4. Guide to using *StandingTall's* Content Management System (CMS)

Once you have set up a client on the CMS, and have introduced *StandingTall* to your client, you can use the CMS to **monitor your client's exercise history and progression**. In special circumstances, you may need to **modify the program** (eg. Injury, recovery, going on holiday etc.). Read more about this on **page 2**.

If the client has **no internet connection**, help the client hotspot their iPad to your internet during every visit. This will push their exercise data to be uploaded to the CMS where you can monitor their history, & progression.

Monitoring a client's exercise history & progression

Go to 'Users & Patients' > Patient to search for your client (by email address, or by Cohort filter):

1. View **general exercise history from your clients** in the cohort from the Patient dashboard list. Use this for a quick way to check their exercise history in the last fortnight.
   Percentage of exercise adherence can be seen under columns titled:
   a. TW = this week (Monday to current day)
   b. -1W = last week (Mon-Sun)
   c. -2W= last fortnight (Mon-Sun)
2. View the **cohorts summary report:** Use this to view all clients in the cohort in an excel spreadsheet. This spreadsheet will contain exercise program details for each clients exercise checkpoints, exercise times, reasons for no adherence, and average ratings.
   a. Filter By Cohort (in the orange bar). This will be your sites name eg. HammondCare ST.
   b. Click the 3 vertical dots near the search bar & click 'Export .csv'. An excel spreadsheet will download. Open this and highlight your clients to check their program details.
3. View an **individual summary report**: Use this when you want to view how an individual client has been progressing with their balance since the start of their *StandingTall* journey.
   d. Click on the client from the Patient dashboard list, and select 'Download Patient'. An excel spreadsheet will download.
   e. This spreadsheet will contain detailed exercise program information: all balance assessment times, exercise adherence (weekly & daily), exercise checkpoints, all exercises average rating, date attempted, chair/weight usage, etc.

Modify a client’s exercise program

1. Go to Users & Patients > Patient to find your client.
2. Click on the row with your clients Email address.
3. In the pop-up window, click on ‘Exercise Settings’ tab.
4. Modifying a client's program: The Balance program does not include cardio or strength. You do not need to modify cardio or strength exercises.
    a. There are 3 options to modify their exercise program:

    i. **Make an exercise type easier/harder:** changing the Current Checkpoint of an exercise type. Increasing/decreasing the **‘Current Checkpoint’.** Changing the Current Checkpoint will make an exercise harder (increase), or easier (decrease). Try in/decreasing the checkpoint by 1-2 numbers to see what exercise tiles become active (maroon tiles) or inactive (red tiles).

    ii. **Remove an Exercise Type from their program:** you can do this by **Disabling Exercise type.** While the Box exercise should always be inactive, other exercise types can be disabled (and re-enabled at any time). You can modify a program this way if a client is recovering from an injury/surgery. You cannot remove an individual exercise.

    iii. **Prevent the program from progressing too quickly:** to do this, Set a ‘**Max Checkpoint**’. The exercise category won’t progress beyond the set Max Checkpoint. This method will be useful if you want to ensure the client progresses at a slower pace. Setting a Max Checkpoint requires regular follow-up with the client (so you can determine whether the Max Checkpoint remains the same, or increases).

    b. You can make other edits to your client's program:
        i. Name in ‘User Details’ tab;
        ii. Password in ‘Password’ tab;
        iii. Group Acronym in ‘Site Details’ tab;
        iv. Program Start Date, or Exercise Dosage in the ‘Program Details’ tab;

5. Don’t forget to click **‘Save’** once you’re done!
    a. You will see a green ‘Record Saved’ message if changes are successful.
    b. If you see a red error message, confirm all fields with a red asterisk have been filled in, and any changes to the password still fulfils the requirements (10 characters; 1 upper & lower case; 1 number).