BAKKER ELKHUIZEN

Work Smart - Feel Good

User Manual

**CtrlWORK**

Index

Introduction

You are or will be using CtrlWORK within short notice. In this user manual you will find the necessary basics to fully benefit from the advantages and support by CtrlWORK. CtrlWORK helps to work more efficient and healthier by coaching to take regular interventions during computer use and by presenting tips and advices about working efficiently.
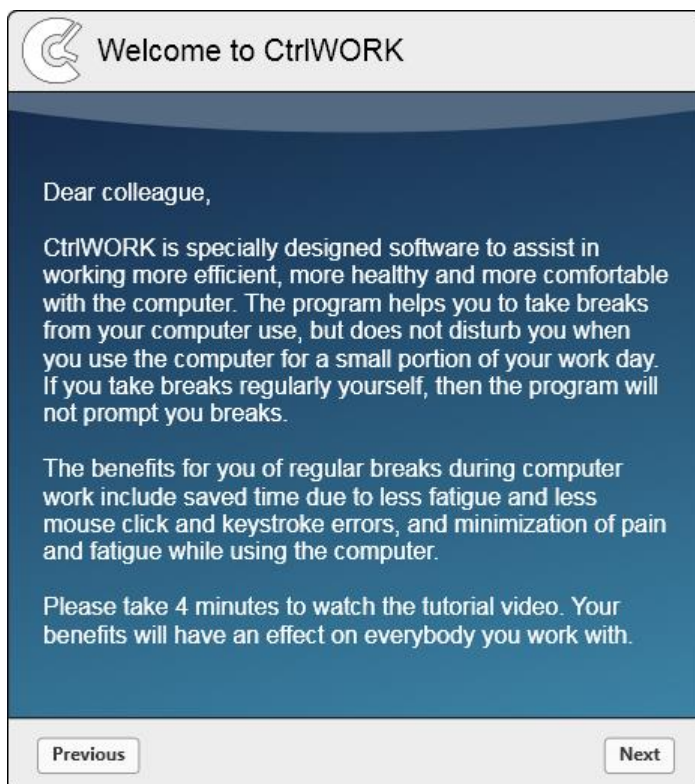
Did you know that.....?

....taking regular breaks during work saves you significant time by improving your concentration?

....CtrlWORK has been developed to assist you in this process in the friendliest way?
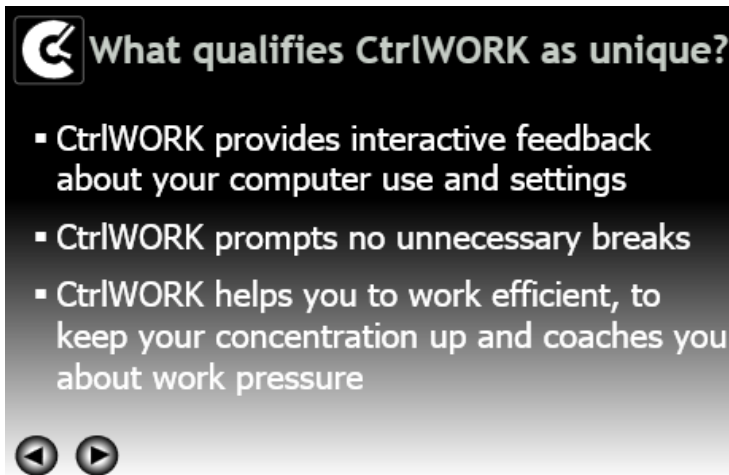
First time start-up
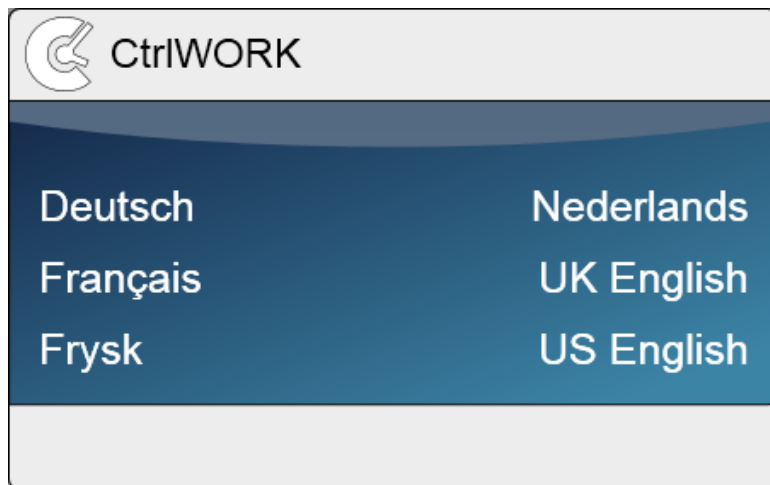
After starting up, you can select your language.

You will be directed to the welcome screen. Please click 'Next' after reading to go to the introduction video

This 4-minute video will start automatically after a number of seconds. You can also navigate through the video via the arrows

Click 'Next' after watching the video.

You will get options to choose your settings yourself. The following profiles are available:

Note: During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).

Click 'Next'.

Select and save your tips to be displayed during pit-stops / click 'Next' immediately

Energizer (morning) — Save

☑ Tips   ☑ Tips

Energizer (afternoon)

☑ Tips   ☑ Tips

Ergo Boost (morning)

⌄ ☐ Shortcut key tips   ⌄ ☐ Shortcut keys Browsers   ⌄ ☐ Shortcut keys 2

⌄ ☐ The New Way of Working   ⌄ ☐ Energy exercises   ☑ Getting Things Done (G

☑ Effective Meetings   ☑ News flashes   ☑ Tips

Ergo Boost (afternoon)

⌄ ☐ Shortcut key tips   ⌄ ☐ Shortcut keys Browsers   ⌄ ☐ Shortcut keys 2

⌄ ☐ The New Way of Working   ⌄ ☐ Energy exercises   ☑ Getting Things Done (G
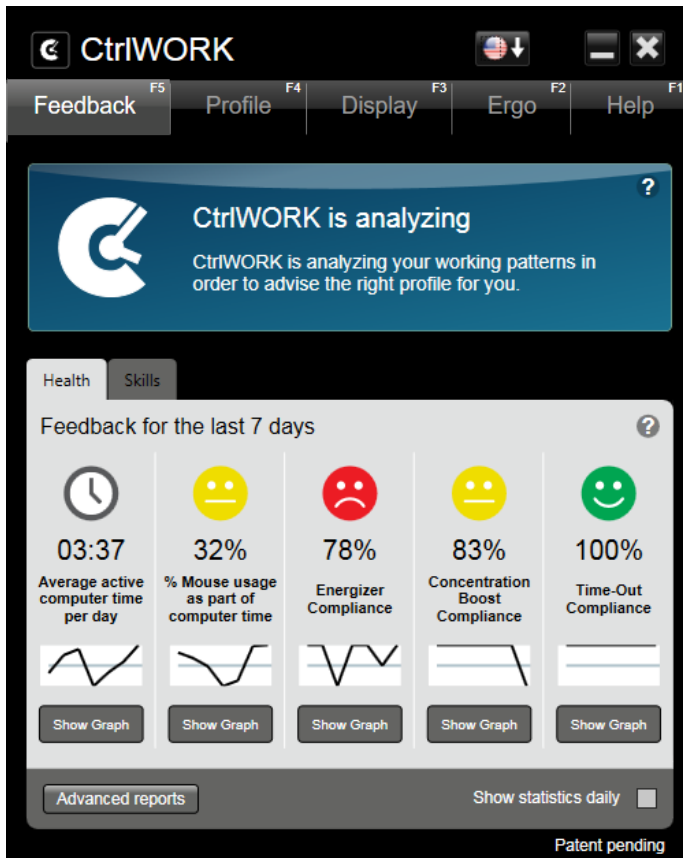
☑ Effective Meetings   ☐ News flashes   ☑ Tips

Previous   Next

Select the content you like to be displayed during popups. If you change anything, please do not forget to click the Save button.
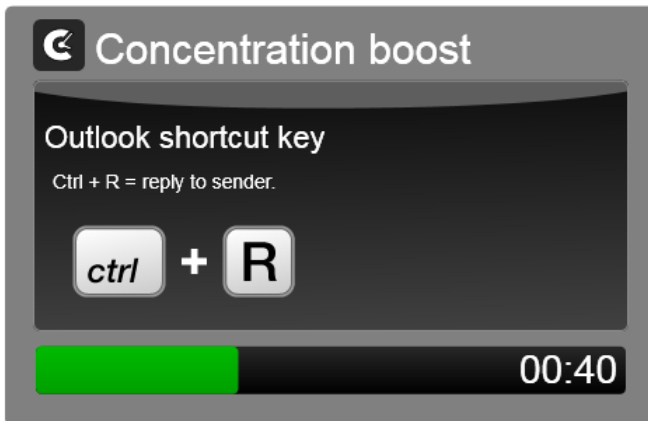
Click 'Next'. The program will start up.

Support by CtrlWORK

Feedback: periodically (dependent on the active settings profile) CtrlWORK provides advices on effective, healthy and legally responsible computer work. In addition, CtrlWORK can advise to change settings based on actual working pattern.

Energiser: short break to provide energy and concentration, but keeping focus on work. This break type is shown only when Pro or Recovery profile has been chosen.

Ergo boost: taking focus off work, focusing on something else to restore concentration capacity. During this breaks tips on efficient computer user, time management and other possibilities can be shown (see Chapter 4 "Changing settings"). This break type is shown only when Pro or Recovery profile has been chosen.

Time-Out: If you have worked for 2 hours without doing other tasks for 10 minutes, it is time for a time-out to restore your concentration and comfort. CtrlWORK takes into account the time not doing computer use in the past interval.

Did you know that…?

….CtrlWORK does not generate notification during a full screen PowerPoint presentation?

**….CtrlWORK entails a full time management course (PDF, see Chapter 5)?**

Postponing interventions

For Concentration Boosts and Time-Outs it is possible to postpone an intervention for 10 minutes. You can do so by clicking on the 'Postpone' button at first appearance of the intervention on your screen.
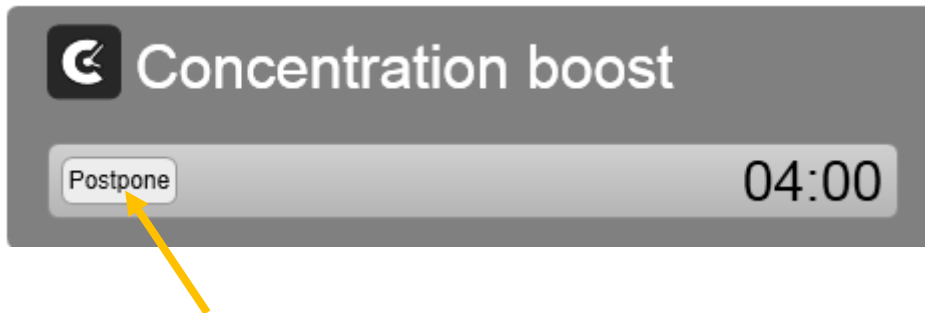
Changing settings

Double click on the black-white CtrlWORK icon ![icon] on the right bottom part of your screen.
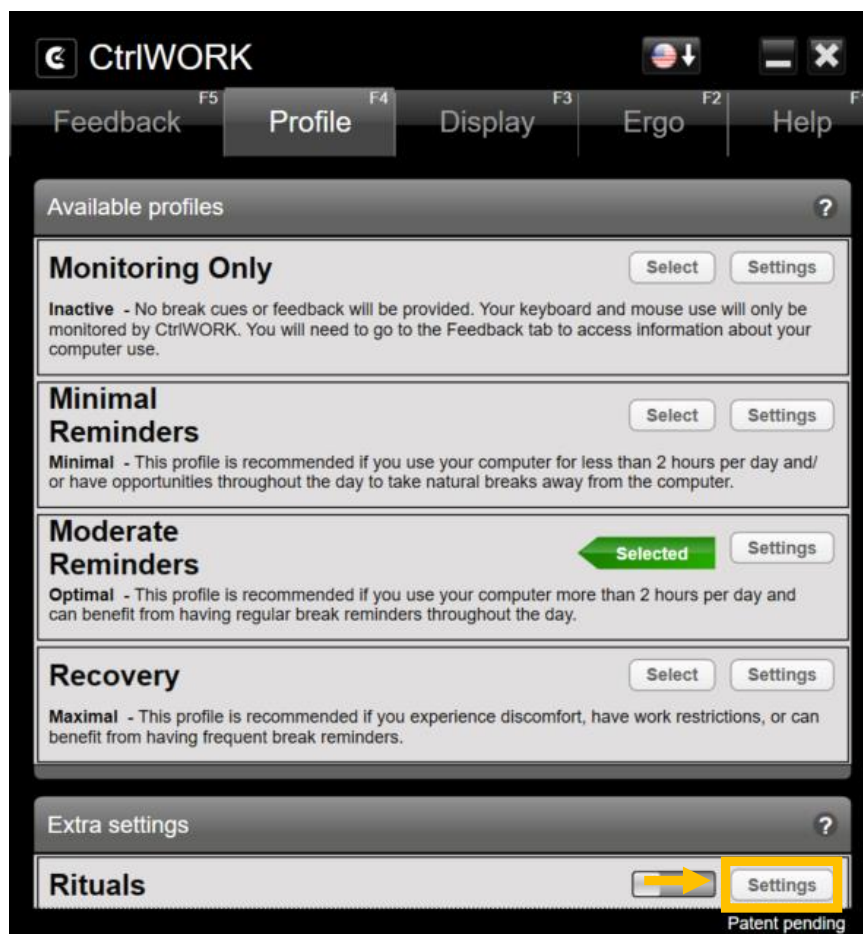
**Profile tab:** choose in the menu "Available Profiles" your settings profile.

Via the button "Details" the individual settings of the settings profile can be changed.

Note: During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).

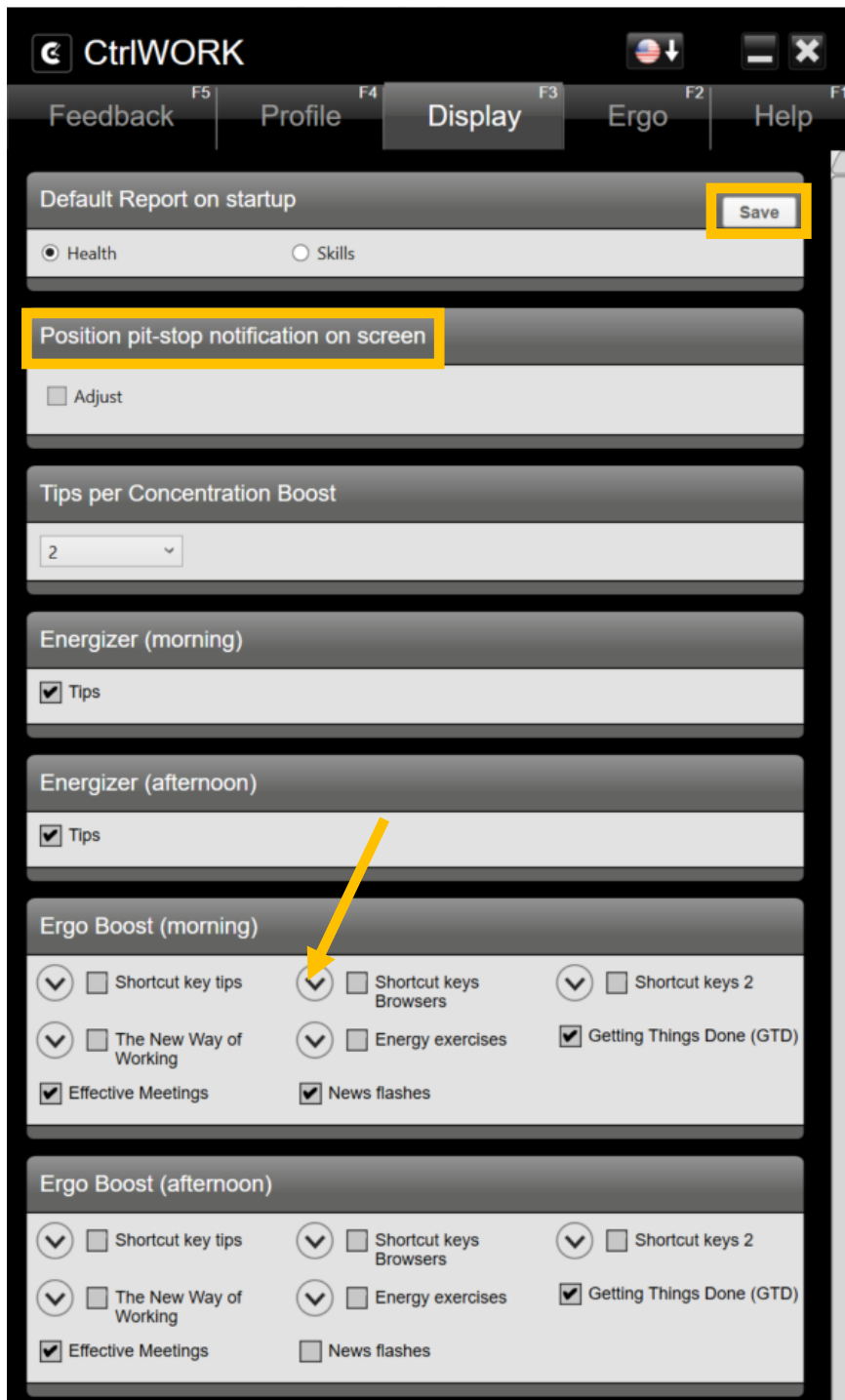**Rituals** are short reminder to create your own rituals during the week

To turn on rituals drag the button to the right

Then click on Settings

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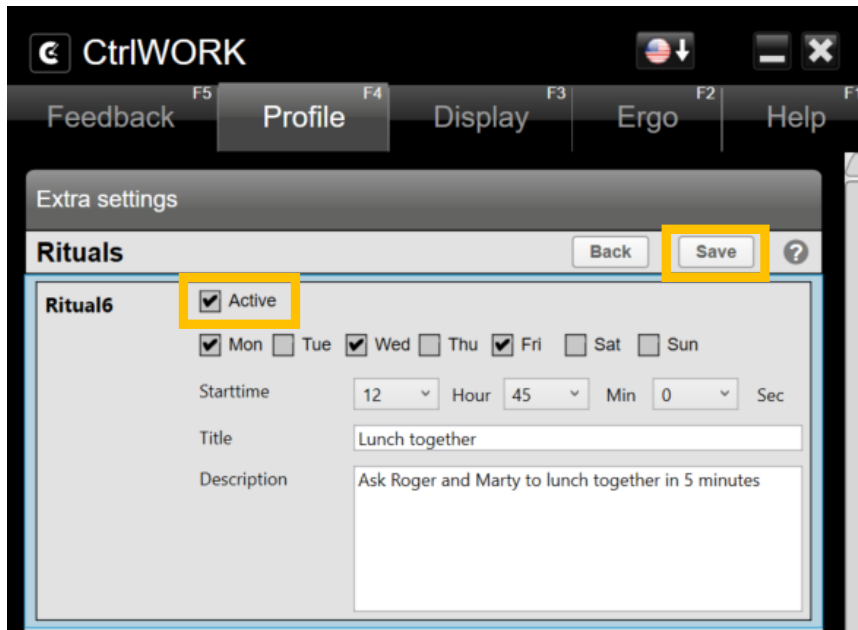
To Create a ritual, check the "Active" box. Then choose the days and the time of the reminder and fill out title and Description.

Do not forget to click "Save"!

Display tab: for the profiles Pro and Recovery the displayed content during Energisers and Concentration Boosts can be changed.

Click the Save button after every change in order to effectuate the settings.

Option "News Flashes" for Concentration Boost shows news items from the website yahoo.com.

To change the position of where the Concentration Boots and Energisers are display. Check the box "Adjust" under Position pit-stop notification on screen. Then select the position on the displayed screen. The default position is on the right bottom part of the screen.
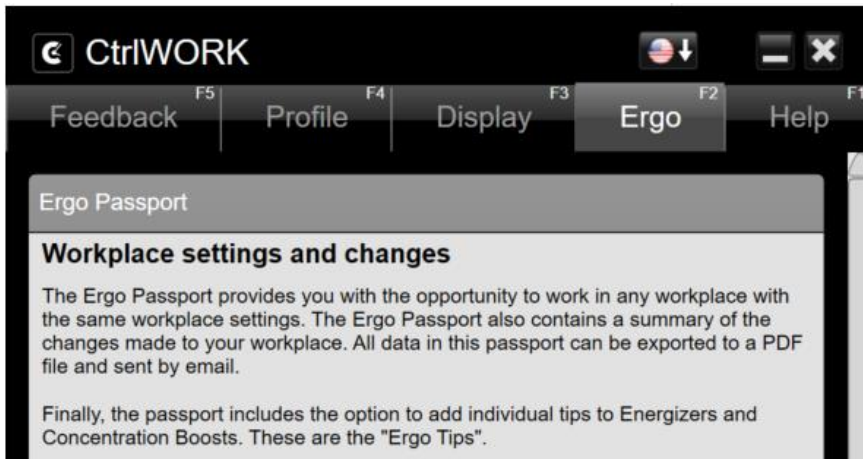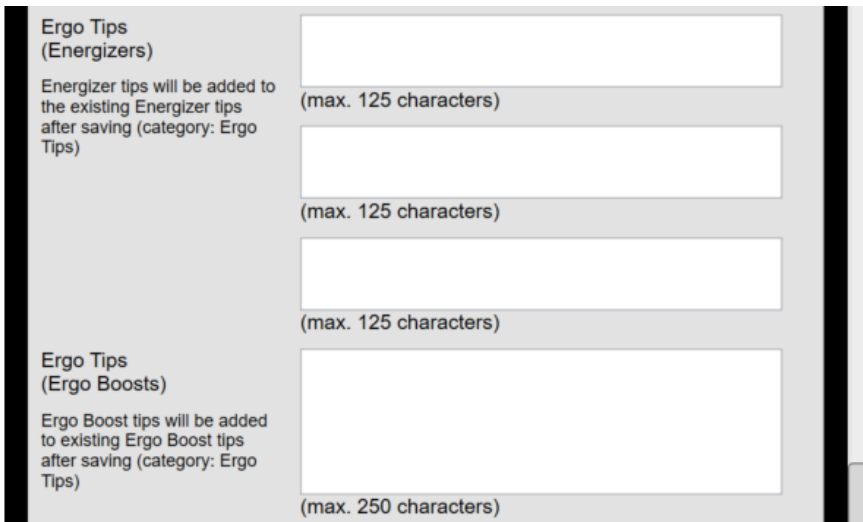
Ergo tab: provides the Ergo passport. The goal of this passport is to work comfortably anytime anywhere.
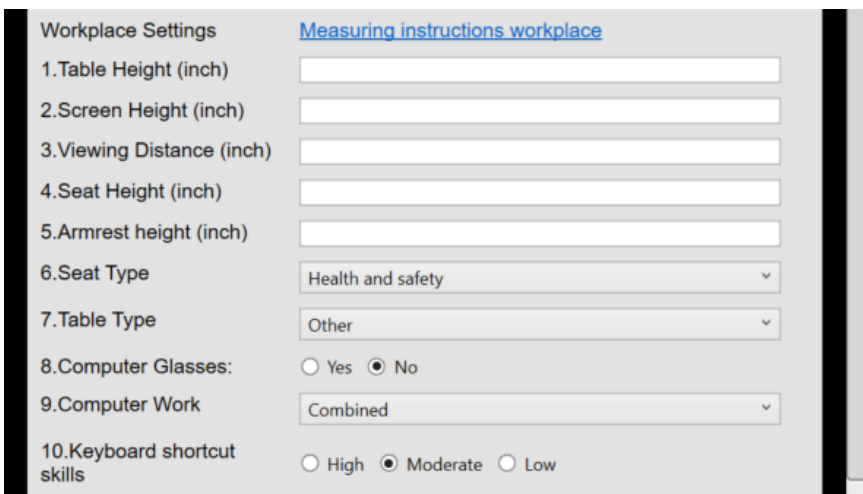
Under **Workplace Settings** Workplace dimensions can be stored. The use of specific tools can be entered on the bottom of this form

Note: please click Save at the bottom of this form to save your settings

Under **Ergo Tips** you can add your own tips which will be shown during Energizers or Ergo Boosts

Note: please click Save at the bottom of this form to save your settings
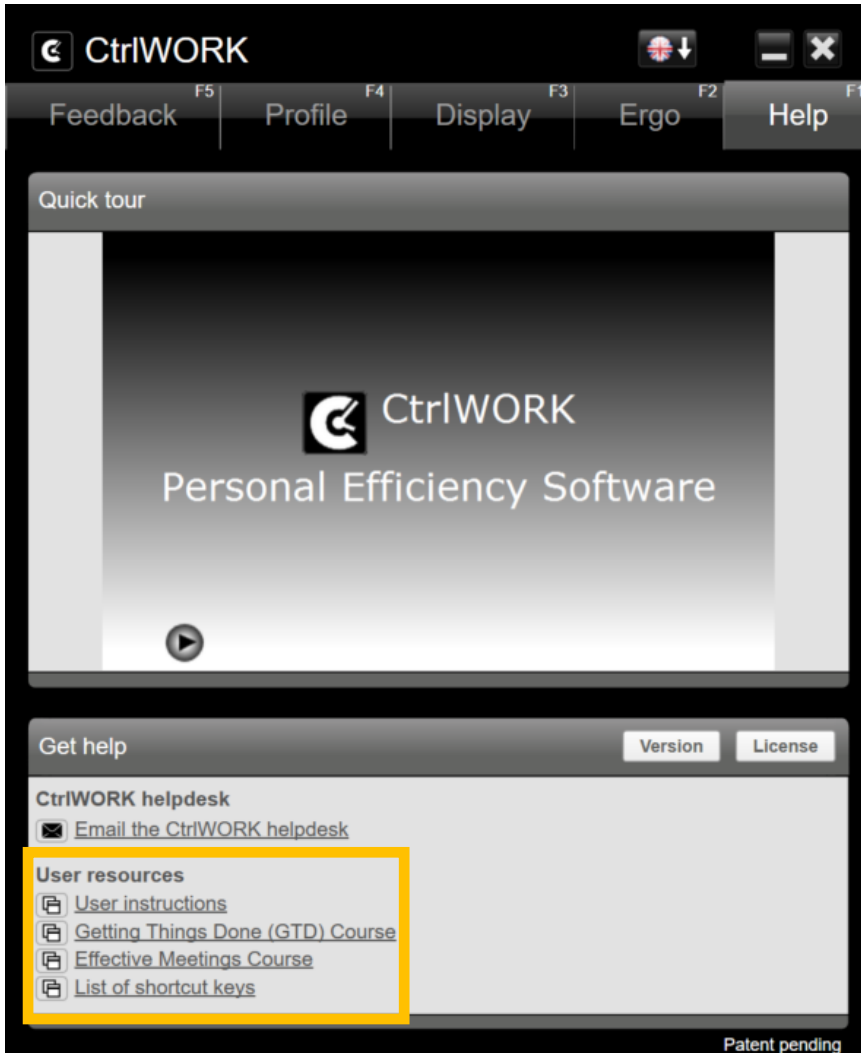
Tools:

Add a (Health and safety) report to this Ergo Passport

[   ] [...]

Export Report and Attachment(s):

[Export]   [Reset] [Save]

At the bottom you can store information on the tools you use, you can add a report and you can export and e-mail the whole form via pdf.
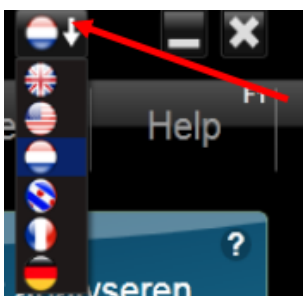
Need help?

Double click on the black-white CtrlWORK icon on the right bottom part of your screen.

Help tab: the short introduction video can be found in the "Quick tour" submenu.

Full **user instructions** can be found via the User instructions link A **full Gettings Things Done Course and a Effective Meetings course** can also be found under User resources

CtrlWORK is available in six languages. You can change the language in the top of the menu:

Support

Please contact us directly via the form on
https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/helpdesk/

FAQs and other materials can be found via
https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/