

ACCESSIBILITY & HOW TO GUIDE

START HERE

Content sharing allows custom-built content to be shared within an organization.

Users can limit who to share with and the level of access that is granted with different *Sharing Permissions*.

WHO CAN SHARE?

Includes: OxeLead Family Organizations (all roles)

Includes: OxeLead Commercial Organizations (all staff roles)

Excludes: OxeLead Client Role

WHAT CAN BE SHARED?

The custom workouts that a user has created or has been granted owner access of.

HOW IS THIS DONE?

Content is shared by changing the sharing permissions in OxeLead to grant access to specific individuals, locations, or entire organization.

EXAMPLES

Ex. 01: A *Trainer* creates a custom workout and wants to share with another *Trainer* within the same organization.

Ex. 02: A *Trainer* creates a custom workout and wants to share with the entire organization (all staff member roles).

Ex. 03: An organization has multiple locations. A *Trainer* at one location creates a custom workout and wants to share with all staff members at that specific location.

CUSTOM WORKOUT | DESIGNATIONS

The 3.0 software release introduces a new expansion to the overall framework of Custom Workouts.

Custom Workouts is now an overarching concept that includes certain "designations" within it to differentiate levels of accessibility.

Designations are simply like sub-sections or sub-labels used to provide an extra layer of clarity.

PERSONAL

Custom workouts are created as *Personal* workouts by default.

ORGANIZATION

If a custom workout is shared with the entire organization, it becomes an *Organization* workout. All other members in organization will then have access to that workout, via the (My Company) sub-tab.

The workout will still remain a *Personal* workout and be visible under that sub-tab for the user who created it.

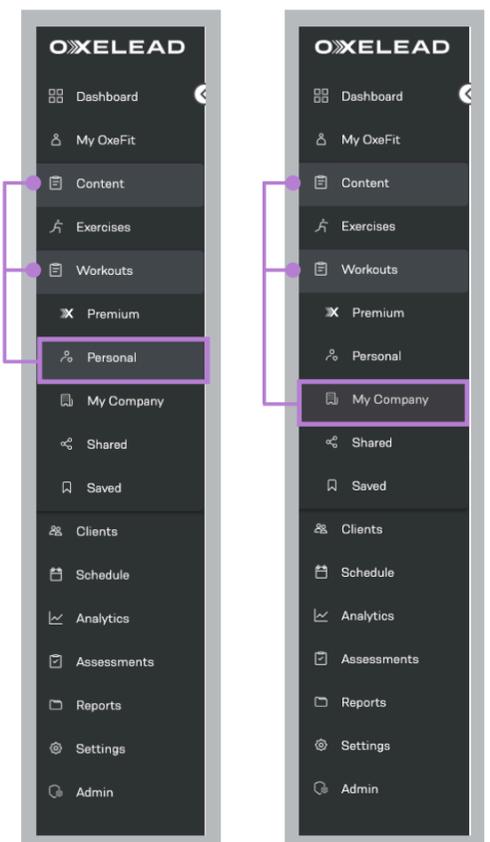
NAVIGATION

From the Navigation Panel:

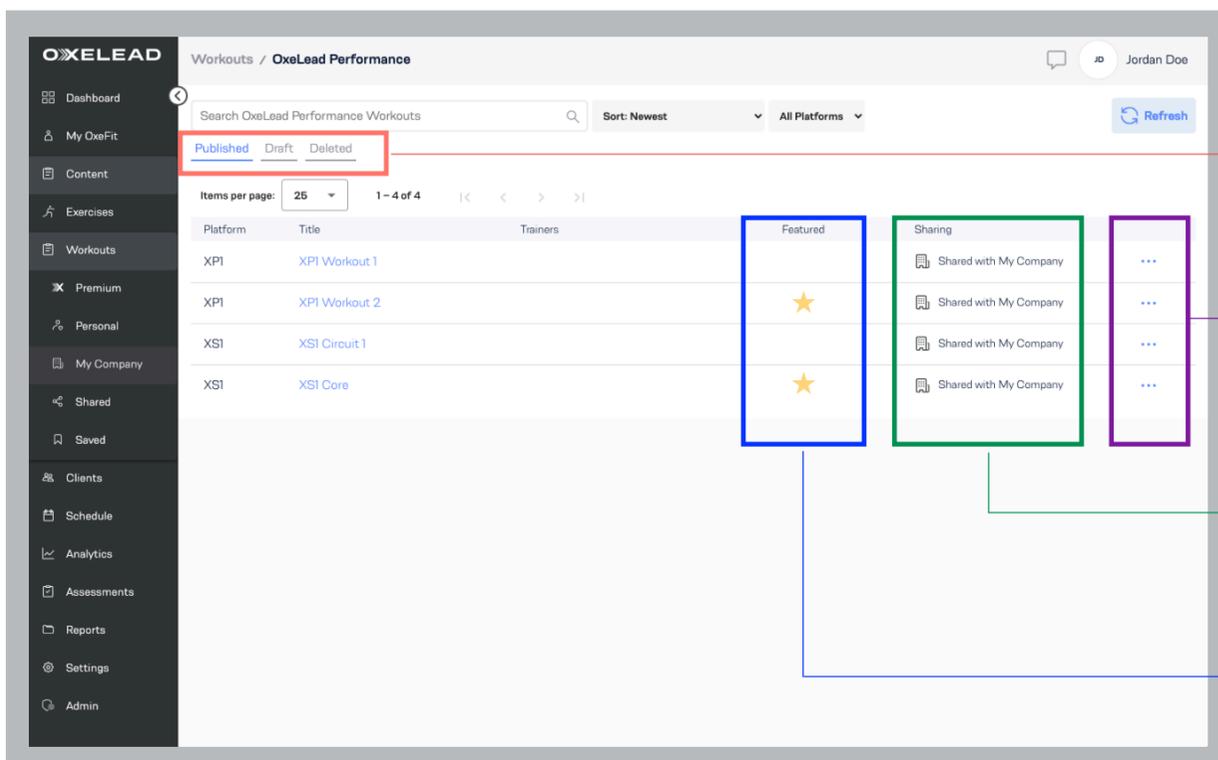
CONTENT—WORKOUTS—PERSONAL

OR

CONTENT—WORKOUTS—MY COMPANY



MAIN SCREEN OVERVIEW



CONTENT STATES

Workouts are organized by their current state. Select the different content states to view the workouts in that list.

ACTIONS

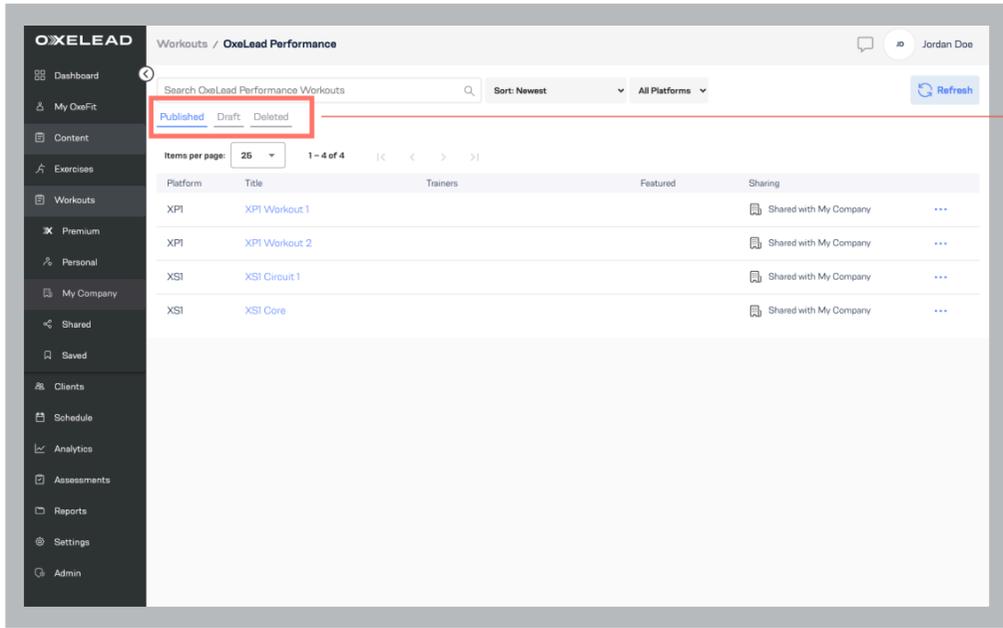
Click **...** next to each workout to open the dropdown list of available action items..

SHARING STATUS

This column will indicate the current sharing permissions (Designation) in place for each workout.

FEATURED

An icon will appear in this column next to the workouts that are currently FEATURED.



CONTENT STATES

Workouts are organized by their current state. Select the different content states to view the workouts in that list.

PUBLISHED

Custom workouts that are complete with all required fields built out. A workout is published when the FINISH button at the end is selected.

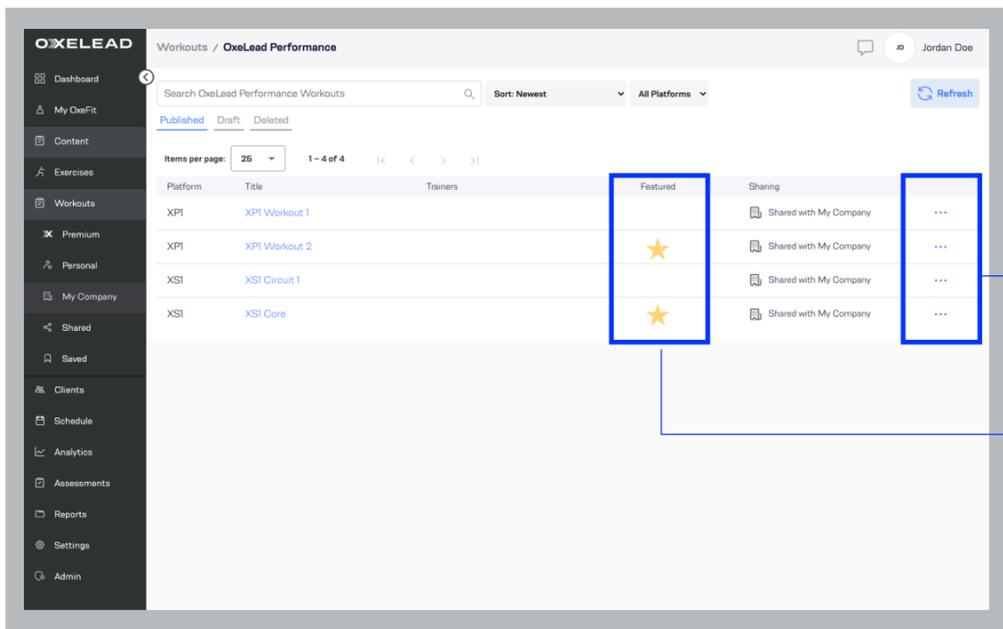
DRAFT

Custom workouts that are NOT yet complete and still have required fields that need to be built out. Workouts will save as draft when you exit workout builder before making it to the FINISH button at the end.

DELETED

Custom workouts (draft or published) that you have deleted. Deleted workouts can be restored using the ... icon to open the settings.

Deleted workouts will no longer appear in searchable lists but may still appear in Scheduled Workouts if previously scheduled.



FEATURE WORKOUT

Organizations have the ability to designate which workouts they want to “feature” on their XSI/XPI. The selected workouts will appear on the FEATURED rail on the device’s Home Screen.

To feature a workout, click ... next to it to open available actions and then select “Feature.”

When a workout is selected to be FEATURED, an icon will appear next to it in this column.

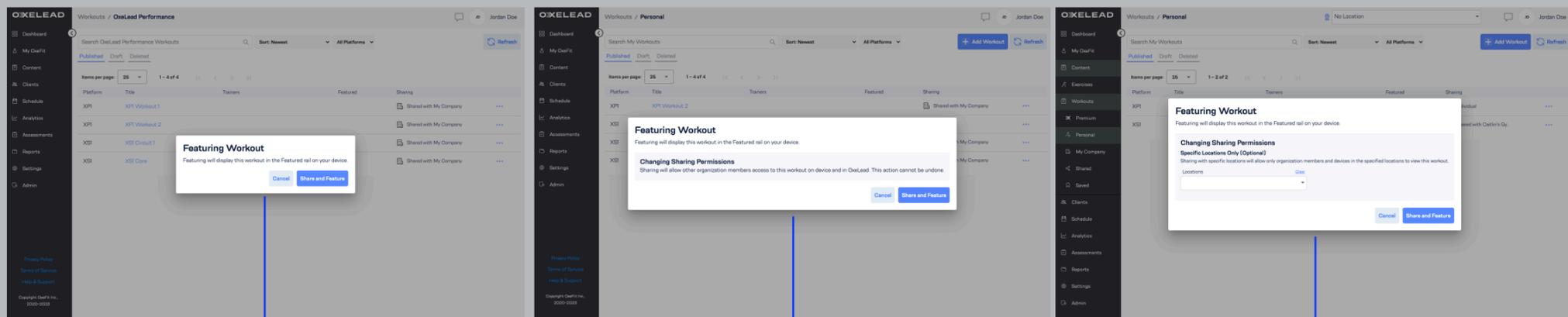
NOTE: Commercial Accounts

The user role CONTENT ADMIN is required to Feature and manage Featured workouts.

NOTE: Family Accounts

The user role ADMIN is required to Feature and manage Featured workouts.

FEATURING PERMISSIONS

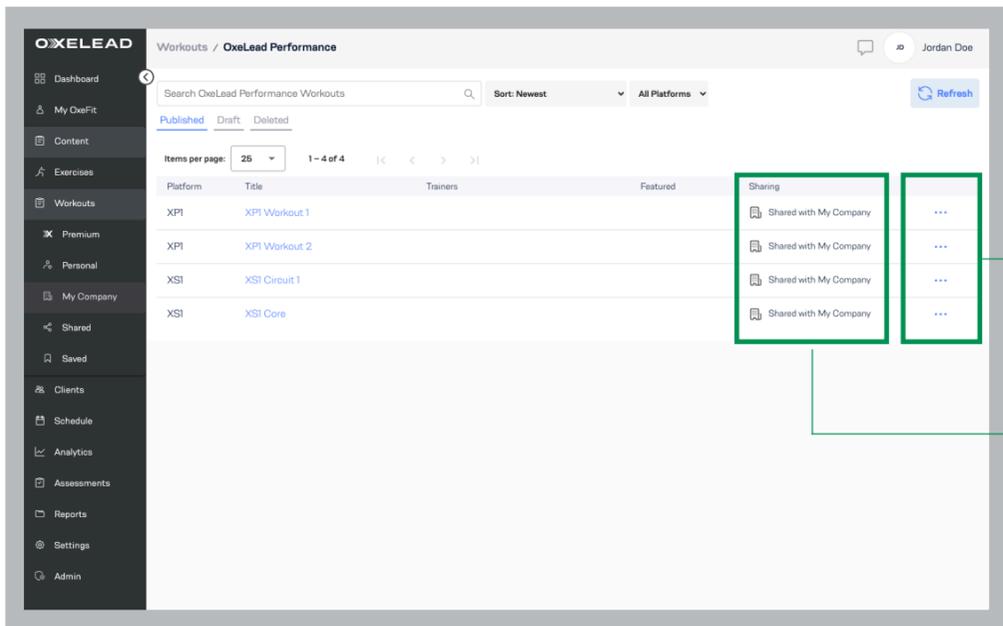


This message appears to confirm that you want to FEATURE the selected workout.

NOTE: Only Organization workouts can be featured.

This message appears when you attempt to FEATURE a Personal Workout and must confirm additional permission for it to also change designation to an Organization Workout.

This message appears if your organization has multiple locations. It allows you to confirm which location you want the selected workout to FEATURE at.



SHARE WORKOUT

When a custom workout is created, the creator can designate who to share it with.

To share a workout, click **...** next to it to open available actions and then select **Share** to view/manage *Sharing Permissions*.

This column will indicate the current *Sharing Permissions* in place for each workout.

SHARING PERMISSIONS

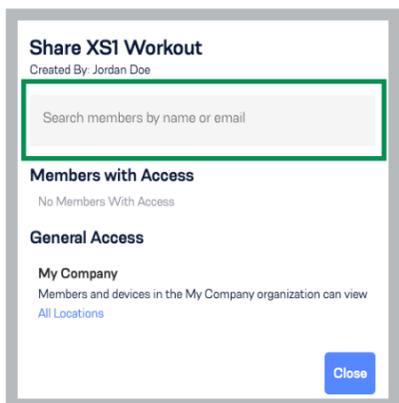
You must be the creator or have owner access of the workout to share it or manage Sharing Permissions.

INDIVIDUAL SHARING PERMISSIONS

Provide access only to select individuals within your organization.

PROVIDE ACCESS

Use the search bar to find the individual member(s) you want to share with.

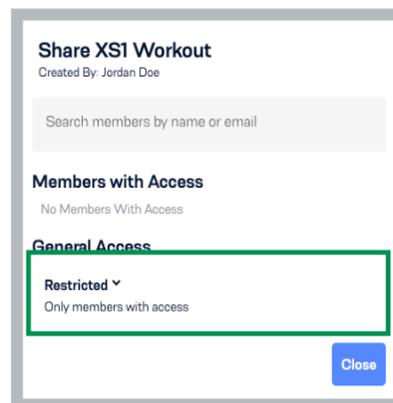


ORGANIZATION SHARING PERMISSIONS

Provide access to entire organization or all members at a specific location.

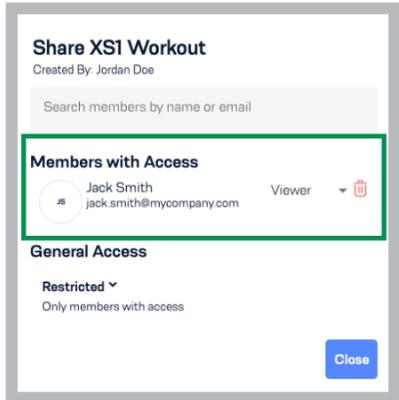
PROVIDE ACCESS

Restricted:
No Access / Not shared with Organization.



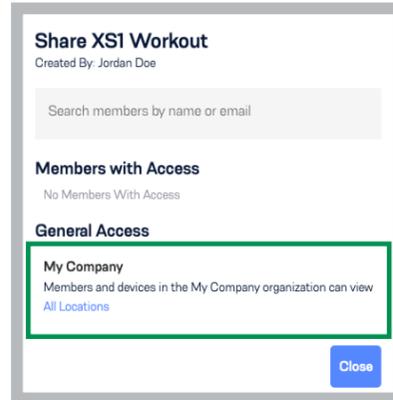
SHARING PERMISSIONS

View/Manage who has access.



SHARING PERMISSIONS

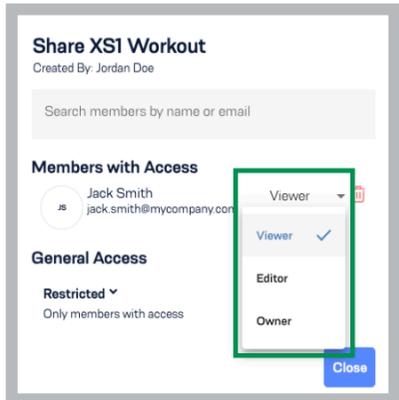
My Company:
Shared with entire Organization.



ACCESS LEVEL

View/Manage access level for each individual.

	Viewer	Editor	Owner
View	X	X	X
Make Changes		X	X
Share			X
Delete			X



SPECIFIC LOCATION

For organizations that have multiple locations, you can choose to share with a specific location.

