



Arkansas
Healthy Employee Lifestyle Program
(AHELP)

Web Site Instructions

November 2009
Updated April 2010



Table of Contents

| | | |
|----------|---|-----------|
| 1 | Logging into AHELP | 3 |
| 1.1 | New User Sign-up..... | 4 |
| 2 | General AHELP Functionality..... | 5 |
| 2.1 | Home Page | 5 |
| 2.2 | Menu Bar..... | 5 |
| 2.3 | Breadcrumb Trail..... | 6 |
| 3 | Participant Page..... | 7 |
| 3.1 | Daily Activity Entry Page | 8 |
| 3.1.1 | AHELP Participant | 8 |
| 3.1.2 | Challenge Participant | 9 |
| 3.2 | Joining a Challenge Team..... | 11 |
| 3.2.1 | More Information | 12 |
| 3.3 | Prize Redemptions Page..... | 13 |
| 4 | My Profile Page..... | 15 |



AHELP Web Site Instructions

1 Logging into AHELP

You must have a profile to log into the Arkansas Healthy Employee Lifestyle Program (AHELP) web site. If you do not have a profile, you need to create one (see *Section 1.1 - New User Sign-up*).

If you do have an AHELP profile and have verified your account, you can log into the web site by following these directions (see *Figure 1-1*):

1. Enter your **User ID** (email address).
2. Enter your **Password**.
 - a. If you have forgotten your password, click on the **Forgot Password** link.
3. Press the **Login** button.

vx.x (xx/xx/xxxx)
Thu Sep 3 06:22:53 CDT 2009

Arkansas Healthy Employee Lifestyle Program
Official Home of the Arkansas Healthy Employee Lifestyle Program (AHELP)

To log into the Arkansas Healthy Employee Lifestyle Program, you must have created a profile. If you have not created an AHELP profile, please use the 'New User Sign-up link'. Your User ID is the email address you entered when you created your profile. If you have forgotten your password, please use the 'Forgot Password' link.

AHELP - Login Page

User ID

Password

Remember User ID

[Forgot Password](#) [Change Password](#) [New User Sign-up](#)

[Blue and You Fitness Challenge](#) [AHELP Agency Contact List](#)

You may only use Internet Explorer version 6.0 or greater and it is recommended you use a screen resolution of 1024x768 or higher to use this web site.

Figure 1-1 - Login Page



AHELP Web Site Instructions

1.1 New User Sign-up

You must have a profile to be able to log into the AHELP web site. A profile is required whether you are participating in the Healthy Employee Lifestyle Program or a Challenge Event.

Follow these directions to create an AHELP profile:

1. Click on **New User Sign-up** on the *Login* page.

2. Enter the following information:
 - a. Work e-mail address only
 - b. General information about yourself.
 - c. A password for your profile.
 - i. **Participation Agreement**

 - ii. **AHELP Participant**

To become an AHELP Participant, you must set up a My Profile in the AHELP system and link to the Health Risk Assessment (HRA). Points are given for doing the HRA which you can redeem the points for prizes. As an AHELP participant, you can join Challenge Events when an event is offered.

- iii. **Challenge Participant**

When an event is occurring you will be able to participate by signing up for the event. Instructions will be announced for the event(s). When participating in an AHELP Challenge Event your activities will automatically be entered into your account earning you more points to redeem prizes.

3. **Review your information.**

- a. If your information is correct, press the **Finish** button.
- b. An email at your work address will be sent to your email account that allows you to verify your profile. You must follow the link to verify your AHELP profile or you will not be able to log into the AHELP web site.



AHELP Web Site Instructions

2 General AHELP Functionality

2.1 Home Page

Once you have logged into the AHELP web site, you will be taken to the *Home* page as shown in *Figure 2.1-1*.

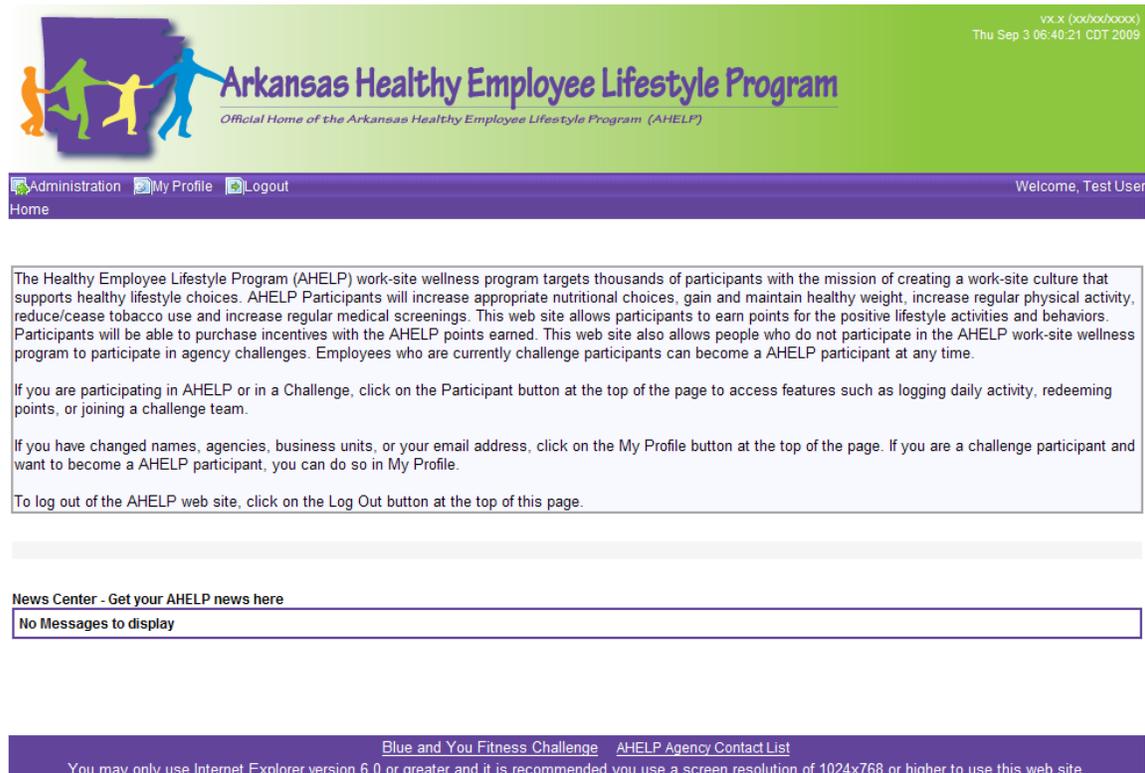


Figure 2.1-1 - Home Page

2.2 Menu Bar

The *Menu Bar* can be found at the top of the *Home* page. This *Menu Bar* contains the main navigational links. This *Menu Bar* appears only after you have logged into the web site.

You can use the *Menu Bar* to quickly navigate to a particular area of the web site.

1. The **Participant** link takes you to the **Participant Main** page. From this page you can perform tasks such as log daily and yearly activities, redeem AHELP points,



AHELP Web Site Instructions

or join a Challenge Event.

2. The **My Profile** link takes you to the *My Profile* page. This page allows you to change your personal information. This page also allows you to join a special Challenge Event
3. The **Logout** link logs you out of the AHELP web site and returns you to the *Login* page.

2.3 Breadcrumb Trail

The *Breadcrumb Trail* is located directly below the *Menu Bar*. A *Breadcrumb Trail* is a navigation tool that allows you to see where the current page is in relation to the web site's hierarchy.

It is recommended that you use the *Breadcrumb Trail* or the *Menu Bar* to navigate the web site rather than using your browser's **Back** and **Forward** buttons.

Use the **Breadcrumb Trail** to quickly navigate back to a previous page.

Examples

In *Figure 2.3-1*, you will see an example of the *Breadcrumb Trail* when a user has gone to the *Daily Activity Log* page. Clicking on the **Home** link will return the user back to the *Home Page*.



Figure 2.3-1 - Breadcrumb Trail



AHELP Web Site Instructions

3 Participant Page

The **Participant** page is used by either AHELP or Challenge Participant. This page contains the following links that allow you to complete various tasks such as entering activities or redeeming points (see *Figure 3-1*):

- Daily Activity Entry Page.
- Yearly Activity Entry Page.
- Prize Redemptions Page.
- Join/Leave Challenge Event.

Click on the link that corresponds to the actions you wish to take.

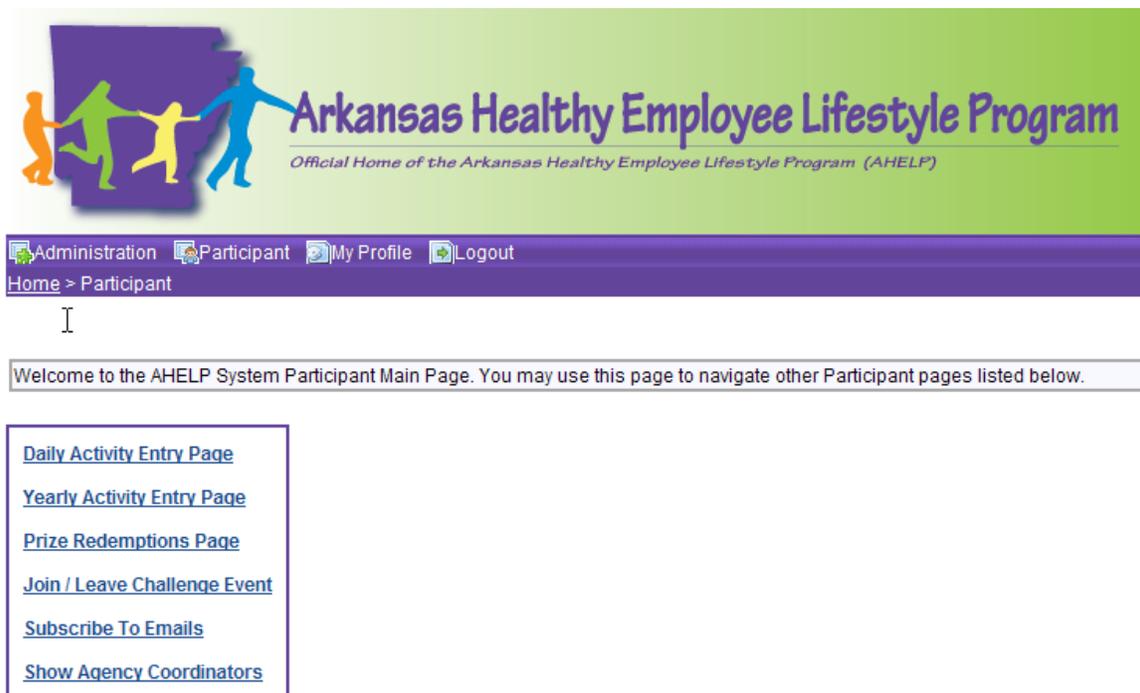


Figure 3-1 - Participant Page



AHELP Web Site Instructions

3.1 Daily Activity Entry Page

The *Daily Activity* page is used by AHELP and Challenge Participants to record the activities they perform. This page will look differently depending on what type of participant you are.

3.1.1 AHELP Participant

When you enter the *Daily Activity* page as an AHELP Participant, the page will look similar to *Figure 3.1.1-1*.

| AHELP System Daily Activity Data Entry Form | | | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|---------------|----------------------|----------------------|----------------------|
| Week 8/30/2009 - 9/5/2009 | | | | | | | | | | |
| Activities | S 8/30/2009 | M 8/31/2009 | T 9/1/2009 | W 9/2/2009 | T 9/3/2009 | F 9/4/2009 | S 9/5/2009 | AHELP Points | AHELP Bonus | AHELP Total |
| Cardiovascular Training | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fruits and Vegetables | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Flexibility and Strength | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tobacco-free | <input type="text"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Grand Total AHELP Points | | | | | | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| AHELP Points Summary | | |
|---------------------------|-----------------------------|------------------------------|
| Total AHELP Points Earned | Total AHELP Points Redeemed | Total AHELP Points Available |
| 254 | 0 | 254 |

Figure 3.1.1-1 - AHELP Participant Daily Activity Page

There are three main areas of the *Daily Activity* page.

1. Data Entry Form

The **Data Entry Form** allows you to record the activities you perform for a given week. When you go to the *Daily Activity* page, the current week is automatically displayed. You can navigate to different weeks by using the appropriate buttons at the top of the **Data Entry Form**.

Depending on which week you are viewing, you may not be able to enter data for certain days.

- You cannot enter data for days prior to when you created your AHELP profile
- You cannot enter data for future days.
- You are also limited in how far back you can enter or change a week's data.



AHELP Web Site Instructions

To find more information about a certain activity, you can do one of the following:

- Click on the activity name and a message will be displayed.
- Hover your mouse over a day in which you can enter data.

As you enter data, your AHELP points are automatically calculated for you in the **Point**, **Bonus**, and **Total** columns.

Note: The points displayed in the **Data Entry Form** are AHELP points only. They are not points received for participating in a Challenge Event.

Click on the **Submit** button to save your data once you are done making entries.

Note: Failing to click **Submit** will result in a loss of data.

2. **AHELP Points Summary**

The system will automatically calculate your total AHELP points and display the total in this section as you save your Daily Activity data.

3. **Challenge Weekly Summary**

If you are participating in a Challenge Event and the current week being displayed is during an event's period, the event, along with your total points for the week, will be displayed in this section.

Click on the event name to go to the **Challenge Event More Information** page. The **Challenge Event More Information** page displays your total Event points in addition to team rankings and other information about the event.

3.1.2 Challenge Participant

When you enter the **Daily Activity** page as a Challenge Participant, the page will look similar to *Figure 3.1.2-1*.

Figure 2 - Challenge Participant Daily Activity Page

LOG shot her if you can

There are three main areas of the **Daily Activity** page.



AHELP Web Site Instructions

1. Data Entry Form

The **Data Entry Form** allows you to record the activity you perform for a given week of a Challenge Event. When you go to the **Daily Activity** page, the current week is automatically displayed. You can navigate to different weeks by using the appropriate buttons at the top of the **Data Entry Form**.

Depending on which week you are viewing, you may not be able to enter data for certain days.

- You cannot enter data for days that are not within the Challenge Event you are enrolled in.
- You are also limited in how far back you can enter or change a week's data.

To find more information about a certain activity, you can do one of the following:

- Click on the activity name and a message will be displayed.
- Hover your mouse over a day in which you can enter data.

As you enter data, your AHELP points are automatically calculated for you in the **Point, Bonus, and Total** columns.

Note: The points displayed in the **Data Entry Form** are AHELP points only. They are not points received for participating in a Fitness Challenge Event.

Click on the **Submit** button to save your data once you are done making entries.

Note: Failing to click **Submit** will result in a loss of data.

2. AHELP Points Summary

The system will automatically calculate your total AHELP points and display the total in this section as you save your Daily Activity data.

Note: This is not the same as Challenge Points. These points are what you would have earned if you were an AHELP Participant.



AHELP Web Site Instructions

3. Challenge Weekly Summary

The event along with your total points for the week will be displayed in this section when a week is displayed that occurs during a Challenge Event period.

Click on the event name to go to the *Challenge Event More Information* page. The *Challenge Event More Information* page shows your total event points in addition to team rankings and other information about the event.

3.2 Joining a Challenge Team

You can join a Challenge Team if you are an AHELP Participant and have registered as a Challenge Participant. Your agency will create the event and the event teams. Each team for an event has a Team Code.

You may choose to leave a team at any time. Please remember that if you leave a team while the event is in progress, you will not be allowed to rejoin the team and the Challenge Points you earned will be deducted from your team.

To participate in an event, you must first join a team prior to the event's start date. To join a team, follow these directions:

1. Obtain your Team Code.
2. Go to the *Join / Leave Challenge Event* page (see *Figure 3.2-1*). You can access this page from the *Participant Main* page.
 - a. If you have previously participated in an event, the events you participated in will be displayed.



AHELP Web Site Instructions

Figure 3.2-1 - Join / Leave Challenge Event

3. Enter the Team Code.
4. Click the **Join** button.
 - a. The event will be displayed as shown in *Figure 3.2-2* if you have successfully joined the team.

| Leave | Name | Team Name | Team Code | Captain | Join Date | Event Period | More Info |
|-------|-------------------|-------------|-----------|----------|-----------|-----------------------|-----------|
| | Race for the Cure | Pink Ladies | 34 | Jane Doe | 9/3/2009 | 9/4/2009 - 12/31/2009 | |

Figure3.2-2 - Team Joined

3.2.1 More Information

For each team you are a member of, you can click on the **More Info** icon to display more information about the event and your team (see *Figure 3.2-3*).



AHELP Web Site Instructions

1

Your Total Challenge Points: 0

| Challenge Events Information | |
|------------------------------|------------------------|
| Event Name | Race for the Cure |
| Event Description | Race for the Cure Team |
| Event Period | 9/4/2009 - 12/31/2009 |
| Event Sponsor | Jane Doe |

Activities assigned to the Event you selected

| Activity | Unit Increment | Points Per Unit | Max Points Per Period |
|-------------------------|----------------|-----------------|-----------------------|
| Cardiovascular Training | 1 | 1 | 10 |

Challenge Team Ranking for this Event

Click on your Team Name below to view your Team Members

| Ranking | Team Name | Team Captain | Total Points | Total Participants | Average Points |
|---------|----------------------------|--------------|--------------|--------------------|----------------|
| 1 | PinkLadies | Jane Doe | 0 | 1 | 0.00 |
| | Grand Total | | 0 | 1 | 0.00 |

Figure 3.2-3 - Challenge More Info Page

The **More Information** page lets to see what activities are being considered during the event and what the point system is. Your team’s total points earned for the event is displayed in the **Team Ranking** table. Click on your team name to see a list of the participants and their total points earned for the challenge.

3.3 Prize Redemptions Page

You can redeem your AHELP points for prizes if you are an AHELP Participant. To redeem your points, go to the **Prize Redemptions** page from the **Participant Main** page.

The **Prize Redemption** page has three main sections:

1. **AHELP Points Summary** (see *Figure 3.3-1*)

The total number of AHELP points you have earned, the total of points you have redeemed, and the remaining balance can be seen at the top of the **Prize Redemptions** page. Click on the **Age of AHELP Points Summary** to view the age of your points.

| AHELP Points Summary | |
|--|-----|
| Total AHELP Points Earned [Daily and Yearly] | 254 |
| Total AHELP Points Redeemed | 0 |
| Total AHELP Points | 254 |
| Age of AHELP Points Summary | |

New Colors

Figure 3.3-1 - AHELP Points Summary



AHELP Web Site Instructions

2. Prizes

The prize(s) is displayed as shown in *Figure 3.3-2*. Click on the appropriate **Redeem** icon to redeem a prize. Click on the appropriate **View Image** icon to see a picture and more information about a prize.

| Redeem | Description | Points Required | Points Earned Within Weeks | Max. Redeem Times Per Period | View Image |
|--------|---------------------------|-----------------|----------------------------|------------------------------|------------|
| | Dynaband - Gray | 450 | 104 | 12 | |
| | Dynaband - Green | 450 | 104 | 12 | |
| | Dynaband - Pink | 450 | 104 | 12 | |
| | Dynaband - Purple | 450 | 104 | 12 | |
| | Gym Bag | 750 | 104 | 10 | |
| | Long Sleeve T-Shirt - 2XL | 700 | 104 | 4 | |
| | Long Sleeve T-Shirt - LG | 700 | 104 | 4 | |
| | Long Sleeve T-Shirt - SM | 700 | 104 | 4 | |
| | Long Sleeve T-Shirt - XL | 700 | 104 | 4 | |
| | Long Sleeve T-Shirt 3XL | 700 | 104 | 4 | |
| | Long Sleeve T-Shirt- MED | 700 | 104 | 4 | |
| | One Day Off | 4750 | 52 | 1 | |
| | One hour time Off | 600 | 52 | 4 | |
| | Pedometer | 1000 | 104 | 5 | |
| | Three Days Off | 5890 | 52 | 1 | |
| | Two Days Off | 5320 | 52 | 1 | |

3. Redemptions

A list of the redemptions you have made is displayed at the bottom of the page. Click on the appropriate **Print Certificate** icon to print your Redemption Certificate (see *Figure 3.3-3*).

Can you put a screen shot of what a certificate looks like?

Figure 3.3-3 - Redemptions List

Romany Here a screen shot



AHELP Web Site Instructions

My Profile Page

The *My Profile* page is used to maintain your personal information (see *Figure 4-1*).

| Profile for helen weir | | View User Profile Report |
|-------------------------------------|---|--|
| First Name | <input type="text" value="Jane"/> | |
| Last Name | <input type="text" value="Doe"/> | |
| Work Email | <input type="text" value="Jane.Doe@arkansas.gov"/> | |
| Agency | Arkansas Department of Health <input type="button" value="v"/> | |
| Business Unit | Central Region <input type="button" value="v"/> | |
| AHELP Participation | <input checked="" type="radio"/> AHELP Participant By selecting the AHELP Participant type, you understand that you are entering a voluntary program and you should consult your physician prior to participating in AHELP. You understand that you are responsible for the contents of the Daily and Yearly Activity data entered into this website. ANY intentional falsification will be deemed a disciplinary action which will be punishable up to and including suspension. Click here to access the Health Risk Assessment (HRA) web site to complete your HRA prior to participating in AHELP | |
| Account Created Date | 4/9/2007 | |
| HRA Completion Date | <input type="text"/> | |
| AASIS Employee Number | <input type="text" value="123456"/> | |
| Display Popup Messages | <input checked="" type="checkbox"/> | |
| <input type="button" value="Save"/> | | |

| Change Password | |
|--|----------------------|
| Enter Old Password | <input type="text"/> |
| Enter New Password | <input type="text"/> |
| Enter New Password Again | <input type="text"/> |
| <input type="button" value="Change Password"/> | |

Figure 4-1 - My Profile

Use this page to

- Update changes to name.
- Update changes to work email address.
- Update changes to Agency, Board or Commission.

An important feature of the web site is to display pop-up messages as certain events happen while you are using the web site or to display critical information. You can turn



AHELP Web Site Instructions

them off by un-checking the **Display Popup Messages** checkbox and saving your change; however, you may still see pop-up message for critical information.