

# IT Administration Guide

## Wellnomics® Breaks & Exercises (WorkPace®)

### Version 5.2

<b>Product</b>	Wellnomics® WorkPace®
<b>Release version</b>	5.2
<b>Date of release</b>	December 2017
<b>Support information</b>	For more information or support, please visit our website <a href="http://www.wellnomics.com">www.wellnomics.com</a> or email us at <a href="mailto:support@wellnomics.com">support@wellnomics.com</a> .

**Copyright statement**

Copyright © 2000-2016 Wellnomics Ltd. All rights reserved.

No part of this Wellnomics Ltd manual may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise without prior permission from Wellnomics Ltd.

**Trademark**

Wellnomics® and Wellnomics® Breaks & Exercises (WorkPace®) are registered trademarks of Wellnomics Ltd.

**Third Party Trademark Attribution**

Windows®, Windows NT®, Microsoft Word® and Microsoft Excel® are either registered trademarks or trademarks of Microsoft® Corporation in the United States and/or other countries.

All other products mentioned herein are for identification purposes only and may be registered trademarks or trademarks of their respective companies. All other brand names or trademarks are the property of their respective owners.

**Disclaimer**

WELLNOMICS LTD PROVIDES THE SOFTWARE "AS IS" WITHOUT WARRANTIES OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF INTELLECTUAL PROPERTY.

Neither Wellnomics Ltd nor any of its directors, agents, consultants, contractors, employees, distributors or dealers shall in any event be liable for any indirect, incidental or consequential damages arising from the use of this SOFTWARE or from the use of any instructions, advice or recommendations given by the SOFTWARE or made verbally or in writing by Wellnomics Ltd, or any of its directors, agents, consultants, contractors, employees, distributors or dealers. Wellnomics Ltd may make improvements and/or changes to the SOFTWARE and/or to any instructions, advice and/or recommendations associated with the SOFTWARE at any time without notice.

Your risk of injury may be affected by workstation design, keyboard design, posture, chair design, time worked without rest breaks, type of work, activities outside the workplace, and individual physiology. The SOFTWARE should in no way be considered a substitute for treatment by a qualified physician. If you have a pre-existing medical condition, please consult your physician prior to using this product. If discomfort develops or continues, discontinue use and consult a qualified physician. Wellnomics Ltd reserves the right to make periodic changes, enhancements, revisions and alterations of any kind to the SOFTWARE price and/or the Online help and Manual without any prior notice to any person, institution, or organization.

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.

# Contents

About This Guide .....	5
Introduction .....	6
What is WorkPace? .....	6
Technical Support .....	6
Overview .....	7
About the architecture.....	7
About the program files.....	9
About the User files .....	12
What is the network loading? .....	13
Installing WorkPace.....	15
End User System Requirements.....	15
File Sharing Server and Network Requirements.....	15
Installation Configurations .....	15
Local Installation.....	16
Central Network Installation .....	20
Wellnomics Risk Management Installation.....	22
Installing the Program Files on the Network.....	24
Auto Installation .....	24
Central User Management.....	29
Terms and Concepts.....	29
New User Group Membership .....	32
Command Line Group Feature.....	32
New User Settings.....	33
Personal Information Wizard.....	36
Delayed Actions .....	39
Multimedia Training .....	40
Privacy Levels.....	41
Preventing Users from Exiting.....	42
Discomfort Reports.....	42
Exercise Filter .....	43
Locking of Settings .....	43
Disabling Sounds.....	51
Display Settings .....	51
Tips.....	53
Call Center Settings .....	56
Desk-Mode Operation.....	57
General Settings.....	57
Creating a New Group.....	60
Moving a User to a Different Group .....	60
Moving a User to a Different Server.....	60
Language codes .....	61
Exercise IDs .....	62
Eye and miscellaneous exercises.....	62
Forearm exercises.....	62
Hand exercises .....	62

Neck exercises .....	63
Neural exercises .....	63
Shoulder exercises .....	63
Trunk and lower limb exercises .....	64
Glossary .....	65
Index .....	67

# About This Guide

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

What this Guide covers:

- An introduction to 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 WorkPace.

For more information on WorkPace, see the website at <http://www.workpace.com>

# 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 WorkPace (page 15) section be read thoroughly to gain a full understanding of how WorkPace is installed and configured.

**In This Chapter:**

What is WorkPace? .....	6
Technical Support.....	6

## What is WorkPace?

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 WorkPace User's Guide and online help.

## Technical Support

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

<http://www.wellnomics.com>

or email:

[support@wellnomics.com](mailto:support@wellnomics.com)

# Overview

## In This Chapter:

About the architecture.....	7
About the program files.....	9
About the User files .....	12
What is the network loading? .....	13

## About the architecture

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 WorkPace architecture:

1. The Program files (e.g. `workpace.exe`, etc.) which are installed on the computer of each end user.
2. The Data files, stored on the computer of each user, and optionally on either a Network File Share or on a Wellnomics Risk Management Server.

### WorkPace Local Installation

The WorkPace User files (\*.usr and \*.raw files) are encoded files containing all the settings and information for a user. In a Local Installation these User files are stored exclusively on the local user's PC. They start off at around 3kB and usually grow at a rate of around 50kB or so in size per year.

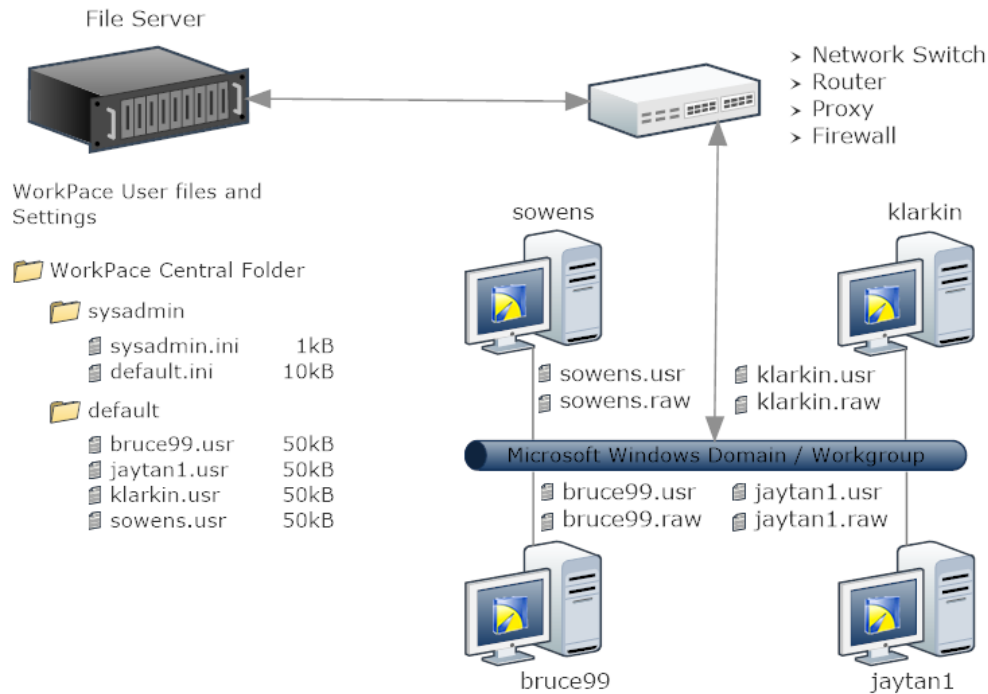


c:\Users\klarkin\AppData\Roaming\Wellnomics\WorkPace\klarkin usr  
 c:\Users\klarkin\AppData\Roaming\Wellnomics\WorkPace\klarkin raw

*Illustration of where the user data files are stored in the Local Installation method of WorkPace 5.0*

### WorkPace Network Installation

The 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. The local and network user files are synchronized automatically at least once per day. They start off at around 3kB and usually grow at a rate of around 50kB or so in size per year.



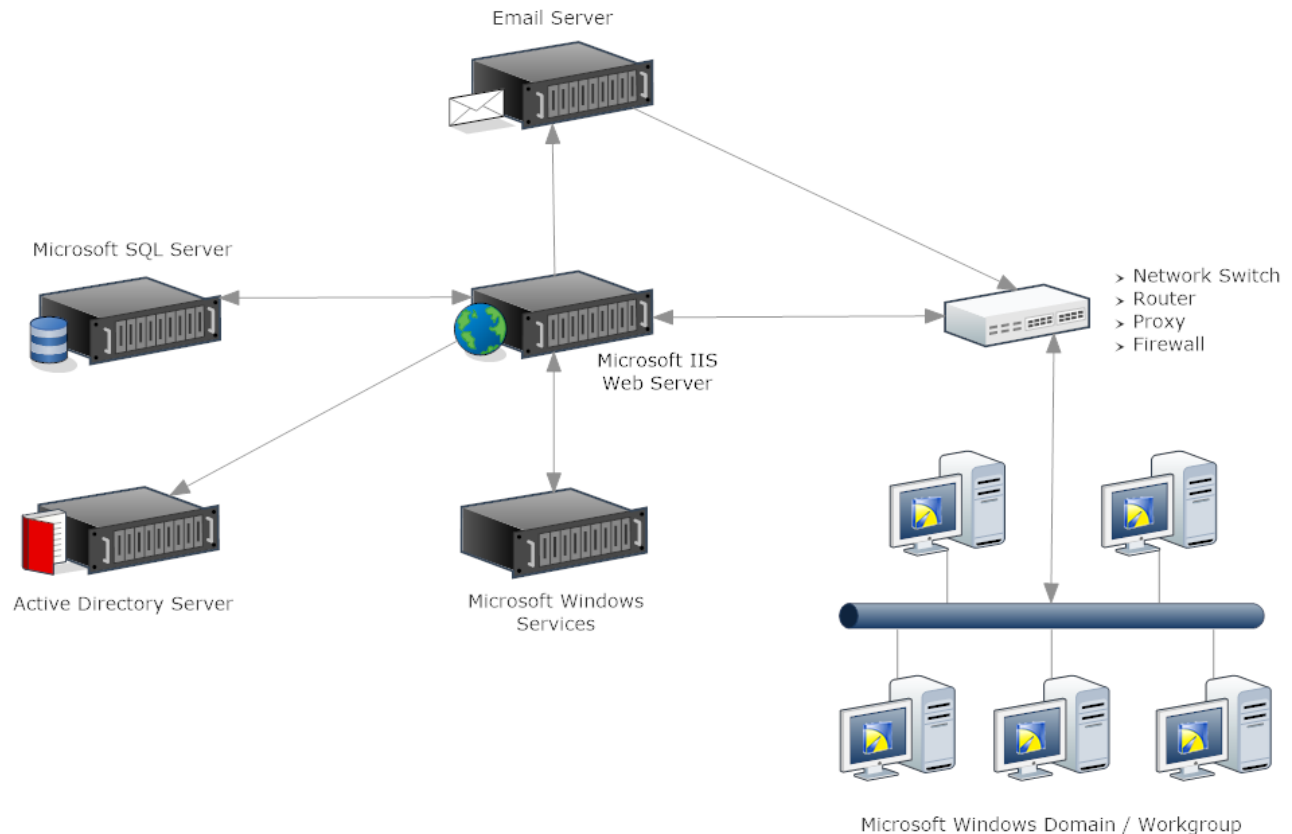
*Illustration of the Network installation method of WorkPace: Four users are logged onto their computers and have their WorkPace User files updated onto the network File Server. Global settings for their User Group 'default' may be modified centrally by editing the file 'default.ini' within the directory 'sysadmin'.*

**Note:** While a WorkPace Network Installation does allow for some centralized settings control, the actions required to achieve this include manually editing and moving files on the Network Share location. For better centralized settings control, group management, and reporting through a web-based portal interface, please refer to the WorkPace Wellnomics Risk Management Installation.

### WorkPace Wellnomics Risk Management Installation

The WorkPace User files (\*.usr and \*.raw files) are encoded files containing all the settings and information for a user. These User files are stored on the local user's PC, and have risk-related data from within these files stored in a Microsoft SQL Server Database. The local user files are synchronized automatically with the database at least once per day. They start off at around 3kB and usually grow at a rate of around 50kB or so in size per year.





*Illustration of the Wellnomics Risk Management installation method of WorkPace: Five users are logged onto their computers and have data from their WorkPace User files updated onto a Microsoft SQL Server Database. User and Group settings may be managed on the Wellnomics Risk Management portal website.*

## About the program files

By default, the WorkPace Program files are installed on each user's machine in the folder:

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

WorkPace 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 (x86)\Wellnomics WorkPace folder (or any other folder chosen during setup).

### Can we run the WorkPace program files entirely from the network?

It is possible (but not recommended) to install the WorkPace program files onto the network, and run 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 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 WorkPace 5.1 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 WorkPace entirely from the network, we suggest that you make the \CBT and \exercise\video sub-directories (found inside the WorkPace installation folder) Read-Only. This will allow multiple simultaneous users accessing the Multimedia Training.

## How much network traffic does WorkPace generate?

### Network Traffic

The only time that a Network or Wellnomics Risk Management Installation of WorkPace generates network traffic is when WorkPace synchronizes with File server or the Wellnomics Risk Management server. The frequency with which these occur may be controlled by the settings on either the file server or Wellnomics Risk Management server.

Synchronization frequency by default for a Network installation is every 4 hours, while for a Wellnomics Risk Management installation the frequency is set to just once per day.

If the average User file size is 50kb, then the average network load per user is less than 85 bytes per second for less than half a minute. 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 WorkPace, this may be achieved by adjusting the server settings.

## Does WorkPace support automatic installation?

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 WorkPace run under Citrix/Metaframe/Windows Terminal Server?

Yes. WorkPace has been tested under these systems and runs fine under thin clients like Citrix. A range of clients use WorkPace under Citrix and Windows Terminal Server.

WorkPace has low requirements for CPU, memory and network traffic. Using 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 WorkPace terminal session window, and in these cases 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 WorkPace is being run via remote desktop or terminal services clients

If you decide to run 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 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 WorkPace 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 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 WorkPace.

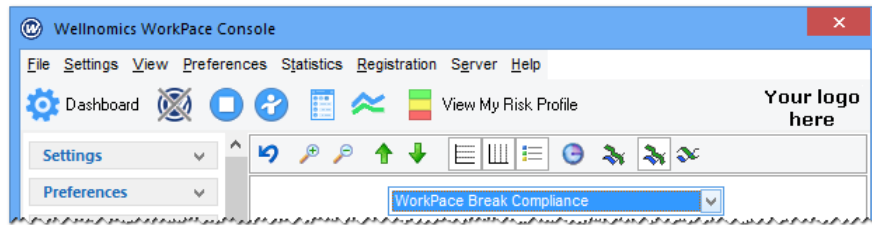
Note: If you decide to create groups other than "default" then you will **NOT** have to apply these changes to the other Group Definitions, as the settings for all groups are first inherited from the default group.

## Can we add a corporate logo to the WorkPace interface?

Yes, you can add a bitmap image that will be displayed in the right-hand side of the 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.

WorkPace will scale the bitmap to fit the height of the WorkPace toolbar.



## About the User files

The WorkPace User files (\*.usr, \*.raw) store each user's 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 WorkPace settings for this individual PC, and daily computer use statistics from any other PC that they may use in the active WorkPace Network.

In a WorkPace Local Installation, the WorkPace User files are stored locally **ONLY** on each user's machine. No centralized user management or reporting is available.

In a WorkPace Network Installation, the local WorkPace User files are synchronized with a copy stored in a shared network folder (e.g. \\server1\wpcentral\default) that is accessible from all PC's.

Synchronizing the WorkPace User files with 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).

In a WorkPace Wellnomics Risk Management Installation, the local WorkPace User files are synchronized with a web application and stored in a Microsoft SQL Server database.

Synchronizing the WorkPace User files with a Wellnomics Risk Management server allows:

- centralized user management.
- reporting.
- settings profiles.
- dynamic user groups.
- risk assessments.
- online training.

## What happens if the network connection is lost?

Because WorkPace primarily works off the local copies of the User and registration files (even under a Network Installation), 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:\Users\[Windows User Login Name]\AppData\Roaming\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 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
<b>Total</b>	<b>3,184</b>	<b>1,592</b>

If minimizing the size of the 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 WorkPace Network or Wellnomics Risk Management Installation, a User file of approximately 50-100kB is synchronized across the network at the very most only a few times each day for each user. This represents a maximum of approximately 200kB-400kB of network traffic per day per user.

### How often are network files accessed in a Network Installation?

WorkPace performs a synchronization 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 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 57 for more information on disabling Autosave, or changing the `AutoSavePeriod`.

The main WorkPace Group configuration file '`default.ini`' is read regularly by WorkPace to check for changes that might affect each WorkPace user's settings (for example, disabling a feature in 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 WorkPace on both startup and shutdown.

See General Settings on page 57 for more information on changing the `SysadminReadPeriod`.

In a Wellnomics Risk Management Installation these settings are managed on the server.

# Installing WorkPace

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.

## In This Chapter:

End User System Requirements .....	15
File Sharing Server and Network Requirements.....	15
Installation Configurations.....	15
Local Installation .....	16
Central Network Installation.....	20
Wellnomics Risk Management Installation .....	22
Installing the Program Files on the Network.....	24
Auto Installation .....	24

## End User System Requirements

### Minimum requirements

- PC with 1 gigahertz or higher processor 32-bit or 64-bit processor
- 1 GB RAM
- 180 MB of available hard disk space
- 1024 x 768 or higher-resolution video adapter and monitor
- Windows 10, Windows 8, Windows 7, Windows Vista with SP2
- Windows Media Player and/or H.264 compatible codec (required for WorkPace HD Exercises)

## File Sharing Server and Network Requirements

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

## Installation Configurations

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 WorkPace are stored on the hard drive of their computer. This means that if a user moves to another machine, their 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 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 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 - 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).

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

## Local Installation

This is the simplest installation configuration for WorkPace. All files reside on the user's local hard drive.

### Installed Files

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 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 WorkPace executable.
guilib.dll	.\	The WorkPace Graphical User Interface (GUI) library.
recorder.dll	.\	WorkPace 5.1 recording engine.
recorderext.dll	.\	Recording support file.
rechook.dll	.\	Recording support file.
riched20.dll	.\	Rich edit support file.
workspace.ini	.\	The file describing 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 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 WorkPace to sync data with Web Server.



File or Folder	Location	Description
libey32.dll	.\	wpmessenger.dll support file.
ssleay32.dll	.\	wpmessenger.dll support file.
cbt\	.\	Subfolder containing the WorkPace Computer Based Training (Multimedia Training) files.
dreport\	.\	Subfolder containing files related to the 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 WorkPace exercise files.
*.wpx	.\exercise\	WorkPace exercise files. Each file contains the graphics and timing of one exercise.
svideo\	.\exercise\	Subfolder containing standard definition video exercises.
*.wpv	.\exercise\svideo	WorkPace video exercise files. Each file contains one SD video exercise.
video\	.\exercise\	Subfolder containing high definition video exercises.
*.wpv	.\exercise\video	WorkPace video exercise files. Each file contains one HD video exercise.
graphics\	.\	Subfolder containing WorkPace interface graphics, such as icons and bitmaps.
*.ico	.\graphics\	Icon file for WorkPace GUI.
*.bmp	.\graphics\	Bitmap file for WorkPace GUI.
orglogo.bmp	.\graphics\	Bitmap file for organization's logo.
modern.xskn	.\graphics\	Modern style graphics.
help\	.\	Subfolder containing WorkPace Help resource files.
language\	.\	Subfolder containing WorkPace language files.
language.wni	.\language\	Language initialization file.
lan*.lan	.\language\	Translation file for specific language.
tips_*.txt	.\language\	Break Tips file for specific language.
preset\	.\	Resource files for the WorkPace settings presets.
sounds\	.\	Subfolder containing WorkPace sound effect files (e.g. .wav files and .mid files).
sounds.wni	.\sounds\	Sounds initialization file.
*.mid	.\sounds\	Sound theme MIDI file.
themes\	.\	Subfolder containing WorkPace theme information, such as sound theme and graphics theme information.
system\	.\	Subfolder containing WorkPace System data files.
wprem.exe	.\system\	Uninstall program.

File or Folder	Location	Description
wizard.wpq	.\system\	Setup wizard questionnaire file.
default.ini	.\system\	Default <i>Group Options</i> file (Local Installation only).
lock*.txt	.\system\	WorkPace lock level definition file.
sysadmin.wni	.\system\	System administrator initialization file (Local Installation only).
setlimit.txt	.\system\	WorkPace settings min/max values.
sysparam.wni	.\system\	WorkPace System Parameters file. May be modified to fine-tune WorkPace's default behavior.
web.ini	.\system\	Only used for tracking WorkPace Marketing Campaign installation CD's
wpinstall.wni	.\system\	Parameter settings used to install current version of WorkPace.
wpreg.bin	.\system\	Backup Licensing Registration information.
wpuninst.txt	.\system\	Log file of any un-installations of WorkPace. Typically, this occurs during upgrades.

### Windows or Windows System Folder Files

WorkPace does not add, update, or alter any files in the Windows or Windows\System folders. This means WorkPace does not interfere with the files of any previously or future installed software.

### User Data Files

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\_APPDATA'.

By default in Microsoft Windows Vista, Windows 7, and Windows 8 this is:

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

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

### Shared Data Files

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\_COMMON\_DOCUMENTS'.

By default in Microsoft Windows Vista, Windows 7, and Windows 8 this is:

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

In this folder WorkPace stores the unique hardware identifier file 'wpcclient.ini' and the 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

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 x.x.x.x
```

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

WorkPace will also create an entry in the Windows registry to automatically run WorkPace when the user logs in. Depending on whether the PC is 32 or 64-bit, this entry will be in one of the following locations:

- HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Run
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Wow6432Node\Microsoft\Windows\CurrentVersion\Run

## The WorkPace.ini File

This file stored in the 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=$AppData\Wellnomics\WorkPace
```

The 'UserFileDir' parameter allows you to customize the location of ALL local users files stored on this PC. The default setting '\$AppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Users\[Windows User Logon Name]\AppData\Roaming\Wellnomics\WorkPace'.

**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 WorkPace in the local configuration:

1. Run the wp5setup.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 WorkPace files to, for example, C:\Program Files\Wellnomics WorkPace or C:\Program Files (x86)\Wellnomics WorkPace.
5. Complete the remaining installation options until WorkPace is installed.

## Central Network Installation

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 - WorkPace's behavior and the user's settings options can be controlled centrally.
- Grouping of users - Users can be placed into groups, and their settings options modified on a per group basis.
- Central registration - Registration Keys can be updated without requiring a manual update on each machine.

### Installed Files

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 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 WorkPace Central User Folder

The concept of the Central Network Installation is to store all system administration files and copies of all 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 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 WorkPace System Administration Folder

The WorkPace System Administrator Folder contains all the files related to 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 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

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

**Note:** Each group folder must have an associated Group Options file in the 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 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 WorkPace User Data Files (\*.usr) are synchronized into the appropriate Group Folder on the network. 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\_APPDATA'.

By default in Windows Vista, Windows 7, and Windows 8 this is:

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

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

## The WorkPace.ini File

This file stored in the 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
SysAdDir=\\mainserver\shared\wpcentral\sysadmin
UserFileDir=$AppData\Wellnomics\WorkPace
```

The 'UserFileDir' parameter allows you to customize the location of ALL local users files stored on this PC. The default setting '\$AppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Users\[Windows User Logon Name]\AppData\Roaming\Wellnomics\WorkPace'.

**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 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. This password is still required for historical purposes, but is no longer used in any parts of the software.
8. Select the folder to install the local WorkPace program files, for example, `C:\Program Files\Wellnomics WorkPace` or `C:\Program Files (x86)\Wellnomics WorkPace`.
9. Complete the remaining installation options until WorkPace is installed.

## Wellnomics Risk Management Installation

### Installed Files

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 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, WorkPace stores the user's data files on the local computer. User Data is synchronized onto the Wellnomics server on a daily basis. The location for the local user file is the subfolder 'Wellnomics\WorkPace' in the location returned by the Windows Shell API call 'SHGetFolderPath' using the argument 'CSIDL\_APPDATA'.

By default in Windows Vista, Windows 7, and Windows 8 this is:

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

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

## The WorkPace.ini File

This file stored in the 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
UserFileDir=$AppData\Wellnomics\WorkPace
[Server]
Proxy=AutoDetect
Server=[server name]/wellnomics_sync/default.aspx
SelfSignup=no
Use_Mode2_Sync_Default=no
UseLocalSettingsWhenUserNotOnServer=no
DisplayErrorIfNoServerConnection=yes
```

### Optional Parameters:

```
Domain=[domain name override]
```

The 'Domain=' parameter allows you to manually specify (and therefore override) the name of the Microsoft Windows Domain that WorkPace uses when synchronizing user data with the Wellnomics Risk Management server. This setting should be placed at the end of the [server] section of settings.

The 'UserFileDir' parameter allows you to customize the location of ALL local users files stored on this PC. The default setting '\$AppData\Wellnomics\WorkPace' refers to the user specific local directory of 'C:\Users\[Windows User Logon Name]\AppData\Roaming\Wellnomics\WorkPace'.

**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 WorkPace in the Wellnomics Risk Management Installation configuration:

1. Run the wp4setup.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 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.

`https://[Server_Name]/wellnomics_sync/default.aspx`

6. Complete the remaining installation options until WorkPace is installed.

## Installing the Program Files on the Network

In the descriptions of all WorkPace Installations it is recommended that you install the 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 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 WorkPace, hence the load on the network may be prohibitive.
- Reduced Reliability - Any network failure may cause 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. `wp5setup.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`.

Three additional files may be added to the Auto Installation folder, to provide additional resources to the installation process.



### 1. wpreg.bin

WorkPace encrypts and stores its current registration details into a local file called `wpreg.bin`. This file (by default) is stored in the location that your version of Windows stored shared data file for installed software. In Windows XP this location is `C:\Documents and Settings\All Users\Windows\Documents\Wellnomics\WorkPace`, and in Windows Vista and Windows 7 this location is `C:\Users\Public\Public Documents\Wellnomics\WorkPace`.

You may cause the Auto Installer to install WorkPace with the same registration details as are installed on another PC, by making a copy of `wpreg.bin` from that other PC into the WorkPace Auto Installation Folder.

### 2. default.ini

A local installation of WorkPace gets its configuration and user settings from a local file called `default.ini` (as can Network and Wellnomics Risk Management installations of WorkPace if the Central Network or Server settings are unavailable). Unfortunately, this file is contained within the installer application and cannot be edited prior to deployment.

However, if an edited copy of `default.ini` exists within the Auto Installation Folder, the WorkPace installer will detect it and use it to replace the original version that is contained within the WorkPace installer itself.

### 3. WorkPace.ini

This file is created automatically by the WorkPace installer, and sets the location for the local user files as well as the configuration type (Local / Network / Wellnomics Risk Management). This file can also contain several settings specific to communicating with a Wellnomics Risk Management server for the first time, but these settings cannot be automated from within `wpauto.ini`. If an installation requires that these settings be anything different to their defaults, then an edited copy of `WorkPace.ini` should be made available within the Auto Installation Folder. The WorkPace installer will detect it and use it to replace the original version that is contained within the WorkPace installer itself. Those settings that cannot be automated from within `wpauto.ini` are:

```
SelfSignup=
Use_Mode2_Sync_Default=
UseLocalSettingsWhenUserNotOnServer=
DisplayErrorIfNoServerConnection=
```

## 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\WorkPace\sysadmin\wpauto\wpauto.exe
```

Once the installation is complete, WorkPace is run automatically (if this option was selected during the installation).

**Note:** The setup program only installs 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.

<code>INSTALLEXE=wp4setup.exe</code>	Name of the full WorkPace installer application that <code>wpauto.exe</code> will call.
<code>INSTALLDATE=29/02/2012</code>	Set the install date for this version of the auto-installer.
<code>VERSION=4.4.0</code>	Set the install version for this version of the auto-installer.
<code>PRODUCT=WorkPace</code>	Product name for Windows Registry.
<code>COMPANY=Wellnomics</code>	Company name for Windows Registry.
<code>DOAUTOINSTALL=1</code>	Setting retained for historical reasons (please do not change).
<code>WPSILENTINSTALL=1</code>	Setting retained for historical reasons (please do not change).
<code>WPLANID=1033</code>	ID of the language to be used by WorkPace
<code>WPREGNAME=586AX36361X062666X7C2F5BXA7C7BX6616X5B</code>	Hash value of registration name (do not attempt to modify manually).
<code>WPREGKEY=584X583C2X494D3X4E224AXC4A422X394E4X49224EXB473X54</code>	Hash value of registration key (do not attempt to modify manually).
<code>WPUSERCOUNTRY=United States of America</code>	Country location.
<code>WPINSTALLTYPE=C</code>	A = Local, B = Network, C = Internet (Wellnomics Risk Management)
<code>MAINDIR=C:\Program Files (x86)\Wellnomics WorkPace</code>	Location of where the WorkPace application will be installed.
<code>WPPROXY=AutoDetect</code>	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 user's computers, for example through packages like SMS. The WorkPace 5.1 architecture is ideally suited to such an installation either together with, or independent of WorkPace 5.1 automatic installation features.

However, our preferred option is to use the 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 user's Windows startup script. The next time the user logs on to their computer, the setup program 'wpauto' is executed and WorkPace is installed.

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

On the next log on after the installation, the 'wpauto' program detects that 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 WorkPace 5.1 build updates, released by Wellnomics Ltd every few months. The automatic update is achieved by placing the latest version of the WorkPace installer application 'wp3setup.exe' into the Auto Installation Folder and modifying the following parameter setting in the file 'wpauto.ini':

```
VERSION=4.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 WorkPace 4.2 Build 16, this parameter setting will currently be set to 'VERSION=4.2.16'.

To upgrade everyone silently and automatically to WorkPace 4.4.1.0, place the WorkPace 4.4.1.0 installer application 'wp4setup.exe' into the Auto Installation Folder and modify the version parameter setting to 'VERSION=4.4.1.0'.

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

For example:

```
\\server\WorkPace\sysadmin\wpauto\wpauto.exe
```

# Central User Management

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

**In This Chapter:**

Terms and Concepts.....	29
New User Group Membership.....	32
Command Line Group Feature .....	32
New User Settings .....	33
Personal Information Wizard .....	36
Delayed Actions.....	39
Multimedia Training .....	40
Privacy Levels.....	41
Preventing Users from Exiting .....	42
Discomfort Reports.....	42
Exercise Filter .....	43
Locking of Settings.....	43
Disabling Sounds .....	51
Display Settings.....	51
Tips .....	53
Call Center Settings.....	56
Desk-Mode Operation.....	57
General Settings .....	57
Creating a New Group.....	60
Moving a User to a Different Group .....	60
Moving a User to a Different Server.....	60

## Terms and Concepts

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

### WorkPace User File

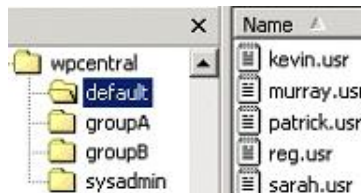
All data associated with a particular user, such as their settings, and daily usage statistics are stored in a file with the extension .usr. These files are referred to as WorkPace User files. The name of each user file is the Windows login name of the user it is associated with. For example, if the user's login name is jsmith, then their 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 WorkPace users is based. It is a shared network folder (for example, all users have access to it through the network) containing all the WorkPace User files. The 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 WorkPace User file resides.

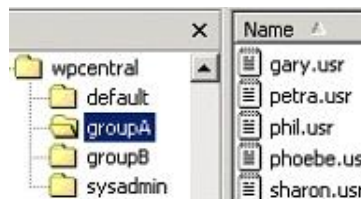
All group membership management is performed through the Central User Folder.

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



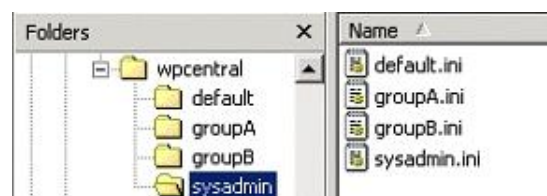
*In the above illustration kevin, murray, patrick, reg, and sarah all belong to the 'default' group.*

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.*

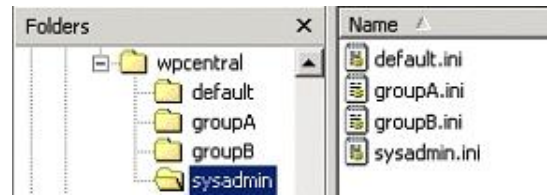
Each group also has a Group Options File of the same name, but with the extension of '.ini' located in the System Administration Folder. The System Administrator Folder will also contain the file 'sysadmin.ini'. The file 'sysadmin.ini' is created during the initial WorkPace installation and contains 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 WorkPace for each group. This folder is typically, but not necessarily a subfolder of the Central User Folder.



All WorkPlace behaviors and settings are managed through editing the Group Options Files in the System Administrator Folder.

## User Groups

WorkPlace 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 WorkPlace 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 `'Human Resources.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 WorkPace they will not have a WorkPace User file. In this case 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 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 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<sup>1</sup> allows a system administrator to specify the Group membership of a user on the *command line* when running 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 WorkPace to specify which group a user shall belong to. For example:

```
workspace.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:

```
workspace.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.

<sup>1</sup> From 3.2 Build 1 onwards.



## New User Settings

The first time a user runs WorkPace, a new 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 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 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 WorkPace Setup Wizard run when a new user uses 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 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 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 WorkPace application with its breaks and exercise prompts.

Instead of developing a separate product, we have built this functionality into WorkPace 5.1 itself.

As part of the [NewUserSetup] section, we have a range of settings available specifically for creating a "Monitor" Group of WorkPace Users.

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

This option asks the user to select between using WorkPace in standard mode with breaks and exercises, or with a 'monitor only' setup (i.e. no breaks or exercises) when 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)

## Wellnomics Risk Management Server Connection

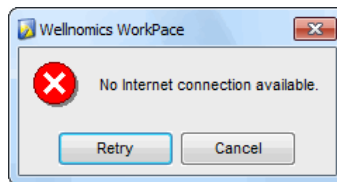
If you are using WorkPace with Wellnomics Risk Management, then when WorkPace runs up for the first time for a new user (on that PC), WorkPace tries to communicate with the Wellnomics Risk Management server to obtain settings information. These settings will determine what the new user's initial settings are and how they are obtained (through the Setup Wizard for example). However, if WorkPace can't access the Wellnomics Risk Management server or if WorkPace can access the Wellnomics Risk Management server but the user isn't in the HR database, then WorkPace will simply shift to a standby mode until it can obtain a successful connection or until the user is in the HR database. WorkPace will continue trying to get a connection every day.

This means that if someone is not initially in the Wellnomics Risk Management HR database they can't start using WorkPace. This could be an issue for an organization that only updates their HR data infrequently.

To handle this challenge we have introduced two new settings into the [NewUserSetup] section of default.ini:

```
DisplayErrorIfNoServerConnection=Yes
```

If WorkPace cannot connect to the Wellnomics Risk Management server and DisplayErrorIfNoServerConnection is set to =Yes (the default setting), then show this pop-up error message to the user:



The **Retry** button will re-try the connection, and display the error again if it fails to connect.

The **Cancel** button will simply exit WorkPace. This means that the user cannot run WorkPace until the connection to the Wellnomics Risk Management server actually works.

The pop-up error message should prompt the user to contact their IT Support team, who should be able to resolve the situation as the user cannot connect due to either having no network/internet access or the wrong Wellnomics Risk Management server details being specified.

If DisplayErrorIfNoServerConnection is set to =No and WorkPace cannot connect to the Wellnomics Risk Management server, then WorkPace will shift to a standby mode until it can obtain a successful connection. The error message stating that it failed to connect will be logged on the user's PC but no pop-up message will appear to the user.

UseLocalSettingsWhenUserNotOnServer=Yes \*

This setting only applies if WorkPace can establish a successful connection to the Wellnomics Risk Management server, but the user has not been included in the HR database on that server. So if WorkPace can connect successfully to the Wellnomics Risk Management server and UseLocalSettingsWhenUserNotOnServer is set to =Yes (the default setting), then use the settings contained within the local default.ini to establish the settings for the new user. This means that WorkPace will function as if it were a standalone installation.

After the new user is set up, WorkPace will continue to connect to the Wellnomics Risk Management server on a daily basis. Once the user has been added to the HR database, WorkPace will receive settings from the Wellnomics Risk Management server as normal. This will behave in the same manner as an existing WorkPace user upgrading to Wellnomics Risk Management. In other words, any settings on the server will override any local settings that the user received.

If UseLocalSettingsWhenUserNotOnServer is set to =No and WorkPace connects to the Wellnomics Risk Management server but finds that the user is not in the HR database, then WorkPace will run in standby mode until that user is added to the HR database in Wellnomics Risk Management. An error message stating that the user is not recognized will be logged on the user's PC but no pop-up message will appear to the user.

\* Supported in Wellnomics Risk Management v2.6.1 and onwards

## 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 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 WorkPace. This has now been replaced by group building capabilities in Wellnomics Risk Management.

WorkPace User files are identified by the user's login name. For example, if a user logs into their system as jsmith, then their 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 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 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, 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 WorkPace runs. If a new field is added after this time, WorkPace automatically asks the users to fill in the new field the next time 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 WorkPace Language id to the text appropriately. (See WorkPace Language Codes on page 61 for a list of language codes.)

For example:

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

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 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 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 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 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 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 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 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 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 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 WorkPace'. This feature has been designed to allow users to voluntarily activate WorkPace when it is running in Monitoring mode.

## Multimedia Training

WorkPace has a built-in multimedia presentation to train the user on how to best use and interact with WorkPace. When WorkPace is run for the first time, the user can be asked to run the 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 WorkPace Multimedia Training when they first run WorkPace. To choose this option, edit the section `[General]` of the Group Options file as follows:

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

Users can still run the 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 WorkPace Multimedia Training when they first run 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 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 WorkPace Multimedia Training when they first run 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 WorkPace Multimedia Training again at a later date by choosing it from the Help Menu.

## Privacy Levels

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 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 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 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 WorkPace, or to even prevent them from putting WorkPace on Standby.

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

This option will prevent users from exiting WorkPace.

```
UserCannotExit=Yes
```

This option will prevent users from placing 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.

WorkPace 5.1 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 WorkPace Discomfort Report an email is automatically sent to the appropriate health and safety manager. In order for 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 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 WorkPace exercise IDs). For example to filter out the exercises "Ulnar Nerve on Desk" and "Ulnar Nerve 'Goggles'", look up their IDs in the WorkPace exercises list and place these in the exercise filter list, for example:

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

## Locking of Settings

In general, each WorkPace user can edit their own settings to determine how often micropause and breaks are recommended or enforced by WorkPace. If a user decides to disable their micropauses or breaks then 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 WorkPace may be configured to be unlocked, locked, or limited to be within a range of values (range locked). It is even possible to set the default value for each setting as it is applied to a new user for the first time. 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 WorkPace on standby.
- **Lock2:** user cannot edit their settings, cannot exit, and cannot place 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 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 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 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 WorkPace Setup Wizard when the 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.

## Default

When WorkPace starts on a PC for the first time for a new user, it is possible to set the default value for any of the various WorkPace settings.

For example, you may wish to "disable" the WorkPace Exercises from being shown during the Rest Break, and the WorkPace Status Panel from being shown on the screen by default for new users, but still allow the user to activate these functions in the WorkPace Console at a later stage if they wish.

```
[LockingSetup]
ExPromptBreak=Unlocked,Default:N
StatusOptionShowStatus=Unlocked,Default:N
```

**Note:** You may use the default parameter by itself (i.e. =Default:N or =Default:Y) for a setting, but it is recommended to include the =Unlocked parameter to ensure no alternative locking values are inherited from any other settings files or profiles.

## 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	WorkPace Break enabled / disabled	-	-
BreakInterval	Time Value	WorkPace Break interval	1m	4h
BreakDuration	Time Value	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 WorkPace Break enabled / disabled	-	-
ExPerBreak	Integer	Number of exercises displayed per break	1	99
DisplayExerciseVideos	Integer	Exercises to display: 0 = HD Videos 1 = SD Videos 2 = Photos	0	2

### 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	-	-

Setup Parameter	Type	Notes	Min	Max
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 WorkPace Break, Daily Limit and Weekly Limit	-	-
OptionBlankScreen	Boolean	Automatically blank the screen on WorkPace Break, Daily Limit and Weekly Limit	-	-
OptionBCSysTray	Boolean	Show the Break Compliance icon in the Windows system tray.	-	-



Setup Parameter	Type	Notes	Min	Max
OptionWISysTray	Boolean	Show the Work Intensity icon in the Windows system tray.	-	-
OptionEnforceDutchRegs	Boolean	Enforce the Dutch health and safety 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 a 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 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	-	-
RecordBreakStats	Boolean	Record the user's break compliance statistics.	-	-
RecordSetupStats	Boolean	Record WorkPace's Settings	-	-

Setup Parameter	Type	Notes	Min	Max
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 WorkPace.	-	-
UserCannotStandby	Boolean	Block the user from placing WorkPace on Standby.	-	-

### Warning Levels

The values of 0 to 5 correspond to the WorkPace Micropause and Rest Break enforcement levels as shown in the following table.

Warning Level Value	Micropause Enforcement	Micropause Comments
0	Monitor Only	No Alerts
1	Low (alert only)	Can Ignore every Micropause. Alerts stay visible on-screen for approx 20 seconds prompting user to take a "natural" Micropause. Failure to take the Micropause results in an "ignore".
2	Medium - Low (alert and insist, ignore allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can Ignore every Micropause.
3	Medium (2 ignores allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can't ignore more than 2 Micropauses in a row.

Warning Level Value	Micropause Enforcement	Micropause Comments
4	Medium - High (only 1 ignore allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can't ignore more than 1 Micropause in a row.
5	High (ignore disabled)	Once Alert moves to the Insist Stage, the user is locked out. No option to Ignore.

Warning Level Value	Rest Break Enforcement	Rest Break Comments
0	Monitor Only	No Alerts
1	Low (alert only)	Alerts stay visible on-screen for approx 30 seconds prompting user to take a "natural" break. Failure to take break results in an "ignore".
2	Medium - Low (alert and insist, ignore allowed)	Can ignore every break, and postpone once per break.
3	Medium (only 1 ignore allowed)	Can't ignore more than one break in a row, but can postpone once per break.
4	Medium - High (postpose only)	No ignore, but can postpone once per break.
5	High (ignore disabled)	No ignore or postpone options.

**Please note:** From WorkPace version 4.2 and onwards, the Micropause Alert window may not contain a button labelled "Ignore". Ignoring a Micropause refers to clicking on the "x" button within the Micropause Alert to close the Alert window.

## 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

Key	Meaning	Allowed Values
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
WRMLink=	<p>This option controls the "View My Risk Profile" link displayed on the toolbar of the WorkPace Console and on the Status Panel.</p> <p>When WorkPace is configured to synchronize with a Wellnomics Risk Management server, this setting will be updated to point the link to that server.</p> <p>Where WorkPace is not configured to synchronize with a Wellnomics Risk Management server, by default it provides a link to a promotional page hosted by Wellnomics Ltd.</p> <p>Leave this setting blank to disable this feature.</p> <p>Please note that a Language Code is appended to the URL to support different languages (e.g. <a href="http://www.workpace.com/wp_wrm_nl">www.workpace.com/wp_wrm_nl</a>).</p>	Blank/URL

## Tips

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

A selection of tips have been provided for you in each language supported by Wellnomics WorkPace.

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_ar=	Arabic

The file containing the tips for each language is specified in the Group Options file. By default, each Tip file is located in the \language subdirectory of the WorkPace installation folder.

Tips are listed in each of the Tip Language files using the following syntax:

```
tip1 heading~tip1 text~tip1 keyboard shortcut
tip2 heading~tip2 text~tip2 keyboard shortcut
tip3 heading~tip3 text~tip3 keyboard shortcut
...
```

For example:

```
Learn your 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 separated by an end-of-line.
- 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 on the line it is treated as the Tip **Text** (i.e. No Heading, and No Keyboard Shortcut).
- If there are two elements on the line 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:





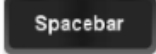



[ctrl] + [p] will appear as 

[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.  <b>Note:</b> The reminder will not remain on the screen indefinitely if the Enforcement level is set to "Low".	Y/(N)



## Desk-Mode Operation

The WorkPace 5.1 '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 WorkPace breaks.

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

When the user is working at their computer, WorkPace operates as normal. The time to switch between the two modes is automatically detected by WorkPace.

Desk-Mode works as follows:

- On Start-up the Desk-Mode time is reset (for example, to 60 minutes) and WorkPace starts in Normal Mode.
- After 3 minutes of idle time WorkPace switches to Desk-Mode (provided no 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 WorkPace Break will also reset the Desk-Mode timer).
- If the user starts using the computer while in Desk-Mode, 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 WorkPace general behavior settings are listed in the following table:

Key	Meaning	Allowed Values
AutoSave	This option sets whether or not WorkPace periodically saves the user's data to their WorkPace User file. Recommended value is 'Yes'.	Yes/No

Key	Meaning	Allowed Values
AutoSavePeriod	This sets how frequently the user's data is saved to their Local 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 WorkPace User file (the AutoSave option above must be true). This value is in minutes.	0-1000
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 WorkPace. A value of 0 means to not reread the files at all.	0-480
WPTrainingURL_xx	Specifies the URL to use when the user selects the WorkPace Training option in the WorkPace Console.  Replace xx with the language code. See the Language Codes section for a list of available language codes.  If left blank the existing inbuilt training will be displayed.	Valid URL with Language Code, or left blank
WPTraining	Determines whether or not to ask the user to run the WorkPace Multimedia Training when they first run WorkPace. A value of 'N' means 'No' do not ask to run the WorkPace Training. A value of 'V' means it is voluntary for the new user to run the 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 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 WorkPace. With this field it can be organized so that the product expires at the same time for all users in the group.	-

Key	Meaning	Allowed Values
ExerciseFilter	This allows the filtering of any 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 WorkPace ask the user to fill in this new field.	Yes/No
OnUpgradePromptToTryNewPresets	If the user upgrades from version older than 4.2, then prompt to retry the new low disruption presets.	Yes/No
NameForMicropause_xx NameForMicropausePlural_xx NameForBreak_xx NameForBreakPlural_xx	Names to display for Micropause and WorkPace Breaks.	Valid text string with Language Code.
DemoMode	Used to display demonstration data in the WorkPace Console instead of real user data.	Yes/No
DemoComputerUse7	Show demo computer use for last 7 days.	hh:mm
DemoMouseUse7	Show demo mouse use for last 7 days.	hh:mm
DemoMicropuaseCompliance7	Show demo Micropause compliance for last 7 days.	0.0-1.0
DemoBreakCompliance7	Show demo Break compliance for last 7 days.	0.0-1.0
DemoComputerUse28	Show demo data for average weekly computer use over last 4 weeks.	hh:mm
DemoMouseUse28	Show demo data for average mouse use for over last 4 weeks.	hh:mm
DemoMicropauseCompliance28	Show demo data for average Micropause compliance over last 4 weeks.	0.0-1.0
DemoBreakCompliance28	Show demo data for average Break compliance over last 4 weeks.	0.0-1.0
AlwaysAddWPToStartup	Add WorkPace to Windows Startup if not already there?	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 WorkPace Central User Folders, for example, one per cluster. If a user is relocated from one cluster to another cluster, then their WorkPace User file needs to be moved also.

1. Locate the WorkPace User file belonging to the user shifting to another network.
2. Move it to the appropriate 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 WorkPace User file to reflect this.

# Language codes

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

Language	Sub Language	WorkPace Language ID	Windows Language ID
English	US	us	1033
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

# Exercise IDs

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

## In This Chapter:

Eye and miscellaneous exercises .....	62
Forearm exercises .....	62
Hand exercises .....	62
Neck exercises.....	63
Neural exercises .....	63
Shoulder exercises.....	63
Trunk and lower limb exercises.....	64

## 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

Exercise Name	ID
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
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

Exercise Name	ID
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



# Glossary

## A

### Auto Installation

Refers to an automatic rollout of 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 WorkPace installation on all machines on the network.

## C

### Central Network Installation

The 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 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 WorkPace User file is stored.

## G

### Group Folder

Each WorkPace User Group has its individual WorkPace User Files stored in subfolders within the WorkPace Central User Folder. Each Group also has its own associated Group Options File in the 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 WorkPace User Files are stored only on a users PC hard drive.

### Local User Data Files

WorkPace stores a copy of the 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 WorkPace. The 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 WorkPace User Files are stored centrally on a shared network drive.

### Network/Laptop Synchronization

A local copy of the WorkPace User File is automatically synchronized with the network when a connection is re-established.

### Non-roaming Configuration

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 WorkPace installation folder. You can add your organizations logo to the right hand side of the main WorkPace toolbar by replacing the 'orlogo.bmp' file with your own bitmap file.

The bitmap will be rescaled automatically by 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 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 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 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 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.

### WorkPace User Group

WorkPace users are placed into groups which have an associated Group Folder. Members are typically grouped by a common job function or risk profile.

# Index

## A

About the architecture • 7  
About the program files • 9  
About the User files • 12  
About This Guide • 5  
Adding New Personal Information Fields • 37  
Auto Installation • 24, 65  
Auto Installation Parameter File • 65  
Auto-Filling Personal Information Fields • 39

## B

Break Parameters • 46

## C

Call Center Settings • 56  
Can we add a corporate logo to the WorkPace interface? • 11  
Can we run the WorkPace program files entirely from the network? • 9  
Central Network Installation • 20, 65  
Central User Management • 29  
Command Line Group Feature • 32  
Compulsory Training • 41  
Configuring for reduced network traffic if WorkPace is being run via remote desktop or terminal services clients • 11  
Creating a New Group • 60  
Creating an Auto Installation Folder • 25  
Customizing Personal Information Fields • 37

## D

Daily Limit Parameters • 47  
Default • 45  
Default User Group • 65  
Delayed Actions • 39  
Desk-Mode Operation • 57  
Disabling Sounds • 51  
Discomfort Report • 65  
Discomfort Reports • 42  
Display Settings • 51  
Distributed Network Installation • 65  
Distributed User Folder • 65  
Does WorkPace support automatic installation? • 10

## E

Email Setup • 42  
End User System Requirements • 15  
Exercise Filter • 43  
Exercise IDs • 62  
Exercise Parameters • 46  
Eye and miscellaneous exercises • 62

## F

File Sharing Server and Network Requirements • 15  
Forearm exercises • 62

## G

General Settings • 57  
Group Folder • 65  
Group Folders • 21  
Group Options Files • 21, 31

## H

Hand exercises • 62

How big are the user files? • 13  
How much network traffic does WorkPace generate? • 10  
How often are network files accessed in a Network Installation? • 14

## I

Installation Configurations • 15  
Installation Steps • 19, 22, 23  
Installed Files • 16, 20, 22  
Installing the Program Files on the Network • 24  
Installing WorkPace • 15  
Introduction • 6

## L

Language Codes • 61  
Local Configuration • 65  
Local Installation • 16, 65  
Local User Data Files • 21, 23, 65  
Lock Level • 43  
Lockable Value List • 46  
Locked • 45  
Locking of Settings • 43

## M

Micropause • 65  
Micropause Parameters • 46  
Minimum requirements • 15  
Misc New User Settings • 36  
Miscellaneous Parameters • 50  
Monitoring Only • 34  
Moving a User to a Different Group • 60  
Moving a User to a Different Server • 60  
Multimedia Training • 40, 65

## N

Neck exercises • 63  
Network Configuration • 65  
Network Traffic • 10  
Network/Laptop Synchronization • 66  
Neural exercises • 63  
New User Group Membership • 32  
New User Settings • 33  
No Training • 40  
Non-roaming Configuration • 66

## O

Option Parameters • 48  
Organizational Logo Graphics File • 66  
Organizational Rollout • 27  
Overview • 7

## P

Personal Information Wizard • 36, 66  
Preventing Users from Exiting • 42  
Privacy Levels • 41  
Program Files • 16, 20, 22  
Program Files Folder • 66

## R

Range Lock • 45  
Record Parameters • 49  
Registry Entries • 19  
Roaming Configuration • 66  
Running the Auto Installation • 26

## S

Schedule Parameters • 48  
Setup Wizard • 66

## 68 • IT Administration Guide

Shared Data Files • 18  
Shoulder exercises • 63  
Status Option Parameters • 49  
System Administrator Folder • 66

### T

Technical Support • 6  
Terms and Concepts • 29  
The Central User Folder • 30  
The Default Group Folder • 21  
The Default User Group • 31  
The System Administrator Folder • 30  
The WorkPace Central User Folder • 20  
The WorkPace System Administration Folder • 20  
The WorkPace.ini File • 19, 21, 23  
Tips • 53  
Trunk and lower limb exercises • 64  
Typing Speed Limit Parameters • 48

### U

Unlocked • 44  
User Data Files • 18  
User Files • 66  
User Groups • 31  
Using the Default Settings • 33  
Using the Setup Wizard • 33

### V

Value Locked • 45  
Value Syntax • 44  
Voluntary Training • 40

### W

Warning Levels • 50  
Weekly Limit Parameters • 47  
Wellnomics Risk Management • 66  
Wellnomics Risk Management Installation • 22  
Wellnomics Risk Management Server Connection • 34  
What happens if the network connection is lost? • 12  
What is the network loading? • 13  
What is WorkPace? • 6  
Will WorkPace run under Citrix/Metaframe/Windows Terminal Server? • 10  
Windows or Windows System Folder Files • 18  
Work Day Parameters • 47  
WorkPace Local Installation • 7  
WorkPace Network Installation • 7  
WorkPace User File • 29  
WorkPace User Group • 66  
WorkPace Wellnomics Risk Management Installation • 8  
WPAUTO.INI • 26