



Wellness

Dashboard | The Community Admin Guidebook

Overview

Last updated: August 11, 2023, Version 39

This guide will take you through the steps on how to use the Community Admin dashboard. The platform is designed to help you conveniently keep track of your population activities and improve overall population wellness.

Some key features of the platform are to:

- Track overall population wellness and engagement levels
- View distribution charts of population activities and challenge progress
- Create health challenges and invite participants
- Manage users and segment them into group

**Please note: Set the screen resolution of the browser to 100% (fit to screen) for the best viewing experience & to avoid any screen distortion.*



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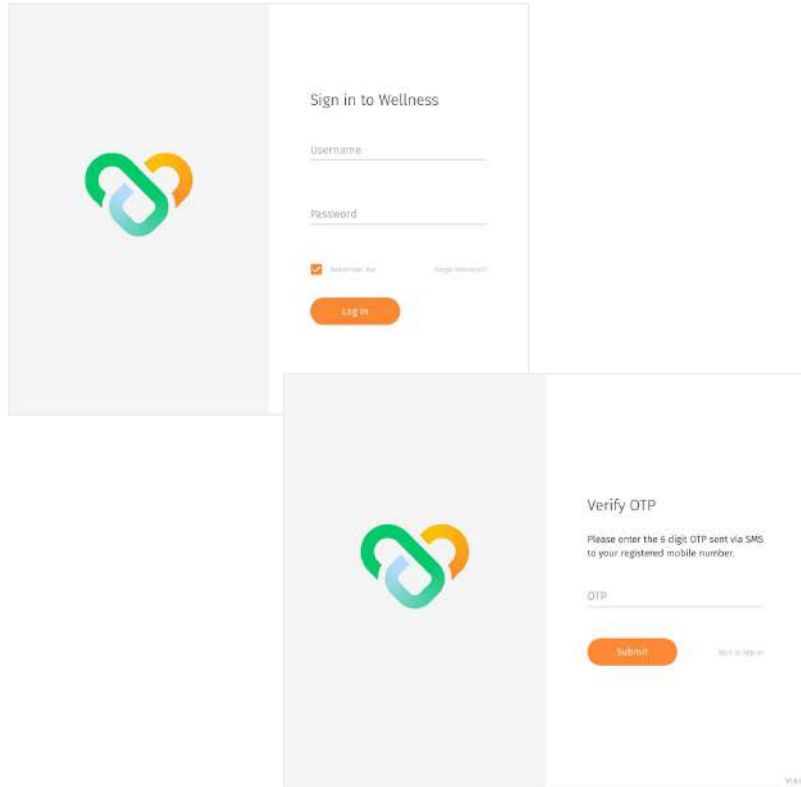


Get Started

- | [Login](#)
- | [Setting Your Password](#)



Login



Sign in to Wellness

Username

Password

Remember me [Forgot Password?](#)

Login

Verify OTP

Please enter the 6 digit OTP sent via SMS to your registered mobile number.

OTP

Submit [Back to login](#)

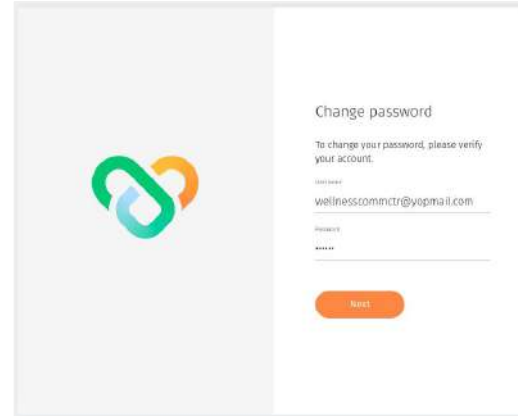
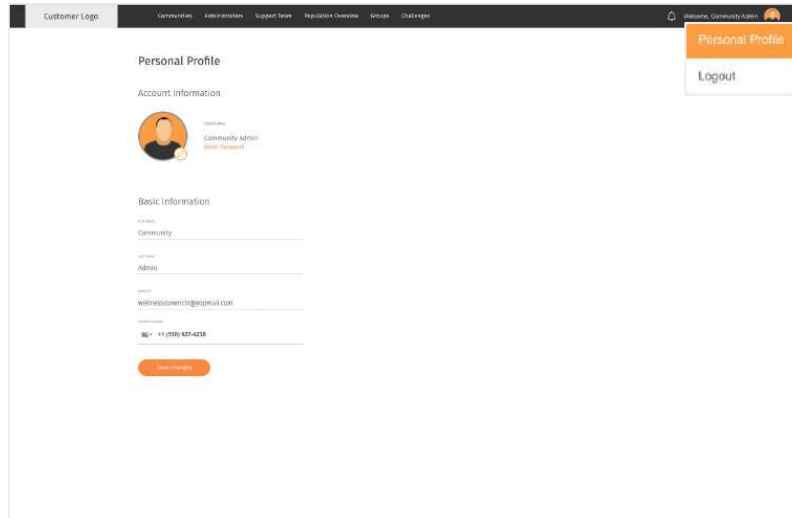
Navigate to the dashboard at
wellness-ccwc-dev.connectedlife.io

↩ Use your username and temporary password to login. A temporary password will be sent to your email address upon account creation.

← Once you click on Login button, you will be redirected back to the dashboard, where you need to enter the OTP sent to your registered phone number > click Submit button to complete login.



Setting Your Password



NOTE

*Your new password must contain a number, symbol, upper cases and lower case letters.

- ← To change your password, go to Personal Profile > Reset Password.
- ↑ You are required to change your password to ensure that the system remains secure.

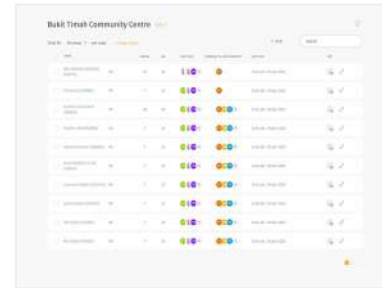
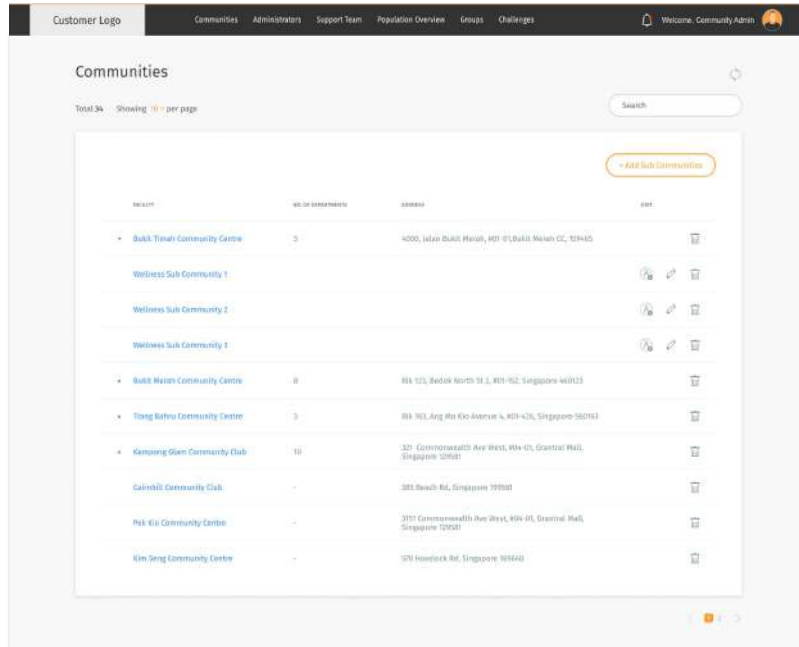


Community & Sub Community

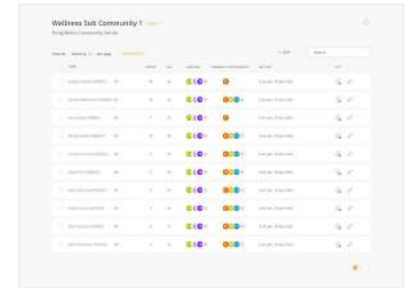
- | About Communities & Sub Communities
- | Adding Sub Community
- | Editing Sub Community
- | Assigning Sub Community Administrators
- | Assigning Users to Community
- | Assigning Users & Sub Community Administrators to Sub Community



About Community & Sub Community



Community



Sub Community

← Upon logging in, you will see the “Communities overview page”.

↑> From here, you will be able to view communities and sub communities assigned to your care. You can manage each list by adding, editing or deleting.

NOTE

Community/sub community view and actions may be different depending on your accessibility.

NOTE: Community/sub community view and actions may be different depending on your accessibility.



Adding Sub Community

The screenshot displays the 'Communities' management page. At the top, there is a navigation bar with 'Customer Logo' and various menu items like 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below the navigation, the page title 'Communities' is shown along with a search bar and a '+Add New Sub Community' button highlighted with a red box. The main content area features a table with columns for 'COMMUNITY', 'NO. OF SUB COMMUNITIES', 'ADDRESS', and 'YES'. The table lists several existing communities, including 'Bukit Timah Community Centre', 'Bukit Merah Community Centre', and 'Tiong Bahru Community Centre'. An overlay modal titled 'Add New Sub Community' is open, showing a form with fields for 'Sub Community Name' (Wellness Sub Community 4), 'Sub Community address' (67A, Eu Chin St, Singapore 169715), and 'Parent Community' (Tiong Bahru Community Centre). The modal includes an 'Add New' button and an 'Add Department' button at the bottom right.

COMMUNITY	NO. OF SUB COMMUNITIES	ADDRESS	YES
Bukit Timah Community Centre	16	4195 Jalan Bukit Merah, #01-01 Bukit Merah CC, 19445	
Bukit Merah Community Centre	8	85-123, Bukit Merah St E, #01-02, Singapore +60202	
Tiong Bahru Community Centre	3	814 103, Ang Mo Kio Avenue 4, #01-026, Singapore 561103	
Wellness Sub Community 1		811 Eu Chin St, Singapore 169701	
Wellness Sub Community 2		123 Eu Chin St, Singapore 169701	
Wellness Sub Community 3		12 Eu Chin St, Singapore 169701	
Kampung Glam Community Club	3	385 Beach Rd, Singapore 199581	
Carroll Community Club	8		
Pasir Ris Community Centre	-		
Kim Seng Community Centre	-		

← You may add a new Sub Community (Multiple) on this page.

✓ **Add New Sub Community.** Enter your sub community relevant name and address > Assign your new sub community to an existing and relevant community > You may add more than one sub community by clicking on the “+Add New button” > Click on “Add Sub Community” to complete the process



Editing Sub Community

The screenshot shows a web interface for managing communities. At the top, there is a navigation bar with 'Customer Logo' and several menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile icon is visible on the right. Below the navigation bar, the page title is 'Communities'. There is a search bar and a 'Showing 10 per page' indicator. A table lists various communities, including 'Bukit Timah Community Centre', 'Bukit Merah Community Centre', 'Tiong Bahru Community Centre', and three 'Wellness Sub Community' entries. The 'Wellness Sub Community 1' row has an 'Edit' button (pencil icon) highlighted with a red square. A '+ Add New Sub-Community' button is also visible at the top right of the table area.































COMMUNITY	NO. OF SUB-COMMUNITIES	ADDRESS	PDF
Bukit Timah Community Centre	10	4000 Jalan Bukit Merah, #01-01 Bukit Merah CC, 199451	
Bukit Merah Community Centre	8	85-123, Bukit Merah St E, 401-002, Singapore 469122	
Tiong Bahru Community Centre	3	89-103, Ang Mo Kio Avenue 4, #01-426 Singapore 569163	
Wellness Sub Community 1		101 Eu Chin St, Singapore 180101	
Wellness Sub Community 2		122 Eu Chin St, Singapore 169911	
Wellness Sub Community 3		12 Eu Chin St, Singapore 169101	
Kampung Glam Community Club	3	385 Bras Basah Rd, Singapore 199531	
Carmill Community Club	8	285 Beach Rd, Singapore 199591	
Pak Kio Community Centre	-	27 Woodcock Rd, Singapore 219458	
Kim Seng Community Centre	-	320 Hackett Rd, Singapore 159645	


← You may edit your Sub Community name and address by clicking on Edit button .



Assigning Sub Community Administrators

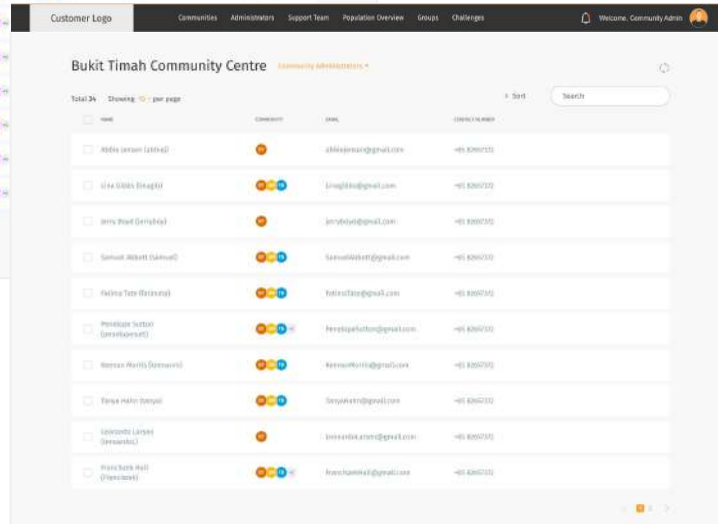
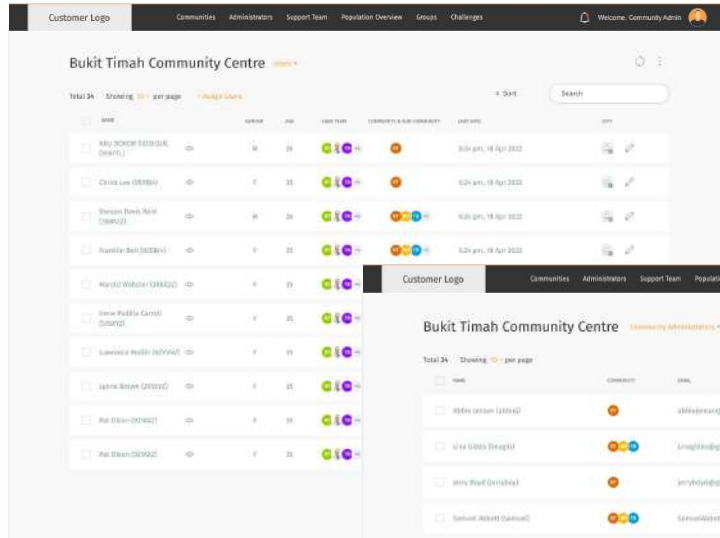
The screenshot shows a web application interface for managing communities. At the top, there is a navigation bar with 'Customer Logo' and several menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile icon and 'Welcome, Community Admin' are visible on the right. Below the navigation bar, the 'Communities' section is displayed. It includes a search bar and a 'Showing 10 per page' indicator. A table lists various communities, including 'Bukit Timah Community Centre', 'Bukit Merah Community Centre', 'Tiong Bahru Community Centre', and several 'Wellness Sub Community' entries. A red box highlights the admin icon (a person with a gear) for 'Wellness Sub Community 1'. Other icons for edit and delete are also visible for each row.

COMMUNITY	NO. OF SUB COMMUNITIES	ADDRESS	APP
Bukit Timah Community Centre	10	4000 Jalan Bukit Merah, #01-01 Bukit Merah CC, 19445	  
Bukit Merah Community Centre	8	85-123, Bukit Merah St E, 401-802, Singapore 49732	  
Tiong Bahru Community Centre	3	89-110, Ang Mo Kio Avenue 4, 404-426, Singapore 562163	  
Wellness Sub Community 1	-	101 Eu Chin St, Singapore 18701	  
Wellness Sub Community 2	-	122 Eu Chin St, Singapore 16904	  
Wellness Sub Community 3	-	12 Eu Chin St, Singapore 16701	  
Kampung Glan Community Club	3	385 Beach Rd, Singapore 199581	  
Carmill Community Club	8	285 Beach Rd, Singapore 199581	  
Poh Kio Community Centre	-	27 Woodcock Rd, Singapore 219458	  
Kim Seng Community Centre	-	320 Hackett Rd, Singapore 159640	  

← To assign sub community admins, click on the  icon. Assign the relevant admin by selecting through the list of admins or search the admin through the search box.



Assigning Users to Community



← Upon entering your individual community page, you will have an overview of that community's user.

↑ You may toggle the list view between "Users" or "Community Admins" by clicking on the dropdown menu located beside your community name.

↖ You may assign either "User" based on the list view you are on.

← You can only view community admins and cannot make assign/edit them.



Assigning Users to Community (cont.)

Assign Users to Bukit Timah Community Centre

Search by user's name

2 Users Selected (max 12)

<input checked="" type="checkbox"/>	BA Lawrence Mullin	LM Lawrence Mullin	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AB ABU BOKOR SIDDIQUE	AB ABU BOKOR SIDDIQUE	<input type="checkbox"/>
<input type="checkbox"/>	CL Christ Lee		
<input type="checkbox"/>	AA Anthony Ang		
<input type="checkbox"/>	TA Tan Ah Bee		
<input type="checkbox"/>	BL Bertie Larson		
<input type="checkbox"/>	JE Jacob Edwards		

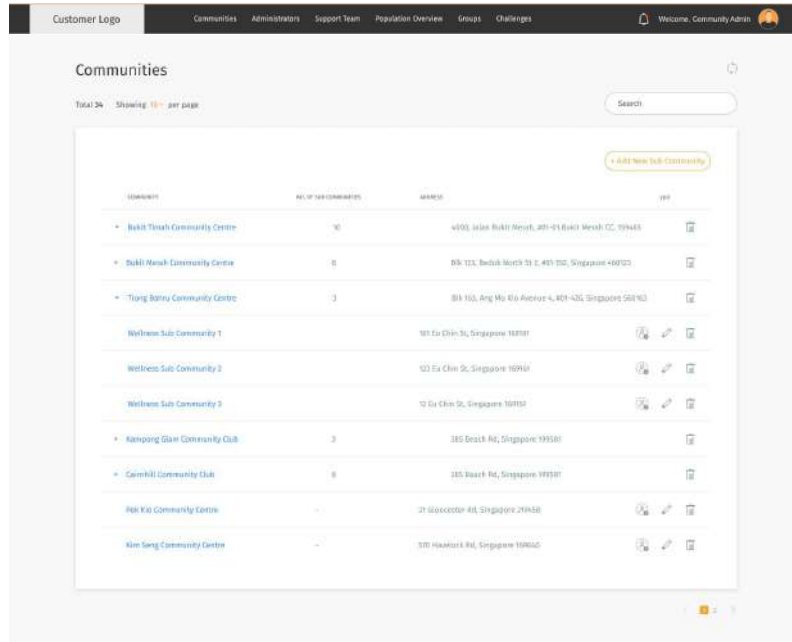
Confirm

← Upon selecting “+Assign Users”, you will be able to assign user to the community.

← You may assign user for your community by selecting through the list of users or search the user through the search box.



Assigning Users and Sub Community Admins to Sub Community



The screenshot displays a web application interface for managing communities. At the top, there is a navigation bar with 'Customer Logo' and several menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile icon is visible in the top right corner, labeled 'Welcome, Community Admin'. Below the navigation bar, the main heading is 'Communities'. Underneath, it shows 'Total 24' and 'Showing 15 per page'. A search bar is located on the right side of the table area. A yellow button labeled '+ Add New Sub-Community' is positioned above the table. The table itself has four columns: 'COMMUNITY', 'NO. OF SUB-COMMUNITIES', 'ADDRESS', and 'APP'. The table lists various community centers and sub-communities, each with a corresponding number of sub-communities and an address. Action icons (edit, delete, and a plus sign) are present for each row.

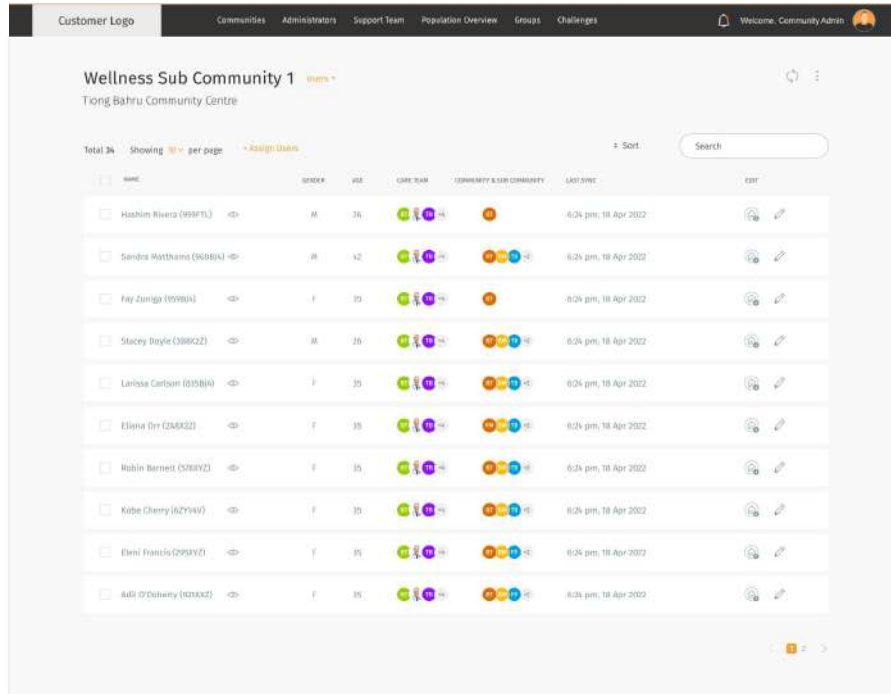
COMMUNITY	NO. OF SUB-COMMUNITIES	ADDRESS	APP
Bukit Timah Community Centre	30	4000 Jalan Bukit Merah, 01-01 Bukit Merah CC, 19445	[Icons]
Bukit Merah Community Centre	8	85-123, Bukit Merah Rd, 401-002, Singapore 401002	[Icons]
Tiong Bahru Community Centre	3	89-103, Ang Mo Kio Avenue 4, 404-426, Singapore 561103	[Icons]
Wellness Sub-Community 1		101 Eu Chin St, Singapore 180101	[Icons]
Wellness Sub-Community 2		102 Eu Chin St, Singapore 180102	[Icons]
Wellness Sub-Community 3		103 Eu Chin St, Singapore 180103	[Icons]
Kampung Glam Community Club	3	385 Beach Rd, Singapore 199531	[Icons]
Cairnhill Community Club	8	385 Beach Rd, Singapore 199531	[Icons]
Pak Kio Community Centre	-	27 Woodcock Hill, Singapore 219458	[Icons]
Kim Seng Community Centre	-	370 Hakone Hill, Singapore 159640	[Icons]

← On click of the individual community/ subcommunity, You will be able to view the users/admins under it, edit their details or assign them.

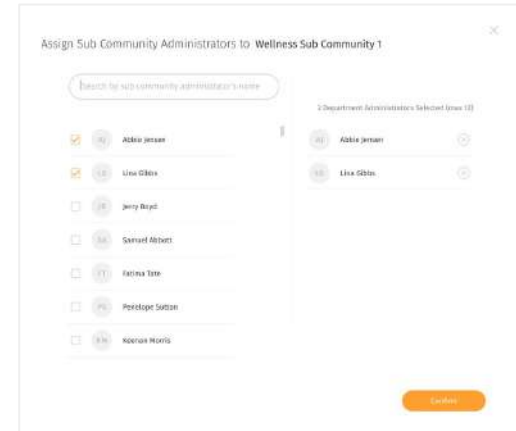
Please note that you can only reassign subcommunity admins.



Assigning Users and Sub Community Admins to Sub Community (cont.)



NAME	GENDER	AGE	CARE TEAM	COMMUNITY & SUB COMMUNITY	LAST SYNC	EDIT
Hoshim Rivera (908FTL)	M	36			6:24 pm, 18 Apr 2022	
Sandra Mathama (908814)	M	42			6:24 pm, 19 Apr 2022	
Fay Zuniga (099834)	F	33			6:24 pm, 18 Apr 2022	
Stacey Doyle (386522)	M	26			6:24 pm, 18 Apr 2022	
Larissa Carlson (819181A)	F	35			6:24 pm, 18 Apr 2022	
Eliana Orr (234822)	F	35			6:24 pm, 18 Apr 2022	
Hobin Barnett (0783Y2)	F	35			6:24 pm, 18 Apr 2022	
Katie Cherry (627144)	F	35			6:24 pm, 18 Apr 2022	
Eleni Francis (2953Y2)	F	35			6:24 pm, 18 Apr 2022	
Auli O'Doherty (8236K2)	F	35			6:24 pm, 18 Apr 2022	



Assign Sub Community Administrators to Wellness Sub Community 1

Search for sub-community administrator's name

2 Department Administrators Selected (from 13)

- Abbie Jernan
- Lisa Giblin
- Jerry Boyd
- Samuel Abbott
- Fatima Tate
- Penelope Sutton
- Nigerian Morris

Update

← The Sub Community Page will show a list of Users and Sub Community Admins under that individual sub community depending on your list view.

↑ Assigning Users and Sub Community Admins follows the same flow as assigning users for community.

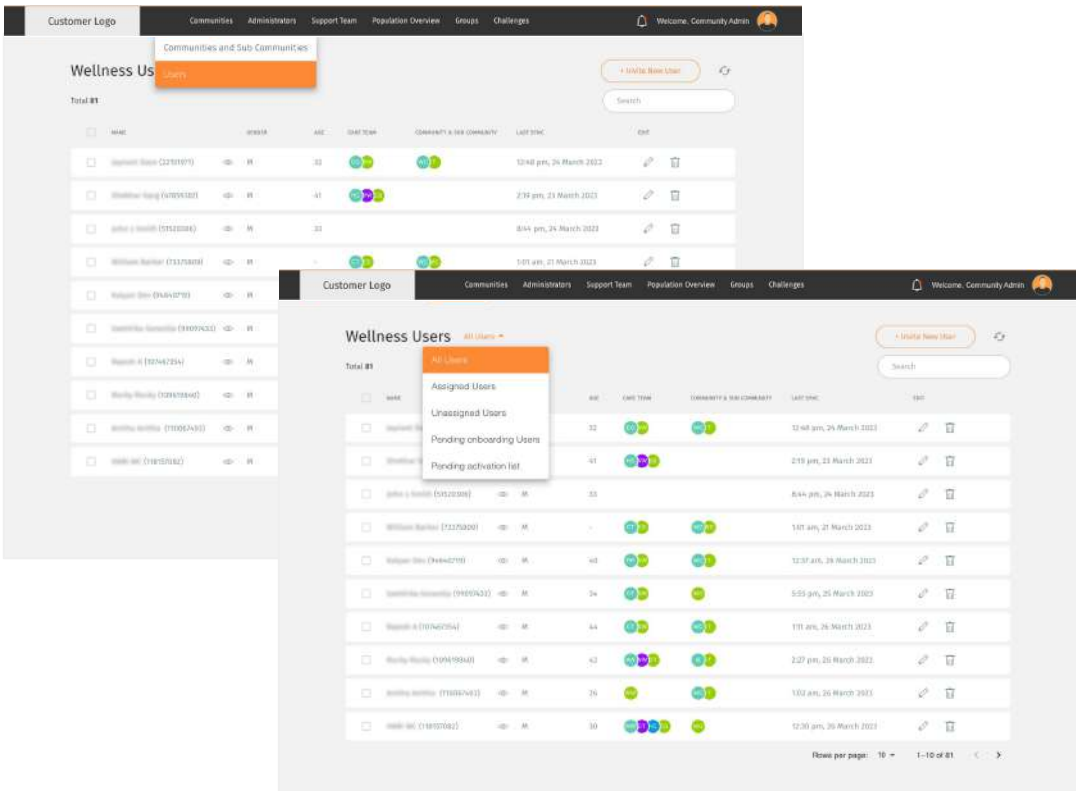


Users

- | About Users
- | Users List Summary
- | Invite New Users
- | Onboard and Assign User
- | Editing User
- | Deleting User
- | Sending Broadcast Message to User(s)



About Users



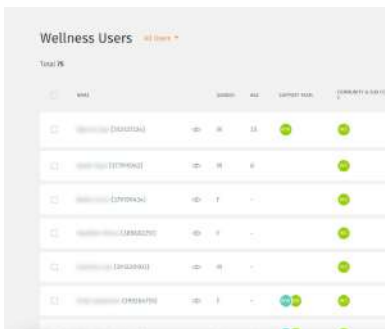
← You may view your organization Wellness Users by navigating through the top navigation bar and selecting “Users”.

✓ You may also filter through the different type of users, eg. “Assigned Users”, “Unassigned Users” by clicking on the filter dropdown.

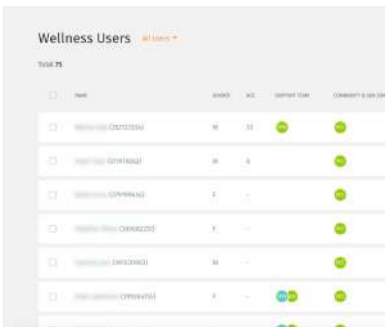
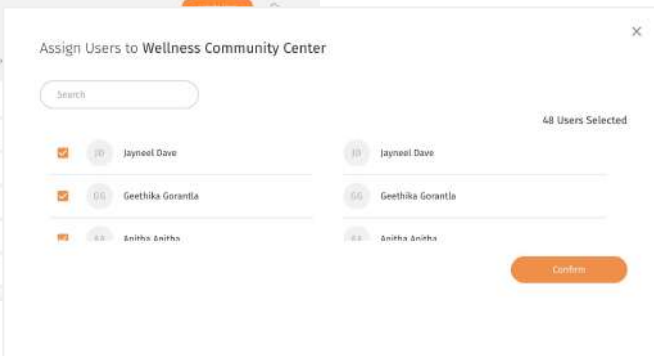
✓ You may manage each list by onboarding, editing, or deleting.



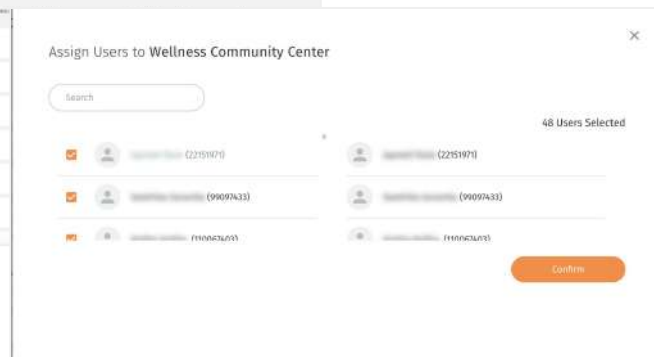
About My Users (cont.)



↑ PII enabled



↑ PII disabled



← Your wellness administrator may restrict your access to personal identifiable information (PII). Your admin may enable/disable your access at any points in time.

← Note that if your PII access is disabled, you will not be able to view your users' names (which will be fully blurred) or edit their information. You can refer to their User ID as required.



Users List Summary

↓ This is an explanation summary of the different Users that can be viewed/filtered from the 'Users' dashboard.

Assigned Users	Unassigned Users	Pending Onboarding Users	Pending Activation List	Invited Users List
Users who have a support team assigned to them (either via self selection or admin)	Users who have been onboarded previously - but for some reason doesn't have a support team (e.g. User Requests a Change / Off Duty)	New Users who have completed mobile onboarding on mobile app & did not select support team	Users who have not completed mobile onboarding procedure (download app & complete profile)	Users who are invited by admins or support team members but have not registered. This list is the same across all dashboard roles.



Inviting New Users

The screenshot displays a web application interface for user management. At the top, there is a navigation bar with 'Customer Logo' and several menu items: 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile icon and 'Welcome, Community Admin!' are visible on the right. Below the navigation, the main section is titled 'My Users' with a sub-link 'Invited Users'. A '+ Invite User' button is located in the top right corner. A search bar is present above a table of users. The table has columns for 'NAME', 'CONTACT NUMBER', 'EMAIL', 'INVITED BY', 'DATE LAST SENT', 'INVITATION STATUS', and 'EDIT'. The table contains six rows of user data. An 'Invite User' modal form is open in the foreground, showing fields for 'First Name', 'Last Name', and 'Email'. Below these fields, there is a note: 'An email will be sent to the user with the registration invitation.' and a 'GROUP NUMBER' field with the value '0123-0007'. At the bottom of the modal, there are radio buttons for 'SMS Only', 'Email Only', and 'SMS & Email', and a 'Send Invitation' button.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	EDIT
Bobbi-Jay	+65 8891 0101	bobbi.jay@yopmail.com	[Avatar]	4:53 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
Bryan Chen	+65 8129 3010	bryan.chen123@yopmail.com	[Avatar]	4:50 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
Eritha Dwiacruz	+65 93625372	eritha.dwiacruz@yopmail.com	[Avatar]	3:33 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
Andrew Tan	+65 81811239	andrew.tan123@yopmail.com	[Avatar]	1:01 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
Andrew Tan					Active	[Edit] [Close] [Delete]
Andrew Tan					Cancelled	[Edit] [Close] [Delete]
Andrew Tan					Cancelled	[Edit] [Close] [Delete]

↗ You may invite a User to start their program under your facility by clicking on the **'+Invite a New User'**.

↗ Depending on the organisation setup, invitation code may be turned **off** or turned **on**.

Invitation code turned ON: Invited users can have three states - **'Invited'**, **'Cancelled'** (means invitation is cancelled by administrator), and **'Expired'** (means code expired).

Invitation code turned OFF: Invited users can have two states - **'Invited'** and **'Cancelled'** (means invitation is cancelled by administrator).



Inviting New Users

- Invite users

Invite User

Follow the steps to add a new user.

User's Details

First Name

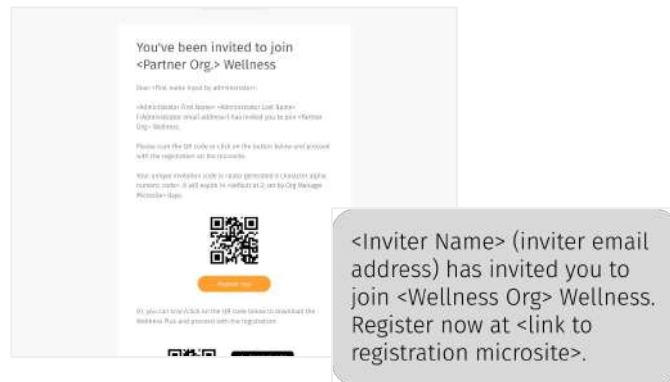
Last Name

Email

An email will be sent to the user with the registration instruction.

Please select the mode of invitation

SMS Only Email Only SMS & Email



- ↖ To invite users manually, click “+Invite A New User”.
- ← Fill up the User Name & Email/mobile number, and mode of invitation.
- ↑ Upon invitation, users will receive invitation with link to microsite, together with an invitation code if the platform owner has switched on invitation code settings. The organisation section will be prefilled to that of the inviting organisation.



Inviting New Users ○ Cancel invite


The screenshot shows a web application interface for managing users. At the top, there's a navigation bar with 'Customer Logo' and various menu items like 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this is a 'My Users' section with a search bar and a '+ Invite User' button. A table lists invited users with columns for Name, Contact Number, Email, Invited By, Date Last Sent, Invitation Status, and Action. A pop-up dialog is overlaid on the table, asking for confirmation to cancel an invitation for Bobby Lai.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	ACTION
Bobby Lai	+65 8891 0101	bobby.lai@yopmail.com	[Avatar]	4:53 Pm, 8 May 2023	Active	[Action]
Bryan Chen	+65 8129 3010	bryan.chen123@yopmail.com	[Avatar]	4:50 Pm, 8 May 2023	Active	[Action]
eRita	+65 93625372	eRita.dvlacruz@yopmail.com	[Avatar]	3:33 Pm, 8 May 2023	Active	[Action]
Andrew Tan	+65 81811239	andrew.tan123@yopmail.com	[Avatar]	1:01 Pm, 8 May 2023	Active	[Action]
Sudrey Chen	+65 91918191	sudreychen@yopmail.com	[Avatar]	11:58 Am, 8 May 2023	Active	[Action]
[Redacted]	+65 81918124	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Action]
[Redacted]	+65 8123 1232	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Action]

Are you sure you want to **cancel** the invitation sent to "**Bobby Lai (bobby.lai@yopmail.com)**"?

The invited user will not be able to access their invitation link.

Back Cancel Invite

← You can cancel an active invitation by clicking on the  button. A pop up will show accordingly to confirm your cancellation.

Once an invitation is cancelled, the user will not be able to access the invitation link sent and/or use the invitation code provided to register on their mobile app.


The cancel button will be disabled once an invitation has been cancelled.



Inviting New Users ○ Delete invite

The screenshot shows a web application interface for managing users. At the top, there's a navigation bar with 'Customer Logo' and various menu items like 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the main area is titled 'My Users' and includes a search bar and a '+ Invite User' button. A table lists users with columns for Name, Contact Number, Email, Invited By, Date Last Seen, Invitation Status, and Edit. A context menu is open over the row for 'Alvita Ard', showing options for 'Invite', 'Cancel', and 'Delete'. A confirmation dialog is displayed in the foreground, asking 'Are you sure you want to remove "Alvita Ard (alvard123@yopmail.com)" from your list?' with 'Cancel' and 'Remove' buttons.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SEEN	INVITATION STATUS	EDIT
Alvita Ard	+65 8891 0101	alvard123@yopmail.com	Admin	4:53 PM, 8 May 2023	Active	✉ ✕ 🗑
Bryan Chen	+65 8129 3010	bryan.chen123@yopmail.com	Admin	4:50 PM, 8 May 2023	Active	✉ ✕ 🗑
Alvita Ard	+65 93625372	alvard123@yopmail.com	Admin	3:33 PM, 8 May 2023	Active	✉ ✕ 🗑
Andrew Tan	+65 81811239	andrew.tan123@yopmail.com	Admin	1:01 PM, 8 May 2023	Active	✉ ✕ 🗑
Alvita Ard	+65 81					
Alvita Ard	+65 81					
Alvita Ard	+65 81					

← You can delete an invitation only if it has been cancelled. Click  to delete the invitation. A prompt will appear to confirm your deletion.



Inviting New Users ○ Resend invite

The screenshot shows a user management interface with a table of users and a 'Resend invitation' modal. The table has columns for Name, Contact Number, Email, Invited By, Date Last Sent, Invitation Status, and Edit. The modal is titled 'Resend invitation' and contains a 'User's Details' section with fields for Name, Last Name, and Email. It also has a 'Please select the mode of invitation' section with radio buttons for 'SMS Only', 'Email Only', and 'SMS & Email'. A 'Resend Invitation' button is at the bottom of the modal.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	EDIT
<input type="checkbox"/> Andrew Subramanian	+65 81811239	andrew.subramanian@gmail.com		12:00 Pm, 8 May 2023	Active	
<input type="checkbox"/> Audrey Chen	+65 91919191	audreychen@gmail.com		11:58 Am, 8 May 2023	Active	
<input checked="" type="checkbox"/> Albert	+65 81918124	albert123@gmail.com		8:40 Am, 24 Apr 2023	Cancelled	
<input checked="" type="checkbox"/> Grace	+65 8123 1232	grace.ng@connectedlife.io				

2 Users Selected

Resend invitation

Follow the steps below to edit/resend your invitation.

User's Details

Name: Andrew
Last Name: Subramanian
Email: andrew.subramanian@gmail.com

An email will be sent to the user with the registration instructions.

Please select the mode of invitation:
 SMS Only Email Only SMS & Email

Resend Invitation

← Once an invitation has been cancelled, you can resend their invitation by clicking on the button.

An invitation can also be resend even if it is still active. The previous invitation link and/or code will be auto-expired and a new one will be generated.

A pop up will appear to review/update the invitation details before resending.

To resend invitation in bulk, click on the checkbox to select multiple invitations and click on the resend button after on the bottom of the list.

Please note that updating the invitee's details is only available in the single resend feature.



Onboard & Assign User

Name	Gender	Age	Live Date	Communities & Sub-Communities	Last Seen	Actions
ABU BOWEN SUDHOU (WSPFL)	M	26			10/24 10:18 Apr 2022	[Edit] [Onboard]
Chloe Lee (WSPFL)	F	30			10/24 10:18 Apr 2022	[Edit] [Onboard]
Darwin Davis Field (WSPFL)	M	26			10/24 10:18 Apr 2022	[Edit] [Onboard]
Helvia Sherman (WSPFL)	M	26			10/24 10:18 Apr 2022	[Edit] [Onboard]
Armenian Rodriguez (WSPFL)	M	26			10/24 10:18 Apr 2022	[Edit] [Onboard]
Irwin Nathan	M	26				[Edit] [Onboard]
Stacie Rowers	F	25				[Edit] [Assign]
Dhanya Lopus						[Edit] [Pending Activation]
Ashley Malabardo						[Edit] [Pending Activation]
Juliette Peltara						[Edit] [Pending Activation]

← Click the “Onboard” button to start onboarding User.

➤ Fill or edit the relevant information up till. You may assign the user to communities and sub communities that you are in charge of.

Onboard a New User

Basic Information

Name: LAWRENCE
Last Name: MALDEN
Nickname: MALDEN
Date of Birth: 2/16/1995
Gender: Male
Email: lawrence.malden@wspfl.com
Password: [REDACTED]
Confirm Password: [REDACTED]
Phone Number: [REDACTED]
Country: [REDACTED]
State: [REDACTED]
City: [REDACTED]
Zip Code: [REDACTED]

Contact Info

Address: 1000 Borge Lachs Apt. 502
City: Singapore
State: [REDACTED]
Zip Code: [REDACTED]

Save



Onboard & Assign User (cont.)

Onboard a New User

Follow the steps to onboard a new user.

- Mobile Onboarding** Profile completed ✓
- Basic Information** Confirm user details ✓
- Medical History** Concerns & past occurrences ✓
- General Readings** Vital health & condition ✓
- Lifestyle** Smoking & drinking history ✓
- Community & Sub Community** Assign community, sub community & support team members **6**

Community & Sub community

Community
Tiong Bahru Community Centre

Sub Community
No Specific Sub Community Assigned

Community
Kampong Glam Community Club

Sub Community
Sub Community 2; Wellnes Sub Community 3

+ Add Community

Support Team Member (Optional)

Support Team Member (optional)
Abram George; Martin Vetrovs

Back Onboard User

← You may also assign the user to a Support Team Member (optional) for each of the Community they are in. If not, you may click on the “Onboard User” button to complete the onboarding process.



Editing User

Customer Logo | Communities | Administrators | Support Team | Population Overview | Groups | Challenges | Welcome, Community Admin

Wellness Users

Total 24 | Showing 10 per page | Sort | Search

Name	Gender	Age	Last Seen	Community & Sub-Community	Last Seen	Edit
ABU BOKOR SODIQUE (559871)	M	26			0:24 PM, 18 Apr 2022	
Cherie Lee (50824)	F	35			0:24 PM, 18 Apr 2022	
Shirley Davis Reid (50822)	M	26			0:24 PM, 18 Apr 2022	
Milia Sherman (50822)	M	26				
Bernadeth Rodriguez (50822)	M	26				
Wawa Buttara	F	26				
Daria Binars	F	25				
Dhanyal Sarpas						
Ashley Mathibardi						
Sankha Mallikar						

Laurence Mullins

Basic Information

Name: Laurence Mullins
Last Name: Mullins
Phone: 94 810
Date of Birth: 21/07/1995
Medical History: No Specific Sub-Community Assigned
Lifestyles: Kampong Giam Community Club
Community & Sub-Community: Ting Bahru Community Centre

Support Team Member (Optional)

Support Team Member (Optional): Adam George, Martin Vestros

Save Changes

Community & Sub-Community

Community: Ting Bahru Community Centre


Sub-Community: No Specific Sub-Community Assigned

Lifestyles: Kampong Giam Community Club

Sub-Community: Sub Community 2, Welness Sub Community J

Support Team Member (Optional): Adam George, Martin Vestros

Save Changes

↖ Click the Edit button icon  on the user you would like to edit.

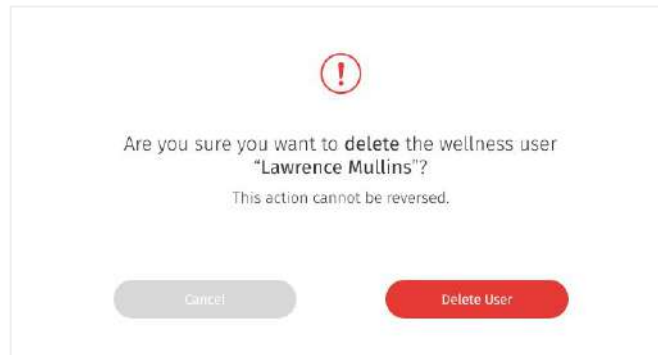
← Edit the user's information accordingly.

↑ You may choose to reassign the user to another Community, Sub Community or Support Team. Otherwise, click next to finish editing the user's information.



Deleting User

name	gender	age	Care Team	COMMUNITY & SUB-COMMUNITY	LAST TIME	X
Abi Bronck (300705) (300705)	M	36			10/24 2015, 18 Apr 2022	
Chloe Lee (307854)	F	30			10/24 2015, 18 Apr 2022	
Doreen Davis Reid (308322)	M	38			10/24 2015, 18 Apr 2022	
Hellie Sherman (308323)	M	38			10/24 2015, 18 Apr 2022	
Jennifer Mulligan (440522)	M	35			10/24 2015, 18 Apr 2022	
Irma Hutton	F	35				Delete
Doris Rowers	F	35				Delete
Debra Lugin						Pending Activation
Alicia Mulligan						Pending Activation
Alicia Mulligan						Pending Activation

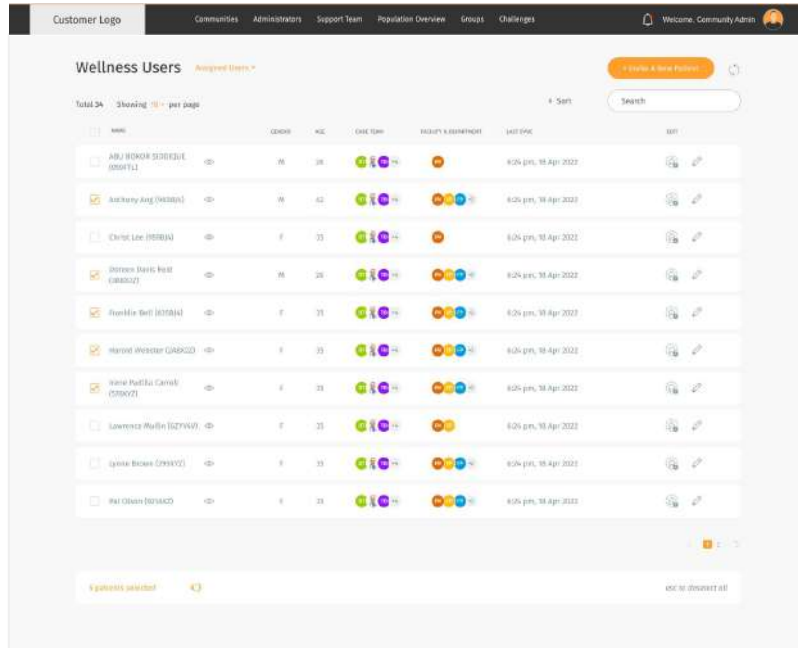


← You may choose to delete the Support Team Member information by clicking on the delete button icon

↑ Click Delete User to confirm delete.

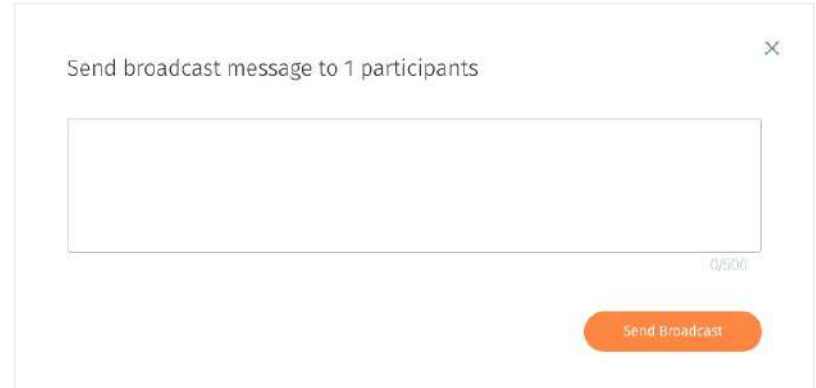


Sending Broadcast Message to User(s)



The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with 'Customer Logo' and several menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below the navigation bar, the main content area is titled 'Wellness Users' and includes a sub-header 'Assigned Users'. There is a search bar and a 'Send Broadcast' button. A table lists users with columns for 'Name', 'Gender', 'Age', 'Date Join', 'Security & Assignment', 'Last Date', and 'Action'. The table contains 10 rows of user data. At the bottom of the table, there is a 'Send Broadcast' button icon.

Name	Gender	Age	Date Join	Security & Assignment	Last Date	Action
ARJ BIKOR SIDIKIE (58071)	M	38	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Archery Ang (58080)	M	42	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Cheril Lee (58083)	F	33	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Doreen Derek Hoar (58087)	M	24	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Frankie Bell (58104)	F	31	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Harold Wecker (58202)	M	33	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Wane Paulina Carab (58002)	F	33	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Lawrence Mullin (52716)	F	31	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Opine Bicos (58312)	M	33	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022
Pat O'Shea (58140)	M	31	18 Apr 2022	18 Apr 2022	18 Apr 2022	18 Apr 2022



The screenshot shows a dialog box titled 'Send broadcast message to 1 participants'. It has a close button (X) in the top right corner. Below the title is a large empty text input field. At the bottom right of the dialog box is a 'Send Broadcast' button.

- ← Select the the users that you would like to broadcast your message to.
- ← You are able to send a broadcast message to your user(s) by click Broadcast button icon
- ↑ Once you have type out the message you wish to send to the user(s), click send message to send it out to your user.



Community Administrators

- | [About Community Administrators](#)
- | [Adding Community Administrator](#)



About Community Administrators



NAME	COMMUNITY	EMAIL	CONTACT NUMBER	FAX
Shamekhi (Dannanaki)		shamekhi@gmail.com	+1 644624791	
Wade Langford (wclaf)		wclaf@gmail.com	+1 54833836	
Shane Free (ShaneFree)		shane@synpsail.com	+1 524242134	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	
shane@community (shane@community)		shane@community@synpsail.com	+1 54833836	

← You may access the Community Administrators page through the “Administrators” tab at the top navigation bar.

← The Community Administrators screen shows a list of community administrators under your organization which you can view each community administrator information.

← You can manage each list by adding new community administrators.



Adding Community Administrator

Community Administrators

Sub Community Administrators

ADD A New Community Administrator

NAME	COMMUNITY	EMAIL	CONTACT NUMBER	EDIT	DELETE
John Wee (Starbucks)	[Community Icon]	johna.wee@gmail.com	+65 844624791	[Edit]	[Delete]
John Tang (Indie)	[Community Icon]	johna.t@gmail.com	+65 34833336	[Edit]	[Delete]
John Tan (BlueTree)	[Community Icon]	johna.t@gmail.com	+65 33403334	[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]
John Tan (IndieCommunity)	[Community Icon]	johna.t@gmail.com		[Edit]	[Delete]

Add a New Community Admin

Follow the steps to add a new community admin.

Account Setup
User Name & Permissions

Basic Information
Basic community admin details

Profile picture (Optional)
Upload a picture of the user team member or select an avatar for easier identification.

Next

Add a New Community Admin

Follow the steps to add a new community admin.

Community Admin Details

Account Setup
User Name & Permissions

Basic Information
Basic community admin details

Profile picture (Optional)
Upload a picture of the user team member or select an avatar for easier identification.

Facility
Community Centre Kampong Cham Community Club

Next

- To add a new Community Administrator, click the “Add A New Community Administrator” button.
- Step up an account for the community admin by filling in the username and uploading a profile picture (optional)
- Key in the basic information about the administrator.
- Assign new administrator to a community (only can be communities you are in charge of).



Sub Community Administrators

- | [About Sub Community Administrators](#)
- | [Adding Sub Community administrators](#)
- | [Editing Sub Community administrators](#)
- | [Deleting Sub Community Administrators](#)



About Sub Community Administrators



Sub Community Administrators

Total 10

Name	Sub Community	Email	ID Number	Role
Wenry Goh (Wenry)		wenry@gmail.com	+65 87020412	
Uly Brian (UlyBrian)		ulybrian@gmail.com	+65 89420480	
Infusub (Infusub)		infusub@gmail.com	+65 87818798	
Micrusub (Micrusub)		micrusub@gmail.com	+65 87638356	
Wichal (Wichal)		wichal@gmail.com	+65 35345544	
Wuhsun (Sub Community Admin (wuhspoc@ps.com))		wuhsun@gmail.com	+1 990205481	
Alamy (Sub Admin Sub Admin)		klemys@gmail.com	+62 844280025	
Khanub (Khanub)		khanub@gmail.com	+65 87467676	
Subcomduba (Subcomduba)		subcomduba@gmail.com	+65 354200317	
Icubcomg (Icubcomg)		icubcomg@gmail.com	+65 87618287	

Rows per page: 10 | 1-10 of 10

- ← You may access the Sub Community Administrators page through the “Administrators” tab at the top navigation bar.
- ← The Sub Community Administrators screen shows a list of sub community administrators under your organization which you can view each sub community administrator information.
- ← You can manage each list by adding new admins, editing or deleting.



Adding Sub Community Administrator

The screenshot displays the 'Sub Community Administrators' management page. At the top, there is a navigation bar with 'Customer Logo' and various menu items. Below the navigation, the page title 'Sub Community Administrators' is shown, along with a search bar and a red-bordered button labeled 'Add A New Sub Community Administrator'. The main content area features a table with the following columns: 'name', 'SUB COMMUNITY', 'EMAIL', 'ID CARD NUMBER', and 'STAFF'. The table lists several administrators, including 'Henry John (Henry)', 'Ilyk Herman (Ilykherman)', 'InfraSub (InfraSub)', 'WirozaSub (WirozaSub)', 'John (John)', 'WidianaSub (WidianaSub)', 'Ardian (Ardian)', 'WidianaSub (WidianaSub)', 'SubComBudu (SubComBudu)', and 'SubComBudu (SubComBudu)'. An inset window titled 'Add a New Sub Community Admin' is overlaid on the table. It contains a 'Sub Community Admin Details' section with a progress indicator. The form includes a 'Basic Information' section with fields for 'First Name' (John), 'Last Name' (John), 'Email' (john.atkin@gmail.com), 'Country' (Singapore), and 'Contact Number' (+65-9123 4567). There is also a 'Profile picture (Optional)' section with a note and three profile picture icons. A 'Next' button is visible at the bottom right of the form.

This screenshot shows the 'Add a New Sub Community Admin' form. The title is 'Add a New Sub Community Admin'. Below the title, there is a 'Community & Sub Community' section with two dropdown menus: 'Community' (String Rummy Community CMI) and 'Sub Community' (Widiana Sub Community 1). There is also a 'Next' button at the bottom right of the form.

↳ To add a new Sub Community Administrator, click the “Add A New Sub Community Administrator” button.

← Step up an account for the sub community admin by filling in the username and uploading a profile picture (optional)

↳ Key in the basic information about the administrator.

↑ Assign new administrator to a sub community (only can be from communities you are in charge of).



Editing Sub Community Administrator

NAME	SUB COMMUNITY	EMAIL	ID CARD NUMBER	EDIT
Henry Tator (Henry)		htator@yopmail.com	+85 8721312	
Lily Brown (Lilybrown)		lilybrown@yopmail.com	+52 84420810	
InfraSub (InfraSub)		infraSub@yopmail.com	+85 87587887	
MicroSub (MicroSub)		microSub@yopmail.com	+85 87678826	
SubAdmin (SubAdmin)		subAdmin@yopmail.com	+85 33345544	
SubCommunity Admin (subcommunityadmin)		subcom@yopmail.com	+1 292020491	
Admin Tong (AdminTongAdmin)		ktong@yopmail.com	+62 84420805	
MicroSub Admin (MicroSub)		ktong@yopmail.com	+85 8767878	
SubCommunity (SubCommunity)		subcommunity@yopmail.com	+3 75492317	
SubCommunity (SubCommunity)		subcom@yopmail.com	+85 87678787	

Sub administrator ID
lilybrown

Basic Information

First Name: Sub Community

Last Name: Admin

Email: lily.brown@yopmail.com

Phone Number: +85 8 44 82 48 50

Save Changes




















◀ You may choose to add or edit the department administrator information by clicking on the edit icon button

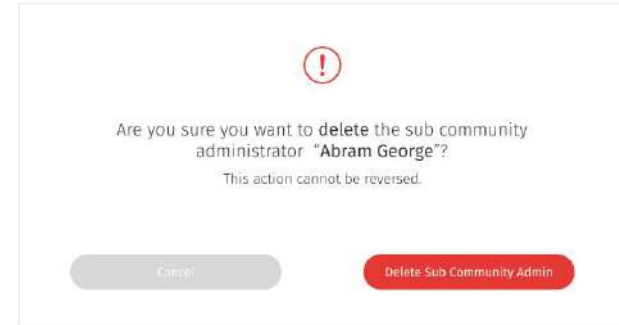
What can be added/edited:

- Profile picture (clicking on the profile icon)
- Basic Information
- Community



Deleting Sub Community Administrator

NAME	SUB COMMUNITY	EMAIL	ID/OTC NUMBER	OFF
Henry Goto (Henry)		henry@gmail.com	+1 87023412	
Edy Berman (EdyBerman)		edy.berman@gmail.com	+1 84420800	 
InfraSub (InfraSub)		infraSub@gmail.com	+1 87877887	 
Microsoft Microsoft (Microsoft)		Microsoft@gmail.com	+1 87878888	 
InfraSub Admin (InfraSub)		InfraSub@gmail.com	+1 33345544	 
Microsoft Sub Community Admin (MicrosoftAdmin)		MicrosoftAdmin@gmail.com	+1 33300000	 
Abram Gung (AbramGungAdmin)		abramgung@gmail.com	+1 84420805	 
Microsoft Admin (Microsoft)		Microsoft@gmail.com	+1 87878788	 
InfraSub Admin (InfraSubAdmin)		InfraSubAdmin@gmail.com	+1 33345533	 
Microsoft Admin (Microsoft)		Microsoft@gmail.com	+1 87878787	 



◀ You may choose to delete the sub community administrator information by clicking on the delete icon button

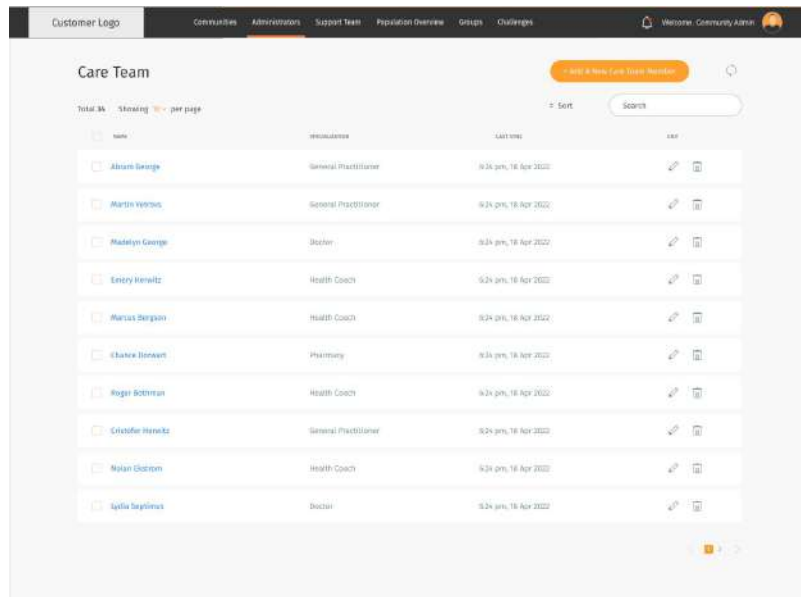






















Support Team

- | [About Support Team](#)
- | [Viewing User Assigned to Support Team Member](#)
- | [Assigning User to Support Team Member](#)



About Support Team



name	profession	last visit	edit
Alexand George	General Practitioner	9:24 pm, 18 Apr 2022	 
Martin Velasco	General Practitioner	9:24 pm, 18 Apr 2022	 
Madelyn George	Doctor	9:24 pm, 18 Apr 2022	 
Emory Heneitz	Health Coach	9:24 pm, 18 Apr 2022	 
Marcus Bergson	Health Coach	9:24 pm, 18 Apr 2022	 
Elizavka Stewart	Pharmacist	9:24 pm, 18 Apr 2022	 
Roger Botzman	Health Coach	9:24 pm, 18 Apr 2022	 
Christopher Henkelz	General Practitioner	9:24 pm, 18 Apr 2022	 
Melvin Ekstrom	Health Coach	9:24 pm, 18 Apr 2022	 
Yvette Bergman	Doctor	9:24 pm, 18 Apr 2022	 

← You may access the Support Team page through the “Support Team” tab at the top navigation bar.

← The Support Team screen shows a list of your support team members under your organization which you can view each member’s information.

← You can manage each list by editing or deleting.



Viewing User Assigned to Support Team Member

NAME	CONTACT INFO	ROLE	LAST LOGIN
Abram George (abramg)		General Practitioner	9:24 pm, 27 Apr 2022
Walter Wetters (waltet)		General Practitioner	9:24 pm, 26 Apr 2022
Maakyla George (maakylag)		Doctor	9:24 pm, 25 Apr 2022
Amy Henski (amyah)		Health Coach	9:24 pm, 24 Apr 2022
Wenlan Bergson (wenlanc)		Health Coach	9:24 pm, 23 Apr 2022
Osman Denawi (osmand)		Pharmacy	9:24 pm, 22 Apr 2022
Roger Sathman (rogersa)		Health Coach	9:24 pm, 21 Apr 2022
Christie Herkko (chrherk)		General Practitioner	9:24 pm, 20 Apr 2022
Nicole Ekstrom (nicolee)		Health Coach	9:24 pm, 19 Apr 2022
Lydia Septimus (lydiase)		Doctor	9:24 pm, 18 Apr 2022

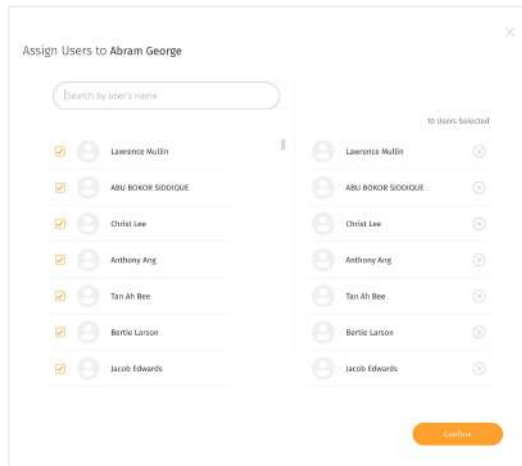
NAME	GENDER	AGE	DATE OF BIRTH	CONTACT INFO	LAST LOGIN	ROLE
ABU BOKOR SIDDIQUE (ABU71)	M	28			9:24 pm, 18 Apr 2022	
CHIT LEE (CHITL)	F	35			9:24 pm, 18 Apr 2022	
Ernest Owa Rend (ERNEO2)	M	29			9:24 pm, 18 Apr 2022	
FARISH BAH (FARISH)	F	38			9:24 pm, 18 Apr 2022	
Husaid Webster (HUSAI)	F	35			9:24 pm, 18 Apr 2022	
Inez Patricia Cayul (INEZC)	F	35			9:24 pm, 18 Apr 2022	
Lawrence Naitu (LAWREN)	F	31			9:24 pm, 18 Apr 2022	
Lynne Brown (LYNNE)	F	35			9:24 pm, 18 Apr 2022	
Pui Chiao (PUICHA)	F	35			9:24 pm, 18 Apr 2022	

You may view the users assigned to a Support Team Member by clicking on each Support Team Member name



Assigning User to Support Team Member

NAME	GENDER	AGE	CLUB TEAM	COMMUNITIES IN OUR COMMUNITY	LAST TIME	EDIT
ABU BOKOR SIDIQUE (801671)	M	28	Green	Blue	16:24 pm, 18 Apr 2022	
Christ Lee (92056)	F	35	Green	Blue	16:24 pm, 19 Apr 2022	
Benson Onda Reid (348007)	M	26	Green	Blue	16:24 pm, 18 Apr 2022	
Franklin Saki (301310)	M	38	Green	Blue	16:24 pm, 18 Apr 2022	
Hankid Webster (246022)	F	35	Green	Blue	16:24 pm, 19 Apr 2022	
Brene Pochin Cortol (307652)	F	28	Green	Blue	16:24 pm, 18 Apr 2022	
Laurence Mullin (827740)	M	35	Green	Blue	16:24 pm, 18 Apr 2022	
Lynne Brown (146102)	F	35	Green	Blue	16:24 pm, 19 Apr 2022	
Pui Orson (247442)	F	35	Green	Blue	16:24 pm, 18 Apr 2022	



← You may only assign user that is under the same communities with the Support Team Member. On the Member's users page, you may assign user to the member by clicking on the "+Assign users" button

↑ Assign user for the member by selecting through the list of users or search the user through the search box.



Population Overview

- | About Population Overview
- | Key Statistics
- | Population Analysis
 - About Population Analysis
 - Population Wellness Score
 - Population Wellness Segment
 - Population Engagement

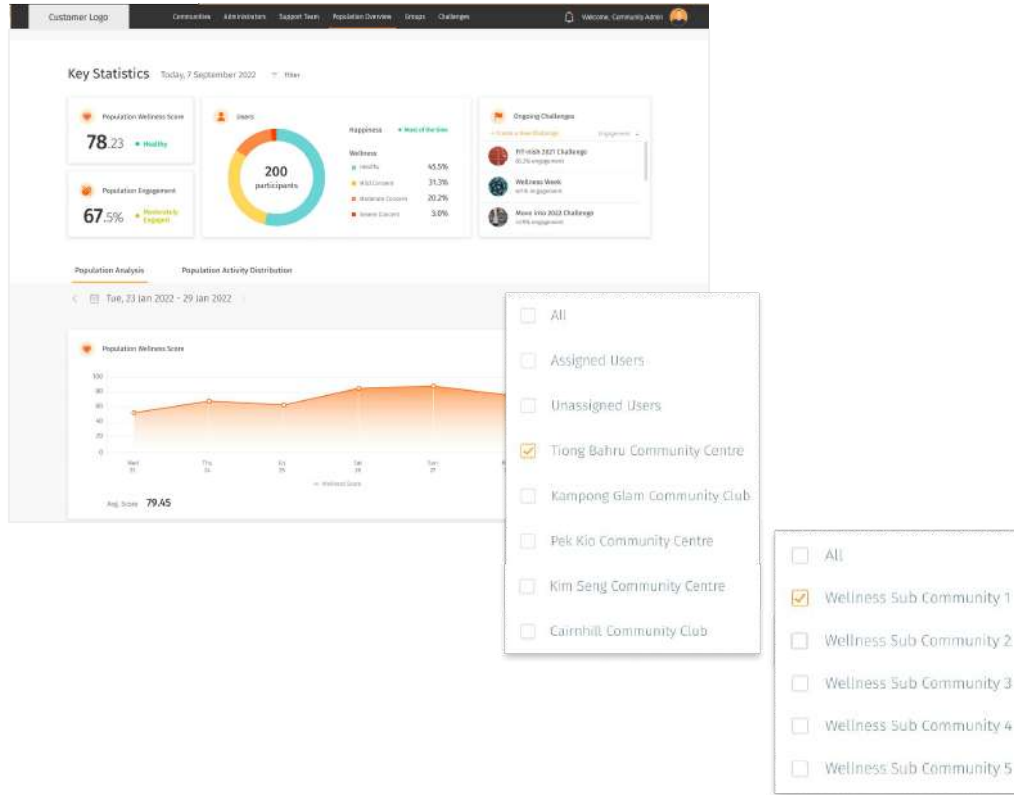
- Groups
- Challenges
- | Population Activity Distribution
 - About Population Activity Distribution
 - BMI and Waist Circumference
 - Exercise and Sedentary Time
 - Active Zone Minutes and Distance Covered

Population Overview (cont.)

- Steps and Sleep
- Fruits & Vegetables and Processed Food
- Water Intake and Mood & Stress
- Alcohol and Smoking




About Population Overview



← The Population Overview page is the dashboard's landing page where you are able to get a quick overview of how your population is doing and what challenges are ongoing. Right at the top, the Key Statistics section shows key information for the day.

This allows you to take a quick look at your population wellness, engagement and ongoing challenges. If you would like a more in-depth analysis of your population mapped over time or data for specific parameters and activities, you can scroll down and toggle between the Population Analysis and Population Activity Distribution tabs below.

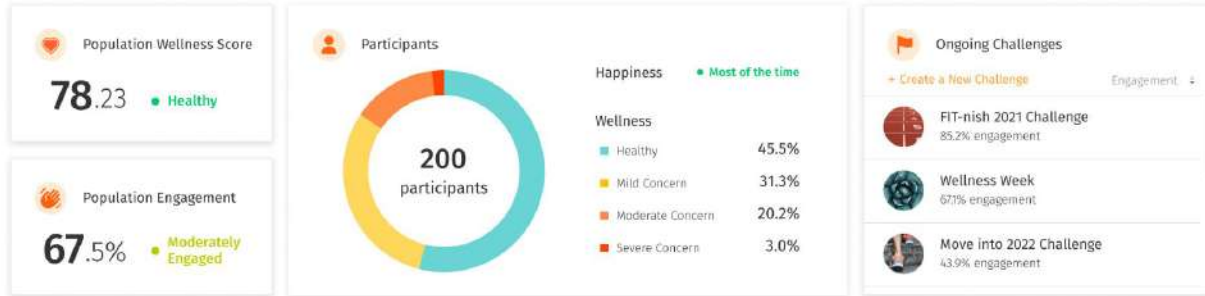
You may also filter and select to view specific community/sub community assigned to you.

You can do this simply by selecting the filter dropdown button  Filter .



Key Statistics

Key Statistics Today, 7 Feb 2022



Population Wellness Score

Shows how well your population is doing overall

Population Engagement

Shows how engaged your population is overall

Participants

Shows a distribution of your population in the different wellness ranges from Healthy to Severe Concern, as well as an overall happiness level status.

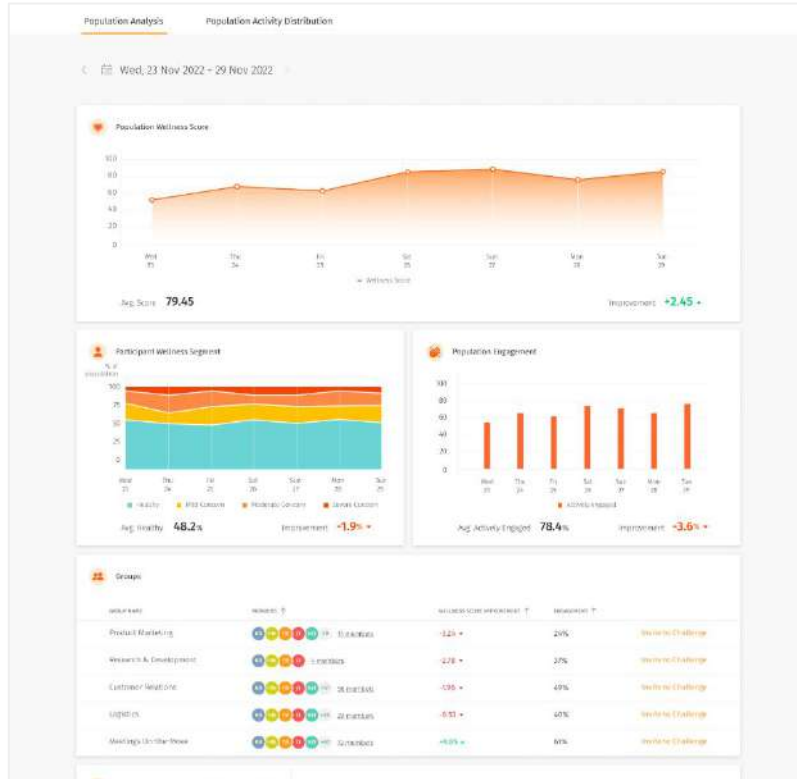
Ongoing Challenges

Shows the list of ongoing challenges, sorted by engagement level on default.



Population Analysis

About Population Analysis

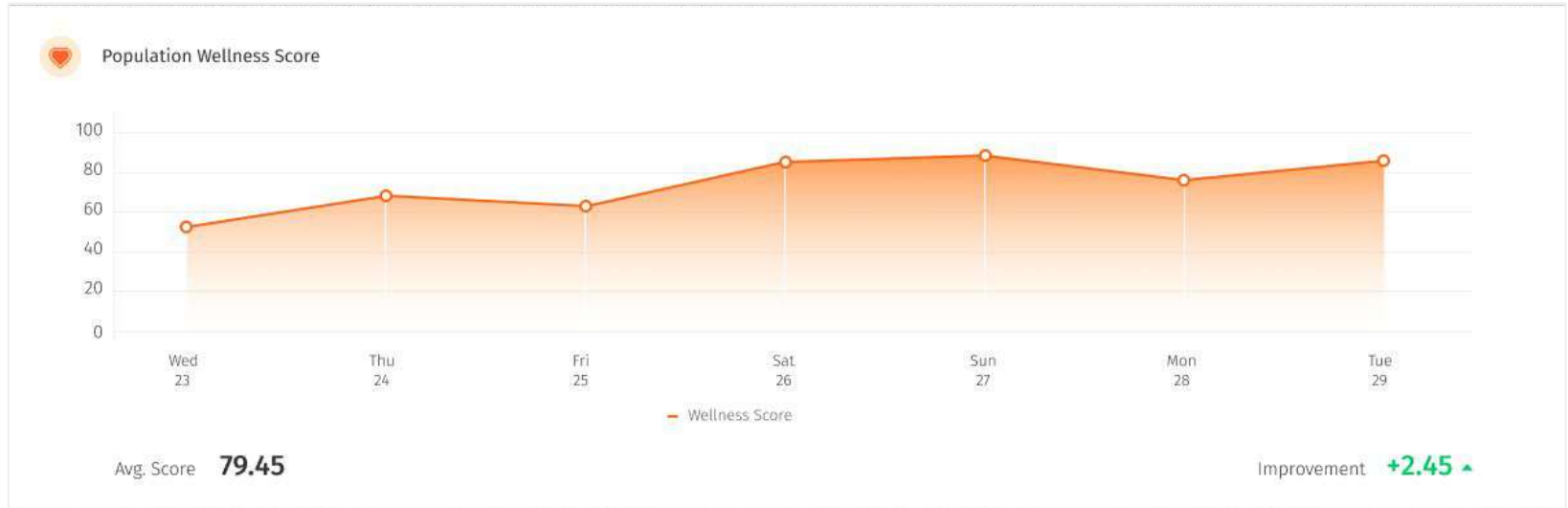


← The Population Analysis tab shows the data displayed in the key statistics above charted over time. You will be able to understand your population's wellness and engagement progression/regression trend over time from this section.

On default, the Population Analysis data is mapped over the last 7 days. To view your population trend over a longer period of time, change the time range from the calendar selection.



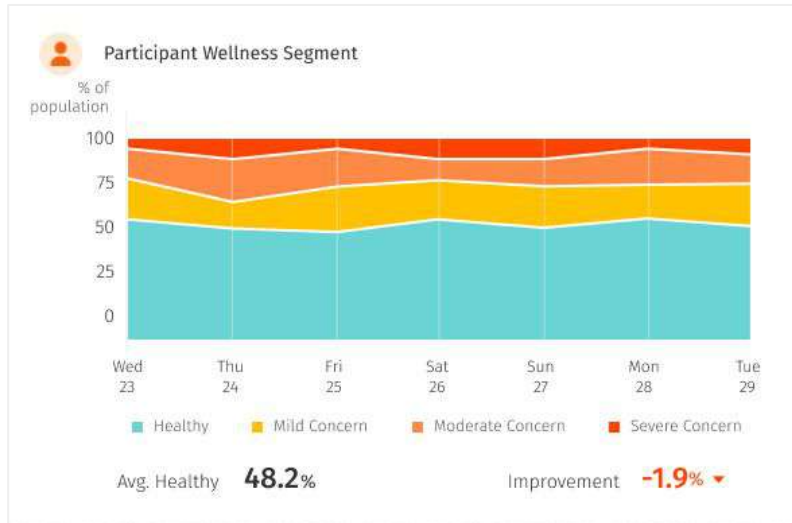
Population Analysis ○ Population Wellness Score



↑ The Population Wellness Score widget shows how well your population is doing overall over a period of time. You can easily identify their improvements over the course of the last week, month or quarter by looking at the trend of the line graph, or by looking at the positive or negative comparison on the bottom right corner. Ideally, your population wellness score should be progressing upwards and be at least above 70.



Population Analysis ○ Population Wellness Segment



← The Population Wellness Segment widget shows a distribution of your population in the different wellness ranges of Healthy (green), Mild Concern (yellow), Moderate Concern (orange), and Severe Concern (red) over a period of time.

You can also see whether the percentage of your population in the Healthy range has improved or not based on the number at the bottom right corner. Ideally, your chart should be populated with more green area than the other colours to indicate a higher percentage of Healthy individuals.



Population Analysis ○ Population Engagement



← The Population Engagement widget shows how engaged your population is overall over a period of time - whether they are using the app or completing challenge goals.

You can also see how their engagement for the week, month or quarter compares to the previous period by looking at the number at the bottom right corner. Ideally, you should be engaged with 100% of your population.



Population Analysis ○ Groups



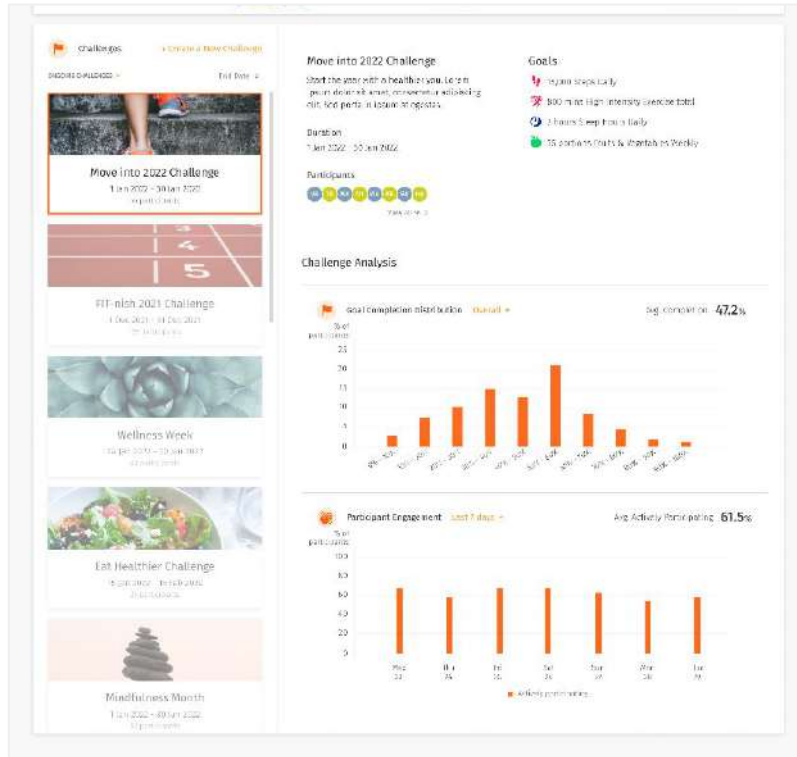
Groups

GROUP NAME	MEMBERS ↑	WELLNESS SCORE IMPROVEMENT ↑	ENGAGEMENT ↑	
Product Marketing	14 members	-3.24 ▼	24%	Invite to Challenge
Research & Development	4 members	-2.78 ▼	37%	Invite to Challenge
Customer Relations	56 members	-1.96 ▼	49%	Invite to Challenge
Logistics	29 members	-0.53 ▼	40%	Invite to Challenge
Meetings On-the-Move	72 members	+0.85 ▲	61%	Invite to Challenge

↑ The Groups widget shows the top 5 groups in your organisation, sorted by the lowest wellness score improvement by default. This allows you to quickly identify which groups require attention, where you can invite them to challenges to increase their wellness score.



Population Analysis ○ Challenges



← The Challenges widget shows the list of ongoing challenges, sorted by the earliest end date by default.

1. The widget consists of two sections:
2. The left side bar that shows the list of ongoing challenges.

The main section on the right side that displays the details of the selected challenge. Aside from basic details of the challenges that you have set when creating the challenge, you can also view the list of participants in the challenge, as well as an analysis of the challenge.

Challenge Analysis

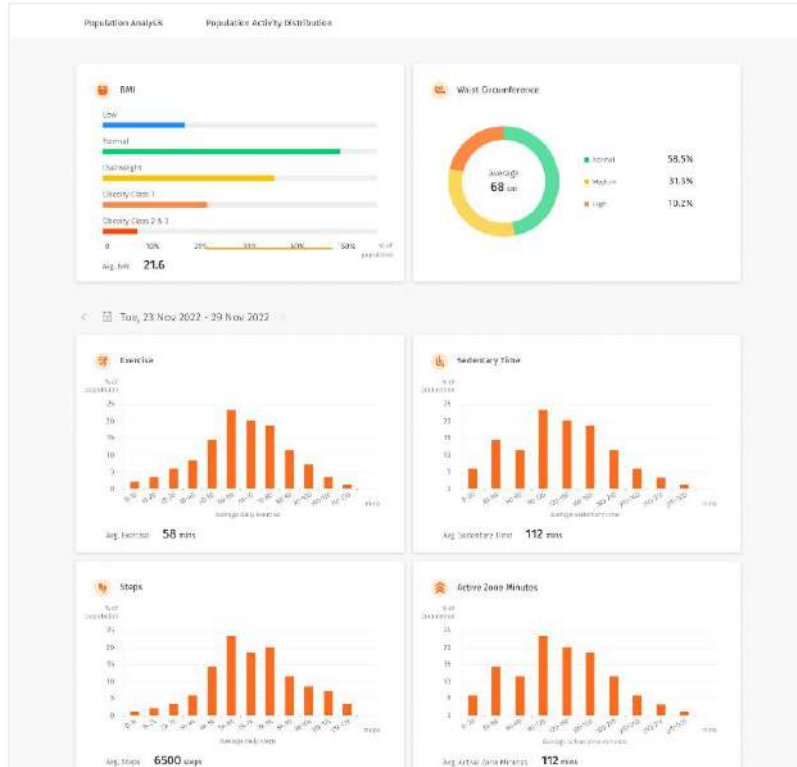
The goal completion distribution chart allows you to understand how much the participants have completed the overall challenge.

The participant engagement chart shows the level of engagement by the participants in the challenge.



Population Activity Distribution

About Population Activity Distribution

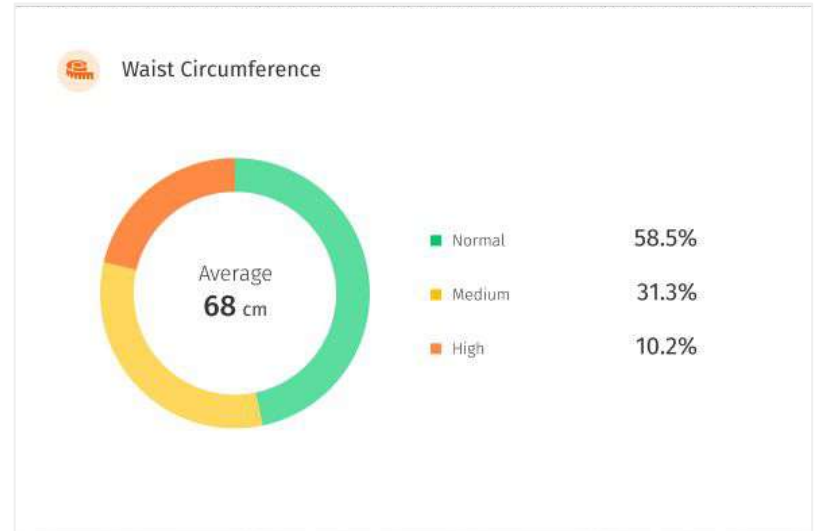


← The Population Activity Distribution tab shows visualisations for specific parameters and activities. This section allows you to understand how each parameter is distributed across your population.

On default, the Population Activity Distribution data takes the average reading over the last 7 days. To view your population trend over a longer period of time, change the time range from the calendar selection.



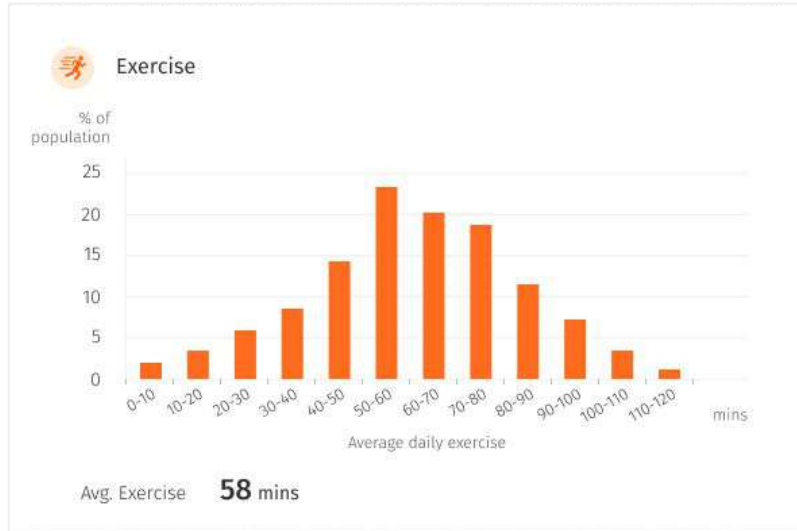
Population Activity Distribution ○ BMI and Waist Circumference



The BMI and waist circumference widgets show the percentage of your population in each label category for the different parameters for the day. Ideally, your chart should show more green to indicate more individuals in the 'Normal' range.

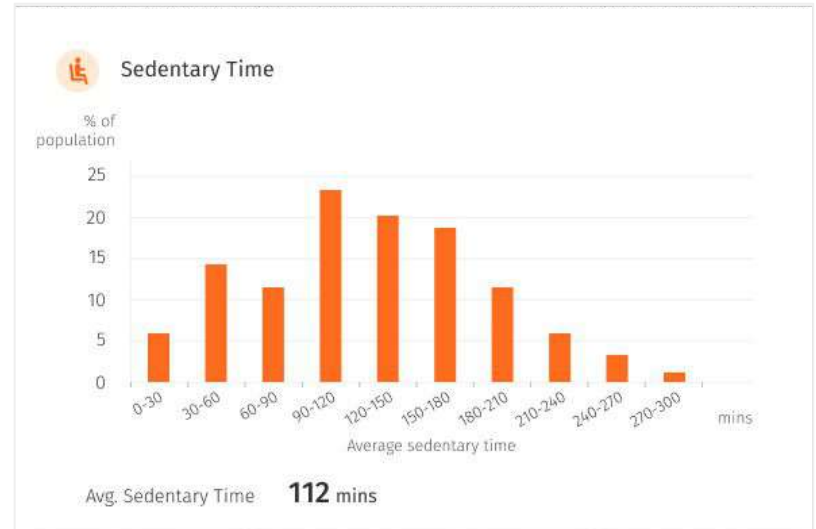


Population Activity Distribution ○ Exercise and Sedentary Time



↑ The Exercise widget shows the common range of minutes of exercise in your population. Ideally, your chart should skew to the right to indicate a higher average number of minutes of exercise. Create 'Exercise' challenges to achieve this.

↓ The Sedentary Time widget shows the common range of minutes of sedentary time in your population. Ideally, your chart should skew to the left to indicate a lower sedentary lifestyle. Create 'Sedentary Time', 'Exercise' or 'Steps' challenges to achieve this.

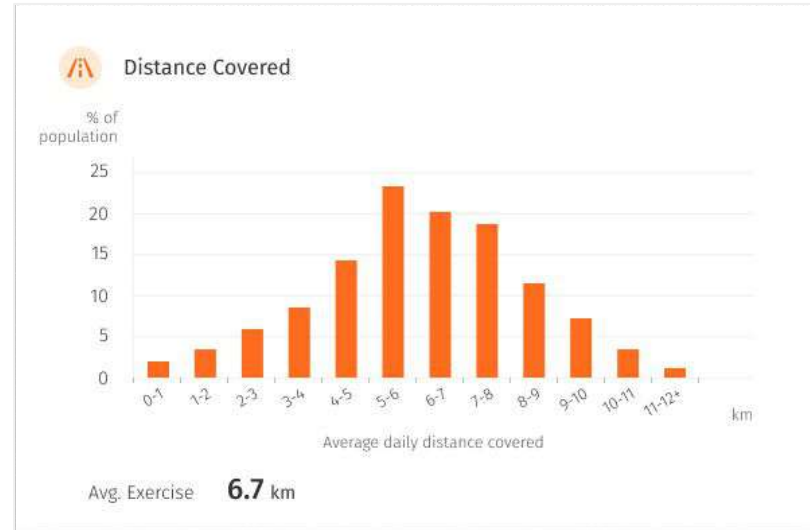


Population Activity Distribution ○ Active Zone Minutes and Distance Covered

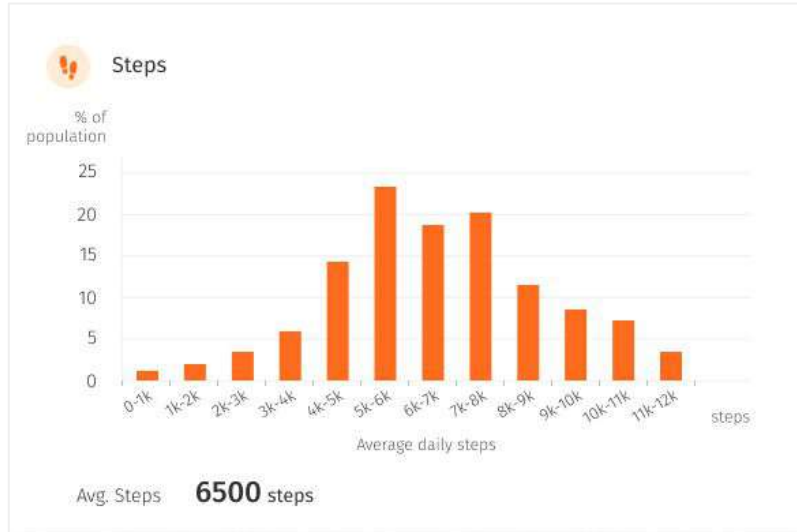


↑ The Active Zone Minutes widget shows the common range of minutes of exercise where your heart rate is elevated to the fat burning zone in your population. Ideally, your chart should skew to the right to indicate a higher average number of minutes of exercise. Create 'Active Zone Minutes' challenges to achieve this.

↓ The Distance Covered widget shows common range of kilometres of distance covered in your population, e.g. by walking, running, or wheelchair. Ideally, your chart should skew to the right to indicate a higher distance covered and more active lifestyle. Create 'Distance Covered' challenges to achieve this.

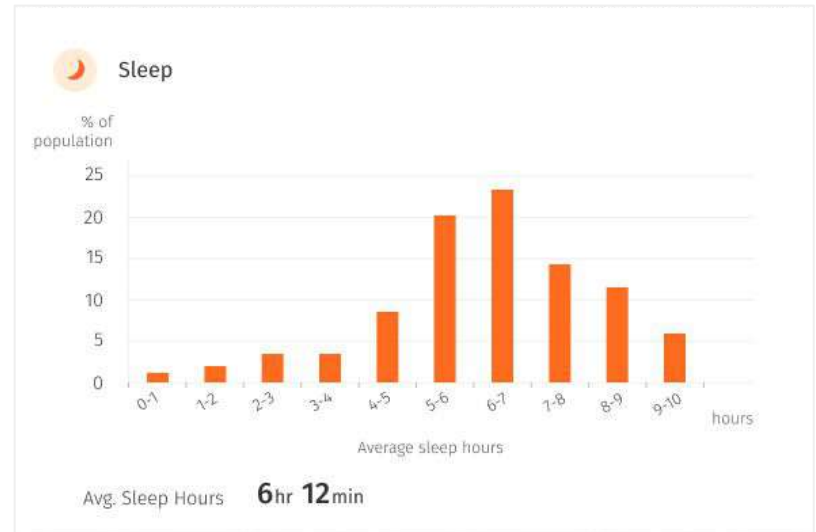


Population Activity Distribution ○ Steps and Sleep

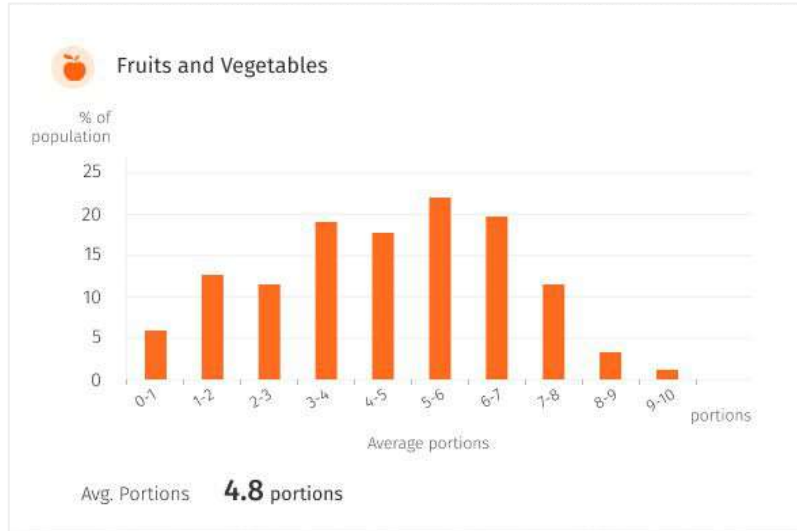


↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create 'Steps' challenges to achieve this.

↓ The Sleep widget shows the common range of hours of sleep in your population. Ideally, your chart should populate around the 7-8 range to indicate an ideal number of sleep hours. Create 'Sleep' challenges to achieve this.



Population Activity Distribution ○ Fruits & Vegetables and Processed Food

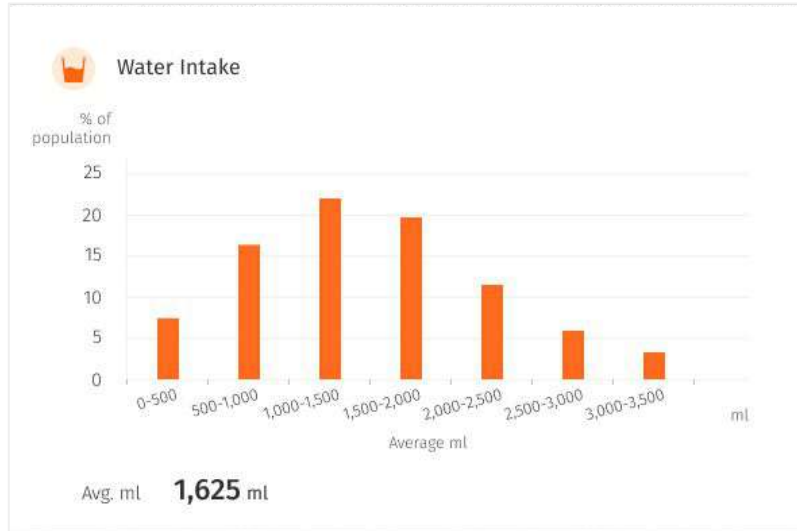


↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create 'Steps' challenges to achieve this.

↓ The Processed Food widget shows the common range of number of days your population did not eat processed food. Ideally, your chart should skew to the right to indicate a higher number of days of no processed food.



Population Activity Distribution ○ Water Intake and Mood & Stress



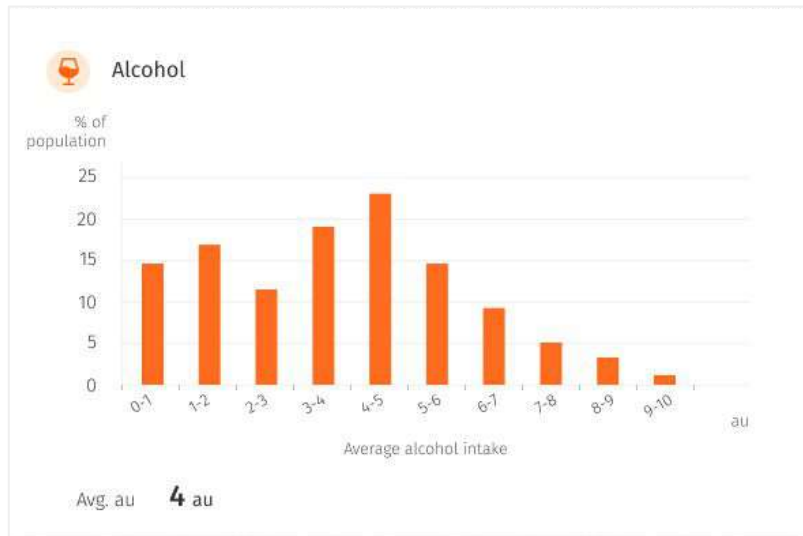
↑ The Water Intake widget shows the common range of litres of water intake in your population. Ideally, your chart should skew to the right to indicate a higher hydration levels. Create 'Water Intake' challenges to achieve this.

↓ The Mood and Stress widget shows the percentage of your population who are happy most of the time, depressed none of the time and stressed none of the time. Ideally, your rings for all three should close to indicate the ideal mood and stress levels of your population.



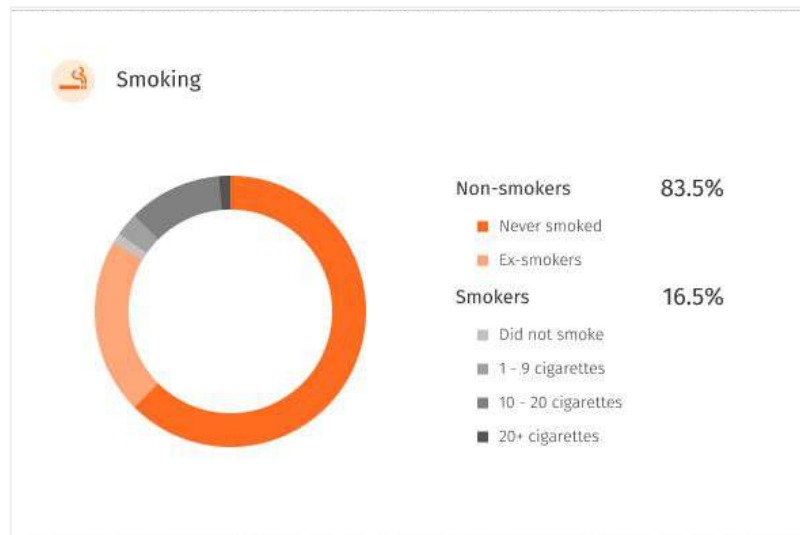
Population Activity Distribution

Alcohol and Smoking



↑ The Alcohol widget shows the common range of au of alcohol intake in your population. Ideally, your chart should skew to the left to 0 to indicate lower alcohol intake.

↓ The Smoking widget shows the percentage of non-smokers and smokers in your population, along with the number of cigarettes smoked in the period selected. Ideally, your chart should show more green to indicate higher number non-smokers.



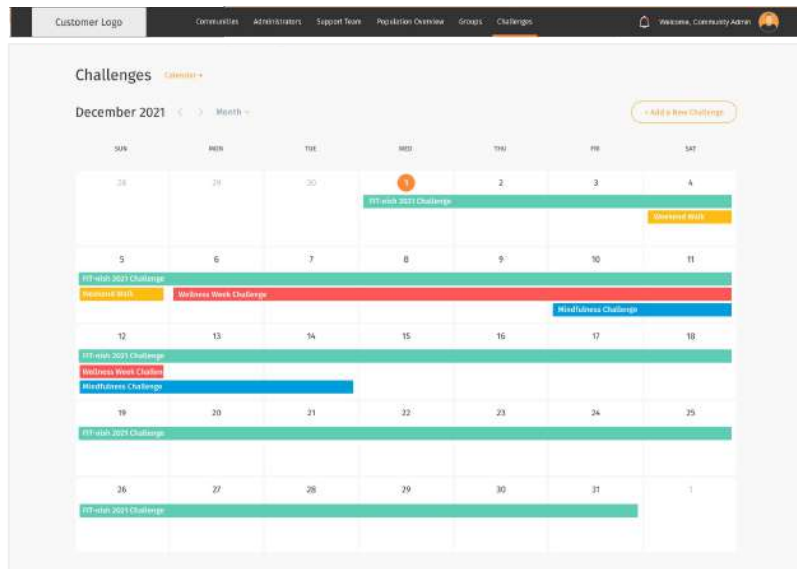
Challenges

- | About Challenge
- | Create Challenge
- | Challenge Goals
- | View Challenge Details
- | Edit and Delete Challenge
- | Invite Participants

- | Manage Participants
- | Resend Invitation
- | Remove Participants From Challenge



About Challenges



↑ The Challenges page shows a calendar view of all the challenges that you have created. This allows you to easily identify empty or busy periods on the calendar, and manage your challenge planning accordingly.

↓ At the Calendar dropdown, you will be able to toggle between the calendar view: month or week.

Month

Week



Create Challenge

The screenshot displays the 'Challenges' page in a web application. The page header includes 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A navigation bar at the top right shows 'Welcome, Community Admin'. The main content area shows a calendar for December 2021 with various challenge bars overlaid. A modal window titled 'Create a New Challenge' is open, showing options for Challenge Type (Custom challenge, Individual and group challenge, Personal challenge) and a 'Next' button.

← To create a new challenge, tap on the '+Add a New Challenge' button on the top right corner of the Challenges page.

Challenge type

Challenge template

Goals are already prefilled based on existing templates

Custom challenge

Add goals from scratch

Personal challenge

Available for every app user to join

Individual challenge

Only invited participants can join

Group challenge

Only invited groups can join Users can view group leaderboard



Create Challenge (cont.)

The top screenshot shows the 'Create a New Challenge' dialog with a progress indicator. Step 1 is 'Challenge Type', which is highlighted. Below it, there is a 'Challenge template' dropdown menu. The text below the dropdown says: 'Select a challenge template below, where challenge details and goals are automatically filled for you.' Below that is the heading 'Select Challenge Template' and a search bar.

The bottom screenshot shows the same dialog with a search bar at the top. Below the search bar is a list of challenge categories: Diet, Active, Sleep, Wake, Fruit, and Diet. The 'Challenge Type' step is still highlighted. Below the progress indicator, there are three sections: 'Challenge Details' (Challenge name and description), 'Challenge Goals' (Set goals for the challenge), and 'Set as'. The 'Set as' section has two radio button options: 'Individual and group challenge' and 'Personal challenge'. Below these options are two challenge templates: 'Fruits & Vegetables | 12 portions Daily' and 'sleep challenge'. The 'sleep challenge' template has three sub-items: 'Sleep Hours | 8:00 hours Daily', 'Sleep Time | 10:00 pm Daily', and 'Wake-Up Time | 8:30 am Daily'. At the bottom right of the dialog is a 'Next' button.

← Challenge Type

Challenge templates provide a convenient way to implement a challenge by saving your time in creating challenge goals.

If a new challenge is created from a challenge template, a selection of templates will be available for you to choose from below.

Simply click on the box containing one of the challenges to select your template before proceeding Next.

The challenge goals can be further edited in step 3 of the process.



Create Challenge (cont.)

The screenshot shows a web form titled "Create a New Challenge" with a close button in the top right. On the left, a progress indicator shows three steps: "Challenge Type" (selected), "Challenge Details" (current), and "Challenge Image". The "Challenge Details" section includes:

- Challenge Name:** A text input field containing "Sleep Challenge".
- Description:** A text area containing "Build a healthy sleep habit and improve your wellness by completing this challenge!".
- Duration:** Two date pickers. "Start Date" is set to "1 Dec 2021" and "End Date" is set to "31 Dec 2021".
- Cover Image:** A grid of six preset images: a checkmark, a running track, a stack of stones, a bowl of fruit, a plate of food, and a blue abstract image.
- Upload:** A section with a "Drop and keep your image here" instruction, a "Browse" button, and a "Upload" button.

At the bottom right of the form is an orange "Next" button.

← Challenge Details

Challenge name and description - Fill out the challenge name and details of what the challenge is about.

Duration - Select the start date of the challenge. You can select an end date, or autofill by number of days, weeks or months.

Cover image - The cover image is displayed on both your dashboard and the users' apps. You can choose from the preset images or upload your own.



Create Challenge (cont.)

Create a New Challenge

Follow the steps to create a new challenge.

Challenge Goals

1

Challenge Type
Select a challenge or customise

Challenge Details
Challenge name and description

Challenge Goals
Set goals to the challenge

Category

Activity

Unit

Recurrence

Notes

Cancel Save

+ Add Goal

Create Challenge

Exercise

Sleep

Diet

Water intake

Total

Daily

Weekly

← Challenge Goals

In this step, you can add challenge goals that the users will need to complete.

For a more holistic challenge, you can set more than one goal so your population is able to keep well in more than one dimension.

Select the activity category. More categories will be added as time in future developments to promote a more holistic wellbeing.

Input the target amount that the users will have to reach. This depends on the activities (e.g. Select the recurrence in which the users have to hit the target. Free text to add supporting notes



| Challenge Goals

Challenge goals make up of:

Challenge Category

Type of health related activities, e.g. sleep, exercise.

Activity

Challenge activities relating to the category, e.g. steps for exercise, which is to be measured.

Target

The amount to set as target to achieve challenge goals.

Input

Regular quantitative target using the relevant units (eg. target for sleep hours is “no. of hours”); or time based target with a range of acceptance (e.g. with sleep time target at 9 pm with range 30 min, user reaches target if they sleep between 9 - 9:30 pm.

Predefined

Where activity can only yield one predefined target outcome. No input field will be available for activities with predefined targets. An example of such activity is “No processed food”.

Recurrence

The time frame at which target should be met.

Daily challenge goals

This need to be reached every day of the challenge duration.

Weekly challenge goals















This need to be reached every week of the challenge duration, starting Monday to Sunday.

Total challenge goals

This need to be reached before the end of the challenge duration.



Challenge Goals (cont.)

Challenge Category	Activity	Target	Recurrence
Exercise	 High-Intensity Exercise	Input (steps)	Daily, weekly or total
	 Steps	Input (minutes)	Daily, weekly or total
	 Sedentary Time	Input (minutes)	Daily, weekly or total
	 Distance Covered	Input (km)	Daily, weekly or total
	 Active Zone Minutes	Input (km)	Daily, weekly or total
Sleep	 Sleep Hours	Input (hours)	Daily, weekly or total
	 Sleep Time	Input (time target and range)	Daily
	 Wake-Up Time	Input (time target and range)	Daily
Diet	 Fruits & Vegetables	Input (portions)	Daily, weekly or total
	 Diet Quality	Input (percentage)	Daily, weekly, or total
	 No Processed Food	Predefined (No)	Daily
	 No Snacking	Predefined (No)	Daily
	 Food Preparation with Fresh Ingredients	Input (percentage)	Daily, weekly or total
Water intake	 Water Intake	Input (ml)	Daily, weekly or total

← Currently, there are 4 types of challenge categories to choose from with a variety of activities for each. More categories and activities will be added in time to come to promote a more holistic wellbeing.



View Challenge Details

The screenshot shows a web interface for managing challenges. At the top, there's a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'Challenges' section is displayed for 'December 2022'. A calendar grid shows various challenge bars across the days of the month. A pop-up window titled 'FIT-nish 2021 Challenge' is open, providing details for a specific challenge.

Challenges
December 2022

Challenges

Wrap up the year with a healthier you.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ac sollicitudin ligula, vitae dignissim dul.

Goals

- 15,000 steps daily
- 800 minutes of high-intensity exercise total
- 7 hours of sleep hours daily
- 35 portions of fruits & vegetables weekly

Duration
1 Dec 2021 - 31 Dec 2021

Participants

VE TH WE TH WA SF BA NB View all 56 >

Edit Invite

⏪ To view challenge details, select the specific challenge bar on the calendar.

⏪ The pop up displays the challenge details, goals, duration, as well as the participants.



Edit and Delete Challenge

FIT-nish 2021 Challenge

Challenge details
Wrap up the year with a healthier you.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ac sollicitudin ligula, vitae dignissim dui.

Goals

- 15,000 steps daily
- 800 minutes of high-intensity exercise total
- 7 hours of sleep hours daily
- 35 portions of fruits & vegetables weekly

Duration
1 Dec 2021 - 31 Dec 2021

Participants
VE TR WX WA SE BA NB [View all 56 >](#)

Edit **Invite**

Challenge Details

Challenge name
FIT-nish 2021 Challenge

Description
Wrap up the year with a healthier you.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ac sollicitudin ligula, vitae dignissim dui.

Duration
Start date
1 Dec 2021
End date
31 Dec 2021

Cover Image
Choose from preset images or upload your own image.

Upload
Drag and drop your image here
Upload from your computer
Image size: 500 x 250 px

Save Changes

- ← To edit the challenge, select the 'Edit' button at the bottom of the challenge popup.
- ↩ You can edit the challenge details, duration, cover image, as well as challenge goals.
- ↩ You can also delete the challenge from this section by clicking on 'Delete challenge'. But please note that once a challenge is deleted, all progress made by the participants will be lost and this action cannot be undone.



Invite Participants

Customer Logo | Communities | Administrators | Support Team | Population Overview | Groups | Challenges | Welcome, Community Admin

Invite Participants to FIT-nish 2022 Challenge

Total participants 562

name	gender	age	status	invite
Christopher Lee	Male	76	Invited	Invited
Anthony King	Male	80	Invited	Invited
Nertie Larnach	Female	88	Invited	Invited
Tan Ah Bee	Female	40	Invited	Invited
Lucas Edwards	Male	37	Invited	Invited
Eric Parsons	Male	28	Invited	Invited
Wesley Simmons	Male	52	Invited	Invited
Deirdra Bush	Female	36	Invited	Invited
Helen Baker	Female	43	Invited	Invited
Laura Cunningham	Female	39	Invited	Invited

1-10 of 562

Cancel | Invite to challenge

FIT-nish 2022 Challenge

Challenge details
Wrap up the year with a healthier you.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ac sollicitudin ligula, vitae dignissim dui.

Goals

- 15,000 steps daily
- 800 minutes of high-intensity exercise total
- 7 hours of sleep hours daily
- 35 portions of fruits & vegetables weekly

Duration
1 Dec 2021 - 31 Dec 2021

Participants
View all 56 >

Edit | Invite

Participants

Groups

- ✦ To invite participants to a challenge, select the 'Invite' button at the bottom of the challenge popup.
- ✦ You can send an invitation as an individual challenge to individual participants; or you can send an invitation as a group challenge by selecting 'Groups' in the dropdown to view the list of groups in your organisation.



Manage Participants

The screenshot displays the 'Manage Participants' interface for the 'FIT-nish 2022 Challenge'. The main view shows a list of participants with columns for name, gender, age, and status. A modal window is open, displaying challenge details, goals, duration, and a list of participants with a 'View all 56 >' button highlighted.

Challenge details
Wrap up the year with a healthier you.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ac sollicitudin ligula, vitae dignissim dui.

Goals

- 15,000 steps daily
- 800 minutes of high-intensity exercise total
- 7 hours of sleep hours daily
- 35 portions of fruits & vegetables weekly

Duration
1 Dec 2021 - 31 Dec 2021

Participants

View all 56 >

Edit Invite

✦ To view and manage all your invited participants, select the 'View all >' button next to the list of participant icons in the challenge popup.

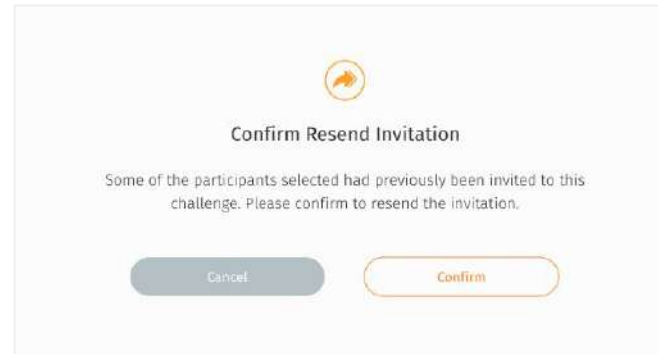
✦ You can view the list of participants invited as an individual challenge, or navigate to 'Groups' in the dropdown to view the list of groups invited as a group challenge.

✦ In both Participants and Groups lists, you can view the status of the invitation whether the participant has joined or not.




Resend Invitation

name	gender	age	invite status	status
Christopher Lee	Male	38	Invited	Joined
Aritha Ang	Male	81	Invited	Invited
Bertie Larson	Female	32	Invited	Joined
Sam Ah Bee	Female	48	Invited	Joined
Jacob Schwartz	Male	37	Invited	Joined
Ellie Parsons	Male	28	Invited	Invited
Steve Dickson	Male	52	Invited	Joined
Berinda Rob	Female	26	Invited	Joined
Rees Baker	Female	48	Invited	Invited
Laura Cunningham	Female	38	Invited	Joined



← If your invited participants have not joined the challenge (shown as a yellow 'Invited' on its status), you can resend the invitations to nudge them. They will receive a new notification on their app.

← Select the participant(s) or group(s) you want to nudge and click Resend button icon  to resend the invitation.

↑ Click Confirm button to confirm resend invitation or Cancel button to discard.




Remove Participants from Challenge

Customer Logo | Communities | Administrators | Support Team | Population Overview | Groups | Challenges | Welcome, Community Admin

Participants FIT-nish 2022 Challenge

Total participants: 36

name	gender	age	status
Christopher Lee	Male	35	joined
Akshita Ang	Male	81	invited
Bertie Larson	Female	32	joined
Sam Ah Deer	Female	46	joined
Jacob Schwartz	Male	37	joined
Ellie Parsons	Male	28	invited
Steve Dickinson	Male	52	joined
Berinda Bob	Female	26	joined
Rees Baker	Female	48	invited
Laura Cunningham	Female	38	joined


participants selected 

Confirm Remove

The selected participants will be removed from this challenge.

Cancel Confirm

← You can remove participants from a challenge.

← Select the participant(s) or group(s) you want to remove and click the delete button  to remove them from the challenge.

↑ Click Confirm button to remove or Cancel to discard. Please note that once they are removed, their progress will be lost and this cannot be undone.



Group Management

- | About Group Management
- | Create a New Group
- | View Group Details
- | Add Members to A Group
- | Remove Members From A Group
- | Edit and Delete Group
- | Send Broadcast Message



About Group Management

The screenshot shows a web application interface for Group Management. The top navigation bar includes 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The main content area is titled 'Group Management' and is split into two columns.

Left Sidebar (Group Management):

- All Participants:** 102 members
- Groups:** + Create a New Group, Search Groups
- Product Marketing:** 16 members
- Research & Development:** 21 members
- Customer Relations:** 36 members
- Logistics:** 28 members
- Meetings On-the-Wave:** 6 members
- Runners Club:** 3 members
- Healthy Breakfast Club:** 8 members
- Let's Get Physical:** 16 members
- 8 Hour Sleep Club:** 1 member

Main Area (All Participants):

Total participants: 162. Search participants: [Search bar]

<input type="checkbox"/>	name	gender	age	groups
<input type="checkbox"/>	Wesley Erickson	Male	32	[Group icons]
<input type="checkbox"/>	Berlie Larson	Female	33	[Group icons]
<input type="checkbox"/>	Christopher Lee	Male	78	[Group icons]
<input type="checkbox"/>	Rene Baker	Female	43	[Group icons]
<input type="checkbox"/>	Sam Ah New	Female	44	[Group icons]
<input type="checkbox"/>	Jacob Edwards	Male	31	[Group icons]
<input type="checkbox"/>	Laura Cunningham	Female	38	[Group icons]
<input type="checkbox"/>	Edie Parsons	Male	28	[Group icons]
<input type="checkbox"/>	Anthony Arig	Male	31	[Group icons]
<input type="checkbox"/>	Bethesda Duth	Female	33	[Group icons]

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← The Group Management page allows you to manage the groups in your organisation and their members. The page consists of two sections:

1. The list of created groups in the organisation on the left sidebar
2. The details of the selected group on the main page on the right side

The Group Management's landing page shows the list of all the participants in your organisation and an overview of the groups they are a member of.



Create a New Group

The screenshot shows a web application interface for Group Management. On the left, there is a sidebar with a 'Groups' section containing a '+ Create a New Group' button and a search bar. Below this, several groups are listed with their member counts: Product Marketing (16 members), Research & Development (21 members), Customer Relations (36 members), Logistics (28 members), Meetings On-the-Wave (6 members), Runners Club (3 members), Healthy Breakfast Club (8 members), Let's Get Physical (16 members), and 8 Hour Sleep Club. The main area displays 'All Participants' with a search bar and a table of 162 total participants. The table has columns for name, gender, age, and avatars.

name	gender	age	avatars
Vibert Erickson	Male	32	[Avatar]
Berlie Larson	Female	33	[Avatar]
Christopher Lee	Male	38	[Avatar]
Rene Baker	Female	43	[Avatar]
Sam Ali New	Female	44	[Avatar]
Jacob Edwards	Male	31	[Avatar]
Laura Cunningham	Female	39	[Avatar]
Edie Parsons	Male	28	[Avatar]
Anthony Arig	Male	31	[Avatar]
Bethesda Duth	Female	33	[Avatar]

A modal window titled 'Create a New Group' with a close button (X) in the top right corner. It contains a 'Group Name' label and a text input field with the value 'Product Marketing'. Below the input field is a large orange button labeled 'Create Group'.

← To create a new group, click the '+ Create a New Group' button in the left sidebar.

↑ Enter the group name and click Create Group button. Once the group has been created, its name will be added to the list on the left sidebar.



View Group Details

The screenshot displays a web application interface for Group Management. On the left is a sidebar with a 'Groups' section containing a 'Create a New Group' button and a list of categories: 'Sports Groups', 'Product Marketing' (16 members), 'Research & Development' (21 members), 'Customer Relations' (32 members), 'Logistics' (28 members), 'Meetings On-the-Have' (6 members), 'Runners Club' (3 members), 'Healthy Breakfast Club' (8 members), 'Let's Get Physical' (16 members), and '8 Hour Sleep Club'. The main area is titled 'All Participants' and shows a search bar and a table of participants. The table has columns for 'Name', 'Gender', 'Age', and 'Status'. Below the table, it indicates '1/10 of 362' participants.

Name	Gender	Age	Status
Steve Erickson	Male	32	Active
Berke Larson	Female	32	Active
Christopher Lee	Male	38	Active
Rena Baker	Female	45	Active
Tan An Han	Female	44	Active
Jacob Edwards	Male	37	Active
Laura Cunningham	Female	39	Active
Eric Parsons	Male	28	Active
Anthony Ang	Male	31	Active
Bethela Buh	Female	35	Active

← To view a group in more detail, select a group from the list of groups in your organisation from the left sidebar. The list of group members will appear on the main page on the right side of the sidebar.



Add Members to a Group

The screenshot shows the 'Group Management' interface. On the left, there is a sidebar with a list of groups: All Participants (102 members), Product Marketing (16 members), Research & Development (21 members), Customer Relations (30 members), Logistics (29 members), Meetings On-the-Move (3 members), Runners Club (3 members), Healthy Breakfast Club (18 members), Let's Get Physical (16 members), and 8 Hour Sleep Club. The main area displays the 'Product Marketing' group details, including a search bar for group members and a table of members.

name	gender	age	skills
Steve Erickson	Male	32	UX, PM
Bertie Larson	Female	32	UX, PM
Christopher Lee	Male	38	UX, PM, AI
Deva Butler	Female	34	UX, PM
Tan Ah Bee	Female	44	UX, PM
Jackie Edwards	Male	37	UX, PM
Laura Cunningham	Female	39	UX, PM
Eric Parsons	Male	29	UX, PM
Anthony Ang	Male	31	UX, PM, AI
Bethula Bell	Female	35	UX, PM

The screenshot shows the 'Add New Members to Product Marketing' dialog. It features a search bar for participants and a table of participants to be added to the group.

name	gender	age	skills
Christopher Lee	Male	38	UX, PM, AI
Anthony Ang	Male	31	UX, PM, AI
Bertie Larson	Female	32	UX, PM
Tan Ah Bee	Female	44	UX, PM
Jackie Edwards	Male	37	UX, PM
Eric Parsons	Male	29	UX, PM
Steve Erickson	Male	32	UX, PM
Wendy Ann	Female	39	UX, PM
Deva Butler	Female	34	UX, PM
Laura Cunningham	Female	39	UX, PM

← To add members to a group, click the '+ Add New Member' button below the group name.

↑ Select the participant(s) you would like to add to the group and click 'Add to Group' to proceed.



Remove Members from a Group

The screenshot shows a 'Group Management' interface for a group named 'Product Marketing'. The group has 14 members. A table lists the members with their names, genders, ages, and status icons. A trash can icon is visible next to the names of Steve Erickson, Rene Baker, Jacob Edwards, and Anthony King, indicating they are selected for removal. The interface also shows a search bar for group members and a 'Total group members 14' indicator.

Name	Gender	Age	Status	Actions
Lee	Male	44	Active	🗑️
Steve Erickson	Male	52	Active	🗑️
Berlin Larson	Female	32	Active	🗑️
Christopher Lee	Male	38	Active	🗑️
Rene Baker	Female	40	Active	🗑️
Tina Ah Bee	Female	46	Active	🗑️
Jacob Edwards	Male	37	Active	🗑️
Laura Cunningham	Female	39	Active	🗑️
Eric Parsons	Male	28	Active	🗑️
Anthony King	Male	31	Active	🗑️
Balisha Bush	Female	35	Active	🗑️

Confirm Remove

The selected members will be removed from this group and their group challenges will be changed to individual challenges.

Cancel **Confirm**

← To remove members from a group, select the member(s) you want to remove and click the delete button icon 🗑️.

↑ Click Confirm button to remove or cancel to discard.



Edit and Delete Group

The screenshot shows the 'Group Management' interface. On the left, there is a sidebar with a list of groups: Product Marketing (16 members), Research & Development (21 members), Customer Relations (31 members), Logistics (29 members), Meetings On-the-Move (3 members), Runners Club (3 members), Healthy Breakfast Club (18 members), Let's Get Physical (18 members), and 8 Hour Sleep Club. The main area displays the 'Product Marketing' group details, including a search bar for group members and a table of members.

<input type="checkbox"/>	Name	Gender	Age	Skills	Actions
<input type="checkbox"/>	Steve Erickson	Male	32	10 11	
<input type="checkbox"/>	Bertie Larson	Female	30	10 11	
<input type="checkbox"/>	Christopher Lee	Male	35	10 11 12	
<input type="checkbox"/>	Anna Baker	Female	40	10 11	
<input type="checkbox"/>	Tue Ah Bee	Female	44	10 11	
<input type="checkbox"/>	Jacobi Edwards	Male	37	10 11	
<input type="checkbox"/>	Laura Cunningham	Female	39	10 11	
<input type="checkbox"/>	Lili Ponzoni	Male	29	10 11	
<input type="checkbox"/>	Anthony Wrig	Male	30	10 11 12	
<input type="checkbox"/>	Belinda Bell	Female	35	10 11	

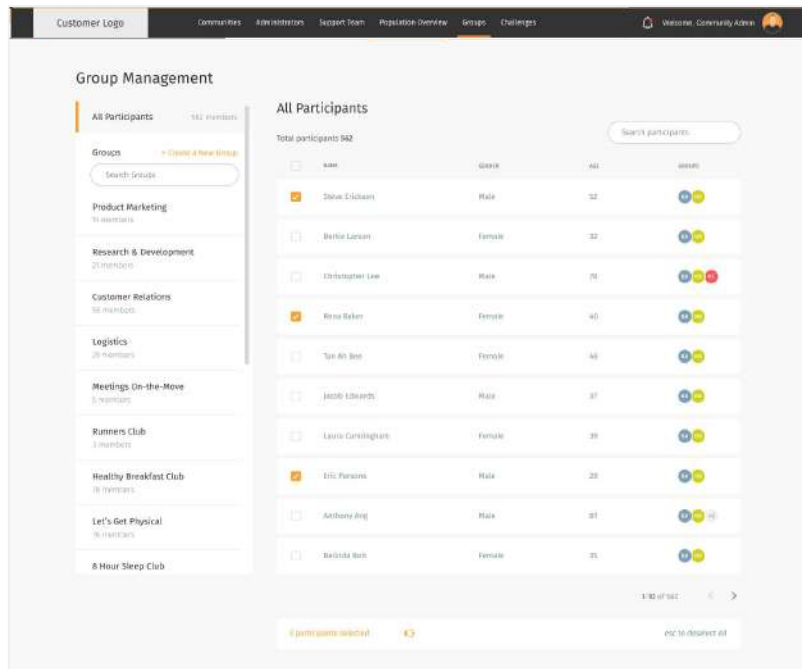
The 'Edit Group' dialog box is shown, featuring a close button (X) in the top right corner. The 'Group Name' field contains the text 'Marketing Team'. Below the input field are two buttons: 'Delete Group' and 'Save Changes'.

← To edit a group, click the Edit button icon next to the group name.

↑ Click Save Changes button to save changes or Delete Group button to delete group.

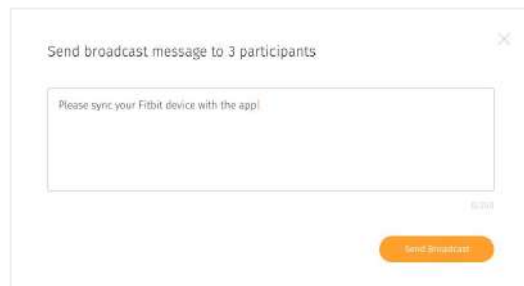


Send Broadcast Message




The screenshot shows the 'Group Management' interface. On the left, there is a sidebar with a list of groups: Product Marketing (19 members), Research & Development (21 members), Customer Relations (10 members), Logistics (26 members), Meetings On-the-Move (5 members), Runners Club (3 members), Healthy Breakfast Club (18 members), Let's Get Physical (16 members), and 8 Hour Sleep Club. The main area is titled 'All Participants' and shows a list of 942 total participants. The list includes columns for checkboxes, names, gender, age, and action icons. Several participants have their checkboxes selected. At the bottom, it shows '4 participants selected' and a '0/0 to deselect all' indicator.

<input type="checkbox"/>	Name	Gender	Age	Action
<input checked="" type="checkbox"/>	Steve Dickson	Male	32	[Icons]
<input type="checkbox"/>	Berlin Larson	Female	32	[Icons]
<input type="checkbox"/>	Christopher Lee	Male	39	[Icons]
<input checked="" type="checkbox"/>	Rene Baker	Female	40	[Icons]
<input type="checkbox"/>	Tina Ah Bee	Female	44	[Icons]
<input type="checkbox"/>	Jackie Edwards	Male	37	[Icons]
<input type="checkbox"/>	Laura Cunningham	Female	39	[Icons]
<input checked="" type="checkbox"/>	Eric Parsons	Male	28	[Icons]
<input type="checkbox"/>	Anthony Ong	Male	31	[Icons]
<input type="checkbox"/>	Balisha Bush	Female	35	[Icons]



The dialog box is titled 'Send broadcast message to 3 participants'. It contains a text input field with the placeholder text 'Please sync your Fitbit device with the app'. Below the input field is a 'Send Broadcast' button. There is a close button (X) in the top right corner.

You can send broadcast messages to the participants in your organisation and they will receive the messages in their notifications.

← Select the participant(s) you would like to send a broadcast message to by ticking the checkboxes next to their names in the 'All Participants' list or a specific group's member list > select the Broadcast button icon  in the action bar at the bottom.

↑ Type in your message and click send Broadcast when ready.

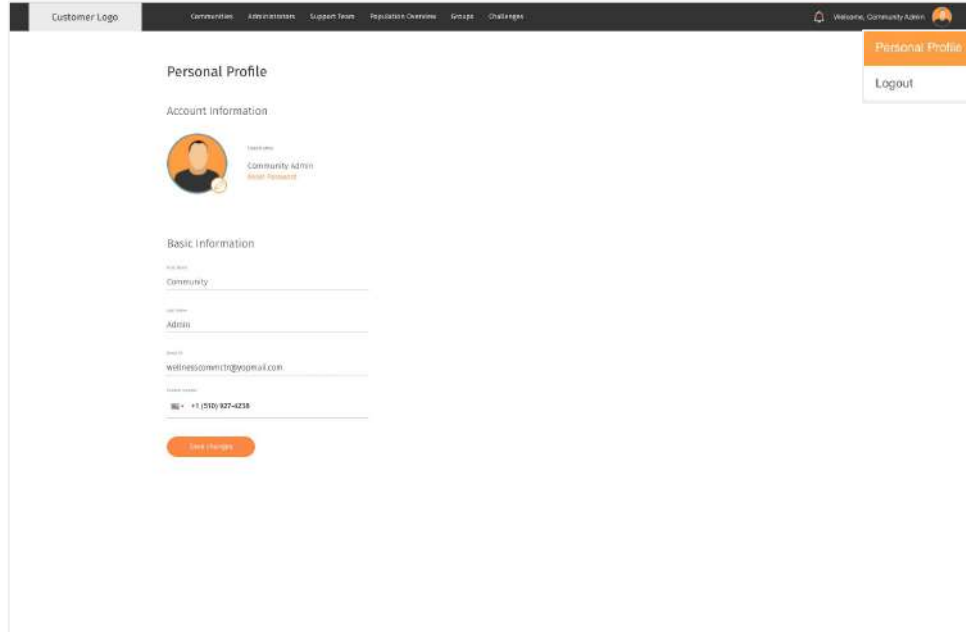


Profile

| Editing Personal Profile



Editing Personal Profile



← In the top navigation bar, click on the avatar.

Click “Personal Profile”. Update your profile and/or personal details and click ‘save’.

