



Exercise Pro User Guide

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Note: Depending on the version you have, some parts of this User Guide might not apply.

Chapter 1

Getting Started

Overview

Creating home exercise programs for your clients often requires lots of searching, cutting, pasting, and copying exercises—over and over and over again. Exercise Pro contains over 2,500 exercises and many pre-defined protocols to help you quickly create clear, concise, and professionally illustrated home exercise programs for your clients.

Each exercise has professional illustrations to help your clients correctly perform their exercises. You can select weights, tubing, canes, balls, and many more devices to further customize each exercise. You also can increase picture and text size for clients with poor eyesight.

Exercise Pro includes educational topics, such as diabetic foot care, crutch training, transfers, body mechanics, etc.

Exercise Pro gives you the full database of exercises. It is designed for physical therapists and athletic trainers.

Exercise Pro contains advanced search functionality to help you narrow your search for exercises you want to use in an exercise program. You can search the more than 2,500 exercises by clicking the different search criteria tabs.

- **Body Area**—Search for exercises by major areas of the body.
- **All**—Search for exercises using a combination of all the search criteria.
- **Protocols**—Search for exercises or protocols by pre-defined protocols.
- **Find**—Search for exercises by anatomical names, common names, or exercise numbers.
- **Ed. Topics**—Search for educational topic handouts you can give your clients.
- **Muscles**—Search for exercises by muscles.
- **Mus. Groups**—Search for exercises by major muscle groups.

- **Mus. Category**—Search for exercises by muscle categories.
- **Visual Body**—Search for exercises by selecting an area of the body.
- **Move & Pos.**—Search for exercises by movement type.
- **Picture**—Search for exercise pictures.
- **Neuro**—Search for neurological exercises.
- **Amputee**—Search for amputee exercises.
- **Aquatics**—Search for aquatic exercises.
- **Yoga**—Search for yoga postures.
- **Pilates**—Search for Pilates exercises.
- **Pedi.**—Search for pediatric exercises.
- **Power/Agility**—Search for power and agility exercises.
- **Client History**—Search for a client history.



Note: *Active Care* is designed for chiropractors. You get most of the same functionality as Exercise Pro with exercises specific for chiropractors.

What's New in Version 4

Exercise Pro contains many upgrades in functionality and content. Now it's easier than ever to create professional exercise programs for your clients.

Expanded Searches

Version 4 contains more search methods than ever before! Searches are categorized in tabs to make searching easier. You can even create your own custom tabs.

Increased Content

More exercises and educational topics have been added. Exercise Pro now contains over 2,500 exercises, including Pilates, yoga, power and agility, and orthopedic-related content. New education topics, including yoga and Pilates, have been added. A new category for exercise theory contains education topics for the health professional.

Customize Your Work Environment

You can customize your Exercise Pro work environment to match how you work best.

Protocols

You can now view the individual exercises within protocols. When you edit an exercise in a protocol, the changes stay in the protocol. This new feature eliminates the need to copy exercises and make variations for protocols.

Printing and Reports

A brand-new **Print** window gives you many options for printing your client exercise programs.

- Print exercises by numbers, anatomical names, or common names.
- Print exercises with or without pictures.
- Print exercises with or without dates.
- Include multiple stock comments.
- Print exercises 1, 2, 3, 4, 6, 9, 12, 24, or more per page.
- Color printing and alternate images now supported.
- Chart copies contain anatomical and common names if you use common names with your client.
- Rapid Generate feature makes it easy for assistants to create exercise programs from the health professional's instructions.
- Print Preview now supported.
- Support for print preview and export to PDF format.
- New Workout Grid.
- Printed exercise programs can include pyramid exercise information.
- New Cover Page reports give you a professional looking cover page for a packet of reports.
- Add your own facility logo.
- Client Name is now one field.

Other

- Add your own color images.
- Improved picture editor.
- Add your own language translation.
- Maintains exercise order in patient history.
- Auto Backup
- Spell Check
- Target heart rate calculator
- Ability to password protect client history to aid in HIPAA compliance.

Hardware and Software Requirements

Hardware

- Pentium computer with 50 megabytes of free hard disk space
- Monitor with at least 800 x 600 resolution
- Laser or ink jet printer

Software

- Windows 98/ME/2000/NT/XP/2003

Contacting Technical Support

Contact BioEx Systems, Inc. for technical support. You usually receive a response within one business day.

BioEx Systems, Inc.

P.O. Box 926

Smithville, TX 78757

support@bioexsystems.com

1-800-750-2756 (Mon.-Fri. 9:00 a.m. to 5:00 p.m. CST)

Chapter 2

Client Exercise Programs

Searching for Exercises

The different tabs on the main Exercise Pro window give you different ways to search for exercises.








1. Click a search tab to narrow the search criteria.
2. Place checkmarks in the checkboxes next to the search criteria you want to use.
3. Click **Search**.

Tab	Search Criteria
Body Area	Body Area, Specialized, Exercise Type, Exercise With
Muscle Category	Muscle Category, Specialized, Exercise Type, Exercise With
Muscle Group	Body Muscle Groups, Specialized, Exercise Type, Exercise With
Muscles	Muscle, Specialized, Exercise Type, Exercise With
Movement and Position	Body Area, Exercise Type, Position, Movement, Exercise With
Visual Body	Visual Body Picture, Specialized, Exercise Type, Exercise With
Amputee (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, Exercise With
Aquatics	Body Area, Specialized, Exercise Type, Movement, Exercise With
Geriatric (Exercise Pro Only)	Body Area, Exercise Type, Position, Movement, Exercise With
Neurological (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, Exercise With

Tab	Search Criteria
Pediatric (Exercise Pro Only)	Body Area, Specialized, Pediatric Type, Exercise With
Pilates	Body Area, Exercise Type, Position, Pilates Level, Movement, Exercise With
Power/Agility	Body Area, Body Muscle Groups, Exercise Type, Position, Exercise With
Yoga	Body Area, Body Muscle Groups, Exercise Type, Yoga Type
All	Body Area, Specialized, Exercise Type, Position, Movement, Exercise With
Find	Keywords
Picture	Body Area, Specialized, Exercise Type, Pediatric Type, Position, Yoga Type, Movement, Exercise With

Customizing Your Work Environment

Use the **Search Options** icons to customize your work environment.

	Display Print Layout —This layout contains the search criteria tabs on the left side of the screen and the selected exercise pictures on the right side of the screen.
	Display Print List —This layout contains the search criteria tabs on the bottom of the screen and a list of the selected exercise names on the top of the screen.
	Display Search List —Your search results are returned in text format.
	Display Exercise Pictures with Names —Your search results are returned in picture and text format. Click Next and Back to scroll through the exercises.
	Display Exercise Pictures without Names —Your search results are returned in picture format. Click Next and Back to scroll through the exercises.
	Display Anatomical Names —Exercises are listed by using anatomical names. Note: Some speciality exercises, for example, yoga, do not have anatomical names.
	Display Common Names —Exercises are listed by using common names.

Creating a Client Exercise Program

You create client exercise programs by searching for and selecting exercises.

1. Search for the exercise you want to include.
2. Double-click the exercise to select the exercise to include in an exercise program.
You can see the exercises you select in the **Selected Exercises** list as shown in Figure 1.

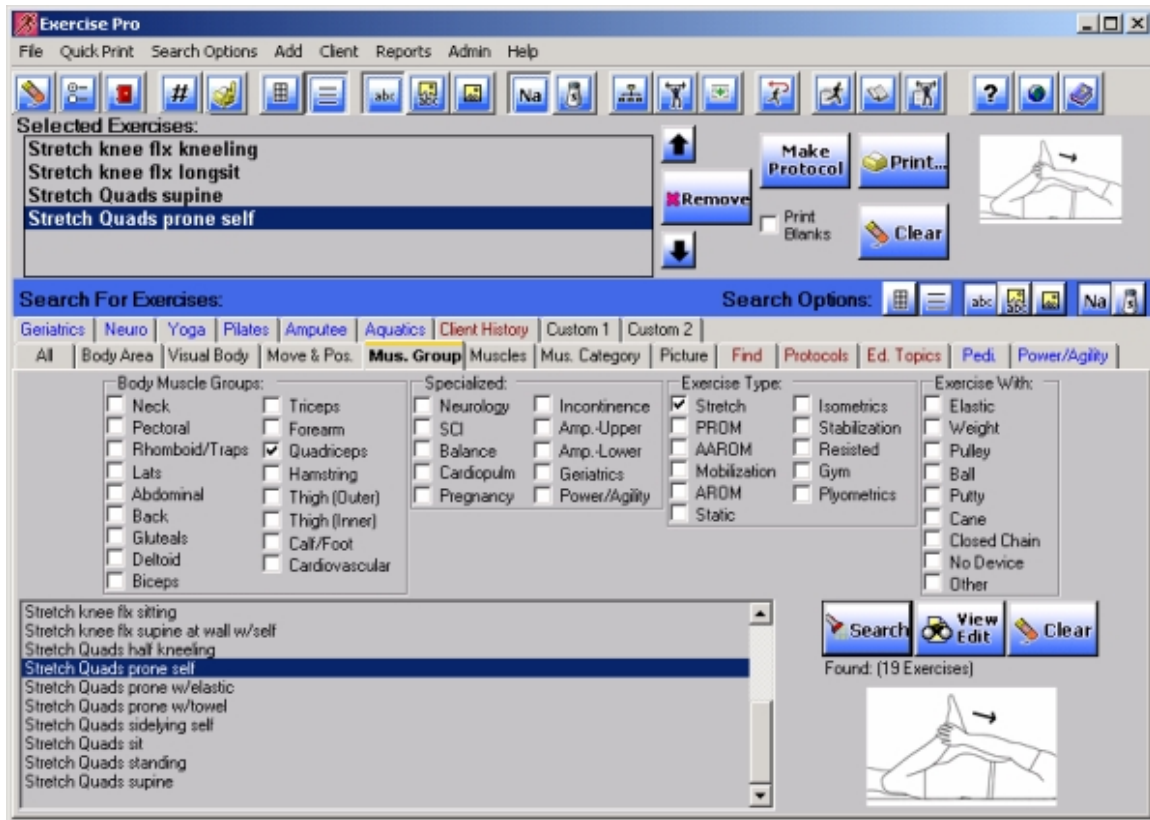


Figure 1 - Main Window with Selected Exercises

3. (Optional) Right-click and select **Warm Up**, **Work Out**, or **Cool Down**. Exercises are automatically added as **Work Out**.
4. Click the arrow buttons to reorder the exercises in the order you want to print them. To remove an exercise from the **Selected Exercises** list, select the exercise and click **Remove**.



Tip: You also can drag and drop the exercise into the **Selected Exercises** list.

5. Click **Print** to print the exercise program or click **Make Protocol** to save the exercise program as a protocol. If any of the selected exercises require use information, the **Enter Use Information for the Exercise** dialog box appears. Enter the number of pounds or select the elastic color from the drop-down list. Click **OK** or click **All** to use the current use information for all applicable exercises.

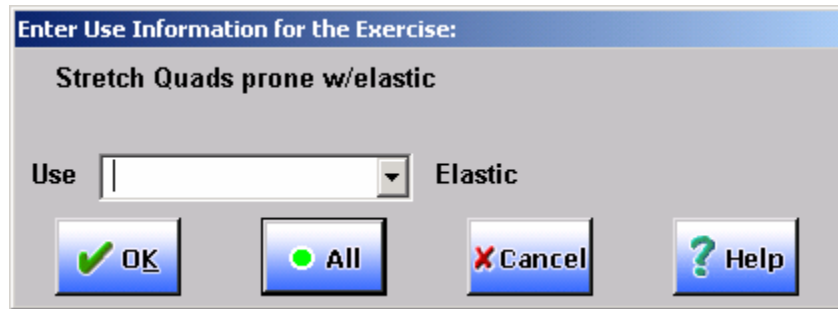


Figure 2 - Use Information dialog box



Tip: Click **Clear** to clear the search results. Select **File»Clear** to clear the search results and **Selected Exercises** list on each tab. Printing an exercise program also clears the search results and **Selected Exercises** list on each tab.

Printing a Client Exercise Program or Protocol

1. Create the client exercise program and click **Print** to open the **Printing Information** dialog box as shown in Figure 3.

Printing Information

Client Name: * Language: English

Client Comment: Issued By: *

Daily Notes:

Exercise Reports:

- ☐ Exercise Program (1 to page)
- ☐ Exercise Program (12 to page)
- ☒ Exercise Program (3 to page)
- ☐ Exercise Program (6 to page)
- ☐ Exercise Program (9 to page)
- ☐ Exercise Program (40 to page)
- ☐ None

Other Reports:

- ☒ Date Grid
- ☐ Workout Grid
- ☐ Cover Page
- ☒ Chart Copy w/ Pics
- ☐ Workout Grid - Blank
- ☐ Chart Copy w/o Pics
- ☐ Site Copy

Report Options:

Grid Start Date: 11/14/2004 Pictures: ☒ Left ☐ Right

Grid Days: 14 Logo: <None>

- ☒ Print Anatomical Titles
- ☐ Print Exercise #
- ☐ Do Not Print Dates
- ☐ Print Common Name
- ☐ Print Blanks
- ☐ Print Alternate/Color Images when Available

Warm Up			Workout			Cool Down							
Exercise	Sets	Reps	Rep Units	Frequency	Weight	Weight Units	Rest	Rest Units	Hold	Hold Units	Rep	Freq	Rate Units
Stretch knee flx knee	1	4	Repetitions twice a day				30	Seconds	15	Seconds	0	0	
Stretch knee flx long	1	4	Repetitions twice a day				30	Seconds	15	Seconds	0	0	
Stretch Quads supin	1	4	Repetitions twice a day				30	Seconds	15	Seconds	0	0	
Stretch Quads prone	1	4	Repetitions twice a day				30	Seconds	15	Seconds	0	0	
Stretch Quads prone	1	4	Repetitions twice a day red		Elastic		30	Seconds	15	Seconds	0	0	

Exercise Options:


☒ View Edit ☒ Pyramids ☒ Remove Pyramids ☒ Remove ☒ Print ☒ Email ☒ Print Preview ☒ Export ☒ Save ☒ Cancel ☒ Help

* = Required

Figure 3 - Printing Information Dialog Box

2. Enter the client's name or select an existing client from the **Client Name** drop-down list.
3. Enter your name or select your name from the **Issued By** drop-down list.

4. Select if you want to print the client exercise program or protocol in English or Spanish.

 **Note:** If you edit the exercise in English, the Spanish text does not automatically update. You also must edit the exercise in the Spanish version. If you do not edit the Spanish version, Exercise Pro uses the default Spanish text.

5. (Optional) Click **Target Heart Rate** to calculate the client's heart rate as shown in Figure 4.
 - a. Enter the client's age.
 - b. Click **Calculate**. The client's maximum heart rate and comment appears. You can edit the comment.
 - c. Click **OK** to return to the **Printing Information** dialog box.

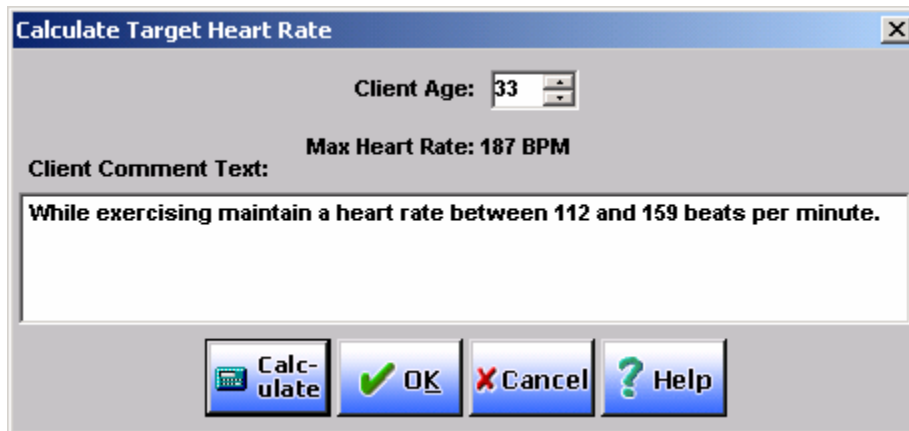


Figure 4 - Target Heart Rate Calculator

6. (Optional) Click **Stock Comments** to add stock comments to the exercise program. Refer to the *Adding Stock Comments to an Exercise Program* section on page 17 for more information about adding stock comments to an exercise programs.
7. (Optional) Enter any additional comments in the **Daily Notes** box.
8. Select the reports you want to print. Refer to the *Client Reports* section on page 62 for more information about reports.
9. Select the report options. Refer to the
10. *Report Options* section on page 63 for more information about report options.
11. (Optional) Edit the exercise program or protocol. Refer to the *Editing Exercises* section on page 29 for more information about editing exercises.
12. Click **Pyramids** to configure the pyramid settings. Refer to the *Setting Pyramids* section on page 20 for more information about pyramids.
13. Click the appropriate button.
 - **Print**—Prints the report.
 - **Email**—Emails the report.
 - **Print Preview**—Displays a preview of the report.
 - **Export**—Exports the program to a PDF file. You must have Acrobat Reader to open PDF files.
 - **Save**—Saves the exercise program.

Reprinting an Exercise Program for a Client

1. Search for client's history. Refer to the *Searching for Client Histories and Exercise Programs* on page 21 for more information about searching for client histories.
2. Click **Reprint** to open the **Printing Information** dialog box as shown in Figure
3. You can modify the exercise program before you reprint it.

Quickly Printing an Exercise Program

Select **Quick Print**»**Quick Print Selected Items on Main Screen** from the main menu to quickly print the exercises in the **Selected Exercises** list. The reports that print are default reports on the **Reports** tab in the **Program Settings** dialog box.

Using the Exercise Numbers to Rapidly Create an Exercise Program

If you know the exercise numbers, you can quickly create an exercise program without searching for all the exercises. You can use this if you prefer to circle exercises on paper and print the exercise program later.

1. Select **Quick Print**»**Rapid Program Generate with Numbers** from the main menu.
2. Enter each exercise number you want to print separated by a comma (.).
3. Click **Quick Print** to print the exercise program, or click **Print thumbnails** to print thumbnail pictures of the exercise program.



Note: You can use the thumbnail report to create “cheat sheets” for commonly used exercise programs.

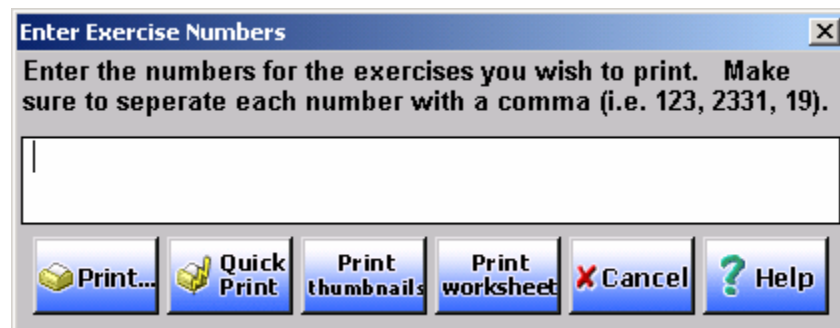



Figure 5 - Rapid Program Generate with Numbers

Adding Stock Comments to an Exercise Program

1. Click **Stock Comment** in the **Printing Information** dialog box.
2. Select an existing stock comment from the list and click **Select** to add the comment to the current exercise program as shown in Figure 6 or click **Add** to add a new stock comment as shown in Figure 7.

 **Tip:** You can select multiple stock comments.

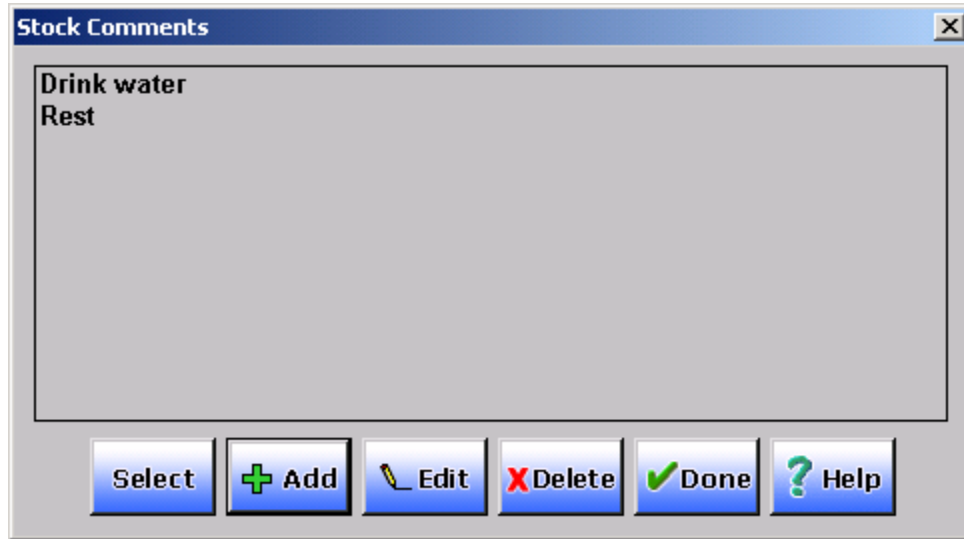


Figure 6 - Stock Comments dialog box

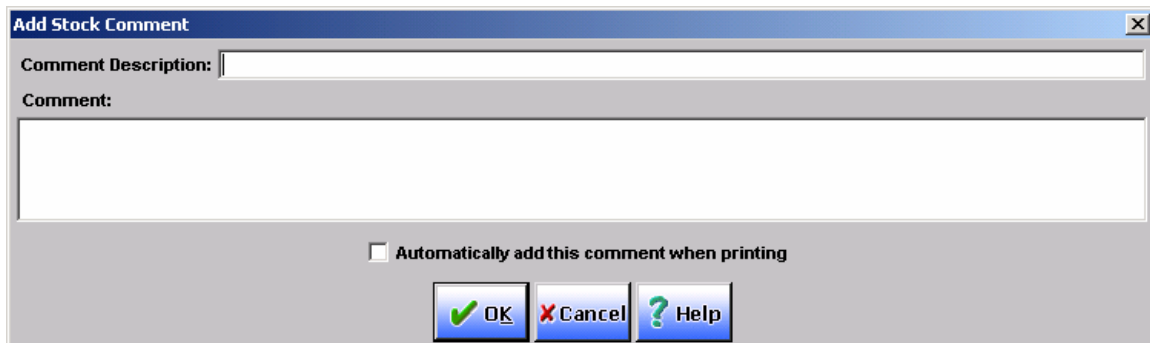


Figure 7 - Adding Stock Comments

Deleting Stock Comments from an Exercise Program

1. Highlight the comment(s) you want to delete.
2. Press the <Delete> key on your keyboard.

Emailing a Client Exercise Program

1. From the **Printing Information** dialog box, click **Email** to open the **Email Exercise Program** dialog box as shown in Figure 8.
2. Enter your email address in the **From Email** text box.
3. Enter the email address you want to send the exercise report to.
4. Click **To**, **CC**, or **Bcc**.
5. Repeat step 3 and step 4 for each email address you want to send the exercise report to.
6. Enter a subject line for the email message in the **Subject** box.
7. Click **Email**.

Email Exercise Program

From Email:

Enter the target email address and select the appropriate button to the right to specify the To, CC, and/or BCC address.

To: >>

CC: >>

Bcc: >>

Subject:
Your Exercise Program from: Bob Smith

Figure 8 - Email Exercise Program dialog box

Editing an Exercise in a Client Exercise Program

You can edit an exercise in a client exercise program. You might want to add individualized instructions or customize the number of sets and/or repetitions.

To edit an exercise in a client exercise program:

1. Create the client exercise program.
2. Click **Print**.
3. Select the exercise you want to edit from the exercise program list.
4. Click **View Edit** to open the **View/Edit** dialog box as shown in Figure 9.
5. Select **English** or **Spanish** from the drop-down list.
6. If the client uses any equipment with the exercise you are adding, select **Use** and select the equipment from the drop-down list.

7. If you want the client to rest between sets, select **Rest**, enter a number, and select the time increment from the drop-down list.
8. If you want the client to hold the exercise, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
9. Enter the rate information.
 - a. Select **Perform**.
 - b. Enter the number of repetitions.
 - c. Enter a number and select the time increment from the drop-down list.
10. Enter the text you want to appear with the exercise in the **Exercise Text** box.
11. Enter any special instructions for the exercise in the **Special Instructions** box.
12. Enter the set information.
 - a. Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets.
13. Click **OK** to change only the exercise program you are printing. Click **Save** to permanently change the exercise.

The screenshot shows the 'View/Edit Exercise - AROM cerv circum' dialog box. It features a 2x2 grid of diagrams illustrating neck rotation exercises. The right side contains settings for Language (English), # (112), and checkboxes for 'Use', 'Rest' (1 Minute), 'Hold exercise for' (0 Seconds), and 'Perform' (1 rep(s) every 4 Seconds). The 'Exercise Text' box contains instructions: 'Sit or stand, looking forward, with proper posture. Gently roll head in circles to left, then to right, as shown.' The 'Special Instructions' box contains 'DO NOT BEND NECK BACKWARDS.' The bottom section shows 'Perform' (3) 'set(s) of' (20) 'Repetitions' 'once a day'. The 'Exercise Options' bar includes buttons for Save, Restore, Pyramids, Remove Pyramids, Modify Criteria, Modify Picture, Copy, and Delete, followed by OK, Cancel, and Help buttons. A legend indicates '* = Required'.

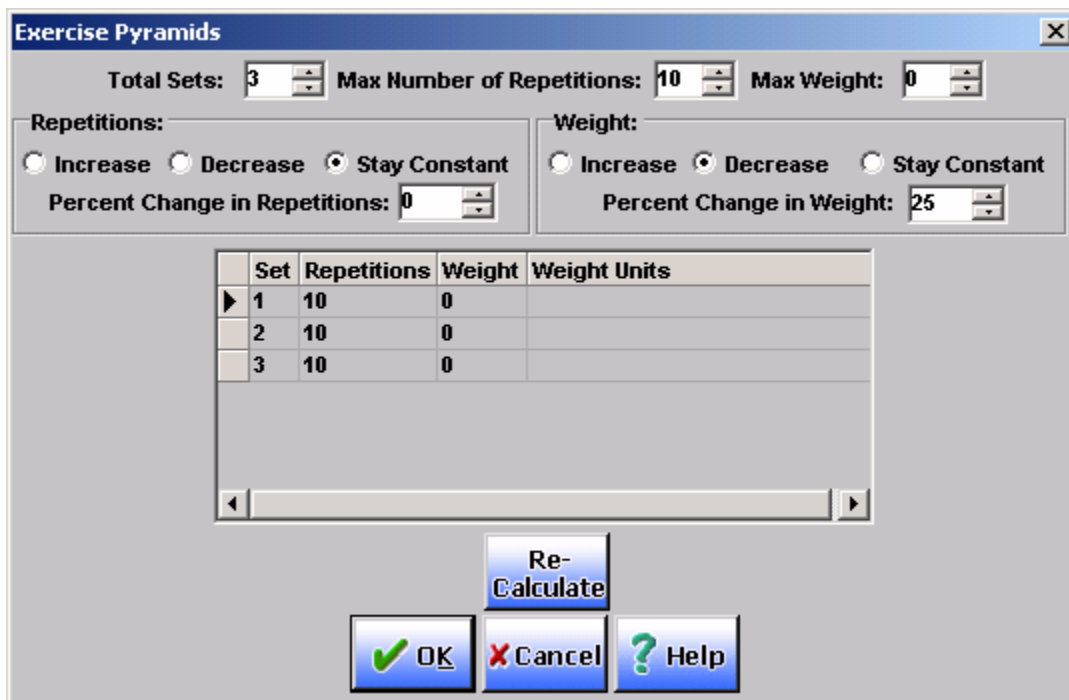
Figure 9 - View/Edit Exercise dialog box

Setting Pyramids

You can set pyramids for any exercise in the workout section of an exercise program. Pyramids are not available for the warm up and cool down sections.

To set a pyramid:

1. Select the exercise.
2. Click **Pyramids** to open the **Exercise Pyramids** dialog box as shown in Figure 10.
3. Enter the total number of sets in the pyramid.
4. Enter the maximum number of repetitions.
5. Enter the maximum weight (if applicable).
6. Select whether the number of repetitions will increase, decrease, or stay constant at each level in the pyramid.
7. Enter the percent change in the number of repetitions for each set along the pyramid.
8. Select whether the weight will increase, decrease, or stay constant at each level in the pyramid.
9. Enter the percent change in weight for each set in the pyramid.
10. Click **Re-Calculate**.
11. Click **OK**.



The dialog box titled "Exercise Pyramids" contains the following elements:

- Total Sets:** 3
- Max Number of Repetitions:** 10
- Max Weight:** 0
- Repetitions:** ☐ Increase ☐ Decrease ☒ Stay Constant
- Percent Change in Repetitions:** 0
- Weight:** ☐ Increase ☒ Decrease ☐ Stay Constant
- Percent Change in Weight:** 25
- Table:**

Set	Repetitions	Weight	Weight Units
1	10	0	
2	10	0	
3	10	0	

Buttons at the bottom: **Re-Calculate**, **OK**, **Cancel**, **Help**.

Figure 10 - Exercise Pyramids dialog box

Exercises with pyramids show **Pyr** in the set and rep information on the **Printing Information** dialog box. To remove pyramid settings, select the exercise and click **Remove Pyramids**.

Saving a Client Exercise Program

You can save client exercise programs.

1. Search for and create the client exercise program.
2. Click **Print** to open the **Printing Information** dialog box.
3. Click **Save**.

Searching for Client Histories and Exercise Programs

Use the **Client History** tab as shown in Figure 11 to search for client histories and exercise programs. You can select different search criteria to increase or narrow your search.

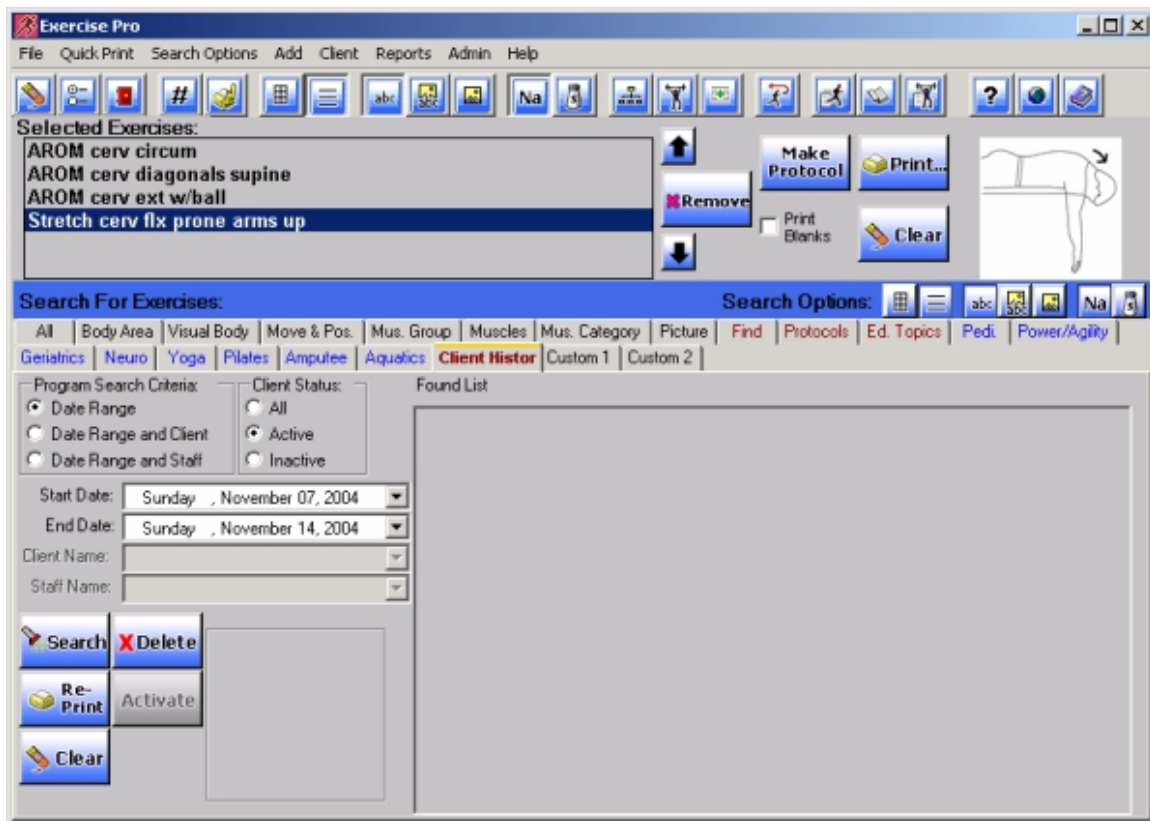


Figure 11 - Client History tab

1. Select the program search criteria. The default date range is the previous seven days. You can search by **Date Range**, **Date Range and Client**, or **Date Range and Staff**.
2. Select the client status. You can activate and deactivate clients to reduce the size of your database, minimize search times, and create a backup of your data. You can select All, Active, or Inactive.
3. Select the start date for your search range.
4. Select the end date for your search range.
5. If you selected **Date Range and Client** in step 1, select a client to narrow the search criteria to a single client.

6. If you selected **Date Range and Staff** in step 1, select a staff member to narrow the search criteria to a single staff member.
7. Click **Search**. The search results are displayed in the **Found List** by client, date, and staff member.
8. Double-click the exercise program to add the entire program to the current exercise program. If you want to add individual exercises to the current exercise program, click the + next to the exercise program to expand the program. Double-click the individual exercises you want to add to the current program.



Note: Modified exercises in previous exercises programs keep the modified settings when you add the exercise to the current exercise program.

Deleting a Client Exercise Program

1. Search for and select the client history for the exercise program you want to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

Deactivating and Activating Clients

You can deactivate inactive clients to remove those clients from your searches. You can activate any deactivated clients so you don't lose that client's previous exercise program history.

Deactivating Clients

1. Search for the client you want to deactivate.
2. Select the client you want to deactivate in the **Found List**.
3. Click **Deactivate**.

Activating Clients

1. Search for the client you want to activate.
2. Select the client you want to activate in the **Found List**.
3. Click **Activate**.

Chapter 3

Exercises

Exercise Naming Conventions

The majority of the exercises in Exercise Pro are listed as:

exercise type / body area / motion / number of limbs / position / exercise device

Some exercise names are shortened because the naming convention above is too long or too confusing due to multiple joints performing multiple movements. If a part of the convention does not apply, that part is eliminated from the name. Common names might follow in parenthesis. Refer to the Glossary for terms and definitions.

Pediatric Exercise Naming Conventions

Pediatric exercises are listed in one of two ways:

- As described above.
- When the exercise pertains to skills/function or motor development, the exercise might begin with a description such as positioning, dressing, etc.

Bookmarking an Exercise

Bookmarked exercises appear at the top of the search return list.

Adding a Bookmark

1. Search for and select the exercise in the search return list.
2. Right-click the exercise and select **Bookmark**. The exercise moves to the top of the search return list prepended with *.

Removing a Bookmark

1. Select the exercise from which you want to remove the bookmark.
2. Right-click the exercise and select **Remove Bookmark**. The exercise returns to the appropriate place in the alphabetical search result list.

Adding Exercises

You can add your own exercises to Exercise Pro.

1. Select **Add»New Exercise** from the main menu to open the **Add New Exercise** dialog box as shown in Figure 12.

Figure 12 - Add New Exercise dialog box

2. If the client uses any equipment with the exercise you are adding, select **Use** and select the equipment from the drop-down list.
3. If you want the client to rest between sets, select **Rest**, enter a number, and select the time increment from the drop-down list.
4. If you want the client to hold the exercise, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
5. Enter the rate information.
 - a. Select **Perform**.
 - b. Enter the number of repetitions.
 - c. Enter a number and select the time increment from the drop-down list.
6. Enter the text you want to appear with the exercise in the **Exercise Text** box.



Note: Exercise Pro contains a spell checker. If there is a squiggly red line underneath a word, you can right-click and select the correct spelling from the shortcut menu.

7. Enter any special instructions for the exercise in the **Special Instructions** box.
8. Enter the set information.
 - a. Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets.
9. Click **Next** to select the exercise search criteria.



Note: If there is an existing similar exercise, you can copy and rename the existing exercise and use it as a starting point for the new exercise. Refer to the *Using an Existing Exercise to Add a New Exercise* on page 28 for more information about copying exercises.

Selecting the Exercise Search Criteria

When you add a new exercise, you must define the search criteria.

Figure 13 - Selecting the Exercise Search Criteria

1. Enter the technical name for the exercise.
2. Enter the common name for the exercise.
3. Select the applicable criteria. You do not need to select criteria from each type of list.
 - In the **Body Area** list, select the areas of the body in which you want the exercise to appear in the search results.

- In the **Body Muscle Groups** list, select the muscle groups in which you want the exercise to appear in the search results.
 - Select **Both Specialized & Regular** if you want the exercise to appear in regular and specialized searches. If you do not select this checkbox and you select any of the specialized categories, the exercise will only appear in specialized searches.
 - In the **Specialized** list, select any areas of specialization in which you want the exercise to appear in the search results.
 - In the **Exercise Type** list, select any types of exercises in which you want the exercise to appear in the search results.
 - In the **Pediatric Type** list, select any types of pediatric exercises in which you want the exercise to appear in the search results.
 - In the **Position** list, select any body positions in which you want the exercise to appear in the search results.
 - In the **Yoga List** list, select the types of yoga postures in which you want the exercise to appear in the search results.
 - In the **Pilates Level** list, select the pilates levels in which you want the exercise to appear in the search results.
 - In the **Movement** list, select the types of movement in which you want the exercise to appear in the search results.
 - In the **Exercise With** list, select any props in which you want the exercise to appear in the search results.
 - In the **Muscle** list, select the muscles in which you want the exercise to appear in the search results.
 - In the **Custom Search Criteria** list, select any custom search criteria in which you want the exercise to appear in the search results.
 - To add new custom search criteria, click **Add**. Enter the custom search criteria and click **OK**.
 - To delete custom search criteria, select the search criteria you want to delete from the **Custom Search Criteria** list. Click **Delete** and click **OK** to confirm the deletion.
4. Click **Next** to add the exercise picture.

Adding Exercise Pictures

You can add your own exercise picture to Exercise Pro when you add new exercises by importing an existing .jpg graphic or creating a new exercise picture. You also can contact BioEx Systems to create the exercise picture for you so it matches the default Exercise Pro exercises.

Creating a New Exercise Picture

Exercise Pro contains a very basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. Click **New Picture** to create a new exercise picture.

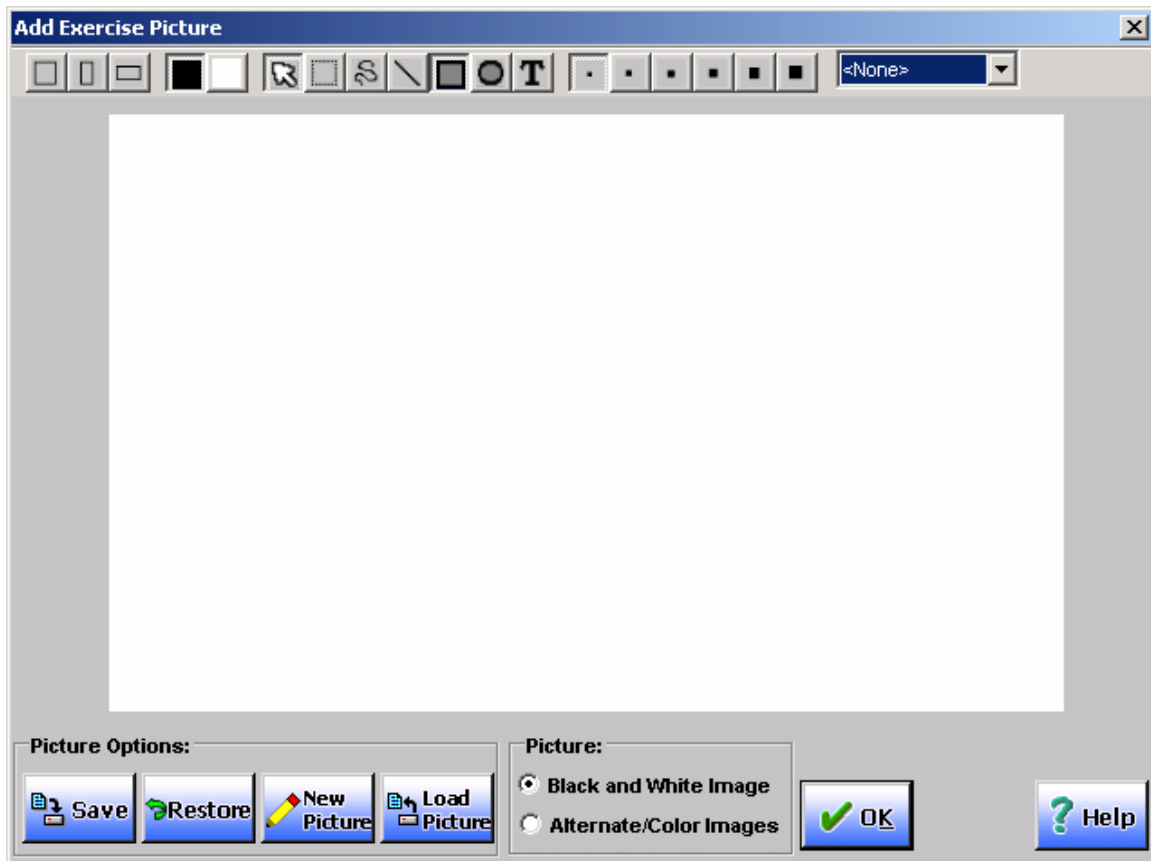


Figure 14 - Adding New Exercise Pictures

Using the Stock Body Part Graphics

You can use the stock body part graphics to create your own exercise pictures. Using stock body parts helps maintain consistency between default Exercise Pro pictures and pictures you add.

1. In the **Modify Exercise Picture** dialog box, click **New Picture**.
2. Select the body part from the drop-down list on the right side of the dialog box.
The selected body part appears in the left corner of the drawing workspace.
3. Right-click the body part graphics and select **Paste** from the shortcut menu.
4. Repeat steps 2 and 3 for each body part you need to create the exercise picture.
For each body part, right-click and use the shortcut menu to rotate, flip, or remove each body part.
5. Click **Save**.

Importing an Exercise Picture

You can import black and white or color pictures. The default is black and white.

1. To import a black and white picture, click **Load Picture**. To import a color picture, select **Alternate/Color Images** under **Picture**, and click **Load Picture**.
2. Browse for and select the picture you want to import.



Note: Imported graphics must be in .jpg or .bmp format.

3. Click **Open**.

Using an Existing Exercise to Add a New Exercise

If you want to add a new exercise that is similar to an existing exercise, you can copy the existing exercise and use it as a starting point for your new exercise.

1. Search for the exercise.
2. Select the exercise.
3. Click **View/Edit**.
4. Click **Copy**.
5. Enter the name for the new exercise and click **OK**.



Note: If you want to add a Spanish translation, select **Spanish** from the drop-down list.

6. If the client uses any equipment with the exercise you are adding, select **Use** and select the equipment from the drop-down list.
7. If you want the client to rest between sets, select **Rest**, enter a number, and select the time increment from the drop-down list.
8. If you want the client to hold the exercise, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
9. Enter the repetition information.
 - a. Select **Perform**.
 - b. Enter the number of repetitions.
 - c. Enter a number and select the time increment from the drop-down list.
10. Enter the text you want to appear with the exercise in the **Exercise Text** box. If you also are adding a Spanish translation, enter the Spanish text.
11. Enter any special instructions for the exercise in the **Special Instructions** box.

12. Enter the set information.
 - a. Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets.
13. If you want to modify the exercise picture, click **Modify Picture**. Refer to the *Modifying an Exercise Picture* section on page 30 for more information about modifying exercise pictures.
14. If you want to modify the search criteria, click **Modify Criteria**.
15. Click **Save**.

Editing Exercises

Exercise Pro contains default exercise settings for such things sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro default settings.

You can change the default exercise settings for an entire group of exercises or an individual exercise.



Note: This changes the default exercise settings. You also can customize the exercise within an exercise program. When you customize an exercise in an exercise program, the changes do not affect the default exercise settings.

To change the default exercise settings:

1. Search for the exercise.
2. Select the exercise.
3. Click **View/Edit**.
4. Select **English** or **Spanish** from the drop-down list.
5. If the client uses any equipment with the exercise you are adding, select **Use** and select the equipment from the drop-down list.
6. If you want the client to rest between sets, select **Rest**, enter a number, and select the time increment from the drop-down list.
7. If you want the client to hold the exercise, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
8. Enter the repetition information.
 - a. Select **Perform**.
 - b. Enter the number of repetitions.
 - c. Enter a number and select the time increment from the drop-down list.
9. Enter the text you want to appear with the exercise in the **Exercise Text** box.
10. Enter any special instructions for the exercise in the **Special Instructions** box.
11. Enter the set information.
 - a. Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets.
12. If you want to modify the exercise picture, click **Modify Picture**.

13. If you want to modify the search criteria, click **Modify Criteria**.
14. Click **Save**.

Modifying an Exercise Picture

You can modify exercise pictures. Exercise Pro contains a basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. You also can contact BioEx Systems to modify or create exercise pictures.

1. Search for and select the exercise you want to modify.
2. Right-click and select **View/Edit** from the shortcut menu.
3. Click **Modify Picture**.
4. Make the modifications to the exercise picture.



Note: Click **Restore** if you want to restore the picture to the default picture.

Deleting a Portion of an Exercise Picture

1. Select the dotted box icon from the toolbar.
2. Draw a box around the portion of the exercise picture you want to delete.
3. Right-click and select **Delete** from the shortcut menu.

Using BioEx Systems to Customize Exercise Pro

BioEx Systems, Inc. can add your custom exercises and education topics to Exercise Pro. Contact BioEx Systems, Inc. at support@bioexsystems.com or 1-800-750-2756 (Mon.-Fri. 9:00 a.m. to 5:00 p.m. CST) to discuss your customization needs.

Chapter 4

Protocols

Protocols are grouping of exercises. You can select from default protocols or you can create your own protocols. Consider creating a protocol if you find yourself frequently searching for and selecting the same exercises.

Searching for a Protocol

Use the **Protocols** tab as shown in Figure 15 to search for protocols. You can select different search criteria to increase or narrow your exercise search. After you select your search criteria, click **Search**. The **Found List** displays the protocol search results. Click the + next to the protocol name to see the exercises in the protocol. Select an exercise to see a picture of the exercise. You can add an entire protocol or add individual exercises to an exercise program.

You can search for protocols using the following criteria:

- Body Area
- Specialized



Tip: Click **Search** without selecting any criteria to see all of the protocols in Exercise Pro.

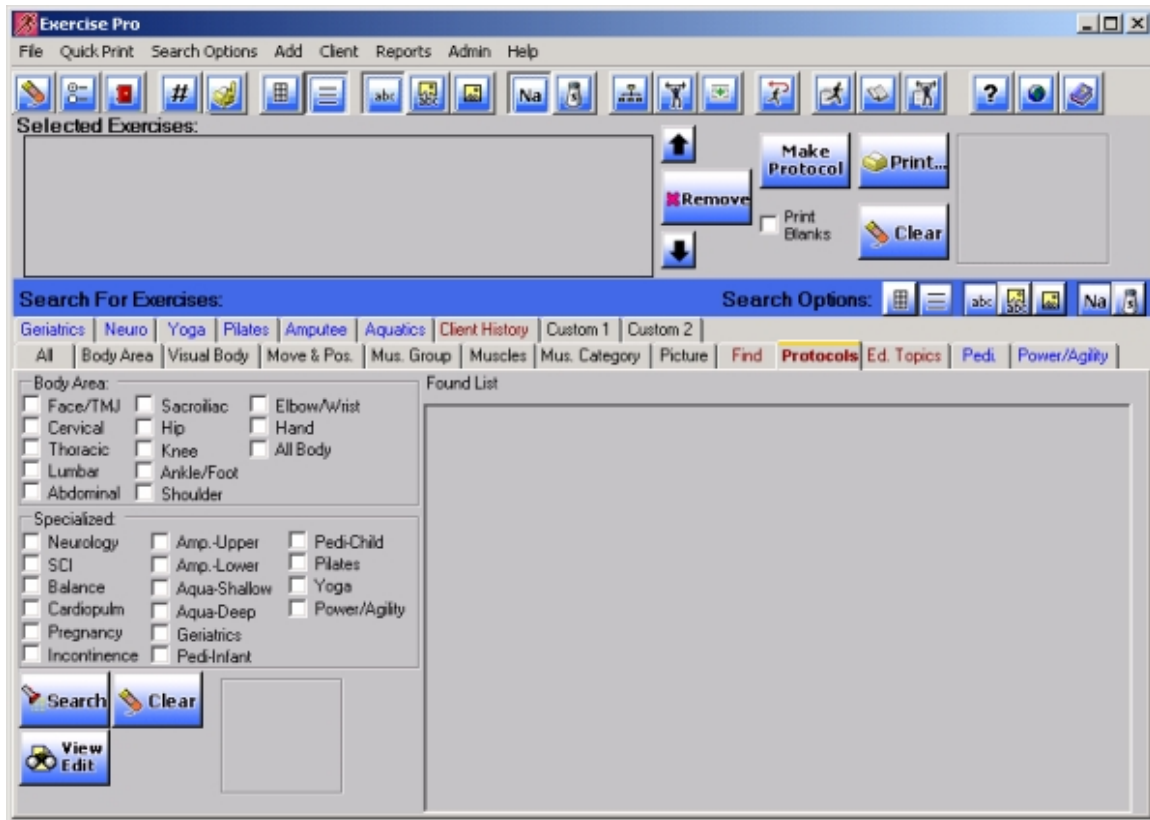


Figure 15 - Protocol tab

Adding a Protocol to an Exercise Program

You can add an entire protocol or add individual exercises from a protocol to an exercise program.

To add an entire protocol:

1. Search for the protocol.
2. Double-click the protocol to add the entire protocol to the current exercise program. When you add an entire protocol to an exercise program, the exercises are listed individually in the **Selected Exercises** list.

To add an individual exercise from a protocol:

1. Search for the protocol.
2. Click the + next to the protocol that contains the exercise you want to add.
3. Double-click the exercise to add it to the current exercise program.



Note: Modified exercises in previous exercises programs keep the modified settings when you add the exercise to the current exercise program.

Creating a Protocol

You can create a protocol from an exercise program by creating the exercise program and clicking **Make Protocol**.

You also can create a new protocol by selecting **Add»New Protocol** from the main menu to open the **Add New Protocol** dialog box as shown in Figure 16.

Add New Protocol

Protocol Name: * **ICD-9 Code:**

Protocol Description: *

Protocol Comment:

Body Area: *

☐ Face/TMJ ☐ Knee
☐ Cervical ☐ Ankle/Foot
☐ Thoracic ☐ Shoulder
☐ Lumbar ☐ Elbow/Wrist
☐ Abdominal ☐ Hand
☐ Sacroiliac ☐ All Body
☐ Hip

Specialized:

☐ Neurology ☐ Amp.-Upper ☐ Pedi-Child
☐ SCI ☐ Amp.-Lower ☐ Pilates
☐ Balance ☐ Aqua-Shallow ☐ Yoga
☐ Cardiopulm ☐ Aqua-Deep ☐ Power/Agility
☐ Pregnancy ☐ Geriatrics
☐ Incontinence ☐ Pedi-Infant

☐ Both Specialized & Regular

Exercise List: *

Protocol Options:

Exercise Options:

* = Required

Figure 16 - Add New Protocol dialog box

To create a protocol:

1. Enter a name for the protocol in the **Protocol Name** text box.
2. (Optional) Enter the medical diagnosis ICD-9 code in the **ICD-9** text box.
3. Enter a detailed description explaining the protocol in the **Protocol Description** text box.
4. (Optional) Enter any additional comments in the **Protocol Comments** text box. These comments are printed on patient reports and chart copies.
5. Place a checkmark next to the body areas and areas of specialization for the protocol. The selections you make when you create the protocol affect what search results contain the protocol. To see a specialized protocol, you must place checkmarks next to the appropriate areas of specialization in the **Specialized** list. Place a checkmark in the **Both Specialized and Regular** checkbox if you want

- the protocol to show up in regular and specialized searches. If you do not place a checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when you search for the appropriate areas of specialization, regardless of the body areas you selected when creating the protocol.
6. If you are creating the protocol from an exercise program, click **Save**. If you are creating the protocol by selecting **Add»New Protocol** from the main menu, click **Add/Edit Exercise**.
 7. Search for and select the exercises you want to include in the protocol. You search for exercises to add to a protocol in the same way you search for exercises to add to an exercise program.
 8. Click **OK** to return to the **Create New Protocol** dialog box.
 9. (Optional) Select the exercise and click **View/Edit** to edit the exercise in the protocol. The edits you make affect only the exercise in the protocol you are creating. Refer to the *Editing an Exercise in a Protocol* section on page 35 for more information about editing exercises in protocols.
 10. Click **Save**.

Editing a Protocol

1. Search for the protocol.
2. Select the protocol from the **Found List**.
3. Click **View/Edit**.
4. Edit the protocol information you want to change.
5. Place and remove checkmarks next to the body areas and areas of specialization for the protocol. The selections you make when you create the protocol affect what search results contain the protocol. To see a specialized protocol, you must place checkmarks next to the appropriate areas of specialization in the **Specialized** list. Place a checkmark in the **Both Specialized and Regular** checkbox if you want the protocol to show up in regular and specialized searches. If you do not place a checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when you search for the appropriate areas of specialization, regardless of the body areas you selected when creating the protocol.
6. To add exercises to the protocol, click **Add/Edit Exercise** to search for additional exercises.
7. To remove exercises from the protocol, select the exercise in the **Exercise List** and click **Remove**.
8. To edit exercises in the protocol, select the exercise in the **Exercise List** and click **View Edit**. The edits you make affect only the exercise in the protocol you are creating.
9. Click **Save**.

Editing an Exercise in a Protocol

To edit an exercise in a protocol:

1. Select the exercise in the **Exercise List**.
2. Click **View Edit**.
3. If the client uses any equipment with the exercise you are adding, select **Use** and select the equipment from the drop-down list.
4. If you want the client to rest between sets, select **Rest**, enter a number, and select the time increment from the drop-down list.
5. If you want the client to hold the exercise, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
 - a. Enter the rate information.
Select **Perform**.
 - b. Enter the number of repetitions.
 - c. Enter a number and select the time increment from the drop-down list.
6. Enter the text you want to appear with the exercise in the **Exercise Text** box.
7. (Optional) Select **Spanish** from the **Language** drop-down list and edit the Spanish translation.
8. Enter any special instructions for the exercise in the **Special Instructions** box.
 - a. Enter the set information.
Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets.
9. If you want to modify the exercise picture, click **Modify Picture**. Any modifications you make to the exercise picture only affect the exercise in the protocol.
10. If you want to modify the search criteria, click **Modify Criteria**. Any modifications you make to the search criteria only affect the exercise in the protocol.

Deleting a Protocol

1. Search for and select the protocol.
2. Click **View/Edit**.
3. Click **Delete**.

Chapter 5

Education Topics

Education Topics are informative handouts you can give your clients and include in exercise programs and protocols. There also are education topics specifically for the health professional. Exercise Pro contains over 175 educational handouts on a wide range of subjects. You also can add new education topics, edit existing education topics, and delete education topics.

Ed. Topics Tab

Use the **Ed. Topics** tab as shown in Figure 17 to search for educational topics to add to an exercise program. Place checkmarks in the checkboxes next to the types of educational topics you want to include in your search. Remove checkmarks to remove types of educational topics from your search.

You can search for educational topics using the following criteria:

- ADL (activities of daily living)
- Amputee
- Aquatic
- Assist Device
- Cardiac
- Chiropractic
- Exercise
- Exercise Theory (Note: Education topics that are categorized as Exercise Theory are meant for the health professional. Do not add these education topics to client exercise programs.)
- Miscellaneous
- Modalities
- Orthopedics
- Pathology
- Pediatrics
- Pilates

- Positioning
- Posture/Body Mechanics
- Spinal Cord Injury
- Splinting
- Transfers
- Wheelchair
- Yoga

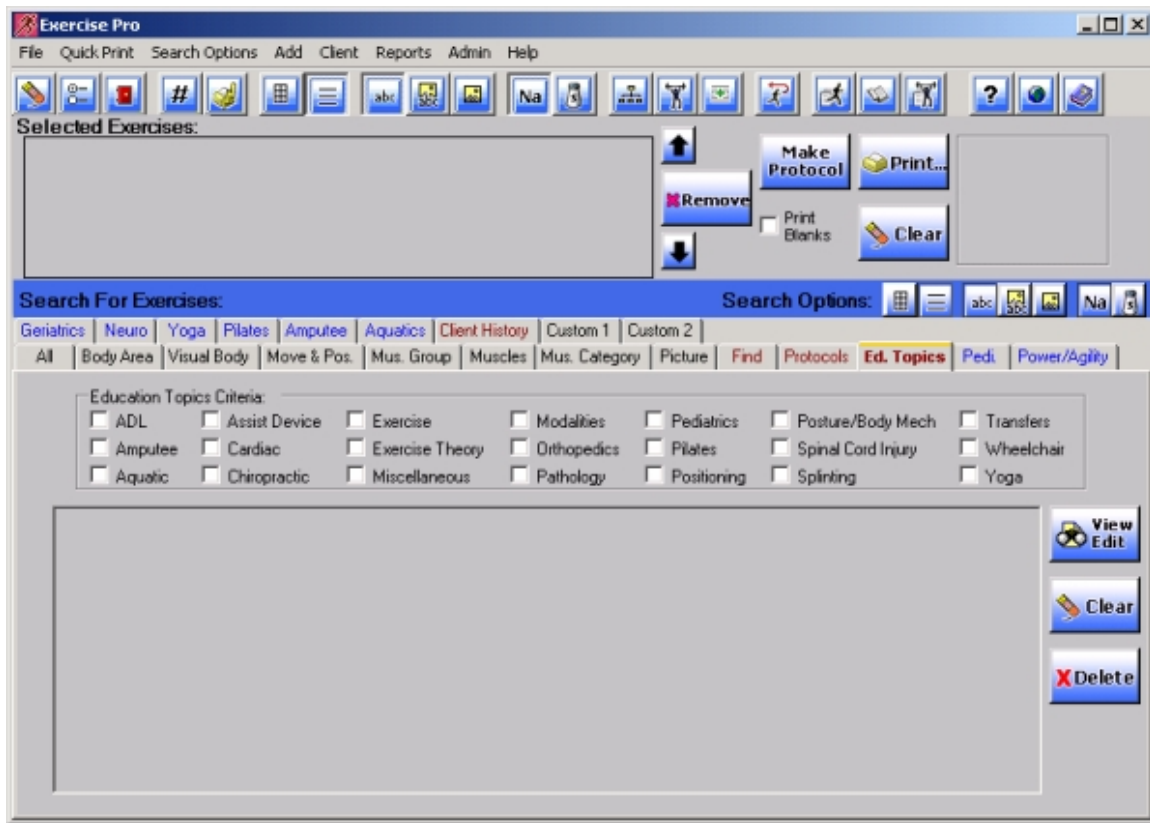


Figure 17 - Ed. Topics tab

Adding Education Topics to a Client Exercise Program

You can include default or custom education topics in a client exercise program. Including education topics can help reinforce information you give your client in a session.

1. Search for the education topic.
2. Double-click the education topic you want to add to the current exercise program. You can see the education topics you select in the **Selected Exercises** list.



Tip: You also can drag and drop the exercise into the **Selected Exercises** list.

3. Click **Print** to print the exercise program and education topics. Refer to the *Printing a Client Exercise Program or Protocol* section on page 14 for more information about printing.

Adding New Education Topics

You can add your own educational topics to Exercise Pro.

1. Select **Add»New Education Topic** from the main menu to open the Education Topic Criteria dialog box as shown in Figure 18.

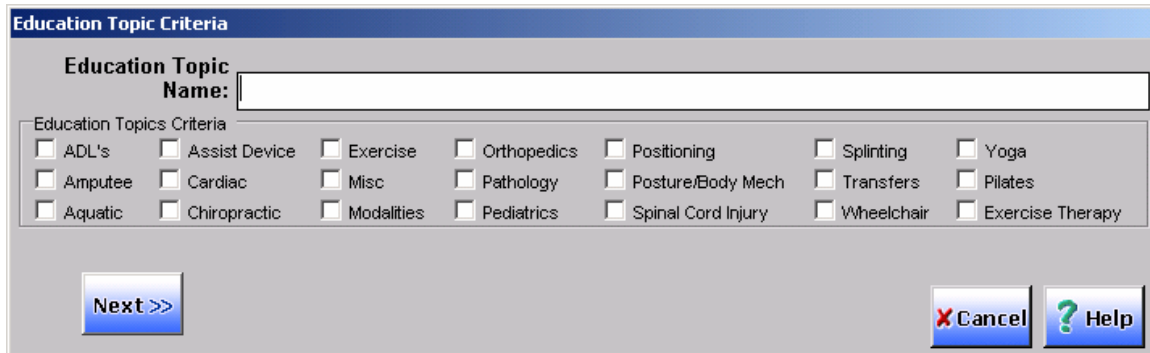



Figure 18 - Education Topic Criteria dialog box

2. Enter the name of the education topic using the following naming convention:

Search Criteria - Education Topic Name

For example, *ADL - Fall Prevention*. Following this naming convention keeps the searching more concise and optimized.

3. Select the search criteria for the new education topic. This is how staff members will find the education topic to add it to a client exercise program.
4. Click **Next**.
5. You can now create your new topic. The Exercise Pro education topic creator is similar to popular word processors. When you are finished creating your new education topic, select **File»Save** from the main menu and close the window.

 **Tip:** BioEx Systems can create graphics for your education topics that match the default Exercise Pro graphics.

Importing New Education Topics

You can import your existing patient handouts as education topics in Exercise Pro.

1. Select **Add»New Education Topic** from the main menu.
2. Enter the name of the education topic using the following naming convention:

Search Criteria - Education Topic Name

For example, *ADL - Fall Prevention*. Following this naming convention keeps the searching more concise and optimized.

3. Select the search criteria for the new education topic. This is how staff members will find the education topic to add it to a client exercise program.
4. Click **Next**.
5. Select **File»Import** from the **Edit Education Topic** main menu.

6. Browse to and select the .rtf file you want to add as an education topic.
7. Click **Open**.
8. The Exercise Pro education topic creator is similar to popular word processors. When you are finished creating your new education topic, select **File»Save** from the main menu and close the window.



Tip: If your existing patient literature is in Microsoft Word format (.doc), you can convert it to .rtf format. Open the document in Word and select **File»Save As** from the main menu. Select Rich Text Format (*.rtf) from the **Save as type** drop-down list.



Tip: BioEx Systems can create graphics for your education topics that match the default Exercise Pro graphics.

Adding Education Topics to a Protocol

You can include default or custom education topics in a protocol. Including education topics can help reinforce information you give your client in a session. You can add individual education topics to existing protocols by editing the protocol.

Creating Education Topic Protocols

If you always give out a certain set of education topics in a common situation, save time and make the set a protocol. You can include default or custom education topics in a protocol.

1. Search for the education topic.
2. Double-click the education topic you want to include in the protocol. You can see the education topics you select in the **Selected Exercises** list.



Tip: You also can drag and drop the exercise into the **Selected Exercises** list.

3. Click **Make Protocol** to create a protocol. Refer to the *Creating a Protocol* section on page 33 for more information about making protocols.

Printing Education Topics

You print education topics the same way you print client exercise programs. Education topics print last regardless of the order in the **Selected Exercises** list. Refer to the *Printing a Client Exercise Program or Protocol* section on page 14 for more information about printing.



Note: Education topics always print in portrait orientation.

Customizing and Editing an Education Topic

You can customize or edit default or custom education topics.

1. Search for the education topic you want to edit.
2. Select the education topic you want to edit. If you double-click the education topic, you add the education topic to the current exercise program.
3. Click **View Edit**.
4. You can now edit the education topic. The Exercise Pro education topic creator is similar to popular word processors.

Deleting an Education Topic

You can delete default or custom education topics.

1. Search for the education topic you want to delete.
2. Select the education topic you want to delete.



Note: If you double-click the education topic, you add the education topic to the current exercise program.

3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

Chapter 6

Administrator Activities

Backing Up Your Data

Exercise Pro automatically backs up your database every two weeks. You also can manually back up your database whenever you want. You must manually back up the database prior to installing any Exercise Pro upgrades.

To manually back up your database:

1. Select **File»Backup** from the main menu.
2. To complete the backup, you must exit and restart Exercise Pro.



Caution: Failing to back up your data before installing any Exercise Pro upgrades might result in lost data.

Restoring Your Data

You can restore your Exercise Pro database to the last backup. You must manually restore your database after installing any Exercise Pro upgrades.

To restore your database:

1. Select **File»Restore** from the main menu.
2. To complete the restore process, you must exit and restart Exercise Pro.



Note: When you restore your database, you lose any changes you have made since your last backup.

Maintaining Staff

Select **Admin»Maintain Staff** to add, edit, or delete staff members as shown in Figure 19.



Figure 19 - Maintain Staff dialog box

Adding a Staff Member

To add additional staff members, you must purchase additional staff licenses. Contact your software provider to purchase additional staff licenses.

1. Select **Admin»Maintain Staff** from the main menu.
2. Click **Add** to open the **Add Staff** dialog box as shown in Figure 20.

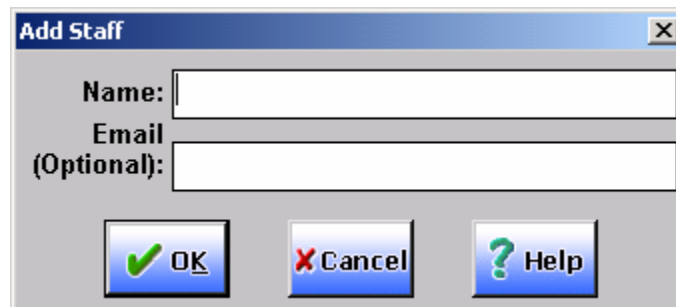


Figure 20 - Add Staff dialog box

3. Enter the staff member's name as you want it to appear in Exercise Pro.
4. (Optional) Enter the staff member's email address.
5. Click **OK**.

Editing a Staff Member

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member you want to edit.
3. Click **Edit**.
4. Make the necessary changes.
5. Click **OK**.

Deleting a Staff Member

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member you want to delete.
3. Click **Delete**.
4. Click **Yes** to confirm you want to delete the selected staff member.
5. Click **OK**.

Maintaining Lists

You can add, edit, and customize lists and the list items in Exercise Pro by selecting **Admin»Maintain Lists** from the main menu to open the **List Management** dialog box as shown in Figure 21.

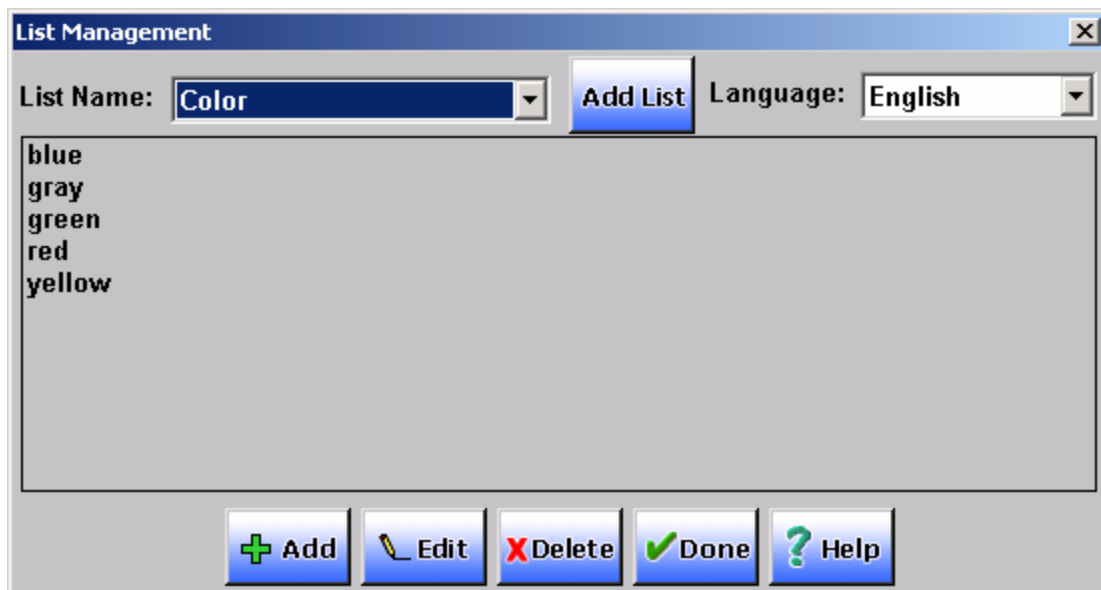


Figure 21 - List Management dialog box

Adding a New List

1. Select **Admin»Maintain Lists** from the main menu.
2. Click **Add List**.
3. Enter a name for the list.
4. Click **OK**.
5. To add items to your list, click **Add** under **List Items** to open the **Add New List Items** dialog box as shown in Figure 22.

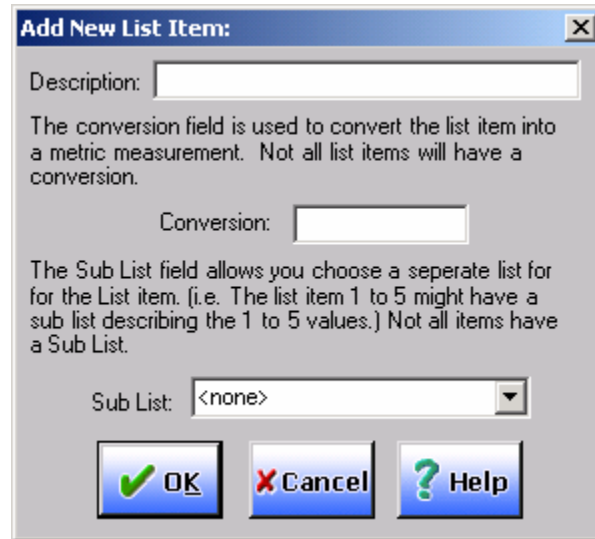
The dialog box is titled "Add New List Item:" and has a close button (X) in the top right corner. It contains three main sections. The first section is labeled "Description:" and has a text input field. Below this is a paragraph: "The conversion field is used to convert the list item into a metric measurement. Not all list items will have a conversion." The second section is labeled "Conversion:" and has a text input field. Below this is a paragraph: "The Sub List field allows you choose a separate list for for the List item. (i.e. The list item 1 to 5 might have a sub list describing the 1 to 5 values.) Not all items have a Sub List." The third section is labeled "Sub List:" and has a dropdown menu currently showing "<none>". At the bottom of the dialog box are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a green question mark icon.

Figure 22 - Add New List Item dialog box

6. Enter the list item name in the **Description** field.
7. (Optional) Enter the conversion, if necessary. Conversions usually are used to so Exercise Pro can calculate data into a common unit. For example, a height list might have centimeters and inches as list items. Centimeters have a conversion value of 0.3937008 and inches have a conversion value of 1.



Tip: 1 centimeter = 0.3937008 inches

8. (Optional) Select a sub list.
9. Click **OK**.
10. Repeat steps 5-9 for each list item.

Editing an Existing List

1. Select **Admin»Maintain Lists** from the main menu.
2. Select the list from the **List Name** drop-down list.
3. To add additional list items, click **Add**. To edit existing list items, select the list item and click **Edit**. To delete existing list items, select the list item and click **Delete**. Click **Yes** to confirm.
4. Click **Done** when you are finished.

Adding List Items

1. To add items to your list, click **Add** under **List Items**.
2. Enter the list item name in the **Description** field.
3. (Optional) Enter a conversion, if necessary. Conversions are usually used to allow Exercise Pro to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. Centimeters have a conversion value of 0.3937008 and inches have a conversion value of 1.
4. (Optional) Select a sub list.
5. Click **OK**.
6. Repeat steps 1-5 for each list item.

Editing List Items

1. To edit items in an existing list, select the **List Name**.
2. Click **Edit** under **List Items**.
3. Enter the list item name in the **Description** field.
4. (Optional) Enter a conversion, if necessary. Conversions allow Exercise Pro to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. Centimeters have a conversion value of 0.3937008 and inches have a conversion value of 1.
5. (Optional) Select a sub list.
6. Click **OK**.
7. Repeat steps 1-5 for each list item you want to edit.

Deleting List Items

1. To delete items in an existing list, select the **List Name**.
2. Select the list item you want to delete.
3. Click **Delete**.
4. Click **Yes** to confirm.

Maintaining Custom Search Tabs

You can add and delete custom tabs in Exercise Pro by selecting **Admin»Maintain Custom Tabs** from the main menu. Editing custom tabs are not supported. If you need to edit a custom tab, you must delete the custom tab and re-add it with your changes.

Adding a Custom Tab

You can create custom tabs to customize Exercise Pro.

1. Select **Add»Custom Tab** from the main menu or select **Admin»Maintain Custom Tabs** from the main menu and click **Add**.
2. Enter the name of the tab. There is a 15 character limit on the tab name.
3. Click **Next**.
4. Select the method of searching as shown in Figure 23.
 - Check Boxes (similar to **Body Area** tab)
 - Drop-Down Lists (similar to **Picture** tab)

- Visual Body and Check Boxes (similar to **Visual Body** tab)
- Muscle List and Check Boxes (similar to **Muscles** tab)
- Muscle Category and Check Boxes (similar to **Mus. Category** tab)

Select the Method of Searching:

☒ Check Boxes

☐ Muscle List and Check Boxes

☐ Drop-Down Lists

☐ Muscle Category and Check Boxes

☐ Visual Body and Check Boxes

<< Back Next >> Cancel

Figure 23 – Selecting the Method of Searching

5. Click **Next**.
6. Select the search criteria by placing checkmarks in the search criteria checkboxes you want to include as shown in Figure 24. If there is no checkmarks for a search criteria group, that group does not appear on your custom tab.

Add Custom Search Tab

Select the Search Criteria

Body Area:	Body Muscle Groups:	Specialized:	Exercise Type:	Pediatric Type:	Position:	Movement:
<input type="checkbox"/> Face/TMJ	<input type="checkbox"/> Neck	<input type="checkbox"/> Neurology	<input type="checkbox"/> Stretch	<input type="checkbox"/> ADL	<input type="checkbox"/> Standing	<input type="checkbox"/> Flexion
<input type="checkbox"/> Cervical	<input type="checkbox"/> Pectoral	<input type="checkbox"/> SCI	<input type="checkbox"/> PROM	<input type="checkbox"/> Motor Dev.	<input type="checkbox"/> Sitting	<input type="checkbox"/> Extension
<input type="checkbox"/> Thoracic	<input type="checkbox"/> Rhomboid/Traps	<input type="checkbox"/> Balance	<input type="checkbox"/> AAROM	<input type="checkbox"/> Sensory	<input type="checkbox"/> Kneeling	<input type="checkbox"/> Rotation
<input type="checkbox"/> Lumbar	<input type="checkbox"/> Lats	<input type="checkbox"/> Cardiopulm	<input type="checkbox"/> Mobilization	<input type="checkbox"/> AROM	<input type="checkbox"/> Sidelying	<input type="checkbox"/> Abduction
<input type="checkbox"/> Abdominal	<input type="checkbox"/> Abdominal	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> AROM	<input type="checkbox"/> Resisted	<input type="checkbox"/> Supine	<input type="checkbox"/> Adduction
<input type="checkbox"/> Sacroiliac	<input type="checkbox"/> Back	<input type="checkbox"/> Incontinence	<input type="checkbox"/> Static	<input type="checkbox"/> Stabilize	<input type="checkbox"/> Prone	<input type="checkbox"/> Side Bend
<input type="checkbox"/> Hip	<input type="checkbox"/> Gluteals	<input type="checkbox"/> Amp.-Upper	<input type="checkbox"/> Isometrics	<input type="checkbox"/> Isometric	<input type="button" value="Select All"/>	<input type="checkbox"/> Diagonal
<input type="checkbox"/> Knee	<input type="checkbox"/> Deltoid	<input type="checkbox"/> Amp.-Lower	<input type="checkbox"/> Stabilization	<input type="checkbox"/> Stretch	<input type="checkbox"/> Yoga Type:	<input type="checkbox"/> Horz. Abd.
<input type="checkbox"/> Ankle/Foot	<input type="checkbox"/> Biceps	<input type="checkbox"/> Aqua-Shallow	<input type="checkbox"/> Resisted	<input type="checkbox"/> PROM	<input type="checkbox"/> Inversion	<input type="checkbox"/> Horz. Add.
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Triceps	<input type="checkbox"/> Aqua-Deep	<input type="checkbox"/> Gym	<input type="checkbox"/> Skills/Func	<input type="checkbox"/> Twists	<input type="checkbox"/> Supination
<input type="checkbox"/> Elbow/Wrist	<input type="checkbox"/> Forearm	<input type="checkbox"/> Geriatrics	<input type="checkbox"/> Plyometrics	<input type="checkbox"/> Positioning	<input type="checkbox"/> Arm Bal.	<input type="checkbox"/> Pronation
<input type="checkbox"/> Hand	<input type="checkbox"/> Quadriceps	<input type="checkbox"/> Pedi-Infant	<input type="checkbox"/> Cardio	<input type="button" value="Select All"/>	<input type="checkbox"/> Bk. Bnd	<input type="checkbox"/> Ulnar Dev.
<input type="checkbox"/> All Body	<input type="checkbox"/> Hamstring	<input type="checkbox"/> Pilates	<input type="button" value="Select All"/>		<input type="checkbox"/> For. Bnd	<input type="checkbox"/> Radial Dev.
<input type="button" value="Select All"/>	<input type="checkbox"/> Thigh (Outer)	<input type="checkbox"/> Yoga			<input type="button" value="Select All"/>	<input type="button" value="Select All"/>
	<input type="checkbox"/> Thigh (Inner)	<input type="checkbox"/> Power/Agility			<input type="checkbox"/> Pilates Level:	<input type="checkbox"/> Elastic
	<input type="checkbox"/> Calf/Foot	<input type="button" value="Select All"/>			<input type="checkbox"/> Beginner	<input type="checkbox"/> Weight
	<input type="checkbox"/> Cardiovascular				<input type="checkbox"/> Intermediate	<input type="checkbox"/> Pulley
	<input type="button" value="Select All"/>				<input type="checkbox"/> Advanced	<input type="checkbox"/> Ball
					<input type="button" value="Select All"/>	<input type="checkbox"/> Putty
						<input type="checkbox"/> Cane
						<input type="checkbox"/> Closed Chain
						<input type="checkbox"/> No Device
						<input type="checkbox"/> Other
						<input type="button" value="Select All"/>

Figure 24 - Selecting the Search Criteria

7. Click **Next**.
8. Select the scope of the search as shown in Figure 25. You can search the entire exercise database or select to search only specific exercises. Searching specific exercises reduces the search time and allows you to create customized tabs, for example favorite exercises or golf.

Add Custom Search Tab

Select Scope of Search:

☒ Search the entire database for Exercises.

☐ Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf.

Figure 25 - Selecting the Scope of the Search on the Custom Tab

9. If you select to search the entire database, click **Done**. If you select to search only specific exercises, click **Next**.
10. Enter a name for the group of exercises to include in the search as shown in Figure 26.



Figure 26 - Exercise Group

11. Click **Next**.
12. Place a checkmark next to each exercise you want to include in the search as shown in Figure 27. Selecting only applicable exercises reduces your search time and makes it easier to find the exercises you want.

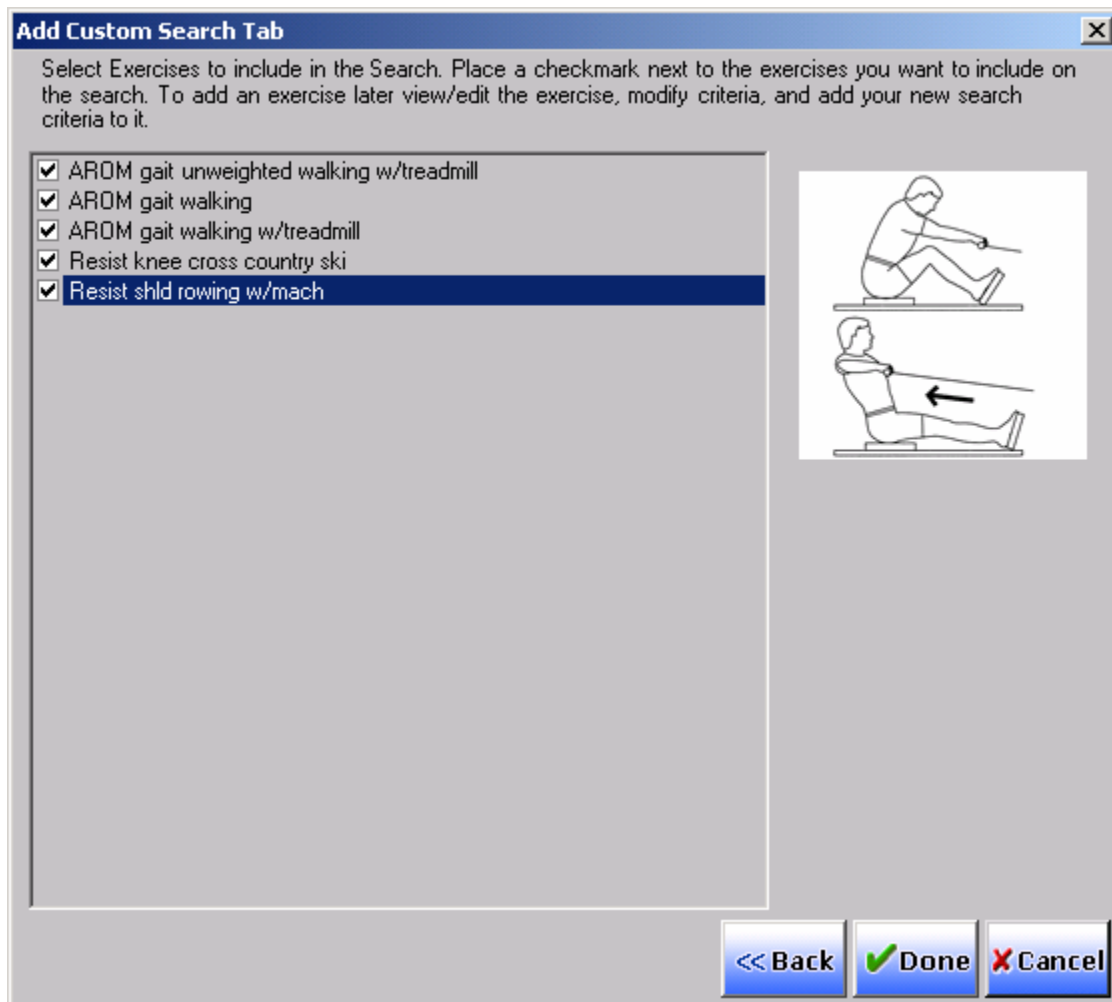


Figure 27 - Selecting the Exercises for a Custom Tab

13. Click **Done**.

Deleting a Custom Tab

1. Select **Admin»Maintain Custom Tabs** from the main menu.
2. Select the custom tab you want to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

Activity Log

Select **Admin»Activity Log** to view the program activity log. Click **Print** to print the report or click **Print Preview** to view the report before you print it.

Archiving and Restoring Client History

You can archive your client history data to remove client data you don't frequently access. This can reduce the size of your database, minimize search times, and create a backup of your data.

Archiving Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Archive** under **Client History Options** as shown in Figure 28.

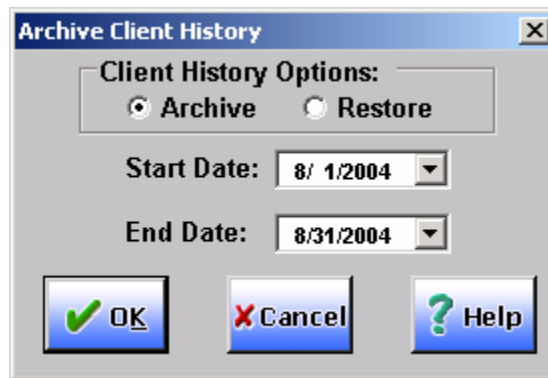


Figure 28 - Archiving Client History

3. Select the start date.
4. Select the end date.
5. Click **OK**.

Restoring Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Restore** under **Client History Options** as shown in Figure 29.

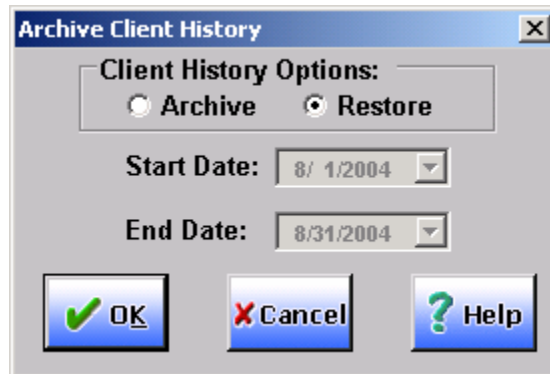


Figure 29 - Restoring Client History

3. Click **OK**.

Restoring Exercises

You can restore exercises to the default exercises, which removes any customizations or modifications you have made to the Exercise Pro exercises.

1. Select **Admin»Restore Exercise** from the main menu to open the **Restore Exercise** dialog box as shown in Figure 30.

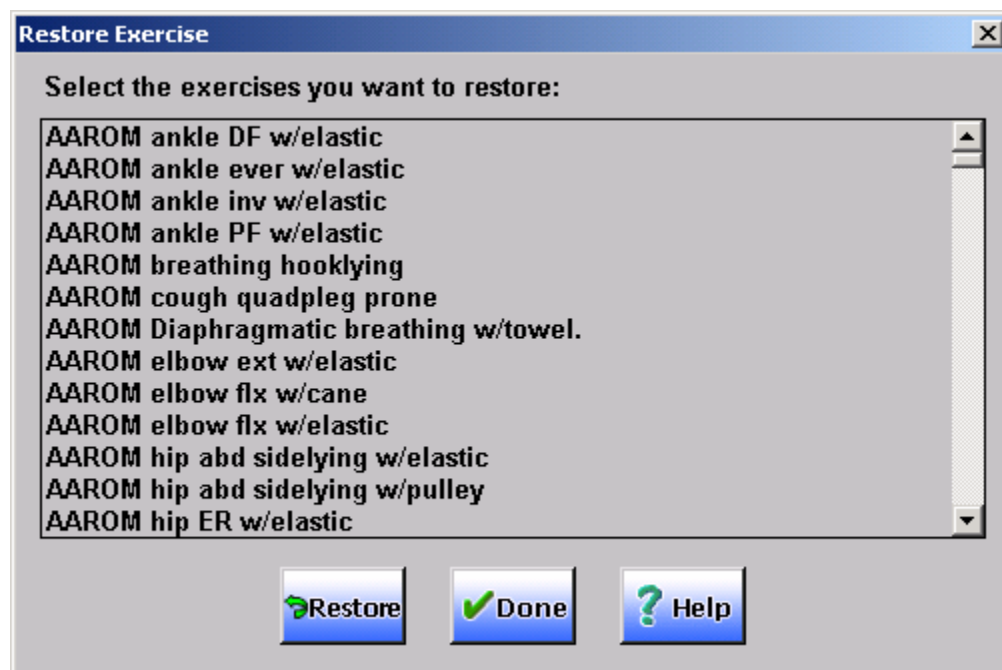



Figure 30 - Restore Exercise dialog box

2. Select the exercise you want to restore.


 **Tip:** To select multiple consecutive exercises, select the first exercise, press **Shift**, and select the last exercise you want to restore. To select multiple exercises that are not consecutive, select an exercise, press **Ctrl**, and select each exercise you want to restore. To select all exercises, press **Ctrl+A**.

3. Click **Restore**.

Restoring Protocols

You can restore modified protocols to the default protocol, which removes any customizations or modifications you have made to protocols.


1. Select **Admin»Restore Protocol**.
2. Select the protocol you want to restore.

 **Tip:** To select multiple consecutive protocols, select the first protocol, press **Shift**, and select the last protocol you want to restore. To select multiple protocols that are not consecutive, select a protocol, press **Ctrl** and select each protocol you want to restore. To select all protocols, press **Ctrl+A**.

3. Click **Restore**.

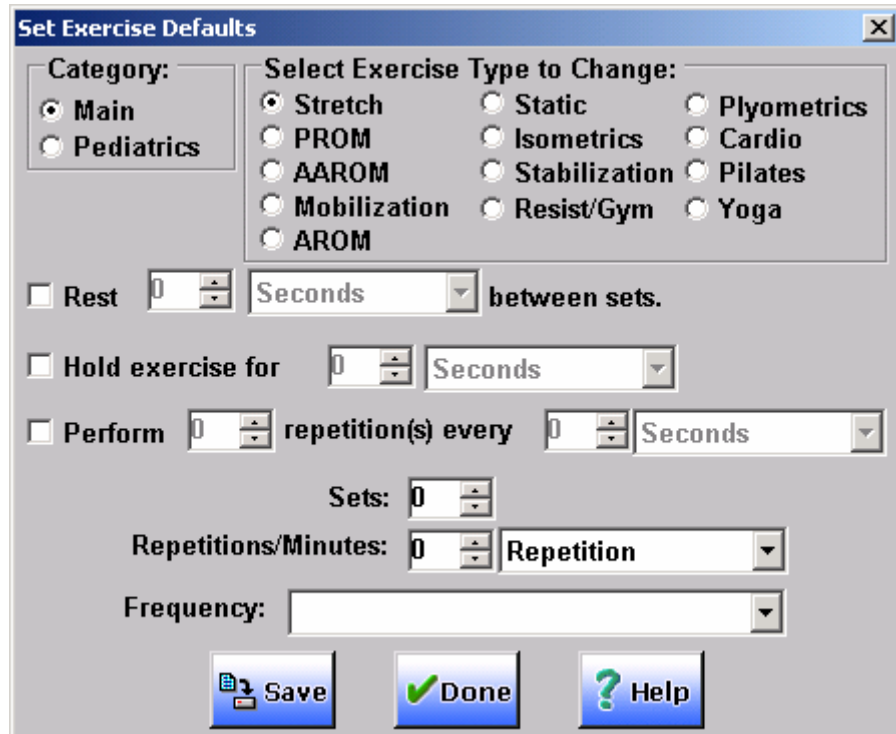
Setting Default Exercise Settings

Exercise Pro contains default exercise settings for such things sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro default settings.

 **Note:** Modifying the default exercise settings for a type of exercise, for example, AROM, changes the settings for all exercises of that type, which might not make sense for all exercises for a type. Edit the exercise settings for individual exercises that do not fit the default settings.

To change the default exercise settings:

1. Select **Admin»Set Exercise Defaults** from the main menu to open the **Set Exercise Defaults** dialog box as shown in Figure 31.



The dialog box is titled "Set Exercise Defaults" and contains the following sections:

- Category:**
 - ☒ Main
 - ☐ Pediatrics
- Select Exercise Type to Change:**
 - ☒ Stretch
 - ☐ PROM
 - ☐ AAROM
 - ☐ Mobilization
 - ☐ AROM
 - ☐ Static
 - ☐ Isometrics
 - ☐ Stabilization
 - ☐ Resist/Gym
 - ☐ Plyometrics
 - ☐ Cardio
 - ☐ Pilates
 - ☐ Yoga
- Rest:** ☐ [0] Seconds between sets.
- Hold exercise for:** ☐ [0] Seconds
- Perform:** ☐ [0] repetition(s) every [0] Seconds
- Sets:** [0]
- Repetitions/Minutes:** [0] Repetition
- Frequency:** [Empty dropdown]
- Buttons:** Save, Done, Help

Figure 31 - Set Exercise Defaults dialog box

2. Under **Category**, select **Main** if you are changing adult exercises settings, or select **Pediatric** if you are changing the pediatric exercise settings.
3. Select the exercise type you want to change.
4. If you want to change the default rest time for the selected exercise type, select **Rest**, enter a number, and select the time increment from the drop-down list.
5. If you want to change the default hold time for the selected exercise type, select **Hold exercise for**, enter a number, and select the time increment from the drop-down list.
6. If you want to change the default repetition information for the selected exercise type, select **Perform**, enter the number of repetitions, enter a number and select the time increment from the drop-down list.
 - a. Enter the set information.
Enter the number of sets.
 - b. Enter the number of repetitions or minutes per set.
 - c. Select **Repetitions** or **Minutes** from the drop-down list.
 - d. Select how often the client should perform the sets from the **Frequency** drop-down list.
7. Click **Save**.

Chapter 7

Settings

Select **File»Settings** from the main menu to display the **Program Settings** dialog box. Use this dialog box to configure default program settings.

Defining General Program Settings

Use the **General** tab on the **Program Settings** dialog box as shown in Figure 32 to define general Exercise Pro program settings.

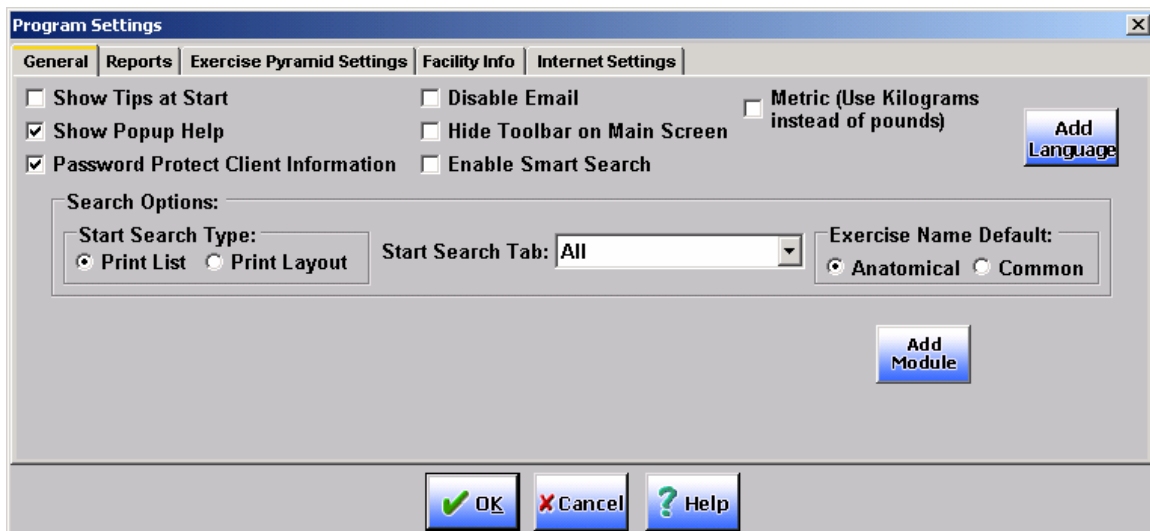


Figure 32 - General Settings tab

1. Place a checkmark in the **Show Tips at Start** checkbox if you want to display helpful tips each time you start Exercise Pro. These tips are helpful for new users learning to use Exercise Pro. Remove the checkmark to turn off the tips.
2. Place a checkmark in the **Show Popup Help** checkbox if you want to display tool tips that appear when you move the mouse pointer over a toolbar button or field. Not all buttons or fields contain tool tips.

3. (HIPAA Compliance) Place a checkmark in the **Password Protect Client Information** checkbox if you want to require a user password to access client histories. Refer to the *Changing Your Password* section on page 55 for information about changing your password.
4. Place a checkmark in the **Disable Email** checkbox if you want to disable the ability to email client exercise programs.
5. Place a checkmark in the **Hide Toolbar on Main Screen** checkbox to hide the toolbar icons on the main screen.
6. Place a checkmark in the **Enable Smart Search** checkbox to enable smart search, which disables search criteria checkboxes that do not apply. This does not apply to search criteria in drop-down listboxes.
7. Place a checkmark in the **Metric** checkbox to display weight in kilograms instead of pounds.
8. Select if you want to search by text (list) or picture.
9. Select the default tab that appears when you start Exercise Pro.
10. Select if you want to list exercises by the anatomical or common names. Not all exercises have common names. The anatomical name is used if the exercise does not have a common name.
11. If you purchased a network license, click the **Add** button to enter the network license code.

Translating

Exercise Pro includes a Spanish translation. To change to the Spanish text, select **Spanish** from the **Language** drop-down list where applicable. You also can add support for other languages.

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box.
2. Click **Add Language** to display the **Choose Language** dialog box as shown in Figure 33.



Figure 33 - Choose Language dialog box

3. Click **Add**.

4. Enter the name of the language and click **OK**. This includes the language name in the **Language** drop-down list.
5. Translate each list by editing the lists. Refer to the *Editing an Existing List* section on page 44 for more information about editing lists.
6. Translate each exercise by editing the exercises. Refer to the *Editing Exercises* section on page 29 for more information about editing exercises.



Note: You must translate all lists.

Changing Your Password

Passwords are required to access any client information if a checkmark is in the **Password Protect Client History** on the **Program Settings** dialog box.

To change your password:

1. Click the **Client History** tab to open the **Password Entry** dialog box as shown in Figure 34.

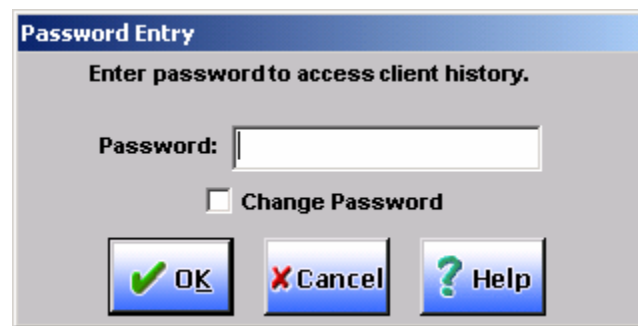


Figure 34 - Password Entry dialog box

2. Enter your password.
3. Place a checkmark in the **Change Password** checkbox.
4. Click **OK**.
5. Enter your new password in the **New Password** text box. Reenter your new password for verification as shown in Figure 35.



Figure 35 - Changing Your Password

6. Click **OK**.

Defining Default Printing Options

Use the **Reports** tab on the **Program Settings** dialog box as shown in Figure 36 to define the default report settings.



Note: Quick Print uses the default report settings with no client names and no blanks. Refer to *Quickly Printing an Exercise Program* on page 16 for more information about Quick Print.

The screenshot shows the 'Program Settings' dialog box with the 'Reports' tab selected. The 'Exercise Reports' section has radio buttons for 'Exercise Program (1 to page)', 'Exercise Program (12 to page)', 'Exercise Program (3 to page)' (selected), 'Aerobics (40 to page)', 'Exercise Program (6 to page)', 'None', and 'Exercise Program (9 to page)'. The 'Other Reports' section has checkboxes for 'Date Grid' (checked), 'Workout Grid', 'Cover Page', 'Chart Copy w/ Pics' (checked), 'Workout Grid - Blank', 'Chart Copy w/o Pics', and 'Site Copy'. The 'Default Report Options' section includes 'Grid Start Date - Today + 0 Days', 'Grid Days: 14', 'Pictures: Left (selected) Right', 'Print Anatomical Titles' (checked), 'Print Exercise #' (unchecked), 'Do Not Print Date' (unchecked), 'Print Common Name' (unchecked), 'Print Blanks' (unchecked), and 'Print Alternate/Color Images When Available' (unchecked). There is an 'Always Print Information to the Clipboard' checkbox (unchecked) and a 'Stock Comments' button. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Figure 36 - Reports Settings tab

1. Select the default reports to print.
2. Select the default report options.
3. Place a checkmark in the **Always print information to the Clipboard** checkbox if you want to copy the exercise program to the Windows clipboard in addition to the printer. If you select this checkbox, you can paste the exercise program into another software application, for example Microsoft Word or another documentation program.
4. Click **Stock Comments** if you want to add, edit, or delete any default stock comments. You can edit and customize the stock comments for individual exercise programs. Refer to the *Stock Comments* section on page 56 for more information about stock comments.

Stock Comments

Stock comments are phrases that you can automatically add to all reports or customize stock comments for a specific exercise program.

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box.
2. Click the **Reports** tab.
3. Click **Stock Comments**. You can add, edit, or delete stock comments.

Adding Stock Comments to Exercise Pro

1. Click **Add** to display the **Add Stock Comment** dialog box.

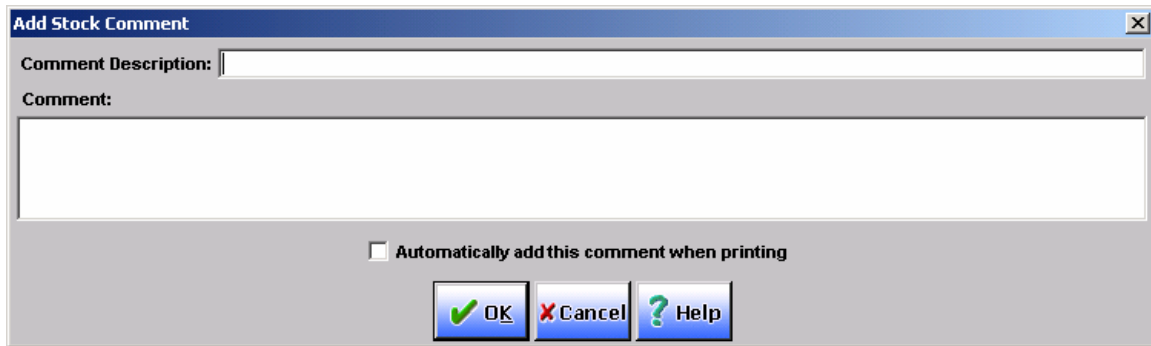


Figure 37 - Add Stock Comment dialog box

2. Enter a description of the comment in the **Comment Description** box. You use the comment description to select the comment from existing stock comments.
3. Enter the stock comment in the **Comment** box.
4. Place a checkmark in the **Automatically add this comment when printing** checkbox if you want this stock comment automatically added when you print an exercise program.
5. Click **OK**.

Editing Stock Comments

1. Click **Edit**.
2. Make the changes to the stock comment.
3. Click **OK**.

Deleting Stock Comments

1. Select the stock comment you want to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

Setting the Default Pyramid Settings

Use the **Exercise Pyramid Settings** tab on the **Program Settings** dialog box as shown in Figure 38 to define the default pyramid settings. You have the ability to customize your pyramids for each exercise for each client. Refer to the *Setting Pyramids* section on page 20 for more information about customizing pyramids per exercise. The default pyramid settings establish your starting point.

The screenshot shows the 'Program Settings' dialog box with the 'Exercise Pyramid Settings' tab selected. The dialog has a title bar with a close button (X). Below the title bar are four tabs: 'General', 'Reports', 'Exercise Pyramid Settings' (active), and 'Facility Info' and 'Internet Settings'. The main area contains the 'Exercise Pyramid Defaults' section. It includes two spinners: 'Sets In Pyramid' set to 3 and 'Repetitions In Pyramid' set to 10. Below these are two groups of radio buttons. The 'Repetitions' group has three options: 'Increase', 'Decrease', and 'Stay Constant' (selected). Below it is a 'Percent Change in Repetitions' spinner set to 0. The 'Weight' group also has three options: 'Increase', 'Decrease' (selected), and 'Stay Constant'. Below it is a 'Percent Change in Weight' spinner set to 25. At the bottom of the dialog are three buttons: 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a question mark).

Figure 38 - Exercise Pyramid Settings tab

1. Enter the total number of sets in the default pyramid.
2. Enter the maximum number of repetitions in the default pyramid.
3. Select if the number of repetitions will increase, decrease, or stay constant at each level in the default pyramid.
4. Enter the percent change in the number of repetitions for each set in the default pyramid.
5. Select if the weight will increase, decrease, or stay constant at each level in the default pyramid.
6. Enter the percent change in weight for each set in the default pyramid.

Entering Default Faculty Information

Use the **Facility Info** tab on the **Program Settings** dialog box as shown in Figure 39 to enter your facility information, which appears on all forms, topic handouts, and reports.

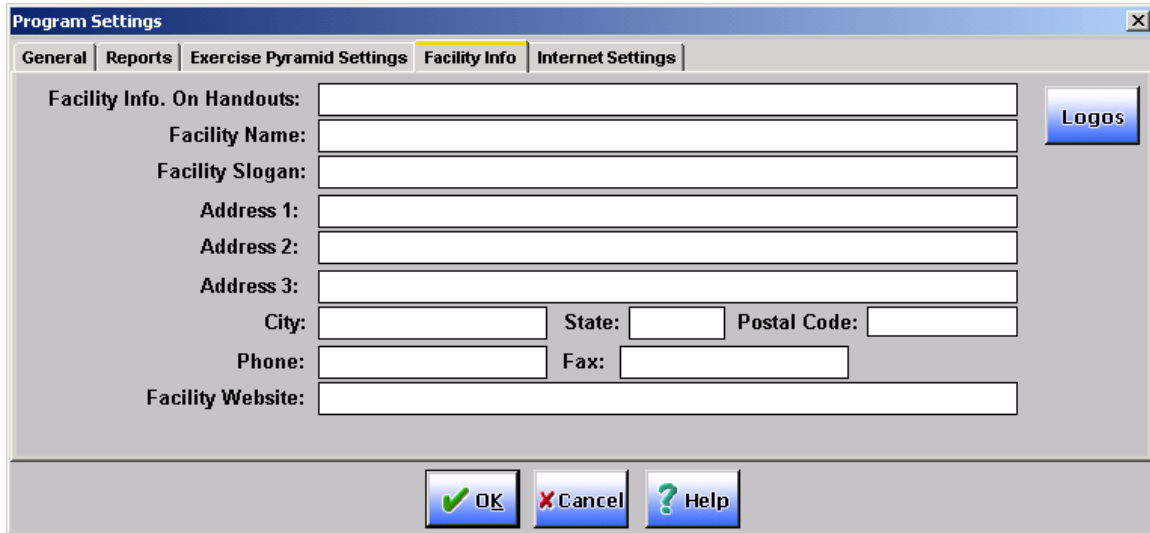
The image shows a screenshot of the 'Program Settings' dialog box with the 'Facility Info' tab selected. The dialog box has a title bar with a close button (X). Below the title bar are five tabs: 'General', 'Reports', 'Exercise Pyramid Settings', 'Facility Info' (which is highlighted), and 'Internet Settings'. The 'Facility Info' tab contains several text input fields: 'Facility Info. On Handouts:', 'Facility Name:', 'Facility Slogan:', 'Address 1:', 'Address 2:', 'Address 3:', 'City:', 'State:', 'Postal Code:', 'Phone:', 'Fax:', and 'Facility Website:'. To the right of these fields is a button labeled 'Logos'. At the bottom of the dialog box are three buttons: 'OK' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a question mark icon).

Figure 39 - Facility Info Settings tab

1. Enter the facility information you want to appear on all handouts.
2. Enter the name of your facility.
3. Enter an advertising slogan or tag line for your facility.
4. Enter your address, city, state, and zip code.
5. Enter your telephone number and fax number.
6. Enter the URL of your facility's Web site.
7. Click **Logos** to add facility logos to your reports.

Adding Faculty Logos

You can add facility logos to your reports. Logos must be in .jpg or .bmp format.

1. Select **File»Settings** from the main menu.
2. Click the **Facility Info** tab.
3. Click **Logos** to display the **Maintain Logos** dialog box as shown in Figure 40

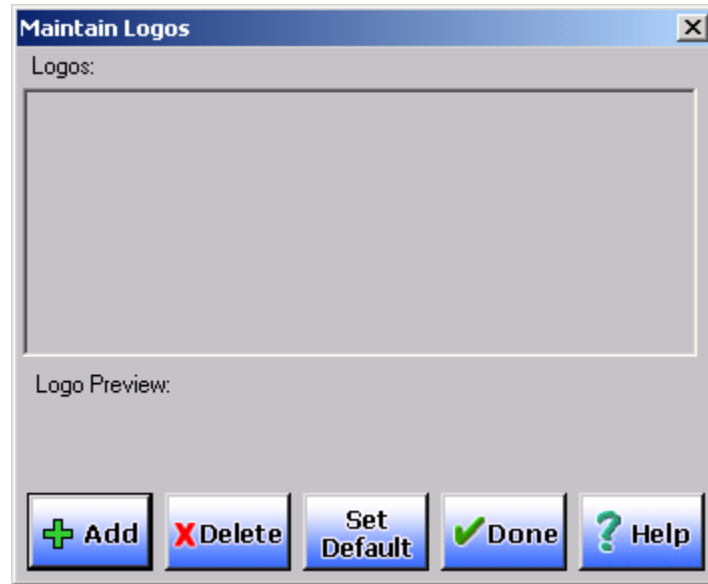


Figure 40 - Maintain Logos dialog box

4. Click **Add**.
5. Browse to and select the logo.
6. Enter a name for the logo.
7. Click **OK**.

Selecting the Default Faculty Logo

1. Select **File»Settings** from the main menu.
2. Click the **Facility Info** tab.
3. Click **Logos**.
4. Select the logo you want to use as the default logo.
5. Click **Set Default**. This logo is automatically selected when printing client exercise programs.

Deleting Faculty Logos

1. Select **File»Settings** from the main menu.
2. Click the **Facility Info** tab.
3. Click **Logos**.
4. Select the logo you want to delete.
5. Click **Delete**.
6. Click **Yes** to confirm the deletion.

Configuring Your Email Settings

Use the **Internet Settings** tab on the **Program Settings** dialog box as shown in Figure 41 to define your email settings.



The screenshot shows the 'Program Settings' dialog box with the 'Internet Settings' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs: 'General', 'Reports', 'Exercise Pyramid Settings', 'Facility Info', and 'Internet Settings'. The main area contains instructional text about email server configuration. Below this is a 'Mail Server Settings' section with a text box for 'E-Mail Server', a checkbox for 'Server Requires Password', and text boxes for 'User Name' and 'Password'. At the bottom of the main area is a text box for 'Always CC the Exercise Program to this Address (Optional)' and a checkbox for 'Always send a copy of the Exercise Program to the person sending the email.' The bottom of the dialog features three buttons: 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a question mark).

Figure 41 - Internet Settings tab

1. Enter the name of your Email Server.
 - If you use Outlook Express, select **Tools»Accounts** from the main menu in Outlook Express. Highlight your email account and select **Properties**. Select the **Servers** tab. The Outlook Express Outgoing Mail (SMTP) is the Email Server.
 - If you use Netscape, select **Edit»Mail»News Account Settings** from the main menu in Netscape. The Netscape Server Name is the Email Server.
 - If you cannot determine your email server, contact your System Administrator or your Internet Service Provider.



Note: These instructions might vary depending on the version of your email client. Refer to your email client documentation for more information about determining your email server.

2. Place a checkmark in the **Server Requires Password** box if your email server requires a password. If a password is required, enter the **User Name** and **Password** for the email server.
3. (Optional) Enter an email address if you want to always send a copy of exercise programs to a second email address.
4. Place a checkmark in the **Always send a copy of the Exercise Program to the person sending this email** checkbox to always send a copy of the exercise programs to the staff member sending the email.
5. Click **OK**.

Chapter 8

Reports

Exercise Pro contains client and administrator reports.

Client Reports

You can customize the reports by changing the report options settings.

- **Exercise Program (1 to page)**—Prints one exercise per page.
- **Exercise Program (2 to page)**—Prints two exercises per page.
- **Exercise Program (3 to page)**—Prints three exercises per page.
- **Exercise Program (4 to page)**—Prints four exercises per page.
- **Exercise Program (6 to page)**—Prints six exercises per page.
- **Exercise Program (9 to page)**—Prints nine exercises per page.
- **Exercise Program (12 to page)**—Prints 12 exercises per page.
- **Exercise Program (24 to page)**—Prints 24 exercises per page.
- **Aerobics**—Prints 30 or more exercises per page.
- **Date Grid**—Prints the exercises with a date grid so clients can track their progress.
- **Chart Copy w/ Pics**—Prints thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
- **Chart Copy w/o Pics**—Does not print thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
- **Workout Grid**—Prints exercise name with space for you or the client to record exercise results.
- **Workout Grid - Blank**—Print a generic blank workout grid for clients to keep track of their workout.
- **Site Copy**—Prints the **Chart Copy w/ Pics** report with a **Done** checkbox for staff to mark completed exercises.
- **Cover Page**—Prints a cover page you can use if you give your client a packet of reports. It contains the facility information and logo from the **Facility Info** tab on the **Program Settings** box.

Report Options

These options affect the way the client reports look.

1. Enter the start date for the exercise grid in the **Grid Start Date** box. The default is the current date.
2. Enter the number of days in the exercise grid in the **Grid Days** box.
3. Under **Pictures**, select to print the pictures on the left with the text on the right, or the pictures on the right with the text on the left.
4. Select a logo, if applicable, to print on the reports from the **Logo** drop-down list.
5. Place a checkmark in the **Print Anatomical Titles** to print the technical exercise name for each exercise on the report. Some clients find the technical names confusing.
6. Place a checkmark in the **Print Common Name** checkbox to print the common exercise name for each exercise on the report. Most clients prefer the common name.
7. Place a checkmark in the **Print Alternate/Color Names when Available** checkbox to print an alternate or color image for each exercise, if available.
8. Place a checkmark in the **Print Exercise #** checkbox to print the Exercise Pro exercise number for each exercise on the report.
9. Place a checkmark in the **Print Blanks** checkbox to print blank sets and repetitions on the report.
10. Place a checkmark in the **Do Not Print Dates** checkbox to print exercise grids with no dates.

Quickly Printing an Exercise Worksheet

Select **Quick Print»Exercise Worksheet** from the main menu to quickly print a blank exercise worksheet if you want to manually write the exercise program. Quick Print uses the default report settings. Refer to *Defining Default Printing Options* on page 56 for more information about the default report settings.

Administrator Reports

Exercise Pro includes the following administrator reports.

Client History Report

The Client History Report is an administrator report that lists exercises by client by date.

1. Select **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box as shown in Figure 42.



The dialog box is titled "Client History Report". It contains a section for "Report Search Criteria" with three radio button options: "Date Range Only" (selected), "Date Range and Client Name", and "Date Range and Staff Name". Below this are two date pickers: "Start Date" set to "Sunday, November 07, 2004" and "End Date" set to "Sunday, November 14, 2004". There are also two empty drop-down menus labeled "Client Name:" and "Staff Name:". At the bottom are four buttons: "Print" (with a printer icon), "Print Preview" (with a document icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

Figure 42 - Client History Report dialog box

2. Select the report criteria:
 - **Date Range Only**—Includes all exercises for all clients from the selected date range.
 - **Date Range and Client Name**—Includes all exercises for the selected client from the selected date range.
 - **Date Range and Staff Name**—Includes all exercises for all clients for the selected staff member from the selected date range.
3. Select the starting date for the report.
4. Select the ending date for the report.
5. If you selected **Date Range and Client Name** in step 2, select the client from the **Client Name** drop-down list.
6. If you selected **Date Range and Staff Name** in step 2, select the staff member from the **Staff Name** drop-down list.
7. Click **Print** to print the report or **Print Preview** to view the report.

Protocol Summary Report

The Protocol Summary report is an administrator report that lists the protocols Exercise Pro contains.

1. Select **Reports»Protocol Summary** from the main menu to open the **Print Protocol Summary** dialog box as shown in Figure 43.

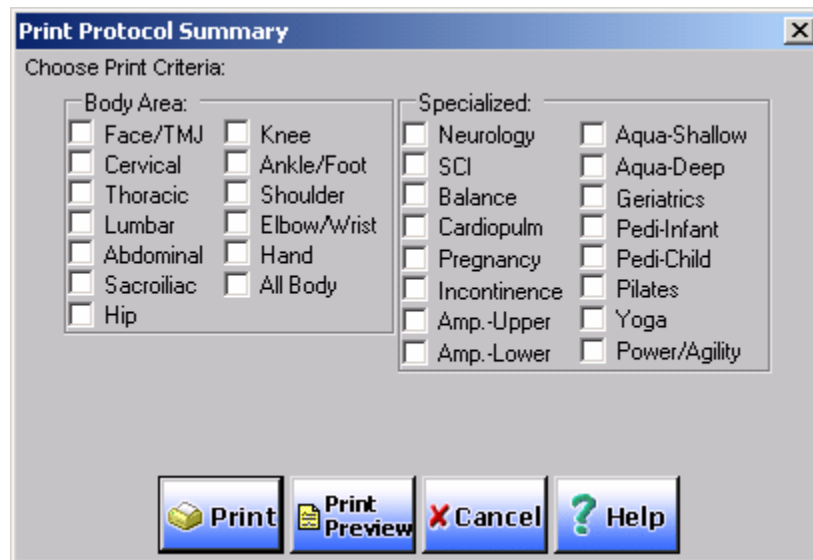


Figure 43 - Print Protocol Summary dialog box

2. Under **Body Area**, place checkmarks in the checkboxes next to the areas of the body you want to include in the report.
3. Under **Specialized**, place checkmarks in the checkboxes next to the areas of specialization you want to include in the report.
4. Click **Print** to print the report or **Print Preview** to view the report.

Exercise Summary Report

The Exercise Summary report is an administrator report that lists the exercises Exercise Pro contains.

1. Select **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box as shown in Figure 44.



Figure 44 - Print Exercise Summary dialog box

2. Under **Body Area**, place checkmarks in the checkboxes next to the areas of the body you want to include in the report.
3. Under **Specialized**, place checkmarks in the checkboxes next to the areas of specialization you want to include in the report.
4. (Optional) Place a checkmark in the **Print Thumbnail Pictures** checkbox if you want the report to contain thumbnail exercise pictures.
5. Click **Print** to print the report or **Print Preview** to view the report. Note: You cannot preview the report if you selected **Print Thumbnail Pictures**.

Chapter 9

Frequently Asked Questions

General FAQs

What is the left and right function?

Therapeutic or rehabilitative exercises might focus on a specific arm or leg. Exercises print to show the exercise being performed on that side of the body.

Why do I need multiple logos?

Multiple logos allow you to select among different logos, which is useful if you work at different facilities.

If I add another language, do I have to translate everything?

No. When you add another language, you can translate only the parts of the application you need.

What is the Rapid Program Generate with Numbers?

You can create pages of exercises with the exercise numbers to use as forms. The health professional can circle the exercises to include in the exercise program. The health professional or assistant can then use the form to quickly create the exercise program without having to search for the exercises.

Searching FAQs

What are custom tabs used for?

You can create custom tabs that contain only specific search criteria. If there are only certain exercises from which you want to choose, custom tabs can shorten your search time. This makes creating exercise programs quicker and easier.

Also, you can use custom tabs to create specific sports-related tabs. For example, you can create a custom golf tab and include search criteria and exercises appropriate for golfers.

Can I change a custom tab?

No. You must delete the custom tab and then add a new custom tab with your changes.

Can I search by pictures of the exercises instead of names?

Use the **Search** tab to select the search criteria to search by pictures.

Can I switch from tab to tab when I search for exercises?

Yes, you can switch between tabs when you search. The search results remain on each tab until you click **Clear**, select **File»Clear** from the main menu, print the exercise program, or close the application.

Exercises FAQs

How are the exercises named?

Exercises are alphabetized using a naming convention.

Can I customize an exercise for a client?

Yes, you can edit an exercise in a client exercise program.

Can I permanently change an exercise?

Yes, you can permanently change the exercise.

If I permanently change an exercise, can I change it back?

You can restore an exercise back to the default Exercise Pro exercise.

If I edit text in an exercise, will my changes be reflected in the Spanish translation?

No, the Spanish (or any other language you might add) text does not automatically update when you change the English text. You can manually edit the Spanish (or any other language) text by editing the exercise.

Can I change the exercise parameters (sets, reps, etc.)?

Yes, there are four ways to change exercise parameters:

- Edit the parameters for the current exercise program.
- Permanently change the parameters for a single exercise.
- Change the defaults for all exercises of that type.
- Change the exercise in a protocol.

Can I add my exercises and exercise pictures?

Yes, you can add exercises and exercise pictures.

Can I modify an exercise picture?

Yes, you can modify an exercise picture.

I keep expecting certain exercises to be under different search criteria. This makes it hard for me to find them. Can I change the search criteria?

Yes, you can modify the search criteria.

Why would I want to copy an exercise?

You can copy an exercise and use it as a starting point for a new exercise.

My facility has different names for a few of the exercises. Can I rename them?

Yes, you can rename an exercise by editing the exercise.

The technical names for the exercises are confusing for my clients. Can the exercises be listed using common names that my client recognizes?

Yes. You can search for exercises and print exercise programs using technical or common exercise names. For example, *Dumbbell Biceps Curl* is the common name for *Resisted unilateral elbow flexion with weight*. Change the report options to change the exercises to technical or common names.

Do I have to use the target heart rate calculator?

Target heart rate is not required for an exercise program. The target heart rate calculator is useful if you are creating an exercise program with an emphasis on cardiovascular fitness.

Printing FAQs

Can I reprint a client exercise program?

Yes, you can reprint an exercise program.

Can I print the exercises without names?

Yes. If you want to print just the current exercise program without titles, remove the checkmarks from the **Print Anatomical Titles** and **Print Common Name** checkboxes. If you want to print exercise programs without titles by default, change the report options.

What is the difference between a Site Copy and a Chart Copy?

The Site Copy report contains enough information for the health professional to know which exercises are in the exercise program. It contains thumbnail pictures of the exercises and the exercise parameters. Use the Site Copy report when working with the client.

The Chart Copy report contains the client name, exercise name, and parameters. No pictures are included. Use the Chart Copy report as a paper record of the exercise program for the client's chart.

What's the difference between the Client Comment and the Daily Comment?

Client comments print on the exercise reports you give to the client. The daily comment prints only on the Chart Copy report.

Is there a way to create standard Client Comments?

Yes, you can create stock comments.

Do the Client Comments affect how many exercises print per page?

Yes, client comments can affect how many exercises print per page depending on the length of the client comment.

Can I combine multiple exercises programs and reprint the exercise program as a single exercise program?

Yes, search for and select the exercise program using the Client History tab. Select the exercise program to move it to the **Selected Exercises** list, which combines the exercise programs into one program. Print the combined program.

Can I change the order in which the exercises print?

Yes. Select the exercise you want to move and click the appropriate arrow button under **Exercise Options**.

Can I add my facility logo to the printed exercise programs?

Yes, you can add multiple logos to the printed exercise programs. Logos must be in .jpg or .bmp format. Logos can be black and white or color.

What is Quick Print?

Quick Print allows you to quickly create and print non-personalized exercise programs. Select **Quick Print** from the main menu.

Protocols FAQs

How do I create a protocol?

You can create a protocol using either of the following methods:

- Select **Add»New Protocol** from the main menu.
- Create an exercise program and click **Make Protocol** to create a new protocol.

Can I edit protocols?

Yes, you can edit protocols.

Can I customize an exercise in a protocol?

Yes, you can edit an exercise in a protocol.

Education Topics FAQs

Can I add my own education topics?

Yes, you can add your own education topics. You also can import education topics.

Can I modify the Exercise Pro education topics?

Yes, you can edit education topics.

How do I edit the Spanish version of an education topic?

When you edit the education topic, select **Language»Spanish** from the main menu.

How do I print in Spanish?

Select **Spanish** from the **Language** drop-down list when you print the exercise program.

Appendix A

Non-Conforming Exercises

Some exercise defaults do not make sense for some exercises. For example, your facility might standardize on three sets of 20 repetitions for shoulder, wrist, and knee AROM exercises. But the default settings for these exercises might not make sense for exercises such as walking or running AROM exercises. You can edit the exercise settings for individual non-conforming exercises.

The following exercises usually do not follow the default exercises settings.

AAROM

AAROM shld Lat pushdown (dip bar) — suggest 3x 20
AAROM shld flx eccentric w/pulley — suggest 3 x 10
AAROM breathing hooklying — suggest sets and reps (not time)
AAROM cough quadpleg prone — suggest sets and reps (not time)
AAROM Diaphragmatic breathing w/towel — suggest sets and reps (not time)
AAROM parapleg longsitting — suggest sets and reps (not time)
AAROM parapleg cough sitting — suggest sets and reps (not time)
AAROM quadpleg cough longsitting — suggest sets and reps (not time)
AAROM segmental breathing w/towel/quick stretch — suggest sets and reps (not time)

AROM

AROM AK/BK sit weight shift-advanced — suggest sets and time
AROM AK/BK sit weight shift-beginning — suggest sets and time
AROM AK/BK stand weight shift-advanced — suggest sets and time
AROM AK/BK stand weight shift-beginning — suggest sets and time
AROM BK tall kneel weight shift — suggest sets of time
AROM BK tall kneel/walk — suggest sets of time or distance
AROM gait heel walk — suggest sets and reps and add distance in special instructions
AROM gait toe to toe walk — suggest sets and reps and add distance in special instructions
AROM gait toe walk — suggest sets and reps and add distance in special instructions

AROM gait walking — suggest 1 x 10 min.
 AROM gait high step in Pool — suggest 1 x 10 min.
 AROM gait normal step in Pool — suggest 1 x 10 min.
 AROM gait jogging in Pool — suggest 1 x 10 min.
 AROM gait toe to toe walk in Pool — suggest sets of time
 AROM floating prone in Pool — suggest sets of time
 AROM gait walking w/treadmill — suggest 1 x 10 min.
 AROM gait hand cane balance — suggest sets of time
 AROM finger flx/ext hand open/close — suggest increase rate to 2 per second
 AROM knee plyometric jumps — suggest increase rate
 AROM knee plyometric jumps front/back on step — suggest increase rate
 AROM knee plyometric jumps side/side on step — suggest increase rate
 AROM knee side to side — suggest place a distance in special instructions
 AROM knee crossovers — suggest sets of time or distance
 AROM knee crossovers in Pool — suggest sets of time or distance
 AROM knee swimming w/kickboard in Pool — suggest sets of time or distance
 AROM hip/knee figure eight walk — suggest sets of time
 AROM lumbar sideglide L lying — suggest sets of time
 AROM lumbar prone lying arms up — suggest 1 set x 20 min.
 AROM lumbar sideglide R lying — suggest sets of time
 AROM shld pendulum — suggest sets of time
 AROM vestib standing on foam — suggest sets of time

Isometric

Iso hip/pubic stabilization — suggest isometric parameters (it is classified under stabilization)

Resist

Resist knee bike upright — suggest sets of time
 Resist knee bike recumbent — suggest sets of time
 Resist knee cross country ski — suggest sets of time
 Resist shld rowing w/mach — suggest sets of time
 Resist knee ski simulator — suggest sets of time
 Resist knee stance heel/toe w/crosspull w/elastic — suggest sets of time
 Resist knee stance uni w/crosspull w/elastic — suggest sets of time
 Resist knee stairstepper — suggest sets of time
 Resist swimming in Pool w/elastic — suggest sets of time
 Resist walking in Pool w/elastic — suggest sets of time

Stretch

Stretch lumbar/thoracic flx (sitting cat) — suggest 3 sets of 10
 Stretch cerv decompression — suggest sets of time
 Stretch elbow ext palm down — suggest 1 set x 20 min.
 Stretch elbow ext palm down w/wt — suggest 1 set x 20 min.
 Stretch elbow ext palm up — suggest 1 set x 20 min.

Stretch elbow ext palm up w/wt — suggest 1 set x 20 min.
Stretch hamstring sit active — suggest 3x 10, twice a day
Stretch knee ext prone — suggest 1 set x 20 min.
Stretch knee ext prone w/wt — suggest 1 set x 20 min.
Stretch knee ext supine — suggest 1 set x 20 min.
Stretch knee ext supine w/wt — suggest 1 set x 20 min.
Stretch lumbar prone lying arms at side — suggest 1 set x 20 min.
Stretch lumbar prone lying w/pillow at hips — suggest 1 set x 20 min.
Stretch Pectoral supine static w/arms at side — suggest 1 set x 20 min.
Stretch Pectoral supine static w/arm abd — suggest 1 set x 20 min.
Stretch Quads prone w/elastic — suggest 1 set x 20 min.
Stretch shld ER supine static — suggest 1 set x 20 min.
Stretch shld ER supine static w/elastic — suggest 1 set x 20 min.
Stretch shld ER supine static w/wt — suggest 1 set x 20 min.
Stretch shld IR static — suggest 1 set x 20 min.

Glossary

-A-

AAROM

Active assisted range of motion Refers to exercises in which the muscle is helped with the aid of an outside force.

abd

Abduction

ACL

Anterior cruciate ligament

add

Adduction

ADL

Activity of daily living

alt

Alternating

ant

Anterior

AROM

Active range of motion Refers to exercises in which the muscle moves a body part.

-B-

bil

Bilateral

bkwd

Backward

-C-

circum

Circumduction

CMC

Carpometacarpal

-D-

depress

Depression

dev

Deviation

DF

Dorsiflexion

diag

Diagonal

DIP

Distal interphalangeal

-E-

elev

Elevation

ER

External rotation

ever

Eversion

ext

Extension

-F-

flx

Flexion

fwd

Forward

-G-

grav

Gravity eliminated Refers to a position that allows a body part to be moved with minimal effects of gravity.

-H-

horiz

Horizontal

-I-

indep

Independent

inv

Inversion

IP

Interphalangeal

IR

Internal rotation

IT

Iliotibial band

-L-

L

left

LAQ

Long arc quad

lat

Lattissimus

-M-

mach

Machine

MC

Metacarpal

motor dev

Motor development exercise

-P-

PF

Plantar flexion

pict

Picture

PIP

Proximal interphalangeal

post

Posterior

PROM

Passive range of motion Refers to exercises in which a body part is moved by an outside force, not muscle activity.

pron

Pronation

protract

Protraction

-Q-

quad

Quadriceps

-R-

R

Right

rotn

Rotation

-S-

s/p

Status post

SAQ

Short arc quad

shld

Shoulder

SI

Sacroiliac

Skill/func

Skill or functional exercise

sup

Supination

-T-

TFL

Tensor fascia lata

TMJ

Temporomandibular joint

-U-

uni
Unilateral

-V-

vestib
Vestibular

VMO
Vastus lateralis oblique

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