

PhysioTools Online Quick Guide

Login






Enter the URL of your PhysioTools Online installation in the address bar of your browser or click on the link in the email containing your login details. We recommend you save the URL to Favourites or create a shortcut on your desktop.

Enter your username and password. Do not share these details. Click **Login**.

Note: All users must log in using their unique login details to ensure that all work can be documented and identified correctly. If you have access to several sites, select the site you wish to log into.

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

Create an exercise program

1. Click **Clients** tab to create or select an existing client.
2. Click **New** to create a new client, enter First/Last name, Email address and tick the PT Momentum app check box if you wish to send your exercise program to the client mobile app. Click **Save**.
3. Click  to go to the Exercises page.
4. To find exercises, use **search menu** (left), **filter buttons** (above exercises) and/or **free text search**.
5. Click on pictures to select, then click the **Edit** icon. 
6. Select each picture and edit the text/picture as necessary.
7. Click **Print preview** icon. 
8. Change layout if required. Click **Print**  and / or **Email** 
9. Click **Save as**. Type in **Title of set**. Click **Client Set**.

Note: If you ticked the PT Momentum app check box when creating the client, the exercise program will now be sent to the app.

10. Click **Clear** to create or select another client or click **Logout**.



Finding exercises

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

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

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

Other search functions

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

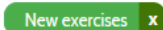
Clicking on a selected **green search word** rearranges the exercises to show that criterion first.

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


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

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


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

 New exercises x

Selecting exercises

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


Adding your own exercises

To add your own exercises, click **Upload exercise** at the top right of the **Exercises** page. Give your exercise a descriptive **Title**. Click **Upload exercise** to browse your computer for the file you want to upload. Enter instructional text in the text field. Upload a **video link** by clicking the video symbol .

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

Finding and editing your own exercises

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

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

Edit Page

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



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



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



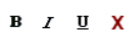
Mirror picture - flip the picture to show either right or left side.



Rotate picture - rotate by 90 degrees.



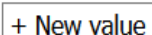
Add shapes – for example arrows, circles and squares.



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




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



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


Changing instructional text and saving user text


Default text is the PhysioTools text written for the exercise. You can edit it for your current exercise program, however the default text remains unaffected. If you would like to save your own version of the instructional text for later use, go to the **Add user text** tab and enter your text. Click **Save user text**. Click **Remove user text** to return to the default text.

Click the **Language** icon  if you want to see available translations for the chosen exercises. Please note that not all exercises are available in all languages.

Add Note will add an empty field where you can enter, for example, general instructions or warnings. Drag and drop your note to the desired position in the exercise program.

Move, delete and duplicate exercises


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

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

Creating Templates

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

Finding and editing templates

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

Sending / printing and saving an exercise program

Click on the **Print preview** icon. 

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

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

When editing is finished, **print**  or **email**  the exercise program to your client.

Click on **Save as** and enter a title for your exercise program.

If you haven't already selected a client choose **Client set**, you are now redirected to the Clients page. Either select an existing client or create a new one.

Note: If PT Momentum is activated for this client, the exercise program is automatically sent to the mobile app as you save it. (For further information about PT Momentum go to Help)

Exit

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

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

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

Users: A user is a member of your organisation who requires access to PhysioTools Online.














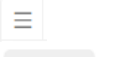

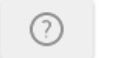












To add a new User: click **Admin – Users – New**. Each user must be given their own username and password. There is no limit to the number of user accounts you can create.

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

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

PT Momentum: Untick to disable the use of PT Momentum.

Overview of the icons used in PhysioTools Online

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