



# LookinBody Web

## InBody Database Upload Guide

# Introduction

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This guide will walk you through the steps of copying and uploading the database from your InBody.

**Note:**

- ⓘ Upload completion times vary depending on the size of the unit's database. Consider conducting the upload overnight.

**Needed:**

- Access to a computer/tablet with internet connection
- Computer/Tablet must have an available USB port
- Compatible web browser
- LookinBody Web account login
- InBody USB Thumb Drive

**Estimated Time to Complete: Approximately 1-3 hours**

\*Actual completion may vary depending on the size of your database.

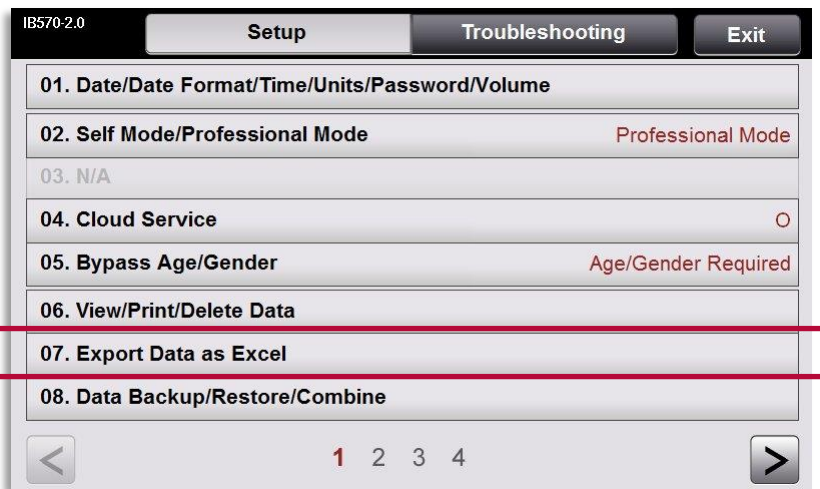
# InBody - Database Copy Guide

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On your InBody unit, tap on the Administrator Menu button.

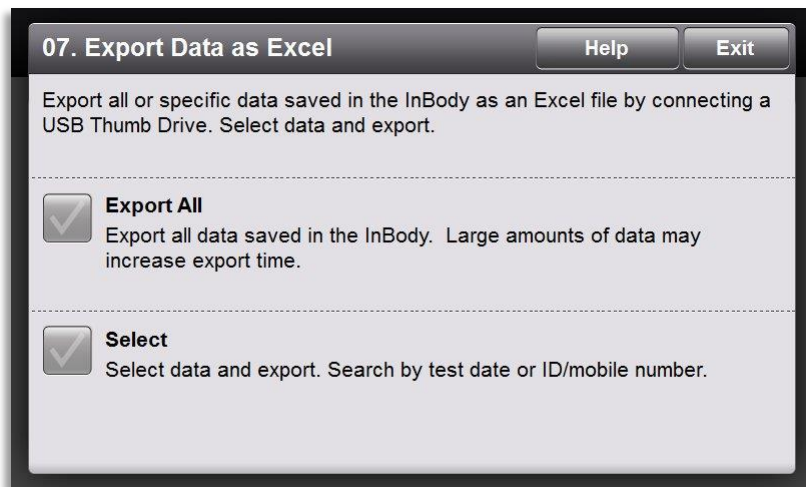
# InBody - Database Copy Guide



Select option 07. Export Data as Excel

# InBody - Database Copy Guide

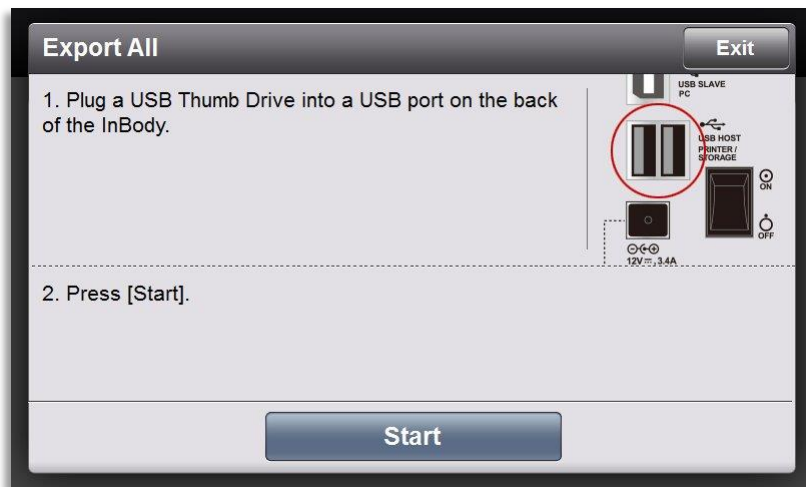
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From this section you have 2 different options.  
Choose the **Export All** option.

**\*Helpful Tip:** If your database size exceeds 5,000 records, we recommend using the “**Select**” option and Export year by year.

# InBody - Database Copy Guide



1. Plug the USB thumb drive to the USB port from the back of the unit.

2. Tap on the **Start** button to begin the extraction process.

***Note:** After the USB has been connected, provide the unit a few seconds (10) to recognize the USB.*

# Import Your Database to Your Web Account

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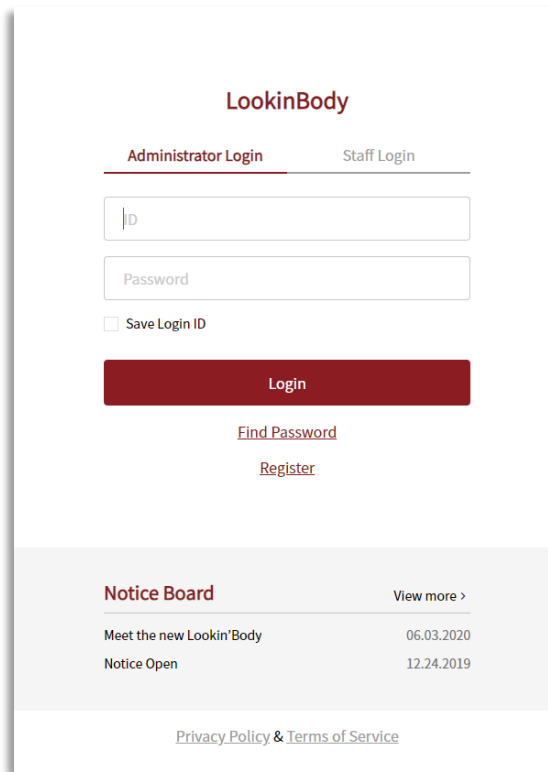
## **Refer to your Computer:**

1. Plug the USB Thumb Drive into a USB Port on your computer.



# Import Your Database to Your Web Account

2. Use any browser to go to the LookinBody Web Portal at <https://usa.lookinbody.com>
3. Log in to your Administrator account.



The screenshot shows the LookinBody login interface. At the top, the 'LookinBody' logo is centered. Below it, there are two tabs: 'Administrator Login' (which is selected and underlined) and 'Staff Login'. The login form consists of two input fields: 'ID' and 'Password'. Below these fields is a checkbox labeled 'Save Login ID'. A prominent red 'Login' button is positioned below the checkbox. Under the button, there are two links: 'Find Password' and 'Register'. At the bottom of the page, there is a 'Notice Board' section with a 'View more >' link. The notice board contains two entries: 'Meet the new Lookin'Body' dated '06.03.2020' and 'Notice Open' dated '12.24.2019'. At the very bottom, there is a link for 'Privacy Policy & Terms of Service'.

**LookinBody**

**Administrator Login**    Staff Login

ID

Password

☐ Save Login ID

**Login**

[Find Password](#)

[Register](#)

**Notice Board**    [View more >](#)

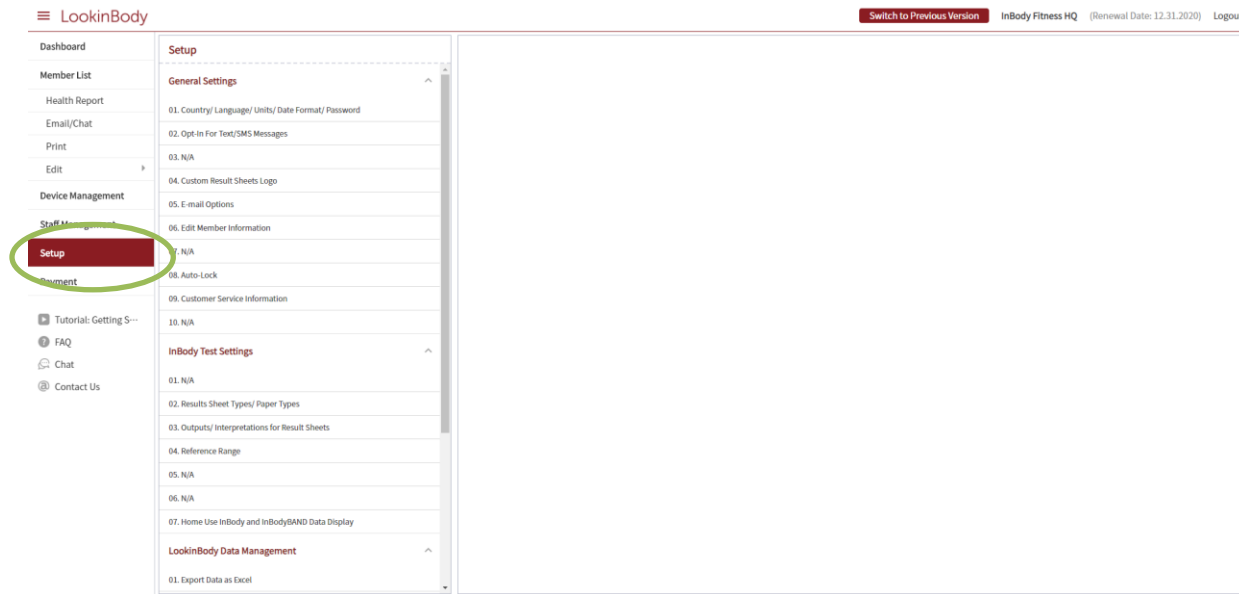
Meet the new Lookin'Body	06.03.2020
Notice Open	12.24.2019

[Privacy Policy & Terms of Service](#)



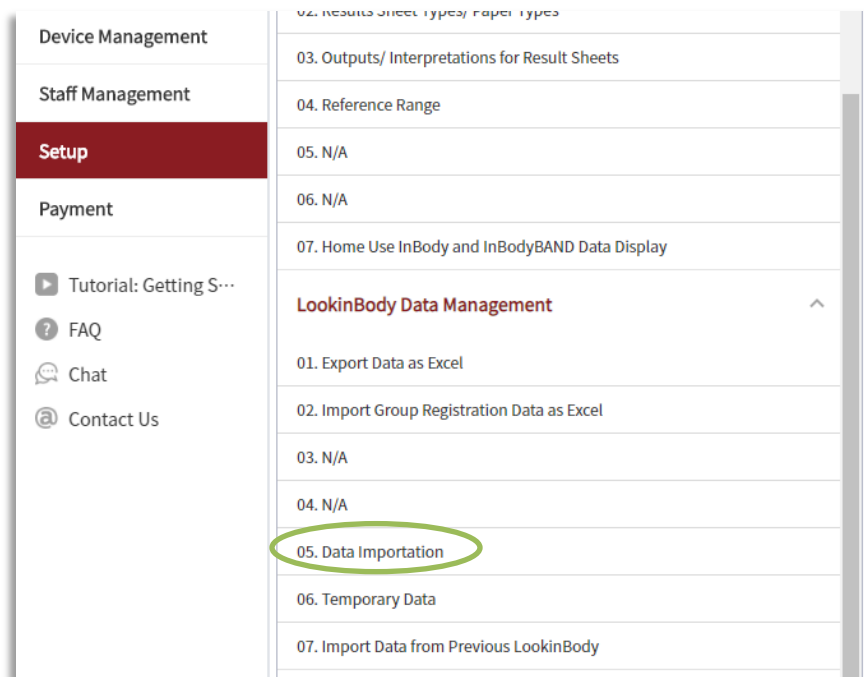
# Import Your Database to Your Web Account

4. Select **Setup** on the left menu.



# Import Your Database to Your Web Account

5. Scroll down to LookinBody Data Management on the next column.
6. Select 05. Data Importation.



# Import Your Database to Your Web Account

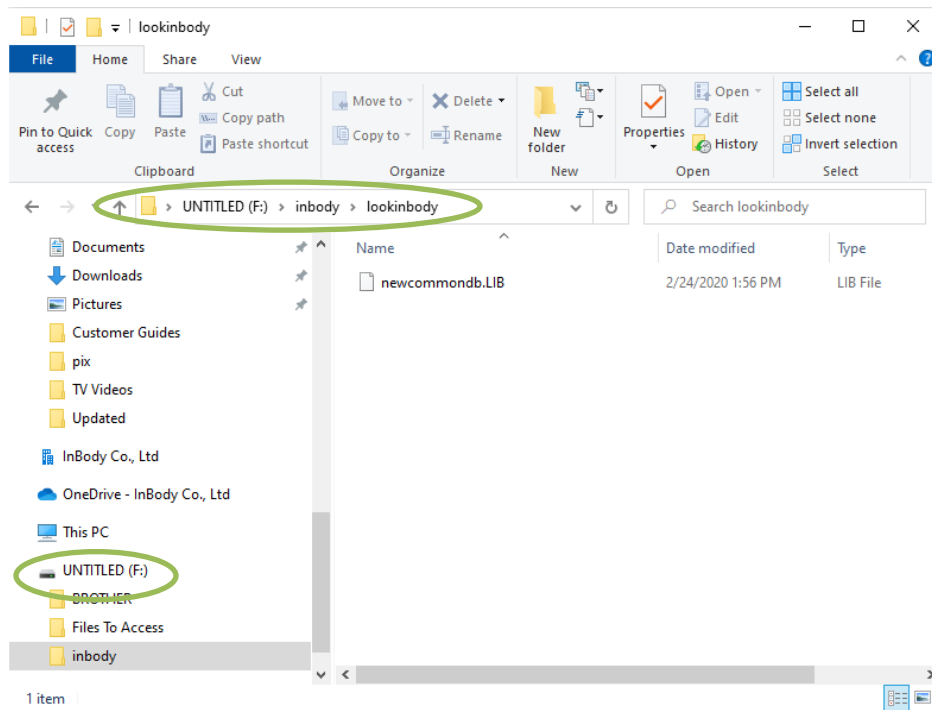
7. Click **Select File**.

The screenshot shows a web interface for importing data. On the left is a 'Setup' sidebar with a list of items: 09. Customer Service Information, 10. N/A, InBody Test Settings (highlighted), 01. N/A, 02. Results Sheet Types/ Paper Types, 03. Outputs/ Interpretations for Result Sheets, 04. Reference Range, 05. N/A, 06. N/A, and 07. Home Use InBody and InBodyBAND Data Display. The main content area is titled 'How to import data from your InBody Device' and contains a list of instructions: a) Follow the instructions provided in our [tutorial](#), b) Click the 'Select File' button, c) Locate and open the USB thumb drive and open the following folders: \\InBody\\LookinBody, d) Select the Newcommondb.lib or Newcommondb.enc file, and e) Click on the 'Import Data' button. Below the instructions are two buttons: 'Select file...' and 'Select file'. The 'Select file' button is circled in green. Below these buttons is an 'Import Data' button. At the bottom, a note states: '※ The upload process can take up to 15 minutes to process. If 15 minutes have passed please exit out of this menu and head to the Member List page to view the uploaded member's data.'

# Import Your Database to Your Web Account

- Find your USB Thumb Drive in your computer files, click on it and navigate into **inbody** → **lookinbody**.

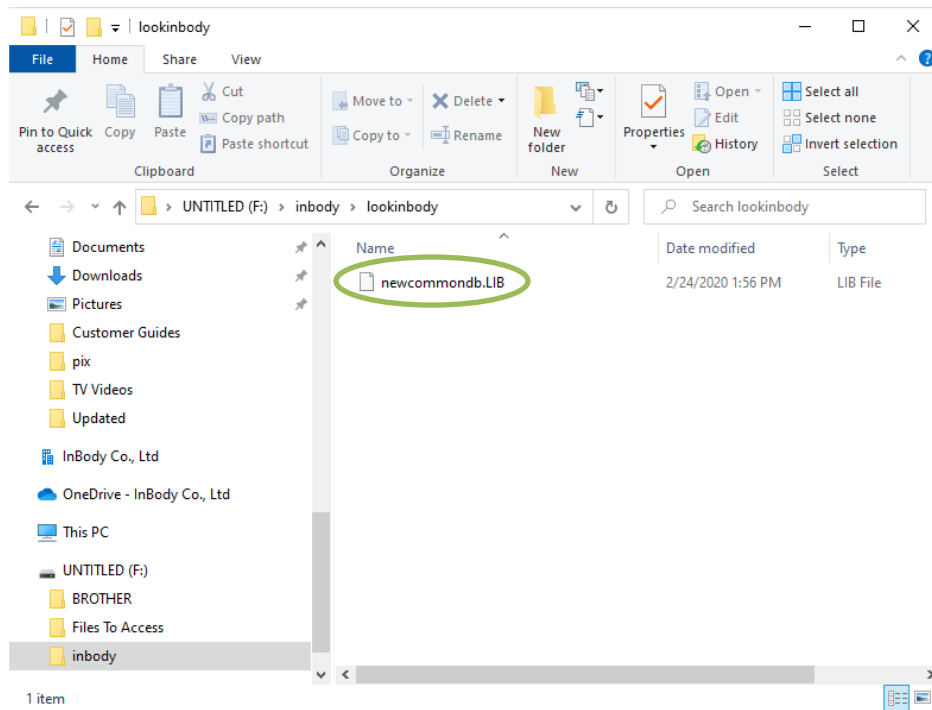
*\*The thumb drive name and drive letter may be different on your computer.*



# Import Your Database to Your Web Account

## 9. Select newcommondb.LIB

**Note:** The instructions may be different for OSX/Mac users; however, the database file location will be the same.



# Import Your Database to Your Web Account

10. Select **Import Data** to begin the manual upload.

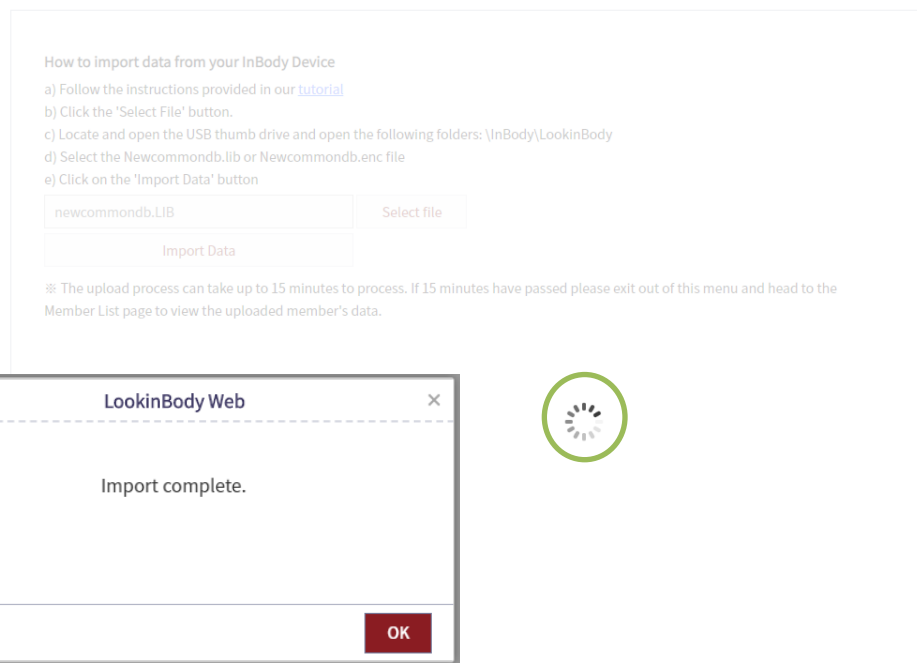
The screenshot displays the InBody web interface. On the left is a 'Setup' sidebar menu with the following items: '09. Customer Service Information', '10. N/A', 'InBody Test Settings' (highlighted in red), '01. N/A', '02. Results Sheet Types/ Paper Types', '03. Outputs/ Interpretations for Result Sheets', '04. Reference Range', and '05. N/A'. The main content area on the right is titled 'How to import data from your InBody Device' and contains a list of instructions: a) Follow the instructions provided in our [tutorial](#), b) Click the 'Select File' button, c) Locate and open the USB thumb drive and open the following folders: \\InBody\\LookinBody, d) Select the Newcommondb.lib or Newcommondb.enc file, and e) Click on the 'Import Data' button. Below the instructions, there is a text input field containing 'newcommondb.LIB' and a 'Select file' button. The 'Import Data' button is circled in green. At the bottom of the main content area, a note states: '※ The upload process can take up to 15 minutes to process. If 15 minutes have passed please exit out of this menu and head to the Member List page to view the uploaded member's data.'

# Import Your Database to Your Web Account

11. Once the import is complete click **OK**.

\*When importing large databases, the screen may timeout after 15 minutes.

\*\*Exit out of the menu and head into the Member List page to refresh your database.



**For any issues or questions, please feel free to contact the support team for assistance.**

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**LookinBody Web**  
Support Team



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323.932.6503 extension 2



[www.InBody.com](http://www.InBody.com)

