



# Wellness

Dashboard | The Sub Community Admin Guidebook



**connectedlife**

Be connected. Live well. Enjoy Life.

# Overview

*Last updated: August 11, 2023, Version 39*

This guide will take you through the steps on how to use the Sub 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 groups

*\*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](#)

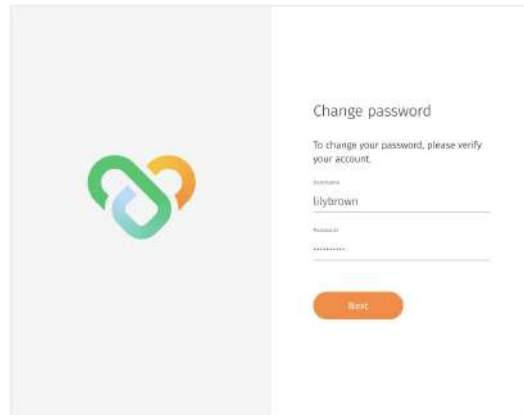
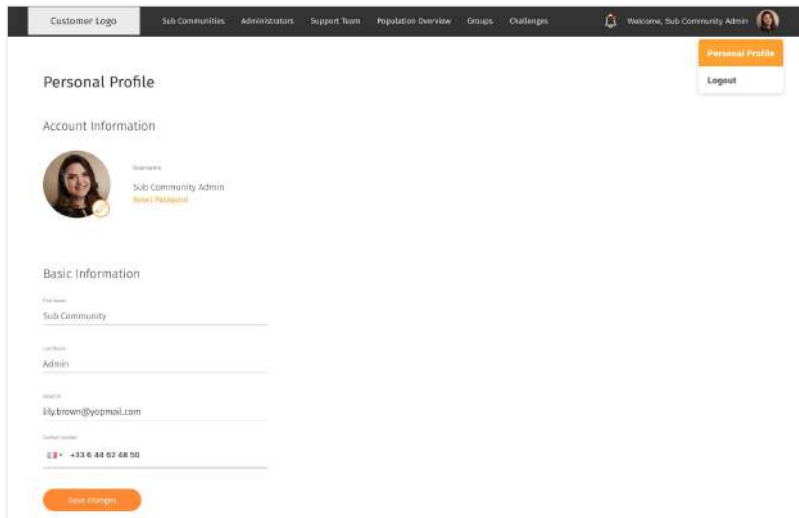
Navigate to the dashboard at [wellness.connectedlife.io](https://wellness.connectedlife.io)

↩ 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 Community & Sub Community
- | Assign Users to Sub Community



# Viewing Community & Sub Community

The image displays three screenshots of a web application interface for community management. The first screenshot on the left shows the 'Communities' overview page with a table listing community details. The second screenshot in the middle shows the 'Users in the Sub Community' page, displaying a table of users with their details and status. The third screenshot on the right shows the 'Sub Community Administrator' page, displaying a list of administrators for the sub-community.

**Communities Overview**

COMMUNITY	NO. OF SUB COMMUNITIES	ADDRESS
Wellness Community Center	1	Community Address Singapore
<a href="#">Wellness Sub Community Center</a>		Sub-Community Address Singapore
Wellness Cont'	1	Cont'

Showing per page: 10 | 1-2 of 2

**Users in the Sub Community**

NAME	STATUS	AGE	LEADER TYPE	COMMUNITY OR COMPANY	LAST TIME	EDIT
WELLNESS CENTER	OK	14	-	-	4:22 pm, 15 March 2022	
WELLNESS CENTER	OK	14	-	-	8:02 pm, 14 April 2022	
WELLNESS CENTER	OK	17	-	-	10:02 pm, 19 March 2022	
WELLNESS CENTER	OK	14	10	-	7:58 pm, 19 March 2022	
WELLNESS CENTER	OK	14	-	-	8:07 pm, 19 March 2022	
WELLNESS CENTER	OK	17	10	-	5:05 pm, 20 March 2022	
WELLNESS CENTER	OK	14	10	-	8:49 pm, 21 March 2022	
WELLNESS CENTER	OK	14	10	-	10:30 pm, 22 March 2022	
WELLNESS CENTER	OK	14	10	-	2:46 pm, 26 March 2022	
WELLNESS CENTER	OK	14	10	-	9:10 am, 29 March 2022	

Showing per page: 10 | 1-10 of 10

**Sub Community Administrator**

NAME	STATUS	EMAIL	PHONE
WELLNESS CENTER	OK	WELLNESS@WELLNESS.COM	0123456789
WELLNESS CENTER	OK	WELLNESS@WELLNESS.COM	0123456789
WELLNESS CENTER	OK	WELLNESS@WELLNESS.COM	0123456789
WELLNESS CENTER	OK	WELLNESS@WELLNESS.COM	0123456789
WELLNESS CENTER	OK	WELLNESS@WELLNESS.COM	0123456789

Showing per page: 10 | 1-5 of 5

← Upon logging in, you will see the **Communities** overview page. From here, you will be able to view or delete the communities of the sub communities under your care.

↑ Click on the Community/Subcommunity to view the users/admins under it. You will be able to edit their details or assign them.





# Assign Users to the Sub Community

<input type="checkbox"/>	NAME	GENDER	AGE	SUPPORT TEAM	COMMUNITY & SUB COMMUNITY	LAST SYNC	EDIT
<input type="checkbox"/>	Wesley Johnson (179308427)	M	-	MT	EC	4:22 pm, 15 March 2023	
<input type="checkbox"/>	Debra Anderson (342430385)	M	25		EC	6:22 pm, 04 April 2023	
<input type="checkbox"/>	Debra Anderson (399264755)	F	-		EC	10:50 pm, 19 March 2023	
<input type="checkbox"/>	Wesley H (295101957)	M	37	MT	EC	7:58 pm, 17 March 2023	
<input type="checkbox"/>	Adeline Lee (361169793)	M	-		EC	8:57 pm, 18 March 2023	
<input type="checkbox"/>	Mary Joji (510907156)	F	18		EC	5:05 pm, 22 March 2023	
<input type="checkbox"/>	Phyllis Hill (332369655)	M	42	MT	EC	5:59 pm, 21 March 2023	
<input type="checkbox"/>	Jacqueline Harris (494506565)	M	42	MT, ST	EC, ST	12:36 pm, 22 March 2023	
<input type="checkbox"/>	John Johnson (561929416)	M	18	MT	EC	3:54 pm, 24 March 2023	
<input type="checkbox"/>	Debra Davis (22151971)	M	32	MT, ST	EC, ST	9:12 am, 29 March 2023	



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

← You may assign **“User”** based on the list view you are on.

↑ You may toggle the list view between **“Users”** or **“Sub Community Admins”** by clicking on the dropdown menu located beside your Sub Community name.



# Editing Community & Sub Community

The screenshot displays a user assignment interface for a sub-community. On the left, a sidebar shows 'Wellness Sub Community 1' with 'Total 15' users and a '+ Assign Users' button. Below this is a search box containing 'Sandra Matthams (179308427)'. The main dialog, titled 'Assign Users to Wellness Sub Community 1', features a search bar 'Search by user's name'. A list of users is shown with checkboxes: Hashim Rivera (checked), Sandra Matthams (checked), Fay Zuniga, Stacey Doyle, Larissa Carlson, Eliana Orr, and Robin Barnett. To the right, a '2 Users Selected (max 12)' section shows the selected users, Hashim Rivera and Sandra Matthams, each with a removal icon. A 'Confirm' button is located at the bottom right of the dialog.

- ← Upon selecting “**+Assign Users**”, you will be able to assign user to the sub community.
- ← You may assign user for your sub community by selecting through the list of users or search the user through the search box.

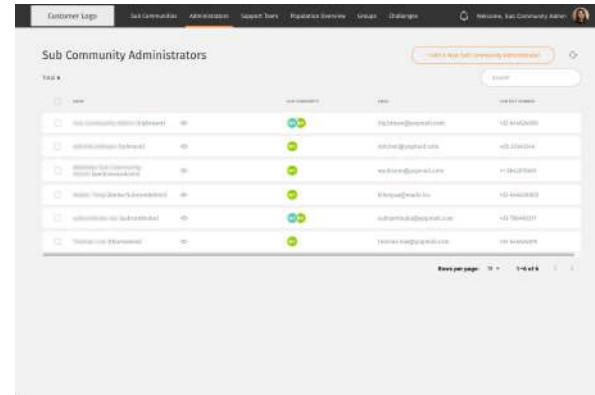
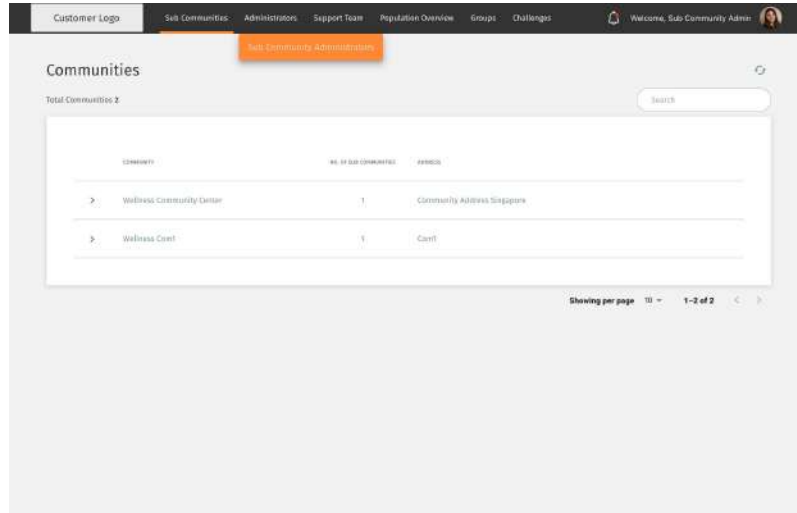


# Sub Community Administrators

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



# About Sub Community Administrators



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

↑ The Sub Community Administrators page shows a list of Sub Community Administrators under your organization where you can view each Sub Community Administrator’s information.



# Adding a new Sub Community Administrator

The screenshot shows the 'Sub Community Administrators' management page. At the top, there is a navigation bar with 'Customer Logo', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below the navigation, the page title is 'Sub Community Administrators' with a '+ Add A New Sub Community Administrator' button. A search bar is also present. A table lists existing administrators with columns for 'Add', 'Avatar', 'Username', 'Email', and 'Contact Number'. Below the table, there is a modal window titled 'Add a New Sub Community Admin' with a close button (X). The modal contains a progress indicator with three steps: 'Account Setup' (checked), 'Basic Information' (pending), and 'Community & Sub Community' (pending). The 'Sub Community Admin Details' section includes a 'Username' field with the value 'andylee' and a note: 'This username will be used as login account. After creation, a temporary password will be sent to your email address.' Below this is the 'Profile Picture (Optional)' section with the instruction 'Upload a picture or select an avatar for easier identification.' and three circular icons representing different avatar options. A 'Next' button is located at the bottom right of the modal.

← To add a new Sub Community Administrator > click “Add A New Sub Community Administrator” button.

✓ Set up an account for the Sub Community Administrator by filling in the “Username” and upload a “Profile picture” (Optional)



# Adding a new Sub Community Administrator (cont)

The top screenshot shows the 'Add a New Sub Community Admin' form with the 'Basic Information' step active. The form title is 'Add a New Sub Community Admin' and the subtitle is 'Follow the steps to add a new sub community admin.'. On the left, a progress indicator shows three steps: 'Account Setup' (checked), 'Basic Information' (active), and 'Community & Sub Community'. The 'Basic Information' section has a title 'Basic Information' and a subtitle 'Enter sub community admin details'. It contains a 'First Name' field with the value 'Andy' and a 'Last Name' field which is empty.

The bottom screenshot shows the same form with the 'Community & Sub Community' step active. The progress indicator shows 'Account Setup' (checked), 'Basic Information' (checked), and 'Community & Sub Community' (active). The 'Community & Sub Community' section has a title 'Community & Sub Community' and a subtitle 'Select community & sub community'. It contains a 'Community' dropdown menu with the value 'Wellness Community Center' and a 'Sub Community' dropdown menu with the value 'Wellness Sub Community Center'. Below the dropdowns is an 'Add community' button with a plus icon. At the bottom left is a 'Back' button and at the bottom right is a 'Create Account' button.

← Key in the basic information about the Sub Community Administrator.

✓ Select Community & Sub Community for the Sub Community Administrator. Once all mandatory fields are filled, you can then click on the “Create Account” button.



# Users

- | About Users
- | Inviting New Users
- | Editing Users Information



# Users List Summary

- This is an explanation summary of the different Users.

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.





# About Users

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

## Wellness Sub Community Center Users

Total 15   [Assign Users](#)   Search

<input type="checkbox"/>	NAME	GENDER	AGE	SUPPORT TEAM	COMMUNITY & SUB COMMUNITY	LAST SYNC	EDIT
<input type="checkbox"/>	Wahid Adhams (179308427)	M	-	WF	WC	4:22 pm, 15 March 2023	
<input type="checkbox"/>	Suzuki Adhams (362430385)	M	25		WC	6:22 pm, 04 April 2023	
<input type="checkbox"/>	Sofia Lohmann (399264755)	F	-		WC	10:50 pm, 19 March 2023	
<input type="checkbox"/>	Hendrick H (295101957)	M	37	ES	WC	7:58 pm, 17 March 2023	
<input type="checkbox"/>	Adhams L (361169793)	M	-		WC	8:57 pm, 18 March 2023	
<input type="checkbox"/>	Mary Jay (510907156)	F	18		WC	5:05 pm, 22 March 2023	
<input type="checkbox"/>	Riana H (332386655)	M	42	ES	WC	5:59 pm, 21 March 2023	
<input type="checkbox"/>	Sapriyana H (494506565)	M	42	ES, WF	WC, ES	12:36 pm, 22 March 2023	
<input type="checkbox"/>	Jahid Adhams (561929416)	M	18	WF	WC	3:54 pm, 24 March 2023	
<input type="checkbox"/>	Sharmistha (22151977)	M	32	ES, WF, WC	WC, ES	9:12 am, 29 March 2023	

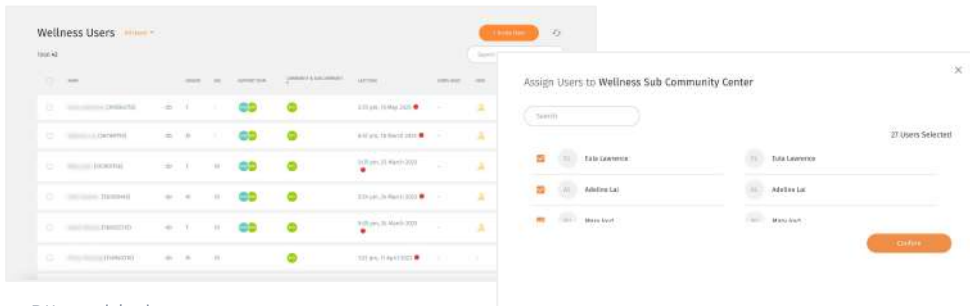
Rows per page: 10   1-10 of 15



← Click on “Sub Communities” on the top navigation bar to see the drop down menu. Click on “Users” on the drop down menu to view user’s information accordingly.

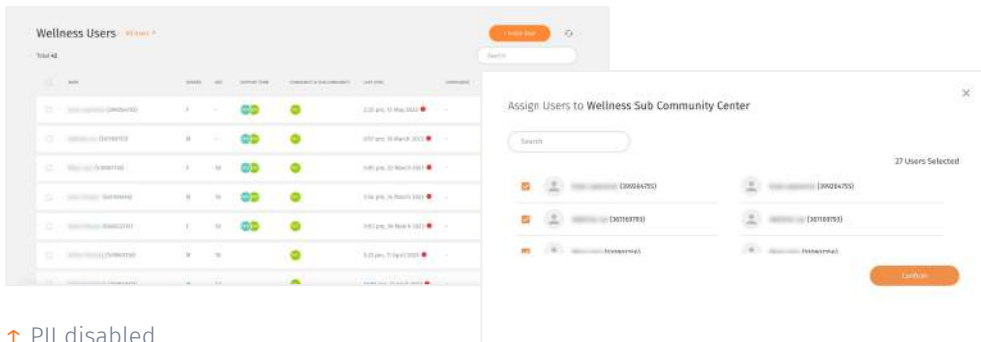


## About My Users (cont.)



The screenshot shows the 'Wellness Users' interface with PII enabled. The user list displays names, and the 'Assign Users to Wellness Sub Community Center' dialog shows user names in the selection fields.

↑ PII enabled



The screenshot shows the 'Wellness Users' interface with PII disabled. The user list displays blurred names, and the 'Assign Users to Wellness Sub Community Center' dialog shows only User IDs in the selection fields.

↑ 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.



# Inviting New Users

The screenshot displays a user management interface. At the top, there is a navigation bar with 'Customer Logo', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile icon is visible on the right. Below the navigation bar, the main content area is titled 'My Users' with a sub-link 'Invited Users'. A '+ Invite User' button is located in the top right corner. Below the button, there is a search bar and a table of invited 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. A modal window titled 'Invite User' is open in the foreground, showing the steps to add a new user. The modal includes a 'User's Details' section with 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 'Copy Invitation Code' button. The code is displayed as '+65 - 85 - 8123-0607'. 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
Bobbielal	+65 8891 0101	bobby.lal@yopmail.com	[Avatar]	4:53 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
BryanChan	+65 8129 3010	bryan.chen123@yopmail.com	[Avatar]	4:50 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
Elita de la Cruz	+65 93625372	e.lita.delaacruz@yopmail.com	[Avatar]	3:33 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
AndrewTan	+65 81811239	andrew.tan123@yopmail.com	[Avatar]	1:01 PM, 8 May 2023	Active	[Edit] [Close] [Delete]
AndrewChan					Active	[Edit] [Close] [Delete]
Abdulhalim					Cancelled	[Edit] [Close] [Delete]
ShaneKing					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

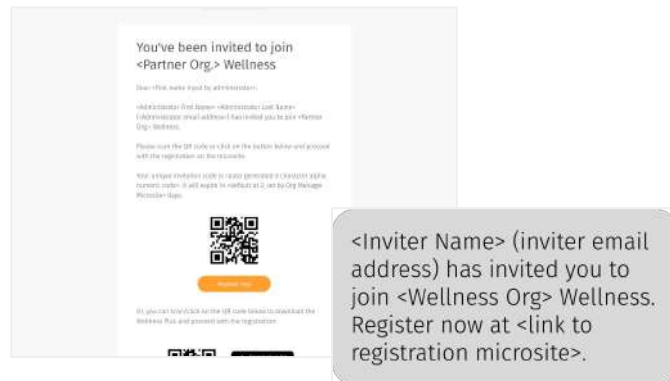
Last Name

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 interface for managing users. At the top, there's a navigation bar with 'Customer Logo', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'My Users' section is visible, with 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 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 SEEN	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]
Erica Dwiacruz	+65 93625372	erica.dwiacruz@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]
Audrey Chen	+65 91918191	audrey.chen@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', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'My Users' section is visible, with 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 confirmation dialog is overlaid on the table, asking: 'Are you sure you want to remove "Alvita Ard (alvard123@yopmail.com)" from your list? This action cannot be reversed.' The dialog has 'Cancel' and 'Remove' buttons.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SEEN	INVITATION STATUS	EDIT
Alvita Ard	+65 8891 0101	alvard123@yopmail.com	[Avatar]	4:53 PM, 8 May 2023	Active	[Edit] [X] [Delete]
Bryan Chen	+65 8129 3010	bryan.chen123@yopmail.com	[Avatar]	4:50 PM, 8 May 2023	Active	[Edit] [X] [Delete]
Alvita Ard	+65 93625372	alvard123@yopmail.com	[Avatar]	3:33 PM, 8 May 2023	Active	[Edit] [X] [Delete]
Alvita Ard	+65 81811239	alvard123@yopmail.com	[Avatar]	1:01 PM, 8 May 2023	Active	[Edit] [X] [Delete]
Bryan Chen	+65 81					
Alvita Ard	+65 81					
Bryan Chen	+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 displays a web application interface for managing users. At the top, there is a navigation bar with 'Customer Logo', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile for 'Welcome, Sub Community Admin' is visible on the right. The main content area is titled 'Users' and includes a search bar and a table of invited users. The table has columns for 'NAME', 'CONTACT NUMBER', 'EMAIL', 'INVITED BY', 'DATE LAST SENT', 'INVITATION STATUS', and 'SENT'. Three users are listed: 'andrew.subramanian', 'audreychen', and 'albert123'. The first two are 'Active' and the third is 'Cancelled'. A 'Resend invitation' modal is open, showing a '2 Users Selected' notification and a form to update user details (Name, Last Name, Last Name, Email) and resend options (SMS Only, Email Only, SMS & Email). A 'Resend Invitation' button is at the bottom of the modal.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	SENT
andrew.subramanian	+65 81812239	andrew.subramanian@yopmail.com		12:00 Pm, 8 May 2023	Active	
audreychen	+65 91919191	audreychen@yopmail.com		11:58 Am, 8 May 2023	Active	
albert123	+65 81918124	albert123@yopmail.com		8:40 Am, 24 Apr 2023	Cancelled	

← 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.



# Editing Users Information

The screenshot displays a user management interface. At the top left, there is a search bar with the text "Search" and a refresh icon. Below the search bar is a table with three rows, each containing a date and a pencil icon for editing. The dates are "15 March 2023", "04 April 2023", and "19 March 2023". To the right of the table is an "EDIT" button. A modal window is open, showing the details for a user named "Frans WC" with "User ID - 332369655". The modal has a close button (X) in the top right corner. On the left side of the modal is a side menu with the following items: "Basic Information" (highlighted), "Medical History", "General Readings", "Lifestyle", "Geolocation Setting", and "Community & Sub Community". The main content area of the modal is titled "Basic Information" and contains the following fields: "First name" (Frans), "Last name" (WC), "Date of birth" (1980-06-01), "Identity number" (866419444768950001), "Gender at birth" (Male), and "Gender most identified with" (Male). There is a profile picture icon on the right side of the modal.

- ← Select the “” icon on the user you would like to edit.
- ✓ Edit the user’s information accordingly using the side menu.



# Support Team

- | [About Support Team](#)
- | [Viewing Support Team Members list](#)



# About Support Team

The screenshot displays the 'Support Team' page. At the top, there is a navigation bar with the following items: Customer Logo, Sub Communities, Administrators, Support Team (highlighted), Population Overview, Groups, Challenges, and a user profile for 'Welcome, Sub Community Admin'. Below the navigation bar, the page title is 'Support Team' with a link to 'All Support Team Members'. A search bar is located on the right side. The main content is a table with the following columns: Name, Specialization, and Last Sync. The table contains 10 rows of member information.

<input type="checkbox"/>	NAME	SPECIALIZATION	LAST SYNC
<input type="checkbox"/>	<a href="#">Rahel Rahel (support)</a>	Specialization	5:18 pm, 29 March 2023
<input type="checkbox"/>	<a href="#">Jella Jellena (support)</a>	nurse	12:45 pm, 22 March 2023
<input type="checkbox"/>	<a href="#">Erika Erika (support)</a>	Surgery	3:40 pm, 05-April 2023
<input type="checkbox"/>	<a href="#">Evan Evan (support)</a>	physician	1:35 pm, 19 March 2023
<input type="checkbox"/>	<a href="#">William William (support)</a>	surgeon	3:09 pm, 20 March 2023
<input type="checkbox"/>	<a href="#">George George (support)</a>	physician	8:42 pm, 20 March 2023
<input type="checkbox"/>	<a href="#">Nate Nate (support)</a>	ortho	11:27 pm, 20 March 2023
<input type="checkbox"/>	<a href="#">Ariana Ariana (support)</a>	Doctor	12:00 pm, 20 March 2023
<input type="checkbox"/>	<a href="#">Hil Hil (support)</a>	Dentist	12:53 pm, 28 March 2023
<input type="checkbox"/>	<a href="#">James James (support)</a>	special	8:57 pm, 23 March 2023

At the bottom of the table, there is a pagination control: 'Rows per page: 10' and '1-10 of 13'.

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

The Support Team page shows the list of your Support Team Members under your organization which you can view each member’s information.



# Population Overview

- | About Population Overview

- | Key Statistics

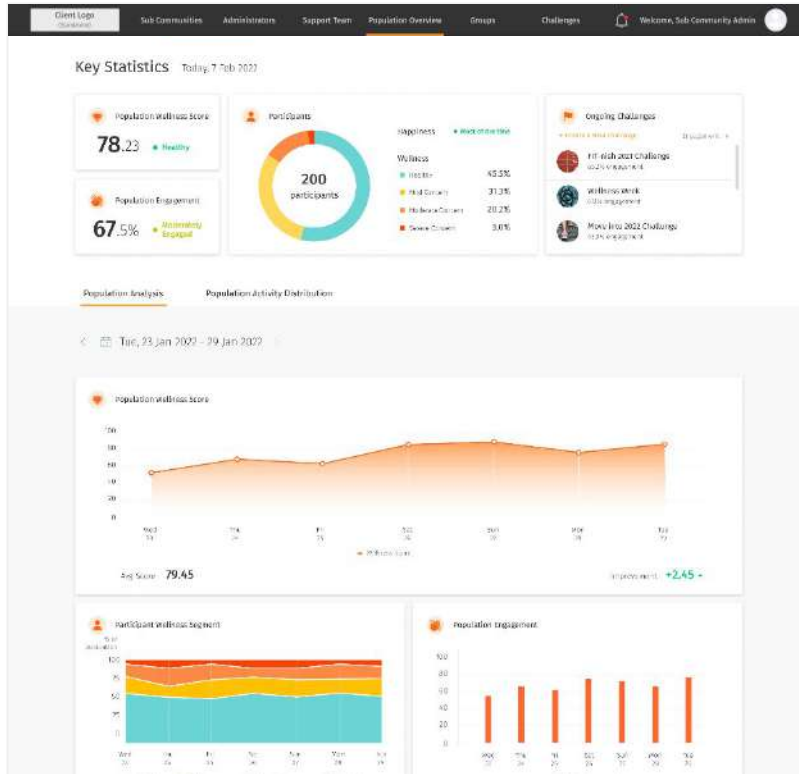
- | Population Analysis

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

# About Population Overview



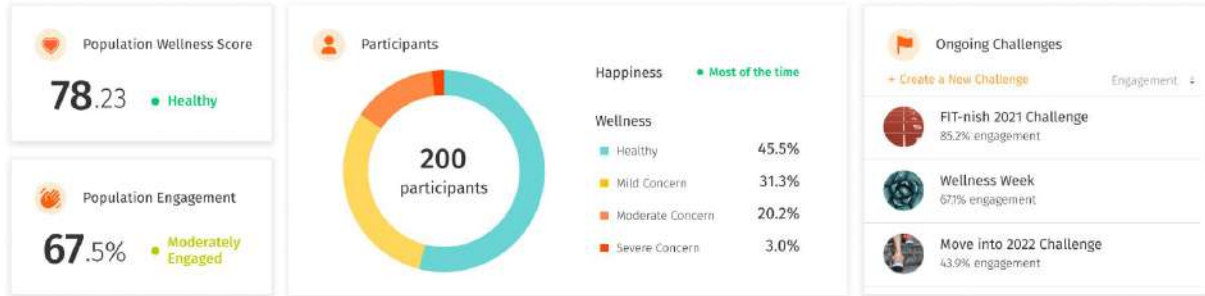
← The Population Overview page is the dashboard's landing page where you are able to get a quick overview of how your population is doing and what challenges are ongoing. Right at the top, the Key Statistics section shows key information for the day.

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.



# 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.

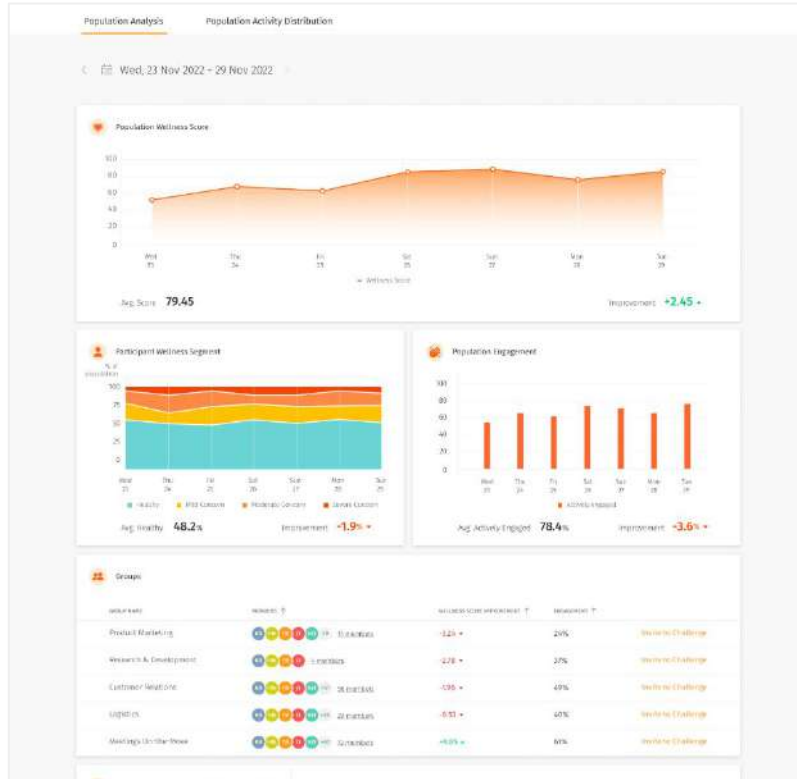
## Ongoing Challenges

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.



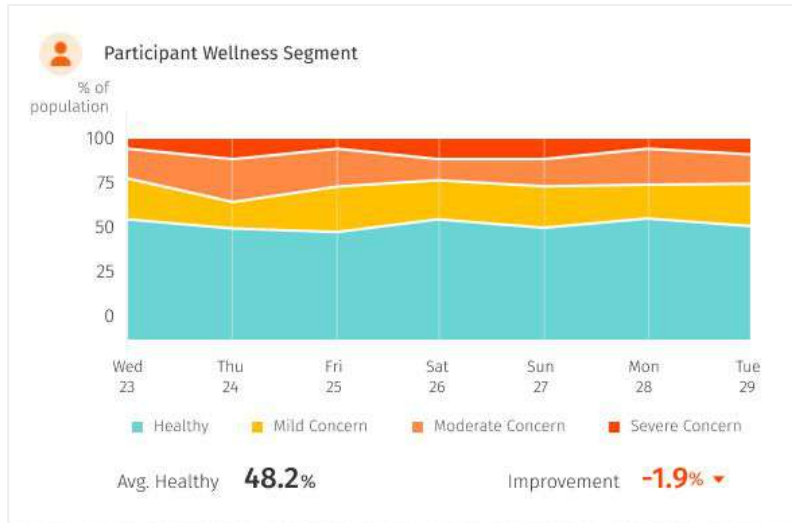
## Population Analysis ○ Population Wellness Score



↑ 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



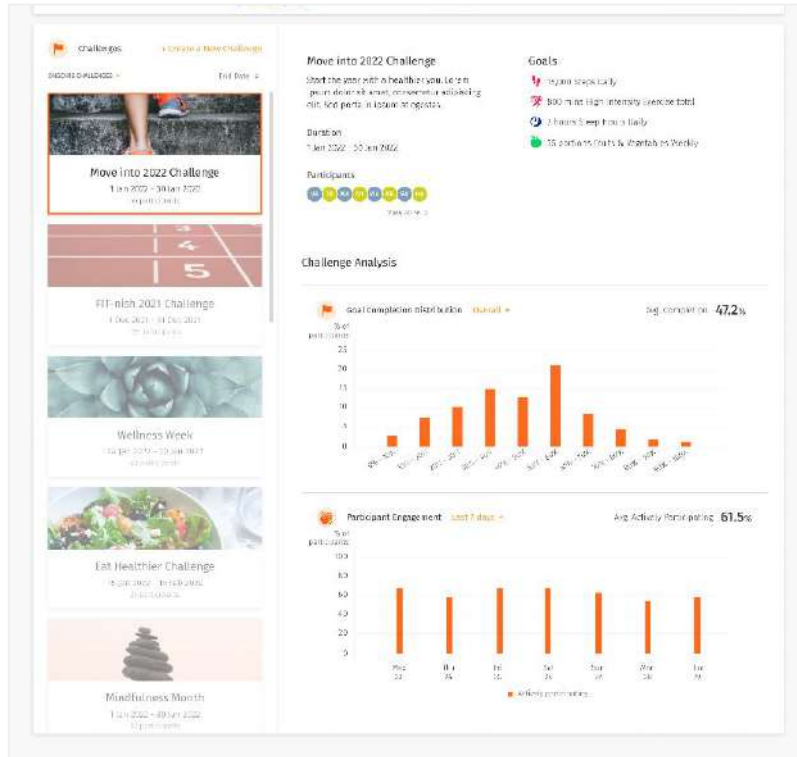
## Groups

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

↑ 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

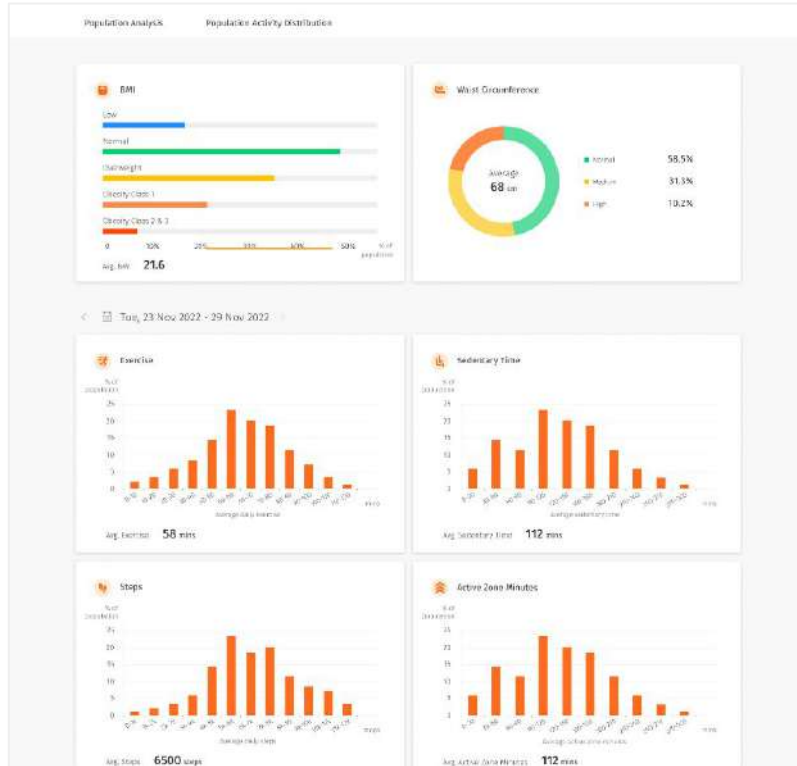
The goal completion distribution chart allows you to understand how much the participants have completed the overall challenge.

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



# Population Activity Distribution

## About Population Activity Distribution

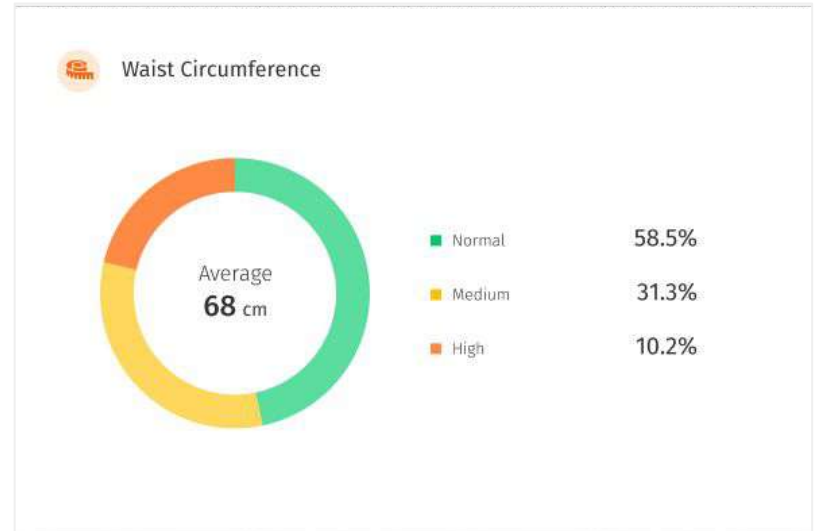


← The Population Activity Distribution tab shows visualisations for specific parameters and activities. This section allows you to understand how each parameter is distributed across your population.

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.



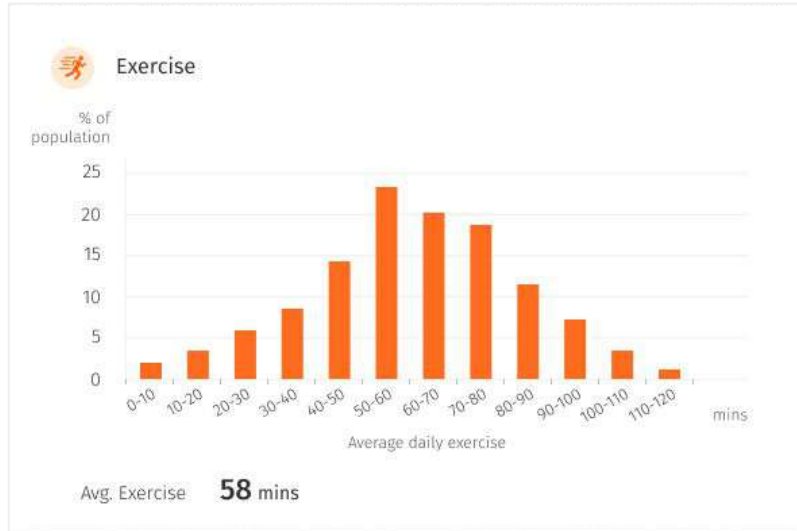
## Population Activity Distribution ○ BMI and Waist Circumference



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.

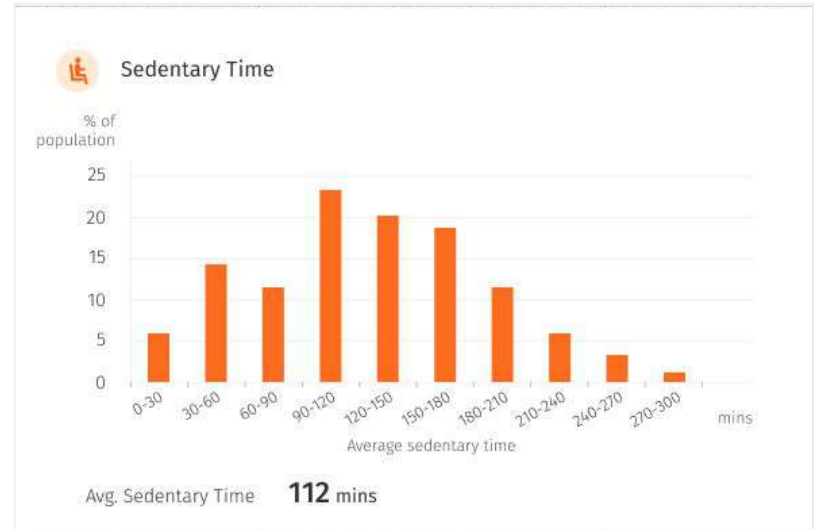


# Population Activity Distribution ○ Exercise and Sedentary Time



↑ 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.

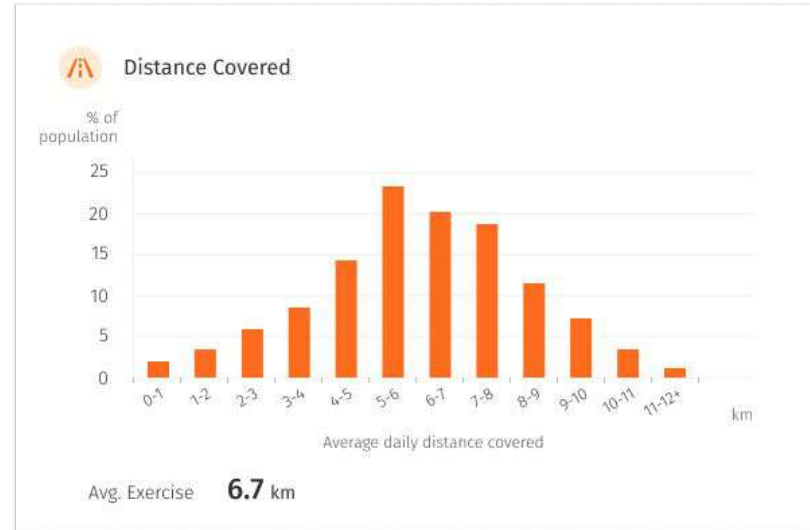


# Population Activity Distribution ○ Active Zone Minutes and Distance Covered

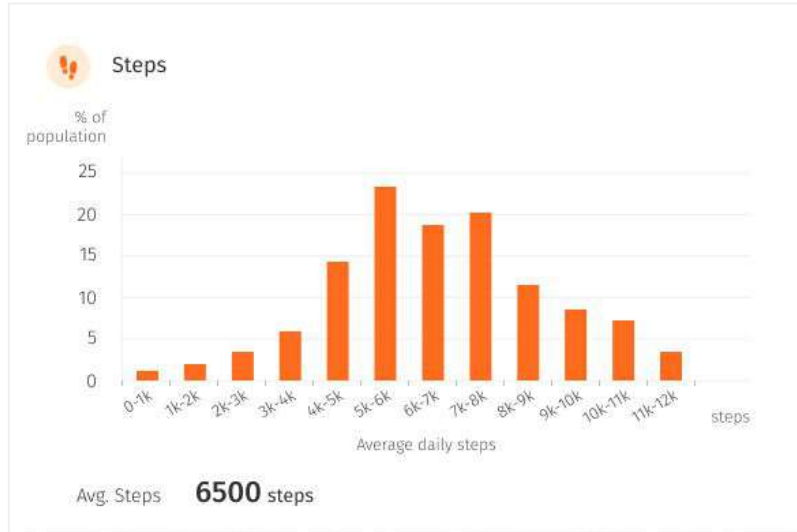


↑ The Active Zone Minutes widget shows the common range of minutes of exercise where your heart rate is elevated to the fat burning zone in your population. Ideally, your chart should skew to the right to indicate a higher average number of minutes of exercise. Create 'Active Zone Minutes' challenges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

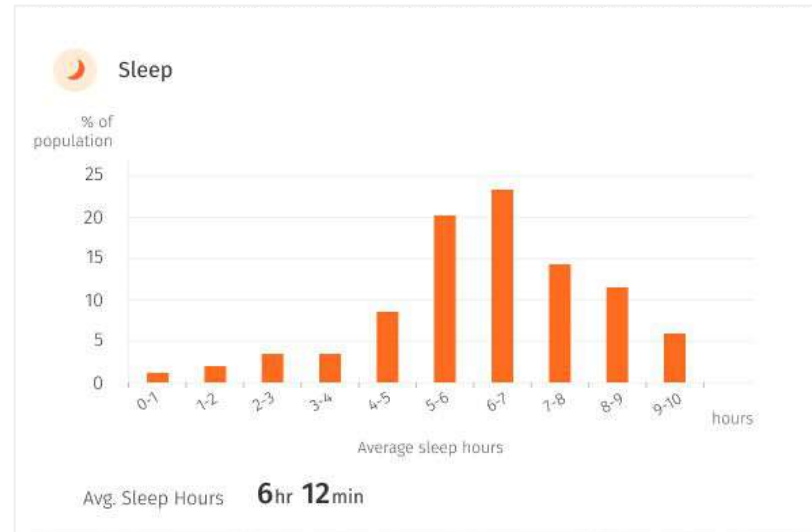


# Population Activity Distribution ○ Steps and Sleep



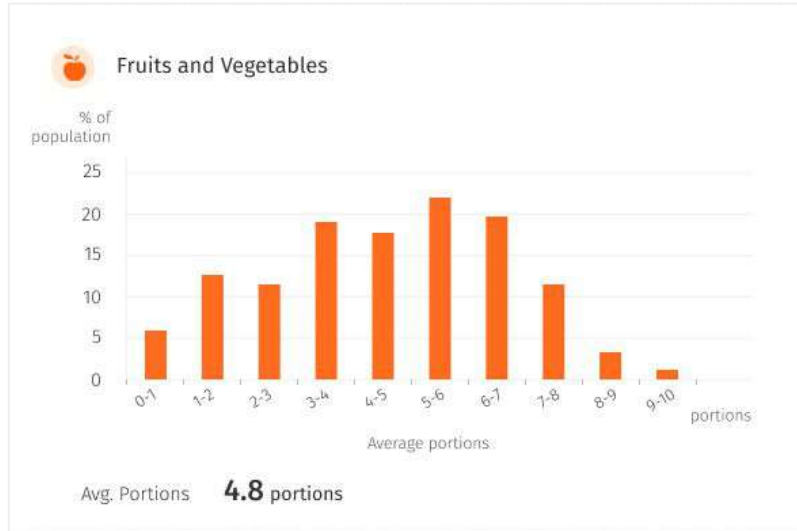
↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create ‘Steps’ challenges to achieve this.

↓ 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



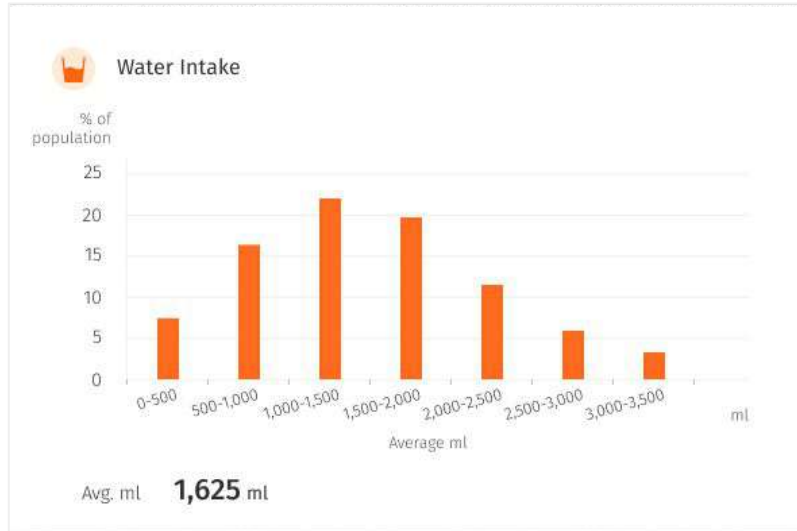
↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create 'Steps' challenges to achieve this.

↓ 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



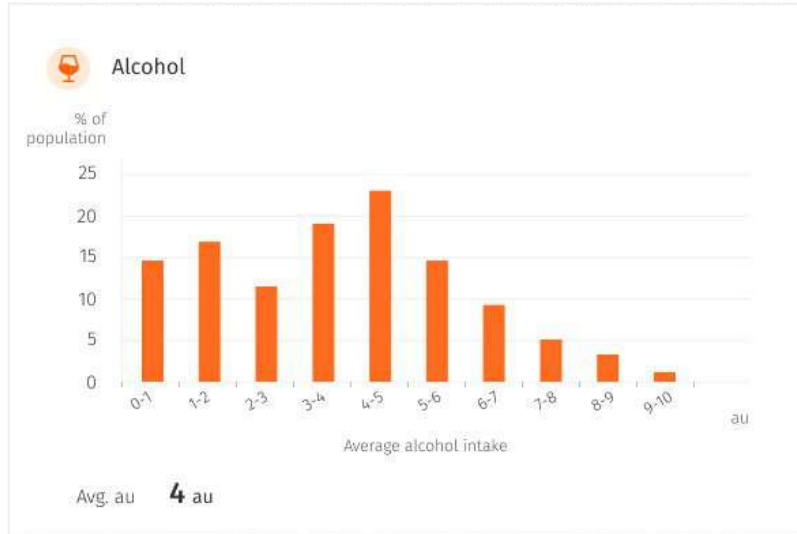
↑ The Water Intake widget shows the common range of litres of water intake in your population. Ideally, your chart should skew to the right to indicate a higher hydration levels. Create 'Water Intake' challenges to achieve this.

↓ 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.



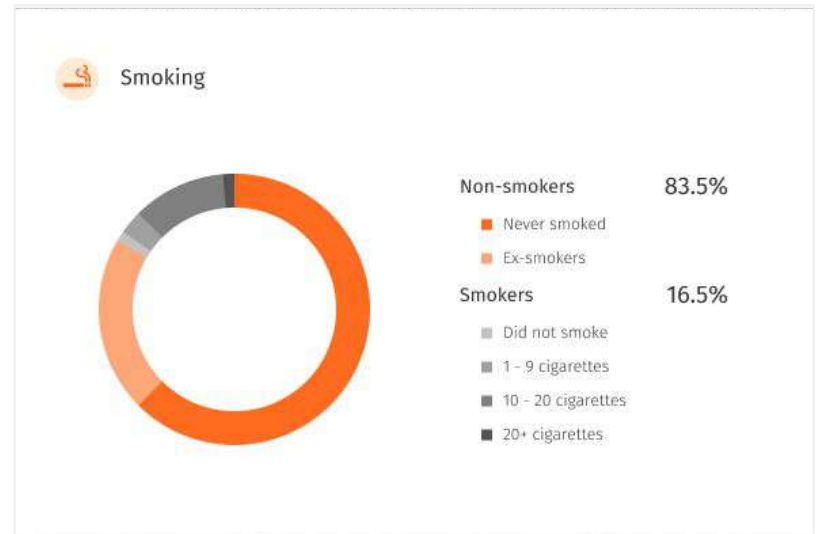
# Population Activity Distribution

## 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.



# 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 displays the 'Group Management' interface. On the left, a sidebar titled 'Group Management' contains a list of groups with their respective member counts:

- All Participants (102 members)
- Groups (Create a New Group)
- 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

The main area, titled 'All Participants', shows a search bar and a table of participants:

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

At the bottom of the page, it indicates '1-10 of 362' participants.

← 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 the 'Group Management' interface. 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 'status'. The participants listed are:

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

The modal form is titled 'Create a New Group' and has 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 an orange 'Create Group' button.

← 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. At the top, a navigation bar includes 'Client Logo', 'Sub Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', 'Challenges', and a user profile 'Welcome, Sub Community Admin'. The main content area is titled 'Group Management' and is split into two sections. On the left, a sidebar lists various groups with their member counts: 'All Participants' (912 members), 'Groups' (with a '+ Create a New Group' button), 'Sports Groups', 'Product Marketing' (76 members), 'Research & Development' (27 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' (76 members), and '8 Hour Sleep Club'. The right section, titled 'All Participants', shows a list of 102 total participants. A search bar is present above the list. The list includes columns for checkboxes, names, genders, ages, and icons representing different categories or statuses. The list items are: 'Irene' (Female, 41), 'Steve Erickson' (Male, 32), 'Berke Larson' (Female, 32), 'Christopher Lee' (Male, 38), 'Reza Baker' (Female, 45), 'Tan An Han' (Female, 44), 'Jacob Edwards' (Male, 37), 'Lucia Cunningham' (Female, 39), 'Eric Parsons' (Male, 28), 'Anthony Ang' (Male, 37), and 'Belinda Buh' (Female, 35). At the bottom right of the list, there is a pagination indicator '1-10 of 102' and navigation arrows.

← 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' page. On the left, there is a sidebar with a list of groups: All Participants (302 members), Product Marketing (14 members), Research & Development (21 members), Customer Relations (30 members), Logistics (20 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 with 14 members. A table lists the members with columns for name, gender, and age. A '+ Add New Member' button is visible above the table.

Name	Gender	Age
Steve Erickson	Male	32
Bertie Lannon	Female	32
Christopher Lee	Male	35
Beira Butler	Female	34
Tan Ah Bee	Female	44
Berick Edwards	Male	37
Laura Cunningham	Female	39
Eric Parsons	Male	39
Anthony Ang	Male	31
Debraa Bani	Female	35

The screenshot shows the 'Add New Members to Product Marketing' page. It features a search bar for participants and a table of participants with columns for name, gender, and age. A '+ Add New Member' button is visible above the table. The table lists participants with their names, genders, and ages, along with status icons.

Name	Gender	Age
Christopher Lee	Male	35
Anthony Ang	Male	31
Bertie Lannon	Female	32
Tan Ah Bee	Female	44
Berick Edwards	Male	37
Eric Parsons	Male	39
Steve Erickson	Male	32
Debraa Bani	Female	35
Beira Butler	Female	34
Laura Cunningham	Female	39

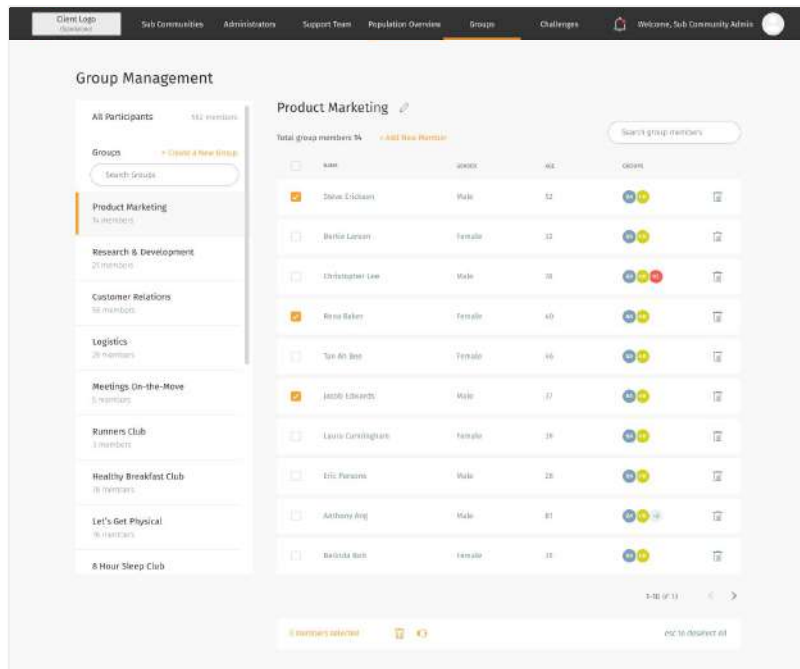
← To add members to a group, click the '+ Add New Member' button below the group name.

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



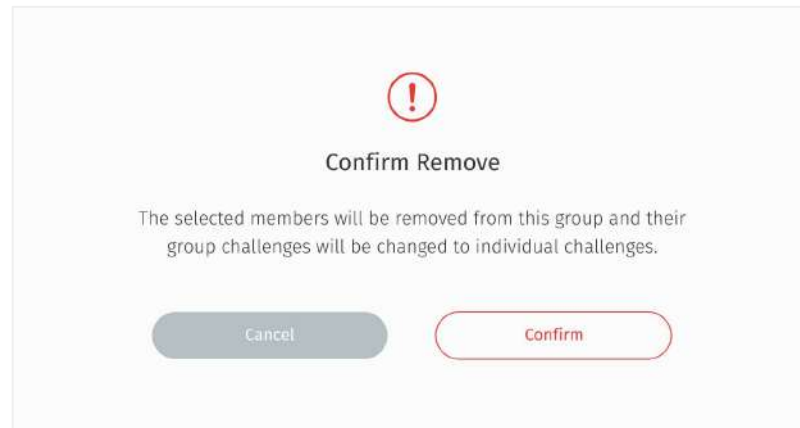


# Remove Members from a Group




The screenshot shows the 'Group Management' interface. On the left, there is a sidebar with a list of groups: 'All Participants' (512 members), 'Product Marketing' (5 members), 'Research & Development' (21 members), 'Customer Relations' (12 members), 'Logistics' (26 members), 'Meetings On-the-Move' (5 members), 'Runners Club' (3 members), 'Healthy Breakfast Club' (16 members), 'Let's Get Physical' (16 members), and '8 Hour Sleep Club'. The 'Product Marketing' group is selected. The main area displays a table of group members with columns for name, gender, age, and status. The table shows 11 members, with the first two (Steve Dickson and Bernice Larson) selected. At the bottom, it indicates '2 members selected' and provides a 'Remove' button.

	Name	Gender	Age	Status	Actions
<input checked="" type="checkbox"/>	Steve Dickson	Male	52	Active	[Delete]
<input checked="" type="checkbox"/>	Bernice Larson	Female	32	Active	[Delete]
<input type="checkbox"/>	Christopher Lee	Male	38	Active	[Delete]
<input checked="" type="checkbox"/>	Rene Baker	Female	40	Active	[Delete]
<input type="checkbox"/>	Tina Ali-Boo	Female	46	Active	[Delete]
<input checked="" type="checkbox"/>	Jacob Edwards	Male	37	Active	[Delete]
<input type="checkbox"/>	Laura Cunningham	Female	39	Active	[Delete]
<input type="checkbox"/>	Eric Parsons	Male	28	Active	[Delete]
<input type="checkbox"/>	Anthony Ong	Male	31	Active	[Delete]
<input type="checkbox"/>	Balisha Bush	Female	35	Active	[Delete]



The dialog features a red exclamation mark icon at the top. Below it, the text reads 'Confirm Remove' followed by 'The selected members will be removed from this group and their group challenges will be changed to individual challenges.' At the bottom, there are two buttons: a grey 'Cancel' button and a red 'Confirm' button.

← 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 a web application interface for Group Management. At the top, there is a navigation bar with tabs for Client Logo, Sub-Communities, Administrators, Support Team, Population Overview, Groups, Challenges, and a user profile. The main content area is titled 'Group Management' and features a sidebar on the left with a list of groups: Product Marketing (16 members), Research & Development (27 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 a detailed view for the 'Product Marketing' group, showing a list of members with columns for name, gender, age, and status. The members listed are: Jane, Steve Erickson, Kerrie Larkin, Christopher Lee, Anna Baker, Sue Ah Bee, Jackie Edwards, Laura Cunningham, Lili Ponzoni, Anthony King, and Belinda Bell.

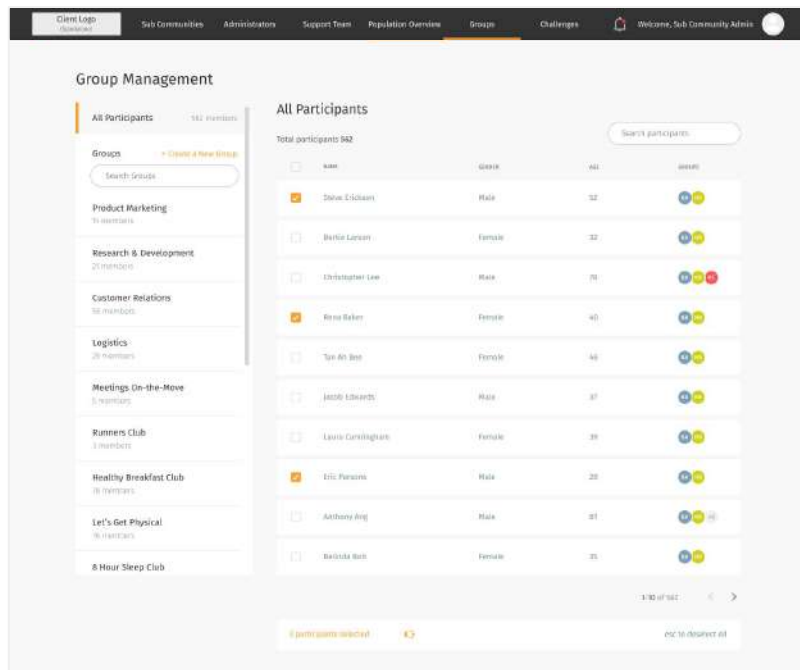
The 'Edit Group' dialog box is shown, featuring a close button (X) in the top right corner. Below the title, there is a text input field for 'Group Name' containing the text 'Marketing Team'. At the bottom of the dialog, there are two buttons: 'Delete Group' and 'Save Changes'.

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

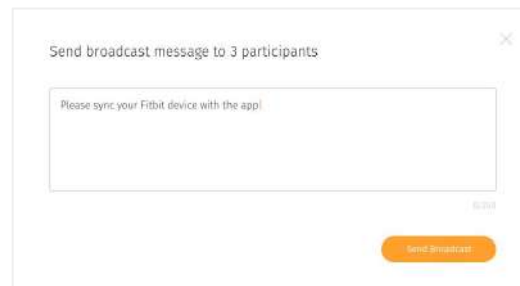
↑ Click Save Changes button to save changes or Delete Group button to delete group.



# Send Broadcast Message




The screenshot shows the 'Group Management' interface. On the left, there is a sidebar with a 'Groups' section containing a search bar and a list of groups: Product Marketing (7 members), Research & Development (27 members), Customer Relations (12 members), Logistics (26 members), Meetings On-the-Move (5 members), Runners Club (3 members), Healthy Breakfast Club (16 members), Let's Get Physical (6 members), and 8 Hour Sleep Club. The main area is titled 'All Participants' and shows a list of 942 total participants. A search bar is present above the list. The list contains several rows, each with a checkbox, a name, a gender, an age, and a set of icons. The first row is for 'Lee' (Male, 40). The second row is for 'Steve Dickson' (Male, 32). The third row is for 'Bertha Larson' (Female, 32). The fourth row is for 'Christopher Lee' (Male, 70). The fifth row is for 'Rose Baker' (Female, 40). The sixth row is for 'Tim Ah Bee' (Female, 44). The seventh row is for 'Jacob Edwards' (Male, 37). The eighth row is for 'Louise Cunningham' (Female, 39). The ninth row is for 'Eric Parsons' (Male, 28). The tenth row is for 'Anthony Ong' (Male, 21). The eleventh row is for 'Balisha Bush' (Female, 35). At the bottom of the list, it says '110 of 942' and '0 participants selected'.



The screenshot shows a dialog box 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.

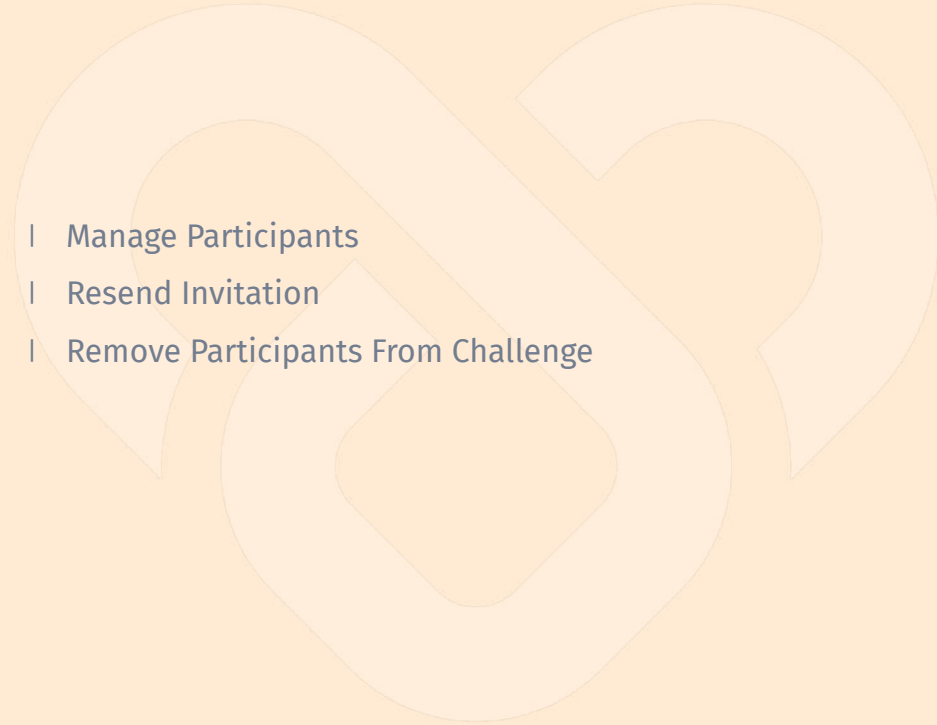
↑ Type in your message and click send Broadcast when ready.



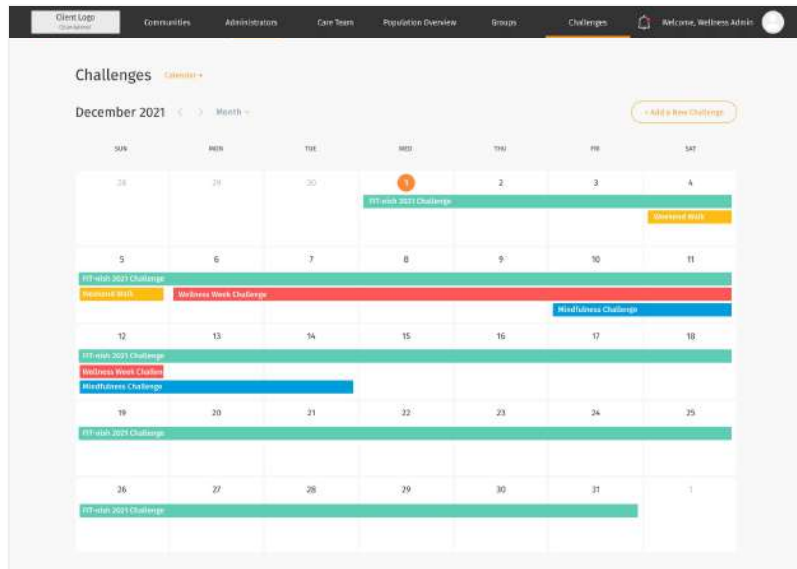
# Challenges

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

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

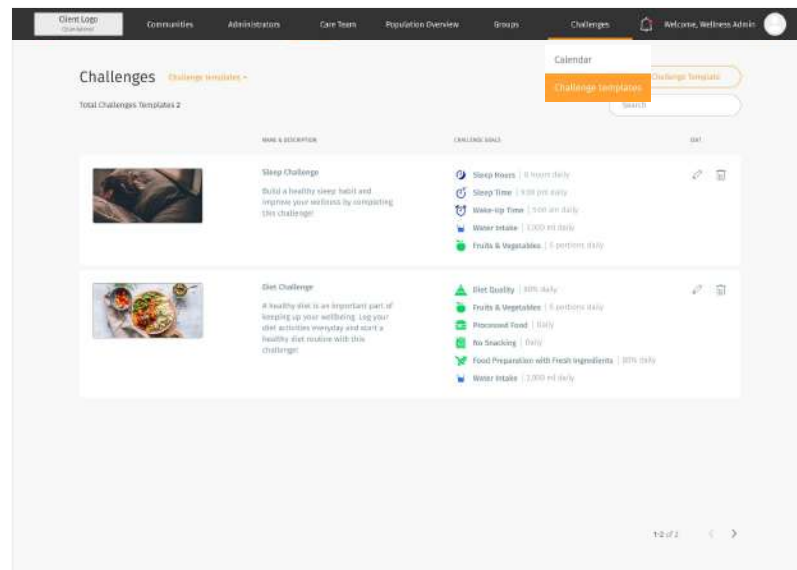


# About Challenges



↑ 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 or look at past challenges or look at challenge templates available in the system.



# Create Challenge

Challenges **Calendar**

December 2021 Month + Add a New Challenge

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7 8 9 10 11

12 13 14 15 16 17

18 19 20 21 22 23

24 25 26 27 28 29 30

31

Challenge template

Custom challenge

Create a New Challenge

Follow the steps to create a new challenge.

Challenge Type

Select a challenge or create a custom challenge.

Challenge Goals

Challenge Dates

Challenge Type

Custom challenge

Create a brand new challenge and set your own goals with the custom challenge.

Set up

Individual and group challenge  
This challenge is only available for individuals and groups that you invited.

Personal challenge  
This challenge is available for all app users to participate in at any time.

Next

← 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.)

### Create a New Challenge

Follow the steps to create a new challenge.

**Challenge Type**  
Select a challenge or customize

**Challenge Details**  
Challenge name and description

**Challenge Team**  
Set users for this challenge

#### Challenge Type

Challenge template

Select a challenge template below, where challenge details and goals are automatically filled for you.

Select Challenge Template

Search challenge template

**Sleep Challenge**

- Sleep Hours | 8 hours daily
- Sleep Time | 9:00 pm daily
- Wake Up Time | 5:00 am daily
- Water Intake | 2,000 ml daily
- Fruits & vegetables | 5 portions daily

**Diet Challenge**

- Diet Quality | 60% daily
- Fruits & Vegetables | 5 portions daily
- Processed Food | No Daily

Set as

Individual and group challenge  
This challenge is only available for individuals and groups that you invited.

Personal challenge  
This challenge is available for all app users to participate in.

Next

### ← 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.)

### Create a New Challenge

Follow the steps to create a new challenge.

**Challenge Type**  
Select a challenge to customize

**Challenge Details**  
Challenge name and description

**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 files or select from your computer

**Challenge Details**

Challenge Name: Sleep Challenge

Description: Build a healthy sleep habit and improve your wellness by completing this challenge

Duration: 15.0 / 10.0

Next

### ← 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**

**Challenge Type**  
Select a challenge or customise

**Challenge Details**  
Challenge name and description

**Challenge Goals**  
Set goals to the challenge

1

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.



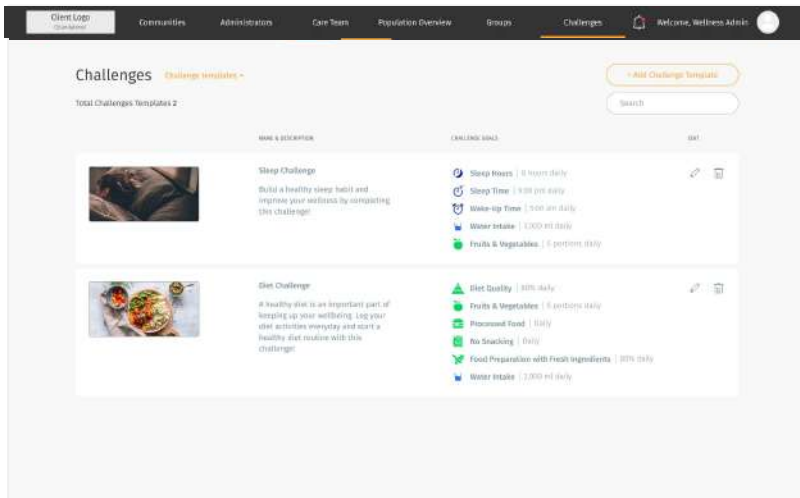
## Challenge Goals (cont.)

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
	 Processed Food	Predefined (No)	Daily
	 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.

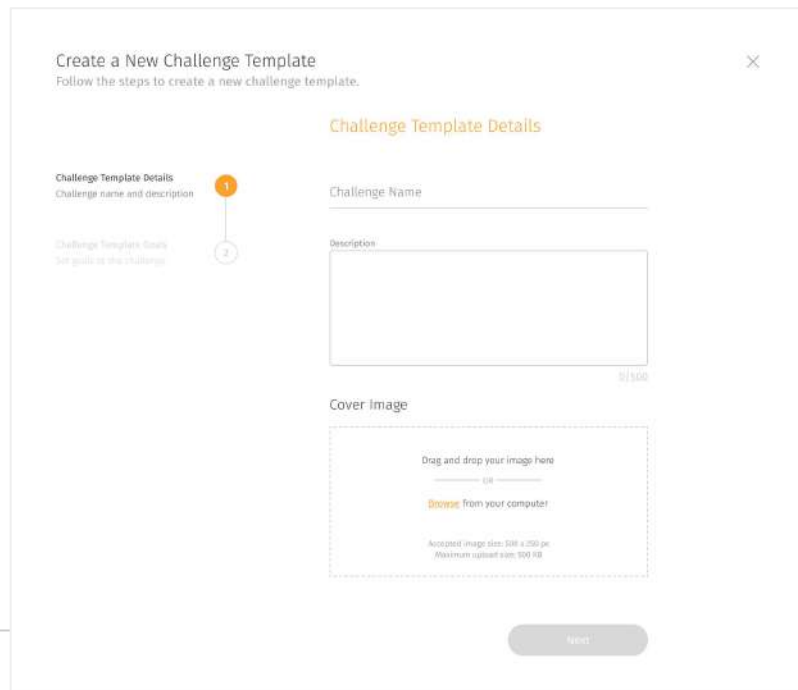


# Create Challenge Template



↑ On top of creating new custom challenges or challenges based on templates, you can also create a new challenge template to include when you are creating new challenges. To do so, make sure you are toggled on the “Challenge template” tab, and click “Add challenge template”.

↓ Challenge template details Challenge name and description Fill out the challenge name and details of what the challenge is about. Cover image The cover image is displayed on both your dashboard and the users’ apps. You can upload your own.



## Create Challenge Template (cont.)

### Create a New Challenge Template

Follow the steps to create a new challenge template.

**Challenge Template Goals**

Challenge Template Details  
Challenge name and description

Challenge Template Goals  
Set goals to the challenge

1

Category

Activity

Unit

Recurrence

Notes

Cancel Save

+ Add Goal

Next

← 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.



# View Challenge Details

The screenshot displays a web interface with a navigation bar at the top containing 'Client Logo', 'Communities', 'Administration', 'Care Team', 'Population Overview', 'Groups', 'Challenges', and 'Welcome, Wellness Admin'. Below the navigation bar is a 'Challenges' section 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 overlaid on the right side of the calendar. The pop-up contains the following information:

- 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:** A row of colored circles representing participants, with a 'View all 56 >' link.

At the bottom of the pop-up are two buttons: 'Edit' and '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

The screenshot displays the 'FIT-nish 2021 Challenge' interface. At the top, there is a 'Challenge Details' modal window with a close button (X). Below it, the main challenge page is visible, featuring a 'Delete Challenge' button. A larger 'Challenge Details' modal is open in the foreground, showing the following information:

- 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. A grid of six images is shown, with the first one selected. Below the grid is an 'Upload' section with a text box and a 'Browse' button.
- 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:** A row of colored circles representing different regions (VIC, TAS, ACT, WA, SA, NT, QLD, NSW) and a 'View all 56 >' link.
- Buttons:** 'Edit' and 'invite' buttons at the bottom left, and a 'Save Changes' button at the bottom right.

← 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

Client Logo  
Communities Administration Care Team Population Overview Groups Challenges Welcome, Wellness Admin

### Invite Participants to FIT-nish 2022 Challenge

Total participants 562

<input type="checkbox"/>	name	gender	age	status	invite
<input checked="" type="checkbox"/>	Christopher Lee	Male	76		<input type="button" value="invite"/>
<input type="checkbox"/>	Anthony King	Male	81		<input type="button" value="invite"/>
<input checked="" type="checkbox"/>	Nertie Larkin	Female	82		<input type="button" value="invite"/>
<input type="checkbox"/>	Tim Ah Lee	Female	40		<input type="button" value="invite"/>
<input checked="" type="checkbox"/>	Carole Edwards	Male	37		<input type="button" value="invite"/>
<input checked="" type="checkbox"/>	Eric Parsons	Male	28		<input type="button" value="invite"/>
<input type="checkbox"/>	Shane Entwistle	Male	52		<input type="button" value="invite"/>
<input type="checkbox"/>	Deirdra Bush	Female	36		<input type="button" value="invite"/>
<input type="checkbox"/>	Neva Baker	Female	43		<input type="button" value="invite"/>
<input type="checkbox"/>	Laura Cunningham	Female	39		<input type="button" value="invite"/>

1-49 of 562

Participants

Groups

## 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

View all: 56 >

Edit

invite

- ✦ 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 shows a web application interface for managing participants in a challenge. The interface is divided into two main sections: 'Participants' and 'Groups'. The 'Participants' section shows a list of individuals with columns for name, gender, age, and status. The 'Groups' section shows a list of groups with columns for name, members, and status. A modal window titled 'FIT-nish 2021 Challenge' is overlaid on the right, displaying challenge details, goals, duration, and a list of participants.

**Participants FIT-nish 2022 Challenge**

Total participants 50

name	gender	age	status
Christopher Lee	Male	38	joined
Ashlene Ang	Male	61	invited
Bertie Larson	Female	32	joined
Ted Ah Bee	Female	46	joined
Jacob Edwards	Male	37	joined

**Groups FIT-nish 2022 Challenge**

Total groups 20

name	members	status
Product Marketing	15 members	invited (1) joined
Research & Development	15 members	invited (1) joined
Customer Relations	15 members	invited (1) joined
Logistics	15 members	invited (1) joined
Meetings On the Move	15 members	invited (1) joined

**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**

VF TR UKL NH WA SCC SA HW 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	status
Christopher Lee	Male	35	Invited
Arlene Ang	Male	61	Invited
Bertie Larson	Female	32	Invited
Sam Ah Deer	Female	46	Invited
Jacob Edwards	Male	37	Invited
Ellie Parsons	Male	28	Invited
Steve Dickson	Male	52	Invited
Berinda Rob	Female	26	Invited
Ross Baker	Female	40	Invited
Laura Cunningham	Female	38	Invited

**Confirm Resend Invitation**

Some of the participants selected had previously been invited to this challenge. Please confirm to resend the invitation.

Cancel Confirm

**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 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**  
View all 50 >

Edit Invite

← 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

name	gender	age	status
Christopher Lee	Male	35	joined
Akiyama Ang	Male	81	invited
Bertie Larson	Female	32	joined
Tam Ah Bee	Female	46	joined
Jacob Edwards	Male	37	joined
Erik Peterson	Male	28	invited
Steve Erickson	Male	52	invited
Berinda Rob	Female	26	invited
Ross Baker	Female	40	invited
Liana Cunningham	Female	38	invited

**Confirm Remove**

The selected participants will be removed from this challenge.

Cancel Confirm

**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 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 TR WJ MR WA SC BA MR View all 50 >

Edit Invite

← 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.

