happyneuron

Training Manual

happyneuronpro.com

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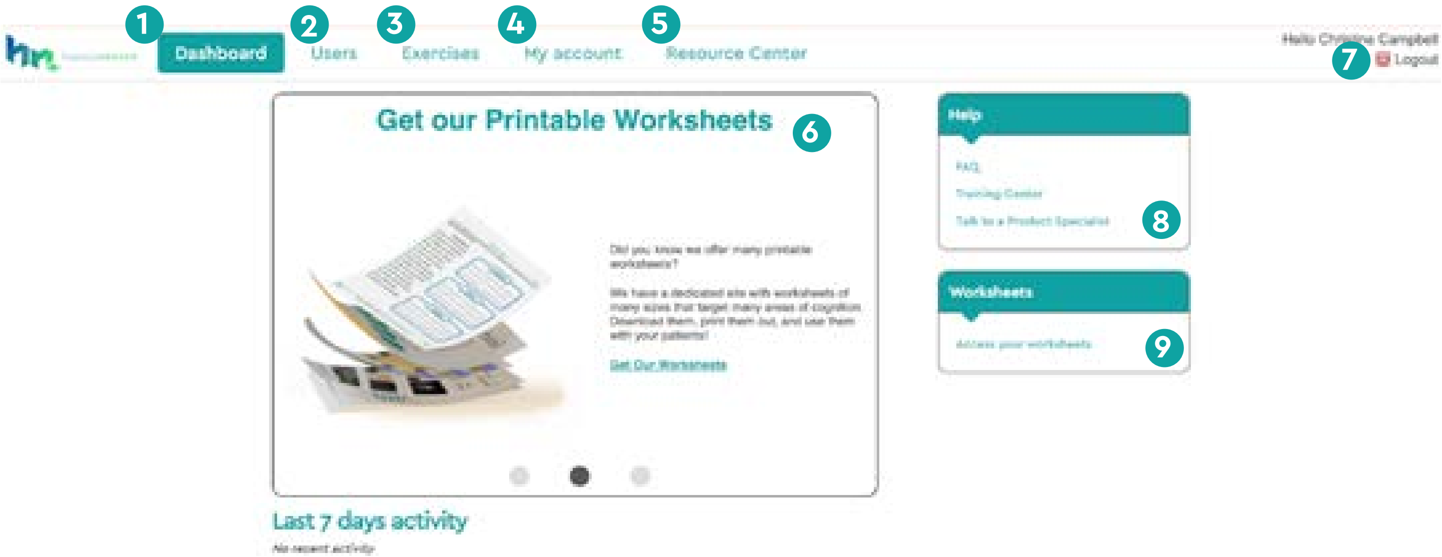
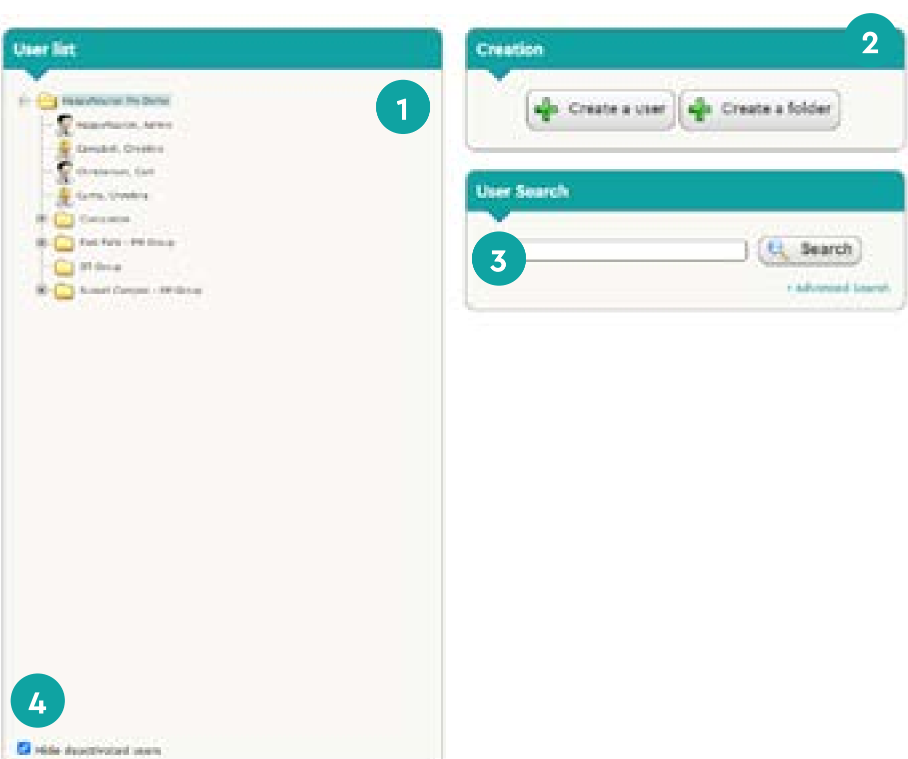
Understanding the Platform Home Screen



- **1** Return to this screen
- **2** View clients
- **3** Try exercises as a clinician
- **4** See account information (only available to admins)
- **5** Access resources for clinicians & clients
- **6** See system updates & blog articles
- **7** Log out of account
- **8** Get help
- **9** Access worksheets

Understand the User Screen



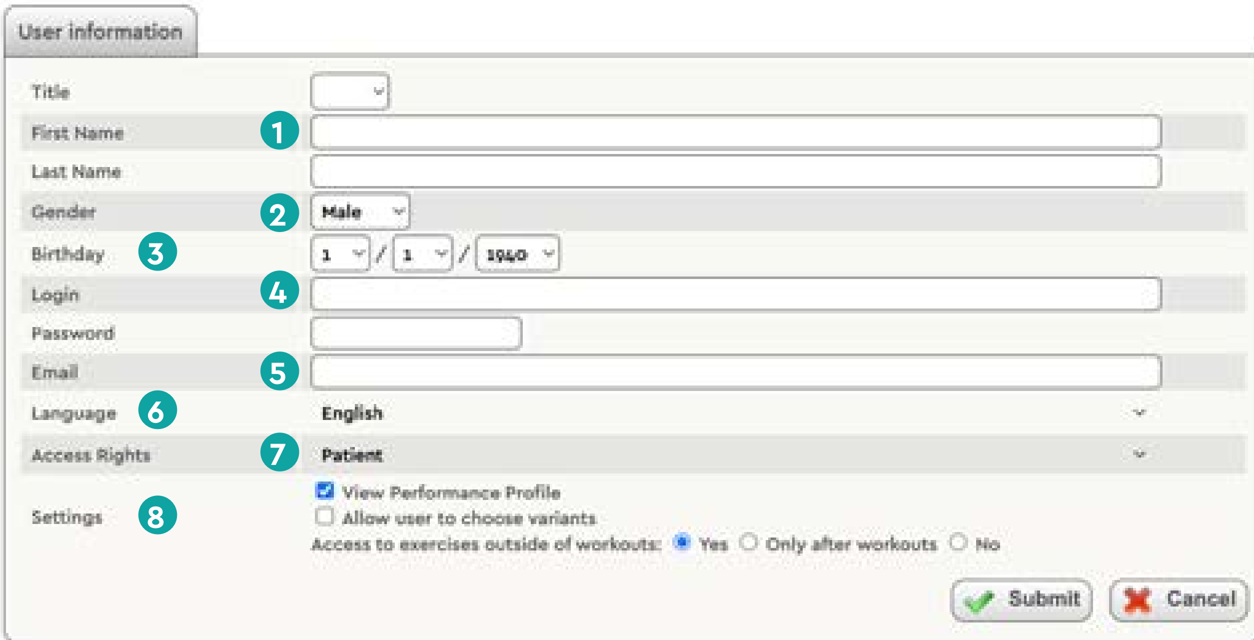
- **1** View folders and users in the account
- **2** Create new users or organize them in a folder
- **3** Find a user in your account
- **4** See active and deactivated users

Patient Management

How to create a patient account

1. Click on the Users tab   2. Click on Create a user

Fill out the required information on the user:



1. You can choose to insert your client's first and last name, first name and last initial, or use a unique identifier.
2. Assign your user's gender from the selection: Female, Male, Other. (This field is optional)
3. The birthday field is optional, as are Title, Gender, Last name, and Email.
4. The **login** and **password** will be the login information that this user will type in to access HappyNeuron Pro on their own. You can use their email address if you desire.
5. Fill in an email, which will be used for home workouts.
6. Select a language that your user speaks. This will give them access to all of the exercises we have in that language.
7. Access Rights – Select the type of user this account will be – Therapist or Patient. See more on page 4.
8. Settings – Additional settings for patient account types. See more on page 4.

Additional settings

You can change several settings to customize the user account:

View Performance Profile - Allows patients to view their performace profile. You may deactivate this for users that are sensitive about their performance.

Allow User to Choose Variants - Activating this option will allow patients to see the difficulty selection screen and select their own settings.

Access the Exercises Outside of Workouts

> ***Yes:*** The patient will always have access to the exercise list, whether they have a workout planned or not.
>
> ***Only after workouts:*** The patient will not have access to the full list when there is a workout to do. When the workout is finished, the patient will be able to view the exercise list and play any exercise they wish to.
>
> ***No:*** The patient will **never** have access to the full exercise list. They will only be able to access exercises through workouts.

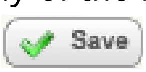
Access rights

Patient Account – A patient account will only access their dashboard and exercises.

Therapist Account - A therapist account will have access to all of the users and folders in their folder. *NOTE: If a therapist account is in a sub-folder, it can only see and edit the patient accounts in that sub-folder.*

Changing user information

In the account list, click the user that you wish to edit. 

You can change any of the information in the user's tab. When you have finished editing the account, click 

How to deactivate and reactive accounts

Select a user and click "Deactivate" 

in the bottom left corner to deactivate an account. Reactivate by following the same process and clicking "Activate" 

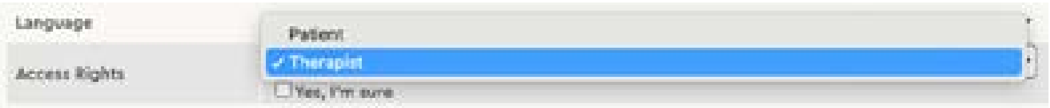
Deactivating a user will prevent them from accessing the program. Their data will still be available for you to access but the user will appear greyed out in the user list. 

To see deactivated users, uncheck the 

found at the bottom of the user list in the user tab.

How to create a clinician account

Follow the process to create a normal user account (page 3), but in the "Access Rights" section, select Therapist rather than Patient.
Then, check the "Yes I'm sure" box.



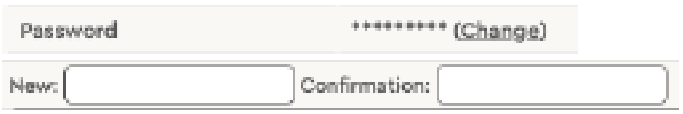
How to manage logins and passwords

Each user has a login and a password to connect to HappyNeuron Pro. The login and password are initially set by the manager who creates the account. If a user has a problem logging in, check their login and reset their password.

Change Login & Password

Navigate to the "Login" section of the user tab information. Edit the information by clicking on it.

Click "Change" in the password section.
Then type a new password in the 2 boxes



If you want the user to set their own password

Patients cannot reset their own password. They will need to ask their provider to do it using the process above.

How to limit clinician's view to only their clients?

A clinician in a folder will only have access to other users in that folder (or any subfolder). Using this feature, you can create folders and clinicians, and assign users to certain groups each managed by one or several clinicians.

- For example, start by creating a folder named "Group1"
- Then, create a therapist name like "Group1Manager" and move the account into the folder "Group1."
- Then, move one or several user accounts into the "Group1" folder.

When the clincian (Group1Manager) logs in to HappyNeuron Pro, they will only see what is in the folder "Group1." They will not see and therefore will not have access to any account located in another folder.

Using Folders

How to create folders to organize your accounts

Folders allow you to sort the accounts and organize them so that they are easier to find and manage.

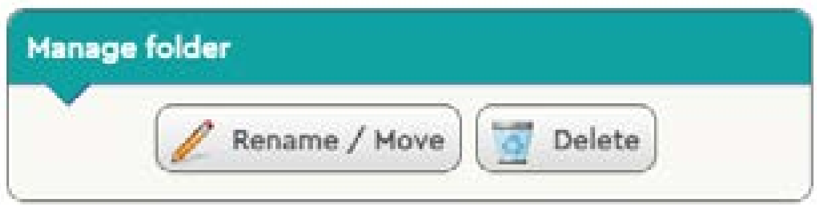
1. Click on 

2. Type in the name of the folder

Note: The folder will be automatically placed inside which ever folder you have currently selected. If you wish to put a folder into another folder, make sure to select that sub folder and then click the create a folder button.

How to rename, move or delete a folder

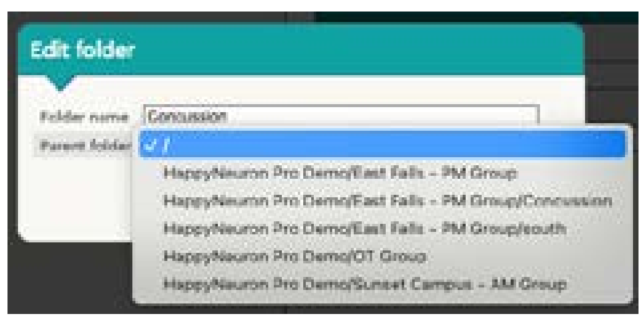
Click on the folder you wish to edit



Rename/move a folder

In the Manage folder box, click on 

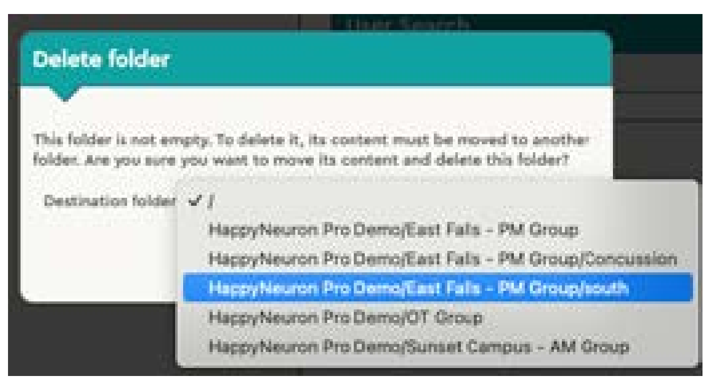
In the pop up, type the new name of the folder, or click on the drop down menu and choose a new parent folder.



Delete a folder

In the Manage folder box, click on 

If your folder is empty, it will be deleted after you confirm. If the folder is not empty, and contains other folders or users, you will be prompted to choose where to move all the content of the folder. Click on the drop down menu, select a new folder to move the content to, and click "Delete."



Setting Up Therapy

Using HappyNeuron Pro with clients is heavily influenced by the style of treatment the clinician uses. Some clinicians may only use HappyNeuron Pro with their clients directly in a therapy session. Others may only use it as a supplemental tool for in between therapy sessions, and some may use a combination of both.

In this section we are going to cover how to:

1. Access the platform
2. Manage the exercises available
3. Use the workouts feature
4. Use the automatic system
5. Adapt each exercise

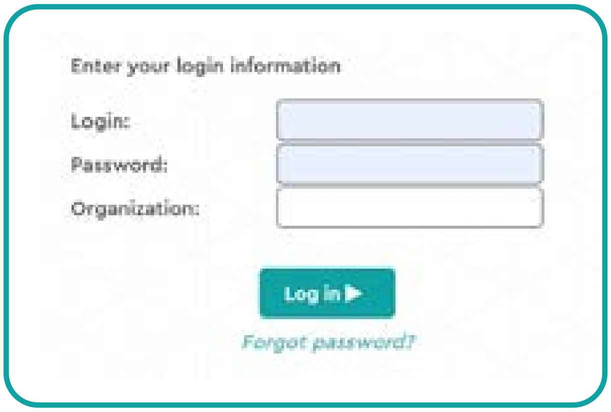
How to access the platform with a client

1 Direct login to a client's account

The first way to access the exercises is for the user to log in directly with their own account.

1. go to www.scientificbraintrainingpro.com/login/
2. log in with the information you assigned to them.

Once logged in, users can access the list of exercises that were allowed by the manager, or start the workout assigned.



2 Clinician logs into client's account

This other option is most useful when users are in-person with their clinician for their training. The clinician who is logged in with their account can then start a session directly with the user from their account.

1. Click on the Users tab | 2. Select the User Simpson, Bart | 3. Click Log into

You will now be logged in as this user, as if they were logged in from the home page.

Once finished with the session, the click Logout to close the user account and return to your own account.

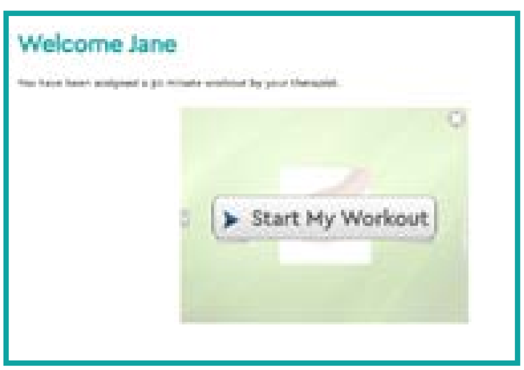
How to use and manage Workouts

This section will show you how to use the Workouts feature. Workouts allow you to prepare a session in advance or schedule a Workout session for your client.

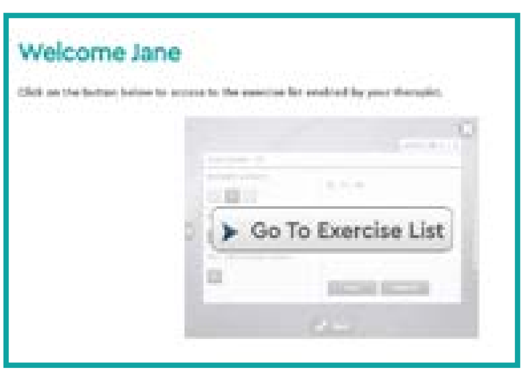
Click on the Users tab | Click on a patient Simpson, Bart | Click the Workouts tab.

Generated Workouts – If you have activated the "generate workout" option, the program will generate workouts based on the list of available exercises. They are generated at the days and times of your choice. An email is sent to the patient on file. Then, patients will cycle through the exercises that are activated until the target duration is reached.

Scheduled Exercises – If only "Scheduled Exercises" are setup, the client's workout will consist of these exercises. Once these exercises are completed, the workout will be finished.



Scheduled Exercises and Generated Workouts –
The exercises that are in the Scheduled Exercises list will be played first, within the workout duration defined. If the user completes the scheduled exercises before the time limit, they will have other exercises until the workout duration is reached.

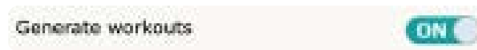


What if no Workout is scheduled?
If you have not activated the "generate workout" option, or put exercises in your client's list, then your client will be directed to the exercise tab where they will be able to see all of the exercises available to them.

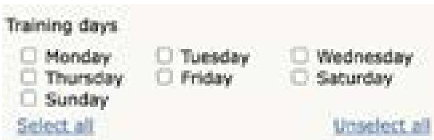
How to activate generated workouts

Note: This is the easiest way to assign workouts to patients. Using this feature will create regular workouts for your clients using the exercises that you have made available to them (see page 11). If the patient account has an email address, an email will be sent when the workout is created. The email will contain a link that will automatically log in the user and start the workout.

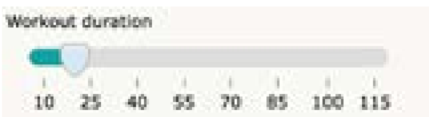
Set the "Generate Workouts" parameter to "On."



You will then be able to choose the Workout parameters:



Training Days: Choose the days when you want the user to receive a new Workout.

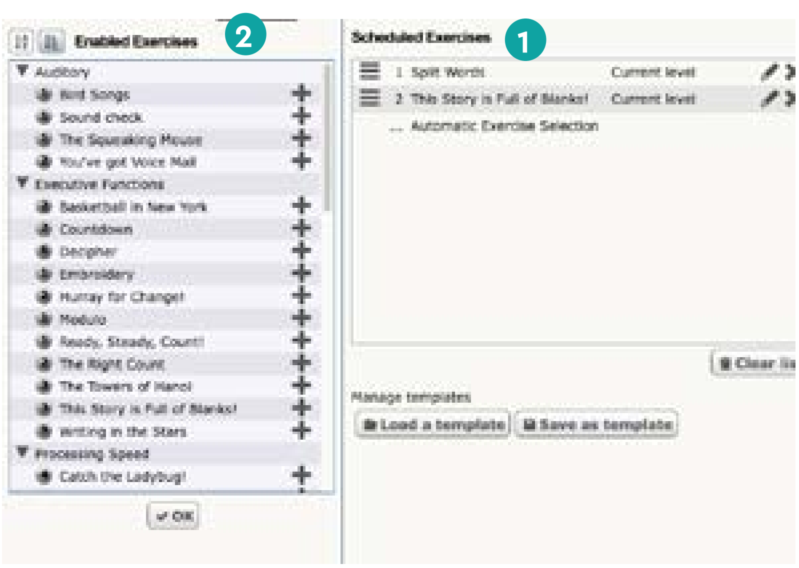


Workout Duration: Choose how long you want the workout to be (in minutes). The system will then add exercises to the Workout until the user has completed the minimum duration you have set.

Workout time: Choose what time of day the workout would be assign to your client*. NOTE: if the active timezone does not align with your current timezone. Reach out to us to update it.

Number of iterations for each exercise: Choose how many times each exercises will be assigned in the Workout before switching to the next available exercise.

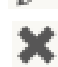
How to manually pick exercises for workouts



1. Scheduled exercises shows the current list of exercises in the order that they will be given to your client.

 Rearrange the exercise by clicking and holding this button

 Edit exercise

 Delete exercise

2. To get this section to populate hit the **+ Add exercises** button. (To learn how to turn off and on these exercise check out page 11.) The available exercises will appear on the left column. Click the "+" button next to an exercise to add it your client's Workout.

Note: When the Scheduled Exercises section is left blank and generated workout is turned on, the system will automatically give your client exercises. If you assign exercises and your client completes them with time still left in their workout duration, the system will automatically add more exercises. If this is blank and generated workout is not on, the user will not be served any exercises.

Edit the exercise

When you add an exercise to the list of Scheduled Exercises, it is added at the **patient's current difficulty level.** If you wish to have the patient play at another level than their current level, click on the pen icon next to the exercise. This will open a window in which you can choose the difficulty settings. If you want to choose a different level than the current one, first uncheck the ☐ Current level checkbox on the bottom left.

This will enable you to select the difficulty level. You can use the difficulty scale under "Basic Settings" or click the "Advanced Settings" tab to customize exact parameters. When you customize an exericse it will label it as a variant label. Variant 2355

Save a training plan

You can save the current Scheduled Exercises list by clicking on Save as template . In the window that opens, type the name of this template so that you can easily find it later. You can then choose whether this template will be available for this patient only, or if you want to use it for any patient.

Note: If you select "All patients," you will be able to load that template for any of your patients. If you select "This patient only," you will only be able to load it again for this patient.

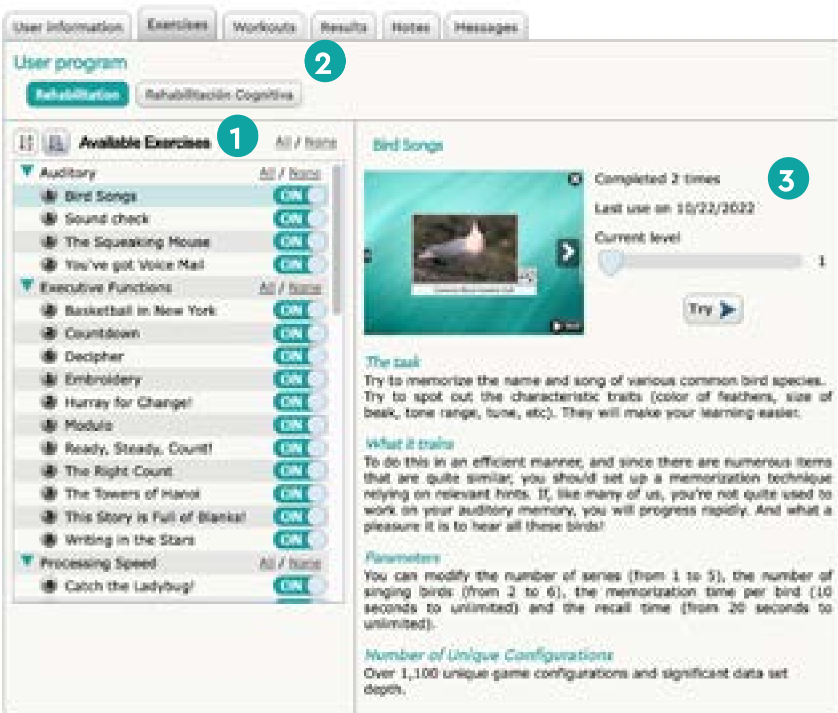
Load a training plan

You can load a saved Training Plan by clicking Load a template . In the window that opens, choose the saved template that you want to load. You can then choose whether this plan will replace what is already in the plan or if it will be added to the existing plan.

Managing exercises

How to select which exercises are available

Click on the Users tab | click on a patient Simpson, Bart | Click the Exercises tab



1 This is the list of all the exercises in our platform. It is broken apart based upon which cognitive domain is covers the strongest.

You can switch any of the exercises on or off. If an exercise is switched off, the user will not see it in the list of exercises.

You can also manually switch off all the exercises or an entire module with the All / None links on top of the list, or next to a module name.

Change the list by either alaphabetical or categorical by clicking on this button.

2 Activating Spanish exercises

Click on Rehabilitación Cognitiva to activate the Spanish exercises for your Spanish-speaking clients.

3 Exercise information

Select the exercises in the list. On the right, it will populate information about the task. You will also see the user's current level on that exercise. (see page 12 for information about the level progression.) You can the current level by sliding the curser to the desired level.

Our automatic level system

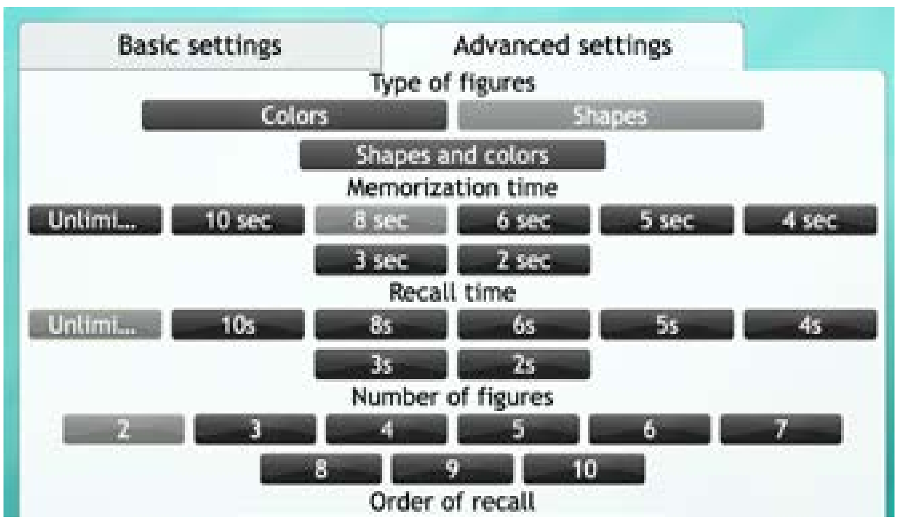
All exercises have predefined difficulty levels. For all exercises, users start at Level 1 and then progress through the levels as they succeed.

The system follows a simple rule:
Accuracy Score > 80% = Good
79% < Score < 60 % = Okay
Score < 60% = Failure

A failure will result in a downgrade.
Two >80% scores in a row will be leveled up.

Note: If the user has "**Allow User to Choose Variants"** activated they will have the ability to adjust their levels. If they do not, they will automatically be set by the system to their current level.

Advanced settings



The "Advanced Settings" tab allows you to individually adjust each parameter of the task to adapt the difficulty.

Click the variations of parameters you wish to change. Once you have a chosen your variations, click Start to begin the exercises.

Reporting

How to access a patient's results

Click on the **Users** tab | click on a patient Simpson, Bart | Click the **Results** tab

1 Daily activity chart

This shows the activity for the day. Duration of time spent in the platform, how long their workout was (if assigned) and the exercises completed with their performance.


The current level and performance

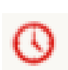

If it was completed in a workout

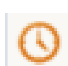
2 Exercise chart

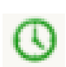
This graph shows the current level the user is on for each exercise. *Click on an exercise to view the details of it.*

3 Monthly activity calendar

The calendar shows the activity of the client for each day. You can click on a day in the calendar to display the details of that day. Here are what each of the icons mean:


Workout not completed


Workout started but not completed


Workout completed


Workout scheduled

Exercises were completed *(height varies on duration)*

4 Printable report

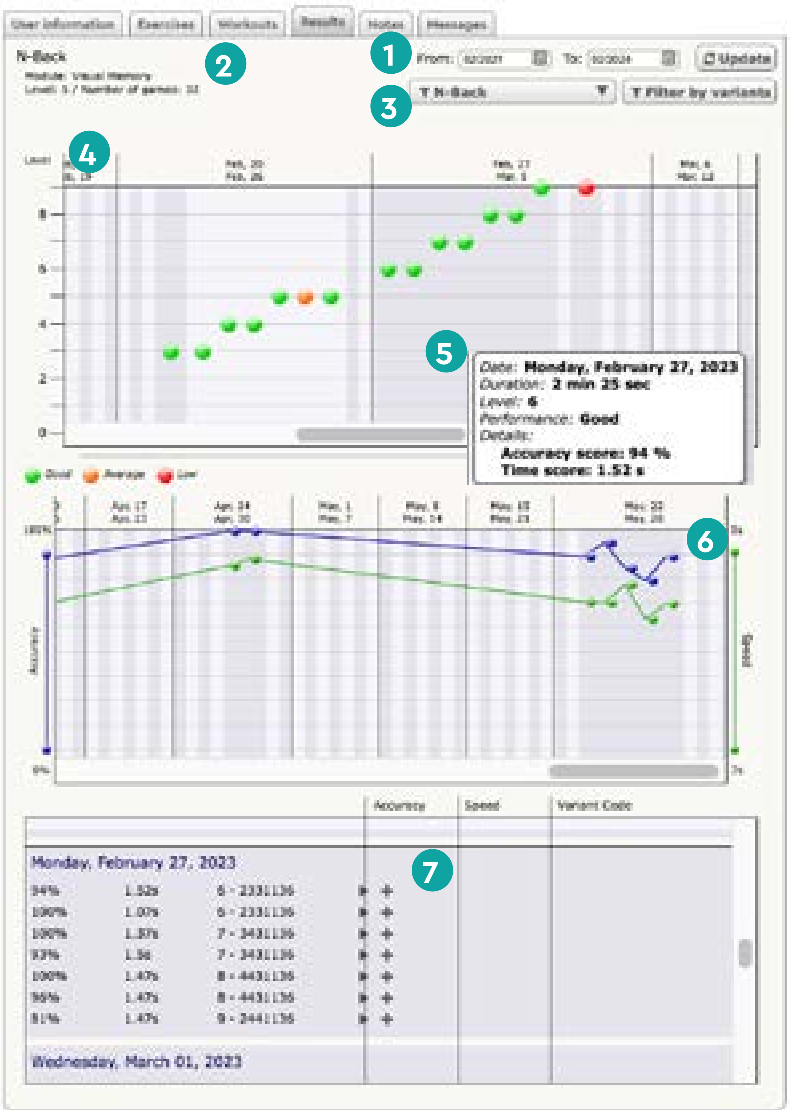
This button will populate a easy to print PDF, summarizing the data in the user's account for the assigned duration. Learn more on page 17.

5 Filtered view

Filter the data by exercise. This will also populate a more in-depth view of the data. Learn more on page 15.

How to see more in-depth results

If you wish to view the results of one particular exercises, click on the exercise in the second graph, or click on **Overview** and choose an exercise.



1 Chart filter
Window of time for the data.

2 Summary data
Summary of number of exercises completed and current level.

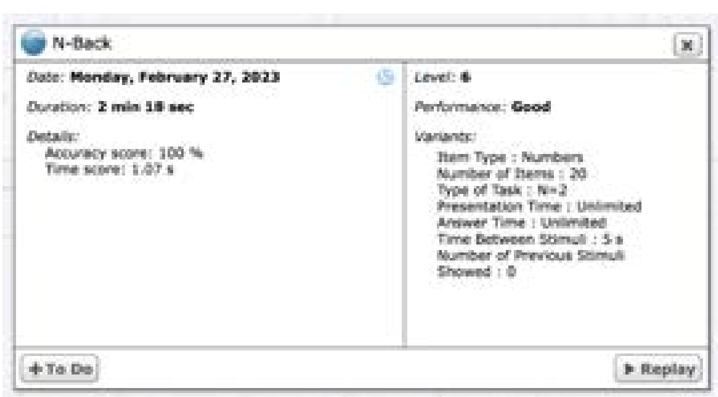
3 Current exercise filter
How to view other exerices.

4 Level chart
An dot chart of the exercises completion based on their level and score.

5 Summary blurb
Shows a short summary of the exercise. Get this to activate by hovering over any dot on any chart.

6 Accuracy vs speed chart
This graph shows the current level the user is on for each exercise. *You can click on an exercise to view the details of it.*

7 Exercise performance
A quick way to see the accuracy and duration as well as the variant code.



Exercise summary card
A detail explanation about each exercise. To activate, merely click on a dot. With this information, you can have your client either replay it or add it back to their workout for the day.

Understanding level chart

This section of the reporting dashboard helps you to see the level progression your client is currently doing. This will rise and fall as their progress continues.

This will only appear if the user plays a level (i.e. automatic level or by choosing a level in the Basic Settings). Any exercise completed with "Detailed Settings" will not appear here.

The levels will automatically increase when your client completes two exercises with an accuracy score higher than 80%. If they get a score between 50% and 79% it will be labelled with orange and they will repeat the level. This is an indicator of a properly challenging level. A red circle means that your user got an accuracy score lower than 51%.

Understanding accuracy vs. speed chart

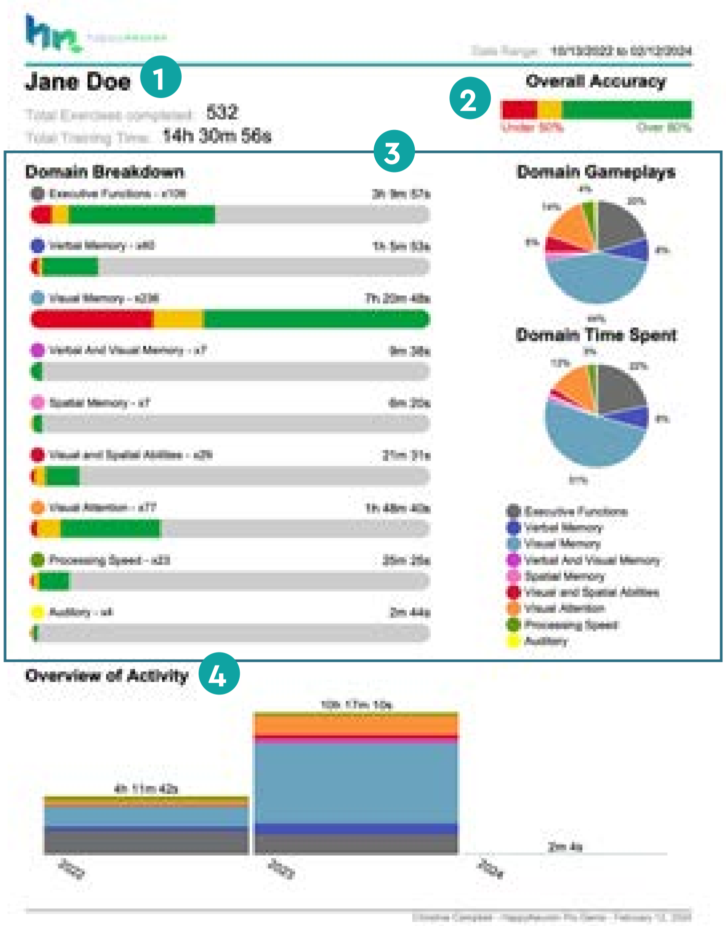
This secttion helps you to see how your client is performing regardless of the the level or parameters assigned to them. In this chart, you will be able to see the correlation between their accuracy and their speed of completion. Talk to a product specialist to learn more about how to interpret this chart.

Understanding variable codes

These codes indicate the parameters used for each exercise. Each code correlates to the exercise and the variables with it. You can see if your patient is struggling on the same type of exercise by checking the variable code.

Interpreting the printed report

Page 1



1 Client information

The client's name, the total number of exercises completed, and duration of time spent

2 Overall accuracy

Average accuracy rate of all the exercises completed during the time period.

3 Domain breakdown

This section is to help you see:

- Which domains the client is spending the most time in.
- How many exercises were completed.
- What the client's overall accuracy breakdown of each domain is.

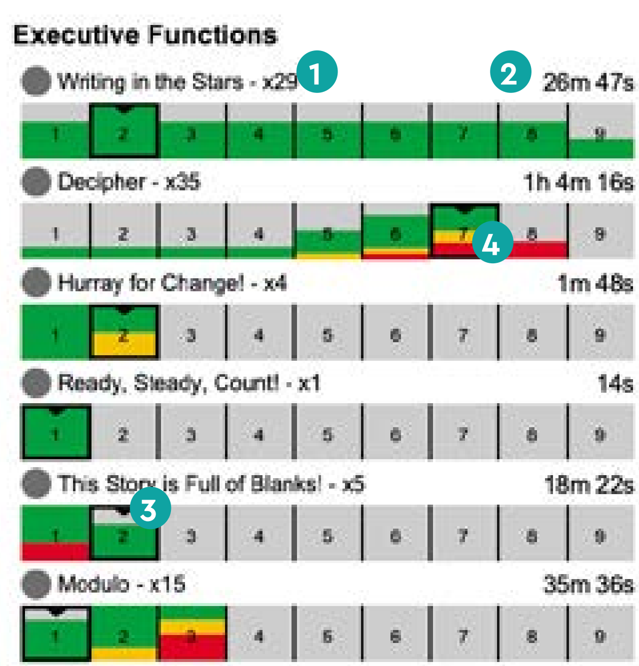
4 Activity overview

This section aims to look at the exercises played based on the date of completion. Depending on the date range, this breakdown will either show monthly, weekly, or daily usage.

Page 2

This section of the report is a more detailed explanation of each exercise completed by your patient. Each exercise that they have completed is displayed here. The length of this section may vary, depending on how many exercises they have completed during the time span you have selected.

1. The Name of the exercise and total number of exercises completed.
2. The total time spent completing the exercises.
3. The box with the downward arrow around the number indicates the current level of the user.
4. The colors in the box indicate the accuracy of the exercises.



Memberships (Organization managers only)

How to purchase or update a membership

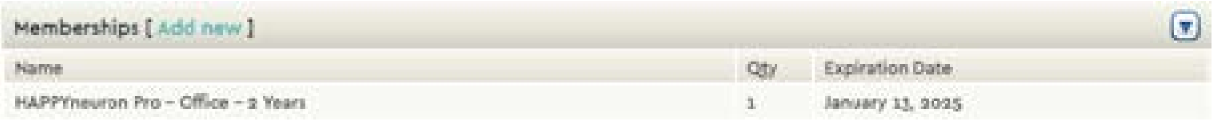
This can only be completed through our Product Specialists, so reach out to us and we'll be happy to help! (**See last page.**)

How to view your membership and transactions

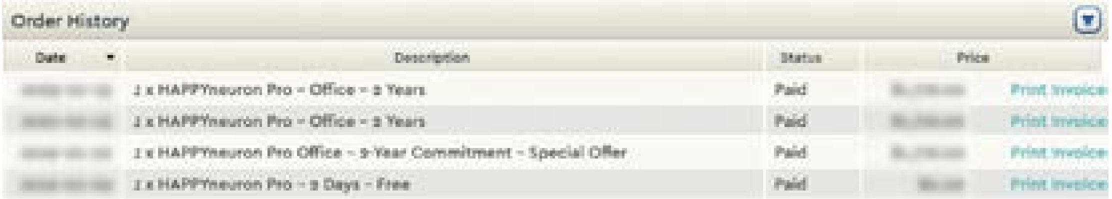
Click on Membership

Note: All membership information is only available to the main manager account. Only this account will have a "Membership" tab.

The list shows you which memberships are currently active.



The order history will list all the transactions that have been registered on your account.



Note: You can print a receipt of any recorded transaction.

Tips & Tricks

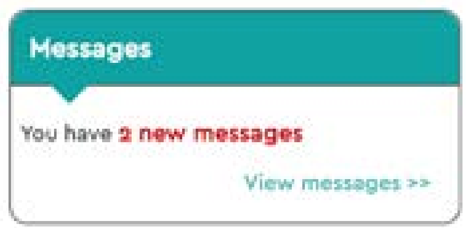
How to try the exercises as a clinician

This section will show you how a clinician can view and play the exercises in order to get familiar with them. When you are logged in as a therapist, click on the Exercises tab. You will have the complete list of exercises. Click "Try" under one of them to start the exercise.

In this mode, the therapist can have access to all the levels to get familiar with the exercise and its settings. They can also see what different variations will be like, without having to play as a client. Please note, that the results will not be recorded.

Internal messaging system

Click on the Users tab | click on a patient Simpson, Bart | Click the Messages tab



Write a subject and a message in the appropriate areas. Click Send When your patient logs in, they will see a notification informing them that they have a message waiting for them. If they click "view messages," they will see your message. This is a great way to send reminders to your client while they are exercising.

Technical Requirements

The minimum requirements are the following:

Desktop or Laptop:

- Browser: Internet Explorer, Firefox, Google Chrome
- Internet Connection: Minimum access speed of 128 kbps

Touch Tablet:

- Operating System: Android 3.x/iOS 3.x
- Browser: Google Chrome, Safari, Firefox
- Screen size: 7" minimum
- Internet Connection: Minimum access speed of 128 kbps

Anything else? Contact us!

If you experience any issues of if you have a question about our program, don't hesitate to reach our to our support team.
We'll be glad to help!

info@happyneuronpro.com

+1 (215)-987-6165