



LookinBody Web

LB Web - Web Portal Quick Guide

Introduction

We are excited to announce that the LookinBody web service has a new look!

We've made some changes as well in the way you use the service to better enhance the way you manage your members and their test results.

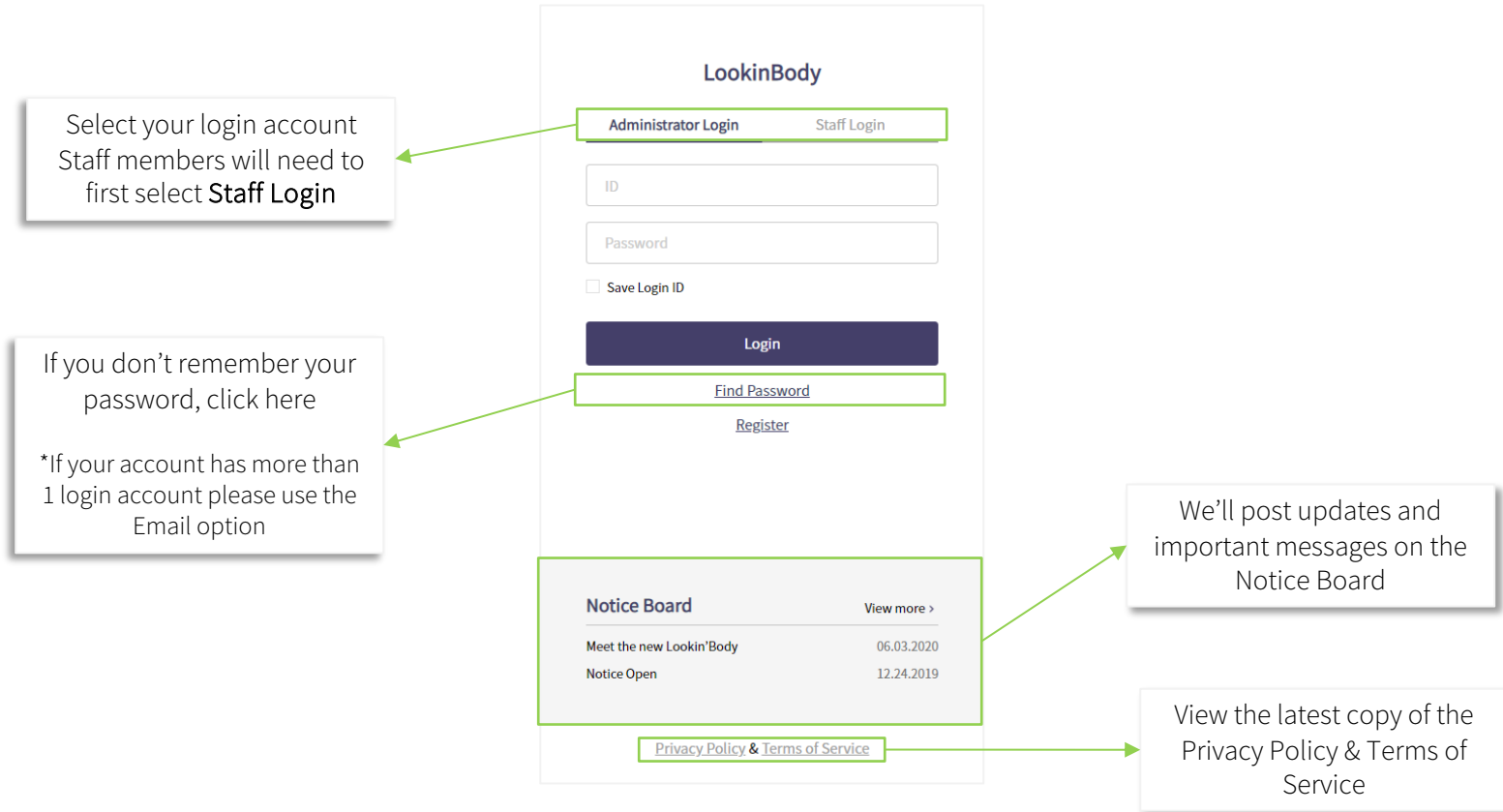
This guide will cover the changes provided in our new look.

Items you will need:

- Access to a computer/tablet with internet connection
- Compatible browser such as: Internet Explorer, Google Chrome, Firefox, or Safari

Estimated Time to Complete: 25 Minutes

Login Page Update



Updates to the Tutorial

Login Page

Our tutorial has been updated. We've incorporated our guides into the tutorial in a more user-friendly format.

Use can use the tutorial to:

1. Setup and review your unit's connection status
2. Testing and viewing InBody Results
3. How to perform a manual upload from the unit
4. How to create & organize groups
5. How to create & manager staff accounts

Tutorial: Getting Started

Welcome!

Thank you for choosing LookinBody!

Transform your client management and health information management approach!

Review the following steps to optimize your experience with LookinBody web services.

1. InBody Connection
2. InBody Test and View InBo...
3. Upload Previous Data
4. Organize Members into Gr...
5. Create Staff/Employee Acc...

☒ Open in New Window

☐ Do Not Show Again (Enable this Tutorial anytime by clicking on the ? icon at the top right)

Close Next

Click here to open the tutorial in a separate window

You can disable the Tutorial pop-up here.

You can visit the tutorial at any time by heading over to our help section.

Navigation Menu Update

Updated Navigation Menu

One of the biggest changes is to the Navigation Menu. We included several features to enhance and updated the way you interact with the menu.

You can minimize the navigation menu

Page navigation is now located on the left

To help get you adjusted, you can switch back and forth from the previous version.

Easily find your account renewal date

Access the:

- Help Menu
- Account Profile
- Chat Log

The screenshot displays the InBody software interface. On the left, a navigation menu is visible with options: Dashboard, Member List (highlighted), Health Report, Email/Chat, Print, Device Mgmt., Staff Mgmt., Edit, Setup, and Payment. The main area shows a table of 30 / 298 people (0 people selected). The table columns include Name, User ID, Mobile No., Edit, Report, Access to Home-use Product Data, Email, Age, Gender, Height, Registration Date, Last InBody Test Date, Staff, Group, and Location. The table contains 30 rows of data, all with a 'Request' status. At the top right, there is a header bar with a 'Switch to the old version' button, 'InBody Fitness HQ', and a 'Renewal Date: 12.31.2020' indicator. Below the header bar, there are search and filter options, and a 'Show Unsaved Results' notification.

Name	User ID	Mobile No.	Edit	Report	Access to Home-use Product Data	Email	Age	Gender	Height	Registration Date	Last InBody Test Date	Staff	Group	Location
	8573				Request		29	Female	5ft.04.0in.	05.23.2018	01.02.2018			DEMO Clinical
	8769				Request		29	Female	5ft.06.5in.	05.23.2018	12.30.2017			DEMO Clinical
	1817				Request		51	Female	5ft.04.0in.	05.23.2018	12.29.2017			DEMO Clinical
	0991				Request		37	Female	5ft.09.0in.	05.23.2018	12.29.2017			DEMO Clinical
	9094				Request		38	Female	5ft.03.0in.	05.23.2018	12.29.2017			DEMO Clinical
	7873				Request		50	Female	5ft.05.0in.	05.23.2018	12.27.2017			DEMO Clinical
	2570				Request		40	Female	5ft.04.0in.	05.23.2018	12.27.2017			DEMO Clinical
	0246				Request		37	Female	5ft.02.0in.	05.23.2018	12.26.2017			DEMO Clinical
	9745				Request		47	Female	5ft.02.0in.	05.23.2018	12.23.2017			DEMO Clinical
	1590				Request		48	Female	5ft.03.0in.	05.23.2018	12.23.2017			DEMO Clinical
	3848				Request		38	Female	5ft.08.0in.	05.23.2018	12.21.2017			DEMO Clinical
	9201				Request		62	Female	5ft.01.0in.	05.23.2018	12.21.2017			DEMO Clinical
	7649				Request		53	Female	5ft.04.5in.	05.23.2018	12.19.2017			DEMO Clinical
	7416				Request		47	Female	5ft.01.0in.	05.23.2018	12.18.2017			DEMO Clinical
	8965				Request		47	Male	5ft.10.0in.	05.23.2018	12.17.2017			DEMO Clinical
	4924				Request		30	Male	6ft.00.0in.	05.23.2018	12.17.2017			DEMO Clinical
	6533				Request		34	Female	5ft.04.0in.	05.23.2018	12.17.2017			DEMO Clinical
	2138				Request		41	Female	5ft.02.0in.	05.23.2018	12.17.2017			DEMO Clinical
	3868				Request		44	Female	5ft.04.0in.	05.23.2018	12.17.2017			DEMO Clinical
	2701				Request		26	Female	5ft.04.0in.	05.23.2018	12.12.2017			DEMO Clinical
	6003				Request		27	Male	6ft.00.0in.	05.23.2018	12.12.2017			DEMO Clinical

Help Menu

We made getting help easier

The screenshot shows the InBody Fitness HQ interface. A help menu is open, displaying three options: "Tutorial: Getting Started", "FAQ", and "Contact Us".

Tutorial: Getting Started

Click here to open the Tutorial

FAQ

Access the LookinBody Web FAQ

Contact Us

Need support or have any questions?
Please contact us at
LBWeb@InBody.com.

Contact us easily via email for any questions or support.

Clicking on this section will automatically open your default email editor

Edit Account

Easily update your Login Account

InBody Fitness HQ (Renewal Date: 12.31.2020) ?

Edit Account X

ID
Inbody003

Email
lbweb@inbody.com

Current Password
New Password
Confirm new password

Business Information
Business Name
InBody Fitness HQ
Telephone
855-432-0070
Address
Search for your address
13850 Cerritos Corporate Dr
Unit C 90703
Business Type
Fitness

Cancel Save

Click here to Edit your account information

Update your:

- Registered Email
- Login Password to the web portal (only)

Update your business information

Use the address Search feature to auto-fill in your address

Chat Feature

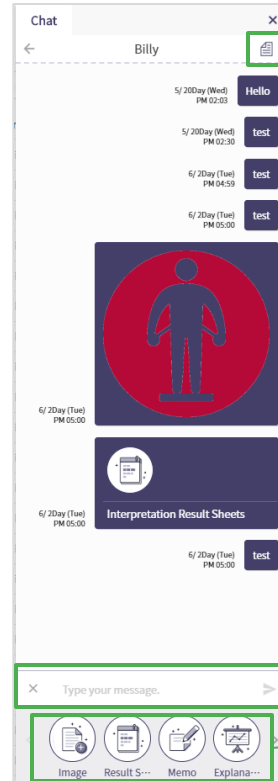
Starting with the new version, Administrator accounts can now engage with their clients using the Chat feature



Click here to access the Chat menu

You can use the Chat menu to view previously sent message and even send new messages in existing chats.

To initiate a Chat please visit the Email/Chat page.



View client's Health Report

Send Messages here

Easily send images, Result Sheets, Memo, Explanations, and Body Type reference materials through

Member List Update

Member List

We enhanced the way you search and view members in the Member List Page

Simplified Member Search

To search all members leave the search box empty and click on **Search**

Advanced filtering options

The screenshot shows the Member List interface. A green box highlights the search bar with the placeholder text "Name, ID, or Mobile No." and a "Search" button. Another green box highlights the "Filter" section, which includes "InBody Test: 01.01.2017 - 12.31.2017", "Location: DEMO Clinical", and an "Add Filter" button. A third green box highlights the "Show Unsavd Results: Not more than 10" dropdown menu. A fourth green box highlights the "30 / 298 people (0 people selected)" text. A fifth green box highlights the "Register New" button. A sixth green box highlights the "Excel Download" button. A seventh green box highlights the "View 30" dropdown menu. The table below shows the member list with columns: Name, User ID, Mobile No., Edit, Report, Access to Home-use Product Data, Email, Age, Gender, Height, Registration Date, Last InBody Test Date, Staff, Group, and Location. The first four rows of data are visible.

<input type="checkbox"/>	Name	User ID	Mobile No.	Edit	Report	Access to Home-use Product Data	Email	Age	Gender	Height	Registration Date	Last InBody Test Date	Staff	Group	Location
<input type="checkbox"/>	☆	8573				Request		29	Female	5ft.04.0in	05.23.2018	01.02.2018			DEMO Clinical
<input type="checkbox"/>	☆	8769				Request		29	Female	5ft.06.5in	05.23.2018	12.30.2017			DEMO Clinical
<input type="checkbox"/>	☆	1817				Request		51	Female	5ft.04.0in	05.23.2018	12.29.2017			DEMO Clinical
<input type="checkbox"/>	☆	0991				Request		37	Female	5ft.09.0in	05.23.2018	12.29.2017			DEMO Clinical

of applicable members/Total # of members
(# of people selected)

Display results that
needs to be reviewed

Member List – Search Filter

Easily choose and select which parameters to use when searching for members. More than 1 filter can be used.

Click here to enable **Filter** options

Click here to set **Filter** options

Available Filters:

- InBody Test Date
- Favorite
- Age
- Gender
- Staff
- Group
- Registration Date
- Location (only applicable to Corporate accounts)
- InBody Serial Number
- Mobile Number
- Email
- InBody App Enabled?

The screenshot displays the InBody Member List interface. At the top, there is a search bar with a magnifying glass icon and the text 'Name, ID, or Mobile No.'. To the right of the search bar are buttons for 'Search' and 'Filter'. Below the search bar, there are fields for 'InBody Test: 01.01.2017. - 12.31.2017.', 'Location: DEMO Clinical', and a '+ Add Filter' button. A green box highlights the 'Filter' button, with an arrow pointing to the text 'Click here to enable Filter options'. Another green box highlights the '+ Add Filter' button, with an arrow pointing to the text 'Click here to set Filter options'. Below these fields, there is a table with columns: Name, User ID, Edit, Report, Email, Age, Gender, Height, and Registration Date. The table shows 30 / 298 people (0 people selected). A green box highlights the 'Add Filter' dialog box, which is open. The dialog box has a title 'Add Filter' and a list of filters with checkboxes: InBody Test (checked), Favorite, Age, Gender, Staff, Group, Registration Date, Location (checked), InBody S/N, Mobile No., Email, and InBody App. The dialog box has 'Cancel' and 'OK' buttons. A green arrow points from the 'Available Filters' list to the 'Add Filter' dialog box.

Name	User ID	Edit	Report	Email	Age	Gender	Height	Registration Date
	8573				29	Female	5ft.04.0in.	05.23.2018
	8769				29	Female	5ft.06.0in.	05.23.2018
	1817				51	Female		
					37	Female		
					38	Female		
					50	Female		
					40	Female		
					37	Female		
					47	Female		
					48	Female		
					38	Female		
					62	Female		
					53	Female		
					47	Female		
					47	Male	5ft.10.0in.	05.23.2018
					30	Male	6ft.00.0in.	05.23.2018
					34	Female	5ft.04.0in.	05.23.2018
					41	Female	5ft.02.0in.	05.23.2018
					44	Female	5ft.04.0in.	05.23.2018
					26	Female	5ft.04.0in.	05.23.2018
					27	Male	6ft.00.0in.	05.23.2018

Member List – Additional Features

We enhanced the way you search and view members in the Member List Page

The screenshot displays the Member List interface. At the top, there is a search bar with the placeholder text 'Name, ID, or Mobile No.', a 'Search' button, and a 'Filter' checkbox. Below the search bar, filters for 'InBody Test' (01.01.2017. - 12.31.2017.) and 'Location' (DEMO Clinical) are visible, along with an '+ Add Filter' button. The main content area shows a table of 30 / 298 people (0 people selected). The table has columns for Name, User ID, Mobile No., Edit, Report, Access to Home-use Product Data, Email, Age, Gender, Height, Registration Date, Last InBody Test Date, Staff, Group, and Location. The first four rows of data are visible, showing members with User IDs 8573, 8769, 1817, and 0991, all female, 29 or 37 years old, and located at DEMO Clinical. To the right of the table, there are several action buttons: 'Register New', 'Edit Multiple', 'Set Column', 'Excel Download', and 'View 30'. A 'Show Unsaved Results: Not more than 10' button is also present. Five callout boxes with green arrows point to specific features: 'Add multiple members to the same group, medical history, or staff' points to the 'Register New' button; 'Export selected members to an Excel file' points to the 'Excel Download' button; 'Register new members' points to the 'Register New' button; 'Adjust column: You can adjust which columns to display or hide' points to the 'Set Column' button; and 'Adjust # of members to display on the page' points to the 'View 30' dropdown menu.

30 / 298 people (0 people selected)

Show Unsaved Results: Not more than 10

Register New Edit Multiple Set Column Excel Download View 30

	Name	User ID	Mobile No.	Edit	Report	Access to Home-use Product Data	Email	Age	Gender	Height	Registration Date	Last InBody Test Date	Staff	Group	Location
<input type="checkbox"/>	☆	8573				Request		29	Female	5ft.04.0in.	05.23.2018	01.02.2018			DEMO Clinical
<input type="checkbox"/>	☆	8769				Request		29	Female	5ft.06.5in.	05.23.2018	12.30.2017			DEMO Clinical
<input type="checkbox"/>	☆	1817				Request		51	Female	5ft.04.0in.	05.23.2018	12.29.2017			DEMO Clinical
<input type="checkbox"/>	☆	0991				Request		37	Female	5ft.09.0in.	05.23.2018	12.29.2017			DEMO Clinical

Register new members

Adjust column:
You can adjust which columns to display or hide

Adjust # of members to display on the page

Member List – Unsaved Results (Temporary Database)

Tests with mismatched profile information is now displayed in the Member list page and can be accessed by Staff and Administrator accounts.

Tests which need to be reviewed will be highlighted in red.

Click anywhere on the highlighted section to initiate the review.

30 / 2306 people (0 people selected)

<input type="checkbox"/>	Name	User ID	Edit	Report	Age	Gender	Height	Registration Date
<input checked="" type="checkbox"/>		5555555555			40.0	Male	6ft.02.0in.	
<input checked="" type="checkbox"/>		5555555555			41.0	Male	6ft.01.0in.	
<input type="checkbox"/>	☆	55552			30	Male	5ft.07.0in.	03.05.2020
<input type="checkbox"/>	☆	714			26	Male	5ft.06.3in.	01.17.2019

Filter | InBody Test: 01.01.2017. - 12.31.2017. | Location: DEMO Clinical | + Add Filter

Show Unsaved Results: Not more than 10 | Register

Adjust the number of **Unsaved Results** to be displayed on the member list.

Unsaved Results – Reviewing & Updating

Tests with mismatched profile information is now displayed in the Member list page and can be accessed by Staff and Administrator accounts.

The screenshot shows a web form titled 'Unsaved Results'. At the top, a message states: 'Existing profile does not match the member info, the result is tagged for review. Please review the date to make any or it can also be deleted.' The form is divided into two main sections: 'Test Results' on the left and 'Existing Member Information' on the right. Both sections contain fields for User ID, Mobile No., Height, Date of Birth, and Gender. In the 'Test Results' section, the 'Mobile No.' field (containing '55555555') and the 'Date of Birth' field (showing 'Month: Day 1980 Year 40') are highlighted with red borders. A green box highlights the 'Delete' button at the bottom left, and another green box highlights the 'Next' button at the bottom right. A green arrow points from the 'Delete' button to a callout box that says 'Click to delete result'. Another green arrow points from the 'Next' button to a callout box that says 'Click Next to update result profile'.

Mismatched sections
will be shown in red

Click to delete result

Click **Next** to update
result profile

The screenshot shows a dialog box titled 'Unsaved Results' with a close button (X) in the top right corner. The dialog contains the instruction: 'Choose the member information you want to update on LookinBody Web.' There are two radio button options: 'Unsaved Results' (which is selected) and 'Existing Member Information'. Under 'Unsaved Results', the following information is listed: '- Mobile No.: 5555555555', '- Height: 6ft. 02.0in.', and '- Date of Birth: (40.0)'. Under 'Existing Member Information', the following information is listed: '- Mobile No.: 5555555555', '- Height: 6ft. 01.5in.', and '- Date of Birth: 01.01.1980 (40.0)'.

After clicking **Next** the system will
let you choose which profile
information to save:

Profile entered for the test *or*
Profile saved in the Member List

Member List – Custom View

Display only the information you need by adjusting the which columns to display and hide

The screenshot shows the 'Member List – Custom View' interface. At the top, there are filters for 'InBody Test' (01.01.2017. - 12.31.2017.) and 'Location' (DEMO Clinical). Below these are buttons for 'Filter', 'Show Unsaved Results', 'Register New', 'Edit Multiple', and 'Set Column'. The 'Set Column' button is highlighted with a green box. A green arrow points from this button to a text box that says 'Click here to Set Columns'. Another green arrow points from the 'Set Column' dialog box to a list of available columns.

Search Filter InBody Test: 01.01.2017. - 12.31.2017. Location: DEMO Clinical + Add Filter

Show Unsaved Results: Not more than 10 Register New Edit Multiple Set Column

Set Column

- ☒ Name
- ☒ User ID
- ☐ Mobile No.
- ☒ Edit
- ☒ Report
- ☐ Access to Home-use Product Data
- ☐ Email
- ☒ Age
- ☒ Gender
- ☒ Height
- ☒ Registration Date
- ☐ Last InBody Test Date
- ☐ Staff
- ☐ Group
- ☐ Location
- ☐ InBody S/N
- ☐ InBody App

Cancel OK

Click here to **Set Columns**

Available Columns:









- Name
- User ID (always enabled)
- Mobile Number
- Edit (Member Info)
- Report (Health Report)
- Access to Home-use Product Date (New)
- Email
- Age
- Gender
- Height
- Registration Date
- Last InBody Test Date
- Staff
- Group
- Location
- InBody S/N (Serial Number)
- InBody App (Registered for app)

Member List – Selecting Members

Selecting Members on the Member List page

Click here to select the member
You can click anywhere on the row as well
Multiple members can be selected

Click on the Edit Profile icon to update the
member's information

<input type="checkbox"/>	☆	55552			30	Male	5ft.07.0in.	03.05.2020
<input type="checkbox"/>	☆	714			26	Male	5ft.06.3in.	01.17.2019
<input type="checkbox"/>	☆	44555			300	Male	5ft.07.0in.	02.28.2020
<input type="checkbox"/>	☆	4458			300	Male	5ft.07.0in.	02.28.2020

Click here to mark the member as
Favorite
You can utilize the Search Filter to only
display Favorite members

Click on the Report icon to view the member's
Health Report

Member List – Selecting Multiple Members

Selecting multiple Members will enable several features

Select or De-Select All Members

Export selected member's information as an Excel File

Group Edit Feature

Add/Remove selected members from:

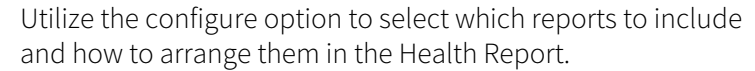
- Groups
- Medical History
- Staff

The screenshot displays a web application interface for managing a member list. At the top, there's a search bar with the placeholder text 'Name, ID, or Mobile No.' and a 'Search' button. To the right of the search bar are filters for 'InBody Test' (01.01.2017. - 12.31.2017.) and 'Location' (DEMO Clinical), along with an 'Add Filter' button. Below the search bar, it indicates '30 / 2306 people (4 people selected)'. A table lists the selected members with columns for Name, User ID, Edit, Report, Age, Gender, Height, and Registration Date. The table contains four rows of data. To the right of the table, there are buttons for 'Register New', 'Edit Multiple', 'Set Column', and 'Excel Download'. A green box highlights the 'Edit Multiple' button, and a callout points to it with the text 'Group Edit Feature' and a list of features: 'Groups', 'Medical History', and 'Staff'. Another green box highlights the 'Excel Download' button, and a callout points to it with the text 'Export selected member's information as an Excel File'. A third green box highlights the 'Select or De-Select All Members' button, and a callout points to it with the text 'Select or De-Select All Members'.

	Name	User ID	Edit	Report	Age	Gender	Height	Registration Date
<input checked="" type="checkbox"/>		55552			30	Male	5ft.07.0in.	03.05.2020
<input checked="" type="checkbox"/>		714			26	Male	5ft.06.3in.	01.17.2019
<input checked="" type="checkbox"/>		44555			300	Male	5ft.07.0in.	02.28.2020
<input checked="" type="checkbox"/>		4458			300	Male	5ft.07.0in.	02.28.2020

Health Report Update

Customized Health Report Layout



Health Report

Customized Health Report Layout

The screenshot displays the InBody Health Report interface. A dropdown menu on the left allows switching between member profiles. A search bar at the top center is used to find members. A chat icon in the top right corner enables sending result sheets. A memo icon in the bottom right corner opens a memo window. The main area shows a body composition history graph and a table of test results.

Search & view member's Health Report

Send Result Sheet to client via Chat

Configure Health Report

Open Memo window

Switch between Health Reports when more than 1 member is selected first on the Member List page

Body Composition History

Weight (lbs)	49.4	210.0	210.0	210.0	210.0	225.0	50.8	125.0	119.9	125.0	40.1
Date	04.17.18	03.31.20	03.31.20	03.31.20	03.31.20	04.03.20	05.12.20	05.12.20	05.13.20	05.13.20	05.18.20
Time	15:51	00:00					13:45	10:34	13:50	10:55	

Body Composition Analysis

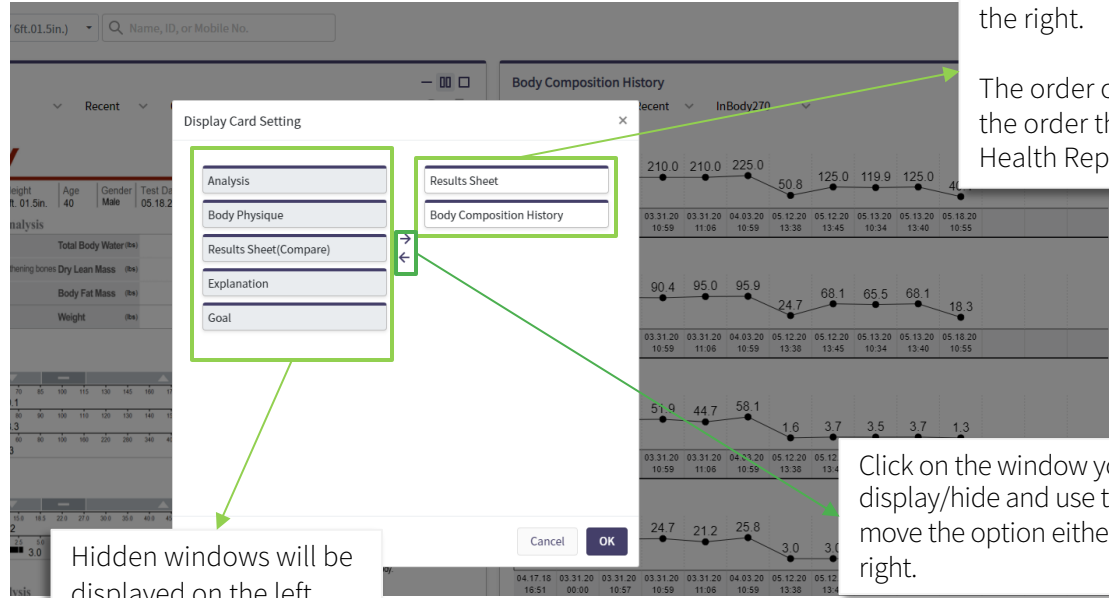
ID	Height	Age	Gender	Test Date / Time
555555555	6ft. 01.5in.	40	Male	05.18.2020. 10:55

Window Controls:

- Minimize window
- Restore window
- Maximize window

Health Report – Configuration Menu

Customized Health Report Layout



Email/Chat Updates

Email/Chat – Email Update

Simplified Email Page

The screenshot shows the 'Simplified Email Page' interface. At the top, there are tabs for 'Email' and 'Chat'. Below the tabs, a table displays email details. Callouts provide instructions for various elements:

- Switch between Email/Chat window:** Points to the 'Email' and 'Chat' tabs.
- Attachment status display:** Points to the 'Attachment(s)' column header.
- Clicking here to remove an attachment from the email:** Points to the '1 Photo(s), 1 Results Sheet' link in the 'Attachment(s)' column.
- Current Email Status:** Points to the 'Pending' status in the 'Status' column.
- Click to attach photo/result sheet:** Points to the 'Photo Result Sheets' link in the 'Attachment(s)' column.
- Edit features to format email:** Points to the rich text editor toolbar.

The email content area shows a message body with the text 'Hello, This is a test' and a 'Send' button at the bottom. A note at the bottom left provides spam/junk mail tips.

By default your account will utilize a non-monitored email to send out messages.

You can switch over to your own email and receive replies from your clients by heading over to the Setup page and select option 05. E-mail Options under General Settings.

※ Spam/Junk Mail Tips
-To avoid having the email marked as Spam/Junk please avoid using trigger words (e.g. advertising, free, 100%, etc.)
-Write enough (more than 3 sentences)

Email/Chat – Chat Update

The Chat feature can now be utilized with Administrator account. You can initialize 1st time chats on this page.

The screenshot shows a web interface for sending a chat message. At the top, there is a tabbed interface with 'Email' and 'Chat' tabs; the 'Chat' tab is selected and highlighted with a green box. Below the tabs is a 'Recipient(s)' section containing a table with columns 'Name' and 'User ID'. The table has one row with 'Test Profile' and '555555555'. To the right of this table is a section for 'InBody Mobile App' with a green box around the 'Available' status. Below the recipient table is a large text input area labeled 'Message'. Underneath the message input is an 'Attachment(s)' section with two icons: 'Photo' and 'Result Sheets', both enclosed in a green box. At the bottom of the interface is a 'Send' button. Several callout boxes with green arrows point to specific elements: one points to the 'Chat' tab, another to the 'Available' status, a third to the 'Message' input area, a fourth to the 'Photo' and 'Result Sheets' attachment options, and a fifth to the 'Send' button.

Client Mobile App
Registration verification

Switch between
Email/Chat window

Available

Message

Attachment(s)

Photo Result Sheets

Compose Messages
here

Attachment(s)

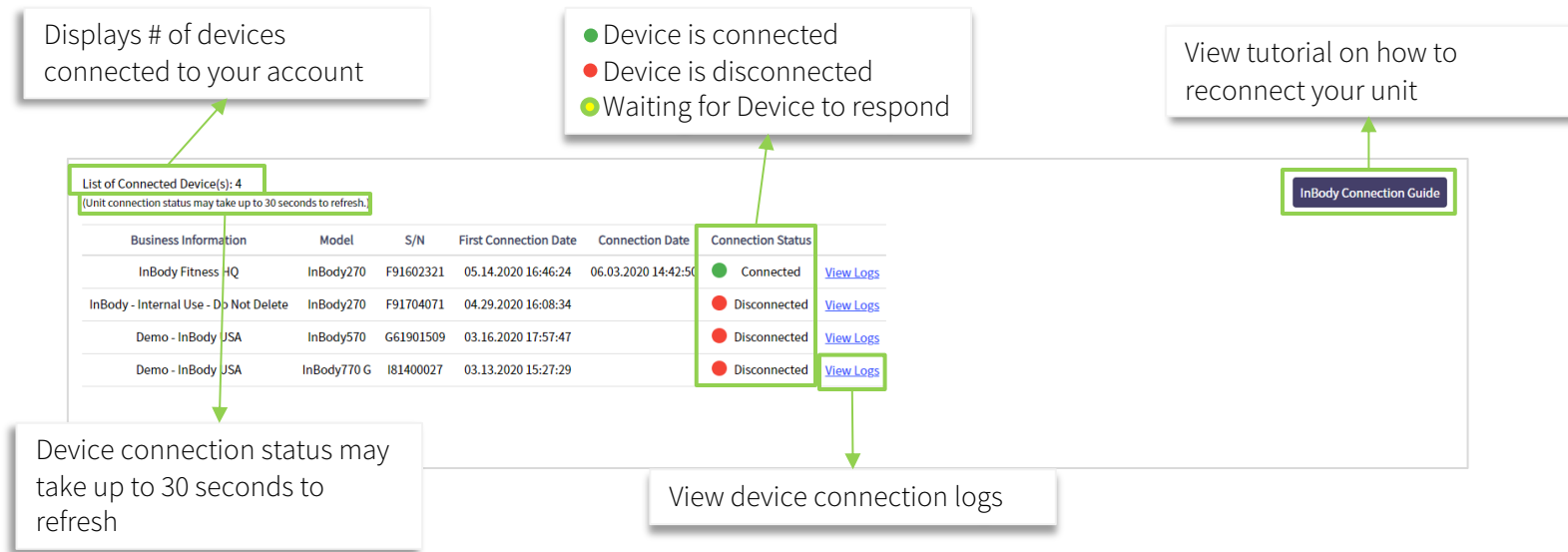
Test Profile 555555555

Send

New Feature: Device Management

Device Management

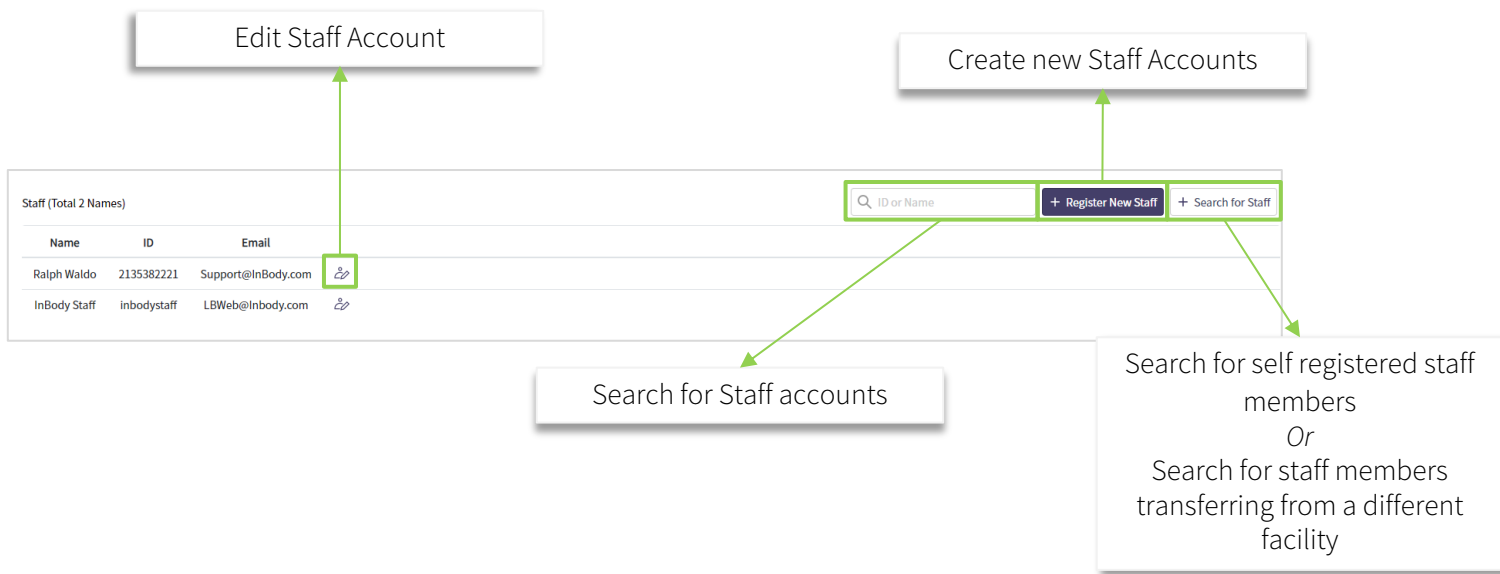
Easily view disconnected devices



Staff Management Update

Staff Management

Staff Member Management and Registration



Staff Management – Register New Staff Members

Staff Member Management and Registration

The screenshot displays the InBody Staff Management interface. On the left, a table lists staff members. On the right, a modal window titled 'Modifying instructor · Staff information' is open, showing account and access settings. Annotations with arrows point to specific UI elements:

- Click here to edit a staff account:** Points to the edit icon (pencil) next to the 'InBody Staff' entry in the staff list.
- Click here to register new staff members:** Points to the '+ Register New Staff' button in the top right of the modal.
- Assign staff members with different permission settings:** Points to the 'Staff Permission Settings' section in the modal, which includes checkboxes for Registration, Edit, and Delete.
- Control which features and pages staff members have access to:** Points to the 'Staff Access Settings' section in the modal, which includes checkboxes for Dashboard, Message, Print, Edit, and Chat.
- Delete unused staff accounts:** Points to the 'Delete' button (trash icon) at the bottom of the modal.

Staff List:

Name	ID	Email	
Ralph Waldo	2135382221	Support@InBody.com	
InBody Staff	inbodystaff	LBWeb@Inbody.com	

Modifying instructor · Staff information

Account information

Name *
InBody Staff

ID *
inbodystaff

Email *
LBWeb@Inbody.com

Account Setting

Staff Permission Settings

- ☐ Registration
- ☐ Edit
- ☐ Delete

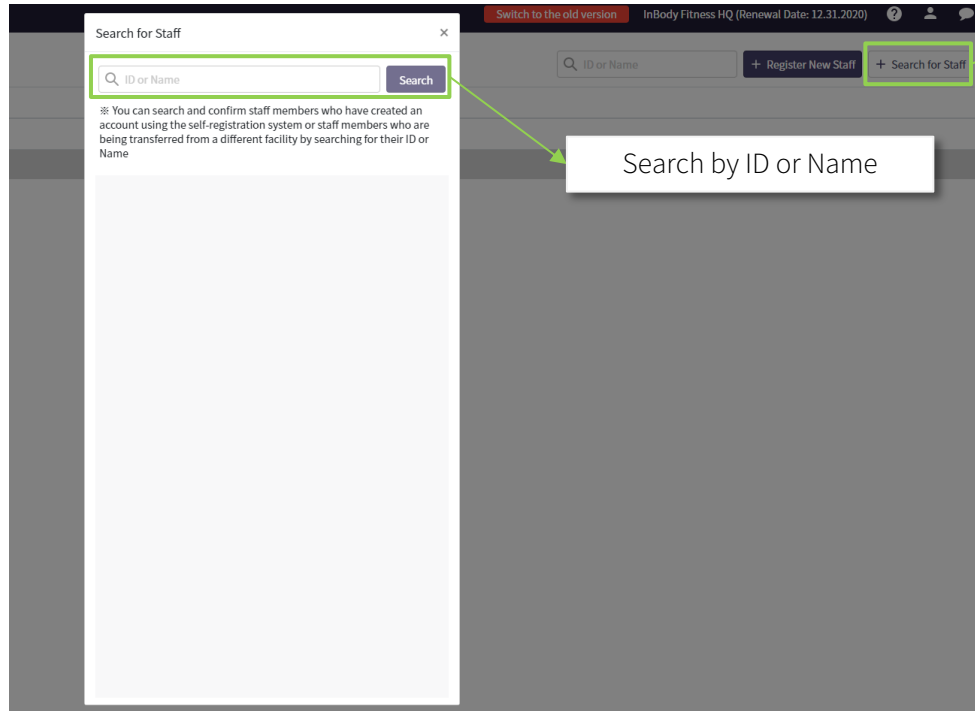
Staff Access Settings

- ☐ Dashboard
- ☐ Message
- ☐ Print
- ☐ Edit
- ☐ Chat

Buttons: + Register New Staff, + Search for Staff, Delete, Cancel, Confirm

Staff Management – Searching for Pre-Registered Members

Staff Member Management and Registration



Search for self registered staff members
Or
Search for staff members transferring from a
different facility

Search by ID or Name

If a staff member registered for their account using the link provided on the login page, you can perform a search for the staff member and add them to your account.

Additionally, if a staff member is transferring from another location and already has a LookinBody Web staff account, you can transfer ownership of the staff account into your account.

Staff Management – Purchasing Additional Staff Seats

Staff Member Management and Registration

Subscribe

1 F91602321 InBody270

Add InBody Unit

※ To remove an InBody unit from your account please contact LBWeb@InBody.com

Administrator Login(s) 4

Number	ID	Email
1	inbody002	lbweb@inbody.com
2	inbody003	lbweb@inbody.com
3	inbody004	lbweb@inbody.com
4	sarahy	sarah.yoon@inbody.com

Staff Login(s) 4

Included in your Subscription

2

2 Using

Add additional login seats

0

0 Using

※ The Standard subscription package includes 2 Staff login accounts. Additional Staff logins can be created by purchasing additional seats.

Important Note: To remove additional seats, you will need to first delete the staff login through Staff Mgmt. and update your subscription to remove the additional seat from your billing.

Back Next

of free Staff account seats available & in use

of additional staff account seats you want to purchase

The LookinBody Web standard account includes 2 free staff accounts with your \$25/month subscription.

Once the 2 free accounts have been used you will need to purchase additional seats to add more staff accounts.

Deleting a staff account will not delete your additional seat purchase. If you no longer need the additional seat, delete the staff account first and then update your subscription.

CONTACT US

For any issues or questions, please feel free to contact the support team for assistance.

**LookinBody Web
Support Team**

LBWeb@inbody.com

323.932.6503 extension 2

www.InBodyUSA.com