# User manual CtrlWORK

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2. First time start-up</td>
<td>2</td>
</tr>
<tr>
<td>3. Support by CtrlWORK</td>
<td>4</td>
</tr>
<tr>
<td>4. Postponing interventions</td>
<td>6</td>
</tr>
<tr>
<td>5. Changing settings</td>
<td>7</td>
</tr>
<tr>
<td>6. Need help?</td>
<td>9</td>
</tr>
</tbody>
</table>

## 1. 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 more healthy 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 most friendly way?
2. First time start-up

After starting up, you can select your language.

Dear colleague,

CtrlWORK helps you to perform tasks with your computer faster, better, with more comfort and less effort. CtrlWORK prevents both physical and mental fatigue, which not only improves your health but also demonstrably improves your performance as a VDU worker.

The program helps you to take interventions from your computer use, but does not disturb you when you use the computer for a small portion of your working day.

If you take interventions regularly yourself, the program will not prompt you any. The benefits for you of regular interventions (Energizers, Ergo Boosts and Time-outs) during computer work include saved time due to less physical and mental fatigue, less mouse click and keystroke errors and minimization of pain and fatigue while using the computer.

Please take 4 minutes to watch the tutorial video. Your benefits will have an effect on everybody you work with.

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).
3. 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.

**Energizer**: 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)?
4. Postponing interventions

For Ergo 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.
5. Changing settings

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

Profile tab: choose in the menu “Available Profiles” your settings profile.

Via the button “Settings” 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).
**Display tab:** for the profiles Pro and Recovery the displayed content during Energisers and Ergo Boosts can be changed.

Click the Save button after every change in order to effectuate the settings.
6. 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.

In the submenu “Get help”: a link to send an email to the CtrlWORK helpdesk (helpdesk@ctrlwork.nl)

Also a full time management course, email management course in pdf can be found here.