Chapter 18

Fit Trak
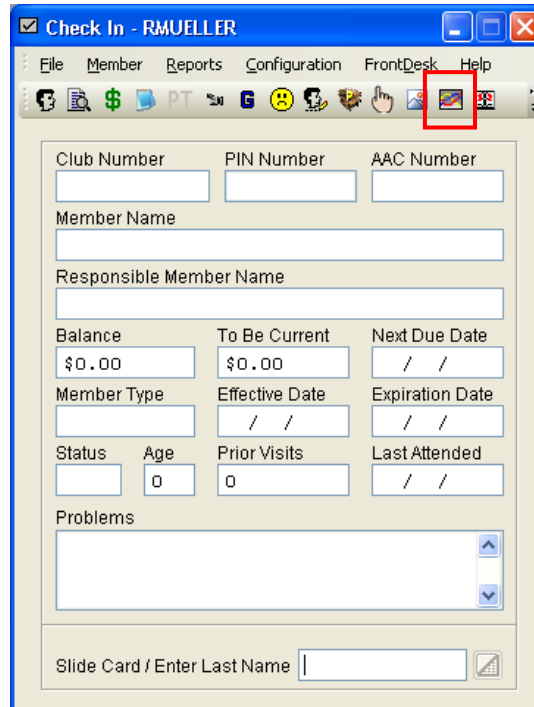
Fit Trak

The FitTrak program provides the ability to keep track of members' progress by tracking reps, miles, measurements, etc. for each member. To open the FitTrak program, click on the **"Open FitTrak"** button in the Check-in application.

Figure 18-1.

Figure 18-2.

🔍	Locate a member.	📝	Edit a member's record.
💾	Save changes.	↩	Undo current changes.
📄	Preview history report.	🖨	Print history report.
✖	Delete FitTrak history.	🚪	Close application.

Member Id: Selected member's identification number for the AAC Front Desk System.

Default Measurement Area: Choose the area in which all measurements are based off.

Auto Open at Check-In: Check this box for the FitTrak window to open when the member checks in.

Days between Measurements: Set the number of days between measurements.

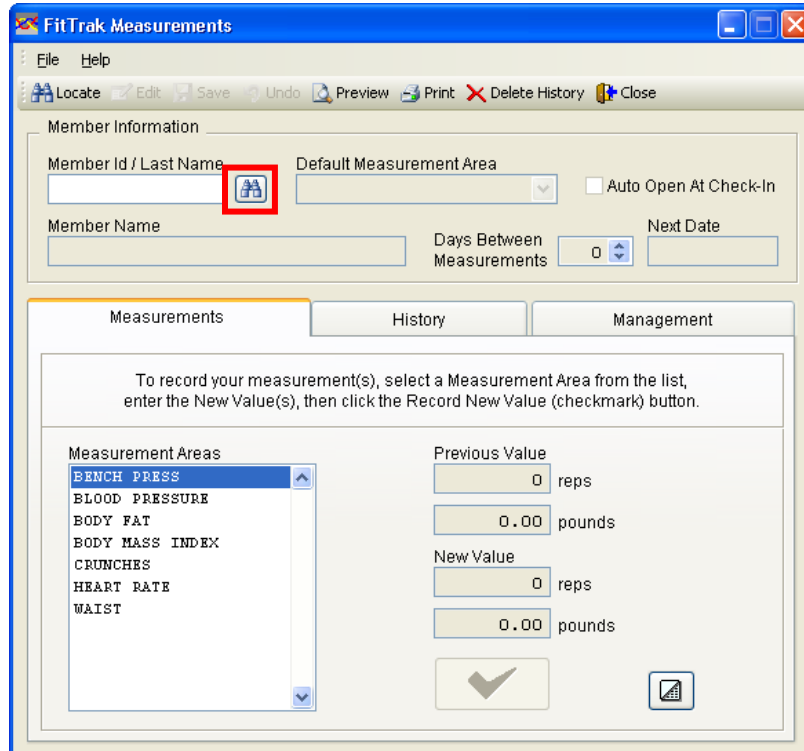**Next Date:** Shows next date that measurements are due.

Figure 18-3.

Step 1: Look up the member by clicking on the **"Binocular"** button or by typing their id/last name. Left click on the correct member name and then left click on the **"Select"** button.
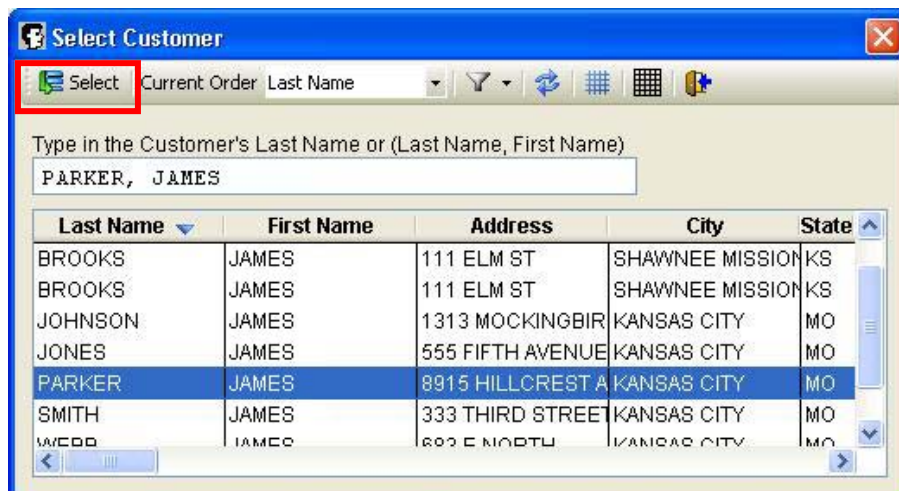

Figure 18-4.

Step 2: Click on the **"Edit"** ✏️ Button to begin setting up their FitTrak information. If the member is being set up for the first time, start with the "Management Tab". Use the "Management Tab" to select all items being measured for the member. At any time, new measurement items may be added for any member by editing their FitTrak account.

Figure 18-5.

Step 3: The areas that will be evaluated can be selected individually or they can all be selected at one time. To select them individually, click on the listed item under the "Available Areas to Evaluate" section so that it is highlighted in blue. Then click on the **">"** sign to add the item to the right hand window labeled "Areas Included in Evaluation". Add all items by click on the **">>"** button. Remove single items by clicking on the **"<"** button and all items may be removed by clicking on the **"<<"** button.

The delete icon ✖ may be used to permanently remove items from the "Available Areas to Evaluate" list.

Figure 18-6.

Step 4: Evaluation items can be added to the selection list by using the bottom section of the "Management tab". Create the name of the area and then select the measurement types. Click on the **"Add"** button to add the item to the selection list. It will automatically add it to the evaluation list as well.

Figure 18-7.

Step 5: Once evaluation items have been selected, click on the **"Measurements"** tab and began entry of the member's first measurements for each evaluation item. All the evaluation areas previously picked on the "Management tab" will be shown in the Measurement Areas Section.

Figure 18-8.

Step 6: Upon entry of first values, click on each individual evaluation item and enter the starting measurement values.

Figure 18-9.

Once the starting values have been entered, click on this symbol ✔ (add new record icon), or hit **"Enter"** on the keyboard to record the starting values. The screen will change to reflect the new values that have just been entered.

Figure 18-10.

▦ Clear out the newly entered value and re-enter it.

After values have been entered on a regular basis, the **"History"** tab may be used to view the member's progress over time. The history screen will list the values for each evaluation item and the date.

Figure 18-11.

📄 Preview Member's FitTrak History
🖨 Print Member's FitTrak History
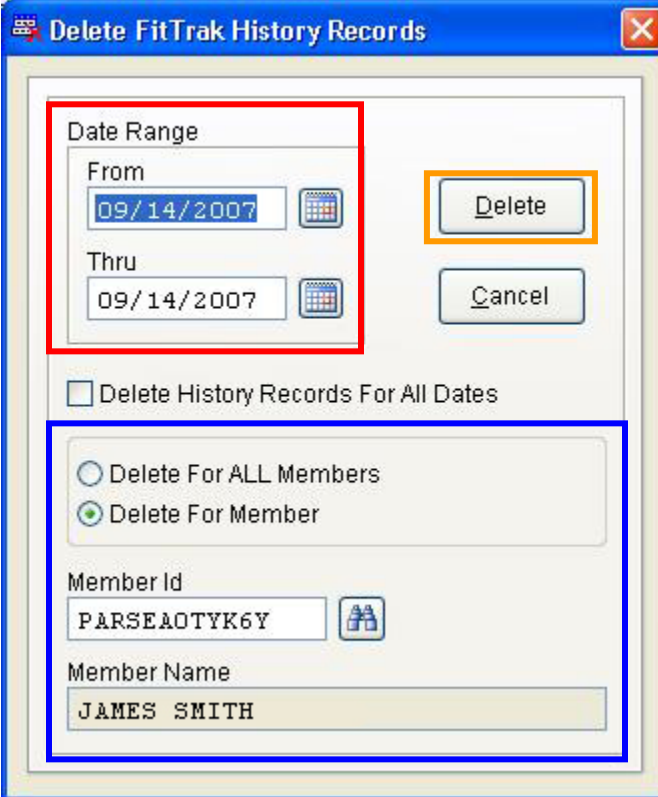❌ Delete history for one member or all members over a date range.

Deleting History Records

Step 1: Choose the date range.

Step 2: Choose to delete all members or a particular member. Pick an individual member by clicking on the **"Binocular"** button and selecting the member from a list, or type in their member id if known.

Step 3: Click on the **"Delete"** Button to delete the requested history records.

Figure 18-12.

Delete History Records for All Dates: If checked, all members' FitTrak history will be deleted. Date range does not apply.

Figure 18-13.