



# Healthy Active Meeting

1. Raipoong Backoffice (Admin)
2. Zoom Application



# Roles

## 1. Admin

- Manage through backoffice web
- Create new Meeting
- Manage Agenda
- Manage Exercise Video

## 2. Participants

- Access Zoom Meeting
- Utilize “Healthy Active Meeting” Application
- See Agenda
- Watch Exercise Video



# **1. Raipoong Backoffice (Admin)**



# 1.1 Login



- URL: <https://raipoong.focalsolution.com/>





**Raipoong Backoffice**

Email \*  
super\_admin@focalsolution.com

Password \*  
\*\*\*\*\*

[Forgot password?](#)

**Login**



# Authentication

1

Insert email  
and password

สสส

Raipoong Backoffice

Email \*  
sithikorn@focalsolution.com

Password \*  
.....

[Forgot password?](#)

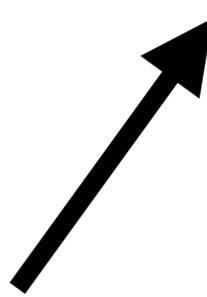
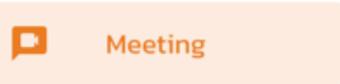
Login

2



# Menu

Manage Meeting



Manage Exercise Video

aaa Raipoong Backoffice

SITHIKORN JINAKUN

- Profile
- Change Password
- Logout

## Meeting

Meeting

Meeting Name Zoom Meeting ID Status Search Clear

Meeting Title	Zoom Meeting ID	Status	Created By	Active	Action
---------------	-----------------	--------	------------	--------	--------

< >

Manage Profile





## **1.2 Video**



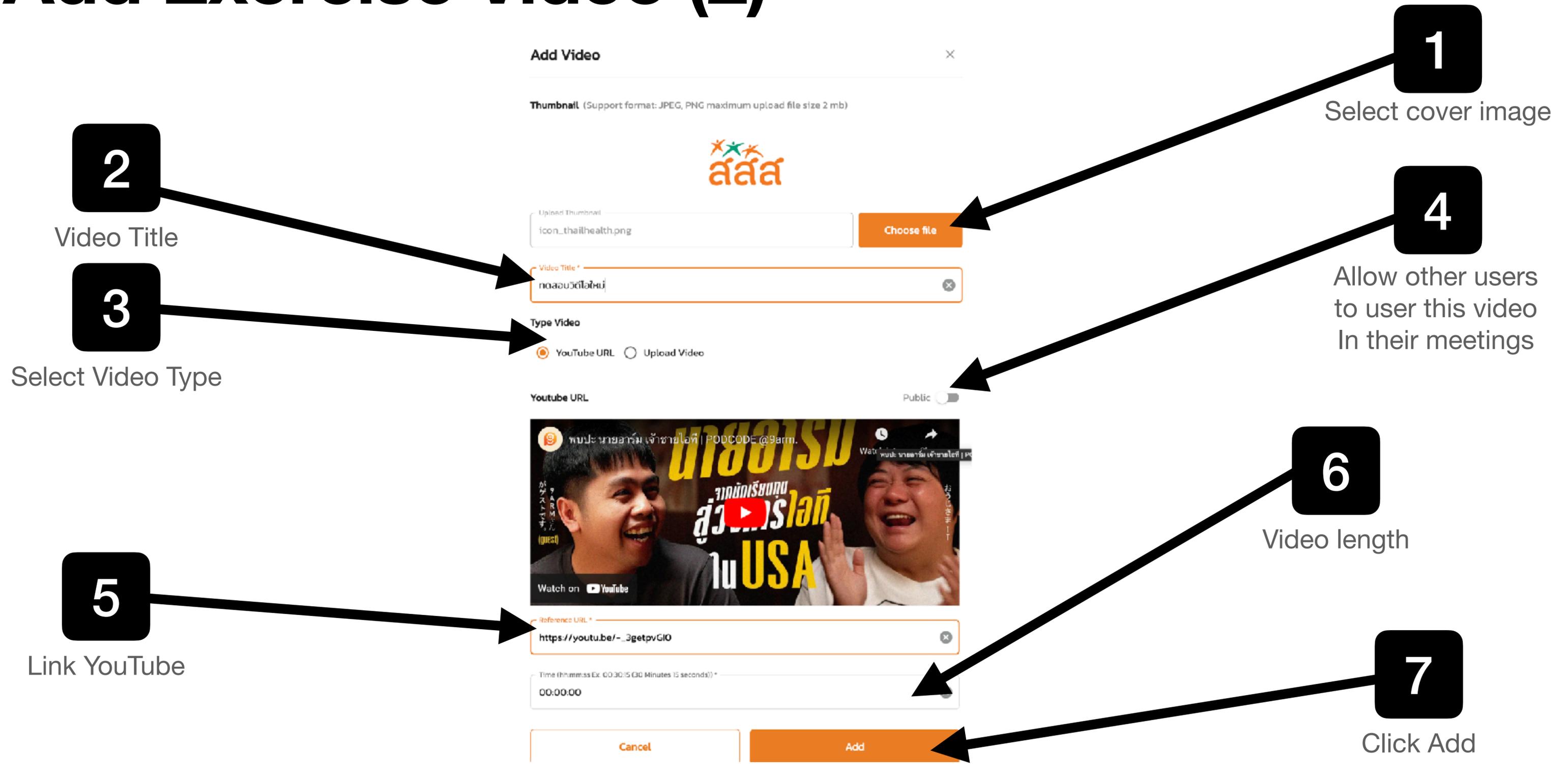
# Add Exercise Video (1)

**1**  
Select Video Menu

**2**  
Create new Video

The screenshot shows the Raipoong Backoffice interface. At the top, there is a navigation bar with the logo 'Raipoong Backoffice' and the user name 'SITHIKORN JINAKUN'. Below the navigation bar, there is a sidebar menu with two options: 'Meeting' and 'Video'. The 'Video' option is highlighted in orange. To the right of the sidebar, there is a main content area titled 'Video'. In the top right corner of this area, there is an orange button labeled '+ Create Video'. Below this button, there are search filters: a text input for 'Video Title', a dropdown menu for 'Type Video', and two buttons labeled 'Search' and 'Clear'. At the bottom of the main content area, there is a table header with columns: 'Thumbnail', 'Video Title', 'Type Video', 'Created By', 'Active', and 'Action'. There are also navigation arrows at the bottom right of the table.

# Add Exercise Video (2)



# Add Exercise Video (3)



**1**  
Edit video

Meeting

Video

Raipoong Backoffice

SITHIKORN JINAKUN

**Video**

+ Create Video

Video Title Type Video Search Clear

Thumbnail	Video Title	Type Video	Created By	Active	Action
	ทดสอบวิดีโอใหม่		SITHIKORN JINAKUN	<input checked="" type="checkbox"/>	

< 1 >

**2**  
Delete video

**3**  
Hide this video



## **1.3 Meeting**

# Add new meeting (1)



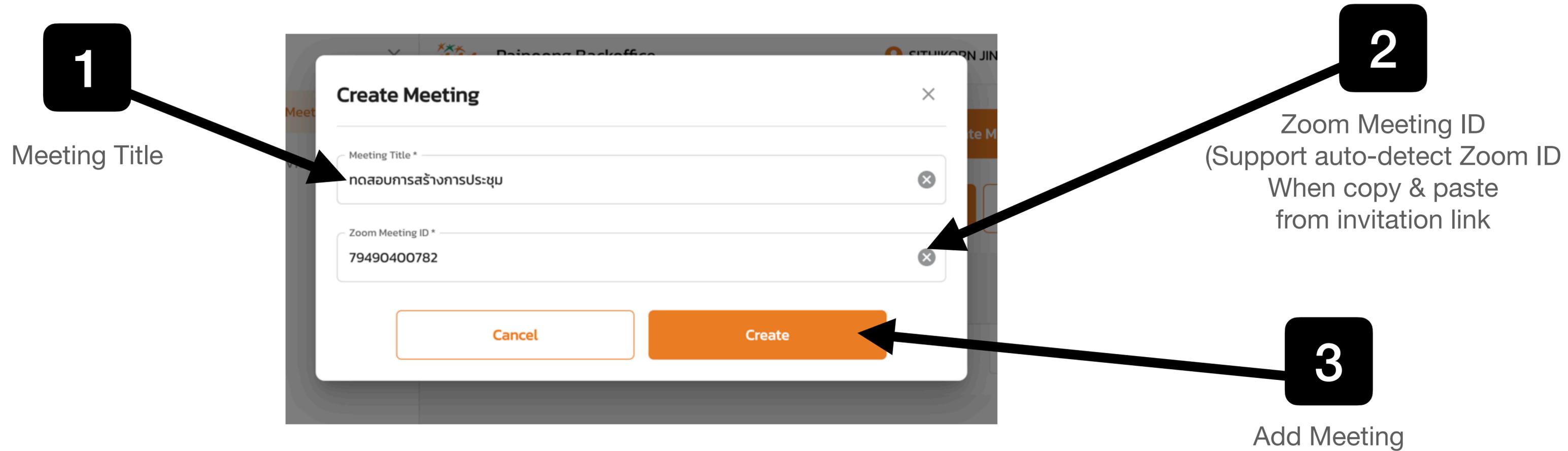
**1**  
Select Meeting Menu

**2**  
Create meeting

The screenshot shows the Raipoong Backoffice interface. At the top, there is a header with the logo 'Raipoong Backoffice' and the user name 'SITHIKORN JINAKUN'. Below the header, there is a sidebar menu with two options: 'Meeting' (highlighted in orange) and 'Video'. The main content area is titled 'Meeting' and contains a search bar with fields for 'Meeting Name', 'Zoom Meeting ID', and 'Status', along with 'Search' and 'Clear' buttons. Below the search bar is a table with the following columns: 'Meeting Title', 'Zoom Meeting ID', 'Status', 'Created By', 'Active', and 'Action'. There are also navigation arrows at the bottom right of the table.

Meeting Title	Zoom Meeting ID	Status	Created By	Active	Action
---------------	-----------------	--------	------------	--------	--------

# Add new meeting (2)



# Add new meeting (3)



4

Meeting Details

Meeting

Meeting / ทดสอบการสร้างการประชุม

Meeting Information Next topic automatically

Meeting Title \*  
ทดสอบการสร้างการประชุม

Zoom Meeting ID \*  
79490400782

Meeting Public URL \*  
https://raipoong.staging.focalsolution.com/zo

Meeting Topic + Add Topic

#	Title Name	Time	Type	Created By	Action
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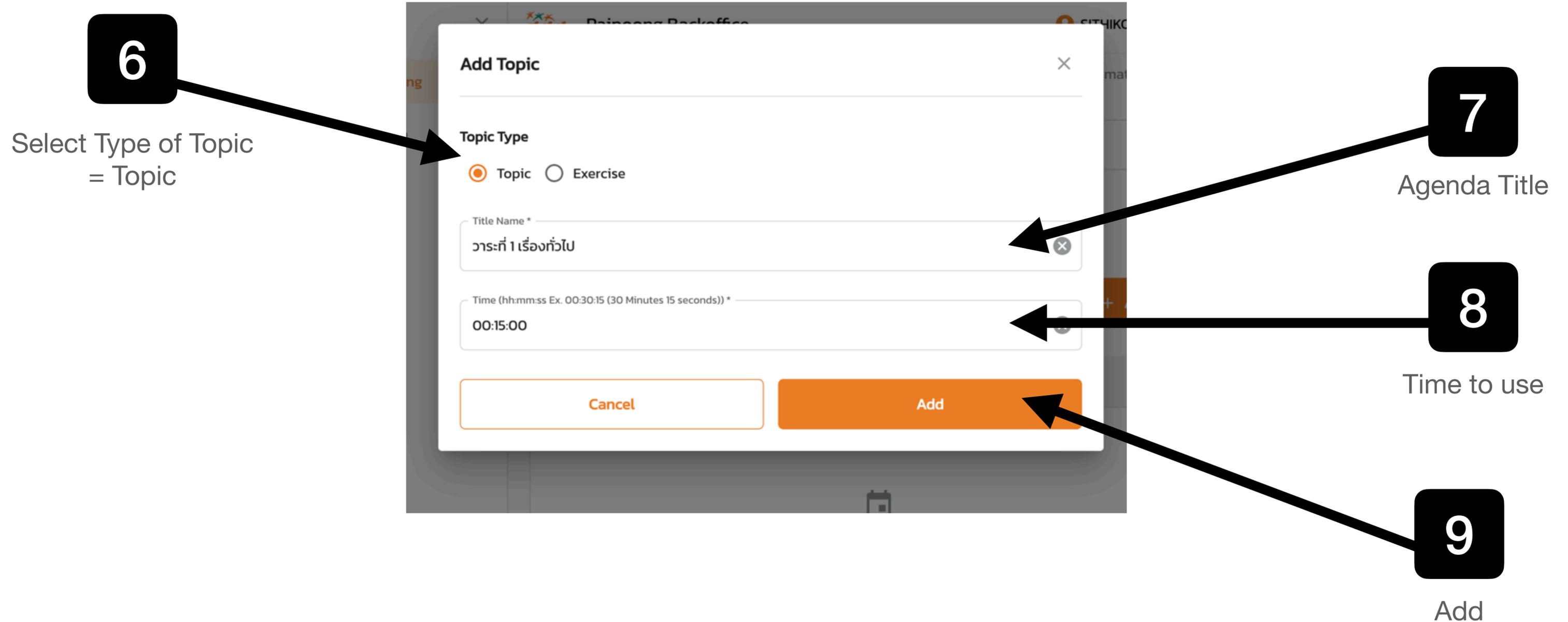
No Agenda

5

Add a Topic



# Add new meeting (4) - Type Topic



# Add new meeting (5) - Type Exercise



The screenshot shows a form for adding a new meeting topic. The form is titled "Topic Type" and has two radio buttons: "Topic" and "Exercise". The "Exercise" option is selected. Below this are three input fields: "Title Name \*" with the value "Break #1", "Time (hh:mm:ss Ex. 00:30:15 (30 Minutes 15 seconds)) \*" with the value "00:05:00", and "Exercise Video". The "Exercise Video" section has a header "Add Exercise Video" and a list of video options. Two options are checked: "Chair Workout" and "การออกกำลังกายแบบ Cardio ความหนักปานกลาง". Below the list is a "Brief info for selected videos" section showing a video thumbnail, the number "2", and the title "Chair Workout". At the bottom of the form are two buttons: "Cancel" and "Add".

**10** Select Type of Topic Exercise

**11** Agenda Title

**12** Time to use

**13** Add Exercise Video (Max. 6)

**14** Brief info for selected videos

**15** Click Add

# Add new meeting (6)



Meeting / ทดสอบการสร้างการประชุม

Meeting Information Next topic automatically

Meeting Title \*  Zoom Meeting ID \*

Meeting Public URL \*

Meeting Topic + Add Topic

#	Title Name	Time	Type	Created By	Action
1	วาระที่ 1 เรื่องทั่วไป	15 minutes	TOPIC	SITHIKORN JINAKUN	
2	Break #1	5 minutes	EXERCISE	SITHIKORN JINAKUN	

16 Reorder by Drag-n-Drop

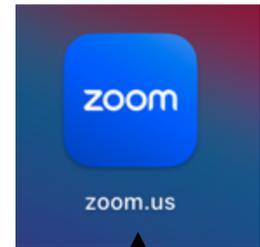
17 Delete

18 Edit



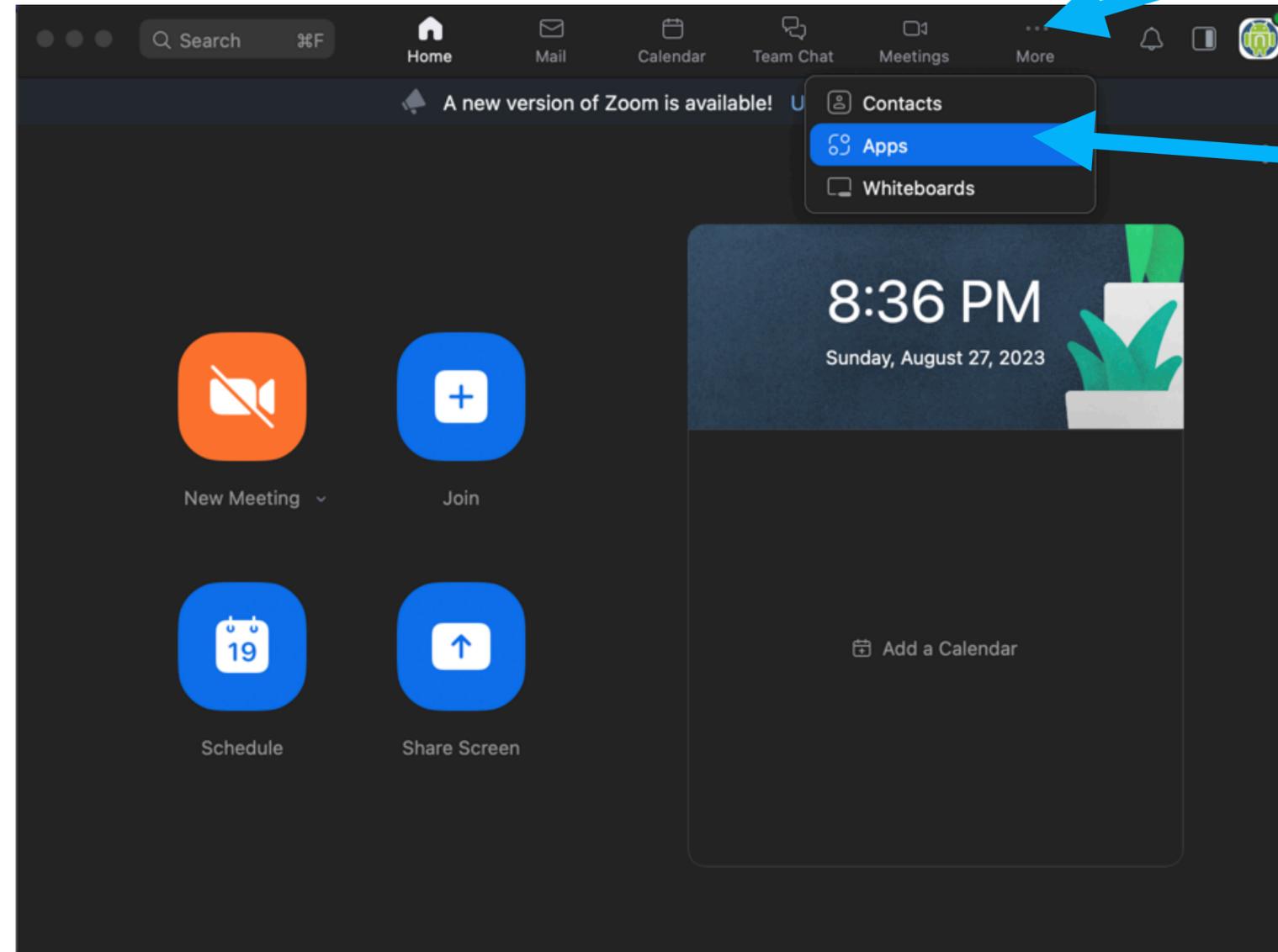
## **2. Zoom Application**

# Installation (1)



1

Open zoom



2

Press more

3

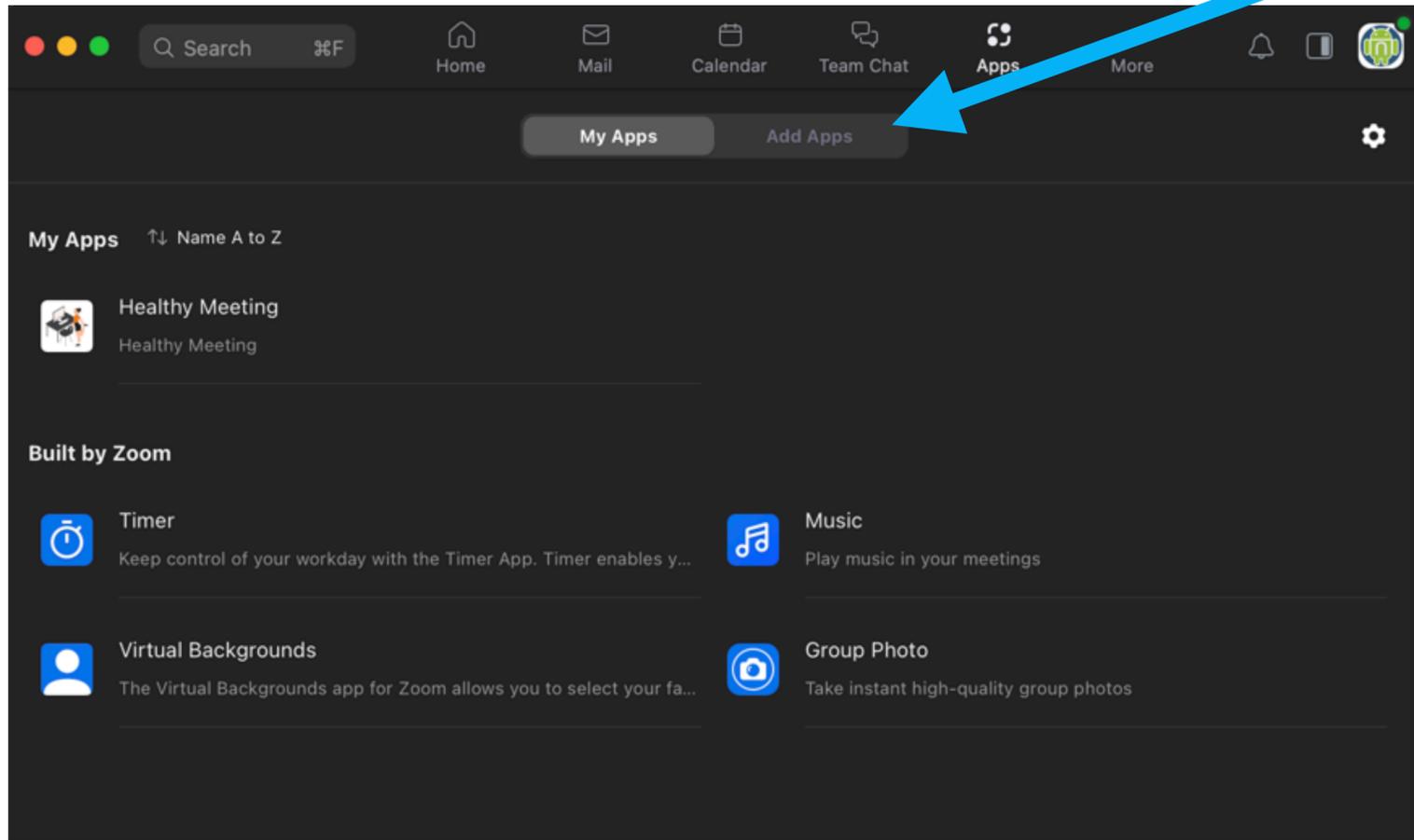
Select Apps

# Installation (2)



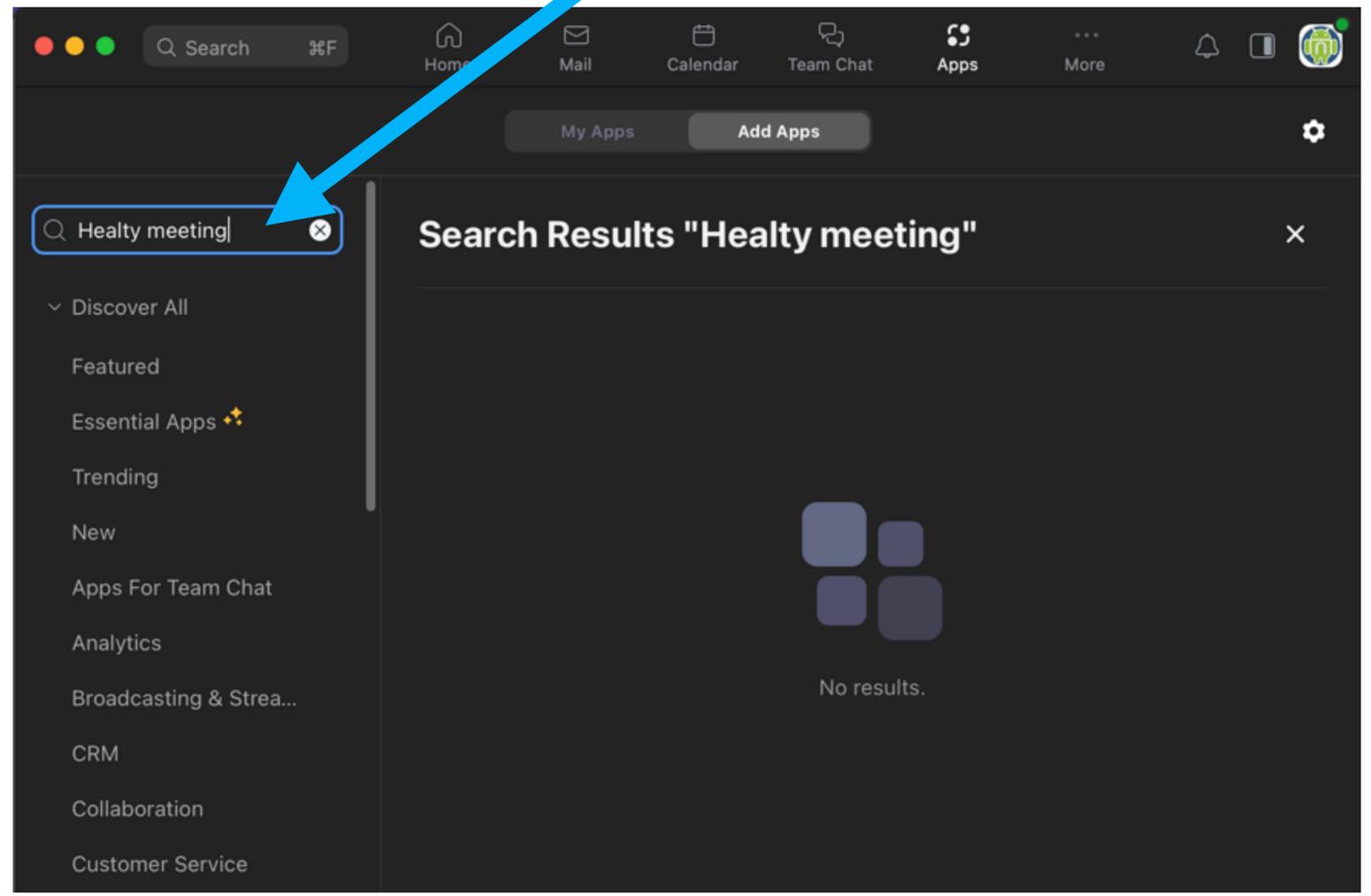
4

Select Add Apps

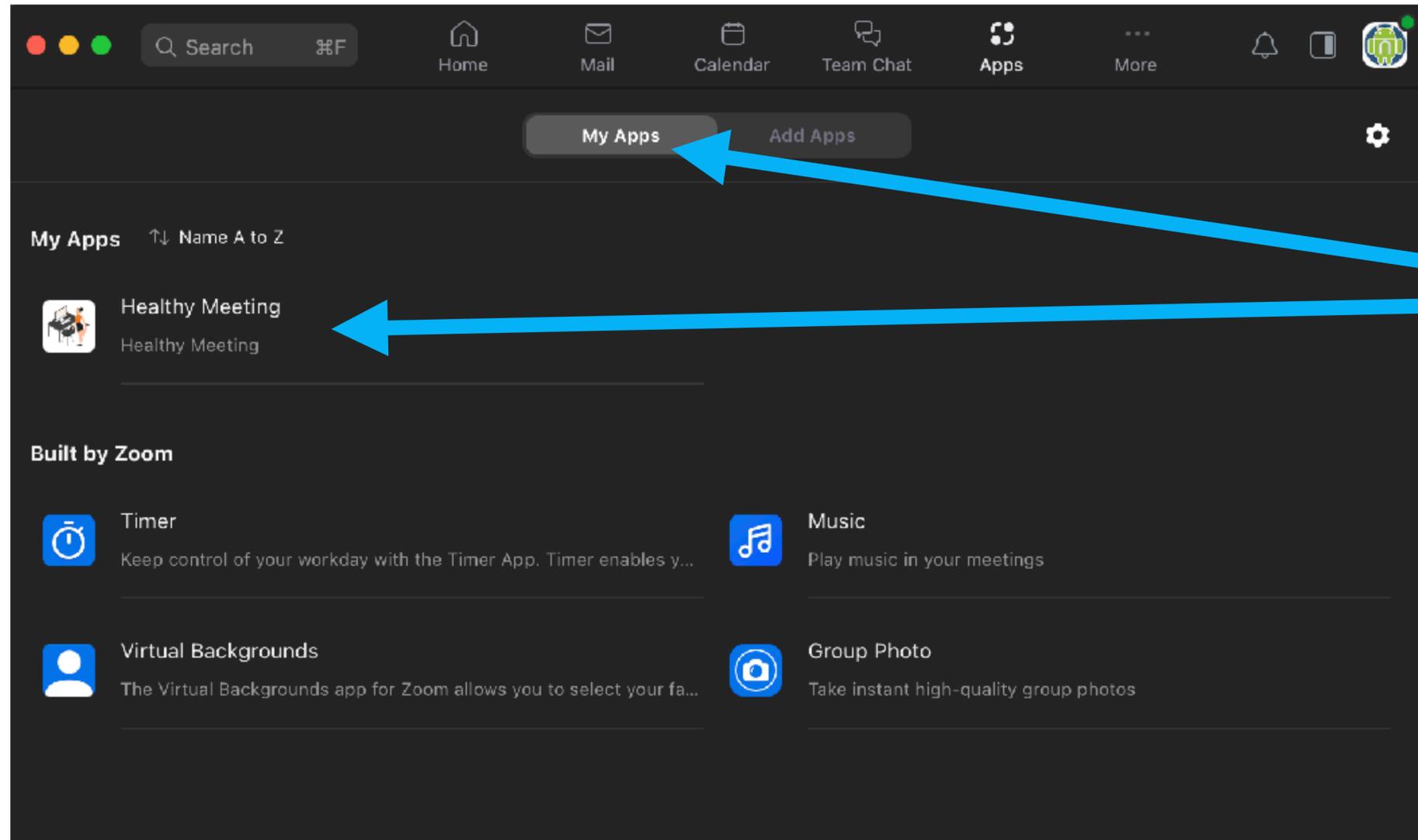


5

Search  
Healthy Active Meeting  
and Install



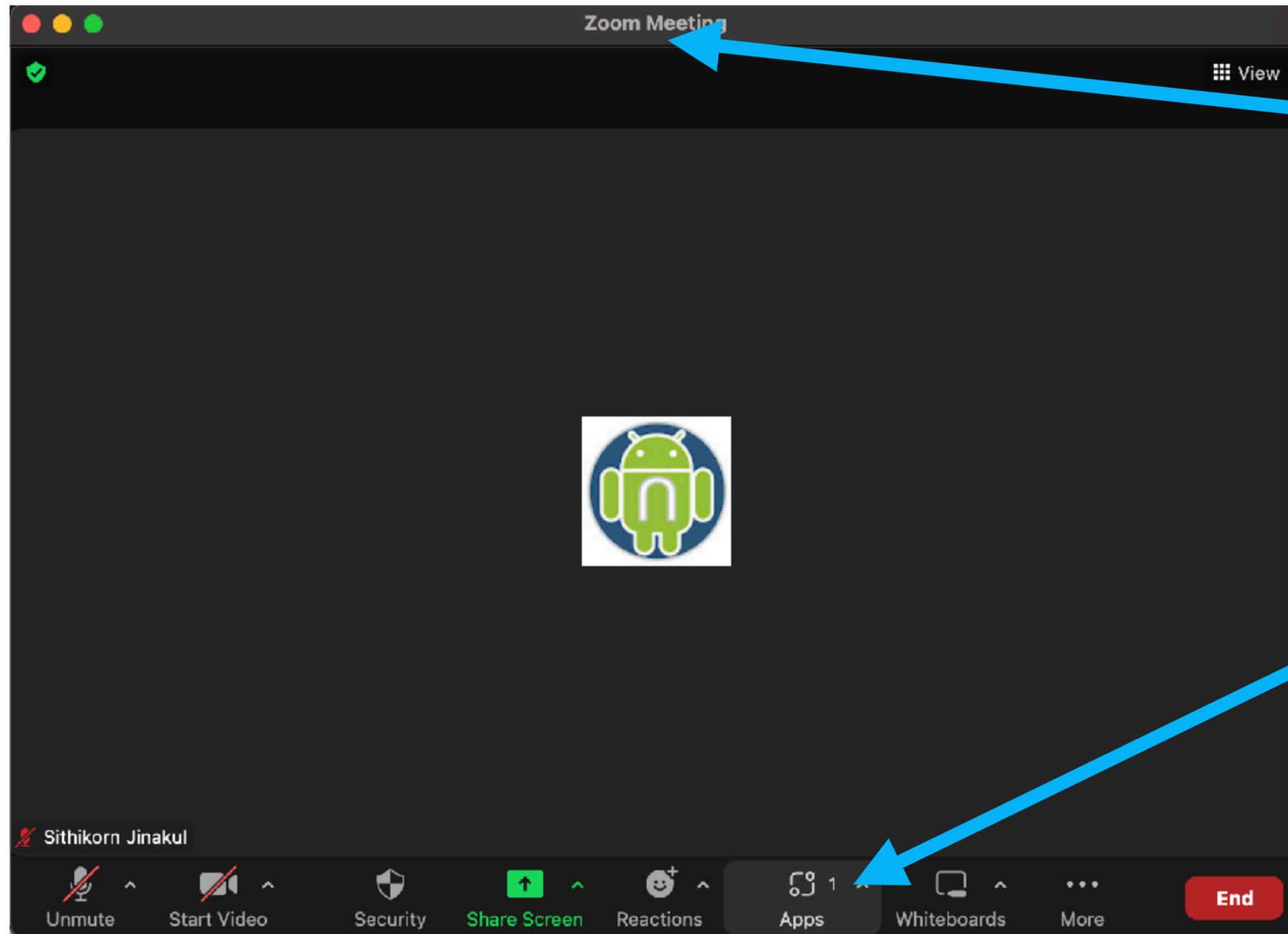
# Installation (3)



6

Healthy Active Meeting  
will show in  
My Apps tab

# Usage (1)



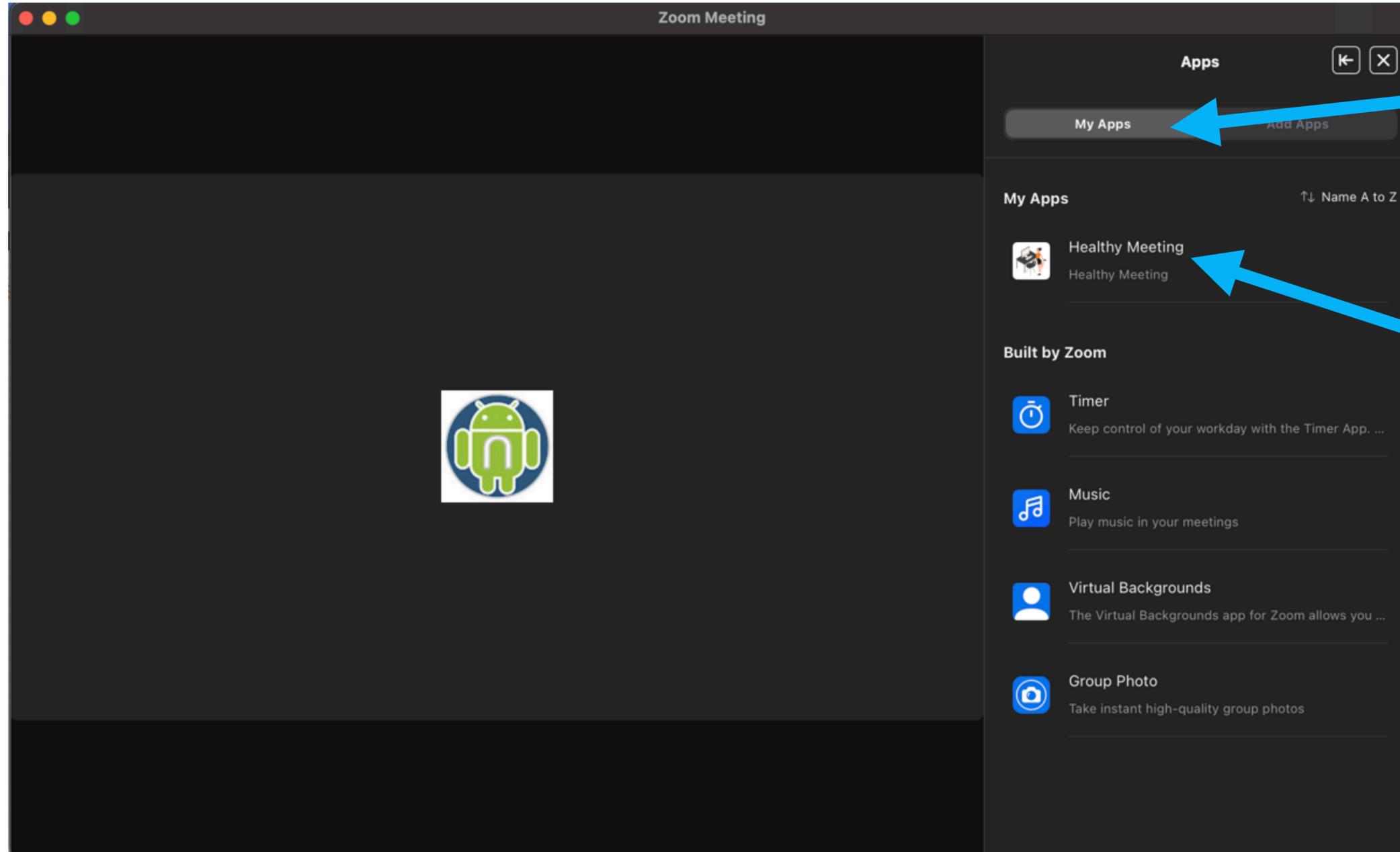
1

Open Zoom Meeting

2

Select App

# Usage (2)



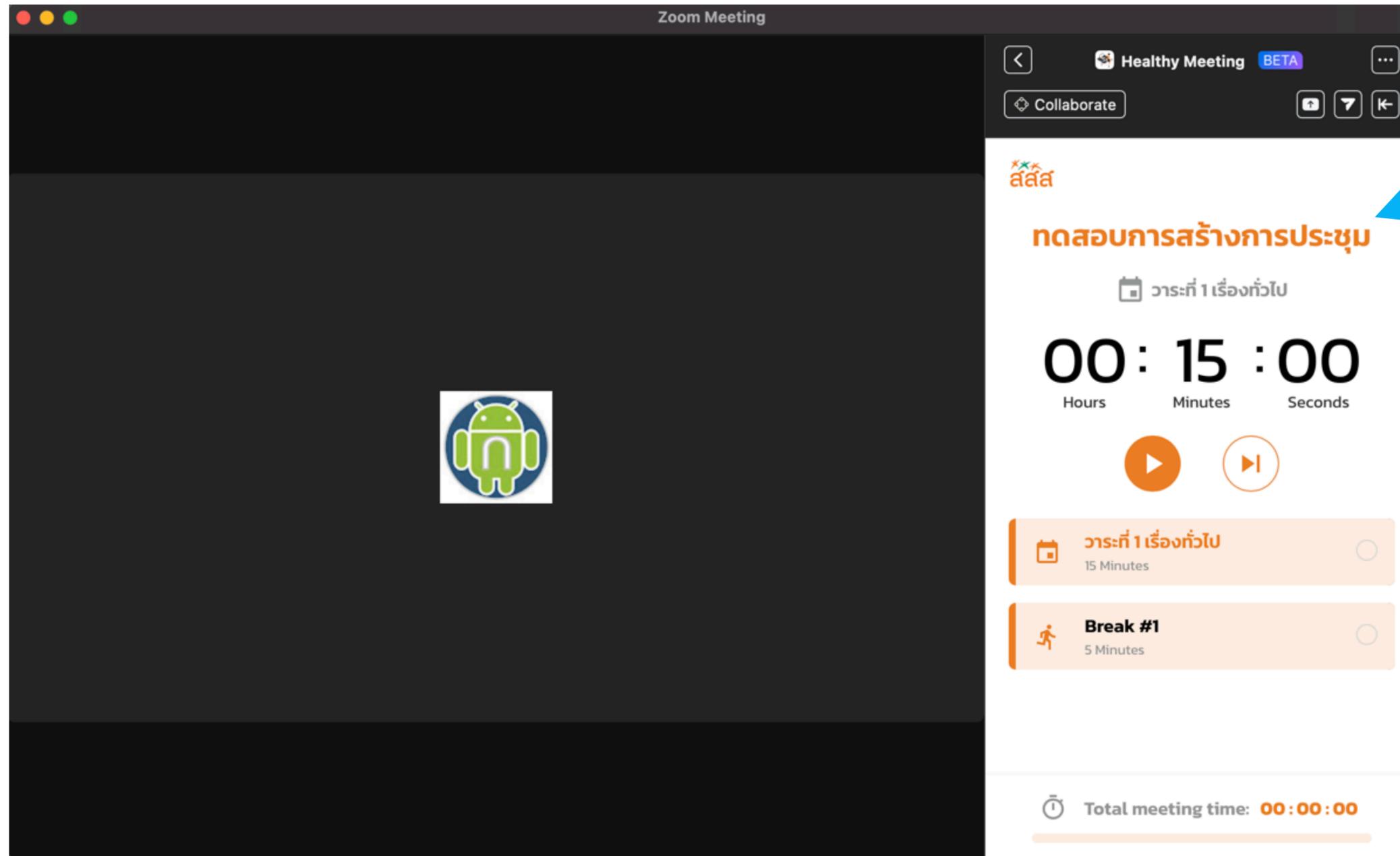
3

Select My Apps

4

Select Healthy Active Meeting

# Usage (3)



5

Meeting Agenda  
will show here



# Usage (4)

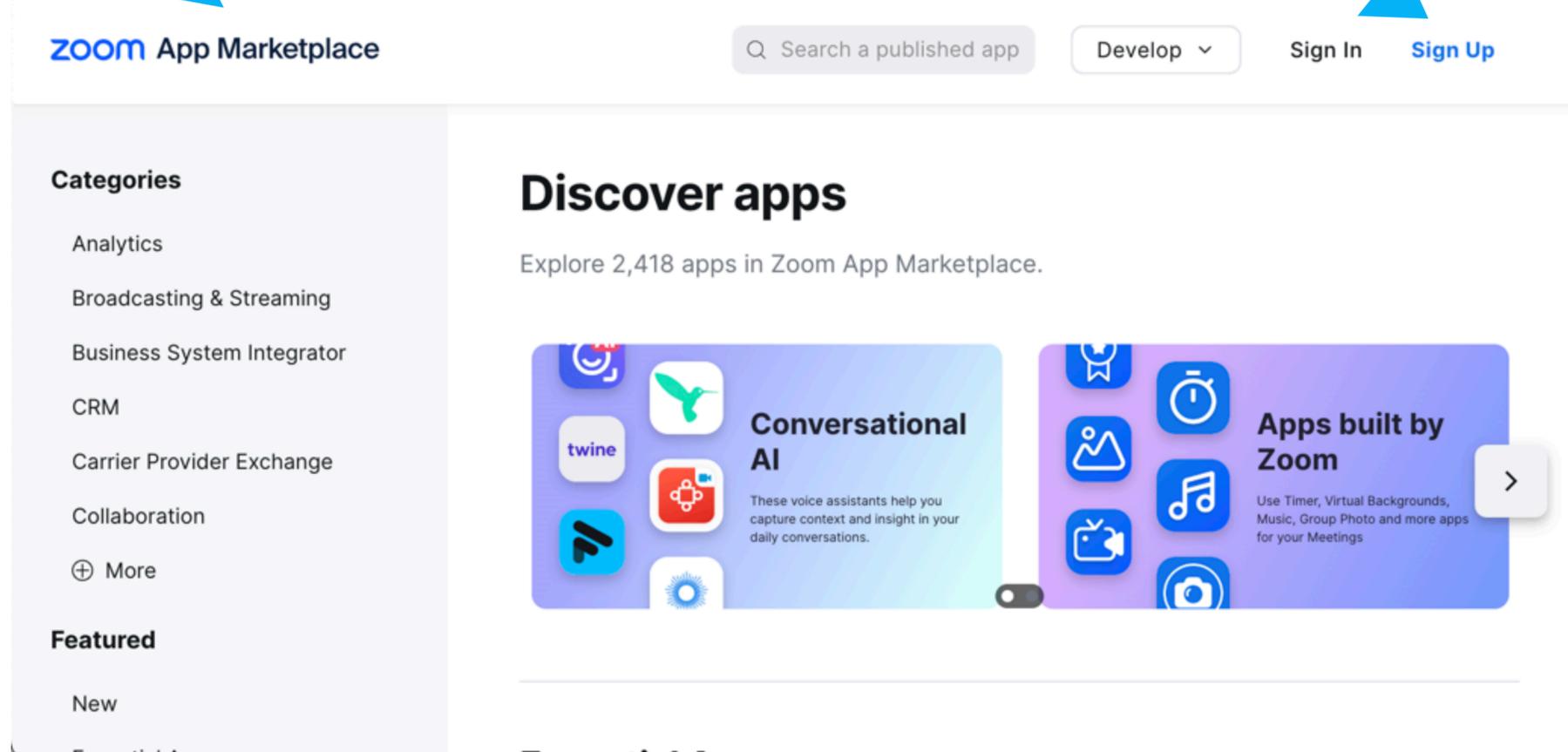
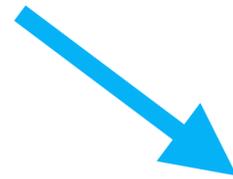


# Uninstall (1)



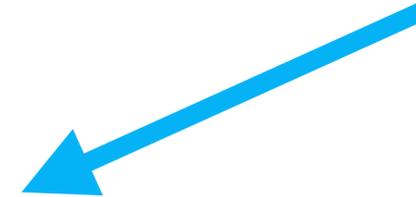
1

Open  
[Zoom App Marketplace](#)



2

Sign In



# Uninstall (2)



The screenshot shows the Zoom App Marketplace interface. At the top left is the 'zoom App Marketplace' logo. In the top center is a search bar with the text 'Search a published app'. To the right of the search bar is a 'Develop' dropdown menu and a 'Manage' button with a purple 'RP' badge. A blue arrow points from a callout box to the 'Manage' button. The callout box is a black square with the number '3' and the word 'Manage' next to it. Below the navigation bar is a 'Categories' sidebar on the left with options like Analytics, Broadcasting & Streaming, Business System Integrator, CRM, Carrier Provider Exchange, Collaboration, and More. The main content area is titled 'Discover apps' and features a carousel of app categories, including 'Conversational AI' and 'Apps built by Zoom'.

# Uninstall (3)



**4** Click Added Apps

zoom App Marketplace

Search a published app Develop Manage RP

PERSONAL APP MANAGEMENT

- Created Apps
- Added Apps**
- Call Logs

ADMIN APP MANAGEMENT

- Apps on Account
- App Requests
- Permissions

### Added Apps

Search by app name

Apps in Production Apps in Development

Name	App Info	Added by	Shared Access Permissions	
<b>Healthy Active Meeting</b>	User Managed Unpublished	Myself Subscribed Nov 28 11:24 PM	Authorized Update	<b>Remove</b>

**5** Remove