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Organization settings

An organization admin can implement two settings that will apply
to all the accounts within the organization:

1. Hide the icon that allows printing user's schedule from the calendar
2. Hide the feature "History" that allows users and planners
    to see the activity of a Wellbee account for the last 24 hours

These settings can be found under Organization Settings -> General


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Activate BankID

In the Organization Settings, you can see a list of all the users, planners, and superadmins in your organization. For all the types of accounts, you can enable the BankID login, if desired. Under "User", click on the account which you want to be activated with BankID.
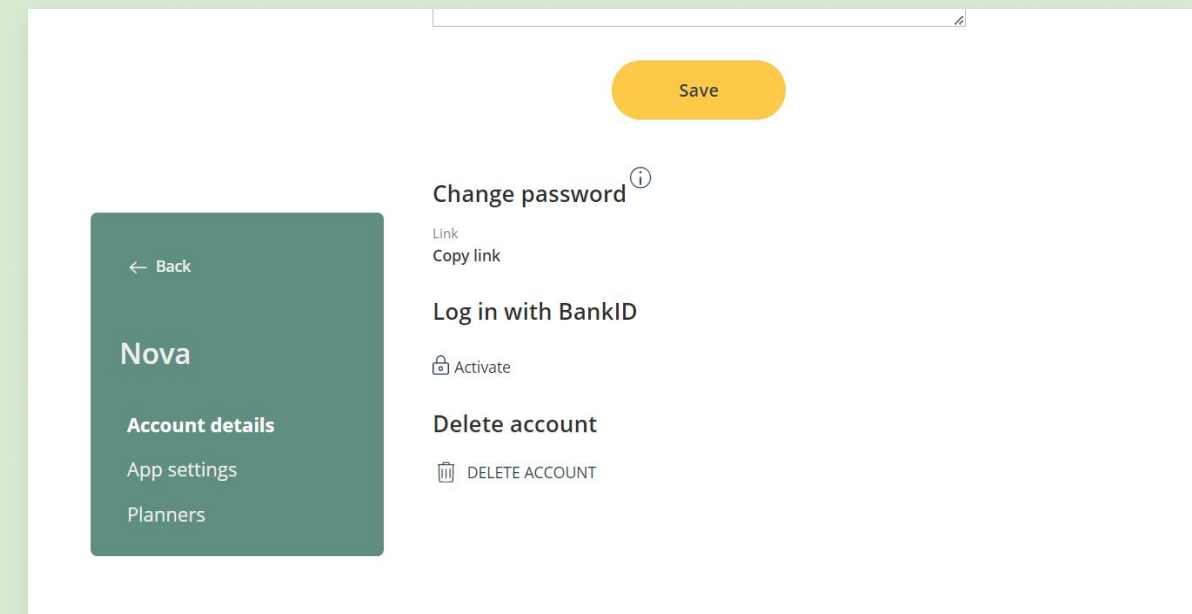
1. Scroll down to the heading "Log in with BankID" and click on activate.
2. Fill in the social security number to which the account should be linked and then click on 'Save.'

Whenever the person holding the account tries to log in next time, they will be asked to verify themselves with the BankID.
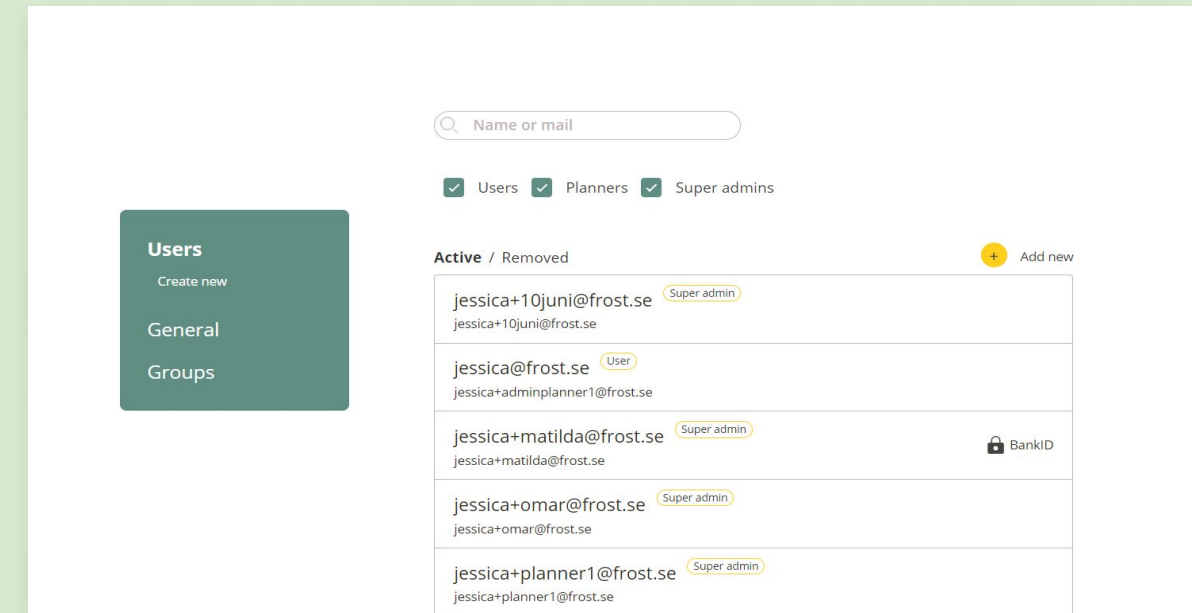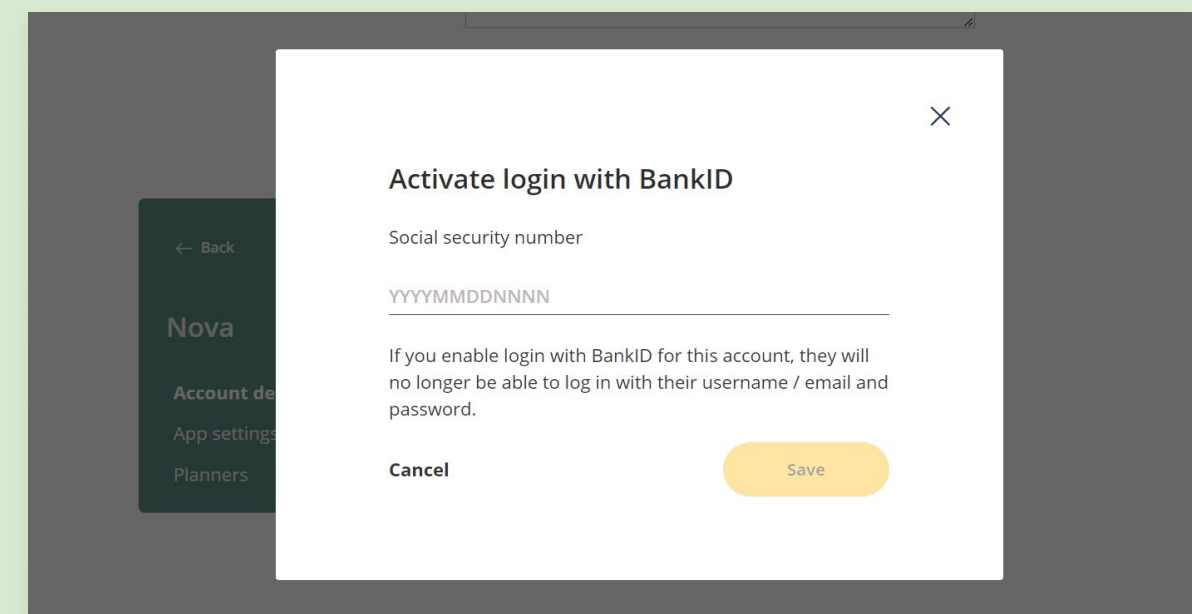

3

Create groups

An organization admin can create groups within the organization. The group overview can be found under Organization settings -> Groups.

To create a new group:

1. Click on "Create new group"
2. Name the group
3. Specify the group-specific functions to be enabled for the group

The group-specific functions are:

Video calls between the users
If this function is enabled, all the users within the group will be able to make video calls to each other, provided that the user himself has approved this in his personal user settings (see page 12).

TV-dashboard
If this function is enabled, the group will be able to have a common overview partly on a TV and partly as an alternative homepage in their app.

Common calendar
If this function is enabled, the group will have a common calendar where activities that appear in all users' calendars can be added.
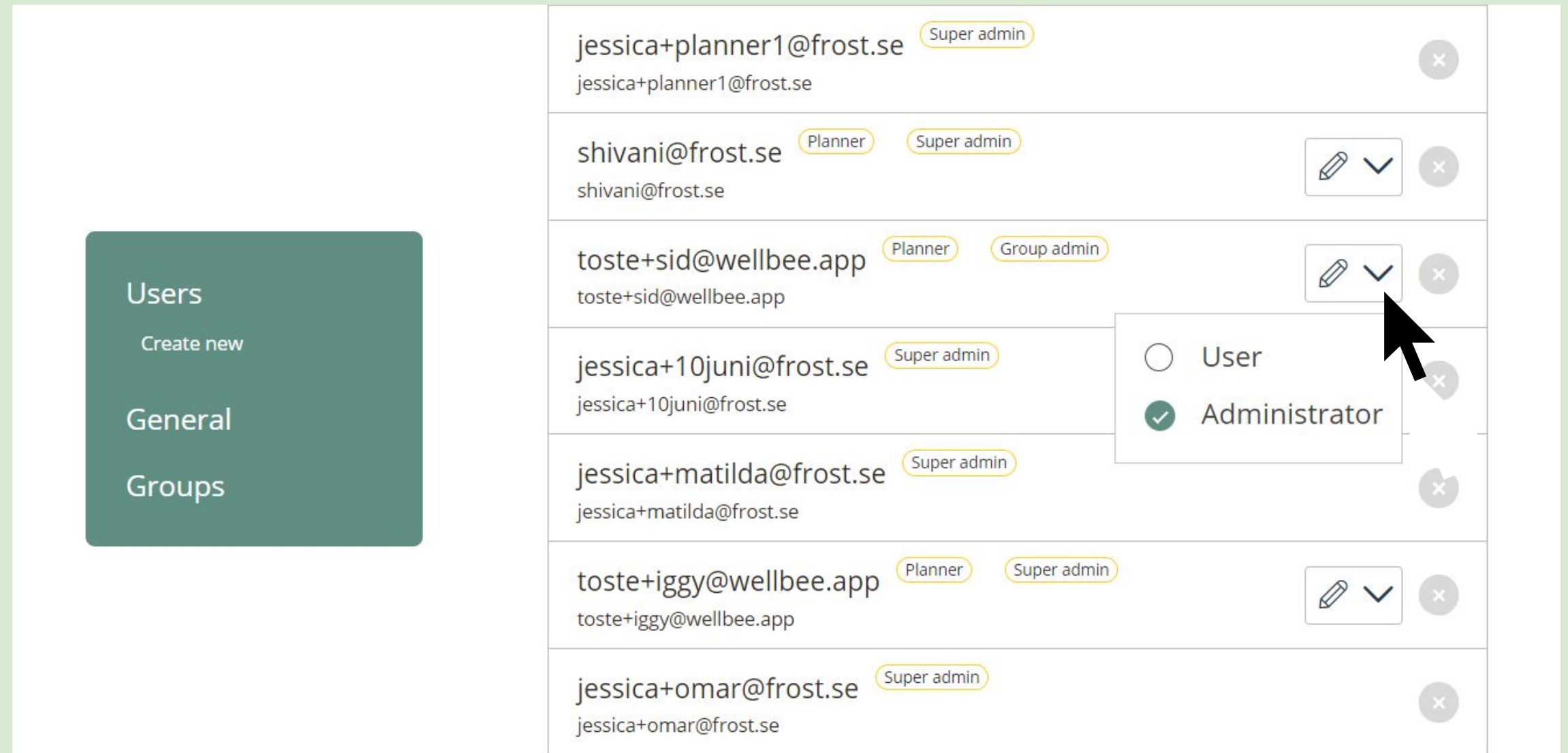

4
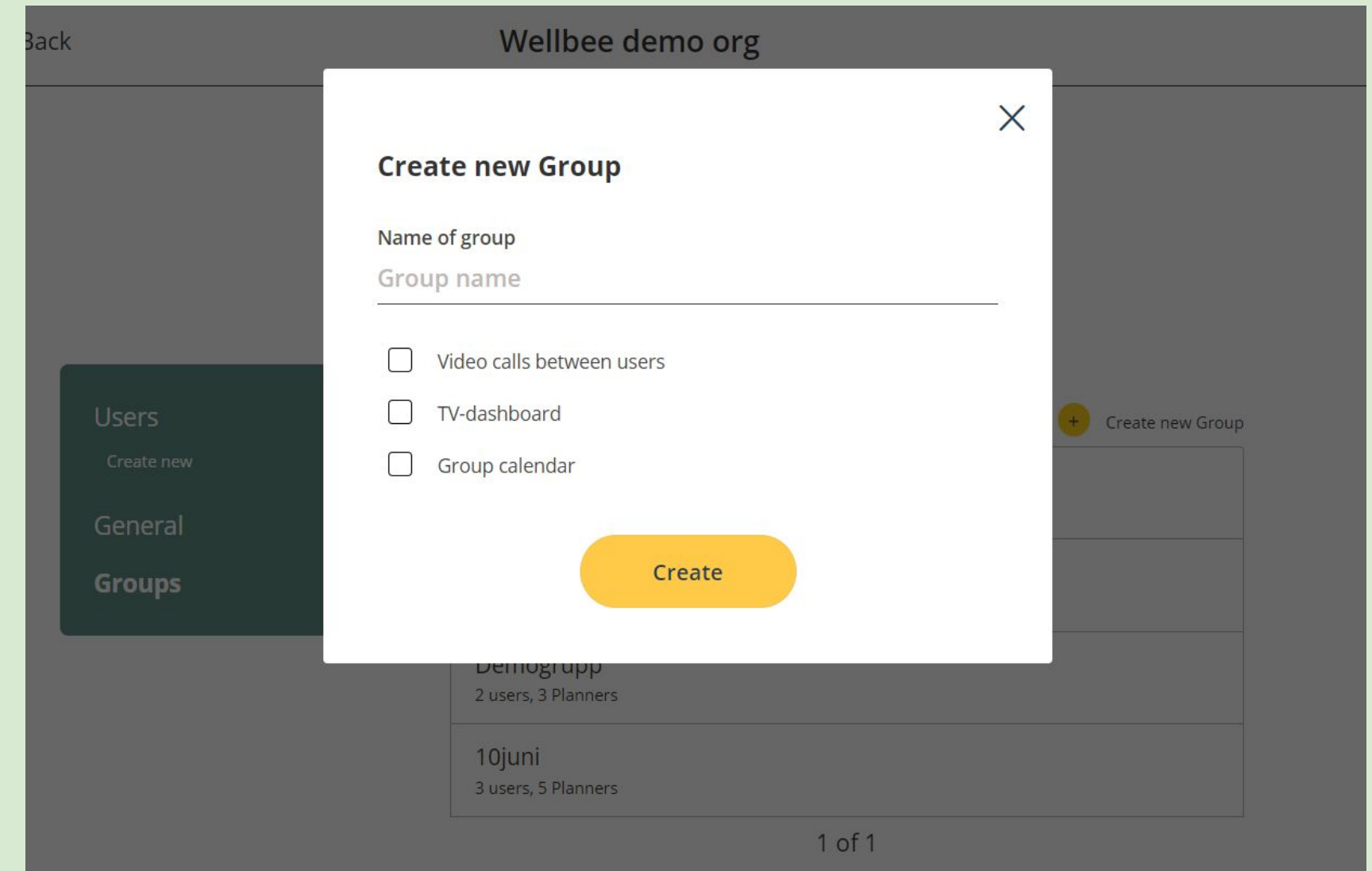
Manage group

Once a group is created, you can add members to it:

1. Click on "Add New"
2. Select the accounts in the list which will be included in the group
3. Click on "Add"

Planners who are a part of the group can get special admin rights. A group admin will be able to update the content on common calendar and on the TV dashboard.
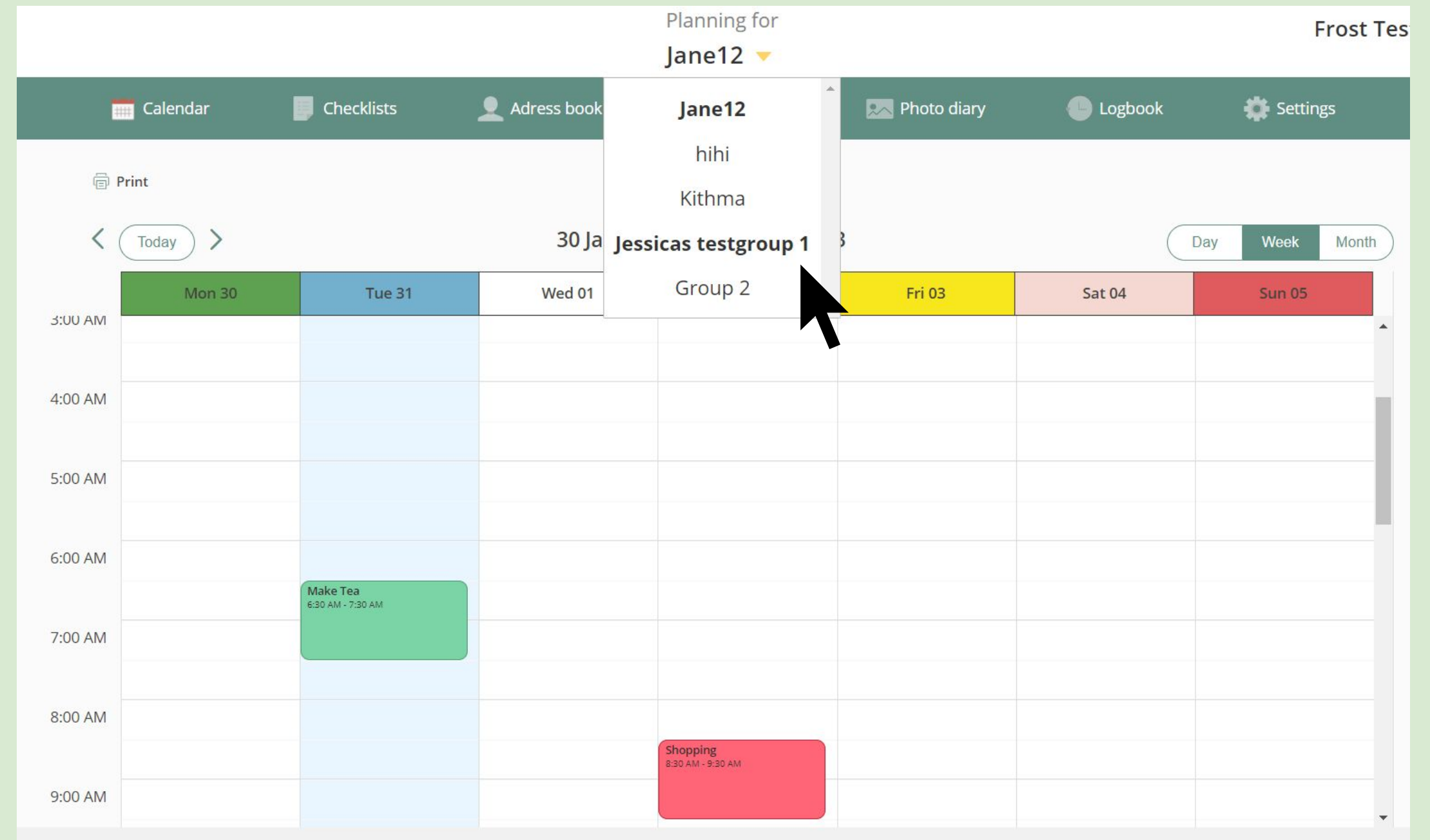
Plan for a group

A planner that plans for multiple users at the same time can change which account they want to plan for, in a dropdown next to the user's name. In this dropdown the groups in which you are a group admin are also shown.
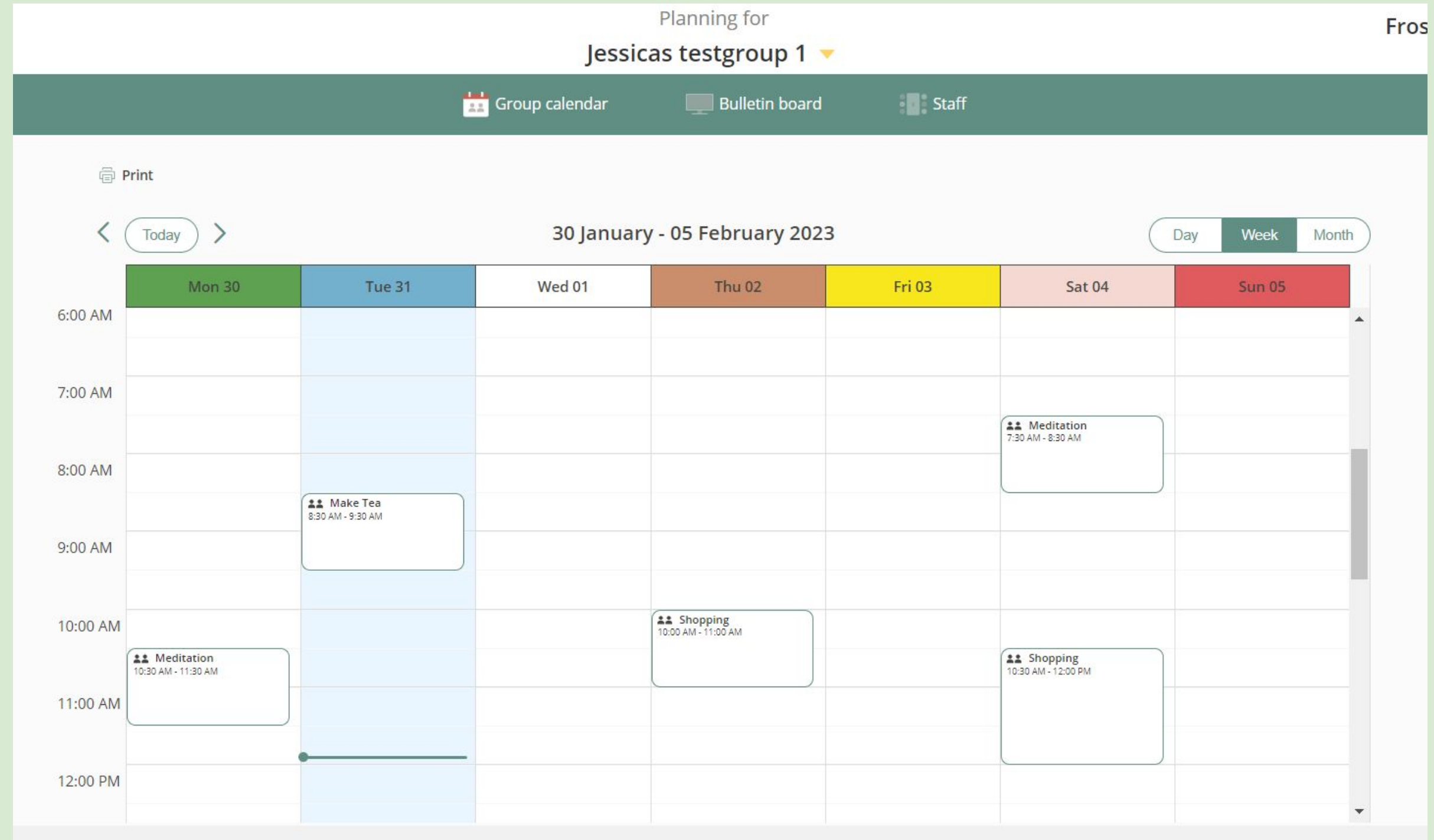
The group calendar

As a group admin, you can add and edit activities in the group calendar. These activities will appear in all users' calendars in that group and they have a different color scheme (white with a green border) than the other activities so that they can be distinguished.

The activities are also visible to planners who are not in the group but are linked to a user.

Staff

Under the menu option "Staff", all the planners in the group are listed. The staff not having an account in Wellbee can also be added. The only thing that must be filled in when you add staff without an account is a name (here you can for e.g. add a placeholder with the name "Substitute").

The staff added here can then be added to the notice board that can be displayed on the TV and also on the alternate home page "Common Overview" in the app (see page 13).

Planning for

Jessicas testgroup 1 ▾

📅 Group calendar   🖥 Bulletin board   ▦ Staff

Planners

Frost Test Crop Org
frost@mailinator.com

Max Admin Planner
max1@mailinator.com

Jojo
jojo@mailinator.com

Crop Org Admin
jessica+crop-org@mailinator.com

Hello
jessica+hello@mailinator.com

Staff without WellBee

➕ Add new

Lena
0704837362

Vikarie

Anna
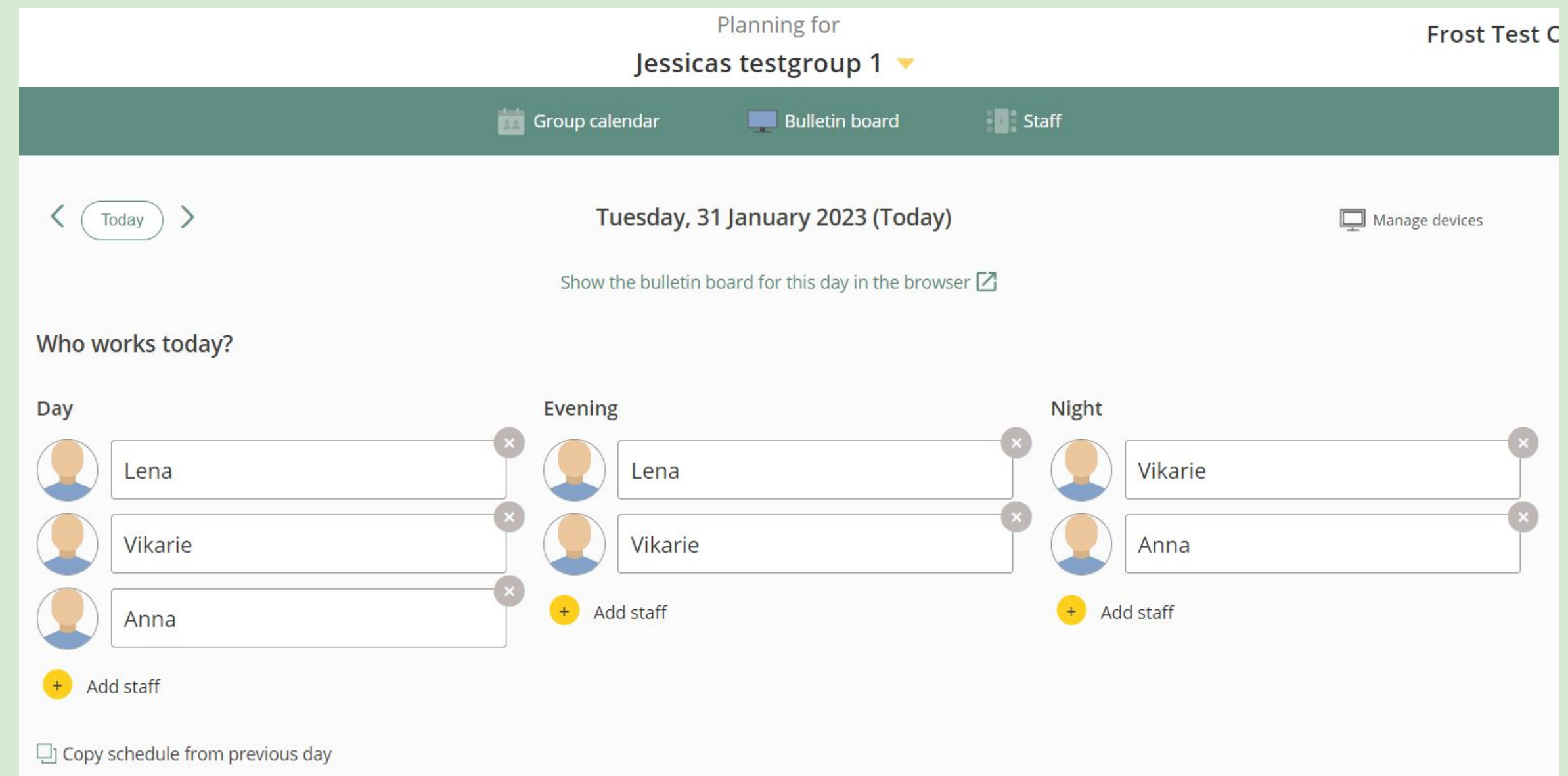
The Notice Board

The information posted on the Notice Board can be displayed on the TV and also on the alternative home page "Common overview" in the app.

Here you can add staff who will work in three different shifts during the day. Click on "Add staff" and select from a list of all the planners within a group and also the people under "Staff without Wellbee".

You can select a maximum number of five persons from the list per shift.

If the staff schedule repeats, you can go to the next day and click the button "Copy schedule from previous day".

Notice Board cont.

Further down the page you can write what will be served that day for lunch and dinner.

There is also some space for an extra message where one can write if there is something special that concerns everyone in the group on a particular day. Please note that this message only appears on the TV, and not on the alternative home page "Common Overview".

Once you have filled in all the content you want to display on the notice board you need on click "Save" for the information to be out. If you wish you can view the notice board in the browser as well. At the top of the page you can see the link "View Notice board for the selected day in the browser ".

Planning for
Jessicas testgroup 1 ▼

Frost Test

📅 Group calendar   🖥 Bulletin board   ⬚ Staff

Todays menu

Lunch

Lunch 1: Chicken, tomato and basil pasta bake with cheese topping
Lunch 2: Chicken and Vegetable casserole with rice

Dinner

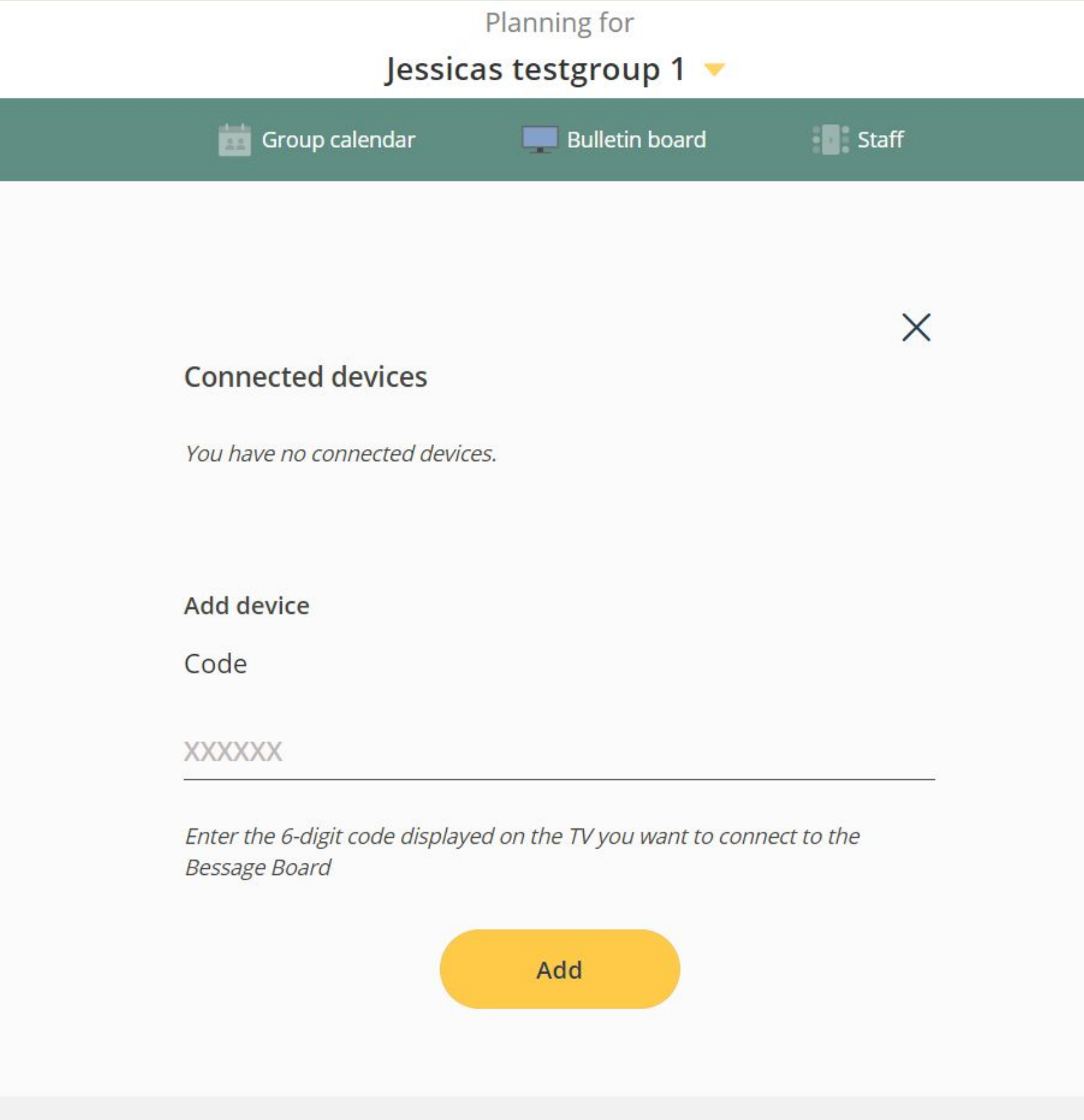Meatballs and salad

Extra notification

Tomorrow 05/02/2023 at 1300 Hrs. we will celebrate Birgitta's birthday in the Lunch hall. Don't forget to join!

Save

Connect the TV to the Notice Board

- Download the app "Wellbee TV" from the App Store in your Apple TV.
- Open the app and click on "Continue" to generate a verification code.
- Go to the menu option "Notice Board" on the web and click on "Manage Devices" at the top right.
- Enter a 6-digit verification code and click on "Add".

It is also possible to connect several TV units to the same notice board.

Planning for
Jessicas testgroup 1 ▾

📅 Group calendar   🖥 Bulletin board   ▦ Staff

✕

Connected devices

You have no connected devices.

Add device

Code

XXXXXX

Enter the 6-digit code displayed on the TV you want to connect to the Bessage Board

Add

11
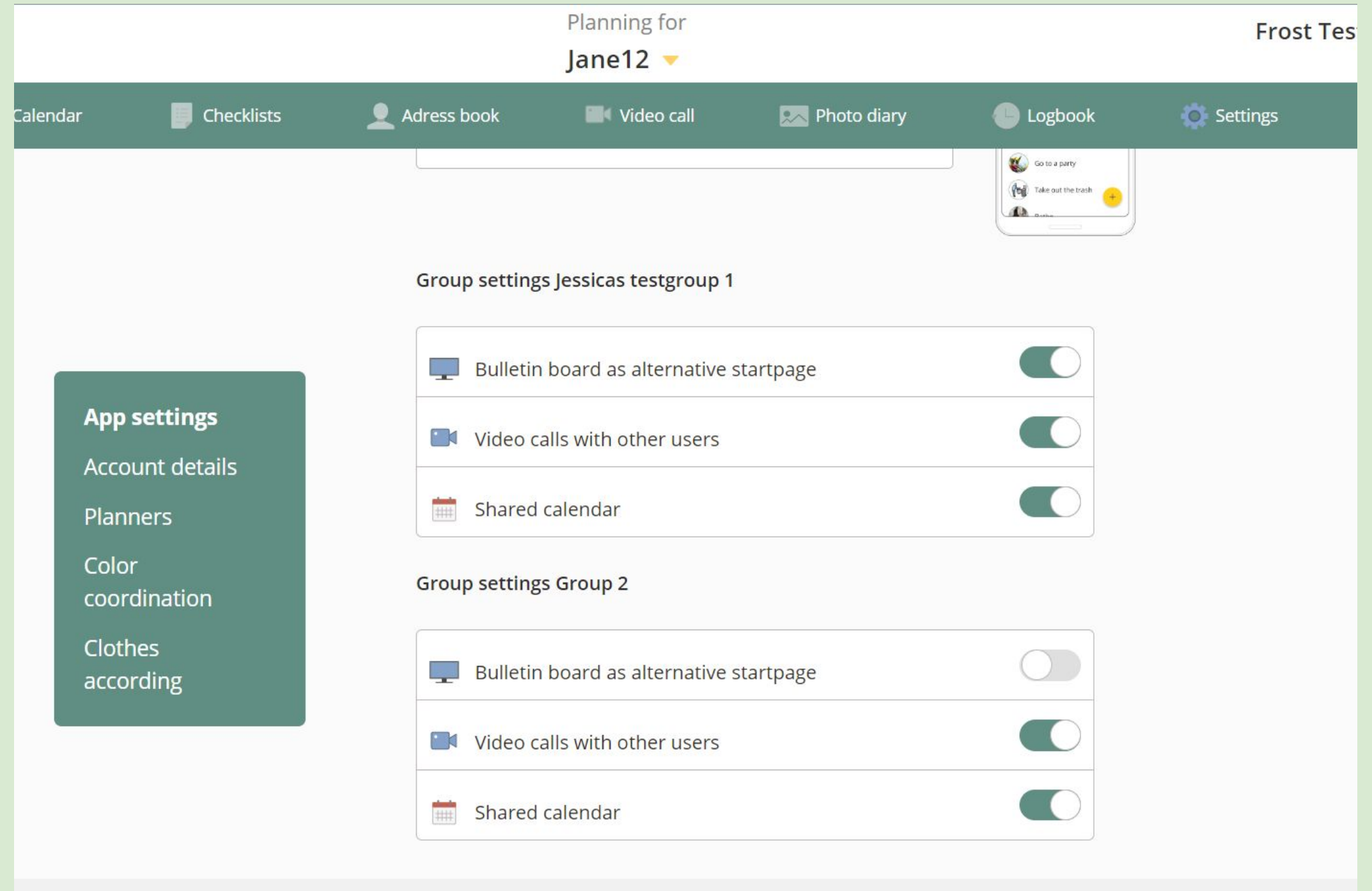
Group-specific user settings

For each group a user is a part of, there will be another section with settings that applies to each group under App settings on the web.

Here the user or a planner with admin rights can choose whether the user should:

1. Use the Notice Board as an alternative homepage
2. Be able to make and receive video calls from other users in the group
3. Get group activities from the common calendar in their own calendar

For these settings to apply to the user, the settings should also be enabled at the group level.

Common overview

The common overview shows the content from the notice board in users' app.

Here the user can see who is working, when are they working, what will be the weather during the day and what will be served for lunch & dinner. However, the "Extra notification" field is not displayed here.

If the user has specified in the group-specific settings that they want more than one group's Notice Board as an alternative homepage, they can switch between the different views by clicking at the yellow arrow next to group's name on top.

Personal Overview

The personal overview is also an alternative homepage. Both the personal overview and the common overview can be used at the same time, or they can be used separately as well.

The personal overview is enabled in user's settings. Since this feature has nothing to do with groups, the setting is under "App Features".

Users can mark video contacts as 'favorites' and they will show up on their personal overview so that they can be called with a single tap.

A flow of today's activities, both personal and for the group are also displayed here. These can be clicked and the activity can be shown in full screen.

At the bottom of the page News is displayed which is taken from 8Sidor.se. The news here are the most recently published ones and the link "Read more" takes you to another page showing the entire article.

To access the other functions in Wellbee, click at the symbol in top left corner.

JANE12

Make video calls

Bella   Frost Test   Hello   Max Admin Planner

Today's activities

14:00 - 15:00

Shopping — In progress now

16:00 - 16:30

Go for a walk

16:30 - 17:00

Make Tea

Iran straffar svensk politiker

Politikern Abir Al-Sahlani
klippte av sig håret
för kvinnor i Iran.
Nu straffar Iran henne.

My overview   Joint overview

Personal overview cont. (Add contacts as favorites)

When a user activates the personal overview for the first time, there will be no video contacts, marked as favorites.

If you click on "Add" you will be taken to a list where you can mark four contacts with a star, these will then be the quick contacts for video calls on the personal overview.

If you want to edit your favorites, go to the video call function, press the pen in the top right corner and here you can select or deselect another contact.

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