

allo release 06.07.23 (allo 2.1.6)

Last updated by | Irone Egbejule | 6 Jul 2023 at 07:45 BST

1. Introduction 🤝

The team have been busy working on new features and bug fixes that have been affecting the functionality of **allo** for our users. Help and support on how to use **allo** features is available on our website

<https://heyallo.co/how-to-guide/> 📄

2. Overview 💬

We have undergone bug fixes & added new features to improve your experience. Features include the new and improved "Complete forms" screen, upgrades to the "Reports" page and UI enhancements to help you navigate **allo** easier.

3. Impacted users 👤

- Supervisors
- Admin
- All users

4. What's new in allo 📣

-----Complete forms-----

- There is a brand new, simplified, one-page screen layout when completing a new form. Once a supervisor selects the "allocation activity" form, enters an activity name/description and date, they can complete and submit the form, all in one page.
- The calendar view when selecting an activity date has also been updated to show the week starting from Monday

Page navigation
Navigate to the "Complete forms" page

Fill out your form
Fill out the details of your allocation activity as usual

Create new
Click this button to create a new form and select "Allocation activity"

Submit
Scroll to the bottom of your screen and press "Submit" to submit your form

The image displays three overlapping screenshots of the 'Complete forms' page in the allo application. The top screenshot shows the main interface with a table of existing forms and a 'Create new' button highlighted in green. The middle screenshot shows the form creation process with fields for 'Activity name', 'Date', and 'Location'. The bottom screenshot shows the form completion stage with a 'Submit' button highlighted in red at the bottom right. Arrows point from text labels to the corresponding UI elements in each screenshot.

-----Reports-----

- The "Reports" page has been updated to include tabs, making it clearer the page you are on
- The dashboard "Allocation activities" has been relocated to the first tab on the "Reports" page
** Further enhancements to this tab will be carried out over the next few weeks
- We have enhanced the "Supervisor submission" report and users now have the ability to:
 - Download the report as a csv/xlsx file
 - Select a date to view the submissions for that week

Page navigation
Navigate to the "Reports" page

Edit mode
Switch on this toggle to enter "Edit" mode

Add report
Click this button and select "Supervisor submissions" to add this report

Download report
Click this button to download the report as a csv/xlsx file

Week navigation
Click either arrow to select a week on the report

Supervisor	26/06/23	27/06/23	28/06/23	29/06/23	30/06/23	01/07/23	02/07/23
SOne Supervisor1 Supervisor							
Michael Greben Supervisor							
Thomas Belton Supervisor							
Allo Test Supervisor							

- The UI for the "Download activities" report has changed, making it clearer that it is a clickable button

-----Manage forms-----

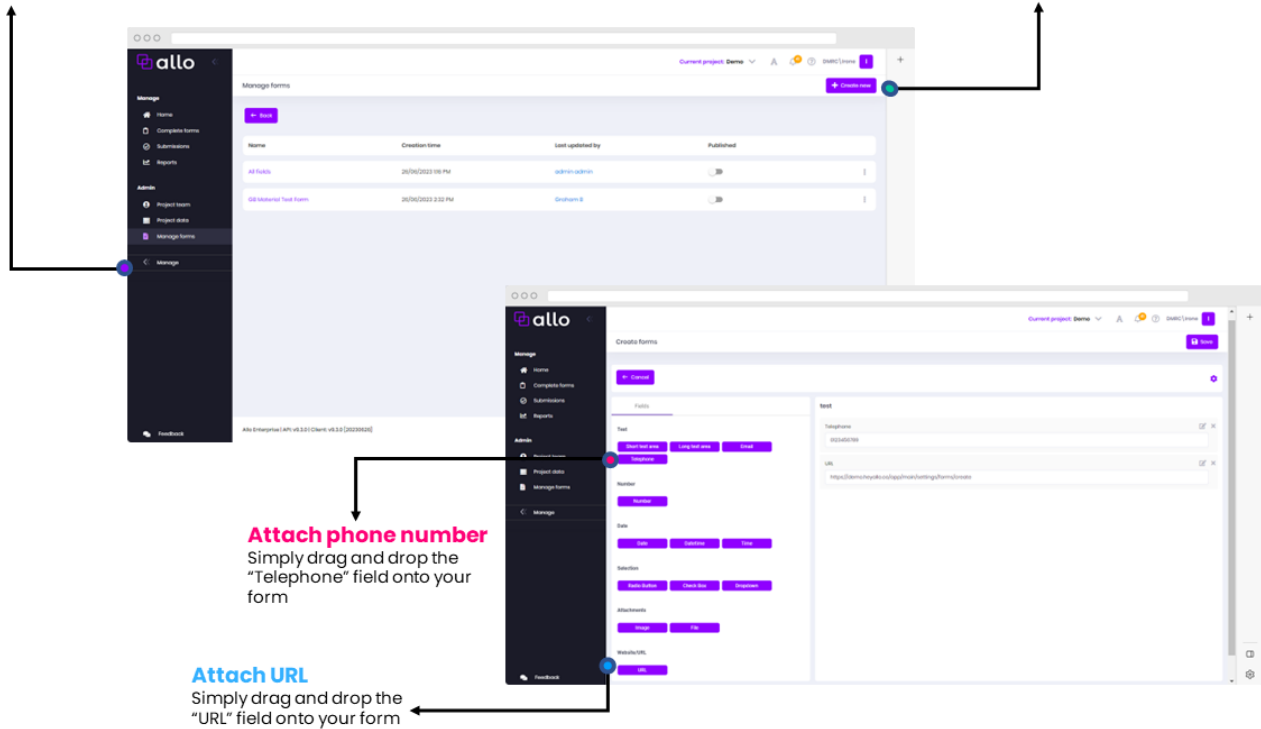
- We have given users the option to add a "URL" or "Number" (telephone number) to custom forms

Page navigation

Navigate to the "Manage forms" page

Create new

Click this button to create a new form



5. Bug fixes 🤗

Admin:

- The "Cancelled/rejected" tab on the "Submissions" page will now only display items that are cancelled or rejected
- We have fixed the cancel button functions on the "Manage forms" page. On click, no changes are saved

All users:

- The "Last updated" column on the "Manage data" page will display the date and time of the last user to edit the dataset
- When editing your profile, the "Save" button will be disabled until all required fields have been filled out