Contents

The Contents lists Help Topics available for TrainTrak. Use the scroll bar to see entries not currently visible in the help window.

Help is available from all TrainTrak dialogs by pressing the F1 key.

To contact VolkWare Inc. about TrainTrak for Windows, for registration or if you have comments or problems with the software, click here.

The following Help Topics are available:

For Help on Help, Press F1

Overview

TrainTrak for Windows is application specific software especially designed to give fitness trainers an automated solution for tracking their business. TrainTrak allows fitness trainers to track a variety of information about their clients.

Schedule training sessions and create customized fitness routines for individual clients. All this information can be used to help the fitness trainer maximize their clients potential while providing thorough documentation of their clients fitness histories.

TrainTrak uses exercise grouping to combine exercises into customized training sessions. These exercise groups can then be scheduled for each client. TrainTrak comes with numerous exercise groups and exercises in the system, however, the fitness trainer can add, update and combine these files to customize the system to fit their specific needs.

You dont have to group exercises to use TrainTrak, the only data that you must enter are your clients. If you are going to keep detail exercise data, such as reps and weight, about your clients training sessions. By grouping exercises, you can default scheduled exercises.

We assume some knowledge of Windows and basic mouse techniques. To navigate through TrainTrak use your mouse to click on the buttons with the pictures on them. The browse dialogs all work in a similar way, use the scroll bar at the right to move the list up or down. Select a displayed line by clicking on it. To automatically go to a change dialog from a browse, double click on the desired line. Once a line is highlighted, click on any of the buttons at the bottom to open a dialog for the selected line item.

All change dialogs, except for the group exercises dialog, have six buttons to control the update process. The add button will clear the entry boxes and allow you to enter new information. The delete button will delete the currently displayed information. The update will apply any changes made to the file. The previous button will move to the previous record. The next button will move to the next record. The close button will close the dialog and return control to the previous dialog. The title of the change dialog will indicate what action is pending.

Getting Started

This help text will guide you through your first updates to your new TrainTrak system. Print this help text by selecting the print topic option from the file menu while in help.

After starting TrainTrak, select the New option from the File menu.

Click on the Clients button from the Iconbar.

Click on the change button ad then enter the client information, then click on the update button.

To add another client, click on the add button then enter the client information, repeat this step for all additional clients. Click on the close button to exit the change dialog.

If you have payment information for your clients, click on the Payments button. Select the desired client from the drop down list at the top of the dialog. Click on the change button and enter the payment information. Repeat this process until all payment information is entered.

If you have statistics about your clients, such as weight and measurements, click on the Stats button. Select the desired client from the drop down list at the top of the dialog. Click on the change button and enter the statistical information. Repeat this process until all statistics information is entered.

After entering clients, client payments and client statistics, click on the close buttons to return the main screen.

Click on the Group button from the IconBar.

Click on the Group button, then select a exercise group from the drop down list. Click on the change button then click on all exercises in the list that you would like to group under the Exercise group selected. Click on the OK button. Repeat this process until you have grouped all desired exercises. Click on the close buttons until you have returned to the main screen.

To schedule a training session for a client, click on the schedule button. To change the date click on the previous or next buttons. You can also click on the calendar button from the IconBar, then click on the desired day to get to the schedule training sessions dialog. Click on the change button. Enter the time, select the client and exercise group from the list by clicking on the desired ones. Click on the close button to return to the previous dialog.

To enter exercise information for the train session you just scheduled, click on the exercises button. Click on the Default button to automatically load the exercises attached to the scheduled training group. Click on the change button. Enter the reps and weight for each set. Click on the next button to go to the next exercise. Repeat this process until all desired information is entered.

Since you may have entered confidential payment information into TrainTrak, you may want to password protect your data. To do this click on the File menu, then select Preferences. Enter a password, then click on the OK button. The next time you start TrainTrak, you will have to enter the password. If you forget your password, you will have to reinstall TrainTrak.

Click on the close buttons to return to the main screen. Click on the Save button to save your data. Enter a file name of eight characters followed by .trn, for example: myfile.trn, click on the OK button.

The next time you start TrainTrak this file will automatically load.

Click on the exit button to close TrainTrak.

Enjoy!

File Menu

New
Select this menu option to create a new TrainTrak database. The new TrainTrak file will contain only the startup training groups and exercises.

Open
Select this option to open an existing TrainTrak database.

Save
Select this option to save any completed data entry to the database. Its a good idea to save your data regularly, and always save your data when you exit TrainTrak.

Save As
Select his option to save the currently open file to another name. Saving the file in this manner closes the currently open file and opens the saved as file.

Preferences
Select this option to setup some options for the TrainTrak environment.

Print
Select this option to print TrainTrak reports.

Print Setup
Select this option to change printer options.

Exit
Select this option to quit the TrainTrak system.

Train Menu

Clients
Select his option to open a browse dialog of clients.

Calendar
Select his option to open a Calendar dialog.

Schedule
Select this option to open a daily schedule dialog.

Group
Select this option to open a training group dialog.

Summary
Select this option to open a Client summary dialog.

IconBar

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Summary
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Reports
Click on this button to print TrainTrak reports.

Help
Click on this button to open TrainTrak Help.

Exit
Select this option to quit the TrainTrak system.

TrainTrak Reports

Client Select Dialog
Exercise Select Dialog
Group Select Dialog
Date Select Dialog

Select one of the listed reports by clicking on it, If you are entering the reports dialog from one of the browse dialogs, the report will already be selected. Click on the Print button to print the report. If information is needed to run the report, you will be prompted to select the information from a drop down list. Click on the Cancel button if you decide not to print a report, or to close the dialog after printing.

Clients List
This report will list all clients and any information you have entered for then in the clients change dialog.

Client Stats
This report will list client statistical information for a particular client.

Daily Schedule
This report can only be printed from the Daily Schedule dialog. This report lists all scheduled training session for the selected date.

Scheduled Exercises
This report will list all exercise data for a scheduled training session. Print this report from the scheduled exercises dialog.

Exercise List
This report lists all exercises available in TrainTrak.

Group List
This report lists all training groups available in TrainTrak.

Grouped Exercises
This report will list all exercises in a selected training group.

Exercise History
This report will list all instances of a exercise for a particular client.

Client Labels
This report will print mailing labels for all clients. Use 1 1/2 x 2 5/8 labels, Avery labels #5160. These labels can be purchased at any office supply store.

Client Schedule
This report will list all scheduled training sessions for a particular client. You will be prompted for a client and a date range when you print this report from the main screen.

Client Payments
This report will list all client payments for a particular client. You will be prompted for a client and a date range when you print this report from the main screen.

All Client Payments
This report will list client payments by client. You can use this report as an annual or monthly

report to quickly determine income. You will be prompted for a date range to bound the report.

Client Maintenance

Client Change Dialog

This dialog is used to view the clients that have been added to the system. From this screen you can add new clients, delete existing clients, update clients, go to the client payment dialog, go to the client statistics dialog, go to the clients scheduled exercises dialog, go to the clients scheduled training sessions dialog and print the clients list report.

The Clients are sorted by last name, to view clients not on the screen, use the scroll bars to the right of the clients to move the list up or down.

Click on the change button to add, delete or update client information.

To go to the Client Payments dialog, click on the payments button.

To go to the Client Statistics dialog, click on the stats button.

To go to the Exercise History dialog, click on the exercise button.

To go to the Schedule History dialog, click on the sessions button.

To print the Client List, click on the print button.

To exit this dialog, click on the close button.

Monthly Calendar

This screen is used to view a months schedule. If any client training sessions are scheduled in the month, the day will appear in red and a barbell will be pictured on that day. The number of scheduled training sessions will appear in brackets next to the day.

To move to another month, click on the previous or next buttons.

To go to the Daily Schedule dialog, click on the desired day of the month.

To exit this dialog, click on the close button.

Daily Schedule

Schedule Change Dialog

This screen is used to view the scheduled training sessions that have been added for the particular date.

The schedule is sorted by time, to view training sessions not on the screen, use the scroll bars at the right to move the browse up or down.

To add, delete or update scheduled training sessions, click on the change button.

To go to theScheduled Exercises dialog, click on the exercises button.

To print the daily schedule, click on the print button.

To exit this dialog, click on the close button.

Group Maintenance

Group Change Dialog

This dialog displays all the training groups in the system.

The groups are sorted by description, to view groups not on the screen, use the scroll bars at the right to move the browse up or down.

To add, delete or update training groups, click on the change button.

To view Grouped Exercises , click on the group button.

To view the Exercise Maintenance dialog, click on the exercises button.

To print the group list, click on the print button.

To exit this dialog, click on the close button.

Exercise History

This screen displays all instances for a schedule exercise for a particular client. Use this dialog to quickly see a clients progress in any particular exercise.

To view a different client, click on the arrow at the right of the client name. Select a different client from the drop down list.

To view a different exercise, click on the arrow at the right of the exercise description. Select a different exercise from the drop down list.

The exercises are sorted by date, use the scroll bar at the right to move the list up or down.

To specify a date range, click on the dates button to open the Date Select Dialog .

To print the exercise history displayed, click on the print button.

To exit this dialog, click on the close button.

Schedule History

This screen displays all instances of schedule training sessions for a particular client. Use this dialog to quickly see the number of training session a client has scheduled.

To view a different client, click on the arrow at the right of the client name. Select a different client from the drop down list.

The sessions are sorted by date, use the scroll bar at the right to move the list up or down.

To specify a date range, click on the dates button to open the Date Select Dialog .

To print the schedule history displayed, click on the print button.

To exit this dialog, click on the close button.

Scheduled Exercises

This screen displays all scheduled exercises along with reps and weight etc. for a scheduled training session.

To view a different scheduled training sessions exercises, click on the arrow at the right of the training session description. Select a different scheduled training session from the list.

The exercises are sorted in sequence, to view exercises not on the screen, use the scroll bars at the right to move the list up or down.

To add, delete or update scheduled exercises, click on the change button. This will open the Scheduled Exercise Change Dialog .

To Default Exercises   to a set of grouped exercises or to the last scheduled exercises for the selected client and training group, click on the default button. This button is only available when no exercises have been scheduled for this training session.

To print the schedule exercises displayed, click on the print button.

To exit this dialog, click on the close button.

Default Exercises

This dialog gives two options for defaulting scheduled exercises.

To default exercises to exercises grouped to the scheduled training session group, click on that option.

To default exercises to the last scheduled exercises for the scheduled client and group, click on that option. This option will include all reps, weight etc.

Click on the OK button, to default the exercises.

Click on the cancel button, to not default the exercises.

Client Summary

This dialog displays all entered client information. Use this dialog to quickly view client statistics, payment data and scheduled training sessions.

Use the scroll bars at the right of the view client information not displayed.

To select a different client, click on the arrow to the right of the client name, then select another client from the list.

To change the sort order of the browses, click on the desired sort sequence.

To exit this dialog, click on the close button.

Grouped Exercises

This dialog displays exercises linked to a training group.

To view a different group of exercises, click on the arrow at the right of the group description. Then select another group from the list.

To change the exercises attached to the training group, click on the change button. This will open the Grouped Exercise Change Dialog .

To print the grouped exercises displayed, click on the print button.

To exit this dialog, click on the close button.

Client Payments

This dialog displays client payments for a selected client. At the bottom of the dialog, the total dollar amount, total sessions paid and total sessions scheduled are displayed.

To view a different clients payments, click on the arrow at the right of the client name. Then select another client from the list.

To add, delete or update client payments, click on the change button. This will open the Payment Change Dialog .

To print the payments displayed, click on the print button.

To exit this dialog, click on the close button.

Client Statistics

This dialog displays client statistics for a selected client.

To view a different clients stats, click on the arrow at the right of the client name. Then select another client from the list.

To add, delete or update client stats, click on the change button. This will open the Statistics Change Dialog

To print the stats displayed, click on the print button.

To exit this dialog, click on the close button.

Exercise Maintenance

This dialog displays exercises available in TrainTrak.

To add, delete or update exercises, click on the change button. This will open the Exercise Change Dialog

To print the exercises displayed, click on the print button.

To exit this dialog, click on the close button.

Preferences

This dialog allows the setting of a password and of options that allow TrainTrak to inform you if you are scheduling a training session for a client whom owes money or is about to run out of paid sessions.

To protect you data, enter a password into the input box. The next time you start TrainTrak you will be prompted to enter this password. If you forget your password, you will have to reinstall the software or contact VolkWare for a global password. To see how to contact VolKWare click here.

To receive a message if you schedule a client and that client does not have any paid sessions based on the client payments, click on the appropriate box.

To receive a message when a client is scheduled before they use all their paid sessions, click on that box.

Enter a number, that indicates the number of paid sessions left before a message is given.

Click on the OK button to close the dialog.

Client Select Dialog

This dialog allows the selection of a client from a drop down list.

Click on the arrow at the right of the client names and select the desired client.

Click on the OK button to continue with the report selection criteria.

Click on the cancel button to cancel the current process.

Group Select Dialog

This dialog allows the selection of a training group from a drop down list.

Click on the arrow at the right of the group names and select the desired group.

Click on the OK button to continue with the report selection criteria.

Click on the cancel button to cancel the current process.

Exercise Select Dialog

This dialog allows the selection of an exercise from a drop down list.

Click on the arrow at the right of the exercise names and select the desired exercise.

Click on the OK button to continue with the report selection criteria.

Click on the cancel button to cancel the current process.

Date Select Dialog

This dialog allows the entry of dates to bound reports or displays of data.

Enter the dates in MM/DD/YY format.

Leave the dates blank to select all possible dates.

Click on the OK button to continue with the report selection criteria.

Click on the cancel button to cancel the current process.

Client Change Dialog

Enter all desired client information on this screen.

Last name is a required field.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once a field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Statistics Change Dialog

Enter all desired client statistical data on this screen.

Date is a required field.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once a field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Schedule Change Dialog

Select the desired client and group from the lists.

Set the scheduled time by entering it into the boxes, or use the arrows to the right to change the scheduled time.

Click on AM or PM.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once a field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Group Change Dialog

Enter or change the Training Group description on this screen.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once the description field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Exercise Change Dialog

Enter or change the exercise description on this screen.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once the description field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Grouped Exercise Change Dialog

Click on all the desired exercises that you want to link to the training group.

To un-select an exercise click on the desired highlighted exercise.

Click on the OK button to apply the changes.

Click on the cancel button to cancel the update.

Scheduled Exercise Change Dialog

If you adding a record, type the exercise or select the exercise from the drop down list.

On an update the exercise cannot be changed.

Enter the desired information into the input boxes.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once a field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Payment Change Dialog

Enter the client payment information on this screen.

The date is a required field.

Enter the amount the client has paid for training.

Enter the number of training sessions the amount is for.

Click on the add button to add a new record.

Click on the delete button to delete a record.

Click on the update button to apply any changes to the record.

Click on the previous button to move the previous record.

Click on the next button to move to the next record.

Click on the close button if you wish to exit the dialog.

Once a field is changed on the screen, clicking on any button will apply the change or add the record based on the previous button pressed. Except for the delete button which automatically deletes the record. If an update or add is pending when you click the close button, you will be prompted to either save the changes or cancel them.

Password Dialog

Enter the password you set up in the preferences dialog.

After three attempts, TrainTrak stops.

If you forget your password, you will have to reinstall TrainTrak or contact VolkWare for a global password. To see how to contact VolkWare Inc. click here How to contact VolkWare Inc.
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How to contact VolkWare Inc.

write to:

VolkWare Inc.
10800 Alpharetta Highway Suite 421
Roswell, Ga 30076

Send E-Mail to - VolkWare @ AOL.COM