

MY NUTRIINFO

MANUAL FOR ADMINISTRATORS

Table of Contents

- Getting Started 2**
 - Program Overview..... 2
 - How Does it Work?..... 3
 - Logging in as Admin..... 4
 - Group Activation Code for Member Registration 5
- Admin Key Features 6**
 - **Member Management 7**
 - Health Info 7
 - Overview 7
 - Member Management Tools..... 8
 - Individual Member Info..... 9
 - Diet Progress..... 9
 - Health Logs 11
 - Advice & Notes..... 11
 - Summary..... 12
 - Basic Info..... 13
 - Winners..... 13
 - **Group Info 14**
 - Group Info..... 14
 - Staff List 14
 - **Content Management..... 17**
 - Resources..... 17
 - Events 19
 - **Tools & Stats..... 21**
 - Email..... 21
 - Stats..... 22
 - **Contact Information 23**

Program Overview

My Nutriinfo is an innovative online health tool designed to help individuals lose weight and improve health through self-monitoring, individualized advice, support, and engaging experiences with other members and health professionals. My Nutriinfo also provides health coaches or wellness staff with admin tools that allow them to monitor individuals' progress, measure results, and manage them in a simple and convenient way.

Key Admin Features



Provide Health Tools—Help your clients improve their health by using self-monitoring tools.



Measure Results—View your members' weight loss progress and measure the results easily.



Reward System—Recognize achievements and reward members for weight loss or health improvement using a point system.



Communicate Effectively—Send personalized email, share calendar events, and post and deliver nutrition or health education materials to members' accounts.

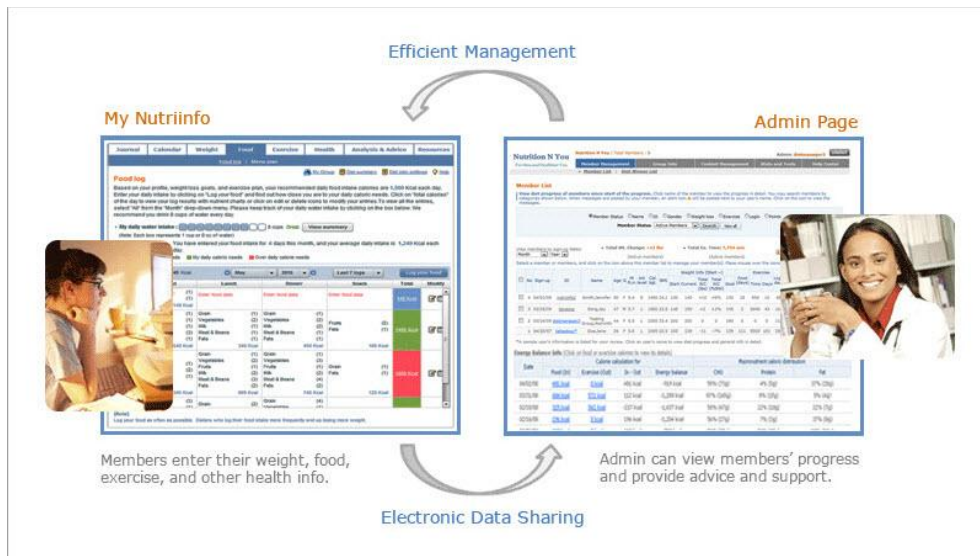


Convenient & Flexible—Manage your members at home, in the office, or on-the-go. Full features for admin are available on mobile devices. Web and mobile version sync instantly!

How Does It Work?

The Nutriinfo program includes two components to help health coaches or wellness staff provide simple health tools to members and manage them effectively.

- **My Nutriinfo for Individuals:** Your clients, members, or employees can self-monitor their weight, food, exercise, and other health info, and receive individualized plans and advice.
- **Admin Pages for Health Coaches or Group Staff:** You can monitor members' progress, view analysis, measure the results, and communicate with them in an efficient way.

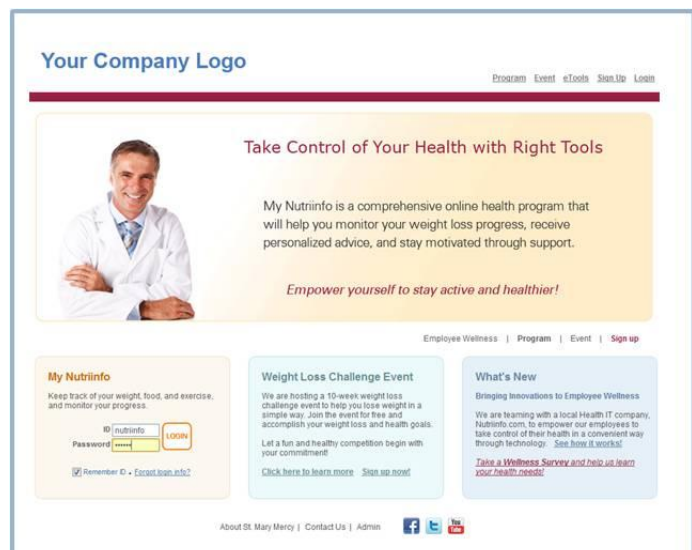


Active engagement through interactive communication, support, and inspiration will help people achieve their health and wellness goals.

Customization

Customize the program to meet your group's unique needs. With the customization, your individuals may login from the customized site with your logo on the program.

We make it easy for you to get your site up and running quickly, and without a hassle. We maintain and update the site to suit your group's ever-changing needs.



Getting Started

Once you have licensed the program, you can provide your individuals with memberships to My Nutriinfo program. We'll provide you with all the instructions and support to get you started.

Logging In As an Admin

With customization, your members can sign-up and login from this customized gateway page. To login as an admin, click **Admin Login**. The *Secure Admin Login* page will open. Type in your login info, and click **Login**.

Group Activation Code for Your Member Registration

Your clients will need your group's activation code to sign-up for the Nutriinfo program. Provide the activation code to your members and help them start managing their health!

Use the template that you received in the group registration welcome email from Nutriinfo.com. This code can also be found under the *Group Info* tab of the admin page. Below is an example of the template email that you can use. You may copy and paste or revise the following:

Template email

To help you manage your weight and improve your health in a simple way, we're providing the Nutriinfo online weight and health management program. It's so simple and easy to sign up.

1. Simply go to: www.nutriinfo.com/login (replace it with your own link)
2. Enter our group's activation code, N1035, under the "New Member: Account Activation" section.
3. Enter your information, and set up your user ID and password.

Activate your account today and start developing a healthy lifestyle!

Once your clients sign-up with the activation code, they will be listed on your admin page.

[Login to Your Admin and Start Managing Your Members in a Whole New Way!](#)

MY NUTRIINFO

Key Admin Features

Member Management

Health Info Section: Overview

The **Health Info** page allows admin to quickly review member information. It shows members' profile, weight loss progress, and all calorie analyses based on the information they have entered. Admin can also manage members in various ways from this page.

Member Health Info

View diet progress of your members below. Click name of the member to view the progress in detail. You may search members by categories shown below. When messages are posted by your member, an alert icon will be posted next to your user's name. Click on the icon to view the messages.

Member Status: Member Status Name ID Gender Weight loss Exercise Login Points

Member Status: Active Members Search View all

View members by sign-up dates: Month Year

Total Wt. Changer: -57 lbs Total Ex. Time: 15,472 min View by: 50

You may register your members. Select your member(s), and click on the link below to send email, provide your coaching, or manage them.

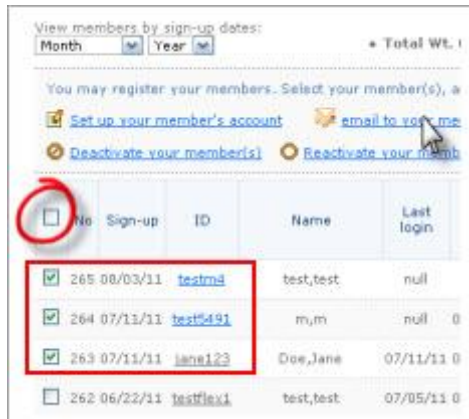
[Set up your member's account](#)
[email to your member\(s\)](#)
[Send advice to your member\(s\)](#)
[Assign your member\(s\) with your staff](#)
[Deactivate your member\(s\)](#)
[Reactivate your member\(s\)](#)

	Sign-up	ID	Name	Last login	Last advice	Age	Gender	Ht. ft.in	Act. level	Cal. bgt.	BMI	Weight Info (Start ~)				Exercise			Login days	Pts	Dis. St.	Staff			
												Start	Now	Total WC	Total WC (%)	Goal	Food (days)	Time	Days						
<input type="checkbox"/>	265	07/11/11	test5491	m,m	null	07/15/11	24	F	0.0	0	null	0	0	0	0	0	0	0	0	0	0	0	A	dmsub2	
<input checked="" type="checkbox"/>	264	07/11/11	jane123	Doe,Jane	07/11/11	07/15/11	21	F	5.0	S	1800	39.1	200	200	0	0	190	0	0	0	1	2	A	dmsub2	
<input checked="" type="checkbox"/>	263	06/22/11	testfile1	test,test	07/05/11	07/15/11	61	F	5.0	L	1600	31.3	160	160	0	0	152	0	0	0	2	4	D	A	dmsub2
<input checked="" type="checkbox"/>	262	04/13/11	nutriinfo4	Patrick	04/13/11	07/15/11	51	M	5.7	L	2100	27.5	175	175	0	0	166	0	0	0	1	2	A	dietmanager3	
<input checked="" type="checkbox"/>	261	04/01/09	nutriinfo3	Nutriinfo,Test User	07/29/11	07/21/11	41	F	5.6	S	1300	25.9	130	160	+30	+23%	200	76	5262	74	354	51360	D H HT	A	dm3sub1
<input type="checkbox"/>	260	04/01/09	nutriinfo195	Nutriinfo195,test195	null	07/15/11	41	F	5.6	S	1300	21	130	130	0	0	140	0	0	0	0	0	D H HT	A	dm3sub1

- Search:** Sort or select your members based on member status, name, ID, gender, weight loss, exercise, login, and points.
- View members:** Choose how many members you would like to view at one time.
- Member management tools:** Select members and click on the appropriate link to set up your member's account, email your member(s), send advice to your member(s), assign staff to your member(s), and deactivate/reactivate member accounts.
- Member summary table:** This table shows all your members' data for your quick review.
- Member health info details:** Click on a member ID to view his or her progress, health logs, and other detailed information.

Member Management Tools: Send email to member(s)

You can send email to all your members at once or a few members only in an individualized way.



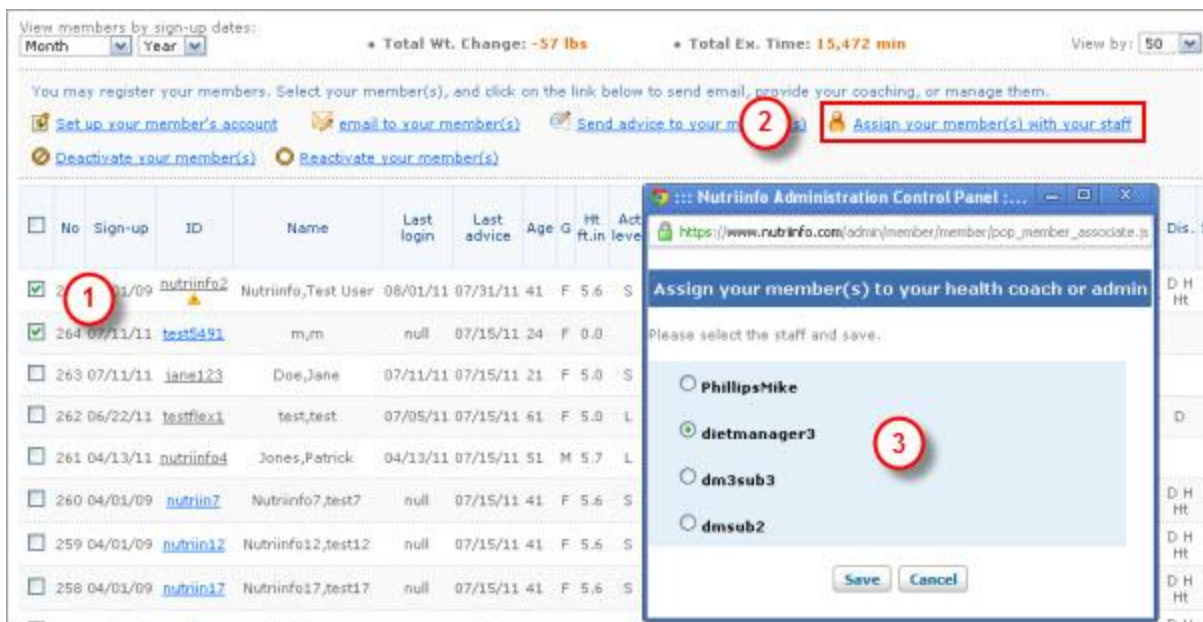
To all members: To select all of your members at once, check the box in the first header row. This will allow you to manage all members at once, such as sending out personalized bulk email or advice. After selecting all members, click on an appropriate icon to send email or advice.

To a few members: Click on the boxes for corresponding members, and click on “*email to member(s)*” link.

Member Management Tools: Assigning Staff to Members

You can assign specific staff to members from the Health Info page.

1. Select the member(s) you want to assign staff to.
2. Click on the **Assign your member(s) with your staff** link.
3. Select the staff ID and click **Save**. Only staff members that have access to health information can be selected here. You can add staff or adjust viewing settings for staff under *Group Info* and *Staff List*. See more information under the Group Info section of this manual.





Individual Member Information

You can access your member's data by clicking on a user ID. General information of that member is displayed on top.

Health Info > View: nutriinfo2

View member's diet progress, health logs, general info, and monthly summary of progress and site use activities by clicking each tab. You may also send your member your personal advice by clicking "Info & Advice" tab below. Click on the icon located next to user's name to send an email.

Type	Group (Nutrition N You)	Start Date	04/01/2009
Name	Nutriinfo, Test User NA	ID	nutriinfo2
Photo		email	dietmanager@gmail.com 
Birth Date	January 11, 1970	Location	Pittsburgh
Group ID	<input type="text" value="549"/> <input type="button" value="Save"/>	Health Coach	h, m

Information on Member's Diet Plan Settings Healthy weight based on user's height and gender: 130 lbs (range: 117 ~ 143 lbs)

Age / Gender	41 / Female	Height	5 foot 6 inch
Start weight	130 lbs (BMI = 21, Normal Weight)	Goal weight	200 lbs (BMI = 32.3, Obesity) Purpose: Weigh loss
Current weight	160 lbs (BMI = 25.9, Overweight)	Weight change	+30 lbs since 04/01/2009
Activity level	Sedentary	Disease status	*Diabetes *Heart disease *Hypertension
Diet preferences	It has not been set.	Support options	It has not been set.

Below the member's general information, you can see member's health information:

- **Diet Progress:** View member information related to diet.
- **Health Logs:** View member information related to health indicators.
- **Advice & Note:** Send advice or view a history of your communication with the member.
- **Summary:** View overall member's progress in a point system.

Diet Progress

You can view specific diet information under the **Diet Progress** tab.

1. View journal entries the user shared.
2. View a summary of calorie intake and consumption information.
3. You can send advice or email to your member. You can also print or save the data.
4. View Energy Balance information. You can view a summary of food intake and exercise-burned calories, and a breakdown analysis of carbohydrate, protein, and fat distribution. You can view specific food items and exercise activities the user logged by clicking on the **total calorie value** under the **Food (In)** and **Exercise (Out)** columns.

Diets progress | Health logs | Advice & Note | Summary | All | 2011

Journal Entries
User's journal entries will be seen here when he or she shares the entries with you.

Date	Contents
No Journal entries shared.	

Summary of Calorie Intake and Consumption

Calorie budget	1,100 kcal (based on weight loss goal of 8.0 lbs/month and Basal Metabolic Rate value entered by the user: 1469)	Energy balance	Total: -53,540 Kcal (is equal to - 15.3 lbs)
Daily food intake	978 kcal/day (Average based on 103 days of logging) Avg % of CHO:Prot:Fat = 42%:27%:31%	Exercise	Total: 1,590 min over 54 days

Caloric distribution of macronutrients
Nutriinfo provides recommendations for carb (~50 %), protein (~20%), and fat (below 30%). You may enter your own % values to provide your recommendations to this individual.

Carb % + Protein % + Fat % =

Energy Balance Info
Click on food or exercise calories to view its details.

Date	Weight	Waist	Hip	Water	Calorie calculation for				Macronutrient caloric distribution		
					Food (In)	Exercise (Out)	In - Out	Energy balance	CHO	Protein	Fat
06/16/11	182.6 lbs	33 inch	41 inch	8	1,177 kcal	0 kcal	1,177 kcal	77 kcal	35% (109g)	35% (100g)	30% (39g)
06/15/11	183.6 lbs	33 inch	41 inch	6	1,205 kcal	0 kcal	1,205 kcal	105 kcal	43% (132g)	27% (78g)	30% (41g)
06/14/11	185 lbs	33 inch	41 inch	2 cup(s)	1,095 kcal	0 kcal	1,095 kcal	-5 kcal	41% (116g)	29% (77g)	30% (35g)
06/13/11	183.2 lbs	33 inch	41 inch		0 kcal	0 kcal	0 kcal	-1,100 kcal	0% (0g)	0% (0g)	0% (0g)
06/12/11	183.6 lbs	33 inch	41 inch		0 kcal	0 kcal	0 kcal	-1,100 kcal	0% (0g)	0% (0g)	0% (0g)
06/11/11	183 lbs	33 inch	41 inch		0 kcal	0 kcal	0 kcal	-1,100 kcal	0% (0g)	0% (0g)	0% (0g)
06/10/11	184.6 lbs	33 inch	41 inch	4 cup(s)	649 kcal	0 kcal	649 kcal	-451 kcal	41% (69g)	31% (48g)	28% (19g)
06/09/11	185.8 lbs	33 inch	41 inch	6 cup(s)	1,138 kcal	0 kcal	1,138 kcal	38 kcal	49% (146g)	30% (82g)	21% (25g)

When you click on the **total food calorie value (4)**, you can see detailed information about food items and a calorie analysis. You can view records for 1, 3, or 7 days at a time. You can also see a weekly average. Click the icons on the right to send advice or email, print, or save.

Food Intake Report | CLOSE

Food data logged on: 04/04/2011

Show the past days | Avg daily caloric intake = 1383 Calories (Avg CHO:Protein:Fat = 42%:34%:24%)

View food intake: | Send advice, email, print, or save by clicking on the corresponding icons on the right.

04/04/2011	Food	Amount	Food Intake Calories	Macronutrient Caloric Distribution		
				CHO	Protein	Fat
Breakfast	Beverages, Coffee (cream, sugar), 10 oz	1 Cup	75	51% (9g)	7% (1g)	42% (4g)
	Kraft Post (cereals), Honey Bunches of Oats (all types)	1 cup	166	78% (33g)	7% (3g)	15% (3g)
	Muffins, Blueberry	5 Muffin	165	66% (28g)	5% (2g)	29% (6g)
	Breakfast sub total		406 (29%)	68% (78g)	6% (6g)	26% (13g)
Lunch	Apples, Fresh with skin	1 cup, slices	57	96% (15g)	2% (0g)	2% (0g)
	Coleslaw, Homemade	1.5 cup	123	63% (22g)	7% (2g)	30% (5g)
	Salads, Vegetable Salad No Dressing with Turkey & Ham	.66 cup	118	7% (2g)	39% (11g)	54% (7g)
	YoPlat, Original, Fruit Flavor	1 Container	170	3% (2g)	72% (33g)	25% (5g)
Lunch sub total		468 (34%)	31% (41g)	38% (46g)	31% (17g)	
Dinner	Carrots, Frozen - Cooked	.25 cup, sliced	14	81% (3g)	7% (0g)	12% (0g)
	Cauliflower, Frozen - Cooked	.25 cup	9	58% (2g)	23% (1g)	19% (0g)
	Chicken-Breast/Drum, Breast Meat - Fried (Meat Only)	1 breast	322	1% (1g)	75% (58g)	24% (8g)
	Corn, White/Yellow - Frozen Cooked	.25 cup	33	85% (8g)	12% (1g)	3% (0g)
	Pea Pods, Frozen	.25 package	30	67% (5g)	27% (2g)	6% (0g)
	Rice, White - Long Grain Cooked	.5 cup	103	89% (22g)	9% (2g)	2% (0g)
Dinner sub total		509 (37%)	31% (41g)	52% (64g)	17% (8g)	
Snack	No entries found					
Snack sub total						
Total			1,383	42% (152g)	34% (116g)	24% (38g)

Health Logs

You can view a history of logged health indicators such as blood sugar, blood cholesterol, blood pressure, and menstrual period. Click on the **Date** to view details about the foods consumed.

History of Health Indicator Readings
User's logged information will be shown when the "Health Log" is set up and data were entered.

Blood Sugar				Blood Cholesterol				Blood Pressure			
Date	Meal time	Blood Sugar		Date	TG	Blood Cholesterol			Date	Blood Pressure	
		Before	After			Total	HDL	LDL		Systolic	Diastolic
07/07/11	Breakfast	90	120	06/19/11	0	139	0	0	06/19/11	120	90
06/19/11	Breakfast	120	No data	06/07/10	0	190	45	145	01/05/11	120	80
05/31/11	Breakfast	120	180	06/06/10	0	192	48	144	06/07/10	120	80
05/24/11	Breakfast	90	240	06/03/10	0	195	40	155	06/05/10	118	79
04/01/11	Breakfast	122	135	06/02/10	0	196	43	150	06/03/10	115	80
03/07/11	Breakfast	150	190						06/02/10	125	75
03/04/11	Breakfast	110	125								

Advice & Note

You can send advice to your member or leave a note about the member for your record. All your communications with your members are saved on this page for future reference. Unread messages from your member will be highlighted in yellow. You can click the **Reply** button to send a reply.

Advice & Note
Send your personal advice or make a note about your member. Your member will receive an email notification after you post your advice or reply. If you'd like to make a note for yourself or other staff, select the "Note for you or other staff" below.

Advice to your member Note for you or other staff (select a date if you'd like to make notes for the specific date :)

Enter your advice or note

Date	Advice or notes	Content type	Posted by	Replies/Questions from client	Delete
07/21/11	test	Advice	nutriinfo	07/21/11 test to dm3sub1	<input type="button" value="Delete"/>
07/15/11	test	Advice	dietmanager3		<input type="button" value="Delete"/>
07/07/11	test	Advice	dietmanager3	07/07/11 test	<input type="button" value="Delete"/>
07/07/11	test	Note for the staff	dietmanager3		<input type="button" value="Delete"/>
06/30/11				123123 <input type="button" value="Reply"/>	<input type="button" value="Delete"/>

Summary

You can view a total summary of the user’s diet progress and activities.

Month	Weight Change (lbs)	Food (days)	Exercise		Login Activity (days)	Message Postings	Total Points
			Logging days (total)	Total time (min)			
July	0	0	0	0	1	0	2
June	.2	5	2	90	7	0	679
May	-1.4	14	5	155	17	0	1039
April	-2.8	10	8	205	12	0	1589
March	-5.2	26	15	375	27	0	1579
February	-8.4	28	18	570	28	0	1891
January	-6.6	20	6	195	20	0	1270
Total	-24.2	103	54	1590	112	0	8049

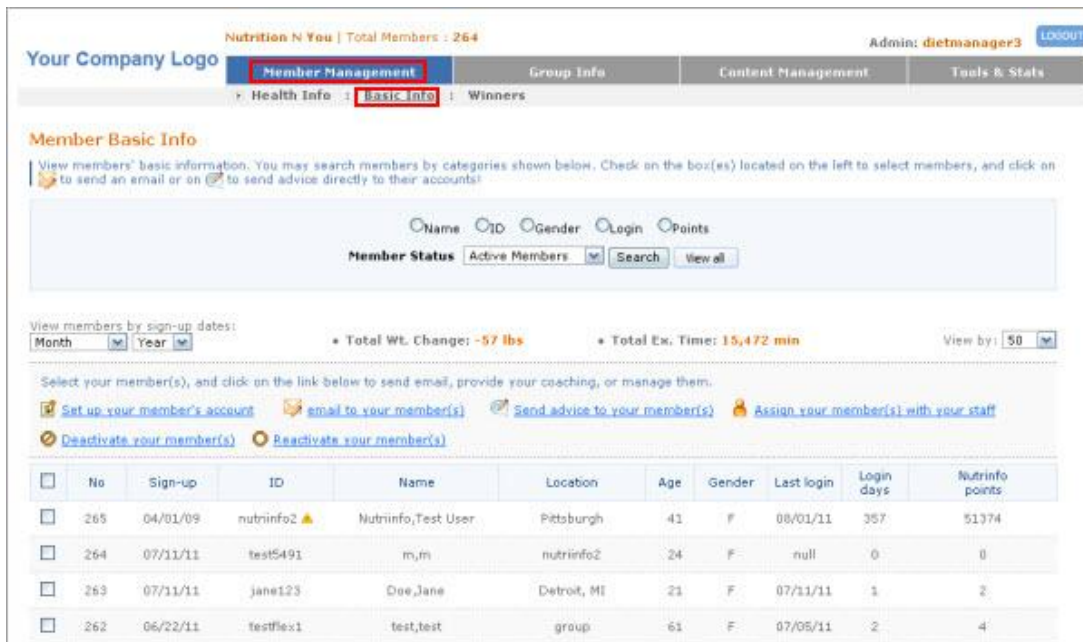
Points are provided to users based on their diet efforts, i.e. weight loss, food logging, exercise activity, and program use by login activity. When your group has a community section at your customized site, points will be provided to users who post messages on the board to encourage their participation and engagement. See below for details about the point system.

Activity	Amount	Points
Weight	1 lb	100
Food log (days)	1 day	10
Exercise	1 day	5
	10 min	5
Login (days)	1 day	2
Message posting	1 posting	2

Note: 1 login /1 day.

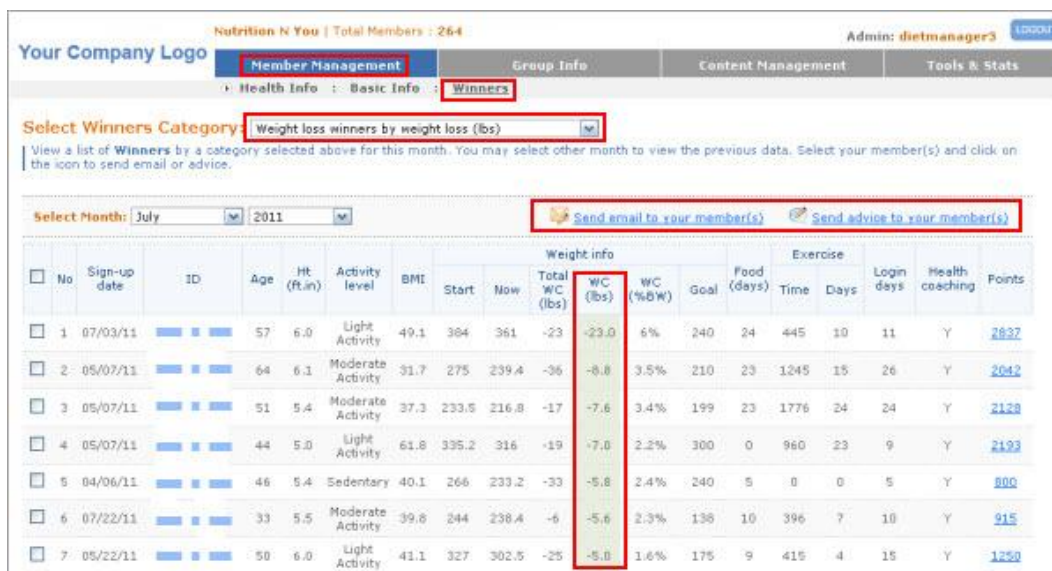
Basic Info: Overview

The **Basic Info** page includes your members' basic info only. Since this page does not include any health information, it can be open to the admin staff for member management purpose only, i.e. checking new registrations or sending emails. You can adjust permission settings for the admin access under the **Group Info** tab and **Staff List**. See the section for details.



Winners: Overview

The **Winners** page displays top performers by weight loss (pound or % body weight), exercise, food logging, and login days. It will allow you to measure results in a simple way. Use the drop down list to view a list of winners by different categories.



Group Info

Group Info: Overview

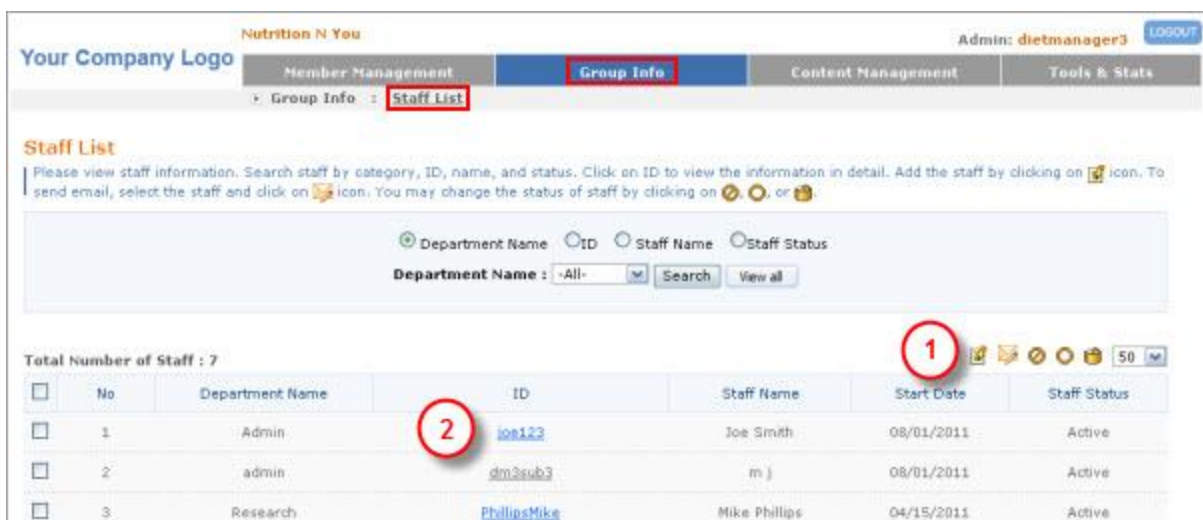
The **Group Info** page allows the admin to view group information. You can find the group's activation code here. Modify your group's information by clicking on the modify icon.



Staff List: Overview

The **Staff List** page displays staff information. You can manage your staff from this page.

1. Staff Management: You can create your staff by clicking on the registration icon (a note pad with a pencil). You can send email, inactivate, reactivate, or delete staff by clicking on the appropriate icon.
2. Click on the staff ID to view specific staff information and adjust any staff settings.



Registering Your Staff with Specific Permission

When you click on the **Registration** icon located at the top right corner of the **Staff List** page, a new window will open. Fill in the staff info and click **Save**.

The screenshot shows the 'Staff List > Registration' form. At the top, there's a navigation bar with 'Member Management', 'Group Info', 'Content Management', and 'Tools & Stats'. The 'Group Info' section is active, showing 'Staff List'. The form fields include:

- Department: Admin
- Staff Name: First name: Joe, Last name: Smith
- Staff ID for Admin Page: joe123 (Note: joe123 is available to use.)
- Staff Password for Admin Page: [masked]
- Retype Password: [masked]
- Staff's Phone: 111-222-3333
- Staff's e-mail: [empty]
- Staff's Address: [empty]
- Note: [empty text area]

 Buttons for 'Save' and 'Reset' are at the bottom left.

A popup window will open for your permission setting. Select the sections that you'd like to give your staff access to, and click **Save & email** or **Save**. With the following permission setting, your staff can view Member Management, Group Info, and Content Management sections on his or her admin page. If you would like to assign members to your staff (health coaches), you must give him or her access to the *Member Management* section.

The screenshot shows the 'Admin menu settings' form. It includes a 'List' button on the left and 'Save & email', 'Save', and 'Reset' buttons at the bottom right. The main content is a table of permissions for user 'joe123':

Navigation menus for joe123		
Member Management	Health Info	<input checked="" type="checkbox"/>
	Basic Info	<input checked="" type="checkbox"/>
	Winners	<input checked="" type="checkbox"/>
Group Info	Group Info	<input checked="" type="checkbox"/>
	Staff List	<input checked="" type="checkbox"/>
Content Management	Resources	<input checked="" type="checkbox"/>
	Events	<input checked="" type="checkbox"/>
Tools & Stats	email	<input type="checkbox"/>
	Stats	<input type="checkbox"/>

Manage Individual Staff

You can view specific staff information by clicking on his or her user ID. You may modify the information, delete the staff, or adjust permission settings by clicking on the appropriate icons on the top right corner.



The screenshot shows the 'Nutrition N You' admin interface. At the top, there is a navigation bar with 'Your Company Logo', 'Member Management', 'Group Info', 'Content Management', and 'Tools & Stats'. The 'Group Info' tab is active, and the 'Staff List' link is selected. Below the navigation, there is a breadcrumb trail: 'Staff List > View the staff's info'. A message states: 'Please view the information. Click on each icon to manage your staff or modify their information.' The staff information for 'Joe Smith' is displayed in a table. In the top right corner of the table, three icons (a wrench, a trash can, and a key) are highlighted with a red box, indicating management options. A 'List' button is located at the bottom left of the table.

• Staff Information: Joe Smith			
Start Date	August 01, 2011	Department	Admin
Staff Type	Group Main Admin	ID	joe123
Staff's e-mail		Staff's Phone	111-222-3333
Staff's Address		Note	test

Content Management

Resources

Contents posted on this board will be added to the **Resources** section of the My Nutriinfo program for *your members only*. Use this board to eliminate the hassle of printing! Click **Write** in the top right corner to add contents.

Your Company Logo Nutrition N You Admin: dietmanager3 LOGOUT

Member Management Group Info **Content Management** Tools & Stats

Resources : Events

Resources
 Contents posted on this board will be added at the "Resources" section of the program. The contents posted by the staff will be viewed by your members only. Click on "Write" to add contents. Click on title to view or modify contents. Check in the box(es) on the left to delete contents.

Total :40 All Search / 50 **Write** Delete

No	Title	Newsletter Types							Date
		Notes/Event	FAQ	Nutrition/Fitness	Diabetes	Heart disease	Hypertension		
<input type="checkbox"/> 40	test	N	N	Y	N	N	N	July 07, 2011	
<input type="checkbox"/> 39	TESTING 123	N	Y	Y	N	N	N	May 10, 2011	
<input type="checkbox"/> 38	test	Y	N	N	N	N	N	April 29, 2011	
<input type="checkbox"/> 37	test	Y	N	N	N	N	N	April 24, 2011	
<input type="checkbox"/> 36	test	N	N	Y	N	N	N	April 13, 2011	
<input type="checkbox"/> 35	food	N	N	Y	N	N	N	April 13, 2011	
<input type="checkbox"/> 34	test	Y	N	N	N	N	N	March 07, 2011	

A new window will open. Fill out the form and select the content type. You can select as many as you want. Click **Save**.

Your Company Logo Nutrition N You Admin: dietmanager3 LOGOUT

Member Management Group Info **Content Management** Tools & Stats

Resources : Events

Resources > Write
 Please enter contents below. To add contents for all members, please check on "Nutrition/Fitness". To add contents for members with specific disease(s), please check on disease type(s). Click on the Save button to save your entry. Click on the List button to go back to the list table.

Topic: Working Out

Content Type: Notes / Event FAQ Nutrition / Fitness Diabetes Heart disease Hypertension

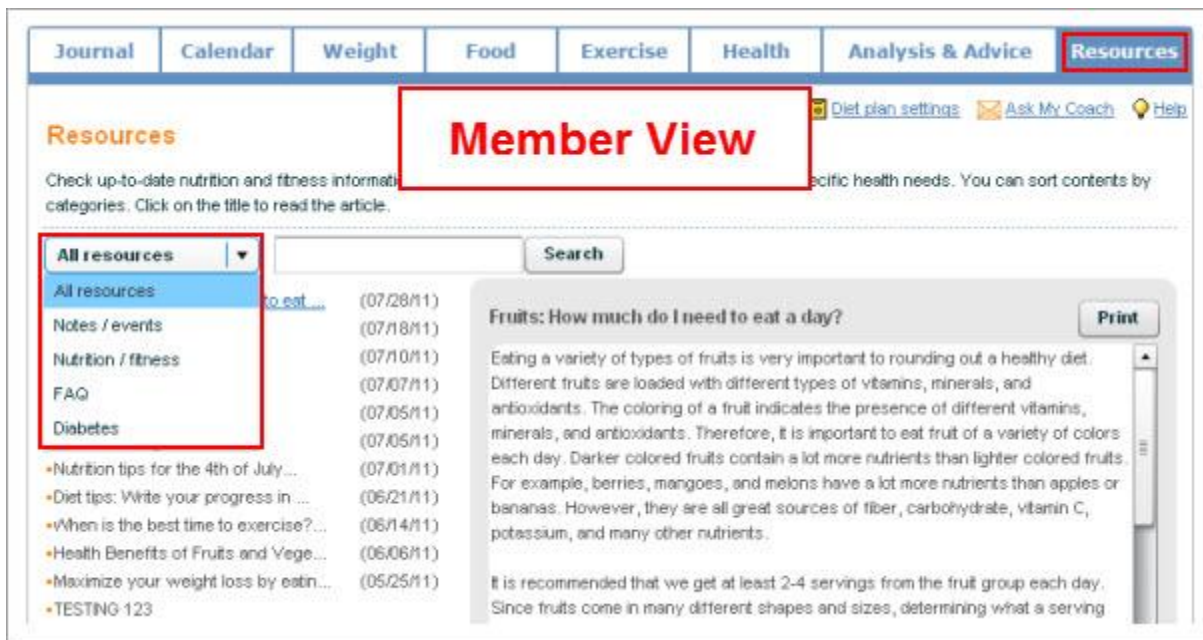
Contents: [Rich text editor area]

Schedule a date: 08/01/2011

List **Save** Reset

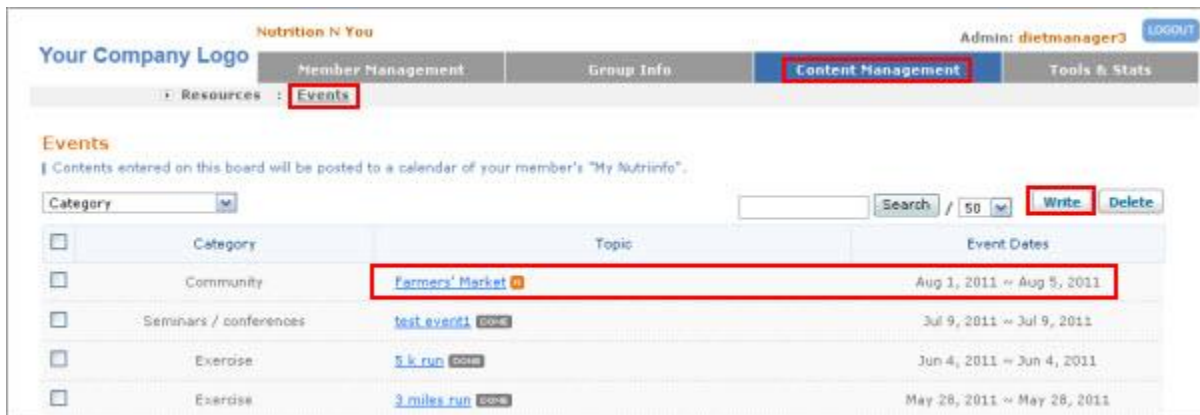
Where will it be displayed?

Members can access your posted contents in the **Resources** section of My Nutriinfo. This is a great way of disseminating your health resources or announcements in a simple way, saving your time and efforts. Encourage your members to check on the **Resources** section to stay informed and updated about health and your services.

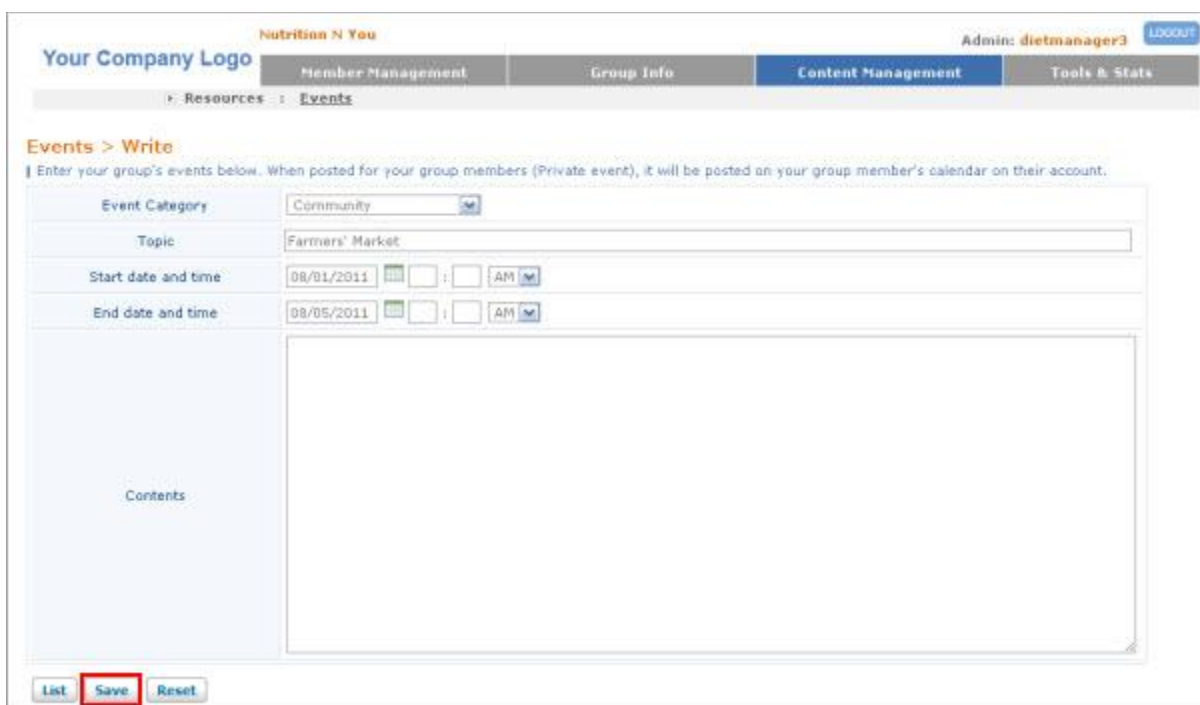


Events

Contents posted on this board will be added to the **Calendar** section of My Nutriinfo for *your members only*. This is a great way to promote your group events! Click **Write** in the top right corner to add contents.



A new window will open. Fill out the form and click **Save**.



Where will it be displayed?

The events will appear on the **Calendar** section of My Nutriinfo in orange background. Encourage your members to check on the calendar section for your group’s events, education sessions, or health screening services.



Tools & Stats

Email

You can send personalized email from the **Tools & Stats** tab. Enter the email address(es) and/or select *All Members*. Type the contents of the email. To personalize the email with the recipient's name, copy and paste Dear {*\$user_name*} into the email contents box. It will then list your member's first name in the email. Click **Send**.

The screenshot shows the 'Send email' interface within the 'Tools & Stats' tab. The navigation bar at the top includes 'Your Company Logo', 'Nutrition N You', and 'Admin: dietmanager3'. The 'Tools & Stats' tab is highlighted. Below the navigation bar, there is a sub-menu with 'email' and 'Stats'. The main content area is titled 'Send email' and contains the following elements:

- To:** A text input field for email addresses, with a checkbox for 'All members' selected.
- CC:** A text input field for email addresses.
- Subject:** A text input field containing 'Welcome!'.
- e-mail contents:** A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a text area containing 'Dear {*\$user_name*},'.

A 'Send' button is located at the bottom center of the form.

Stats

The **Stats** page shows aggregated statistics of members and their diet progress. You may view stats by percentage or actual number of people for each category.

Summary of Member Stats

View stats of all current members. Select "All members (All sign-ups)" to view stats of all registrants.

Select members:

- Total Members*: 264
- Nubinfo program users (People who set up Diet Plan Settings): 263 (100%) / Non-users: 1 (0%)

Age	Gender	Activity Level (Data from program users)
<ul style="list-style-type: none"> 1-10: 0 (0%) 11-17: 0 (0%) 18-30: 2 (1%) 31-40: 130 (49%) 41-50: 130 (49%) 51-60: 1 (0%) 61-above: 1 (0%) 	<ul style="list-style-type: none"> Female: 134 (51%) Male: 130 (49%) No Data: 0 (0%) 	<ul style="list-style-type: none"> Sedentary: 196 (75%) Light Activity: 67 (25%) Moderate Activity: 0 (0%) Active: 0 (0%) Very Active: 0 (0%)

Note: Activity data are obtained from program users only.

Click on each tab to view statistics by weight status, exercise amounts, login activities, or points.

- **Weight Status:** View group stats on weight such as start weight and BMI.
- **Exercise Info:** View group stats on exercise such as daily total time in minutes/day
- **Login & Points:** View group stats on login and points. You can view details about the point policy on the page as shown below.

My Points
CLOSE

Diet Progress | **Point Policy**

Accumulate points for your diet efforts and get recognized!

Each month, we will keep track of how much weight you lose and you will be awarded points for each pound that you lose. Exercise is just as important as actual weight loss, so we will reward you for that as well. Points will be awarded for the amount and frequency of exercise you performed. You will also be awarded points based on the number of times that you logged into the website.

Try to collect more points for recognition. Your group admin or health coach may reward you based on the points that you've earned. We'll help you stay motivated towards your weight loss goal.

Activity	Amount	Points
Weight	1 lb	100
Food log (days)	1 day	10
Exercise	1 day	5
	10 min	5
Log in	1 day	2
Postings	1 posting	2

Contact Information

We're dedicated to bringing innovations to health care services, improving the health of individuals and lowering health care costs.

If you have any questions regarding our program or services, contact us via email or phone. We provide unlimited support to help you provide the best tools and services to your members.

- **Web:** www.Nutriinfo.com
- **Address:** 41800 W. 11 Mile Road, Suite 202
Novi, MI 48375
- **Email:** support@nutriinfo.com
- **Phone:** 866-533-7172