



# Efficiency Software

be healthier and more productive

## Installation Manual



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## Introduction

CtrlWORK is a program to improve the personal efficiency and health of computer users. The program reminds users to take breaks during computer use and gives tips and advices to work efficiently and healthy with the computer. In addition, CtrlWORK can be used as a data gathering tool to analyze computer users' behavior and performance on group or individual level.

The unique functionalities of CtrlWORK include: advice on settings based on continuous recording of working patterns and feedback on computer use behavior.

## System and Software requirements

To be able to use the CtrlWORK software, your system needs to have the following requirements

Part	Requirement
Processor	1 gigahertz (GHz) or faster(x86 bits/ x64) processor
Internal memory	2GB RAM
Harddisk	100 MB (including the 10 MB user folder)
Screen resolution	Minimal 1024 x 768
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2 or Windows Server 2008
Software	.Net Framework 4.0 client profile or higher

## Program architecture

CtrlWORK has an application folder and a user folder. The program loads settings & license info from the user folder.



Content	User settings & License for current user	User settings & License for new user
<b>Contains loaded settings &amp; License?</b>	Yes	No
<b>Default location</b>	Default location: %appdata%\CtrlWORK	Default location: C:\Program Files\ CtrlWORK

### Default application folder:

- C:\Program Files\CtrlWORK (32 bit machine)
- C:\Program Files (x86)\CtrlWORK (64 bit machine)

### Default user folder:

- C:\Users\“user name”\AppData\Roaming\CtrlWORK\

**Note:** It is possible to change the location of the user folder. In the rootsettings.xml it is possible to amend the user folder path by changing value for: <UserFolderLocation> </UserFolderLocation>

A new location for the user folder could be for example:  
<UserFolderLocation>C:\Temp\CtrlWORK</UserFolderLocation>

## Registry Settings

The following registry setting is created during installation in order for automatic startup of the program:

### All users install:

HKLM-Software-Microsoft-Windows-CurrentVersion-Run-CtrlWORK

### For 64 bit machines the location might be:

HKCU\HKLM-Software-Wow6432node-Microsoft-Windows-Currentversion-RUN

## Shortcut

### The following shortcut is created during installation:

Start menu-All Programs-CtrlWORK-CtrlWORK.Ink

### Needed rights after installation

The rights of a default domain user are sufficient. Specifically, the following rights are necessary:

- User Folder: Read + Execute + Write
- Install Folder: Read + Execute
- Registry: Read + Execute

## Installation

The installation file can be downloaded here:  
<https://www.encysoftware.com/support/ctrlwork/downloads/>.

## Preparation

Unpack the provided ZIP file or EXE.

It will contain the following files:

- Data.key: License Key
- Settings.xml; See [Change default user settings](#)
- RootSetting.xml : See [Change default user settings](#)
- Setup.msi: Installation file

## Installation Steps

### Step 1

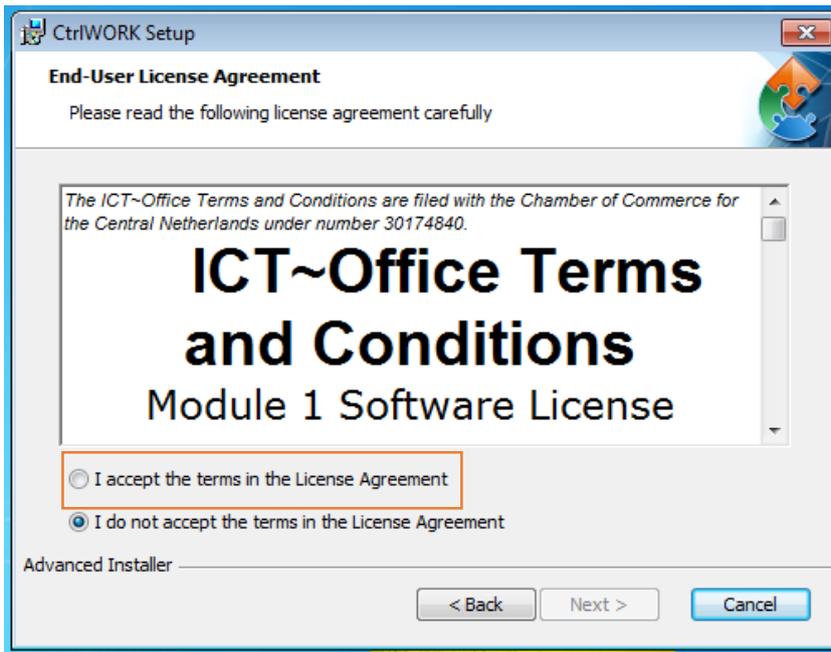
Open the file setup.msi to start the installation.

### Step 2

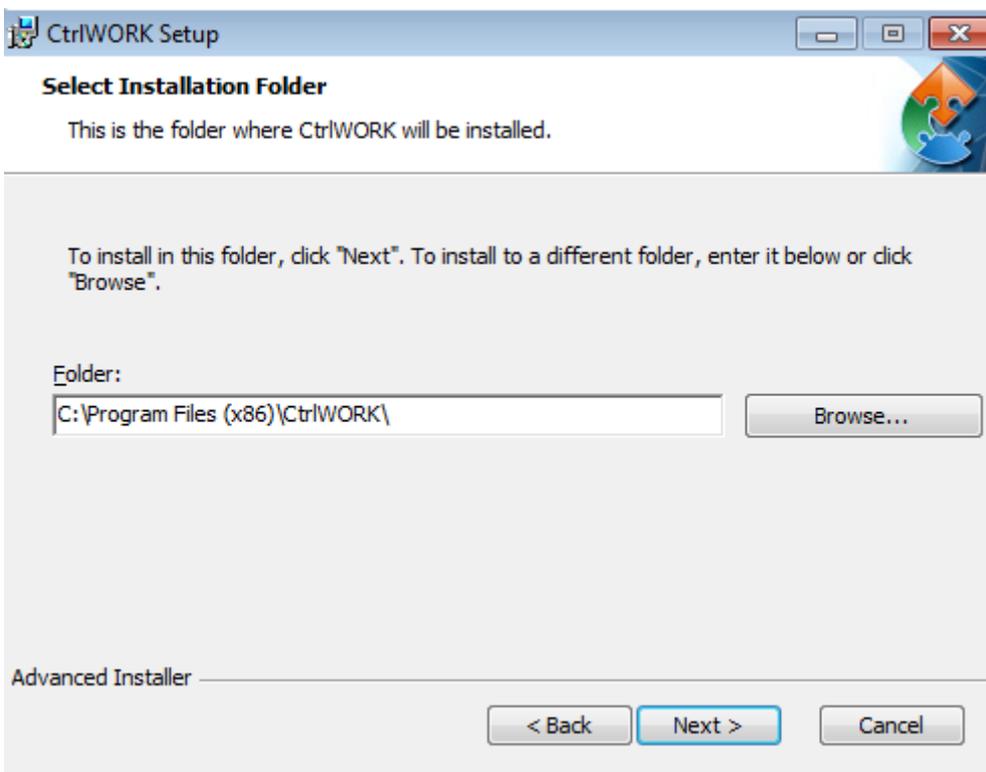
The installation wizard.



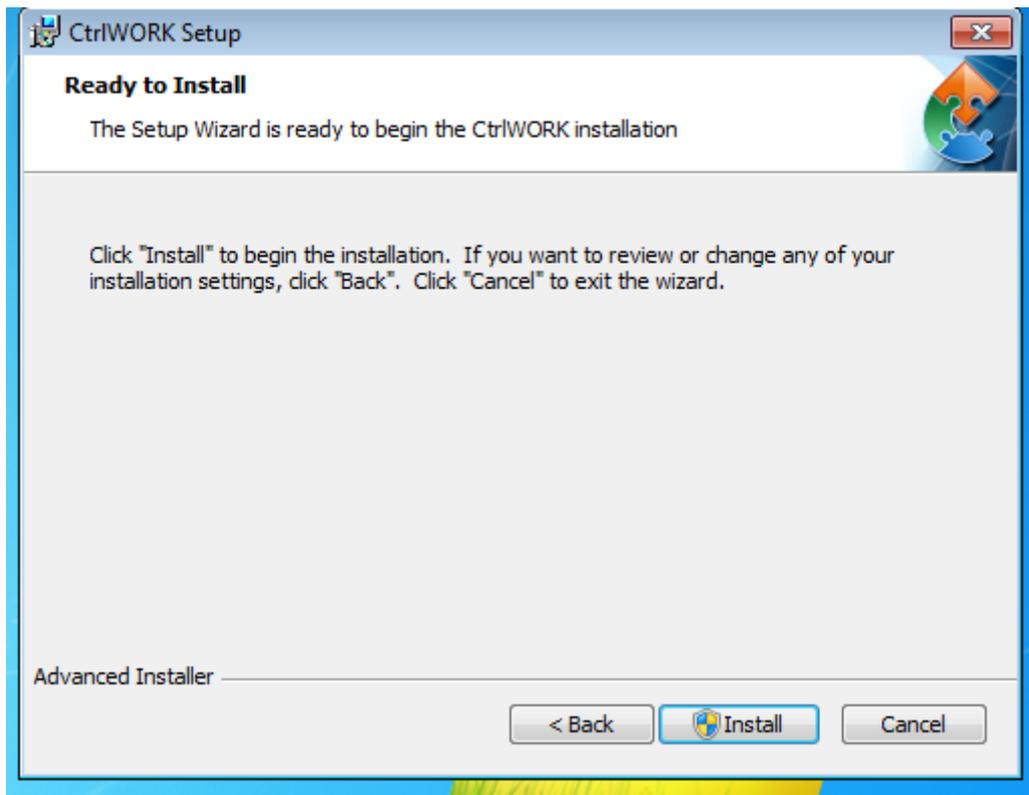
Click 'Next'



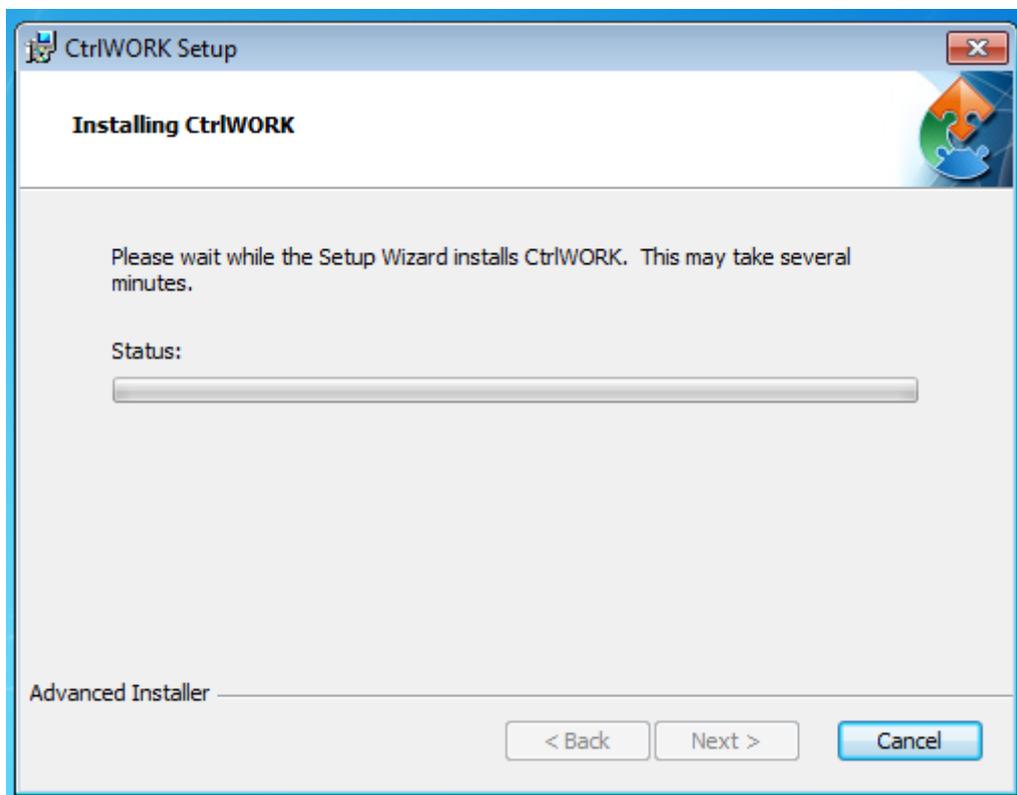
Select 'I accept the terms in the License Agreement' and click next

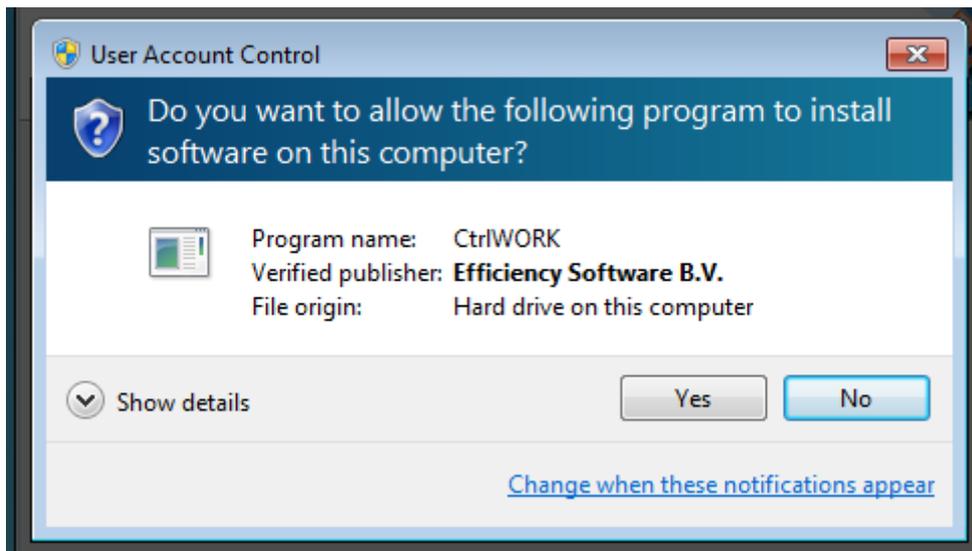


Click 'Next'.

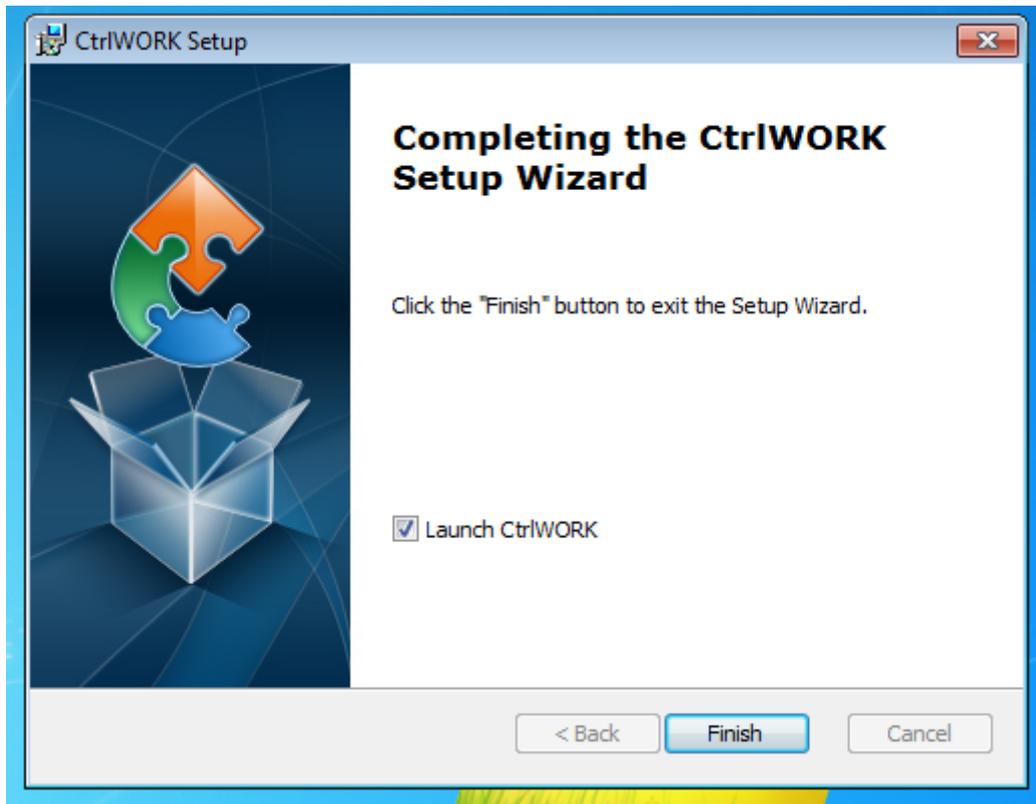


Click 'Install'





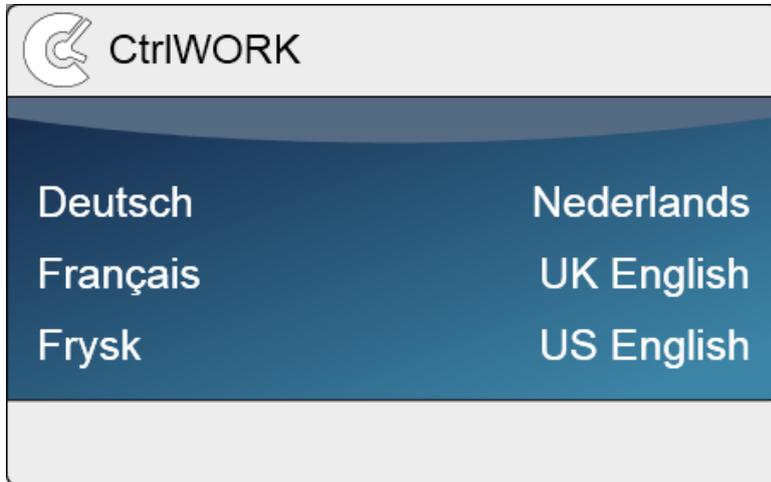
If the above screen pop-up Click yes.



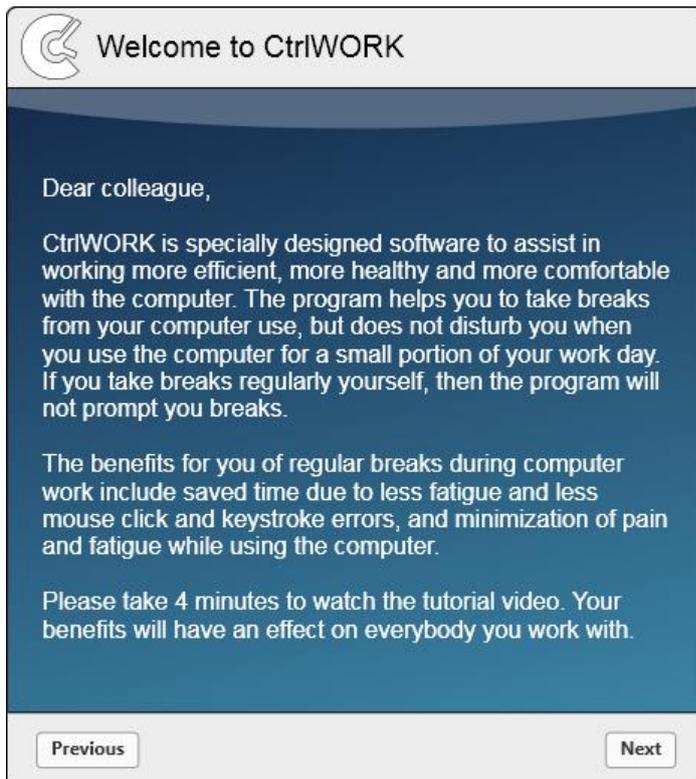
Click 'Finish'. CtlWORK wil startup for the first time.

## First time start-up

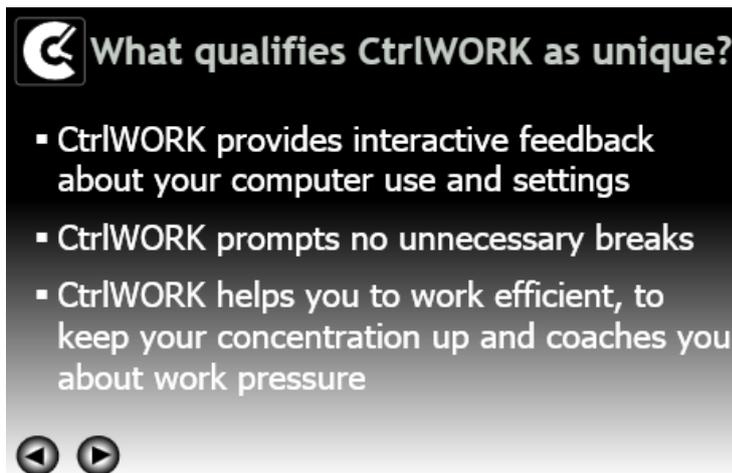
Depending on if you changed the settings.xml before the installation, these screen might not appear.



After starting up, you can select your language.



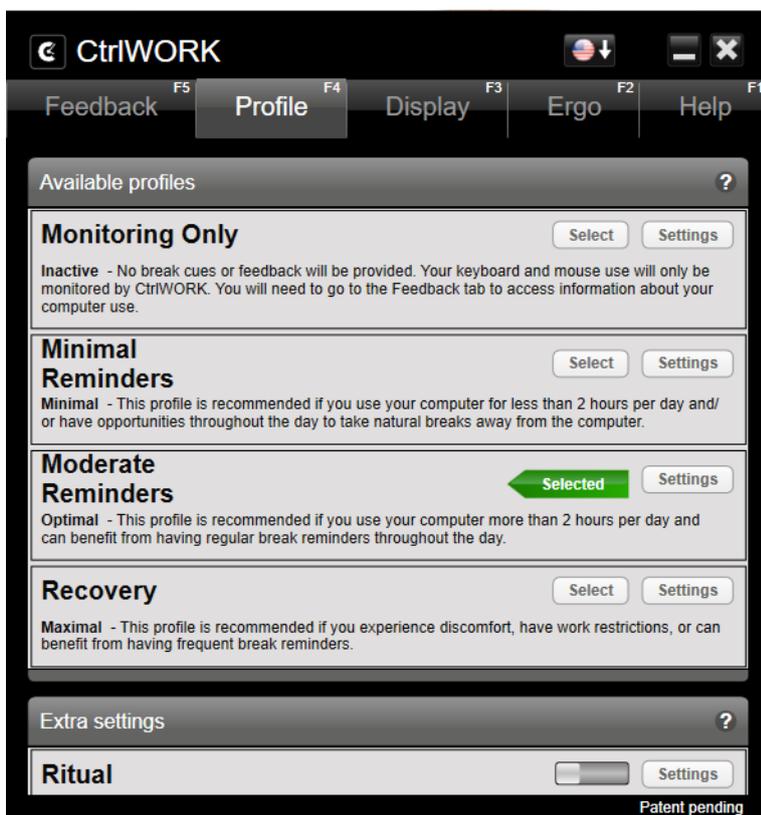
You will be directed to the welcome screen. Please click 'Next' after reading to go to the introduction video



This 4-minute video will start automatically after a number of seconds. You can also navigate through the video via the arrows

Click 'Next' after watching the video.

You will get options to choose your settings yourself. The following profiles are available:



**Note:** During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).

Click 'Next'.

 **Select and save your tips to be displayed during interventions / click 'Next' immediately**

Energiser (morning)

Tips

Energiser (afternoon)

Tips

Ergo Boost (morning)

Shortcut key tips  Shortcut keys Browsers  Shortcut keys 2

Energy exercises  Time management tips  Email tips

News flashes

Ergo Boost (afternoon)

Shortcut key tips  Shortcut keys Browsers  Shortcut keys 2

Energy exercises  Time management tips  Email tips

News flashes

Select the content you like to be displayed during popups. If you change anything, please do not forget to click the Save button.

Click 'Next'. The program will start up.

## Application virtualization

There are a lot of different ways to virtualize the application for example Citrix, APP-V, Res Workspace etc. The challenge in getting the virtualized application to work is, it needs to be allowed to interact with the local machine. Because of the different versions and software for application virtualization it is not possible to write a standard manual for it. Questions regarding virtualization please contact the helpdesk.

<https://www.encysoftware.com/support/ctrlwork/helpdesk/>

**NOTE:** Support for virtualization is not covered by the standard SLA.

## Customizing client application

### Change path to User folder

In the file 'RootSettings.xml' the path to the end user settings and data can be modified. The user data files contain information on computer usage statistics and info on user settings. Default location is C:\Users\"user name"\AppData\Roaming\CtrlWORK\

**Important:** before changing the path to user data files, make sure the process CtrlWORK.exe is not running any longer via Task Manager-Processes-End process CtrlWORK.exe or by choosing exit from the right click menu of the CtrlWORK icon in the task tray.

The location of the folder can be changed with the RootSettings.xml. The default location is Application folder\RootSettings.xml (default on 64 bit machine: C:\program files(x86)\CtrlWORK\RootSettings.xml).

**Note:** That <PathToLocalData> should be a unique path for each user, since otherwise the data of multiple users will be combined, and the usage statistics are no longer valid.

### Replace/change RootSettings.xml during installation

Place the rootsettings.xml in the same folder as the MSI, Settings.xml and license. Run the MSI.

### Replace/change RootSettings.xml after installation

Replace modified RootSettings.xml to %programfiles%\CtrlWORK folder (or %programfiles(x86)%\CtrlWORK folder for 64 bit machines).

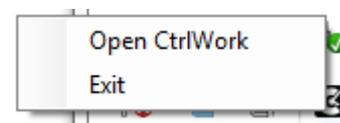
### Allow users to exit the program

In the file "Settings.xml", default location is %appdata%\CtrlWORK\XML , change the following setting

<TrayBarMenuWPF>**true**</TrayBarMenuWPF>

To

<TrayBarMenuWPF>**false**</TrayBarMenuWPF>.



## Change default user settings

The file setting.xml is part of the installation files. Before installation a number of settings can be pre-determined, see the table below.

Setting	Value
<b>&lt;ActiveProfileID&gt;3&lt;/ActiveProfileID&gt;</b>	<p>Sets the active profile</p> <p>Values:</p> <ol style="list-style-type: none"> <li>1. Monitor / Monitoring Only</li> <li>2. Light / Minimal Reminders</li> <li>3. Pro / Moderate Reminders</li> <li>4. Recovery</li> </ol> <p>Default value: 3</p>
<b>&lt;ConcenLimit&gt;2&lt;/ConcenLimit&gt;</b>	<p>Number of Tips per ErgoBoost/Concentration Boost before general message to move for the remainder of the break is shown.</p> <p>Values:</p> <ol style="list-style-type: none"> <li>0. 0</li> <li>1. 1</li> <li>2. 2</li> <li>3. Unlimited</li> </ol> <p>Default value:3</p>
<b>&lt;Connection&gt;&gt;false&lt;/Connection&gt;</b>	<p>Sets the connection to the server on or off.</p> <p>Values: True   False</p> <p>Default: False</p>
<b>&lt;DelayWhenPostponed&gt; PT10M &lt;/DelayWhenPostponed&gt;</b>	<p>Sets the time a break is postponed when you click on the postpone button of a Concentration boost. The default value is 10 minutes.</p> <p>Default: PT10M</p>
<b>&lt;DelayWhenEnergiserPostponed&gt; PT10M &lt;/DelayWhenEnergiserPostponed&gt;</b>	<p>Sets the time a break is postponed when you click on the postpone button of an Energiser. The default value is 10 minutes.</p> <p>Default: PT10M</p>
<b>&lt;DeleteObsoleteLocalFiles&gt; True &lt;/DeleteObsoleteLocalFiles&gt;</b>	<p>This setting determines if log files older than 30 days are removed.</p> <p>Values: True   False</p> <p>Default: True</p>
<b>&lt;DoNotSyncAtExit&gt; False &lt;/DoNotSyncAtExit&gt;</b>	<p>This setting determines if CtrlWORK will not sync with the server when closing CtrlWORK. It will only sync if the connection setting is set to True.</p> <p>Values: True   False</p> <p>Default: False</p>

<p><b>&lt;IsCursusModeEnable&gt;true&lt;/IsCursusModeEnable&gt;</b></p>	<p>Tips are shown once in the order of the file (the course) and only shown once. Values: False   True Default: True</p>
<p><b>&lt;IsFirstTime&gt;true&lt;/IsFirstTime&gt;</b></p>	<p>This setting determines if CtrlWORK will start up with the first time wizard.  Values: False   True Default: True</p>
<p><b>&lt;Language&gt;USEnglish&lt;/Language&gt;</b></p>	<p>This setting sets the display language. Values: Dutch USEnglish UKEnglish Frysk Deutsch French Default: USEnglish</p>
<p><b>&lt;NumberOfStartsToShowTraining&gt;2&lt;/NumberOfStartsToShowTraining&gt;</b></p>	<p>CtrlWORK can show training tips during a number of days to inform users of why this message pops up, why it pops-up now and how they can change settings. Tips are shown during Energisers and Erg Boosts/Concentration Boosts.  Values: 0. Training tips not shown 1. 1 days 2. 2 days 3. 3 days Etc.  Default value:2</p>
<p><b>&lt;ShowThisWindowAtStartup&gt;true&lt;/ShowThisWindowAtStartup&gt;</b></p>	<p>This setting determines if CtrlWORK shows the feedback tab of the CtrlWORK menu when the computer is started.  Values: True   False Default: True</p>

## Support

Please contact us directly via the form on  
<https://www.encysoftware.com/support/CtrlWORK/helpdesk/>

FAQs and other materials can be found via  
<https://www.encysoftware.com/support/CtrlWORK/faq/>