



For use with
Middle Market and
Public & Labor
plan sponsors only

Aetna Get ActiveSM

Client Administration and Reporting Tools

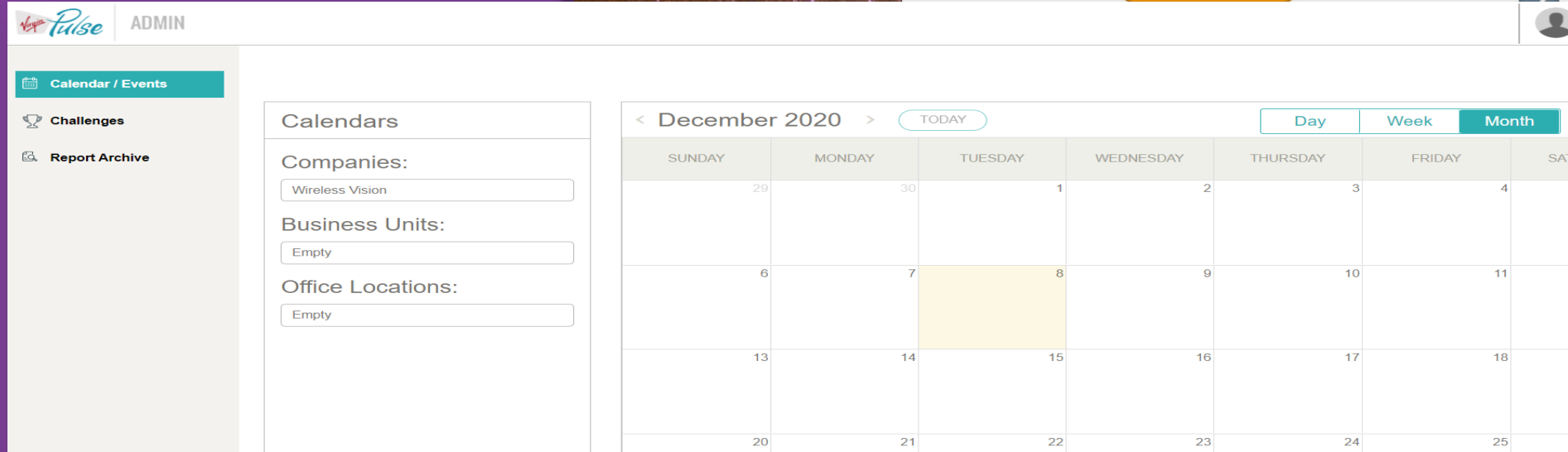
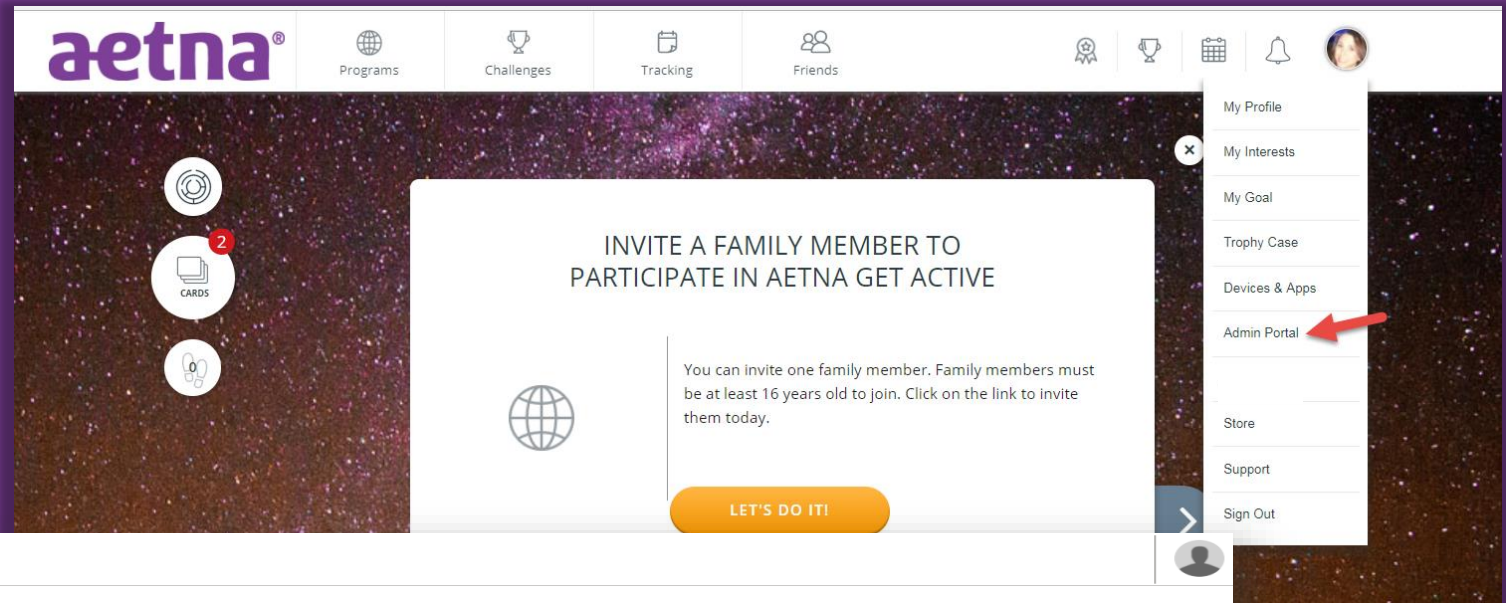
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Administrative Access: Creating Calendar Events

Client admins (employee at sponsor that is granted admin rights) will be able to create calendar events from the admin portal.

To access the admin portal from the Aetna Get Active platform, Click on "Admin Portal" under the Profile icon



Calendar Events

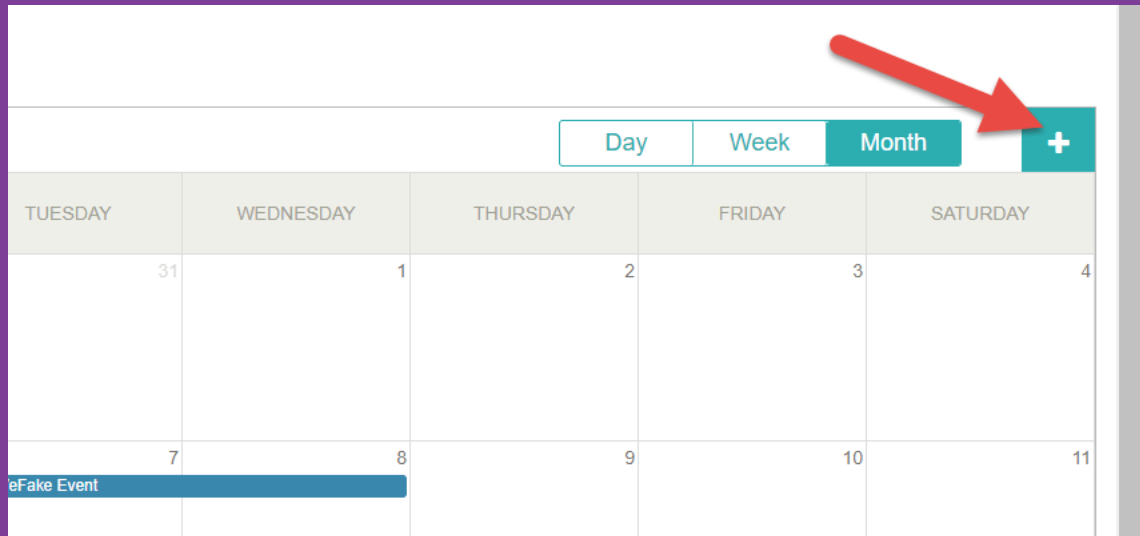
Calendar events allow a client admin to create events that will show to all participants. It will appear on the homepage and in their calendar tool

The screenshot displays the Virgin Pulse Admin interface for managing calendar events. The top navigation bar includes the Virgin Pulse logo and the word 'ADMIN'. A user profile icon is visible in the top right corner. The left sidebar contains three main menu items: 'Calendar / Events' (highlighted in teal), 'Challenges', and 'Report Archive'. The main content area is divided into two sections. The left section, titled 'Calendars', contains three form fields: 'Companies:' with the value 'Wireless Vision', 'Business Units:' with the value 'Empty', and 'Office Locations:' with the value 'Empty'. The right section displays a calendar for December 2020. The calendar header shows '< December 2020 >' and a 'TODAY' button. Below the header are three view options: 'Day', 'Week', and 'Month' (selected). The calendar grid shows dates from 29 to 25. The date 8 is highlighted in yellow. The days of the week are listed as SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	

Calendar Events

To add an event, click the “+” sign then follow the prompts to enter the information about the event.



A screenshot of the 'New Event' form in the Pulse Admin interface. The form is titled 'New Event' and has a breadcrumb trail: 'Back to Calendar' > 'Event Details' > 'Time & Location' > 'Audience & Promotion' > 'Publish'. The 'Event Details' step is currently active. The form contains several sections, each highlighted with a red box:

- Name This Event:** A text input field containing 'Company Potluck!' with a character count of 10.
- Add a Description:** A rich text editor with a toolbar (Bold, Italic, Underline, Link, Unlink) and a text area containing 'Come join us for our annual company potluck!'.
- Contact & RSVP:** Two text input fields. The first is labeled 'Contact Person (optional)' and contains 'HR Representative'. The second is labeled 'Contact Email (optional)' and contains 'HRRep@Aetna.com'.

At the bottom of the form, there is a radio button group for 'Allow people to RSVP?' with 'Yes' and 'No' options. The 'No' option is selected. A red arrow points to a yellow 'SAVE & CONTINUE' button at the bottom right of the form.

Calendar Events

Make sure to save and it will move you to the next section.

If a specific office location is hosting the event, then you can segment who can see the calendar card and event information

Company Potluck!

Event Details → **Time & Location** → Audience & Promotion Publish

Allow people to RSVP?
 Yes No

Select Dates & Times

Is this an all day event?
 Yes No

Start Date
2018-08-19

Start Time
12:00 am

End Date
2018-08-19

End Time
12:00 am

Location

Location Name (optional)
The Cafeteria!

Address (optional)
75 Fountain St. Providence RI, 02909

SAVE & CONTINUE



Company Potluck!

Event Details → Time & Location → **Audience & Promotion** Publish

12:00 am

Location

Location Name (optional)
The Cafeteria!

Address (optional)
75 Fountain St. Providence RI, 02909

Select Who Can See This Event

All Company Business Unit Office Location

This means everyone at WeFake can view this event!

Promote This Event

Promote this event on a card?
 Yes No

Event card description

Hey everyone! Come check out the company potluck!

Characters: 49

SAVE & CONTINUE

Calendar Events

Publish the event for all to see.

Edits can be made by finding the event on the calendar, right clicking then click the pencil icon.

The screenshot shows the 'Company Potluck!' event creation page in the WeFaise Admin interface. The page is divided into three tabs: 'Event Details', 'Time & Location', and 'Audience & Promotion', with 'Audience & Promotion' currently selected. A 'Publish' button is visible in the top right. A red box highlights the event scheduling information: 'August 19, 2018 12:00 AM - August 19, 2018 12:00 AM'. Below this, a list of event details is shown, including description, contact name, contact email, RSVP status, location, and audience. A 'Preview Calendar Event' link is also present. At the bottom, there are two buttons: 'SAVE AS DRAFT' and 'PUBLISH EVENT', with a red arrow pointing to the 'PUBLISH EVENT' button. The page also includes sections for adding custom translations for the event title, content, and card description.

Company Potluck!

Event Details → Time & Location → Audience & Promotion **Publish**

Characters: 49

Your event is scheduled as:

August 19, 2018 12:00 AM - August 19, 2018 12:00 AM

Participants will see your event based on their local time zone.

- Description: Come join us for our annual company potluck! (edit)
- Contact Name: HR Representative (edit)
- Contact Email: HRRep@Aetna.com (edit)
- RSVP: No (edit)
- Location: The Cafeteria! (edit)
- All of WeFake, 5 members (edit)

[Preview Calendar Event](#)

You can also save your event as draft and come back to it later.

SAVE AS DRAFT **PUBLISH EVENT**

You have added a custom event title.
Do you want to add custom translations for your event title?
[View/Edit Translations](#)

You have added a custom event content.
Do you want to add custom translations for your event description?
[View/Edit Translations](#)

You have added a custom event card description
Do you want to add custom translations for your event card description?
[View/Edit Translations](#)



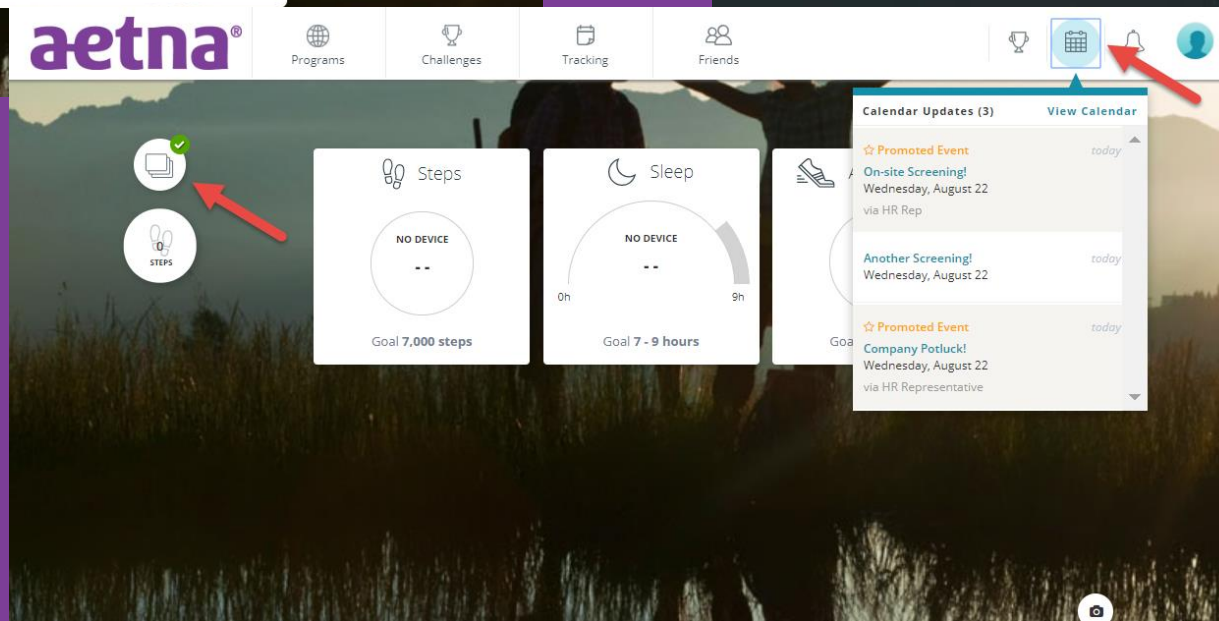
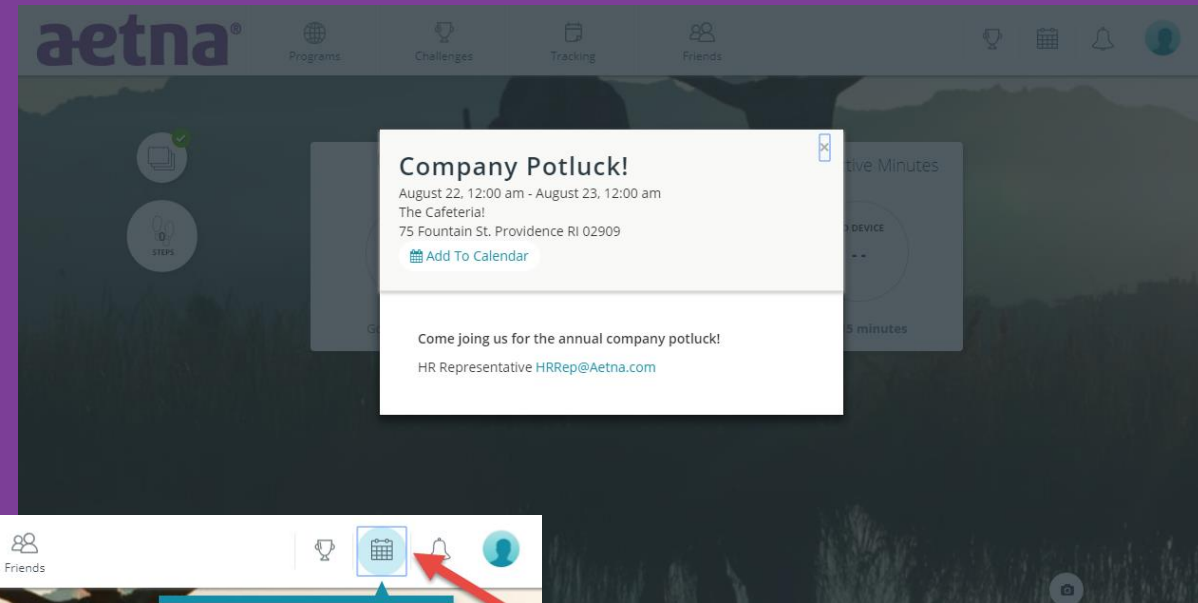
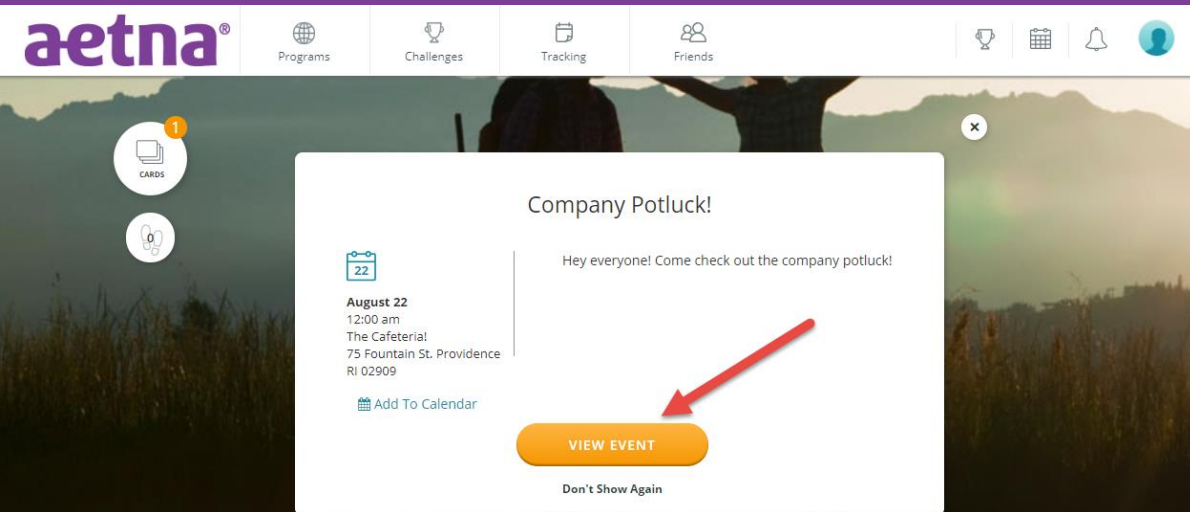
The screenshot shows the WeFaise calendar interface for August 2018. The calendar is displayed in a monthly view, with the days of the week labeled at the top. A red box highlights the event 'Company Potluck!' on August 19th. A red arrow points from the 'PUBLISH EVENT' button in the previous screenshot to this event on the calendar. The calendar also shows a 'Test WeFake Event' on August 7th and 8th. The interface includes a 'Sponsor: WeFake' label and a user profile for 'CHRISTOPHER T.' in the top right corner.

Sponsor: WeFake | CHRISTOPHER T. ▼

< August 2018 > TODAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7 Test WeFake Event	8	9	10	11
12	13	14	15	16	17	18
19 Company Potluck!	20	21	22	23	24	25
26	27	28	29	30	31	1

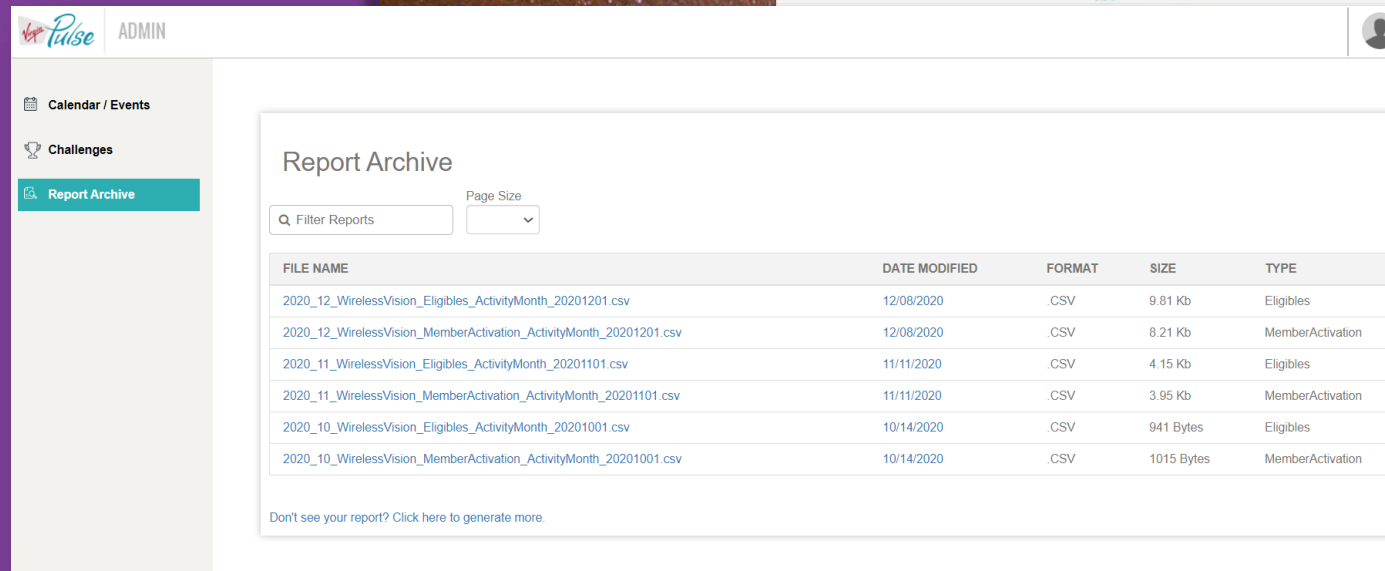
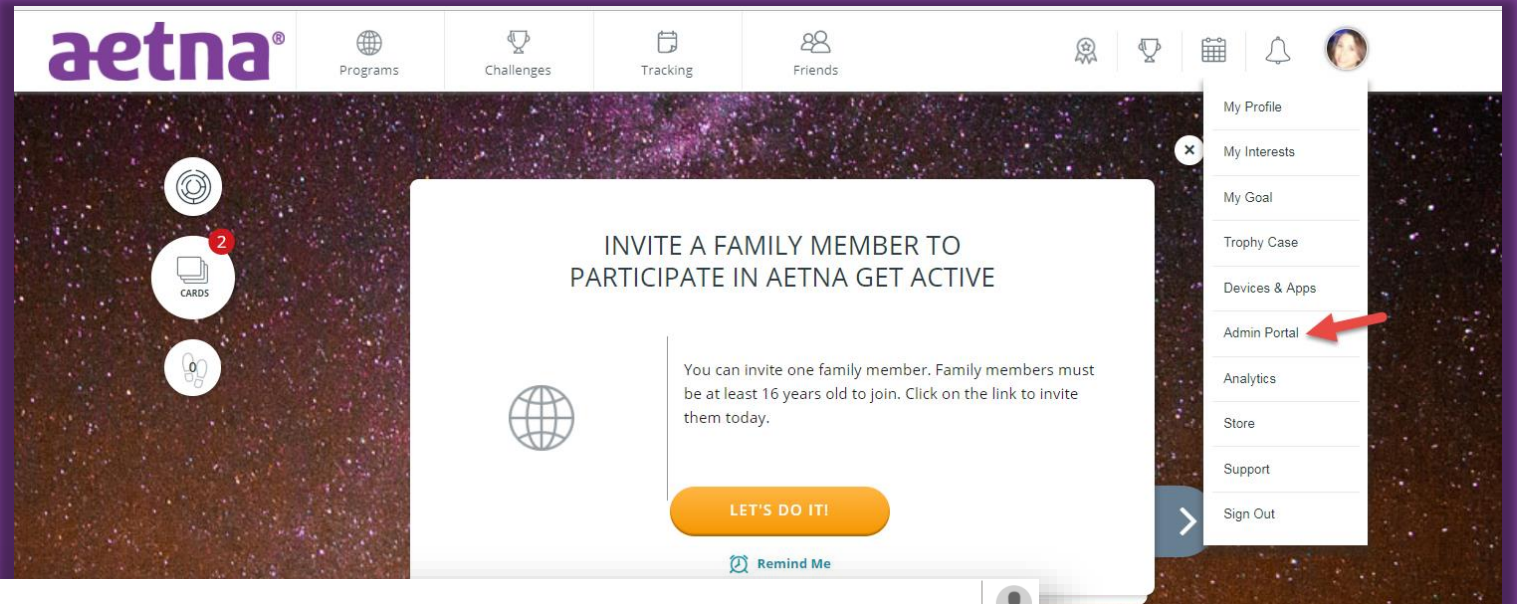
Calendar Events – Member View



Admin Access: Reporting

Reports will be dropped into the Report Archive two weeks after a step challenge begins.

To access reports via the Aetna Get Active platform. Click on “Admin Portal”, under the Profile icon. Then, click on “Report Archive”.



Monthly Member Report

This report will be delivered by the 5th of the month.
It provides a listing of members on the platform.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
SponsorID	SponsorName	Eligibility	Employee	FirstName	LastName	BillingGro	Gender	DateOfBir	EligibilityFromDate	Eligibility	Enrolled	Company	BusinessU	OfficeLoca
3578288	Middle Market Demo	789	LAST001	First A	Last A	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business A	Office A
3578288	Middle Market Demo	456	LAST002	First B	Last B	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business E	Office B
3578288	Middle Market Demo	123	LAST003	First C	Last C	BillingGro	M	1/1/1900	10/1/2017		TRUE	Company	Business C	Office C
3578288	Middle Market Demo	7891	LAST004	First D	Last D	BillingGro	M	2/1/1900	11/20/2017		FALSE	Company	Business A	Office A
3578288	Middle Market Demo	4562	LAST005	First E	Last E	BillingGro	F	2/1/1900	1/1/2018		FALSE	Company	Business E	Office B
3578288	Middle Market Demo	1233	LAST006	First F	Last F	BillingGro	M	2/1/1900	1/1/2018		FALSE	Company	Business C	Office C
3578288	Middle Market Demo	7894	LAST007	First G	Last G	BillingGro	F	3/1/1900	1/1/2018		FALSE	Company	Business A	Office A
3578288	Middle Market Demo	4565	LAST008	First H	Last H	BillingGro	F	3/1/1900	1/15/2018		FALSE	Company	Business E	Office B
3578288	Middle Market Demo	1236	LAST009	First I	Last I	BillingGro	M	3/1/1900	1/15/2018		FALSE	Company	Business C	Office C

Weekly Completers Report

This report will be delivered every Monday after the start of a challenge. It lists members in the challenge and the weeks that they have tracked data.

First Name	Last Name	Segment	Email	Gender	Team Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total Weeks Reported	Business Unit	Location	Office
John	Doe	Employee	JDoe@Email.com	M	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Fred	Smith	Employee	FSmith@Email.com	M	Easier Said Than Run	0	0	1	1	1	1	1	1	6	North East	US	North East
Kristin	Jones	Employee	KJones@Email.com	F	Easier Said Than Run	0	0	1	0	0	1	1	0	3	North East	US	North East
Patricia	Johnson	Employee	Pjones@Email.com	F	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Sharon	Thompson	Employee	Sthompson@Email.com	F	Easier Said Than Run	0	0	0	0	0	0	0	0	0	North East	US	North East

Quarterly Challenge Report

This report will be delivered on the 15th after quarter end. It will list aggregate challenge results including number of steps taken by all members, number of participants and average daily step count. The report will only be available to those sponsors that have at least 20 members participating in that quarter's challenge.

(Sample of report shown on next slide)

Corporate Challenge 1: Great Escapes

39% of member participated in this corporate challenge

3.7 B

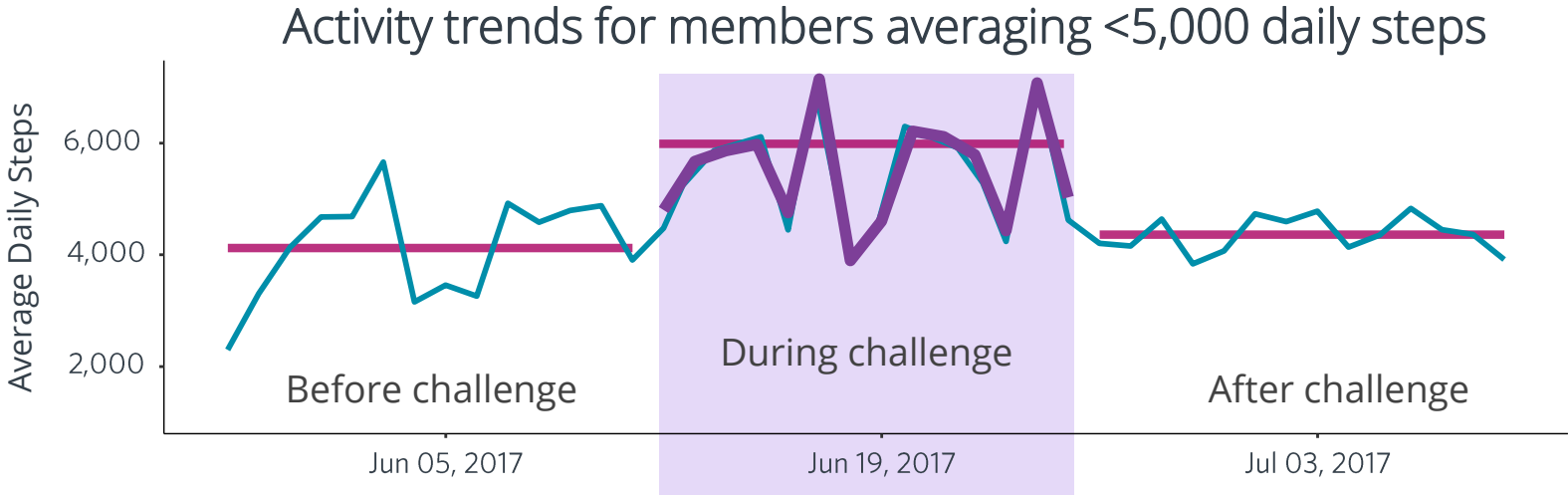
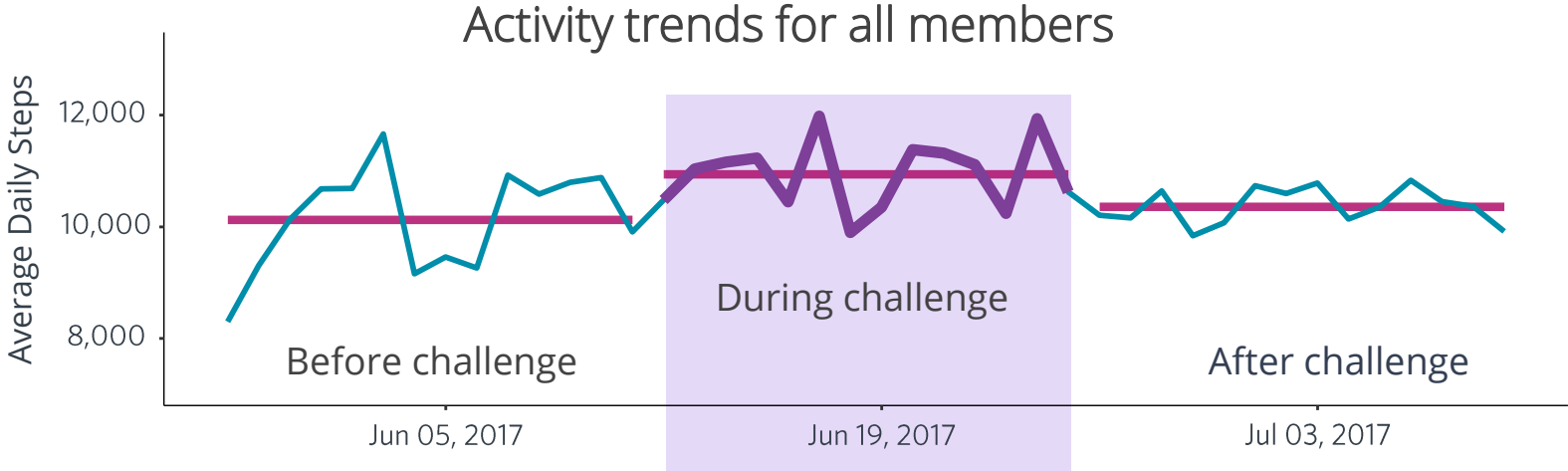
Total corporate challenge steps

4,083

Number of members that participated in a corporate challenge

11,236

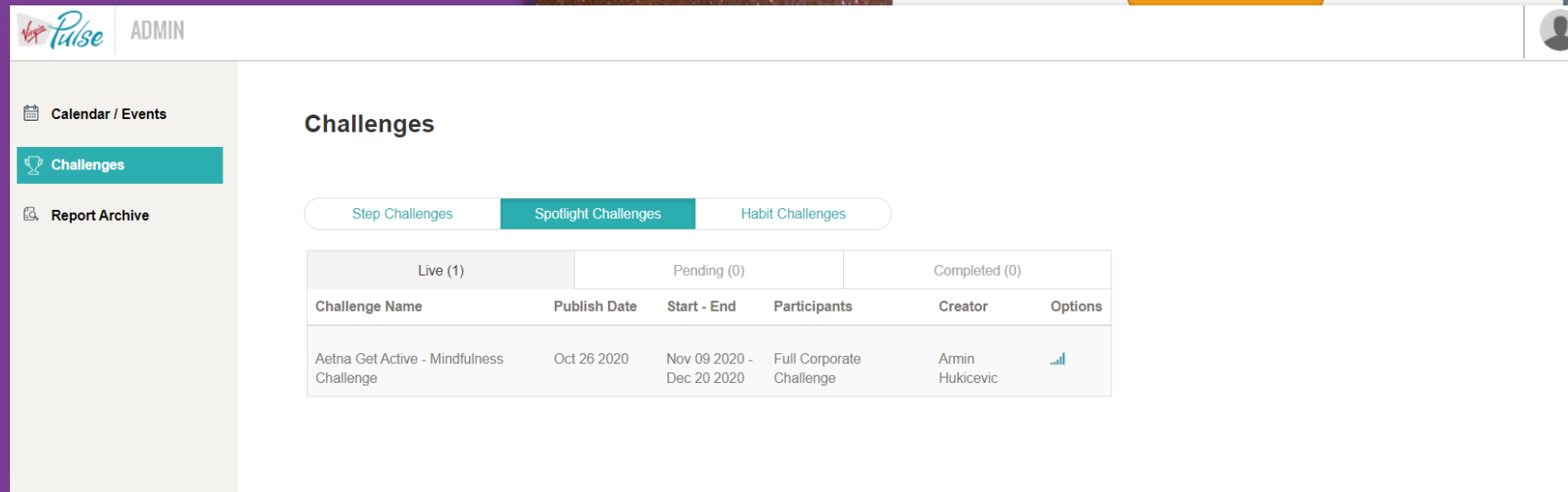
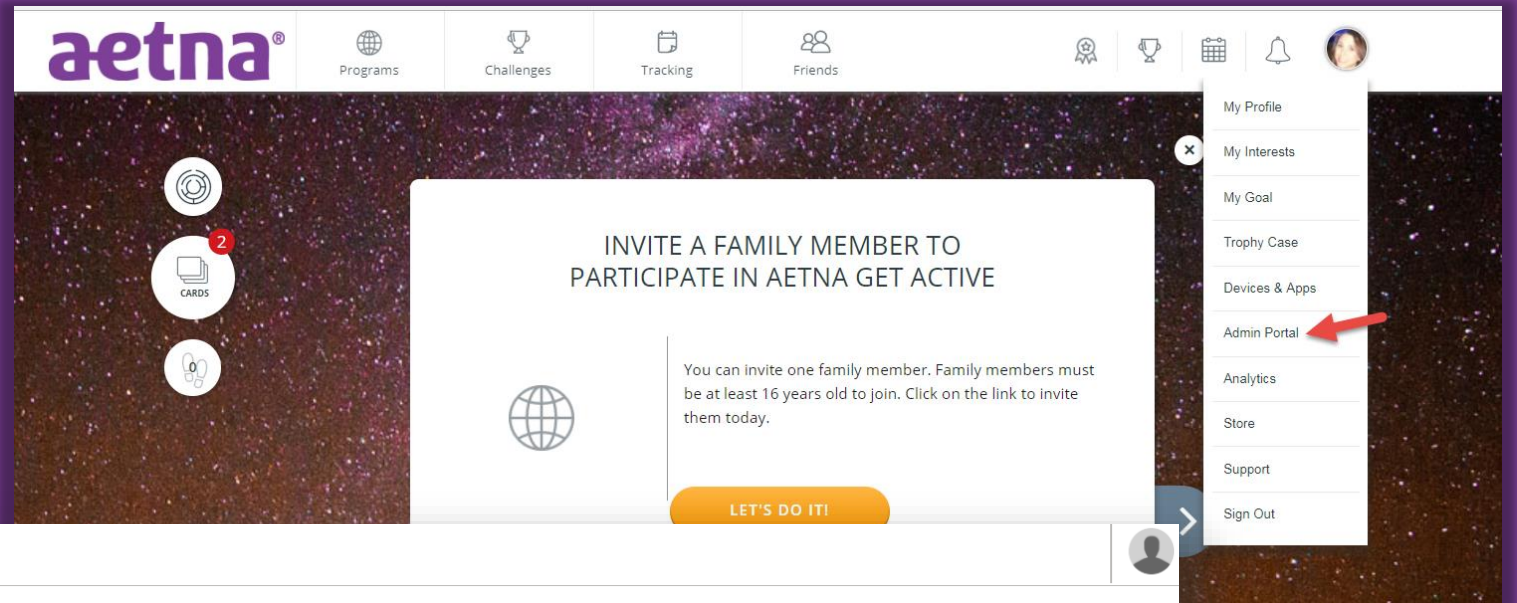
Average steps per day



Real-time Reporting

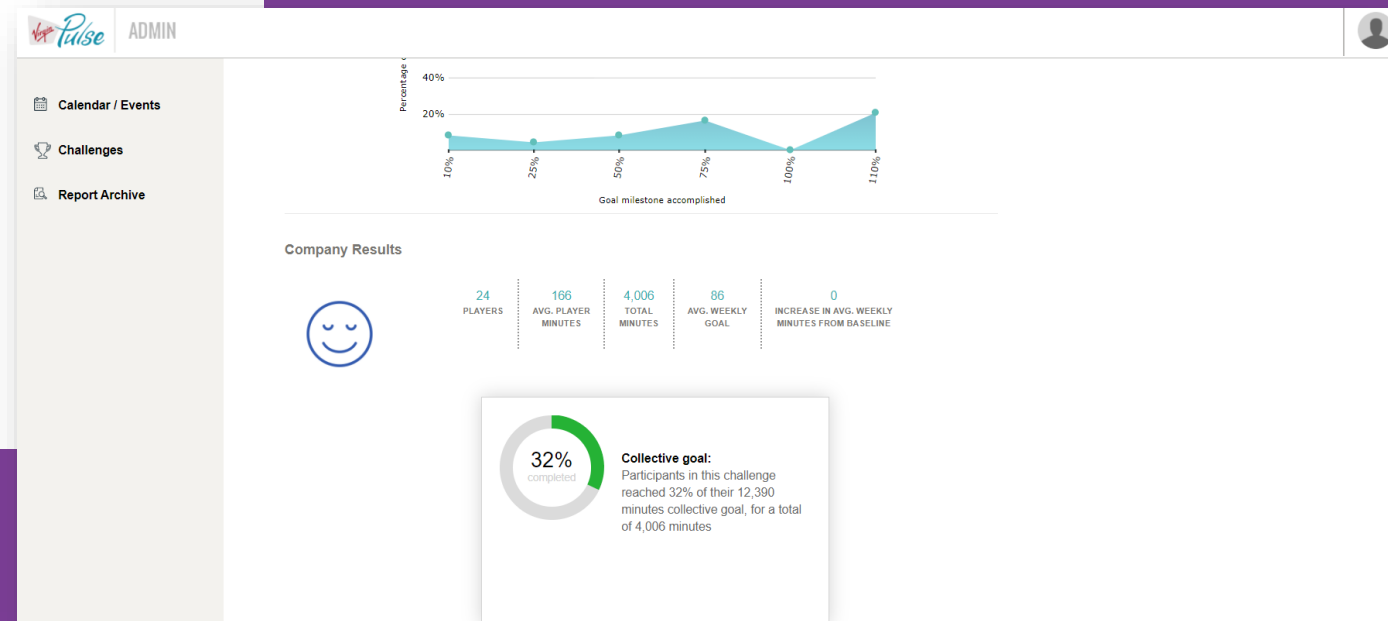
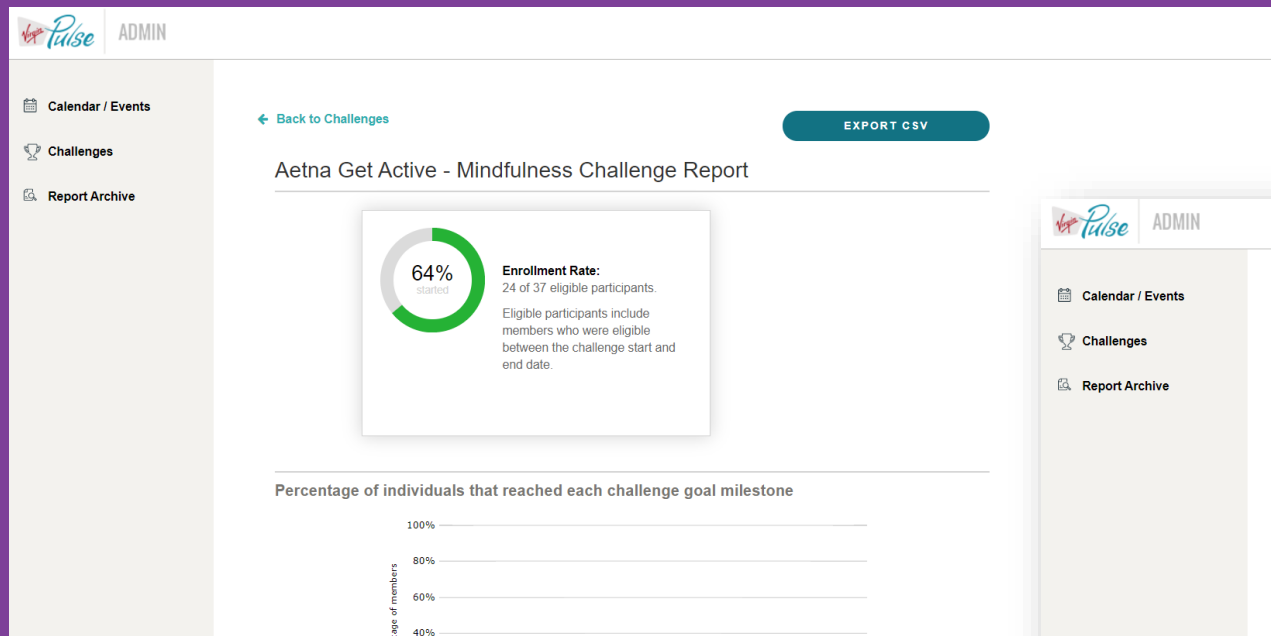
Real-time reporting is also available for challenges via the admin portal.

Click on "Challenge" then either "step challenges" or "Spotlight challenge" to find. Then click on the bar graph icon under "options".



Real-time Reporting

You can view aggregate reporting or click “export csv” button for member level data. Data is refreshed daily.



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