

Fizika*flex* Launch Guide

Community Administrator

Step #1: Confirm Your Details

Your Fizika*flex* administrator account is created in collaboration with the Fizikaflex Product Manager.

To begin, confirm your details by finding the page below, which is accessible via email.

Confirm your Details

Please make sure your info is up-to-date.

First name	Last name
<input type="text" value="Susan"/>	<input type="text" value="Gunders"/>
Email address	Phone number
<input type="text" value="susangunders@gmail.com"/>	<input type="text" value="1 (537) 351-1888"/>
Contact Preference	
<input type="button" value="Phone"/> <input checked="" type="button" value="Email"/> <input type="button" value="Either"/>	

CONTINUE →

Step #2: Create a Password

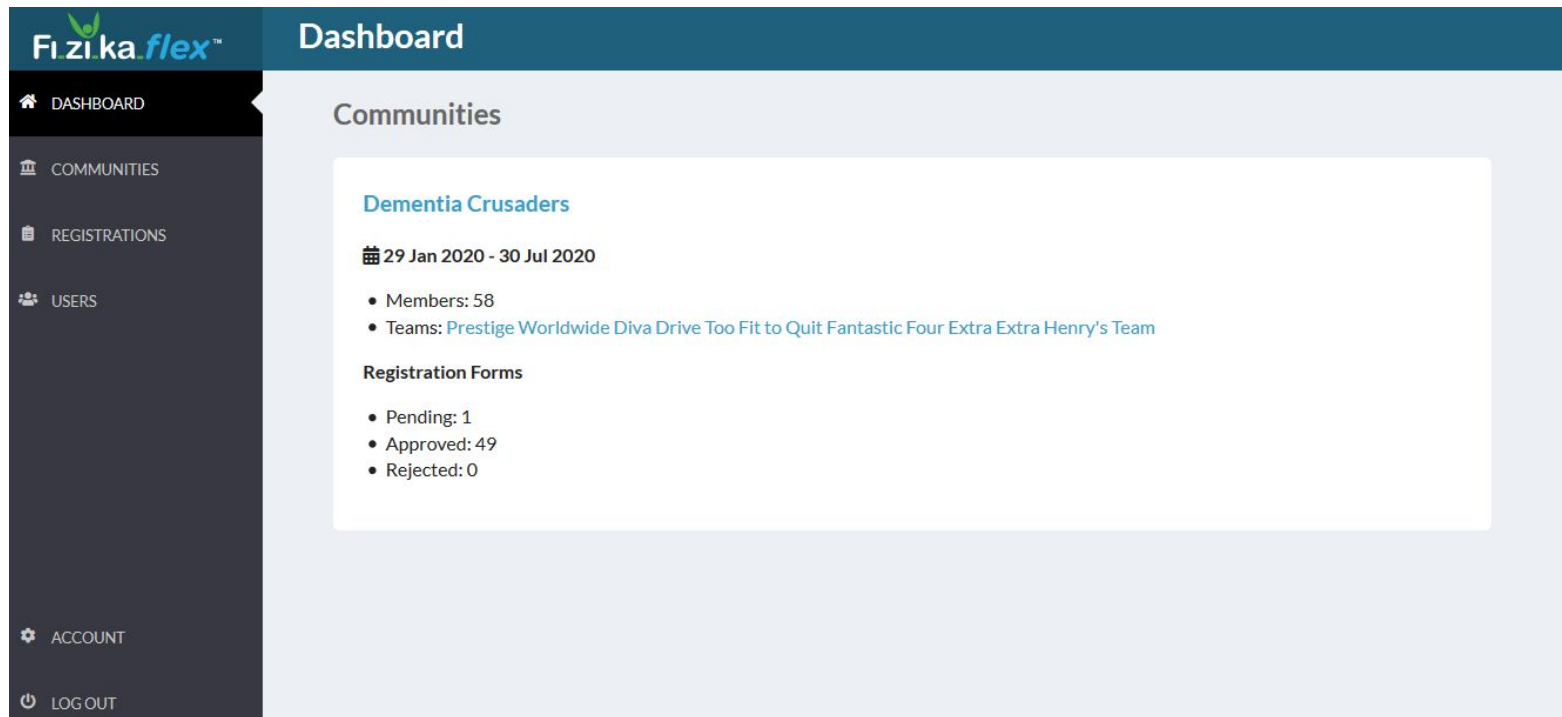
Please create a password unique to Fizikaflex. Write it down for future use and do not share it with anybody else.

Create your Password

Glad we found you! Now let's create a password for your account.

[← BACK](#)[CONTINUE →](#)

Step #3: Become Familiar with the Dashboard



The screenshot displays the Fizi.ka.flex Dashboard. The left sidebar contains navigation links: DASHBOARD (active), COMMUNITIES, REGISTRATIONS, USERS, ACCOUNT, and LOG OUT. The main content area is titled 'Dashboard' and shows the 'Communities' section. The featured community is 'Dementia Crusaders', with an active period from 29 Jan 2020 to 30 Jul 2020. It lists 58 members and several teams, including 'Prestige Worldwide Diva Drive Too Fit to Quit Fantastic Four Extra Extra Henry's Team'. Below this, the 'Registration Forms' section shows 1 pending, 49 approved, and 0 rejected registrations.

Fi.zi.ka.flex™ Dashboard

Communities

Dementia Crusaders

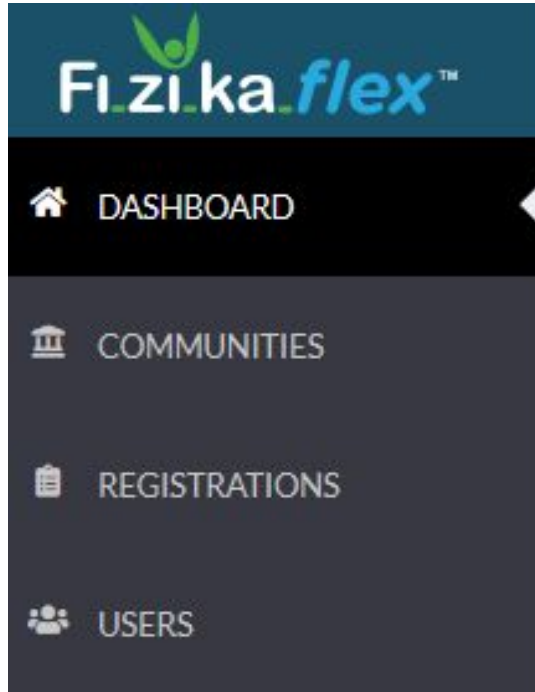
📅 29 Jan 2020 - 30 Jul 2020

- Members: 58
- Teams: [Prestige Worldwide Diva Drive Too Fit to Quit Fantastic Four Extra Extra Henry's Team](#)

Registration Forms

- Pending: 1
- Approved: 49
- Rejected: 0

Step #3: Become Familiar with the Dashboard (cont.)



Function of Each Tab

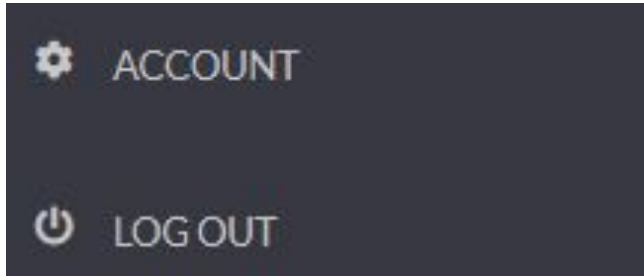
Overview of community progress

Edit community information

Approve/deny registrations

List of registered users

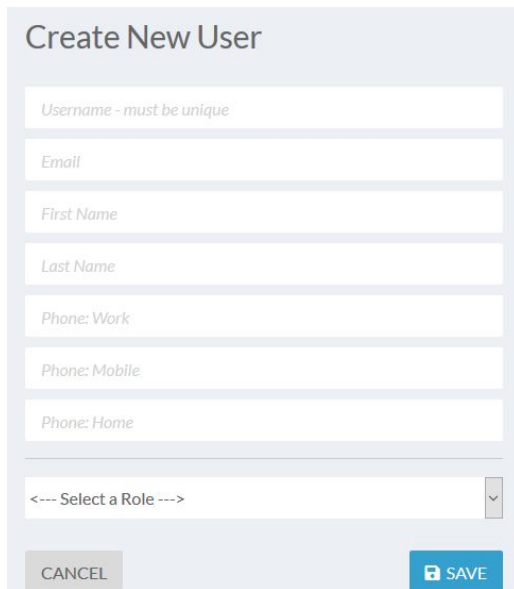
Step #3: Become Familiar with the Dashboard (cont.)



Edit account details (e.g. password)

Step #4: Add/Remove Users


1. Go to the Users tab.
2. In the top right corner, click the blue **+ NEW USER** button.
3. Enter the user's information and select a role (see next slide for role descriptions)




The screenshot shows a 'Create New User' form with the following fields and controls:

- Username - must be unique**: Text input field.
- Email**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Phone: Work**: Text input field.
- Phone: Mobile**: Text input field.
- Phone: Home**: Text input field.
- Role Selection**: A dropdown menu with the placeholder text '<--- Select a Role --->' and a downward arrow icon.
- Buttons**: A grey 'CANCEL' button and a blue 'SAVE' button with a save icon.

Step #4: Add/Remove Users (cont.)

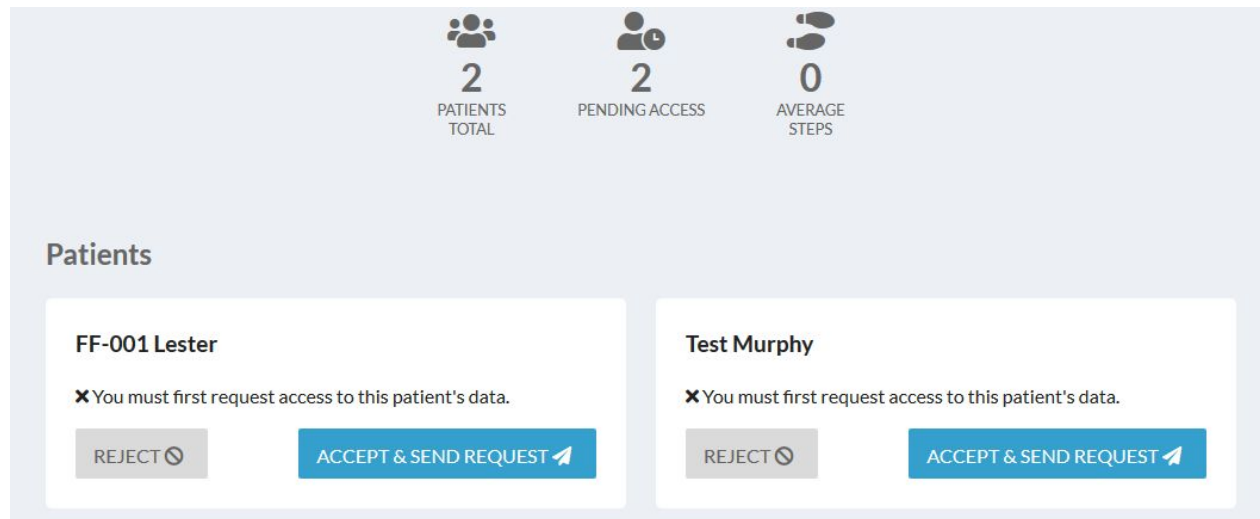
4. Select a role.
 - a. **Caregiver**: assists users by checking journal adherence and following up when necessary (see next slide for more information about caregivers)
 - b. **Enrolled User**: journals in Fizika*flex* daily to track both individual community progress
 - c. **Former User**: once journaled in Fizika*flex* and will be rejoining
5. To delete a user, simply find their information on the Users tab and click the  button on the right side of the screen.

Step #4: Add/Remove Users: Caregivers

- Administrators can assign caregivers to their care recipients (“patients”) in Fizika*flex*.
- To start, go to the Users tab in Fizika*flex* and find a caregiver with the status “verified.”
- Click on their name, and in the top right corner, click the  button. Then, select the appropriate patient(s) from the list of users.
- Patients and caregivers must mutually accept the connection and will be notified of this by emails.

Step #4: Add/Remove Users: Caregivers (cont.)

- This is a screenshot of what caregivers will see in Fizika*flex* when they receive new patient requests.



Step #4: Add/Remove Users: Caregivers (cont.)

- This is a screenshot of what patients will see when caregivers are assigned to them.



Step #5: Approve New User Registrations

- Administrators will receive an email (see below) when new registrations are submitted. Click on “view applications” to view and accept registrations in the Users tab on your Dashboard.



A new application was received

Hi Mike Murphy, Tina Anness has applied to be enrolled in Healthy and Strong Seniors.

[View Applications →](#)



Step #5: Approve New User Registrations (cont.)

- You can always check the registration status of users by going to the Registrations tab.

NAME	EMAIL	EMAIL VERIFIED	PHONE	DATE OF BIRTH	GENDER	COMMUNITY NAME	STATUS
Name	Email	Yes	Phone	DOB	Male	Demontia Crusader	Approved
Name	Email	Yes	Phone	DOB	Female	dementia crusaders	Approved

- If the “Status” column says “Pending,” the member must verify their email.
Note: please encourage users to check their spam folders!

Step #6: Create Teams

1. Go to the Communities tab, which is accessible from the Dashboard.
2. Click on the Community name you would like to add a team to.
3. Click the **+ NEW TEAM** button in the top right of the screen.
4. Enter the Team Name, add specific members, and click save.

Create New Team

Team name

Team name

Select Members

☐ Sally Lebo

☐ TFTQ-002 Pampaniya

CANCEL

SAVE

Good work! You're all set up.



For more information,
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