

[WELLNESS4ONE.COM](http://WELLNESS4ONE.COM)

---

wellness4one Enterprise

# Admin Manual

WELLNESS4ONE ENTERPRISE

# Admin Manual

---

© wellness4one.com  
20 High Street • Suite 302  
Hamilton, OH 45011

---

# Table of Contents

<b>Overview .....</b>	<b>2</b>
<b>Admin.....</b>	<b>3</b>
<b>Home Page .....</b>	<b>3</b>
<b>Group Admin .....</b>	<b>5</b>
<b>User Admin .....</b>	<b>6</b>
<b>Fitness Challenge .....</b>	<b>8</b>
<b>Reporting.....</b>	<b>11</b>
<b>Virtual Trainer.....</b>	<b>12</b>

# Welcome to wellness4one

An estimated 67% of adults in the United States are overweight and half of those are considered obese. This, and a lack physical inactivity, leads to heart disease, liver disease, joint and back problems, diabetes, infertility, and numerous forms of cancer. Besides reducing the risk of these health problems, getting in shape increases energy levels and self-esteem, reduces stress levels, and promotes sleep. wellness4one.com was created to combat obesity and inactivity by providing professional quality fitness training and nutrition assistance.

## **wellness4one Enterprise**

The wellness4one Enterprise product is designed to complete your wellness program by providing your employees or members with a complete set of fitness and nutrition tools. With this product, wellness program administrators can design a custom company portal, create fitness groups, invite employees to join, create a comprehensive fitness challenge, and receive usage reports. An additional facility exists to provide associates with a Virtual Trainer that will lead him or her through the process of creating a fitness routine and then modifies the routine as they become fit.

For more information about the general features available to your employees or members, see the wellness4one Personal products.

## **User Manual How To**

wellness4one Enterprise can be used in many different ways. Some may want to use most features and create a home portal, generate multiple groups for employees with separate administrators, design a fitness challenge and employ the Virtual Trainer. Others may simply want to use the default group to invite users to join in a new fitness challenge.

### **At a glance:**

<b>Overview</b> .....	<b>2</b>
<b>Admin</b> .....	<b>3</b>

## Overview

### **Home Page**

With Home Page Admin, an admin can edit the wellness4one landing page for an organization.

This page provides the functionality to include a logo as well as heading and body segments. The Display Group Statistics option is used to display members' weight and measurement losses as well as workout stats.

### **Group Admin**

The purpose of the Group Admin page is to add, rename and remove groups for an organization.

Groups are a way for administrators to organize members. Through groups, admins invite members to the organization and manage accounts once members join. A group that is established as a Training Group allows the admin to view and modify various workout and calorie logs as well as checkups and evaluations.

### **User Admin**

The purpose of the User Admin page is to add, update and remove users from a group.

### **Fitness Challenge**

The purpose of the Fitness Challenge is to motivate members to lose weight, lose inches and / or train more often and for longer durations as part of a friendly competition. The person who records the greatest weight loss, measurement loss and / or logs the most time by the end of the challenge wins. To track the progress of your challenge, you can use the Fitness Challenge report on the Reporting page.

### **Admin Reporting**

The Admin Reporting page provides information regarding system usage and fitness challenge progress.

### **Virtual Trainer**

The wellness4one Virtual Trainer is designed to lead users through their initial fitness evaluations and checkups in order to set realistic goals and then build workouts to help them reach those goals.

## **Admin**

### *Purpose*

The purpose of the Home Page Admin page is to edit details presented on an organization's home page.

The option to include a home page is made when signing up a new organization to wellness4one. This page provides the organization with a personalized landing site such as acme.wellness4one.com that can be linked to their intranet and provided to members.

### *Features*

With Home Page Admin, an admin can edit the wellness4one landing page for an organization.

This page provides functionality to include a logo as well as heading and body segments. The Display Group Statistics option is used to display members' weight and measurement losses as well as workout stats.

### *How To*

1. After logging into the system, select **Home Page** from the **Admin** menu.
2. To add a logo, click the **Browse** button and navigate to the desired jpg file and click **Open**. Once the file is selected, click **Upload**.
3. To include **Heading** and **Body** messages to the home page, add text to the respective textboxes.
4. The **Display Group Statistics?** option determines whether weight loss, size loss and exercise statistics for group members will be displayed.
5. The **Edit News** button will allow the admin to edit news and event items. This is useful for providing wellness information and links for organization members.
6. When you are finished, click **Save**.

**wellness4one**

My Page Evaluation Fitness Nutrition Reporting Profile Support Admin

## Organization Page Admin [How To](#)

The organization page is your personalized gateway into wellness4one.

**Organization Logo**

Click Browse to select a photo and then Upload to send the photo to 11reps.com. Only .jpg files allowed. The file must be less than 100kb.

**Heading**

**Body**

**Display Group Statistics?**  
(Total Weight Lost, Total Workout Time, etc.)  Yes  No

**News and Events**

*Notes:*

- This Home Page is available to let an administrator set up a customized page quickly. For an additional fee, you can have a page customized to match your organization's website. Please contact us for details.
- The Organization Logo option allows you to customize your home page with your company logo; however, it should be in jpeg format no greater than 100kb.
- Because news editing takes place on a separate page, any changes made on the Home Page Admin page should be saved before clicking **Edit News**.

## Group Admin

### *Purpose*

The purpose of the Group Admin page is to add, rename and remove groups for an organization.

Groups are a way for administrators to organize members. Through groups, admins invite members to the organization and manage accounts once members join. A group that is established as a **Training Group** allows the admin to view and modify various workout and calorie logs as well as checkups and evaluations.

Creating multiple groups for your organization is usually only necessary when it is very large, decentralized and you would like to have multiple admins.

NOTE: Most organizations will not need to create any additional groups beyond the Basic group provided by default.

### *Features*

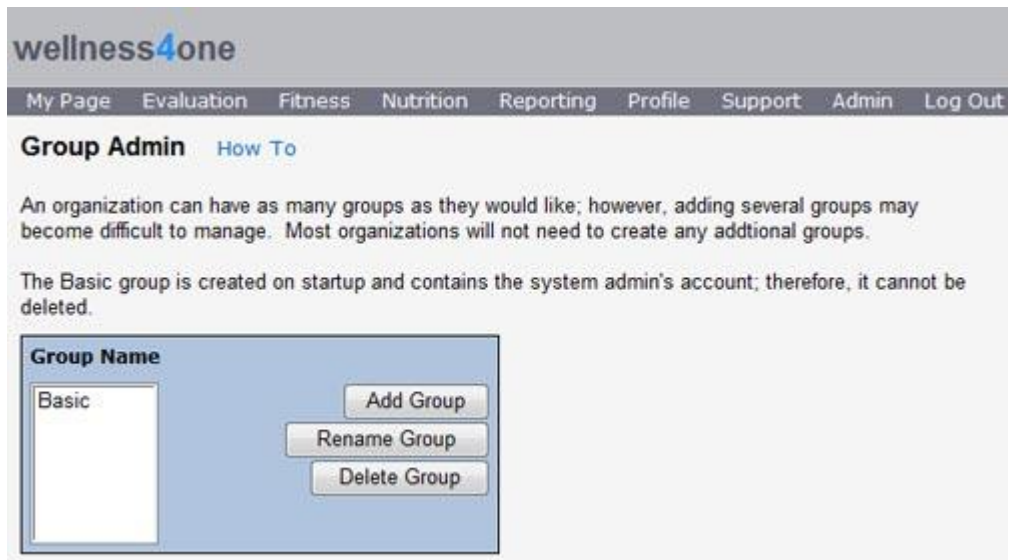
With the Group Admin page, an admin can create, rename and delete groups for an organization.

The **Basic** group is the default group for an organization. The Organization Admin is automatically a member of this group and it cannot be renamed or deleted. All new members can be added to this group if desired.

The optional **Training Group?** checkbox allows you to grant admins the ability to view or edit group member logs, checkups, evaluations and reports. This option is generally only used for organizations that employ personal trainers or coaches.

### *How To*

1. After logging into the system, select **Group Admin** from the **Admin** menu.
2. To add a new group, click the **New Group** button and then fill in the **New Group Name** textbox and click **Add**. If you are creating an optional training group, check the appropriate checkbox.
3. If you are renaming a group, select the group from **Group Name** list box and then click the **Rename Group** button. Enter the new name in the **New Group Name** textbox and click **Rename Group**.
4. If you are deleting a group, select the group from **Group Name** list box and then click the **Delete Group** button. You will need to click **OK** on the corresponding confirmation box.



### *Notes:*

- If you delete a group that currently has members, you will need to re-invite them to a different group.
- You will generally only want to select the Training Group checkbox if your admins are personal trainers, coaches, nutritionists, etc.

## **User Admin**

### *Purpose*

The purpose of the User Admin page is to add, update and remove users from a group.

### *Features*

With the User Admin page, an admin can invite new users to a group or update / remove current users.

The Update feature is primarily used to grant or revoke Admin authority to a user who has been previously set up.

### *How To*

1. After logging into the system, select **User Admin** from the **Admin** menu.
2. You must first select a group from the **Group** drop down box and click the **Select Group** button.

3. If you are deleting a user or granting / revoking **Admin** authority, select the users name from the **Users** drop down box and click the **Select User** button; otherwise, click the **Add User** button.
4. If you are deleting a user, verify the user and click the **Remove** button. You will need to click **OK** on the corresponding confirmation box.
5. If you are updating the user's access, change the **Is Admin?** option button and click the **Update** button.
6. If you are adding a new user or users, enter their email addresses in the provided textbox separated by a semicolon (;) and then click the **Send** button. An email invitation will be sent to the email address(es) provided..

wellness4one

My Page Evaluation Fitness Nutrition Reporting Profile Support Admin

User Admin [How To](#)

Group Basic

Users -- Select --

**Invite User(s) to Join Group Basic**

Enter Email Addresses Below  
separate multiple addresses with a semicolon (;)

*Notes:*

- If you delete a user from a group, there account will be disconnected from the organization but it will still exist in the wellness4one Personal system. They can also be re-invited to the organization at a later date.

## Fitness Challenge

### *Purpose*

The purpose of the Fitness Challenge is to motivate members to lose weight, lose inches and / or train more often and for longer durations as part of a friendly competition. The person who records the greatest weight loss, measurement loss and / or logs the most time by the end of the challenge wins.

### *Features*

The Fitness Challenge page allows the admin to view fitness challenges, create a new fitness challenge with the Fitness Challenge Wizard, edit challenge participants or organize participants into teams.

### *How To*

1. After logging into the system, select **Fitness Challenge** from the **Admin** menu.
2. Select the name of the challenge you would like to view from the Fitness Challenge drop down box. If you would like to create a new challenge using the Fitness Challenge Wizard, select **New**.
  - A. Click the Next button on the Introduction screen.
  - B. Enter the name of the challenge you are creating. The name will be used for reporting purposes and sent out in the email invitations for participants. Click the Next button when finished.
  - C. Check the category or categories that your challenge is to be based on and click **Next**.

wellness4one

My Page Evaluation Fitness Nutrition Reporting Profile Support Admin Log Out

### Fitness Challenge Wizard [How To](#)

**Introduction**  
Challenge Name  
Categories  
Date Range  
Send Invitations

When selecting categories for your fitness challenge, always take into consideration your target audience. While selecting **Compete for highest percent of weight lost** is by far the most common challenge, it does not offer any incentive for those who are already in shape but would still like to participate.

Select all categories in which you would like participants to compete. Progress for each category is tracked on the Fitness Challenge report.

- Compete for most workout time logged
- Compete for highest percent weight loss
- Compete for highest percent inches lost

[Previous](#) [Next](#)

D. Select the start and end date for the challenge and click **Next**.

The screenshot shows the 'wellness4one' logo at the top left. A navigation bar contains links for 'My Page', 'Evaluation', 'Fitness', 'Nutrition', 'Reporting', 'Profile', 'Support', 'Admin', and 'Log Out'. Below the navigation bar is the title 'Fitness Challenge Wizard' with a 'How To' link. A vertical sidebar on the left lists steps: 'Introduction', 'Challenge Name', 'Categories', 'Date Range' (highlighted in blue), 'Send Invitations', and 'Send Invitations'. The main content area has a heading 'Date Range' and text: 'When selecting a date range for your challenge, you will want to get the most benefit without your participants losing interest. Therefore, your challenge should run at least one month but not more than six.' Below this is the instruction 'Choose the dates on which your challenge will begin and end.' followed by two input fields: 'Start Date:' and 'End Date:'. At the bottom right are 'Previous' and 'Next' buttons.

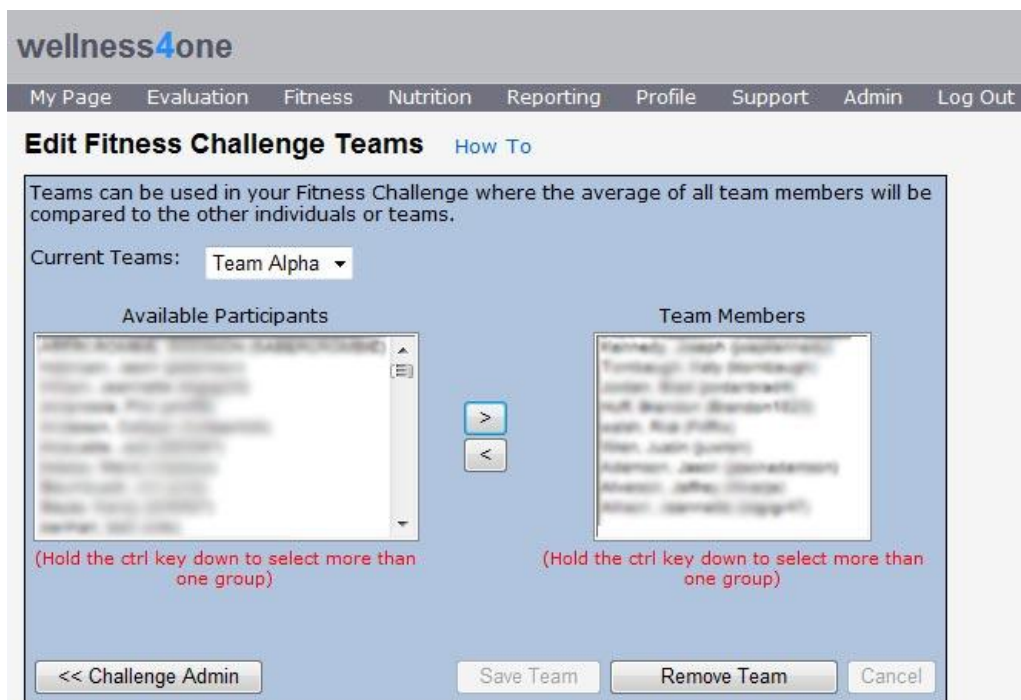
E. Select the group to which you will be sending challenge invitations and then click **Finish**.

The screenshot shows the 'wellness4one' logo at the top left. A navigation bar contains links for 'My Page', 'Evaluation', 'Fitness', 'Nutrition', 'Reporting', 'Profile', 'Support', 'Admin', and 'Log Out'. Below the navigation bar is the title 'Fitness Challenge Wizard' with a 'How To' link. A vertical sidebar on the left lists steps: 'Introduction', 'Challenge Name', 'Categories', 'Date Range', 'Send Invitations' (highlighted in blue), and 'Send Invitations'. The main content area has a heading 'Send Invitations' and text: 'Select the group or groups you would like to invite to participate in this challenge. An email invitation will be sent once the Finish button below is clicked.' Below this is the instruction 'Participants can be re-invited and teams created from the Fitness Challenge Admin page.' followed by the label 'Select Groups to Invite:' and a dropdown menu showing 'Basic'. Below the dropdown is the instruction '(Hold the ctrl key down to select more than one group)'. At the bottom right are 'Previous' and 'Finish' buttons.

3. To re-invite or edit challenge participants, click the **Edit Participants** button.
  - A. A list of current participants is shown. Click the **New Participants** button to re-invite group members to a challenge. A list of your organization's groups is then displayed. Select the group(s) you would like to re-invite and click the **Invite / Re-Invite Group** button.
  - B. To remove participants from the challenge, select the member(s) from the **Current Participants** list and click the **Remove Participant** button. You will be asked to confirm your action.



4. To organize participants into teams using the Edit Fitness Challenge Teams page, click the **Edit Teams** button.
  - A. A list of teams is shown in the Current Teams drop down box. To create a new team, select **New** from the drop down and fill in the **New Team Name** textbox. Select the Current Team name to edit the participants in an existing team.



- B. A list of current participants not already in a team is shown in the **Available Participants** list box. Select the participants you would like to join as a team, and click the **Add (>)** button. To remove participants from a team, click the **Remove (<)** button.

- C. When you are finished editing the team participants, click the **Create Team** button for a new team or the **Save Team** button for an existing team.
- D. To remove a team from the challenge, select the team from the **Current Teams** drop down box and click the **Remove Team** button. You will be asked to confirm this action.

#### *Notes:*

- To track the progress of your challenge, you can use the Fitness Challenge report on the Reporting page.
- Members must first accept the challenge invitation before they can be organized into teams.
- Removing a team will not remove its members from the challenge.

## **Reporting**

### *Purpose*

The Admin Reporting page provides information regarding system usage and fitness challenge progress

### *Features*

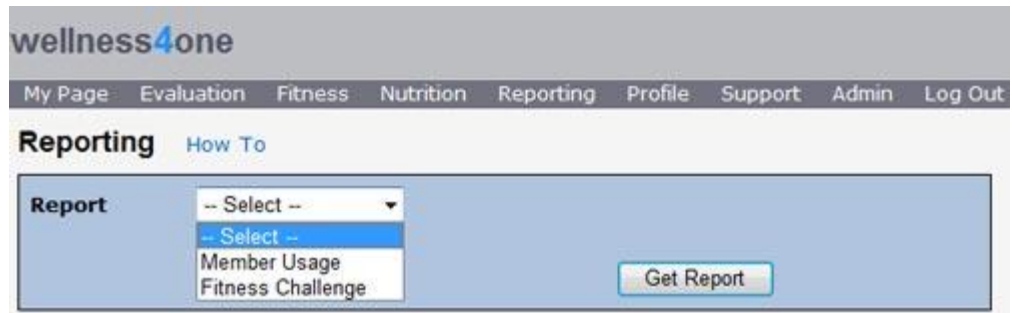
**Usage Report:** provides detailed information regarding how often and for what purpose users are accessing the wellness4one system. This report displays the user name along with the aerobic and anaerobic time logged. The report also displays the total calories logged for each user in the month selected.

Optionally, the admin may choose a week from the selected month to get usage information broken down by the day.

**Fitness Challenge Report:** provides progress details for any fitness challenges your organization is currently hosting.

### *How To*

1. After logging into the system, select **Reporting** from the **Admin** menu.
2. Select the desired report from the **Report** drop down box.
3. For **Member Usage** reports, select the desired month the **by Month** drop down box. Optionally, you may get usage information broken out by day by selecting the desired week from the **or Week** drop down box.



4. For **Fitness Challenge** progress information, select the desired competition from the **Challenge** drop down box.
5. Click the **Get Report** button.

## Virtual Trainer

### *Purpose*

The wellness4one Virtual Trainer is designed to lead users through their initial fitness evaluations and checkups in order to set realistic goals and then build workouts to help them reach those goals.

### *Features*

- **Fitness Evaluations:** In order to set realistic goals for the future, it is important to know where you are in the present. The Virtual Trainer will prompt users to perform an initial aerobic and anaerobic fitness evaluation and then repeat them on a periodic basis.
- **Goal Setting:** Goals are very important to any plan. The Virtual Trainer requires that every member set specific measurable, date-sensitive goals even if it is simply to maintain their current fitness.
- **Workout Design:** Workout frequency, mode and intensity are crucial to reaching fitness goals. The Virtual Trainer will design a workout tailored to each individual member.
- **Workout Logging and Notification:** Once a workout has been designed, the Virtual Trainer will monitor member progress through the Workout Log. Every day that a workout is scheduled for a member, the Virtual Trainer will generate the new workout based on their goals and past performance and email it to them. If they should miss a workout the system will notify them and then adjust for the next workout.

### *How To*

The Virtual Trainer exists behind the scenes. If your organization has included Virtual Trainer among its options, it will be available to all employees. However, even though it is available, it does not have to be used. To bypass the Virtual Trainer in the workout log, simply click the **Custom Workout** button.