neuronUP

MANUAL

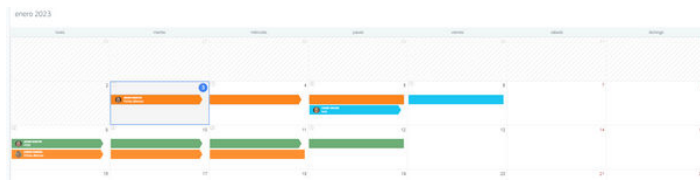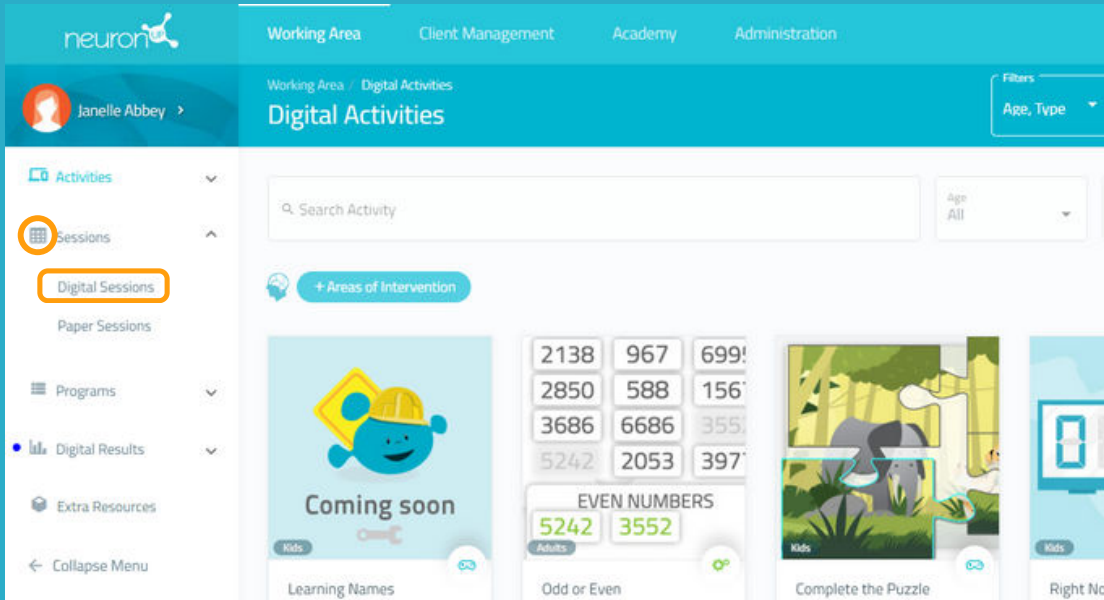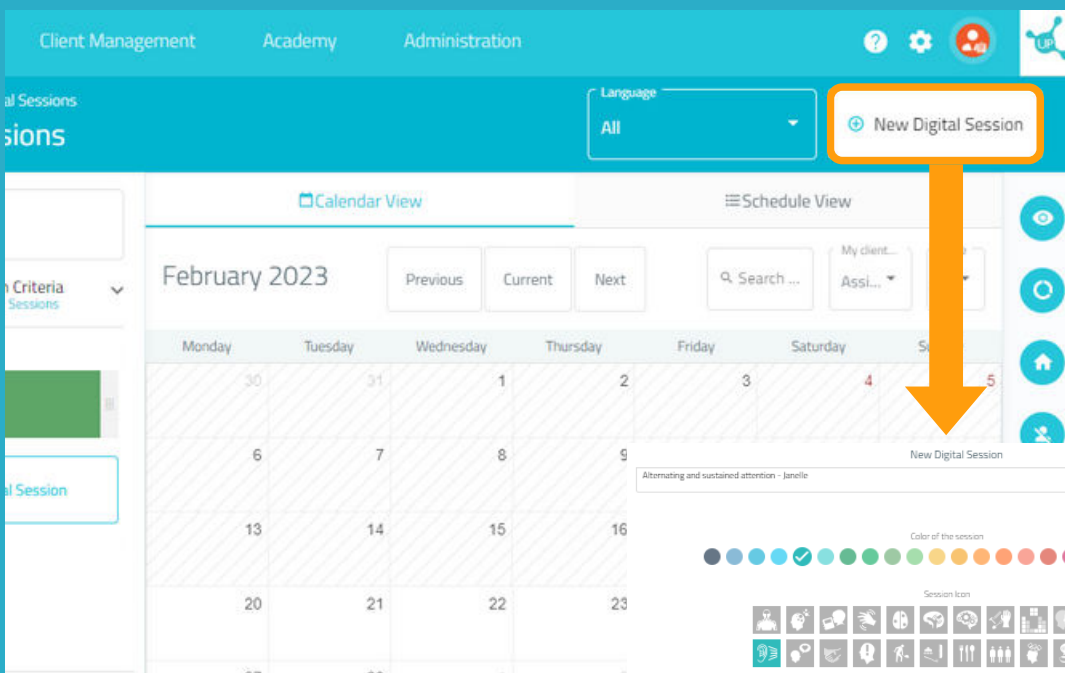## WORKING WITH SESSIONS

A session is a set of activities. Creating sessions allows you to plan your work in just a few minutes. Below, we help you discover how to make the most of sessions.
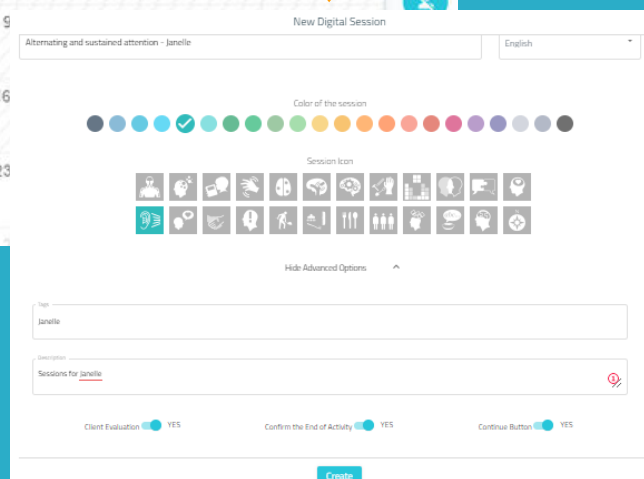
1. Select "Digital Sessions"

To start, click on **"Sessions"** and then click on **"Digital Sessions"** on the left side of the screen.

2. Click on "New Digital Session"

Once you have clicked on **"New Digital Session"**, the following window will appear.

3. Fill in the basic information of the session

1. Name your session.
2. Choose an icon and a color.

Optional:

- Click on **"Advanced Options"**.

- Add **tags**.
This will help you find your session more easily.

- Add a **description of the session.**

- Enable or disable **advanced actions.**

3. Click on **"Create"**.

4. Filter the activities
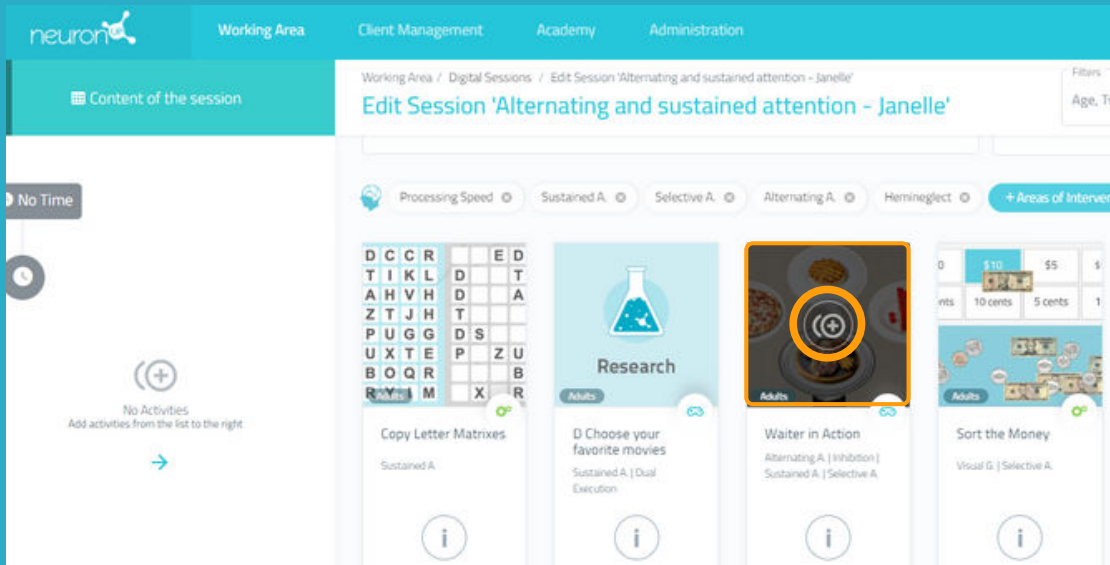

The basis of the session is created, now you need to add the activities you want.

To do this, you can filter the activities by intervention areas, by type of activity or by age.
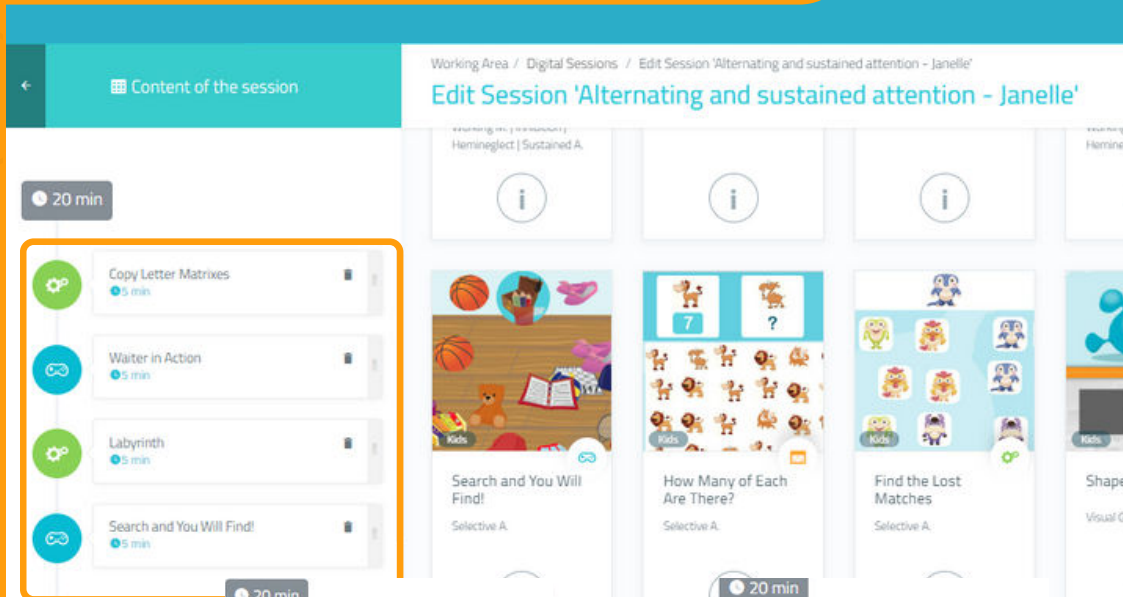
5. Choose the activities

Once you have filtered the activities, just click on the ones you want to add to your session.

The selected activities will appear on the left side of the screen as you add them.
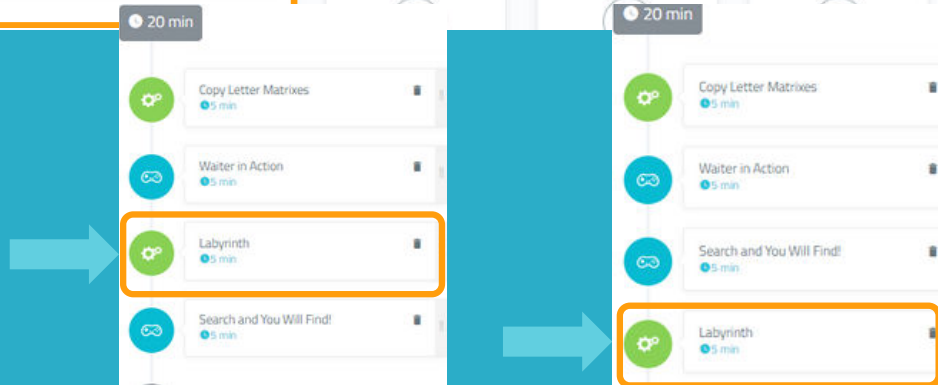
*It is possible to add the same activity several times.

Change the order of the activities (optional)

You can change the order of the activities.

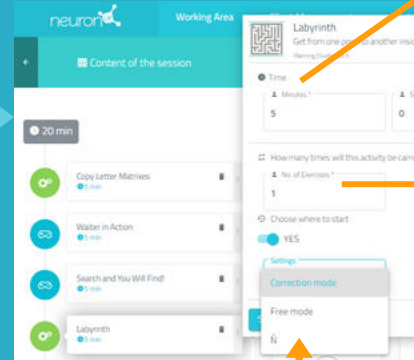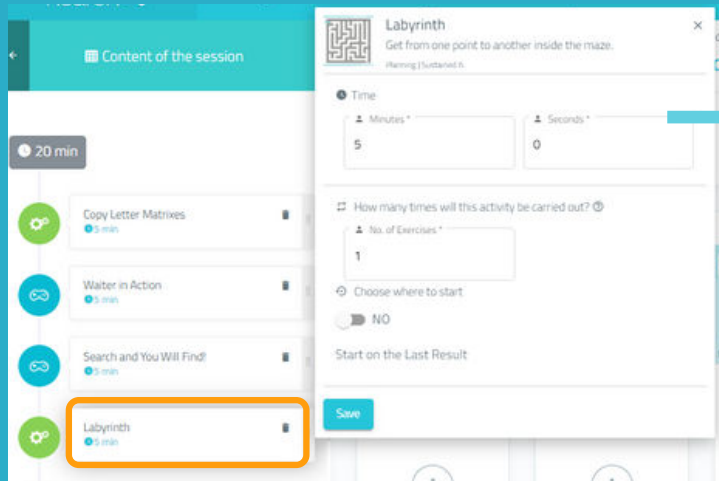Just hold down the activity and move it to the desired location.

In the example on the left, we have moved the activity *'Labyrinth'* from the third to last place.

6. Configure the activities (optional)

By default, each activity will last 5 minutes and the patient will start at the level at which he/she last stopped, or at the lowest level if they have never worked with the activity in question.

To configure these settings, simply click on each activity and change the settings, as shown below:
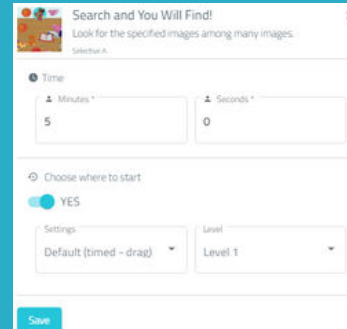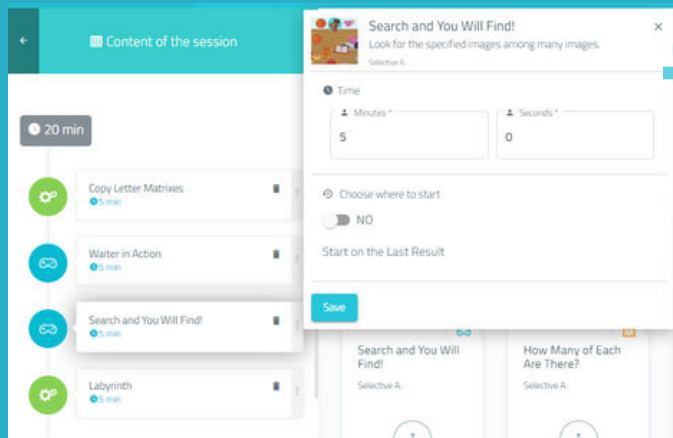
Generator

Define the working time.

This activity is a generator so you can select the number of repetitions*.

You can select the customization previously created.

*In the case of generators, it is important to increase the number of repetitions if you want your patient to actually work for the selected time. Otherwise, once the patient has completed the repetition, they will move on to the next activity, regardless of time.
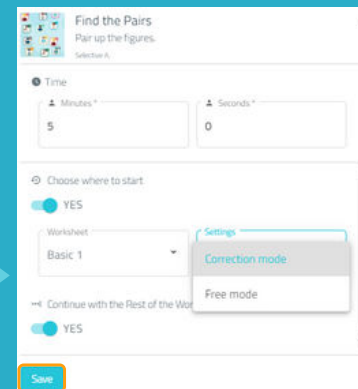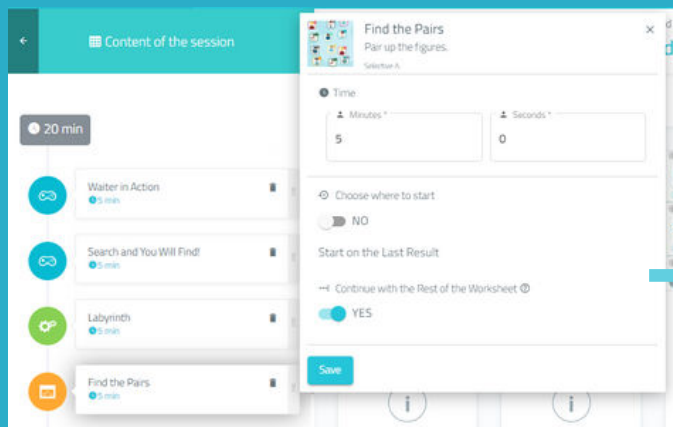
Game

For games, the process is similar.

The difference is that you can determine the level at which the patient will start.
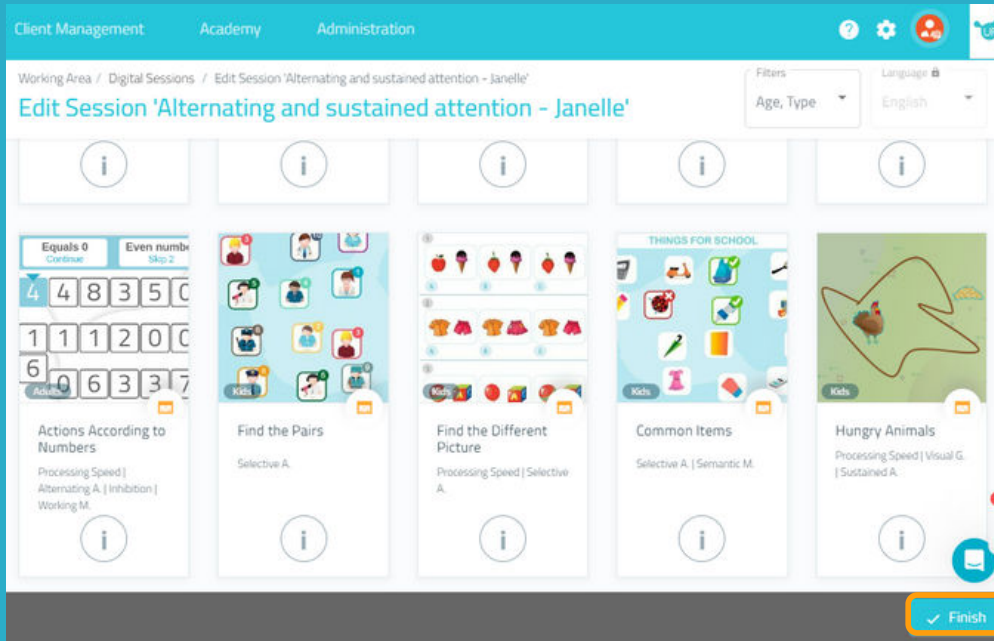
Worksheet

For the worksheets, the process is identical to that of the games.

The difference is that you cannot choose the customization, because it is not possible to customize a worksheet.

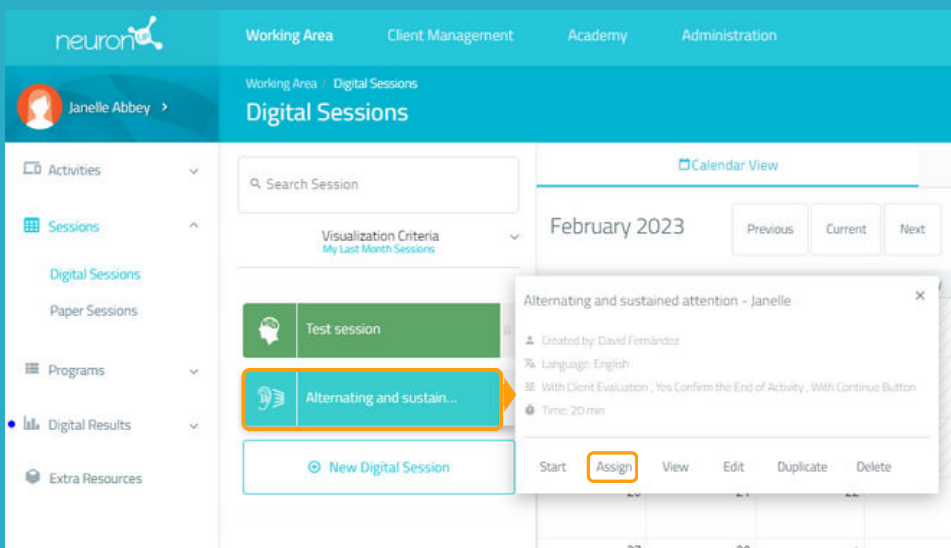Don't forget to click on **"Save"** each time you customize an activity.
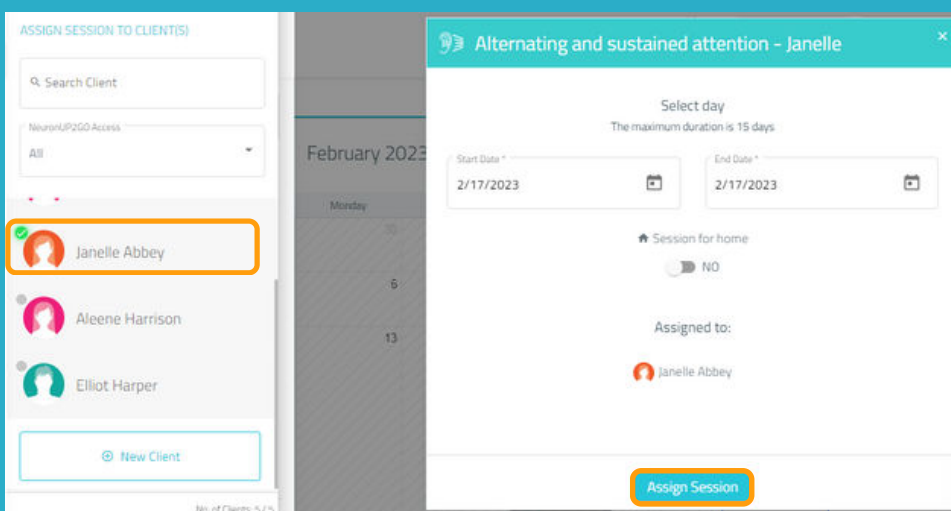
7. Save the session

Once the session is set up, click on **"Finish"** at the bottom right to save the session.

You can modify it later if necessary.

8. Assign the session

Click on the session or drag it to the desired date.

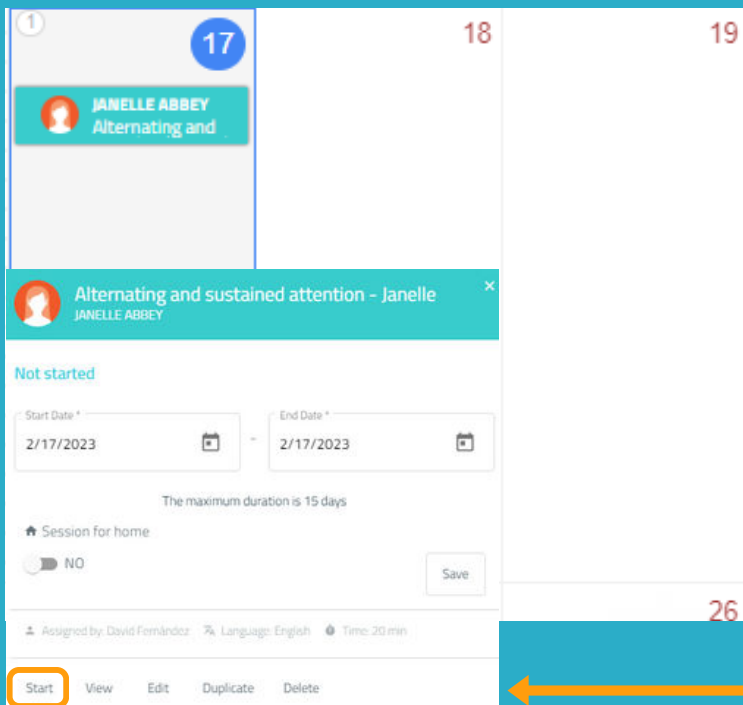Select one or more patients to assign them the session.*
See Manual for working with several patients simultaneously.

Define the start and end date of the session.

Activate the home session filter if you want your patient to work remotely.*
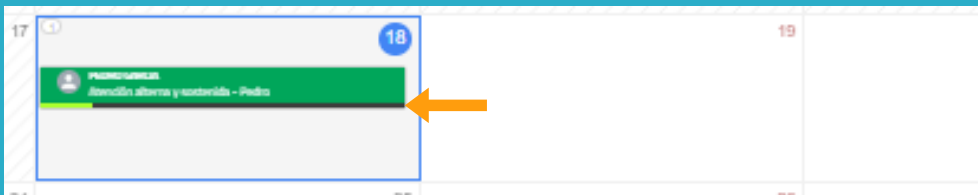*See NeuronUP2GO Manual.*

9. Start the session

To start a session, must be assigned and scheduled within a date range that includes the day we are in.
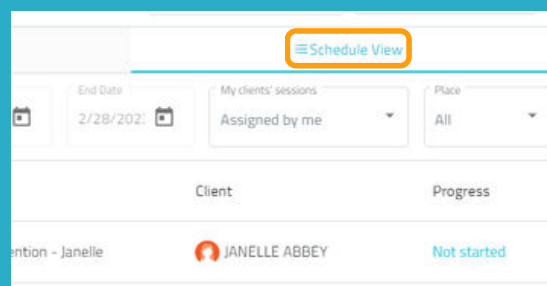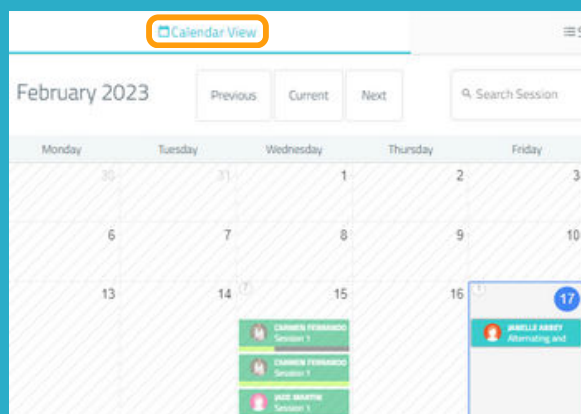
Click on **"Start"** to begin your session.

10. Follow the progress of the session

Once the session has started, you can follow its progress thanks to the display of an indicator.

Calendar View / Schedule View

You can view and organize your sessions with the calendar view (left) or the schedule view (right).