



**American
Heart
Association** | **American
Stroke
Association®**

life is why™

Workplace Health Solutions

My Life Check® Basic – User Guide



AHA BUSINESS TECHNOLOGY

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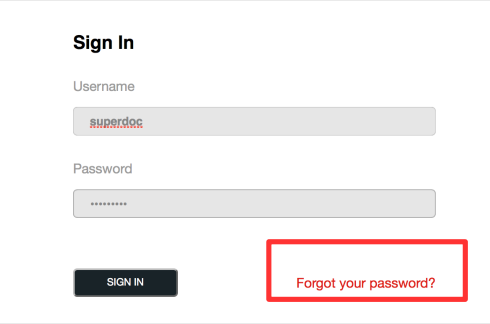
Sign In

Sign In to Workplace Health Solutions with the **Username** and **Password** you created when you set up your account.

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

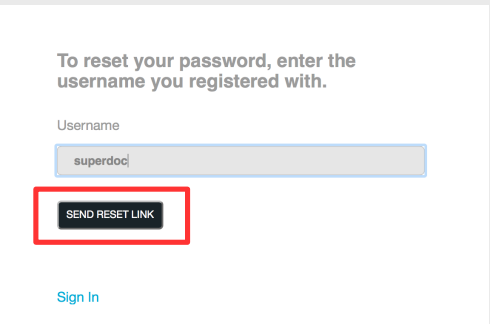
Password Reset Process

If you do not know your **Password** you may reset your **Password** via the account **Username**.

STEPS	SCREEN SHOTS
1. Click “ Forgot your password? ”	 <p>The screenshot shows a 'Sign In' form with fields for 'Username' (containing 'superdoc') and 'Password' (masked with dots). Below the fields are a 'SIGN IN' button and a 'Forgot your password?' link, which is highlighted with a red rectangular box.</p>

Sign In Screen

Continued

2. Enter your Username . 3. Click SEND RESET LINK button.	 <p>The screenshot shows a screen titled 'To reset your password, enter the username you registered with.' It has a 'Username' field containing 'superdoc'. Below the field is a 'SEND RESET LINK' button, highlighted with a red rectangular box. At the bottom left, there is a 'Sign In' link.</p>
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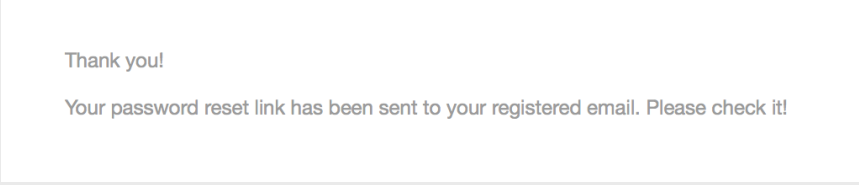
Reset Link Screen



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Continued

- 4. Check your email for the password reset link.
- 5. Click the password reset link in your email.

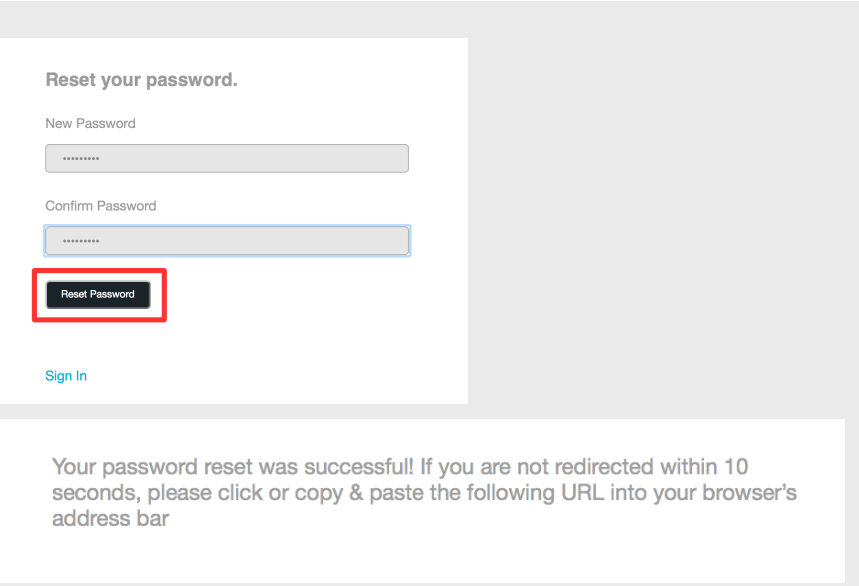


Confirmation

You will be directed to the **Password Reset** screen.

Continued

- 6. Enter **New Password**.
- 7. Enter **Confirm Password**.
- 8. Click **Reset Password** button.
- 9. You will receive confirmation of **Password Reset** before being redirected to **Sign In** screen.
- 10. Follow **Returning User Sign In** instructions.



Reset Your Password Screen & Confirmation

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Password Update Process

Once signed in, the user can update their password in the **Settings** screen.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. Enter your Username. 2. Enter your Password. 3. Click SIGN IN button. 	

Sign In Screen

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

Continued

<ol style="list-style-type: none"> 4. Click arrow to access Navigation menu. 5. Select Settings. 	
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Manage Accounts Screen

You will be directed to the **Settings** screen to update your **Password**.

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Continued

- 6. Enter **Username**.
- 7. Enter **Current password**.
- 8. Enter **New Password** that should include at least 7 characters and no more than 15, including at least one letter and one number.
- 9. Confirm **New Password**.
- 10. Click **SAVE** button.

The screenshot shows a settings form with the following elements:

- Username:** A text input field containing the text "superdoc".
- Current*:** A password input field with a yellow background and masked characters "*****".
- New*:** An empty password input field.
- Confirm New*:** An empty password input field.
- Instructions:** A note below the New* field stating: "Password should include at least 7 characters and no more than 15, including at least one letter and one number."
- Buttons:** Two buttons at the bottom: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular border.

Settings Screen

Continued

- 11. Click **OK** button on the **Confirmation** pop-up.

The screenshot shows a confirmation pop-up dialog box with the following elements:

- Header:** A red bar at the top with the text "Confirmation".
- Message:** The text "Your changes have been saved." centered in the white area.
- Button:** A black button with the text "OK" centered below the message. The button is highlighted with a red rectangular border.

Confirmation Pop-up

You will be redirected to the My Life Check® Dashboard screen.

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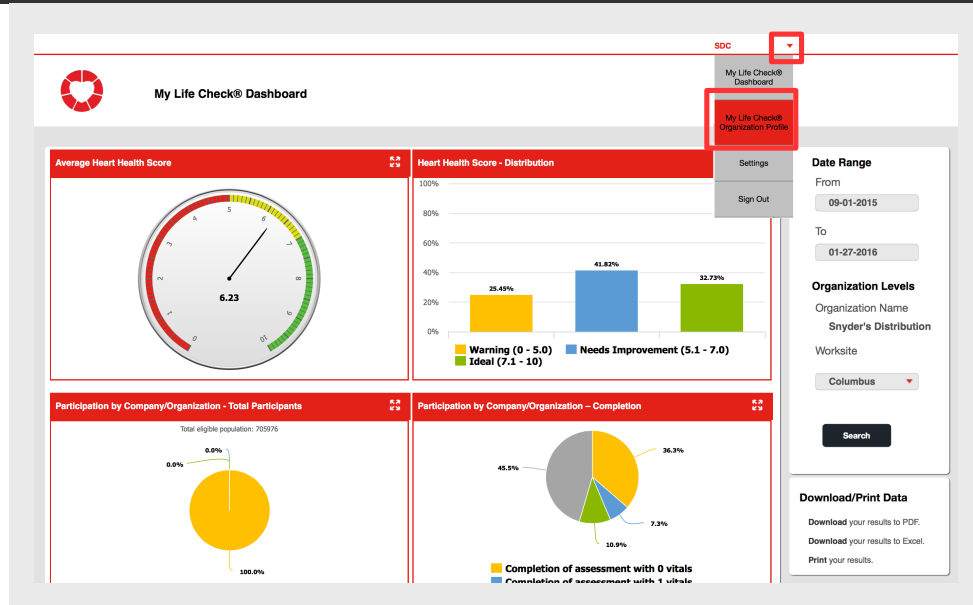
Organization Profile

View Organization Profile

STEPS

SCREEN SHOTS

1. Click arrow to access **Navigation** dropdown.
2. Select **My Life Check® Organization Profile**.



My Life Check® Dashboard Screen

You will be directed to the **View Profile** screen to **View** your profile with the option to **Edit**.

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Continued

3. View profile.

Organization Profile data is view only

SDC

View Profile

Edit Profile

Organization Information

Account ID
101147

Organization Code
SDC001

Organization Name
Snyder's Distribution

Number of Eligible Employees
500

Address Details

Country
United States

Address Line 1
123 Founders Ln.

Address Line 2

City
Columbus

State/Province/Region
Ohio

Zip/Postal Code/Postcode
43215

Reporting Levels

Level 1

Organization Name
Snyder's Distribution

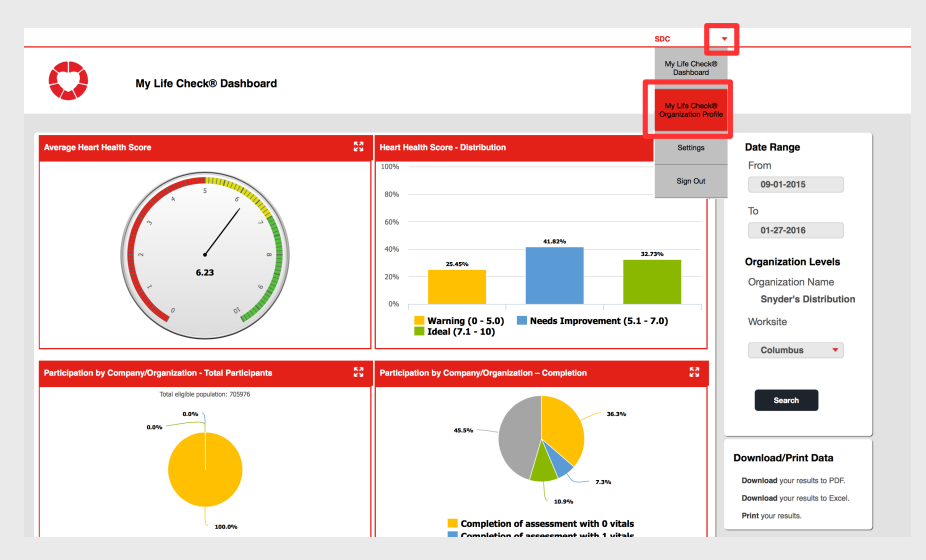
View Profile Screen

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Edit Organization Profile

STEPS SCREEN SHOTS

- 1. Click arrow to access **Navigation** menu.
- 2. Select **My Life Check® Organization Profile**.



My Life Check® Dashboard Screen

You will be directed to the **My Life Check® Organization Profile**.

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Continued

- 3. Click **Edit Profile** button to activate editable fields.
- 4. **Edit** editable fields as needed.
- 5. Click **Save** button.

The screenshot shows the 'Edit Profile' interface. At the top, there is a red-bordered button labeled 'Edit Profile'. Below it is the 'Organization Information' section with fields for Account ID (101147), Organization Code (SDC001), Organization Name (Snyder's Distribution), and Number of Eligible Employees* (500). A blue callout box points to the 'Number of Eligible Employees' field with the text 'Number of Eligible Employees is editable'. The 'Address Details' section includes fields for Country* (United States), Address Line 1* (123 Founders Ln.), Address Line 2, City* (Columbus), State/Province/Region* (Ohio), and Zip/Postal Code/Postcode* (43215). A blue callout box points to the entire 'Address Details' section with the text 'All Address Details are editable'. The 'Reporting Levels' section shows 'Level 1' with Organization Name (Snyder's Distribution). A blue callout box points to this section with the text 'Reporting Levels are not editable'. At the bottom, there are two buttons: 'Save' (red-bordered) and 'Close'.

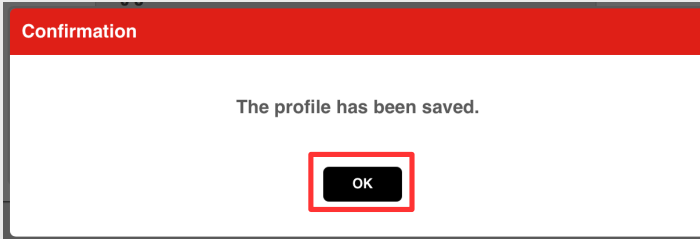
Edit Profile Screen



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Continued

6. Click **OK** button on **Confirmation** pop-up.



Confirmation Pop-up

You will be returned to the **View Profile** screen.

MORE INFO

Tip: While in the **Edit Profile** screen, if you click on the **Close** button, you will get the following message “Your changes have not been saved, are you sure you want to leave this page?”

If you click the **No** button, you will remain on the **Edit Profile** screen.

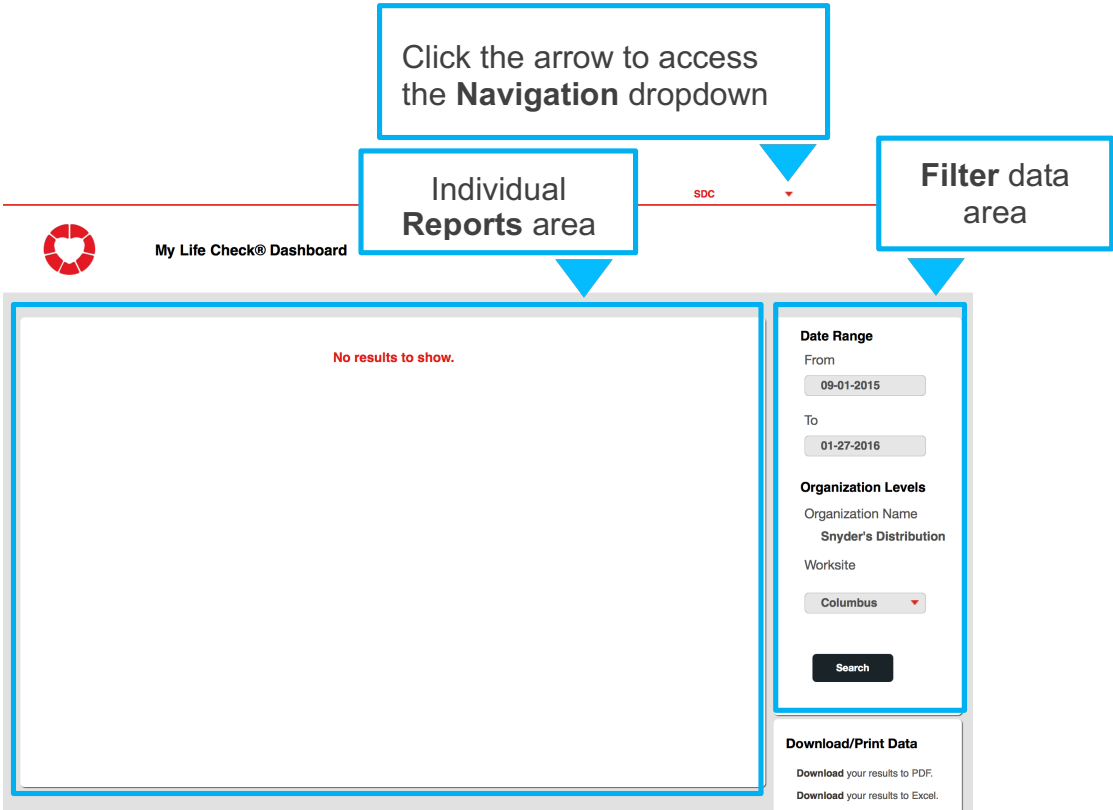
If you click the **Yes** button, you will be redirected to the **My Life Check® Dashboard** screen, and your changes will not be saved.



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My Life Check® Dashboard

The **My Life Check® Dashboard** will not display results until employees register for and complete the My Life Check® Health Assessment.



My Life Check® Dashboard Screen

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The My Life Check® Dashboard contains the Reports that can filtered on a date range and/or on reporting levels defined in the organization profile. You will be able to View, Filter, Export and Print reports that are updated upon page load.

The screenshot shows the My Life Check® Dashboard interface. At the top left is the logo and the text 'My Life Check® Dashboard'. The main content area is divided into four quadrants:

- Top Left:** 'Average Heart Health Score' featuring a circular gauge with a needle pointing to 6.23.
- Top Right:** 'Heart Health Score - Distribution' showing a bar chart with three categories: Warning (0 - 5.0) at 25.45%, Needs Improvement (5.1 - 7.0) at 41.82%, and Ideal (7.1 - 10) at 32.73%.
- Bottom Left:** 'Participation by Company/Organization - Total Participants' showing a pie chart with 0.0% and 100.0% segments.
- Bottom Right:** 'Participation by Company/Organization - Completion' showing a pie chart with segments for 45.5% and 36.3%.

On the right side, there is a 'Filter data' panel with the following sections:

- Date Range:** From 09-01-2015 to 01-27-2016.
- Organization Levels:** Organization Name: Snyder's Distribution; Worksite: Columbus.
- Download/Print Data:** Download your results to PDF, Download your results to Excel, Print your results.

Callouts with arrows point to various elements: 'Organization Reports' points to the top navigation bar; 'Organization Name' points to the 'Snyder's Distribution' text; 'Filter data' points to the filter panel; and 'Download/Print data' points to the bottom right of the dashboard.

My Life Check® Dashboard Screen

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Reports

VIEW

From the **My Life Check® Dashboard** screen, you can enlarge the view of a specific report.

STEPS	SCREEN SHOTS
1. Click Expand icon to expand report.	<p>The screenshot shows a dashboard with four main components:</p> <ul style="list-style-type: none"> Average Heart Health Score: A gauge chart showing a score of 6.42. A red box highlights the expand icon in the top right corner. Heart Health Score - Distribution: A bar chart showing the distribution of scores across three categories: Warning (0 - 5.0) at 30.00%, Needs Improvement (5.1 - 7.0) at 20.00%, and Ideal (7.1 - 10) at 50.00%. Participation by Company/Organization - Total Participants: A summary bar showing a total eligible population of 15. Participation by Company/Organization - Completion: A summary bar showing completion status.

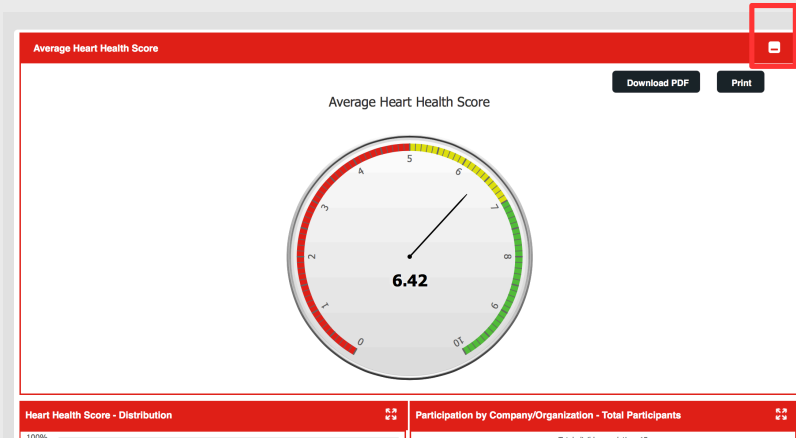
My Life Check® Dashboard Screen

The report will **Expand** to the full width of the reports area.

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Continued

- 2. Click **Minimize** icon to resize report to original scale.



My Life Check® Dashboard Screen

The report will return to original position and scale.

MORE INFO

Tip: While report is expanded, you can click the **Download PDF** button or the **Print** button to download a PDF or print the report.

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FILTERS

You can filter on a **Date Range** and/or on **Organization Levels**.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. To Filter by Date Range, click in From text box to access the calendar dropdown and select a date. 2. Next, click in To text box to access the calendar dropdown and select a date. 3. To Filter by Worksite, click on the red arrow to access the dropdown list. 4. Click Search button. 	

My Life Check® Dashboard Screen

Filter Results will be reflected in the dashboard.

Multiple Worksites

Tip: If your Organization has multiple Worksites and your Worksite is the Headquarters, then you can view a rolled-up dashboard that will include Worksites within your organization, by filtering on '**Organization Name**'.



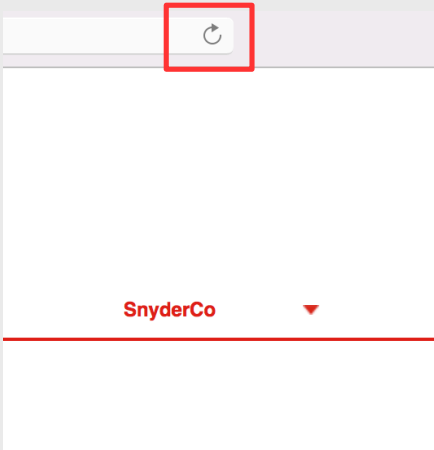
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MORE INFO

Tip: If your search yields **No results to show**, remove/reduce filters or expand **Date Range** and click **Search** button.

Continued

5. Click **Reload** icon in browser window to **Reset Filters** to default.



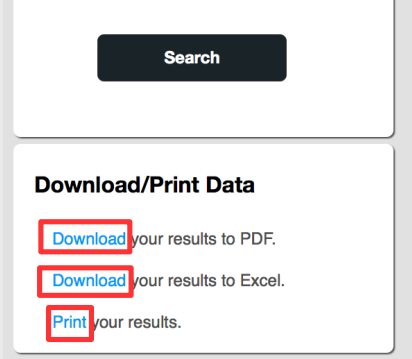
My Life Check® Dashboard Screen

The **My Life Check® Dashboard** screen will display default settings.

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EXPORT/ DOWNLOAD/ PRINT

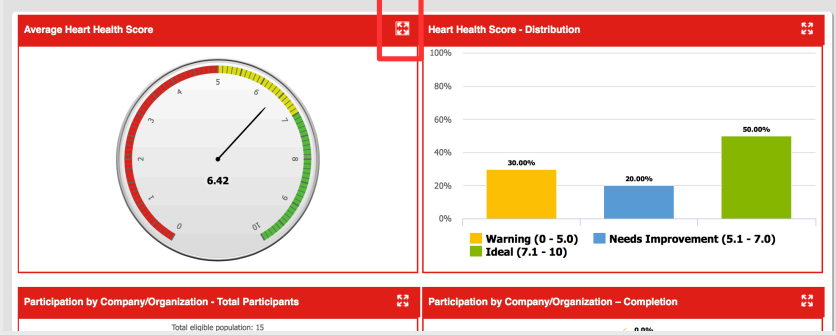
You can **Export** the raw data to Excel and also **Print/Save** the reports to PDF.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. Click Download to download results to PDF. 2. Click Download to download results to Excel. 3. Click Print to print your results. 	

My Life Check® Dashboard Screen

From the **My Life Check® Dashboard** screen, the organization administrator may also **Download/Print** a single report.

Continued

<ol style="list-style-type: none"> 4. Click Expand icon to expand report. 	
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My Life Check® Dashboard Screen

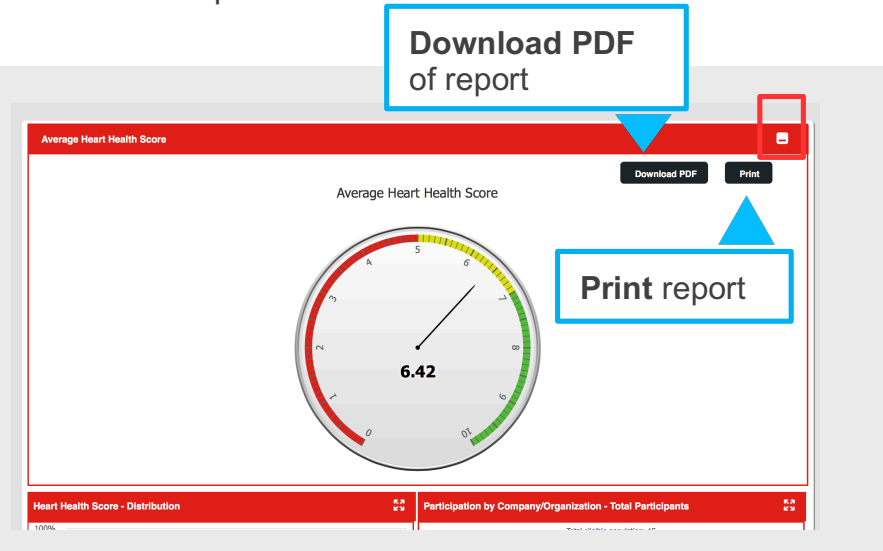


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The report will **Expand** to the full width of the reports area.

Continued

5. Click **Download PDF** to download a PDF.
6. Click **Print** to print report.
7. Click **Minimize** icon to resize report to original scale.



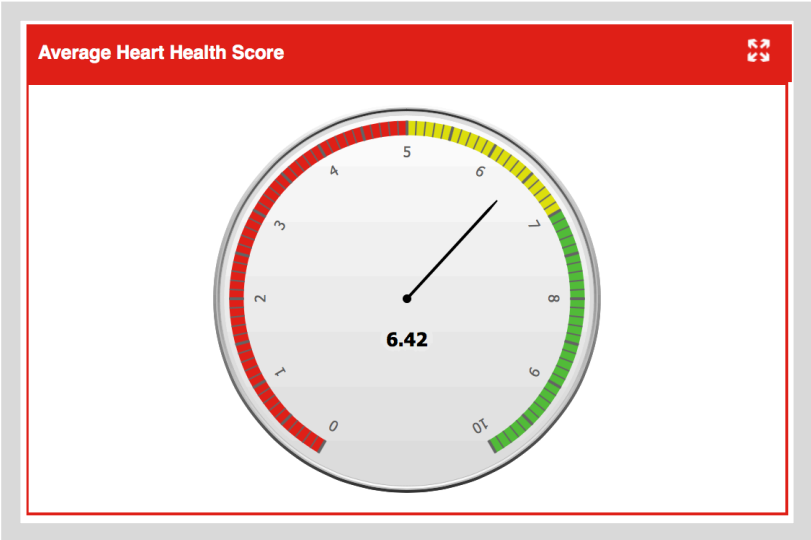
My Life Check® Dashboard Screen

The report will **Return** to original position and scale.

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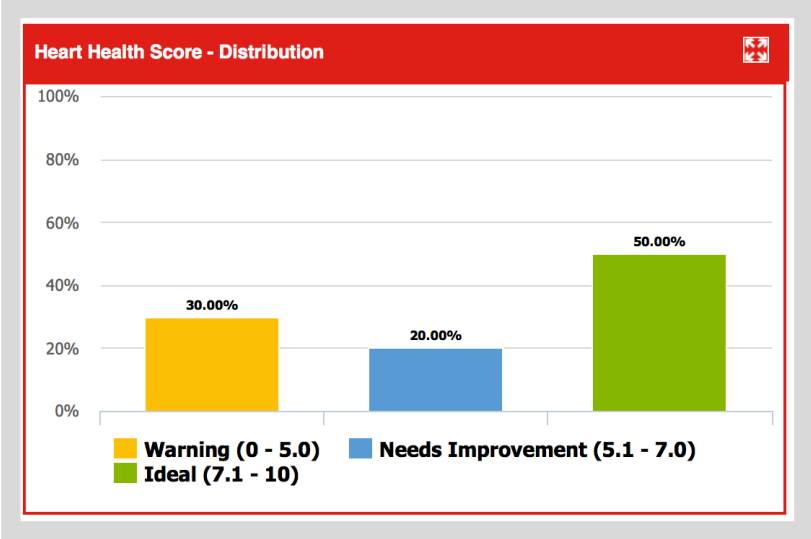
AVERAGE HEART HEALTH SCORE

This report shows the average score of all participants who received a Heart Health Score, regardless of whether or not they included vitals.



HEART HEALTH SCORE – DISTRIBUTION

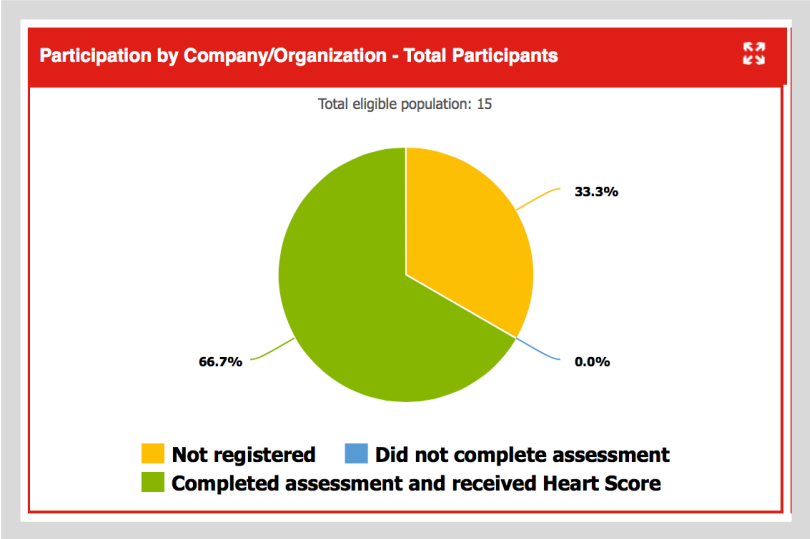
This report shows the percentage of all participants who received a Heart Health score, regardless of whether or not they included vitals. Participants are broken down into three categories, “Warning”, “Needs Improvement” and “Ideal”.



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PARTICIPATION BY COMPANY/ORGANIZATION – TOTAL PARTICIPANTS

This report shows the percentage of all participants compared to the total eligible population. Participants are broken down into three groups: those who did not register, those who registered but did not complete the assessment, and those who registered and received a Heart Health Score, regardless of whether or not they included vitals.



PARTICIPATION BY COMPANY/ORGANIZATION – COMPLETION

This report shows the breakdown of how complete the vitals data is among participants who completed the assessment and received a Heart Health Score.

