



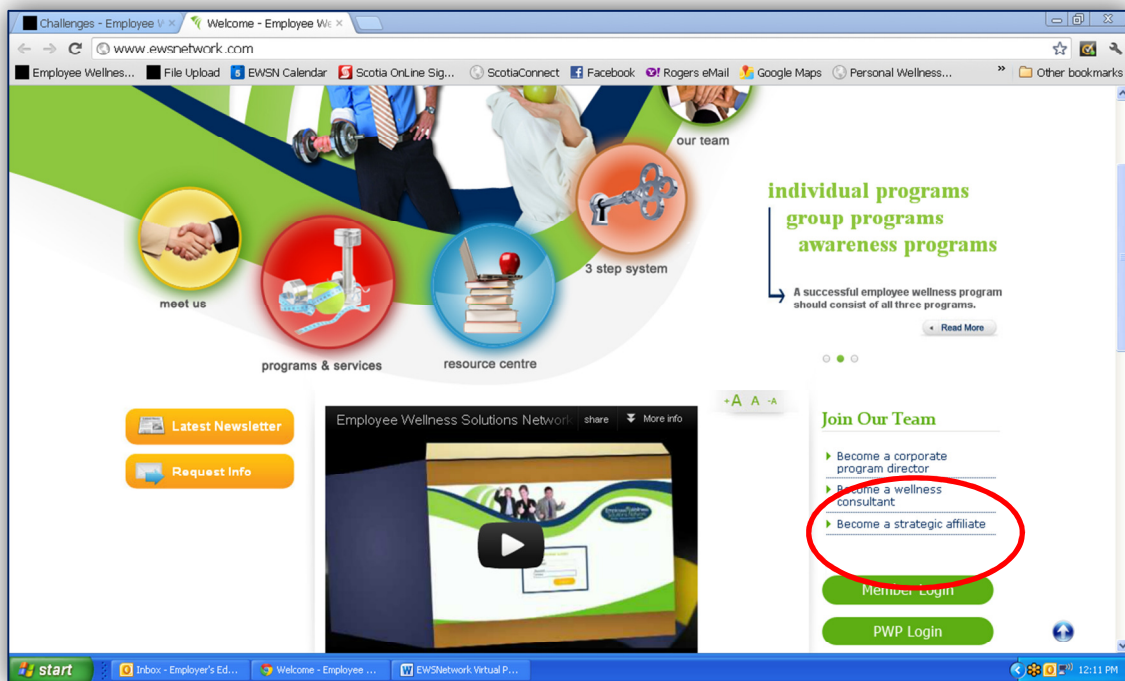
EWSNetwork Portal Quick Reference Video

Tips to navigating through the User Dashboard
For more detailed instructions on the User Dashboard you can access the
Portal Training Video via the link below.
Video start times for each section noted below.
http://youtu.be/8kTNO_x8RM8

Signing into the Portal (Start Time - 0.30)

www.ewsnetwork.com

Click on “Member Login” button half way down right hand side of the page.
This will take you to the sign-in page below.

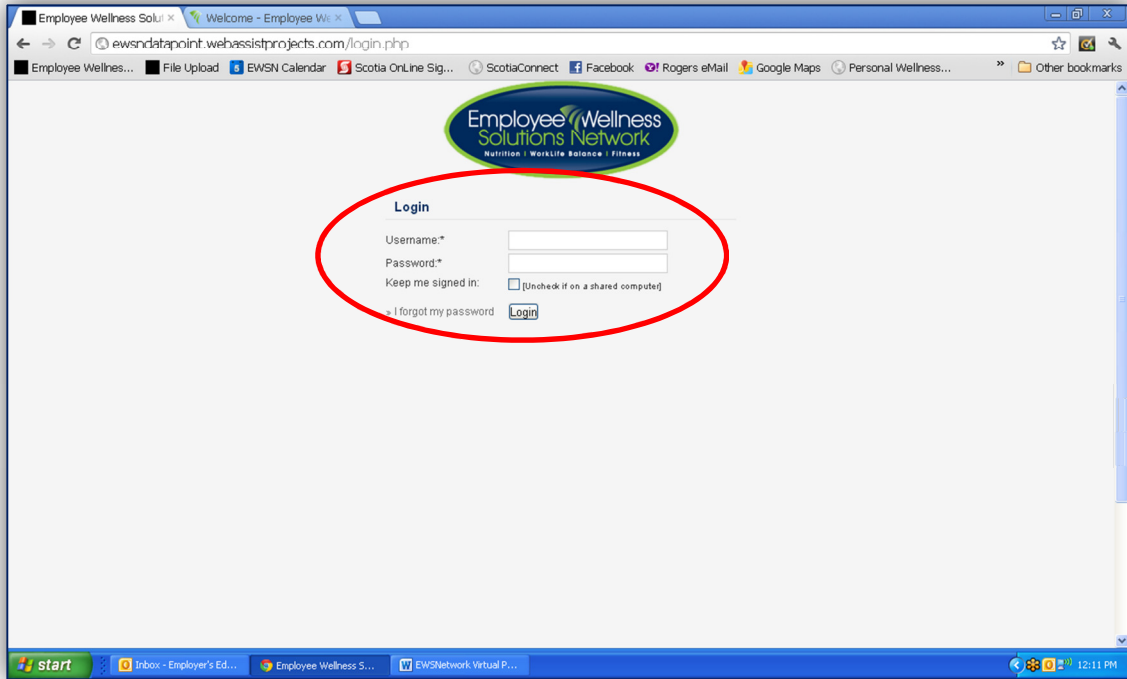


Member Login Page

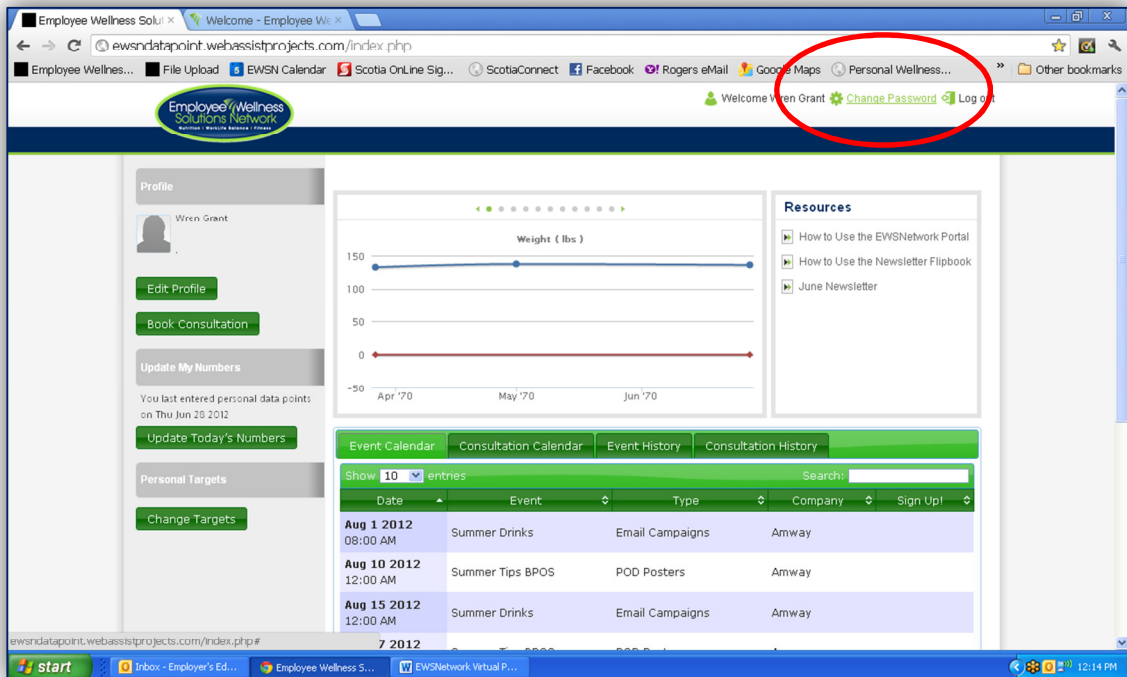
Your user name = your email address or first name last name all one word lower-case. (ie. johnsmith)

Password = Temporary password provided by EWSN (which can be changed after initial sign-in)

Click Login



Change Password Button



User Dashboard

(Start Time – 1:30)

The screenshot shows the Employee Wellness Solutions Network user dashboard. The interface includes a left sidebar with navigation options, a central area with a weight progress chart and an event calendar, and a right sidebar with resource links. Several yellow callout boxes highlight specific features: 'Edit profile and book consultations', 'Follow your progress', 'Enter your Numbers', 'Enter your Targets', and 'See and Register for Events'. The event calendar shows a single entry for May 31, 2012, at 11:30 AM, categorized as a 'group ex class'.

Employee Wellness Solutions Network
Wellness | Wellness Resources | Events

Profile

Edit profile and book consultations

Edit Profile
Book Consultation

Update My Numbers

Enter your Numbers

Update Today's Numbers

Personal Targets

Change Targets
Enter your Targets

Weight

Follow your progress

(lbs)

150
100
50
0
-50

30. Mar 6. Apr 13. Apr 20. Apr 27. Apr

Resources

How to Use the EWSNetwork Portal
 June Newsletter

Resources

Event Calendar | Consultation Calendar | Event History | Consultation History

Show 10 entries

Date Event Type Company Sign Up!

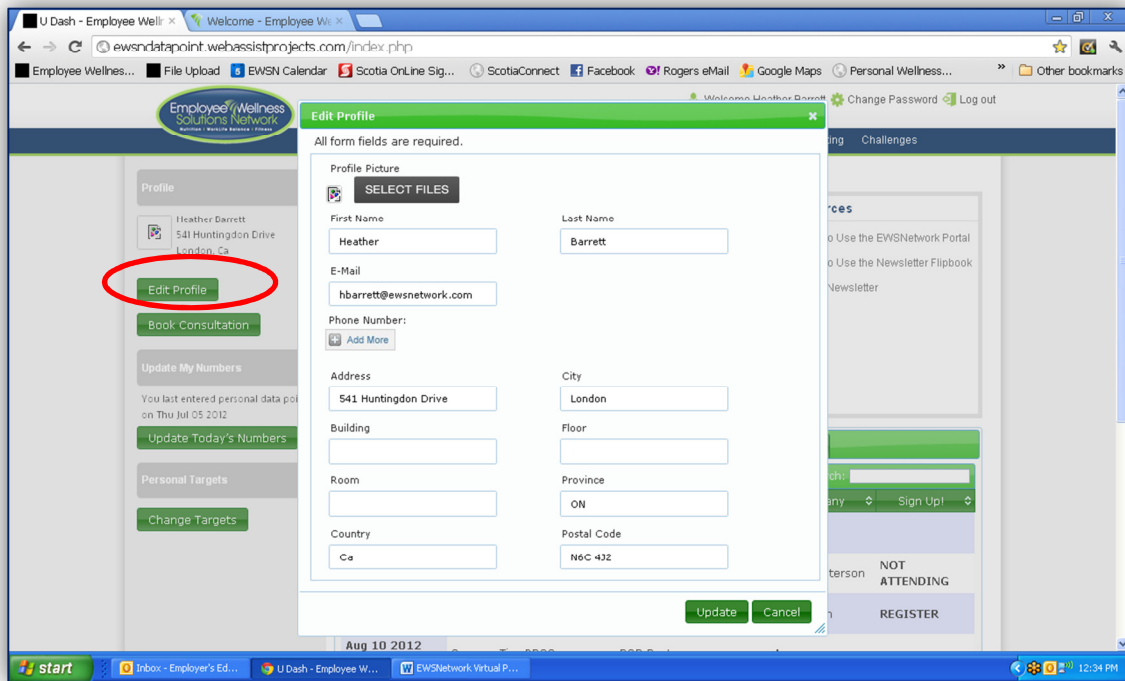
May 31 2012
11:30 AM group ex class **See and Register for Events** REGISTER

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

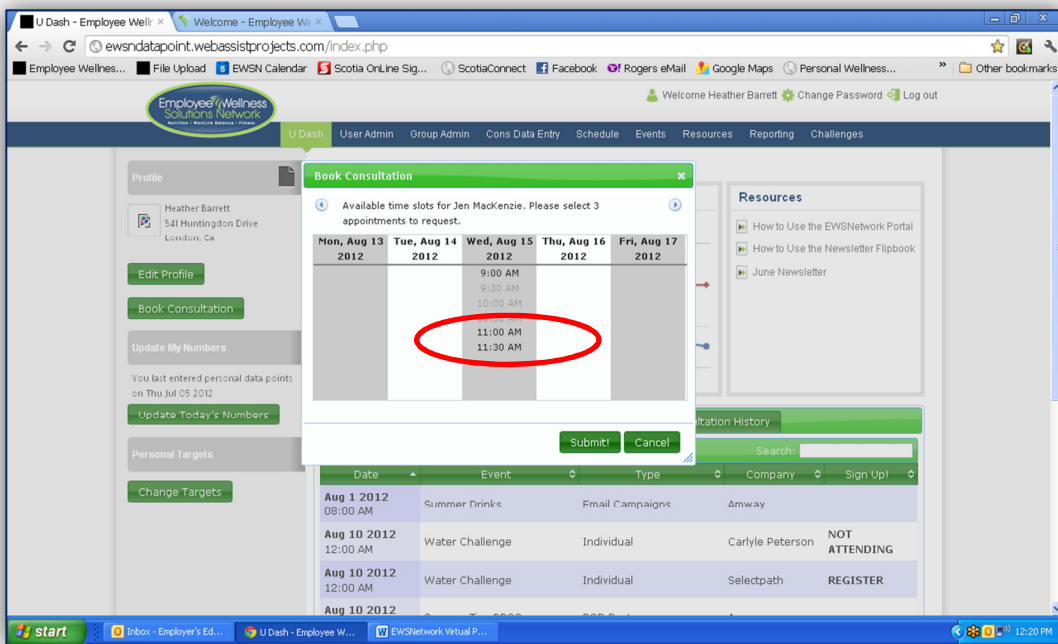
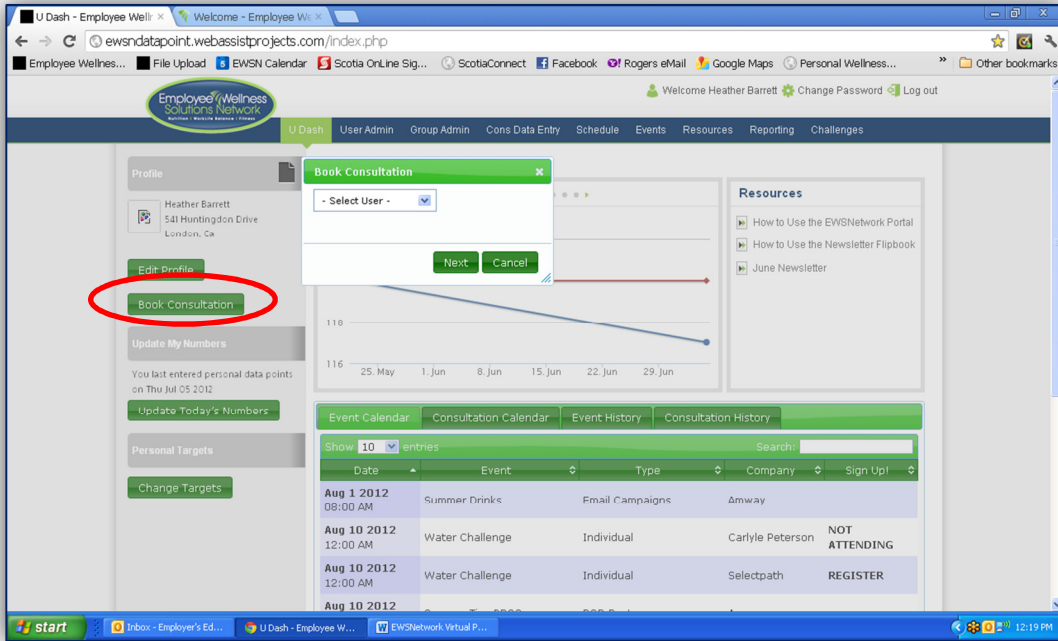
Through the dashboard you are able to:

Edit your Profile
(Start Time - 1:50)



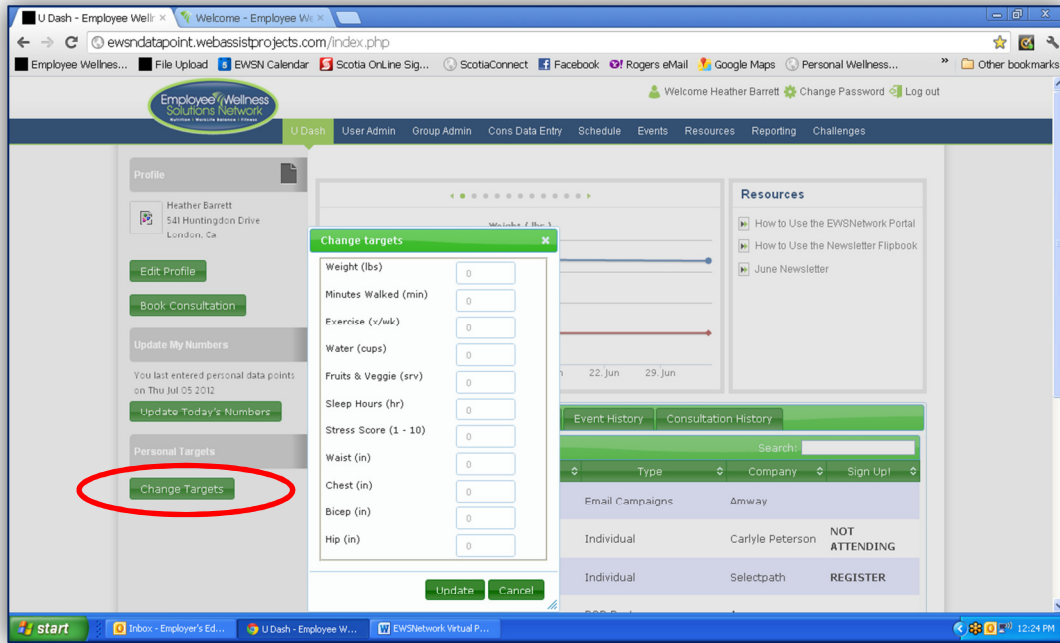
Book a Consultation (Start Time – 2:14)

- Step 1** - Pick the consultant and click NEXT.
- Step 2**.- This will bring up the Consultants schedule.
All available appointments will be in bold (see below)
- Step 3** - Select 3 appointment times by clicking the timeframe and then hit SUBMIT.



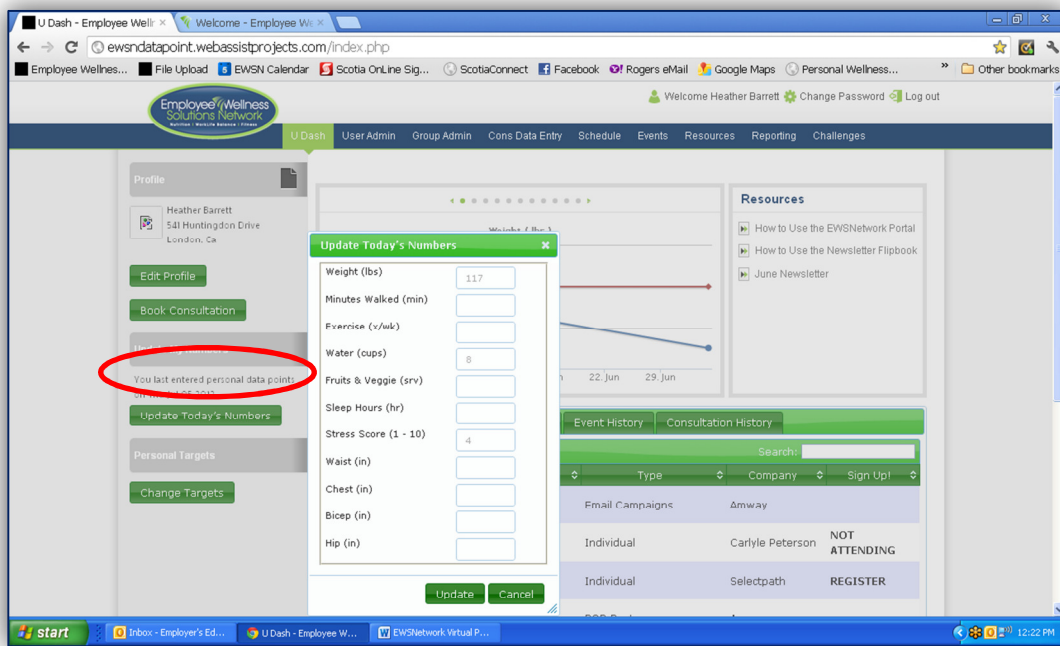
Set Your Targets (Start Time – 3:08)

You can set targets for yourself that will show up as a red line on your various graphs to measure your progress.



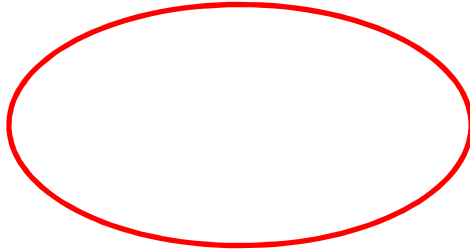
Enter your Numbers (Start Time – 3:36)

You can track your Weight, Minutes walked, Water intake, Fruits & Veggie servings, Hours Slept, Stress level and Body Measurements.



Track Your Progress
(Start Time – 3:57)

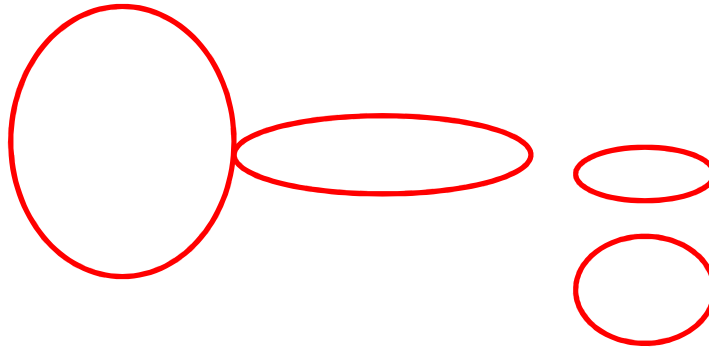
When you input your numbers for the above criteria your progress will show on the graph.



See and Register for Upcoming Events

(Start Time – 4:30)

- You are able to search for specific event by typing in the event type, name, date in the search box.
- You will also be able to see history of events and consultations through the appropriate tab.
- If you roll over the Event Name a description of the event will pop up for you to read as seen below.
- The event calendar is at the bottom of the User Dashboard. If you would like to participate in an upcoming event simply click REGISTER beside the event. It will then show on your dashboard at ATTENDING. If you need to cancel your registration prior to the event click ATTENDING once and it will change to show NOT ATTENDING.



Access Resources

(Start Time – 5:42)

At the top right hand side of the Dashboard you will have be able to access various resources provided by EWSNetwork. To view simply click the link.

