COMPASS

User Manual

Chapter One

Installation, Login, and Overview

INSTALLATION

Note: Your computer MUST be connected to the internet to be able to complete the software installation.

1. 1) Go to www.innerlightcompass.com/install
2. 2) If prompted, click "Run".
3. 3) The installation program will then search to see if you have the prerequisites already installed on your computer system. If you already have .NET Framework 3.0 installed, you may skip to step 4. Otherwise, read through the .NET Framework 3.0 license and agreement and click "Accept" if you accept the terms.
4. 4) The program will then request permission to download the hand cradle drivers if they are not already on your computer. Click "Install". Otherwise, skip to step 5.
5. 5) When asked if you want to install the COMPASS software click "Install".
6. 6) When the installation is complete the COMPASS program will open and you will see the Software License Agreement. Review and click "I Agree" if you accept the terms of the agreement.
7. 7) Enter your password and click on the green arrow button or hit the "Enter" key on your computer keyboard.

Your system is now installed and ready for use.

OPENING AND LOGIN

To access the program, go to the start button and access the ZYTO file. You will see the Compass Program. Click to open.

After the program checks for updates and runs a synchronization, the login window will appear. Select your user ID, enter the password, and click on the green go button to login.

If necessary, you can also change your password by clicking on the reset password button and following the prompts.

PROGRAM OVERVIEW

When the program is open and loaded you have three options from which to choose; New Client, Open Client, and Administration.

NEW CLIENT – The New Client button is accessed to begin an assessment with a brand new client whose information has never been entered into the Compass system.

RETURNING CLIENT – The Returning Client button is accessed to begin an assessment with an existing client whose information has previously been entered into the Compass system.

ADMINISTRATIVE SETTINGS – The Administrative Settings button will access an administration menu which allows you, the user, to perform certain administrative functions.

Chapter Two

The Assessment

STARTING AN ASSESSMENT

In order to begin an assessment you will select either the New Client or Returning Client. The distinction depends upon the Client you are trying to run an assessment on. If it is a brand new client that you have never ran an assessment on then you will click on the New Client button. If it is an existing client whom you have previously ran a Compass assessment on then you will click on the Returning Client Button.

NEW CLIENT

Clicking on the New Client button will open the New Client Profile. The New Client profile is broken up into two sections. The first section includes data fields to enter in Title, First Name, Middle Name, Last Name, Referral info, Gender, Birth date, Phone numbers, and Email. Notice that some of the fields have an asterisk next to them. This indicates that they are required fields. You cannot save the client information or advance to the second section without first entering in the required fields. Once all the required fields have been input, an arrow at the bottom of the screen will become active. This allows you to advance to the second section.

The second section contains data fields for Billing and Shipping addresses respectively. Note that with the exception of the marked fields on the first card none of the other contact information is required. You can move back and forth between the first and second section by using the arrow buttons. When you have entered in all of the information you wish to include, simply click on the save button to continue and begin the assessment.

RETURNING CLIENT

Clicking on the Returning Client button will open a Client Search window. The Client search window is divided into two sections. The top section includes the search bar and the below that is the results window where the search results will be displayed.

To search for a client simply type their name into the search bar next to the magnifying glass graphic. You can enter in a client's first name, last name, full name, or even just the first few letters of their name. However, it is recommended that you enter in as much of the name as possible to limit the number of unnecessary search results. To begin the search click on the green arrow box next to the search bar.

The search results, based on what was entered into the search bar, will appear in the results window. If there is more than one client appearing in the search results you will see a list of the matching client names. Click on the name of the Client you wish to access and the result will expand to display the Client's phone number, email address, location (as long as the address was initially entered into the Client Profile), and an Open Client icon. The displayed profile information is to help you confirm that this is the Client who you wish to open. When you have found the Client you wish to open simply click on the Open Client icon next to their name and contact information. The Client will automatically be loaded and the assessment will automatically begin.

THE ASSESSMENT

Once you have loaded the Client (using either the New Client or Returning Client button) the Compass assessment will automatically begin.

The first page that you will see displays graphics explaining exactly what will be included in the scan. The General Energy Scan first tests the various bio markers in your body to determine whether or not they are in range. The foundational product scan takes the foundational product and tests what result it has on each of the various bio markers. Finally, the supporting product scan tests and ranks each of the other products and then tests the highest ranking products to see what results they have on the bio markers.

This screen also prompts you to instruct the client to place his or her hand on the hand cradle before beginning that actual scan. To begin the scan simply click on the continue button.

THE SCAN

The scanning screen will open. In the bottom left of the screen you will see the hand cradle graphic. If the Client has his or her hand on the hand cradle and a connection has been made then the connector points in the graphic will be highlighted yellow and the scanning will automatically begin. If a connection is not being made then the connector points in the graphic will appear as gray. Instruct the client to place his or her hand on the cradle and the connector points will change to yellow and the scan will begin. You will also notice that if the Client removes his or her hand (or even a finger) from the cradle, the corresponding connector point will return to gray and the scan will pause until the connection is reestablished.

To the right of the hand cradle graphic are two progress bars. The progress bar on the bottom is the overall progress bar and represents the overall progress of the scan. The top progress bar is the sectional progress bar and represents the portion of the scan that is currently happening. Above the top progress bar is a title that will tell you exactly what portion of the scan the assessment is performing.

The main portion of the assessment screen contains a video image that will begin when the scan begins. The video is designed to explain what the scan consists of and prepare the Client to better understand what the results mean. When the video ends, if the scan is not yet complete, ensure that the client keeps his or her hand on the hand cradle until the scan has completed.

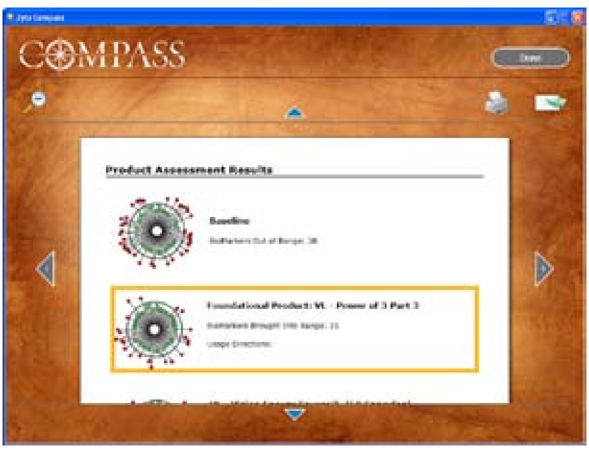
You also have the option to turn off the video. You would use this option whenever you decide to skip the video. To do so, simply click on the "Hide Video" button at the top of the screen. If the scan is still in progress the video screen will change to a default Compass logo.

THE REPORT

When the scan is complete the results display will automatically open. The results appear as a report. You can increase the size of the report by clicking on the magnifying glass with a plus in the center. When the report is enlarged the magnifying glass graphic changes to have a minus sign in the center. Clicking on the magnifying glass now will return the report to the standard one page viewing format.

You can scroll through the report by clicking on the up and down arrows that are located above and below the report screen. You can also shuffle through each page of the report individually by clicking on the numbered arrows on the sides of the report. The number in the arrow represents the next page number.

The report is laid out as follows. At the top of the report is the report header which includes your User information and the name of the Client. The next section displays the General Energy scan profile which shows all of the tested bio markers. Graphically this is done using a wheel. The wheel, or circle, represents range. The points that appear inside the circle (as green dots) represent bio markers that are "in range". Points outside of the circle appear as red dots and are considered "out of range". Next to the original General Energy scan is a graphic that represents the results of the Foundational Product. You can see that as an effect of the Foundational Product, some of the out or range bio markers have moved into range. Below this you can also see a picture and description of the featured product. On the next page you once again see the original General Energy Scan graphic. This is also known as the Baseline. The report then displays the rest of the recommended products (with the featured product appearing first) with the corresponding wheel graphic showing the bio markers that have been brought into range.



Finally, you can see the product descriptions of the recommended products.

You can review this report with the Client and also print the report by clicking on the print icon. To email the report to the client simply click on the email icon. The email window will open. Ensure that the email address is correct and click on the send button. If you are connected to the internet the report will be emailed. If not, the report will be saved and automatically emailed the next time you login to the system with an internet connection.

When you are done viewing the report, simply click on the done button. You will automatically be returned to the main menu.

Chapter Three

Administrative Functions

ADMINISTRATIVE FUNCTIONS BUTTON

In the opening menu of the Compass system the third option is the Administrative Functions button. This is where you will go to set the administration settings of the Compass system. You will also be able to access Client information outside of running an assessment.

Clicking on the Administrative Functions button opens the Administration Menu. There are eight different options in the administration menu.

CLIENT HISTORY – Allows you to access reports of past sessions.

EDIT CLIENT INFO – Allows you to access and edit the Client Profile of an existing Client.

EDIT USER INFO – Allows you to access and edit your User Profile information.

RELEASE LICENSE – Allows you to release your license and then claim it on another operating system.

SYNC – Allows you to manually force a synchronization of the Compass System.

CHANGE PASSWORD – Allows you to change your login password.

HAND CRADLE CHECK – Allows you to manually test the hand cradle connection.

HELP – Allows you to access System Help information.

CLIENT HISTORY

Using the Client History button, you can access the reports of past sessions ran on specific clients.

Clicking on the Client History button will open up a search window. In the search field, you can enter in the client's full name, just the first or last, or even as little as the first letter of their name. However, the more information you put into the search field the more concise your search results will be. When you are ready to continue, click on the green go to begin the search. The search results window will populate with all of the search results. Click on the name of the client whom you wish to open.

In the search results, under the selected name, you can see some of the client's contact information. You can also see a report icon and the number of past session reports that are available to view. To view these reports simply click on the report icon. This will open the past session history for that client. In this report, you can see each of the reports listed as the date and time of the session with another report icon to the right. Simply select the report which you wish to view and click on the report icon. The selected report will open which you can view. You can also print the report by clicking on the print icon in the lower right hand corner of the screen. You can also email the report by clicking on the email icon in the lower right hand corner of the screen.

When you are done with the report, simply click on the "Done" button to return to the main screen.

EDIT CLIENT INFO

Once you have created a client using the New Client button, you may access their client profile at any time in order to make any changes or additions to their contact information. To do so, simply click on the edit client button in the Client section of the tool bar.

This will open up a search window. In the search field, you can enter in the client's full name, just the first or last, or even as little as the first letter of their name. However, the more information you put into the search field the more concise your search results will be. When you are ready to continue, click on the green go button to begin the search. The search results window will populate with all of the search results. Click on the name of the client whom you wish to open.

In the search results, under the selected name, you can see some of the client's contact information and an open client file graphic. To access the Client profile, simply click on this file graphic.

The Client profile for the selected Client will appear. This is the same Client profile that was created and saved when you first created the Client using the New Client button. You can change or add any of the necessary contact information. Use the arrows on the bottom of the contact card to move between the two different sections in order to access all of the client's information. When you are done editing the client information, simply click on the save button to continue.

EDIT USER ACCOUNT

The User Account includes all of the information regarding you, the owner of the Compass system. This includes; User Name, phone number, address, etc. The basic contact information that is entered into the User Account will be displayed on the report that is given to clients.

To edit your user profile, select Edit User Account from the administration menu. The User Profile window will open. Here you can change the User name if necessary and add any pertinent contact information. By clicking on the arrow at the bottom of the card you can access more contact fields including address information.

At any time you may click ‘cancel’ to close without saving any changes. When you are finished, click save to save any changes or additions made.

RELEASE LICENSE

There are times when users may have the Compass installed on multiple computers but have purchased only one license. An example of this would be having the Compass installed on your home computer and then also on your laptop for when you travel. However, you can still only have one active Compass system at a time. However you can switch between your systems by simply releasing your license on one computer and then claiming it on another.

To do so, simply click the release license button in the administration menu. A confirmation window will open asking if you are sure that you want to release the license from this computer. Click yes to continue. The license will automatically be released and the Compass system will shut down as it can no longer function unless you reclaim the license.

To claim the now available license, simply open the Compass system on any computer where a license is currently not claimed. A window will open showing you your available license. Claim the license by clicking on the blue link. The license is now claimed on this computer. At any time you can release the license from this computer by following the same steps and then claim it again on another computer.

SYNC BUTTON

The next button in the administration menu is the sync button. Remember that when the program first opens it performs a sync to upload and download information. This button merely allows you to force a sync while the program is open or before closing it.

CHANGE PASSWORD

The Change Password feature allows you to manually change your password.

To change your password, simply click on the Change Password button in the administration menu. The change password window will open. Type in the new desired password in the “Enter New Password” field. To verify the password once again retype the new desired password in the “Repeat New Password” field. Click the green save button to continue. The login password has now been changed.

HAND CRADLE CHECK

The next button in the administration menu is the hand cradle check. If you so choose, you can run this before doing an assessment to make sure that a connection can be made with the hand cradle. To do so, simply place your hand on the cradle and click the hand cradle check button. When the connector points in the graphic turn yellow you will know that you have established a connection. Once a connection has been made you can repeatedly test it by placing your hand on the cradle when not in an assessment and you will see that the connector points will turn yellow.

HELP

The final button is the about us button. When you click on this button the about us window opens. In this window you can see your basic clinic information such as name, program version, registration code and license number. You can also see contact information for ZYTO. At the bottom of the window there is also a button to access the Compass Help Manual and other online resources.