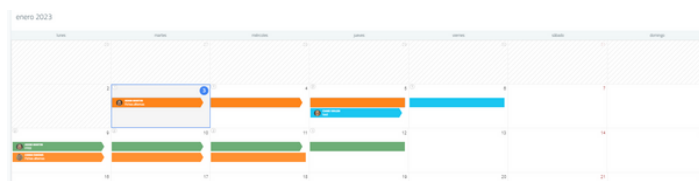


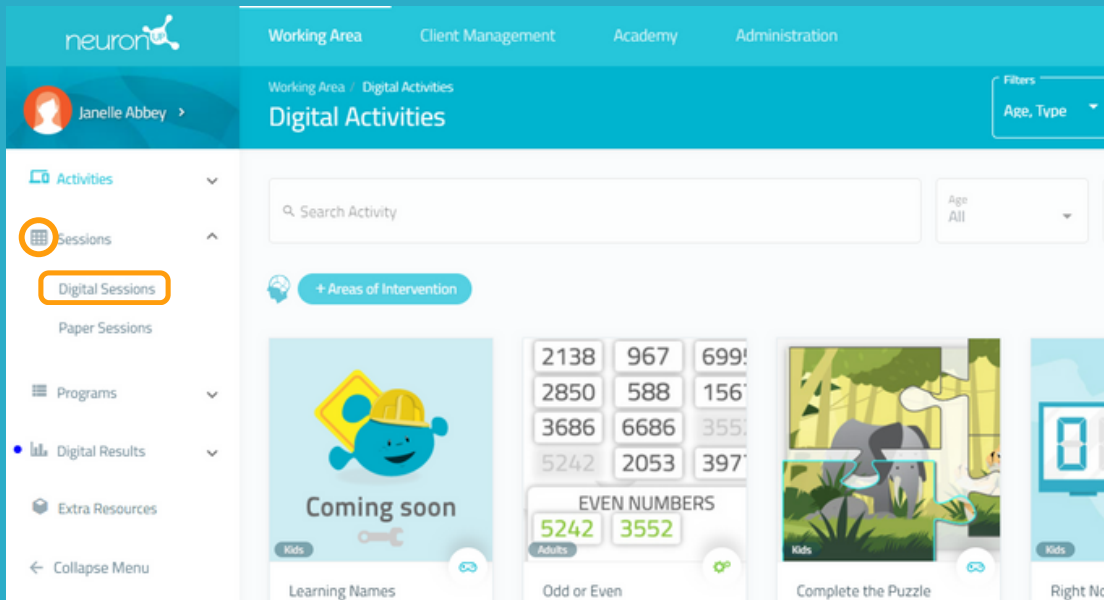
# MANUAL

## WORKING WITH SESSIONS



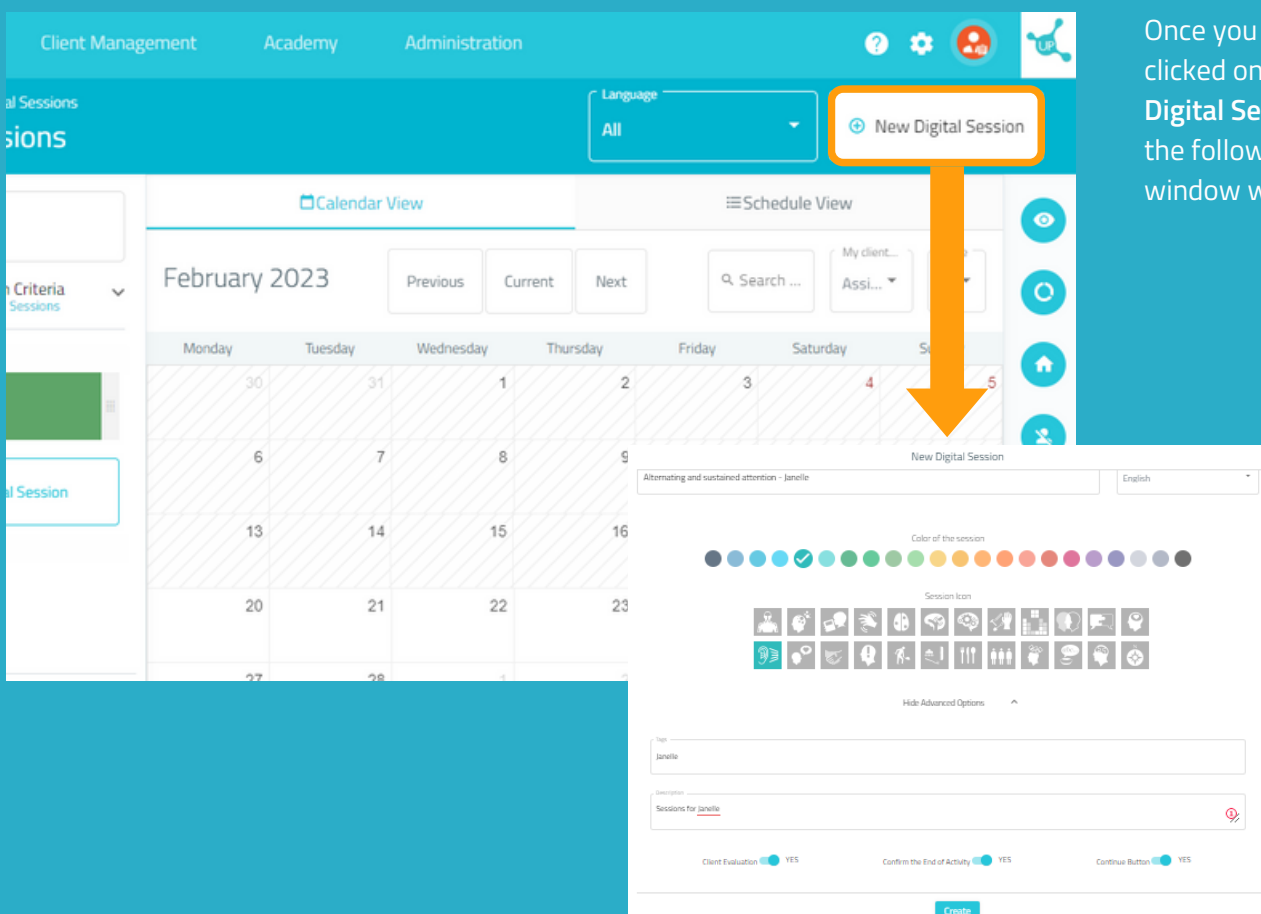
A session is a set of activities. Creating sessions allows you to plan your work in just a few minutes. Below, we help you discover how to make the most of sessions.

## 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

The screenshot shows the 'New Digital Session' form. At the top, there's a title bar 'New Digital Session'. Below it, a text field contains 'Alternating and sustained attention - Janelle' and a dropdown menu is set to 'English'. A 'Color of the session' row has 24 colored circles, with the 10th circle (light blue) selected. Below this is a 'Session Icon' grid of 24 icons, with the 1st icon (a hand) selected. A 'Hide Advanced Options' button is below the icons. Further down, a 'Tags' field contains 'Janelle' and a 'Description' field contains 'Sessions for Janelle'. At the bottom, there are three toggle switches: 'Client Evaluation' (YES), 'Confirm the End of Activity' (YES), and 'Continue Button' (YES). An orange arrow points to the 'Continue Button' toggle. A 'Create' button is at the very bottom.

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".

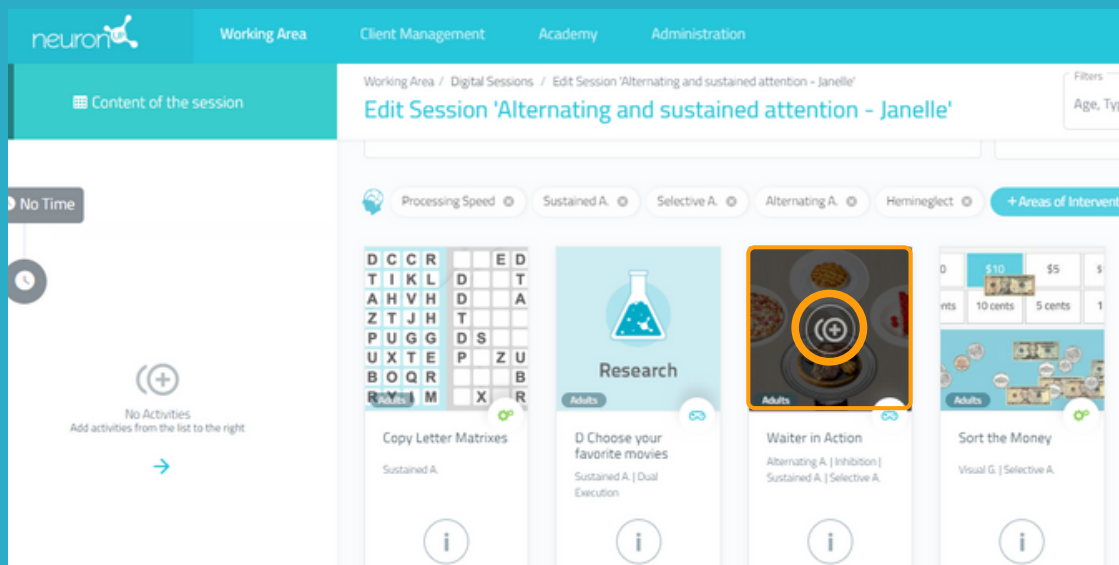
### 4. Filter the activities

The screenshot shows the 'Edit Session' page for 'Alternating and sustained attention - Janelle'. The top navigation bar includes 'neuron', 'Working Area', 'Client Management', 'Academy', and 'Administration'. The main header shows 'Working Area / Digital Sessions / Edit Session 'Alternating and sustained attention - Janelle''. A 'Filters' dropdown is set to 'Age, Type'. The session details show it was created by David Fernández and has settings for 'With Client Evaluation', 'Yes Confirm the End of Activity', and 'With Continue Button'. A '+ Areas of Intervention' button is highlighted with an orange box and an arrow pointing to a list of intervention areas. The list includes 'Cognitive Functions' and 'Areas of Occupation'. Under 'Cognitive Functions', there are checkboxes for Orientation, Attention (checked), Memory, Language, Executive Functions, Gnosis, Praxis, Visuospatial Skills, and Social Cognition. To the right, there are preview cards for 'Coming soon' and 'EVEN NUMBERS'.

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

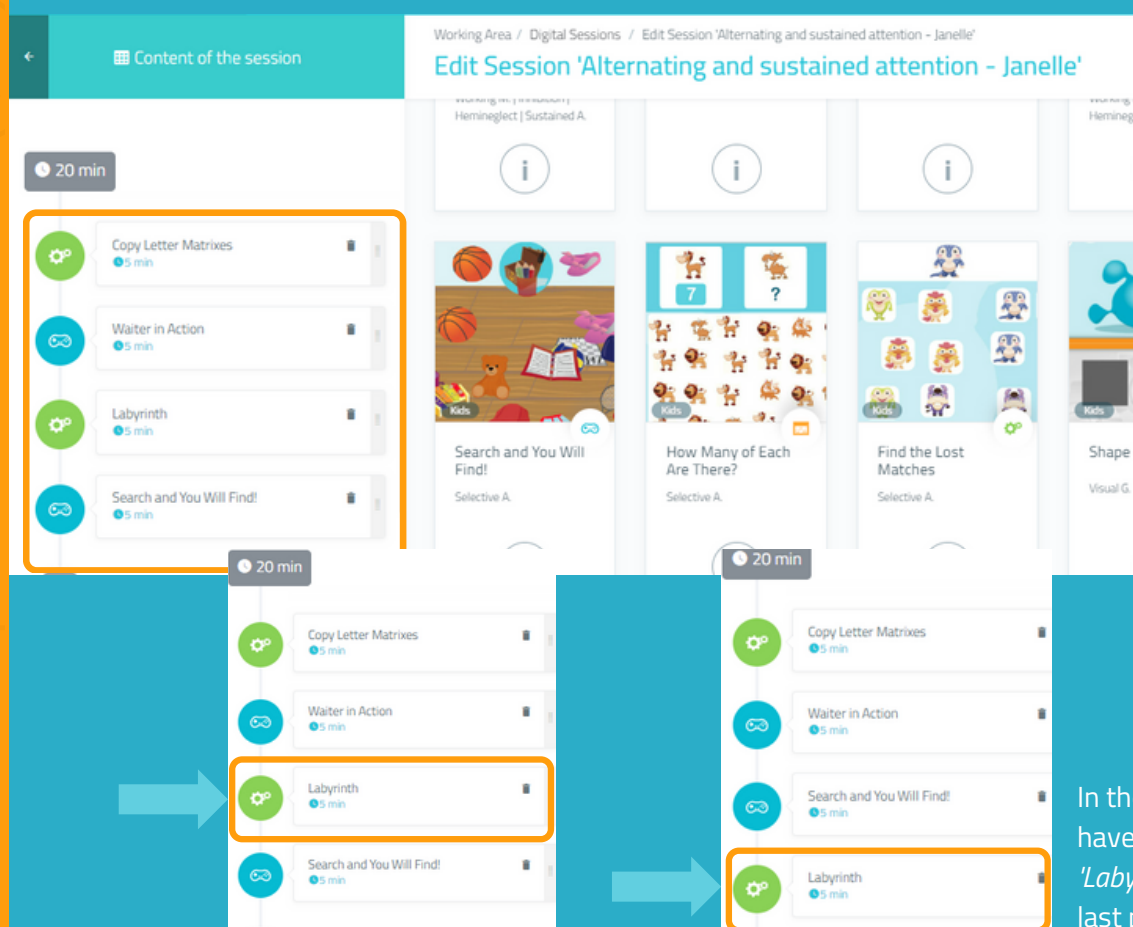


Once you have filtered the activities, just click on the ones you want to add to your session.

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.

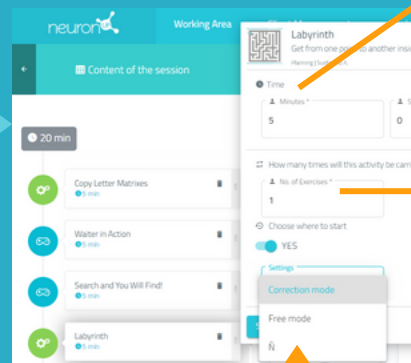
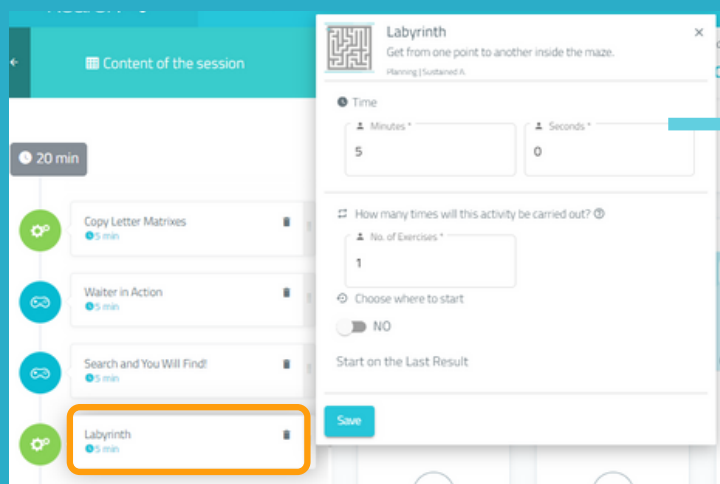
Just hold down the activity and move it to the desired location.

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



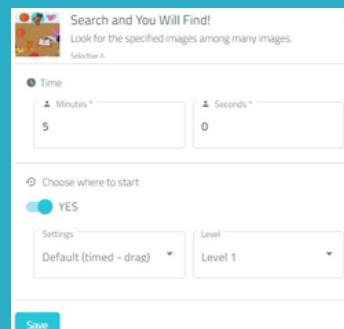
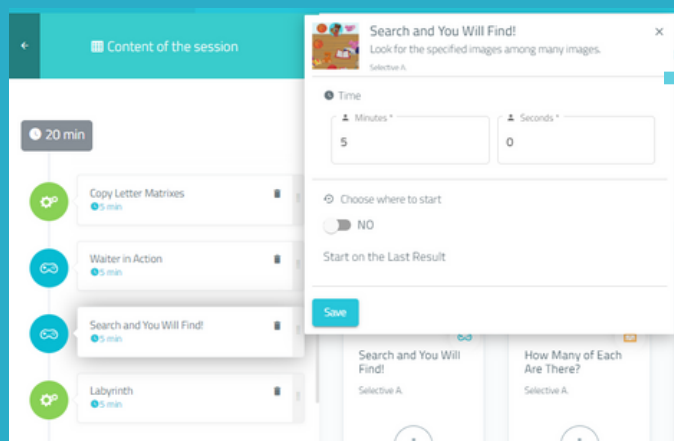
Define the working time.

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.*

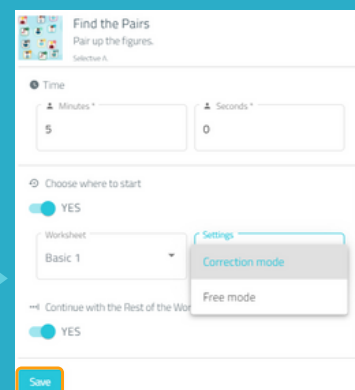
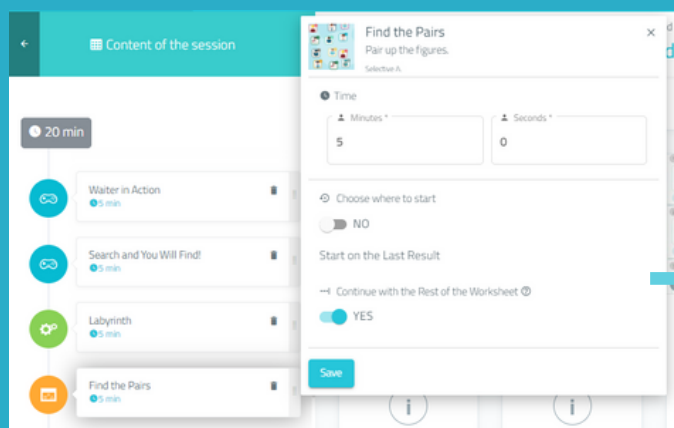
### Game



For games, the process is similar.

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

### Worksheet

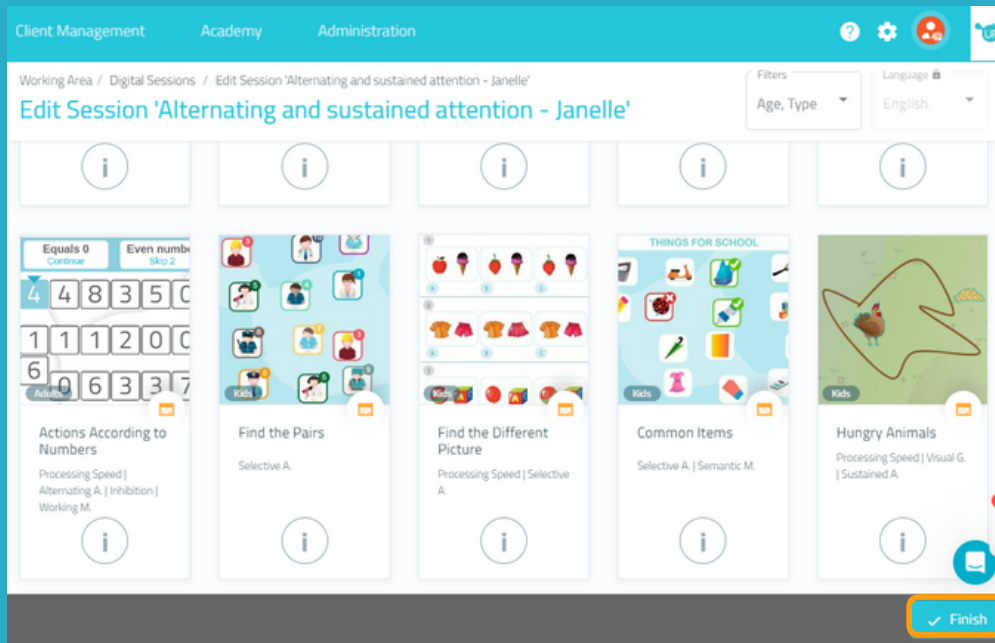


For the worksheets, the process is identical to that of the games.

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.

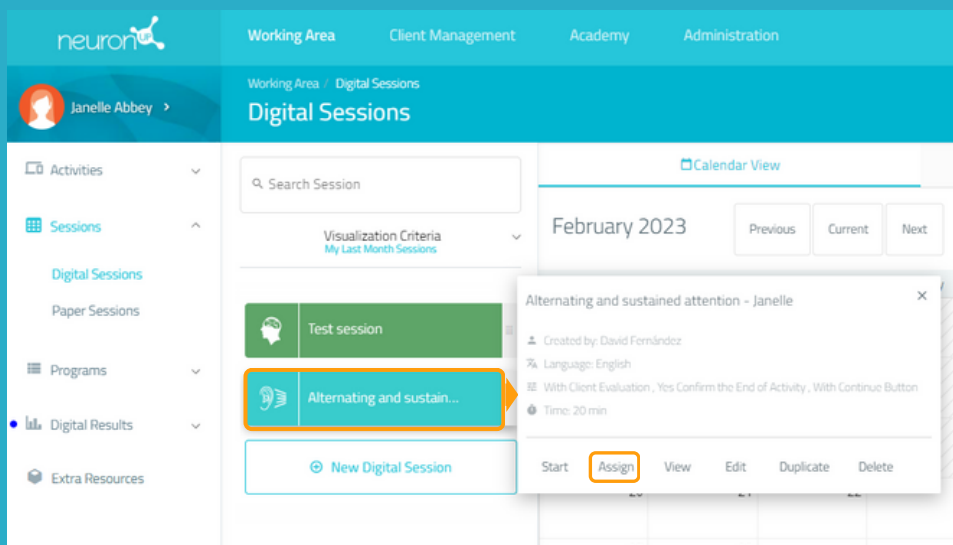
## 7. Save the session



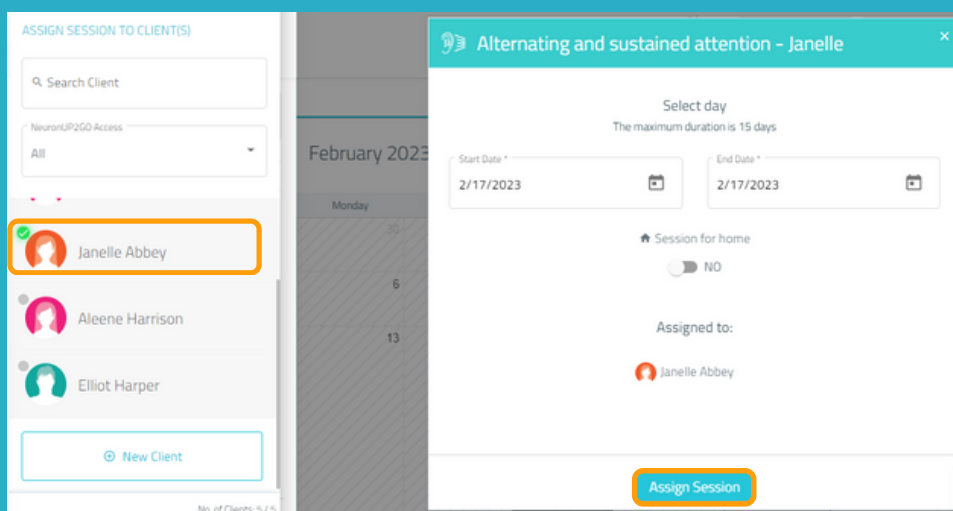
Once the session is set up, click on "Finish" at the bottom right to save the session.

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.*

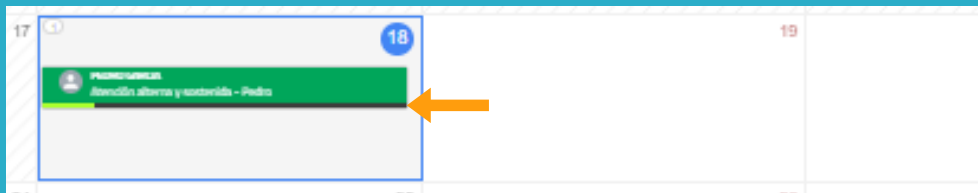
## 9. Start the session

The screenshot shows a session form for Janelle Abbey. At the top, there's a header with the name and a status indicator. Below it, a modal window titled "Alternating and sustained attention - Janelle" is open. The modal has a "Not started" status and fields for "Start Date" and "End Date", both set to 2/17/2023. It also includes a toggle for "Session for home" (set to NO) and a "Save" button. At the bottom of the modal, there's a "Start" button highlighted with an orange box. Below the modal, there's a row of buttons: "Start", "View", "Edit", "Duplicate", and "Delete".

To start a session, must be assigned and scheduled within a date range that includes the day we are in.

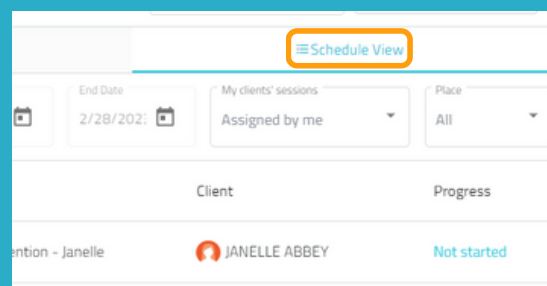
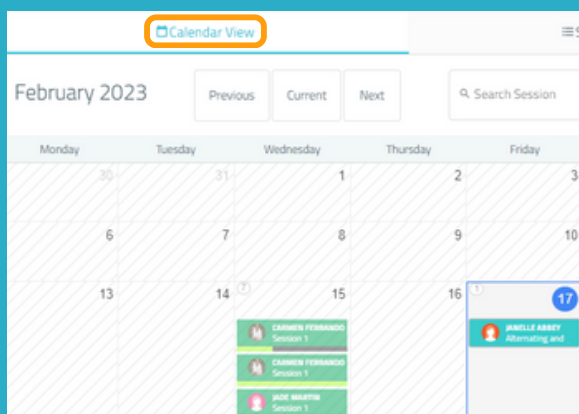
Click on "Start" to begin your session.

## 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).