


PC-Kits QuickStart User Guide

INTRODUCTION

*Welcome to **VHI PC-Kits** exercise software program. This program is designed to give you a quick and easy method of creating exercise routines.*

*The **User Guide** is designed to show you the basic features of the program. It will give you the basic information you need to create, print, save and E-mail exercise routines.*

*There are other features that will enhance your usage of this program. Information on the other features can be found in the PDF version of the program manual. Click on the **Help** selection in the main menu and select **View Complete User Guide** to access the program manual.*

QuickStart User Guide

When you install VHI *PC-Kits*, the program places an icon on your desktop. To start the program, **double-click** on this icon.



Figure 1. Desktop icon

OPENING THE PROGRAM

When VHI *PC-Kits* opens, the **Therapist Sign In** dialog box is displayed.



Figure 2. Sign In dialog box

Signing In

VHI *PC-Kits* allows two options for signing in to the Program. *PC-Kits* can be configured to require passwords or allow therapists to sign in without passwords. The program is set up without requiring passwords. To configure the program to require passwords, see the **Help** files or *Complete User Guide* section on Password Protection.

Creating a New Therapist

The first time you use the program, you will need to be entered as a new Therapist. You only need to do this procedure one time.

1. Select **Create** from the **Therapist Sign In** dialog box that appears when the program opens.
2. The new **Therapist Properties** dialog box will display. Type your name and e-mail address (use your mouse or the tab key to move between fields) and **click OK**.

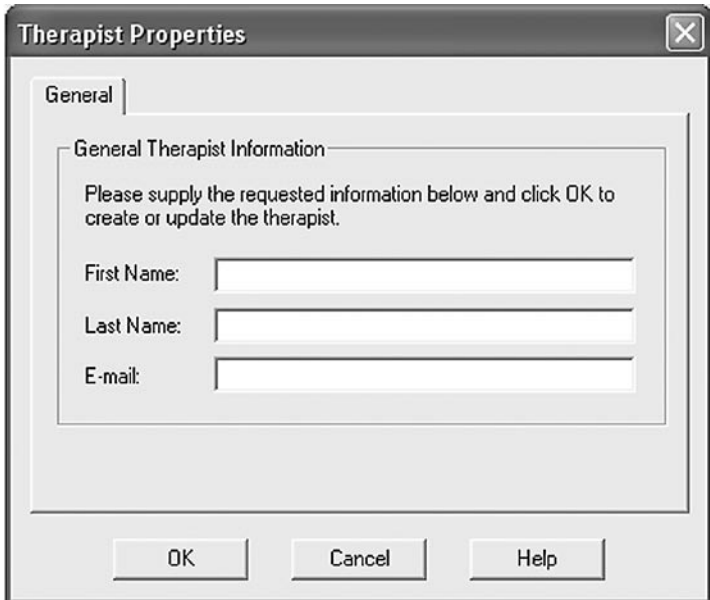
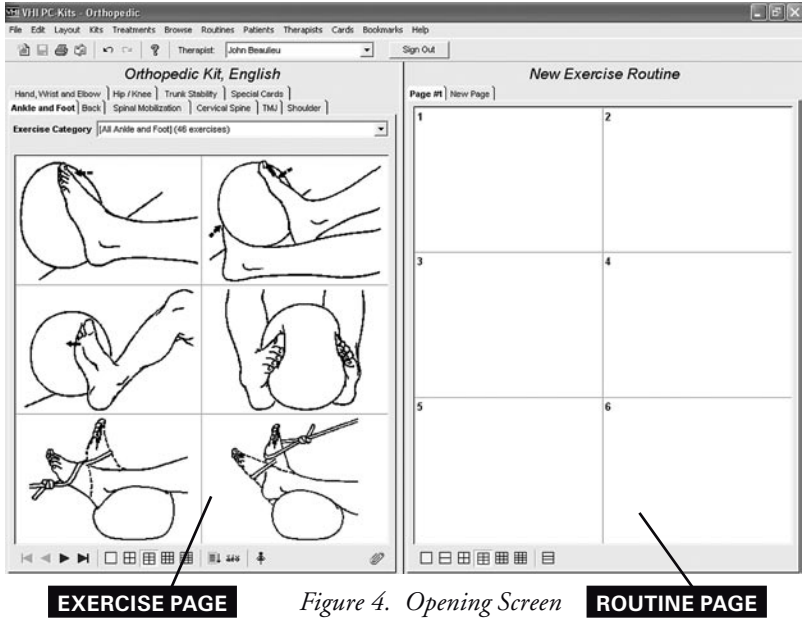


Figure 3. Therapist Properties dialog box

The next time you start the program you only need to **click** on the drop-down list in the **Therapist** box, select your name and **click** on the **Sign In** button.

OPENING SCREEN

The opening screen is split into two halves. The left side is called the **Exercise Page** and the right side is called the **Routine Page**.



Exercise Page

The **Exercise Page** (left half) displays the exercises from selected Exercise Kit. The kit's title and the language in which captions will appear are across the top of the page. Each kit is organized into sections of exercises, which display as Tabs just beneath the title.

Routine Page

The **Routine Page** (right half) displays the layout for the exercise routine you create. It is used to display a routine you have just created for a patient or saved routine. Routines can be created with 1, 2, 3, 4, 6, 9, or 12 exercises per page.

CHOOSING A KIT

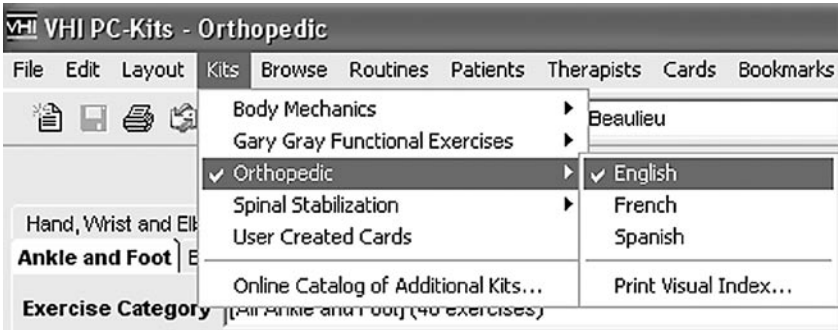


Figure 5. Kits menu selection

You may have purchased more than one exercise kit with the software. To select a specific kit:

1. **Click** on *Kits* from the main menu.
A drop-down menu appears.
2. Highlight the kit you want to use.
3. Another menu displaying the available languages appears.
4. Highlight the desired language and **click**.

See Help files or *Complete User Guide* for other methods of accessing Kits.

BROWSING EXERCISES ON THE EXERCISE PAGE

Sections

Kits are divided into sections. The tabs at the top are the kit sections. **Click** on the desired tab to access specific exercises.

Categories

Some sections are divided into exercise categories. If a section has categories, an **Exercise Category** box will appear below the Tabs. To select a category, **click** on the drop-down list in the **Exercise Category** box. Select the desired category.



Figure 6. Tabs with the Exercise Category displayed

Viewing Method

Exercises on the **Exercise Page** can be viewed 1, 4, 6, 9, or 12 at a time. They can also be viewed by title. The shortcut buttons below the exercise page are used to select the viewing method. (See **Help** files or **Complete User Guide** to see additional options.)

To choose the viewing method, just **click** on the desired shortcut button.



Figure 7. Shortcut buttons

MOVING THROUGH EXERCISES

Use the arrow buttons at the bottom left of the **Exercise Page** to view the exercises in the **Exercise Page**. The buttons let you flip through the images one page of exercises at a time, forward or backward, or jump to the first or last page in the section or category.

Figure 8. Using arrow buttons to move through exercises



Selecting and Placing an Exercise

There are two ways to place an exercise on the **Routine Page**. You can **click-and-drag** or **double-click** the image or title you want to place.

Using Click-and-Drag

1. Place your pointer over the desired exercise (image or title) on the **Exercise Page** and **click** by holding down the left mouse button.
2. Drag the exercise to the desired location on the **Routine Page**.
3. Release the mouse button. The **Edit Exercise** dialog box will appear.
4. Edit the card (discussed on next page). Then **click Place Card** to put the exercise card in the selected location.

Note: You also can use the **click-and-drag** function to change the exercise's location on the **Routine Page** after you place it.

Using Double-Click

You can also **double-click** on an exercise to place the exercise in the routine. After **double-clicking**, the **Edit Exercise** dialog box for that exercise appears. When you finish editing and **click Place Card**, the exercise will be placed in the routine in the next available position.

SIMPLE EDITING IN THE EDIT EXERCISE DIALOG BOX

Many types of editing can be done in the **Edit Exercise** dialog box to individualize exercise instructions.

- Select either Gender.
- Choose a caption Language.
- Change the figure Orientation to Left or Right.
- Blanks are often provided for you to fill in.
- Some captions contain a drop-down list from which you choose.
- Captions and titles can be changed or removed.

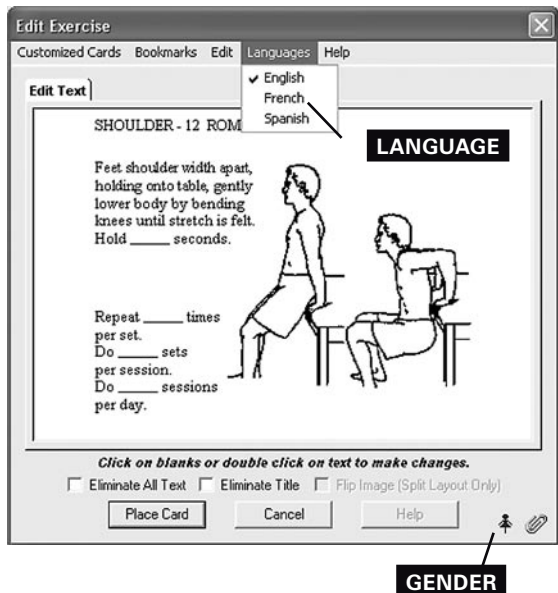
Before making specific text edits, you can select the gender and language appropriate for your patient.

Note: Language selection must be made before editing to retain text changes.

Selecting Gender from the Edit Exercise dialog box

Many of the VHI exercise collections contain both male and female figures. The gender of the exercise figure can be selected by **clicking** the **Gender** button at the bottom of the **Edit Exercise** dialog box. (See Figure 12)

*Figure 12.
Edit Exercise box
with Language and
Gender buttons*



Choosing a Caption Language from the Edit Exercise dialog box

Many of the VHI exercise collections contain multiple languages for the captions. The language of the exercise caption can be selected by **clicking** on the **Language** menu selection at the top menu in the **Edit Exercise** dialog box. (See Figure 12)

Fill in the Blanks

1. When the **Edit Exercise** dialog box first appears, there is a box around the first blank, with a blinking cursor inside.

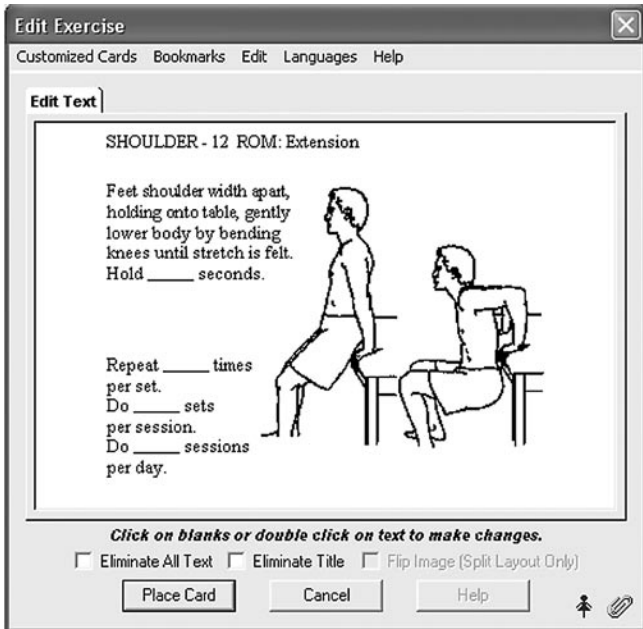


Figure 9. Edit Exercise dialog box

2. Enter the desired value in the box.
3. Hit the Tab key or use the mouse to move to the next blank. Enter the desired value in the box, and so on.
4. After the last blank is filled, move the pointer to any place on the card and **click**.

Choose from Drop-Down Lists

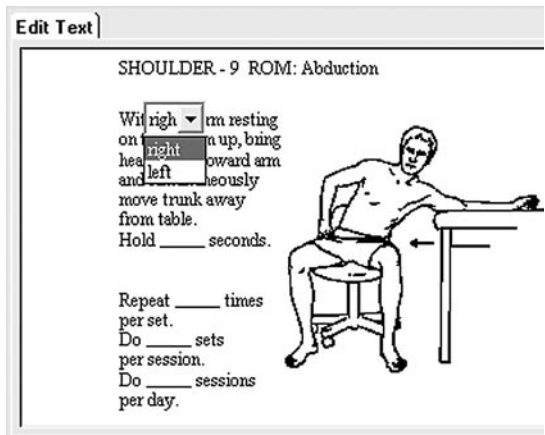
Some exercise cards may require the therapist to specify instructions such as:

- Left, Right, or Both.
- Light, Moderate, or Maximal pressure.
- Sit, or Stand.

For these common terms, which are underlined on the exercise card, the program provides drop-down lists in the **Edit Exercise** dialog box, and you choose the instruction that applies.

1. When the **Edit Exercise** dialog box first appears, there is a box around the underlined word, with an arrow on the right.

Figure 10.
Drop-down list



2. To display the drop-down list, **click** on the arrow.
3. **Click** on your choice, and it automatically fills in the box.
4. **Click** the pointer anywhere else on the card to view your selection without the drop-down menu box.

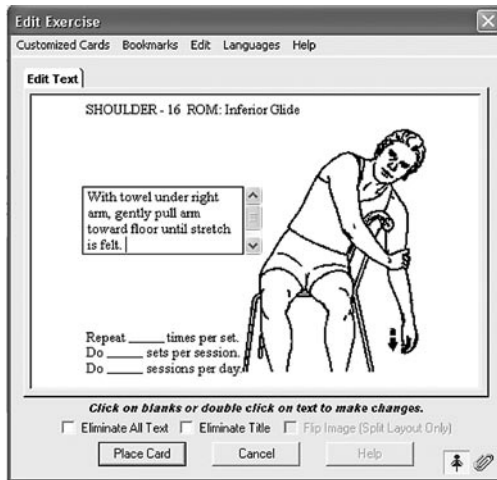
Note: If you want to make a further change, click on the underlined word, and the drop-down list box will reappear.

Editing Titles and Captions

To further customize your exercise cards, you can edit card titles and captions. After editing a caption, the automatic fill in the blanks will no longer function as described. Therefore, it is recommended that you fill in the desired blanks before editing the caption. When all blanks are completed:

1. **Double-click** anywhere in the title or caption. A box will appear around the text. If there are more lines of text than the box can display, you can use the scroll bar on the right.

Figure 11.
Editing
an exercise
caption



2. The cursor will appear at the beginning of the text. Move the cursor to where you want to make changes.
3. Make your changes (add, delete, or change words or values). Again, use the scroll bar to display any additional text.
4. When you are finished, **click** anywhere outside the box.
5. A separate portion of the caption at the bottom of the card has blanks for Repeat, Repetitions, etc. To edit this text, **double-click** on it separately from the caption above it.

Note: You can edit the text as often as you like by repeating steps 1 through 5.

Changing the Orientation of an Exercise

An exercise can be flipped to change its orientation from left to right. To do this you must:

1. Change the **Routine Page** layout to 3 exercises per page. (See *Selecting a Page Layout For a Routine*, Pg.13)
2. Drag an exercise to the **Routine Page**.
3. **Click** on the **Flip Image** square in the **Edit Exercise** box.

Placing a Card in the Routine

When editing is complete, **click *Place Card*** to put the finished card in the exercise routine.

Editing a Card Already in the Routine

Once a card has been placed in a routine, **double-clicking** the card in the routine returns you to that card's **Edit Exercise** dialog box and allows you to make further changes to the card.

Customized Cards

Any changes made to the text in an exercise can be saved as a **Customized Card**. It can be recalled at anytime. This eliminates the need to retype or edit an exercise every time it is used in a routine. (See **Help** files or *Complete User Guide* to learn how to create **Customized Cards**.)

SELECTING A PAGE LAYOUT FOR A ROUTINE

There are seven different layouts which can be used to create exercise routines. You can place 1, 2, 3, 4, 6, 9, or 12 exercises on each page. The **Split Layout** (3 exercises per page) is designed to let you enter more text with each image. It is also designed to let you flip an image from left to right orientation. You can change your page layout at any time.

Select a Page Layout from the Routine Page

At the bottom of the Routine Page are seven buttons. Each button represents one of the seven different page layouts you can use for a routine. **Click** on the button you desire, and the routine page layout will automatically change to the layout you selected.



Figure 13. Basic Layout with 6 images per page

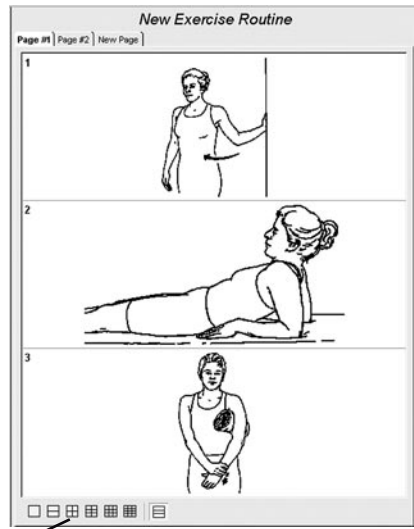


Figure 14. Split layout

Adding New Pages to a Routine

Additional pages can be added to an exercise routine by **clicking** on the **New Page** tab at the top of the **Routine Page**.

PRINTING AN EXERCISE ROUTINE

Once a routine has been created it can be printed by **clicking** on the **Print** shortcut button in the upper left corner under the main menu. (See **Help** files or *Complete User Guide* for all available methods of Printing a Routine.)



Figure 15. Print Shortcut button

Once the **Print** shortcut button has been selected, the **Printing Options** dialog box will appear.

Figure 16.
Printing Options
dialog box



Printing Options

There are several options to choose from before you print the routine.

1. You can add the name of the client, the name of the creator of the routine and a routine title. **Click** in the desired box and type in the information.
2. A Logo can be added to the page by checking the **Print with Logo** box. If you have several logos you can use the default logo or use the drop-down list to select a specific logo to be printed. (See **Help** files or *Complete User Guide* for more information on Adding Logos.)
3. A Chart Copy can be printed with the routine by checking the **Chart Copy** box. (See **Help** files or *Complete User Guide* for more information on Chart Copy.)

4. An exercise Tracking Grid can be printed with the routine by checking the **Tracking Grid** box. (See **Help** files or **Complete User Guide** for more information on Tracking Grids.)
5. After the routine has been printed, it can be cleared from the Routine Page by checking the **Clear Routine After Printing** box.
6. The routine can be viewed in **Print Preview** before being printed by **clicking** on the **Preview** button. (See **Help** files or **Complete User Guide** for more information on Print Preview.)

Once you have selected and created the desired information to be printed, **click** the **OK** button to print the desired information.

SAVING EXERCISE ROUTINES

You can save the exercise routines you create two ways:

- **Patient History** – You can keep a record of all the routines you have given to a patient.
- **Saved Routine** – You can call these up for later use with other patients.

Saving a Routine for a New Patient

1. Once you have created an exercise routine, that routine can be saved by **clicking** on the **Save** shortcut button, selecting **File** from the main menu bar and selecting **Save as...** or, placing the mouse pointer over the routine, **right-click** and select **Save as...** from the menu.

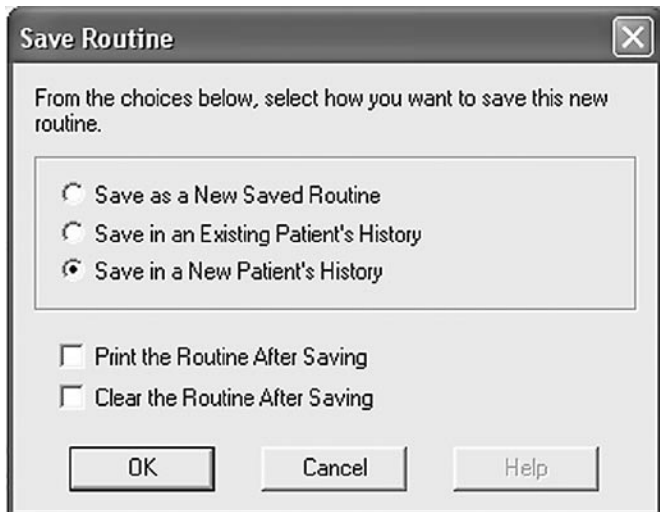
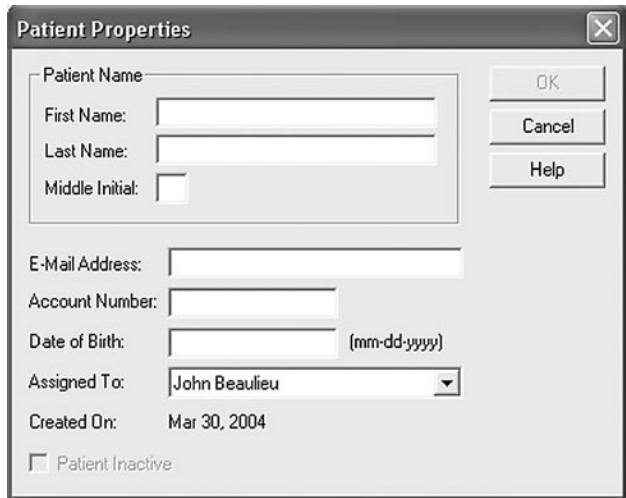


Figure 17. *Save Routine dialog box*

2. The **Save Routine** box will appear. Select the **Save in a New Patient's History**. Here you can also have the routine print or clear after you have finished the saving process. **Click OK**. The **Patient Properties** dialog box will appear.

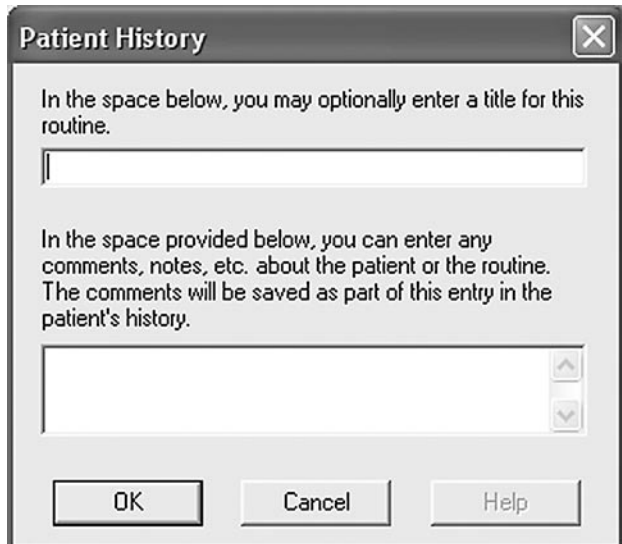


The **Patient Properties** dialog box contains the following fields and controls:

- Patient Name:** A group box containing:
 - First Name: [Text Field]
 - Last Name: [Text Field]
 - Middle Initial: [Text Field]
- E-Mail Address:** [Text Field]
- Account Number:** [Text Field]
- Date of Birth:** [Text Field] (mm-dd-yyyy)
- Assigned To:** [Dropdown Menu] (Current selection: John Beaulieu)
- Created On:** Mar 30, 2004
- Patient Inactive
- Buttons:** OK, Cancel, Help

Figure 18. Patient Properties dialog box

3. Enter the patient information and **click OK**.
4. The **Patient History** dialog box will appear. Give the routine a name, unless you want it listed as **No Title**. Fill in any patient comments desired. These comments are only seen by the provider when viewing patient histories. **Click OK** to complete the process.



The **Patient History** dialog box contains the following elements:

- Title:** In the space below, you may optionally enter a title for this routine. [Text Field]
- Comments:** In the space provided below, you can enter any comments, notes, etc. about the patient or the routine. The comments will be saved as part of this entry in the patient's history. [Text Area]
- Buttons:** OK, Cancel, Help

Figure 19. Patient History dialog box

Saving a Routine for an Existing Patient

1. Once you have created an exercise routine, that routine can be saved for an existing patient by **clicking** on the **Save** shortcut button, selecting **File** from the **main menu bar** and selecting **Save as...** or, placing the mouse pointer over the routine, **right-click** and select **Save as...** from the menu.
2. The **Save Routine** box will appear. Select **Save in Existing Patient's History**. Here you can also have the routine print or clear after you have finished the saving process. **Click OK**. The **Select Patient** dialog box will appear. If the patient name does not appear in the list you can **click** on the **New Patient** button and add that patient to your list.

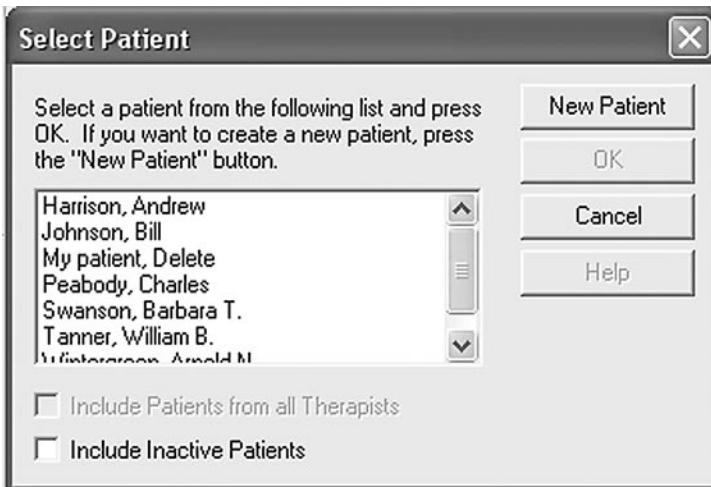


Figure 20. Select Patient dialog box

3. Select the desired patient and **click** on the name. **Click** the **OK** button.
4. The **Patient History** dialog box will appear. Give the routine a name, unless you want it listed as **No Title**. Fill in any patient comments desired. These comments are only seen by the provider when viewing patient histories. **Click OK** to complete the process.

Saving a Routine as a Saved Routine

1. Once you have created an exercise routine, that routine can be saved as a **Saved Routine** by **clicking** on the **Save** shortcut button, selecting **File** from the main menu bar and selecting **Save as...** or, placing the mouse pointer over the routine, **right-click** and select **Save as...** from the menu.
2. The **Save Routine** box will appear. Select the **Save as a New Saved Routine**. Here you can also have the routine print or clear after you have finished the saving process. **Click OK**. The **Saved Routine Properties** dialog box will appear.

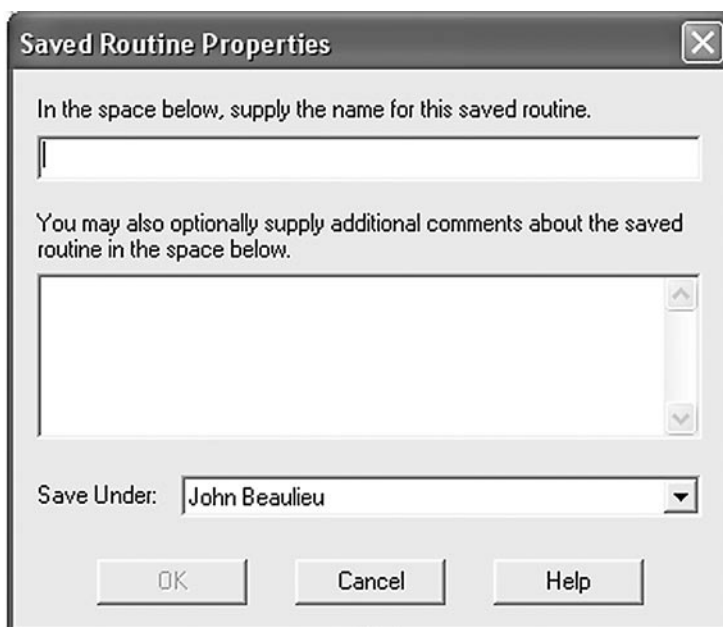


Figure 21. Saved Routine Properties dialog box

3. Give the routine a name, unless you want it listed as **No Title**. Fill in any desired comments. These comments can only be seen by the provider when viewing saved routines. **Click OK** to complete the process.

VIEWING AND EDITING PATIENT HISTORIES

VHI *PC-Kits* gives you the flexibility to quickly find and edit stored routines by patient name.

1. Select **Patients** from the main menu bar, then select **Browse Patient Histories**. The **Patient Histories** window will appear.
2. Click the **Show All Your Patients** box, midway down on the left, to display the full list of your saved patient histories.
3. Highlight the desired patient name to display a list of the routines that have been created and saved for that patient.

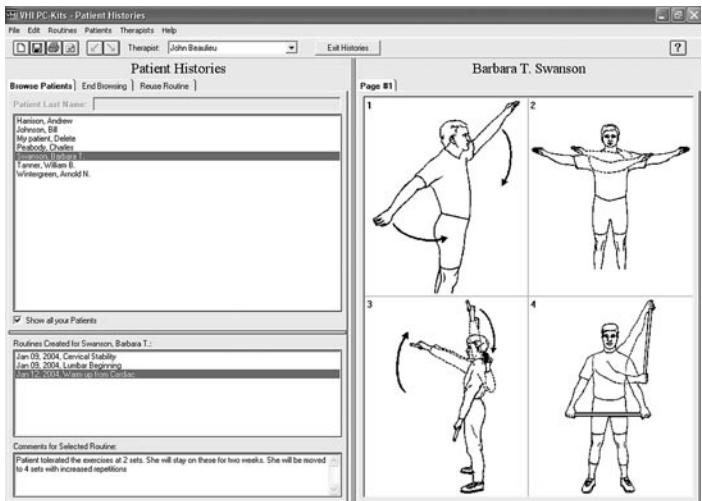


Figure 22. Patient Histories

4. Highlight the routine you want. At the bottom on the left are any comments attached to the routine. The selected routine is shown on the right.
5. To edit the routine, click on the **Reuse Routine** tab.
6. When all editing is completed, the edited routine can be saved.

There are many other options available when working in **Patient Histories**. Be sure to look in the **Help** files or **Complete User Guide** to learn about these additional features.

Finding a Saved Routine

1. Select **Routines** from the main menu bar, and then select **Browse Saved Routines**.
2. If the therapist has any saved routines, there will be a list of **Saved Routines** on the left, and the highlighted routine will appear on the right.
3. Each therapist will see only those routines he or she has created, plus any Saved Routines created by the Administrator.

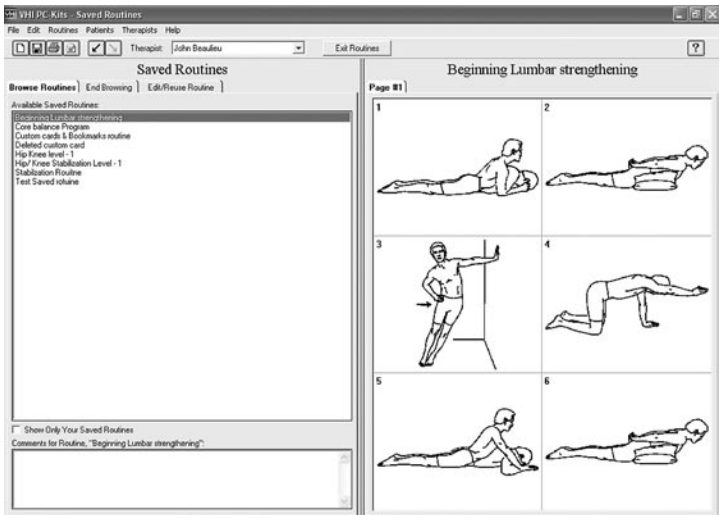


Figure 23. Saved Routines box

4. Use the scroll bar or the arrow keys to find the routine you want. Highlight the desired routine.
5. **Click** on the **Edit/Reuse Routine** button to use the routine.

The routine can now be printed, modified or resaved in a patient history. There are many other options available when working with **Saved Routines**. Be sure to look in the **Help** files or **Complete User Guide** to learn about these additional features.

E-MAILING EXERCISE ROUTINES AND TRACKING GRIDS

The **E-Mail** feature in *PC-Kits* is designed to automatically connect to most e-mail configurations. If *PC-Kits* is unable to connect, the **E-Mail** feature will be disabled. If the **E-Mail** feature is disabled, see the *Complete User Guide* to configure *PC-Kits* to your e-mail program.

There are three ways to e-mail information from *PC-Kits*. Once you have created or called up an existing routine for use it can be e-mailed by:

1. **Clicking** on the **E-Mail** icon under the main menu.



2. **Right-clicking** over the routine and selecting *Send To...* from the menu, then selecting *Recipient*.
3. Selecting *File* from the main menu then selecting *Send To...* from the menu, then selecting *Recipient*.

Any of these options will bring up the **Exporting Options** dialog box.



Figure 24.
Exporting Options
dialog box

The **Header Information** will print out on the Routine and Tracking Grid. In the **Printout Selection** box you must check which information you will e-mail. When finished specifying the information, **click OK**.

The **E-mail Routine** dialog box will appear.



*Figure 25.
E-mail Routine
dialog box*

You can choose to provide an e-mail address or select a patient who has had their e-mail address entered as part of their patient information record. Patients who have not had their e-mail address entered as part of their record will not appear in this list.

Once you have completed specifying the desired information, **click OK**. Your e-mail program will appear. Type in any other information and send the e-mail to your client.

ADDITIONAL FEATURES OF PC-KITS

The features presented in this guide are the basic functions necessary to create, store, and print exercise routines. There are numerous other features designed to make the process easier, quicker, and more efficient.

Bookmarks

Bookmark your favorite exercises to quickly recall them when you want to use them to create an exercise routine.

Custom Cards

When you edit the caption of an exercise you can save those changes by creating a custom card. No need to re-edit an exercise every time you need to use it for a routine.

Generate Routine Feature

Use the Generate Routine feature to let your staff easily create an exercise routine for your patient. Spend more time with your patients, less time with administrative tasks.

Add Your Own Special Exercises to the Exercise Database

You can add your own exercises to PC-Kits. You can add digital photos or line drawings of your own exercises to the exercise database. Look at the user cards in the Demo and you will see photos that have been added to PC-Kits.

HIPAA Compliancy Features

PC-Kits has password protection and an audit log for full HIPAA compliancy.

Other Features Include:

- Deactivate or Purge Inactive Patients
- Backup & Restore Utility
- Chart Copy for Patient Records
- Multiple Tracking Grids
- Custom Card Viewer
- Export Exercise Routines as PDF Files
- Printable Visual Index
- Network Version

See the *Help* file or PDF *Complete User Guide* to learn how to use these features.