

NEURONUP COMPLETE MANUAL



MANUAL

CUSTOMIZE
ACTIVITIES



Activity types

Games



Generators

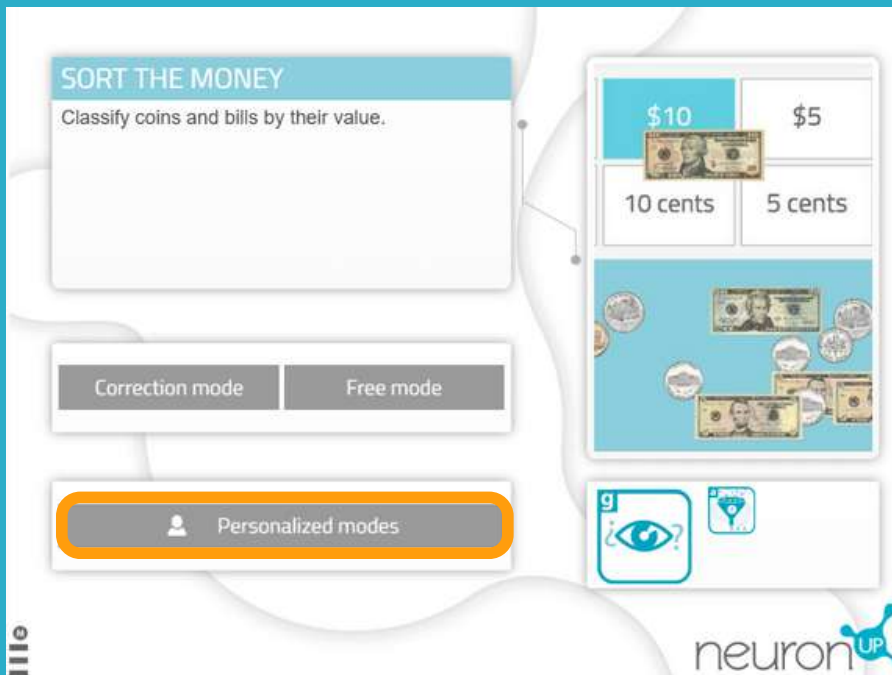


Worksheets



In NeuronUP you can customize games and generators. Worksheets are not customizable.

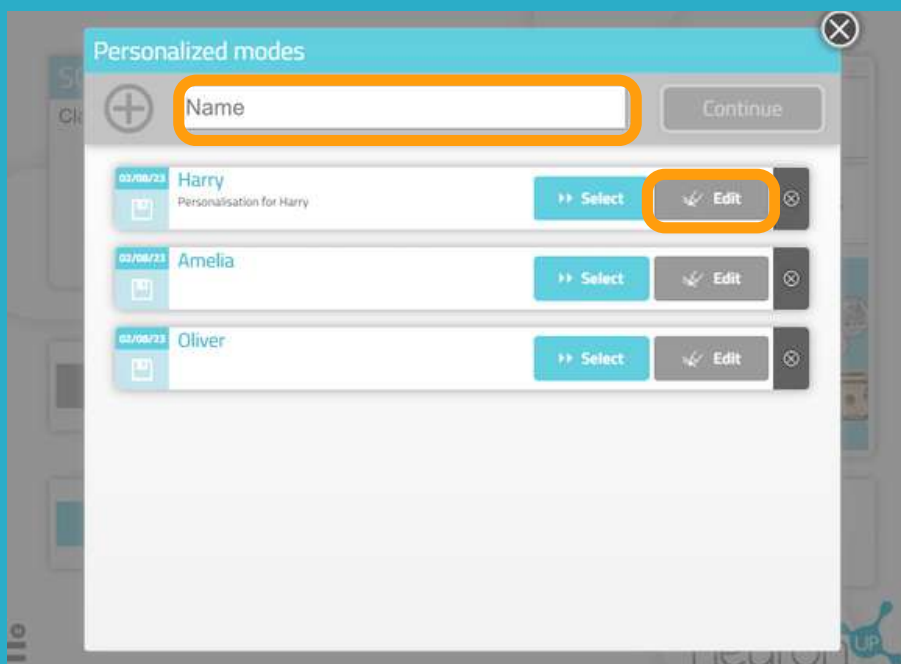
1. Choose and open an activity (game or generator)



Choose a game or a generator from the NeuronUP Working Area.

Once the activity is open, select "Personalized Modes" for generators or "Personalized Stages" for games.

2. Create or edit a customization



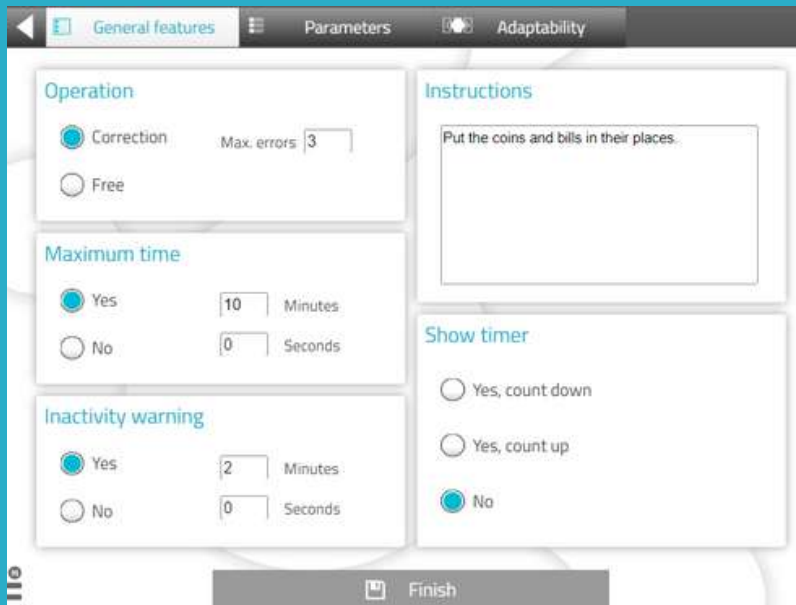
To create a new customization, enter a name for the customization. For example, the name of the patient it will be used for.

Then click on "Continue".

To modify a customization, click on "Edit".

3. Start customizing

General features



The "general features" are the same for all games and generators.

You can choose the work mode, adapt the time, warn the patient when he/she is inactive, modify the activity instructions and add a timer.

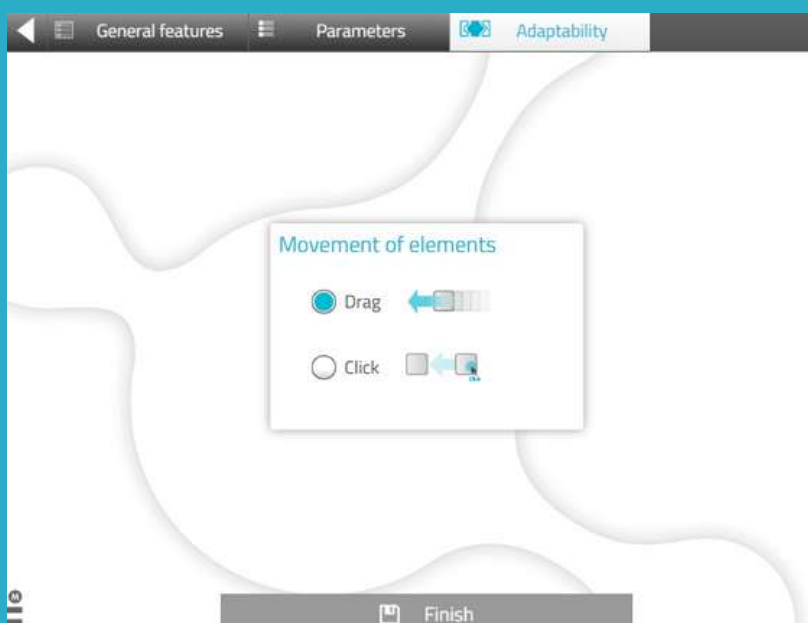
Parameters



The "parameters" are specific to each activity.

In this case, we are in a money handling activity, so you can choose the type of currency, the amount of bills/coins and their value.

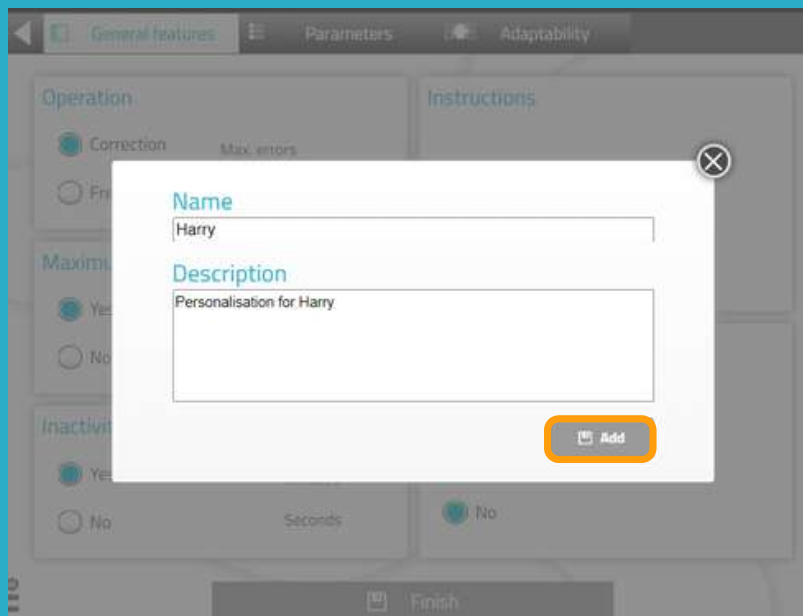
Adaptability



The "adaptability" tab allows you to choose between dragging or clicking on elements to make it easier for patients with motor impairments or those who are not good with the mouse or touch screens.

It is not available for all activities.

4. Save the customization



You can add a description to the customization.

This will make it easier for you to remember its characteristics.

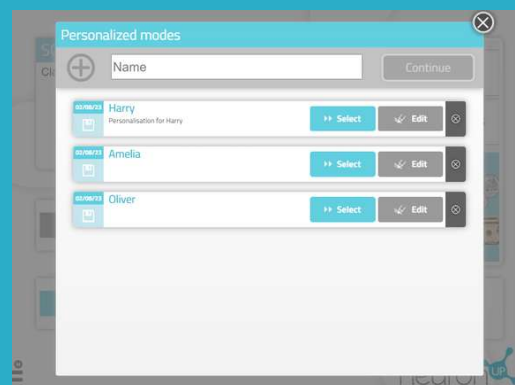
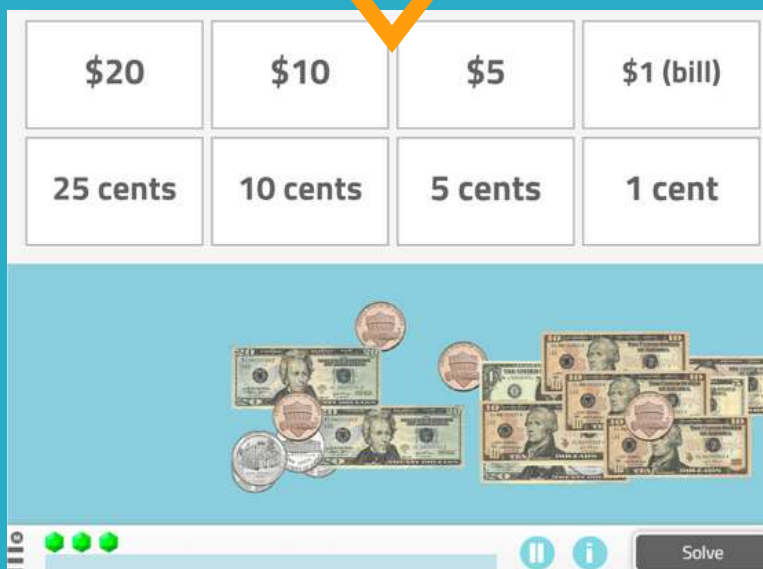
To save the customization, click on "Add".

The customized activity is ready and saved



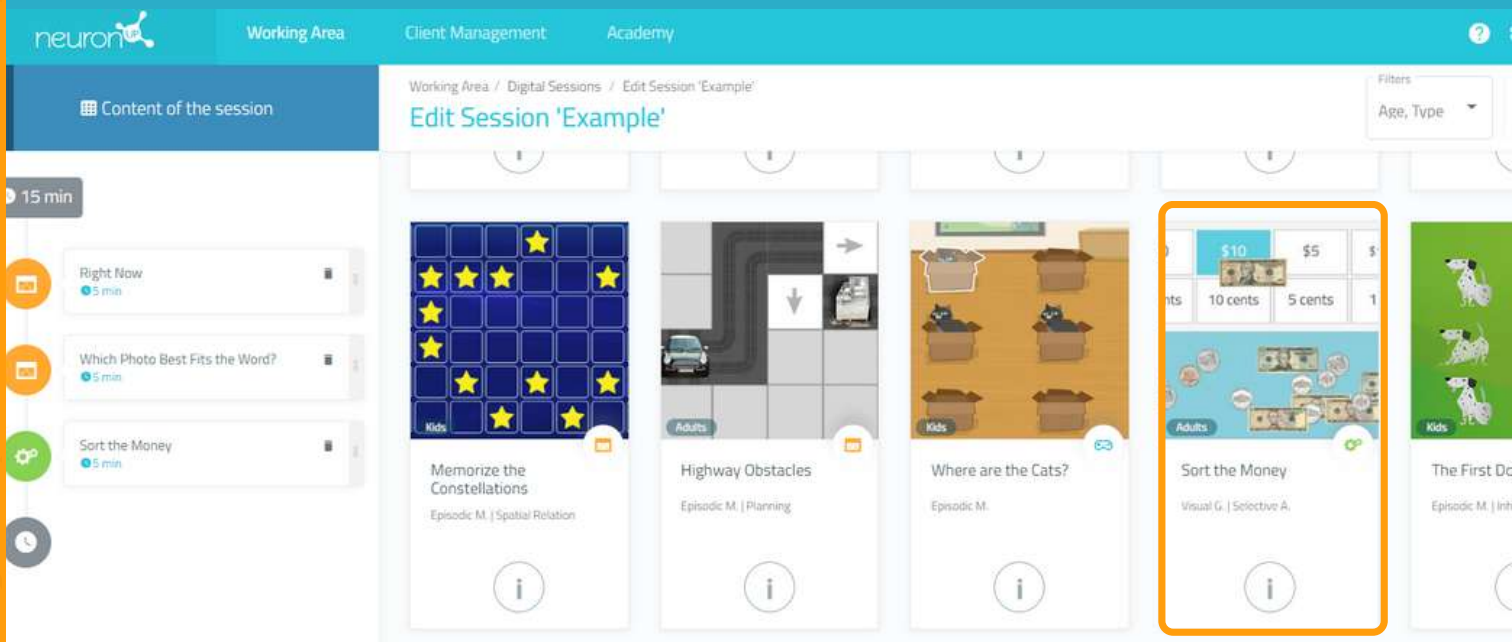
You can work directly with the customized activity.

When you want to work with it later, you will find it in the list of activity customizations.



Find your customization when you create a session

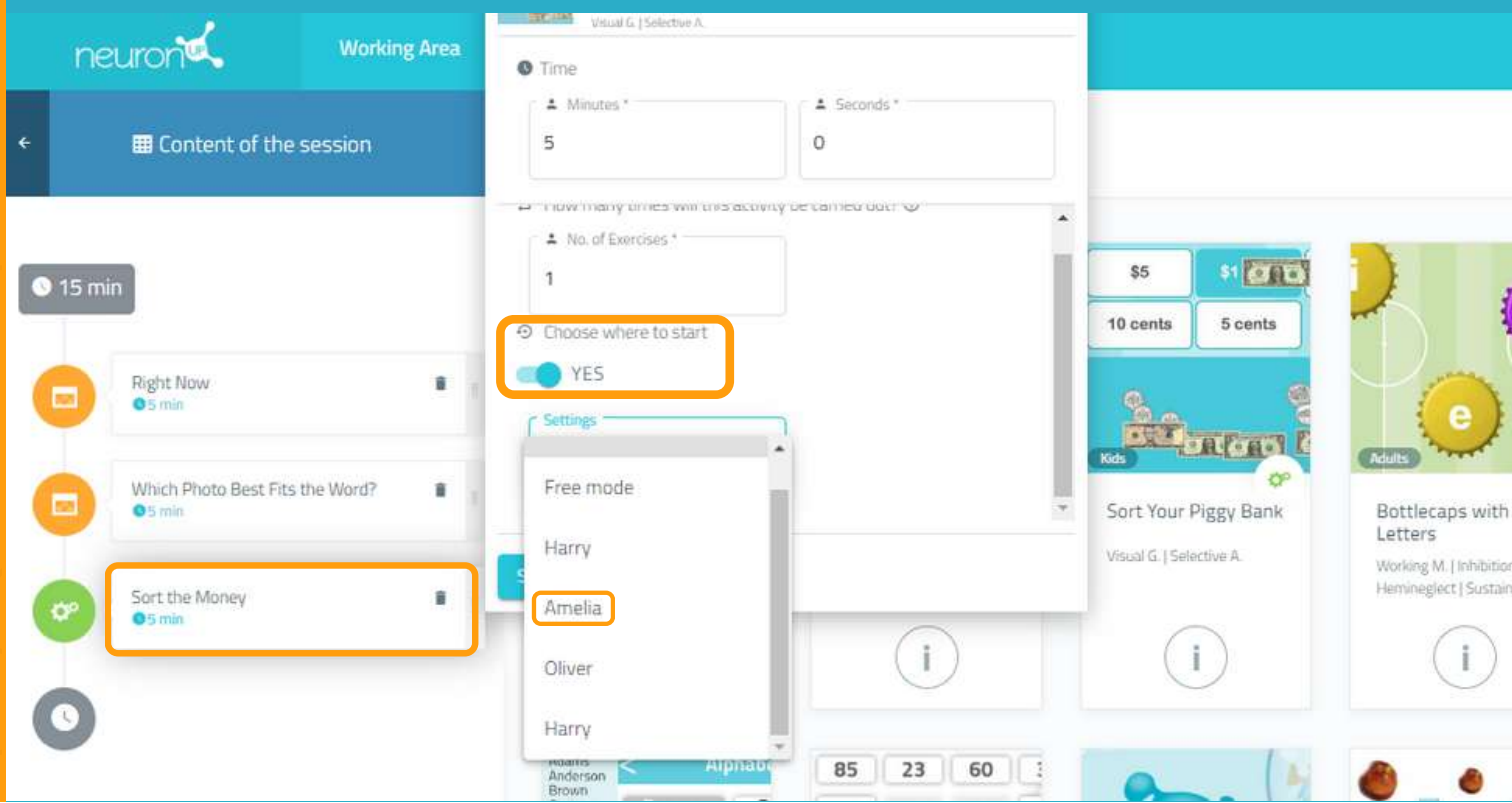
1. Go to "Sessions" > "Digital Sessions" > "New Digital Session".
2. Set up your session and add the activities by clicking on them.
3. Choose the activity for which you have created a customization. In this case *Sort the Money*.



4. Once the activity has been added, click on it on the left side of the screen, as in the following image.

5. Next, activate the "Choose where to start" filter and you will see the different customizations you have created for this activity.

6. Choose the customization you want. In this example we chose "Amelia". This way, your patient will carry out the session with the customized activity.



MANUAL

CREATE AND USE
A PATIENT PROFILE

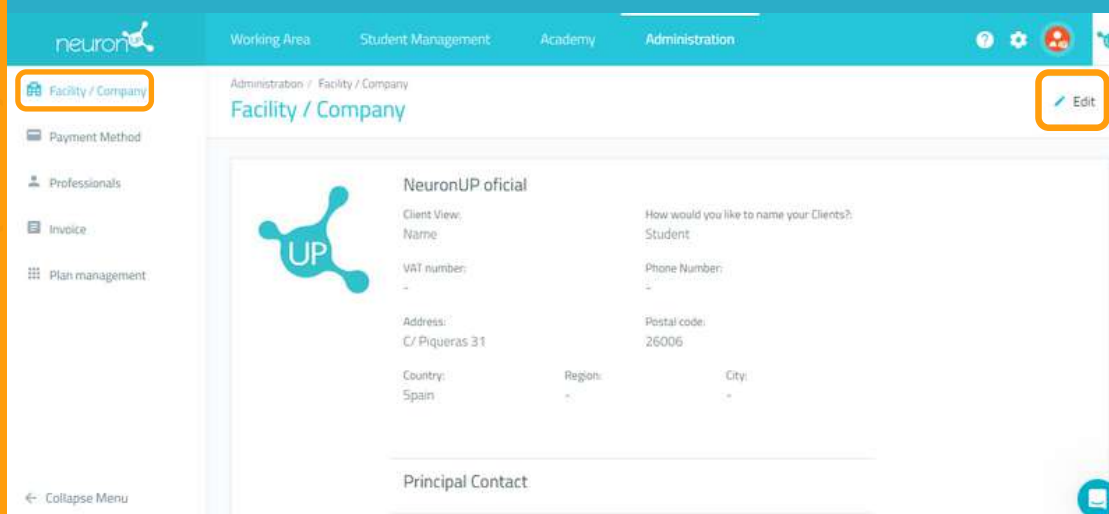


Choose how to name your clients: patient / client / student

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:

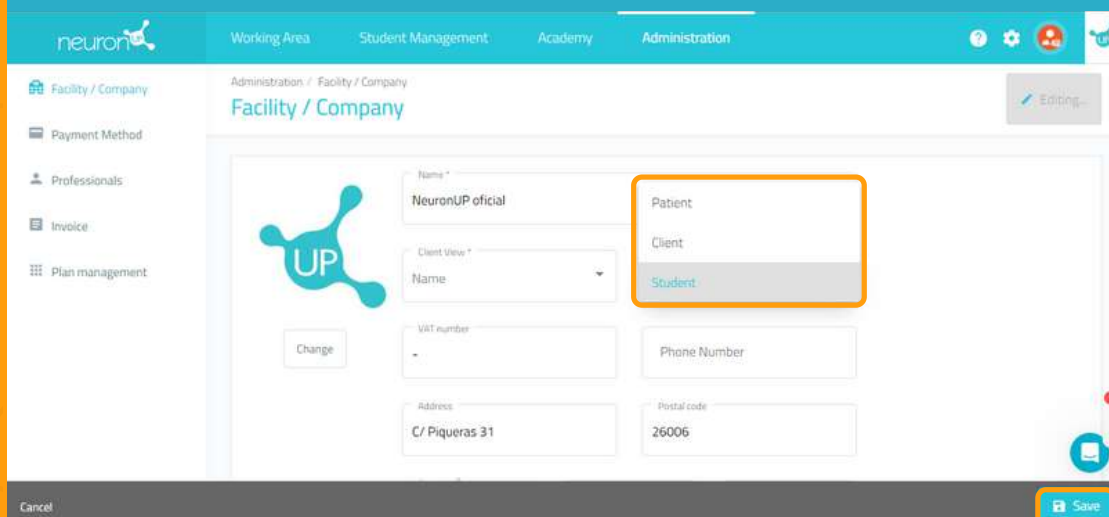


Click on the "Administration" tab, at the top of your screen.



Click on "Facility/Company".

Click on "Edit" at the top right.

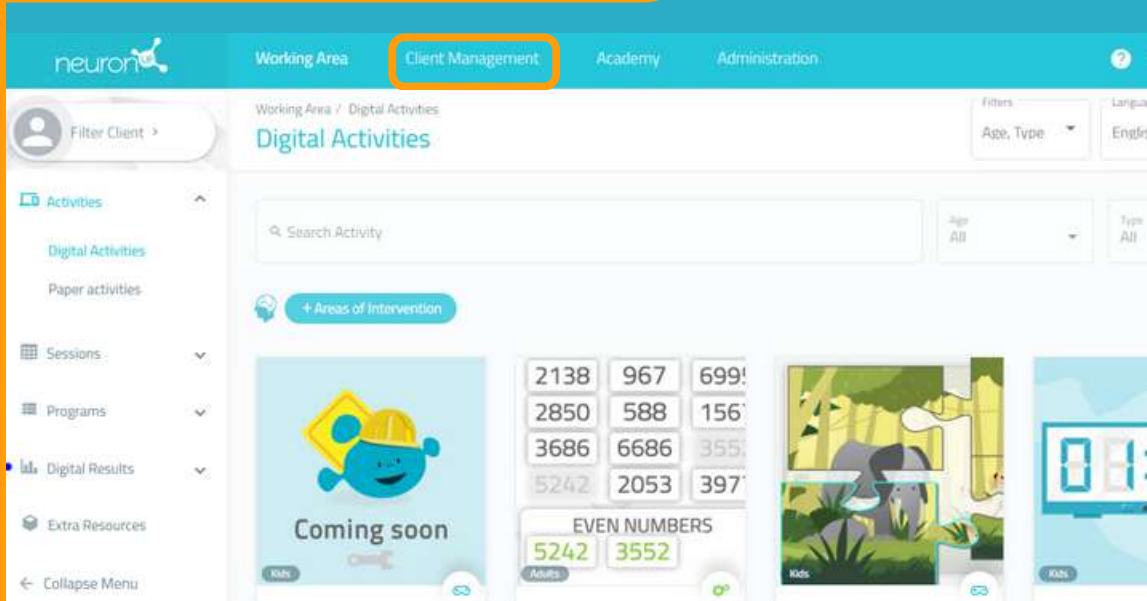


Click on "How would you like to name your Clients?" and then choose the option you wish: client, patient or student.

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

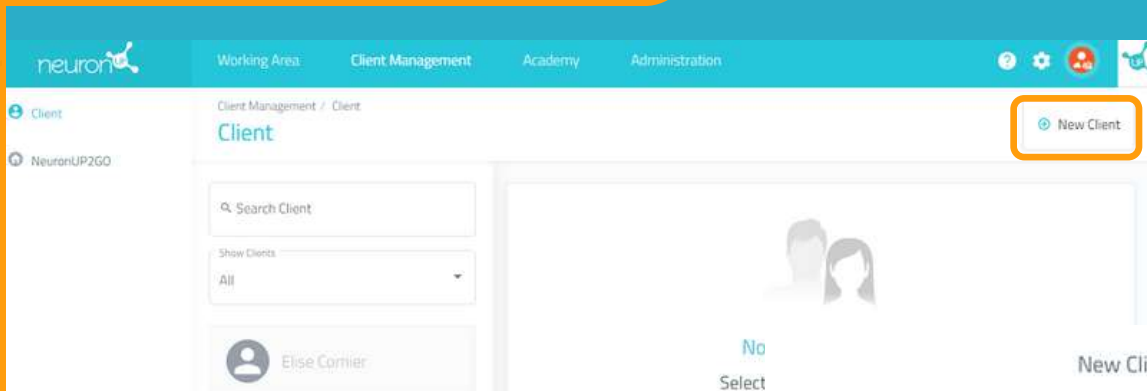
Now we will learn how to create a patient profile (we will use the term "client" for this tutorial). Creating a patient profile is essential: you will need it to assign work sessions and track their results.

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 Neuron software interface. The form is white and contains the following fields: 'Name' with the value 'Janelle', 'Surname' with the value 'Abbey', and a section for 'Upload a photo or select a default image'. Below this section is a red square placeholder for a photo and an 'Upload Photo' button. At the bottom of the form is a blue 'Create' button.

3. Fill in the client profile

Click on "Edit".

The screenshot shows the client profile for Janelle Abbey. The page is divided into several sections: a profile picture, personal information (Gender, Birthdate, Education, SSN or ID No., Phone Number, Address, Domestic Arrangement, Employment History, Hobbies, Diagnosis, Allergies, Observations), and a 'NeuronUP2GO access data' section highlighted in a blue box. Below this is a section for 'Professionals Who Work with this Client' with a plus sign icon highlighted by an orange arrow. The top navigation bar includes 'NeuronUP2GO Access', 'Client's Sessions', 'Client Programs', 'Client Scores', and an 'Edit' 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 a title 'Contact persons' and a sub-section 'Add Contact' with four input fields: 'Name *', 'Surname *', 'E-mail', and 'Phone Number'. Below these fields is an 'Add' button. The 'Treatments' section has a title 'Treatments' and a sub-section 'Add Treatment' with a dropdown menu for 'Treatment *', and two date pickers for 'Start Date' and 'End Date'. Below these is 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 top navigation bar. The page layout is similar to the previous screenshot, but the 'Client's Sessions' tab is highlighted, indicating that the user is viewing the client's sessions and results.

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

MANUAL

WORKING WITH SESSIONS



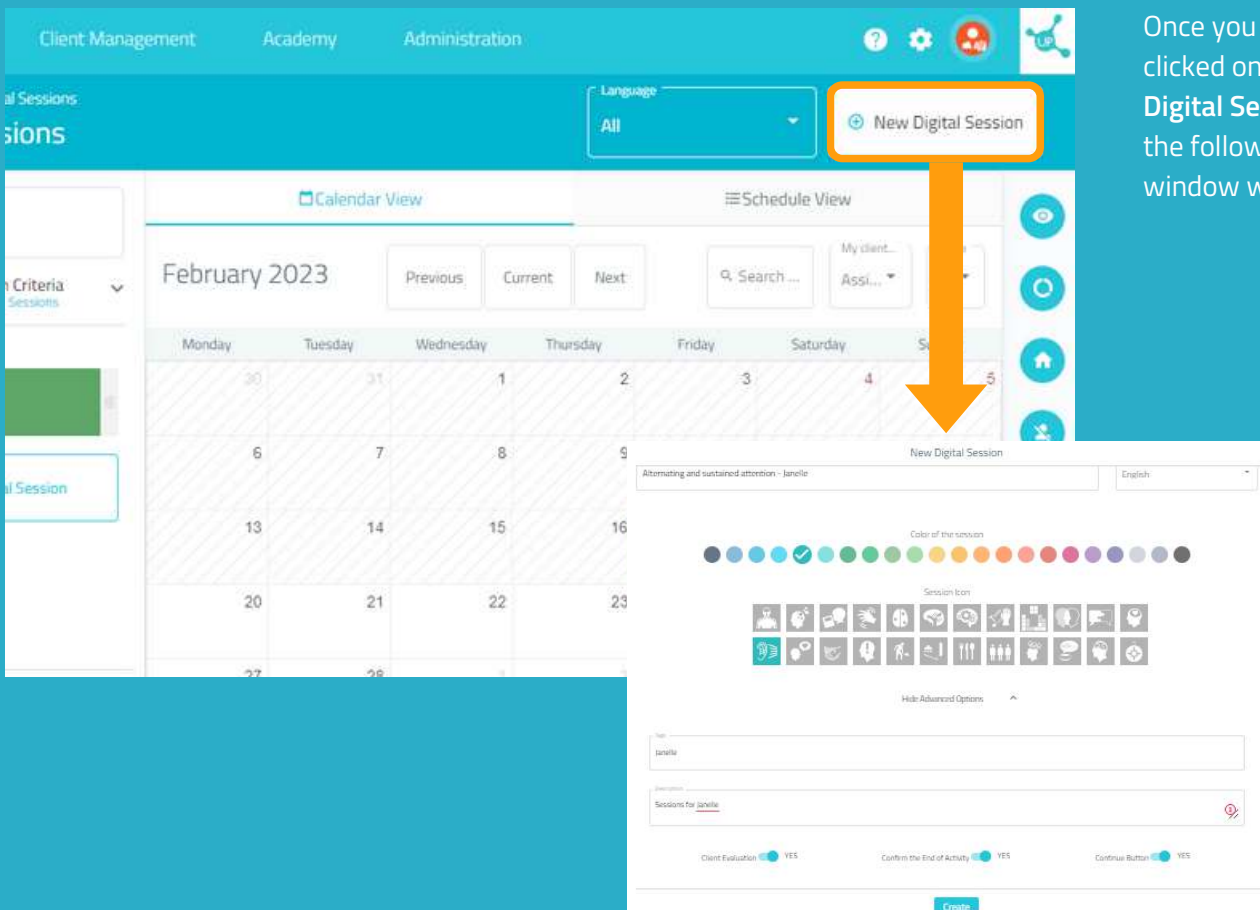
A session is a set of activities. Creating sessions allows you to plan your work in just a few minutes. Below, we help you discover how to make the most of sessions.

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 '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 that, a 'Session Icon' grid of 24 icons has the 10th icon (hands) selected. A 'Hide Advanced Options' button is visible. The 'Name' field contains 'Janelle' and the '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). 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".

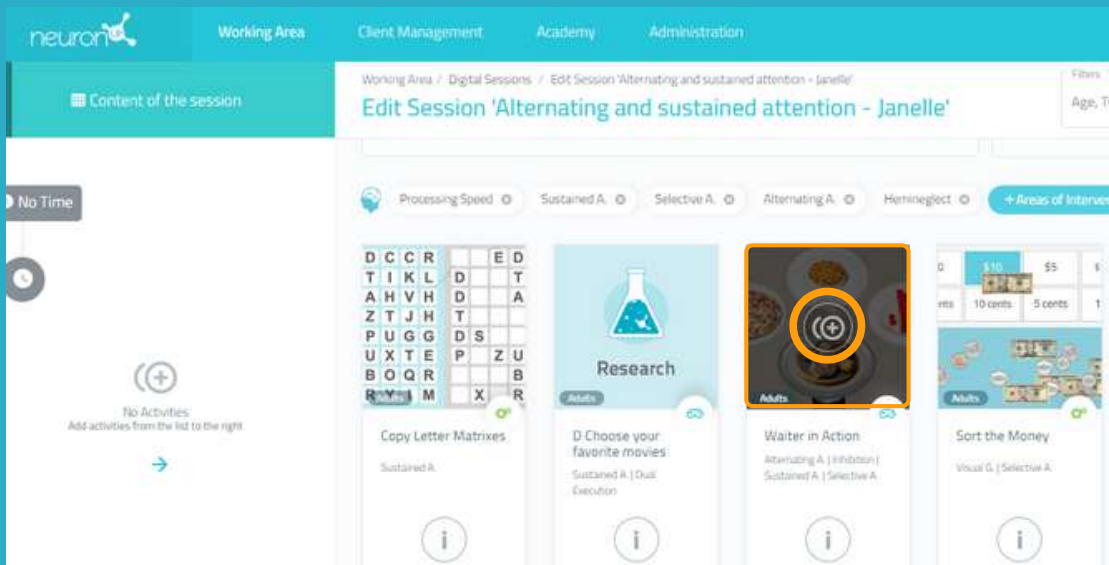
4. Filter the activities

The screenshot shows the 'Edit Session' page for 'Alternating and sustained attention - Janelle'. The page has a navigation bar with 'Working Area', 'Client Management', 'Academy', and 'Administration'. The main content area shows session details and a list of activities. A filter menu is open, showing 'Areas of Intervention' with options like 'Cognitive Functions' and 'Areas of Occupation'. An orange arrow points to the 'Areas of Intervention' filter button.

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

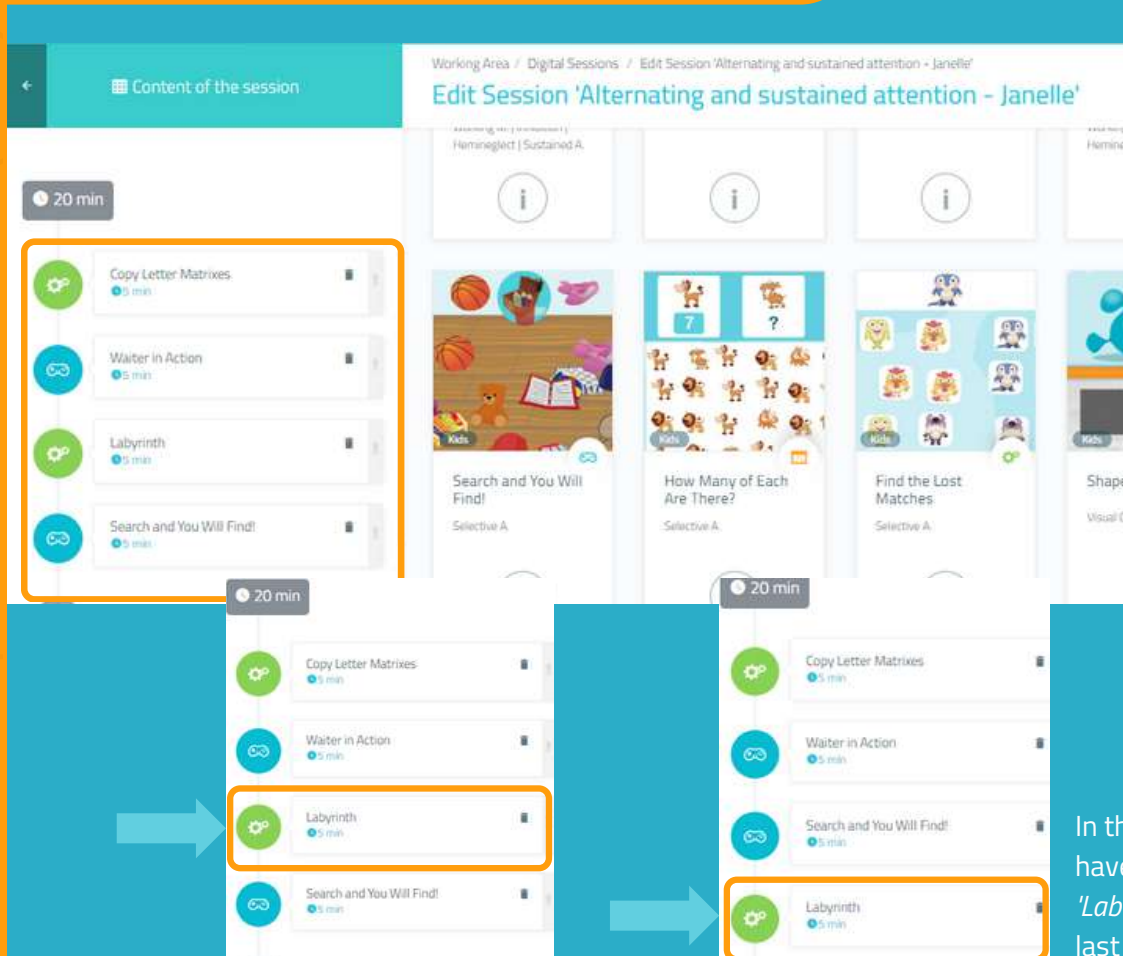


Once you have filtered the activities, just click on the ones you want to add to your session.

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.

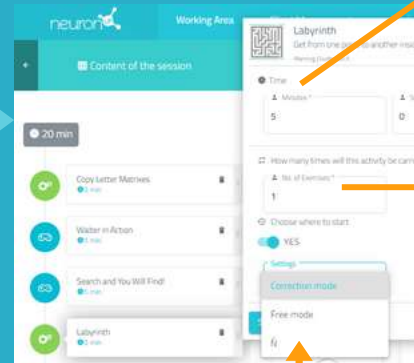
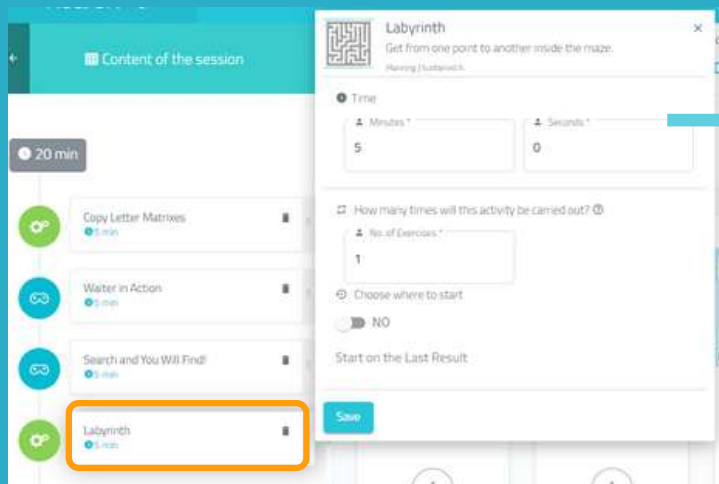
Just hold down the activity and move it to the desired location.

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



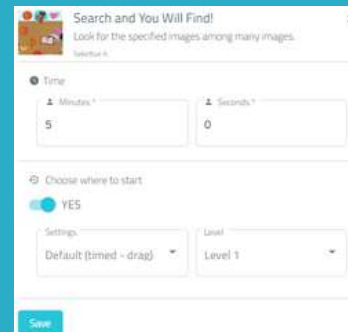
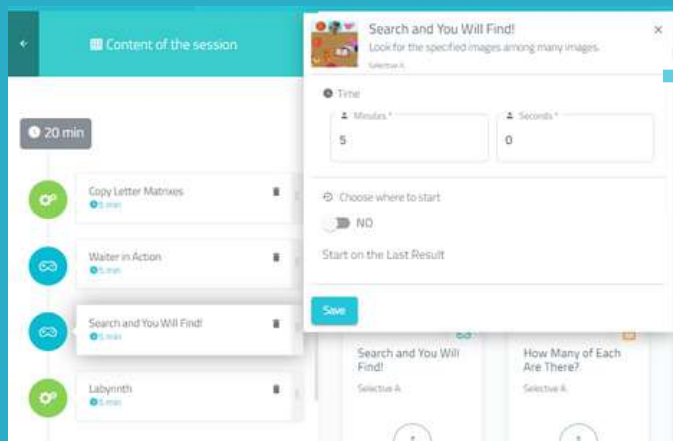
Define the working time.

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.*

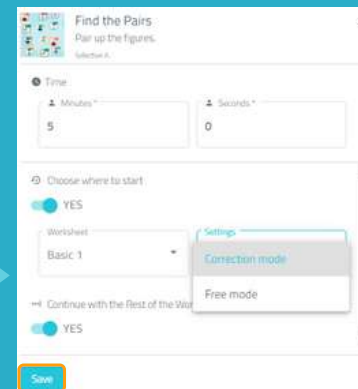
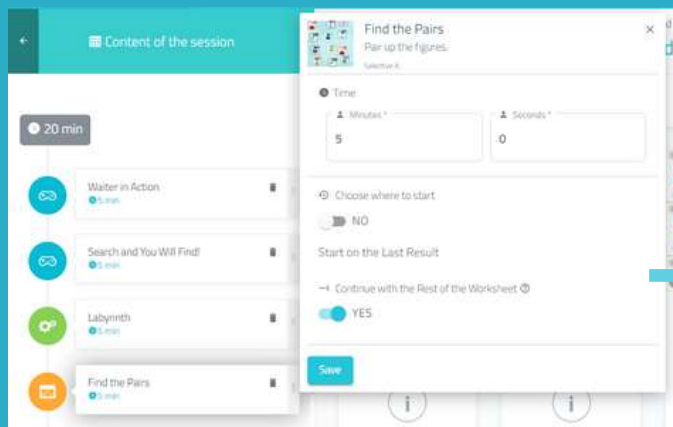
Game



For games, the process is similar.

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

Worksheet

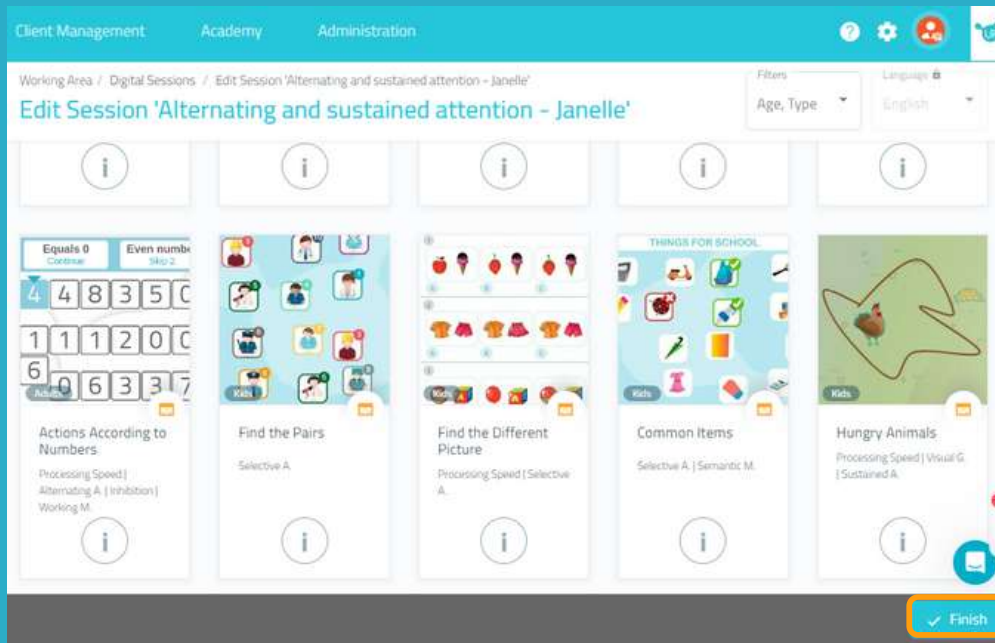


For the worksheets, the process is identical to that of the games.

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.

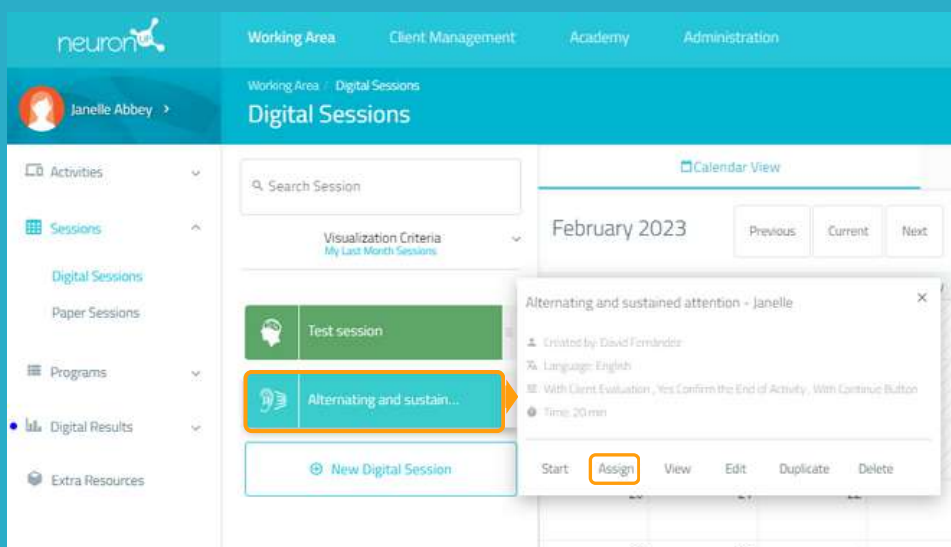
7. Save the session



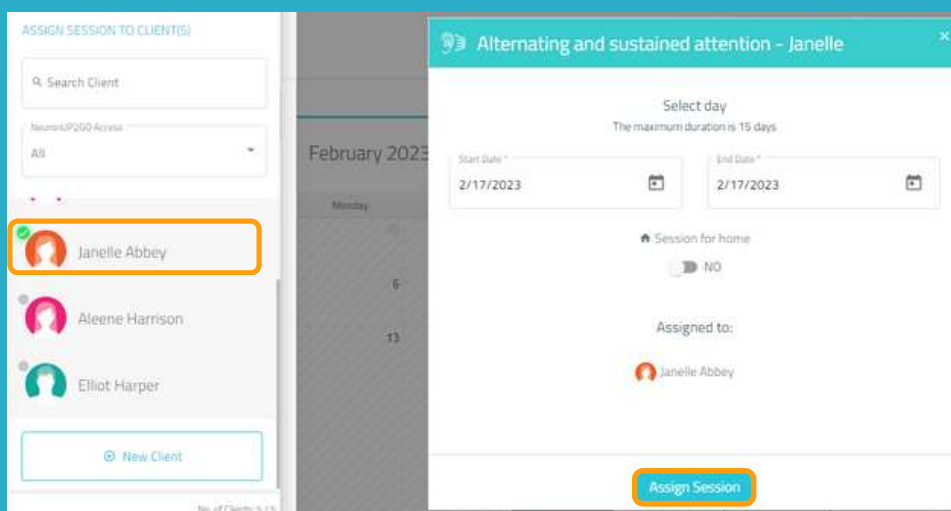
Once the session is set up, click on "Finish" at the bottom right to save the session.

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.*

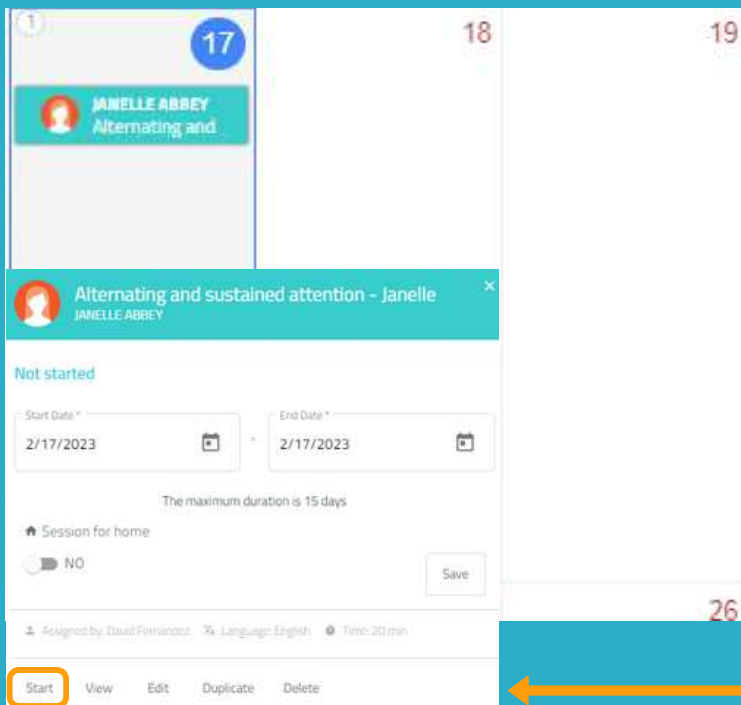
* See Manual for working with several patients simultaneously.

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.

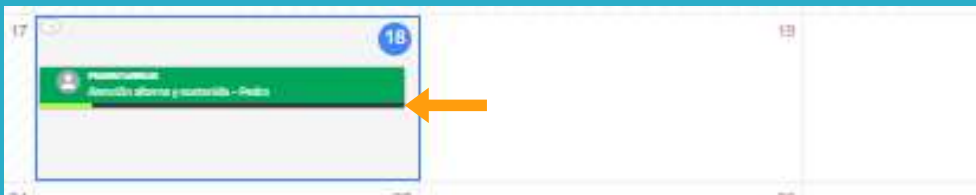
9. Start the session



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

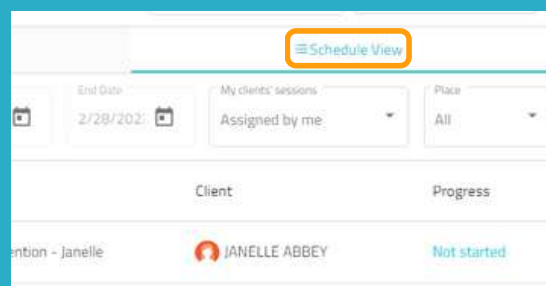
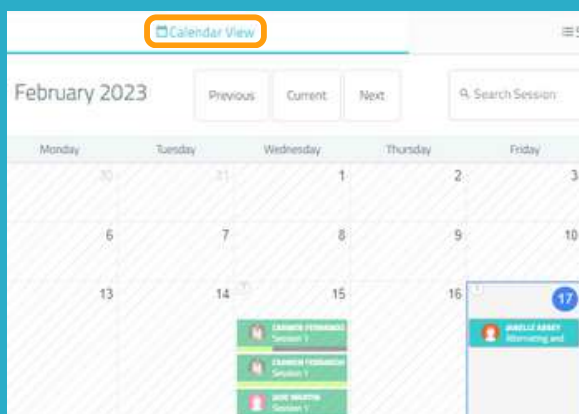
Click on "Start" to begin your session.

10. Follow the progress of the session



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

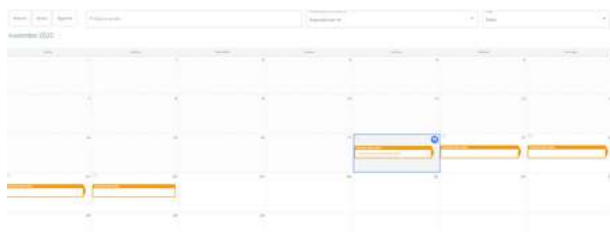
Calendar View / Schedule View



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

MANUAL

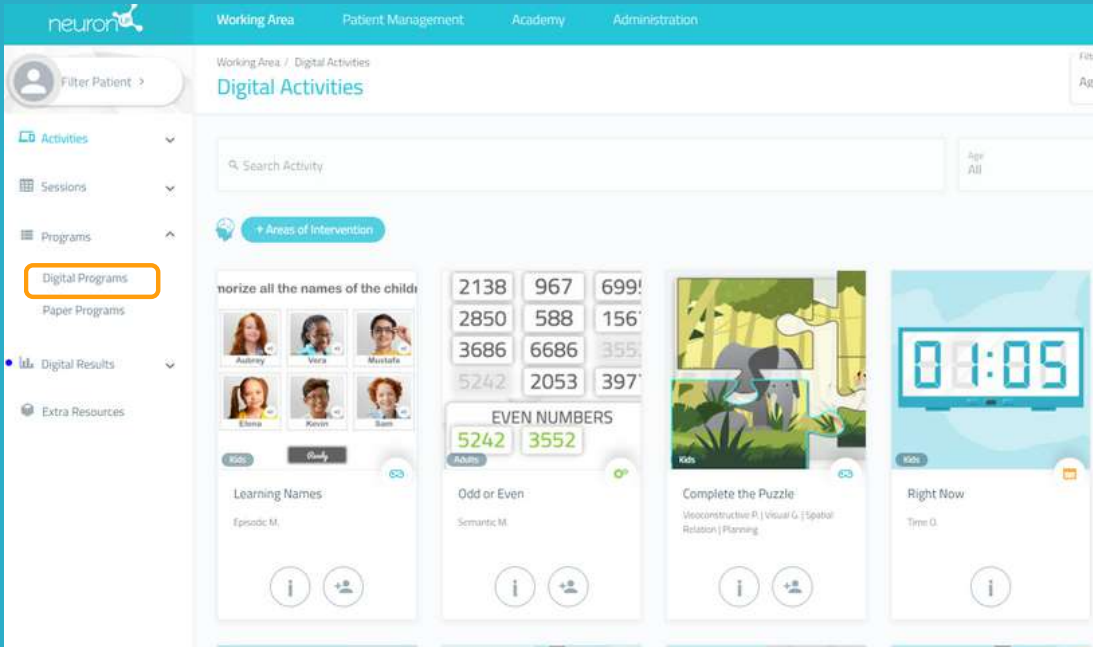
WORKING WITH PROGRAMS



A program is a set of sessions.

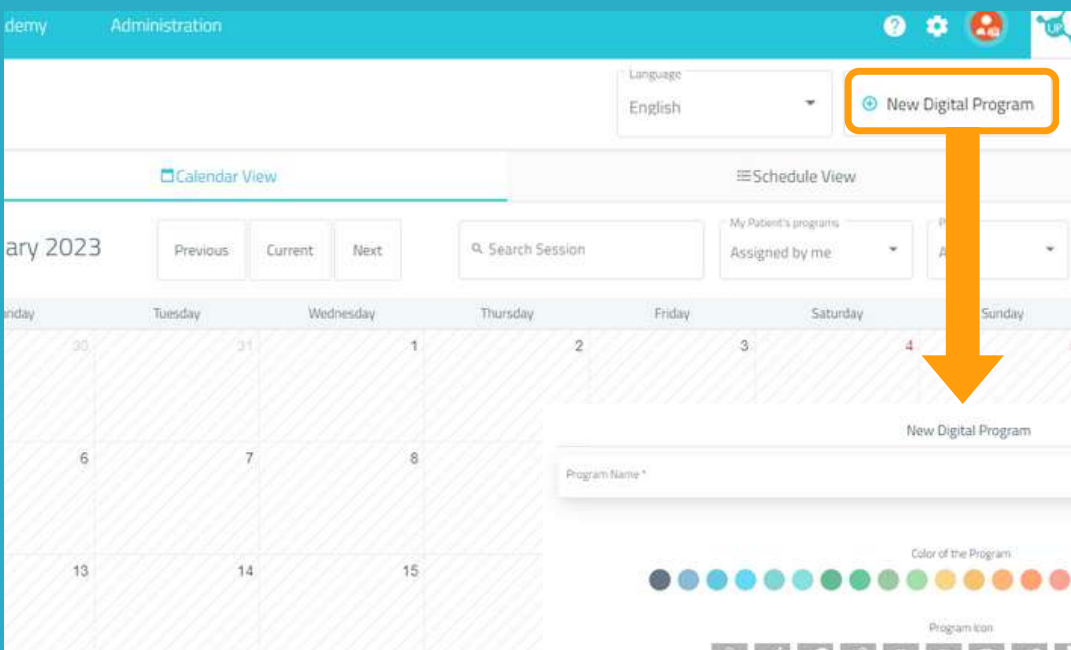
Creating programs allows you to plan your work for several months in a few minutes. Let's find out how below.

1. Click on "Digital Programs"

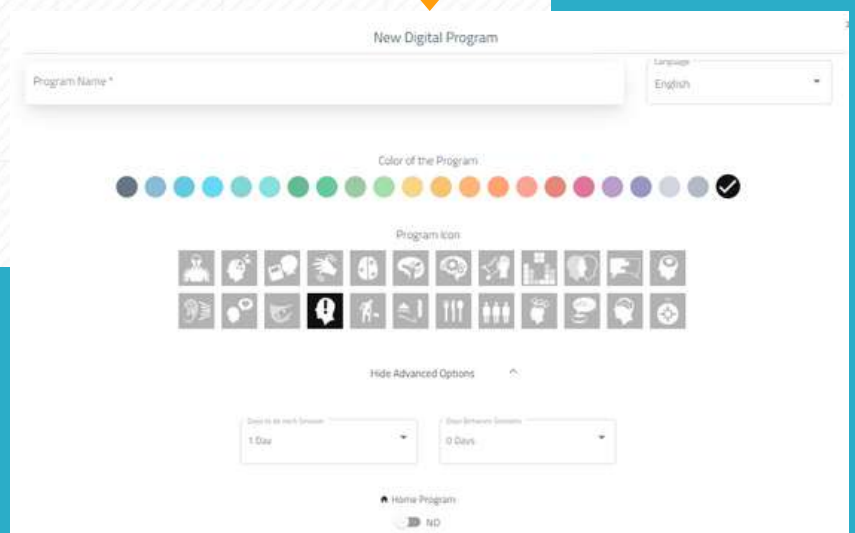


To get started, click on "Programs" and then on "Digital Programs" on the left side of your screen.

2. Click on "New Digital Program"



Once you have clicked on "New Digital Program", the following window will be displayed.



3. Fill in the basic program information

Program Name *

Language
English

Color of the Program

Program Icon

Hide Advanced Options

Days to do each Session
1 Day

Days Between Sessions
0 Days

Home Program
NO

Tags
Inhibition

Description

Patient Evaluation YES

Confirm the End of Activity YES

Continue Button YES

Create

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

Optional:

- Click on "Advanced Options".
- Define the number of days your patient will have to do each session and the number of days of rest between each session.
- Add tags. It will help you find your program more easily.
- Add a description.
- Enable or disable advanced actions.

3. Click on "Create".

4. Add the sessions

Working Area: Digital Programs / Edit Program 'Memory-Medium level'

Edit Program 'Memory-Medium level'

Memory-Medium level
Created by: Jacob Baker
Memory
With Patient Evaluation, Yes Confirm the End of Activity, With Continue Button
3 Days of Duration for each Session, (num) Day of Distance Between Sessions

Search Session

Interval: Last Month

Session	Professional	Actions
Alternating and sustained attention - Janelle	Jacob Baker	View Edit Duplicate Add

No. of Sessions: 1 / 1

Program Content

No. of Sessions: 1
Alternating and sustained attention - Janelle
20 min

Working Area: Digital Programs / Edit Program 'Memory-Medium level'

Edit Program 'Memory-Medium level'

Memory-Medium level
Created by: Jacob Baker
Memory
With Patient Evaluation, Yes Confirm the End of Activity, With Continue Button
3 Days of Duration for each Session, (num) Day of Distance Between Sessions

Search Session

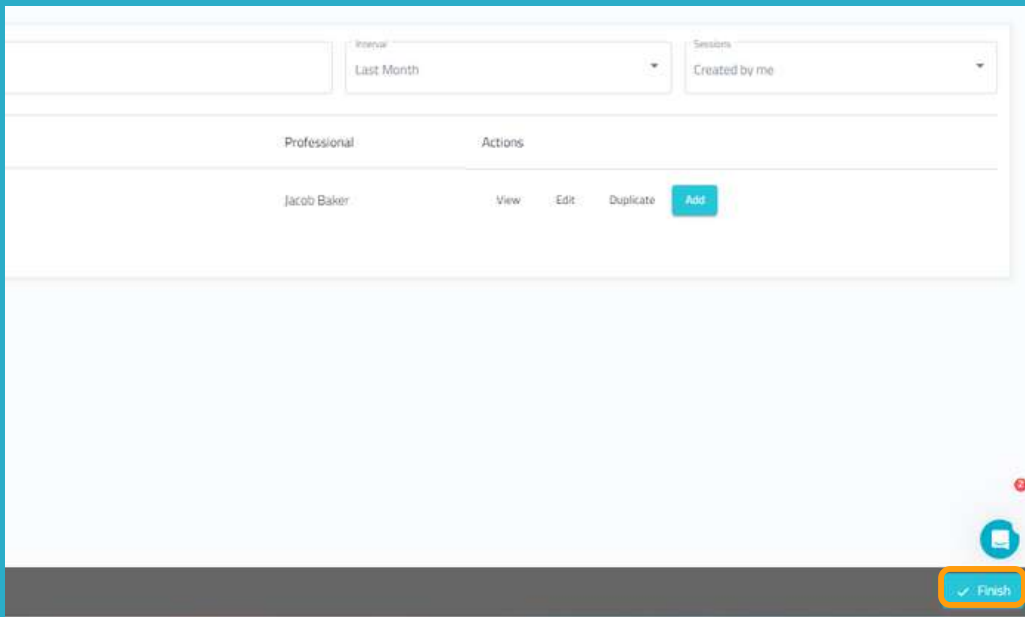
Session

Alternating and sustained attention - Janelle

No. of Sessions: 1 / 1

The program base is already created. Now you have to add the sessions you wish.

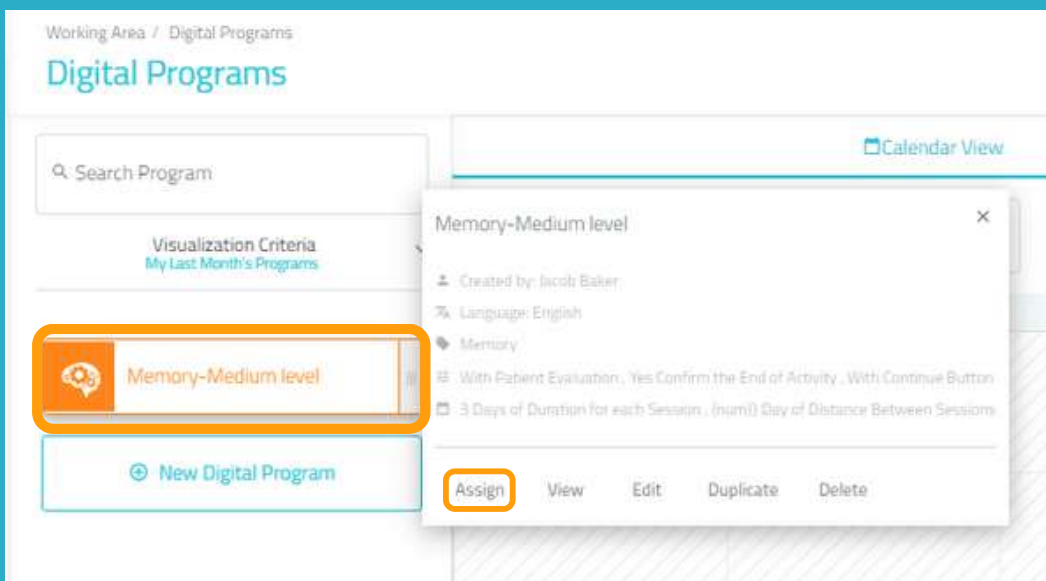
5. Save the program



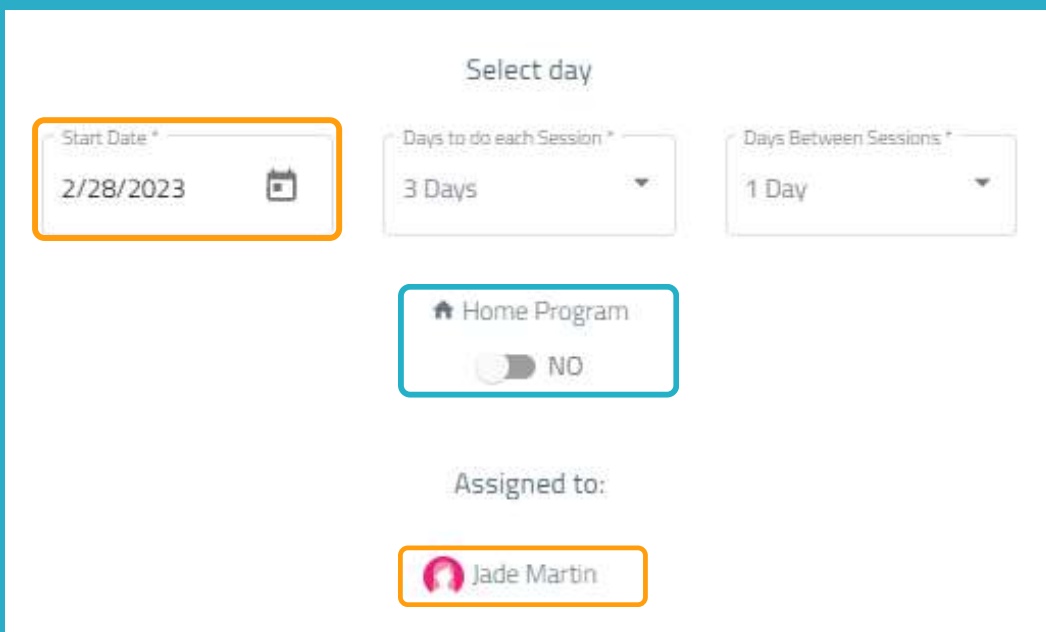
Once you have set up the program, click on "Finish" at the bottom right to save it.

You can modify it later if necessary.

6. Assign the program



Click on the program and choose "Assign" or drag it to the desired date to assign it.



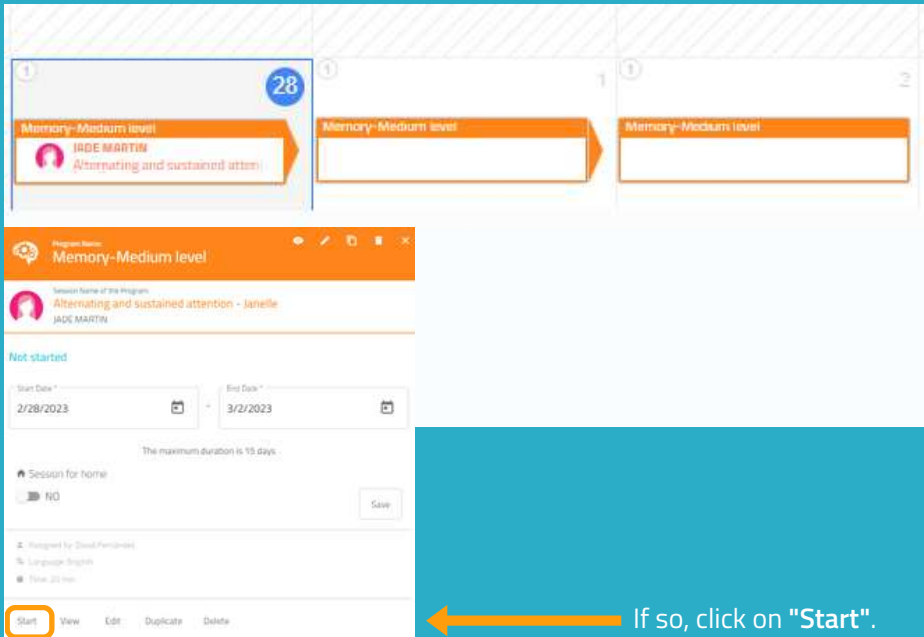
Select one or more patients to assign the program to.

*See Manual for working with several patients simultaneously.

Enable the home session filter if you want your patient to work remotely*.

*See *NeuronUP2GO Manual*.

7. Start the program



To start a program it must be assigned to a patient and be within the date range we are in, as in the example.

If so, click on "Start".

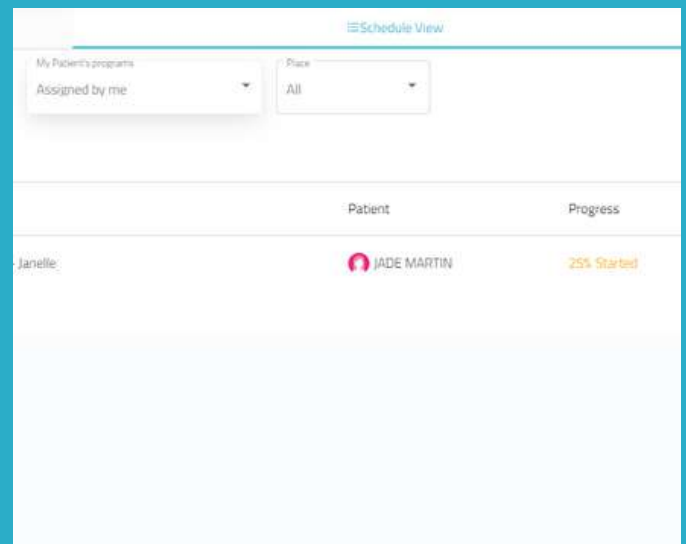
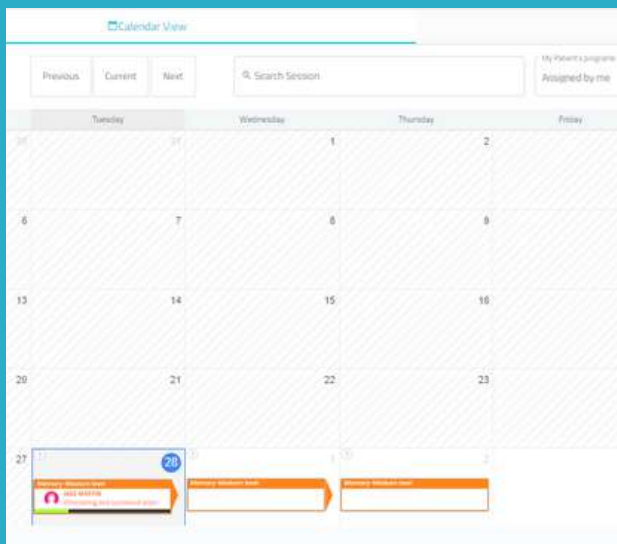
8. Follow the program progress



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

Calendar View / Schedule View

You can view and organize your programs in calendar view (left) or schedule view (right).



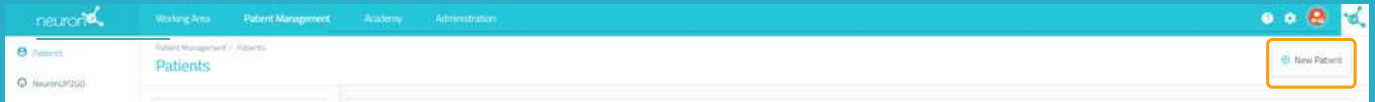


NEURONUP2GO MANUAL (HOME SESSIONS)



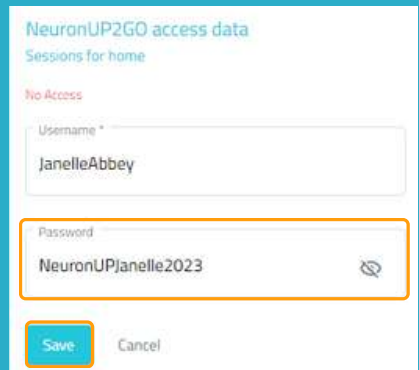
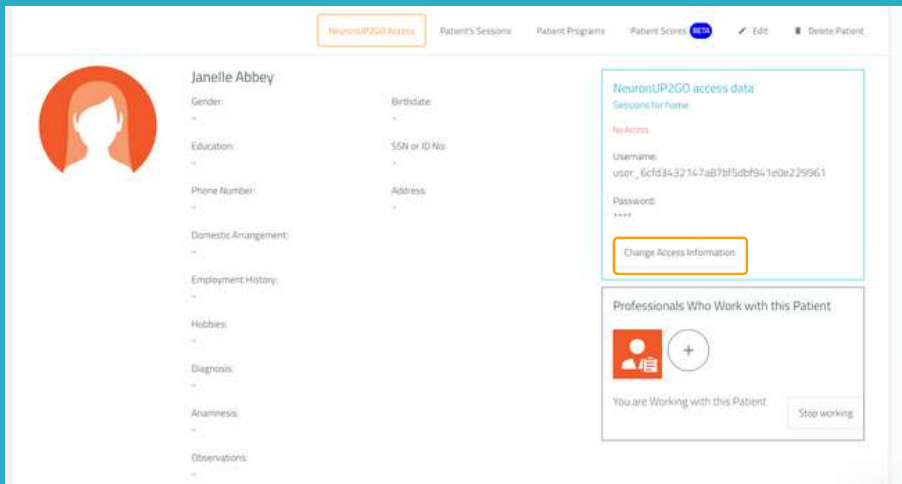
1. Create a patient

"Patient Management" > "New Patient"



2. Create access data to NeuronUP2GO

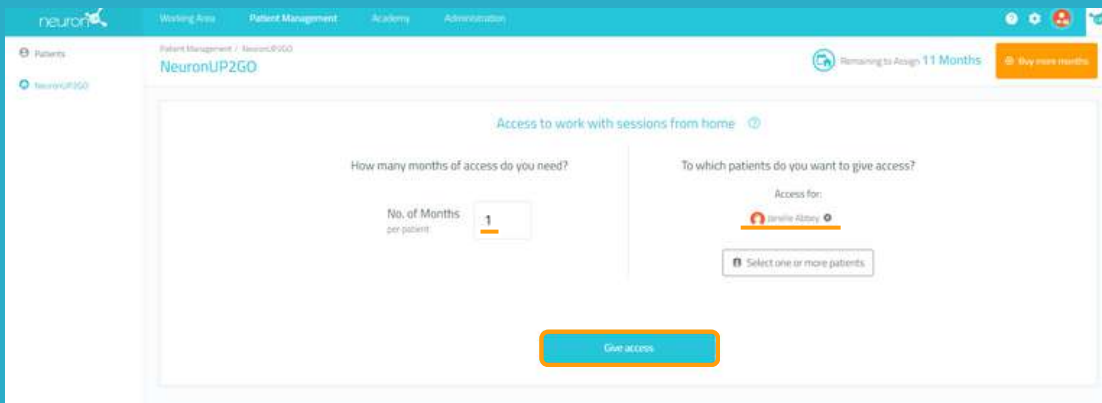
Patient profile > "Change Access Information"



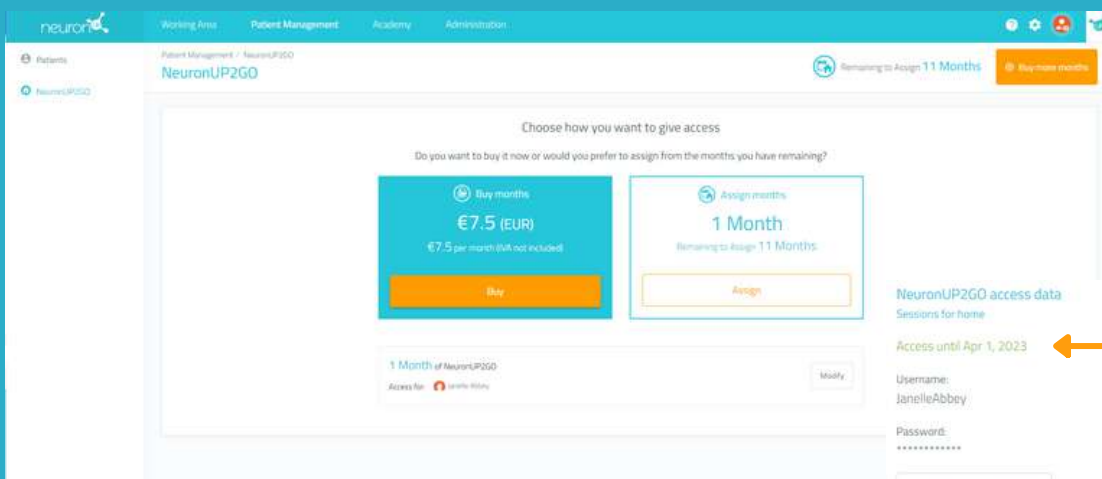
Copy the password and send it to your patient along with their username.

3. Assign NeuronUP2GO months

"Patient Management" > "NeuronUP2GO"



You can assign one or more months to one or more patients.



You can buy additional months or assign months you already have. (11 in the example).

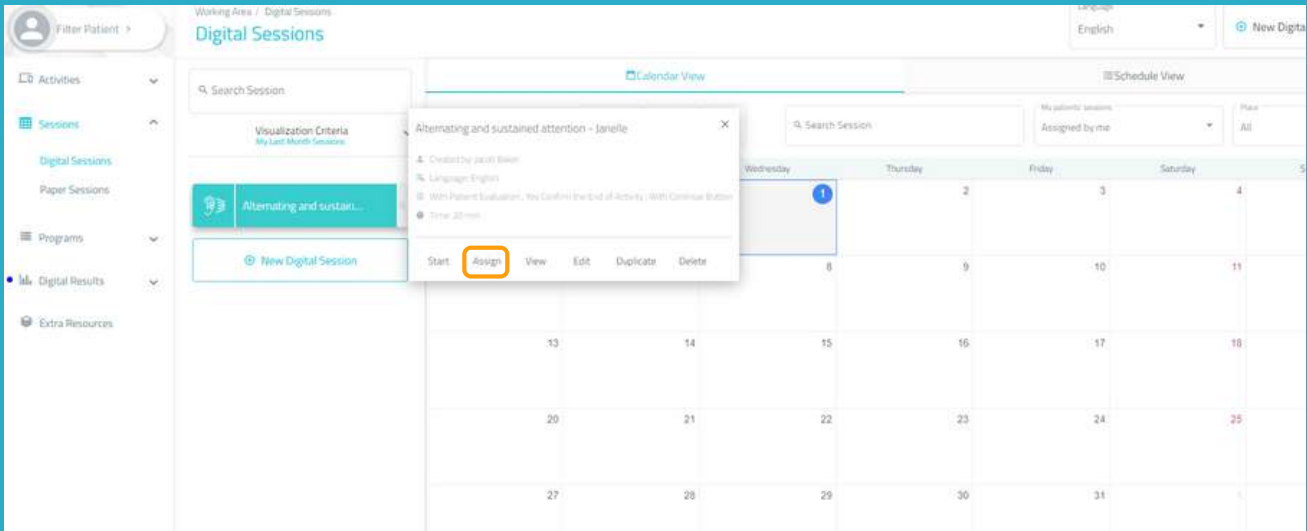


Your patient now has **remote access** (you can see until which day he/she will be able to access).

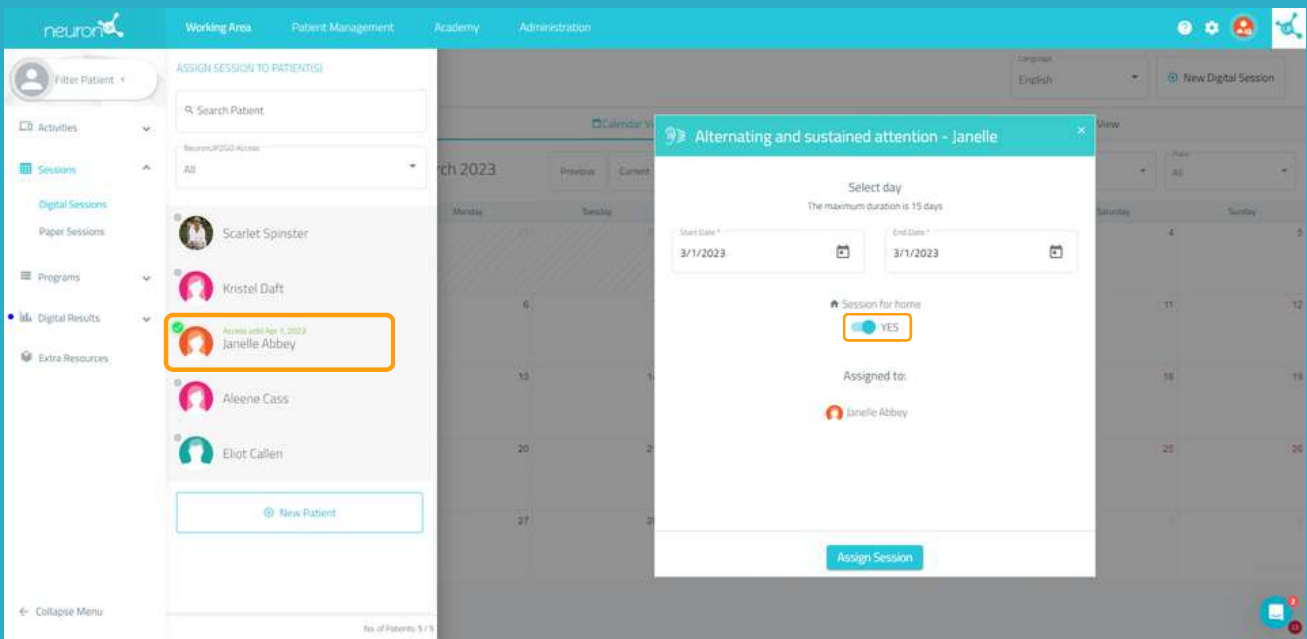
4. Create and assign a home session

Click on "Digital Sessions"

Click on "Assign" in the chosen session.

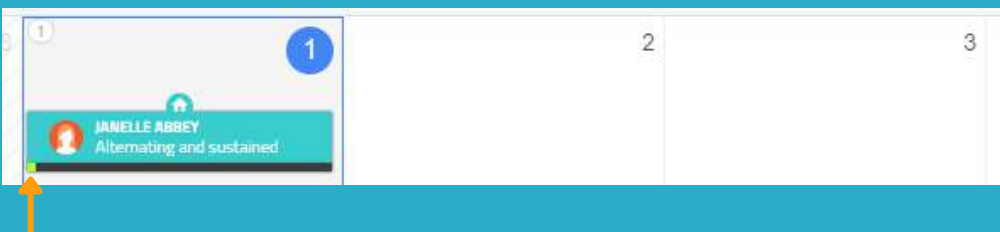


Choose your patient (with active home access).
Enable the "Session for home" filter.



5. Follow the progress of the session live

When your patient connects from home and starts the session, you will be able to see their progress thanks to the indicator shown in the image.



MANUAL

WORKING IN GROUPS





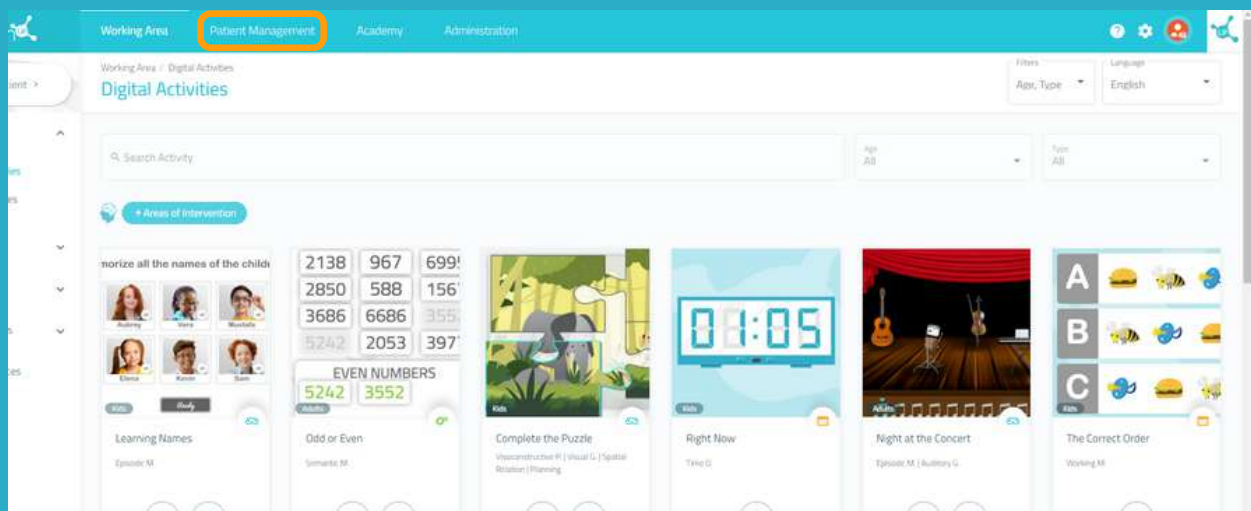
With NeuronUP you can get your patients to work in groups.

To do this, use a single device (computer, tablet or projector, depending on the number of patients).

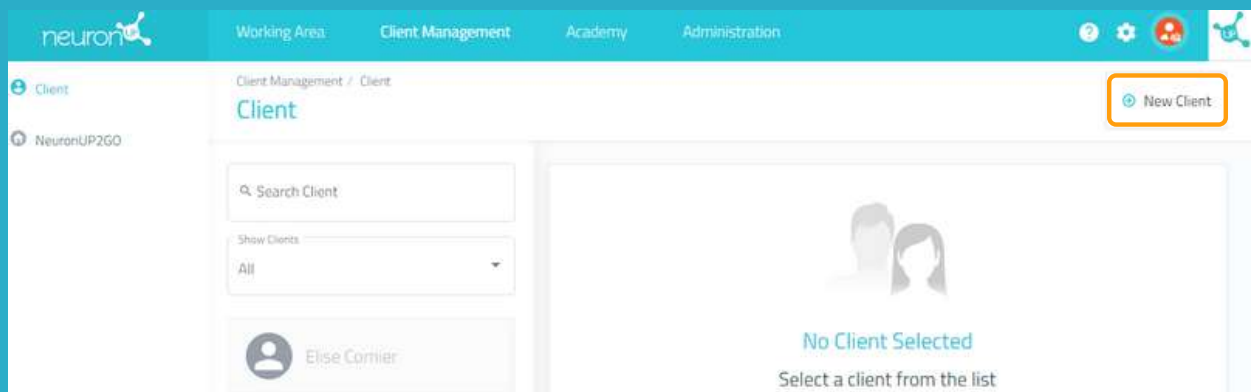
1. Create a profile for group work

It is important to create a specific profile for group work, so that a patient's results are not distorted when they are recorded.

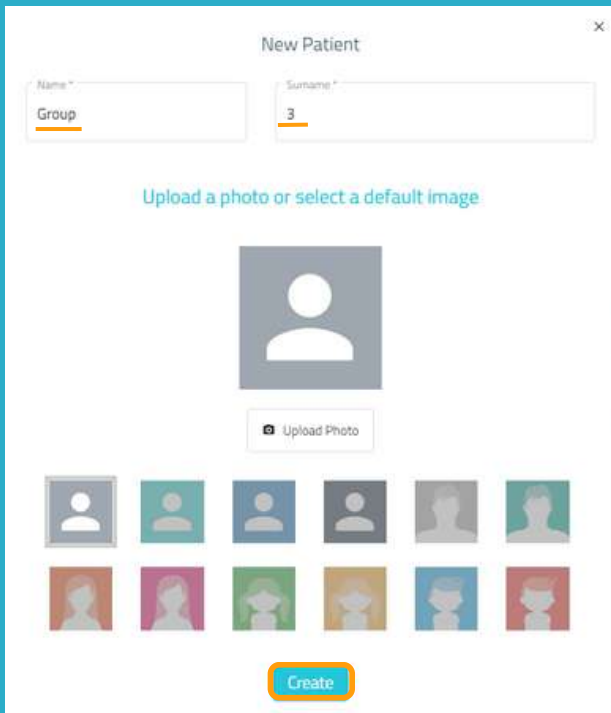
1. To do this, go to "Patient Management".



2. Click on "New Client" at the top right.



2. Fill in the profile data



New Patient

Name: Surname:

Upload a photo or select a default image

Upload Photo

Create

You can put the name you think is most appropriate for your workgroup profile.

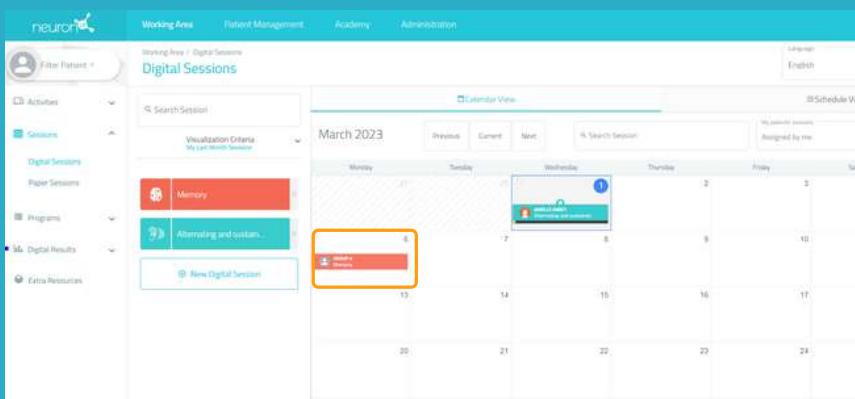
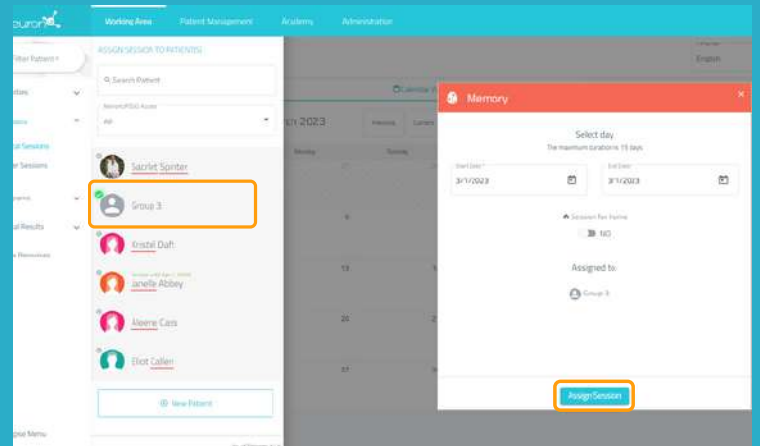
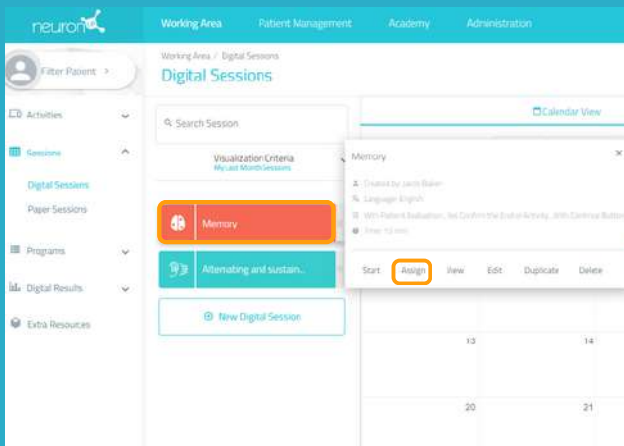
In the following example, we put "Group" for the first name and "3" for the last name.

3. Assign a session to the working group

Click on "Digital Sessions".

Choose a session and click on it or drag it to the date you want to assign it.

Choose the patient called "Group 3" and click on "Assign Session".



Once the working device and patients are ready to work together, click on the session and then on "Start".

MANUAL

WORKING WITH SEVERAL
PATIENTS SIMULTANEOUSLY





With NeuronUP you can get your patients to work on different devices at the same time.



To do this, you must successively login with your password to each patient's computer and start the session you have assigned to them.

1. Assign a session

The screenshot shows the 'Digital Activities' page in the NeuronUP interface. The left sidebar has a 'Digital Sessions' menu item highlighted with an orange box. The main content area displays a search bar, a '+ Areas of Intervention' button, and several activity cards. The cards include 'Normalize all the names of the child' (with a grid of names and numbers), 'Even Numbers' (with a grid of numbers), 'Complete the Puzzle' (with a puzzle image), and 'Right Now' (with a digital clock). Each card has an information icon and a user icon.

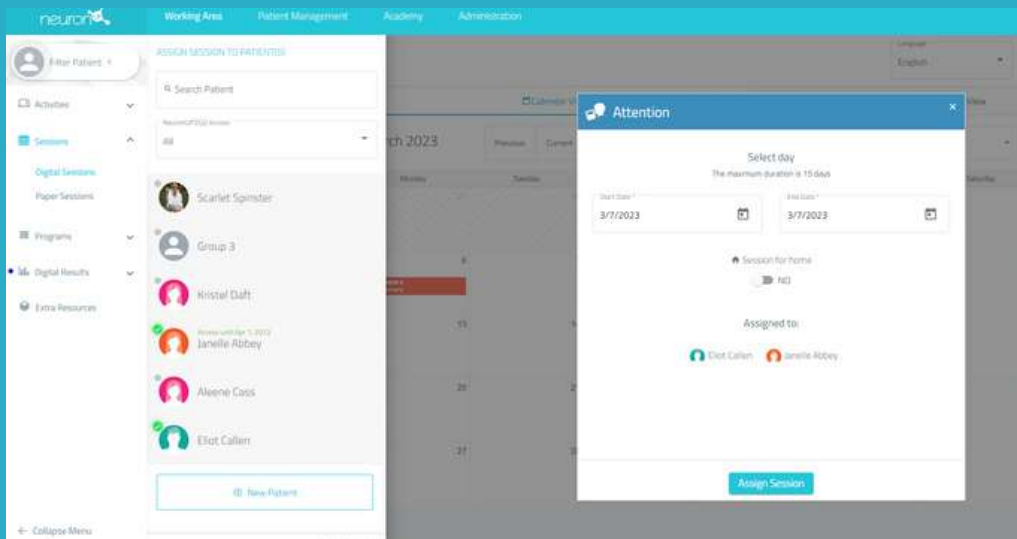
From the menu, click on "Sessions" and then on "Digital Sessions".

2. Choose and click on a session to assign it

The screenshot shows the 'Digital Sessions' page in the NeuronUP interface. The left sidebar has a 'Digital Sessions' menu item highlighted with an orange box. The main content area displays a search bar, a 'Visualization Criteria' section, and several session cards: 'Attention' (blue), 'Memory' (red), and 'Alternating and sustain...' (teal). A context menu is open over the 'Attention' card, showing options: 'Assign', 'View', 'Edit', 'Duplicate', and 'Delete'. The 'Assign' button is highlighted with an orange box. The background shows a calendar view with dates from 8 to 22.

Choose a session and click on it or drag it to the date you wish to assign it.

3. Choose the patients to which you are going to assign the session



In the list of patients, choose those who will work with this session.

Note:

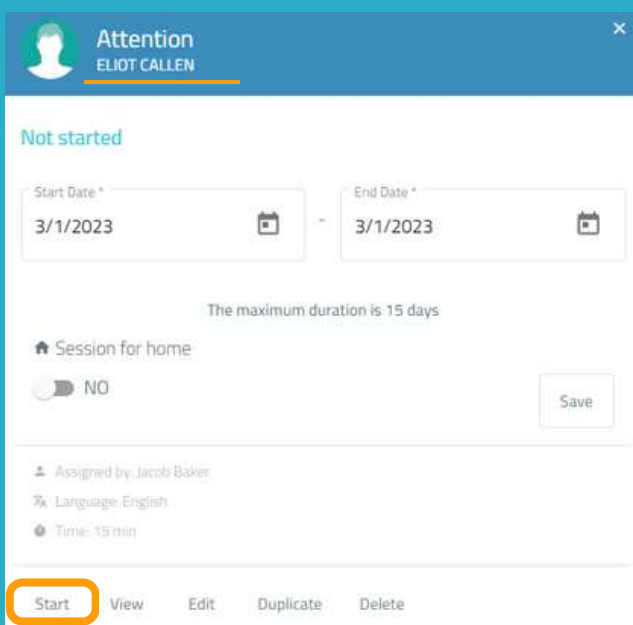
In order for patients to be able to work at the same time individually, it is necessary to have as many devices as patients.

For example, for 2 patients to work at the same time, you need 2 computers or 2 tablets.



4. Go to the first patient's device and click on "Start" in their session

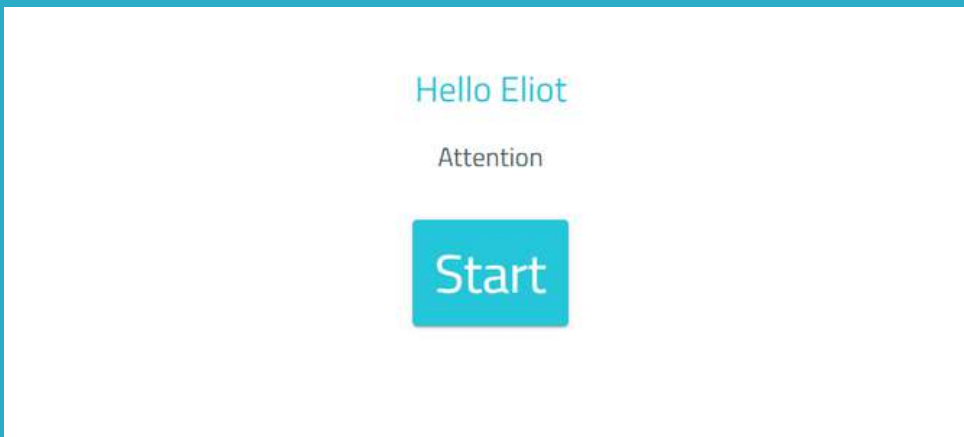
From here, you will have to repeat the process on each patient's device.



Once you have logged in to the first patient's computer with your user keys, click on "Sessions".

Select the patient's session (in this case, Eliot Callen) and click on "Start".

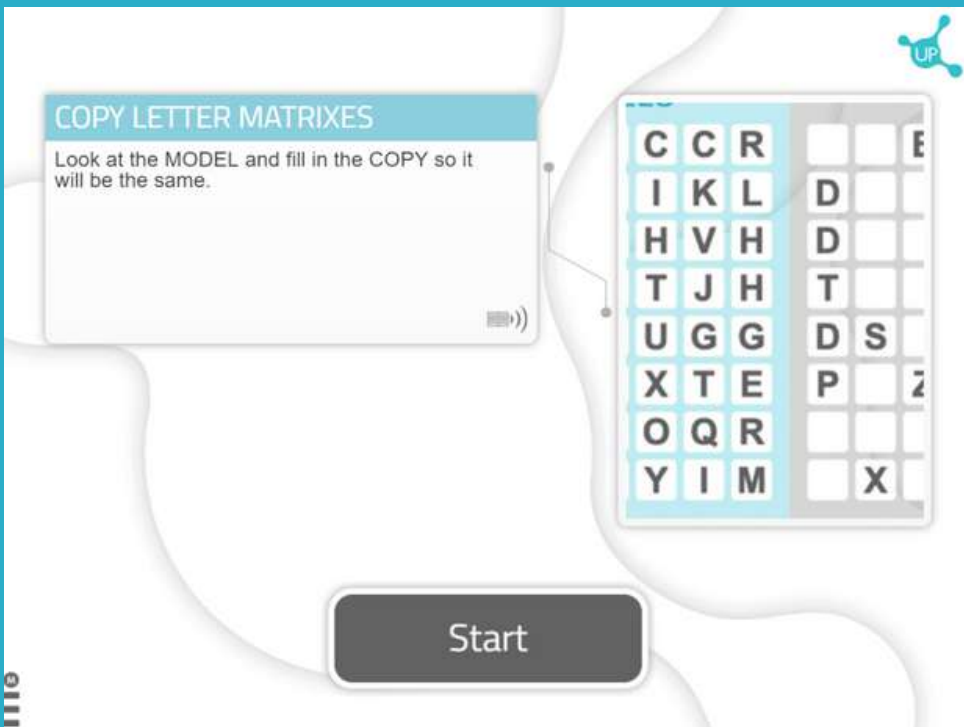
The patient's session starts on his or her device



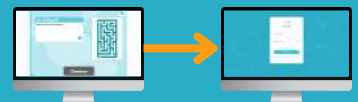
From this point on, the session is secure.

The patient can only access his or her session.

Just click on "Start" to begin working.

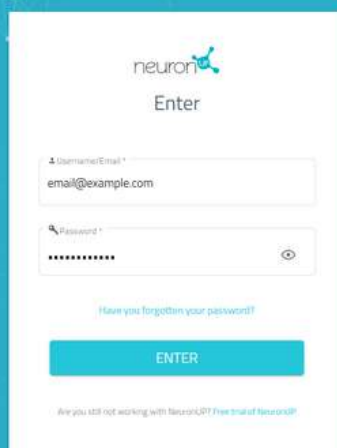


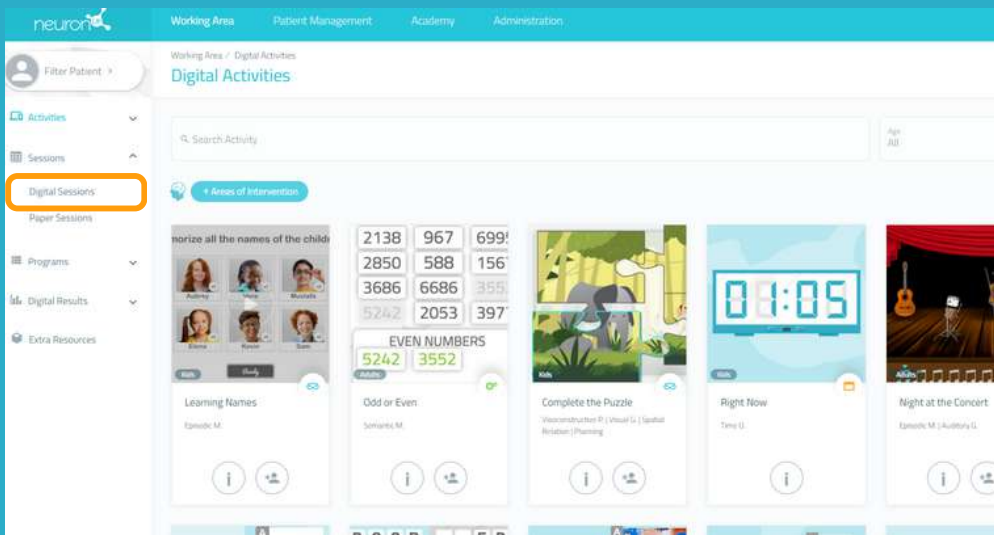
Go to the second patient's device



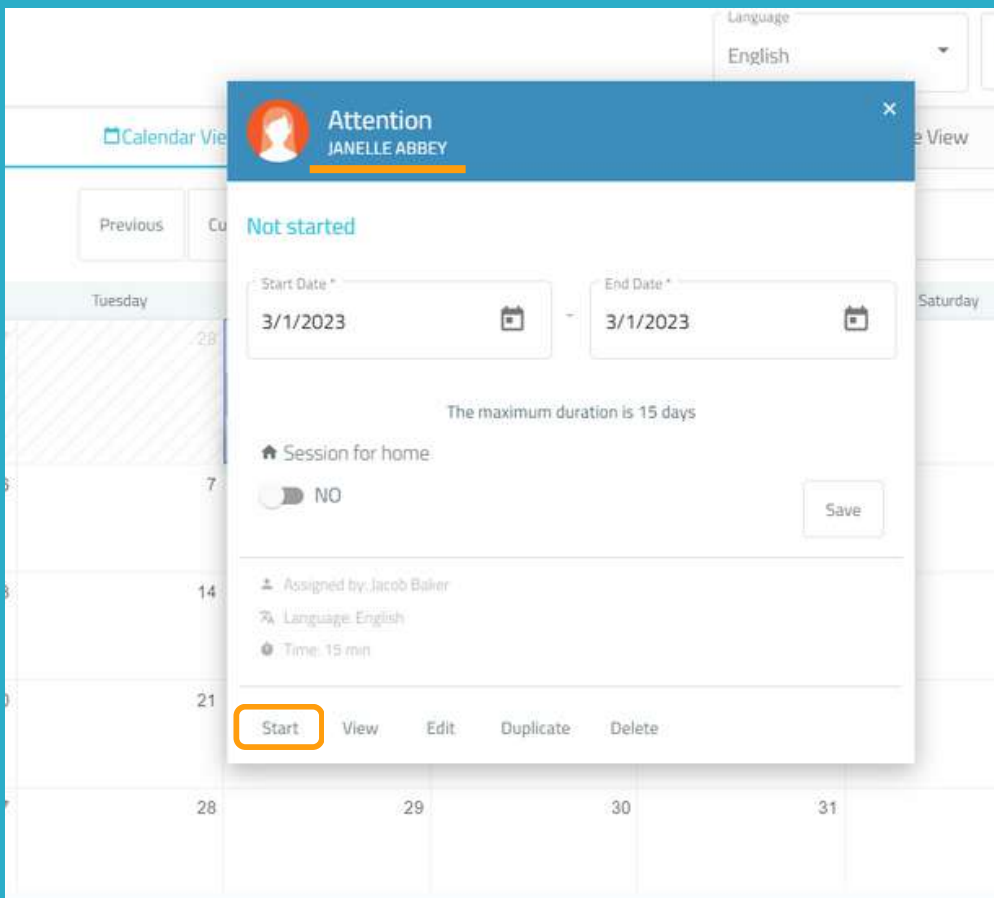
Repeat the above process.

Log in with your passwords on the second patient's device.

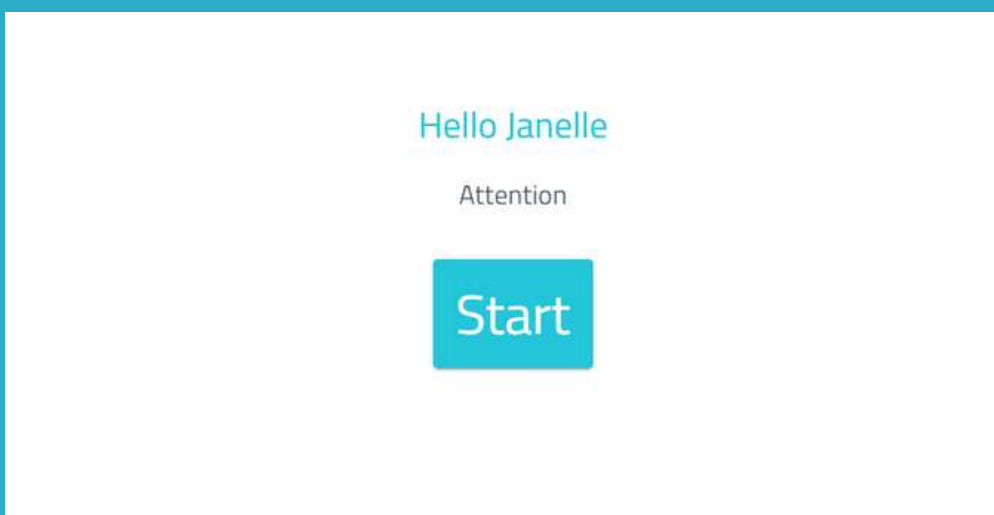




Click on "Digital Sessions".



Select the patient's session, in this case Janelle, and click on "Start".



Start the session.

Repeat the process for all patients to whom you want to assign the session.