



Wellbeing Platform

Administrator Guide

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News Feed

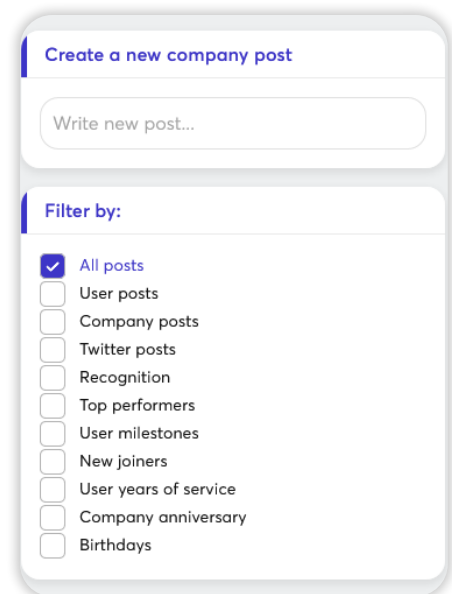
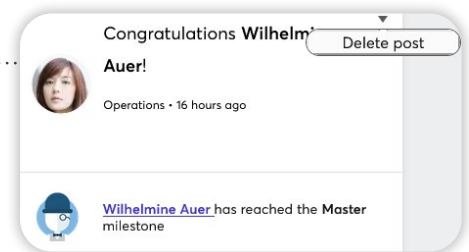
The News Feed is the central communication hub for the platform. Stay on top of your News Feed activity by going to the “Timeline” section of the Admin Panel. From here, you can see all the activity on your News Feed for every month and all time.

As an admin, you can use the News Feed to: Deliver Company Posts, such as benefits announcements, special event notices, executive communications, etc. Promote Corporate Challenges or Promote Total Wellbeing Assessments. You can also filter by post type: User posts, Company posts, Recognitions, and more.

Managing your news feed.

- **Post deletion:** In the event you would like to remove a post from your Timeline, you can do this by clicking on the triangle drop-down in the top right corner of the post when inside the admin panel, and selecting “Delete Post”. The post will immediately be removed from your News Feed.
- **Disabling user posting:** If you do not wish your organization’s colleagues to be able to write posts on your News Feed, you can disable this functionality by going to the “Settings” section in the drop-down menu in the top right corner, going to the “Timeline” option in the left-hand menu, and choosing an “off” state.

Tip: You can also create a Company Post under Timeline. It is the same functionality as the Dashboard page, made available again on the Timeline page for convenience.



Company posts

To create a Company Post, log in to the Admin Panel, choose “Timeline,” then Create new Company Post.

- Start typing in the field to open the dialogue box.
- You can choose to add an image and select account types to view the Post, ie, shared, dependant and limited accounts.
- You can “Boost Your Post” so it will stay at the top of your News Feed until an employee has viewed it.
- You can “Pin your Post,” so it will stay at the top of the News Feed until marked as read by the employee, or unpinned by an admin.
- You can opt to send a push notification to alert employees to a new post, or click to send an email notification as well if your Company Post is critical.
- Click “Post.”

Write new post...

B I 🔗

+ Add an image

Sharing options

All Enter group name...

Shared, Dependant & Limited Accounts
Post will be shown to everyone including people accessing LifeWorks via a shared, limited & dependant account.

Post visibility (optional)
Ensure your post is seen by everyone by making it appear at the top of the newsfeed

Boost post
Post is at top of News Feed. After a user sees it, post moves back into News Feed based on date and time it was created.

Pin post
Post remains at the top of the News Feed until marked as read by the user, or unpinned by the admin.

Send push notification? Send email notification? Cancel Post

- **Shared login accounts** (all users log in with the same username and password): You must select this option for your post to appear in the News Feed. Failure to select this option will result in no users seeing the post.

Tip: Under the Timeline tab, you can view posts in your News Feed according to a specific timeframe, and filter by categories you select from a checklist of post types. You also have the ability to delete posts if you need to.

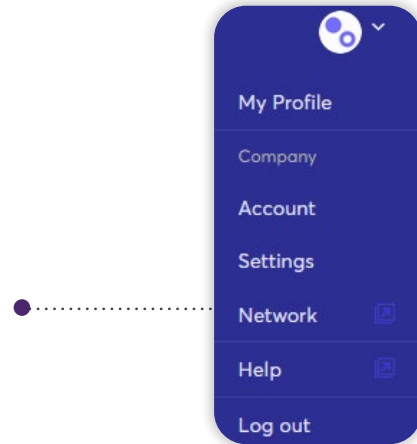


Adding company branding & logos.

Brand your network! Add logos and update the Nickname to personalize your network and help colleagues feel at home.

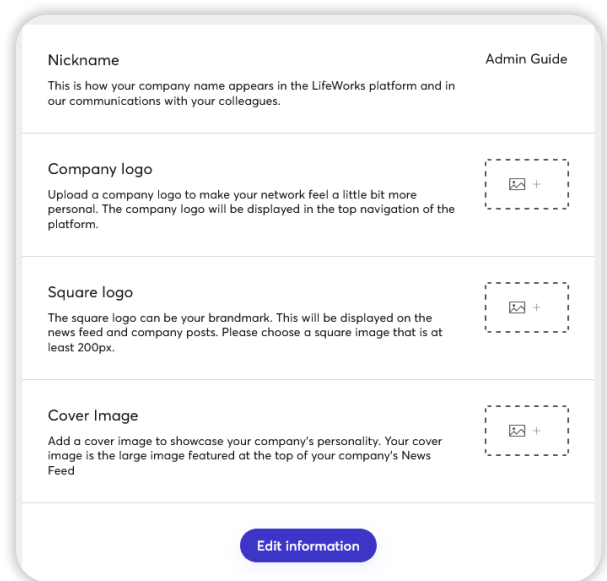
How to edit your information:

- Go to “Settings” from the drop-down menu in the top right corner.
- Choose “Edit information” at the bottom of the page.
- You can upload country and language specific branding by selecting the appropriate country in the “Appearance” section on the left-hand side.



The Nickname is how your organization name will appear throughout the platform and in our communications with your colleagues. Your organization’s graphic design or marketing teams should be able to assist you with obtaining logos as per the following specifications:

- Choose a Nickname that reflects best how your employees refer to your organization and that aligns with your brand. There is a 20-character limit for the Nickname.
- Your Company Logo will be displayed in the top navigation of the platform. The image must be in either .jpg/.jpeg or .png format and dimensions must be 600 x 180 pixels.
- The Square Logo will be displayed on the News Feed and on Company Posts. The image must be in either .jpg/.jpeg or .png format and dimensions must be 400 x 400 pixels.
- The Cover Image is the large image featured at the top of the News Feed on the Web app. Choose an image that reflects your industry/field or your organization’s personality. The image must be in either .jpg/.jpeg or .png format and dimensions must be 1976 x 568 pixels.

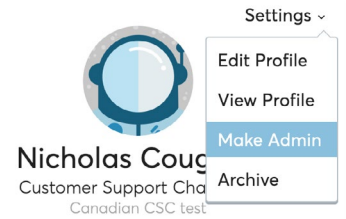


Tip: We recommend against using logos or text in the Cover Image. The Cover Image will be cropped differently across devices of varying screen sizes and may not conform to your branding guidelines on all screen sizes.

Granting admin access - Personal Accounts (via admin panel)

You can make other active colleagues administrators by selecting their profiles from the Colleagues > View Colleagues page.

- Select "Make Admin" from the "Settings" drop-down.
- An email notification will be sent alerting the user to the updated access level.




Granting admin access.- Shared Login (via admin panel)

- Select Colleagues > Manage Colleagues.
- Invite new user by entering their email address in Manual Entry box (see image below)
- Select Colleagues > View Colleagues
- Select "Pending" in the Colleague Directory (see image further below)
- Select "Edit Profile" of the new invited admin
- Select "Make Admin from the "Settings" drop-down
- An email notification will be sent alerting the user to the updated access level.

Manage colleagues

Manual Entry, Editing & Removal

 **Invite New Users by Email** ⓘ

This is the best way if you are just adding a few users to LifeWorks; if you want to add loads, it's best to Upload a user file.

Enter email addresses. You can paste multiple email addresses if you separate them with commas.

[Invite Users](#)

Colleague Directory

[Manage Colleagues](#)

Active colleagues 25 Awaiting approval 0 Pending 1 Archived 0

Search All countries

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Some of your colleagues haven't signed up yet! [Remind All](#) [Delete All](#)

test@newadmin.com	Added on 04 Oct 23	Edit Profile	Remind	Delete
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For any additional questions,
please visit help.lifeworks.com.

