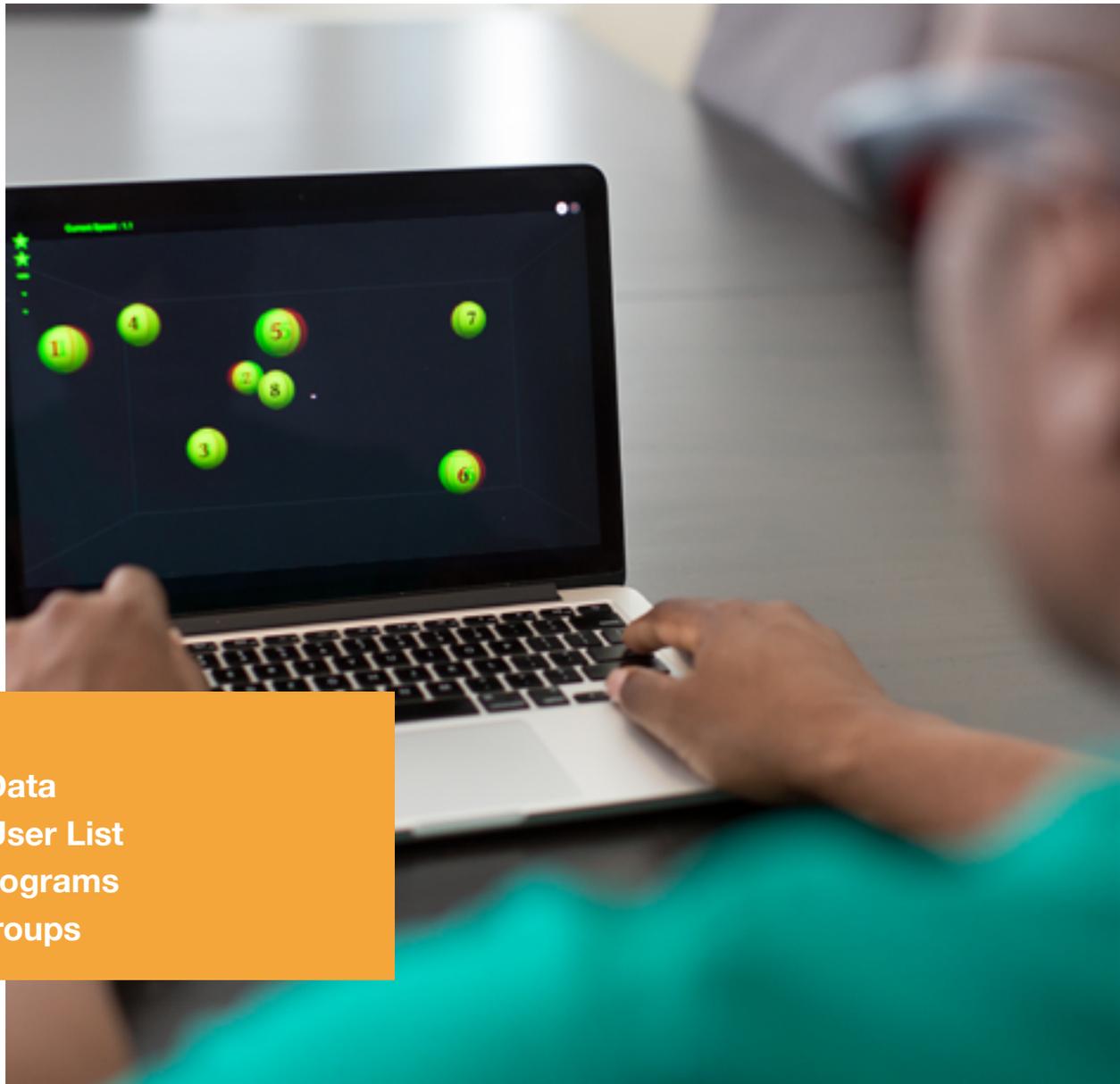


Your Guide to NeuroTracker Remote



1. Overview
2. Dashboard Data
3. Dashboard User List
4. Assigning Programs
5. Managing Groups

Overview

Welcome to NeuroTracker

Sign in

Sign in

[Reset password](#)

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.

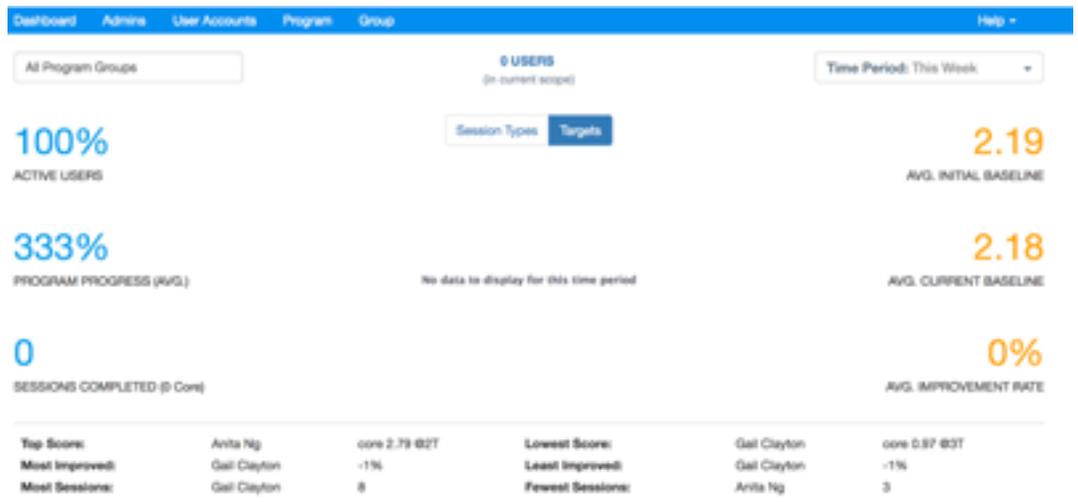
Enter your email and password to login. You will then see the NeuroTracker Remote Dashboard (it's normal to see no data until users have registered with you).

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 preferred language (English/ Français)
5. Click 'Send Invite'
6. Your user will follow the link and purchase their license on our website

The screenshot shows the 'Send User Account Invite' form. The navigation bar at the top has 'Dashboard', 'User Accounts' (highlighted with a circled 1), 'Program', and 'Group'. Below the navigation bar, there are tabs for 'Registered', 'Invited', and 'Invite' (highlighted with a circled 2). Under the 'Invite' tab, there is a sub-tab 'Invite with a prepaid plan'. The main form area is titled 'Send User Account Invite' and contains the following fields and buttons:

- A field for '* Email' (highlighted with a circled 3) with a placeholder 'Enter your email'.
- A dropdown menu for '* Language Preference' (highlighted with a circled 4) with the text 'Select Language' and a dropdown arrow.
- Two buttons at the bottom: 'Send Invite' (highlighted with a circled 5) and 'Cancel'.

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 preferred language (English/ Français)
7. Click 'Send Invite'
8. Your user will receive an email to register their account and begin training

Dashboard **1** User Accounts Program Group

Registered Invited **Invite 2**

Invite Invite with a prepaid plan

Send User Account Invite with a prepaid plan

3 * Email

4 Program

5 * Plan (1)

6 Language Preference

7

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.

SIGN UP >

NeuroTracker
YOUR PATH TO IMPROVEMENT

Mark Donohue has invited you to create an account

I have read and agree to the Terms and Conditions

Overview

Program

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

Dashboard	User Accounts	Program	Group	Help ▾
Manage Programs				
List of Programs				
Name	Description			
[30] Core	30 sessions of CORE that adapts to the users' current baseline			
[10] Core +Bal	10 sessions of CORE that incorporates balance dual tasking			
[10] Core +Car	10 sessions of CORE that incorporates cardio dual tasking			
[10] Core +Skill	10 sessions of CORE that incorporates skill dual tasking			
[10] Core +Str	[10] Core +Str			
[10] Core +Car +Bal	10 sessions of CORE that integrates Cardio + Balance exercises			

Group

Allows you to 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.

Dashboard	User Accounts	Program	Group	Help ▾
Manage Groups Assign Programs by Group				
Assign Programs by Group				
Group Name	<input type="text" value="Group Name"/>			
Select Program	<input type="radio"/>	Program Name		
	<input type="radio"/>	[30] Core		
	<input type="radio"/>	[10] Core +Bal		
	<input type="radio"/>	[10] Core +Car		
	<input type="radio"/>	[10] Core +Skill		

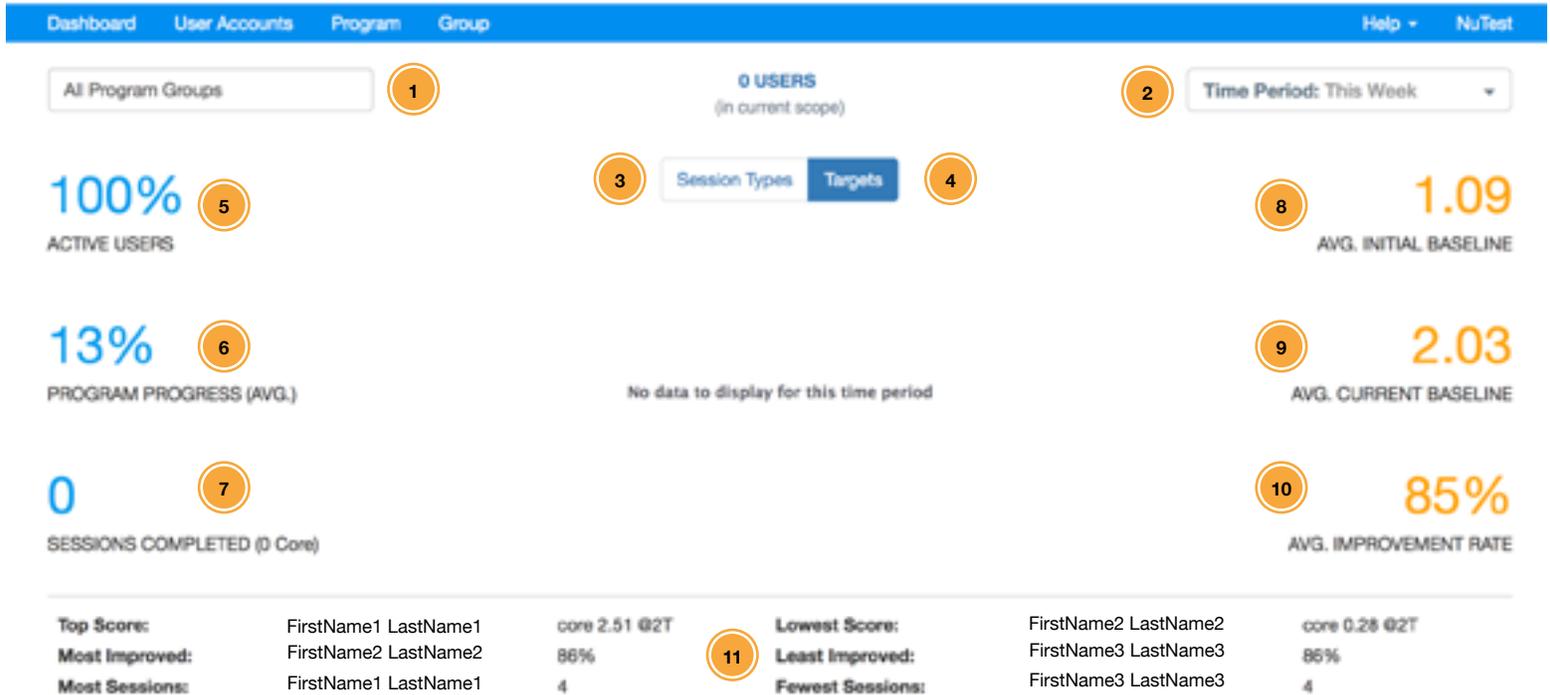


- Create/remove groups
- Assign/reassign users to created groups
- Assign one or multiple programs to all users in a group

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.

COMPOSE ONE-WAY MESSAGE

1 users in current scope (out of total 1)

[SHOW DETAILED USER LIST](#)

Name	Group
Lee Sid	

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

Email	First Name	Last Name	Phone	Registration Date	Role	Status	Edit
email1@email.com	FirstName1	LastName1		12/6/2017 10:53:57 AM	User Account	0	
email2@email.com	FirstName2	LastName2		12/8/2017 12:17:52 PM	User Account	0	
email3@email.com	FirstName3	LastName3		12/10/2017 3:57:03 PM	User Account	0	

Organization Programs

- 20 [9] Core Starter
- 30 [30] Core
- [30 10] Core +Bal**
- [30 10] Core +Car
- [30 10] Core +Skill
- [30 10] Core +Str
- [30 10] Core +Car & Bal
- [30 10] Core +Str & Bal
- [30 10] Core +Str & Car
- [30 10] Core +Str & Skill
- [30 10] Core +Car & Skill
- [30 10] Core +Skill & Bal
- [30 10] Core +Car & Str & Skill
- [30 10] Core +Bal & Car & Str

Assigned Programs

- 20 [9] Core Starter(Sequence 1)
- 30 [30] Core(Sequence 2)
- [30 10] Core +Bal

Assign

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 Programs by Group

Add Group 1 +

2 Group Name

Group Description

3

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



Dashboard Admins User Accounts Program **Group**

Manage Groups Assign Programs by Group

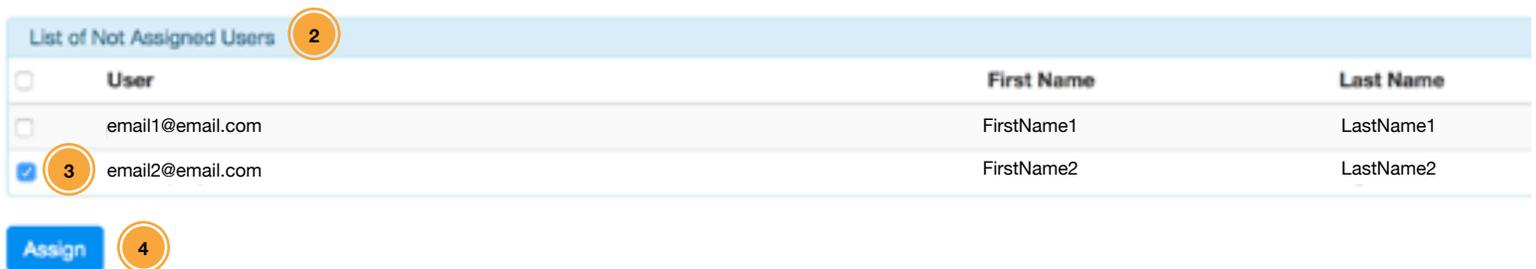
Add Group

List of Groups

Group	Created By	Actions
Group 1	adminemail1@email.com	1 Users  

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



List of Not Assigned Users **2**

<input type="checkbox"/>	User	First Name	Last Name
<input type="checkbox"/>	email1@email.com	FirstName1	LastName1
<input checked="" type="checkbox"/> 3	email2@email.com	FirstName2	LastName2

Assign **4**

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



List of Assigned Users

<input type="checkbox"/>	User	First Name	Last Name
<input type="checkbox"/> 1	email3@email.com	FirstName3	LastName3

Unassign **2**