



DeskActive User Setup Guide

July 2011

DeskActive, Inc.

5435 NW 100th Street
Johnston, IA 50131-4808

Phone: 515.986.1730

Toll Free: 1.888.522.3375

Email: clientservices@deskactive.com

Website: www.deskactive.com

Table of Contents

Getting Started	3
Minimum System Requirements	3
Downloading DeskActive	3
Installing DeskActive	5
Login and First Use of DeskActive	8
Login	9
Create New User Account.....	9
Company Department Selection	9
End User License Agreement	10
Loading	10
Getting Started Video	11
Startup Wizard	12
Step 1: DeskActive System Tray Icon Configuration	12
Step 2: Customize Your Break Settings	13
Step 3: Choose Your Break Stretches	13
Step 4: Customize Your Target Break Settings	14
Step 5: Choose Your Target Break Stretches	14
Step 6: Customize Your Advice Tip Settings.....	15
Step 7: Choose Your Advice Topic Preferences	15
Welcome Screen – Break Start.....	16
About DeskActive	17

Thank you for purchasing DeskActive!

This document is designed to assist you in the process of installing and setting up the software on your computer by showing each step of the download, installation, and login process.

Note: For users in a corporate environment, your organization's IT staff may be handling the downloading and installation of the DeskActive program on the corporate environment. IT staff can download the specific information needed at:

[IT Resource Guide \(PDF\)](#)

Minimum System Requirements

Before proceeding with the installation, please ensure that your system has the minimum requirements needed to successfully run DeskActive.

These include:

- » Operating system – any of the following:
 - Windows 2000, service pack 4 or later
 - Windows XP Service Pack 2 or later
 - Windows Vista (all versions)
 - Windows 7
- » Microsoft .NET 2.0 framework or later. (Installed by default on up-to-date operating systems above)
- » Internet connectivity, 56k or better (broadband connection recommended)
- » Screen resolution 1024 * 768 or higher
- » Speakers/headphones suggested for audio tips (optional)
- » 10mb of hard drive space
- » Internet Explorer 7 or later
- » Adobe Flash 10.1 or later ([download here](#))

Downloading DeskActive

The DeskActive installer can be downloaded via the instructions you received from your program administrator.

1. Begin Download Process

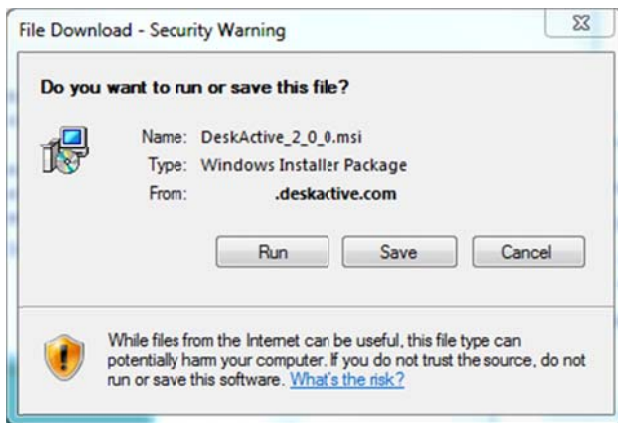
Windows will ask for permission to download the file.

Notes:

➤ This document can be used to locate and diagnose problems during installation.

➤ Screenshots in this document may not be exact matches to your computer since all computer settings vary.

➤ This document is subject to change without notice.

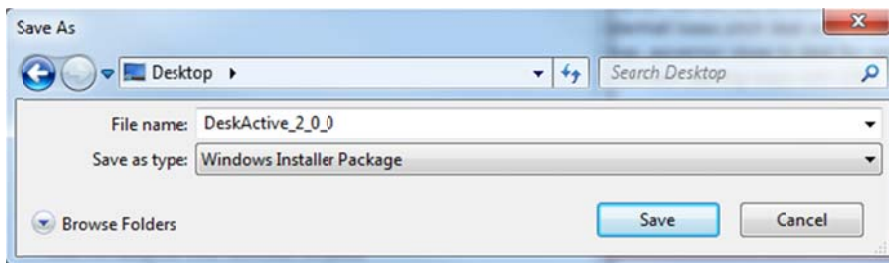


Choose the “Save” button to save the file to your computer.

2. Choose Save Location

Windows will ask where you'd like to save the installer file.

Using the browser at the top of the window, or the “Browse Folders” option at bottom, choose your preferred location. “Desktop” is recommended, or “Downloads” if you have an existing folder for downloads.

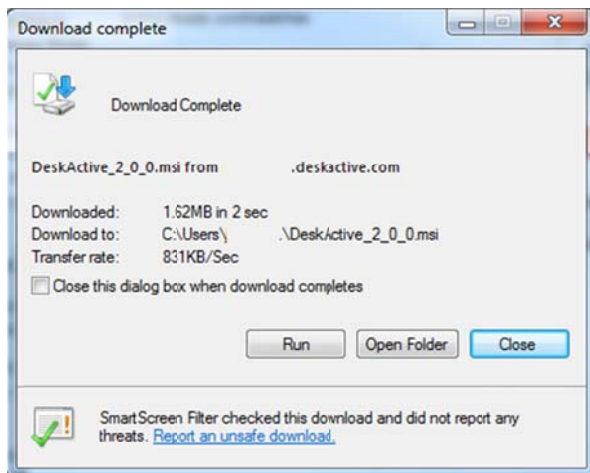


Note: Do not modify the type of file

Click the “Save” button.

3. Download

Windows will now download the file to the specified location, and you will be shown a progress indicator, and an approximate time to completion.



Once the download is complete, select “Run” if you want to begin the installation process immediately.

Otherwise, you can go to the folder where you saved the installation file at a later time and double-click it to install DeskActive at your convenience.

Installing DeskActive

Upon running the installer program, you will be taken through the installation process, beginning with a security check (to verify the software is not malicious in nature) from Windows, which should look something like this:

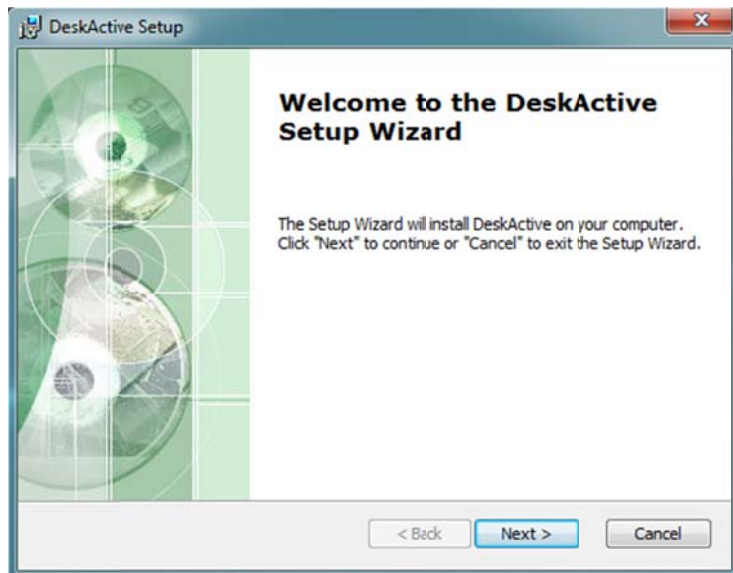
Windows Security Check



Click "Run" to begin the installation of DeskActive.

Begin Installation

The installer Welcome screen explains the installer setup wizard.



Click "Next" to continue.

End User License Agreement (EULA)

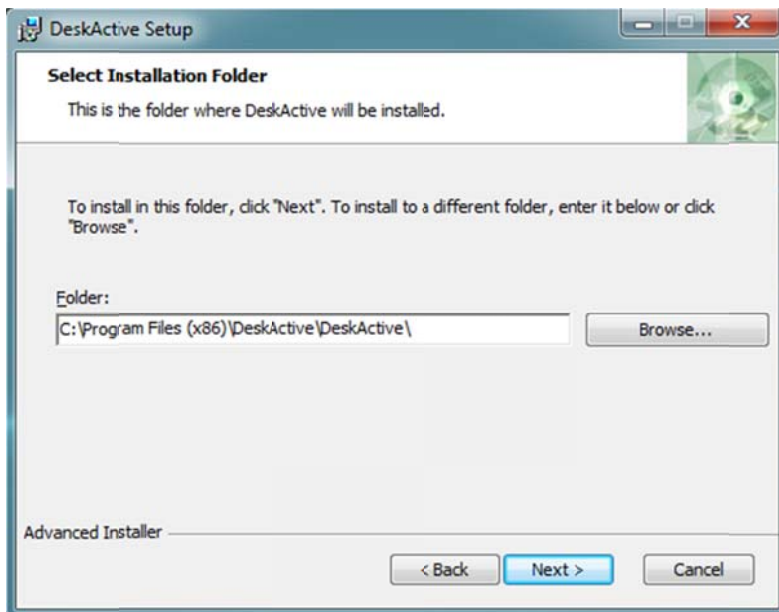


Scroll through and read the End User License Agreement.

If you accept the Agreement, click the “I accept the terms in the License Agreement” radio button at bottom, and then click “Next” to continue.

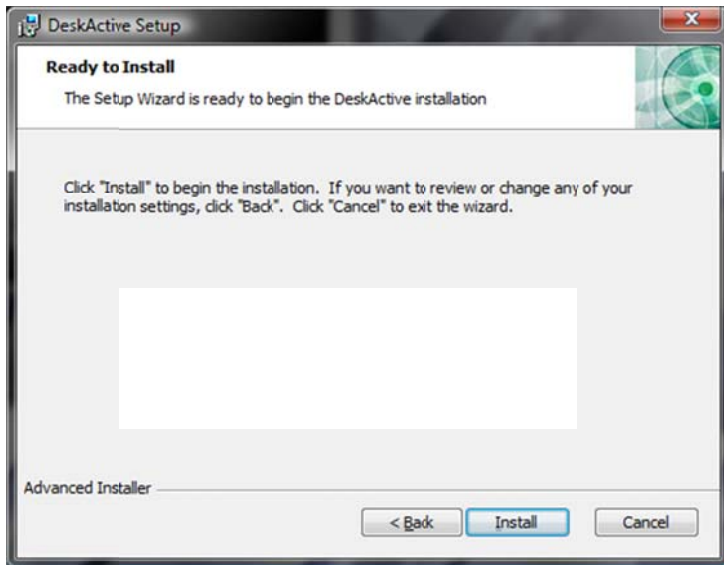
Select Installation Folder

By default, DeskActive creates a folder named “DeskActive” in Program Files to allow for multiple installations of DeskActive software, plus a folder for the program specifically, which is also called “DeskActive:” *NOTE: it is recommended to not change this location.



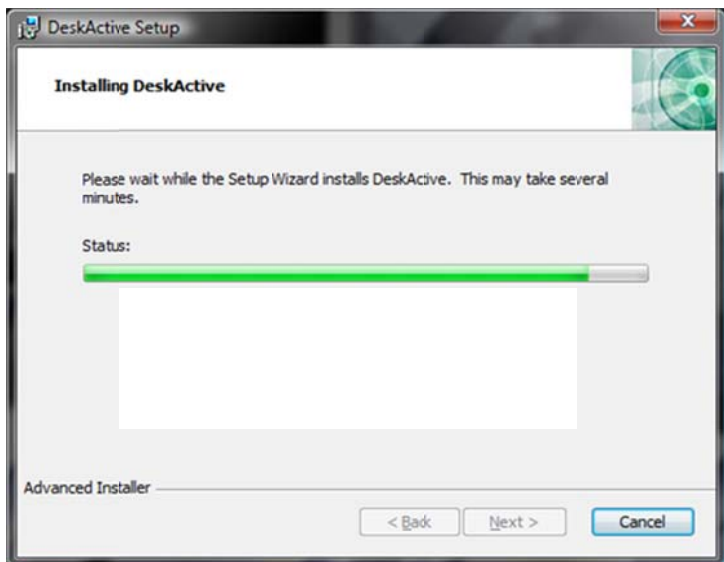
Click “Next” to continue.

Ready to Install



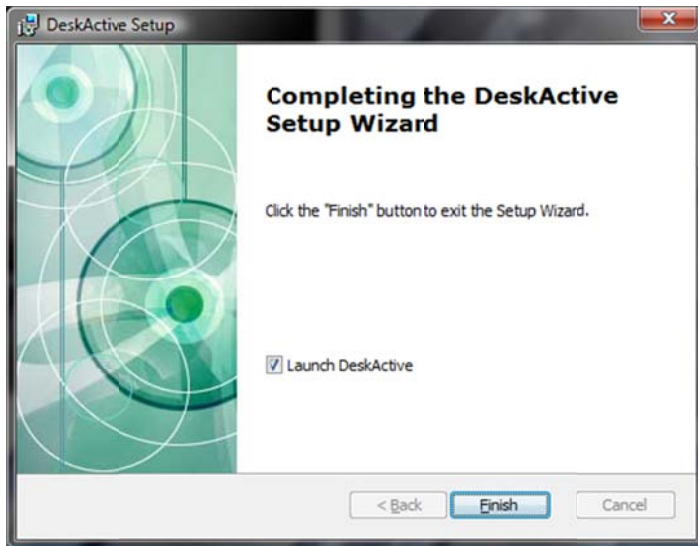
Click "Install" to begin the installation.

Installing DeskActive



Wait a few minutes while DeskActive installs.

Completing the DeskActive Setup Wizard



If you wish to login and begin using DeskActive, select the checkbox "Launch DeskActive." If you are simply installing the software for someone else, uncheck the box. Click "Finish."

Login and First Use of DeskActive

- If you just completed the installation process shown above and opted to "Launch DeskActive" OR
- If the software was installed for you, and you double-clicked the DeskActive icon on your desktop to get started, you will need to login and choose your content preferences to begin.

Login

When you begin, the Login screen below will launch:



If you were supplied a username and password via email, enter it here and click "Login."

If not, your company may have been enabled for automatic account creation, which means anyone with an email address belonging to your company can create their own account. Click the "Create Account" button.

New User Account Create



The image shows a dialog box titled "DeskActive" with a logo of a person jumping. Below the title, it says "Please enter your account details". The form contains the following fields:

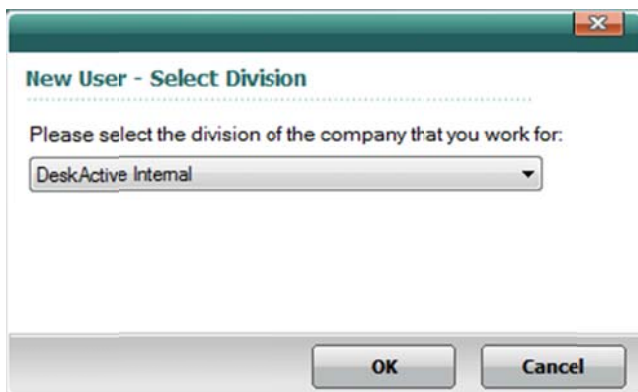
- First Name:** John
- Last Name:** Richards
- Gender:** Male (dropdown menu)
- Email Address:** john@deskactive.com
- Password:** [masked with asterisks]
- Confirm Password:** [masked with asterisks]

At the bottom, there are two buttons: "OK" and "Cancel".

Enter your first name, last name, gender, email address, and an appropriate password (twice, for confirmation). Click "OK" to confirm.

Company Department Selection

If your company has been setup with DeskActive accounts divided into multiple departments/groups, you will see a screen similar to the one below. Select the department/division name that your Administrator informed you that you belong to. If your company administrator has not informed you of your DeskActive division, select the division that best suits you.



The image shows a dialog box titled "New User - Select Division". It contains the following text and field:

Please select the division of the company that you work for:

DeskActive Internal (dropdown menu)

At the bottom, there are two buttons: "OK" and "Cancel".

Click "OK". DeskActive will create your account, allowing you to continue with your preference setup.

End User License Agreement (EULA)



Scroll through and read the End User License Agreement (EULA).

If you accept the Agreement, click the "Agree" button to continue.

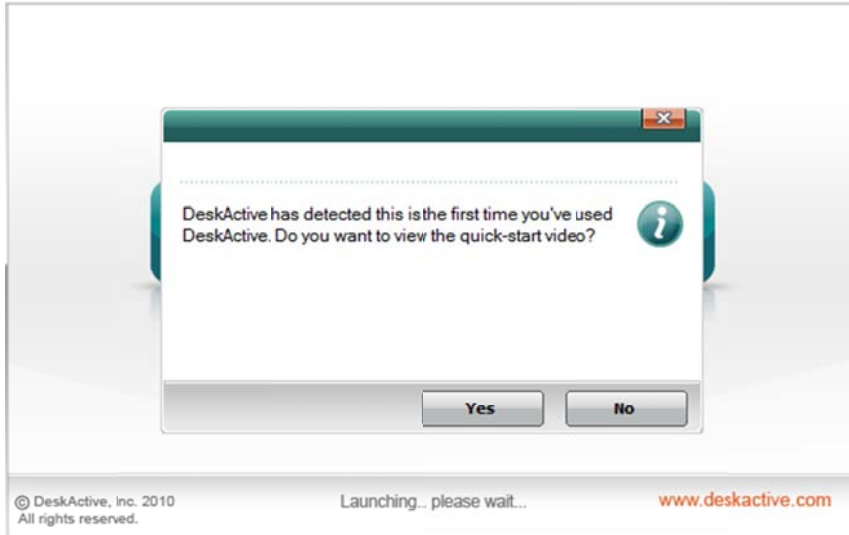
Loading

DeskActive will display the splash screen and start loading. This may take 20 seconds.



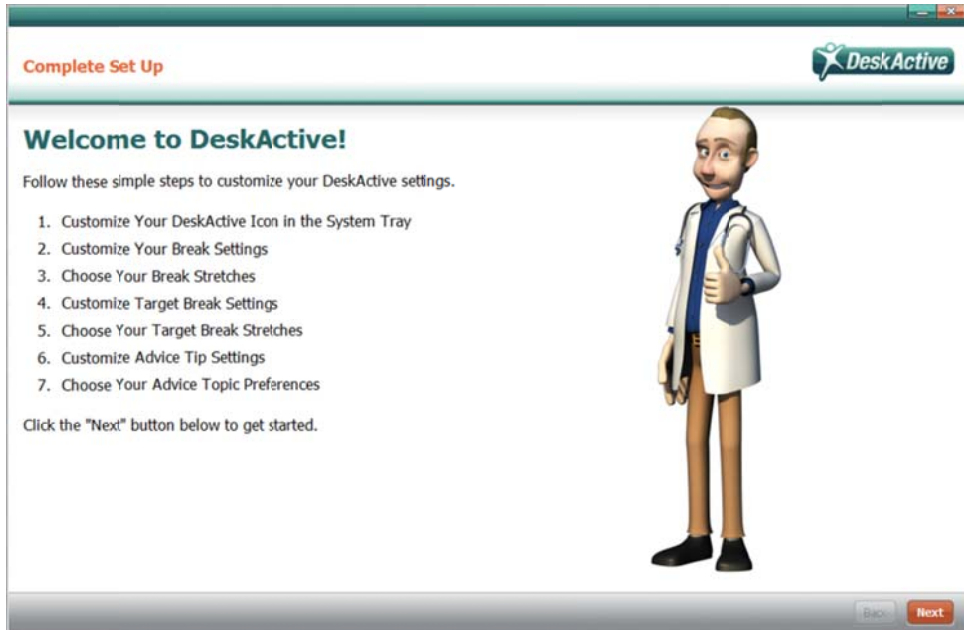
Getting Started Video

First time users will have a pop-up prompting you to watch the Getting Started video. This six minute video is an overview of DeskActive. Audio is required. If you opt to not watch the video at this time, it is available in the introduction article under the DeskActive product "Help" tab.



Startup Wizard

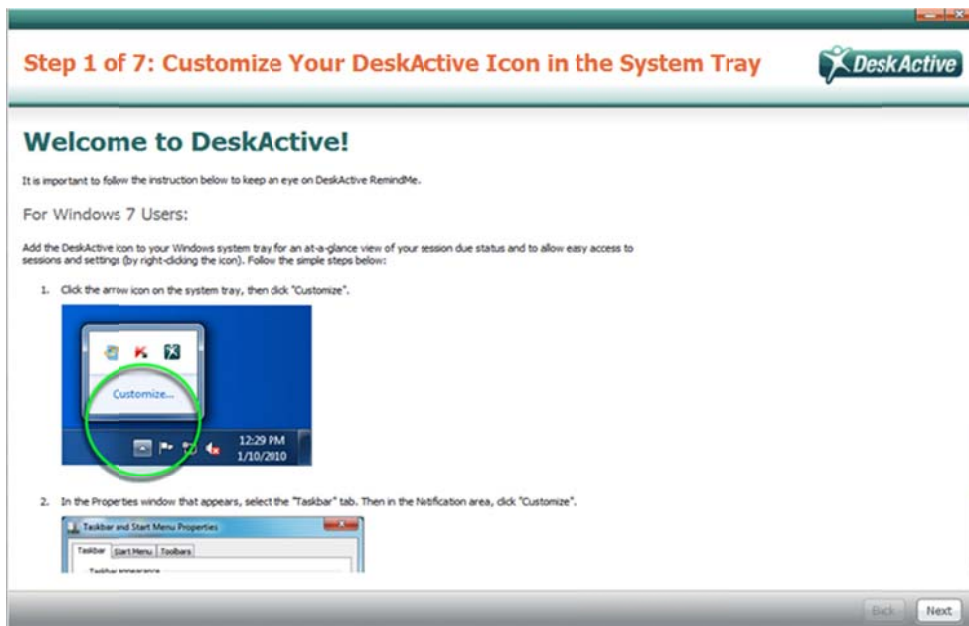
At this point, you will be presented with a 7 step startup wizard, which will describe how to switch on the DeskActive icon, and select your stretch and advice preferences.



Click "Next"

Step 1: DeskActive System Tray Icon Configuration

This screen explains how to make the DeskActive icon reside in your taskbar. The screen you see will vary depending on the version of Windows on your computer.



Make sure you scroll through the screen for full instructions and then press "Next"

Step 2: Customize Your Break Settings

The next screen explains a DeskActive Break, and allows you to select when you would like the breaks to occur.

Step 2 of 7: Customize Your Break Settings

Break Settings

What is a DeskActive Break?

- Typically takes 3-5 minutes to perform
- Includes interactive stretches - demonstrated by animated characters
- Is triggered by schedule or computer usage (default is calendar mode)
- By default, is scheduled twice per day and includes:
 - 4 Stretches
 - 2 Advice Tips
 - Progress Updates

Enable DeskActive Breaks

Schedule

Timer Mode (session every x minutes):
This will enable DeskActive Breaks based in a periodic interval.

Your current setting: minutes.

Keyboard/Mouse Activity Mode
This will enable DeskActive Breaks based on your keyboard and mouse activity throughout the day.

Your current setting: key presses.

Calendar Mode
This will enable DeskActive Breaks based on Day/time of week.

Your current setting: Refer to table on right.

You will receive a Break at the following times:

Monday:	10:00 AM, 2:00 PM
Tuesday:	10:00 AM, 2:00 PM
Wednesday:	10:00 AM, 2:00 PM
Thursday:	10:00 AM, 2:00 PM
Friday:	10:00 AM, 2:00 PM
Saturday:	-
Sunday:	-

These settings can be changed later in DeskActive if you need to modify your schedule or stretch settings to better meet your needs.

Click on Edit to make changes to the default schedule.

Select your Break settings, and then press “Next”

Step 3: Choose Your Break Stretches

Select a stretch profile that best suits you. Each profile targets certain areas of the body. For instance, the “General Wellbeing” program is recommended for those who want seated & standing activities, while the “Office Wellbeing” program is designed for those who prefer seated stretches & exercises.

Step 3 of 7: Choose Your Break Stretches
Please select a single profile which matches your occupation working style and health history.

Breaks

- General Wellbeing
- Office Wellbeing**
- Heavy Computer User
- Computer Gamer
- In Transit

Office Wellbeing Programs

The **Office Wellbeing** program consists of exercise sessions designed to be performed in an office or corporate environment using all muscle groups, with additional focus on muscle groups impacted by desk-bound work.

Position: Seated Only

Equipment Required: None

Focus: Additional Neck, Shoulder, Wrist and Finger Exercises

This group is switched on. You will receive content from this group.

Stretches

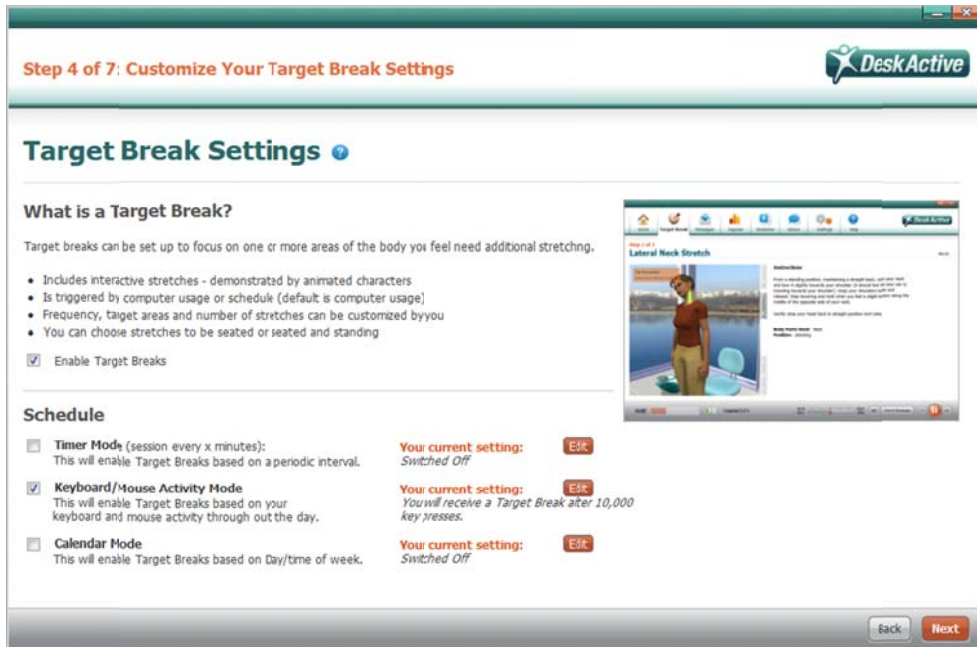
- [Ankle Dorsiflexion](#)
- [Ankle Extension and Flexion](#)
- [Ankle Extension and Flexion \(both Feet on Ground\)](#)
- [Ankle Extension and Flexion \(Single Foot on Ground\)](#)
- [Ankle Rotation](#)
- [Ankle Rotation \(Reverse\)](#)
- [Arm Crossovers](#)
- [Arm Swings \(Horizontal\)](#)

Click on a profile button to view it, read the description and browse some sample stretches.

Once you've made your selection, press “Next”.

Step 4: Customize Your Target Break Settings

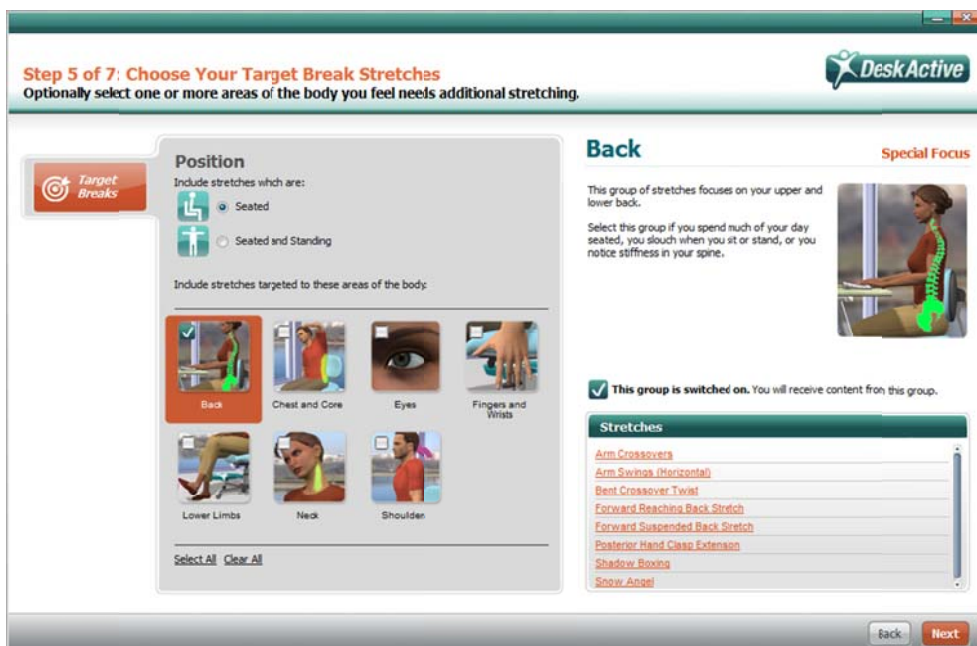
Next, select Target Break settings. Think of Target Breaks as bonus breaks – activities that you select in order to focus on one or more specific areas of the body. One example may be improving strength and flexibility in a previously problematic area.



Once you've selected a schedule for Target Breaks, click "Next".

Step 5: Choose Your Target Break Stretches

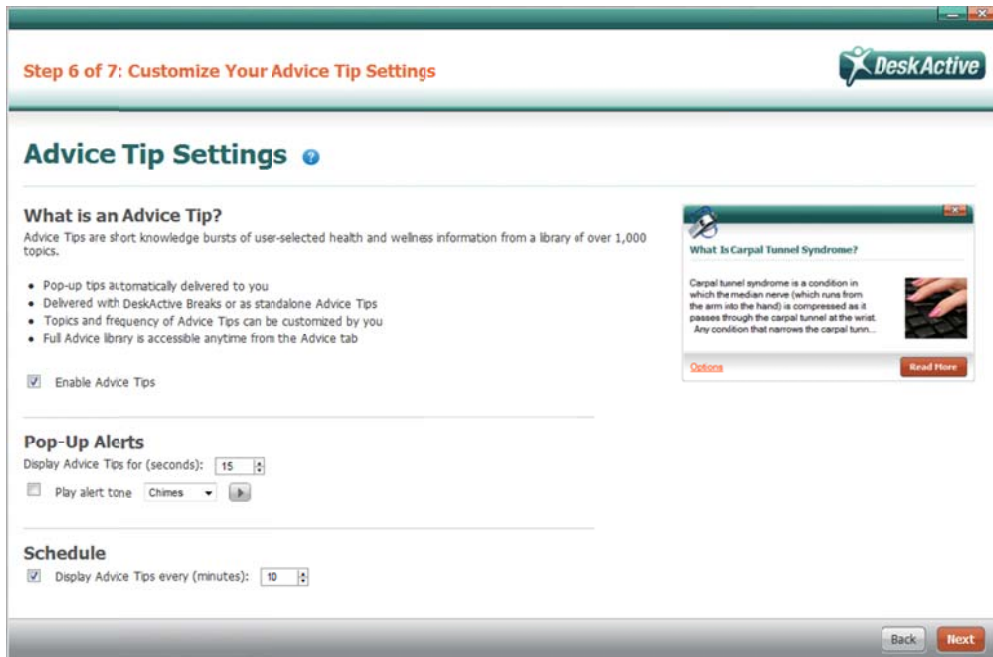
You will now be able to specify what areas of the body you would like to concentrate on in your Target Breaks. You can select between seated stretches, or seated and standing. Then select the body area(s) you'd like to concentrate on.



Once you've made your selection, click "Next."

Step 6: Customize Your Advice Tip Settings

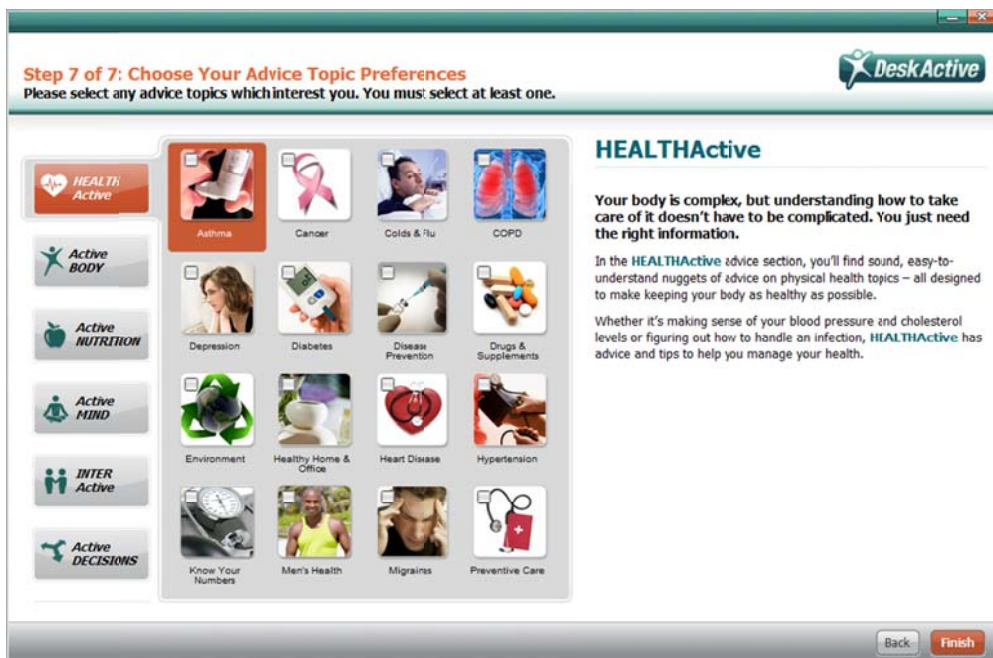
Next you'll be asked to choose your display preferences for Advice Tips. Advice Tips give short knowledge tips about general health and wellbeing.



Once you've made your selection, click "Next."

Step 7: Choose Your Advice Topic Preferences

Select an advice category to receive advice tips for specific areas of interest. To select a category, place a check mark in the box in the upper left corner of the topic.



You will have the ability to change your selections later – adding or removing for personalization.

Once you have completed your selections, click "Finish."

Welcome Screen – Session Start

Your setup is now complete, and your first session will begin.

Home Messages Progress Stretches Advice Settings Help DeskActive

Hi John, Welcome to DeskActive.

Preview your break below, then click Start to begin!

next break stretch library

1 Pelvic Tilt 2 Lateral Neck Rotation 3 Shoulder Fan 4 Overhead Tricep Stretch (with Side) Start

Latest Messages [view all](#)

Hi John, Welcome to DeskActive
A message from Dr. Dale [more](#) Received 12:38 AM

Progress

Keep trying John!
You're not meeting your targets this week.

1/20 stretches done.

Not enrolled in rewards program.

Click Start to begin your first DeskActive Break. You may also browse the Stretches and Advice using the tabs at the top.

About DeskActive, Inc.

www.deskactive.com

DeskActive is focused on providing a unique approach to personal health engagement. The DeskActive platform accelerates individual behavior change through its health entertainment interface to make engagement in health information fun, easy to use, relevant and actionable. Founded in 2006 in Melbourne, Australia, and incorporated in the United States in 2009, DeskActive solutions have been instrumental in strengthening participation in workplace wellness initiatives in a broad range of organizations. DeskActive's innovative push-pull communications platform serves as a centralized hub that elicits sustainable consumer engagement like no other medium or program.

Disclaimer

This document shall not be duplicated or used for any purposes other than those for which it is being provided.

The information contained herein was originated by and is the property of DeskActive, Inc. and except for rights expressly granted by written consent, such information shall not be disclosed or disseminated in whole or in part. DeskActive, Inc. reserves all patent, proprietary, design, use, sale, manufacturing and reproduction rights hereto.

Trademark Notice: Product names, logos, designs, titles, words or phrases within this publication may be trademarks, service marks, or trade names of DeskActive, Inc or other entities and may be registered in certain jurisdictions.

Throughout this document, trademarked names may be used. Rather than put a trademark ® symbol in every occurrence of a trademarked name, we state that we are using the names only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement.

DeskActive, Inc., All Rights Reserved

Copyright

All the information (being commercial, technical or of whatever other nature) contained in this document is strictly confidential to DeskActive, and should not be disclosed under any circumstances to third parties without prior written authorization of DeskActive.