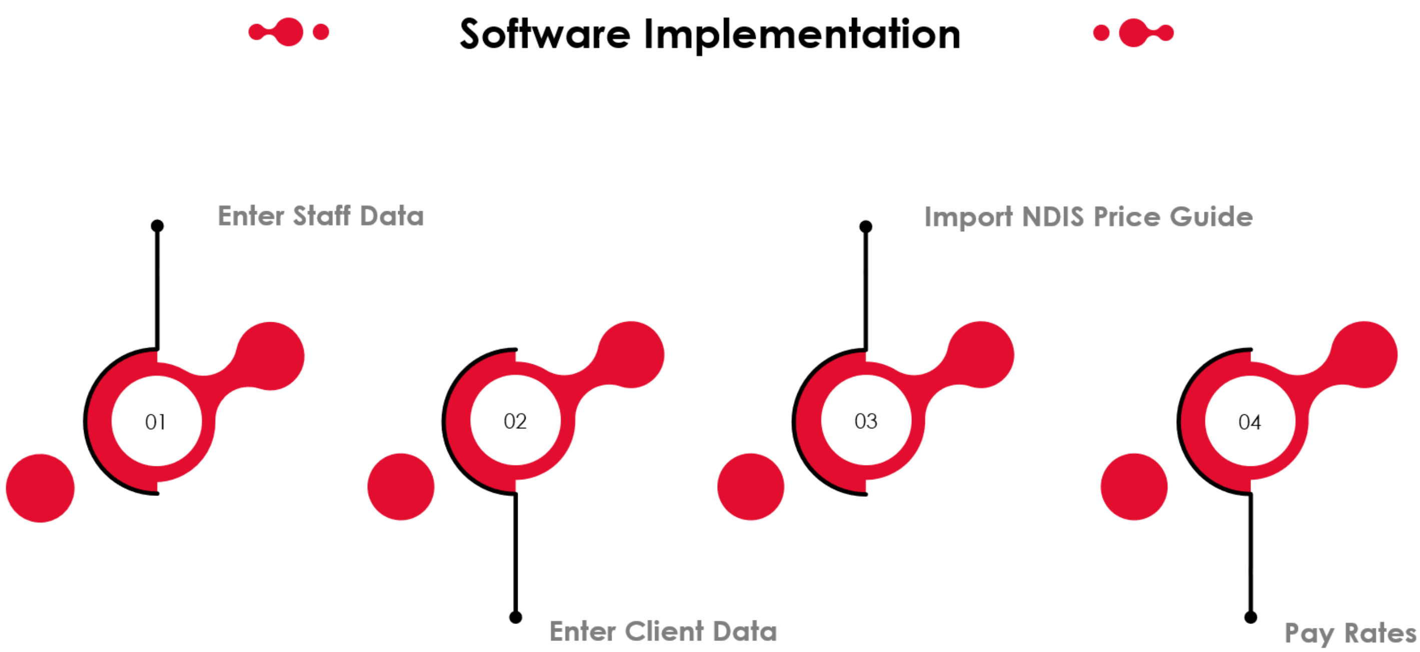
Software Implementation

TechAbility provides a range of services for any business - from sole traders and small businesses, to growing enterprises and large organisations. We have many years' experience in technology consulting, and we specialise in providing technology consulting services for NDIS Providers.

So, you found the right system, but you need some help getting it set up… we're here to help!

Below is an outline of the Software implementation process. We can walk you through each step and help you with a complete set up of the software to enable efficiency across all areas of your business.

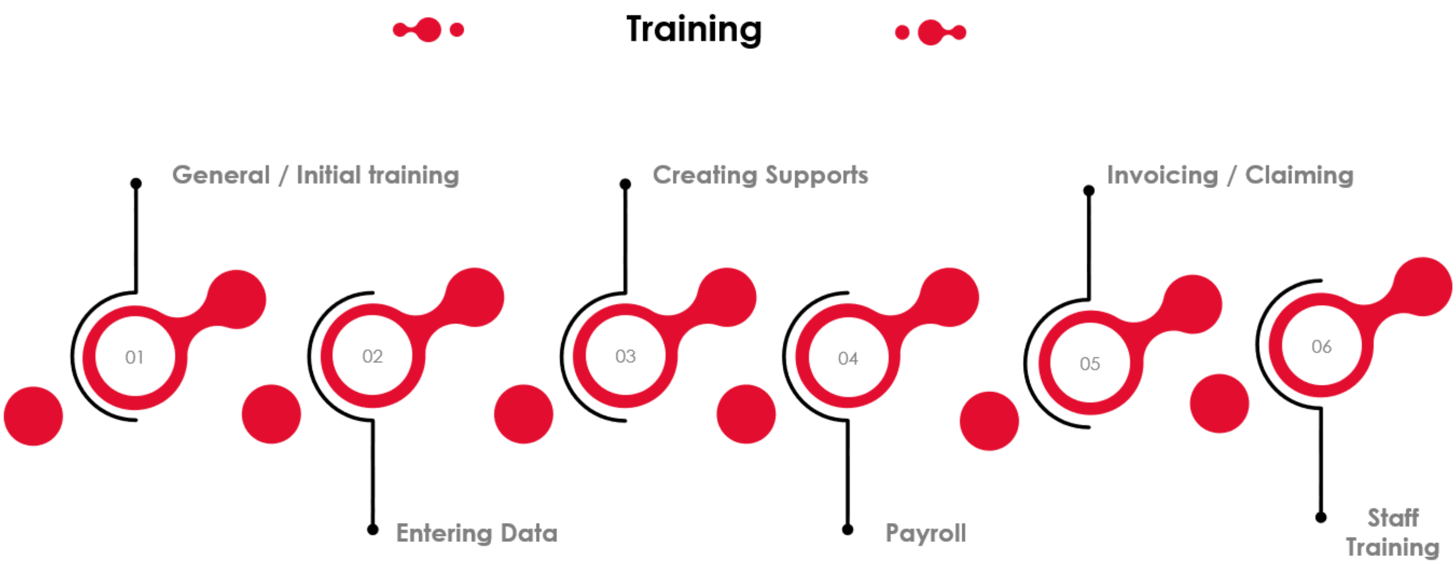


Administration / Set Up

Task	Description
1. Enter Staff Data	
Section	
Contact Information	name, gender, DOB Address and contact details
Documents	Vital documents e.g. License, Working with children check, licenses, qualifications etc.
Availability	Staff availability hours / days
Qualifications	License, rego, insurances, first -aid and other qualifications
Employment Information	Employment basis, award classification, pay points etc.
2. Enter Client Data	
Section	
Contact Information	Name, DOB, gender, Address, participant alerts etc.
Conditions	Medical information / disabilities
Approved Services	Plan Managed / Self Managed / NDIA Managed
Funding information	Type, limit, NDIA number etc.
3. Import Pay Guides	Import the NDIS price guide into the software and sync to accounting system
4. Staff pay rates	Import the NDIS staff pay rates into the software and sync to accounting system

Once you're all set up and ready to go, Techability provides training that will equip you and your team to effectively use the Software. Below are the different sessions we run. From data entry to processing payroll, we will be there to assist you and your team.

Sessions can be customized to fit your business needs and processes.



Training

Session	Description
Software Overview	Run through of software/setup, system configuration settings, preferences and Alerts
Data - Client / Staff	Entering data (Staff and Client) + Run through Staff and Client dashboard
Rosters	Creating supports / Rosters and Maintaining Records
Payroll	Run through of the process for payroll
Invoicing / Claiming	Run through of the process for invoicing and bulk-claim
Staff Training	Train the trainer session on how general staff/users will use the system.