



3 Introduction	4 - 9 Starting the application for the first time	10 - 11 Navigation	12 - 17 Settings
<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>
18 - 20 Statistics	21 - 22 Trophies	23 - 24 Rituals	25 - 26 Workstation check
<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>
27 Workstation passport	28 - 29 Help	30 - 36 Types of pit stops	
<b>09</b>	<b>10</b>	<b>11</b>	

## Introduction

You currently use or will shortly be using WORK & MOVE software. This user manual provides more information about the operation, setting up and optimal use of the application.

WORK & MOVE is your personal coach that ensures sufficient variation between concentrated DSE work and mental and physical exercise. The software provides you with an insight and feedback about your computer behaviour. The software advises the optimal work-exercise rhythm based on your personal needs and helps you master this rhythm.

The four important pillars about which WORK & MOVE provides feedback are **movement**, **activity**, **pit stops** and **skills**. These four pillars are also reflected in your personal statistics.

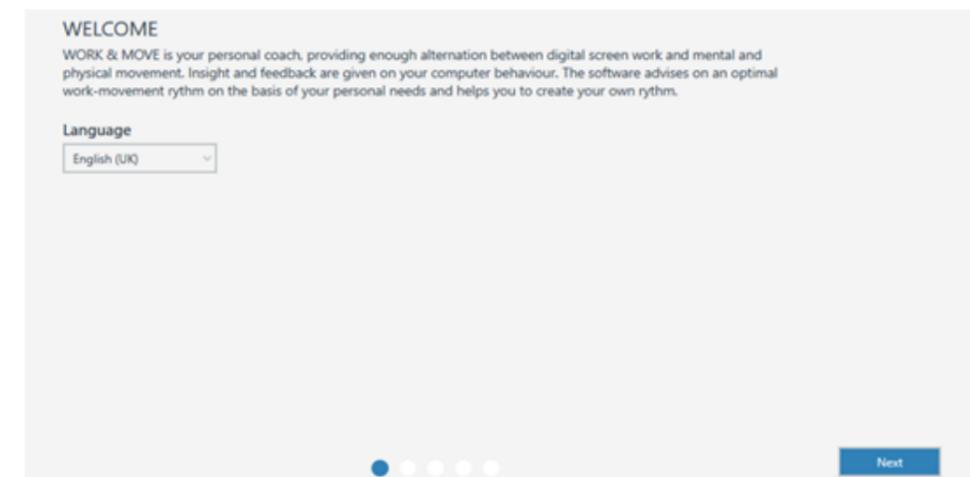


## Starting the application for the first time

When you start WORK & MOVE for the first time, you will see the screens below.

You go through this wizard once to establish your personal settings. Naturally, you can always adjust your preferences later via the orange "Settings" icon.

Select your language from the drop-down menu and click next.



Please select the pit stop profile, which fits your personal preference.

Choose your pit stop profile to set how actively you want to participate in WORK & MOVE.

Monitor	Active
Light	Active
Pro	Active
Recovery	Active

Recovery Active

Previous Next

After registration or purchase, you need to accept the licence terms and conditions.

LICENCE AGREEMENT

Read the licence agreement before accepting the terms. If you don't accept the terms you can not continue with the setup wizard.

Nederland ICT Voorwaarden 2014.pdf 1 / 16

**Nederland ICT Terms and Conditions**

The Nederland ICT Terms and Conditions are filed with the Chamber of Commerce under number 30174840. The Dutch version of this document prevails. This means that in the event of doubt, the Dutch text shall be binding.

standard included in the contract, the applicable p... and rates to the term specified in the contract. If the contract does not expressly provide for the possibility on the part of the supplier to adjust the prices or rates, the supplier shall always be entitled to adjust, in writing and with due observance of a term of at least three months.

Accept licence agreement

Previous Next

You will see a number of personal settings below, which you need to complete. This includes entering your weight. WORK & MOVE uses this information to calculate the number of calories burned when you change position. Note: if you enter a value of 0, WORK & MOVE switches this calorie functionality off.

PERSONAL SETTINGS

Please select your units of measurement and enter your weight.

Length unit  
Centimetre

Weight unit  
Kilogram

Your weight \*  
0.0 kg

\* Used to calculate burned calories during posture changes. Entering '0' switches off the calories burned feature.

Previous Next

If you have not connected an electric sit-stand desk, the below screen will be the last screen of the WORK & MOVE wizard.

NO ELECTRIC DESK CONNECTED

No electric desk found, please connect desk or click Finish to end setup wizard.

When you use a sit-stand desk that is not connected you can turn on the option "Use a sit-stand desk not connected to WORK & MOVE" to still receive sit-stand reminders.

Use a sit-stand desk not connected to WORK & MOVE  
 No

Previous Finish

## 02

### This Wizard section only appears if a sit-stand desk is connected.

Here, you have the option of operating your desk in “Automatic drive”. This means you can operate your electric sit-stand desk from your keyboard (hotkey).

If this automatic drive function is switched off, you must keep the mouse button or hotkey (Ctrl+WIN+W) pressed to get the desk into the right sitting or standing position.



### This Wizard section only appears if a sit-stand desk is connected.

The WORK & MOVE software assumes the desk height shown is your current desk height. You can adjust this value here by measuring your current desk height. You can enter this value to ensure WORK & MOVE displays the correct desk height.



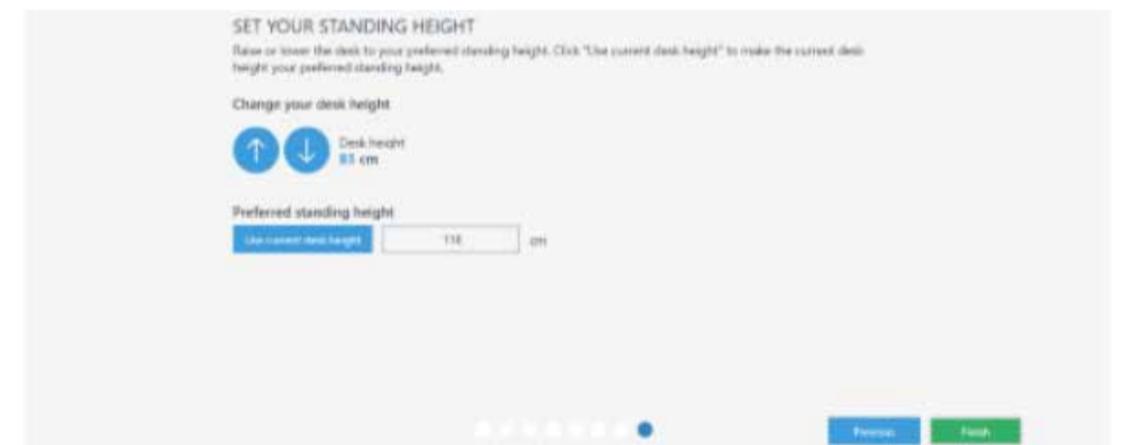
### This Wizard section only appears if a sit-stand desk is connected.

Here, you have the option of entering your personal sit-stand desk settings (seat height). You set your personal optimal seat position by using the arrows. You can set these values according to personal preference.

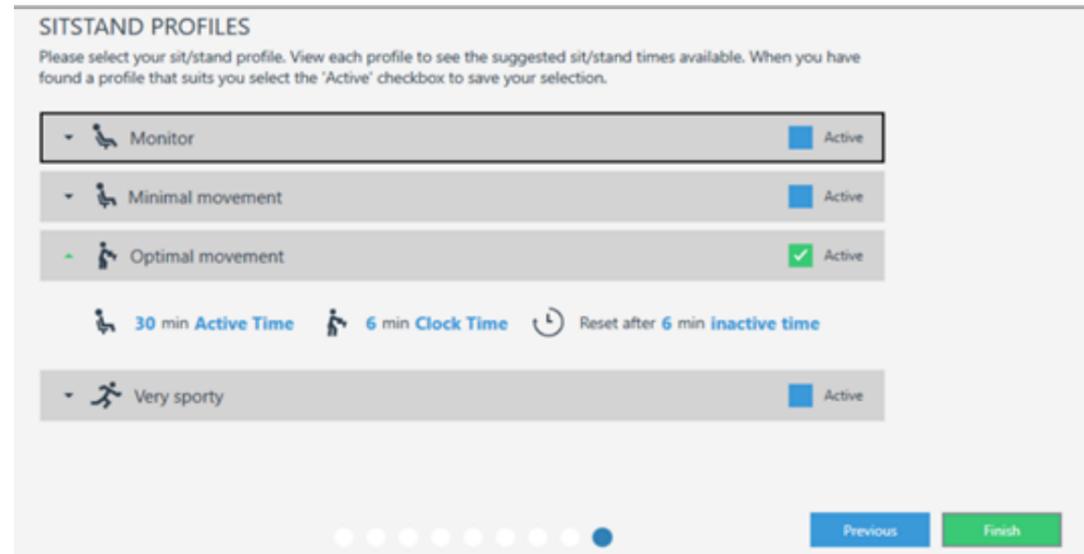


### This Wizard section only appears if a sit-stand desk is connected.

Here, you have the option of entering your personal sit-stand settings (standing height). You set your personal optimal seat position by using the arrows. You can set these values according to personal preference.



**This Wizard section only appears if a sit-stand desk is connected.**  
please select your sit-stand profile, which fits your preferences.



You finish the setup wizard by clicking **Finish**.

## Starting the application for the first time

## 03 Navigation

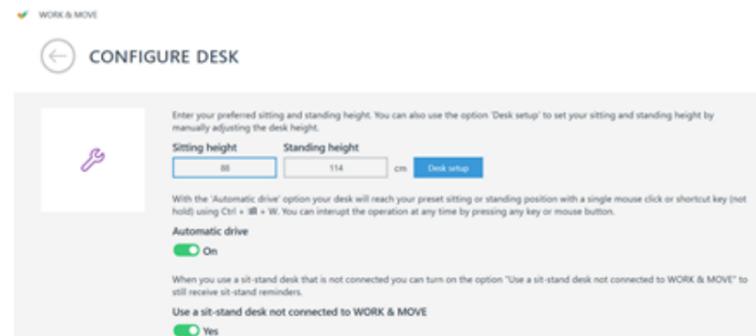


You can switch to other menu items such as Statistics, Workstation Passport, Settings and Help by using the icons on the left.



When you are in a certain menu, you can use the arrow to go back to the main menu.

Once you have entered a value (number, text) into a field ('Seat height' in the example below), you need not save it. WORK & MOVE has no 'Save' button at all. You can simply leave the page and WORK & MOVE will save this value automatically.

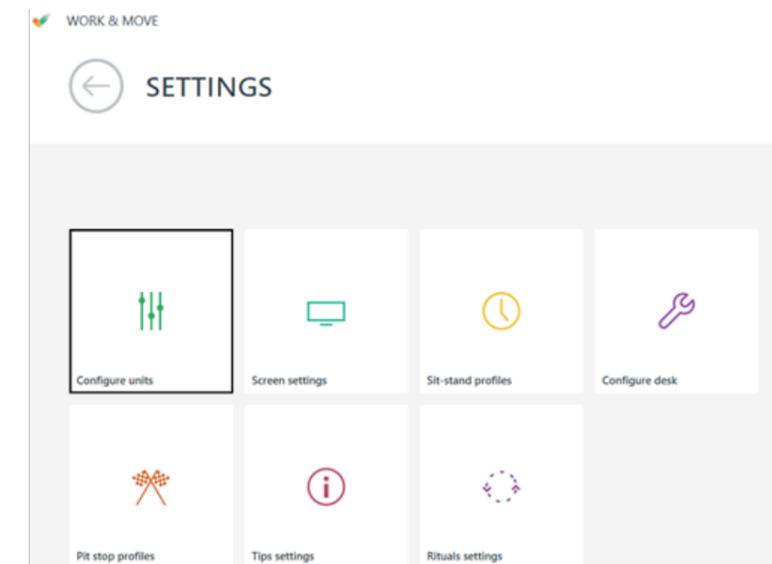


03

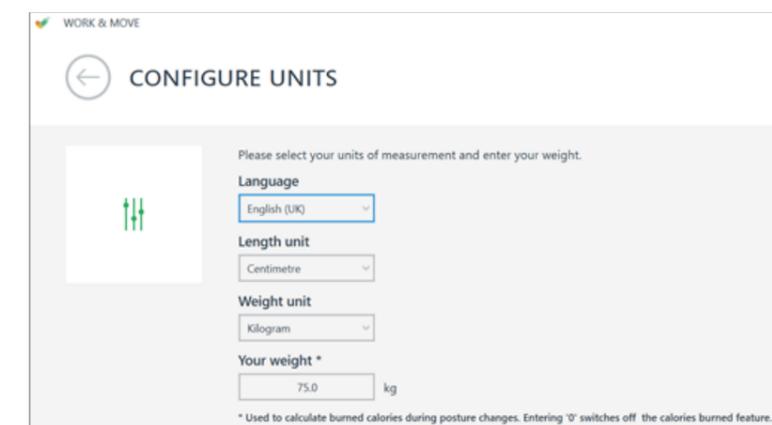


The user can set various aspects in WORK & MOVE. We have explained all the 'Settings' options in greater detail below.

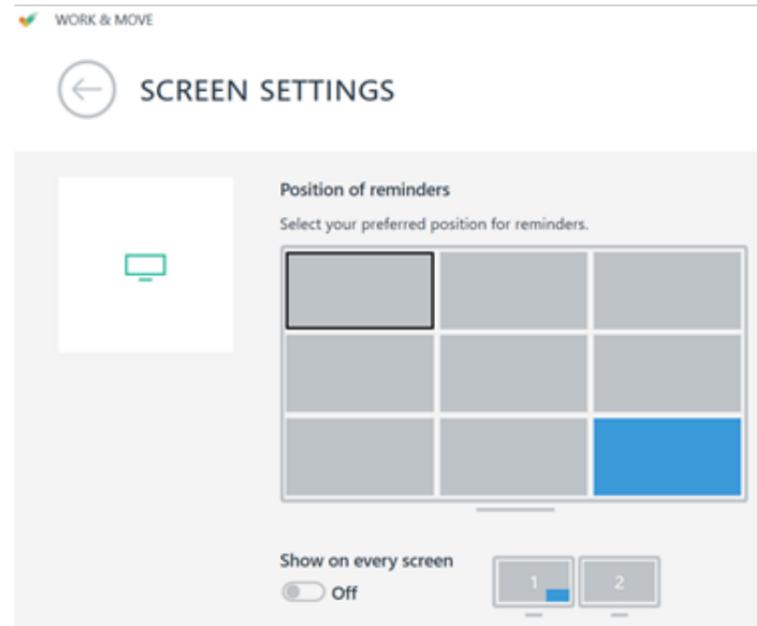
The 'Sit-stand profiles' and 'Desk settings' elements apply to a greater or lesser extent depending on whether or not you have an electric sit-stand desk connected.



You set a number of basic details via 'Configure units'. Elements such as language and height/weight. Your weight is used to calculate the number of calories burned when changing position.

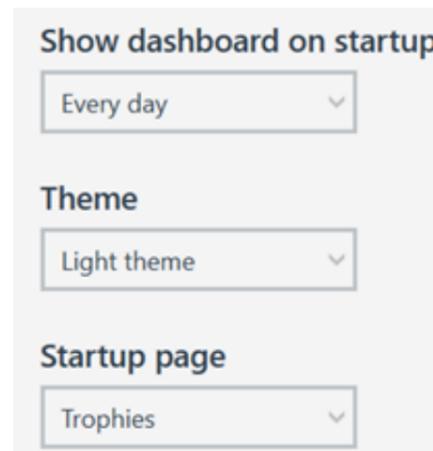


'Screen settings' gives you the option of setting the position of the notifications on your screen. In addition, you can indicate whether you only wish to see the notifications on your primary screen or also on any secondary screens.



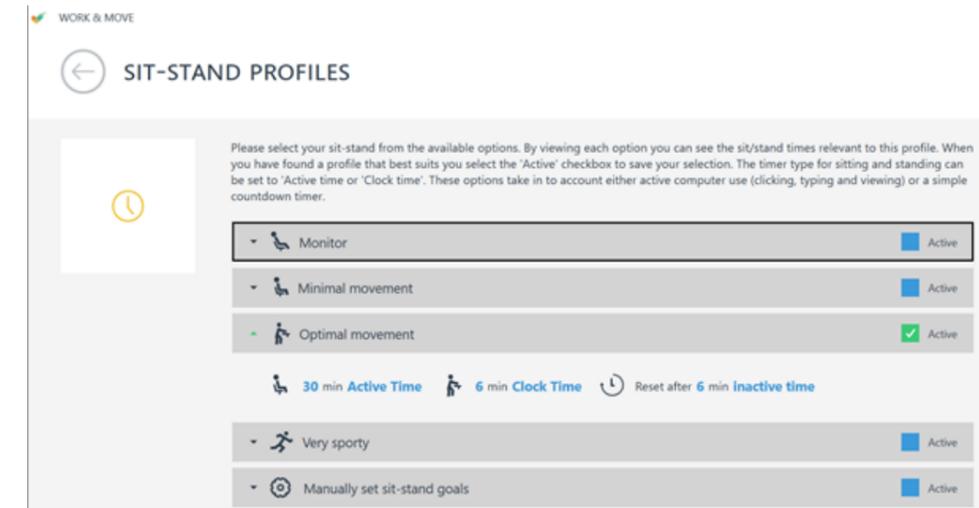
At the bottom of this menu, you can also indicate the frequency (never, always, daily, weekly, monthly) at which the dashboard is proactively displayed when starting your computer.

Which theme (light or dark) you prefer. And which start page (trophies/statistics) you prefer.



If you have an electric sit-stand desk connected, you can set your personal level of sit-stand support in WORK & MOVE via 'Sit-stand profiles'. WORK & MOVE has four profiles varying from 'Monitor' to 'Very sporty' as shown below. In addition, there is a fifth profile option for setting your profile manually in full accordance with your own preferences.

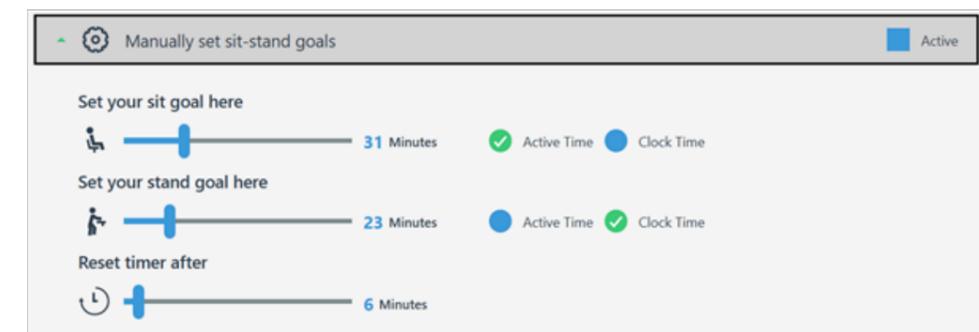
You activate the profile in question by checking the 'Active' box.



By clicking on the profile (shown above is 'Optimal exercise'), the information drops down and you see the corresponding sitting and standing times for this profile.

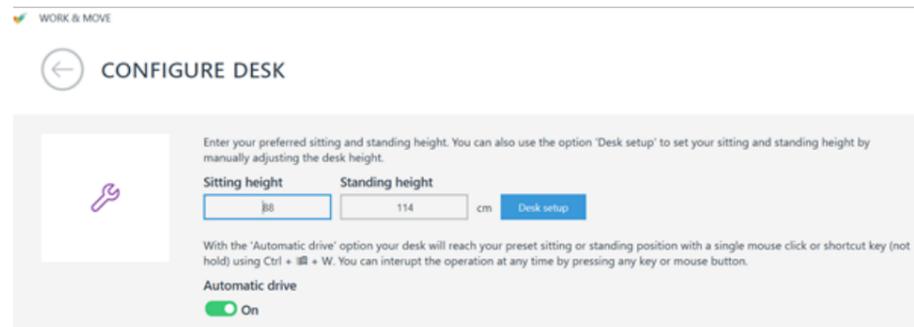
**Time active** is based on your net time (active) on the computer, consisting of your mouse and keyboard activities.

**Clock time** is based on normal clock time, which means you are advised to alternate between sitting/standing while you work independently of your mouse and keyboard activities.



You can easily adjust your sitting or standing goals by moving the sliders with your mouse.

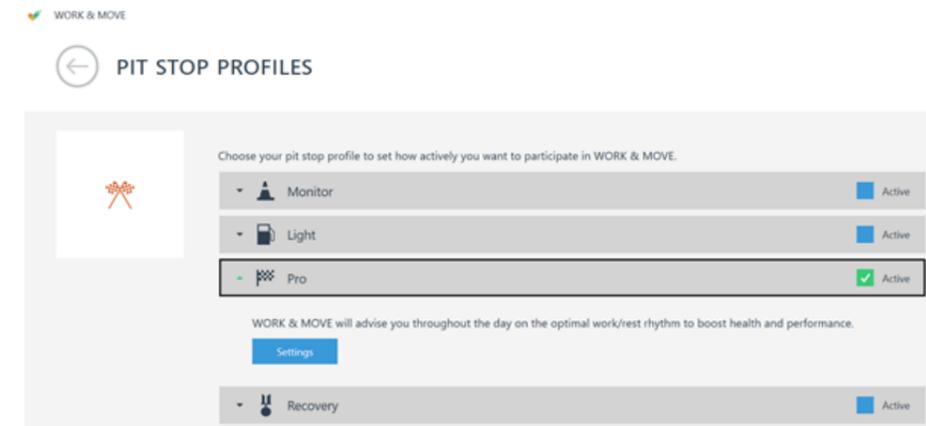
The options for capturing your personal sit-stand settings are shown below. The Automatic drive setting enables you to operate your sit-stand desk with a single action (Ctrl+Win+W hotkey).



If you use a different (non-electric) sit-stand solution, such as an adjustable desk riser (see image) or a manual sit-stand desk, and still wish to receive sit-stand reminders, select YES from the options below. You can also find this setting under the 'Desk settings' menu below.



You can select the desired level of WORK & MOVE support yourself in the pit stop profiles. The profiles vary from minimal support (Monitor) to a high level of support (Recovery).



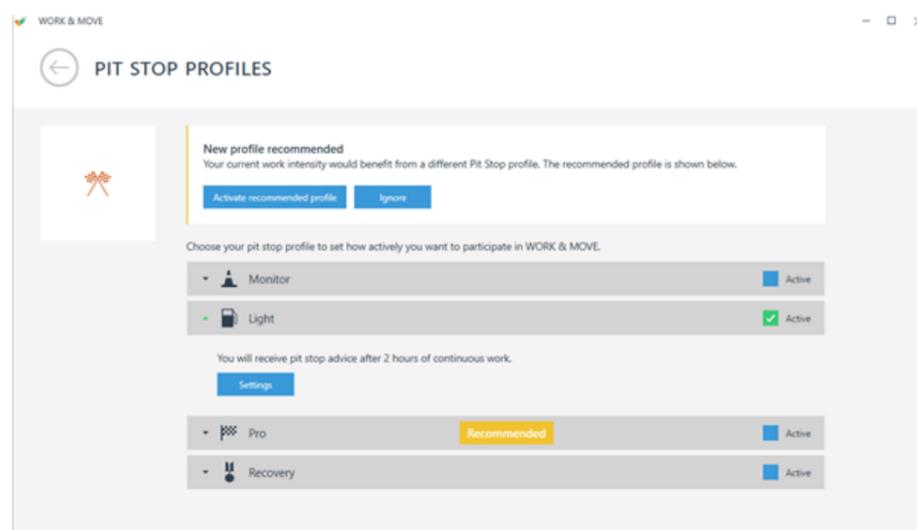
When you click on the profile ('Pro' in the example shown above), the information drops down. You can refine the profile settings further according to your own preferences by clicking on 'Settings'.

What is the difference between activated and mandatory? **'Activated'** means the pit stop notification in question is active and is displayed. If you also activate the **'Mandatory'** field, the pit stop notification will block your screen, keyboard and mouse to force you to take a pit stop as it were.

Category	Time	Enabled	Forced	Interval	Duration
Energiser	Morning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 min	10 sec
	Afternoon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 min	10 sec
Concentration boost	Morning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50 min	2 min
	Afternoon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40 min	3 min
Time-out		<input checked="" type="checkbox"/>	<input type="checkbox"/>		

### Pit stop profile advice

WORK & MOVE advises the user if the selected pit stop profile does not suit the intensity of the employee's activities (active computer time, pit stop success, etc.). In the example below, the employee selected the Light profile, but WORK & MOVE recommends the Pro profile. NOTE: it is just a recommendation and not an obligation, the employee always remains in control.

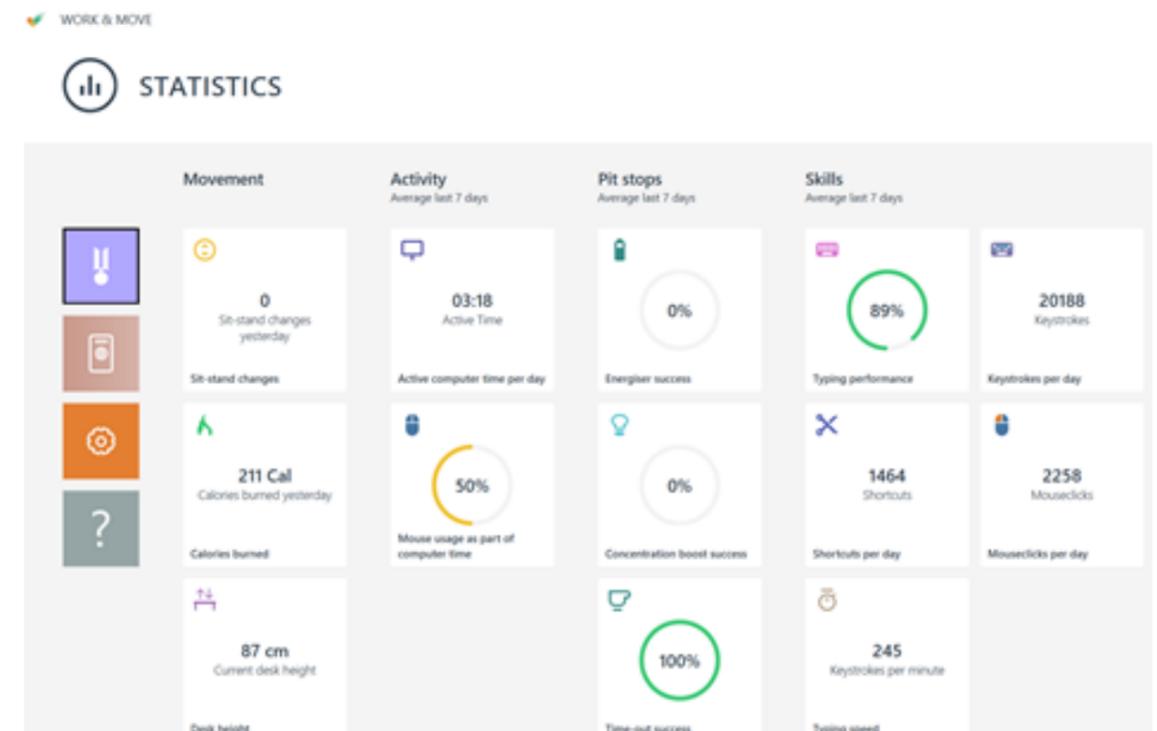


## Statistics



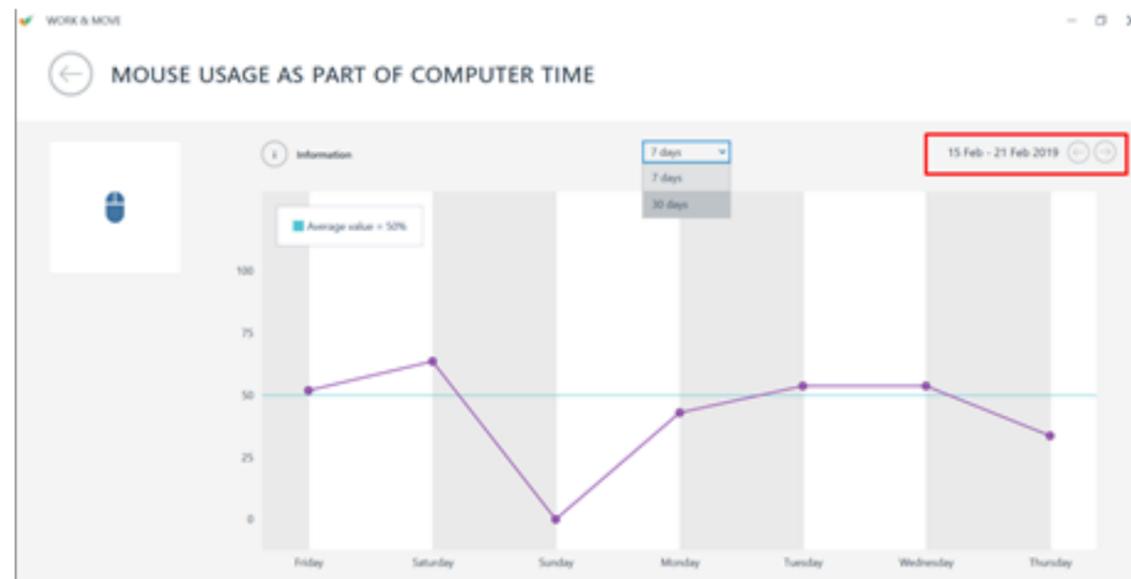
WORK & MOVE Statistics gives you an insight into various indicators that relate to your exercise levels, health and skills. You will see the following information, amongst other things:

- Number of times you alternated between sitting and standing (if you are using a (connected electric) sit-stand desk)
- Percentage of mouse usage
- Active computer use
- Typing performance
- Number of shortcuts cuts



05

If you would like more detailed information, click on the corresponding 'tile'. All tiles are clickable. In the example below, you see the percentage of mouse use over the last 7 (or 30) days. If you wish to go further back into the history, you can do that via the calendar option in the top right (red outline). The light blue line denotes average mouse use for the period selected. In this example, it is 50%.



## 05

Below are a number of definitions used in WORK & MOVE:

**Active computer time**

Active computer time is the time that has passed if there were less than 30 seconds between 2 keystrokes and/or mouse actions.

**Active keyboard time**

Active keyboard time is the time that has passed if there were less than 5 seconds between 2 keystrokes.

**Active mouse time**

Active mouse time is the time that has passed if there were less than 5 seconds between 2 mouse actions.

**Keystroke**

Each press of a key on the keyboard

**Typing error**

Each press of the Backspace and Del key

**Shortcut**

-Each keystroke when the Windows, Ctrl or Alt key is held down, with the exception of

- o windows keys
- o shift keys
- o ctrl keys
- o alt keys

-Each keystroke when Shift is held down, with the exception of

- o windows keys
- o shift keys
- o ctrl keys
- o alt keys
- o letter keys A through to Z
- o numeric keys 0 through to 9
- o Semicolon, Plus, Comma, Minus, Period, Question, Tilde, Open Brackets, CloseBrackets, Quotes, Backslash

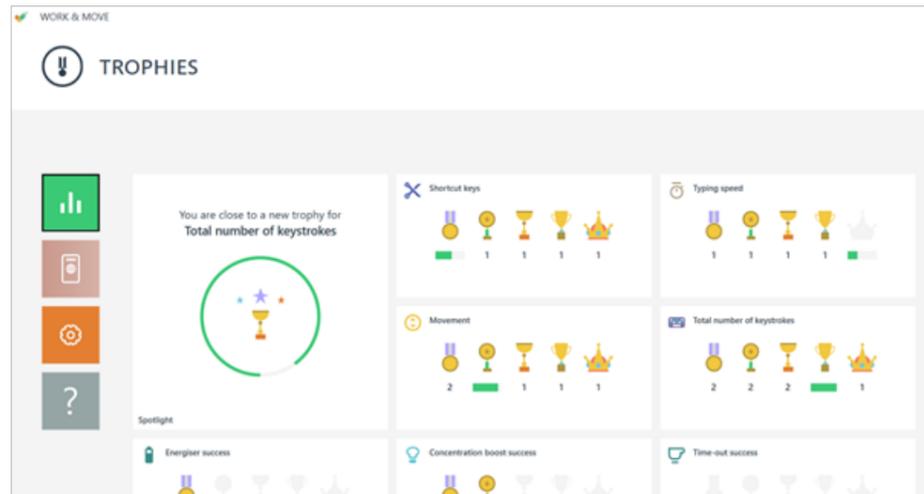
- Each keystroke of keys F1 through to F24, or the Apps key.

## Statistics

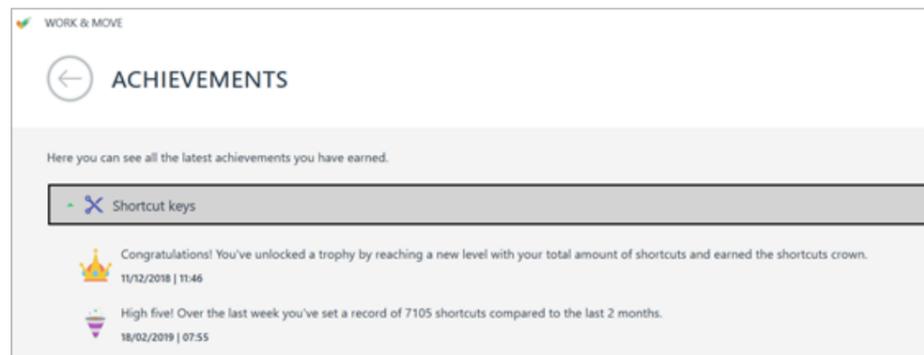
## 05



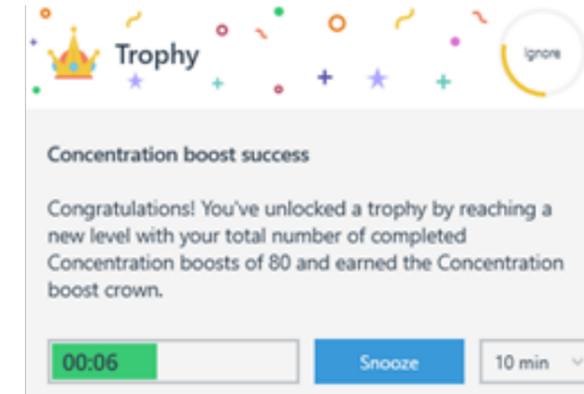
WORK & MOVE also has a trophy cabinet where all your trophies are displayed. If you demonstrate healthy or positive behaviour, you win trophies, medals, cups and crowns.



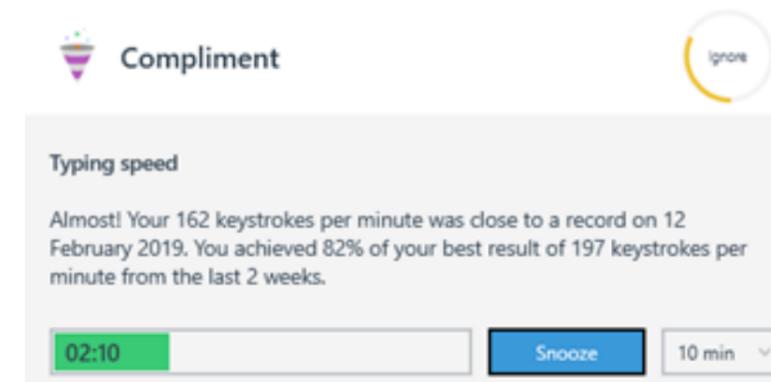
By clicking on a particular trophy cabinet, e.g. the one pertaining to typing speed, you gain a greater insight into your performance for that specific element. You can thus see when you have won certain trophies.



You are notified in your Energizers when you have unlocked a new trophy.



Compliments are displayed to you at set times during your concentration boost, which are intended as extra encouragement for good performance or progress in your results.



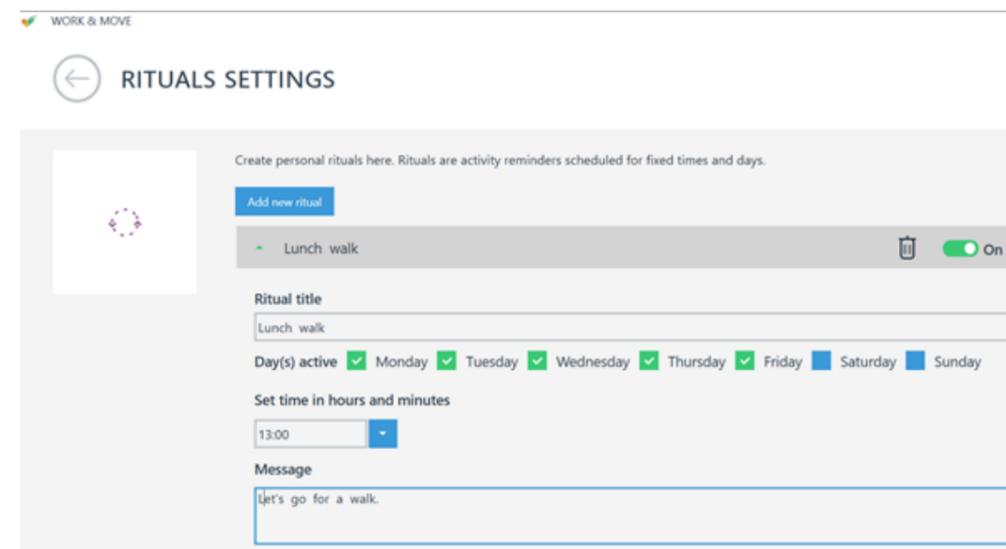
# 07



## Rituals

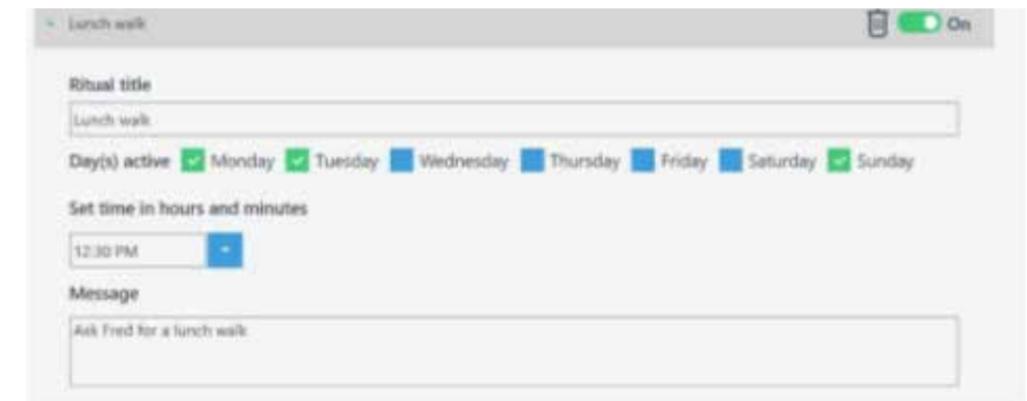
Lunchtime walks, taking the stairs, drinking water, eating fruit and doing physio exercises are examples of rituals during the working day. You can set these rituals and link them to a specific day and time in WORK & MOVE.

You can set personal rituals yourself in WORK & MOVE via Settings > Set rituals.



# 07

Click on the 'Add new ritual' button and set your personal ritual. Check the days in question and the corresponding time at which the ritual should be displayed.



You can switch rituals off temporarily and back on again by checking on/off. If you would like to remove a ritual permanently, you can do so with the garbage can icon.

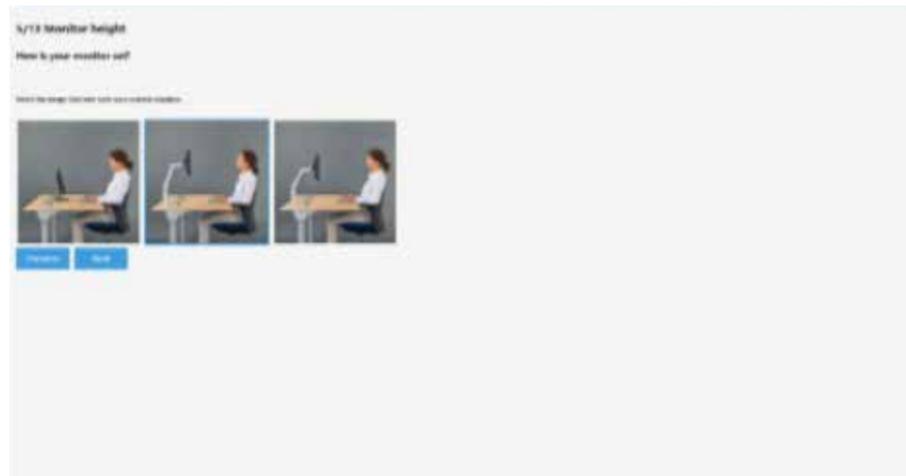
A ritual is then displayed to you on the day and at the time in question.





Your employer has the option of switching off a workstation assessment questionnaire. You then receive an email invitation to participate in the workstation check. This email contains a URL link, which takes you to a workstation assessment questionnaire.

The workstation assessment consists of questions that log your existing workstation set-up. For each question, select the answer that applies to your situation and click 'next'.



## Workstation check (optional)

After completing all the questions, you receive a report containing personalised advice based on your current workstation set-up and the answers you provided.

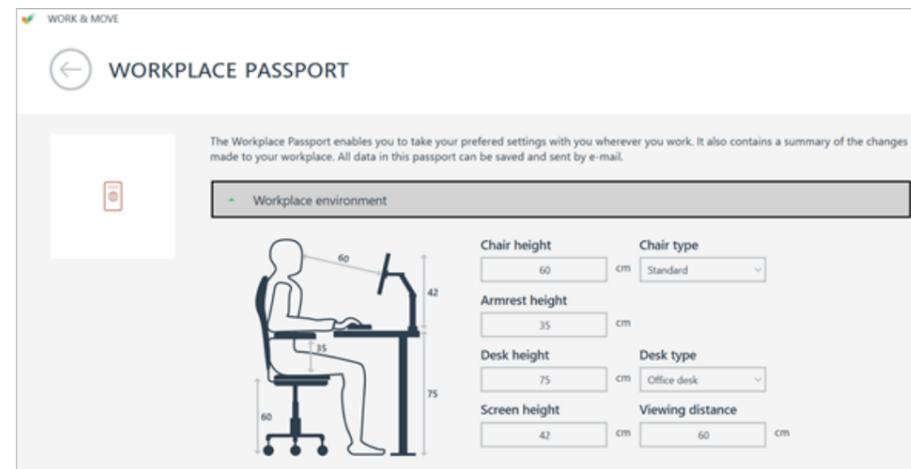


# Workstation passport

09



WORK & MOVE contains a comprehensive personal workstation passport in which you can capture your workstation settings and working conditions. You can always set up your workstation optimally with this workstation passport, no matter which location you are working at.



The fields you are filling in are shown on the left of the workstation illustration in blue.

You can also set various elements of your working conditions. Once you have entered all available information, you can generate a workstation passport report in PDF format by clicking on the "Save as PDF" button.

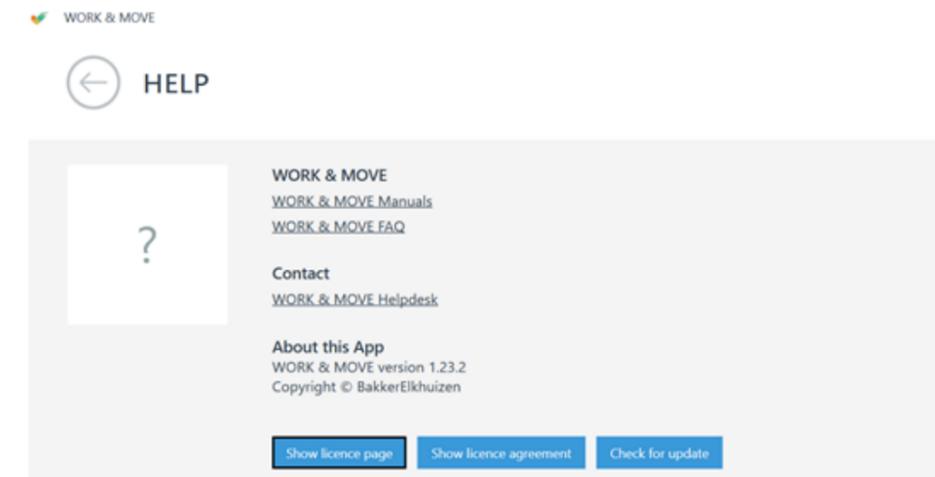


# Help

10



Contains various links to the WORK & MOVE support pages for manuals, FAQs, or direct contact with the WORK & MOVE software helpdesk.

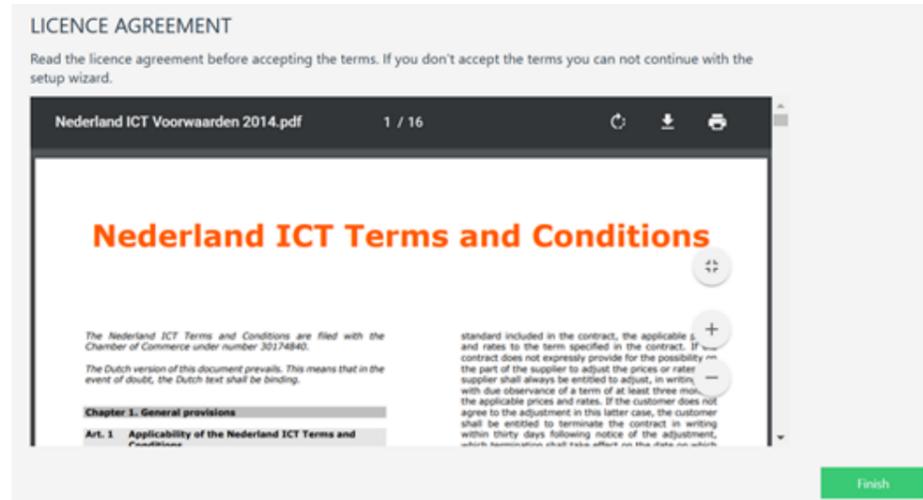


09

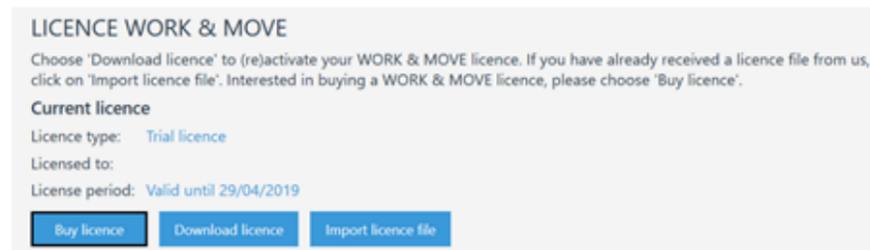
10

## 10 Help

More information about the licence agreement.



Explanation about the licence type and license period.



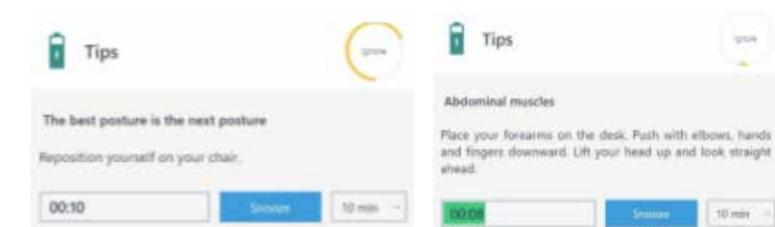
## 11 Types of pit stops

You can see the pit stop notifications shown in WORK & MOVE below.



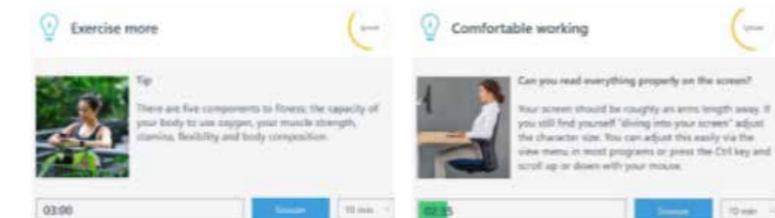
### Energiser

This is a brief pit stop, with the aim of giving you more energy. During an Energiser, you keep concentrating on your work, but let go of your mouse and keyboard for 5 to 10 seconds. We recommend following the advice shown during an Energiser. Energisers are denoted by the battery icon



### Concentration boost

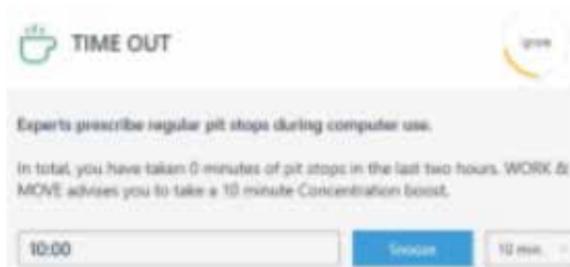
This is a somewhat longer pit stop (of 2 to 3 minutes). Your concentration levels cannot remain optimal continually. WORK & MOVE periodically offers you mental and physical exercises based on time management principles to relax your focus briefly. You can recognise a concentration boost by the lamp icon and it contains various tips and advice, see the examples below.





**Time-out**

WORK & MOVE analyses whether you have had a period of at least 10 (cumulative) minutes of non-DSE work during a 2-hour period of continuous DSE work. If not, WORK & MOVE will offer you a Time-out. See example.



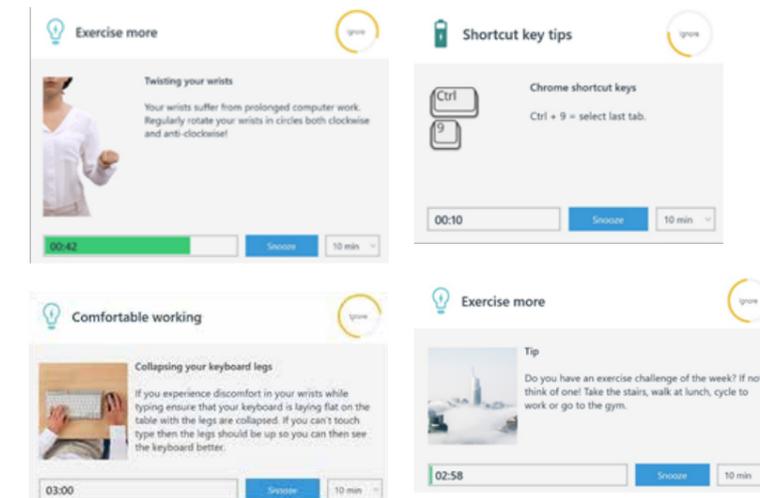
Types of pit stops

**Content Concentratie boosts**

You decide which tips and advice are shown as the content of a Concentration boost. Via **Settings - Tips settings**, you get the options below to view the contents of one determine concentration boost.



See below a couple of examples

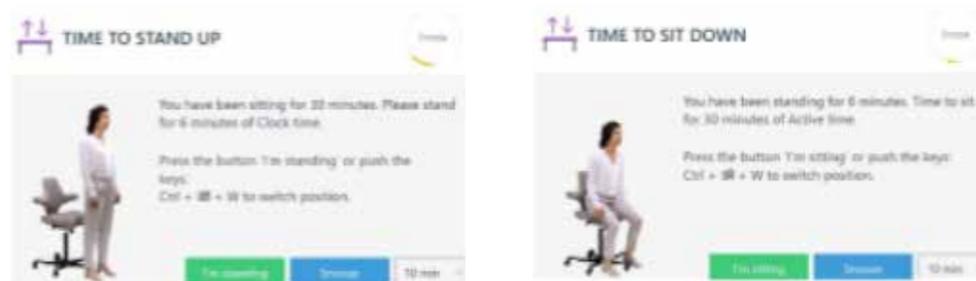


If you have an electric sit-stand desk connected, you will also have all the SitStand coaching functionalities at your disposal. WORK & MOVE has 3 kinds of SitStand pit stops notifications:

- Scenario 1: if you have an electric sit-stand desk connected
- Scenario 2: if you have an electric sit-stand desk that is not connected
- Scenario 3: if you are using a standard desk.

### Scenario 1

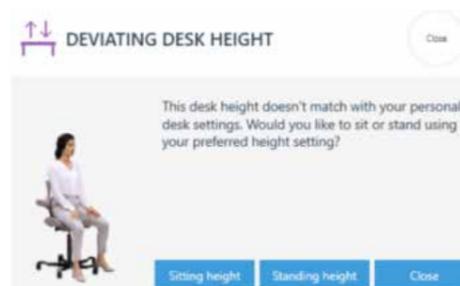
These sit-stand notifications are shown if you have an electric sit-stand desk connected.



If this advice comes at an inconvenient time, select 'Snooze' (and delay the advice for a period of 10 minutes, 20 minutes, or 1 hour).

If you continue working, the Snooze circle (top right) will start filling up. After continuing to work for 25 seconds, the notification closes automatically and snoozes for a period of 10 minutes (in this case). After 10 minutes have lapsed, the advice to change position is displayed again.

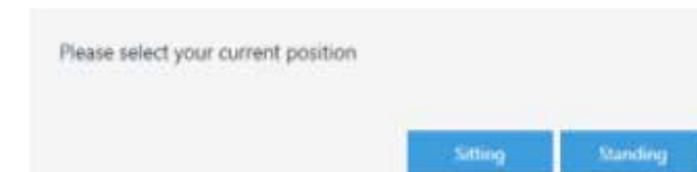
The advice below is displayed when you start WORK & MOVE and the sit-stand desk connected is not set to a sitting or standing height selected by you. The software recognises this and asks 'Would you like to sit or stand at your desired height setting?'



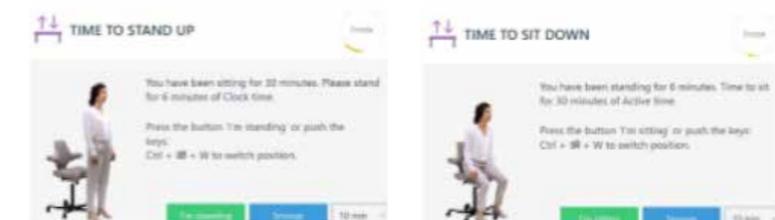
### Scenario 2

If there is no electric sit-stand desk connected, you are shown the following advice. WORK & MOVE will still continue to show you reminders to exercise at specific times (which you select yourself in your profile settings), or to alternate between a sitting and standing position.

#### NO SIT-STAND DESK CONNECTED

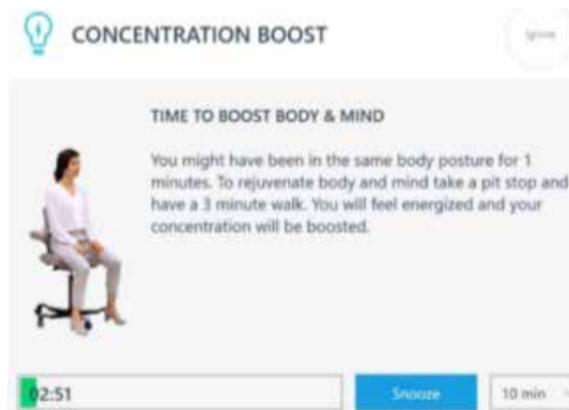


The sit-stand notifications below are displayed if you have an electric sit-stand desk which is not connected. When you receive the 'Time to stand up' notification, you confirm you have stood up by clicking the 'I am standing' button. After x minutes, (depending on your profile settings), you receive the 'Time to sit down' notification. You confirm you have sat down by clicking the 'I am sitting' button.



### Scenario 3

The notification below is shown if you are using a standard desk. We invite you to leave your workstation at set times and to take a short walk.



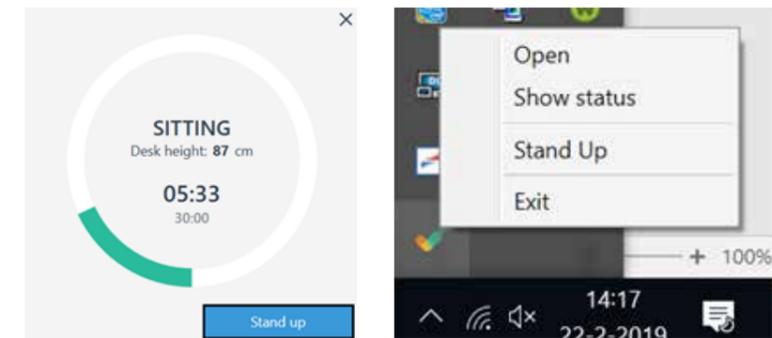
# 11

## 11

### Status panel

The status panel shows your current position (sitting or standing), your current desk height, and current time active in relation to your set goal.

The circle turns green as the time (5:55 minutes in this case) to the set goal (30 minutes) advances. You have the option to change position prior to your set goal of 30 minutes. The desk height is only shown if an electric sit-stand desk is connected. You can hide or override this status panel by clicking close.



You can bring up the status panel by clicking the WORK & MOVE icon in the Windows language bar with your right mouse button and then selecting 'Show status'.

## Types of pit stops