



Quick Start Guide for Therapists

If you are already registered for the 14-day trial period or already have a licensed HeadApp account, please read the following step-by-step instruction carefully to get started.



For further information please visit our website:

<https://neurozip.com/>

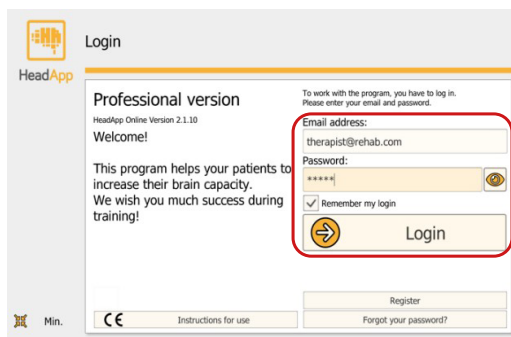
1. Start HeadApp

HeadApp is used on a website. Using a Windows or Mac PC/Laptop just type <https://start.headapp.com> and the program starts immediately (no install is needed).

To quickly find the website at any time, put it on your desktop. To do this, open the desired website and mark the complete URL in the address bar. Then drag and drop to your desktop.

Using an iPad or Android tablet: click on the HeadApp icon to get started.

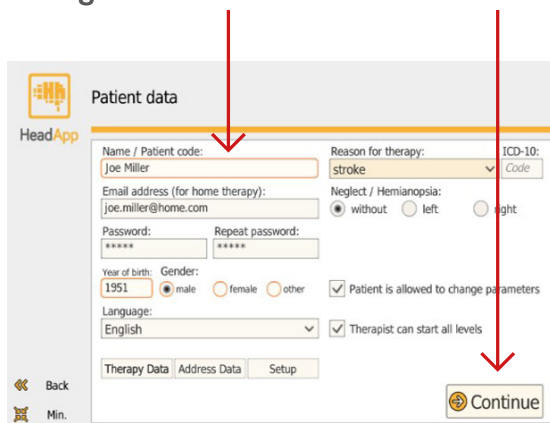
2. Login to HeadApp → Login with your e-mail address and password you used when registering.



The login screen displays the HeadApp logo and a 'Login' title. It includes a 'Professional version' section with a welcome message and a brief description of the program's purpose. A red box highlights the login fields: 'Email address' (with the example 'therapist@rehab.com'), 'Password' (masked with asterisks), a 'Remember my login' checkbox, and a 'Login' button with a right-pointing arrow. Below the login fields are links for 'Register' and 'Forgot your password?'. The bottom of the screen features a 'Min.' button and a 'CE' mark.

3. Adding your first patient

First time your patient list is empty. Start adding your first patient by clicking on "New". Fill in **all orange framed fields**. Then click **continue**.

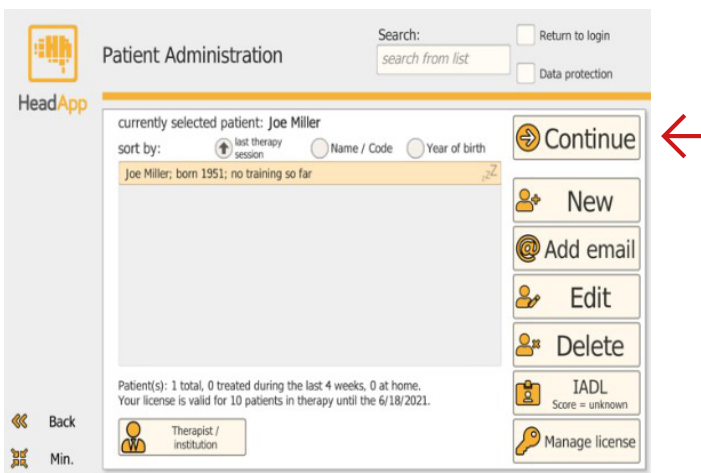


The 'Patient data' form contains several fields for patient information. Red arrows point to the 'Name / Patient code' field (containing 'Joe Miller') and the 'Continue' button. The form includes fields for 'Email address (for home therapy)', 'Password', 'Repeat password', 'Year of birth', 'Gender' (radio buttons for male, female, other), 'Language' (dropdown menu), 'Reason for therapy' (dropdown menu), 'Neglect / Hemianopsia' (radio buttons for without, left, right), 'ICD-10 Code' (dropdown menu), and checkboxes for 'Patient is allowed to change parameters' and 'Therapist can start all levels'. At the bottom, there are tabs for 'Therapy Data', 'Address Data', and 'Setup', along with a 'Back' button and a 'Min.' button.

When the patient wants to train under your supervision also at home, add his/her **Email address** and assign a **Password** for your patient. Please make a note of your patient's login data immediately in order to give or send it to him/her later.

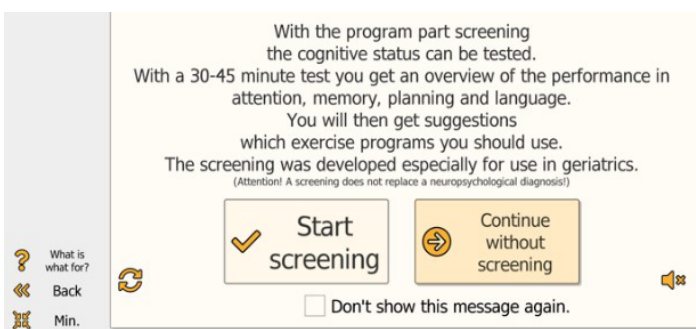
On our website you can download the [“Patient’s Guide for Home Training”](#). Please provide your patients with this step-by-step guide to get started with the home training. In this writeable pdf you can also enter the login data for your patient.

Then you will see your patient list. **Choose your patient** and click „Continue“

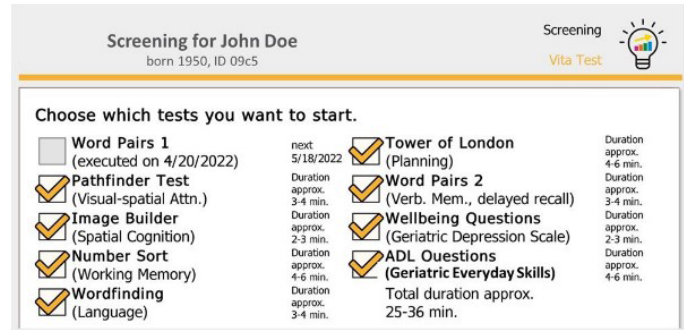


4. First, a Screening is offered

The system provides **7 screenings and 2 questionnaires**. Choose the screenings you want to use. The screenings are supposed to assist the therapist to find the right therapy modules. They can detect which cognitive deficit the patient may have and which degree of severity can be found. As a result, the system automatically **recommends therapy modules most suitable to address the specific cognitive deficits** of the client. Performing the screening is optional, it can also be skipped.



Each of the 7 screenings starts with instructions followed by tasks to assess specific cognitive domains. In addition, a Geriatric Depression Scale questionnaire and a Geriatric Every Day Skills questionnaire is selectable. The screening takes about 45 minutes and can be carried out in several sub-steps.



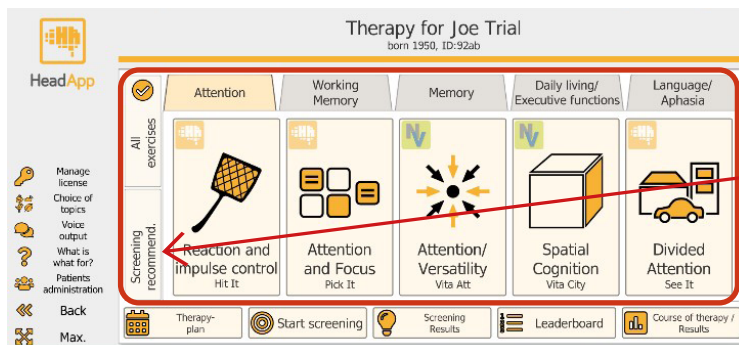
Screening for John Doe
born 1950, ID 09c5

Choose which tests you want to start.

Test	Duration	Selected
Word Pairs 1 (executed on 4/20/2022)	next 5/18/2022	<input type="checkbox"/>
Pathfinder Test (Visual-spatial Attn.)	Duration approx. 3-4 min.	<input checked="" type="checkbox"/>
Image Builder (Spatial Cognition)	Duration approx. 2-3 min.	<input checked="" type="checkbox"/>
Number Sort (Working Memory)	Duration approx. 4-6 min.	<input checked="" type="checkbox"/>
Wordfinding (Language)	Duration approx. 3-4 min.	<input checked="" type="checkbox"/>
Tower of London (Planning)	Duration approx. 4-6 min.	<input checked="" type="checkbox"/>
Word Pairs 2 (Verb. Mem., delayed recall)	Duration approx. 3-4 min.	<input checked="" type="checkbox"/>
Wellbeing Questions (Geriatric Depression Scale)	Duration approx. 2-3 min.	<input checked="" type="checkbox"/>
ADL Questions (Geriatric Everyday Skills)	Duration approx. 4-6 min.	<input checked="" type="checkbox"/>
Total duration approx.	25-36 min.	

5. Perform therapy exercises

In-clinic: Within the facility, the training programs can be chosen and started immediately.



If you had done the screening with your patient, click on

„Screening recommendation“.

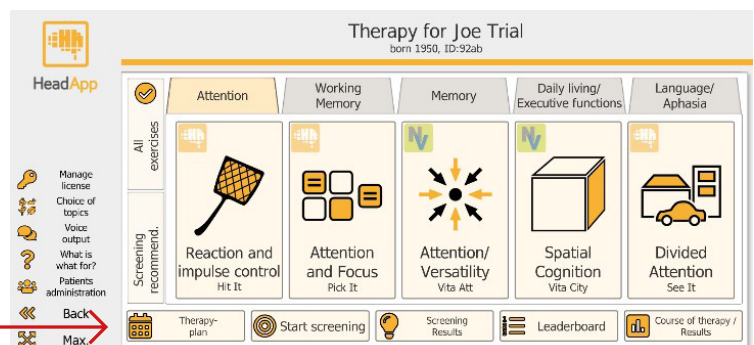
You will then receive the program selection exclusively with the recommended training programs.

If you also want to train with your patient with other programs or you have not performed a screening, then click on **“All exercises”**, choose an appropriate main category and select the desired training program.

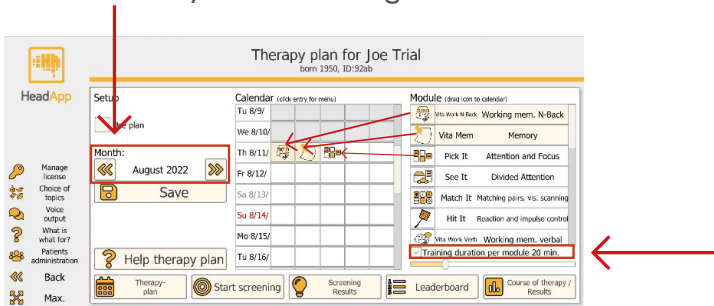
6. Supervized home training prescription and evaluation via Internet:

With HeadApp it is very easy to organize, plan and monitor a supervised training at the affected person's home. When you like to treat patients at home, you have to set-up a **“Therapy plan”**

6.1. Click on the button **Therapy plan.**



6.2. A calendar for the next four weeks will appear.
 Via “month” you can change the month.



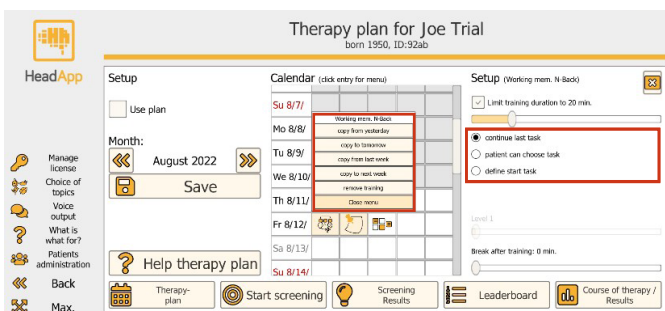
Fill the calendar for your patient with the appropriate therapy programs. Right hand you have all exercises available. On the top you will find the programs recommended by the screenings, if your patient already proceeded the screenings. They are highlighted in yellow. You can add also additional training programs if needed. **Drag and drop the therapy program icons into the calendar.** Below the module list, a training duration can be set. The duration selected here is preset for all modules dragged into the calendar.

6.3. By clicking on the assigned programs you can setup further customization settings

By clicking on the program icons in the calendar you can setup the training duration for each program separately. The other setting options allow settings of the difficulty levels and, for some programs, the selection of further sub-exercises.

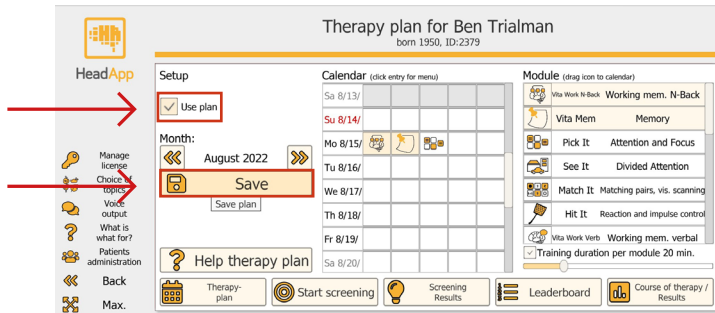
- **continue last level/task:** default setting, patient starts on the Level 1, the levels increase automatically according to the training performance. If, for example, a patient has reached level 3 at the first training, then the next training automatically begins with level 3, etc.
- **patient can freely choose level/task:** only the main training program is specified, levels and sub-exercises can be selected by the patient at the beginning
- **define start level/task:** Selection of a higher start level or sub exercise selection. Note: For the following prescribed same training you should leave it at the default setting „continue last level“, so that the patient continues to train at the next training with the already reached level

In addition, a pop-up window will appear where you can **paste the programs already placed in the calendar to the next days, weeks, etc.** with just one click.



6.4. Transfer your therapy prescriptions to the patient's account at home

All you have to do is click on „Use plan“ and „Save“. At this moment, the therapy plan transfer via the Internet to your patient's home computer/ tablet has already taken place.



On your screen the first training program will appear if it is scheduled for the same day. If the training is scheduled for a later date, the message „No training is planned for you today ...“ will be displayed.

ATTENTION: Then you should click on the button „Therapy plan“ again, **remove the check mark from „Use plan“ and click on „Save“.** This is very important because it allows you to

switch back from Therapy plan mode to standard mode. As a rule, you should do this immediately as not to forget it later.

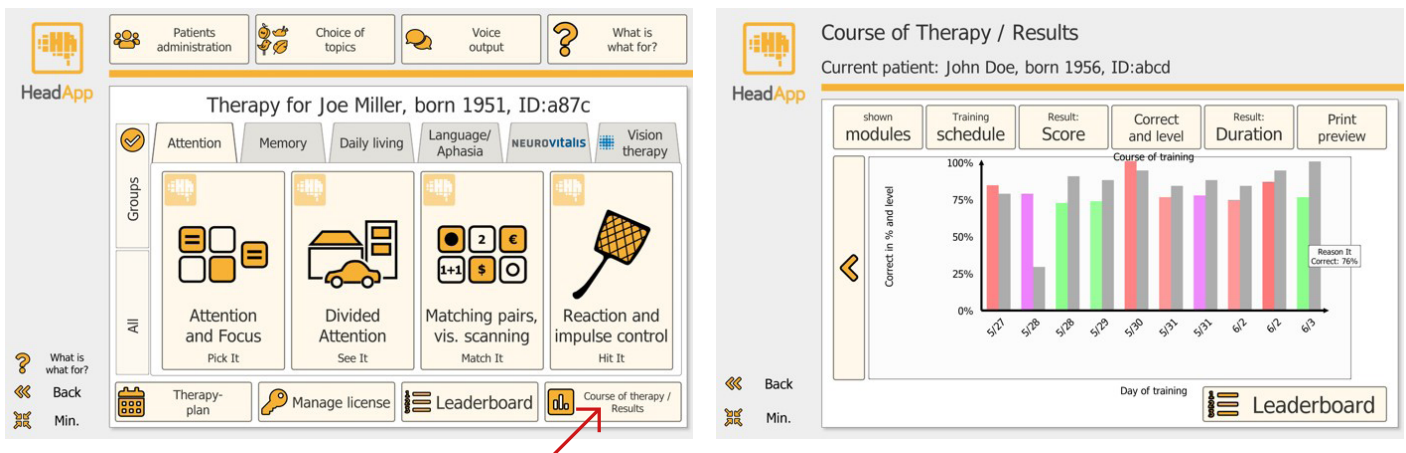
Whenever your patient logs in into the HeadApp home version, the first training program assigned by you will appear on the prescribed training day and she/he can start the training. After the first training program has been completed by the patient, the next training program automatically appears and can be started, etc.

Please don't forget: Please provide your patient with the Login Email and Password. On our website you can download the [“Patient's Guide for Home Training”](#) In this writable pdf you can also enter the login data for your patient.

7. Training result evaluation and monitoring

Therapists at rehab facilities and practices can monitor the training at any time.

The results graph is shown after clicking **"Course of Therapy / Results"**. A calendar shows when the patient has exercised, bar charts show the therapy progress and error values.



For further information please visit our website:

<https://neurozip.com/>

Dates and registration for our regular webinars can be found on our website at: <https://neurozip.com/webinars/>

If you need immediate assistance, don't hesitate to call directly:
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