OXELEAD

USER GUIDE

FOR TRAINERS AND ADMINS

v2.1

TABLE OF CONTENTS

INTRODUCTION

WELCOME TO OXELEAD

OxeLead is a web-based fitness solution that can be used in conjuction with OxeFit's XP1 and XS1. Access OxeLead from a computer or tablet to maximize the efficiency of your fitness organization. The integration of the XP1 and XS1 software and OxeLead enables trainers and admins to conveniently access and manage various components of their OxeFit device(s) and clientele experiences, depending on role statuses.

This user guide goes through each panel within OxeLead in order of how it is listed in the left main menu of the web app. The roles directly below the header indicate who has access to that specific panel. If trainers and admins share the same panel accessibility with slightly different views, these differences will be noted and distinguished by Trainer/Admin View Only blocks.

OXELEAD ANNUAL ROLES

ADMIN

Admin users manage the organization and have the ability to assign licenses to trainers and clients. In OxeLead, admin users have full access to the **Dashboard**, **Settings**, and the **Admin** page. Admin users have restricted access to the **Clients** page, **Schedule** page, and the **Analytics** page.

TRAINER (LICENSED)

Trainers mainly manage the client's XS1 or XP1 experience. Trainers can schedule, edit, and analyze client workouts. In OxeLead, trainers have full access to the **Dashboard**, **Workouts**, **Exercises**, **Clients**, **Schedule**, **Analytics**, **Assessments**, and **Settings** page.

CLIENT (LICENSED)

Clients perform the exercises and workouts that trainers assign. If trainers or admin users add a client license to their role, their trainer or admin view will also include a **My Activity** page. To learn more about the client view, please see the OxeLead User Guide for Clients.

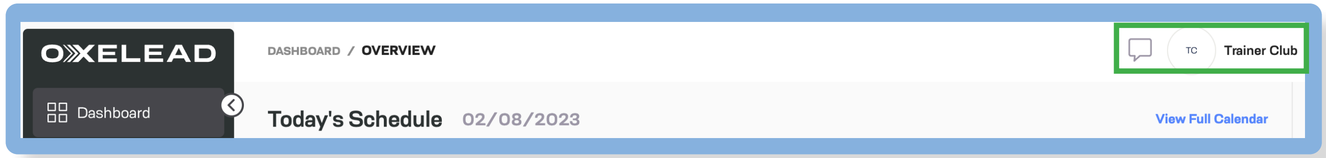
SUPPORT

If you have any questions or concerns regarding OxeLead or your devices, please contact support@oxefit.com. You can also visit support.oxefit.com to read our FAQs or submit a request.

TOP NAVIGATION

Trainer, Admin

Trainers and admins can view their name, role, organization, and profile picture from the **My Profile** page. **My Profile** is accessible from the top right corner of any page in OxeLead. Trainers and admins can change their display name from the **Settings** page. See **SETTINGS** on page 20. Only admin can change the organization and role type from the **Admin** page. See **ADMIN** on page 21.



CHANGE PROFILE PICTURE

1. Select your profile in the top right corner of the screen.
2. Select the **blue camera icon** near your profile picture to upload a new one.
3. Once you have selected your profile picture, click **Upload Photo**.

SIGN OUT

1. Select your profile in the top right corner of the screen.
2. Select **Sign Out**.

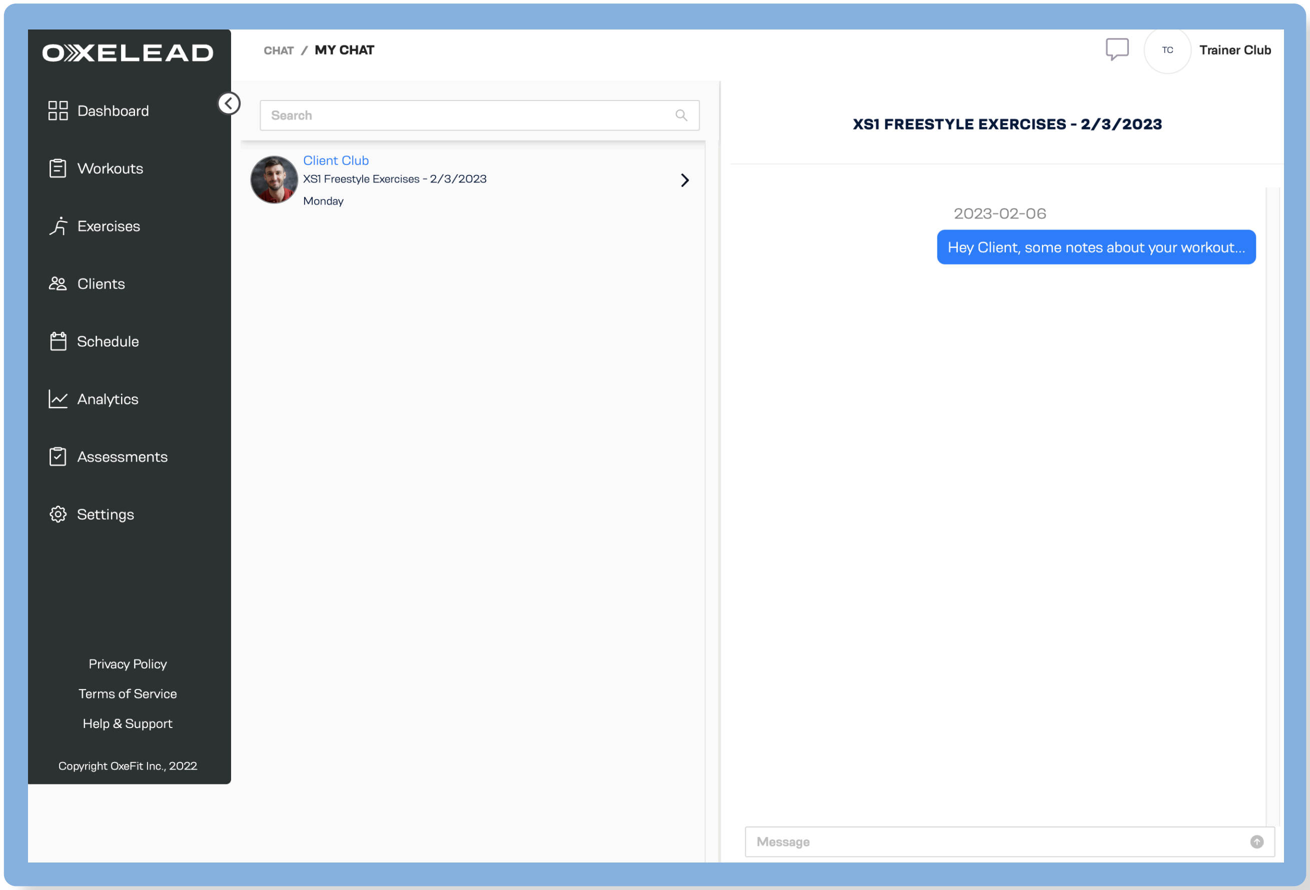
TOP NAVIGATION CONTINUED

Trainer, Admin

TRAINER VIEW ONLY

MESSAGES

Trainers and clients can communicate about a workout session through the chat feature. New chat messages will be indicated by a blue dot on the **Messages** icon in the top right corner of any page in OxeLead. When selecting the **Messages** icon, trainers will be taken to the **My Chat** page, where they can view their conversations with their clients and continue previously started conversations.



From the **My Chat** page, your messages will list on the left. Bolded listed messages indicates new/unopened messages. Blue listed messages indicates the message you are currently viewing.

START A NEW CHAT WITH A CLIENT

1. Schedule a workout session for a client. See **SCHEDULE A SESSION** on page 9.
2. The client completes the scheduled session.
3. Navigate to the **Completed Workouts** page in the **Analytics** panel.
4. Select the completed workout that you want to discuss with the client.
5. Click the **Options** dropdown menu in the right corner.
6. Select **View Notes**.

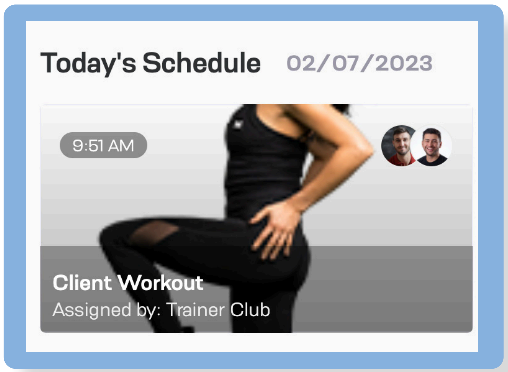
   You will be taken to the chat where you can begin conversating with the client.

DASHBOARD

Trainer, Admin

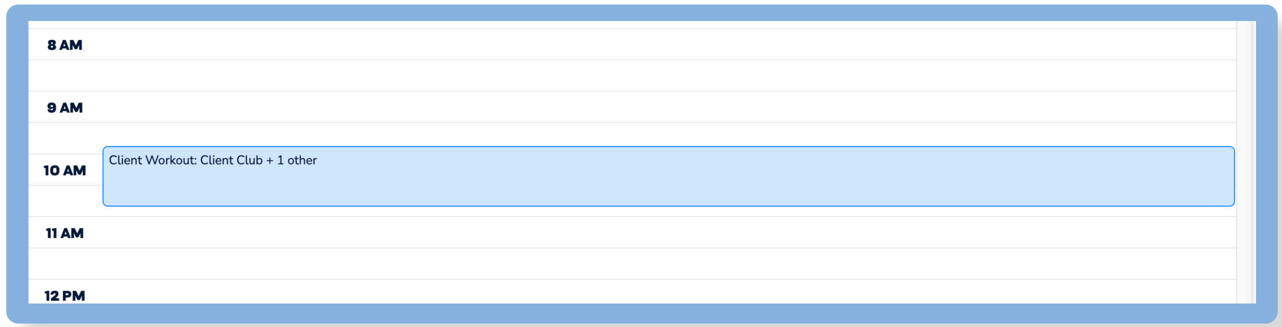
TODAY'S SCHEDULE

Depending on how many workouts are scheduled, the first four of the day will appear as reminder cards under **Today's Schedule**. The cards provide a brief overview of the scheduled workout, such as the time it is scheduled, the name of the workout, the trainer who assigned the workout, and the clients assigned to the workout.



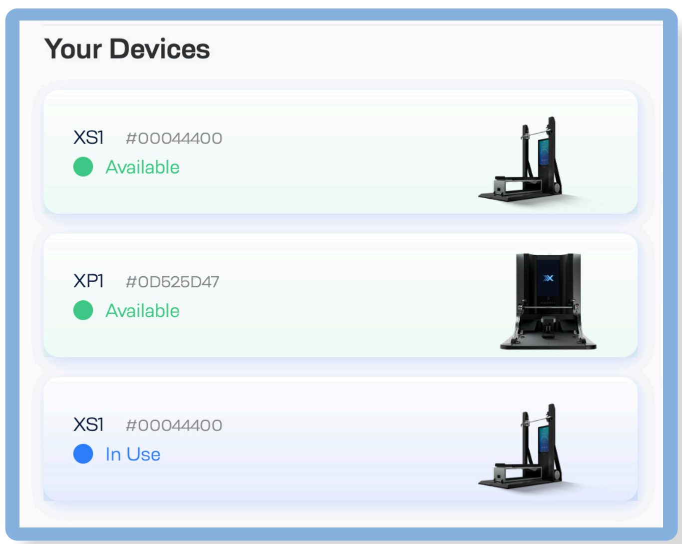
SESSION CALENDAR

Select a reminder card to view the session on the calendar. Blue sessions indicate the session is pending completion. Green sessions indicate the session has been completed by all clients who were scheduled for that workout. See **SCHEDULE** on page 13.



YOUR DEVICES

From the **Dashboard Overview** page in the **Dashboard** panel, you can also see which OxeFit device is available and in use for your clients under **Your Devices**. The code next to the device name is the **device ID** for XP1 platforms and the **serial number** for XS1 platforms.



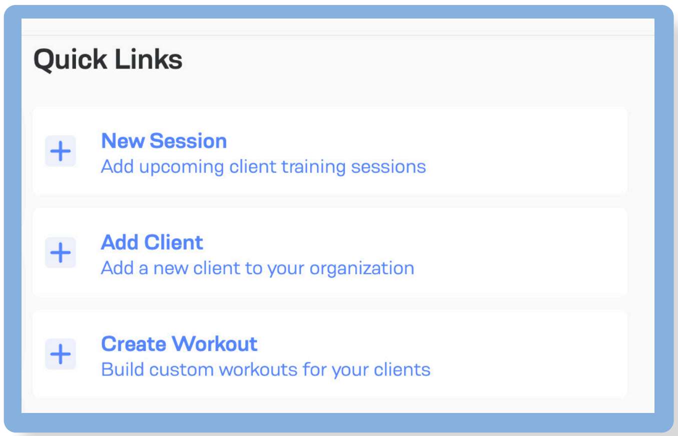
DASHBOARD CONTINUED

Trainer, Admin

QUICK LINKS

Use the **Quick Links** on the **Dashboard Overview** page to conveniently access the following important features, depending on your role, in OxeLead:

TRAINER VIEW ONLY



NEW SESSION

Add upcoming client training sessions. See **SCHEDULE A SESSION** on page 13.

ADD CLIENT

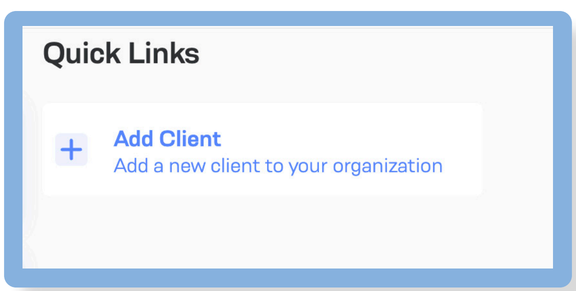
Add a client to your organization. See **ADD CLIENT** on page 11.

> **NOTE:** When a trainer or admin adds a new client, the client will not have a client license until the admin of the organization grants the client licensure. See **ADD TRAINER/CLIENT** on page 21.

CREATE WORKOUT

Build custom workouts for your clients. See **CREATE A NEW WORKOUT** on page 9.

ADMIN VIEW ONLY



ADD CLIENT

Add a client to your organization. See **ADD CLIENT** on page 11.

> **NOTE:** When a trainer or admin adds a new client, the client will not have a client license until the admin of the organization grants the client licensure. See **ADD TRAINER/CLIENT** on page 21.

WORKOUTS

Trainer

WORKOUT LIBRARY

Trainers can view all workouts that any trainer in their organization has created from the **Workouts** page of OxeLead. Use the **Platform** drop-down menu to specify if you want XP1 or XS1 exercises listed. As a default, the workouts will list the newest workouts first. Use the **Sort By** drop-down menu to change this default view. You can sort by newest, oldest, A-Z, and Z-A.

If there is a blue checked calendar in the top right corner of a workout card, that means the workout has been scheduled.

Click a workout card to view the details of the workout, such as the block style, exercises within the workout, and the reps and weight for each workout.

ADVANCED SETTINGS

The icon under the exercise name indicates which, if any, advanced setting will be applied to the exercise.

XP1 ADVANCED SETTINGS

CONCENTRIC/ECCENTRIC OVERLOADING
Increases resistance during the selected phase of a rep

ACCOMODATING RESISTANCE
Commonly referred to as chains; increases resistance throughout the range of motion for a single rep

INTERMITTENT LOADING
Increases or decreases the weight of each rep through-out a set

PERTURBATION TRAINING
Creates randomized oscillations in the cables during barbell exercises

TEMPO TRAINING
Match the velocity of the tempo lights during phases of a rep

VIRTUAL SPOTTER
Decreases the load when a struggle is detected

XS1 ADVANCED SETTINGS

NOTE: These advanced settings are for strength training exercises only. Cardio advanced settings are currently not available in OxeLead.

OVERLOAD
Increases resistance during the selected phase of a rep

CHAINS
Increases resistance throughout the range of motion for a single rep

BURNOUT
Increases or decreases the weight of each rep throughout a set

PERTURBATION
Creates randomized oscillations in the cables during barbell exercises

VIRTUAL SPOTTER
Decreases the load when a struggle is detected

WORKOUTS CONTINUED

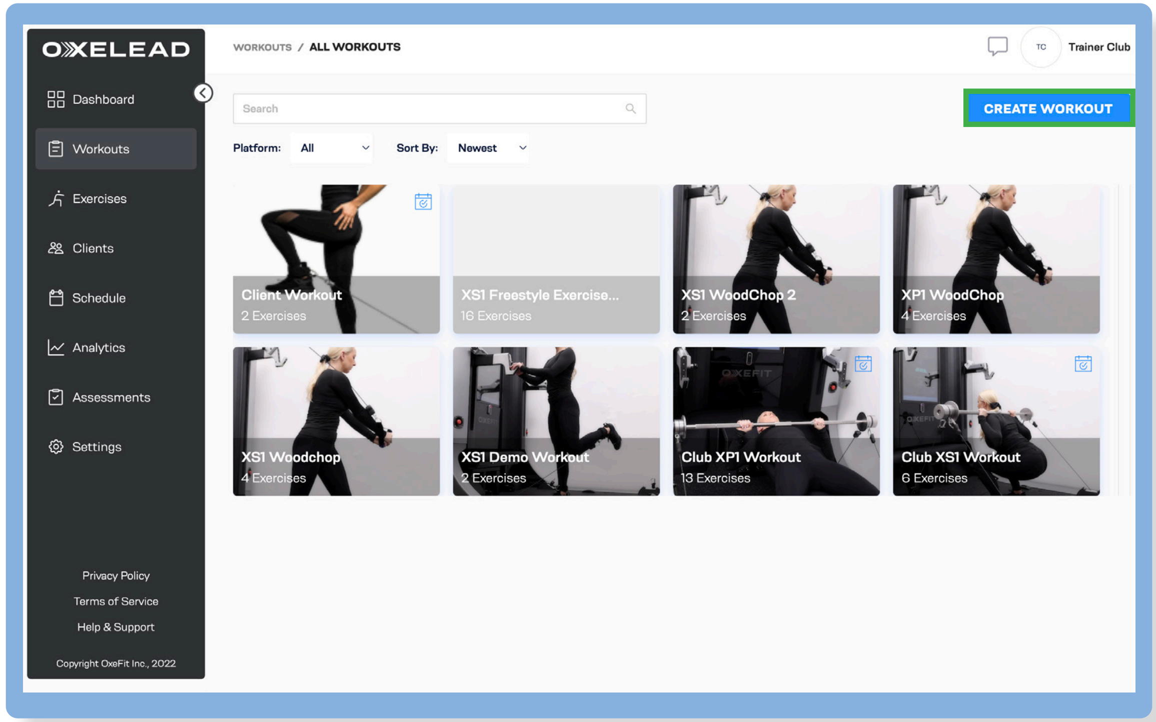
Trainer

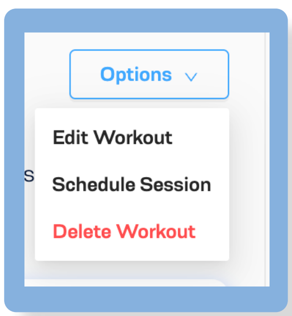
CREATE A NEW WORKOUT

Trainers can create new workouts from the **All Workouts** page in the **Workouts** panel.

1. Select **Create Workout** in the top right corner.
2. Enter a **workout title** and choose **XP1** or **XS1** as your platform, then **Continue**.
3. Select a **block type**, then **Continue**.
4. Select your **exercises**, then **Continue**.
5. Specify how many **reps**, **sets**, and how much **weight** is to be applied to each exercise. You can also add **Advanced Settings**. See **ADVANCED SETTINGS** on page 8. Use the three dots in the top right corner to edit a block, duplicate a block, or delete a block.

   TIP: Change the order of blocks and exercises by clicking and dragging the six dots in the top left corner.
6. Select **Save**.





EDIT A WORKOUT

NOTE: You can only edit a workout that **you** created.

1. Select the workout from the **All Workouts** page in the **Workouts** panel.
2. Navigate to the **Options** dropdown menu in the top right corner.
3. Select **Edit Workout**.

DELETE A WORKOUT

NOTE: You can only delete a workout that **you** created.

1. Select the workout from the **All Workouts** page in the **Workouts** panel.
2. Navigate to the **Options** dropdown menu in the top right corner.
3. Select **Delete Workout**.
4. Confirm that you want to delete the workout.

SCHEDULE A SESSION

1. Select the workout from the **All Workouts** page in the Workouts panel.
2. Navigate to the **Options** dropdown menu in the top right corner.
3. Select **Schedule Session**.
4. Select **client(s)** who should be scheduled for the workout.
5. The workout you selected will autofill in the workout field. You can change this by clicking the dropdown menu and selecting a new workout from the list or by typing the workout in the text field.
6. Schedule the **date** and **time**.
7. Select **Schedule**.

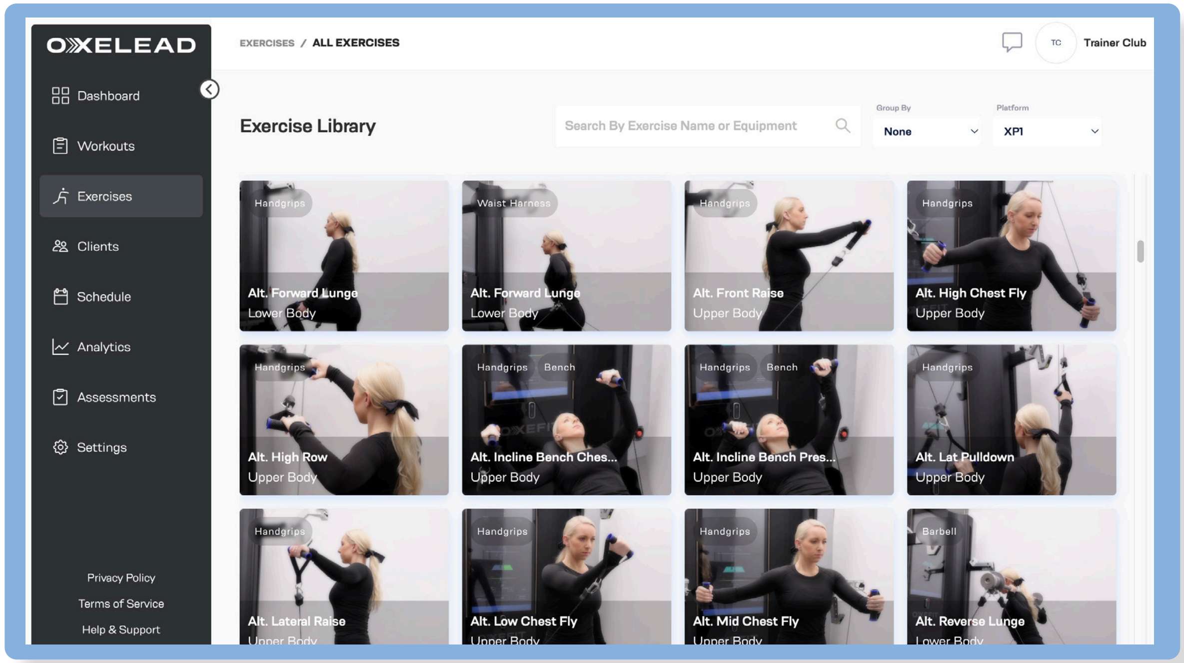
EXERCISES

Trainer, Admin

EXERCISE LIBRARY

Trainers and admins can view all available exercises on the XP1 and XS1 from the **Exercise** page of OxeLead. The exercises will be listed in alphabetical order.

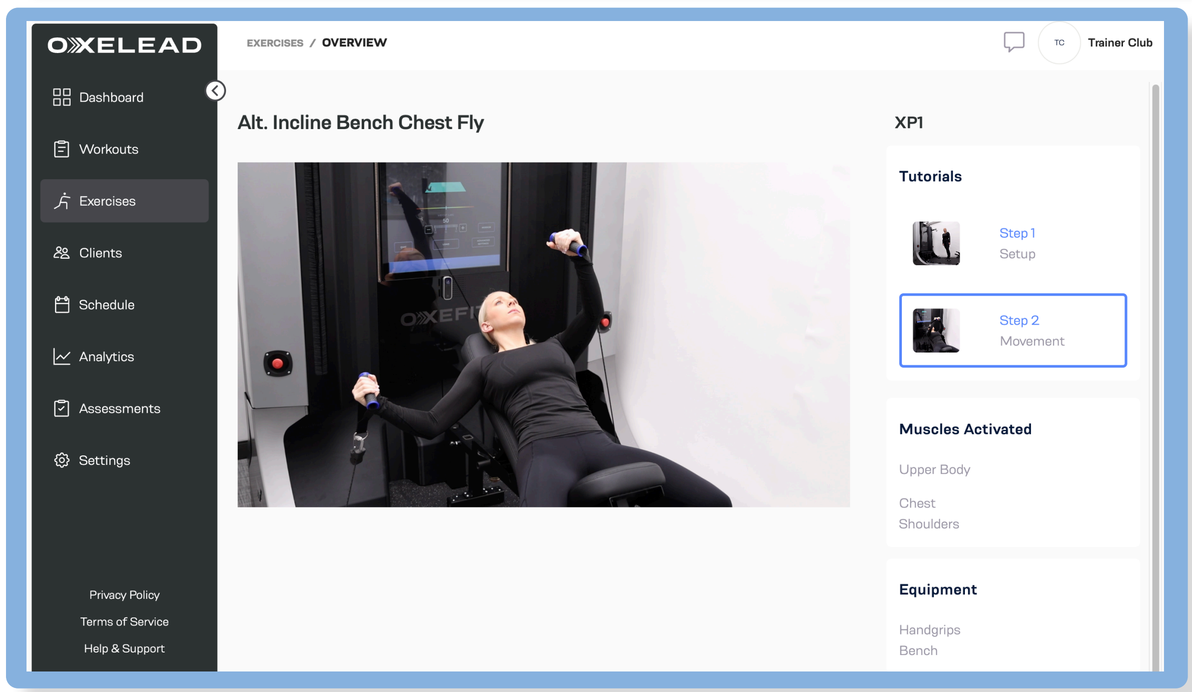
You can filter what exercises are displayed with the **Group By** dropdown menu and selecting **Exercise Family** or **Equipment**. XP1 exercises will list by default. Be sure to specify whether you want to view XP1 exercises or XS1 exercises when selecting from the **Device Type** dropdown menu.



VIDEO TUTORIALS

The exercise cards will also provide a brief overview of the accessories required for the exercise and the targeted muscles the exercise will activate. Select the exercise card to view a video tutorial on how to properly set up the exercise and how to properly perform the exercise.

NOTE: Not all exercises will have video tutorials.

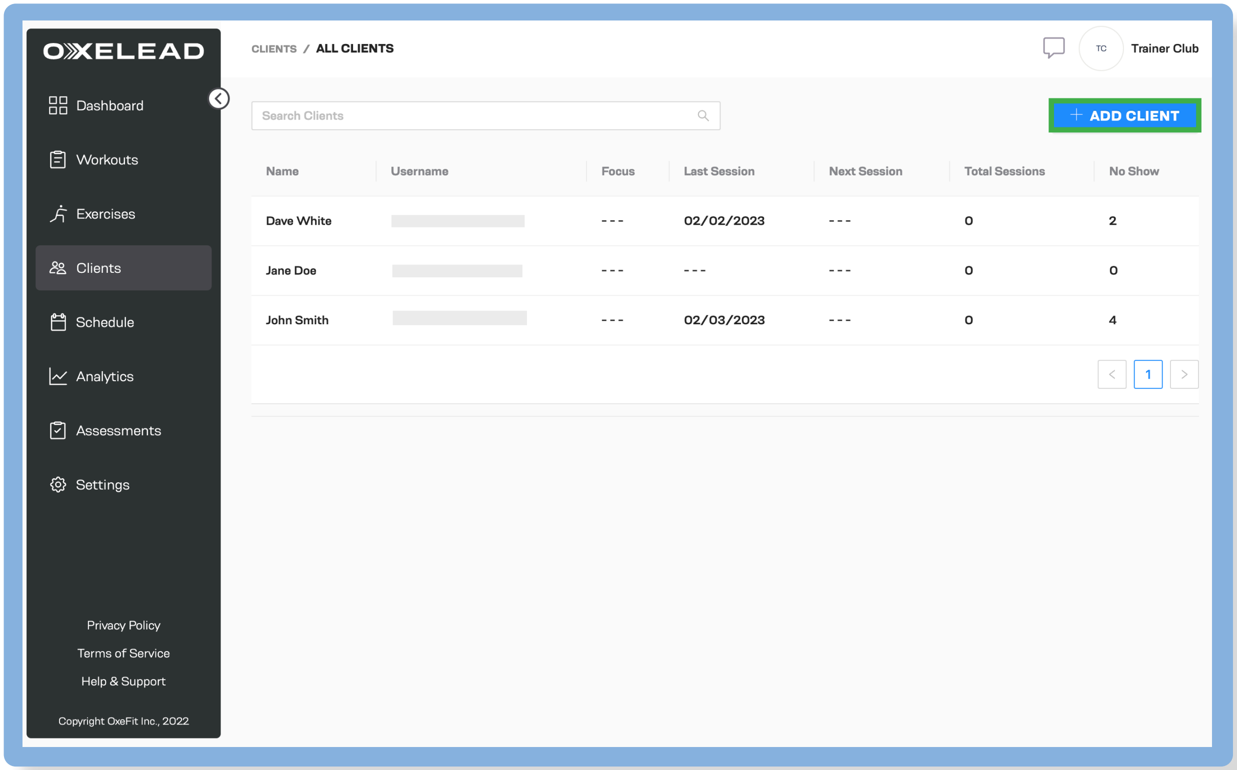


CLIENTS

Trainer, Admin

Trainers and admins can view an alphabetically ordered list of all clients, along with their usernames, session history, and no-show history from the **All Clients** page in the **Client** panel. Trainers and admins can also add clients to the organization from this page.

NOTE: When a trainer or admin adds a new client, the client will not have a client license until the admin of the organization grants the client licensure. See **ADD TRAINER/CLIENT** on page 21.



ADD CLIENT

NOTE: When a trainer or admin adds a new client, they will not have a client license until the admin of the organization grants the client licensure. See **ADD TRAINER/CLIENT** on page 21.

1. Select **Add Client** in the top right corner of the **All Clients** page in the **Clients** panel.
2. Enter a **member ID** if your organization uses a distinct identification system.
3. Enter a **username** and **doman**.
4. Enter the client's **email address**.
5. Enter the client's **first name**.
6. Enter the client's **last name**.
7. Enter an **optional display name**.
8. Select **Add Client**.

   The client will receive a welcome email where they will be able to set up their account password.
9. Onboard the client by adding their height, weight, sex, birthday, experience level, trainer, goals, and profile picture.

   Clients are unable to access and edit their onboarding information from step 9.

CLIENTS CONTINUED

Trainer, Admin

TRAINER VIEW ONLY

ADD NOTES

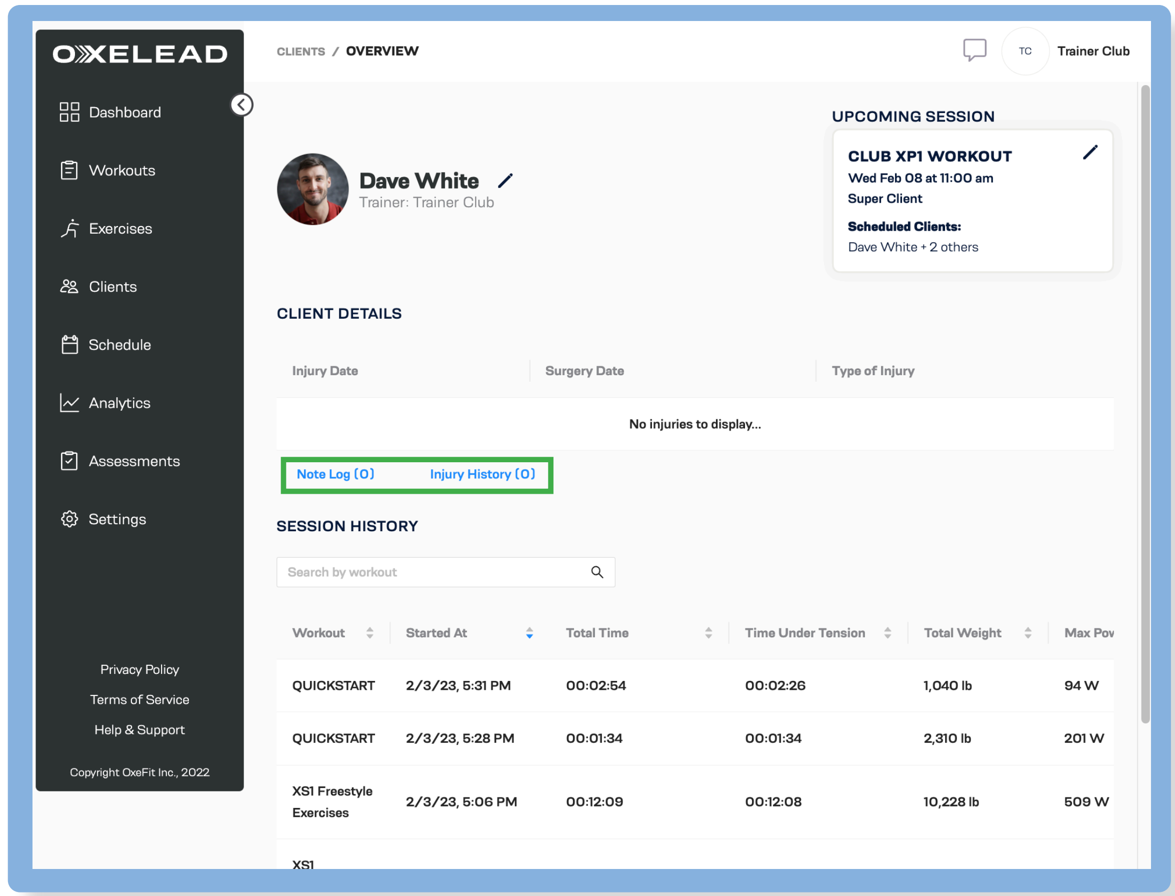
Only trainers can create and view client notes. Clients and admin can not see trainer notes in OxeLead.

1. From the **Client Overview** page in the **Clients** panel, select the individual client.
2. Select **Note Log** under the **Client Details**.
3. Select **Add Note** in the top left corner.
4. Write your note, then click **Add**.

ADD INJURY

Only trainers can add client injury history. Clients can see their injuries from their client **Dashboard**.

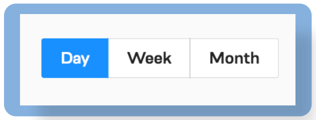
1. From the **Client Overview** page in the **Clients** panel, select the individual client.
2. Select **Injury History** under the **Client Details**.
3. Select **Add Injury** in the top left corner.
4. Enter the injury details in the required text fields, then click **Add**.



SCHEDULE

Trainer, Admin

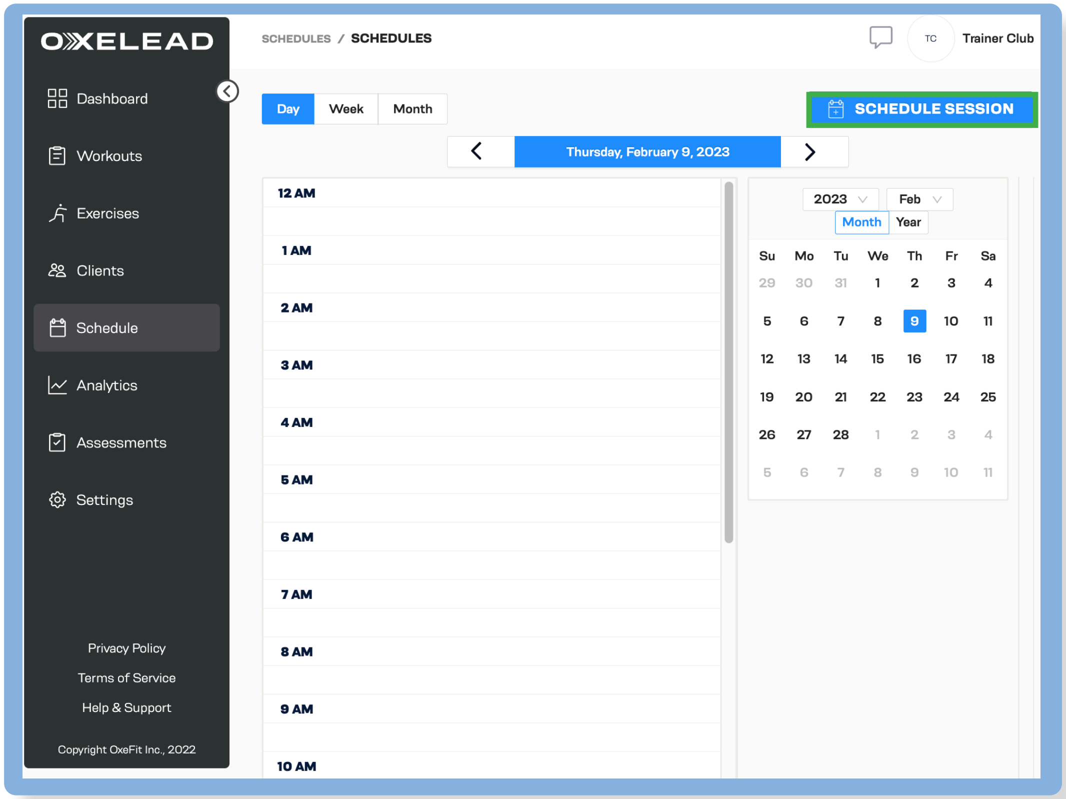
Trainers and admins can view the full schedule from the **Schedules** page in the **Schedule** panel. The schedule's display will default to **Day** view of the current day. Change this view by specifying from the options in the top left corner.



TRAINER VIEW ONLY

SCHEDULE A SESSION

1. Select **Schedule Session** in the top right corner of the **Schedules** panel.
2. Select the **client(s)** who should be scheduled for the workout.
3. Choose a **workout** from the dropdown menu.
4. Schedule the **date** and **time**.
5. Select **Schedule**.



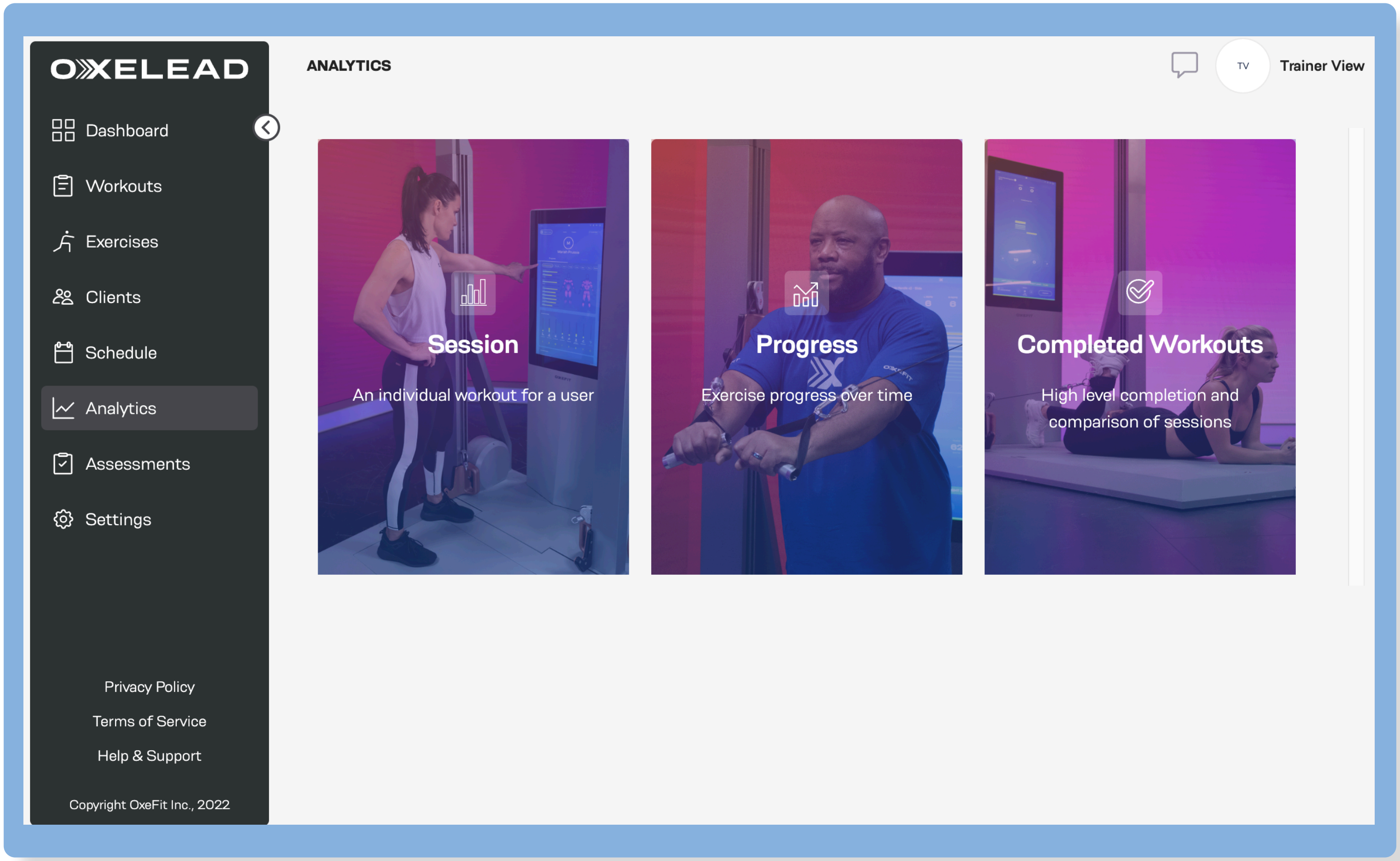
After workouts have been scheduled, they will appear on the calendar. Blue sessions indicate the session is pending completion. Green sessions indicate the session has been completed by all clients who were scheduled for that workout. The first four upcoming sessions will appear as reminder cards on the **Dashboard Overview** page in the **Dashboard** panel. See **TODAY' SCHEDULE** on page 6.

ANALYTICS

Trainer, Admin

From the Analytics panel, select the **Session** card to view session data, the **Progress** card to view exercise data, and the **Completed Workouts** card to view the workout session comparison chart.

NOTE: Admin can only access **Completed Workouts**. **Session** and **Progress** are not available for admin.



ANALYTICS CONTINUED

Trainer, Admin

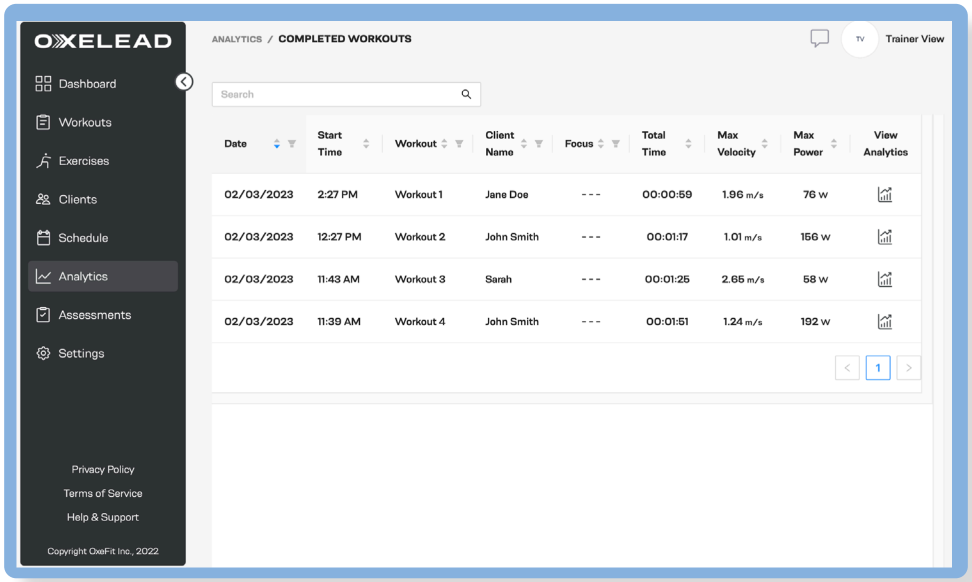
COMPLETED WORKOUTS

Trainers and admins can view clients' completed workout history from the **Completed Workouts** page in the **Analytics** panel.

Use the search bar to search for specific keywords or use the arrows within the column headings to change the order of the table. See the chart to the right:

TRAINER VIEW ONLY

Select the **View Analytics** icon to be directed to the **Session** data for that exercise.



DATE

- ▲▽ the oldest completed workouts will list first
- △▼ the most recent completed workouts will list first (this is the default table view)

START TIME

- ▲▽ the workouts with the earliest start times will list first
- △▼ the workouts with the latest start times will list first

WORKOUT

- ▲▽ the workouts will list per page (up to 25 workouts at a time) A-Z first, followed by special characters, then numeral values
- △▼ the workouts will list per page (up to 25 workouts at a time) numeral values first, followed by special characters, then Z-A

CLIENT NAME

- ▲▽ the workouts will list numeral values first, followed by A-Z client name
- △▼ the workouts will list Z-A client name first, followed by numeral values

FOCUS

- ▲▽ the workouts will list by A-Z focus; **NOTE:** Workouts without a focus will list first.
- △▼ the workouts will list by Z-A focus

TOTAL TIME

- ▲▽ the shortest completed workouts will list first
- △▼ the longest completed workouts will list first

MAX VELOCITY

- ▲▽ the workouts with the slowest max velocity will list first
- △▼ the workouts with the fastest max velocity will list first

MAX POWER

- ▲▽ the workouts with the lowest max power will list first
- △▼ the workouts with the highest max power will list first

ANALYTICS CONTINUED

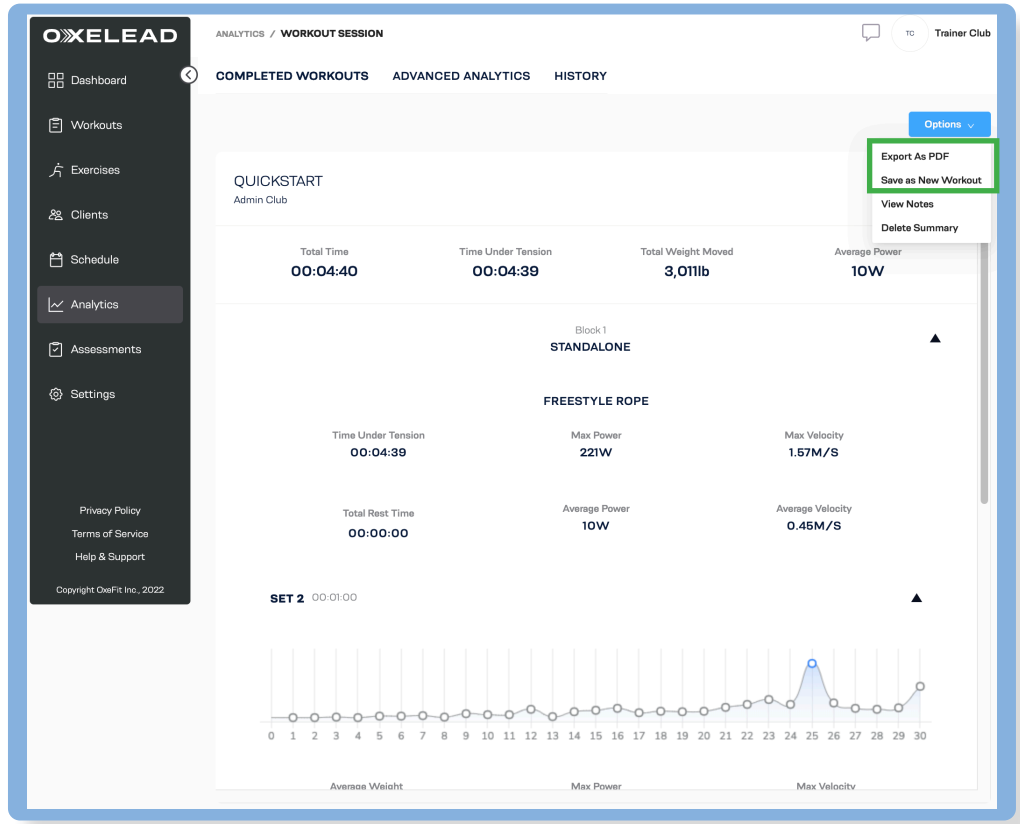
Trainer, Admin

TRAINER VIEW ONLY

EXPORT CLIENT'S COMPLETED WORKOUT

Trainers can export a client's completed workout data as a PDF from the **Completed Workouts** page in the **Analytics** panel. **NOTE:** To export the graphed data, you have to open that section in the set (by selecting the dropdown arrow) before exporting.

1. Click the completed workout you want to export from the list of workouts.
2. Select the **Options** dropdown menu in the top right corner.
3. Select **Export As PDF**.
4. Open the download to view as a PDF.



SAVE COMPLETED WORKOUT AS NEW WORKOUT

Trainers can save a client's completed workout as a new workout if it doesn't already exist in OxeLead from the **Completed Workouts** page in the **Analytics** panel.

1. Click the completed workout you want to save.
2. Select the **Options** dropdown menu in the top right corner.
3. Select **Save as New Workout**.
4. Specify how many reps, sets, and how much weight is to be applied to each exercise. You can also add **Advanced Settings**. See **ADVANCED SETTINGS** on page 8. Use the three dots in the top right corner to edit a block, duplicate a block , or delete a block. **TIP:** Change the order of blocks and exercises by clicking and dragging the six dots in the top left corner.
5. Select **Save**.

ANALYTICS CONTINUED

Trainer, Admin

TRAINER VIEW ONLY

The **Session** page shows a visual summary of how a client performed their scheduled workout. Hover your mouse over a point on the graph to view more details about the client's data.

Session view shows the data of the first client based on alphabetical order by default. Use the dropdown menu under **User** to select a different client.

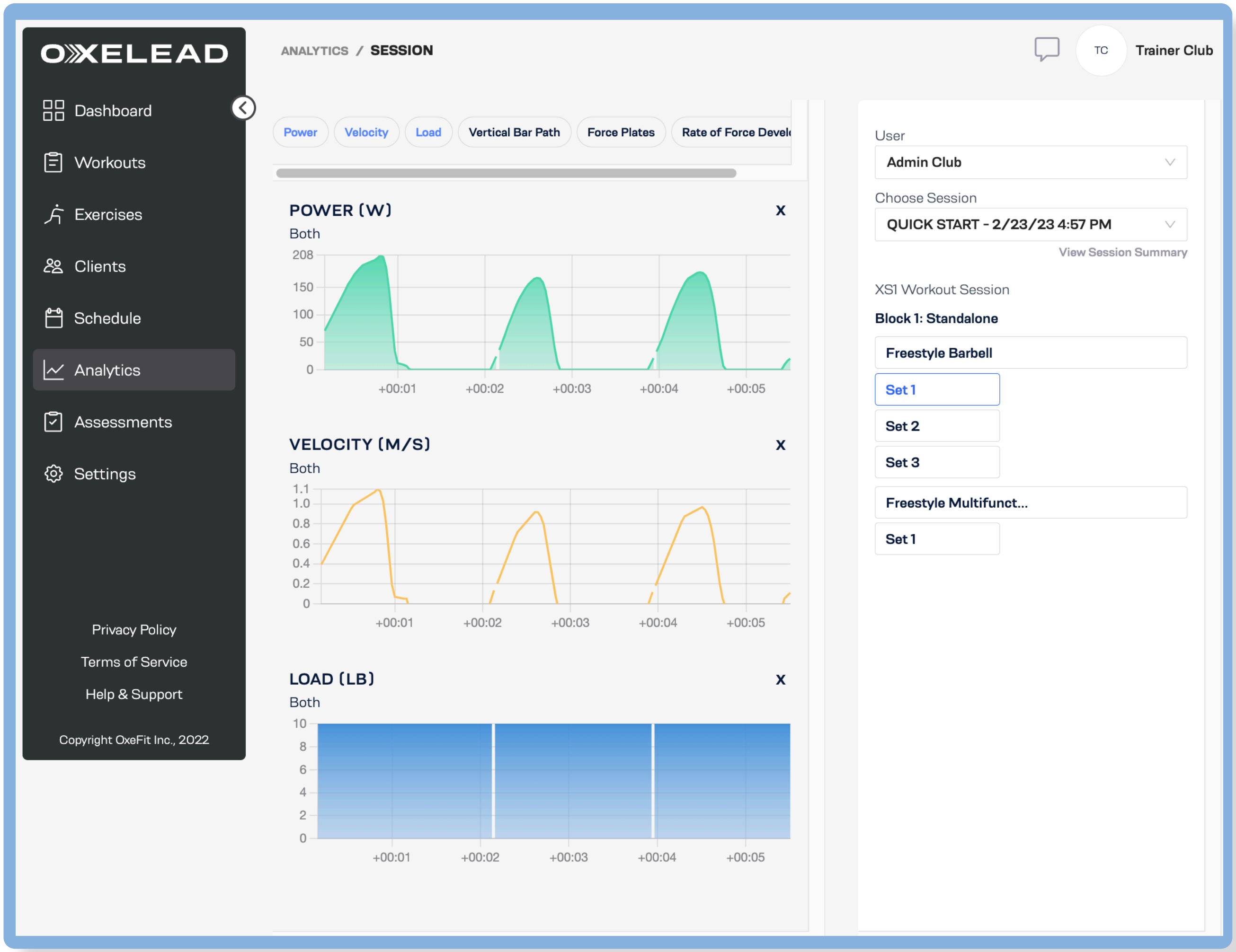
The graphs on the **Session** page shows the client's power (in watts) of the first set within the first session by default. The default session graphed is based on the most recent user session. Choose a different session using the dropdown menu under **Choose Session**.

Under **Workout Session**, view the block(s) and exercise(s) within the workout. Click an exercise to view the data on the graph.

Use the graph option tabs at the top of the page to view different data representations based on **velocity** (in meters per second), **load** (in pounds), **vertical bar path** (in meters), **force plate data** (based on center of pressure), and **rate of force development** (in seconds).

If any graph option tabs are grayed out, hover your mouse over the unavailable tab to learn why that metric cannot be displayed.

TIP: When analyzing the foot and weight placement of the force plate data, note the size of the circles indicates the frequency of placement and the color indicates the magnitude of the applied force. The smaller the circle, the lower the frequency. The darker the circle, the greater the force.

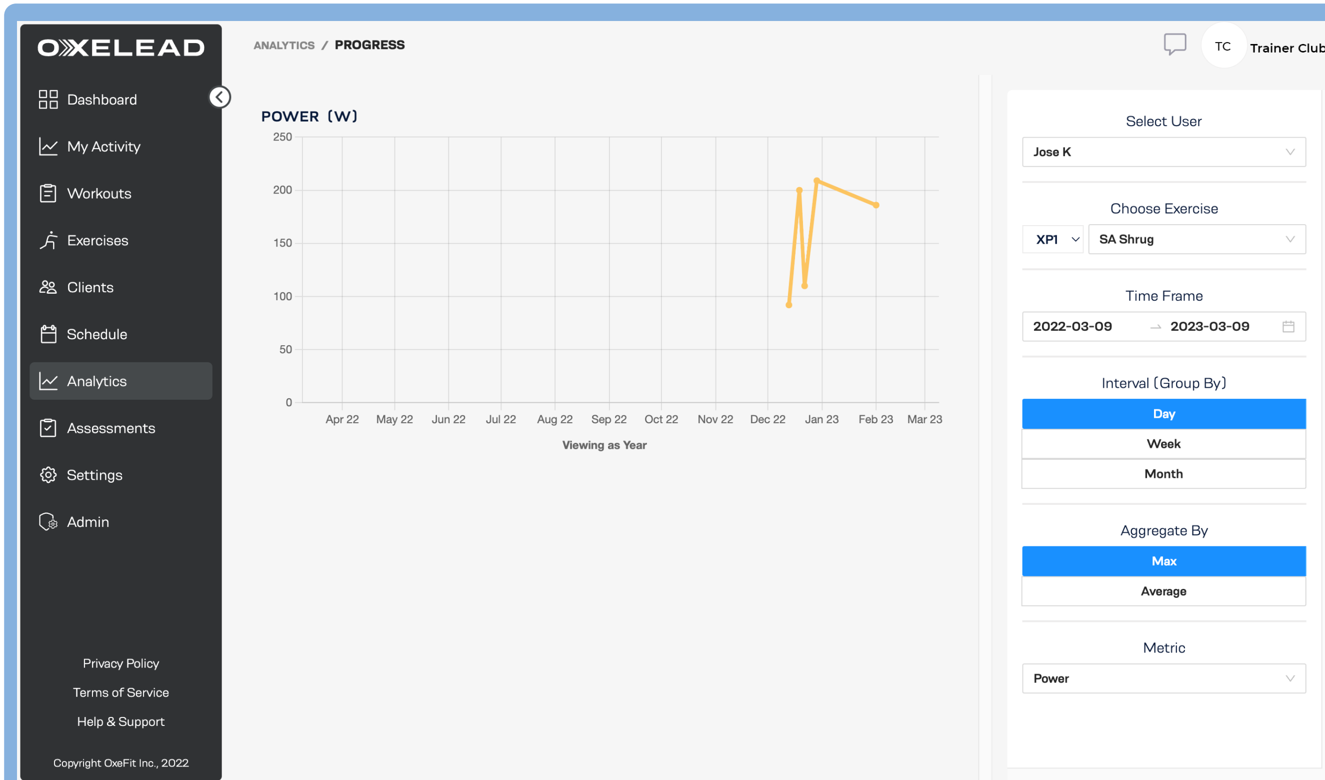


ANALYTICS CONTINUED

Trainer, Admin

TRAINER VIEW ONLY

The **Progress** page shows a visual summary of how a client performed the exercises within their workouts. Select the user and the exercise you want to analyze from the dropdown menus on the right side of the screen. Hover your mouse over a point on the graph to view more details about the client's data.



TIME FRAME

Select the left date to choose a **start date**. Select the right date to choose an **end date**. The graph will diagram your specified time frame on the horizontal axis.

INTERVAL (GROUP BY)

Specify how you want the data on the graph grouped.

- **Day** grouping will show the max or average metric per day the client exercised within the specified time frame.
- **Week** grouping will show the max or average metric per week the client exercised within the specified time frame.
- **Month** grouping will show the max or average metric per month the client exercised within the specifed time frame.

AGGREGATE BY

Choose whether the data should be graphed based on the **maximum** metric or **average** metric.

METRIC

Choose whether the data should graph **power** (in watts), **velocity** (in meters per second), or **load** (in pounds). The chosen metric will be diagrammed on the vertical axis.

EXAMPLE OF ANALYZING CLIENT EXERCISE DATA

CLIENT
Jose K

TIME FRAME
Year (2022-2023)

EXERCISE
SA Shrug

INTERVAL
Day

AGGREGATE BY
Max

METRIC
Power

Because Jose K performed the SA shrug 5 days in one year, there are 5 points charted on the graph. Each point shows the max watts he executed per day throughout the year.

ASSESSMENTS

Trainer

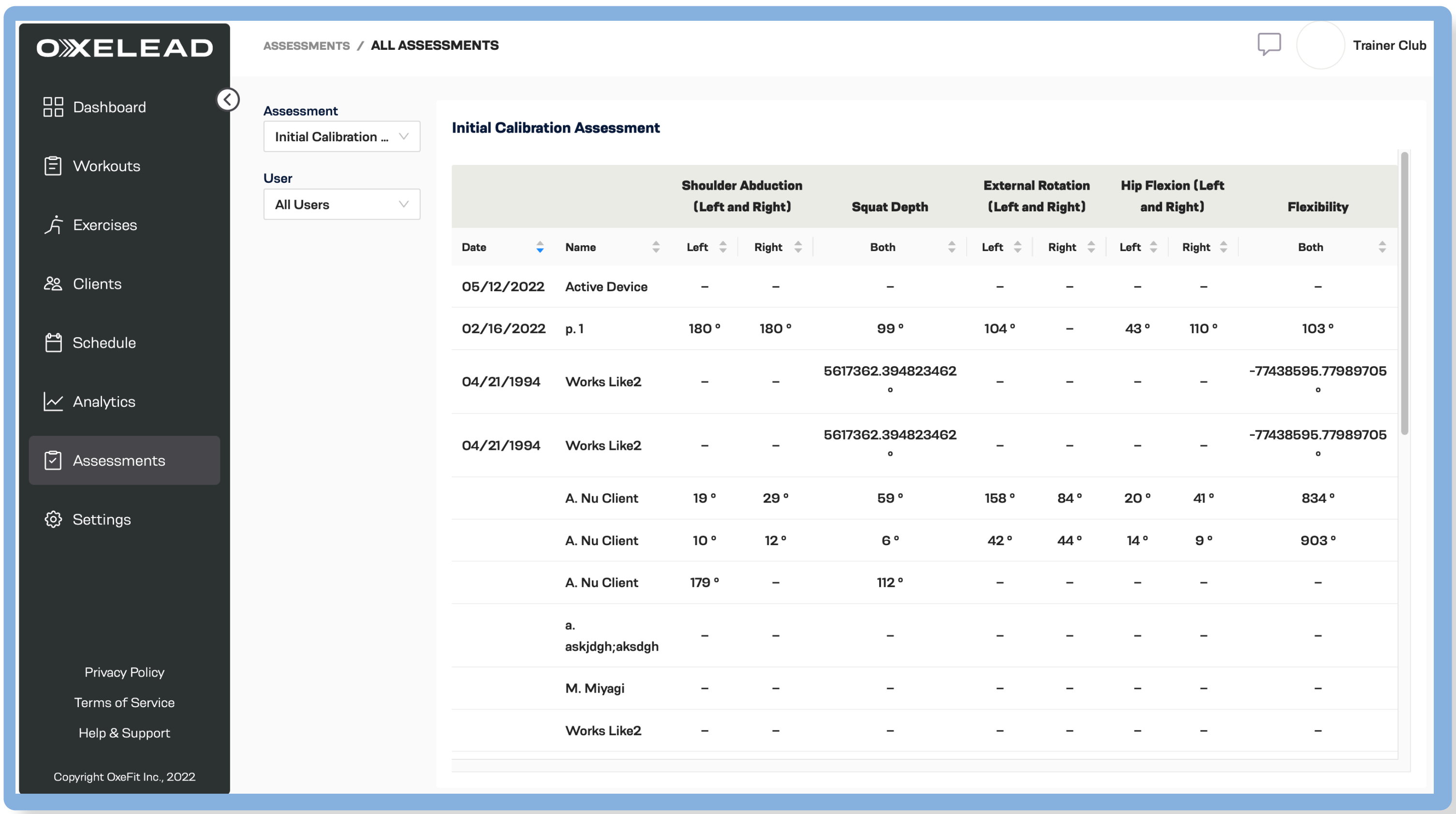
After a client completes the User Assessment on the XP1, view their results on the **Assessments** page. These results will list as the **inital calibration assessments**. The initial calibration assessment is the same as the XP1 User Assessment.

Use the **User** dropdown menu to specify which user you want to view. You can type in the text field to search for specific users. The table will list **All Users** by default.

Use the arrows within the column headings to change the order of the date (oldest to recent or recent to oldest), the client name (A-Z or Z-A), and the range of motion value (lowest to greatest or greatest to lowest).

ACCESS USER ASSESSMENT ON XP1

1. Stow away the bench and remove any accessories from the rack arms.
2. Tap **Select User Profile**.
3. Select the client from the list by tapping the **+** icon, then selecting **Continue**.
4. Tap **User Assessment** in the top left corner.
5. Click **Start** to begin when client is ready.

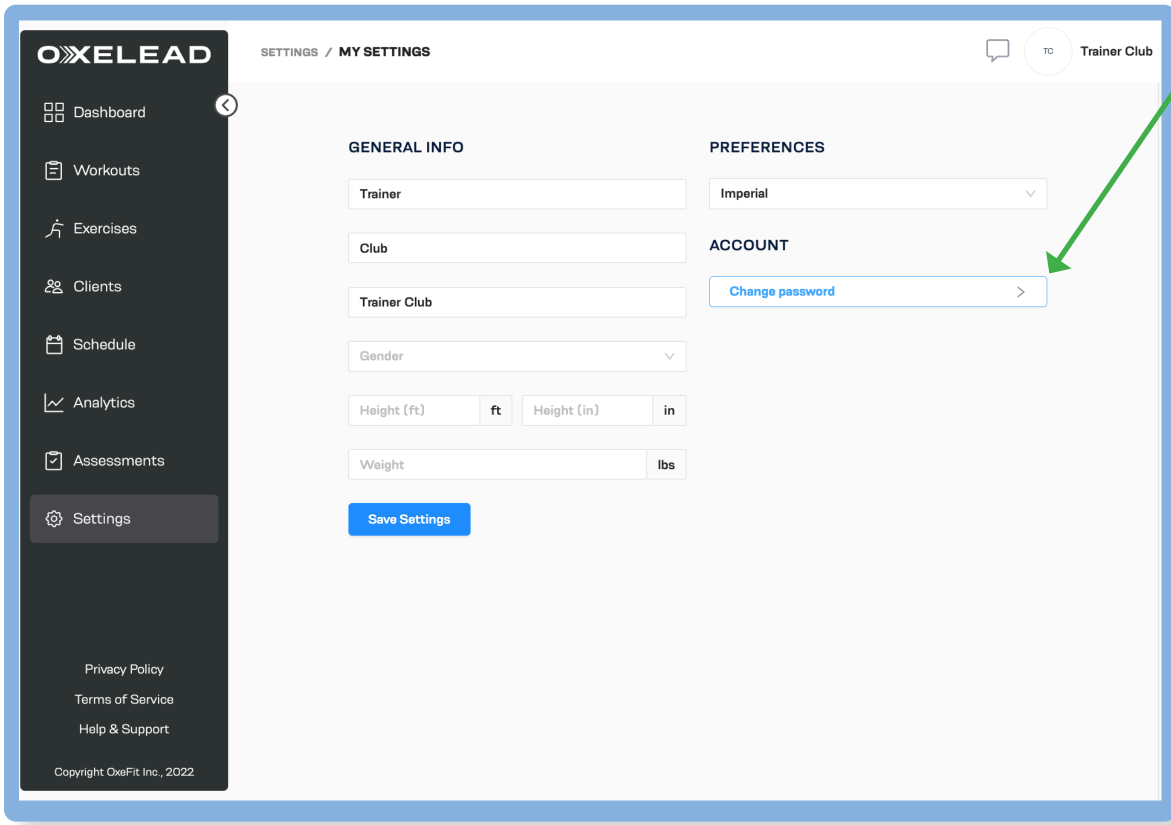


SETTINGS

Trainer, Admin

Trainers and admins can access and modify account information from the **My Settings** page in the **Settings** panel. Clients are not able to change these settings, but they can change their password.

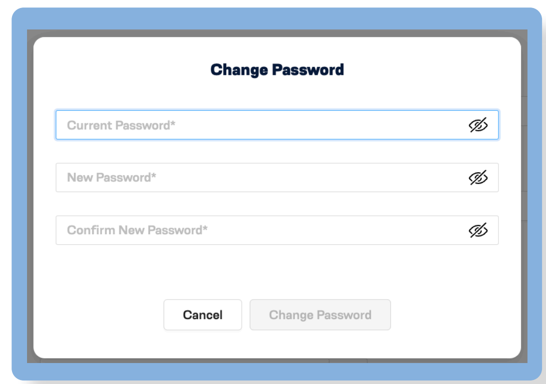
Change your first and last name, display name, gender, height, and weight from the **General Info** section. After making changes in your settings, select **Save Settings.**



CHANGE PASSWORD

Trainers and admins can change their password from the **My Settings** page.

1. Under **Account**, select **Change Password**.
2. Enter your **current password**.
3. Enter your **new password** twice.
4. Select **Change Password** to confirm.



ADMIN

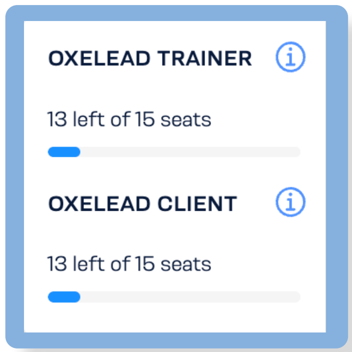
Admin

Admin can access important information about the organization from the **My Organization** page in the **Admin** panel.

The organization name will list in the top right corner of the page. Click the **pencil icon** to edit the organization's profile information.

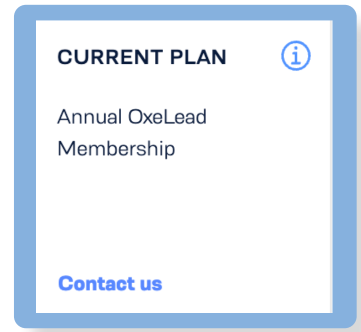
VIEW SEATS

Admin can remain aware of how many seats are available for trainers and clients from the **My Organization** page. The left card at the top of the page will show how many seats are in use and how many are available. Hover your mouse over the **i** icon to view the details of your plan. If you have questions about your current plan or want to make changes, contact support@oxefit.com



VIEW YOUR CURRENT PLAN

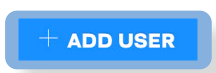
View your current OxeLead plan from the right card at the top of the **My Organization** page. Hover your mouse over the **i** icon to view the details of your plan. If you have questions about your current plan or want to make changes, contact support@oxefit.com.



ADD TRAINER/CLIENT

Admin can add new clients and trainers with licensure from the **My Organization** page. **NOTE:** If a trainer or admin adds a new client via the **Client** page, the client will not have a client license until the admin grants licensure from the **My Organization** page in the **Admin** panel. The client pending licensure will show on the **My Organization** page with the **Role** column blank.

1. Select **Add User** in the right corner.

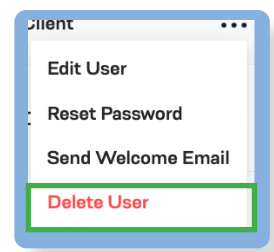


2. Enter the client or trainer's **credentials** in the text fields.
3. Assign the client or trainer with the appropriate **license**.
4. Select **Add**.

   The new client or trainer will receive a welcome email, if selected, for them to set their password.

DELETE TRAINER/CLIENT

Admin can remove existing trainers and clients from their organization in the **My Organization** page. Once a client or trainer is deleted, it cannot be undone. The seat that the removed trainer or client possessed will be replenished to the existing seat count within the organization.



1. Search or browse through the list for the client or trainer you want to remove from your organization.
2. Click the three dots under the **Actions** column.
3. Select **Delete User**.
4. Confirm you wish to delete the user to remove from the organization.

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