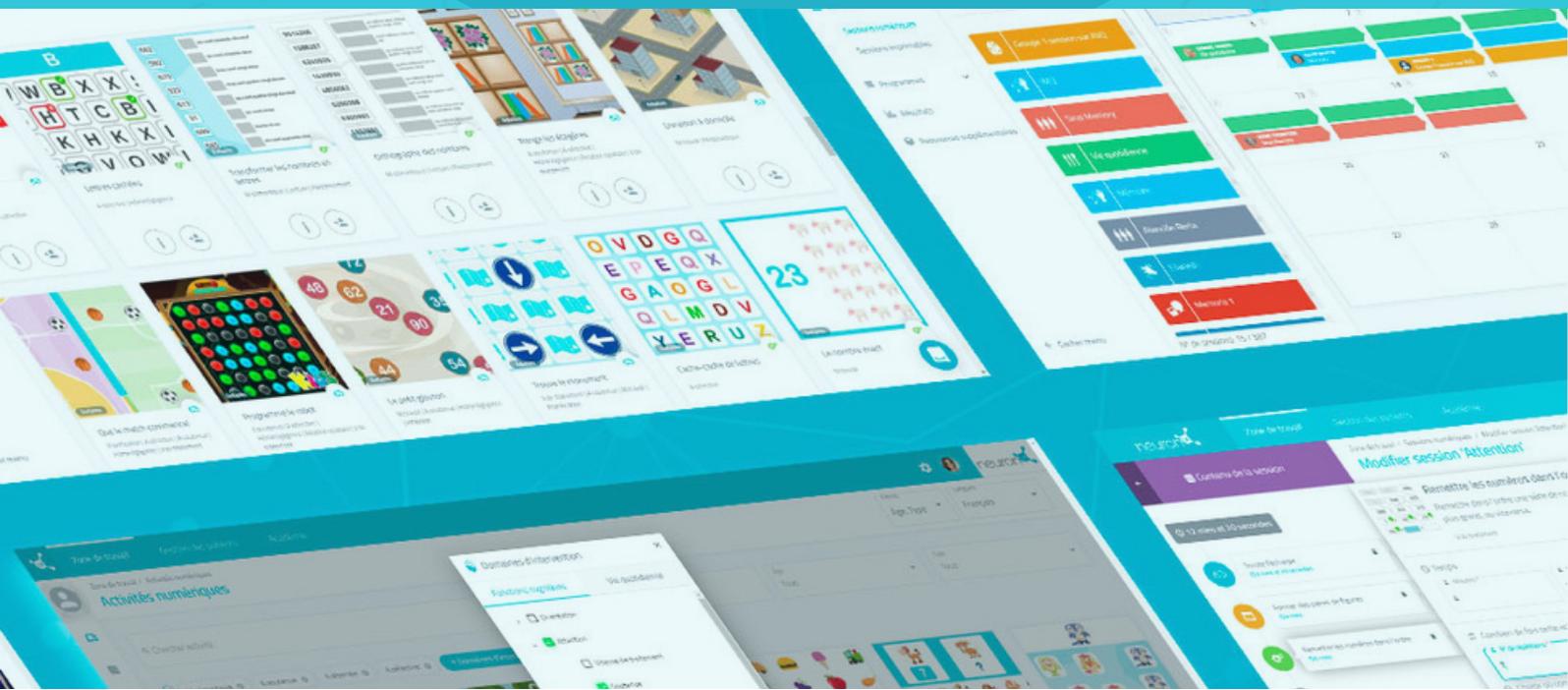


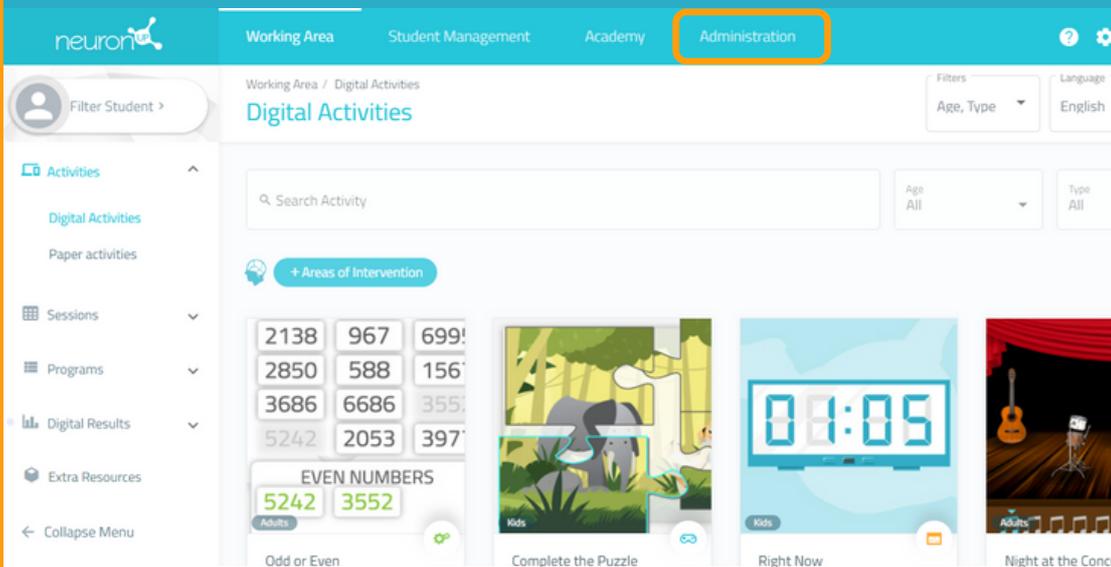
MANUAL

CREATE AND USE
A PATIENT PROFILE

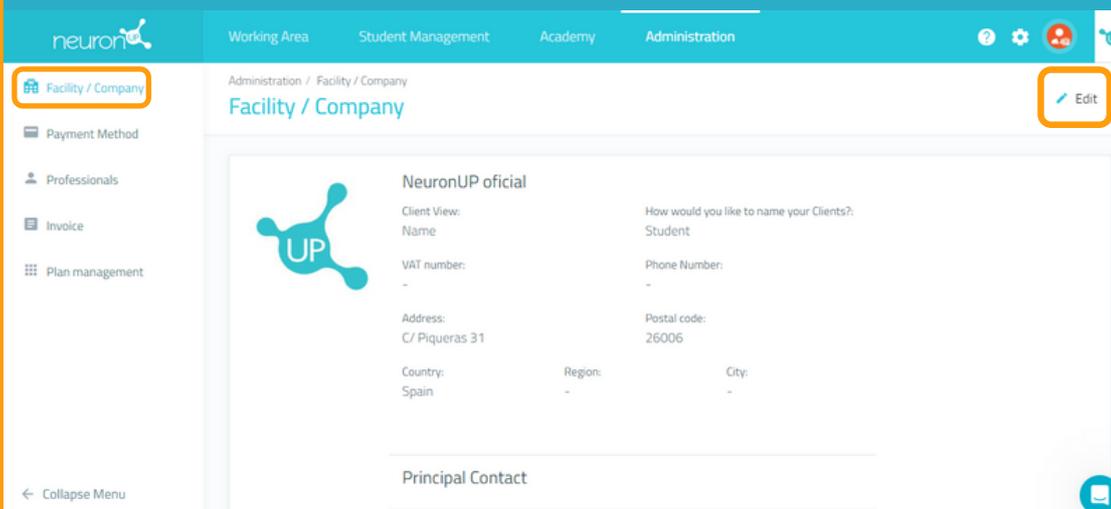


Choose how to name your clients: patient / client / student

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:

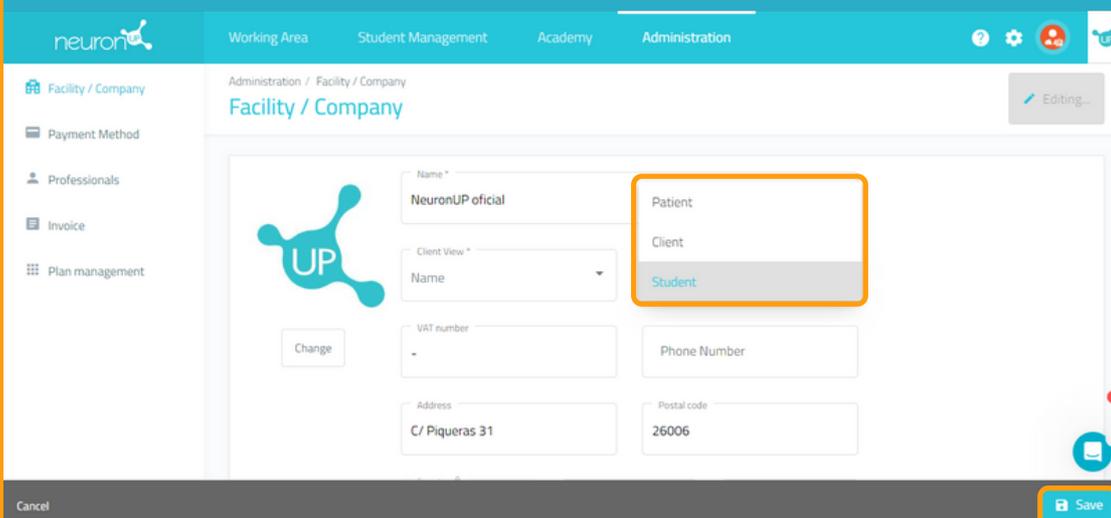


Click on the "Administration" tab, at the top of your screen.



Click on "Facility/Company".

Click on "Edit" at the top right.

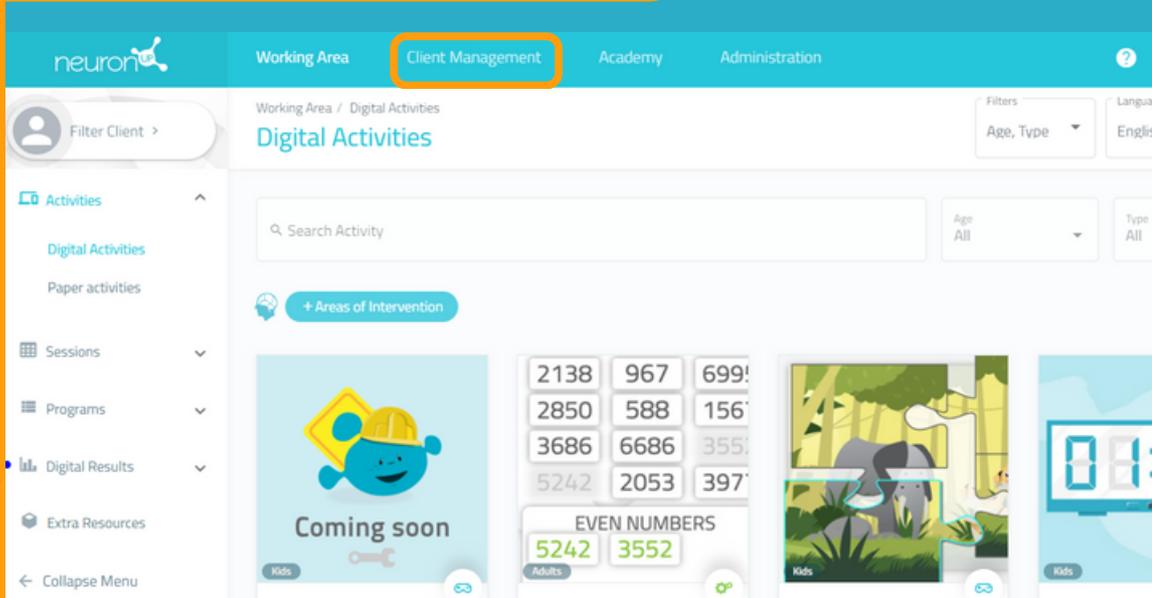


Click on "How would you like to name your Clients?" and then choose the option you wish: client, patient or student.

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

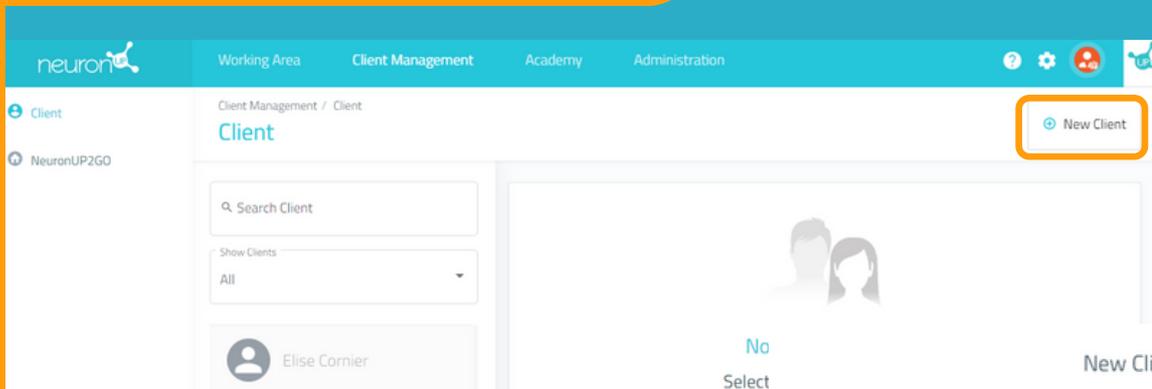
Now we will learn how to create a patient profile (we will use the term "client" for this tutorial). Creating a patient profile is essential: you will need it to assign work sessions and track their results.

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.*

A screenshot of the 'New Client' form in the NeuronUP software interface. The form is white and has a teal header. It contains two text input fields: 'Name *' with the value 'Janelle' and 'Surname *' with the value 'Abbey'. Below these fields is a section titled 'Upload a photo or select a default image' with a blue link. Underneath is a red square placeholder for a photo. Below the placeholder is a button labeled 'Upload Photo'. At the bottom of the form is a teal button labeled 'Create'.

3. Fill in the client profile

Click on "Edit".

The screenshot shows the client profile for Janelle Abbey. The page has a navigation bar with 'NeuronUP2GO Access', 'Client's Sessions', 'Client Programs', 'Client Scores', and an 'Edit' button. The profile fields include Gender, Birthdate, Education, SSN or ID No., Phone Number, Address, Domestic Arrangement, Employment History, Hobbies, Diagnosis, Anamnesis, and Observations. A blue box highlights the 'NeuronUP2GO access data' section, which shows 'Sessions for home', 'No Access', Username, Password, and a 'Change Access Information' button. Below this is the 'Professionals Who Work with this Client' section, which has a plus icon and a 'Stop work' button.

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.

The screenshot shows the 'Contact persons' and 'Treatments' sections. The 'Contact persons' section has an 'Add Contact' form with fields for Name, Surname, E-mail, and Phone Number, and an 'Add' button. The 'Treatments' section has an 'Add Treatment' form with a 'Treatment' dropdown, 'Start Date' and 'End Date' date pickers, and a 'Description' field.

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

The screenshot shows the client profile for Janelle Abbey with the 'Client's Sessions' tab selected in the navigation bar. The profile information is visible on the left, and the 'NeuronUP2GO access data' box is on the right.

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