Excellent Brain – Trainer Mangement System Manual
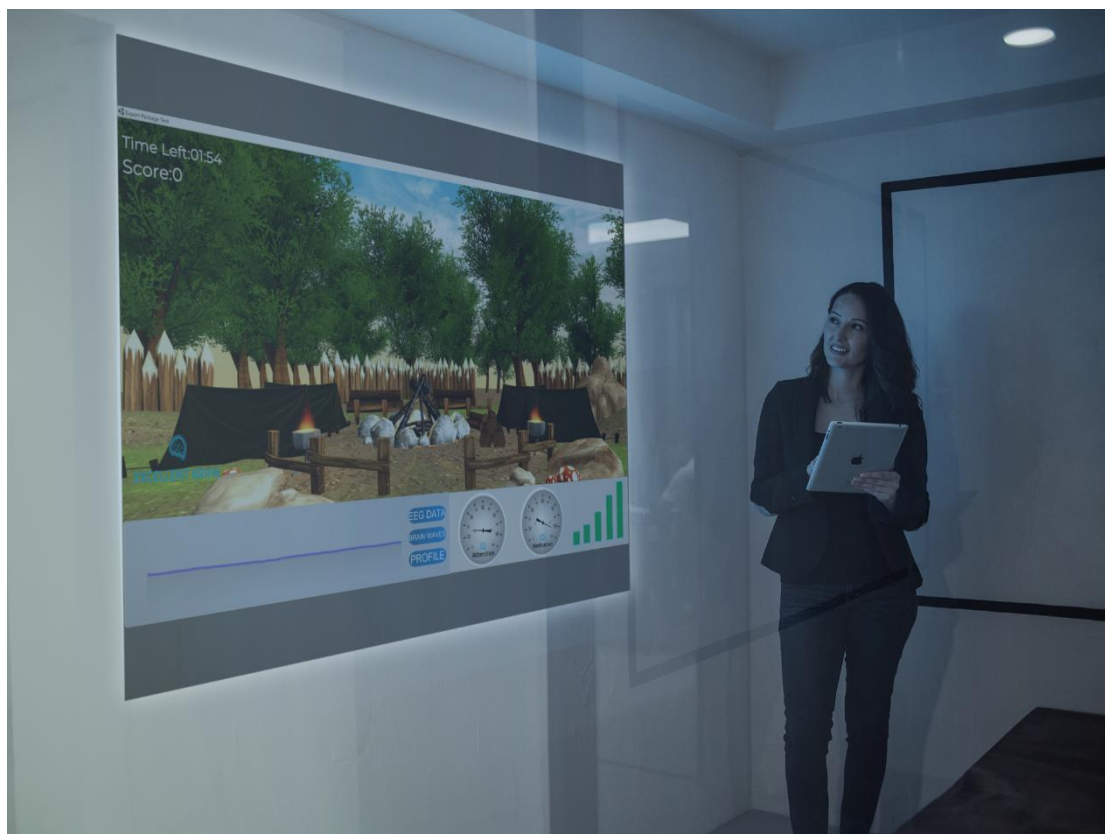
Version 1.0 – Aug. 2019
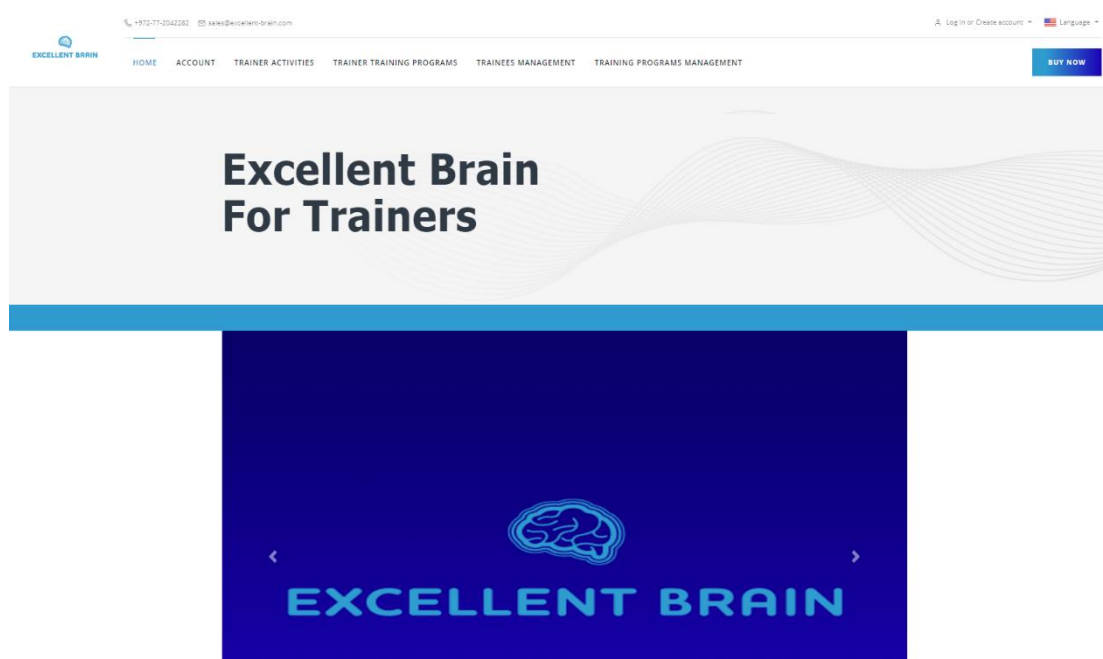
1. **Reaching the website** -

    Go to the link –
https://excellent-brain.co.il/Logic/View/TrainersLogic/lang/eng/Index.php
Or from the software (version 0.95.10 and above), click *settings* in the main
    menu and then click the animated brain figure at the top of the window.
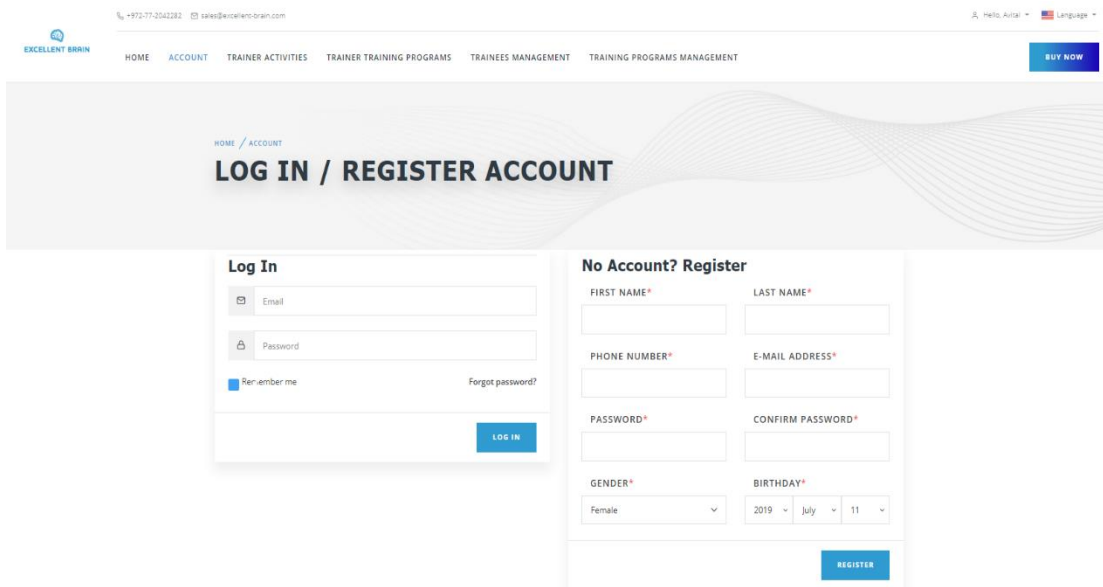   You will reach this website –

2. **Registration and Login** – Click on *Log In or Create Account* at the top of the page on the right corner, then you will reach the following page where you will register on the right side of the page.

Important! Register with your right Email address, so you will be able to get messages and follow Sessions in the future. Without the right Email address you cannot login to Excellent Brain.

Make sure to fill in all the details in the registration form and after clicking *REGISTER* wait a few seconds until you get a green message at the top of the page telling you to check your Email account for a confirmation Email.

Open your Email account and then open the Email you got from Excellent Brain and click the link you received.
That is it – Excellent Brain now recognizes you as a trainer.

Now you can go back to the website and login on the left side of the page with the Email address and password you chose before.

3. **Edit Personal Information** – In order to edit your personal information, click at the top of the page on *PROFILE SETTINGS*. You will reach this page -

4. **Trainees Management** – In order to see your trainee's progress, click at the top of the page on *TRAINEES MANAGEMENT* and then you can see all of your trainees and their general data.

5. **Add New Trainees** – In order to add new trainees, click at the top of the page on *TRAINEES MANAGEMENT* and then click on the **+** under *Add Trainee*. Then you will move to a register page, almost identical to the one you registered from.

Important! Register with your trainee's right Email address. Without the right Email address your trainee cannot train in Excellent Brain.

6. **View All Activities Performed By the Trainee** – In order to view Activities history of a specific trainee, click at the top of the page on *TRAINEES MANAGEMENT* and then choose the trainee by clicking on *VIEW TRAINEE.* Then choose Activities option by clicking on *VIEW ACTIVITIES*.

Now you can view all Activities performed by this trainee, sorted by activity name, difficulty level and date. You can also view current score and best score of this activity in this level.

7. **View All Training Programs Performed By the Trainee** – In order to view Training Programs history of a specific trainee, click at the top of the page on *TRAINEES MANAGEMENT* and then choose the trainee by clicking on *VIEW TRAINEE.* Then choose activities option by clicking on *VIEW PROGRAMS*.

Now you can view all Training Programs performed by this trainee and their progress.

8. **View Activities Table of Training Program Performed By the Trainee** – In order to view activities table of Training Program performed by a specific trainee, click at the top of the page on *TRAINEES MANAGEMENT* and then choose the trainee by clicking on *VIEW TRAINEE.* Then choose activities option by clicking on *VIEW PROGRAMS*.

Now you can view all Training Programs performed by this trainee and their progress.

In order to watch all Activities table, click *VIEW ACTIVITIES* and you will get this –

9. **View Sessions and Sessions Reports in A Training Program Performed By the Trainee** - In order to view Sessions of a Training Program performed by a specific trainee, click at the top of the page on *TRAINEES MANAGEMENT* and then choose the trainee by clicking on *VIEW TRAINEE.* Then choose activities option by clicking on *VIEW PROGRAMS*.

Now you can view all Training Programs performed by this trainee and their progress.
To view the Sessions, click on *VIEW SESSIONS* and you will get this –

10. **View a Report displaying Sessions Results Average for Difficulty Level 30 Graph (For Example)** – Reach the page at section 9 and then click on the left side on *SESSIONS RESULTS AVERAGE FOR DIFFICULTY LEVEL 30.*
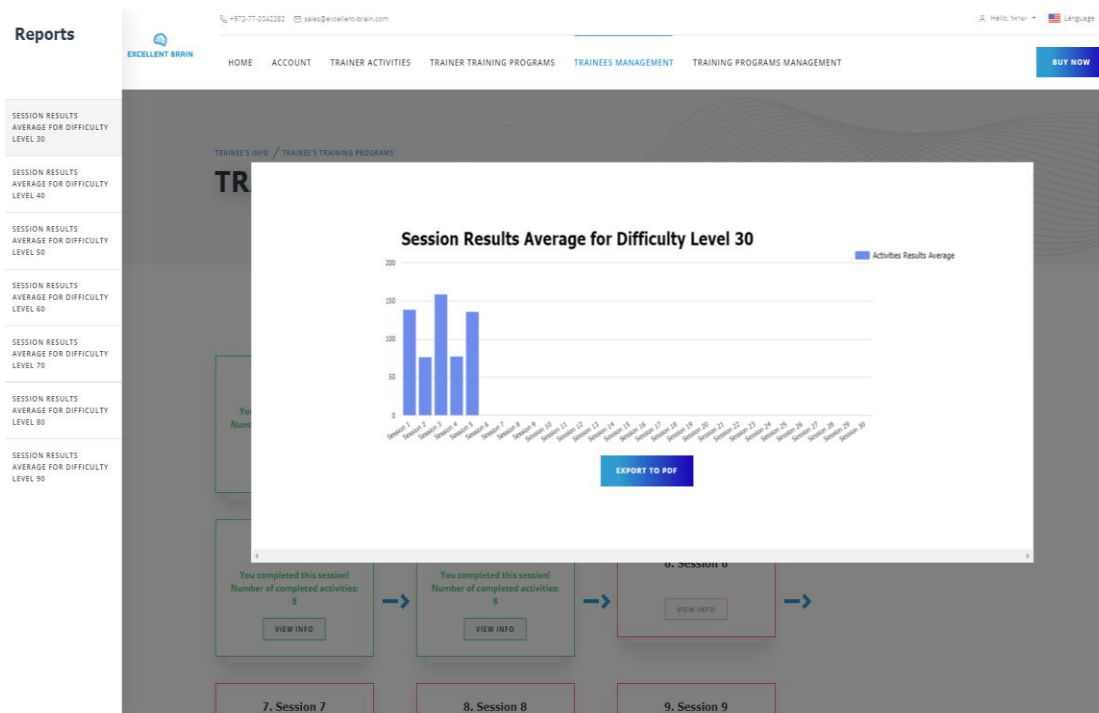
11. **View Session Results** – In order to view a specific Session results and notes, reach the page at section 9 and then choose the required Session by clicking on *VIEW INFO.*

12. **View a Report Displaying Session Activities Results Compared to the Same Activities in the Same Difficulty Level from Previous Sessions** - Reach the page at section 11 and then click on the left side bar on *ACTIVITIES RESULTS*.

You will get this graph showing in red the current result of this activity in the difficulty level, and in blue the maximum result of the same activity in the same difficulty level from previous Sessions.

Since this is only the first Session, they are equal.
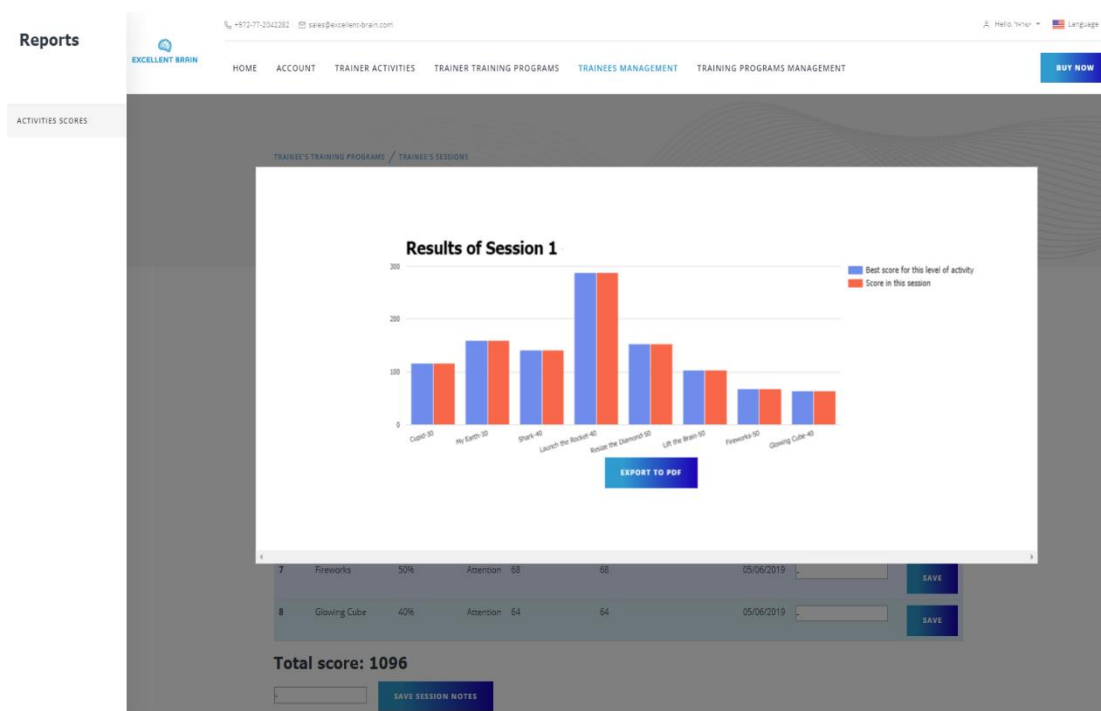
13. **View Your Personal Training Programs Management** – In order to create personalized Training Programs for trainees, click at the top of the page on *TRAINING PROGRAMS MANAGEMENT* and the you will be moved to a page with this content –

- <u>Your Personal Sessions List (Top Section)</u> – You can create up to 10 Sessions for each trainee and another 10 Sessions for yourself.

- <u>Your Personal Training Programs List (Middle Section)</u> – You can create up to 1 Training Program for each trainee and another one for yourself.

- <u>Your Trainees List (Bottom Section)</u>

a. Begin from Creating New Sessions.
At the **top section** named *YOUR SESSIONS* click on the green button named *CREATE NEW SESSION.* A window will open where you need to fill in the following fields-

- Session Name
- Session Description
- Number of Session Activities
- Activities Names and their Difficulty Levels (30-90)

Click Finish and then you can see that the Session was successfully added to the table.

Important Information:

- In order to view the details of the Session you created, click on the blue arrow named *Show Activities* under Actions on the right side of the required Session. A list of Activities of this Session will open.
- In order to edit the details of the Session you created, click on the yellow pencil named *Edit* under Actions on the right side of the required Session. A window similar to the one we created the Session from will open.
- In order to completely delete the Session you created, click on the red bin named *Delete* under Actions on the right side of the required Session. A window will open where you will be required to approve the deletion. This action is irreversible.

You can add as many Sessions until reaching the quota (see above in this page, 10 Sessions for each trainee and another 10 Sessions for yourself).

b. Continue to Creating New Training Programs.

At the **middle section** named *YOUR TRAINING PROGRAMS* click on the green button named *CREATE NEW TRAINING PROGRAM.* A window will open where you need to fill in the following fields-

- Training Program Name
- Training Program Description
- Number of Sessions
- List of Sessions Names to Add

Click Finish and then you can see that the Training Program was successfully added to the table.

Important Information:

- In order to view the details of the Training Program you created, click on the blue arrow named *Show Sessions* under Actions on the right side of the required Training Program. A list of Sessions of this Training Program will open.
- In order to edit the details of the Training Program you created, click on the yellow pencil named *Edit* under Actions on the right side of the required

Training Program. A window similar to the one we created the Training Program from will open.

- In order to completely delete the Training Program you created, click on the red bin named *Delete* under Actions on the right side of the required Training Program. A window will open where you will be required to approve the deletion. This action is irreversible.

You can add as many Training Programs until reaching the quota (see above in this page, 1 Training Program for each trainee and another one for yourself).

At this point all of these Training Programs will be available to you on Excellent Brain Software (version 0.95.10 and above).

c. Continue to Assigning Training Programs to Trainees.

At the **bottom section** named *YOUR TRAINEES,* mark the required trainee at the left side of the table and click on the green button named *ASSIGN TRAINING PROGRAMS TO ALL CHOSEN TRAINEES.* A window will open where you need to choose which Training Programs will be assigned to the chosen trainee. Click Finish and then the process is complete. This action can also be done by clicking the yellow plus sign named *TRAINING PROGRAM ASSIGNING* under Actions, on the right side of the chosen trainee. A window will open where you need to choose which Training Programs will be assigned to the chosen trainee.

Important Information:

- In order to view the assigned Training Programs of a certain trainee, click on the blue arrow named *Show Training Programs* under Actions on the right side of the required trainee. A list of the trainee's assigned Training Programs will open.

- In order to completely remove all assigned Training Programs of a certain trainee, click on the red bin named *Remove All Training Programs* under Actions on the right side of the required trainee. A window will open where you will be required to approve the removal. This action is irreversible.