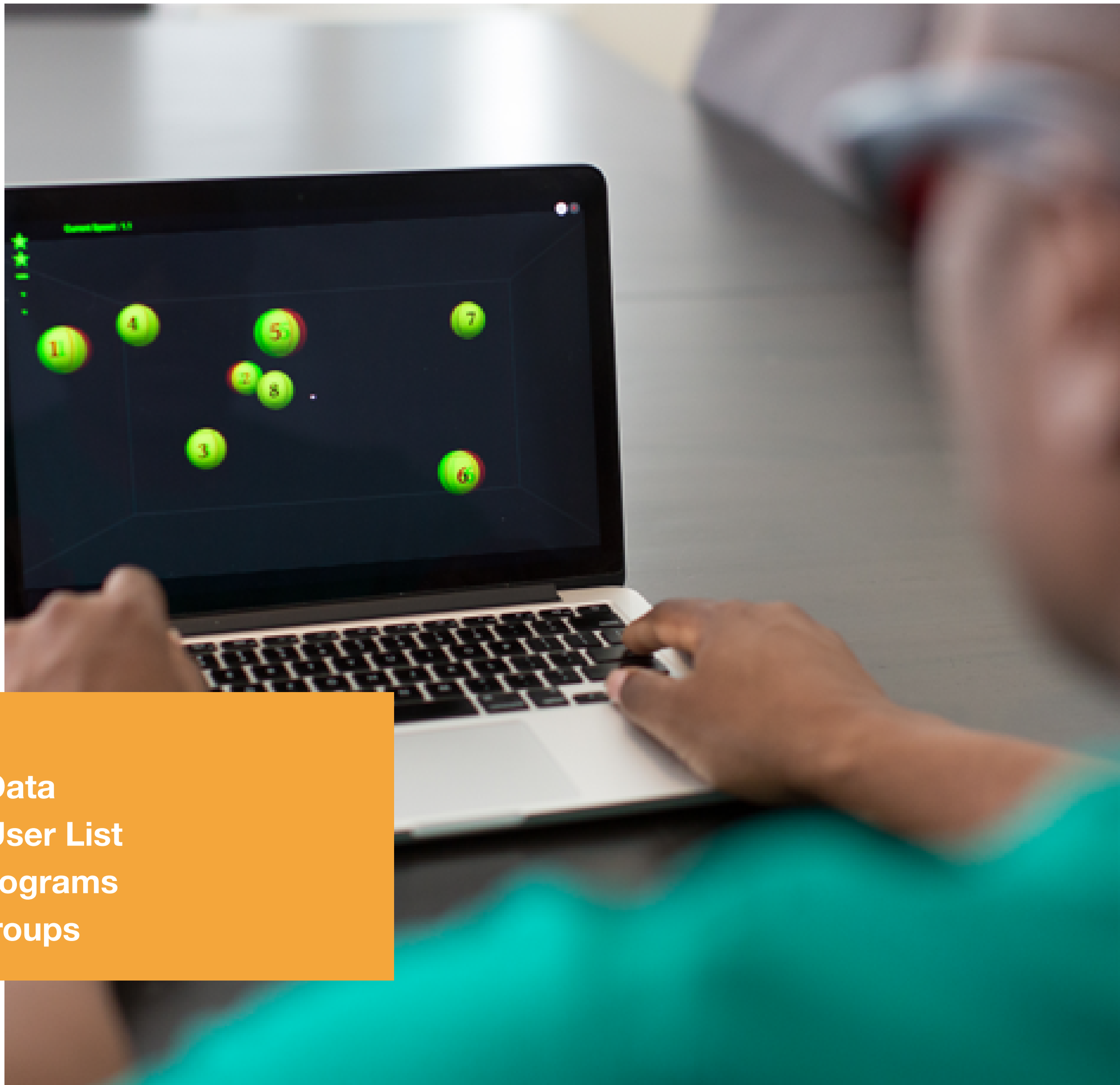
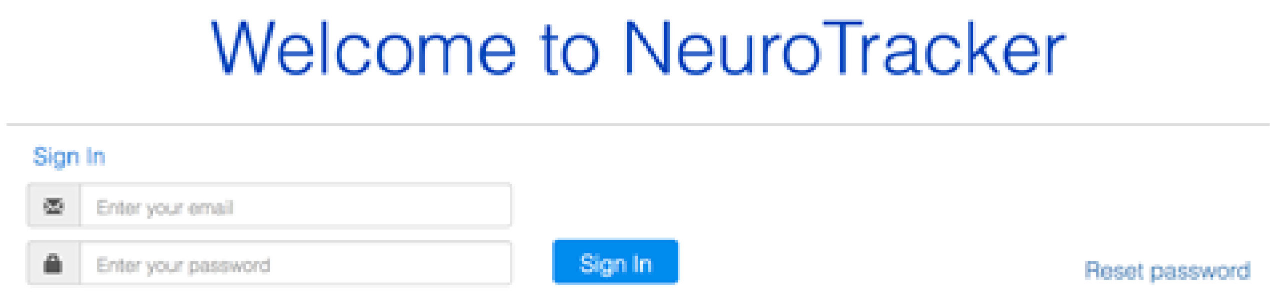
NeuroTracker

Your Guide to
NeuroTracker Remote



Overview



Sign-up and Login

Your organisation's Account Manager will send you an invitation to become an admin, simply click the 'Sign-up' link in the email and follow the instructions. This will then take you to your login page, which you should bookmark for easy access.

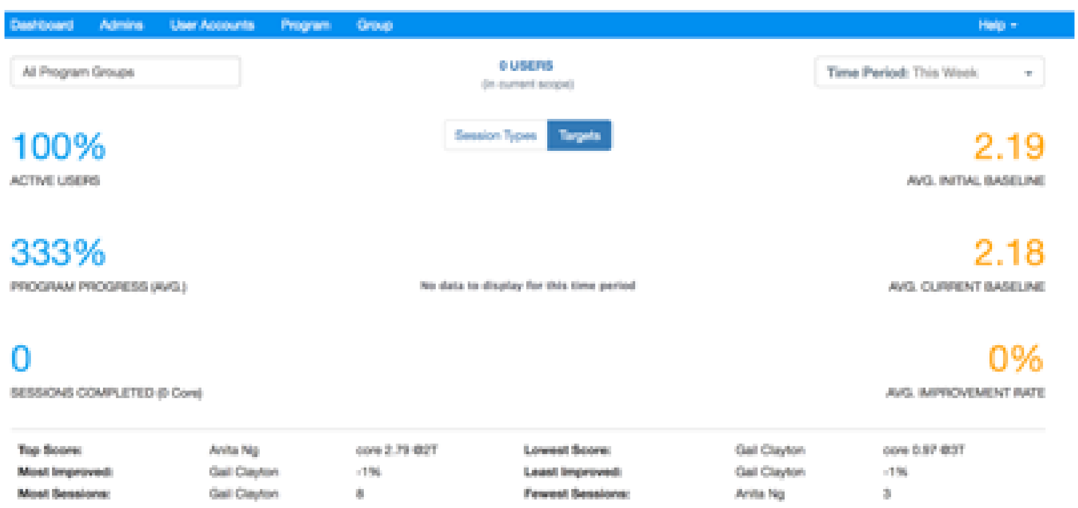
Enter your email and password to login. You will then see the NeuroTracker Remote Dashboard (it's normal to see no data until users have registered with you).

Main Menu

Dashboard

Allows you to see data on all users' sessions that have been completed.

It also allows you to access some of the User Accounts functions when selecting single users.



- Overview data of all users
- Focus data on specific time frames, groups, users, or usage characteristics
- Send messages to user/s accounts
- View user's dashboards
- Edit users' details and usage status
- Manage individual user programs

Overview

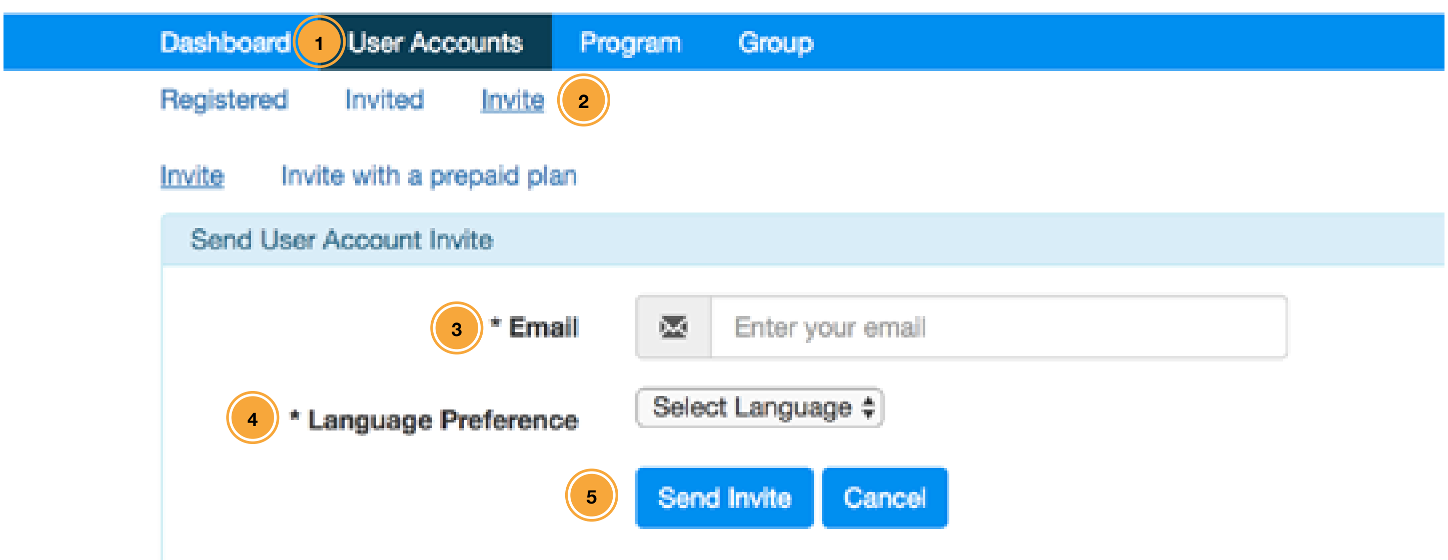
User Accounts

Allows you to invite new users, manage invitations, set users to inactive, as well as setup and customize their training programs.

- Invite new users and assign starter programs
- Manage pending invitations
- View details of registered users (accepted invitations)
- Edit users' details and usage status
- Manage individual user programs

Invite a user - Invite (referral invitations)

1. Click 'User Accounts' on the main toolbar
2. Click '**Invite**' tab (just below 'User Accounts')
3. Enter the user's email address to send your users a personalized sign-up link
4. Select user's prefered language (English/ Français)
5. Click 'Send Invite'
6. Your user will follow the link and purchase their license on our website

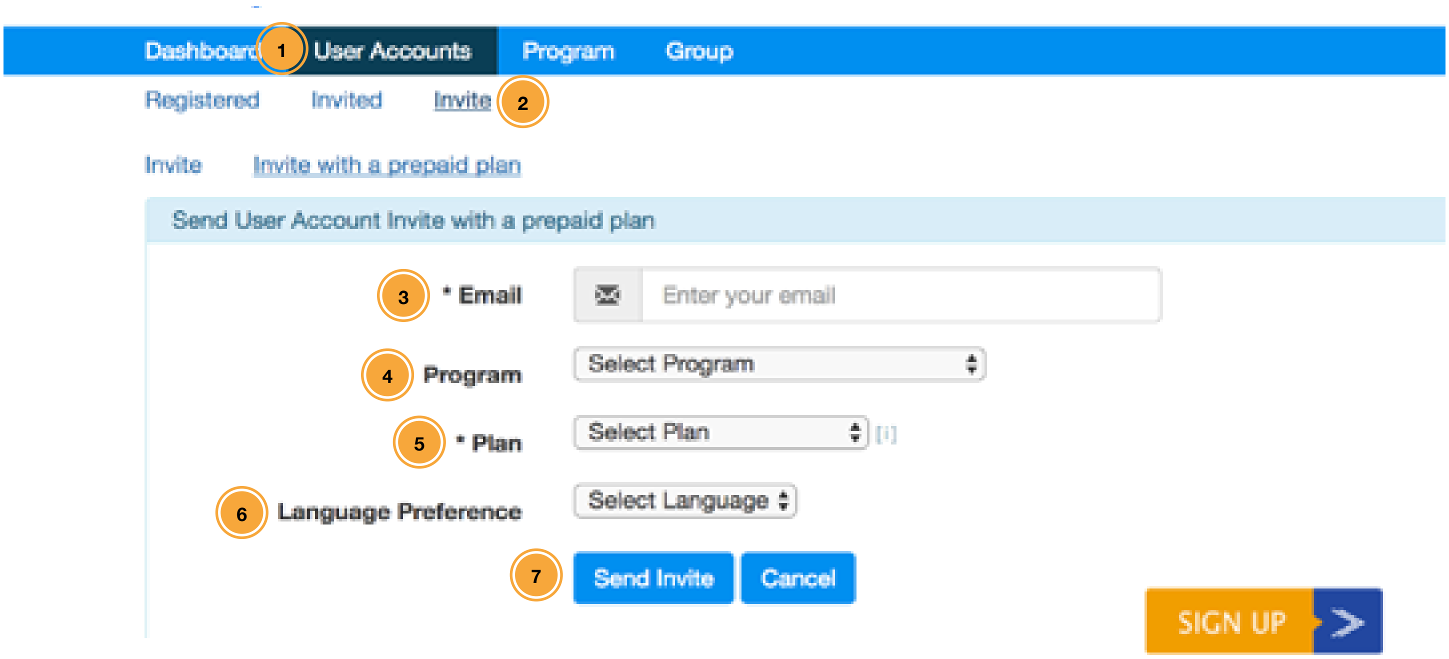


Note: this option is currently only available in Canada and US

Overview

Invite a user - Invite with a prepaid plan

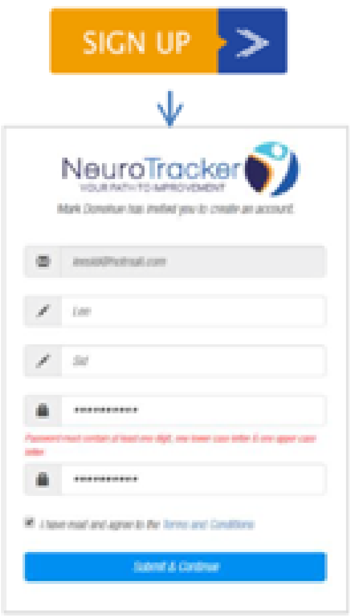
1. Click ‘User Accounts’ on the main toolbar
2. Click **‘Invite with a prepaid license’** tab (just below ‘User Accounts’)
3. Enter the user’s email address
4. Select the program you would like to assign
5. Assign one of your prepaid license plans
6. Select user’s prefered language (English/ Français)
7. Click ‘Send Invite’
8. Your user will receive an email to register their account and begin training



User Sign-up

Your invited user will immediately receive an email with an option to sign-up. This takes a couple of minutes to complete. This will change the user’s status from ‘Invited’, to ‘Registered’ under ‘User Accounts’. They will also appear in your Dashboard, showing details of any sessions they have completed.

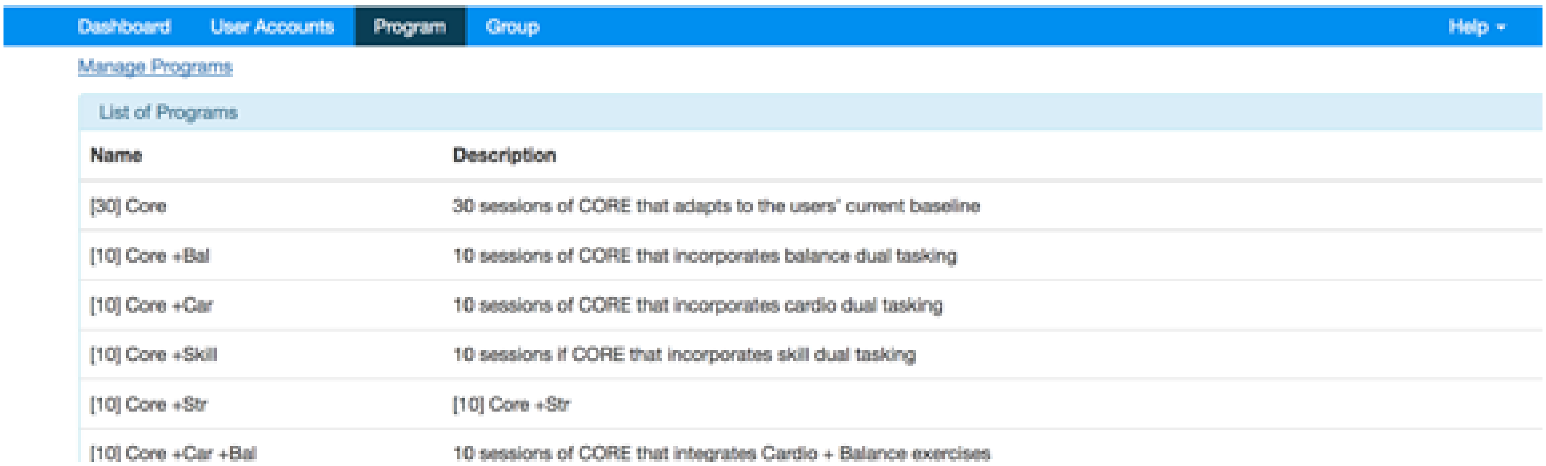
If your user does not receive their invitation, ask them to check their ‘Filtered’ email folders as some secure mail servers do not place the invitation in the user’s Inbox.



Overview

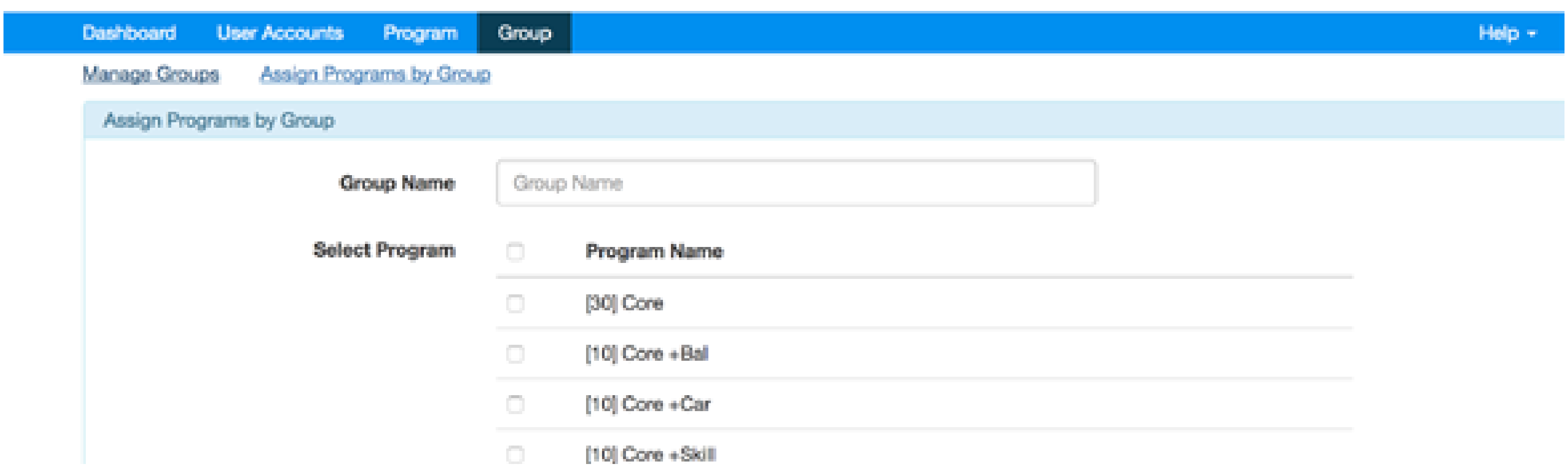
Program

Allows you to manage the programs that you have access to.



Group

Allows you organize users into groups according to categories of your choosing, reassign users between groups, and also assign training programs to all users in a group.

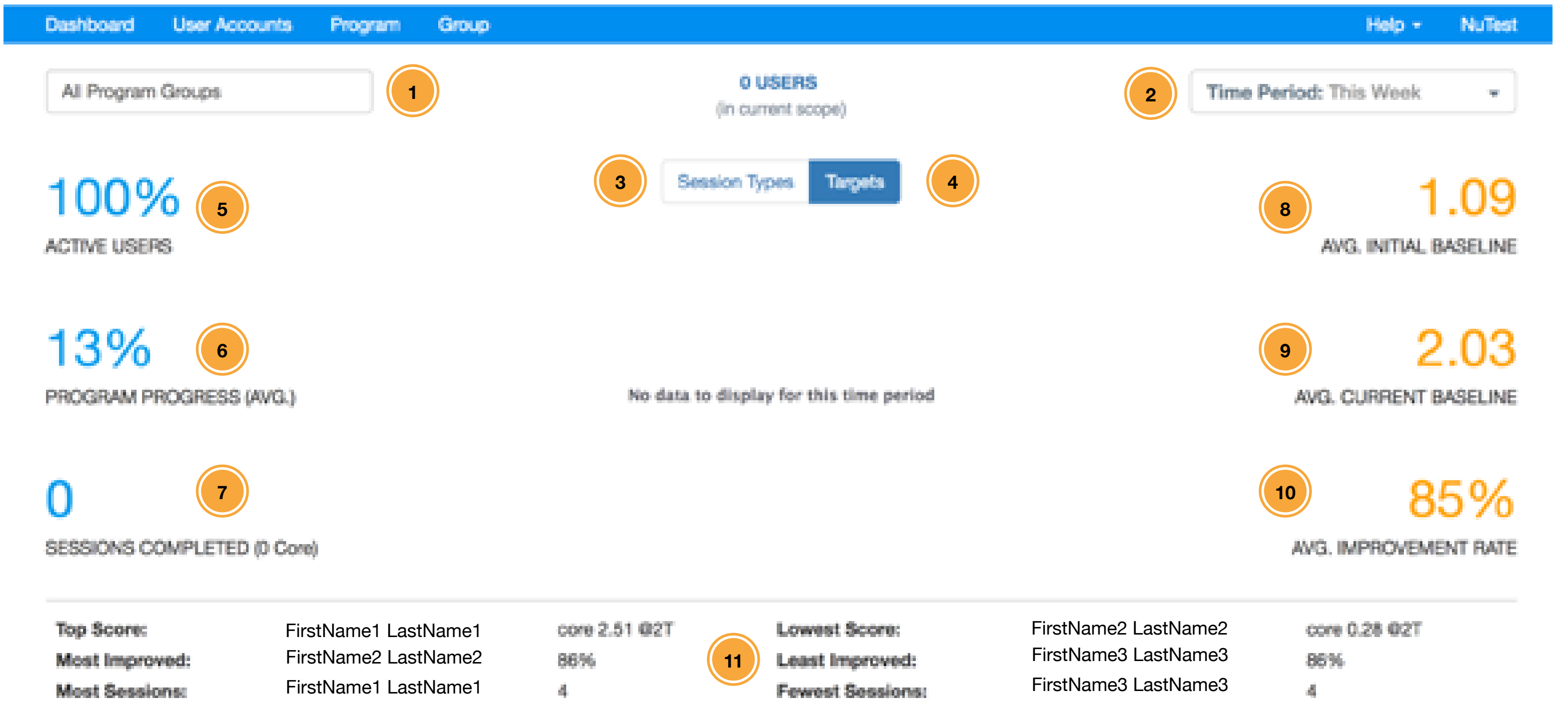


- Create/remove groups
- Assign/reassign users to created groups
- Assign one or multiple programs to all users in a group

Dashboard Data

Viewing All Data

The default dashboard view shows all users in all groups. The following metrics give you information about the overall status of this data.



1	GROUP NAME	Type the name of a group to only show data for that group
2	RANGE OF TIME	Quickly change the scope of the data presented
3	SESSION TYPES	Ratio of different types of sessions
4	TARGETS (pie chart)	Ratio of the number of targets used across completed sessions
5	ACTIVE USERS	% of users' accounts that are not set to 'Inactive'
6	PROGRAM PROGRESS	% of sessions completed in current programs
7	SESSIONS COMPLETED	Total number of sessions completed in all programs
8	AVG. INITIAL BASELINE	Average of the first 3 Core session scores
9	AVG. CURRENT BASELINE	Average of the last 3 Core session scores
10	AVG. IMPROVEMENT RATE	% difference between initial and current baselines
11	OUTLIER METRICS	Individual users with the highest or lowest performance metrics

Dashboard User List

User List

At the bottom of your dashboard, you will see a list of the users in the range that you are viewing with some key metrics about them at an individual level. By clicking on the text of a user's name, you can filter the dashboard to just that one user.

User Actions

On the right side of the User List there are three user management options you can access.

Edit User Details

Takes you to the User Accounts sub-options page for editing a single user's details, status or assigning programs

View User Dashboard

Takes you into the actual end user's live NeuroTracker account. From here you can see their training data in greater detail (but cannot launch sessions)

Quick Menu

Easily move a user to a different group, or click 'Terminate current program', which jumps them to the next program lined up for them

Compose One-Way Message

By clicking this button, you can compose and then set a custom message to appear at the top of each user's own dashboard when they login.

You can send a message to a single user, a group, or all groups. It is important to check the data range you are viewing before composing a message.

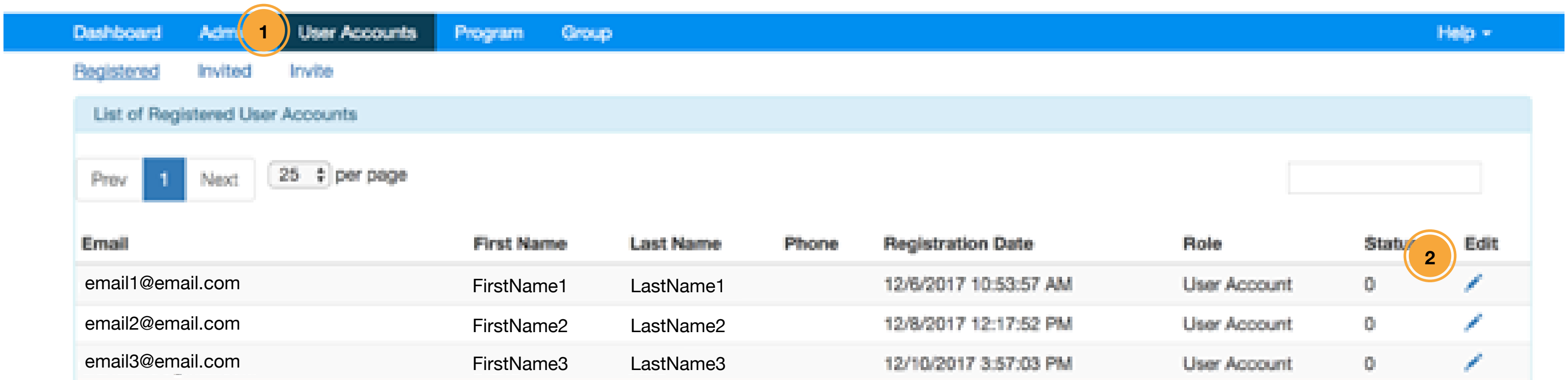
Assigning Programs

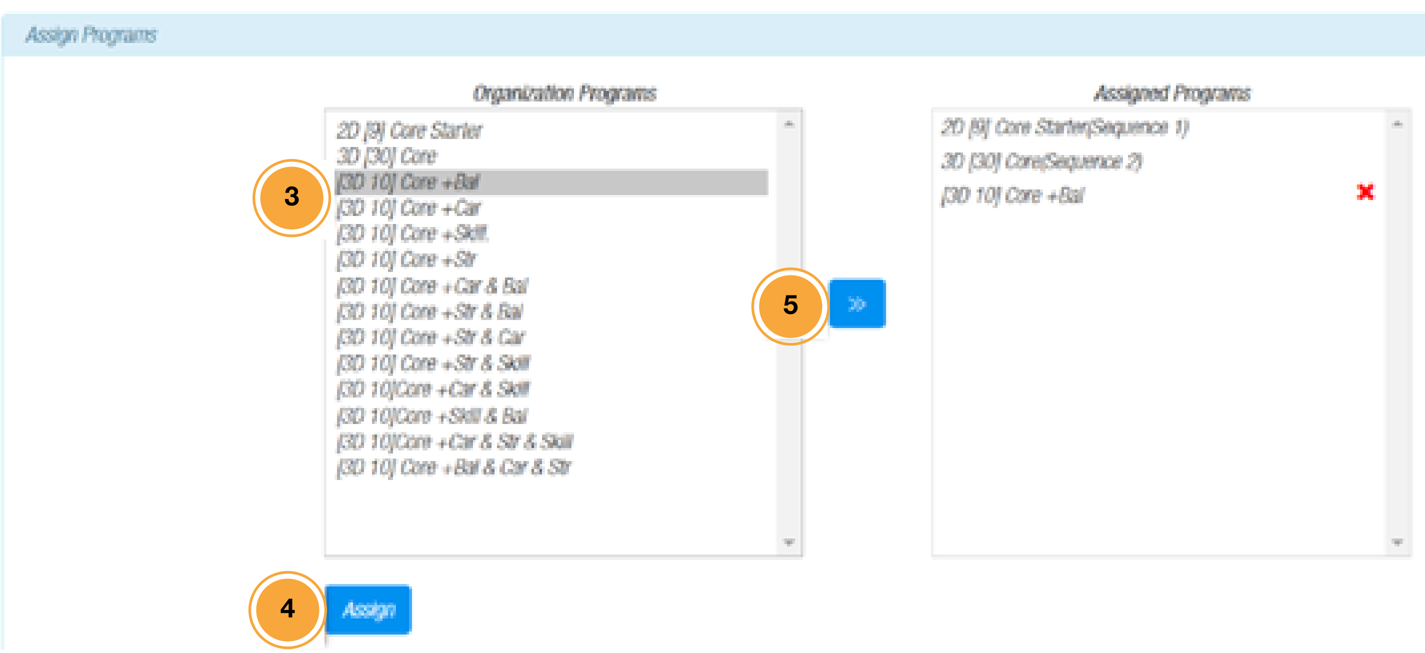
Add a new Program

1. Click on User Accounts in the blue menu bar

   The default sub-page is ‘Registered’, which shows all users who have signed up
2. On the right-side of any user listed, click the pen icon under ‘Edit’

   Here you can edit a user’s details, set the account to ‘Active’ or ‘Inactive (temporarily blocking a user from training)
3. Click a program on the left side (under ‘Organisation Programs’)
4. Click the blue arrow to assign it to the user’s ‘Assigned Programs’
5. Click the blue ‘Assign’ button to confirm setting the program





Once you click Assign, the red X will disappear and (Sequence #) will appear according to the what number position it is among all programs assigned.

Assigning Programs

Lining up Programs

You can assign the same program multiple times in a row, or assign a combination of programs, then click the Assign button to set all of them to the user's program in one go. However, newly assigned programs must be chosen from the Organisation Programs in the correct order you want the user to complete them. You can only assign a new program at the end of the current Assigned Programs queue, and once they are assigned in the queue you cannot remove them.

Each new user you sign-up will have **30 sessions to complete before any new programs are assigned** (a combined 2D/3D initial program). It is important to note that if an individual user has completed all their current programs, **they will not be able to continue training until you assign new programs**. It's recommended that you always line up extra programs for each user, as well as monitor training progress of all users.

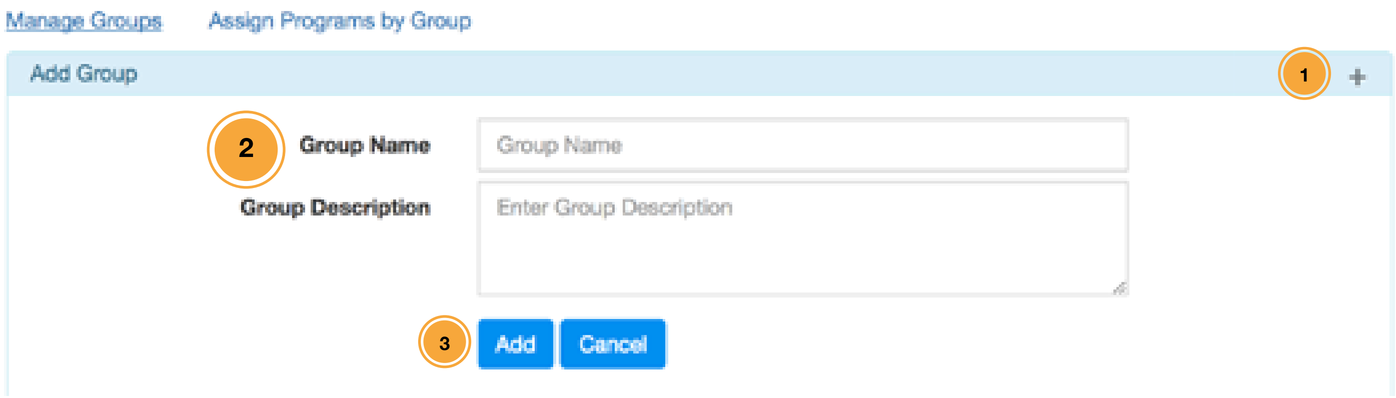
Manage Groups

Create a Group

When you click 'Groups', the sub-menu 'Manage Groups' will be shown by default. Here you can create new groups and also assign users to groups.

1. Click the plus sign on the top right
2. Give the new group a name and description and click the blue 'Add' button
3. Click the blue 'Add' button

Once created you will see the new group appear under the 'List of Groups' section.



Manage Groups

Assign Users to Group

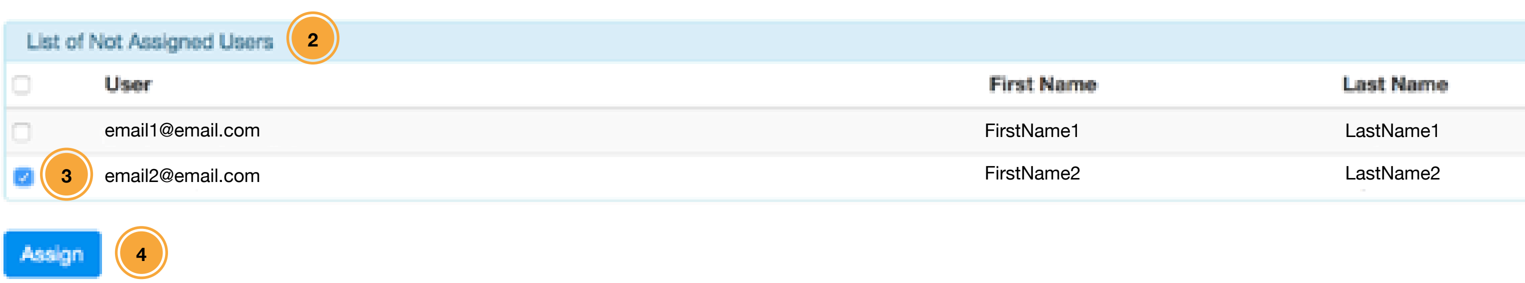
1. Under the ‘List of Groups’ section, click the ‘Users’ text link under ‘Actions’ for the Group name you would like to assign users to

2. Here you will see any users unassigned to groups

3. Click the checkboxes for any number of unassigned users

4. Click the blue ‘Assign’ button

You will now find the users in the new group in your Dashboard data



Reassign Users between Groups

1. Select the users to reassign by clicking their checkbox

2. Click the blue ‘Unassign’ button to remove them from their current group

3. Follow the **Assign Users to Group** steps to reassign them to a new group

Alternatively, you can move users via the Quick Menu in the Dashboard under the User List option