



**aktivplan**

# User Guide

## Registration / First Use

- **Activation:** You will receive a link to activate your aktivplan account by email. Use this link to set your password and then log in to the web application.

## Regular Use

The aktivplan app for health professionals is used via the browser. Using it via the browser allows you to access the app on any device with an internet connection.

Start link: <https://aktivplan.lbi-dhp.at/#/login>

By calling up the link, the application is called up in the browser. After successful login (using mail address and password) all functions of the aktivplan intended for health experts can be used.

## Functionality

- **Patient Overview:** After logging in, a list of patients is displayed ("Patient overview"). This list can be sorted alphabetically by clicking on the "Name" or "E-mail" tab.
- **Export Patient data as CSV:** The data of a patient can be exported as a csv file by clicking on the CSV icon in the patient overview.
- **Export Patient data as PDF:** The data of a patient can be exported as a pdf file by clicking on the document icon in the patient overview.
- **Edit Patient data:** The data of a patient can be edited in the patient overview by clicking on the pencil icon.
- **Add a Patient:** By clicking on the "Add patient" button in the patient overview, a new patient can be added. After clicking the button, a data entry form opens. In the course of data entry, the patient must be informed about the processing of his or her data. To ensure that the patient has been adequately informed, the necessary information can be retrieved by clicking on the Info button. After entering the necessary patient data, you will be redirected to the patient overview.
- **Patient Calendar:** Clicking on a patient in the patient overview displays their calendar (with activities planned and performed), active minutes and goals.
- **Add a training activity:** In the training overview (select "Training" in the top left menu) select the desired training type and add training ("Add training" button at the

end of the overview). To change an existing training, click on the pencil icon in the overview.

- **Add a workout:** In the workout overview (select "Workouts" in the top left menu) and add workout ("Add workout" button at the bottom of the overview). To change an existing workout, click on the pencil in the overview.

**!!! Note:** When creating a training or workout, the entered default values are saved. When creating a training or workout for a patient, these values can then be individually adjusted.

- **Menu:** In the upper left corner of the overview page is the menu. The following functionalities are available via the menu:
  - **Patient Overview:** Patient overview page is opened.
  - **Training:** Overview of training types. Click to create a new training in the corresponding category. Differentiation between continuous endurance training, interval endurance training, strength endurance training, hypertrophy training.
  - **Workouts:** Workouts overview. Existing workouts can be edited via the pencil icon, new workouts can be designed via the "Add workout" button.
  - **Logout:** Log out from the app.
- **Individual patient planning:**
  - **Activity planning:** By clicking on the desired date in the patient's calendar, activities can be created. After clicking on the date, the type of training is selected and the required parameters are entered. After that, it is specified on which days the training should be performed, how often and in which period/ with how many repetitions.
  - **Change activities:** By clicking on the activity in the calendar, an already entered activity can be edited.
  - **Set goals:** Below the calendar, defined goals are displayed. By clicking the corresponding button ("Add goal"), these can be created.
  - **Change goals:** By clicking on the corresponding goal, a goal that has already been entered can be changed.
  - **Activity status overview:** Below the calendar, the active minutes of the current week (Monday - Sunday) that have been executed so far are displayed. To view details of the active minutes, they can be clicked directly on the calendar overview page. The window now displays a bar chart of the active minutes per week, month or over the total period. The time period can be selected via the tabs above the bar chart. The bar chart distinguishes between planned activities (turquoise) and extra activities (purple). Below the bar chart, the activity score (the ratio of planned to executed activities) is displayed.

- **Patient data overview:** In the calendar view of a selected patient, click on the patient name in the upper left corner and edit the data if necessary ("Edit" button).