

# Fit-Key®

by



## Fit-Key® User Guide

An abstract graphic in the bottom left corner consisting of several overlapping, translucent blue squares. Some squares have white plus signs (+) and small white arrows pointing upwards or downwards, suggesting movement or data points.

MOVE + PROVE = IMPROVE™



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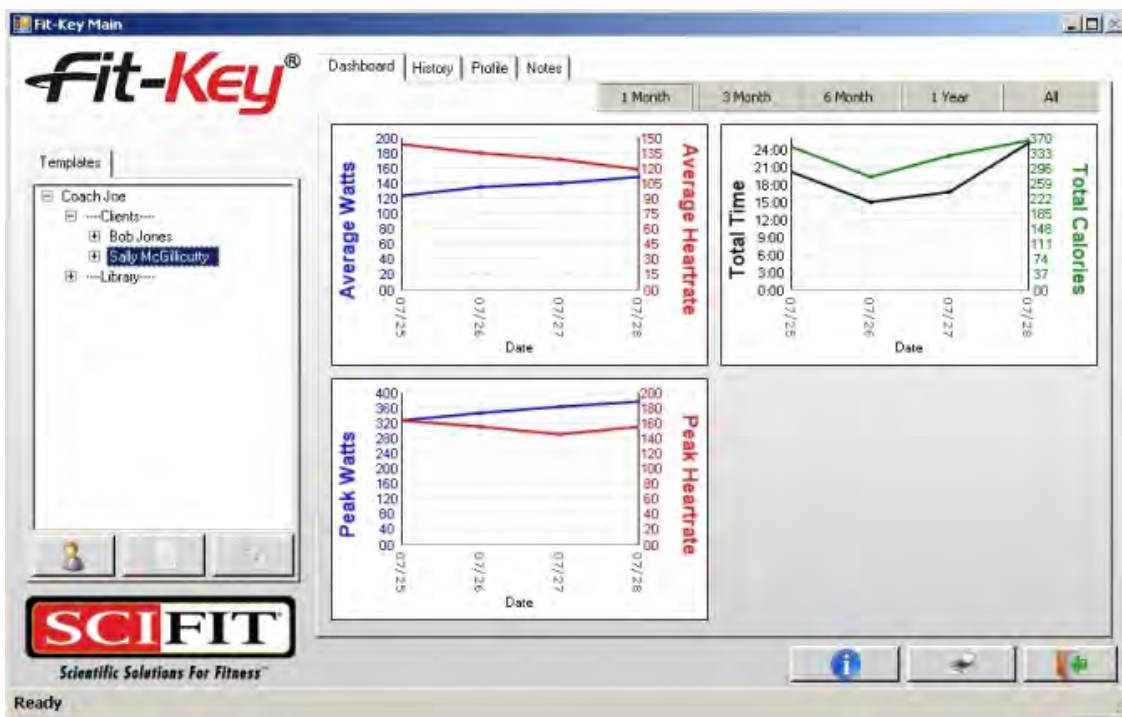
## Section 1

### INTRODUCTION

Thank you for choosing Fit-Key to enhance the performance of your SCIFIT equipment. It is our objective to provide you with a comprehensive and intuitive tool for prescribing and documenting exercise protocols. We believe Fit-Key can make you and your facility more effective and efficient by saving you and your client time and delivering a more satisfying experience.

#### Orientation

In general, the layout of Fit-Key is made up of a navigation pane on the left side of the screen and a details pane on the right. When an item in the navigation pane is selected it's details are displayed in the details pane on the right. See below.



#### Typical Use Scenario

Joe is part of the coaching staff at a fitness or rehab facility. The facility's admin setup a Fit-Key coach account for Joe. Joe then logged on and spent a few minutes creating several workout templates and saved them in his template library.

Sally is a client at Joe's facility. Joe setup a Fit-Key client account for Sally then assigned one of the templates in his library to her. He then modified it specifically for her and wrote the template to a USB key. Sally took the key to the facility's SCIFIT equipment and completed all the exercises on the key. Sally is a tired but happy girl.

Joe congratulated Sally then saved the results of her workout in Fit-Key's database. He was then able to show Sally her results. He asked Sally if she would like a printed copy, but she preferred an email, so Joe emailed her a pdf report. After several months of Sally's dedicated work, Joe was able to show Sally exactly how she had improved. Sally and Joe are both very satisfied.



## Section 2

# INSTALLATION

### Minimum System Requirements

- Windows XP Pro, Vista and 7, both 32 and 64 bit
- Pentium III or compatible processor
- 512MB RAM (Windows XP), 1GB RAM (Windows Vista or 7)
- 800x600 screen resolution
- Available USB port
- Internet access during installation if .NET Framework 2.0 or higher is not already installed.

### Dependencies

- .NET Framework 2.0 or higher

### Download

The Fit-Key installation package can be downloaded from our website at <http://www.scifit.com/fit-key.shtml>

### Install

After the install package is downloaded from our website simply double click Fit-KeyInstaller.exe and follow the installation Prompts. After installation if you wish to register Fit-Key proceed to the next step. To begin using Fit-Key proceed to the post installation setup steps in section 3.

### Registration

Fit-Key includes a 14 day trial period. At the end of the trial period, if Fit-Key has not been registered, the ability to login will be disabled. Registration can occur at any time during the trial period and after the trial period ends. There are two registration methods available, Standard and Express. Which registration method you choose depends on your needs. Details, of each method follow:

Standard Registration - If you have accumulated data during the trial period and you want to retain that data, choose this method. Steps involved are:

1. Contact Sales at 1.800.278.3933 to purchase Fit-Key.
2. Email the file from your Fit-Key installation located at C:\Program Files\Fit-Key\fitkey.db3 to [fitkey@scifit.com](mailto:fitkey@scifit.com).
3. Once your purchase is complete you will receive instructions via email explaining how to complete registration.

Express Registration - If you have not accumulated data or don't care to retain the data you have accumulated, you can choose this method. Steps involved are:

1. Contact Sales at 1.800.278.3933 to purchase Fit-Key.
2. Once your purchase is complete you will receive instructions via email explaining how to complete registration.

### Section 3

## POST INSTALLATION SETUP



You can login to Fit-Key using one of three account types, each has different capabilities (see below).

**Administrators:** Enter your facility information, setup coaches and transfer clients between coaches.

**Coaches:** Setup clients, create workout templates, write templates to USB keys, upload workout results and view client results and history. This role will be used most.

**Clients:** Create workout templates, write keys, upload results and view history. Clients cannot view or access other clients information and cannot create templates or write keys for other clients.

A new installation includes a default administrator account you will use to complete the initial setup steps. The username is "admin" and the password is "admin" (both without quotes). During the initial setup you can create additional user accounts.

1. Login using the default administrator account
2. Change the default administrator password (recommended)
  - a. Go to the "Coaches" tab
  - b. In the navigation pane select the administrator or coach user who's password you want to change
  - c. Click the "Reset Password" button 
  - d. Enter your new password, enter the same password in the "Reenter Password" box to confirm, then click "Change"
3. Enter your facility details
  - a. Go to the "Facility" tab
  - b. Enter your facility details and click the save button.
4. Setup Coach account(s)
  - a. Go to the "Coaches" tab
  - b. Click the "New User" button 
  - c. Fill out the fields in the "Add New User" window
  - d. Choose "Coach" in the User Role drop-down box
  - e. Click the "Add" button

You are now ready to login using the coach account(s) you just created to setup client accounts, create workout templates, write Client Keys, etc. For more details using Fit-Key as a coach, see section 5.

## Section 4


### ADMINISTRATOR FUNCTIONS

A new installation includes one administrator account you will use to complete initial setup steps. The username is "admin" and the password is "admin" (both without quotes).


#### 1. Enter or change your facility details

- a. Login as an administrator
- b. Go to the "Facility" tab
- c. Enter your facility details and click the save button.






#### 2. Reset administrator or coach passwords

- a. Login as an administrator
- b. Go to the "Coaches" tab
- c. In the navigation pane select the administrator or coach
- d. Click the "Reset Password" button  (passwords are case sensitive)

#### 3. Set up administrator or coach accounts

- a. Login as an administrator
- b. Go to the "Coaches" tab
- c. Click the "New User" button 
- d. Fill out the fields in the "Add New User" window
- e. To setup an administrator choose "Admin" in the "User Role" drop-down box. To create a coach choose "Coach" in the User Role drop-down box
- f. Click the "Add" button

#### 4. Transfer Clients between Coaches


- a. Login as an administrator
- b. Go to the "Employees" tab
- c. Select the coach in the navigation pane you want to transfer clients from.
- d. In the "Details" tab on the right side of the screen, all the clients assigned to the coach selected appear in the window on the left. Select a client and click the "Move One" button,  moving that client to the window on the right. Clicking the "Move All" button  will move all the clients to the window on the right. Alternately, you can deselect clients by clicking the "Remove One"  and "Remove All"  buttons. The clients listed in the box on the right are the clients to be transferred.
- e. Select the Coach you want to transfer the clients to in the "Transfer to:" drop-down box.
- f. Click the "Transfer" button. 
- g. Select the Coach you want to transfer the clients to in the "Transfer to:" drop-down box.
- h. Click the "Transfer" button

## Section 5


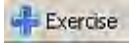


### COACH FUNCTIONS

The following instructions all require you to login using a Fit-Key coach account. To setup coach accounts see section 4.

#### 1. Client Setup

- Click the "New Client" button 
- Fill in the clients details in the "Add New User" window
- Click "Save"

#### 2. Create Templates (For an explanation of the different template types see "Templates" in the glossary.)


- Click the "New Template" button.  The new template details will display on the right side of the screen
- Enter a name for the template in the "Template Name" box
- Select the equipment type in the "Equipment" drop-down
- Select the model in the "Model" drop-down
- Select the program in the "Program" drop-down
- Enter values for Time, Setting, Elevation, Speed and Course. Depending on the equipment and program chosen, some values are not applicable and those fields will be disabled.
- Checking the BiDirectional box will prompt the user to change directions during the exercise
- If you would like a short message to display on the consoles when starting an exercise, enter that in the "Message" field.
- If you would like this exercise to be a single stage exercise click the "Add Exercise" button  to create the next exercise or the save button  to save the template.
- If you would like to create a multi stage exercise click the "Add Stage" button  and repeat steps e - h above.

#### 3. Assign Templates


When a Coach creates a template it is saved in that coach's template library. To view the library contents click the "+" in front of Library in the navigation pane. A coach can only view templates in their library. The library is intended as a repository for a coach's "master templates". These templates can be assigned to clients and customized for that clients specific needs and abilities. This ensures a coach can quickly and easily setup a template for a client with minimal data entry.

- Expand the library in the navigation pane by clicking the "+" to the left of "Library"
- Select a template
- In the details pane select the client in the "Select Client" drop down.
- Click "Assign"

#### 4. Copy Templates

- Select the template in the navigation pane
- Click the "Copy" button 
- Give the template a new name
- You can now edit or save the template

## 5. Edit an existing template

- Select the template in the navigation pane
- In the details pane make the desired changes to the template
- Click the “Save” button 

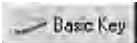


## 6. Writing Keys

In order to perform a Fit-key workout on SCIFIT equipment the template must be saved to a USB flash drive. Which is then considered a “Fit-Key”. There two types of Fit-Key’s that offer unique benefits, Client Keys and Basic keys.

**Client Key:** A USB flash drive that has a template saved to it that includes client specific information. This key type will save workout results after each exercise and those results can be uploaded into the Fit-Key database for historical tracking and reporting.


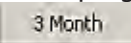
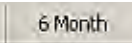
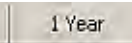
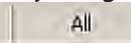
**Basic Key:** A USB flash drive that has a template saved to it that does not include any client information. This key type will not save workout results so after a workout there is no data to upload for historical tracking. This type of key is an effective tool for controlling flow in busy fitness environments.


Templates assigned to clients can be written as basic keys or client keys. Templates in a coach’s library can only be written as a basic key.

- Select the template to be written to a key
- Insert a USB flash drive in an available slot on the computer
- If the template selected is in the coach’s library you can only write that as a basic key, click the “Basic Key”  button. If the selected template is assigned to a client you can write that as a basic key or client key, click the “Basic Key”  or “Client Key”  button.
- When the key is written “Key written successfully” will appear in the status bar (bottom left of screen).
- Remove the USB key

## 7. Upload Workout results

## 8. Reporting

Client workout results can be viewed on the dashboard and the history tab. The dashboard includes graphs that provide a convenient snapshot of a client’s progress. The amount of history the graphs display can be filtered using the filtering buttons.      For detailed results go to the History tab. These summarized results are displayed with the most recent results at the top of the list. Clicking next to each set of results will display detailed results for that workout.


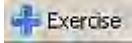

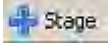
Results can be printed using the “Print” button  on the Dashboard and History tabs. The report printed from the dashboard will include the graphs and the last set of results uploaded from the History tab. When printing from the History tab select one of the workout results by clicking any of the summary rows or stage rows (You can select multiple sets of results to print by pressing the ctrl key while clicking.). The printed report will include the results selected and the graphs.

## Section 6


**CLIENT FUNCTIONS**

The following instructions all require you to login using a Fit-Key client account. To setup client accounts see section 5.



### 1. Create Templates (For an explanation of the different template types see "Templates" in the glossary.)

- a. Click the "New Template" button.  The new template details will display on the right side of the screen
- b. Enter a name for the template in the "Template Name" box
- c. Select the equipment type in the "Equipment" drop-down
- d. Select the model in the "Model" drop-down
- e. Select the program in the "Program" drop-down
- f. Enter values for Time, Setting, Elevation, Speed and Course. Depending on the equipment and program chosen, some values are not applicable and those fields will be disabled.
- g. Checking the BiDirectional box will prompt the user to change directions during the exercise
- h. If you would like a short message to display on the consoles when starting an exercise, enter that in the "Message" field.
- i. If you would like this exercise to be a single stage exercise click the "Add Exercise" button  to create the next exercise or the save button  to save the template.
- j. If you would like to create a multi stage exercise click the "Add Stage" button  and repeat steps e - h above.

### 2. Copy Templates

- a. Select the template in the navigation pane
- b. Click the "Copy" button 
- c. Give the template a new name
- d. You can now edit or save the template

### 3. Edit an existing template

- a. Select the template in the navigation pane
- b. In the details pane make the desired changes to the template
- c. To remove stages or exercises click the delete button 
- d. Click the "Save" button 

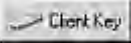

### 4. Writing Keys

In order to perform a Fit-key workout on SCIFIT equipment the template must be saved to a USB flash drive. Which is then considered a "Fit-Key". There two types of Fit-Key's that offer unique benefits, Client Keys and Basic keys.

**Client Key:** A USB flash drive that has a template saved to it that includes client specific information. This key type will save workout results after each exercise and those results can be uploaded into the Fit-Key database for historical tracking and reporting.

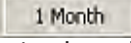
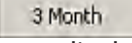
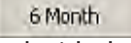
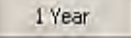
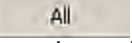
**Basic Key:** A USB flash drive that has a template saved to it that does not include any client information. This key type will not save workout results so after a workout there is no data to upload for


historical tracking. This type of key is an effective tool for controlling flow in busy environments.

- Select the template to be written to a key
- Insert a USB flash drive in an available slot on the computer
- To write a Client Key, click the "Client Key" button.  To write a Basic key, click the "Basic key" button. 
- When the key is written "Key written successfully" will appear in the status bar.
- Remove the USB key

## 5. Upload Workout results

### 6. Reporting

Workout results can be viewed on the dashboard and the history tab. The dashboard includes graphs that provide a convenient snapshot of a client's progress. The amount of history the graphs display can be filtered using the filtering buttons.      For detailed results go to the History tab. These summarized results are displayed with the most recent results at the top of the list. Clicking next to each set of results will display detailed results for that workout.

Results can be printed using the "Print" button  on the Dashboard and History tabs. The report printed from the dashboard will include graphs and the last set of results uploaded from the History tab. When printing from the History tab select one of the workout results by clicking any of the summary rows or stage rows (You can select multiple sets of results to print by pressing the ctrl key while clicking.). The printed report will include the results selected and graphs.

## Section 7 GLOSSARY

Administrator	A user role that has access to enter facility information, setup coaches and transfer clients between coaches.
Coach	A user role that has access to setup clients, create templates, assign templates to clients, write Basic and Client Keys, upload results and view client information. Coaches cannot view clients, templates and history from other coach accounts.
Client	A user role that is setup by coaches. A client is assigned to the coach that setup the client or the coach the client was transferred to by an administrator. Clients can create templates, write keys, and view their history. Clients cannot view templates and history from other client accounts.
Workout	One or more exercises
Exercise	A set of single and/or multi stages on one piece of equipment
Single Stage	One set of exercise parameters on a piece of equipment
Multi Stage	Two or more sets of exercise parameters for the same piece of equipment
Template	A workout template is made up of one or more exercises. Each exercise is made up of one or more stages. An exercise with one single stage is considered a "single stage exercise". An exercise with two or more stage is considered a "multi stage exercise". Template examples follow:

### TEMPLATE EXAMPLES

Single Stages		
exercise 1	upright bike	5 minute Manual stage
exercise 2	elliptical	10 minute Constant Work Stage
exercise 3	treadmill	8 minute hill profile stage
Multi Stages		
exercise 1	upright bike	2 minute Manual stage
	upright bike	10 minute Heart Rate stage
exercise 2	recumbent elliptical	1 minute Constant Work stage
	recumbent elliptical	30 second ISO Strength stage
	recumbent elliptical	2 minute Constant Work stage
exercise 3	PRO1	5 minute Constant Work stage
	PRO1	2 minute Manual stage

Combination of Multi and Single Stages		
exercise 1	recumbent bike	5 minute Manual stage
	recumbent bike	10 minute Constant Work stage
exercise 2	treadmill	10 minute Random Hill stage
exercise 3	PRO2	5 minute ISO Strength stage
	PRO2	3 minute Manual stage

A workout can include both single and multi stage exercises. In the last example above the first and third exercises are multi stages and the second exercise is a single stage.

Client Key	A USB flash drive with a workout template saved to it that saves workout results after each exercise. Those results can be uploaded into the Fit-Key database for historical tracking and reporting.
Basic Key	A USB flash drive with a workout template saved to it that does not save workout results after each exercise. Since results are not saved there is no data to upload for historical tracking and reporting. This type of key is an effective tool for controlling flow in busy environments.
Console	The display unit on each piece of SCIFIT equipment that includes a USB port for use with Fit-Key.
Program	Defines a type of exercise. This is determined when creating a exercises in a template. Possible values are Manual, Heart Rate
Setting	A value that affects the workload of the program selected for an exercise stage. For example, entering 140 in the Setting column for a Constant Work stage will set the watts at 140. The table below lists the value Setting affects for each program type.

## PROGRAM SETTINGS

Program	Setting
Manual	Level
Heart Rate (HR)	Beats per Minute
Constant Work	Watts
ISO Strength	RPMs
Random Hill	Level
Hill Profile	Level

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Course	A “hill” pattern selected when creating a Hill Profile exercise
Bi-directional	Bi-directional resistance allows the user to exercise in both forward and reverse motions, changing directions at any time and as often as desired. Checking the Bi-directional box will display a prompt on the console instructing the client to change directions during the exercise.
Coaches Message	A short message that’s displayed at the beginning of the exercise.
Library	A collection of templates. When a template is created it’s saved in the library of the coach or client logged in, administrators do not have a library. A user’s library can be accessed by expanding the “Library” node in the navigation pane. Templates in a coaches library are not assigned to any clients. Assigning a template to a client copies the template to the clients library. When logged on as a coach you can view a client’s library by expanding their node under the “Clients” node in the navigation pane.
Navigation Pane	The portion of the Fit-Key window on the left that contains various record types like clients, library, templates, etc. Selecting an item in the navigation pane will display the details for that item in the details pane.
Details pane	The portion of the Fit-Key window on the right that contains the details of the item selected in the navigation pane.
USB key	A USB flash drive.
Keys	A USB flash drive written as a Client Key or Basic Key.
Status Bar	The bottom left portion of the Fit-key window that will display confirmation messages when operations such as key writing are complete. The following table lists details for each message.

## STATUS BAR MESSAGES

Message	Details
Ready	Fit-Key is ready to accept a key, write a template, is finished writing a key, etc.
No Data to Load - Done	A Fit-Key containing a template has been inserted in the PC, but there are no workout results written to it (the workout has not been completed yet.)
Key Written Successfully	This message appears after a template has been successfully written to a key. The key can be removed from the computer after this message is displayed.



Section 8

## APPENDIX

### Backing Up and Restoring the Fit-Key Database

The default location for the Fit-Key database is C:\Program Files\Fit-Key\. The file is named fitkey.db3. To protect client history from accidental data loss, this file should be backed up to a secure location periodically. Fit-Key should not be running when backing up or restoring the database.

To restore a previous copy of the database simply copy your previous database to C:\Program Files\Fit-Key\.



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