

Fitness Maker

Getting Started Guide

Version 3



September 2010

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BioEx Systems produces user-friendly exercise prescription, nutrition and fitness assessment, and ergonomic software for the health and fitness community. The combination of features and quality content make BioEx Systems software like Fitness Maker and Nutrition Maker the best value in the industry.

Visit www.bioexsystems.com for more information about additional BioEx Systems products.



Fitness Maker is a fully integrated software program designed specifically for personal trainers. It aids in fitness assessment, testing, goal achievement, and development of fitness and exercise programs.

Fitness Maker is flexible - use as few or as many features as you want. Use Fitness Maker when working with your client and provide them with comprehensive customized reports and handouts.



Nutrition Maker is a fully integrated software program designed specifically for dietitians, nutritionists, chiropractors, and personal trainers. It aids in nutrition assessment, goal achievement, and development of nutrition programs.

Nutrition Maker is flexible – use as few or as many features as you want. Use Nutrition Maker when working with your client and provide them with comprehensive customized nutrition reports and handouts.

1 License, Copyrights, and Support

1.1. License Agreement and Disclaimer

See www.BioExSystems.com/license.htm.

1.2. Copyright

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1.3. Technical Support

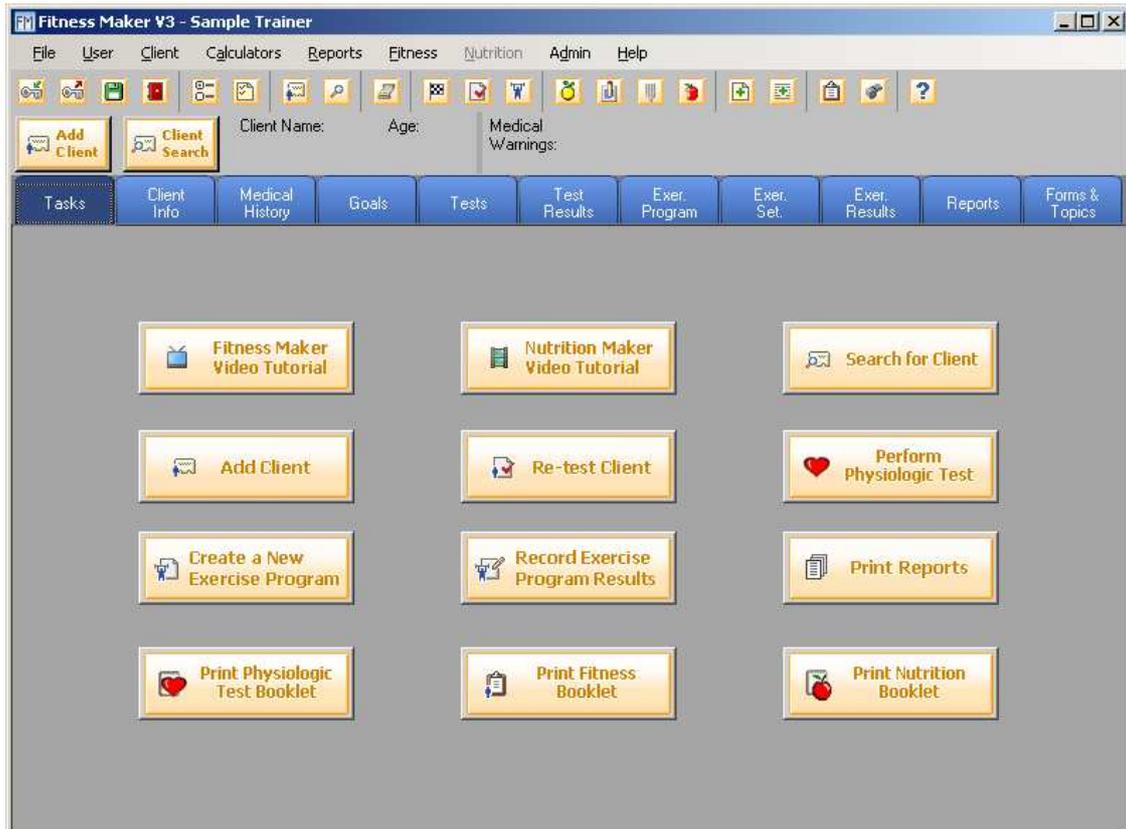
Technical support is available at support@bioexsystems.com.

If you have purchased a support plan, you may also call 1-800-750-2756.

2 Introduction

Fitness Maker is a fully integrated software program designed specifically for personal trainers. It aids in fitness assessment, testing, goal achievement, and development of fitness and exercise programs.

Fitness Maker is flexible - use as few or as many features as you want. Use Fitness Maker when working with your clients and provide them with comprehensive customized reports and handouts.



3 Adding a New Client

1. Click **Add Client** from the main screen (Figure 1).
2. Enter the client's name.
3. Enter the client's ID or click **Auto ID** to automatically generate a client ID.
4. Enter the client's date of birth.
5. Select whether the client is female or male.
6. Enter the client's height and select whether the height is recorded as inches or centimeters.
7. Click **OK**.
8. Click the **Client Info** tab (Figure 2).
9. Enter the client's demographic information. (*Note: * denotes a required field.*)
10. To enter any notes regarding the client's information, click **Add Note**. This inserts a date and time stamp. Enter the note.

The information is saved when you go to another tab.

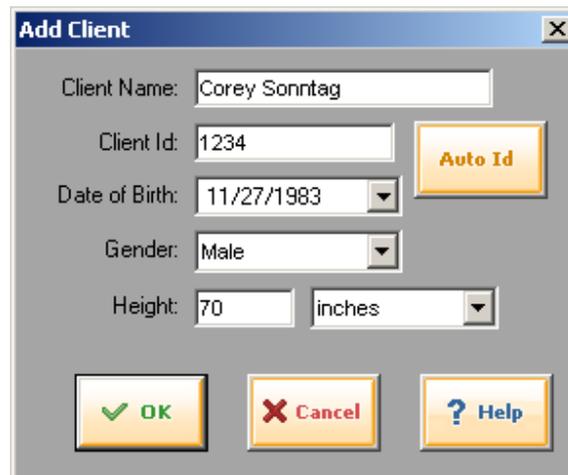


Figure 1 - Adding a New Client

The screenshot shows the 'Fitness Maker V3 - Sample Trainer' application window. The 'Client Info' tab is active, displaying a form for entering client demographics. The client's name is 'Sample Client', age is 42, and gender is Male. The form includes fields for date of birth, height, billing address, city, state, postal code, country, occupation, referred by, emergency contact, and emergency phone number. There are also fields for phone numbers and a 'Customer Since' date. A red warning message is displayed at the top right: 'This client has pre-existing medical conditions. Please see the client's medical history before working with this client. (Based on PAR-Q and HRQ)'. The interface includes a menu bar, a toolbar, and a sidebar with navigation options like 'Info', 'Pictures', 'Notes', and 'Custom'. Buttons for 'Add', 'Modify', and 'Remove' are provided for each data entry field.

Client Name:	Sample Client	Phone:	(555)213-7567	home	Add
Client Id:	1				Modify
Date of Birth:	9/23/1967	Gender:	Male	Email:	SClient@xyz.com
Height:	70 inches				home
Billing Address 1:	123 Main Street				
Billing Address 2:					
City:	Anytown	State/Prov:	TX	Postal Code:	76543
Country:		Doctor Phone & Name:	(555)324-4433	Ed Intern, MD	Family Practice
Occupation:	Accountant				
Referred By:	John Doe				
Emergency Contact:	Jane Client				
Emergency Contact Phone:	(555)765-0988				
Customer Since:	2/1/2002				

* = Required Field

Figure 2 - Client Demographics

4 Medical History

There are two standard questionnaires you can use to assess your client's medical history. Both are optional, but capturing your client's medical history assists you in designing a safer and more effective exercise program for your client.

To capture a client's medical history:

1. Click the **Medical History** tab.
2. Select **Yes** or **No** for each question on the PAR-Q (Physical Activity Readiness Questionnaire - Figure 3).
3. Click **HRQ** on the left-hand side of the screen.
4. Select **Yes** or **No** for each question on the HRQ (Health Risk Questionnaire - Figure 4).
5. Click **Notes** on the left-hand side of the screen.
6. Enter any pertinent information relating to:
 - Medications & Diet Supplements
 - Major Ailments
 - Surgeries
 - Food Allergies
 - Other Notes

The information is saved/updated when you go to another tab.

Note: Paper copies of the PAR-Q and HRQ are available on the **Forms and Topics** tab.

The screenshot shows the 'Fitness Maker V3 - Sample Trainer' application window. The menu bar includes File, User, Client, Calculators, Reports, Fitness, Nutrition, Admin, and Help. The client information shows 'Client Name: Sample Client' and 'Age: 42'. A medical warning states: 'This client has pre-existing medical conditions. Please see the client's medical history before working with this client. (Based on PAR-Q and HRQ)'. The 'Medical History' tab is selected, displaying a questionnaire with the following questions and radio button options:

- Has a physician ever told the client that they have heart trouble? YES NO
- Does the client frequently have pains in the heart and chest? YES NO
- Does the client often feel faint or have spells of severe dizziness? YES NO
- Has a physician ever told the client that their blood pressure was too high? YES NO
- Has a physician ever told the client that they have a bone or joint problem such as arthritis that has been aggravated or might be made worse by exercise? YES NO
- Does the client have a good physical reason not mentioned here why they should not follow an activity program even if they wanted to? YES NO
- Is the client over the age of 65 and not accustomed to vigorous exercise? YES NO

A red 'MEDICAL WARNING' is displayed below the questions: 'MEDICAL WARNING - If your client has not recently done so, have them consult with their personal Doctor by telephone or in person before increasing physical activity and/or taking a physical appraisal. Make sure your client tells their Doctor what questions they answered "yes" to on the PAR-Q.' The interface includes buttons for 'Print Worksheet', 'Clear', 'Print', 'View', and 'Help'.

Figure 2 - PAR-Q (Physical Activity Readiness Questionnaire)

Fitness Maker V3 - Sample Trainer

File User Client Calculators Reports Fitness Nutrition Admin Help

Client Name: Sample Client Age: 42 Medical Warnings: **This client has pre-existing medical conditions. Please see the client's medical history before working with this client. (Based on PAR-Q and HRQ)**

Tasks Client Info **Medical History** Goals Tests Test Results Exer. Program Exer. Set. Exer. Results Reports Forms & Topics

PAR-Q (Complete) HRQ (Complete) Notes Custom History

History - The client has had:

- A Heart Attack or Failure: YES NO
- Heart Surgery: YES NO
- Metabolic Disease: YES NO
- A Pacemaker or Other Heart Device: YES NO
- A Heart Valve or Congenital Heart Disease: YES NO
- Pulmonary Disease: YES NO
- Stroke: YES NO
- Coronary Artery Disease (CAD): YES NO
- Is Pregnant: YES NO
- Musculoskeletal/Nerve Problems: YES NO

Symptoms - The client experiences:

- Pain in Chest, neck, jaw or arms: YES NO
- Shortness of breath with mild exertion: YES NO
- Palpitations, Tachycardia or irregular heart beat: YES NO
- Orthopnea or Paroxysmal Nocturnal Dyspnea: YES NO
- Intermittent Claudication/Thrombosis: YES NO
- Ankle Swelling: YES NO
- Heart Murmur: YES NO
- Dizziness: YES NO

Risk Factors - The client:

- Is a man older than 45 years: YES NO
- Is a woman older than 55 years, has had a hysterectomy or is postmenopausal: YES NO
- Smokes or quit in the last 6 months: YES NO
- Has blood pressure greater than 140/90: YES NO
- Is physically inactive (i.e. gets less than 30 minutes of physical activity on at least 3 days per week.): YES NO
- Has total cholesterol level > 200 mg/dL: YES NO
- Has a close blood relative who had a heart attack before age 55 (father or brother) or age 65 (mother or sister): YES NO
- Has diabetes or takes medication to control blood sugar: YES NO
- Takes prescription medication(s): YES NO
- Is more than 20 pounds overweight: YES NO

MEDICAL WARNING - Please have the Client consult a Doctor before working with the Client.

Print Worksheet Clear Print View Help

Figure 4 - HRQ (Health Risk Questionnaire)

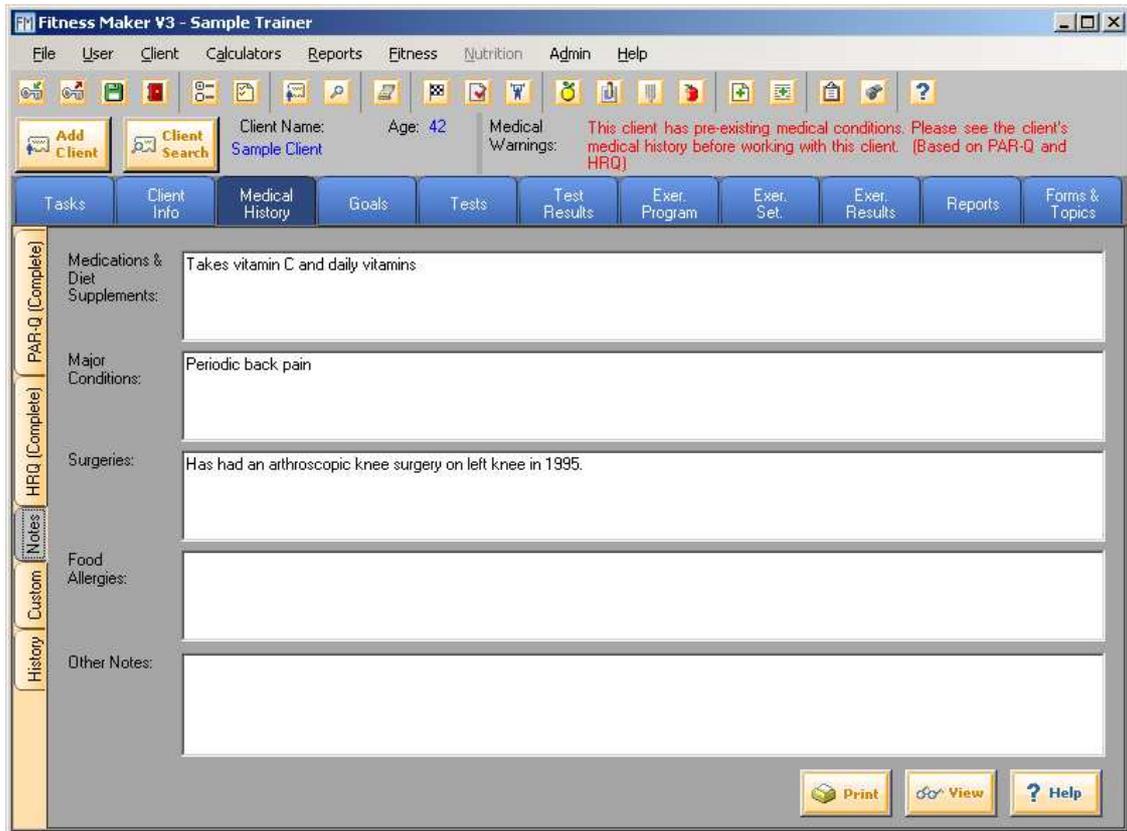


Figure 5 – Notes Tab

5 Searching for a Client

7. Click **Client Search** from the main screen.
8. Enter the search criteria (Name, ID, Date of Birth, Phone Number, Zip Code) in the appropriate box to narrow your search.
9. Select whether you want to search:
 - o Active Clients
 - o All Clients
 - o Inactive Clients
10. Click **Client Search**.

Search for Client

Name:

Id:

Date of Birth: [none]

Phone Number:

Zip Code:

Client Custom Group: <None>

Show:

- Active Clients Only
- All Clients
- Inactive Clients Only

Show Clients for All Trainers

Client Search **Clear**

Name	Client Id	Date of Birth	Postal Code	Status
Tracy Thoroughg...	3	05/04/1985	55555	Active
Corey Sonntag	1234	11/27/1983	78704	Active

Select Client **DeActivate** **ReActivate** **Delete** **Change User** **Cancel** **Help**

Figure 6 - Searching for a Client

6 Setting Client Goals

Exercise programs and recommended tests vary depending on the goals of the client. Fitness Maker allows you to capture your client’s fitness goals so you can design a program specifically for that client. It also sets a milestone so progress can be measured.

1. Click the **Goals** tab.
2. Select your client’s goals by clicking the box in the **Selected** column (Figure 6).
3. The **Selected Date** defaults to the current date. You can edit the date.
4. To view the goal details (associated tests and exercises), click **View/Edit Goal**. (Note: Only Administrators can edit goal details. Please refer to the online help for detailed information about adding and editing goals.)

The goals are saved when you go to another screen.

 **Tip:** To view just the selected goals, select the **Show Only Selected Goals** check box.

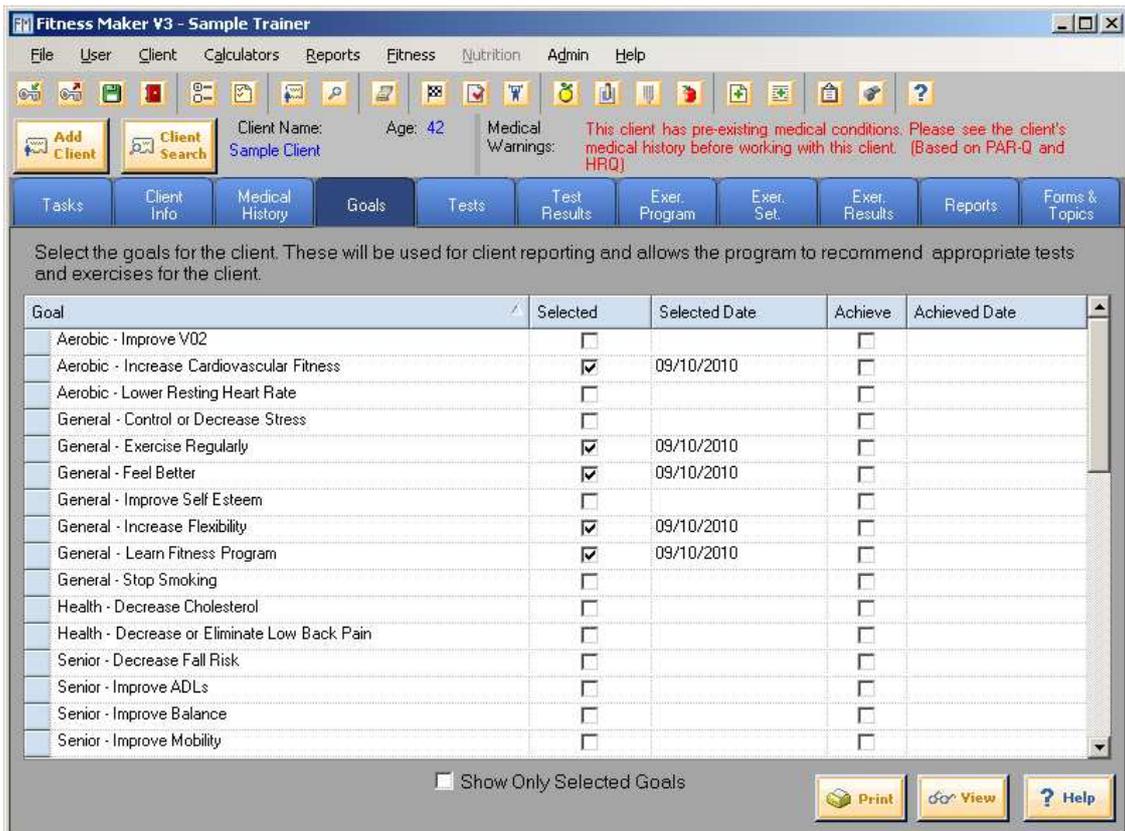


Figure 7 - Setting Goals

7 Assigning Tests

Use Fitness Maker to track your client's progress by associating goals with specific tests. Charting progress toward a goal can help keep your client motivated.

To assign tests:

1. Click the Tests tab.
2. The tests related to the client's goals are shown in the **Available Tests** box (Figure 7). To see all available tests, select **All** under Show Tests. To see the tests performed the last time the client was tested, select **Performed on Last Testing Date**.
3. Select the tests you would like use to measure your client's progress and click **Select Test** to move the test to the **Tests To Be Performed** box. The **↑** and **↓** can be used to change the order of the selected tests. To view the test details, click **View/Edit Test**. *(Note: Only Administrators can add or edit tests. Please refer to the online help for detailed information about adding editing tests.)*
4. Depending on the test and your facility, you might not have the client immediately perform the test. Click **Print Worksheet** to print a testing worksheet or click **Click Here to Perform Selected Tests** to immediately test the client and record the results.

To remove tests:

1. Select the test from the **Tests To Be Performed** box.
2. Click Remove Test.

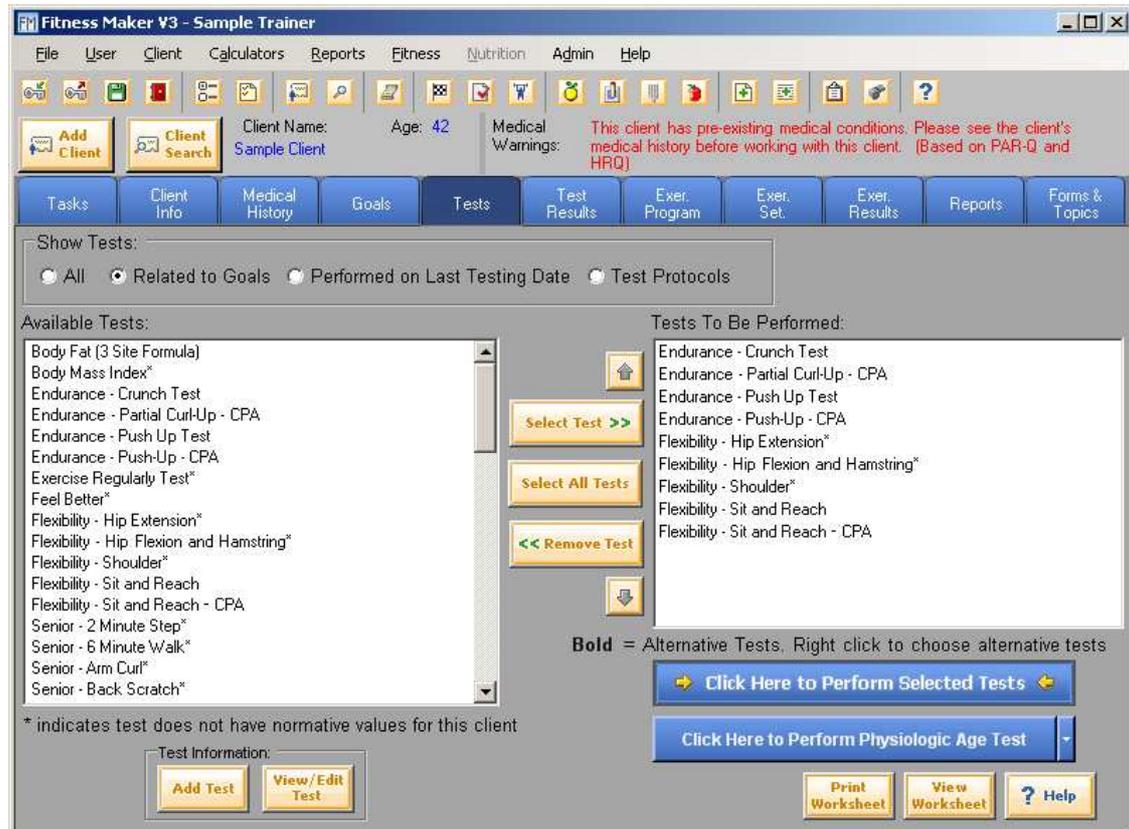


Figure 8 - Tests

7.1. Performing Tests

1. Select the test (Figure 8).
2. Read the instructions on how to perform the test in the Test Instructions box.
3. Have the client perform the test.
4. Record the results in the Test Result column. Some tests require a calculation to obtain the final results. If the test uses a calculator:
 - o Click the calculator.
 - o Enter the requested data.
 - o Click **Calculate** to see the answer/result or click **Calculate and Exit** to return to the Test Results screen.
5. Edit the **Test Goal**, if necessary.
6. Select whether the goal was to increase or decrease the test results.
7. Repeat steps 3-6 for each test the client performs.
8. Click **OK**.

Tests

Perform the test(s) and complete the Test Result and Test Goal boxes below. Capturing test results allows you to track your client's progress and create reports. Use the calculators to record raw test results and vital signs if indicated.

Test Name	Test Date	Test Description	Test Result	Test Goal	Units	Test Achievement	Calculator
Endurance - Crunch Test	09/10/2010	Crunches	27	31	Crunches	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	
Endurance - Partial Curl-Up - CPA	09/10/2010	Curl Ups	10	13	Repetiti...	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	
Endurance - Push Up Test	09/10/2010	Push Ups	16	19	Push Ups	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	
Endurance - Push-Up - CPA	09/10/2010	Push Ups	18	21	Repetiti...	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	
Flexibility - Hip Extension	09/10/2010	Flexibility	2-Good		1-5 (1 is...	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	
Flexibility - Hip	09/10/2010	Flexibility	3-Average		1-5 (1 is...	<input checked="" type="radio"/> Higher Test Results Desired <input type="radio"/> Lower Test Results Desired	

Bold = Alternative Tests. Right click to choose alternative tests

Test Instructions:
Have client reach behind back with one hand and reach back overhead with other hand. A good rating is when a client can touch fingertips of both hands. If this cannot be done, the distance between the fingertips can be measured.

Print Worksheet View Worksheet

Figure 9 - Performing Tests

7.2. Test Results

After you enter the test results, you see a summary of the tests performed (Figure 9). The number of months shown in the summary is based on what you entered on the User Settings screen. *(Please refer to the online help for detailed information about the User Settings.)* You can override the setting by changing the number of months at the bottom of the screen.

To edit test results:

1. Click the List tab.
2. On the Test Results screen, select the test you want to edit.
3. Click **View/Edit Results**.
4. Change the **Test Result**, **Test Goal**, **Units**, and **Test Achievement** if necessary. Note: Some tests use a calculator:
 - o Click the calculator.
 - o Enter the requested data.

- o Click **Calculate** to see the answer/result or click **Calculate and Exit** to return to the Test Results screen.
5. Click **OK**.
 6. The Test Results summary immediately shows your changes and the Testing Date changes to the current date.

To delete test results:

1. On the Test Results screen, click **Delete Results**.
2. Click **Yes** to confirm.

Test Results:

Test Date	Test Name	Test Description	Results	Test Units	Goal
08/10/2010	Body Fat (3 Site Formula)	Body Fat	20	Percent	19
07/10/2010	Body Fat (3 Site Formula)	Body Fat	22	Percent	19
06/10/2010	Body Fat (3 Site Formula)	Body Fat	24	Percent	19
Body Weight					
Test Date	Test Name	Test Description	Results	Test Units	Goal
07/10/2010	Body Weight	Weight	200	Pounds	175
06/10/2010	Body Weight	Weight	207	Pounds	175

Test Results: Group Tests Together Test goal achieved Test goal not achieved

Test Range: Start Date: 9/10/2009 End Date: 9/10/2010 Show Calculations Print View Help

Figure 10 - Test Results

8 Creating an Exercise Program

1. Click the **Exercise Program** tab (Figure 10).
2. Select the Exercise Search Type:
 - **Related to Goals** - Only tests related to the client's selected goals are shown.
 - **Previous Program** - Only exercises used in the client's previous exercise program are shown.
 - **Rapid** - Exercises are listed grouped by the major muscle groups. (Note: Administrators can edit which exercises show up in the Rapid list. Please refer to the online help for detailed information about editing the Rapid list.)
 - **All Exercises** - All available exercises are shown.
3. By default, the exercises related to the client's goals are shown on the left-hand side of the screen. If no goals have been selected, no exercises are listed. Exercises in **bold** have alternatives. To view the alternative exercise, click **+** next to the exercise name. (*Please refer to the online help for more information about exercise alternatives.*)
4. A client's exercise program is broken down by warm up, workout, and cool down. Select the exercise(s) for the client's warm up by selecting the exercise(s) and clicking **Select Exercise**. You can also copy a previous workout program.
5. Select the exercise(s) for the client's workout by selecting the exercise(s) and clicking **Select Exercise**.
6. Select the exercise(s) for the client's cool down by selecting the exercise(s) and clicking **Select Exercise**.
7. Click the **Exercise Settings** tab and set the sets, repetitions, weight, rest, and hold, etc (Figure 11).
8. Set any pyramids, if applicable. (*Please refer to the online help for detailed information about setting pyramids.*)
9. Click **Print Workout** to print an exercise worksheet for your client to keep track of sets, reps, weight, etc. The exercise program is automatically saved.



Note: You can select whether the exercises are listed by the anatomical or common names.

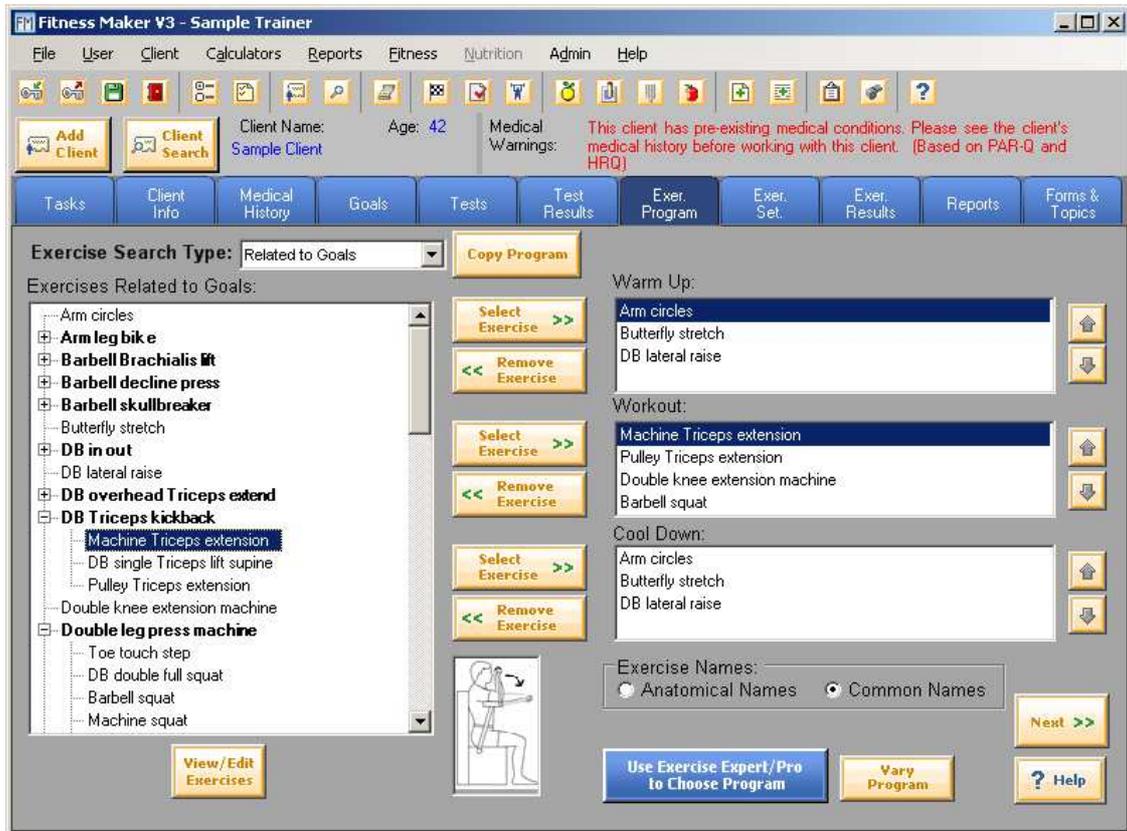


Figure 11 - Creating an Exercise Program

Client Name: Sample Client Age: 42 Medical Warnings: This client has pre-existing medical conditions. Please see the client's medical history before working with this client. (Based on PAR-Q and HRQ)

Exercise	Sets	Reps	Reps Units	Frequency	Weight	Weight Units	Rest	Rest Units	Hc
Warm Up									
Arm circles	3	20	Repetitions	once a day	0		1	Minute	0
Butterfly stretch	1	4	Repetitions	twice a day	0		30	Seconds	20
DB lateral raise	3	10	Repetitions	once every other...	0	Lbs	1	Minute	0
Workout									
Machine Triceps extension	3	10	Repetitions	once every other...	0	Lbs	1	Minute	0
Pulley Triceps extension	3	10	Repetitions	M,W,F	40	Lbs	0	Minute	0
Double knee extension machine	3	10	Repetitions	once every other...	0	Lbs	1	Minute	0
Barbell squat	3	10	Repetitions	once every other...	0	Lbs	1	Minute	0
Cool Down									
Arm circles	3	20	Repetitions	once a day	0		1	Minute	0
Butterfly stretch	1	4	Repetitions	twice a day	0			Seconds	20
DB lateral raise	3	10	Repetitions	once every other...	0	Lbs	1	Minute	0

Save Program **Bold** Indicates the Exercise has variants. Right- click on the Exercise to choose variant. **Set Pyramids** **PYR** = pyramid **Print** **View** **Help**

Figure 12 - Exercise Settings

8.1. Entering Exercise Results

Entering your client's exercise results tracks the progress toward selected goals and allows you to create customized reports for your clients.

To enter exercise results:

1. Select the Exercise Program. Click the + next to the date to expand the program (Figure 12).
2. Select the exercise.
3. Enter the actual weight, number of sets, repetitions, and frequency for the first exercise.
4. Click Save Results.
5. Repeat step 3 and 4 until the results have been entered for each exercise. Click **Pyramid Results** to enter the results for exercises that have training pyramids.
6. Notes for the Exercise Program may also be added on the right.

 Note: You can select whether the exercises are listed by the anatomical or common names.

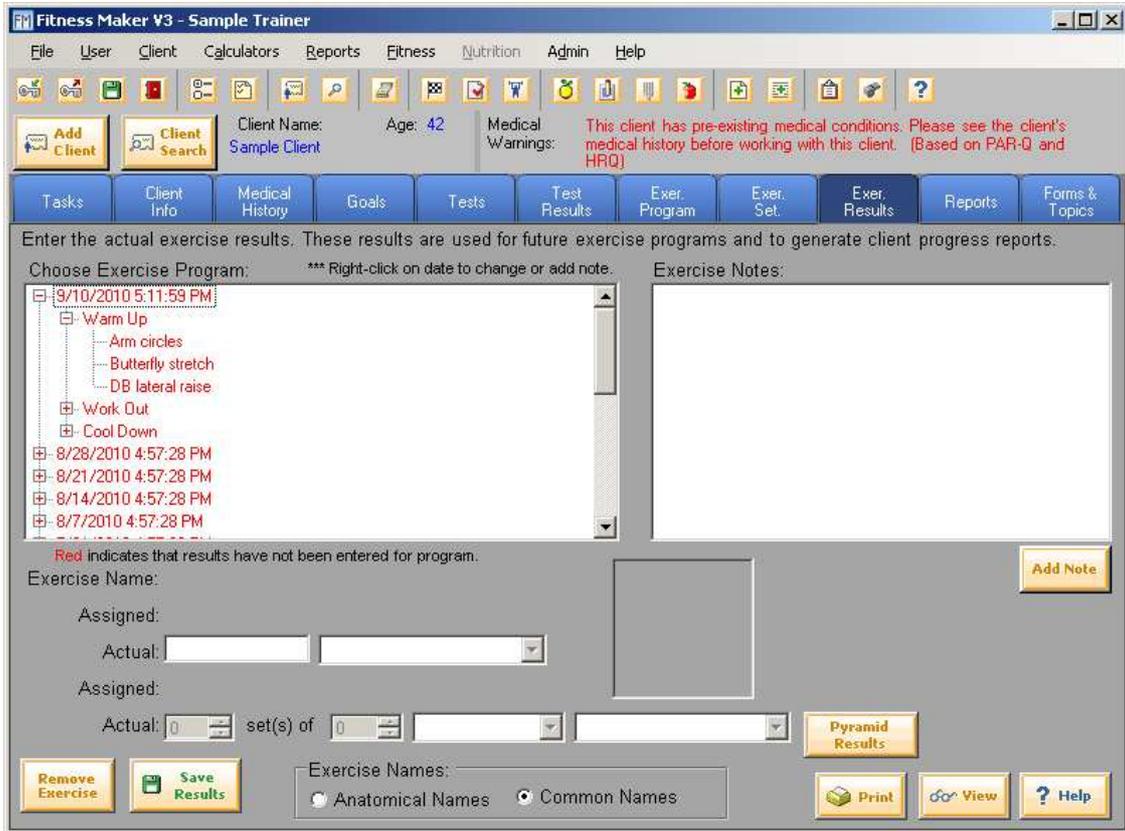


Figure 13 - Entering Exercise Results

Please see the online help or the user manual for more complete information.