

Quick Start CtrlWORK

Contents	Page
A. Preparation	1
B. Installation	2
C. Support	

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"

File Down	nload - Security Warning 🛛 🗙
Do you	ı want to run or save this file?
	Name: CtrlWORKSetupUCE.exe Type: Application, 18,3MB From: www.ctrlwork.com
	<u>R</u> un <u>S</u> ave <u>Cancel</u>
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?	

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

ownload compl	ete 📃 💻 🔤
Denu	aland Campleta
Dow	nload Complete
CtrlWORKv2.ex	from download.ctrlwork.nl
Downloaded:	7.94MB in 29 sec
Download to:	C:\Install_CtrlWORKv2\CtrlWORKv2.exe
Transfer rate: 280KB/Sec	
Close this dia	og box when download completes
	Run Open Folder Close

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



Open File - Security Warning		
	blisher could not be verified. Are you sure you want to s software?	
	Name: H:\CtrlWORKSetupUCE.exe	
	Publisher: Unknown Publisher	
	Type: Application	
From: H:\CtrlWORKSetupUCE.exe		
	<u>R</u> un Cancel	
✓ Always ask before opening this file		
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?		

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



4. Click 'Next'.



CtrIWORK Setup End-User License Agreement Please read the following license agreement carefully The ICT~Office Terms and Conditions are filed with the Chamber of Commerce for the Central Netherlands under number 30174840. ICT~Office Terms and Conditions ICT~Office Terms and Conditions Module 1 Software License I go not accept the terms in the License Agreement Advanced Installer

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

🖞 CtrlWORK Setup
Select Installation Folder This is the folder where CtrlWORK will be installed.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Eolder: C:\Program Files\CtrlWORK\ Br <u>o</u> wse
Advanced Installer

6. Click 'Next'



🔀 CtrlWORK Setup	
Ready to Install The Setup Wizard is ready to begin the CtrlWORK installation	
Click "Install" to begin the installation. If you want to review or change any of your installation settings, click "Back". Click "Cancel" to exit the wizard.	
Advanced Installer	cel

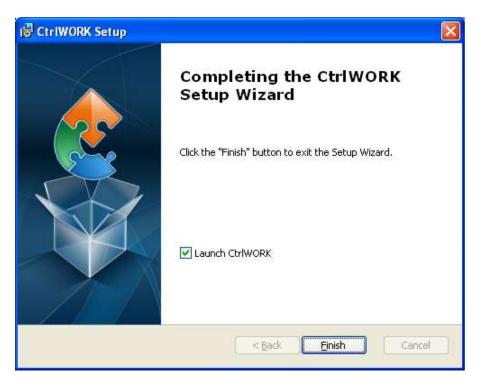
7. Click 'Install'

📴 CtrlWORK Setup	
Installing CtrlWORK	
Please wait while the Setup Wizard installs CtrlWORK.This may take several minutes.	
Status: Installing prerequisite software	
Advanced Installer	
< <u>Back</u> Next >	Cancel

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	

After reading the introduction text, click 'Next'



Welcome to CtrlWORK	
CtrlWORK	
Personal efficiency software	
G	
Previous	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 an use will only be monitored by CtrIWORK. You will need to go to 'advance to access information about your computer use.	
Minimal Reminders	Select
Minimal - This profile is recommended if you use your computer for less hours per day and/or have opportunities throughout the day to take natur 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, ha restrictions, or can benefit from having frequent break reminders.	we work
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)	Save
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
Previous	Next

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 <u>helpdesk@ctrlwork.nl</u>.