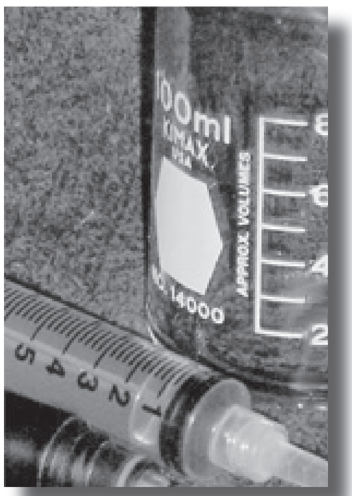
Biological Terrain Evaluation V5

Standard Version

Quick Start Guide

by Family Technologies



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Portland, NY 14769

Notice....

This evaluation software is not intended to determine the course or specifics of treatment. It is not meant to diagnose or replace the assessment capabilities of a trained medical practitioner. Its only intent is to offer possible suggestions for the trained practitioner to consider in synergy with additional tests, histories, consultations, and further health evaluations. Any other usage of this software product is not its intended purpose and is not the responsibility of Family Technologies or any of its affiliates.

License....

This software is licensed for use by one person on one PC. After first installation, the software will operate for 14 days before it will disable itself. You will need to contact Family Technologies to register the software and get an unlock code in order to continue to use it.

There is a yearly fee to cover updates and technical support. The first year of support is included in the purchase price.

Contents

Installation

Insert the Evaluation CD into your CD drive. After a few seconds the installer should automatically start. If it does, skip to the next section. If it does not, you will need to start it manually. Do this by double-clicking on the My Computer icon on your desktop. Then double-click on the icon representing your CD drive. Then double-click on the icon containing the word "Setup".

Running the Installer.

The first screen is simply a welcome screen. Just press Next. The next screen that appears is used to select the installation directory. A default directory is provided, but you can choose any other location you prefer. The amount of free space remaining after installation on the selected drive is shown at the bottom. After selecting, or entering the desired installation directory, press Next.

This screen is your last opportunity to cancel the installation. Pressing Next will start the process. After installation is complete, you will see one final screen with a Finish button.

Under certain conditions you may get a message stating that you need to restart your computer. Please do so before continuing.

Uninstalling.

Should you find it necessary to uninstall the Evaluation software, choose the Start Button, then the Control Panel and the Add or Remove Programs option. Select the entry Biological Terrain Evaluation V5 software and select the Change/Remove button. Follow the instrutions to remove the software. The Uninstall will leave the folder and your client and test data files, so you should manually delete these after the uninstall process finishes.

First Time Startup

Start the Evaluation software by double-clicking on the Eval icon on your desktop, or by going to your Start button, selecting Programs, Family Technologies and then BT Evaluation.

If the program detects the installation of an earlier version of the Evaluation software on this computer, it will display a prompt asking if you want to import your existing clients and test data. This is the only opportunity you will have to import the old data.

Each time you start, the software will display a ‘disclaimer’ screen which must be acknowledged by pressing the Agree button.

Moving your software to another computer

First install your latest CD on the new computer. You will have 14 days of use before it will disable itself, so you will need to call us during that time to register. You will need access to both the old and new computers during the registration process since we have to unregister the software on the old system before registering on the new system.

To move your data, the best way is to backup to a floppy disk on the old system and restore from the floppy disk on the new system. If you wish to move the files yourself, you need to copy the entire contents of the Data folder from the old to the new system.

The Main Toolbar

Across the top of the Evaluation software screen is a row of buttons call the Main Toolbar. Each button opens a different window and is used to perform different tasks.

Patients and Tests

This is where you will do most of your work, including..

Adding, Editing and Deleting clients and their data
Printing address labels for clients
Creating new tests, analyzing them and reviewing old tests
Preparing your remedy plan
Previewing and printing reports

Remedies and Objectives

This button opens a new window over top the main window. It contains the remedy databases and recommendation guides. You can view or change data for any remedy (including dosages) or recommendation guide. Use this screen to customize recommendation guides to reflect your own practices.

Reference

This button opens a new window over top of the main window. It contains reference data in the form of electronic books.

You can look up topics at any time. Clicking on a term in the analysis screens will open the Reference window showing information on the selected topic.

Setup

Use this button to open the Practitioner (to enter your business name and information for reports), Registration and Setup screens.

Help

Use this feature to get access to Internet Online Help screen, to check for Internet update and to email our tech support staff (Internet connection required).

The Help screen also contains a utility to analyze and repair your database.

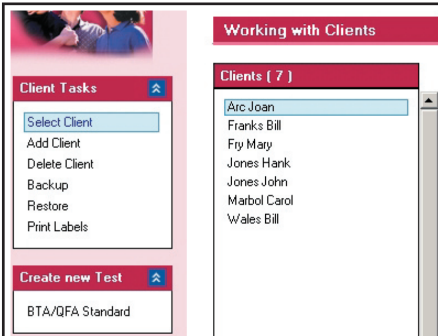
Online

Opens the Eval V5 web site (Internet connection required).

Clients and Tests

When the Evaluation software starts, by default, it goes into the Clients and Tests function. The first screen that is shown is called 'Working with Clients' On the left is a group of buttons with the heading 'Tasks.'

If you have clients in your database, their names will appear in the list titled Clients. At the top of the list is the count of the total number of clients.

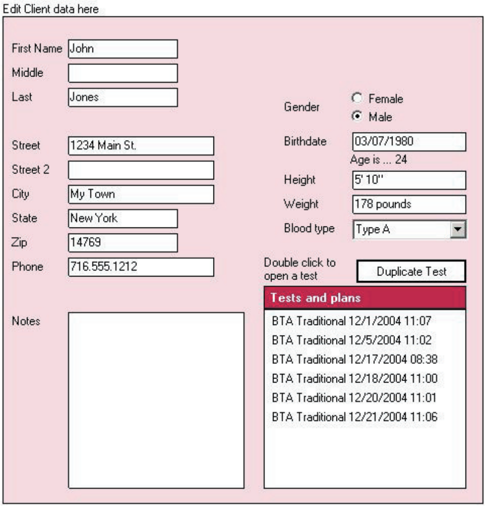


Use the Client Tasks buttons to work with your clients and test data. Select a client to work with by clicking on their name in the list of Clients. Create a new test for the selected client by using the button in the control box labeled Create New Test.

Select Client

By default the Select Client button is active when the 'Working with Clients' screen opens. With this button selected, you can click on any client's name to select that client. Once selected you can edit the client's record, select an existing test for review, or create a new test.

The name of the currently selected client will appear in the status bar along the bottom of the main window. When working with a test, the date and time of the test will also show in the status bar.



The Client form. When creating a new client record, as a minimum, you should enter a First and Last name and birth date. Then press Save. Once a client has been saved, any changes you make to the client record are updated auto-matically, without using the Save or Cancel buttons.

Client Data

When a client's name is clicked, the client's record will appear in the data box at the right. Any existing tests will appear (in date sorted order) in the box titled 'Tests and plans.' See the section titled Working with Tests to learn how to work with an existing test. You can click in any of the text boxes to make changes to the client data. Changes are stored immediately as they are made on the screen. The text box titled 'Notes' can be used to store any type of data you wish. This note data will not display in any other screens and will not be printed on any report.

Add Client

Use this button to add a record for a new Client. When you press it, an empty client data form will appear at the right with Save and Cancel buttons showing. As a minimum, you must enter the first and last name before you can Save a new client. As soon as you press the Save button, the client's name will be added to the list of clients. At that point, the Save and Cancel buttons will disappear. Any changes you make in the client data will be immediately saved to your database.

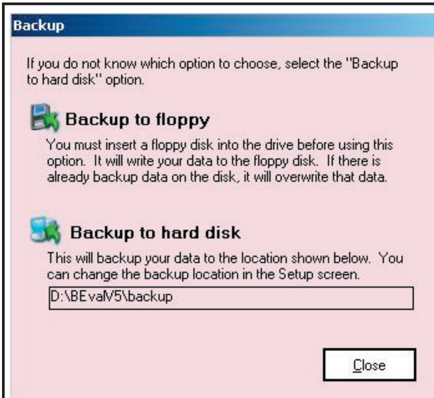
If you wish to see a biological age in your reports, you must enter a birthday for the client. Dates can be entered in a variety of formats, and the age of the client is displayed under the birthday text box if the date is recognized as valid.

Delete Client

If a client is selected, the Delete button will be enabled. Pressing this button will delete that client and any tests that have been stored for them.

Backup

Use the Backup button to save a copy of your client and test data to a different location on your computer. A small window opens containing two buttons which allow you to select between two different backup locations. The top button always backs up to the floppy disk drive. Note that some computers no longer have floppy disk drives. The lower button will copy the data files to a another user-definable location on your computer.



Press one of the backup buttons in order to make a backup copy of your data. You should make regular backups.

Changing the Backup Location

By default, the backup location is set to a Backup folder inside the folder where your Evaluation software is installed. You can change this backup location in the Setup screen.

Backing up to CD

You can set the backup location to be your CD drive if your Windows installation supports writing to CDRs. You will have to work out for yourself whether or not your computer and operating system can write to a CDR. Please do not call us for technical support regarding writing backup files to CDRs. There are too many different equipment and software configurations for us to be able to help work through problems you may encounter. If you don't think the backup is working properly, set it to a backup folder on your hard desk and try it.

Restore

The Restore function works identically to the backup function. A small popup appears with two buttons. The top one restores data from the floppy disk; obviously, you must put in a floppy disk containing data before it can be restored. The lower button restores data from a folder on your hard disk.

Print Labels

This tool creates a printout of all addresses in your database formatted to fit on standard 1" x 2 5/8" labels arranged in 3 columns of 10 rows each.

Compatible labels include:

Avery #8660

Z-Label #33100
OfficeMax #86101

After pressing the Print Labels button, the print preview screen will appear displaying the first page of the printout. Load the address label sheets in your printer and press the Print button to print the labels.

Note - If there is no street address for an individual, their name will not appear in the printout.

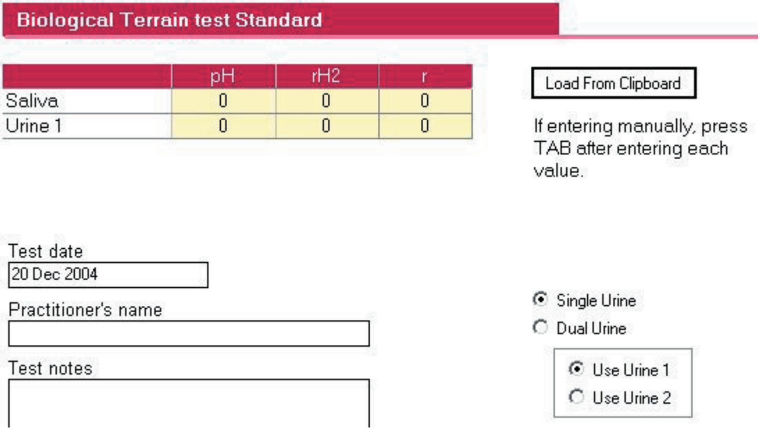
Create New Test

In the ‘Create New Test’ control box on the left side of the screen you can see the entry ‘BTA/QFA Standard.’ Pressing this button will open the new test screen ready to accept Biological Terrain measurements for Saliva and Urine. At the top of the screen is the title ‘Biological Terrain test Standard.’ This screen is also referred to as the Test Values screen.

In the upper-left corner is a small spreadsheet where you enter the test values. Either use the Load from Clipboard button to paste in values from the BTA/QFA test software, or click in the upper-left cell to manually enter the numbers. If you are entering the numbers manually, press TAB after each number to move to the next cell.

You can enter the name of the practitioner who gathered the test data and notes about the test itself if you wish. These notes are not included on any printout, but can be reviewed at any time in the future by opening an existing test from the client data screen.

Note - Tests are saved automatically when the last test value is entered and the TAB key pressed. The current date and time will be added to the list titled Tests and Plans in the client data screen.



Pressing one of the test options in the Create New Test control box displays this screen. Use the Load from Clipboard button to insert test values from your Test Software, or manually enter the values by clicking in the upper-left cell, typing the value and pressing TAB to get to the next cell.

You can reopen this test at any time in the future by double-clicking on it.

Reopen an Existing Test

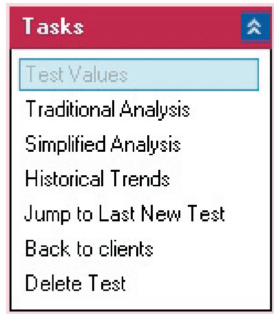
To reopen an existing test, first select the Client in the list of names. Then go to the list box on the right titled 'Tests and plans.' All tests stored for that person will be shown in date order in the list box. Double-click on a test to reopen the analysis.

Note - Unlike the version 4 software, reanalyzing a test will not modify the remedy plan by automatically regenerating the remedy recommendations. In the version 5 software, when you reopen a test, it will always look exactly as it was when you last worked with it. For this reason, there are no separately stored Plans as there were in version 4.

Note - If you reopen a test, you can change the stored test values by editing them in the Test Values screen. Remember that the values are saved when the TAB key is pressed.

Analyzing Tests

When a test is saved to the database, the controls on the left hand 'Tasks' panel are enabled to allow you to analyze the test and produce a remedy plan. Two types of Analysis are available in the version 5 software; Traditional and Simplified.



The **Traditional Analysis** is the same as the analysis in the version 4 software. It focuses on associating the Biological Terrain values with various body organs and systems. A list of prioritized objectives is produced which target these organs and system.

The **Simplified Analysis** does not associate Terrain values with body systems, but instead produces objectives related to the 3 Terrain factors of Congestion, Energy Production and Digestion. This analysis will produce fewer types of supplement recommendations.

In either type of analysis, the intent of the objectives is to identify nutrients which will assist the body in moving the measured Terrain test values closer to the normal values.

Traditional Analysis

This button starts an analysis of the test results using the analysis techniques from the V4 software. Once an Analysis is selected, a second set of controls (titled Analysis Steps) is activated which guide you through the process. See the Analysis Steps Section.

Simplified Analysis

This button provides a new Simplified Terrain Analysis. Once an Analysis is selected, a second set of controls (titled Analysis Steps) is activated which guide you through the process. See the Analysis Steps Section.

Historical Trends

Selecting this button will display a screen showing up to the last 15 tests for the client using Relative Charts. You can click on any of the charts to open that test and look at the analysis and remedy plan that was produced for it. You can instantly get back to the last new test you saved by pressing the 'Jump to Last New Test' button.

Jump to Last New Test

While working on the analysis and remedy plan for a new test, there are various reasons you may wish to review earlier tests stored for this or other clients. The software keeps track of the last new test you stored and can jump to that test at any time by clicking on this button. Then resume your analysis where you left off.

Back to Clients

Use this button to close the analysis screen and return to the Working with Clients screen. The test you are working on will be saved exactly as you left it.

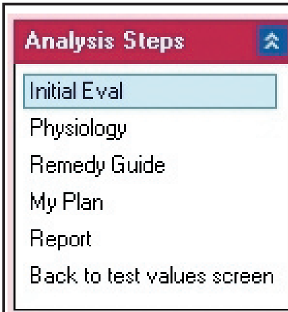
Delete Test

Use this button to delete the current test along with its remedy plan.

Analysis Steps

Once you have selected either the Traditional or the Simplified Analysis, the lower control box titled Analysis Steps will be enabled. The buttons in this box contain all the steps needed to perform an analysis, make a remedy plan and print a report.

Next to the section describing each button is an indication of whether that function is available for the Traditional or Simplified analysis.



The Analysis Steps screen contains different options if you are using Simplified or Traditional Analysis.

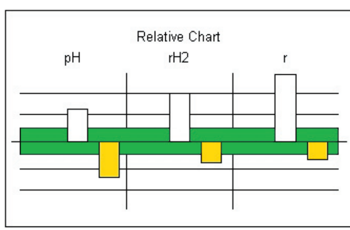
Initial Eval (Both modes)

This is the screen that opens when you select either type of Analysis. It displays the test values, compares them with the optimum values, and shows both in descriptive text and in bar graph form (Relative graph) whether the measurement is elevated or depressed.

Terrain Evaluation (Traditional)

Test	Value	Optimums	Level
Saliva pH	6.9	6.50 - 6.75	Moderately High
Saliva redox	28	21.5 - 23.5	Moderately High
Saliva r	300	180 - 220	Extremely High
Urine pH	5.9	6.50 - 6.80	Moderately Low
Urine redox	22	22.5 - 24.5	Slightly Low
Urine r	25	30 - 45	Low

Composite Conditions
Saliva pH, redox and R all high
Urine pH low and saliva ph normal or high



In the upper left corner is a table containing the test values and a text description indicating if each value is high or low compared to the norm. This same data is shown in bar graph form on the right. Each bar begins at the center of the green normal band and then extends up or down, indicating if the value is high or low. In this example, all the yellow urine values are lower than normal and all saliva values are high.

This screen has a significant difference in appearance depending on if you are performing a Traditional or Simplified Analysis. In the case of the Traditional Analysis, there may be a list of entries called Composite Conditions underneath the Test Values table. There will only be entries in this list if certain combinations of test values are detected; such as all saliva measurements being elevated.

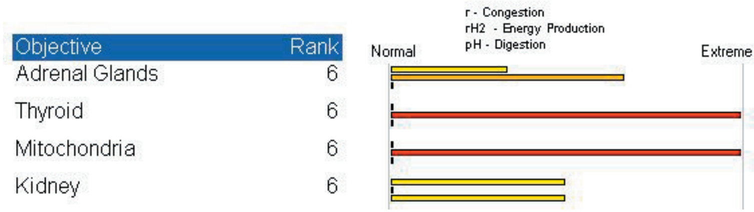
For Simplified analysis, the Initial Eval screen also contains a list of Evaluated Conditions with a bar graph showing the level of each condition, ranging from Normal to Extreme. You can click on the name of one of the conditions to read an explanation for it. For Traditional analysis, instead of the Evaluated Conditions graph, there is a separate Physiology screen showing the evaluated conditions for body organs and systems.

Evaluated Conditions		
1	Congestion and Stagnation	50
2	Elimination Restriction	48
3	Making Electrons	6
4	Xenobiotic Activity	6
5	Overall Acidity	80
6	Acid Elmination	0
7	Acid Compensation	0
8	Demineralization	0
9	Electron Waste	0
10	Digestive Enzymes	0
11	Digestive Difficulty	80

The Evaluated Condition graph only appears in Simplified analysis.

Physiology (Traditional analysis only)

The Physiology screen shows 17 different body organs and systems with a ranking and bar chart for each. A higher ranking number and more extreme bar lengths indicate that the Biological Terrain factors associated with this organ and system are farther out of normal ranges.



A bar graph is drawn next to each organ or system showing the terrain factors associated with it. The top bar is r, then rH2 and the bottom bar is pH.

Each organ or system has 3 bars associated with it. The top bar represents the Resistivity (Congestion) factor associated with the organ or system. The middle bar represents the rH2 (Energy Production) factor, and the bottom bar represents pH (Digestion).

In the example shown, the top item (Adrenal Glands) has two shorter bars (Congestion + Energy Production) while the next two have single longer bars (Energy Production only). The software gives these 3 items the same ranking (6), but you can see that the ranking represents contributions from different terrain factors.

Based on this information and other tests or knowledge and experience you have, you need to decide what is your highest priority. You may decide to simply follow the order given by the software, or you may decide to focus on Energy Production since it has the most Extreme bars (therefore the Thyroid and Mitochondria). You can make selections about which objectives to work with in the Remedy Guide screen.

Remedy Guide (Both modes)

The Remedy Guide is the primary screen used to review the recommendations produced by the software and add them to your plan.

It is important to understand the different parts of this screen and how they are used. The place to start is at the top-right with the control box labeled 'Recommendation Guides.' This box contains a list of the names of the Guides that are available for the type of analysis you are using.

Recommendation Guides

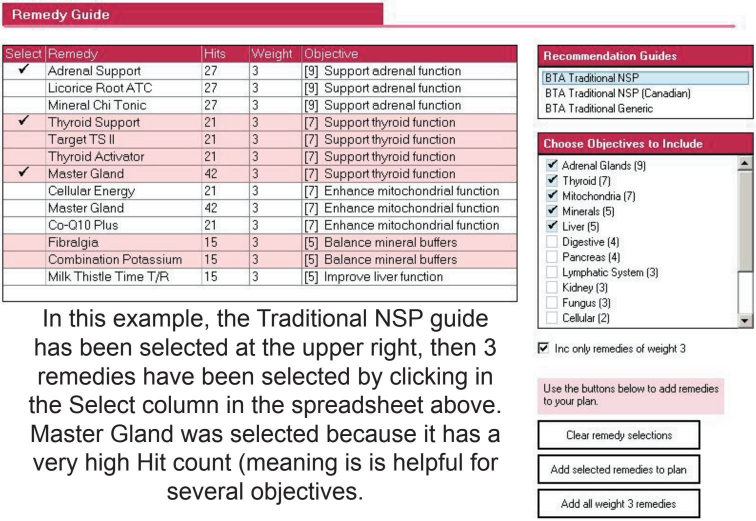
In the example shown, there are 3 Guides...

1) Traditional NSP - contains Nature's Sunshine Products
2) Traditional NSP (Canadian) - contains NSP products available in Canada
3) Traditional Generic - contains Generic remedies, not specific to any remedy supplier

There are different Guides for the Traditional and for the Simplified analysis. Clicking on a different Guide will change the displayed remedy recommendations for the different objectives. The recommendations themselves are shown in the spreadsheet at the left. You can switch between the Guides at any time to compare the remedies. You can add remedies from one Guide, then switch to another and add more remedies.

Objectives

Underneath the Guides control box is a control box labeled 'Choose Objectives to Include.' The software displays objectives produced by the analysis in priority order. There are remedy recommendations associated with each objective, which are shown in the spreadsheet at the left. A checkmark next to an objective determines whether that objective will be included in the list of recommendations.



Select	Remedy	Hits	Weight	Objective
✓	Adrenal Support	27	3	[9] Support adrenal function
	Licorice Root ATC	27	3	[9] Support adrenal function
	Mineral Chi Tonic	27	3	[9] Support adrenal function
✓	Thyroid Support	21	3	[7] Support thyroid function
	Target TS II	21	3	[7] Support thyroid function
	Thyroid Activator	21	3	[7] Support thyroid function
✓	Master Gland	42	3	[7] Support thyroid function
	Cellular Energy	21	3	[7] Enhance mitochondrial function
	Master Gland	42	3	[7] Enhance mitochondrial function
	Co-Q10 Plus	21	3	[7] Enhance mitochondrial function
	Fibralgia	15	3	[5] Balance mineral buffers
	Combination Potassium	15	3	[5] Balance mineral buffers
	Milk Thistle Time T/R	15	3	[5] Improve liver function

In this example, the Traditional NSP guide has been selected at the upper right, then 3 remedies have been selected by clicking in the Select column in the spreadsheet above. Master Gland was selected because it has a very high Hit count (meaning is is helpful for several objectives.

Clicking in an empty checkbox will turn on that objective and include it in the list. Clicking on a checkmark will turn off the checkmark and remove the objective (and it's remedies) from the spreadsheet at the left.

Recommendation Spreadsheet

At the upper left is a spreadsheet containing the remedy recommendations. There are a group of recommendations for each objective. The name of the objective is show in the right most column. The spreadsheet rows are colored according to the objective groups. The first objective is shown in white rows, the second in a pale-red color and so on. Next to the name of the recommendation is a 'Hit count' This shows the relative importance of that remedy across all the objectives. If a remedy is suitable for multiple objectives, it will have a higher hit count.

Note - This spreadsheet is Not your Remedy plan. Its purpose is to display all the available recommendations. It is up to you to select remedies from the list to include in your plan.

There are two ways to add remedies to your plan from this screen. The first way is to select individual remedies from the list by clicking next to the name of a remedy in the left-most column. A checkmark will appear when you click next to a name. After selecting the remedies you want, click the 'Add selected remedies' button. This will add the selected remedies (and their dosages) to your plan.

Note - You must switch to the 'My Plan' screen to see the contents of the plan you are working with. Go back and forth between the 'My Plan' screen and the 'Recommendation Guide' screen using the controls in the left hand 'Analysis Steps' control box.

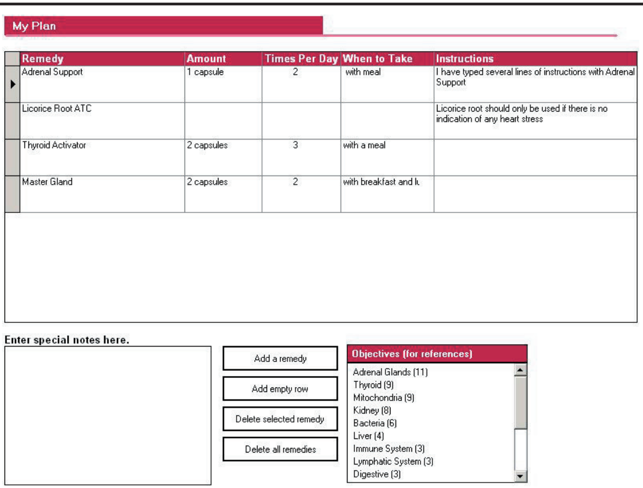
Note - A remedy will only appear in the plan once. Choosing to add it again when it is already in the list will have no effect.

The second way to add remedies is to press the 'Add all weight 3 remedies' button. Remedy weights are a value representing the effectiveness of that remedy for the objective. Weights can have the values 1, 2 or 3. A weight of 1 means the remedy is slightly effect for the desired objective. A weight of 3 means that a remedy is highly effect for the objective. Most remedies in the guides have a weight of 3, so using this button will have the effect of adding nearly all the remedies in the spreadsheet.

My Plan (Both modes)

This screen contains the recommendation plan which will appear in the report you will give to your client. Each remedy appears on its own line with the dosages that are stored in the product database. If there are any notes stored with the product in the database, they will appear in the column labeled 'Instructions' If you wish to add general notes for the client to read, you should enter them in the box labeled 'Enter special notes here.' You can click in any of the boxes for the remedy name, dosages or instructions and change or add any text you want.

Note - There are three ways to manually add your own remedies. You can click on the name of a remedy in the spreadsheet, delete it and type anything you want over it. You can press the 'Add empty row' button. This will add a blank row at the bottom of the list of remedies which you can click in and type anything you wish. You can press the 'Add a Remedy' button. This will open the product database. You can choose any remedy in the database and press the 'Add remedy to plan' button to add it to your plan.



Remedies selected in the Recommendation screen will appear in the 'My Plan' screen. In this screen, you can change dosages, add or remove remedies and add notes which will be included in the report.

Note - To delete a remedy, click to the left of the remedy name in the grey column. When the row is highlighted, press the 'Delete selected remedies' button.

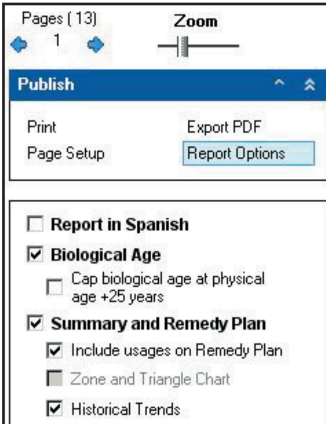
After making any final changes to the remedies or dosages, you are ready to print your report.

Report (Both modes)

This button will open a preview window where you can see any page in the report. Depending on the type of analysis (Traditional or Simplified), some of the Report Options will be disabled.

If you wish to email the report to a client, use the Export PDF option in the Publish control box. It will open a dialog box giving you a choose of which folder to save into and what filename to use. Keep track of the location and name of the file, so you can attach it to your email. Please do not call us to ask for help in attaching the PDF file to an email. There are too many different email programs and versions for us to be able to help you effectively. If you can attach a picture to an email, you should be able to use the same method to add a PDF file.

Note - Reading and printing a PDF file requires that the computer have the Adobe Acrobat Reader installed. This is available at the Adobe web site.



Click in the checkboxes to include or exclude various content in the report. Press the Print button in the Publish control box to print the report.

Back to test values screen

The button will close out the current analysis and return you to the Test Values screen. From there you can run any of the functions listed in the Analyzing Tests section.

Setup

Press the main toolbar Setup button to go into this screen. On the left side of the setup screen is a control box with three buttons. Each of these buttons brings up a small screen with different options.

Practitioner Information

Use boxes in this screen to setup the text which will be printed on the top of each page of the reports you produce.

Registration

This screen needs to be filled out when you register the software for the first time. Put the name of the individual who purchased the software (not the business name) into the box labelled Registration Name. When you contact Family Technologies to register for the first time, you will receive a serial number. This is a different serial number than the one you have received from Health Science Products for your QFA test device.

You will need to give the ID number to Family Technologies in order to register the software. This number is different for every PC. If you reinstall Windows on your PC, the ID number of the PC will change and you will have to reregister. If the computer date is changed on your system, the software will be disabled and you will have to reregister.

Registering the software can be done by phone, or by email. If you cannot be at your computer when you call Family Technologies to reregister, please make sure you have the following 3 pieces of information ready;

1. Name of individual who purchased the software
2. Serial Number you were given when you first registered
3. ID number, including dashes.

Emergency Registration

If you find yourself in a situation where your registration has expired and you are unable to contact us to reregister; there is an emergency registration option. Type the word HELP in the unlock code box and press the Register button. You will be given a temporary 14 day registration. The emergency registration can only be used one time.

Customization

Remind me to check for Internet updates.

If this box is checked, a reminder will appear 2 months after you have last checked for an Internet update. Turn the checkbox off if you do not have Internet access.

Backup Path

The text box shows the current backup path. The default is a backup folder underneath the program directory. Press the Change button to select a different folder on your hard drive. You can select a CD drive for backup if you have setup your PC to handle the CD drive as though it was a hard disk. Please do not contact us for technical support to make backups to the CD drive. There are too many different software configurations for us to help you effectively.

Disclaimer
The text box at the bottom can be used to create a message to be printed at the bottom of each page of your reports. Keep the message short and make a test printout to see if it fits.

Note - Each printer has a different space at the bottom of a page where it cannot print. If the 'disclaimer' line at the bottom of the page doesn't print properly, you need to try different settings in the Page Setup controls in the print preview screen. Try a large number for the Bottom Margin setting (like .85 inches). Try a number like .75 inches for the Footer Margin. If that leaves too much empty space below the disclaimer, you can try reducing the Footer margin setting.

Support

We want to help you learn to operate this software efficiently and effectively. It has been carefully designed to lead you through the necessary steps wherever possible. This Quick Start Guide should provide sufficient information to begin testing patients and producing effective reports.

Should you need further support, try these resources.

Tutorial CD

A CD is available in which one of the developers goes through all the operations in the software. The screen shows each click and keystroke while the developer explains what they are doing and why. The tutorials include both basic operations as well as the most advanced steps such as how to use Recommendation Guides most effectively, and how to customize them.

You can get the Tutorial CD at our website www.famtech.com/eval

Telephone

9am - 12 noon and 1pm - 6pm EST
716-792-7855

Online Help and Frequently Asked Questions

www.famtech.com/evalv5

Email

eval@famtech.com