



EWSNetwork Portal Quick Reference Video

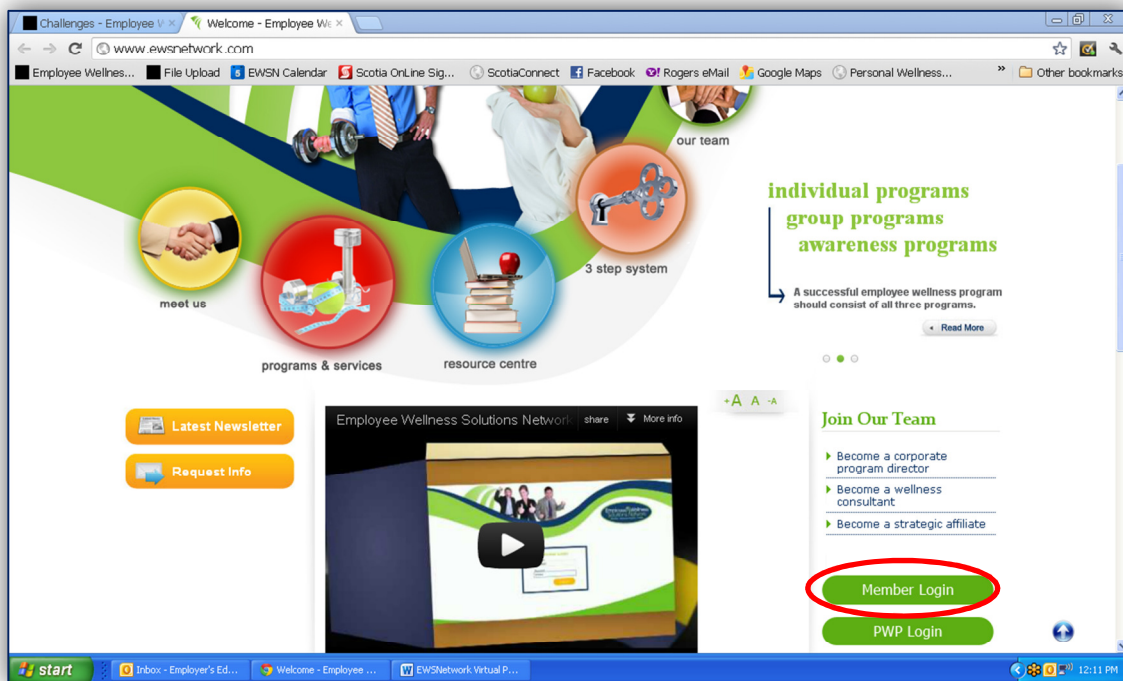
Tips to navigating through the User Dashboard
For more detailed instructions on the User Dashboard you can access the
Portal Training Video via the link below.
Video start times for each section noted below.

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.

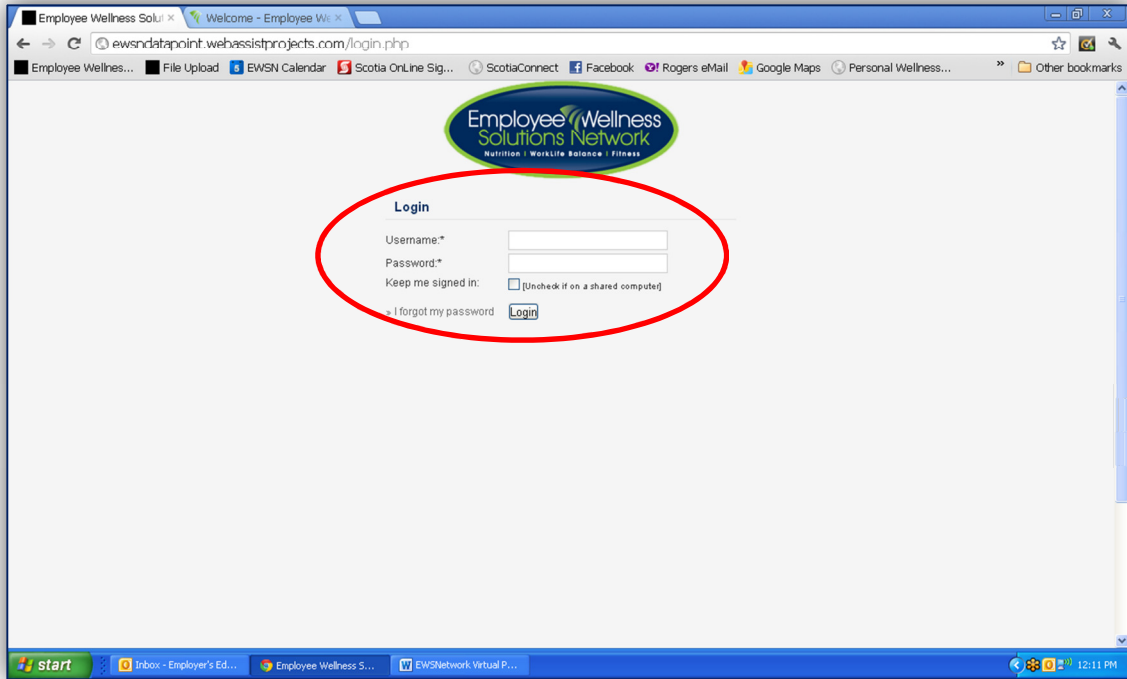


Member Login Page

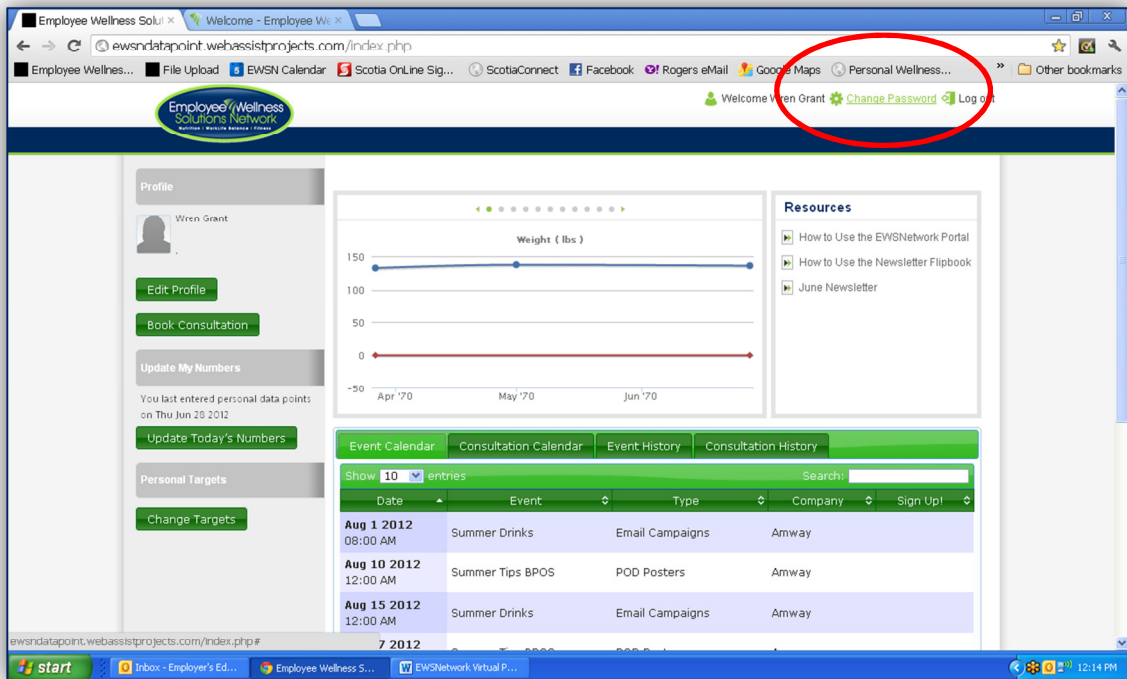
Your user name = your email address or first name last name all one word lower-case. (ie. johnsmith)

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

Click Login



Change Password Button



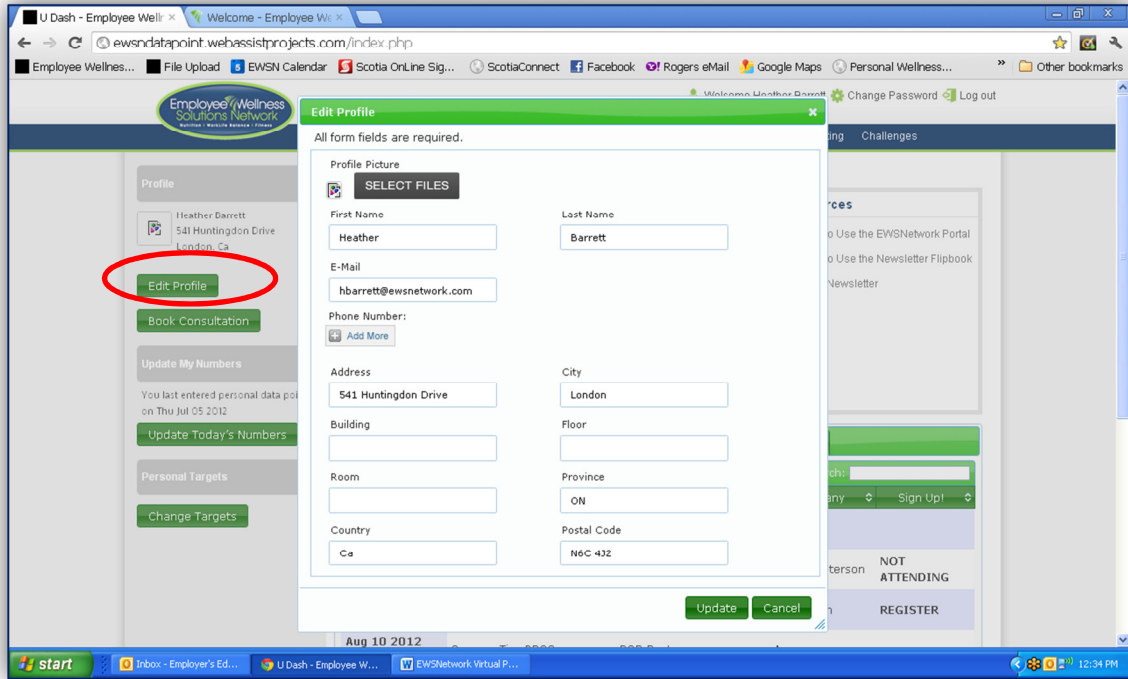
User Dashboard (Start Time – 1:30)

The screenshot displays the Employee Wellness Solutions Network user dashboard. The interface is divided into several sections:

- Profile:** Located on the left, it includes buttons for "Edit profile and book consultations", "Edit Profile", "Book Consultation", "Update My Numbers", "Enter your Numbers", "Update Today's Numbers", "Personal Targets", "Change Targets", and "Enter your Targets".
- Weight Progress Chart:** A line graph titled "Weight" showing weight in pounds (lbs) over time. The y-axis ranges from -50 to 150 lbs. The x-axis shows dates from 30. Mar to 27. Apr. A blue line starts at approximately 140 lbs and ends at 150 lbs. A red line starts at 0 lbs and ends at 0 lbs. A yellow callout box says "Follow your progress".
- Resources:** Located on the right, it includes checkboxes for "How to Use the EWSNetwork Portal" and "June Newsletter", and a yellow callout box labeled "Resources".
- Event Calendar:** A table with tabs for "Event Calendar", "Consultation Calendar", "Event History", and "Consultation History". It shows "10 entries" and a search bar. The table has columns for Date, Event, Type, Company, and Sign Up!. One entry is visible: "May 31 2012 11:30 AM group ex class" with a yellow callout box "See and Register for Events" and a "REGISTER" button.

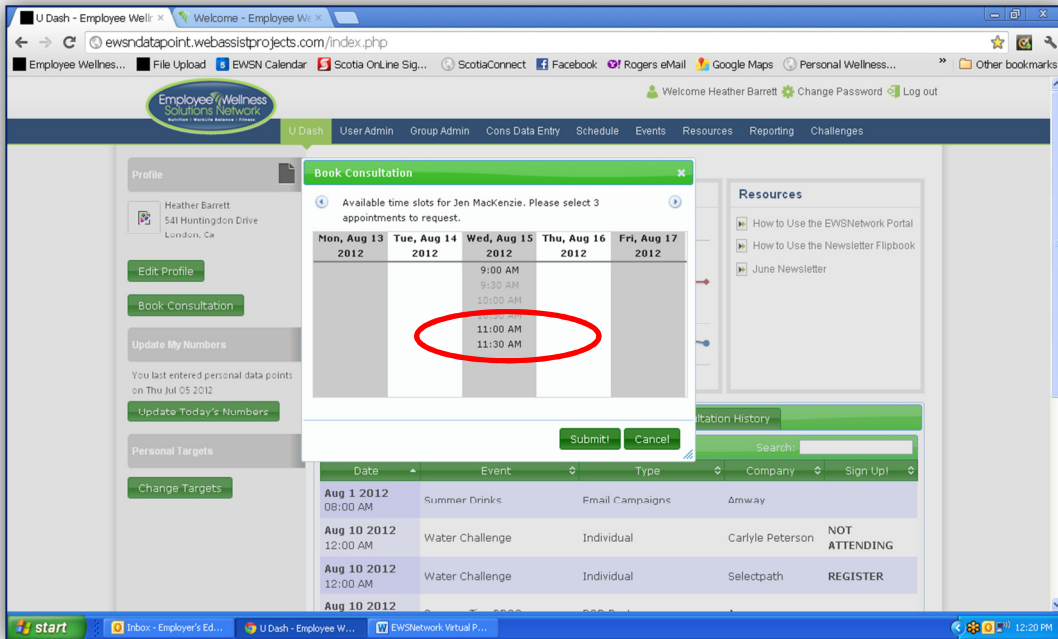
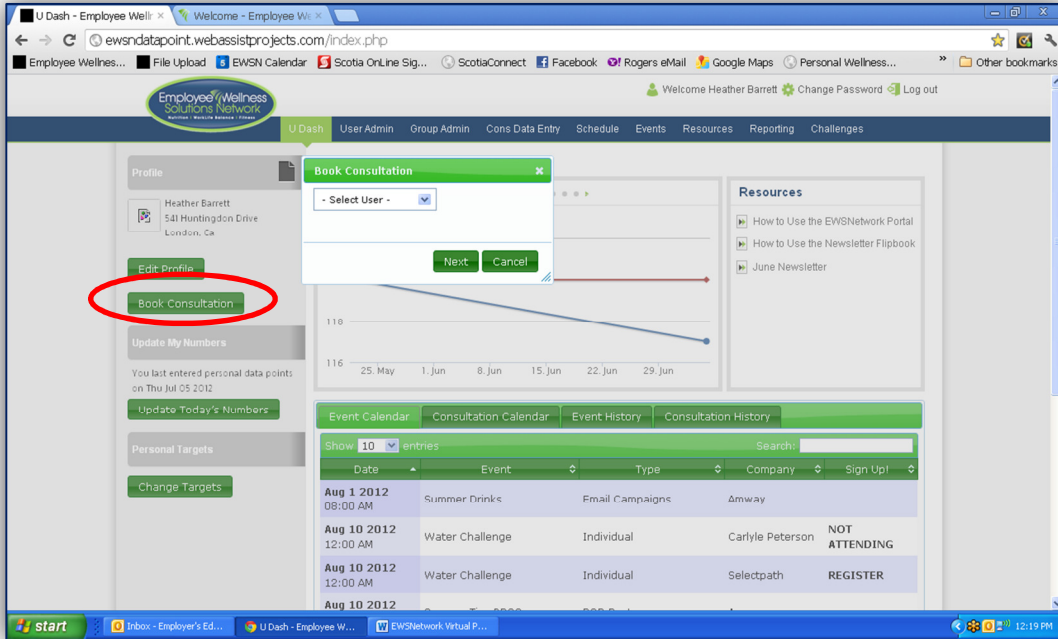
Through the dashboard you are able to:

Edit your Profile
(Start Time - 1:50)



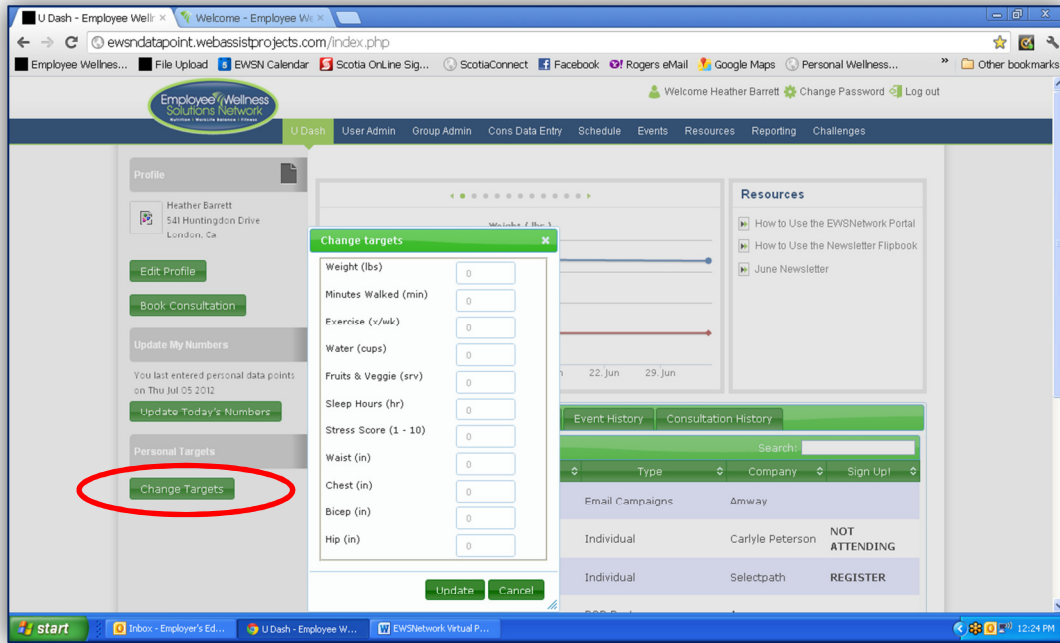
Book a Consultation (Start Time – 2:14)

- 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.



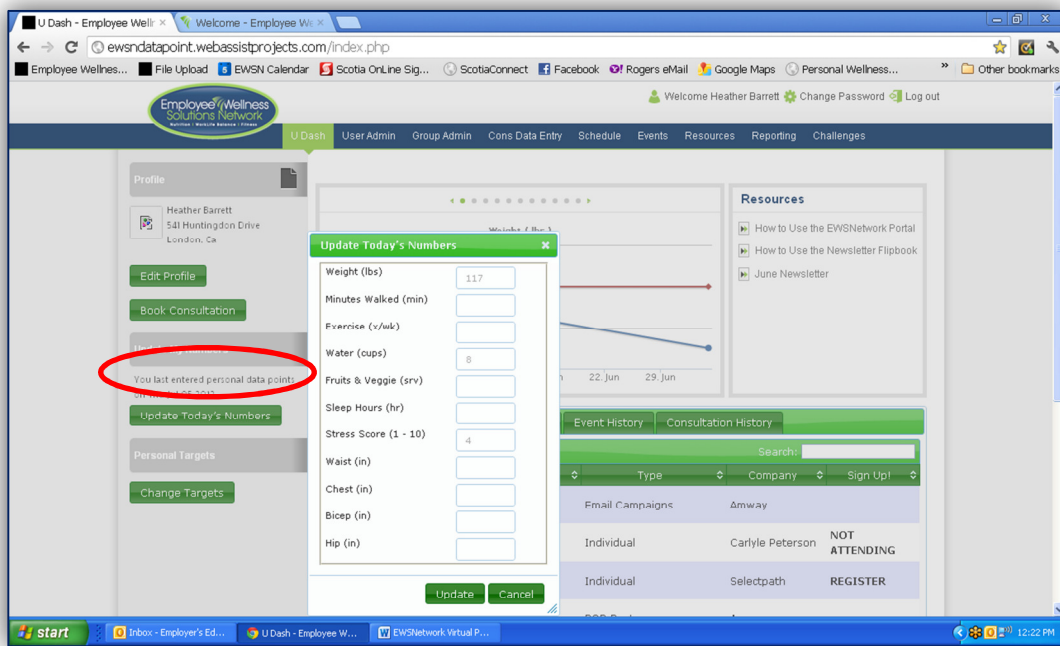
Set Your Targets (Start Time – 3:08)

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



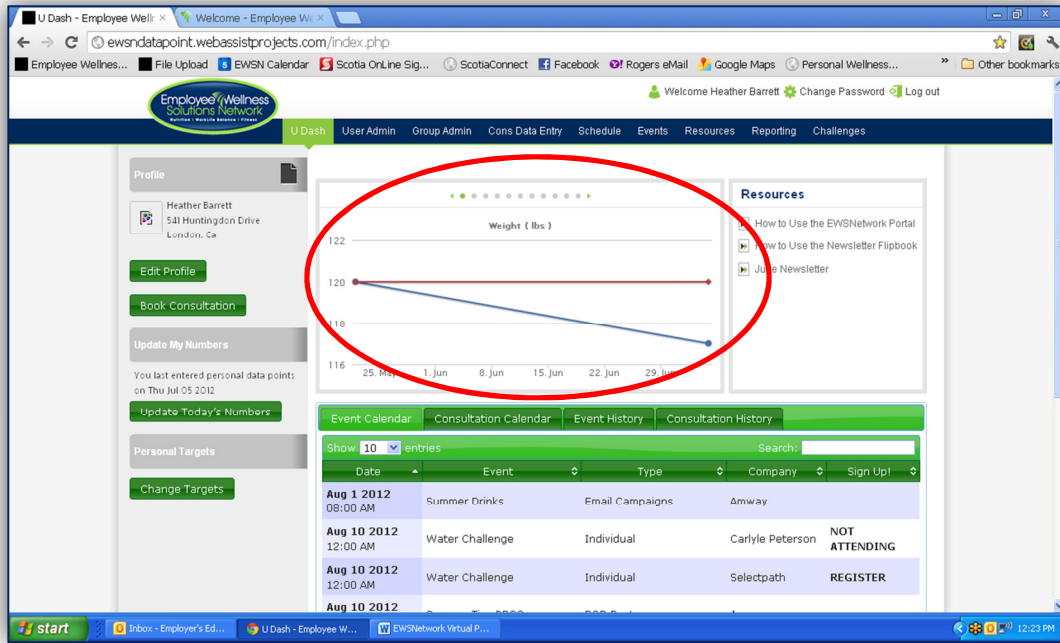
Enter your Numbers (Start Time – 3:36)

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.

The screenshot shows the Employee Wellness Solutions Network dashboard. On the left is a profile for Heather Barrett. The main area features a 'Water Challenge' event description: 'Drinking water is important to our health for many reasons. These include helping our brains to function, improving circulation and regulating our temperatures to name only a few. So for the entire month of July there will be an individual water challenge running for all who wish to participate. As an added incentive, for every 3 glasses of water you drink you can add your name into a prize draw! The draw will be done at the end of the month.' Below this is a table of events. A red circle highlights the 'Water Challenge' event on Aug 10 2012 at 12:00 AM, with the status 'NOT ATTENDING' and a 'REGISTER' button. Another red circle highlights the search box above the table. A third red circle highlights the 'Event Calendar' tab.

Date	Event	Type	Company	Sign Up
Aug 10 2012 12:00 AM	Water Challenge	Individual	Carlyle Peterson	NOT ATTENDING
Aug 10 2012 12:00 AM	Water Challenge	Individual	Selectpath	REGISTER

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.

The screenshot shows the Employee Wellness Solutions Network dashboard. On the right side, there is a 'Resources' section with three links: 'How to Use the EWSNetwork Portal', 'How to Use the Newsletter Flipbook', and 'June Newsletter'. A red circle highlights this section. Below the resources is an 'Event Calendar' table showing the same 'Water Challenge' event as in the previous screenshot.

Date	Event	Type	Company	Sign Up
Aug 1 2012 08:00 AM	Summer Drinks	Email Campaigns	Amway	
Aug 10 2012 12:00 AM	Water Challenge	Individual	Carlyle Peterson	NOT ATTENDING
Aug 10 2012 12:00 AM	Water Challenge	Individual	Selectpath	REGISTER