



Wellness

Dashboard | The Wellness Admin Guidebook



connectedlife

Be connected. Live well. Enjoy Life.

Overview

Last updated: August 10, 2023

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

- | [Wearable Device & Browser Compatibility](#)
- | [Login](#)
- | [Setting Your Password](#)

Last update: August 17, 2023



| Wearable Device & Browser Compatibility

A) Wearable Device:

- Fitbit
- Apple Watch

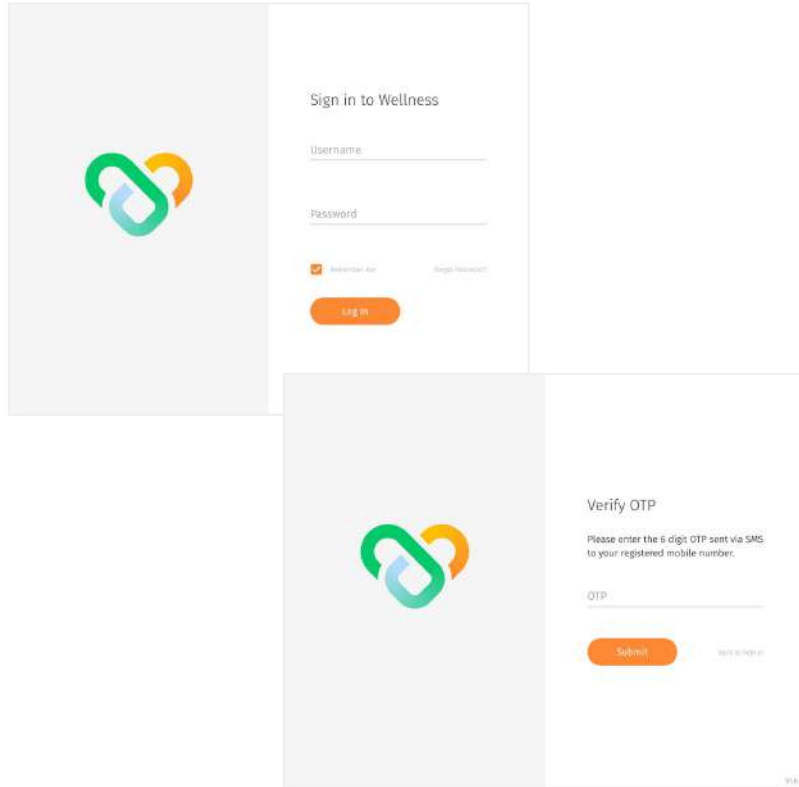
B) Browser:

- Chrome
- Microsoft Edge

- This is a list of browsers & wearable devices that are best suited for Wellness.
- We encourage users to check this list to ensure their mobile devices, browsers & wearable devices are compatible with the app before using it.
- Customers using Fireball may experience some compatibility issues while using the app.



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](#)

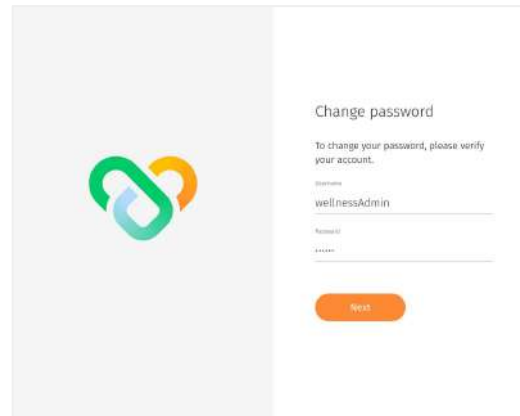
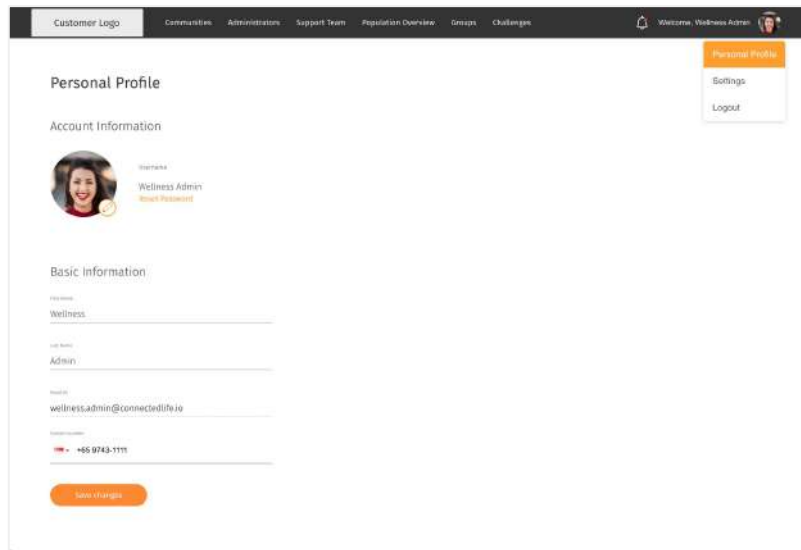
Navigate to the dashboard at **wellness.connectedlife.io**

↩ 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.



Wellness Administrators

- | [About Wellness Administrators](#)
- | [Adding Wellness Administrator](#)
- | [Editing Wellness Administrator](#)



About Wellness Administrators

Wellness Administrators

Community Administrators


Sub Community Administrators

The screenshot displays the 'Wellness Administrators' page. At the top, there is a navigation bar with tabs for 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The 'Administrators' tab is selected. Below the navigation bar, the page title is 'Wellness Administrators' with a sub-tab 'Community Administrators'. A search bar is present. The main content is a table with the following columns: 'name', 'email', 'phone', and 'edit'. The table lists 10 administrators. At the bottom, there is a pagination control showing 'Rows per page: 10' and '1-10 of 15'.

name	email	phone	edit
Sharon Bick (SharonBick)	sharon.bick@yopmail.com	+33 644202796	[edit] [delete]
Willie Laughlin (Willie)	willie.l@yopmail.com	+49 1402088	[edit] [delete]
Oliver (Oliver198)	Oliver@yopmail.com	+45 33420531	[edit] [delete]
Info:communityadmin@yopmail.com (Info:communityadmin)	info:communityadmin@yopmail.com	+49 85057079	[edit] [delete]
nicolaadmin@yopmail.com (nicolaadmin)	nicolaadmin@yopmail.com	+49 8819329	[edit] [delete]
nicolauff4@yopmail.com (nicolauff4)	nicolauff4@yopmail.com	+49 8820529	[edit] [delete]
wellnesscenter@yopmail.com (wellnesscenter)	wellnesscenter@yopmail.com	+45 87880546	[edit] [delete]
DevalD2@yopmail.com (DevalD2)	DevalD2@yopmail.com	+91 924343436	[edit] [delete]
unyk12@gmail.com (unyk12)	unyk12@gmail.com	+91 9852767576	[edit] [delete]
frerischadmin@yopmail.com (frerischadmin)	frerischadmin@yopmail.com	+1 2024610291	[edit] [delete]

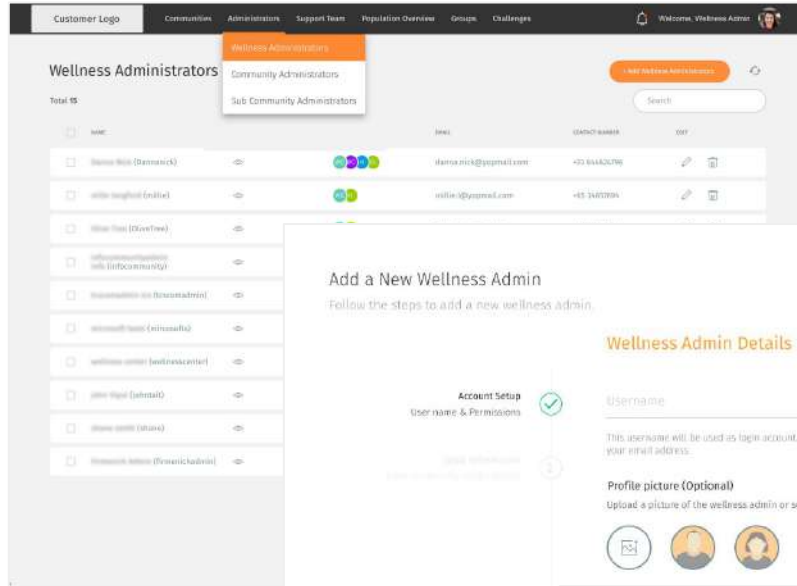
← You may access the Wellness Administrators page through the “Administrators” tab at the top navigation bar.

↑ The Wellness Administrators screen shows a list of Wellness administrators under your organization which you can view each Wellness administrator information.

← You can manage each list by clicking the edit button icon  .



Adding Wellness Administrator



← To add a new Wellness Administrator > click “+ Add Wellness Administrator” button.

➤ Step up an account for the community admin by filling in the “Username” and upload a “Profile picture” (Optional)

↓ Follow by key in the basic information about the administrator.

NOTE
*Once created, an email will be sent to the new wellness admin with the ID and password.




Editing Wellness Administrator

The screenshot displays the 'Wellness Administrators' management page. At the top, there is a navigation bar with options like 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below the navigation, the page title 'Wellness Administrators' is shown, along with a search bar and a 'Total 15' indicator. A dropdown menu is open, showing 'Wellness Administrators' (highlighted), 'Community Administrators', and 'All Community Administrators'. The main content is a table with the following columns: 'name', 'email', 'phone', and 'edit'. The table lists 10 administrators, each with a unique profile picture and contact information.

name	email	phone	edit
Shane Bick (ShaneBick)	shane.bick@yopmail.com	+33 84420276	[edit] [delete]
Willie Laughlin (Willie)	willie-10@yopmail.com	+49 3403084	[edit] [delete]
Oliver Price (OliverPrice)	Oliver@yopmail.com	+45 3342036	[edit] [delete]
InfoCommunityAdmin (InfoCommunityAdmin)	infocommunityadmin@yopmail.com	+49 8567070	[edit] [delete]
InfoCommunityAdmin (InfoCommunityAdmin)	infocommunityadmin@yopmail.com	+49 8878728	[edit] [delete]
InfoCommunityAdmin (InfoCommunityAdmin)	infocommunityadmin@yopmail.com	+45 8632828	[edit] [delete]
Wellness Admin (WellnessAdmin)	wellnessadmin@yopmail.com	+45 87880566	[edit] [delete]
DevaTT2 (DevaTT2)	DevaTT2@yopmail.com	+91 934434566	[edit] [delete]
InfoCommunityAdmin (InfoCommunityAdmin)	infocommunityadmin@yopmail.com	+91 965767576	[edit] [delete]
InfoCommunityAdmin (InfoCommunityAdmin)	infocommunityadmin@yopmail.com	+1 2025610029	[edit] [delete]

Rows per page: 10 | 1-10 of 15

← You may choose to edit the Wellness administrator basic information by clicking on the edit icon button .

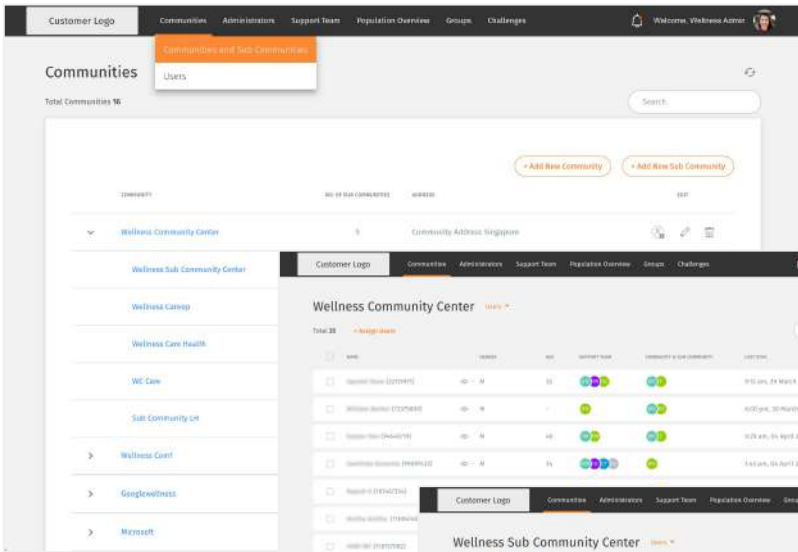


Community & Sub Community

- | About Community & Sub Community
- | Adding Community & Sub Community
- | Editing Community & Sub Community
- | Assigning Community & Sub Community Administrators
- | Assign Users and Community Administrators
- | Assign Users and Sub Community Administrators



About Community & Sub Community



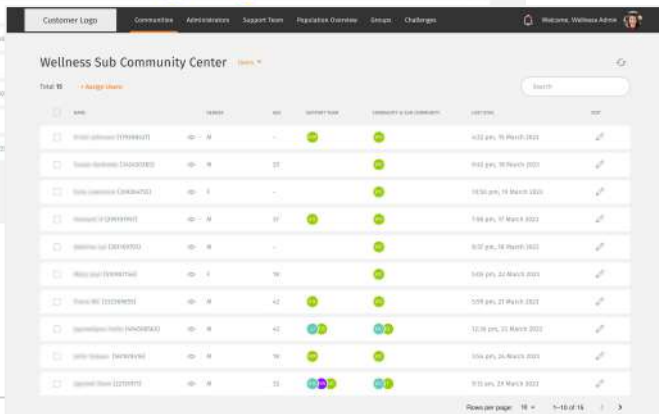
NOTE

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

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

↘ From here, you will be able to view communities e.g. “Wellness Community Center”, and sub communities e.g. “Sub Wellness Community Center” under your organization by clicking on the individual community.

↘ On this page, you will be able to edit/delete/assign Administrators to the each community/sub community



Adding Community & Sub Community

The screenshot displays the 'Communities' management page. At the top, there are navigation tabs: 'Customer Logo', 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A 'Welcome, Wellness Admin' message is visible in the top right. The main content area shows a table of communities with columns for 'COMMUNITY', 'NO. OF SUB COMMUNITIES', 'ADDRESS', and 'BSP'. The table lists several communities, including 'Wellness Community Center', 'Wellness Sub Community Center', 'Wellness Careop', 'Wellness Care Health', 'JHC Care', 'Sub Community LH', 'Wellness Caret', 'Geogewellness', and 'Marusart'. Two buttons, '+ Add New Community' and '+ Add New Sub Community', are located at the top right of the table. Two modal forms are overlaid on the page. The 'Add New Community' form has fields for 'Community Name' (0/50) and 'Community Address' (0/100), with an 'Add Community' button. The 'Add New Sub Community' form has fields for 'Wellness Sub Community' (24/50), 'Sub Community Address' (33/100), and a dropdown menu for 'Wellness Community Center', with an 'Add Sub Community' button.

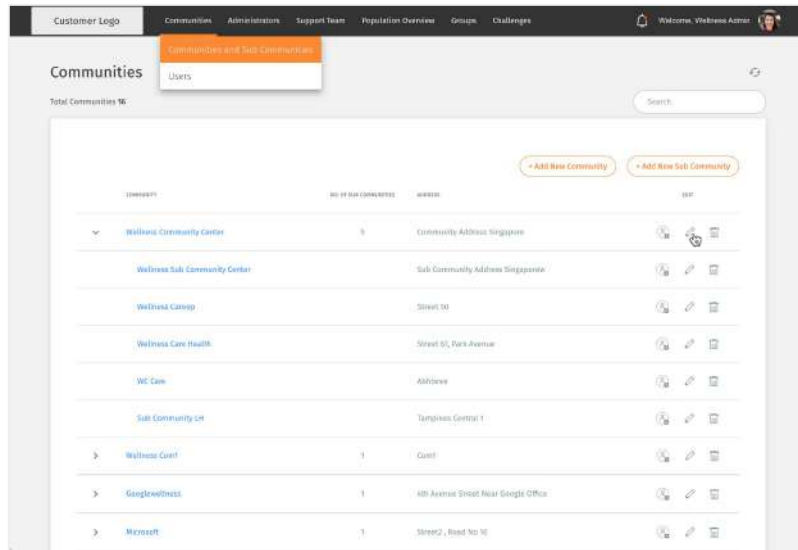
← You may add a new Community and Sub Community (Multiple) on this page > click on the “+ Add New Community” or “+ Add New Sub Community” depending on your requirement.

✓ **Add New Community.** Enter your community relevant name and address > click on “+ Add Community” to complete the process.

✓ **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.

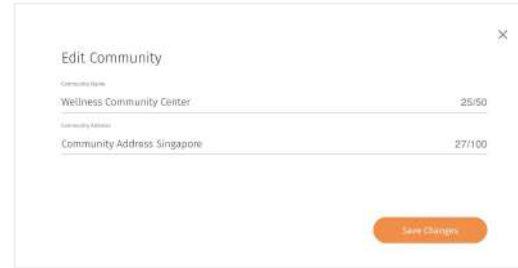


Editing Community & Sub Community




The screenshot shows the 'Communities' management interface. At the top, there is a navigation bar with 'Customer Logo', 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'Communities' section is active, with a dropdown menu showing 'Contributors and Sub-Communities' and 'Users'. The main content area displays a table of communities and sub-communities. The table has columns for 'COMMUNITY', '# OF SUB-COMMUNITIES', 'ADDRESS', and 'BPF'. The first row is expanded to show details for 'Wellness Community Center', including 'Community Address Singapore' and 'BPF' icons. Below the table are two buttons: '+ Add New Community' and '+ Add New Sub Community'.

COMMUNITY	# OF SUB-COMMUNITIES	ADDRESS	BPF
Wellness Community Center	5	Community Address Singapore	
Wellness Sub Community Center		Sub Community Address Singapore	
Wellness Camp		Street 01	
Wellness Care Health		Street 01, Park Avenue	
WC Care		Address	
Sub Community Lit		Tampines Central 1	
Wellness Care	1	Care	
SingleWellness	1	401 Avenue Street Near Google Office	
Microsoft	1	Street2, Road No 10	



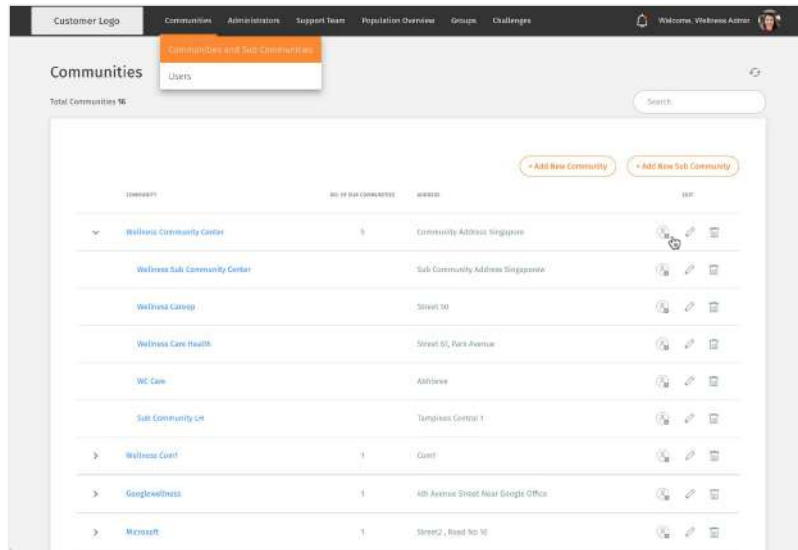
The 'Edit Community' modal form is shown. It has a title 'Edit Community' and a close button 'X'. Below the title, there are two input fields: 'Community Name' with the value 'Wellness Community Center' and a character count '25/50'; and 'Community Address' with the value 'Community Address Singapore' and a character count '27/100'. At the bottom right of the form is an orange 'Save Changes' button.

← To modify the basic information of the Wellness administrator, you can click on the edit icon button .




























↑ Click "Save Changes" button after edit.

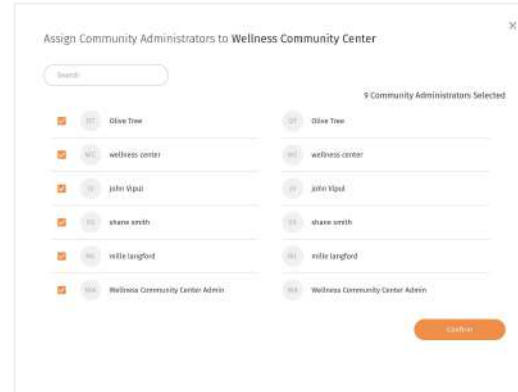


Assigning Community & Sub Community Administrators




The screenshot shows the 'Communities' management page. At the top, there's a navigation bar with 'Customer Logo', 'Communities', 'Administration', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, a dropdown menu is open for 'Communities and Sub-Communities' with 'Users' selected. The main content area shows a table of communities and sub-communities. The table has columns for 'COMMUNITY', 'NO OF SUB-COMMUNITIES', 'ADDRESS', and 'BPT'. The first row is expanded to show 'Wellness Community Center' with 5 sub-communities. The sub-communities listed are: 'Wellness Sub-Community Center', 'Wellness Camp', 'Wellness Care Health', 'WC Care', 'Sub-Community Ctr', 'Wellness Care', 'Singleness', and 'Microsoft'.

COMMUNITY	NO OF SUB-COMMUNITIES	ADDRESS	BPT
Wellness Community Center	5	Community Address Singapore	  
Wellness Sub-Community Center		Sub-Community Address Singapore	  
Wellness Camp		Street 01	  
Wellness Care Health		Street 01, Park Avenue	  
WC Care		Address	  
Sub-Community Ctr		Tampines Central 1	  
Wellness Care	1	Care	  
Singleness	1	400 Avenue Street Near Google Office	  
Microsoft	1	Street2, Road No 10	  



The dialog box is titled 'Assign Community Administrators to Wellness Community Center'. It features a search bar at the top. Below the search bar, there are two columns of administrator profiles. The left column shows a list of administrators: Olive Tree, wellness-center, John Vipul, shane smith, willie langford, and Wellness Community Center Admin. The right column shows the same list of administrators, with a '5 Community Administrators Selected' indicator at the top. A 'Confirm' button is located at the bottom right of the dialog box.

← To assign community or 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.



Assign Users and Community Administrators

The image shows a multi-step process for assigning users to a community. The top screenshot shows the 'Communities' overview page with a 'Users' dropdown menu. The middle screenshot shows the 'Wellness Community Center' page with a '+ Assign Users' button and a 'Community Administrators' dropdown menu. The bottom screenshot shows the 'Assign Users to Wellness Community Center' dialog box with a list of users and a 'Confirm' button.

NAME	REPORT YEAR	COMMUNITY & SUB COMMUNITY	LAST SYNC	INFO
Jayveel Dave (21761977)	M		9:32 am, 29 March 2023	
William Barker (21574890)	M		6:00 pm, 30 March 2023	
Kalyan Dev (19442781)	M		8:28 am, 04 April 2023	
Geethika Ganesha (99999432)	M		1:43 pm, 04 April 2023	
Rajesh K (102947294)	M			
Anitha Anitha (110063420)	M			
ANIL BH (119131045)	M			
Neelkumar (123431023)	F			
Jay Veer (143883223)	M			
wellness Admin (143883223)	M			

NAME	REPORT YEAR	COMMUNITY & SUB COMMUNITY	LAST SYNC	INFO
Jayveel Dave	M			
William Barker	M			
Kalyan Dev	M			
Geethika Ganesha	M			
Rajesh K	M			
Anitha Anitha	M			

← You may assign users/community admin for your Community and Sub Community by clicking on the individual list e.g. “Wellness Community Center”.

✓ 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 Administrators” by clicking on the dropdown menu located beside your community name e.g “Wellness Community Center”. Click on the “+ Assign Users”

↓ To assign users to a community, tick the box next to their name and click the 'Confirm' button to complete the assignment.



Assign Users and Community Administrators (cont.)

The screenshot displays a multi-step process for assigning users to a community. The top panel shows the 'Communities' overview with a search bar and buttons to 'Add New Community' and 'Add New Sub Community'. A dropdown menu is open over the 'Users' link. The middle panel shows the 'Wellness Sub Community Center' page with a table of users. A dropdown menu is open over the 'Assign Sub Community Administrators' link. The bottom panel shows the 'Assign Users to Wellness Community Center' dialog box with a search bar and a list of users to be assigned.

NAME	EMAIL	CONTACT NUMBER	PHONE	POST
Subcommunity Dev (subcomdev)	subcomdev@yopmail.com	+61 76640037		
Amanda Yong (AmandaYongAdmin)	amanyong@malta.io	+61 64423802		
Thomas Lov (ThomasLov)				
Amy Lee (AmyLee)				
Helen Reid (HelenRE)				
micronut micronut (micronut)				
Luftha Jy (Luftha)				
Isabelle James (ISJ22Admin)				
Rachaj Parnas (RachajSubComm)				

10 Users Selected
<input checked="" type="checkbox"/> Amanda Miller (115639647)
<input checked="" type="checkbox"/> Amanda Mohd (115639647)
<input checked="" type="checkbox"/> Abu Bakar (115628647)
<input checked="" type="checkbox"/> Ally Zachary (114839647)
<input checked="" type="checkbox"/> Arnold Sirenis (125629647)
<input checked="" type="checkbox"/> Catherine Yong (116639647)
<input checked="" type="checkbox"/> Charise Khoo (112639647)
<input checked="" type="checkbox"/> Gerald Weckerle (115639647)

← You may assign users/community admin for your Community and Sub Community by clicking on the individual list e.g. “Wellness Community Center”.

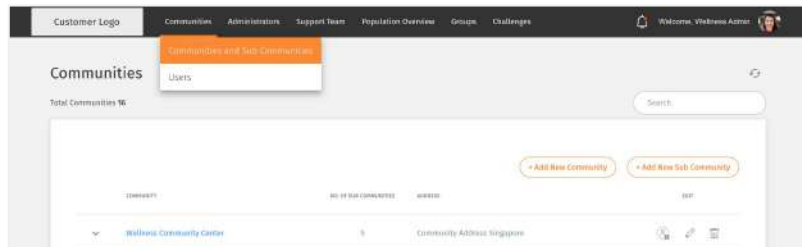
✓ Upon entering your individual community page, you will have an overview of that community’s user.

✓ You may toggle the list view between “Users” or “Community Administrators” by clicking on the dropdown menu located beside your community name e.g “Wellness Community Center”. Click on the “+ Assign Users”

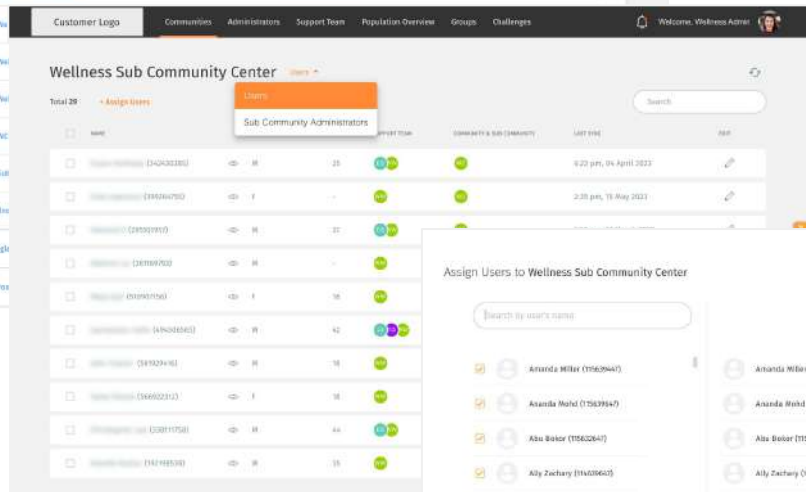
↓ To assign community administrators to a community, tick the box next to their name and click the 'Confirm' button to complete the assignment.



Assign Users and Sub Community Administrators

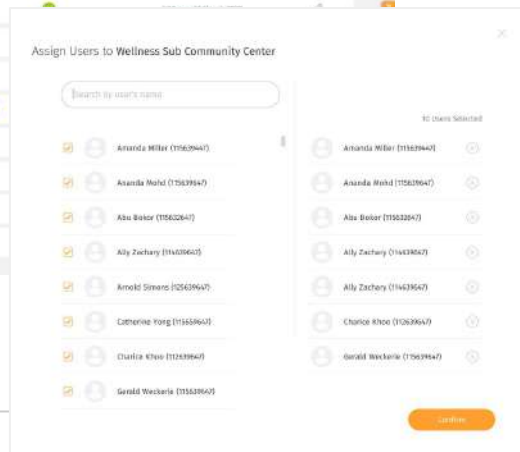


The screenshot shows the 'Communities' page with a search bar and a dropdown menu for 'Users'. The page title is 'Communities' and the subtitle is 'Total Communities 16'. There are buttons for '+ Add New Community' and '+ Add New Sub Community'.



The screenshot shows the 'Wellness Sub Community Center' page with a search bar and a dropdown menu for 'Assign Users'. The page title is 'Wellness Sub Community Center' and the subtitle is 'Total 28'. There are buttons for '+ Assign Users' and '+ Assign Sub Community Administrators'. A table of users is visible below the dropdown menu.

NAME	PHOTO	STATUS	AGE	GROUPS	COMMUNITY'S SUB COMMUNITY	LAST TIME	POST
Amranda Miller (11629947)		M	25			9:22 pm, 04 April 2023	
Amanda Mohd (11563967)		F	--			2:35 pm, 19 May 2023	
Abu Bakar (11642647)		M	37				
Aly Zachary (11463967)		M	--				
Arnold Simons (11629967)		F	16				
Catherine Kong (11669667)		M	42				
Charika Khoo (11249967)		M	18				
Christa Khoo (11249967)		F	18				
Chunika Khoo (11249967)		M	44				
Gerald Weckerle (11629967)		M	15				



The dialog box is titled 'Assign Users to Wellness Sub Community Center'. It has a search bar for 'Search by user's name' and a list of 10 users. The users are listed in two columns. The first column shows the user's name and a checkmark. The second column shows the user's name and a dropdown arrow. The 'Confirm' button is at the bottom right.

10 Users Selected	
Amranda Miller (11629947)	Amranda Miller (11629947)
Amanda Mohd (11563967)	Amanda Mohd (11563967)
Abu Bakar (11642647)	Abu Bakar (11642647)
Aly Zachary (11463967)	Aly Zachary (11463967)
Arnold Simons (11629967)	Arnold Simons (11629967)
Catherine Kong (11669667)	Catherine Kong (11669667)
Charika Khoo (11249967)	Charika Khoo (11249967)
Christa Khoo (11249967)	Christa Khoo (11249967)
Chunika Khoo (11249967)	Chunika Khoo (11249967)
Gerald Weckerle (11629967)	Gerald Weckerle (11629967)

← 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 Administrators follows the same flow as assigning for [community](#).





Configure PII Access

The screenshot displays the 'Wellness Sub Community Center' interface. At the top, there are navigation tabs: Customer Logo, Communities, Administrators, Support Team, Population Overview, Groups, and Challenges. Below the navigation, the page title is 'Wellness Sub Community Center' with a dropdown menu for 'Sub Community Administrators'. A search bar is present. The main content area shows a table of administrators with columns for NAME, IMAGE, CONTACT NUMBER, PI ACCESS, and EDIT. A modal dialog is open in the center, asking 'Disable PII access for the community administrator "john"?'. The dialog includes a 'Click "Confirm" button below to disable access.' and two buttons: 'Cancel' and 'Confirm'. Below the dialog, a table of administrators is visible, with two users selected (indicated by orange checkmarks). The selected users are 'john Vipul (johnvip)' and 'community admin (communityadmin)'. The table also shows columns for IMAGE, CONTACT NUMBER, PI ACCESS, and EDIT. At the bottom of the table, it says '2 Users Selected' and 'Rows per page: 10 - 1-10 of 16'. There is also a 'esc to deselect all' button.

← If you do not want your community or sub-community administrators to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled  icon for enabling access, disabled  icon for disabling access).

✓ You can also access these features under the Community / Sub-Community Administrator and Support Team Member pages.



Users

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



About Users

The screenshots show the 'Wellness Users' management interface. The top navigation bar includes 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The main header shows 'Wellness Admin' and a search bar. The main content area displays a table of users with columns for Name, Gender, Age, Support Team, Community & Sub-Community, Last Sync, and Edit. A filter dropdown is shown, with options: Assigned Users, Unassigned Users, Pending onboarding Users, Pending activation list, and Invited 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.



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 the 'Users' management page. At the top, there's a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A user profile 'Welcome, Wellness Admin!' is visible in the top right. The main content area shows a table of users with columns for 'NAME', 'CONTACT NUMBER', 'EMAIL', 'INVITED BY', 'DATE LAST SENT', 'INVITATION STATUS', and 'EDIT'. Below the table, an 'Invite User' modal is open, featuring two tabs: 'Add Manually' (selected) and 'Import from CSV'. The 'User's Details' section includes input fields for 'First Name', 'Last Name', and 'Email'. A note states: 'An email will be sent to the user with the registration instruction.' Below this is a 'Contact number!' field with a dropdown for '+65' and the number '6123 4567'. At the bottom, there are radio buttons for 'SMS Only', 'Email Only', and 'SMS & Email'.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	EDIT
Andrew Subramanian	+65 81811239	andrew.subramanian@gmail.com	Admin	12:00 PM, 8 May 2023	Active	[Edit] [Delete]
Audrey Chen	+65 91919191	audreychen@gmail.com	Admin	11:58 AM, 8 May 2023	Active	[Edit] [Delete]
Atviret	+65 81818124	atviret123@gmail.com	Admin	8:40 AM, 24 Apr 2023	Cancelled	[Edit] [Delete]
Gracie	+65 8123 1232	gracie.org@connectedlife.io	Admin	4:51 PM, 14 Apr 2023	Cancelled	[Edit] [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).

↖ As Wellness Administrator, you can choose to add **manually** or in **bulk by importing from CSV**



Inviting New Users ○ Add manually

Invite User

Follow the steps to add a new user.

Add Manually | Import from CSV

User's Details

First Name

Last Name

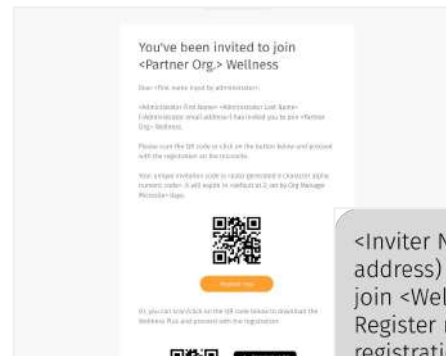
Email

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

Contact number

Please select the mode of invitation:

SMS Only Email Only SMS & Email



<Inviter Name> (inviter email address) has invited you to join <Wellness Org> Wellness. Register now at <link to registration microsite>.

- ↖ To invite users manually, click “+Invite A New User”.
- ← Select “Add Manually” tab. 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

- Bulk invite users

Invite User

Follow the steps to add a new user.

Add Manually | **Import from CSV**

Download the CSV template below to upload your user invitation details in bulk.

[Download CSV Import Template](#)

Drag & drop a CSV file to upload
or
[Select a CSV file](#)

SEND INVITATION

Sr. No.	First Name	Last Name	Country	Phone Number	Email	Mode
1	shekhar	garg	SG	87108721	abc@abc.com	BOTH
2	shekhar	garg	IN	9820098200	abc1@abc.com	EMAIL
3	Kailesh	Sanjava	SG	12345678	def@def.com	SMS

Email/ invite to the User in bulk (Wellness Administrator view only)

← ↑ Click 'Import from CSV' tab. Download CSV Import template. Enable macros and fill the columns up with the relevant information. Save the sheet with users' contact info as a .CSV file.

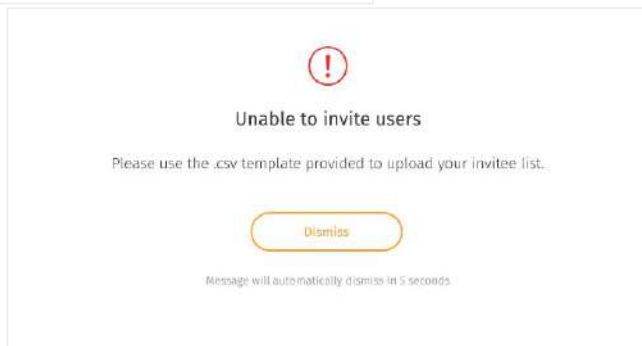
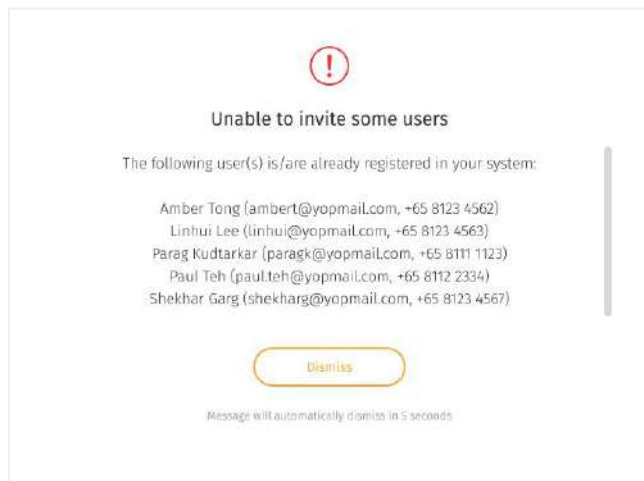
← Click 'Select a CSV file' and upload the CSV sheet that has been filled in with the information. Once successful, new entries will be added to the invited users list and respective invitation will be sent.

← Users will receive invitation with link to microsite, prefilled to that organisation



Inviting New Users

- Bulk invite users



Please note:

- ← Users can only be invited if they are not registered yet in any of the Wellness Plus/Wellness platforms. Otherwise, an error message will appear accordingly.
- ← If an existing entry with the same email and mobile number combination is on the list, it will update the entry accordingly with the latest updated information provided. (i.e. if a same email but different number is used, it will update the record to the new mobile number, and vice versa).
- ← If an incorrect template is used, an error message will appear accordingly.


Inviting New Users ○ Cancel invite

The screenshot displays the 'Users' management page with a table of invited users. The table has columns for Name, Contact Number, Email, Invited By, and Date Last Sent. A pop-up menu is visible over the first row, containing icons for 'Invite User', 'Cancel', and 'Delete'. A confirmation dialog is shown in the foreground, asking for confirmation to cancel the invitation for Audrey Chen (audreychen@yopmail.com).

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT
Andrew Subramaniam	+65 81811239	andrew.subramaniam@yopmail.com	PS	12:00 Pm, 8 May 2023
Audrey Chen	+65 91919191	audreychen@yopmail.com	PS	11:58 Am, 8 May 2023
Atvard123	+65 81918124	atvard123@yopmail.com	PS	8:40 Am, 24 Apr 2023
Grace Ang	+65 8123 1232	grace.ang@connectedlife.io	PS	4:51 Pm, 14 Apr 2023

Are you sure you want to **cancel** the invitation sent to "Audrey Chen (audreychen@yopmail.com)"?
The invited user will not be able to access their invitation link.

Buttons: **Back** (grey), **Cancel Invite** (red)

← 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 several menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. On the right of the navigation bar, it says 'Welcome, Wellness Admin' next to a profile picture. Below the navigation bar, the main content area is titled 'Users' with a sub-tab 'Invited Users'. There's a search bar and a '+ Invite User' button. A table lists four invited users. The third user, 'Alvida Ard' with email 'alvard123@yopmail.com', has a status of 'Cancelled' and a trash icon in the 'Edit' column. A modal dialog is overlaid on the bottom of the screenshot, asking for confirmation to remove this user.

<input type="checkbox"/>	NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	EDIT
<input type="checkbox"/>	Andrew Subramaniam	+65 81811239	andrew.subramaniam@yopmail.com	PS	12:00 Pm, 8 May 2023	Active	✉ ✕ 🗑
<input type="checkbox"/>	Audrey Chen	+65 91919191	audreychen@yopmail.com	PS	11:58 Am, 8 May 2023	Active	✉ ✕ 🗑
<input type="checkbox"/>	Alvida Ard	+65 81918124	alvard123@yopmail.com	PS	8:40 Am, 24 Apr 2023	Cancelled	✉ ✕ 🗑
<input type="checkbox"/>	Grace Ang	+65 8123 1232	grace.ang@connectedlife.io	PS	4:51 Pm, 14 Apr 2023	Cancelled	✉ ✕ 🗑

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

Are you sure you want to remove "Alvida Ard (alvard123@yopmail.com)" from your list?
This action cannot be reversed.

Cancel Remove



Inviting New Users ○ Resend invite

The screenshot displays the 'Invited Users' management interface. At the top, there's a navigation bar with 'Customer Logo' and various menu items like 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The main header shows 'Users' with a sub-tab 'Invited Users' and an '+ Invite User' button. Below this, there's 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'. Four users are listed, with their invitation statuses being 'Active' or 'Cancelled'. A 'Resend invitation' modal is open, showing the user's details and options to resend the invitation.

NAME	CONTACT NUMBER	EMAIL	INVITED BY	DATE LAST SENT	INVITATION STATUS	EDIT
Andrew Subramaniam	+65 81811239	andrew.subramaniam@yopmail.com	PS	12:00 PM, 8 May 2023	Active	✉ ✕ 🗑
Audrey Chen	+65 91919191	audreychen@yopmail.com	PS	11:58 AM, 8 May 2023	Active	✉ ✕ 🗑
Alvard123	+65 81918124	alvard123@yopmail.com	PS	8:40 AM, 24 Apr 2023	Cancelled	✉ ✕ 🗑
Grace Ang	+65 8123 1232	grace.ang@connectedlife.io	PS	4:51 PM, 14 Apr 2023	Cancelled	✉ ✕ 🗑

Resend invitation
Follow the steps below to edit/resend your invitation.

User's Details

First Name: Andrew

Last Name: Subramaniam

Email: andrew.subramaniam@yopmail.com


It will also be sent to the user with the registration instructions.

Contact Number: +65 81811239

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

The screenshot displays a user management interface. At the top, there's a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, a 'Wellness Users' section shows a table of users. A modal window titled 'Onboard a New User' is open, showing a progress bar with steps: 'Mobile Onboarding', 'Basic Information', 'Medical History', 'Personal Details', 'Language', 'Qualification Details', and 'Community & Sub-Community'. The 'Basic Information' step is active, showing fields for Name, Last name, ARD, Date of Birth, Gender, and Phone number. Below this are fields for Street Address, City, State / province (dropdown), Country (dropdown), and ZIP Code. A 'Next' button is at the bottom right of the modal.

NAME	GENDER	AGE	SUPPORT TEAM	COMMUNITY & SUB-COMMUNITY	LAST TIME	STATUS
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard
Aditya Reddy (55953154)	F	27			7:26 pm, 24 March 2023	Onboard

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

✓ Fill or edit the relevant information up till. You may assign the user to community and sub community (can be multiple).



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 ✓
- Geolocation Setting
Geolocation address & radius ✓
- Community & Sub Community
Assign community, sub-community & support team members 7

Community & Sub community

Community
Givaudan

Sub Community (optional)

+ Add Community

Support Team Member (Optional)

Support team member (optional)

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 “Create Account” button to complete the onboarding process.



Editing User

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

Wellness Users 100% + (Add New User)

Total 99

NAME	GENDER	AGE	SUPPORT TEAM	COMMUNITY & SUB COMMUNITY	LAST TIME	EDIT
Adiga Inel (55953154)	F	21			12h pm, 24 March 2023	Details
Cecile Tan (503719058)	F	-			7:00 am, 05 April 2023	Details
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				
John Tanaka (181222476)	M	18				

User ID: Wellness Cecile Tan

Basic Information

Medical Name: Cecile

Last Name: Tan

Date of Birth: Invalid date

Identify number:

Number of Birth: Female

Gender (non-medical use): Female

Industry: Middle Eastern or North African

Phone Number: +33 6 64 42 40 26

Contact Info

Street address:

City:

State / province (Optional):

Country: France

Postal code: 13300

Save Changes

Community & Sub community

Basic Information


Medical History

General Readings

Lifestyle

Geolocation Setting

Community & Sub Community

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

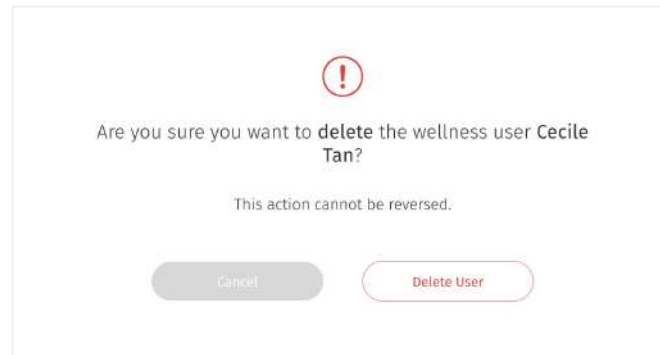
Edit the user's information accordingly.


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	SUPPORT TEAM	COMMUNITY & SUB-COMMUNITY	LAST TIME	ID#
Arlynn Hill (55903134)	F	27			7:26 pm, 24 March 2023	Outbound
Cecile Tan (520719058)	F	-			7:00 am, 05 April 2023	
John Thomas (341522476)	M	18			1:54 pm, 24 March 2023	
John Thomas (348192223)	F	18			9:25 pm, 24 March 2023	
John Thomas (247810223)	F	18			9:23 pm, 24 March 2023	Pending Activation
John Hill (573850942)	M	3			9:54 am, 29 March 2023	Pending Activation
John Hill (527667263)	M	18			1:01 pm, 24 March 2023	
John Hill (525148946)	M	20			1:55 pm, 24 March 2023	Pending Activation
John Hill (527675111)	M	18			1:58 pm, 24 March 2023	
John Hill (527684222)	M	-			1:47 pm, 24 March 2023	Pending Activation



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

↑ Click “Delete User” button to confirm delete.



Sending Broadcast Message to User(s)

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

Wellness Users All Users

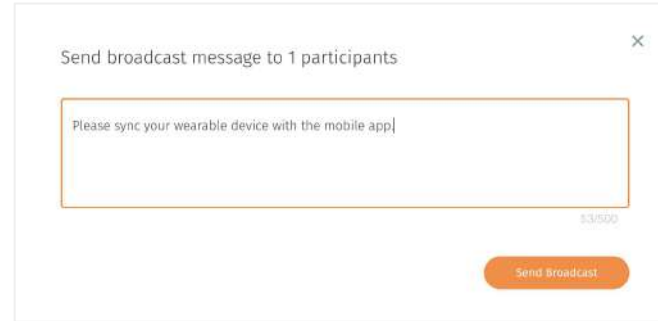
Total: 99

Search

name	gender	age	SUPPORT TEAM	CONNECTIVITY & SUB-COMMUNITY	LAST SYNC	STATUS
Adrian Hill (00353254)	F	27		●	1:26 pm, 24 March 2023	Deboard
Amber Hill (140719036)	F	—			7:08 am, 10 April 2023	
Amber Walker (147828116)	M	16	●	●	1:54 pm, 26 March 2023	
Anna Thomas (144022212)	F	16		●	8:28 pm, 24 March 2023	
Anna Thomas (04789122)	F	16			8:28 pm, 24 March 2023	Pending Activation
Anna Hill (07381392)	M	9		●	9:56 am, 26 March 2023	Pending Activation
Anna Hill (14844738)	M	19	●	●	1:01 pm, 24 March 2023	
Anna Hill (07514092)	M	28		●	1:53 pm, 28 March 2023	Pending Activation
Anna Hill (07421811)	M	16		●	1:58 pm, 26 March 2023	
Anna Hill (10784620)	M	—			1:47 pm, 26 March 2023	Pending Activation

Rows per page: 18 + 71-80 of 99

1 participant selected



- ← 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](#)
- | [Editing Community Administrator](#)
- | [Deleting Community Administrator](#)
- | [Configure PII Access](#)

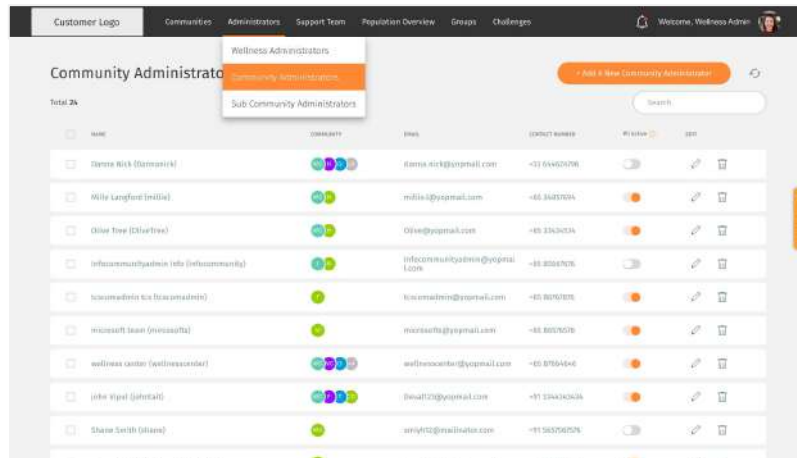


About Community Administrators

Wellness Administrators

Community Administrators

Sub Community Administrators



- ← 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 editing or deleting.



Adding Community Administrator

Customer Logo Communities Administrators Support Team Regulation Overview Groups Challenges

Wellness Administrators
Community Administrators
Sub Community Administrators

Community Administrator

Total: 24

NAME	COMMUNITY	EMAIL	CONTACT NUMBER	# Active	ADD
Stama Nick (stamanick)		stama.nick@gmail.com	+61 64424706	1	
Willy Langford (willilangford)		willyl1@gmail.com	+61 34837024	1	
Oliver Tree (olivertree)		oliver@gmail.com	+49 33430334	1	
infocommunityadmin (info)		infocommunityadmin@yopmail.com		1	
twicemadison (twicemadison)		twicemadison@gmail.com		1	
microsoft (michael)		michael@gmail.com		1	
wellness center (wellnesscenter)		wellnesscenter@gmail.com		1	
jake sigel (jakesigel)		jsigel72@gmail.com		1	
Shahe Sethi (shahes)		shahes7@gmail.com		1	

Add a New Community Administrator

Follow the steps to add a new community administrator

Account Setup (Completed)

Basic Information (Current Step)

Community Assignment (Pending)

Full Name: Yourself

Last Name: Jubrez

Email ID: yourselfjuares@gmail.com

Country: Singapore

Back Create Account

Add a New Community Administrator

Follow the steps to add a new community administrator

Account Setup (Completed)

Basic Information (Completed)

Community Assignment (Current Step)

Community: Tiong Bahru Community Centre, Kampong Glam Community Club

Back Create Account

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

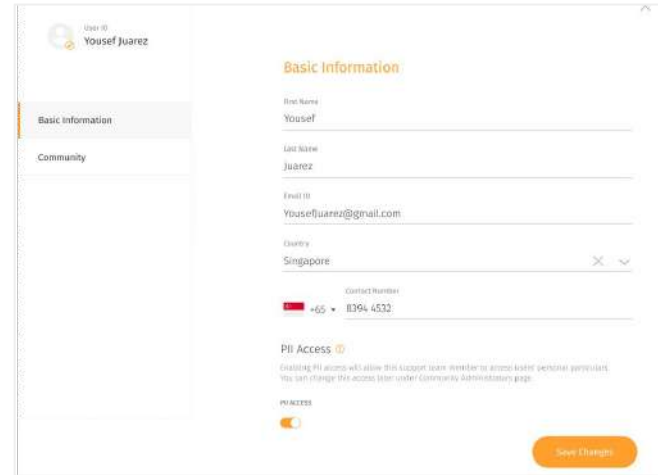
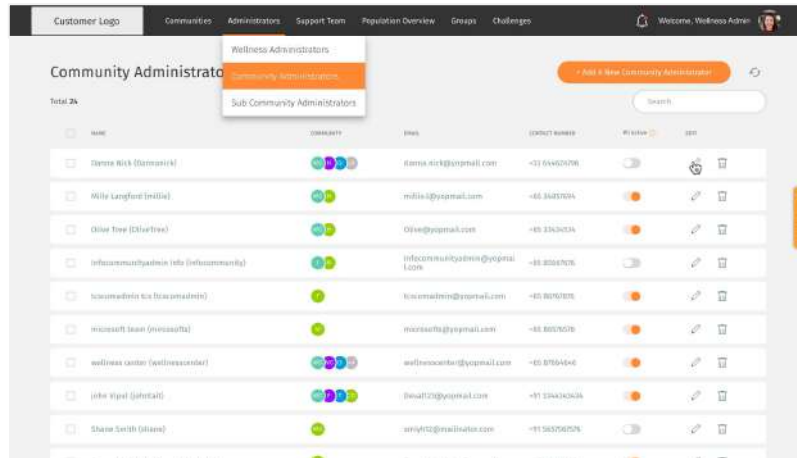
← Step up an account for the community admin by filling in the username and uploading a profile picture (optional)


↩ Key in the basic information about the administrator.

↑ Assign new administrator to a community.



Editing Community Administrator

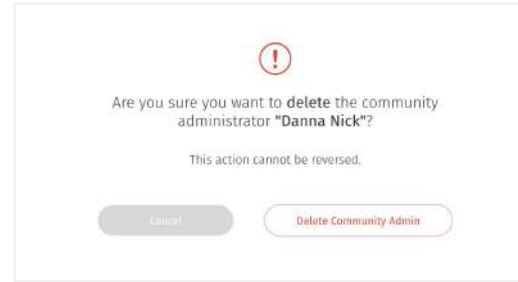
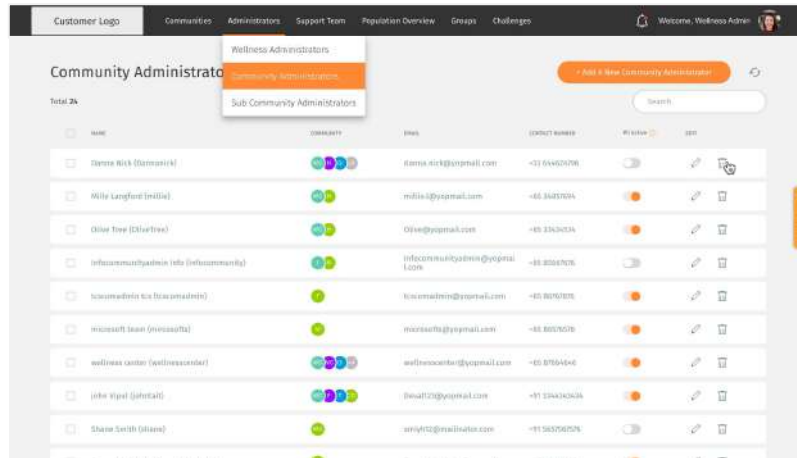



← You may choose to add or edit the department administrator information by clicking on the edit icon button .

↑ What can be added/edited: Profile picture (clicking on the profile icon) Basic Information Community



Deleting Community Administrator



← You may choose to delete the department administrator information by clicking on the delete button icon .



Configure PII Access

The screenshot displays the 'Community Administrators' management page. At the top, there are navigation tabs for 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. A dropdown menu is open under 'Administrators', showing 'Wellness Administrators', 'Community Administrators', and 'Sub-Community Administrators'. The main content area shows a table of administrators with columns for 'NAME', 'COMMUNITY', 'EMAIL', 'CONTACT NUMBER', 'WELLNESS', and 'PPI'. A modal dialog is overlaid on the table, titled 'Disable PII access for the community administrator "john"?'. The dialog contains the text 'Click "Confirm" button below to disable access.' and two buttons: 'Cancel' and 'Confirm'. Below the dialog, the table shows several administrators, with two selected (indicated by orange checkmarks). At the bottom of the table, it says '2 Users Selected' and 'Rows per page: 10 - 1-10 of 16'. A 'esc to deselect all' tooltip is visible at the bottom right.

← If you do not want your community or sub-community administrators to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access. Enabling access means they can view the names and associated readings, and vice versa.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled 👁 icon for enabling access, disabled 👁 icon for disabling access).

✓ You can also access these features under the Community / Sub-Community Administrator and Support Team Member pages.



Sub Community Administrators

- | About Sub Community Administrators
- | Configure PII Access

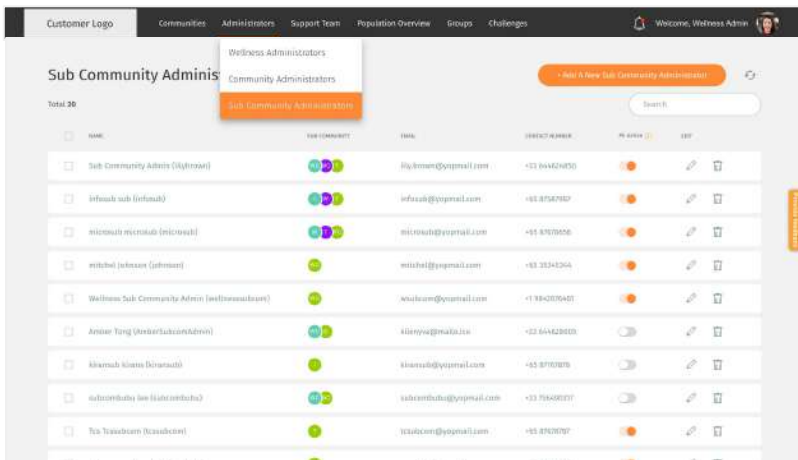


About Sub Community Administrators

Wellness Administrators

Community Administrators

Sub Community Administrators



← 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 editing or deleting.

← Similarly to Community Administrators, the process of adding, editing and deleting are the same.



Configure PII Access

Sub Community Admins

Wellness Administrators
Community Administrators
Click Community & Related Admins

+ Add A New Sub-Community Administrator

Search

NAME	FOR COMMUNITY	EMAIL	CONTACT NUMBER	PII ACCESS	EDIT
Sub-Community Admin (SubAdmin)		SubAdmin@yopmail.com	+91 944242450		
Infocub sub (Infocub)		Infocub@yopmail.com	+91 8758787		
Microsub microsub (Microsub)		Microsub@yopmail.com			
MITCHEL (Jessean (Johnman))		MITCHEL@yopmail.com			
Wellness Sub-Community Admin (WellnessAdmin)		WellnessAdmin@yopmail.com			
Ambar Yang (AmbarSubAdmin)		AmbarYang@yopmail.com			
Khanab Khan (Khanab)		Khanab@yopmail.com			
SubCommunity Admin (SubCommunityAdmin)		SubCommunityAdmin@yopmail.com			
The Tashadom (Tashadom)		Tashadom@yopmail.com			

Disable PII access for the sub community administrator "Sub Community"?

Click "Confirm" button below to disable access.

Cancel Confirm

2 Users Selected

Rows per page: 10 1-10 of 16

esc to deselect all

← If you do not want your community or sub-community administrators to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled icon for enabling access, disabled icon for disabling access).

✓ You can also access these features under the Community / Sub-Community Administrator and Support Team Member pages.



Support Team

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



About Support Team

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

Support Team

 44 Support Team Members
Total 13
Add & Invite Support Team Members
Search

NAME	SPECIALIZATION	LAST BOOK	EDIT
Julius C. [unreadable]	Specialization	3:18 pm, 22 March 2021	[edit] [delete]
Julia C. [unreadable]	home	12:45 pm, 22 March 2021	[edit] [delete]
Edip G. [unreadable]	Surgery	1:22 pm, 18 March 2021	[edit] [delete]
Core Team [unreadable]	physician	1:31 pm, 10 March 2021	[edit] [delete]
Wellness [unreadable]	exercise	3:09 pm, 02 March 2021	[edit] [delete]
George C. [unreadable]	physician	8:42 pm, 20 March 2021	[edit] [delete]
Neil C. [unreadable]	ortho	7:27 pm, 20 March 2021	[edit] [delete]
Ashley W. [unreadable]	doctor	12:00 pm, 16 March 2021	[edit] [delete]
Hi! Core [unreadable]	dentist	12:13 pm, 28 March 2021	[edit] [delete]
Jane C. [unreadable]	special	8:57 pm, 22 March 2021	[edit] [delete]

Rows per page: 10 | 1-10 of 13

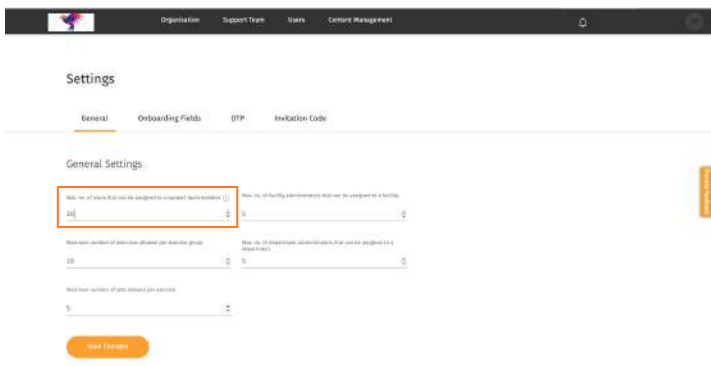
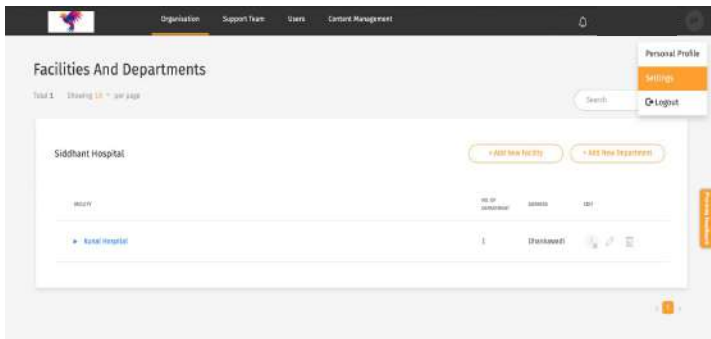
← You may access the Support Team page through the “Support Team” tab at the top navigation bar.

← 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.



Setting Maximum Number of Users to the Support Team



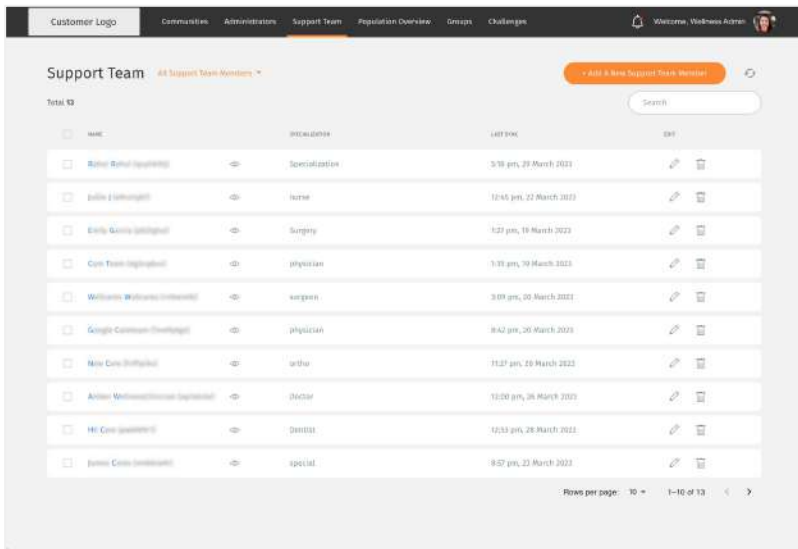
← Click on your profile icon & select settings from the drop down menu.

← Then, click on the general settings tab.

← Under the option 'Max. no. of users that can be assigned to a support team member' set your preferred number.

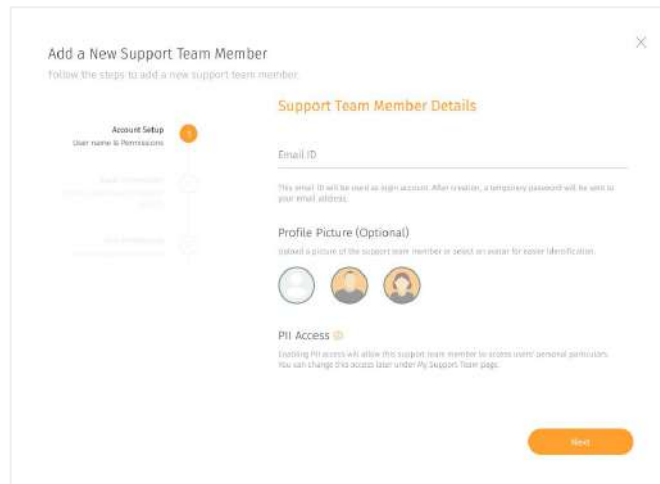


Adding Support Team Member



The screenshot shows the 'Support Team' management page. At the top, there is a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below the navigation, the page title is 'Support Team' with a sub-header '44 Support Team Members'. A prominent orange button labeled 'Add a New Support Team Member' is visible. Below this, there is a search bar and a table listing team members. The table has columns for 'NAME', 'PROFESSION', 'LAST LOG', and 'EPI'. The table contains 10 rows of data, each representing a team member with their name, profession, last login time, and EPI status.

NAME	PROFESSION	LAST LOG	EPI
Brian Rubin (Support)	Specialization	3:18 pm, 22 March 2021	
Jillie Luchman	Intern	12:45 pm, 22 March 2022	
Edith Garcia (Support)	Surgeon	1:27 pm, 18 March 2022	
Core Team (Support)	physician	1:31 pm, 10 March 2021	
William Williams (Support)	surgeon	3:09 pm, 02 March 2021	
George Coleman (Support)	physician	8:42 pm, 20 March 2021	
Nate Cole (Support)	ortho	7:27 pm, 23 March 2022	
Ashley Williams (Support)	doctor	12:00 pm, 26 March 2021	
HE Cole (Support)	Dentist	10:13 pm, 28 March 2021	
Janice Cole (Support)	special	9:07 pm, 22 March 2022	



The screenshot shows the 'Add a New Support Team Member' form. The title is 'Add a New Support Team Member' with a close button (X) in the top right corner. Below the title, it says 'Follow the steps to add a new support team member.' On the left side, there is a vertical progress indicator with three steps: 'Account Setup' (User name & Permissions), 'Email Invitation' (Email Invitation), and 'Profile Picture' (Profile Picture). The main content area is titled 'Support Team Member Details' and contains the following sections: 'Email ID' with a text input field; a note stating 'This email ID will be used as login account. After creation, a temporary password will be sent to your email address.'; 'Profile Picture (Optional)' with a note 'Upload a picture of the support team member or pick an avatar for easier identification.' and three circular profile picture options; and 'PII Access' with a note 'Enabling PII access will allow PII Support team member to access sensitive personal particulars. You will change this access later under My Support Team page.' and a 'Next' button at the bottom right.

← To add a new Support Team Member, click on the “Add a New Support Team Member”.

↑ Set up an account for the Support Team Member by filling in the E-Mail and uploading a profile picture (optional).



Adding Support Team Member (cont.)

The screenshot shows a form titled "Add a New Support Team Member" with a close button (X) in the top right. Below the title is the instruction "Follow the steps to add a new support team member." On the left, a vertical progress indicator shows three steps: "Account Setup" (User name & Permissions) with a checkmark, "Basic Information" (Enter support team member details) with a question mark, and "Unit Preferences" (Select measurement units) with a question mark. The "Basic Information" section is active and contains the following fields:

- First Name: Jay
- Last Name: Chou
- Specialization: Doctor
- Contact number: +65 8447-1833
- Country: Singapore (with a dropdown arrow)

At the bottom of the form are "Back" and "Next" buttons.

↑ Key in the basic information about the Support Team Member.

➤ Assign the preferred “Unit Preference” the Support Team Member would like to view with.

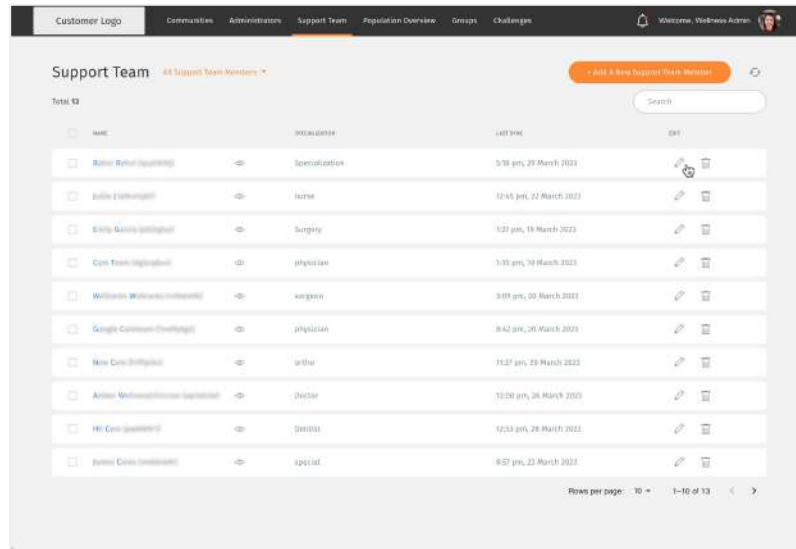
The screenshot shows the same form titled "Add a New Support Team Member" with a close button (X) in the top right. Below the title is the instruction "Follow the steps to add a new support team member." On the left, the progress indicator shows "Account Setup" and "Basic Information" with checkmarks, and "Unit Preferences" (Select measurement units) with a question mark. The "Unit Preference" section is active and contains the following options:

- Geolocation radius: Meters (m) Miles (mi)
- Temperature: Celsius (°C) Fahrenheit (°F)
- Volume: Millilitres (mL) Fluid Ounces (oz)
- Weight: Kilogram (kg) Pound (lb)
- Height: Centimeter (cm) Feet & inches
- Cholesterol: Millimoles per litre (mmol/L) Milligrams per decilitre (mg/L)
- Blood Glucose: Millimoles per litre (mmol/L) Milligrams per decilitre (mg/L)
- HbA1c: Millimoles per mol (mmol/mol) Percentage (%)

At the bottom of the form are "Back" and "Create Support Team Member" buttons.

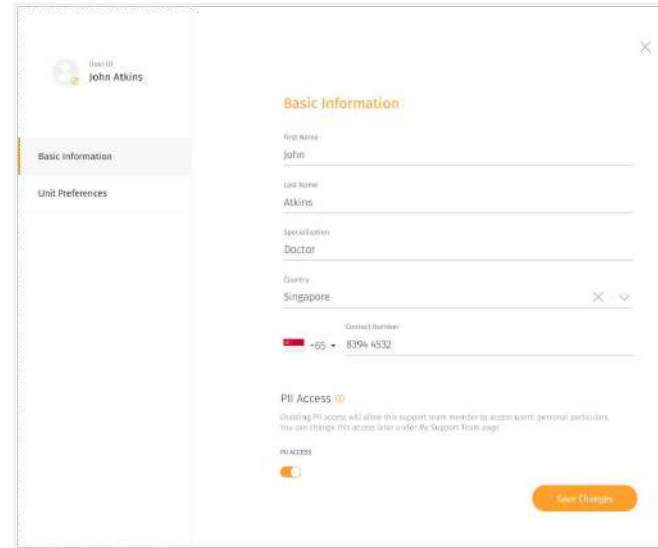


Editing Support Team Member




The screenshot shows a web interface for managing support team members. At the top, there is a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'Support Team' section is active, showing '44 Support Team Members' and a '+ Add & Hire Support Team Member' button. A search bar is present. The main content is a table with columns for 'NAME', 'PROFUSION', 'LAST LOG', and 'EDIT'. The table lists 10 team members with their names, specializations, and last login dates. Each row has an edit icon (pencil) and a delete icon (trash).

NAME	PROFUSION	LAST LOG	EDIT
John Atkins	Specialization	3:18 pm, 22 March 2021	[edit] [delete]
Jillie Lukmanji	None	12:45 pm, 22 March 2022	[edit] [delete]
Edip Gurel (deleted)	Surgery	1:27 pm, 18 March 2022	[edit] [delete]
Core Team (deleted)	physician	1:31 pm, 10 March 2021	[edit] [delete]
William Williams (deleted)	engineer	3:09 pm, 02 March 2021	[edit] [delete]
George Coleman (deleted)	physician	8:42 pm, 20 March 2021	[edit] [delete]
Nilo Cole (deleted)	ortho	7:27 pm, 23 March 2022	[edit] [delete]
Ashley Williams (deleted)	doctor	12:00 pm, 26 March 2021	[edit] [delete]
Hi! Cole (deleted)	Dentist	12:13 pm, 28 March 2021	[edit] [delete]
Janice Cole (deleted)	special	9:57 pm, 22 March 2022	[edit] [delete]



The screenshot shows a modal form for editing a support team member's basic information. The form is titled 'Basic Information' and includes fields for 'First Name' (John), 'Last Name' (Atkins), 'Specialization' (Doctor), and 'Country' (Singapore). There is also a 'Contact Number' field with a dropdown for the country code (+65) and the number (8394 4532). Below the form, there is a 'PII Access' section with a toggle switch and a warning message: 'Enabling PII access will allow this support team member to access some personal particulars. You can manage this access later under the Support Team page.' A 'Save Changes' button is at the bottom right.

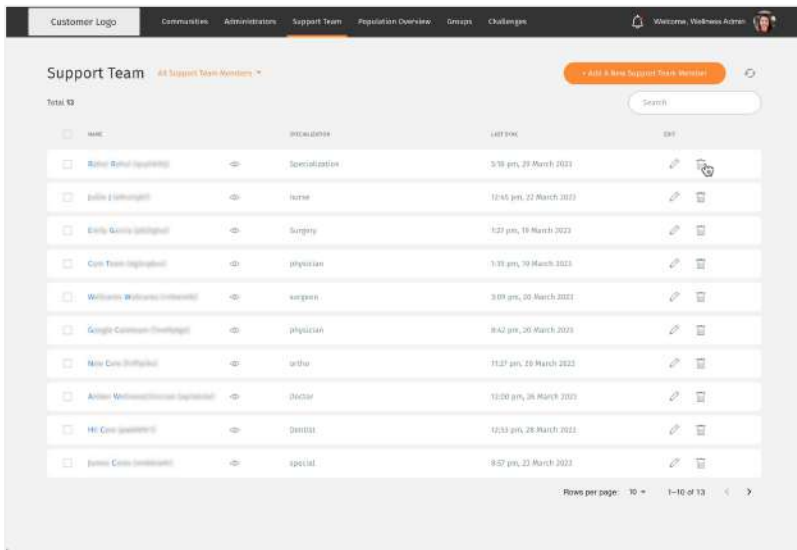
← You may choose to add or edit the Support Team Members information by clicking on the edit button icon .

↑ What can be added/edited:





















1. Profile picture (clicking on the profile icon)
- Basic Information
2. Unit Preference



Deleting Support Team Member




The screenshot shows a web interface for managing a Support Team. At the top, there is a navigation bar with 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. Below this, the 'Support Team' section is active, displaying '44 Support Team Members'. A search bar is present. The main content is a table with columns for 'NAME', 'PROFESSION', 'LAST LOG', and 'EIN'. The first row, 'Julia Lohmeyer', has a delete icon (trash can) highlighted with a mouse cursor. Other team members listed include Emily Garcia, Cori Teem, Williams, George Coleman, Nita Cole, Aileen Williams, Hil Cole, and Janice Cole.

NAME	PROFESSION	LAST LOG	EIN
Julia Lohmeyer	Specialization	3:18 pm, 22 March 2021	 
Emily Garcia	Intern	12:45 pm, 22 March 2022	 
Cori Teem	Surgeon	1:22 pm, 18 March 2022	 
Williams	physician	1:31 pm, 19 March 2021	 
George Coleman	surgeon	3:09 pm, 20 March 2021	 
Nita Cole	physician	8:42 pm, 20 March 2021	 
Aileen Williams	ortho	7:27 pm, 23 March 2022	 
Hil Cole	doctor	12:00 pm, 26 March 2021	 
Janice Cole	Dentist	12:13 pm, 28 March 2021	 
Janice Cole	special.	8:57 pm, 22 March 2022	 

Not able to delete the account **Emily Garcia (pbj5gtvz)**

Please unassign all the users before delete the Support Team Member's account.

[Cancel](#) [View assigned Users](#)

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

↑ Click “View assigned Users” button to view .



Viewing User Assigned to Support Team Member

Customer Logo | Communities | Administrators | Support Team | Population Overview | Groups | Challenges

Support Team

43 Support Team Members

Total 13

NAME	EMAIL	SPECIALIZATION	LAST TIME
Richard Robert (support)		Specialization	5:16 pm, 29 March 2023
Jillia J (support)		nurse	12:45 pm, 22 March 2023
Emily Garcia (support)		Surgery	5:27 pm, 19 March 2023
Carl Team (support)		physician	1:30 pm, 19 March 2023
William Williams (support)		surgeon	3:49 pm, 20 March 2023
George Coleman (support)		physician	9:42 pm, 20 March 2023
Nina Cox (support)		ortho	11:27 pm, 24 March 2023
Arthur Williams (support)		Doctor	12:00 pm, 25 March 2023
Hi Cox (support)		Dentist	12:53 pm, 18 March 2023
Jenna Cox (support)		special	8:57 pm, 23 March 2023

Rows per page: 10 | 1-10 of 13

Customer Logo | Communities | Administrators | Support Team | Population Overview | Groups | Challenges

Emily Garcia's Users

Total 12

NAME	GENDER	AGE	SUPPORT TEAM	EMERGENCY & SUB-CATEGORY	LAST TIME
Garrett Espinoza (341715001)	F	29			9:31 pm, 18 March 2023
Estelita Santana (09020414)	F	34			10:00 pm, 30 March 2023
Francis W (312309033)	M	42			7:38 am, 18 March 2023
HARRIS W (118101082)	M	38			3:04 pm, 29 March 2023
Melvin James (43940782)	F	58			10:15 am, 26 March 2023
Joseph Nee (21157917)	M	32			2:56 pm, 25 March 2023
Christophe Liu (220711758)	F	44			8:48 pm, 24 April 2023
Edgardo Hilo (44530258)	M	42			2:45 pm, 22 March 2023
Morgan H (26580910)	M	37			11:48 am, 30 March 2023
Mel B (50417021)	F	18			3:11 pm, 28 March 2023

Rows per page: 10 | 1-10 of 12

← 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	SEX	AGE	ASSIGN TIME	ASSIGNER & USER CATEGORY	LAST TIME	EDIT
Geovani Espinoza (181711001)	F	29			8:51 pm, 29 March 2023	
Edelmira Soriano (04020413)	F	34			10:00 pm, 30 March 2023	
Felix M (114206025)	M	42			7:20 am, 28 March 2023	
HARU W (118157032)	M	38			3:04 pm, 29 March 2023	
Mariano Jimeno (18902951)	F	38			10:13 am, 26 March 2023	
Ignacio Balle (11515941)	M	32			3:58 pm, 25 March 2023	
Christoffer Liu (10811078)	F	44			8:48 pm, 04 April 2023	
Edmundo Halls (94450252)	M	42			2:45 pm, 22 March 2023	
Mariano M (28582947)	M	37			11:43 am, 20 March 2023	
Milo S (04270216)	F	18			8:18 pm, 28 March 2023	

Assign Users to Emily Garcia

Search by user's name

11 Users Selected

- Amanda Nilar (15629447)
- Amanda Mohd (11563862)
- Abu Bakar (15632947)
- Aly Zachary (19463964)
- Arnold Simons (25639847)
- Catherine Yong (15929664)
- Chang Kho (11063964)
- Gerald Weckerle (15505964)
- Amanda Nilar (15629447)
- Amanda Mohd (11563862)
- Abu Bakar (15632947)
- Aly Zachary (19463964)
- Arnold Simons (25639847)
- Catherine Yong (15929664)
- Chang Kho (11063964)
- Gerald Weckerle (15505964)

confirm

← You may only assign User that is under the same facilities 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.





Configure PII Access

The screenshot displays a web application interface with a navigation bar at the top containing 'Customer Logo', 'Communities', 'Administrators', 'Support Team', and 'Population Overview'. The main content area is titled 'Support Team' and shows a list of team members. A modal dialog is open, titled 'Disable PII access for rahu?'. The dialog contains the text 'Click "Confirm" button below to disable access.' and two buttons: 'Cancel' and 'Confirm'. The background shows a table of support team members with columns for name, specialization, last time, PII access status, and edit/delete icons. Three users are selected, indicated by orange checkboxes and a '3 Users Selected' message at the bottom.

name	specialization	last time	PII Access	edit
rahul (rahul)	Specialization	1:38 am, 05 June 2023	Enabled	
rahul (rahul)	nurse	3:06 pm, 27 April 2023	Enabled	
rahul (rahul)	Surgery	9:00 pm, 05 June 2023	Disabled	
rahul (rahul)	physician	11:37 pm, 20 March 2023	Enabled	
rahul (rahul)	surgeon	12:00 pm, 20 March 2023	Enabled	
rahul (rahul)	physician	1:55 pm, 02 May 2023	Enabled	
rahul (rahul)	ortho	7:33 pm, 19 May 2023	Enabled	

← If you do not want your support team member to be able to view your user names and their general readings, you can configure their Personal Identifiable Information (PII) access.

✓ Click on the toggle button to enable/disable access. A pop up will show up accordingly to confirm the change.

✓ Configure PII access in bulk by doing a multiple select of the admins and clicking on the eye icons (enabled  icon for enabling access, disabled  icon for disabling access).

✓ You can also access these features under the Community / Sub-Community Administrator and Support Team Member pages.



Population Overview

| About Population Overview

| Key Statistics

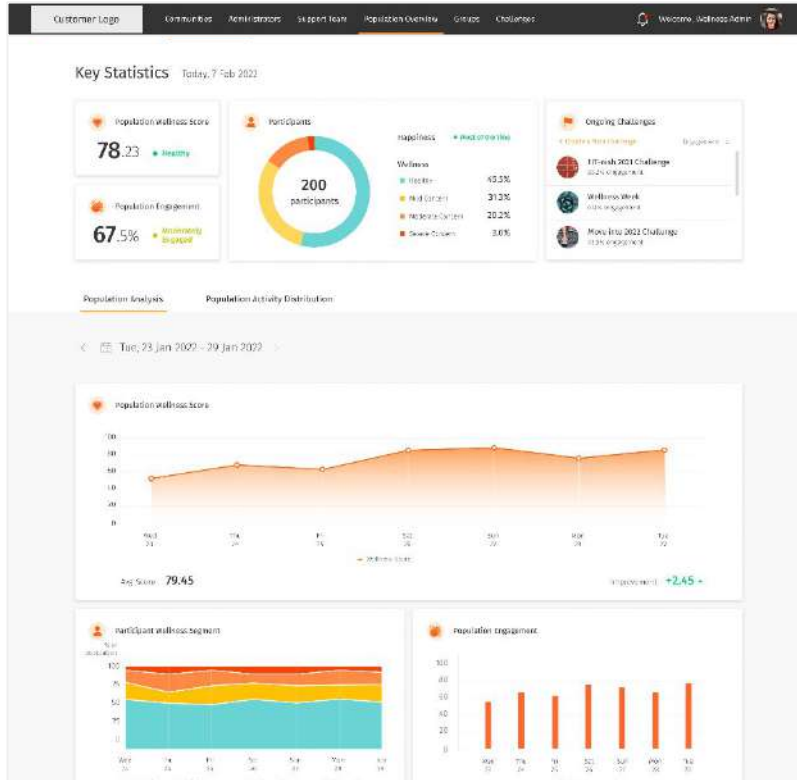
| Population Analysis

- 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



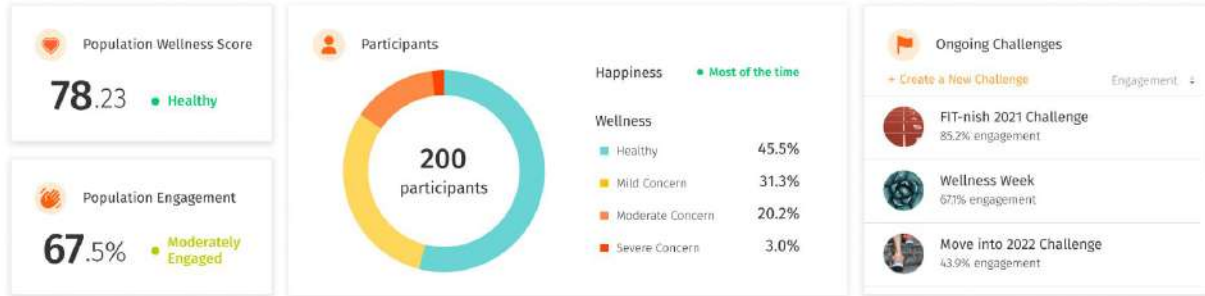
← The Population Overview page is the dashboard's landing page where you are able to get a quick overview of how your population is doing and what challenges are ongoing. Right at the top, the Key Statistics section shows key information for the day.

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.

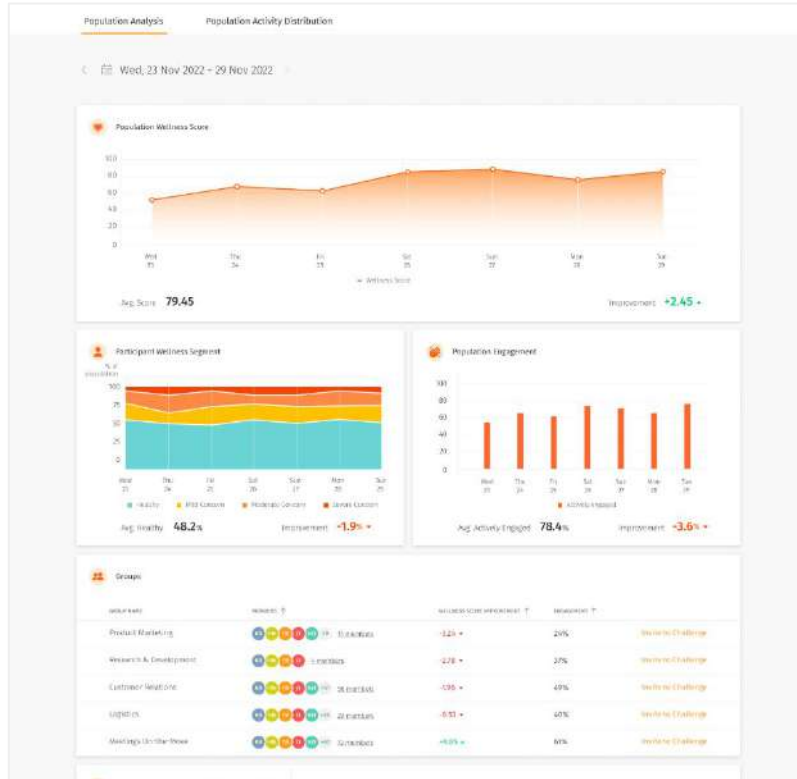
Ongoing Challenges

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.



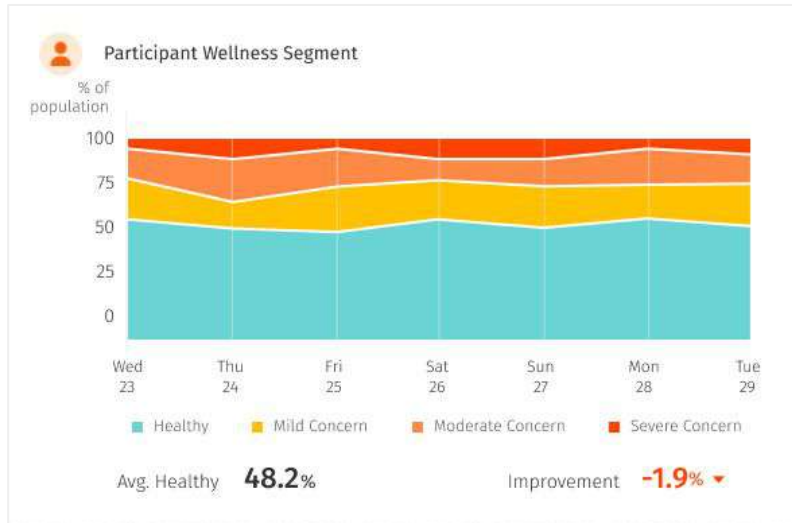
Population Analysis ○ Population Wellness Score



↑ 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



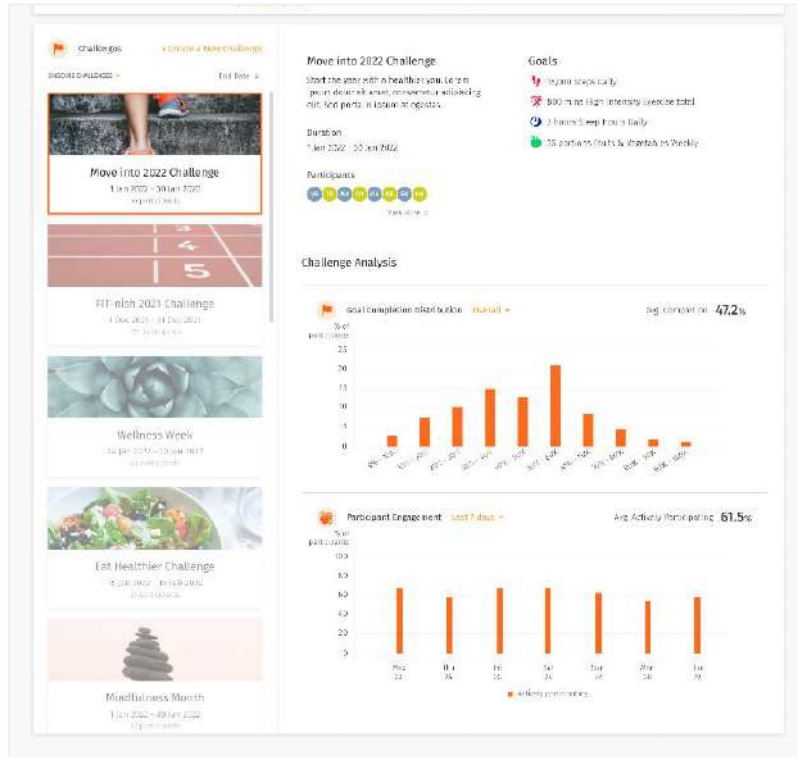
Groups

GROUP NAME	MEMBERS ↑	WELLNESS SCORE IMPROVEMENT ↑	ENGAGEMENT ↑	
Product Marketing	14 members	-3.24 ▼	24%	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

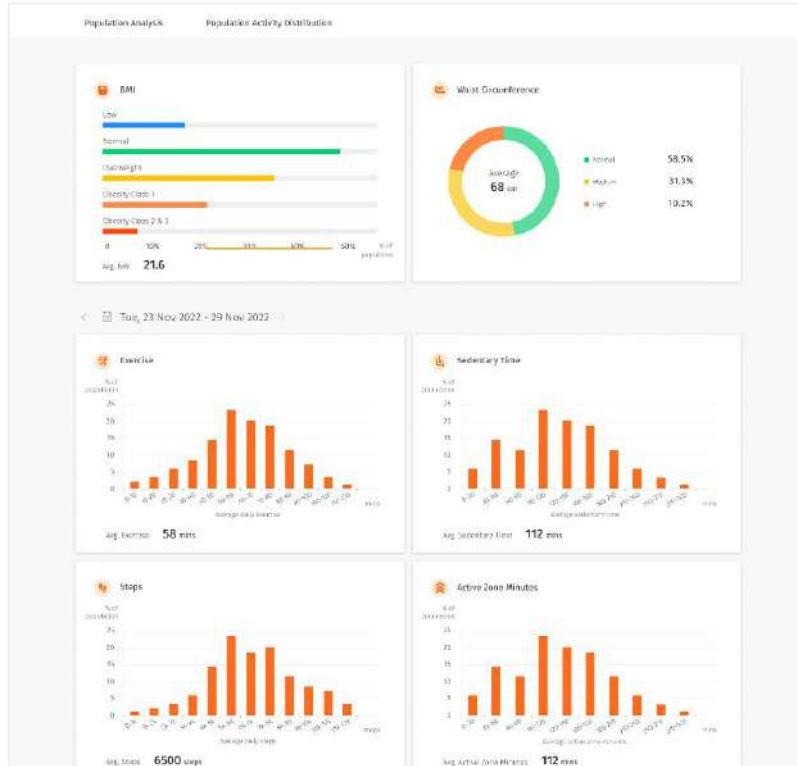
The goal completion distribution chart allows you to understand how much the participants have completed the overall challenge.

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



Population Activity Distribution

About Population Activity Distribution

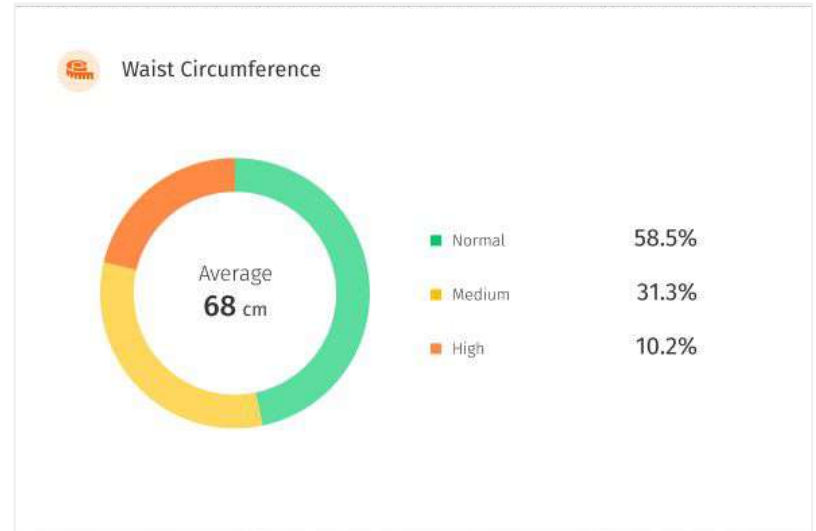


← The Population Activity Distribution tab shows visualisations for specific parameters and activities. This section allows you to understand how each parameter is distributed across your population.

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.



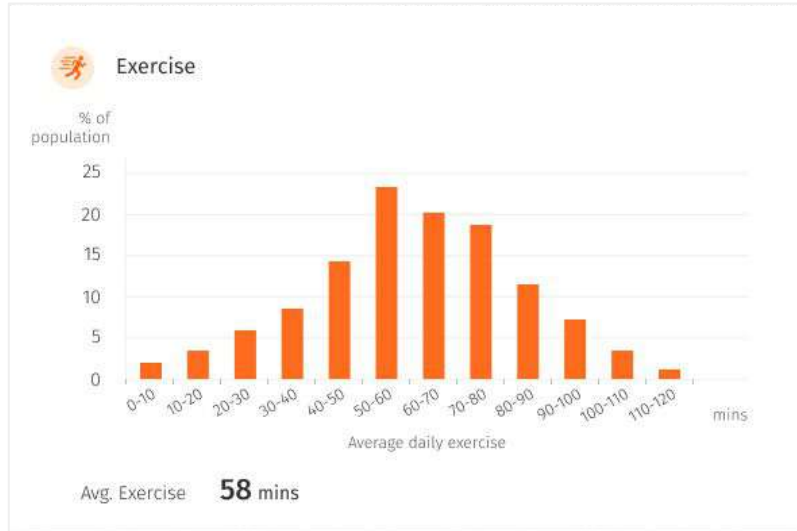
Population Activity Distribution ○ BMI and Waist Circumference



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.

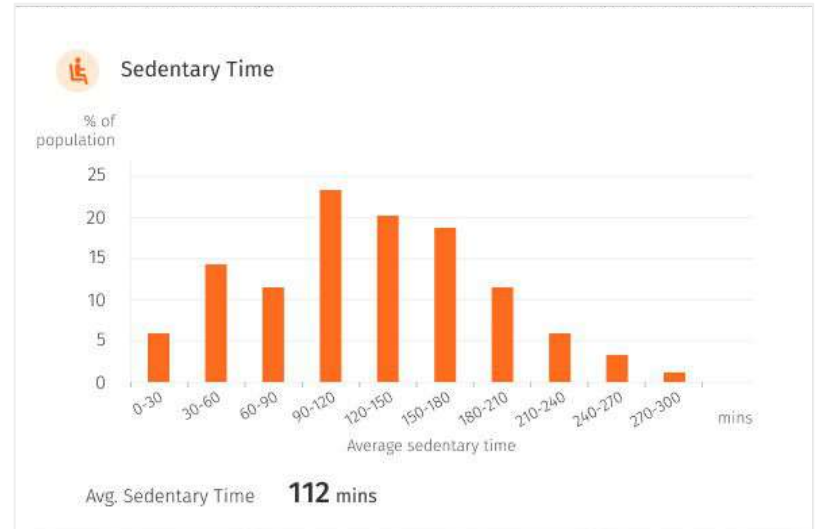


Population Activity Distribution ○ Exercise and Sedentary Time



↑ 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.

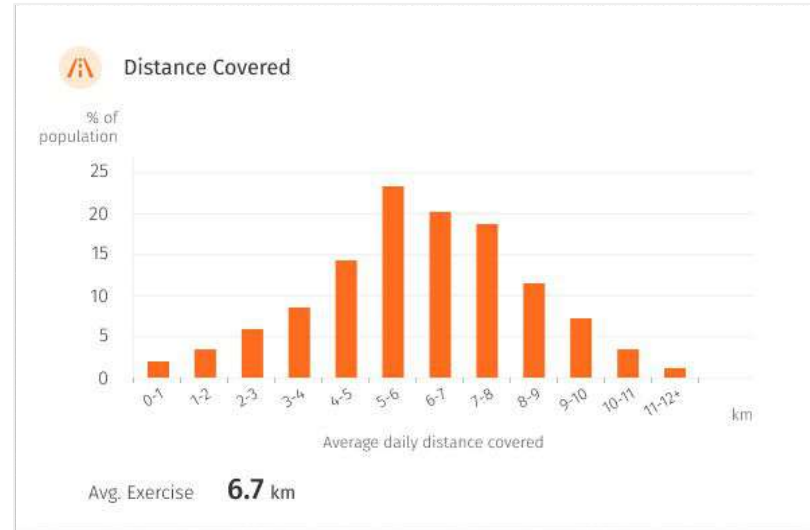


Population Activity Distribution ○ Active Zone Minutes and Distance Covered



↑ 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.

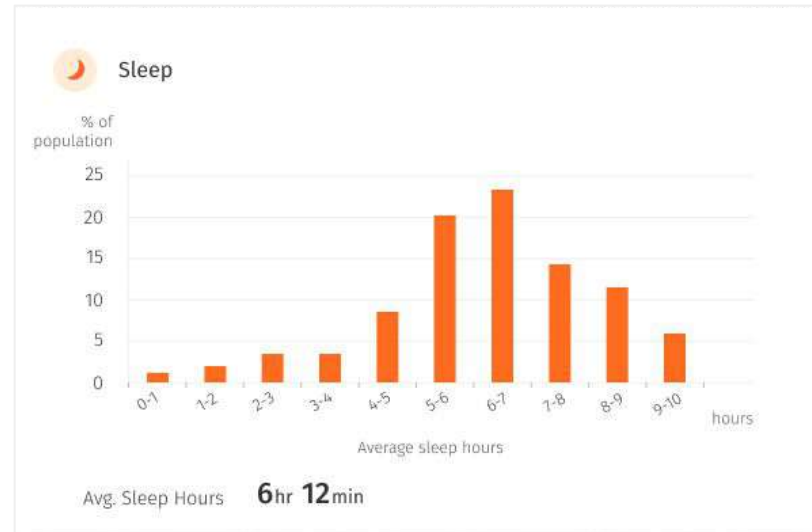


Population Activity Distribution ○ Steps and Sleep

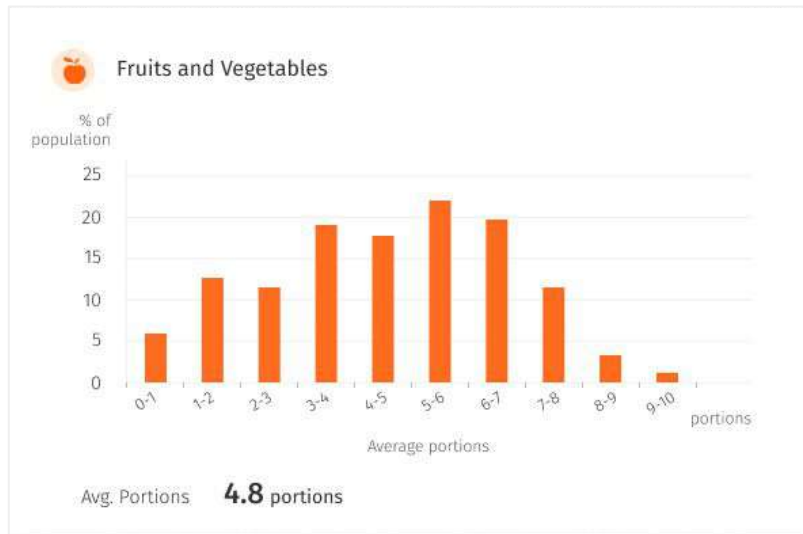


↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create 'Steps' challenges to achieve this.

↓ 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

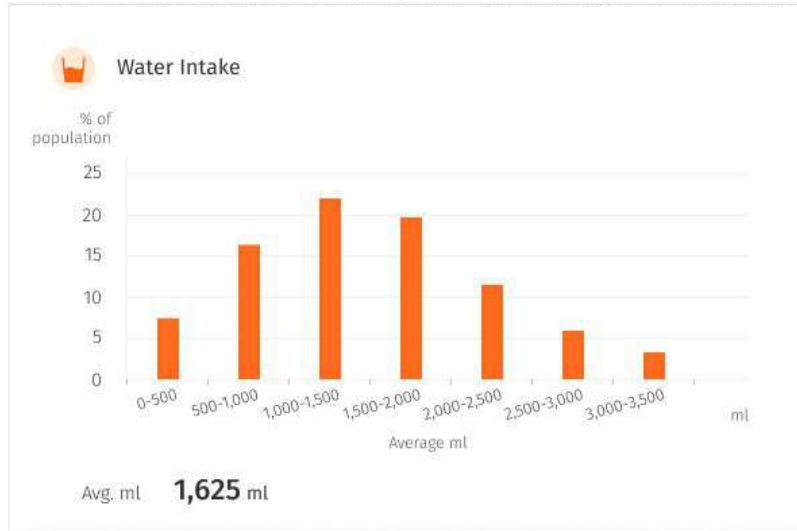


↑ The Steps widget shows the common range of number of steps in your population. Ideally, your chart should skew to the right to indicate a higher average step count. Create 'Steps' challenges to achieve this.

↓ 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



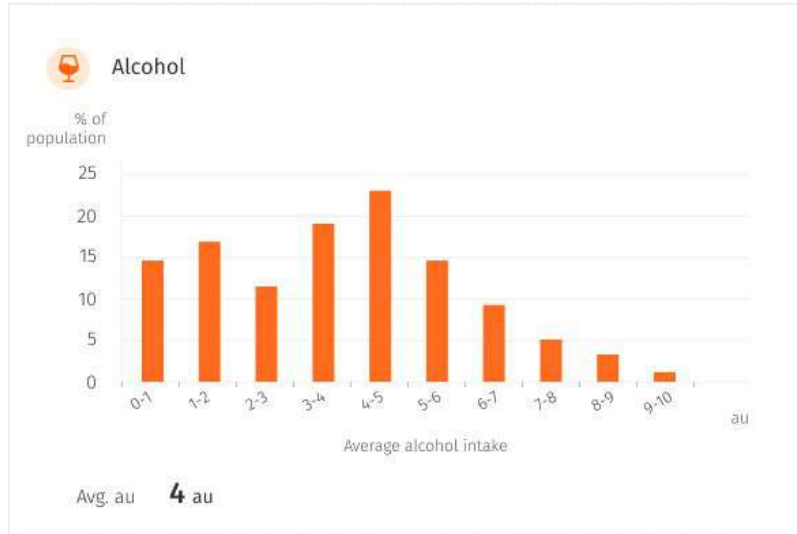
↑ The Water Intake widget shows the common range of litres of water intake in your population. Ideally, your chart should skew to the right to indicate a higher hydration levels. Create 'Water Intake' challenges to achieve this.

↓ 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.



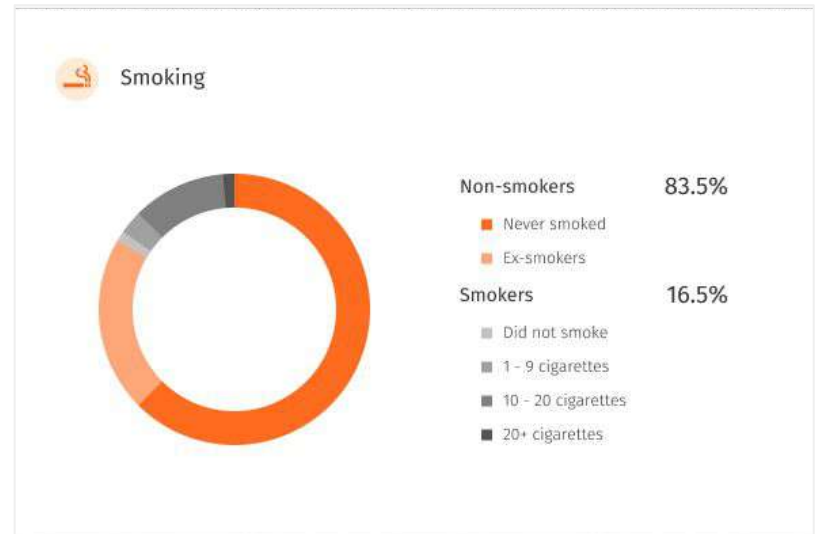
Population Activity Distribution

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.

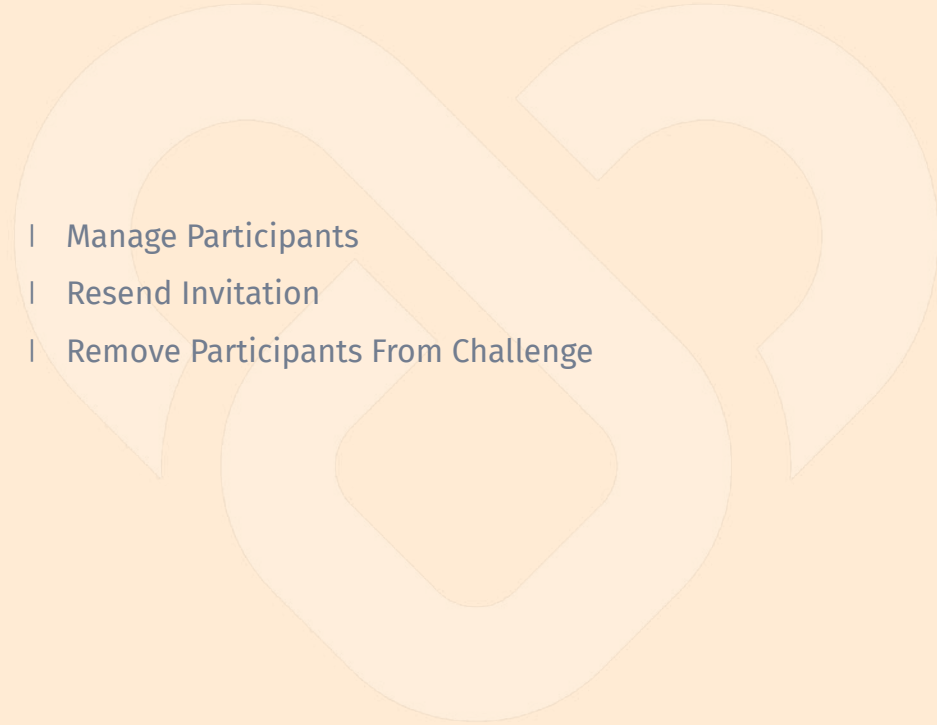
↓ The Smoking widget shows the percentage of non-smokers and smokers in your population, along with the number of cigarettes smoked in the period selected. Ideally, your chart should show more green to indicate higher number non-smokers.



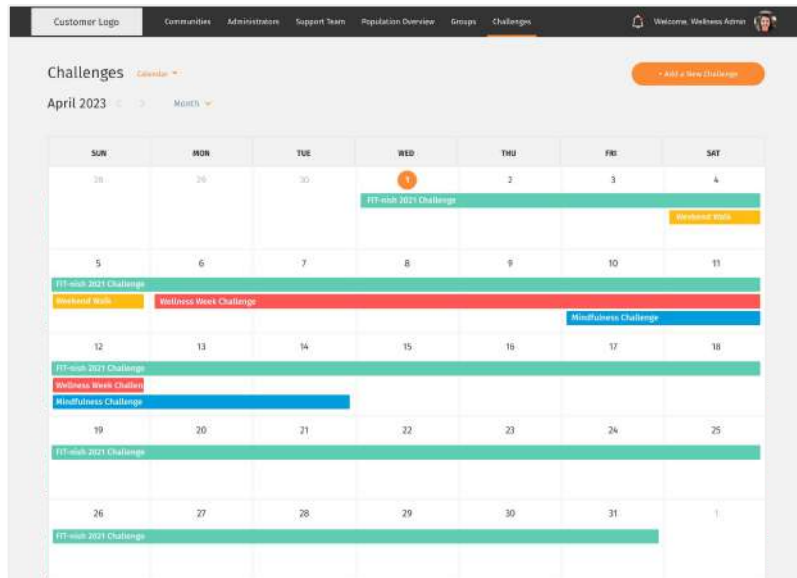
Challenges

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

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

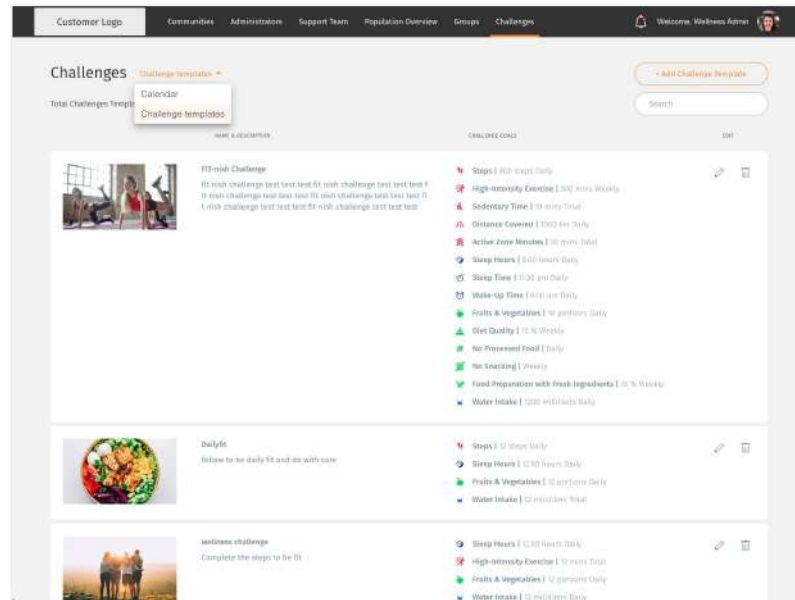


About Challenges



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



Create Challenge

Customer Logo | Communities | Administration | Support Team | Population Overview | Groups | Challenges | Welcome, Wellness Admin

Challenges Calendar + Add a New Challenge

April 2023 Month

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	2	3	4
5	6	7	8	9	10	11
12	13	14	15			
19	20	21	22			
26	27	28	29			

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 Goals
Set goals for the challenge

Challenge Type

Challenge type

Custom challenge

Challenge template

Custom challenge

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 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 description and goals

Challenge Team
Set users for the 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 choose 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 / 100

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

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.



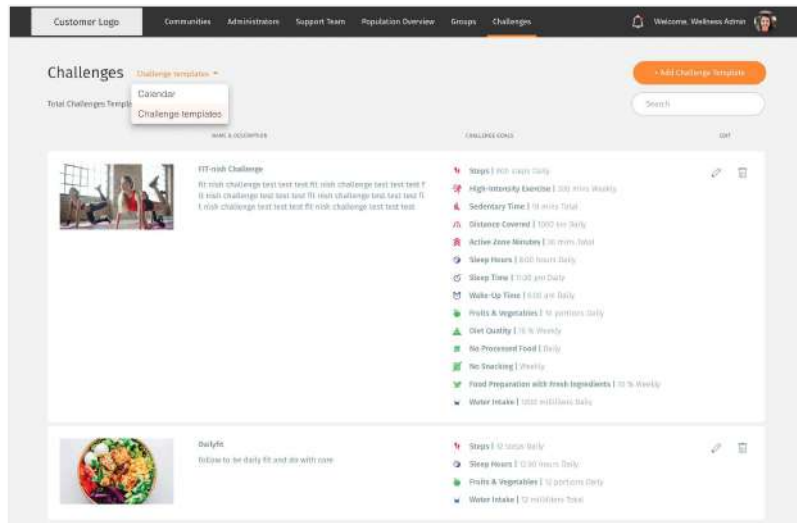
Challenge Goals (cont.)

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
	 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.

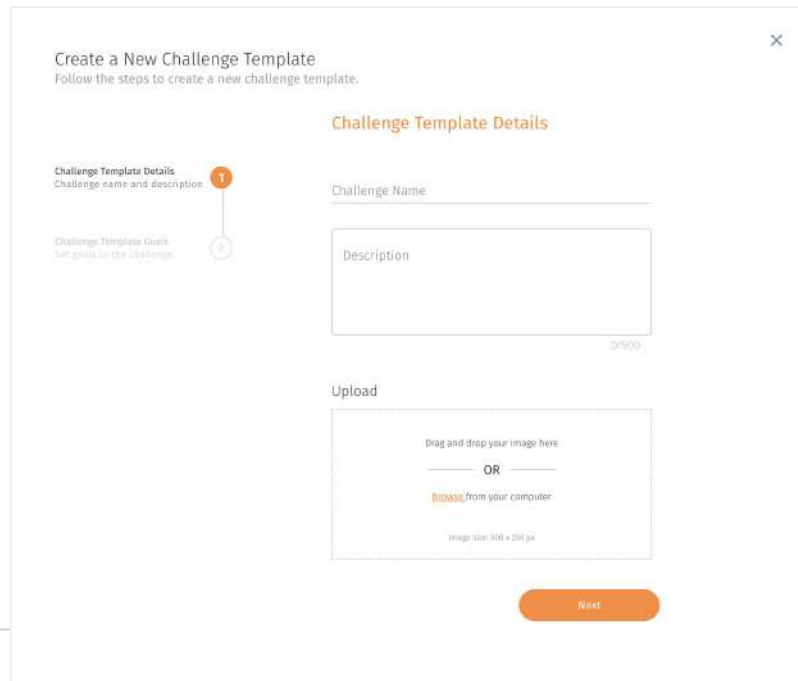


Create Challenge Template



↑ 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.)

The screenshot shows a dialog box titled "Create a New Challenge Template" with a close button (X) in the top right corner. Below the title, it says "Follow the steps to create a new challenge template." On the left side, there is a progress indicator with two steps: "Challenge Template Details" (marked with a checkmark) and "Challenge Template Goals" (marked with a '2'). The main area is titled "Challenge Template Goals" and contains a form with the following fields: "Goals" (a dropdown menu), "Activity" (a dropdown menu), "Unit" (a text input field), "Recurrence" (a dropdown menu), and "Notes" (a text area). At the bottom of the form are "Cancel" and "Save" buttons. Below the form is an "Add Goal" button with a plus icon. At the bottom right of the dialog is a "Create Template" button.

← 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 shows a web application interface for managing challenges. At the top, there is a navigation bar with 'Customer Logo' and various menu items: 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The 'Challenges' section is active, displaying a calendar for April 2023. The calendar shows several challenge bars: 'FIT-nish 2021 Challenge' (green), 'Wellness Week' (yellow), 'Wellness Week Challenge' (red), and 'Mindfulness Challenge' (blue). A mouse cursor is hovering over the 'FIT-nish 2021 Challenge' bar on Wednesday, April 3rd. A pop-up window titled 'FIT-nish 2021 Challenge' is open, displaying the following details:

- 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:** A row of colored circles representing participants: VE, TN, WZ, MU, WA, SS, BA, HR. A link 'View all 56 >' is visible.

At the bottom of the pop-up, there 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 image shows two overlapping screenshots of a challenge management interface. The background screenshot shows a challenge card for 'FIT-nish 2021 Challenge' with a 'Delete Challenge' button. The foreground screenshot is a modal titled 'FIT-nish 2021 Challenge' with a close button. The modal contains the following sections:

- Challenge details**: Description: 'Wrap up the year with a healthier you.' and placeholder text.
- 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 state abbreviations (VF, TN, DC, HI, WA, SC, IA, MN) and a 'View all 56 >' link.
- Buttons**: 'Edit' and 'invite' buttons at the bottom.

The 'Challenge Details' modal on the right shows the following fields:

- Challenge name**: FIT-nish 2021 Challenge
- Description**: Text area containing 'Wrap up the year with a healthier you.' and placeholder text.
- 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.
- Upload**: A dashed box for uploading an image with the text 'Drag and drop your image here' and 'Browse from your computer'.
- Save Changes**: An orange button at the bottom.

← 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, Wellness Admin

Invite Groups to-FIT-nish 2022 Challenge

Total Groups: 12

Search Participants

Group	Members	Status
Wellness Group A	1 Members	Uninvited
Safety Group	3 Members	Uninvited
Adventure	3 Members	Uninvited
Marketing	3 Members	Uninvited
Wellness Group	2 Members	Uninvited
Software Beta Team	3 Members	Uninvited
Health Club	2 Members	Uninvited
Karen Koval	Male, 28	Uninvited
Karen Koval	Male, 29	Uninvited
Rachel Lister	Female, 22	Uninvited
Indyemp Emp	Male, 30	Uninvited
Microsoft Microsoft	Male, 34	Uninvited

1-25 of 101

Invite | Invite to Challenge

Invitations sent successfully.

Dismiss

Message will automatically dismiss in 5 seconds

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: 50 >

Edit | Invite

✦ To invite participants to a challenge, click the 'Invite' button at the bottom of the challenge popup "FIT-nish 2021 Challenge".

✦ 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 organization. Once selected, click 'Invite to Challenge' to complete the invite.



Manage Participants

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

Participants to-FIT-nish 2022 Challenge

Total participants 12

Search Participants

name	email	age	gender	status
Ignored Dave		32	Male	Accepted
Tacy Griffin		29	Male	Invited
William Barker		9	Male	Invited
Kajin Boy		40	Male	Accepted
Rajesh T		35	Male	Invited
Senthika Govinda		34	Male	Left
Raj Rajan		34	Male	Invited
Rajesh A		44	Male	Accepted
Prakash Prakash		42	Male	Left
Rocky Rocky		45	Male	Accepted
Anshu Anshu		38	Male	Invited
Mobi MC		30	Male	Invited

↙ 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.

FIT-nish 2021 Challenge

Challenge details

Wrap up the year with a feathier 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

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

Invite Groups to-FIT-nish 2022 Challenge

Total Groups 12

Search Participants

name	members	status
Wellness Group A	1 Members	Invited
Tobacco Group	5 Members	Disinvited



Resend Invitation

name	gender	age	status
Egmont Davis	Male	33	Accepted
Tacey Griffin	Male	29	Invited
William Barker	Male	9	Invited
Kajin Bow	Male	40	Accepted
Rajesh T	Male	35	Invited
Senthika Govinda	MALE	34	Left
Raj Rajan	Male	34	Invited
Rajesh A	Male	44	Accepted
Prakash Prakash	Male	42	Left
Rocky Rocky	Male	45	Accepted
Anshu Anshu	Male	38	Invited
Mobi MC	Male	30	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 feathier 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

← 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
Iqbal Daw	Male	33	Accepted
Tracy Griffin	Male	29	Invited
William Barker	Male	9	Invited
Kajin Dow	Male	40	Accepted
Rajesh T	Male	35	Invited
Geethika Govinda	Male	34	Left
Raj Rajan	Male	34	Invited
Rupak A	Male	44	Accepted
Prakash Prakash	Male	42	Left
Rocky Rocky	Male	45	Accepted
Aashu Aritha	Male	38	Invited
Mobi WC	Male	30	Invited

Confirm Delete

The Selected Participants will be removed from this Challenge.

Cancel Confirm

FIT-nish 2021 Challenge

Challenge details
Wrap up the year with a feathier 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

- ← 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 user is logged in as 'Welcome, Vidhwa Admin'. The main content area is titled 'Group Management' and is split into two sections:

- Left Sidebar:** Contains a list of groups with their member counts. The groups listed are:
 - Product Marketing (1 Member)
 - Research & Development (8 Members)
 - Customer Relationships (8 Members)
 - Logistics (4 Members)
 - Meetings On The Move (2 Members)
 - Runners Club (5 Members)
 - Healthy Breakfast Club (8 Members)
- Main Area:** Titled 'All Participants', showing a table of 100 total participants. The table has columns for 'Name', 'Gender', 'Age', and 'Groups'. The first few rows are:

Name	Gender	Age	Groups
Jaynell Dawn	MALF	32	[Group Icons]
Vraj Shah	Male	38	[Group Icon]
John + Smitk	Male	33	[Group Icon]
William Barker	Male	3	[Group Icons]
Kajetan Day	Male	40	[Group Icons]
Beechlip Gonzalez	MALF	36	[Group Icons]
Rajesh A	Male	34	[Group Icons]
Rocky Rocky	Male	33	[Group Icons]
Aritha Anitha	Male	26	[Group Icons]
HARI BE	Male	30	[Group Icon]

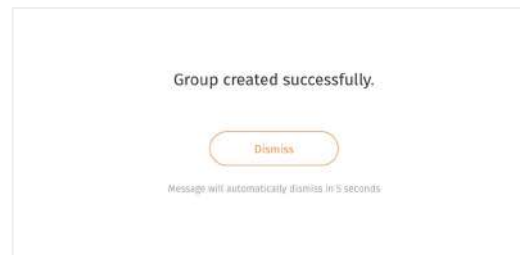
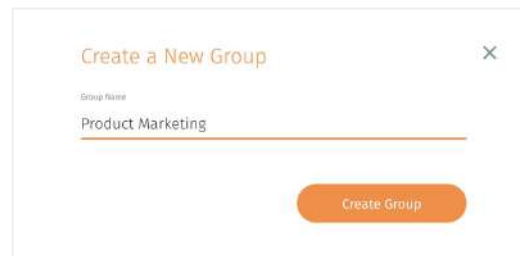
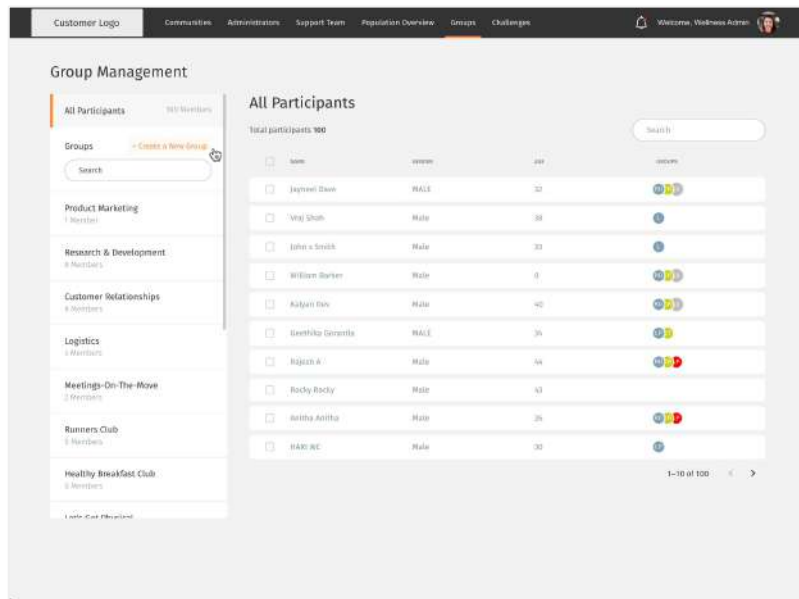
← The Group Management page allows you to manage the groups in your organisation and their members. The page consists of two sections:

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



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

↑ Enter the group name e.g. "Product Marketing" 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. The top navigation bar includes 'Customer Logo', 'Communities', 'Administrators', 'Support Team', 'Population Overview', 'Groups', and 'Challenges'. The user is logged in as 'Welcome, Vidhwa Admin'. The main content area is titled 'Group Management' and features a sidebar on the left with a list of groups: 'All Participants' (261 Members), 'Product Marketing' (1 Member), 'Research & Development' (8 Members), 'Customer Relationships' (8 Members), 'Logistics' (4 Members), 'Meetings On-The-Move' (2 Members), 'Runners Club' (3 Members), 'Healthy Breakfast Club' (8 Members), and 'LIFE Club Members' (1 Member). The 'Research & Development' group is selected, showing a list of 8 members with columns for 'Name', 'Gender', 'Age', and 'Users'. A search bar is located above the list.

Name	Gender	Age	Users
Jayesh Dade	Male	24	[Icons]
Stacy Griffin	Male	29	[Icons]
William Backer	Male	33	[Icons]
Kuljeet Dey	Male	30	[Icons]
Rajesh T	Male	30	[Icons]
Raj Rajesh	Male	34	[Icons]
Rajesh A	Male	34	[Icons]
Anitha Anitha	Male	30	[Icons]

← 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, a sidebar lists various groups: All Participants (10 Members), Product Marketing (1 Member), Research & Development (8 Members), Customer Relationships (4 Members), Logistics (1 Member), Meetings-On-The-Move (2 Members), Runners Club (1 Member), and Healthy Breakfast Club (1 Member). The 'Research & Development' group is selected. The main area displays a table of group members with columns for checkboxes, names, genders, and counts. A red arrow points to the '+ Add New Member' button above the table.

<input type="checkbox"/>	NAME	GENDER	AGE	STATUS
<input type="checkbox"/>	Jayant Dave	MALE	32	
<input type="checkbox"/>	Stacy Griffith	Male	29	
<input type="checkbox"/>	William Barker	Male	0	
<input type="checkbox"/>	Kalyan Dev	Male	40	
<input type="checkbox"/>	Rajesh T.	Male	35	
<input type="checkbox"/>	Raj Rajesh	Male	34	
<input type="checkbox"/>	Rajesh A	Male	44	
<input type="checkbox"/>	Anitha Anitha	Male	38	

The screenshot shows the 'Add New Members to Research & Development' dialog box. It features a search bar and a table of participants. A red arrow points to the '+ Add New Member' button in the top right corner of the dialog.

<input type="checkbox"/>	NAME	GENDER	AGE	STATUS
<input type="checkbox"/>	Jayant Dave	MALE	32	
<input type="checkbox"/>	Vijay Shrik	Male	38	
<input type="checkbox"/>	Jyoti S. Ghosh	Male	33	
<input type="checkbox"/>	William Barker	Male	0	
<input type="checkbox"/>	Kalyan Dev	Male	40	
<input type="checkbox"/>	Geethika Suresh	MALE	34	
<input type="checkbox"/>	Rajesh A.	Male	44	
<input type="checkbox"/>	Ricky Rocky	Male	43	
<input type="checkbox"/>	Anitha Anitha	Male	38	
<input type="checkbox"/>	HAN WEE	Male	30	

← 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 web application interface for Group Management. On the left, there is a sidebar with a list of groups: All Participants (101 Members), Groups (+ Create a New Group), Product Marketing (3 Members), Research & Development (7 Members), Customer Relationships (8 Members), Logistics (3 Members), Meetings-On-The-Move (3 Members), Runners Club (3 Members), and Healthy Breakfast Club (8 Members). The 'Research & Development' group is selected. The main area displays a table of group members with columns for name, email, age, and a delete icon. The table lists 7 members, with the first two (Jayesh Dave and Vraj Shah) having their delete icons highlighted in red. Below the table, there is a summary bar showing '7 members selected' and a 'click to deselect all' link.

name	email	age	status	actions
Jayesh Dave	MAIL	32	Active	<input checked="" type="checkbox"/>
Vraj Shah	Male	30	Active	<input checked="" type="checkbox"/>
John J Smith	Male	33	Active	<input type="checkbox"/>
William Barber	Male	40	Active	<input type="checkbox"/>
Kalyan Das	Male	40	Active	<input type="checkbox"/>
Rishabh A	Male	34	Active	<input type="checkbox"/>
Anshu Anshu	Male	26	Active	<input type="checkbox"/>

The dialog box features a red exclamation mark icon at the top center. Below the icon, 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 on the left and a red 'Confirm' button on the right.

← 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. On the left, there is a sidebar with a list of groups: All Participants (101 Members), Product Marketing (3 Members), Research & Development (2 Members), Customer Relationships (8 Members), Logistics (3 Members), Meetings-On-The-Move (3 Members), Runners Club (3 Members), and Healthy Breakfast Club (8 Members). The 'Research & Development' group is selected. The main area displays a table of group members with columns for name, email, age, and status. The table lists 7 members: Jayant Dave (Male, 32), Vraj Shah (Male, 38), John J. Smith (Male, 33), William Barber (Male, 40), Rajan Dave (Male, 41), Rajesh A. (Male, 44), and Anitha Anitha (Male, 26). There are icons for adding and deleting members. At the bottom, there are buttons for 'members selected' and 'select to deselect all'.

The 'Edit Group' dialog box is shown, featuring a close button (X) in the top right corner. Below the title, there is a 'Group Name' field containing the text 'Research & Development'. 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 a web application interface for Group Management. On the left, there is a sidebar with a list of groups: All Participants (191 Members), Product Marketing (3 Members), Research & Development (7 Members), Customer Relationships (8 Members), Logistics (3 Members), Meetings-On-The-Move (3 Members), Runners Club (3 Members), and Healthy Breakfast Club (8 Members). The 'Research & Development' group is selected. The main area displays a list of 7 members with columns for name, email, age, and status. The first two members, Jayneel Dave and Vraj Shah, have their checkboxes selected. At the bottom of the list, there is an action bar with a 'Broadcast' button icon.

name	email	age	status
<input checked="" type="checkbox"/> Jayneel Dave	MAIL	32	
<input checked="" type="checkbox"/> Vraj Shah	Mail	30	
<input type="checkbox"/> John J. Smith	Mail	33	
<input type="checkbox"/> William Barber	Mail	18	
<input type="checkbox"/> Kalpana Des	Mail	40	
<input type="checkbox"/> Rajesh A	Mail	44	
<input type="checkbox"/> Anitha Anitha	Mail	26	

The dialog box is titled 'Send broadcast message to 2 participants'. It contains a text input field with the placeholder text 'Please sync Fitbit device with the app!'. Below the input field is a 'Send Broadcast' button.

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.

