



Quick Start CtrlWORK

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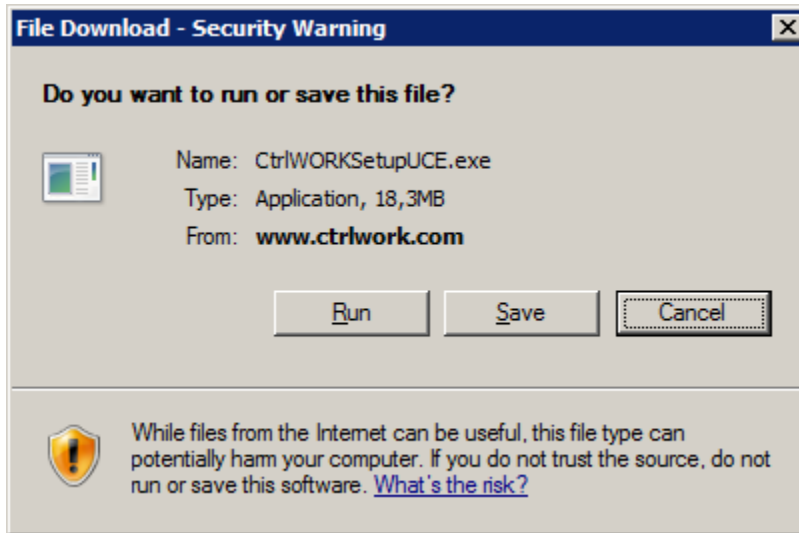
A. Preparation

For a successful installation of CtrlWORK on your computer, you will need to have sufficient rights on your computer. If you do not succeed in installing CtrlWORK via the producer in this document, please contact your IT department to check whether you are allowed to install this program.

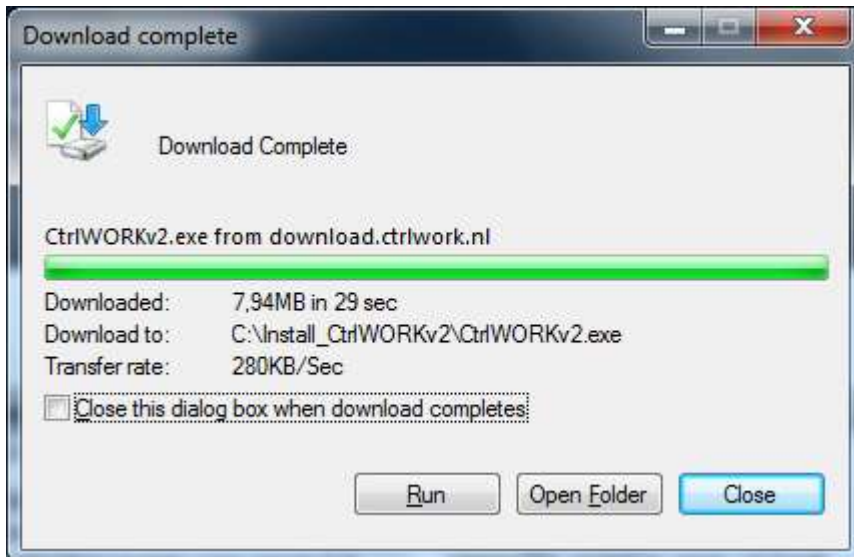


B. Installation

0. Download the Installation file from you email. The name of the installation file starts with "CtrlWORKSetup" and ends with ".exe"



1. Click 'Save'. Save the file in a new folder (named for example " installation CtrlWORK").



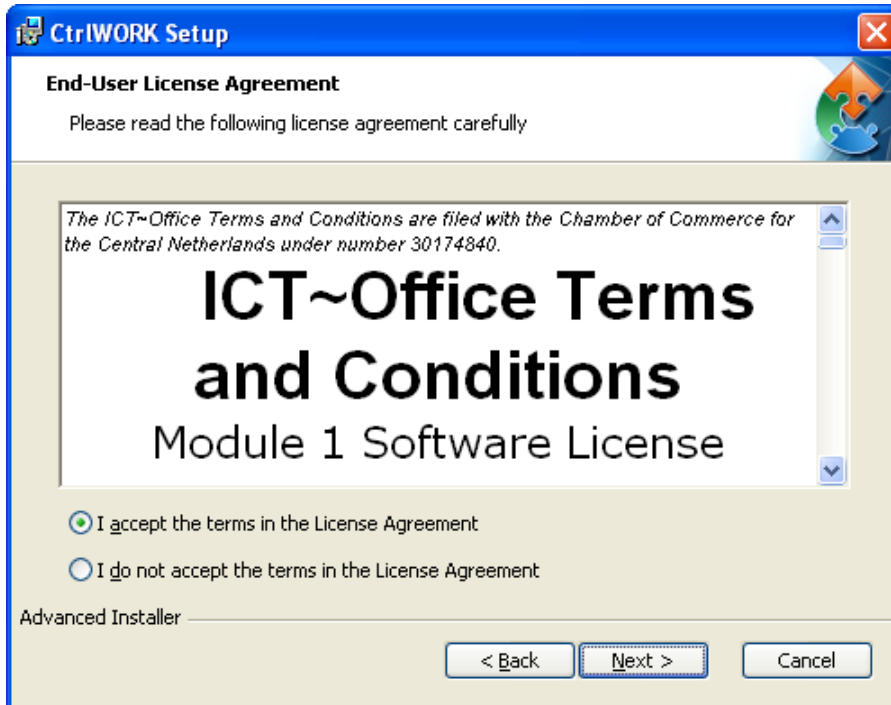
2. Click 'Open Folder'. Double click on the file.



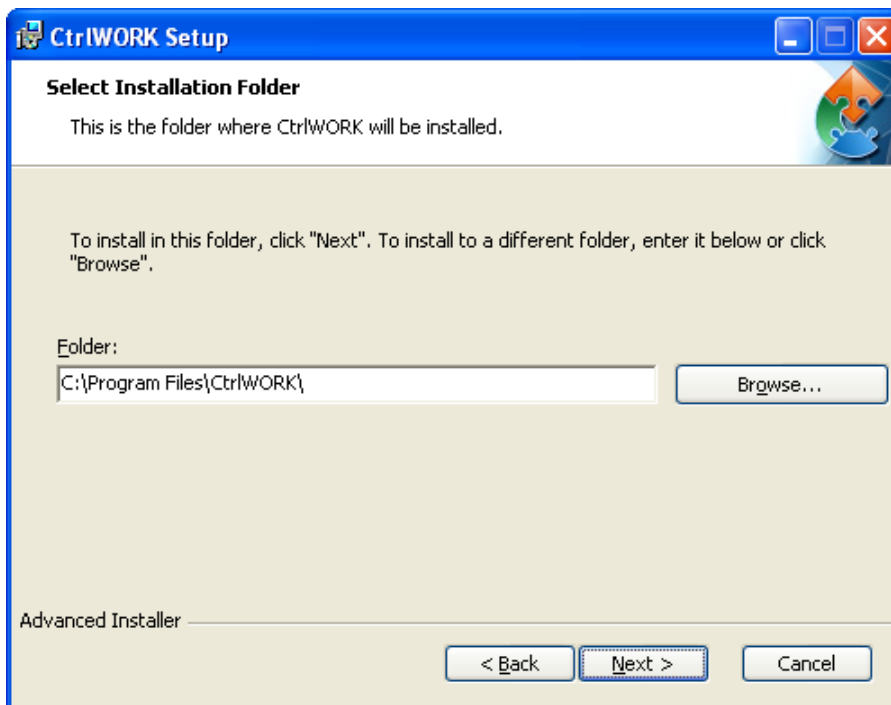
3. Choose "Run" if the window above pops up ('Security Warning').



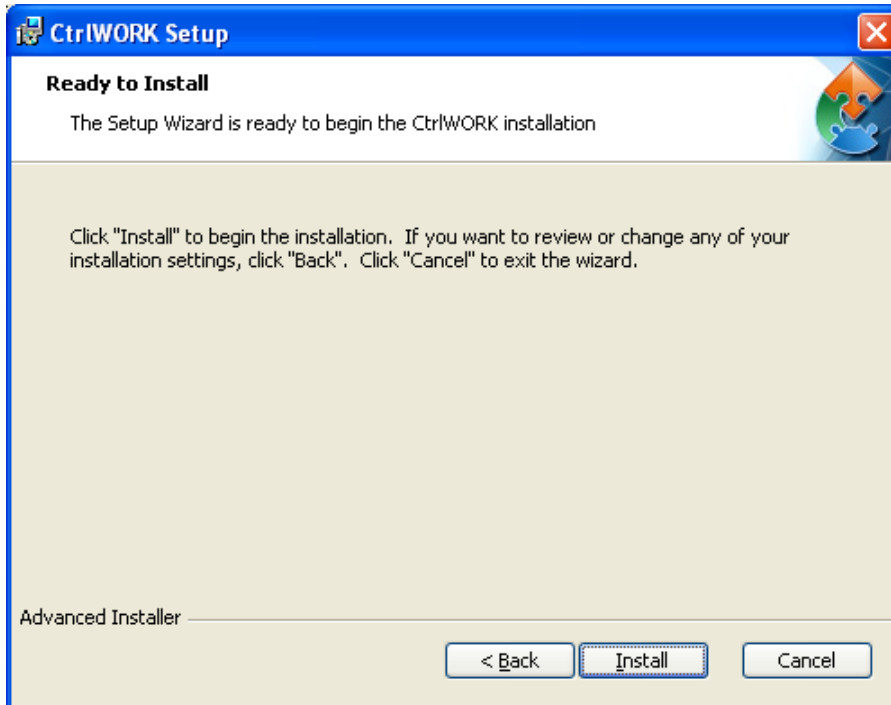
4. Click 'Next'.



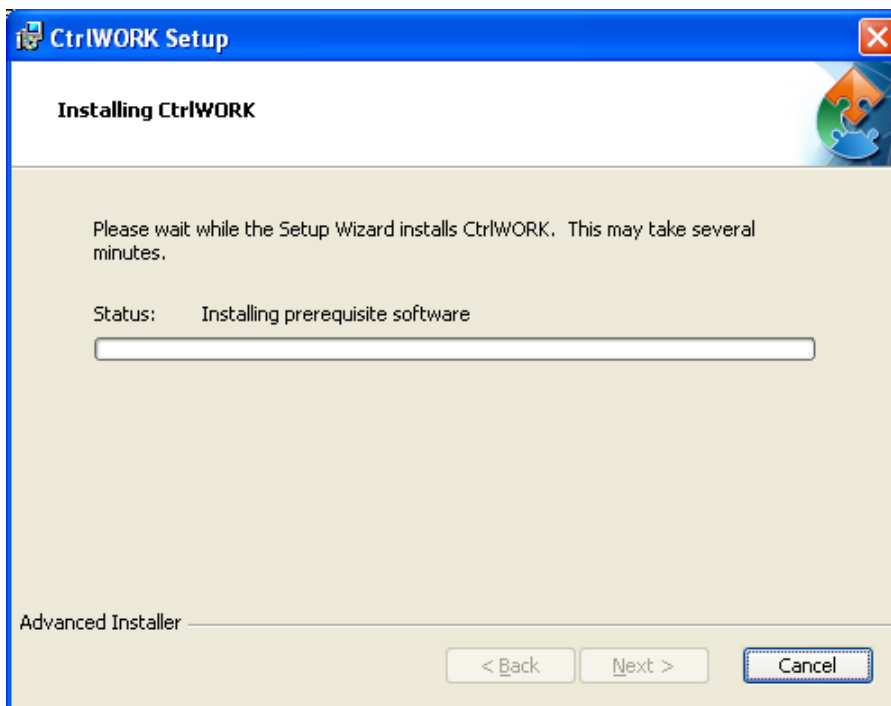
5. Select 'I Agree' and choose 'Next'



6. Click 'Next'



7. Click 'Install'



8. Depending on the number of components that need to be installed, this step can take up to 15 minutes. In the meanwhile you can use your computer for other purposes.



CtrlWORK is a powerful up to date program and need a number of components to unlock all functionalities. Depending on the number of components already present on your pc up to 4 components will be installed.



9. Click 'Finish'. After a successful installation the window below appears.



Choose your language and follow the introduction



Welcome to CtrlWORK

Dear colleague,

CtrlWORK helps you to perform tasks with your computer faster, better, with more comfort and less effort. CtrlWORK prevents both physical and mental fatigue, which not only improves your health but also demonstrably improves your performance as a VDU worker.

The program helps you to take interventions from your computer use, but does not disturb you when you use the computer for a small portion of your working day.

If you take interventions regularly yourself, the program will not prompt you any. The benefits for you of regular interventions (Energizers, Ergo Boosts and Time-outs) during computer work include saved time due to less physical and mental fatigue, less mouse click and keystroke errors and minimization of pain and fatigue while using the computer.

Please take 4 minutes to watch the tutorial video. Your benefits will have an effect on everybody you work with.

Previous

Next

After reading the introduction text, click 'Next'



Introduction video. It will start automatically, or you can click through slides (see red arrow). Click 'Next' after end of video.



 **Select a profile**

Monitoring Only Select
Inactive - No break cues or feedback will be provided. Your keyboard and mouse use will only be monitored by CtrlWORK. You will need to go to 'advanced reports' to access information about your computer use.

Minimal Reminders Select
Minimal - This profile is recommended if you use your computer for less than 2 hours per day and/or have opportunities throughout the day to take natural breaks away from the computer.

Moderate Reminde Select
Optimal - This profile is recommended if you use your computer more than 2 hours per day and can benefit from having regular break reminders throughout the day.

Recovery Selected
Maximal - This profile is recommended if you experience discomfort, have work restrictions, or can benefit from having frequent break reminders.


Previous Next

NOTE:

1. The Light Profile only checks if 10 minutes of non-computer activity has been present in the past 2 hours.
2. The PRO profile does not show any intervention during 1 hour after startup of you pc (silent period). The reasons for this are the limited effect of interventions early in the morning on both discomfort and performance, the relatively high energy levels in the morning, and the lowering of irritation among users who use the pc only at the start of the workday for a limited amount of time.
3. The Recovery profile does not have a silent period.

Choose basis settings.

Click 'Next'

 Select and save your tips to be displayed during interventions / click 'Next' immediately

Energizer (morning)

Tips

Energizer (afternoon)

Tips

Ergo Boost (morning)

Shortcut key tips Shortcut keys Browsers Shortcut keys 2


Time management tips Email tips Energy exercises

Ergo Boost (afternoon)

Shortcut key tips Shortcut keys Browsers Shortcut keys 2

Time management tips Email tips Energy exercises

Advanced Settings. Choose your options. Click 'Save' and choose 'Yes' if you make changes. Click 'Next'.

After this configuration all settings can be changed by double clicking the black white icon() in the right lower part of your screen.

For more information please consult the User Manual which is available in the Download Center.



C. Support

For question please contact our helpdesk at helpdesk@ctrlwork.nl.