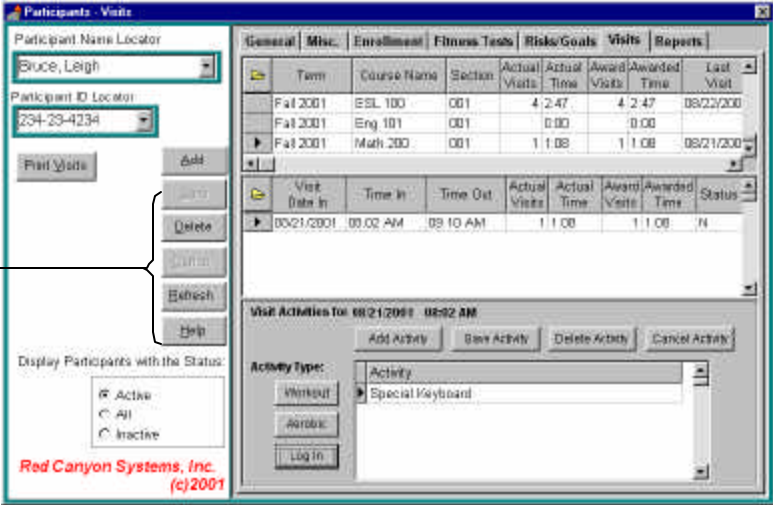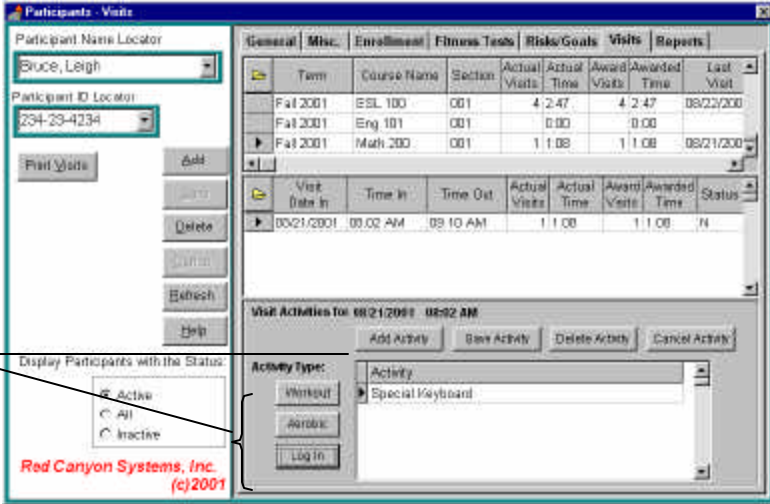# Introduction

## Using this Manual

This manual provides instructions and overviews for all Red Canyon Systems software products.  It is arranged in chapters that are organized according to the sequence of activities in which you are most likely going to use the software.  Look in the table of contents at the beginning of this manual to find chapters by name and the topics within those chapters.

### Conventions and Notations

Whenever possible, there are step-by-step instructions on using the functions, features, and navigating the menus and screens in your program.  The following conventions and notations are used.

| Usage/Example | Description |
|---|---|
| Click **Add**<br><br>Standard buttons for data entry panels using left/right panels on a screen. | Phrase used to indicate the action for a button.<br>In this case, use the mouse, point it to the **Add** button on the screen, and click the left mouse button.<br>Buttons are usually located on the left panel next to a data entry screen, as shown in the following screen sample.<br> |

| Usage/Example | Description |
|---|---|
| When the screen is divided into sections, you may need to use buttons that are specific to each section of the screen, as shown in the following screen sample.<br><br>Buttons that are specific for one section of the screen. |  |
| Field | A specific spot for entering data on a screen. You either press the Tab key to move to the spot or you point and click your left mouse button on the spot. The field is the open block that allows you to type something. It is usually preceded by a "field name" that describes the data. For example, in the following cut-out of the Courses screen, the open blocks below Course Code, Section, Type and Hours are the fields for entering or selecting data.<br><br> |
| Enter **Term Name**, **Start Date**, **End Date**, and **Status** | An instruction that tells you to go to the field (open block) that follows those names. In this example, you would move the cursor to the open block following the field name, Term Name, which is located on the Facility Term screen. Then you would type the correct name of the term and move the cursor (usually by pressing the Tab key) to the next field (Start Date) as specified in the instructions. |
| On the **Main Menu**, select **Facility**. | An instruction that tells you a starting point – Main Menu – and then tells you the function to choose from the menu. In this case you would start at the Red Canyon Systems Main Menu – the screen that identifies your program – CenterFit, Log In Administrator, or FICIS – and then you would click the mouse pointer on the item in the menu bar. In this case, you would click on "Facility." |

# Using Red Canyon Systems Programs

General use operations are the same for each Red Canyon Systems software program.  In this chapter, you learn about the start up procedure and general operating procedures on the screens and forms in all programs.

## Starting a Red Canyon Systems Program

Immediately after installing a Red Canyon System product, you can start it by following these steps:

1.  Click on the **Start** button in your Windows task bar (at the bottom of the screen).
2.  Click on **Programs**.
    An extended menu opens showing the programs installed on your computer.
3.  Click on **Red Canyon**.
    The Red Canyon Systems extended program menu appears with products that you have installed.

    Depending on the product, you will see one of the following extended program menus.
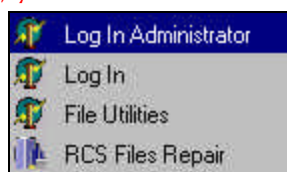


Start a product by clicking on the product name.
You can also set up a shortcut to the product, which will appear on your Windows desktop.  If you do not know how to create a shortcut, ask for help from your technical support assistant.

The following brief descriptions are provided for introductory purposes.  Our product brochures contain detailed information.  This manual provides instructions for using each item on the menus.

- **Log In** – automated attendance tracking - runs on the check-in computer – shows a customized log in greeting screen with ID entry field, course selection screen (if set up for course tracking), visit date, time, totals upon log out, and activity request screen (if set up for activity tracking).

- **Log In Administrator** – allows you to administer the data for participant attendance tracking (can be used in a network situation while Log In is running on the check-in computer or used separately on the check-in computer after shutting down Log In).

- **FICIS** – runs alone without Log In visit (attendance) tracking to record assessment and provide fitness comparison test reports.  All criteria is entered or selected by the site.  Visits (attendance) must be entered manually for each participant.

- **CenterFit** – provides fitness assessment and attendance tracking (Log In) and administration of all visit, fitness, and participant data (combines FICIS functions and Log In Administration functions).

- **File Utilities**  – run from outside FICIS, CenterFit, Log In, and Log In Administrator.  It provides the tools for maintaining missing log outs, changing a participant's primary ID, activating/inactivating participants by individual or by term, adding visits for many participants at the same time, and other operations that must be run on a large number of participant records.

- **RCS Files Repair** – run outside CenterFit, Log In, Log In Administrator, and FICIS.  This program corrects problems with any of the Red Canyon Systems database indices.  See *Appendix A* for instructions.

## Using Menus, Forms, and Functions – Overview

Upon starting your Red Canyon Systems program, a flash screen appears with the name of the product that you have selected. It is a temporary screen that displays while the program is loading. The first working screen that displays is the Red Canyon Systems Main Menu for the product you have purchased (Log In, FICIS, or CenterFit).

Each Red Canyon Systems product's Main Menu is shown on this page. A menu bar that provides drop-down menus of functions is provided at the top of the Main Menu.
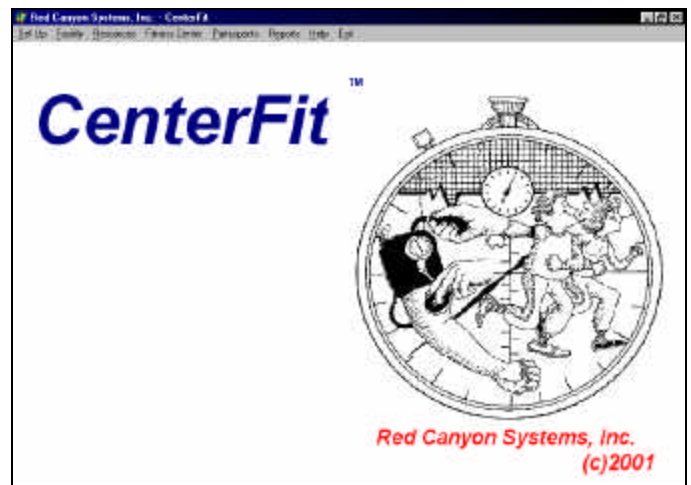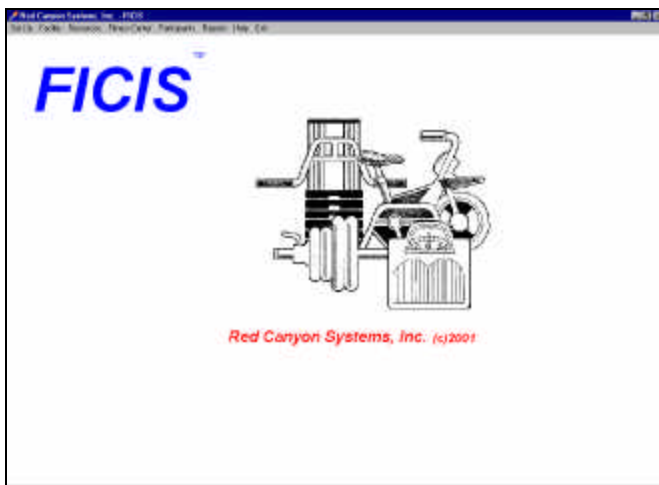
## Menu Bars

The menu bar at the top of the screen is the starting point for Red Canyon Systems program functions.  Each function provides access to its options through drop-down lists.  Sample menu bars from Log In Administrator, FICIS, and CenterFit are provided next.

**Note:  Log In-only customers do not have the Fitness Center menu on their Log In Administration Main Menu.**

**Red Canyon Systems, Inc. - LogIn Administrator**
Set Up   Facility   Resources   Participants   Reports   Help   Exit

**Red Canyon Systems, Inc. - FICIS**
Set Up   Facility   Resources   Fitness Center   Participants   Reports   Help   Exit

**Red Canyon Systems, Inc. - CenterFit**
Set Up   Facility   Resources   Fitness Center   Participants   Reports   Help   Exit
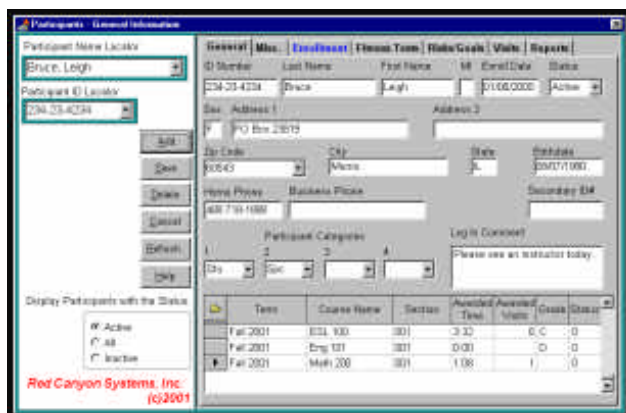
## Using Menu Items/Tabs/Forms

Each time you select a main menu item, a form appears with titled tabs running horizontally across the top.  The sample form shown here is from CenterFit Participants/General Information menu selection, which includes the tabs from both Log In Administrator and FICIS programs.  Log In customers do not see the tabs for Fitness Tests and Risks/Goals.

When you click on a menu item or a tab, a form appears with fields (data entry items) that describe the tab's title. There is a panel on the left side of each form with processing buttons (usually Add, Save, Delete, Cancel, and Help). You may also see Refresh, Move Up, Move Down, Continue, and Print Report buttons.



### Locator Fields

If you have already entered data and saved it, such as the data for a participant, you can find the participant (term, course, category, etc.) by using the locator fields on the left side of most forms. Click the mouse cursor in the locator you wish to use. You can click on the scroll icon in the box to "scroll" through the list, or you can begin typing the first few letters of the item. When you locate the item you are searching for, double-click the mouse to "select" the item. Doing this pulls the record from the database and displays it on the right side of the form.

### Add Button

When there are data entry fields on a form and you want to add a record, such as those that describe a participant, first click the **Add** button once to get a clear, new record. Then begin entering data in each field (pressing the tab key moves the cursor from field to field - or you can click the mouse in the field that you wish to enter data). When you finish entering data on a tabbed form, click the **Save** button.

### Cancel Button

Before you save data, you can cancel what you just entered by clicking the **Cancel** button.

### Delete Button

To remove a record that you have already saved, click the **Delete** button. You are prompted for verification. If the record has other records that are essential, either a decision prompt or a message appears that explains why you cannot delete the record. Generally, it is not possible to delete records when a participant has already logged visits or fitness tests in for a term.

### Save Button

To end your work on a form, click the **Save** button. In the *Save* window that appears, click the appropriate response button.

### Refresh Button

If you use CenterFit or Log In on a network, there may be times when you are entering participant data or changes while the Log In front-desk computer is running from the same network. In order for the front-desk computer to accept the change and be able to show it immediately, you must click the **Refresh** button on the *Participant* form after you have saved. This is also true when someone logs in at the front desk and you want to see the most current visit on the Log In Administrator screen.

### Close Form

To close a form (screen) - click the ⊠ in the upper right corner of the form. If you attempt to close a form that you have not saved, a message appears asking you to save the information by selecting one of the "close" function buttons in the window.

### Help Button

When you click the **Help** button on a form, it displays a help window directly related to the form you have selected. Once the *Help* window is open, you can use the Contents, Index, and Find tabs to locate additional information. This is a sample *Help* window.
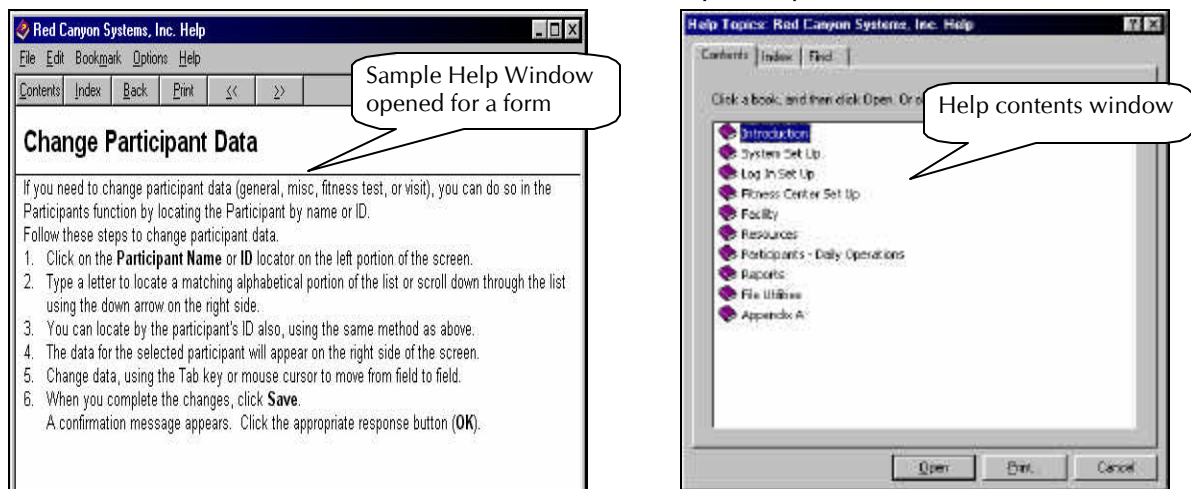


Help hints are also available for each field and button on a form by resting the mouse pointer in a field. If you press F1 on a form, the help window associated with the form appears.

## Lists

When there are lists displayed on a form, you must select an item in the first list on the left and click Add to "add" it to the list on the right. The list on the left side is usually titled "Master List . . ." The list on the right is usually titled "Site List . . .."

**Master List** on left – where you click on an item and then click **Add**.

**Site List** on right where the item gets added.

**Move Up** and **Move Down**. Click on an item in the site list and then click **Move Up** or **Move Down** to change the position of the item.
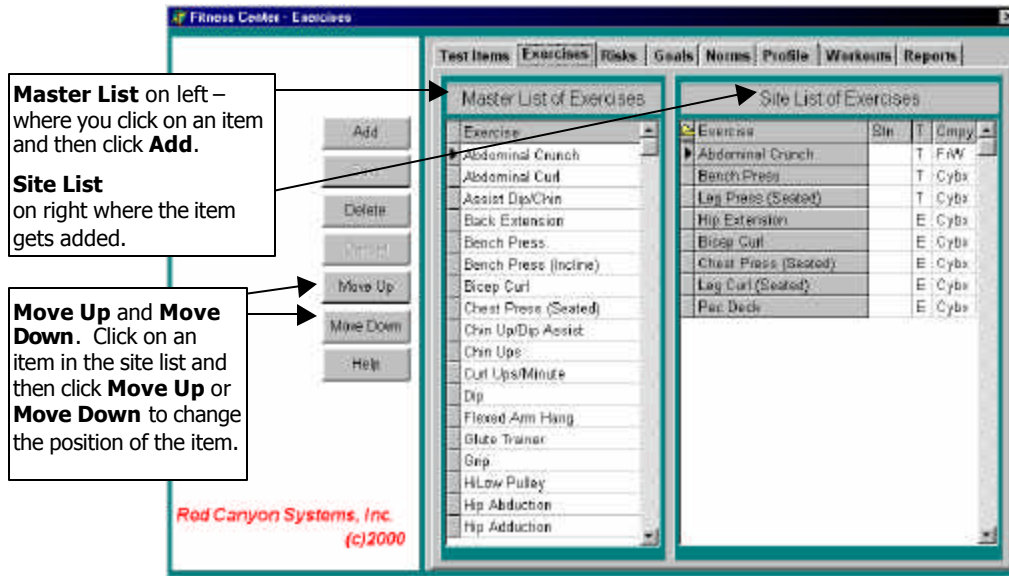
## Move Up, Move Down Buttons

Use the **Move Up** and **Move Down** buttons when there is a list in which you can change the order of items, such as Test Items and Exercise Items on Site Lists. To move items up or down in the "Site List" highlight the item in the second list and then click the appropriate action button.

# Recommended First Use

If you are a licensed user of a Red Canyon Systems program, the first use of your program will start the Initial Set Up wizard. This form is provided to ensure that all the necessary elements are built before you use the Red Canyon Systems programs. After you complete the Initial Set Up, if you have a System-level password, you can use the Set Up menu from the CenterFit, Log In Administrator, or FICIS main menu. If your password is a Lab-level password, you will only be allowed to access the Lab Set Up function on the Set Up menu.

**Set Up:**

**Passwords, ID Format, Lab Set Up, Log In Set Up, and Fitness Center** (CenterFit and FICIS users: test item selection, exercise selection, risk and goal selection, profile selection, norm selection, and workout program - to set up your regular workout program - you can add custom workout programs later). These menu items allow you to define how your site and labs will operate as far as check-in rules, ID formats, lab names/greetings/courses/check-in workstations, default courses, and shared log in characteristics.

**Resources:**

to set up zip codes, relationships, membership types, and categories. Items you enter for the titled tabs appear later in drop-down lists so you do not have to type them repeatedly in participant records.

**Categories:**

to identify specific programs that you might offer or to further segment or describe the participants in your center. For example, you might want to set up category one levels for student, staff, community, corporate, etc. Category 2 levels would be things that describe a participant in another way - many schools use this category to describe the sports programs. The items in each category level must be unique.

**Facility:**

to set up staff, terms, courses, and grade scales, and optionally, Log In activities (if you have selected to track visits by activity on the Log In Set Up). Remember to give the current term an "Open" status. You can enter all your terms and courses in advance, if you know them – this reduces future data entry in these areas.

**Import:**

to download your student roster, use Set Up - Import Data, and select the files from your hard drive that contain the student data prepared by your programming staff. If you have identified courses and you can get the course enrollment data downloaded as well, it automates the "Enrollment" process in Participants' forms. This means that you do not need to select the Enrollment tab for each participant.

Once you enter the descriptions, enrollments, terms, and participants, you enter the results of their fitness tests (Participant, Test Scores) with the date on which they were tested and adjust visits. From this information, you can run the Individual Comparison Report, the Fitness Profile, Workout Program, and for groups of participants - the Group Comparison report.

**Participants:**

to add and update participant general and miscellaneous data, enrollment, visits, and enter fitness tests, risks, and goals.

**See each chapter in this guide for specific steps and details of each menu and its options.**

# Getting Started - Reference Table

Use this reference table to set up your Red Canyon Systems program - CenterFit, FICIS, and Log In.

The first column, labeled *Step/Product*, lists the order of steps by product, followed by the menu selection that must be selected to complete the step. The *Action* column provides a brief description of the step that must be performed. Click here to print a copy of this reference table.

For example, step indicates that for all programs, Log In, CenterFit, and FICIS, you must select on the Main Menu: Set Up/Site Data and then check the information on the screen for accuracy.

| Step/Product | Red Canyon Systems – Menu Selection | | | | Action |
|---|---|---|---|---|---|
| | **Set Up** | **Facility** | **Resources** | **Participants** | |
| **1 ALL** | Site Data | | | | Check for accuracy – call Tech Support immediately if not correct. |
| **2 ALL** | Log In Set Up | | | | Enter visit screen characteristics (including activity tracking option), log in visit rules, and the default greeting for Log In. |
| **3 Log In & CenterFit** | Lab Set Up | | | | Add lab names, identify workstations that will run Log In, and assign courses to each lab. The course master must be created by adding courses in the Facility menu item, Courses. Create a greeting screen for each lab if you do not want to use the default-greeting screen that you set up in Log In Set Up. |
| **4 ALL** | Passwords | | | | Set Up system and lab level passwords and their labs. |
| **5 CenterFit & FICIS** | Fitness Center  (shows as a separate menu item on the menu bar when you install with a FICIS or CenterFit License) | | | | Select and set the order of fitness assessment tests, exercises, profile, risks, goals, norms, and create workout programs. |
| **6 ALL** | | | Relationships | | Optional: Enter codes and descriptions (displays in Participant/Misc screen for the drop-down list on the field, Relationship). |
| **7 ALL** | | | Zip codes | | Optional:  Enter commonly used cities with state and zip codes.  Displays in Participant/General fields, City, State, Zip code drop-down lists. |
| **8 ALL** | | | Memberships | | Optional:  Enter membership codes and descriptions.  Displays in drop-down list for membership code/descriptions. |
| **9 ALL** | | | Categories | | Optional:  Enter category codes that describe groups of participants. Displays on Participants General form in Category code drop-down lists. |
| **10 ALL** | | Terms | | | Optional:  Enter code and description for each term with start and end dates.  Change status to Open for current term.<br>**Note:** If you need to set up visit rules that are unique for a particular term (different than rules that you entered in Set Up/Log In Set Up), enter them now in the fields for visit rules for each term. |
| **11 ALL** | | Staff | | | Optional:  Enter staff data - displays in drop-down list in Courses/Staff field. |
| **12 ALL (optional)** | Import Data | | | | Import registration data – Courses, Participants, Enrollment.<br>See the chapter – System Set Up/Importing Data – for steps and file layouts. |
| **13 ALL** | | Courses | | | If you import course files, you do not need to perform this step.<br>Add courses (codes, descriptions, credit/non credit, hours, etc.) for the term.  You can also add courses manually after you have imported the course master if there is a need to add more courses.  If you have more than one lab, assign the courses to the appropriate labs – use Set Up/Lab Set Up.<br>**Course Visit Rules:** If you need to set up visit rules that are different for a particular course (different than rules that you entered in Set Up/Log In Set Up), enter them in the fields for visit rules for each course.<br>**Note:**  Remember to set the Course Display option in Log In Set Up if for "show single course selection" either yes or no, to show the course selection even when a participant is enrolled in only one course for a lab. |
| **14 ALL** | | Activities | | | Enter descriptions and codes of Log In activities if you have selected the Log In Set Up item, Track Activities – Log In or Log Out. |

| Step/Product | Red Canyon Systems – Menu Selection | | | | Action |
|---|---|---|---|---|---|
| | Set Up | Facility | Resources | Participants | |
| | | | | | **Note:** Activities display for participants to select when logging in or logging out, depending on your selection in Log In Set Up. |
| 15 **ALL** | | Grade scales | | | **Grade scales:** For each course, enter a grade and the number of visits or hours required. The list of courses appears on this screen if you have imported or previously entered them in Facility/Courses. |
| 16 **Log In & CenterFit** | Lab Set Up/ Assign Workstns to Lab | | | | For each Lab, specify the computer names of the workstations from which you are going to run Log In. Make sure you select the correct Lab Name for each workstation. |
| 17 **Log In & CenterFit** | Lab Set Up/ Assign Courses to Lab | | | | For each Lab, select the courses for which participants should log in. |
| 18 **Log In & CenterFit** | Default Course | | | | Assign a default course for which students can log in to when they come into the lab the first time but are not enrolled in a course assigned to the lab. |
| 19 **ALL** | | | | General/ Add | Enter new participants' general data and course enrollment if they were not included in registration data import. |
| 20 **ALL** | | | | General | Assign category codes to individual participants. **Note:** Drop-down list of category codes must be set up first in Resources/Category Codes. |
| 21 **ALL** | | | | Misc | **Misc:** Assign (enter) for participants: <br> - Membership codes <br> - Expiration date <br> - Renewal date <br> - Emergency contact <br> **Note:** Drop-down list of membership codes and relationships for emergency contact must be set up first in Resources/Membership codes and Resources/Relationships. |
| 22 **CenterFit & FICIS** | | | | Fitness Tests | Enter participant risks and goals. |
| 23 **CenterFit & FICIS** | | | | Fitness Tests | Enter test scores for pre-test and post-tests by test date. |
| 24 **ALL** | | | | Visits | Enter missing Log In visits (after participants have been logging in). **FICIS and CenterFit customers:** Manually enter aerobic and workout visits. |
| 25 **ALL** | | | | File Utilities | Adjust Log In visit totals if needed. Activate/Inactivate Participants |
| 26 **CenterFit & FICIS** | | | | Reports | Print reports: workout program, fitness profile, and comparisons. |
| 27 **ALL** | Reports | Reports | Reports | Reports | Run reports as needed. |
| 28 **ALL** | | | | | Run final grades reports for each course. |

# Contacting Red Canyon Systems

When you have a problem with the software or need special instruction on performing a task, please call our technical support line or send us a request for help through our website support page at: www.redcanyon.com

Our technical support lines are open daily Monday through Friday during normal business hours.

The **technical support telephone number is 1-480-966-0914**. If you are unable to get through and receive our voice mail, please leave a message with a call back number, contact name, time to call, and a brief description of your problem. It is often a good idea to send us email about problems so we can obtain your email address, which helps reduce "phone tag", and often allows us to provide you with a detailed explanation in a return email.

Email address for technical support: support@redcanyon.com

You can also use our website "Tech Support" form to request help. Just click on the "Technical Support" link in our menu, fill in the form, and submit it. It will be sent directly to technical support and you will receive a reply usually before the end of the day.

We also invite you to visit our website often to download any new lists of exercises, tests, norms, reports, and other resources.

You can download new upgrades to your programs from the Upgrades link.

If you need additional testing information or links to other sites about fitness assessment or attendance tracking, please use our Links and FAQs for regular review.

If you have questions about your account or additional purchases, please call our sales and marketing office at **1-815-436-7095** or send email to sales@redcanyon.com

**Before you call us . . .**

**Please check the version number and license of your program. The version number is available by clicking on the Help menu in the Main Menu bar. You will see a screen similar to the following:**

**This page is blank intentionally.**