



# User manual CtrlWORK

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## 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?**

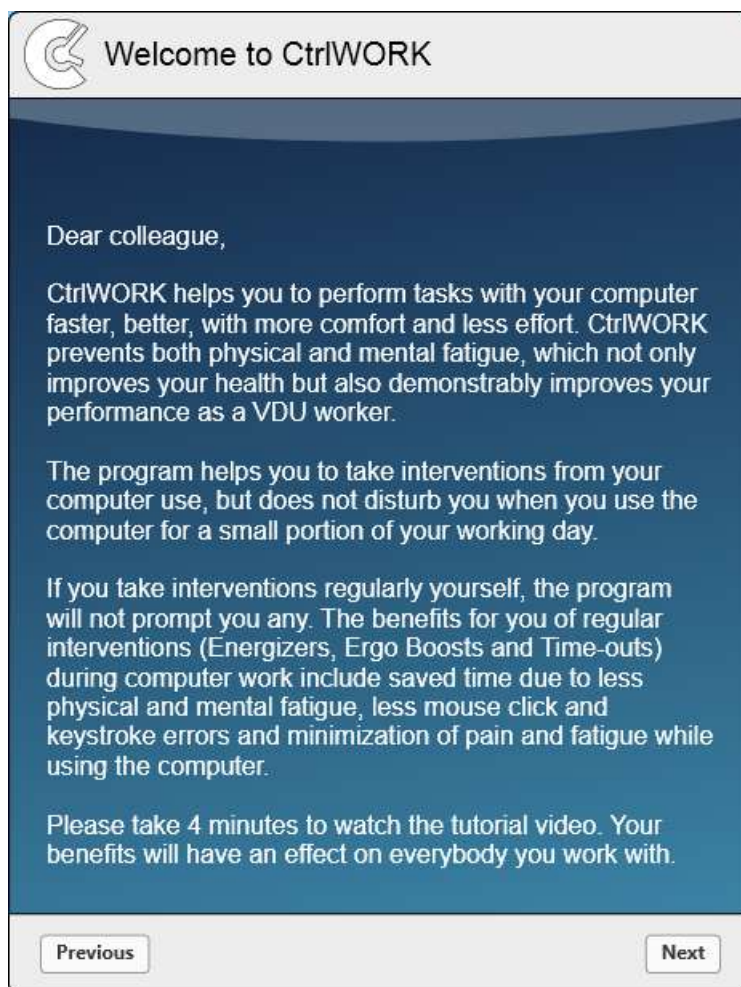
**....CtrlWORK has been developed to assist you in this process in the most friendly way?**



## 2. First time start-up



After starting up, you can select your language.



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



### What qualifies CtrlWORK as unique?

- 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.

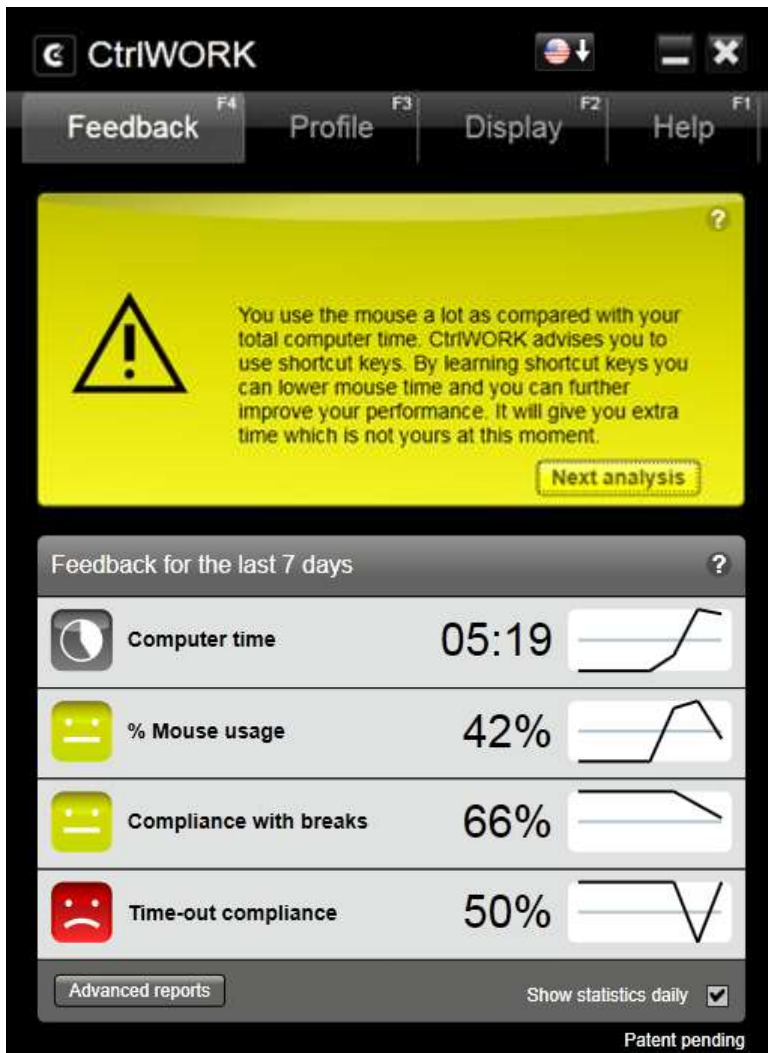
You will get options to chose your settings yourself. The following profiles are available:

The screenshot shows the CtrlWORK application window. At the top, there is a title bar with the CtrlWORK logo, a language dropdown menu, and window control buttons. Below the title bar is a menu bar with four items: Feedback (F4), Profile (F3), Display (F2), and Help (F1). The 'Profile' menu is currently open, displaying a list of available profiles. Each profile has a 'Select' button and a 'Settings' button. The 'Moderate Reminders' profile is highlighted with a green arrow and the word 'Selected' in a green box. The profiles are: Monitoring Only (Inactive), Minimal Reminders (Minimal), Moderate Reminders (Optimal), and Recovery (Maximal). At the bottom right of the window, it says 'Patent pending'.

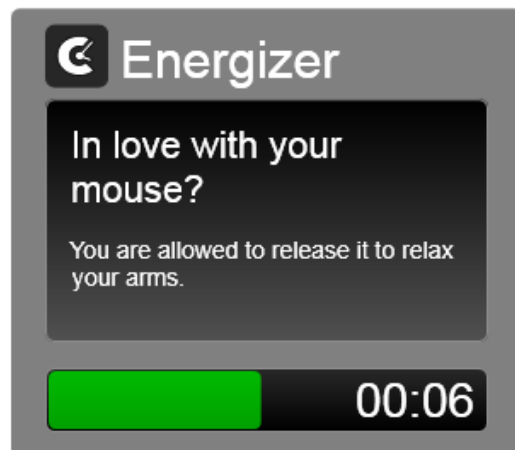
**Note:** During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).



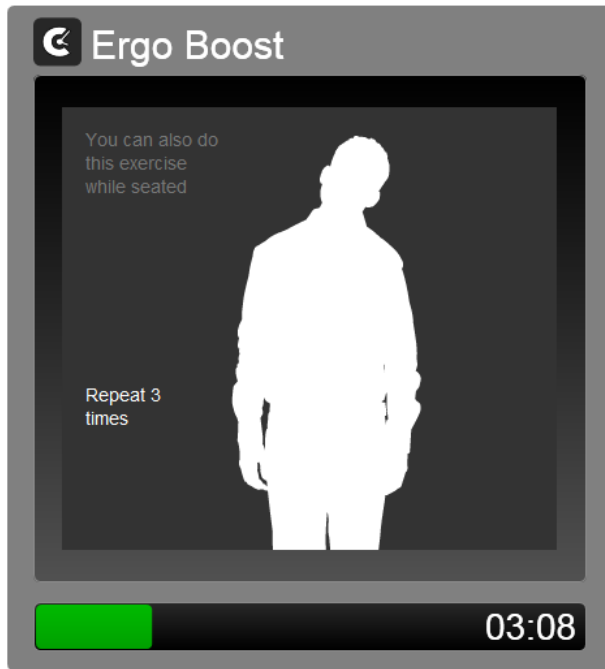
### 3. Support by CtrlWORK



**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.....

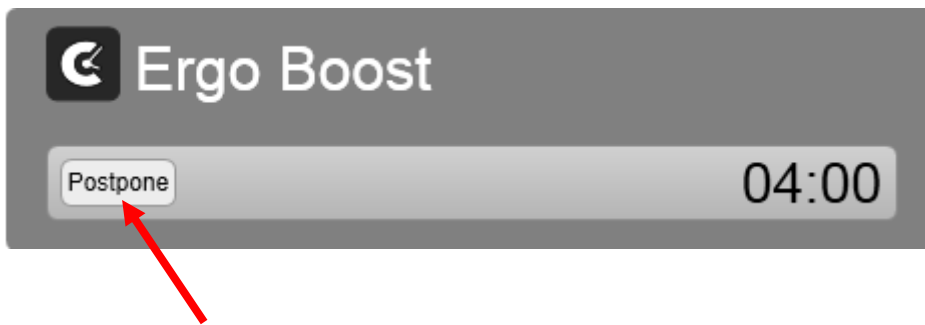
....CtrlWORK does not generate notification during a full screen Powerpoint presentation?

....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

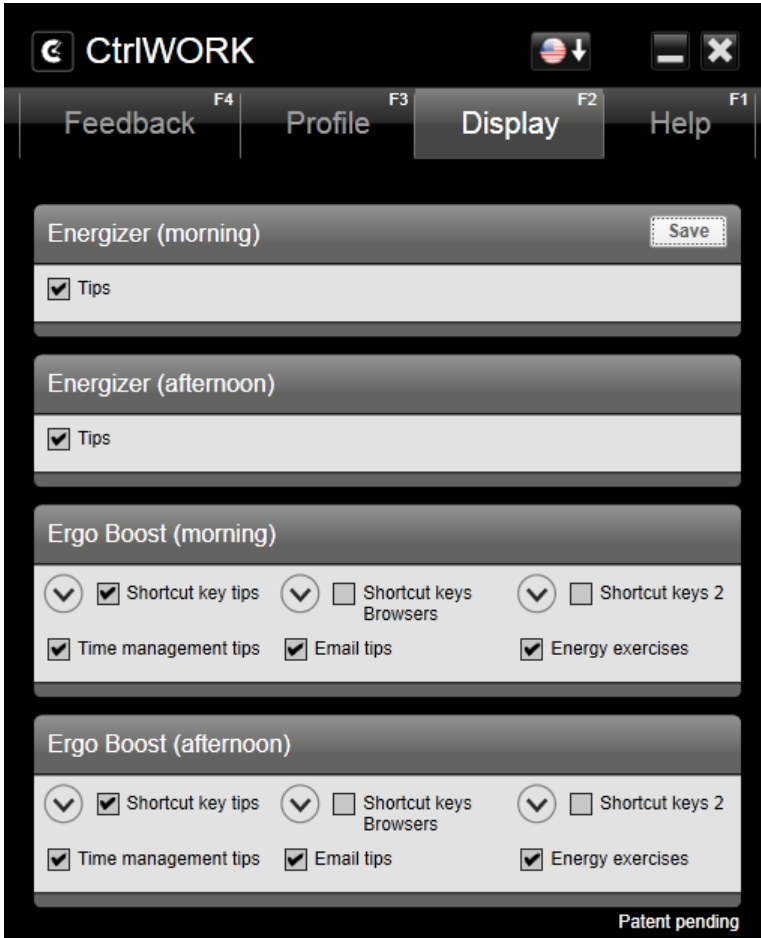
Double click on the black-white CtrlWORK icon  on the right bottom part of your screen.



**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](mailto:helpdesk@ctrlwork.nl))

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