

COGNIPLUS

CPS

USER MANUAL

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SCHUHFRIED

passion for psychology

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1 Welcome



CogniPlus is a training battery created by SCHUHFRIED GmbH; it utilizes the most up-to-date computer technology available to help you train cognitive functions using a multimedia approach. The realistic design of the training programs helps clients to integrate their progress into everyday life.

CogniPlus enhances efficiency and is based on the most up-to-date psychological research available. All the training programs are designed in a user-friendly manner and are easy to use. The level of difficulty adapts intelligently to the client's ability. Training is therefore highly efficient, since clients are neither under- nor overchallenged. Training with CogniPlus makes practice both enjoyable and motivating.

Particular importance has been attached to making the administration software easy for the supervisor to use. The following pages provide information on how to use the program and its functions:

- **Installation and preparation for use:** this section deals with the installation of CogniPlus and the associated hardware.
- **Basic operating instructions:** general information (e.g. on the standard buttons with fixed functions).
- **First steps:** a short tutorial provides a quick introduction to the program.
- **CogniPlus home window:** the menu and the client management system are explained here.
- **Client record:** find out how to call up and edit client details.
- **Administration of a session:** describes the course of a training session.
- **Set up CogniPlus:** adapt CogniPlus to your personal requirements.

- **License account:** shows which licenses are available for which training procedures.
- **Contact:** if you cannot find the answer to your question in the information provided, you can contact your dealer or the SCHUHFRIED support desk.

2 Intended Purpose

CogniPlus is the software solution of Schuhfried GmbH for computerized cognitive training. The trainings are scientifically sound and based on current psychological findings. To achieve an optimum training advance, the difficulty of the training will adjust itself to the capacity of the respondent. The training progress can be illustrated clearly per person and training. This gives the user a clear overview of the current training level of his subjects.

The training will be used in the course of rehabilitation. Deficits of various neuropsychological functions such as attention and memory are associated with significant everyday life impairments. Impairment might be caused by one-time events (e.g. TBI) or by diseases (e.g. depression). Neuropsychological functions are specifically trained. In the course of the training skills that form the basis for everyday activities (such as shopping, driving, can follow a conversation, multitasking) can be improved with the aim that a patient can cope with his everyday life better or for example in the context of vocational rehabilitation may work back to.

The trainings in CogniPlus are deficit-specific. There are specific training for the following areas:

- Cerebrovascular diseases
- Traumatic brain injury (TBI)
- Neurodegenerative diseases
- Depression
- Schizophrenia
- ADHD patients

Memory deficits observed for example in the following diseases:

- Traumatic brain injury (TBI)
- Neurodegenerative diseases
- Depression
- Schizophrenia
- ADHD patients

Deficits in executive functions are observed for example in the following diseases:

- Traumatic brain injury (TBI)
- Neurodegenerative diseases
- Depression
- Schizophrenia
- ADHD patients
- Anorexia nervosa
- Parkinson's disease

- Emotionally-unstable personality disorder, borderline type
- Addictions
- Obsessive-compulsive disorder

3 Installation and preparation for use

This section explains how to install CogniPlus and the associated hardware on your computer:

- **Hardware installation:** to ensure that the hardware supplied functions correctly, please make sure that you follow these instructions.
- **Software installation:** instructions for installing CogniPlus.
- **Uninstalling CogniPlus:** instructions for removing CogniPlus from your computer.
- **If you have a technical problem:** please contact the addresses mentioned here.
- **Additional Information:** for the save and correct use of your CogniPlus devices.

3.1 Hardware installation

Before installing the software the hardware supplied must be installed: the license dongle and (optional) Response Panel. Each of these requires a free USB port on the computer. If the computer does not have enough free USB ports, an externally powered USB hub will be required.

Installation of the devices is described in detail on the following pages.

3.1.1 License dongle

The license dongle contains your CogniPlus licenses; the administration functions and the individual training programs cannot be accessed without it.



Installing the device driver:

- Turn the computer on and log on to Windows 8.1/10/11 as an administrator or a user with administrator rights.
- Insert the license dongle in one of the computer's free USB ports or the Response Panel (standard or universal).
- The operating system will automatically install the license dongle driver. Follow the instructions displayed by the operating system.

3.1.2 Response Panel

The Response Panel makes it easier for the client to use the training programs. Most of the training programs need only the green and red buttons. These two buttons are easily located on the Response Panel. If you do not have the Response Panel, the training programs can also be presented using the normal PC keyboard. Please note the computer keyboard key coding.

The Response Panel is available in two versions:

Response Panel Advanced



- 7 colour keys, 10 number keys, 1 sensor key
- 2 twist buttons
- Connection for foot-operated keys
- Connection for foot pedals - analogue
- Sound generator (speaker)
- 2 USB-connector (for dongles)

Response Panel Universal



- 7 colour keys, 10 number keys, 1 sensor key
- 2 twist buttons
- 2 analogue joysticks
- 2 joystick guides
- Connection for foot-operated keys
- Connection for foot pedals - analogue
- Sound generator (speaker)
- 2 USB-connector (for dongles)

Installing the device driver

- Turn the computer on and log on to Windows 8.1/10/11 as an administrator or a user with administrator rights.
- Insert the license dongle into a free USB port on the computer or Response Panel (standard or universal).
- If using a USB headset, insert the headset into one of the USB ports on the Response Panel (standard or universal). (If using the basic Response Panel, insert the headset into one of the computer's free USB ports.)
- Plug the Response Panel into one of the computer's free USB ports.
- Insert the CogniPlus DVD in the DVD drive. The DVD contains all the necessary drivers. Follow the installation instructions displayed by the operating system.



Note: CogniPlus also supports older USB Response Panels (including Response Panels that are connected to the computer's serial port via a Test System Interface). Follow the installation instructions supplied with the device. In the event of queries please contact your dealer or Support at SCHUHFRIED GmbH.

3.1.3 Computer keyboard key coding

The training instructions make reference to the colour-coded keys of the Response Panel, with instructions such as "Press the green button to continue with the instructions". If the computer keyboard is used as the input medium, the following keys perform the functions of the colour keys:

Red = left Shift- , left Strg-  or left Alt-  key

Green = right Shift- , right Strg-  or right Alt-  key or the Enter key


Alternatives are provided since on many computer keyboards not all keys are conveniently positioned for use. You should select the keys that are most conveniently placed. You are recommended to mark these keys with the coloured stickers supplied with the license dongle.

The numbers on the Response Panel correspond to the number keys on the PC keyboard.

3.1.4 Hardware specifications

USB Response Panel:

Power supply	5V via the USB cable
--------------	----------------------

Power consumption	max. 500mA
Protection class	☐
Device type	B
Max. dimensions (W/H/D)	510 x 50 x 230mm
Weight (without accessories)	1,75kg
Storage and transport temperature	-20 bis 60°C
Operating temperature	10 bis 30°C
Relative atmospheric humidity	max. 70%, non condensing

License dongle

Power supply	5V via the USB cable
Power consumption	max. 30mA
Max. dimensions (W/H/D)	16 x 8 x 55mm
Weight (without accessories)	9,5g
Storage and transport temperature	-20 bis 60°C
Operating temperature	10 bis 30°C
Relative atmospheric humidity	max. 70%, non condensing

3.1.5 Hardware test

Geben Sie hier den Text ein.

You can use the Hardware Test to check the functioning of various hardware components.

How to use the Hardware Test:

Go to “System” in the menu bar of the CogniPlus main window and then to “Hardware Test”.

For each component, click on “**Start test**” and follow the instructions for checking that component. If a component is unavailable, this is indicated by a flashing red message on the bottom left-hand side. To skip a test, click on “**Next test**”. To go directly to a specific test, click on “Select test” in the Hardware Test menu bar and select the component you want to test.

When the last test has been run, a test report appears on the screen. To print the report, click on “**Print test report**”.

Note:

When the Hardware Test is launched for the first time, the **test configuration** window opens automatically. In this window you can define which tests you want to perform. If you want to change the configuration later, click on “test configuration” in the test selection menu, or press the F6 key.



3.2 Software installation

Before installation please check the system requirements.

1. Additional Hardware:

If **hardware components** (Response Panel, license dongle, Test System Interface, etc.) have been supplied with the CogniPlus DVD, connect them to the computer before installing the software. Please read the section Hardware installation.

2. Start Windows:

Start Windows. To carry out the installation you must be logged on as an **administrator** or have administrator rights.

3. Open the Setup program:

Insert the **CogniPlus DVD** in your computer's DVD drive. Double-click the My Computer icon on the desktop and then the DVD drive icon. Start the **Setup program** by double-clicking on the Setup icon.

4. Select language:

If different languages are available, they are shown on the Setup screen:



Select the required language and click "OK".

Note: The selected language applies only to the CogniPlus **user interface**. The language in which training procedures are presented is not affected by this choice; it is selected automatically on the basis of the client's specified language preference.

5. Welcome screen:

The Welcome screen appears.

To continue the installation click "Continue".

To cancel the installation click "Cancel setup".

6. Choose folder:

A window opens in which you can **choose the folder** in which CogniPlus will be installed:



Specify the folder in which you want to install CogniPlus and click "Continue".



Note: If CogniPlus is already installed on your computer, Setup automatically suggests the folder in which the previously installed version is located.

During installation CogniPlus sets up a separate folder for the client database (usually C:\Documents and Settings\All Users\Application Data\Schuhfried\Database).

7. Desktop icon:

Choose whether an icon for starting CogniPlus or Direct Training should be placed on the desktop and then click "Continue".



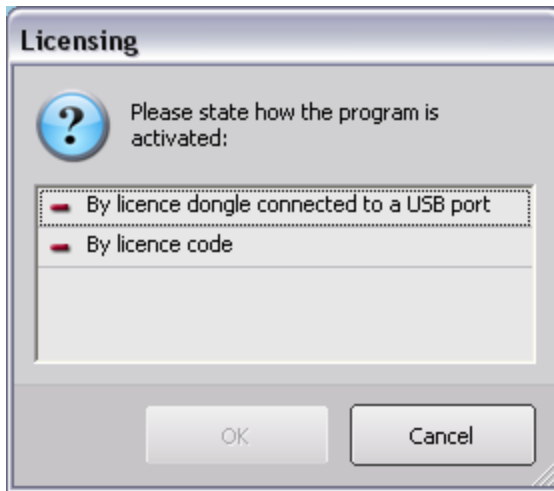
8. Installation progress:

Setup now transfers the required files from the CogniPlus DVD to the selected folder. A bar indicates the progress of the installation. Once installation is completed CogniPlus starts automatically.

9. Licensing:

If you have not connected a dongle to the computer, you can now choose between the DEMO and the full version. Select "The full version" and then click "OK".

You will now be asked whether you have a license dongle. Please connect the dongle and select "License dongle for connecting to the USB port".



Then click "OK".

The individual training programs will now be automatically installed.

10. After installation:

Now the installation is complete and the program is ready for use. You are now in the CogniPlus home window.

3.3 Uninstalling CogniPlus

CogniPlus can be removed from your computer as follows:

Windows 8.1/10/11:

1. Open the **Windows Control Panel** by clicking on the **Windows** icon in the bottom left corner and then on **Control Panel**.
2. Under **Programs**, click on **Uninstall a program**.
3. Select CogniPlus in the list of programs and click on the **Uninstall/Change** icon above the list.
4. When prompted, select **Continue** to confirm the de-installation.



The client database is not deleted when CogniPlus is uninstalled. To remove client data and training results, you should delete them in CogniPlus Client Management before uninstalling the program. Alternatively you can delete the whole database folder (usually located at "C:\Documents and Settings\All Users\Application Data\Schuhfried\Database"). Never delete individual files from the database folder; this could cause errors when accessing the database.

3.4 If you have a technical problem ...

In view of the complexity of current technology it is unfortunately impossible to write computer programs that function perfectly under every possible system configuration. This applies to CogniPlus as well as other programs. You should therefore note the following:

- If an error occurs consistently in a particular situation, please consult your dealer or contact SCHUHFRIED GmbH direct. Assistance is provided free of charge under the terms of the warranty or your update and maintenance contract.
- Do not assume that every problem can be instantly solved by telephone. Many problems can only be tracked down by exchanging hardware or software parts which you need to obtain or have sent to you. Occasionally it may be necessary for a specialist from SCHUHFRIED GmbH to inspect your computer.
- Allow enough time for test runs between installation and commencement of training. Do not commence training clients until you have assured yourself by running tests that the system is functioning as expected.

3.5 Additional Information

Device maintenance

All CogniPlus devices are maintenance-free. However, the CogniPlus' hardware test should be used every six months to check that the devices are functioning properly.

Maintenance, repairs and alterations must be carried out in accordance with the Electrotechnical Act.

Alterations and repairs carried out by unauthorized individuals or companies invalidate the manufacturer's warranty and product liability.

The devices must always be switched off before cleaning. Use only disinfectants, or mild detergents, to clean the equipment with a soft cleaning cloth. Avoid applying cleaning or disinfecting agents directly to the unit and its parts to prevent liquid from penetrating the enclosure.

Surface disinfectants are basically suitable as cleaning or disinfecting agents. If the devices are used in health care facilities, agents should be used which are approved for medical products according to the Medical Devices Act and Directive 93/42/EEC. Permissible are liquids based on alcohol (ethanol) or on active ingredients of active oxygen, which do not contain solvents and do not scrub (e.g. Schülke mikrozyd AF liquid or ANTISEPTICA Descogen Liquid r.f.u.).

After cleaning the device, wait a few minutes before using it again. This makes it possible for any residues of cleaning or disinfecting agents to evaporate.

The product life provided by the manufacturer is 10 years from the date of manufacture. This date can be found on the nameplate.

Safety information

Although the devices are not medical devices, they have been developed in accordance with the requirements of the ÖVE standard EN 60601, but only comply with these requirements if they are connected to a computer system that also fulfills these requirements.

Place the cables in such a way that the devices cannot be unintentionally pulled down or left hanging. Loose cables should not be left lying near the client, but there should be sufficient spare cable for the client to be able to adjust the devices he needs to use.

When using headphones, make sure that the volume is not too high when the subject puts on the headphones to prevent damage to their hearing.

Do not use a peripheral device if parts are damaged or broken off.

The USB peripheral devices of CogniPlus must not be used in damp areas or places where there is a risk of explosion.

The manufacturer or supplier can only be held responsible for matters affecting safety or performance of the device if

- assembly, upgrades, re-setting, alterations or repairs are carried out by persons authorized by him and
- the electrical installation at the place of use conforms to IEC or ÖVE EN 7 regulations and

- the devices are used in accordance with the instructions, and are not used at the same time as USB peripheral devices of other manufacturers.

Notes on EMC

If the input and output media of CogniPlus are used in a clinical environment, special precautions regarding EMC must be taken. Even in the non-medical environment, special care must be taken with regard to EMC. To ensure safe operation, the use of portable and mobile HF communication systems is prohibited, because they could interfere with the functioning of the system.

Notes on ESD

All input devices incorporate all precautions against electrostatic discharge necessary to prevent damage to components. The excess energy is discharged to earth by means of protective diodes. If an input device should crash, please go through the following points:

- Unplug the device and plug it back in again
- Re-start Windows
- Connect the device to a different USB port (the device driver may need to be re-installed)
- Unplug other USB devices
- Connect the device direct to the computer, without a USB hub

If you cannot solve the problem, please contact the product support at SCHUHFRIED GmbH.

If the device has failed during a training, the training must be repeated. Electrostatic discharge can be caused by the friction of rubber soles on carpets or synthetic flooring. Take particular care when touching electrically conductive components.

Exclusion of liability

The manufacturer or supplier can only be held responsible for matters affecting safety or performance of the device if

- assembly, upgrades, re-setting, alterations or repairs are carried out by persons authorized by him and
- the electrical installation at the place of use conforms to IEC or ÖVE EN 7 regulations and
- the devices are used in accordance with the instructions, and are not used at the same time as USB peripheral devices of other manufacturers.

Packaging and transport

The packaging is reusable and should be retained in case the equipment needs to be transported. We recommend the same conditions for transport as during storage.

The foamed plastic contained in the packaging consists of pure polyethylene (PE) and is produced without the use of CFCs.

Disposal: Recycling by a PE processor

- Leaves no residue when incinerated
- Groundwater-neutral in landfill

4 Basic operating instructions

Standard functions in the CogniPlus program:

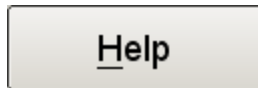
The following **standard functions** are used throughout the program. They always operate in the same way:



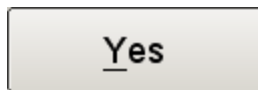
Closes the current window. Any changes made are saved.



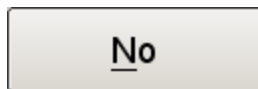
Closes the current window. Any changes made are discarded.



Opens the help file relating to the current function or current window.



Answers **yes** to the question in the message window. The message window closes.



Answers **no** to the question in the message window. The message window closes.

Help function:

In CogniPlus you can press the Help button **F1** at any time to bring up information on the currently active function.

Avoiding errors:

Most of the CogniPlus training programs draw heavily on your computer's resources. If a training program is started while other programs are running in the background, these other programs may use resources needed by the training program. This can cause interference such as screen judder. Many programs – such as Skype, antivirus software and firewalls – can cause pop-up windows to appear during training.

You should therefore take steps to ensure that no programs that could disrupt training are installed and started on your computer.

Symbols used in this document:



Tips provide assistance in using the software.



Notes contain important information that you should read and remember.



Further information explains particular points in more detail.

Kontak
t

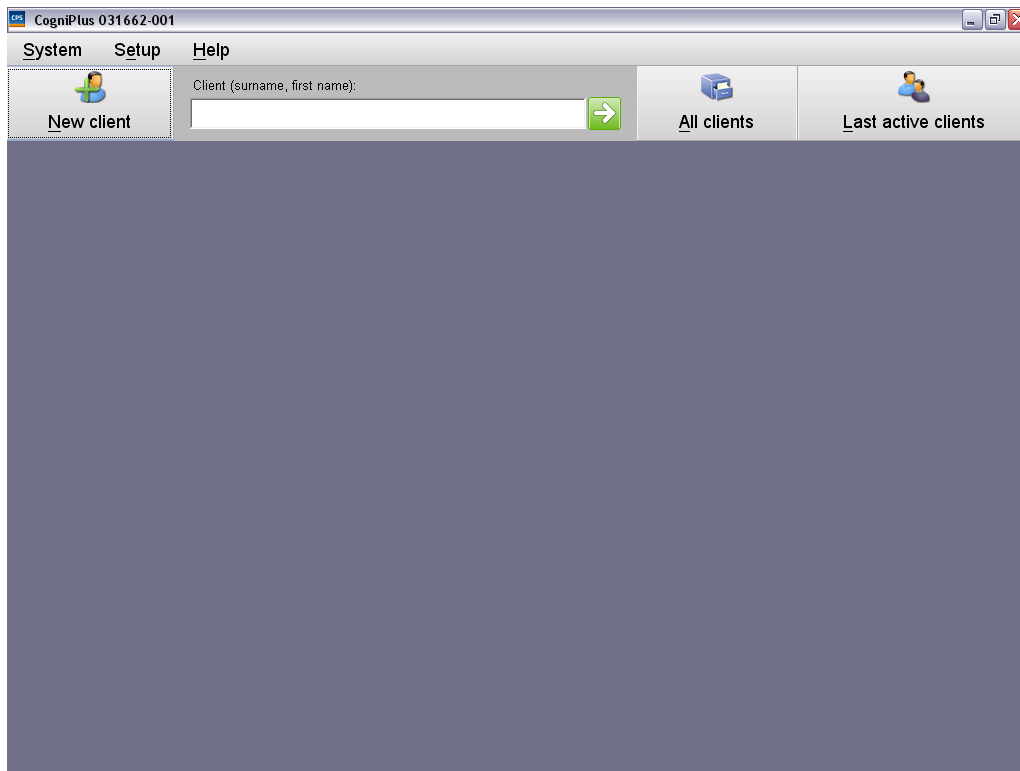
Links enable you to jump to other sections.

5 First steps

This tutorial is designed to help you start using CogniPlus. It will show you how to enter details of a new client, set up and run a training session and display the training results.

For more detailed information please consult the relevant Help sections or the electronic version of the training manuals.

Starting CogniPlus opens the **CogniPlus home window**:



To register a **new client**, click on "New client". This window opens:

Fill in the requested fields. All fields marked * are compulsory and must be completed. Training is presented by default in the language of the CogniPlus user interface. Enter the client's language (if available) in the "Language" field.

When all the relevant data has been entered, click "OK".



If some compulsory fields have not been filled in, the "OK" button is unavailable (greyed out).



Additional fields (e.g. address details) can be added to the database template via the Set up client database function.

Click "OK" to finish setting up the new **client record**. The information in the client record is displayed on four different tab pages: Training, Results, Logbook and Client data. To display a tab page, simply click on the tab on its upper edge.

When a client is registered the **Client data** tab page is automatically displayed:

Mustermann Karl; 03/04/1985

Training Results Logbook **Client data**

Client data

Name; date of birth: **Mustermann Karl; 03/04/1985**

Gender (m/f): **male**

Scotoma/neglect: **no scotoma/neglect**

Additional information:

Language: **English (GB)**

Personal ID:

The data can be checked and amended if necessary.

Now click on the Training tab. Here you can **set up a training session** and start it.

Mustermann Karl; 03/04/1985

Training Results Logbook Client data

All available training procedures:

Procedure	Form	Attention dimension
ALERT	S1	Alertness - Phasic
	S2	Alertness - Intrinsic
DIVD	S1	Divided Attention
FOCUS	S1	Focused Attention - Visual
	S2	Focused Attention - Auditory
SELECT	S1	Selective Attention - Visual
	S2	Selective Attention - Auditory
	S3	Selective Attention - Cross-modal
SPACE	S1	Visuo-spatial Attention
VIG	S1	Vigilance
Procedure	Form	Memory dimension
CODING	S1	Arbeitsgedächtnis: Räumliches und zeitliches Kodieren - Zeitlich
	S2	Arbeitsgedächtnis: Räumliches und zeitliches Kodieren - Räumlich
NBACK	S1	Working memory: Updating - visual
Procedure	Form	Executive function
HIBIT	S1	Inhibition
PLAND	S1	Planungs- und Handlungskompetenz - Prioritäten
	S2	Planungs- und Handlungskompetenz - Wegzeiten

Training sequence

Training sequence	Duration	Level
Total duration: 0 minutes		

Autonomous mode (with results display)

Autonomous mode (without results display)

Supervisor mode

Volume control

Start training

Select a training procedure for the training session: click on the required procedure in the list on the left and then click on the green arrow to add it to the training sequence. Continue until all the required training procedures have been added to the training sequence list.

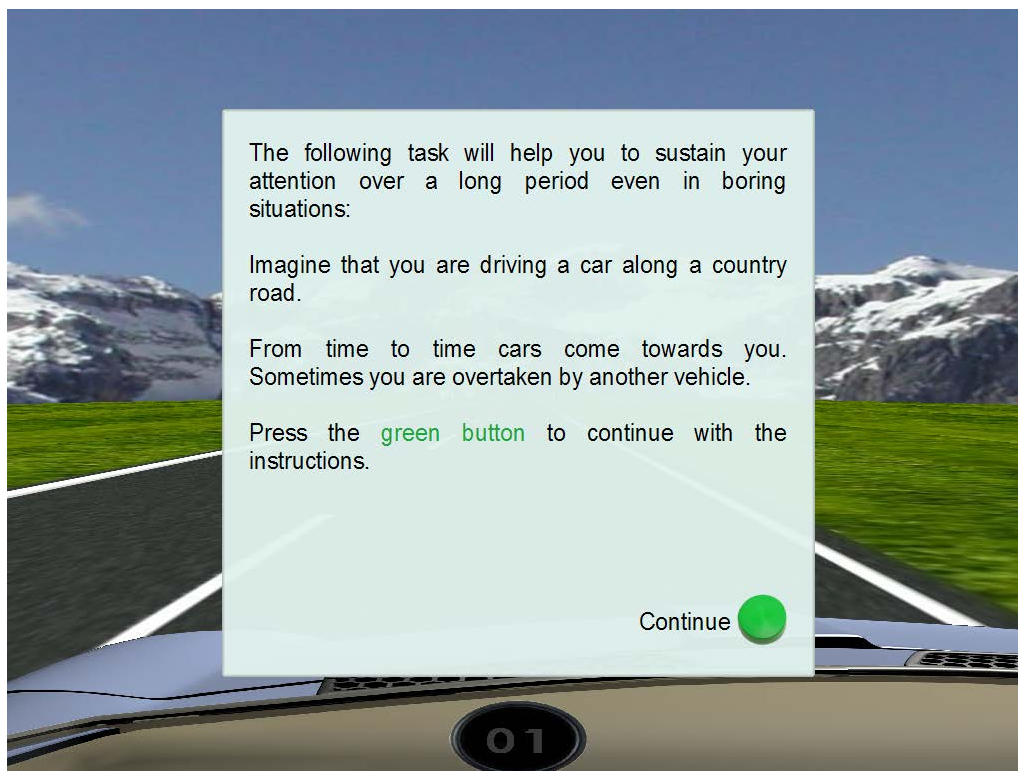
To set the length of training and the start level (difficulty) for a procedure, click on the procedure in the training sequence list and then click on the clock symbol below the list to set the procedure parameters. The first training session normally starts at Level 1.

To start the training session, click on "Start training". Your client can now sit at the screen and commence training.

The client is welcomed by the program and instructed to adjust the volume of the headphones or speakers. The client can then press the green button to start the first training procedure.

Instruction phase:

Each training procedure starts with an instruction phase. Simply worded text tells the client of what to do.



Practice phase:

The instruction phase is followed by a practice phase. If the client's responses indicate that he has not yet understood the task, the system will automatically repeat the instructions.

Once it is clear that the client understands the task, the training phase begins.



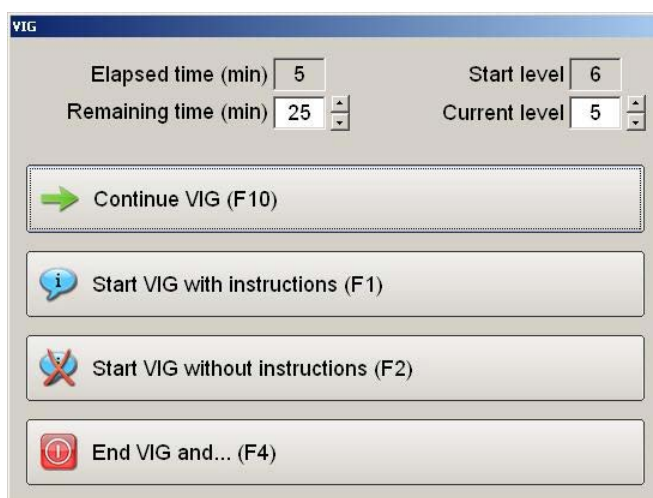
Training phase:

If a new client commences training, CogniPlus quickly and automatically identifies his ability level and classifies him accordingly. So that the program is neither too easy nor too difficult for clients, all the training procedures are designed to be adaptive; that is, the difficulty level is continuously adjusted to suit the client's ability.



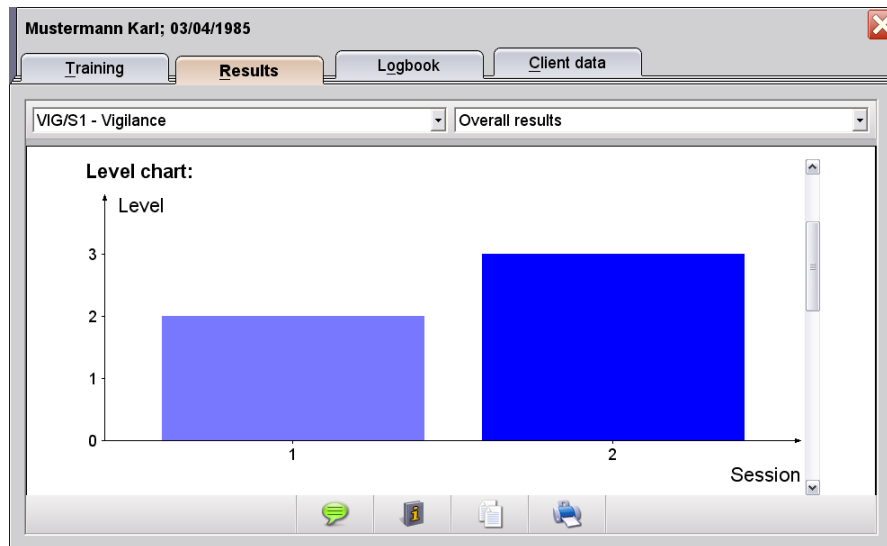
More detailed information on the instruction and training phases is contained in the manuals for the individual training procedures. Click on "Training manuals" in the "Help" menu. Then select the desired procedure and click on "OK" to open the manual.

Training can be interrupted at any time by pressing **Esc + F5** simultaneously. The supervisor window opens:



The supervisor window offers various options for intervening in the training process. The duration of training and the current difficulty level can be changed. It is also possible to present the instructions again, to continue the training or to end it.

At the end of the final training procedure you need to press **Esc + F5** and then **F4** to end the session. The Results tab page is displayed automatically and shows the results of the last procedure used.



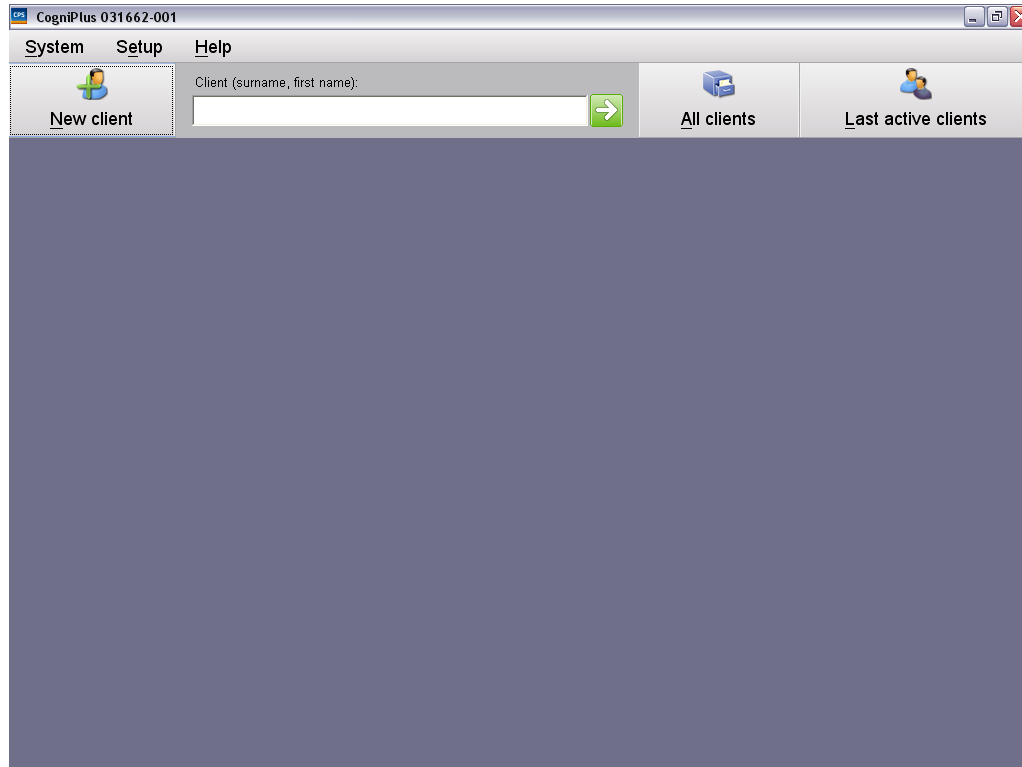
To view the results of a different training procedure, click on the procedure name in the box below the tab labels. This opens a list of all the training procedures that have been carried out, and the required procedure can be selected.

To view detailed results of a particular session, click on "Overall results" in the box below the tab labels and select the required session in the list that then appears.

Records are kept of each training session and each change to the client's data. This information can be found on the Logbook tab page.

6 CogniPlus home window

Starting CogniPlus opens the CogniPlus home window:



At the top of the window is the menu bar. It provides access to the different System and Setup functions and to the Help files and training procedure manuals. Below the menu bar is the client bar; this can be used to register or search for clients, manage client data or open a client record.

System menu:

Client management:

Use this menu item to open the Client management window (see also All clients)

License account:

Use this menu item to open the License account window, which displays information about your current licenses and enables you to register new ones.

Report of training sessions carried out:

CogniPlus enables you to download a report on all the training sessions completed during a specified period.

Client database backup:

The function "Client database backup" enables you to create a backup copy of the client database.

Client database restore:

The function "Client database restore" enables you to restore the complete client database from a backup file.

Hardware Test:

You can use the Hardware Test to check the functioning of various hardware components.

Direct Training:

Use this menu option to start Direct Training on this computer.

Close CogniPlus:

Click this menu item to close CogniPlus. CogniPlus can also be closed by clicking the "X" in the top right-hand corner of the screen or by pressing **Alt + F4**.

Setup menu:

Manage training batteries:

Via "Manage training batteries" training batteries can be deleted, renamed, imported and exported. [more...]

Set up client database:

You can use this function to adapt the client database to your requirements. [more...]

Define folder for client database:

Decide where client data should be saved. [more...]

User Management:

The user management system enables you to stipulate that only certain people (supervisors) are authorized to use CogniPlus. [more...]

Select character set for language support:

Here you can select the character set needed to display information in the CogniPlus user interface. [more...]

Install training programs:

This function enables you to install training programs. Since installation of CogniPlus automatically includes all the programs on the CogniPlus DVD, this function is only rarely required (e.g. for special versions). To install a training program, select the drive/folder containing the program or a program installation file (*.###- or *.#01) and click "OK".



The functions in the Setup menu are used to adapt the program for particular purposes and are therefore optional. If these functions are not used, CogniPlus uses the default settings that are defined automatically when the program is installed.

Help menu:**CogniPlus help:**

This displays Online Help on-screen. Select the required section from the Contents list or search the index for keywords in order to display information on the required topic.

Training manuals:

This function enables the training manuals to be displayed on-screen. Select the desired procedure from the list and click on "OK" to open the manual.

Info:

Clicking on this menu item opens a window containing the following information:

- The version of the CogniPlus software currently installed on your computer
- The folder in which CogniPlus is installed on your computer
- A list of hardware components relevant to CogniPlus that are connected to or installed on your computer.
- A list of all the training procedures currently installed on your computer

Client bar:**Register new client:**

Click on "New client" to register a new client in the system. This opens the window in which client data can be entered. [more...]

Quick search:

Enter the surname and (optionally) first name of the client you wish to search for in the white text box; to start the search, click on the green button with a white arrow next to the text box. The surname must be given first. The Client management window opens; it lists all the clients who meet the search criteria. The search can then be refined or modified. [more...]

All clients:

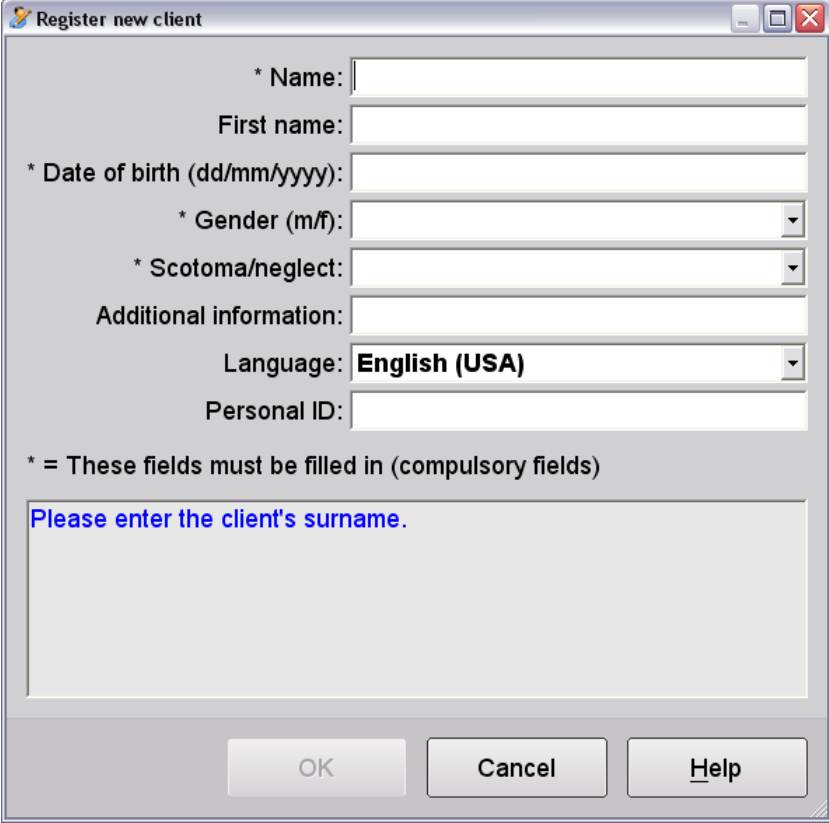
Click on "All clients" to open the Client management window. Here you can search for existing clients as well as edit, export, import or delete clients, print out a list of all clients or open a selected client's client record. [more...]

Last active clients:

Click on "Last active clients" to bring up a list of the 10 most recent active clients. Then click on the required client's name to open that client's client record.

6.1 Register new client

Clicking on "New client" in the CogniPlus home window opens this window:



Fill in the requested fields. The client's data cannot be saved unless all the compulsory fields (marked *) have been filled in.

When a field is clicked, blue Help text appears in the lower part of the window; this text describes the information that needs to be entered in the field.

The "Language" field is automatically set to the language of the CogniPlus user interface. In this field you can set the language in which training procedures will be presented to the client. A language is therefore not shown unless the training procedures are available in that language.

Click "OK" to save the client's data. The client record of the client that has just been registered will open automatically.



If a message states that the client is already saved in the database, a client with the same surname, first name and date of birth already exists. The system will therefore ask whether you wish to change to this already registered client. Click "Yes" to open that client's record. Click "No" to change the data.



If you want to use Direct Training, you must assign the client a unique personal ID number. This ID number must only appear once in the client database. A message appears if an ID number is assigned more than once.

6.2 Manage clients

The client management system can be opened from the CogniPlus home window in three ways:

- In the "System" menu select "Client management"
- Click on "All clients"
- Click on the green and white search button.

The screenshot shows the 'Client management' window with the following search criteria:

- Name: mann
- First name: (empty)
- Additional information: (empty)
- Creation date (dd/mm/yyyy) of: 01/04/2010 to: 30/06/2010
- Last training (dd/mm/yyyy) of: (empty) to: (empty)
- Search options: Contains anywhere..., Begins with..., Is identical to..., Match case
- Start search button

Client	D.o.b.	Creation	Last training	Additional information
- Mann Manfred	03/04/1985	09/04/2010	12/04/2010	
✓ Mustermann Karl	21/04/1977	21/04/2010	22/04/2010	
- Testermann Max	03/04/1985	08/06/2010	08/06/2010	

Buttons at the bottom: Open, Cancel, Help

In the upper part of the window you can enter search criteria in order to restrict the client list to particular clients. The section Search for clients contains more information on the search function.

The following client management functions are available:

Open client record:

Click on "Open" to open the selected client's record.

Register client:



Click on the "New client" button to enter details of a new client.

Edit client data:



Click on the "Edit client data" symbol to edit the client's data. This button is only available if a single client has been selected. It provides the same functions as Register clients.

Import clients:



Click on the "Import clients" symbol to add clients to your database. [more...]

Export clients:



Click on the "Export selected clients" symbol to save the highlighted clients in a separate file. This button is only available if at least one client has been selected. Use this function to make backup copies of client data or to transfer data to another computer. [more...]

Delete clients:



Click on the "Delete selected clients from database" symbol to delete the selected clients. Important: Deleted client data cannot be restored unless a backup copy has been made using the export function.

Print client information for Direct Training:



Click on the button "Print client information for Direct Training". The printout will contain the client's name, date of birth and ID number. This information is needed for the client to log on to Direct Training.

Print client list:



Click on the "Print list of selected clients" symbol. The list will contain clients' surname, first name, date of birth, registration date, date of last training and any details in the "Additional information" field.

6.2.1 Search for clients

In Client management it is possible to search for particular clients or client groups.

To use the search function:

Enter search criteria:

Enter a search term in at least one of the following fields. If nothing is entered, the search will find all the saved clients.

- **Name:** to search for clients whose surname contains the search term.
- **First name:** to search for clients whose first name contains the search term.
- **Additional information:** to search for clients for whom the search term is contained in the "Additional information" field.
- **Date created from ... to:** restricts the search to clients who were registered in the database within the specified period.

- **Last training from ... to:** restricts the search to clients who have completed their most recent training within the specified period. If only the day and month are entered, the current year will automatically be added.

Select search option:



Select one of the three search options for the search criteria "Name", "First name" and "Additional information".

- **Contains anywhere:** The search will find the search term if it is contained anywhere in a client's surname or first name or in the "Additional information" field. For example, the search term "mann" in the "Name" field would find clients called "Mann", "Mannberger" or "Mustermann".
- **Begins with:** The search will find the search term if it occurs at the start of a client's surname or first name or at the start of the "Additional information" field. For example, the search term "mann" in the "Name" field would find clients called "Mann", or "Mannberger" but not "Mustermann".
- **Is identical to:** The search will find the search term if it is identical to the client's surname or first name or an entry in the "Additional information" field. The search term "mann" in the "Name" field would find only clients with the surname "Mann"; "Mannberger" and "Mustermann" would not be found.

Match case:



For the search criteria "Name", "First name" and "Additional information" you can also specify whether the search should be case-sensitive. If this option is selected, the search term "mann" in the "Name" field will find only the client "Mustermann" (assuming that the option "Contains anywhere..." has also been selected); clients called "Mannberger" or "Mann" will not be found. If this option is not checked, the program will search for the term irrespective of upper case or lower case spelling.

Start search:



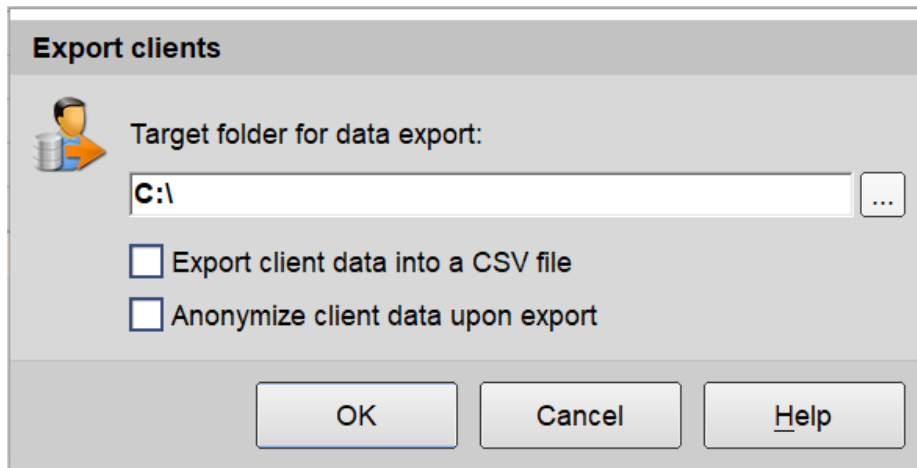
After entering the search term and selecting the search options, click "Start search". The program will then search the database and a list of all clients who meet the criteria will be displayed in the client list below the search template. If the search yields no results, a message states that no matching client was found.



Note: If Client Management is accessed via the Quick search function and a client's surname and (optionally) first name is entered in the "Client" field in the home window, the program immediately searches for clients with that name. In this case the option "Is identical to..." is applied; this means that the specific client being searched for will normally be found (if registered).

6.2.2 Export clients

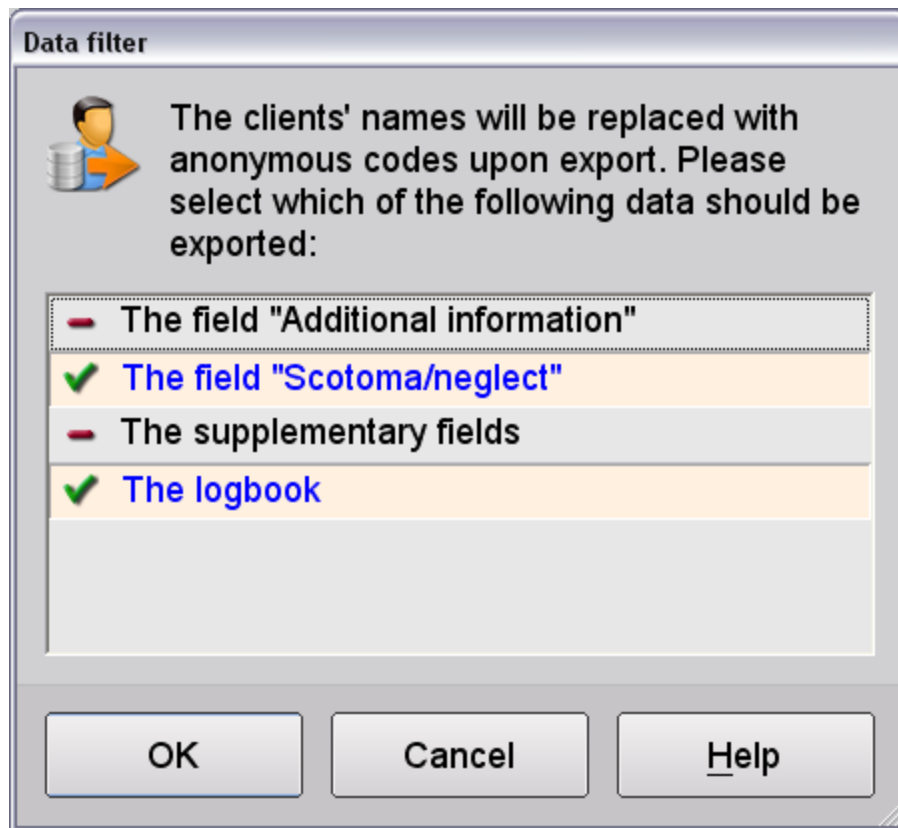
Clicking on "Export selected clients" in Client management opens the following window:



The folder to which the data is to be exported can be specified either by entering the path manually or by clicking on the three dots to the right of the input field. This opens a window in which the drive and the target folder can be selected. Please note that a new folder cannot be created using this function; if a new folder is required it must be set up in Windows Explorer.

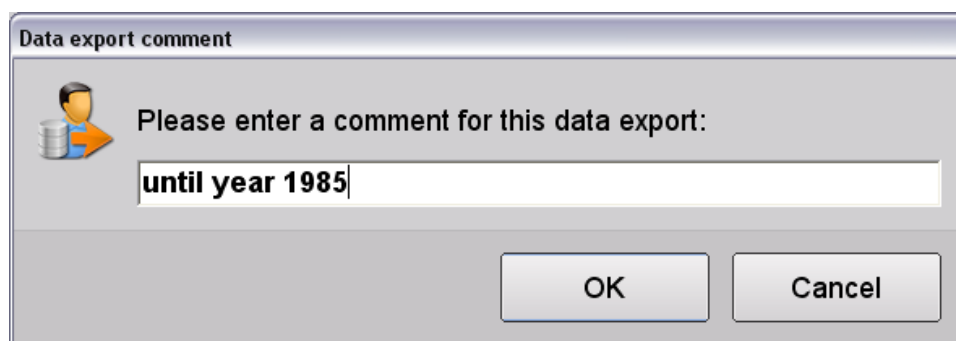
If you select “Export client data into a CSV file”, the client data (without training results and logbook) will be written to a CSV file. The CSV format is a simple standard format that can be read by other programs (e.g. Excel). If this option is not selected, all the client data (including training results) will be exported in native format and saved as a ZIP file. The native format can be read only by CogniPlus. This method of export can be used to back up selected data or to transfer all client data to another computer.

If “Anonymize client data upon export” is selected, clients’ names will be converted during export into an anonymous number code. This enables training results to be passed on for purposes such as statistical evaluation without revealing the clients’ names. In addition, a data filter is applied; this enables you to omit certain data from the export process, thus maximizing data protection:



In the list, select the data to be exported. A green tick indicates data to be exported; a red minus sign denotes data to be omitted. By default all the fields are ticked. Please note that the anonymization function only anonymizes the clients' names. Other details such as date of birth and gender remain unchanged.

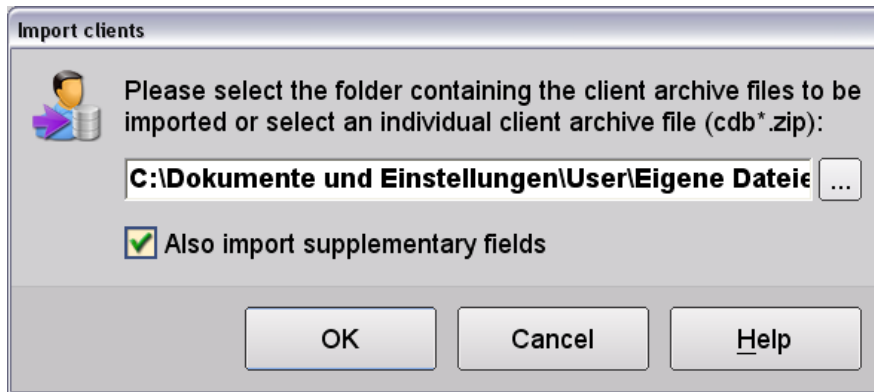
Before export takes place in native format, you will be asked to enter a comment. The purpose of the comment is to facilitate subsequent identification of the data. The terms used should therefore be as descriptive as possible.



Click on "OK" to effect the export. Each export creates a file in the target folder with the name CDBxxx.CSV or CDBxxx.ZIP, where xxx is a sequential number, commencing with 001, that is generated automatically. A new file is created whenever data is exported. It is not possible to add data to an existing file.

6.2.3 Import clients

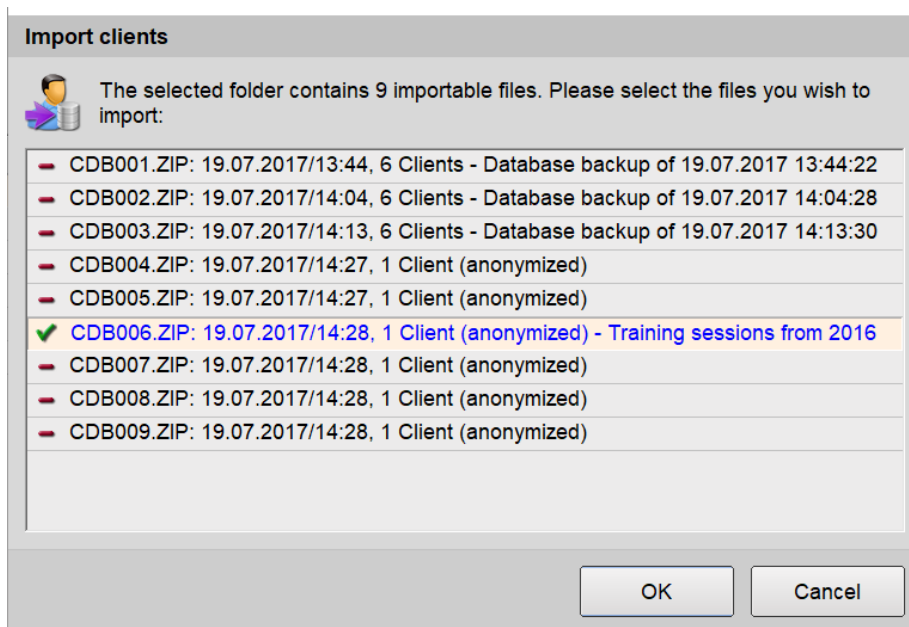
Clicking on “Import clients” in Client management opens the following window:



The client file to be imported or a folder containing client files can be specified either by entering the path manually or by clicking on the three dots to the right of the input field. This opens a window in which the drive and folder or file can be selected.

If the option “Also import supplementary fields” is checked, all the supplementary fields in the client files will also be imported. Supplementary fields that do not exist in your database will be automatically created. Deselect this option to prevent this happening.

When “OK” is clicked, the program shows the client file(s) that have been found:



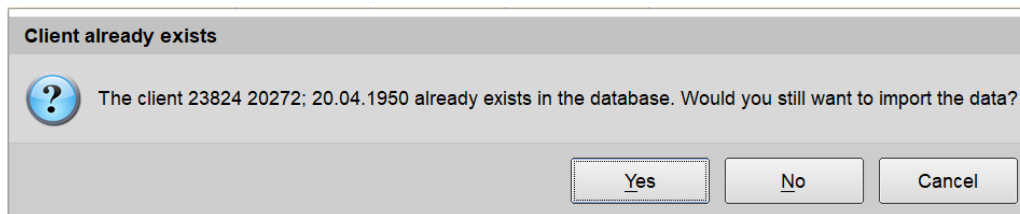
Select the file(s) to be imported. The following information about each client file is displayed:

- the date and time of data export
- the number of clients

- if the data has been anonymized this is stated
- the comment entered at the time of export

All client files are shown, regardless of whether they are in native or in CSV format. For CSV file, only the date and time of the file are shown.

When “OK” is clicked, the clients in the selected file are imported. If a client that is to be imported already exists in the database, it is only imported if the details to be imported are more recent than the information in the database. When importing CSV files, CogniPlus cannot determine the date of the information and therefore asks whether the client should be imported.

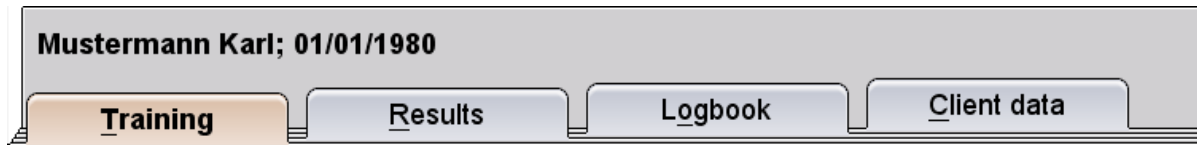


If the answer to the question is “Yes”, the information in the database will be overwritten with the information from the CSV file.

Once the import process has finished, all the imported clients will be listed in the client management system.

7 Client record

For each client a client record is set up containing all that client's details (client data, training results etc.). The information is entered on four tab pages, where it can be viewed and in some cases edited: Training, Results, Logbook and Client data. To bring a tab page to the front and make its functions accessible, click with the mouse on the relevant tab.



Training:

On the "Training" tab page training sessions for the particular client can be set up and saved or started. [more...]

Results:

The client's training results can be viewed here. The results are categorized by training procedure and date. [more...]

Logbook:

Records are kept here of each training session and each change to the client's data. [more...]

Client data:

Here the client's data can be viewed, printed out and if necessary modified. [more...]

7.1 "Training" tab

On the "Training" tab page training sessions for the particular client can be set up and started. A training session consists of at least one training program. Settings for the individual training programs (duration, start level etc.) and for the session as a whole (session navigation mode, volume control) are adjustable, enabling the training session to be adapted to the needs of the client.

Settings can be changed by opening the required client record and selecting the "Training" tab.

Mustermann Karl; 01/01/1980

Training | Results | Logbook | Client data

The client has already carried out the following procedures:

Procedure	Form	Number of training sessions / Start level
ALERT	S1	3 Session(s) / Level 9
ALERT	S2	3 Session(s) / Level 8
SELECT	S1	2 Session(s) / Level 1
SELECT	S2	2 Session(s) / Level 1
SELECT	S3	1 Session(s) / Level 1
VIG	S1	2 Session(s) / Level 2

All available training procedures:

Procedure	Form	Ability dimension
ALERT	S1	Alertness - Phasic Alertness
	S2	Alertness - Intrinsic Alertness
SELECT	S1	Selective attention - Visuell
	S2	Selective attention - Auditiv
	S3	Selective attention - Crossmodal
VIG	S1	Vigilance

Training sequence	Duration	Level
1. ALERT (S1)	10 min	1
2. SELECT (S1)	30 min	1
3. VIG (S1)	30 min	1

Total duration: 1 hour 10 minutes

Autonomous mode (with results display)
 Autonomous mode (without results display)
 Supervisor mode
 Volume control

Start training

On the left of the tab page is a list of the procedures already carried out; below it is a list of all the available training procedures. Either list can be used to select training procedures to be presented in the current training session. To be presented, the selected procedures must be added to the training sequence list on the right-hand side (click on the green arrow between the two columns).

List of procedures already carried out:

The client has already carried out the following procedures:		
Procedure	Form	Number of training sessions / Start level
ALERT	S1	1 Session(s) / Level 6
SELECT	S1	1 Session(s) / Level 1
SPACE	S1	1 Session(s) / Level 1
VIG	S1	1 Session(s) / Level 1
NBACK	S1	7 Session(s) / Level 1

This list is only displayed if the client has already completed at least one training session. „Number of training sessions" indicates the number of sessions the patient has altogether trained in the respective procedure. On the basis of the previous training results the system suggests a start level for the next session. When the training program is added to the training sequence list this level is entered by default.

List of all available training procedures:

All available training procedures:

	S3	Selective Attention - Cross-modal
SPACE	S1	Visuo-spatial Attention
VIG	S1	Vigilance
Procedure	Form	Memory dimension
CODING	S1	Arbeitsgedächtnis: Räumliches und zeitliches Kodieren - Zeitlich
	S2	Arbeitsgedächtnis: Räumliches und zeitliches Kodieren - Räumlich
NBACK	S1	Working memory: Updating - visual
Procedure	Form	Executive function
HIBIT	S1	Inhibition
PLAND	S1	Planungs- und Handlungskompetenz - Prioritäten

The list of all available training procedures contains all the installed training procedures for which valid licenses are available. The name of each training form is accompanied by a description of the ability dimension that is trained by the procedure.

Training sequence list:

Training sequence	Duration	Level
1. VIG (S1)	30 min	5
2. ALERT (S1)	20 min	2
Total duration: 50 minutes		

The training sequence list contains the training procedures that will be presented in the next session. The procedures are numbered in the order in which they will be presented (the procedure at the top of the list is presented first). The "Duration" column shows the specified duration of training, while the "Level" column shows the start level for each procedure. Below the list the probable total duration is shown.

The following functions are available:

Show manual:



Highlighting a procedure in any list and clicking on the information button will open the manual for that procedure.

Add procedures to the session:



Highlight a procedure in one of the two lists on the left and click on the green arrow to add the procedure to the training sequence list on the right. Alternatively, the procedure can be added to the training sequence list by double-clicking or by dragging with the mouse. To drag with the mouse, click on the required procedure in one of the two lists on the left-hand side and keep the left mouse button depressed. Then pull the mouse pointer towards the training sequence list. The pointer changes its

appearance:



When the training sequence list is reached, the mouse pointer changes to:



When the mouse button is released, the procedure is added to the training sequence list. It is not possible to add a particular training form to the training sequence more than once.

Remove procedure from the current session:



Highlight a procedure in the training sequence list and click on the red arrow to remove it from the session. Alternatively the required procedure can be removed from the training sequence list with the mouse. Click on the required procedure in the training sequence list and keep the left mouse button depressed. Now drag the mouse pointer. It changes its appearance:



When the mouse pointer is outside the training sequence list it changes to:



When the mouse button is released, the procedure is removed from the training sequence list.

Load training battery:



Click on this button to load the complete training sequence from a saved training battery.

Save current training sequence as a training battery:



Click on this button to save the current training sequence as a training battery under a name of your choice. This makes it easier to reuse frequently used training sequences.

Change training sequence:



To change the order in which training procedures in the current session are presented, highlight the procedure to be moved in the training sequence list and click on the blue arrows to move it either upwards or downwards.

Set parameters of individual procedures:



In the training sequence list highlight the procedure whose parameters are to be set and click on the clock symbol labelled "Set procedure parameters (duration, start level, etc.)" Alternatively, the procedure can be double-clicked in the training sequence list. A window opens in which the following settings can be adjusted:

- **Training duration:** Here the duration of training for the selected procedure can be set. The minimum duration of training is five minutes.
- **Start level:** In this field the start level can be set. At the first training session it is normal to start at Level 1. The highest level available varies according to the training procedure and is shown in brackets to the right of the input field.

Select session navigation mode:



Select a mode for the session navigation: Autonomous mode (with results display), Autonomous mode (without results display) or Supervisor mode.

For further details see the section Session navigation.

Activate volume control:



If this option is activated, the client is able to adjust the **volume of the headphones or speakers** before training starts. [more...]

Save training session:



If you have set up a training session but do not want to start it immediately, click on the floppy disk symbol to save the session structure. All the settings on the Training tab page will then be saved even if the client record or program is closed. This makes it possible to set up training sessions for later use with different clients.

Start training session:



Click on the green man symbol to start the current training session.

Close client record:



To close the client record, click on the red button marked with an "X" in the top right-hand corner (above the tabs).

7.1.1 Training batteries

If you want to use particular training sequences repeatedly, you can save them as "training batteries".

To save a training sequence as a training battery:

1. Open any client file and go to the "Training" tab.
2. Add all the required training programs to the session and set the parameters of each (in particular the training duration).
3. Also select the required session options (session navigation and volume adjustment modes).
4. Click on "Save current training sequence as a training battery".
5. Give the training battery an appropriate name and confirm with OK.

To use a saved training battery:

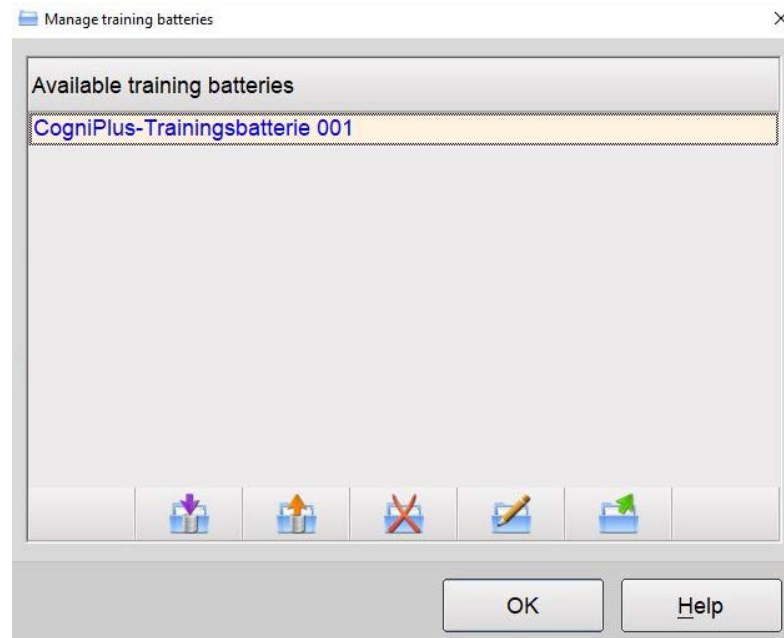
1. Open the required client's file and go to the "Training" tab.
2. Click on "Load training battery".
3. Select the required training battery and confirm by clicking "OK".

Please note:

- If the current session parameters differ from the session options saved in the training battery, you will be asked which session options from the training battery you want to use. Select or deselect the required options and confirm with OK.
- When a training battery is loaded, the current training sequence will always be replaced by the one in the selected training battery. It is not possible to combine multiple training batteries in one training sequence.
- When a training battery is loaded, the start level of the individual training programs is not taken from the training battery; it is always defined individually for the current client depending on the client's training results so far. At the first training session it is normal to start at Level 1.

Manage training batteries:

Training batteries can be deleted, renamed, imported and exported via "Manage training batteries". Go to "Setup" in the menu bar of the CogniPlus main window and then to "Manage test batteries":



Below the list of all saved training batteries you will find the following buttons:

Import training batteries:

Click on this button to import training batteries from a file.

Export selected training batteries:

Click on this button to export the training battery or batteries selected in the list – i.e. to save them in a file that can later be re-imported into CogniPlus, including on other computers.

Delete selected training batteries:

Click on this button to delete the training battery or batteries selected in the list.

Rename selected training battery:

Click on this button to rename the training battery selected in the list.

Load selected training battery to the training sequence:

Click on this button to load the training battery selected in the list to the current training sequence. Please note that this button is only active if the training tab of a client file is open.

Note:

To modify the training sequence in a training battery that has already been saved:

1. Open any client file and go to the “Training” tab.
2. Load the required training battery via the “Load training battery” button.
3. Now amend the training sequence by adding or removing training programs or modifying the sequence.
4. Click on “Save current training sequence as a training battery”.
5. Choose a different name for the modified training battery (it is not possible to overwrite the original training battery).
6. Optional: Go to “Setup” in the menu bar of the CogniPlus main window, then to “Manage test batteries” and delete the original training battery. You can then rename the modified training battery, giving it the original name if you so wish.

7.2 "Results" tab

CogniPlus presents the results of each training procedure in two forms:

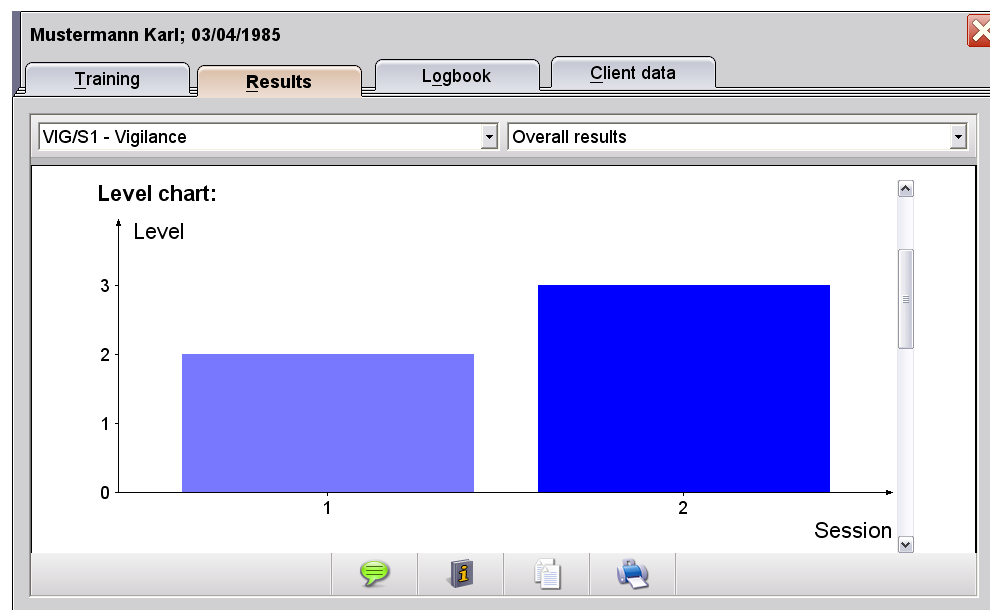
1. Overall chart of performance

The overall results chart the client's performance in a training procedure over all the sessions that have been conducted; this means that it is possible to assess overall progress made.

2. Detailed results of individual sessions

The detailed results record each response made during the session with the associated difficulty level, reaction time and result (correct, delayed, etc.). The detailed results thus provide comprehensive information about the progress of training in an individual session.

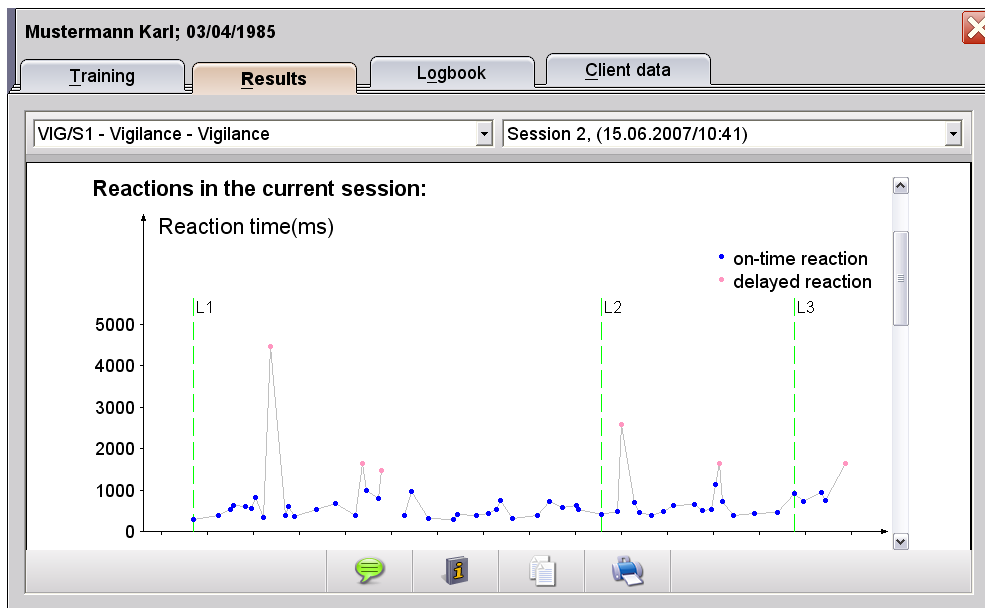
Open the required client record and select the "Results" tab. The **overall results** of the last active training program will be displayed automatically:



- ▼ To view the results of a different training procedure, click on the procedure name in the box below the tab names. This opens a list of all the training procedures that have been carried out, and the required procedure can be selected.

To view detailed results of a particular session, click on "Overall results" in the box below the tab labels and select the required session in the list that then appears.

Here is an example of **detailed results**:



The following functions are available:

Change language for results output:



Click on the symbol labelled "Select language for results output" and select the required language (a green tick appears). Click "OK" to confirm. The results will now be displayed in the selected language. This setting does not affect the remainder of the CogniPlus user interface.

Show manual:



Click on the information button to display the manual for the selected training program. The system automatically displays the section of the manual that relates to the individual results display of the particular training procedure.

Copy to clipboard:



Clicking the symbol labelled "Copy results to clipboard" enables the results to be inserted as a graphic in other programs (e.g. Microsoft Word) or processed further. If individual sections (e.g. a chart) are highlighted by clicking with the mouse (the background of the highlighted parts turns to black), only the highlighted areas are copied to the clipboard. Clicking with the right mouse button provides a swift means of selecting or deselecting all the sections.

Print results:

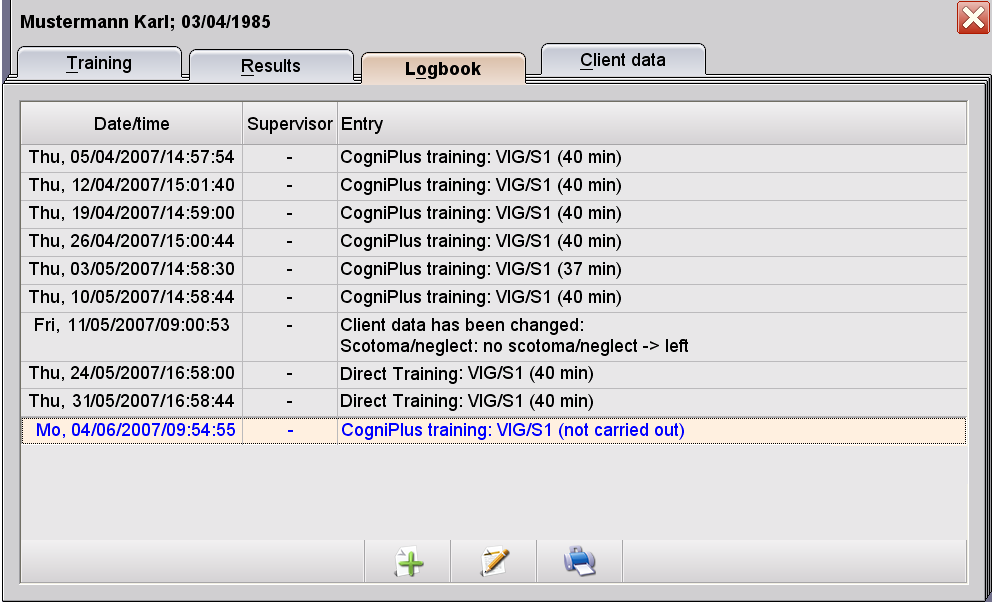


Click on the printer symbol to print the training results that are displayed on the screen.

7.3 "Logbook" tab

Each client record includes a logbook; this forms a chronological record of events that occur while working with the client. An entry is automatically made in the logbook each time a training session is started. Changes to the client's data are also recorded automatically. A supervisor can add comments to automatically generated logbook entries or make his own entries in the logbook. The logbook therefore provides a convenient summary of the client's training history; it can also serve as a means of communication between different supervisors who work with the same client.

Open the required client record and select the "Logbook" tab.



Date/time	Supervisor	Entry
Thu, 05/04/2007/14:57:54	-	CogniPlus training: VIG/S1 (40 min)
Thu, 12/04/2007/15:01:40	-	CogniPlus training: VIG/S1 (40 min)
Thu, 19/04/2007/14:59:00	-	CogniPlus training: VIG/S1 (40 min)
Thu, 26/04/2007/15:00:44	-	CogniPlus training: VIG/S1 (40 min)
Thu, 03/05/2007/14:58:30	-	CogniPlus training: VIG/S1 (37 min)
Thu, 10/05/2007/14:58:44	-	CogniPlus training: VIG/S1 (40 min)
Fri, 11/05/2007/09:00:53	-	Client data has been changed: Scotoma/neglect: no scotoma/neglect -> left
Thu, 24/05/2007/16:58:00	-	Direct Training: VIG/S1 (40 min)
Thu, 31/05/2007/16:58:44	-	Direct Training: VIG/S1 (40 min)
Mo, 04/06/2007/09:54:55	-	CogniPlus training: VIG/S1 (not carried out)

The following details are saved in the logbook:

- **Date/time:** The date and time of the logbook entry.
- **Supervisor:** The supervisor who was logged onto the system at that time.
- **Entry:** Details of what occurred at that time. From the labels "Direct Training" and "CogniPlus Training" it is possible to distinguish between Direct Training sessions that have been run and CogniPlus training sessions started manually by the supervisor.

The following functions are available:

Add entry:



Click on the symbol labelled "Add new logbook entry", enter the required comment and click "OK". This adds an entry marked "Comment:" to the logbook.

The comment can later be changed, added to or deleted. The logbook entry itself cannot be deleted.

Edit entry:



Click on the symbol marked "Add/edit text" to edit or add to an existing logbook entry. It is only possible to edit comments that have been entered manually; text generated automatically by the system cannot be changed.

Print logbook:



Click on the symbol labelled "Print logbook" to print the logbook entries.

7.4 "Client data" tab

In the client record you can view the client's personal data and if necessary edit or add to it.

Open the required client record and select the "Client data" tab.

Mustermann Karl; 03/04/1985

Training Results Logbook **Client data**

Client data

Name; date of birth: **Mustermann Karl; 03/04/1985**

Gender (m/f): **male**

Scotoma/neglect: **no scotoma/neglect**

Additional information:

Language: **English (GB)**

Personal ID:

Icons: Edit, Copy, Print

The following functions are available:

Edit client data:



Click on the "Edit client data" symbol to edit the client's data. See also: Registering a client.

Copy client data to clipboard:



Click on the symbol labelled "Copy client data to clipboard" to copy the client's data to the clipboard as text. You can then move to a word-processing program and insert the contents of the clipboard into a document at the required point.

Print client information for Direct Training:



Click on the button "Print client information for Direct Training". The printout will contain the client's name, date of birth and ID number. This information is needed for the client to log on to Direct Training.

Print client data:



Click on the symbol labelled "Print client data" to print the client's data.

8 Administration of a session

When you click on "Start training" on the "Training" index card or if a client has logged on via Direct Training, the training session proceeds as follows:

The client is first welcomed. At this point he can adjust the volume of the headphones or loudspeaker (if this option has been selected). He is also given a summary of what the training session will involve.

The training programs then follow in the sequence you have specified (see Training sequence list). Each training program consists of the following phases:

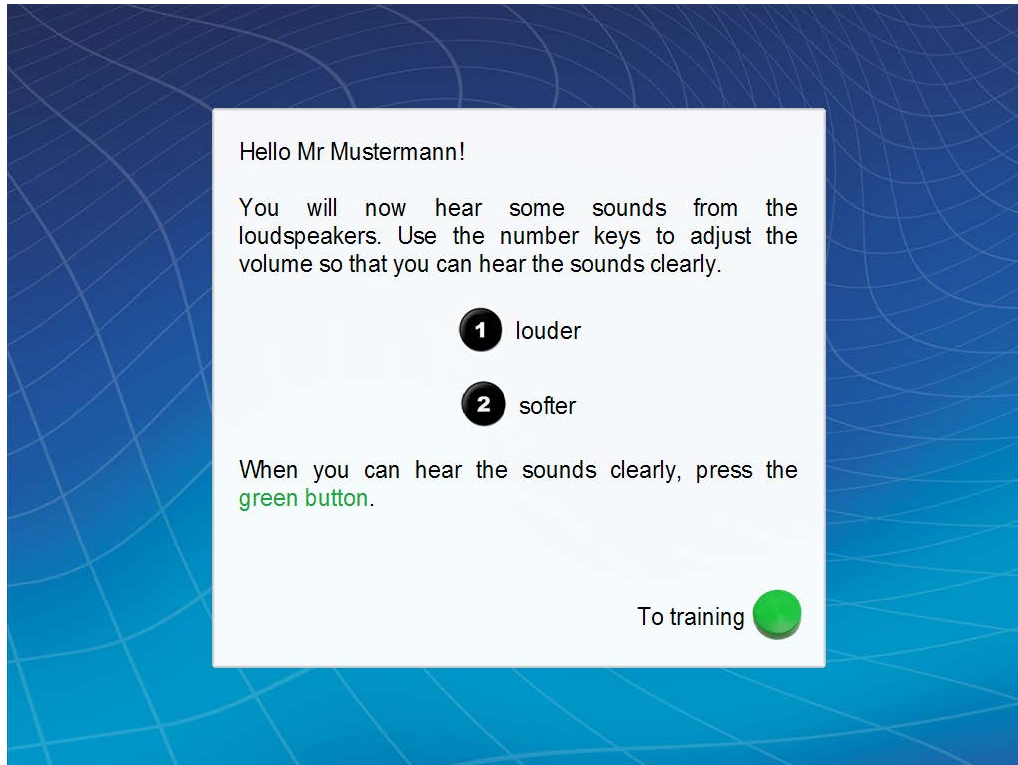
- Loading phase (can take up to 30 seconds for some procedures)
- Instruction phase
- Practice phase (optional after the first training session)
- Training phase

At the end of each training program, depending on the Session navigation mode selected, the client will be able to view the results of training (the trend over all sessions) and/or will be asked to start the next training or to contact the supervisor.

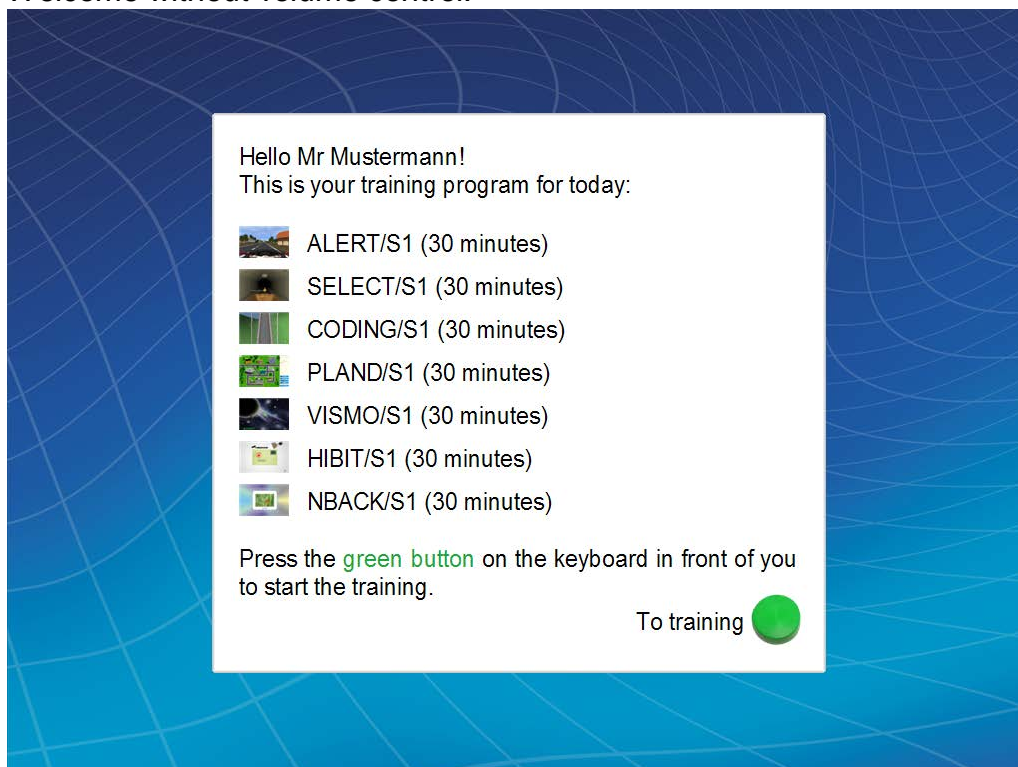
8.1 Welcome

At the start of each training session the client is welcomed and given a summary of what the training session will involve. There are two versions (depending on whether the "Set volume" option has been selected on the Training tab page).

Welcome with volume control:



Welcome without volume control:



8.2 Training procedures

The training procedures are presented in succession, as specified in the training sequence list. Each training procedure consists of several phases.

Loading phase:

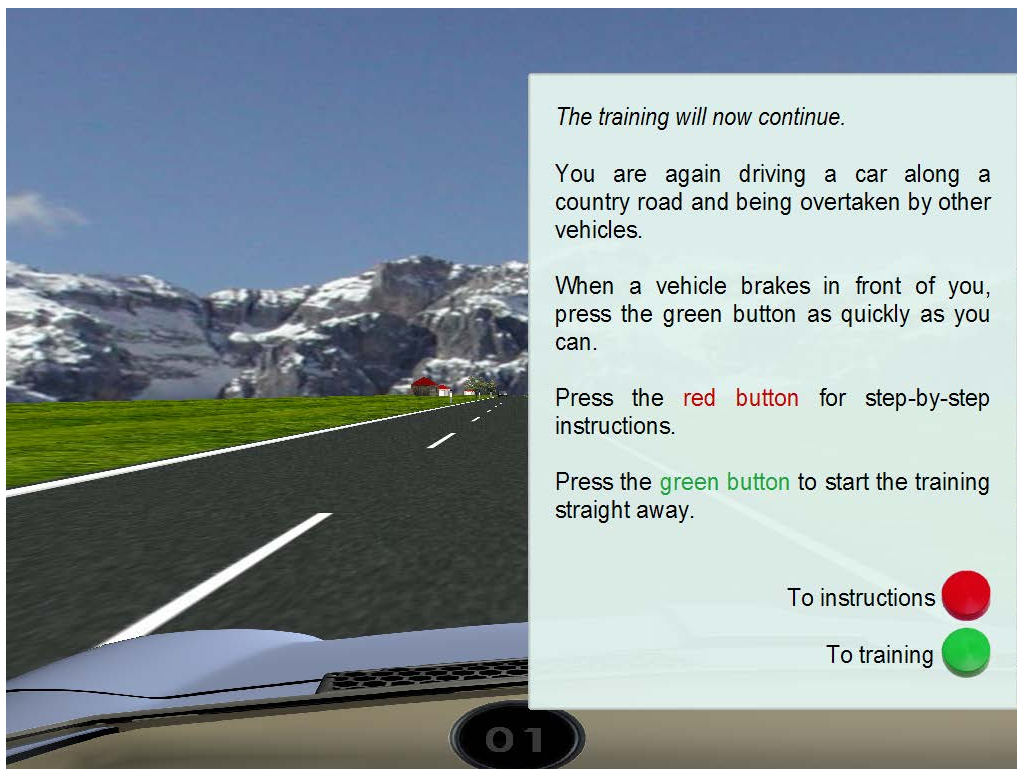
Each training program initially requires a short time to load the necessary program files into main memory and to prepare the screen display. While this is happening the screen displays the message "Training program is starting..." together with an animation. For some training procedures the loading phase can take up to a minute.

Instruction phase:

Each training procedure starts with an instruction phase. Simply worded text informs the client of what he has to do.



To enable the instructions to be easily understood by clients with scotoma or neglect, they can be presented on one side of the screen. In this case the text appears on either the left-hand or right-hand side of the screen, depending on the area of the visual field loss. This setting can be specified in the "Scotoma/neglect" field on the Client data tab page.



Practice phase:

In the first session of a training procedure the instruction phase is automatically followed by the practice phase. At each later training session the client is given the option of omitting the practice phase and proceeding directly to the training phase. If the client's responses indicate that he has not yet understood the task, the system will automatically repeat the instructions. When it is clear that the instructions have been understood, the client proceeds to the training phase.

**Training phase:**

So that clients are neither under- nor over-challenged, all the training procedures have been designed to be adaptive; that is, they adapt themselves continuously to the client's ability level. If a new client commences training, CogniPlus quickly and automatically identifies his ability level and sets the difficulty level accordingly.

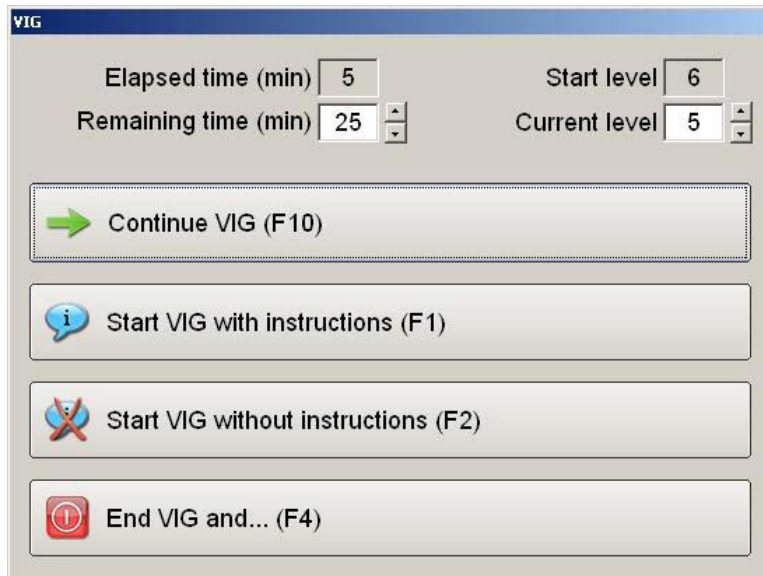


It is possible to interrupt the training; please refer to the section Intervening in the training process.

More detailed information on the instruction and training phases is contained in the manuals for the individual training procedures.

8.3 Intervening in the training process

You can at any time pause a training program that is running or intervene in the training. Press **ESC + F5** simultaneously to open the supervisor window:



In the supervisor window the following functions are available:

Change remaining training time:

To shorten or lengthen the duration of the current training, enter the desired time in the "Remaining time" field.

Change current level:

Change the "Current level" field to modify the difficulty level manually, for example in order to begin again at the start level.

Continue training:



Click on "Continue ..." or press **F10** to continue the current training from the point at which it was interrupted. It is only possible to continue in this way if the current level has not been changed.

Start training with instructions:



Click "Start ... with instructions" or press **F1** to start the current training again, beginning with the instructions. All the previously saved training data is retained.

Start training without instructions:



Click "Start ... without instructions" or press **F2** to start the current training again, omitting the instructions. All the previously saved training data is retained.

End training:



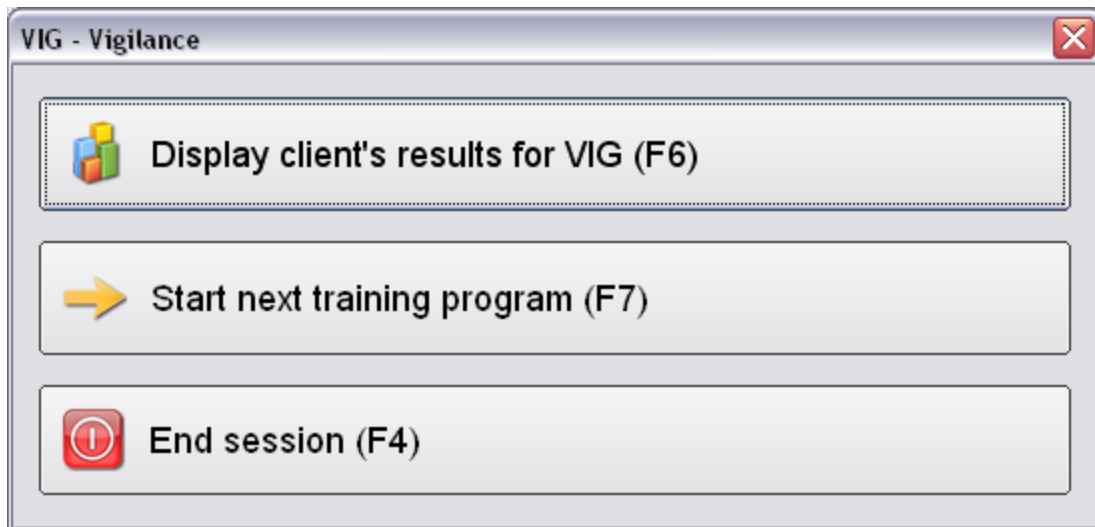
Click on "End ... and ..." or press **F4** to end the current training procedure. Another window opens in which you can decide what you want to do next. [more...]

Show manual:

Click on the "Show manual" button or press **F9** to display the manual for the current training procedure.

8.4 End training program

Selecting the option "End ... and..." (F4) in the supervisor window opens another window:



Select one of the three functions:

Display client results:



Click on "Display client's results for ..." or press **F6** to enable the client to view his results (over all training sessions) for the current training program.

Start next training program:



This function is only available if other training programs are scheduled to follow. Click on "Start next training program" or press **F7** to start the next program in the training sequence.

End session:



This function is always available. Click on "End session" or press **F4** to end the whole training session immediately. The client record will then appear on the screen. If this function is used during the last training program in the training sequence and new data has been saved during this training, the Results tab page appears, showing the overall results of the last training carried out.



Note: Selecting one of these three functions ends the current training program. If you do not after all want to end the program, the window can be closed by clicking on the red and white "X" in the top right-hand corner or by pressing **ESC**.

8.5 Session navigation

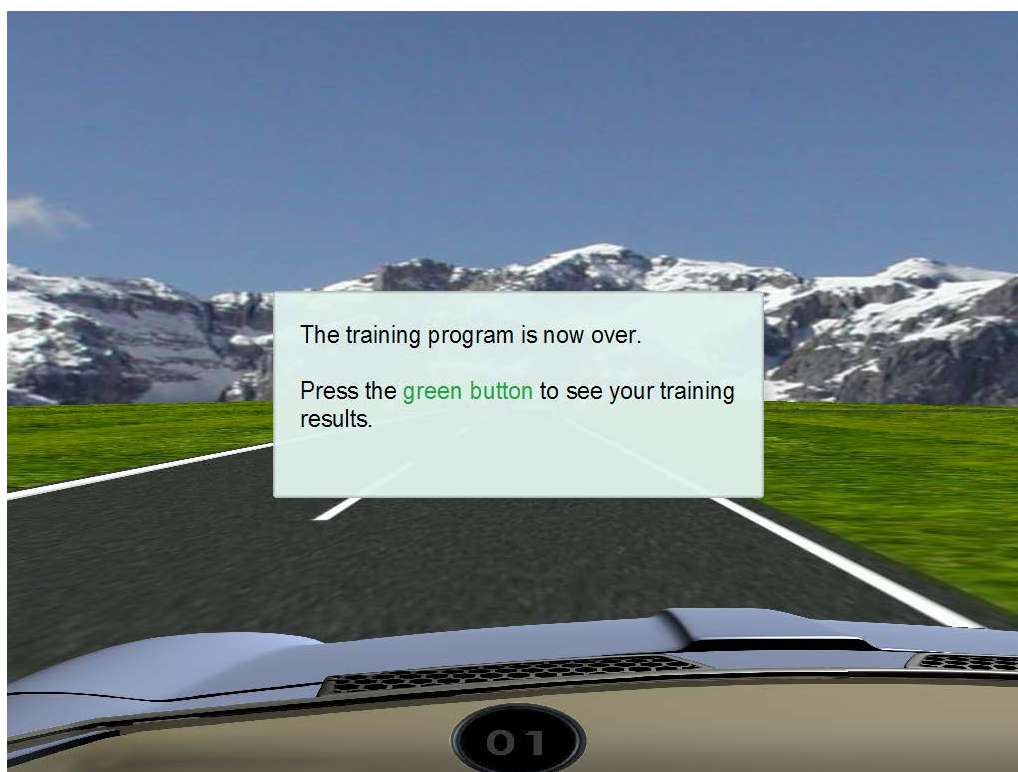
In order to adapt the training session to the client's individual needs, a session navigation mode can be specified on the Training tab page.

1. **Autonomous mode (with results display):** The supervisor does not need to be present during the training session. After completion of each training program the client views his training results, which provide him with information about his performance. He can then start the next program in the training sequence himself (autonomously). Only at the end of the training session (after completion of the final training program in the training sequence) is the client instructed to contact his supervisor.
2. **Autonomous mode (without results display):** The supervisor does not need to be present during the training session. After completion of each training program the client can proceed independently to the next program in the sequence. Only at the end of the training session is the client instructed to contact his supervisor. The client does not view his training results.
3. **Supervisor mode:** In this mode the supervisor needs to be present during the training session. Only the supervisor can enable the client to proceed from one training program to the next or view his training results on-screen.

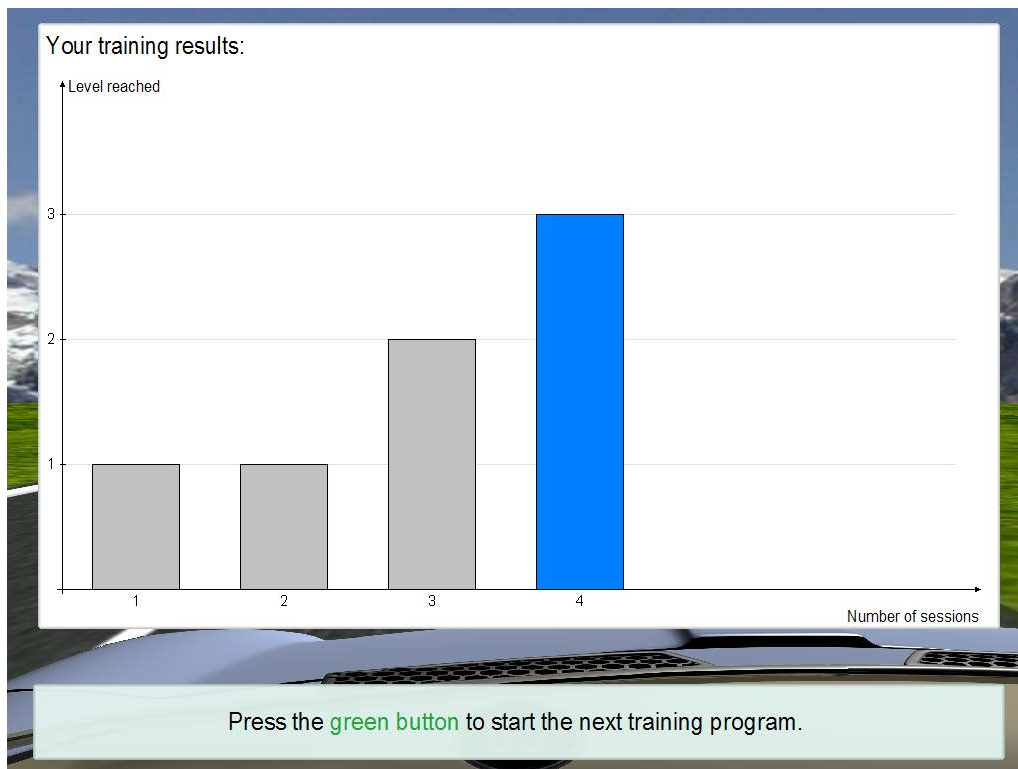
Different navigation texts guide the client through the training session, depending on the selected mode.

Example: Navigation texts in autonomous mode (with results display):

After completion of a training procedure the client proceeds to view the results.



The navigation text below the display of results takes the client to the next training procedure.



After completion of the final training program in the training sequence list, the client is told to contact the supervisor (if the session has been started by a supervisor) or is returned to the Direct Training log-on screen (after a Direct Training session).

8.6 Direct Training

As well as administering training programs in the usual way, you can also use the Direct Training mode of CogniPlus. Direct Training enables training to be administered fully automatically without a supervisor. It is used mainly in CogniPlus networks that incorporate a central database. However, Direct Training can also be used on local CogniPlus systems.

To start Direct Training:

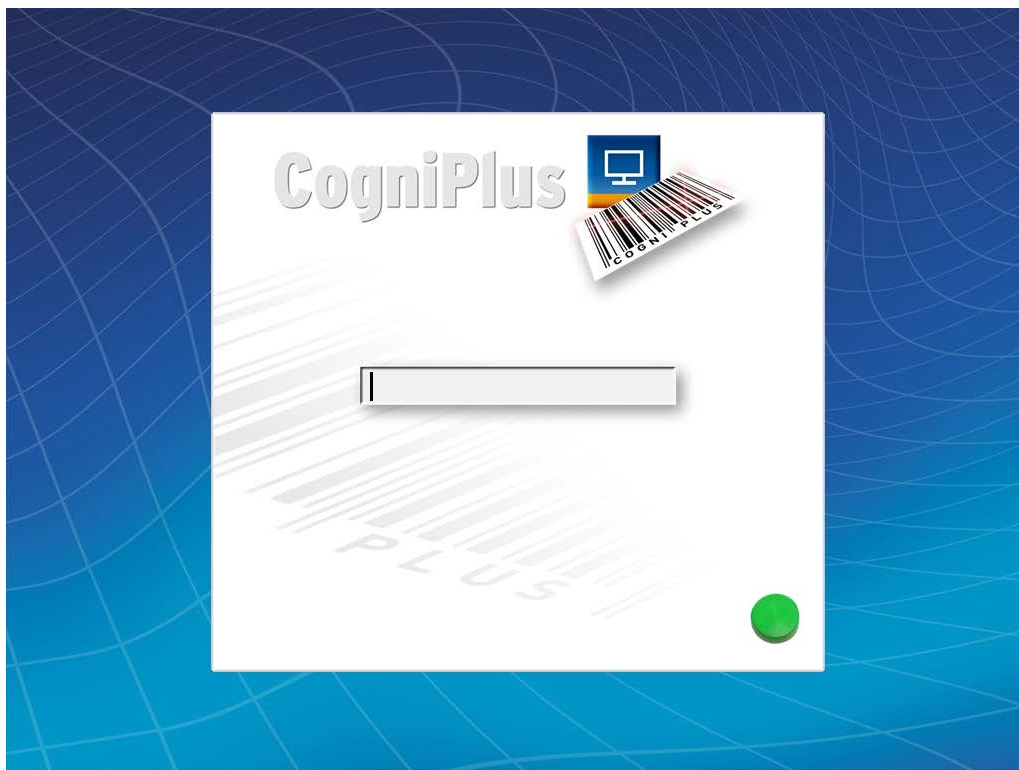
To start Direct Training from the CogniPlus main window, go to the "System" menu and select "Direct Training". Alternatively, Direct Training can be started from the "Direct Training" icon on the desktop or from the Start menu.

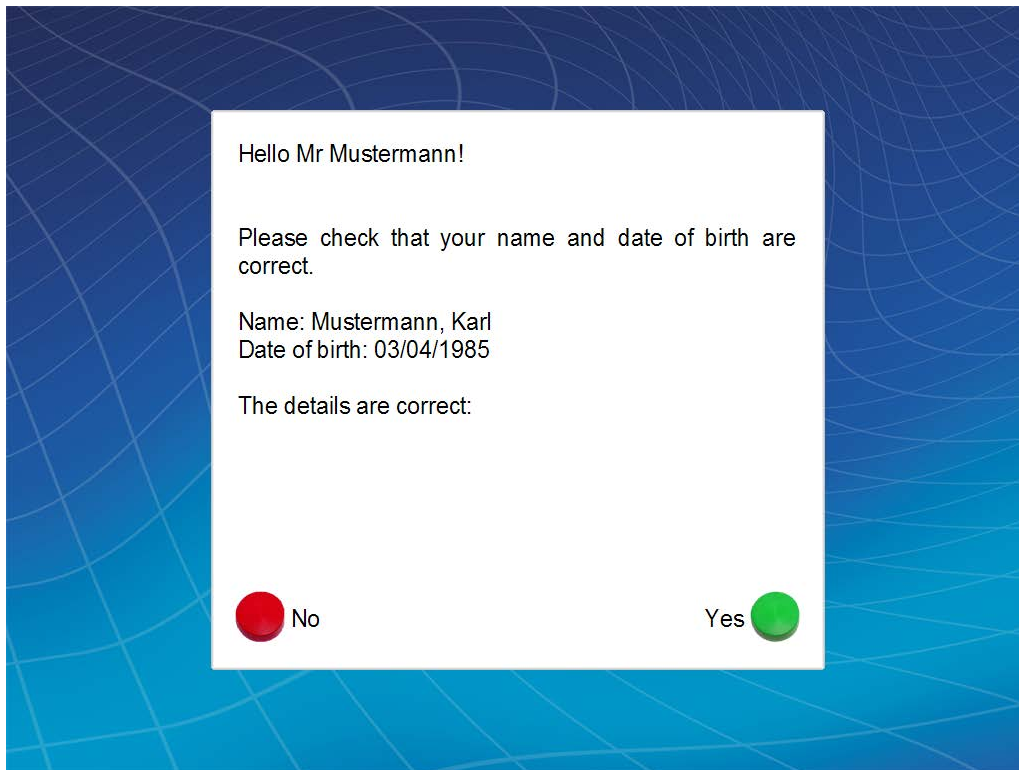
To end Direct Training:

Direct Training can only be ended by the supervisor. The supervisor should press ESC + F5. Clients cannot end Direct Training; this means that they cannot switch to other programs while Direct Training is running.

The Direct Training session:

When Direct Training is started, the log-on screen appears. This contains a box for the client's personal ID number. After entering his ID number, the client must confirm that his details are correct. Confirming these details (green button) takes him to the start of training. The training then proceeds in the same way as training started manually by the supervisor. If the client's details are incorrect (red button) the client is returned to the log-on screen.





Necessary preparation for Direct Training:

1. Assign a personal ID number to the client if he does not already have one. (see Edit client, Register new client)
2. Now set up a training session for the client. (See "Training" index card)
3. Finally, print out the client's information sheet. (See Print client information for Direct Training)



The client's personal ID number must only be assigned once in the entire client database. It is used to uniquely identify the client when he logs on at a Direct Training workstation.



Note: A barcode reader can be used to input the client's ID number. In this case the barcode number must be the same as the personal ID number.

8.7 Continuation after system failure

CogniPlus is unable to prevent a system failure (as a result of program error, power cut etc.), but it is prepared for such an event. To prevent loss of data, the current training results are saved temporarily to the computer's hard disk at frequent intervals during the training session.

If a training program crashes, CogniPlus freezes the desktop and displays the Windows login screen. This prevents the client operating the computer. You must then log on again to Windows; a password is usually required for this. Once you have logged on a message about the error should appear; click on "OK". If the whole system crashes (for example, as the result of a power cut), the computer must be restarted (if this is possible).

Once CogniPlus has been restarted the program will recognise the failure and automatically enter the temporarily saved data in the database.

If CogniPlus is restarted within **15 minutes** of a failure, the program suggests that the interrupted training session is **continued**. Click "Yes" when asked the corresponding question. The welcome page is then displayed and the training sequence continues, beginning with the last active training program. Training begins at the last level reached and continues for whatever training time remains (but for a minimum of 5 minutes). In the training results, however, this "continuation" is saved as a separate session.

The logbook will be found to contain two entries. The first entry shows all the training procedures of the session, some of them marked as "not carried out". The second entry contains the procedures presented in the continuation of the training sequence. You are recommended to add a comment to these entries as a reminder of the system failure.

If CogniPlus is restarted more than 15 minutes after the failure, or if "No" is clicked in response to the invitation to continue the session, all the procedures of the interrupted session remain in the training sequence list. You can then either restart the whole session or remove the procedures already carried out (see the logbook) from the training sequence list manually.

9 Set up CogniPlus

You can adapt CogniPlus to your personal requirements. The following functions are available for this purpose:

- **Set up client database:** Specify which information about your clients should be saved in the database.
- **Back up client database:** This function enables you to create a backup copy of the client database.
- **Restore client database:** This function enables you to restore the complete client database from a backup file.
- **Select character set:** Select the character set for foreign language support in the CogniPlus user interface.
- **Define folder for client database:** You can save client details and training results either locally or on a server.
- **User management:** The user management system enables you to stipulate that only certain people are authorized to use CogniPlus.

9.1 Set up client database

The client database contains a number of data fields in which various details of your clients can be entered and saved. These details are requested when registering a client; they can be viewed in the Client record on the Client data tab page. By default the database contains the following standard fields:

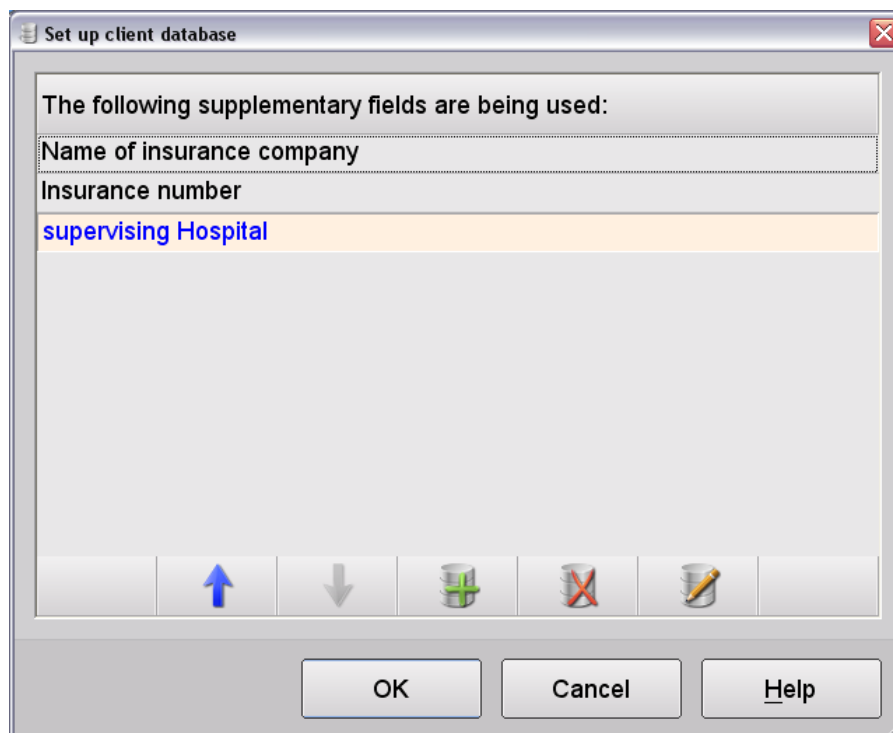
- Name
- First name
- Date of birth
- Gender
- Scotoma
- Additional information (e.g. categorization)
- Language
- Personal ID

If other information about your clients is to be recorded, special supplementary fields can be added to the database.



Note: Supplementary fields can be subsequently removed, **standard fields** cannot be removed.

To view or change the supplementary fields used, select "Setup" in the menu bar of the CogniPlus home window and then select "Set up client database".



When this window is opened for the first time, the list is empty.

The following functions are available:

Add fields:



Clicking on the button labelled "Add fields" opens another window in which already defined supplementary fields can be selected and/or new supplementary fields can be created. [more...]

Delete fields:



Highlight the required fields and click on the button labelled "Delete selected fields".

Note: If fields are removed they are deactivated but not deleted. Likewise, data in the database is not deleted. If a field is restored, the data it contained can again be accessed.

Edit field:



Click on the button labelled "Change properties of the selected field" to edit the properties of the field (see Defining field properties). This function is only available for fields that you have defined yourself. CogniPlus also contains some predefined supplementary fields whose properties cannot be altered.

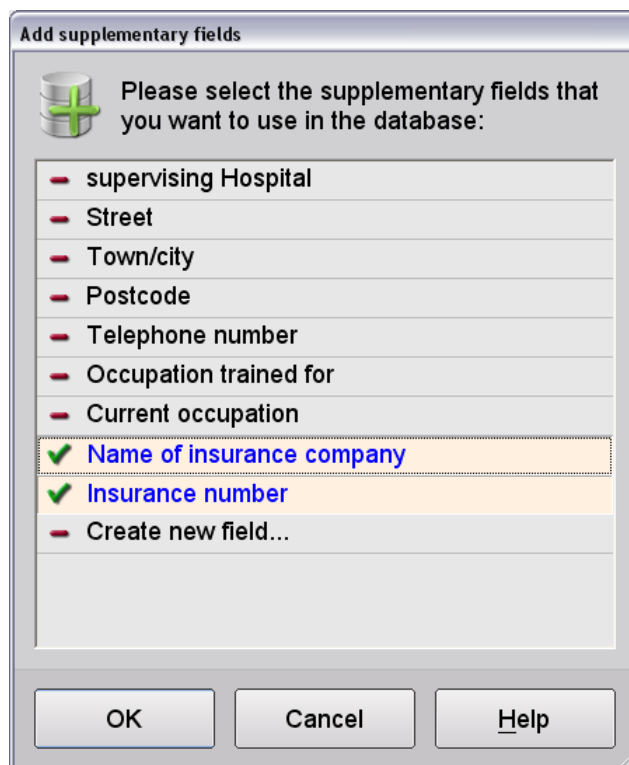
Move fields:



The blue arrows can be used to change the order in which the fields appear. Highlight the required field and then click on the up or down arrow. Several fields can be highlighted and moved simultaneously.

9.1.1 Add supplementary fields

To add supplementary fields to the client database, click on the symbol labelled "Add fields" in the Set up client database window. This opens a new window in which predefined supplementary fields can be selected and/or a new field can be created.



The list contains some predefined supplementary fields that are often required. The properties of these fields cannot be changed.

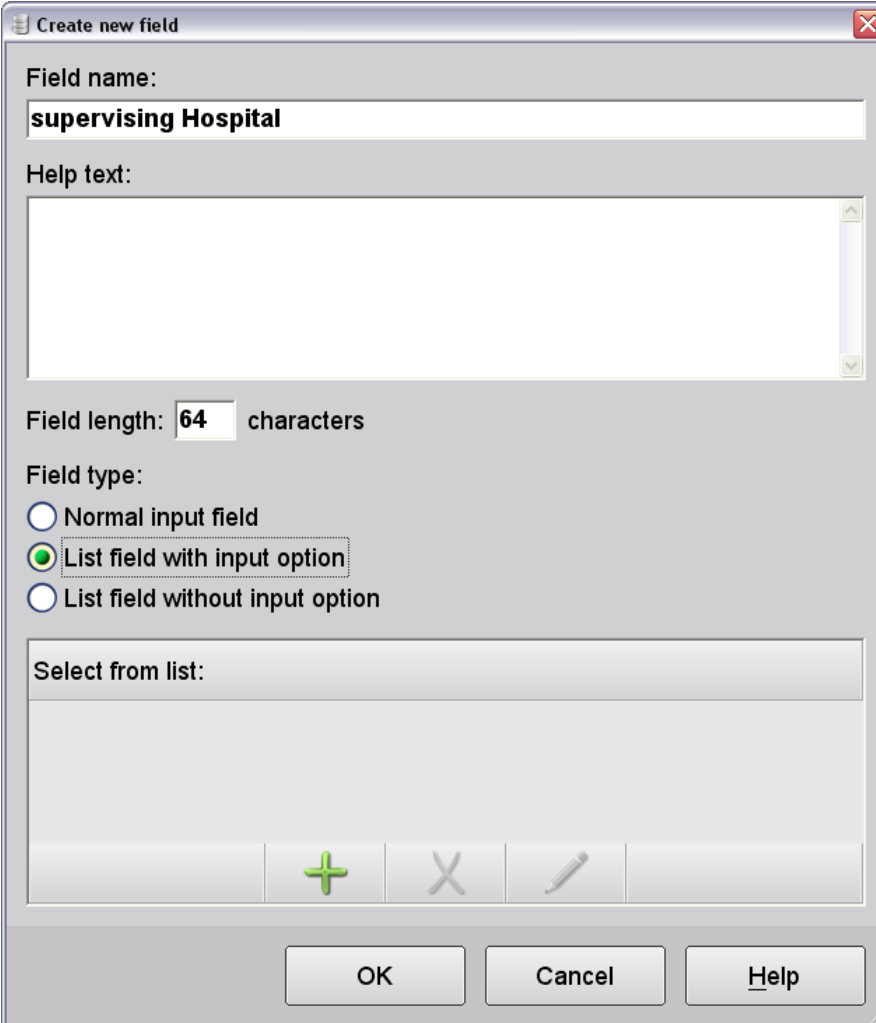
Simply select the required fields and click "OK". The selected supplementary fields are then added to the list of supplementary fields used in the Set up client database window.

It is also possible to create a new field and to define its properties (name, type etc.). Select "Create new field..." and then click "OK".

9.1.2 Define field properties

To view or change the properties of an existing supplementary field, click on the symbol labelled "Change properties of the selected field" in the Set up client database window.

To create a new supplementary field and define its properties, select "Create new field..." in the Add supplementary fields window.



Fill in the following information:

Field name: Choose a field name that is short, clear and descriptive.

Help text: Enter a brief explanation of the purpose of the field. This help text is displayed when information is entered; its purpose is to remind the supervisor what is to be entered in the field.

Field length:	Specify the field length (the maximum number of characters that can be entered).
Field type:	Select the required field type: normal input field, list field with input option or list field without input option.
Select from list:	This list facilitates rapid selection by displaying the predefined entries. For normal input fields there is no selection list. For list fields with input option the selection list is optional. For list fields without input option entries must be provided.

The following functions for editing the selection list are available:

Add list entries:



Click on the button labelled "Add new entries to the selection list" and then enter the required entries. To input multiple entries press the Enter key after each item.

Delete list entries:



Highlight the entries in the selection list that are no longer required, click on the button labelled "Delete selected entries" and click "Yes" to confirm the deletion.

Edit list entry:



Highlight the required entry in the selection list and click the button labelled "Edit entry". Then make the required changes and confirm them by clicking "OK".



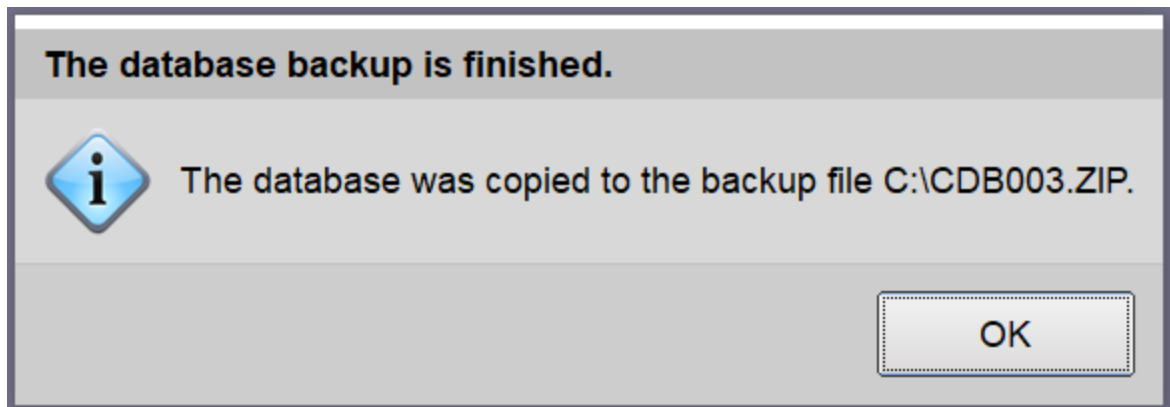
Note:

Changing field properties does not affect any client data that has already been saved. Data already saved can only be edited in Client management or on the Client data tab page of the client record. It is often advisable to create a new supplementary field rather than modify an existing one.

9.2 Client database backup

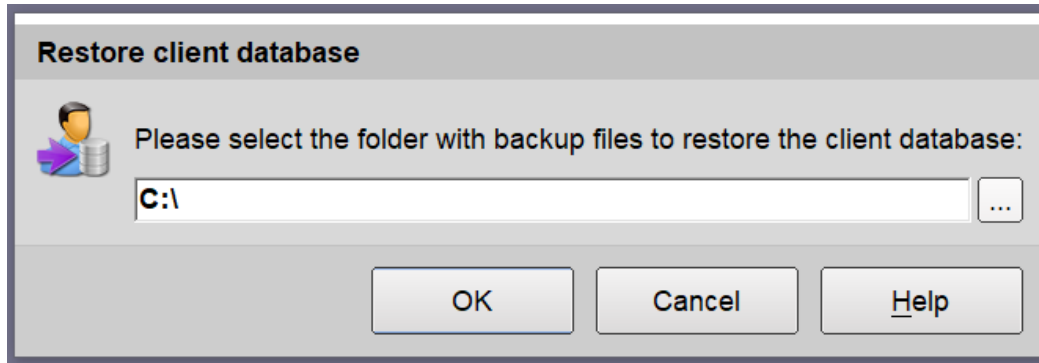
This function enables you to create a backup copy of the client database. Go to “System” in the menu bar of the CogniPlus home window and then to “Client database backup”. Enter the target folder for the backup and confirm by clicking “OK”.


When creation of the backup file is complete, this is confirmed on the screen:



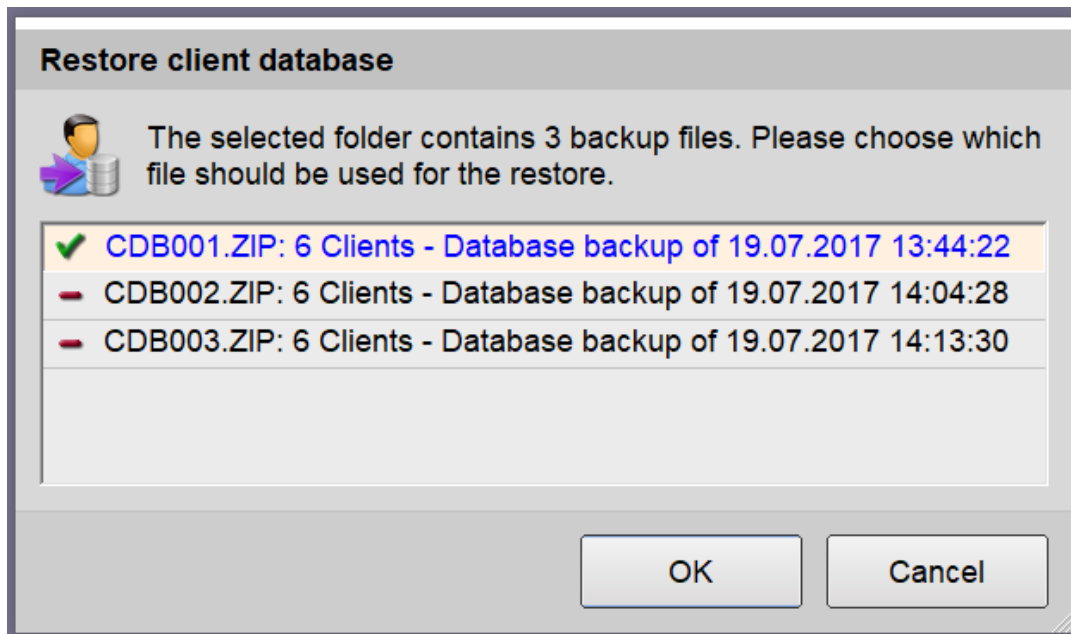
9.3 Client database restore

This function enables you to restore the complete client database from a backup file. Go to “System” in the menu bar of the CogniPlus home window and then to “Client database restore”. Enter the folder in which the backup file is located and confirm by clicking “OK”.



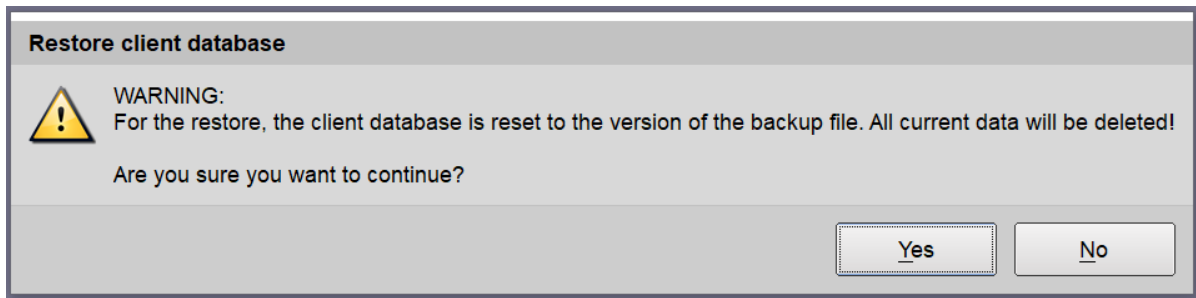
 You can either enter the path to a folder or backup file manually or else click on the three dots to the right of the input field. This opens a window in which the drive and folder or file can be selected.

When a folder is selected, CogniPlus shows all the backup files that the folder contains:

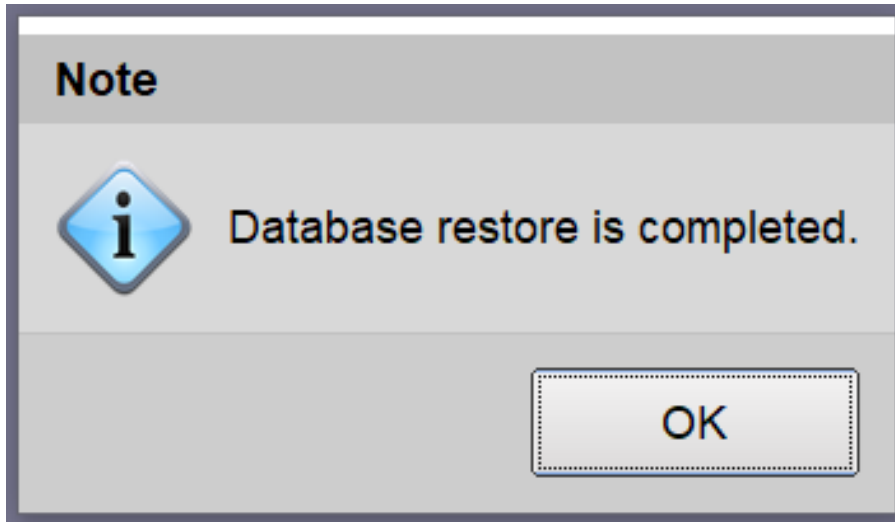


Select the required backup file and confirm by clicking “OK”.

Note that restoring the client database deletes all current data! When the following message appears, you therefore need to confirm that you want to start the restore:



When restoration of the client database is complete, this is confirmed on the screen:



9.4 Select character set

The **character set** for displaying text in the CogniPlus user interface is normally that required for the **language** that you selected when installing CogniPlus. However, if CogniPlus is not available in the preferred language and you enter text in a language that requires a different character set, some or all of the characters may be displayed incorrectly. This applies to such items as client names, entries in the client database, comments in the logbook etc. In this case the character set must be changed to suit "your" language.

To change the character set:

1. In the Setup menu of the CogniPlus home window click on "Select character set for language support".
2. Select the required character set from the list.
3. Click OK.

The following character sets are currently available:

- Standard (supports all West European and North and South American languages)
- Eastern European (supports Croatian, Serbian, Slovenian, Polish, Slovakian, Czech, Hungarian)
- Cyrillic (supports Bulgarian, Russian, Serbian)
- Greek
- Turkish



Note:

- Not all languages can be combined. For example, if you select the Cyrillic character set in order to make entries in Russian, some of the characters in the text of the German user interface will be wrongly displayed (replaced by Cyrillic characters). In an English version of CogniPlus, however, all the available character sets can be used, because English (and Dutch) can be combined with almost all other languages.
- When selecting the character set the language of the training programmes does not need to be considered. The language and character set of the training programmes is determined by the client's language and is independent of the CogniPlus user interface.

9.5 Define folder for client database:

The client database contains all clients' data and their training results. The data can be stored on a server where it can be accessed by different computers on which CogniPlus systems are installed. If you do not change the client database folder setting, or if a blank entry is saved, a local default folder will be used for the database.

To change the database folder:

1. In the "Setup menu" of the CogniPlus home window click on "Define folder for client database".
2. Select the required folder by browsing to it or enter the path in the box. You can select a folder on a server to make the database accessible to multiple CogniPlus systems.
3. Click OK. The new location for the data will now be displayed. Confirm by clicking "OK".



If you want to revert to using the default folder, delete all the entries in the input field and click "OK". If the field is empty CogniPlus automatically uses the default folder.

10 License account

There are two types of license that permit use of the CogniPlus training procedures:

1. **Training time:** By purchasing training time you acquire time credits (e.g. of 100 hours) that can be used for the administration of all the available training programs. Time used is calculated to the nearest minute. When the time credits have been used, the license must be renewed.
2. **Fixed period licenses:** Purchase of fixed-period licenses enables you to use particular training procedures as often as you wish for a particular period. Such licenses are valid for a fixed period (normally 7 years).

The two license types can be combined - that is, it is possible to hold fixed-period licenses for some training programs and to use time credits for others. After expiry of the fixed-period license it can either be renewed or the training program concerned can be administered using available training time credits.

Clicking on "**License account**" in the "System" menu of the CogniPlus home window opens a window showing which licenses are available for which training programs. The available training time and/or the expiry date of fixed-period licenses is shown.

Buttons in "License account":

Register new licenses:



Clicking on the button labelled "Register new licenses" opens a window in which you can enter a license code manually or specify the path of a license file. When the license code has been registered the new or additional licenses are activated and appear in the license account.

Print license account:



Click on the button labelled "Print license account" to print a list of the licenses that are currently available.

11 Contact

Austria:

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Hyrtlstrasse 45
2340 Moedling
Tel.: +43 2236 42315
Fax: +43 2236 46597
E-Mail: info@schuhfried.com
www.schuhfried.com

Our Support Desk staff can provide quick and reliable assistance with software and hardware queries:

Support:

Tel.: +43 2236 42315-60
Fax: +43 2236 46597
E-Mail: support@schuhfried.com

The Support Desk is open Monday-Thursday 8.30 a.m. – 4.30 p.m. and Friday 8.30 a.m. – 1.30 p.m.

12 Update information

CogniPlus is continually being developed. Following an update you will have access to any new training procedures, new language versions and improved programme functions that have become available.

Select one of the following areas:

- **Basic software**
- **Training procedures**
- **Languages**

The update details are arranged by DVD number. The version number of the basic software or the training procedure and the date of issue are given in brackets.

For example:

CC 1100 (Version 1.01, November 2007)



The number of your CogniPlus DVD is given on the delivery note or the DVD label.

12.1 Basic software

CC 3010 (Version 1.09.022, February 2022)

Various changes and improvements:

- The basic software is now also compatible with Windows 11.
- Windows XP/VISTA/7 is no longer supported by CogniPlus.

CC 2800 (Version 1.09.0.10, July 2017)

Various changes and improvements:

- Hardware Test
- Training batteries
- User Management
- Report of training sessions carried out
- Functions to back up and restore the database
- Exporting/importing client files to/from CSV files

CC 2730 (Version 1.08.0.2, October 2015)

Various changes and improvements:

- The basic software is now also compatible with Windows 10.

CC 2700 (Version 1.08, February 2013)

Various changes and improvements:

- Installation of the USB device driver under Windows 7 and Windows 8 has been simplified. The driver is now installed automatically when the test system is started for the first time; it can also be pre-installed manually using the USBSetup.exe program. The process of driver installation via Device Manager in Windows 7 or Windows 8 is therefore no longer necessary.
- New function in the basic software – this now supports the time limit on the training start function linked to the CPSLIM license code.
- The basic software is now also compatible with Windows 8.

CC 2630 (Version 1.06, September 2012)

Various changes and improvements:

- Windows 2000 is no longer supported by CogniPlus.

CC 2400 (Version 1.05, June 2011)

Various changes and improvements:

- CogniPlus adaptation to the new corporate design.

CC 2100 (Version 1.04, July 2010)**Various changes and improvements:**

- Direct Training function implemented.
- Function for defining the client database folder implemented.

CC 1600 (Version 1.03, March 2009)**Various changes and improvements:**

- CogniPlus can now be used with a software dongle.
- It is now possible to install a demo version without licenses.

CC 1300 (Version 1.02, July 2008)**Various changes and improvements:**

- This version of the basic software supports Windows Vista.

CC 1200 (Version 1.02, May 2008)**Various changes and improvements:**

- The licenses are no longer supplied on a floppy disk, but on the CogniPlus DVD itself.
- When the training sequence list is drawn up, the system checks whether the selected procedure is available in the client's language. If it is not, the language selection window opens.

CC 1100 (Version 1.01, November 2007)**Various changes and improvements:**

- The list of training procedures already conducted ("Training" tab) now shows the number of sessions rather than their total length.
- Clients with the same name and different dates of birth can now be registered.

CC 1000 (Version 1.00, July 2007)**First version released.**

12.2 Training procedures

Training-related changes:

- ALERT
- CODING
- DATEUP
- DIVID
- FOCUS
- HIBITR
- NAMES
- NBACK
- PLAND
- ROTATE
- SELECT
- SPACE
- SPEED
- VIG
- VISMO
- VISP

General changes:

CC 3000 (January 2022)

- All training programs are now also compatible with Windows 11.

CC 2730 (October 2015)

- All training programs are now also compatible with Windows 10.

CC 2700 (February 2013)

- All training programs are now also compatible with Windows 8.

CC 2640 (November 2012)

- CogniPlus can now be used with the basic Response Panel.

CC 2611 (December 2011)

- CogniPlus can now be used with the new Response Panels.

CC 2610 (December 2011)

- Adaptation of the CogniPlus manuals to the new corporate design.

CC 1300 (July 2008)

- All training programs now also run under Windows Vista.

CC 1100 (Version 1.01, November 2007)**Instructions:**

- The format of the instructions has been simplified. There is a long version and a short version of the instructions. The "long instructions" are presented at the first session and describe the training process in detail. The "short instructions" are used in all subsequent sessions and simply provide a summary. The "long instructions" can if required be called up from the short version.

Results display:

- If there is only one form of a training procedure, this is no longer displayed in the header of the results display.
- Time recording: In the detailed results the session length is now given in h:min:sec. In the global evaluation these times are totalled and rounded to minutes.
- In the level chart diagram, the highest value on the Y-axis indicates the maximum level achievable on that training program. This makes it easier to assess progress made and the need for further training.
- In the results tables showing both overall and detailed results, the results are shown only in whole numbers. Where it is practical to do so, the percentage represented by this number is shown in brackets (e.g. Number of on-time reactions = 20 (66.7%) indicates that the client reacted on-time in 20 cases, and these 20 cases represent 66.7% of the total).
- In the diagram of "Reactions in the current session" the diagram of "Omitted reactions" has been removed. Omitted reactions are now indicated by short vertical red lines on the X-axis of the reaction diagram.
- Level changes occurring at the end of a session were sometimes not shown in the detailed results. This error has been corrected.
- All results diagrams are displayed, even if there are no results to be shown because there was insufficient training time available.

Manuals:

- The PDF training procedure manuals are now in Arial font, making them easier to read.

12.2.1ALERT**CC 2710 (Version 2.05, September 2014)****Presentation of training:**

- An error occurring when moving from level 17 to 18 has been corrected.

CC 1800 (Version 2.04, July 2009)**Presentation of training:**

- Reactions which are not required are no longer scored as errors regarding the increase or decrease of the level.

CC 1600 (Version 2.03, März 2009)**Presentation of training:**

- The times to load the training program were significantly reduced.

CC 1400 (Version 2.02, December 2008)**Presentation of training:**

- The Supervisor window and feedbacks could not be seen during the practice phase on some computers. This error was corrected.

Results display:

- Not all the reactions were displayed in the diagram "Reactions in the current session". This error was corrected.

CC 1300 (Version 2.01, July 2008)

See General changes.

CC 1100 (Version 2.00, November 2007)**Instructions:**

- The motorbike noise was heard during the instructions to level changes and during the display of the navigation texts. This error has been corrected.

Presentation of training:

- Some of the cars at the edge of the road in Training Form S1 are shown lighter in order to increase visibility.

Results display:

- In the diagram of "Reactions in the current session" the horizontal line indicating mean reaction time is no longer displayed.

Other changes:

See General changes.

CC 1000 (Version 1.00, July 2007)

First version released.

12.2.2 CODING**CC 2200** (Version 1.00, October 2010)

First version released.

12.2.3 DATEUP

CC 2300 (Version 1.00, December 2010)

First version released.

12.2.4 DIVID

CC 1400 (Version 1.02, December 2008)

Presentation of training:

- A Problem with the loudspeaker channel was fixed: the same announcement is not repeated twice right after another.
- There are no more video malfunctions.

CC 1300 (Version 1.00, July 2008)

First version released.

12.2.5 FOCUS

CC 1800 (Version 2.00, May 2009)

Presentation of training:

- Training form S2 - auditive is now available.

CC 1700 (Version 1.00, April 2009)

First version released.

12.2.6 HIBITR

CC 2700 (Version 1.00, February 2013)

First version released (HIBITR).

- The HIBIT-R training program is available as a refinement of the HIBIT training program and replaces the HIBIT training program. HIBIT-R incorporates a flexible system of switching between levels that enables the client to be involved in selecting the sequence of levels.

Instructions

- Adaptation of instructions to the flexible system of switching between levels

Presentation of training

- Implementation of a flexible system of switching between levels
- Implementation of a graphic level display
- Implementation of a new error sound

Result display

- Adaptation of result display to the flexible system of switching between levels: display of results specific to the scenarios in overall results; additional new diagram in detailed result evaluation which shows covered levels

- Adaptation of the graphic which shows progress of training (in autonomous mode with results display)

CC 2200 (Version 1.00, October 2010)

First version released (HIBIT).

12.2.7 NAMES**CC 2640** (Version 1.01, November 2012)

Results display:

- In autonomous mode (with results display), on completion of the training procedure, the last session was not displayed in the results display for training progress. This error has been rectified.

CC 2500 (Version 1.00, September 2011)

First version released.

12.2.8 NBACK**CC 1600** (Version 1.00, March 2009)

First version released.

12.2.9 PLAND**CC 2100** (Version 1.00, July 2010)

First version released.

12.2.10 ROTATE**CC 2600** (Version 1.00, October 2011)

First version released.

12.2.11 SELECT**CC 1300** (Version 1.01, July 2008)

See General changes.

CC 1100 (Version 1.00, November 2007)

First version released.

12.2.12 SPACE**CC 1300** (Version 1.01, July 2008)

See General changes.

CC 1100 (Version 1.00, November 2007)

First version released.

12.2.1SPEED

CC 2400 (Version 1.00, July 2017)

First version released.

12.2.1VIG

CC 1300 (Version 2.01, July 2008)

See General changes.

CC 1100 (Version 2.00, November 2007)

See General changes.

CC 1000 (Version 1.00, July 2007)

First version released.

12.2.1VISMO

CC 1900 (Version 1.00, September 2009)

First version released.

12.2.1VISP

CC 2400 (Version 1.00, June 2011)

First version released.

12.3 Languages

The table below shows the languages in which the different parts of CogniPlus are available.

	Basic software	ALERT	CODIN G	DATEU P	DIVID	FOCUS	HIBITR
Arabic	-	X	X	X	X	X	-
Chinese (chs) ¹	-	X	X	X	X	X	X
Chinese (cht) ²	-	X	X	X	X	X	X
Czech	X	X	X	X	X	X	X
Dutch	X	X	X	X	X	X	X
English	X	X	X	X	X	X	X
French	X	X	X	X	X	X	X
German	X	X	X	X	X	X	X
Hungarian	X	X	X	X	X	X	X
Italian	X	X	X	X	X	X	X
Polish	X	X	X	X	X	X	X
Portuguese	X	X	X	X	X	X	X
Portuguese Brazilian	X	X				X	
Russian	X	X	X	X	X	X	X
Serbian	X	X	X		X		X
Slovak	X	X	X	X	X	X	X
Spanish	X	X	X	X	X	X	X
Turkish	X	X	X	X	X	X	X

¹ Chinese simplified

² Chinese traditional

	NAME S	NBAC K	PLAN D	ROTA TE	SELE CT	SPAC E	VIG	VISMO	VISP
Arabic		X	X	X	X	X	X	X	X
Chinese (chs) ¹		X	X	X	X	X	X	X	X
Chinese (cht) ²		X	X	X	X	X	X	X	X
Czech	X	X	X	X	X	X	X	X	X
Dutch	X	X	X	X	X	X	X	X	X

English	x	x	x	x	x	x	x	x	x
French	x	x	x	x	x	x	x	x	x
German	x	x	x	x	x	x	x	x	x
Hungarian		x	x	x	x	x	x	x	x
Italian	x	x	x	x	x	x	x	x	x
Polish	x	x	x	x	x	x	x	x	x
Portuguese	x	x	x	x	x	x	x	x	x
Portuguese Brazilian									
Russian		x	x	x	x	x	x	x	x
Serbian	x	x	x		x	x	x	x	
Slovak	x	x	x	x	x	x	x	x	x
Spanish	x	x	x	x	x	x	x	x	x
Turkish	x	x	x	x	x	x	x	x	x

¹ Chinese simplified

² Chinese traditional