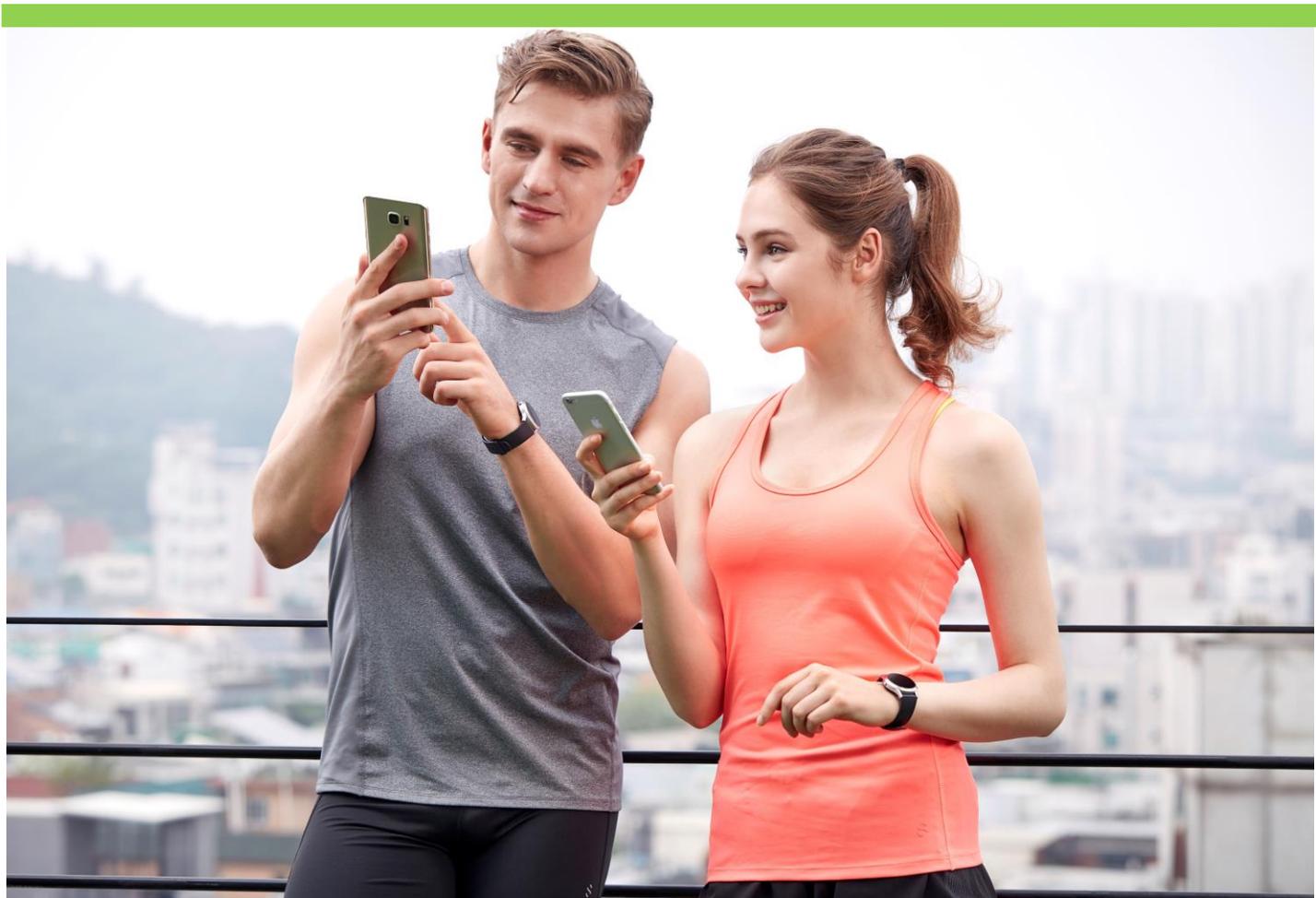




# BodyKey App 2.1 Coach Function User Guide



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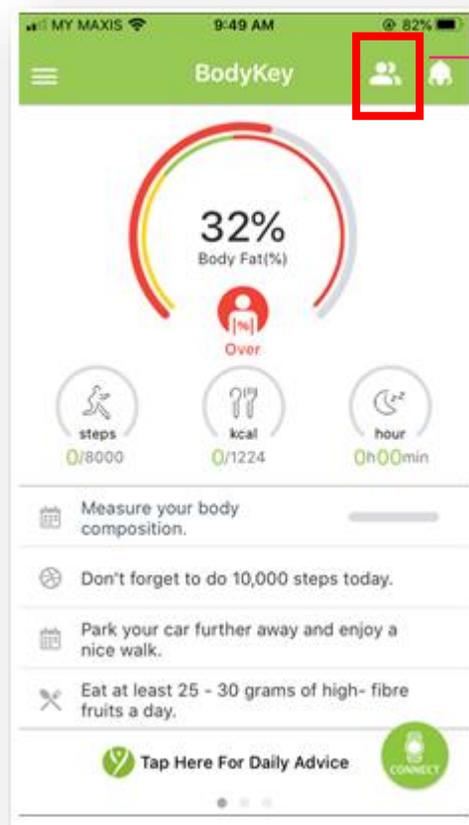
# Getting Started

## Introduction: Coach Function

As many people have used and benefitted from the BodyKey weight management app, it has now evolved to include mentoring and coaching those who wish to shed weight or body fat with BodyKey.

The BodyKey App 2.1 **Coach Function** enables tracking, monitoring and recording progress of your downlines or customers. This platform is designed to support you as a mentor to coach your downlines and/or members by monitoring their progress throughout their weight management journey.

This upgraded app feature also acts as a business support tool giving you information on your downline or customer's progress on-the-go. Plus, it minimises manual data recording and digitalises it in the app.

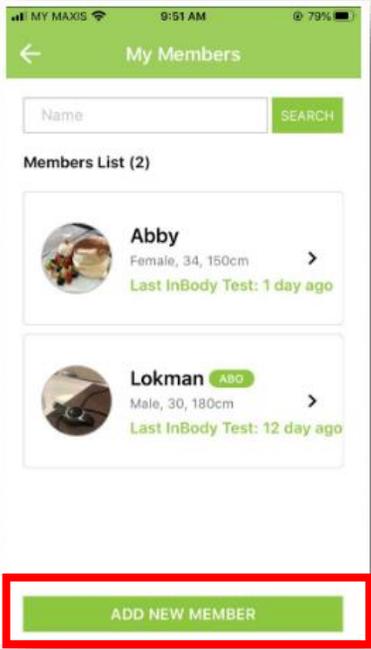


**NEW!**  
Coach  
Function

## Add Member

To begin coaching, add your downlines or customers to the member list.

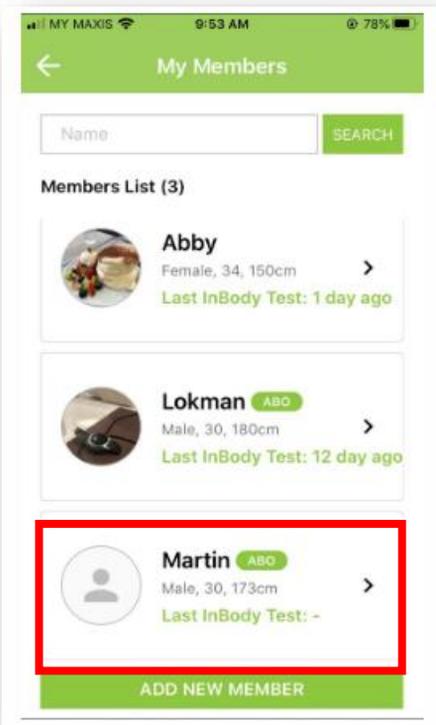
**1** Go to **ADD NEW MEMBER**



**2** Fill in the fields and **SAVE**. Remember to check the **T&C** box before saving.



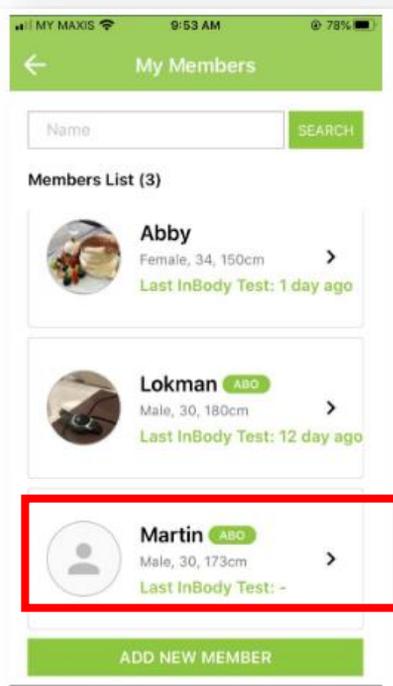
**3** New Member will be displayed as below.



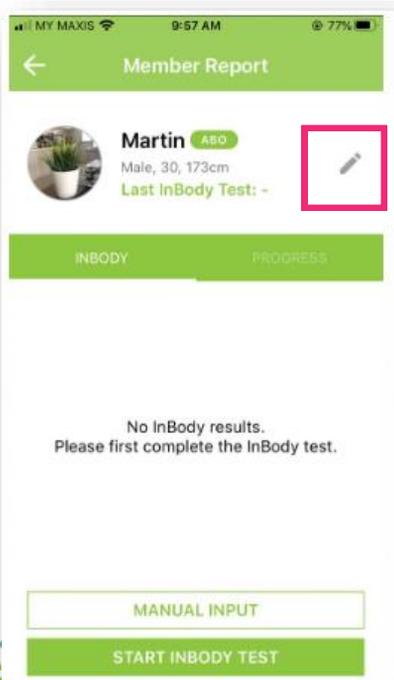
## Edit Member Info

Entered the wrong member details or special attention/remark is required? Here's what you can do:

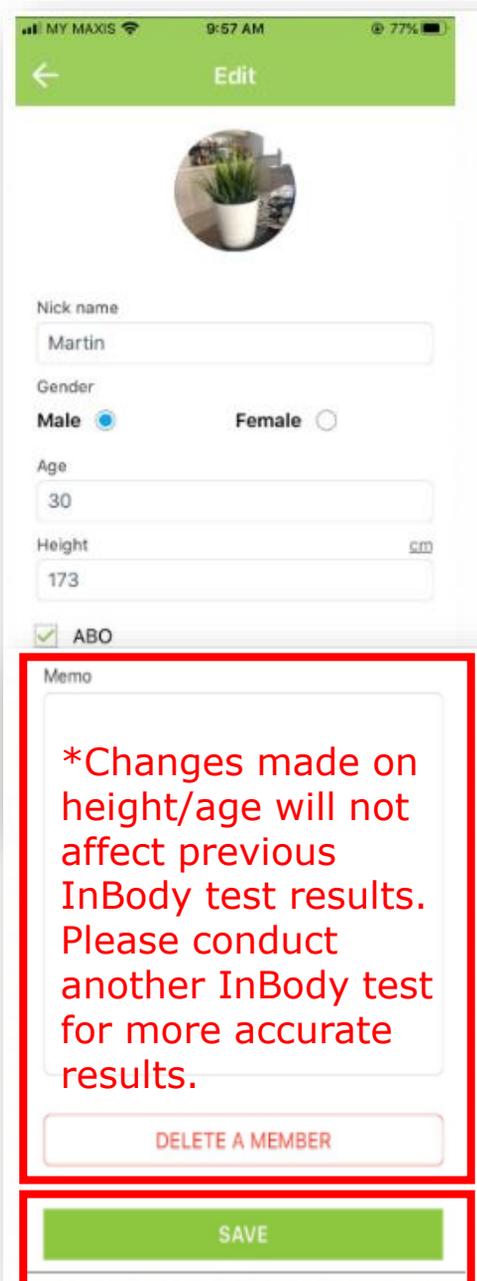
**1** Select a **MEMBER** you wish to edit



**2** Go to **Edit** "✎"



**3** Edit member's info and add in **Memo** for any special remarks. You may **DELETE A MEMBER** from here too. Remember to **SAVE** after changes are made.

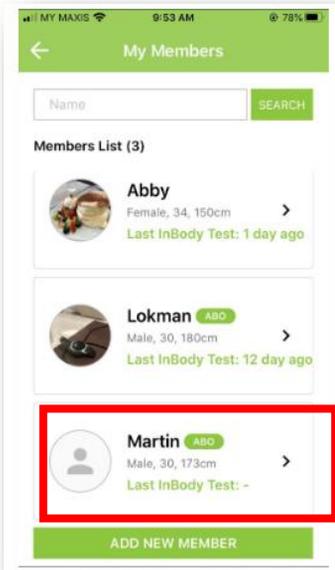


# Member Report (InBody)

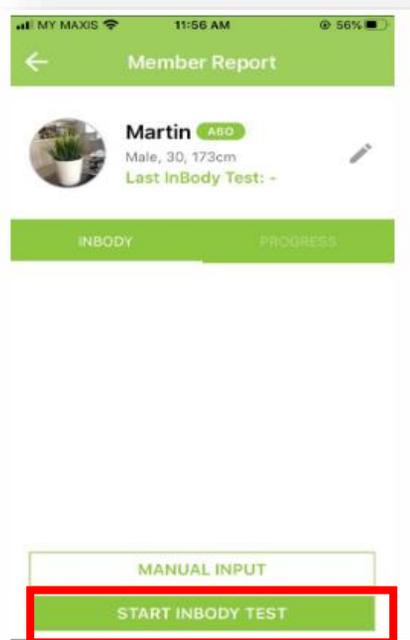
## InBody Tests via InBodyWATCH or InBodyDial

There are two ways to conduct InBody tests using an InBodyWATCH OR InBodyDial. **Please connect your InBody device with the BodyKey app prior to tests.**

### 1 Select a **MEMBER**

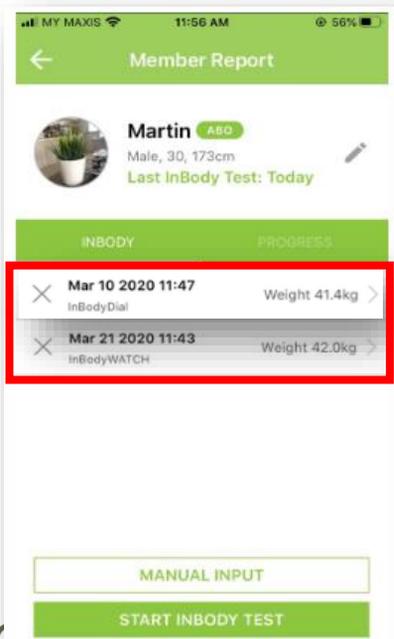


### 2 Go to **START INBODY TEST**

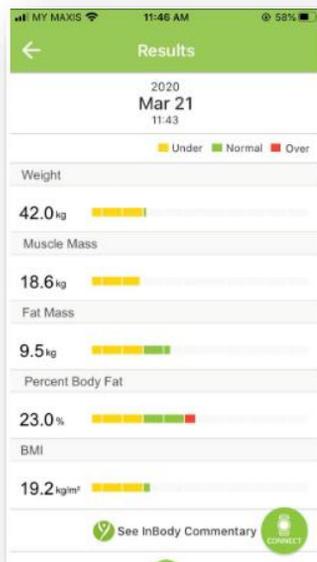


If you have both InBodyDial and InBodyWATCH set up, you are required to choose which device to use to conduct the InBody test.

### 3 All previous InBody tests conducted using InBodyWATCH or InBodyDial will be shown here.



### 4 InBody test results will be displayed in this format.



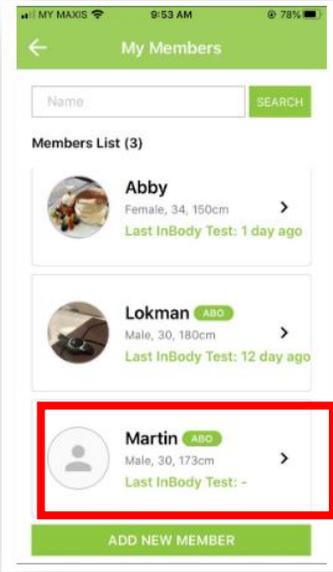
Manual Input result format is different. View the next page.

# Member Report (InBody)

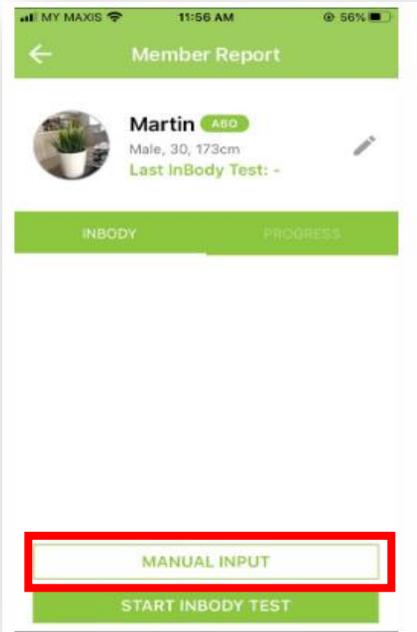
## Manual Input

Manual Input function is available if you do not have an InBodyDial and InBodyWATCH.

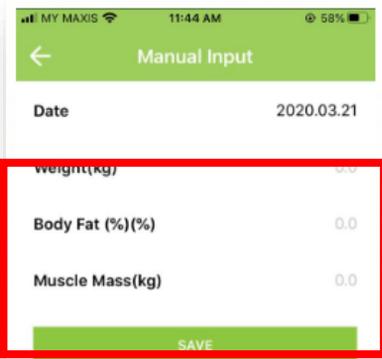
### 1 Select a **MEMBER**



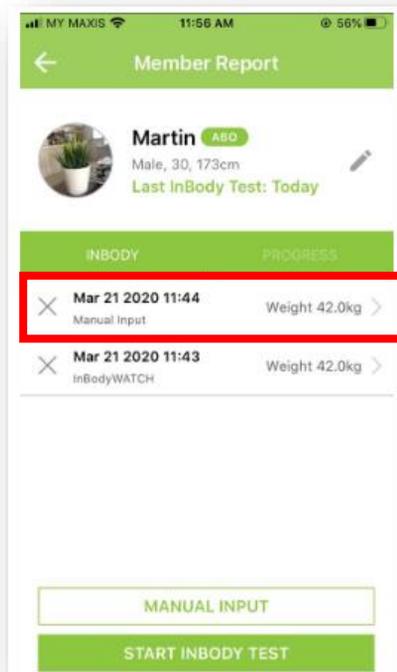
### 2 Go to **MANUAL INPUT**



### 3 Enter data (from other device) and then **SAVE**. Manual Input result format will not be the same as InBody Test results.



### 4 All manual input will be recorded in the Member Report.

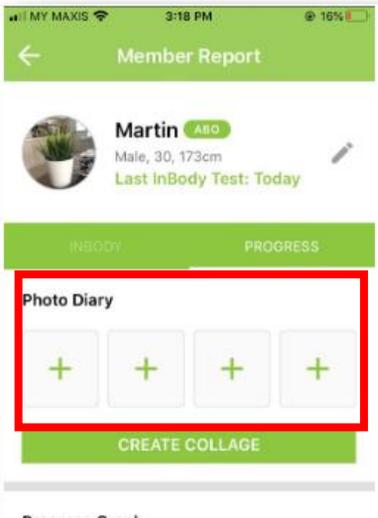


# Member Report (Progress)

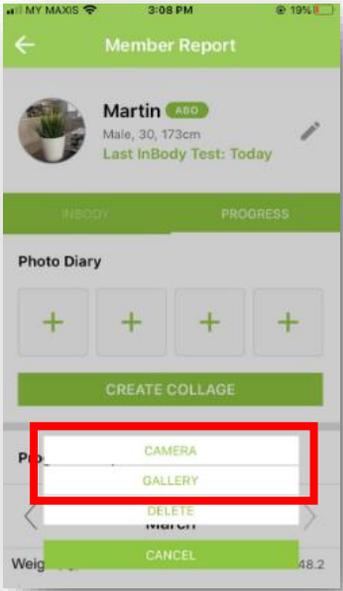
## Photo Diary

You can record your downline or customer's progress by taking and uploading up to 4 photos throughout their weight management journey and make a collage to share with them! Take this opportunity to meet them in person and offer guidance.

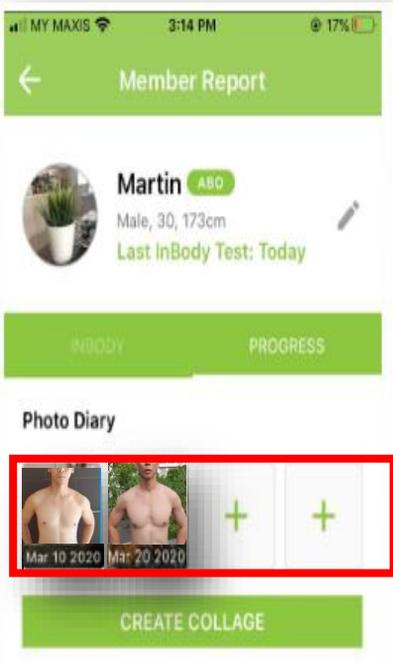
**1** Tap on "+" in **Photo Diary** to upload a photo.



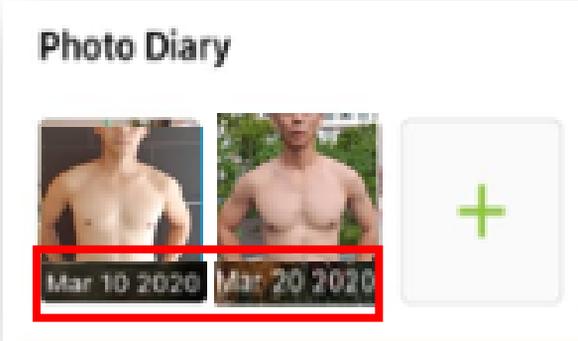
**2** Select a photo from either **CAMERA** or **GALLERY**



**3** Uploaded photo will be shown in **Photo Diary**.



**4** There will be a **Time Stamp** once the photo is uploaded.

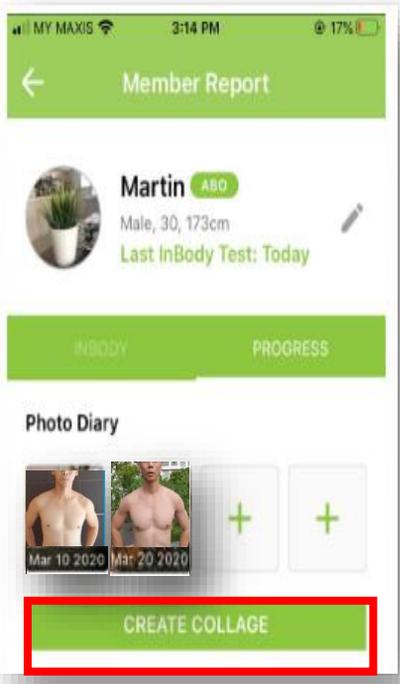


To make a collage, read **Create Collage** on the next page.

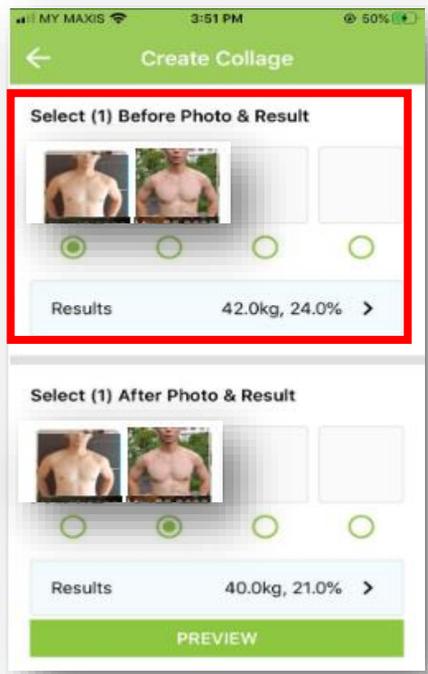
# Member Report (Progress)

## Create Collage

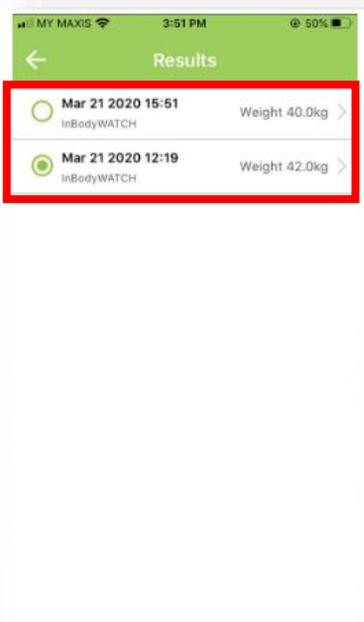
**1** After uploading photos, go to **CREATE COLLAGE**.



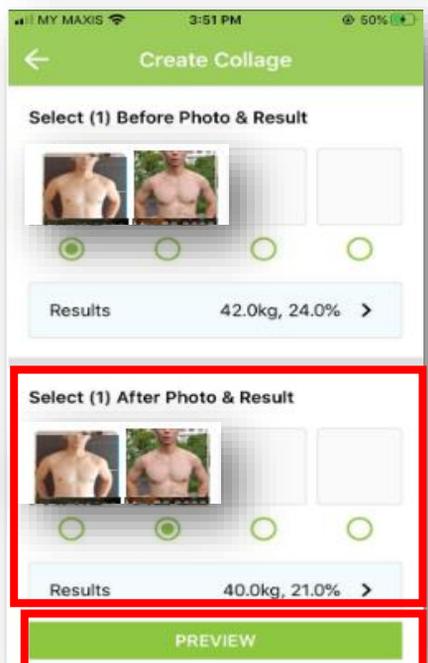
**2** Select **(1) Before Photo & Result** from the uploaded photos.



**3** Select **Before Result** from the Results list.



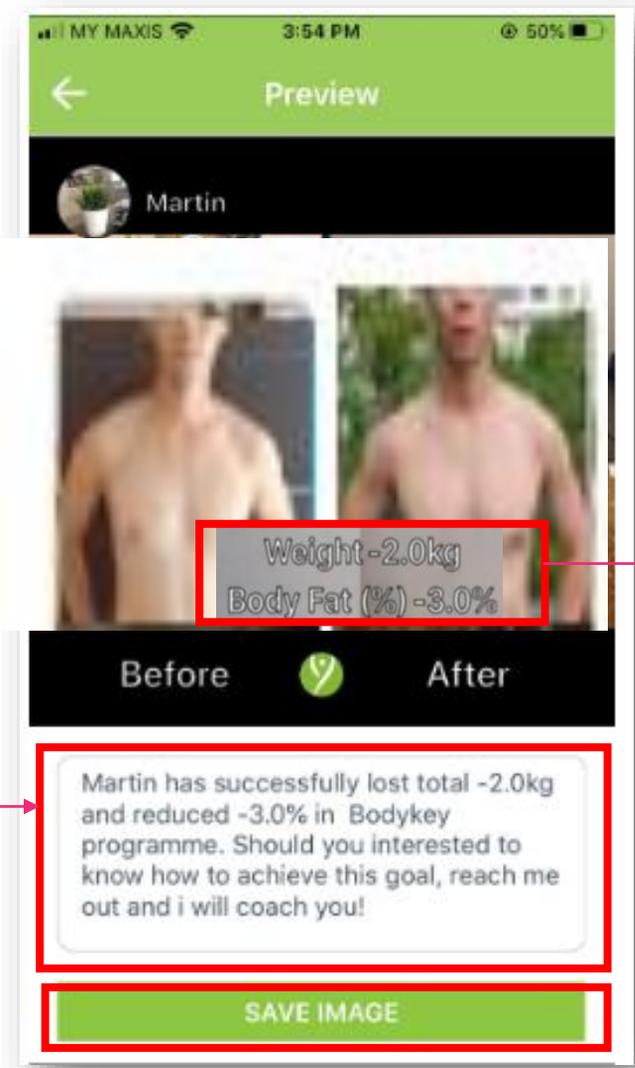
**4** Now **Select (1) After Photo & Result** from uploaded photos. Go to **PREVIEW** and view the collage you made.



# Member Report (Progress)

## Preview

**1** Here's how a collage looks like - **Weight and body fat percentage (%) loss** will be calculated automatically and displayed on the preview image. A **Memo** section is available for you to share your coaching experience with downlines or customers on their progress. You may **SAVE IMAGE** and then share it with your downlines or customers.



Auto calculated weight (kg) and body fat % loss

Memo

# Member Report (Progress)

## Progress Graph

**1** You can now view your downline or customer's progress at a glance which includes **weight, muscle mass, BMI and body fat percentage.**



Please note that only the last or latest results being measured on that day will be captured in the progress graph.



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