

BIO | ANALOGICS[®]
**HEALTH MANAGEMENT
SYSTEM**

**TECHNICAL MANUAL
&
PROGRAM OVERVIEW**

SYSTEM MODULE

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HEALTH MANAGEMENT SYSTEM

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Congratulations on selecting BioAnalogics Health Management System (HMS) for your facility. We are sure that you will find the system meets your individual needs for developing and tracking many aspects of your client's personal health.

Disclaimer: The Health Management System and the reports generated are provided as a guide to basic principals for a varied and balanced diet and moderate exercise program. Any individual participating in a nutrition or exercise program should obtain a physician evaluation prior to starting.

1.0 System Requirements

The HMS system requires that your computer hardware be compatible with Microsoft Windows operating system, either 3.1, Windows 95 or Windows 98. Please note the following "minimum" hardware requirements required to operate the HMS system.

1.1 Windows 3.1/Windows 95/Windows 98

Computer - 386 or Better

RAM Memory - 4 megabytes or more.

Hard drive space - 20 megabytes available.

Printer - Graphics compatible (dot matrix/laser jet/desk jet/paint jet/bubble jet)

VGA color monitor

Mouse controller

2.0 Program Overview

BioAnalogics HMS program is referred to as a "Hub and Spoke" type program in the way in which it was developed, how the program functions, and how you must operate the program for best performance. Please note the following overview which provides a brief explanation of the programs operation. Note this overview provides only an example of the HMS modules which are available. Contact BioAnalogics for a complete program description.

2.1 System Module

The SYSTEM MODULE provides all of the central databases functions for each client or patient. The entire system operates from the SYSTEM MODULE and thus the base module is required to run any of the system functions. You can not install or access any part of the HMS program without first installing the SYSTEM MODULE. See section two (2) of this manual for software installation and setup. The following provides an overview of only a few of the Health Management System

(HMS) modules. Contact BioAnalogics for a complete description of available features.

2.2 Body Composition Module

One of the primary functions of the HMS program is to allow you to predict and monitor each individual's body composition analysis with the ElectroLipoGraph (ELG) system. In order to access the body composition data, you are required to input the client data into the System Module and the appropriate data (weight and impedance) into the body composition module. You may also recommend individual client goals.

2.3 Nutrition Module

Through the application of the Nutrition Module, you can develop individualized nutrition reports based on the client body composition report and applicable exercise programs. While the System Module is required to utilize the nutrition program, the body composition and exercise programs are optional.

2.4 Aerobic Exercise Module

An important component of any lifestyle management and intervention program is aerobic exercise. The HMS system allows you to develop individual aerobic exercise programs based on client preferences or abilities. The aerobic exercise program requires the System Module, however all other modules are optional.

2.5 Resistance Exercise Module

In addition to aerobic exercise programs, the HMS system allows you to develop individual Resistance (weight training and rehabilitation) exercise programs based on client preferences or abilities. The resistance training exercise program requires the System Module, however all other modules are optional.

3.0 System Module Installation Overview

Before you begin to operate the HMS program, you must first install the System Module Program onto the hard drive of your computer.

4.0 Program Installation

- 1 Load your Windows program.
- 2 Place the System Manager program disk 1 into the disk drive.
- 3 If you are using Windows 3.1 go to the Program Manager, select the File option and use the mouse to pull down to the Run option. If you are using Windows 95/98, select the Start button and use the mouse to pull down the Run option.

- 4 Next, at the Command line, type A:\Setup or B:\Setup (depending upon your drive) and press the ENTER key.
- 5 The welcome screen will now appear. You can select either an Express setup which will automatically complete the installation or a Custom setup which will require you to manually configure your system. **DO NOT SELECT THE CUSTOM OPTION UNLESS YOU ARE AN EXPERIENCED COMPUTER USER.**
- 6 The next screen will allow you the option to input your center name and address in addition to configuring the program, personnel and customer verbiage. Note: The program name will be used in the printout as e.g. The Wellness Center. The personnel name will be used to describe the provider e.g. your physician recommends that. The client/patient name will be used to describe the person being tested e.g. the patient report.
- 7 The system will now copy all of the files on disk 1 to the computer. Once this process is completed, you will re prompted to remove disk 1 and insert disk 2. Again, press the enter key and the system manager of the System Module of the HMS program will be installed.

5.0 Installing the System Modules

Once the program is installed, the system will automatically prompt you to install the system modules you have purchased. To install the modules, simple select the next button. You will be prompted to select your disk drive (A: or B:). Once you have input the proper selection, select the next button and the module will automatically install. You may load as many modules as you have at this time.

If you choose to load a module at another time, simple select the Module option from the task bar at the top of the screen and choose to Install a new module.

You should now review the appropriate documentation for each module installed.

6.0 System Setup

After you have completed the installation of the System Module, you must complete the following set-up procedures to insure that the HMS program has been customized to your application.

6.1 Printer Setup

All printing functions are controlled through the printer "drivers" you have installed through the windows application. To select a specific printer, review the Windows documentation. You can change printer selections through the HMS program by selecting the printer set-up option under the Client option from the tool bar.

6.2 Center Information

If you choose not to complete the center setup information you can do so by selecting the System option from the task bar at the System Module.

6.3 Management Reports

One of the many features of the HMS program is the ability to produce individual history tracking for individual body composition results and group analysis if you are using the Health Risk Appraisal or Fitness Analysis Modules.

7.0 Operating the Program

The HMS program is a "Windows" based program and thus functions under the same set of operating rules as any other windows program. However, due to the specific application of the HMS program, please note the following overview.

7.1 Online Help Features

The HMS program provides an in-depth help system to assist you in using the program. You can access the help system by highlighting the help features or you may be prompted with help if you make a mistake in the data input procedures.

7.2 Mouse Features

The most efficient way to run the HMS program is by using your computer mouse. The following overview will provide you with an understanding of the mouse functions to aid you in operating the HMS program.

7.2.1 Mouse Pointer

The appearance of your mouse pointer may look different depending upon your system configuration, however it is usually an arrow pointing to the area on the screen at which you wish to either perform data input or modification. Your mouse pointer should respond to movements in your mouse. If your mouse pointer does not react to your mouse, check your system configuration.

7.2.2 Single Click

A single click of your left mouse button should highlight either an input field or an area that you wish to modify. If the left button on your mouse does not respond, check your system configuration.

7.2.3 Double Click

A double click of your left mouse button indicates that you wish to make a selection based on the reference of the mouse pointer. Once you double click

on an option you may be prompted to input specific data into a particular field to make appropriate modifications.

7.2.4 Highlighting Features

Use the mouse to highlight a specific program feature and then use the right mouse button to make your selection.

7.3 TAB Key

The Basic function of the TAB key is to move you from input field to input field. While the ENTER key may also be activated in this program, the TAB key is used in most applications.

7.4 ENTER Key

While important for some applications, the ENTER key has minimal use in a windows based program. If you are familiar with BioAnalogics DOS based programs, the TAB key will now serve many of the same functions.

7.5 Tool Bar/Pull Down Menu

All windows based programs utilize a "pull down" tool bar or menu selection which you can access through ICONS with your mouse. To access some of the user features of the HMS program such as the printer selection and center set-up, you will be required to use the tool bar located at the top of the screen once the HMS program has been loaded.

7.6 Special Buttons

In order to help make the operation of the HMS system as simple as possible a variety of specialty "buttons" or keys have been programmed into the system. The following information provides an overview of these buttons and a guide to their application. These buttons are located at various locations on the computer screens.

7.6.1 NEXT Button

While the HMS program has been designed to allow almost unlimited end user function, the NEXT button will guide you through the selection of the most logical sequence of events to assist you in using the program.

7.6.2 BACK Button

The BACK button will take you to the previous screen.

7.6.3 DONE Button

When you are "DONE" with a specific task, the done button will take you either back to a Module screen, or the System Manager, which ever is appropriate.

7.6.4 FINISHED Button

When you are completed with a module and wish to go to the "print manager" use the "FINISHED" button. However, if you are going to access any other modules, it is recommended that you use either the "DONE" button or the "NEXT" button to complete the client data.

7.6.5 ADD (+) Button

The (+) add button will allow you to add a feature e.g. an exercise or food exchange.

7.6.6 DELETE (-) Button

The (-) delete button will allow you to remove a feature e.g. an exercise or food exchange.

8.0 Client Data Base Overview

The first step in using the HMS system, after installation and set-up, is to input specific information concerning a specific client. Note that once the HMS System Module has been installed, the following options are available:

8.1 New Client

If the client has not been entered into the system, you must click onto the NEW client option and input the appropriate information before you can perform any testing.

8.2 Re-call Client

Once a NEW client has been input, you must select the RECALL option. A list of all client input will appear on the screen. Select the client with the mouse pointer. Note that you may be required to scroll through the list to find the appropriate client. You can recall a previous test, by date, by clicking the date prompted and selecting a specific test date.

8.3 Change Client

You may change any of the base client data by selecting the "CHANGE" option. Again, select the client with the mouse pointer. Note that you may be required to scroll through the list to find the appropriate client.

8.4 Delete Client

If you wish to remove a client from the system, select the "DELETE" button. Again, select the client with the mouse pointer.

You are now ready to select any of the program modules you have installed. Refer to the documentation provided with each module before attempting to execute these functions.