

# **User Manual**





Back to Index

# Index

Introduction	. 3
First time start-up	. 4
Support by CtrlWORK	. 7
Postponing interventions	. 9
Changing settings	. 9
Need help?	14
Support	15



### 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?

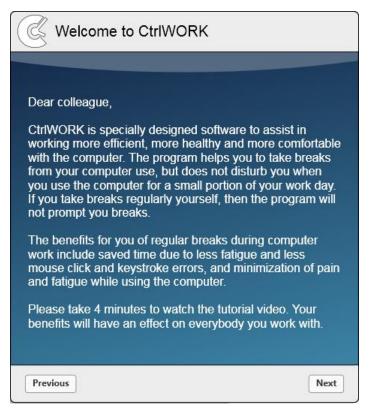
....CtrlWORK has been developed to assist you in this process in the friendliest way?



### First time start-up

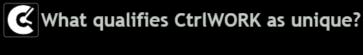
Deutsch	Nederlands
Français	UK English
Frysk	US English

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





- CtrlWORK provides interactive feedback about your computer use and settings
- CtrlWORK prompts no unnecessary breaks
- CtrlWORK helps you to work efficient, to keep your concentration up and coaches you about work pressure

# **()**

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'.



Back to Index

Select and save your tips to be displayed during pit-stops / click 'Next' immediately				
Energizer (morning)	_	_	Save	
Tips T	īps			
Energizer (afternoon)	_	_	_	
Tips T	îps			
Ergo Boost (morning)	_	_	_	
Shortcut key tips	Shortcut keys Browsers	Shortcu	ut keys 2	
The New Way of Working	Energy exercises	Getting Thing	is Done (G	
Effective Meetings	lews flashes	✓ Tips		
Ergo Boost (afternoon)	_	_	_	
Shortcut key tips	Shortcut keys Browsers	Shortcu	ut keys 2	
The New Way of Working	Energy exercises	Getting Thing	s Done (G	
Effective Meetings	lews 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) CtrIWORK provides advices on effective, healthy and legally responsible computer work. In addition, CtrIWORK can advise to change settings based on actual working pattern.

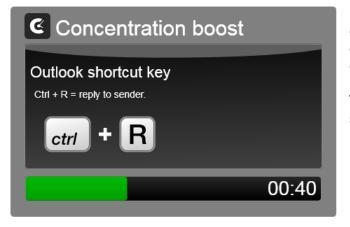


**Energiser**: short break to provide energy and concentration, but keeping focus on work. This break type is shown only when Pro or Recovery profile has been chosen.

🔊 Bakker Elkhuizen

Work Smart - Feel Good

Back to Index



**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.



# Experts advice 10 minutes of breaks every 2 hours.

You have taken in total 3:05 minutes of breaks in the past two hours, given that only breaks which lasted at least 3 minutes were counted. CtrlWORK advices you to take a 6:55 minute break. **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. CtrIWORK 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?

06:52

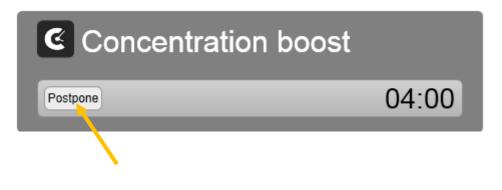
....CtrIWORK entails a full time management course (PDF, see Chapter 5)?



Back to Index

### 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 CtrIWORK icon on the right bottom part of your screen.

CtrlWORK			<b>—</b> ×			
F <sup>5</sup> Frofile F <sup>4</sup>	F3 Display	Ergo F2	Help			
Available profiles			?			
Monitoring Only Select Settings Inactive - No break cues or feedback will be provided. Your keyboard and mouse use will only be monitored by Ctr/WORK. You will need to go to the Feedback tab to access information about your computer use.						
Minimal Reminders Minimal - This profile is recommended if you or have opportunities throughout the day to tak						
Moderate Reminders Optimal - This profile is recommended if you can benefit from having regular break reminder		Selected re than 2 hours per	Settings day and			
Recovery Maximal - This profile is recommended if you benefit from having frequent break reminders.	experience discomfort	Select	Settings ions, or can			
Extra settings			?			
Rituals			Settings Patent pending			

**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



CtrlW0					<b>-</b> ×
Feedback	<sup>F5</sup> Profile	e Display	Erg	F2  0	Help
Extra settings	_		_		
Rituals			Back	Save	0
Ritual6	Active Mon Tue Starttime Title Description	Wed Thu Fr 12 Y Hour 45 Lunch together Ask Roger and Marty to	<ul><li>✓ Min</li></ul>		Sec s

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"!



CtrlWORK		<b>et x</b>
Feedback P	Profile Display	Ergo F <sup>2</sup> Help
Default Report on startu	qı	Save
● Health	⊖ Skills	
Position pit-stop notifica	ation on screen	
Adjust		
Tips per Concentration	Poost	
Tips per Concentration	Boost	
2 ~		
Energizer (morning)		
Tips		
Energizer (afternoon)		
Tips		
Ergo Boost (morning)		
Shortcut key tips	Shortcut keys Browsers	Shortcut keys 2
The New Way of Working	Energy exercises	Getting Things Done (GTD)
Effective Meetings	News flashes	
Ergo Boost (afternoon)		
Shortcut key tips	Shortcut keys Browsers	Shortcut keys 2
The New Way of Working	Energy exercises	Getting Things Done (GTD)
Effective Meetings	News flashes	

#### **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.



#### Back to Index

CtrlWORK	<b>●</b> +	<b>.</b> ×	<b>Ergo tab</b> : provides the Ergo passport. The goal
Feedback P	rofile Display Ergo F	Help	of this passport is to work comfortably anytime anywhere.
Ergo Passport			- , ,
Workplace settings	and changes		
the same workplace setting	s you with the opportunity to work in any workplace wit s. The Ergo Passport also contains a summary of the cplace. All data in this passport can be exported to a PI		
Finally, the passport include Concentration Boosts. Thes	es the option to add individual tips to Energizers and se are the "Ergo Tips".		
Workplace Settings	Measuring instructions workplace		Under Workplace
1.Table Height (inch)			Settings Workplace
2.Screen Height (inch)			dimensions can be
3.Viewing Distance (inch)			stored. The use of specific tools can be
4.Seat Height (inch)			entered on the bottom
5.Armrest height (inch)			of this form
6.Seat Type	Health and safety *		
7.Table Type	Other *		
8.Computer Glasses:	○ Yes ● No		Note: please click Save
9.Computer Work	Combined *		at the bottom of this form to save your
10.Keyboard shortcut skills	○ High ● Moderate ○ Low		settings
Ergo Tips (Energizers)			Under <b>Ergo Tips</b> you
Energizer tips will be added to the existing Energizer tips	(max. 125 characters)		can add your own tips
after saving (category: Ergo Tips)			which will be shown during Energizers or
			Ergo Boosts
	(max. 125 characters)		-
			<b>Note</b> : please click Save at the bottom of
	(max. 125 characters)		this form to save your
Ergo Tips (Ergo Boosts)			settings
Ergo Boost tips will be added to existing Ergo Boost tips after saving (category: Ergo Tips)			
	(max. 250 characters)		



Tools:				
Add a (Health and safety) re	eport to this Ergo Passport			
Export Report and Attachment(s):				
Export		Reset	Save	

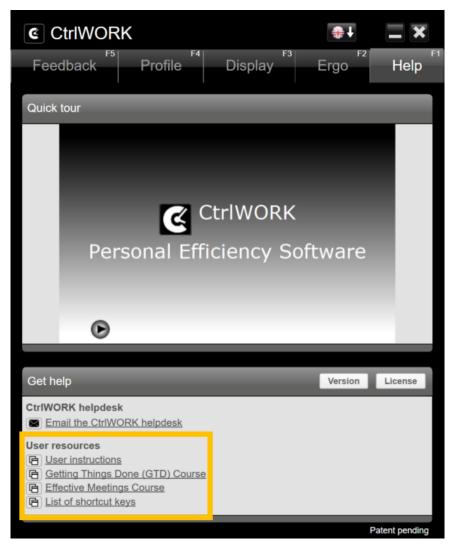
At the bottom you can store information on the tools you use, you can add a report and you can export and email the whole form via pdf.



Back to Index

# Need help?

Double click on the black-white CtrIWORK 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 <a href="https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/helpdesk/">https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/helpdesk/</a>

FAQs and other materials can be found via <a href="https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/">https://www.bakkerelkhuizen.com/productsupport/software/ctrlwork/</a>