User Guide

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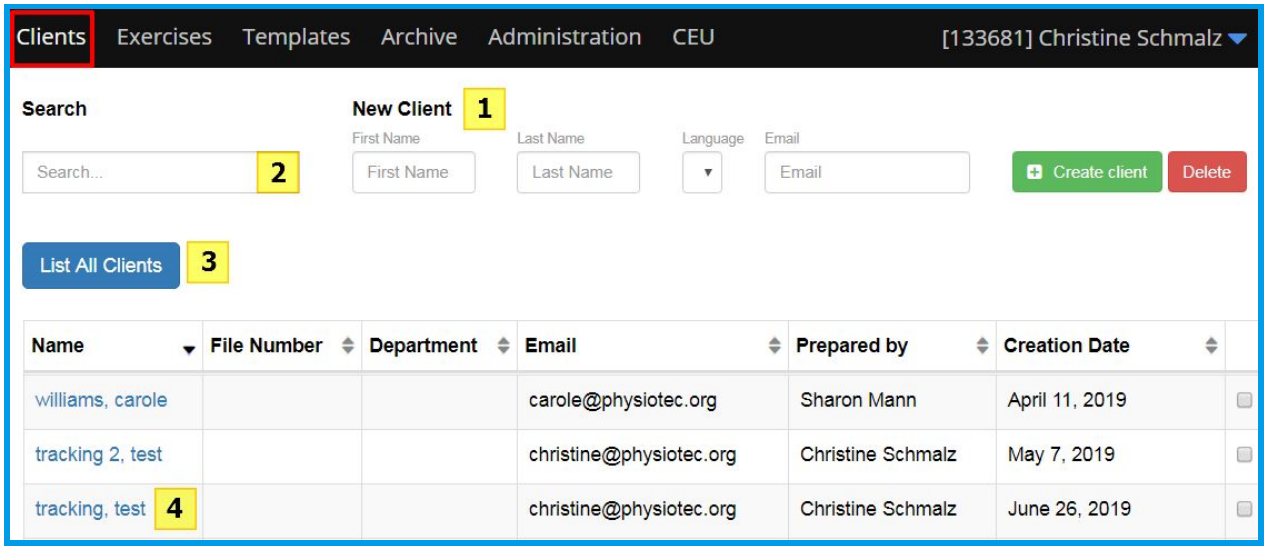
How to Add and Search Clients

Client Page

Click **Clients**.



1 Enter the client's name, email and language. Then Click **+ CREATE CLIENT.**

*Alternatively, you can use a Client ID to identify your patient. Contact support@physiotec.org for more information.

**Clients can also be added from the program editor page when saving a program.

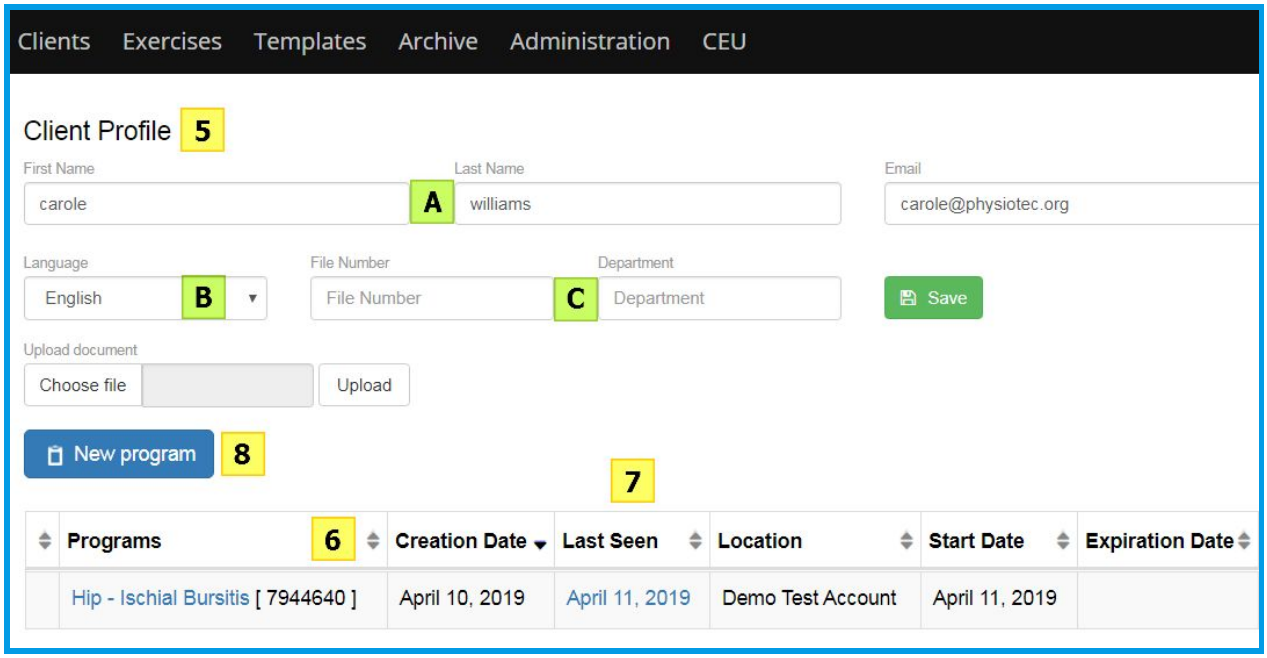
2 Search for an existing client profile.

OR

3 **LIST ALL CLIENTS** and filter by column to find the client.

4 Click the client's name in the list to open their profile.

Client Profile Options



5 Client profile information:

- **A** Name and Email
- **B** Language
- **C** File Number and Department (optional)

6 View the program list. Click the program name to open and edit the program.

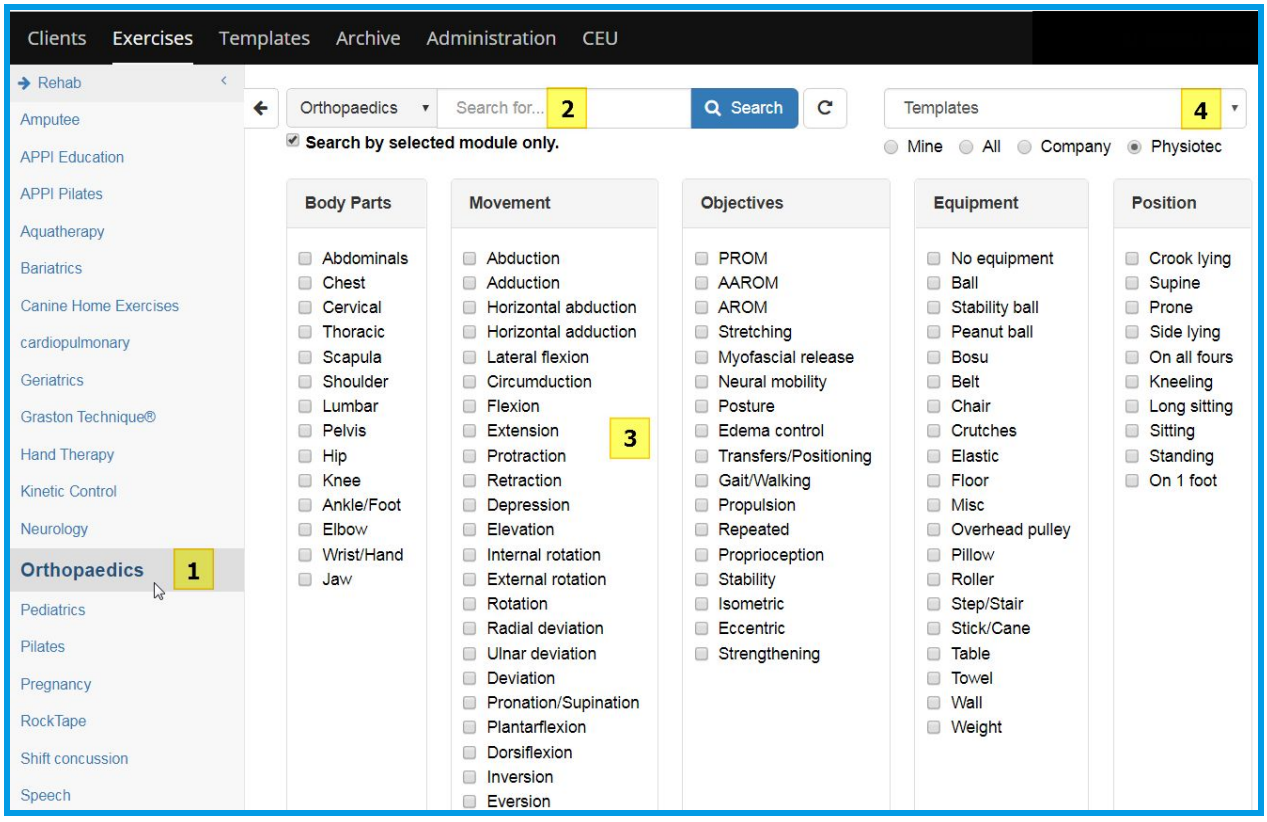
7 Click the date under **Last Seen** to view when the client has accessed their online program.

8 Create a **NEW PROGRAM** for your client.

How to Build a Client Program or User Template

Home Page

Click **Exercises > Home .**



Search an Exercise:

1 Choose an Exercise Module.

2 Search by keywords. This brings you to the Search Page to view your results.

OR

3 Search by checkboxes. This also brings you to the Search Page to view your results.

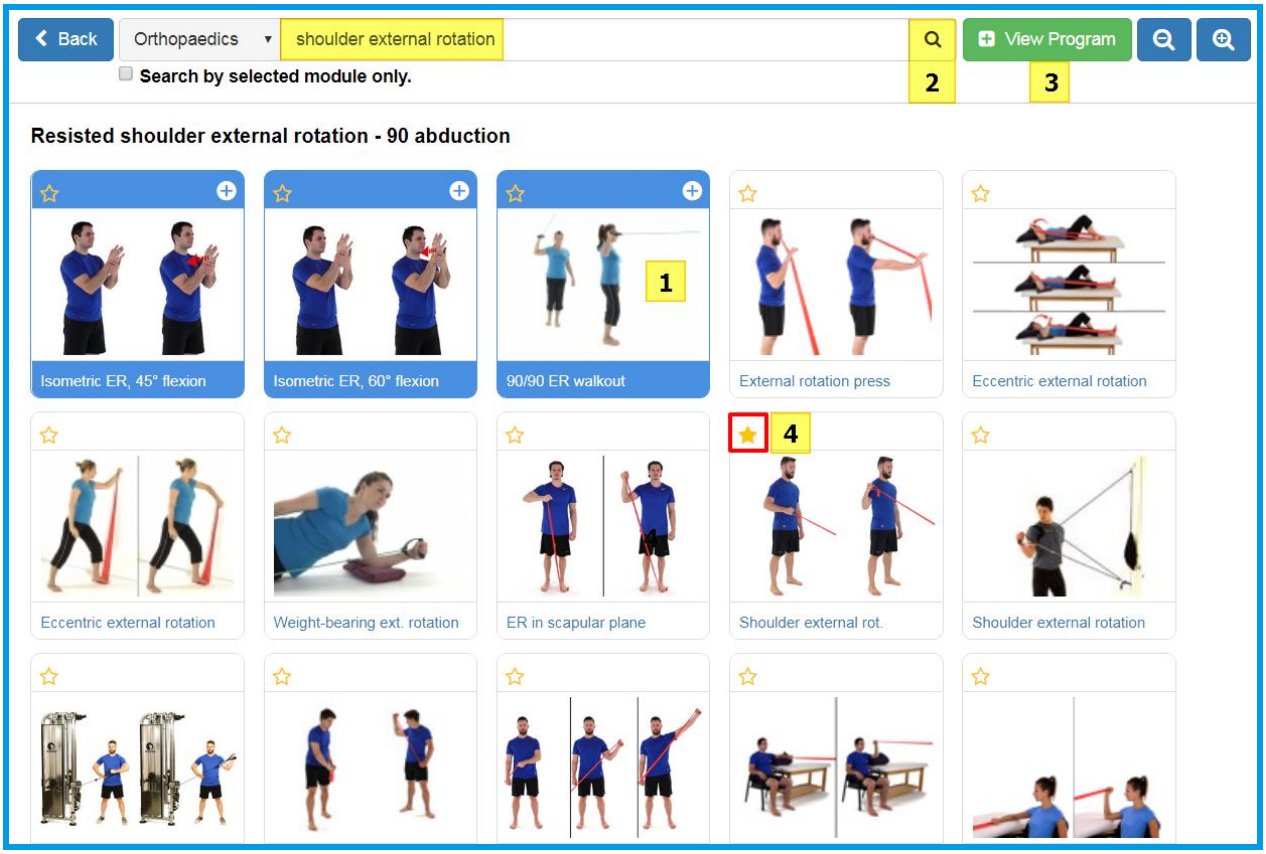
OR

4 Open a premade template.

Exercise templates open directly on the program editor page.
See **'How to use a Template'** on page 12.

Search Page

Click **Exercises > Browse** to return to this page if needed.



When Browsing the Search Results:

1 Select exercises by clicking on the Image. The image will turn **BLUE** once selected.

2 Continue to search by Keyword or click the **BACK** button for another checkbox search.

3 Click **VIEW PROGRAM** to continue to the Program Editor Page.

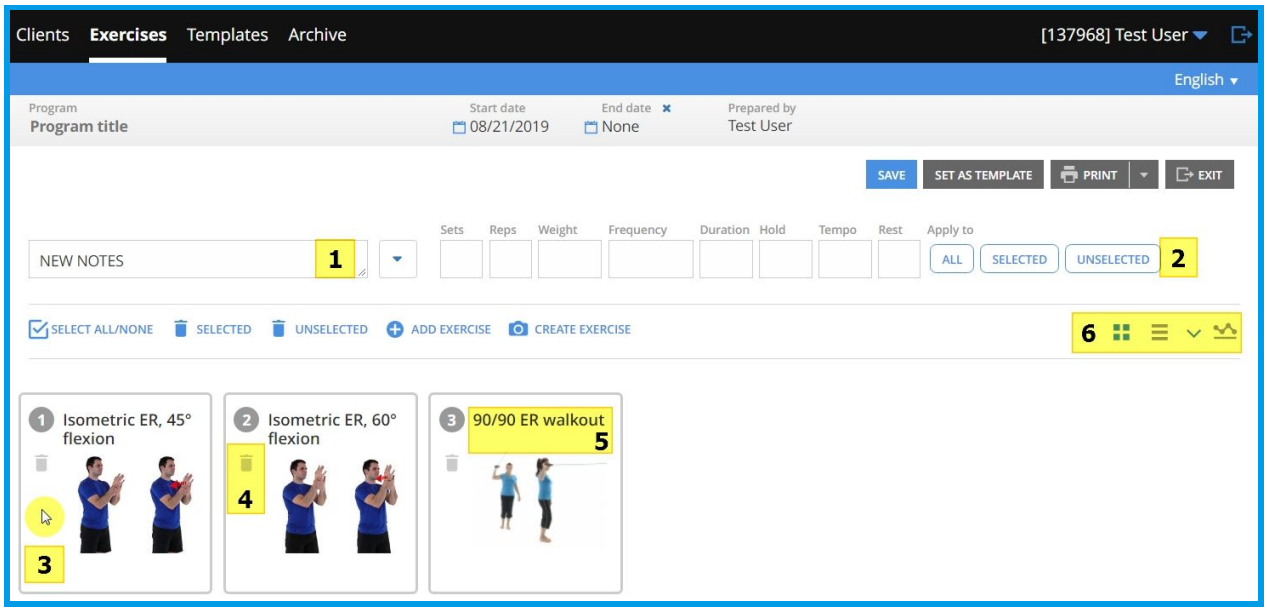
4 Click the Star to Tag your favorites. Favorites will be pulled to the top of your next search.

*All user favorites will also appear as Clinic Exercises for your colleagues.

Program Editor Page

Click **Exercises > Program** to return to an open program.

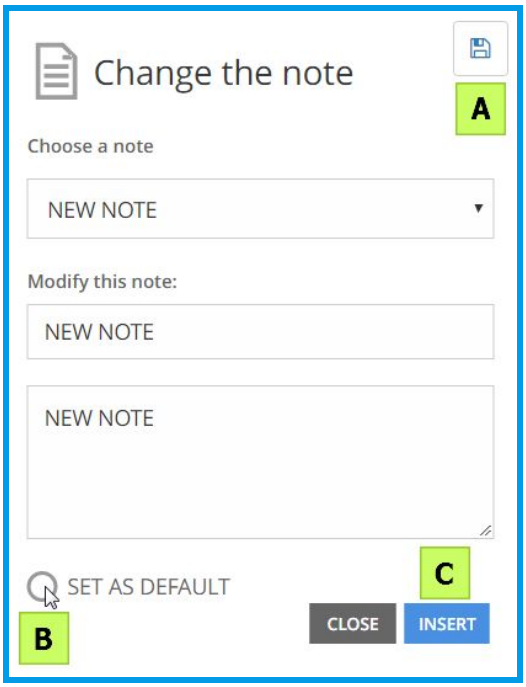
Compact View



Standard Customizations

1 Enter any program notes.

- **A** Save your note to use later.
- **B** Set a default note.
- **C** Insert an existing note.



2 Apply parameters to multiple exercises.

3 Click, hold and drag to move exercises.

4 Delete any unwanted exercises.

5 Expand the exercise by clicking the name to see more detail.

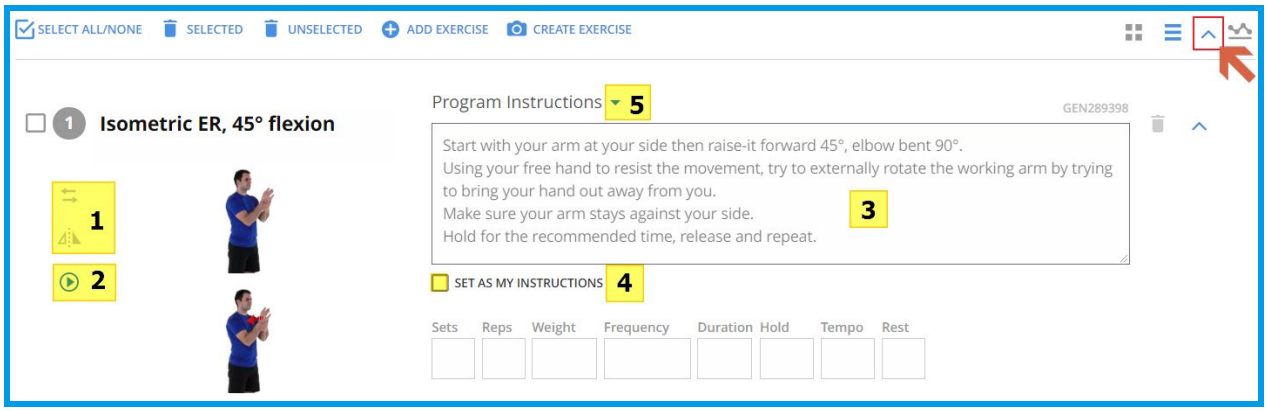
6 Change the program view.

List View

1 Add or edit parameters on the exercise.

2 Expand exercises to view more details.

Expanded View



1 Swap the starting and ending positions or mirror the body side.

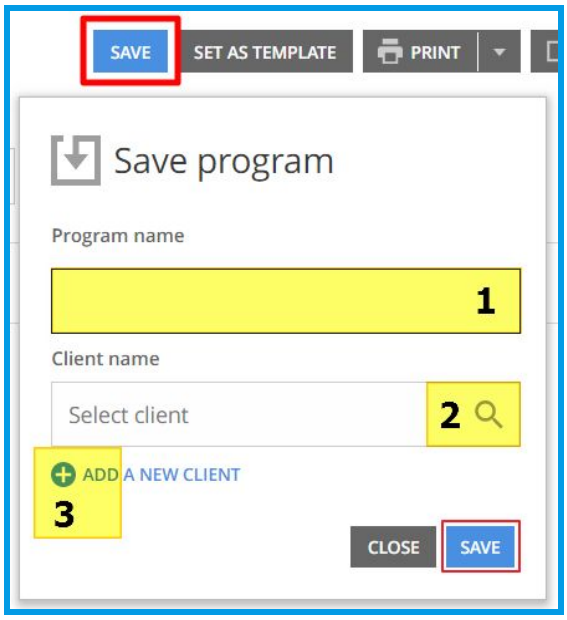
2 View the exercise video.

3 Edit exercise instructions.

4 Set personal default instructions.

5 Toggle between Original, Program and Personal Instructions.

Save Program



Click the **BLUE** Save button

1 Enter a program title.

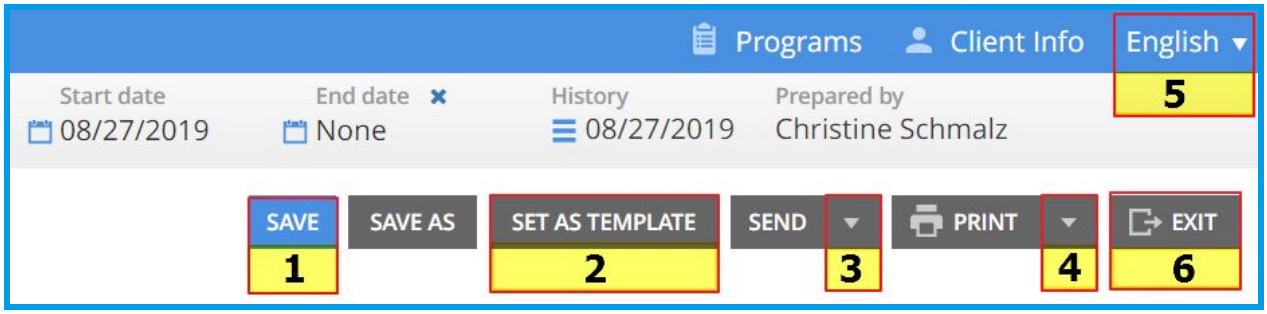
2 Save for an existing client.

OR

3 Add a new client.

- **A** First and Last Name
- **B** Email
- **C** Language

Program Options



1 **SAVE** all changes made or **Save As** a new copy of the program for the client.

2 **Set as a Template** to use for other clients.

3 **Send** by email**.** Verify the current email with the dropdown arrow.

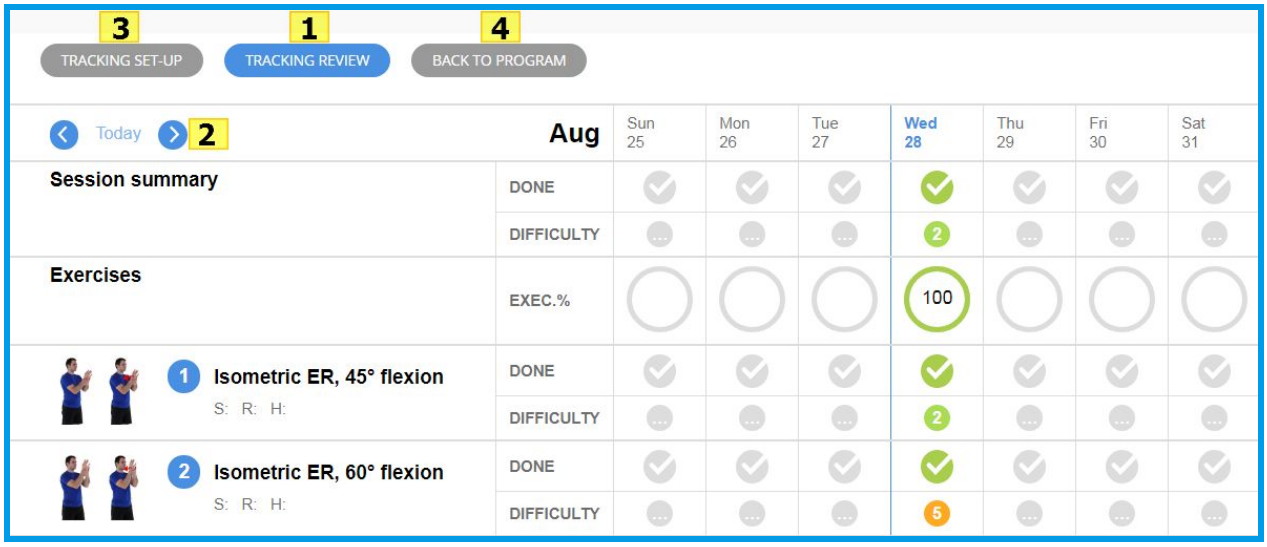
4 **Print**. View printing options and layouts with dropdown arrow.

5 View the client's **Language**.

6 **Exit** to close the client profile and program.

Don't forget to Exit Program !

Tracking Page



1 **Tracking Review** allows you to see your client's progress.

2 **Arrows** on the top left allow you go back in time.

3 **Tracking Set Up**: Personalize the tracking for each client:

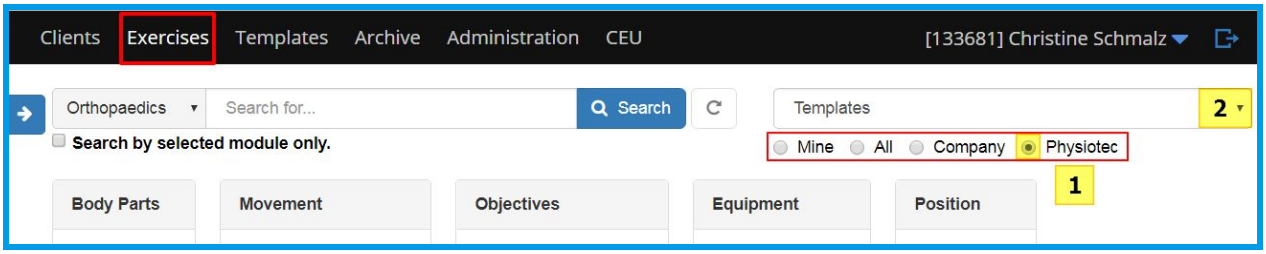
- **A** Select the fields to be tracked: Compliance, Pain, Difficulty, Weight, Sets, Repetitions.
- **B** Track the program in general or track each exercise.

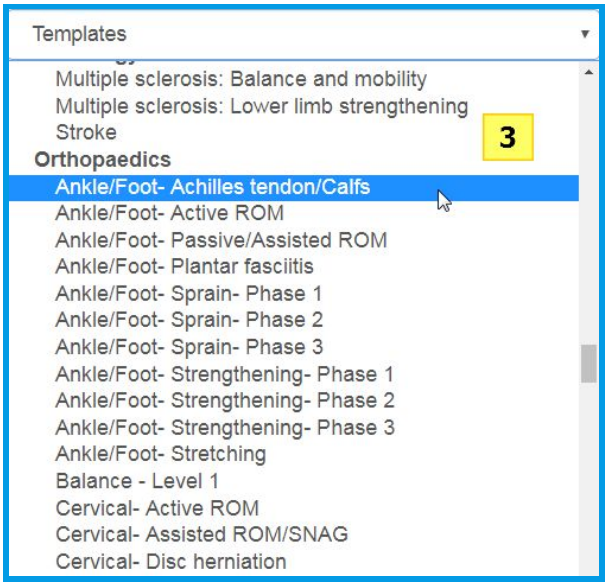
4 Go **Back to Program** when you're done.

How to Use a Template for a Client

Home Page

Option 1: Click **Exercises > Home .**





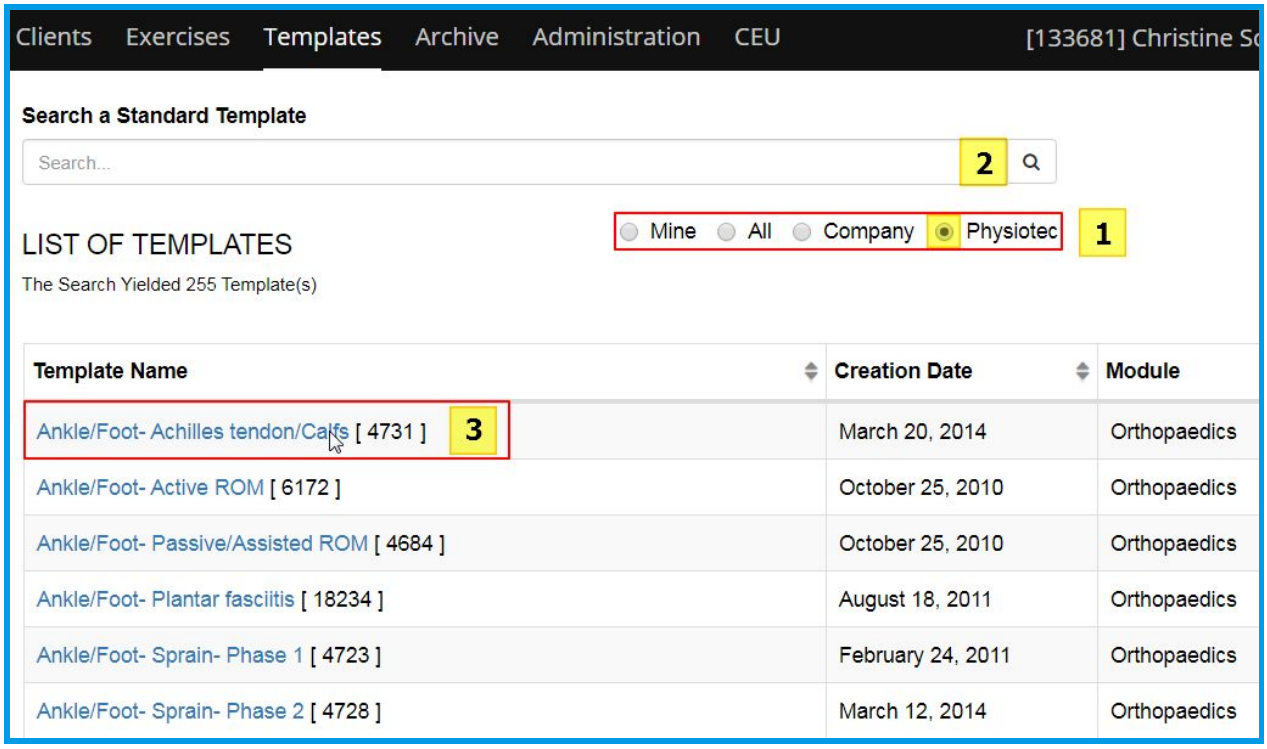
1 Put the radio button on the appropriate template list.

2 Click the dropdown arrow to view the list.

3 Click the template name to open to the program editor page.

Template Page

Option 2: Click **Templates .**

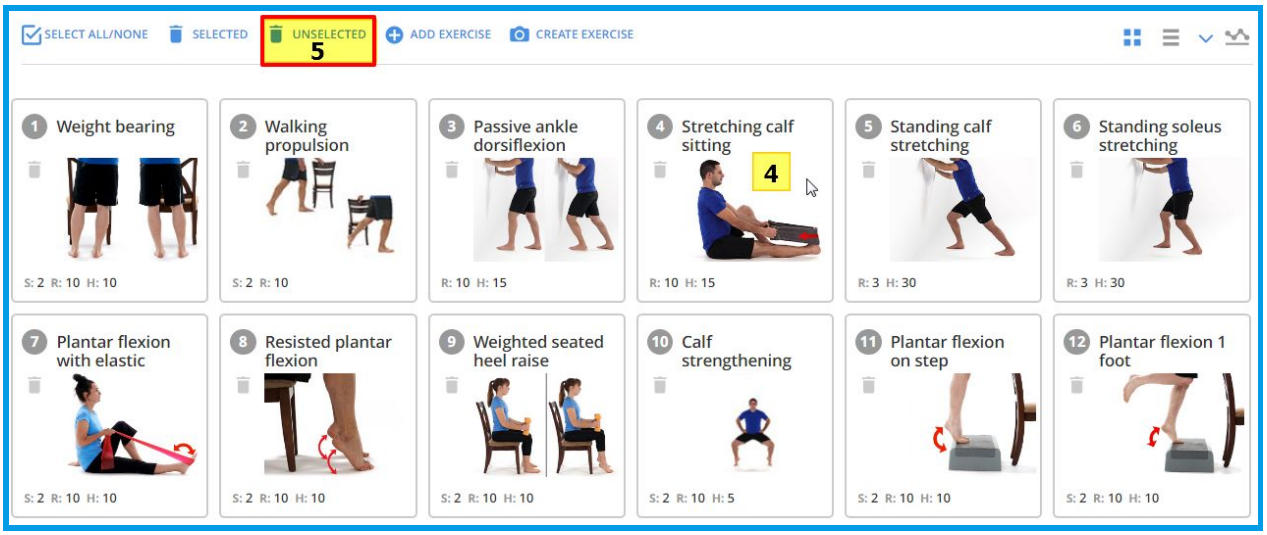


1 Put the radio button on the template list desired.

2 Search the template name.

3 Click the template name to open to the Program Editor Page.

Program Editor Page



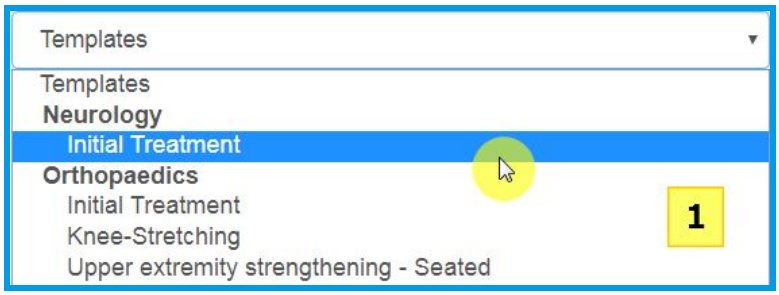
4 Select exercises by clicking the image. The number will turn **BLUE** once selected.

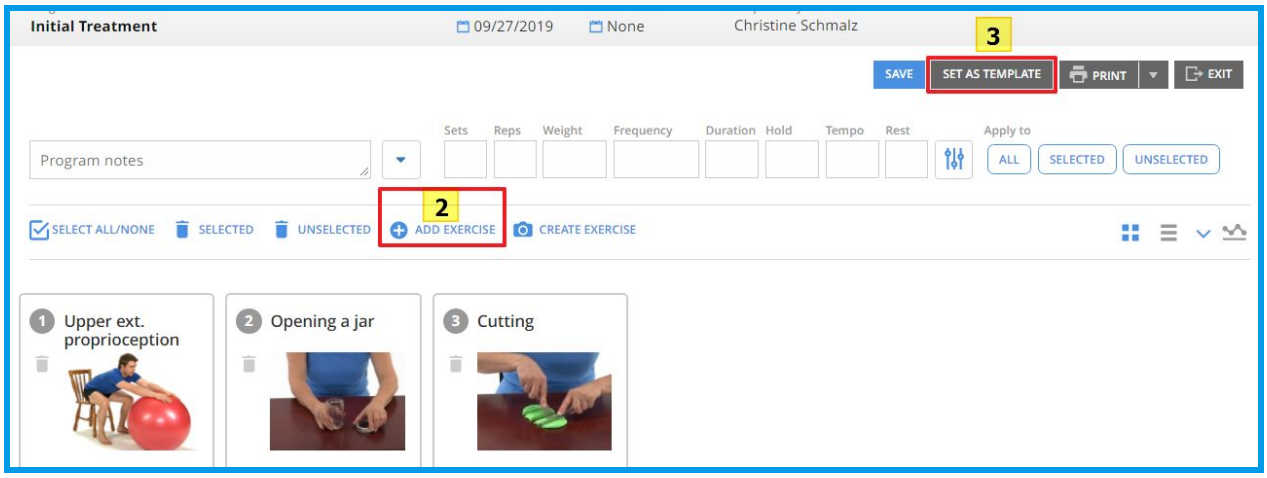
5 Click the **TRASH BIN** to remove unwanted exercises.

Continue to customize, save, print and send as seen on the Program Editor on page 6

How to Edit an Existing Template

Click Exercises > Home

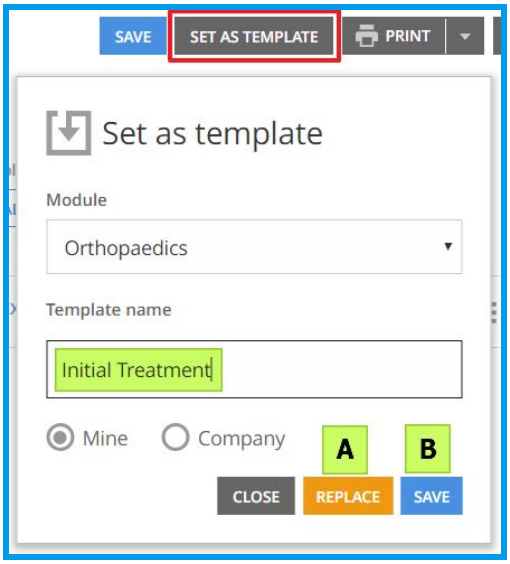




1 Open an existing template from your list.

2 **+ ADD EXERCISE** if needed and make any other changes.

3 Click **SET AS TEMPLATE .**



A Click **REPLACE** to update an existing template.

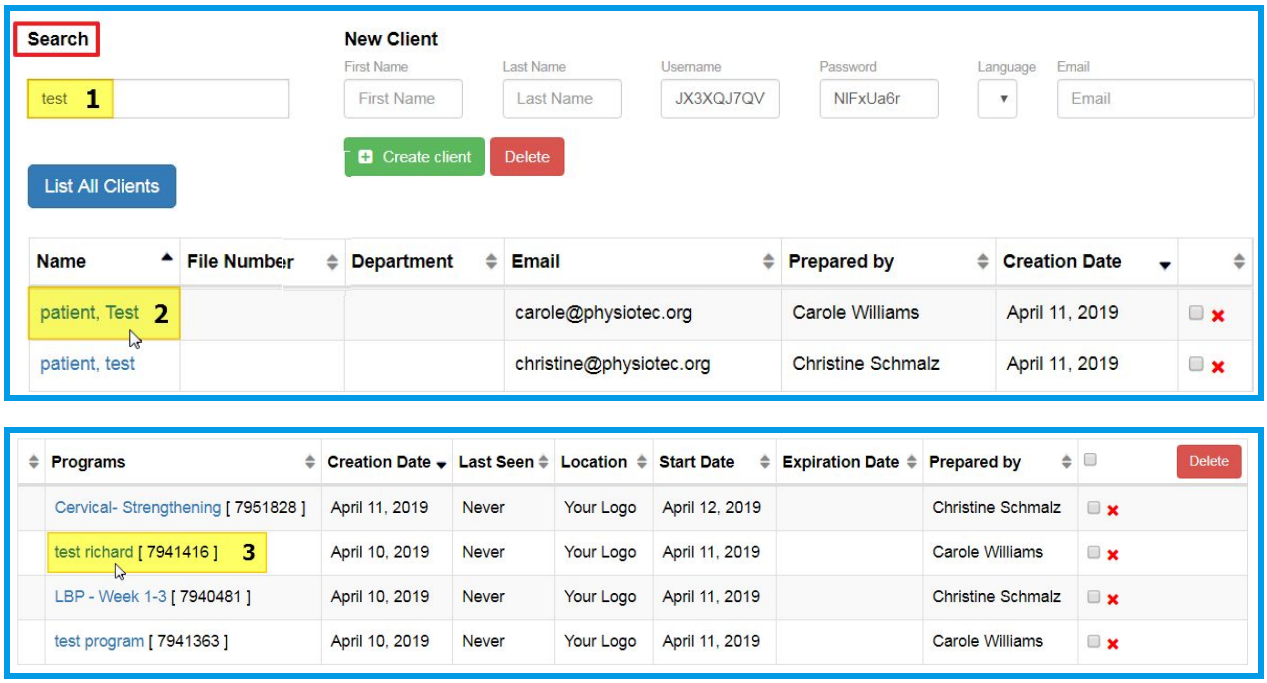
OR

B Change the name and click **SAVE** to create a new version.

How to Edit a Client Program

Open the Program

Click **Clients .**

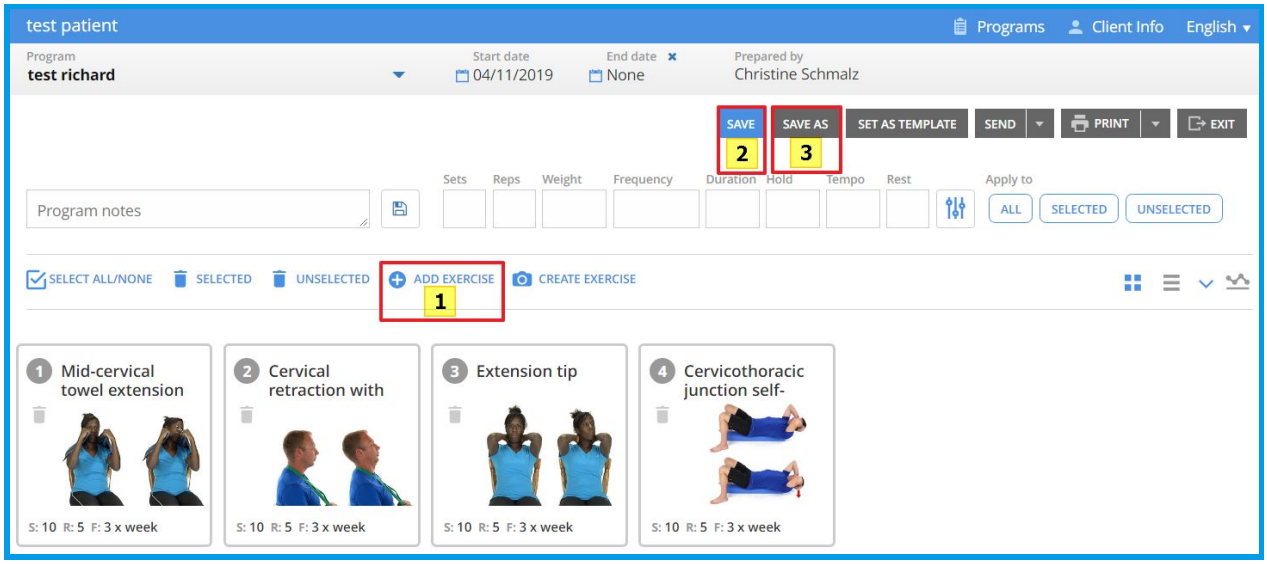


1 Search the client's name.

2 Click the client's name in the list.

3 Click the program name to view/edit an existing program.

Edit and Save Changes



1 Click **+ ADD EXERCISE** if needed and make any changes.

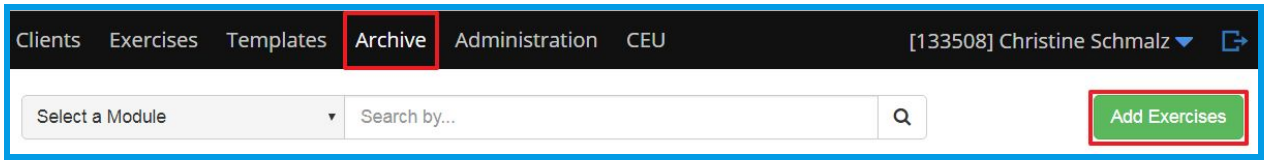
2 Click the **BLUE** Save button to update the client program

3 Or change the program name and click **SAVE AS** to create a new copy of the program.

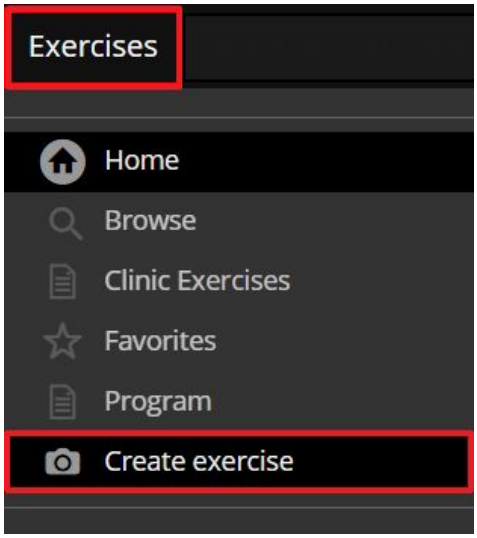
How to Create Your Own Exercises

Choose an Option

Option 1: Click **Archive** > **Add Exercises .**



Option 2: Click **Exercises** > **Create Exercise**.

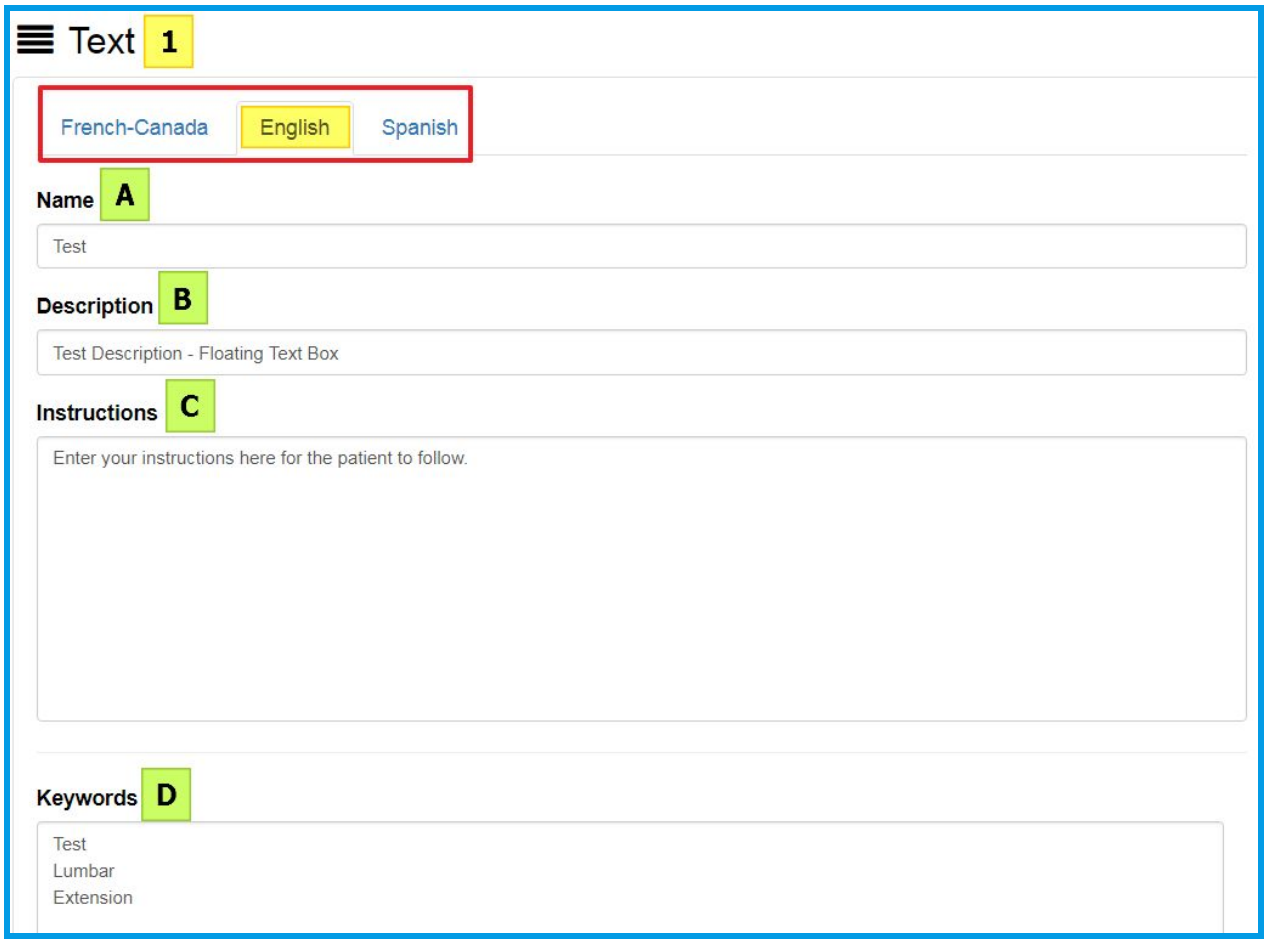


Option 3: From the Program Editor Page, Click **Create Exercise .**

Continue to add the exercise text, module and media to create your exercise.

Create Exercise Page

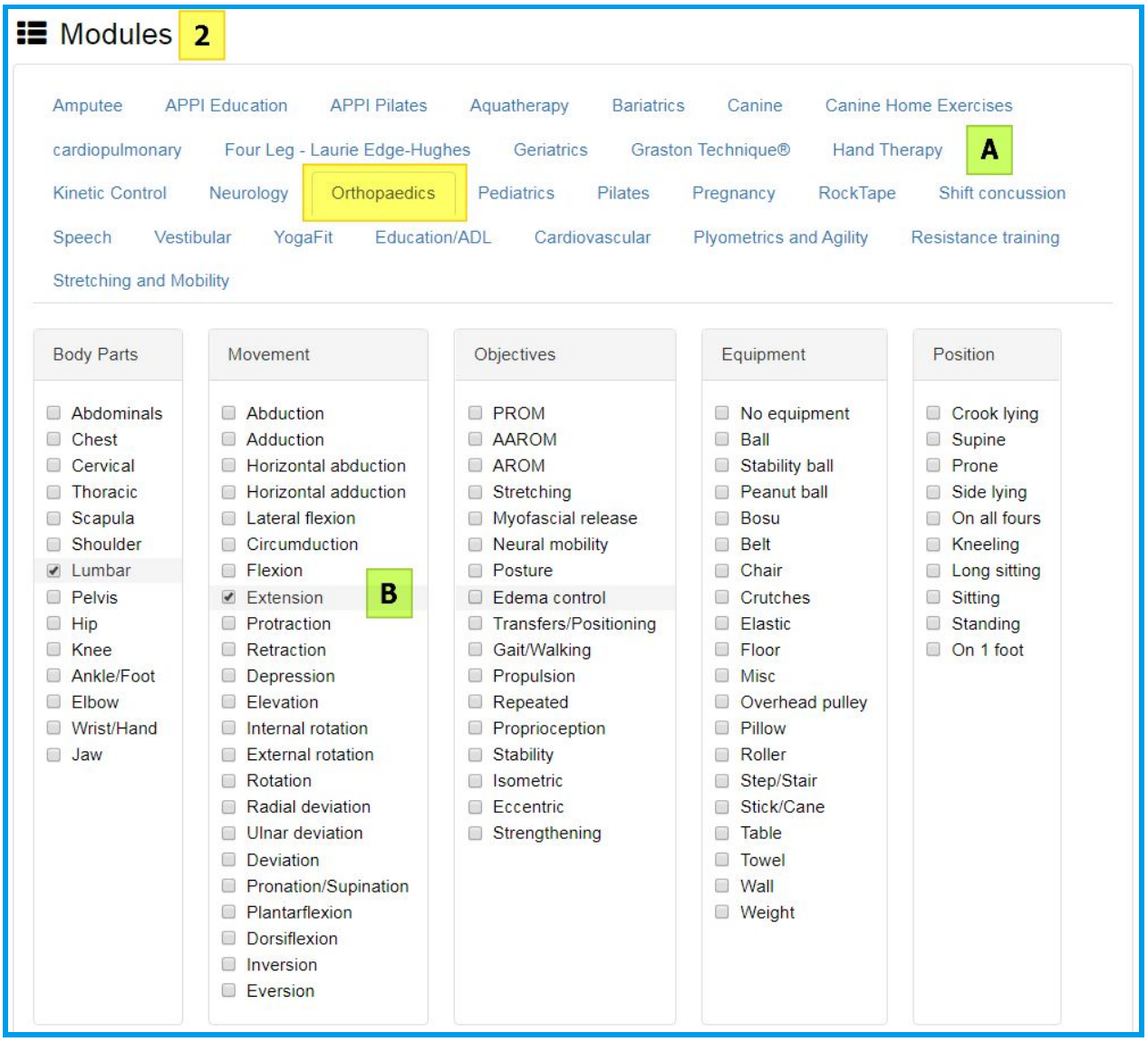
Text



1 Add the exercise text in the desired language.

- **A** Exercise Name
- **B** Exercise Description
- **C** Exercise Instructions
- **D** Keywords to Search for the New Exercise

Module

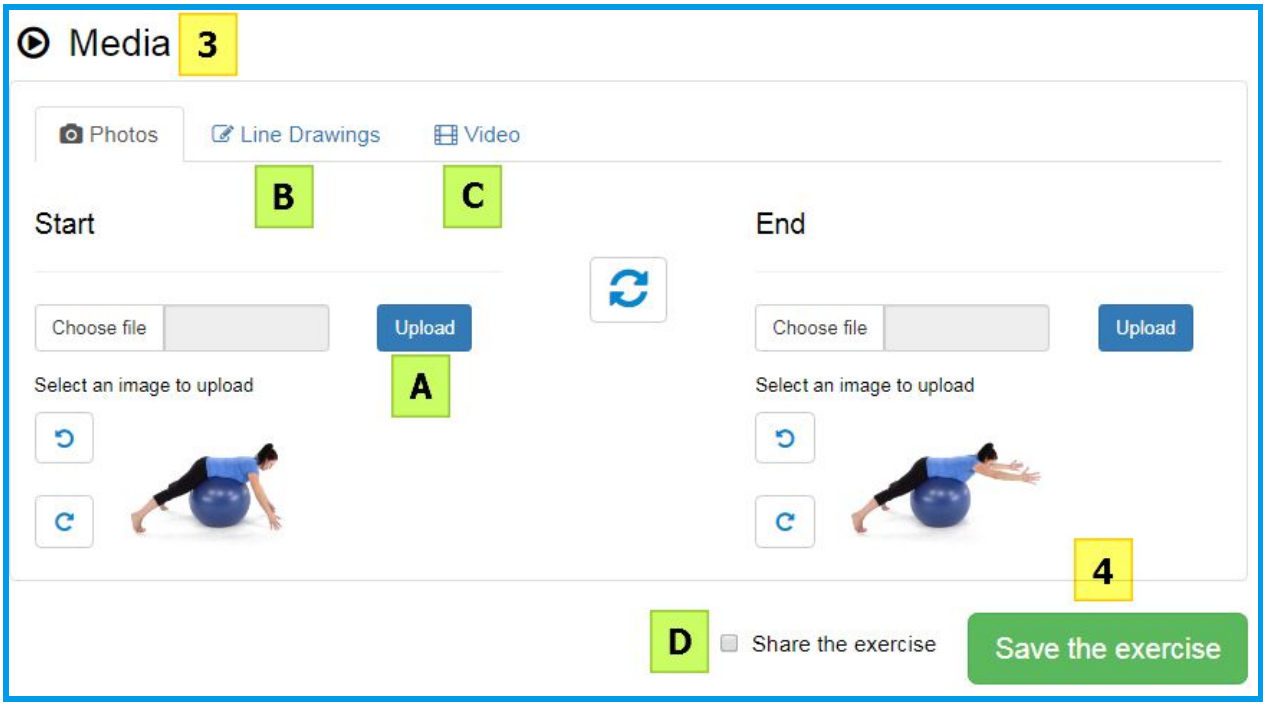


2 Modules - Classify the Exercise in the Library

A Choose an exercise module.

B Select checkboxes for filtered search.

Media



3 Media

- **A** Upload your exercise photo(s).
- **B** Add line drawings. *Optional*
- **C** Add your video.
- **D** Share the exercise with the clinic.

4 Save the Exercise

Exercises on Demand Service

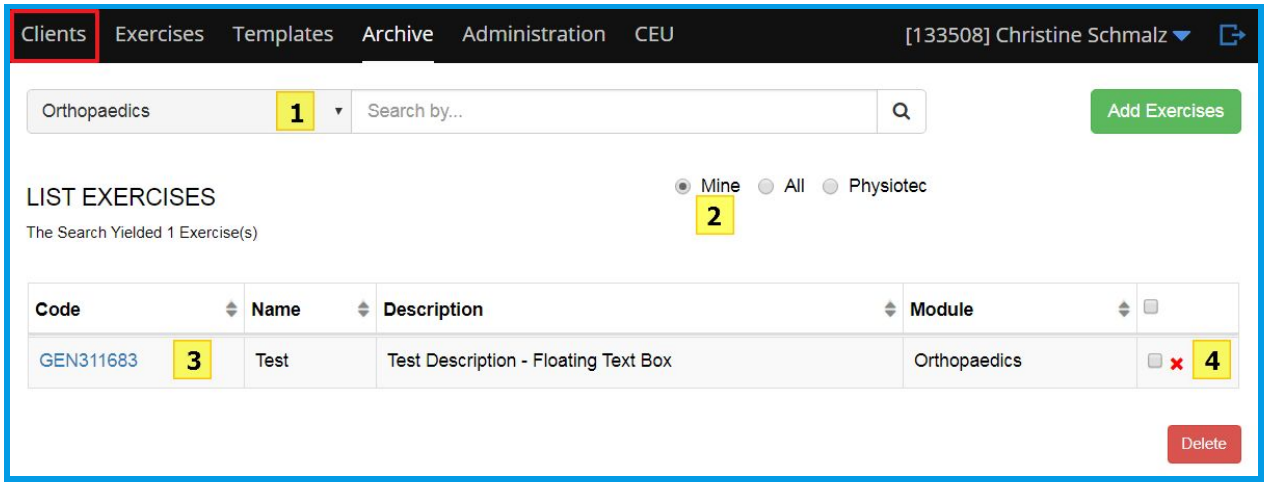
Physiotec has a complete up-to-date exercise library but we understand that now and then, professionals need something different. In addition to creating your own exercises, you can request an exercise be produced by our team.

Physiotec provides a service to all clients called 'Exercises on Demand'. Our highly skilled Exercise Production Team will film your request at no additional cost within 10 days.

Request an exercise now by contacting our support@physiotec.org team.

How to Edit Your Own Exercises

Click **Archive .**



1 Select the exercise module.

2 Click on Mine.

3 Search the exercise you need and click on the code in the list.

4 Delete the exercise if needed.

Thank You