

# Quick Guide to Physiotools

## Login







Enter the URL of your Physiotools installation by typing the address into your browser's address bar or click on the link in the email containing your login details. We recommend you save the URL to Favourites or create a shortcut on your desktop.

**Note:** You can also login by going to [www.physiotools.com](http://www.physiotools.com). Click login and enter your email address

Enter your username and password and click **Login**.

Click **OK** if your pop-up blocker is on and interrupts the login process.

## Creating an exercise program

1. Click **Clients** tab to create or select an existing client.
2. Click **New** to create a new client, enter First/Last name and Email address. Tick the Email consent and Client app consent box as appropriate. Click **Save**.
3. Click  to go to the Exercises page.
4. To find exercises, use **categories** (left), **filter buttons** (above exercises) and/or **free text search**.
5. Click on pictures to select, then click the **Edit** button. 
6. Select each picture and edit the text/picture as necessary. Type in **Title of exercise set**.
7. Click **Preview** button. 
8. Change layout and text if required.
9. Click **Print**  or **Email/Physiotools Trainer**  
10. Click **Save and sign** or **Continue without saving**.
11. Click **Clear** to create or select another client or click **Logout**.



## Searching for exercises

The **Exercises page** gives you several options to find suitable exercises for your client. You can:

- Select one or more **Categories** on the left.
  - Note:** If you click on a word instead of the check box, it deselects any other search word you have selected in the same category.
- Use the **filter buttons** above the exercise display screen to limit your search.
- Use the **free text search**.

The results of your search will appear in the exercise display screen. Use the **scroll bar** on the right or the scroll function of your mouse to scroll through your search results.

### Other search functions

Add commonly used exercises to favourites by clicking the grey star  at the top of a picture. Once selected, the star turns gold. Click  to the right of the Filter buttons to only show your favourites.

Clicking on a selected **green search word** rearranges the exercises to show that criterion first.

To quickly access exercises that were recently added by you, by another user of your installation or by Physiotools, select **Interest** and **New exercises** from the categories on the left.


To quickly find your **frequently used exercises**, select **Interest** and **Exercises frequently used by me**.

**Note:** This option only becomes visible if there are exercises that can be displayed in it.


Click on **Reset search** to clear your search. You can remove any of your selected green search words individually by clicking the cross on the right.



## Selecting exercises

Select exercises by either clicking on them (*the frame will turn green*) or by dragging and dropping them to the bottom of the page. Use the **scroll bar** on the right or the scroll function of your mouse to scroll through your search results. As soon as exercises are selected they are displayed at the bottom of the page. You can also deselect individual exercises by clicking **X** on a picture or clear the whole selection by using the Clear selected exercises button. 


## Adding your own exercises

To add your own exercises, click **Upload exercise** at the top right of the **Exercises** page. Give your exercise a descriptive **Title**. Click on the **browse picture...** box and select the appropriate option. Enter instructional text in the text field. Upload a **video link** by clicking on the video symbol 

**Note:** The video must be available for your client to watch, for instance, on YouTube.

## Finding and editing your own exercises

Access exercises created by you by selecting the filters **Pictures** and **My** at the top of the **Exercises** page. Select **Pictures** and **Shared** to see exercises created and shared by you or another user of your installation.

To edit your own pictures, click  and choose any of the available functions: **Copy**, **Edit** or **Delete**. Choose **Edit** to change the visibility of the exercise.

## Edit Page

Click on the **Edit** button.  **Image editing** options are shown at the bottom left:



Exercise includes a **video**. When sending the exercise program by email or to the Physiotools Trainer client app, your client can watch the video.



Choose to display as a **line drawing or photograph**. A right mouse click allows you to change the picture version for all exercises in the current exercise program.



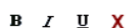
**Mirror picture** - flip the picture to show either right or left side.



**Rotate picture** - rotate by 90 degrees.



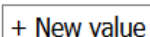
**Add shapes** – for example arrows, circles and squares.



**Rich text editing** - highlight the text and then select **B** (bold), **I** (italic), **U** (underline) **X** will remove all formatting.




Include a **training diary** - numbers entered in the instructional text are automatically included in the diary.



Enter additional values, such as repetitions, weight or sets.

## Changing instructional text and saving user text


**Default text** is the text created by the author of the exercise. You can edit it for your current exercise program, however the next time you select the exercise, the original text will show. If you would like to save your own version of the instructional text for later use, go to the **Add user text** tab and enter your text. Click **Save user text**. Click **Remove user text** to return to the default text.


Click the **Language** button  if you want to see available translations for the chosen exercises.

**Note:** Not all exercises are available in all languages.

**Add Note** will add an empty text field at the bottom of the page (under Default text) where you can enter, for example, general instructions or warnings.

### Moving, deleting and duplicating exercises


You can **change the order of exercises** (and notes) by clicking on a picture and then dragging it onto the picture whose space it should occupy. To **delete** exercises, click  at the top right of the picture. Right click on the picture to **duplicate**.

You can go back to the Exercises page by clicking either the Exercises tab or  button. This also applies when you are in the Preview page.

## Creating Templates

Select **Template** under **Save As** on either the **Edit** page or **Preview** page. Give your template a descriptive **Title** to easily find it later. Define the **visibility** for your template. Add **Notes**, for example, on the intended use of the template and then select or create **Search words**. Click **Finish** to save.

### Finding and editing templates

Access templates created by you by selecting the filters **Templates** and **My** on the **Exercises** page. Select **Templates** and **Shared** to see templates created and shared by you or another user of your installation. To edit your own templates, click  and choose any of the available functions: **Copy**, **Edit** or **Delete**. Choose **Edit** to change the visibility of the template and search words.

## Sending / printing and saving an exercise program

Click on the **Preview** button. 

You can change the **Text size** and select from a variety of **Layouts** by clicking the desired option on the left side of the page. You can also decide to add a **Diary** and / or **Summary** at this stage.

Click on an exercise to activate the **quick edit functions** to make final changes or remove an exercise from the exercise program.

When editing is finished, **print**  or **email/send to the Physiotools Trainer client app**  

Click **Save and sign** or **Continue without saving**. If you choose Save and sign, you will be redirected to the Clients page. Either select an existing client or create a new one.

**Note:** To save as a **draft** in a client's record, click on **Save as**, enter a title for your exercise program and click **Client set**. You will be redirected to the Clients page. Either select an existing client or create a new one.

## Logging out

Click **Logout** on the top menu bar. If you have an unsaved exercise program you will be given the opportunity to save it before the program closes.

## Administrator Settings (only Administrators have access to the Admin menu)

**General:** Edit **Printout Options** including **Header**, **Logo**, **Paper size** and **Email Template**.
















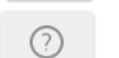












**Users:** A user is a member of your organisation who can access Physiotools.

**To add a new User:** click **Admin – Users – New**. Each user must be given their own username and password. Enter their email address to enable you to send login details to them.

**Sites:** A site is a department or location within your organisation. The site information will be displayed at the top of the handout. Users can belong to multiple sites.

**To add a new Site:** click **Admin – Sites – New**.

## Overview of the buttons used in Physiotools

	Go to Exercises page
	Go to the Preview page and print your exercise program
	Go to Edit page
	Clear selected exercises or delete
	Email and/or send to the Physiotools Trainer client app
	Show video
	Mirror the image
	Rotate image
	Add shapes such as arrows, squares and circles
	Choose to display line drawing or photograph
	Add a diary
	Find all my clients
	Menu to choose available functions
	Settings
	Help
	Evidence based attachment or Add or change evidence based link ( <i>when uploading own exercises</i> )
	Show text and other properties
	Common attachment or Add or change common document link ( <i>when uploading own exercises</i> )
	Indicates that several pictures are included, e.g. linked pictures, progressions or templates
	Show only my favourites
	Use to add commonly used exercises to favourites
	Exercise identified as a favourite
	Exercise created by you and only visible to you
	Exercise that has been shared by you or other users in your site
	Exercise that has been shared by you or other users in your organisation
	Change the language of the instruction text
	The exercise includes several pictures
	The number of additional exercises included in the template