Scientific Brain Training PRO™

Training Manual

Summary

1. Manage users

1.1.   How to create a Patient account?

The following steps will show you how to create an account for a patient.

Click on the "Users" tab: Users

Click on "Create a user":   ➕ Create a user

Fill out the required information on the user:

Title	Mr. ⌄
First Name	John
Last Name	Doe
Gender	Male ⌄
Birthday	1 ⌄ / 1 ⌄ / 1940 ⌄

The Birthdate is not mandatory.

The "Login" and "Password" will be the login information that this user will type in to access SBTpro on his own. You have to choose a login and a password for this user:

Login	j.doe
Password	••••••

Fill in an Email which will be used for email sessions and for password recovery features:

Email	j.doe@myemail.com

Click "Submit":   ✔ Submit

Key Steps:
- *Click "Users"*
- *Click "Create an account"*
- *Fill in the information*
- *Click "Submit"*

1.2.   How to modify/customize a user account?

The following steps will show you how to edit an account and customize its settings.

Click on the "Users" tab:

In the account list, click on the user that you wish to edit:

This will open the user file, in the "User Information" tab:

You can click on any line to change the information:

Title	Mr.
First Name	John
Last Name	Doe
Gender	Male
Birthday	06 / 12 / 1971

You can also change the login and the password

Login	j.doe
Password	********* (Change)

You can also change several settings to customize your user account:
The "View Performance Profile" checkbox indicates whether the user can access his/her performance profile and view his/her results.
Check this option if you want this user to see his/her results.

The "Manager Status" checkbox indicates if the user is a manager.
Check this option to give the Manager rights to this account. A Manager can view all the other users in his group and can create new accounts.

This option should be left unchecked for all your patients

The "Allow User to Choose Variants" checkbox allows you to define whether the patient can choose his/her difficulty settings or if he/she can only access to his/her current level.

The "Access to exercises outside of workouts" checkboxes allow you to define if and how the patient will access to the complete exercise list. Access to exercises outside of workouts: ● Yes ○ Only after workouts ○ No

- Yes: The patient will always have access to the exercise list, whether he/she has a workout planned or not.
- Only after workouts: The patient will not have access when there is a workout to do. When the workout is finished, the patient will be able to view the exercise list and play the exercises.
- No: The patient will never have access to the full exercise list. He/she will only be able to access exercises through workouts.

When you have finished editing this account, click "Save":   ✔ Save

Key Steps:
• **Click "Users"**
• **Click on an account**
• **Edit the information**
• **Click "Save"**

1.3.   How to manage Logins and Passwords?

The following steps will show you how to check/update the login and password of a user.

Each user has a login and a password to connect to SBTpro.

The login and password are initially set by the manager who creates the account.
If a user has a problem logging in, check his login and reset his password.

Click on the "Users" tab:

In the account list, click on the user that you wish to edit:

This will open the user file, in the "User Information" tab:

The login of this user is indicated in the "Login" area:

Login	j.doe

You can edit the login by clicking on it and typing a new login.

Login	j.doe25

You then have to type a new password in the 2 boxes:

Password	New:	Confirmation:

If you want your user to set their own password, ask them to type in their password in this screen.
If not you can type in the password of your choice.

Click "Save"

You can now give this login and new password to your user.

Key Steps:
- *Click "Users"*
- *Click on an account*
- *Click on the login to change it*
- *Click on "Change" to reset the password*
- *Click "Save"*

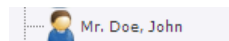## 1.4.   How to activate and deactivate accounts?

This chapter will show you how to activate or deactivate a user account.

Deactivating a user will prevent this user from accessing the program.

Click on the "Users" tab:

In the account list, click on the user that you wish to edit:

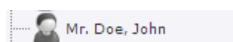This will open the user file, in the "User Information" tab:

Click "Deactivate":

This user is now deactivated. It can be reactivated by following the same process but by clicking on activate instead.

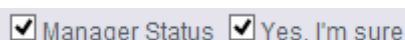It will then appear in the user list as greyed:

> **Key Steps:**
> - *Click "Users"*
> - *Click on an account*
> - *Click on "Deactivate" or "Activate"*

1.5.   How to create a Therapist account?

This section will show you how to create a therapist account.

Follow the process to create a normal user account, but check the "Manager status" option:

☑ Manager Status ☑ Yes, I'm sure

By checking this option, the account that you create will also have the "Patients" tab. He/she will then be able to access all the users, edit them and follow their results.

> **Key Steps:**
> - *Click "Users"*
> - *Click "Create an account"*
> - *Fill in the information*
> - *Check the "Manager Status" checkbox*
> - *Click "Submit"*

2. Create and Manage Folders

2.1.   How to create folders to organize your accounts?

Folders allow you to sort the accounts and organize them so that they are easier to find and manage.

Click on the "Users" tab: Users

Click on "Create a folder":   Create a folder

Type in the name of the folder: New folder name

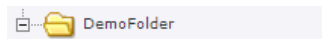Click "Save":   Save

Key Steps:
- *Click "Users"*
- *Click on "Create a folder"*
- *Type in the name of the folder*
- *Click "Save"*

2.2.   How to rename or move a folder?

Click on the "Users" tab: Users

Click on the folder you wish to edit: DemoFolder

In the "Manage folder" box, click on "Rename / Move":

Manage folder
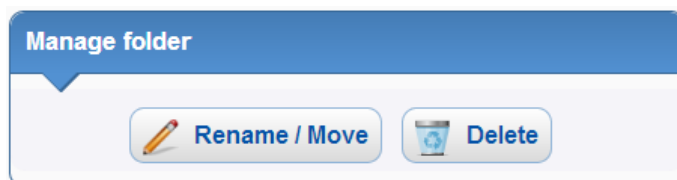
Rename / Move   Delete

In the pop up, type in the new name of the folder, or click on the drop down menu and choose a new parent folder.
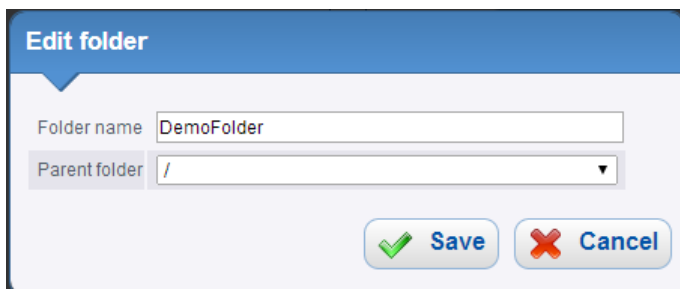
Edit folder

Folder name   DemoFolder
Parent folder   /

Save   Cancel

Click "Save":   Save

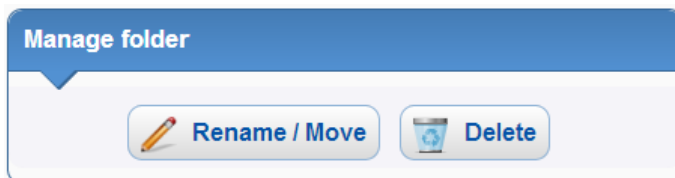## 2.3.   How to delete a folder?

Click on the "Users" tab: Users

Click on the folder you wish to edit: DemoFolder

In the "Manage folder" box, click on "Delete":

Manage folder

Rename / Move   Delete

If your folder is empty, it will be deleted after you confirm.

If it is not empty and contains other folders or users, you will be prompted to choose where to move all the content of the folder. Click on the drop down menu, select a new folder to move the content to, and click "Delete".
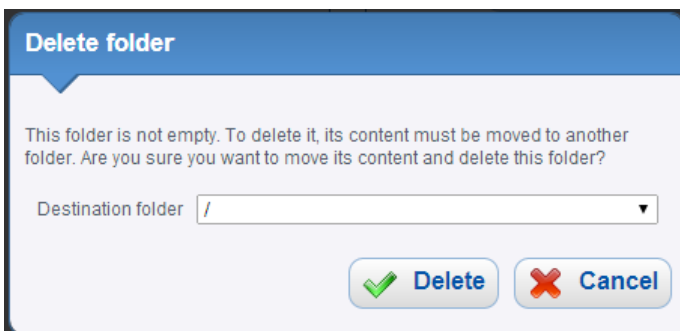
Delete folder

This folder is not empty. To delete it, its content must be moved to another folder. Are you sure you want to move its content and delete this folder?

Destination folder /

Delete   Cancel

3. Supervise the training

3.1. How to access to the exercises?

This section will show you how to access the exercises with a patient.

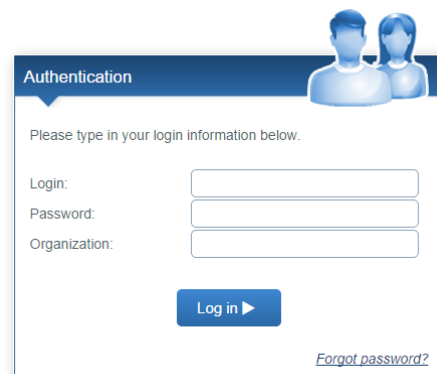Depending on your settings, you may choose one of the following ways of accessing the exercises with a patient.

3.1.1. Direct Log In

The first way to access the exercises is for the user to log in directly with his/her own account.

Once logged in, users can access the list of exercises that were allowed by their manager, or start the Workout assigned.

With this method, users will not be able to set their difficulty level. They will automatically be given their current level and will progress automatically.

3.1.2. Therapist Log Into

The other way is most useful when users are there physically with their therapist for their training. The therapist who is logged in with his/her account can then start a session with this user.

Click on the "Users" tab:

In the account list, click on a user:
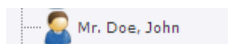
In the user file, click on "Log Into":

You will now be logged in as this user, just as if he/she had logged in from the home page.

Once finished with this user, the therapist can click on "Logout" to close the user account and return to his therapist account.

3.1.3. Email Access

If you have setup Workouts (see 5.3) and if you have entered a valid email in the account information of your patient, he/she will receive an email with a description of the workout and a link to access this workout.

By using the link in this email, the patient will access his/her account directly, without the need to log-in and will access the Workout very easily.

3.2.   How to select the difficulty level?

This section will show you how to select the difficulty level.

In each program, all exercises have predefined difficulty levels.

For each exercise, users start at level 1 and then progress through the levels as they succeed. The rules for automatic progression are specific to each program (For more information, please refer to the help section of your program).

If users log in independently, they will not be able to set or adapt their difficulty level. They will automatically be set by the system to their current level.

In the Psychiatry and Aging Well programs, if the therapist uses the "Log Into" functionality, the therapist will be able to manually override the difficulty level of the patient.
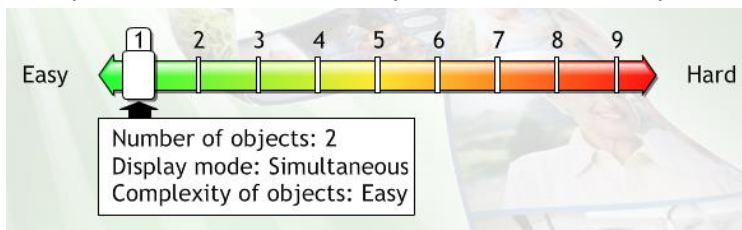
The current level of the user will be preselected.

Be aware that if you decide to play at a different level than the current level of the user, no automatic level progression will happen.

Key Steps:
- **The patients will automatically play at their current level**
- **In the "Log Into" mode, therapists can manually override this setting**

3.3. How to select advanced difficulty Settings? (Rehabilitation Only)

This section will show you how to manually choose advanced settings in the Rehabilitation program.

Advanced settings

When a therapist opens an exercise with the "Log Into" functionality, a new tab "Advanced settings" will appear in the difficulty selection screen of the exercise:

Click on this button and you can then select very specific combinations of parameters:

Basic settings	Advanced settings	
	Number of series	
	1 2 4 **5** 10	
	Number of objects	
	2 3	
	Display mode	
	Simultaneous Deferred	
	Complexity of objects	
	Easy Average Difficult	
	Memorization Time	
	Unlimited 30 sec 20 sec 10 sec 5 sec	
	Restitution Time	
	Unlimited 30 sec 20 sec 10 sec	
	Reminder of objects	
	2 reminders 1 reminder **No reminder**	

Once you have chosen a combination, click Start to start the exercise: ▶ **Start**

Key Steps:
• *In the Rehabilitation program, click on "Advanced Settings"*
• *Choose your settings"*
• *Click on "Start"*

4. Follow up

4.1.   How to follow up on the performance?

This section will show you how to access your patient's results.

Click on the "Users" tab: **Users**

In the account list, click on a patient: Mr. Doe, John
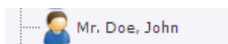
Click the "Results" tab: **Results**

The first item is a calendar that shows the activity of the patient for each day, as well as the exercises played the last day.

You can click on a day in the calendar to display the details of that day

The last graph shows the current level of the user on each exercise

You can click on an Exercise to view the details of an exercise.

If you wish to view the results of one particular exercise, click on the exercise in the second graph, or click on the "Overview" drop down menu and choose an exercise: ▼ Overview ▼

You will the view 3 graphs showing the results in this particular exercise
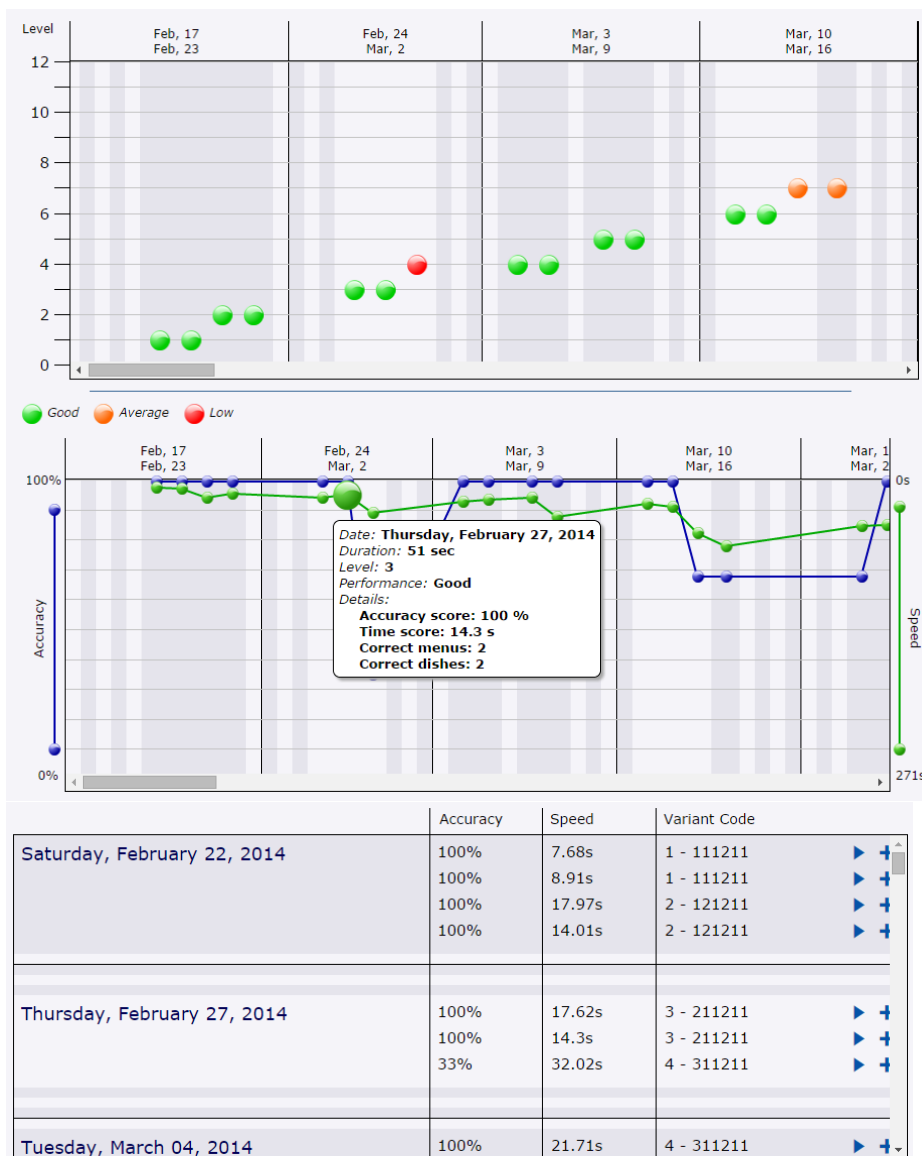
You can also change the date range to display the data in a specific period of time:

From: 01/2014 🗓 To: 09/2014 🗓 ⟳ Update

Key Steps:
• **Click on the "Users" tab**
• **Click on a patient**
• **Click on the "Results" tab**

4.2.   How to use the internal messaging system?
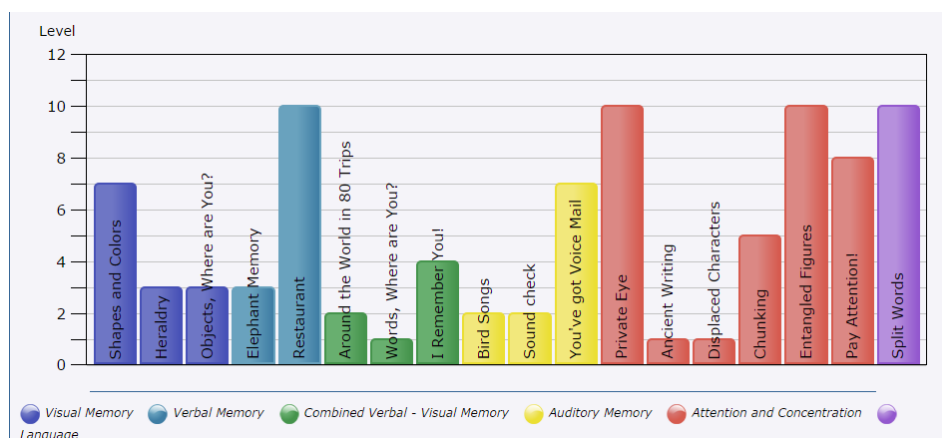
This section will show you how to send internal messages to your patients.

Click on the "Users" tab: Users

In the account list, click on the patient that you wish to edit: Mr. Doe, John
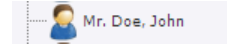
Click on the "Message" tab: Messages

Click on "Write a message":   Write a message

Write a subject and a message in the appropriate areas.

Click "Send":   Send

When your patient will log in, he/she will see a notification:

Messages

You have **1 new message**
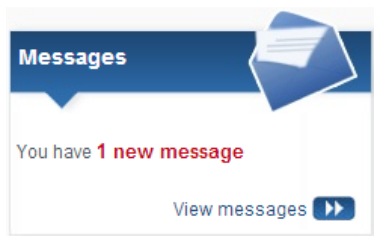
View messages ▶▶

If he/she clicks on "View messages", he/she will read your message.

Key Steps:
• **Click on the "Users" tab**
• **Click on a patient**
• **Click on the "Message" tab**
• **Click on "Write a message"**
• **Write your message**
• **Click "Send"**

5. Customize the training

5.1. How to select which exercises are available?

This section will show you how to define which exercises will be available to a user.

Click on the "Users" tab:

In the account list, click on a patient:
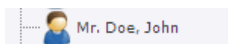
Click on the "Exercises" tab:

You can switch on or off any of the exercises. If an exercise is switched off, the user will not see it in the list of exercises.

You can also manually switch off all the exercises or an entire module with the "All / None" links on top of the list or next to a module name.

Key Steps:
• *Click on the "Users" tab*
• *Click on a patient*
• *Click on the "Exercises" tab*
• *Turn On or Off each exercise*

5.2.   How to change the current level?

This section will show you how to change the current level of a user on a particular exercise

Click on the "Users" tab: Users

In the account list, click on a patient: Mr. Doe, John

Click on the "Exercises" tab: Exercises

Click on one of the exercises in the list. Information about this exercise will appear on the right side of the screen.

Current level

1

You can move the cursor to change permanently the current level of this user on this exercise.
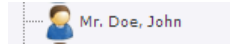
Key Steps:
- *Click on the "Users" tab*
- *Click on a patient*
- *Click on the "Exercises" tab*
- *Click on an exercise in the list*
- *Slide the cursor to a new level*

5.3.   How to use and manage Workouts?

This section will show you how to use Workouts to prepare training session that your users can play on their own.

A Workout is a series of exercises that is planned for a patient to guide him/her when he/she is playing alone. You can setup the SBTpro platform to create Workouts based on the exercises that are available to the user.

Click on the "Users" tab: Users

In the account list, click on a patient: Mr. Doe, John
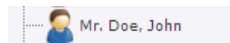
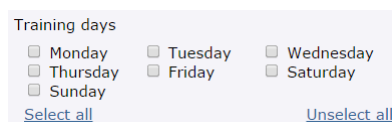Click on the "Workout" tab: Workouts

Set the "Generate Workouts" parameter to "On":   Generate workouts   ON

You will then be able to choose the Workout parameters:

- Training Days: Choose the days when you want users to get a new Workout.

Training days
Monday   Tuesday   Wednesday
Thursday   Friday   Saturday
Sunday
Select all   Unselect all

- Workout Duration: Choose how long you want the workout to be (in Minutes). The system will then add exercises to the Workout until the user has completed the minimum duration you have set.

Workout duration
10   20   30   40   50
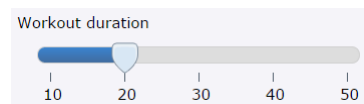
- Number of Iterations for each exercise: Choose how many times each exercise will be assigned in the workout.

Number of iterations for each exercise
1   2   3   4   5
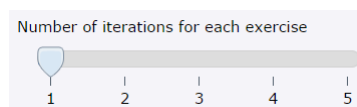
If the patient email is defined in the "User Information" tab of the patient file, the patient will receive an automatic reminder email at the days you have chosen to access his/her workout easily.

If the patient does not have a valid email registered, no reminder will be sent.

Click the "Save" button to save your settings.   ✔ Save

When the patient will log in, he/she will see a button to access his/her Workout and will automatically be guided through the exercises for the amount of time chosen.

The exercises will be automatically chosen among the available exercises and each exercise will be played at the user's current level.

| Key Steps: |
| --- |
| • **Click on the "Users" tab**
• **Click on a patient**
• **Click on the "Workouts" tab**
• **Turn on the "Generate Workouts"**
• **Choose the appropriate settings**
• **Click "Submit"** |

5.4.   How to manually setup Workouts?

This section will show you how to manually select exercises that will be used in the Workouts, to better control what the patients can do when logging in alone.

Click on the "Users" tab: **Users**

In the account list, click on a patient: Mr. Doe, John
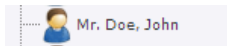
Click on the "Workout" tab: **Workouts**

To add an exercise to a user's training plan, click on the "Add exercises" in the "Scheduled Exercises" area: **+ Add exercises**

The list of available exercises will appear on the left column. Click on the "+" button next to an exercise to add it to the patient's Workout.   ① The Towers of Hanoi   **+**

This exercise will then be added to the Scheduled Exercises list. These scheduled exercises will be given to the patient when he/she logs in.

You can remove an exercise from the Scheduled Exercises list by clicking on the "X" button next to an exercise: **✖**

You can also change the order of the exercises by clicking on the blue icon ≡ on their left and then dragging it to another position.

When you add an exercise to the list of Scheduled Exercises, it is added at the patient's current difficulty level. If you wish to have the patient play at another level than his/her current level, click on the pen icon next to the exercise: ✏

This will open a window to let you choose the difficulty settings. If you want to choose another level than the current level, first uncheck the "Current Level" checkbox on the bottom left:
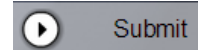
☐ Current level

This will enable you to select the difficulty level with the difficulty scale.
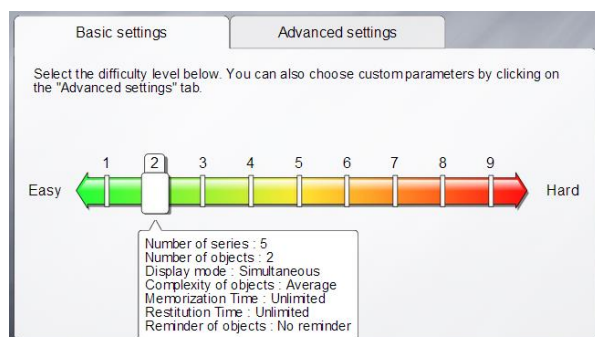
In the Rehabilitation program only, you can also choose advanced difficulty settings by clicking on the "Advanced Settings" tab and then choosing the exact parameters.

Once you have selected the difficulty settings, click on the "Submit" button:

When the user will log in, he/she will see a button to access his/her Workout:
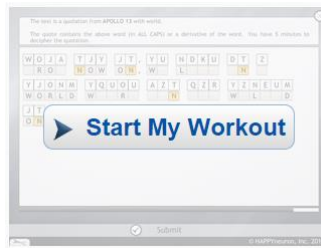
If you have activated the "Generate Workout" option, the exercises that are in the Scheduled Exercises list will be played first, within the workout duration defined. It the user completes the Scheduled Exercises before the time limit, he/she will have other exercises until the workout duration is reached.

If you have not activated the "Generate Workout" option, the patient will play only the exercises in the Scheduled Exercises list.

To control whether the patient has access to the full exercise list after a workout has been completed, please check the paragraph 1.2.

| Key Steps: |
| --- |
| • *Click on the "Users" tab* |
| • *Click on a patient* |
| • *Click on the "Workouts" tab* |
| • *Click on the "Add Exercises" button* |
| • *Eventually reorder and/or change the difficulty settings* |

5.5. How to save Scheduled Exercises for further use?

This section will show you how to save a list of Scheduled Exercises so that you can use it later for other patients or for the same patient.

Click on the "Users" tab: **Users**

In the account list, click on a user: Mr. Doe, John
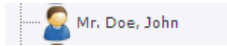
Click on the "Workout" tab: **Workouts**

You can save the current Scheduled Exercises list by clicking on "Save as Template":

🖫 Save as template

In the window that opens, type the name of this template so that you can find it easily later:

Save as template	✖
Template Name:	Plan1
Save available for:	○ This user only
	○ All users
	✔ Apply ✖ Cancel

You can then choose whether this template will be available for this patient only, of if you want to use it for any patient.

> *If you select All patients, you will be able to load that template for any of your patients.*

> *If you select "This patient only", you will only be able to load it again for this patient.*

Click "Apply"   **✔ Apply**

Key Steps:
- ***Click on the "Users" tab***
- ***Click on a patient***
- ***Click on the "Workouts" tab***
- ***Click on the "Save as Template" button***
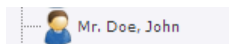- ***Type a name***
- ***Click "Apply"***

5.6.   How to load a previously saved Training Plan?

This section will show you how to load a Training Plan that you have previously saved.

Click on the "Users" tab: Users

In the account list, click on a user: Mr. Doe, John
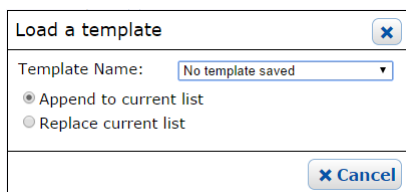
Click on the "Workout" tab: Workouts

You can load a saved Training Plan by clicking on "Load":   Load a template

In the window that opens, choose the saved template that you want to load:

Load a template   ✖
Template Name: No template saved   ▼
● Append to current list
○ Replace current list

✖ Cancel

You can then choose whether this plan will replace what is already in the plan or if it will be added to the existing plan.

Click "Apply"   ✔ Apply

Key Steps:
- *Click on the "Users" tab*
- *Click on a patient*
- *Click on the "Workouts" tab*
- *Click on the "Load a Template" button*
- *Choose a template*
- *Click "Apply"*

6. Memberships (Organization managers only)

This section is available only for the top manager of an organization.

If you do not have the "Membership" button or the "Add New" button, please contact your organization manager or our support team if you wish to purchase or renew your membership.

6.1.   How to purchase/update a membership?

This section will show you how to purchase or update a membership.

Click on "Membership":   **Membership**

Click on "Add new" on the top of the list   **[Add new]**

Select the membership or products that you wish:

Memberships		
Rehabilitation Program - 3 month access		☐
CR-Psychiatry Program - 3 month access	Already purchased	
Aging Well Program - 3 month access		☐
10 user pack	Currently have 2 / 20	0 ⌄

Click "Proceed to Checkout":   **Proceed to Checkout▸**

Fill in your billing information and confirm your payment.   **Confirm▸**

Your membership will be active immediately.

Key Steps:
- *Click on the "Membership" tab*
- *Click on "Add new"*
- *Select your membership*
- *Click "Proceed to Checkout"*
- *Fill in your billing information*
- *Confirm your payment*

6.2.   How to view your membership and transactions?

This section will show you how to view your membership and transactions.

Click on "Membership":   Membership

> *All the membership information is only available to the main manager account. This account will have a "Membership" menu.*

This list show you which membership are currently active.

Memberships [Add new]				
Name	Qty	Expiration Date		Renewal
CR-Psychiatry Program - 3 month access	1	January 02, 2014 [remove]		✔
10 user pack	2	January 02, 2014 [remove]		✔

The Order history will list all the transactions that have been registered on your account:

Order History				
Date ▼	Description	Status	Price	
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Paid		Print Receipt
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Error		Checkout Cancel
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Paid		Print Receipt
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Paid		Print Receipt
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Paid		Print Receipt
	1 x CR-Psychiatry Program - 3 month access *2* x 10 user pack	Paid		Print Receipt

> *You can print receipt of any recorded transaction*

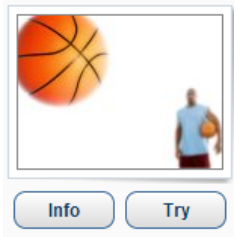| Key Steps: |
|---|
| • **Click on the "Membership" tab** |

7. Tips & Tricks

7.1. How to try out the exercises as a Therapist?

*This section will show you how a Therapist can view the exercises to get familiar with them.*

When you are logged in as a therapist, click on the "Exercises" tab: Exercises

You will have the complete list of exercises. Click "Try" under one of them to start the exercise:

In this mode, the therapist can have access to all the levels to get familiar with the exercise and its settings:
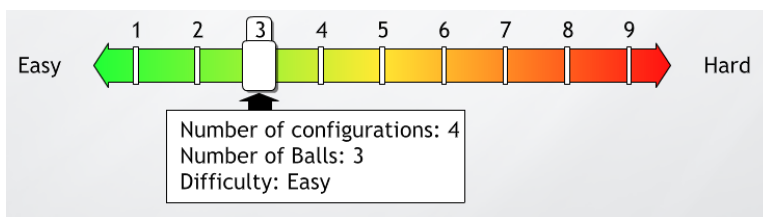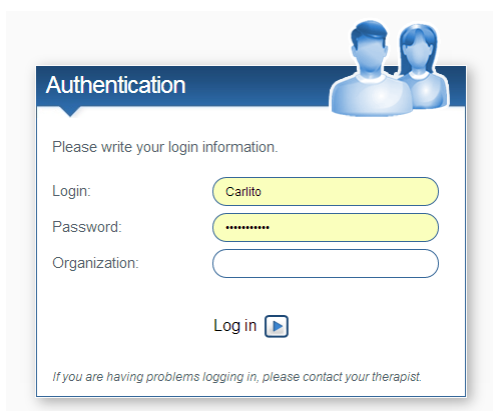

The results will not be recorded

7.2. How to access to a simplified login page for patients?

When you give their login and password to a user, you can also give them a special address with a complete and simpler login page:

The URL is: www.sbtpro.com/login

7.3. How to assign a group of users to a therapist?

This section will show you how to assign users to therapists and limit therapist's scope of vision.

A therapist in a folder will only have access to other users in that folder (or any sub-folder). Using this feature, you can create folders and therapist and assign users to certain groups each managed by one or several therapists.

- For example, start by creating a folder named "Group1".
- Then create a therapist name "Group1Manager" and move his account in the folder "Group1".
- Then move one or several user accounts in this folder "Group1".

When the therapist "Group1Manager" logs in to SBTpro, he will only see what is in the folder "Group1". He will not see and therefore have access to any account located in another folder.

8. Technical requirements

The minimum requirements are the following:

Desktop or Laptop:

- **Operating System**: Windows (XP or more recent), Mac OS X, Linux.
- **Browser**: Internet Explorer 8.x, Firefox 2.x, Google Chrome, Safari, Opera
- **Flash Player**: Version 8 or higher
- **RAM**: 512 MB or more
- **Processor**: 1Ghz or higher
- **Screen Resolution**: 800x600 at 16 bits color
- **Sound Card**: 16 bits
- **Internet Connection**: Minimum access speed of 128 kbps

Touch Tablet:

- **Operating System**: Android 3.x / iOS 3.x
- **Browser**: Native browser, Google Chrome, Safari
- **Screen Size**: 7" minimum
- **Internet Connection**: Minimum access speed of 128 kbps

9. Anything else, contact the support team!

If you experience any problem or if you have specific questions, don't hesitate to contact the SBTpro support team. We will be glad to help!

support@scientificbraintrainingpro.com