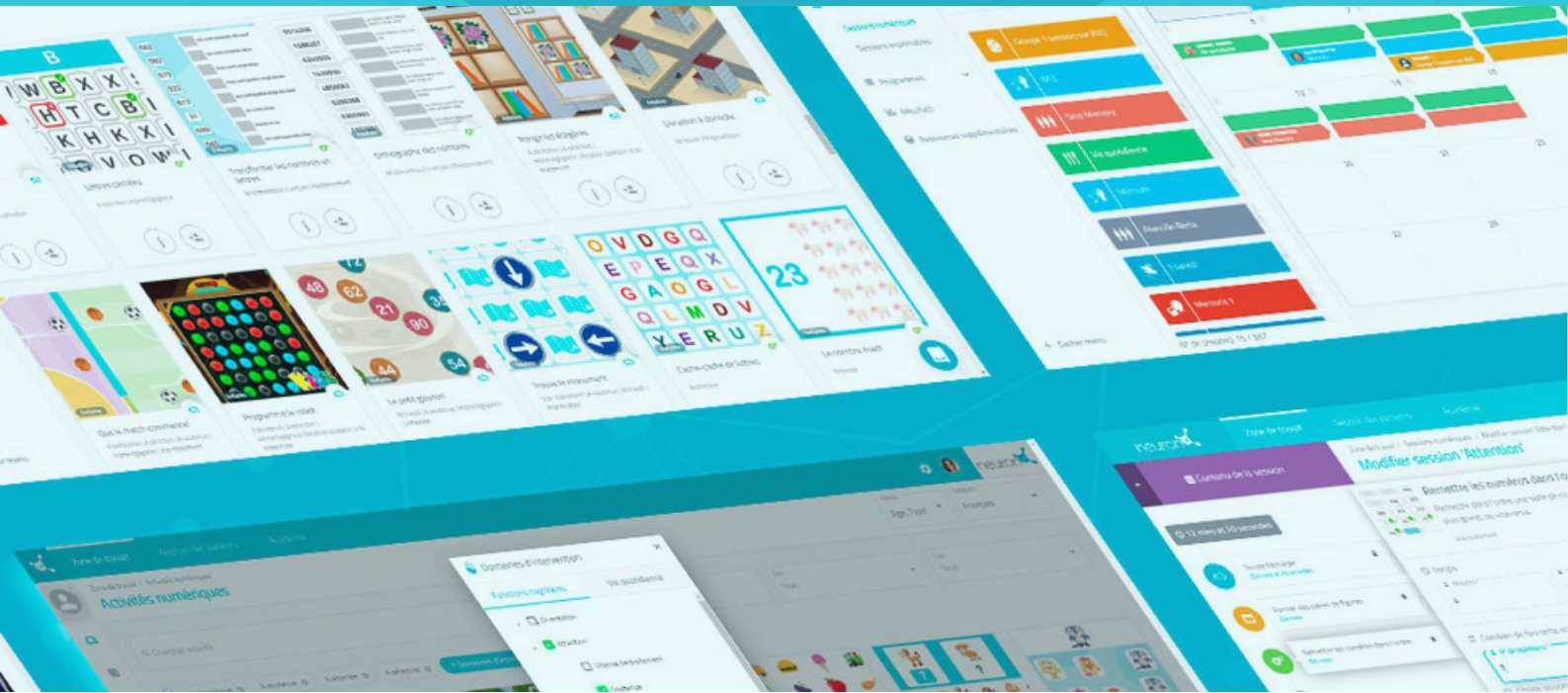


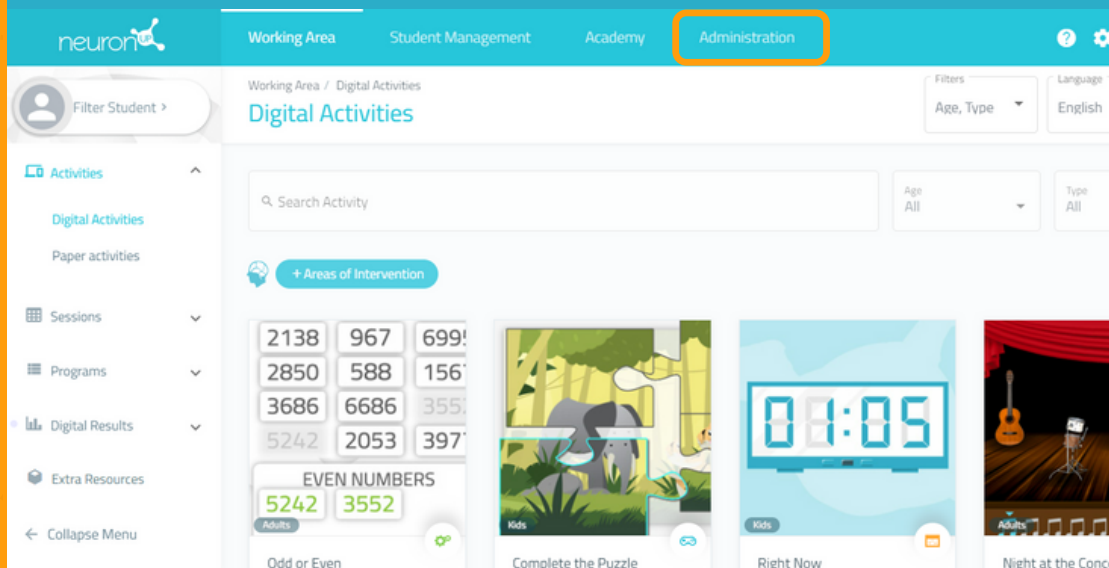
# MANUAL

## CREATE AND USE A PATIENT PROFILE

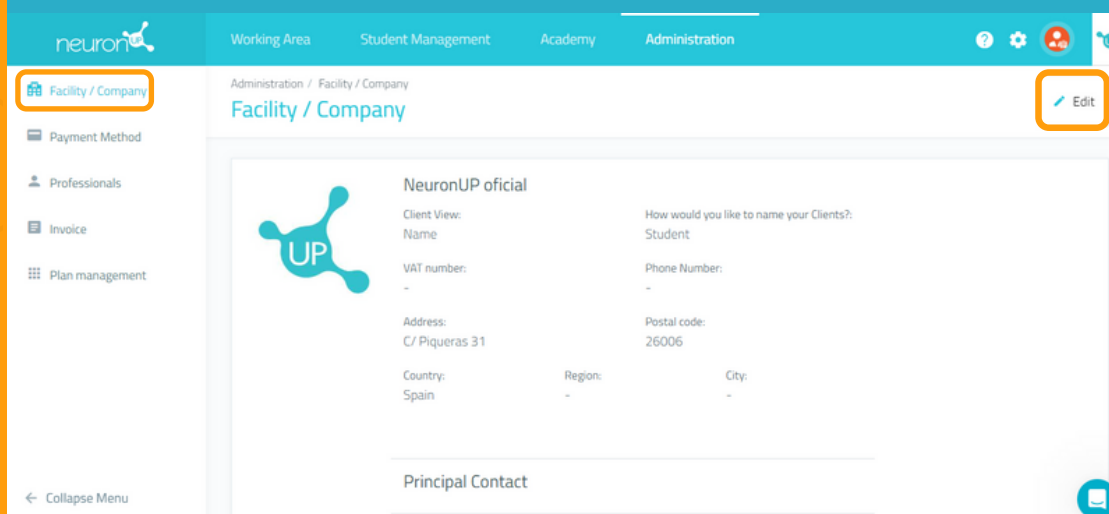


## Choose how to name your clients: patient / client / student

Before you start, you should know that you can now decide how to name your clients on the platform: patients, clients or students. Here's how it's done:

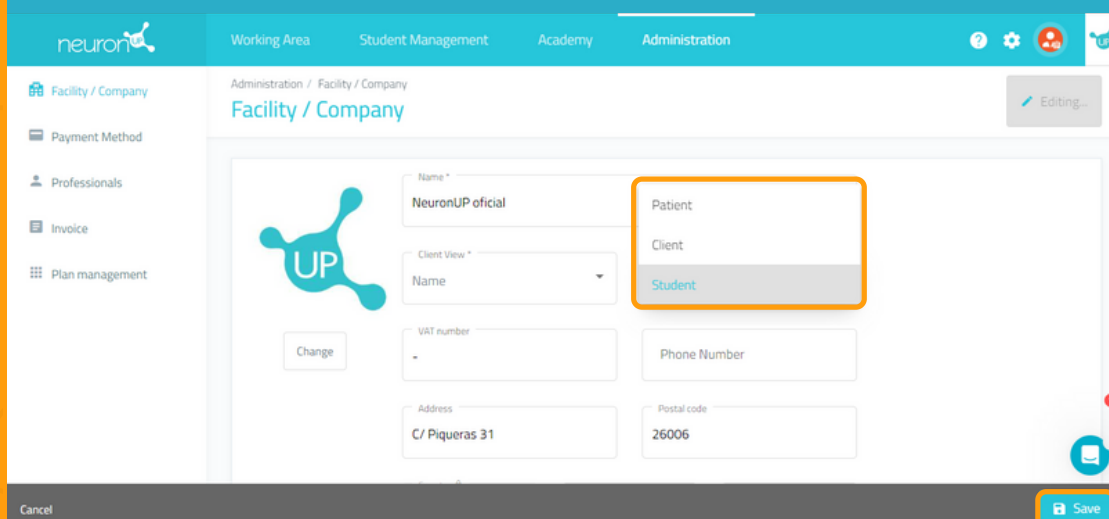


Click on the "Administration" tab, at the top of your screen.



Click on "Facility/Company".

Click on "Edit" at the top right.

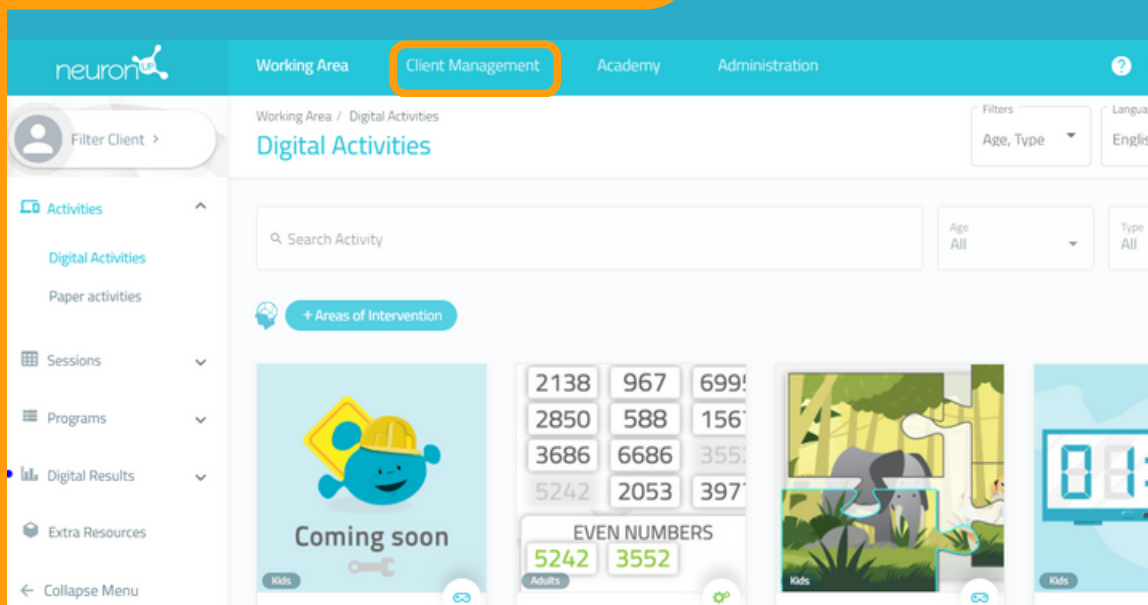


Click on "How would you like to name your Clients?" and then choose the option you wish: client, patient or student.

Don't forget to click on "Save" at the bottom right.

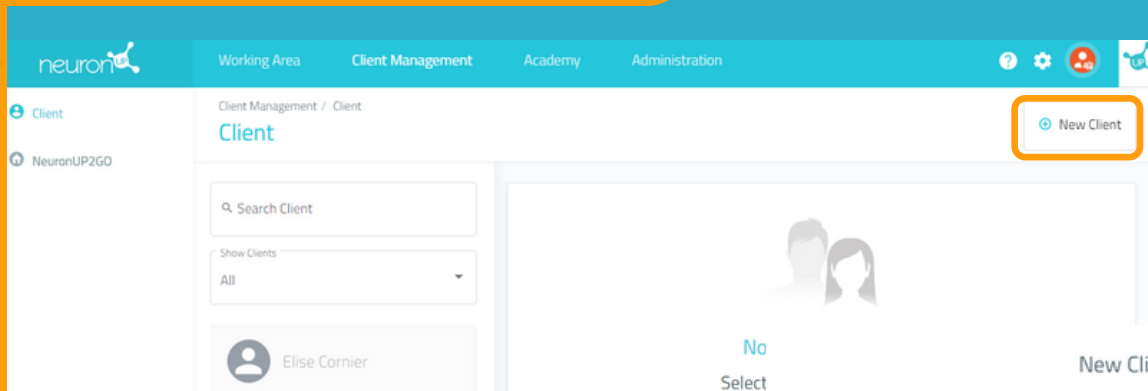
Now we will learn how to create a patient profile (we will use the term "client" for this tutorial). Creating a patient profile is essential: you will need it to assign work sessions and track their results.

## 1. Click on "Client Management"



To begin, click on the "Client Management" tab at the top of your screen.

## 2. Click on "New Client"



Then click on "New Client" on the right side of the screen.

1. Enter your client's **first and last name**.
2. Upload a photo of your client or choose an avatar.
3. Click on "Create".

If you want to create a profile to work in a group, type for example "Group" in the first name and a number in the last name, e.g. "1".

*\*See Manual for working in a group.*

The screenshot shows the 'New Client' form. It has two input fields for 'Name' and 'Surname'. The 'Name' field contains 'Janelle' and the 'Surname' field contains 'Abbey'. Below these fields is a section titled 'Upload a photo or select a default image' which includes a placeholder image of a person and an 'Upload Photo' button. At the bottom of the form is a 'Create' button highlighted with an orange box.

### 3. Fill in the client profile

Click on "Edit".

NeuronUP2GO Access Client's Sessions Client Programs Client Scores **Edit**

**Janelle Abbey**

Gender: - Birthdate: -

Education: - SSN or ID No: -

Phone Number: - Address: -

Domestic Arrangement: -

Employment History: -

Hobbies: -

Diagnosis: -

Anamnesis: -

Observations: -

**NeuronUP2GO access data**  
Sessions for home  
No Access  
Username: user\_6cfd3432147a87bf5dbf941e0e22996  
Password: \*\*\*\*  
Change Access Information

**Professionals Who Work with this Client**  
You are Working with this Client Stop working with this Client

Once you have created your client profile, you can add as much information as you wish: education, work history, diagnosis, etc.

In addition, you can define who are the professionals who will work with this client.

This is useful when there are several professionals working with the same client.

**Contact persons**

**Add Contact**

Name \* Surname \*

E-mail Phone Number

Add

**Treatments**

**Add Treatment**

Treatment \*

Start Date End Date

Description

From this screen you can also manage the access data to NeuronUP2GO (remote access), in the blue box.

\*See NeuronUP2GO Manual.

### 4. View the client's sessions and results

NeuronUP2GO Access **Client's Sessions** Client Programs Client Scores **Edit**

**Janelle Abbey**

Gender: - Birthdate: -

Education: - SSN or ID No: -

Phone Number: - Address: -

Domestic Arrangement: -

**NeuronUP2GO access data**  
Sessions for home  
No Access  
Username: user\_6cfd3432147a87bf5dbf941e0e22996  
Password: \*\*\*\*  
Change Access Information

From your client's profile you can access their sessions or programs, as well as view their results.