

Exercise Pro V6 User Manual

Table Of Contents

Chapter 1	5
Getting Started	5
Overview	5
Tabs.....	5
Exercise Libraries	6
What's New in Version 6	6
Increased Content and Color Photos of Exercises	6
Search Interface Improvements.....	8
Sorting Client Histories	9
Exercise Pro Tips Displayed in Work Environment.....	10
Adding Favorite Protocols and Education Topics	10
Enhanced Security Options	11
Printing and Reports	11
Hardware and Software Requirements	12
Customizing Your Work Environment	12
Contacting Technical Support	14
Chapter 2	15
Client Exercise Programs	15
Searching for Exercises	15
Creating a Client Exercise Program	17
Printing a Client Exercise Program or Protocol	19
Reprinting an Exercise Program for a Client	21
Quickly Printing an Exercise Program	22
Using the Exercise Numbers to Rapidly Create an Exercise Program	22
Adding Stock Comments to an Exercise Program	22
Deleting Stock Comments from an Exercise Program	24
Emailing a Client Exercise Program	24
Editing an Exercise in a Client Exercise Program	25
Setting Pyramids	27
Saving a Client Exercise Program	28
Searching for Client Histories and Exercise Programs	28
Deleting a Client Exercise Program.....	30
Deactivating and Reactivating Clients.....	30
Deactivating Clients.....	30

Reactivating Clients	30
Chapter 3.....	31
Exercises	31
Exercise Naming Conventions.....	31
Pediatric Exercise Naming Conventions	31
Bookmarking an Exercise	31
Adding a Bookmark	31
Removing a Bookmark	32
Creating New Exercises.....	32
Adding a New Exercise	32
Selecting the Exercise Search Criteria	33
Adding Exercise Pictures.....	34
Creating New Exercise Pictures.....	34
Using the Stock Body Part Graphics	36
Importing an Exercise Picture	36
Using an Existing Exercise to Create a New Exercise	37
Editing Exercises	37
Modifying an Exercise Picture	39
Deleting a Portion of an Exercise Picture.....	39
Using BioEx Systems to Customize Exercise Pro.....	39
Chapter 4.....	40
Protocols	40
Searching for a Protocol.....	40
Adding a Protocol to an Exercise Program.....	42
Creating a Protocol.....	43
Creating a Protocol from an Exercise Program.....	43
Creating a New Protocol from Scratch	44
Editing a Protocol.....	45
Editing an Exercise in a Protocol	46
Deleting a Protocol.....	46
Chapter 5.....	47
Education Topics	47
Searching for Education Topics.....	47
Adding Education Topics to a Client Exercise Program	49
Adding New Education Topics.....	49
Importing New Education Topics.....	50
Adding Education Topics to a Protocol.....	50
Creating Protocols with Education Topics.....	51

Printing Education Topics	51
Editing an Education Topic	51
Deleting an Education Topic	51
Chapter 6.....	52
Administrator Activities	52
Backing Up Your Data	52
Restoring Your Data.....	52
Maintaining Staff	53
Adding a Staff Member	53
Editing a Staff Member	53
Deleting a Staff Member	54
Maintaining Lists	54
Adding a New List	55
Adding List Items.....	55
Editing List Items.....	56
Deleting List Items.....	56
Maintaining Custom Search Tabs	56
Adding a Custom Tab	57
Deleting a Custom Tab	60
Archiving and Restoring Client History	61
Archiving Client Histories.....	61
Restoring Client Histories	62
Restoring Exercises	62
Restoring Protocols.....	63
Setting Default Exercise Settings	63
Chapter 7.....	65
Settings	65
Defining General Program Settings	65
Translating	66
Defining Default Report Printing Options	67
Setting Default Report Margins.....	68
Stock Comments.....	68
Adding Stock Comments	69
Editing Stock Comments	69
Deleting Stock Comments	69
Options for Exporting to External Documentation Applications.....	70
Setting the Default Pyramid Settings	70
Entering Default Facility Information.....	71
Adding Faculty Logos	71
Selecting the Default Faculty Logo	72
Deleting Faculty Logos.....	73

Defining Security Settings.....	73
Specifying a Password for a New User	73
Configuring Email Settings	74
Chapter 8.....	76
Reports	76
Client Reports	76
Quickly Printing an Exercise Worksheet.....	78
Administrator Reports	78
Printing Client History Report	79
Printing a Protocol Summary Report.....	80
Printing an Exercise Summary Report.....	80
Printing the Exercise/Topic Frequency Report	81
Chapter 9.....	82
Frequently Asked Questions (FAQs)	82
General FAQs	82
Searching FAQs	83
Exercises FAQs	84
Printing FAQs	85
Protocols FAQs	87
Education Topics FAQs	87
Appendix A	88
Non-Conforming Exercises.....	88
AAROM	88
AROM	88
Isometric	89
Resist.....	90
Stretch	90
Glossary.....	91
Index.....	96

Chapter 1

Getting Started

Overview

Exercise Pro V6 contains over 3,600 exercises and many predefined protocols to help you quickly create clear, concise, and professionally illustrated home exercise programs for clients.

Each exercise has professional illustrations to help clients correctly perform the exercises by selecting weights, tubing, canes, balls, and many more devices to further customize each exercise. Increasing picture and text size for clients with poor eyesight is also an important option that Exercise Pro provides.

Exercise Pro includes education topics, such as diabetic foot care, crutch training, transfers, body mechanics, and much more. This program allows for a full database of exercises, which are designed for physical therapists and athletic trainers.

Exercise Pro uses tabs and exercise libraries to help you narrow the search for exercises to use.

Tabs

The following tabs provide quick access to different search functions.

- **Search For Exercises** – Search for exercises using a combination of all the search criteria.
- **Find** – Search for exercises by anatomical names, common names, or exercise numbers.
- **Ed. Topics** – Search for education topic handouts you can give your clients.
- **Protocols** – Search for exercises or protocols by pre-defined protocols.
- **Client History** – Search for a client history.
- **Favorites** – Search for exercises you mark as favorites.

Exercise Libraries

Exercise libraries help customize and narrow your search. The following libraries are available in the **Exercise Library** drop-down list on the **Search For Exercises** tab.

- **Amputee** – Search for amputee exercises.
- **Aquatics** – Search for aquatic exercises.
- **Dynamic** – Search for dynamic exercises.
- **Functional Leg** – Search for exercises that include jumping.
- **Functional Reaching** – Search for exercises that include reaching.
- **Geriatrics** – Search for exercises designed for geriatric clients.
- **General** – Search for the entire exercise database.
- **Golf** – Search for golf player exercises.
- **Muscle Category** – Search for exercises by muscle categories.
- **Muscle Groups** – Search for exercises by major muscle groups.
- **Muscles** – Search for exercises by muscles.
- **Neuro** – Search for neurological exercises.
- **Pediatrics** – Search for pediatric exercises.
- **Pilates** – Search for Pilates exercises.
- **Power/Agility** – Search for power and agility exercises.
- **Self-Massage** – Search for massage exercises that clients can do themselves.
- **Visual Body** – Search for exercises by selecting an area of the body.
- **Yoga** – Search for yoga postures.



Note

Exercise Pro Active Care is designed for Chiropractors and includes most of the same functionality as Exercise Pro with exercises specific to Chiropractors.

What's New in Version 6

Exercise Pro V6 contains many upgrades in functionality and content. Now you can create professional exercise programs easier than ever.

Increased Content and Color Photos of Exercises

More exercises and education topics have been added in Version 6. Exercise Pro now contains over 3,600 exercises, including Pilates, Yoga, Power and Agility, Aqua, and Orthopedic-related content.

Each exercise now includes color photographs. Click the icon in the bottom-right corner of the line drawing to display available photographs, as shown in Figure 1.



Figure 1. Click the Photo Icon To Display Color Photo of Exercise

You can add up to four color photos for each exercise. Right-click an exercise and select **View/Edit** from the shortcut menu. Click the **Modify Picture** button to display the **Modify Exercise Picture** dialog box. Select **Color Photos** from the **Picture** section. Then click the **Load Picture** button, shown in Figure 2, and navigate to the file you want to use.

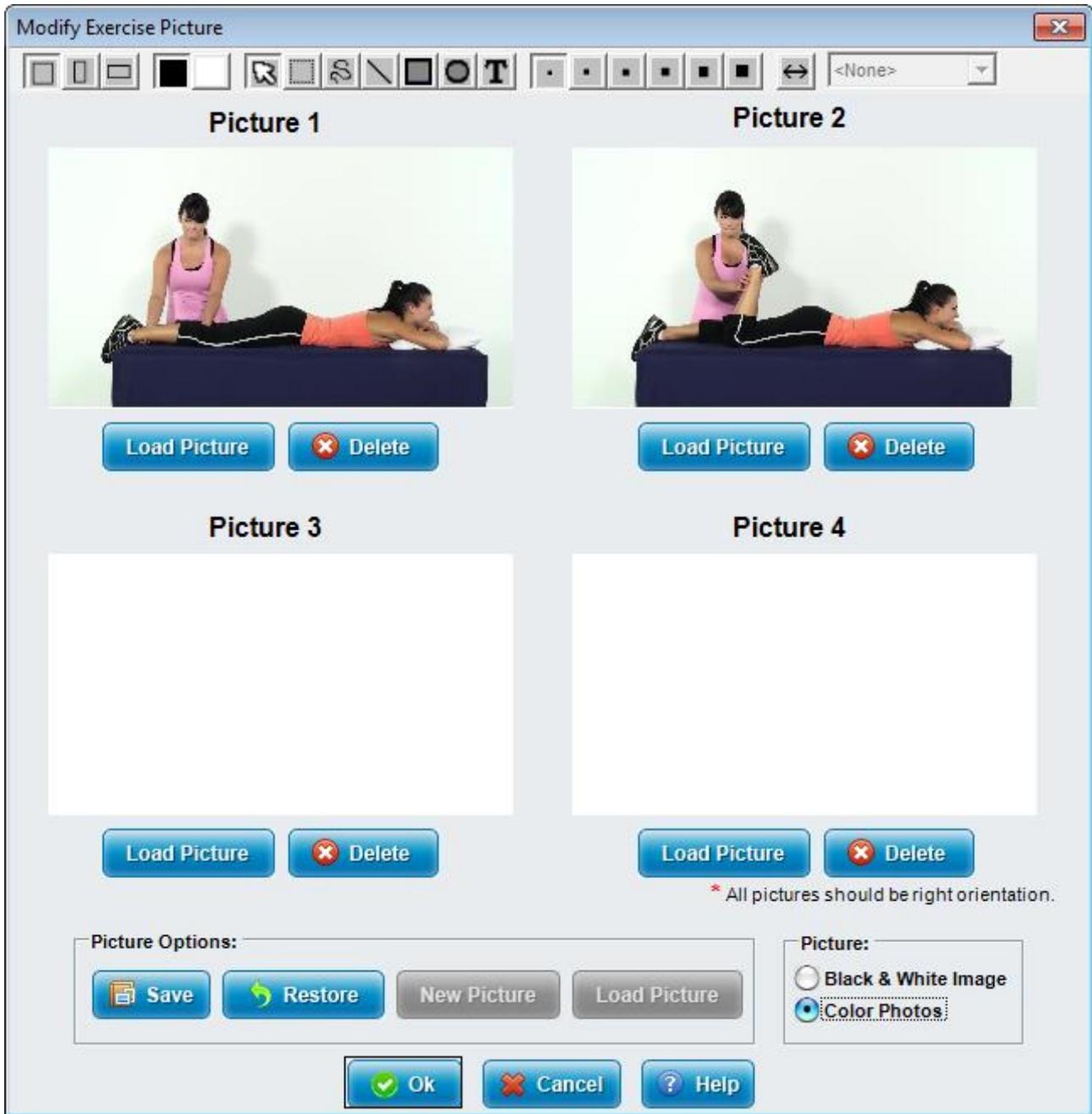


Figure 2. Adding Up to Four Color Photos Per Exercise

Search Interface Improvements

Use the **Exercise Library** drop-down list on the **Search For Exercises** tab to focus your search on specific domains or areas, such as Amputee, Geriatrics, and visual body. The Exercise Pro work environment, shown in Figure 3, is customizable.

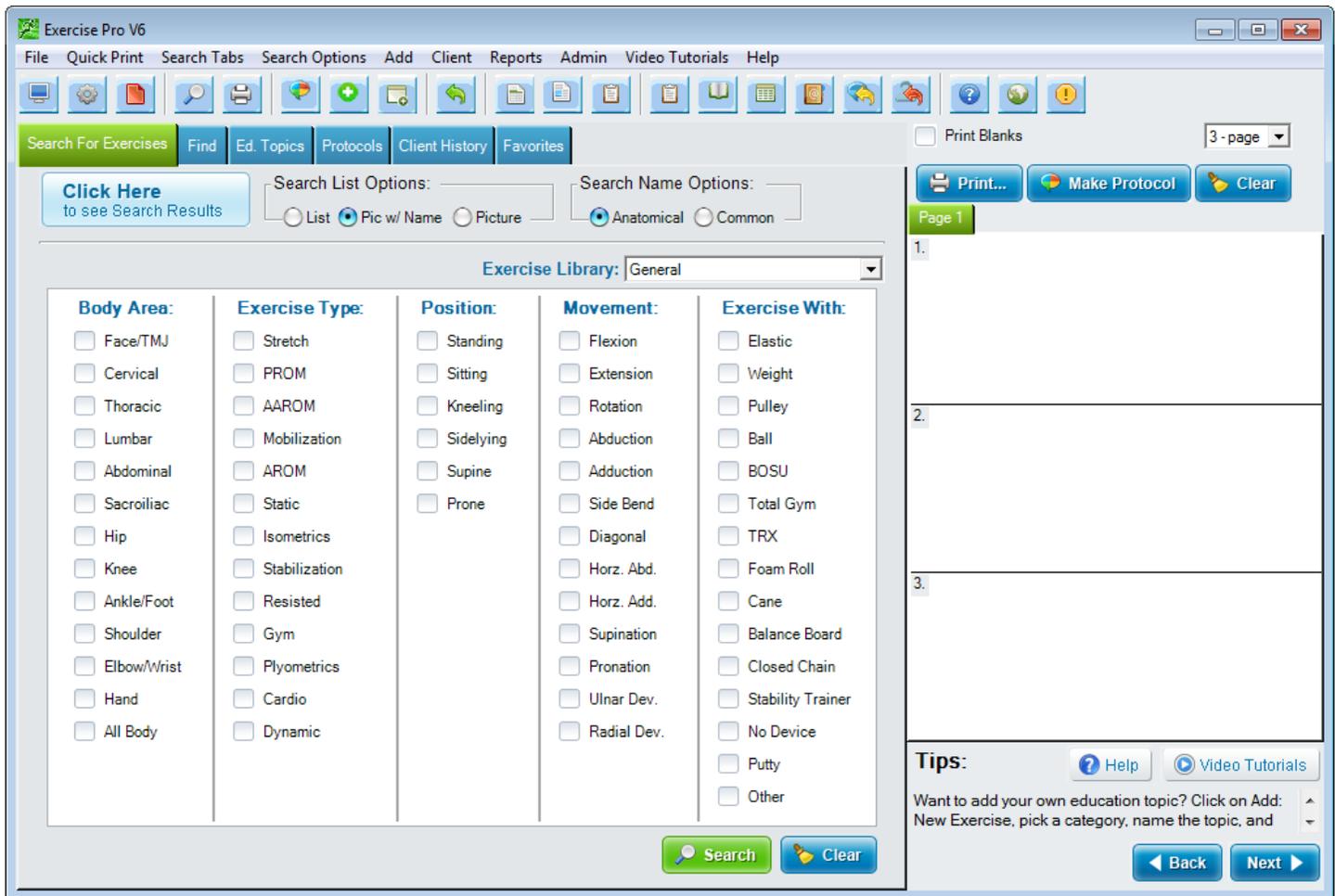


Figure 3. The Exercise Pro Interface

The Search Interface section contains tabs to help you quickly find the information you need. The default tabs are:

- **Search For Exercises**—Search for any exercise based on the criteria you select from body area, exercise type, position, movement, or equipment.
- **Find**—Search for exercises, protocols, and education topics by keywords.
- **Ed. Topics**—Search for education topics to add to an exercise program.
- **Protocol**—Search by groups of exercises that Exercise Pro provides or create a custom group.
- **Client History**—Search client histories for exercises.
- **Favorites**—Store and search for exercises you use often.

Sorting Client Histories

In the Client History tab you can now sort results by columns: **Client Name**, **Issued Date**, and **Issued By**. Click on a column heading to sort results by that heading.

Exercise Pro Tips Displayed in Work Environment

You can now view tips on using Exercise Pro in the lower-right corner of the work environment, as shown in Figure 4.

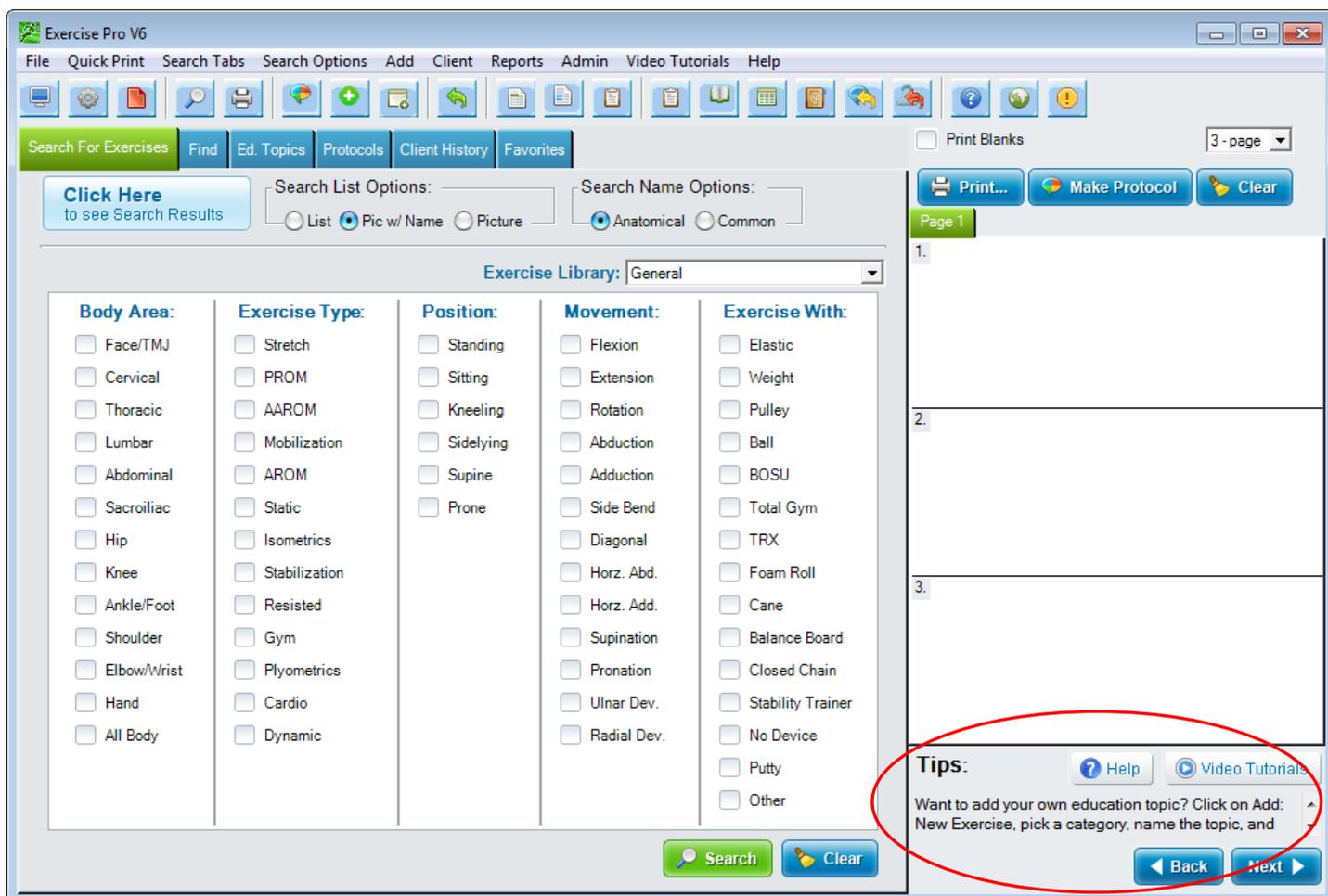


Figure 4. Tips on Using Exercise Pro

Adding Favorite Protocols and Education Topics

You can add protocols and education topics to the **Favorites** tab and use the **Favorites** tab to search for protocols and education topics you specify as favorites.

Complete the following steps to add a protocol or education topic to the **Favorites** tab.

1. Search for a protocol on the **Protocols** tab or an education topic on the **Ed. Topics** tab.
2. Right-click a protocol or topic in the search results list and select Add to **Favorites»[user]** from the shortcut menu, where [user] is a staff member. You can also select **Favorites»All Users** to make the protocol available on the **Favorites** tab of each user.

Complete the following steps to search for a favorite protocol or education topic.

1. Click the **Favorites** tab.

2. Select **Protocols** or **Education Topics** from the **Search For** drop-down.
3. Select **All Users** or the name of a specific practitioner from the **Practitioner Name** drop-down list.
4. Place checkmarks in the criteria you want to search for and click the **Search** button.

You can view the individual exercises within different protocols by clicking through the search results tree.

Enhanced Security Options

Exercise Pro has additional security features in Version 6.

- Password authentication meets HIPAA security requirements.
- As an administrator you can set passwords to expire so that users must change their passwords on a regular basis.
- Users who are not administrators cannot delete protocols, exercises, or education topics.
- You can specify that Exercise Pro does not use predictive search for client name drop-down lists in the **Print Information** dialog box and the **Client History** tab. Turning off predictive search prevents the names of clients from appearing automatically in the list, thereby protecting their privacy. Select **File»Settings** from the Exercise Pro menu and remove the checkmark from the **Allow drop downs to have Progressive lookup** checkbox on the **General** tab to turn off predictive search.

Printing and Reports

You can specify the default language for printing exercises. Select **File»Settings** to open the **Program Settings** dialog box. On the **Reports** tab, select the default language for printing from the **Language** drop-down list.

When printing reports, you can select either line drawing reports or color photo reports, as shown in Figure 5.

The screenshot shows the 'Printing Information Dialog Box' with three main sections:

- Exercise Program Line Drawing Reports:** Radio buttons for 1, 2, 3, 4, 6, 9, 12, 24 per page w/ instructions, Aerobics w/o text, and None. The '3 per page w/ instructions' option is selected.
- Exercise Program Color Photo Reports:** Radio buttons for 1, 2, 3, 4, 9, 12 per page w/o instructions, and None. The 'None' option is selected.
- Report Options:**
 - Pictures:** Radio buttons for Left, Right, and Custom. 'Right' is selected.
 - Print Anatomical Name:** Checked checkbox.
 - Print Common Name:** Unchecked checkbox.
 - Print Exercise #:** Unchecked checkbox.
 - Print Blanks:** Unchecked checkbox.
 - Print w/o Signature:** Unchecked checkbox.
 - Print w/o Date:** Unchecked checkbox.
- Exercise Program Text Options:** A dropdown menu set to 'Print All Text and Pictures'.
- Logo:** A dropdown menu set to '<None>'.
- Grid Start:** 04/02/2013
- Grid Days:** 14
- Other Reports:**
 - Print w/ Color Photos:** Unchecked checkbox.
 - Print w/ Line Drawings:** Checked checkbox (circled in red).
 - Date Grid:** Checked checkbox.
 - Chart Copy w/ Pics:** Checked checkbox.
 - Workout Grid w/ BPM:** Unchecked checkbox.
 - Workout Grid - Blank:** Unchecked checkbox.
 - Site Copy:** Unchecked checkbox.
 - Chart Copy w/o Pics:** Unchecked checkbox.
 - Workout Grid:** Unchecked checkbox.
 - Cover Page:** Unchecked checkbox.

Figure 5. Printing Color Photos or Line Drawings in the Printing Information Dialog Box

Hardware and Software Requirements

Exercise Pro requires the following hardware and software.

- Pentium computer with 100 megabytes of free hard disk space
- Monitor with at least 1020 x 720 resolution
- Laser or ink jet printer
- Windows 2012/8/7/2000/XP/2003/Vista

Customizing Your Work Environment

Tabs are an easy way to quickly access exercises and protocols you need. You can customize the number of tabs that Exercise Pro displays. Select Search **Tabs»Show/Hide Tabs** from the menu to display the **Show/Hide Tabs** dialog box. Place a checkmark in the tabs that you want visible, shown in Figure 6.

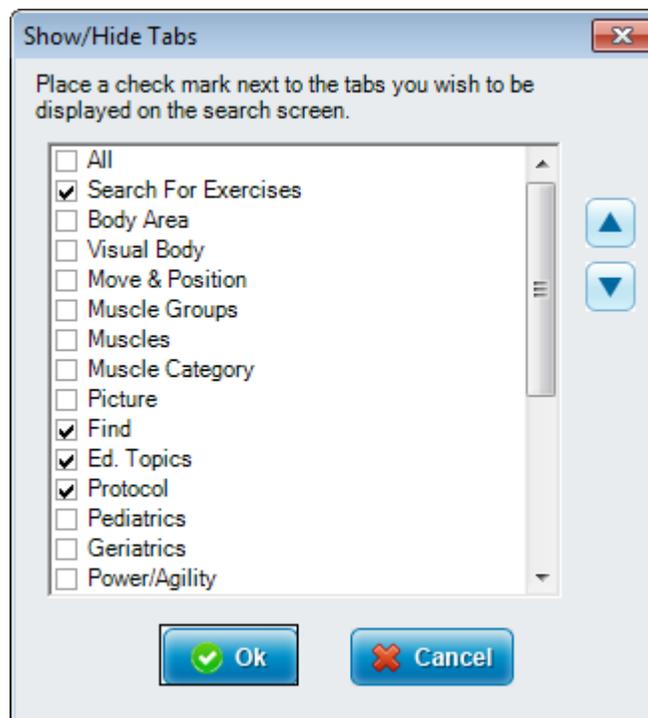


Figure 6. Selecting the Tabs You Want To Display

The different tabs let you search for exercises in different ways. The following table lists the different tabs and their available search criteria.

Tab	Search Criteria
Body Area	Body Area, Specialized, Exercise Type, and Exercise With
Search For Exercises	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Visual Body	Visual Body Picture, Specialized, Exercise Type, and Exercise With
Move & Position	Body Area, Exercise Type, Position, Movement, and Exercise With
Muscle Groups	Body Muscle Groups, Specialized, Exercise Type, and Exercise With
Muscles	Muscle, Specialized, Exercise Type, and Exercise With
Muscle Category	Muscle Category, Specialized, Exercise Type, and Exercise With
Picture	Body Area, Specialized, Exercise Type, Pediatric Type, Position, Yoga Type, Movement, and Exercise With
Find	Keywords
Pediatric (Exercise Pro Only)	Body Area, Specialized, Pediatric Type, and Exercise With
Geriatric (Exercise Pro Only)	Body Area, Exercise Type, Position, Movement, and Exercise With
Power/Agility	Body Area, Body Muscle Groups, Exercise Type, Position, and Exercise With
Neuro (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Yoga	Body Area, Body Muscle Groups, Exercise Type, and Yoga Type
Amputee (Exercise Pro Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Pilates	Body Area, Exercise Type, Position, Pilates Level, Movement, and Exercise With
Aquatics	Body Area, Specialized, Exercise Type, Movement, and Exercise With
Functional Leg	Func. Arm Movement, Direction, and Level
Functional Reaching	Func. Movement, Action, and Direction
Dynamic	Body Area, Position, Difficulty, Movement, and Action
Golf	Body Area, Exercise Type, Position, Difficulty, Exercise With
Self-Massage	Body Area, Body Muscle Groups, Position

Contacting Technical Support

Contact BioEx Systems, Inc. for technical support. A response is sent 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

Complete the following steps to search for exercises using the Search For Exercises tab.

1. Click the **Search For Exercises** tab.
2. Select an option from the **Exercise Library** drop-down list.

For example, selecting **Muscle Groups** from the drop-down list, as shown in Figure 7, lets you search for exercises specified by muscle groups such as neck, back, and quadriceps. Selecting **Muscle Groups** in the **Exercise Library** gives you the same results as if you were searching on the **Muscle Groups** tab.

Search For Exercises Find Ed. Topics Protocols Client History Favorites

[Click Here to see Search Results](#) Search List Options: List Pic w/ Name Picture Search Name Options: Anatomical Common

Exercise Library: Muscle Groups

Body Muscle Groups:	Specialized:	Exercise Type:	Exercise With:
<input type="checkbox"/> Neck	<input type="checkbox"/> Neurology	<input checked="" type="checkbox"/> Stretch	<input type="checkbox"/> Elastic
<input type="checkbox"/> Pectoral	<input type="checkbox"/> SCI	<input type="checkbox"/> PROM	<input type="checkbox"/> Weight
<input type="checkbox"/> Rhomboid/Traps	<input type="checkbox"/> Balance	<input type="checkbox"/> AAROM	<input type="checkbox"/> Pulley
<input type="checkbox"/> Lats	<input type="checkbox"/> Cardiopulm	<input type="checkbox"/> Mobilization	<input type="checkbox"/> Ball
<input type="checkbox"/> Abdominal	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> AROM	<input type="checkbox"/> BOSU
<input type="checkbox"/> Back	<input type="checkbox"/> Incontinence	<input type="checkbox"/> Static	<input type="checkbox"/> Total Gym
<input type="checkbox"/> Gluteals	<input type="checkbox"/> Amp.-Upper	<input type="checkbox"/> Isometrics	<input type="checkbox"/> TRX
<input type="checkbox"/> Deltoid	<input type="checkbox"/> Amp.-Lower	<input type="checkbox"/> Stabilization	<input type="checkbox"/> Foam Roll
<input type="checkbox"/> Biceps	<input type="checkbox"/> Aqua-Shallow	<input type="checkbox"/> Resisted	<input type="checkbox"/> Cane
Difficulty:	<input type="checkbox"/> Aqua-Deep	<input type="checkbox"/> Gym	<input type="checkbox"/> Balance Board
<input type="checkbox"/> Beginner	<input type="checkbox"/> Geriatrics	<input type="checkbox"/> Plyometrics	<input type="checkbox"/> Closed Chain
<input type="checkbox"/> Intermediate	<input type="checkbox"/> Power/Agility	<input type="checkbox"/> Dynamic	<input type="checkbox"/> Stability Trainer
<input type="checkbox"/> Triceps			<input type="checkbox"/> No Device
<input type="checkbox"/> Forearm			<input type="checkbox"/> Other
<input type="checkbox"/> Quadriceps			
<input type="checkbox"/> Hamstring			
<input type="checkbox"/> Thigh (Outer)			
<input type="checkbox"/> Thigh (Inner)			
<input type="checkbox"/> Calf/Foot			
<input type="checkbox"/> Cardiovascular			

Search Clear

Figure 7. The Search For Exercises Tab

- Place checkmarks in the checkboxes next to the search criteria to use.
- Click the **Search** button.

Exercise Pro displays the results either as a list, picture with name, or just picture. You can change how the results are displayed by selecting a different option in the **Search List Options** section of the **Search For Exercises** tab. Figure 8 shows the search results using line drawings and the exercise name.

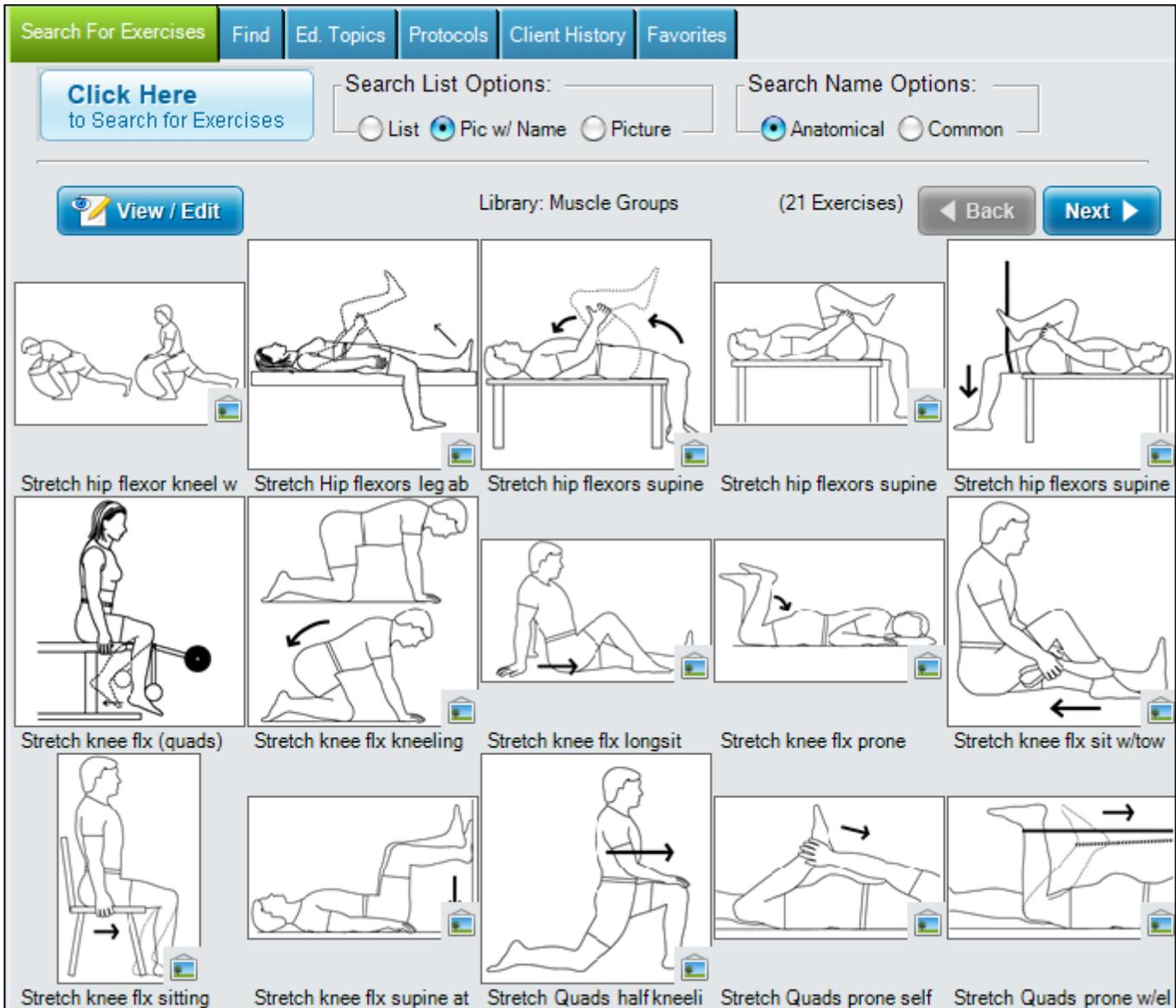


Figure 8. Search Results Showing Picture with Exercise Name

Creating a Client Exercise Program

Create client exercise programs by searching for and selecting exercises.

1. Search for exercises you want to give the client. Refer to *Searching for Exercises* on page 15 for more information.
2. Double-click the exercise in the results area to add the exercise to the **Selected Exercises** list on the right-hand side of the screen as shown in Figure 9.

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

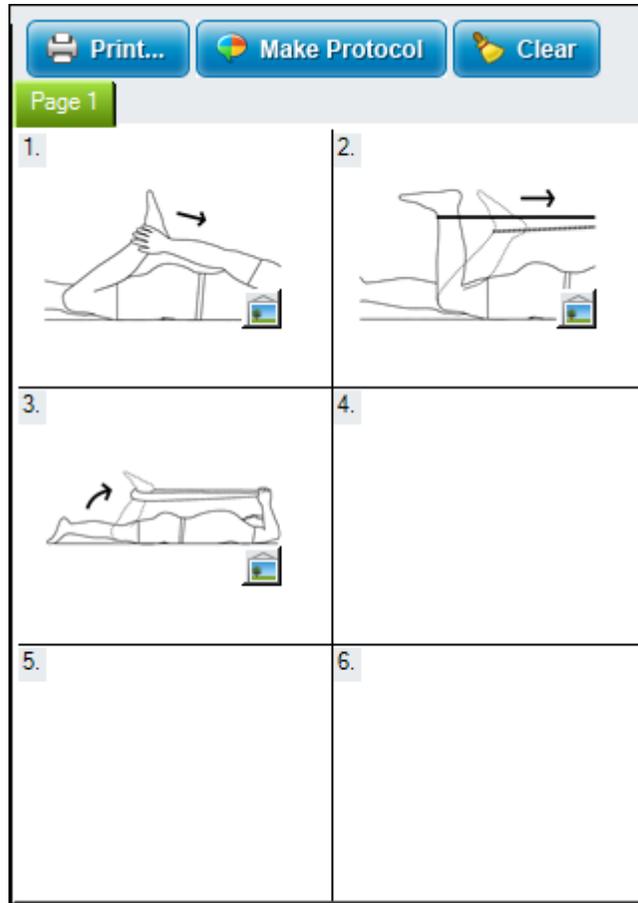


Figure 9 – Selected Exercise List in the Main Window

3. (Optional) Right-click the exercise in the **Search Results** list and select **Bookmark** to bookmark this exercise for later use.
4. (Optional) Right-click the exercise in the **Search Results** list or the picture in the **Selected Exercises** list and select **View/Edit** to edit the exercise.
5. (Optional) Right-click the exercise in the **Search Results** list or the picture in the **Selected Exercises** list and select **Add to Favorites** to add this exercise to the favorites.



Tip: Adding an exercise to the Favorites tab is optional, but a good tool to use when selecting the same exercises daily.

6. (Optional) Right-click the picture in the **Selected Exercises** list and select **Warm Up**, **Work Out**, or **Cool Down**, which are automatically added as a **Work Out**.
7. (Optional) Right-click the picture in the **Selected Exercises** list and select **Move Up** or **Move Down** to reorder the exercises for printing.
8. (Optional) Right-click the picture in the **Selected Exercises** list and select **Remove** to delete the exercise from the program.



Tip: Click the **Clear** button 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.

9. Click the **Print** button to print or save the exercise program or click the **Make Protocol** button to save the selected exercises as a protocol. Refer to *Printing a Client Exercise Program or Protocol* on page 19, *Saving a Client Exercise Program* on page 28, or *Creating a Protocol* on page 43 for more information.

Printing a Client Exercise Program or Protocol

Complete the following steps to print and exercise program or an entire protocol.

1. Creating a Client Exercise Program or Creating a Protocol.
2. Click the **Print** button.
3. (Optional) If an exercise requires you to specify a type of equipment, for example the color of elastic band, then select it in the **Enter Use Information for the Exercise** dialog box, shown in Figure 10.

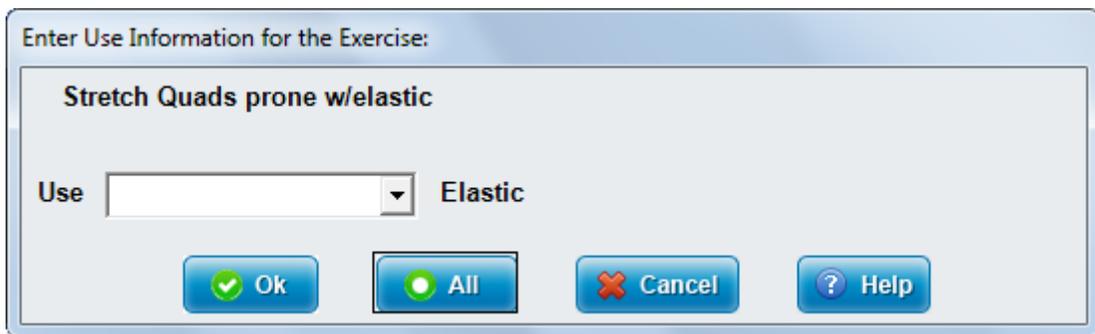


Figure 10. Enter Use Information for the Exercise Dialog Box

Click the **All** button to apply the same use information to all applicable exercises.

4. In the **Printing Information** dialog box, enter the client's name or select an existing client from the **Client Name** drop-down list.
5. Enter the name of the staff or select an existing staff name from the **Issued By** drop-down list.
6. Select a language from the **Language** drop-down list to specify the language for the printed exercise program or protocol.



Note: If the exercise is edited in English, other languages do not automatically update. Unless the non-English version is edited, Exercise Pro uses the default text.

7. (Optional) Click the **Target Heart Rate** button to calculate the client's heart rate as shown in Figure 11.

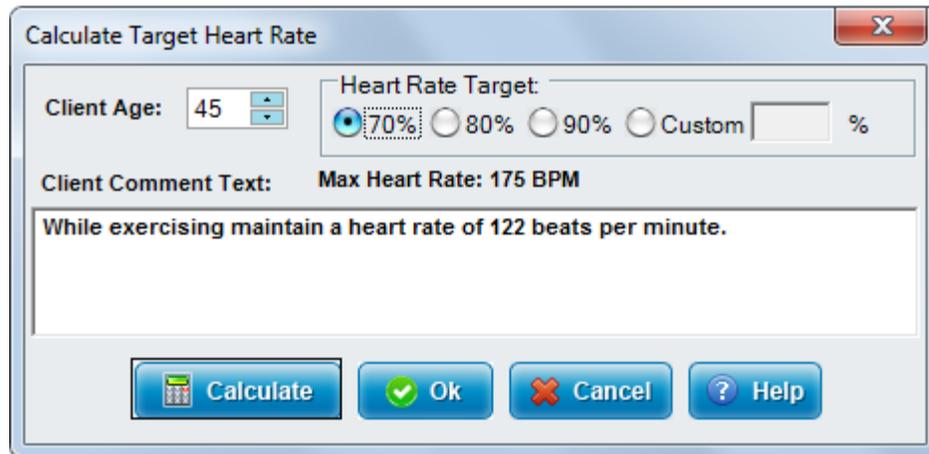


Figure 11. Calculating the Target Heart Rate

- a. Enter the client's age.
- b. Select the heart rate percentage in the **Heart Rate Target** box.

 **Note:** Select **Custom** to add a specific heart rate percentage not listed.

- c. Click **Calculate**.

The client's maximum heart rate appears as a comment in **Client Comment Text** box.

 **Note:** You can edit comments in the **Client Comment Text** box before printing.

- d. Click **OK** to return to the **Printing Information** dialog box.

8. Click the **Stock Comments** button to add stock comments to the report.

 **Note:** Refer to *Adding Stock Comments to an Exercise Program* on page 22 for more information about adding stock comments to an exercise programs.

9. Click **Time Comments** to show a rough estimate of the time necessary to perform the exercise program. The time is calculated using the **Sets**, **Reps**, **Rest**, **Rate**, and **Hold** information.
10. (Optional) Enter any additional comments in the **Daily Notes** box. Daily notes print only on the Chart copy and not on any printed handouts for clients.
11. Select the **Exercise Program Reports**, **Other Reports**, and **Report Options** to print with the selected report options.

 **Note:** Refer to *Client Reports* on page 76 for more information about reports.

12. Click the **Warm Up** tab to show the warm up exercises for the selected exercise program.
13. Click the **Workout** tab to show the workout exercises for the selected exercise program.
14. Click the **Cool Down** tab to show the cool down exercises for the selected exercise program.
15. Place a checkmark in the **Show Print Dialog** checkbox to use the print dialog box; otherwise, Exercise Pro prints one copy of each report to the default printer.
16. Place a checkmark in the **Stay After Printing** checkbox to specify that the **Printing Information** dialog box remains open after printing is completed.

17. Place a checkmark in the **Do Not Save** checkbox to not save the exercise program that was just printed.
18. (Optional) Click **View/Edit** to edit a selected exercise for the client.

 **Note:** Refer to *Editing Exercises* on page 37 for more information about editing exercises.

19. Click **Pyramids** to configure the pyramid settings or click **Remove Pyramids** to clear the pyramid selections.

 **Note:** Exercises with pyramids show **Pyr** in the set and repetition information. Refer to *Setting Pyramids* on page 27 for more information about pyramids.

20. Click **Make Aquatic** to show what the exercise will look like when performed in the water.
21. Click the up arrow or down arrow to move the exercises up or down.
22. Click the following buttons depending on what you want to do next.
 - a. **Print** to print the report.
 - b. **Print Preview** to display a preview of the report.
 - c. **Email** to email the report.
 - d. **Save as PDF** to export the program to a *.PDF file.

 **Note:** You need a program such as the free Acrobat Reader to open PDF files.

- e. **Save** to save the exercise program.
 - f. **Cancel** to cancel and close the **Printing Information** dialog box.
23. Click **Print**.

 **Note:** Clicking **Print** also saves the exercise program automatically.

Reprinting an Exercise Program for a Client

Print multiple copies of the client exercise program after it has already been printed.

1. Select the exercise program you want to reprint. Refer to *Searching for Client Histories and Exercise Programs* on page 28 for more information.
2. Click **Reprint** to open the **Printing Information** dialog box.

 **Note:** You can modify the exercise program before reprinting.

3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language to print the client exercise program or protocol.

 **Note:** If the exercise is edited in English, the text does not automatically update in other languages.

6. Select the print options.

 **Note:** Refer to the *Printing a Client Exercise Program or Protocol* section on page 19 for more information about print options.

7. Click **Save**.
8. Click **Print**.

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

Create an exercise program quickly without searching for all the exercises if the exercise numbers are known. This option is recommended when there is a preference 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 to print separated by a comma (,) in the **Enter Exercise Numbers** dialog box as shown in Figure 12.

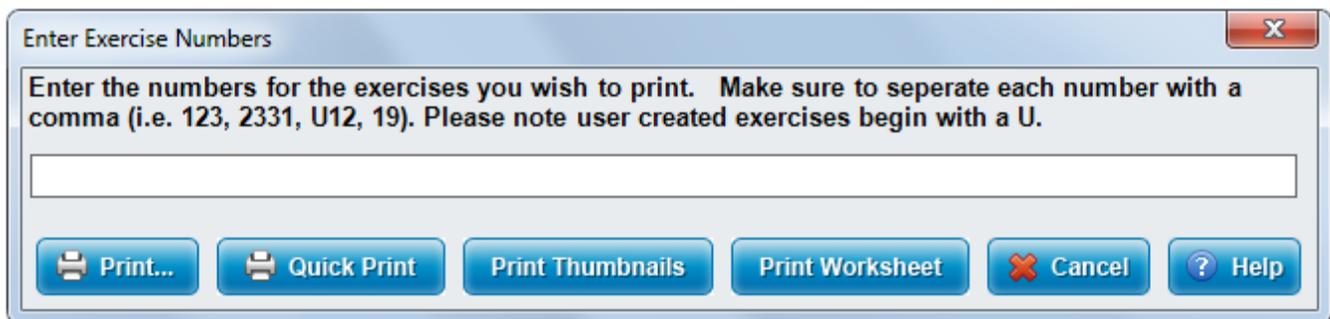


Figure 12 – Entering Exercise Numbers for Rapid Program Generation

3. Click **Quick Print** to print the exercise program, click **Print thumbnails** to print thumbnail pictures of the exercise program, or click **Print worksheet** to quickly print a blank exercise worksheet.



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

Adding Stock Comments to an Exercise Program

Stock comments are common phrases or instructions that you can add to all reports. You can add stock comments from the **Printing Information** dialog box or the **Reports** tab in the **Program Settings** dialog box.

Complete the following steps to add stock comments.

1. Open the Stock Comments dialog box, shown in Figure 13.

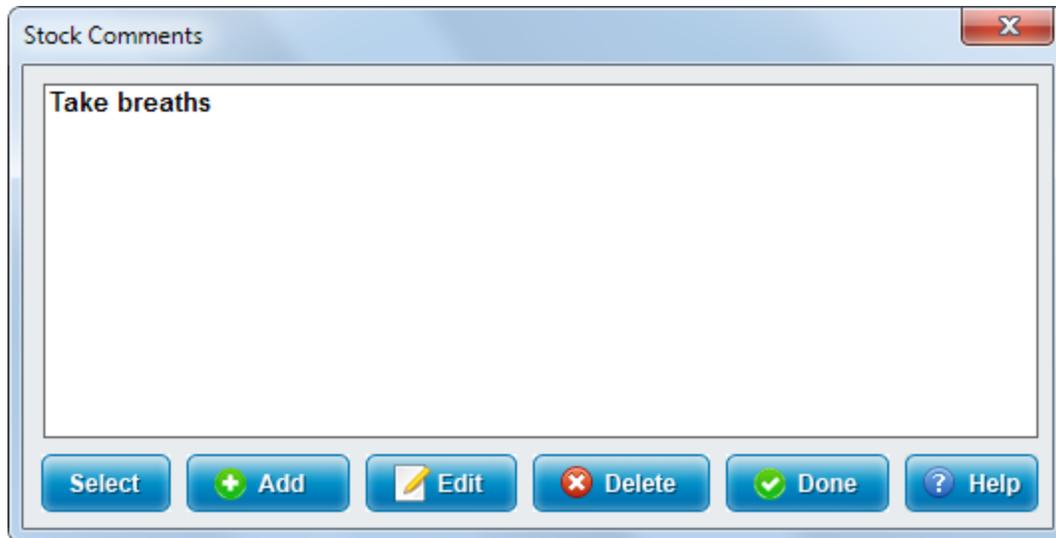


Figure 13. Stock Comments Dialog Box Opened from the Printing Information Dialog Box

- From the **Print Information** dialog box:
 - a. Creating a Client Exercise Program and click **Print** to print the exercise report.
 - b. Click the **Stock Comment** button.
 - From the **Program Settings** dialog box:
 - a. Select **File»Settings** from the main menu to display the **Program Settings** dialog box.
 - b. Click the **Reports** tab.
 - c. Click **Stock Comments**.
2. (Optional) Click the **Add** button to add new stock comments, as shown in Figure 14.

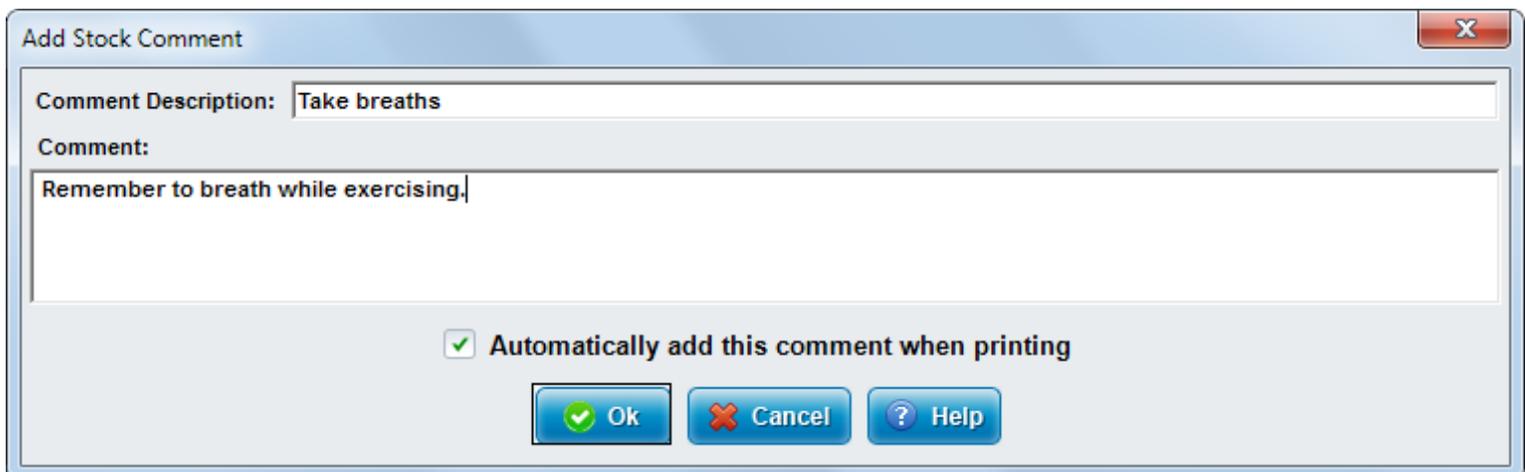


Figure 14 - Adding Stock Comments

- a. Enter the title of the stock comment in the **Comment Description** box.
 - b. Enter the text in the **Comment** box that you want to appear in the **Client Comment** section of reports.
 - c. (Optional) Place a checkmark in the **Automatically add this comment when printing** checkbox. You can always edit or delete the comment in individual reports.
3. (Optional) Select a stock comment and click the **Edit** button to edit a stock comment. Click **OK** when you are finished editing the comment.

4. In the **Stock Comments** dialog box, click the stock comments you want to include in the report.
5. If you opened the **Stock Comment** dialog box from the **Printing Information** dialog box, you can click the **Select** button to add the stock comment to the **Client Comment** section of the printed report. Otherwise, click **OK** to save the stock comments and close the **Stock Comments** dialog box.

Deleting Stock Comments from an Exercise Program

Delete stock comments from the **Stock Comments** dialog box. The **Stock Comments** dialog box can be found when printing a client exercise program or protocol, education topic, or client report. The stock comments can be added in the **Printing Information** dialog box or the **Program Settings** dialog box.

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



Tip: Delete stock comments from an Exercise Program by selecting the comment(s) to be deleted and then press the <Delete> key on the computer keyboard.

Emailing a Client Exercise Program

Email the new client exercise program to the client or send a personal copy to a personal email account.



Note: Many email providers do not support emailing a program directly from Exercise Pro . To get around this problem, Exercise Pro has an export function that can now save the program as a *.pdf file to manually attach it to an email (such as an Outlook email).

1. Create a client exercise program and click **Print** to print the exercise report.
2. Click **Email** to open the **Email Exercise Program** as shown in Figure 15.

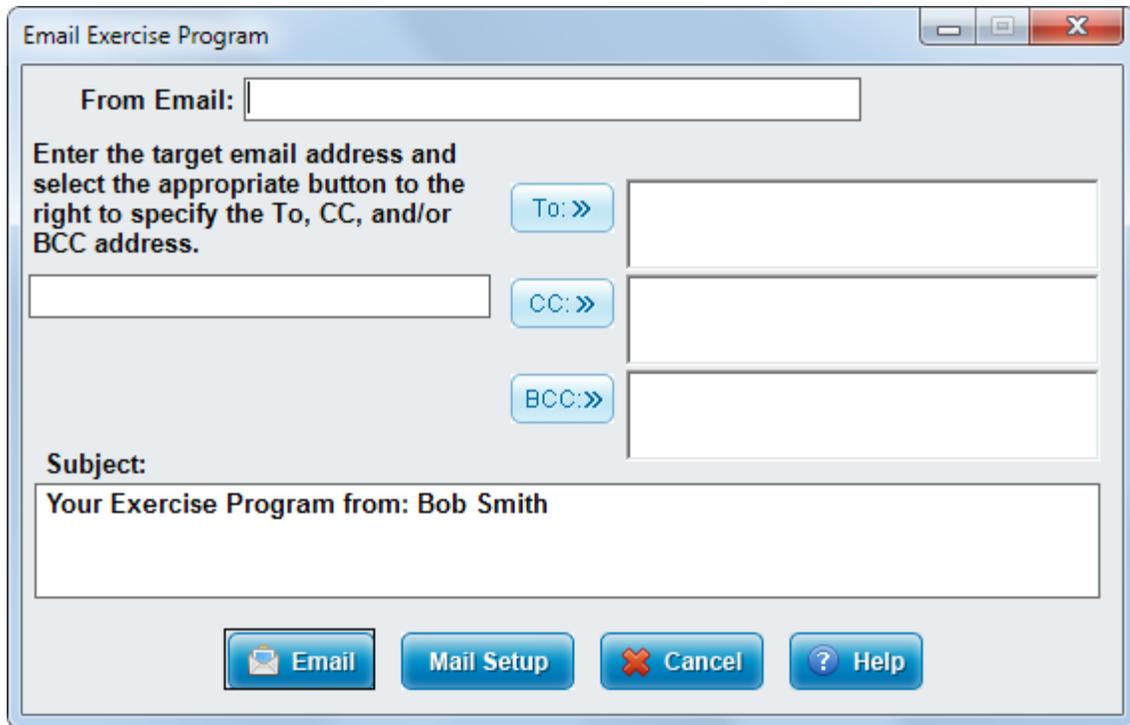


Figure 15 - Email Exercise Program Dialog Box

3. Enter the email address in the **From Email** text box.
4. Enter the email address to send the exercise report.
5. Click **To**, **CC**, or **Bcc**.
6. Repeat step 3 and step 4 for each email address to send the exercise report.
7. Enter a subject line for the email message in the **Subject** box.
8. Click **Email**.

 **Note:** Click **Mail Setup** to go to the Internet Settings tab of the **Program Settings** dialog box. This allows the user to configure the email settings.

Editing an Exercise in a Client Exercise Program

Edit an exercise in a client exercise program. Individualized instructions can be added or customized with the number of sets and/or repetitions.

1. Create the client exercise program.
2. Select the picture to edit from the exercise program list.
3. Click **View/Edit** to open the **View/Edit Exercise** dialog box as shown in Figure 16.

 **Note:** The **View/Edit** button appears in the **View/Edit Exercise** dialog box, as well as in the **Print Information** dialog box. If you click the **View/Edit** button in the **Print Information** dialog box, the exercise program, not the protocol, changes.

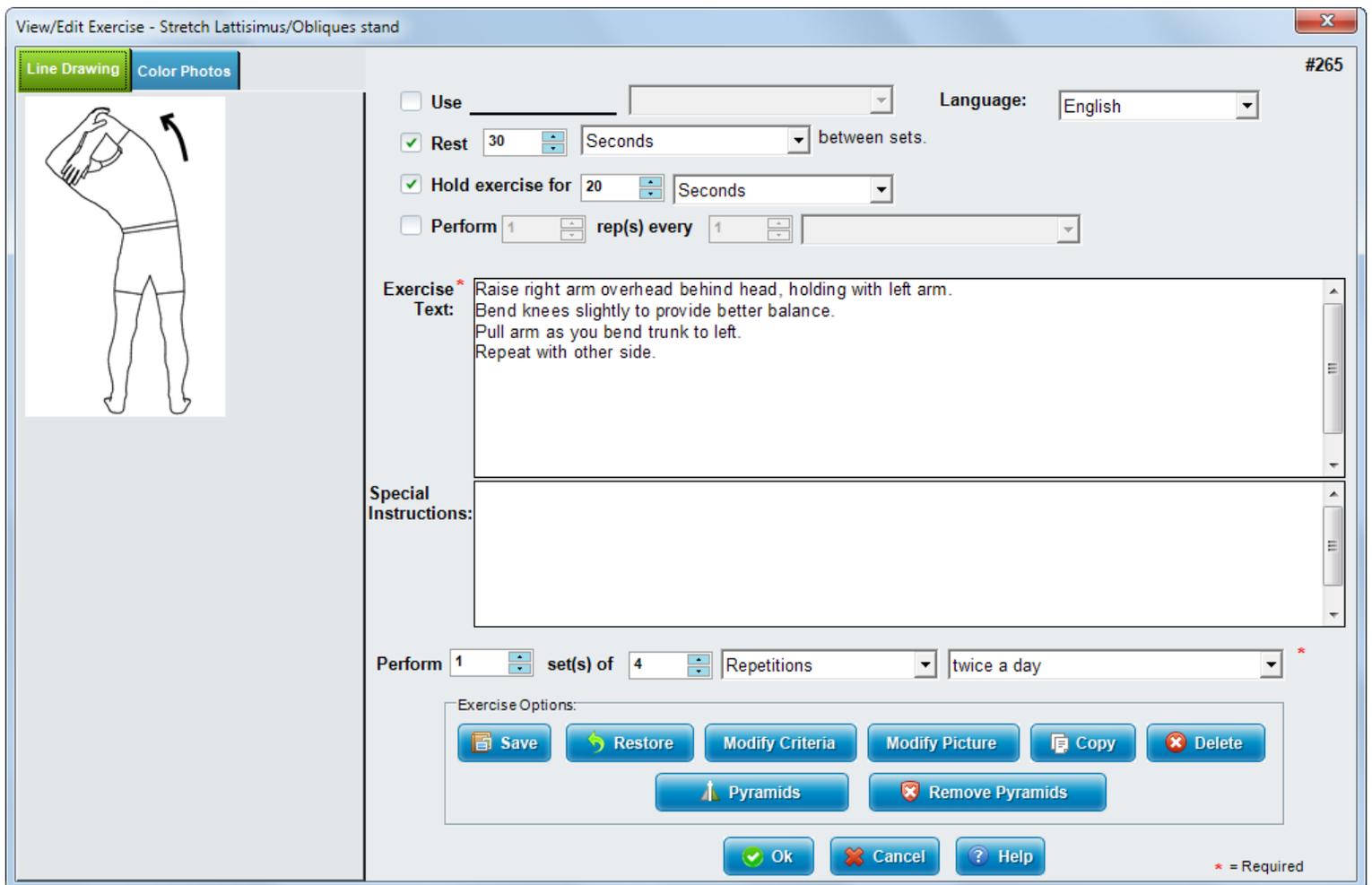


Figure 16 - View/Edit Exercise Dialog Box

4. Select or enter the following **View/Edit Exercise** dialog box options:

- Select the language to use for the exercises from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text** box.

 **Note:** The **Exercise Text** box is a required.

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions** box.
- Enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

- Click the following **Exercise Options**:
 - Click **Save** to change only the exercise program that is printing.
 - Click **Restore** to reset the parameters to the default settings.
 - Click **Pyramids** to set pyramids or click **Remove Pyramids** to delete the pyramids that were configured.
5. (Optional) Click **Save** only if you want to changes to the exercise in the database.
 6. Click **OK** to change only the exercise program for the client.

Setting Pyramids

Set up pyramids for any exercise in the workout section of an exercise program. 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**.



Note: The **Pyramids** button appears in the **View/Edit Exercise** dialog box as well as in the **Printing Information** dialog box.

1. Search for exercises and then select the exercise or the picture to set pyramids.
2. Click **Pyramids** to open the **Exercise Pyramids** dialog box as shown in Figure 17.
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. Select the percent change in the number of repetitions for each set along the pyramid.
8. Enter or select whether the weight will increase, decrease, or stay constant at each level in the pyramid.
9. Enter or select the percent change in weight for each set in the pyramid.
10. Click **Re-Calculate**.
11. Click **OK**.

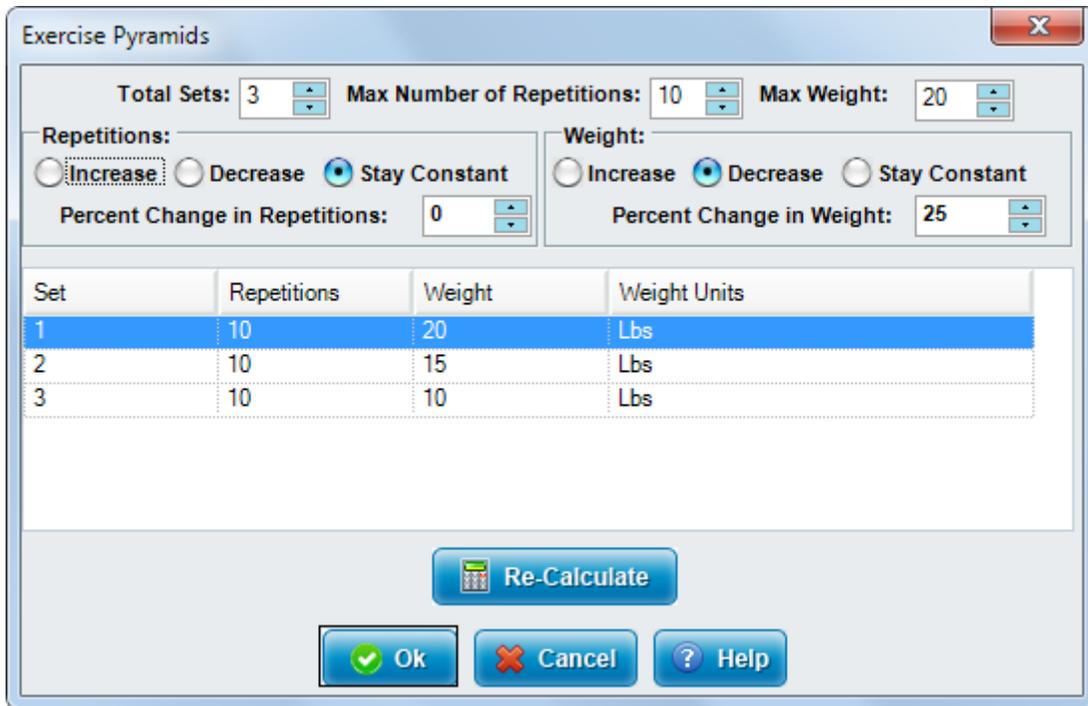


Figure 17 - Exercise Pyramids Dialog Box

Saving a Client Exercise Program

Save a client exercise program to be used multiple times.

1. Create a client exercise program.
2. Click **Print**.
3. Enter the client's name or select an existing client from the **Client Name** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language to print the client exercise program or protocol.



Note If the exercise is edited in English, the text does not automatically update in other languages.

6. Click **Save**.

Searching for Client Histories and Exercise Programs

Use the **Client History** tab as shown in Figure 18 to search for client histories and exercise programs and then select different search criteria to increase or narrow the search.

Search For Exercises Find Ed. Topics Protocols **Client History** Favorites

Program Search Criteria: Client Status: Found List

Date Range
 Date Range & Client
 Date Range & Staff
 Date Range & Free Text

All
 Active
 Inactive

Start Date: 05/01/2013
End Date: 05/08/2013
Client Name:
Staff Name:

Search Clear

Client Name	Issued Date	Issued By
+ Alison D	5/8/2013	Doug
+ Bob S.	5/8/2013	Dawn

Re-Print Activate Delete

Figure 18 - Client History Tab

1. Select **Client History** tab.
2. Select Date Range, Date Range & Client, Date Range & Staff, or Date Range & Free Text in the Program Search Criteria box.

Note: The default date range is the previous seven days.

3. Select All, Active, or Inactive in the Client Status box.

Tip: Reactivate or Deactivate clients to reduce the size of the database, minimize search times, and create a backup of the data.

4. Select the start and end date for the search range.
5. Select a client in the **Client Name** drop-down list to narrow the search criteria to a single client if **Date Range & Client** was selected in step 2.

Note: Client names will only be shown that have a saved exercise program within the selected date range.

6. Select a staff member in the **Staff Name** drop-down list to narrow the search criteria to a single staff member if **Date Range & Staff** was selected in step 2.
7. Click **Search** to display the search results in the **Search Results** list by client, date, and staff member.
8. Double-click the exercise program to add the entire program to the current exercise program.



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

9. Click the + next to the exercise program in the **Found** list to expand the program.
10. (Optional) Double-click individual exercises to add to them to the current program separately.

Deleting a Client Exercise Program

Delete a client exercise program that has already been created and saved in Exercise Pro.

1. Select the **Client History** tab.
2. Search for and select the client history for the exercise program to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

Deactivating and Reactivating Clients

Deactivate inactive clients to remove those clients from the searches. Deactivated clients can be reactivated again. Therefore, the client's previous exercise program history is not lost.

Deactivating Clients

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

Reactivating Clients

1. Search for the client to activate.
2. Select the client 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 that are performing with 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:

1. As described above.
2. 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

Add a bookmark to the exercises that appear at the top of the search return list or removed the bookmark.

Adding a Bookmark

1. Search for exercises.
2. Select the exercise you want to bookmark in the search results list.
3. Right-click either the exercise from the **Search Results** list or the picture from the **Selected Exercise** list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with *.

Removing a Bookmark

1. Search for exercises.
2. Select the exercise in the search results.
3. Right-click either the exercise from the **Search Results** list or the picture from the **Selected Exercise** list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with *.

Creating New Exercises

You can create exercises from scratch and add these customized exercises to Exercise Pro. You can also use an existing exercise as a starting point. Refer to *Using an Existing Exercise to Create a New Exercise* on page 37 for more information about copying exercises.

Adding a New Exercise

Complete the following steps to create a new exercise from scratch.

1. Select **Add»New Exercise** from the main menu.
 2. Select **OK** in the dialog box that recommends contacting BioEx Systems, Inc. to create additional exercises.
 3. In the **View/Edit Exercise** dialog box, enter the appropriate information.
 - a. Select the language to use for this new exercise from the **Language** drop-down list.
 - b. If the exercise uses equipment, place a checkmark in the **Use** checkbox and select the equipment from the drop-down list.
 - c. If the client should rest between sets, place a checkmark in the **Rest** checkbox, enter a number, and select the time unit from the drop-down list.
 - d. If the client should hold the exercise, place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time unit from the drop-down list.
 - e. Place a checkmark in the **Perform** checkbox, enter the number of reps, and select the time unit from the drop-down list.
 - f. Enter the text to appear with the exercise in the **Exercise Text** box.
-
-  **Note:** Exercise Pro contains a spell checker. If a word appears with a squiggly red line underneath, right-click the word and select the correct spelling from the shortcut menu.
-
- g. Enter any special instructions for the exercise in the **Special Instructions** box.
 - h. Enter the set information.
 - i. Enter the number of sets.
 - j. Enter the number of repetitions or minutes per set.
 - k. Select **Repetitions** or **Minutes** from the drop-down list.
 - l. Select how often the client should perform the sets.
4. Click the **Next** button.
 5. Enter the required information in the **Exercise Criteria** dialog box. Refer to *Selecting the Exercise Search Criteria* on page 33 for more information.

Selecting the Exercise Search Criteria

Use the **Exercise Criteria** dialog box, shown in Figure 19, to define the search criteria for an exercise.

Figure 19 - Selecting the Exercise Search Criteria

1. Add a new exercise to Exercise Pro. Refer to *Creating New Exercises* on page 32 for more information.
2. Enter the technical name for the exercise in the **Exercise Name** box.
3. Enter the common name for the exercise in the **Common Name** box.
4. Select the applicable search criteria; however, it is not mandatory to select criteria from each type of list. Only **Body Area** and **Exercise Type** are required.
5. Place a checkmark in the checkbox for any custom search criteria to appear in the search results in the **Custom Search Criteria** list.
6. Click **Add** to add new custom search criteria, enter the custom search criteria name, and click **OK**.
7. Select the search criteria to delete from the **Custom Search Criteria** list, click **Delete**, and click **OK** to confirm the deletion.
8. Place a checkmark in the **Both Specialized & Regular** checkbox to show the exercises in regular and specialized searches.



Note: The exercise will only appear in searches without the specialized criteria when **Both Specialized & Regular** checkbox is selected.

9. Click **Next** to add pictures to the exercise. Refer to *Adding Exercise Pictures* on page 34 for more information.

Adding Exercise Pictures

Add an exercise picture to Exercise Pro by creating a new picture from scratch or by importing a picture.

Creating New Exercise Pictures

You can create an exercise picture for new or existing exercises. Exercise Pro provides a very basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs.



Tip: Contact BioEx Systems to create an exercise picture for you so that the picture matches the default Exercise Pro exercises.

1. Add a new exercise or search for an existing exercise.
2. If adding a new exercise, click the **Next** button after the **Exercise Criteria** screen to open the **Add Exercise Picture** dialog box, shown in Figure 20.

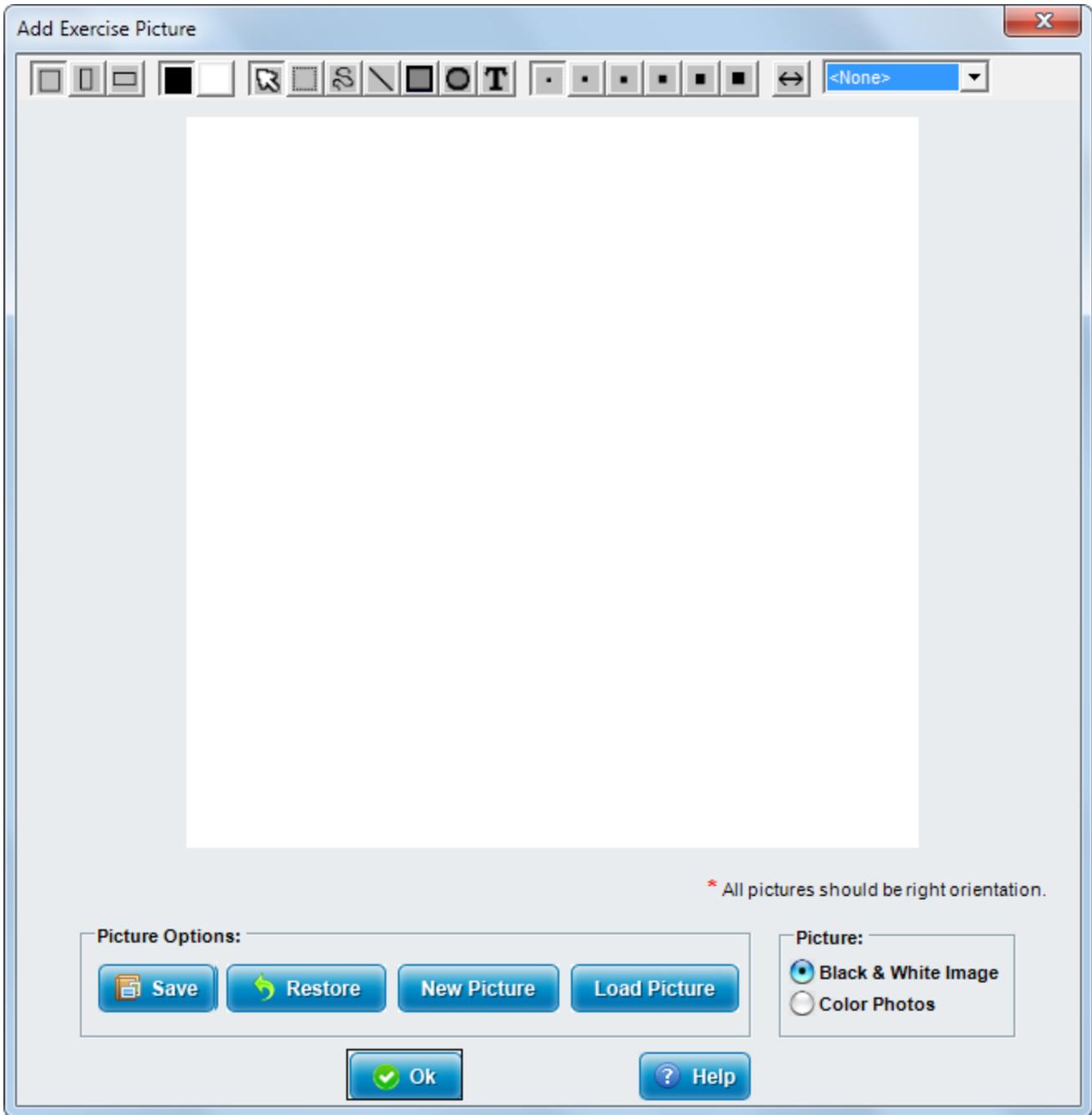


Figure 20. The Add New Picture Dialog Box

3. If creating a new picture for an existing exercise, complete the following steps to display the **Modify Exercise Picture** dialog box.
 - a. Select the exercise and click the **View/ Edit** button.

 **Note:** You can also right-click an exercise and select **View/Edit** from the shortcut menu.

- b. Click the **Modify Picture** button to display the **Modify Exercise Picture** dialog box.
- c. Click **New Picture** to completely erase the current line drawing.
- d. Click **Yes** to create a new picture or click **No** to edit the existing line drawing.

4. Select and click the picture options:
 - a. Click **Save** to save the picture, which is required before clicking **OK**.
 - b. Click **Restore** to go back to the default exercise picture.
 - c. Click **Load Picture** to import an exercise picture.
 - d. Select **Black and White Image** to show the picture in only black and white coloring.
 - e. Select **Alternate/Color Images** to split the screen in to two different images and to show the imported images in color.
5. Modify the exercise picture by using the drawing options at the top of the **Modify Exercise Picture** dialog box.
6. Select the stock body part graphics.
7. Click **OK**.

Using the Stock Body Part Graphics

Use the stock body part graphics to create customized exercise line drawings. Using stock body parts help maintain consistency between default Exercise Pro line drawings and line drawings you add.

1. Open the Add Exercise Picture or Modify Exercise Picture dialog box.
2. Select the body part from the drop-down list on the top, right side of dialog box, as shown in Figure 21.

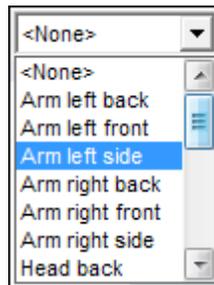


Figure 21. The Stock Body Part Drop-Down List

3. Move the body part image to any position in the drawing workspace.
4. Right-click the body part image and use the shortcut menu to rotate, flip, or remove the body part image.
5. Right-click the body part image and select **Paste** to permanently place the image in the drawing workspace.
6. Repeat steps 2-5 for each body part needed to create the exercise picture.
7. Click the **Save** button to save the image.
8. Click **OK** to close the dialog box.

Importing an Exercise Picture

Import black and white or color pictures.

1. Open the **Add Exercise Picture** or **Modify Exercise Picture** dialog box.
2. Select **Black & White Images** in the **Picture** section.
3. Click **Load Picture**.

4. Browse for the image file to import and click **Open**.
5. Select **Color Photos** in the **Picture** section. You can add up to four color photos per exercise.
6. Repeat steps 3 and 4 for each color photo you want to import.
7. Click the **Save** button to save the images with the exercise.
8. Click **OK** to close the dialog box.

Using an Existing Exercise to Create a New Exercise

Add a new exercise that is similar to an existing exercise by copying the existing exercise and using it as a starting point for the new exercise

1. Search for and select the exercise you want to use as a starting point for the new exercise.
2. Click **View/Edit**.



Note: The **View/Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View/Edit** button is clicked while on the **Print Information** dialog box, then the exercise program may be changed without changing the exercise in the database.

3. Click **Copy** to copy this modified exercise to a new exercise program.
 - Enter the **Exercise Name** in the **Enter Name for New Exercise** dialog box.
 - Enter the **Common Name**.
 - Click **OK**.
4. Select or enter the **View/Edit Exercise** dialog box options for the exercise. Refer to *Adding a New Exercise* on page 32 for more information about these options.
5. Click **Save**.

Editing Exercises

Edit an individual exercise or a client exercise program. Exercise Pro contains default exercise settings for things, such as sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro default settings. Therefore, the default exercise settings can be changed for an entire group of exercises or an individual exercise.



Note: You can customize an exercise within an exercise program and not affect the default exercise settings.

1. Search for an exercise.
2. Select the exercise either by selecting the picture or the list item.
3. Click **View/Edit**.



Note: The **View/Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View/Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the exercise in the database.

4. Select or enter the **View/Edit Exercise** dialog box options for the exercise. Refer to Adding a New Exercise on page 32 for more information about these options.
5. Select or enter the following **View/Edit Exercise** dialog box options:
 - Select the language to use for the exercises from the **Language** drop-down list.
 - Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
 - Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
 - Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
 - Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
 - Enter exercise instructions for the client to follow in the **Exercise Text:** box.



Note: The **Exercise Text** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
 - Enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.
 - Click the following **Exercise Options:**
 - Click **Save** to change only the exercise program that is printing.
 - Click **Restore** to reset the parameters to the default settings.
 - Click **Pyramids** to set pyramids or click **Remove Pyramids** to delete the pyramids that were configured.
 - Click **Modify Picture** to modify the exercise picture.
 - Click **Modify Criteria** to modify the search criteria.
 - Click **Copy** to copy this modified exercise to a new exercise program.
 - Enter the **Exercise Name** from the **Enter Name for New Exercise** dialog box.
 - Enter the **Common Name** from the **Enter Name for New Exercise** dialog box.
 - Click **OK**.
 - Click **Delete** to delete this exercise from the database.
6. Click **Save**.

Modifying an Exercise Picture

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 can also contact BioEx Systems, Inc. to modify or create exercise pictures.

1. Select an exercise and click the **View/Edit** button.



Note: You can also right-click the exercise and select **View/Edit** from the shortcut menu.

2. Click **Modify Picture** and click **New Picture** to delete the current picture and start from scratch.
3. Make the modifications to the exercise picture using the drawing options and the stock body parts.



Note: Click **Restore** 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 to delete.
3. Right-click the selection and select **Delete** from the shortcut menu.

Using BioEx Systems to Customize Exercise Pro

Use BioEx Systems, Inc. to add custom exercises and education topics to Exercise Pro. Contact technical support to discuss these customization needs. Refer to *Contacting Technical Support* on page 14 for more information.

Chapter 4

Protocols

Protocols are groups of exercises. You can choose from the protocols that Exercise Pro provides or create your own. Consider creating a protocol if you frequently search for and select the same sets of exercises.

Searching for a Protocol

Use the **Protocol** tab to search for protocols. Different search criteria can be selected to increase or narrow the exercise search. The **Search Results** list displays the protocol search results. The created protocol or individual exercises can be added to an exercise program.

1. Select the **Protocol** tab as shown in Figure 22.

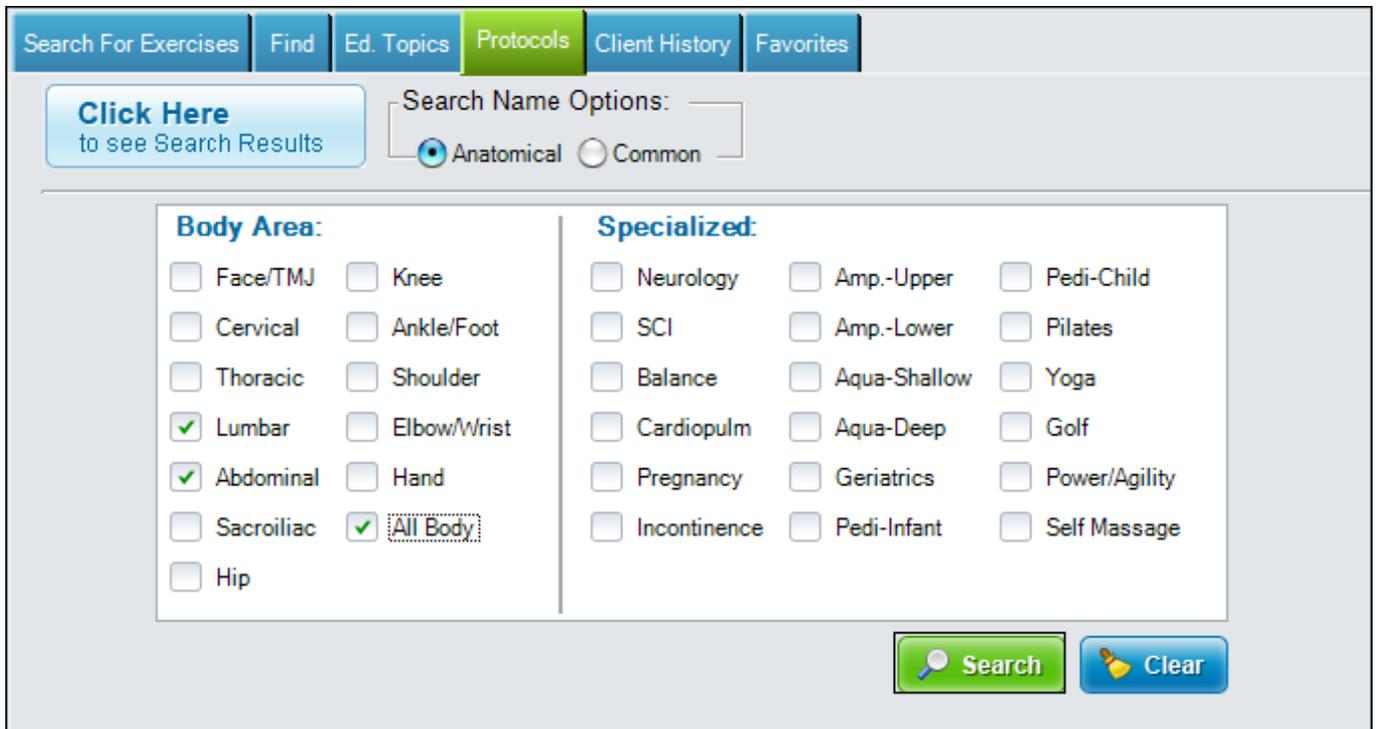


Figure 22. Searching for Protocols

- Place a checkmark in the exercise criteria you want to include.



Tip: Click the **Clear** button to remove the select search criteria.

- Click **Search** to see the search results.
- Click the + next to the protocol name to see the exercises in the protocol, as shown in Figure 23.

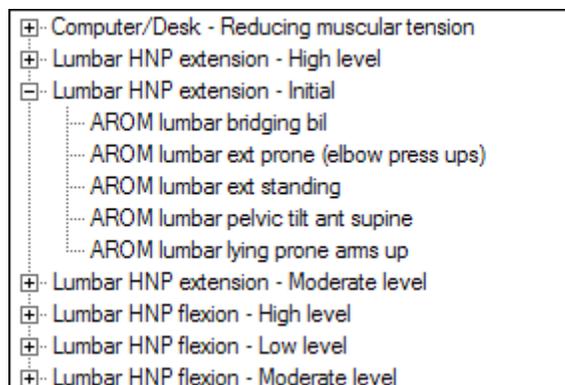


Figure 23. Displaying Exercises in a Protocol

- Double-click a top-level protocol to add all exercises to the **Selected Exercises** list on the right-hand side of the screen or double-click individual exercises to select them.

Adding a Protocol to an Exercise Program

Add an entire protocol or individual exercises from a protocol to an exercise program.

Adding an entire protocol

1. Search for a protocol.
2. Double-click the protocol to add the entire protocol to the current exercise program.



Note: When an entire protocol is added to an exercise program, the exercises are listed individually in the **Selected Exercises** list.

Add an individual exercise from a protocol

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



Note: Modified exercises in protocols keep the modified settings when the exercise is added to the current exercise program.

Creating a Protocol

Create a protocol from an exercise program or create a new protocol from scratch.

Creating a Protocol from an Exercise Program

1. Create a client exercise program and click **Make Protocol** to open the **Add New Protocol** dialog box shown in Figure 24.

Protocol Name: *

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 Golf

Pregnancy Geriatrics Power/Agility

Incontinence Pedi-Infant Self Massage

Both Specialized & Regular

Exercise List: *

Remove

Protocol Options: Save Restore Delete Print...

Exercise Options: Add/Edit Exercise View / Edit

* = Required

Ok Cancel Help

Figure 24. The Add New Protocol Dialog Box

2. Enter the **Protocol Name** and **Protocol Description** in the corresponding boxes.
3. (Optional) Enter any additional comments in the **Protocol Comments** text box.



Note: These comments are not printed on patient reports and chart copies.

4. Place a checkmark next to the **Body Area** checkbox to select the body area exercise criteria and **Specialized** checkbox to select the areas of specialization for the protocol.

5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.



Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

6. Click the **Add/Edit Exercise** button.
7. Search for and select the exercises to include in the protocol from the **Exercise** list box.
8. Click **OK**.
9. (Optional) Select the exercise and click **View/Edit** to edit an exercise within the protocol.



Note: The edits that are made only affect the exercise in the newly created protocol.

10. Select the exercise and click **Remove** to remove exercises from the protocol.
11. Click the **Save** button.
12. Click the **OK** button.

Creating a New Protocol from Scratch

1. Select **Add»New Protocol** from the main menu.
2. Enter the required **Protocol Name** and **Protocol Description** in the corresponding boxes.
3. (Optional) Enter any additional comments in the **Protocol Comments** text box.



Note: These comments are not printed on patient reports and chart copies.

4. Place a checkmark next to the **Body Area** checkbox to select the body area exercise criteria and **Specialized** checkbox to select the areas of specialization for the protocol.
5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.



Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

6. Click **Add/Edit Exercise** to edit the protocol.
7. Search for exercises and select the exercises to include in the protocol from the **Exercise** list box.
8. Click **OK**.
9. (Optional) Select the exercise and click **View/ Edit** to edit an exercise within a protocol.



Note: The edits that are made only affect the exercise in the newly created protocol.

10. Select the exercise and click **Remove** to remove exercises from the protocol.
11. Click **Save**.
12. Click **OK**.

Editing a Protocol

Edit an entire protocol within the exercise program.

1. Search for a protocol.
2. Select the protocol from the **Search Results** list and click **View/Edit**.



Note: Right-click and select **View/Edit** is another way to open the **Edit Protocol** dialog box.

3. Enter the **Protocol Name** and **Protocol Description** in the corresponding boxes.
4. Enter any additional comments in the **Protocol Comments** text box.



Note: These comments are optional and are not printed on patient reports and chart copies.

5. Place a checkmark next to the **Body Area** checkbox to select the body area exercise criteria and **Specialized** checkbox to select the areas of specialization for the protocol.
6. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.



Note: If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

7. Click **OK** to change only the exercise program that is printing.
8. Click **Add/Edit Exercise** to search for additional exercises to add to the protocol.
9. (Optional) Select an exercise and click **View/ Edit** to edit an exercise within a protocol.



Note: The edits that are made only affect the exercise in the protocol.

10. Select an exercise in the **Exercise** list and click **Remove** to remove exercises from the protocol.
11. Click **Save** to save the protocol.
12. Click **OK**.

Editing an Exercise in a Protocol

Edit an individual exercise within a protocol within the exercise program.

1. Search for a protocol.
2. Click the + next to the protocol name and then select the exercise in the **Exercise** list and click **View/Edit** to open the **Edit Protocol** dialog box.



Note: Right-click the picture in the **Search Results** list, the exercise in the **Exercise** list, or the picture in the **Selected Exercises** list and select **View/Edit** to also open the **Edit Protocol** dialog box.

3. Select the exercise and click **View/Edit**.
4. Select or enter the **View/Edit Exercise** dialog box options for the exercise. Refer to Editing Exercises on page 37 for more information about these options.
5. Click **Save**.
6. Click **OK**.

Deleting a Protocol

Delete an entire protocol within the exercise program.

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



Note: You can right-click the protocol in the **Exercise** list and select **View/Edit** to also open the **Edit Protocol** dialog box.

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

Chapter 5

Education Topics

Education Topics are informative handouts to give to clients and include in exercise programs and protocols. They are also education topics specifically designed for the health professional. Exercise Pro contains over 175 educational handouts on a wide range of subjects and also allows adding new education topics, editing existing education topics, and deleting education topics.

Searching for Education Topics

Use the **Ed. Topics** tab, shown in Figure 25, to search for education topics to add to an exercise program. You can select different search criteria to increase or narrow the search.

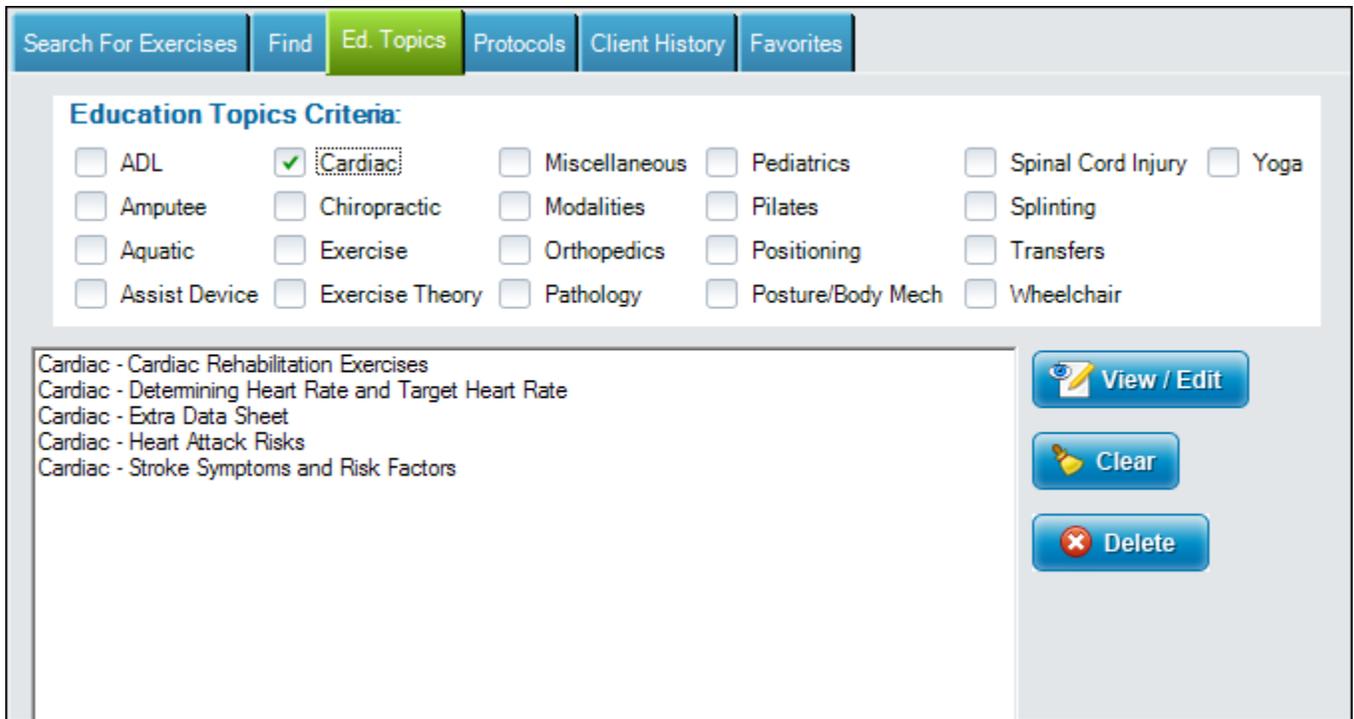


Figure 25. Searching on the Education Topics Tab

Complete the following steps to search for education topics.

1. Place checkmarks in the following checkboxes next to the types of education topics to include in the search:

- 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 health professionals.

- Miscellaneous
- Modalities
- Orthopedics
- Pathology
- Pediatrics
- Pilates
- Positioning
- Posture/Body Mechanics
- Spinal Cord Injury
- Splinting

- Transfers
 - Wheelchair
 - Yoga
2. Select a topic in the search results list.
 3. Click **View/Edit** to view or customize the education topic.

Adding Education Topics to a Client Exercise Program

Add default or custom education topics to a client exercise program to help reinforce information that is given to the client during a session.

1. Search for an education topic.
2. Double-click the education topic to add the topic to the current exercise program.



Tip: You can also drag the topic to the **Selected Exercises** list.

3. Click **Print** to print the exercise program and education topics.



Note: Refer to *Printing a Client Exercise Program or Protocol* on page 19 for more information about printing.

Adding New Education Topics

You can create new education topics and add them to Exercise Pro. The Exercise Pro education topic creator is similar to popular word processors.

1. Select **Add»New Education Topic** from the main menu to open the **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, enter ADL – Fall Prevention. Following this naming convention keeps the searching more concise and optimized.

3. Place a checkmark in the appropriate **Education Topics Criteria** checkbox, shown in Figure 26. The criteria you select is how staff members find the education topic.

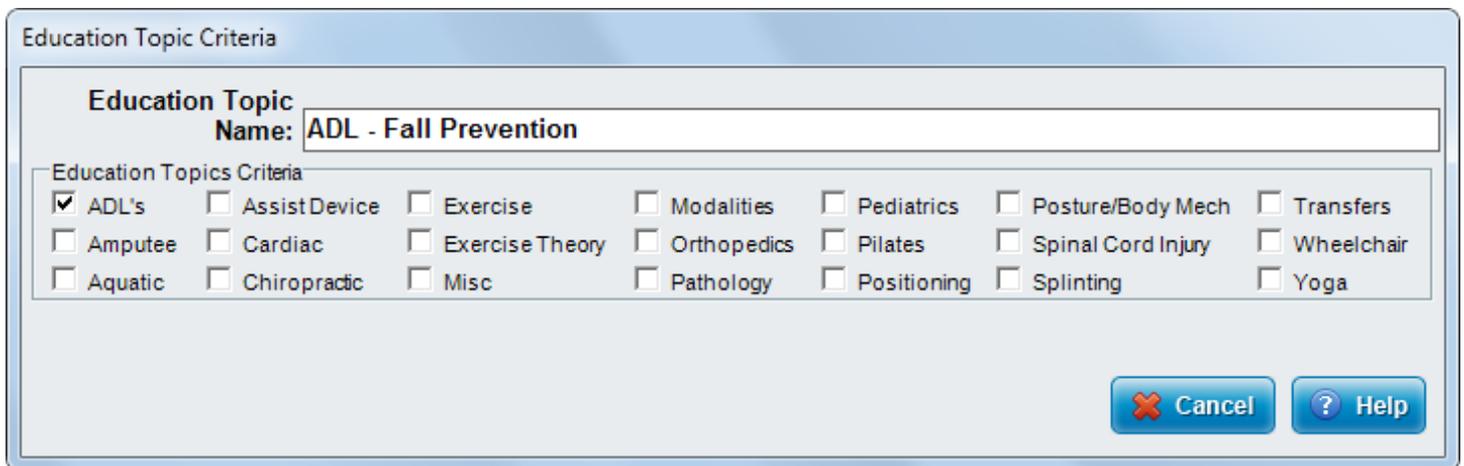


Figure 26. Selecting Education Topic Criteria

4. Click **Next**.
5. Create the new topic as if creating a regular document.

 **Note:** You can copy and paste text from other documents into this window.

6. Select **File»Save** from the main menu and close the window.

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

Importing New Education Topics

Import existing patient handouts as education topics in to Exercise Pro. The Exercise Pro education topic creator is similar to popular word processors.

1. Add a new education topic by selecting **Add»New Education Topic** and entering the appropriate information in the **Education Topic Criteria** dialog box.
2. Click the **Next** button in the **Education Topic Criteria** dialog box to open the **Edit Education Topic** dialog box.
3. Select **File»Import** from the menu of the **Edit Education Topic** dialog box.
4. Browse to the file you want to add and select it.
5. Click **Open**.
6. Select **File»Save** from the main menu of the **Edit Education Topic** dialog box and close the window when the new education topic is completed.

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

Adding Education Topics to a Protocol

Add default or custom education topics to a protocol. Education topics can help reinforce information given to the client during a session. Add individual education topics to existing protocols by editing the protocol.

Creating Protocols with Education Topics

You can group education topics for common situations in a protocol.

1. Search for education topics.
2. Double-click the education topic to include in the protocol or drag and drop the topic into the **Selected Exercises** list.



Tip: Select the education topic in the **Selected Exercises** list to view the topic in the Exercise Pro education topic creator.

3. Click the **Make Protocol** button and then follow the steps in the *Creating a Protocol* section on page Creating a Protocol43.

Printing Education Topics

Print the education topics the same way to print client exercise programs. Education topics print last regardless of the order in the Selected Exercises list. Refer to *Printing a Client Exercise Program or Protocol* on page 19 for more information about printing.



Note: Education topics always print in portrait orientation.

Editing an Education Topic

Edit the education topics that are default or already customized. The Exercise Pro education topic creator is similar to popular word processors.

1. Search for education topics.
2. Select a topic in the search results list.
3. Click **View/Edit** to view or to edit the education topic.
4. Complete the edits you want to make to the topic.
5. Select **File»Save** from the main menu of the **Edit Education Topic** window and close the window.



Tip: BioEx Systems, Inc. can create graphics for the education topics that match the default Exercise Pro graphics. This is highly recommended.

Deleting an Education Topic

Delete default or customized education topics.

1. Search for and select the education topic you want to delete.
2. Click the **Delete** button to remove the education topic from the database of education topics.



Tip: Click the **Clear** button instead of the **Delete** button to clear the search results.

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

Chapter 6

Administrator Activities

Backing Up Your Data

Back up the database manually, if necessary. Even though Exercise Pro automatically backs up the database every two weeks, databases are required to be manually backed up prior to installing any Exercise Pro upgrades.

1. Select **File»Backup** from the main menu.
2. Select the folder to save the backups and then click **Save**.
3. Exit and restart Exercise Pro to complete the backup process.

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

Restoring Your Data

Restore the Exercise Pro database to the last backup completed. Databases are required to be manually backed up prior to installing any Exercise Pro upgrades.

1. Select **File»Restore** from the main menu.
2. Select a backup file and then click **Open**.
3. Click **Yes** in the dialog box warning you about data entered since the backup was made.
4. Exit and restart Exercise Pro to complete the restore process.

 **Note:** When restoring the database, changes made since the last backup are lost.

Maintaining Staff

Select **Admin»Maintain Staff** to add, edit, or delete staff members. The **Main Staff** dialog box is shown in Figure 27.

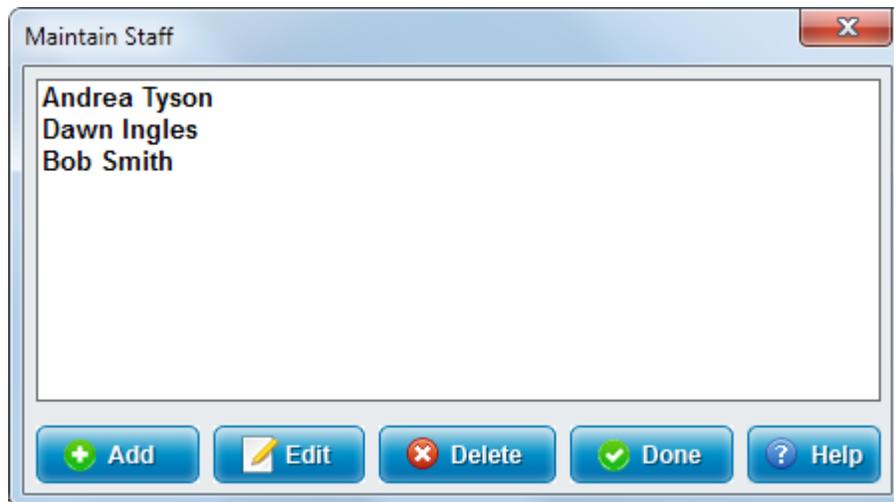


Figure 27 - Maintain Staff Dialog Box

Adding a Staff Member

Add additional staff members to the list.

1. Select **Admin»Maintain Staff** from the main menu.
2. Click **Add**.
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 as shown in Figure 28.

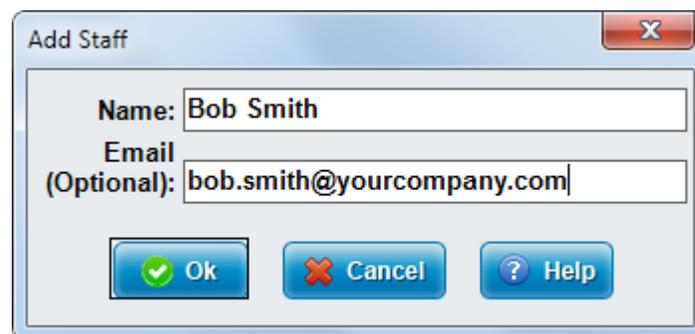


Figure 28. Add Staff Dialog Box

5. Click **OK**.
6. Click **Done** to close the **Maintain Staff** dialog box.

Editing a Staff Member

Edit the staff member's contact name and email address.

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member to edit.
3. Click **Edit**.

4. Change the name and/or the email address.
5. Click **OK**.
6. Click **Done** to close the **Maintain Staff** dialog box.

Deleting a Staff Member

Delete a staff member from the list.

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member to delete.
3. Click **Delete**.
4. Click **Yes** to confirm deletion of the selected staff member.
5. Click **Done** to close the **Maintain Staff** dialog box.

Maintaining Lists

Add, edit, and customize lists in Exercise Pro by selecting **Admin»Maintain Lists** from the main menu to open the **List Management** dialog box, shown in Figure 29.

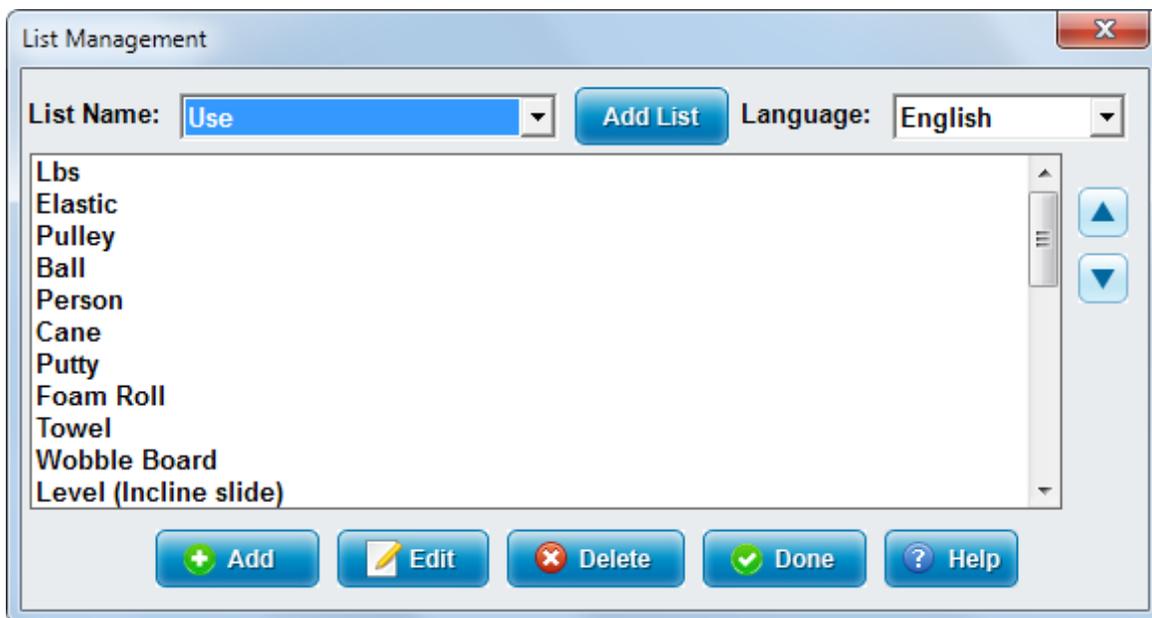


Figure 29 - List Management Dialog Box

Adding a New List

Complete the following steps to add a new list category, such as an equipment item or a unit of measurement.

1. Select **Admin»Maintain Lists** from the main menu.
2. Click the **Add List** button in the **List Management** dialog box.
3. Enter a name for the list, as shown in Figure 30, and click **OK**.

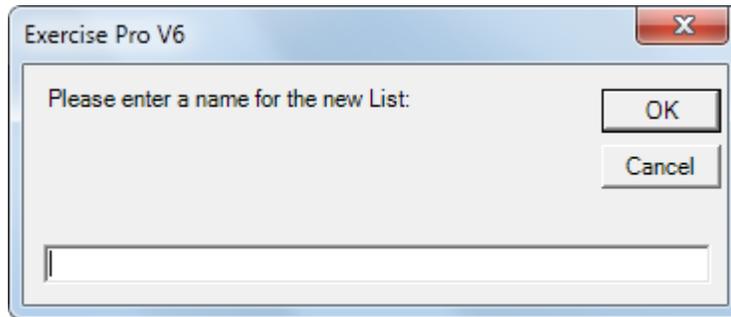


Figure 30 - Add New List Dialog Box

4. Click the **Add** button to add an item to the list. Refer to *Adding List Items* on page 55 for more information.
5. Click **Done** to close the **List Management** dialog box.

Adding List Items

Add list items to a list.

1. Select **Admin»Maintain Lists** from the main menu.
2. Select a list from the **List Name** drop-down list.
3. Click **Add** to open the **Add New List Item** dialog box, shown in Figure 31.

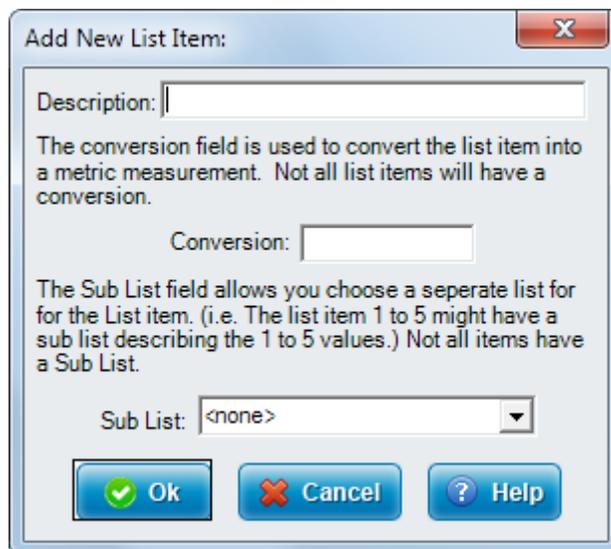


Figure 31 - Add New List Item Dialog Box

4. Enter the list item name in the **Description** field.
5. Enter a conversion, if necessary.



Note: Conversion step is optional. Conversions are 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. For example, 1 centimeter = 0.3937008 inches.

6. (Optional) Select a sub list from the **Sub List** drop-down list.
7. Click **OK**.
8. Repeat steps 1-6 to add multiple list items.
9. Click **Done** to close the **List Management** dialog box.

Editing List Items

Edit list items from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Edit**.
3. Enter the list item name in the **Description** field.
4. Enter a conversion, if necessary.



Note: Conversion step is optional. Conversions are 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. For example, 1 centimeter = 0.3937008 inches.

5. (Optional) Select a sub list from the **Sub List** drop-down list.
6. Click **OK**.
7. Repeat steps 3-7 to add multiple list items.
8. Click **Done** to close the **List Management** dialog box.

Deleting List Items

Delete a list item from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Delete**.
3. Click **Yes** to confirm the deletion.

Maintaining Custom Search Tabs

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 tab and then add it again.

Adding a Custom Tab

Create custom tabs to further customize Exercise Pro. You can only create two custom tabs. In order to add a new tab after both custom tabs are in use, you must delete an existing custom tab.

1. Select **Add»Custom Search Tab** or **Search Tabs»Maintain Custom Search Tabs** from the main menu and click **Add** when the **Maintain Tab** dialog box opens.
2. Enter the name of the tab.

 **Note:** There is a 15-character limit on the tab name.

3. Click **Next**.
4. Select the method of searching in the **Add Custom Search Tab** dialog box, shown in Figure 32.
 - 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)

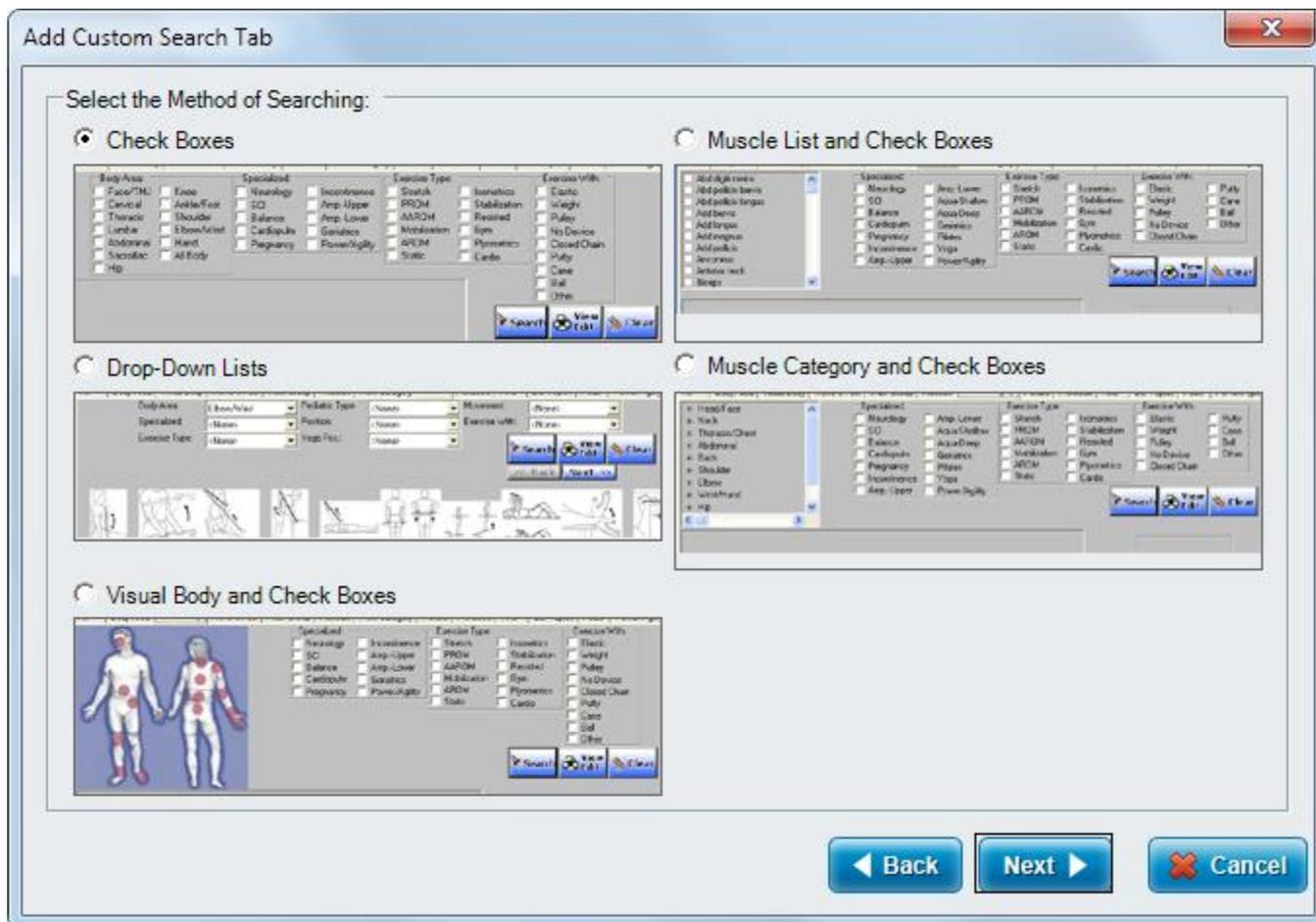


Figure 32 – Selecting the Method of Searching

5. Select **Next**.
6. Place a checkmark in individual exercise checkboxes or click **Select All** to add all of the exercises in a group to the search criteria. Figure 33 shows some of the search criteria groups available.

Select the Search Criteria

Body Area:	Body Muscle Groups:	Specialized:
<input type="checkbox"/> Face/TMJ	<input type="checkbox"/> Neck	<input type="checkbox"/> Neurology
<input type="checkbox"/> Cervical	<input type="checkbox"/> Pectoral	<input type="checkbox"/> SCI
<input type="checkbox"/> Thoracic	<input type="checkbox"/> Rhomboid/Traps	<input type="checkbox"/> Balance
<input type="checkbox"/> Lumbar	<input type="checkbox"/> Lats	<input type="checkbox"/> Cardiopulm
<input type="checkbox"/> Abdominal	<input type="checkbox"/> Abdominal	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Sacroiliac	<input type="checkbox"/> Back	<input type="checkbox"/> Incontinence
<input type="checkbox"/> Hip	<input type="checkbox"/> Gluteals	<input type="checkbox"/> Amp.-Upper
<input type="checkbox"/> Knee	<input type="checkbox"/> Deltoid	<input type="checkbox"/> Amp.-Lower
<input type="checkbox"/> Ankle/Foot	<input type="checkbox"/> Biceps	<input type="checkbox"/> Aqua-Shallow
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Triceps	<input type="checkbox"/> Aqua-Deep
<input type="checkbox"/> Elbow/Wrist	<input type="checkbox"/> Forearm	<input type="checkbox"/> Geriatrics
<input type="checkbox"/> Hand	<input type="checkbox"/> Quadriceps	<input type="checkbox"/> Pedi-Infant
<input type="checkbox"/> All Body	<input type="checkbox"/> Hamstring	<input type="checkbox"/> Pedi-Child
<input type="button" value="Select All"/>	<input type="checkbox"/> Thigh (Outer)	<input type="checkbox"/> Pilates
	<input type="checkbox"/> Thigh (Inner)	<input type="checkbox"/> Yoga
	<input type="checkbox"/> Calf/Foot	<input type="checkbox"/> Golf
	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Power/Agility
	<input type="button" value="Select All"/>	<input type="checkbox"/> Self Massage
		<input type="button" value="Select All"/>

Figure 33 - Selecting the Search Criteria

7. Click **Next**.
8. Select on option in the Select Scope of Search page, shown in shown in Figure 34.

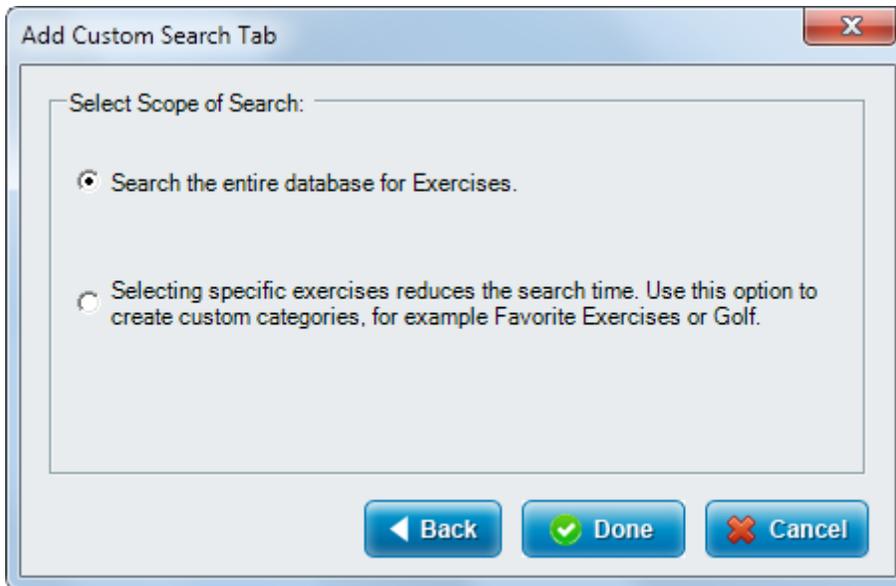


Figure 34 - Selecting the Scope of the Search on the Custom Tab

9. If the scope of search is the entire database, click **Done**. Otherwise, continue to the next step.
10. If the scope of search is for selected exercises, click the **Next** button. Use this option to create custom categories, such as Favorite Exercises.
11. Enter a name for the group of exercises, as shown in Figure 35.

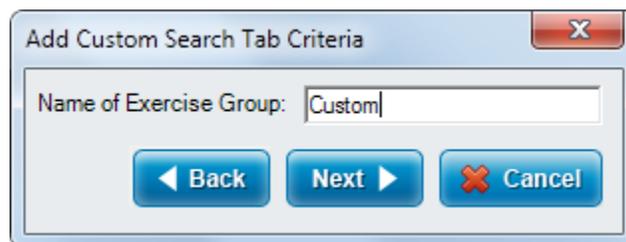


Figure 35 - Exercise Group

12. Click **Next**.
13. Place a checkmark next to each exercise to include in the search as shown in Figure 36.



Tip: Selecting only applicable exercises reduces the search time and makes it easier to find the exercises.

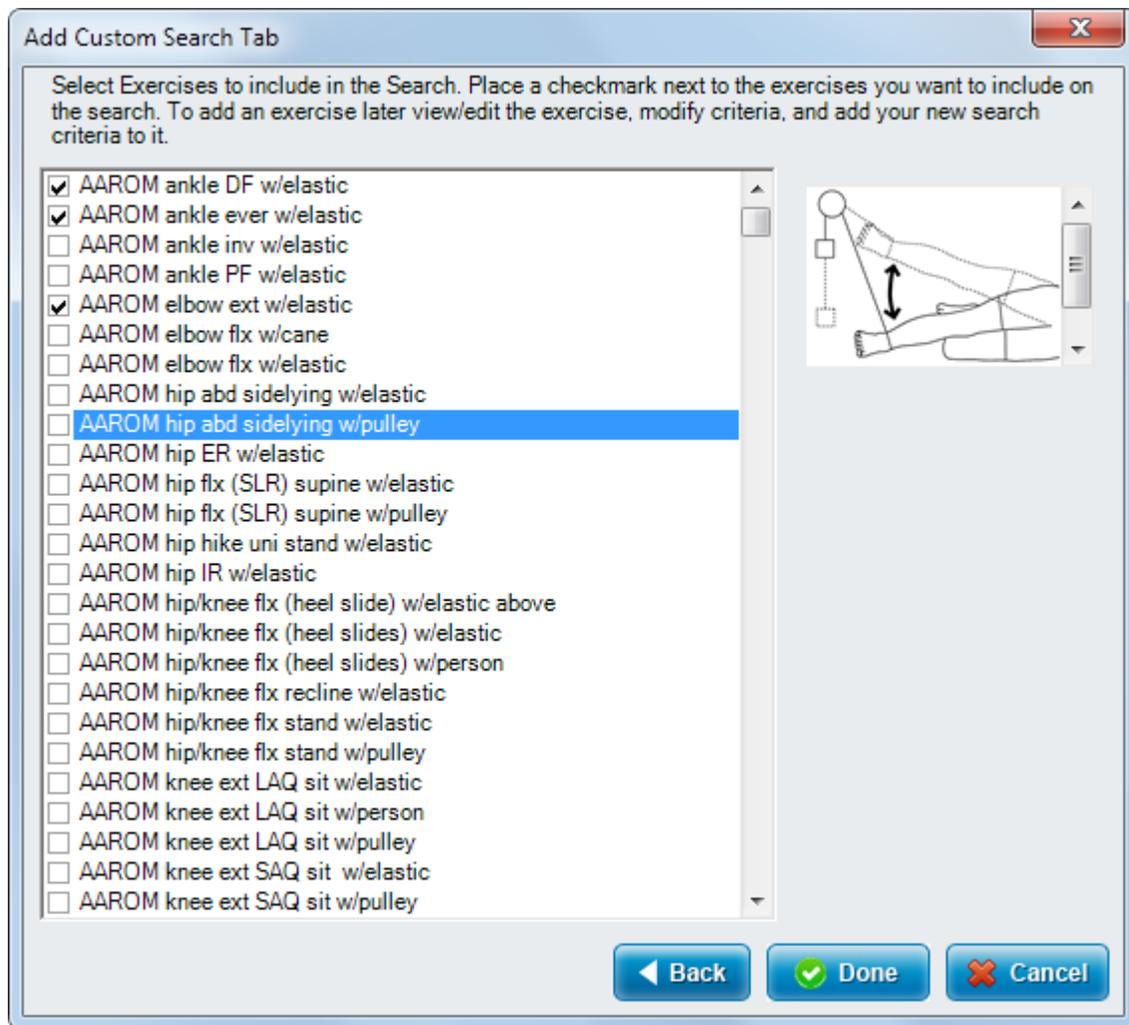


Figure 36 - Selecting the Exercises for a Custom Tab

14. Click **Done**.

Deleting a Custom Tab

You can delete custom tabs, if necessary.

1. Select **Search Tabs»Maintain Custom Search Tabs** from the main menu.
2. Select the custom tab to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.
5. Click **Done** to close the **Maintain Tabs** dialog box.

Archiving and Restoring Client History

Archive client history data for client data you do not frequently access. Archiving client histories reduces the size of the database and decreases search time. You can restore archived data at any time.

Archiving Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Archive from the Client History Options** box as shown in Figure 37.

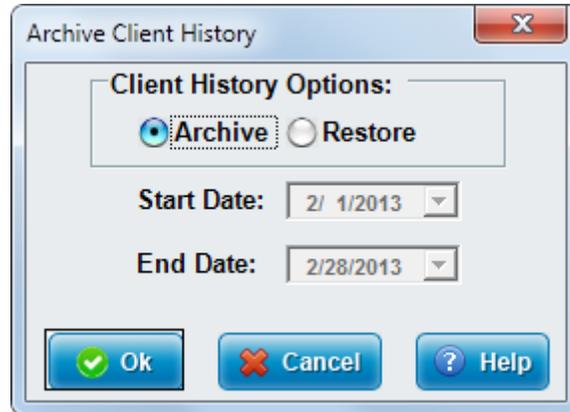


Figure 37 - Archiving Client History

3. Select the start and end dates.
4. Click **OK**.
5. Specify where to save the file and click **Save**.

Restoring Client Histories

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Restore** from the **Client History Options** box as shown in Figure 38.
3. Click **OK**.
4. Select the saved file and click **Open**.

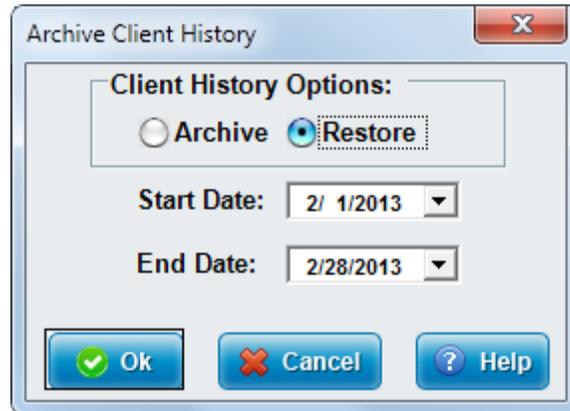


Figure 38 - Restoring Client History

5. Click **OK**.

Restoring Exercises

Restore exercises to the default exercises, which removes any customizations or modifications made to the Exercise Pro exercises

1. Select **Admin»Restore Exercise** from the main menu to open the **Restore Exercise**.
2. Select the exercise to restore.



Tip: To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

Restoring Protocols

Restore modified protocols to the default protocol, which removes any customizations or modifications that have been made to protocols.

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



Tip: To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

Setting Default Exercise Settings

Configure default exercise settings for things, such as 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.

1. Select **Admin»Exercise Defaults** from the main menu as shown in Figure 39.

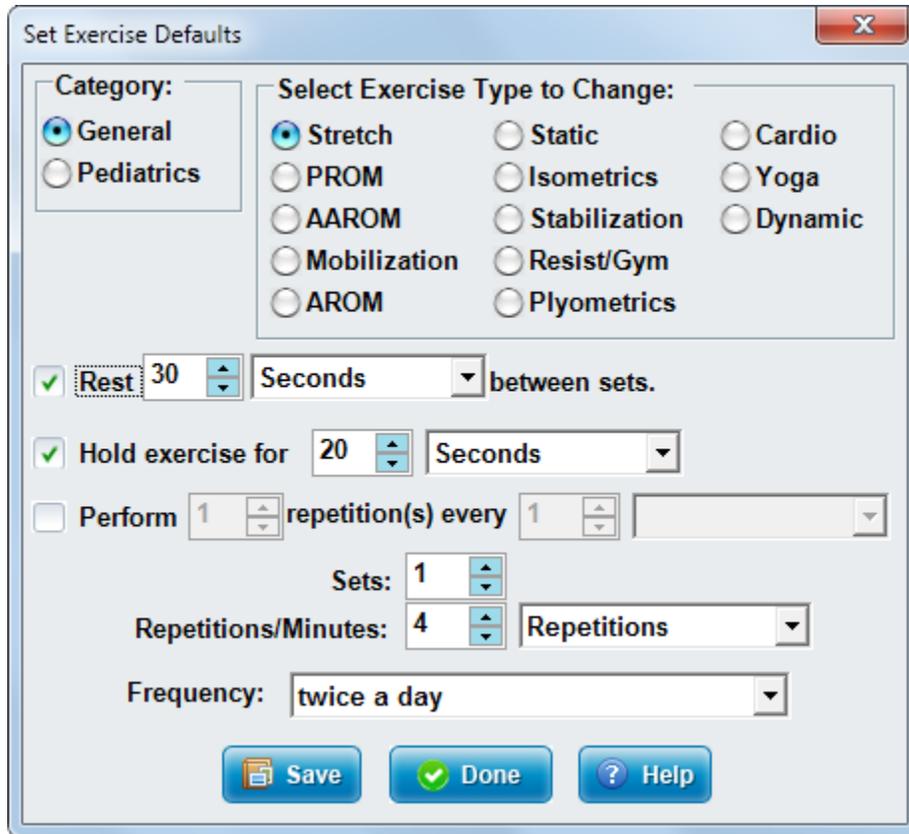


Figure 39 – Set Exercise Defaults dialog box

2. Select **Main** to change the adult exercises settings or select **Pediatric** to change the pediatric exercise settings in the **Category** box.
3. Select the exercise type to change.
4. Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to change the default rest time for the selected exercise type.
5. Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to change the default hold time for the selected exercise type.
6. Place a checkmark in the **Perform** checkbox, enter the number of repetitions, enter a number, and select the time increment from the drop-down list to change the default repetition information for the selected exercise type.
7. Enter the set information.
8. Enter the number of sets.
9. Enter the number of repetitions or minutes per set.
10. Select **Repetitions** or **Minutes** from the drop-down list.
11. Select how often the client should perform the sets from the **Frequency** drop-down list.
12. 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 to define general Exercise Pro program settings as shown in Figure 40.

The screenshot shows the 'General Settings Tab' of the 'Program Settings' dialog box. It features several checkboxes for user preferences: 'Do Not Show Tip about Help', 'Disable Email', 'Hide Toolbar on Main Screen', 'Enable Smart Search', 'Metric (Use Kilograms instead of pounds)', 'Default exercise weight to actual performed', 'Check For Updates Automatically', 'Show Popup Help', and 'Allow drop downs to have Progressive lookup'. There is also an 'Add Language' button. A 'Search Options' section includes 'Start Search Type' (radio buttons for 'Print List' and 'Print Layout'), 'Start Search Tab' (a dropdown menu set to 'Body Area'), 'Exercise Name Default' (radio buttons for 'Anatomical' and 'Common'), and 'Default Tab Search Option' (radio buttons for 'List', 'Picture w/ Name', and 'Picture'). At the bottom, there is a 'Network' section with 'Number of Licensed Copies: -1' and an 'Add' button, and a 'Backup' section with 'Backup every 14 days' and a 'Backup Directory' field containing 'C:\Program Files (x86)\BioE\'. The 'Print Layout' and 'Picture w/ Name' options are selected.

Figure 40 - General Settings Tab

1. Select **File»Settings»General**.
2. Place a checkmark in the **Do Not Show Tip about Help** checkbox to disable the tip pop-up when you launch Exercise Pro.
3. Place a checkmark in the **Disable Email** checkbox to disable the ability to email client exercise programs.
4. Place a checkmark in the **Hide Toolbar on Main Screen** checkbox to hide the toolbar icons on the main screen.
5. Place a checkmark in the **Enable Smart Search** checkbox to enable smart search, which disables search criteria checkboxes that do not apply.



Note: This does not apply to search criteria in drop-down lists.

6. Place a checkmark in the **Metric (Use Kilograms instead of pounds)** checkbox to display weight in kilograms instead of pounds.
7. Place a checkmark in the **Default exercise weight to actual performed** if you want to use the default Exercise Pro weight.
8. Place a checkmark in the **Check For Updates Automatically** to search for updates when Exercise Pro is opened.
9. Place a checkmark in the **Show Popup Help** checkbox to display tool tips that appear when the mouse pointer is moved over a toolbar button or field.



Note: Not all buttons or fields contain tool tips.

10. Place a checkmark in the **Allow drop downs to have Progressive lookup** to turn off predictive search for client name drop-down lists in the **Print Information** dialog box and the **Client History** tab. Turning off predictive search prevents the names of clients from appearing automatically in the list, thereby protecting their privacy.
11. Click **Add Language** to translate the Exercise Pro programs in to another language.
12. In the **Search Options** section:
 - a. Place a checkmark in the **Print List** if to search by text (list) or **Print Layout** to search by picture.
 - b. Select the specified search tab from the **Start Search Tab** drop-down list to specify which search tab displays automatically on the main screen when Exercise Pro is opened.
 - c. Select **Anatomical** to list exercises by the anatomical names or **Common** to list exercises by the common names.
13. In the **Network** section:
 - a. Click **Add** to add another network license.
 - b. Click **OK**.
14. Select the number of days between automatic backups of the database in the **Backup every** box.
15. Type the directory folder location in **Backup Directory**.

Translating

Translate the work environment in Exercise Pro into Spanish. To change to the Spanish text at any time, select **Spanish** from the **Language** drop-down list where applicable. Support for other languages can also be added.

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box as shown in Figure 41.

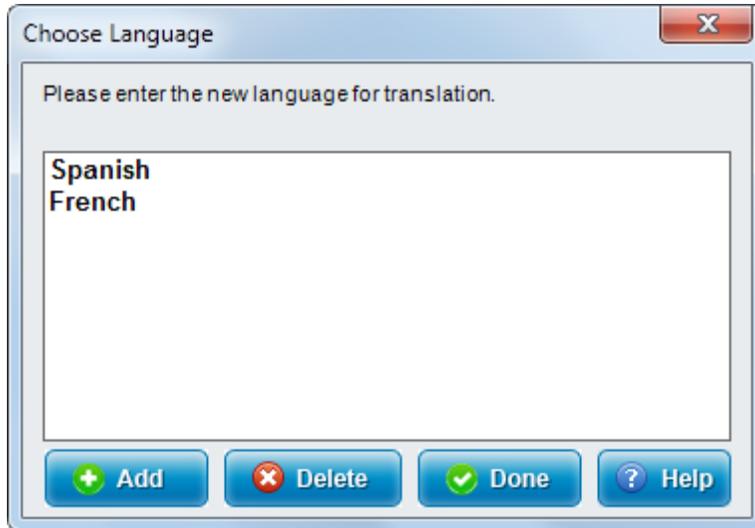


Figure 41 - Choose Language dialog box

2. Click **Add Language** on the **General** tab.
3. Select the language from the **Language** drop-down list and click **Add**.
4. Enter the name of the language and click **OK**.
5. Click **OK** and translate each list editing a list.
6. Translate each exercise by editing exercises.



Note: Translating all of lists is required.

Defining Default Report Printing Options

Use the **Reports** tab on the **Program Settings** dialog box as shown in Figure 42 to define the default report settings.

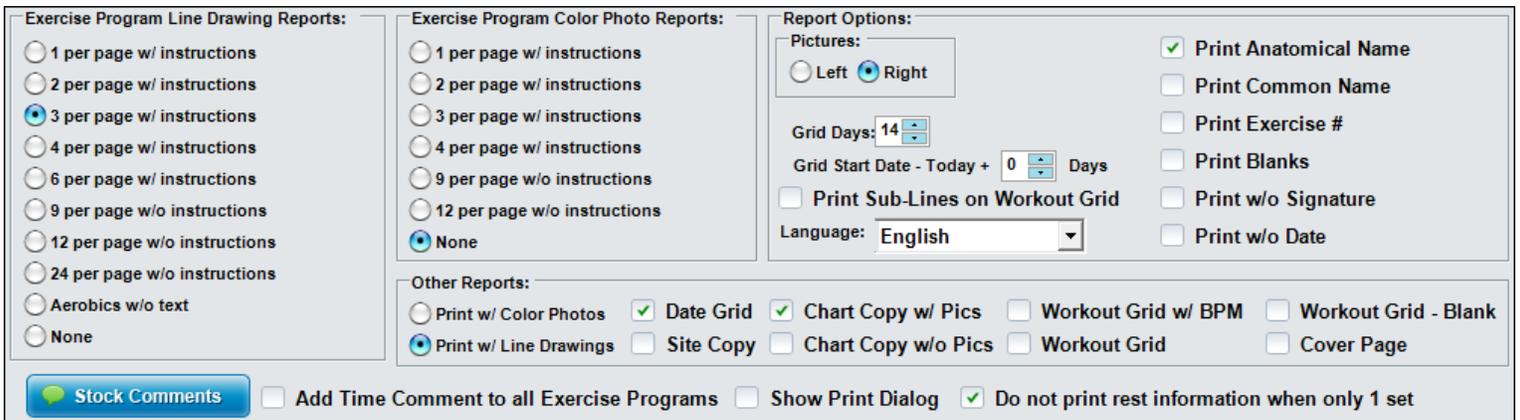


Figure 42 - Reports Settings Tab

1. Select **File»Settings»Reports**.
2. Select the default reports to print.
3. Select the default report options.
4. Click **Stock Comments** to add, edit, or delete any default stock comments.



Tip: Stock comments can be edited and customized for individual exercise programs.

5. Place a checkmark in the **Show Print Dialog** checkbox to open the default Windows print dialog box when printing, which allows the option of selecting printers and number of copies.
6. Place a checkmark in the **Do not print rest information when only 1 set** checkbox to not print the rest time between sets.
7. Click **OK**.

Setting Default Report Margins

Use the **Report Margins** tab on the **Program Settings** dialog box as shown in Figure 45 to specify options for exporting Exercise Pro exercises.

Report Margins (in inches):
It is strongly recommended that you leave the margins at .25 inches each.

Left: Right: Top: Bottom:

Chart Copy Margins (in inches):

Left: Right: Top: Bottom:

Figure 43. Report Margins Tab of the Program Settings Dialog Box

1. Select **File»Settings»Report Margins**.
2. Specify the margins by entering a length in inches in the **Left, Right, Top, and Bottom** boxes.

Stock Comments

Add, edit, or delete stock comments from the **Stock Comments** dialog box as shown in Figure 44. The **Stock Comments** dialog box can be found when *Printing a Client Exercise Program or Protocol, Editing an Education Topic, or defining Client Reports settings*. The stock comments can be added in the **Printing Information** dialog box or the **Program Settings** dialog box by selecting **File»Settings»Reports**.

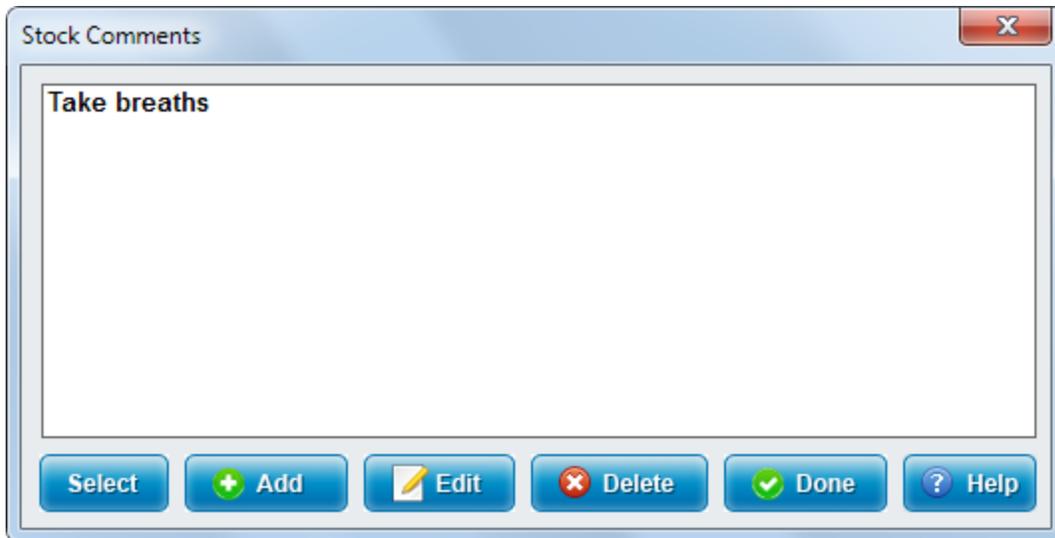


Figure 44 - Add Stock Comment Dialog Box

Adding Stock Comments

1. Click Stock Comments.
2. Click Add.
3. Enter a comment name in the Comment Description box.



Tip: Use the comment description to select the comment from existing stock comments.

4. Enter the stock comment in the **Comment** box.
5. Place a checkmark in the **Automatically add this comment when printing** checkbox to add this stock comment automatically when printing an exercise program.
6. Click **OK**.

Editing Stock Comments

1. Select a stock comment from the list and click **Edit**.
2. Make the changes to the stock comment.
3. Click **OK**.

Deleting Stock Comments

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



Tip: Delete stock comments from an Exercise Program by selecting the comment (s) to be deleted and then press the <Delete> key on the computer keyboard.

Options for Exporting to External Documentation Applications

Use the **External Documentation** tab on the **Program Settings** dialog box as shown in Figure 45 to specify options for exporting Exercise Pro exercises.



Figure 45. External Documentation Tab of the Program Settings Dialog Box

1. Select **File»Settings»External Documentation**.
2. Place a checkmark in the **Always print information to the Clipboard** checkbox to copy the exercise program to the Windows clipboard in addition to the printer.



Tip: You can paste the exercise program into another software application, such as Microsoft Word or another documentation program.

3. Place a checkmark in the **When printing save a PDF version of program to specified directory** checkbox and enter the directory path.



Note: This option will save the *.PDF version of the program automatically every time it is printed.

4. Place a checkmark in the **Generate HL7 message to specified directory** checkbox to HL7 box to generate an HL7-formatted file for communicating with patient documentation systems. Contact BioEx support for more information.

Setting the Default Pyramid Settings

Use the **Exercise Pyramid Settings** tab on the **Program Settings** dialog box as shown in Figure 46 to define the default pyramid settings. Pyramids can now be customized for each exercise for each client. Refer to *Setting Pyramids* on page 27 for more information about customizing pyramids per exercise. The default pyramid settings establish the starting point.

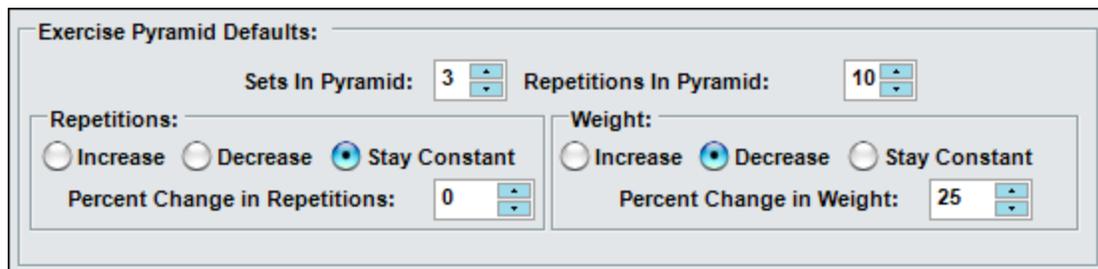


Figure 46 - Exercise Pyramid Settings Tab

1. Select **File»Settings»Exercise Pyramid Settings**.
2. Enter the total number of sets in the **Sets in Pyramid** box.
3. Enter the maximum number of repetitions in the **Repetitions In Pyramid** box.

4. Select if the number of repetitions will increase, decrease, or stay constant at each level in the default pyramid.
5. Enter the percent change in the **Percent Change in Repetitions** box.
6. Select if the weight will increase, decrease, or stay constant at each level in the default pyramid.
7. Enter the percent change in weight for each set in the **Percent Change in Weight** box.
8. Click **OK**.

Entering Default Facility Information

Use the **Facility Info** tab on the **Program Settings** dialog box as shown in Figure 47 to enter your facility information, which appears on all forms, topic handouts, and reports. Use the **Facility Info** tab on the **Program Settings** dialog box to enter the facility information, which appears on all forms, topic handouts, and reports.



Note: Most of this information will be printed with the cover page.

Facility Info. On Handouts:	<input type="text"/>			<input type="button" value="Logos"/>
Facility Name:	<input type="text"/>			
Facility Slogan:	<input type="text"/>			
Address 1:	<input type="text"/>			
Address 2:	<input type="text"/>			
Address 3:	<input type="text"/>			
City:	<input type="text"/>	State: <input type="text"/>	Postal Code: <input type="text"/>	
Phone:	<input type="text"/>	Fax: <input type="text"/>		
Facility Website:	<input type="text"/>			

Figure 47 - Facility Info Settings Tab

1. Select **File»Settings»Facility Info**.
2. Enter the facility information to print on all handouts.
3. Enter the name of the facility.
4. Enter an advertising slogan or tag line for the facility.
5. Enter the address, city, state, and zip code for the facility.
6. Enter the facility telephone number and fax number.
7. Enter the URL of the facility's website.
8. Click **Logos** to add facility logos to the reports.
9. Click **OK**.

Adding Faculty Logos

Add facility logos to the reports. Logos must be in .jpg or .bmp format. Logos can be set as defaults and/or deleted once the logos are not required.

1. Select **File»Settings»Facility Info** as shown in Figure 48.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

 **Note:** Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

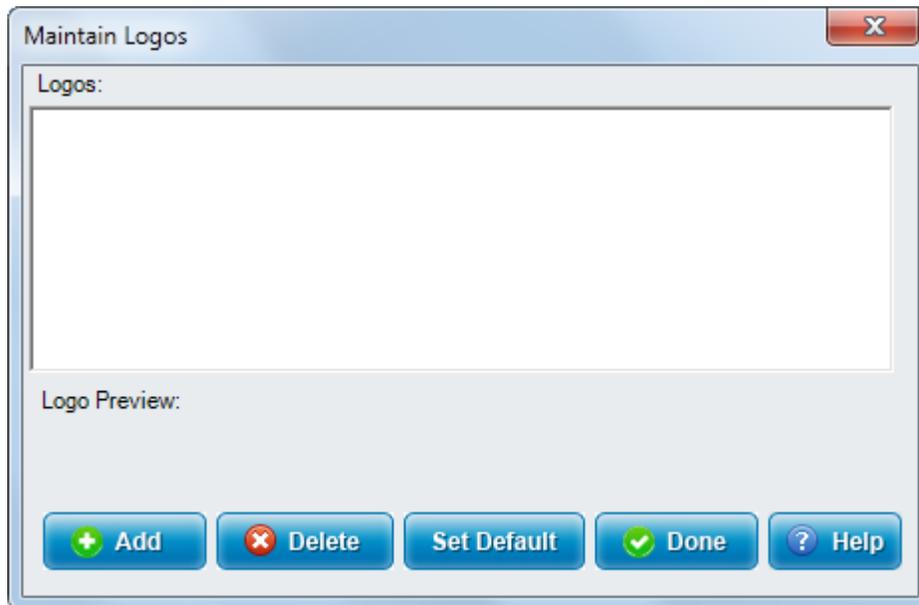


Figure 48 - Maintain Logos dialog box

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

Selecting the Default Faculty Logo

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

 **Note:** Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

5. Select the logo and click **Open**.
6. Click **Set Default**, which automatically selects this logo as the default when printing client exercise programs.
7. Click **Done**.

Deleting Faculty Logos

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Select the logo to delete.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

Defining Security Settings

Use the **Security** tab on the **Program Settings** dialog box as shown in Figure 49 to define general Exercise Pro program settings.

1. Select **File»Settings»Security**.
2. Place a checkmark in the **Client Password** checkbox to ask for a user name and password when Exercise Pro starts.
3. Click **Add** to add a new user and specify a password for that new user.
4. Click **Edit** to edit the new user information.
5. Place a checkmark in the **Close program if idle** and then enter the minutes in the **minutes** drop-down list to close Exercise Pro after the specified amount of minutes has been reached.

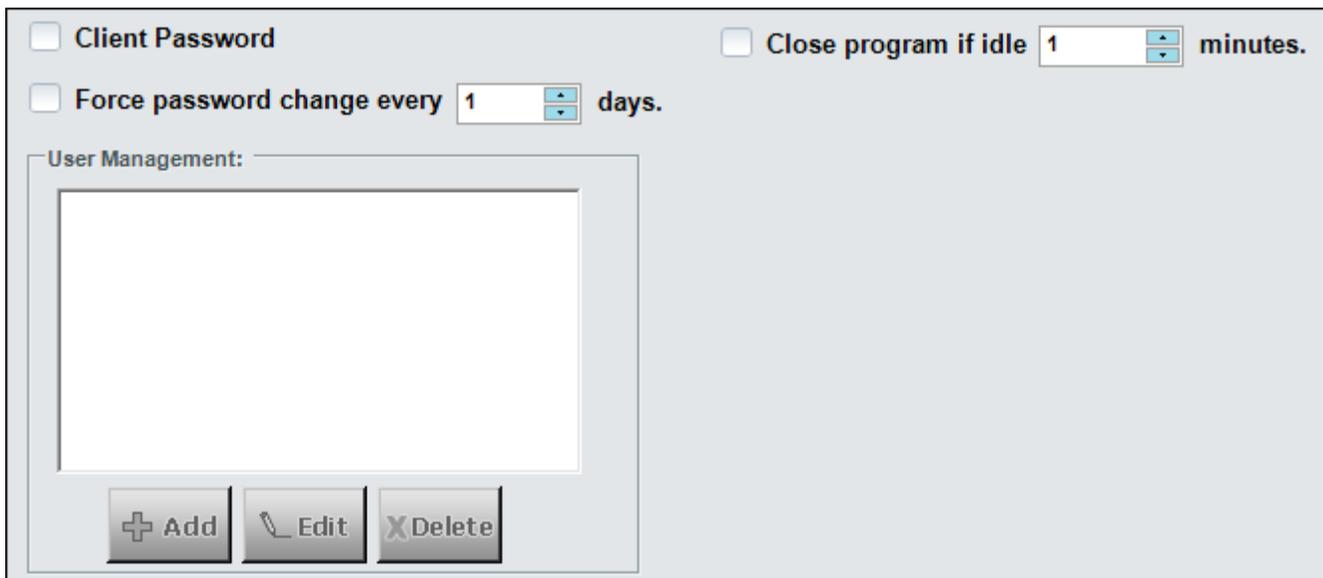


Figure 49 - Security Settings Tab

Specifying a Password for a New User

Use the **Add New User** dialog box on the **Security** tab to add a password for a specified user. A user will be unable to add, modify, or delete other users. Only an administrator can perform these actions.

1. Select **File»Settings»Security**.
2. Click **Add**.

3. Enter the name, User ID, password, and password confirmation to add specific information for identifying the new user when Exercise Pro is started.
4. Enter a password reminder to help the user remember the password when logging in to Exercise Pro.
5. Select **Administrator** to identify the new user with administrator security rights or **User** to identify that the new user doesn't have administer security rights.

 **Note:** At least one administrator has to be added before adding a client.

6. Click **OK** to add the new user to the **User Management** box on the **Security** tab.

 **Tip:** Click **Edit** on the **User Management** box to edit the new user information at any time.

Configuring Email Settings

Use the **Internet Settings** tab on the **Program Settings** dialog box as shown in Figure 50 to define email settings.

 **Note:** Many email providers do not support emailing a program directly from Exercise Pro. To get around this problem, Exercise Pro has an export function that can now save the program as a *.pdf file to manually attach it to an email (such as an Outlook email).

NOTE: If you can not get the Email option to work you can use the Export button to save your program as a PDF file and manually attach it to emails.

Email Settings:

Do Not Use a SMTP Server
Please note that many email services will see your emails as SPAM and block them if you choose this option.

Specify SMTP Server
Please enter the name of your Email Server. If you use Outlook Express you can find the name by selecting Tools/Accounts. Highlight your account and select Properties. Select the Servers tab and copy the text in the Outgoing Mail (SMTP) field. If you are using Netscape please select Edit/Mail/News Account Settings. Highlight server and copy the value following Server Name. If you can not find your Email server address please contact your Internet Service Provider or you system administrator. Please note that Yahoo, Gmail, MSN, AOL, and many other large email providers DO NOT support this option.

Mail Server Settings:

E-Mail Server:

Server Requires Password

User Name: Password:

Always CC the Exercise Program to this Address (Optional):

Always send a copy of the Exercise Program to the person sending the email.

Figure 50 - Internet Settings Tab

1. Select **File»Settings»Internet Settings**.
2. Select **Specify SMTP Server**.
3. Enter the name of the email server.

 **Note:** Contact the System Administrator or Internet Service Provider for an unknown server.

4. Place a checkmark in the **Server Requires Password** checkbox if the email server requires a password.

 **Note:** Enter the **User Name** and **Password** for the email server if a password is required.

5. (Optional) Enter an email address to always send a copy of the exercise programs to a second email address.
6. 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.
7. Click **OK**.

Chapter 8

Reports

Exercise Pro contains client and administrator reports.

Client Reports

Use the **Reports** tab in the **Program Settings** dialog box to define the report options settings.

1. Select **File»Settings»Reports**.
2. Select the following options to show how many exercises print on an Exercise Program Line Drawing report:
 - **1 per page w/ instructions** – Prints one black and white line drawing per page.
 - **2 per page w/ instructions** – Prints two black and white line drawings per page.
 - **3 per page w/ instructions** – Prints three black and white line drawings per page.
 - **4 per page w/ instructions** – Prints four black and white line drawings per page.
 - **6 per page w/ instructions** – Prints six black and white line drawings per page.
 - **9 per page w/o instructions** – Prints nine black and white line drawings per page.
 - **12 per page w/o instructions** – Prints 12 black and white line drawings per page.
 - **24 per page w/o instructions** – Prints 24 black and white line drawings per page.
 - **Aerobics w/o text** – Prints 30 or more black and white line drawing per page.
 - **None** – Prints none of the selected options.
3. Select the following options to show how many exercises print on an Exercise Program Color Photo report:
 - **1 per page w/ instructions** – Prints one exercise per page.
 - **2 per page w/ instructions** – Prints two exercises per page.
 - **3 per page w/ instructions** – Prints three exercises per page.
 - **4 per page w/ instructions** – Prints four exercises per page.
 - **9 per page w/o instructions** – Prints nine exercises per page.
 - **12 per page w/o instructions** – Prints 12 exercises per page.
 - **None** – Prints none of the selected options.

4. Place a checkmark to show what prints on the other reports:



Note: You can print these reports with line drawings or color photos. If you select color photos and an exercise does not have color photos, then Exercise Pro prints the black and white line drawing instead.

- **Date Grid** – Prints the exercise name, picture, and calendar for specifying when the exercise should be completed.
 - **Site Copy** – Prints the **Chart Copy w/ Pics** report with a **Done** checkbox for staff to mark completed exercises.
 - **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** – Removes thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
 - **Workout Grid w/BPM** – Prints exercise name, picture, and target heart rate with space to record exercise results.
 - **Workout Grid** – Prints exercise name with space for you or the client to record exercise results.
 - **Workout Grid - Blank** – Prints a generic blank workout grid for clients to keep track of their workout.
 - **Cover Page** – Prints a cover page to give to the client as a packet of reports. It contains the facility information and logo from the **Facility Info** tab on the **Program Settings** box.
5. Select the following options in the **Report Options** section to specify what prints on the Date Grid report:
- **Left** – Prints all pictures with a left orientation.
 - **Right** – Prints all pictures with a right orientation.
 - **Custom**– Click this button to individually change the right or left orientation of exercise pictures in the exercise program.
 - **Grid Days** – Prints the number of days to print on the Date Grid report.
 - **Grid Start Date - Today +** – Specifies the date to begin the exercise program.



Tip: Specify 0 to start with the day of printing.

- **Language** – Prints the report in the select language.
 - **Print Anatomical Name** – Prints just the anatomical names for the exercises.
 - **Print Common Name** – Prints just the common names for the exercises.
 - **Print Exercise #** – Prints the exercise number.
 - **Print Blanks** – Prints a blank grid for manually writing the information.
 - **Print Alternate/Color Images When Available** – Prints color images for the pictures.
 - **Print w/o Signature** – Removes the signature line from the printed report.
 - **Print w/o Date** – Removes the date from the printed report.
6. Click **Stock Comments** to add predefined stock comments at the time of printing.
7. Place a checkmark in the **Add time comment to all Exercise Programs** checkbox to use the **Sets, Reps, Rest, Rate**, and **Hold** information as a rough estimate of the time to create the exercise program that can be calculated.

 **Note:** If this option is selected, the time estimate is in the comment section of the report.

- Place a checkmark in the **Show Print Dialog** checkbox to use the **Print Dialog** box. Otherwise, Exercise Pro prints one copy to the default printer.

 **Note:** The **Print Dialog** box gives you the option of selecting printers and number of copies.

- Place a checkmark in the **Do not print rest information when only 1 set** checkbox to not print the rest time between sets.
- Click **OK**.

The **Reports** tab of the **Program Settings** dialog box is shown in Figure 51.

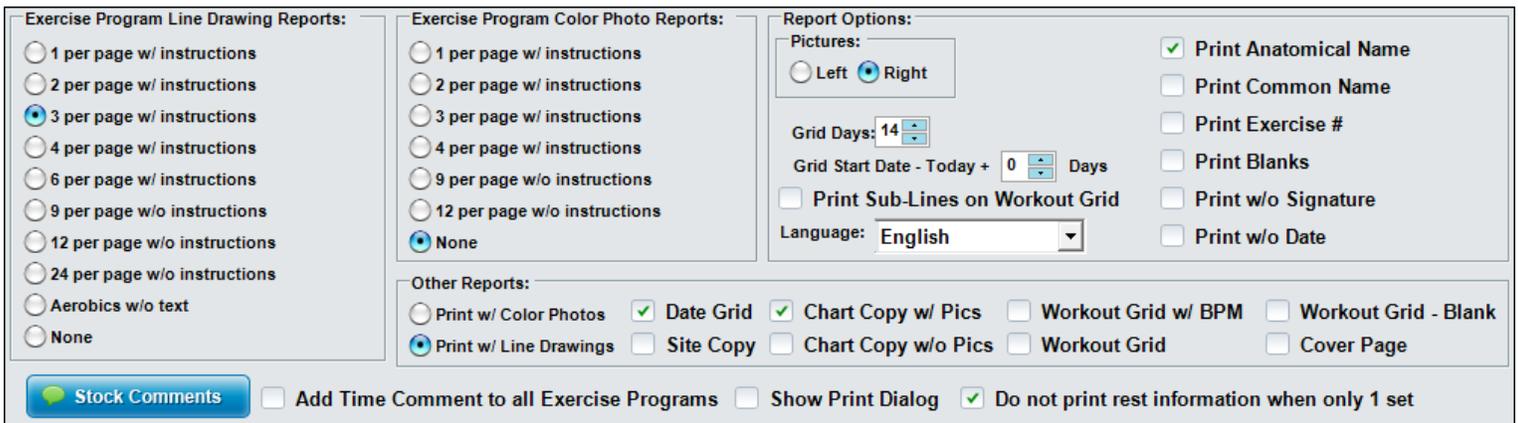


Figure 51. The Reports Tab of the Program Settings Dialog Box

Quickly Printing an Exercise Worksheet

Select **Quick Print»Print Worksheet** from the main menu to quickly print a blank exercise worksheet to manually write the exercise program.

Administrator Reports

Exercise Pro includes the following administrator reports.

- **Client History Report** – Lists exercises by client and date by selecting **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box.
- **Protocol Summary** – Lists the protocols in Exercise Pro by selecting **Reports»Protocol Summary** from the main menu to open the **Print Protocol Summary** dialog box.
- **Exercise Summary** – Lists the exercises Exercise Pro by selecting **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box.
- **Exercise/Topic Frequency** – Lists the exercises and/or topics most frequently used in Exercise Pro by selecting **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Reports** dialog box.

Printing Client History Report

Print the Client History Report, which is an administrator report that lists exercises by client and date.

1. Select **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box as shown in Figure 52.
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. Select the client from the **Client Name** drop-down list if **Date Range and Client Name** was selected in step 2.
6. Select the staff member from the **Staff Name** drop-down list if **Date Range and Staff Name** was selected in step 2.
7. Click **Print** to print the report or **Print Preview** to view the report.

Client History Report

Report Search Criteria:

Date Range Only

Date Range and Client Name

Date Range and Staff Name

Start Date: Monday, April 08, 2013

End Date: Monday, April 15, 2013

Client Name: Bob S.

Staff Name:

Print... Print Preview Cancel Help

Figure 52 - Client History Report dialog box

Printing a Protocol Summary Report

Print the Protocol Summary report, which 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.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.

Printing an Exercise Summary Report

Print the Exercise Summary report, which is an administrator report that lists the exercises that Exercise Pro contains.

1. Select **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.

Printing the Exercise/Topic Frequency Report

Print the Exercise/Topic Frequency report, which is an administrator report that lists the exercises and/or topics that are most often used within the program.

1. Select **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Report** dialog box as shown in Figure 53.
2. Select the starting date for the report.
3. Select the ending date for the report.
4. Select the staff member from the **Issued By** drop-down list.
5. Click **Print** to print the report or **Print Preview** to view the report.

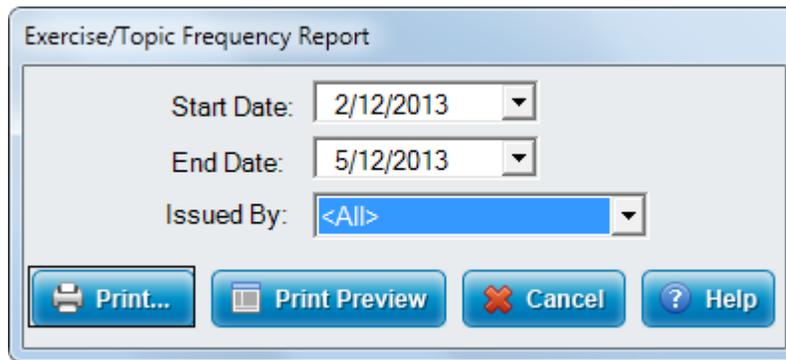


Figure 53 – Exercise/Topic Frequency Dialog Box

Chapter 9

Frequently Asked Questions (FAQs)

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.

Will Exercise Pro work with Electronic Medical Records (EMR) software?

Yes. You have several options for exporting client information from Exercise Pro to EMR software. Refer to *Options for Exporting to External Documentation Applications* on page 70 for more information.

Options for exporting to EMR software include:

- Pasting from the Windows clipboard – You can paste a text version of the exercise program to your EMR record. Configure Exercise Pro to save exercise program information to the Windows clipboard every time you print an exercise program.
- Saving PDF versions of exercise programs – Exercise Pro can save a PDF version of the exercise program to a specific directory every time you print a program. You can attach the PDF to your EMR record.
- Linking from the EMR software – Many EMR companies have custom links with Exercise Pro software. Contact your EMR company to see if a custom link exists.

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.

In my previous version I had more exercise-specific search tabs. Where did they go?

You can find the functionality of most exercise-specific tabs by selecting different libraries from the **Exercise Library** drop-down list in the **Search For Exercises** tab. If you prefer, you can restore the tabs as well. Select **Search Tabs»Show/Hide Tabs** in the main menu to select the tabs you want to make visible again. Refer to *Customizing Your Work Environment* on page 12 for more information.

Is there a way to narrow the search to a specific group of exercises such as Yoga or Pediatrics?

Yes. Select an appropriate library in the **Exercise Library** drop-down list on the **Search For Exercises** tab. For example, selecting Yoga in the Exercise Library drop-down list narrows your search to only include exercises that have been marked as yoga-specific.

Why are some exercise pictures missing the icon on the bottom right?

A missing icon indicates that the exercise does not have color photos.

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

What prints on a report with color photos if an exercise does not have color photos?

If the exercise does not have color photos, the exercise prints with black and white line drawings instead, even if the report specifies color photos.

How many color photos can I add to an exercise?

Each exercise can have up to four color photos.

Can I add exercise videos?

No. You cannot add videos to Exercise Pro. If you are interested in videos, please check out Exercise Pro Live (www.ExerciseProLive.com).

Am I required to have both line drawings and photos if I want to add an exercise?

No. You need only one color photograph or one black and white drawing to create an exercise.

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

Before printing an exercise program, can I quickly change the rest time for all exercises?

Yes. In the **Printing Information** dialog box all the exercises in an exercise program are listed in a table at the bottom of the page. Click on a column heading, such as Rest, and enter the value you want. Exercise Pro updates all the exercises with the same value.

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

Edit the exercise settings for individual non-conforming exercises. Some exercise defaults do not make sense for some exercises. For example, the 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. The following exercises usually do not follow the default exercises settings.

- Non-conforming AAROM exercises
- Non-conforming AROM exercises
- Non-conforming Isometric exercises
- Non-conforming Resist exercises
- Non-conforming Stretch exercises

AAROM

1. AAROM shld Lat pushdown (dip bar) – Suggest 3x 20.
2. AAROM shld flx eccentric w/pulley – Suggest 3 x 10.
3. AAROM breathing hooklying – Suggest sets and reps (not time).
4. AAROM cough quadpleg prone – Suggest sets and reps (not time).
5. AAROM Diaphragmatic breathing w/towel – Suggest sets and reps (not time).
6. AAROM parapleg longsitting – Suggest sets and reps (not time).
7. AAROM parapleg cough sitting – Suggest sets and reps (not time).
8. AAROM quadpleg cough longsitting – Suggest sets and reps (not time).
9. 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 minutes.
- AROM gait high step in Pool – Suggest 1 x 10 minutes.
- AROM gait normal step in Pool – Suggest 1 x 10 minutes.
- AROM gait jogging in Pool – Suggest 1 x 10 minutes.
- 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 minutes.
- 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 minutes.
- 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/pubis 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 minutes.
- Stretch elbow ext palm down w/wt – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up w/wt – Suggest 1 set x 20 minutes.
- Stretch hamstring sit active – Suggest 3x 10, twice a day.
- Stretch knee ext prone – Suggest 1 set x 20 minutes.
- Stretch knee ext prone w/wt – Suggest 1 set x 20 minutes.
- Stretch knee ext supine – Suggest 1 set x 20 minutes.
- Stretch knee ext supine w/wt – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying arms at side – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying w/pillow at hips – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arms at side – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arm abd – Suggest 1 set x 20 minutes.
- Stretch Quads prone w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/wt – Suggest 1 set x 20 minutes.
- Stretch shld IR static – Suggest 1 set x 20 minutes.

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

Dynam

Dynamic Refers to dynamic exercises. Dynamic exercises involve higher speed movements, usually using multiple joints or the full body. Dynamic exercises are generally recommended after a five-minute cardio warm-up and can help prepare muscles for a higher intensity activity, such as sports.

-E-

elev

Elevation

ER

External rotation

ever

Eversion

ext

Extension

-F-

flx

Flexion

fwd

Forward

func

Functional

-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

Ipsi
Same Side

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

-O-

Opt
Opposite side

-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

Index

A	
adding	
custom tab.....	58
education topics.....	49
education topics to protocols.....	50
exercise pictures.....	34
exercise programs.....	17
exercise search criteria.....	33
exercise settings.....	37
exercises.....	32
languages.....	67
list items.....	56
lists.....	56
logos.....	72
protocols to exercise program.....	42
staff members.....	54
stock comments.....	69
stock comments to exercise program.....	22
adding facility logos.....	72
Administrator Reports.....	79
Client History Report.....	80
Exercise Summary Report.....	81
Protocol Summary Report.....	81
archiving client history.....	62
B	
backing up your database.....	53
BioEx Systems	
Inc.	14
bookmarking exercises.....	31
C	
client history.....	28
archiving.....	62
deactivating.....	30
reactivating.....	30
restoring.....	62
searching.....	28
Client History Report.....	80

client reports	77
copying exercises.....	37
creating	
custom tab.....	58
education topic protocols.....	51
education topics.....	49
exercise picture.....	34
exercise programs	17
protocols	43
creating education topic protocols.....	51
custom tabs	
creating	58
deleting	61
maintaing	57
customizing	
custom tabs	58
education topics.....	51
using BioEx Systems for	39
work environment	12

D

database	
backing up	53
restoring	53
deactivating clients	30
default	
exercise settings	64
external documentation.....	71
pyramid settings	71
report margins	69
Defining Security Settings	
Security	74
deleting	
client exercise program.....	30
custom tabs	61
education topics.....	52
list items.....	57
protocols	46
staff members	55
Deleting Stock Comments	24

E

editing	
default program settings	66
education topics.....	51
exercise pictures	39
exercises.....	25

exercises in protocols.....	46
list items.....	57
protocols	45
staff members	54
education topics	47
adding	49
adding to program	49
adding to protocol	50
deleting	52
editing	51
FAQs.....	88
importing	50
printing.....	51
tab.....	47
email	
exercise programs	24
settings	75
using Netscape	75
employees	54
exercise pictures	
adding	34
creating	34
editing	39
importing	36
modifying	39
using stock body parts	36
Exercise Pro.....	5
overview	5
exercise programs	
adding protocols.....	42
creating	17
deleting	30
education topics.....	49
emailing	24
printing.....	19
reprinting	21
saving.....	28
searching for	28
exercise settings	37
Exercise Summary Report	81
Exercise/Topic Frequency Report	
Printing Exercise/Topic Frequency Report	82
exercises.....	5
adding	32
bookmarking.....	31
copying	37

editing	25
editing in protocols	46
FAQs.....	85
naming conventions	31
non-conforming.....	89
restoring.....	63
searching for	12
export	
external documentation.....	71
F	
Facility Information.....	72
facility logos	72
FAQ	
education topics.....	88
exercises.....	85
printing.....	86
protocols	88
searching.....	84
H	
hardware requirements	12
HL7.....	71
I	
importing	
education topics.....	50
exercise picture.....	36
L	
list items	
adding	56
deleting	57
editing	57
lists	
adding	56
adding items	56
deleting items	57
editing items	57
maintaining	55
localizing.....	67
logos	72
M	
maintaining	
custom tabs	57
lists	55

staff	54
N	
naming conventions	31
Netscape	75
new	
exercises.....	32
list.....	56
protocols	43
non-conforming exercises	89
P	
PDFs	71
printing	
default report margins.....	69
defining default	68
education topics.....	51
exercise programs	19
FAQs.....	86
program settings	66
Protocol Summary Report.....	81
protocols	40
adding to exercise programs.....	42
creating	43
deleting	46
editing	45
editing exercises in.....	46
education topics.....	51
FAQs.....	88
restoring	64
searching for	40
pyramids.....	27
default settings	71
Q	
Quick Print	
Print Worksheet.....	79
Quick Print Selected Items on Main Screen.....	22
Rapid Program Generate with Numbers.....	22
R	
reactivating.....	30
reports.....	77
Administrator Reports	79
Client History Report.....	80
Client Reports.....	77
defining default	68

Exercise Summary Report	81
Protocol Summary Report	81
reprinting exercise program	21
requirements.....	12
restoring	
client history	62
database	53
exercises.....	63
protocols	64
S	
saving	
exercise programs	28
searching	
client histories	28
exercise programs	28
exercises.....	12
FAQs.....	84
protocols	40
selecting the criteria	33
setting exercise defaults	64
settings	66
email.....	75
program settings	66
software requirements	12
specifying a password for a new user	74
staff.....	54
adding	54
deleting	55
editing	54
stock body parts	36
stock comments	69
adding to program	22
T	
tabs	
Ed. Topics	47
technical support	14
translating.....	67
W	
What's New in Version 6	6