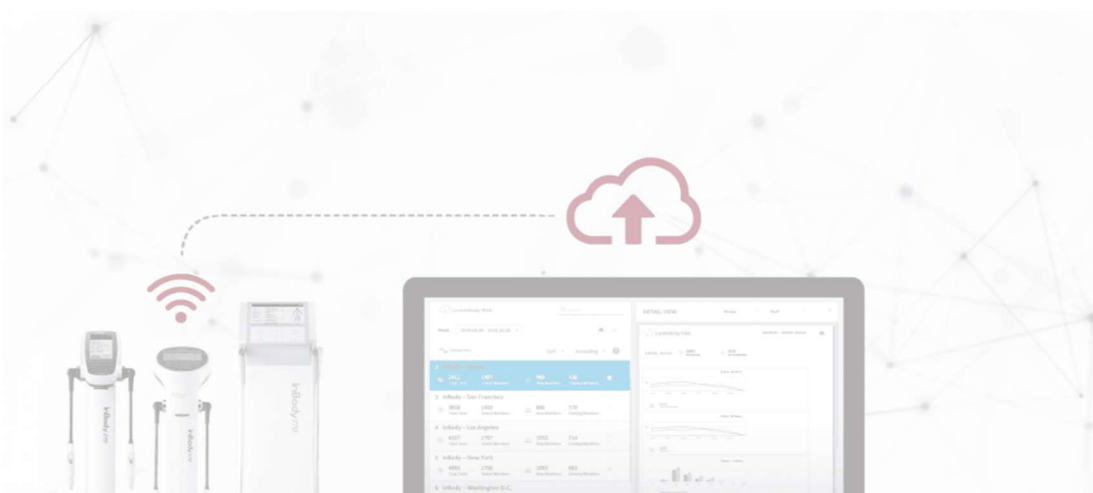# InBody

**LookinBody Web
User manual**

ver 0.1

Everything you need to know about LookinBody Web; InBody's online platform which enables you to store and manage all of your member's measurement data.

CONTENTS

CHAPTER 1

REGISTERING YOUR

ACCOUNT

REGISTERING YOUR ACCOUNT

In this section you will learn:

How to register your InBody account
Where to find your InBody serial number
The difference between login password and device password

In order to start using a LookinBody Web account, you first need to register your LookinBody Web account on the LookinBody Web website. Please register using the URL that corresponds with your region:

Region URL's:

Belgium: bel.lookinbody.com
Germany: deu.lookinbody.com
Italy: ita.lookinbody.com
Luxembourg: lux.lookinbody.com
Netherlands: nld.lookinbody.com
Spain: esp.lookinbody.com
Sweden: swe.lookinbody.com
United Kingdom: gbr.lookinbody.com

The website should present the option to register your account. After choosing this option, the first field to be filled in is the InBody serial number (the region is already filled according to the chosen URL).

ATTENTION!

Each InBody unit can only be registered to one LookinBody Web account at a time. If you wish to switch your InBody unit to a different account, or if you wish to connect multiple InBody units to one LookinBody Web account, please contact InBody customer support.

ATTENTION!

How to locate your InBody serial number:

Depending on your inBody model, the serial number can be found in one of two places. It's either on the top of the back of the device, or on the bottom of the back of the device. Locate the silver-coloured label and see below for the serial number and manufacturing date of your device.
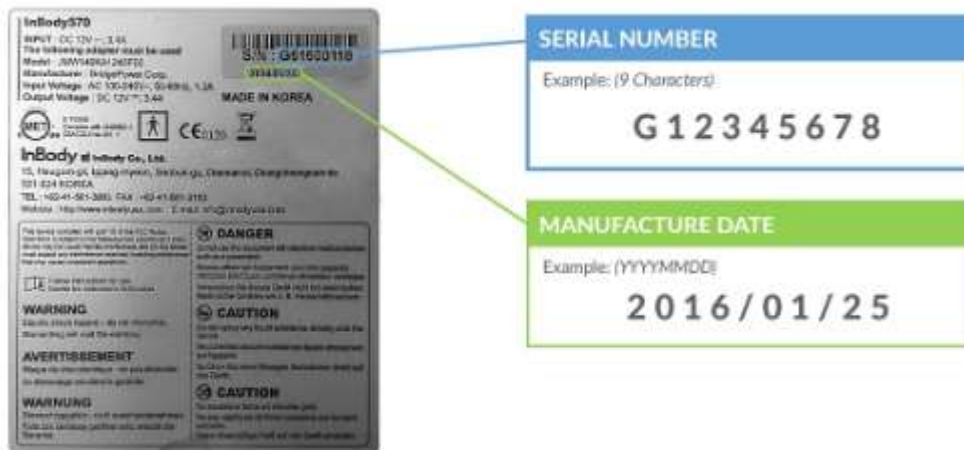
After filling in the serial number of your device, you will be presented with a form to fill out with your business' information.

After providing your business' information, you will be presented with a form with which you can register your LookinBody Web **ID**, **Login Password** and e-mail address. Please consider your ID and Password carefully, as you will use these to log into your LookinBody Web account.

ATTENTION!

Login Password requirements

Because your LookinBody Web account contains sensitive personal information, including but not limited to, data related to the health status and biometric data of individuals, there are some set rules and limitations to the login password to ensure a adequate level of protection for this data. One of these rules requires that your chosen login password must be changed at least every 3 months. You will be presented with a pop-up when this mandatory change is due.

After filling out your details, you will be able to review your information and you will be presented with 3 legal documents, namely the **Terms and Conditions**, the **Privacy Policy** and the **Personal Data Processing Agreement**. Please read these documents carefully before accepting. All three documents must be accepted before the account can be registered.

ATTENTION!

Applicable legal documents

During the registration process, you are required to agree to the applicability of 3 legal documents. The Terms and Conditions contain the rules of using the cloud service, like payment and liability for damages. The Privacy Policy contains the rules for using your own (personal) data, for example the data that you provided in the previous steps of the registration process. The Personal Data Processing Agreement contain the rules for gathering, storing and manipulating the member data that you will provide to the cloud service.

Once all the legal documents have been accepted, your LookinBody Web account is created and you will receive an e-mail to confirm the creation of the account on the e-mail address which you used to register in the previous steps. If you did not receive the confirmation e-mail, please contact InBody customer support.

The confirmation e-mail contains the **Equipment Password**, which you will require for the next step of the setup process.

CHAPTER 2

CONNECTING YOUR

INBODY DEVICE

CONNECTING YOUR INBODY DEVICE

In this section you will learn:

How to connect your InBody device to your LookinBody Web account.
The meaning of the different error codes on the cloud connection screen of the InBody device.

After you have registered your LookinBody Web account according to the previous chapter, you are ready to connect your InBody device to your LookinBody Web account.

The first thing you will need to make sure that your InBody device has connection to the internet. Please see your InBody device's user manual on how to connect the device to the internet.

ATTENTION!

Cloud service regions

The LookinBody Web account that your InBody device can connect to is limited by the region that is set in the device and the region that is set in the LookinBody Web account at registration (i.e. the url that is chosen, see chapter 1 of this guide). This is to prevent data exchange that is prohibited or restricted by national or international (privacy) law.

Once the InBody device is connected to the internet, you will be able to select option 4 "Cloud Service" in the administrator menu. After you select this option, you will be able to activate the cloud service by pressing the "O" button. Afterwards, you will be able to log into your LookinBody Web account by entering your ID and password and pressing the "Login" button.

ATTENTION!

Equipment password vs. Login password

Please note that the equipment password (the password which is sent to you in the registration confirmation e-mail) is different from the login password (the password that you chose during the registration of your LookinBody Web account and that you will use to login to the website).

Please note, the first time that you enter a new ID and Password, the device will present an error code "0006". When you encounter this error code, please login again (your ID and Password should still be saved).

In the case that any other error code shows up during login, please refer to the following chart:

Error 0007: A non-existing ID has been entered 1 time. Please check your ID.

Error 0008: A non-existing ID has been entered 2 times. Please check your ID.

Error 0009: A non-existing ID has been entered 3 times. Please check your ID.

Error 0010: The wrong password has been entered 1 time.

Error 0011: The wrong password has been entered 2 times.

Error 0012: The wrong password has been entered 3 times.

Error 0013: Login is blocked. This message is displayed if the password is wrong more than 3 times. If you see this message, please contact InBody customer support.

Error 0014: The serial number has been used in different account. Please contact InBody customer support.

Error 0015: There are too many InBody devices registered to your account. Please contact InBody customer support.

After the device is successfully connected, please exit the menu to return to the main screen. There should be a cloud shaped icon visible in the top right corner, showing the letters "LB" (LookinBody). As long as this icon is visible, the device is connected to the cloud service.

ATTENTION!

Automatic Login

After connecting to the cloud service, the InBody device will stay logged in until you decide to log out manually. If you restart the InBody device, the device will automatically present the option to log in again after bootup. If internet connection is lost at any moment when the device is turned on, the data that would have been sent in the meantime, will be sent retroactively.

CHAPTER 3

LOGGING IN

LOGGING IN

In this section you will learn:
How to login to your LookinBody Web account.
How to login to a LookinBody Web staff account.
When to change your login password.
How to renew your LookinBody Web subscription.

To log into your LookinBody Web account, please use your browser to navigate to your region's URL (as described in chapter 1) and use the Login ID and Login Password that you chose during account registration to log into your account. Make sure that the **Administrator Login Tab** is selected (this is the default option).

Saving your Login ID

The homepage of LookinBody Web allows you to save your login ID. InBody advises not to use this option if you use a shared computer.

Logging into a staff account is just as simple as logging into the Administrator Account. Just select the **Staff Account Tab** instead of the Administrator Account Tab and fill in the Staff ID and Staff Password.

LookinBody

| Administrator Login | Staff Login |

ID

Password
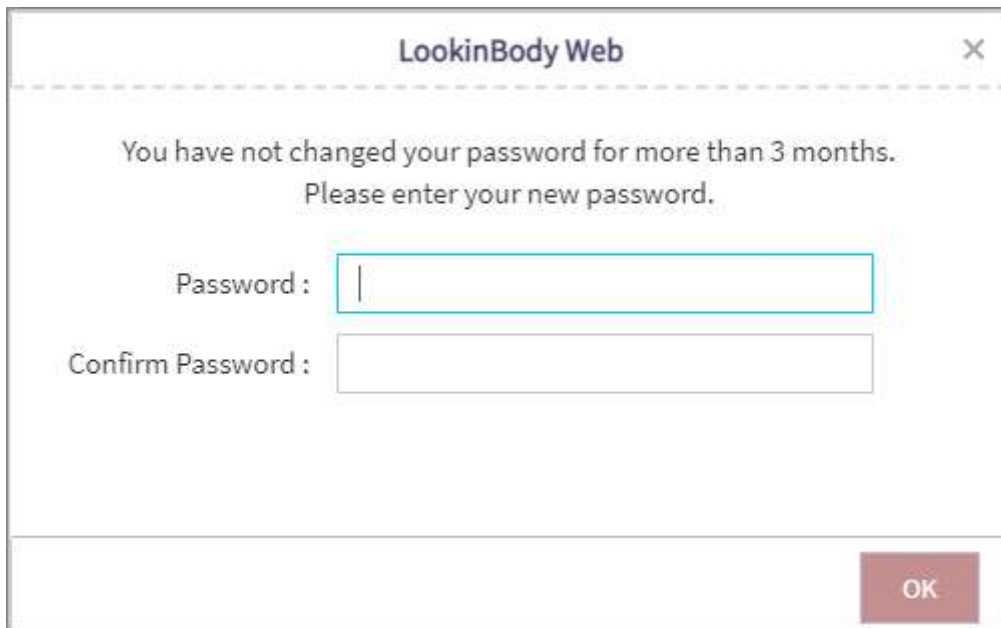
☐ Save Login ID

Login

Find Password

When you log into LookinBody Web, you may be prompted with a pop=up to change your password. This happens once every 3 months. When you are presented with this pop-up, please choose a different password. inBody also advises to change your password manually when you feel that the security of your password is compromised.

ATTENTION!

<div style="background-color:red; color:white;">

Password change

</div>

When multiple trainers use the administrator account, please make sure to communicate any password changes to all the users.

When you log into your LookinBody Web account, you may be prompted with a popup window, stating that your service has expired. This means that your subscription term has run out. If you wish to continue using your LookinBody Web account, please make a payment using the **Pay Button**.
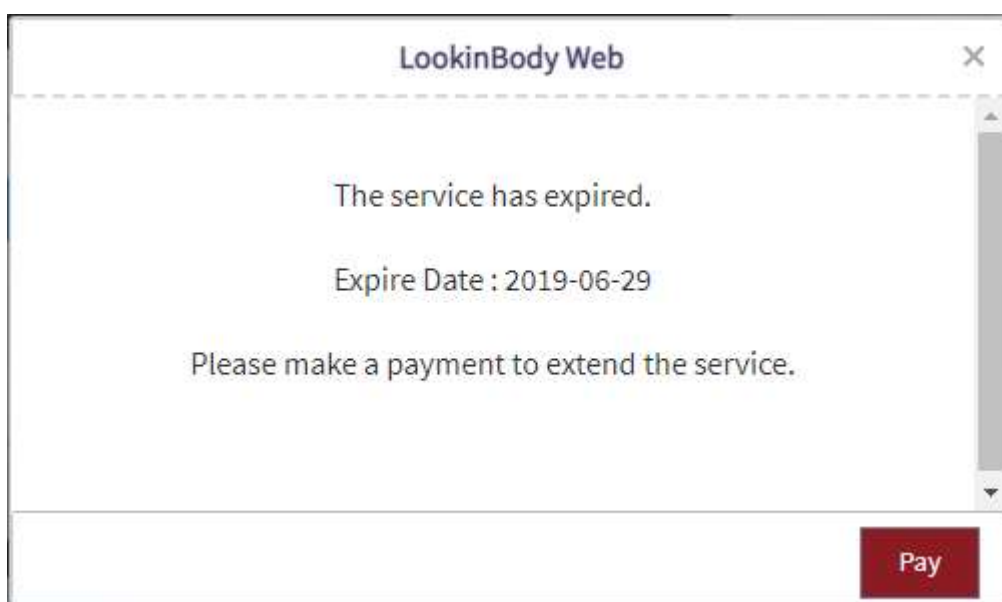
ATTENTION!

<div style="background-color:red; color:white;">

Subscription renewal

</div>

LookinBody Web is a paid service. You can see the remaining term of your subscription period in the top right corner of the screen when you are logged into LookinBody Web. If there are 5 or less days remaining on the subscription period, you will receive a pop-up notification when you log into your LookinBody Web account. Once the subscription period is over, you will receive a pop-up notification that contains an obligatory payment to renew the subscription. You can always manually extend your subscription term by using the Payment Tab.

USING LOOKINBODY WEB

USING LOOKINBODY WEB

In this section you will learn:
How to navigate the Member List.
How to use the E-mail and Chat functions.

After registering your LookinBody Web account, connecting your InBody device and logging into your account, you will be able to use the different functions of LookinBody Web. This chapter will explore the basic functions.

ATTENTION!

The Tutorial Section

When first logging in to your LookinBody Web account, you will first be presented with the tutorial section. This section features interactive tutorials which guide you through some of the basic functions of LookinBody Web.

THE MEMBER LIST

In the LookinBody Web Member List, all the accounts of your LookinBody Web member database will be registered.

You can search for a specific member by entering his or her name, ID or mobile telephone number in the **Search Field** and pressing the Search button afterwards.

You can create a filter for your Lookin'Body Member List by pressing the **Add Filter** button. There are several filters that you can create:

- InBody Test: Applying this filter allows you to choose a time period. Only the members with a registered InBody test within the chosen time period will be shown in the Member List.
- Favourite: Applying this filter allows you to choose to show only the member profiles marked as favourite in the Member List, or to show only the member profiles not marked as favourite. You can mark a member profile as favourite by clicking the star icon next to the profile name.
- Age: Applying this filter allows you to choose one or more ten-year age categories to be displayed in the Member List.
- Gender: Applying this filter will allow you to choose to display only member profiles from male or female members in the Member List.

- Staff: Applying this filter allows you to select one or more Staff Members. Only the members attributed to the chosen Staff Member(s) will be displayed in the Member List.
- Group: Applying this filter allows you to choose one of the created groups. Only members from the chosen Group will be displayed in the member list.
- Registration date: Applying this filter allows you to choose two dates. Only members that have registered their accounts within the period between these dates will be displayed in the Member List.
- Location: Applying this filter will allow you to choose a previously created sub-account. Only the members of the chosen sub-account will be displayed in the Member List.
- InBody S/N: Applying this filter will allow you to choose an InBody serial number that has been registered to your account. Only the members that have used the InBody device with the chosen serial number will be displayed in the Member List.
- Mobile No.: Applying this filter will allow you to choose to only display members that either have or haven't entered their (mobile) phone number in the Member list.
- App: Applying this filter will allow you to choose to only display members that either have or haven't registered an account via the InBody app.

After creating a filter, you can apply this filter by pressing the **Apply Filter Checkmark**.

Registering a new member profile

To register a new member profile, please press the **Register New Button**. You will be presented with a Terms of Service and Privacy Policy pop-up, which the registering member must read and agree to (by placing a checkmark and clicking the button) to continue:

After agreeing to the Terms of Service and Privacy Policy, you are prestented with the member information pop-up.

Here, you can fill in all the member information. The fields **User ID**, **Height**, **Date of Birth** and **Gender** (all marked with a red asterisk) are mandatory. The User ID field may not match the User ID field of a previously created account. If the registering member wants to receive his or her resultsheets in the InBody app, it is necassery to enter the e-mailaddress as well.

The Health Report

On the Health Report page, it is possible to see the health report(s) of a member from your Member List. These health reports are contained in separate collapsable windows. You can collapse and expand the windows by clicking the corresponding buttons on the right side of the window. To gain access to the Health Report page, it is mandatory to first select a member in the Member List (by placing a checkmark on the left side of the member profile). If multiple members are selected, then it is possible to switch between these members on the Health Report page.

The Result Sheet

On the Health Report page, it is possible to view up to two result sheets of the selected member simultaneously (one in the window Result Sheet and one in the window Result Sheet (compare).

By selecting the **date and time button** on the top right on the result sheet, you can choose different result sheets uploaded to the selected member profile. As a default, the most recent and second most recent result sheets are displayed.

Body Composition History
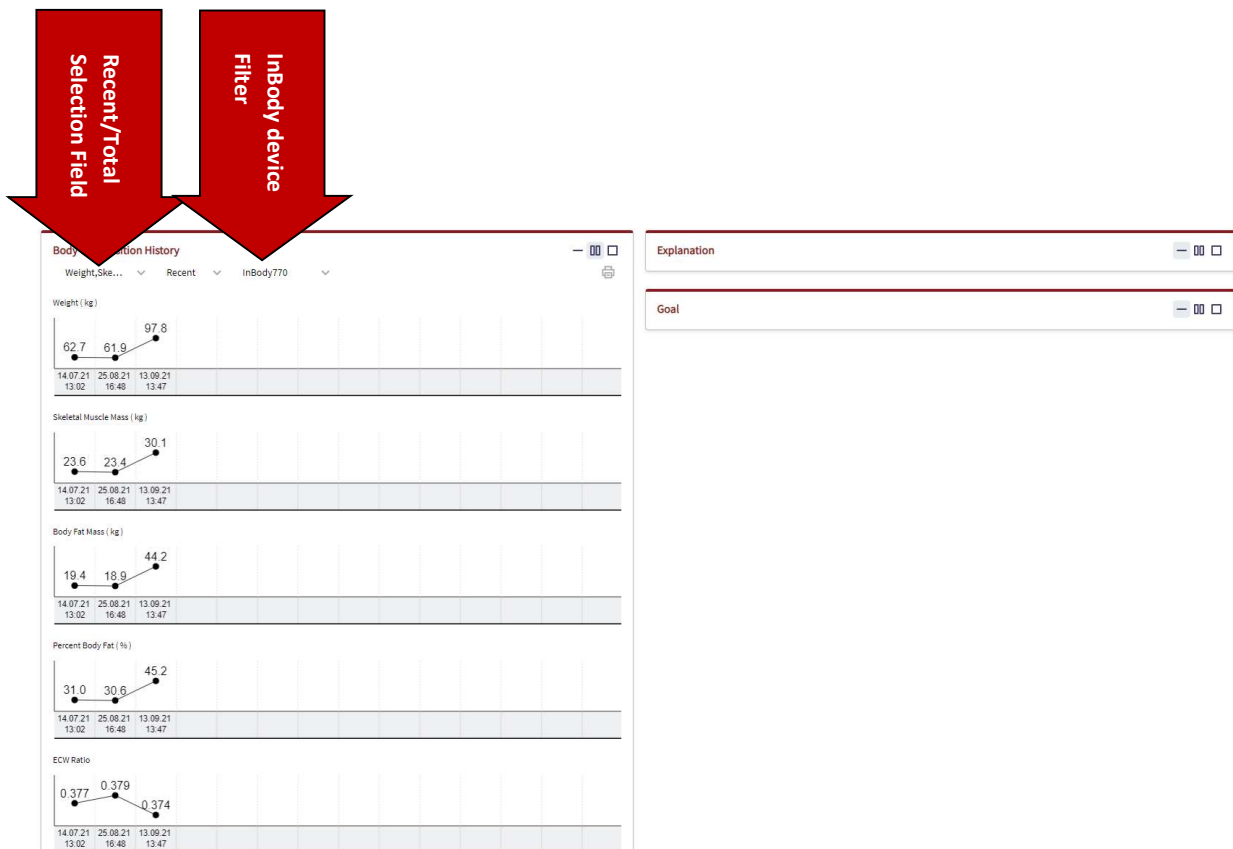
In the Body Composition History window, you can view the increase or decrease of certain body composition parameters over time. The following parameters are available:

- Weight

- Skeletal Muscle Mass (kg)

- Body Fat Mass (kg)

- Percent Body Fat (%)

- Fat Free Mass (kg)

- BMI (kg/m²)

- Basal Metabolic Rate (kcal)

- Waist/Hip Ratio

- Visceral Fat Level

It is possible to view either the fourteen most recent measurements in the Body Composition History parameters, or to view the total increase or decrease of these parameters between the first and the most recent measurements, by clicking the **Display Selection Button** and choosing the desired display method.

It is also possible to filter the results of (a) specific InBody device(s) by applying the **Device Filter** and selecting or de-selecting certain InBody device models.

Explanation

In the Explanation window it is possible to view a brief explanation of certain InBody terms, and you can view the precautionary steps. Apart from the explanation provided by default, it is possible to add your own explanation (including text, pictures and/or a hyperlink) by pressing the **Add Button**.

E-MAIL AND CHAT
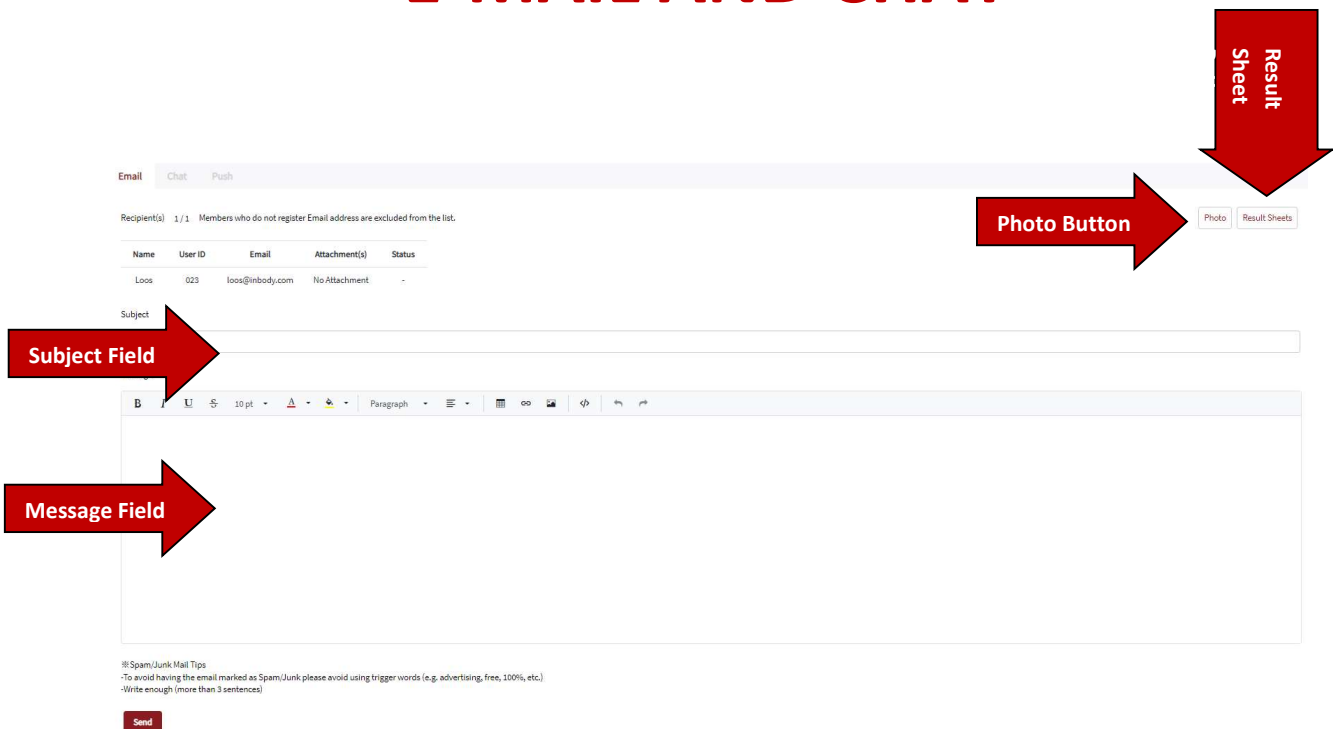
On the E-mail/Chat page it is possible to send the member(s) that you selected from the Member List an e-mail. Optionally, you can send an attachment (a Photo or an InBody Result sheet) with your e-mail.

It is only possible to send an e-mail if (at least one of) the selected member(s) has an e-mail address registered to Lookin'Body Web. To send an e-mail, filling in the **Subject** and **Message fields** are mandatory.

Optionally, you can add a (picture) attachment to your message by pressing the **Photo Button**. This will prompt your computer operating system to open a window to allow you to browse or search for the desired file.

You can also add one or more InBody result sheets to your message by pressing the **Result Sheet Button**. This will prompt the following window:
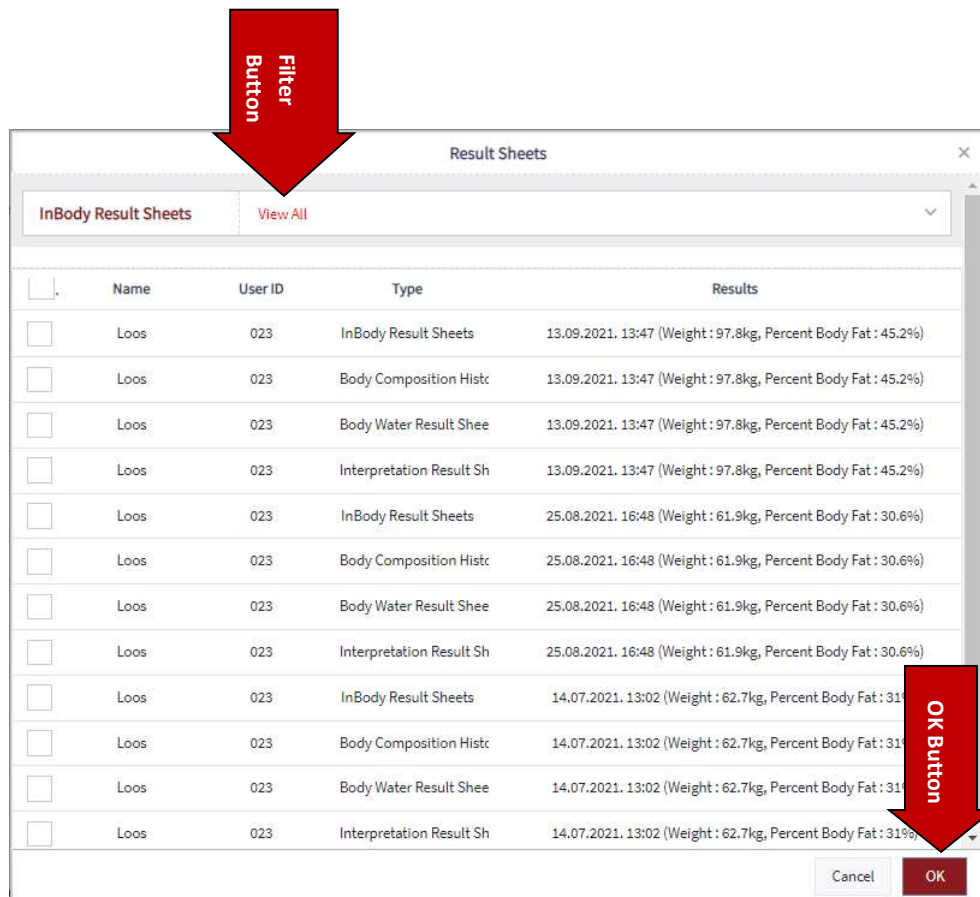
You can add all the result sheets registered to the members that were previously selected from the Member List and you can send multiple result sheets at a time.

It is possible to apply a filter to the result sheets list using the **Filter Button**. With this filter you can choose to view:

- InBody Result Sheets.

- Body Composition History.

- Interpretation Result Sheets.

Or all of the above.

To add the selected result sheet(s), you can click the **OK Button**.

ATTENTION!

Sending Resultsheets

Please note that sending the Result Sheet of one member to another might be prohibited by the Privacy Laws of your country or by your own privacy policy.
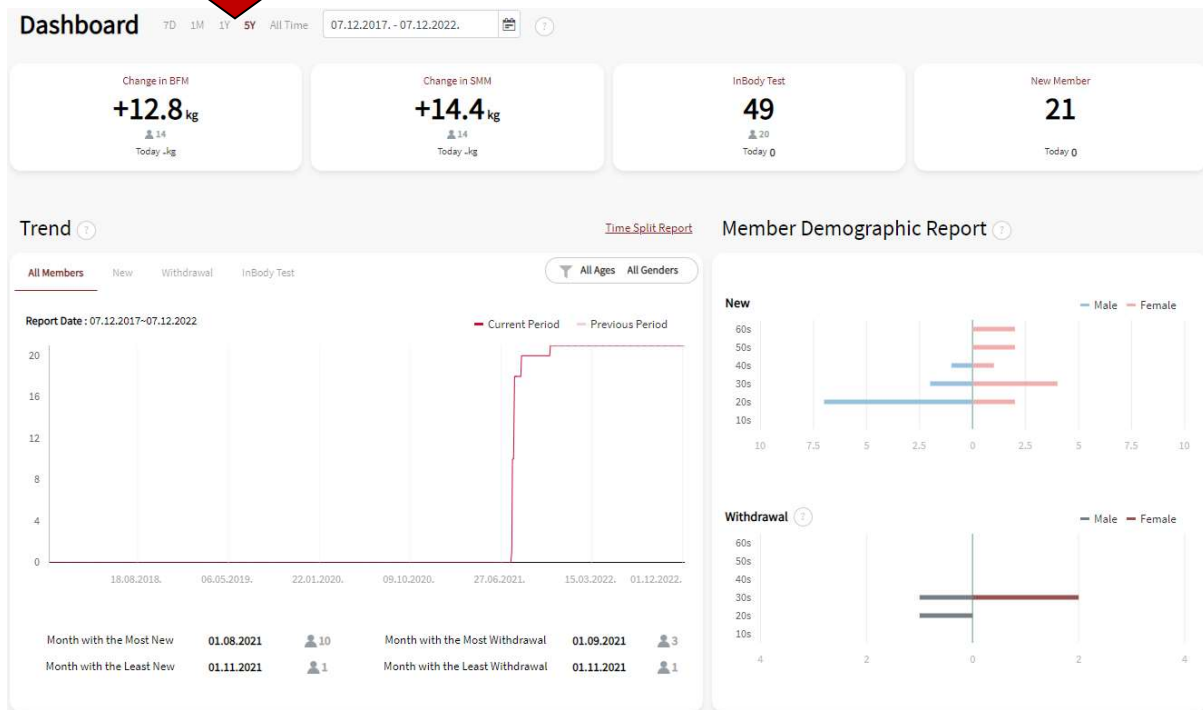
CHAPTER 5

MANAGING YOUR DATABASE

MANAGING YOUR DATABASE

In this section you will learn:
Navigating the dashboard page.
Navigating the reporting page.

THE DASHBOARD PAGE

On the Dashboard Page you are able to visualize your database in an assortment of graphs.

Please make sure that you select the right timeframe in the **Time Period** field.

THE REPORTING PAGE

The Group Ranking Sub-tab

Under the Group Ranking Sub-tab, it is possible to view and compare the results of all members registered under a certain Member group. This way it's easy to see how well each group is performing.

Under the Group Ranking Sub-tab, it's possible to filter on a certain branch by using the Select Branch dropdown menu.

The Staff Ranking Sub-tab

Under the Staff Ranking Sub-tab, it is possible to view the results of all the members attributed to a certain Staff Member. This way it's easy to see how each staff member is performing with his or her group.

Under the Staff Ranking Sub-tab, it's possible to filter on a certain branch by using the Select Branch dropdown menu.

The Period and Criteria Fields

By using the Period field, you can select a period from which the measurements will be taken into account for the ranking.

By using the criteria field, it is possible to rank the different branch groups/member groups/staff groups according to this criterium. There are five options available:

- InBody Test Counts: Compares the number of InBody tests done in the chosen period.

- InBody Test Members: Compares the number of members tested in the chosen period.

- Weight change: Compares the total weight change of the different groups.

- SMM change: Compares the total change of skeletal muscle mass change of the different groups.

- BFM change: Compares the total body fat percentage change of the different groups.

CHAPTER 6

THE INBODY APP
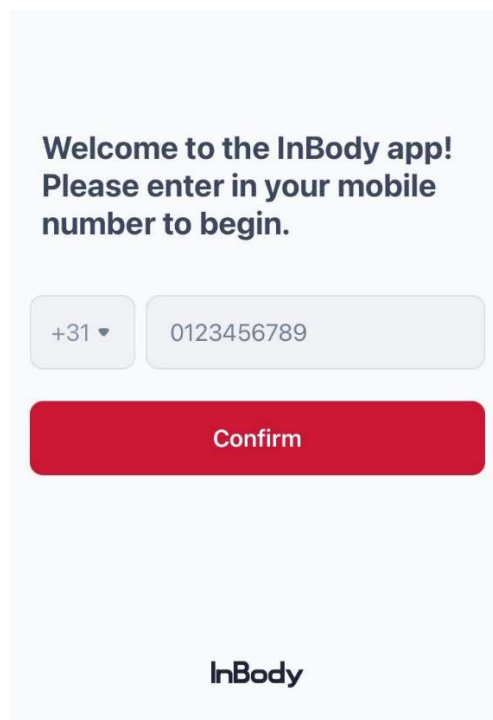
THE INBODY APP

In this section you will learn:

How to register for the InBody app.

The InBody app is freely available for mobile devices on different application platforms. When the app is downloaded, the user will be able to register his or her account by first entering the mobile phone number, then entering the rest of the data and finally confirming the registration via e-mail.

ATTENTION!

Mobile Phonenumbers

Please note that the mobile phonenumber that is registered in the InBody application must be exactly the same as the mobile phonenumber that is entered on the InBody device.

Welcome to the InBody app!
Please enter in your mobile
number to begin.

| +31 ▼ | 0123456789 |

Confirm

InBody

Service agreement between InBody and the End User

By registering to the InBody App, the End User enters into a bilateral agreement with InBody (separate from the agreement between InBody and the owner of the InBody Device and/or the user of the LookinBody Web cloud service account). This agreement contains several obligations and responsibilities for both parties, which may survive the termination of the agreement(s) between InBody and the owner of the InBody Device and/or the user of the LookinBody Web cloud service account.
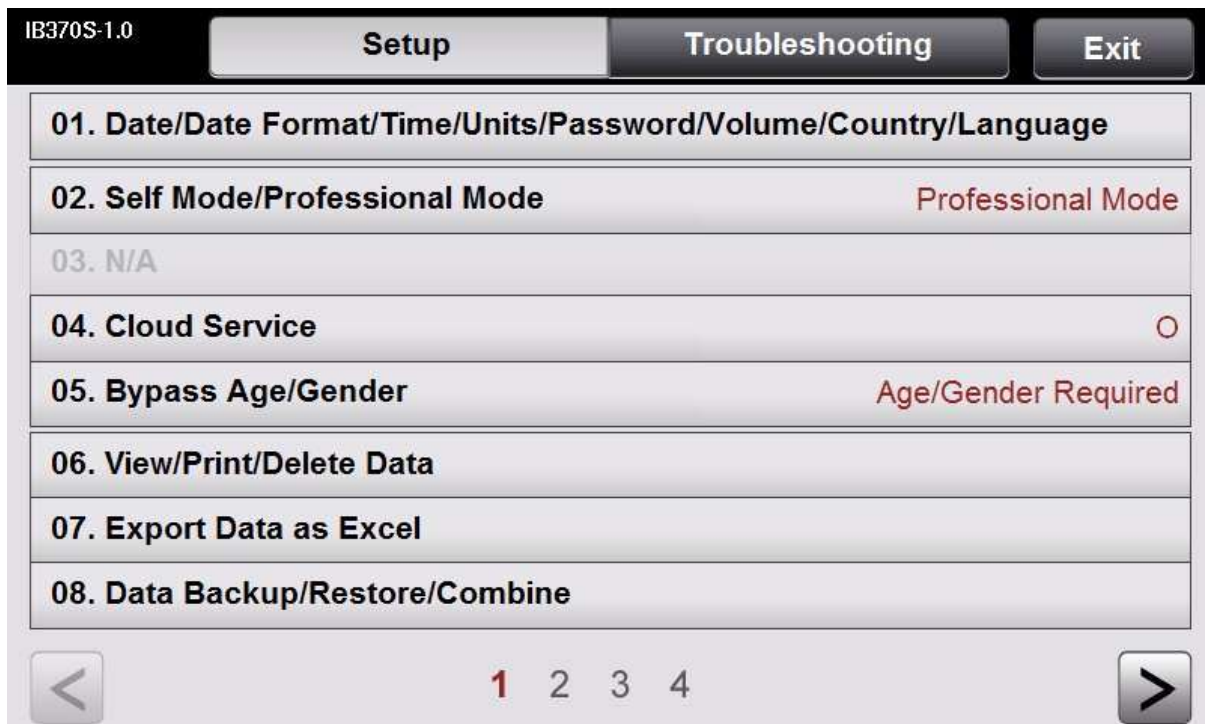
CHAPTER 7

IMPORTING INBODY DATA

IMPORTING INBODY DATA

In this section you will learn:

How to upload the data from your InBody to your
LookinBody Web account

If you have been using your InBody device before you have registered your LookinBody Web, the previous measurement data will not be uploaded automatically to LookinBody Web. However, it is possible to upload this data manually. In order to do this, you will need a USB memory drive. Please insert the drive into the USB port of your InBody device and use option 7. Export Data as Excel.

IB370S-1.0	**Setup**	**Troubleshooting**	**Exit**
01. Date/Date Format/Time/Units/Password/Volume/Country/Language			
02. Self Mode/Professional Mode			Professional Mode
03. N/A			
04. Cloud Service			O
05. Bypass Age/Gender			Age/Gender Required
06. View/Print/Delete Data			
07. Export Data as Excel			
08. Data Backup/Restore/Combine			

< **1** 2 3 4 >

The InBody device will create a file called "Newcommondb.lib" on the USB memory drive. Please insert the USB memory drive into your PC, and navigate to the Settings Tab in your LookinBody Web account.

Depending on the number of InBody tests in your database, it might take some time to upload the complete file to your LookinBody Web account.

ATTENTION!

Duplicate InBody Data

When uploading InBody data to LookinBody Web, please note that measurement data that is already present in LookinBody Web will not be duplicated. This keeps your database clean after uploading older data.