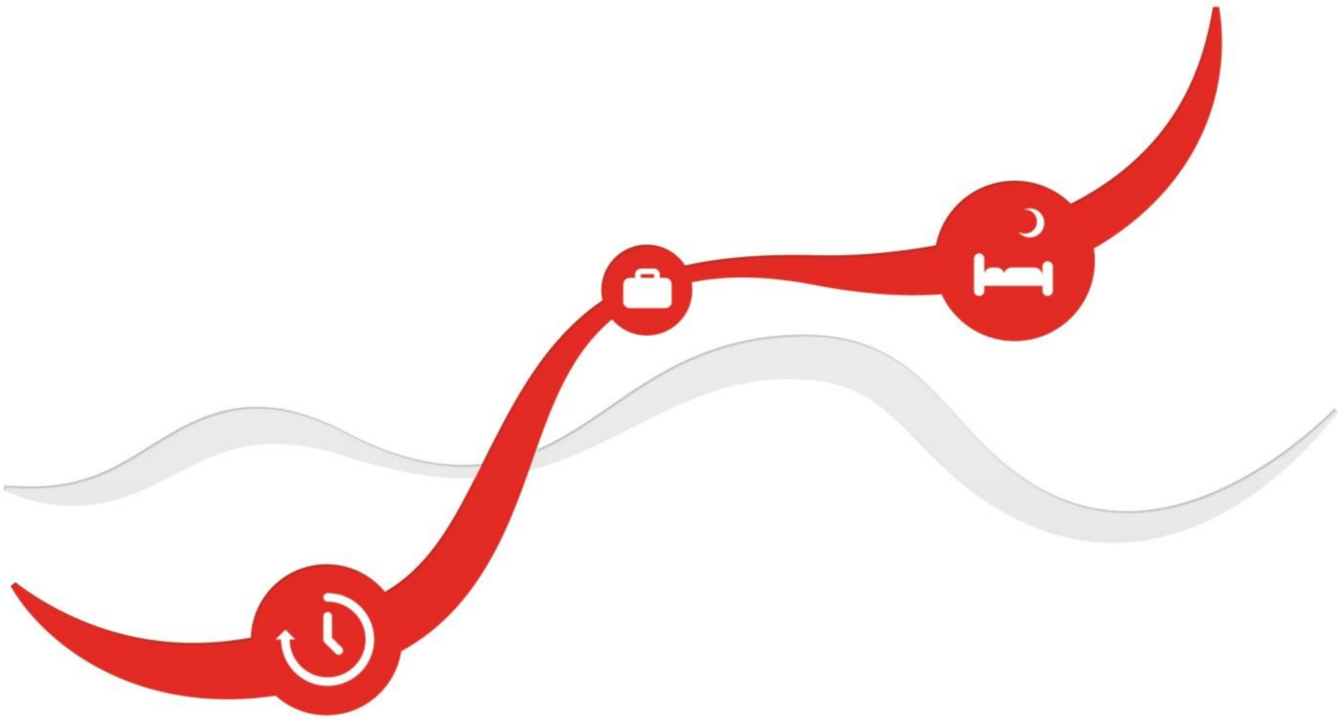


Firstbeat
Lifestyle Assessment
User Manual
September 2018

Contents

Introduction

This manual contains instructions and information about the new Lifestyle Assessment, including step-by-step instructions for how to conduct a Firstbeat Lifestyle Assessment. The software can be used with both Bodyguard 2 and the old Bodyguard device. For Bodyguard 2, you need to install the Firstbeat Plugin on your browser. When using the old Bodyguard device, you will need a separate Firstbeat Uploader tool. Instructions for installing Firstbeat Plugin and Firstbeat Uploader can be found in this manual. Before you attempt to make the installations, make sure you have administrator rights for your computer. If you experience any problems with this, you need to get in touch with your company`s local IT-support.

Both servers function concurrently, so you can sign-in in the same address (www.lifestyleassessment.com) and with the same credentials. Also the same profiles and measurements are found in both the new and old Lifestyle Assessment.

Partner Extranet
(www.firstbeat.com/partner-extranet):

In the Partner Extranet, you will find, for example, marketing materials, the Learning center, and webinar podcasts.

The Learning center includes all instructions for conducting a complete Lifestyle Assessment service.

You can sign in to the Partner Extranet with your Lifestyle Assessment credentials.

The Learning Center can also be reached from the main page of the Lifestyle Assessment by selecting ***Tools > Learning Center***.

In Firstbeat Lifestyle Assessment -related questions, please contact Firstbeat support via email: support@firstbeat.fi or via phone: +358 841 541 541 (Mon – Fri 9 am to 4 pm GMT + 2). From our web pages you can also find our support site:
www.firstbeat.com/support/

1. System requirements

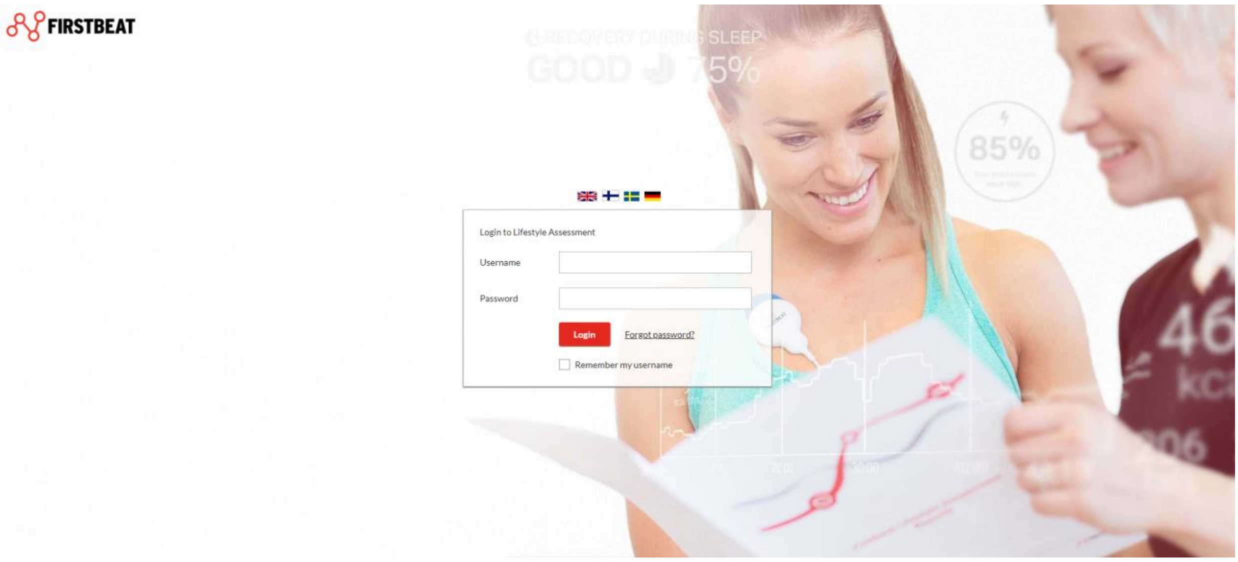
Works in Windows 2000, XP, Vista and 7 operating systems
(Win 98 and ME operating system functionality has not been tested)
RAM memory at least 512 MB
Processor speed minimum 1 GHz
Display resolution at least 1024 x 768 and 16-bit color package
Free hard disk drive space at least 50 Mb
Software: Adobe Acrobat Reader 5.0 or newer
USB port
Internet connection
Compatible devices:

- Firstbeat Bodyuard 2.0
- Firstbeat Bodyguard (needs Firstbeat Uploader tool)

2. Getting started

2.1.Logging in

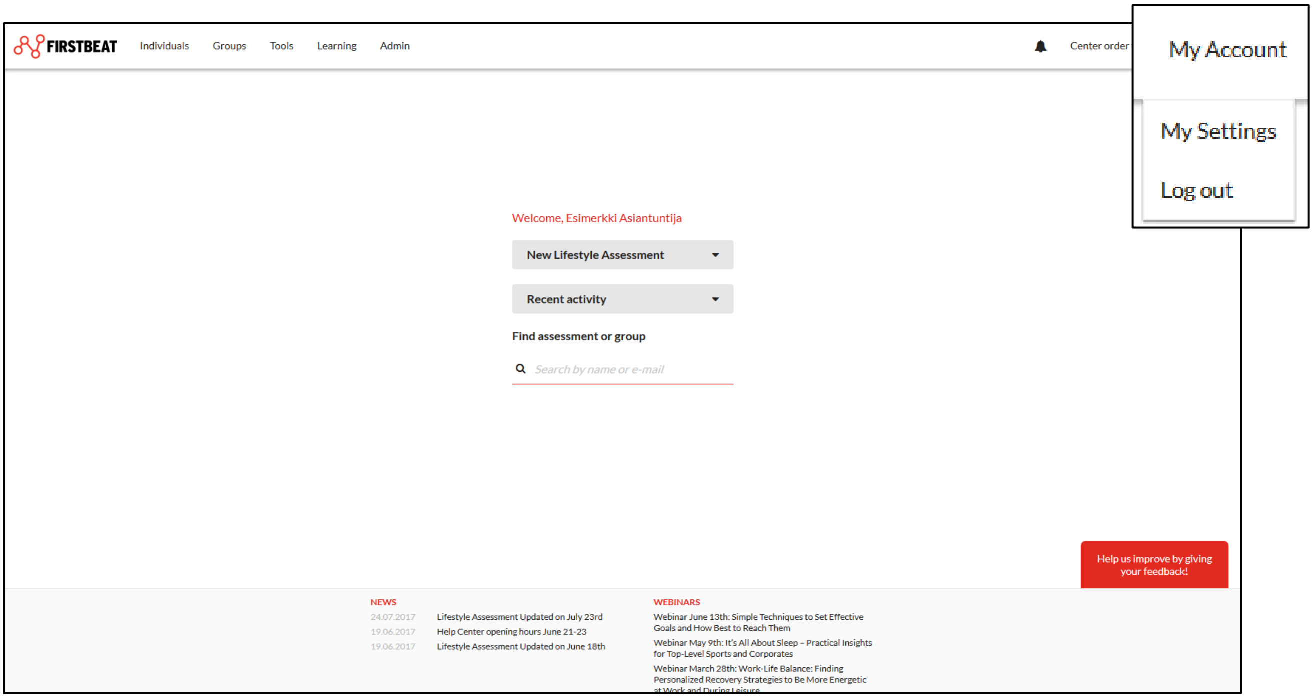
You can log in to the Firstbeat Lifestyle Assessment at www.lifestyleassessment.com. You will need personal login credentials, which will be sent to you via email when you purchase access to the account. Write the user name and password to the appropriate fields. Select the desired language above the *Login* window and click *Login*.



When you login to the program the first time, you will get a *Welcome dialogue*. Please fill in your name and email address and select your default language. Change your password, and if you wish, you can also change your user name.

2.2.Home page functions

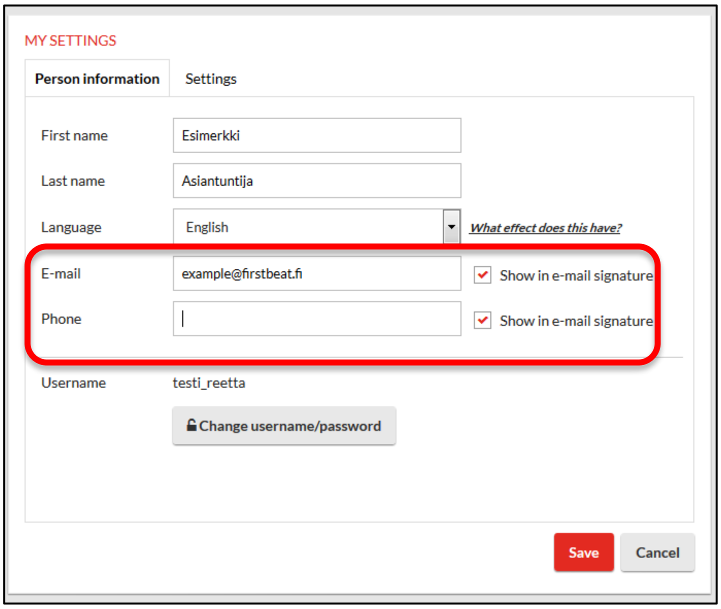
The home page of the Lifestyle Assessment provides access to all the functions that are required for conducting Lifestyle assessments or downloading programs. You can find *My Account* button from the upper right corner of the page. Via that button you can logout and change the settings of your own user account.



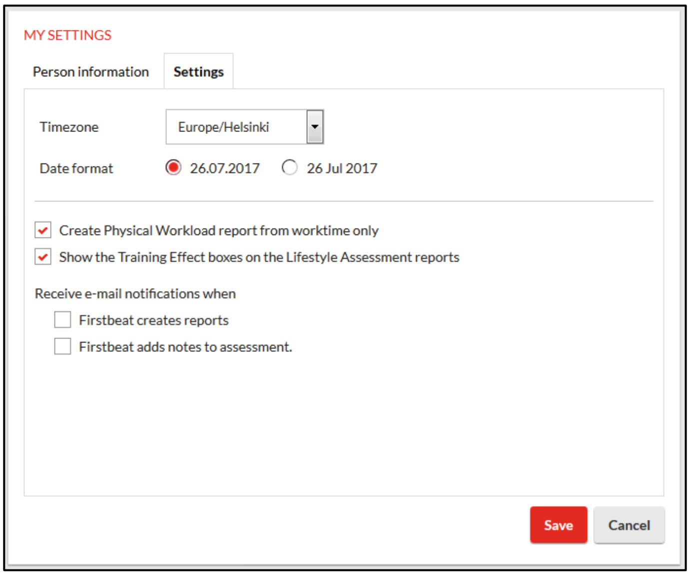
The latest Firstbeat news and upcoming webinars can be seen at the bottom of the page. By clicking these headlines (links), you can access the full story or document.

From the low right corner of the view you can find feedback from. Via this form you can send us feedback about Lifestyle Assessment.

Under your *Person information* settings (*My settings*) you can change your login credentials. You can also set a signature to the automatic emails (marked with red).



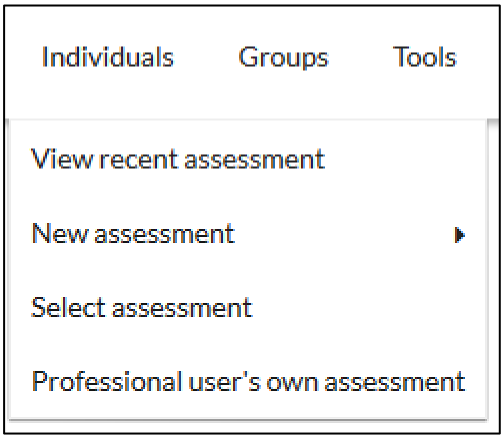
In the *Settings* tab you can select the time zone and desired date format. You can also choose if you want to create Physical Workload report only from worktime and if the Training Effect boxes should be shown on the Lifestyle Assessment reports. Additionally, if you have Firsbeat Center or Center + service in use, you can select if you want an email notification when your client's measurement is uploaded to server in Center or when Firstbeat has created reports.



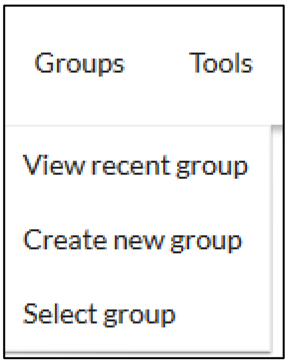
If you make changes to the settings, remember to click *Save*.

On the top of the main page you will find a navigation bar.

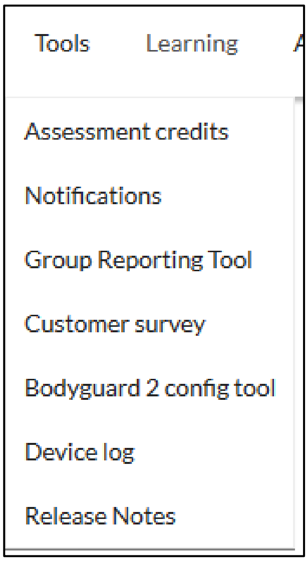
You can view a recent assessment, start a new assessment, select an assessment or start a measurement on yourself under the *Individuals* tab.



Via the *Groups* tab you are able to open the recent group, create new group or select one of the already existing groups.



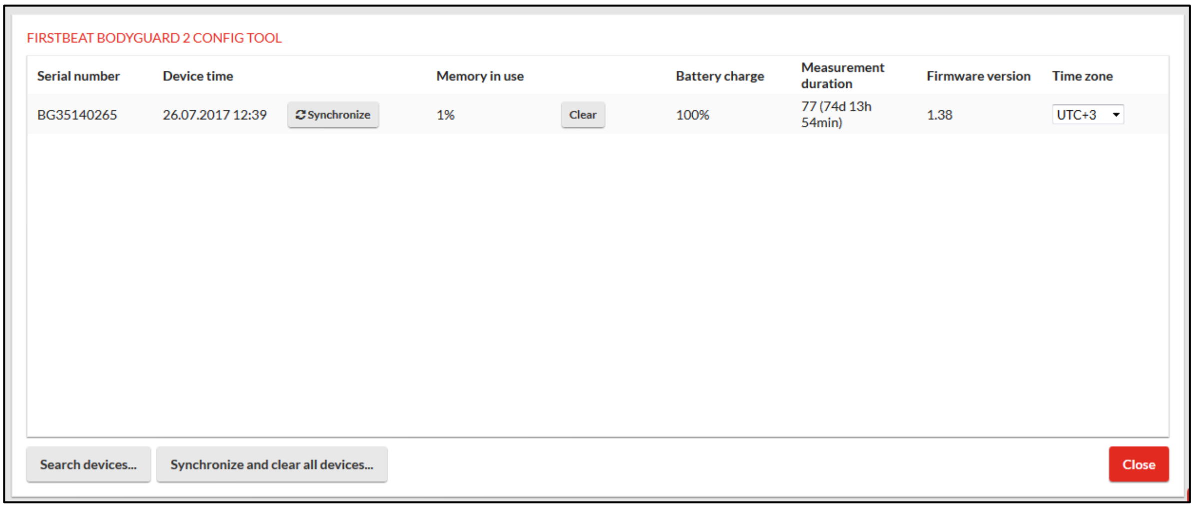
Via *Tools* tab you can check your account's assessment credit statistics and possible notifications, open the Group reporting tool, Customer survey results, Bodyguard 2 config tool and Device log and check the latest release notes.



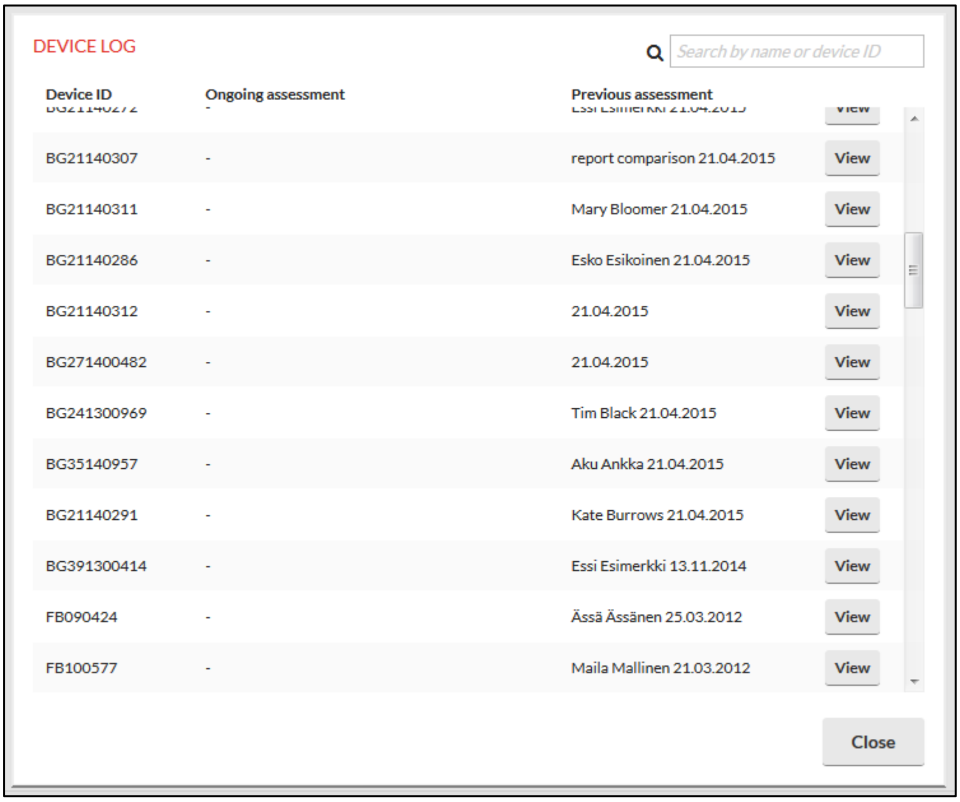
Note! New notifications related to your assessments will be shown also in the main page of the Lifestyle Assessment. Notifications will be given for example when our clients measurement has been uploaded to server and it needs to be analyzed.

Customer survey results will be shown after there are at least 10 answers to the survey. The survey is sent to your clients after their lifestyle assessments are ready. You can edit the survey sending date for individuals and groups separately. More about setting the surveys can be read from chapters **3 Individuals** and **4 Groups**.

With Bodyguard 2 config tool you can check the device memory and battery states, clear the device memory and sync device clock with your computer. You can also check the amount of measurements done and the firmware version of the device.

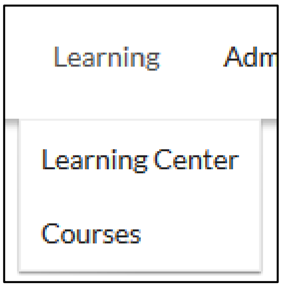


Device log shows you all the Bodyguard 2 devices used in your account. You can also check the current and latest assessments were the device has been prepared to.

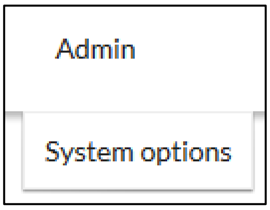


Device ID	Ongoing assessment	Previous assessment	
BG21140307	-	report comparison 21.04.2015	View
BG21140311	-	Mary Bloomer 21.04.2015	View
BG21140286	-	Esko Esikoinen 21.04.2015	View
BG21140312	-	21.04.2015	View
BG271400482	-	21.04.2015	View
BG241300969	-	Tim Black 21.04.2015	View
BG35140957	-	Aku Ankka 21.04.2015	View
BG21140291	-	Kate Burrows 21.04.2015	View
BG391300414	-	Essi Esimerkki 13.11.2014	View
FB090424	-	Ässä Ässänen 25.03.2012	View
FB100577	-	Maila Mallinen 21.03.2012	View

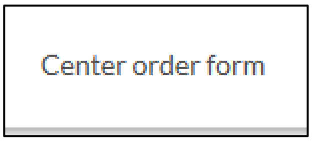
Via *Learning* tab you can enter to Learning Center from where you can find lot of useful material about Lifestyle Assessment.
Note! If you are conducting Lifestyle Assessment courses you can find them also under the Learning tab.



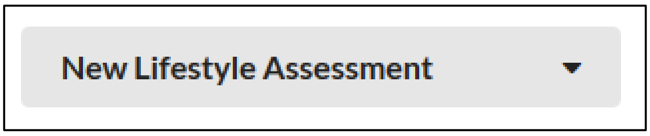
Via the *Admin* tab you can open *System options*. More about these options can be read from chapter **7. System options**.



Center order form allows you to order devices from Firstbeat Center for your clients. More about this feature can be read under chapter **6 Lifestyle Assessment with Firstbeat Center**.

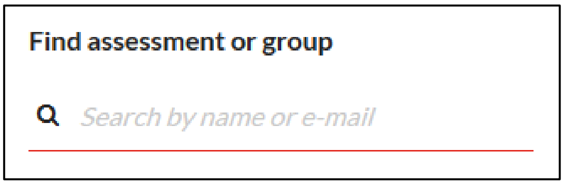


New Lifestyle Assessment tab allows you to create a new assessment either to a new or already existing customer. More about the assessment creation can be read from chapter **3 Individuals.**



Recent Activity feature shows you the latest assessments you have been working with. You can view the assessment by clicking it.

Find assessment or group field lets you search lifestyle assessments or groups from the server. When you write the name of your customer to the search field, the server lists all the assessments and the reports with that name.



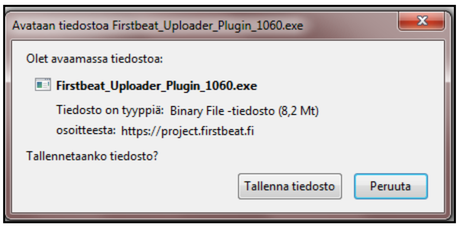
2.3. Firstbeat Uploader plugin installation

Firstbeat Uploader Plugin is required for preparing devices and uploading data from Firstbeat Bodyguard 2 directly in the Lifestyle Assessment server. The Plugin tool is downloaded from our web pages and takes app. 5 minutes, depending on your internet speed.

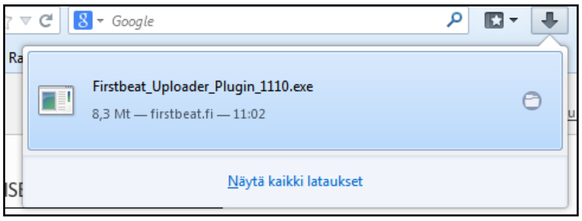
The installation packages of Firstbeat Uploader Plugin can be found here.

The packages can be found also with following bath: www.firstbeat.com > Support > Lifestyle assessment professional users > Uploader downloads > Uploader Plugin for browser

When you have chosen *Download the Uploader Plugin*, press *Save file* on the window that opens up.



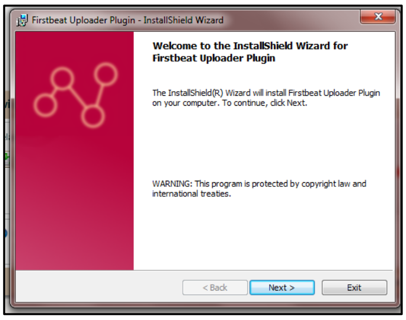
The file is downloaded to your computer and checked for viruses. If the file does not open in its own window, the computer's default is that the downloaded files are saved in the *Downloads* folder. If necessary, open this folder and bring the mouse cursor on top of the name *Firstbeat Uploader Plugin* and double click it.

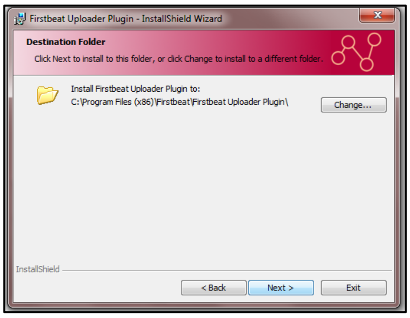


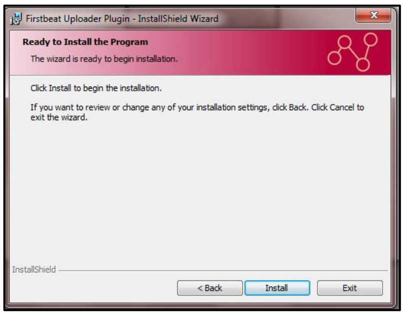
In some cases, you will get a window informing you that an unknown program wants to use your computer. In this case, select *Allow*. The computer then asks you if you want to start the application.

Note! The steps of installation may vary a bit depending on the browser you are using.

Please allow the following steps suggested by the pop-up windows. When the installation window opens, (picture below), proceed by selecting *Next*. In the end, press *Install*.

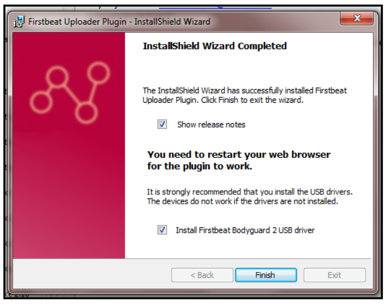






In the window that opens next, you can select the drivers to be installed. Select *Install Firstbeat Bodyguard USB driver*. Then press *Finish*.

Uploader Plugin has now been installed on your computer. In order to get the tool to work, please restart your browser.



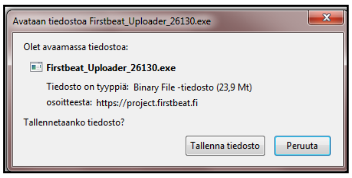
2.4. Firstbeat Uploader installation

If you are using an older version of Firstbeat Bodyguard or some other measurement device, you will need to install a separate Firstbeat Uploader software on your computer for data upload.
The Plugin tool is downloaded from our web pages and takes app. 5 minutes, depending on your internet speed.

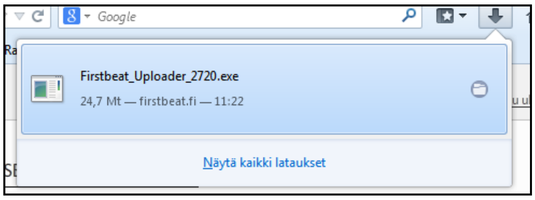
The installation packages of Firstbeat Uploader Plugin can be found here.

The packages can be found also with following bath: www.firstbeat.com > Support > Lifestyle assessment professional users > Uploader downloads > Uploader desktop tool

When you have selected *Download the Uploader software*, press *Save file*.

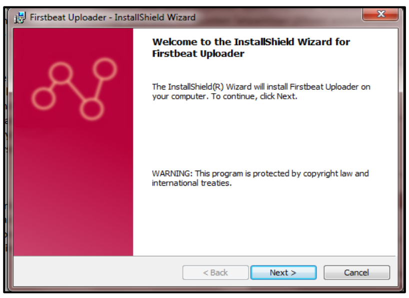


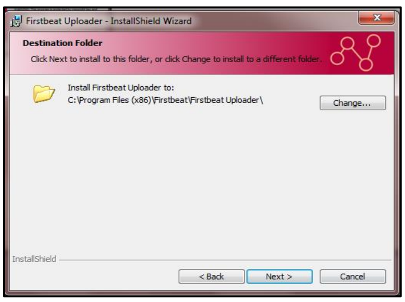
The file is downloaded to your computer and checked for viruses. If the file does not open in its own window, the computer's default is that the downloaded files are saved in the *Downloads* folder. If necessary, open this folder and bring the mouse cursor on top of the name *Firstbeat Uploader* and double click it.

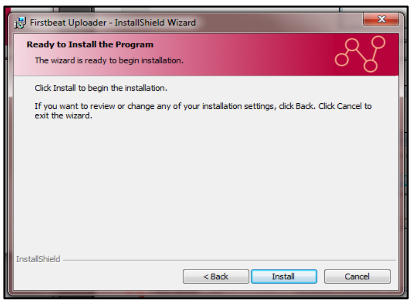


In some cases, you will get a window informing you that an unknown program wants to use your computer. In this case, select *Allow*. The computer then asks you if you want to start the application.

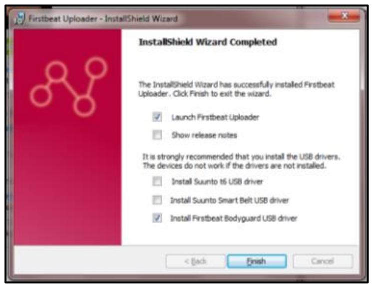
Please allow the following steps suggested by the pop-up windows. When the installation window opens up, (picture below), proceed by selecting *Next*. In the end, press *Install*.





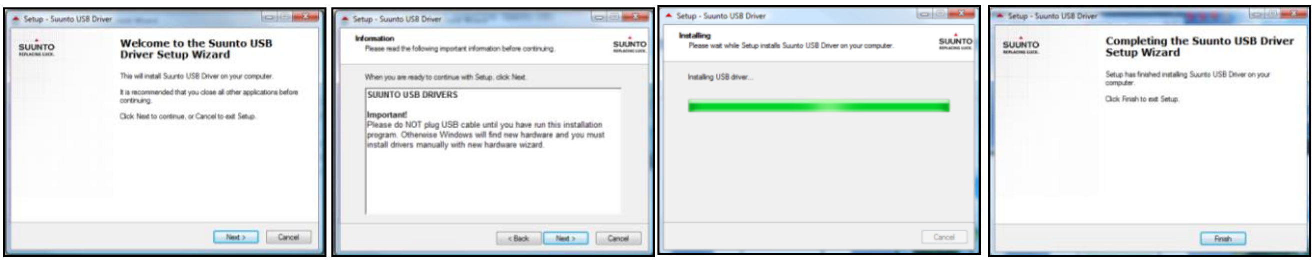


The next window allows you to choose which device drivers to install. The recommendation is to install all drivers to allow you to upload data from all possible devices. At the same time, you can choose whether to launch the Uploader after the installation and if you want to open the Release notes. When done with selections, press *Finish*.



Next the drivers for Suunto t6 and Suunto Smart Belt are installed. If you did not select these drivers, you can skip the next section.

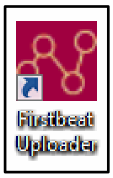
When the installation window opens, press *Next* in the next 2 windows. Please also note that **you should not plug in the device's USB cable** before the installation is completed. The Suunto driver installation is completed when the installation bar in the window is all green. In the end press *Finish*. The installation process for Suunto t6 and Smart Belt drivers is identical, so follow the exact same steps when installing the Smart Belt driver.



The Firstbeat Uploader installation is now complete. Click *OK*. If the release notes open up, you can close the pop-up window from the *Close* tab in the upper right corner.

When the installation is complete, you can login to the program. Your User name and password are the same as to the Firstbeat Analysis server.

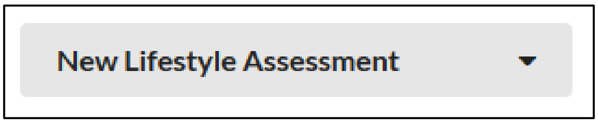
The shortcut to Firstbeat Uploader is now on your computer's desktop, allowing you to start it there whenever you need to.



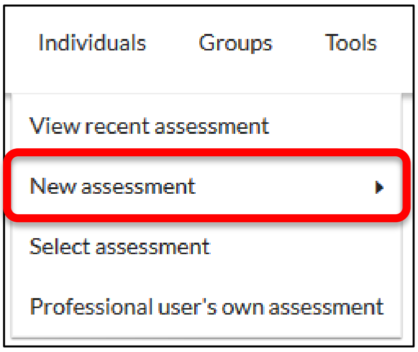
3. Individuals

3.1. Creating a new lifestyle assessment

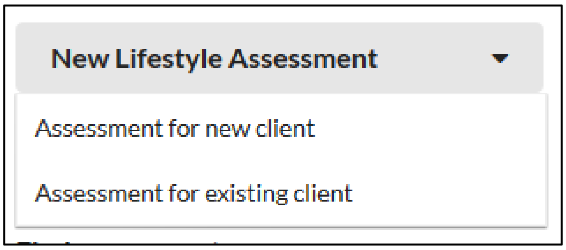
You can create a new lifestyle assessment either from the main page, via the *New Lifestyle Assessment* tab, or by selecting *Individuals* → *New assessment*.



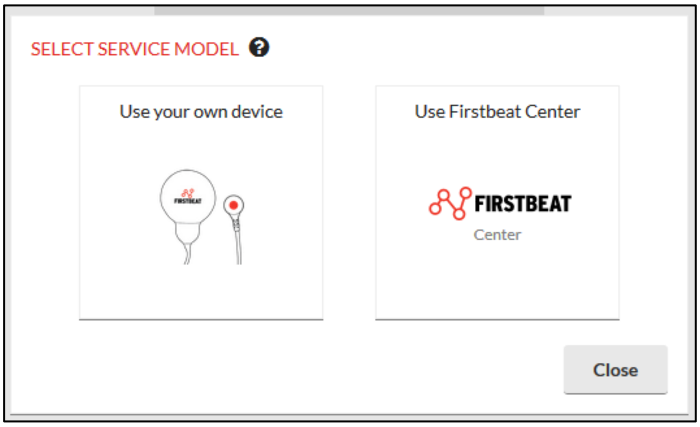
or



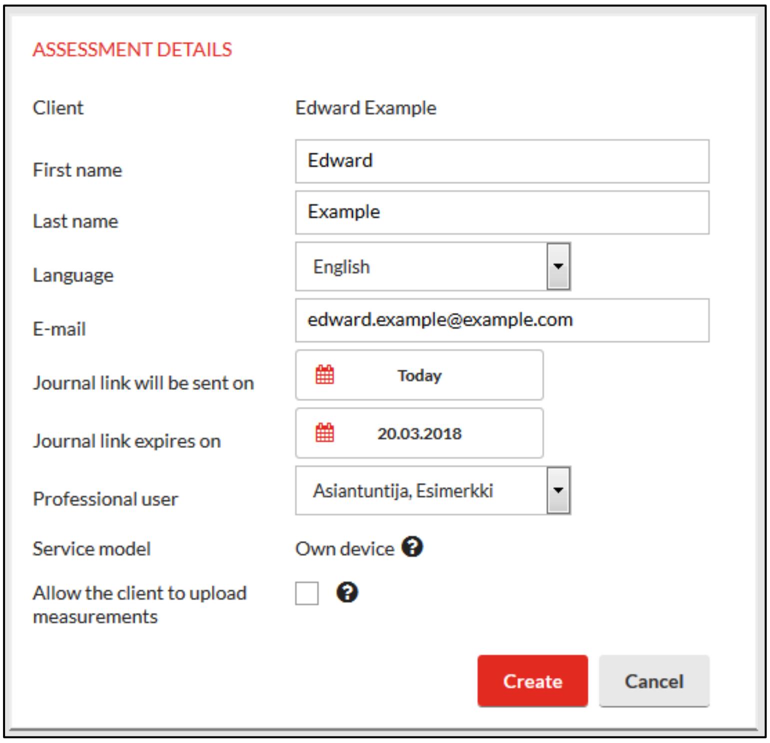
Select if you want to create a lifestyle assessment for a new or an already existing client.



Select whether you will use your own device or Firstbeat Center service. If you will use the Firstbeat Center, check more instructions from chapter **6 Lifestyle Assessment with Firstbeat Center**.



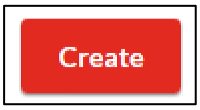
When you select assessment for a new client, fill in the assessment details in the opening window: name, language and email address of your customer. Set also the sending and expiration date for the link. If needed, you can also allow the client to upload measurements by him/herself via the journal link.



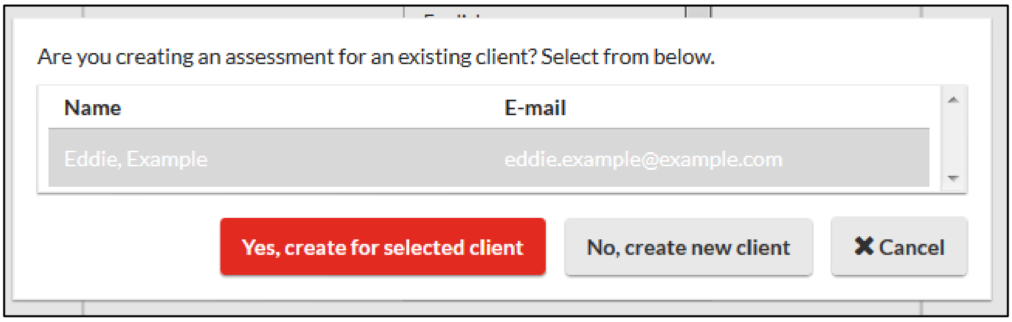
Note! If you create an assessment to an existing client, check the assessment details and set the sending and expiration dates of the link. From this step forward, the process will be similar for new and existing clients.

The server will send an email to your customer that includes a link to the personal information form and journal. The email will be sent automatically on the date that you specified above. The language of the email is determined by the language that you choose in assessment details.

When you have filled the required information, click *Create*.

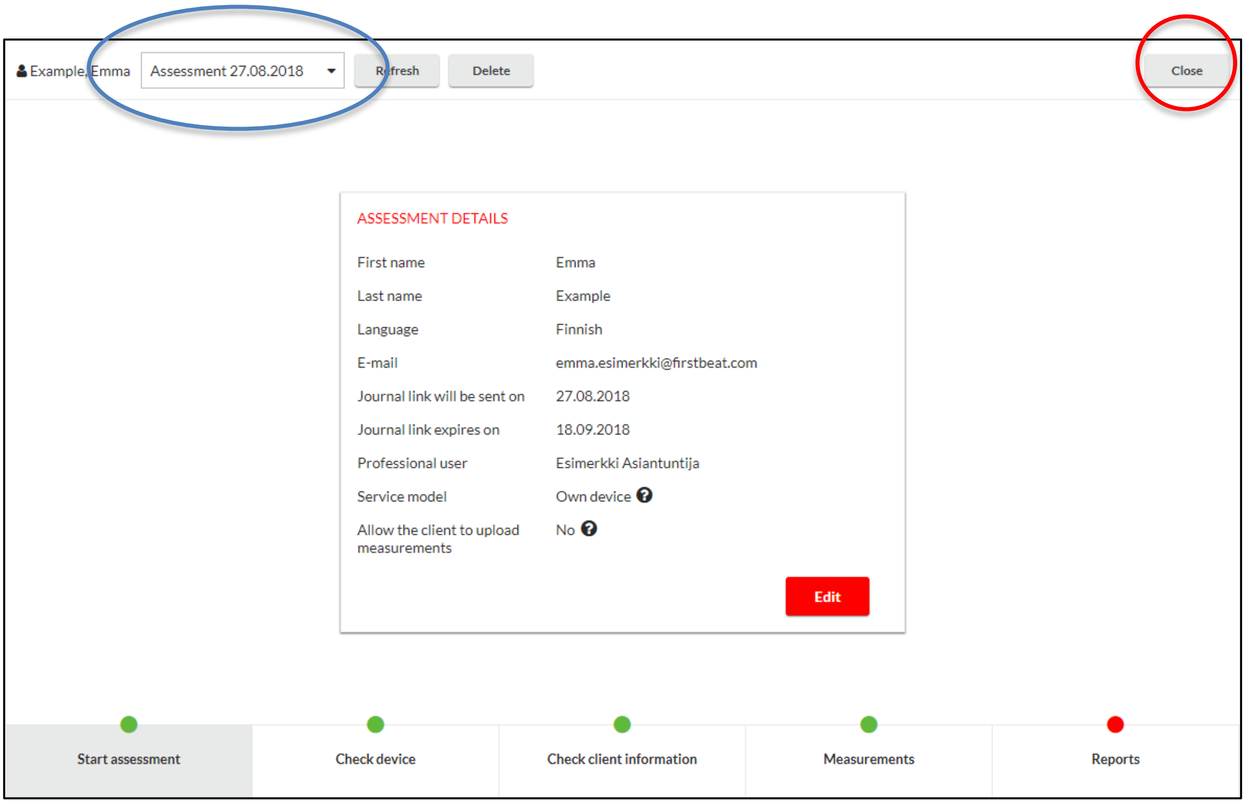


If there already exist profiles with the same name, the software asks if you are creating the assessment for an existing client.



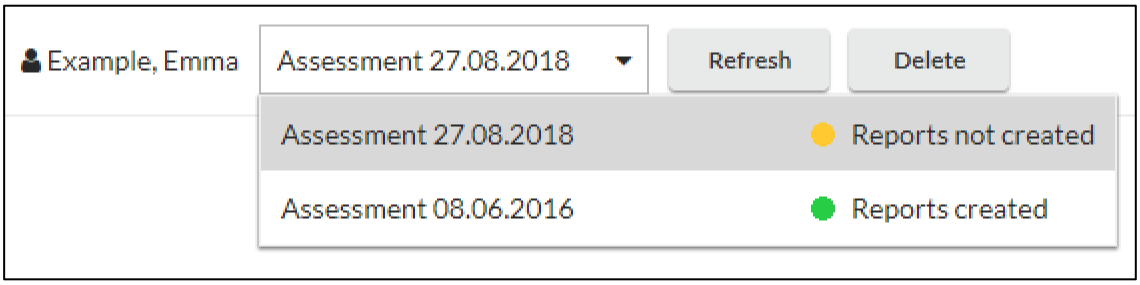
If one of the listed profiles is correct, click the name and select *Yes, create for selected client*. If you want to create a new profile, select *No, create new client*.

The assessment is now created. If you want to edit the assessment details, select *Edit*.



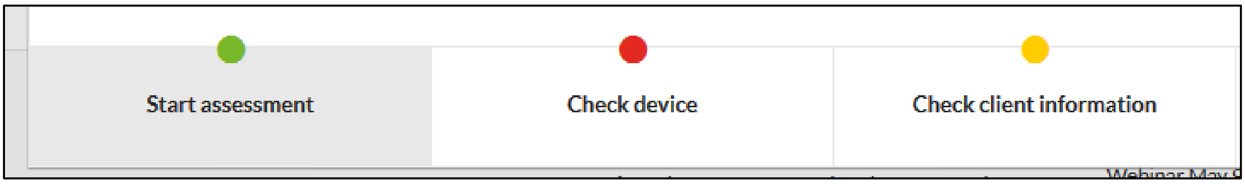
From the *Close* button on the top right corner (marked with red) you can close the assessment window. The top left corner shows the name of the customer and the creation date of the assessment (marked with blue). From *Refresh* you can refresh the page, and from *Delete*, you can delete the assessment.

If the client has more than one assessment, you can switch between the assessments by clicking on the drop-down menu.



With the steps on the bottom border of the view, you are able to move across the assessment tasks.

When a certain task is ready, the mark above the step changes to green. Tasks not started are marked with white.



3.2. Checking a device

Before the device can be given to the client, it should be checked.

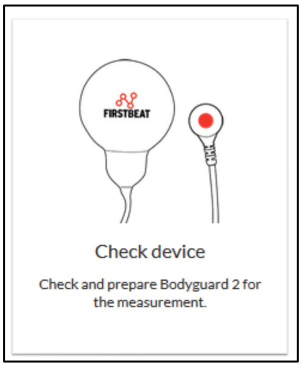
The checking
- confirms that the device has not been reserved for another assessment
- sets the device to the right time
- empties the device memory
- check that the battery of the device is full
- reserves the device to the desired assessment

The checking steps differ depending on whether you are using Bodyguard or Bodyguard 2; below you will find the instructions for both. Bodyguard 2 can be prepared in either way.

3.2.1. Firstbeat Bodyguard 2

1. Move to the *Check device* step and plug the Bodyguard 2 device to your computer's USB port.

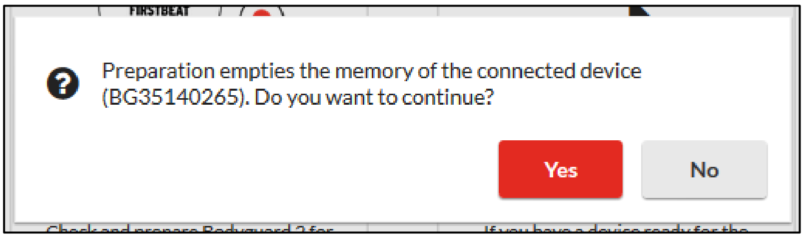
2. Choose *Check device*.



If you have already prepared some device to the assessment (for example with Uploader), select *Skip this step*.

If you have not yet installed the Firstbeat Uploader Plugin function on your computer, the program will ask you to do it now. From the window that opens up, select *Download Plugin* and follow the instructions (installation is also instructed at page 8 of this guide **Firstbeat Uploader Plugin installation**).

3. If the device contains measurements, the software makes sure if you want to continue.



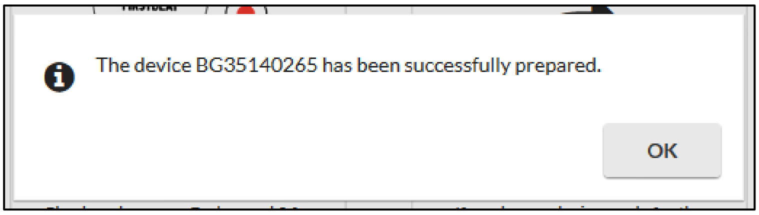
If you have already uploaded the measurements in the device and the device memory can be emptied, choose *Yes*. The preparation process will continue.

If you have not yet uploaded the measurements in the device or you do not want the device memory being emptied for some other reason, choose *No*. The preparation process will be discontinued.

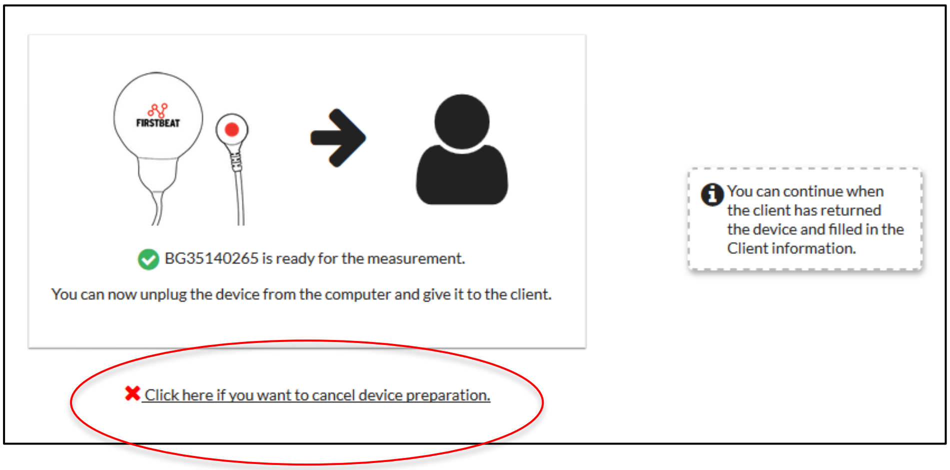
4. The program automatically starts to prepare the found device for the assessment that is open.

   During the preparation process, the program also checks the battery charge of the device. If the battery is not fully charged, you will get a notification message (below):

   When the preparing is ready, click *OK*.



5. The preparing is now ready and you can give the device to your customer. If needed you can release the device by selecting *Click here if you want to cancel device preparation.*

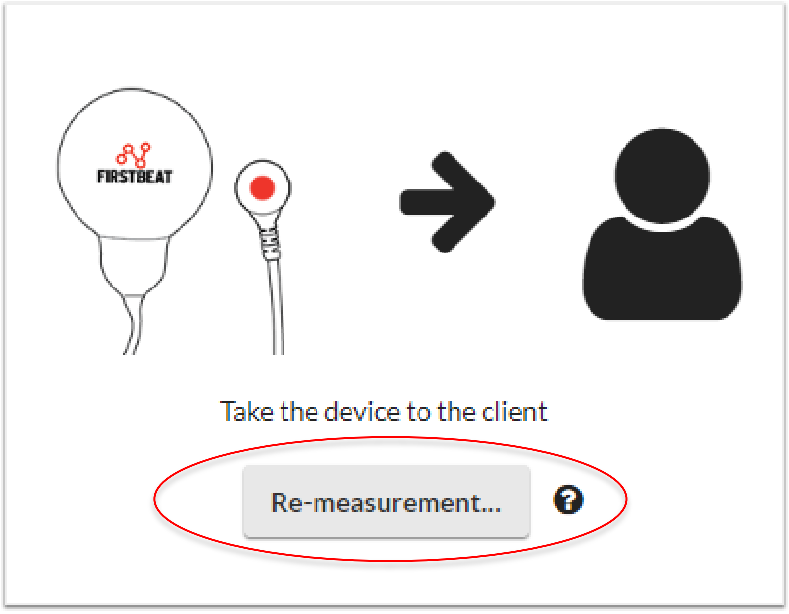


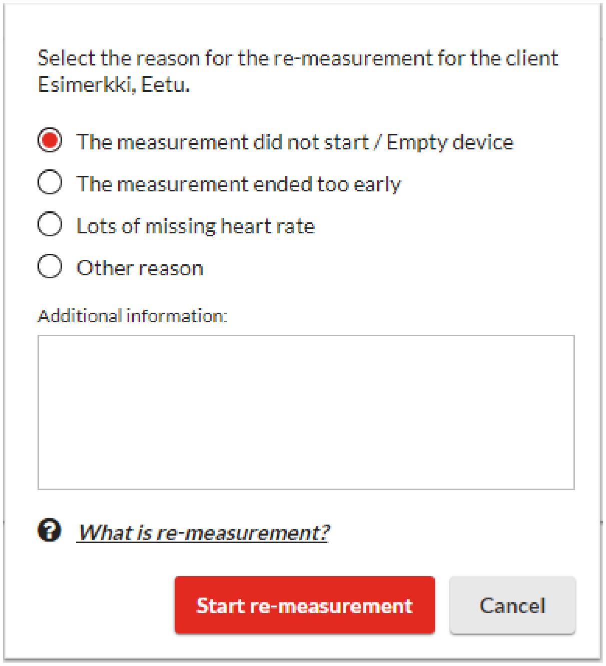
If a client needs to do a re-measurement, e.g. due to an unsuccessful measurement, it can be done from the client's lifestyle assessment from *Check device* tab. Depending on whether you are using your own devices or the Center-model, you can choose *Re-measurement* or *Re-order.* Below there is an example of doing a *Re-measurement*. Instructions on doing the *Re-order* (Center-model) can be seen from page 78.

Re-measurement (own devices)

1. Go to *Check device* tab and click *Re-measurement.*
2. Select a reason and click on *Start re-measurement*. Add additional information if needed.

3. Check the device again if necessary.





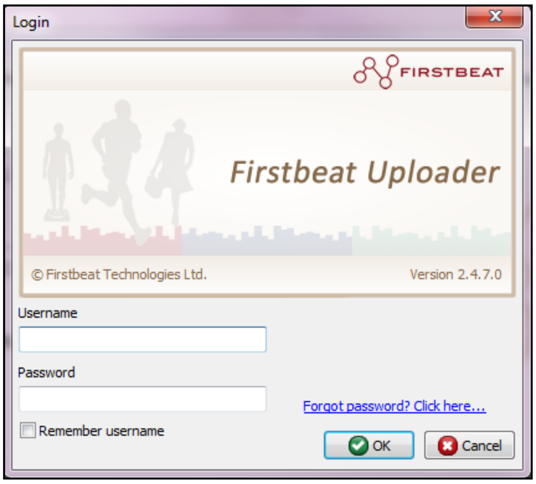
3.2.2. Firstbeat Bodyguard

When you are using an older version of Bodyguard, the preparation occurs via a separately installed Uploader program. You can also follow these preparation steps if you are using Bodyguard 2.

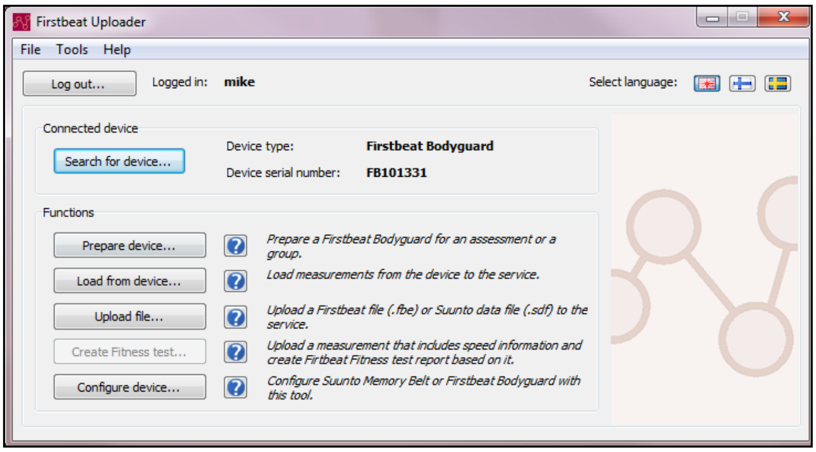
1. Prepare devices with the Firstbeat Uploader Tool. Open the Firstbeat Uploader from the icon on your desktop.

   Note!
   If you have not yet installed the Uploader on your computer, you can install it from our web pages and following the installation instructions (page 11).

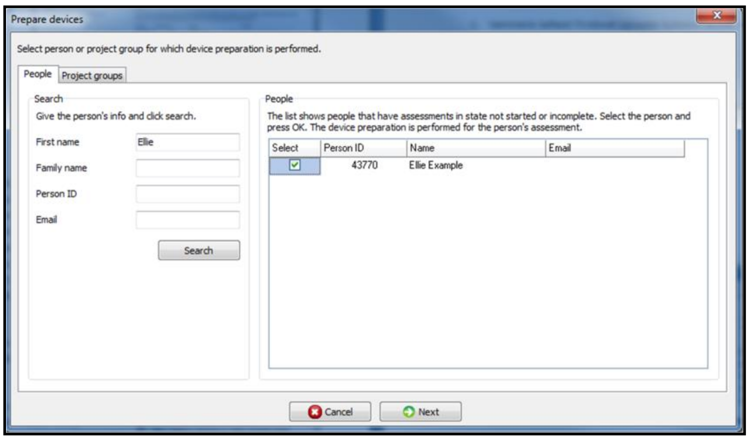
2. The Uploader will open a sign-in window. Sign in to Uploader with the same username and password that you used to sign in to the Firstbeat Lifestyle Assessment.



3. After plugging the device to the cable, select *Search for device* and then *Search Firstbeat device.* When the Bodyguard has been found, click *Prepare device* on the lower left corner of the view.

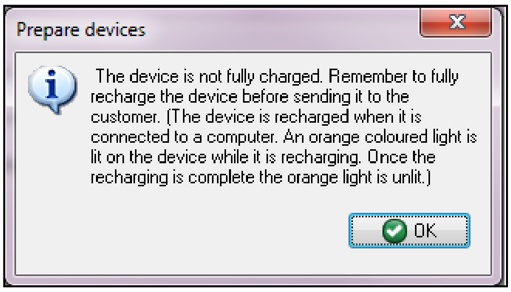


4. From the list that opens, select the person for whom you wish to prepare the device and press *Next*. If only one assessment has been made for this person, the Uploader will select it automatically.



5. Uploader will run through the preparation steps automatically. The steps include setting the clock, emptying the device's memory and reserving the device. If the device is not fully charged, the Uploader will remind you to charge the battery.

   Note! The device has been charged long enough when the orange led has turned off. Charging the battery takes 1-2 hours, depending on earlier charge.



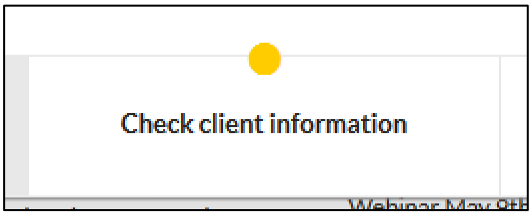
6. The device has now been prepared and - if the battery is charged – is ready to be given to the client. If you wish to prepare other devices, plug in the next device and choose *Yes*. Otherwise, close the device preparation by selecting *No*.

   After the preparation is complete, you can log out from Uploader by clicking *Log out* in the upper left corner.

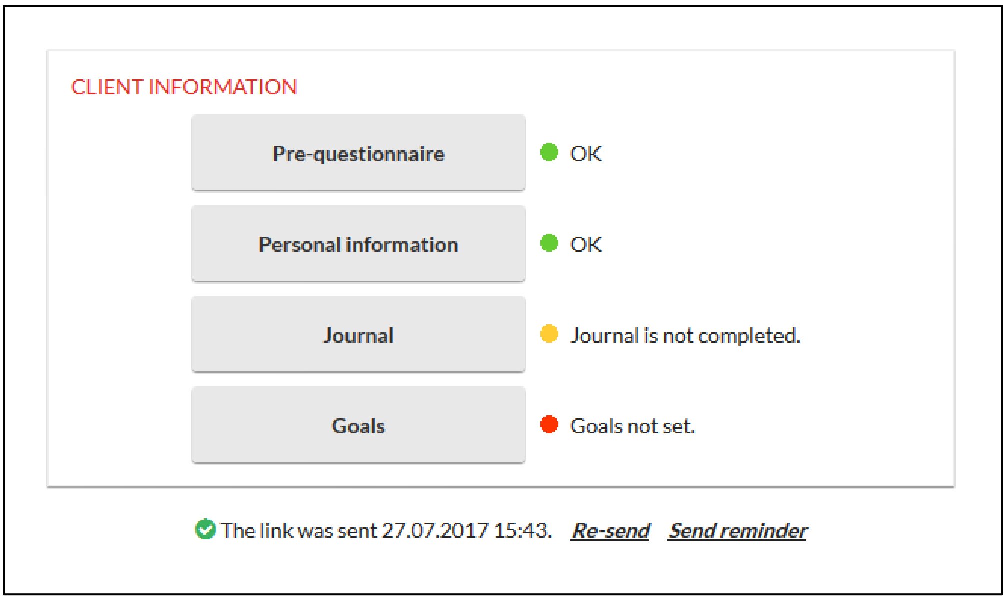
3.3. Client information (client fills)

On the first day of the Firstbeat Lifestyle assessment the client will receive an email message from service@firstbeat.fi with a link for filling out the pre-questionnaire, personal information, journal during the measurement days and goals. If an email is not sent (i.e. the client's email address has not been provided), the specialist can later complete this information.
Personal information and journal markings are required for analysis. It is recommended for the specialist to check the information filled by the client before creating reports, to make sure that it is appropriately filled.

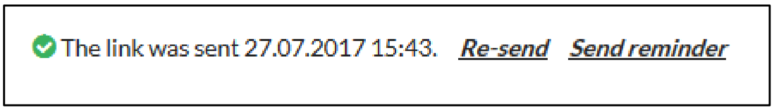
You can check and edit the client information in the *Check client information* step.



When your client has finished the personal information and the journal, the mark above the step is green. The mark is yellow if some information is missing.



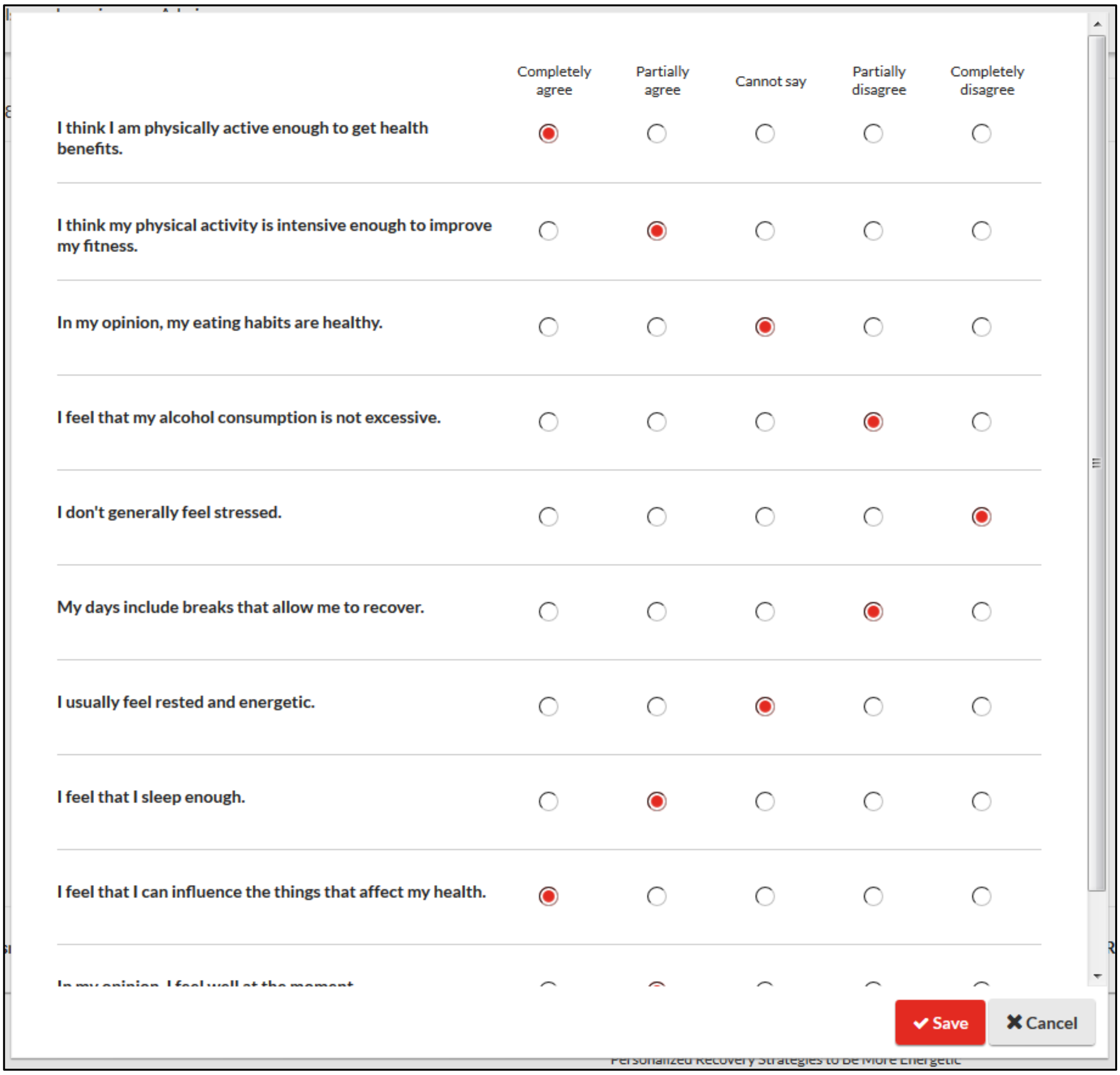
From the client information, you can see which tasks are ready and which still remain unfinished or not started.
You can fill, edit and save any task for your client.
Note! If you want to re-send the link to the personal information and journal to your customer, it can be done below the tasks. There is also a possibility to send a reminder that prompts your client to fill in the unfinished information. Both of the messages include the same journal link.



Note! The client information user interface is similar to you and to your client.

3.3.1. Pre-questionnaire

The pre-questionnaire is sent to the client in the same email as the other personal information.



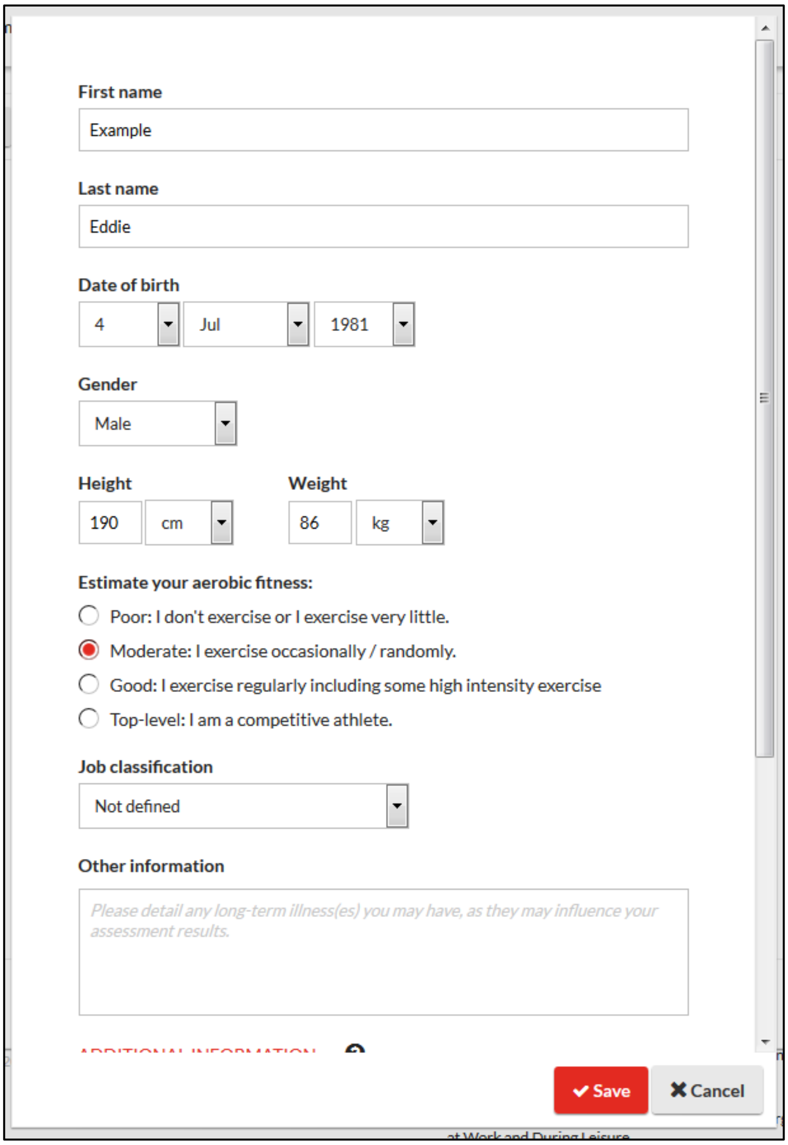
	Completely agree	Partially agree	Cannot say	Partially disagree	Completely disagree
I think I am physically active enough to get health benefits.	●	○	○	○	○
I think my physical activity is intensive enough to improve my fitness.	○	●	○	○	○
In my opinion, my eating habits are healthy.	○	○	●	○	○
I feel that my alcohol consumption is not excessive.	○	○	○	●	○
I don't generally feel stressed.	○	○	○	○	●
My days include breaks that allow me to recover.	○	○	○	●	○
I usually feel rested and energetic.	○	○	●	○	○
I feel that I sleep enough.	○	●	○	○	○
I feel that I can influence the things that affect my health.	●	○	○	○	○

If the pre-questionnaire is filled completely, it will be saved as ready.

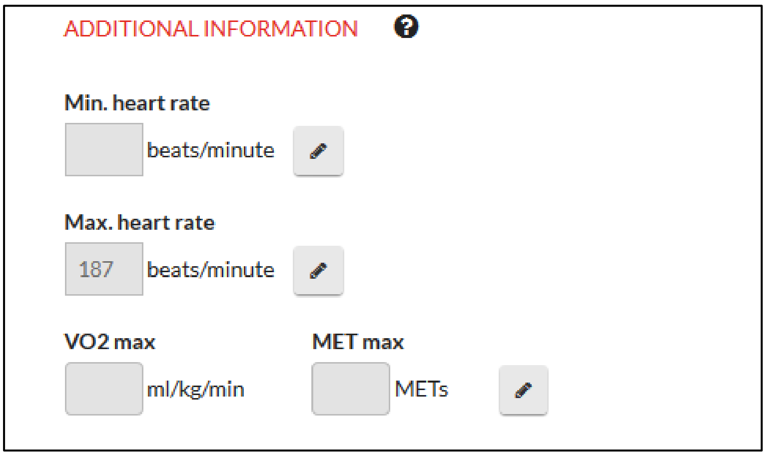
If there are some unanswered questions the pre-questionnaire task is in state *Answers missing*.

3.3.2. Personal information

Personal information task is ready if the client has filled all the required fields.



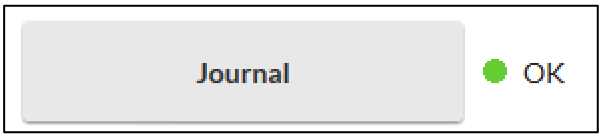
Required information is date of birth, gender, height, weight and estimate of aerobic fitness. The Additional information fields are not visible for your client. You can edit these fields if you have more detailed information about your client's heart rate and fitness levels. Without manual editing the software automatically fills in these information based on the measurements done.



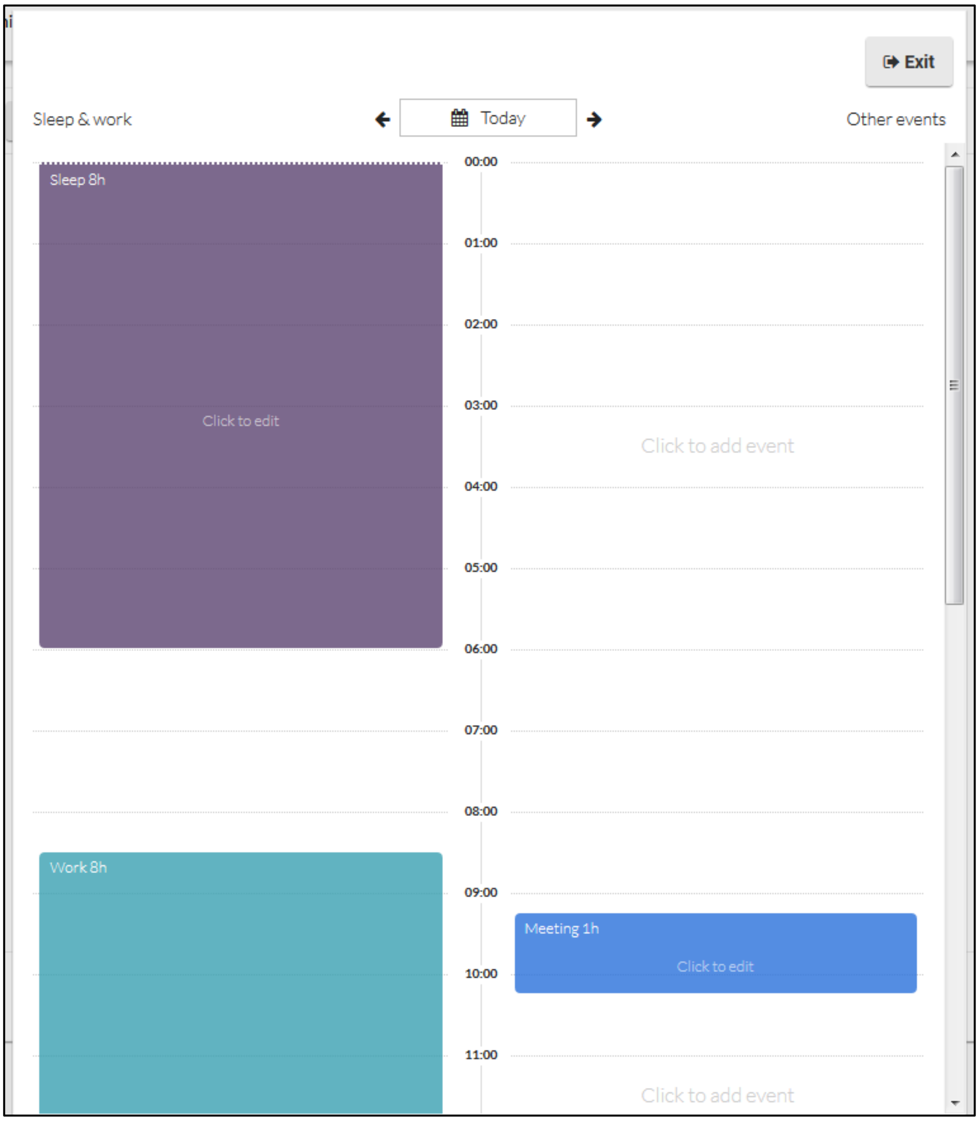
If some of the needed information is missing the software notifies about it in the state of Personal information task.

3.3.3. Journal

Journal task is ready if the client has filled and saved it as ready.

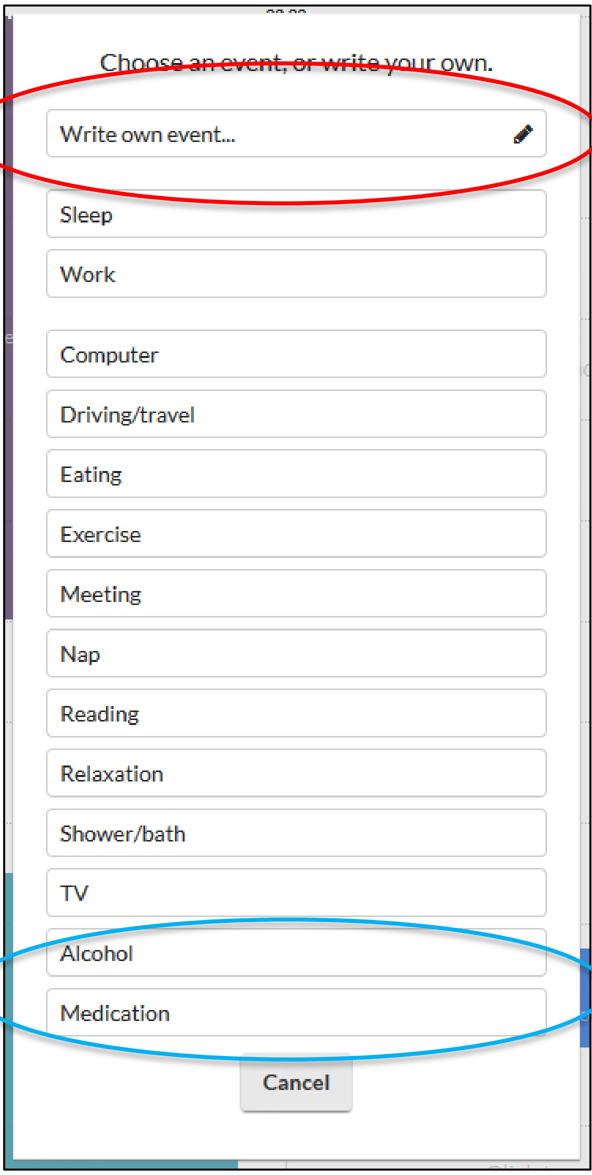


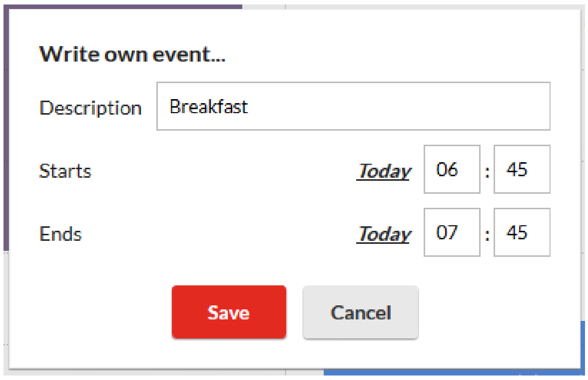
You can edit the journal by adding, deleting and editing the events.



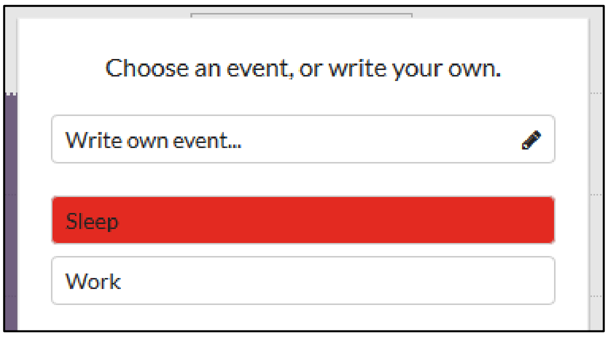
To add an event, click the desired spot of the journal.

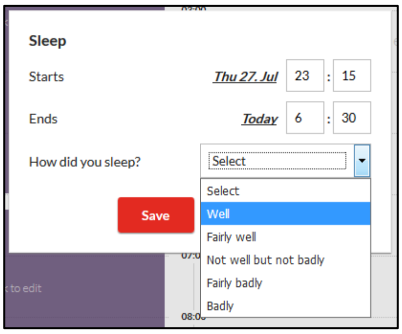
Select the type of the marker and set the start and end times. By selecting *Write own event*, you can write a marker of your own. Markers *Alcohol* and *Medication* do not need a start or end time.





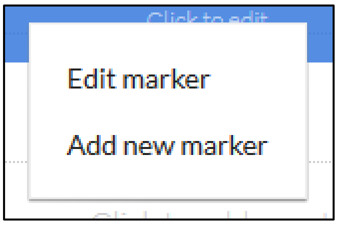
When you want to add Sleep marker you need to add quality of sleep as well as starting and ending times.



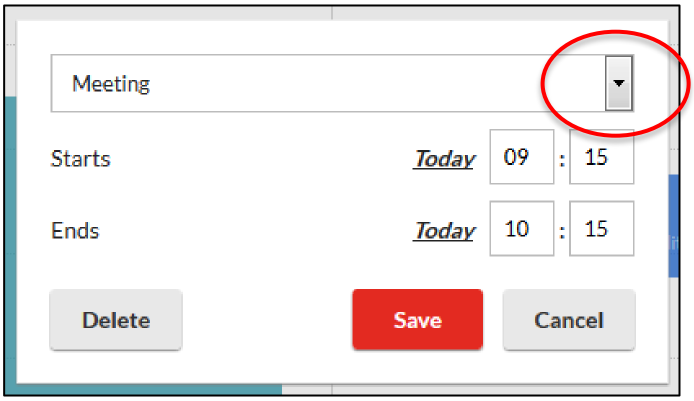


Save your event by clicking *Save*.

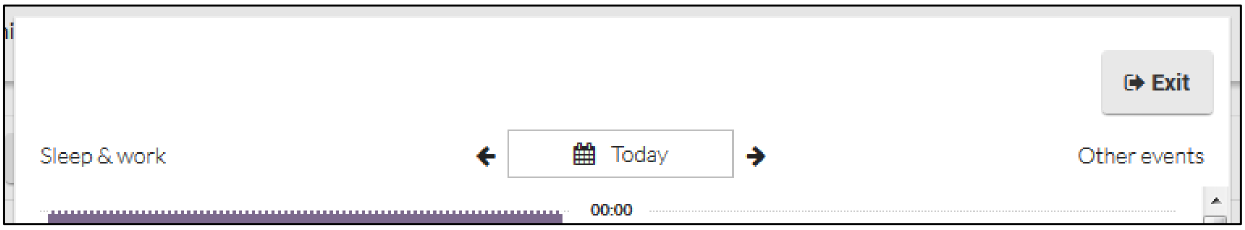
The event can be edited or deleted by clicking an event in question and selecting *Edit marker*.



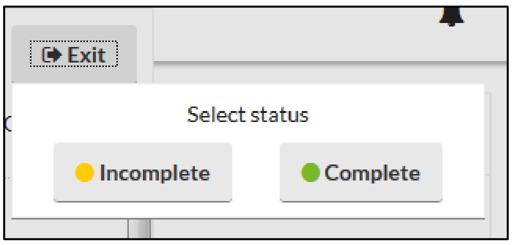
In the opening window, you can either change the marker type (marked with red), edit the starting and ending times or delete the event (select Delete).



You can scroll the days from the calendar or by clicking the arrow buttons.



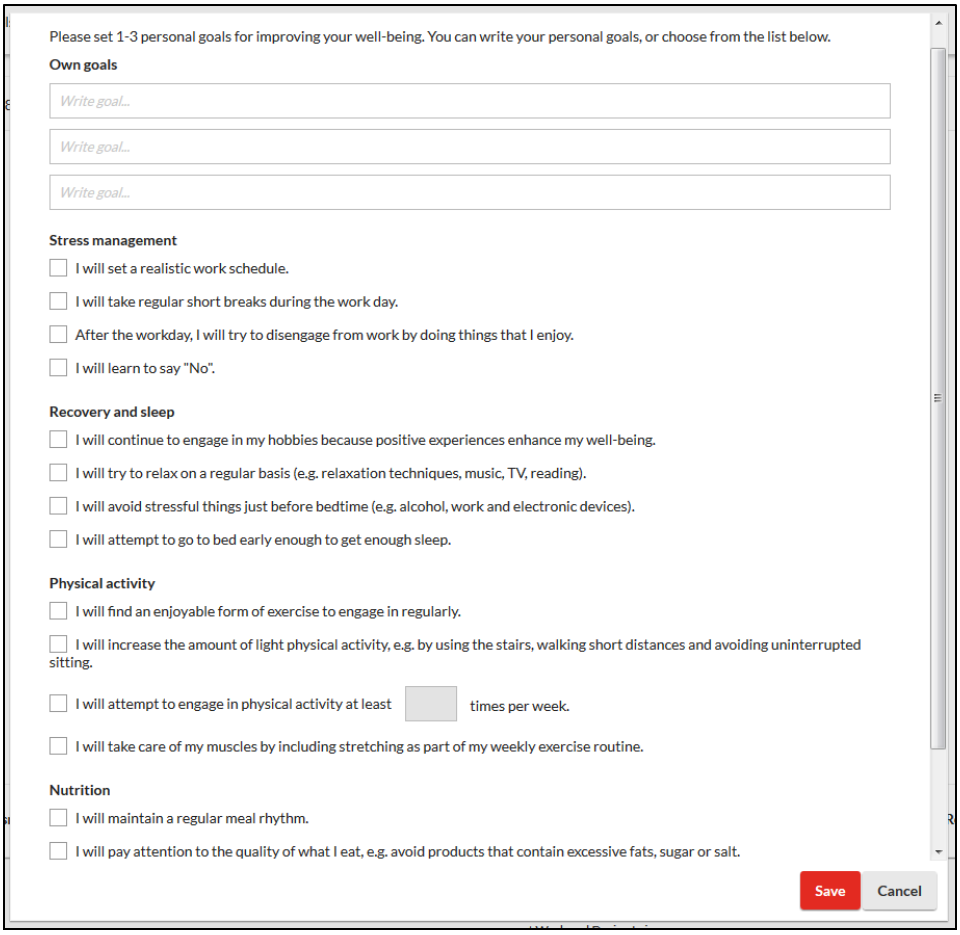
With *Exit* button you can shut and save the journal. If the journal is not yet ready, select *Incomplete*. If you have finished the journal, select *Complete*. When you select you are ready, the journal will be saved on state *OK*.



Note!
A successful Lifestyle Assessment requires that at least sleep times are recorded in the journal for all the measured days!

3.3.4. Goals

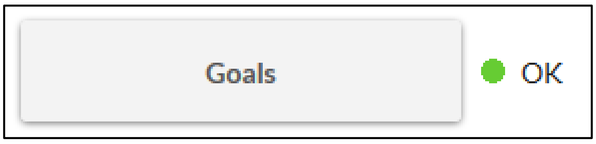
The goal questionnaire allows the client to set some goals to improve his/her well-being.



The goals can be chosen from the list.
Own goals can be set to the *Own goals* fields.

When the goals have been set, press *Save*.

If even one goal is set, the *Goals* tab is saved as complete.



If there are no goals set, the state is not ready.

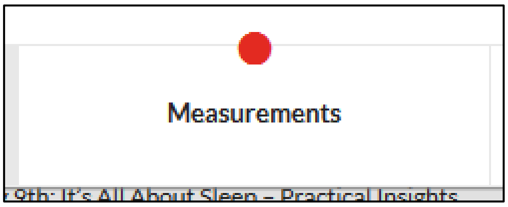
The selected goals will be printed to the *Goals* page of the assessment report package.

3.4. Upload and edit measurements

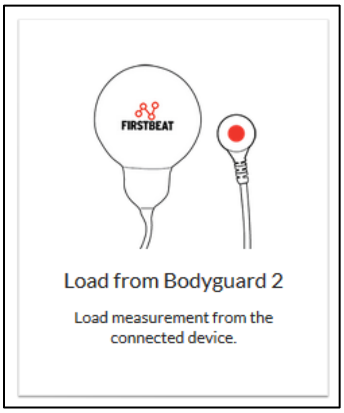
After the client has returned the device, the measurements in the device can be uploaded to the Firstbeat Lifestyle Assessment. Uploading occurs either directly to the server (Bodyguard 2) or with the Firstbeat Uploader software.

3.4.1. Firstbeat Bodyguard 2

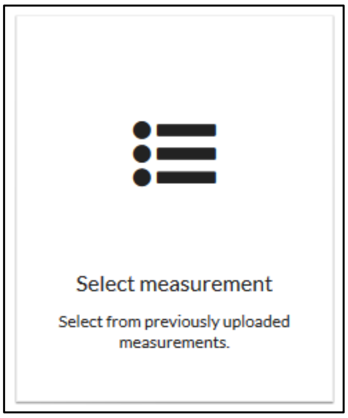
1. Find your client's assessment (see chapter 1 Home page functions) and select *Measurements* step.



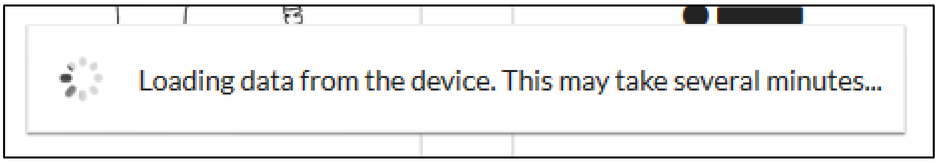
2. Plug in the Bodyguard 2 to the computer's USB port and select *Load from Bodyguard 2*.



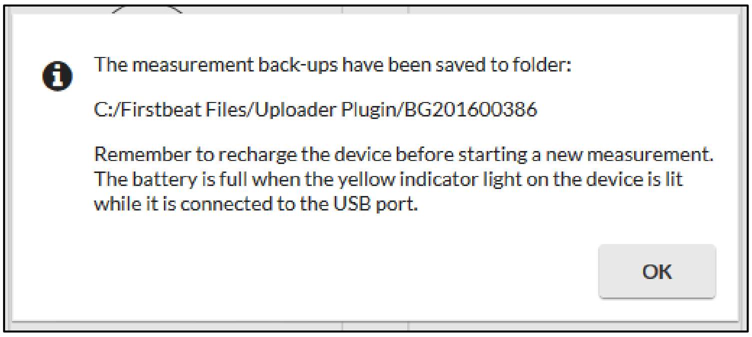
If you want to add data to the assessment from some previously uploaded measurement, select *Select measurement*.



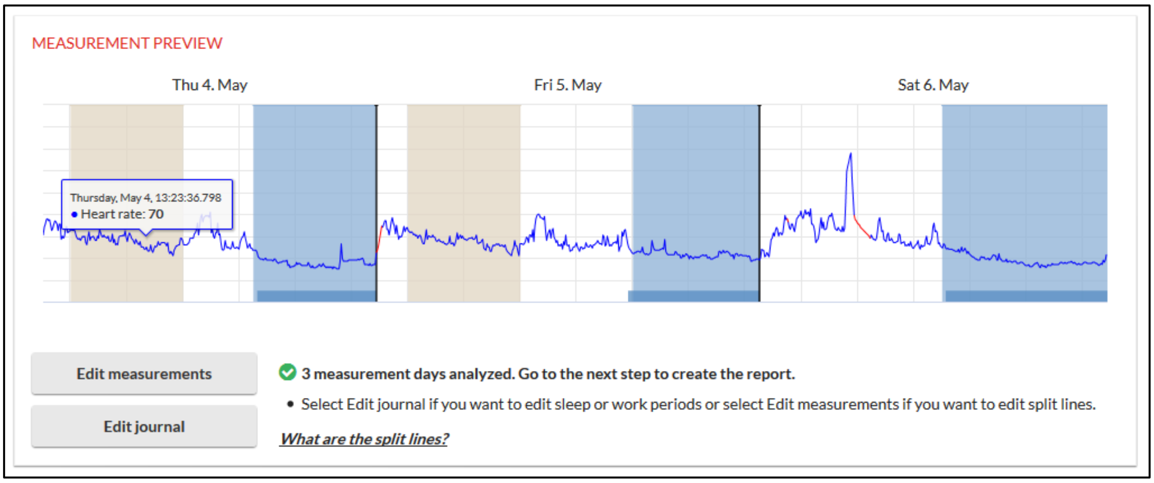
3. The program now uploads the measurement to the server. Loading of the measurements may take several minutes depending on the speed of your computer and the internet connection.



4. When the upload is done, you will get an info view that tells you where the measurement back-ups have been saved. Press *OK*. The upload is complete.

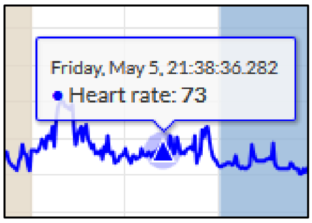


5. The next view that opens up automatically shows the measurement that you just uploaded.



In addition to the heart rate graph, you can see the work and sleep periods that were marked in the journal. The measurement has been initially divided so that the split points are placed at awakening times. Possible “artefact tails” have been removed from the start and end of the measurement. Thus, a typical 3-day measurement has been divided into 3 app. 24-hour segments.

You can view the measurement information at any point by moving mouse pointer to the desired location.



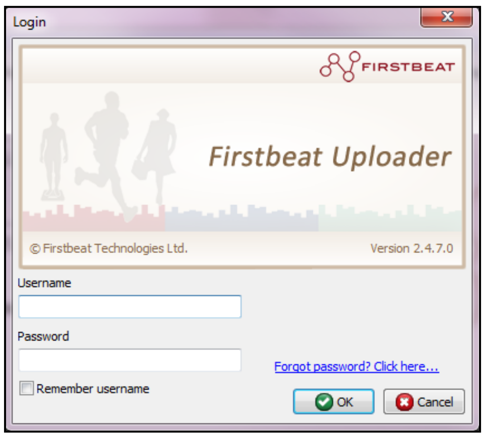
6. It the measurement is successfully divided and you do not want to do any changes to it, you can move to the next step (Reports).

3.4.2. Firstbeat Bodyguard

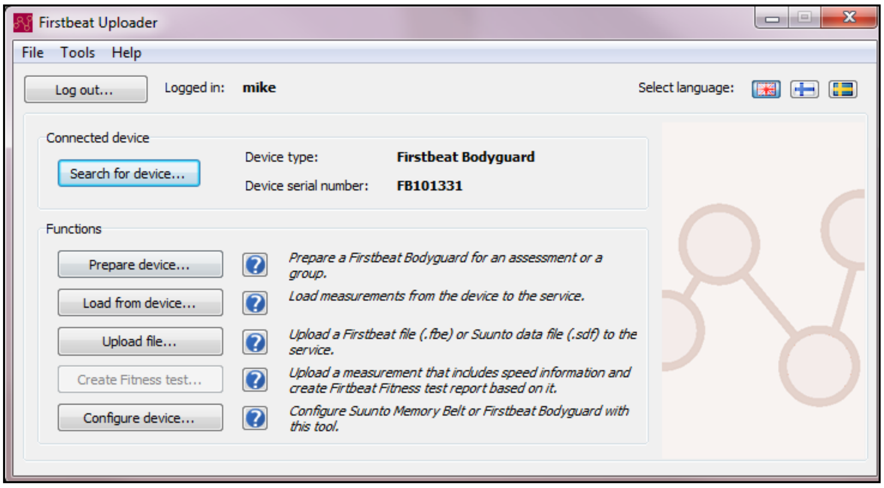
If you are using an older Bodyguard device, data upload is done via the Firstbeat Uploader software. You can also follow these steps with Bodyguard 2.

1. Upload measurements with Firstbeat Uploader. Open the Uploader from the icon on your desktop.

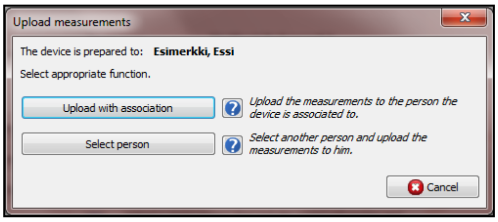
2. The Uploader will open a sign-in window. Sign in with the same username and password that you used to sign in to the Firstbeat Lifestyle Assessment.



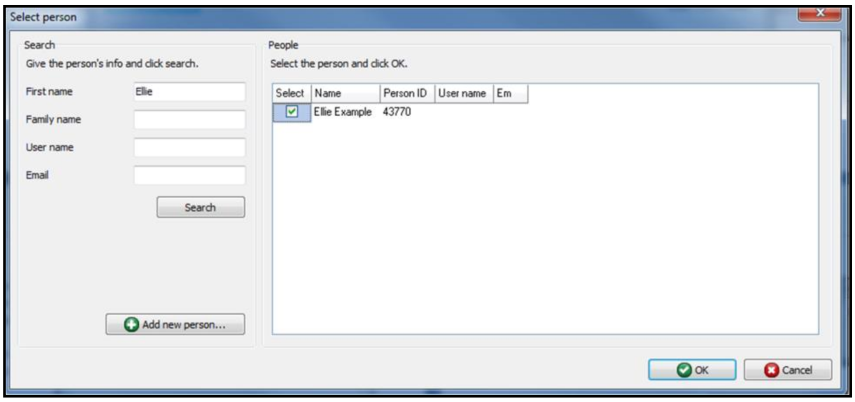
3. After plugging the device to the cable, select *Search device* and then *Search Firstbeat device.* When the Bodyguard has been found, click *Upload measurements.*



4. The program will ask you if you want to upload the data to the person for whom the device has been prepared. If this is the right person, click *Upload with association.* After this, continue from step 6.
   If you want to upload the data to another person, press *Select person* and follow the directions in step 5.



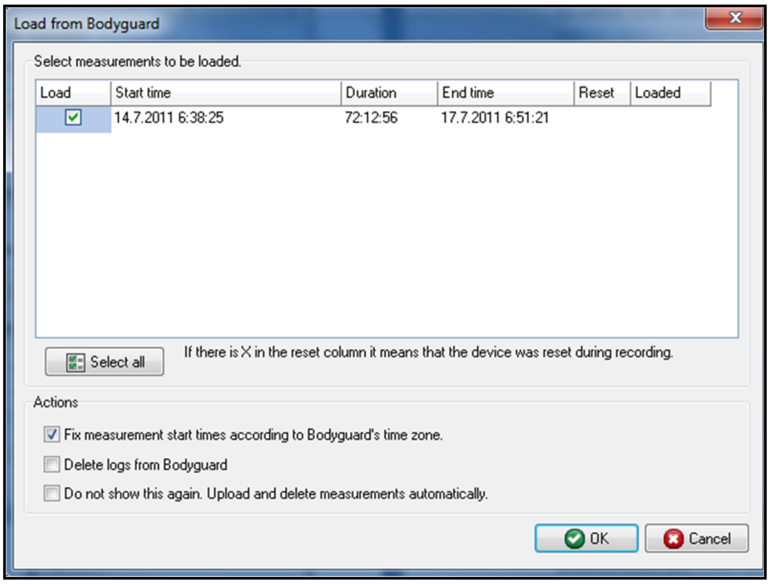
5. If the device has not been prepared ahead of time to a specific assessment, select the profile for which to upload the measurement and press *OK.* You can define the search by providing information on the left and clicking *Search.*



Note! If you skipped the profile creation in chapter 5.1, create a new profile now by selecting ***Add new person...*** *and follow the instructions.*

6. Select the measurements to be uploaded. If the starting time is wrong for some reason,

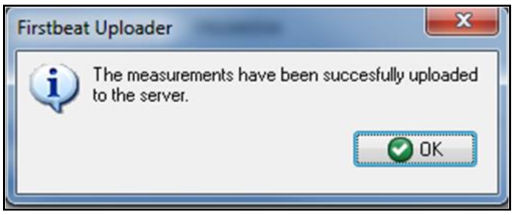
you can fix it here by double clicking the starting time and typing in the correct date and time. In the end, press *OK.*



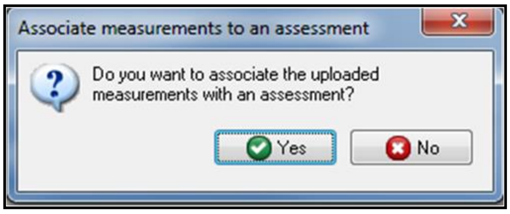
Note! There might be more than one measurement in the device, if the recording has been interrupted for a while during the measurement period. The selected measurements are later combined into one segment.

Note! If for some reason the measurement is later not found on the server or is accidentally deleted from there, copies of all uploaded measurements are saved on the computer's hard drive: (C:\Firstbeat Files\Firstbeat Uploader\<profile name>\Loaded RR files).

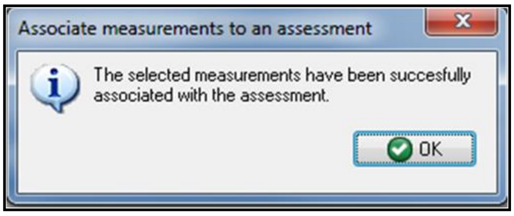
7. The Uploader will inform you when the measurements have been uploaded to the server. Click *OK* to confirm this.



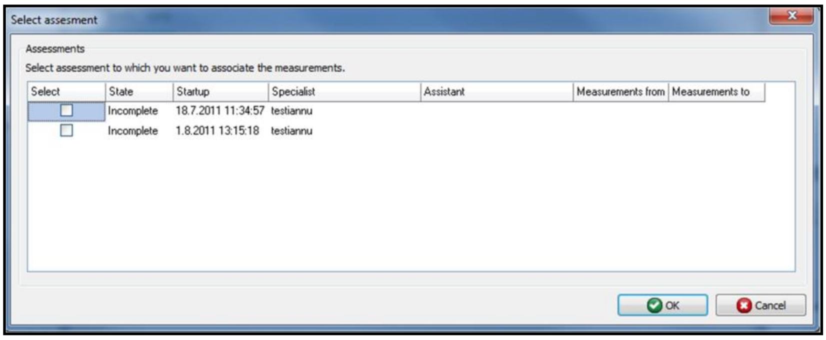
8. Next the Uploader will ask you if you wish to associate the measurement with an assessment. This step adds the measurement to an assessment that has not been started or is incomplete. If you choose *No*, the program will upload it to the person's profile, but will not associate it with a specific assessment. In this case, you can make the association later under *Edit measurements* by clicking *Add*.



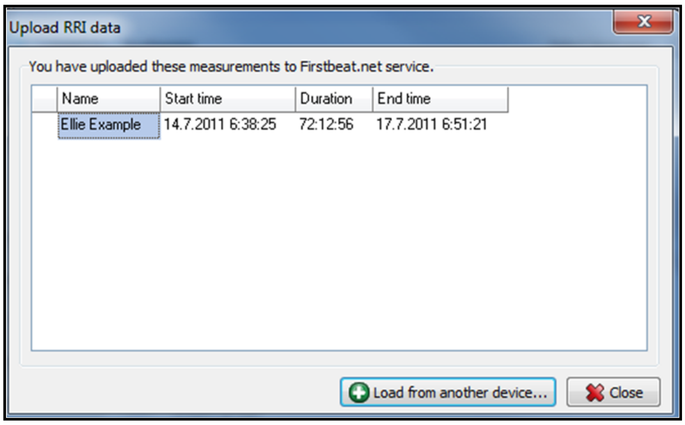
If you choose *Yes*, and the person only has one assessment, the program will automatically add the measurement to this assessment. In the end, press *OK.*



If the person has several incomplete assessments, you will get a pop-up window where you can choose the desired assessment. In the end, press *OK.*



9. Once the measurement has been uploaded to the server and associated with an assessment, you will get a pop-up window that shows which measurements have been uploaded to the server, and for which persons. If you wish to upload measurements from another device, choose *Load from another device.* Otherwise, close the window by choosing *Close*.

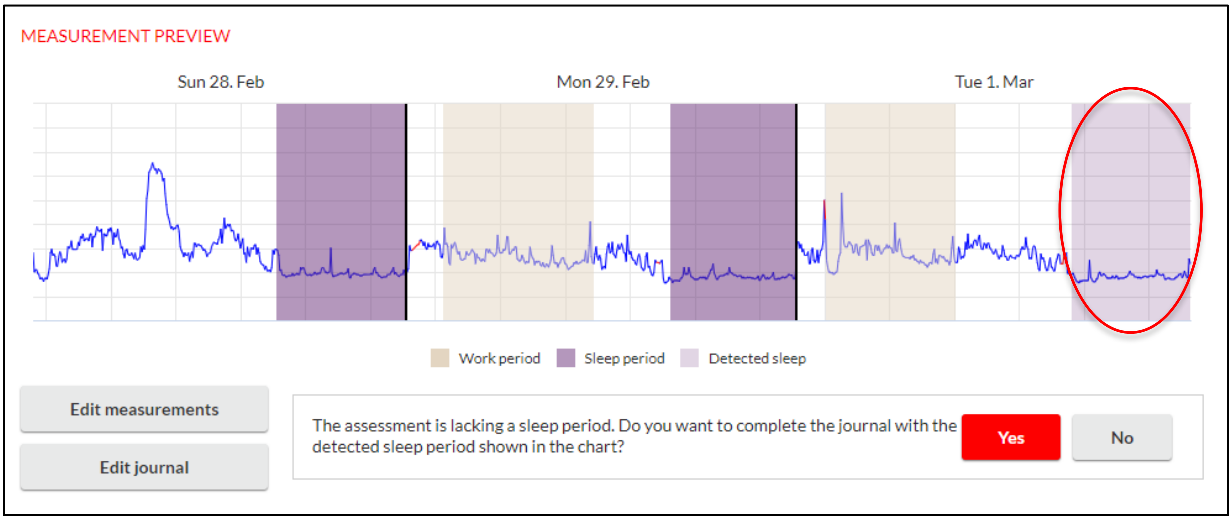


10. You can view the measurement that you just uploaded by clicking the *Measurements* step.

3.4.3. Edit measurements

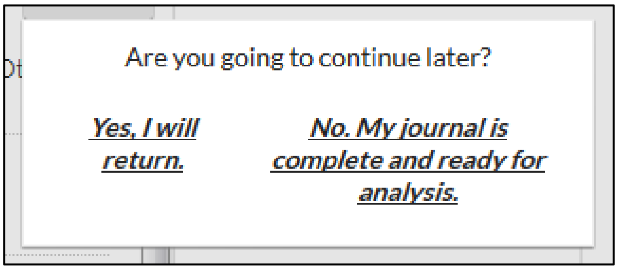
In some cases, the measurement may need editing before reports can be created.

- If preparing of the measurement does not succeed, for instance the sleep time is divided into several periods or there are sleep times missing, the software automatically detects the lacking sleep times and suggests them to be added in a slightly lighter colour. Automatic sleep detection does not work for sleep times under 2 hours.



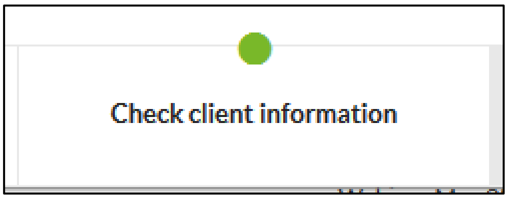
By clicking on *Yes*, the software automatically adds the detected sleeping time. By clicking *No*, the software does not add the sleeping time.

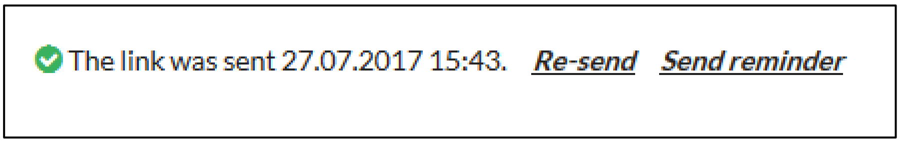
You can also manually add a lacking sleeping time. Click on *Edit journal,* fix the sleep times and select *Exit > No. My journal is complete and ready for analysis*.



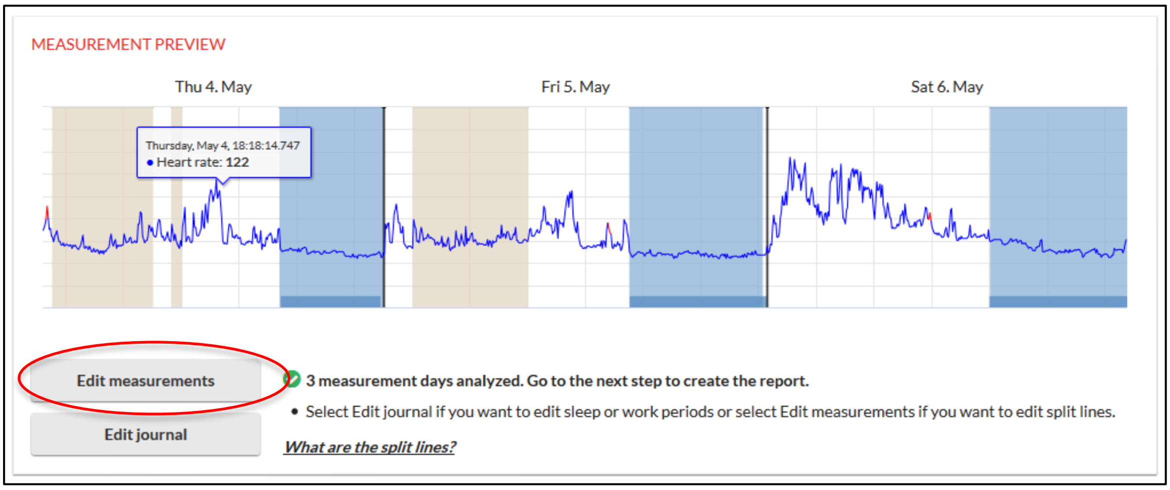
The journal will be saved and the *Measurement preview* returns.

You can also re-send the link to the journal to your client by selecting *Start assessment* step and clicking *Re-send*.





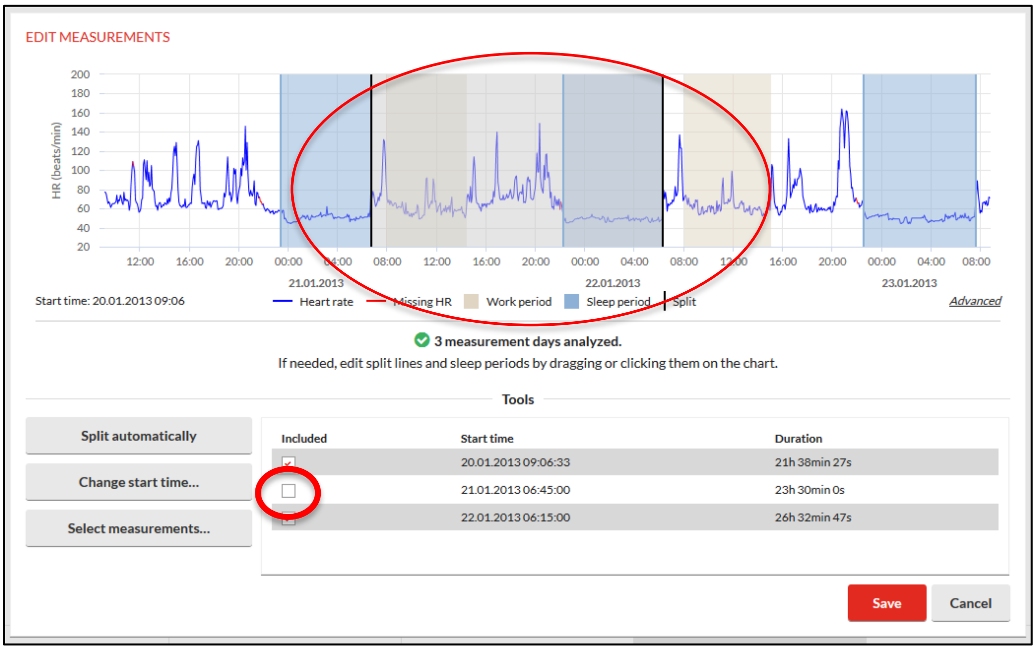
- If you want to change the measurement's start time, points of split lines or the measurements used in the assessment, select *Edit measurements.*



Edit measurements view opens.

Measurements included to the assessment can be seen listed in the table on the right. When there is a selection in the *Included* column the measurement period in the same row will be included to the report.

If you want that some of the measurement periods is left out from the report, remove the selection. Now the measurement period in question will be shown with the grey background.



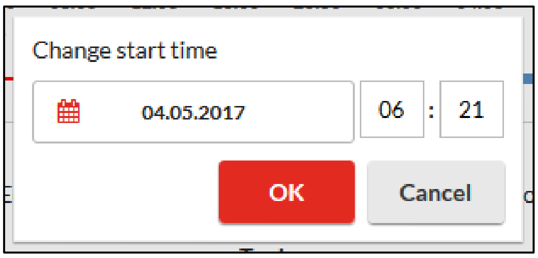
- ***Split automatically*** tab sets the split lines automatically to the ends of sleep periods or approximately in every 24 hours.

- **Editing split lines:** If needed you can fix the points of split lines by dragging or clicking.

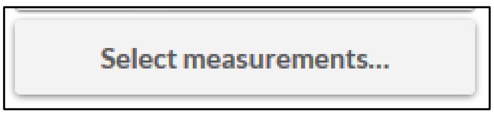
  You can add new split lines by clicking the measurement chart and setting the time of split line to the opening window. To edit or delete existing slip lines click the desired line and choose the actions. Existing split line can be moved by dragging it to another place in heart rate graph.

- ***Change start time*** tab allows you to make changes to the start time of the measurement if needed.

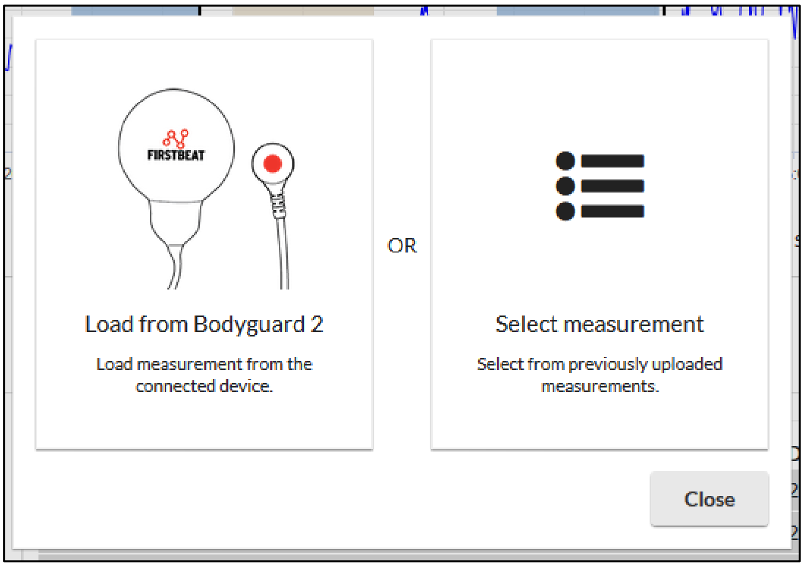
  Set the start time in the opening window and click *OK*.



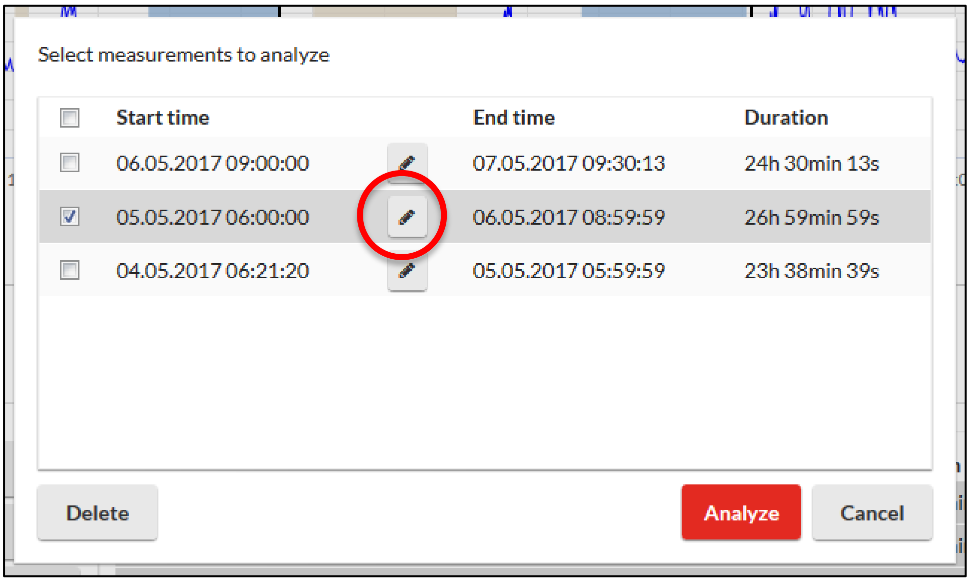
- With **Select measurements feature** you can remove, add or change the measurements used in the assessment.



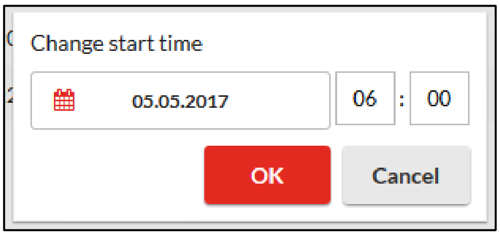
Choose if you want to load new measurements from Bodyguard 2 device or select from previously uploaded measurements.



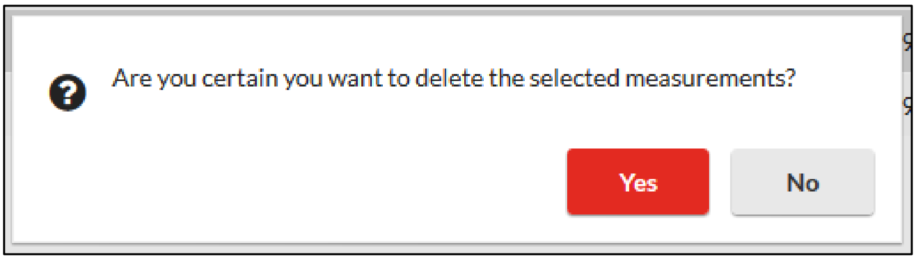
If you choose *Select measurement*, a window with a list of all measurements loaded to the profile in question opens.



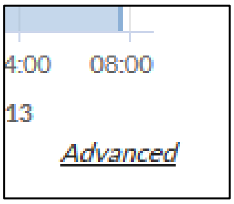
Select the measurements you want to analyze and click *Analyze*. If needed you can change the start time of some measurement by clicking the edit button in the same row (marked with red).



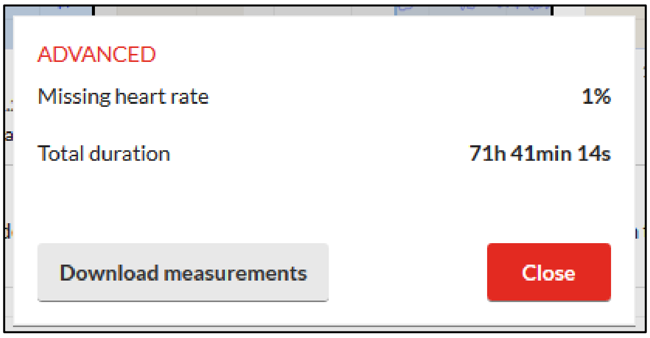
If you want to delete measurements, select the desired measurement/measurements and click *Delete*. The software will confirm are you certain you want to delete the measurement/measurements in question.



Note! When you delete the measurement, it will be deleted from the server completely. If you want to restore the measurement you need to upload it again.



Under the heart rate graph, you can find *Advanced* button. Via that function you can check the measurement length and error percentage. If needed, there is also an option to download measurements as .fbe file.



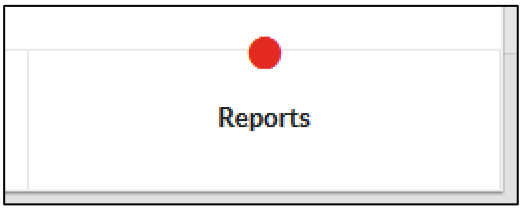
If you have done any edits to the measurement, click *Save* from the low right corner.

You will now return to the *Measurement preview.*

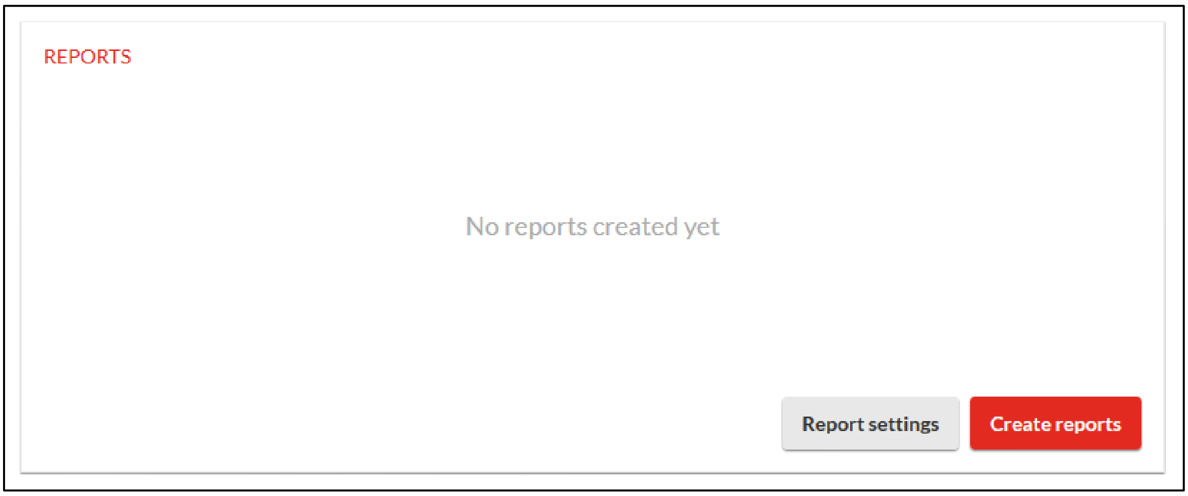
3.5. Creating reports

When the information filled by the client has been checked and the measurement has been uploaded and edited, you can create reports.

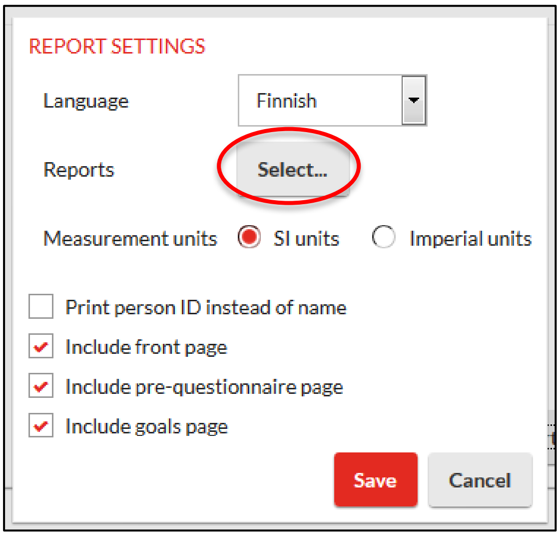
Move to the *Reports* step.



In this view you can set the report settings and create reports and follow-up report.



From *Report settings* tab you can select the report language, reports you want to create and the measurement units. If you don't want the person's name to show up on any of the reports, select *Print person identifier instead of name*. Select also whether to include a front page, pre-questionnaire and goals page in the report package.



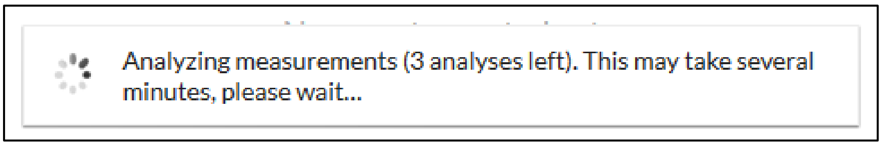
To select the reports, you want to create click *Select* tab.

Select the reports and click OK.

When you have done all the settings, click *Save*.

When you are ready to do the reports, click *Create reports*.

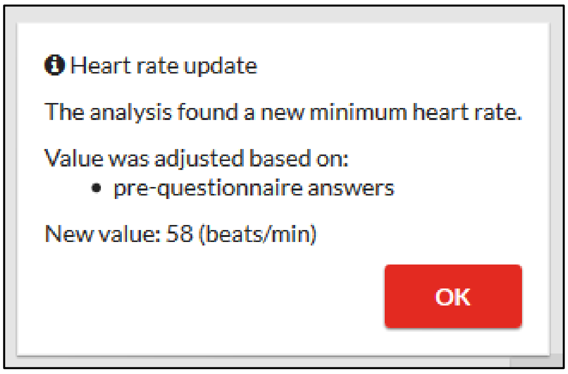
Now software begins to create the reports.



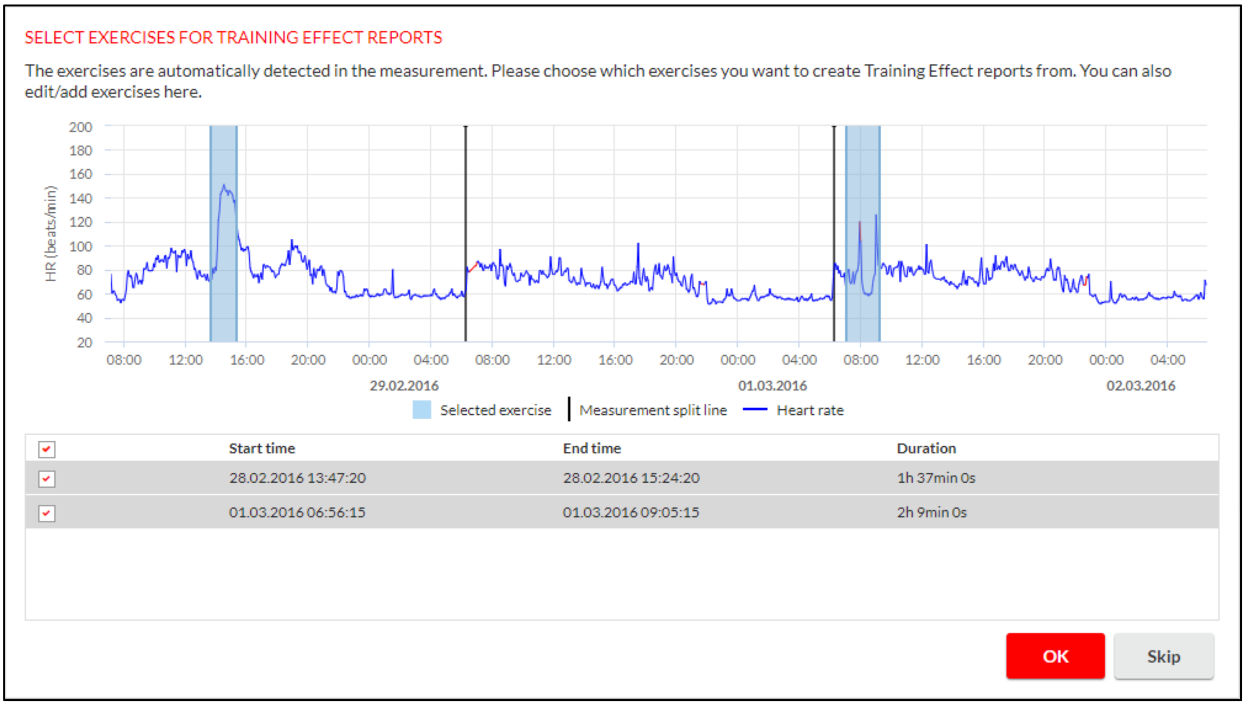
Creating the reports takes a few moments. Typically, the program will inform you that some new heart rate values were found in the measurement.

The program also does an automatic reduction of resting heart rate if the person has consumed alcohol on all measurement days, slept poorly or recorded feeling stressed and not well in the pre-questionnaire.

Click *OK* to confirm the update.

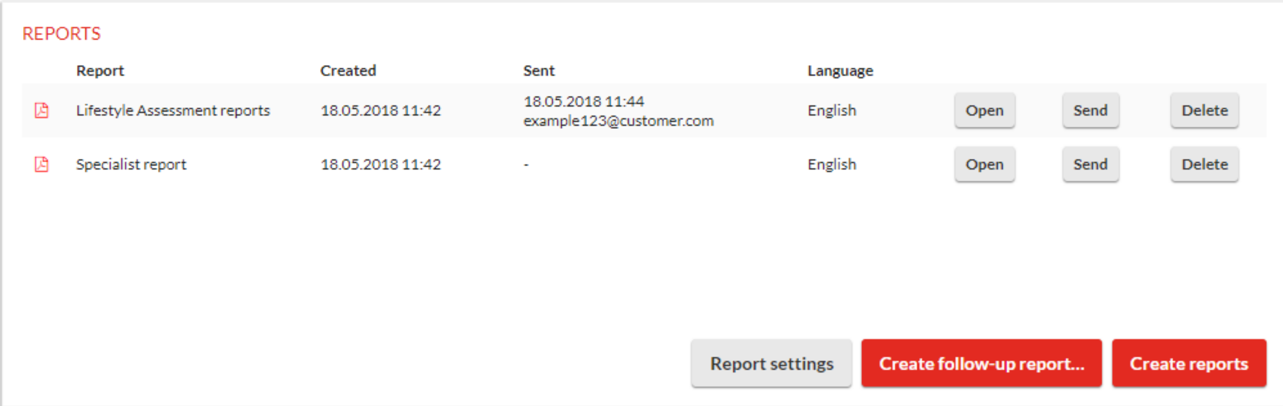


If you are going to create a Training Effect report, select the training periods you want to analyze. If there are no training periods in the measurement, the Training Effect report will not be created.

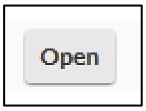


You can also edit the start and end times of exercises by dragging the split lines or the whole exercise period. After selecting the exercises, click *OK*.
If you do not want to create Training Effect report, select *Skip*.

All the created reports can be found from the *Reports* table. New reports can still be created in the *Create reports* button.

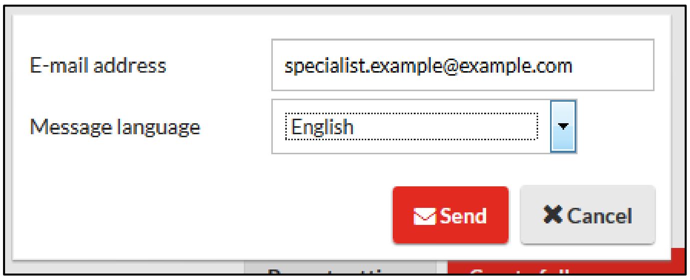


You can open the reports by clicking *Open*.



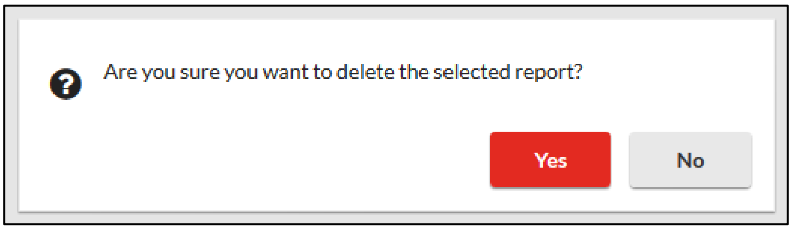
If you want to send reports by email, select *Send*.

Type an email address and select the language of the message in the opening window. In the end click *Send*.

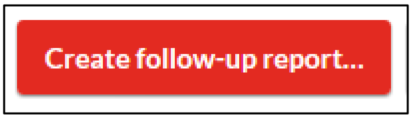


The reports can be deleted by selecting *Delete*.

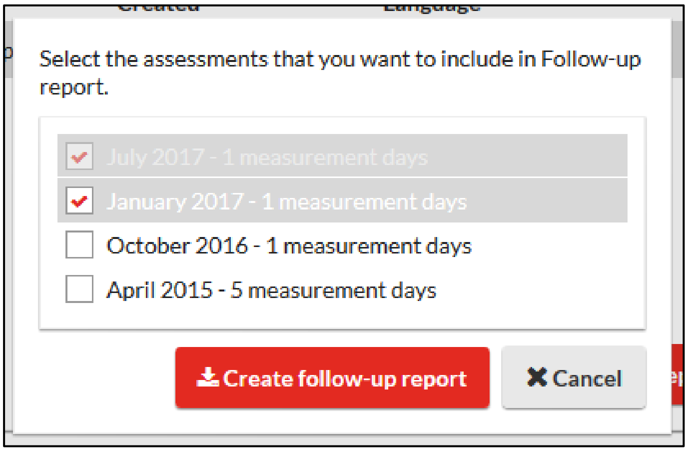
Software still makes sure whether you really want to delete the report.



Follow-up report can be created by selecting *Create follow-up report*.



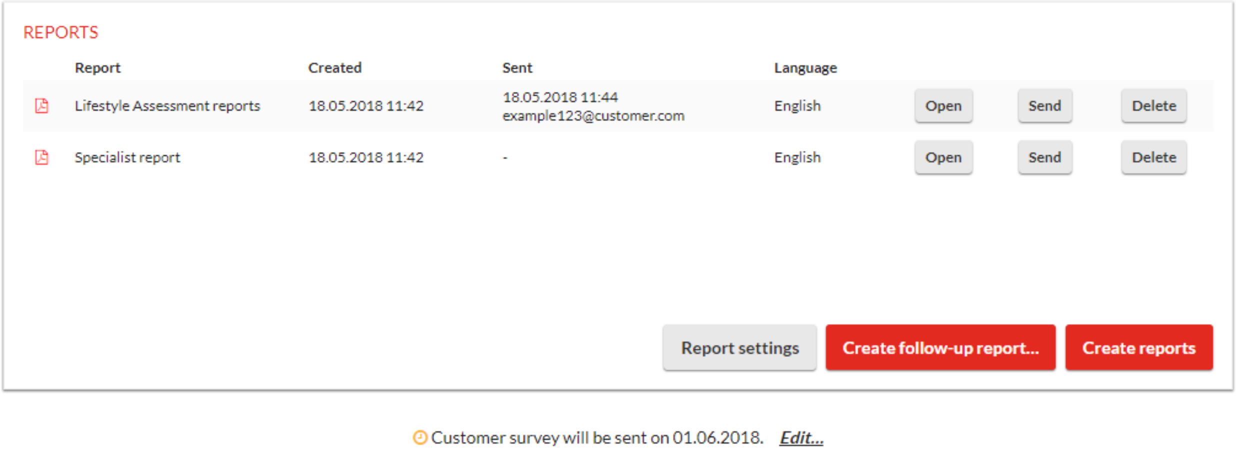
Select the lifestyle assessments you want to include in the follow-up report.
These assessments will be compared with each other.
After selecting the desired assessment/assessments, click *Create follow-up report*.



3.6. Customer survey

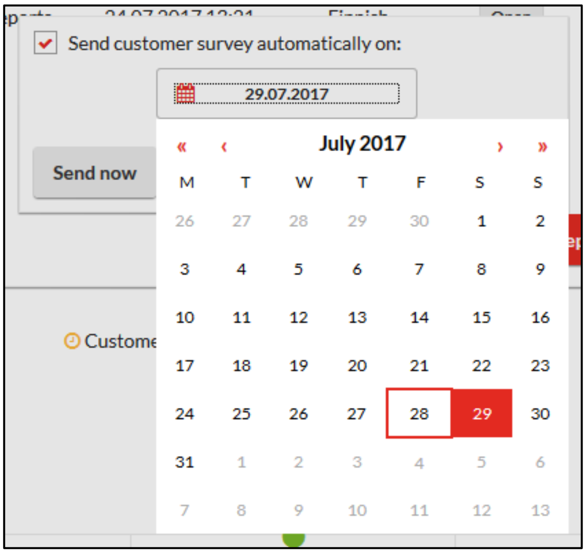
After the Lifestyle Assessment, a customer survey will be automatically sent to the client. The survey will allow clients to evaluate the measurement process. With the results of the customer survey, Lifestyle Assessment service providers can measure and improve the quality of their service. The results are shown anonymously and they can be viewed via Customer survey function on the main page (*Tools* > *Customer survey*).

By default, the feedback survey will be sent to the client two weeks after the assessment report has been created. If needed, you can disable the sending of feedback surveys or change the sending schedule by choosing *Edit*.



If you want to send the customer survey instantly select *Send now*.

You can also set a new schedule to the sending of the survey by clicking the date field and selecting the desired sending day.



If you do not want the survey to be sent at all, remove the selection from *Send customer survey automatically on*.

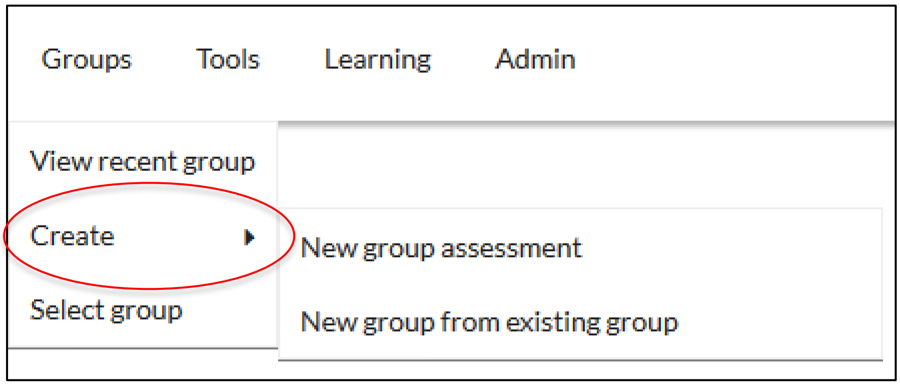
After doing the changes needed click *Save*.

Note! If you want to set off the Customer survey function completely, the setting can be done in System options (Administration → System options).

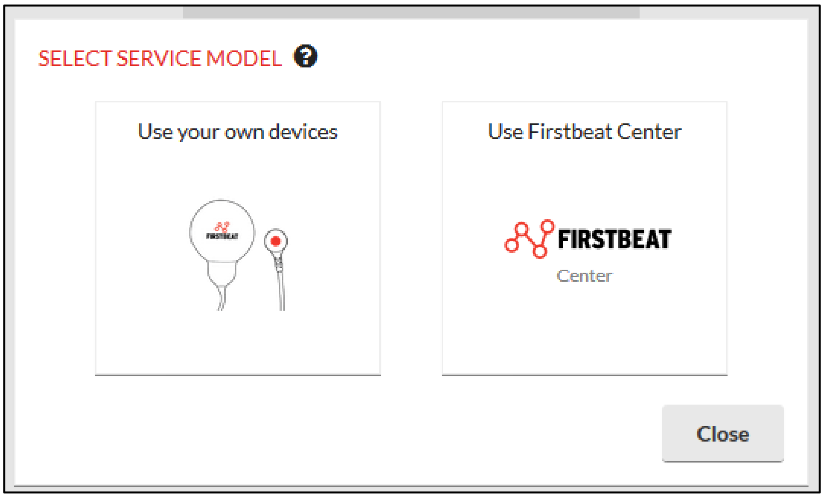
4. Groups

4.1. Creating new group

Create a new group by selecting Groups > Create and select if you are going to create a completely new group or follow-up measurement for existing group.



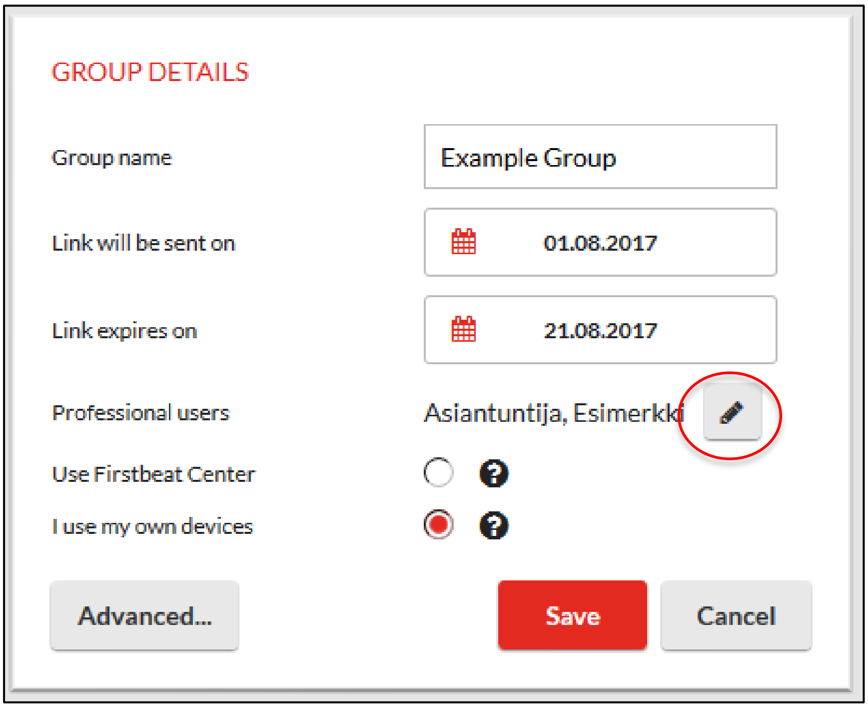
Select whether you are using your own devices or Firstbeat Center.



Note! Service model cannot be changed afterwards. If you do not have Firstbeat Center in use, this step is not needed. More about conducting group assessment with Firstbeat Center is described at chapter **6 Lifestyle Assessment with Firstbeat Center**.

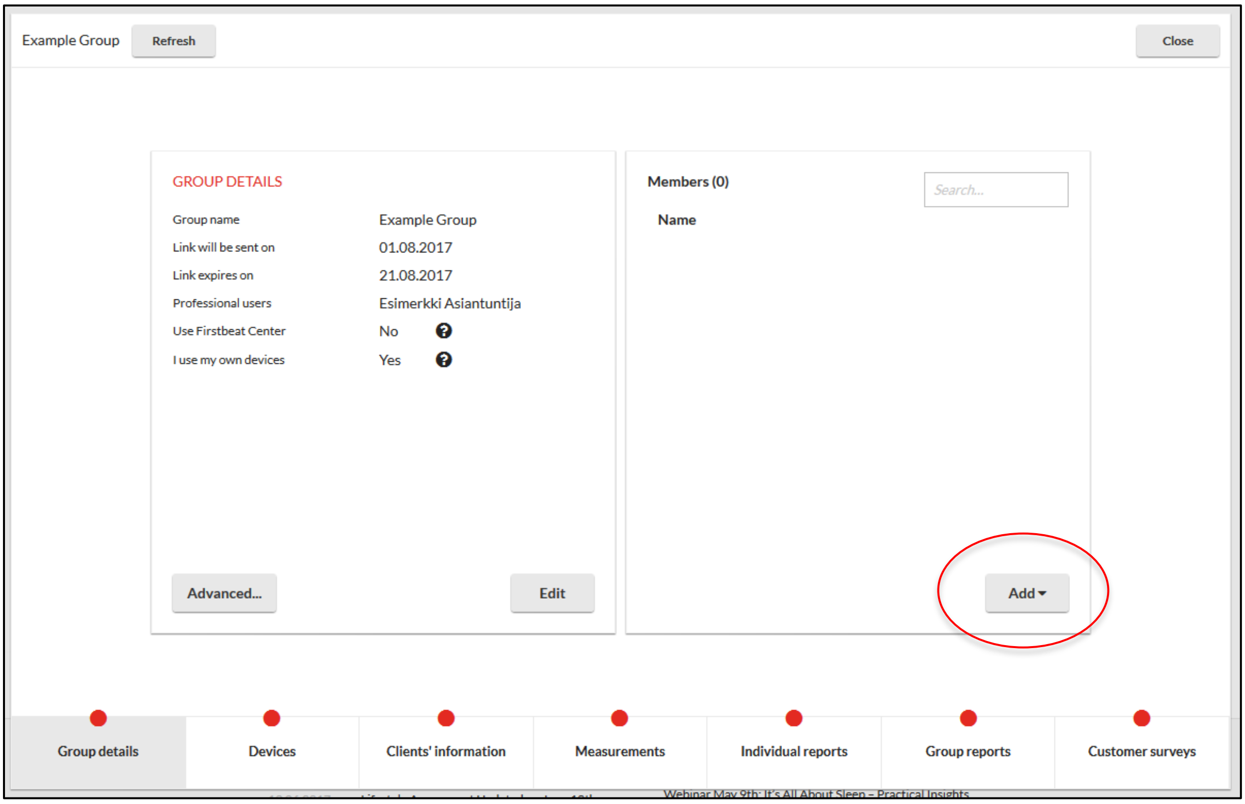
Note! If you are going to do a follow-up for an existing group, select first the correct group.

Give a name to group and set links sending and expiring dates. You can also add professional users to groups by clicking the edit button (marked with red).
When doing a follow-up group, you can also select the participating group members at this step.



When you have filled all the information, click *Save*.

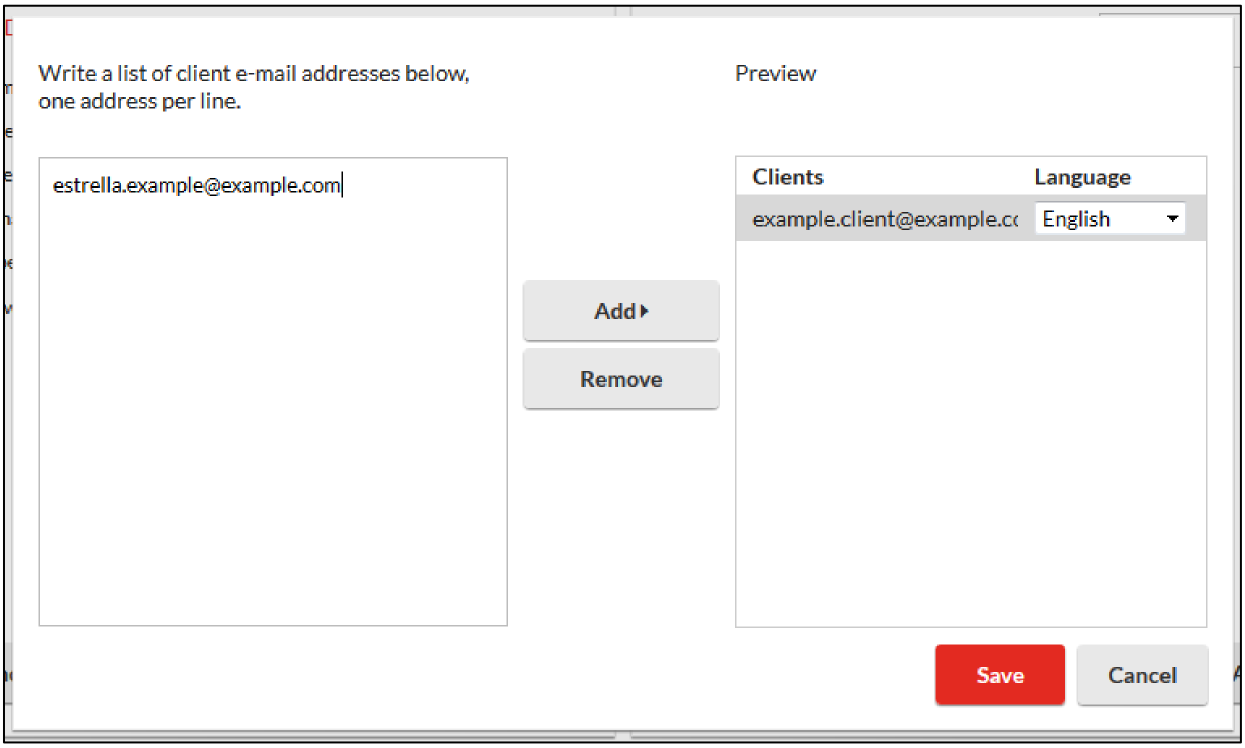
The group view will now open and the groups basic information are shown in the left and the group members in the right side of view. The basic information can be modified by clicking *Edit* button.



You can add members to the group by selecting *Add* from the left column.

Select whether you are adding new or already existing clients.

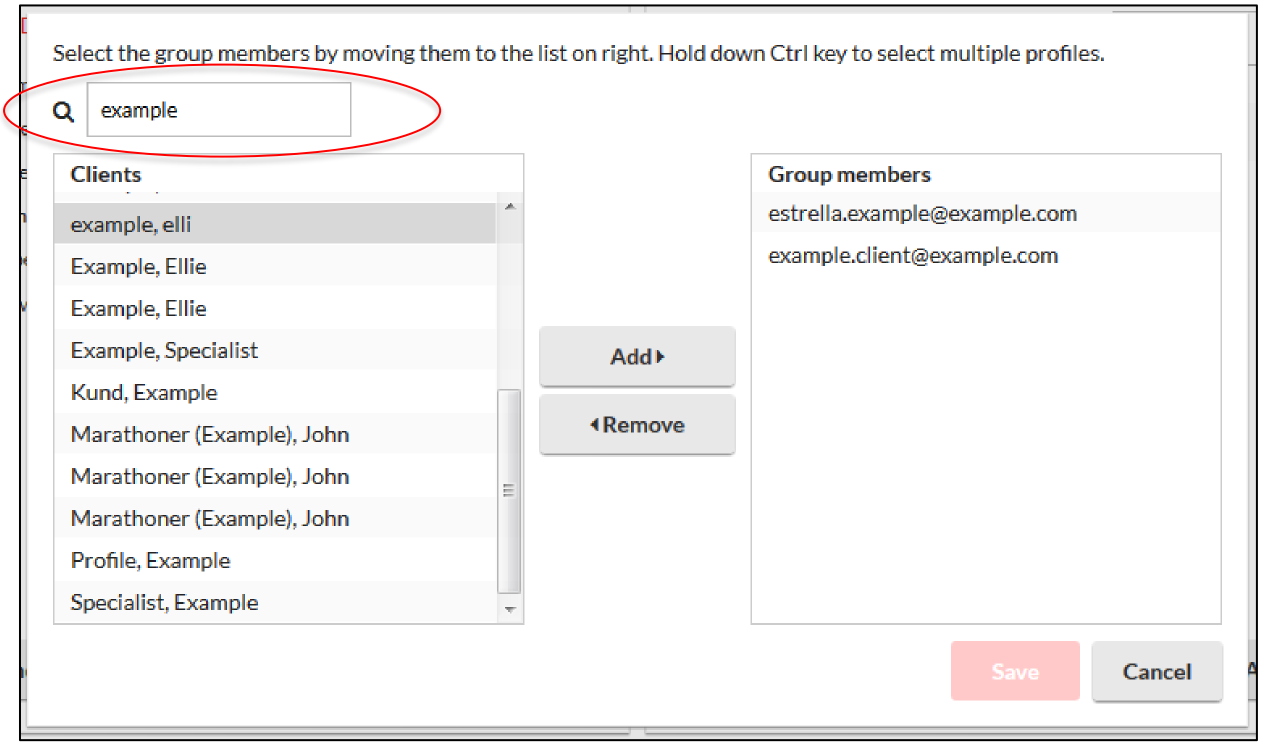
If you are adding new clients the following view opens:



Add your clients' email addresses to the left field and click *Add*.
Added clients can be seen in the *Preview* field. In this field you can also add the language of your clients.
If you want to remove the added client from the group, select the name from the *Preview* field and click *Remove*.

When you have added all the profiles and set the languages, click *Save*.

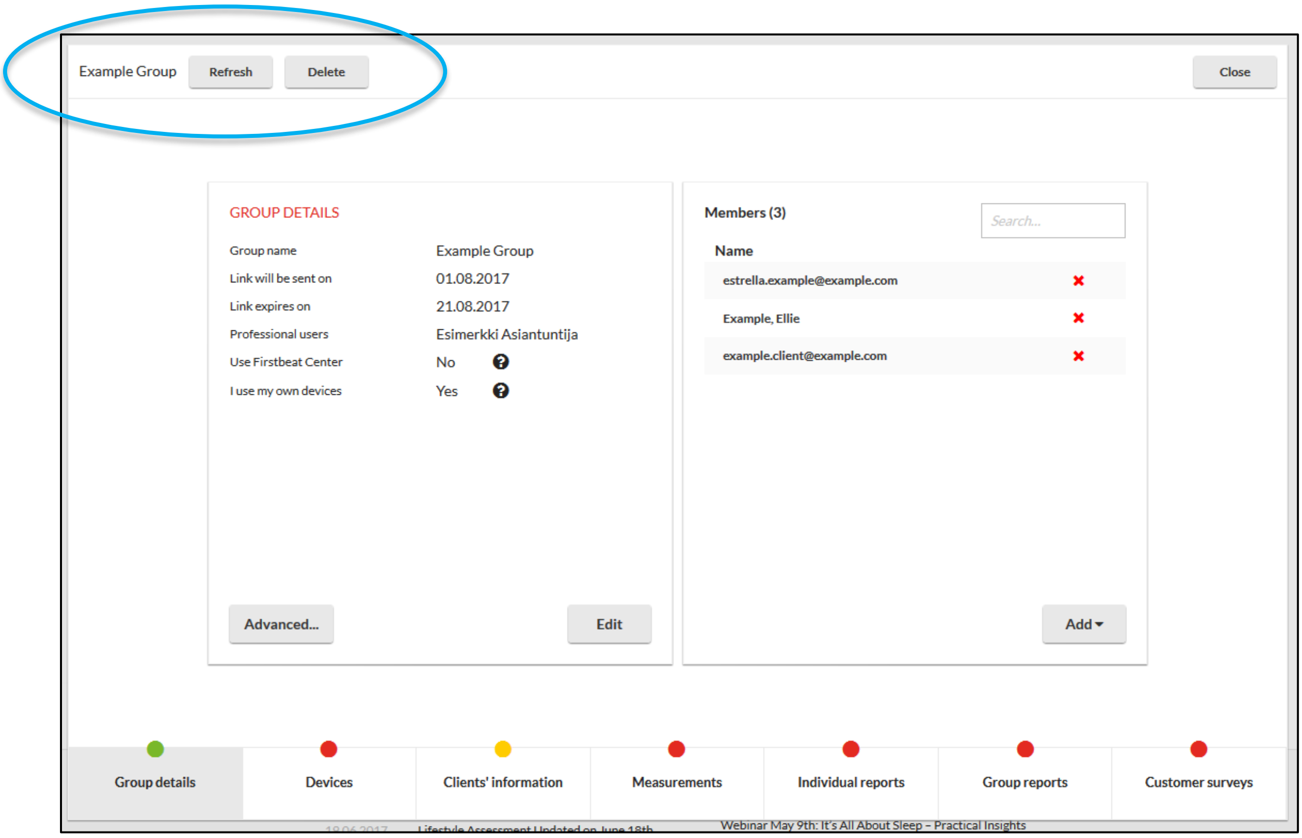
<u>If you are going to add already existing clients</u> the following view opens:



Select the clients from the list on the left side and click *Add*. You can also use the *Search* field to search for the clients.
The added clients can be seen in the list on right side. If you want to remove some client from the group, select the name and click *Remove*.

When you are ready, click *Save*.

In the group view you will now see the added members next to the group information. If needed the members can be removed from the group by clicking the red cross next to the name.



In the top left corner of the view you can see the name of the group (marked with blue). Next to the name there are also options to refresh the view or delete the group. The view can be closed by clicking the *Close* in the top right corner.
You can move across the steps of the group measurement from the low border of the view.

When a certain step is ready, the circle above the step name changes green. Circle above the not started steps is red and incomplete steps have yellow circle.

4.2. Prepairing devices to a group

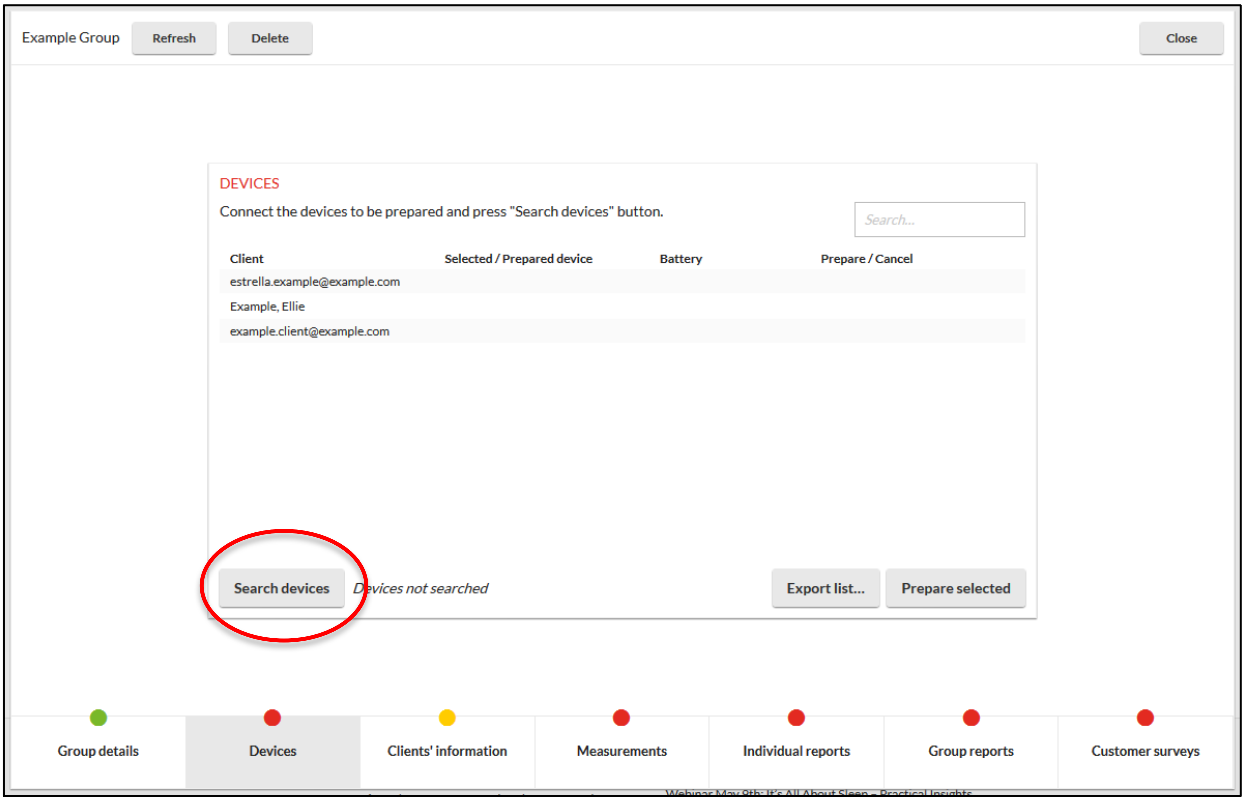
Before the devices can be given to the clients, they need to be prepared for the measurements.

Preparation

- set the device clock to the correct time
- ensures that the device is free
- empties the device memory
- ensures that the device battery is charged full
- reserves the device to this lifestyle assessment

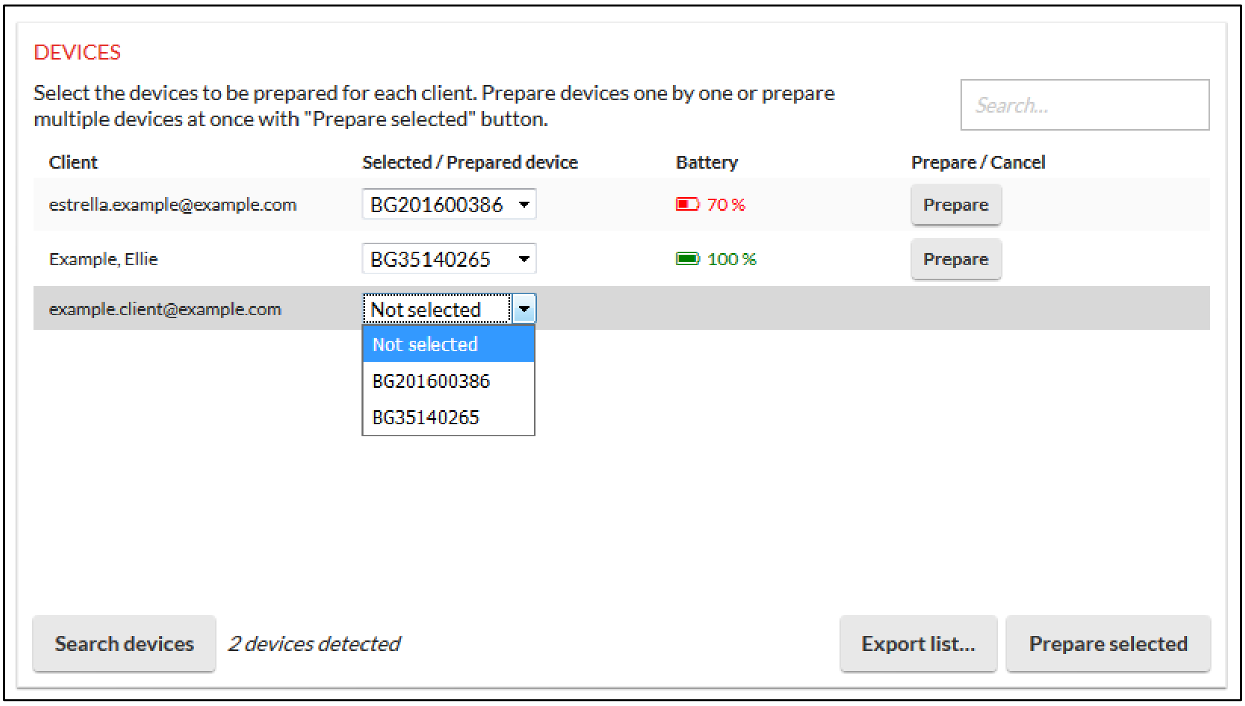
Note! The checking steps differ depending on whether you are using Bodyguard or Bodyguard 2. If you use the older Bodyguard device, check the instructions from the page 18.

In order to prepare devices to the group move to the step *Devices*.



You will now see all the group members listed. Plug in one or more devices to your computer's USB port/ports and select *Search devices*.

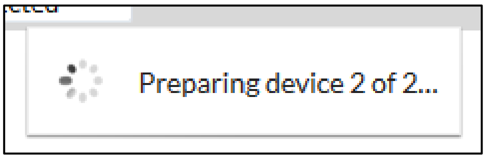
Found devices will now been listed and automatically paired with the free clients. You can also change the device selected to the client by clicking the arrow next to the serial number.



In the list you can also see the state of the device batteries. If the battery charge is not 100% it is recommended to charge it full before giving device to the client.

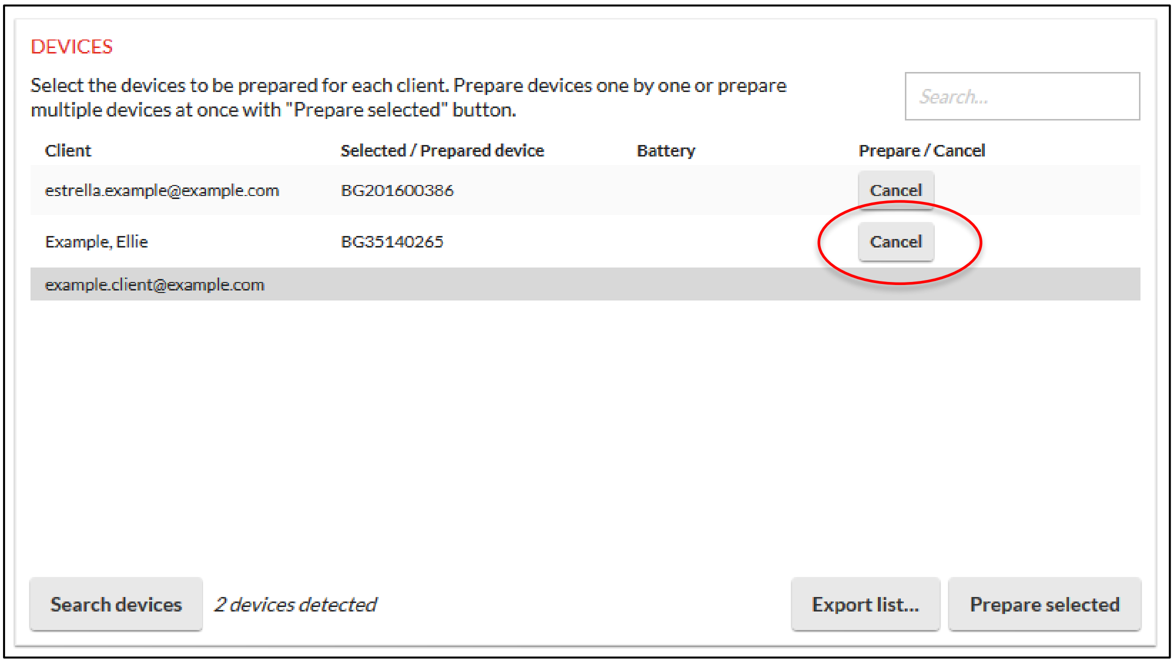
When you have selected to who you want to prepare the plugged devices you can prepare them either one by one by clicking *Prepare* in the client's row, or all at the same time by clicking *Prepare selected*.

Preparing the devices takes couple of minutes depending on the number of devices.



When the device preparation is ready you can unplug devices and plug in the new devices for the preparation.

If you want to cancel the preparation of some device, select *Cancel* in that row.



You can also export the list of prepared devices as an excel file by selecting *Export list*.

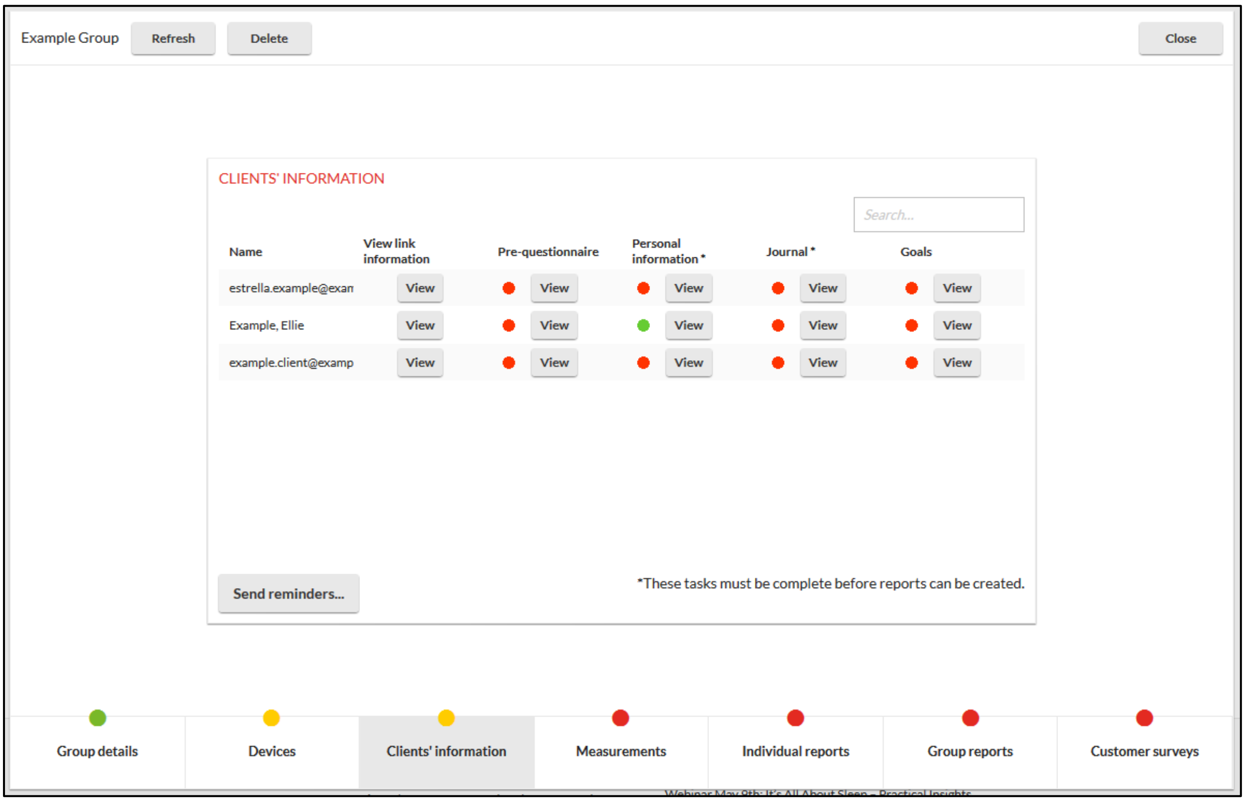
When you have prepared devices to all group members and made sure that the device batteries are full, you can give the devices to your clients.

4.3. Clients' information (clients fill)

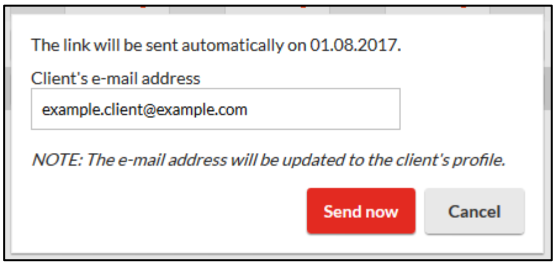
At the date you have set to the group assessment the clients will receive an email message from Lifestyle Assessment with a link for filling out the pre-questionnaire, personal information, journal during the measurement days and goals. If some email is not sent (i.e. some client's email address has not been provided), the specialist can later complete this information.

Personal information and journal markings are required for analysis. It is recommended for the specialist to check the information filled by the clients before creating reports, to make sure that they are appropriately filled.

You can check, and if needed edit, the clients' information by moving to *Clients' information* step.



From the first column (*View link information*) you can check the state of the link and if needed resent it.



In the other columns you can see pre-questionnaire, personal information, journal and goals. If the mark next to the questionnaire is red, your client has not started filling the information. If the mark is yellow, there are some information filled but the form is not saved as ready. Green marks indicate that the information is filled and the form is saved as ready.

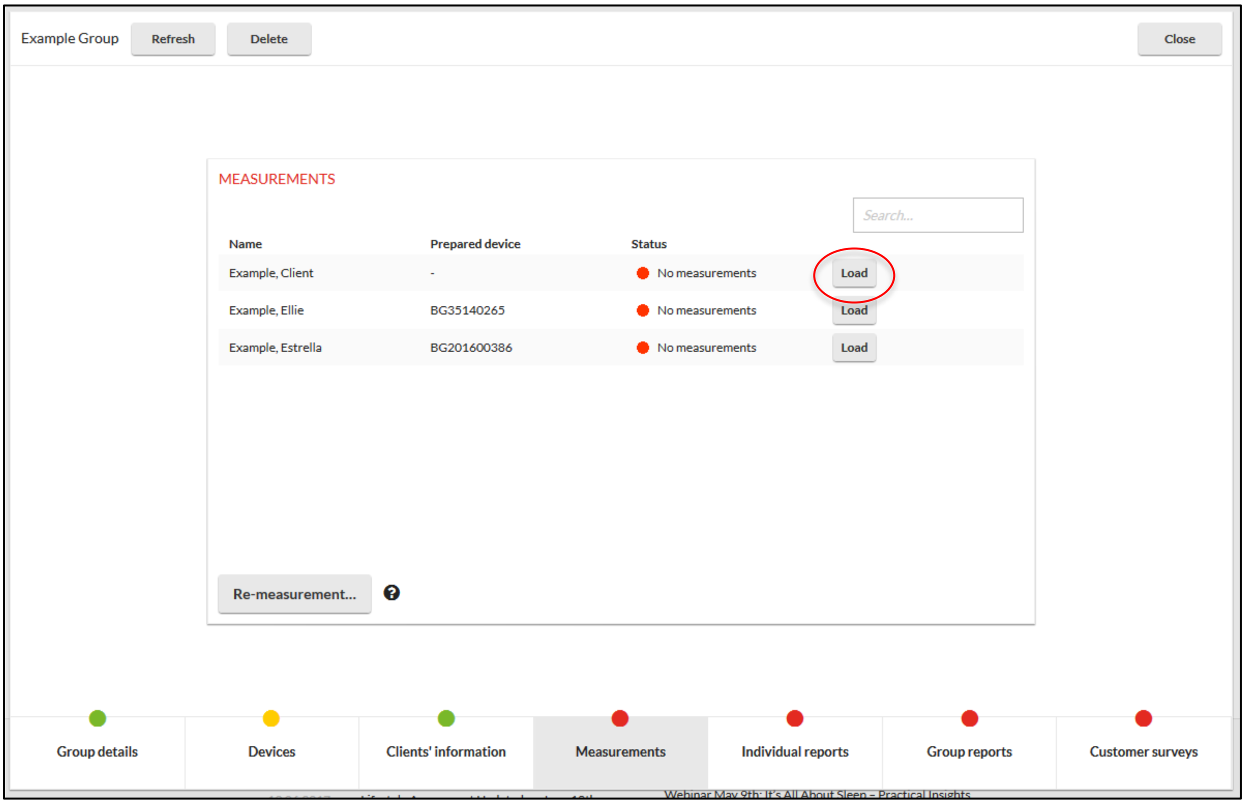
More about viewing and editing the clients' information can be read under the individual assessments beginning at page 22.

4.4. Uploading and editing measurements

When devices are returned from clients, the measurements need to be uploaded to Lifestyle Assessment.

Note! The upload process is different whether you use Bodyguard 2 device or older Bodyguard. If you use old Bodyguard device, check the instructions from page 33.

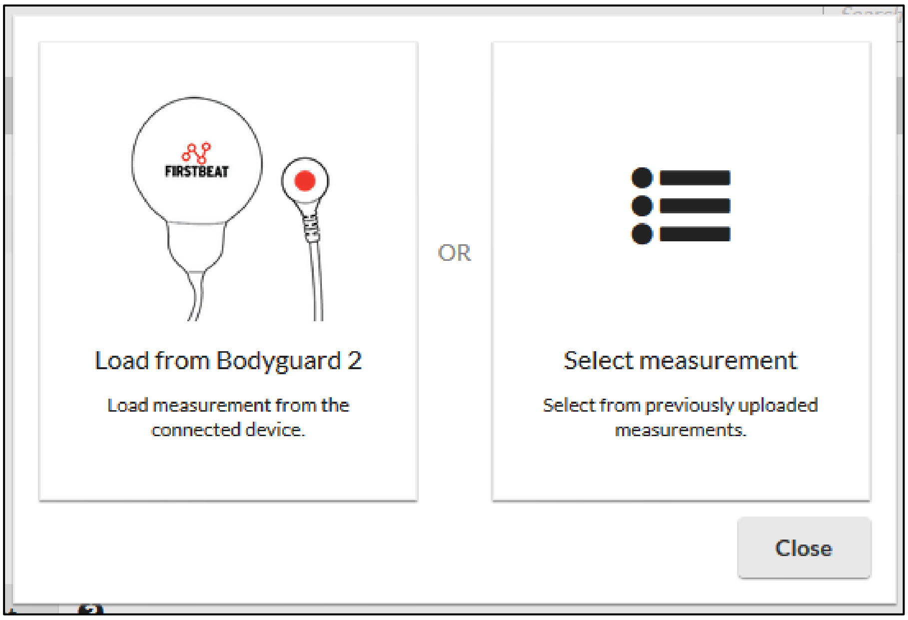
To upload the measurements, move to *Measurements* step in the group view.



You will see all the group members with the devices prepared to them listed in the view. *Status* column shows the status of the measurements.

To upload the measurement of your client, plug the Bodyguard 2 device to USB port and select *Load* in the correct row.

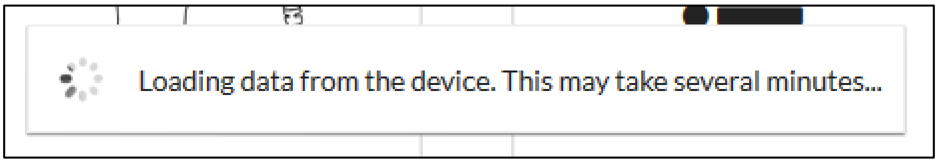
Software asks whether you want to load measurement from device or to use some previously uploaded measurement.



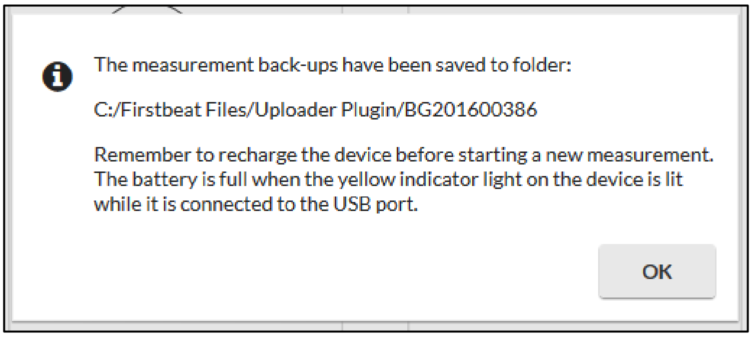
Select *Load from Bodyguard 2*.

Note! Select option Select measurement if you have already uploaded measurement to your client for example via Uploader or if you want to use some other previously uploaded measurement in this analysis.

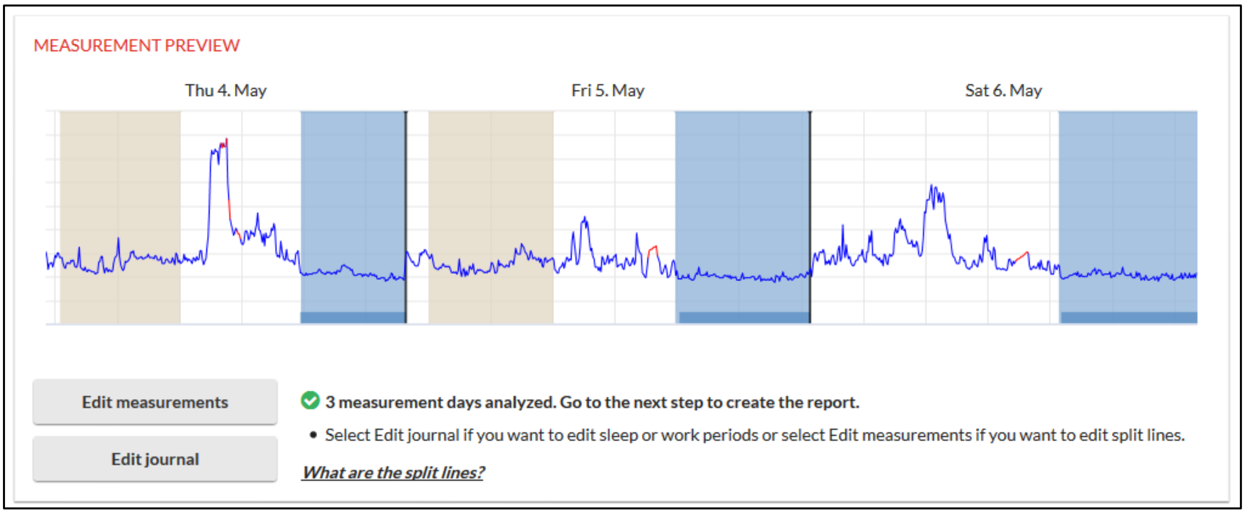
Software starts to load the measurement from the device.



When the measurements are uploaded, software notes you about the backup file. Select *OK* and software starts to analyze measurements.



When the measurements are analyzed, the Measurement preview opens. There you can check and, if needed, edit the measurement.



Read more about the editing the measurements under the Individuals starting from page 36.

When you are ready with this measurement, click Close and continue by uploading next client's measurement.

Besides the uploading you can also preview and edit again the already uploaded and analyzed measurements. Select *Open* to do that.

If there is a need, for example because of high error percentage, to do a re-measurement to some of your clients, it can be done by selecting the client in question and clicking *Re-measurement*.

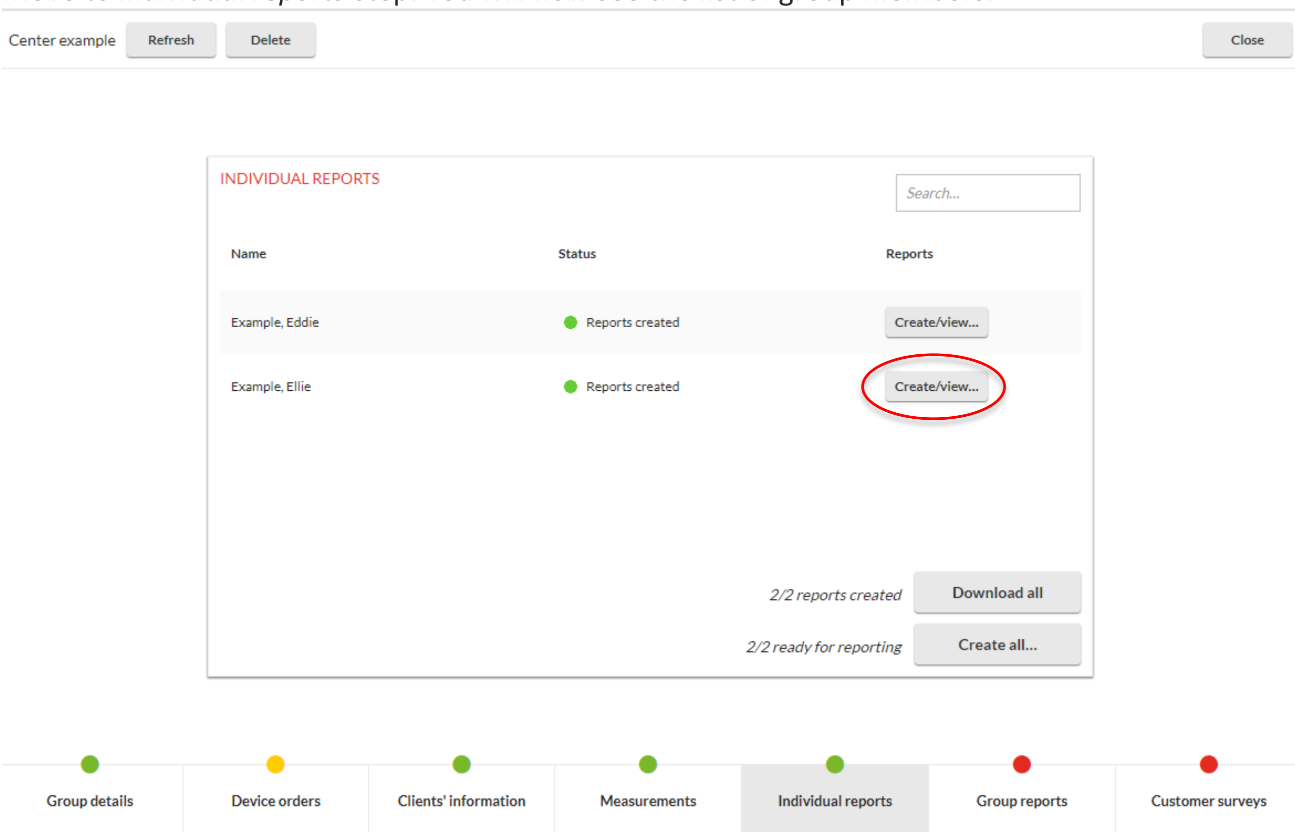
Now you can prepare and give a new device to you client. New journal link will be sent from software automatically and it is valid three weeks. Also, the original measurements are saved so you can view them if needed. When the re-assessment is ready you can upload the measurements via these same steps and the measurement is added to your group analysis.

4.5. Creating reports for a group

When the measurements are uploaded and clients have filled their personal information and journals, you can create reports.

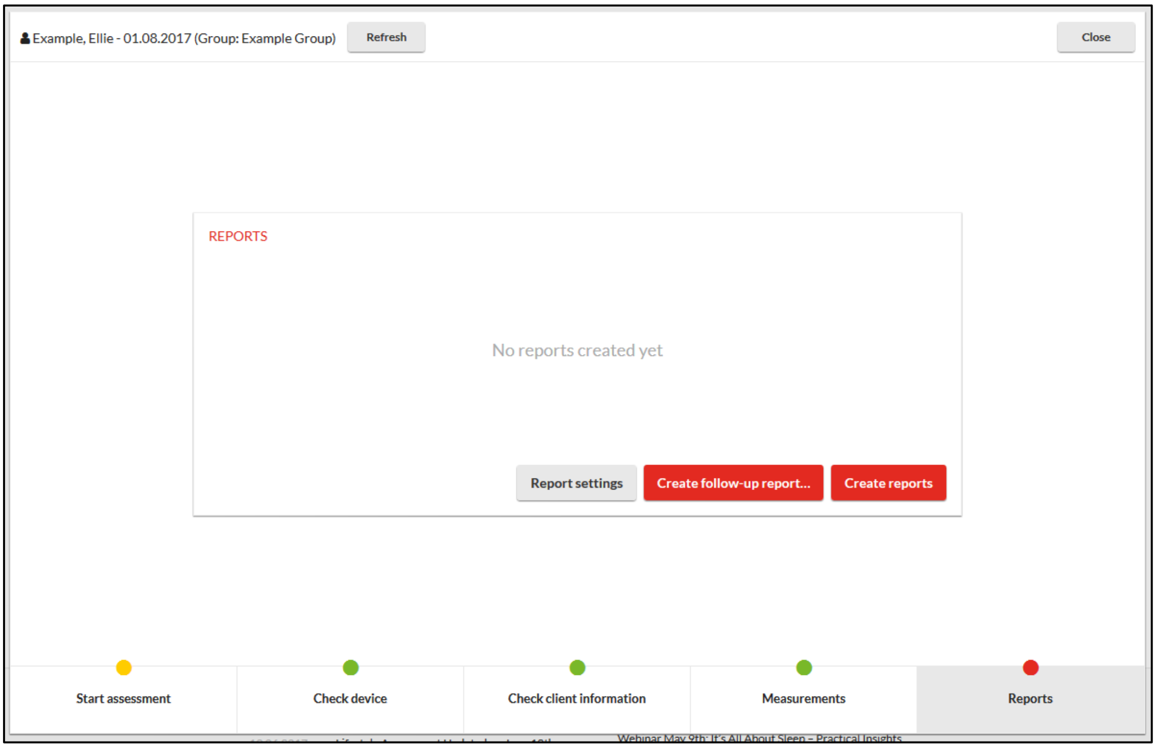
4.5.1. Individual reports

Move to *Individual reports* step. You will now see the list of group members.

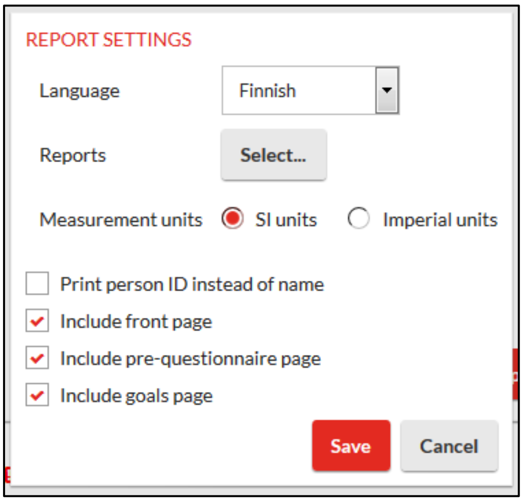


From the *Status* column you can check the status of the reports. In order to create or view the report of some client, click *Create/view* button next to the client's name.

The client's *Create reports* view opens.

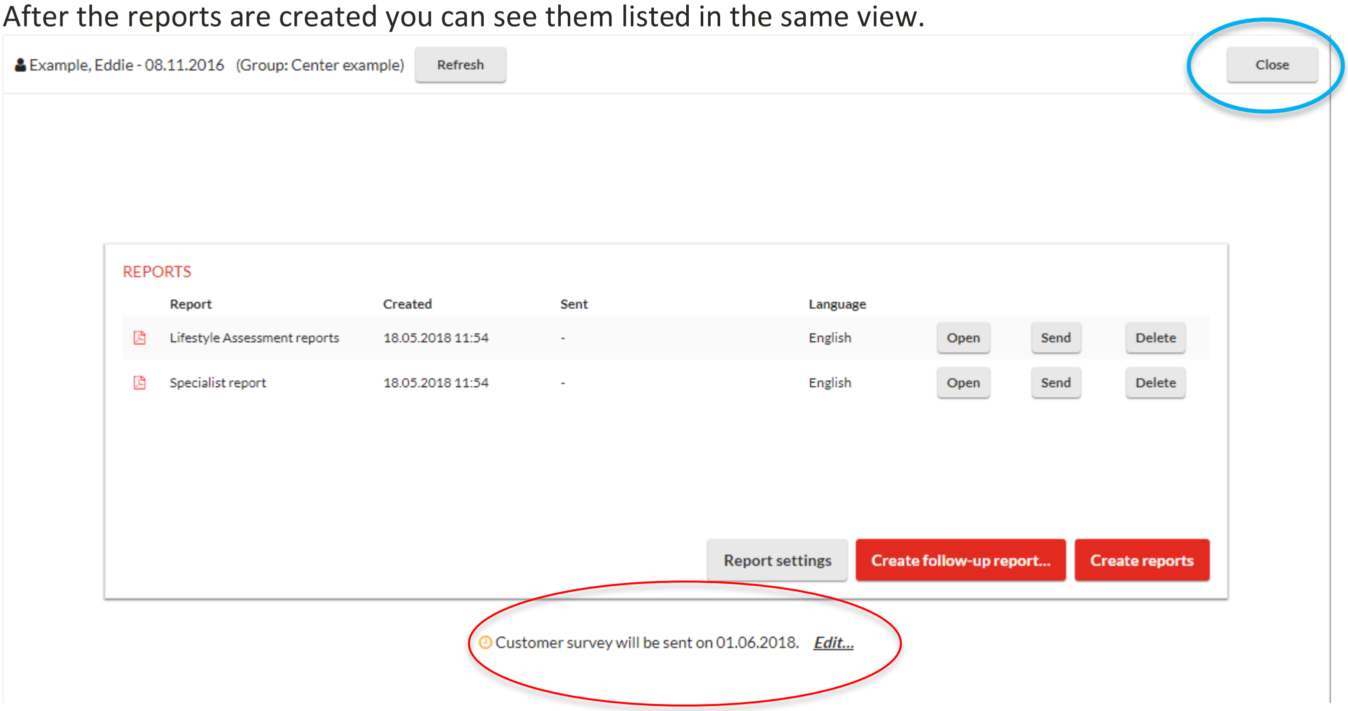


Via the Report settings button you can select the report language, the reports you want to create and set other report settings. Remember to save the changes.



When the report settings are done, you can create reports by clicking *Create reports*.

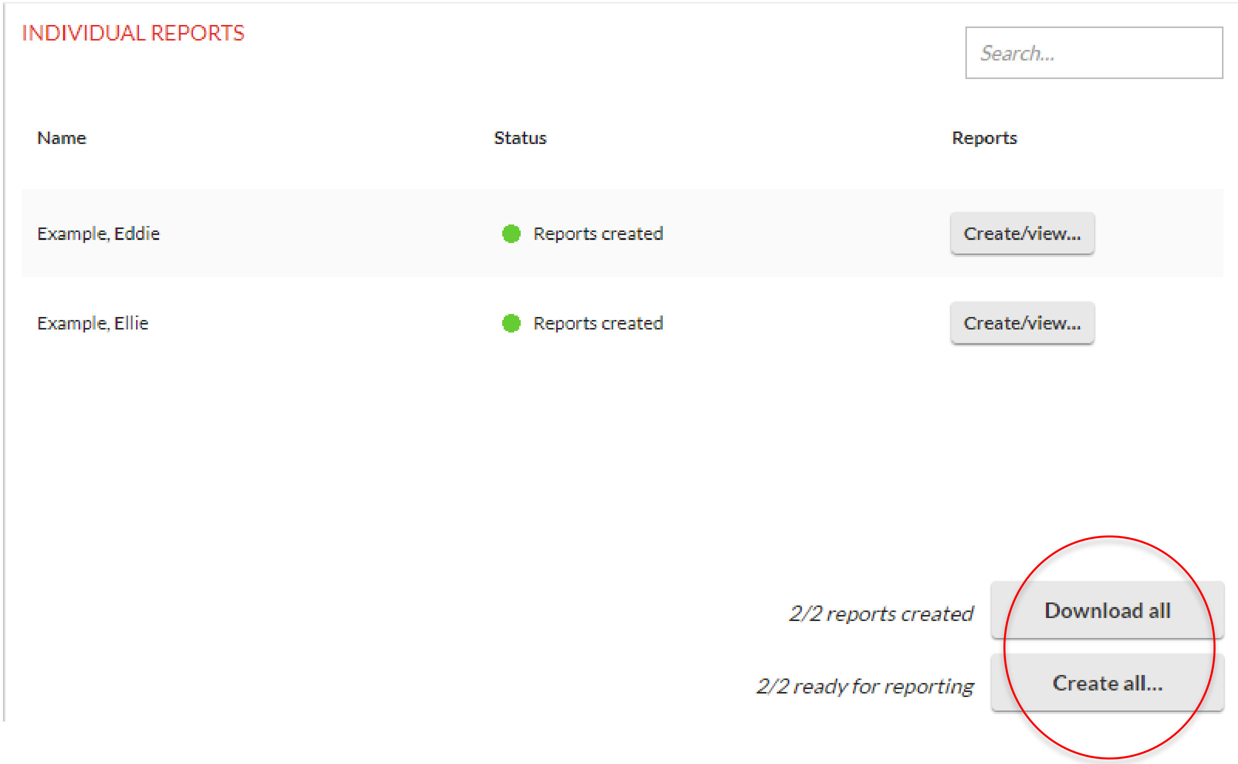
After the reports are created you can see them listed in the same view.



Now you can open reports, send them via email or delete them.

Below the report table you will see also the status of Customer survey. The Customer survey includes general feedback questions about Lifestyle assessment. The survey is automatically sent at the next day of the report creation. If you want to edit the sending date or prevent the survey sending, select *Edit.*

When you have created you client's reports, you can move back to group view by selecting *Close* in the top right corner.

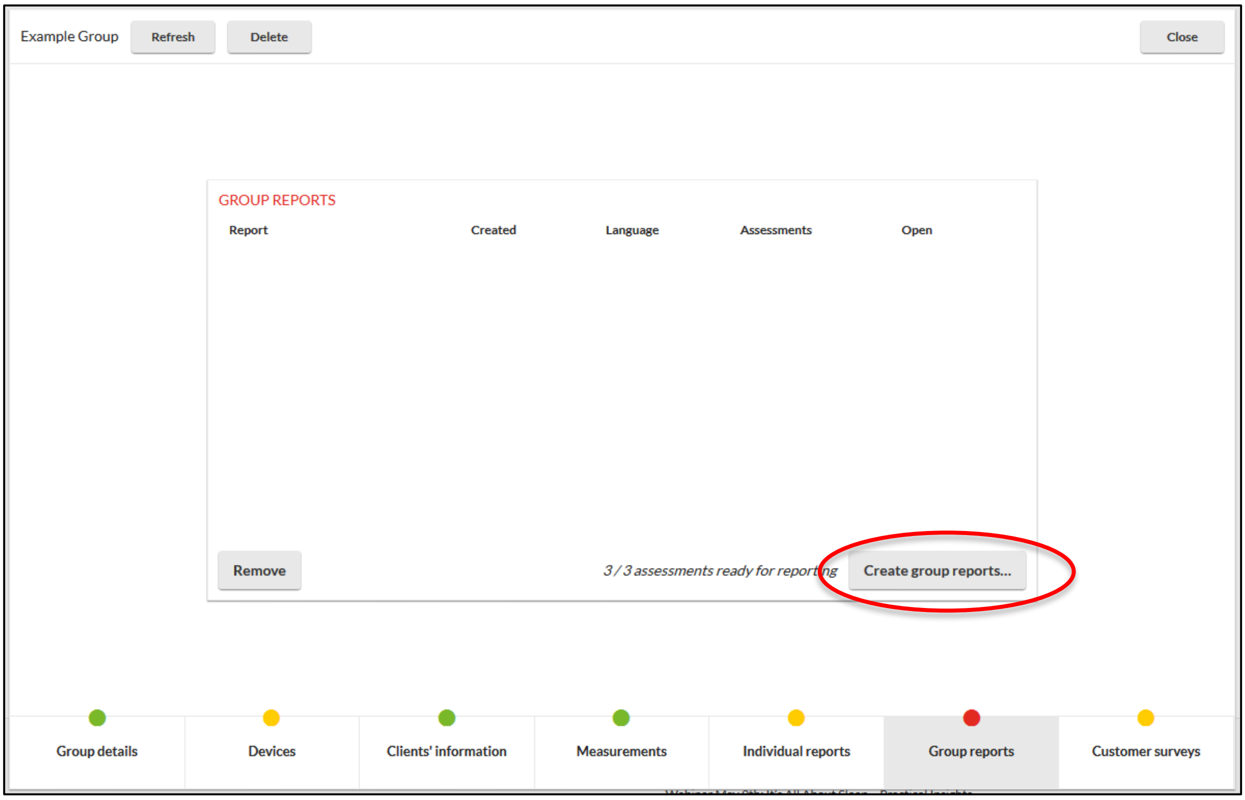


In the group view you can also create all the reports of the measurements ready for reporting at the same time by selecting *Create all*.
You can also open all the created report by selecting *Download all*.

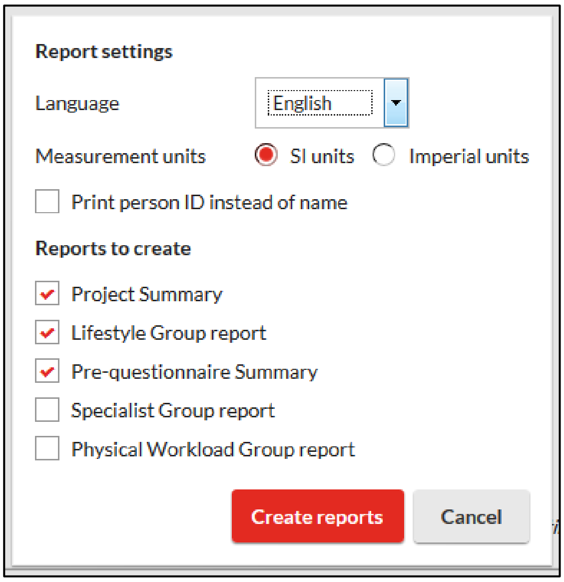
4.5.2. Group reports

In order to create group reports move to *Group reports* step.

Click *Create group reports*.

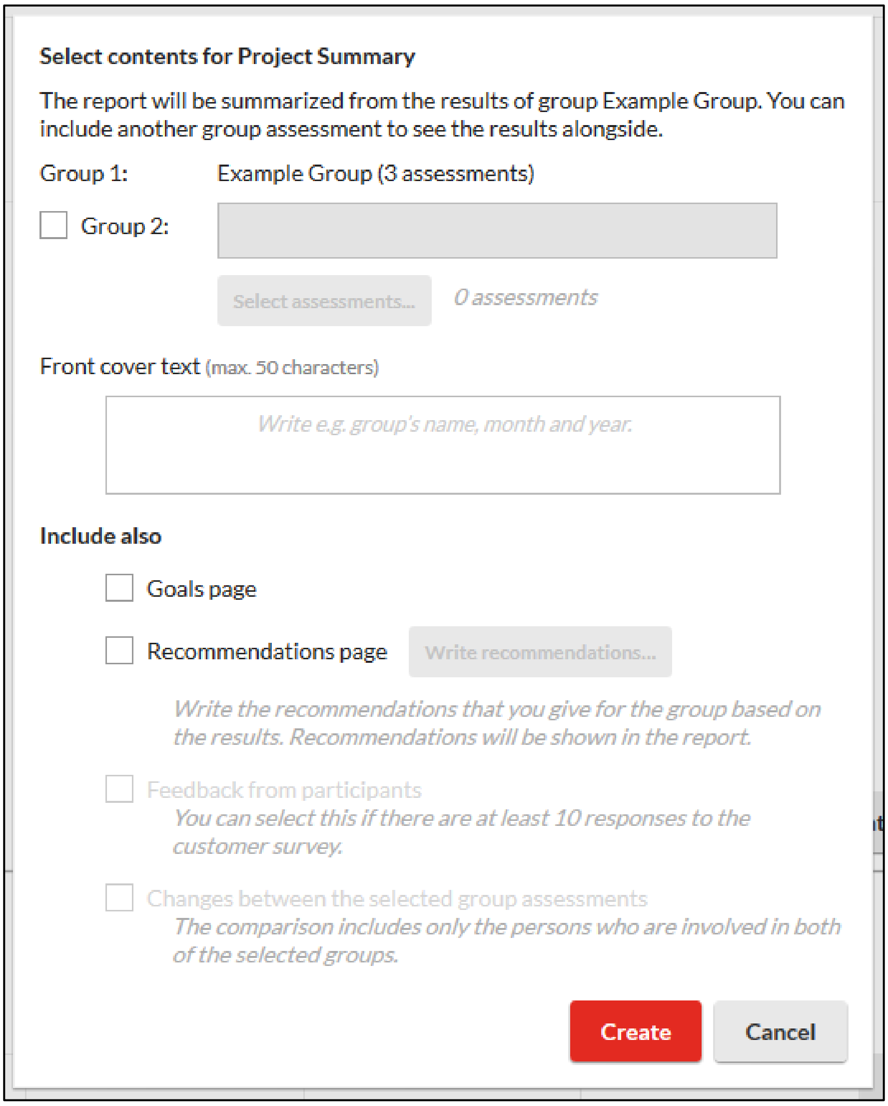


In the next step you can select which reports you want to create as well as the report settings.



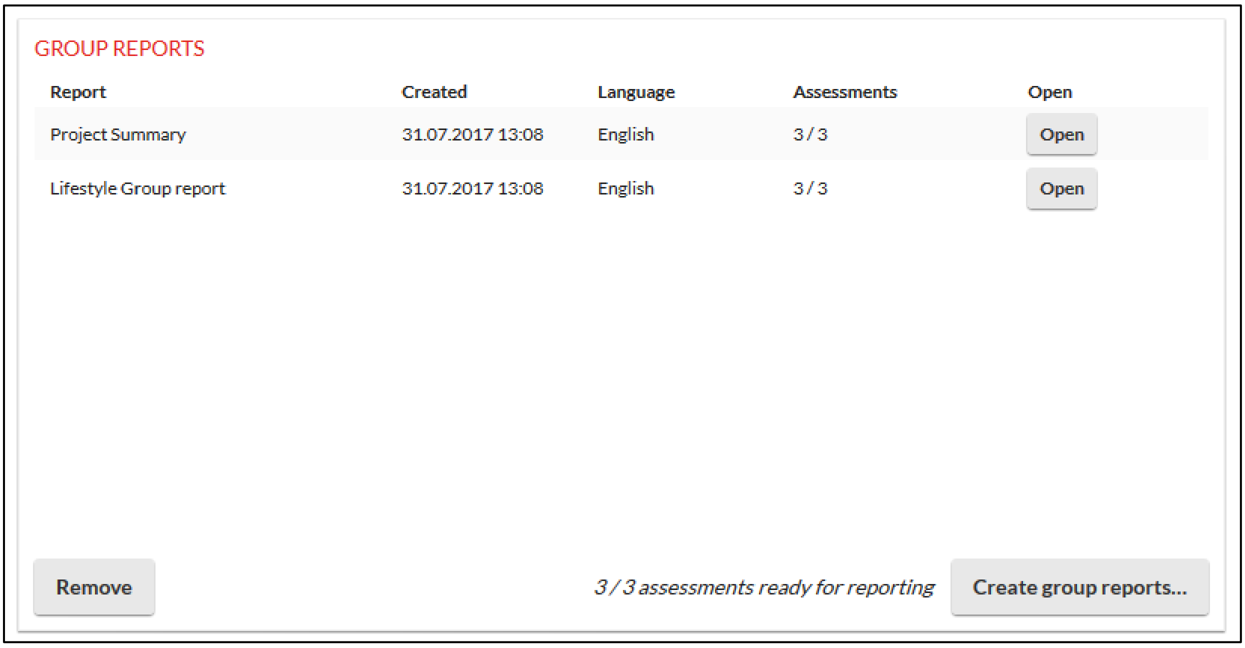
When you are ready, click *Create reports*.

If you chose Project summary, select the content of the summary in the opening window.



If you want, you can include to summary also results of some other group. You can also add some identifying text to summary's cover page. In addition you can include goals page, a page with your own recommendations, feedback from participants or comparison of the changes of the results of those clients who have taken part in both selected groups.

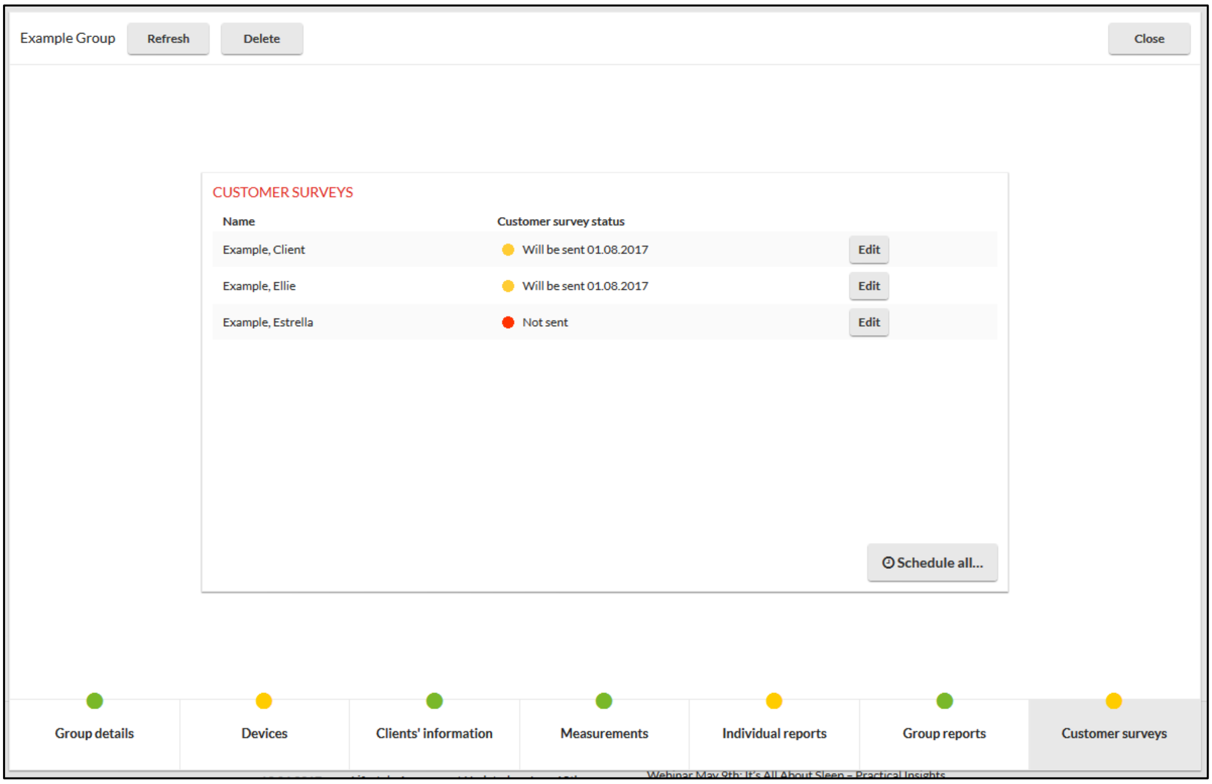
After the group reports are created, you will see them listed in the *Group reports* step.



You can open the report by clicking *Open* or, if needed, delete them by using the *Remove* button in the low left corner.

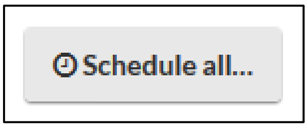
4.6. Customer surveys to group

In the *Customer surveys* step you can view and edit the surveys sent to your clients. More about the Customer survey can be read from the page 46.



Customer survey status column shows you is the survey already sent and has the client answered to it. Click *Edit* to change the survey sending date, resent the survey or prevent the sending.

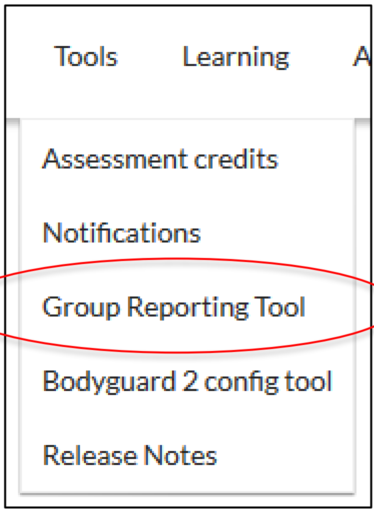
Schedule all function allows you to set the sending date to whole group.



5. Group reporting tool

With Group reporting tool you can create group reports from individual lifestyle assessments.

Select *Tools > Group Reporting Tool* from the main page of Lifestyle Assessment.



In opening view you can see listed all the group reports created with the tool.

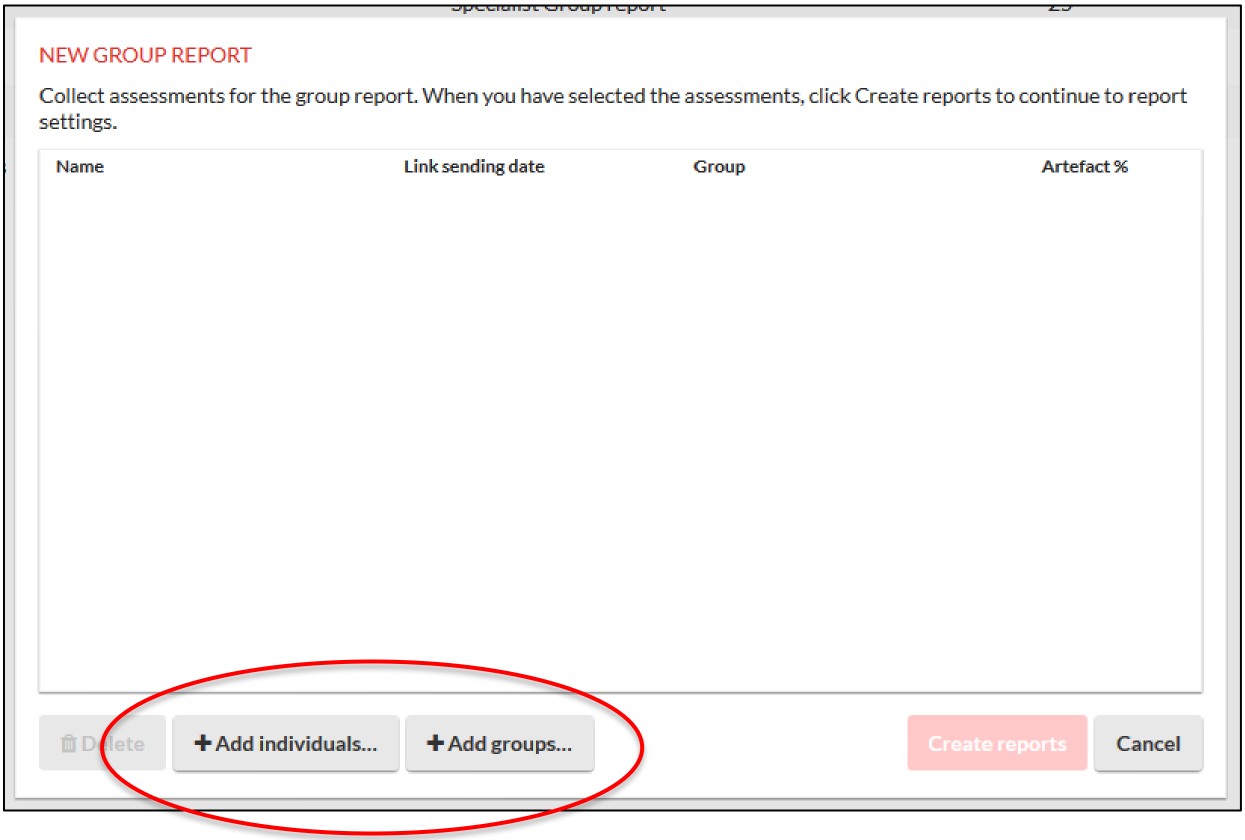

GROUP REPORTING TOOL

Created	Group identifier	Report type	Group size	Language	Open	Edit
08.05.2017 12:32	Example	Project Summary	25	Finnish	Open	Edit
08.05.2017 12:32	Example	Lifestyle Group report	25	Finnish	Open	Edit
08.05.2017 12:32	Example	Specialist Group report	25	Finnish	Open	Edit
08.05.2017 12:32	Example	Pre-questionnaire Summary	25	Finnish	Open	Edit
08.05.2017 12:32	Example	Physical Workload Group report	25	Finnish	Open	Edit
06.02.2017 15:00	Example reports	Lifestyle Group report	3	English	Open	Edit

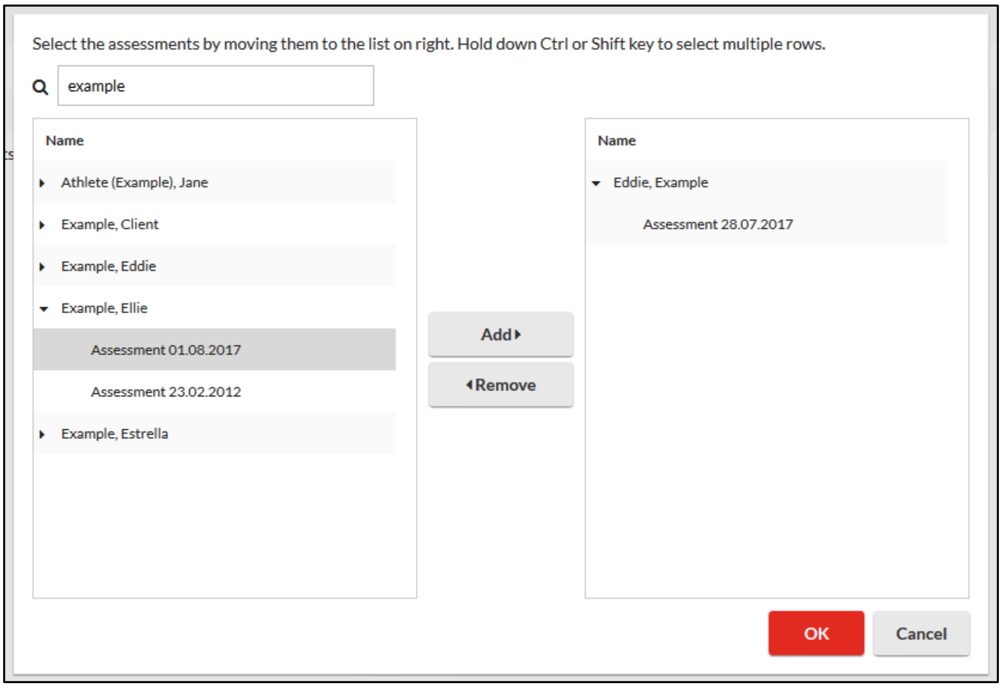
Delete
New group report...
Close

There are listed report creation date, group identifier, report type, group size and language of the report. You can open or edit the reports by selecting either *Open* or *Edit* next to the report you want to handle.

In order to create a new group report select *New group report* from the low right corner of the view.



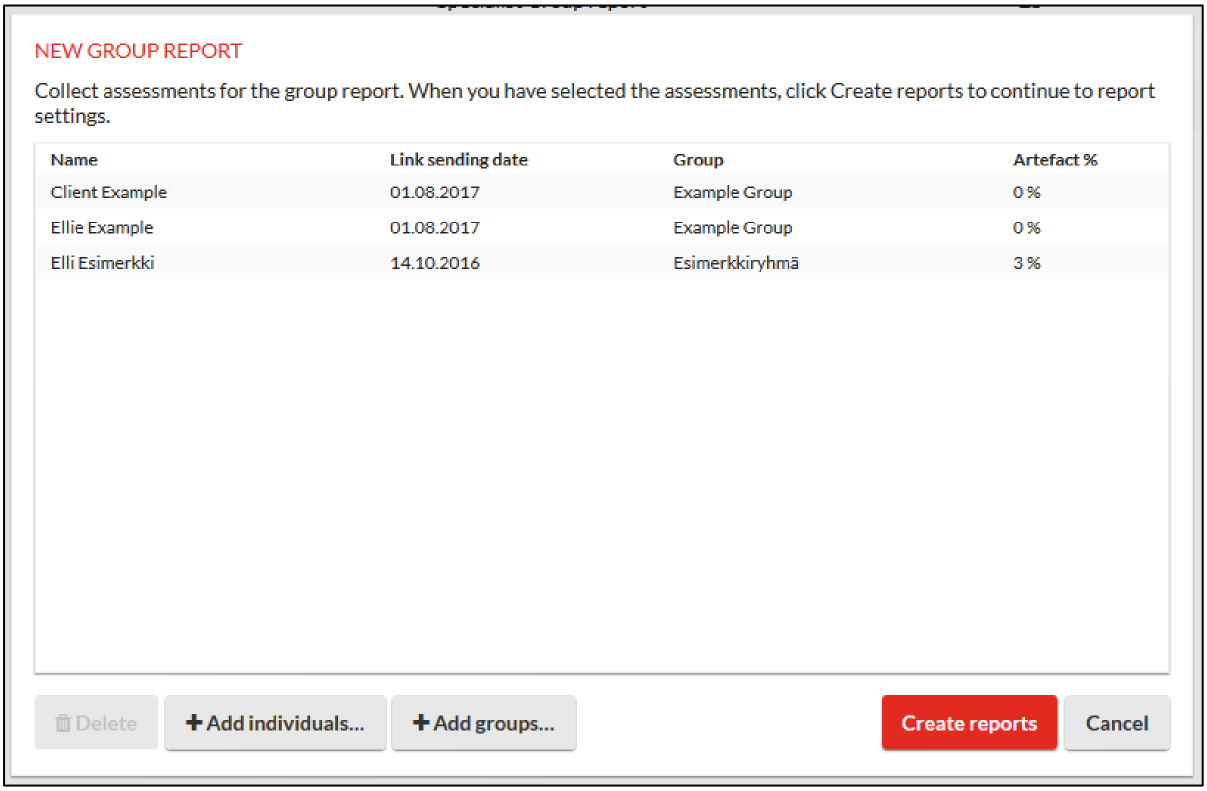
Add individual profiles or groups to the report by clicking *Add individuals/groups* buttons.



Select the assessments or groups you want to add and move them to table on the right-hand side with *Add* button. *Remove* button allows you to remove selected assessment/group.

When you have done the selections, click *OK*.

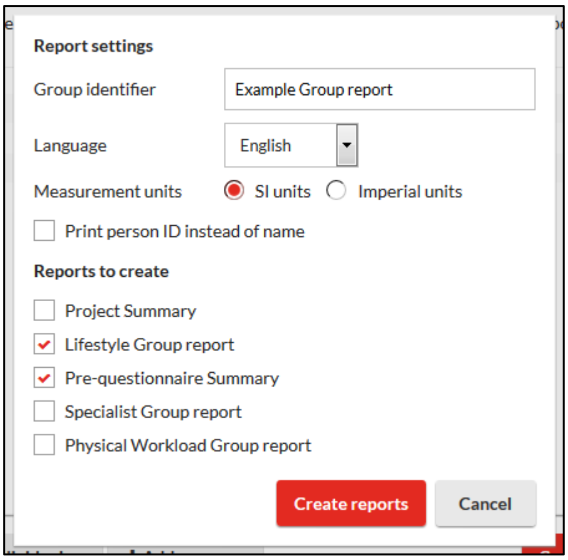
Selected individuals and groups can now be seen in New group report view.



If you want to remove some lifestyle assessment, select it and click *Delete*.

The group report can be created by selecting *Create reports*.

Next you will need to define the report settings.

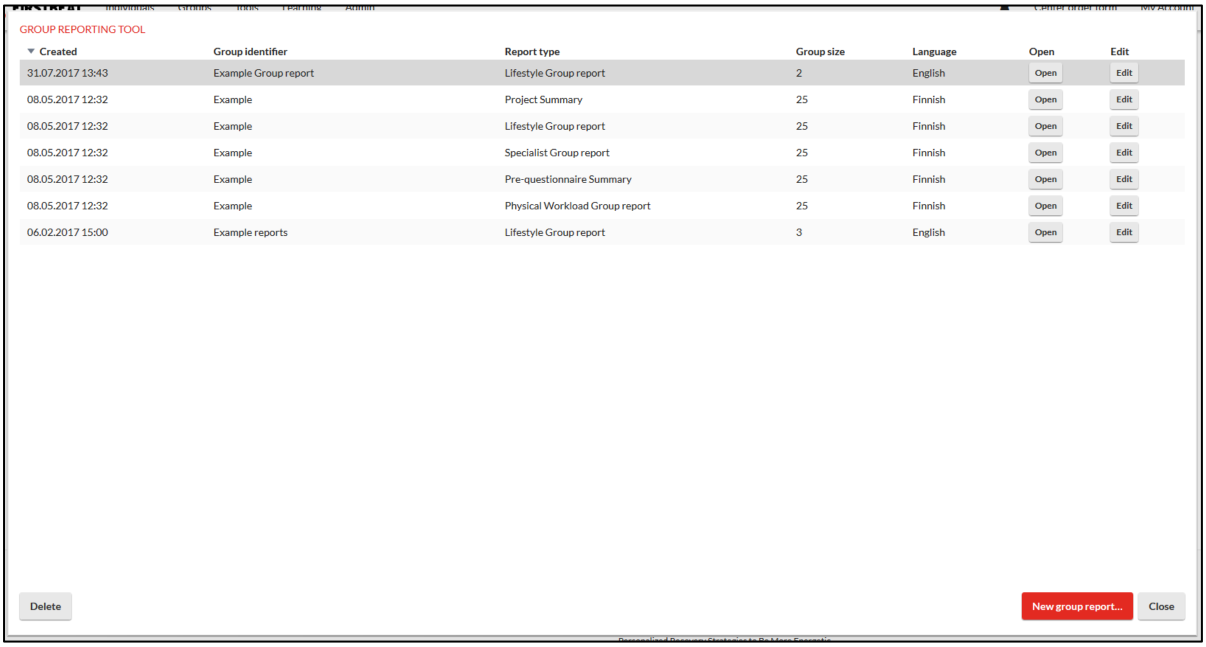


Group identifier helps you to recognize the group in question. Select also the report language and reports you want to create.

When you are ready with the settings, click *Create reports*.

If you selected Project summary, set next the settings for this report. More about Project summary can be read under Group reporting page 66.

When reports are created, you can see them in the *Group Reporting Tool* view.



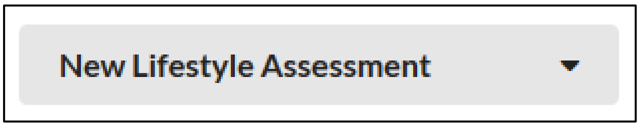
6. Lifestyle Assessment with Firstbeat Center

This section provides instructions for how to conduct lifestyle assessments if you have the Firstbeat Center service in use. Starting the assessment process, checking the client information and creating reports is done essentially in the same way as normal assessments. Sending devices and uploading measurements will be carried out by the Firstbeat Center.

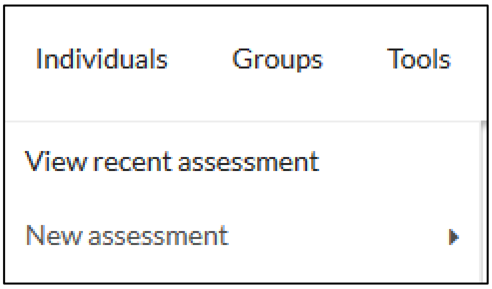
6.1. Lifestyle assessment for individuals

6.1.1. Creating a lifestyle assessment

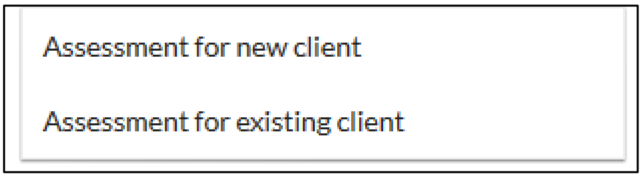
1. Select *New Lifestyle Assessment* (Either from the Home page, via *New Lifestyle Assessment* tab, or by selecting *Individuals* → *Start new assessment*)



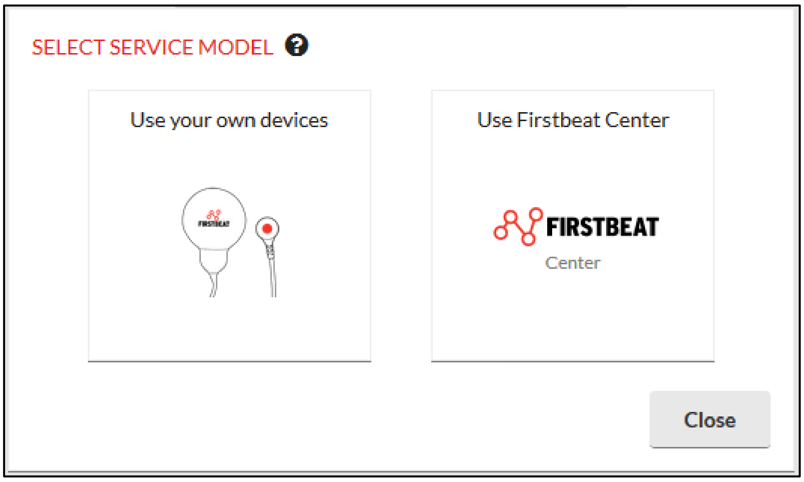
or



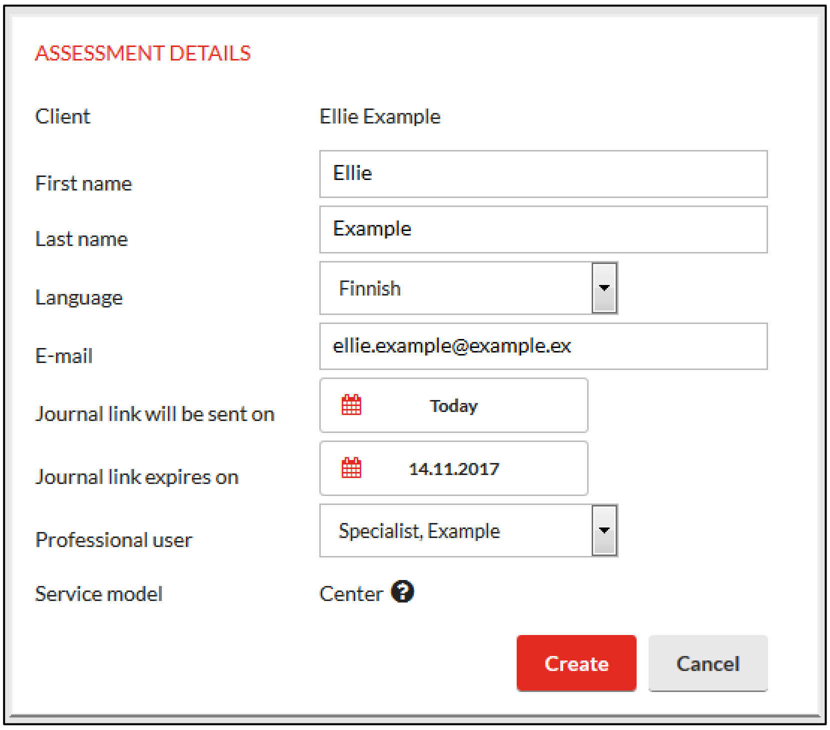
2. Select if you want to create a lifestyle assessment for a new or an already existing client.



Select ***Use Firstbeat Center***.



When you select assessment for a new client fill in the assessment details in the opening window: name, language and email address of your customer. Set also the sending and expiration date for the link.

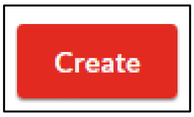


Note! If you create an assessment to an existing client, check the assessment details and set the link sending and expiration dates. From this step forward, the process will be similar for new and existing clients.

Center+ service: If you have Center+ service in use select '*Use Firstbeat Center +*'. This differs from the normal Center service in the way that reports are created by Firstbeat. In other parts, the lifestyle assessment will be handled similarly than other Center assessments.

The server will send an email to your customer that includes a link to order the lifestyle assessment. The email will be sent automatically on the date that you have set. The language of the email is determined by the language you choose in the assessment details.

3. When you have filled the information needed, click *Create*.

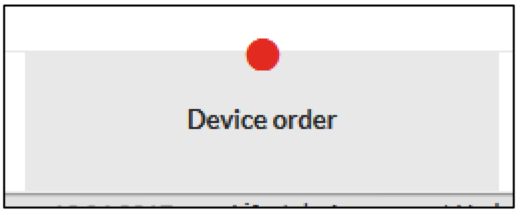


4. Lifestyle assessment has now been created successfully. You can edit the assessment details by selecting *Edit* in Start assessment task.

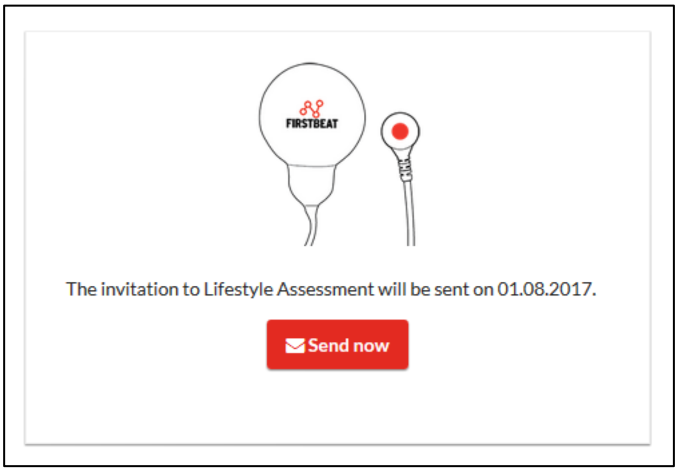
6.1.2. Device order

Your client will get an email with an **Invitation to Lifestyle Assessment** on the date that you set. Via the invitation, your client can order a device for the measurement.

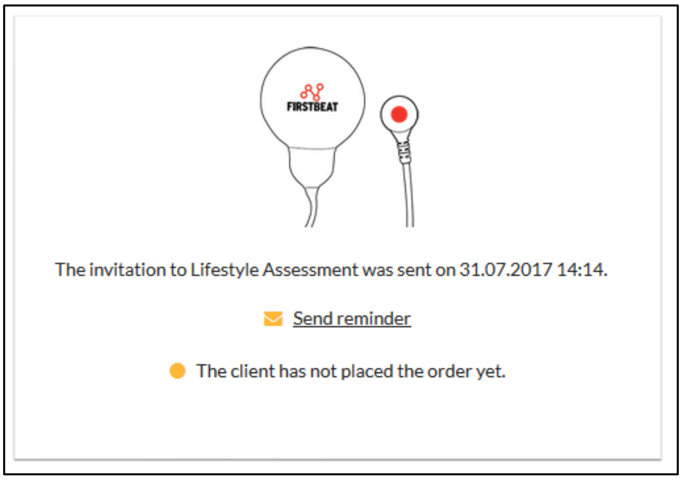
The status of the invitation and the order can be checked under the Device order task.



The view shows you the sending date. The invitation can also be sent right away by selecting *Send now*.



When the invitation has been sent, you will see the sending date and if the client has already made the order. If needed, you can re-send the invitation by selecting *Send reminder*.



When the order has been made, you will see the ordering date.

After making the order, your client will get an email with a link to the background information form and journal. The device will be sent the next work day after the order.

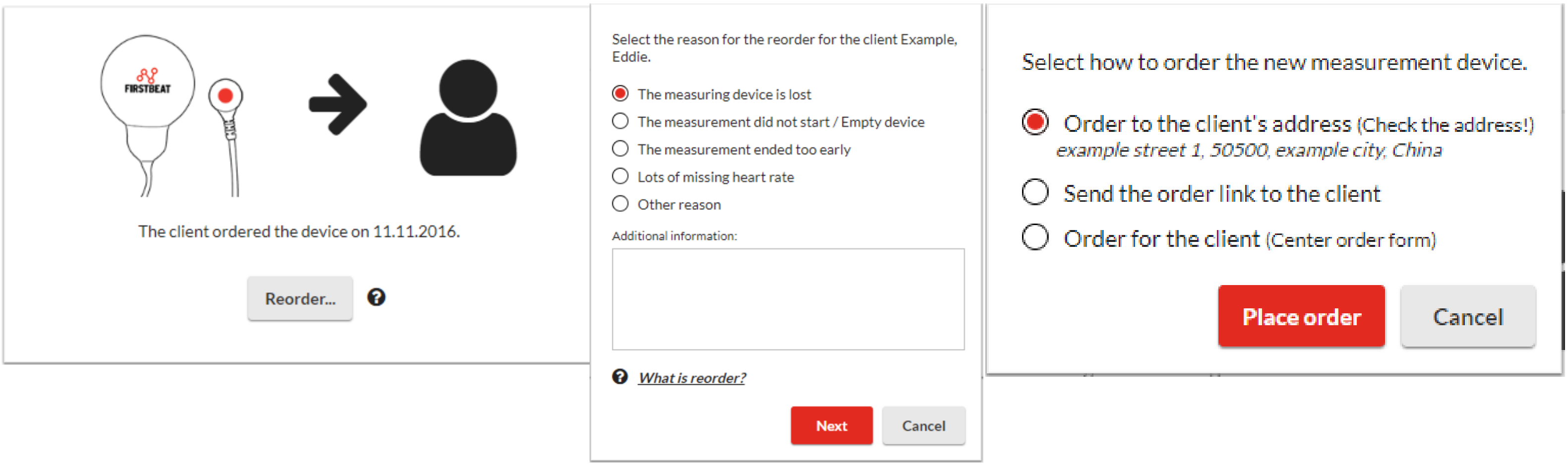
Your client will now do the measurement and return the device to Firstbeat Center, where the measurement is uploaded to the server.

If your client's device is lost or has got faulty during the measurement you can create a new order to him/her via the *Reorder* button. By doing a reorder, a new lifestyle assessment will be created to your client and a new device will be sent. A new journal link will also be automatically sent. The new link is valid for three weeks.

Reorder

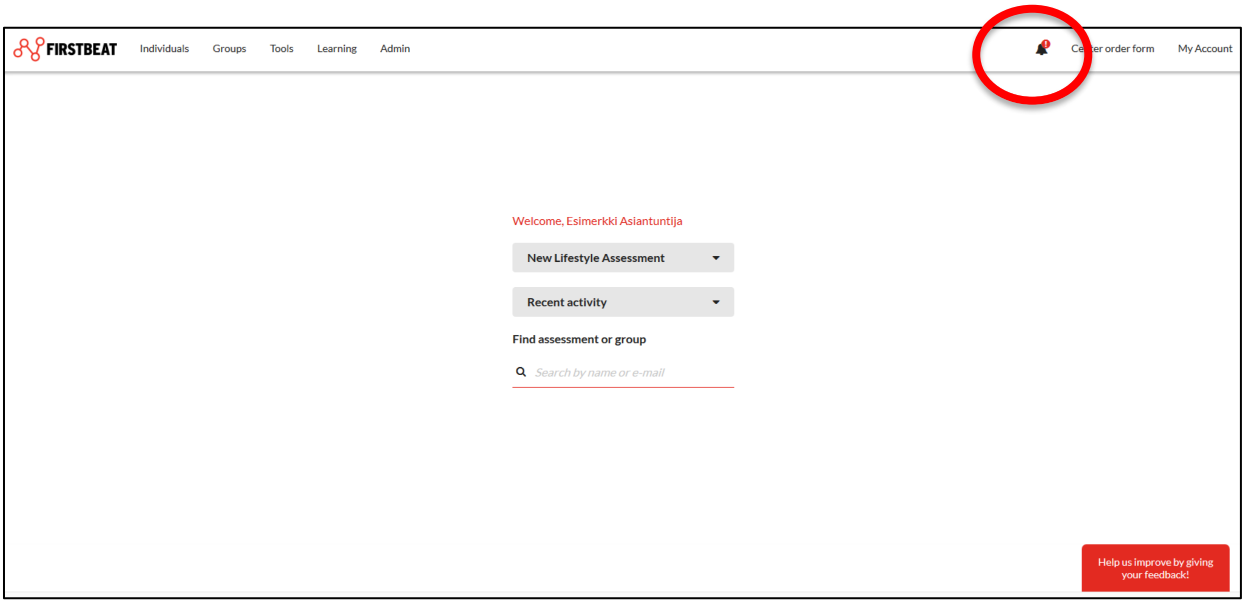
1. Go to *Device order* tab and click *Reorder…*
2. Select a reason and click *Next.* Add additional information if needed.
3. Select how to order the new measurement device.

a. By sending the order link to the client, the client themselves can input their order information (e.g. delivery address).



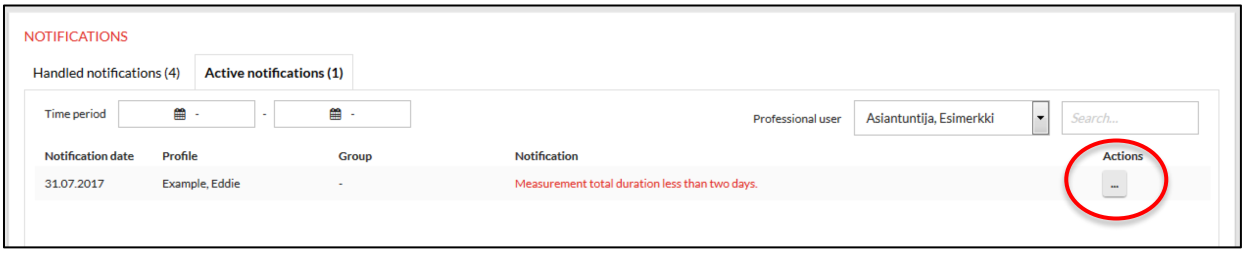
6.1.3. Actions after the measurement

After your client's device has returned to Firstbeat Center and the measurement has been uploaded, you will see the notifications on the home page of Lifestyle Assessment.



All the notifications that you have not checked are listed under Active notifications. This means that the lifestyle assessments, where the measurement has been uploaded by Firstbeat Center are shown in this list. Notifications may also include other automatic notes about the measurement, for example if the measurement is too short or there is lot of error. An employee at the Firstbeat Center can also manually add some notes that your client has sent with the device.

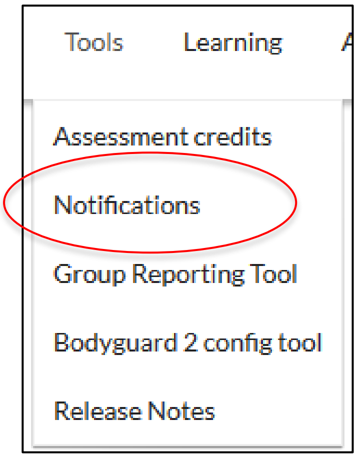
You can view the measurement and finish the lifestyle assessment by clicking the button at *Actions* column.



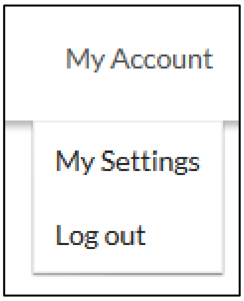
Check client information and measurement and create reports in the same way as with normal lifestyle assessments. The instructions for these steps can be found in sections **3.3 Client information**, **3.4.3 Edit measurements**, **3.5 Creating reports** and **3.6 Customer survey**.

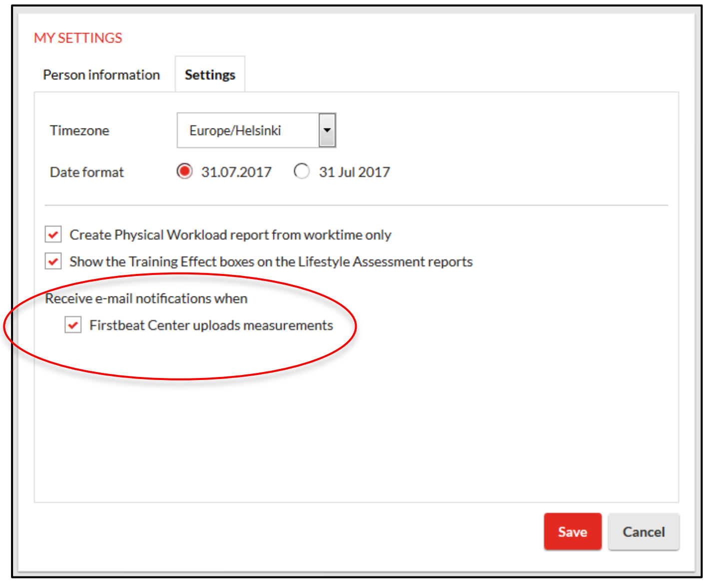
If you have **Center+ service** in use the notifications will show you the assessments to where Firstbeat has created reports ready. Select *Actions* button to view the reports and to print them to your client for feedback.

When you have checked all the lifestyle assessments with notifications, the notifications will move under the Handled notifications tab. All notifications can also be checked by selecting *Tools* > *Notifications* from the home page.



If you want to receive the notifications also to your email you can do the setting at *My settings*. Select *My account* > *My settings* and select *Receive e-mail notification when Firstbeat Center uploads measurements*.

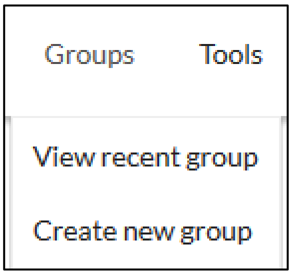

My Account
My Settings
Log out


MY SETTINGS
Person information
Settings
Timezone
Europe/Helsinki
Date format
31.07.2017
31 Jul 2017
Create Physical Workload report from worktime only
Show the Training Effect boxes on the Lifestyle Assessment reports
Receive e-mail notifications when
Firstbeat Center uploads measurements
Save
Cancel

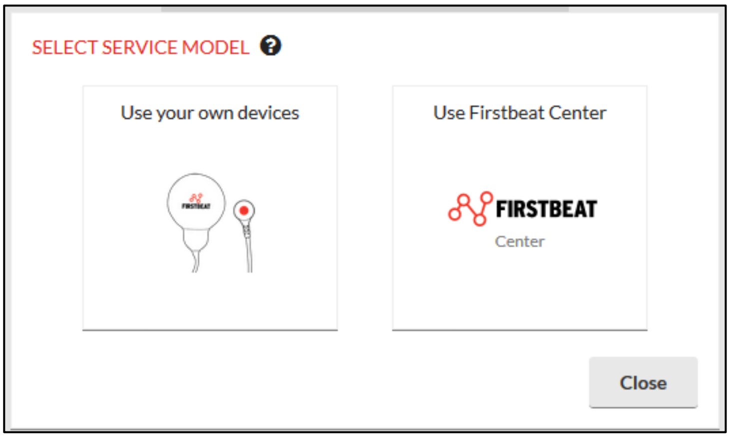
6.2. Lifestyle assessment for a group

6.2.1. Creating a group

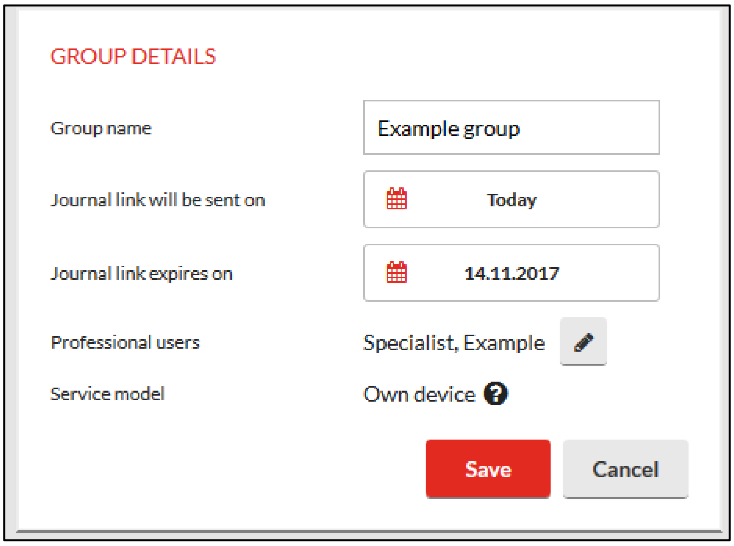
Start creating a group by selecting *Groups* > *Create new group*.



Select option **Use Firstbeat Center**.



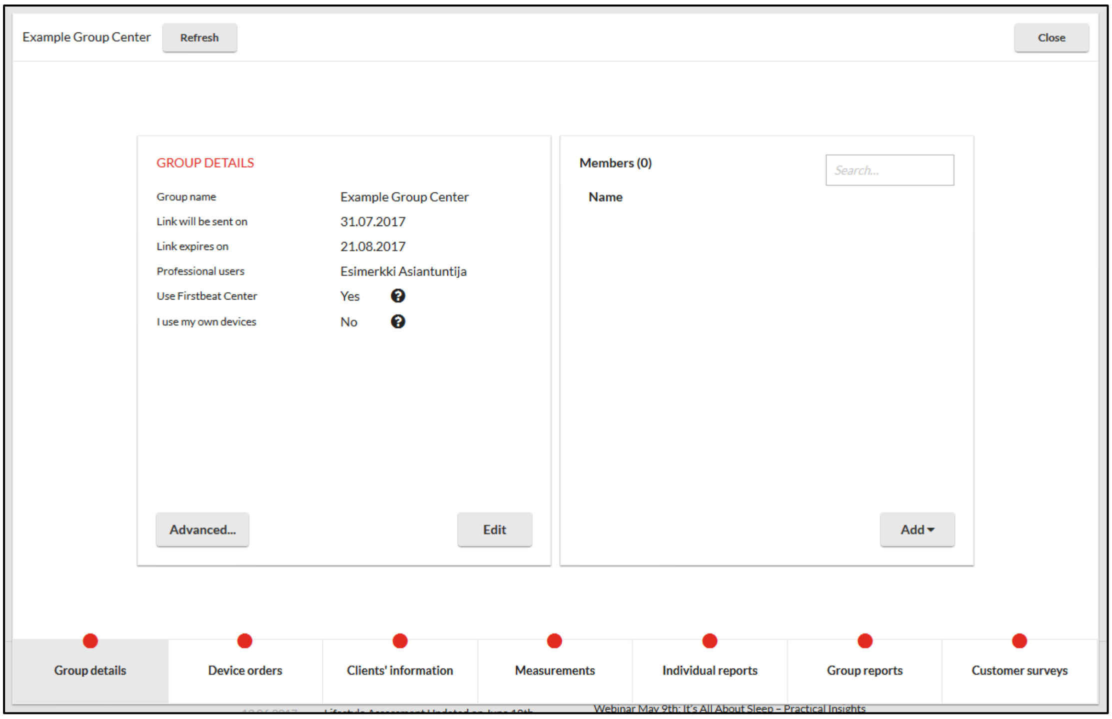
Fill in the group details: group’s name and sending and expiration dates of the link. You can also change and add professional users to the group from the editing tab next to the professional user’s name.



Center+ service: If you have Center+ service in use select '*Use Firstbeat Center +*'. This differs from the normal Center service in the way that reports are created by Firstbeat. In other parts the lifestyle assessment will be handled similarly than other Center assessments.

When you are ready, click *Save*.

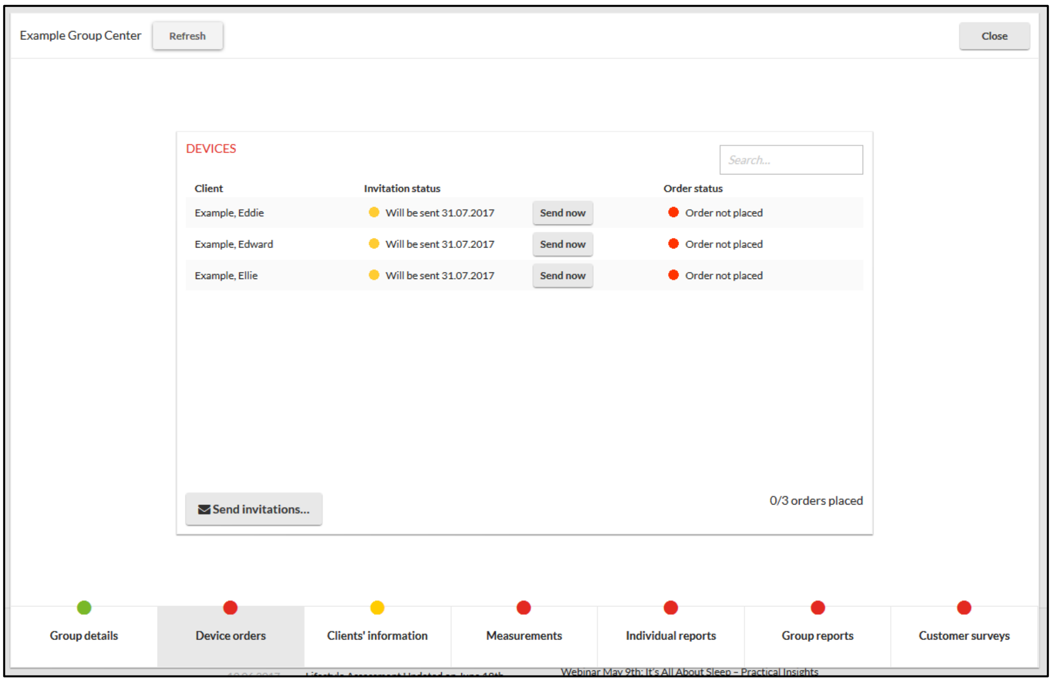
Group is now created and the group view opens.



To add members to group, select Add. Note that members need email addresses so that the order links can be sent.

6.2.2. Device orders

You can view the statuses of your clients' invitations and orders in the *Devices* step.

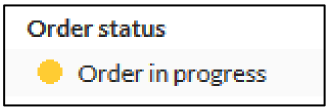


If the invitation link is not already sent, you can send it manually by clicking *Send now*.

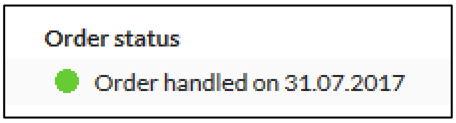
If you need to send the link again to some client, click *Send reminder*.

When your client does an order, he/she will get an email with journal link at the same day. The device will be sent at the next work day.

When the order has been made but the device has not yet been sent, the status of the order is following:



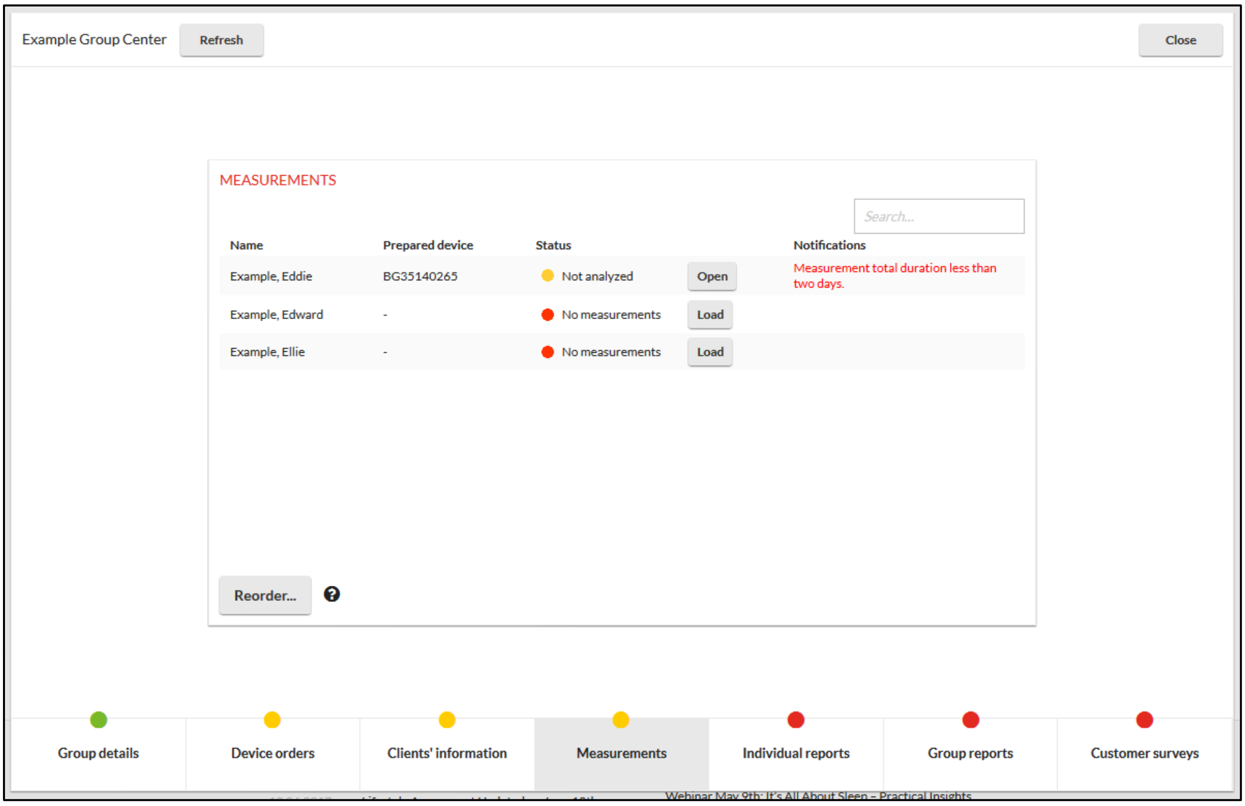
When the order has been done and the device sent the order status is following:



Your client will now do the measurement and return the device to Firstbeat Center where the measurement is uploaded to Lifestyle Assessment.

When the measurement is done, the device returned to Firstbeat Center and the measurement uploaded, you will see a notification in the home page of Lifestyle Assessment. More about the notification can be read from chapter **5.1.3. Actions after the measurement**.

You can view the uploaded measurements also in the group assessment's *Measurements* step.



Uploaded measurements can be previewed and edited via the *Open* button.

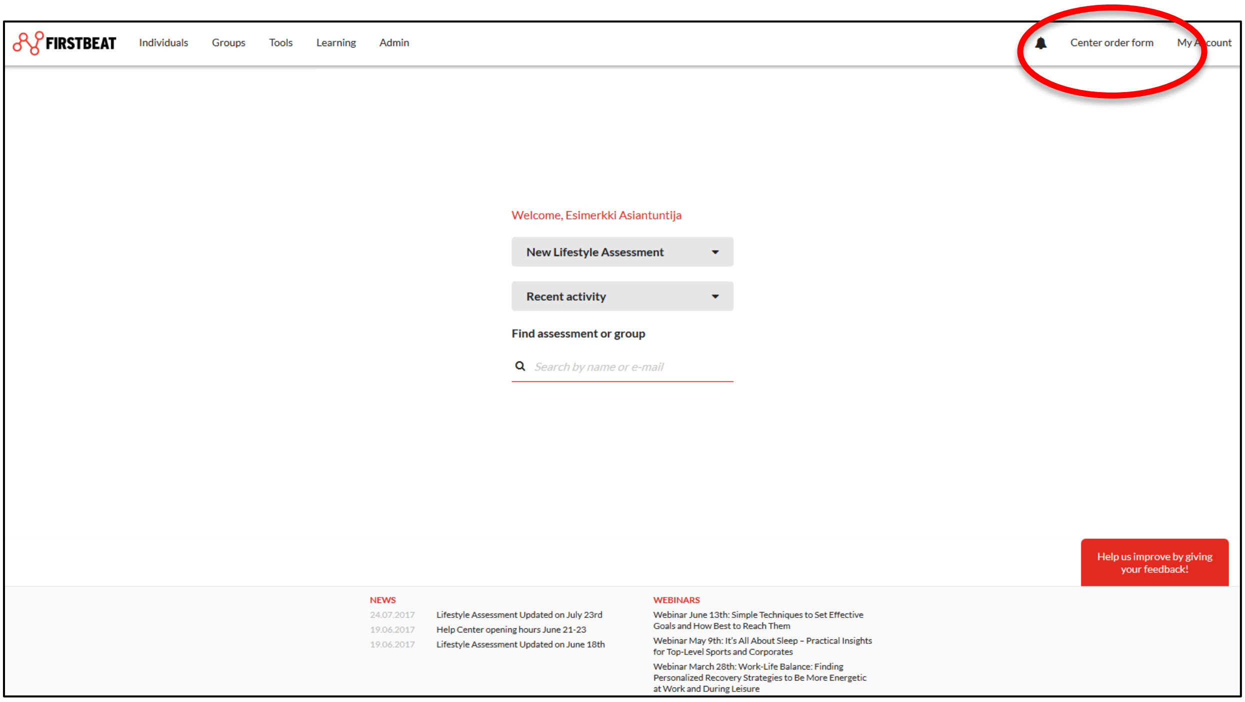
If you have **Center+ service** in use you will see the assessments to where Firstbeat has created reports ready via Notifications. Select *Open* to view the reports and to print them to your clients for feedback.

Check your clients' information and the quality of the measurements and create reports as in normal group assessments. These steps are described in chapters **4.3. Clients' information**, **4.4. Uploading and editing measurements**, **4.5. Creating reports to group** and **Customer surveys to goup**.

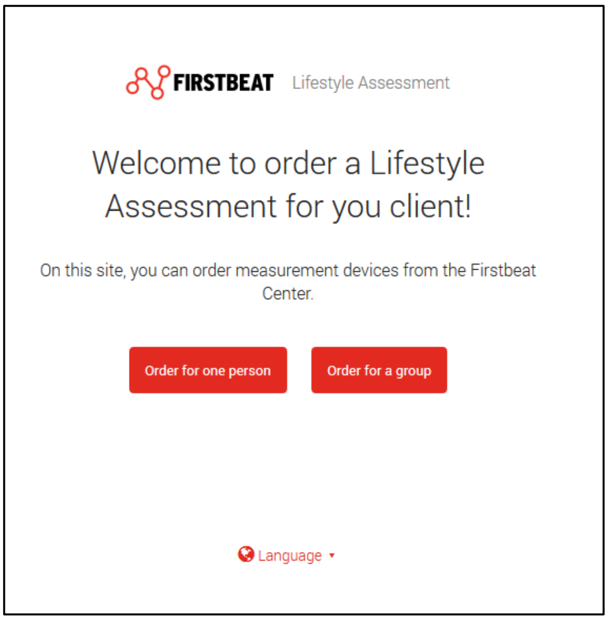
6.3. Ordering the measurement for client

When you want to order measurement for your client use the *Center order form* in the Lifestyle Assessment main page.

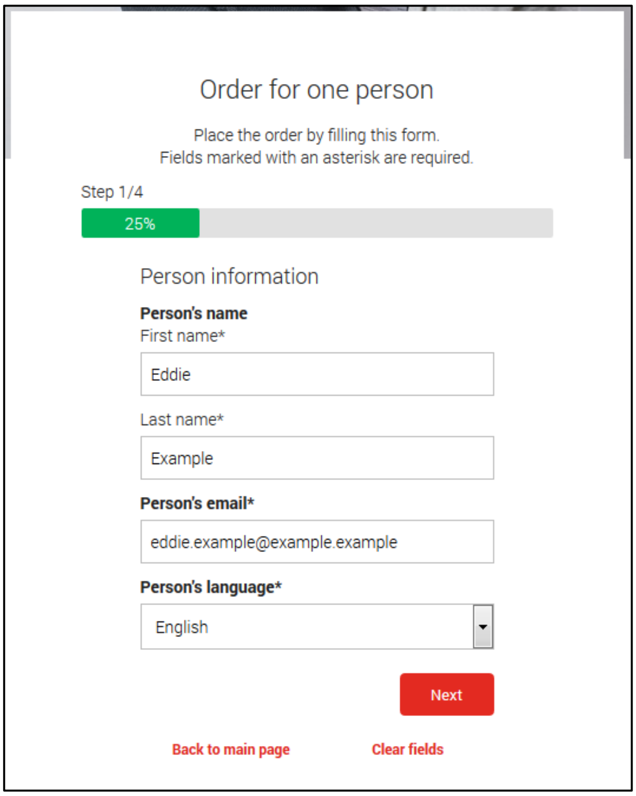
Note! When you do an order via the Center order from, the software automatically creates a new assessment to your client/group. You will not need to create assessments separately.



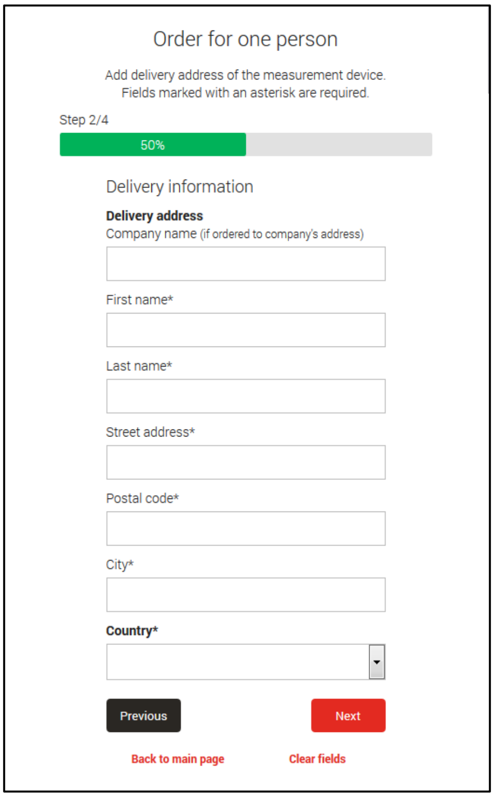
In the opening view select if you want to do an order for one person or for a group.



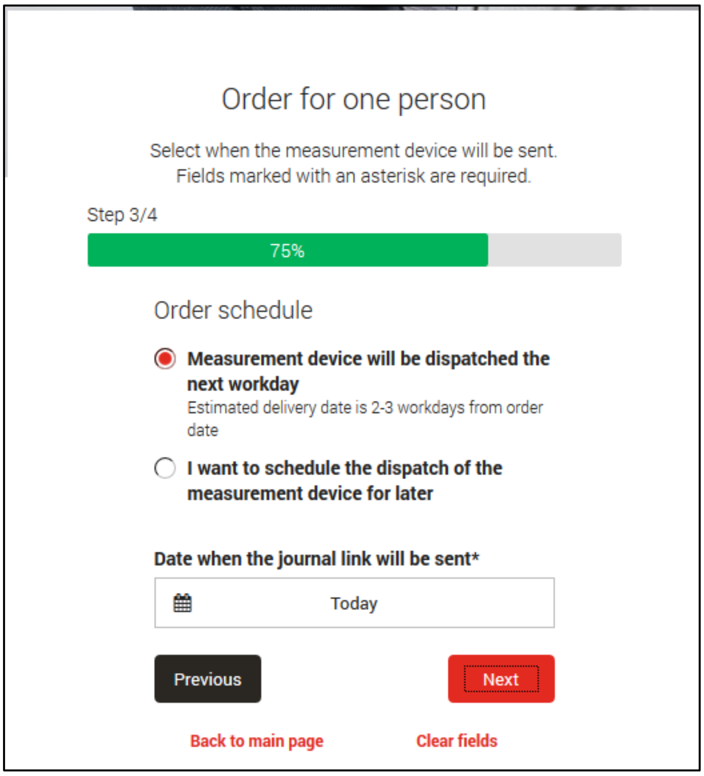
<u>When you order lifestyle assessment to one person</u>, first fill in the client's information.



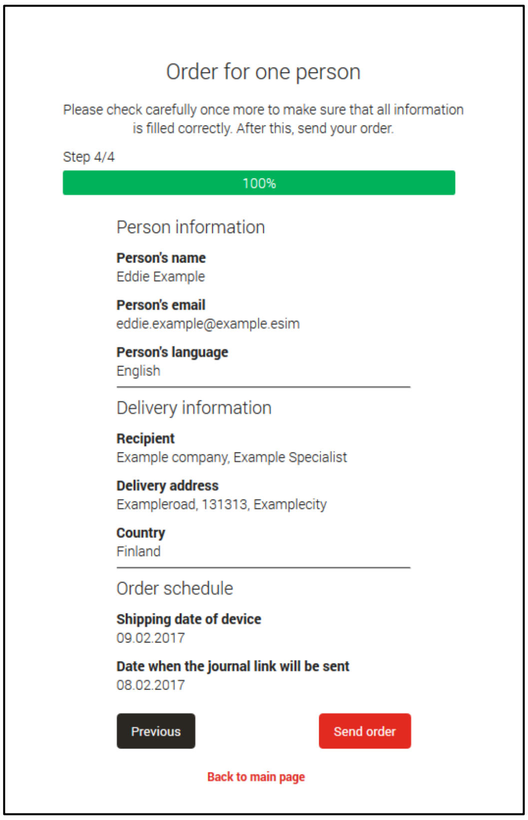
Then give the delivery information. You can order the device either directly to your client or some other address (e.g. to yourself if you give the device to client during your meeting).



In the next phase set the sending date. As a default the device will be sent from Firstbeat Center during the next workday but you can also schedule some other sending date if needed.

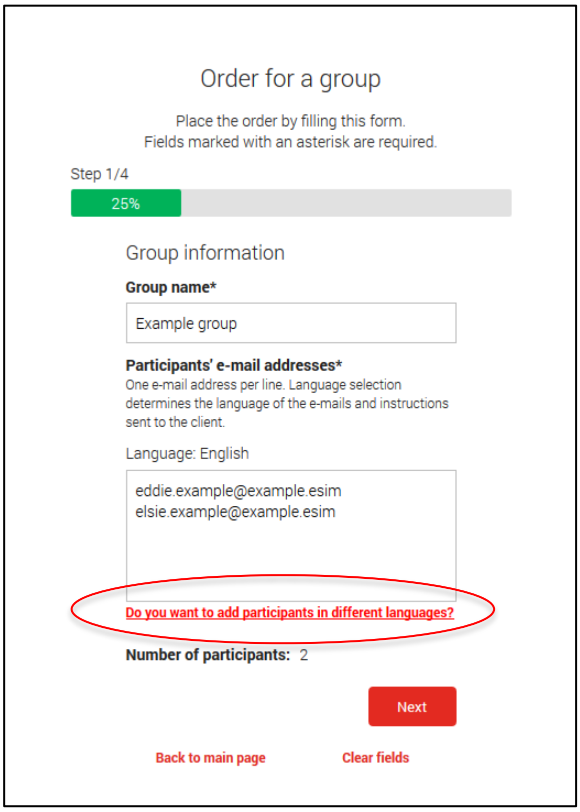


Check that all the information is filled correctly. When everything is correct, click *Send order*.

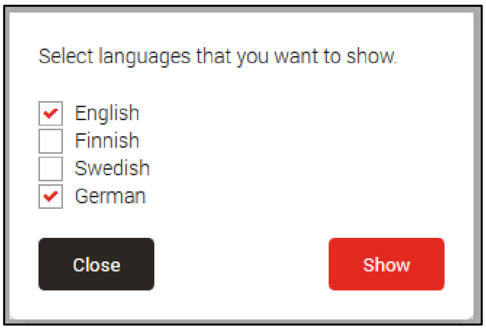


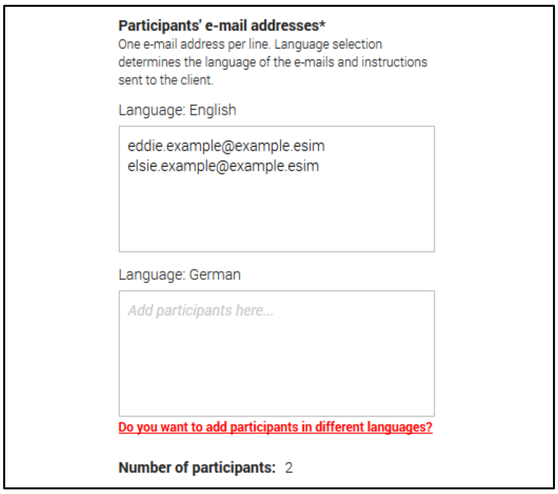
When you have sent the order your client's assessment will appear to Lifestyle Assessment and the device will be sent from the Firstbeat Center at the date you scheduled.

<u>When you order a lifestyle assessment to a group</u>, first fill in the group information.

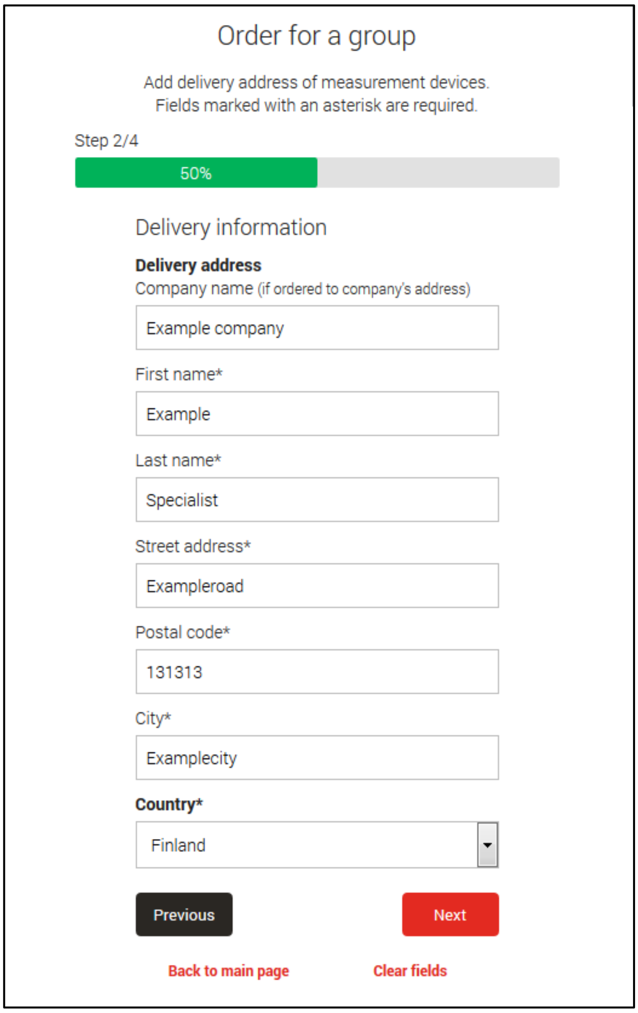


Add the participants' email addresses to the given field one per line. Above the field you will see the language of the participants. If you want to add also participants in different languages, click *Do you want to add participants in different languages?* and select the languages you want. Now you can see an own field for each language.

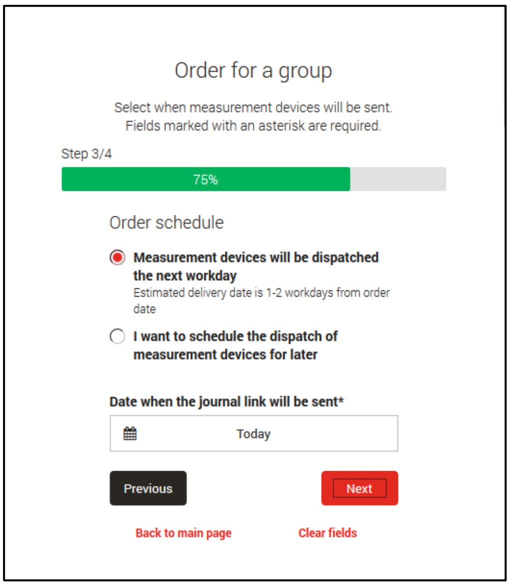




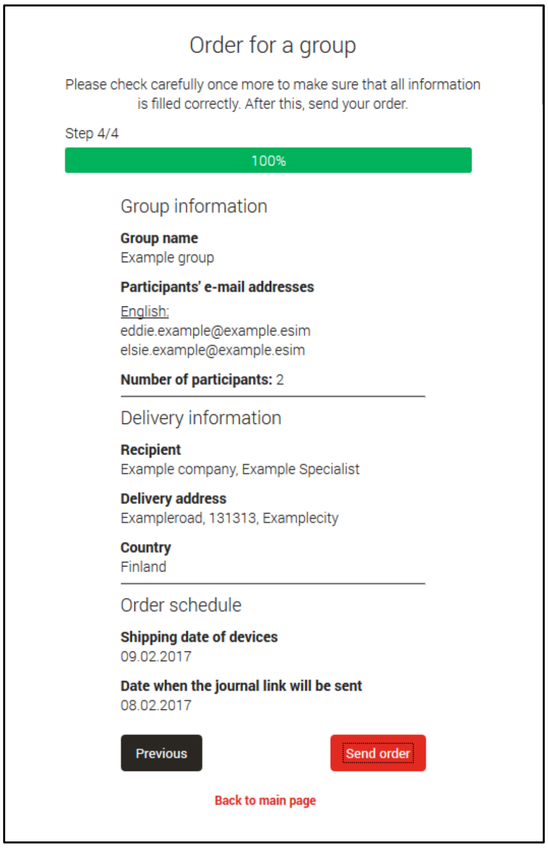
When the group information has been filled, move to the next phase and fill in the delivery address. All the devices will be delivered to one address.



Next set the sending date of the devices. As a default the devices will be sent from Firstbeat Center during the next workday but you can also schedule some other sending date if needed.



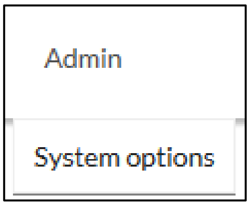
Check that all the information is filled correctly. When everything is correct, click *Send order*.



When you have sent the order the group will appear to Lifestyle Assessment and the devices will be sent from the Firstbeat Center at the date you scheduled.

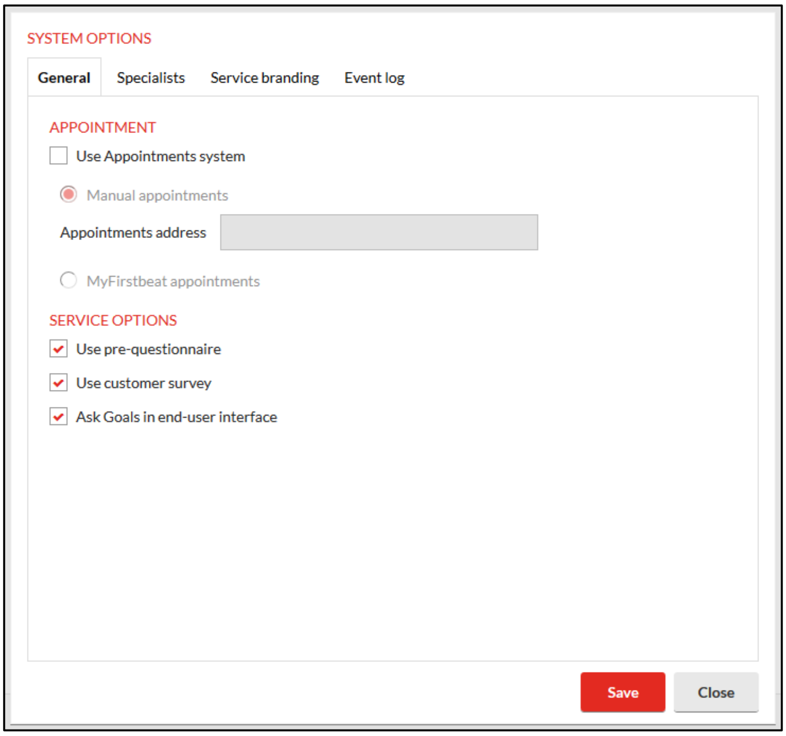
7. System options

System options can be found from the main page of Lifestyle assessment by selecting '*Admin*' > '*System options*'.



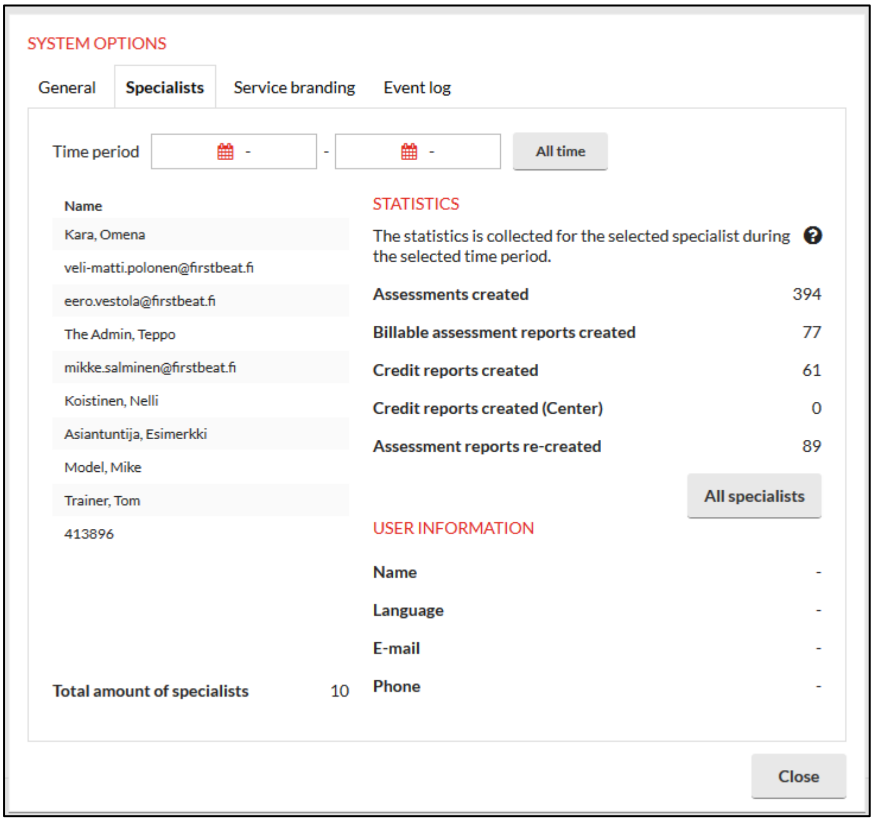
7.1. General options

Under the *General* tab you can add the appointments system you use if this functionality is on at your account.
Here you can also set the other service options: If you want to use pre-questionnaire, customer survey and/or goals questionnaire.



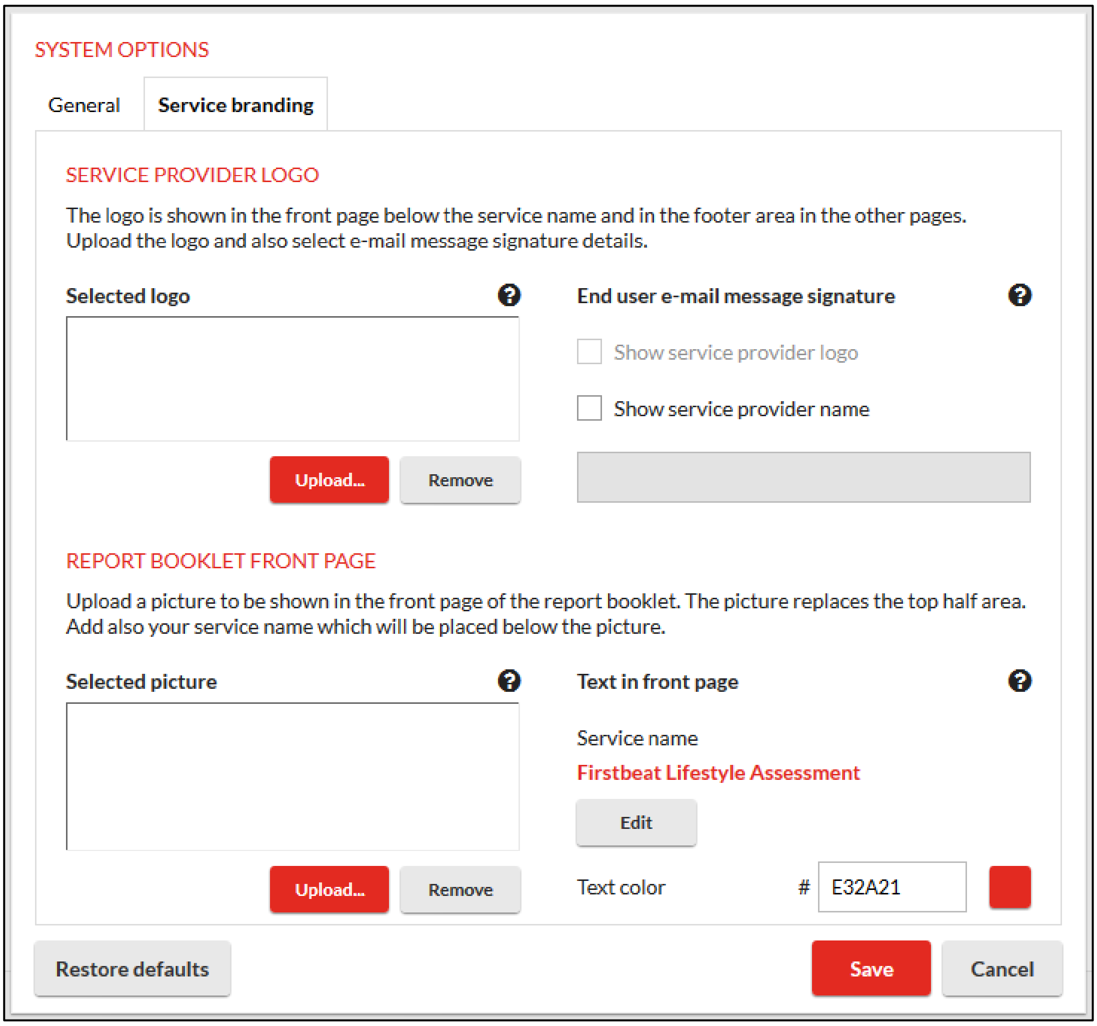
7.2. Specialists

Under the Specialists tab you can check all the specialists of your account as well as the Lifestyle assessment statistics.

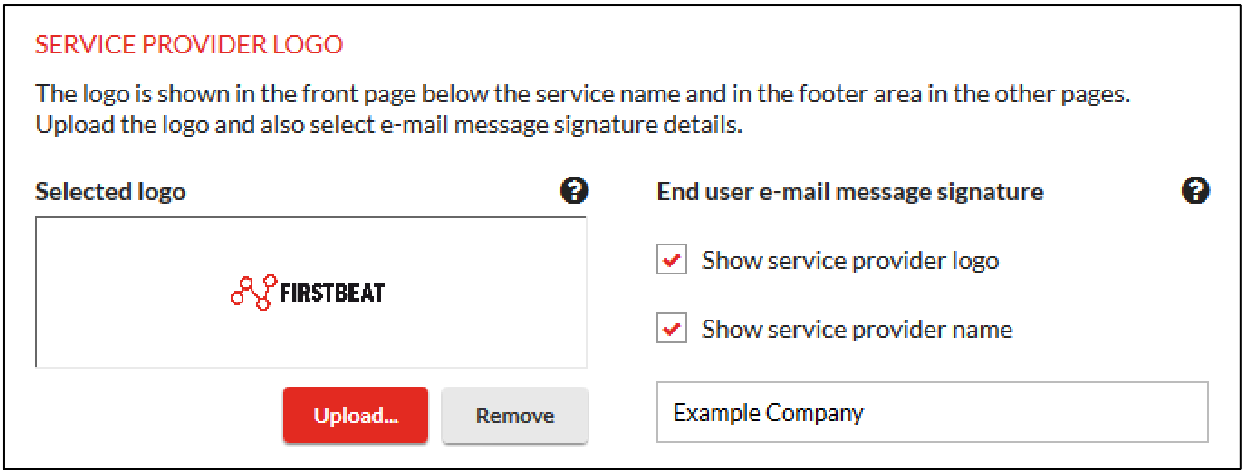


7.3. Service branding

Via *Service branding* settings the main user of the Lifestyle assessment can edit the front page of Lifestyle assessment reports and the email send from the service.



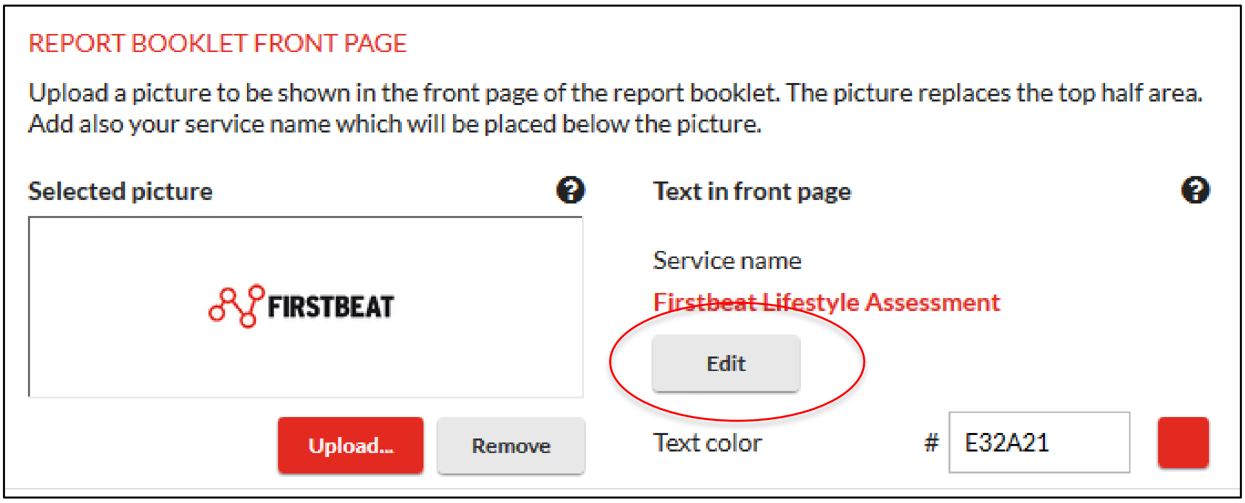
At the top part of the view you can add your company's logo. The logo will be shown in the front page of Lifestyle assessment reports under the report name and in footer of other report pages. Besides that you can set the logo and your company's name to signature of automatic emails.



The image requirements for the logo are following:

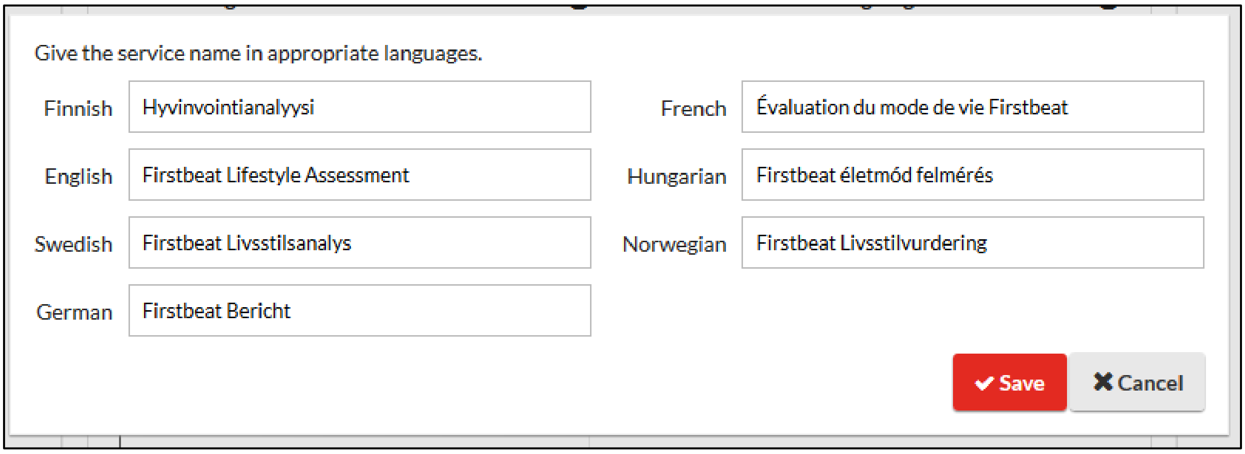
- Format: JPG, PNG or GIF
- Width: at least 250 pixels
- Height: at least 120 pixels
- Size: max. 4 Mt

At the bottom part of the view you can edit the Lifestyle assessment front page by setting the picture and your own service name. You can also select the color used in the service name.



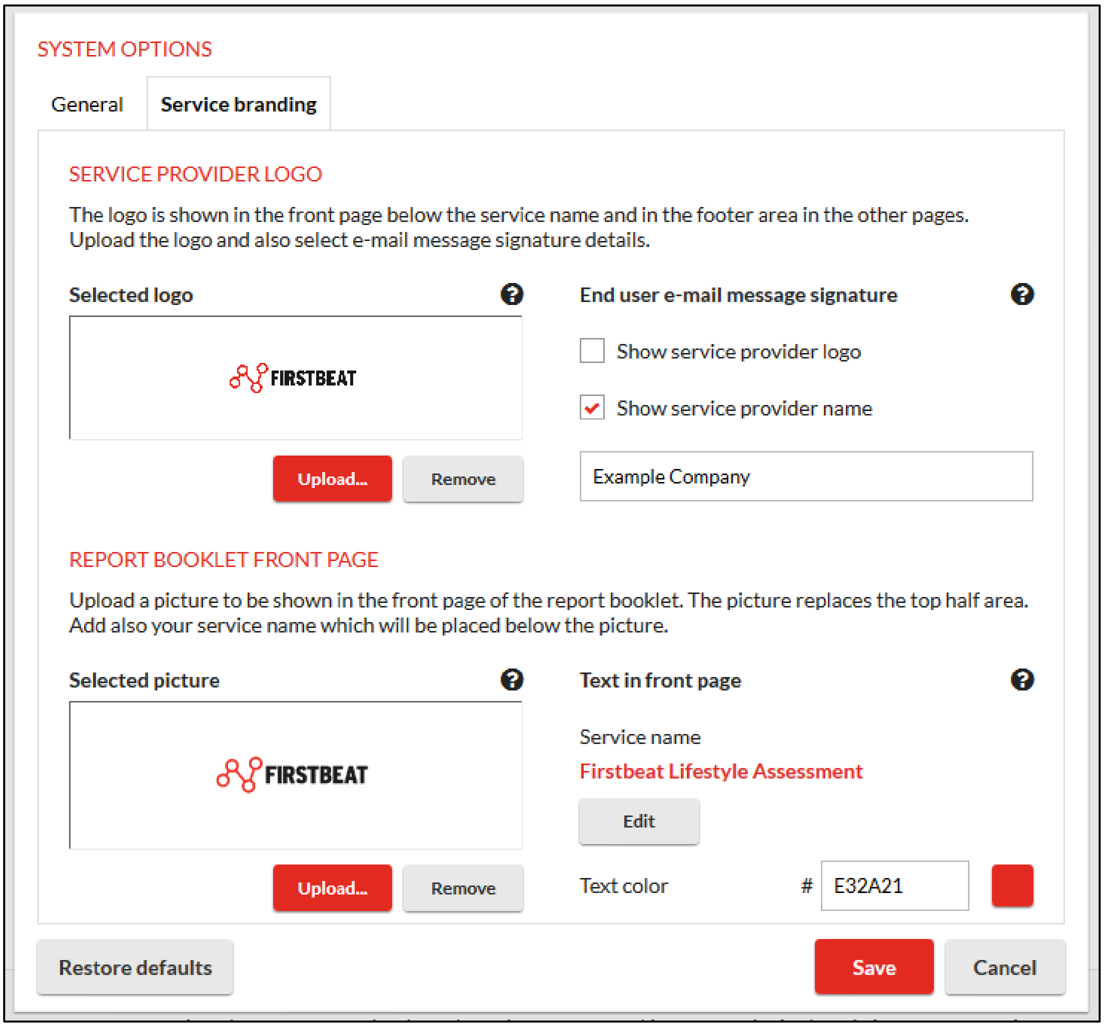
The picture needs to be either JPG, PNG or GIF format and maximum size for it is 4 Mt.

To add your own service name in different languages, select *Edit*.



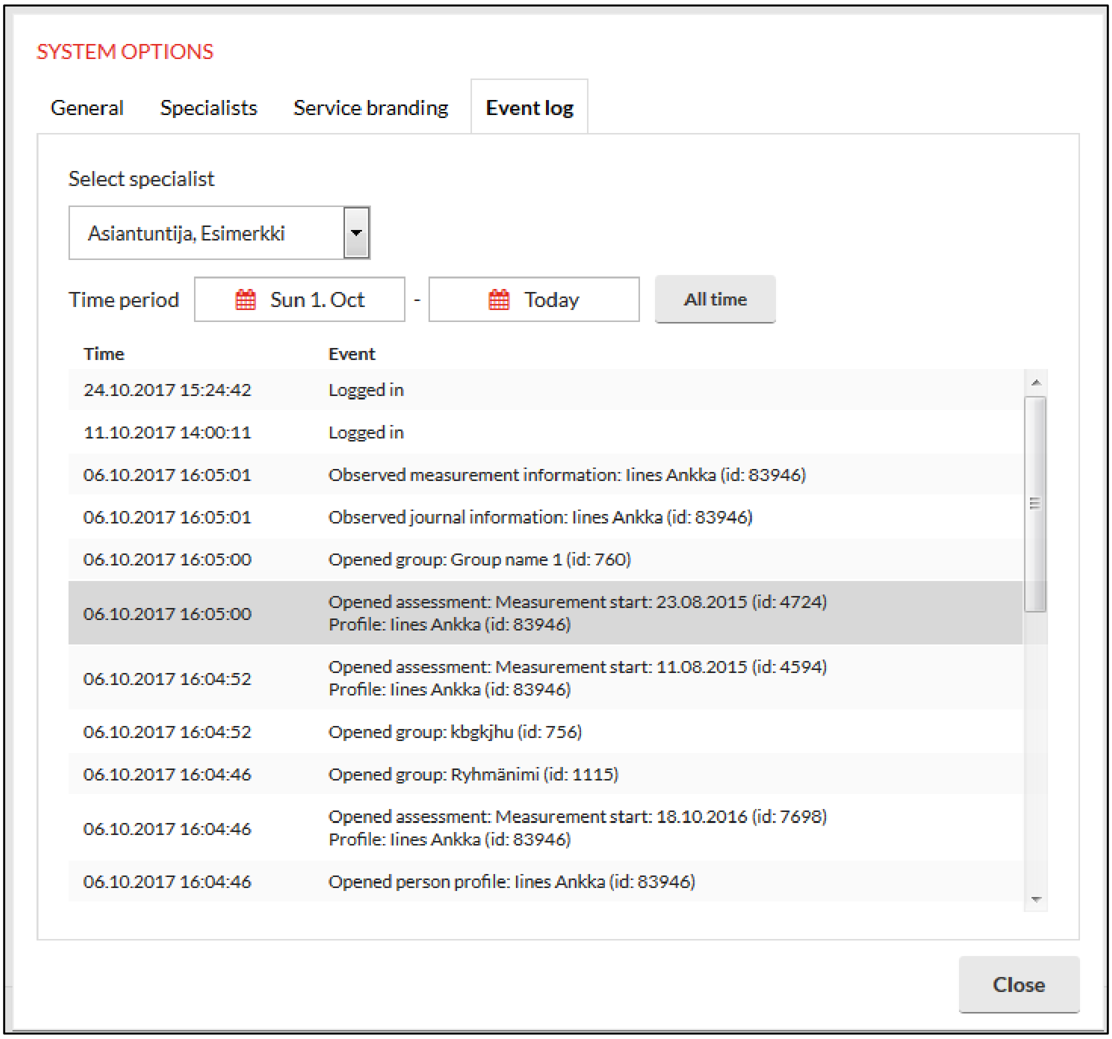
Remember to save the changes.

When you have added the picture and logo and finished with the settings select *Save*. You can always undo the changes by selecting *Restore defaults*.



7.4. Event log

Under the *Event log* tab, you can view the events done by any of the specialists.



Select the specialist from the drop-down list and set the time period you want to view.