



Wellnomics® Breaks & Exercises (WorkPace®) v4.2

IT Administration Guide

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Wellnomics Breaks & Exercises (WorkPace®) and Wellnomics Risk Management have a significant reliance upon Microsoft software, utilities and operating systems. Between significant version releases of such products Microsoft issue a large number of Service Packs and Software Updates, often at short notice. Experience has indicated that Service Packs and Software Updates can have unexpected impacts on operational systems not necessarily covered by the supporting documentation.

As a software vendor Wellnomics Ltd endeavors to check the impact of such Service Packs and Software Updates, however we are unable to replicate all of our client's technical environments and configurations. This can lead to situations where our own tests reveal no problems but some customer's installations exhibit detrimental effects from installing the Service Pack or Software Update.

For the above reasons you are strongly advised to investigate, in a test environment, the impact of a Service Pack or Software Update on the operation of the Wellnomics applications, as well as any other applications likely to be affected, prior to applying to an operational / live system.

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1 ABOUT THIS GUIDE

This guide has been written for system administrators of Wellnomics Breaks & Exercises (WorkPace®)

What this Guide covers:

- An introduction to Wellnomics Breaks & Exercises (WorkPace®)
- An overview of the software architecture.
- Installation concepts and procedures.
- Managing User Settings

Note: Unless otherwise indicated, the items covered in this guide refer to the Windows version of Wellnomics Breaks & Exercises (WorkPace®).

For more information on Wellnomics Breaks & Exercises (WorkPace®), see the website at <http://www.workpace.com>

2 INTRODUCTION

This guide is aimed at an organization's information technology administrators, to ensure the optimal installation and administration of Wellnomics Breaks & Exercises (WorkPace®).

A thorough knowledge of the Windows operating system and network administration is required. It is recommended that the Installing Wellnomics Breaks & Exercises (WorkPace®) (page 14) section be read thoroughly to gain a full understanding of how Wellnomics Breaks & Exercises (WorkPace®) is installed and configured.

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What is Wellnomics Breaks & Exercises (WorkPace®)?

Wellnomics Breaks & Exercises (WorkPace®) is a breaks and exercises product designed to remind computer users (through visual and audio indicators or prompts) to take regular breaks from their computer to improve health and safety and productivity in the workplace. It also provides training on correct ergonomic setup, maintains a log of the user's daily computer use for risk assessment, and provides onscreen exercises. For a complete review of product features, see the Wellnomics Breaks & Exercises (WorkPace®) User's Guide and online help.

Technical Support

Further technical and product support is available on the Internet at:

<http://www.workpace.com>

or email:

support@wellnomics.com

3 OVERVIEW

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About the architecture

Wellnomics Breaks & Exercises (WorkPace®) implemented using the Local or Network installation types is an entirely file based desktop application, using simple read/write commands to local storage and/or network file shares.

There are two parts to the Wellnomics Breaks & Exercises (WorkPace®) architecture:

- 1 The Program files (e.g. workspace.exe, etc.) which are normally installed on each end user's computer.
- 2 A Network File Share or a Wellnomics Risk Management Server.

Wellnomics Breaks & Exercises (WorkPace®) Network Installation

The Wellnomics Breaks & Exercises (WorkPace®) User files (*.usr and *.raw files) are encoded files containing all the settings and information for a user. These User files are primarily stored on the local user's PC, and have a centralized copy stored on a network shared drive. They start off at around 3kB and usually grow at a rate of around 50kB or so in size per year.

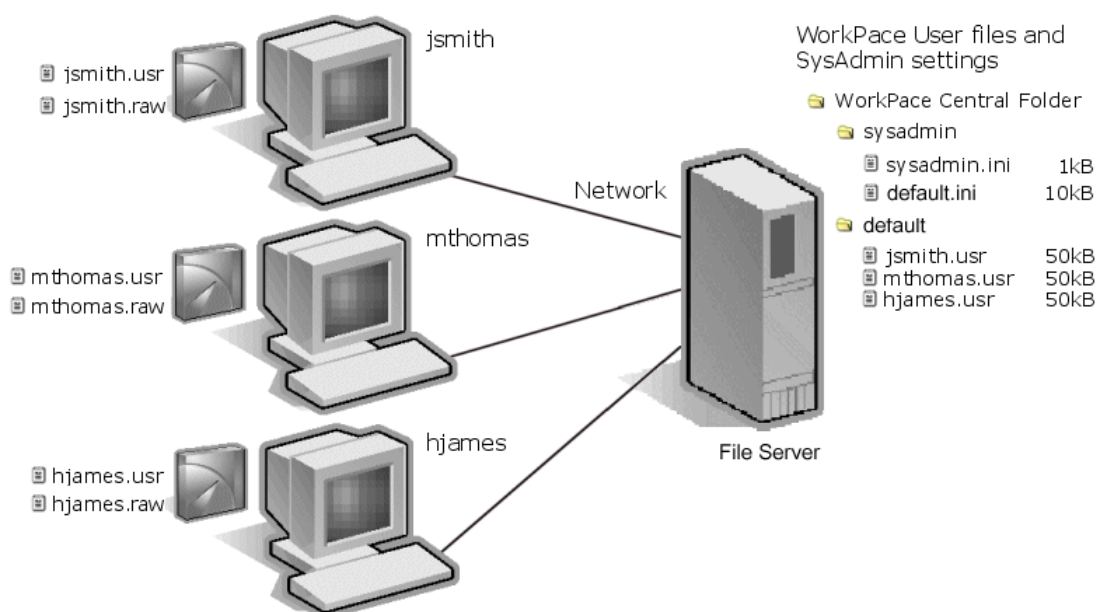


Illustration of the Network installation method of Wellnomics Breaks & Exercises (WorkPace®) 4.2: Three users are logged onto their computers and have their Wellnomics Breaks & Exercises (WorkPace®) User files updated onto the network File Server. Global settings for their User Group 'default' may be modified centrally by editing the file 'default.ini' within the directory 'sysadmin'.

About the program files

By default, the Wellnomics Breaks & Exercises (WorkPace®) Program files are installed on each user's machine in the folder:

C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace.

Wellnomics Breaks & Exercises (WorkPace®) 4.2 is written in C++ and has been carefully designed to minimize any potential conflicts with existing or future software on the system. For this reason, it does not require any files to be installed in either the Windows folder (C:\Windows, C:\WINNT), or in the Windows System folder (C:\Windows\System, C:\WINNT\System32). The risk to system stability is therefore minimized. All files required to run the software are simply installed in the C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace folder (or any other folder chosen during setup).

Can we run Wellnomics Breaks & Exercises (WorkPace®) entirely from the network?

It is possible (but not recommended) to install the Wellnomics Breaks & Exercises (WorkPace®) program files onto the network, and run Wellnomics Breaks & Exercises (WorkPace®) completely from a remote network drive. This requires a highly reliable network connection, although the software will cope with very short periods of lost connection without problems. A shortcut must be placed into the start-up folder for each user to ensure that Wellnomics Breaks & Exercises (WorkPace®) runs automatically when the user logs on.

This method is highly discouraged for wide-scale implementation, as it increases network traffic requirements, and will not cope with extended periods of lost network connection (e.g. laptops, dial up connections, etc.).

The video based exercises and the multimedia or Computer Based Training (CBT) supplied with Wellnomics Breaks & Exercises (WorkPace®) 4.2 are designed to be run locally from a user's PC. Although the video based exercises and the CBT are fully capable of being run through the network, they will generate an increased level of network traffic. The video based exercises and the CBT were also not envisaged to be accessed simultaneously by more than 1 user at a time. If you do decide to proceed with running Wellnomics Breaks & Exercises (WorkPace®) entirely from the network, we suggest that you make the \CBT and \exercise\video sub-directories (found inside the Wellnomics Breaks & Exercises (WorkPace®) installation folder) Read-Only. This will allow multiple simultaneous users accessing the Multimedia Training.

How much network traffic does Wellnomics Breaks & Exercises (WorkPace®) generate?

Network Installation Traffic

The only time that a Network Installation of Wellnomics Breaks & Exercises (WorkPace®) generates network traffic is when it reads or writes the network copy of the Wellnomics Breaks & Exercises (WorkPace®) User file, or reads data from the Wellnomics Breaks & Exercises (WorkPace®) Central Folder. The frequency with which these occur is controlled by the Group Options file entries `AutoSavePeriodNetwork`, and `SysadminRereadPeriod`. If these are set to 10 minutes, then Wellnomics Breaks & Exercises (WorkPace®) saves the Wellnomics Breaks & Exercises (WorkPace®) User file through the network every 10 minutes. If the average file size is 50kb, then the average network load per user is less than 85 bytes per second. By comparison, general background network activity present when your PC is idle can rate at over 100 bytes per second. However, if you do wish to reduce the network traffic created by Wellnomics Breaks & Exercises (WorkPace®), this may be achieved by increasing the value of the `AutoSavePeriodNetwork` setting.

Does Wellnomics Breaks & Exercises (WorkPace®) support automatic installation?

Wellnomics Breaks & Exercises (WorkPace®) supports a form of automatic installation where an installation image is placed onto a network share, and a silent install program (`wpauto.exe`) is run from the end user's computer. A silent install will then be made using the preset configuration chosen when setting up the auto-install.

See Auto Installation on page 24 for more information about using Automatic Installation.

Will Wellnomics Breaks & Exercises (WorkPace®) run under Citrix/Metaframe/Windows Terminal Server?

Yes. Wellnomics Breaks & Exercises (WorkPace®) has been tested under these systems and runs fine under thin clients like Citrix. A range of clients use Wellnomics Breaks & Exercises (WorkPace®) under Citrix and Windows Terminal Server.

Wellnomics Breaks & Exercises (WorkPace®) has low requirements for CPU, memory and network traffic. Using Wellnomics Breaks & Exercises (WorkPace®) adds little load to the thin client server.

We have however, had issues with some of the later releases of terminal server technology that employ a method of distributing applications to different servers in a server "farm". Essentially this can mean that applications could potentially be running in terminal session windows that are completely independent of the Wellnomics Breaks & Exercises (WorkPace®) terminal session window, and in these cases Wellnomics Breaks & Exercises (WorkPace®) does not know what is happening in the other session windows and is unable to prompt for breaks at the appropriate times.

Refer to the appropriate Citrix or Metaframe documentation for instructions on installing software on these systems.

Configuring for reduced network traffic if Wellnomics Breaks & Exercises (WorkPace®) is being run via remote desktop or terminal services clients

If you decide to run Wellnomics Breaks & Exercises (WorkPace®) entirely through a terminal client such as Citrix or Windows Terminal Services, you may need to reduce network traffic. To achieve this you can do a combination of the following:

- Switch off sound support
- Hide the Wellnomics Breaks & Exercises (WorkPace®) Status Panel
- Reduce the number of icons in the System Tray

Turn off sound support to reduce network traffic

For Network Installation, you can lock the sound OFF using the following key in the `default.ini` file, so that it cannot be turned on again by the users:

```
ThemeSoundEnabled=locked:No
```

Hide the Status Panel to reduce network traffic

For Network Installations, you can permanently hide the Wellnomics Breaks & Exercises (WorkPace®) 4.2 Status Panel using the following key in the `default.ini` file:

```
StatusOptionShowStatus=locked:No
```

Note: If you decide to create groups other than "default" then you will **NOT** have to apply this change to the other Group Definitions, as the settings for all groups are first inherited from the default group.

Hide icons in the System Tray to reduce network traffic

As an individual user, you can reduce the number of icons displayed in the System Tray by going to Wellnomics Breaks & Exercises (WorkPace®) Console/Preferences/Options and un-checking both "Show Break Compliance in System Tray" and "Show Work Intensity in System Tray"

For Network Installation, you can apply this change to all users by making a change to the relevant key in the centrally stored `default.ini` file:

```
OptionBCSysTray=locked:No
```

```
OptionWISysTray=locked:No
```

These changes will be applied for all users whose *.usr files appear in the Central Network User folder "default" next time they restart Wellnomics Breaks & Exercises (WorkPace®).

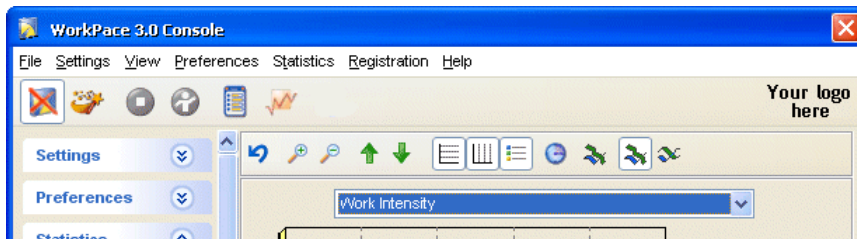
Note: If you decide to create groups other than "default" then you will **NOT** have to apply these changes to the other Group Definitions, as the settings for all groups are first inherited from the default group.

Can we add a corporate logo to the Wellnomics Breaks & Exercises (WorkPace®) interface?

Yes, you can add a bitmap image that will be displayed in the right-hand side of the Wellnomics Breaks & Exercises (WorkPace®) interface.

Replace the C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace\graphics\orglogo.bmp file with your own bitmap file.

Wellnomics Breaks & Exercises (WorkPace®) will scale the bitmap to fit the height of the Wellnomics Breaks & Exercises (WorkPace®) toolbar.



About the User files

The Wellnomics Breaks & Exercises (WorkPace®) User files (*.usr, *.raw) store each user's Wellnomics Breaks & Exercises (WorkPace®) settings and daily logs of computer use statistics. User files are named after the user's Windows login name. For example, for user jsmith their User files will be named jsmith.usr and jsmith.raw.

The .raw file contains the daily computer use statistics for the user on this individual PC.

The local .usr file contains the user's Wellnomics Breaks & Exercises (WorkPace®) settings for this individual PC, and daily computer use statistics from any other PC that they may use in the active Wellnomics Breaks & Exercises (WorkPace®) Network.

Normally a Wellnomics Breaks & Exercises (WorkPace®) Network Installation is recommended. This means synchronizing the local Wellnomics Breaks & Exercises (WorkPace®) User files with a copy stored in a shared network folder (e.g. \\server1\wpcentral\default) that is accessible from all PC's.

Storing the Wellnomics Breaks & Exercises (WorkPace®) User files in a central network folder allows:

- centralized user management
- automatic roaming of user profiles (i.e. users can log into any computer on the network or intranet and automatically have their settings available). For this reason a Network Installation is highly recommended.

If you wish however, the Wellnomics Breaks & Exercises (WorkPace®) User files may be stored locally **ONLY** on each user's machine. This is referred to as a 'Local' installation. This option is recommended only for small companies (e.g. 9 users or less).

What happens if the network connection is lost?

Because Wellnomics Breaks & Exercises (WorkPace®) primarily works off the local copies of the User and registration files (even under a Network Installation), Wellnomics Breaks & Exercises (WorkPace®) can cope with long periods of disconnection from the network, which is an important consideration for mobile or laptop users. Next time a connection is available the User file will automatically be updated to the shared network folder or web server.

These local files are stored in the subfolder 'Wellnomics\WorkPace' of the folder that is returned from Windows by the shell API function 'SHGetFolderPath' using the parameter 'CSIDL_LOCAL_APPDATA'. This location is usually:

C:\Documents and Settings\[Windows User Login Name]\Local Settings\Application Data\Wellnomics\WorkPace

How big are the user files?

User files start out about 5-10kB each. They will then increase in size over time by on average 50kB per year. The size increases as each day's summary of computer use statistics is added to the file.

The exact size of each User file will depend upon how often the person uses the computer, and what recording options are enabled. (If additional recording options are enabled the User files may be much larger - perhaps growing by 300kB per year).

Server space requirements over 5 years would therefore be about 250kB per user, or 250MB for 1,000 users.

The Wellnomics Breaks & Exercises (WorkPace®) User files store the user's current settings as well as daily records of their computer usage and break compliance. Each day of data is compressed to between approximately 100 and 1600 bytes, depending on which recording options have been set. The following table lists the amount of space required per day for each recording option.

Recording options	Uncompressed data per day (bytes)	Approximate compressed data per day (bytes)
Usage	88	44
Laptop Usage	56	28
Breaks	56	28
Settings	72	36
Main Keys	96	48
All Keys	512	256
Break and Usage Histograms	384	192
Application Usage	1920	960
Total	3184	1592

If minimizing the size of the Wellnomics Breaks & Exercises (WorkPace®) User files is critical we recommend only recording Usage, Laptop Usage, Breaks, Settings, and the Main Keys.

What is the network loading?

As stated earlier, the network loading is very small. In a Wellnomics Breaks & Exercises (WorkPace®) Network Installation, a User file of approximately 50-100kB is loaded and saved across the network only a few times each day for each user. This represents approximately 200kB-400kB of network traffic per day per user.

How often are network files accessed in a Network Installation?

Wellnomics Breaks & Exercises (WorkPace®) does an autosave/backup of the User file to the network at regular intervals. This is configurable by changing the `AutoSavePeriodNetwork` interval in the `default.ini` configuration file in the Wellnomics Breaks & Exercises (WorkPace®) Central Folder's `sysadmin` subdirectory. By default `AutoSavePeriodNetwork=240` (minutes, i.e. 4 hours). You can disable the auto save completely if you wish by setting `AutoSave=No`.

See General Settings on page 50 for more information on disabling Autosave, or changing the `AutoSavePeriod`.

The main Wellnomics Breaks & Exercises (WorkPace®) Group configuration file '`default.ini`' is read regularly by Wellnomics Breaks & Exercises (WorkPace®) to check for changes that might affect each Wellnomics Breaks & Exercises (WorkPace®) user's settings (for example, disabling a feature in Wellnomics Breaks & Exercises (WorkPace®) can be done just by changing that feature's setting in `default.ini`).

By default, `SysadminRereadPeriod=480` (minutes, i.e. 8 hours). This means any changes made by the Administrator to the '`default.ini`' settings will take, 8 hours to be updated to all logged in users. However, the '`default.ini`' file is also read by Wellnomics Breaks & Exercises (WorkPace®) on both startup and shutdown.

See General Settings on page 50 for more information on changing the `SysadminReadPeriod`.

4 INSTALLING WELLNOMICS BREAKS & EXERCISES (WORKPACE®)

Wellnomics Breaks & Exercises (WorkPace®) is a breaks and exercise package designed to reduce the risk of developing musculoskeletal disorders. It is installed and run on each user's machine in an organization. It is also possible (but not recommended) to run it directly off a network. The following sections explain in detail the options available for installation.

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End User System Requirements

Minimum requirements

- PC with 1 gigahertz or higher processor 32-bit or 64-bit processor
- 128 megabytes (MB) of RAM
- 110 megabytes (MB) of available hard disk space
- 800 x 600 or higher-resolution video adapter and monitor (1024 x 768 for Risk Management)
- Windows 7 (32/64 bit), Windows Vista (32/64 bit), Windows XP (32/64 bit)

File Sharing Server and Network Requirements

- Wellnomics Breaks & Exercises (WorkPace®) works on any file system with long file name support.
- A file system with file privilege support (for example, *read-only* permissions) is recommended.

Installation Configurations

Wellnomics Breaks & Exercises (WorkPace®) supports three major installation configurations, namely *Local*, *Network* and *Wellnomics Risk Management*. The local configuration is designed for users of non-networked computers, such as a home user, or people in a small office. In this case, all files associated with Wellnomics Breaks & Exercises (WorkPace®) are stored on the hard drive of their computer. This means that if a user moves to another machine, their Wellnomics Breaks & Exercises (WorkPace®) User file does *not* move with them, therefore, this is a *non-roaming* configuration.

On the other hand, with the Network and Wellnomics Risk Management Installations, each user's Wellnomics Breaks & Exercises (WorkPace®) User file is duplicated on the network or Wellnomics Risk Management server. This means that users can move from machine to machine without losing their Wellnomics Breaks & Exercises (WorkPace®) User file, therefore, it is a *roaming* configuration. A Network or Wellnomics Risk Management Installation offers many benefits over a Local Installation:

- Central Administration - Wellnomics Breaks & Exercises (WorkPace®)'s behavior and user settings can be adjusted centrally (Central Network and Wellnomics Risk Management Installation only).
- Central Registration - Registration Keys can be updated centrally (Central Network and Wellnomics Risk Management Installation only).

Two types of Network Installation are supported: *Central Network Installation* and *Distributed Network Installation*. In a Central Network Installation all the Wellnomics Breaks & Exercises (WorkPace®) User files are stored in a single folder (or subfolders thereof) on the network. In a distributed installation each user's Wellnomics Breaks & Exercises (WorkPace®) User file is stored on their own personal network drive.

In general, it is recommended that organizations with more than 10 users use a Wellnomics Breaks & Exercises (WorkPace®) Central Network configuration.

The following sections describe the file structure of each type of installation.

Local Installation

This is the simplest installation configuration for Wellnomics Breaks & Exercises (WorkPace®). All files reside on the user's local hard drive.

Installed Files

Wellnomics Breaks & Exercises (WorkPace®) has been carefully designed to minimize the possibility of interference with any other software installed on the system. To achieve this it does not add to, replace, or alter any files (for example, shared libraries, device drivers) in the Windows or Windows System Folder. It also does not interfere with any files installed by any other programs.

Program Files

All program files associated with Wellnomics Breaks & Exercises (WorkPace®) are stored in the selected destination folder (such as C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace). It is quite acceptable that for security matters, this folder may be made *read-only* (after installation) for each non-administrator user on the machine. The following table lists the files and folders stored in the program files folder.

File or Folder	Location	Description
WorkPace.exe	.\	Main Wellnomics Breaks & Exercises (WorkPace®) executable.
guilib.dll	.\	The Wellnomics Breaks & Exercises (WorkPace®) Graphical User Interface (GUI) library.
recorder.dll	.\	Wellnomics Breaks & Exercises (WorkPace®) 4.2 recording engine.
recorderext.dll	.\	Recording support file.
rechook.dll	.\	Recording support file.
riched20.dll	.\	Rich edit support file.
workpace.ini	.\	The file describing Wellnomics Breaks & Exercises (WorkPace®)'s installation configuration. See below for more detail on its contents.
install.log	.\	The installation Log file. Lists all files copied to the system, and registry entries created.
uninstall.exe	.\	The Wellnomics Breaks & Exercises (WorkPace®) uninstallation program. Cannot be run directly. It can only be launched from the Control Panel Add/Remove Dialog.
wpmessenger.exe	.\	Utility which may be configured to be used by Wellnomics Breaks & Exercises (WorkPace®) to sync data with Web Server.
libey32.dll	.\	wpmessenger.dll support file.
ssleay32.dll	.\	wpmessenger.dll support file.
cbt\	.\	Subfolder containing the Wellnomics Breaks & Exercises (WorkPace®) Computer Based Training (Multimedia Training) files.
dreport\	.\	Subfolder containing files related to the Wellnomics Breaks & Exercises (WorkPace®) Discomfort Report.
dreport.dll	.\dreport\	Discomfort Report Library file.
dreport.wpq	.\dreport\	Discomfort Report Questionnaire file.
dreport_*.txt	.\dreport\	Discomfort Report Message template language file.
exercise\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) exercise files.
*.wpq	.\exercise\	Wellnomics Breaks & Exercises (WorkPace®) exercise files. Each file contains the graphics and timing of one exercise.
video\	.\exercise\	Subfolder containing video exercises

File or Folder	Location	Description
*.mov	.\exercise\video	Wellnomics Breaks & Exercises (WorkPace®) video exercise files. Each file contains one video exercise.
graphics\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) interface graphics, such as icons and bitmaps.
*.ico	.\graphics\	Icon file for Wellnomics Breaks & Exercises (WorkPace®) GUI.
*.bmp	.\graphics\	Bitmap file for Wellnomics Breaks & Exercises (WorkPace®) GUI.
orglogo.bmp	.\graphics\	Bitmap file for organization's logo.
modern.xskn	.\graphics\	Modern style graphics.
help\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) Help files.
language\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) language files.
language.ini	.\language\	Language initialization file.
lan*.lan	.\language\	Translation file for specific language.
sounds\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) sound effect files (e.g. .wav files and .mid files).
sounds.ini	.\sounds\	Sounds initialization file.
*.mid	.\sounds\	Sound theme MIDI file.
themes\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) theme information, such as sound theme and graphics theme information.
system\	.\	Subfolder containing Wellnomics Breaks & Exercises (WorkPace®) System data files.
wprem.exe	.\system\	Uninstall program.
wizard.wpq	.\system\	Setup wizard questionnaire file.
default.ini	.\system\	Default <i>Group Options</i> file (Local Installation only).
lock*.txt	.\system\	Wellnomics Breaks & Exercises (WorkPace®) lock level definition file.
sysadmin.ini	.\system\	System administrator initialization file (Local Installation only).
setlimit.txt	.\system\	Wellnomics Breaks & Exercises (WorkPace®) settings min/max values.
sysparam.ini	.\system\	Wellnomics Breaks & Exercises (WorkPace®) System Parameters file. May be modified to fine-tune Wellnomics Breaks & Exercises (WorkPace®)'s default behavior.
web.ini	.\system\	Only used for tracking Wellnomics Breaks & Exercises (WorkPace®) Marketing Campaign installation CD's
wpinstall.ini	.\system\	Parameter settings used to install current version of Wellnomics Breaks & Exercises (WorkPace®).
wpreg.bin	.\system\	Licensing Registration information.
wpuninst.txt	.\system\	Log file of any un-installations of Wellnomics Breaks & Exercises (WorkPace®). Typically, this occurs during upgrades.

Windows or Windows System Folder Files

Wellnomics Breaks & Exercises (WorkPace®) does not add, update, or alter any files in the Windows or Windows\System folders. This means Wellnomics Breaks & Exercises (WorkPace®) does not interfere with the files of any previously or future installed software.

User Data Files

Wellnomics Breaks & Exercises (WorkPace®) stores user specific information in the subfolder 'Wellnomics\WorkPace' in the location returned by the Windows Shell API call 'SHGetFolderPath', using the argument 'CSIDL_LOCAL_APPDATA'.

under Windows XP this location is:

```
C:\Documents and Settings\[Windows User Login Name]\Local
Settings\Application Data\Wellnomics\WorkPace
```

and under Windows Vista and Windows 7 it is:

```
C:\Users\[Windows User Login Name]\AppData\Local\Wellnomics\WorkPace
```

In this folder, Wellnomics Breaks & Exercises (WorkPace®) stores the user's Wellnomics Breaks & Exercises (WorkPace®) User files (*.usr and *.raw) and a log file containing details of any errors that Wellnomics Breaks & Exercises (WorkPace®) encounters.

Shared Data Files

Wellnomics Breaks & Exercises (WorkPace®) stores shared user data in the subfolder 'Wellnomics\WorkPace' in the location returned by the Windows Shell API call 'SHGetFolderPath' using the argument 'CSIDL_ CSIDL_COMMON_DOCUMENTS'. Under Windows XP this location is:

```
C:\Documents and Settings\All Users\Windows\Documents\Wellnomics\WorkPace
```

and under Windows Vista and Windows 7:

```
C:\Users\Public\Public Documents\Wellnomics\WorkPace
```

In this folder Wellnomics Breaks & Exercises (WorkPace®) stores the unique hardware identifier file 'wpclient.ini' and the Wellnomics Breaks & Exercises (WorkPace®) registration details file 'wpreg.bin'. It stores these files for All Users of this PC as the data is PC specific and not User specific.

Registry Entries

Wellnomics Breaks & Exercises (WorkPace®) creates a number of entries under the following registry location:

```
HKEY_LOCAL_MACHINE\Software\Wellnomics\WorkPace
```

These entries contain installation information, such as the installation date, and registration information. They are not strictly necessary to run the software and can be left out in the event of any remote installation mechanism.

The standard Windows uninstall information (for the Control Panel's Add/Remove Programs dialog) is stored here:

```
HKEY_LOCAL_MACHINE\Software\Microsoft\Windows\CurrentVersion\
Uninstall\WorkPace 3.x.x.x
```

This entry is only required if users are allowed to uninstall the software.

The WorkPace.ini File

This file stored in the Wellnomics Breaks & Exercises (WorkPace®) root folder describes the installation configuration (for example, Local, Network or Wellnomics Risk Management). For a Local Installation the file looks like this:

```
[WorkPace]
UserFileConfig=Local
UserFileDir=$LocalAppData\Wellnomics\WorkPace
```

The 'UserFileDir' parameter allows you to customize the location of ALL local users files stored on this PC. While the default setting '\$LocalAppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Documents and Settings\[Windows User Logon Name]\Local Settings\Application Data\Wellnomics\WorkPace', a setting of '\$CommonAppData\Wellnomics\WorkPace' would cause Wellnomics Breaks & Exercises (WorkPace®) to store ALL user files for this PC in the local directory 'C:\Documents and Settings\All Users\Windows\Application Data\Wellnomics\WorkPace'. Naturally, if you do need to modify this setting you may wish to make the user file directory something simpler, such as 'C:\User Files'.

Note: The `WorkPace.ini` file supports environment variable expansion. Environment variables are delimited by % symbols, for example, %USERNAME% represents the user name environment variable. For more information on environment variables see your Windows guide.

Installation Steps

To install Wellnomics Breaks & Exercises (WorkPace®) in the local configuration:

- 1 Run the `wp3setup.exe` installation program.
- 2 Follow the instructions until you are presented with the choice between 'Local', 'Network' and 'Wellnomics Risk Management' installation.
- 3 Select 'Local' installation.
- 4 Select the folder to install the Wellnomics Breaks & Exercises (WorkPace®) files to, for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`.
- 5 Complete the remaining installation options until Wellnomics Breaks & Exercises (WorkPace®) is installed.

Central Network Installation

This is the recommended installation configuration for Wellnomics Breaks & Exercises (WorkPace®) for an organization of 10 users or more. The main benefits of the Central Network Installation over a Local Installation are:

- Roaming - Users can move from machine to machine without losing their settings.
- Central administration - Wellnomics Breaks & Exercises (WorkPace®)'s behavior and the user's settings can be adjusted centrally.
- Grouping of users - Users can be placed into groups, and their settings modified on a per group basis.
- Central reporting - Data analysis and reporting can be performed centrally.
- Central registration - Registration Keys can be updated without requiring an update on each machine.

Installed Files

Wellnomics Breaks & Exercises (WorkPace®) has been carefully designed to minimize the possibility of interference with any other software installed on the system. To achieve this it does not add to, replace, or alter any files (for example, shared libraries, device drivers) in the Windows or Windows System Folder. It also does not interfere with any files installed by any other programs.

Program Files

All program files associated with Wellnomics Breaks & Exercises (WorkPace®) are stored in the selected destination folder (for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`). It is quite acceptable that for security matters, this folder may be made *read-only* (after installation) for each non-administrator user on the machine. The files installed locally on the machine for the Network Installation are the same as for the Local Installation, with the exception of 'default.ini' and 'sysadmin.ini' - these are stored on the network.

The Wellnomics Breaks & Exercises (WorkPace®) Central User Folder

The concept of the Central Network Installation is to store all system administration files and copies of all Wellnomics Breaks & Exercises (WorkPace®) User files within one common network folder. This common network folder is referred to as the *Central User Folder*. An example of such a folder might be:

```
\\mainserver\shared\WPCentral\
```

In general, users must have at least *read permission* on this folder. It is important to note that Wellnomics Breaks & Exercises (WorkPace®) does not read or write any files to this particular directory itself, but does write to its sub-directories. The Central User Folder contains subfolders only, no actual files.

The Wellnomics Breaks & Exercises (WorkPace®) System Administration Folder

The Wellnomics Breaks & Exercises (WorkPace®) System Administrator Folder contains all the files related to Wellnomics Breaks & Exercises (WorkPace®)'s behavior for each user, including Group settings, and registration. By default the installation program suggests that the System Administrator Folder be created as a subfolder of the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder. An example of such a folder might be:

```
\\mainserver\shared\WPCentral\sysadmin\
```

This is not necessary, and it may make it easier on some file systems to set read/write permissions if the folders are separate from each other.

Note: The System Administrator Folder should be made *read-only* for users.

Group Folders

Wellnomics Breaks & Exercises (WorkPace®) users are placed into groups, depending for example, on job function, risk profile and location. The mechanism Wellnomics Breaks & Exercises (WorkPace®) employs to group users is to simply use the folder structure within the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder. Each group has its own folder within the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder. For example, if there is a group called 'Human Resources' then this is simply represented by a subfolder within the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder named 'Human Resources'. Any user belonging to this group has their Wellnomics Breaks & Exercises (WorkPace®) User file stored in this subfolder. Hence all groups are represented by a set of subfolders within the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder.

Note: Each group folder must have an associated Group Options file in the Wellnomics Breaks & Exercises (WorkPace®) System Administrator Folder. For example, the `Human Resources` group would have a `'Human Resources.ini'` file in the System Administrator Folder.

The Default Group Folder

All users must belong to a group. The installation program automatically generates a group called the 'Default Group'. Therefore by default, all user files are stored in a subfolder of the Central User Folder called 'default'.

Note: Because each group folder must have an associated Group Options file in the Wellnomics Breaks & Exercises (WorkPace®) System Administrator Folder, the Default Group have a `'default.ini'` file in the System Administrator Folder.

Group Options Files

Associated with each group is a matching Group Options file stored in the System Administrator Folder. It has the same name as the group subfolder and has the file extension of `'.ini'`. The Group Options file contains information on the setup parameters for the users in that group. See section Central User Management on page 29 for more information on Group Options files.

Note: Group Options files should be made *read-only* for users.

Local User Data Files

For the Central Network Installation, copies of the Wellnomics Breaks & Exercises (WorkPace®) User Data Files (`*.usr`) are stored in the appropriate Group Folder on the network. Wellnomics Breaks & Exercises (WorkPace®) also stores a local copy of this file on the computer, in case of network failure, or disconnection. The location for the local copy of the file is the subfolder `'Wellnomics\WorkPace'` in the location returned by the Windows Shell API call `'SHGetFolderPath'` using the argument `'CSIDL_LOCAL_APPDATA'`.

Under Windows XP it is:

```
C:\Documents and Settings\[Windows User Login Name]\Local
Settings\Application Data\Wellnomics\WorkPace
```

and under Windows Vista and Windows 7 it is:

```
C:\Users\[Windows User Login Name]\AppData\Local\Wellnomics\WorkPace
```

In this folder, Wellnomics Breaks & Exercises (WorkPace®) stores the user's Wellnomics Breaks & Exercises (WorkPace®) User files (`*.usr` and `*.raw`) and a log file containing details of any errors that Wellnomics Breaks & Exercises (WorkPace®) may encounter.

The WorkPace.ini File

This file stored in the Wellnomics Breaks & Exercises (WorkPace®) root folder describes the installation configuration (such as, Local or Network). For a Central Network Installation the file looks like this:

```
[WorkPace]
UserFileConfig=NetworkCentral
CentralDir=\\mainserver\shared\wpcentral
SysAddDir=\\mainserver\shared\wpcentral\sysadmin
```

Option Parameter:

```
UserFileDir=$LocalAppData\Wellnomics\WorkPace*
```

** From 3.0 build 18 onwards.*

The 'UserFileDir' parameter allows you to customize the location of ALL local users files stored on this PC. While a setting of '\$LocalAppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Documents and Settings\[Windows User Logon Name]\Local Settings\Application Data\Wellnomics\WorkPace', a setting of '\$CommonappData\Wellnomics\WorkPace' would cause Wellnomics Breaks & Exercises (WorkPace®) to store ALL user files for this PC in the local directory 'C:\Documents and Settings\All Users\Application Data\Wellnomics\WorkPace'. If you do need to modify this setting you may wish to make the user file directory something simpler, such as 'C:\User Files'.

Note: The WorkPace.ini file supports environment variable expansion. Environment variables are delimited by % symbols, for example, %USERNAME% represents the user name environment variable. For more information on environment variables see your Windows guide.

Installation Steps

To install Wellnomics Breaks & Exercises (WorkPace®) in the Central Network Installation configuration:

- 1 Run the wpsetup.exe installation program.
- 2 Follow the instructions until you are presented with the choice between 'Local', 'Network' and 'Wellnomics Risk Management' installation.
- 3 Select 'Network' Installation.
- 4 Select 'Central User Folder'.
- 5 Enter the location of the Central User Folder (see above for explanation). The setup program will create the Central User Folder if it does not exist already.
- 6 Enter the location of the System Administrator Folder. The setup program by default will suggest that you make this a subfolder of the Central User Folder. The setup program will create the System Administrator Folder if it does not exist already.
- 7 Enter a System Administrator Password. It is important to note that this password protects (by way of file encryption) each subsequent user's data file. **DO NOT LOSE THIS PASSWORD!**
- 8 Select the folder to install the local Wellnomics Breaks & Exercises (WorkPace®) program files, for example, C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace.
- 9 Complete the remaining installation options until Wellnomics Breaks & Exercises (WorkPace®) is installed.

Distributed Network Installation

The Distributed Network Installation is similar to the Central Network Installation except that the Wellnomics Breaks & Exercises (WorkPace®) User files are not stored in a central shared location. Instead, they are stored in each user's own private network location. This means there is no centrally shared network folder and hence grouping and central administration are not supported. For these reasons the Distributed Network Installation is not recommended.

The main benefit of the Distributed Network Installation over a Local Installation is:

- Roaming - users can move from machine to machine without losing their settings.

Installed Files

Wellnomics Breaks & Exercises (WorkPace®) has been carefully designed to minimize the possibility of interference with any other software installed on the system. To achieve this it does not add to, replace, or alter any files (for example, shared libraries, device drivers) in the Windows or Windows System Folder. It also does not interfere with any files installed by any other programs.

Program Files

All program files associated with Wellnomics Breaks & Exercises (WorkPace®) are stored in the selected destination folder (such as `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`). It is quite acceptable that for security matters, this folder may be made *read-only* (after installation) for each non-administrator user on the machine. The files installed locally on the machine for the Distributed Network Installation are the same as for the Local Installation.

The Wellnomics Breaks & Exercises (WorkPace®) Distributed User Folder

This is the folder in each user's personal network drive where their Wellnomics Breaks & Exercises (WorkPace®) User file is stored. Typically this is a *mapped* drive, such as, `U:\`. Wellnomics Breaks & Exercises (WorkPace®) supports system environment variable expansion such that UNC names can be generated for each user, for example:

```
\\mainserver\users\%USERNAME%\Wellnomics\WorkPace
```

where `%USERNAME%` is an environment variable would expand to

```
\\mainserver\users\jsmith\Wellnomics\WorkPace
```

if the currently logged on user is `jsmith`.

Installation Steps

To install Wellnomics Breaks & Exercises (WorkPace®) in the Distributed Network Configuration:

- 1 Run the `wpsetup.exe` installation program.
- 2 Follow the instructions until you are presented with the choice between 'Local', 'Network' and 'Wellnomics Risk Management' Installation.
- 3 Select 'Network' Installation.
- 4 Select 'Distributed User Folder'.
- 5 Enter the location of the Distributed User Folder (see above for explanation).
- 6 Select the folder to install the local Wellnomics Breaks & Exercises (WorkPace®) program files, for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`.
- 7 Complete the remaining installation options until Wellnomics Breaks & Exercises (WorkPace®) is installed.

Wellnomics Risk Management Installation

Installed Files

Wellnomics Breaks & Exercises (WorkPace®) has been carefully designed to minimize the possibility of interference with any other software installed on the system. To achieve this it does not add to, replace, or alter any files (for example, shared libraries, device drivers) in the Windows or Windows System Folder. It also does not interfere with any files installed by any other programs.

Program Files

All program files associated with Wellnomics Breaks & Exercises (WorkPace®) are stored in the selected destination folder (for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`). The files installed locally on the machine for the Wellnomics Web Server Installation are the same as for the Local Installation.

Local User Data Files

For the Wellnomics Risk Management Installation, the Wellnomics Breaks & Exercises (WorkPace®) User's data is stored on the Wellnomics KeyStone. Wellnomics Breaks & Exercises (WorkPace®) also stores a local copy of this file on the computer, in case of network failure, or disconnection. The location for the local copy of the file is the subfolder 'Wellnomics\WorkPace' in the location returned by the Windows Shell API call 'SHGetFolderPath' using the argument 'CSIDL_LOCAL_APPDATA'.

Under Windows XP it is:

```
C:\Documents and Settings\[Windows User Login Name]\Local
Settings\Application Data\Wellnomics\WorkPace
```

and under Windows Vista and Windows 7 it is:

```
C:\Users\[Windows User Login Name]\AppData\Local\Wellnomics\WorkPace
```

In this folder, Wellnomics Breaks & Exercises (WorkPace®) stores the user's Wellnomics Breaks & Exercises (WorkPace®) User files (*.usr and *.raw) and a log file containing details of any errors that Wellnomics Breaks & Exercises (WorkPace®) may encounter.

The WorkPace.ini File

This file stored in the Wellnomics Breaks & Exercises (WorkPace®) root folder describes the installation configuration (such as, Local, Network or Web Server). For a Wellnomics Risk Management Server Installation the file looks like this:

```
[WorkPace]
UserFileConfig=NetworkInternet
[Server]
Proxy=AutoDetect
Server=[server name]/wellnomics_sync/default.aspx
```

Option Parameters:

```
UserFileDir=$LocalAppData\Wellnomics\WorkPace *
Domain=[domain name override] **
```

** From 3.0 build 18 onwards.*

The 'UserFileDir=' parameter allows you to customize the location of ALL local users files stored on this PC. While a setting of '\$LocalAppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Documents and Settings\[Windows User Logon Name]\Local Settings\Application Data\Wellnomics\WorkPace', a setting of '\$CommonappData\Wellnomics\WorkPace' would cause Wellnomics Breaks & Exercises (WorkPace®) to store ALL user files for this PC in the local directory 'C:\Documents and Settings\All Users\Application Data\Wellnomics\WorkPace'. If you do need to modify this setting you may wish to make the user file directory something simpler, such as 'C:\User Files'.

*** From 4.2 onwards.*

The 'Domain=' parameter allows you to manually specify (and therefore override) the name of the Microsoft Windows Domain that Wellnomics Breaks & Exercises (WorkPace®) uses when synchronizing user data with the Wellnomics Risk Management server

Note: The WorkPace.ini file supports environment variable expansion. Environment variables are delimited by % symbols, for example, %USERNAME% represents the user name environment variable. For more information on environment variables see your Windows guide.

Installation Steps

To install Wellnomics Breaks & Exercises (WorkPace®) in the Wellnomics Risk Management Installation configuration:

- 1 Run the `wpsetup.exe` installation program.
- 2 Follow the instructions until you are presented with the choice between 'Local', 'Network' and 'Wellnomics Risk Management' installation.
- 3 Select 'Wellnomics Risk Management' Installation.
- 4 Select the folder to install the local Wellnomics Breaks & Exercises (WorkPace®) program files, for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`.
- 5 Enter the URL to `/wellnomics_sync/default.aspx` on your Wellnomics Server.

Note: If you have SSL enabled on your server you must enter the protocol `https` with this URL.

`[Server_Name]/wellnomics_sync/default.aspx`

- 6 Complete the remaining installation options until Wellnomics Breaks & Exercises (WorkPace®) is installed.

Installing the Program Files on the Network

In the descriptions of all Wellnomics Breaks & Exercises (WorkPace®) Installations it is recommended that you install the Wellnomics Breaks & Exercises (WorkPace®) Program Files locally (for example, in the user's hard drive `C:\Program Files` folder). It is possible to install these files onto the network and run Wellnomics Breaks & Exercises (WorkPace®) off this remote location directly. This can simplify the installation process because files do not have to be remotely installed to the user's machine. The disadvantages of this type of installation are:

- High Network loading - All the program files are stored on the network and must be loaded off the network when running Wellnomics Breaks & Exercises (WorkPace®), hence the load on the network may be prohibitive.
- Reduced Reliability - Any network failure may cause Wellnomics Breaks & Exercises (WorkPace®) to crash due to an inability to read the program code off the network.

Auto Installation

Near the end of the installation wizard you are asked whether or not you wish to create an 'Auto Installation Folder'. This is a folder that contains an image of the setup program and all the options you have chosen during the installation. This can be used to automatically and silently reproduce the same installation on other machines on the network.

An Auto-Installation folder will (at a minimum) contain the following 3 files:

- 1 `wp4setup.exe`

This is the full WorkPace installer application (just as it was when it was downloaded from our website).

- 2 `wpauto.exe`

This executable acts as a wrapper for the full WorkPace installer, which it calls and passes in all of the installation options stored within the ini file.

- 3 `wpauto.ini`

This plain-text ini file contains a list of all the installation options that the auto-installer uses as it silently installs WorkPace.

In other words to use the auto-installer, `wpauto.exe` is run, which calls `wp4setup.exe` and passes in all of the installation options contained within `wpauto.ini`.

Creating an Auto Installation Folder

To create an auto installation folder, select the 'Create Auto Installation Folder' checkbox when prompted near the end of the installation. After selecting the checkbox, more options are displayed. Use the Browse button to select where to create the auto installation folder (by default this is created in the System Administrator Folder).

You may also choose NOT to perform the installation on the machine you are currently running the install program on, by selecting the appropriate checkbox. It is recommended that you select this option, and instead use this PC to test the success of the auto-install creation process.

Running the Auto Installation

To start the auto installation, simply run the wpauto.exe program within the auto installation folder selected, e.g.

```
\\server\Wellnomics Breaks & Exercises (WorkPace®)\sysadmin\wpauto\wpauto.exe
```

Once the installation is complete, Wellnomics Breaks & Exercises (WorkPace®) is run automatically (if this option was selected during the installation).

Note: The setup program only installs Wellnomics Breaks & Exercises (WorkPace®) if it is not already installed or the installed version is older.

WPAUTO.INI

We often get questions about making modifications to the auto-installer options file (wpauto.ini), because the client wishes to make some changes but doesn't want to have to run the installer again to create a whole new package. So here is an example of a common wpauto.ini, and a bit of an explanation about what each of the options mean..

[Parameters]

INSTALLEXE=wp4setup.exe	Name of the full WorkPace installer application that wpauto.exe will call.
INSTALLDATE=29/02/2012	Set the install date for this version of the auto-installer.
VERSION=4.2.0.2	Set the install version for this version of the auto-installer.
PRODUCT=WorkPace	Product name for Windows Registry.
COMPANY=Wellnomics	Company name for Windows Registry.
DOAUTOINSTALL=1	Setting retained for historical reasons (please do not change).
WPSILENTINSTALL=1	Setting retained for historical reasons (please do not change).
WPLANID=1033	ID of the language to be used by WorkPace
WPREGNAME=586AX36361X062666X7C2F5BXA7C7BX6616X5B	Hash value of registration name (do not attempt to modify manually).
WPREGKEY=584X583C2X494D3X4E224AXC4A422X394E4X49224EXB473X54	Hash value of registration key (do not attempt to modify manually).
WPUSERCOUNTRY=United States of America	Country location.
WPINSTALLTYPE=C	A = Local, B = Network, C = Internet (Wellnomics Risk Management)
MAINDIR=C:\Program Files (x86)\Wellnomics WorkPace	Location of where the WorkPace application will be installed.
WPPROXY=AutoDetect	Set Proxy settings for Internet (Wellnomics Risk Management) installation.
WPNETWORKCONFIGURATION=A	What type of "Network" installation? (A = Central Folder, B = Distributed).
WPCENTRALDIR=Z:\wpcentral	Central Network Folder for "Network" installations.
WPSEVER=http://wnl.wellnomics.com/wellnomics_sync/default.aspx	Server synchronization URL for Wellnomics Risk Management
WPSHORTCUTS=ABCZ	Shortcuts to add (A = Startup Folder, B = Desktop, C = Start Menu) must end with "Z" even if none.
WPSHORTCUTSALLUSERS=AZ	Set desktop shortcuts for ALL Users? (AZ = Yes, Z = No).
WPSHORTCUTCBT=AZ	Create a shortcut to the Computer Based Training? (AZ = Yes, Z = No).
WPSTARTUPREGISTRY=AZ	Use the Windows Registry to launch WorkPace at login? (AZ = Yes, Z = No).
WPFINALACTIONS=AZ	Automatically launch WorkPace after it is installed? (AZ = Yes, Z = No).
WPVIDEOEXERCISES=AZ	Include Video Exercises? (AZ = Yes, Z = No).
WCQUESDUEDATE=30	Setting retained for historical reasons (please do not change).
WPDOMAIN=	This setting allows you to pre-set the DOMAIN= value in workplace.ini for Wellnomics Risk Management installations

Organizational Rollout

Many organizations have their own method of distributing software to their users computers, for example through packages like SMS. The Wellnomics Breaks & Exercises (WorkPace®) 4.2 architecture is ideally suited to such an installation either together with, or independent of Wellnomics Breaks & Exercises (WorkPace®) 4.2 automatic installation features.

However, our preferred option is to use the Wellnomics Breaks & Exercises (WorkPace®) auto-installation method created as described previously in 'Creating an Auto Installation Folder'.

Simply add the command line shown in that section to each users Windows startup script. The next time the user logs on to their computer, the setup program 'wpauto' is executed and Wellnomics Breaks & Exercises (WorkPace®) is installed.

Note: If you intend to add this command to the Windows Startup script you will need to make sure that the 'Wellnomics Breaks & Exercises (WorkPace®).exe' shortcut is *NOT* added to the users startup sequence or loaded through the Windows Registry. In other words, either 'wpauto' *OR* 'Wellnomics Breaks & Exercises (WorkPace®)' is to be loaded at Startup, but not both.

On the next log on after the installation, the 'wpauto' program detects that Wellnomics Breaks & Exercises (WorkPace®) has already been installed and it does not re-install (unless it is a newer version as explained below).

This is the best method for keeping up-to-date with new Wellnomics Breaks & Exercises (WorkPace®) 4.2 build updates, released by Wellnomics Ltd every few months. The automatic update is achieved by placing the latest version of the Wellnomics Breaks & Exercises (WorkPace®) installer application 'wp3setup.exe' into the Auto Installation Folder and modifying the following parameter setting in the file 'wpauto.ini':

```
VERSION=3.x.y.z
```

Where x.y.z is the latest minor version revision, patch and internal build number.

For example, if your initial installation was performed with Wellnomics Breaks & Exercises (WorkPace®) 3.0 Build 16, this parameter setting will currently be set to 'VERSION=3.00.16'.

To upgrade everyone silently and automatically to Wellnomics Breaks & Exercises (WorkPace®) 3.1.1.0, place the Wellnomics Breaks & Exercises (WorkPace®) 3.1.1.0 installer application 'wp3setup.exe' into the Auto Installation Folder and modify the version parameter setting to 'VERSION=3.1.1.0'.

Note: The auto installation folder will need to be placed on the network or a location available to all users.

For example:

```
\\server\Wellnomics Breaks & Exercises (WorkPace®)\sysadmin\wpauto\wpauto.exe
```

Upgrading from versions 2.4e, 2.5, or 2.51

Wellnomics Breaks & Exercises (WorkPace®) 4.2 automatically detects existing installations of Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5 or 2.51.

Local Installation

To upgrade a local installation of Wellnomics Breaks & Exercises (WorkPace®), simply follow the Local Installation instructions. The Wellnomics Breaks & Exercises (WorkPace®) Setup Program automatically detects and uninstalls the previous version of the software, and upgrades your Wellnomics Breaks & Exercises (WorkPace®) User file to the new Wellnomics Breaks & Exercises (WorkPace®) 4.2 file format.

Note: A copy of your old format User File is retained.

Central Network Installation

The Central User Folder layout and system administration files have been changed significantly to support grouping of users. To upgrade users of Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5, or 2.51 to Wellnomics Breaks & Exercises (WorkPace®) 4.2 we recommend you create a new Wellnomics Breaks & Exercises (WorkPace®) 4.2 Central Network Folder to avoid confusion in the transition process. This also allows a path to revert to the old version if necessary. The recommended steps are:

- 1 Decide on a new Wellnomics Breaks & Exercises (WorkPace®) Central User Folder location, for example, V:\wp3central.

- 2 Install Wellnomics Breaks & Exercises (WorkPace®) on a machine using the Central Network Installation steps described in the 'Central Network Installation' section. You may want to capture a snapshot of the installation using a 3rd party tool for the purpose of remote distribution (see 'Installation Distribution').
- 3 Copy the *.usr files from the old Wellnomics Breaks & Exercises (WorkPace®) Central User Folder to the \default subfolder of the new Wellnomics Breaks & Exercises (WorkPace®) Central User Folder. This means all users are now members of the default group.
- 4 Edit the default.ini file in the Wellnomics Breaks & Exercises (WorkPace®) System Administrator Folder to have the desired options selected (see Group Options files).
- 5 Remotely or manually uninstall the previous version of Wellnomics Breaks & Exercises (WorkPace®) from each user's machine (how to do this depends on how the previous version was installed).
- 6 Remotely or manually install the new version of Wellnomics Breaks & Exercises (WorkPace®) on each user's machine.

The next time a user runs Wellnomics Breaks & Exercises (WorkPace®) it will automatically convert their old User file to the new file format and apply the settings defined in the default.ini Group Options file.

Upgrading from version 2.13b

Wellnomics Breaks & Exercises (WorkPace®) 4.2 does not have backward support for Wellnomics Breaks & Exercises (WorkPace®) User files created by Wellnomics Breaks & Exercises (WorkPace®) version 2.13b or below. If you wish to keep your user history and settings you must first upgrade your Wellnomics Breaks & Exercises (WorkPace®) User files to the Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5 or 2.51 file format. You can do this by installing a trial version of Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5 or 2.51 (downloadable from <http://www.workpace.com>) and then by following the upgrade steps in the section above.

Reverting to versions 2.4e, 2.5, or 2.51 from Wellnomics Breaks & Exercises (WorkPace®) 4.2

You may wish to revert to using an earlier version of Wellnomics Breaks & Exercises (WorkPace®) after, for example trialing Wellnomics Breaks & Exercises (WorkPace®) 4.2. Use the following steps to return to using Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5 or 2.51 after having installed Wellnomics Breaks & Exercises (WorkPace®) 4.2.

Note: Wellnomics Breaks & Exercises (WorkPace®) 4.2 User files are not compatible with earlier versions of the files and any changes to settings, or data recorded since installing Wellnomics Breaks & Exercises (WorkPace®) 4.2 will be lost.

Local Installation

The Wellnomics Breaks & Exercises (WorkPace®) 4.2 installation program keeps a backup of any prior versions of Wellnomics Breaks & Exercises (WorkPace®) User files. Under Windows NT4.0, 2000, and XP these are placed in the Wellnomics Breaks & Exercises (WorkPace®) Backup folder shown below:

C:\Documents and Settings\All Users\Application Data\WorkPace\WP2.5

Under Window 95, 98 and Me they are placed in:

C:\Windows\All Users\Application Data\WorkPace\WP2.5

To reinstall a previous version of Wellnomics Breaks & Exercises (WorkPace®) follow these steps:

- 1 Uninstall Wellnomics Breaks & Exercises (WorkPace®) 4.2 by selecting **Add/Remove Programs** from the **Control Panel** and choosing Wellnomics Breaks & Exercises (WorkPace®).
- 2 Install your previous version of Wellnomics Breaks & Exercises (WorkPace®) from your CD, or website download in the Local (or Standalone) configuration. Keep a note of the folder into which you install Wellnomics Breaks & Exercises (WorkPace®), for example, C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace.
- 3 If the previous version of Wellnomics Breaks & Exercises (WorkPace®) runs up after installation, exit it using the **File > Exit** menu option.
- 4 Copy the *.usr files from the Wellnomics Breaks & Exercises (WorkPace®) Backup folder shown above to the C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace\User Folder.

- 5 Run the newly installed Wellnomics Breaks & Exercises (WorkPace®) from the Windows Start menu. Your previous User file settings are restored.

Central Network Installation

In the process of upgrading from Wellnomics Breaks & Exercises (WorkPace®) 2.4e, 2.5, or 2.51 it was advised to keep a copy of the old Central User Folder. To revert to a previous version of Wellnomics Breaks & Exercises (WorkPace®) follow the steps below:

- 1 Remotely or manually uninstall Wellnomics Breaks & Exercises (WorkPace®) 4.2 from the user's machine.
- 2 Install the previous version of Wellnomics Breaks & Exercises (WorkPace®) using the Central Network Installation selecting the location of the old Central User Folder.

Note: Any data or settings altered since Wellnomics Breaks & Exercises (WorkPace®) 4.2 was installed will be lost.

5 CENTRAL USER MANAGEMENT

This section describes how to centrally manage users when Wellnomics Breaks & Exercises (WorkPace®) is installed using the 'Central Network Installation'.

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Terms and Concepts

This section reviews the terminology and concepts associated with the layout and management of the Wellnomics Breaks & Exercises (WorkPace®) Central Network Installation. For information on managing Wellnomics Breaks & Exercises (WorkPace®) Users on a Wellnomics Risk Management environment, please see the Wellnomics Risk Management IT Admin Guide.

Wellnomics Breaks & Exercises (WorkPace®) User File

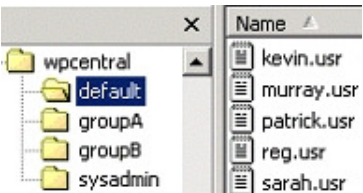
All data associated with a particular user, such as their settings, and daily usage statistics are stored in a file with the extension .usr. These files are referred to as Wellnomics Breaks & Exercises (WorkPace®) User files. The name of each user file is the Windows login name of the user it is associated with. For example, if the users login name is jsmith, then their Wellnomics Breaks & Exercises (WorkPace®) User file will be jsmith.usr.

The Central User Folder

The Central User Folder (e.g. wpcentral) is the pivotal concept around which the management of Wellnomics Breaks & Exercises (WorkPace®) users is based. It is a shared network folder (for example, all users have access to it through the network) containing all the Wellnomics Breaks & Exercises (WorkPace®) User files. The Wellnomics Breaks & Exercises (WorkPace®) User files are located in subfolders of the Central User Folder, where each subfolder (with the exception of the sysadmin subfolder) represents a group (see User Groups). Group membership is simply determined by the folder in which the Wellnomics Breaks & Exercises (WorkPace®) User file resides.

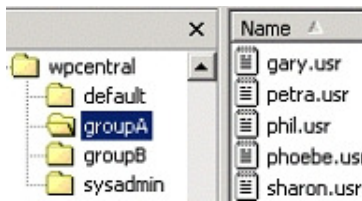
All group membership management is performed through the Central User Folder.

In the example below there are 3 groups: the default group, groupA and groupB:



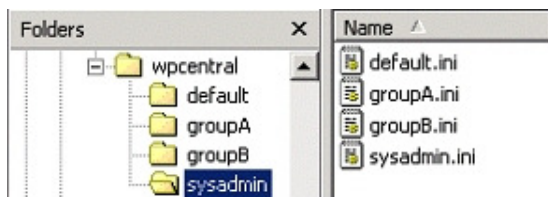
In the above illustration kevin, murray, patrick, reg, and sarah all belong to the 'default' group.

User Groups are simply represented by subfolders of the Central User Folder. A user belongs to a particular group if their user file is stored in the subfolder associated with that group.



In the above illustration gary, petra, phil, phoebe, and sharon all belong to the 'groupA' group.

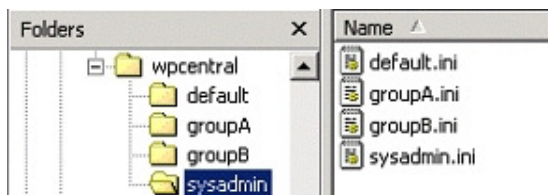
Each group also has a Group Options File of the same name, but with the extension of '.ini' located in the System Administration Folder. The System Administrator Folder will also contain the file 'sysadmin.ini'. The file 'sysadmin.ini' is created during the initial Wellnomics Breaks & Exercises (WorkPace®) installation and contains your encrypted password information, and should not be modified unless directed by Wellnomics Ltd.



The above illustration shows the 3 User Groups: default, groupA, and groupB along with their associated Group Options Files (within the sysadmin subfolder) default.ini, groupA.ini, and groupB.ini.

The System Administrator Folder

The System Administrator Folder contains all the files that control the behavior and settings of Wellnomics Breaks & Exercises (WorkPace®) for each group. This folder is typically, but not necessarily a subfolder of the Central User Folder.



All Wellnomics Breaks & Exercises (WorkPace®) behaviors and settings are managed through editing the Group Options Files in the System Administrator Folder.

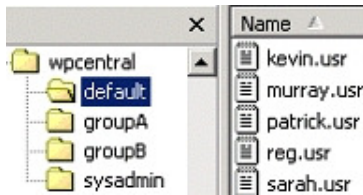
User Groups

Wellnomics Breaks & Exercises (WorkPace®) allows users to be placed into different groups, such that each group of users can have their settings configured to best suit their needs. For example, it may be determined that users working with certain programs require a stricter micropause regime than normal. These users are then placed in their own group and their micropause settings are set appropriately using the Group Options file of that group.

User Groups are simply represented by *subfolders* of the Central User Folder. A user belongs to a particular group if their Wellnomics Breaks & Exercises (WorkPace®) User file is stored in the subfolder associated with that group. Each group also has a Group Options file of the same name and extension '.ini' located in the *System Administrator Folder*.

The Default User Group

There has to be at least one group in the set of User Groups. This is the *Default User Group* and it is created automatically by the installation program. The default group, as the name suggests is where users are placed if group membership of another group cannot be determined. The subfolder name of the default group is simply 'Default'.



Associated with the Default User Group is its Group Options file 'default.ini' stored in the System Administrator Folder.

Group Options Files

Associated with each group is a Group Options file. This is a text file with the same name as its associated group folder and has the file extension '.ini'. All Group Options files are stored in the System Administrator Folder. Each Group Options file contains the setting parameters for the group it is associated with. For example, the Default Group Options file is 'default.ini'. If you created a group subfolder called 'Human Resources' then you must also create a Group Options file 'HumanResources.ini' in the System Administrator Folder.

All modifications to a group's settings are made by editing its Group Options file.

Note: ALL settings for ALL users are read first from the Default User Group file 'default.ini' before any settings are read from any Group Options file, meaning that the Group Options file need only contain differences specific to that Group. It is therefore possible that the Group Options file may contain only a few or even one single setting modification.

In other words, if any setting is missing from a Group Options file, then that setting is read from the Default User Group.

New User Group Membership

The first time a user runs Wellnomics Breaks & Exercises (WorkPace®) they will not have a Wellnomics Breaks & Exercises (WorkPace®) User file. In this case Wellnomics Breaks & Exercises (WorkPace®) will first try to determine which group this user should belong.

In most cases you may wish to skip this step, accepting the default behavior of the Wellnomics Breaks & Exercises (WorkPace®) installation, where all new users will automatically be placed into the Default Group.

The initial Group membership of a new user may be determined by the section [NewUsers] in the appropriate Group Options file. For example, if the users jsmith and mbrown (neither of which yet have a Wellnomics Breaks & Exercises (WorkPace®) User file) are to be placed in the group 'Human Resources' then edit the section [NewUsers] in the Group Options file 'HumanResources.ini' file to read:

```
[NewUsers]
jsmith
mbrown
```

Note: Usernames should be 1 per line and should be the name with which the user logs onto their Windows system with. If a user's login ID is not found in the section [NewUsers] of any Group Options file, then that user is placed in the Default Group.

Command Line Group Feature

This feature allows a system administrator to specify the Group membership of a user on the *command line* when running Wellnomics Breaks & Exercises (WorkPace®) via a script. This feature is only applicable to the 'Central Network' installation configuration

A '-G' (or '-g') option may be added to the command line when running Wellnomics Breaks & Exercises (WorkPace®) to specify which group a user shall belong to. For example:

workpace.exe -G callcenter

This will shift the user to the 'callcenter' group.

If the group name contains spaces, it must be enclosed in double quotes. For example:

`workpace.exe -G "rehabilitation users"`

This will shift the user to the 'rehabilitation users' group.

Note: The '-G' option overrides the 'MoveToDefaultDate' and 'UserCanMoveToDefault' options that may be found in the [Actions] section of any Group Options Files.

Note: If a new user is being created then the '-G' option will override any options found in the [NewUsers] section of any Group Options Files.

¹ From 3.2 Build 1 onwards.

New User Settings

The first time a user runs Wellnomics Breaks & Exercises (WorkPace®), a new Wellnomics Breaks & Exercises (WorkPace®) User file is created for them. The new settings chosen for that user are determined by the key 'NewUserSetup' in the section [NewUserSetup] of the Group Options file. The options available are to use the WorkPace Setup Wizard, accept the built-in defaults, or to let the user choose which option they would prefer to use.

Please note: You may see reference to generating a new user setup based on an existing user file, in the configuration settings files. This feature is no longer supported.

Using the Setup Wizard

The Wellnomics Breaks & Exercises (WorkPace®) Setup Wizard is a tool to determine appropriate settings for a user. There are two alternative parts to the Setup Wizard:

- 1 The user can either complete a questionnaire to determine their initial settings, or
- 2 They can choose their initial settings from a set of "Simple" or "Advanced" presets,

If the first option is selected and the questions are completed, a setup is automatically generated and Wellnomics Breaks & Exercises (WorkPace®) proceeds to function as normal. If the second option is selected, the user is asked to select their setup from a list of built-in presets. To have the Wellnomics Breaks & Exercises (WorkPace®) Setup Wizard run when a new user uses Wellnomics Breaks & Exercises (WorkPace®), set the following option in the Group Options file:

```
[NewUserSetup]
NewUserSetup=Wizard
```

To force the user to use the questionnaire part (option 1 above) set the following option in the Group Options file:

```
[NewUserSetup]
NewUserSetupWizard=QuestionWizard
```

To force the user to select their setup from a set of predefined options (option 2 above) set the following option in the Group Options file:

```
[NewUserSetup]
NewUserSetupWizard=PresetWizard
```

To allow the user to choose which option they would prefer to use (choose from either option 1 or 2 above) set the following option in the Group Options file:

```
[NewUserSetup]
NewUserSetupWizard=Choose
```

Using the Default Settings

Built into Wellnomics Breaks & Exercises (WorkPace®) are a set of generic default settings. You can choose to use these settings for new users by editing the section [NewUserSetup] in the Group Options file to read:


```
[NewUserSetup]
NewUserSetup=Default
```

Note: It is recommended to use the Setup Wizard or the User file in preference to this option.

Monitoring Only

Wellnomics Ltd have been asked on numerous occasions to supply a version of Wellnomics Breaks & Exercises (WorkPace®) which only monitors users computer activity and work intensity without prompting for breaks and exercises. The reason for this has been that this data may then be used to show which computer users are most in need of the full Wellnomics Breaks & Exercises (WorkPace®) application with its breaks and exercise prompts.

Instead of developing a separate product, we have built this functionality into Wellnomics Breaks & Exercises (WorkPace®) 4.2 itself.

As part of the [NewUserSetup] section, we have a range of settings available specifically for creating a "Monitor" Group of Wellnomics Breaks & Exercises (WorkPace®) Users.

```
[NewUserSetup]
MonitorOption=No
```

This option asks the user to select between using Wellnomics Breaks & Exercises (WorkPace®) in standard mode with breaks and exercises, or with a 'monitor only' setup (i.e. no breaks or exercises) when Wellnomics Breaks & Exercises (WorkPace®) is first run. Users who choose this 'monitor only' option are placed in the 'Monitor' Group automatically.

```
MonitorOptionFile=monitoronly.rtf
```

This is a Rich Text File (*.rtf or *.txt) placed in the System Administrator Network folder, and is the body of the option message displayed to users when the above 'MonitorOption' setting is set to 'Yes'. Different language versions are supported by appending the language extension to the file name (e.g. monitoronly_nl.rtf). If NO file is specified, and the above 'MonitorOption' setting is set to 'Yes', then the user is placed in the monitor group without being asked.

```
MonitorOnlyDisclaimer=No
```

This option displays a disclaimer if the user selects the 'monitor only' setup.

```
MonitorOnlyDisclaimerFile=monitoronlydisclaimer.rft
```

This is a Rich Text File (*.rtf or *.txt) placed in the System Administrator Network Folder, and contains a disclaimer displayed to the users if they choose the 'monitor only' option. Different language versions are supported by appending the language extension to the file name (e.g. monitoronlydisclaimer_nl.rtf)

Misc New User Settings

Three additional settings are available for new User files created by any Group Options file.

```
NewUserLanguage=0
```

This is the initial language chosen for a new user. It uses the Windows Language Ids. If set to 0 then the current Windows Locale language is used.

```
NewUserDutchRegs=No
```

Enforce Dutch Ergonomic regulations for new users (Yes/No)?

```
NoHardwareWizard=No
```

This gives the option of turning off the Hardware Wizard for new Users and their machines. If set to yes, then Wellnomics Breaks & Exercises (WorkPace®) assumes Internal and External Sound capability is available, and that the computer is a desktop PC.

Personal Information Wizard

Please Note: This item is retained for historical and backward-compatibility purposes only. There is no way of extracting or reporting on any of the information gathered by the Personal Information Wizard in Wellnomics Breaks & Exercises (WorkPace®). This has now been replaced by group building capabilities in Wellnomics Risk Management.

Wellnomics Breaks & Exercises (WorkPace®) User files are identified by the user's login name. For example, if a user logs into their system as jsmith, then their Wellnomics Breaks & Exercises (WorkPace®) User file is named 'jsmith.usr'. When a new user is created they are usually prompted to complete the Personal Information Wizard. The information requested by Wellnomics Breaks & Exercises (WorkPace®) can be configured for each group. There are a number of built-in information fields. These are listed in the following table:

Field	Meaning	Asked by Default
Department	The department the user works in	Yes
Location	The physical location the user works, such as the branch or city	Yes
EmployeeID	Organization human resources ID	No
Gender	Male or Female	No
JobFunction	The type of work the user is involved in	No
Email	The User's Email address	Yes

The Personal Information Wizard will always ask the user for their first and last name. To have Wellnomics Breaks & Exercises (WorkPace®) request (or suppress) any of the above default fields simply edit the section `[PersonalInfo]` in the Group Options file such that the field name either equals 'Yes' or 'No' depending on whether or not you want that field asked. For example:

```
[PersonalInfo]
Department=Yes
Location=No
EmployeeId=Yes
Gender=No
JobFunction=No
Email=Yes
```

In the case of these options, Wellnomics Breaks & Exercises (WorkPace®) will ask for the user's department, employee ID, and email address, but not their location, gender or job function.

If you do not want (or need) your users to supply any of the above information, you may disable this within the `[NewUserSetup]` section of the Group Options file, using the following setting:

```
CollectPersonalInfo=No
```

Customizing Personal Information Fields

The built-in personal Information fields can be customized to include drop-down lists with a limited set of options. For example, your organization may have a set number of branch locations such as London, New York, and Paris. Users should be limited to selecting one of these options.

To add a drop-down list of values to a field simply add the list of allowable values to the entry using the 'Options' keyword, for example:

```
[PersonalInfo]
Department=Yes,Options={"London","New York","Paris"}
```

Adds the options 'London', 'New York', and 'Paris' to the Departments field.

Adding New Personal Information Fields

New personal information fields can be added by simply adding a new entry in the `[PersonalInfo]` section in the following format:

FieldName={*Section*},{*Caption*},{*Options*}

Where *FieldName* is the name of the field, *Section* describes a section name, *Caption* describes the caption of the field, and *Options* lists the options available. Each field is optional.

Note: The user is asked to fill in the Personal Information fields the first time Wellnomics Breaks & Exercises (WorkPace®) runs. If a new field is added after this time, Wellnomics Breaks & Exercises (WorkPace®) automatically asks the users to fill in the new field the next time Wellnomics Breaks & Exercises (WorkPace®) starts up. To suppress this behaviour edit the Group Options File as follows:

```
[General]
ReAskNewPersonalInfo=No
```

Section Field

The section field specifies a section heading separating different fields, for example:

```
{Section="Taxation Information"}
```

Creates a new section named 'Taxation Information' (if required) and places the field in this section.

Caption Field

The caption field determines the caption of the field, for example:

```
{Caption="Tax Classification"}
```

Gives the field the caption 'Tax Classification'.

Options Field

Lists a set of options, for example:

```
{Options={"A", "B", "C"}}
```

The user can only choose one of the options in the list. To allow the user to either select from the list, or type in an answer not in the list, add an empty string field to the end of the list, for example,

```
{Options={"A", "B", "C", ""}}
```

will allow the user to select A, B, or C from a drop-down list or to type in their own answer not in the list.

Example

An example of a new Personal Information field combining all of the above fields is:

```
TaxCode={Section="Taxation Information"},{Caption="Tax
Classification"},{Options={"A", "B", "C"}}
```

This would create a field called 'Tax Classification' in a section called 'Taxation Information', with the list of options 'A', 'B', and 'C'.

To create a field without a list of options simply leave off the options field.

Translation

Fields can be translated by prefixing a Wellnomics Breaks & Exercises (WorkPace®) Language id to the text appropriately. (See WorkPace Language Codes on page 53 for a list of language codes.)

For example:

```
Location={Section=us:"Details",nl:"Details"},{Caption=us:"Location",nl:"Loca
tie"}
```

translates the field text into US English (us), or Dutch (nl) as appropriate.

The Options field cannot be translated.

Auto-Filling Personal Information Fields

Personal information fields can be filled in automatically from environment variables. If information such as the user's first name, last name etc is available as environment variables then these can be automatically used to fill in the user's Personal Information in their *.usr file. This is done by adding the field 'Source' to the personal information field in the group definition file.

```
[PersonalInfo]
  FirstName={Source=%FName%}
  Building={Caption="Building"}, {Source=%BuildingId%}
  Location=Yes, {Source=%Location%}
```

The above example tells Wellnomics Breaks & Exercises (WorkPace®) to source the `FirstName` field from the environment variable 'FName', and to source a new field called `Building` from the variable 'BuildingId' and give the field an on-screen caption of 'Building'. The `Location` field is one of Wellnomics Breaks & Exercises (WorkPace®)'s optional information fields and therefore requires a 'Yes' option to be specified before sourcing the contents of this field from the environment variable 'Location'.

Note: `FirstName` and `LastName` are compulsory for Wellnomics Breaks & Exercises (WorkPace®) User Files (through either auto-filling or manual entry), so no '=Yes' or '=No' option is required. The new `Building` field has been added manually and therefore the '=Yes' option is automatically implied and not needed.

If the environment variable contains a comma separated list of fields, e.g.

```
FullName=John, Smith
```

Then the following notation will separate them out:

```
[PersonalInfo]
  FirstName={Source=%FullName#1%}
  LastName={Source=%FullName#2%}
```

Delayed Actions

There may be circumstances where you may wish to ask your users to re-run the Setup Wizard to re-evaluate their Wellnomics Breaks & Exercises (WorkPace®) settings after a pre-determined period of time. The `[Actions]` section of the Group Settings File is for this exact purpose.

```
[Actions]
  RerunWizardDate=0
```

The default value of '0' tells Wellnomics Breaks & Exercises (WorkPace®) to never automatically re-run the Setup Wizard. Change this value to a date in the format of `dd/mm/yyyy`, or `dd` where `dd` is the number of days since the WorkPace *.usr file was created.

```
[Actions]
  MoveToDefaultDate=0
```

This setting in the `[Actions]` section of the Group Settings File, enables Wellnomics Breaks & Exercises (WorkPace®) to automatically move any Users in this Group to the Default Group on or after this date. Again, the default value of '0' tells Wellnomics Breaks & Exercises (WorkPace®) never to automatically move any User files. Change this value to a date in the format of `dd/mm/yyyy`, or `dd` where `dd` is the number of days since the Wellnomics Breaks & Exercises (WorkPace®) *.usr file was created. This setting is ignored if the user is already in the Default Group.

```
[Actions]
  AskToMove=No
```

If the above 'MoveToDefaultDate' setting is used, and 'AskToMove' is set to 'Yes', then the user will be asked whether or not they wish to be moved to the default group.

```
[Actions]
  RerunIntroduction=Yes
```

If the user ends up being moved to the default group through the above processes they will be asked to run through the Wellnomics Breaks & Exercises (WorkPace®) introduction process, which may include running the training and setup wizard again.

```
[Actions]
```

```
UsersCanMoveToDefault=No
```

Users that are not in the default group can choose to move themselves to the default group via a system tray menu item labelled 'Activate Wellnomics Breaks & Exercises (WorkPace®)'. This feature has been designed to allow users to voluntarily activate Wellnomics Breaks & Exercises (WorkPace®) when it is running in Monitoring mode.

Multimedia Training

Wellnomics Breaks & Exercises (WorkPace®) has a built-in multimedia presentation to train the user on how to best use and interact with Wellnomics Breaks & Exercises (WorkPace®). When Wellnomics Breaks & Exercises (WorkPace®) is run for the first time, the user can be asked to run the Wellnomics Breaks & Exercises (WorkPace®) Training. Three options are supported: No Training, Voluntary Training, and Compulsory Training.

No Training

This option means the user will not be asked to run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training when they first run Wellnomics Breaks & Exercises (WorkPace®). To choose this option, edit the section `[General]` of the Group Options file as follows:

```
[General]
WPTraining=N
```

Users can still run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training at a later date by choosing it from the Help Menu.

Voluntary Training

This option means the user will be asked to run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training when they first run Wellnomics Breaks & Exercises (WorkPace®). They can however choose to not run the training. To set this option, edit the section `[General]` of the Group Options file as follows:

```
[General]
WPTraining=V
```

Users can still run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training at a later date by choosing it from the Help Menu.

Compulsory Training

This option means the user will be asked to run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training when they first run Wellnomics Breaks & Exercises (WorkPace®). They must run the training before they can proceed. To set this option, edit the section `[General]` of the Group Options file as follows:

```
[General]
WPTraining=C
```

Users can still run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training again at a later date by choosing it from the Help Menu.

Privacy Levels

Wellnomics Breaks & Exercises (WorkPace®) stores summaries of daily computer usage statistics for each user's local PC. This information is useful for risk assessment, and computer usage trend analysis for that user. In some jurisdictions this information may be considered sensitive and as such Wellnomics Breaks & Exercises (WorkPace®) supports a number of levels of privacy protection for the user. These privacy settings are ignored when user data is synchronized with a Wellnomics Risk Management server, which implements its own security and privacy features.

The available Privacy Levels and their meanings are summarized in the following table:

Privacy Level	Meaning
0	No data protection. The users cannot password protect their local data.
1	Voluntary password protection. The user may choose to set a password to protect their statistics from being viewed on the local PC. They will be asked by Wellnomics Breaks & Exercises (WorkPace®) to enter their password when attempting to view their historical statistics.
2	Mandatory password protection. The user must set a password to protect their statistics from being viewed locally. They will be asked by Wellnomics Breaks & Exercises (WorkPace®) to enter their password when attempting to view their historical statistics.
3	Mandatory password protection. The user must set a password to protect their statistics from being viewed locally.
4	Mandatory password protection. System Administrators cannot view data. This level means the data is totally private to the user on their own PC. Data can be recovered by Wellnomics Ltd. upon request and negotiation.

Warning: If a group's privacy level is set to '4' and the user has set a password, their data cannot be unlocked by the system administrators, even after reducing the privacy level to a lower setting.

To set the privacy level, edit the section `[Security]` in the Group Options file to read:

```
[Security]
PrivacyLevel=x
```

where x is the Privacy Level you have selected from the table above. The recommended Privacy Level is 1 or 2.

Preventing Users from Exiting

There are two settings listed under the `[Security]` section of the Group Options file that can restrict the user's ability to exit from Wellnomics Breaks & Exercises (WorkPace®), or to even prevent them from putting Wellnomics Breaks & Exercises (WorkPace®) on Standby.

The default values for these two settings is `No`, however:

This option will prevent users from exiting Wellnomics Breaks & Exercises (WorkPace®).

```
UserCannotExit=Yes
```

This option will prevent users from placing Wellnomics Breaks & Exercises (WorkPace®) on Standby.

```
UserCannotStandby=Yes
```

Discomfort Reports

Please Note: This item is retained for historical and backward-compatibility purposes only. Please refer to Wellnomics Risk Management for Discomfort and other Risk Reports and Assessments.

Wellnomics Breaks & Exercises (WorkPace®) 4.2 supports the submission of a Discomfort Report to the organization's health and safety management by users. This report allows users to notify the health and safety management of any discomfort they may be experiencing while using their computer. Users can submit a report at any time. Reports are sent to management via email. To enable the Discomfort Reporting edit the `[DiscomfortReport]` section of the Group Options file as follows:

```
[DiscomfortReport]
Enabled=Yes
```

To disable Discomfort reporting set `Enabled=No`.

Email Setup

Whenever a user submits a Wellnomics Breaks & Exercises (WorkPace®) Discomfort Report an email is automatically sent to the appropriate health and safety manager. In order for Wellnomics Breaks & Exercises (WorkPace®) to send an email, a valid SMTP server is required. Enter the address of the SMTP server in the [DiscomfortReport] section of the Group Options file as follows:

```
[DiscomfortReport]
SMTPServer=192.168.0.1:25
```

192.168.0.1 is an example of an SMTP IP address. The port number can be specified after the IP address separated by a colon. If no port is specified, then port 25 is used by default. You can also enter the SMTP server name if it has a DNS entry, for example, mailhost:25.

Some SMTP servers require a specific User ID, which can be set by the entry:

```
[DiscomfortReport]
SMTPServerUserId=userid
```

In this example, *userid* is the user id to send to the SMTP server when making a sendmail request.

To set whom the Discomfort Report is sent to edit the Email address field:

```
[DiscomfortReport]
Email=HSManager@yourcompany.com, Email=HRManager@yourcompany.com
```

More than one email address can be specified using a comma-separated list of email addresses.

Exercise Filter

Included with Wellnomics Breaks & Exercises (WorkPace®) is a comprehensive set of stretches and exercises. Your health and safety officer may decide that some of the exercises included are not suitable or appropriate for certain groups or individuals within the organization. The exercises available to the users can be filtered on a per group basis using the 'ExerciseFilter' option in the section [General] of the Group Options file. The exercises to be excluded are listed as a comma separated list of exercises IDs (see Chapter 7 for the list of Wellnomics Breaks & Exercises (WorkPace®) exercise IDs). For example to filter out the exercises "Ulnar Nerve on Desk" and "Ulnar Nerve 'Goggles'", look up their IDs in the Wellnomics Breaks & Exercises (WorkPace®) exercises list and place these in the exercise filter list, for example:

```
[General]
ExerciseFilter=32,33
```

Locking of Settings

In general, each Wellnomics Breaks & Exercises (WorkPace®) user can edit their own settings to determine how often micropause and breaks are recommended or enforced by Wellnomics Breaks & Exercises (WorkPace®). If a user decides to disable their micropauses or breaks then Wellnomics Breaks & Exercises (WorkPace®) is not going to be as effective as it could be. To counter this, it is possible to centrally lock user settings to particular values, or to limit the range of allowable values. For example, an organization may decide that a particular group of users should have their micropause interval set to 5 minutes, and that these users should not be allowed to change this setting. This can be done by editing the [LockingSetup] section of the Group Options file. Every significant setup parameter in Wellnomics Breaks & Exercises (WorkPace®) may be configured to be unlocked, locked, or limited to be within a range of values (range locked). Each setup parameter is one of several possible types, namely boolean, integer or time value.

Lock Level

This setting, under the [Security] section sets a predefined set of locking parameters.

The initial lock level (NoLock/Lock1/Lock2). Sets a predefined set of initial locking parameters.

```
LockLevel=NoLock
```

- **NoLock:** means none of the user settings are locked

- **Lock1:** user can edit their settings, but cannot exit, nor put Wellnomics Breaks & Exercises (WorkPace®) on standby.
- **Lock2:** user cannot edit their settings, cannot exit, and cannot place Wellnomics Breaks & Exercises (WorkPace®) on standby.

The LockLevel can then be specialized further in the [LockingSetup] section.

Value Syntax

Boolean Value Syntax

Boolean values are expressed by the symbols **Y** and **N**. **Y** for Yes (true) and **N** for No (false). Most settings allow **Yes** and **No** values as well as **Y** and **N**.

Integer Value Syntax

Integers are simply numbers and are written in the normal way, for example, fifteen is written as 15.

Time Value Syntax

Time values are specified using the suffix notation 'h' for hours, 'm' for minutes and 's' for seconds. For example, 2 hours 10 minutes and 30 seconds is written as 2h10m30s. Not all units are required, for example, 3 hours and 10 seconds is written as 3h10s, or 5 minutes as 5m.

Tips Value Syntax

Break tips are enclosed in curly braces "{ }", and can support up to 3 elements per tip. Each element is separated by the vertical bar "|" symbol. The three elements are as follows:

- 1 Tip Title
- 2 Tip text
- 3 Keyboard Shortcut

Unlocked

This is different to the setup parameter being blank. For example:

```
[LockingSetup]
MicropauseInterval=
```

With this setting in the Default Group Options file (default.ini), all new users receive no locks for this parameter, and are free to adjust the Micropause Interval value within the Wellnomics Breaks & Exercises (WorkPace®) Console as they see fit.

However, if this setting had previously been locked, i.e.

```
[LockingSetup]
MicropauseInterval=Locked:5m
```

Then the following modification must be made to the Group Option File to unlock this setting:

```
[LockingSetup]
MicropauseInterval=UnLocked
```

Note: This is also relevant to users who may belong to a User Group other than the Default User Group. For example, the default user group may lock the 'MicropauseInterval' setting to '5m', giving everyone in the organization a locked Micropause Interval of 5 minutes. If however, you have created a different User Group called 'Call Center', you may wish the members of this group to have flexibility over their Micropause Duration. You would therefore add the following setting to the Call Center Group Options File 'call_center.ini' as follows:

```
[LockingSetup]
MicropauseInterval=UnLocked
```


When Wellnomics Breaks & Exercises (WorkPace®) loads, it first reads the default settings from 'default.ini' (even the member of the 'Call Center' group), then those users who belong to the 'Call Center' group will also have the settings read in from 'call center.ini'. Their Wellnomics Breaks & Exercises (WorkPace®) settings will be overwritten by any settings made in 'call center.ini', including the unlocking of the MicropauseInterval setting.

Range Lock

A range lock limits the range of values a user can adjust a setting to. This allows user to have some degree of adjustment in their parameters without allowing them to choose values that make the software ineffective. For example, the Micropause Interval could be limited to be between 3 minutes and 7 minutes 30 second, as follows:

```
[LockingSetup]
MicropauseInterval=RangeLocked:3m-7m30s
```

Note: The minimum and maximum values of Range locks cannot be outside of the built-in minimum and maximum values for settings listed in the table below.

Locked

A setting that is locked cannot be adjusted from its current value. The current value may, for example, have been generated by the Wellnomics Breaks & Exercises (WorkPace®) Setup Wizard when the Wellnomics Breaks & Exercises (WorkPace®) User File was created or from a file preset.

Value Locked

A value locked setting is a setting that is locked to a particular fixed value. For example, to fix the Micropause Interval to 5 minutes you would write:

```
[LockingSetup]
MicropauseInterval=Locked:5m
```

Note: The value of the Value Lock cannot be outside of the built-in minimum and maximum values for settings listed in the table below.

Lockable Value List

The following tables list the names of the setup parameters that are lockable and their type, along with minimum and maximum values where applicable.

Micropause Parameters

These are the parameters that control the micropause behavior.

Setup Parameter	Type	Notes	Min	Max
MicropauseEnabled	Boolean	Micropause enabled / disabled	-	-
MicropauseInterval	Time Value	Micropause interval	30s	10m
MicropauseDuration	Time Value	Micropause duration	5s	3m
MicropauseWarnLevel	Integer	See warning levels table below	1	5

Break Parameters

These are the parameters that control the behavior of Breaks.

Setup Parameter	Type	Notes	Min	Max
BreakEnabled	Boolean	Wellnomics Breaks & Exercises (WorkPace®) Break enabled / disabled	-	-
BreakInterval	Time Value	Wellnomics Breaks & Exercises (WorkPace®) Break interval	1m	4h

Setup Parameter	Type	Notes	Min	Max
BreakDuration	Time Value	Wellnomics Breaks & Exercises (WorkPace®) Break duration	1m	2h
BreakWarnLevel	Integer	See warning levels table below	1	5
BreakWarnNumber	Integer	Number of warnings before a break is enforced or considered ignored	1	3

Exercise Parameters

These parameters control the exercise regime

Setup Parameter	Type	Notes	Min	Max
ExPrompt	Boolean	Prompt Exercises enabled / disabled	-	-
ExPromptEvery	Time Value	Interval to prompt for exercises	5m	5h
ExPromptBreak	Boolean	Show exercises during Wellnomics Breaks & Exercises (WorkPace®) Break enabled / disabled	-	-
ExPerBreak	Integer	Number of exercises displayed per break	1	99

Daily Limit Parameters

These are the parameters that control the Daily Limit behavior.

Setup Parameter	Type	Notes	Min	Max
DailyLimitEnabled	Boolean	Daily Limit enabled / disabled	-	-
DailyLimit	Time Value	Daily computer usage limit	15m	23h59m
DailyLimitReset	Time Value	Time of day the Daily Limit is reset, for example, 2am.		
DailyLimitWarnLevel	Integer	See warning levels table below	1	5
DailyLimitWarnNumber	Integer	Number of warnings before a daily limit is enforced or considered ignored.	1	3

Weekly Limit Parameters

These are the parameters that control the Weekly Limit behavior.

Setup Parameter	Type	Notes	Min	Max
WeeklyLimitEnabled	Boolean	Weekly Limit enabled / disabled	-	-
WeeklyLimit	Time Value	Weekly computer usage limit	15m	80h
WeeklyLimitReset	Integer	The day of the week the Weekly Limit is Reset. 0=Sat, 1=Sun,...,6=Fri	0	6
WeeklyLimitWarnLevel	Integer	See warning levels table below	1	5
WeeklyLimitWarnNumber	Integer	Number of warnings before a weekly limit is enforced or considered ignored.	1	3

Work Day Parameters

These are the parameters that control the Work Day behavior.

Setup Parameter	Type	Notes	Min	Max
WorkDaySun	Boolean	Sunday is a normal workday	-	-
WorkDayMon	Boolean	Monday is a normal workday	-	-
WorkDayTue	Boolean	Tuesday is a normal workday	-	-
WorkDayWed	Boolean	Wednesday is a normal workday	-	-
WorkDayThu	Boolean	Thursday is a normal workday	-	-
WorkDayFri	Boolean	Friday is a normal workday	-	-
WorkDaySat	Boolean	Saturday is a normal workday	-	-

Typing Speed Limit Parameters

These are the parameters that control the Typing Speed behavior.

Setup Parameter	Type	Notes	Min	Max
TypingSpeedEnabled	Boolean	Typing Speed Limit enabled / disabled	-	-
TypingSpeedLimit	Integer	Typing Speed Limit in keys per minute.	1	1200
TypingSpeedWarnAfter	Time Value	Warn after typing faster than the limit for this long.	1s	10m
TypingSpeedNoRewarnFor	Time Value	Do not issue another warning for this long after the previous warning.	5s	45m
TypingSpeedCharPerWord	Integer	Characters per word used to computer words per minute.	1	10

Schedule Parameters

These are the parameters that control the Schedule behavior.

Setup Parameter	Type	Notes	Min	Max
ScheduleEnabled	Boolean	Enable schedule prompts	-	-
ScheduleAlignBreaks	Boolean	Align breaks with schedule	-	-

Option Parameters

These are the parameters that control the Option behavior.

Setup Parameter	Type	Notes	Min	Max
OptionActivateScreenSaver	Boolean	Automatically activate screen saver on Wellnomics Breaks & Exercises (WorkPace®) Break, Daily Limit and Weekly Limit	-	-

Setup Parameter	Type	Notes	Min	Max
OptionBlankScreen	Boolean	Automatically blank the screen on Wellnomics Breaks & Exercises (WorkPace®) Break, Daily Limit and Weekly Limit	-	-
OptionBCSysTray	Boolean	Show the Break Compliance icon in the Windows system tray.	-	-
OptionWISysTray	Boolean	Show the Work Intensity icon in the Windows system tray.	-	-
OptionEnforceDutchRegs	Boolean	Enforce the Dutch break regulations.	-	-
OptionUnixDockIcon	Boolean	UNIX only: Dock the icon.	-	-
OptionBounceIcon	Boolean	Allow/Prevent bouncing icons in break alerts.	-	-
OptionSuspendInRemoteSession	Boolean	Suspend WorkPace when running in remote session.	-	-

Status Option Parameters

These are the parameters that control the Status Option behavior.

Setup Parameter	Type	Notes	Min	Max
StatusOptionAlwaysInFront	Boolean	Always show the Status Panel as topmost, such as in front of all other windows.	-	-
StatusOptionShowStatus	Boolean	Allow the Status Panel to be shown	-	-
StatusOptionShowMP	Boolean	Show the micropause information in the Status Panel	-	-
StatusOptionShowWB	Boolean	Show the Wellnomics Breaks & Exercises (WorkPace®) Break information in the Status Panel	-	-
StatusOptionShowDL	Boolean	Show the daily limit information in the Status Panel.	-	-
StatusOptionShowWL	Boolean	Show the weekly limit information in the Status Panel.	-	-
StatusOptionShowTS	Boolean	Show the typing speed information in the Status Panel.	-	-

Record Parameters

These are the parameters that control the Record behavior.

Setup Parameter	Type	Notes	Min	Max
RecordLaptopStats	Boolean	Record the user's laptop usage statistics	-	-

Setup Parameter	Type	Notes	Min	Max
RecordBreakStats	Boolean	Record the user's break compliance statistics.	-	-
RecordSetupStats	Boolean	Record Wellnomics Breaks & Exercises (WorkPace®)'s Settings	-	-
RecordKeyStats	Boolean	Record the user's general keyboard statistics.	-	-
RecordAllKeyStats	Boolean	Record the statistics of individual key presses.	-	-
RecordHistograms	Boolean	Record Break and Usage histogram information.	-	-
RecordApplications	Boolean	Record Application usage information.	-	-

Miscellaneous Parameters

These are the parameters that control the miscellaneous behavior.

Setup Parameter	Type	Notes	Min	Max
ThemeSoundEnabled	Boolean	Whether or not the user's sound is enabled	-	-
UserCannotExit	Boolean	Block the user from exiting Wellnomics Breaks & Exercises (WorkPace®).	-	-
UserCannotStandby	Boolean	Block the user from placing Wellnomics Breaks & Exercises (WorkPace®) on Standby.	-	-

Warning Levels

The values of 1 to 5 correspond to the Wellnomics Breaks & Exercises (WorkPace®) warning levels as shown in the following table. For more detail on their meaning see the *User's Guide*.

Warn Level Value	Meaning
1	Low (alert only)
2	Medium - Low (alert and insist, ignore allowed)
3	Medium (2 ignores)
4	Medium - High (only 1 ignore allowed)
5	High (ignore disabled)

Disabling Sounds

You may want to turn off the sound for a particular group of users to reduce noise in the workplace, or to lighten network traffic in a centralized computing situation (for example, MetaFrame). To do this change the `ThemeSoundEnabled` parameter in the `[LockingSetup]` section. See the *Locking of Settings* section.

```
[LockingSetup]
ThemeSoundEnabled=Locked:No
```

This will lock the sound option for all the users in the group to off.

Display Settings

The information displayed to the user may be configured through the `[Display]` section of the Group Options File. The following table lists the screens that can be hidden from the user.

Key	Meaning	Allowed Values
HideStandbyRestOfDay=	Hide the 'Standby Rest of Day' option. Users cannot place on standby for the rest of the day.	Yes/No
HideGraphHistoricalStats=	Hide the graphing of historical data.	Yes/No
HidePastActivity=	Hide the 'Past Activity' option completely. Users cannot view any recorded data if this option is enabled.	Yes/No
HidePastUsage=	Hide the 'Usage' tab in the Past Activity window. Users cannot view the daily historical usage information (time spent using the computer etc.) if this option is enabled.	Yes/No
HidePastLaptopUsage=	Hide the 'Laptop Usage' tab in the Past Activity window. Users cannot view the daily historical laptop usage information (time spent using the computer etc.) if this option is enabled.	Yes/No
HidePastBreaks=	Hide the 'Breaks' tab in the Past Activity window. Users cannot view the daily historical break compliance information (micropauses taken etc.) if this option is enabled.	Yes/No
HidePastDutchRegs=	Hide the 'Dutch Regulations' tab in the Past Activity window. Users cannot view the Dutch regulations break compliance information (5 minute breaks taken every 2 hours etc.) if this option is enabled. This tab is hidden by default if the Dutch regulations are not being enforced.	Yes/No
HidePastSettings=	Hide the 'Settings' tab in the Past Settings window. Users cannot view the daily historical settings (micropause interval, duration etc.) if this option is enabled.	Yes/No
HidePastKeyboard=	Hide the 'Keyboard' tab in the Past Settings window. Users cannot view the daily keyboard group information (numeric keys etc.) if this option is enabled.	Yes/No
HidePastIndividualKeys=	Hide the 'Individual Keys' tab in the Past Settings window. Users cannot view the daily individual keypress information ('a', 'b', 'c' keys etc.) if this option is enabled.	Yes/No
HidePastApplications=	Hide the 'Applications' tab in the Past Settings window. Users cannot view the daily application usage information if this option is enabled.	Yes/No
HideRecordingOptions=	Hide the 'Recording Options' item from the menu. Users cannot control which groups of statistics are recorded.	Yes/No
HideMaintExpiry=	Hide the software maintenance expiry information from the user.	Yes/No
HideRegistration=	Hide the 'Enter Registration Key' from the menu. This prevents users trying to enter their own personal license key.	Yes/No
HideExerciseEditor=	Hides the exercise setup list editor.	Yes/No
HideMainConsole=	Hides access to the main Console. This will not allow the user to edit any settings or view their usage data.	Yes/No
HideSetupWizard=	Hides the setup wizard from use by the user. The setup wizard can still be used to create an initial profile, but not to update the profile later.	Yes/No
HideSupport=	Hide the Support option on the Help menu.	Yes/No

Key	Meaning	Allowed Values
WRMLink=	URL to Wellnomics Risk Management information page. Language code is appended to the URL to support different languages (e.g. www.workpace.com/wp_wrm_nl). Leave blank to disable.	Blank/URL

Tips

Tips are displayed on both Micropause and Rest Break **insist** windows (that is, once <Product Branding> is sure that the user is actually taking a Micropause or Rest Break).

A selection of tips have been provided for you in both English and Dutch, however tips are supported for every language supported by <Product Branding>.

Tips Prefix	WorkPace Language
tips_us=	English (US)
tips_nl=	Dutch
tips_es=	Spanish
tips_pt=	Portuguese
tips_no=	Norwegian
tips_se=	Swedish
tips_ru=	Russian
tips_th=	Thai
tips_fr=	French
tips_id=	Indonesian
tips_ch=	Chinese

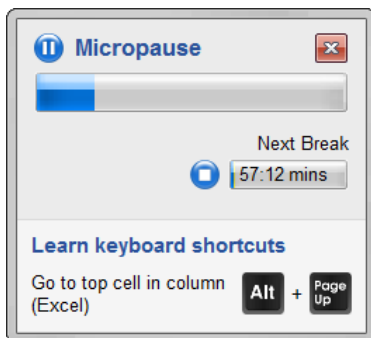
Tips are entered in the Group Options file using the following syntax:

```
Tips Prefix {Tip1 Heading | Tip1 Text | Tip1 Keyboard Shortcut} , {Tip2
Heading | Tip2 Text | Tip2 Keyboard Shortcut} ...
```

For example:

```
tips_us= { Learn keyboard shortcuts | Go to top cell in column (Excel) |
[alt] + [PageUp] }
```

The above entry would create the following single tip to appear at every Micropause.





Notes on the Tips syntax:


- Each tip is enclosed in curly braces { } and separated by a comma.
- The | symbol separates each element of **Heading**, **Text**, and **Keyboard Shortcut** within each tip.
- The **Heading**, **Text**, and **Keyboard Shortcut** are all optional.
- If there is only one element within the curly braces it is treated as the Tip **Text** (i.e. No Heading, and No Keyboard Shortcut).
- If there are two elements within the curly braces the first element is treated as the Tip **Heading** and the second element is treated as the Tip **Text**.

- All three elements must be present for the **Keyboard Shortcut** to appear.
- Keyboard Shortcut keys must be enclosed in square brackets [].
- You may add as many tips as you like.














The Keyboard Shortcut keys that you provide will appear as white text on a black background image of a keyboard key. For example:



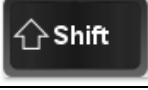
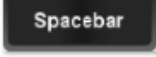



[ctrl] + [p] will appear as 

[alt] + [F] , [s] will appear as 

[F5] will appear as 

Here is a list of all the special function keys that may be used:

Keyboard Shortcut	Key Image
[alt]	
[backspace]	
[blank]	
[ctrl]	
[del]	
[down]	
[end]	
[enter]	
[home]	
[insert]	
[left]	
[menu]	
[pagedown]	

[pageup]	
[right]	
[shift]	
[spacebar]	
[tab]	
[up]	
[win]	

Call Center Settings

The warning popups (micropause, rest breaks, daily and weekly limits) are displayed to the user in the bottom-right corner of the primary monitor, but this may be changed through the [CallCenter] section of the Group Options File. The following table lists the parameters that can be customized. The defaults are in parenthesis.

Key	Meaning	Allowed Values
WarnHorizontalLocation	Horizontal positioning of the pop-up warnings.	Left/Center/(Right)
WarnVerticalLocation	Vertical positioning of the pop-up warnings.	Top/Center/(Bottom)
WarnInWorkArea	Will keep any pop-up warnings off the taskbar and any toolbars etc, and within the Windows working area.	(Y)/N
NoBreakInsist	Will cause reminders to remain of the screen, but not move to the insist stage. Note: The reminder will not remain on the screen indefinitely if the Enforcement level is set to "Low".	Y/(N)

Desk-Mode Operation

The Wellnomics Breaks & Exercises (WorkPace®) 4.2 'desk-mode' feature is for when a user is not using their computer (but perhaps writing at their desk) and they would still like to be reminded to take periodic breaks. Desk-Mode breaks work in a similar manner to other Wellnomics Breaks & Exercises (WorkPace®) breaks.

During a Desk-Mode break, the user can start using the computer again whenever they want. As soon as Wellnomics Breaks & Exercises (WorkPace®) detects input, the Desk-Mode break window disappears, and the normal mode is resumed.

When the user is working at their computer, Wellnomics Breaks & Exercises (WorkPace®) operates as normal. The time to switch between the two modes is automatically detected by Wellnomics Breaks & Exercises (WorkPace®).

Desk-Mode works as follows:

- On Start-up the Desk-Mode time is reset (for example, to 60 minutes) and Wellnomics Breaks & Exercises (WorkPace®) starts in Normal Mode.
- After 3 minutes of idle time Wellnomics Breaks & Exercises (WorkPace®) switches to Desk-Mode (provided no Wellnomics Breaks & Exercises (WorkPace®) Break or Micropause is in progress).
- While in Desk-Mode the desk-mode timer counts down.
- If the Desk-Mode timer reaches zero the Desk-Mode warnings are displayed. After the Desk-Mode break is complete, the Desk-Mode timer is reset. (A Wellnomics Breaks & Exercises (WorkPace®) Break will also reset the Desk-Mode timer).
- If the user starts using the computer while in Desk-Mode, Wellnomics Breaks & Exercises (WorkPace®) switches back to normal mode.

The Desk-Mode options may be configured through the Group Options File. The following table lists the parameters that can be customized.

Key	Meaning	Allowed Values
DeskmodeEnabled	Is Desk Mode Enabled?	Yes/No
DeskmodeInterval	Desk-Mode break interval	1m - 4h
DeskmodeDuration	Desk-Mode break duration	10s - 59m55s
DeskmodeStop	Desk-Mode stops each day after this time.	hh:mm:AM/PM
StatusOptionShowDM	Show Desk-Mode timer on the Status Panel	Yes/No

General Settings

The Wellnomics Breaks & Exercises (WorkPace®) general behavior settings are listed in the following table:

Key	Meaning	Allowed Values
AutoSave	This option sets whether or not Wellnomics Breaks & Exercises (WorkPace®) periodically saves the user's data to their Wellnomics Breaks & Exercises (WorkPace®) User file. Recommended value is 'Yes'.	Yes/No
AutoSavePeriod	This sets how frequently the user's data is saved to their Local Wellnomics Breaks & Exercises (WorkPace®) User file (the AutoSave option above must be true). This value is in minutes.	1-1000
AutoSavePeriodNetwork	This sets how frequently the user's data is saved to their Network Wellnomics Breaks & Exercises (WorkPace®) User file (the AutoSave option above must be true). This value is in minutes.	0-1000

Key	Meaning	Allowed Values
SysadminRereadPeriod	Specifies the period in minutes between rereads of the System Administrator Files, for example, the Group Options files. This value affects the time between the system administrator updating a System Administrator File and the result being reflected in Wellnomics Breaks & Exercises (WorkPace®). A value of 0 means to not reread the files at all.	0-480
EnforceDutchRegs	Determines whether or not the option for Dutch health and safety regulation enforcement is enabled by default for new users. Use the 'OptionEnforceDutchRegs' in the [LockingSetup] to switch on or off the Dutch regulation enforcement for existing users.	Yes/No
WPTraining	Determines whether or not to ask the user to run the Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training when they first run Wellnomics Breaks & Exercises (WorkPace®). A value of 'N' means 'No' do not ask to run the Wellnomics Breaks & Exercises (WorkPace®) Training. A value of 'V' means it is voluntary for the new user to run the Wellnomics Breaks & Exercises (WorkPace®) Training, therefore, they can choose not to run the training. A value 'C' means it is compulsory for the new user to run the Wellnomics Breaks & Exercises (WorkPace®) Training, therefore, they cannot proceed until the training has been run.	N/V/C
TrialExpiry	This is a special field for organizations running a trial of Wellnomics Breaks & Exercises (WorkPace®). With this field it can be organized so that the product expires at the same time for all users in the group.	-
ExerciseFilter	This allows the filtering of any Wellnomics Breaks & Exercises (WorkPace®) exercises deemed to be unsuitable for this particular group. It is a comma separated list of integer numerical IDs corresponding to the exercises to be filtered. See the User's Guide for the list of exercises and their IDs.	For example, 18, 32, 15
ReAskNewPersonalInfo	If a new Personal Information Field is added, should Wellnomics Breaks & Exercises (WorkPace®) ask the user to fill in this new field.	Yes/No

Creating a New Group

Creating a new group is straightforward:

- 1 Create a subfolder with the desired name of the group in the Central User Folder , for example, if you want to create a group called 'Human Resources' then create a subfolder `.\HumanResources\`.
- 2 Create a new Group Options file in the System Administrator Folder matching the name of the subfolder created in the Central User Folder with the extension `.ini`, for example, `HumanResources.ini`. This can be as simple as an empty file - in which case all the settings for the group are inherited from the default group. Alternatively, you can simply create a copy of another Group Options file (for example, `default.ini`) and rename it.
- 3 Modify the said Group Options file to reflect the desired settings for that group.
- 4 Move the `*.usr` files of the users that you wish to be in this group to the group subfolder in the Central User Folder.

Moving a User to a Different Group

Group membership is determined by the group subfolder the `*.usr` file resides in. To move a user to a different group simply move the `*.usr` file from the group subfolder it is currently in to the group subfolder you would like it to be in. This can be done by using the 'drag-and-drop' feature of Windows File Explorer.

Moving a User to a Different Server

Many large organizations do not have all their users on a single network or cluster due to network loading or geographic constraints. In this case the likely scenario is to have multiple Wellnomics Breaks & Exercises (WorkPace®) Central User Folders , for example, one per cluster. If a user is relocated from one cluster to another cluster, then their Wellnomics Breaks & Exercises (WorkPace®) User file needs to be moved also.

- 1 Locate the Wellnomics Breaks & Exercises (WorkPace®) User file belonging to the user shifting to another network.
- 2 Move it to the appropriate Wellnomics Breaks & Exercises (WorkPace®) Group on the new network.
- 3 If the user will log in with a different login name on the new server then rename their Wellnomics Breaks & Exercises (WorkPace®) User file to reflect this.

6 LANGUAGE CODES

The following table lists the language IDs used in the Wellnomics Breaks & Exercises (WorkPace®) translation files:

Language	Sub Language	Wellnomics Breaks & Exercises (WorkPace®) Language ID	Windows Language ID
English	US	us	1022
English	UK	uk	2057
Dutch	-	nl	1043
German	-	de	1031
French	-	fr	1036
Portuguese	-	pt	1046
Spanish	-	es	1034
Norwegian	-	no	1048
Swedish	-	se	1053

7 EXERCISE IDS

The following tables list the Wellnomics Breaks & Exercises (WorkPace®) Exercise IDs.

In This Chapter:

Eye and miscellaneous exercises	55
Forearm exercises	55
Hand exercises	55
Neck exercises	55
Neural exercises	56
Shoulder exercises	56
Trunk and lower limb exercises.....	56

Eye and miscellaneous exercises

Exercise Name	ID
Diaphragmatic Breathing	31
Show Ground Clown Stretch	23
Change in Focus	50
Blink	51
H2O	52

Forearm exercises

Exercise Name	ID
Lean Back Arm Drop	30
Micropause Stretch and Relax	24
Arm Shakes	10
Forearm Stretch 1	6
Forearm Stretch 2	7
Wrist Turns	9
Forearm Twists	43
Elbow Stretch	44

Hand exercises

Exercise Name	ID
Finger Spread	11
Palm Stretch	12
Hand and Finger Stretch	13
Ceiling Stretch	20
Thumb Stretch	45
Finger Bending	46
Finger Tapping	47
Finger Circling	48
Tip to Thumb	49

Neck exercises

Exercise Name	ID
Head Turns	14
Neck Side Stretch	15
Head Forward	16
Chin Tucks	17
Trapezius Stretch	18

Exercise Name	ID
Head Back	26
Forward and Turn	37

Neural exercises

Exercise Name	ID
Arm Stretch 1	8
Arm Stretch 2	25
Ulnar Nerve on Desk	32
Ulnar Nerve "Goggles"	33
Radial Nerve	34
Median Nerve on Wall	35

Shoulder exercises

Exercise Name	ID
Shoulder Shrugs	1
Shoulder Stretch 1	2
Shoulder Stretch 2	3
Shoulder Stretch 3	4
Shoulder Rolls	5
Hands Behind Head	22
Shoulder Blade Setting	36
Shoulder Capsule Stretch	38
Hands Behind Back	39
Chest Stretch	40
Arm and Shoulder Stretch	41
Upper Arm Stretch	42

Trunk and lower limb exercises

Exercise Name	ID
Forward Lean	21
Back Stretch	19
Wall Stretch	53
Sitting Trunk Twists	54
Trunk Back Bends	55
Trunk Bends	56
Trunk Side Stretch	57
Standing Trunk Twists	58
Leg Stretch	59
Ankle Pumps	60
Hip Rolls	21

8 GLOSSARY OF TERMS

A

Auto Installation

Refers to an automatic rollout of Wellnomics Breaks & Exercises (WorkPace®) to a number of computers on a network.

Auto Installation Parameter File

A text file (`wpauto.ini`) that stores the options chosen during installation. It is used to automatically reproduce the same Wellnomics Breaks & Exercises (WorkPace®) installation on all machines on the network.

C

Central Network Installation

The Wellnomics Breaks & Exercises (WorkPace®) User Files and default settings are duplicated and stored centrally on the organization's network.

D

Default User Group

All User Files are automatically placed into the 'Default User Group' during installation.

Discomfort Report

A built-in report which allows users to notify the health and safety management of any discomfort that they may be experiencing while using the computer.

Distributed Network Installation

Each users Wellnomics Breaks & Exercises (WorkPace®) User File is stored on their own personal network drive. This allows roaming - users can move from PC to PC without losing their settings.

Distributed User Folder

The Folder in each users personal network drive where their Wellnomics Breaks & Exercises (WorkPace®) User file is stored.

G

Group Folder

Each Wellnomics Breaks & Exercises (WorkPace®) User Group has its individual Wellnomics Breaks & Exercises (WorkPace®) User Files stored in subfolders within the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder. Each Group also has its own associated Group Options File in the Wellnomics Breaks & Exercises (WorkPace®) System Administration Folder.

L

Local Configuration

An installation configuration designed for users of non-networked computers, such as a home user or people in a small office.

Local Installation

The Wellnomics Breaks & Exercises (WorkPace®) User Files are stored only on a users PC hard drive.

Local User Data Files

Wellnomics Breaks & Exercises (WorkPace®) stores a copy of the Wellnomics Breaks & Exercises (WorkPace®) User Data File on the local hard drive, in case of network failure, or disconnection.

M

Micropause

A short pause of a few seconds to reduce muscle tension and restore blood flow to muscles.

Multimedia Training

A built-in Presentation to assist users on how best to use an interact with Wellnomics Breaks & Exercises (WorkPace®). The Wellnomics Breaks & Exercises (WorkPace®) Multimedia Training is also referred to as the "Computer Based Training", or the CBT.

N

Network Configuration

An installation configuration designed for medium to large organizations where all Wellnomics Breaks & Exercises (WorkPace®) User Files are stored centrally on a shared network drive.

Network/Laptop Synchronization

A local copy of the Wellnomics Breaks & Exercises (WorkPace®) User File is automatically synchronized with the network when a connection is re-established.

Non-roaming Configuration

Wellnomics Breaks & Exercises (WorkPace®) User Files do not move if the user moves to another PC in a local configuration setup.

O

Organizational Logo Graphics File

A bitmap (*.bmp) file called 'orlogo.bmp' stored in the \graphics subfolder of the Wellnomics Breaks & Exercises (WorkPace®) installation folder. You can add your organizations logo to the right hand side of the main Wellnomics Breaks & Exercises (WorkPace®) toolbar by replacing the 'orlogo.bmp' file with your own bitmap file.

The bitmap will be rescaled automatically by Wellnomics Breaks & Exercises (WorkPace®) to fit the height of the toolbar.

P

Personal Information Wizard

When a new user is created, information is collected such as name and department.

Program Files Folder

Executable program files are stored in the selected destination folder.

R

Roaming Configuration

A Wellnomics Breaks & Exercises (WorkPace®) User may access their own User Files when using another computer within the networked configuration.

S

Setup Wizard

A built-in tool used to determine appropriate Wellnomics Breaks & Exercises (WorkPace®) settings for a user. The two choices are either completing a questionnaire, or using built-in presets.

System Administrator Folder

A folder (usually read-only) typically located in the Wellnomics Breaks & Exercises (WorkPace®) Central User Folder, which contains the Group Options Files.

U

User Files

All data associated with a particular user is stored in files with the extension '.usr' and '.raw'.

W

Wellnomics Breaks & Exercises (WorkPace®) User Group

Wellnomics Breaks & Exercises (WorkPace®) users are placed into groups which have an associated Group Folder. Members are typically grouped by a common job function or risk profile.

Wellnomics Risk Management

Wellnomics Web Server stores all assessment data and allows managers to login through a secure KeyStone to perform administration tasks and generate online reports.

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