Owners Manual

WOODWAY®

PT Pro Software

WOODWAY SERVICE PROVIDER INFORMATION SHEET

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

_____

PHONE NUMBER _____

FAX NUMBER _____

MAJOR CITIES AND AREAS YOUR COMPANY SERVICES _____

_____

_____

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1

USERS

CREATING A USER
DELETING A USER
EDITING A USER
LOGGING IN A USER
LOGGING OUT A USER

Creating A New User

1. Click the [Users] toolbar button.

2. Click "Create New User" in the "User Tasks" pane.

3. Enter the information on the "Standard" and "Address" tabs

Note

Items marked with an asterisk (*) are required

4. To enter a Key FOB number, you can either enter the number manually or use the Key FOB to enter it automatically. To enter it automatically:

|	
Place the cursor in the Key FOB field: Key Fob ID Number: | (Manually enter number off of key fob or place cursor in the field and swipe key fob for auto entry.) Swipe the Key FOB over the reader: The card's Key FOB number appears automatically in the field: Key Fob ID Number: 0014258186 (Manually enter number off of key fob or place cursor in the field and swipe key fob for auto entry.)	**Note** Key FOBs come in a variety of styles, so *he Key FOB shown here may n*t exactly match the one you are using.

Click OK. The user(s) you create are displayed in the User Collection pane.	

Deleting A User

Click the [Users] button to make the User Tasks and User Collection pane visible.

1. Right-click the named user in the User Collection pane.

2. Select Delete from the context menu
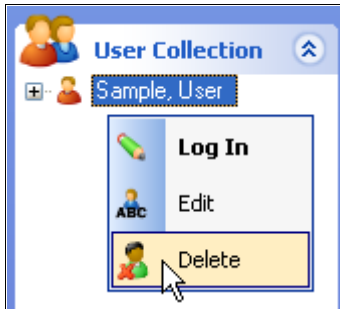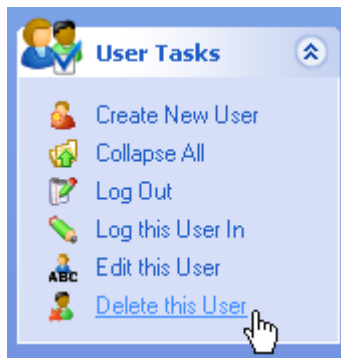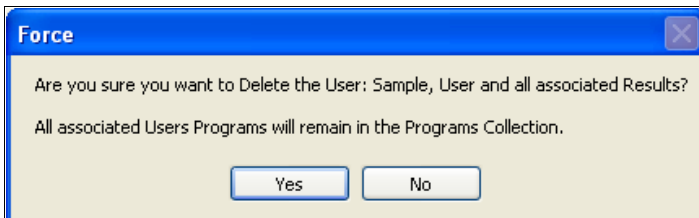
	Note You may also delete the selected user by pressing the Delete key on your keyboard.

Another way to delete a user:

1. Select Delete this User from the User Tasks pane.

Click the Yes button to delete the user.

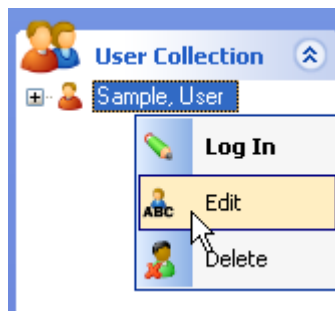|	
	Notes The user and all associated records will be permanently deleted.

Editing A User

Click the [Users] button to make the User Tasks and User Collection panes visible

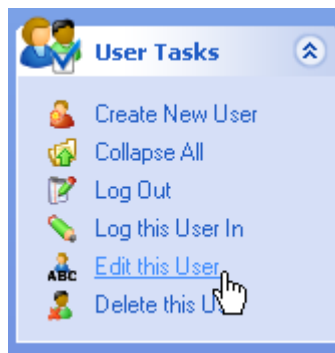## The first way to edit a user:

1. Right-click the named user in the User Collection pane.

2. Select Edit from the context menu.

The second way to edit a user:

1. Select Edit this User from the User Tasks pane.

Make the appropriate changes

To change a Key FOB number, you can either enter the new number manually or use the Key FOB to enter it automatically. To enter it automatically:

Place the cursor in the Key FOB field:

Key Fob ID Number:

|

(Manually enter number off of key fob
or place cursor in the field and swipe
key fob for auto entry.)

Swipe the Key FOB over the reader:

The card's Key FOB number appears
automatically in the field:

Key Fob ID Number:

0014258186

(Manually enter number off of key fob
or place cursor in the field and swipe
key fob for auto entry.)

Note

Key FOBs come in a variety of styles so the Key FOB shown here may not exactly match the one you are using.

2. Press OK.

Logging In A User

There are two ways to log in a user: using a Key FOB or manually.

Logging in using a Key FOB

If you have a Key FOB, all you have to do is swipe the Key FOB over the reader:

[One Style of Key FOB Card with Reader]

Note

Key FOBs come in a variety of styles, so the Key FOB shown here may not exactly match the one you are using.

Once you swipe the Key FOB, the user is automatically logged in. The user that is currently logged in will be displayed at the bottom left hand corner of the screen:
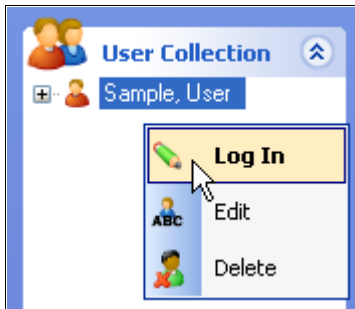

Logging in Manually

If you do not have a Key FOB, use these steps to manually log in a user.

Begin by clicking the button to make the User Tasks and User Collection panes visible.

The first way to manually log in a user:

1. Right-click the named user in the User Collection pane.

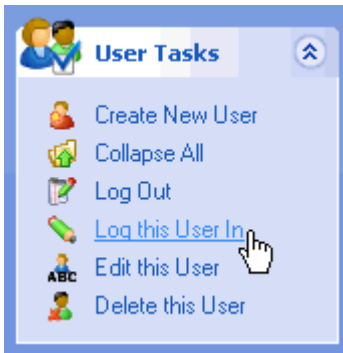2. Select Log In from the context menu.

	Notes
	Items in the context menu that are in bold can be executed using a double-click or by pressing the Enter key on your keyboard. Double-click the user name or press Enter to log in.

The second way to manually log in a user:

1. Select the named user in the User Collection pane.

2. Select Log this User In from the User Tasks pane.

The name of the logged-in user is displayed in the bottom-left corner of the status bar.
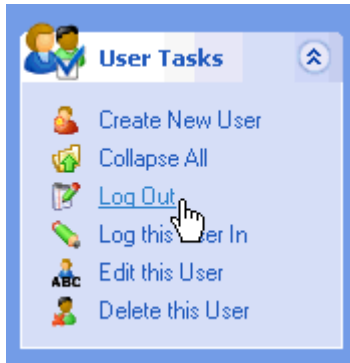
Logging Out A User

The first way to log out a user:

Click the [Log Out] toolbar button.

The second way to log out a user:

Click the [Users] button to make the User Tasks and User Collection panes visible.

1. Click the name of the user you wish to log out in the User Collection pane.

2. Select Log Out from the User Tasks pane.

The name of the user is now removed from the status bar

All basic pertinent precautionary measures must always be taken into account when using a treadmill. Please therefore read this manual carefully and familiarize yourself with the operation of the unit and with all warning signs fitted to the machine.

2

PROGRAMS

CREATING A NEW PROGRAM

SAVING A PROGRAM

REMOVING A PROGRAM

LINKING A PROGRAM

DELETING A PROGRAM

EDITING A PROGRAM

RUNNING A TIME PROGRAM

RUNNING A DISTANCE PROGRAM

RENAMING A PROGRAM

Creating A New Program

The program editor allows you to create a personalized workout program. A program is composed of one or more stages.

There are two ways to access the Program Editor:

The first way to access the Program Editor:

1. Click the [New Program] toolbar button.

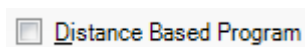## The second way to access the Program Editor:

1. Click the [Programs] toolbar button.

2. Select Create New Program from the Program Tasks pane.
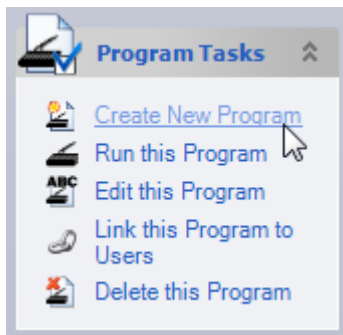
For each stage of the workout, you can either base the length of the program on Time or Distance:

Creating A Time Based Stage

To create a Time Based Stage, make sure the Distance Based Program checkbox is NOT selected:

Then, enter numerical values in the Time, Speed and Elevation boxes. To add a new stage, click the New Stage button. The Distance will be automatically calculated based on the Time and Speed entries.

	Time	Speed (Meters/Sec)	Elevation (%)	Distance (Kilometers)
New Stage	01:00:00	03.6	04.0	12.958

Creating a Distance Based Stage

To create a Time Based Stage, make sure the Distance Based Program checkbox is selected:

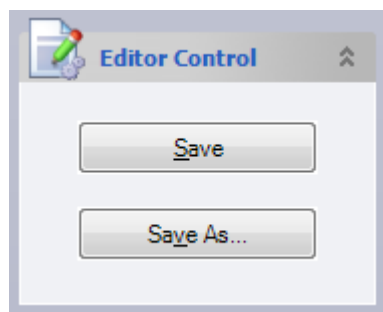☑ Distance Based Program

Then enter numerical values in the Speed, Elevation and Distance boxes. To add a new stage, click the New Stage button. The Time will be automatically calculated based on the Speed and Distance entries.
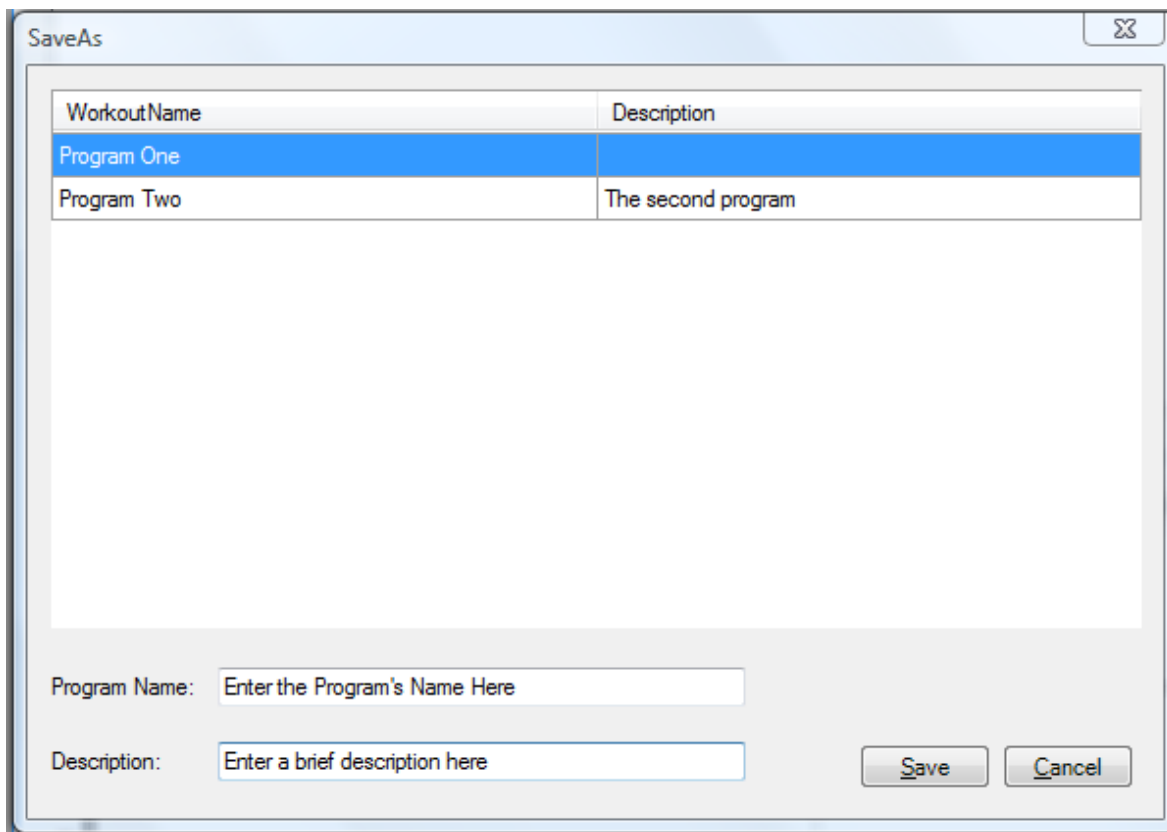
	Time	Speed (Miles/Hour)	Elevation (%)	Distance (Miles)
New Stage	00:05:00	12.0	02.0	01.000

Saving the Program

When you have entered all the stages for the program, select Save As from the Editor Control Pane.

Editor Control ⤊

Save

Save As...

The following dialogue box appears:

1. Enter a name for the program in the Program Name field. This name will appear in the Programs Collection Pane.

2. You man also enter a more detailed description of the program in the Description field. This description will appear in the Details Pane.

3. Select Save.

Notes

- Type the first letter of your desired instruction while the Instruction drop-down list has focus to quickly change the instruction without having to use the mouse.

- Select the ☑ Quick Entry with Tab Key check box so that pressing the tab key cycles through New Stage, Time, Speed, Load, and Instruction for faster data entry.

- Click ✚ Add Stage to insert a new blank stage at the end of your list of stages.

- Click ↺ Insert Stage to insert a new blank stage at any position in your list of stages.

- You may also click-and-drag the stages in the Program Editor window to change the order in which the stages are displayed.

- Click to copy a selected (highlighted) stage and place it on the clipboard.

- Click to paste a copied or cut stage into the Program Editor window in the desired position.

- Click to cut or remove a selected stage from the Program Editor window and place it on the clipboard.

- Click to permanently delete a stage.

- You may also press the Delete key on your keyboard to delete a selected stage:

| Right-click anywhere in the Program Editor window to open the context menu. Pressing the shortcut keys located next to each editor task allows you to perform the respective action without having to use your mouse. | Insert Stage | Ctrl+I |
	Copy Stage	Ctrl+C
	Paste Stage	Ctrl+V
	Cut Stage	Ctrl+X
	Delete Stage	

The icon shown before the program indicates if it is a time based program or a distance based program:
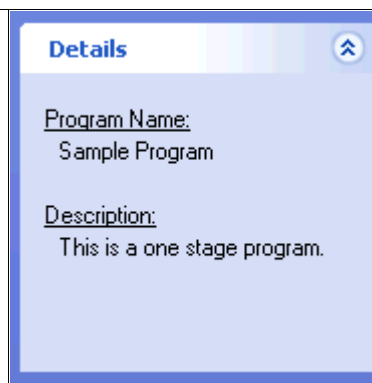
= Time Based Program

= Distance Based Program

Saving A Program

| When you're ready to save a new program, click Save As... in the Editor Control pane. Enter a program name and an optional description. | Editor Control |
| | Save |
| | Save As... |
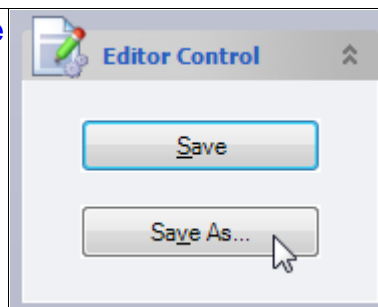
The program name and description are now visible in the Details pane.	**Details** Program Name: Sample Program Description: This is a one stage program.

You can now access your program from the User Collection pane. Expand the tree view by clicking the ⊞ to access your program.	**User Collection**
	 Sample, User
	   Programs
	     Sample Program
	   Results
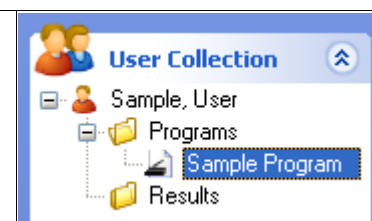
| Changes to a program that already has been named can be saved by clicking Save in the Editor Control pane.	**Editor Control** Save Save As...
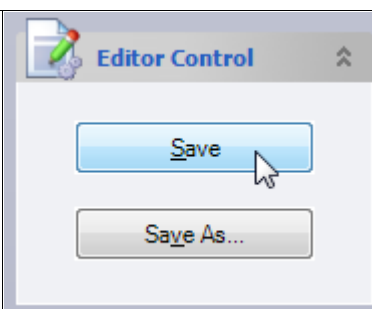
Removing A Program

Removing a program is different than deleting a program. Removing a program causes the program to be removed from the User Collection pane but not from the Programs pane. You would choose this option in situations where you wish to remove a particular program from a user but retain it in the list of programs for future use.

Click the Users toolbar button.

Right-click the program in the User Collection pane and select Remove Program from the context menu.	**Note** You may also select Remove this Program from the User Tasks pane.
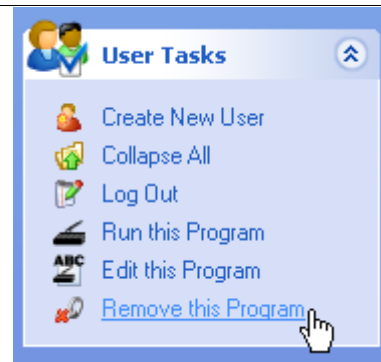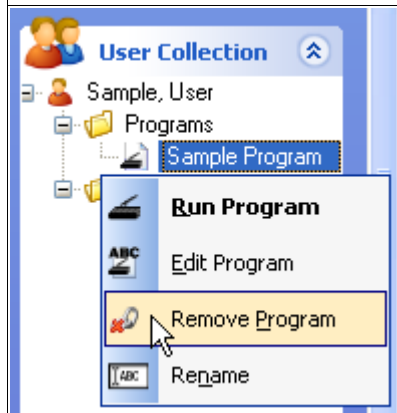
A message is displayed reminding you that the program will only be removed from the users contents but not from the Programs list.
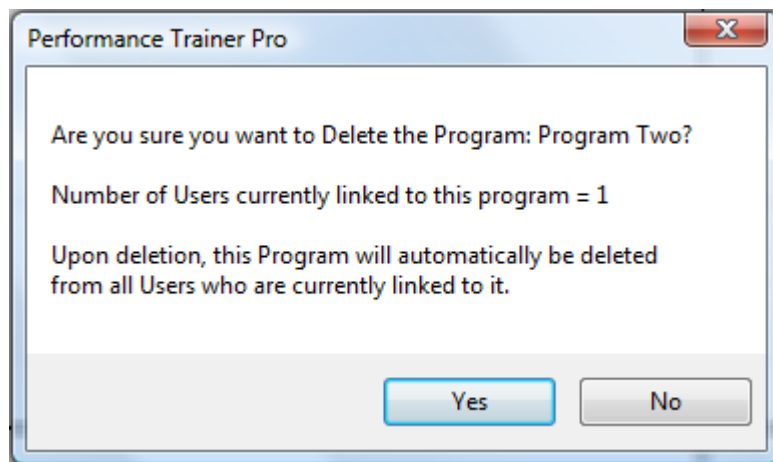
Note The program is not removed from the list of programs in the Programs pane.	

Linking A Program

Linking a program allows you to associate any program with any user. A user can have more than one program and the same program can be linked to different users.

Click the [Users] toolbar button.

Log in the user who will be the recipient of the linked program

Click the [Programs] toolbar button.

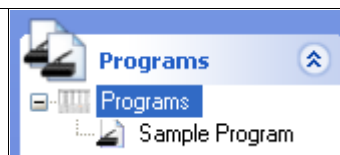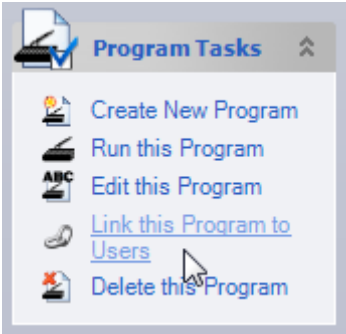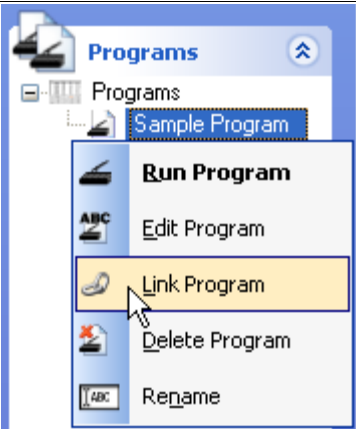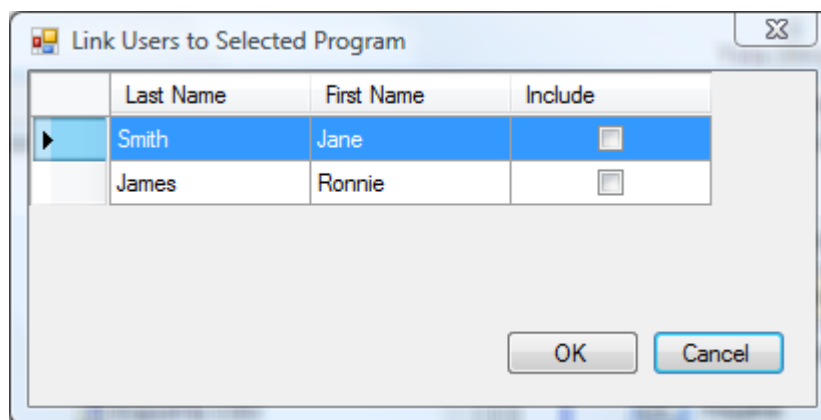| Right-click the program you wish to link from the list in the Programs pane and select Link Program from the context menu.	Note You may also select Link this Program to Logged In User from the Program Tasks pane.

From the following dialogue box, select the users you want to link to the program by checking their box ☑ in the Include column:

For this example, a program named Sample Program has been linked to a user named Jane Smith.
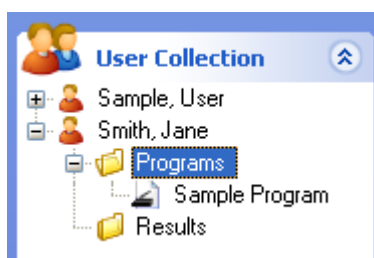
<u>Note</u>

The icon shown before the program indicates if it is a time based program or a distance based program:

= Time Based Program

= Distance Based Program

Deleting A Program

When a program is deleted from the Programs pane, the program will be permanently deleted from the programs pane and also from all of the users within the user collection who are linked to the program. The program along with all references to the program will be deleted from the database.

Click the toolbar button.

Right-click the program you wish to delete from the Programs pane and select Delete Program from the context menu.

Note

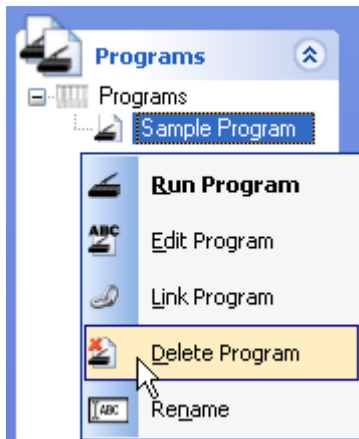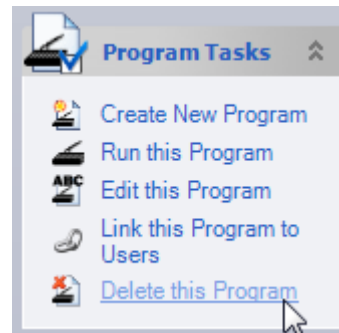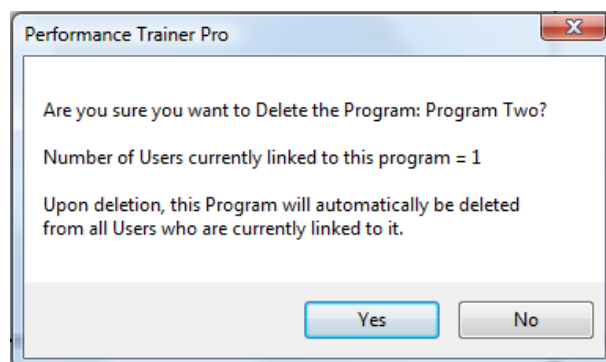 You may also select Delete this Program from the Program Tasks pane.

Note

You may also delete the selected program by pressing the Delete key on your keyboard.

3. Select Yes.

Editing A Program

Any modifications to a program will be automatically applied to all programs of the same name that are linked to other users.

The first way to edit a program:

Click the [Programs] toolbar button

Right-click the program you wish to edit from the Programs pane and select Edit Program from the context menu.	**Note** You may also select Edit this Program from the Program Tasks pane.
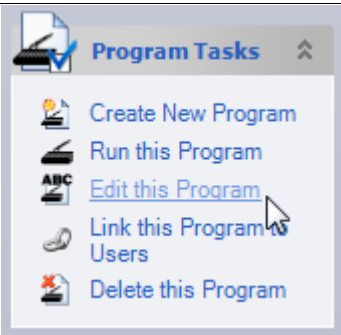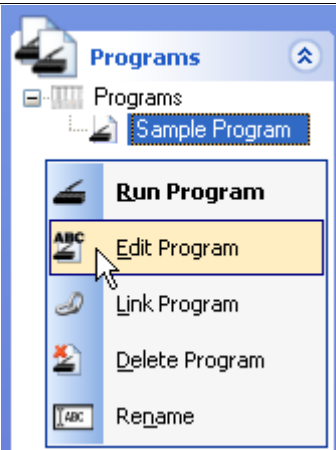
The second way to edit a program:

Click the [Users] toolbar button.

Right-click the program you wish to edit from the User Collection pane and select Edit Program from the content menu.	**Note** You may also select Edit this Program from the User Tasks pane.

Enter numerical values in the Time, Speed, Elevation and Distance boxes. To add a new stage, click the New Stage button.

Editing a Time Based Stage

To create a Time Based Stage, make sure the Distance Based Program checkbox is NOT selected:

Then, edit the numerical values in the Time, Speed and Elevation boxes. To add a new stage, click the New Stage button. The Distance will be automatically calculated based on the Time and Speed entries.

Editing a Distance Based Stage

To create a Time Based Stage, make sure the Distance Based Program checkbox is selected:

Then edit the numerical values in the Speed, Elevation and Distance boxes. To add a new stage, click the New Stage button. The Time will be automatically calculated based on the Speed and Distance entries.

New Stage	Time	Speed (Miles/Hour)	Elevation (%)	Distance (Miles)
	00:05:00	12.0	02.0	01.000

Notes:

- Type the first letter of your desired instruction while the Instruction drop-down list has focus to quickly change the instruction without having to use the mouse.

- Select the ☑ Quick Entry with Tab Key check box so that pressing the tab key cycles through New Stage, Time, Speed, Load, and Instruction for faster data entry.

- Click ➕ Add Stage to insert a new blank stage at the end of your list of stages.

- Click Insert Stage to insert a new blank stage at any position in your list of stages.

- You may also click-and-drag the stages in the Program Editor window to change the order in which the stages are displayed.

- Click Copy Stage to copy a selected (highlighted) stage and place it on the clipboard.

- Click Paste Stage to paste a copied or cut stage into the Program Editor window in the desired position.

- Click Cut Stage to cut or remove a selected stage from the Program Editor window and place it on the clipboard.

- Click ✖ Delete Stage to permanently delete a stage.

- You may also press the Delete key on your keyboard to delete a selected stage.

Right-click anywhere in the Program Editor window to open the context menu. Pressing the shortcut keys located next to each editor task allows you to perform the respective action without having to use your mouse	Insert Stage Ctrl+I Copy Stage Ctrl+C Paste Stage Ctrl+V Cut Stage Ctrl+X Delete Stage

The icon shown before the program indicates if it is a time based program or a distance based program:

= Time Based Program

= Distance Based Program

Running A Time Program

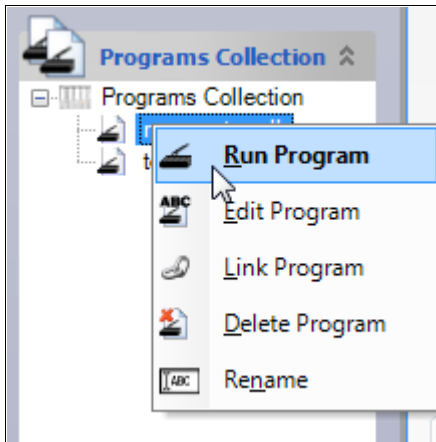Time Based programs measure each stage by how long you have exercised,

When a time based program appears in the User Pane, it uses the following icon:

The first way to run a Time Based program:

Click the Programs toolbar button.

Right-click the program you wish to run from the Programs Collection pane and select Run Program from the context menu.

Notes

Items in the context menu that are in bold can be executed using a double-click or by pressing the Enter key on your keyboard.

Double-click the program name or press Enter to open the Workout pane to run the program.

You can also run a program by clicking Run this Program from the Program Tasks pane:

The second way to run a program:

Click the toolbar button.

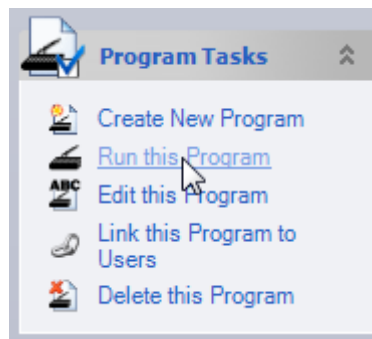| Expand the tree in the User Collection pane by clicking the ⊞until you reach the program you wish to run, then right-click the program and select Run Program from the Context menu.	**Note**
	You may also run a program by clicking Run this Program from the User Tasks pane.

Notes

• Items in the context menu that are in bold can be executed using a double-click or by pressing the Enter key on your keyboard.
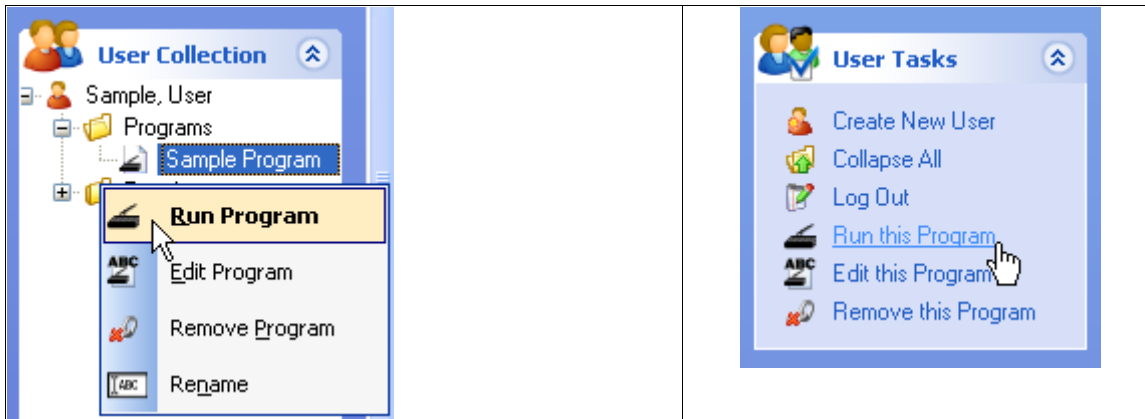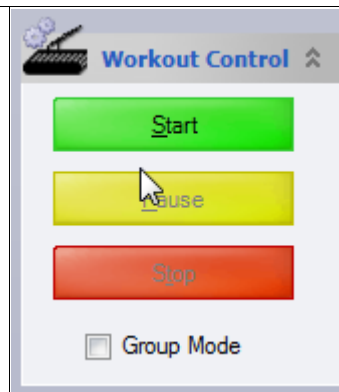
• Double-click the program name or press Enter to open the Workout pane to run the program.

Press the Start button in the Workout Control pane to begin running the program.

To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again.

NOTE: The Group Mode checkbox only appears if it is selected on the Options Tab. It is used to run the workout for more than one person.
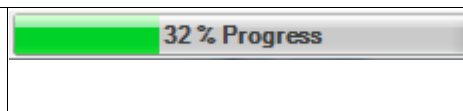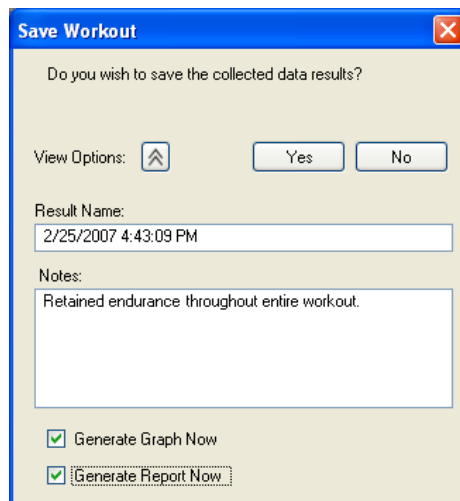

Stage View

The Stage View window displays the details of each stage of your program as it runs. It displays the current stage number, the time the next stage will start and the stage time length of the current stage. As one stage ends and another begins, the details of the new stage replace the former.

The progress bar displays the current status of the program as it runs.	32 % Progress

When the program finishes, the window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved.

Running A Distance Program

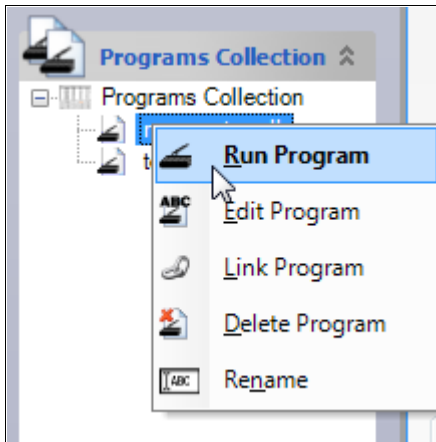 Distance Based programs measure each stage by how far you have gone

When a distance based program appears in the User Pane, it uses the following icon:

The first way to run a Distance Based program:

Click the toolbar button.

Right-click the program you wish to run from the Programs Collection pane and select Run Program from the context menu.

	Notes Items in the context menu that are in bold can be executed using a double-click or by pressing the Enter key in your keyboard. Double-click the program name or press Enter to open the Workout pane to run the program.

You can also run a program by clicking Run this Program from the Program Tasks pane:

The second way to run a program:

Click the toolbar button.

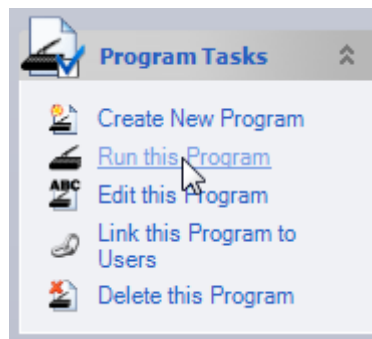|	
Expand the tree in the User Collection pane by clicking the ⊞ until you reach the program you wish to run, then right-click the program and select Run Program from the context menu.	**Note** You may also run a program by clicking Run this Program from the User Tasks pane.

Notes

• Items in the context menu that are in bold can be executed using a double-click or by pressing the Enter key on your keyboard.
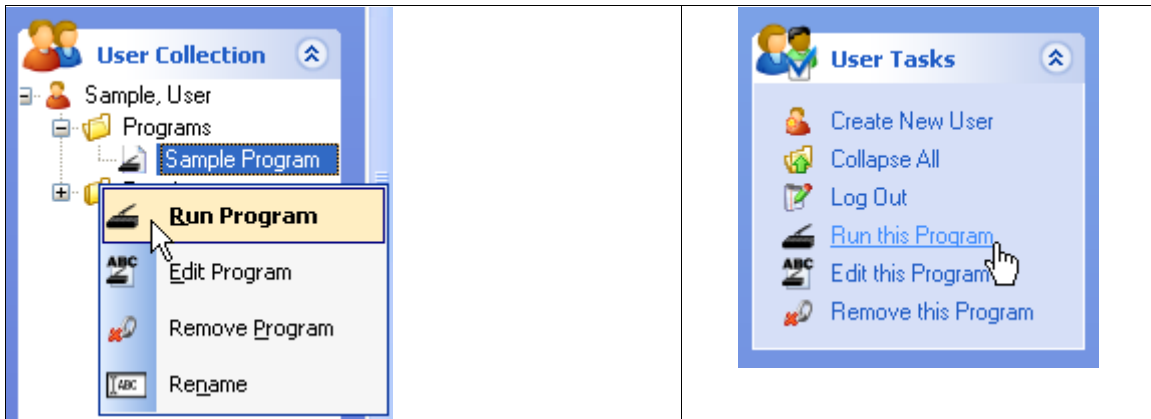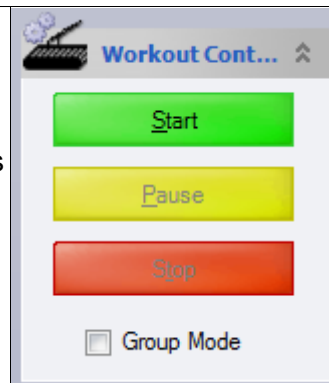
• Double-click the program name or press enter to open the Workout pane to run the program.

Press the Start button in the Workout Control pane to begin running the program.

To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again.

NOTE: The Group Mode checkbox only appears if it is selected on the Options Tab. It is used to run the workout for more than one person.

The Stage View window displays the details of each stage of your program as it runs. It displays the current stage number, the distance the next stage will start and the stage distance length of the current stage. As one stage ends and another begins, the details of the new stage replace the former.

The progress bar displays the current status of the program as it runs.

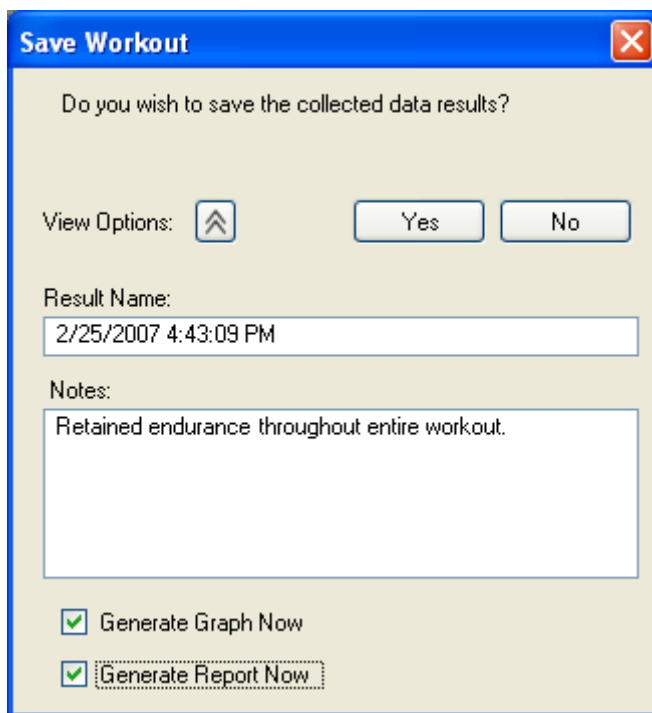When the program finishes, the window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved.
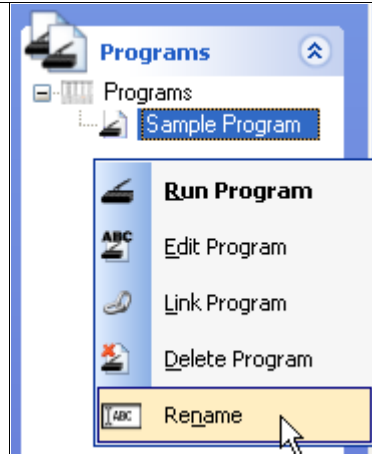

Renaming A Program

The first way to rename a program:

Click the toolbar button.

Right-click the program you wish to rename from the Programs pane. Click Rename from the context menu. Type the new name and press Enter.

The second way to rename a program:

Click the toolbar button.

Right-click the program you wish to rename from the User Collection pane. Click Rename from the context menu. Type the new name and press Enter.
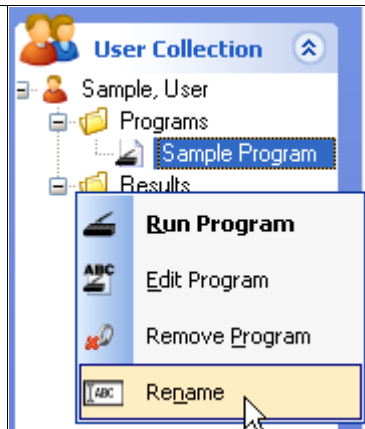
Notes

• Another way to rename a program is to select it, then click it again. Type the new name and press Enter.

• Any changes to the program name will be automatically applied to all programs of the same name that are linked to other users.

3

RESULTS

SAVING RESULTS

DELETING RESULTS

GENERATING A REPORT FROM RESULTS

GENERATING A GRAPH FROM RESULTS

RUNNING A PACE WORKOUT

RENAMING A RESULT

EXPORT TO CSV

Saving Results

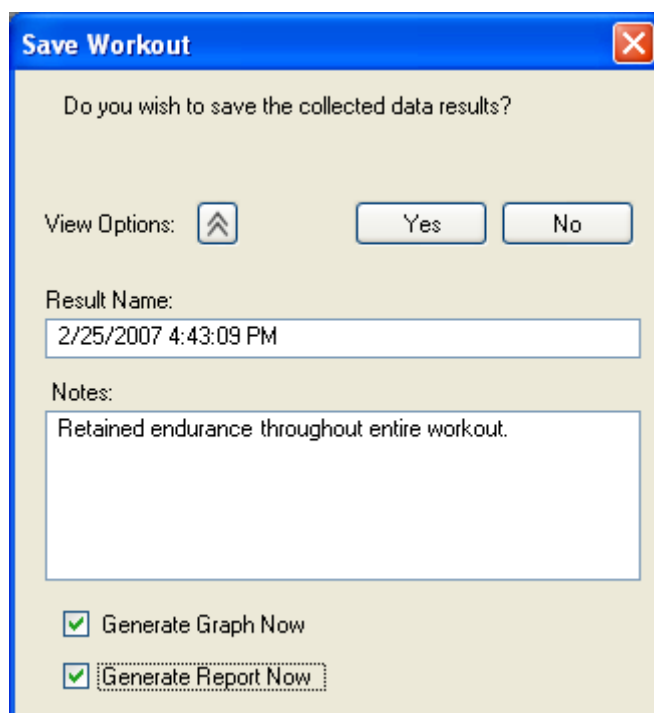When you save a workout program, the collected data is stored as a result. You can save as many results as you wish. Once you save a result you can run a pace workout, generate a report, or generate a graph from the collected data.

Begin by running a program

When the program finishes, the window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved.

Expand the Results folder in the User Collection pane tree to access the saved result.	

Group Mode Results

If you run a program in Group Mode, individual results are saved under each user's profile

Deleting Results

Locate the result you wish to delete by expanding the tree in the User Collection pane.

Right-click the result and select Delete Result from the context menu.	**Note** You may also delete the selected result by pressing the Delete key on your keyboard.
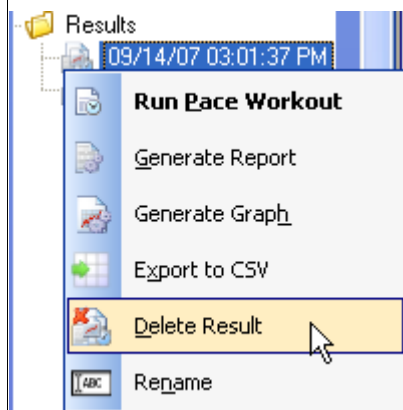
Click the Yes button to confirm the deletion of the named result

Generating A Report From Results

A report contains detailed data collected from your saved results

Expand the tree in the User Collection pane by clicking the ⊞ until you reach the desired result.
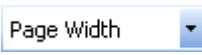
Right-click the result and select Generate Report from the context menu.

The report that is displayed in the Reports window contains all of the recorded data from the program you executed. The data contained in the report includes the following:

• The name of your result is displayed to the right of Performance Report.

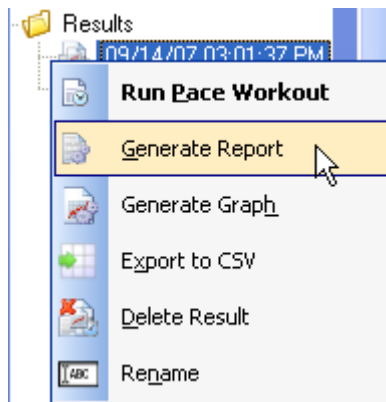• The name of your user is displayed to the right of User Name.

• The date and time you executed your workout program is displayed to the right of Time Executed.

• The default Units Configuration under the Totals heading is Time (Seconds), Distance (Miles), Work (Joules).

• The default Units Configuration under the Averages heading is Heart Rate (Beats/min), Speed (Miles/Hour), Elevation (%), Pace (Min/Hr), METs, and Work/Hr (Joules/Hr).

• The default Units Configuration under the Peaks heading is Heart Rate (Seconds), Speed (Seconds), Elevation (Seconds), Pace (Seconds), METs (Seconds) and Work/Hr (Seconds).

• Each element (Distance, Speed, Elevation, Heart Rate, Pace, METs and Work/Hr) are color coded and correspond to an individual line on the graph.

• The Notes section displays information you optionally provided when you saved your workout.

Notes

• The ![icon] toolbar button refreshes the report, resetting its property to default.

• The ![icon] toolbar button prints the report

• The ![icon] toolbar button returns the report to Print Layout if the Zoom property was changed.

• The ![icon] toolbar button allows you to change the Page Setup properties.

• The ![icon] toolbar button gives you the option to export your report as a Microsoft® Excel spreadsheet or an Acrobat® (PDF) file.

• The ![Page Width] drop-down list changes the site of the report as it's viewed in the Reports window.

Generating A Graph From Results

Expand the tree in the User Collection pane by clicking the ⊞ until you reach the desired result.

Right-click the result and select Generate Graph from the context menu.
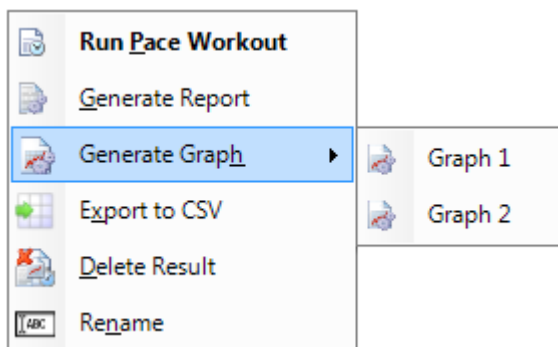
Select the position where you want the graph to appear. Graph 1 is the top position and Graph 2 bottom.

Notes

• Each element (Distance, Speed, Elevation, Heart Rate, Pace, METs and Work/Hr) are color coded and correspond to an individual line on the graph.

• As you move the mouse over the graph, the values are dynamically updated to reflect the changes in the line position.

• Click-and-drag with the left mouse button to create a box around a specific area of the graph, then release to zoom in.

• The entire graph can be repositioned by clicking and holding the right mouse button and dragging the graph to the desired location.

• Refresh the graphs to their original state at any time by click the button in the Graph Tasks pane.

• Click the button in the Graph Tasks pane to print the graphs.

Running A Pace Workout

The pace workout compares distance at the same point in time as the result you ran the pace workout against. Pace distance is the distance from the previous runner that created the recorded result at the same point in time. Relative distance is the distance between the person currently running and the position of the previous runner that created the recorded result at the same point in time. A negative value indicates that the runner trails the previous runner that created the recorded result. A positive value indicates that the runner is leading the previous runner that created the recorded result.

Pace Distance represents the distance **from** the previous runner that created the recorded result at the same point in time. If the Lag Alarm check box is checked, when the distance of the runner falls below that of the previous runner, the alarm will sound alerting the runner to speed up. Once the runner reaches or exceeds the distance of the previous runner, the alarm will shut off.	

Relative Distance, as labeled on the gauge, is the distance **between** the person currently running and position of the previous runner that created the recorded result at the same point in time. The odometer displays your current relative position.	

| Open the Results folder in the User Collection pane to access the result you wish to run a pace workout from. Right-click the result and select Run Pace Workout from the context menu.	**Note** You may also select Run Pace Workout from the User Tasks pane.
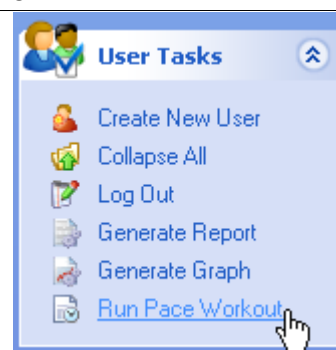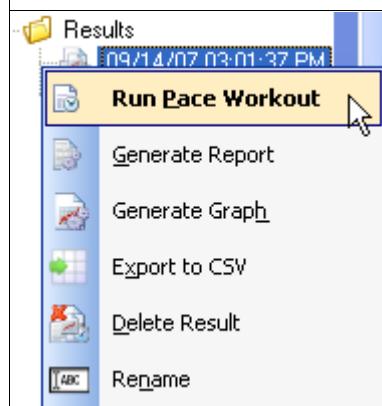
Notes

- Items in the context menu that are in bold can be executed using a double click or by pressing the Enter key on your keyboard.

- Double-click the result name or press Enter to run a pace workout.

Press the Start button in the Workout Control pane to begin running the pace workout. To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again. **Note:** The Group Mode checkbox only appears if it is selected on the Options Tab It is used to run the workout for more than one person	
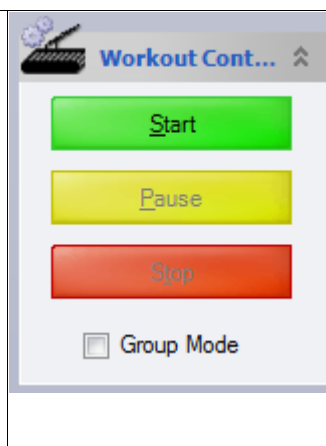
The progress bar displays the current status of the result as it runs.	
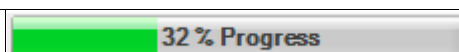
When the result finishes, the window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text

box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved.

If you run a program using the default units configuration, save the workout, then modify the units configuration from the Options page and try to run a pace workout you will receive a warning message. Click the Yes button to change the units to the recorded unit values and continue.

Renaming A Result

Click the toolbar button to make the Users pane visible.

Expand the Results folder in the User Collection pane tree to access the saved result(s).	
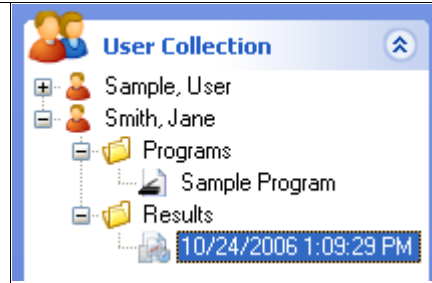
Right-click the result you wish to rename. Click Rename from the context menu. Type the new name and press Enter.	
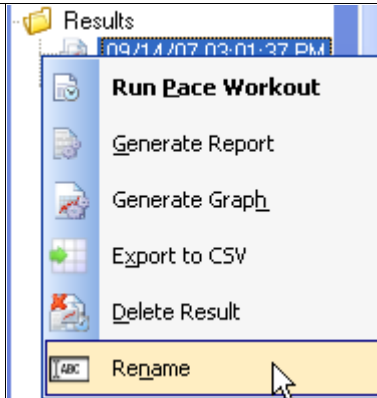
Note

• Another way to rename a result is to select it, then click it again. Type the new name and press Enter.

Export to CSV

Export to CSV allows you to export a Result record to a CSV (comma separated value) file.

Right-click the result you wish to export. Click Export to CSV from the context menu. By default, the file will be given the same name as your result, unless it contains any of the Windows illegal file name characters (? [ ] / \ = + < > : ; " , * |). You will have to rename default Performance Trainer Pro Results that are exported since they contain illegal file name characters. The default directory is: Document*\My Performance Pro Exports	
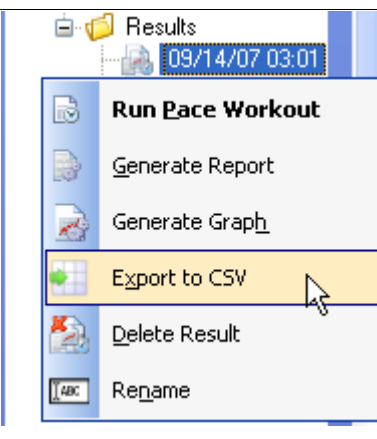
The CSV file can be opened in MS Excel.

Report Configuration

This is where a user can pre-configure the header and footer images for all generated reports allowing users to create professional looking reports with their own company or association logos.

4

TASK PLANES

USERS PANE
PROGRAMS PANE
WORKOUT PANE
PROGRAM EDITOR PANE
REPORT PANE
GRAPHS PANE

Users Pane

User Tasks Pane

The User Tasks pane is interrelated with the User Collection pane and contains selections related to users, programs, and results. The selec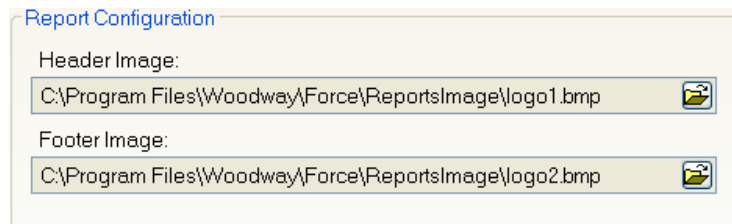tions will change depending upon what is selected in the User Collection pane below it, with the exception of the first three choices.

They are listed below.

• Click the 🧑 Create New User button to create a new user

• The 🏠 Collapse All button collapses the tree in the User Collection pane.

• The 📝 Log Out button logs out the user currently logged in.

When you select a named user from the User Collection pane:

• Click the ✏️ Log this User In button to log in the selected user

• Click the ABC Edit this User button to edit the selected user

• Click the 🧑 Delete this User button to delete the selected user.

When you select a named program from the Programs folder of the User Collection pane:

• Click the 🖨 Run this Program butt*n to run the selected program

• Click the ABC Edit this Program button to edit the selected program.

• Click the 🗑 Remove this Program button to remove the selected program.

When you select a named result from the Results folder of the User Collection pane:

• Click the 📄 Generate Report button to view a report containing the details of the result

• Click the 📊 Generate Graph button to view the details of the result in the form if a graph

• Click the button to run a pace workout

User Collection Pane

The User Collection pane stores the collection of users and their related data.

Click the toolbar button to access the User Collection pane.

Users, programs, and results are stored in an expandable tree. Click the ⊞ next to the respective item to expand that section of the tree.	
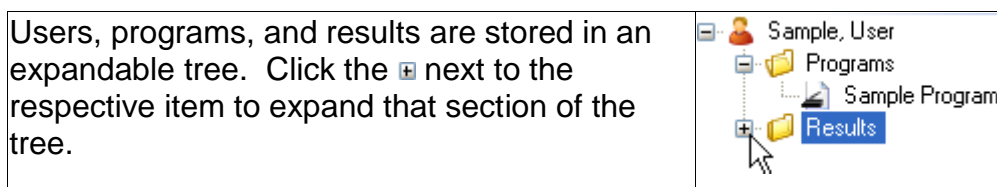
Programs can be either Time Based or Distance Based.

When a time based program appears in the User Pane, it uses the following icon:

When a distance based program appears in the User Pane, it uses the following icon:

For example:
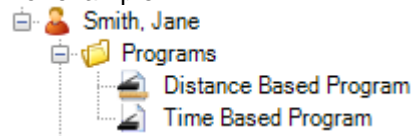
If you run a group workout, each user's results are saved both separately under each user's profile and the complete results are saved under Group Results.
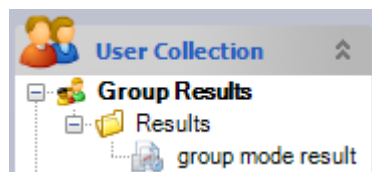
Note:

You can also search for users with the keyboard. Click the Users toolbar button, then click anywhere in the User Collection pane to set the focus. Begin by typing the last name of a particular user and the User Collection pane will resolve and match the user you are searching for with each key stroke in succession. This is also functional for Programs and Results, but the search only responds to what is visible. Items collapsed in the tree are not included in the search.

Details Pane (Users)

The Details pane is interrelated with the User Collection pane and displays details relating to users, programs, and results. The selections will change depending upon what is selected in the User Collection pane.

Select a user from the User Collection pane to display details associated with that particular user.	**Details** ⌃
	
	Name:
	  Sample, User
	
	Last Logged In:
	  12/13/2006 3:57:37 PM
	
	Other Info:
	  This text was entered from the New User dialogs Address tab. This text can be edited at anytime.

Select a program name from the User Collection pane to view its details	**Details** ⌃
	
	Name:
	  Sample Program
	
	Description:
	  This is a sample program that can be deleted.
	
	Date Modified:
	  10/12/2006 7:39:12 PM

Select a result from the User Collection pane to view its details.

	Details ⊗
	Date and Time Executed: 10/12/2006 7:40:32 PM Description: This is a sample program that can be deleted. Notes: This is a sample result that can be deleted.

Programs Pane

Program Tasks Pane

• Click the **Create New Program** button to create a new program

• Click the **Run this Program** button to run the selected program

• Click the **Edit this Program** button to edit the selected program

• Click the **Link this Program to Users** button to link the selected program to one or more users

• Click the **Delete this Program** button to delete the selected program

Programs Pane

When a program is deleted from the Programs pane, the program will be permanently deleted from the programs pane and also from all of the users within the user collection who are linked to the program. The program along with all references to the program will be deleted from the database.

The Programs pane is a master list where programs are stored. Select a program from the list and choose an option from the Program Tasks pane.

You may also right-click a program from the list and choose an option from the context menu.	
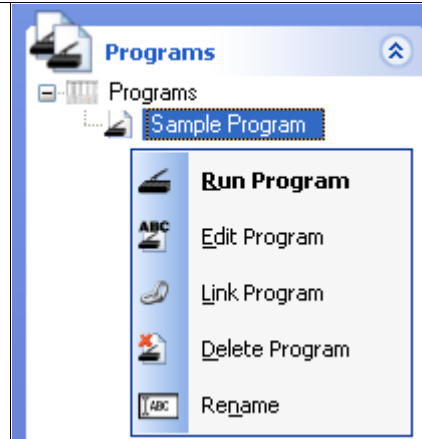
Note

You can also search for programs with the keyboard. Click the Programs toolbar button, then click anywhere in the Programs pane to set the focus. Begin by typing the name of a particular program and the Programs pane will resolve and match the program you are searching for with each key stroke in succession. This is also functional for Users and Results, but the search only responds to what is visible. Items collapsed in the tree are not included in the search.

Details Pane (Programs)

Select a program from the Programs pane to view its details. The date and time you last modified or made any changes to the program can be viewed below the Date Modified heading.
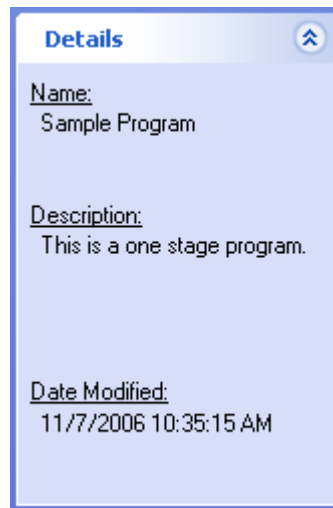
Workout Pane

Workout Tasks Pane

• Click the ![Log Out] button to log out the currently logged in user

• Click the ![Start Workout] button to begin running the opened program.

• Click the ![Stop Workout] button to stop the currently running program.

• Click the ![View Users] button to open the Users pane.

• Click the ![View Programs] button to open the Programs pane.

• Click the ![Reset Gauges] button to reset the values on all of the gauges to zero.

Workout Control Pane

Click the Start button in the Workout Control pane to begin running a program or a pace workout. To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again. **Note** The Group Mode checkbox only appears if it is selected on the Options Tab. It is used to run the workout for more than one person.	
	Note You may also click the Start Workout button from the Workout Tasks pane.
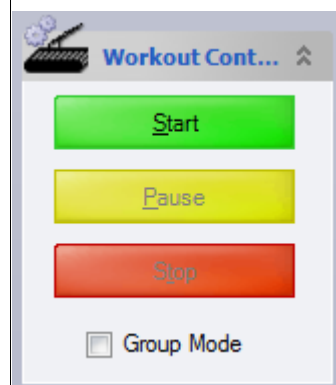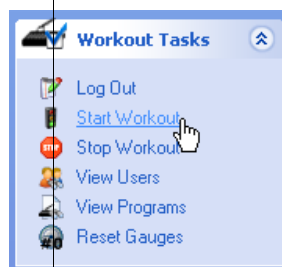
Running Group Mode

Whenever you run a workout, you have the option of running it in Group Mode. To do this, check the Group Mode ☑ Group Mode selection on the Workout Control Pane.
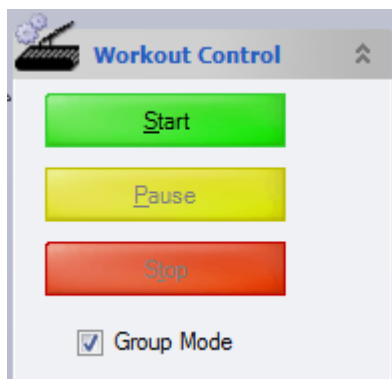
Note

If the Group Mode checkbox does not appear on the Workout Control Pane, go to the Options Tab (See 5.5) and check the

 box.
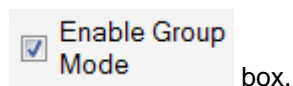
Group Mode means that multiple users can switch off during the workout. Think of it like a relay race. One user starts, and at any time in the workout another user can take the place of the current user. The handoff is done through the use of a Key FOB, a cord or other device that contains a unique number for each user.

One Style of Key FOB Card with Reader

Note

Key FOBs come in a variety of styles so the Key FOB shown here may not exactly match the one you are using.

Once the new user swipes the Key FOB over the reader, the current user is logged off and the new user is automatically logged in. The user that is currently logged in will be displayed at the bottom left hand corner of the screen:

Logged in User: Smith, Jane

After the workout, each user's results are saved separately under each user's profile. The complete results are saved under Group Results.
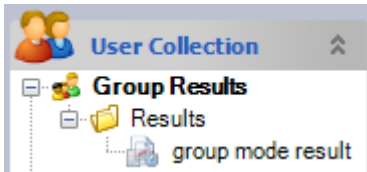
Command State Pane

The Command State pane displays an image of a runner. The runner becomes animated when you begin running a program, pace workout, or manual workout, but remains stationary otherwise.
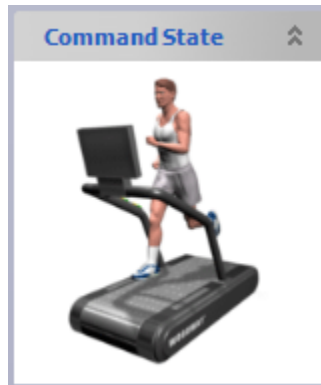
Progam Editor Pane

Editor Tasks Pane

• Click Add Stage to insert a new blank stage at the end of your list of stages.

• Click Insert Stage to insert a new blank stage at any position in your list of stages.

• You may also click and drag the stages in the Program Editor window to change the order in which the stages are displayed.

• Click ![Copy Stage] to copy a selected (highlighted) stage and place it on the clipboard.

• Click ![Paste Stage] to paste a copied or cut stage into the Program Editor window in the desired position.

• Click ![Cut Stage] to cut or remove a selected stage from the Program Editor window and place it on the clipboard.

• Click ![Delete Stage] to permanently delete a stage.

• You may also press the Delete key on your keyboard to delete a selected stage.

Editor Control Pane

When you're ready to save a new program, click Save As... in the Editor Control pane. Enter a program name and an optional description.	
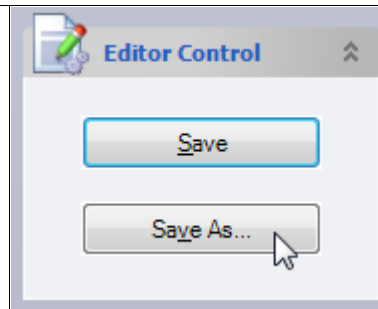
Changes to a program that already has been named can be saved by clicking Save in the Editor Control pane.	
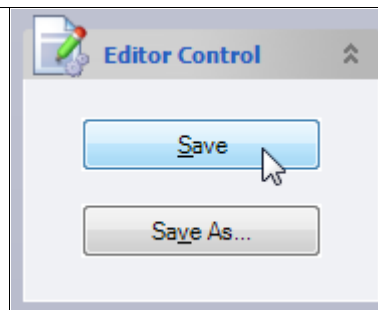
Details Pane (Program Editor)

The Details pane displays the name and the description you optionally assigned to the opened program.
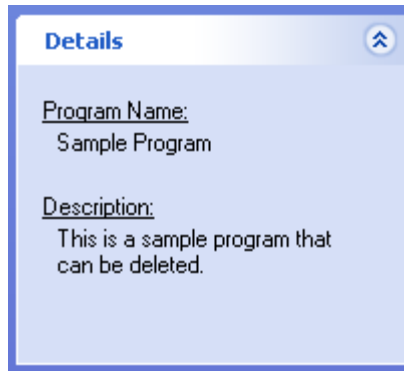
Reports Pane

Report Tasks Pane

To access the Report Tasks pane, select a result and click the [Generate Report] button from the User Tasks pane. You may also right-click a result from the User Collection pane and select Generate Report from the context menu.

• Click the [Create New User] button to create a new user.
(see [?]Creating a New User(See 1.1))

• Click the [Log Out] button to logout the currently logged in user.
(see [?]Logging Out a **er(See 1.5))

• Click the [Create New Program] button to create a new program.
(see [?]Creating a New Program(See 2.1))

• If you make changes to any of the items in the Reports pane, you need to click the [Regenerate Report] link to make the changes appear in the report.

Graph Control Pane

Each element (Distance, Speed, Elevation, Heart Rate, Pace, METs and Work/Hr) are color coded and correspond to an individual line on the graph. At any time, you may change which elements appear in the graph by selecting any number of check boxes.

If you make changes to any of the items in the Graph Control pane, you need to click the [Regenerate Report] link to make the changes appear in the report

Distance Splits

The distance splits will show up to 10 incremental distance points of time. If you entered 10 for example, and your distance units were yards, you would get 10 data points consisting of the time at every ten yards.	**Distance Splits**

Distance Splits

Distance	Time	Distance	Time
10	03.44	60	15.03
20	05.41	70	16.45
30	07.38	80	17.89
40	09.45	90	20.08
50	11.53	100	22.14

Click the ☑ Display in Report button to make the Distance Splits table visible in the report.

If you make changes to any of the items in the Distance Splits pane, you need to click the Regenerate Report link to make the changes appear in the report.

Graphs Pane

Graph Tasks Pane

To access the Graph Tasks pane, select a result and click the Generate Graph button from the User Tasks pane. You may also right-click a result from the User Collection pane and select Generate Graph from the context menu.

• Click the Create New User button to create a new user.
(see ?Creating A New User(See 1.1))

• The Log Out button logs out the user currently logged in.
(see ?Logging Out a User(See 1.5))

• Click the Create New Program button to create a new program.
(see ?Creating a New Program(See 2.1))

• Refresh the graphs to their original state at any time by click the Refresh Graphs button.

• Click the Print Graphs button to print the graphs.

Graph Control Pane

When you generate a graph, select the position you want the graph to appear in. Graph 1 is the top position and Graph 2 bottom.

• Check which graph, Graph 1 or Graph 2, you want to appear in the window. If you check them both, Graph 1 is displayed on top and Graph 2 is displayed on the bottom.
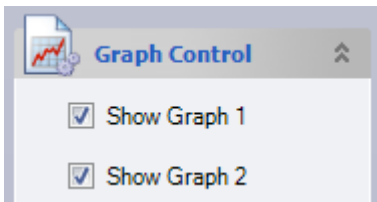
• Each element (Distance, Speed, Elevation, Heart Rate, Pace, METs and Work/Hr) is color coded and corresponds to an individual line on the graph.

5

TABBED WINDOWS

WORKOUT TAB
PROGRAM EDITOR TAB
GRAPHS TAB
REPORTS TAB
OPTIONS TAB

Workout Tab

Manual Mode

Click the ![Manual Mode] toolbar button to run a manual workout. Its details are displayed in the Workout tab. The manual workout is a way to create a baseline for a runner for a designated period of time. It requires no setup other than logging in a user in order to begin collecting the results. If you do not want to save the results of the session, you can run the manual workout without logging a user in. However, a dialog box will appear before the workout, informing the user that the data results will not be collected. When prompted with this dialog, if the user clicks the Yes button, the manual workout will begin. If the user clicks the No button, the workout will not start and the user will automatically be taken to the User Collection pane to log in a user. If a user is logged in when the Start button is clicked in the Workout Control pane, the manual workout will run indefinitely until the user clicks the Stop button.

Adjust the Speed

Before starting the workout, adjust the Speed to where you want to start the workout:

![plus] the plus sign raises the speed

![minus] the minus sign lowers *he speed

You can also adjust the speed at anytime during the workout.
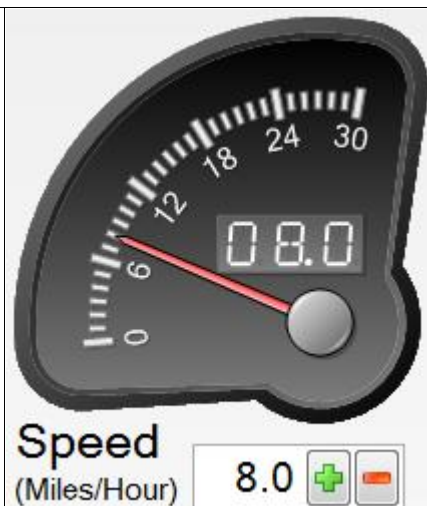
Adjust the Elevation

Before starting the workout, set the Elevation to where you want the workout to start.

![plus] the plus sign raises the elevation

![minus] the minus sign lowers the elevation

You can also manually adjust the elevation at anytime during the workout.

Set The Stop Workout Markers

Use the Stop Workout Markers window to enter specific values for Time, Distance, Work or Heart Rate. When checked, the stop markers will automatically stop the running workout at the entered value for the selected stop markers. You can have multiple stop markers active at one time. When multiple stop markers are active, the first value that matches the running workout will stop the running workout.

OPTIONAL: Select an Optional Operation Mode

These options will ONLY appear if you selected them on the Options Tab(See 5.5)**.**

| If both options appear, you can only select one at a time.	☑ Reverse Checking the Reverse option allows you to run the treadmill motor in reverse. The speed dial will show a negative speed
	☑ Dynamic Checking the Dynamic option turns the motor of the treadmill off. The speed of the treadmill is then completely determined by the speed of the runner.

Start the Workout

Press the Start button in the Workout Control pane. To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again. **NOTE:** The Group Mode checkbox only appears if it is selected on the Options Tab(See 5.5). It is used to run the workout for more than one person. See Running Group Mode(See 4.3.3) for details.	

To manually stop the running workout, click the Stop button. The window below will be displayed. By default, the Result Name will consist of the data and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved. The results from a manual workout are stored in the results folder of the logged in user, in the User Collection pane.

Heart Rate Mode

Click the toolbar button to run a heart rate based workout. Its details are displayed in the Workout tab. The heart rate workout is a way to achieve and maintain a particular heart rate for a runner for designated period of time. It requires no setup other than logging in a user in order to begin collecting the results. If you do not want to save the results of the section, you can run the manual workout without logging a user in. However, a dialog box will appear before the workout, informing the user that the data results will not be collected. When prompted with this dialog, if the user clicks the Yes button, the manual workout will begin. If the user clicks the No button, the workout will not start and the user will automatically be taken to the User Collection pane to log in a user. If a user is logged in when the Start button is clicked in the Workout Control pane, the heart rate workout will run indefinitely until the user clicks the Stop button.

Adjust the Speed

Before starting the workout, adjust the Speed Dial to the speed at which you want to start the workout:

 the plus sign raises the speed

 the minus sign lowers th* speed

You can also adjust the speed at anytime during the workout.
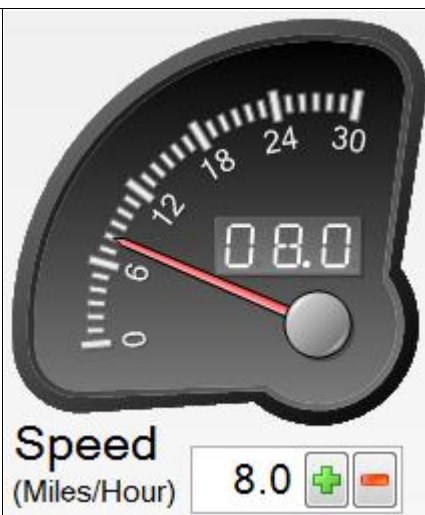
Adjust the Elevation

Before starting the workout, set the elevation Dial to where you want the workout to start.

 the plus sign raises the elevation

 the minus sign lowers the elevation

You can also manually adjust the elevation at anytime during the workout.

Set Maximum Levels

When you start a Heart Rate workout, the software will adjust the speed and/or elevation to help you achieve your target heart rate. You can use these fields to limit the maximum levels to which these values will be adjusted. You can continue to make adjustments during the workout.

Set Target Heart Rate

Set this field to set the target heart rate before the workout. You can also adjust this field during the workout.

Set Control Mode	When you start a Heart Rate workout, the software will adjust the speed and/or elevation to help you achieve your target heart rate. Select Speed and Elevation to use both. Select Speed to adjust only the speed. The elevation will remain constant. Select Elevation to adjust only the elevation. The speed will remain constant.

Set Weight	The weight is taken from your user profile. If you want, you can adjust the weight before the workout starts.

Start the Workout

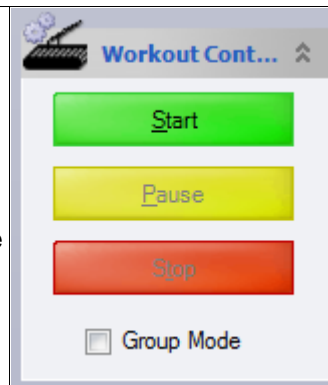| Press the Start button in the Workout Control pane. To pause the workout at any time, press the Pause button. To re-start the workout when it is paused, press the Pause button again. **NOTE:** The Group Mode checkbox only appears if it is selected on the Options Tab(See 5.5). It is used to run the workout for more than one person. See Running Group Mode(See 4.3.3) for details.	

To manually stop the running workout, click the Stop button. The window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved. The results from a manual workout are stored in the Results folder of the logged in user, in the User Collection pane.

Programmed Mode

A programmed workout or program is created in the Program Editor
(see [?]Creating a New Program(See 2.1))

When you run a program, its details are displayed in the Workout tab
(see [?]Running a Program(See 2.8))

Pace Mode

When you run a pace workout, its details are displayed in the Workout tab
(see [?]Running a Pace Workout(See 3.5))

Interval Mode

Click the [Interval Mode] toolbar button to run an interval workout. Its details are displayed in the Workout tab. The interval workout allows y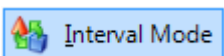ou to go back and forth between two speed/elevation settings. It requires no setup other than logging in a user in order to begin collecting the results.

If you do not want to save the results of the session, you can run the manual workout without logging a user in. However, a dialog box will appear before the workout, informing the user that the data results will not be collected. When prompted with this dialog, if the user clicks the Yes button, the manual workout will begin. If the user clicks the No button, the workout will not start and the user will automatically be taken to the User Collection pane to log in a user. If a user is logged in when the Start button is clicked in the Workout Control pane, the interval workout will run indefinitely until the user clicks the Stop button.

Set Values for Each Interval	There are two Speed/Elevation adjustment fields, one for the first interval and another for the second. Set these before starting the workout. You can also adjust these values during the workout.
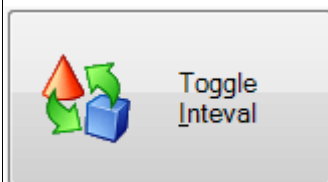
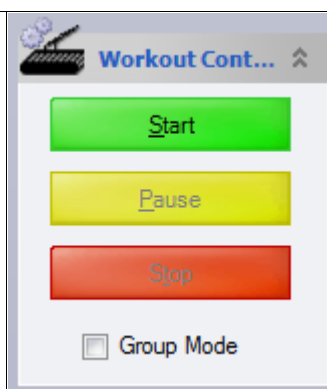| Toggle Interval	Use this button to switch between intervals. The currently selected interval is indicated by the green Active light:

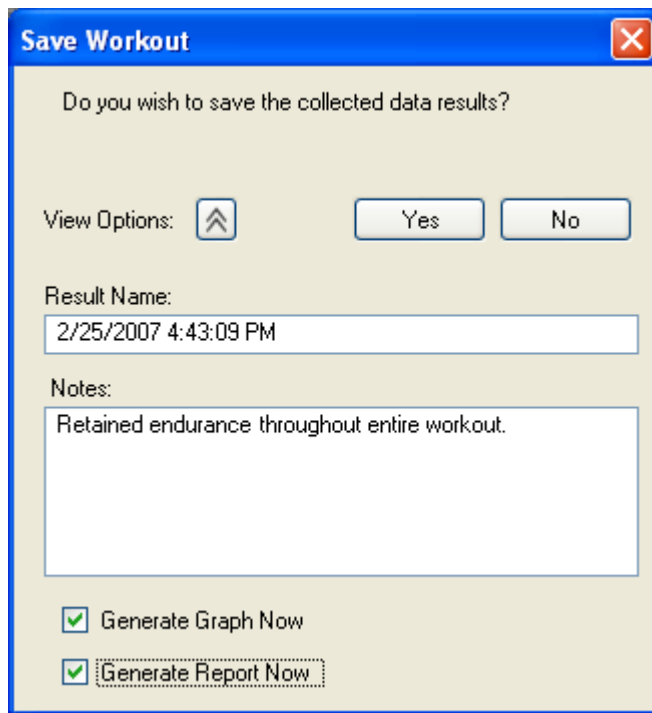| Set Weight	The weight is taken from your user profile. If you want, you can adjust the weight before the workout starts.

Start the Workout

Press the Start button in the Workout Control pane.

To pause the workout at any time, press the pause button. To re-start the workout when it is paused, press the Pause button again.

NOTE: The Group Mode checkbox only appears if it is selected of the Options Tab(See 5.5). It is used to run the workout for more than one person. See Running Group Mode(See 4.3.3) for details.

To manually stop the running workout, click the Stop button. The window below will be displayed. By default, the Result Name will consist of the date and time of the workout. However, you can enter any name you wish in the Result Name text box. You may also enter any additional information in the Notes text box. Check the Generate Graph Now check box and the Generate Report Now check box to generate a graph and a report immediately after the workout is saved. The results from a manual workout are stored in the Results folder of the logged in user, in the User Collection pane.

Program Editor Tab

The Program Editor tab is displayed when you create a new program or edit an existing program (see ?Creating a New Program(See 2.1), ?Editing a Program(See 2.6))

Graphs Tab

The Graphs tab is displayed when you generate a graph from a result (see ?Generating a Graph from a Result(See 3.4))

Reports Tab

The Reports tab is displayed when you generate a report from a result. (see ?Generating a Report from a Result (See 3.3))

Options Tab

Click the [Options] button on the toolbar to open the Options tab.

Communications Configuration:

These controls are used to set the particular computer port (such as a USB port) that the treadmill and heart rate devices are attached to.

Usually, you can use the Auto Config button to automatically find the device. If this doesn't work, check the connection and try again. If the connections are secure but the Auto Config still does not work, you may have to manually select the appropriate port.

Belt Creep Adjustment:

"Belt Creep" occurs when the treadmill is improperly calibrated. This can result in the actual speed not matching desired speed shown on the Workout Tab. If the belt moves on its own while you are not running a workout, use these controls to adjust the belt creep until the belt is completely stationary.

Units Configuration:

This is where the user can set the desired units they prefer to work with. The Units Configuration can be modified at any time, but pace workouts can only run in the same units they were recorded in.

If you run a program using the default units configuration, save the workout, then modify the units configuration from the Options page and try to run a pace workout, you will receive the following warning message. Click the Yes button to change the units to the recorded units values and continue.

Range Configuration:

This is where the user can set the upper speed limit and elevation range that will appear during workouts.

Feature Options:

Check the Enable Reverse Mode box
to enable the Reverse Mode Option. This option
allows the treadmill to run in reverse, (speed will
show as negative). Checking it here only makes it
available on the Workout tab.
To activate this mode, it must also be selected
on the Workout tab.

Check the Enable Dynamic Mode box
to enable the Dynamic Mode Option. This option
allows you to turn off the treadmill motor and the
speed will be determined by the user. Checking it
here only makes it available on the Workout Tab.
To activate this mode it must also be selected
on the Workout tab.

Check the Enable Group Mode box to enable the Group Mode option. This option then appears on the Workout Control pane(See 4.3.2) For more information on group mode, see Running Group Mode(See 4.3.3).

Database Configuration:

This field tells the program where to find the Performance Pro database. Usually, the default value works best if you are using a single treadmill. If you want to change the location (for example, if you want multiple treadmills to have access to a common database located on a server), click on the folder icon and select the new database location.

The database file is named
PerformanceTrainerPro.mdb

If you install the program into a directory on a network drive, move the database file to the same directory before selecting it from the Database Configuration field.

Report Configuration:

This is where a user can pre-configure the header and footer images for all generated reports allowing users to create professional looking reports with their own company or association logos.

Report Configuration

Header Image:

C:\Program Files\Woodway\Force\ReportsImage\logo1.bmp

Footer Image:

C:\Program Files\Woodway\Force\ReportsImage\logo2.bmp

6

TOOLBAR BUTTONS

USERS TOOLBAR BUTTON
PROGRAMS TOOLBAR BUTTON
MANUAL MODE TOOLBAR BUTTON
HR MODE TOOLBAR BUTTON
INTERVAL MODE TOOLBAR BUTTON
LOGOUT TOOLBAR BUTTON
NEW USER TOOLBAR BUTTON
NEW PROGRAM TOOLBAR BUTTON
**OPTIONS TOOLBAR BUTTON**

Users Toolbar Button

Click the [Users] toolbar button to access user-related data. The User Tasks pane contains selections related to users, programs, and results. The User Collection pane stores the collection of users and their related data. The Details pane is interrelated with the User Collection pane and displays details relating to users, programs, and results. The selections will change depending upon what is selected in the User Collection pane.
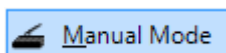
Programs Toolbar Button

Click the [Programs] toolbar button to access program-related data. The Program Tasks pane contains selections related to programs. The Programs pane stores the programs you created. The Details pane contains the name, description, and the date and time you last modified or made any changes to the selected program.
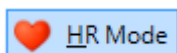
Manual Mode Toolbar Button
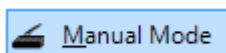
Click the [Manual Mode] toolbar button to open the Workout tab for a manual workout (see [?]Manual Mode(See 5.1.1))

HR Mode Toolbar Button
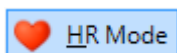
Click the [HR Mode] toolbar button to open the workout tab for a Heart Rate workout (see [?]Heart Rate Mode(See 5.1.2))

Interval Mode Toolbar Button
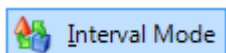
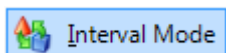Click the [Interval Mode] toolbar button to open the Workout tab for an interval workout. (see [?]Interval Mode(See 5.1.5))

Logout Toolbar Button

Click the ![Log Out] toolbar button to log out the currently logged in user
(see [?Logging Out a User](See 1.5))

New User Toolbar Button

Click the ![New User] toolbar button to create a new user
(see [?Creating a New User](See 1.1))

New Program Toolbar Button

Click the ![New Program] toolbar button to open the Program Editor tab, allowing you to create a new program. The Editor Tasks pane contains selections related to program editing. The Editor Control pane is used to save a new or existing program. The Details pane displays the name and the description you optionally assigned to the opened program
(see [?Creating a New Program](See 2.1))

Options Toolbar Button

Click the ![Options] toolbar button to open the Options tab
(see [?Options Tab](See 5.5))

7

MENU BAR

ACTIONS
VIEW
EDITOR
HELP

Actions

New User Menu Item

Click the Actions menu bar item. Select New User from the sub menu
(see [?]Creating a New User(See 1.1), [?]New User Toolbar Button(See 6.7))

New Program Menu Item

Click the Actions menu bar item. Select New Program from the sub menu
(see [?]Creating a New Program(See 2.1), [?]New Program Toolbar Button(See 6.8))

Workout Menu Item

Click the Actions menu bar item. Select Workout from the sub menu
(see [?]Manual(See 5.1.1), [?]Workout Toolbar Button(See 6.3))

Logout Menu Item

Click the Actions menu bar item. Select Log Out from the sub menu.
(see [?]Logging Out a User(See 1.5), [?]Log Out Toolbar Button(See 6.6))

Clean Programs Collection Menu Item

Click the Actions menu bar item. Select Clean Programs Collection from the sub menu. Choose this option to delete all programs that are not linked to or associated with any users. All programs that are assigned to users will be retained in the list and will not be deleted.
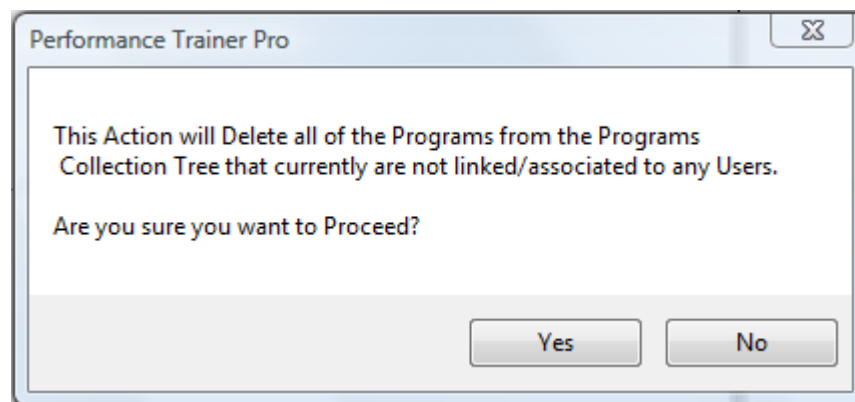
View

Users Menu Item

Click the View menu bar item. Select Users from the sub menu
(see [?]Users Toolbar Button(See 6.1))

Programs Menu Item

Click the View menu bar item. Select Programs from the sub menu
(see [?]Programs Toolbar Button(See 6.2))

Options Menu Item

Click the View menu bar item. Select Options from the sub menu
(see [?]Options Tab(See 5.5))

Editor

Insert Stage Menu Item

Click the Editor menu bar item. Select Insert Stage from the sub menu to insert a new blank stage at any
position in your list of stages.

Note

You must have the Program Editor tab opened to insert a stage
(see [?]Creating a New Program(See 2.1), [?]Editing a Program(See 2.6))

Copy Stage Menu Item

Click the Editor menu bar item. Select Copy Stage from the sub menu to copy a selected (highlighted) stage
and place it on the clipboard.

Note

You must have the Program Editor tab opened to copy a stage
(see [?]Creating a New Program(See 2.1), [?]Editing a Program(See 2.6))

Paste Stage Menu Item

Click the Editor menu bar item. Select Paste Stage from the sub menu to paste a copied or cut stage into the Program Editor window in the desired position.

Note

You must have the Program Editor tab opened to paste a stage
(see [?]Creating a New Program(See 2.1), [?]Editing a Program(See 2.6))

Cut Stage Menu Item

Click the Editor menu bar item. Select Cut Stage from the sub menu to cut or remove a selected stage from the Program Editor window and place it on the clipboard.

Note

You must have the Program Editor tab opened to cut a stage.
(see [?]Creating a New Program(See 2.1), [?]Editing a Program(See 2.6))

Delete Stage Menu Item

You must have the Program Editor tab opened to delete a stage
(see [?]Creating a New Program(See 2.1), [?]Editing a Program(See 2.6))

Help

Search Menu Item

Click the Help menu bar item. Select Search from the sub menu to open the search tab in the help window. To search for topics, enter words or phrases in the text box and click the List Topics button. Matching topics are then displayed. Select a topic from the list and click the Display button to view the help topic.

• Click the ► button to string words together using the joins AND, OR, NEAR, NOT.

• Check the ☑ Search previous results check box to search for words from the previous result.

• Check the ☑ Match similar words check box to display topics that include part of the word you're searching for. For example, if you're searching for the word "Programs", and you check the Match similar words check box, the result will also include topics that contain the word "Program".

• Check the ☑ Search titles only check box to search for words that are only contained in a title.

Contents Menu Item

Click the Help menu bar item. Select Contents from the sub menu to open the contents tab in the help window. Expand the tree by clicking the ⊞until you reach the desired topic. Click the topic to display its contents.

Index Menu Item

Click the Help menu bar item. Select Index from the sub menu to open the index tab in the help window. Enter the title of a known topic and click the Display button to view the topic.

Note

Only those topics that begin with the entered keywords will be displayed.

Support Menu Item

Contact Info:

SALES DEPT.	SERVICE DEPT.
Woodway	**Woodway**
W229 N591 Foster Ct. Waukesha, WI 53186	W229 N591 Foster Ct. Waukesha, WI 53186
Phone: 262-548-6235 Toll Free: 1-800-Woodway	Phone: 262-548-6235 ext 150 Toll Free: 1-800-Woodway ext 150
Fax: 262-522-6235	**Fax: 262-522-6235**
Email: info@woodway.com **Website:** www.woodway.com	

About Menu Item

Click the Help menu bar item. Select About from the sub menu to view Woodway Performance Trainer Pro details