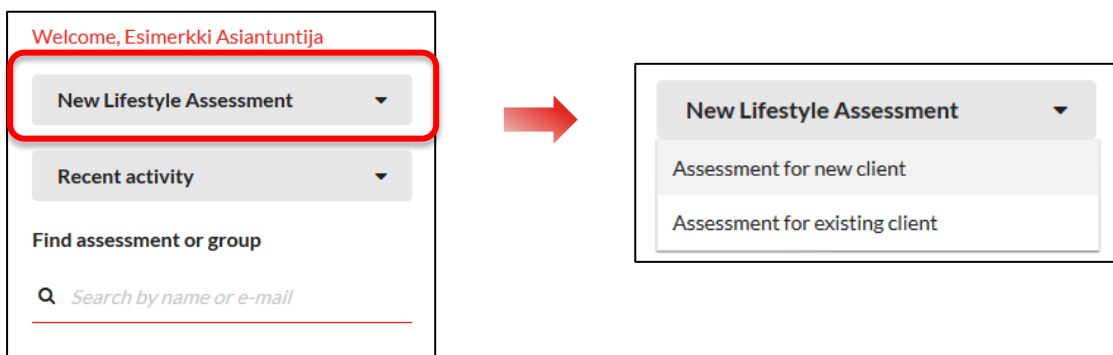


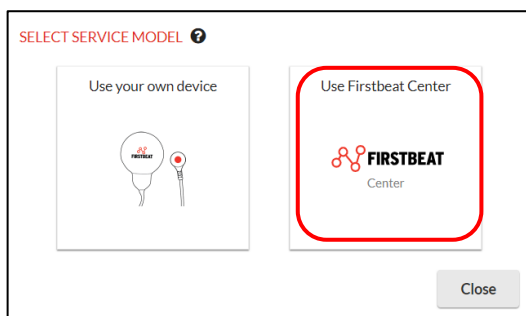
How to Conduct a Lifestyle Assessment to a Client Using the Firstbeat Center Service

Steps before the measurement

1. Sign into the Firstbeat Lifestyle Assessment with the credentials that you received via e-mail from Lifestyle Assessment <service@firstbeat.fi>.
2. Select *My account* > *My settings* from the top right corner of the main view. Select *Settings* tab. Select the option *Receive e-mail notifications when Firstbeat Center uploads measurements* and click *Save*. (This action needs to be done only once and after that you can skip the step 2.)
3. Create a new assessment:
 - a. Select *New Lifestyle Assessment*.



- b. Check *Use Firstbeat Center*.



- c. Add client's e-mail address and set the desired sending and expiration dates of the link. On the set date, the client will receive a message from service@firstbeat.fi with a link for ordering the measurement device.

The screenshot shows the 'ASSESSMENT DETAILS' form. The fields are as follows:

- First name: Edward
- Last name: Example
- Language: English
- E-mail: edward.example@example.com (highlighted with a red box)
- Invitation will be sent on: Today
- Invitation expires on: 23.11.2018
- Professional user: Specialist, Example
- Service model: Center

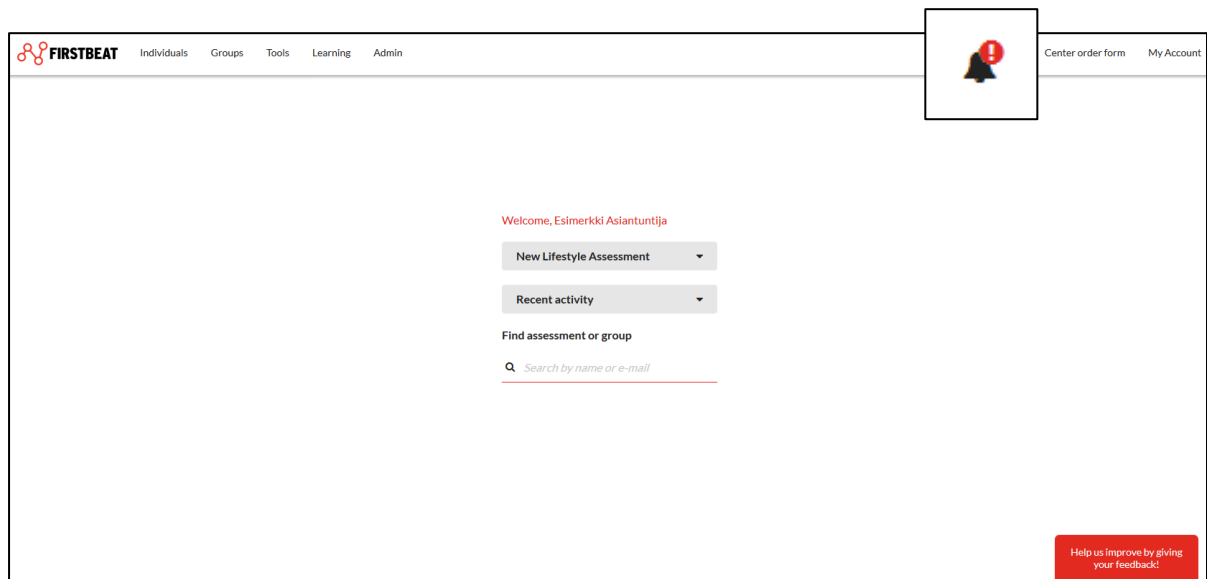
At the bottom of the form, there are two buttons: 'Create' and 'Cancel'.


LEARNING TASK 2

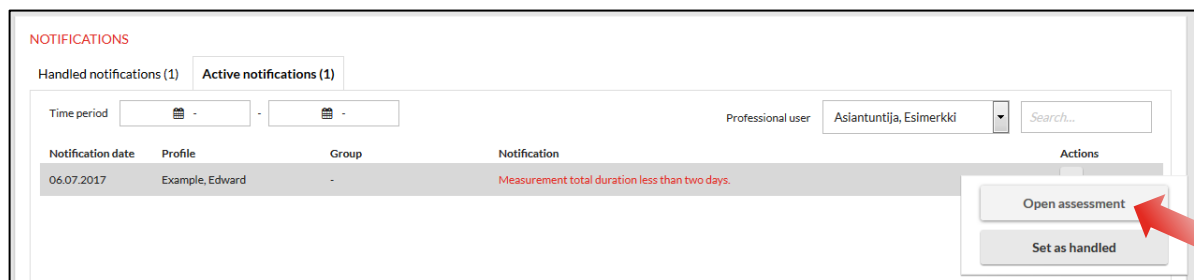
4. (Once your client has ordered the measurement device, Firstbeat will send him/her a box with the device, 10 electrodes and standard instructions for doing the measurement, as well as a return envelope. The client will also get another email with a link for filling in his/her background and journal information.)
5. You can log out from the Lifestyle Assessment.

Steps after the measurement

1. When your client's data has been uploaded by the Firstbeat Center, you will receive a notification to your email. You will also see a notification on the main page of the Lifestyle Assessment. Sign into Lifestyle Assessment and click the notification button in the top right corner of the view.

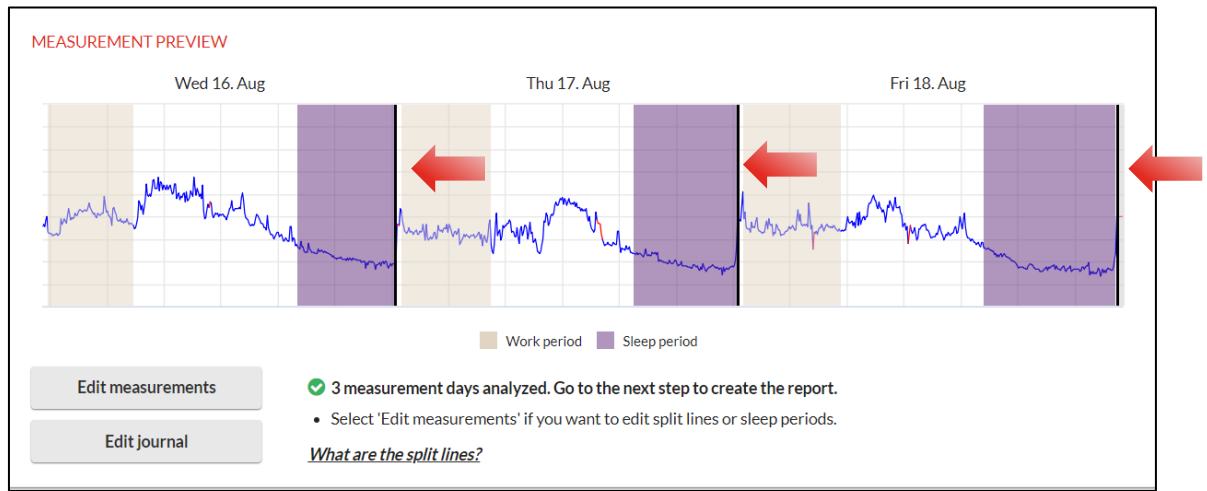


2. Click the  button from the *Actions* column of the desired assessment and select *Open assessment*.

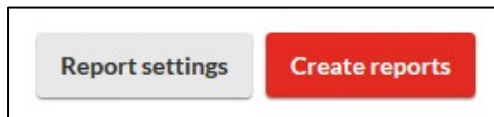


3. Check that the information provided by your client is filled out correctly (*Check client information tab*). Also check the data quality (*Measurements tab*). Make sure there is a black split line at the end of each sleep period (see the picture with arrows on the next page). If a split line is missing, there are too many of them or they are in the incorrect places, you can add, remove or edit split lines by clicking *Edit measurements* and making the required adjustments. In the end click *Save*.

LEARNING TASK 2



- Go to the *Reports* page and select *Report settings*. Make sure the checkmarks are in *Include front page*, *Include pre-questionnaire* and *Include goals*. Click *Select...* and from the window that opens up, select *Lifestyle Assessment report*, *Lifestyle Assessment Summary* and *Specialist report*. Click *OK & Save* and finally *Create reports*.



REPORT SETTINGS

Language English

Reports **Select...**

Measurement units SI units Imperial units

Print person ID instead of name

Include front page

Include pre-questionnaire page

Include goals page

Save Cancel



REPORTS TO CREATE

Lifestyle assessment reports

- Lifestyle assessment report
- Lifestyle assessment summary

Additional reports

- Training Effect report
- Physical Workload report
- Specialist report

The reports have now been created and can be viewed as a pdf. Open the desired report by clicking *Open*.

- Become familiar with the report and print or save it as needed. You can also email it to yourself or to your client directly from the program. Additional instructions and information about the reports is found under *Learning* → *Learning Center*.

In problem situations:

Firstbeat Support

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