

Portal Guide: Large Organization/Professional Team

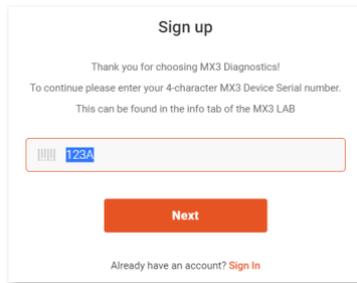
Welcome

The MX3 Portal is the centralized database for MX3 Hydration Measurement Data. This guide will walk you through how to set up an organization, manage user accounts and export data.

Account Registration

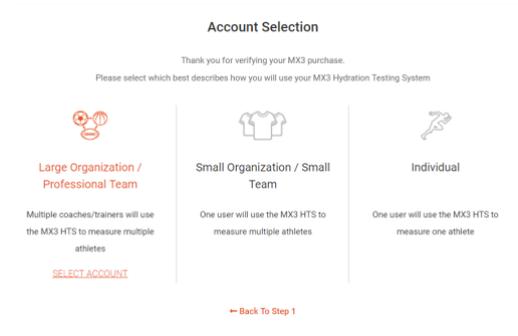
How do I register for an MX3 Portal Account?

1. Visit <https://portal.mx3diagnostics.com/> and click 
2. Enter the 4-character MX3 LAB Serial number located on the INFO screen of the MX3 LAB



The 'Sign up' form displays a thank you message and instructions to enter a 4-character MX3 Device Serial number. A text input field contains the serial number '123A'. Below the field is an orange 'Next' button. At the bottom, there is a link for users who already have an account: 'Already have an account? Sign In'.

1. Select  **Large Organization/Professional Team** and follow the prompts to register your organization.



The 'Account Selection' screen provides three options for account types. The 'Large Organization / Professional Team' option is highlighted in red. Each option includes an icon, a title, and a brief description of usage. A 'SELECT ACCOUNT' link is positioned below the first option, and a 'Back To Step 1' link is at the bottom.

Account Type	Description
Large Organization / Professional Team	Multiple coaches/trainers will use the MX3 HTS to measure multiple athletes
Small Organization / Small Team	One user will use the MX3 HTS to measure multiple athletes
Individual	One user will use the MX3 HTS to measure one athlete

2. You will need to nominate a subdomain (e.g., "mx3demo") for your organization. This will be used to generate a unique website link for your organization (e.g., mx3demo.mx3diagnostics.com)



The subdomain input field shows 'mx3demo' entered in the text box, followed by the domain suffix '.mx3diagnostics.com'.

The account details provided during registration will be the Primary Administrator of your organization.

Can I change my account type after registration?

At this time, it is not possible to change your account type after registration, but you may register for a new account at any time.

Portal Overview

What is the MX3 Portal?

The MX3 Portal allows you to collect and manage data for multiple teams within your organization.

The portal has a flexible, multi-tiered structure that allows you to assign administrators to your organization and trainers, coaches and athletes to teams and groups.

Who can use the MX3 Portal?

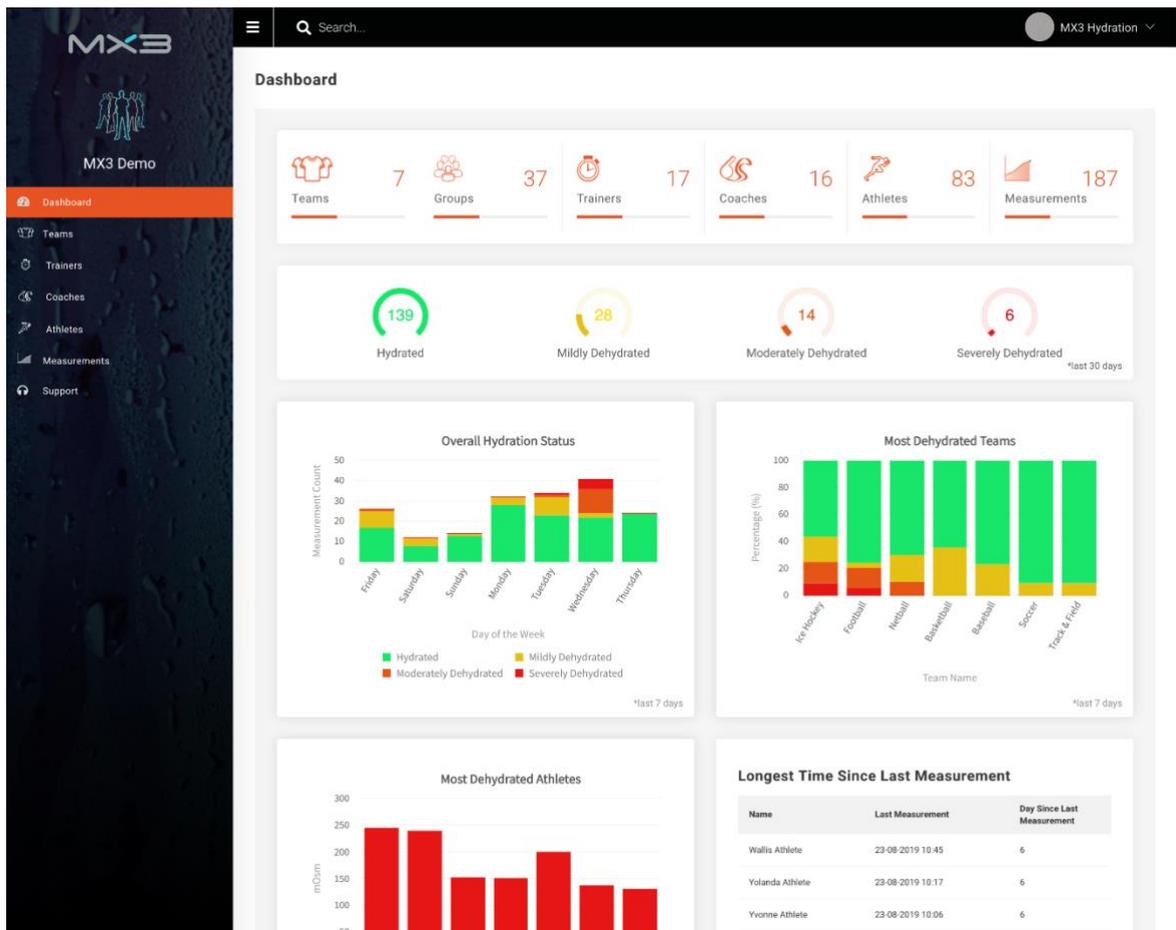
The MX3 Portal can be used by:

- Administrators to set up teams and manage MX3 Hydration Measurement data
- Trainers and coaches to manage athletes and MX3 Hydration Measurement data
- Athletes to manage their own accounts and view their MX3 Hydration Measurement data

The Dashboard

What is the Dashboard?

The Dashboard shows a summary of your organization. You can use the dashboard to get a quick overview of teams or athletes who are abnormally dehydrated or identify athletes who have not been recently measured.



Accounts

Each type of portal account has specific capabilities and limitations.

	Admin	Trainer	Coach	Athlete
Log into the Portal	✓	✓	✓	✓
View and Export Hydration Data	✓	✓	✓	✓
Create Trainer Accounts	✓	✗	✗	✗
Create Coach Accounts	✓	✗	✗	✗
Create Teams and Groups	✓	✗	✗	✗
Manage Teams and Groups	✓	✓	✗	✗
Create Athlete Accounts	✓	✓	✓	✗
Log into the MX3 App	✗	✓	✓	✓
Take Hydration Measurements	✗	✓	✓	✓

Administrators

Administrators manage your organization.

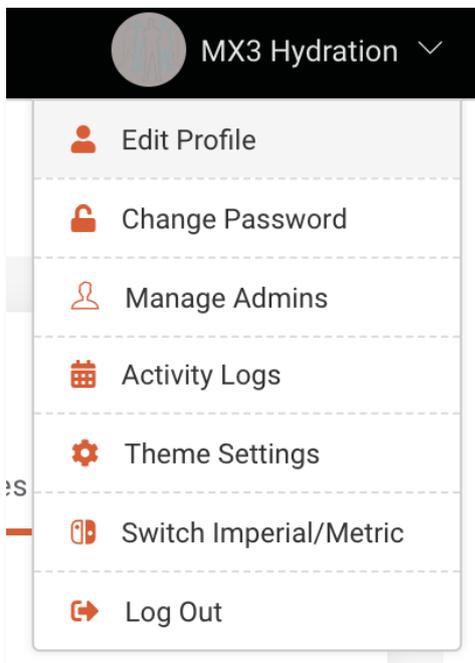
What is a Primary Administrator?

The Primary Administrator (superadmin) is the person you nominated during the sign-up process as your Primary Contact. The Primary Administrator is your organization's direct contact with MX3 and can view and edit all accounts and data from your organization. All primary administrators will have the username: **admin@subdomain** (eg., *admin@mx3demo*)

Username

How do I add/edit/remove Administrators?

To add additional administrators:



1. Click on **your name** in the top right corner of the portal
2. Click Manage Admins
3. Click **Add Admin**
4. Fill in the required fields and click **Save**
5. Your new administrator will receive an email to login at your organization MX3 Portal subdomain and set their password.

Administrators can have restricted permissions to manage/create various aspects of the portal.

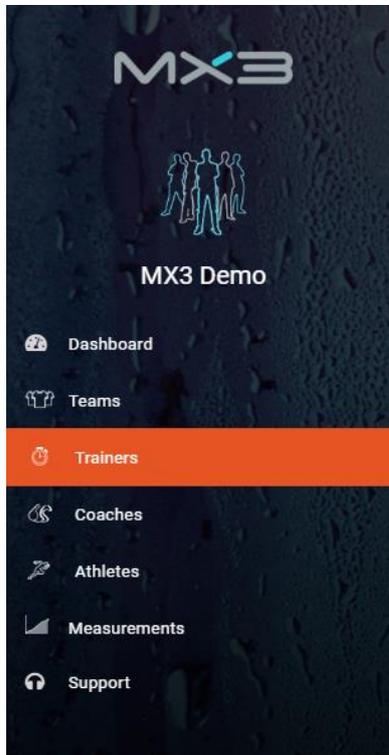
*Administrators can be added, edited, removed or have permissions changed using the **Manage Admins** page.*

Trainers/Coaches

Trainers manage teams, manage athletes and perform hydration measurements.
Coaches manage athletes and perform hydration measurements.

How do I add/edit/remove a Trainer?

Any administrators with “Trainers” permissions can manage Trainer Accounts.



To add a Trainer:

1. Click on the Trainers tab on the left of the portal
2. Click **Add Trainer**
3. Fill in the required fields and click **Save**
4. Your new trainer will receive an email to login at your organization MX3 Portal subdomain and set their password

The username assigned to the Trainer can be used to log into both the MX3 Portal and the MX3 App.

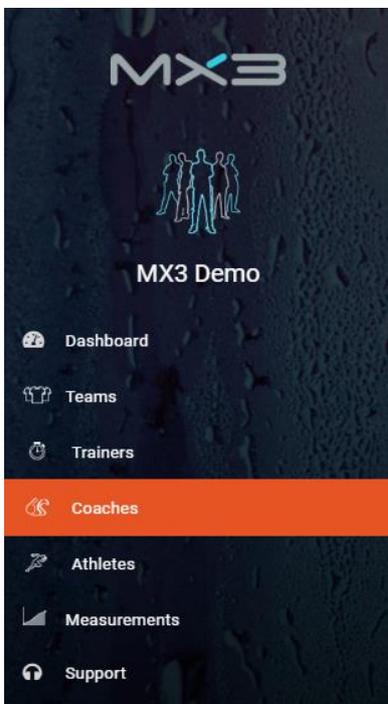
To edit a Trainer:

1. Click on the Trainers tab on the left of the portal
2. Click on the  icon next to the Trainer's name

Trainer accounts can be added, edited, inactivated or deleted in the Trainers module.

How do I add/edit/remove a Coach?

Any administrators with “Coaches” permissions can manage Coach Accounts.



To add a Coach:

1. Click on the Coaches tab on the left of the portal
2. Click **Add Coach**

Fill in the required fields and click **Save**.

The username assigned to the Coach can be used to log into both the MX3 Portal and the MX3 App.

To edit a Coach

1. Click on the Coaches tab on the left of the portal
2. Click on the  icon next to the Coach's name

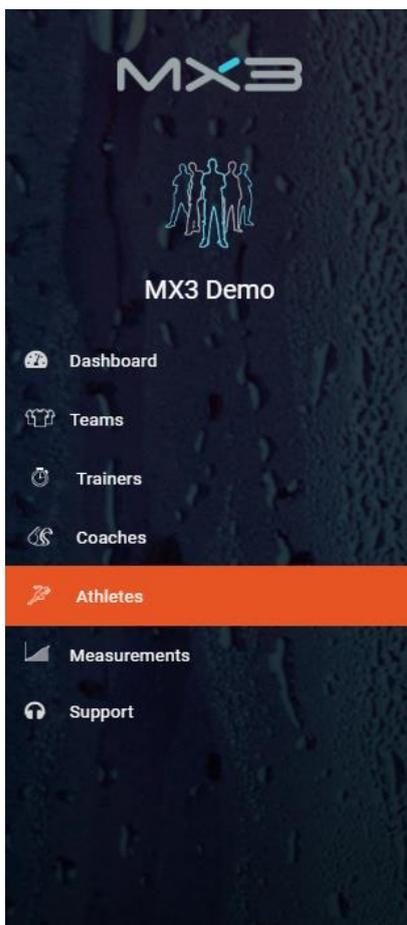
Coach accounts can be added, edited, inactivated or deleted in the Coaches module.

Athletes

Athletes manage their own account and data and can perform their own hydration measurements.

How do I add/edit/remove an Athlete?

Administrators with “Athletes” permissions, Trainers and Coaches can manage Athlete accounts.



To add an Athlete:

1. Click on the Athlete tab on the left of the portal
2. Click 
3. Fill in the required fields and click 

The username and password assigned to an athlete can be used to log into both the MX3 Portal and the MX3 App.

To edit an athlete:

1. Click on the Athletes tab
2. Click on the  icon next to the athlete's name

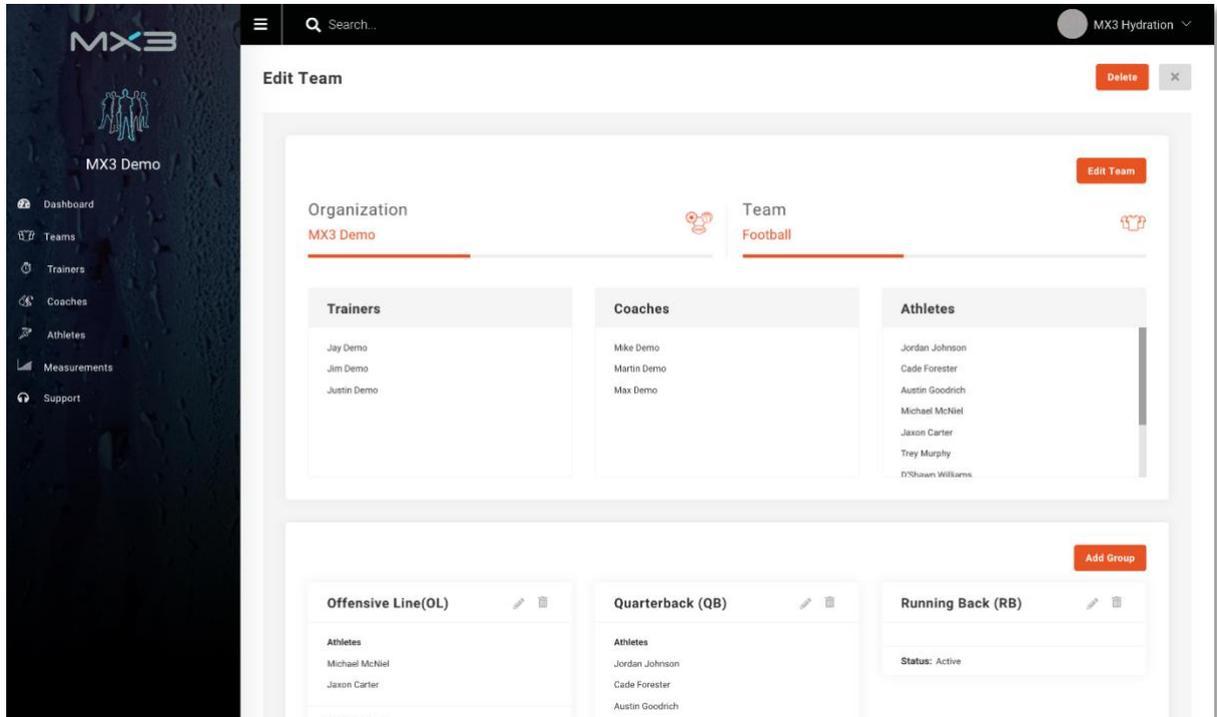
Athletes can be added in bulk by Administrators using the  button located in the athlete page.

Coaches or Trainers can add/edit Athletes through the MX3 App.

Athlete accounts can be added, edited, inactivated or deleted in the Athletes module.

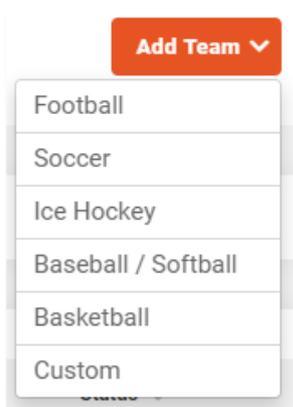
Teams

Teams are collections of coaches, trainers and athletes. Teams may represent a specific sports team (e.g., *State Football Team*), a location (e.g., *Midtown Personal Trainer Studio*), or any other situation where it makes sense to group individuals together. An organization can have any number of teams, and accounts can be assigned to multiple teams.



How do I add/edit a Team?

Administrators with Teams permissions and Trainers can manage Teams.



To add a team:

1. Click on the Teams tab on the left of the portal
2. Click **Add Team** and select a team template, or select custom for blank team
3. Assign the team a name and assign Trainers, Coaches and Athletes
4. Click **Save**

To edit a team:

1. Click on the Teams tab
2. Click on the team name in the team list
3. Click **Edit Team**

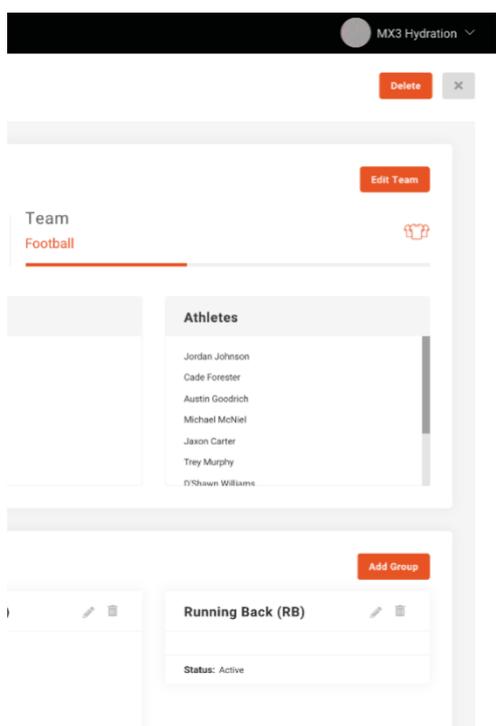
Groups

A team may be further divided into groups of coaches, trainers and/or athletes (e.g., *Attack*, *Defense*, etc.) to assist in team and data management.

Trainers can measure, view and edit all athletes within a team they are assigned to. Coaches can only measure, view and edit athletes within any Group they are assigned to. To be assigned to a Group, a Coach, Trainer or Athlete must be first assigned to the Team.

How do I add/edit a Group?

Administrators with Teams permissions and Trainers can manage Groups.



To add a group within your team:

1. Click on the Teams tab
2. Click on the team name in the team list
3. Click **Add Group**
4. Within the group creation pop-up, name your group, assign Coaches, Trainers and Athletes to the group
5. Click **Save**

To edit a group:

1. Click on the Teams tab
2. Click on the team name in the team list
3. Click on the  icon next to the group name

Measurement Data

The screenshot shows the MX3 Measurements page. On the left is a dark sidebar with navigation options: Dashboard, Teams, Trainers, Coaches, Athletes, Measurements (highlighted), and Support. The main content area has a search bar and an 'Export' button. Below the search bar is a 'Filter' section with a plus icon. The dashboard features four hydration status gauges: Hydrated (44), Mildly Dehydrated (2), Moderately Dehydrated (8), and Severely Dehydrated (3). Below the gauges is a table of measurement data.

Athlete	Measured By	Measurement Time	mOsm reading	Hydration Status	Type	Pre/Post Exercise	Note
Cade Forester	Mike Demo	2019-08-29 18:27:08	45	Hydrated	General		
Isaiah Thompson	Mike Demo	2019-08-29 18:26:40	39	Hydrated	General	Pre-Exercise	
Jaxon Carter	Mike Demo	2019-08-29 01:50:36	37	Hydrated	General		
Isaiah Thompson	Mike Demo	2019-08-29 01:50:13	43	Hydrated	General		
Devon Brown	Mike Demo	2019-08-29 01:49:49	37	Hydrated	General		
Cade Forester	Mike Demo	2019-08-29 01:49:09	44	Hydrated	General		
Alex Holbrook	Mike Demo	2019-08-29 01:48:36	37	Hydrated	General	Pre-Exercise	
Jaxon Carter	Mike Demo	2019-08-29 01:44:46	37	Hydrated	General		
Cade Forester	Mike Demo	2019-08-29 01:42:35	36	Hydrated	General	Pre-Exercise	
Austin Goodrich	Mike Demo	2019-08-28 23:18:14	121	Moderately Dehydrated	General		
DShawn Williams	Mike Demo	2019-08-28 23:17:44	131	Moderately Dehydrated	General		
DShawn Williams	Mike Demo	2019-08-28 23:17:00	0	Hydrated	General		
Austin Goodrich	Mike Demo	2019-08-28 23:16:41	145	Moderately Dehydrated	General		
Jaxon Carter	Mike Demo	2019-08-28 23:14:35	119	Moderately Dehydrated	General		

How do I view measurement data?

You can view measurement data by clicking on the **Measurements** Tab.

Measurements may be filtered by team, group, athlete, time and other conditions to assist in analysis.

The filter form includes the following fields:

- Athlete: Enter Athlete
- Measured By (Coach, Trainer, Athlete): Enter John, Alex, Elise etc...
- Hydration Status: - Select Hydration Status -
- Type: - Select Type -
- Pre/Post Exercise: - Select Pre/Post exercise -
- Team: - Select Team -
- Group: - Select Group -
- Measurement Time: From [] To []

Buttons: Search, Reset

You can also view data for a single athlete by clicking on the athlete name in the **Athletes** tab.

How do I export measurement data?

Click on the Measurements Tab.

You can export filtered or unfiltered measurement data as a PDF or CSV using the  button.