



## User Guide

### Registration / First Use

- Registration: Click on the link you received by mail to register as a user of the aktivplan app.
- Informed Consent: Read the privacy information and the terms of use. After agreeing, you can create a password for the app.
- After creating the password, you can log in to the app at any time (in the browser or via mobile app, see below).

### Installation on your mobile phone

- Download: To install the aktivplan app directly on your cell phone click on the corresponding link to download:
  - Download for Android: <https://play.google.com/store/apps/details?id=ac.at.lbg.dhp.aktivplan>
  - Download for iOS: <https://apps.apple.com/us/app/aktivplan/id1551989405>
- After successful installation, aktivplan is available as an app on your cell phone and can be started by double-clicking on the icon.

### Usage via the browser

- Web usage via the following link: <https://aktivplan.lbi-dhp.at/>

By clicking on the link, the application is started in the browser. After successful login, all functions of aktivplan can be used.

### Regular Use

Basically, the aktivplan app can be used both via the browser and directly via the cell phone. Using the browser allows you to access the app on all devices with an internet connection. For optimal use, we recommend installing the app on the cell phone. However, it is not a question of either/or, but rather the mode of use can be selected flexibly depending on the situation.

### Functionality

- **Overview of Activity planning / Calendar overview**
  - **Calendar view of the current month:** After logging in, the calendar of the current month is displayed. In the calendar, activities planned with the healthcare professional are highlighted in turquoise. Jointly defined goals are highlighted in yellow. So-called extra activities, i.e. activities created by the user, are highlighted in purple. The aforementioned elements can be edited by clicking on them.
  - **Next planned activity:** Above the calendar, the next scheduled activity is displayed. By clicking on it, it can be edited or marked as executed.
  - **Active Minutes:** Below the calendar the active minutes of the current week (Monday - Sunday) executed so far are displayed.
  - **Personal Goals:** At the very bottom, the jointly defined goals are displayed and can be marked as completed via a checkbox once they have been reached.

- **Perform scheduled activity:** If activities have been performed, they can be marked as complete and the duration of the activity is added to the active minutes.

By clicking on the next scheduled activity above the calendar (click on check mark) or by selecting the activity directly in the calendar, an activity can be marked as executed. In addition, the perceived effort during the execution is to be indicated on a scale.

- **Log an extra activity:** If an activity is planned in addition to the activities planned with the health expert, it can be created by clicking on the corresponding date in the calendar. After clicking, an input window opens in which the name of the activity, the training heart rate, the duration of the activity and notes can be entered.

If the activity has already been performed, it can be marked as performed by clicking the checkbox. In this case, the perceived exertion is also queried and the duration of the activity is added to the active minutes.

- **Edit or change an activity:** By clicking on the next planned activity (area above the calendar) or by clicking on the activity in the calendar, an already entered activity can be edited. For activities planned together with the health expert (turquoise), duration and notes can be changed.

For self-created Extra Activities (purple), all elements are editable.

- **Goal achievement:** As soon as a jointly defined goal has been reached, it can be marked as "goal reached" on the calendar overview page by clicking on the checkbox next to it.
- **Active minutes detail view:** 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 entire period. The 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.
- **Menu:** In the upper left corner of the calendar overview page is the menu. The following functionalities are available via the menu:
  - o **Home:** Calendar overview page is opened
  - o **Training video:** List of different training videos
  - o **Export Documentation:** Export documentation of the activities performed as pdf
  - o **Logout:** Log out of the App
- **Notifications:** In the upper right corner of the calendar overview page, notifications are available by clicking on the bell icon. New, unread messages are marked with a number next to the bell. After clicking on the bell, you get a chronologically ordered list of notifications, divided into new and older messages. In addition to the actual content, each message also contains the date and the health expert responsible. (To get more information about the health expert you can click on his name).