User Manual

Overview

This manual provides step-by-step guidance for users, admins, and distributors on how to effectively use the Weight Loss Coaching System. It includes onboarding instructions, key features, and role-specific guides for navigating the platform.

Sections

1. General Onboarding for All Users
2. Features for Standard Users
3. Admin Guide
4. Distributor Guide
5. Frequently Asked Questions (FAQs)

General Onboarding for All Users

1. Sign-Up Process:

• Navigate to the Weight Loss Dashboard (MyWeightLossDashboard.com).

• Fill in the onboarding form, which includes:

• Basic personal details (name, email, age, etc.).

• Weight loss goals (short-term, intermediate, long-term).

• Dietary preferences (e.g., vegetarian, keto, paleo).

• Supplement openness (e.g., willingness to use natural supplements).

• Physical activity and sleep patterns.

2. Upload Initial Photo:

• Provide an initial photo to serve as a baseline for visual progress tracking.

3. Answer Key Questions:

• The system will guide you through a series of questions to tailor your weight loss plan.

4. Review Your Personalized Plan:

• After completing onboarding, receive a customized plan that includes dietary, activity, supplementation, and sleep recommendations.

5. Dashboard Access:

• Log in to your dashboard to view your plan, track progress, and update your information.

Features for Standard Users

1. Plan Overview:

• Access your tailored plan, which is broken into:

• Dietary recommendations.

• Physical activity suggestions.

• Supplement usage.

• Sleep optimization tips.

2. Progress Tracking:

• Weekly Photo Uploads: Upload progress photos every week to track visual changes.

• Weight Logging: Enter weight changes daily or weekly.

• Activity and Meal Tracking: Log meals and exercises.

3. Gamification:

• Streaks and Rewards: Earn rewards for completing daily tasks and maintaining streaks.

• Leaderboards: See your ranking within your country, city, and selected group.

4. Feedback Loop:

• Provide feedback on your plan to request adjustments.

• The system will refine recommendations based on your inputs.

5. Language Preferences:

• Switch between English and Spanish at any time through the settings menu.

Admin Guide

Admins are responsible for managing users, overseeing system performance, and promoting supplements.

1. Admin Dashboard Features:

• User Management: View, edit, and manage user profiles.

• Analytics: Access metrics on user engagement, supplement adoption, and progress trends.

• Plan Adjustments: Manually update or override user plans when necessary.

• Gamification Management: Monitor and update leaderboard settings.

2. Supplement Management:

• Add and update supplement links.

• Track distributor performance and supplement usage trends.

3. Communication Tools:

• Send updates, reminders, or motivational messages to users.

• Approve feedback or plan adjustment requests.

Distributor Guide

Distributors can use the platform to promote supplements and monitor client progress.

1. Subdomain Management:

• Access your personalized subdomain (e.g., MyWeightLossDashboard.com/YourName).

• Customize your branding and supplement links.

2. Client Management:

• Add and manage client profiles.

• Track individual client progress and engagement metrics.

3. Supplement Promotion:

• Input personalized supplement links into the system.

• View conversion rates and sales trends through the analytics dashboard.

4. Reports:

• Download weekly or monthly reports showing client engagement and supplement sales.

Frequently Asked Questions (FAQs)

For Users

1. How do I adjust my plan?

• Use the "Feedback" section in your dashboard to request changes.

• Updates will be reflected within 24-48 hours.

2. Can I switch diet plans?

• Yes, go to "Settings" and select a new dietary preference. Your plan will be regenerated.

3. What happens if I miss a week of progress updates?

• The system will adjust your plan based on your most recent data. Missing weeks will not affect your streaks.

For Admins

1. How do I add a new admin?

• Go to "Admin Settings" and select "Add New Admin."

2. What metrics are available in the analytics dashboard?

• User engagement, weight loss trends, supplement adoption, and regional rankings.

For Distributors

1. Can I track supplement purchases made by my clients?

• Yes, the distributor dashboard includes sales tracking and conversion analytics.

2. How do I add a new client?

• Navigate to "Client Management" and input the client's details manually or via bulk upload.

This comprehensive user manual ensures that all roles—users, admins, and distributors—understand how to use the system effectively.