

First Time Set-Up – Organization Set-Up

Welcome to the MX3 Organization Set-Up Guide.

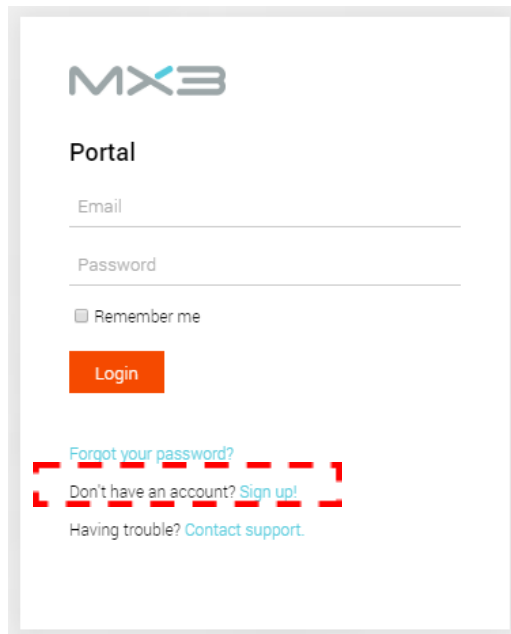
If your organization is already using MX3 products, please contact your MX3 administrator to request access.

If you already have login details, skip to the guide on how to use the MX3 app to take hydration measurements.

Account Registration

How do I register for an MX3 Account?

To register for an account visit <https://portal.mx3.app> and click “Sign up!” Fill in the required fields and click register.



MX3

Portal

Email

Password

Remember me

Login

[Forgot your password?](#)

Don't have an account? [Sign up!](#)

Having trouble? [Contact support.](#)

Portal Overview

The MX3 Portal allows you to review your team or organization's data and manage user accounts.

The Dashboard shows a summary of recent measurements by your organization. You can use the dashboard to get a quick overview of recent measurements, a day-to-day measurement history, a comparison between tags and other statistics.

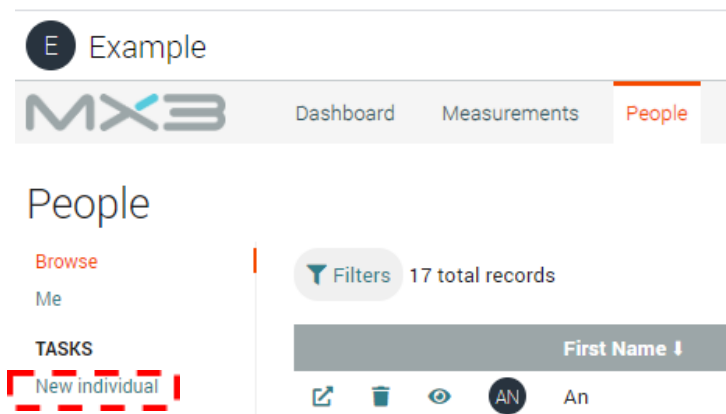
The Measurements Tab, accessed by clicking "measurements" in the top panel, is where you can explore, analyze and export your organization's measurement history.

The People Tab, accessed by clicking "People" in the top panel, is where you can view and manage the members of your organization.

For a more detailed explanation on how to use and customize these pages of the portal, see the portal guide available on our website (www.mx3diagnostics.com/resources).

User Accounts

To add a user to your organization, go to the People Tab and click "New individual" in the sidebar.



The only information required when adding a user is their first or last name. You can also define an email and password for the user if they require access to the MX3 App or Portal.

New individual

First name	(blank)
Last name	(blank)
Picture	<input type="button" value="Choose file"/> No file chosen
Email	(blank)
Password	(Optional)

At this point you can also assign this user as a member of a tag.


Tags

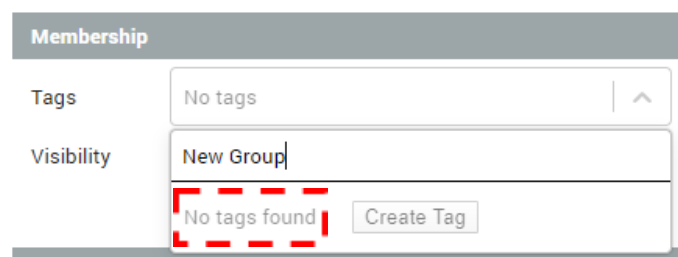
The MX3 Portal uses tags to categorize users for monitoring and analysis. Examples of a tag could be a shift, such as the AM shift on a worksite, or a location, such as the Perth Office.

Users may be assigned to multiple tags.

How do I create a new tag?


To create a new tag:

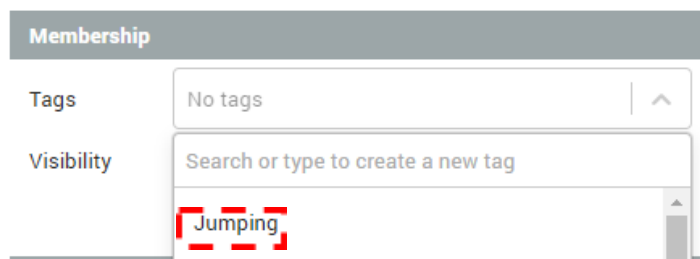
1. Click on the People Tab at the top of the portal.
2. Click on the  icon next to a user you would like to tag.
3. Type the name of the new tag in the Tags box. Then click "Create Tag"



How do I add a tag to a user?

To add a user to an existing tag:

1. Click on the People Tab at the top of the portal.
2. Click on the  icon next to a user you would like to be tagged.
3. Type the name of the tag in the Tags box or select from the drop-down list.



During account creation, you can also assign permissions.

Permissions

Permissions are used to grant a user access to view, edit or delete users and measurement data through the MX3 App and Portal.

Permissions are separated into “Accounts” and “Past Measurements” categories, allowing for precise control of what data a user can access, and how they can interact with this data.


Permissions can apply to all users in your organization or be restricted to a specific tag.

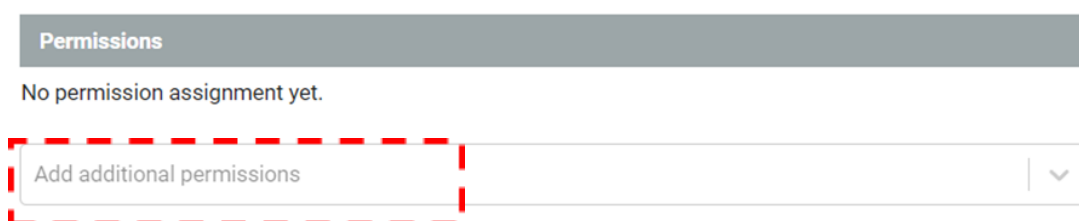
See the Portal User Guide on our website resources page (www.mx3diagnostics.com/resources) for detailed information about permission levels.

How do I assign permissions?

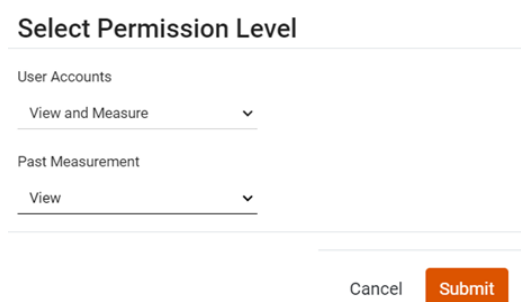
Only administrators can assign permissions.

To assign permissions:

1. Click on the People Tab at the top of the portal.
2. Click on the  icon next to the user you would like to assign permissions.
3. Click on the “edit profile” tab.
4. Click “add additional permissions” and then select “All users” or the desired tag



5. Select the desired level of permissions in the pop-up for this user.



6. Click “Submit”
7. Click “Update” to finalize the changes to the user account.

Adding Users in bulk

How do I create users in bulk?

The Bulk Import page can be used to create many users at once.

Bulk import

To bulk import users, please download and fill in this Excel template.



[Download template](#)

- Each user must have at least a first or last name.
- You may optionally provide an email and password to allow a user to login.
- A user may optionally be assigned to any number of tags. Separate tags with semicolons.

If you encounter any difficulty, please contact MX3 support for help.


Upload list of users

[Choose File](#) No file chosen [Upload](#)

1. Download and fill in the Excel template.
2. Upload your filled in file.
3. You will be presented with a list of users which will be created.
 - If a user with the same name is detected, it will be highlighted with an exclamation  and not be imported by default. You can override this by checking the box.
 - If a user with an email which has already been used, it will be highlighted with a red exclamation . Such users cannot be imported unless the email address is changed.
 - Hover over any exclamation icons to see the reason.

Users to create

The following users will be created.

	First name	Last name	Email	Password	Tags
<input checked="" type="checkbox"/>	Alex	Holbrook			football
<input checked="" type="checkbox"/>	Austin	Goodrich	austin@example.com		football
<input checked="" type="checkbox"/>	Cade	Forester			baseball
<input type="checkbox"/>		D'Shawn	Williams		baseball
<input checked="" type="checkbox"/>	A user with the same name already exists.				baseball
<input checked="" type="checkbox"/>	Isaiah	Thompson			tennis

4. Once you are happy with the list of users, press Apply to create the users.

Additional Features

The MX3 Portal has many other features including:

- Adding additional administrators to your organization
- Bulk tagging
- Report generation
- Hydration Notifications
- Customized Recommendations
- Measurements Surveys

For more information about these features see the Portal User Guide, available on our website (www.mx3diagnostics.com/resources)

Conclusion

Thank you for reading the organization set-up guide. For information about how to download the MX3 app and make hydration measurements see the MX3 App Set-Up guide.

If you require any further information about setting up your organization, you can find our portal guide documentation on our website resources page (www.mx3diagnostics.com/resources).

You can also get in touch with our customer support team by emailing support@mx3diagnostics.com