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# Red Canyon Systems

## User Guide

*for*

## CenterFit

## FICIS

### Log In/Log In Administrator

Software version: 5.0 +



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#### Offices and Locations

##### **Sales and Marketing**

Red Canyon Systems, Inc.

16338 S. Peerless Ct.

Plainfield, IL 60544

Phone: 815-436-7095

Fax: 815-436-7199

email: [sales@redcanyon.com](mailto:sales@redcanyon.com)

##### **Technical Support**

Red Canyon Systems, Inc.

Phone: 866-435-2013

email: [support@redcanyon.com](mailto:support@redcanyon.com)

Website: <http://www.redcanyon.com>

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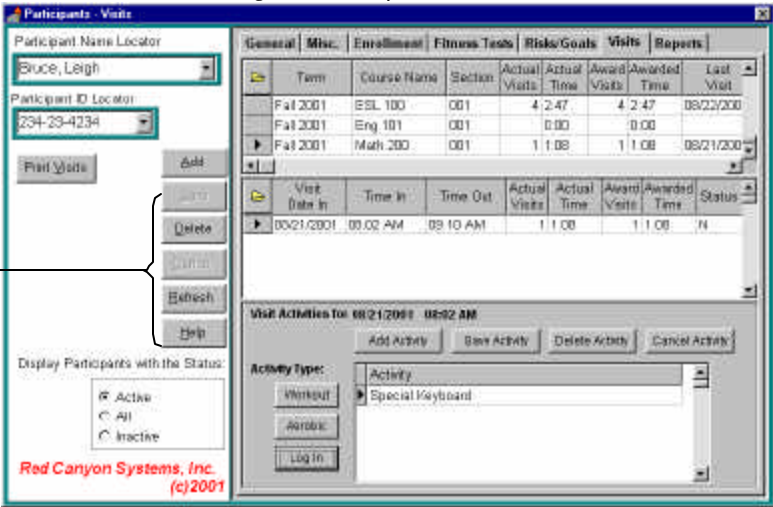
# Introduction

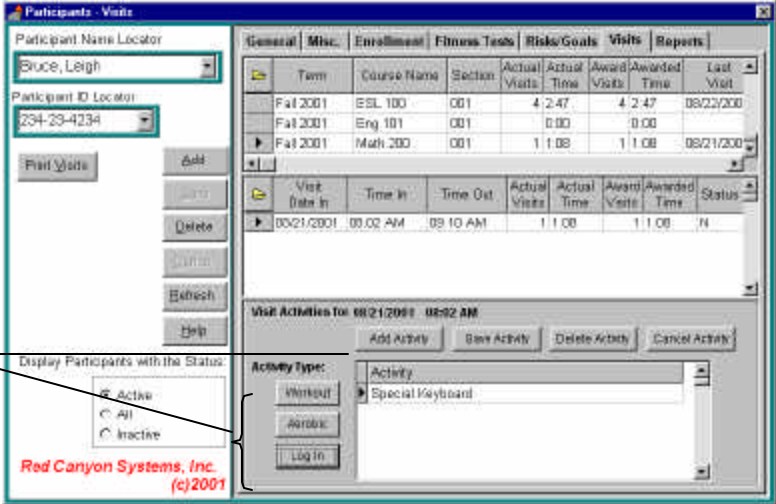
## Using this Manual

This manual provides instructions and overviews for all Red Canyon Systems software products. It is arranged in chapters that are organized according to the sequence of activities in which you are most likely going to use the software. Look in the table of contents at the beginning of this manual to find chapters by name and the topics within those chapters.

## Conventions and Notations

Whenever possible, there are step-by-step instructions on using the functions, features, and navigating the menus and screens in your program. The following conventions and notations are used.

Usage/Example	Description
<p>Click <b>Add</b></p> <div data-bbox="321 1388 573 1526" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Standard buttons for data entry panels using left/right panels on a screen.</p> </div>	<p>Phrase used to indicate the action for a button. In this case, use the mouse, point it to the <b>Add</b> button on the screen, and click the left mouse button. Buttons are usually located on the left panel next to a data entry screen, as shown in the following screen sample.</p> 

Usage/Example	Description								
<p>When the screen is divided into sections, you may need to use buttons that are specific to each section of the screen, as shown in the following screen sample.</p> <div data-bbox="418 558 631 695" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Buttons that are specific for one section of the screen.</p> </div>									
<p>Field</p>	<p>A specific spot for entering data on a screen. You either press the Tab key to move to the spot or you point and click your left mouse button on the spot. The field is the open block that allows you to type something. It is usually preceded by a "field name" that describes the data. For example, in the following cut-out of the Courses screen, the open blocks below Course Code, Section, Type and Hours are the fields for entering or selecting data.</p> <div data-bbox="667 963 1284 1058" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Course Code</th> <th style="text-align: left;">Section</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Hours</th> </tr> </thead> <tbody> <tr> <td>ASC 001</td> <td>15</td> <td>Credit</td> <td>1</td> </tr> </tbody> </table> </div>	Course Code	Section	Type	Hours	ASC 001	15	Credit	1
Course Code	Section	Type	Hours						
ASC 001	15	Credit	1						
<p>Enter <b>Term Name</b>, <b>Start Date</b>, <b>End Date</b>, and <b>Status</b></p>	<p>An instruction that tells you to go to the field (open block) that follows those names. In this example, you would move the cursor to the open block following the field name, Term Name, which is located on the Facility Term screen. Then you would type the correct name of the term and move the cursor (usually by pressing the Tab key) to the next field (Start Date) as specified in the instructions.</p>								
<p>On the <b>Main Menu</b>, select <b>Facility</b>.</p>	<p>An instruction that tells you a starting point – Main Menu – and then tells you the function to choose from the menu. In this case you would start at the Red Canyon Systems Main Menu – the screen that identifies your program – CenterFit, Log In Administrator, or FICIS – and then you would click the mouse pointer on the item in the menu bar. In this case, you would click on "Facility."</p>								

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## Using Red Canyon Systems Programs

General use operations are the same for each Red Canyon Systems software program. In this chapter, you learn about the start up procedure and general operating procedures on the screens and forms in all programs.

### Starting a Red Canyon Systems Program

Immediately after installing a Red Canyon System product, you can start it by following these steps:

1. Click on the **Start** button in your Windows task bar (at the bottom of the screen).
2. Click on **Programs**.  
An extended menu opens showing the programs installed on your computer.
3. Click on **Red Canyon**.  
The Red Canyon Systems extended program menu appears with products that you have installed. Depending on the product, you will see one of the following extended program menus.



Start a product by clicking on the product name.

You can also set up a shortcut to the product, which will appear on your Windows desktop. If you do not know how to create a shortcut, ask for help from your technical support assistant.

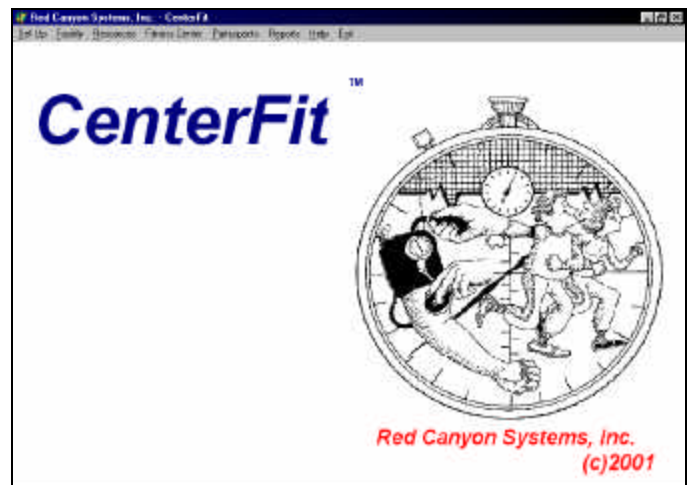
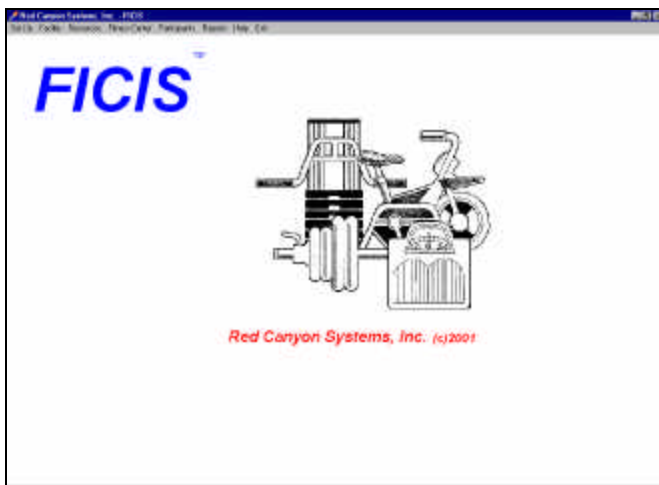
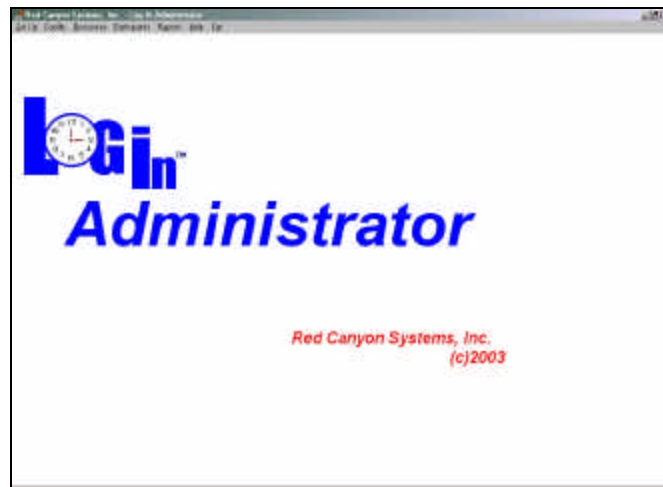
The following brief descriptions are provided for introductory purposes. Our product brochures contain detailed information. This manual provides instructions for using each item on the menus.

- **Log In** – automated attendance tracking - runs on the check-in computer – shows a customized log in greeting screen with ID entry field, course selection screen (if set up for course tracking), visit date, time, totals upon log out, and activity request screen (if set up for activity tracking).
- **Log In Administrator** – allows you to administer the data for participant attendance tracking (can be used in a network situation while Log In is running on the check-in computer or used separately on the check-in computer after shutting down Log In).
- **FICIS** – runs alone without Log In visit (attendance) tracking to record assessment and provide fitness comparison test reports. All criteria is entered or selected by the site. Visits (attendance) must be entered manually for each participant.
- **CenterFit** – provides fitness assessment and attendance tracking (Log In) and administration of all visit, fitness, and participant data (combines FICIS functions and Log In Administration functions).
- **File Utilities** – run from outside FICIS, CenterFit, Log In, and Log In Administrator. It provides the tools for maintaining missing log outs, changing a participant's primary ID, activating/inactivating participants by individual or by term, adding visits for many participants at the same time, and other operations that must be run on a large number of participant records.
- **RCS Files Repair** – run outside CenterFit, Log In, Log In Administrator, and FICIS. This program corrects problems with any of the Red Canyon Systems database indices. See *Appendix A* for instructions.

## Using Menus, Forms, and Functions – Overview

Upon starting your Red Canyon Systems program, a flash screen appears with the name of the product that you have selected. It is a temporary screen that displays while the program is loading. The first working screen that displays is the Red Canyon Systems Main Menu for the product you have purchased (Log In, FICIS, or CenterFit).

Each Red Canyon Systems product's Main Menu is shown on this page. A menu bar that provides drop-down menus of functions is provided at the top of the Main Menu.



## Menu Bars

The menu bar at the top of the screen is the starting point for Red Canyon Systems program functions. Each function provides access to its options through drop-down lists. **Sample menu bars from Log In Administrator, FICIS, and CenterFit are provided next.**

**Note: Log In-only customers do not have the Fitness Center menu on their Log In Administration Main Menu.**



## Using Menu Items/Tabs/Forms

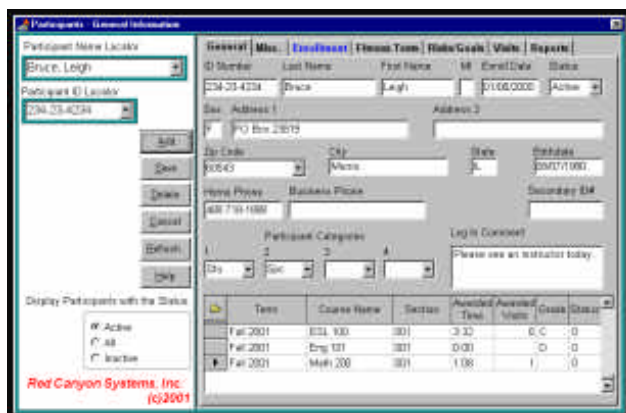
Each time you select a main menu item, a form appears with titled tabs running horizontally across the top. The sample form shown here is from CenterFit Participants/General Information menu selection, which includes the tabs from both Log In Administrator and FICIS programs. Log In customers do not see the tabs for Fitness Tests and Risks/Goals.

The screenshot shows a software window titled "Participants - General Information" with a close button in the top right corner. The window has a blue header bar and a menu bar with tabs: General, Misc., Enrollment, Fitness Tests, Risks/Goals, Visits, and Reports. The "General" tab is active. On the left side, there are two locator fields: "Participant Name Locator" containing "Bruce, Leigh" and "Participant ID Locator" containing "234-23-4234". Below these are buttons for Add, Save, Delete, Cancel, Refresh, and Help. At the bottom left, there is a section for "Display Participants with the Status:" with radio buttons for Active (selected), All, and Inactive. The main form area contains fields for ID Number (234-23-4234), Last Name (Bruce), First Name (Leigh), MI, Enroll Date (01/08/2000), Status (Active), Sex (F), Address 1 (PO Box 23819), Address 2, Zip Code (60543), City (Morris), State (IL), Birthdate (08/07/1980), Home Phone (488 718-1888), Business Phone, and Secondary ID#. There is also a section for "Participant Categories" with four dropdown menus (1: Stu, 2: Spc, 3: , 4: ) and a "Log In Comment" field. At the bottom, there is a table with columns: Term, Course Name, Section, Awarded Time, Awarded Visits, Grade, and Status. The table contains three rows of data.

Term	Course Name	Section	Awarded Time	Awarded Visits	Grade	Status
Fall 2001	ESL 100	001	2:47	4	C	O
Fall 2001	Eng 101	001	0:00		D	O
Fall 2001	Math 200	001	1:08	1		O

Annotations in the image include: "Locator fields" pointing to the name and ID fields; "Buttons" pointing to the Add, Save, Delete, Cancel, Refresh, and Help buttons; "Tabs" pointing to the horizontal tabs at the top; "Close button" pointing to the 'X' icon in the top right; and "Form" pointing to the main data entry area.

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When you click on a menu item or a tab, a form appears with fields (data entry items) that describe the tab's title. There is a panel on the left side of each form with processing buttons (usually Add, Save, Delete, Cancel, and Help). You may also see Refresh, Move Up, Move Down, Continue, and Print Report buttons.

Participant Name Locator  
 Bruce, Leigh

Participant ID Locator  
 234-23-4234

Term Locator  
 Spring 2001

Start Date Locator  
 12/25/2000

### Locator Fields

If you have already entered data and saved it, such as the data for a participant, you can find the participant (term, course, category, etc.) by using the locator fields on the left side of most forms. Click the mouse cursor in the locator you wish to use. You can click on the scroll icon in the box to "scroll" through the list, or you can begin typing the first few letters of the item. When you locate the item you are searching for, double-click the mouse to "select" the item. Doing this pulls the record from the database and displays it on the right side of the form.

### Add Button

When there are data entry fields on a form and you want to add a record, such as those that describe a participant, first click the **Add** button once to get a clear, new record. Then begin entering data in each field (pressing the tab key moves the cursor from field to field - or you can click the mouse in the field that you wish to enter data). When you finish entering data on a tabbed form, click the **Save** button.

### Cancel Button

Before you save data, you can cancel what you just entered by clicking the **Cancel** button.

### Delete Button

To remove a record that you have already saved, click the **Delete** button. You are prompted for verification. If the record has other records that are essential, either a decision prompt or a message appears that explains why you cannot delete the record. Generally, it is not possible to delete records when a participant has already logged visits or fitness tests in for a term.

### Save Button


To end your work on a form, click the **Save** button. In the Save window that appears, click the appropriate response button.



## Refresh Button

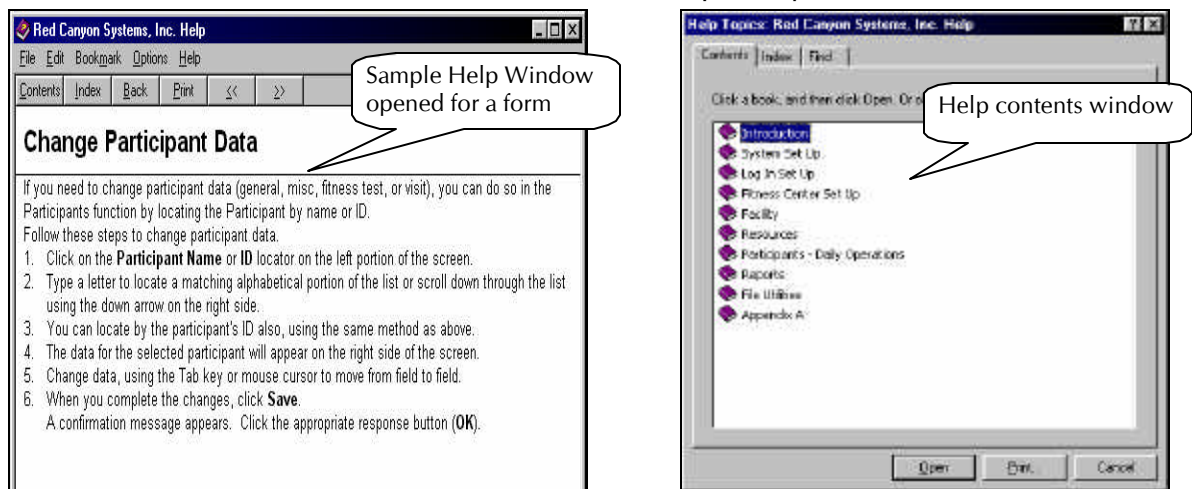
If you use CenterFit or Log In on a network, there may be times when you are entering participant data or changes while the Log In front-desk computer is running from the same network. In order for the front-desk computer to accept the change and be able to show it immediately, you must click the **Refresh** button on the *Participant* form after you have saved. This is also true when someone logs in at the front desk and you want to see the most current visit on the Log In Administrator screen.

## Close Form

To close a form (screen) - click the  in the upper right corner of the form. If you attempt to close a form that you have not saved, a message appears asking you to save the information by selecting one of the “close” function buttons in the window.

## Help Button

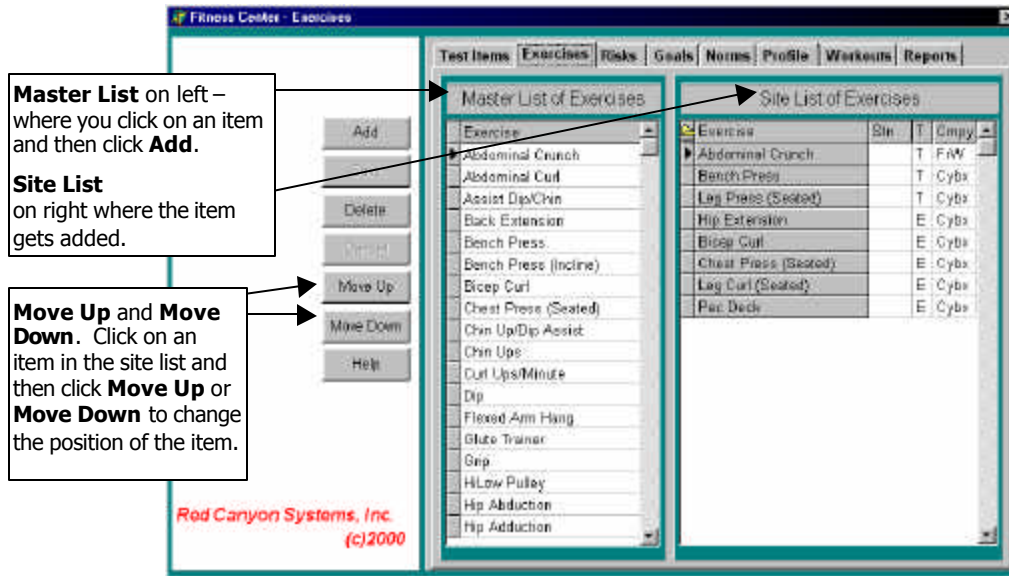
When you click the **Help** button on a form, it displays a help window directly related to the form you have selected. Once the *Help* window is open, you can use the Contents, Index, and Find tabs to locate additional information. This is a sample *Help* window.



Help hints are also available for each field and button on a form by resting the mouse pointer in a field. If you press F1 on a form, the help window associated with the form appears.

## Lists

When there are lists displayed on a form, you must select an item in the first list on the left and click Add to "add" it to the list on the right. The list on the left side is usually titled "Master List . . ." The list on the right is usually titled "Site List . . ."



### Move Up, Move Down Buttons

Use the **Move Up** and **Move Down** buttons when there is a list in which you can change the order of items, such as Test Items and Exercise Items on Site Lists. To move items up or down in the "Site List" highlight the item in the second list and then click the appropriate action button.

---

## Recommended First Use

If you are a licensed user of a Red Canyon Systems program, the first use of your program will start the Initial Set Up wizard. This form is provided to ensure that all the necessary elements are built before you use the Red Canyon Systems programs. After you complete the Initial Set Up, if you have a System-level password, you can use the Set Up menu from the CenterFit, Log In Administrator, or FICIS main menu. If your password is a Lab-level password, you will only be allowed to access the Lab Set Up function on the Set Up menu.

### **Set Up:**

**Passwords, ID Format, Lab Set Up, Log In Set Up, and Fitness Center** (CenterFit and FICIS users: test item selection, exercise selection, risk and goal selection, profile selection, norm selection, and workout program - to set up your regular workout program - you can add custom workout programs later). These menu items allow you to define how your site and labs will operate as far as check-in rules, ID formats, lab names/greetings/courses/check-in workstations, default courses, and shared log in characteristics.

### **Resources:**

to set up zip codes, relationships, membership types, and categories. Items you enter for the titled tabs appear later in drop-down lists so you do not have to type them repeatedly in participant records.

### **Categories:**

to identify specific programs that you might offer or to further segment or describe the participants in your center. For example, you might want to set up category one levels for student, staff, community, corporate, etc. Category 2 levels would be things that describe a participant in another way - many schools use this category to describe the sports programs. The items in each category level must be unique.

### **Facility:**

to set up staff, terms, courses, and grade scales, and optionally, Log In activities (if you have selected to track visits by activity on the Log In Set Up). Remember to give the current term an "Open" status. You can enter all your terms and courses in advance, if you know them – this reduces future data entry in these areas.

### **Import:**

to download your student roster, use Set Up - Import Data, and select the files from your hard drive that contain the student data prepared by your programming staff. If you have identified courses and you can get the course enrollment data downloaded as well, it automates the "Enrollment" process in Participants' forms. This means that you do not need to select the Enrollment tab for each participant.

Once you enter the descriptions, enrollments, terms, and participants, you enter the results of their fitness tests (Participant, Test Scores) with the date on which they were tested and adjust visits. From this information, you can run the Individual Comparison Report, the Fitness Profile, Workout Program, and for groups of participants - the Group Comparison report.

### **Participants:**

to add and update participant general and miscellaneous data, enrollment, visits, and enter fitness tests, risks, and goals.

**See each chapter in this guide for specific steps and details of each menu and its options.**

---

## Getting Started - Reference Table

Use this reference table to set up your Red Canyon Systems program - CenterFit, FICIS, and Log In.

The first column, labeled *Step/Product*, lists the order of steps by product, followed by the menu selection that must be selected to complete the step. The *Action* column provides a brief description of the step that must be performed. [Click here to print a copy of this reference table.](#)

For example, step indicates that for all programs, Log In, CenterFit, and FICIS, you must select on the Main Menu: Set Up/Site Data and then check the information on the screen for accuracy.

Step/Product	Red Canyon Systems – Menu Selection				Action
	Set Up	Facility	Resources	Participants	
1 ALL	Site Data				Check for accuracy – call Tech Support immediately if not correct.
2 ALL	Log In Set Up				Enter visit screen characteristics (including activity tracking option), log in visit rules, and the default greeting for Log In.
3 Log In & CenterFit	Lab Set Up				Add lab names, identify workstations that will run Log In, and assign courses to each lab. The course master must be created by adding courses in the Facility menu item, Courses. Create a greeting screen for each lab if you do not want to use the default-greeting screen that you set up in Log In Set Up.
4 ALL	Passwords				Set Up system and lab level passwords and their labs.
5 CenterFit & FICIS	Fitness Center (shows as a separate menu item on the menu bar when you install with a FICIS or CenterFit License)				Select and set the order of fitness assessment tests, exercises, profile, risks, goals, norms, and create workout programs.
6 ALL			Relationships		Optional: Enter codes and descriptions (displays in Participant/Misc screen for the drop-down list on the field, Relationship).
7 ALL			Zip codes		Optional: Enter commonly used cities with state and zip codes. Displays in Participant/General fields, City, State, Zip code drop-down lists.
8 ALL			Memberships		Optional: Enter membership codes and descriptions. Displays in drop-down list for membership code/descriptions.
9 ALL			Categories		Optional: Enter category codes that describe groups of participants. Displays on Participants General form in Category code drop-down lists.
10 ALL		Terms			Optional: Enter code and description for each term with start and end dates. Change status to Open for current term. <b>Note:</b> If you need to set up visit rules that are unique for a particular term (different than rules that you entered in Set Up/Log In Set Up), enter them now in the fields for visit rules for each term.
11 ALL		Staff			Optional: Enter staff data - displays in drop-down list in Courses/Staff field.
12 ALL (optional)	Import Data				Import registration data – Courses, Participants, Enrollment. See <a href="#">the chapter – System Set Up/Importing Data</a> – for steps and file layouts.
13 ALL		Courses			If you import course files, you do not need to perform this step. Add courses (codes, descriptions, credit/non credit, hours, etc.) for the term. You can also add courses manually after you have imported the course master if there is a need to add more courses. If you have more than one lab, assign the courses to the appropriate labs – use Set Up/Lab Set Up. <b>Course Visit Rules:</b> If you need to set up visit rules that are different for a particular course (different than rules that you entered in Set Up/Log In Set Up), enter them in the fields for visit rules for each course. <b>Note:</b> Remember to set the Course Display option in Log In Set Up if for "show single course selection" either yes or no, to show the course selection even when a participant is enrolled in only one course for a lab.
14 ALL		Activities			Enter descriptions and codes of Log In activities if you have selected the Log In Set Up item, Track Activities – Log In or Log Out.

Step/Product	Red Canyon Systems – Menu Selection				Action
	Set Up	Facility	Resources	Participants	
					<b>Note:</b> Activities display for participants to select when logging in or logging out, depending on your selection in Log In Set Up.
15 ALL		Grade scales			<b>Grade scales:</b> For each course, enter a grade and the number of visits or hours required. The list of courses appears on this screen if you have imported or previously entered them in Facility/Courses.
16 Log In & CenterFit	Lab Set Up/ Assign Workstns to Lab				For each Lab, specify the computer names of the workstations from which you are going to run Log In. Make sure you select the correct Lab Name for each workstation.
17 Log In & CenterFit	Lab Set Up/ Assign Courses to Lab				For each Lab, select the courses for which participants should log in.
18 Log In & CenterFit	Default Course				Assign a default course for which students can log in to when they come into the lab the first time but are not enrolled in a course assigned to the lab.
19 ALL				General/ Add	Enter new participants' general data and course enrollment if they were not included in registration data import.
20 ALL				General	Assign category codes to individual participants. <b>Note:</b> Drop-down list of category codes must be set up first in Resources/Category Codes.
21 ALL				Misc	<b>Misc:</b> Assign (enter) for participants: - Membership codes - Expiration date - Renewal date - Emergency contact <b>Note:</b> Drop-down list of membership codes and relationships for emergency contact must be set up first in Resources/Membership codes and Resources/Relationships.
22 CenterFit & FICIS				Fitness Tests	Enter participant risks and goals.
23 CenterFit & FICIS				Fitness Tests	Enter test scores for pre-test and post-tests by test date.
24 ALL				Visits	Enter missing Log In visits (after participants have been logging in). <b>FICIS and CenterFit customers:</b> Manually enter aerobic and workout visits.
25 ALL				File Utilities	Adjust Log In visit totals if needed. Activate/Inactivate Participants
26 CenterFit & FICIS				Reports	Print reports: workout program, fitness profile, and comparisons.
27 ALL	Reports	Reports	Reports	Reports	Run reports as needed.
28 ALL					Run final grades reports for each course.

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## Contacting Red Canyon Systems

When you have a problem with the software or need special instruction on performing a task, please call our technical support line or send us a request for help through our website support page at: [www.redcanyon.com](http://www.redcanyon.com)

Our technical support lines are open daily Monday through Friday during normal business hours.

The **technical support telephone number is 1-480-966-0914**. If you are unable to get through and receive our voice mail, please leave a message with a call back number, contact name, time to call, and a brief description of your problem. It is often a good idea to send us email about problems so we can obtain your email address, which helps reduce "phone tag", and often allows us to provide you with a detailed explanation in a return email.

Email address for technical support: [support@redcanyon.com](mailto:support@redcanyon.com)

You can also use our website "[Tech Support](#)" form to request help. Just click on the "Technical Support" link in our menu, fill in the form, and submit it. It will be sent directly to technical support and you will receive a reply usually before the end of the day.

We also invite you to visit our website often to download any new lists of exercises, tests, norms, reports, and other resources.

You can download new upgrades to your programs from the [Upgrades](#) link.

If you need additional testing information or links to other sites about fitness assessment or attendance tracking, please use our [Links and FAQs](#) for regular review.

If you have questions about your account or additional purchases, please call our sales and marketing office at **1-815-436-7095** or send email to [sales@redcanyon.com](mailto:sales@redcanyon.com)

**Before you call us . . .**

**Please check the version number and license of your program. The version number is available by clicking on the Help menu in the Main Menu bar. You will see a screen similar to the following:**



**This page is blank intentionally.**



# System Set Up

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## Overview - Setting Up Your Red Canyon Systems Program

**Initial Set Up** is the first procedure after you install your Red Canyon Systems program. If you have not completed the items in **Initial Set Up** or you have new items and changes to enter, you must do so by using **Set Up** from the Main Menu. Use the following functions to customize settings for your site. If you use a system administrator level password to access your Red Canyon Systems program, Set Up appears on the Main Menu bar at the top of the screen with the following options:

- Site Data
- ID # Formats
- Lab Set Up
  - Add Lab and Greeting
  - Assign Courses
  - Assign Workstations
- Log In Set Up (Log In and CenterFit customers)
- Passwords
  - Create password and assign access level
  - Assign lab to lab-level passwords
- Default Courses
- Import

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## Site Data

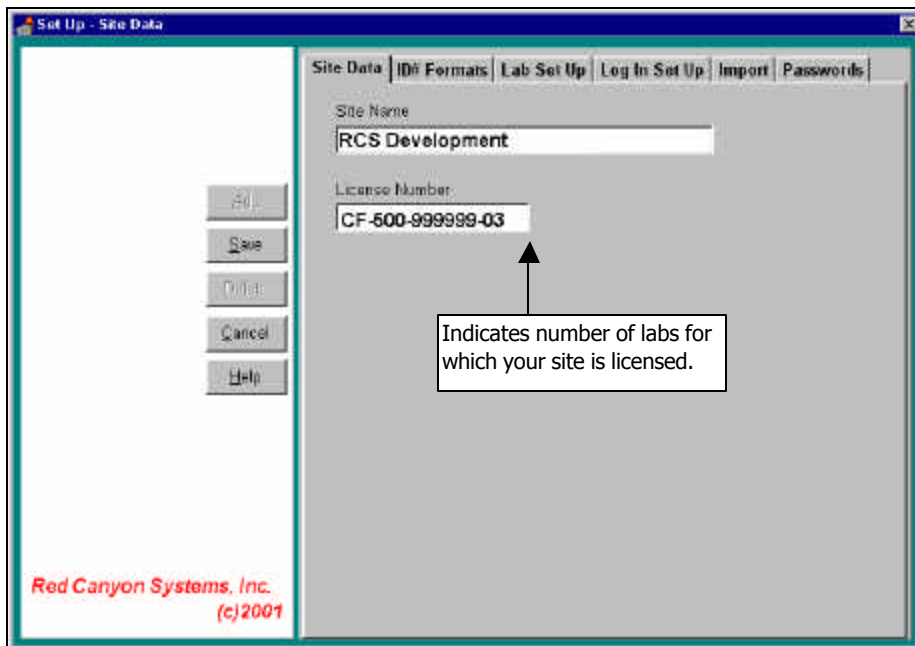
**Site Data** is entered automatically when you run the license program sent by Red Canyon Systems.

**Site Name** appears in the footer of every report that you print.

**License number** is your customer license number that you will reference and use when you call customer support or attempt to download an upgrade from [www.redcanyon.com](http://www.redcanyon.com) Upgrades link. You can find your license number in the **Help About** window on the Main Menu and on your support contract. Write down this number and store it in a safe location.

You cannot change these items on the *Site Data* form. They are automatically provided when you run the Red Canyon Systems license program. This program is sent to you when you install initially or it has already been coded into your system upon installation.

Here is an example of a *Site Data* screen.



## ID# Formats

Use ID# Formats to identify IDs and formats for your site. There are four instances where an ID is used in the system – on the Participant General Information (adding a participant), Secondary IDs as reference information on the Participant General Information, Card IDs on the Participant General Information when specified for use in Log In Set Up, and Staff IDs. Each one may require a different format. The available ID formats from which you can select are:

ID Type	Example
3 alpha (lc) + 6 numeric	aaa123456
6 digit - Variable length	1, 12,..123456
Four (4) digit numeric	1234
Seven (7) digit numeric	1234567
Six digit numeric	123456
Ten (10) digit numeric	1234567890
U.S Social Security Number	123.45.6789
9 digit numeric/Unformatted SS	123456789

**Note:** Upon customer request, we add formats to this table, as needed. If you do not see a format that your site can use, please call our offices to have it added.

Follow these steps to assign IDs and their formats:

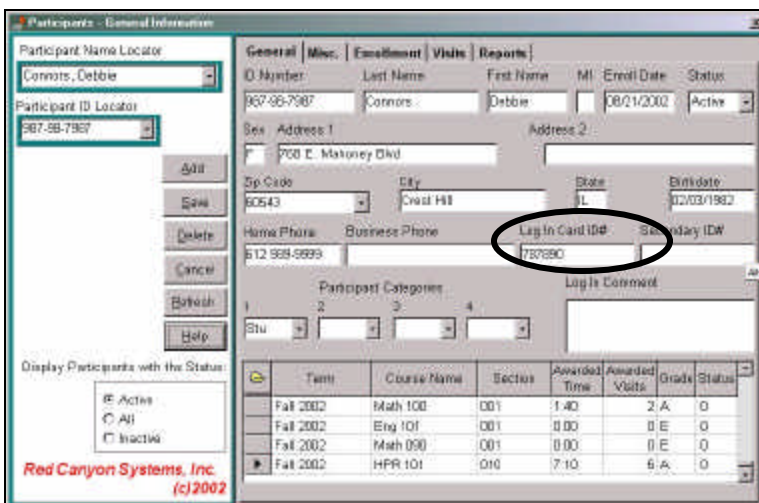
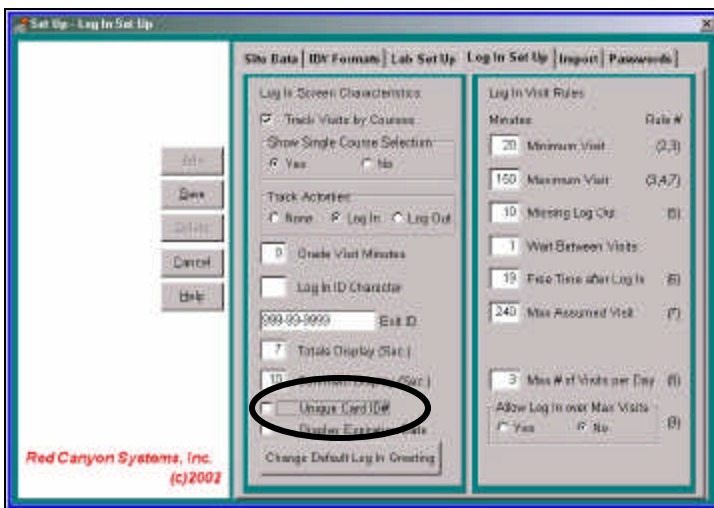
1. For each ID that you need to specify the format: click in the field to display the drop-down list, which displays the names and samples of Formats. A discussion of ID Formats follows these steps.
  2. Click the correct ID format and click **Save**.
- **Participant Primary ID #** - format of the primary ID used to identify a participant. This is the ID that a participant uses to “log in” and the one that is used by the application to store and locate the participant’s record. The **Log In Exit ID** uses this format also. The Participant Primary ID applies to the **ID Number** field on the *Participant/General Information* screen. Normally it is a social security number or a unique ID assigned by a school or club. If you import data files, you will need to change the import file format for this item. The format of the Participant Primary ID can only be changed by running our ID conversion program, which can be purchased as an additional module.

The screenshot shows the 'Participant - General Information' form. The 'Participant ID Locator' is set to '987-98-7987'. The 'ID Number' field is also set to '987-98-7987'. The 'Secondary ID#' field is empty. The form includes fields for Name, Address, Phone, Birthdate, and a table of course enrollments.

Term	Course Name	Section	Awarded Time	Awarded Visits	Grade	Status
Fall 2002	Math 100	001	1.40	2	A	O
Fall 2002	Eng 101	001	0.00	0	E	O
Fall 2002	Math 080	001	0.00	0	E	O
Fall 2002	HPR 101	010	7.10	6	A	O

**Note:** Some sites do not want to use social security numbers as the primary ID. If your site uses SSN, but does not want the ID displayed when participants log in, select the option, **Log In ID Character**, in Log In Set Up.

- **Participant Secondary ID #** - an ID format that can be used in addition to the Participant Primary ID. It can be the format of an ID given to a participant under an older system, as in the case of a school that at one time assigned their own IDs, but now uses SSN. This ID format is useful if you wish to add the ID to each Participant's General Information record in the **Secondary ID** field. **Note:** Sites that require a conversion or switch from using SSN as the primary ID to that of a registration-assigned and formatted ID, place the original participant primary ID in this field for reference purposes. Red Canyon Systems sells the ID conversion program for this purpose – converting a site's current primary format and ID to a new one and then storing the original ID in the secondary ID field. Please call our sales department or email sales@redcanyon.com to request pricing and details for specifications.
- **Participant Card ID #** - format of a participant's ID on a bar-coded or magnetic-striped ID card, if the number is not the same format as the **Participant Primary ID**. (**Log In Card ID#** field on the *Participant/General Information* screen displays if you select **Unique Card ID #** in Log In Set Up.



- **Staff ID #** - format that site uses for staff ID. (*ID Number* field on Facility/Staff screen.)

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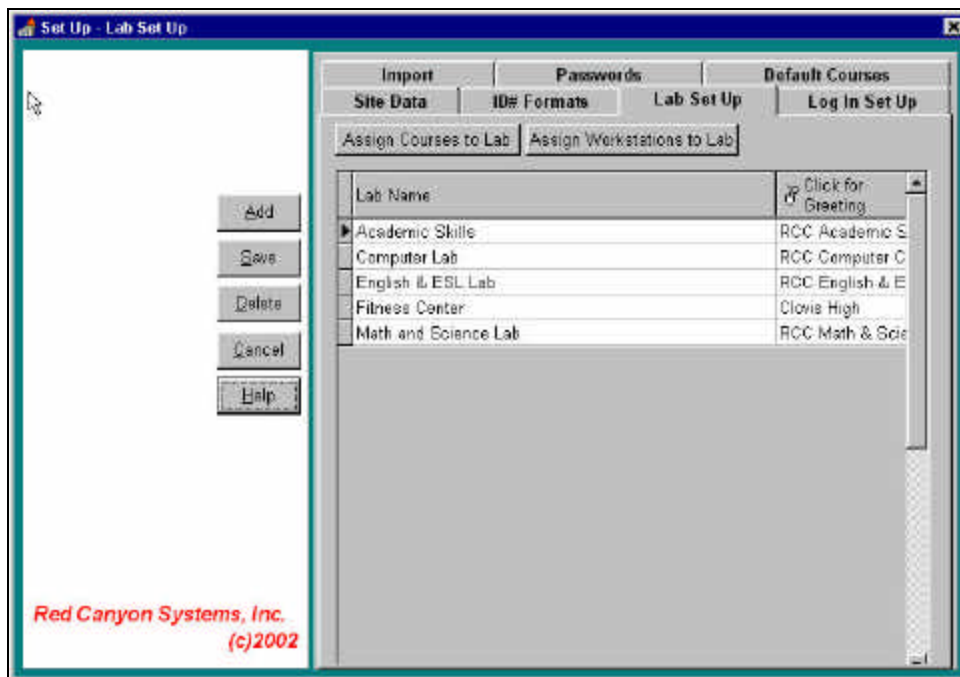
## Lab Set Up


At least one lab must be set up for each site. In version 5.0 and above, your site license indicates the number of labs for which your site is licensed. Labs can be set up for sites that have several Log In computers installed and running off a network from different locations. By setting up lab names, you can run reports for *Log In Visits by Lab*, as well as course. All labs share the same database that is licensed for the appropriate number of labs. In the function, **Lab Set Up**, you do the following:

- Add a lab name for each lab for which your site is licensed.
- Specify a welcome greeting for each lab (optional). If you do not set up a greeting, the default greeting from the Log In Set Up is used.
- Assign courses to each lab (course listing is shared).
- Assign workstations to each lab (add the names of workstations (computer's name) on which participants "log in" for each lab).

### Add a Lab

1. Select **Lab Set Up** on the Set Up Menu.  
The *Lab Set Up* screen appears.



2. Click **Add** on the *Lab Set Up* screen.
3. **Lab Name:** Type a name (up to 50 characters, including spaces, are allowed) for each Lab.
4. **Greeting:** Select a lab that you have named and click on  to add or change its welcome message. Use the same editing rules and process that you used to format the default Log In Greeting screen (in Log In Set Up, Change Log In Greeting). You can edit and format the greeting as you wish with a different message, fonts, spacing, and font colors. If you do not define a greeting for each lab, the default Log In Greeting from the Log In Set Up screen will be used for the lab's Log In welcome screen.

5. **Assign Courses to Lab:** perform this process after you have added the term and course/sections for your facility. Normally, terms and courses are added during installation and initial set up by a system administrator. If the appropriate terms and courses have been added for your facility, perform the steps in the next section, *Assign Courses to Lab*.
6. **Assign Workstations to Lab:** normally this process has been performed by the system administrator upon installation and initial set up. You may need to use this process again if you change computers in your lab. This is where you identify the names of the computers in your lab that participants use to log in and log out. See [the section](#), *Assign Workstations to Lab*, for details.

### **Assign Courses to Lab**

In the Installation and Initial Set Up you were prompted to add a term and then add courses for your facility (see Adding Courses to a Term). After you have added a term and its courses, you must use **Assign Courses to Lab** on the *Lab Set Up* screen to select the courses that you want participants to be able to log in for.

When a participant keys in his/her ID on the lab's Log In screen, the participant's enrollment record is checked for courses that have been assigned to the lab. Participants can log in for courses in which they are enrolled and that have been assigned to the lab.

Participants who are enrolled in a lab's assigned courses are allowed to "log in" and select a course for the lab. In *Log In Set Up*, if you select **No** for the option "Show Single Course Selection" and the participant is enrolled in only one course, the list of courses does not appear during "log in."

By assigning courses to a lab, you can then track lab visits by course and/or participant, obtaining the amount of time a participant spends on each course in a specific lab.

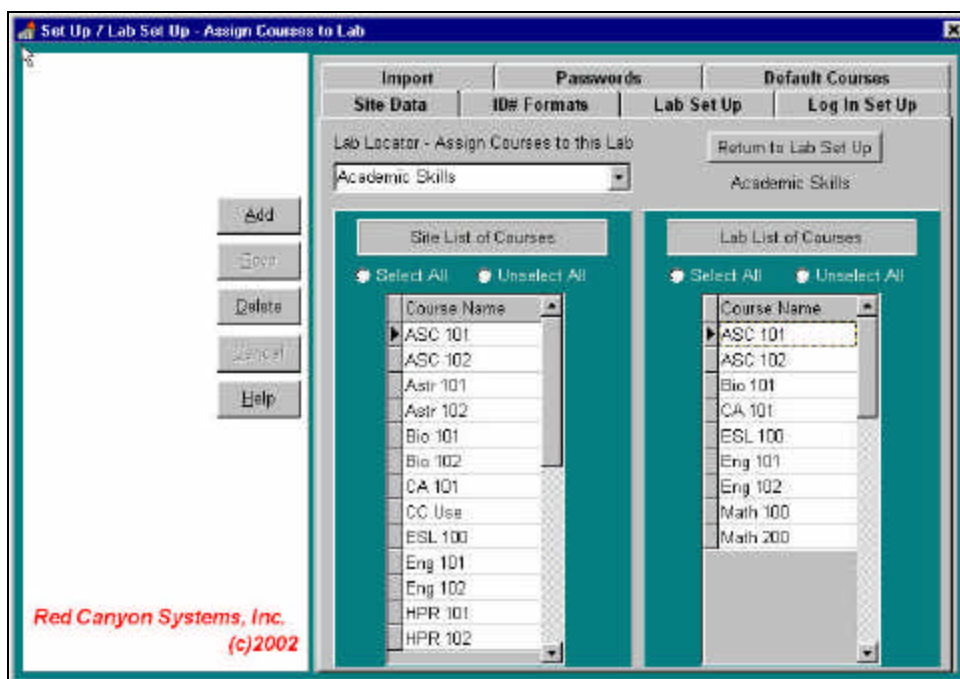
#### **Key points:**

- If the lab for which you are tracking visits is an open entry, open exit type lab in which any student can attend (such as tutoring and computer labs) and there is no required course for enrollment, you should add a "fake course" for the term and enroll every participant in this course. If you need to track what the participant does while in the lab, you can create activities and assign them to the "fake course." Participants will not need to select a course upon "logging in" if in *Log In Set Up*, you select **No** for the *Show Single Course Selection* option.
- To be able to create activities, assign them to the fake course, and have them displayed for participant selection, you must click "Log In" or Log Out" for the *Log In Set Up* option, *Track Activities*.



### To assign courses to labs:

1. On the *Lab Set Up* screen, click **Assign Courses to Lab**.  
The *Assign Courses to Lab* screen appears.



2. Click in the **Lab Locator** field and select the correct lab name from the drop-down list.
3. In the *Site List of Courses*, you should see the names of courses that may be selected for your site's labs. Use the scroll bar on the right side of the list to see more of the list if it continues beyond the provided length of the window. Highlight (select) a course for which you need to track visits for your lab. You can click **Select All** if you want to assign all the courses in the list to the selected lab.
4. Click **Add**. The selected course appears in *Lab List of Courses* on the right.
5. Continue with steps 2 - 4 until you finish adding the courses that are to be tracked for each lab. **Note:** If you have decided previously in *Log In Set Up* to have participants select activities when they log in or log out for a course, you must also add activities and assign them to courses for your site. For the required steps, see [the sections in the Facility chapter, Adding Activities and Assigning Activities to Courses](#).
6. Click **Save** when you finish assigning courses for each selected lab.
7. Click **Return to Lab Set Up** in the upper right corner.

### To delete courses from a lab:

1. Select the lab in the **Lab Locator** field.
2. In the *Lab List of Courses* on the right side of the screen, select one or more courses that you want to delete.
3. Click the **Delete** button. If the course has visit records associated with it, you will not be able to delete it.
4. Click **Save** when you finish deleting courses for each selected lab.
5. Click **Return to Lab Set Up** in the upper right corner.

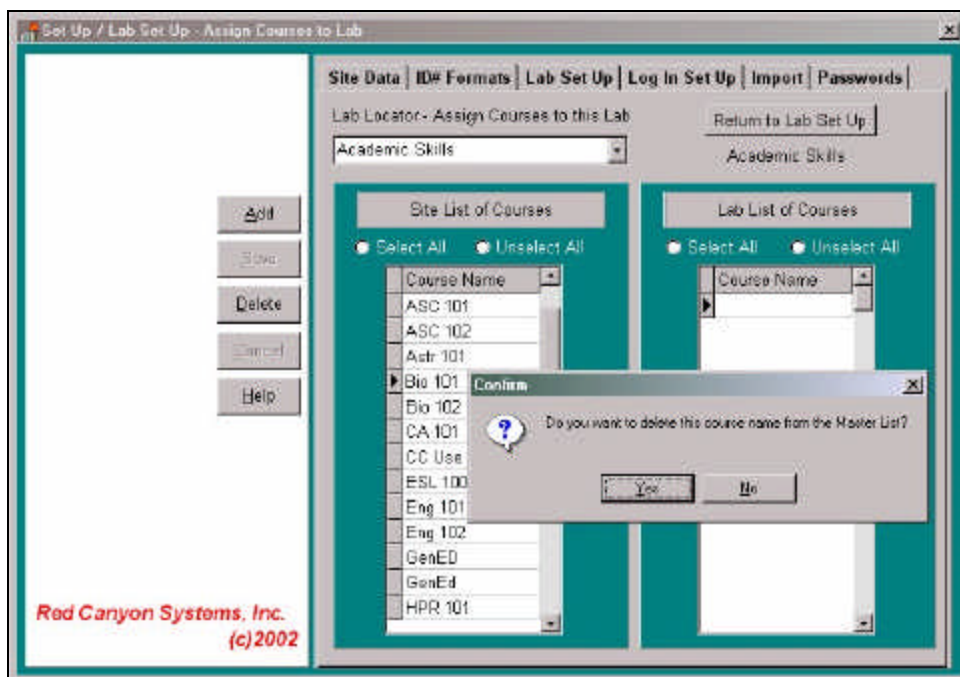
### To delete course names from the Site List of Courses:

Upon the initial entry of courses, there may be some names that were entered incorrectly or misspelled upon entry. A system administrator is the only person who can correct the spelling and delete the incorrect course name so that it does not appear on the Lab Set Up – Assign Courses' *Site List of Courses*. Each time a course name is changed, the "changed" course name is added to the *Site List of Courses* and any records associated with its original name are reassociated with the new changed name (participant enrollments, visits, etc.). The original course name stays on the *Site List of Courses* until it is deleted manually by a person having system-level password control.

1. In the *Site List of Courses* on the left, highlight the course name that must be deleted.  
**Note:** If the course name is still listed in any lab's Lab List of Courses, you cannot delete the course name from the Site List.

2. Double-click the mouse.

This message appears: *Do you want to delete this course name from the Master List?*



3. Click **Yes** to remove the course name.

If the course name has been assigned to a lab, a message appears to indicate that the course name is in use. In this case, first delete the erroneous course name from each *Lab List of Courses* in which it is used and then assign (add) the corrected course name from the *Site List of Courses* to each *Lab List of Courses*.

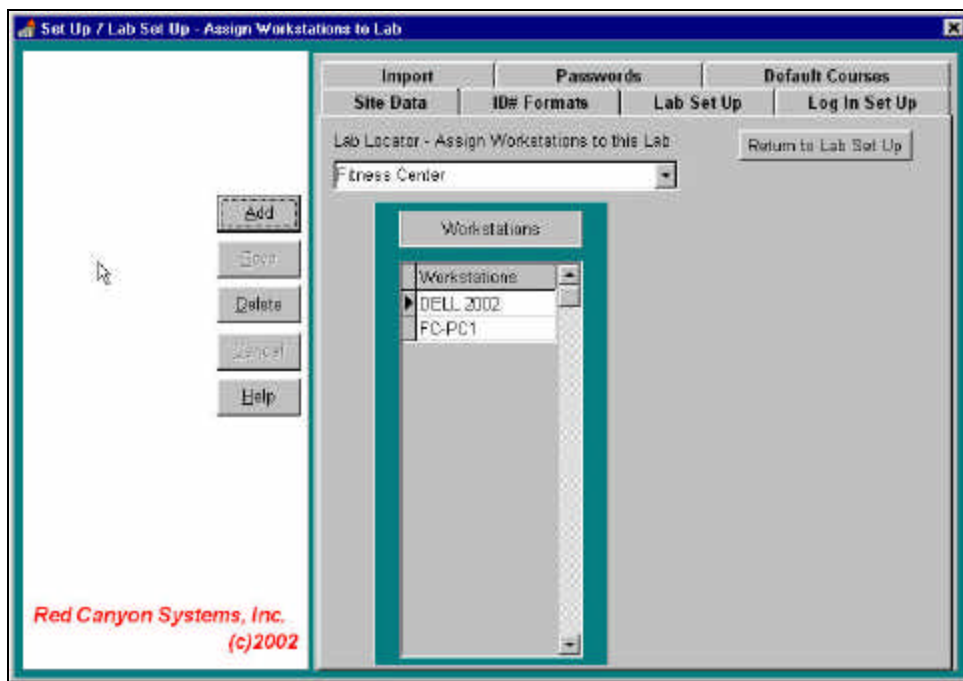


### Assign Workstations to Lab

During the Installation and Initial Set Up of your Red Canyon Systems programs, you (or the person installing) were prompted to identify the names of the computer workstations used for logging in for each lab. Most likely, you will not be using this process again. However, if you need to change to a different computer or add additional Log In computer workstations for a lab, you must use the Lab Set Up process, **Assign Workstations to Lab**, to add, delete or edit workstation names and assign them to the lab. These are the workstation names that appear in the Log In Location column on the Visit reports. Only Log In Locations need to be assigned as workstations, not other computer workstations on which labs run Log In Administrator or CenterFit.

Follow these steps to assign workstations to your lab.

1. On the *Lab Set Up* screen, select a lab record and click **Assign Workstations to Lab**. The *Assign Workstations to Lab* screen appears.



2. Click **Add**.
3. In the **Workstation** field type (in uppercase) the computer name of each workstation from which participants will log in or log out. The actual computer name is required for each workstation.

**Note:** In most Windows operating systems, you can find the workstation's name by clicking once on the *Network Neighborhood* icon and then right clicking on *Properties*. Look for the *Identification* screen and then the *Computer Name* field.

#### To delete workstations from a lab:

There may be occasions in which you need to change workstations for a lab by removing one and adding in a new one. In this case, you should delete the workstation you are removing. In the *Workstations* list, select one or more workstations that you want to delete.

Click **Delete**.

4. Click **Save** when you finish assigning workstations for each selected lab.
5. Click **Return to Lab Set Up** in the upper right corner.

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## Passwords

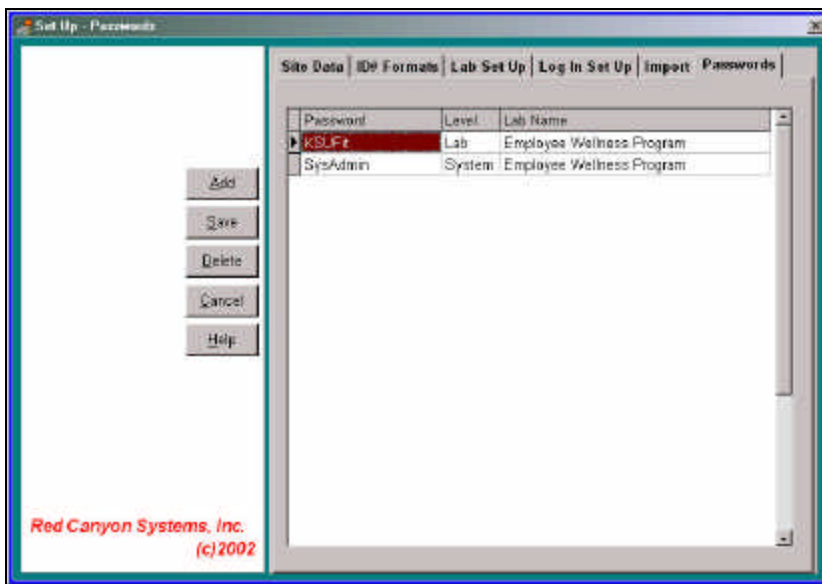
If you are a system administrator setting up the Red Canyon Systems programs, you can add to the Passwords table, creating new passwords. The password must have a level assigned to it that identifies what menus and screens the password can access. There are two password levels: SYSTEM and LAB. You can add any number of passwords using up to **18** characters and then select the access level for each password.

**System level** passwords allow access to the *Set Up* menu functions.

**Lab level** passwords allow access to all menu functions except Set Up.

Follow these steps to add and maintain passwords.

1. From the Main Menu, select **Set Up** and then select **Passwords**.  
The *Passwords* screen appears.



2. Click **Add**.  
An open, highlighted field appears in the *Password* column.
3. In the highlighted *Password* field, type a password, using any combination of up to 18 alpha and numeric characters. If you use upper and lower case characters, remember that at the Password prompt that appears when you start your program, you must type the password using the same format. To start the Red Canyon Systems program, users must enter one of the assigned passwords.



The Password prompt window looks like this sample:

4. Click on the drop-down arrow in the *Level* field.  
The drop-down list appears with access levels.
5. From the list, select the appropriate access level for the password: **System** or **Lab**.
6. **For Lab-level passwords:** assign the appropriate lab by clicking in the field, *Lab Name*, and selecting the correct lab from the drop-down list of labs that are set up for this account.  
**Note:** If you do not see the lab, it must first be added by a system administrator using *Set Up/Lab Set Up*.

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## Default Courses

Some labs do not know in advance which students will use their labs. This is often the case in labs that do not require pre-enrollment in a course in order to use the lab. In this case, it might not be efficient to have imported all the student records ahead of time. When you set up a default course for the lab, if the student has a participant record in the database from any other course or semester, the student will be able to log in to your lab with their ID. They will only be able to log in to the default course. In this way, you do not need to stop and enroll them in a course when they come in the first time. If the student does not have a general record with an ID, you will need to add them as a participant first.

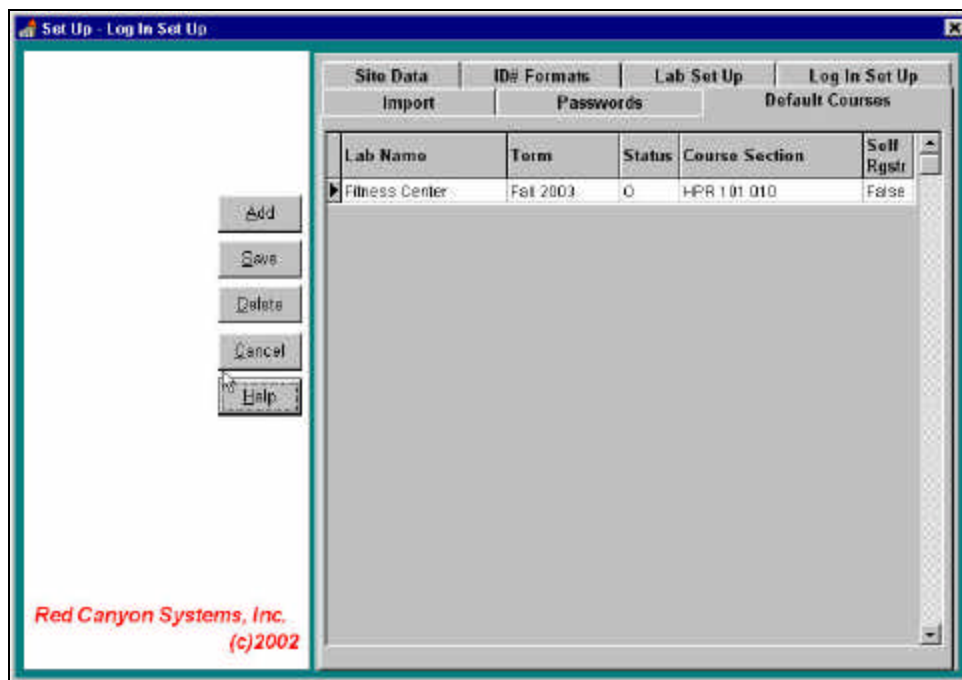
**Note:** Default courses must be updated for each term in which they are needed.

### Assign a Default Course to a Lab

To assign a default course for automatic enrollment, you must do the following:

1. Select **Default Courses** on the Set Up Menu.

This screen appears.



2. Click **Add**.
3. Click the mouse in the *Lab Name* field and select the correct lab from the drop-down list.
4. Click the mouse in the *Term* field and select the correct term from the drop-down list.
5. Click the mouse in the *Status* field and select the correct status (O –open, C – closed) from the drop-down list.
6. Click the mouse in the *Course Section* field and select the correct course/section.
7. Click the mouse in the *Self Rgstr* field and select True or False.  
**True** – allows students who are not defined in the database to add themselves and register for the default course.  
**False** – prevents students from self-registering. You will need to add unregistered students to the database before they will be able to log in for the default course.

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## Import Data

Use **Import Data** to transfer external data files that you obtain from registration systems or other software programs. For assistance on file and record layouts and specifications for building the program to obtain external data, refer to the specifications as provided in *Import Data in the System Set Up chapter*. Your IS department can use this information to build the external files. Import Data allows you to transfer the following types of external files:

- Course records for each term
- Participant records
- Registration (enrollment) records for each term

Each import file must be a text file with comma-separated, double-quote delimited fields. You can import any combination of files, but you must import them in the following order:

1. Course
2. Participants
3. Enrollment

**Note:** If you import files in a different order, they may end up having records missing and be rejected. If the Import function rejects records, they are copied to a reject file, which you are prompted to name at the beginning of the import process. You can review the reject file with a word processor. Errors are listed at the end of each rejected list.

**Note:** **Create a term master record before you import data.**

### Create a Term Master Record

1. Select **Facility** from the Main Menu and select **Terms**.  
The Terms form appears.
2. Click **Add**.
3. Enter a *Term Name*.
4. Enter a start date and an end date.
5. Click **Save**.

The Term Master Record is added to the Term Master table.

**Note:** The name you assign to **Term** in the above process must be the same name as the one in the *Term* field in the downloaded Course Master and Enrollment Mater import files. If you already have a designation of some sort for Term in your registration system's records, then use that. Otherwise, be sure to match whatever you named the term in Log In with the term name in your downloaded Course and Enrollment master records.

## Import Steps

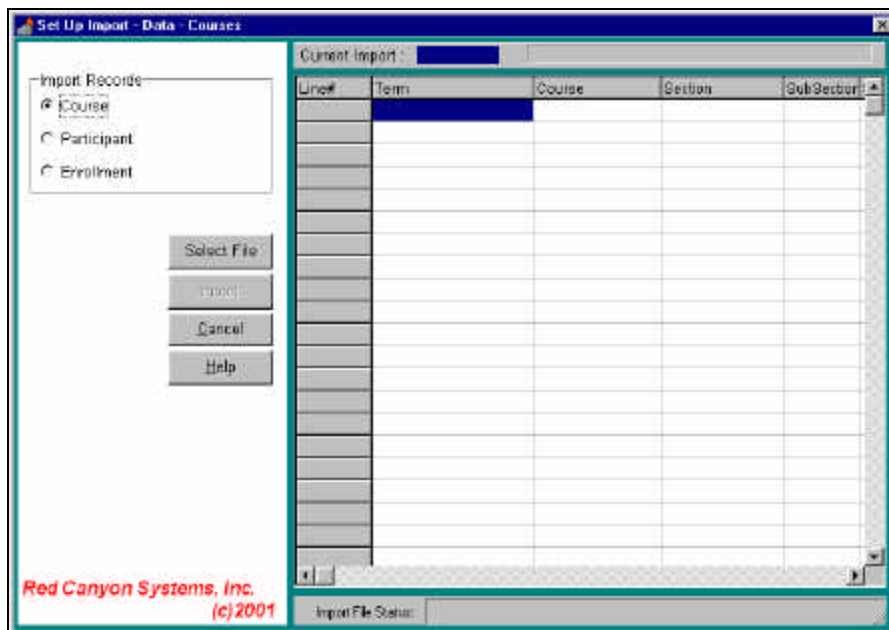
If you have course, participant, and enrollment data from a registration system or another system, you can request from your IS department that files be built according to our record layout specifications. You can then import the data from another system into Red Canyon Systems. This saves you from having to manually key in participant general information records and course enrollments (if you use course tracking).

Give a copy of the record layout specifications for the three files to your IS staff with your request. If you need special assistance on how to request this information or to talk to a customer who is currently doing imports, please call our technical support staff or send an email to [techsupport@redcanyon.com](mailto:techsupport@redcanyon.com).

Once the files are built and copied to an accessible location on the network or diskettes, you can use the Import function to pull the files and records into the Red Canyon Systems database.

Follow these steps to import data files that have been built according to record layout specifications:

1. On the **Main Menu**, open the **Set Up** menu and click on **Import Data**.  
The *Import Data* screen appears.



2. On the left side of the screen, click the radio button –**Course**, **Participant**, or **Enrollment**– that identifies the type of records that you want to import.
3. Click the **Select File** button. The *Open* dialog box appears.
4. Select the location and filename that was prepared for the import. The records in the selected file load into the grid on the screen.
5. Check the records on the screen to see if the data and record layout are correct. (Obvious signs of incorrect records are fields that are empty that you thought would contain data, required fields empty or cut off, no records, etc.) This grid allows you to review the file before importing it. You can then return to the file and make the corrections.
6. Click the **Import** button.
7. When prompted, enter a name for the reject file and click **OK**.  
Records are imported and the data in the records shows in the grid on the screen. Check this data to see if it imported correctly. If not, you should fix the data in its original file and import it again.
8. When you finish importing all three files, click the **X** in the upper right corner to close the screen.

## **Import File and Record Specifications**

This section explains how to import data from external data files. The file format and record layouts are provided next.

For schools using software from Red Canyon Systems, most student data required by the software already exists on the registration system of the school. You will need the assistance of your IS department to build the program that exports data from the registration system into a format that can be read by Red Canyon Systems programs. When possible, you will find it more convenient to have this data imported from the registration system of the school rather than keying it by hand.

Three types of data records are required.

- Participant (student) records
- Course master records
- Student enrollment records.

### *Participant Student Records*

There is one Participant Record for each participant (student/member) who will be using the facility. This record only needs to be created and stored on disk the first time any person enrolls in any course provided by the facility.

### *Course Master Records*

The Course Master Table contains a record for each course offered in the facility each term. If your school offers the same class three times in a lab, three Course Master records with the course code must be created. Each record must have a unique value in the Section field. Your facility may use names other than Course and Section for Course Master Record's key fields; these are the names used in the software, manual and reports. There is a third field, Subsection for use with a key field scheme that requires three fields for a unique course or class key.

### *Enrollment Master Records*

The Enrollment Master contains a record for each participant for each course enrolled. If a participant is in three courses for a term, three Enrollment Master Records must be on file for the participant. Each contains the participant's ID number and the appropriate course key, comprised of Course Code and Section and, if necessary, Subsection.

Each table (Participant, Course and Enrollment Masters) can have records entered via the keyboard or through importing data from an ASCII file that is downloaded from a school's mainframe, or both. The more data you can download from the mainframe, the quicker and easier the data entry process.

The required record layout and samples of each layout are described next. During the import procedure, any records that do not meet the record layout specifications are written into a reject file on disk, with a message indicating the reason for the rejection appended to the end of the record. After all valid records are imported into the appropriate master table, you can view the rejection file (one for each import/master file) with any word processor. The appropriate corrective measure can be taken, the records corrected, and imported again.

## Import Order

Because of the relationship between participant, course and course enrollment, the import files must be processed in a specific order. If not, large numbers of rejected records occur unnecessarily.

As an example, assume you have 1,000 new students to import for the first time and each has enrolled in one or two courses. In order for an Enrollment Master record to be accepted, there must be a Participant Master with a Participant ID matching the one in the Enrollment Master record, and a Course Master with the same course code as in the Enrollment record.

What will happen if you import the Enrollment Records before the corresponding Course Masters and/or Participant Masters? All 1,000 to 2,000 Enrollment Masters are rejected because there were no Participant Masters or Course Masters on file for them. Not only do you still have to import participant and courses records, you must repeat the importing of the Enrollment masters.

Import in the following order:

1. Course Masters
2. Participant Masters
3. Enrollment Masters

However, there may not always be records to import into all three files. You may have already imported all possible Course Masters for this term and only have Participant and Enrollment Masters. That's fine. Just import them in the order of Participant and then Enrollment. On the other hand, you may have imported all participants, but still have course and enrollments to import. If so, import Course Masters first and then Enrollment Masters.

### **Note to IS Department: Term Identification**

Normally, well before the start of a specific term, you know the courses, or at least most of them, that will be offered in the upcoming term. You can add/import those courses any time you want - even while a prior term is still active. Likewise, you can import new Participant Masters and even enroll participants in courses in an upcoming term without fear of them trying to log into those classes before the term begins. Each Term, Course and Enrollment Record has a Start and End Date, as well as a Course Status. Even though a participant is on file, a Course Master is on file, and an Enrollment Record for that course for that student is on file, the software does not recognize student enrollment records until the appropriate term has opened, that course has opened and the date is between the start and end date of that course.

Therefore, a student can be enrolled in one or more courses for the current term and one or more for an upcoming term, but only the current courses show. Whenever you have Participant, Course and Enrollment Master records available for any term, you can download them from your central registration system into the appropriate import files and then import those records into Log In. This allows you to be ready as soon as one term ends and another begins to have enrolled students on file.

Besides a record for each participant, each course in a term and each student enrollment in a course, there is also a record for each term in a term table. There is one Master Term Record for each term. It contains the name of the term (Spring 1998, Fall 1999, Inter-Session 2000), along with the start and end date of the term and a status indicating if the term is currently open or closed to student's logging into any courses in that term.

Normally, a school has three semesters or four quarters per year. (Each is considered a Term.) Some schools may offer an abbreviated Inter-Session between traditional terms. Some schools may allow a student to enroll at anytime and have a term's normal length of time to complete the course (Open-entry/Open exit). Our programs accommodate these circumstances by allowing you to have any number of terms, terms that overlap and terms of any length.

Each term has courses that are specific to that term. For a course to have its record added to the Course Master Table you must assign that course to a term and there must be a Term Master Record on file that matches the term that course is in.

There may be times when you have on your registration system Course Master records for one, two, three or more upcoming terms. In advance, you can download and then upload all these Course Master Records along with any participant Enrollment Records already on file for those courses. Whenever you download course records or enrollment records, the downloaded file must provide the term name in the records. Red Canyon Systems programs need to know to which term each Course Master and Enrollment master applies. Since Course Codes, Course names and Section Numbers repeat each term, the programs have a way of differentiating Course Master and Enrollment Master Records from one term to another. To do this, each Course Master and Enrollment Master record must contain the name of the appropriate term. You assign this name during start-of-term set up. Whatever name you assign to this term is what needs to be in the downloaded records. You can decide on the term name and inform the MIS department or the department can tell you what the term name should be. The name needs to be the same in the term record as it is in the downloaded record.

**Note:** You must use the same name for the term in both this record and in the *Term* field in the downloaded Course Master and Enrollment Mater import files. If you already have a designation (name) of some sort for Term in your registration system's records, use that name for both fields in the Red Canyon Systems term record and the downloaded file.



### *Guidelines for All Import Files*

- ASCII text file
- **Double-quote delimiters**
- **Comma separators**
- Import File Names - User Defined
- Import File Location - Anywhere accessible by a Win95 Open File Dialog.
- Field lengths given in record layouts are the maximum accepted.
- The downloaded fields can be longer, but are right truncated at the length stated when imported.
- Downloaded data fields do not need to equal the maximum length; they can be shorter.
- Downloaded data must include special editing characters in ID number, date, phone number, etc. to match Red Canyon's format (Examples are given in record layout specifications)
- If you have no value for a field or it does not apply to you, insert a null field of ""

## Course Master Import File Record Layout

Course Master Record Layout		
Field	Length	Description
Term Name	20	Term name as assigned in Log Admin.
Course Code	15	Abbreviation for course, i.e., Math 101, Eng 102. (Appears in Course Name field on the Facility/Courses screen – be careful not to use extra spaces or characters as this field must match exactly to that in your registration system – it will also be used by our system in the Lab Set Up Course Names list.)
Section	10	Sub-category of a course, i.e., 001, 002 for Math 101 001, Math 101 002.
Subsection	10	Sub-division of section, if required, to make Course Code, Section unique.
Status	1	Indicates if a Course is Open or Closed. <b>C</b> = closed <b>O</b> = open.
Title	40	Full name of course – Example: Beginning College Algebra. (Appears in Course Title field on the Facility/Courses screen.)
Instructor ID	15	ID of staff member responsible for course.
Start Date	10	First date course is active – participants cannot log in <u>before</u> this date.
End Date	10	Last date course is open - participants cannot log in <u>after</u> this date.
Credit Type	1	Code indicating Credit, Non-Credit, etc. Use character(s) you use now.
Credit Hours	5	Number of credit hours that a course is worth. Include decimal point wherever needed.

### Sample Course Master Records

Here is a sample of the records contained in the course master. It is information taken from our demo database. You can also look at this file on the screen if you still have the demo database. Open the demo database file, C:\RCanyon\Alldata\CrsSmpl.txt, using Notepad or WordPad on your computer.

```
"Spring 2000","HPE 101","001","","0","","","01/01/2000","06/01/2000","",""
"Spring 2000","HPE 102","001","","0","","","01/01/2000","06/01/2000","",""
"Spring 2000","HPE 102","002","","0","","","01/01/2000","06/01/2000","",""
```

## Participant Master File Record Layout

Participant Master Record Layout		
Field	Length	Description
Primary ID Number	15	Unique ID used as primary key for participants. Include all edit characters such as hyphens (-) in the Social Security Number. Must be same format as that selected for Participant Primary ID # on Set Up/ID # Formats screen.
Enrollment Date	10	First date participant enrolled.
Last Name	15	Last name. Capitalized the same as it is to be printed on reports.
First Name	12	First name. Capitalized the same as it is to be printed on reports.
Middle Initial	1	Middle Initial
Name Prefix	5	Mr., Mrs., etc.
Address - Line 1	25	First line of street address
Address - Line 2	25	Second line of street address
City	20	City
State	2	State 2-digit code
Zip/Postal Code	10	Zip or Postal Code. If 9-digit zip code is available and used in registration data, include a dash (-) in the correct position following the first 5 digits.
Home Phone	12	Home phone - Format: 999 999-9999
Business Phone	18	Business Phone. Includes room for 5-digit extension. Format: 999 999-9999X99999
Birth date	10	Birth date - 4-digit year. MM/DD/YYYY (Include "/") (required field for CenterFit and FICIS users)
Sex	1	Code for Sex. F = female; M = male (required field for CenterFit and FICIS users)
Status	1	A or I - Code to indicate if a participant is Active (A) or Inactive (I) Inactive participants cannot "log in" to any lab or course.
Card ID	15	If the facility uses an ID card that is scanned for Log In and Log Out and the ID on the card is not the same as the participant's Primary ID, this field contains the value on the ID card. In order to have this operational, you must specify the Card ID field in Log In Set Up.
Category1	4	Code that represents participant's category 1. Use 1 to 4 characters (alphanumeric). Category 1 is usually a participant's major category. Examples of category 1 codes used at some sites: STU = student, FAC = faculty. You assign your own codes in the program before importing data. The codes are not always available from your registration system. To assign category codes, use Resources on the Main Menu.
Category2	4	Can be a sub-category of Category 1 or a separate category.
Category3	4	Can be a sub-category of Category 2 or a separate category.
Category4	4	Can be a sub-category of Category 3 or a separate category.
Secondary ID	15	A participant's supplemental ID, (not the Card ID from above), such as an ID used in an earlier computer system
Emergency Name	30	Whom to contact if participant has an emergency (first name first)
Relationship	20	How the emergency contact is related to the participant (wife, son, manager, etc.)
Emergency Phone	18	Same format as business phone - 999 999-9999X12345
<b>** Fields below: Apply to sites converting from a DOS Log In system. If you do not convert, make these fields blank – quote and comma delimited.</b>		

Participant Master Record Layout		
Field	Length	Description
**Total Actual Visits	4	Current participant actual visits to date - Conversion sites only
**Total Actual Time	5	Current participant actual time to date - Conversion sites only
**Total Awarded Visits	4	Current participant awarded visits to date - Conversion sites only
**Total Awarded Time	5	Current participant awarded time to date - Conversion sites only
Country Code	3	Three-character abbreviation for country
E-Mail	30	E-mail address of participant

### Sample Participant Master Records

Here is a sample of four records contained in the participant master. It is information taken from our demo database. Due to space constraints on this page or your help screen, each record wraps (continues) to multiple lines. The actual records, as they appear in the file, do not have line breaks. You can also look at this file on the screen if you still have the demo database. Open the demo database file, PrtSmpl.txt (in the demo's AllData folder), using Notepad or WordPad on your computer.

There are four records in this sample. Although records look like they are on three different lines each, in the import file, there are no line breaks. Each is a continuous record with commas and double-quotes to show each field in the record.

```
"111-11-1111", "05/24/1995", "Collins", "Alameda", "", "", "RR 12", "", "Elwood", "IL", "60435",
"815 818-7721", "", "10/09/1956", "F", "A", "", "S", "PT", "", "", "", "Howard Collins", "Son",
"312 895-5531", "", "", "", "", "", ""

"222-22-2222", "06/09/1995", "Frieder", "Patrick", "", "", "789 E. Main", "", "Wilmington", "IL",
"60435", "815 333-8588", "", "04/03/1970", "M", "A", "", "E", "FA", "", "", "", "Emily Frieder", "Sister",
"708 944-8333", "", "", "", "", "", ""

"333-33-3333", "06/12/1995", "Jones", "Anne", "", "", "8791 E. Wellington", "", "Godley", "IL", "67838",
"815 679-0872", "", "04/02/1979", "F", "A", "", "S", "PT", "", "", "", "Ellie Jones", "Mother",
"815 672-9833", "", "", "", "", "", ""

"444-44-4444", "05/15/1995", "Murphy", "Jill", "", "", "899 N. Williams", "", "Plainfield", "IL", "60433",
"815 833-9449", "", "10/20/1960", "F", "A", "", "S", "PT", "", "", "", "Ed Murphy", "Partner",
"815 672-8734", "", "", "", "", "", ""

"555-55-5555", "05/26/1995", "Marshall", "Jack", "", "", "125 E. Main", "", "Braidwood", "IL", "60481",
"815 455-8553", "", "03/02/1970", "M", "A", "", "S", "PT", "", "", "", "Jane Marshall", "Wife",
"815 433-8733", "", "", "", "", "", ""
```

## Enrollment Master File Record Layout

Enrollment Master Record Layout		
Field	Length	Description
Participant ID	15	ID number of participant enrolling in indicated course. Must include any editing characters in the ID number. (Example: hyphens in SSN: 333-08-9898) The format must match the Participant Primary ID # defined in Set Up/ID # Formats.
Term Name	20	Name of this course's term as assigned in Facility/Term. Must match exactly.
Course Code	15	Course Name from Course Master Record. Appears on Facility/Courses screen – Course Name field and on the Lab Set Up, Assign Courses to Lab.
Section	10	Section number/code from Course Master Record. This field is not carried over to the Lab Set Up/Assign Courses to Lab function.
Subsection	10	Subdivision of section, if needed. This field does not appear on the Facility/Courses screen. However, it is retained in the course record.
Status	1	Status of this student's enrollment in this course. C = Closed-Cannot log in O = Open-Can log in Note: Usually import using the status "C". All Enrollment records will then switch to "O" (open) when you open the term if you wait until the import is completed to open the term.
Start Date	10	Start date of course for the participant. Normally, this date will be the same date as the Course Master start date.
End Date	10	End date of course for the participant. Normally, this date will be the same date as the Course Master end date.
<b>**Remaining fields below: Apply to sites converting from a DOS Log In system. If you do not convert, make these fields blank – quote and comma delimited.</b>		
**Total Actual Visits	4	Total actual visits to date - Conversion sites only.
**Total Actual Time	5	Total actual time to date - Conversion sites only.
**Total Awarded Visits	4	Total awarded visits to date - Conversion sites only.
**Total Awarded Time	5	Total awarded time to date - Conversion sites only.

### Sample Enrollment Master Records

Here is a sample of the records contained in the enrollment master. It is information taken from our demo database. You can also look at this file on the screen if you still have the demo database. Open the demo database file, C:\RCanyon\Alldata\EnrSmpl.txt, using Notepad or WordPad on your computer.

```
"111-11-1111","Spring 2000","HPE 101","001","","0","01/01/2000","06/01/2000","","",""
"222-22-2222","Spring 2000","HPE 102","001","","0","01/01/2000","06/01/2000","",""
"333-33-3333","Spring 2000","HPE 102","002","","0","01/01/2000","06/01/2000","",""
"555-55-5555","Spring 2000","HPE 101","001","","0","01/01/2000","06/01/2000","",""
```

**This page is blank intentionally.**

# Log In Set Up

---

## Overview - Setting Up Log In

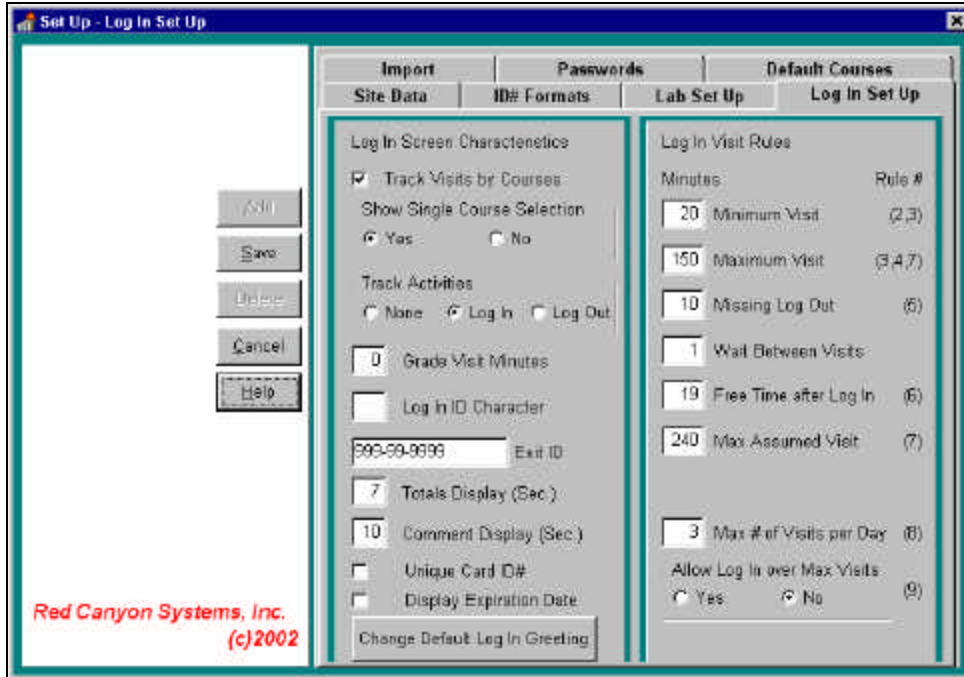
Before you use Log In to track attendance, you must identify how Log In should operate for your center. You need to identify the time rules for visits and how the Log In greeting screen should look for your site. Some things you identify in Log In Set Up are:

- Type of ID used to log in
- ID mask-out
- Information that appears on the greeting screen
- Display of course and activity selections
- Minimum and maximum length of time for visits
- Number of visits allowed per day
- How grades are determined

Each heading in this chapter identifies one of the rules that you need to enter for Log In to operate correctly at your center. After you identify the general visit rules in Log In Set Up, you can change visit rules for a specific term and/or course on its own screen under the Facility menu. If you make changes to visit rules whether they are changed on the Log In Set Up or for a specific course or term, they are not retroactive. The changes apply to visits that occur after the date of the change.

## Using Log In Set Up

1. In the Start/Windows Program menu, select **Red Canyon, Log In Administrator** or **CenterFit**.
2. On the **Main Menu**, click **Set Up** and select **Log In**.  
If you do not see the *Log In Set Up* form, click on the **Log In Set Up** tab.



There are two columns of rules pertaining to settings and visits. The left column describes how Log In looks on the welcome screen and how it tracks information for your site. The right column provides settings for minimum and maximum times and the number of visits allowed. Use the Tab key to move the cursor from rule to rule or click the mouse pointer on a rule field.

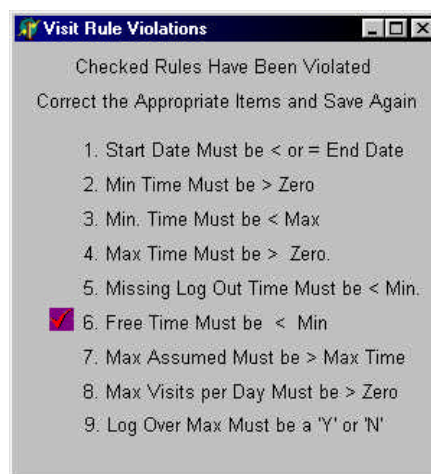
3. On the left side, enter **Log In Screen Characteristics** that are appropriate for your site. If you are operating a multiple lab site, these "characteristics" apply to the Log In screens in all labs. However, you can specify a different greeting for each lab in **Lab Set Up**.
4. On the right side, enter **Log In Visit Rules** that are appropriate for your site. Initially, visit rules that you enter in Log In Set Up apply to all terms and to all courses within the term. However, you can change visit rules for individual terms and courses in the **Facility** menu options, **Terms** and **Courses**. For each visit rule: enter time in minutes, using 60 minutes for one hour, 120 minutes for 2 hours, etc.
5. When you are done entering screen characteristics and visit rules, click **Save**.  
If there are errors, the *Visit Rules Violations* window appears. If there are no errors, click **Save** and click the **X** in the upper right corner to close the *Log In Set Up* form.



## Visit Rule Violations

If you have entered a setting for a rule that is not acceptable with internal Log In visit rules, the *Visit Rule Violations* window appears with the error highlighted.

1. To correct errors, review the checked error in the *Visit Rule Violations* window, noting the number(s). They correspond to the number(s) in parentheses following each Visit Acceptance Rule on the *Log In Set Up* screen.
2. When you finish correcting the rules, click **Save**. You cannot exit Log In Set Up until the rules are correct.



---

## Setting Log In Screen Characteristics

### Track Visits by Courses

This item is checked by default in Log In Set Up. If you provide an "open-entry/open-exit lab situation in which students can come and go for any course, and the course visit records are not important, you can set up a general course (one that really does not exist in your school's registration data). You can then import all participant records and enroll them in this one general course. This type of arrangement would allow you to gather statistics on the lab visits, and by individual participant.

Ideally, in a lab that offers multiple courses, you can keep track of one or more courses and the participant visits for the courses. The courses are then assigned to the appropriate labs. Upon logging in to a lab, participants see a list of the courses they are enrolled in that have been assigned to the lab. They must select the appropriate course for their visit.

**To use this option correctly, you must add a term using Facility/Terms and then add courses for the term using Facility/Courses. In order to be able to "log in," participants must be enrolled in at least one "open" status course in an "open" status term. The "open" course must also be assigned to the lab in which the participant needs to log in. If needed, each course can have activities assigned to it and then selected by the participant at "log in." Optionally, all courses, enrollments, and participant records can be imported using the Set Up/Import function. See details of building this file and preparing it for import in the chapter, System Set Up/Import Data.**

### Show Single Course Selection

#### Yes or No

This option is for use at those locations that track visits by courses. It provides the option to turn off (by clicking **No**) the course selection screen at Log In when the participant is enrolled in only one course. If a participant is registered in more than one course at this location, you should leave this option set to **Yes** so the participant will be forced to select the appropriate course

### Track Visits by Activities – Log In or Log Out

There are three options for tracking visit activities – None, Log In, Log Out. Click the radio button to select an option.

- None:** if you do not want to track activities performed for each visit.
- Log In:** if you want the list of activities to display for selection when a participant logs in. Use the function *Facility/Activities* to add the activities you want displayed.
- Log Out:** if you want the list of activities to display for selection when a participant logs out. Use the function *Facility/Activities* to add the activities you want displayed.

**By checking *Log In* or *Log Out*, the *Activities* function becomes available in the *Facility* menu. You must add activities in *Facility/Activities* to have them displayed when participants log in or log out. If you do not add activities, Log In displays an error message when you start it.**

## Grade Visit Minutes

Some sites grade by the amount of total time participants spend in the center during the course of a term as it equates to the length of a typical class period. The participant's total time in the center is converted to grade visits and a final grade is based on the total grade visit. A grade visit is equal to the number of minutes of a normal class period. Therefore, if a school normally has 50-minute classes, and a participant has 18 hours and 20 minutes in the center (1100 minutes), that participant's grade visits total to date is 22.

Grade visit minutes are only used in performing calculations for display and printing. They have no effect on the data stored. If a lab or instructor decides to change the number of minutes in grade visits during the term, it has no effect on a participant's actual data. It would simply reflect a different number of grade visits than the old number of grade visits.

If you assign a value to **Grade Visit Minutes**, only the **Grade Visit Total** (Total Time/Grade Visit Minutes) is displayed when participants log in and log out. If **Grade Visit Minutes** is zero, the actual total time to date and total actual visits display.

## Log In ID Character

Log In ID Character - When participants log in and out, they type or scan their ID from a card. As they do, their ID Number displays on screen. For privacy concerns, you can decide to mask the participant's ID so it does not display.

**To mask the Log In ID of a participant:** Type any character in this field. Typical entry is the \* (asterisk) character. The character you enter here replaces each number in a participant's ID as the participant keys it in or swipes it. If you leave this field blank, the actual ID number is displayed on the *Log In* screen.

## Exit ID

Exit ID – special ID that an administrator or person in charge of closing uses to shut down the Log In screen and program in a lab. A computer running the Log In program is dedicated to running that program at all times. The only functions anyone can perform on the computer when Log In is running are: type IDs, use tab, space bar, arrow keys, Enter, and the mouse to navigate on the Log In screens. All other keys and functions are disabled so no one can exit out of Log In, reboot the computer, or access the desktop or other windows.

Whenever you need to shut down Log In on the computer, you need to enter the Exit ID. The default Exit ID is **99999999**. It is assigned the same format as the one you select for Participant Primary ID in Set Up/ID # Formats. You can change the Log In Exit ID to a new value as often as you feel necessary. Make sure you note the new Exit ID value in a secure place for future reference.

## Totals Display

Length of time - in seconds - that a participant's name and visit totals display on screen upon logging in and logging out. You can change this setting at any time. Experiment at first with how long to set it. It should be long enough that participants have time to read everything on the screen, but not so long as to cause a delay if several participants are in line to log in and out.

## Comment Display

Amount of time - in seconds - that an individual participant's comment message appears on the screen. This time is in addition to the amount of time you set for the center's normal Log In message display time. If a comment is entered in the participant's Log In Comment box (Participants/General Information form), a special log in message along with their current totals will appear on the screen when the participant logs in.

## Unique Card ID#

At some sites, participants use a bar-coded or magnetic-stripped ID card instead of the keyboard to enter an ID. Usually, the ID on the card is the same as the **Participant ID Number** - the one entered on the Participants/General Information form. At some sites, the barcode ID or magnetic stripe ID may be different from the Participant ID number. This is usually the case when barcode labels or bar-coded or magnetic-stripped cards are purchased pre-coded. The numbers on the cards are usually in a sequential order assigned by the manufacturer and do not correspond to the participant's ID Number. For this to work, two things must occur:

1. Log In is set up to accept a "log in" ID that is different than the **Participant ID Number**. Click the **Unique Card ID#** checkbox on the *Log In Set Up* form. This forces the **Log In Card ID#** field to appear on the Participants/General Information form.
2. Log In checks the value of the **Log In Card ID#** field on Participant/General Information form. If there is no value in the field, the participant sees a Log In error message telling them that the ID is not on file. The **Log In Card ID#** field must have a value to allow the participant to log in. If you use barcodes or magnetic stripe IDs, be sure to enter the barcode or magstripe code in the **Log In Card ID #** field.

## *Missing Cards and Newly Issued Cards*

If a participant misplaces an ID card and needs to log in via the keyboard instead of running the card through the scanner, the participant must enter the card ID, not the Participant ID Number. If the participant does not know the card ID, you must look it up on the CenterFit/Log In Administrator computer by locating the participant by Name or ID (primary). If a replacement card is issued, re-enter the replacement ID in the **Log In Card ID#** field.

## Display Expiration Date

Some facilities use an extended term for participants, as is the case in fitness centers that offer community memberships that overlap a normal term's start and end dates. In these cases, they can use (check) "Display Expiration Date" to do the following:

- Allow participants to see their expiration date when they log in.
- Prevent participants from logging in once the expiration occurs.

Normally, Log In looks at the End Date of a Course record and the Course Status to determine whether or not a participant can log in. If a participant has an Expiration Date in the *Participant/Misc* screen, Log In uses expiration date to allow the participant to log in.

---

## Change Log In Greeting

The Log In welcome or greeting screen can be changed to accommodate your site name, center name, and additional information. This setting identifies what appears on the check-in computer. You can type your center's name and a brief message; change the fonts, layout, color, and spacing of the information that is to appear on this screen.

1. Click **Change Log In Greeting**. The text editor screen appears.  
**Lab Greeting:** If you are trying to set up a Lab greeting screen, you must select the greeting field from the **Set Up/Lab Set Up/Greeting** to open the text editor.
2. Follow instructions at the top of the screen - double-click the text to open the edit screen.



3. Highlight the text and right-click to see a format menu or use the toolbar to arrange and format the text. To save changes, open the **File** menu, click **Save**, and then click **Exit**.
4. On the **Log In Set Up** form, click **Save** to save the greeting and other Log In settings.
5. Test the Log In Greeting by starting Log In. You may need to adjust your greeting due to the portion of the greeting that is preset for the ID entry. To adjust the greeting, return to the Log In Set Up function, **Change Log In Greeting**.

---

## Setting Log In Visit Rules

Visit Acceptance Rules (In Minutes)		Rule #
<input type="text" value="10"/>	Minimum Visit	(2,3)
<input type="text" value="20"/>	Maximum Visit	(3,4,7)
<input type="text" value="2"/>	Missing Log Out	(5)
<input type="text" value="3"/>	Wait Between Visits	
<input type="text" value="2"/>	Free Time after Log	(6)
<input type="text" value="25"/>	Max Assumed Visit	(7)
<input type="text" value="2"/>	Max Visits per Day	(8)
<input type="radio"/> Yes	Log In Over Max	(9)
<input checked="" type="radio"/> No		

The items in this section establish various rules regarding the acceptability of a participant's visit. If any rule is violated, a dialog box appears when you try to save. It indicates the number(s) of the rules that are in error. These numbers refer to the rule number in parentheses.

### Sample Default Visit Rules

The installed visit rules are provided in very short time frames for purposes of testing Log In upon set up and initial training. Your visit rules will be more realistic. The following are realistic sample settings for visit rules.

Minimum Visit:	20
Maximum Visit:	120
Missing Log Out:	10
Wait between Visits:	60
Free Time:	19
Max Assumed Visit:	240
Max Visits per Day:	2
Log in over Max:	N

### Minimum Visit

**Minimum Visit** is the least number of minutes required of a visit for it to count towards a participant's totals. If a participant's log out is accepted, but the visit time is below the minimum, neither the visit totals nor time totals are increased by this visit. A visit record is still created and marked as being too short to accept.

As a result, participants might comment that the totals that they see on screen are too small. In this case, you can print a Visit History report for the participant and show that some visits were not counted because they were too short to be accepted.

You can change the value of **Minimum Visit** at any time, but doing so does not make the value retroactive. Any visits already flagged as too short to be accepted will stay that way.

You can dictate whether or not a log out is accepted when visit time is below minimum by use of **Minimum Visit** and **Free Time**. See **Free Time** for an example of this.

### Maximum Visit

**Maximum Visit** is the most time a participant can receive for any one visit. This setting is useful for sites that base grades on the total amount of time a participant spends in a lab during the course of a term. The use of **Maximum Visit** prevents participants from trying to accumulate time at the end of the term by logging in and then waiting an extended time before logging out.

When a participant's visit exceeds **Maximum Visit** time, the actual log in and out times are recorded in that visit record, but the participant only receives credit for the **Maximum Visit**. If participants dispute their time totals later, you can provide a visit report that shows the difference between their actual time during a visit and what they were awarded.

## Missing Log Out

**Missing Log Out** represents the amount of time that is awarded for a visit when a participant fails to log out. This often happens, especially at the start of a school term before participants are accustomed to the system. At the end of a day or week, the center can print a list of all visits and the participants for whom a log out time is missing. Staff can contact the participants, ask how long they were in the center and manually enter a log out time for the visit. This method is only useful when there are just a few participant visits with **Missing Log Outs**.

An alternate method is to run the **Missing Log Out** routine, which goes through the entire Visit file and assigns a log out time to each visit that is missing one. Additionally, the value of Missing Log Out indicates how much time is awarded such visits and added to those participants' totals. For example: a participant who logged in at 10:30AM forgot to log out and you assigned 15 minutes to **Missing Log Out** time. When you run the **Missing Log Out** Routine this visit would be given a log out time of 10:45AM. The participant would be awarded 1 visit and 15 minutes - if 15 minutes meets the minimum time required.

### *How much time should you assign Missing Log Out Time?*

If given too much, participants who are aware of how it works may take advantage of it by logging in, not using the facility and not logging out, knowing they'll get time anyway. Giving it too little shortchanges participants who actually worked in the facility, but simply forgot to log out.

By making **Missing Log Out** small, you can encourage participants to log out. If they do not log out, their total time will be less than they thought it should be. If you set **Missing Log Out** to zero (0), the participant does not receive credit for the visit or time in the facility.

You can change the value of **Missing Log Out** at any time, but the change is not retroactive. Any visits already assigned a **Missing Log Out** time retain that time.

## Wait Between Visits

**Wait Between Visits** is how much time in minutes someone must wait after logging out from one visit and logging in for the next visit. In the case of some facilities, such as a fitness center, this is a matter of safety, encouraging participants to allow their bodies time to recover between workouts. In other cases, it can be used to control how many times in a day someone can use the facility.

If set to 0 (zero), as soon as a participant logs out, the participant can immediately log in again.

## Free Time after Log In

Use **Free Time after Log In** to set the number of minutes after someone logs in during which that person can log in again and see visit totals again without breaking the Log In Visit rules.

When participants log in, their current visits totals and time display on screen. Sometimes a participant fails to look at the screen, or forgets what the totals were, and wants to see them again. Normally, if the participant keyed in an ID again, the system would interpret that as a log out for the current session. When the participant really logs out at the end of the visit, the program would count it as a log in. Setting **Free Time after Log In** prevents this.

The purpose of **Free Time after Log In** is two-fold:

- Allow time after log in during which participants can redisplay visit totals.
- Prevent participants from logging out until a defined amount of time after log in has passed.

Most sites assign **Free Time** a value that is 1 minute less than **Minimum Visit**, which means that participants are not allowed to log out until meeting the minimum requirement. You can enter any amount you want for Free Time.

**Example:** If you had a **Minimum Visit** of 20 and a **Free Time** of 19, no log out is accepted until the **Minimum Visit** of 20 is reached. However, if **Minimum Visit** was 20 and **Free Time** was 15, a participant could not log out from 1 - 15 minutes after log in, but a log out would be accepted after 16 or more minutes. If the participant logged out at 16, 17, 18, or 19 minutes after log in, the visit would not be counted because it is below 20, which is the minimum. A visit record would be created, but it would be flagged as being too short to count.

## Max Assumed Visit

Occasionally, a participant logs in for a visit, fails to log out, and then later that same day, returns, logging in for a second visit. Log In, seeing the participant's ID for the second time, would normally assume this is a log out for the first visit. Assuming these two visits would be some time apart, the participant would be given an inordinate amount of time for this assumed visit. And, when they log out from the second visit, being the third time they have entered their ID today, the system thinks the entry is a "log in" for a second visit.

To prevent this, enter a new value for **Max Assumed Visit**. Later, assign additional time to adjust the time the visit would last.

**Example:** Set **Max Assumed Visit** to 3 hours. A participant logs in at 8:00AM and forgets to log out. Then the participant returns and logs in for a second visit at 12:00PM. Since the time elapsed between the first and second entry of the ID number is more than 3 hours, Log In assumes this must be a log in for a second visit. It retrieves the record for the log in earlier in the day, assigns it the **Missing Log Out** time and then takes this entry, and creates a new visit record, assigning the current time as log in time.

## Max Visits per Day

**Max Visits per Day** is the most visits made in one day that Log In can add to a participant's totals. Participants could conceivably have more visits in a day and Log In and Out for more visits than this, but **Max Visits per Day** is the most visits that are counted for a day.

**Max Visits per Day** can be changed at any time, but changes are not retroactive.

## Log In Over Max

**Log In Over Max** indicates whether a participant's log in is accepted if the **Max Visits per Day** has already been reached for that day.

**Max Visits per Day** is how many visits can be counted towards the participant's totals. You can allow participants to log in and out even when having reached max visits per day. Doing so keeps a record of the participants' visits but the visits over max are not included in the participant's totals.

These records are noted as being over the limit for a day. If participants question their totals because visits weren't included, print a visit history report to show why these visits were not counted.

If you check **No** and a participant reaches the amount of **Max Visits** for the day, Log In displays a message that they have reached **Max Visits per Day** and it does not accept the Log In.

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## Log In Start Up and Screens

The following instructions are provided for starting Log In daily at the check-in desk. Sample screens of the check-in process are included here. We recommend that you post instructions and a set of sample screens at the check-in computer to guide participants through the Log In process.

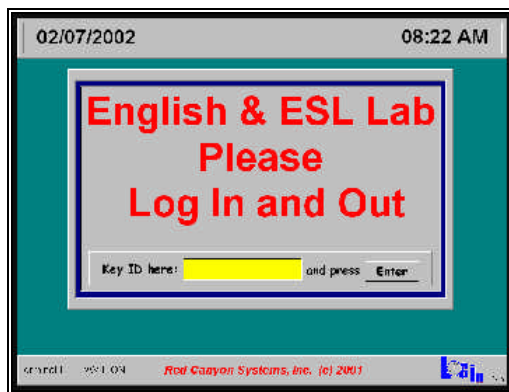
1. If your site uses Log In on a network, you must log in to the network first.
2. Start Log In on the check-in computer by going to the Start bar, select Programs, Red Canyon Systems, Log In.
3. You may also start Log In from a shortcut that has been installed on your computer's desktop.

The sample screens shown in this section are from running Log In for participant check-in.

There are sample screens of the entire process – from logging in to logging out. Review these screens so that you become familiar with the Log In operations - logging in, successful attempts, course selections, failed attempts, confirmations, and logging out.

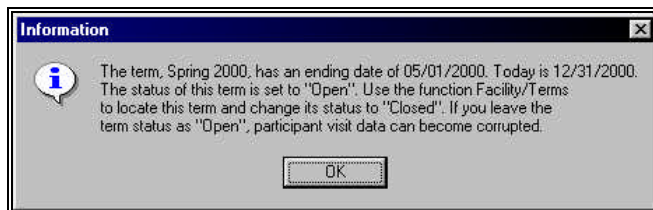
### Log In Greeting Screen

The first screen you see in Log In is the Greeting screen. This is the screen that you design in Log In Set Up or in Lab Set Up for sites running multiple instances of Log In.



### Log In Term Status Error Message

If you receive the following error message when you try to start Log In, it is a warning that there are two terms with an *Open* status. One has an end date that has occurred and the other has a start date that has occurred. This happens when you have not closed a prior term.



You will not be able to start Log In for attendance tracking until you change the term of the old term to "closed". Use the **Facility/Terms** function in CenterFit or Log In Administrator to change the status of the old term. If you were to leave the old term's status as "open" participants would see a course selection screen appearing upon logging in because they would still be enrolled in two courses in two open terms.



Log In does not allow you to have two terms open when the start and end dates are not in sync. This is not a problem for sites that use a long-range term for community members. If you wish to have participants logging in for tracking after your institution's term end date, key in a later end date in the term record. The date can be up to the day before the new term's start date.

### Failed Log In Attempt – Invalid ID-ID not on File

If a participant keys in an ID that is not correct or if the participant does not have a course enrollment record for the current term the following screen appears.

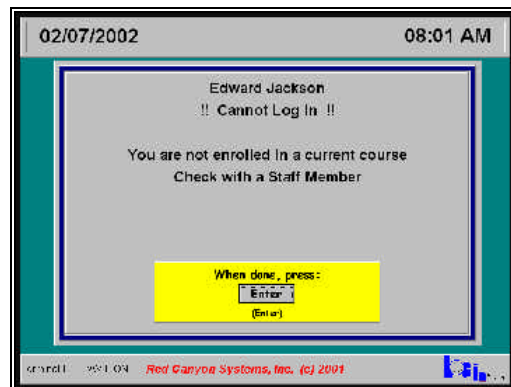


This can occur for the following reasons:

- The participant is not in the system
- The participant is not enrolled on the *Participants/Enrollment* form in a course that is assigned to the lab in which they are logging in.
- The Log In Set Up feature **Unique Card ID** has been selected, but the **Log In Card ID #** field in the *Participants/General Information* form is blank.

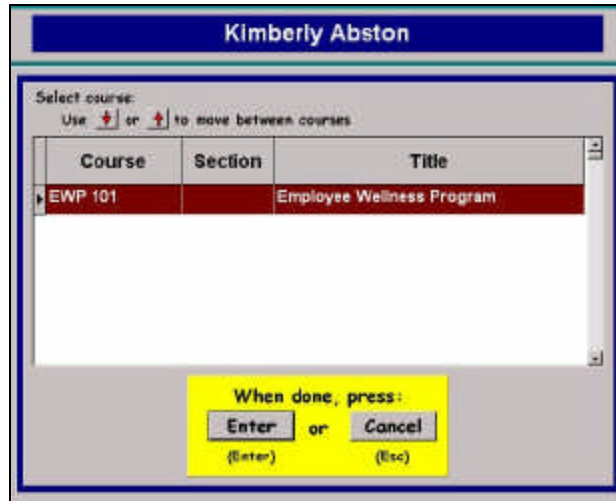
### Failed Log In Attempt – Not Enrolled in Term/Course

If a participant keys in a valid ID but is not enrolled in an open Term/Course, this screen appears upon attempting to log in.



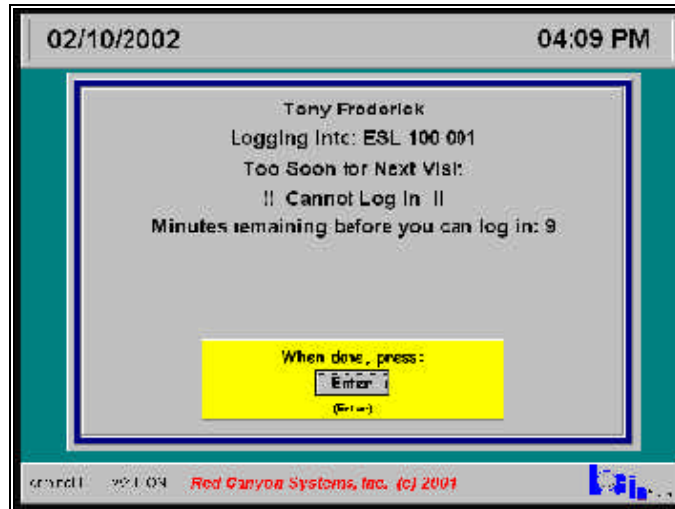
## Log In Course Selection

If you have set up Log In to track visits by courses, the following screen appears after a participant logs in with an ID. If you have selected the option in Log In Set Up to not show courses if the participant is only enrolled in one course, this screen will not appear unless the participant is enrolled in more than one course.



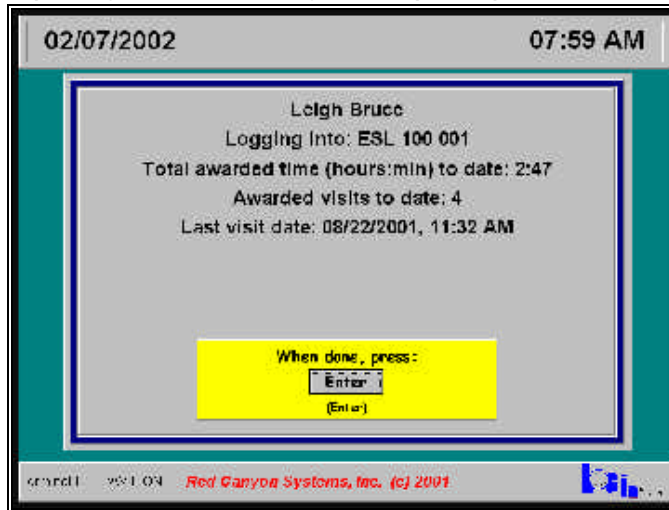
## Log In Attempt Too Soon

If a participant tries to log in too soon after a previous visit (wait between visits rule) this screen appears.



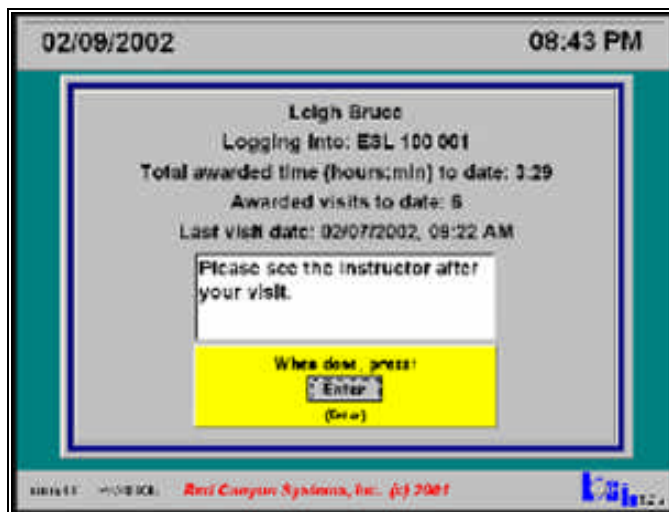
## Log In Successful

After completing a successful log in, the participant sees this screen.



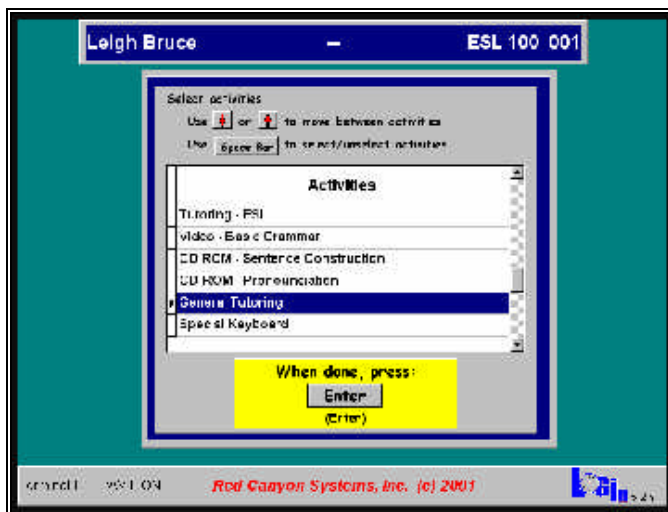
## Log In/Log Out with Participant Message

If you have entered a Log In message in the participant's record, this screen appears at Log In. The same message will appear for the participant upon logging out.



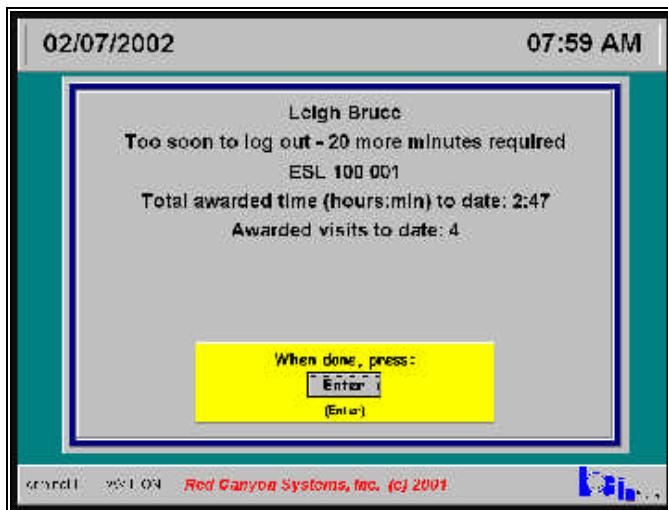
## Log In/Log Out Activity Selection

This screen appears upon logging out if you have set up Log In to “track visits by activities” and you have identified the activities on the *Facility/Activities* form.



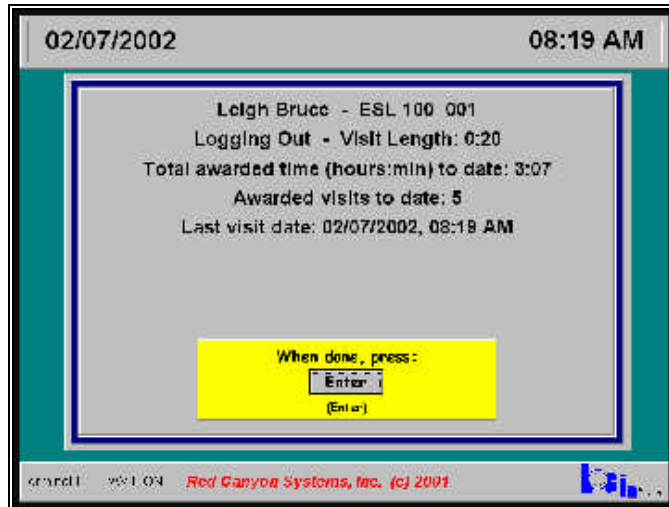
## Log Out Attempt Too Soon

If the participant tries to log out before reaching the **Minimum Visit** time, this screen appears.



## Log Out Successful

Upon logging out after completing the required minimum visit, the participant sees this screen. Because the participant's record had a message inserted, the message shows at both "log in" and "log out".



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# Fitness Center Set Up

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## Overview - Setting Up Your Fitness Center

This chapter is provided for CenterFit and FICIS customers. It explains how Use Fitness Center forms and items to set up the tests and exercises for the fitness center - necessary if you are going to record fitness test scores for participants. In setting up your Fitness Center, you must identify the following:

- Tests
- Exercises – equipment
- Fitness profile parameters and guidelines
- Norms for tests selected for site
- Risks (optional)
- Goals (optional)
- Workout programs – tests and exercises must be defined first

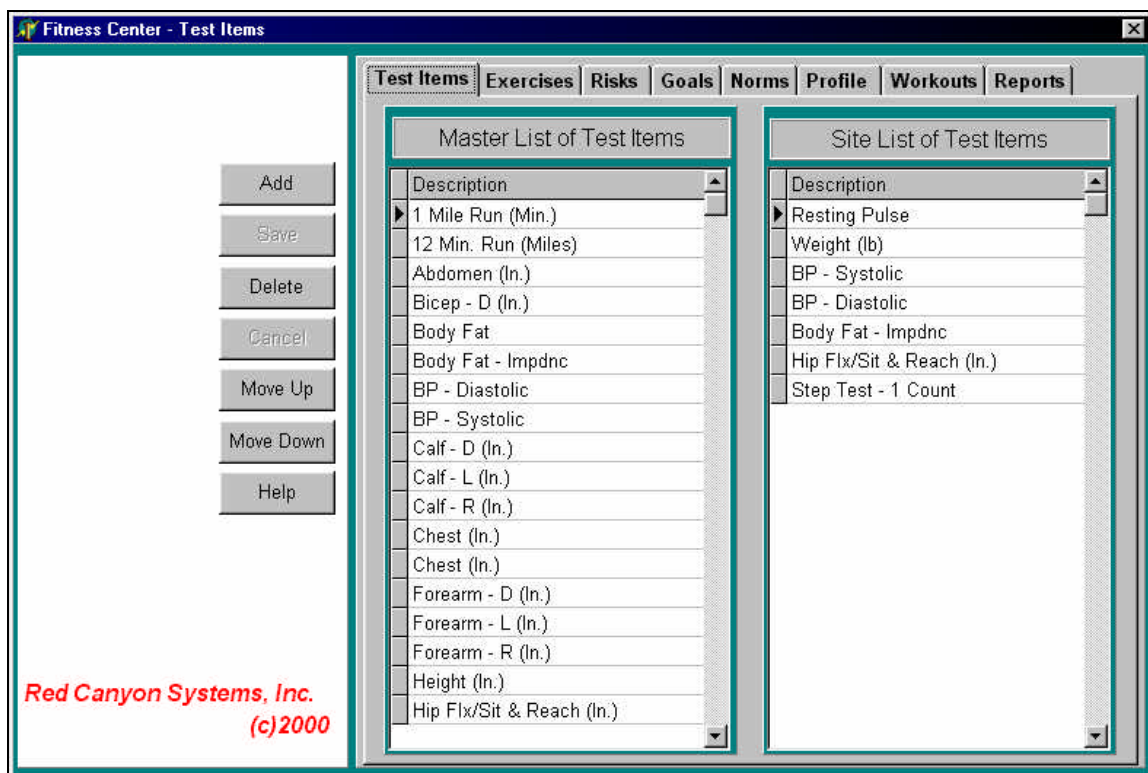
## Test Items

Use **Test Items** to select the specific fitness tests and body measurements that your center uses. These include body measurements, weight, body fat, pulse rate, blood pressure, flexibility and other fitness tests. When you select test items for your site, they show up on the participant fitness test form and on the form for designing workout programs. Some tests also have norms associated with them and affect the participant fitness profile.

CenterFit and FICIS install with a master list of test items that is a comprehensive list of Fitness Tests and Measurements. No one site would ever use all of these tests, but every site uses some of them.

From the *Master List of Test Items* you select tests to add to your *Site List of Test Items*. You can add additional tests to your site list at any time by coming back to this form. You can also delete tests from the list if you no longer use them. The test items you select for your site appear as the test items on the Participant/Tests screens and reports. Here are some guidelines.

- Test items appear alphabetically in the column *Master List of Test Items*. For body parts that are in pairs - biceps, calves, thighs, etc., you can select to measure the Right (R), Left (L), or Dominant (D). You can also select to measure both left and right body parts.
- To review a list of all test items available, print the report – *Fitness Tests and Exercises Master List by Name or Fitness Component*.





### *Adding a Test Item*

1. Click on a test item in the *Master List of Test Items*.
2. Click **Add**.  
The test is copied from the *Master List of Test Items* to the *Site List of Test Items*.

### *Rearranging Test Item Order*

The order in which test items appear in the *Site List of Test Items* on the right is the same order in which they appear on the *Participant's Fitness Test Scores* form (**Participant/Fitness Test Scores** tab). Initially, when you select tests, they are added to the Site List in the sequence selected.

**Hint:** Optimally, the order on the form is also the order in which the measurements and tests are administered. These should be arranged so that one test does not affect the performance of the next one. For example, you wouldn't want someone to do maximum sit ups per minute and then take their resting pulse immediately after, or have them do a max lift bench press and then take their blood pressure.

1. Click on the test item in the *Site List of Test Items*.
2. Click **Move Up** or **Move Down**.  
The test is moved up or down one row at a time in the list each time you click.
3. Check the order by going to the **Participants** menu and selecting **Fitness Test Scores**. Verify the test sequence in the column *Fitness Test Item Results*.

### *Deleting a Test Item*

Do not delete a test from your site list if you have entered participant scores for the test. The reports that print test scores require the items to be in this list of test items.

1. Click on a test in the *Site List of Test Items*.
2. Click **Delete**.  
The test name is removed from the *Site List of Test Items*.

### *How Do I Add Test Items to the Master List?*

If you want to use a test that is not in the *Master List of Test Items*, either because Red Canyon Systems did not include it, or because the test is unique for your location, notify us. We will add it to the Master List and send the new list to you overnight via email message attachment. If you have norm tables for this test, send them to Red Canyon Systems so we can include them in the *Norm Master Tables*. We will send you an updated list as soon as we add the norms to our master tables.

## Exercises

Use **Exercises** to copy the items that you will use at your center from the Exercise Master List. The Master List is a comprehensive list of all standard exercises - both free weight and resistance machines. Include in the center's list a definition of every exercise station in the center.

There are two purposes for selecting your site's exercises:

- To define exercises used in testing a participant's strength and recording the result.
- To define any exercise the center would include in workout programs to be given to participants.

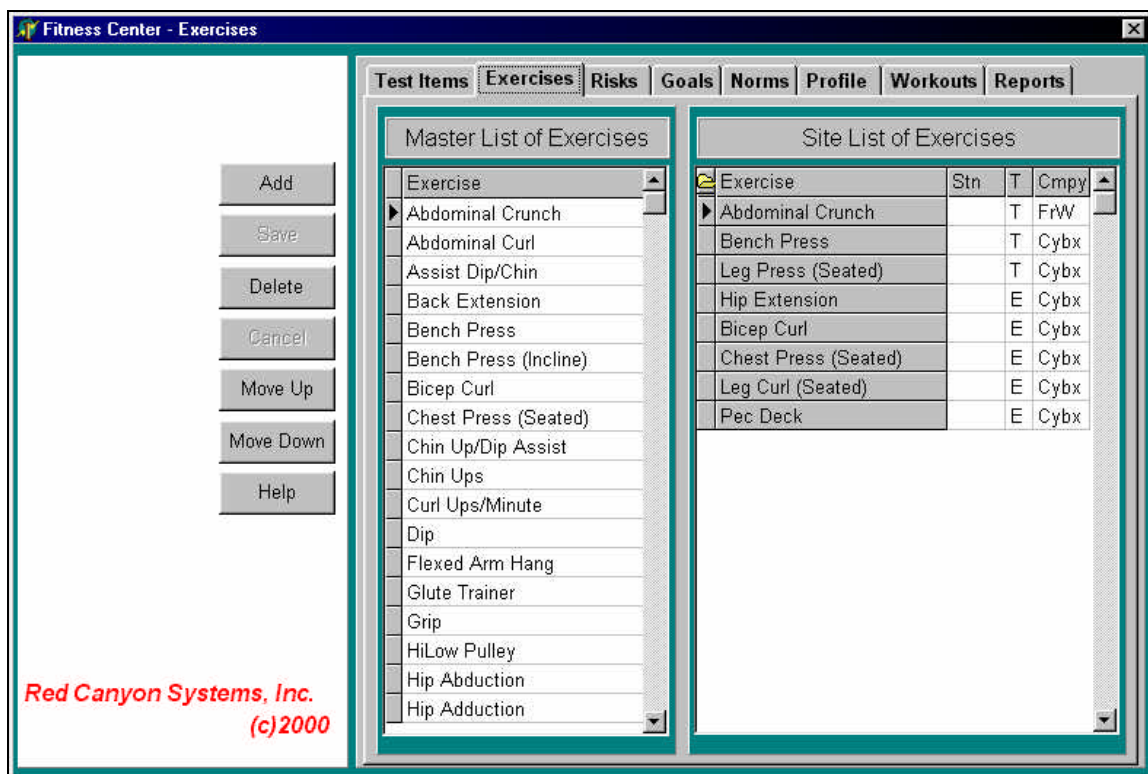
Results or fitness scores from the exercises are used for the following reasons:

- Assessments that are printed on the *Fitness Profile* report
- Pre/Post test comparisons that are provided on the *Comparison* reports
- Determining individual workout weights for workout prescriptions

This means that you should define each type of exercise available in the center and each station/machine where such an exercise can be done. For example, if your site has three lat pull down machines, you need to define three lat pull down machines in the Site List and differentiate one from the other. By doing that, you can specify different lat pull down machines in different workout programs.

Before adding your site's exercises, you may want to use the *Exercise Planning Form*, provided in the [user guide, on the previous page](#) to list all exercise information before you start entering it on the computer.

On the Exercises form, exercises appear alphabetically in the *Master List of Exercises*. You must select an exercise from this list and add it to your *Site List of Exercises*. To review a list of all exercises available, print the report – *Fitness Tests and Exercises Master List by Name or Fitness Component*.





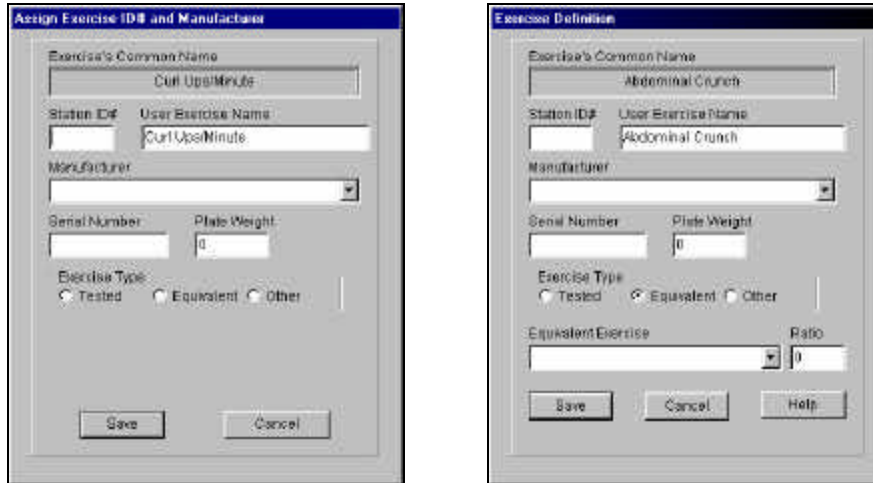
## Adding an Exercise

1. Click on an exercise in the *Master List of Exercises*.
2. Click **Add**.

The exercise is copied from the Master List of Exercises to the Site List of Exercises.

The *Assign Exercise ID# and Manufacturer* window appears for entering the specific information about the exercise. See the section, *Exercise Definition – a Detailed Review* for each field's requirements and description.

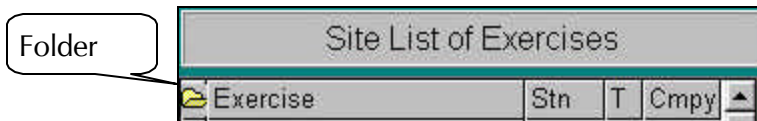
3. Enter the information in the required fields.



## Changing an Exercise

Some exercise detail can be changed, such as the **Station ID#** and **Exercise Type**.

1. Click on an exercise in the *Site List of Exercises*.
2. Click the folder icon in the top left corner of the *Site List of Exercises*.



The *Assign Exercise ID# and Manufacturer* window appears with fields that you can change.

3. Enter the corrections to the open fields.

## Rearranging Exercise Order

The order in which exercises appear in the *Site List of Exercises* on the right is the same order in which they appear on the *Participant's Fitness Test Scores* form (**Participant/Fitness Test Scores**). Initially, when you select exercises, they are added to the *Site List of Exercises* in the sequence selected.

1. Click on the exercise in the *Site List of Exercises*.
2. Click **Move Up** or **Move Down**.  
The exercise is moved up or down one row at a time in the *Site List of Exercises* each time you click.
3. Check the order by going to the **Participants** menu and selecting **Fitness Test Scores**. Verify the exercise sequence in the column *Exercise Results*.

## Deleting an Exercise

**Do not delete an exercise from the site list if you have entered participant fitness test scores for the exercise.**

1. Click on the desired exercise in the *Site List of Exercises*.
2. Click **Delete**. The exercise is removed from the *Site List of Exercises*.

## How Do I Add an Exercise to the Master List?

If you want to use an exercise that is not in the Master List, notify Red Canyon Systems. We will add it to the Master List and send the new list to you via email message and a link to the new list.

## Exercise Definition – a Detailed Review

Please review this information before you add Exercises. Each exercise consists of the following information:

- Exercise name
- User exercise name
- Station ID
- Manufacturer
- Serial Number
- Plate weight
- Type of exercise (tested, equivalent, other)

### *Two or More of the Same Machine*

If there are two of the same machines in the center, from the same manufacturer, you need to differentiate the two by assigning a serial number to each. This does not have to be the actual serial number of the machines. Any letters and or numbers will work as long as the two numbers are different.

When you fill in the Exercise List Form, you need to recognize that on some exercise machines more than one exercise can be conducted. In such cases, you must define each exercise - not just the machine. Workout programs consist of specific exercises on multi-exercise machines. Participants need to know which exercise to do at a multi-exercise machine. On machines that allow multiple exercises, select each separate exercise from the master list and include them in the exercise list. In the case of exercise machines where only one exercise is possible, Machine Name and exercise name mean the same thing and are used interchangeably. However, for multi-exercise machines, it is the individual exercises on that machine that must be identified for the software.

### *Exercise's Common Name*

This is the name of the exercise as it is identified in the Master List. If you need to change the name of the exercise, you can enter another name for it in User Exercise Name.

### *User Exercise Name*

#### **(Required)**

When you prefer to have a slightly different name printed for workout programs, enter the name in this field. The forms that refer to this exercise use the User Exercise Name.

### *Station ID#*

#### **(Optional)**

Most sites number each machine, usually in the sequence the machines are ordered in the circuit. Usually, there will be a sign on the machine with the name and the number of the station or machine. If you enter a station number on this form, it will print along with the User Exercise Name on the participant's workout program. Use any alphanumeric characters up to five characters long.

### *Manufacturer*

#### **(Required)**

Manufacturer is the name of the company that makes the exercise machine. This field provides a drop-down list with the names of all manufacturers; you cannot make changes to this list. If you use equipment from a manufacturer who is not listed here, please notify us so that we can add it.

You need to differentiate between different manufacturers of an exercise machine. A lift of 80 pounds on a Universal Bench Press is not necessarily a lift of 80 pounds on Nautilus. Each is a relative measure to that machine. A person with a max lift of 80 on a Universal Bench Press might be able to lift a weight identified as 100 on a Nautilus, due to the difference in how the machine is calibrated and how it measures exertion. When you select a manufacturer, its code becomes part of a unique identifying key for that machine/exercise in your Site List of Exercises so it can be differentiated from the same exercise machine made by a different manufacturer.

**Free weights:** If an exercise uses free weights, select "**Free Weights**" from the drop-down list. There is no need to identify the manufacturer of the free weights.

**Exercise without weights:** For exercises in which no weights are used - calisthenics (sit ups, chin ups), aerobics (treadmills, bicycles), plyometrics (simulating sports moves), select "**Generic**" from the drop-down list.

### *Serial Number*

#### **(Required when there are two of the same machine)**

Serial number is not required, unless your site has two of the same machine and wants to differentiate between the two in workout programs. For example, a site has a Bench Press dedicated as part of an Aerobic Circuit and the same type of Bench Press in an area used for programs other than the circuit, such as upper body conditioning. Each exercise needs a unique key identifier, which is created by adding a serial number. In this way, you can assign each machine to a different workout program.

In the example, someone given an Upper Body Program will see the station number and exercise name for the Bench Press in the Upper Body area of the center (i.e. U1. Bench Press) and someone with an Aerobic Circuit program sees the Station Number and exercise name for Bench Press in the Aerobic Circuit area. (i.e. A1 Bench Press). Station is not part of the key and is not required.

The serial number used in this instance does not have to be the actual manufacturer's serial number from the machine. It could be 1 for the first Bench Press defined for a specific manufacturer, 2 for the second Bench Press from the same manufacturer. If you define a second instance of the same exercise and manufacturer without assigning a different serial number from the first, an error message displays to instruct you to re-enter the second one with a different serial number than the first.

## *Plate Weight*

### **(Required, but can be 0, defaulted to 0 by the system)**

After serial number, enter **Plate Weight**, which is normally the weight in pounds of each plate on a machine. Most machines have the same increment for each plate (by 5 or by 10).

Sometimes a machine may have plates that are incremented 5, 10, 15, 20, 30, 40, and 60. The increments change as they go up. There is no way to identify individual plates weights for such a machine. In this case, you should select a smaller increment (5s) and explain to participants that they can use the weight immediately above or below, as stated on the workout program.

Weights aren't always increments of 5 or 10. Your equipment may use other increments. Some machines have numbers printed on them that don't represent the actual weights. Their plates may weigh 10 pounds each, but they are numbered 1 on the bottom plate, 2 on the next one, 3 on the next one, etc. In this case, you should enter 1 as the increment for plate weight. Even though it doesn't represent weight, it is the scale by which max lift scores are recorded on that machine, entered into fitness tests, and printed in workout programs.

### ***How Exact Plate Weights for Workout Programs Are Determined***

When you design a workout program, you decide what percentage of a participant's max lift should be used in a workout. Normally, when starting out, centers have participants do 40% of their max lift, 12 to 15 times on each machine. If someone lifts 90 pounds on a machine that has increments of 10 pounds, 40% of 90 pounds is 36. If the program printed out 36 pounds, the participant might become confused as to what plate to select. To avoid this confusion, you can enter the plate weight as 10. In this case, the software rounds the workout weight to the nearest plate. In this case, when a workout weight of 36 is calculated, the printout will say 40.

## *Exercise Type*

### **(Required)**

The choices for exercise type are:

- **Tested** – identifies whether or not an exercise is a Test Item for which a max lift score is required.
- **Equivalent** – opens a drop-down list of previously identified exercises that are “tested” when there is more than one machine on which the same test can be performed. You must enter a **Ratio** for “equivalent” exercises. See *Entering a Ratio for the Equivalent Exercise Type* [in this section](#).
- **Other** – identifies exercises that have no “weights.” Such exercises would be riding a bike, walking a treadmill, stair-stepper, stretching, etc. They are not tested for a max lift score.

### ***Equivalent Exercise Type***

Referring to the earlier example in which there were two upper body machines in use for two different programs, the two machines need to be further defined to avoid duplicate machine definitions.

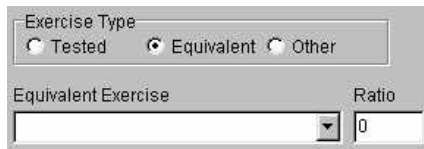
Another reason for providing two different definitions for the machines is so that participants do not need to max lift on both machines.

You must do two things for duplicate machines:

1. Define each as a unique machine by assigning each a different serial number.
2. Define the same max lift on both machines. Click **“Equivalent”** as the exercise type for the second machine. A drop-down list of previously-defined machines appears.
3. Click on an equivalent machine.

For a detailed discussion and examples of setting equivalent exercises, see *Equivalent Exercise Type Example* and *More on Exercise Equivalency* [in this section](#).

## Entering a Ratio for the Equivalent Exercise Type



In the **Ratio** field, enter a ratio that tells what percentage of max lift to use as the equivalent. Ratio = 1 means that 100% of the equivalent machine's max lift should be used when calculating the participant's max lift for the machine.

By entering equivalent types of machines for duplicate machines, the participant can test on either machine. The basic principle is that if you have two or more of the same exercise machines in the center, participants only need to test on one of them. The computer program knows to assign the max lift score from that exercise to any of the other identical ones. If a center has four Bench Presses, in four different areas of the center, a participant tests on only one of them but could receive four different workout programs. Each program could refer to a different machine but the same max lift amount from the first machine would be used for all of them.

Any exercise that involves lifting a weight needs to have a max lift determined for it in order to provide the participant with a workout weight. You determine a max lift weight either by actually testing a participant on a machine or by assigning an exercise as being equivalent to one that is tested.

### Equivalent Exercise Type Example

#### Example: 9-machine circuit plus 5 machines outside the circuit.

This is the most common scenario: 9 - 14 machines in a circuit with several machines outside the circuit. The circuit is always used as a unit. The other machines can be used in any order and can be used in different workout programs, comprised of any combination and sequence of the machines.

<u>Aerobic Circuit</u>	<u>Upper Body Area</u>	<u>Lower Body Area</u>
A1. Bench Press	U1. Shoulder Press	L1. Leg Press
A2. Leg Curl	U2. Bench Press	L2. Calf Raise
A3. Shoulder Press	U3. Triceps Extension	
A4. Leg Press		
A5. Bicep Curl		
A6. Abdominal Crunch		
A7. Seated Row		
A8. Leg Extension		
A9. Lat Pull Down		

Define machines A1 through A9 as Test items, plus the following:

**U1** Shoulder Press - equivalent to A3.Shoulder Press in the circuit.

**U2** Bench Press - equivalent to A1.Bench Press in the circuit.

**U3** Triceps Extension - Tested item.

**L1** Leg Press - equivalent to A4.Leg Press in the circuit.

**L2** Calf raise - Tested item.

For test items on the Fitness Test Form, you would see the nine circuit machines, followed by Triceps Extension and Calf Raise.



### *More on Exercise Equivalency*

Another example in which exercise equivalency can be used is for a center that has 14 machines in its circuit. Machines in an aerobic circuit are usually unique. Therefore, the center would need to test on 14 machines. They have nine machines outside the circuit, six of which are not duplicated in the circuit. That would be 20 machines to test on, which is a lot of max lifting for one person to do plus the time it takes to test on that many machines. By extending the concept of exercise equivalency, this center can drastically cut down on testing, thereby decreasing time, money, staffing, and risk of injury. This is accomplished by basing their max lift weights for most of their machines on one or two actual max lifts done by the participant.

Over the years, we have figured out some average ratios of max lifts for one type of exercise to another. For example, assume the average person can shoulder press 80% of what they bench press, arm curl 50% of what they can bench press, leg curl 40% of what they leg press, etc. (not actual figures). A center could just test a Bench Press and a Leg Press and from that have the software extrapolate a max lift weight for every other exercise upon which workout weights are established - basing all assumed max lifts for the upper body on the bench press and for the lower body on the leg press.

For example, people can shoulder press 80% of what they bench press. A site defines bench press as a test item, so participants do a bench press max lift and record their scores. When the user defines shoulder press, it is defined as equivalent to bench press with a ratio of .80.

A participant max lifts 120 pounds on the bench press. When the computer prints a workout program that includes shoulder press, it takes .80 of that person's bench press max lift (120) and assumes that to be the approximate amount the person could have max lifted on the shoulder press. 120 times .80 equals 96 pounds. If the person has an Aerobic Circuit Program printed where workout weight is prescribed at 40% of max lift, the workout weight is calculated as .40 of 96, or 38.4 pounds. If shoulder press was defined with 5-pound plates, the system rounds the workout weight printed to 40 pounds.

### *Workout Weight Calculation Example*

Bench Press actual max lift	120
Shoulder Press ratio of Bench Press	80
Calculated Shoulder Press max lift is	$120 \times .80 = 96$
Calculated workout weight is 40% of max lift	$96 * .40 = 38.4$
Printed workout weight is rounded off to nearest plate	40

If you can come up with a ratio of every upper body exercise to bench press and every lower body exercise to leg press, your center would only have to test a leg press and a bench press max lift for the entire set of weight exercises. There are two problems with this. One is accuracy. This isn't rocket science. The ratios as stated above are rough and do not take into consideration all variables - sex, age, overall strength. The second problem is that if you only test bench press and leg press, those are the only max lift strength scores you have for pre and post-test score comparison. They may not be enough for your site. You will need to decide on how many different exercises you want to be able to see improvement.

# Profile

Use **Profile** to identify protocols and customize items for you fitness center. Each item has either a check box to indicate “yes” or a button that can be clicked to indicate action. Profile settings affect other forms and output in your system. For example, if you check the box next to *Enter Workout Activities*, FICIS and CenterFit customers can add manually aerobic and workout activities in a participant's visit record. Review the table showing each option and its description. [Samples of the forms that are affected by these settings follow the descriptions of the settings.](#)

When you have completed your selections on the Profile form, click **Save**.

**Fitness Center - Profile**

Test Items Exercises Risks Goals Norms **Profile** Workouts Reports

**Body Fat Settings**

Ideal Range

	From	To
Men	10 %	20 %
Women	5 %	15 %

At Risk When Body Fat

	Under	Over
Men	7 %	24 %
Women	10 %	28 %

Checked Items Print in Profile

- Ideal Body Fat % Range
- Ideal Body Weight Range
- Lean Body Weight
- Body Fat Risk Warning
- Fat Body Weight
- Body Mass Index
- Waist-Hip Ratio
- Enter Workout Activities

**Blood Pressure Ranges**

	Men		Women	
Hyper	180	150	170	160
High	160	130	150	130
Normal	120	80	130	110

**Other Risk Factors**

	Men	Women
Age	45	48
Step Test Percentile	10	20

**Workout Program Settings**

Max Heart Rate Method

Standard  Karvonen

Target Heart Rate Range % Of Max

From 60 % to 80 %

Print Machine Seat Pin Settings

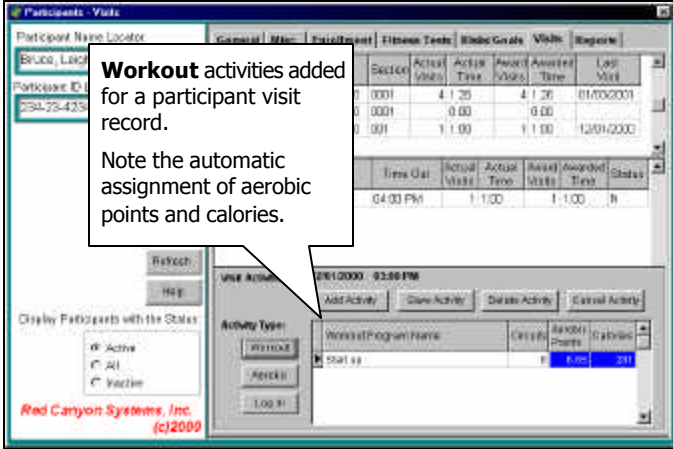

Yes  No

**Profile Goal Increase by Prcntl %**

10th	25
20th	20
30th	20
40th	15
50th	15
60th	10
70th	10
80th	5
90th	5
100th	0

Buttons: Add, Save, Delete, Cancel, Move Up, Move Down, Help

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Profile Item	Description
Body Fat Settings Ideal Range Men	Recommended lower and upper body fat % ranges for men.
Body Fat Settings Ideal Range Women	Recommended lower and upper body fat % ranges for women.
At Risk when Body Fat Under/Over- Men	Body fat % under/over, which a man would normally be at risk.
At Risk when Body Fat Under/Over – Women	Body fat % under/over, which a woman would normally be at risk.
<i>Check the following items if you want them to be calculated and appear on the Fitness Profile Report</i>	
Ideal Body Fat Range	Calculates and prints the values for ideal body fat.
Ideal Body Weight Range	Calculates and prints a participant's recommended weight, based on the recommended ideal body fat %.
Lean Body Weight	Calculates and prints a participant's current lean body weight.
Body Fat Risk Warning	Prints a warning if the participant's body fat % puts them at risk.
Fat Body Weight	Calculates and prints a participant's fat body weight.
Body Mass Index	Calculates and prints a participant's body mass index.
Waist-Hip Ratio	Calculates and prints a participant's waist-hip ratio.
<b>Enter Workout Activities</b>	<p>If you check this item, an activity form appears on the Participant's Visits form. You can then enter visit activities manually for aerobic activities and workout program activities. Aerobic points and calories are calculated automatically for these items, as illustrated in the following <b>Participant Visits</b> screen. The report, <i>Aerobic Activities Master List</i>, provides a listing of the parameters used for calculations of aerobic points and maximums for workouts.</p>  <p><b>Workout</b> activities added for a participant visit record. Note the automatic assignment of aerobic points and calories.</p>  <p><b>Aerobic</b> activities added for a participant visit record. Note the automatic assignment of aerobic points and calories.</p>
<b>Blood Pressure Ranges Hyper – Men</b>	If a man's blood pressure readings equal or exceed either value, his fitness profile displays "Hyper" for blood pressure assessment.

<b>Profile Item</b>	<b>Description</b>
<b>Hyper – Men</b>	
<b>Blood Pressure Ranges Hyper - Women</b>	If a woman’s blood pressure readings equal or exceed either value, her fitness profile displays “Hyper” for blood pressure assessment.
<b>Blood Pressure Ranges High – Men</b>	If a man’s blood pressure readings equal or exceed either of these values, but are both below the Hyper settings, his fitness profile displays “High” for blood pressure assessment.
<b>Blood Pressure Ranges High - Women</b>	If a woman’s blood pressure readings equal or exceed either of these values, but are both below the Hyper settings, her fitness profile displays “High” for blood pressure assessment.
<b>Blood Pressure Ranges Normal - Men</b>	If a man’s blood pressure readings equal or exceed either of these values, but are below the “High”, his fitness profile displays “Normal” for blood pressure assessment.
<b>Blood Pressure Ranges Normal - Women</b>	If a woman’s blood pressure readings equal or exceed either of these values, but are below the “High”, her fitness profile displays “Normal” for blood pressure assessment
<b>Blood Pressure Assessment Note*</b>	If either of a participant’s blood pressure readings is below the Normal settings, an assessment of “Low” is printed. If you do not want anyone assessed as “Hyper”, but only as “High”, enter 999 for all Hyper settings values.
<b>Other Risk Factors</b>	Age at which age itself becomes a risk factor for men and women.
<b>Step Test Percentile</b>	If a Step Test is done, this is the assessment percentile below which a participant is assumed to be at risk.
<b>Max Heart Rate Method</b>	Formula used to determine the training heart rate range printed on participant Workout Programs.
<b>Target Heart Rate Range</b>	Percentages used for the upper and lower ranges of the training heart zone.
<b>Print Machine Seat Pin Settings</b>	If Yes, you can enter seat pin settings, along with their max lift weights, on the Participant's Fitness Test results form. These pin settings then print alongside each exercise in the participant Workout Program Report. If No, the column for entering pin settings does not display on the Participant's Fitness Test results form and therefore, will not appear on the participant Workout Program Report.
<b>Profile Goal Increases – by Percentile</b>	These percentages are the values by which a participant’s current fitness test scores are extrapolated as values for their goals for each fitness item. These goals are printed on the Fitness Profile. For example, if the value for 10th is 25, participants who rank in the 10th percentile see 25% as the improvement goal for the next test. For the 90th percentile, you might want to enter the value of 5%, meaning that those participants who scored in the 90th percentile will see an improvement goal of 5% for their next fitness test. In other words, you would want to assign values that ask for more improvement from those who rank worse.

## Sample Forms – Results of Profile Settings

Some settings in the Profile affect entries on the forms you use to record fitness tests and identify fitness activities. The form below is an example of the Participant Fitness Test form, resulting from checking “No” for the item – Print Machine Seat Pin Settings – on the Profile Settings.

The screenshot shows the 'Participants - Fitness Test Scores' application window. The 'Participant Name Locator' is set to 'Eruce, Leigh' and the 'Participant ID Locator' is '294-29-4294'. The 'Fitness Tests' tab is active, showing two tables: 'Fitness Test Item Results' and 'Exercise Results'. The 'Print Machine Seat Pin Settings' dialog box is open, with the 'No' radio button selected.

Test Item	Score
Resting Pulse	75
Weight (lb)	150
BP - Systolic	130
BP - Diastolic	100
Body Fat - Impednc	24
Hgt Flx/Sit & Reach	18
Step Test - F.Count	120

Exercise	Stn	Score
Abdominal Crunch		10
Bench Press		100
Leg Press (Seated)		200

The form below is an example of the Participant Fitness Test form, resulting from checking “Yes” for the item – Print Machine Seat Pin Settings – on the Profile Settings.

The screenshot shows the 'Participants - Fitness Test Scores' application window, identical to the one above. However, the 'Print Machine Seat Pin Settings' dialog box is open, and the 'Yes' radio button is selected. The 'Exercise Results' table now includes a 'Pins' column.

Exercise	Stn	Score	Pins
Abdominal Crunch		10	
Bench Press		100	
Leg Press (Seated)		200	



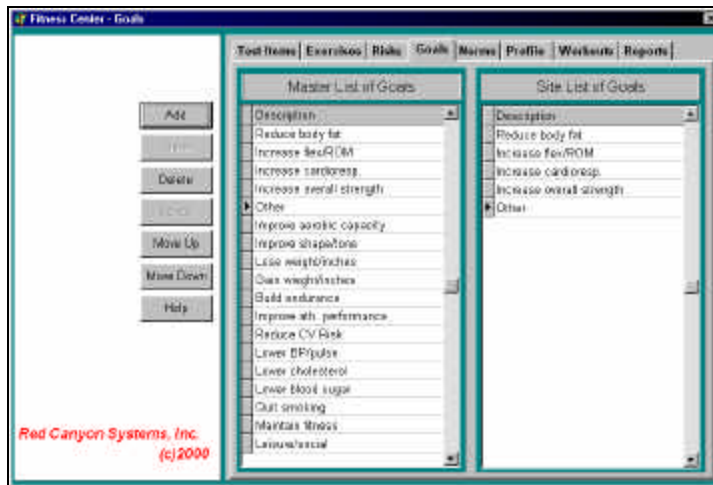
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## Risks and Goals

If you have specific risks and goals that you plan to have, participants respond to on when they enroll and when they participate in fitness tests, you must identify them on the two forms – Risks and Goals. This set up identifies what will appear on the participant Fitness Test form.

### Goals

Many sites request that participants indicate their goals in using the fitness center. As a center manager, you can use this information as a marketing tool to determine participants' needs that you may not be addressing, as well as programs you might want to offer to fill those needs. Red Canyon Systems supplies a master list of goals from which you select those you want to use for your site.



### Instructions for Adding, Deleting, and Rearranging Site Goals

1. Select **Fitness Center** on the Main Menu.
2. Select **Goals**.
3. In the *Master List of Goals*, click on a goal that you want to add to your *Site List of Goals*.  
The goals in the Master List from RCS are short phrases that can represent a longer description of the goal as posed on the form filled in by members. When you select the goals from the master list, select those whose short phrases most closely match what you have listed as the goal on your member form.
4. Click **Add** to copy the goal from the *Master List of Goals* to the *Site List of Goals*.
5. **To delete a goal:**  
Click **Delete** to remove an unwanted goal from your list.
6. **To rearrange the order of the goals** (this is the order in which they appear on the participant's Risks and Goals form):  
Click on a goal in the *Site List of Goals*.  
Click the **Move Up/Move Down** buttons to move the goal up or down one row at a time.



## Risks

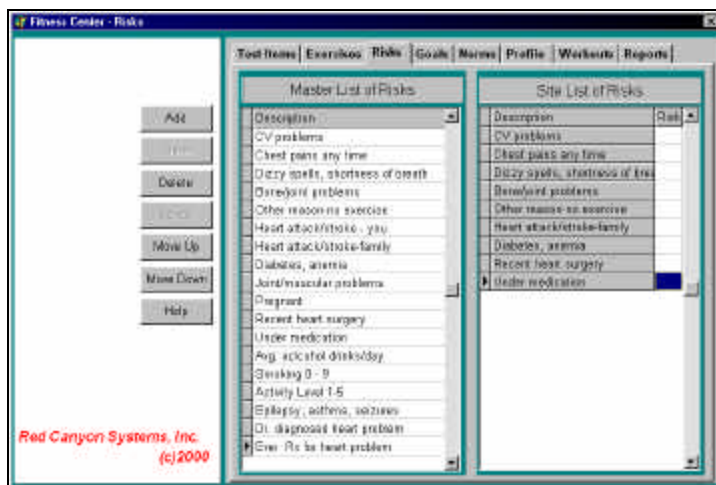
Use **Risks** to select risk questions for your site. Red Canyon Systems ships FICIS and CenterFit software with a comprehensive list of risk questions for your selection. The items you select for your site will display on the Participant's Risk and Goals screens, where you enter participant's responses.

The *Master List of Risks* provides brief phrases describing various risk factors participants might have. On the paper form on which members respond, the descriptions of risks can be longer.

You can print the *Master List of Risks* from the Reports menu and use it to decide which risk phrases come closest to matching your risk factors. How you pose a risk question on your participant data entry form may vary slightly from that of another site. For example, one site might ask, "Do you have any joint or muscular problems aggravated by exercise?" Another site may ask "Have you ever been advised to avoid exercise because of joint or muscular problems?" On the Master List there is a risk factor description, "Joint/Muscular problems" that would be appropriate for both sites.

### Instructions for Adding, Deleting, and Rearranging Site Risks

1. Select **Fitness Center** from the Main Menu.
2. Select **Risks**.



3. In the *Master List of Risks*, click on a risk that you want to add to your *Site List of Risks*.
4. Click **Add** to copy the risk from the *Master List of Risks* to your *Site List of Risks*.
5. Type risk responses. For most risk items, a response of "Y" indicates the user is at risk; "N" or blank indicates they aren't. However, some risk questions may have a response of a letter or number within a range. For example, you may want to ask participants how many drinks or cigarettes they average in a day. They may be asked to respond with a number from 0 to 9, with a risk existing once they are at or exceed a certain number. In order for the computer to know what response indicates a risk, you need to enter the response at or beyond which a risk exists in the "?" column for each risk in your list. For those items where a response of "Y" indicates a risk exists, enter "Y". If a response of "N" indicates a risk, enter that. If a response of 3 or above means the person is at risk, enter "3".
6. To delete a risk: Click **Delete** to remove an unwanted risk from your list.
7. To rearrange the order of the risks (this is the order in which they appear on the participant's Risks and Goals form):  
Click on a risk in the Site List.  
Click the **Move Up/Move Down** buttons to move the risk up or down one row at a time.



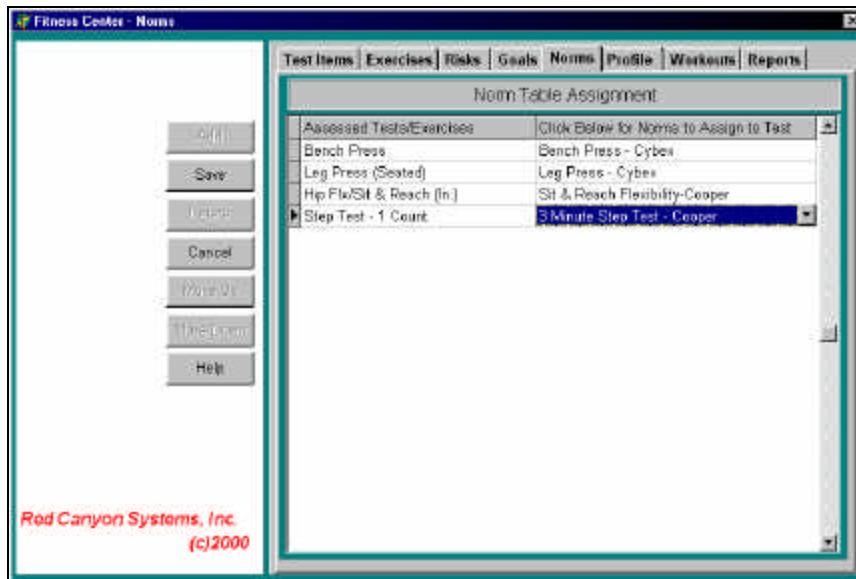
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## Assign Norms

Participant scores for some Fitness Test Items and Exercise max lifts can be assessed. That is, a participant's score is compared to scores of others in the same age, or sex (and sometimes weight) category. From this comparison, an assessment such as "Excellent," "Good," "Poor" is assigned to that score for that test for that participant. Also assigned to that score is a percentile ranking between 100% and 10% indicating where the score places the participant for that particular test. The percentile and assessment is calculated when the test score is entered for that participant on the Fitness Test tab of the Participant Form. The assessment and percentile are printed on the Participant's Fitness Profile Report.

The scores to which this participant's scores are compared for assessment come from a norm table. FICIS/CenterFit ships with a comprehensive set of norm tables. Not all Fitness Tests or exercises can be assessed. For some, assessment would be meaningless. Things such as height, girth measures and weight, by their very nature can't be assessed. There is no best height, best weight or best waist measurement.

However, items such as curl ups per minute, upper body strength on the bench press, and step test results can be assessed and norm tables are available for each in order to do that assessment. In some cases, an individual test may have more than one norm table available. Usually this is the case for tests that have different protocols. The step test, for example, has a number of different protocols: varying the height of the step, the duration of the test, the stepping cadence, or the method of counting the pulse after the test. For each of these different protocols, a different norm table is required.



The Assign Norms form is used to determine which norm table is used for fitness test items and exercise max lifts that can be assessed. Before entering any participant test data, assign the specific norm table to be used for the assessed fitness tests and exercise.

Decide which protocol, and therefore which norm table to use, for assessment. A protocol should be chosen that could be consistently administered for this test from now on. If you change a protocol for a particular test after entering test results using the first protocol, the two sets of scores will no longer result in valid comparisons when looking at an individual participant's improvement as measured by scores for the same test.

If it is necessary that the protocol be changed, resulting in a change in norm tables, the participant's actual scores can no longer be validly compared, but a comparison could be made between the

percentiles assigned the two test scores. This is not recommended. It is best if you are deliberate in determining the test protocols and selecting one from which there will be no need to change.

### **Instructions for Assigning Norms**

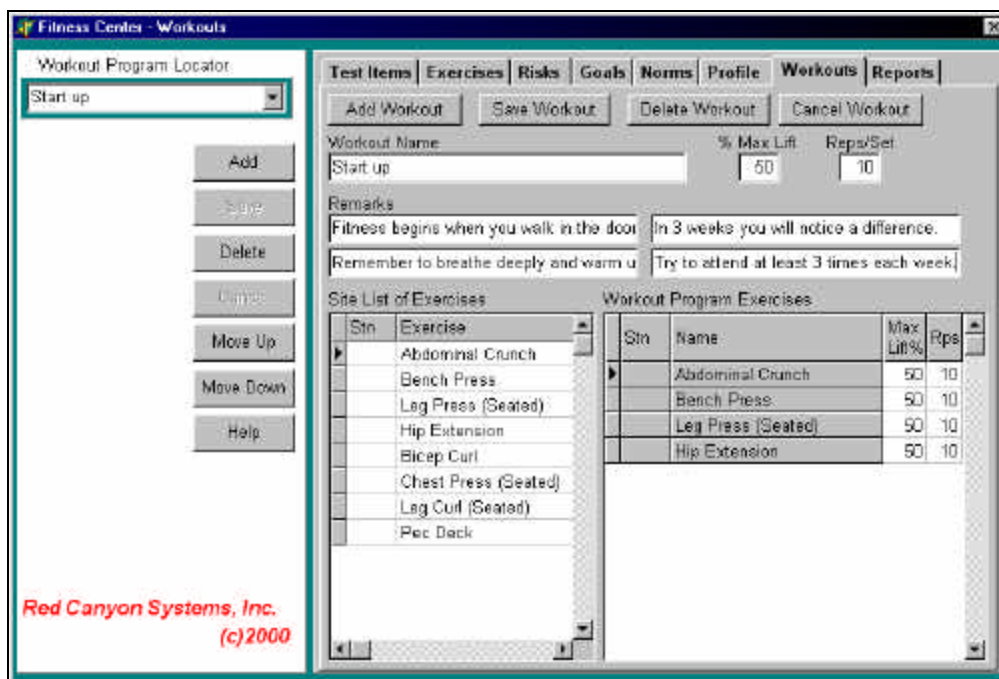
1. Select and define your site's tests and exercises.
2. Select **Norms** on the **Fitness Center** form or menu.  
The *Norms* form shows the test items and exercises from your site list that have a Norms table available. This is the table assigned to this test as default. It is usually the norm used for the most common protocol used with that test.
3. To select a norm table other than the one shown, click the **Norm Name** drop-down box in the row of the desired test. A list of all norms tables available for that test displays.
4. Click on the desired norm and that norm table will be used from that point on.
5. Click **Save**.

## Workout Program

Use **Workout Program** to create and edit workout programs for your site. You define each specific workout program once using the following information:

- name of the workout program
- names of the exercises to be conducted as part of that program
- percentage of a participant's max lift to use as a workout weight
- number of repetitions per set
- participant's workout heart range and some comments on the workout

When a participant requests a specific workout program, that participant's max lift scores for each exercise listed in the program are converted to corresponding workout weights and the program is printed for that participant with their own personalized workout weights.



## Add New Workout Program

1. Click **Add Workout**. The Workout form appears with open fields and the site list of exercises.

Stn	Exercise
4	Abdominal Crunch
5	Bench Press
8	Leg Press (Seated)
9	Hip Extension
12	Bicep Curl
13	Chest Press (Seated)
15	Leg Curl (Seated)
21	Pec Deck

Stn	Name	Max Lift%	Rps
-----	------	-----------	-----

2. **Workout Name:**

Type the descriptive name of the Workout Program (this name will show up later on reports for Workout Programs and should describe the purpose of the workout program.).

Examples of workout program names are:

*Super Circuit, Start Up, Introductory, Aerobic Super Circuit, Super Circuit-Level II, Upper Body Conditioning-Level I*

3. **% Max Lift:**

Type the percentage that you want to use as the default % of max lift to be used for the exercises. If you need to change this for an exercise, do so in the corresponding column for the exercise.

A participant's max lift weight recorded during testing is how much the participant can lift one time on an exercise. The amount of weight a participant uses when working out is a percentage of this max lift. As an example, in most starting circuit programs, participants start out at 40% of their max lift weight on each exercise. Therefore, % Max Lift would be set to 40%. When a participant's workout program is printed, each exercise weight is 40% of what their max lift was on the exercise.

In many instances, you will design a program with all exercises using 40% of max lift for the workout weight. At the same time, you can create another program with the same exercises, but a slightly different name and a higher percentage, say 50%, for workout weight percentage. This program can then be printed for participants for whom the 40% program is no longer a challenge.

4. **Reps/Set:**

Type the default amount to be used for each exercise's reps/set.

Reps/Set is the number of repetitions participants should do of each exercise in this workout program. The default reps/set is what each exercise is given when selected. You can change reps for any exercise after selecting it.

5. **Remarks:**

Type short phrases about the program. There are four fields that can contain up to 40 characters each in this order: row 1 provides fields 1 (left) and 2 (right); row 2 provides fields 3 (left) and 4 (right). The phrases are arranged in this same order on the bottom of workout program report. These remarks can contain overall comments or instructions regarding this particular workout program.

6. Select exercises for the workout program: Click on an exercise in the **Site List of Exercises**.

7. Click **Add** in left control panel to include the selected exercise in the workout.

8. Repeat until all exercises for the specific workout program are in the list.

9. After you select all exercises for this program, use the buttons, **Move Up** and **Move Down**, to arrange exercises in the order in which participants should perform them and the order in which they are to be printed on the workout program form.

10. Click **Save Workout**.

### **Cancel Workout**

Use **Cancel** to escape from a workout program and not save it.

### **Delete Workout**

Use **Delete** to remove a saved workout program.

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# Facility

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## Facility Function Overview

The Facility function provides features for entering information about your center or lab and its activities, calculating grades for schools using courses and terms, and creating reports. In this chapter, you will learn how to:

- Set up Terms
- Set up Courses
- Enter Staff data
- Enter Grading Scales
- Calculate Grades
- Set Up Log In Activities (if you have selected "Track visits by activity" in the Log In Set Up)
- Assign Activities to Course


It is helpful to understand how our programs store and track data so that you make the correct decisions about setting up terms and courses. When you read the instructions for each function in this section, important items are referred to again. Note the following points about how visit data is stored and other academic operations are provided in our programs:

- Term records store total visit time and number of visits.  
If you set up terms as the timeframe under which you operate, you can obtain reports that show visit totals (number of visits and total time) for the entire term.
- Course records store total time and total visits, provide course rosters of participants, and allow you to set up grades. You can obtain reports, such as Visit Logs by Course, that shows for each course: total time and total visits by each course and then total time and total visits for each participant in each course. Course records are required if you must print course rosters.
- Course records store grades and required visits and time to obtain the grade for grading calculations and reports. If you intend to calculate grades for your site, first you must use the Courses function.
- If you have specified in Log In Set Up that your site is tracking visits by course, participants must be enrolled in an open term/course before they can log in.

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## Terms

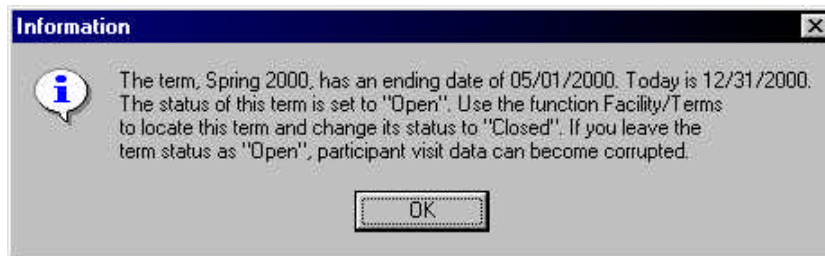
If you are a school using a Red Canyon Systems program, before you enter courses and participants or import course, enrollment, and participant data from external files (such as a registration system), you must identify the terms in which participants are going to be enrolled. You can enter terms and their start and end dates in advance, such as entering terms for next year, and then assign a status of "Closed" until the term is opened. The current term must have a status of "Open."

 **Note:** If you are importing external files (course, enrollment, and participant records) from a registration system, you must use the same name for the term in both this record and in the Term field in the Course Master and Enrollment Master import files. If you already have a designation for Term in your registration system's records, use the exact same name when you add the term on the Red Canyon Systems Term form. The two names must match identically, including spaces and capitalization.

### *Attempting to Use Log In with Two Terms Open*

When you start Log In on the check-in computer, the program checks the start and end dates of all terms with an "Open" status. If an "open" term is found with an end date that has already occurred, you will not be able to start Log In until you use the administration program – CenterFit or Log In Administrator – **Facility/Terms** - to select "Closed" as the **Status** of the prior term.

You will see a message similar to the one shown here.



This is a safety check to ensure the integrity of your visit records. If your site wants to allow participants to log in after the actual term's end date, you can set the term's end date to a later date and keep the term's status set to "Open" until the new term's start date. This is a common procedure for campus fitness centers that are open during term breaks, allow participants to workout, and record their visits during break. When the new term start date occurs, those participants should no longer attempt to log in for the prior term. They should be enrolled in the new term to continue to log in. This safety check prevents you from having two terms in which participants are enrolled open at the same time. Sites that have two terms open with one for community members will not experience this situation because the end date of the open term for community members will not have occurred if it is set correctly.



## Term Rules and Guidelines

1. You can change the term's name in the term record. However, if you import course and participant enrollment files, the term name in those files must also be changed.
2. Do not delete a term after you add courses and participants. Visit data is stored at each level. This is done so that schools that need to obtain state reports for reimbursement and grants can do so at the term, course, and participant level.
3. Each course code/section ID combination must be unique in the term. Do not use the same course code/section ID - no two records can be the same. However, you can enter the same course code/section ID in a different term. You can use the same course title on more than one record.
4. Special term use:


Some sites have a certain group of people, such as faculty, community members, etc., who use the facility during time periods that are outside those of the normal term start and end dates. These sites do not want to "re-enroll" the same people in a different course each time a new term begins. Instead, these sites do the following:

  - a.) Set up a separate term for the group and give the term a unique name (such as **Unrestricted Term** or **Bronze Term**).
  - b.) Set up a **Start Date** and an **End Date** that can be a multi-year range. For example, you can enter a start date and an end date that give a 10-year term.
  - c.) Set the term's *Status* field to **Open**.
  - d.) Set up one course for the term, which can be used repeatedly in different terms.

## Adding a Term


### Follow these steps to add a new term:

1. On the Main Menu, select **Facility/Terms**.  
The **Terms** form appears with the most-recently selected term data. If this is your first time using the function, the form's fields and locators will be blank.
2. Click **Add**. The following fields are required:  
**Term Name**, **Start Date**, **End Date**, and **Status** (status must be set to **Open** for the current term).
3. Click **Save**.

 **Note: Log In Users** - The default visit rules that you entered in Log In Set Up appear at the bottom of this form. You can change the rules for the selected term, if appropriate. Later, if you change the Log In Set Up visit rules, the rules for this term will not be changed automatically.

### Starting a New Term

1. Change the **Status** of the prior term to **Closed**.  
This closes all course master and enrollment master records in the prior term so no one can log in to courses from the prior term.
2. Create a new term record.
3. Create new course records.
4. Enroll students into the new course.
5. Change status of the new term to **Open** just before participants should start logging in for the new term.
6. Double-check the prior term's **Status** to make sure that it has been changed to **Closed**.


 **Note:** When you close a term, all the courses that you have assigned to the term will close automatically, which automatically closes the participant enrollment records. If you give a student an incomplete and they must continue to work on the course by logging in, you must go to the *Participant/Enrollment* screen and change the status in the participant's enrollment record for the course. See the *Participant/Enrollment* instructions for details.

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## Courses

The Courses function provides information on the courses offered at your facility. They are connected to the Term in which they are added. In other words, when you add a term with its start date and end date, the dates you enter are then automatically connected to the course records that you add for the term.

- If you need to track attendance either manually through FICIS or automatically through CenterFit and Log In, you must set up courses for a specific term. This is the only way in which you will be able to receive a course roster or a listing of the participant visit data by course.
- If you only offer one course at your facility, but need to provide grades for that course, you must add a course to the term.
- If you do not run grading of any kind or need to segment participants into course listings/rosters, you should add a "general" course name of your own definition. All participants can be enrolled in this same "general" course. You can then obtain reports based upon the course. Used in this way, "course" becomes a type of group defined within a time range (term).
- You must add at least one course for each term, set the term's status to "open," and then enroll participants in the course. If you do not do this, participants receive an error that they are not enrolled in a course for the lab when they attempt to log in.
- In order to allow participants to log visit time in a lab, you must assign the appropriate course names to each lab – Lab Set Up/Assign Courses.

 **Note:** The term record identifies the timeframe under which activity takes place. Activity can mean several things – the addition of courses into which participants will be enrolling, grading scales, visit data for a given date range, course rosters, state reporting, or simply the recognition of visits for a given time frame.

## Course Rules and Guidelines

Here are rules and guidelines that you need to understand when you are identifying course information in your Red Canyon Systems program. Spend time reviewing them now so that you do not create problems with record keeping later.

- When you add a course, by default the start and end dates of the term are copied to the course record. If you later change the term's start/end dates, the course start and end dates do not change. You must manually change the dates yourself.
- For Log In customers, courses automatically assume the visit time rules that you selected in Log In Set Up. However, if you need to set up different visit time rules for a specific course, you must do it on the actual course form.
- If you change visit time rules after you have added courses in a term, you must enter the visit time rules manually in each course and in the term record. Records, once created, cannot be updated in a backward sequence. In other words, once you start with a set of visit rules, then add a term and then add courses, each record takes on the initial settings in the prior record in this order:
  1. Visit Rules – Visit Time Rules in Log In Set Up
  2. Term Visit Time Rules – upon adding a term, the Log In Set Up Visit Time Rules are copied into the Term Record.
  3. Course Visit Time Rules – upon adding a course in a term, the Term Visit Time Rules are copied into the Course record.
- If you are going to use Log In to track attendance by course or if you use CenterFit or FICIS and need to print reports by course/class, use this function to identify the courses for your site.
- If you download and import a course master file from your registration system, the courses will be displayed on this form and you will not have to enter them by hand. See [the chapter – System Set Up/Import Data](#) for instructions on creating the course master file and importing it.
- If you need to enter course information manually, follow the steps for Adding Courses to a Term.

## Adding Courses to a Term

1. On the Main Menu, select **Facility** and then select **Terms**.
2. Check the **Terms** form to see if the term in which the course is being offered has been added. If the term has not been added, you must do so before entering course information. For instructions on adding and starting terms, see the **Terms** section in this chapter.
3. Click on the **Courses** tab.  
A list of the courses for the current selected term display on the right side of this form.

The screenshot shows the 'Facility - Courses' window with the 'Courses' tab selected. The 'Term Locator' is set to 'Fall 2001' and the 'Course Locator' is 'Astr 101 001'. The course details are: Course Name 'Astr 101', Section '001', Course Title 'Intro to Astronomy', Start Date '08/20/2001', End Date '12/21/2001', and Status 'Open'. The 'Visit Rules' section shows: Minimum 20, Maximum 150, Missing Log Out 10, Wait 1, Free 19, Max Assumed 240, and Max Visits Per Day 3. The 'Course Totals' table shows 2 actual and awarded visits, each with a time of 2:04. A table on the right lists other courses for the term: Astr 101, Astr 102, Eng 101, Eng 102, ESL 100, Math 100, Math 200, and PED140, all with section 001.

4. On the left side of the form, check the field, **Term Locator**, to make sure the correct term is selected. If not, click on the field and locate the correct term. The **Start** and **End** dates on the **Courses** form fill in automatically when you select the term.
5. Click the **Add** button. The cursor moves to the **Course Code** field.

### Required fields:

You must enter information in these fields: **Course Code**, **Section**, **Type** (credit, noncredit), **Hours** (if you selected "credit" as the Type), and **Course Title**. All other fields on this form are optional. You can use them to enter staff data for lookup purposes (Staff data is available through the drop-down list if you have added instructors in the Staff form.).


**Note:** **Log In users:** you will see the visit rules for the course displayed at the bottom of this form. The display shows the default rules that apply from the Log In Set Up. On the Courses form, you can change the rules for individual courses. Later, if you change the Log In Set Up visit rules, the rules for this course will not be changed automatically.

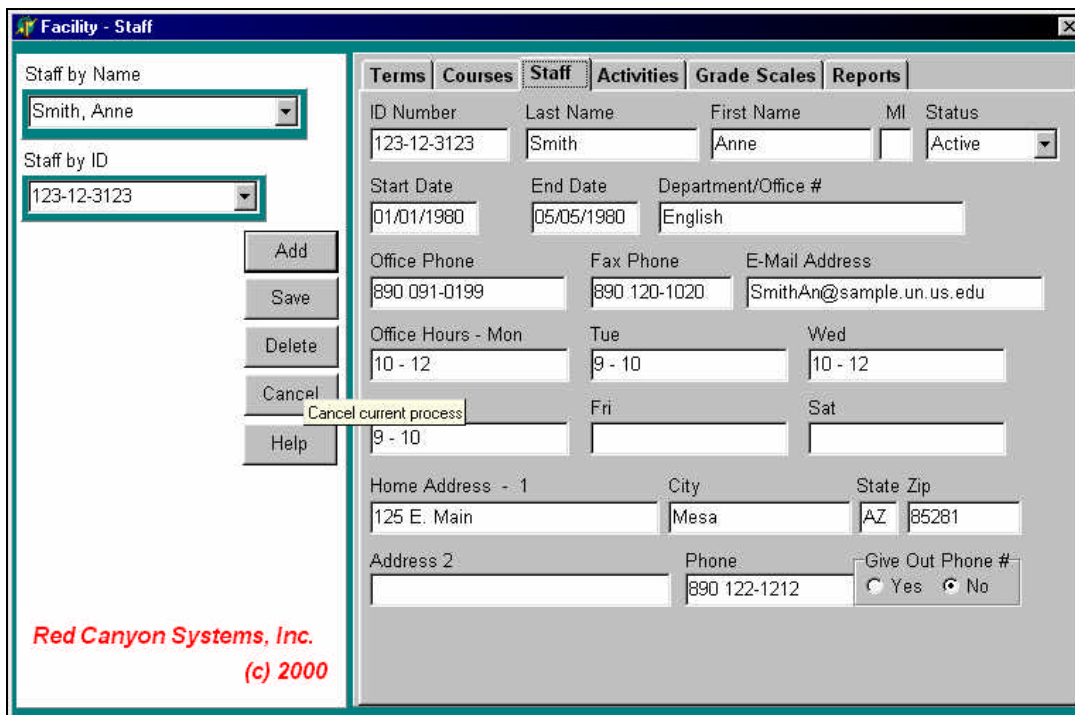
## Staff Data

Staff data consists of detailed information about the instructors who teach courses in your center. If you enter a record for each instructor, the list of instructors will be available in the Instructor selection field on the Courses form. This means that you will be able to identify the instructor for each course. This feature is optional. If you do not enter instructor records, the drop-down selection list will not be available for the **Select Instructor** field on the **Courses** form.

### Adding Staff Data

1. On the Main Menu, select **Facility** and then select **Staff**.  
The Staff form appears with the most-recently selected staff data.
2. To add a new staff record:  
Click **Add**.  
A blank staff form appears with the cursor blinking in the **ID Number** field.

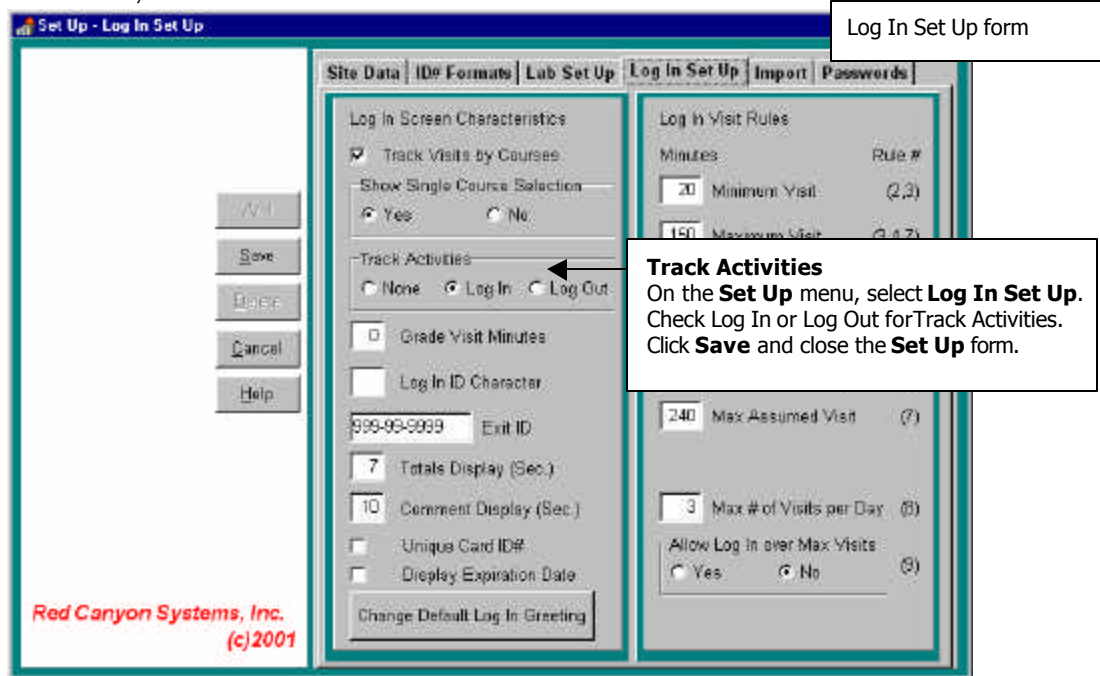
 **Note:** If your site uses a differently formatted identifier for staff (something other than SSN, which is the default ID format) you must identify the format in **Set Up** first before you add the first staff record. After adding a staff record using SSN as the ID format, you cannot change its ID format.



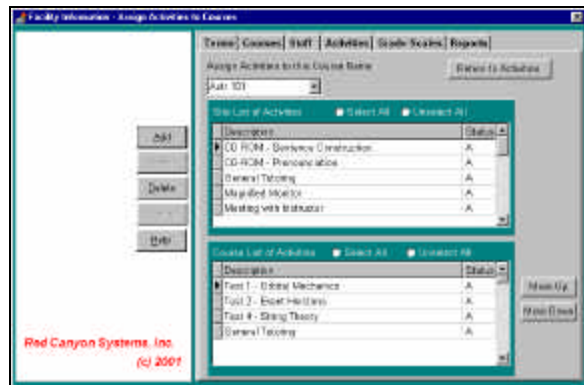
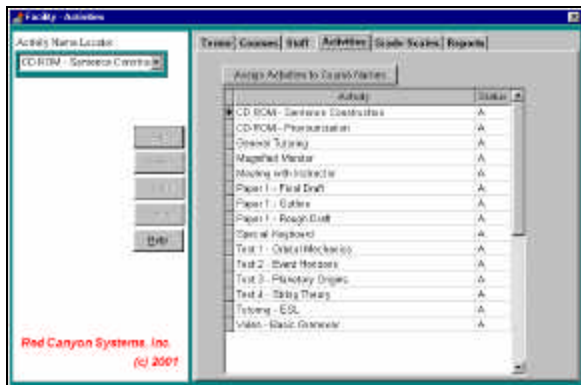
3. **Required fields:**  
Enter **ID Number**, **Last Name**, and **First Name**.  
All other fields on the Staff form are optional.
4. Click **Save**.

# Activities

Log In can be set up to prompt participants to select an activity when logging in or logging out. If you select *Track Activities* (Log In or Log Out) in *Log In Set Up*, the **Activities** tab appears on the **Facility** form and in the *Facility* menu.

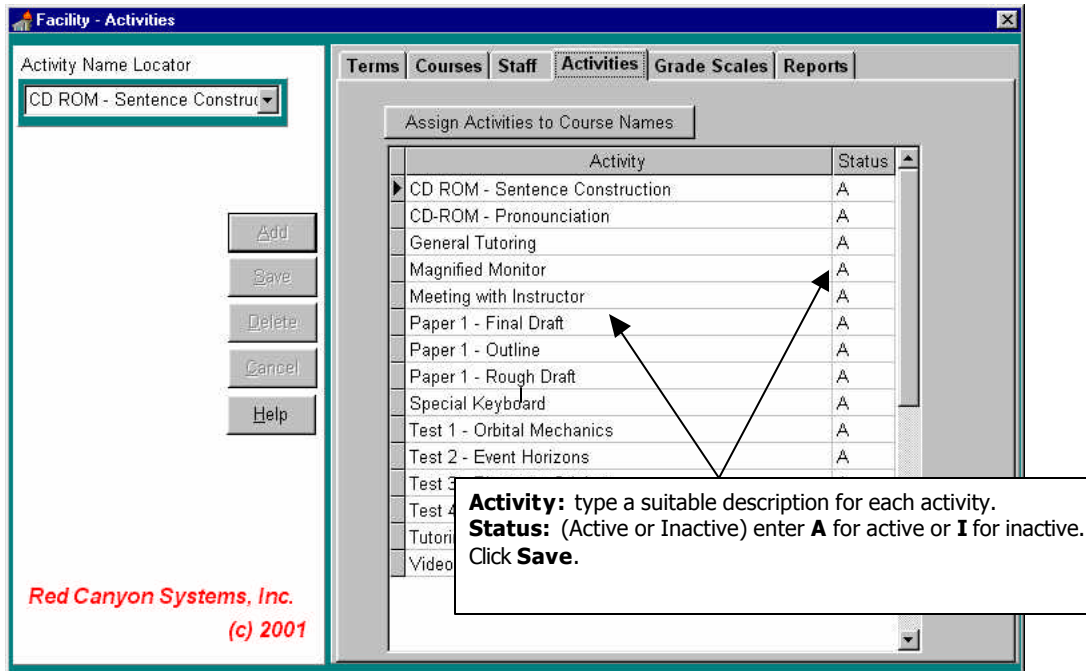


You can then add activities to a master list and assign them to the appropriate courses so participants will see a list of activities specific to the course for which they log in (or log out).



## Add Activities

1. On the Main Menu, select **Facility** and then select **Activities**.



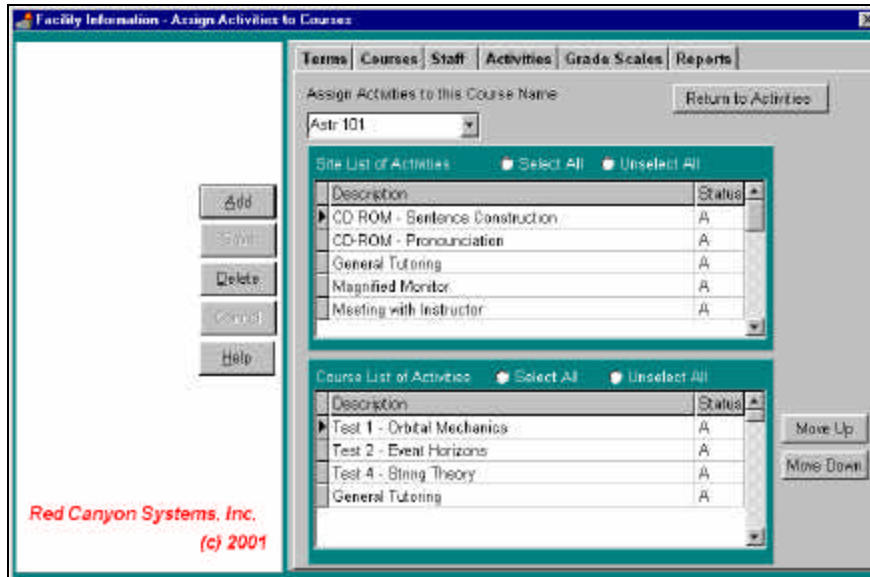
2. On the **Activities** form, click **Add** to enter a new activity, status, and code. A new row opens (indicated by the \* and the open fields) in which you can enter data that describes the activity. You can enter data now or any time in the future. Click **Save** when you are done adding activities.



## Assign Activities to Course Names

After you have set up the courses for your facility and current term, you can add activities and then assign one or more activities to each course name. If you have selected the option *Track Visits by Activities – Log In or Log Out* in **Log In Set Up**, the activities will be displayed on the Log In Course/Activity selection screen when participants log in for a course. Participants can select one or more activities for each visit. In order to display the activities in Log In for a course, you must complete the following steps.

1. On the *Facility – Activities* screen, click on **Assign Activities to Course Names**.  
The *Assign Activities to Courses* screen appears.



2. At the top of the screen, click in the course locator, *Assign Activities to this Course Name*, and select the course from the drop-down list.
3. In the top grid, *Site List of Activities*, select one or more activities.  
To select **one activity**: rest the mouse pointer on it and click the left mouse button.  
To select **more than one activity**: hold down the **Ctrl** key while you click the left mouse button on each activity that you want to choose.  
To select **all activities**: click on the **Select All** radio button at the top of the list.
4. Click the **Add** button.  
The activities you selected from the *Site List of Activities* are inserted in the *Course List of Activities* in the bottom grid.
5. To **rearrange** the order in which the *Course List of Activities* displays on the Log In Activity Selection screen, highlight the activity that you want to move and click the **Move Up** or **Move Down** button.
6. To **delete an activity** from a course name, in the *Course List of Activities*, click on one or more activities (use the same actions as described in step 3 for selecting activities) and then click the **Delete** button.

**Note:** If a participant has selected the activity for a previous visit, the visit record for the participant will still show the activity. When you delete an activity from the *Course List of Activities*, it will no longer display the Log In Course Activity selections screen.

## Grade Scales

If you track attendance automatically or you enter visits manually in the Participants Visits form, you can assign grades based on the number of hours or visits attended in your center. Follow these steps to enter grading scales for each course. Grade scales depend on two things:

- Courses have been entered.
- Visit time is tracked using Log In or by entering it manually in the Participants Visit form.

1. On the **Facility** menu, select **Grade Scales**.

The courses for the current selected term display on this form. Each course has a row of cells for entering the grades and visits or hours that must be completed to obtain the grade. If you do not see a list of courses on this form, you must add them on the **Courses** form or download and import a course master file.

2. Click Add to place the cursor in the first grade field (Grade 1).
3. Enter a letter grade, followed by the number of visits and/or hours that the participant must complete to obtain the grade. Press Tab to move the cursor from cell to cell on the grid. Enter all grades for the courses listed.
4. Click **Assign Scale to Courses**.  
Depending on the number of courses listed here, the assignment may take several minutes. When the assignment operation is finished, the Grade Scales at the top of the form will be set back to their initial settings, ready for the next course set and grades.

### Changing Course Grade Scales

If you need to change the grade scale for one or more, but not all courses, you must click the cursor in the fields in each course row and make changes to the individual settings. If you use the top portion of the form to re-enter grade scales and click the Assign button again, it will change the grade scales for all courses.

## Calculating Grades for a Course

When you want to calculate grades, you must use the **Grade Scales** form again.

1. At the top of the form, click the radio button next to **Total Visits** (or **Grade Visits** if you have entered a grade visit amount in **Log In Set Up) Hours**, or **Best of Either**. You will see a confirmation message about the report and the progress bar will show the process.
2. To print the grade report, **Final Grades – Course List – Full ID or Short ID** and **Final Grades by Term**, select **Reports** and specify a filter, if you need one. For example, you can filter the report for a specific course or term.
3. If you need to export a file of the grades to your registration system or another facility, you can do so by selecting the report, **Final Grades Export**. The Report shows on the screen in Print Preview. You can then select the printer option: **Print to a file**.

You can also select the **Export** tool  on the *Reports Print Preview* screen and select the file type, such as Excel or Lotus or simple text format.

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# Resources

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## Resources Overview

The Resources function provides features for entering items that will appear in drop-down lists for fields. Each site can enter items that appear for selection in categories: relationships, most frequently used city, state, and zip codes. For example, the Participant General form allows you to select category codes that you have set up in Resources/Categories. In your center, you might want to have category codes for Staff, Students, Community, etc. Within those categories, you might want to further describe the participant. For example, you might want to have additional category codes that describe the type of community participant – senior citizen, special Ed program, associations, etc. Using Resources, you can set up codes that are meaningful for your site.

If you want to be able to reduce your data entry tasks and do more concise reporting, use the Resources function to preset items that can be selected for fields.

In this chapter, you will learn how to:

- Enter Category Codes
- Enter Membership Codes
- Enter Zip Codes
- Enter Relationships

## Category Codes

Category codes allow you to search and report on participants based on groups to which they belong. A category describes a participant. For example, category could be student, employee, corporate member, community member, etc.

Groups can also be further defined by additional categories. For example, companies for corporate participants, full-time or part-time for students, administrative for employees, etc.

Red Canyon Systems provides four levels of categories that can be entered on the Resources/Categories form and selected in drop-down lists on the Participant/General form. These categories also help you filter out participant groups for reports. An example of using four levels of category codes follows:

Category 1: Student Category 2: Full-time Category 3: Honors program Category 4: Tutor	Category 1: Corporate Category 2: IBM Category 3: Corporate Challenge Category 4:	Category 1: Community Category 2: Firefighter Category 3: Physical Therapy Category 4:
Category 1: Student Category 2: Full-time Category 3: Sports program Category 4: Baseball	Category 1: Corporate Category 2: Motorola Category 3: Daily workout Category 4:	Category 1: Community Category 2: Senior Category 3: Daily workout Category 4:
Category 1: Student Category 2: Full-time Category 3: Sports program Category 4: Baseball	Category 1: Corporate Category 2: Red Canyon Systems Category 3: Corporate Challenge Category 4:	Category 1: Community Category 2: Adult Category 3: Personal training Category 4:

### Important Notes

- Category items must be exclusive in each level – do not use the same category in another level.
- Before you enter categories, it is a good idea to plan out your categories and levels to avoid overlapping descriptions.
- Be cautious when using categories to describe grade levels and other types of information that change frequently. If you entered category codes for grade levels (sixth grade, seventh grade, freshman, etc.), you would need to go to each individual record and change the category code each time the participant changed grade levels.
- You might want to identify sports with category codes. It would be useful to be able to select participants from a specific sport on which you could run reports.

## Instructions for Entering Categories

1. On the **Resources** menu, select **Categories**.  
The **Categories** form appears with the list of previously entered categories.

Code	Level	Description
Adm	2	Administrator
Ath	2	Athletes
Bsk	3	Basketball
Com	1	Community Member
Crp	1	Corporate
Emp	1	Employee
Fac	2	Faculty
Frm	2	Firemen
MsE	2	Mesa City Employees
Plc	2	Policemen
Stf	2	Staff
Stu	1	Student
Vlb	3	Volleyball

2. Click **Add** to start a new category record.  
If you make a mistake while entering a record, before you click **Save**, click **Cancel**. A cancel message will be displayed for your confirmation.  
**Delete** a record by clicking on the record and clicking **Delete**.
3. Click in the **Code** field. Type a code (up to 4 characters) that is an abbreviation for the category. Press Tab.
4. **Level**: select a level 1, 2, 3, or 4 to place the category. Press Tab.
5. **Description**: Type a phrase to describe the category.
6. Click **Save** to save the category record.

## Membership Codes

Membership codes set up on the Resources/Membership Codes form will be displayed when you are entering participant information on the **Misc** form. These codes help identify the memberships you offer at a fitness center. Generally, a membership code is time-oriented (monthly, quarterly, annual). When you define the value of the time period (year, months, days), it will be used in the Participant Membership fields to calculate an automatic expiration date based on the enrollment date.

Follow these steps to enter membership codes:

1. On the **Resources** menu, select **Memberships**.  
The **Memberships** form appears with the list of previously entered membership codes.

Code	Description	Years	Months	Days
Ann	Annual	1		
Mnt	Monthly		1	
Sem	Semi-Annual		6	

2. Click **Add** to start a new membership record. If you make a mistake while entering a record, before you click **Save**, click **Cancel**.  
Delete a record by clicking on the record and clicking **Delete**.
3. Click in the **Code** field. Type a code (up to 4 characters) that is an abbreviation for the membership.
4. **Description:** Type a descriptive phrase to describe the membership code.
5. **Enter a value for one time period.**  
**Year:** if the code describes one or more years of membership, enter the number of years. This field does not apply to membership codes that are less than a year. Press Tab.  
**Months:** if the code describes one or more months of membership, enter the number of months. Press Tab.  
**Days:** enter the total number of days that the code describes (31 for a month, 90 for a quarter).
6. Click **Save** to save the membership record.



## Zip Codes

Zip codes set up on the Resources/Zip Codes form will be displayed when you are entering participant information on the **Participant General** form in the Zip Code field. By selecting a zip code that appears in the drop-down list, the city and state fields are filled in automatically for the participant. We recommend that you enter the zip code, city, and state information that is most-frequently used in your area.

Follow these steps to enter zip codes:

7. On the **Resources** menu, select **Zip Codes**.

The **Zip Codes** form appears with the list of previously entered zip codes.

ZipCode	City	State	Status
85289	Mesa	AZ	O
87877	Mesa	AZ	O
87181	Apache Junction	AZ	O
86727	Chandler	AZ	O
89898	Globe	AZ	O

8. Click **Add** to start a new zip code record.  
If you make a mistake while entering a record, before you click **Save**, click **Cancel**. A cancel message will be displayed for your confirmation.  
Delete a record by clicking on the record and clicking **Delete**.
9. Click in the **Zip Code** field.  
Type the zip code. Press Tab.
10. **City:** Type the name of the city. Press Tab.  
**State:** Type the two-character state code. Press Tab.  
**Status** The default status is **O** (open). If you do not want the zip code to appear but you want to keep it for later use, enter **C** (closed).
11. Click **Save** to save the zip code record.

## Relationships

Relationships that you set up on the **Resources/Relationships** form will be displayed when you are entering participant information on the **Misc** form in the Emergency Contacts relationship fields. Most-frequently used relationships have been entered for you upon installation.

Follow these steps to enter new relationship records:

12. On the **Resources** menu, select **Relationships**.

The **Relationships** form appears with the list of previously entered relationships.

Code	Description
Aun	Aunt
Bro	Brother
Bil	Brother-in-Law
Cch	Coach
Dau	Daughter
Ftr	Father
Fil	Father-in-Law
Fm	Friend
Gda	Granddaughter
Grf	Grandfather
Grm	Grandmother
Gso	Grandson
Mng	Manager
Min	Minister
Mtr	Mother
Mil	Mother-in-Law
Nei	Neighbor
Nph	Nephew
Nce	Niece

13. Click **Add** to start a new relationship record.

If you make a mistake while entering a record, before you click **Save**, click **Cancel**. A cancel message will be displayed for your confirmation.

Delete a record by clicking on the record and clicking **Delete**.

14. Click in the **Description** field.

Type a phrase that describes a participant's relationship to another person. Press Tab.

15. **Code**: Type the 1-3 character code.

Click **Save** to save the relationship record.

# Participants - Daily Operations

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## Participants Overview

After installing and setting up your Red Canyon Systems program, you will perform daily work using the Participants function to do the following activities:

- Add new participants
- Change participant data
- Inactivate participants
- Delete participants
- Add, change, delete participant course enrollments (includes Add/Drop functionality)
- Add, change, delete categories in participant records (category codes must be added in Resources first)
- Add, change, delete memberships in participant records (membership codes must be added in Resources first)
- Add, change, and delete participant visit records
- Add, change, and delete participant visit activity records

**Log In customers:** If you have selected "Track Activities – Log In or Log Out" in Log In Set Up and then added Log In activities in the Facility/Activity form, you can add and maintain activities in participant records.

**FICIS customers:** If you have checked "Enter Workout Activities" in the Fitness Center/Profile, you can maintain aerobic and workout program activities for visits that you enter manually.

**CenterFit customers:** If you select "Track Activities – Log In or Log Out" in Log In Set Up, you can track visit activity. If you check "Enter Workout Activities" in the Fitness Center/Profile, you can manually enter aerobic and workout program activities for visits.

**FICIS and CenterFit customers:** enter and maintain fitness test scores and testing dates, risks, and goals

**Note:** If you have prepared the data for downloading from a registration system, you can import participant records that identify general information (name, address, phone, etc.), course records, and enrollment records. You should import this information into your Red Canyon Systems program whenever you begin a new term. If you do not import records from your registration system, you will need to enter the participant, course and enrollment data manually. After you initially enter participant records, you do not need to delete or add them again them for each term. If a participant is not enrolled in a current course, the participant's record receives an "inactive" status upon importing current term enrollment data. The record still exists; it just does not show up until you enroll the person in an "open" term.

# Add New Participants

If you do not download participant data from a registration system, you must enter participant data on Red Canyon Systems forms. Before a participant can log in for a course, the general information about the participant must be in the computer. This data consists of ID, name, address, date of enrollment, sex, birth date, and courses enrolled in. If you download participant data from a registration system, as defined in the section - Importing Data, the general participant and enrollment data will be provided for you.

Follow these steps to add a new participant to your Red Canyon Systems program.

1. On the **Participants** menu, select **General Information**.

The Participants General Information form appears with tabs for each function available.

Term	Course Name	Section	Awarded Time	Awarded Visits	Grade	Status
Fall 2001	ESL 100	001	3:32	6	C	O
Fall 2001	Eng 101	001	0:00		D	O
Fall 2001	Math 200	001	1:08	1		O

2. Click **Add**.  
The screen will be cleared of existing records and the cursor will be blinking in the **ID** field.
3. Enter data in the required fields and any optional fields that your site uses, according to the table that follows.

## Participant General Information Required Fields

Participant General Information Required Fields:	
<b>ID</b>	Enter the participant's primary identification number. You must use the format that was selected for the Primary ID # on the ID Format screen in Set Up.
<b>Log In Card ID#</b>	<p>If you have participants scan ID cards to enter ID numbers and the Card ID for each participant is different than the Participant Primary ID, enter the participant's Card ID here. This field appears on the Participant/General Information screen if you have selected the option, <i>Unique Card ID#</i>.</p> <p>Missing Cards and Newly Issued Cards: If a participant misplaces an ID card and needs to enter their ID via the keyboard, the participant must still enter the card ID#, not the Primary ID. If the participant does not know the card ID, you must look it up on the CenterFit/Log In Administrator computer by locating participant by Primary ID or Name.</p> <p>If a participant loses a card and a new one is issued, it would most likely have a new ID number. In this case, you use the Participant/General Information screen and change the Log In Card ID# to match the new card number.</p>
<b>Last Name – First Name – Middle Initial:</b>	Participant name. The data appears in reports identically as you capitalize it in these fields.
<b>Enroll Date</b>	The date the participant enrolled is entered in MM/DD/YY format. If you don't enter a value for date, the system date is entered as the enrolled date.
<b>Status</b>	Participant Log In Status. When new participants are added, they are automatically assigned a status of "A" for Active. This means they can log in. If, for some reason you want to prevent a participant from logging in or want to know when a specific participant attempts to log in, change the participant's Status to "I" to represent Inactive. When the participant tries to log in, a beep sounds (if you have identified an error sound in the Windows standard sound options) and a Log In error message displays.
<b>Sex</b>	A participant's sex is either "F" for female or "M" for male. Sex and Birth date are required in some reports.
<b>Birth date:</b>	Participant birth date in "MM/DD/YY" format. If you enter a birth date that is invalid, the Message Box displays an error message.
<b>Optional fields:</b>	
<b>Address 1, Address 2</b>	Two lines available for entering the participant's home address. This field is required if you print mailing labels.
<b>City, State, Zip Code</b>	If you have used the Resources function, Zip Codes, you will have a drop-down list of the most-common zip codes with their associated city and state from which you can select. If you do not have a drop-down list, you must type the zip code, city, and state for each participant.
<b>Home Phone</b>	Enter the home phone number, including area code – no formatting characters are needed (dashes, hyphens). The program performs formatting automatically.
<b>Business Phone</b>	Enter the business phone number the same way as the home phone. If there is an extension, enter a space – an X appears. You can then type up to 5 numbers for the extension.
<b>Secondary ID#</b>	Enter an alternate ID that you want to use for the participant. This can be SSN when you are using a different type of ID as the Primary ID but still need to cross-reference the participant with another ID. If this ID is to be formatted differently than the Primary ID, you must select its format on the Set Up screen before you enter the first participant. You cannot change ID formats after adding the first participant or entering an ID in a designated format.
<b>Participant Categories:</b>	If you have used the Resources function, Categories, you will have up to four drop-down lists of available categories from which you can select. Categories provide a way to describe segments of participants for better reporting and additional tracking. A complete description of the category function is provided in the Resources chapter. Do not enter categories independently in these fields. Set them up first in Resources.
<b>Log In Comment (Log In Users)</b>	You can type a comment for the participant that can be seen when the participant logs in.

---

## Change Participant Data

If you need to change participant data (general, misc, or visit), you can do so in the Participants function by locating the Participant by name or ID.

Follow these steps to change participant data.

1. Click on the **Participant Name** or **ID** locator on the left portion of the screen.
2. Type a letter to locate a matching alphabetical portion of the list or scroll down through the list using the down arrow on the right side.  
You can locate by the participant's ID also, using the same method as above.  
The data for the selected participant appears on the right side of the screen.
3. Change data, using the Tab key or mouse to move from field to field.
4. When you complete the changes, click **Save**.  
A confirmation message appears. Click the appropriate response button (**OK**).

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## Inactivate/Activate Participants

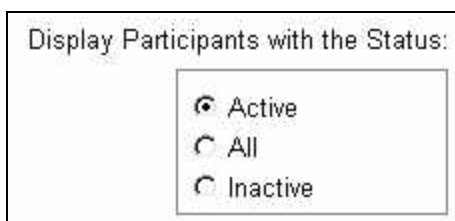
You can set an individual participant's record status to "Inactive" and back to "Active" using this function. There are several reasons for doing this:

- To keep participants from showing in the Locator field when they are not part of the current term.
- To prevent a participant from being able to "log in" for one reason or another. Upon logging in, the participant with an inactive status will see this type of message: *You cannot log in. Your status is inactive. Please see an instructor.* The participant cannot log in until the "inactive" status is changed back to "active."

**Note:** To inactivate a large group of participants all at the same time, you must close your current program (Log In Administrator) and use the **File Utilities Participant Inactivate/Activate** function. **Instructions are provided in the *File Utilities* chapter.**

Follow these steps to inactivate/activate participants individually.

1. On the bottom left side of the *Participants General Information* form, set the *Display Participants with the Status* to "All" by clicking the radio button. This action provides a locator list of participants with both Active and Inactive status.



Display Participants with the Status:

Active  
 All  
 Inactive

2. Locate the participant for whom you need to change the status.
3. In the **Participant General Information** form, press Tab to go to the *Status* field.
4. Click on the correct status – **Active** or **Inactive**.
5. Click **Save**.

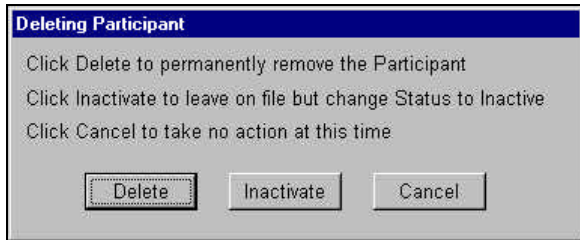
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## Delete Participants

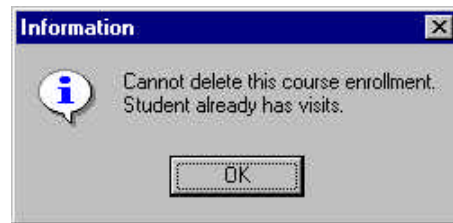
Deleting participants should be performed when a participant's data is no longer needed in the system, including visits and course enrollments. Follow these steps to delete a participant.

1. Use the **Participant Name** or **ID Locator** on the left side of the form to select a participant.
2. Click **Delete** on the left portion of the *Participants* form.

The following *Deleting Participant* window appears with response buttons.



3. In the *Deleting Participant* window, click **Delete** to remove the participant and all related data from the system. If the following types of information messages appear, you must first delete the participant's course enrollments and visits records associated with those enrollments.



### Deleting Participant Visits

Click on the **Participant Visits** tab.  
Click on a visit that you want to delete.  
Click **Delete**.  
The *Confirm* window appears with responses for your decision.  
Select the appropriate response – **Yes**, **No**, or **Cancel**.  
If you select Yes, the total for visits for this participant will be decreased and if there was an activity, it will be deleted.

---

### Deleting Participant Course Enrollments

Select the participant by using the *Participant Name* or *ID* locator on the left side of the form.  
In the list on the right side, click on the course.  
Click **Delete**.  
The *Course Enrollment* window displays with prompts for additional decisions.  
Click **Delete**. If the participant has any visits for the course, you must delete the visits first (see the steps above, *Deleting Participant Visits*.)

4. Click **Save**.

## Misc Participant Data

If you need to store emergency contact information, participant notes, and membership status (membership type, starting date, ending date) enter it on the *Misc* form.

<b>Emergency Contact</b>	Enter the name of person to contact in an emergency.
<b>Relationship</b>	Select a relationship from the drop-down list.
<b>Phone</b>	Enter the phone number – no formatting necessary – of the emergency contact.
<b>Membership Type</b>	Select a membership type from the drop-down list. This list is created in the Resources form – Membership types.
<b>Starts On</b>	Enter the date (mmddyy - no formatting necessary) on which the membership begins. A calendar appears for your convenience. Click on the appropriate month and date.
<b>Expires On</b>	This date is calculated automatically based on the membership code that you have selected. If you want this date to display on the Log In screen and also use it to keep participants from logging in, check the Log In Set Up option, <b>Display Expiration Date</b> .
<b>Participant Notes</b>	Type notes that would be used in an emergency or special notes that you need to keep about the participant.



---

## Course Enrollments for Participants

If you do not download (import) course, enrollment, and participant files for each term, you must enter course enrollments manually for each participant. If you do not enroll participants in courses, you will not be able to separate the report data by course.


### Adding a Course Enrollment for a Participant

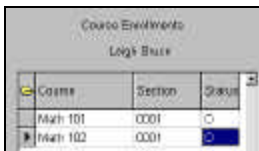
Follow these steps to add a course enrollment for a participant:

1. Select the participant by using the **Participant Name** or **ID Locator** on the left side of the form.
2. Select the correct term in the **Term Locator**.
3. Click on a course listed under the *Term*.
4. Click **Add**. The course will be added on the right side of the form – *Course Enrollments*.

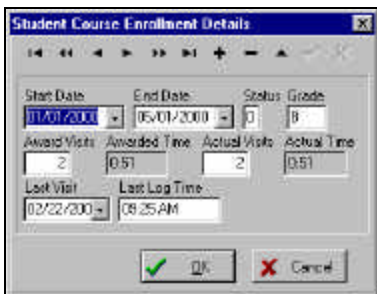
### Viewing Course Enrollment Detail for a Participant

Follow these steps to view the detail in a course enrollment record for a participant:

1. Select the participant by using the **Participant Name** or **ID Locator** on the left side of the form.
2. Select the correct term in the **Term Locator** on the left side of the form.
3. In the **Course Enrollments** section (on the right side of the form), click on the course.
4. Click the folder icon  next to the *Course* column.



5. The *Student Course Enrollment* window opens showing the course and enrollment, plus grade information (if calculated). To change a grade, see *Changing a Participant's Course Grade*.



6. Click **OK** to close the window.


### Changing a Participant's Course Grade

Follow the steps for Viewing Course Enrollment Detail for a Participant.

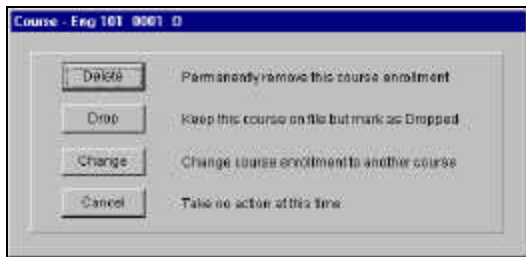
7. On the *Selected Course Enrollment Details* window, click in the **Grade** field and type over the grade.
8. Click **OK** to save the change and close the window.  
Click **Cancel** to undo the change and to leave the information as it was originally.

## Deleting a Participant's Course Enrollment

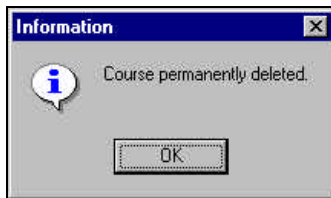
If you need to delete a course enrollment for a participant, use the Delete function and follow these steps. This action permanently removes the course enrollment record from the participant's record. If the participant record has visits associated with the course, you must delete the visits first before you can delete the enrollment.

 **Note:** If you want to drop the participant from one course and add to another course, follow the steps for *Changing a Participant's Course Enrollment*.

1. Select the participant by using the **Participant Name** or **ID Locator** on the left side of the form.
2. In the *Course Enrollments* section (on the right side of the form) click on the course enrollment that you want to delete.
3. Click **Delete** on the left side of the form.  
The *Course* window appears with prompts for additional decisions.




4. In the *Course* window, click **Delete** to remove the participant's course enrollment record from the system.  
A message appears to confirm that you have deleted the course enrollment.



5. On the *Information* window, click **OK**.

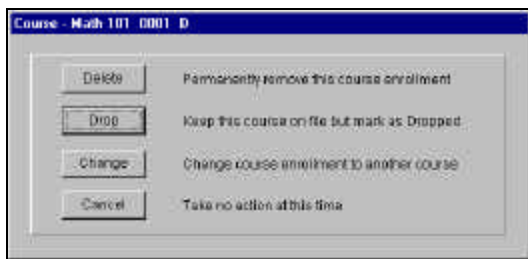
## Dropping a Participant's Course Enrollment

If you need to drop a course enrollment for a participant without adding another course, use the Delete function and follow these steps. This action removes the course enrollment record from the participant's record but still includes the participant in the course roster with a *Dropped* status.

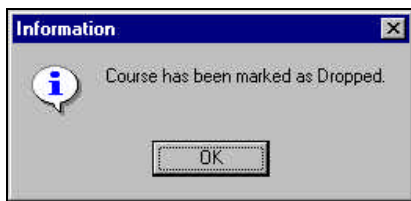
 **Note:** If you want to change the participant's enrollment by dropping from one course and adding to another, follow the steps for *Changing a Participant's Course Enrollment*.

1. Select the participant by using the **Participant Name** or **ID Locator** on the left side of the form.
2. In the *Course Enrollments* section (on the right side of the form), click on the course enrollment that you want to drop.
3. Click **Delete** on the left side of the form.

The *Course* window appears with prompts for additional decisions.



4. On the *Course* window, click **Drop** to assign a status of "dropped" to the participant record. A message confirms appears on the *Information* window to confirm that you have dropped the course enrollment.

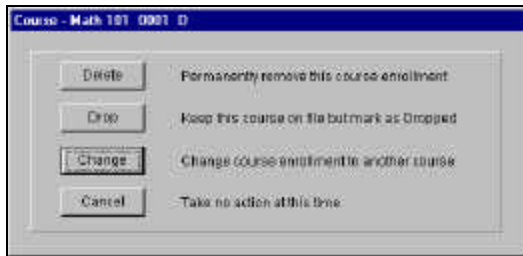


5. On the *Information* window, click **OK**.

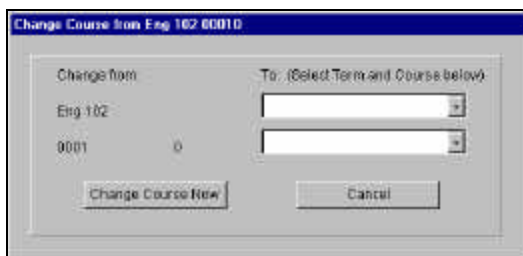
## Changing a Participant's Course Enrollment

If you need to change a course enrollment for a participant, use the **Delete** function on the **Enrollment** form and then the **Change** button on the *Course* window. Follow these steps.

1. Select the participant by using the **Participant Name** or **ID Locator** on the left side of the form.
2. In the *Course Enrollments* section (on the right side of the form), click on the course enrollment that you want to change.
3. Click **Delete** on the left side of the form.  
The *Course* window opens with options for the course enrollment, **as shown**.
4. On the *Course* window, click **Change** to open the *Change Course* window, **as shown**.



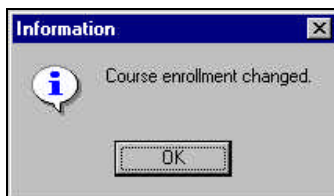
5. On the *Change Course* window, in the **Change To Course** and **Section** fields, click in the first field to open the drop-down list of courses. Select a course and then in the field below it, click and select the section number.



The screen should look like this:



6. Click **Change Course Now**.



7. When you see the "Course enrollment changed" message, click **OK**.

## Participant Visits

If you are a Log In or CenterFit customer, use the Visits form to maintain participant visits and activities (optional – if selected on the Log In Set Up) for those visits. You can delete, change, and add visits and visit activities.

- If you have selected to track courses as part of the Log In Set Up, the top portion of the form shows the total visit information for each course in which the participant is enrolled.
- If you have also selected to track Log In Activities (add them first in Facility/Activities), the bottom portion of this form shows the activities logged for each visit.

### Visit Status Codes

At the end of each visit record, there is a status code listed.

M	Participant did not log out – the time assigned in Log In Set Up for a Missing Log Out was assigned for this visit. This status is assigned when a participant who does not log out in a lab, logs in later from a different lab (after the max visit time has passed) or when the Missing Log Out Utility is run.
L	Length of visit was longer than the amount of time assigned in Log In Set Up for a maximum visit.
S	Visit was not long enough to satisfy the amount of time assigned in Log In Set Up for a minimum visit.
N	Normal visit. – participant logged in and logged out in a lab.
A	Visit that has been adjusted by running file utilities – adjust visits.

**Participants - Visits**

Participant Name Locator: Connors, Debbie

Participant ID Locator: 997-99-7987

Print Visits [Add] [Over] [Delete] [Cancel] [Refresh] [Help]

Display Participants with the Status:
   
 Active
   
 All
   
 Inactive

Red Canyon Systems, Inc. (c)2002

Term	Course Name	Section	Actual Visits	Actual Time	Award Visits	Awarded Time	Last Visit
Fall 2002	Eng 101	001	0	0:00	0	0:00	
Fall 2002	Math 080	001	0	0:00	0	0:00	
Fall 2002	HPR 101	010	6	7:10	6	7:10	09/10/2002

Visit Activities for 09/04/2002 - 07:00 AM

[Add Activity] [Save Activity] [Delete Activity] [Cancel Activity]

Activity:
   
▶ Orientation

### Actual Visits/Awarded Visits Description

Log In visits are referred to as either Actual or Awarded. Most reports list the data for both types of visits. The differences between these two types of visits are:

<b>Actual Visit</b>	Each time someone logs in, a record is created for that visit. Every visit is an Actual Visit.
<b>Actual Time</b>	The amount of time allocated to each visit. It equals the time elapsed between Log In and Log Out for each Visit.
<b>Awarded Visit</b>	An Awarded Visit is a visit that complies with all the Visit Rules. That is, the length of the visit was over the minimum time required, and within the maximum accepted visits per day. If the visit was below the minimum time required, or over the maximum visits accepted per day, it is counted as an actual visit, but not as an awarded one.
<b>Awarded Time</b>	The amount of time given to an Awarded Visit. If the visit was greater than or equal to the minimum time required and less than or equal to the maximum time required, Awarded Time equals Actual Time. If the visit was less than the minimum required, Awarded Time is 0. If the visit was more than the maximum time allowed, then Awarded Time equals the maximum time allowed.

Each visit record stores the following information for that visit:

**Actual Visit Count** - How many actual visits this visit is worth - usually 1.

**Actual Visit Time** - How much time this visit actually lasted.

**Awarded Visit Count** - How many awarded visits this visit is worth - normally 0 or 1.

**Awarded Visit Time** - Amount of time awarded to this visit - 0 to maximum time per visit.

The only time Actual or Awarded Visit Count is greater than 1 is when the visit record was created by File Utilities as a Visit Total Adjustment. In that case, Visit Count can be any value. The same is true of Actual and Awarded Visit Time.

If someone logs in and fails to log out, the computer automatically assigns visit lengths equal to the value that was assigned to Missing Log Out time in Log In Set Up.

### Visit Examples

The examples are based on the following Log In Visit Rules:

Minimum Visit Time: 20 minutes

Maximum Visit Time: 120 minutes

Maximum Visits per Day: 2 visits

Missing Log Out Time: 10 minutes

Participant	Log In at	Log Out at	Actual Visit Count	Actual Visit Time	Awarded Visit Count	Awarded Visit Time	Explanation
Bob	10:30AM	11:00AM	1	0:30	1	0:30	Accepted
Sue	10:30AM	10:45AM	1	0:15	0	0:00	Too short
Bob	01:00PM	03:30PM	1	2:30	1	2:00	Too long
Sue	01:00PM		1	0:10	1	0:10	Missing log out
Bob	07:00PM	08:00PM	1	1:00	0	0:00	Too many visits
Note on Missing Log Outs: If Missing Log Out Time is set to 0 (zero), Awarded Visit Count and Awarded Visit Time are 0 (zero) for any visits with Missing Log Outs.							
Bob	10:30AM		1	0:00	0	0:00	Missing log out

## Adding a Visit

1. Click **Add**.

The *Adding a Visit* window appears with fields for entering dates and times.

Name	Section	Actual Visits	Actual Time	Award Visits	Awarded Time	Last Visit
001		0	0:00	0	0:00	
001		0	0:00	0	0:00	
010		6	7:10	6	7:10	08/10/2002

Time Out	Actual Visits	Actual Time	Award Visits	Awarded Time	Status
		0:00		0:00	
08:15 AM	1	1:15	1	1:15	N
09:00 AM	1	1:00	1	1:00	N
08:45 AM	1	1:15	1	1:15	N

2. Enter the **Date In** (date of the visit) – *mmddyy* – do not enter dashes, slashes or hyphens.
3. Press Tab to move to the next field.
4. Enter the **Time In** - start time of the visit – using two digits for the hours (02, 03, etc. for single-digit hours) and two digits for the minutes. Follow the entry immediately with a P (for PM) or an A (for AM). For example: to enter 3:00 in the afternoon, you should type **0300p** and press Tab to move to the next field. The time will be formatted by the system.
5. Enter the **Date Out** (date of the visit) – *mmddyy* – do not enter dashes, slashes or hyphens.
6. Press Tab to move to the next field.
7. Enter the **Time Out** – stop time of the visit – using the same rules as the "time in" in this field.
8. If the course you select is offered in more than one lab, you will need to choose the correct lab from the drop-down list in **Lab Locator**.
9. If you use more than one workstation for logging in, you will need to choose the correct workstation from the drop-down list in **Workstation Locator**.

## Deleting a Visit

1. Click on a visit that you want to delete.
2. Click **Delete**.
3. In the *Confirm* window, select the appropriate response – **Yes**, **No**, or **Cancel**.  
If you select **Yes**, the total visits for this participant will be decreased. If there was an activity, it will be deleted.

## Visit Activities

Through the participant's visit record, you can also track aerobic, workout, and Log In visit activities. Tracking of Log In visit activities is provided as an option through Log In Set Up, where you indicate when the participant will select the Log In activity (at Log In or Log Out). Upon turning on this option in Log In Set Up, you must then specify the activities you want to track using Facility/Activities.

If you are a fitness center customer (CenterFit or FICIS) and you want to track aerobic and workout activities for visits, you must specify that option in Fitness Center/Profile by checking the option, *Enter Workout Activities*.

### *Adding a Visit Activity*

1. Click on a visit for which you want to add an activity.  
The visit date and time in appears in the bottom portion of the form.
2. Click **Add Activity** in the bottom portion.
3. Click the type of Activity you want to add: **Log In, Aerobic, Workout**.  
Click in the open field in the *Activities* grid.
4. Click the down arrow at the end of the field.  
A list Activities (predefined in Facility/Activities or those that are defined in the fitness module for aerobic activity and by workout programs) appears.
5. Click on an activity (for workout activity enter the number of circuits, for aerobic activity enter the time in minutes) and click **Save Activity**.

### *Deleting a Visit Activity*

6. Click on a visit for which you want to delete an activity.  
The visit date and time in appears in the bottom portion of the form.
7. Click **Delete Activity** in the bottom portion.
8. Click on an activity and click **Save**.



## Participant Fitness Tests

After you have set up tests, exercises, and norms in the Fitness Center function, you can enter the scores for fitness tests for each participant. The screen shown below is the fitness test form that results from how you have set up exercises, tests, and your center's profile settings. You can enter as many tests as you want for each participant. The **Individual Comparison Report** allows you to compare against any number of tests and for a range of dates. You must have entered at least two tests to be able to run a comparison report.

Reports that show fitness assessment information are: Fitness Profile, Fitness Profile with Workout Program. If you have defined Workout Programs, you will be able to provide the report with a workout program.

Follow these steps to enter a participant's fitness tests.

1. On the **Participant** form, click the tab named **Fitness Tests**.

2. For a new test: Click **Add**. The cursor goes to the **Current Test Date** field.
3. Enter the date of the test – just enter *mmddyy* – no formatting needed. Press **Tab** to move the cursor to the next field.
4. Enter the ID of the tester (optional). At some sites participants find that each tester tests in a slightly different manner. This information is useful for those participants who request the same tester.
5. Enter the **Next Test Date** (optional) – just enter *mmddyy* – no formatting needed.
6. Click the cursor in the entry fields next to the first test. Enter the testing scores for the item. Continue entering test scores for each test item, entering measurements (such as minutes, miles, height (in inches), and weight (in pounds)).
7. Click **Save**.
8. On the right side of the form, enter the max lift scores for the exercises used in testing.
9. When you are finished entering tests, click **Save**.
10. Display any fitness test: click the mouse in the **Test Dates** field and scrolling to display a test date.
11. When you print the fitness test reports, you can select all tests or a specific test.

If you need assistance with Fitness Testing, review our FAQ documents for this information. They have been provided with your software shipment and can be downloaded from our website. If you need additional copies, please call our support office.

## Participant Risks and Goals

If you have set up Risks and Goals for your site in the Set Up function: Fitness Center Set Up, you can enter participant responses to the risk and goal questions. Follow these steps to enter risk and goal question responses.

1. On the Participant form, select **Risks/Goals**.
2. Select the test date in the **Test Date Locator** field. You must have entered a fitness test for the participant before entering risks and goals.

3. Select the appropriate participant by name or ID by using the **Participant Name** or **ID Locator** field on the left side of the form.  
You will see a list of the risks (goals) that have been set up for your site.
4. Enter appropriate responses in the fields to the right of each question.  
Some responses require a **Y** or **N**. Other responses require a measurement in pounds or inches.
5. When you have completed the responses for the participant, click **Save**.

# Reports

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## Reports Overview

Red Canyon Systems programs provide reports for every function: Log In Visits, Fitness Center Set Up, Participants Information, Facility, and Resources. There are two methods of obtaining reports – within a function or directly from the Main Menu. Whenever appropriate, a report filter is available. Using the filter, you can customize reports to meet specific needs. If the filtered report is one that you need frequently, you can save the filter with a name and use it every time you need that report. There is no limit to the number of filters that each report can have.

[Use this section to learn how to:](#)

**This chapter of the manual explains how to perform the following activities:**

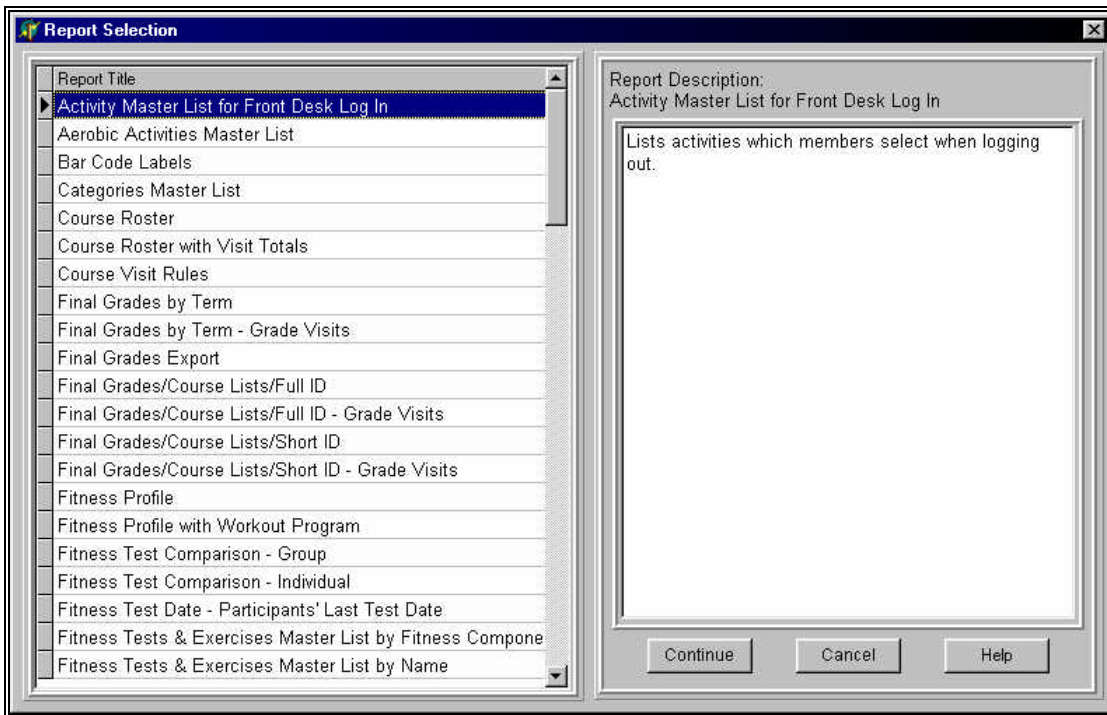
- Select Reports
- Set up filters
- Print reports
- Export report data to use in other programs
- Filter rules and guidelines with examples

If you would like to have a printed list of the reports available from your Red Canyon Systems program, you can select and print one of these reports: **Report Master List with Titles Only** or **Report Master List with Detailed Descriptions**. After you begin saving report filters, you can print the report, **Report Filter List**, to keep track of your filters.

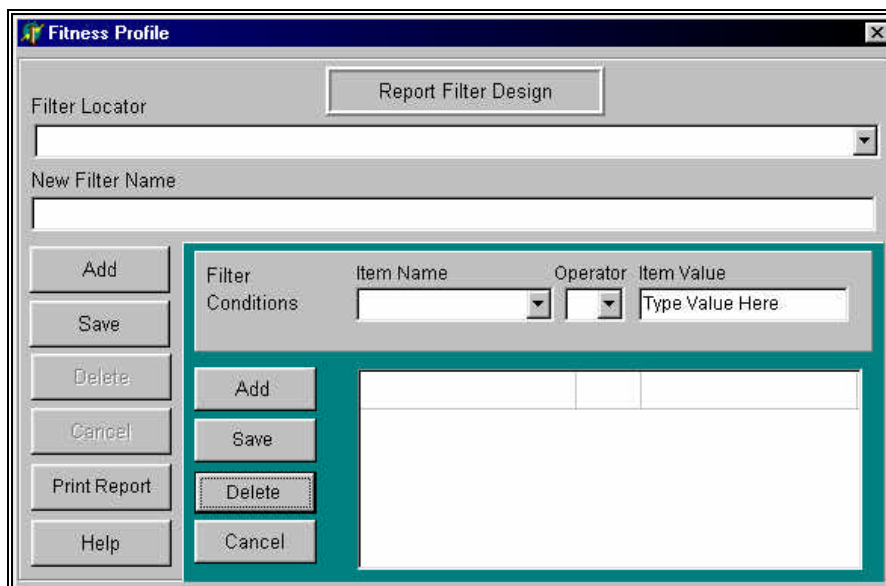
## Selecting Reports

Follow these steps to select reports.

1. Select **Reports** from the Main Menu or click on the Reports tab on any form. **If you select Reports on the Main Menu, the following screen appears with reports listed by name in alphabetical order and a description of each report appearing in the panel on the right.**



2. Use the scroll bar on the right side of the report list to move the list up and down on the screen.
3. When you see the report you need, click the mouse on it and click **Continue** at the bottom of the description panel. If a filter is available for the report, the *Report Filter Design* window appears.

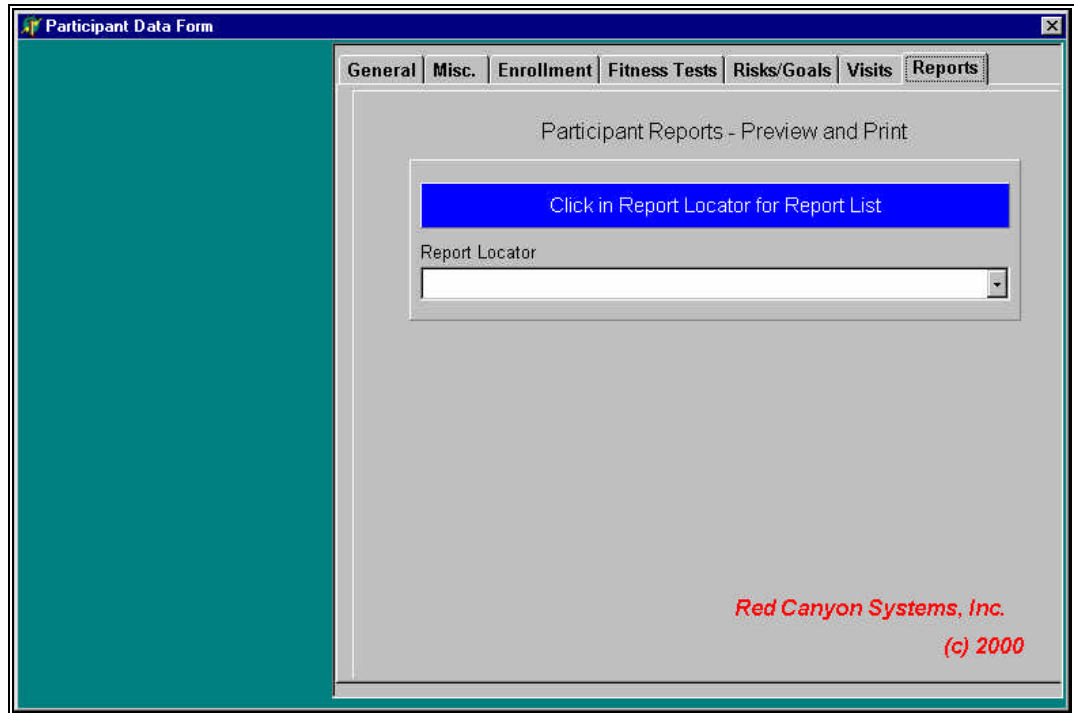


The first page of each report provides a summary sheet to identify what filtering and conditions, if any, were used for the report. You may want to keep the summary sheets for those reports for which you do not save the filter conditions as a specific filter design. In this way, you can look at the summary to see what criteria you selected for the report.

4. Follow the steps *Using Report Filters*.

If the report does not have a filter, the print preview of the report appears. Follow the steps in the section, *Printing Reports*.

If you select the **Reports** tab within a function – Participants, Facility, Resources, etc. – the Reports selection form appears instead of the Reports menu.

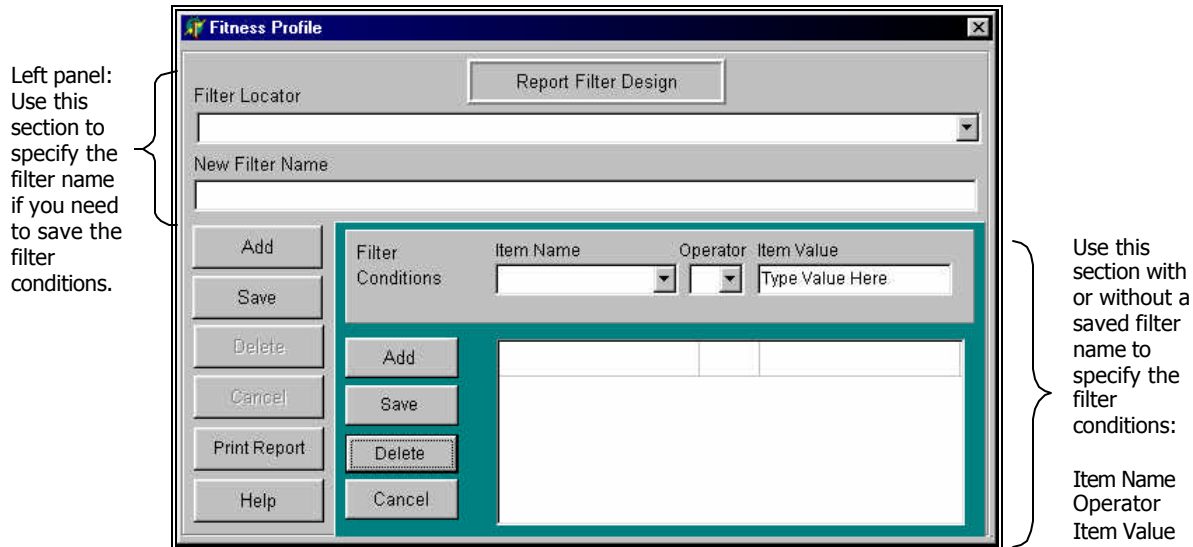


1. Click in the white space in the **Report Locator** field.  
A scrollable list of reports appears. For reference purposes, there is a master list of reports provided as one of the reports. It contains a listing of all reports and their descriptions.
2. Click on the appropriate report. A description of the report appears in the space below the selection buttons, **Continue** and **Cancel**.
3. Click **Continue**.  
If a filter is available for the report, the *Report Filter Design* window appears. Follow the steps - *Using Report Filters*.  
If the report does not have a filter, the print preview of the report appears. Follow the steps in *Printing Reports*.

## Using Report Filters

This section provides an overview and steps for using the report filter function.

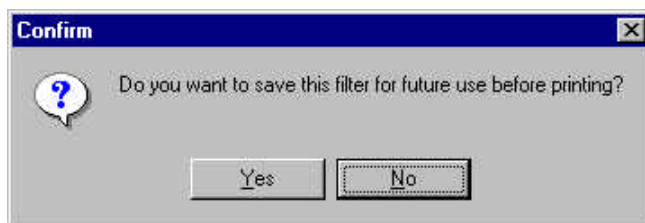
When you select a report that can be filtered, the Report Filter Design window appears.



### *Bypassing the Report Filter and Conditions*

To create a simple report with no filter and no conditions:

4. On the **Reports** menu, click the report name.
5. Click **Continue**.
6. On the *Report Filter Design* window, click **Print Report**.
7. The *Confirm* window displays this message:  
*Do you want to save this filter for future use before printing?*  
Click **No**.

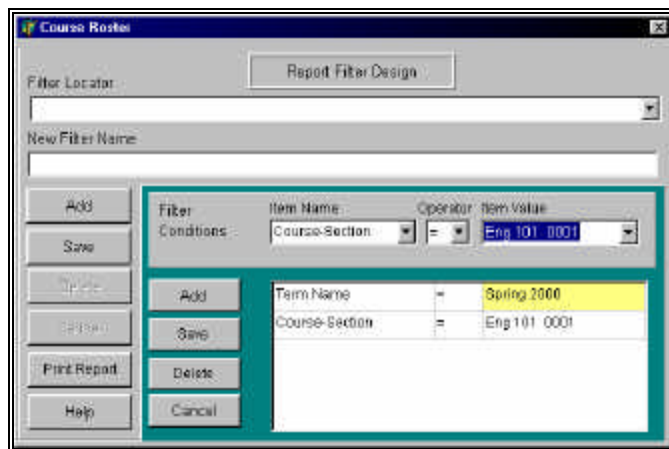


The report appears on the screen in **Print Preview** mode. This means that all pages of the report will be presented on the screen. In cases where you know in advance that the report will be brief, this is an excellent method of getting the report in the quickest way. However, if the report is lengthy, you would be better off using the filter to identify exactly what information you want on the report. (For example, you can narrow down a visit log for participants by identifying a begin date and end date range in the filter for that report.)

## Creating a Report Filter

Follow these steps to save filters for reports that you want to repeat. For example, if you want to get a course roster for just one course at a time instead of getting all courses, you could create a filter with the name of the course and save it. Later, when you want the same report, you just need to click on the report in the Reports menu and then click on the filter name in the Filter Locator list and then click Print. The filter conditions that you specified before are displayed on the Report Filter screen and they will be used to generate the report.

8. **Optional:** To create and save a filter for a report, click **Add** in the far-left panel. The cursor appears (blinking) in the **New Filter Name** field.  
If you do not want to save the filter to use the same conditions again, ignore the **Filter Locator** and **New Filter Name** fields at the top of this screen and go directly to the *Filter Conditions* section. Follow steps 3-6.
9. In the **New Filter Name** field, type a name that describes the filter. Click **Save**.  
The next time you select this report, the filter name will be available in the **Filter Locator** list.
10. In the **Filter Conditions** section, click **Add** to open the condition fields for the report.
11. Select from the drop-down list in the **Item Name** field.
12. Select an operator (= > < , etc.) from the next list.
13. In the **Item Value** field, select a value for the drop-down **Item Value** list and click **Save**.
14. Continue setting up additional conditions, using **Add** and **Save**, and then click **Print Report** when you are done. Here is a sample of the Report Filter Design window with conditions only, no saved filter name. It was set up to create the Course Roster report with conditions for Term = Spring 2000, and Course Section = Eng 101/0001.



## Selecting a Saved Report Filter and Printing the Report

Follow these steps to use a filter that you have saved for a report. In this example, we use the same filter that we used in the previous instruction, Creating a Report Filter.

15. On the **Reports** menu, click on the report name.
16. On the *Reports Filter Design* window, click in the **Filter Locator** field at the top.
17. In the drop-down list, click on a filter that you want to use. The name of the filter displays in the **New Filter Name** field and the conditions of the filter display in the *Filter Conditions* section.  
You can add more filter conditions and save the filter again or you can just print the report. If you add more filter conditions, make sure you click **Yes** in the message box that appears.



18. Click **Print Report**. Respond **Yes** or **No** to the prompt to save the filter for future use. If you have changed the filter conditions and want to save them, click **Yes** and then respond **Yes** when asked if it is okay to overwrite the filter.

---

## Printing Reports











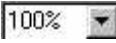
This section provides the steps for printing reports and an overview of the Red Canyon Systems report printing tools.

After you have specified a filter or selected a report, click **Continue** or **Print Report** to create a “print preview” of the report. The report appears on the screen in “print preview” mode.

Use the Print Preview toolbar at the top of the window to view pages, print, select a printer, export report data to a different file/program format, and to change the view.



Buttons on the *Print Preview* toolbar provide the following actions:

- Click  to return to the Report Locator or Report menu.
- Click navigator buttons  to move from page to page in the report (from left to right the buttons mean: starting page, previous page, next page, ending page). On long reports, you can click the  navigator button to stop the report from building. It will only display as much as it was able to build before you clicked the  navigator button. When you see "1 of 1 +" or numbers with a +, it means that there are more pages to the report.  
Click  to go to the end of the report and to see how many pages there are. Then click  to go to the start of the report. The indicator will then change to show you the correct page range.
- Click the printer button  to open the *Print* window in which you select the pages to print. If you have produced a very large report, you may want to select a page range using the *Pages/From – To* option instead of the *All* option.
- Click the printer button  (showing a yellow connection) to select a different printer (printers only show in the selection list if they have been added originally through the Windows Printer function.).
- Click the button with the envelope and down arrow  to export the data from the report to another format (spreadsheet, text file, etc.).
- Click the list display button  to turn on/off the contents display on the left side of the screen. This display (view) is relevant when you are reviewing participant reports.
- Click the percentage field  to select a zoom in and out percentage.



---

## Exporting Report Data to External Programs and Files


The Print Preview function of reports provides the capability to export the report data to another program or file type. This is useful when you need to send attendance data or fitness test data for purposes of state reporting. You do not have to rekey the data or send a paper copy. You can export the reports data to a required file format and send it electronically. Red Canyon Systems offers the following formats for exporting the report data:

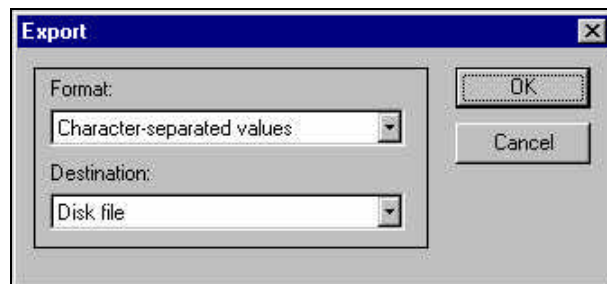
- ASCII character delimited
- ASCII tab delimited
- Excel, 2,3,4 or 5
- Lotus
- Columnar Record
- WinWord
- ASCII comma delimited
- DIF
- HTML
- Paginated Text
- Rich Text
- 

To export the report data to another program or file type, follow the steps in this manual. This manual does not explain how to open the file in another program or offer details on what export formats to choose. If you need assistance with selecting the correct export file format or how to open the file after exporting it, please ask someone in your Information Systems and Services department.

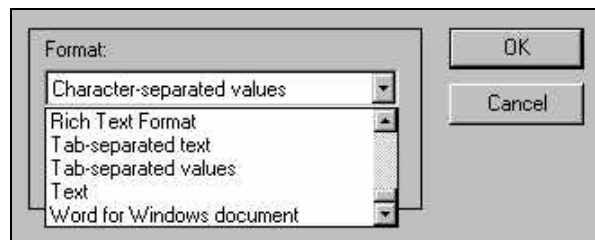
### How to Export Report Data

Prepare the report using the report menu selection and filter selection steps, as provided for all reports. Once you have the report data that you need on the Print Preview screen:

19. Click on the export icon in the **Print Preview** tool bar:   
The first *Export* window appears.



20. Select the format of the file by clicking in the **Format** field.  
A drop-down list appears for your selection of a file type.



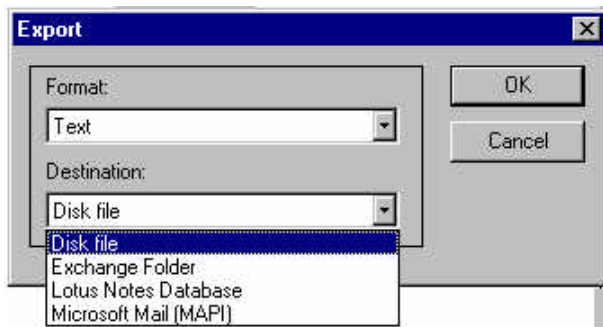
There are selections for almost all file types you might need - Excel and Lotus file types, simple text, and formatted text with commas and tabs to separate fields of data. You can also export

the report to look the same as it does on the screen (minus graphic lines) to a Word file or an RTF (rich text format) file.

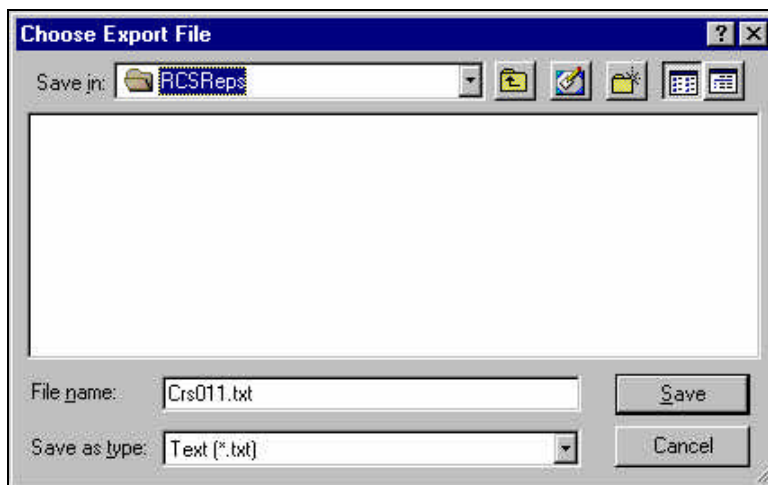
21. Click on the format type to select it.
22. In the **Destination** field, you must select a method of storing the exported file. If you select "disk" you must identify its location. If you select a mail option, and you have a mail program on your computer, a series of window dialogs appear asking you for the location of the mail folder and other items.

If you do not know how to specify mail folders and set them up, please ask someone who coordinates your site's email service for assistance. Each email program has different specification requirements that are outside the scope of Red Canyon Systems.

23. Click in the **Destination** field and click one item in the drop-down list of storage destinations. If you select *Disk* as the destination type, identify the location on disk where the file should be stored in the *Choose Export File* window that appears.



24. In the **Save in** field, locate the correct folder, using Windows standard search functions to find the folder (down arrow or folder with the Up arrow next to the **Save in** field). In the **File name** field, type the name of the file. You do not need to type the 3-character extension. It will be inserted automatically when you click **Save**.



25. If you select a mail folder option – *Microsoft Mail MAPI* or *Exchange* folder, you must know the location of your profile. Enter it on the *Profile* window that appears. For assistance, ask your email coordinator on site.
26. If you select *Lotus notes database*, the path and required DLL files must be present on your computer.

---

## Report Filter Rules and Guidelines

Do not use the same selection criteria (course/section, term, visit date, category, etc.) with an equal sign (=) as the operator more than once in any report filter.

---

### Example 1:

Do not use the following report filter for the *Course Roster* report:

Course code/section = Math 110-0001

Course code/section = Math110-0009

This type of filter condition means that the report is to look for records that meet both conditions before it prints. In this case, no records would be found. The correct way of creating filter conditions if you wanted a course roster for Math 110-0001 and one for Math 110-0009 would be:

Course code/section > = Math110-0001 ( $> =$  means greater than or equal to)

Course code/section < = Math110-0009 ( $< =$  means less than or equal to)

This set of filter conditions would give you a course roster report for all the Math 110 courses that have section numbers between 0001 and 0009.

---

### Example 2:

The same guidelines apply when you select conditions that filter by dates.

Only enter one condition for a date if you use the = operator.

If you want to get a report with data that falls between two dates, use the following types conditions:

Visit Date > = 05/01/2000

Visit Date < = 05/03/2000

This set of filter conditions would give you a Visit Log for all visits that occurred between May 1, 2000 and May 3, 2000.

---

### The Name field is the Exception to the = operator rule stated above:

When you add filter conditions based on the Participant Name (Name is what appears in the drop-down list under Item Name), you can enter more than one condition that uses the = operator.

For example, you could enter the following conditions to obtain a Visit Log by Participant.

Name = Bruce, Leigh 234234234

Name = Killian, Red 988988988

Name = Jansen, David 777777777

This set of filter conditions would provide a Visit Log report showing visits for Leigh Bruce, Red Killian, and David Jansen.

---

### Fitness Profile and Fitness Profile with Workout Program Reports

You will be prompted with a reminder to specify the fitness **Test Date** as part of a filter condition for these reports. The following is recommended for specifying the condition.

**Test Date** > date selected from the calendar that displays for this field.

Click in the **Item Value** field to open the calendar, scroll through the calendar to find the correct month and year. Click on the day in the month.

You can also select Participants by Name/ID and other conditions for this report.

---

## Sample Reports

Samples of all reports generated by Red Canyon Systems from the demo database have been provided on the CD ROM that came with this manual and your installation. They are provided in the files named RCSLoginSampleReports.PDF and RCSFitnessSampleReports. View these files on the CD-ROM or copy it to your computer if you want to review sample reports. You can also obtain this file for the product you use by going to our website at [www.redcanyon.com](http://www.redcanyon.com) and look for the link to Sample Reports for the product you are using.

You must use Adobe Reader to open the file, view it, and print it if you want a hard copy of the reports. If you do not have a copy of Adobe Reader on your computer, you can obtain it as a free download from [www.adobe.com](http://www.adobe.com). It uses very little disk space and installs quickly and easily. Once it is installed, it opens any file that has an extension name of "PDF" indicating that it is a portable document format.

# File Utilities

---

## Overview

The File Utilities program resides on the Red Canyon Systems program selection menu. It is to be used for the following purposes.

- Assign Missing Log Out time to all current visits without a log out time.
- Adjust a participant's total time and/or visits in a specific course by any amount.
- Adjust time and or visit totals for all participants in all courses in a specific term.
- Inactivate/Activate one or more participants or all participants in a term.
- Change a participant's primary ID.

---

## Assign Missing Log out Times

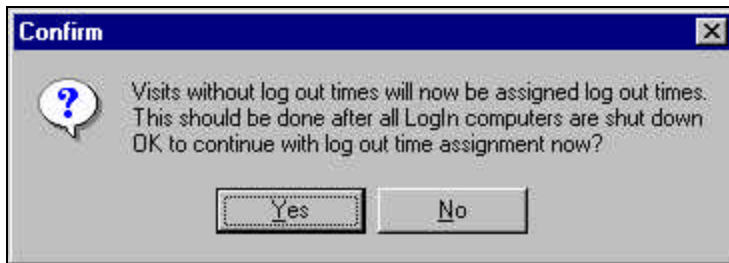
If a participant fails to log out for a visit, a log out time is assigned automatically to that visit the next time the participant logs in. For example, if someone logs in on Monday, forgets to log out and then logs in on Tuesday, when he/she logs in on Tuesday, the Monday visit is given a log out time using Missing Log Out time and then the Tuesday visit record is created. From Monday until Tuesday, or whenever the person logs in again, the Monday visit has no log out time and is not added to totals.

The Missing Log Out procedure in File Utilities can be used to assign Missing Log Out times, and add to visit totals whenever a site wants to ensure at a specific time that all visits with Missing Log Outs have been assigned a log out time and added to participant totals. This might be every night after the facility closes, once a week at the end of the week, or maybe only just before running final grades.

Whenever it is run, it must be done only after all participants have logged out for the day. Otherwise, anyone still in the facility will automatically have his or her visit assigned a log out time.

1. Click **Visits** on the **File Utilities** Main Menu.
2. Click **Assign Missing Log Outs** on the drop-down menu.

The following screen appears, as shown below.



3. Click **Yes** or **No** on the above screen.

---

## Adjust an Individual's Totals for a Specific Course

An example adjustment of totals for a specific course would be if a participant were unable to log in because they are not yet on file, but uses the center five times before being on file. Once the participant is on file, the site can either manually key in five individual visit records to assign this participant the proper time and visits to the center, or they can enter a single total adjustment record via File Utilities. When a participant's totals are increased by this method, it generates a single visit record indicating the added number of visits to the center.

For an explanation of actual visits and awarded visits, see Participants – Daily Operations chapter – Visits, Actual Visits/Awarded Visits Description and Visit Examples.

[Click here for a description and example of actual visits and awarded visits](#)

1. Click **Visits** on the **File Utilities** Main Menu.
2. Click **by Individual** on the sub-menu.

The following screen appears.

	Current Totals	Change by	New Totals
Actual Visits	<input type="text"/>	Visits <input type="text"/>	<input type="text"/>
Actual Time	<input type="text"/>	Time hh:mm <input type="text"/>	<input type="text"/>
Awarded Visits	<input type="text"/>	Visits <input type="text"/>	<input type="text"/>
Awarded Time	<input type="text"/>	Time hh:mm <input type="text"/>	<input type="text"/>

3. Select the desired participant using the **Participant Locator**.
4. Select the desired course for this participant using the **Course Locator**.
5. Enter the values by which you want to change all displayed totals. Use the correct punctuation and formatting.
6. If the **New Totals** correspond to the desired change, click **Change Totals**. If the **New Totals** are not correct, click **Cancel** and start over.

The Status of a record created by File Utilities to adjust a total by course or by Individual has a value of **A** (adjusted).

## About Missing Log Outs in Reports

When the missing log out procedure has completed, you will notice the following similar items on any of the reports that show participant visits, visit status, log in location and log out location:

**Visit Status** = M (missing log out)

**Time** = amount of time that you have assigned to the course's missing log out time

**Log In location** = the computer workstation in the lab where the participant logged in

**Log Out location** = the computer workstation from which the "missing log out" procedure was run

In reports that print visit records, if a visit was not logged out, it has no Log Out time and a Status that is blank. Once it is assigned a missing Log Out time, it has a status of M, and a Log Out time of Log In time plus the Missing Log Out Time the site assigned in Visit Rules.

If you notice that the "log out location" shows a computer workstation that has been assigned to another lab, that indicates that the missing log out was assigned because the participant did not log out in the same lab in which they logged in. This situation occurs when a participant does not log out in one lab and then later goes to another lab and logs in. The visit in the prior lab in which the participant did not log out is given the **M** status, closed, and the workstation on which this new log in attempt occurs is noted as the log out location. A new visit record is then started in the new lab with the current computer workstation listed as the log in location.

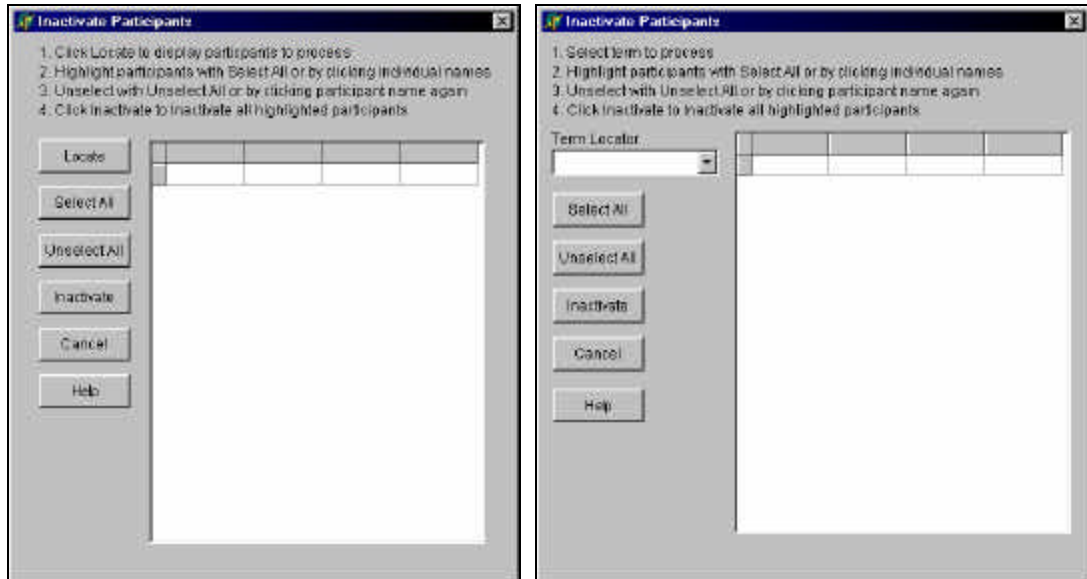


## Inactivate/Activate Participants by Individual or by Term

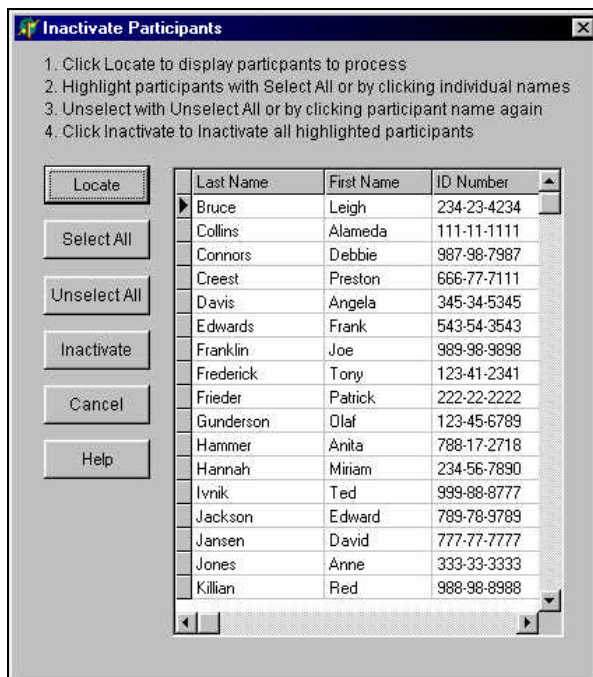
At the end of a term or other time period you may want to inactivate participants to keep them from logging in or being listed on the **Participants Locator** field. Use this function to change the status of one or more participants or all participants in a term.

7. On the **File Utilities Main Menu**, select **Participants/Activate** or **Inactivate – Individual or Term** (to select participants in a specific term).

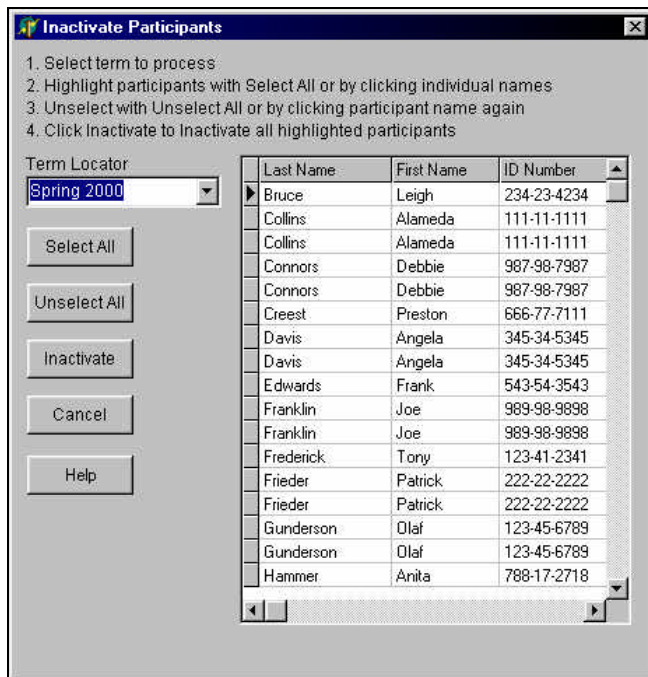
One of the following screens appears. The screen on the left appears when you select by Individual. The screen on the right appears when you select by Term.



8. To select individual participants, click **Locate**. A list of participants who are active/inactive displays, depending on which option you selected.



9. For selecting participants by Term, click in the **Term Locator** field to select a term.



10. Click on **Select All** to highlight (automatically select all) all participants.  
If there are some participants whom you do not want to select, click on their names individually.
11. Click **Activate** or **Inactivate**, depending on the action you have selected.
12. Close the screen when you are finished with the inactivate/activate process.  
Any errors in processing can be immediately corrected by selecting the opposite action (**Activate** or **Inactivate**) from the menu and performing the steps to reverse the action.

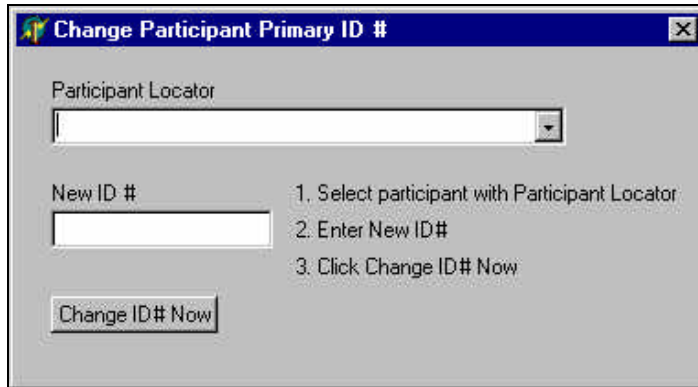
---

## Change a Participant's Primary ID

During normal use, you cannot change a participant's primary ID. However, there is a utility available for this purpose. You can only change IDs one at a time. Follow these steps to do so:

13. On the **File Utilities Main Menu**, select **Participants/Change Primary ID#**.

The following screen appears:



The screenshot shows a dialog box titled "Change Participant Primary ID #". It contains a "Participant Locator" dropdown menu, a "New ID #" text input field, and a "Change ID# Now" button. To the right of the input fields, there are three numbered instructions: "1. Select participant with Participant Locator", "2. Enter New ID#", and "3. Click Change ID# Now".

14. Find the participant by clicking in the **Participant Locator** field.  
The list of participants and IDs displays for your selection.
15. In the **New ID #** field, type the participant's new ID, according to the format that you selected for the **Primary Participant ID #** in **Set Up/ID # Format**. You must use the same format.
16. Click **Change ID# Now**.

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# Appendix A

---

## Contents

This appendix contains information that is generally used for reference or is outside the main use of the Red Canyon Systems programs. Use this appendix for instructions and reference on the following items:

- RCS Files Repair
- Other Utilities (future)
- Updating Red Canyon Systems Programs (future)
- Problem Resolution and Error Messages (future)

---

## RCS Files Repair

RCS Files Repair is a program provided by Red Canyon Systems for repairing and reindexing program databases and associated tables. You may want to run the repair on a regularly scheduled basis or just when it is obvious that your database is in need of repair. A Red Canyon Systems support analyst will ask you to run this utility whenever your questions seem to indicate that the database is in need of repair.

---

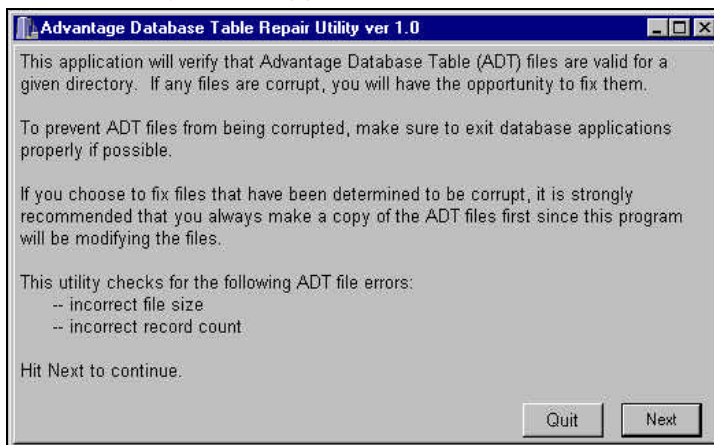
**Note: Shut down all Red Canyon Systems programs before you run RCS Files Repair.**

---

When you see errors that refer to an index or table, it is advisable to write down what the error message says, close any other Red Canyon Systems programs down, locate Red Canyon in the Start menu, and then choose RCS Files Repair. Follow these steps to use RCS Files Repair.

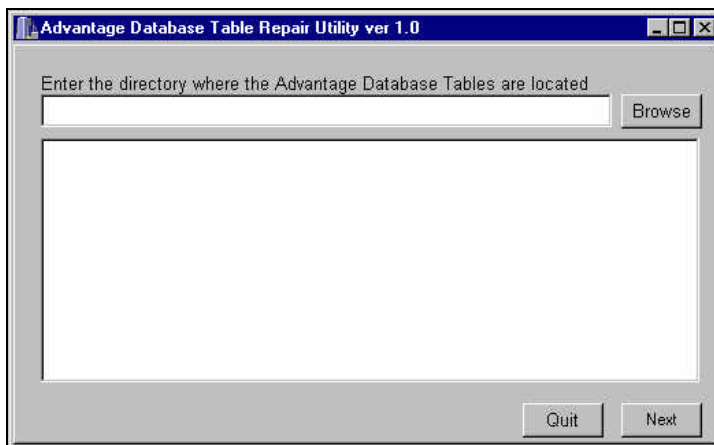
1. Close all Red Canyon System programs that you are running (including Log In, Log In Administrator, CenterFit, and FICIS).
2. Back up your RCanyon\AllData folder using the copy function in Windows or an archive program.
3. In the Programs Start menu, click on Red Canyon, and then click on **RCS Files Repair**.

The following screen appears:

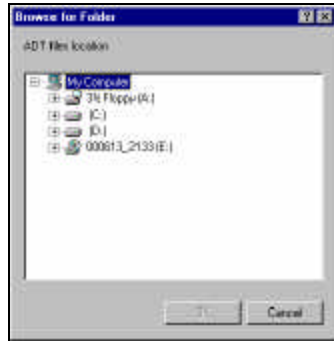


4. Click the **Next** button.

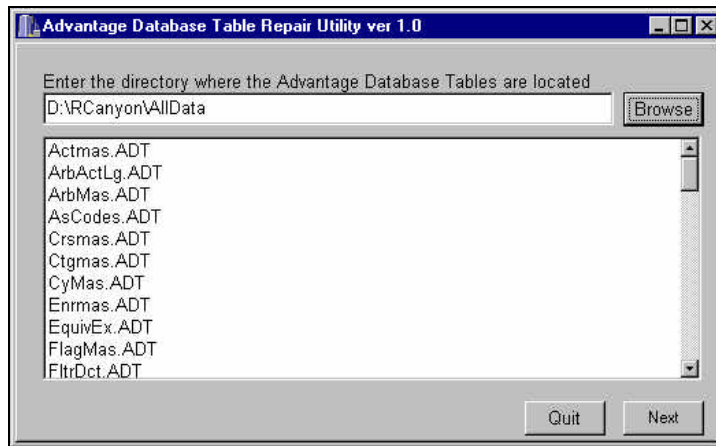
The following screen appears:



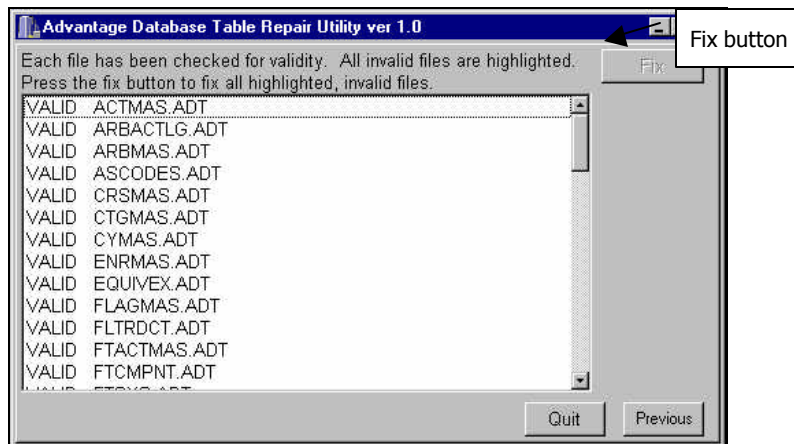
- Click the **Browse** button.  
The following screen appears to allow you to search for the folder that contains your data tables.



- The name of the folder is RCanyon\AllData.  
Once you locate and select it, the screen looks like this:



- Click the **Next** button.  
The following screen appears:



If any files are damaged, their names will appear highlighted.

- In that case, the **Fix** button in the top right corner will be enabled (available).
- Click the **Fix** button if it is available. If not, click **Quit** to exit the RCS Files Repair program.

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