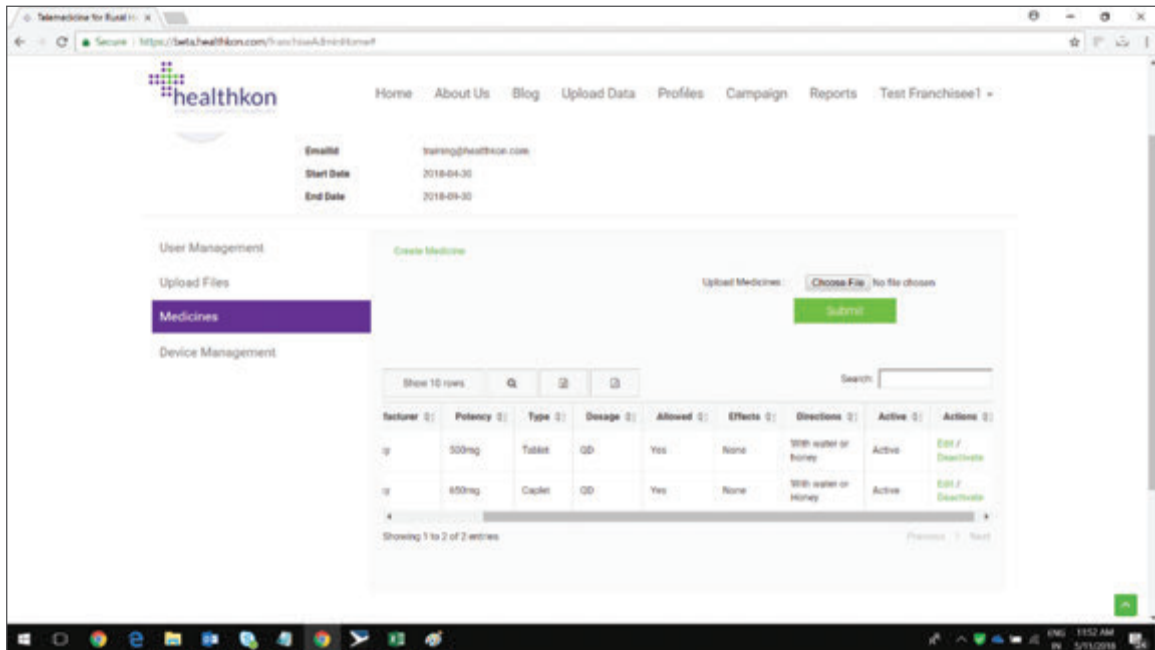
To upload details of all medicines in one go, you must first add the details in the medicine template provided to you by Healthkon and save the sheet.

You can edit medicine details, such as dosage, and deactivate a medicine from the list.



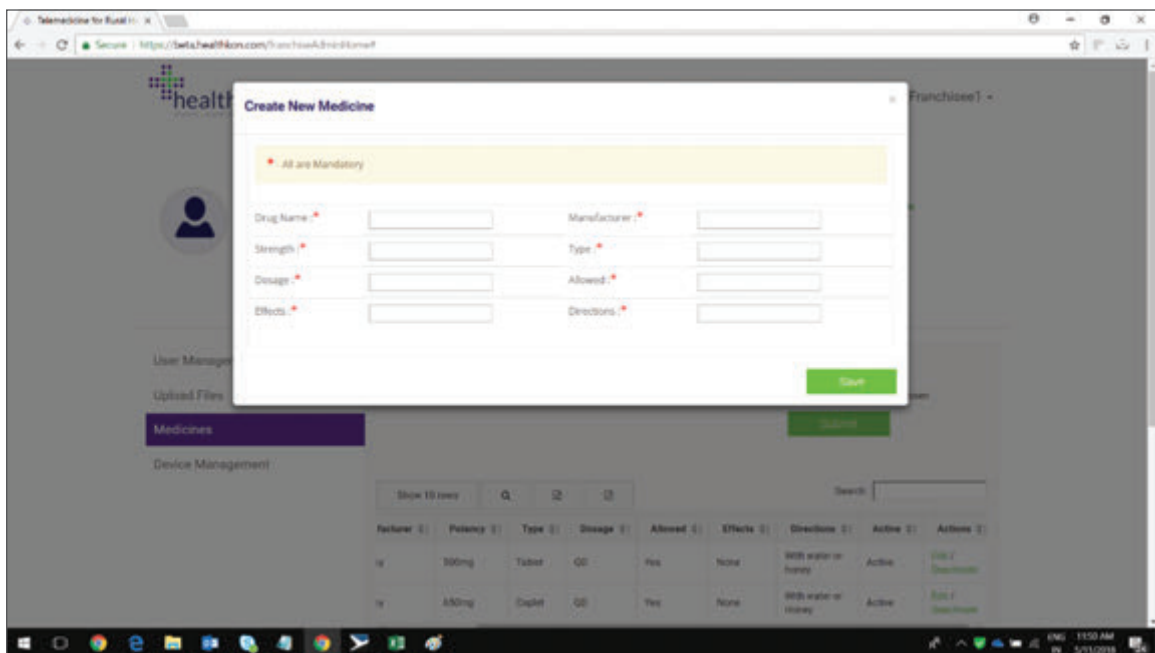
4.1 Add Medicine Details

1. On your dashboard, click **Medicines**.



2. To add details for a single drug:

a. Click **Create Medicine**. The **Create New Medicine** pop-up appears.



b. Enter the details for the medicine, and click **Save**.



3. To upload details of all medicine in one go:
 - a. Click **Choose File** for **Upload Medicine**.
 - b. Select the saved excel sheet template for medicines.
 - c. Click **Submit**.
4. Medicine details are added to the list of medicines.

4.2 Edit Medicine Details

1. On the **Medicines** tab, in the list of medicines, click **Edit** for the medicine to edit.
2. The Edit Medicine pop-up appears.
3. Make changes, as needed.
4. Click **Update**.

5. Manage Devices

You can add devices for a node admin.

5.1 Assign Device to a Node Admin

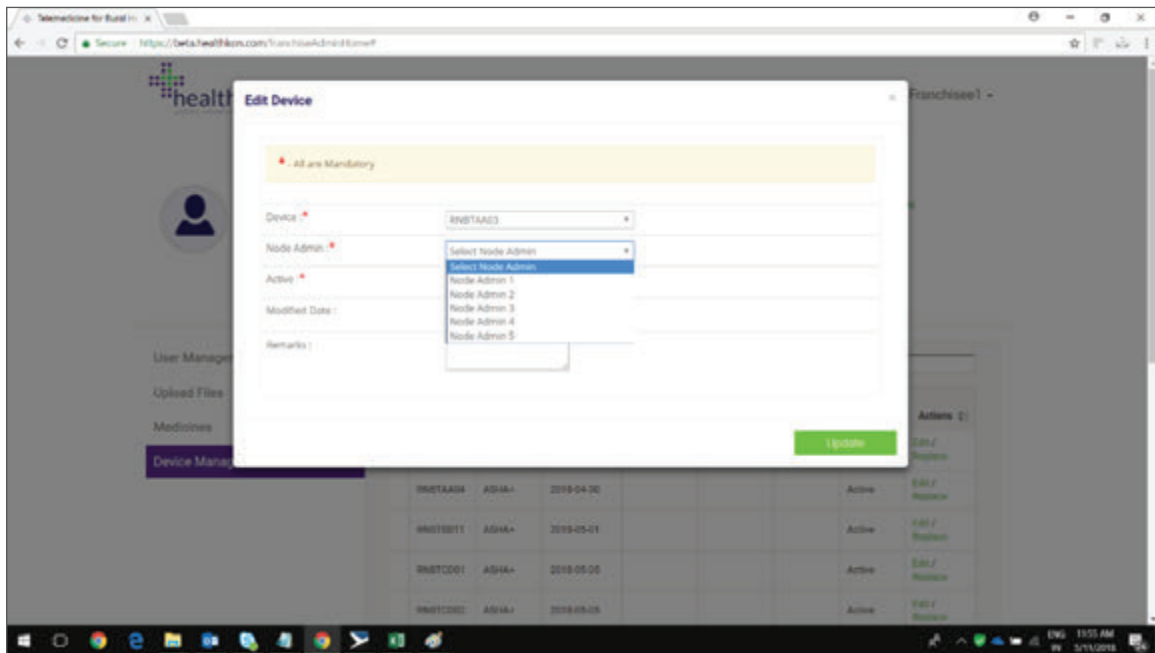
1. On your dashboard, click **Device Management** to view the devices allocated to you.

The screenshot shows the HealthKon dashboard. At the top, there is a navigation menu with links: Home, About Us, Blog, Upload Data, Profiles, Campaign, Reports, and Test Franchisee1. Below the navigation, there is a user profile section for 'Test Franchisee1' with details: Name, Place (Mysorebad), Contact Number (984815770), Email (training@healthkon.com), Start Date (2018-04-30), and End Date (2018-09-30). Below the profile, there is a sidebar menu with options: User Management, Upload Files, Medicines, and Device Management (highlighted in purple). The main content area displays a table of devices with columns: Device ID, Device Type, Handover Date, Modified Date, Remarks, Node Admin, Status, and Actions. The table contains six rows of device data.

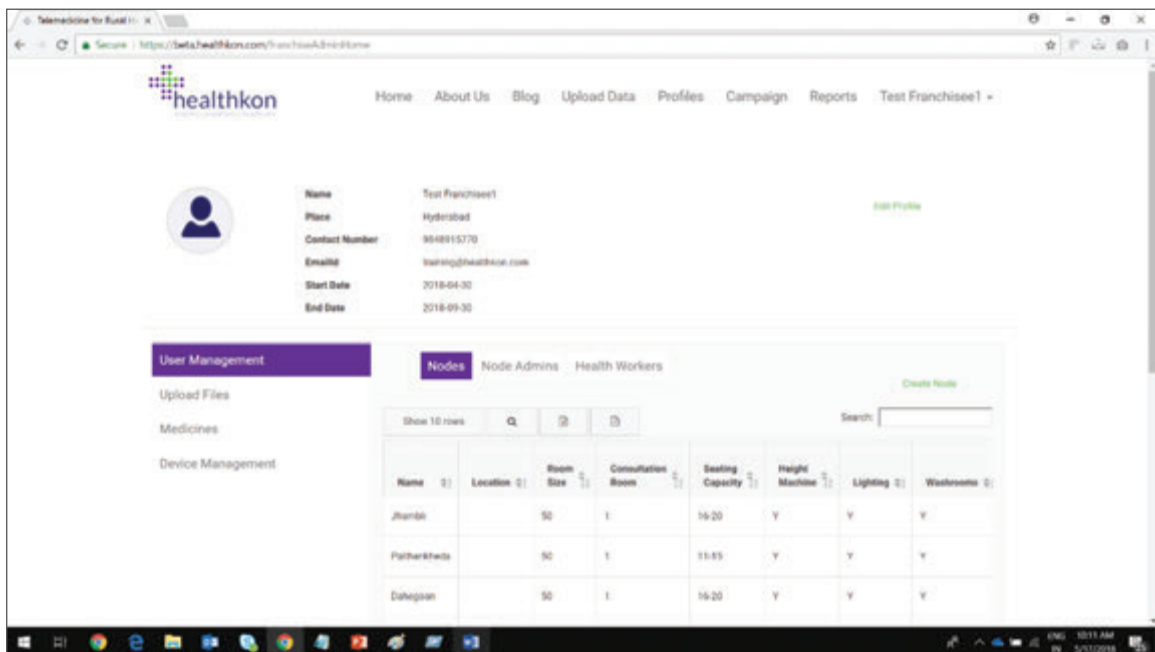
Device ID	Device Type	Handover Date	Modified Date	Remarks	Node Admin	Status	Actions
MBSTAAG3	ADHA+	2018-04-30				Active	Edit / Replace
MBSTAAG4	ADHA+	2018-04-30				Active	Edit / Replace
MBTB011	ADHA+	2018-05-01				Active	Edit / Replace
MBTCD01	ADHA+	2018-05-05				Active	Edit / Replace
MBTCD02	ADHA+	2018-05-05				Active	Edit / Replace

2. On the list of devices, click **Edit** for the device to allocate to a node admin. The Edit Device pop-up appears.





3. On the **Devices** list, select the device.
4. On the **Node Admin** list, select the node admin to assign the device to.
5. By default, the state is **Active** and the **Modified Date** is today's date.
6. Enter any remarks, if needed.
7. Click **Update**.

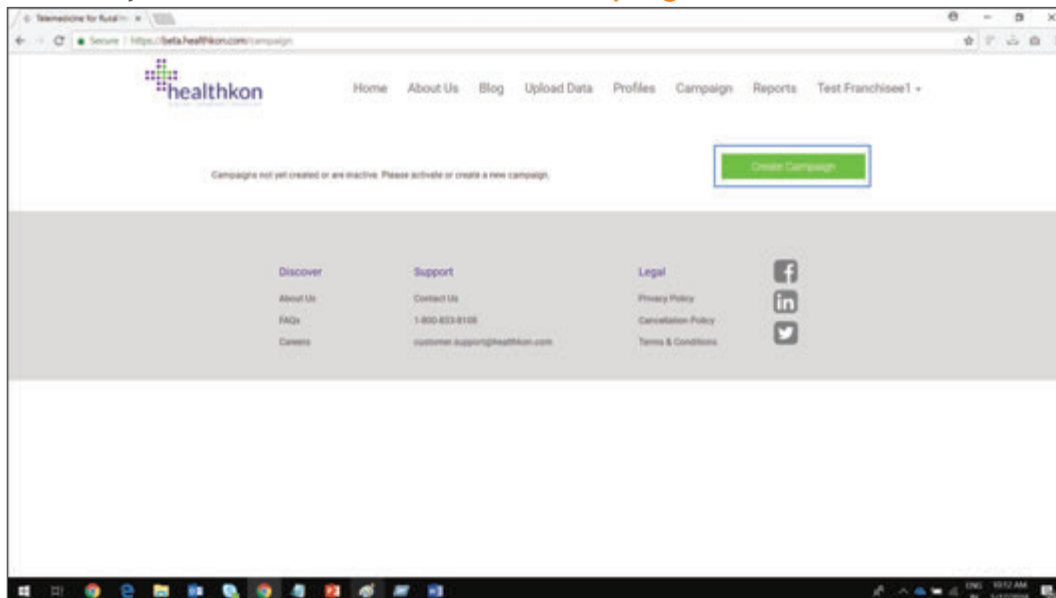


6. Manage Campaigns

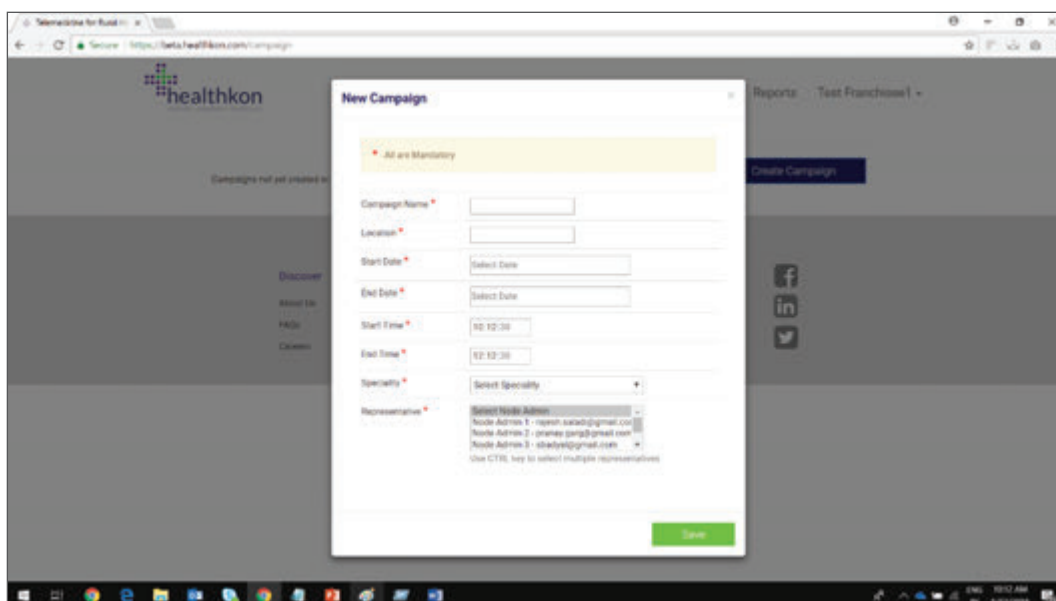
You can create, edit and delete a campaign.

6.1 Create a Campaign

1. On your dashboard menu, click **Campaign**.



2. Click **Create Campaign**. The **New Campaign** pop-up appears.

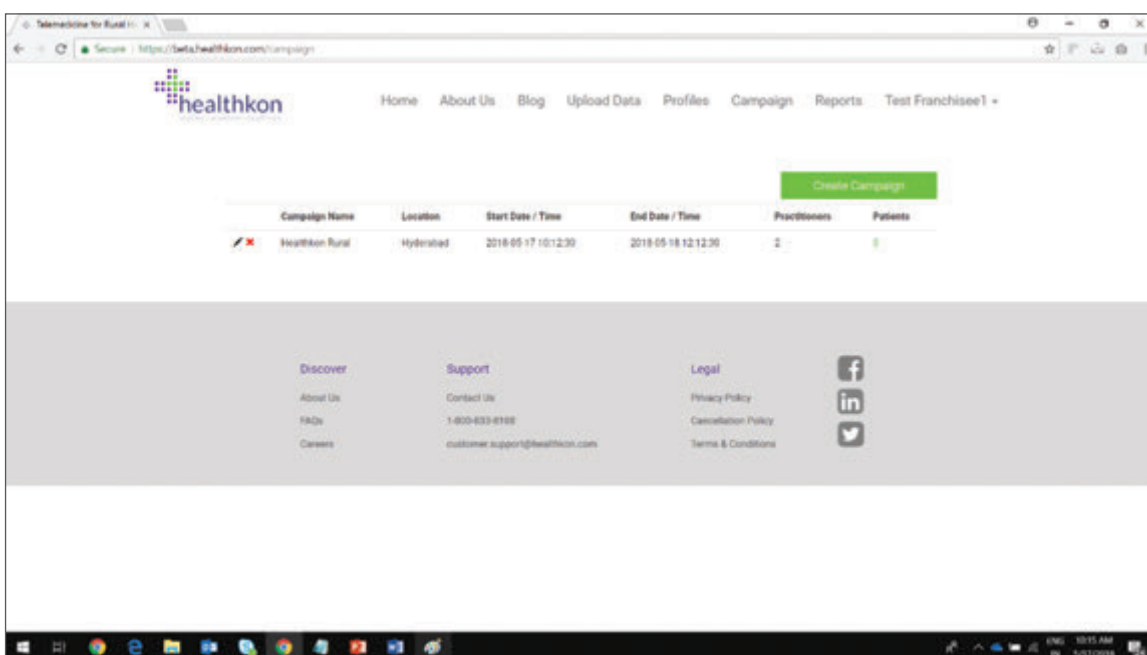


3. Fill in the following details:

- Name:** A name for the campaign.
- Location:** The location for which the campaign is created



- c. **Start Date** and **End Date**: The date when the campaign is required to start and end. A campaign automatically disappears from the dashboard once the end date is over.
 - d. **Start Time** and **End Time**: The time when the campaign is required to start and end on each day between the 'Start Date' and 'End Date', both inclusive.
 - e. **Please note that the campaign will be valid for given 'Start Time' and 'End Time' and not for 24 hours.**
 - f. **Specialty**: The specialty of the doctors required for the campaign.
 - g. **Representative**: The node admin assigned to the campaign. You can assign multiple node admins by clicking on Ctrl key and selecting the node admin.
4. Click **Save**. Once a campaign is created it appears in the list of campaigns.



6.2 Edit a Campaign

1. On the list of campaigns, click the Pen icon for the campaign to modify the campaign.
2. The **Edit Campaign** pop-up appears.
3. Make changes as needed and click Update.

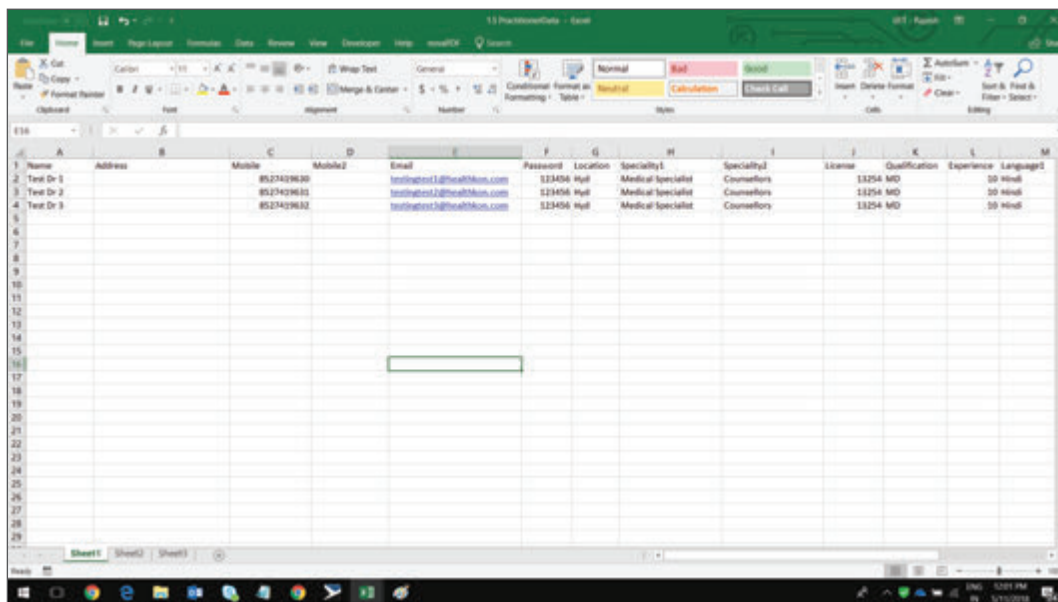
6.3 Delete a Campaign

1. On the list of campaigns, click the Cross icon to delete the campaign.
2. Click OK to confirm deletion.



7. Upload Doctor Profiles and Create Slots

Fill the Practitioner data excel sheet provided to you by Healthkon as shown below, and save the sheet

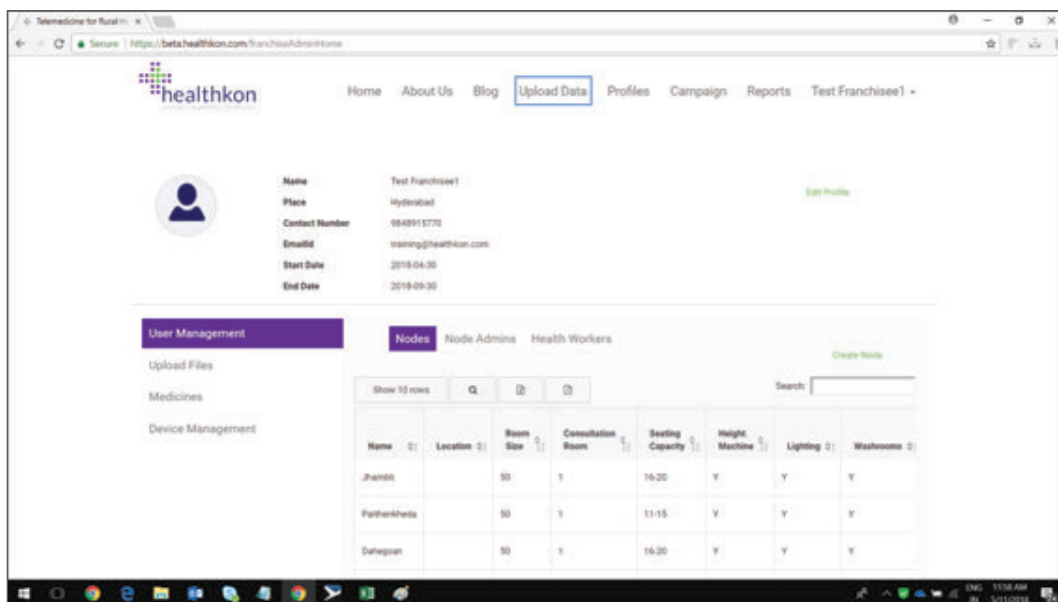


Important!

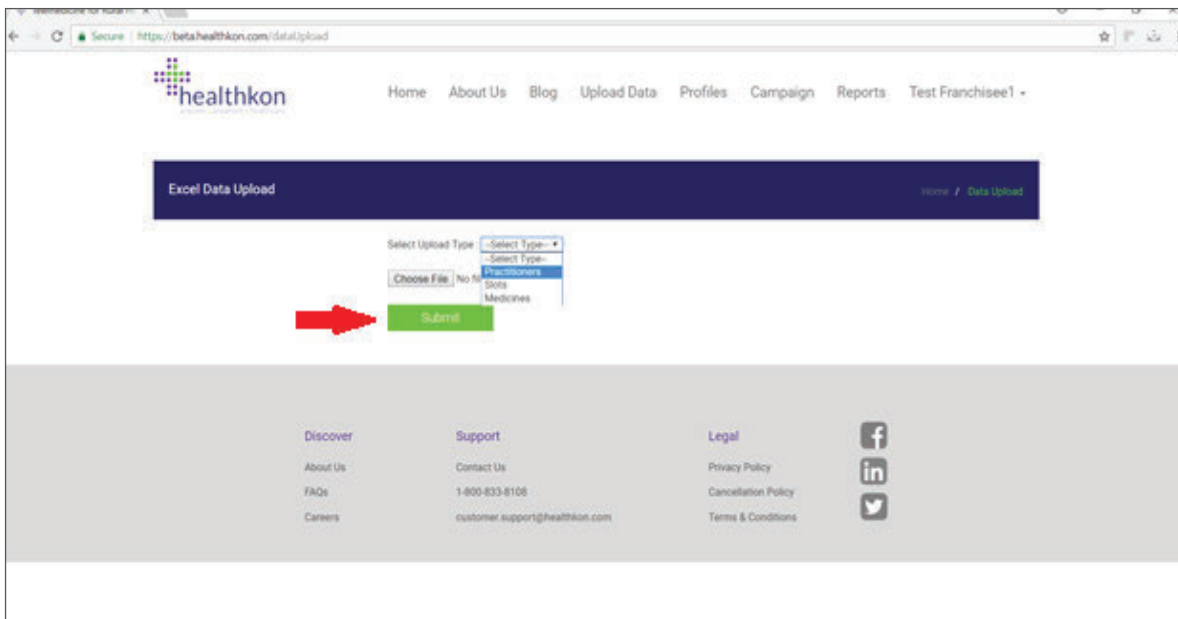
- The date of birth (DOB) should be in **yyyy/mm/dd** format.
- You can select up to two specialties.

7.1 Upload Doctor's Profile

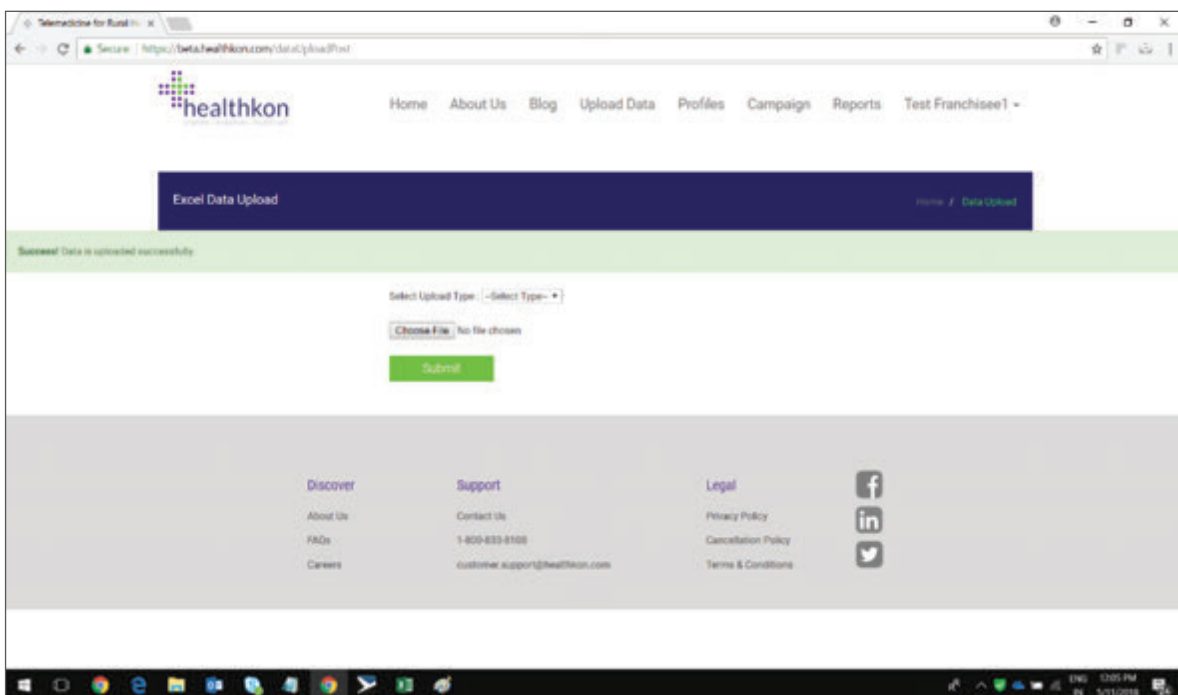
1. On your dashboard, click Upload Data.



The **Excel Data Upload** page appears



2. On the **Select Upload Type** list, select **Practitioners**.
3. Click **Choose File** and select the practitioners excel sheet that you had saved earlier.
4. Click **Submit**. On a successful upload, a message appears.



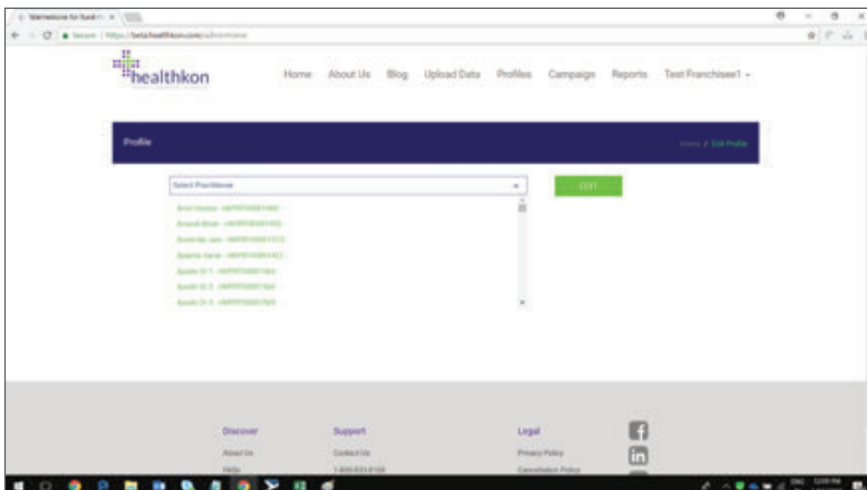
Note: If any duplicate mobile number or email address is found, the system throws an error



7.2 Create Time Slots

You can view the uploaded profiles and create consultation slot for the Doctor to participate in the campaign.

1. On your dashboard menu, click **Profiles**. The **Profile** page appears.



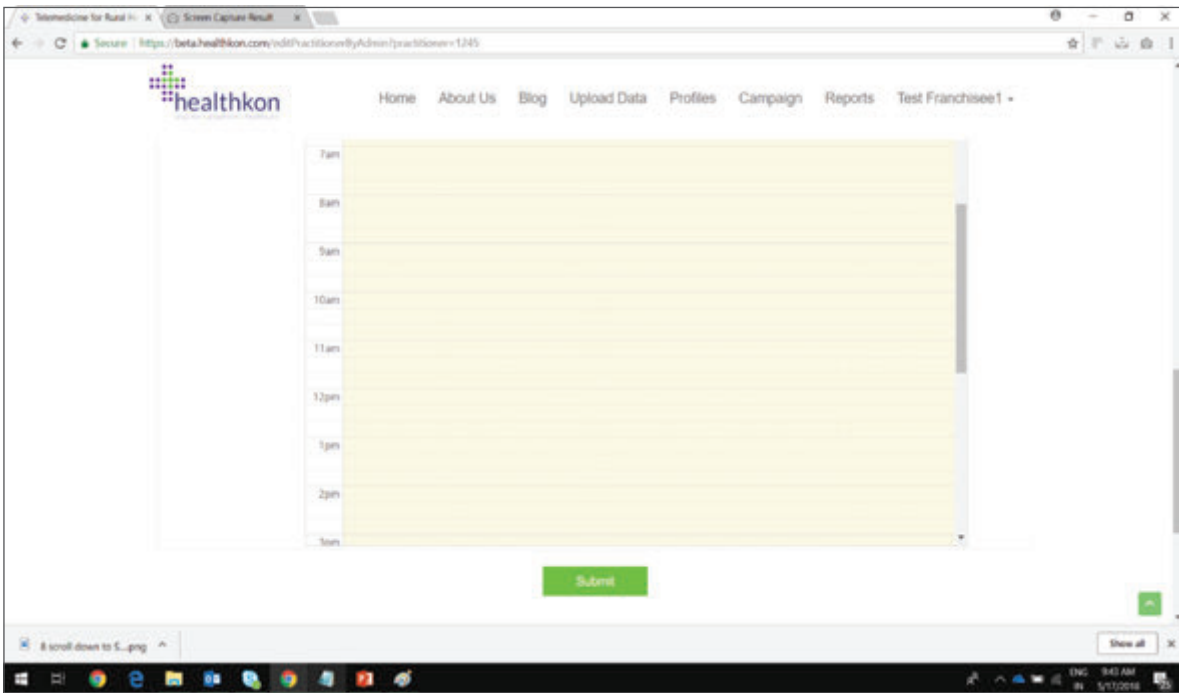
2. Click **Select Practitioner** to see the list of doctors for your franchise.

Note: You may edit or activate a doctor or deactivate a doctor from your dashboard any time.

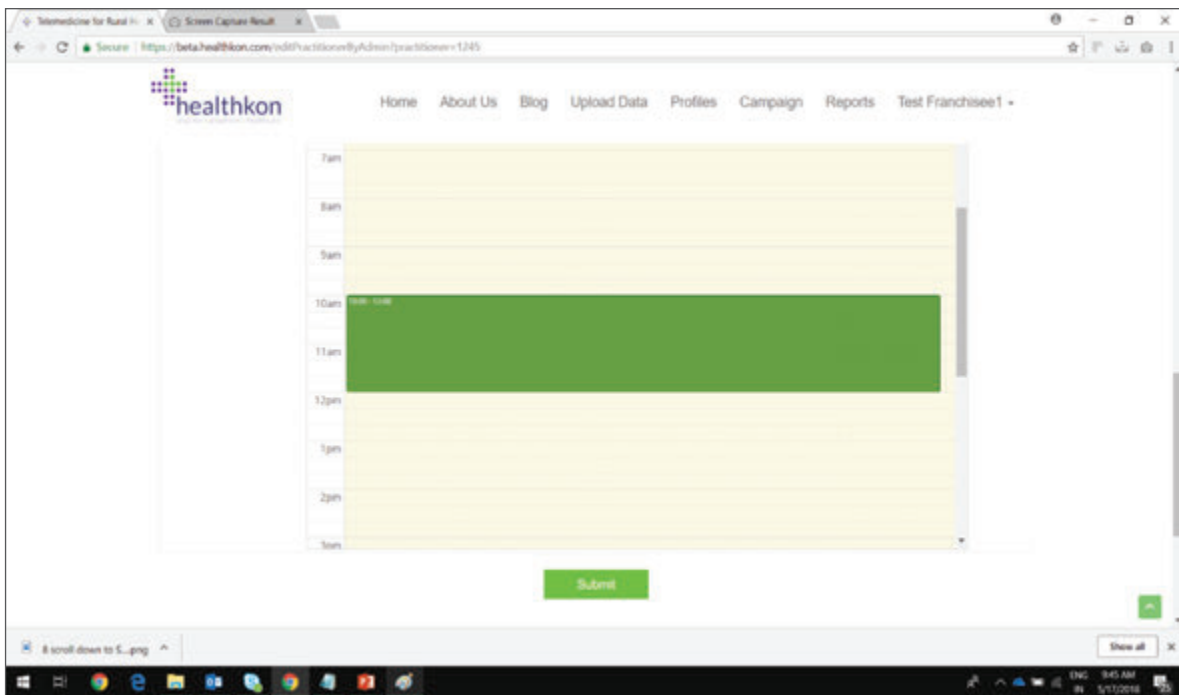
3. Select the doctor from the list and click **Edit**. The profile of the selected doctor appears.



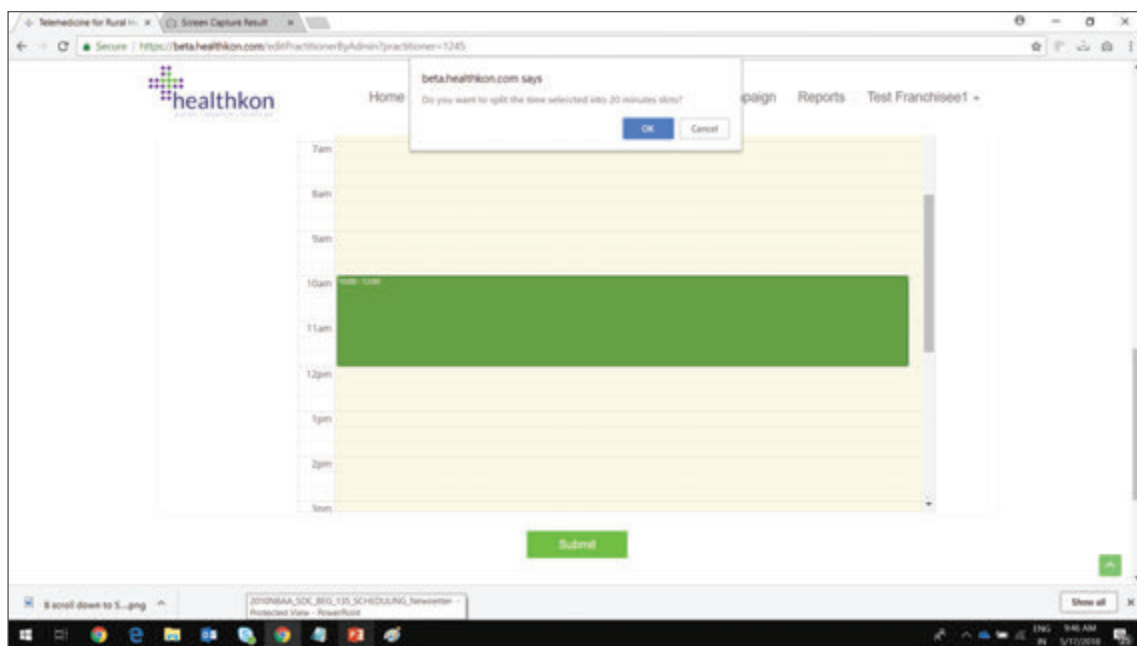
- • • Scroll down to **Schedule Details**. A calendar with Month, Week and Day view is available. Use the calendar to open slots.



5. To select the slot, place the cursor on the time you want to open the slot and drag it to the time where you want to end the slot, and then release the mouse. For example, to open the slot for 10:00 AM to 12:00 PM, place the cursor on 10:00 AM and drag it to 12:00 PM.



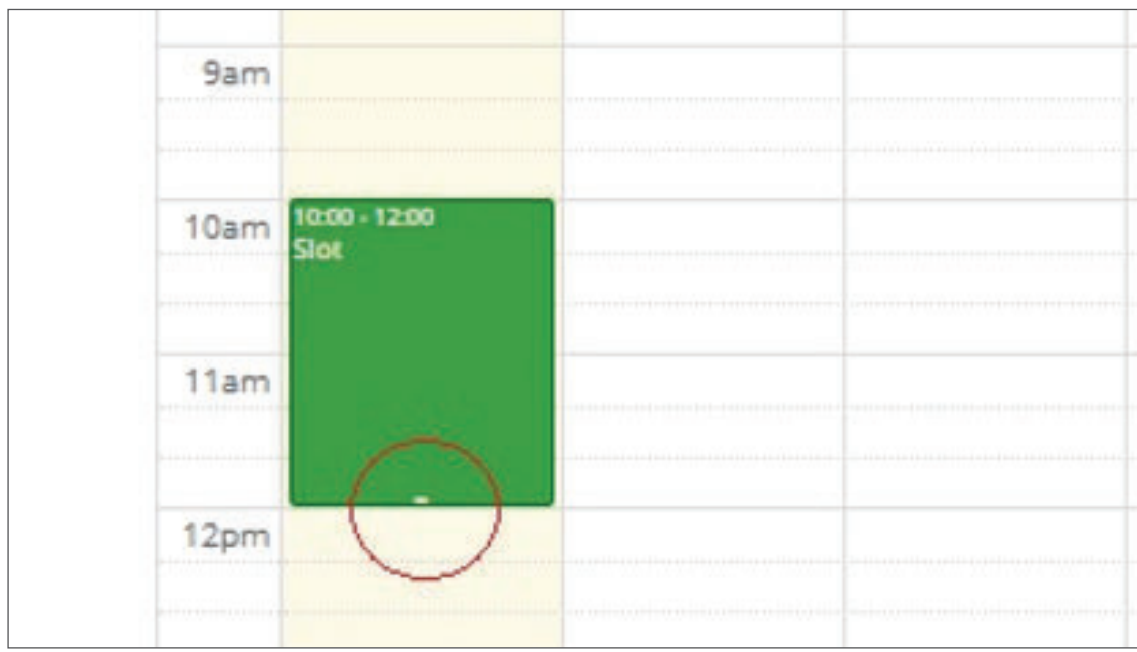
6. Click **Submit**. A message appears to confirm if you want to split the slot into 20 minutes slots.



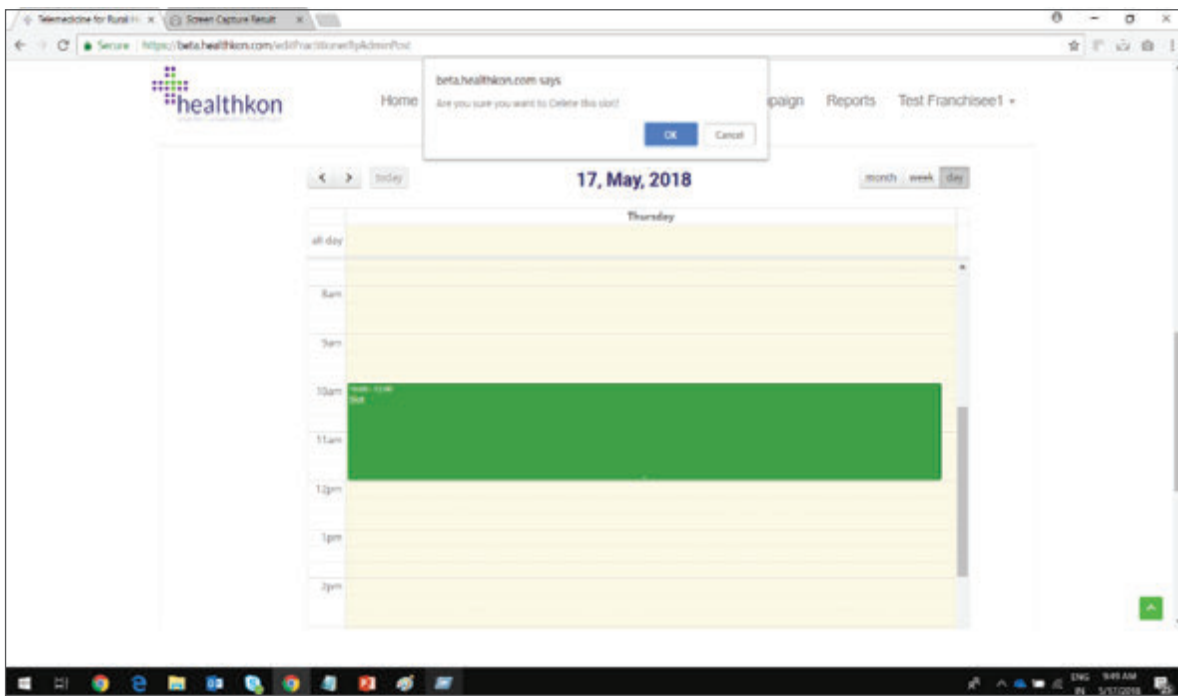
7. If you wish to create slots for 20 minutes interval, click **OK**, otherwise, to keep the continuous 2-hour session, click **Cancel**.

8. To delete the slot:

- a. Click the two short lines at the bottom of the selected slot (green area).



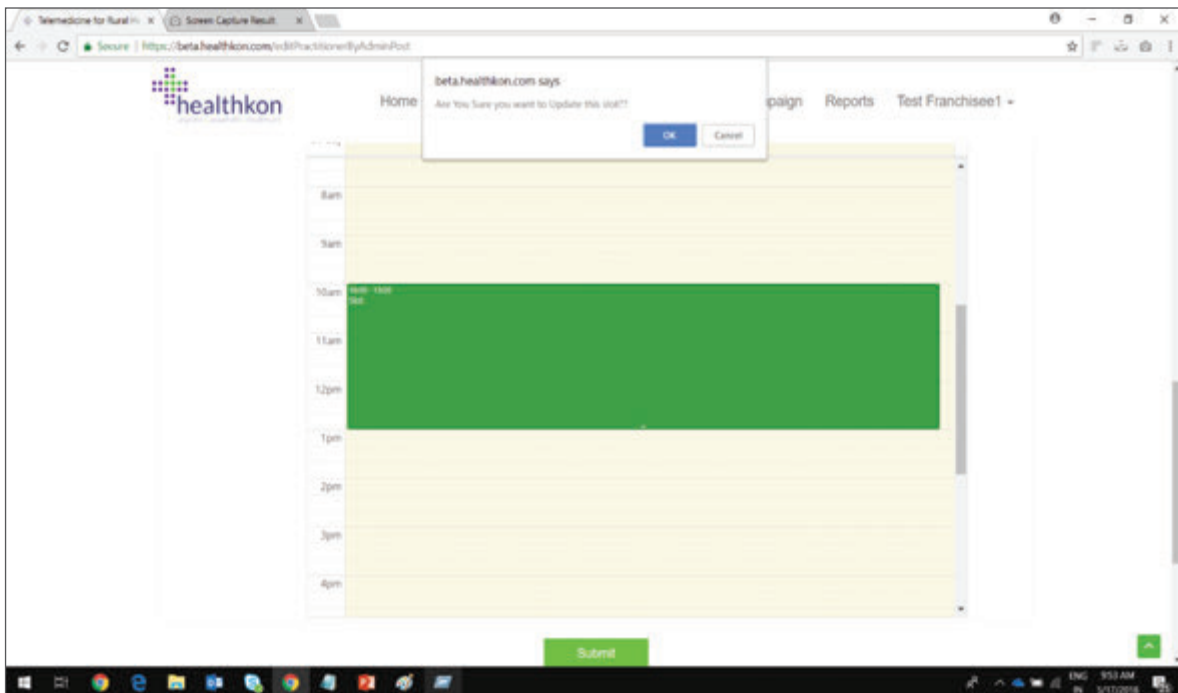
b. A message appears to confirm if you want to delete the selected slot.



c. Click OK to confirm deletion.

9. To edit a slot:

a. Drag the selection with the mouse to the relevant hour. A message appears to confirm if you want to edit the selected slot.



b. Click **OK** to save changes.

10. Click **Submit**.

7.3 Create slots for Doctors through Excel upload

1. Fill the Slots excel sheet provided to you by Healthkon as shown below, and save the sheet.

Name	email	HKID	StartDate	EndDate	MondayStartTime	MondayEndTime	TuesdayStartTime	TuesdayEndTime	WednesdayStartTime	WednesdayEndTime
Dr Suresh	suresh@healthkon.com	HKPRT00001245	2018/09/30	2018/10/31	12:00	1:00	12:00	1:00	12:00	1:00
Dr Pranay Garg	pranay.garg@healthkon.com	HKPRT00001242	2018/09/30	2018/10/31	12:00	1:00	12:00	1:00	12:00	1:00
Dr Tarun Bhargava	tarun.bhargava@healthkon.com	HKPRT00001244	2018/09/30	2018/10/31	12:00	1:00	12:00	1:00	12:00	1:00

Important!

- Start Date and End Date format should be **yyyy/mm/dd** format.
- **Doctor Name, Email id** and **HK id** are mandatory.
- System will display error message if there is a overlap of slots for a single doctor.

Example, If **Doctor A** has slots opened every day 10:00AM to 12:00PM, you cannot open slots for the same

Doctor A between 11:00AM to 01:00PM.

2. On your dashboard, click **Upload Data**.

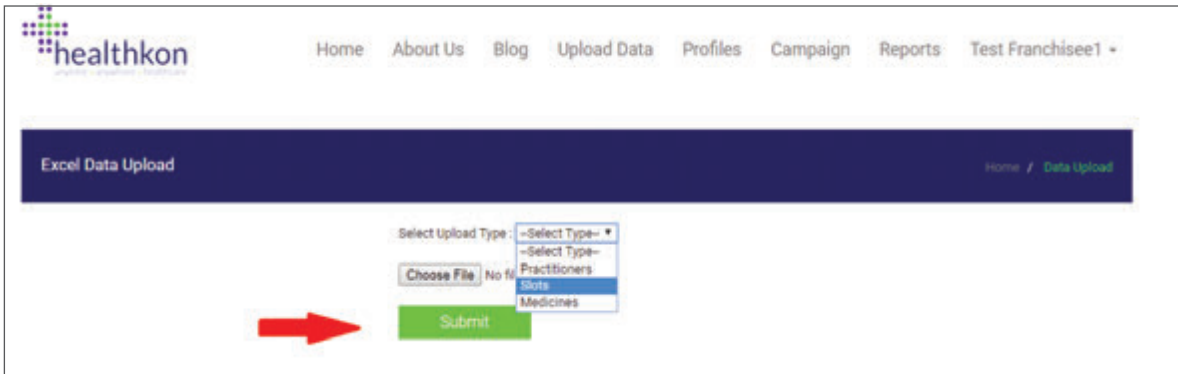
The screenshot shows the Healthkon dashboard with the 'Upload Data' button highlighted in the top navigation menu. Below the navigation, there is a user profile section for 'Test Franchisee1' and a 'User Management' section with a 'Nodes' tab. The 'Nodes' tab displays a table with columns: Name, Location, Room Size, Consultation Room, Seating Capacity, Height Machine, Lighting, and Washrooms.

Name	Location	Room Size	Consultation Room	Seating Capacity	Height Machine	Lighting	Washrooms
Jheridi		50	1	16-20	Y	Y	Y
Patharheta		50	1	11-15	Y	Y	Y
Dahagon		50	1	16-20	Y	Y	Y

The **Excel Data Upload** page appears.

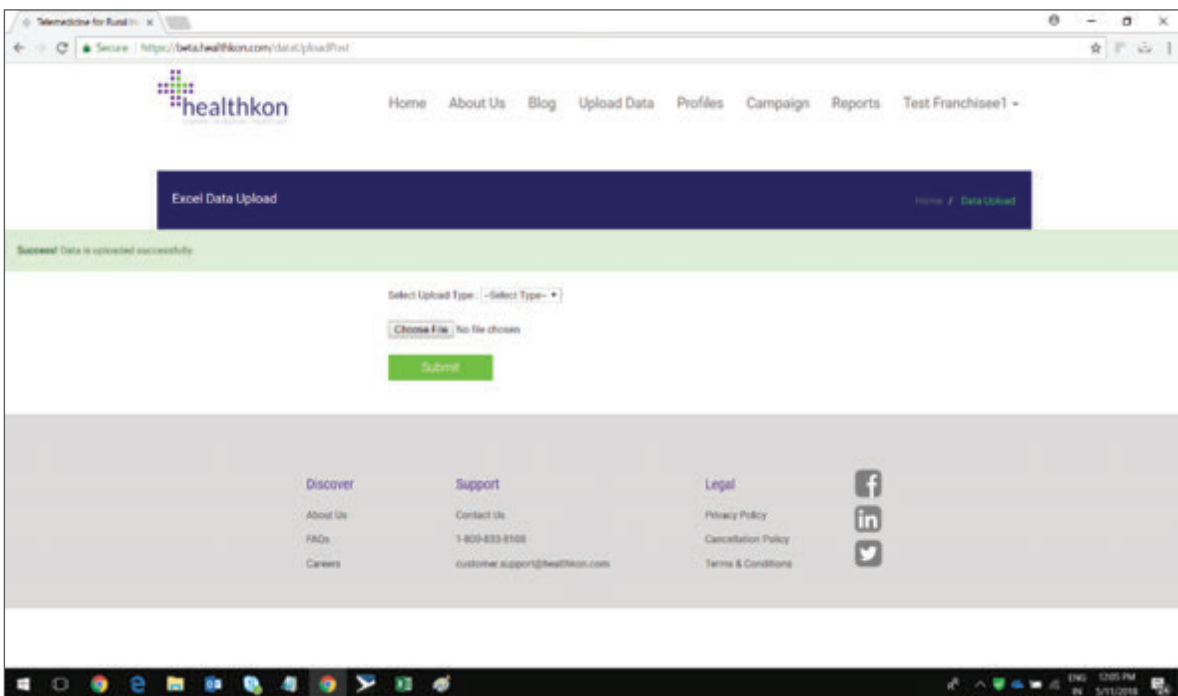


3. On the **Select Upload Type** list, select **slots**



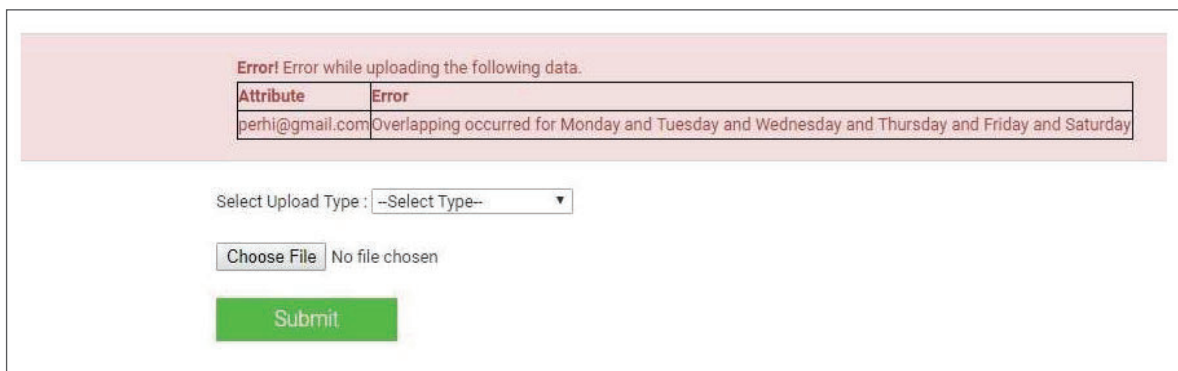
4. Click **Choose File** and select the Slots excel sheet that you had saved earlier.

5. Click **Submit**. On a successful upload, a message appears.



Important!

- Please check the slots for any overlap, if system displays an error message



6. Open one of the Doctor Profile to check the slots are created.

Schedule Details

01 – 31, Oct, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8. Reports

1. On your dashboard, click **Reports**.

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Home About Us Blog Upload Data Profiles Campaign **Reports** Test Franchisee1 +

Name: Test Franchisee1
Place: Hyderabad
Contact Number: 9948915770
Email: training@healthkon.com
Start Date: 2019-01-06
End Date: 2019-12-31

User Management Nodes Node Admins Health Workers
Upload Files
Medicines

2. You can view Reports for an individual Node or all Nodes specifying the Date Range.

3. Select a **Node** from the drop down, give **From Date** and **To Date** as shown below and Click on **GET REPORT**

healthkon

Home About Us Blog Upload Data Profiles Campaign Reports Test Franchisee1 +

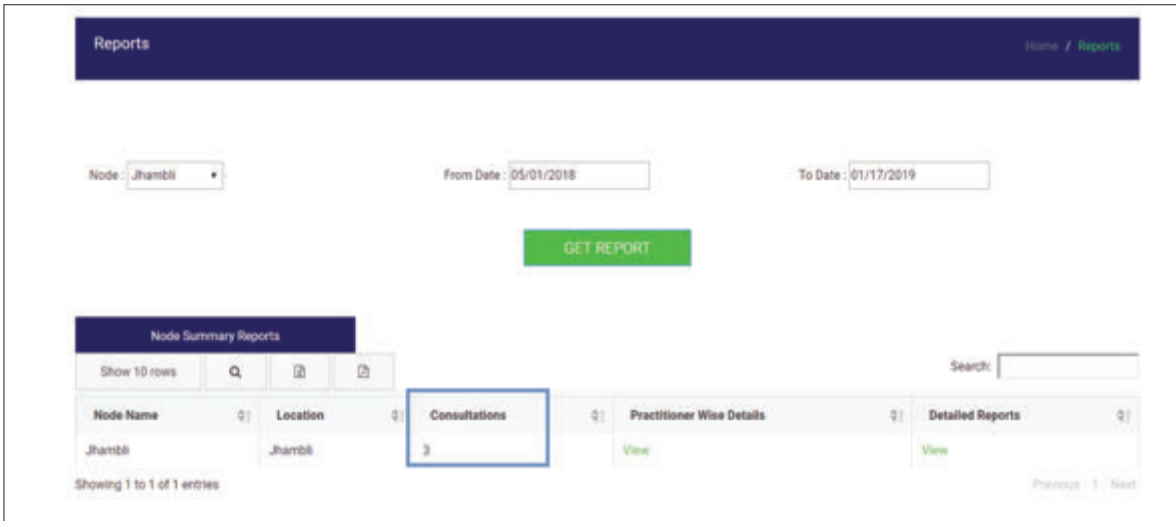
Reports

Node: Jhambli From Date: 05/01/2018 To Date: 01/17/2019

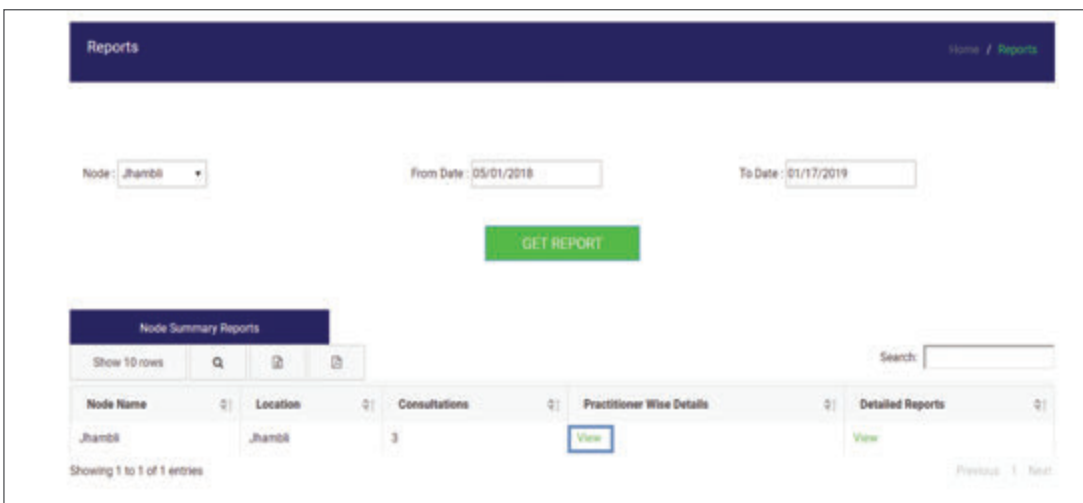
GET REPORT



4. Node Summary Reports for **Node - Jhambli** have been displayed as shown in the below Screenshot.



5. For the given Time Range, this **Node** performed 3 Consultations.
6. Click on **View** under **Practitioner Wise Details** to know the Practitioner Details for each Consultation.



7. **Doctor Name** and the **Number of Consultations** carried out are displayed as shown below in the Screenshot.



Node Summary Reports

Node Name	Location	Consultations	Practitioner Wise Details	Detailed Reports
Jhambli	Jhambli	3	View	View

Showing 1 to 1 of 1 entries

Practitioner Summary Reports

Node Name	Location	Doctor Name	Consultations	Detailed Reports
Jhambli	Jhambli	Dr Rajesh Saladi	3	View
Jhambli	Jhambli	Dr Pranay Garg	0	View

Showing 1 to 2 of 2 entries

8. Click on **View** under Detailed Reports to see Franchise Name, Campaign Name, Start Date and End Date, Consultation Date, Node Admin, Doctor Name, Patient Name, Node Location and Patient Geo Location.

9. The following details will be displayed.

Franchise	Campaign	Start Date	End Date	Consultation Date	Node Admin	Node	Doctor	Patient	Node Location
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient25(HKPAT001281)	
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient26(HKPAT001282)	
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient 27(HKPAT001289)	

Showing 1 to 3 of 3 entries

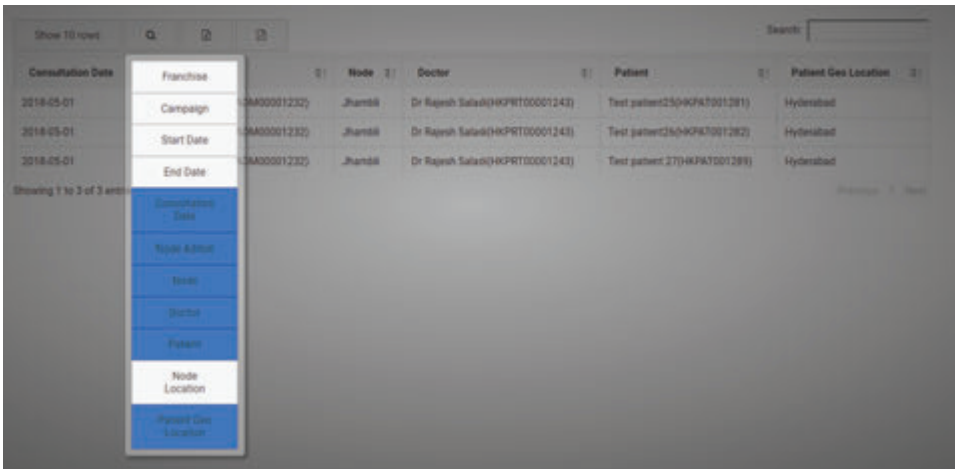
10. User can hide Columns by clicking on **Magnifying Glass Icon** on the top.

Franchise	Campaign	Start Date	End Date	Consultation Date	Node Admin	Node	Doctor	Patient	Node Location
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient25(HKPAT001281)	
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient26(HKPAT001282)	
Test Franchisee1	UAT2	2018-05-01	2018-05-01	2018-05-01	Node Admin 2(NADM00001232)	Jhambli	Dr Rajesh Saladi(HKPRT00001243)	Test patient 27(HKPAT001289)	

Showing 1 to 3 of 3 entries

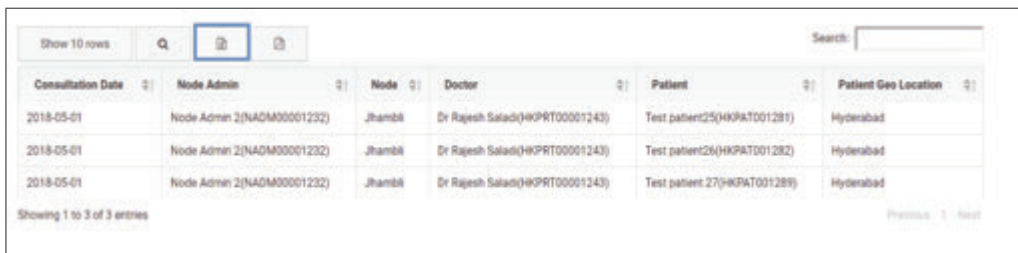


11. By default, all Column Headings are selected and are highlighted in Blue. Click to uncheck on the one's you wish not to see in the report. System will automatically make changes. Click on the same icon to close.



12. User can export the reports in two Formats. MS Excel or as a PDF Document.

13. Click on the **Excel Icon** to download as an Excel Spreadsheet.



14. Click on the **PDF Icon** to download as a PDF Document.

