
Red Canyon Systems

User Guide

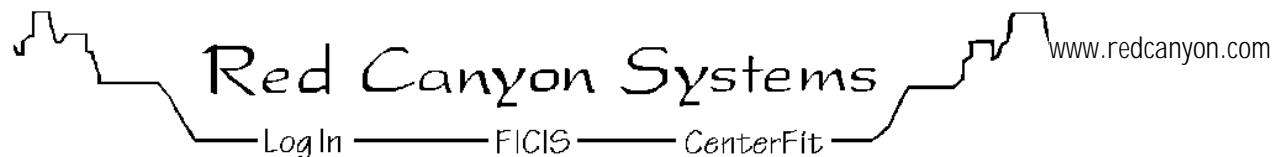
for

CenterFit

FICIS

Log In/Log In Administrator

Software version: 5.0 +



Copyright © 1999, 2000, 2001, 2002, 2003, 2004

Reproduction of any portion of this user guide or the product help files without written prior notice and permission from Red Canyon Systems, Inc. is not allowed. The materials contained are not to be used in presentation or on data entry forms or in other training materials unless done so with prior written permission. The term "materials" includes text, graphics, and screen prints in the form of slides, electronic presentations, data entry forms, training manuals, reports, handouts, Internet web pages, and other electronic media. When materials are copied by permission they must credit Red Canyon Systems, Inc. and its copyright and trademarks.

Offices and Locations

Sales and Marketing

Red Canyon Systems, Inc.
16338 S. Peerless Ct.
Plainfield, IL 60544
Phone: 815-436-7095
Fax: 815-436-7199
email: sales@redcanyon.com

Technical Support

Red Canyon Systems, Inc.
Phone: 866-435-2013
email: support@redcanyon.com

Website: <http://www.redcanyon.com>

Contents

Introduction	1
Using this Manual	1
Conventions and Notations	1
Using Red Canyon Systems Programs	3
Starting a Red Canyon Systems Program	3
Using Menus, Forms, and Functions – Overview	4
Recommended First Use	9
Getting Started - Reference Table	10
Contacting Red Canyon Systems	13
 System Set Up	 15
Overview - Setting Up Your Red Canyon Systems Program	15
Site Data.....	16
ID# Formats	17
Lab Set Up	19
Add a Lab.....	19
Assign Courses to Lab	20
Assign Workstations to Lab	23
Passwords.....	24
Default Courses.....	25
Assign a Default Course to a Lab.....	25
Import Data.....	26
Create a Term Master Record	26
Import Steps	27
Import File and Record Specifications	28
Import Order	29
Note to IS Department: Term Identification.....	30
Guidelines for All Import Files	31
Course Master Import File Record Layout	32
Participant Master File Record Layout	33
Enrollment Master File Record Layout	35
 Log In Set Up	 37
Overview - Setting Up Log In	37
Using Log In Set Up	38
Setting Log In Screen Characteristics	39
Track Visits by Courses	39
Show Single Course Selection	39
Track Visits by Activities – Log In or Log Out.....	39
Grade Visit Minutes	40
Log In ID Character	40

Exit ID	40
Totals Display	41
Comment Display	41
Unique Card ID#.....	41
Display Expiration Date	41
Change Log In Greeting	42
Setting Log In Visit Rules	43
Sample Default Visit Rules	43
Minimum Visit	43
Maximum Visit.....	43
Missing Log Out.....	44
Wait Between Visits	44
Free Time after Log In	44
Max Assumed Visit.....	45
Max Visits per Day.....	45
Log In Over Max	45
Log In Start Up and Screens	46
Log In Greeting Screen	46
Log In Term Status Error Message	46
Failed Log In Attempt – Invalid ID-ID not on File.....	47
Failed Log In Attempt – Not Enrolled in Term/Course.....	47
Log In Course Selection.....	48
Log In Attempt Too Soon	48
Log In Successful.....	49
Log In/Log Out with Participant Message	49
Log In/Log Out Activity Selection	50
Log Out Attempt Too Soon	50
Log Out Successful.....	51
Fitness Center Set Up	53
Overview - Setting Up Your Fitness Center	53
Test Items	54
Exercises	56
Adding an Exercise.....	58
Changing an Exercise	58
Rearranging Exercise Order.....	58
Deleting an Exercise.....	59
How Do I Add an Exercise to the Master List?.....	59
Exercise Definition – a Detailed Review	59
Profile	64
Sample Forms – Results of Profile Settings	67
Sample Fitness Profile Report – Results of Profile Settings.....	68
Sample Workout Program Report – Results of Profile Settings	68
Risks and Goals.....	69
Goals.....	69
Risks.....	70
Assign Norms.....	71
Instructions for Assigning Norms.....	72

Workout Program.....	73
Add New Workout Program.....	74
Cancel Workout.....	75
Delete Workout	75
Facility	77
Facility Function Overview	77
Terms	78
Term Rules and Guidelines	79
Adding a Term	80
Courses	81
Course Rules and Guidelines	82
Adding Courses to a Term	83
Staff Data.....	84
Adding Staff Data	84
Activities	85
Add Activities.....	86
Assign Activities to Course Names	87
Grade Scales	88
Calculating Grades for a Course.....	89
Resources	91
Resources Overview	91
Category Codes	92
Instructions for Entering Categories	93
Membership Codes	94
Zip Codes.....	95
Relationships.....	96
Participants - Daily Operations	97
Participants Overview	97
Add New Participants.....	98
Participant General Information Required Fields	99
Change Participant Data.....	100
Inactivate/Activate Participants.....	100
Delete Participants	101
Misc Participant Data	102
Course Enrollments for Participants	103
Adding a Course Enrollment for a Participant	103
Viewing Course Enrollment Detail for a Participant	103
Deleting a Participant's Course Enrollment	104
Dropping a Participant's Course Enrollment.....	105
Changing a Participant's Course Enrollment.....	106
Participant Visits.....	107
Adding a Visit.....	109
Deleting a Visit.....	109
Visit Activities	110

Participant Fitness Tests.....	111
Participant Risks and Goals	112
Reports	113
Reports Overview	113
Selecting Reports.....	114
Using Report Filters.....	116
Creating a Report Filter	117
Selecting a Saved Report Filter and Printing the Report.....	117
Printing Reports.....	118
Exporting Report Data to External Programs and Files	119
How to Export Report Data	119
Report Filter Rules and Guidelines	121
Sample Reports	122
File Utilities	123
Overview	123
Assign Missing Log out Times	124
Adjust an Individual's Totals for a Specific Course	125
About Missing Log Outs in Reports	126
Inactivate/Activate Participants by Individual or by Term	127
Change a Participant's Primary ID	129
Appendix A	131
Contents.....	131
RCS Files Repair	132

Activate participants	100
Activities	
adding to list.....	86
assigning to courses	87
deleting from courses	87
deleting from visit record.....	110
rearrange order for courses	87
selection screen at log in or log out	40
tracking visits by.....	40
Actual Visits	
description.....	108
Add button	
general description	6
Add lab	19
Adding items	
activities to courses.....	87
items do not show after being added	7
to activities list	86
to category list.....	93
to course enrollment list.....	103
to courses in a term	83
to exercise list	58
to exercise master list.....	59
to fitness test master list.....	55
to fitness test records.....	111
to fitness tests list.....	55
to goals list	69
to goals record	112
to membership code list	94
to participant list.....	98
to relationships list.....	96
to report filters.....	117
to risks list	70
to risks record	112
to staff list.....	84
to terms list.....	26, 80
to visit records.....	109
to workout program	74, 75
to zip code list	95
Aerobic visit activities	
participant visit record.....	110
tracking option set in Fitness Center Profile	65
Aerobic visit activities record	
add, change, delete in participant visit record .	110
Assign Activities to Course Names	87
Assign courses to lab	20
Attendance tracking	
must set up courses first	81
Awarded Visits	
description.....	108
Barcoded cards	
how to use.....	41
Blood pressure ranges	
in profile	65
Body fat settings	
in profile	65
Buying additional copies of Red Canyon software	13
Cancel button	
general description	6
Categories	
adding to list.....	93
deleting from list	93
menu bar item	9
purpose.....	92
tips on using	92
Changing items	
changes do not show	7
course visit rules.....	83
exercise list.....	58
exit ID.....	40
grade scales	88
grade visit values.....	40
grades	103
ID format	17
ID number masking character	40
Log In greeting	42
Log In lab greeting	19
participant information	100
participant's course enrollment	106
profile settings.....	64
report filters	117
time length of comment display	41
time length of totals display	41
visit rules	43, 82
Closing a form	7
Comment display.....	41
changing the time length	41
Common name for exercises	59
Contacting Red Canyon	13
Course enrollment	<i>See Enrollment</i>
Course records, importing.....	27
Course selection screen	
example	48
Courses	
adding courses to a term	83
assign to lab	20
assigning activities	87
codes must be unique in term	79
delete course names from Site List of Courses	22
delete from lab	21
deleting a participant's course enrollment	101
importing master record example	32

importing master record layout	32
importing master table	28
purpose.....	77, 81
rules of use	82
start and end dates	82
tracking visits by.....	39, 77
when records are not needed	81
Data	
exporting.....	119
importing.....	See Importing data
Dates of terms	
assigning	26
Deactivate a participant	100
Default Courses	15, 25
Delete button	
general description	6
Delete course names from Site List of Courses	22
Delete courses from a lab	21
Delete workstations from a lab	23
Deleting items	6
from category list.....	93
from course activities	87
from course enrollment list.....	101, 104
from exercise list	59
from fitness test list	55
from goals list.....	69
from membership code list	94
from participant list.....	101
from relationships list.....	96
from risks list.....	70
from visit activity record	110
from visit records.....	101, 109
from workout program	76
from zip code list.....	95
Display Expiration Date	
Log In Set Up	102
Log In Set Up option	41
Editing items	See Changing items
Emergency contact data	102
Enrollment	
adding a participant's course enrollment	103
changing a participant's course enrollment	106
deleting a participant's course enrollment	101, 104
dropping a participant's course enrollment	105
importing master record	28
importing master record example	35
importing master record layout	35
viewing a participant's course enrollment	103
Enrollment records, importing	27
Equivalent exercise	
type	61
Erasing data	See Deleting items
Error message	
about index or table.....	132
about term status conflict in Log In	47, 78
Exercise prescriptions	
how determined.....	56
Exercise type	
equivalent	61
other.....	61
tested	61
Exercises	
adding.....	58
changing	58
common name.....	59
creating a new item for the master list.....	59
defining	59
defining when one machine is used for several exercises	59
defining when site has identical machines ..	59, 62
deleting.....	59
determining max lift.....	62
manufacturer of machine.....	60
purpose of selecting	56
rearranging the order	58
station ID number.....	60
user name.....	59
viewing list of available exercises	58
without weights, manufacturer selection	See Manufacturer (exercise/machine)
Existing data	
importing.....	See Importing data
Exit ID	17, 40
changing	40
Expiration Date	
Participant/Misc screen	102
set in Participant/Miscellaneous screen	41
use for log in.....	41
Exporting data	119
External data	
importing.....	See Importing data
Facility function	
overview	77
Facility menu bar item	9
Failed log in attempt screen	
example	47
File utilities	
inactivate/activate participants.....	100, 127
missing log out, assign	124
visit totals, adjusting.....	125
Files	
importing.....	See Importing data
repairing.....	132
Filters	See Report filters
Fitness goals	See Goals

Fitness norms	See Norms
Fitness profile	
report sample.....	68
Fitness scores	
entering.....	111
use of score in reports and prescriptions.....	56
Fitness tests	
adding items	55
creating a new item for the master list.....	55
deleting a test item.....	55
FAQ document available.....	112
questions	112
rearranging test item order.....	55
recommendations on test order	55
types	54
Format of IDs	
assigning	17
Forms	
<i>exercise planning form</i>	57
using	5
Free time after log in	44
Free weights	See Manufacturer (exercise)
Getting Started reference table	10
Goals	69
adding.....	69, 112
deleting.....	69
increases in profile.....	65
rearranging the order	69
Grade scales	
assigning to courses	88
changing	88
purpose.....	88
Grade visit	40
calculating.....	40
changing the values	40
Grade visit minutes	
defined.....	40
Grades	
calculating.....	89
changing a grade	103
exporting to a file.....	89
printing report	89
Greeting	
changing	42
Greeting, add, change	19
Greeting, log in	
screen example.....	42
Group codes	See Categories
Heart rate max	
in profile	65
Heart rate target	
in profile	65
Help	
contacting tech support	13
general description	7
Icon, creating on desktop	3
ID numbers	
formats	84
masking at log in	40
privacy concerns	40
social security number	18
ID#	
formats	17
Importing data.....	26, 97
menu bar item	9
order of import files	29
overview	28
prior to start of term	30
record layouts	31
reject file	27
rejected data	29
term names	30
terms must be set up first.....	78
unsuccessful	27
Inactivate participants.....	100, 127
Index	
error message about an index	132
Instructor data	See Staff data
Lab greeting	
screen example.....	42
welcome screen	19
Lab name.....	19
Lab Set Up	
assign courses	20
assign workstations	23
greeting, welcome screen.....	19
name.....	19
Labs	
add a lab	19
delete assigned courses	21
delete workstations	23
License number	16
Log In	
community members, setting up a term and course for.....	79
display single course selection option	39
term status conflict message	47
Log in attempt too soon screen	
example	48
Log In Exit ID	17, 40
Log In greeting	
changing	42
screen example.....	42
Log in over max.....	45
Log In Set Up	
display expiration date	41

Log in successful screen	
example	49
Log In visit activities	
add, change, delete in participant visit record .	110
tracking option set up.....	40
Log out	
adjusted - status code.....	125
missing	
assign time for	124
participant forgets to log out	44, 45
Log out activity selection screen	
example	50
Log out attempt too soon screen	
example	50
Log out successful screen	
example	51
Log out with participant message screen	
example	49
Logging in	
cannot log in until enrolled.....	77, 81
using special terms to avoid this rule	79
cannot log in when only enrolled in a closed term	30, 80
Lost ID cards	
entering the ID number manually.....	41
Machine (exercise) serial number	60
Magnetic-striped ID card	
how to use.....	41
Manufacturer	
importance of selecting	60
Manufacturer (exercise/machine)	
adding new manufacturer to list	60
what to enter when none exists	60
Masking an ID number at log in	40
Max assumed visit.....	45
Max heart rate	
in profile	65
Max lift	
as used in workout programs	74
how determined.....	62
Max visits per day	45
Maximum visit	43
visit status code.....	107
Membership codes	
adding to list.....	94
deleting from list	94
purpose.....	94
Membership data.....	102
Menu bars	5
Menu tabs.....	5
Message for participant screen	
example	49
Minimum visit	
participant claims visits are not being counted ..	43
preventing log out before minimum is met .	43, 44
rules.....	43
visit status code.....	107
Misc participant data.....	102
Missing ID cards	
entering the ID number manually.....	41
Missing log out	
setting	44
time recommendations.....	44
visit status code.....	107
Missing Log out	124
Missing Log Out	
status code.....	125
Multi-exercise machines	
defining exercises for	59
Multiple log ins in a short time	
preventing	44, 45
New data	
adding.....	See Adding items
Norms	71
assigning norm tables.....	72
changing norm tables	72
default norm tables	72
invalid comparisons when changed.....	71
test has more than one norm table.....	71
Other exercise type	61
Overuse of facility	
preventing	44, 45
Participant menu bar item	9
Participant message screen	
example	49
Participant Primary ID format	17
Participant records, importing	27
Participants	
activate/inactivate.....	100
adding a course enrollment	103
adding a participant	98
changing a course enrollment	106
changing a participant's grade	103
changing data.....	100
deleting.....	101
deleting a course enrollment	101, 104
deleting a visit.....	101
dropping a course enrollment	105
emergency contact data.....	102
fitness test scores	111
general information	98
importing master record example	34
importing master record layout	33
importing records	28
inactivate/activate by individual/by term	127
membership data.....	102

misc data.....	102
overview	97
record status as related to open term	97
viewing course enrollment	103
Passwords	
Assign lab	24
System Set Up	24
Pin settings	
in profile	65
Plate weight	
plate numbers do not represent actual weight ...	61
purpose.....	61
uneven increments	61
variability among different manufacturers	60
Prescriptions	
how determined.....	56
Print Preview reports toolbar.....	118
Printer	
selecting for a report	118
Printing reports	See Reports
Profile	
changing settings.....	64
purpose of settings	64
report sample.....	68
sample forms	67
Purchasing additional copies of Red Canyon	
software	13
Quitting the Log In program	40
Ratio	
in equivalent exercise type	62
Rearranging items	
in exercise list	58
in fitness test lists.....	55
in goals list	69
in risks list	70
in workout program	75
Record layouts for importing data	31
Refresh button	
general description	7
Reject file	
use in import records	27
Relationships	
adding to list.....	96
deleting from list	96
purpose.....	96
Remarks	
in workout program	75
Repairing files	132
Report samples	
fitness profile	68
workout program.....	68
Reports	
converting data to other formats	119
exporting data	119
filter list.....	113
filters	
bypassing.....	116
changing.....	117
creating.....	117
rules	121
saving.....	117
selecting	117
master list of reports.....	113
overview	113
print preview screen/toolbar	118
printing	114, 118
samples.....	122
selecting.....	114
Reps/Set	
in workout programs.....	74
Resources	
menu bar item	9
overview	91
purpose.....	91
Risks	70
adding.....	112
adding a risk	70
deleting a risk.....	70
factors	
in profile.....	65
phrasing the risk questions.....	70
rearranging the order	70
Rules	See Visit rules
Save button	
general description	6
Screens	
course selection example	48
failed log in attempt example.....	47
log in attempt too soon example	48
Log In greeting example	42
log in successful example	49
log out activity selection example.....	50
log out attempt too soon example.....	50
log out successful example.....	51
log out with participant message example	49
Main Menu examples.....	4
Seat pin settings	
in profile	65
Secondary ID	
format	18
Security	
passwords.....	24
Serial number - exercise machine	
purpose.....	61
Serial number – exercise machine	
assigning	60

Serial number-exercise machine	30
purpose	60
Settings	
Log In	38
Setup menu bar item	9
Shutting down the Log In computer	40
single course selection	39
Site data	16
Site lists	
adding new items	8
rearranging the order of items	8
Site Name	16
Social security number	
privacy concerns	18, 40
Special terms	
purpose	79
Staff data	
adding	84
ID number format	84
purpose	84
Staff ID Number	
format	18
Starting a program	
from a desktop icon	3
from the start menu	3
Starting Log In	46
Station ID number	
how to enter	60
Step test percentile	
in profile	65
Support	
contacting tech support	13
System Set Up	
ID #formats	17
import data	26
lab set up	19
passwords	24
site data	16
Tables	
error message about a table	132
Getting Started reference	10
Participant General Information	98
profiles	65
Target heart rate	
in profile	65
Tech support	
contacting	13
Terms	
adding a new term	80
assigning dates	26
assigning names	26
error message at Log In	47
master term record	30
names	30
purpose	77
rules of use	79
start and end dates	30, 82
starting a new term	80
status conflict message	78
status-open/closed	80
using special terms	79
Tested exercise type	61
Tests	See Fitness tests
Times	
rules about visit times	38, 43
Totals display	41
changing the time length	41
Track Activities, Log In Set Up option	40
Tracking visits	
by activities	40
by courses	39, 77
Type of exercise	See Exercise type
Unique card ID	41
how to use	41
Upgrades	
how to obtain program upgrades	13
User exercise name	
how to enter	59
Version number	
how to find the version number of your program	13
Visit rules	
changing	43, 82
changing for a course	83
default settings	43
free time after log in	44
log in over max	45
max visits per day	45
maximum visit	43, 45
minimum visit	43
missing log out	44
setting up	38, 43
specifying unique rules for one course	82
violations when setting up	39
visit status codes	107
wait between visits	44
Visit tracking	
adding a visit	109
by activities	40
by courses	39
deleting a visit	101, 109
form	107
visit status codes	107
Visits	
actual vs awarded, description	108
totals, adjust all by course	125

totals, adjust participant.....	125
Wait between visits.....	44
Weight of plates	See Plate weight
Welcome screenSee Log In greeting
lab greeting.....	19
Workout programs	73
adding exercises to.....	75
adding new.....	74
deleting	76
naming.....	74
percent max lift.....	74
rearranging the order of exercises.....	75
remarks	75
report sample.....	68
reps per set	74
Workout visit activities	
add, change, delete in participant visit record .	110
participant visit record.....	110
tracking option set in Fitness Center Profile	65
Workout Weight calculation example	63
Workstations	
assign to lab	23
delete from lab	23
Zip codes	
adding to list.....	95
deleting from list	95
purpose.....	95

