

A Guide to the **WalkingWorks**[®] online Administrator Tool for Employers

Home Page

1. Home

Clicking here will direct you to the home page of the WalkingWorks administrator tool.

2. Create/Edit Program

This will direct you to the page where you can create new WalkingWorks programs and teams, as well as edit or delete existing ones.

3. Active Programs

Clicking here will lead you to the page where you can access a number of different reports based on your WalkingWorks program(s).

4. Find Team

Locate a specific team in a program.

5. Find Participant

Locate participants on teams in a program.

6. Log Out

Click here to log out of the WalkingWorks online administrator tool.



Create/Edit Program

1. Enter the name of the new program here

2. Add this program to the system

It will now appear on the drop down menus on the WalkingWorks individual registration page.

3. Display all teams in a specific program

4. Edit the name of an existing program

5. Delete an existing program

Note: You must delete all teams in a program before you can delete the program.

6. Enter the name of a new team here

7. Add this team into the system

It will now appear on the drop down menus on the WalkingWorks individual registration page.

8. Edit the name of an existing team

9. Delete an existing team

Note: All members of the team will automatically be deleted from the system when the team is deleted.

The screenshot shows a web browser window titled "Program Manager" with the WalkingWorks logo at the top. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation links: "Home", "Create/Edit Program", "Active Programs", "Find Team", "Find Participant", and "Log Out". The main content area is titled "Create/Edit Program" and contains two sections: "Program" and "Team".

Program Section:

- 1. A text input field for "Group Name" with a "Name of Group" placeholder.
- 2. An "Add" button.
- 3. A "Program Name" input field with a "Name of Program" placeholder.
- 4. An "Edit" button.
- 5. A "Delete" button.

Team Section:

- 6. A text input field for "Enter the team names:".
- 7. An "Add" button.
- 8. A "Team Name" input field with a "Name of Team" placeholder.
- 9. An "Edit" button.

Below the input fields, there are informational sections: "WHAT IS A PROGRAM?" (A program is a collection of active groups...), "WHAT IS A TEAM?" (A team is a group of individuals periodically associated with a program...), and "EXAMPLES OF TEAM TYPES" (Triathlon, Triathlon Marketing, Triathlon Accounting, Chicagoan Marathon, Army, Division of Knowledge, Big Paul's Research Dept., Big Paul's V).

Active Programs

1. Group

The name of your group will appear here.

2. Program

Select the name of the program you wish to view.

3. Reports

Click on any report to see it.

The screenshot shows a web browser window titled "Program Status". The page features the "Walking Works" logo at the top, which includes a stylized blue shoe icon. On the left side, there is a blue navigation menu with the following items: "Home", "Create/Edit Programs", "Active Programs", "Find Team", "Find Participant", and "Log Out". The main content area is titled "Active Programs" and displays the following information:

- Group:** Sun Over Blue (Field Association) - This field is highlighted with a yellow callout box labeled "1".
- Program:** XOSA Driveway Challenge (4) - This field is highlighted with a yellow callout box labeled "2".
- Reports:** A yellow-bordered box labeled "3" contains four report options, each with a "Click Here" button and a brief description:
 - Click Here** to view overall program status. This chart will show you the total activity for your program broken down by team.
 - Click Here** to view team equalized activity. This chart adjusts for the different times.
 - Click Here** to view top walkers. The page will display the top 100 walkers.
 - Click Here** to view weekly participation rate. This page lists the rate of participation for all participants in your program.

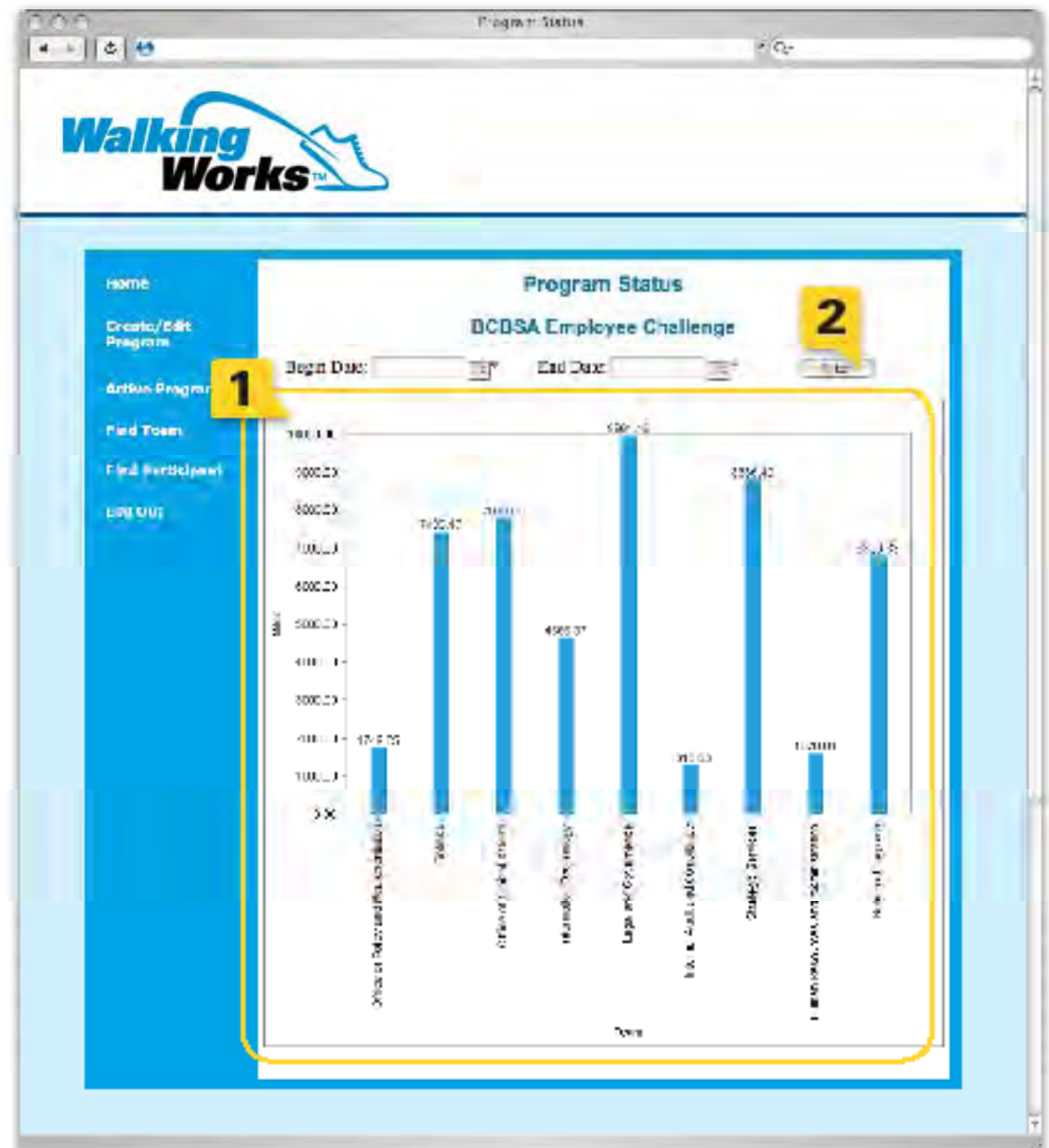
Program Status Report

1. Report

This report shows the number of miles logged by each team based on the time period indicated.

2. Time Period

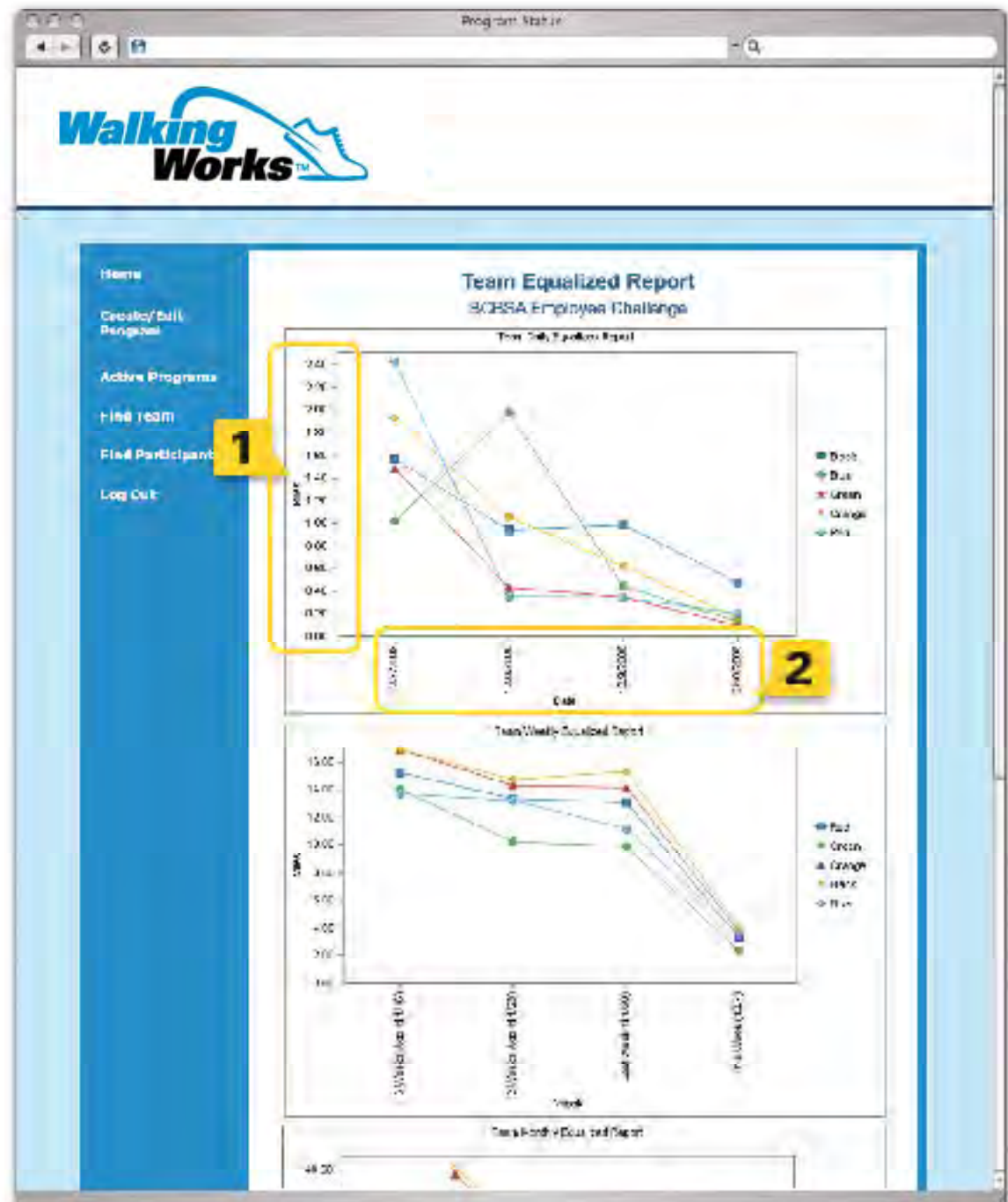
Select a beginning and end date to restrict the report to a specific time period and then click "Filter." Otherwise, the report will show all data entered into the system.



Team Equalized Report

This report equalizes teams of different sizes and shows progress by day, week and month. Use this report to learn which team has the highest average number of miles per walker.

1. The left column indicates the total number of miles per team member
2. This is the time period in which the report is based



Top Walkers Report

This report shows the number of miles logged by each individual in the program, along with other relevant individual information such as e-mail address and team name. You can export this report to Microsoft Excel, which is helpful when wanting to reproduce leaderboards or generate e-mail lists.

1. Sort the report to show the standings based on a specific time period. Then click "Filter".
2. Export the report to Microsoft Excel.

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Program Status

Top Walkers List

begin date: [] and date: [] [Filter]

EXPORT

Total miles	Age	Distance	Location	Email Address	Department Name
2441.0	31	3078	LOC	000.000@0.000.com	Department Name
240.07	0	John	Dev	000.000@0.000.com	Department Name
330.00	0	John	Dev	000.000@0.000.com	Department Name
340.07	14338	John	Dev	000.000@0.000.com	Department Name
7.207	22491	John	Dev	000.000@0.000.com	Department Name
30104	0	John	Dev	000.000@0.000.com	Department Name
310.07	0	John	Dev	000.000@0.000.com	Department Name
370.00	0	John	Dev	000.000@0.000.com	Department Name
330.07	0	John	Dev	000.000@0.000.com	Department Name
435.01	0	John	Dev	000.000@0.000.com	Department Name
7.601	0	John	Dev	000.000@0.000.com	Department Name
403.17	12750	John	Dev	000.000@0.000.com	Department Name
337.07	0	John	Dev	000.000@0.000.com	Department Name
444.6	1889	John	Dev	000.000@0.000.com	Department Name
307.00	0	John	Dev	000.000@0.000.com	Department Name
400.01	0	John	Dev	000.000@0.000.com	Department Name
351.00	4420	John	Dev	000.000@0.000.com	Department Name
401.07	8287	John	Dev	000.000@0.000.com	Department Name
340.00	10140	John	Dev	000.000@0.000.com	Department Name
340.00	0	John	Dev	000.000@0.000.com	Department Name

Weekly Participation Rate Report

This report demonstrates levels of weekly participation in a program.

1. Select the name of the program you wish to view.
2. Select the week you wish to view.
3. Export the report to Microsoft Excel.

Program Status

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Program Name: **Active Program**

Week	# Users	# Users logging miles	# miles	% users active
10/16/2008 12:00:00 AM	1	1	1.8	100.00
10/19/2008 12:00:00 AM	2	3	19.33	100.00
10/20/2008 12:00:00 AM	1	1	8.8	100.00
10/20/2008 2:00:00 AM	2	2	15.03	100.00
10/19/2008 12:00:00 AM	2	3	19.73	100.00
10/18/2008 12:00:00 AM	3	3	4.8	100.00
10/15/2008 12:00:00 AM	2	2	9.8	100.00
10/23/2008 12:00:00 AM	2	2	3.1	100.00
10/21/2008 12:00:00 AM	2	2	8.67	100.00
10/14/2008 12:00:00 AM	2	2		100.00

Week: 10/14/2008

Export to Excel

Find a Team

1. Select the name of the program where the team is located
2. Select the name of the team
3. Click "Submit"

The image shows a web browser window titled "Program Status" displaying the "Walking Works" logo and a "Find Team" form. The form includes a sidebar with navigation links, a main heading, a descriptive paragraph, and two dropdown menus for "Program Name" and "Team Name". A "Submit" button is located below the "Team Name" dropdown. Three yellow callout boxes with numbers 1, 2, and 3 are overlaid on the form to indicate the steps: 1 points to the "Program Name" dropdown, 2 points to the "Submit" button, and 3 points to the "Team Name" dropdown.

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Find Team

You can find reports for teams in an active program by entering information below. Click "Search" to display results.

Program Name: **1**

Team Name: **2**

3

Home

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Team Reports

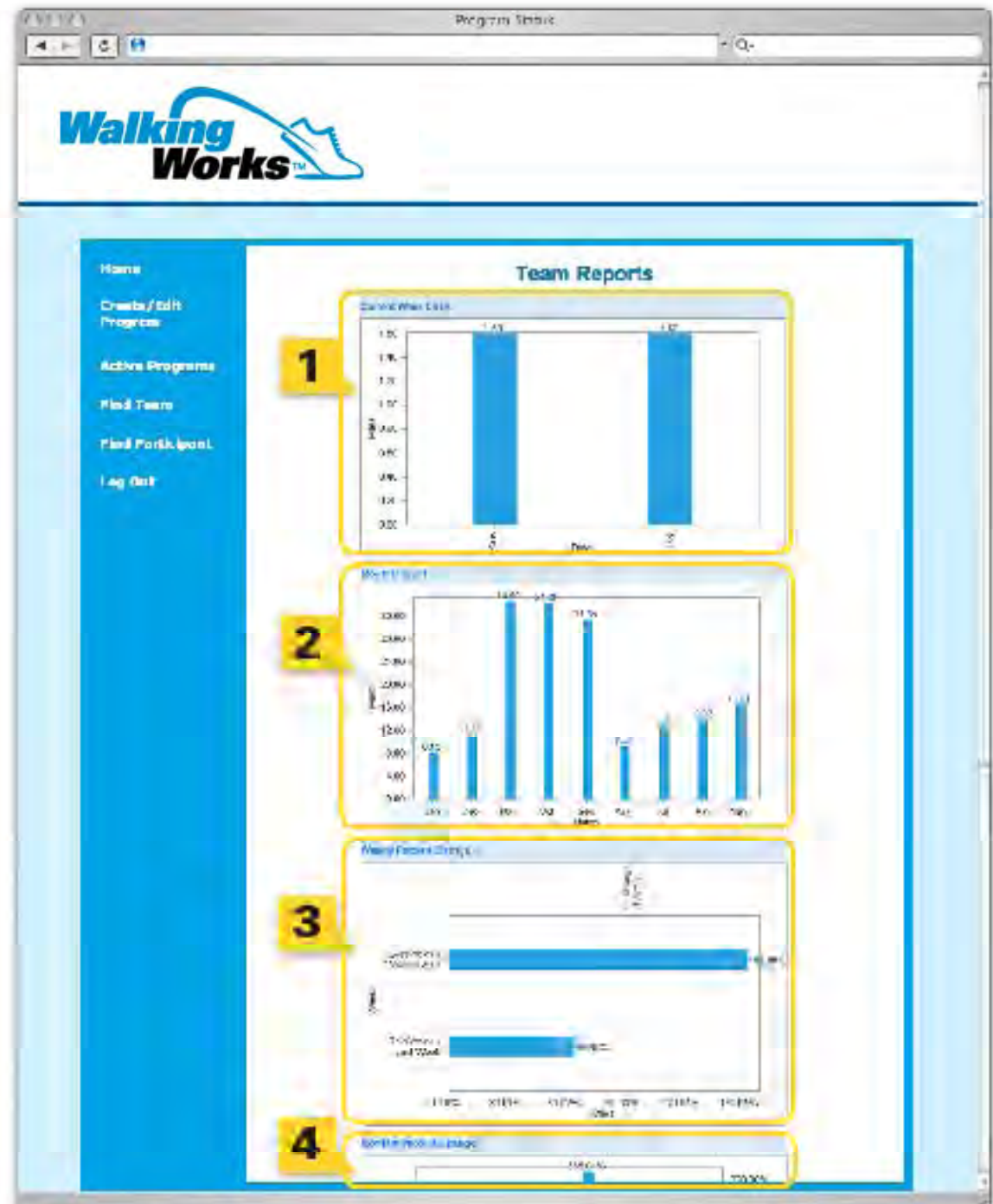
1. This displays the total activity for the team in the current week

2. This displays the total activity for the team over the last month

3. This displays the weekly percent change over the last month

These reports allow an administrator to see the progress of a team over a specific time period. For example, in this image, the report show that this team walked 154.06% more miles last week than two weeks ago.

4. This displays the monthly percent change over the past year



Find Participant

1. Select the name of the participant's program (if known)
2. Select the name of the participant's team (if known)
3. If you wish to enter more specific search information, enter it here
4. Click "Search" to display results

The screenshot shows a web browser window titled "Program Status" with the "Walking Works" logo at the top. Below the logo is a navigation menu with options: Home, Create/Edit Program, Active Programs, Find Team, Find Participant (highlighted), and Log Out. The main content area is titled "Find Participant" and contains the following text: "You can find records for participants in an active program by entering information below. Click 'Search' to display results." Below this text are four input fields: "Program Name" (with a dropdown arrow), "Team Name" (with a dropdown arrow), "Last Name" (with a dropdown arrow), and "First Name" (with a dropdown arrow). A yellow box highlights the "Last Name" and "First Name" fields. At the bottom of the form is a "Search" button. Four yellow callout boxes with numbers 1, 2, 3, and 4 point to the "Program Name" dropdown, the "Team Name" dropdown, the "Last Name" dropdown, and the "Search" button, respectively.

Find Participant - Search Results

The names of any individuals who fit the search criteria will appear here.

1. Click on an individual's name to display individual reports

2. Export the search results to Microsoft Excel

3. Delete an individual from the *WalkingWorks* system

(Note: All deletions are final and can not be reversed).

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Find Participant

You can find reports for all reports in an active program by clicking the buttons below. Click "Search" to search results.

Program Name:

Team Name:

Last Name: First Name:

Email:

Click on the participants found to view reports including individual, daily, weekly, and monthly activity. Individual reports change.

First Name	Last Name	Program Name	Team Name	Email	
John	T	Name of Program	Name of Team	john@domain.com	<input type="button" value="Delete"/>
Jane	C	Name of Program	Name of Team	jane@domain.com	<input type="button" value="Delete"/>

Individual Reports

1. This displays the total activity of the individual for the current week
2. This displays the total activity of the individual over the past month
3. This displays the weekly percent change over the past month
4. This displays the weekly percent change over the past year

