



PAM Wellness



Getting Started with the Admin Panel: A Handy Guide for PAM Clients

pamwellness.co.uk

Get access to Champion Health

1

Download our app



Scan me

or

Click here

2

On the app?

Enter your access code

Code:

and click **Sign Up**
to create your account

3

Complete your health
assessment and

Discover your
world of wellbeing

on any device



What is the Admin Panel and how is it relevant to me as a PAM Client?

The Admin Panel is your central dashboard as a PAM client?
It allows you to:

- Provide individuals with access to the Leadership Hub
- Monitor engagement and activity
- Create and manage promotions
- Editing the company logo

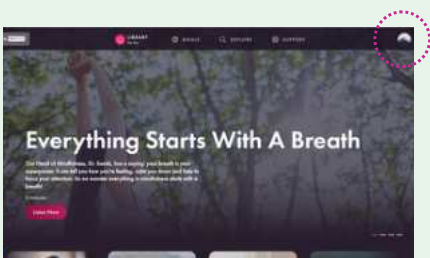
In short, it's the control centre for account management, helping you ensure individuals get full value from the platform.



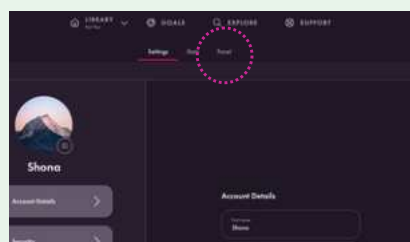
Important: access to the Admin Panel will not enable you to see any personal information about your organisations users.



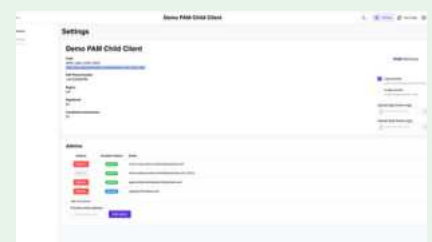
Where can I find the Admin Panel?



When logged into your Champion Health account on your desktop, **click on your profile icon in the top right.** (Circled)

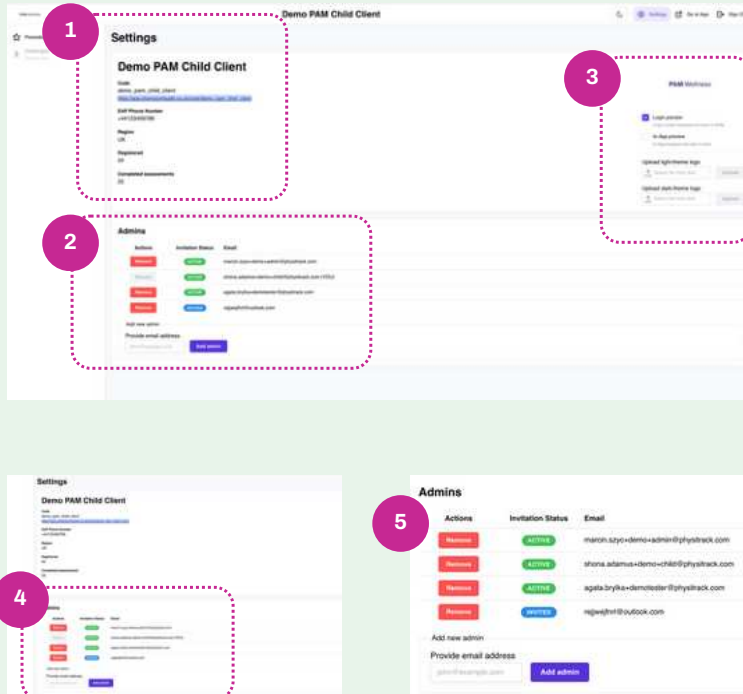


This will then open your account details, and you should then be able to see the **'Panel'** option next to settings and stats. (Circled)



Once you have clicked **'Panel'**, the panel will open up in a separate browser.

What can I see on the Admin Panel?



1

Here you can see all your Account information such as:

- Access code (the code needed to register accounts)
- The number of registered and completed health assessments

2

Admins are the individuals that you have granted leadership hub access (go to 4)

3

Here you can add/ change the dark and light logo and can see a preview of how this will appear on the platform (please see examples below)



4

Under 'Admin' section you can simply add an individuals email address in order to grant them Leadership Hub access

5

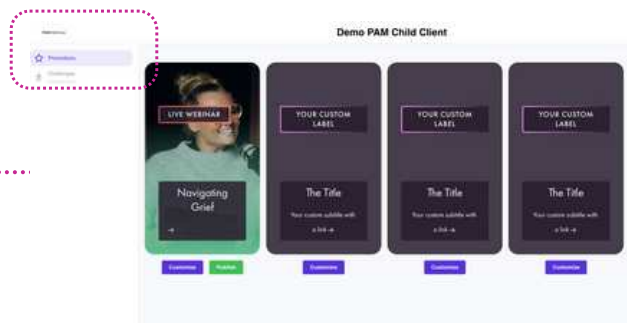
You will then see the invitation status' of that individual e.g. whether they are 'active' or 'invited.'

They'll receive an email with login credentials and gain access to Leadership Hub content.

How do I create a Promotion box?



A promotion box is a box that appears on the 'For You' page and can be used to promote information/ signpost users .



To create a Promotion Box, you can click the 'Promotions' box in the top left of the Admin Panel (dotted rectangle) where you can click 'Customise' to create a new box.

Note: we recommend no more than 4 promo boxes being live at any one time.



All you need to do is populate the fields and you can preview this before you click 'save changes'

Publish

Unpublish

You will then see the option to 'publish' or 'unpublish' as you see fit!



PAM Wellness


Getting in touch


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