

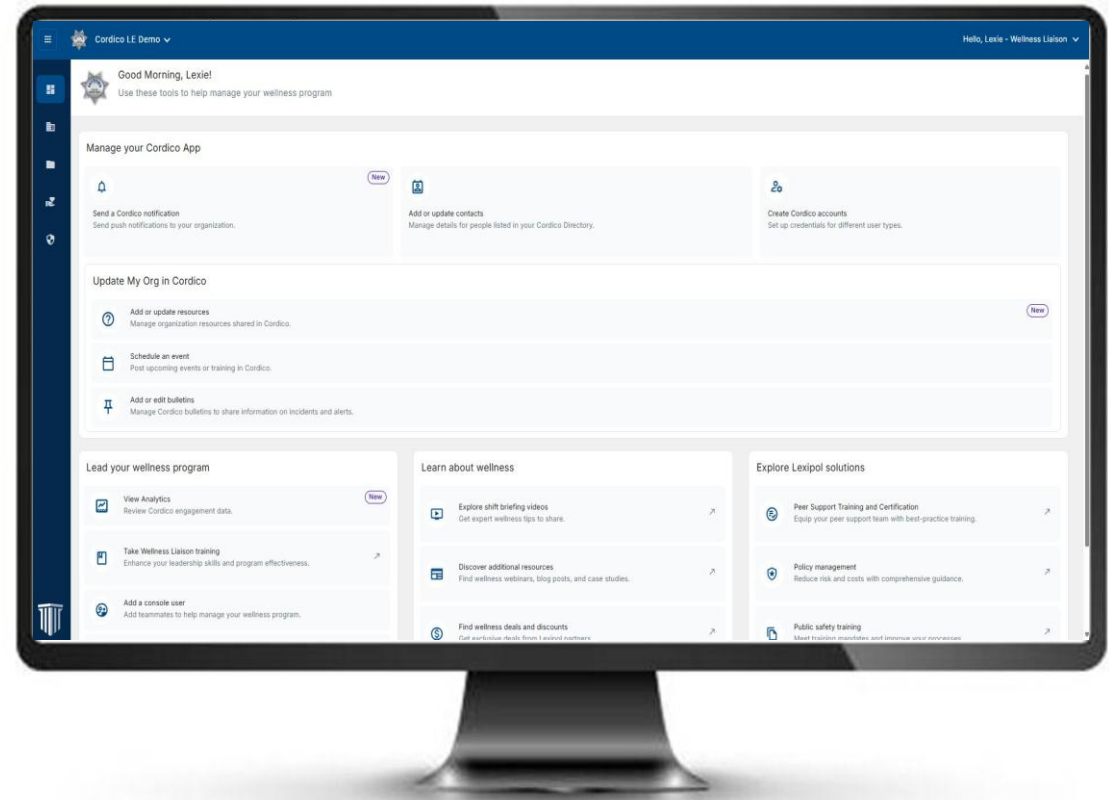


Wellness Console How-to Guide



Using the wellness console

- The wellness console is still in beta, a phase of product development where a nearly complete version of a product is released to users.
- During the beta, you may encounter unfinished features and bugs while using the console.
- We are actively updating the console and will release an improved version iteratively in 2025.
- Please do not hesitate to provide feedback to your Customer Success Manager (CSM). This feedback is invaluable to us and will impact improvements to the console.



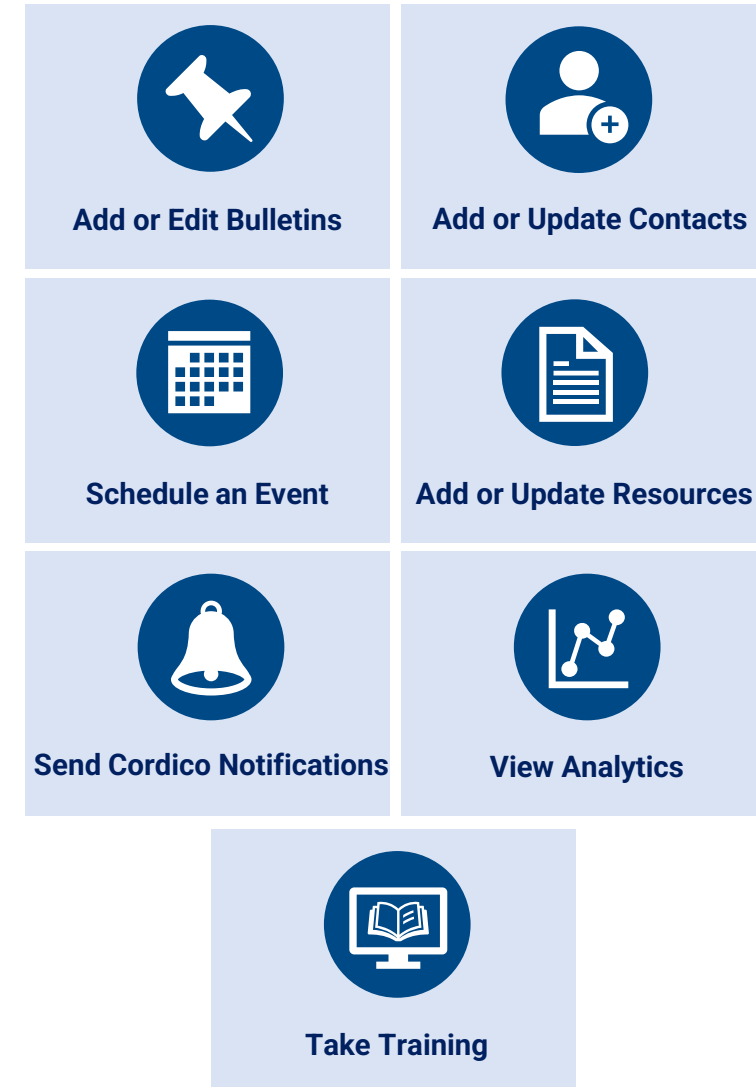
Introducing the wellness console

As your organization's wellness liaison, the wellness console will give you more control and autonomy over your agency's Cordico platform, improving the experience for both you and your personnel.

Why use the wellness console:

- **Gain more control over your program:** The wellness console gives liaisons the ability to update content independently and access more administrative capabilities.
- **Understand what's important to your personnel:** Analytics in the console gives liaisons insight into what their personnel are engaging with in the app, so they can make data driven decisions about their programs.

Changes you make in the wellness console will instantly update your agency's Cordico platform.



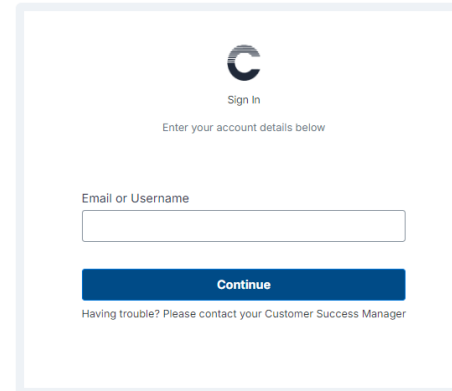
Gain access to your wellness console

Start by setting your password.

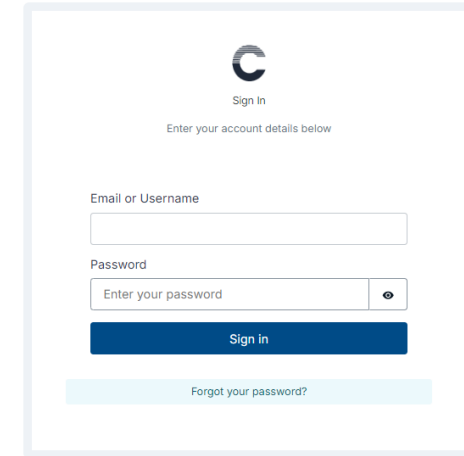
1. Type in your email address and click **continue**.
2. When the password box appears, click '**Forgot your Password?**'
3. Enter your email address and the system will send you a code.
4. Once you receive the email (the subject will be: **Your Lexipol Verification Code**), enter that code into the prompt and set a password.
 - *Note: Passwords must be at least 12 characters long and include at least one uppercase letter, one number, and one special character.*
5. Once you set your new password, you can login and begin using the console.

As a wellness liaison, you have access to many features throughout the Wellness Console including viewing your Cordico Analytics, sending push notifications and adding content throughout the Cordico app.

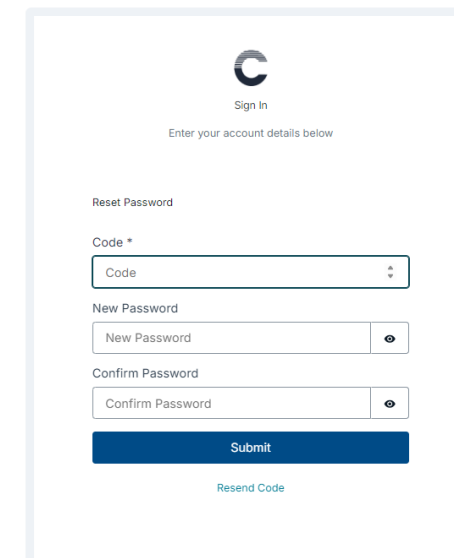
Should you have any questions or want to work directly with your CSM, do not hesitate to reach out to them for help.



The screenshot shows the initial sign-in screen. At the top is the Cordico logo (a 'C' in a circle) and the text 'Sign In'. Below this is the instruction 'Enter your account details below'. There is a text input field labeled 'Email or Username'. Below the field is a blue button labeled 'Continue'. At the bottom, there is a link that says 'Having trouble? Please contact your Customer Success Manager'.

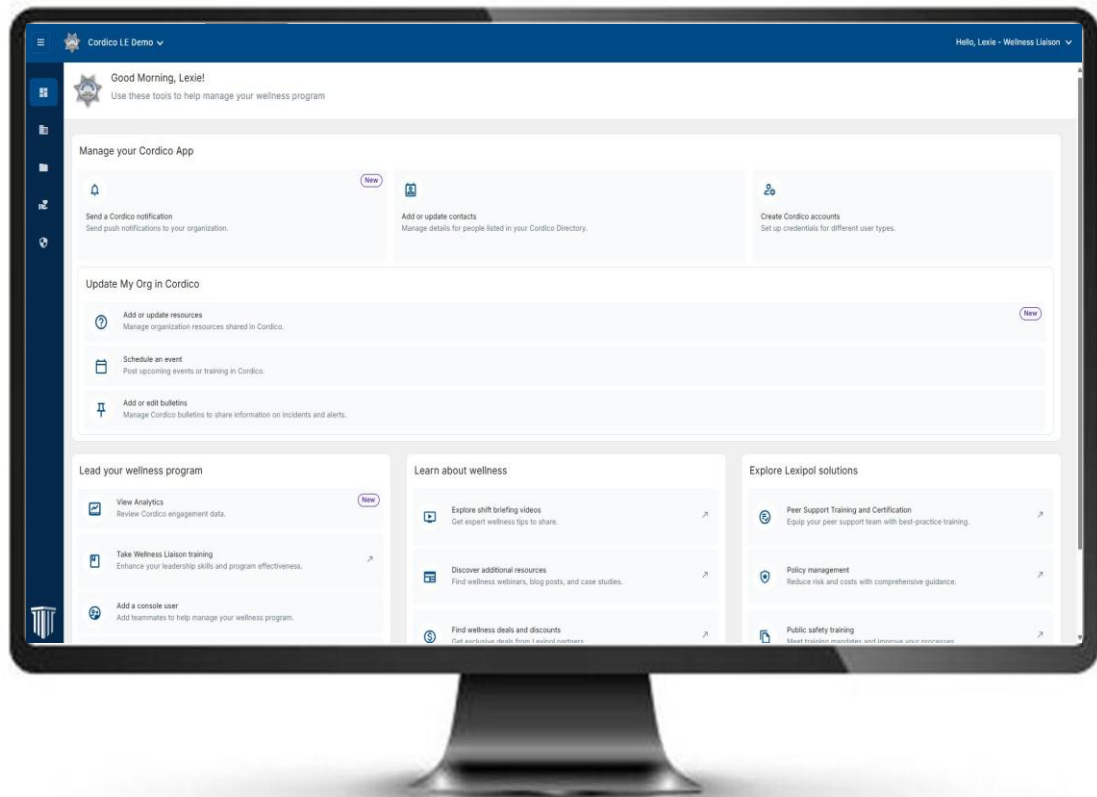


The screenshot shows the password entry screen. It features the Cordico logo and 'Sign In' text at the top. Below is the instruction 'Enter your account details below'. There are two input fields: 'Email or Username' and 'Password'. The password field has a toggle icon on the right. Below the password field is a blue button labeled 'Sign in'. At the bottom, there is a light blue button labeled 'Forgot your password?'.

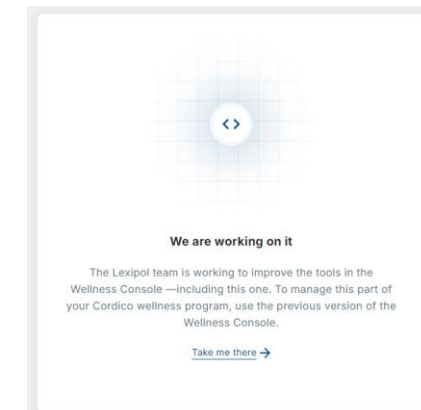
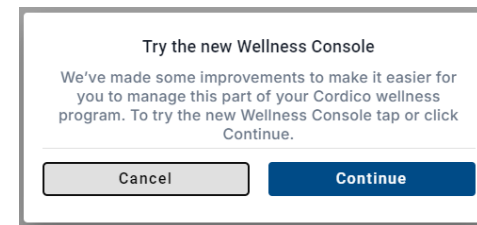


The screenshot shows the password reset screen. It features the Cordico logo and 'Sign In' text at the top. Below is the instruction 'Enter your account details below'. There are three input fields: 'Code *', 'New Password', and 'Confirm Password'. Each field has a toggle icon on the right. Below the 'Confirm Password' field is a blue button labeled 'Submit'. At the bottom, there is a link that says 'Resend Code'.

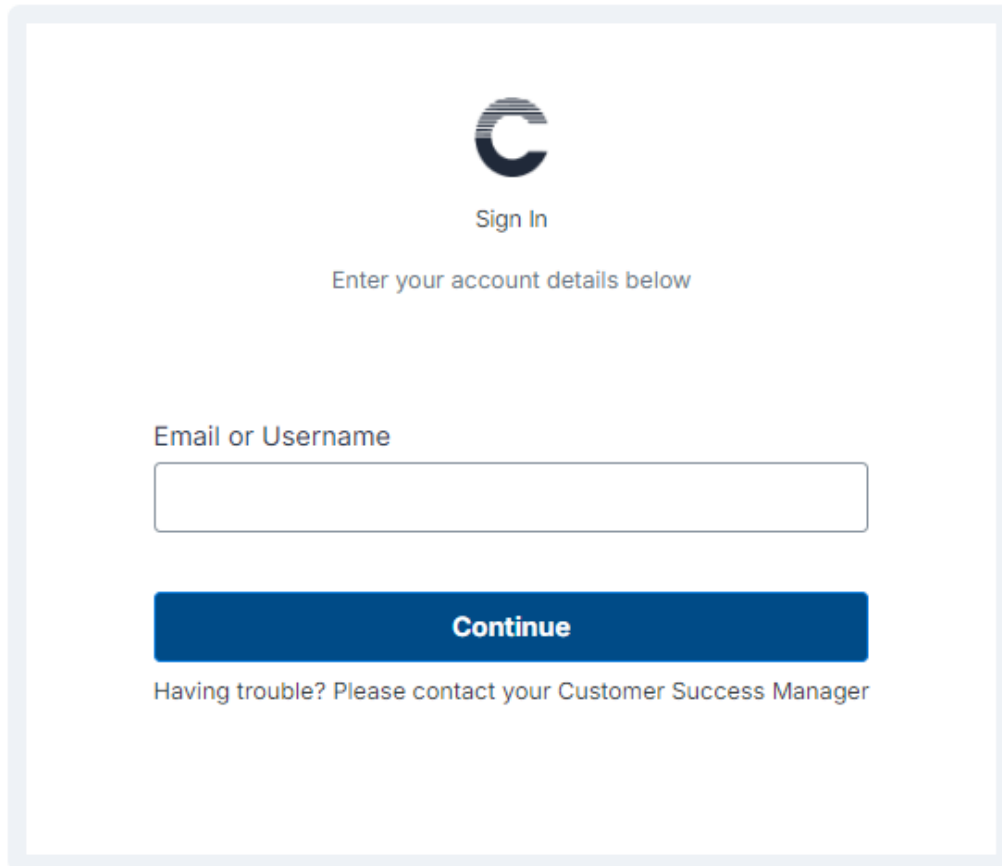
The wellness console dashboard



- When you log in to the console, you will see your dashboard with actions you can take to update your Cordico app experience for your personnel and important materials and trainings to view such as:
 - Wellness Liaison Training
 - Shift briefing videos
 - Lexipol webinars
 - ...and more!
- As a reminder, we are actively updating the console and will be iteratively releasing new updates throughout 2025 to make the console even easier to navigate. During this time, you may come across new messaging on certain pages.
- *Simply follow the prompts to navigate to the portion of the console you are looking for.*



Overview of your wellness console

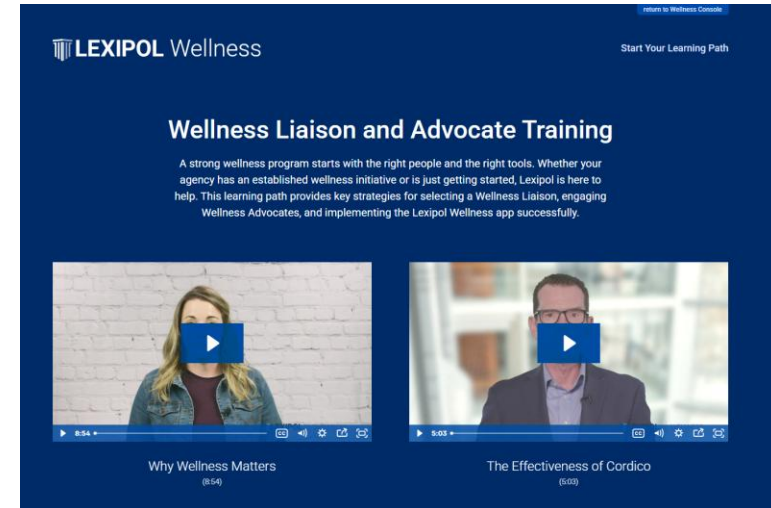


The screenshot shows the sign-in interface for the Cordico app. At the top center is the Cordico logo, a stylized 'C' with horizontal lines. Below the logo is the text 'Sign In' and 'Enter your account details below'. There is a text input field labeled 'Email or Username'. Below the input field is a dark blue button with the text 'Continue'. At the bottom, there is a link: 'Having trouble? Please contact your Customer Success Manager'.

Learn how to easily navigate the console and add content to your Cordico app by clicking the links below:
Take Wellness Liaison Training – NEW!
Send a push notification – NEW!
Create a resource – NEW!
View Cordico Analytics – NEW!
View Login Credentials and Create App Users
Add a new contact
Add an event
Create a bulletin
Upload images and PDFs

Take Wellness Liaison Training

- On the dashboard under **Lead your wellness program**, click **Take Wellness Liaison training** or expand the left side menu and click **access training** at the bottom of the menu.
- Training Benefits:
 - **Comprehensive Resources:** Includes a package of videos and documents to help you understand and deploy the Cordico app effectively.
 - **Engagement Strategies:** Offers content and practical strategies to maintain and boost user engagement, maximizing your agency's investment in Cordico.
 - **Continuous Improvement:** The program will be continuously updated to add new content and improve existing content based on feedback, evolving needs, best practices and industry standards.
- **Tip:** Identify wellness advocates (such as peer supporters and chaplains) and give them access to the Wellness Liaison Training so they can be force multipliers for wellness at your agency. Talk to your CSM for help providing access.



<p>Module 1</p> <p>Choosing a Wellness Liaison</p> <p>If you need assistance selecting your Wellness Liaison, please refer to this document.</p> <p>PDF</p>	<p>Module 2</p> <p>Identifying Wellness Advocates</p> <p>Engage key personnel to promote wellness and drive adoption.</p> <p>PDF</p>	<p>Module 3</p> <p>Learn About the Lexipol Wellness App</p> <p>Discover key features and tools to support wellness in your organization.</p> <p>3:32 21:32</p>	<p>Module 4</p> <p>Boost Engagement for Maximum Impact</p> <p>Apply adoption and engagement strategies to ensure that your organization knows where to go when they need support.</p> <p>PDF 7:15</p>
<p>Module 5</p> <p>Share Resources With Your Team</p> <p>Share resources with your wellness team members: wellness coordinators, peer support, chaplains, spouse support, etc.</p> <p>PDF</p>	<p>Module 6</p> <p>NEW!</p> <p>Launch Successful Wellness Programming</p> <p>Gather input from your team to create wellness initiatives that truly resonate.</p> <p>6:23</p>	<p>Module 7</p> <p>NEW!</p> <p>Implement Wellness Missions</p> <p>Select and launch wellness initiatives that align with your organization's needs and drive engagement.</p> <p>5:44</p>	<p>Module 8</p> <p>NEW!</p> <p>Use Analytics to Measure Success</p> <p>Track engagement and improve wellness initiatives using analytics tools.</p> <p>8:09</p>

Using Cordico Notifications

Push notifications are an easy way to distribute information to your organization. For example, you may want to send notifications about:

- Events
- Critical incidents
- Areas of national awareness
- Training

Push notifications can also link to specific content in Cordico. For example, you might want to link to the **Critical Incidents** module after an incident.

To link directly to a specific piece of content in the Cordico app, go to <https://wellness.cordico.com/>, find the content, and copy the URL. When personnel receive and open the notification on a device, it will direct to that content in the app via mobile app or web.

Review our library of templates here: [Sample push notifications](#)

Example of an event push notification:



Health Screening

On March 1, from 10 AM – 3 PM, attend a 15-minute health screening to measure your glucose, blood pressure, cholesterol, BMI and body fat percentage. Fasting is not required. Scan the QR code on the flyer in Cordico to schedule an appointment.

Example of a notification for seasonal depression awareness month in December:



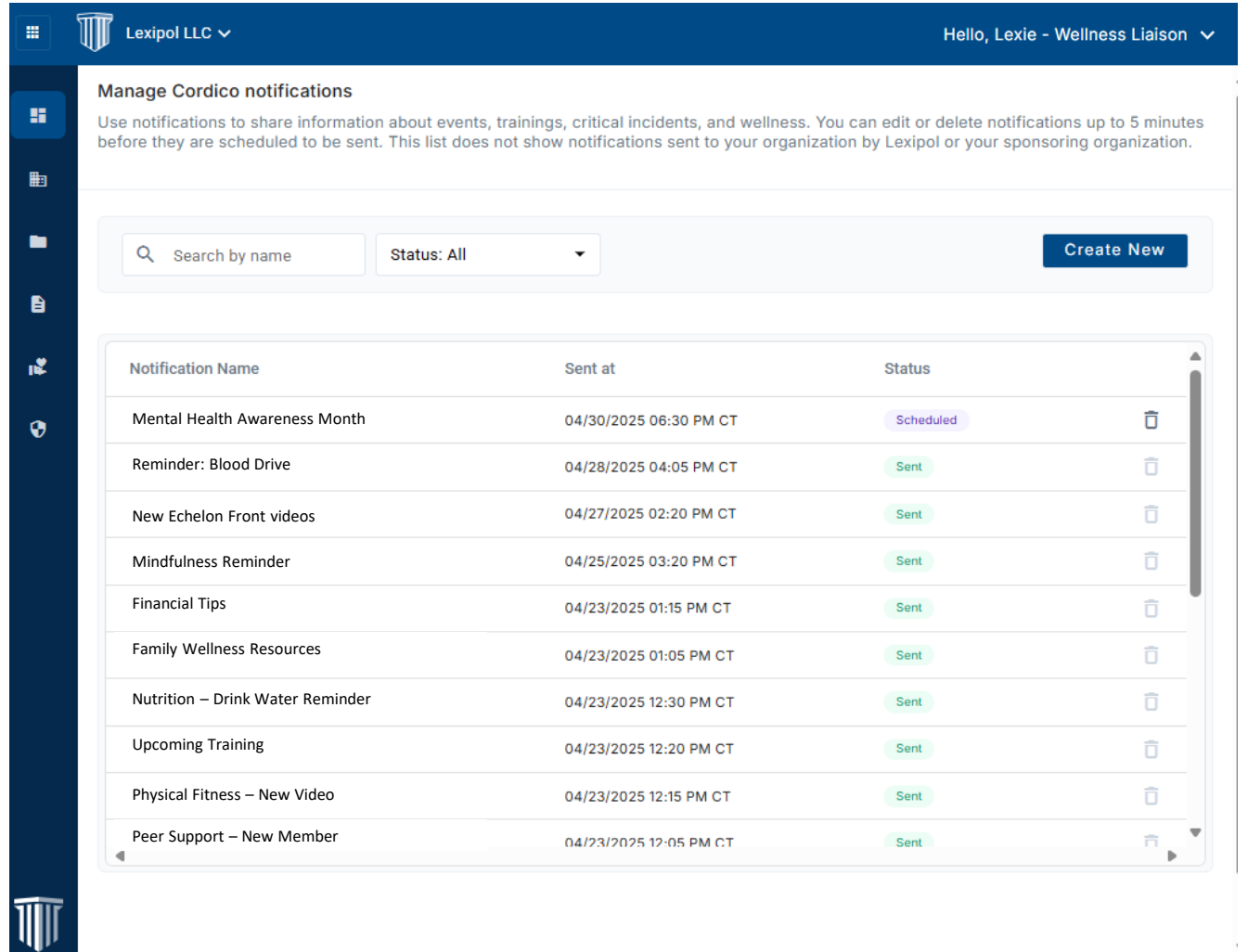
Seasonal Depression Awareness Month

If you or a loved one is dealing with depression, check out the self-assessment and Depression module for tips on getting support.

Your CSM can help you create and show you how to schedule these monthly awareness reminders.

Manage Cordico Notifications

1. Click on [Send a Cordico Notification](#) from the dashboard. Alternatively, on the left menu, click [My Collections](#), and then click [Cordico Notifications](#).
2. In the table, you will see Notifications that have been created for your organization.
 - You can filter the table to show 'Sent', 'Scheduled' or 'All notifications'.
 - To delete a notification (that has not been sent), click the [trash can icon](#).
 - To view a notifications' details, whether it is sent or scheduled, click on the [row of the notification](#).
 - If the notification has not been sent and is at least 5 minutes away, you will see the [edit button](#) to change the notification details.



Lexipol LLC Hello, Lexie - Wellness Liaison

Manage Cordico notifications

Use notifications to share information about events, trainings, critical incidents, and wellness. You can edit or delete notifications up to 5 minutes before they are scheduled to be sent. This list does not show notifications sent to your organization by Lexipol or your sponsoring organization.

Search by name Status: All Create New

Notification Name	Sent at	Status
Mental Health Awareness Month	04/30/2025 06:30 PM CT	Scheduled
Reminder: Blood Drive	04/28/2025 04:05 PM CT	Sent
New Echelon Front videos	04/27/2025 02:20 PM CT	Sent
Mindfulness Reminder	04/25/2025 03:20 PM CT	Sent
Financial Tips	04/23/2025 01:15 PM CT	Sent
Family Wellness Resources	04/23/2025 01:05 PM CT	Sent
Nutrition – Drink Water Reminder	04/23/2025 12:30 PM CT	Sent
Upcoming Training	04/23/2025 12:20 PM CT	Sent
Physical Fitness – New Video	04/23/2025 12:15 PM CT	Sent
Peer Support – New Member	04/23/2025 12:05 PM CT	Sent

Create a new notification

From the **Manage Notifications** screen click **+ Create New** and complete the form.

Set up your notification

* **Notification name**
Enter a name for your own reference 0 / 45

* **Notification title**
Enter a title for your notification 0 / 45

* **Message**
Enter your notification message 0 / 300

Redirect URL or Cordico link
<https://wellness.cordico.com/home/>

Define the audience for your notification

* **Owning organization**
Lexipol LLC

* **Cordico accounts**
Select the users that should receive the notification

Choose the organizations you would like to send this notification to
Your selected Cordico accounts filter this list, choose them before selecting an organization

Search by organization name

No organization selected

[Sub-Organizations](#)

Send this notification to the owning organization? Yes No

Schedule when to send your notification

* **Date** * **Time**

MM/DD/YYYY 01:00 PM

* **Time zone**
America/Chicago

Cancel Schedule

Name: Internal label for the console only; it will *not* appear in the notification sent to personnel.

Title: Displayed at the top of the notification.

Message: Limit 300 characters (including spaces).
Note: Some devices may only show part of the message on the lock screen. Users must open the notification to read the full content.

URL (optional): Can link to a resource within [Cordico](#) or to an external website.

Owning Org: This field auto-fills with your organization's name.

Cordico Accounts: Choose which user groups should receive the notification—for example, only “Active” users or both “Active” and “Peers.”

Sub-Organizations: If your agency has sub-orgs, they'll appear in a list. You can select any, all, or none to include. Use the final Yes/No options to confirm whether the notification should also be sent to your main organization.

Date & Time: Notifications must be scheduled at least 5 minutes in advance.

Once all required fields are completed, the **Schedule** button will turn blue. Click it to finalize and schedule the notification.

As long as the scheduled send time is more than 5 minutes away, you can review and edit the notification in the **Manage Notifications** screen.

What will my notification look like in the app?

Important
You can edit or delete notifications up to 5 minutes before they are scheduled to be sent.

Set up your notification

*** Notification name**
Post Critical Incident Reminder 5/15 36 / 45

*** Notification title**
Reset after tough calls 23 / 45

*** Message**
We had a tough call team. Let's pull through together. This resource is available 24/7 to start the support for you and your team. 131 / 300

Redirect URL or Cordico link
<https://wellness.cordico.com/discover/guide/47624>

Define the audience for your notification

*** Owning organization**
Lexipol LLC

*** Cordico accounts**
Active × Retired × Spouse × Peer ×

Choose the organizations you would like to send this notification to
Your selected Cordico accounts filter this list, choose them before selecting an organization

Search by organization name

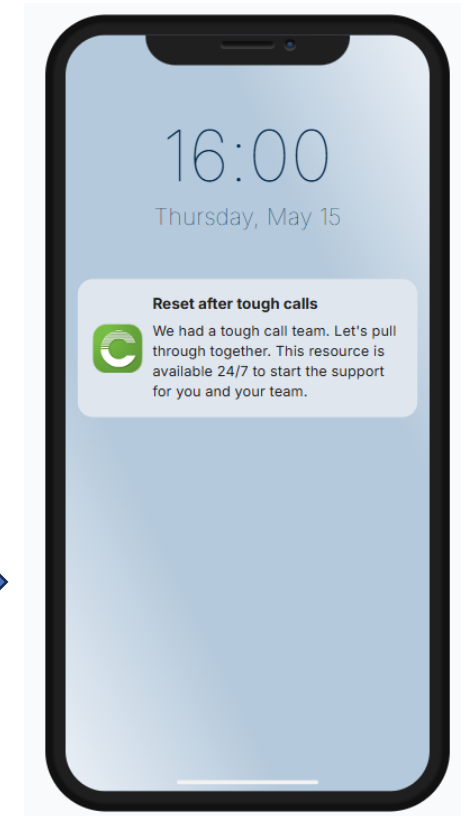
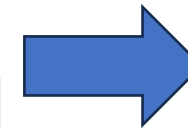
Cordico LE Demo × Cordico Fire Demo × Cordico Corrections Demo × +3

Schedule when to send your notification

*** Date** *** Time**

05/15/2025 04:00 PM

*** Time zone**
America/Chicago



Note: The amount of text shown on the home screen may vary slightly depending on the device type (Android or iOS) and screen size. Most devices display about 150 characters, though larger screens may show more. If the message is cut off, click and hold to view the rest of message. This works on most device notification screens.

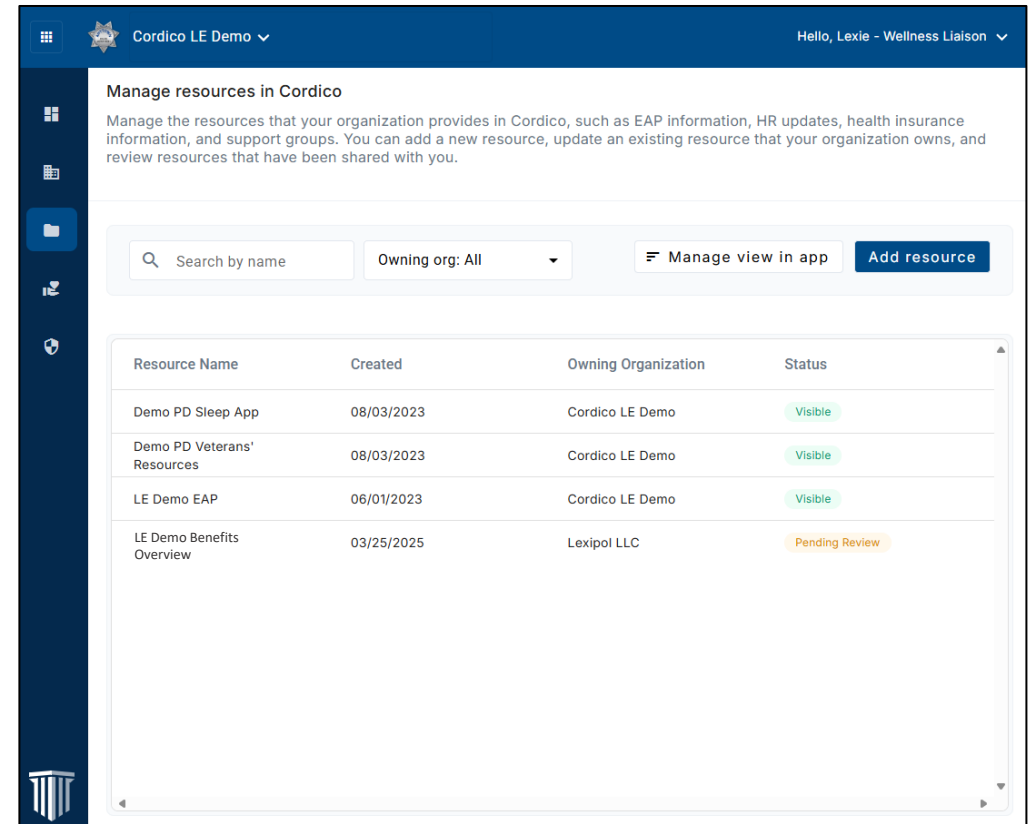
Also, users can always view the full message by tapping into the **Notifications** section under **My Org** in the app.



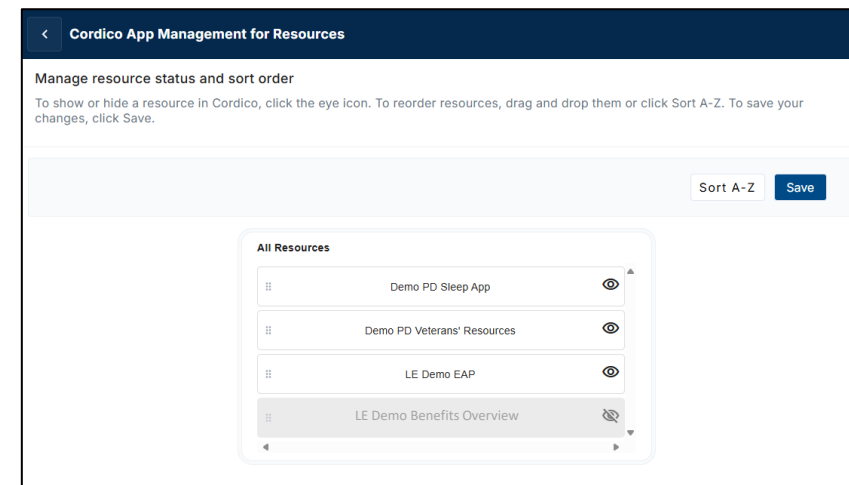
Create a resource

The Resources section is a flexible area for including information on additional wellness programs, local support networks, additional employee benefits, and other wellness topics of interest.

1. In the Update My Org in Cordico section of the dashboard, Click **'Add or update resources'** or click **Resources** in the My collections section on the left side menu.
2. On the **Manage Resources in Cordico** page, you will see a list of your organization's resources.
 - When a resource says **'Visible,'** this will show in your organization's Cordico app.
 - If the status is **'Pending Review,'** this indicates the resource was shared with your organization. Click on that resource to review and decide if you wish to share with your organization.
3. To change the order that resources are displayed in your app, click **'Manage view in app'**.
 - On this page, you can drag and drop the resources in the order you want them to display in the Cordico app. Make sure to click **'Save'** to update.
 - On this page, you can also click the **eye icon** for each resource if you want to no longer make that resource visible in the app.



Resource Name	Created	Owning Organization	Status
Demo PD Sleep App	08/03/2023	Cordico LE Demo	Visible
Demo PD Veterans' Resources	08/03/2023	Cordico LE Demo	Visible
LE Demo EAP	06/01/2023	Cordico LE Demo	Visible
LE Demo Benefits Overview	03/25/2025	Lexipol LLC	Pending Review



Manage resource status and sort order

To show or hide a resource in Cordico, click the eye icon. To reorder resources, drag and drop them or click Sort A-Z. To save your changes, click Save.

Sort A-Z Save

All Resources

⋮	Demo PD Sleep App	👁
⋮	Demo PD Veterans' Resources	👁
⋮	LE Demo EAP	👁
⋮	LE Demo Benefits Overview	👁

Create a resource

- To add a new resource, click **'Add resource'** and complete all required fields on the form.
 - You'll be asked to populate the following information: **Resource name** and **title**, **Description**, **Body** and **Image**, **URL** (optional)
 - The form will also provide you the choice of which app experiences you want the resource to be available in:
 - Using the **Vertical & Cordico accounts** drop downs, you can choose the vertical and account types that should view this resource. For example, you may have some resources that you only wish to share with law enforcement, spouses or peer supporters.
 - If your organization has sub-organizations or partners, you will see the options to share the resource with them.
 - If you have a partner or sub-organization that you work with that is not appearing, contact your CSM.
 - The check box at the bottom of the form can be used to override the review cycle for your sub-organizations. For sub-orgs when this box is not selected, the resource will be shared with the liaison who will need to review and approve the resource before it is shared. Partner Orgs will always need to review.
- Click **'publish'** when the information is complete.
- At any time, you can select a resource to **edit** the information.

Add resource

Add information about the resource

*** Resource name**
Enter name for your own reference

*** Resource title**
Enter a title for the resource

*** Description**
Enter a brief description of the resource

*** Resource body**
Enter more details about the resource

[Click to upload or drag and drop](#)
Maximum file size: 5 MB / 500x300px
image/jpeg, image/png

Add links for the resource

Resource URL
Enter a URL for this resource

Google Play Store link
Enter a link for this resource

Apple App Store link
Enter a link for this resource

Define who should see the resource in Cordico

*** Owning organization**
Cordico LE Demo

*** Verticals**
Select the verticals that should receive this resource

*** Cordico accounts**
Select the users that should receive this resource

Select the organizations you would like to share this resource with
Your selected verticals and Cordico accounts filter this list, choose them before selecting an organization

Sub-Organizations | **Partner Organizations**
No organizations found. Try modifying your search or updating your vertical and Cordico account selections.

Automatically show resource for sub-organizations
Show this resource in Cordico for all selected sub-organizations without requiring individual review. The resource will appear at the top of each organizations resource collection.

Cancel **Publish**

Cordico Analytics (1 of 4)

Cordico Analytics provides anonymous, agency-level insights into how personnel are engaging with the app. If you don't see your analytics, contact your Customer Success Manager—reports are included in your subscription but not enabled by default.

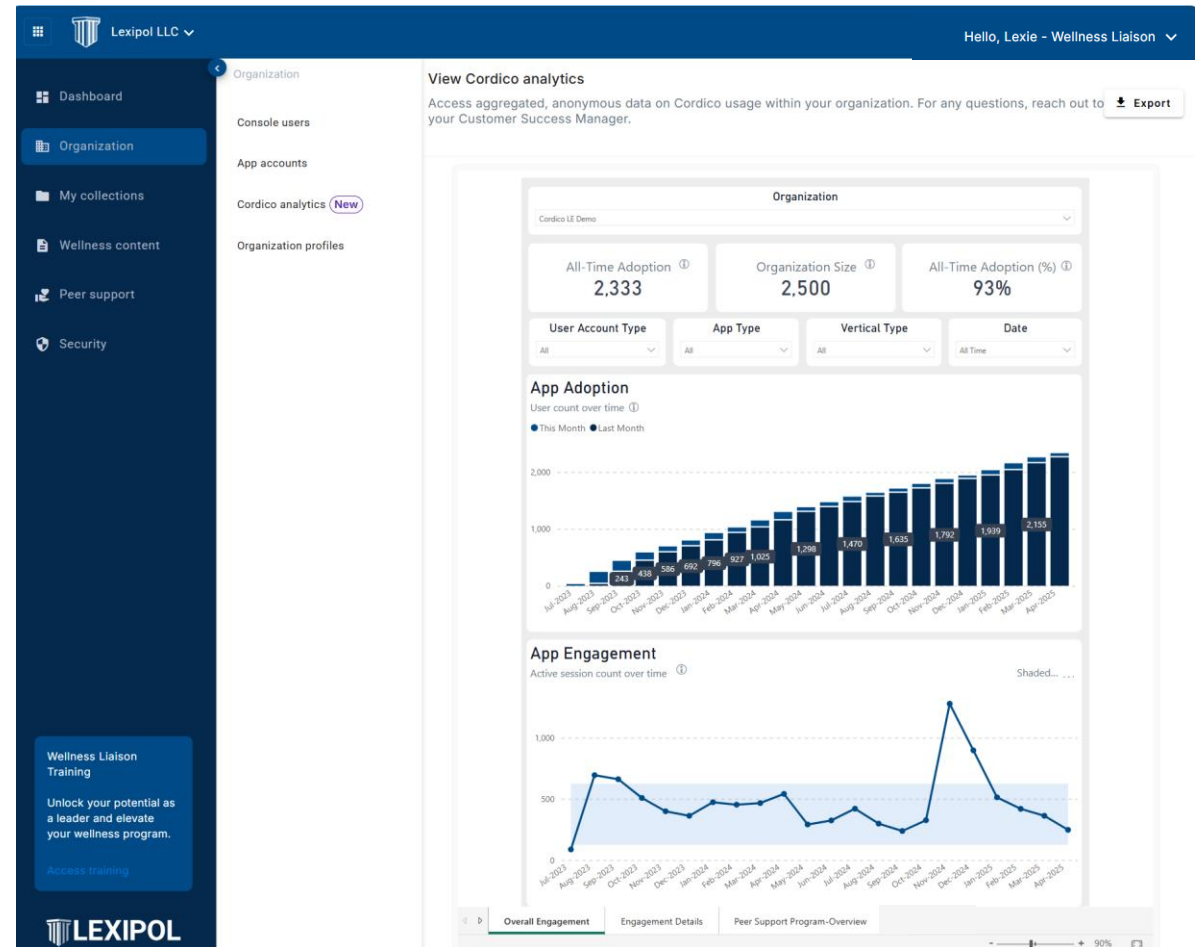
Note: Usage data is aggregated and never compromises individual anonymity or confidentiality.

Accessing your analytics:

- Go to the [Lead Your Wellness Program](#) section of the dashboard and click [View Analytics](#), or
- Use the left-hand menu: click [Organization](#), then [Cordico Analytics](#).

Filtering the data:

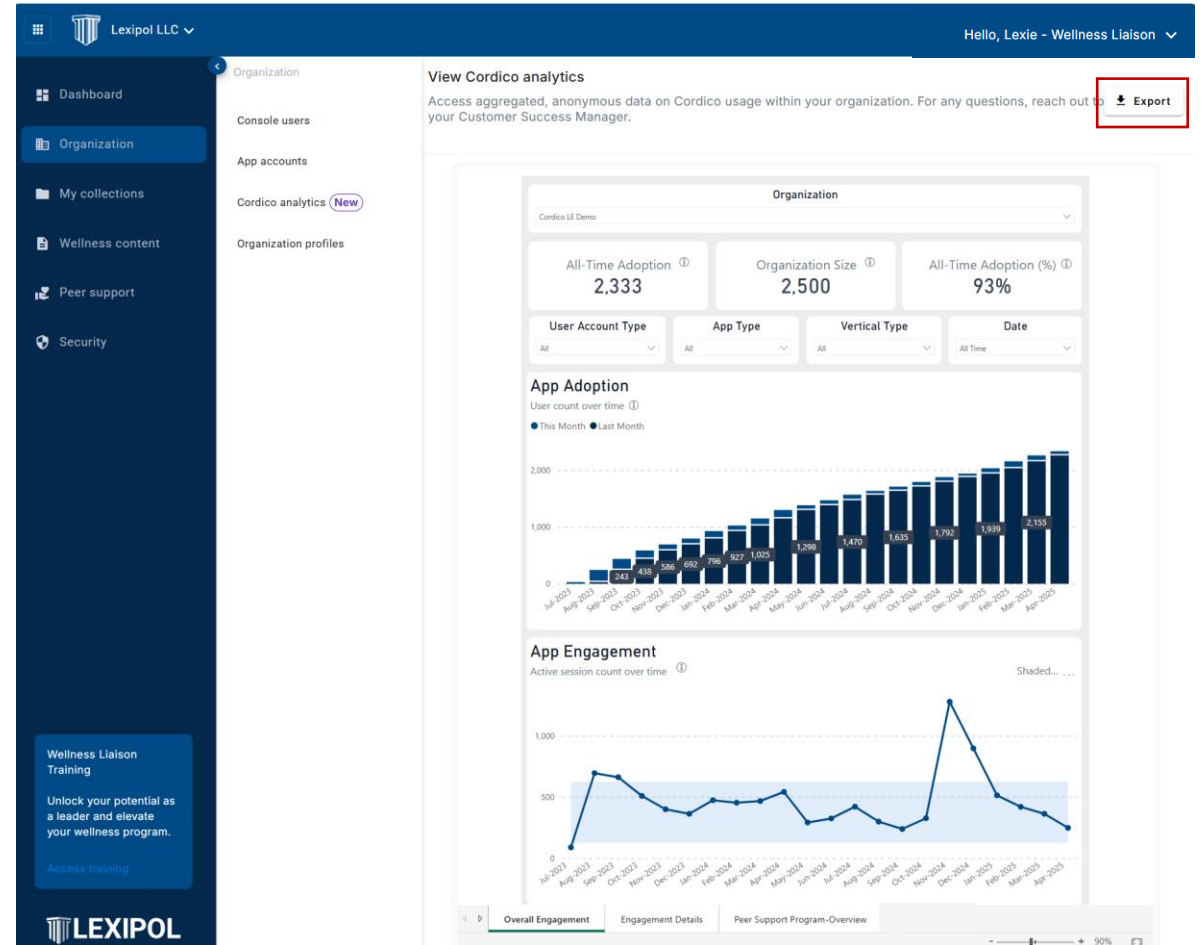
- On each report page, you can filter by [organization](#) (including sub-orgs, if applicable), [account types](#), [app types](#), [vertical type](#), and [date](#).
- **Note:** Filters must be applied individually on each page of the report.



Cordico Analytics (2 of 4)

Exporting:

- Click the [Export button](#) on the top right-hand corner of your console.
 - **Note:** This button will only export the page you selected. You'll need to export each page separately.
 - Depending on your browser and device, the export process may vary. For example, your browser may automatically choose "Save as PDF" or require manual selection.
 - **Note:** For the best experience, we recommend using the Wellness Console with Chrome, Edge, or Firefox browsers. Safari may experience slower export processing times and may display incomplete reports depending on your device's screen size.
- Once you click [Save](#), the report will automatically be called Cordico_Analytics_Report_[Name of the Page Exported]_[Date]; however, you can override or change the name as you wish.



Cordico Analytics (3 of 4)

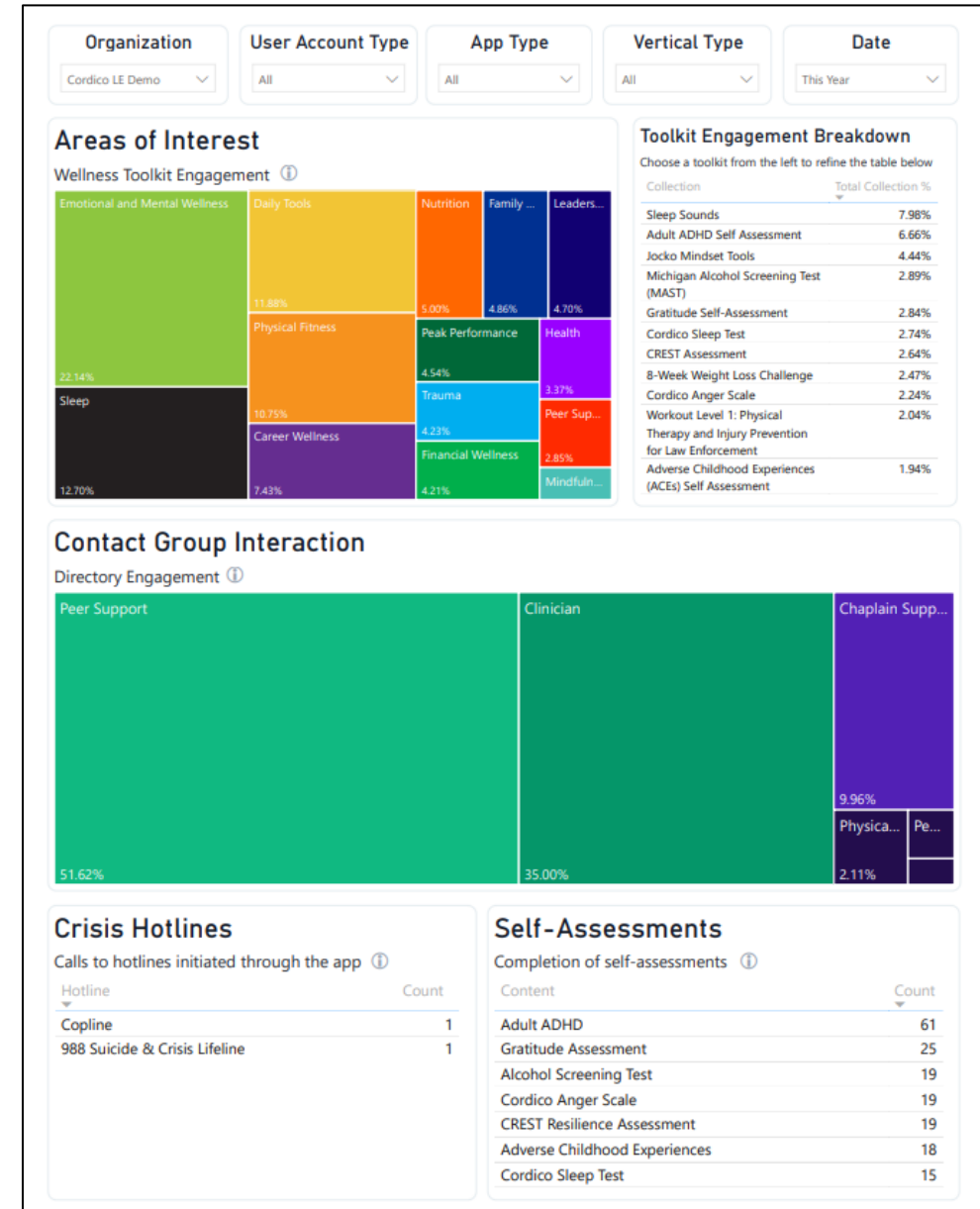
Navigate through your reports with the tabs on the bottom of the screen

1. Overall Engagement

- **App adoption:** Represents the cumulative percentage of your agency that has accessed Cordico over time.
 - *Note:* Once users log in, they remain logged in unless they manually log out.
- **App engagement:** Tracks monthly activity in relation to the engagement goal set by you and your Customer Success Manager (CSM). Your CSM can provide benchmarks tailored to your agency's size and wellness culture.

2. Engagement Details

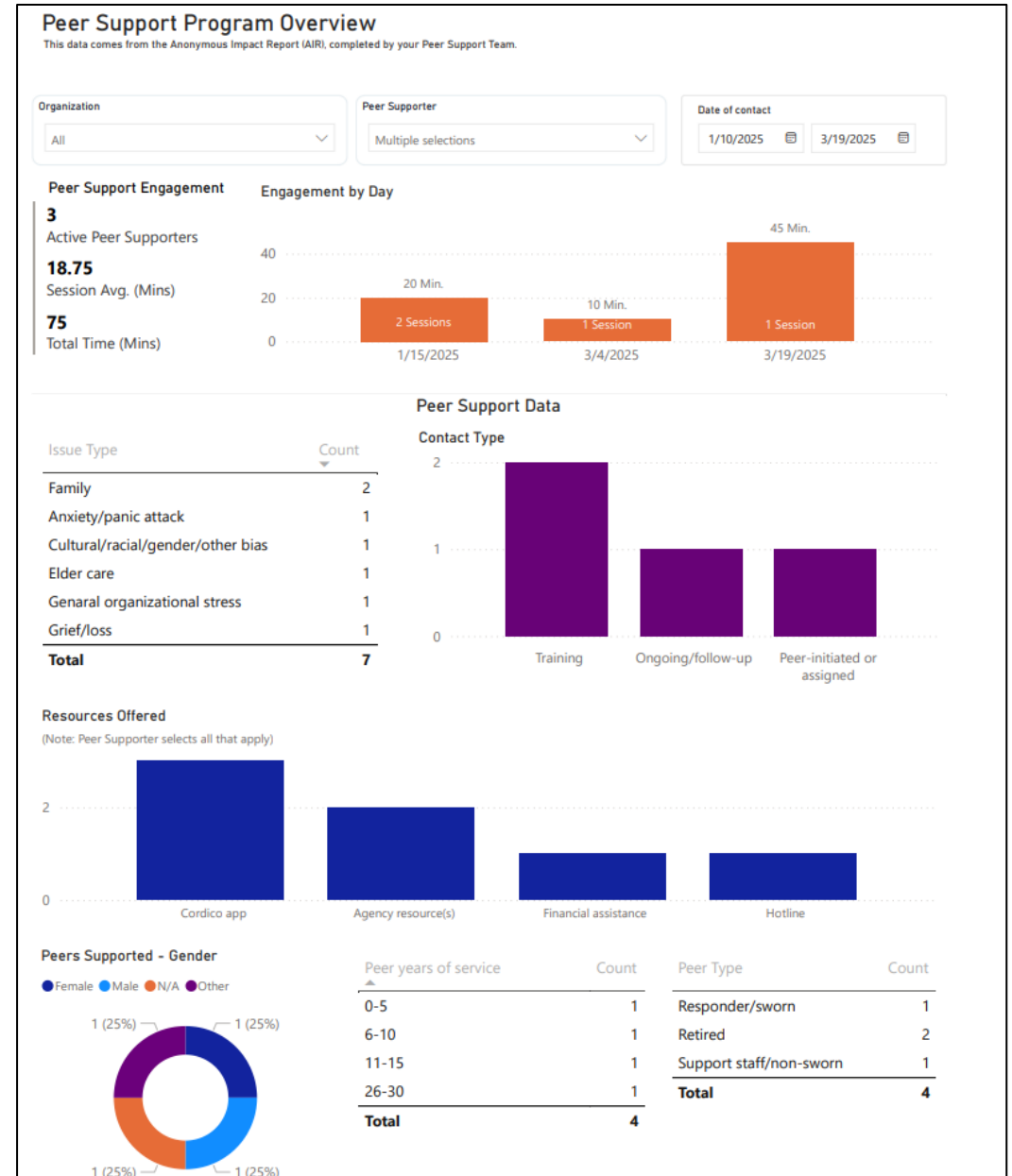
- **Areas of Interest:** Shows relative popularity of Cordico toolkits, highlighting most accessed topics. Selecting a toolkit filters the engagement breakdown table to show only data for that topic.
- **Toolkit Engagement Breakdown:** Displays the percentage of activity across individual guide modules within a selected toolkit.
- **Contact group interaction:** Relative popularity of contact types accessed in the Directory
- **Crisis hotlines:** Insights into hotline calls initiated through Cordico.
- **Self-assessments:** Reports on the number of self-assessments completed by personnel in your agency.



Cordico Analytics (4 of 4)

3. Peer Support Program – Overview

- This page displays aggregated data from the [Anonymous Impact Report \(AIR\)](#) form—a secure tool that allows peer supporters to confidentially document their interactions using a structured format.
- The insights presented here help your team identify trends and strengthen your peer support efforts.
- Note:** If your agency has not enabled this feature, this page will be blank. To get started, please contact your Customer Success Manager.



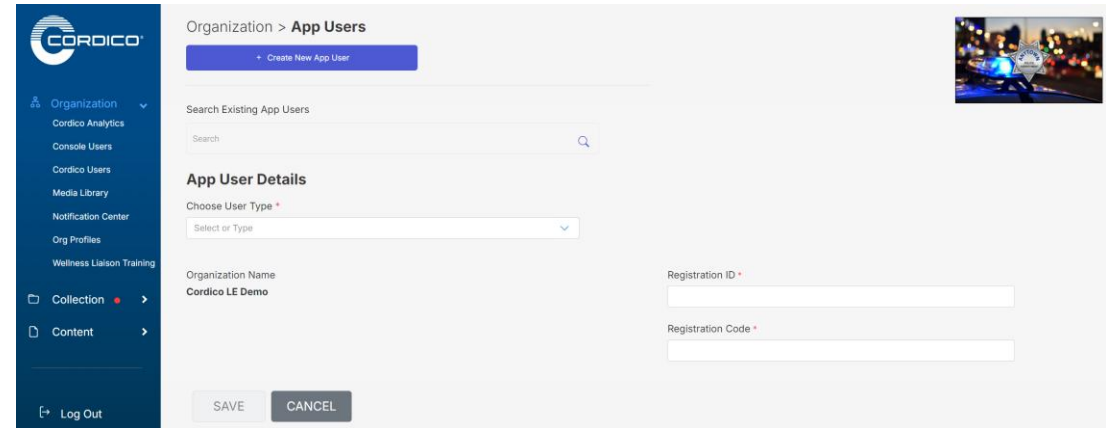
View login details and create new app users

To view login credentials for an existing app account, click **Cordico Users** in the Organization section of the left side menu.

- Ensure your Organization name is entered in the search bar and in the “**Search Existing App Users**” bar, click in the bar to view **existing app user types**
- Click on one of the **App Users** and you will see: **App User Type**, the **Registration ID**, and **Registration Code**

Your organization can have up to 5 distinct logins for Cordico: Active, Peer, Retired, Senior Leader, Spouse

- To create a new App User Type, click **Cordico Users** in the Organization section of the left side menu.
- Click **+ Create New App**
- Select the appropriate user type in the drop down and create a **Registration ID** and **Registration Code**
- Registration Code must have at least one capital letter, at least one number and be at least 6 characters
- Click **Save**



The screenshot shows the Cordico App Users management interface. On the left is a dark blue sidebar with the Cordico logo and a menu including Organization, Cordico Analytics, Console Users, Cordico Users, Media Library, Notification Center, Org Profiles, Wellness Liaison Training, Collection, and Content. The main content area is titled 'Organization > App Users' and features a '+ Create New App User' button. Below this is a search bar for existing app users. The 'App User Details' section includes a 'Choose User Type' dropdown menu, a text field for 'Organization Name' (containing 'Cordico LE Demo'), and two text input fields for 'Registration ID' and 'Registration Code'. At the bottom are 'SAVE' and 'CANCEL' buttons.

Add a contact

Contacts are an excellent body of resources used by many departments to place their users in direct contact with support and counseling resources. Peers and chaplains can offer users a support network, while clinicians provide professional help for emotional and mental wellbeing.

You can easily add therapists, peer support members, and chaplains with just a few steps.

1. Click **Contacts** in the Content section on the left side menu
2. Select **New Contact then Create New Contact**
3. Choose **Create Contact** and fill in the details
 - *Note the red asterisk will indicate if a field is mandatory*
 - *You must choose a Contact Group, although Sub-Groups are optional.*
 - **Image dimensions are 250 x 250, png, jpg, jpeg, 5MB**
 - **File names should not have spaces or special characters**

CORDICO

Contacts > Create New

Your Organization: Lexipol LLC

General

Contact Group *
Peer

Contact Sub-Group *
No data available

Personal Details:

Title *
Select Title

First Name *
Type
0 / 50

Last Name *
Type
0 / 50

Full Display Name:

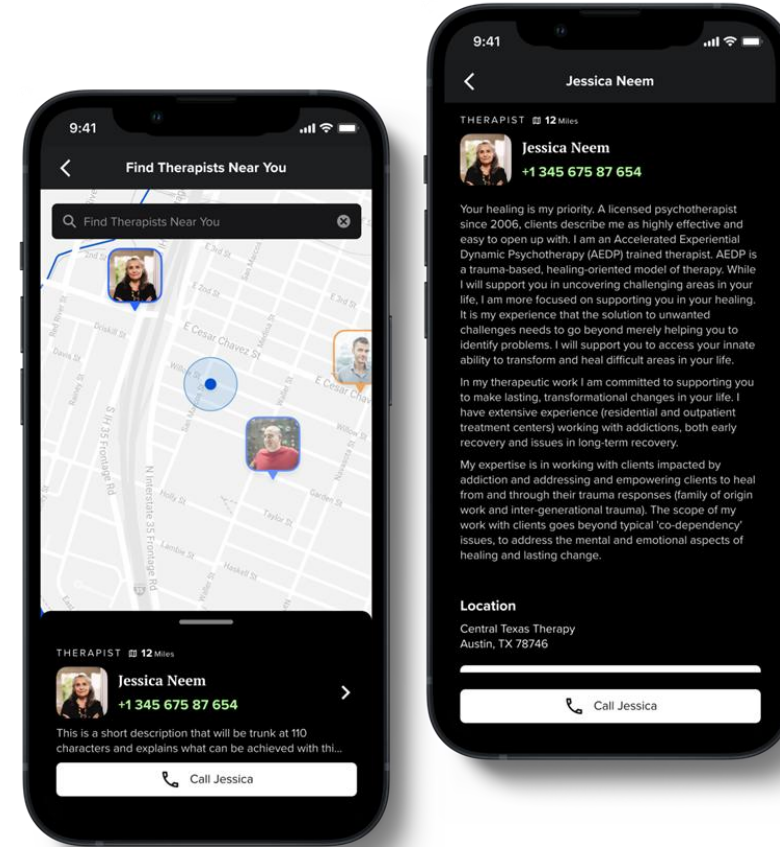
Description *
Type
0 / 100

Address Details

Please upload profile image
Profile Image *

Add a contact

4. Click **save** and the contact will **automatically be added to the directory**, which you can view in Collection → Directory in the wellness console or in the Directory of the mobile and web app.
 - To edit or delete an existing contact, click Contacts in the Content section on the left side menu. Select a Contact Group and Sub-Group if necessary. Search for the existing contact name. Once selected, you can **Modify** or **Delete** the contact.



Reminder: Adding or modifying a contact in the wellness console will immediately update the directory in the mobile app for your organization.

Sort contacts in the directory

Easily re-arrange the order of therapists, peer support members, and chaplains with just a few steps.

1. Click **Directory** in the Collection section on the left side menu
2. Select the **contact type** in the dropdown menu that you want to sort
3. Rearrange the contacts to the order in which you want them to appear in the mobile app by clicking and holding the **icon in the sort column** and dragging the row up or down

The screenshot shows a web interface for a directory. At the top right, it displays 'Your Organization: Lexipol LLC' with a logo and a search bar containing 'Cordico 911 Demo'. Below this is a 'Contact Type' dropdown menu set to 'Clinician / Therapist'. The main section is titled 'Directory List' and contains a table with the following columns: 'Sort', 'Read', 'Contact Name', 'Owning Organization', 'Contact Type', and 'In the App'. The 'Sort' column is highlighted with a red box and contains four icons: a downward arrow, a hamburger menu, a hamburger menu, and an upward arrow. The table lists four contacts: Sarah Ernst, Cynthia Jones, Levi Mueller, and Jesus Santos, all associated with Lexipol LLC and categorized as Clinicians. The 'In the App' column has checkboxes, with the last two contacts checked.

Sort	Read	Contact Name	Owning Organization	Contact Type	In the App
↓	<input type="checkbox"/>	Sarah Ernst	Lexipol LLC	Clinician	<input type="checkbox"/>
☰	<input type="checkbox"/>	Cynthia Jones	Lexipol LLC	Clinician	<input type="checkbox"/>
☰	<input type="checkbox"/>	Levi Mueller	Lexipol LLC	Clinician	<input checked="" type="checkbox"/>
↑	<input type="checkbox"/>	Jesus Santos	Lexipol LLC	Clinician	<input checked="" type="checkbox"/>

Create new contact groups and subgroups

Agencies with varied types of support can benefit from creating new groups and sub-groups of contacts. For example: *Peer Support, Retiree Peer Support, Family Support, CISM Team*. Larger agencies may want to utilize sub-groups for peer teams by dividing them into regions. Agencies with different types of medical professionals may form clinician sub-groups such as *Clinicians, Occupational therapists, or Surgeons*.

Creating Groups

1. Navigate to [Content](#), then [Contacts](#)
2. Click [Group Settings](#)
3. Click [Create New Group](#)
4. Enter the Group's Name and then click [Create](#)
5. To add a contact to the new group, select the group from the [Contact Group dropdown](#) while editing or creating the contact.

Creating Sub-Groups

1. From the [Group Settings Page](#), select the top-level group for the sub-group. For example, if you want to make a regional subgroup for your peer team, select the [Peer Support group](#).
2. Click [Create New Sub-Group](#)
3. Enter the Sub-Group's name and click [create](#)
4. To add a contact to the new sub-group, select the sub-group from the [Contact Sub-Group dropdown](#) while editing or creating the contact. The Sub-Group will only appear if the appropriate group has been selected from the [Contact Group dropdown](#).



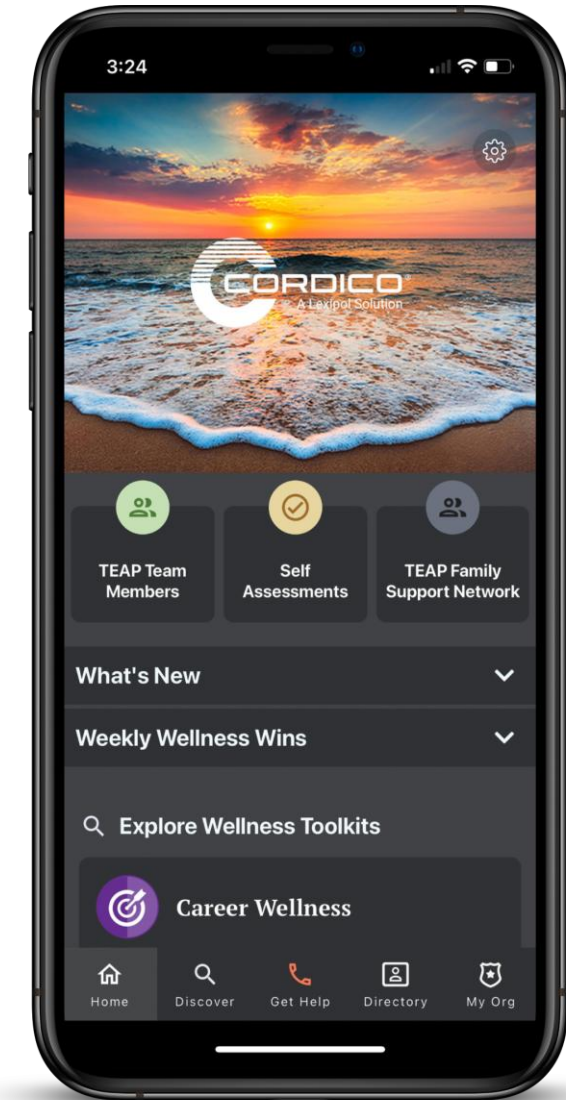
Customize quick action contacts

Utilizing Group Settings will allow you to customize what two quick action contact buttons appear on the Home tab of your app.

1. Navigate to [Content](#), then [Contacts](#)
2. Click [Group Settings](#)
3. Rearrange the contact groups by clicking and holding the icon in the [sort column](#) and [dragging the row up or down](#)

The top Contact Group will appear on the left quick action button of your home screen and the second will appear on the right.

ID	Contact Group
☰ 24	TEAP Team Members
☰ 21	TEAP Family Support Network



Add an event to the calendar

The Events tab is great for bringing awareness to upcoming functions and trainings. We recommend using it to remind users of trainings and other Wellness events your organization is hosting.

1. Click **Events** in the Content section on the left side menu
2. Select **+ Create New Content**
3. Fill in your event details and select next
4. Add the **date** and **time** as well as information about your event
 - The time is based on **your** local time, so events in other time zones will need to be scheduled accordingly.

The screenshot shows the 'Events > Create New' interface. On the left is a dark blue sidebar menu with the CORDICO logo at the top and various navigation options: Organization, Collection, Content (with a dropdown arrow), Wellness Toolkits, App Feedback, and Peer Support. The 'Content' section is expanded, showing sub-items: Assessments, Bulletins, Contacts, Crisis Hotlines, Events, Guides, Wellness Wins, and Resources. The main area is light gray and contains the 'Create New' form. At the top right of the form, it says 'Your Organization: Lexipol LLC' with a small image of a building and a search bar. The form has a 'General Details' section with the following fields: 'Event Name' (with a 'Type' dropdown and a '0 / 30' character count), 'App Display Name' (with a 'Type' dropdown and a '0 / 30' character count), 'Description' (with a 'Type' dropdown and a '0 / 100' character count), 'Approved Verticals' (a dropdown menu with 'Choose Vertical Type' selected), 'User Type' (a dropdown menu with 'Choose User Type' selected), and 'Publication Date' (set to '8/29/2024'). At the bottom of the form are two buttons: 'NEXT' and 'CANCEL'.

Add an event to the calendar

5. If you want to send a notification about this event (either now or in the future) select the box next to **Send Notification** and add the details
 - You may send standard notifications or alter the notification's message with a custom notification.
6. Your event will be **automatically added to the calendar**, and you can view your event in:
 - **The Collection → Calendar** section of your wellness console
 - In the mobile and web app under **Department → Events**

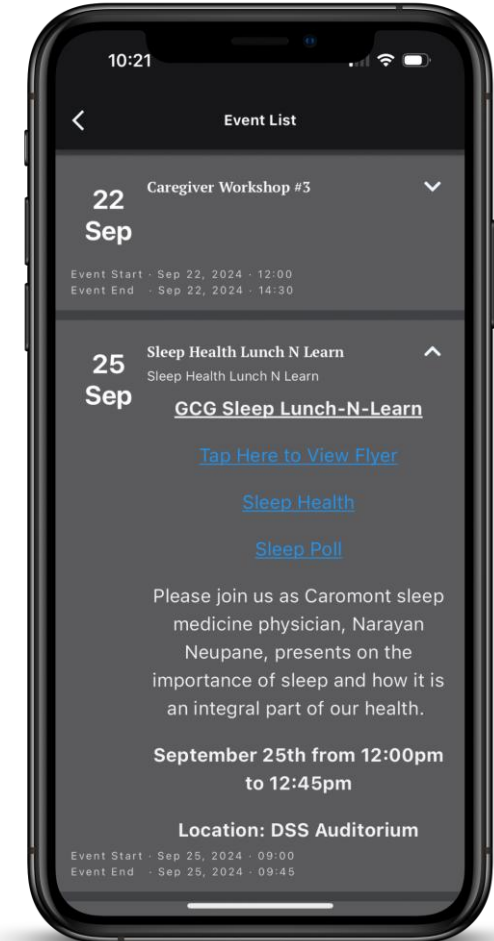
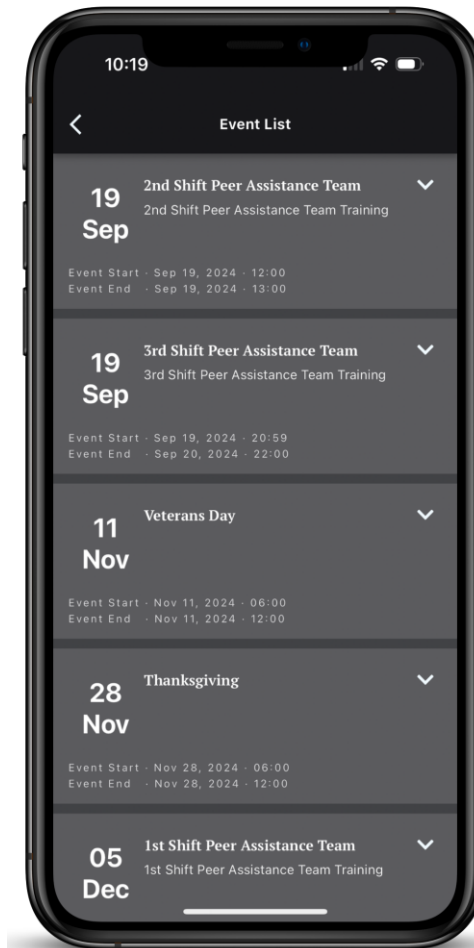
The screenshot shows the CORDICO application interface for adding an event. On the left is a dark blue sidebar menu with the CORDICO logo at the top and various navigation options: Organization, Collection, Content (with a dropdown arrow), Assessments, Bulletins, Contacts, Crisis Hotlines, Events, Guides, Wellness Wins, Resources, Wellness Toolkits, App Feedback, and Peer Support. At the bottom of the sidebar is a 'Log Out' button. The main content area is light gray and titled 'Add Event Details'. It is divided into two main sections: 'General Details' and 'Add Event Details'. The 'General Details' section includes: Event Name (saddf), Description (sdfdsf), Approved Verticals (a list of roles like Corrections, Dispatch, etc.), Publication Date (8/29/2024), Content ID, App Display Name (sdfdsf), User Type (Active, Peer, Retired, Senior Leader, Spouse), and Collection Name (Calendar). The 'Add Event Details' section includes: Start Date & Time (with a date picker), End Date & Time (with a date picker), and a checkbox for 'Send Notification'. To the right of these fields is a rich text editor for the 'Event Body'. At the bottom of the form are three buttons: 'BACK' (blue), 'SAVE' (gray), and 'CANCEL' (gray). A red error message 'Please fill required details' is visible at the bottom right of the form area.

To edit or delete an existing event, click **Events** in the Content section on the left side menu. Search for the existing event name. Once selected, you can **Modify** or **Delete** the event.

Utilizing events

Events are a great way to make use of the calendar feature in your app and bring attention to upcoming events in your organization or community. Common examples of events include:

- Coffee with a Cop
- Range Days
- Wellness Events
- Food Drives
- Toy Drives
- Career Fairs
- Webinars
- Walk & Run Events
- Workshops

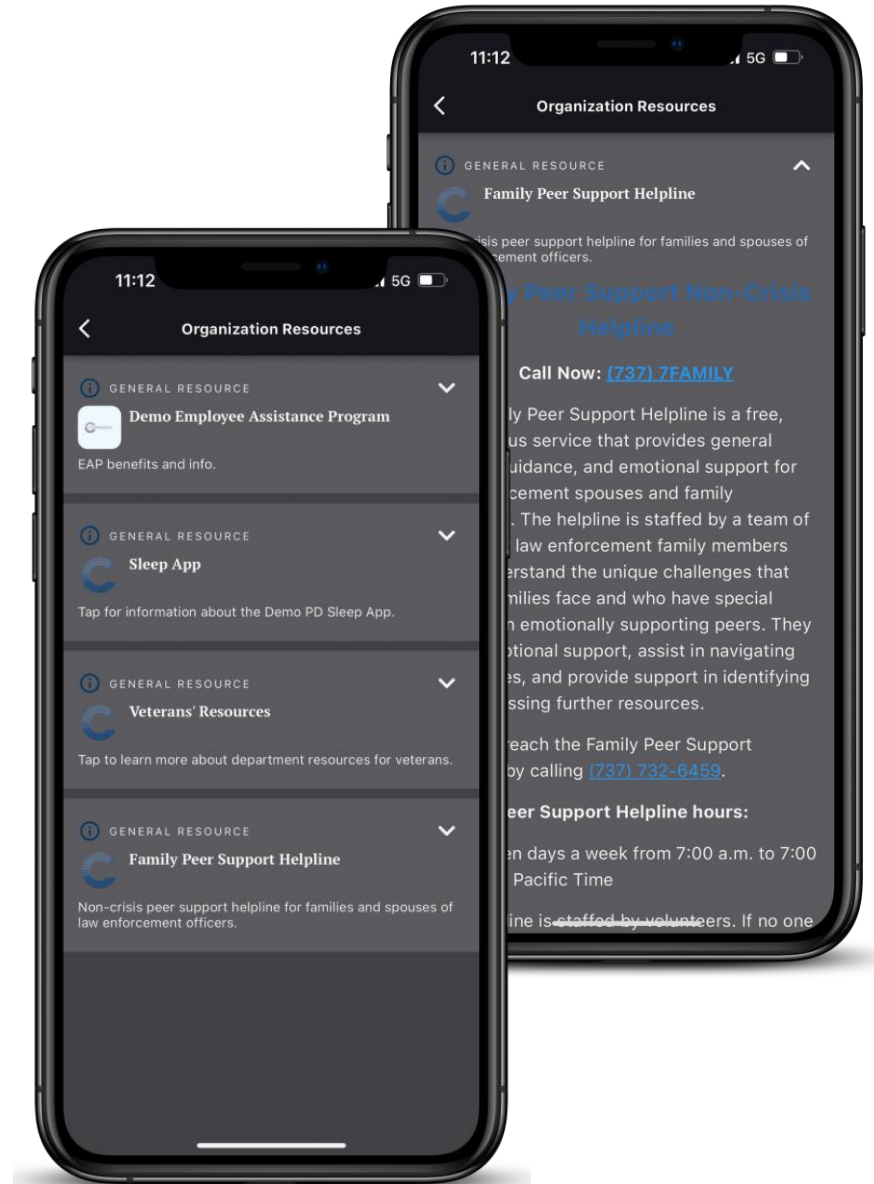


Customize your resources

Resource Management within the Wellness Console is designed to enhance the efficiency and customization of how you share wellness resources with your personnel.

How to Leverage This Tool:

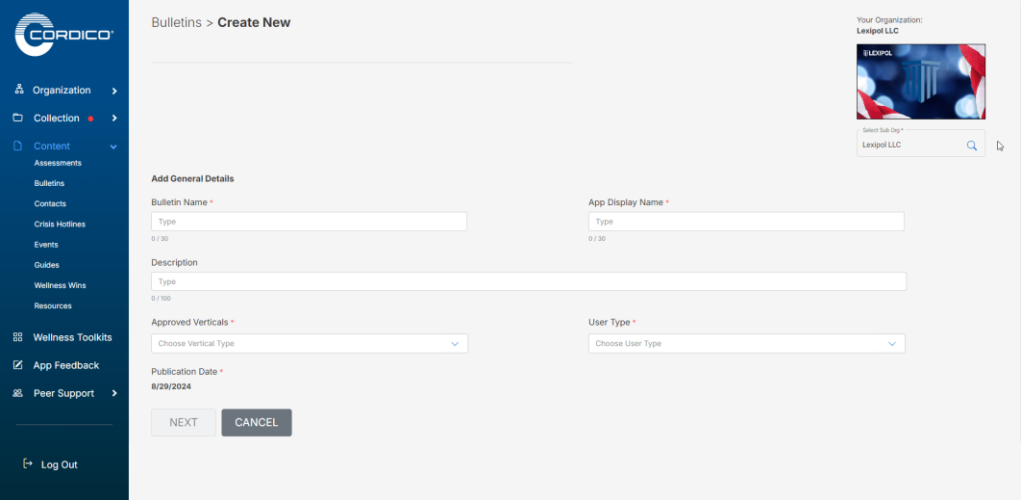
- Share essential links, including shift schedules, CAD/dispatch systems, HR/timecard submissions, and agency policies.
- Offer support tools, such as veteran resources and department workouts, to enhance well-being.
- Honor the fallen with an 'In Memoriam' section, paying tribute to those who have made the ultimate sacrifice.



Create a bulletin

Bulletins are a great way to bring attention to new programs, communicate with the department, and post long-term messages to your users.

1. Click **Bulletins** in the Content section on the left side menu
2. Select **+ Create New Bulletin**
3. **Add General Details** and click next
4. Bulletin name is the name you will see in the Wellness Console in the list of bulletins created, whereas App Display Name is what app users will see
 - Use the **verticals** and **user type** dropdowns to select who should see this bulletin
 - *We recommend selecting "All" for the **Approved Verticals***



The screenshot shows the 'CORDICO' interface for creating a new bulletin. The left sidebar contains a navigation menu with 'Content' expanded to show 'Bulletins'. The main area is titled 'Bulletins > Create New'. At the top right, it shows 'Your Organization: Lexipol LLC' with a profile picture and a search bar. The form is titled 'Add General Details' and includes the following fields:

- Bulletin Name ***: A text input field with a character count of 0/30.
- App Display Name ***: A text input field with a character count of 0/30.
- Description**: A text input field with a character count of 0/100.
- Approved Verticals ***: A dropdown menu labeled 'Choose Vertical Type'.
- User Type ***: A dropdown menu labeled 'Choose User Type'.
- Publication Date ***: A date field showing '8/29/2024'.

At the bottom of the form are two buttons: 'NEXT' and 'CANCEL'.

Create a bulletin

5. Use the **Bulletin Body** section to add information
 - If you want to send a notification about this bulletin (either now or in the future), select the box next to **Send Notification** and add the details. A standard notification will include the information you see, or you can select custom to create your own notification.
6. Save the bulletin. It will be **automatically added** and you can view your bulletin in:
 - **The Collection → Bulletin** List section of your Wellness Console
 - In the mobile and web app under **Department → Bulletins**

To edit or delete an existing bulletin, click **Bulletin** in the Content section on the left side menu. Search for the existing bulletin name. Once selected, you can **Modify** or **Delete** the bulletin.

If you wish to reformat the posted text, please reach out to your Customer Success Manager who can assist you.

The screenshot displays a web form for creating a bulletin, divided into two main sections: "General Details" and "Add Bulletin Details".

General Details:

- Bulletin Name:** Sample Bulletin
- Description:** (empty field)
- Approved Verticals:** Corrections, Dispatch, District Attorney, EMT, Fire, First Responder, Healthcare Professional, Law Enforcement, Non-Public Safety, Probation, Public Safety, Sandbox, Sheriff
- Publication Date:** 8/29/2024
- Content ID:** (empty field)
- App Display Name:** Sample Bulletin
- User Type:** Spouse, Active, Retired, Peer, Senior Leader

Add Bulletin Details:

- Share Content:** A dropdown menu with "Choose Share" selected.
- Send Notification
- Bulletin Body:** A rich text editor with a toolbar containing icons for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and Font settings.

At the bottom of the form, there are three buttons: **BACK** (blue), **SAVE** (grey), and **CANCEL** (grey). A red error message "Please fill required details" is visible at the bottom right of the form area.

Bulletin examples

The most common bulletins are welcome messages. This can be from your leadership team, program funder, or wellness team members in the form of a written or video message. Additional examples can be found below:

- Financial Fitness Flyers
- Registration Links for Events
- Podcasts
- Updates to existing programs, policies, or procedures
- Wellness Challenges
- Fitness Challenges
- Suicide Awareness
- Recognition of Promotions
- Monthly National Wellness Topics

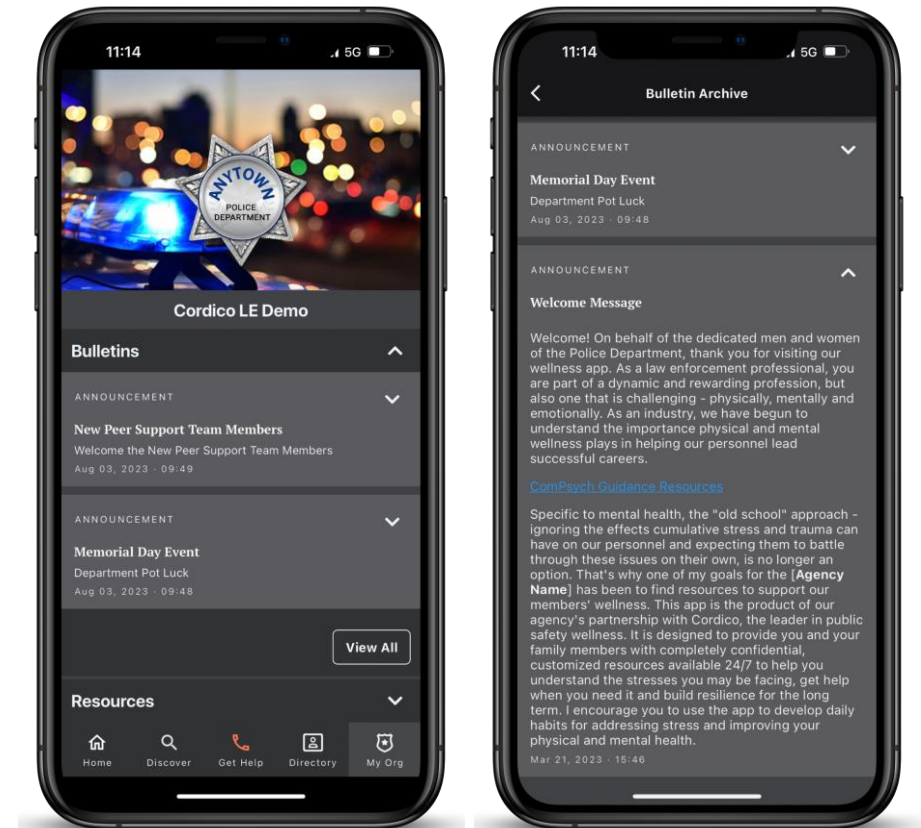


Photo resizing

Resources, Contacts, and Hotlines are required to have images. Please follow the steps below to resize your images based on the image size requirements graph on the right. *Placeholder images can be found in the next slide.*

If you do not have an existing tool or application to resize your images, follow the steps below using the free Adobe Image Resizer online. Please keep in mind this is a third-party tool and should be used at your own discretion. Additional information can be found in the Adobe [Terms of Use](#) and [Privacy Policy](#).

1. Open the [Adobe Image Resizer](#)
2. Select **Upload your photo** and choose the corresponding image file you wish to resize
3. Under Aspect Ratio, select **Custom**
4. Change the smallest number from the width and height to the corresponding content requirement in the table to the right.
5. If the width and height are not the same size, click the lock button and enter the corresponding width or height for your corresponding content requirement in the table to the right.
6. You can now click and drag the image around to center it as needed. Once the image is to your liking, select **Download**.

The file will now be saved in your downloads on your device and can be uploaded into the console.

Image Size Requirements		
Content Type	Width	Height
Contacts	250px	250px
Hotlines	250px	250px
Resources	300px	300px

Placeholder Images

When adding new Contacts, Resources, and Hotlines, it is best to have a unique image that is directly associated with that content. I.E., a profile image for a contact or an organization logo for a resource or hotline. If you cannot locate a related image, you can visit the link below for pre-sized images based on the content type.

[Placeholder Images](#)

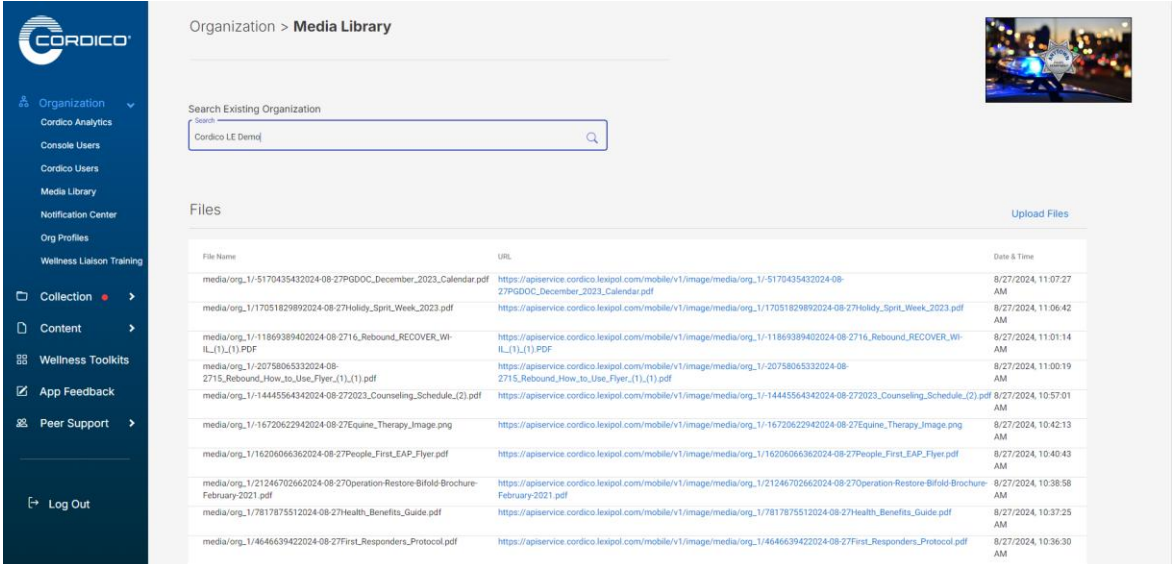
Password: Wellness1



How to upload images and PDFs

In order to add images or PDF's to a Resource, Bulletin, or Event, you need to upload the files into the [Media Library](#).

1. Go to [Organization](#) > [Media](#) (Make sure to rename the file appropriately to describe the media i.e. *AgencyNameEAP*)
2. Click [Upload Files](#), Select the file and click [Open](#)
3. Copy the URL (When uploading multiple files, we recommend pasting the URLs onto a separate document for ease of use)
4. Create/Edit the [Content Body](#) you wish to add the media to
5. To embed an image in the resource body:
 - Select [Image](#) in the toolbar on the top right of the Body
 - Paste the media URL into the [URL](#) field
 - Change the highest number between [Width](#) and [Height](#) to 200 and select [OK](#)

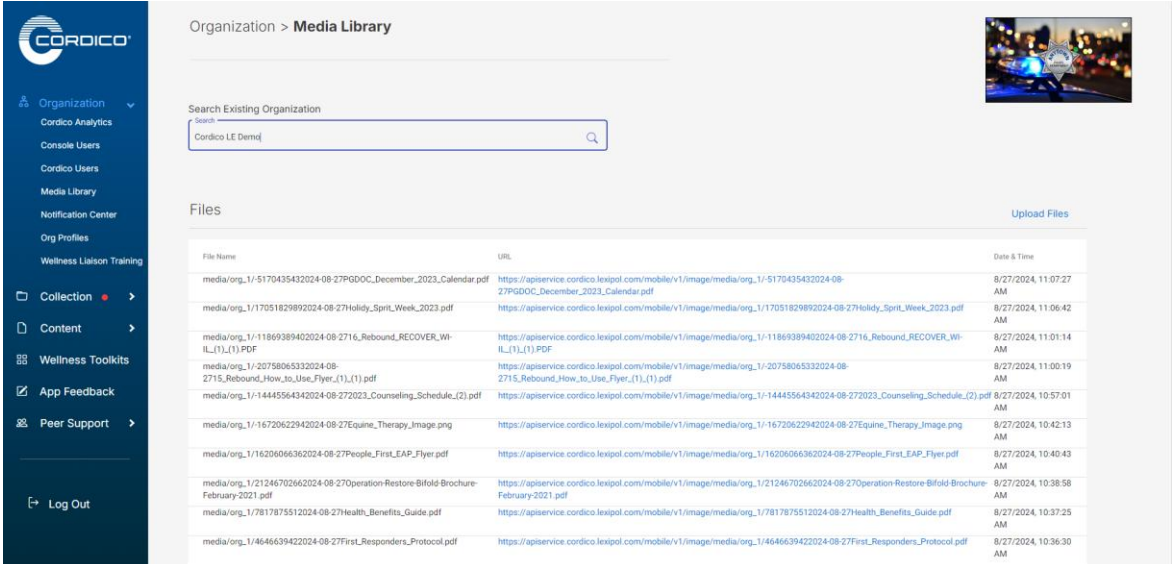


The screenshot displays the CORDICO Media Library interface. On the left is a dark blue sidebar with navigation options: Organization (selected), Cordico Analytics, Console Users, Cordico Users, Media Library, Notification Center, Org Profiles, and Wellness Liaison Training. Below these are expandable sections for Collection, Content, Wellness Toolkits, App Feedback, and Peer Support, along with a Log Out button. The main content area is titled 'Organization > Media Library' and features a search bar with the text 'Cordico LE Demo'. Below the search bar is a table of uploaded files. The table has three columns: File Name, URL, and Date & Time. The files listed include various PDFs and images, such as '27PGDDC_December_2023_Calendar.pdf', '2715_Rebound_How_to_Use_Flyer_(1)_1.pdf', and '27People_First_EAP_Flyer.pdf'. Each row provides the full file name, the corresponding URL, and the upload date and time.

File Name	URL	Date & Time
media/org_1/5170435432024-08-27PGDDC_December_2023_Calendar.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/5170435432024-08-27PGDDC_December_2023_Calendar.pdf	8/27/2024, 11:07:27 AM
media/org_1/17051829892024-08-27Holiday_Spirit_Week_2023.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/17051829892024-08-27Holiday_Spirit_Week_2023.pdf	8/27/2024, 11:06:42 AM
media/org_1/11869389402024-08-2716_Rebound_RECOVER_Wi-IL_(1)_1.PDF	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/11869389402024-08-2716_Rebound_RECOVER_Wi-IL_(1)_1.PDF	8/27/2024, 11:01:14 AM
media/org_1/20758065332024-08-2715_Rebound_How_to_Use_Flyer_(1)_1.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/20758065332024-08-2715_Rebound_How_to_Use_Flyer_(1)_1.pdf	8/27/2024, 11:00:19 AM
media/org_1/14445564342024-08-272023_Counseling_Schedule_(2).pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/14445564342024-08-272023_Counseling_Schedule_(2).pdf	8/27/2024, 10:57:01 AM
media/org_1/16720622942024-08-27Equine_Therapy_Image.png	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/16720622942024-08-27Equine_Therapy_Image.png	8/27/2024, 10:42:13 AM
media/org_1/16206066362024-08-27People_First_EAP_Flyer.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/16206066362024-08-27People_First_EAP_Flyer.pdf	8/27/2024, 10:40:43 AM
media/org_1/21246702662024-08-27Operation-Restore-Bifold-Brochure-February-2021.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/21246702662024-08-27Operation-Restore-Bifold-Brochure-February-2021.pdf	8/27/2024, 10:38:58 AM
media/org_1/7817875512024-08-27Health_Benefits_Guide.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/7817875512024-08-27Health_Benefits_Guide.pdf	8/27/2024, 10:37:25 AM
media/org_1/4646639422024-08-27FirstResponders_Protocol.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/4646639422024-08-27FirstResponders_Protocol.pdf	8/27/2024, 10:36:30 AM

How to upload images and PDFs

- To add a PDF in the resource body: ***(PDF's are not embeddable in the resource body but you can link text to the PDF)***
 - For EAP Flyers, add the text "Tap here to view EAP Flyer"
 - Highlight the text, select **Link** in the top toolbar and Paste the PDF URL into the URL field. Click **OK** and hit **save**.
- Be sure to add the content to its corresponding collection if not already done.



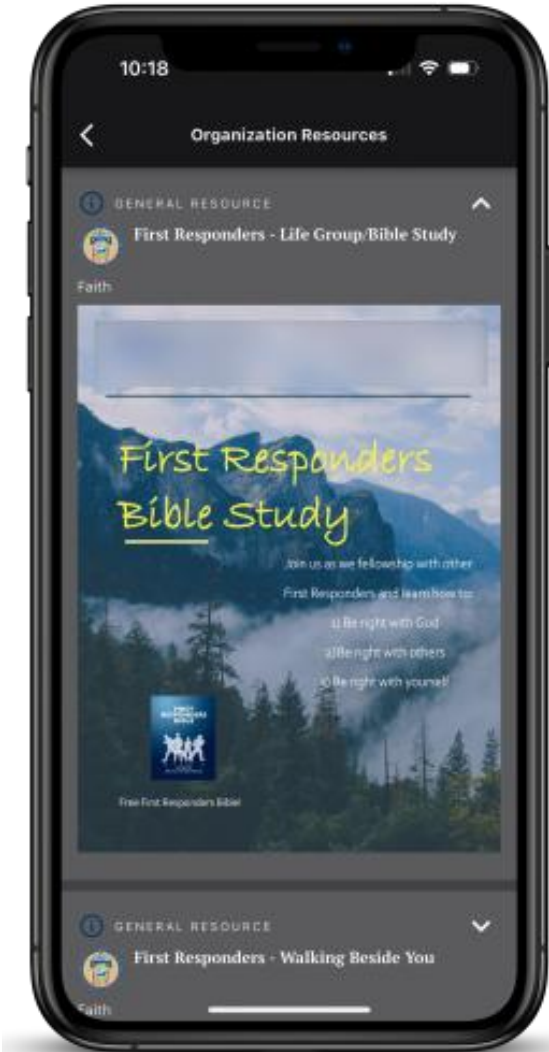
The screenshot displays the CORDICO Media Library interface. On the left is a dark blue sidebar with navigation options: Organization (selected), Cordico Analytics, Console Users, Cordico Users, Media Library, Notification Center, Org Profiles, and Wellness Liaison Training. Below these are expandable sections for Collection, Content, Wellness Toolkits, App Feedback, and Peer Support, along with a Log Out button. The main content area is titled 'Organization > Media Library' and features a search bar with 'Cordico LE Dem...' entered. Below the search bar is a table of files with columns for File Name, URL, and Date & Time. An 'Upload Files' button is located in the top right corner of the table area.

File Name	URL	Date & Time
media/org_1/5170435432024-08-27PGDDOC_December_2023_Calendar.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/5170435432024-08-27PGDDOC_December_2023_Calendar.pdf	8/27/2024, 11:07:27 AM
media/org_1/17051829892024-08-27Holiday_Spirit_Week_2023.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/17051829892024-08-27Holiday_Spirit_Week_2023.pdf	8/27/2024, 11:06:42 AM
media/org_1/11869389402024-08-2716_Rebound_RECOVER_Wi-IL_1)_1).PDF	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/11869389402024-08-2716_Rebound_RECOVER_Wi-IL_1)_1).PDF	8/27/2024, 11:01:14 AM
media/org_1/20758065332024-08-2715_Rebound_How_to_Use_Flyer_1)_1).pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/20758065332024-08-2715_Rebound_How_to_Use_Flyer_1)_1).pdf	8/27/2024, 11:00:19 AM
media/org_1/14445564342024-08-272023_Counseling_Schedule_2).pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/14445564342024-08-272023_Counseling_Schedule_2).pdf	8/27/2024, 10:57:01 AM
media/org_1/16720622942024-08-27Equine_Therapy_Image.png	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/16720622942024-08-27Equine_Therapy_Image.png	8/27/2024, 10:42:13 AM
media/org_1/16206066362024-08-27People_First_EAP_Flyer.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/16206066362024-08-27People_First_EAP_Flyer.pdf	8/27/2024, 10:40:43 AM
media/org_1/21246702662024-08-27Operation-Restore-Bifold-Brochure-February-2021.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/21246702662024-08-27Operation-Restore-Bifold-Brochure-February-2021.pdf	8/27/2024, 10:38:58 AM
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media/org_1/4646639422024-08-27FirstResponders_Protocol.pdf	https://apiservice.cordico.lexipol.com/mobile/v1/image/media/org_1/4646639422024-08-27FirstResponders_Protocol.pdf	8/27/2024, 10:36:30 AM

When should I upload an image?

Common use for uploading images and PDFs to the media library include infographics, linking to EAP PDFs, event flyers, and more. Below are some examples for when you may want to embed an image or link a PDF in the Media Library.

- Announcement Letters
- Event Flyers
- Workout Visual Aids
- Department Logo
- Signatures
- QR Codes
- Contact/Biography Images



Have additional questions?

Contact your customer success manager - they are here to help!

Troy Liquin, Customer Success Lead – Wellness

469-731-0821, tliquin@lexipol.com

[Schedule an appointment](#)

Lisa Harrell, Customer Success Manager – Wellness

469-731-0822, lharrell@lexipol.com

[Schedule an appointment](#)

Zoe Parks, Customer Success Manager – Wellness

469-314-2926, zparks@lexipol.com

[Schedule an appointment](#)

Ready to get started? Visit:

<https://wellnessconsole.cordico.com/>

