

[WELLNESS4ONE.COM](http://WELLNESS4ONE.COM)

---

wellness4one Trainer

# User Manual

WELLNESS4ONE TRAINER

# User Manual

---

© wellness4one.com

---

# Table of Content

<b>Overview .....</b>	<b>2</b>
<b>Organization Registration.....</b>	<b>4</b>
New Training Organization.....	4
<b>New Trainer Registration .....</b>	<b>7</b>
Health Screening.....	7
Trainer Registration .....	7
<b>Signing In.....</b>	<b>9</b>
Member Sign In .....	9
<b>Admin.....</b>	<b>10</b>
Group Admin .....	10
Group Webpage .....	12
Invite New Clients .....	13
User Admin.....	14
Send Message .....	15
Reporting .....	17
<b>Home .....</b>	<b>18</b>
Wellness Home .....	18
Send Message .....	19
<b>Workout Log .....</b>	<b>20</b>
Workout Log.....	20
Add Exercise .....	23
Exercise List.....	24
Workout Editor .....	25
<b>Nutrition .....</b>	<b>27</b>
Calorie Log .....	27
Calorie Log Express .....	30
Add Food .....	32
My Menu.....	34
Meal Planner .....	35
<b>Evaluation.....</b>	<b>37</b>
Checkup.....	37

---

<b>Aerobic Testing</b> .....	<b>39</b>
<b>Anaerobic Testing</b> .....	<b>41</b>
<b>Reporting</b> .....	<b>43</b>
<b>Reporting</b> .....	<b>43</b>
<b>Profile</b> .....	<b>45</b>
<b>Trainer Profile</b> .....	<b>45</b>

# Welcome to wellness4one

There are over 240,000 personal trainers employed in the United States and even more coaches. This number is expected to increase by 20% in the next few years. wellness4one Trainer provides free client fitness management tools to personal trainers, coaches, police and fire departments and the military. With wellness4one Trainer, the personal trainer can store client checkup information as well as aerobic and anaerobic fitness evaluations, design and review workouts online, check calorie and nutrition data, and evaluate progress reports. This product provides everything you need to help clients reach their goals.

## User Manual How To

wellness4one Trainer can be used in many different ways. wellness4one was designed with all trainers and clients in mind. Personal trainers, coaches and physical training instructors wanting a complete set of fitness and nutrition tools will find a deeply integrated system that will help manage various aspects of their clients' physical wellness. Others will find that wellness4one can effectively provide just the tools their clients are looking for.

### At a glance:

Overview.....	2
Organization Registration .....	4
New Trainer Registration.....	7
Signing In .....	9
Admin .....	10
Home.....	18
Workout Log .....	20
Nutrition.....	27
Evaluation .....	37
Reporting.....	43
Profile .....	45

## Overview

<b>Group Admin</b>	<p>The purpose of the Group Admin page is to add, rename and remove groups for an organization.</p> <p>Groups are a way for administrators to organize members. Through groups, admins invite members to the organization and manage accounts once members join. A group that is established as a Training Group allows the admin to view and modify various workout and calorie logs as well as checkups and evaluations.</p>
<b>Group Webpage</b>	<p>Group Webpages provide a portal into which members can obtain information about the group. Webpages can include a group logo, mission statement or description, member statistics, member listings, schedule, and news.</p>
<b>Invite New Users</b>	<p>The Invitation Wizard provides a way for an admin to invite employees or members into his or her group. Admins can either create a link to use in their emails or newsletters which, when clicked, will allow others to join their group or they can have the system send email invitations directly to people they would like to join the group.</p>
<b>User Admin</b>	<p>The purpose of the User Admin page is to update and remove users from a group.</p>
<b>Admin Reporting</b>	<p>The Admin Reporting page provides information regarding system usage and fitness challenge progress.</p>
<b>Home Page</b>	<p>This page is used as a launching point or portal to the rest of the system. From here, you can access many of the main pages and see relevant health and fitness information at a glance.</p>
<b>Evaluation</b>	<p>A health evaluation is critical to designing an effective and balanced fitness program. The pages found in the wellness4one Evaluation menu are as follows:</p> <ul style="list-style-type: none"><li>• Checkup: Record measurements and vital statistics for a given point in time.</li><li>• Aerobic Fitness Evaluation: Determine client cardiovascular capacity.</li><li>• Anaerobic Fitness Evaluation: Determine client muscular strength and endurance.</li></ul>
<b>Fitness</b>	<p>Fitness training is key to any wellness initiative. The wellness4one Fitness menu simplifies the process of getting in shape.</p> <ul style="list-style-type: none"><li>• Workout Log: Generate new workouts and record workout results.</li><li>• Add Exercise: Add your own custom exercises to the system.</li><li>• My Exercises: Create a list of exercises that are commonly recommended.</li><li>• Workout Editor: Build a fitness routine for your clients</li><li>• Contact Client: Send an email message to your clients</li></ul>

**Nutrition**

A good diet is the beginning of a healthy lifestyle. The wellness4one Nutrition menu helps you stay on the right path.

- Calorie Log Express: Quickly and easily track client calories and nutrition to determine whether they are gaining or losing weight each day.
- Calorie Log: Accurately track client calories to determine whether they are gaining or losing weight each day.
- Add Food: Add your own food items to the system.
- My Menu: Create a list of food items that you commonly eat.
- Meal Planner: Create a multi-day meal plan to aid in Calorie Logging.

**Reporting**

Reporting: Find out how your clients have progressed in the last month, quarter, year or more. Useful as a motivational tool and for determining when progress has slowed and changes to workouts should be considered

**New Training  
Organization**

## Organization Registration

### *Purpose*

The New Trainer Signup page is used to register your personal training service or gym with wellness4one.com. Once your organization is registered, your members may enjoy the benefits of the system.

### *Features*


The Organization Information section provides details about your business to wellness4one.com such as name, contact, address and phone number.

The Organization Tier section allows you to choose whether you want to use the free Tier 1 package or the Tier 2 package with no advertising. The Tier 2 package also requires the user licenses and billing information.

The Administrator Information section allows you to choose the new wellness4one system admin for your organization. You can add additional trainers in the Admin section as necessary.

### *How To*

1. Click on the New Trainer link from the wellness4one.com home page.
2. Enter your organization information and a contact name.



The screenshot shows a registration form titled "Organization Information" on a light blue background. The form contains the following fields:

- Organization: Text input field
- Contact Name: Text input field
- Address: Text input field
- Address Line 2: Text input field
- City: Text input field
- State: Dropdown menu with "-- Select --" and a downward arrow
- Zip: Text input field with a hyphen separator
- Country: Text input field
- Phone: Text input field

3. Select the Organization Tier you desire. At present, there are only two tiers from which to choose. Tier 1 is provided free of charge and provides all the features of wellness4one.com. Tier 2 provides all the features of Tier 1 but also removes advertising. If you choose Tier 2, you must also choose the number licenses you wish to purchase in increments of 10. You may change this number on the Admin tab up to 30 days after registration.



**Select Organization Tier**

Tier 1 (Free) Organization members are provided with all of the features of wellness4one Personal and administrators are given the ability to invite new members, manage teams, run usage reports and create fitness challenges similar to Biggest Loser TV show.

Tier 2 For a small annual fee, organization members receive the Tier 1 features in addition to the removal of all advertising.

Number of User Licenses:  (in multiples of 10)

The \$1 per user per year membership fee will be assessed 30 days after enrollment. We do not offer refunds on unused user licenses. Therefore, it is important to accurately gauge the number of users for your organization. A common practice is to use the 30 day trial period to determine the total user licenses needed and adjust the user licenses on the Admin tab by clicking the Organization button. You may always contact us increase the number of user licenses at a later date.

4. If you choose Tier 2, enter your billing information in the space provided.

**Billing Information**  Same as contact above  
**(who will be paying for this service - Often Accounts Payable)**

Billing Contact Name

Address

Address Line 2

City

State

Zip  -

Country

Phone

Payment Type  Credit Card  Bill Me

Card Type

Name On Card

Card Number

Expiration Date  /

CCV Number

5. In order to run a wellness4one program for your organization, you must establish a system administrator. If you are new to the system, select **Create a new member account** and fill out the required information; otherwise, select **Use my current member account** and enter your id and password.

**Administrator Information**  
(This person will become an admin and member)

**A user admin account will be established for this person**

Please Select  Create a new member account  
 Use my current member account

First Name

Last Name

Title

Phone

Email

User ID

Password

Re-enter Password

- When you are finished click **Submit**. You will be prompted to log into the system and, if you are a new member, must complete the new trainer registration as detailed below.

# New Trainer Registration

## Health Screening

Once the New Member Signup button is clicked, the Health Screening page is displayed. This page is a standard form used to identify any potential problems the user may have with a generalized fitness program.

**wellness4one**

**Health Screening**

Do you now, or have you had in the past:	Yes	No
A doctor stating that you should not exercise or only do physical activity recommended by a doctor	<input type="radio"/>	<input type="radio"/>
A history of heart problems, chest pain or stroke	<input type="radio"/>	<input type="radio"/>
Pain in your chest when you do physical activity	<input type="radio"/>	<input type="radio"/>
High blood pressure	<input type="radio"/>	<input type="radio"/>
Any chronic illness or condition	<input type="radio"/>	<input type="radio"/>
Difficulty with physical exercise	<input type="radio"/>	<input type="radio"/>
Recent surgery (in last year)	<input type="radio"/>	<input type="radio"/>
Pregnancy (now or in the last 3 months)	<input type="radio"/>	<input type="radio"/>
History of breathing or lung problems	<input type="radio"/>	<input type="radio"/>
Lost your balance because of dizziness or do you ever lose consciousness	<input type="radio"/>	<input type="radio"/>
Muscle, joint or back disorder, or any previous injury still affecting you	<input type="radio"/>	<input type="radio"/>
Diabetes or thyroid condition	<input type="radio"/>	<input type="radio"/>
Cigarette smoking habit	<input type="radio"/>	<input type="radio"/>
Obesity (more than 20% over ideal weight)	<input type="radio"/>	<input type="radio"/>
High blood cholesterol	<input type="radio"/>	<input type="radio"/>
A history of heart problems in your immediate family	<input type="radio"/>	<input type="radio"/>
A hernia, or any condition that might be aggravated by lifting weights	<input type="radio"/>	<input type="radio"/>
Take medications for your blood pressure or heart condition	<input type="radio"/>	<input type="radio"/>
Any other reason why you should not do physical activity	<input type="radio"/>	<input type="radio"/>

I have read and answered 'No' to all questions above.

Continue

**Attention Please**  
You should always consult a physician before starting a physical fitness program.

**Privacy Notice**  
We recognize your need for information privacy. With this in mind, your personal information will never be sold or distributed to a third party except when required by law.

If any of the **Yes** options are checked, the user must consult their physician to see if a generalized fitness program is right for their condition. Fill in the Doctor's name and consultation date to continue registration. This screening is necessary because the wellness4one system can be used to generate an exercise routine and this routine is based on a minimal level of physical fitness. **NEVER use wellness4one if your doctor prescribes a specific exercise regime for your condition or advises against a generalized exercise program.**

To continue on to the Member Registration page, the user must click the checkbox at the bottom of the page.

## Trainer Registration

All trainers must complete a member registration in order to use the wellness4one system.

wellness4one

### Member Registration

Member ID [info?](#)

Password (Case sensitive)

Re-Enter Password

First Name

Last Name

Email Address   
(Used for password resets and trainer communications)

Gender [why?](#)  Male  Female

Date of Birth [why?](#)  mm/dd/yyyy

Preferred Unit of Measure [why?](#)  Imperial (lbs.)  Metric (Kg.)

Activity Level [info?](#)  -- Select --

I would like to receive the free wellness4one newsletter [info?](#)

I have read and agree to the [Terms Of Service](#)

 Enter the code shown:

**Attention Please**

You should always consult a physician before starting a physical fitness program.

**Privacy Notice**

We recognize your need for information privacy. With this in mind, your personal information will never be sold or distributed to a third party except when required by law.

- You must select a unique Member ID to log into the system and identify yourself to other users.
- Passwords are case sensitive meaning that “PASSWORD” is not the same as “password”.
- Email addresses are used for password resets and communications with wellness4one.com. We never sell or give out user information to third parties.
- The system uses Gender, Date of Birth and Unit of Measure to determine calculated body fat, basal metabolic rate (BMR), VO<sup>2</sup> Max and much more.
- Activity Level helps determine the number of calories a user can consume in a day without gaining weight. Most people overestimate their activity level so selecting **Sedentary** or **Light Activity** is recommended.
- If desired, you may also choose to receive our free wellness4one newsletter.
- Please enter the CAPTCHA code at the bottom of the page. All letter should be typed in lower case.

## Signing In

### Member Sign In

Once you have created a member account you can use the normal sign in procedure to gain access to the wellness4one system.

wellness4one

**Member Login**

Member ID

Password  Passwords are case sensitive

Remember ID

[Forgot Password?](#)  
[Forgot Member ID?](#)  
[New Member?](#)

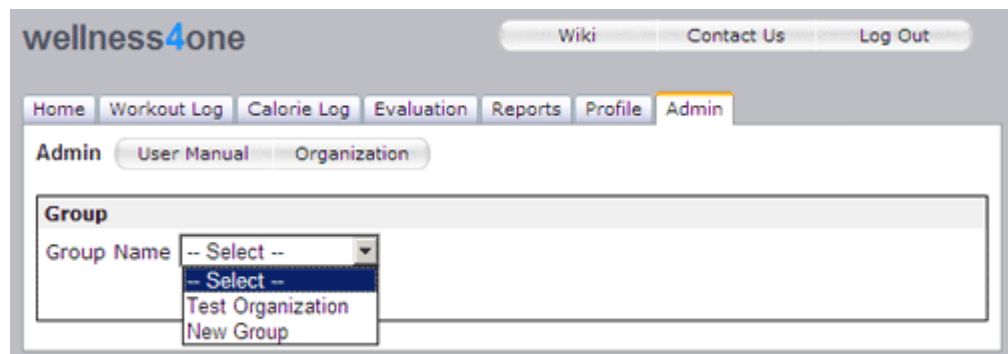
**Browser Notice**

If you are receiving a pop-up box stating: "You are about to be redirected to a connection that is not secure.", please consider upgrading to Internet Explorer 8 or Firefox. Both browsers have significant security enhancements and should not display that pop-up box.

- Type in the **Member ID** and **Password** you created in the **Member Registration** process. Remember, passwords are case sensitive.
- If you would like the browser to remember your **Member ID**, click the **Remember ID** checkbox.
- If you forgot your **Member ID** or **Password** click either link to have the lost item sent to your registered email account.
- wellness4one.com uses SSL to protect your **Member ID** and **Password**. For this reason, some older browsers may warn you that you are leaving a secure area when you click the **Sign In** button.

## Admin

The admin tab is displayed to group admins only. When you sign your organization up for wellness4one.com, a group with the same name is created automatically. In order to use the admin features, you must first select the group you would like to work with.



From this point, you may edit group details, create a group page, invite and edit group members or add a fitness challenge.

At any time, you may also add a group if you wish to keep your organization separated such as one for Human Resources and another for Product Development.

### Group Admin

#### *Purpose*

The purpose of the Group Admin dialog is to edit, rename and remove groups for an organization.

Groups are a way for administrators to organize members. Through groups, admins invite members to the organization and manage accounts once members join. A group that is established as a Training Group allows the admin to view and modify various workout and calorie logs as well as checkups and evaluations.

Creating multiple groups for your organization is usually only necessary when it is very large, decentralized and you would like to have multiple admins.

NOTE: Most organizations will not need to create any additional groups beyond the initial group provided by default.

#### *Features*

With the Group Admin page, an admin can edit, rename and delete groups for an organization.

The default group for an organization is automatically created with the same name as

the organization. The Organization Admin is automatically a member of this group. All new members can be added to this group if desired.

The **Select Organization** drop down box allows you to connect the current group to an organization.

The optional **Training Group?** checkbox allows you to grant admins the ability to view or edit group member logs, checkups, evaluations and reports. All groups created by a personal trainer or gym should have this box checked.

The **Show Group Page?** checkbox determines whether a group webpage is available to members.

### *How To*

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish edit from the drop down menu or select **New Group**.
3. Click the **Edit Group** button.

**Create or Edit Group Information**    How To

Select Organization (Optional)    Test Organization

Group Name    Test Organization

Training Group?    A training group allows the admin to act as a personal trainer. This grants them access to view and / or modify member workouts, meals, checkups and reports.  
**NOTE: This option cannot be changed after group creation.**

Show Group Page?    A group page is designed to provide group members with information about the group such as: purpose, meeting schedule, news, messages, etc.  
**NOTE: This option can be changed at any time.**

Update    Delete    Cancel

- You may link the group to an organization using the **Select Organization** dropdown box.
- You may change the **Group Name** to anything you wish.
- You may not change training group option once it is selected during group creation.
- You may choose to show or hide the group webpage.
- If you are deleting a group, click the **Delete** button. You will need to click **OK** on the corresponding confirmation box.

### Notes:

- If you delete a group that currently has members, you will need to re-invite them to a different group.
- You will generally only want to select the Training Group checkbox if your admins are personal trainers, coaches, nutritionists, etc.

## Group Webpage

### Purpose

The purpose of the Group Webpage dialog is to add and update group information for members to access via the web.

### Features

With the Group Webpage dialog, an admin can upload a group logo, establish the group's purpose or description, add news items or set up a group meeting schedule.

### How To

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish edit from the drop down menu or select **New Group**.
3. Click the **Group Webpage** button.

**Edit group page settings**    How To

Group Logo

Click Browse to select a photo and then Upload to send the photo to wellness4one.com

Group Purpose / Description

Show Statistics? (Total Weight Lost, Total Workout Time, etc.)     Yes     No

Show Members?     Yes     No

Schedule (if you would like to show the dates / times your group meets)   

News and Events



- To add a group logo, click **Browse**, select the image file, click **OK** and then click **Upload**.
- You may to show or hide group members and group overall statistics.
- You may set up a calendar of events and meeting times.
- You may add group new items as desired.

## Invite New Clients

### *Purpose*

The purpose of the User Invitation wizard is to add new clients to the group.

### *Features*

With the Client Invitation wizard, an admin can create a link that they can use in their emails or newsletters which, when clicked, will allow others to join their group.

An admin may also send email invitations directly to clients they would like to join the group from the wellness4one system.

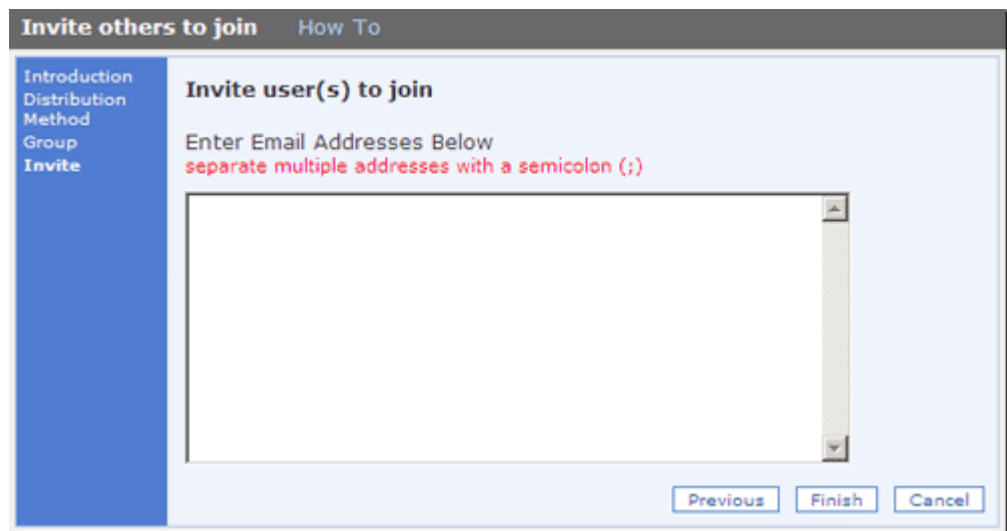
### *How To*

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish view from the **Group Name** drop down menu.
3. Click the **Send New Member Invitations** link.
4. Read the wizard introduction and click **Next**.
5. Choose the **Generate a link** option to obtain a link which you can place in your email correspondence or newsletters which will allow others to join when clicked. Otherwise, Choose the **Email** option to have the system send emails to the email addresses you specify. Click **Next** when ready.

6. Select the group for which you are creating invitations.



7. If you chose to generate a link in Step 5 above, write down the name of the link; otherwise, enter the email addresses of those you wish to invite separated by a semicolon. When you are done, click **Finish**.



## User Admin

### *Purpose*

The purpose of the User Admin page is to update and remove users from a group.

### *Features*

With the User Admin page, an admin can update user information or remove current users from a group.

The Update feature is primarily used to grant or revoke Admin authority to a user. In order to add additional trainers to a group. First invite the new trainer as a client as described above. Then, give them admin authority as described below.

### *How To*

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish view from the **Group Name** drop down menu.
3. Click the user name link in the **Group Members** pod.
4. If you are updating the user's access, change the **Is Admin?** option button and click the **Update** button.

5. If you are deleting a user, verify the user and click the **Remove** button. You will need to click **OK** on the corresponding confirmation box.

#### *Notes:*

- If you delete a user from a group, their account will be disconnected from the organization but it will still exist in the wellness4one Personal system. They can also be re-invited to the organization at a later date.

## **Send Message**

### *Purpose*

The purpose of the Send Message dialog is to exchange short messages between training partners. If the user is a member of a group or is working with a trainer, the user may also exchange messages with them.

**NOTE:** to exchange messages, members must first become training partners. For more information see Invite New Training Partners.

### *Features*

The Send Message dialog allows the user to select from their training partners or their group admin or trainer if available. A short message up to 256 characters is then

entered and sent to the selected recipient. Messages will appear on the recipient's home page.

This page also displays all the messages you have received from other members, group admins, personal trainers or the wellness4one.com system admin.

### *How To*

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish view from the **Group Name** drop down menu.
3. Click the **Send Message** link.
4. Select the message recipient from the **Group Member** drop down box. You may also send a message to the entire group.

The screenshot shows a web application window titled "Send a message to groups and members" with a "How To" link. The window contains a "Select Message Recipient:" section with two radio buttons: "Group Member" (which is selected) and "Entire Group". To the right of the "Group Member" radio button is a dropdown menu currently displaying "-- Select --". Below this section is a large, empty rectangular area labeled "Received Messages". At the bottom right corner of the window, there is a "Done" button.

5. Enter your short message in the **New Message** textbox up to 256 characters.
6. When you are finished with the message, click the **Send** button.
7. When you are finished sending messages, click the **Done** button.

## Reporting

### *Purpose*

The Admin Reporting page provides information regarding system usage and fitness challenge progress

### *Features*

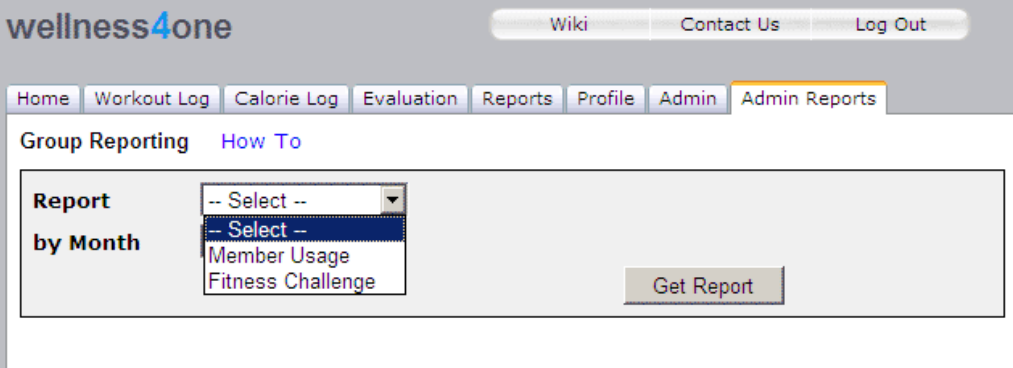
**Usage Report:** provides detailed information regarding how often and for what purpose users are accessing the wellness4one system. This report displays the user name along with the aerobic and anaerobic time logged. The report also displays the total calories logged for each user in the month selected.

Optionally, the admin may choose a week from the selected month to get usage information broken down by the day.

**Fitness Challenge Report:** provides progress details for any fitness challenges your organization is currently hosting.

### *How To*

1. After logging into the system, click the **Admin** tab.
2. Select the group you wish view from the **Group Name** drop down menu.
3. Select the desired report from the **Group Reports** pod.
4. A new tab named **Admin Reports** will open. For **Member Usage** reports, select the desired month the **by Month** drop down box. Optionally, you may get usage information broken out by day by selecting the desired week from the **or Week** drop down box.



The screenshot shows the wellness4one interface. At the top, there are links for Wiki, Contact Us, and Log Out. Below that is a navigation bar with tabs for Home, Workout Log, Calorie Log, Evaluation, Reports, Profile, Admin, and Admin Reports. The Admin Reports tab is active. Underneath, there is a 'Group Reporting' section with a 'How To' link. A form titled 'Report by Month' contains a dropdown menu with options: '-- Select --', '-- Select --', 'Member Usage', and 'Fitness Challenge'. A 'Get Report' button is located to the right of the dropdown.

5. For **Fitness Challenge** progress information, select the desired competition from the **Challenge** drop down box.
6. Click the **Get Report** button.

## Home

### Wellness Home

The Wellness Home page provides the most current health information for a particular user and is used as a launching point to the rest of the system.

The screenshot shows the wellness4one Wellness Home page. At the top, there is a navigation bar with links for Wiki, Contact Us, and Log Out. Below this, there is a secondary navigation bar with links for Home, Workout Log, Calorie Log, Evaluation, Reports, and Profile. The main content area is titled "Wellness Home" and includes tabs for User Manual and Getting Started. The page is divided into several sections: a Messages section with a "No Image Available" placeholder and a "Send Message" link; a My Calorie Balance section showing Today's Calories Consumed (0), Your BMR x Activity Level (-0), Today's Workout (-0), and Calorie Balance (0); a My Training Partners section with an "Invite New Training Partners" link; a My Fitness Challenges section with a "Create a New Challenge" link; a My Goals section with an "Add New Goal" link; and a Health and Fitness News section listing various articles such as "Aerobic exercise safe and effective for rheumatoid arthritis patients, experts say" and "Exercise trumps creatine in cardiac rehabilitation".

- The My Messages pod displays notes from your training partners, group administrators or the wellness4one system. To send a message, click the **Send Message** link.
- My Calorie Balance pod shows the user's caloric balance for the current day.
  - Today's Calories Consumed displays the daily calories logged on either calorie log.
  - BMR x Activity Level is the computed number of calories the user may consume in a day without gaining weight.
  - Today's Workout shows the estimated calories burned in the user's daily workout.

- Calorie Balance shows the Calories Consumed – (BMR x Activity Level) – Workout Calories Burned. A negative number indicates that the user is losing weight.
- My Goals displays all of your current goals. Status of goals is updated nightly. For detailed information on this function, see the **My Goals** section below.
- My Training Partners provides a facility for inviting friends and family to become training partners.
  - Invite New Training Partners allows the user to email training partner invitations. Training partners have limited access to one another fitness and nutrition information and can create fitness challenges for one another.
  - When a user accepts the invitation, a link with their name appears in this pod. Clicking on the link will take you to your partner’s personal webpage.
- My Fitness Challenges shows any current challenges that you are participating in and allows you to create a new challenge for you and any of your training partners.
- Health and Fitness news provides an RSS feed to daily health and fitness updates.

**Send Message**

While the Send Message link will work as described in the wellness4one Personal User Manual, you will generally want to use the Send Message feature to contact clients described in the Admin section above.

## Workout Log

### Workout Log

#### *Purpose*

The purpose of the Workout Log page is to record a user's daily workouts.

Data recorded on the Workout Log page is used as a benchmark for succeeding workouts and as a feedback mechanism on the Reporting page.

**NOTE:** If you create an exercise list using the **Edit Your List** function, only those exercise will be available in the exercise drop down list. Otherwise, the list displays all common exercises.

#### *Features*

The Workout Log page provides several options to make creating and recording daily workouts quick and easy. You can choose to create a workout from scratch by selecting a date and then clicking **Edit** or choose to copy a prior workout by selecting the prior date, clicking the **Copy** button and selecting the new date.

You may choose to retrieve the results from your last workout by clicking the **Retrieve Previous Sets** button. Pulse may optionally be included for aerobic activities.

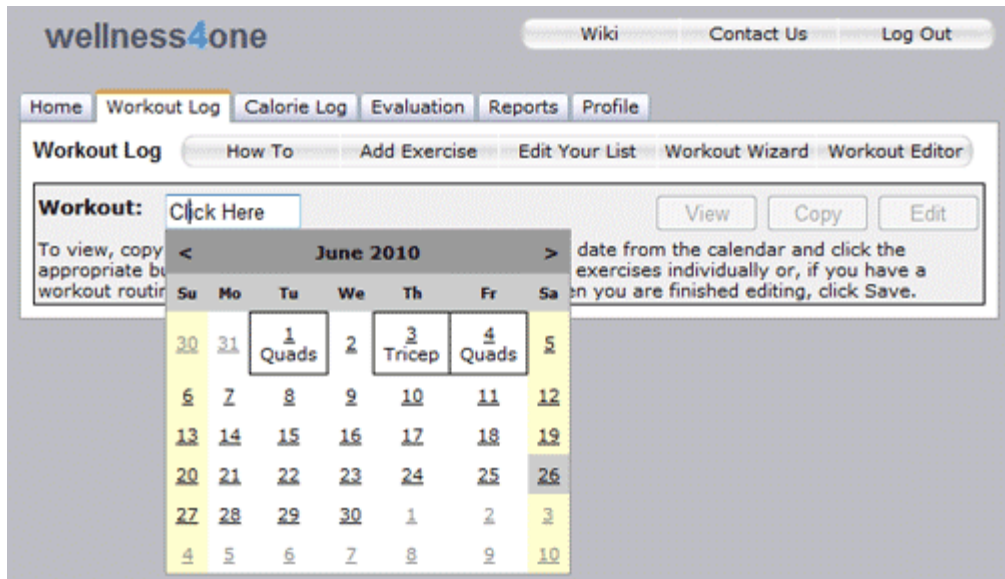
The **Estimate of Calories Burned** uses your  $VO^2$  Max from your **Aerobic Evaluation** to help estimate the number of calories burned during your current workout.

You may also use the [wellness4one Mobile](#) products to log workouts from a gym, track, pool, etc.

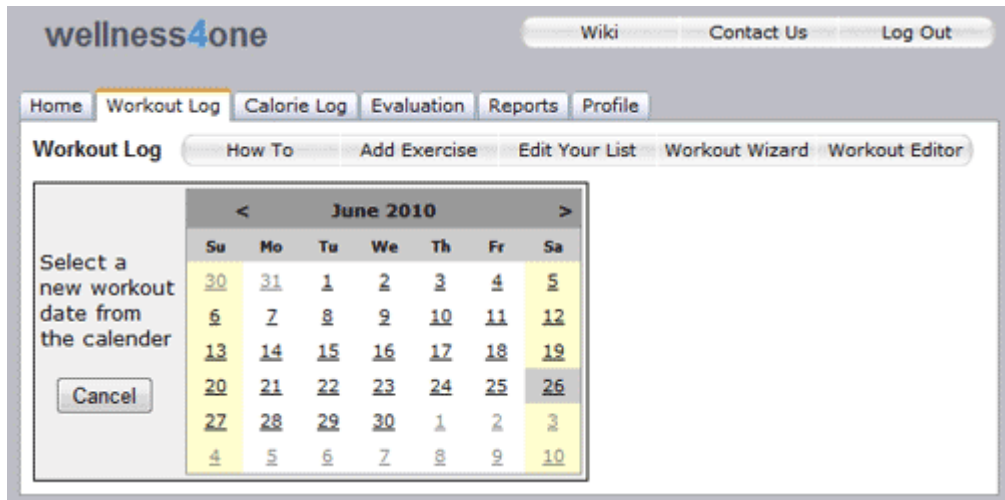
#### *How To*

1. Select the desired client from the **Member** drop down box.
2. Select a date from the **Workout Date** calendar. If it is a prior workout, you can choose to view, copy or edit it; otherwise, you will click the edit button to enter a new workout from scratch.

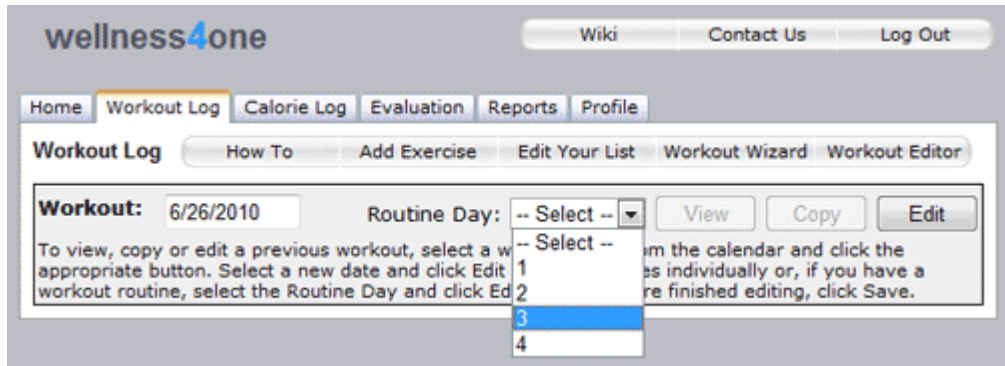




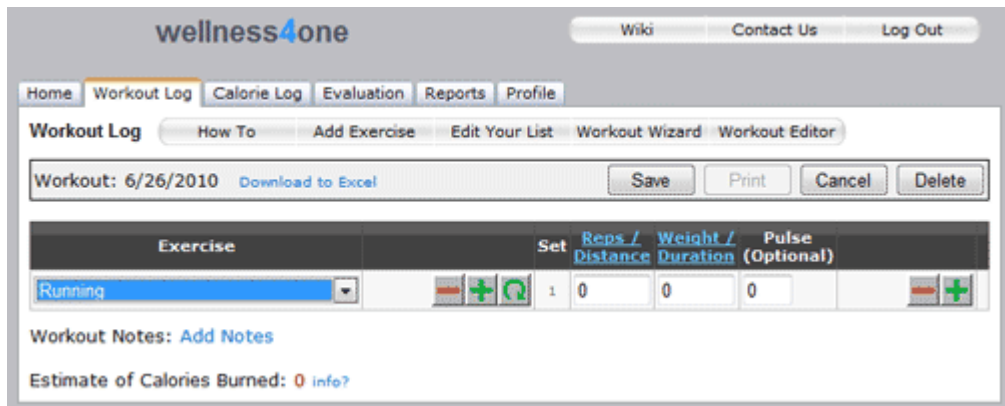
3. If you choose to copy a prior workout, you must choose the prior workout from the calendar to copy, click the Copy button, and then select a new workout date from the calendar.



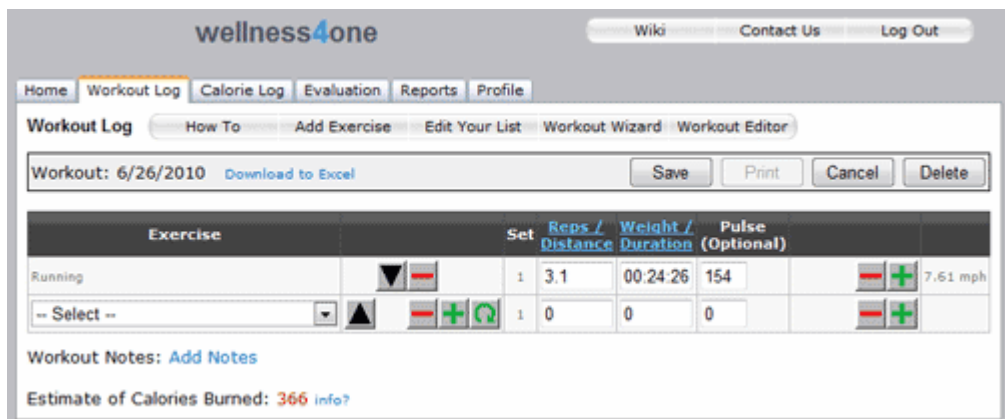
4. If you are not copying a previous workout want to create a new workout from scratch or, if you have used the **Workout Wizard** or **Workout Editor**, want to use a routine you already built, click an unused date from the **Workout** calendar. Select the **Routine Day** and click **Edit** to import a previously built routine or just click **Edit** to build the workout from scratch.



5. Select the exercise to log data for from the drop down box and enter the reps and weight for anaerobic exercises or distance, duration and (optionally) pulse for aerobic exercises. You can also use the **Retrieve Previous Sets** button to get the workout information for the last time you performed the selected exercise.



6. Use the **New Set** and **New Exercise** buttons to add additional sets or exercises to your workout.



7. When you are finished with your workout, click the **Save** button.

## Add Exercise

### *Purpose*

The purpose of the Add Exercise dialog is to add an exercise the user would like to perform but are not included in the common exercise list.

### *Features*

The Add Exercise dialog allows the user to enter the new exercise name, indicate whether it requires any specific equipment to perform, indicate if it is an isolation or compound exercise, is aerobic or anaerobic, and specify the primary muscle group used.

Note: Exercises entered using this page are only viewable to the member who entered them.

### *How To*

1. Select **New Exercise** from the drop down list to add a new exercise or select an exercise name to edit a previously entered exercise.

**Add or Edit custom exercises in your personal database** [How To](#)

Note: Please use the predefined exercises whenever possible to limit the number of exercises you create. The more exercises you create, the slower your web response times will become.

For a list of the common predefined exercises, click [HERE](#)

Exercise:

Exercise name:

Does this exercise require any fitness equipment?  Yes  No

Is this an isolation exercise? (An isolation exercise uses a single muscle group while a compound exercise employs multiple muscle groups)  Yes  No

Is this an aerobic exercise?  Yes  No

What is the primary muscle group used in this exercise?

Traps  Delts  Upper Pecs  Middle Pecs  Lower Pecs  
 Upper Lats  Lower Lats  Bicep  Tricep  Forearm  
 Abs  Hamstrings  Quads  Gluteals  Calf

2. Enter a name for the new exercise. The name must be different from any existing exercises.

3. Specify if the exercise requires any fitness equipment to perform such as weights or a bicycle.
4. Specify if the exercise is an isolation or compound exercise. An isolation exercise works only one muscle group while a compound exercise will work two or more muscle groups.
5. Specify if the exercise is aerobic (cardio) or anaerobic.
6. Select the primary muscle group worked by this exercise.
7. When you are finished, click the **Add Exercise** button.

## **Exercise List**

### *Purpose*

The purpose of the **Exercise List** dialog is to specify the exercises that the member will be using. A user may choose to use all exercises but some will want to filter the selection down to only the ones they regularly perform.

### *Features*

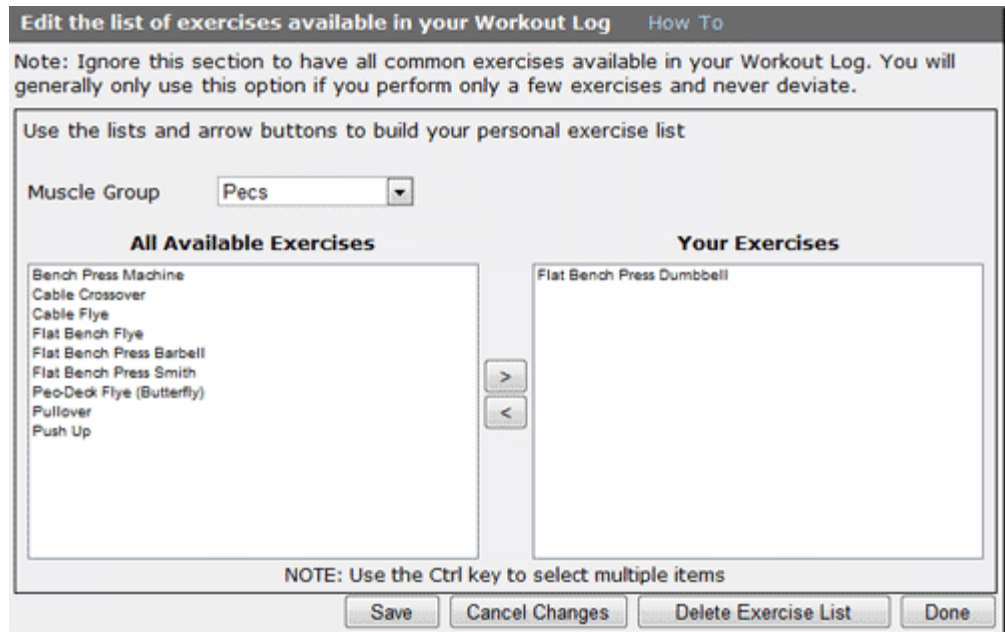
The **Exercise List** dialog features a simple interface that allows users to select the primary muscle group worked by an exercise and then selecting the various available exercises.

If an exercise is not on the list of available exercises, a new exercise can be entered exclusively for the user by clicking the **Add Exercise** button on the Workout Log page.

Note: If you would like to remove all selected exercises and just use the common exercises from the Workout Log drop down menu, click **Delete Exercise List**.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. From the **Muscle Group** drop down box, select the group whose exercises you would like to add.
3. Select exercises in the **All Available Exercises** list box and click the > (add) button. If you accidentally add the wrong exercise, you can use the < (remove) button.



4. When you are finished selecting exercises for all of the muscle groups that you will be working, click the **Save** button.

## Workout Editor

### *Purpose*

The purpose of the Workout Editor page is to create and modify a user's exercise routine. Routine days can be used in the Workout Log to quickly add exercises, sets, reps and weight to the log.

### *Features*

The Workout Editor page provides several options for building fitness routines. If the **Workout Wizard** was used to create your fitness program, it can be modified using this tool.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. On the **Workout Day** drop down box, select the routine day you wish to modify or select **New Day** to add an additional workout day to your routines.
3. If you are opening a previously built day, you may change the number of sets, edit reps / distance and weight / duration, add a memo or add a new exercise by clicking the plus (+) button.

wellness4one Wiki Contact Us Log Out

Home Workout Log Calorie Log Evaluation Reports Profile **Workout Editor**

**Workout Editor** How To

Routine: Workout Wizard - 6/26/2010  Active Save Delete Routine Cancel

Workout Day: 1 Print Delete Day

To create a new routine, select **New** from the Routine drop-down box and then give it a name. Select **New Day** from the Workout Day drop down box and select the exercises and number of sets. The Active routine is available on the Workout Log.

Exercise	Sets	Reps / Distance (Optional)	Weight / Duration (Optional)	Notes (Optional)	
Flat Bench Press Dumbbell	5	10	0		▼ -
Incline Press Barbell	5	10	0		▲ ▼ -
Shoulder Press Dumbbell	4	10	0		▲ ▼ -
Tricep Kickback Dumbbell	4	10	0		▲ ▼ -
Double Crunch	5	20	0		▲ ▼ -
Running	1	0	00:30:00		▲ - +

NOTE: Aerobic exercises use a time format (hh:mm:ss) for the duration field. Reps / Distance, Weight / Distance and Notes fields are optional.

- If you are creating a new routine day, choose the exercise you wish to add and then enter the number of sets and other optional information. Use the plus and minus buttons to add and remove exercises.

wellness4one Wiki Contact Us Log Out

Home Workout Log Calorie Log Evaluation Reports Profile **Workout Editor**

**Workout Editor** How To

Routine: Workout Wizard - 6/26/2010  Active Save Delete Routine Cancel

Workout Day: 5 Print Delete Day

To create a new routine, select **New** from the Routine drop-down box and then give it a name. Select **New Day** from the Workout Day drop down box and select the exercises and number of sets. The Active routine is available on the Workout Log.

Exercise	Sets	Reps / Distance (Optional)	Weight / Duration (Optional)	Notes (Optional)	
-- Select --	0	0	0		- +

- When you are finished creating your workout routine, click **Save**.

## Nutrition

### Calorie Log

#### *Purpose*

The purpose of the Calorie Log page is to record a user's daily caloric intake and provide feedback as to when they are gaining or losing weight.

Data recorded on the Calorie Log page is used as a feedback mechanism on the Reporting page. It also acts as a reminder for users to watch the calories they consume.

**NOTE:** You can use the Meal Planner feature to quickly enter multiple food items from your diet.

**NOTE:** You can use the My Menu feature to pare down food choices to just those you commonly consume.

#### *Features*

With the Calorie Log page, a user can accurately track their daily caloric intake and gauge that against how much they should be consuming based on their age, height, weight, sex, and activity level.

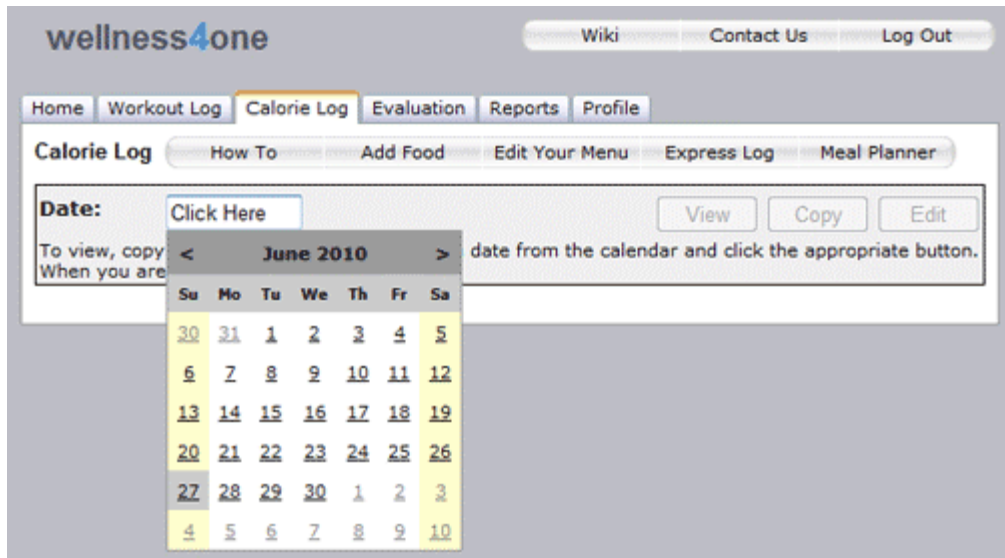
The user can easily enter their meals from thousands of food items. They can either type in a selected food, or enter one-time items if their caloric content is known. If a food item is not found in the database, a user can enter the new item which can then be seen by any other user.

The Calorie Log displays a running total of calories consumed throughout the day. It also displays the approximate number of calories the user must consume to maintain their current weight. The third item displays whether the user is gaining or losing weight so far that day.

The [wellness4one Mobile](#) products can be used to log calories from a restaurant, work, picnic, etc.




#### *How To*

1. Select the desired client from the **Member** drop down box.
2. Select **New** from the **Date** drop down box and click the **Edit** button.



3. On the calendar provided, click the date for which you would like to record calories consumed. Click Edit to begin adding food items
4. You can type in a food item and search for it in the database or enter just the calories and a description of the food if known.

**Choose one of the methods to add food items below**

	Search	<input type="text" value="Type food keywords here"/>	<input type="button" value="Find"/>
	Calories	<input type="text"/>	
	Note (optional)	<input type="text"/>	
	Food Group	<input type="text" value="-- Select --"/>	
	Subgroup	<input type="text"/>	
	Category	<input type="text"/>	
	Food	<input type="text"/>	



If you choose to use the food database to enter your food item, Select the **Food Group, Subgroup, Category** and finally the food item; otherwise, just enter the calories consumed and a description of the food. Click **Add Item** when finished.



**NOTE:** If you are using the My Menu feature to pare down your food choices, option buttons for My Menu and All Foods are displayed.

5. Click the + (add new food) button to add additional food items.




The screenshot shows the 'wellness4one' Calorie Log interface for the date 6/26/2010. The 'Calorie Log' tab is active, and the 'Add Food' button is highlighted. The table below shows one entry:

Food	Serving Size	Calories Per Serving	Servings	Time (optional) use 'a'/'p' for AM/PM	Notes (optional)	
cereals rte,kellogg's,frstd flakes 1/3 less sugar	1 cup	117	.75			 

Calories Needed to Maintain 155lbs: 2104  
 - Total Calories Consumed: 117  
 So far today, you are losing weight

6. If you would like to change the number of servings, please use decimals instead of fractions. (e.g. .5 instead of 1/2)

The screenshot shows the 'wellness4one' Calorie Log interface for the date 6/26/2010. The 'Calorie Log' tab is active, and the 'Add Food' button is highlighted. The table below shows two entries:

Food	Serving Size	Calories Per Serving	Servings	Time (optional) use 'a'/'p' for AM/PM	Notes (optional)	
cereals rte,kellogg's,frstd flakes 1/3 less sugar	1 cup	117	.75			
Misc Food	1 Unit	100	.5		Snack Pack	 

Calories Needed to Maintain 155lbs: 2104  
 - Total Calories Consumed: 187.75  
 So far today, you are losing weight

7. When you are finished entering your calories consumed, click the **Save** button. You may add additional calories at a later time by selecting the day from the **Date** drop down menu and clicking the **Edit** button.

## **Calorie Log Express**

### *Purpose*

The purpose of the Calorie Log Express page is to record a user's daily nutrition and caloric intake and provide feedback as to when they are gaining or losing weight.

Data recorded on the Calorie Log page is used as a feedback mechanism on the Reporting page. It also acts as a reminder for users to watch the calories they consume.

**NOTE:** Calorie Log Express was inspired by the USDA MyPyramid initiative. Certain aspects such as the oils category were removed and average calories per serving were added to assist with weight control functions.

You must complete a checkup to use this feature.

### *Features*

With the Calorie Log Express page, a user can quickly and easily track their daily nutrition and caloric intake and gauge that against how much they should be consuming based on their age, height, weight, sex and activity level.

The user can easily enter their servings from the five food groups or enter discretionary calories.

On the Total row, Actual Servings Total displays a running total of calories consumed throughout the day. Recommended Servings Total displays your BMR multiplied by your activity level plus the calories burned during your daily workout. If your Actual Servings Total is less than your Recommended Serving Total, you are losing weight.

The [wellness4one Mobile](#) products can be used to log calories from a restaurant, work, picnic, etc.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. Today's calorie log will be opened in edit mode. If you would like to view or edit a different date, click **Cancel** and select a new date from the **Date** calendar and then click the **View** or **Edit** button.

wellness4one Wiki Contact Us Log Out

Home Workout Log **Calorie Log** Evaluation Reports Profile

Calorie Log How To Calorie Log

Date: 6/27/2010 Save Print Cancel Delete

Food Group	Serving Size	Calories / Serving	Recommended Servings	Actual Servings	Servings to Add
Grains	1 oz	90 kcal	6	0	<input type="text"/>
Vegetables	1/2 cup	35 kcal	5	0	<input type="text"/>
Fruits	1/2 cup	60 kcal	4	0	<input type="text"/>
Meat & Beans	1 oz	80 kcal	6	0	<input type="text"/>
Dairy	1 cup	110 kcal	3	0	<input type="text"/>
Discretionary	1 kcal	1 kcal	379	0	<input type="text"/>
Total			2104 + 0	0	So far today, you are losing weight.

Notes: [Add Notes](#)

- Enter the number of servings for each food group that you would like to add to the log. Enter discretionary (non-nutritious) items by entering the number of calories such as 150 for a can of cola. You can enter serving fractions such as .5 for a half cup of milk. To delete servings, you can enter negative numbers.

wellness4one Wiki Contact Us Log Out

Home Workout Log **Calorie Log** Evaluation Reports Profile

Calorie Log How To Calorie Log

Date: 6/27/2010 Save Print Cancel Delete

Food Group	Serving Size	Calories / Serving	Recommended Servings	Actual Servings	Servings to Add
Grains	1 oz	90 kcal	6	0	<input type="text" value="4"/>
Vegetables	1/2 cup	35 kcal	5	0	<input type="text" value="1"/>
Fruits	1/2 cup	60 kcal	4	0	<input type="text" value="1.5"/>
Meat & Beans	1 oz	80 kcal	6	0	<input type="text" value="5"/>
Dairy	1 cup	110 kcal	3	0	<input type="text" value="1"/>
Discretionary	1 kcal	1 kcal	379	0	<input type="text" value="400"/>
Total			2104 + 0	0	So far today, you are losing weight.

Notes: [Add Notes](#)

- When you are finished entering your servings consumed, click the **Save** button. You can always add additional food servings later.

## Add Food

### *Purpose*

The purpose of the Add Food dialog box is to allow users to add or edit food items in their personal databases. Items added to your database are only available to you and your training partners.

### *Features*

The Add Food page allows the user to enter the new food name, food group, subgroup (if applicable) and category. The serving size is required and should be appropriate to the food such as **1 Slice** for pizza or **12 oz.** for soda. You must also enter the approximate calories per serving so that caloric balance can be calculated.

Nutritional information per serving such as **Fat**, **Saturated Fat** and **Protein** are optional but should be entered if known.

Note: Please use the predefined foods whenever possible and limit the number of items you add. Some food items you add may be accepted into the predefined food database for use by all members.

Note: This dialog does not apply to **Calorie Log Express** and will not be available on that webpage.

### *How To*

1. After logging into the system, select the **Calorie Log** tab. If you are currently using the **Calorie Log Express** option, you can switch by clicking the **Calorie Log** button.
2. Click the **Add Food** button at the top of the page.
3. Once the dialog appears, select **New Food** from the drop down box to add a new food item or select the name of a previously entered food to edit.
4. Enter a **Food Name** for the food item. The name should be different from any existing food items.
5. Specify the **Food Group**, **Subgroup** (if applicable) and **Category** for the food item.
6. Enter the **Serving Size** for the food item. The serving size is required and should be appropriate to the food such as **1 Slice** for pizza or **12 oz.** for soda.
7. Enter the number of calories per serving.
8. All additional nutrition information is optional but should be entered if known.

**Add or edit custom food items in your personal database** [How To](#)

Note: Please use the predefined foods whenever possible and limit the number of items you add. Some food items you add may be accepted into the predefined food database for use by all members.

Food:	New Food ▾
Food Name	<input type="text"/>
Food Group	-- Select -- ▾
Food Subgroup	▾
Food Category	▾
Serving Size	<input type="text"/> (e.g. 6 oz, 1 Slice, 1 Piece, etc.)
Calories	<input type="text"/>
Fat	<input type="text"/> grams (Optional)
Saturated Fat	<input type="text"/> grams (Optional)
Cholesterol	<input type="text"/> milligrams (Optional)
Sodium	<input type="text"/> milligrams (Optional)
Carbs	<input type="text"/> grams (Optional)
Fiber	<input type="text"/> grams (Optional)
Sugar	<input type="text"/> grams (Optional)
Protein	<input type="text"/> grams (Optional)
<input type="button" value="Add Food"/> <input type="button" value="Done"/>	

9. Click The **Add Food** button if you are adding a new food item or **Update Food** otherwise.
10. Once you are finished adding / editing food items, click **Done**.

## My Menu

### Purpose

The purpose of the My Menu dialog is to specify the food items that the user commonly eats. A user may choose to use all foods but, due to the massive variety of food items, most will want to pare the selection down to only the ones they regularly eat.

**NOTE:** To use the Calorie Log effectively, you should create a menu on the Edit Your Menu page.

### Features

The My Menu dialog features a simple interface that allows users to select the food group and subgroup and then select the various available foods.

If a food item is not on the list of available foods, it can be entered for all users by clicking the **Add Food** button on the Calorie Log the page.

### How To

1. From the **Food Group** and **Subgroup** and **Category** drop down boxes, select from the group whose items you would like to add.
2. Select food items in the All Available Foods list box and click the > (add) button. If you accidentally add the wrong food, you can use the < (remove) button.

Edit the list of food items available in your Calorie Log [How To](#)

Note: This section will allow users to create a specific menu of food items available in their Calorie Log. Ignore this section to have all common food items available in your Calorie Log.

Use the lists and arrow buttons to build your personal menu

Food Group

Subgroup

Category

**All Available Foods**

- cereals rte,healthy choic,kellogg's almond crunch w/raisins
- cereals rte,honey puffed kashi by kellogg
- cereals rte,kashi 7 whi grain flakes by kellogg
- cereals rte,kashi golean by kellogg
- cereals rte,kashi golean crunch! by kellogg
- cereals rte,kashi good friends by kellogg
- cereals rte,kashi heart to heart by kellogg
- cereals rte,kashi heart to heart wild blueberry by kellogg
- cereals rte,kashi medley by kellogg
- cereals rte,kashi mighty bites cinn of
- cereals rte,kashi mighty bites,honey crunch of
- cereals rte,kashi organic promise cinn harvest by kellogg
- cereals rte,kashi organic promise cranberry sunshine
- cereals rte,kashi,cinna-raisin crunch by kellogg
- cereals rte,kashi,organic promise autumn wheat by kellogg

**Your Menu**

- cereals rte,kellogg,kellogg's frstd flakes

NOTE: Use the Ctrl key to select multiple items

3. When you are finished selecting food items from all of the food groups that you will be eating, click the **Save** button.

## **Meal Planner**

### *Purpose*

Most diet plans specify the foods you should eat for each meal on a given day. The Meal Planner allows you to quickly enter your diet or meal plan to simplify logging those food items in the Calorie Log. This feature also allows the user to create multiple meal plans to easily switch between plans.

### *Features*

The Meal Planner page provides several options for building a daily or weekly meal plan. Multiple meal plans can be created using this tool. When a plan is designated as **Active**, It can be easily imported in your Calorie Log.

You can include your meal plan on your personal home page to allow others to copy it or use other member's home pages for suggestions.

All foods in the nutrition database are available. You can also choose to add a food item which will then be available for all members.

Members with **Trainer** access can modify the meal plans of their clients.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. On the **Meal Plan** drop down box, select **New** and then enter a name in the provided text box.
3. If you would like to make this Meal Plan available in the Calorie Log, make sure the **Active** checkbox is checked.
4. On the **Select Meal** drop down box, select the Meal you wish to modify. The choices are Breakfast, Lunch, Dinner, Snack and Other.
5. On the **Select Day** drop down box, select the day this meal applies to in your diet plan. Select **New Day** to insert the next available day or select a prior number to edit the day's food items.
6. If you are opening a previously entered day, you may change the number of servings or add a memo. You can also add or remove food items by clicking the plus (+) or minus (-) buttons.

wellness4one Wiki Contact Us Log Out

Home Workout Log Calorie Log Evaluation Reports Profile Admin **Meal Planner**

**Meal Planning** How To Add Food

Meal Plan: Daily Diet  Active Save Delete Plan Cancel

Select Meal: Dinner Print Delete Meal / Day

Select Day: 2

To create a new meal plan, select **New** from the Meal Plan drop-down box and then give it a name. Select **New Day** from the Meal Plan Day drop down box, choose the appropriate Meal, and select the food item and servings. The Active routine is available in the Calorie Log.

Food	Serving Size	Calories / Serving	Servings	Notes (Optional)	
potatoes,bkd,flesh,w/salt	1 potato	145	1.00		-
beef,shrt loin,t-bone steak,ln,0" fat,usda sel,ckd,brld	1 serving	150	4.00		-
biscuits,pln or bttrmlk,refr dough,lower fat	1 oz	73	2.00		-
margarine-like sprd,70% fat,liq,w/salt	1 tablespoon	87	2.00		- +

- If you are creating a new meal plan day, choose the Food Group, Subgroup, Category and Food that you wish to include in this meal. You may then enter the servings and any notes about the meal. Use the plus and minus buttons to add and remove food items.

wellness4one Wiki Contact Us Log Out

Home Workout Log Calorie Log Evaluation Reports Profile **Meal Planner**

**Meal Planning** How To Add Food

Meal Plan: Daily Diet  Active Save Delete Plan Cancel

Select Meal: Dinner Print Delete Meal / Day

Select Day: 1

To create a new meal plan, select **New** from the Meal Plan drop-down box and then give it a name. Select **New Day** from the Meal Plan Day drop down box, choose the appropriate Meal, and select the food item and servings. The Active routine is available in the Calorie Log.

**Add An Item To Today's Meals**

Food Group: -- Select --

Subgroup: ▼

Category: ▼

Food:  

Cancel OK

- When you are finished building your meal plan, click **Save**.



## Evaluation

### Checkout

#### *Purpose*

The Checkout Page is provided as a means for recording physical measurements and vital statistics for a specific date.


Data recorded on the Checkout Page is used throughout the system to adjust workouts, measure progress and provide feedback. It is recommended that users perform at least quarterly checkups and in some cases (such as competing in a Fitness Challenge) weekly checkups.

#### *Features*

The Checkout Page records body measurements in inches or centimeters as well as blood pressure. From these measurements, the system will determine body mass index (BMI) and estimate body fat.

#### *How To*

1. Select the desired client from the **Member** drop down box.
2. Use a tape measure to record the various body parts listed on the screen. Usually, you will obtain more accurate measurements with the help of a partner. Click **Next** when you are done.



The screenshot shows a software interface titled "Add a new Checkout" with a "How To" link. On the left is a blue sidebar menu with options: "Introduction", "Measurements" (highlighted), "Biometrics", and "Checkout Date". The main area is titled "Measurements (optional)" and features a central silhouette of a human figure. Surrounding the silhouette are input fields for various body measurements:

Neck	15	Chest	39
Shoulders	44	Left Bicep	15
Right Bicep	15	Left Forearm	12
Waist	29	Left Thigh	21
Right Forearm	12	Left Calf	15
Hips	36		
Right Thigh	21		
Right Calf	15		

At the bottom right of the form are three buttons: "Previous", "Next", and "Cancel".

3. You should also enter your current height, weight, and actual body fat if known (the system will calculate an estimated body fat). When you are ready, click **Next**.

**Add a new Checkup**    How To

Introduction	<b>Biometrics</b>	
Measurements	Height (in)	58
Biometrics	Weight (lbs)	155
Checkup Date	BMI	32.4
	Actual Body Fat (optional)	
	Calculated Body Fat**	11.91
	BMR**	1530
	Calories / day to maintain current weight (with Light Activity)**	2104

- On the calendar provided, click the date when the evaluation was performed and then click **Finish**.

*Notes:*

- Measurements fields should be filled in using a standard tape measure with either inches or centimeters depending on your profile settings.
- Height and Weight are recorded in inches and pounds or centimeters and kilograms depending on your profile settings.
- BMI or Body Mass Index is calculated using height and weight.
- BMR or Basal Metabolic Rate is calculated using Height, Weight, Age and Sex\*\*.
- Actual Body Fat is an optional field and can be filled in if known.
- Calculated Body Fat is determined using Age, Sex, Height and body measurements\*.
- Calories per day to maintain current weight is calculated by multiplying BMR by Activity Level.
- If you have already performed a checkup in the past, the previous results will be populated in the new checkup fields.

\* Hodgdon, J. and Beckett, M. "Prediction of percent body fat for U.S. navy men and women from body circumferences and height." Reports No. 84-29 and 84-11. Naval Health Research Center, San Diego, California 1984

\*\* Harris J, Benedict F. A biometric study of basal metabolism in man. Washington D.C. Carnegie Institute of Washington. 1919.

## Aerobic Testing

### *Purpose*

The purpose of the Aerobic Fitness Evaluation page is to systematically determine a user's cardiovascular fitness level on a specific date.

Data recorded on the Aerobic Fitness Evaluation page is used throughout the system to adjust workouts, measure progress and provide feedback. It is recommended that users perform at least quarterly aerobic evaluations.

### *Features*

The Aerobic Fitness Evaluation page utilizes the Aerobic Fitness Evaluation Wizard to determine the current cardiovascular level of a user. The default testing method is the Rockport Fitness Walking Test due to its industry acceptance, ease of use and low bodily stress level. However, other tests can be used but the results must be manually entered. When testing is complete, the user's cardiovascular output (VO<sub>2</sub> Max), maximum and resting heart rates will be recorded for use by the Virtual Trainer to help build customized user workouts.

Results from fitness tests can vary. It is best to perform the same fitness test every evaluation so that results can be compared over time.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. Select **New** from the **Evaluation Date** drop-down box.
3. Click **Next** on the Aerobic Fitness Evaluation Wizard title screen.
4. Select a cardiovascular testing method (the Rockport Walking Test is recommended) and click **Next**.

**Add a new aerobic evaluation** [How To](#)

<b>Introduction</b>	
<b>Testing Method</b>	There are many methods for determining your maximal oxygen uptake (VO <sub>2</sub> Max). The one prescribed here is the Rockport Fitness Walking Test which can be taken with little equipment and low risk. If you are using any other method, select Other VO <sub>2</sub> Max Test.
Rockport Walking Test	
Other VO <sub>2</sub> Test	
Maximum Heart Rate	
Resting Heart Rate	For future comparisons, you should always use the same method for determining your VO <sub>2</sub> Max.
Evaluation Date	Which VO <sub>2</sub> Max test will you be using?

The Rockport Fitness Walking Test  
 Other VO<sub>2</sub> Max Test  
 Skip VO<sub>2</sub> Max Test (Assume very low oxygen uptake)

[Previous](#) [Next](#) [Cancel](#)

- If the Rockport Walking Test is selected, perform the test as described and enter Current Weight, 1-mile Time and 60-Second Pulse. If you chose a different VO2 Max test, perform the test as required and then enter your VO2 Max results. When you are finished, click **Next**.

**Add a new aerobic evaluation** How To

Introduction  
Testing Method  
**Rockport Walking Test**  
Other VO2 Test  
Maximum Heart Rate  
Resting Heart Rate  
Evaluation Date

To perform The Rockport Fitness Walking Test you need a 1 mile flat course and a timing device. You warm up by stretching and lightly walking and then will **walk** the course as quickly as possible. When you have completed the mile course, immediately record your walking time and pulse for 60 seconds. To see a demonstration, click [here](#)

**Warning: This test is not performed to exhaustion! Stop the test whenever necessary.**

Current Weight  1-Mile Time  60-Second Pulse

- If you know your maximum heart rate, click Yes and enter it in the textbox provided; otherwise, click No and it will be estimated. When you are finished, click **Next**.

**Add a new aerobic evaluation** How To

Introduction  
Testing Method  
Rockport Walking Test  
**Other VO2 Test**  
Maximum Heart Rate  
Resting Heart Rate  
Evaluation Date

Do you know your maximum heart rate?

If No, your maximum heart rate will be estimated.

Yes - Maximum Heart Rate:  beats per minute

No

- Enter your resting heart rate (your 60-second pulse best taken when waking up in the morning) and click **Next**.

**Add a new aerobic evaluation** How To

Introduction  
Testing Method  
Rockport Walking Test  
**Other VO2 Test**  
Maximum Heart Rate  
Resting Heart Rate  
Evaluation Date

Do you know your maximum heart rate?

If No, your maximum heart rate will be estimated.

Yes - Maximum Heart Rate:  beats per minute

No

- On the calendar provided, click the date when the evaluation was performed and then click **Finish**.

## Anaerobic Testing

### *Purpose*

The purpose of the Anaerobic Fitness Evaluation page is to systematically determine a user's muscular strength on a specific date.

Data recorded on the Anaerobic Fitness Evaluation page is used throughout the system to adjust workouts, measure progress and provide feedback. It is recommended that users perform at least quarterly anaerobic evaluations.

### *Features*

The Anaerobic Fitness Evaluation page utilizes the Anaerobic Fitness Evaluation Wizard to determine the current muscular strength of a user. Both muscular strength and muscular endurance are tested; however, the user is given the opportunity to skip either test and accept a low strength rating. The results of this test will be recorded for use by the Virtual Trainer to help build customized user workouts.

Results using different exercises to test the same muscle groups can vary (e.g. Barbell Bench Press vs. Dumbbell Bench Press). It is best to use the same exercises every evaluation so that results can be compared over time.

### *How To*

4. Select the desired client from the **Member** drop down box.
5. Select **New** from the **Evaluation Date** drop-down box.
6. Click **Next** on the Anaerobic Fitness Evaluation Wizard title screen.
7. If you have access to a gym or strength training equipment then select Yes; otherwise, select No. If you do not have access to strength testing equipment, strength testing will be skipped and strength equipment will not be used in designing workouts. When you are finished, click **Next**.

**Add a new anaerobic evaluation** How To

Introduction  
**Testing Method**  
Muscular Strength  
Muscular Endurance  
Evaluation Date

Anaerobic fitness testing involves testing both muscular strength and muscular endurance. If you have access to fitness equipment, both will be tested. If not, only muscular endurance will be tested.

Do you have access to strength training equipment?

Yes, I have access to a home gym or fitness club  
 No, I do not have access to fitness equipment

Previous Next Cancel

8. Follow directions for performing exercises and enter the results into the provided textboxes on the strength testing and / or endurance testing screens. When you are finished, click **Next**.

**Add a new anaerobic evaluation**    How To

**Introduction**  
Testing Method  
**Muscular Strength**  
Muscular Endurance  
Evaluation Date

With dynamic strength testing, your muscular strength can be determined without the need for expensive equipment and undue risk. For each of the exercises listed in the box below, you will perform 10 repetitions with a weight that will take you to muscle failure (where the 11th rep would not be possible). In this way, the system will estimate your 1-rep max for each exercise.

**Warning: Never perform strength tests alone. Always use a spotter to assist with weights and watch for signs of overexertion.**

If possible, always use the same equipment to perform strength tests. Your results will vary widely based on the type of equipment used. E.g. performing a shoulder press on a machine vs. dumbbells will probably yield different results.

Exercise Name	Tests	10-Rep Max Weight	1-Rep Max Estimate
Bench Press	Chest / Upper Body Fitness	<input type="text" value="180"/> x 10	240
Shoulder Press	Shoulders	<input type="text" value="125"/> x 10	167
Lat Pulldown	Back	<input type="text" value="175"/> x 10	233
Leg Press	Quadracep / Lower Body Fitness	<input type="text" value="240"/> x 10	320

**Add a new anaerobic evaluation**    How To

**Introduction**  
Testing Method  
Muscular Strength  
**Muscular Endurance**  
Evaluation Date

Muscular endurance testing is used to determine the ability of your muscles to respond to prolonged activity. Unlike muscular strength testing, endurance can be determined without equipment. Perform all exercises below to failure (where you cannot perform any additional reps) only resting in the up position.

If you cannot perform more than 12 push ups, use the modified bent-knee push up position. Your results will then be compared to averages for your age group.

**Warning: Never perform strength tests alone. Always use a spotter to help and watch for signs of overexertion.**

Exercise Name	Tests	Number of Reps
Push Up	Chest	<input type="text" value="65"/>
Sit Up	Abs	<input type="text" value="75"/>

- On the calendar provided, click the date when the evaluation was performed and then click **Finish**.

# Reporting

## Reporting

### *Purpose*

The Reporting page provides feedback on your health fitness progress for various date ranges. By using the Reporting page to look at your progress in a variety of ways, you will be able to analyze how your workouts and caloric intake are progressing and determine if changes are necessary.

This page compiles data gathered throughout the system to generate its reports; therefore, it is imperative that health and nutrition information be kept up to date.

### *Features*

The Reporting page features a number of reports including:

**Exercise Report:** Provides detailed information about a specific exercise over a period of time. By selecting this report, you will see exercise data related to your workouts including the average reps (or distance for aerobic exercises) and weight (or duration for aerobic exercises) for your start and ending dates as well the positive or negative change. If you perform regular checkups, you will also be able to identify how this exercise relates to the size of the primary muscle group.

**Workout Analysis Report:** Provides information regarding how your workouts are balanced for the given date range. For each of the major muscle groups listed on this report, you will see the total sets, reps, and amount lifted as well as their percentage of your overall workout. This data will show any body parts that are possibly being ignored and may become under-developed.

**Muscle Analysis Report:** Provides information about workout intensity for each muscle group over a period of time. This report will show the average reps (distance for aerobic exercises), weight (duration for aerobic exercises), max lifted and total lifted for all exercises performed against each muscle group.

**Exercise Analysis Report:** Provides detailed information about each exercise performed over a period of time by muscle group. This report will show the average starting and ending sets, reps (distance) and weight (duration) as well as the change in each over the given date period.

This report also provides a visual cue as to a report's effectiveness by highlighting a given exercise as green, yellow or red. If the sum of the change in sets, reps and weight is above 5%, the exercise is highlighted green, if the sum is between 1% and 5%, the exercise is highlighted yellow. Otherwise, it is highlighted red and should be evaluated with regard to breaking through the current plateau.

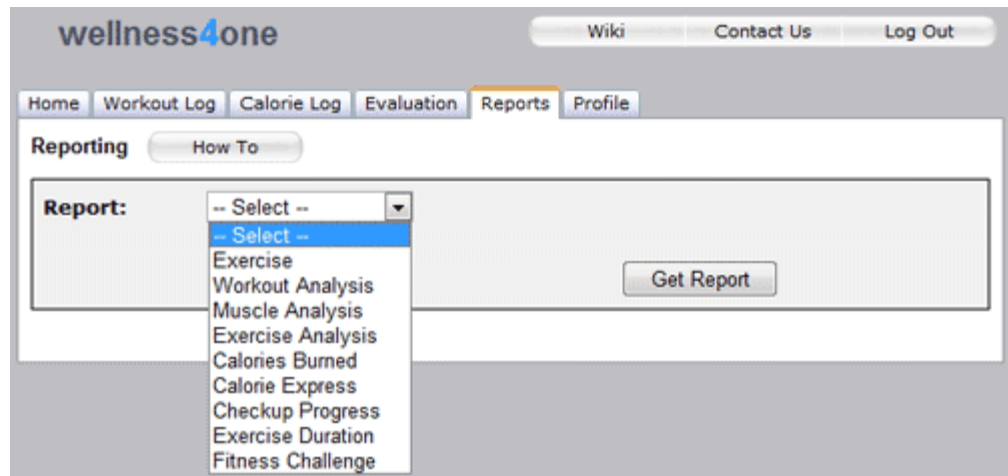
**Checkup Progress Report:** provides detailed information regarding your measurements, body fat and BMI. For the time period selected, this report will show

the starting and ending measurements for each body part as well as their total, calculated and actual body fat, BMI as well as the percent these values have changed. This report is useful in providing feedback on how your exercise program is progressing from a physical appearance perspective.

**Calories Burned Report:** provides detailed information regarding the number of calories consumed and burned over a period of time. By selecting this report, you will see data related to your caloric intake including the total and average calories logged, weight lost or gained and, if a weight specific goal has been entered on the **Goals** page, how you are progressing toward that goal.

### *How To*

1. Select the desired client from the **Member** drop down box.
2. Select the desired report from the Report drop down box.



3. Select the time period for the report in the **Date Range** drop down box.
4. Click the **Get Report** button.



# Profile

## Trainer Profile

### *Purpose*

The purpose of the Member Profile page is to edit user specific settings, add new exercises or create an exercise list.

### *Features*

The Member Profile page allows you to change many of the settings from the member registration page including changing your password.

The Add New Exercise feature allows the user to add exercises not already found on the exercise list. Any exercises added using this feature are available in the Workout Log and in the Workout Wizard.

By default, the Workout Log displays all general exercises and any you may have added using the Add New Exercise feature above. The Edit Exercise List feature allows you to create a specific list of exercises so that only the exercises you perform are displayed. You will generally only use this page if you perform only a few exercises and never deviate.

### *How To*

- This page allows a user to change many of the settings entered during the registration process such as name, email address, gender, preferred unit of measure, date of birth, and activity level. Once you have completed your changes click the **Save** button.

Note: Activity Level is used to help determine the number of calories you typically burn in a day. If you will be using the wellness4one Workout Log to record most of your daily physical activity, select Sedentary or Light Activity; otherwise, select the most appropriate activity level. Most people overestimate their Activity Level by as much as 50% so, when in doubt, select a lower level.

- Click the **Change Password** button to edit the user password. Simply type in the old password, the new password and then re-enter the new password. Once you are finished, click **Save**.