CogniFit

CogniFit Manual for Families

This document serves as a reference for family members interested in evaluating and stimulating their relatives through an online platform for wellness. In this user's guide, you will find information on how to manage and use the platform for families.

Cognitive Assessment and Stimulation Programs
for families around the world

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1 Introduction

This manual has been developed by the CogniFit team of scientists to provide family members with useful guidance on how to use the CogniFit Platform for Families.

Within the various sections of this guide, the family member responsible for the account will find all the information regarding CogniFit products, the use and operation of the platform, and the process of purchasing and subscribing to the products, as well as any information regarding troubleshooting and fixing issues that interfere with the proper use of the platform.

2 CogniFit Products

2.1 Cognitive Assessments

CogniFit assessments measure a range of cognitive abilities from different cognitive processes such as memory, attention, perception, coordination, and reasoning. The cognitive assessments from CogniFit help to measure more than 20 cognitive abilities and create a cognitive profile of the family member/user.

CogniFit assessments consist of two parts: a questionnaire and an online task battery. Each of these tasks measures one or more cognitive skills.

The CogniFit program records the family member's responses and measures the results based on variables such as time, precision, or distance.

At the end of each evaluation, the family member responsible for the account can download a full report of results. The report organizes the quantitative information presented in the form of easy-to-understand graphs.

2.1.1 General Cognitive Assessment (CAB)

The General Assessment Battery (CAB) helps evaluate a wide range of abilities and detect cognitive well-being (high-moderate-low) in family members

With this tool it is possible to identify strengths and weaknesses in the areas of memory, attention, executive functions, reasoning, perception, and coordination as well as to know the general cognitive profile of the family member. This assessment takes 30 to 40 minutes to complete.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive skills measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.2 Driving Cognitive Assessment (DAB)

The Driving Cognitive Assessment (DAB) helps to assess the cognitive/psychological processes involved in driving and to measure the cognitive abilities and performance of the driver. Specifically, it helps to evaluate the risk index or the accident tendency index in healthy people or people with pathologies. This assessment takes 30 to 40 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click here.

This assessment is appropriate for adolescents seeking licensure, adults, and seniors, and can be used interculturally, for both men and women.

3 Memory Cognitive Assessment (CAB-ME)

The Memory Cognitive Assessment (CAB-ME) assesses the cognitive processes that influence different types of memory. This evaluation helps to quickly and accurately detect and assess the presence of symptoms, traits, and dysfunctionalities in the cognitive processes associated with memory. The cognitive assessment for memory takes 15-20 minutes to complete.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive abilities measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.4 Coordination Cognitive Assessment (CAB-CO)

The Coordination Cognitive Assessment (CAB-CO) is a resource that allows a complete cognitive screening to be carried out, making known the cognitive strengths and weaknesses. This assessment takes 20-30 minutes to complete.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive skills measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.5 Concentration Cognitive Assessment (CAB-AT)

The Concentration Cognitive Assessment (CAB-AT) studies brain function, performs a complete cognitive screening, and evaluates the cognitive processes that influence concentration. This assessment takes 15-20 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.6 Reasoning Cognitive Assessment (CAB-RS)

The Reasoning Cognitive Assessment (CAB-RS) tool helps to quickly and accurately detect and assess the presence of symptoms, traits, and dysfunctionalities in cognitive processes associated with executive functions. This test allows us to carry out a complete cognitive analysis to know the weaknesses and strengths of the functions related to reasoning.

This assessment takes 20-25 minutes to complete.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive abilities measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.7 Reading Comprehension Cognitive Assessment (CAB-RC)

The Reading Comprehension Cognitive Assessment (CAB-RC) is a leading professional tool that allows to understand, through digitized neuropsychological tasks, the state of the different mental abilities related to reading comprehension.

The results obtained in this test show relevant information about the state of the cognitive skills involved in reading comprehension (low-medium-high).

CogniFit technology takes into account thousands of variables during the performance of the assessment activities to obtain reliable data about the cognitive state of the participant. This assessment takes 10-15 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click here.

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

2.1.8 Perception Cognitive Assessment (CAB-PC)

The Perception Cognitive Assessment (CAB-PC) helps to carry out a complete cognitive screening, to know the weaknesses and strengths of the functions related to perception.

This assessment takes 20-30 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click here.

This assessment is suitable for children over 7 years of age, adolescents, adults, or seniors, and can be used interculturally, for both men and women.

2.1.9 55 and Over Cognitive Assessment (CAB-AG)

The 55 and Over Cognitive Assessment (CAB-AG) assesses the cognitive processes that influence aging. The person responsible for the family account, with this tool, can carry out a complete cognitive screening of their relatives and know the cognitive strengths and weaknesses associated with age.

This assessment takes 13-16 minutes to complete.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive skills measured, click here.

This assessment is suitable for adults over 55 years of age and can be used interculturally, for both men and women.

2.2 Cognitive Training

CogniFit's cognitive stimulation tools help activate, exercise, and strengthen important cognitive processes (attention, memory, executive functions, coordination, reasoning, and perception) and the cognitive skills that they depend on. Each cognitive training program is made up of sessions lasting 10 to 15 minutes.

After each session, the family member responsible for the account can see the scores obtained via a variety of tables and graphs. These indicate the evolution of the family member session after session. The brain stimulation program is based on cognitive reserve and neuroplasticity to improve cognitive performance through online games. CogniFit offers a series of totally personalized online cognitive stimulation trainings adapted to the strengths and weaknesses of each family member/user.

CogniFit training sessions are made up of two games, whose function is to train the weaker cognitive skills, and an evaluation task, which measures one or more of the cognitive skills based on the results obtained in the training games.

The system collects the results that the user obtains. The results of each session are recalculated and the training is adjusted to the level of each family member. This allows the family member responsible for the account to know the cognitive status of each family member in real-time.

2.2.1 55 and Over Training

The CogniFit team has developed the brain stimulation program for people 55 and older. This training helps the brain in its neuroplasticity process through simple tasks. It allows the development of new networks of neural connections and improves the main cognitive functions necessary for daily life.

Like the rest of the workouts, the training for over 55s is a personalized training that adapts to the needs of the subject.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.2 Personalized Brain Training

CogniFit's personalized brain training allows you to stimulate, train and rehabilitate the main cognitive abilities (perception, attention, memory, reasoning…) and the components that make them up.

The **Personalized Training** option allows the family member responsible for the account to choose a specific training program. To do this, you will need to choose the Custom Training option on the CogniFit for Families platform home page. It is important to note that the person responsible for the family account can choose the amount of time that their family member will do the training, as well as the period of time between training sessions.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.3 Memory Brain Training

A specific training to measure and train the different types of memory such as working memory, phonological short-term memory, contextual memory, visual memory, short-term memory, non-verbal memory, and naming. CogniFit automatically modulates the complexity and typology of memory rehabilitation tasks, adjusting the cognitive demands of games to the unique characteristics of each user.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.4 Reasoning Brain Training

This training is created to stimulate the cognitive skills related to executive functions such as reasoning and planning. It has been designed to help the user mentally anticipate the actions that they perform throughout their day-to-day life. Each of the sessions carried out by your family member will be totally personalized and adapted to their needs.

Measure and train a total of 3 cognitive skills from various games and tasks. The cognitive skills that are trained are cognitive flexibility, planning, and processing speed.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.5 Reading Comprehension Brain Training

This training helps to stimulate reading comprehension skills. It measures and trains 3 distinct cognitive skills and, like all other workouts, the reading comprehension training is fully personalized.

The cognitive abilities that this training measures and stimulates are: short-term visual memory, working memory and short-term phonological memory.

For more information on this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.6 Concentration Brain Training

Concentration training helps develop a wide range of brain processes such as inhibition, divided attention, focused attention, and monitoring.

The concentration training is specifically focused on training cognitive skills necessary to process information and perform daily activities. The training adapts the level of the tasks to the needs of the user.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.7 Driving Brain Training

This training helps improve the cognitive skills that have been linked to driving.

These skills are spatial perception, visual scanning, estimation, visual field, cognitive flexibility, response time, focused attention, and divided attention.

The driving training is totally personalized and adapts to the user's needs. It trains and strengthens essential skills for optimal driving.

To learn more about this brain training, as well as the cognitive skills it helps stimulate, click here.

2.2.8 Perception Brain Training

This training is specifically designed to help strengthen perception skills, specifically spatial, visual, and auditory perception, as well as visual scanning, estimation, visual field, and recognition.

The perception training from CogniFit can help to stimulate, exercise, and rehabilitate the various types of perception. Each session adapts to the level and needs of the user.

For more information about this brain training and the cognitive abilities it helps to stimulate, click here.

2.2.9 Coordination Brain Training

CogniFit has developed a training specifically for training motor coordination, with the aim of helping to stimulate and rehabilitate our physical coordination. This training consists of diverse exercises for children, adolescents, adults, and seniors.

This training measures and trains hand-eye coordination, response time, and more, through a series of games and tasks. As with our other training tools, the coordination training adapts to the level of each user.

For more information about this brain training and the cognitive abilities it helps to stimulate, click here .

3 General Information

3.1 Introduction

This manual provides a “step-by-step” guide for using the platform for families to measure and stimulate cognitive skills and analyze the results.

The platform for families was designed to help the family member responsible for the account to keep track of the cognitive activity of their family members. Through various exercises and assessments, CogniFit for Families provides the account manager with information about the evolution of cognitive changes of their family members.

- ❏ The platform for families can be used for people of any age (7+) *, from any country of origin, gender, race, or culture.
- ❏ The family member using the platform will need basic knowledge of how to use a computer. If the family member does not have this knowledge, they will not be able to carry out the sessions correctly.

**Some tests are designed for adult users only (18+)*

The user will log in at home and/or supervised by the family member responsible for the account or by another member of the family. It is not necessary (recommended) to have a supervisor while the family member conducts the assessment.

3.2 Customer Service

For any questions, either the family member in charge of the account or any other family member can write to support@cognifit.com.

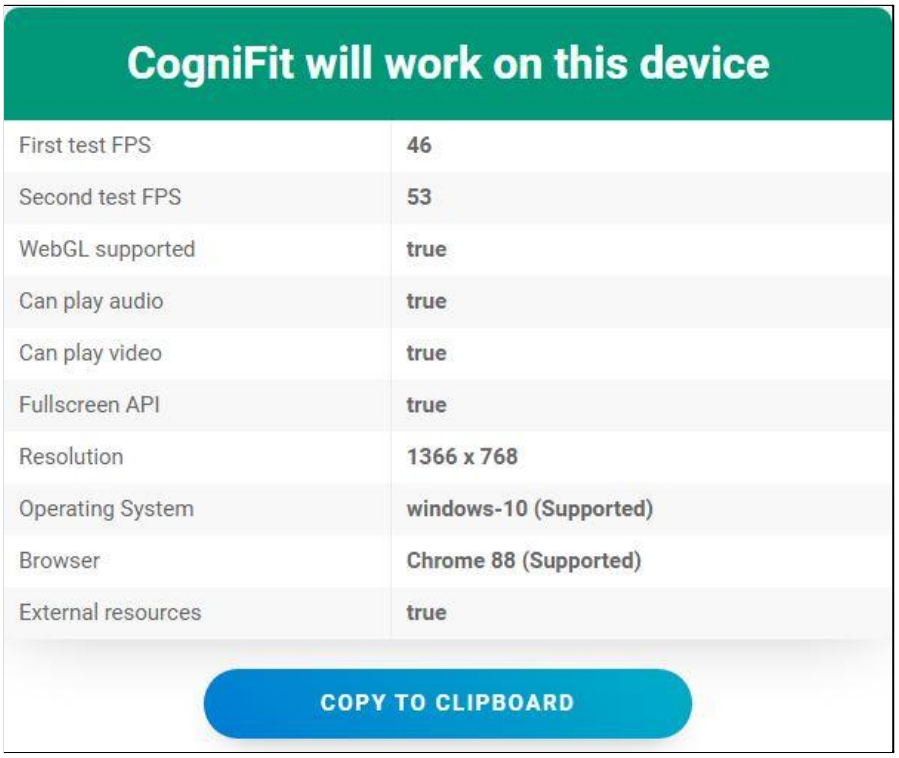
In addition, there is a messaging service (chat) available on the CogniFit home page to answer any questions that the account manager or their family member may have. Additionally, additional copies of this manual are available on the family platform and upon request.

3.3 System Requirements

3.3.1 Verifying System Requirements

To successfully complete the session, the family member responsible for the account must ensure that the device is compatible with the CogniFit online platform. The user will need to review the following requirements below or click here to perform an automatic system check (recommended). For more information, keep reading.

If the computer you are working with is suitable for CogniFit computing requirements, the following image will appear:



3.3.2 Technical Requirements

Computer (CPU)

- ❏ Verify that the computer is turned on and connected to the internet, either through WIFI or Ethernet cable.
- ❏ CogniFit recommends that assessments and workouts be conducted from a desktop or laptop computer.

- ❏ The CogniFit platform for families is not available for iPhone, iPad, or Android. However, the family member invited by email can use these devices.

- ❏ Make sure family members are training on a laptop or desktop.

CogniFit is a cross-platform tool available for desktop or laptop computers. For specific IT requirements, click here. If the account manager or their family member has any questions, they can contact the customer support team at support@cognifit.com.

Internet

- ❏ CogniFit is an online program that requires a stable broadband Internet connection, preferably 1.5 Mb/s or more, and an Internet browser that can play audio and video and allow WebGL.

- ❏ Google Chrome, Mozilla Firefox, Safari or Edge are the recommended web browsers.

- ❏ Is the person responsible for the account or their family member unsure if the system meets these requirements? You can contact the CogniFit support team at support@cognifit.com.

Accessories & Devices

- ❏ The family member will need a keyboard, mouse, and sound during the session (preferably headphones).

- ❏ It will be necessary to verify that all devices are correctly connected to the computer. Check the keyboard, mouse, and volume before starting.

- ❏ If the mouse and/or keyboard are wireless, you must ensure that the batteries work and do not fail during the session.

4 Session Preparation

This section explains how to create an account, how to add family members, and how to change your profile settings. It is essential to take into account the entire process and the prerequisites that must be met before registering your family members. We recommend reading on to make better use of the tool.

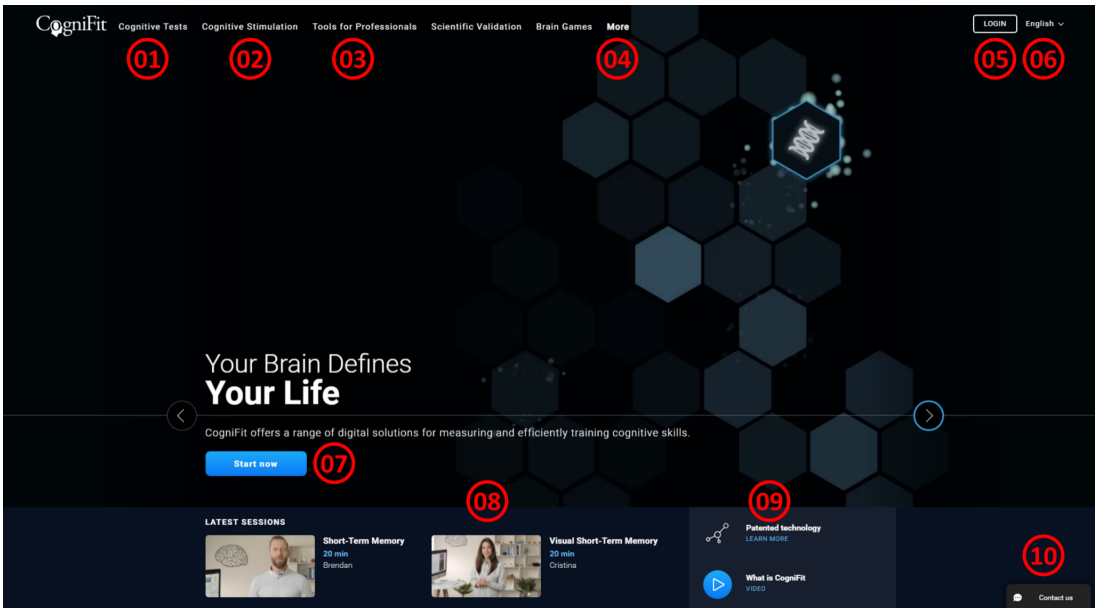
4.1 Home Page

The homepage is: www.cognifit.com

On the top right you will see the language (english) (this setting will change depending on the location from which the web page is opened).

Click on the language that appears on the screen and a drop-down menu will appear. Change this option to translate the page into any of 19 languages available.

Described below are the different parts that make up the CogniFit home page.



1. **Cognitive Tests:** Here the user can see the cognitive tests CogniFit offers.

2. **Cognitive Stimulation:** Information about the various types of training programs for children and adults and the cognitive abilities the cognifit evaluates and stimulates.

3. **Tools for Professionals:** This section contains detailed information regarding the different types of CogniFit professional accounts (Healthcare Professionals, Educators, and Researchers).

4. From this tab you can find more information about CogniFit and our cognitive games, read our scientific studies, view news on our Blog, explore help articles, consult our prices, and find contact information.

5. **Login** button for registered users.

6. Dropdown menu for **changing the language** of the platform.

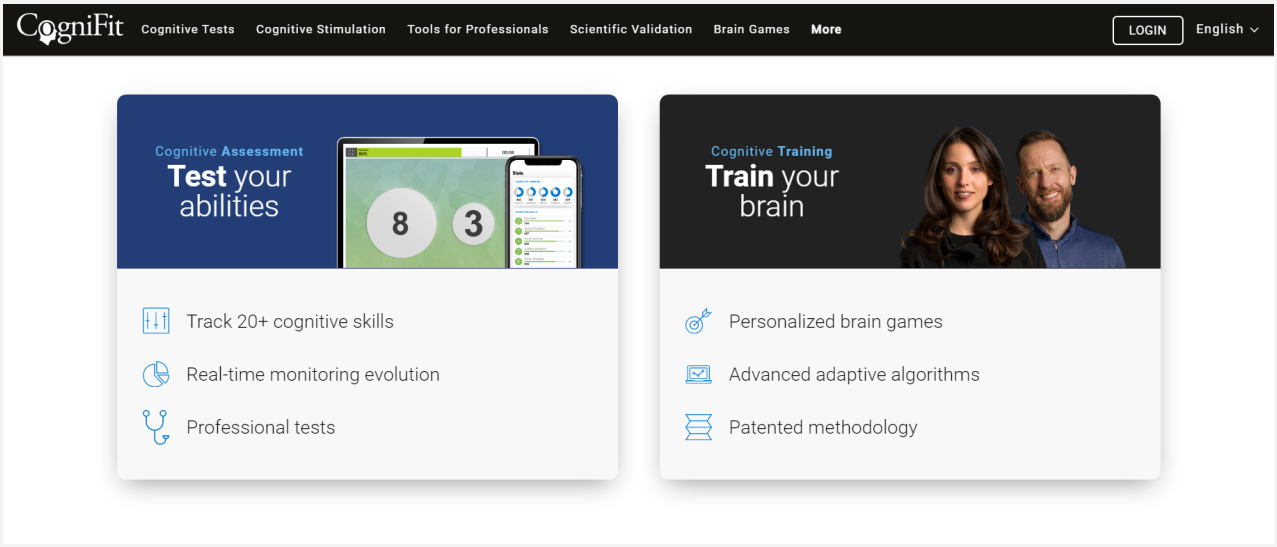
7. **Registration button for individual users** (non-professionals). This button for individual registration may also be used by people who have been invited by professional users or owners of a family account.

8. **Latest Video Coach sessions** from CogniFit.

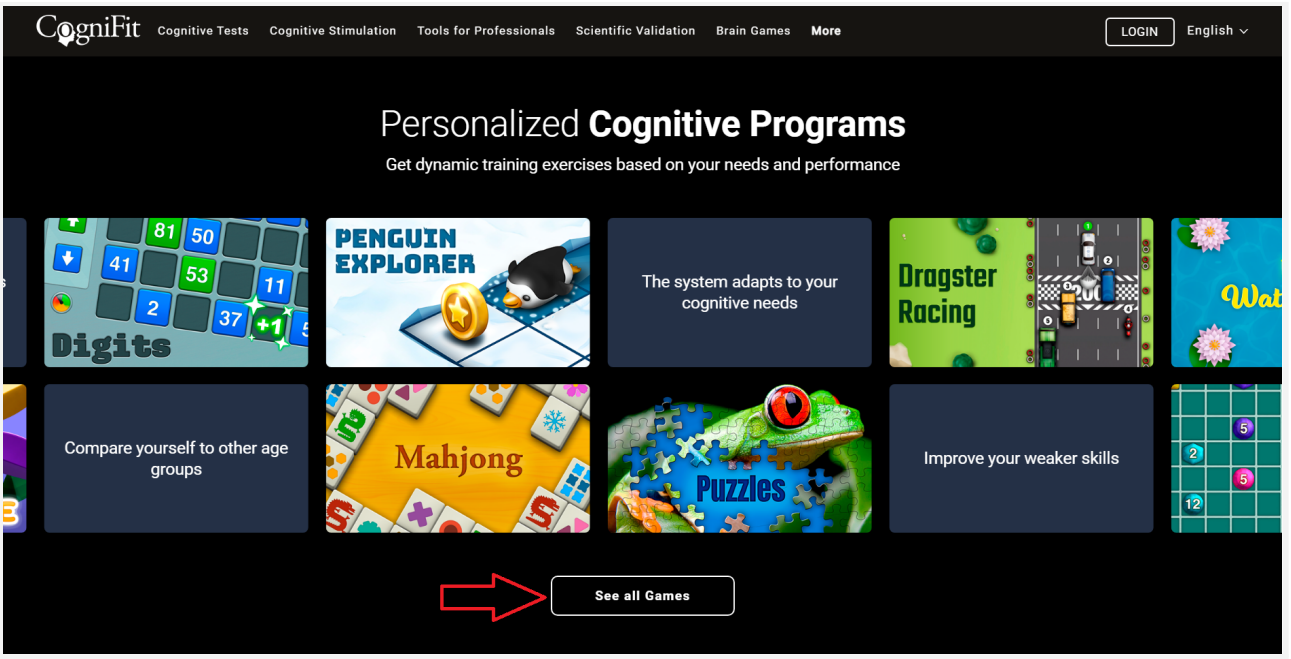
9. Information about **scientific validation** and a **video about CogniFit**.

10. **Real time chat:** Both the family account holder and his/her family members can contact us with any questions and the team will respond as soon as possible.

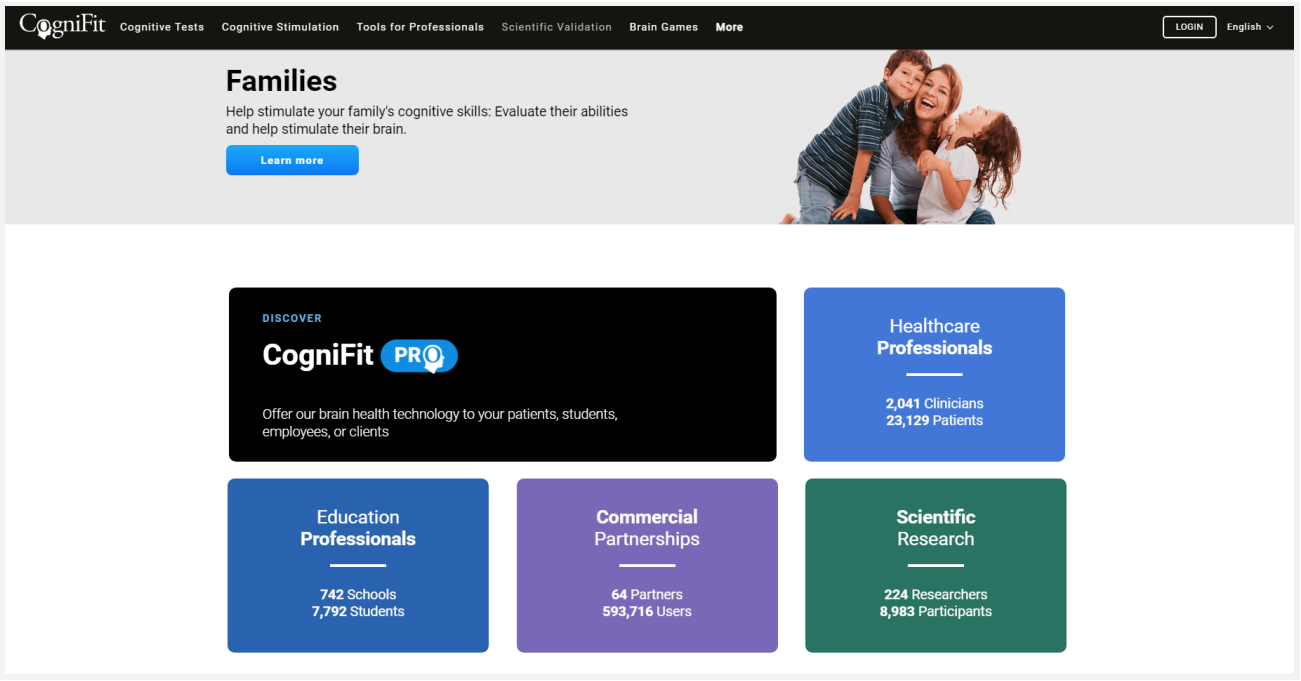
If you scroll down the page, you will also see information about all the programs available on the platform. To view information on all available assessments or training programs, select and click the appropriate option.



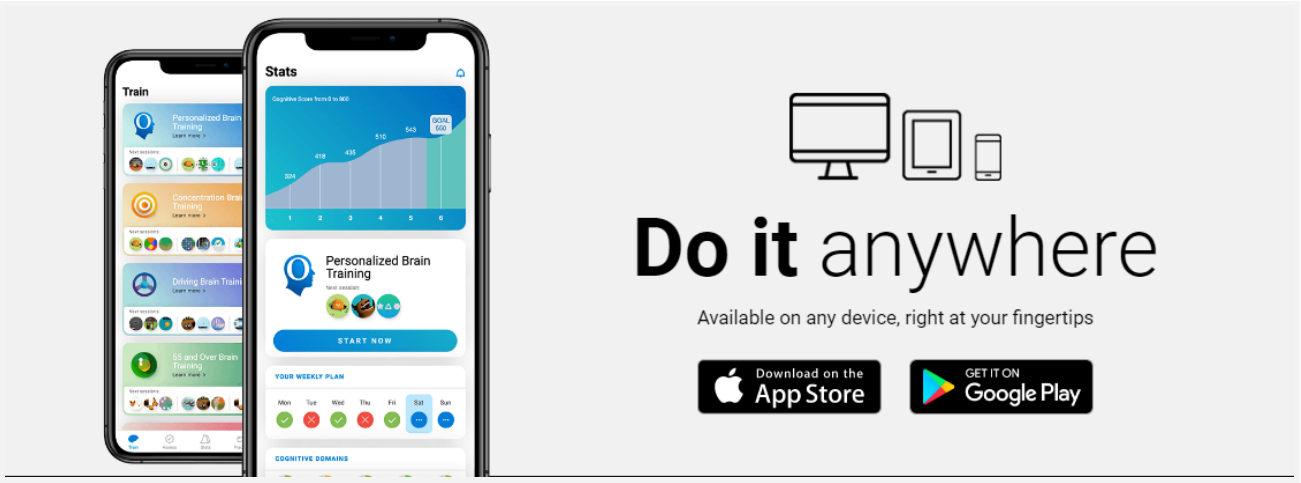
On the CogniFit home page there is also the possibility to try our cognitive games for free, by clicking on the icon of the game you are interested in, and read the information about each game.



At the bottom of the home page you will see a list of available platforms. Clicking on the platform icon will take you to that platform's page.



The platform for families is only available on the web version of CogniFit. However, your family members may also use mobile devices for assigned assessments and training. Family members can download our application for iOS and/or Android by clicking on the link at the bottom of the home page.



4.2 Creating an Account for Families

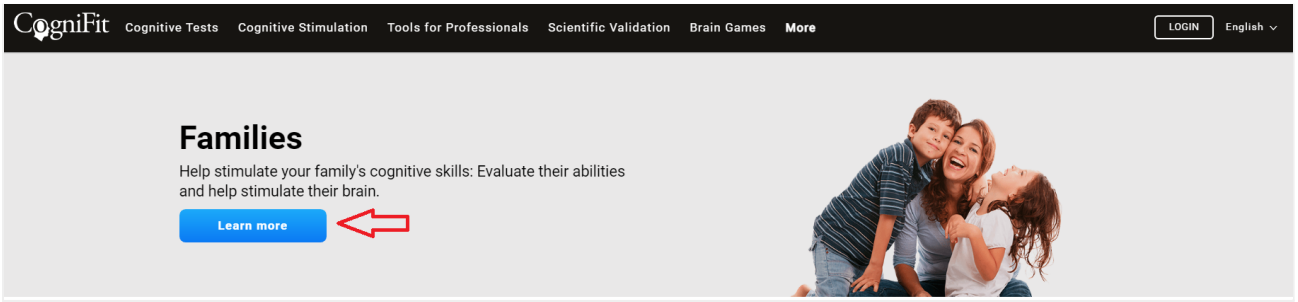
Account for Families

CogniFit offers the CogniFit Families platform, designed specifically to help evaluate and stimulate the cognitive abilities of your family. To set up the Family account, you only need to follow these next steps.

1) Go to the CogniFit Families Platform.

You can create a Family Account by accessing the platform directly or from the CogniFit home page.

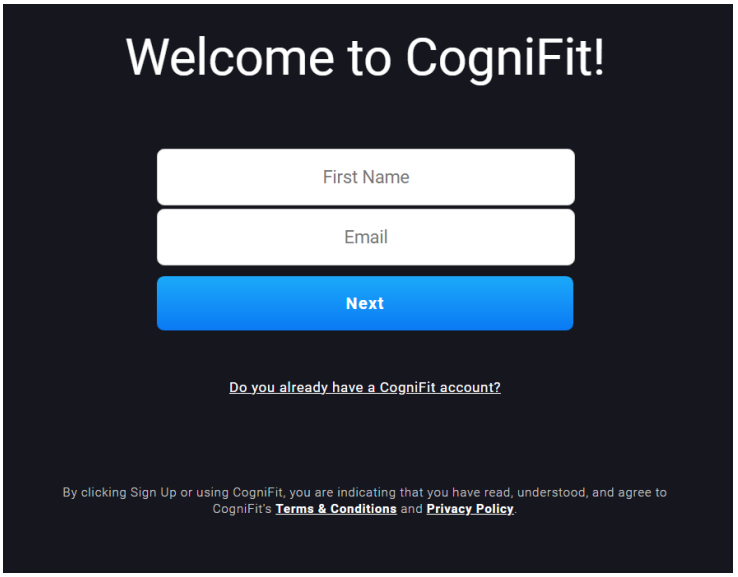
To register from the home page, scroll down until you find the **Families** section and click **Learn More**.



2) From the CogniFit Families Page, click on START NOW.

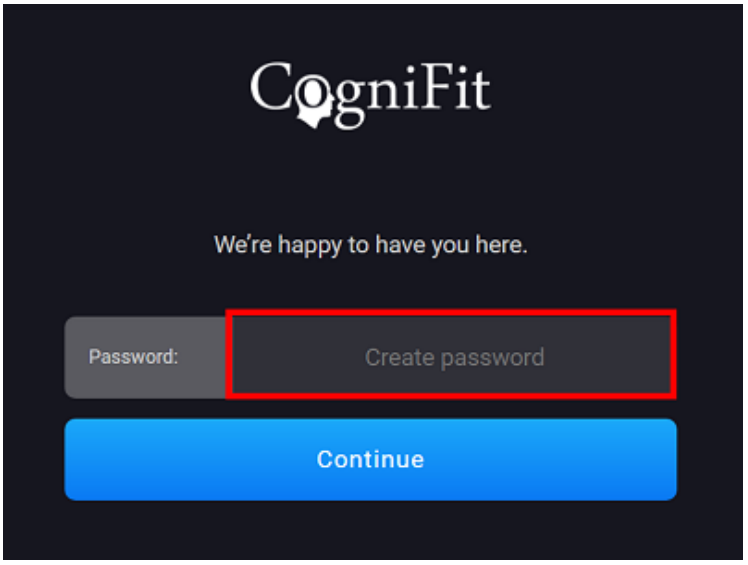
3) Enter your requested information.

Enter your name and email address and click **Next**. This email will be used to send important information about your account and the progress of your family members.



4) Create a Password

Enter a password. Keep in mind that the password should be at least 6 characters long. Press **Continue.**

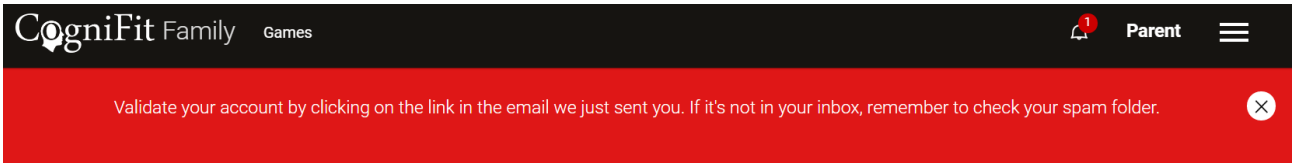


Congratulations! Your CogniFit Family account has been created.

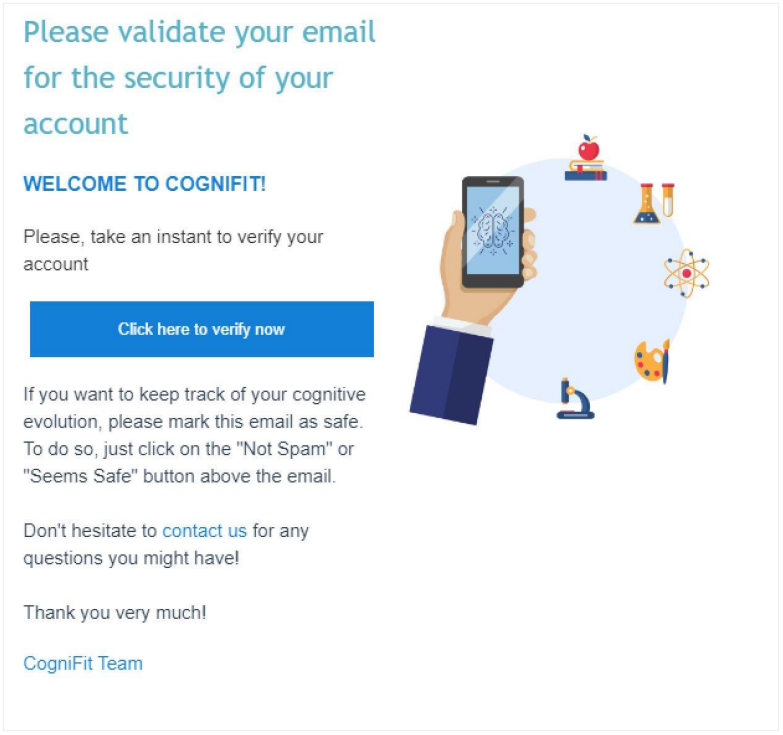
5) Validate your account.

When you first sign in to your account, you will see the homepage of the Platform for Families. For security reasons, the platform will ask you to validate your account.

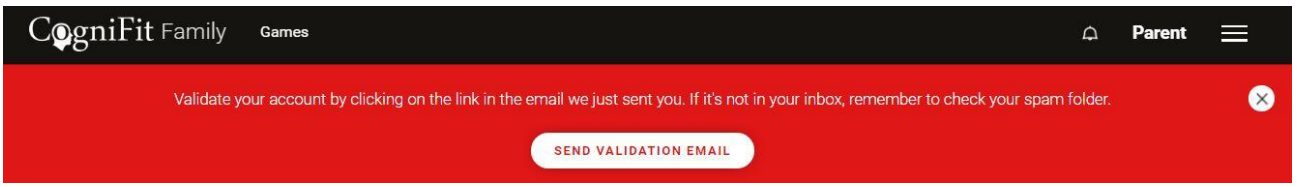
The system will notify you that an email has been sent to your email address to help you confirm your account.



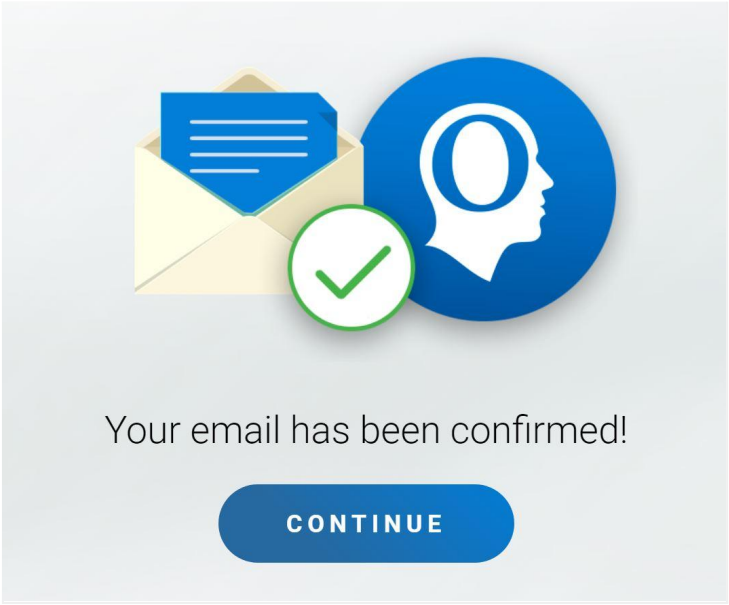
To validate your account, click on the link in the email. If you have not received an email, be sure to check your spam folder.



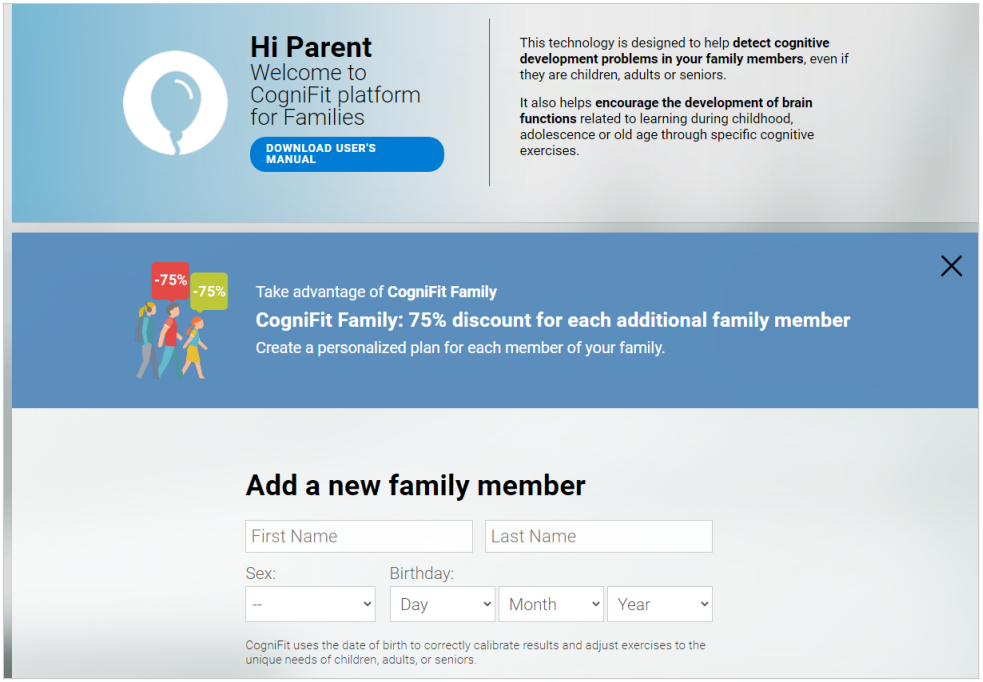
If you do not validate your account, the platform will remind you again when you log in in the future. To receive a new confirmation email, click on the **Send Validation Email** button.



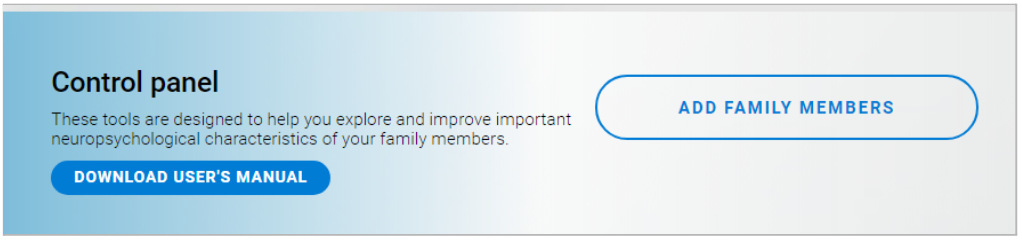
Clicking the link in the email will take you to your account confirmation page. Congratulations! Your account has been verified. Then click the **Continue** button.



Now you can add family members to the platform, purchase programs for them, and download this user manual.



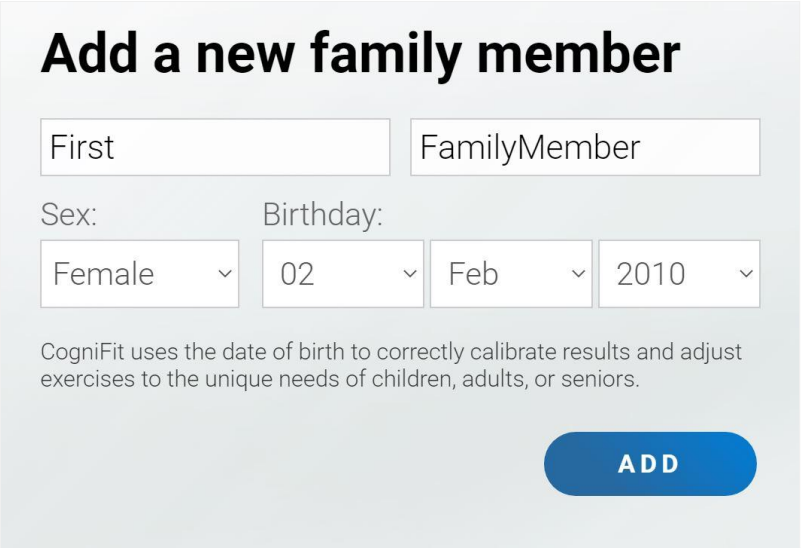
The user's manual can also be downloaded from the control panel of the account.



CogniFit products are available in 19 languages and tests may vary slightly from language to language. Also, some products may not currently be available in the desired language. If you have any questions, you can contact our support team by writing to online chat from the home page, or by sending an email to support@cognifit.com.

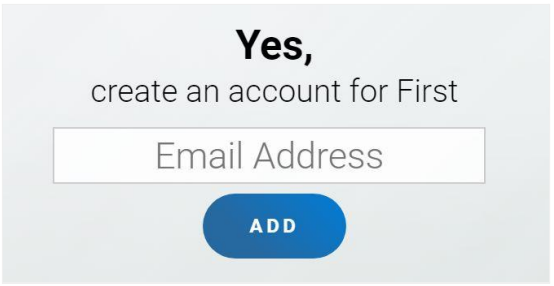
4.2.1 Create a Profile for a Family Member Within the Platform

- ❏ Before purchasing and assigning subscriptions, the person responsible for the family account needs to add their family member/relatives to the account.
- ❏ To do this, the person responsible for the family account must add the family member's name or initials, sex, date of birth, and then press the **Add** button.

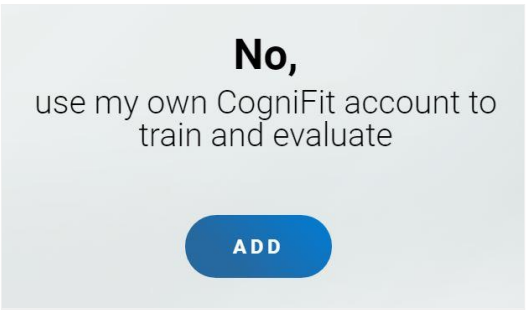


- ❏ When adding the family member's data, the platform will ask if the family member will use their own account or the account of the person responsible for the family account. You can choose between the two options at your discretion.

- If the family member is going to use their own account, it is essential to add their email address and click **Add**. The email address of the family member is the one that will be used by the family member to perform the evaluation and/or training from their profile. If the family member does not have an email address, you can add an email address connected to the person responsible for the family account. The person in charge of the family account must inform the family member of their login credentials so that they can access their account.

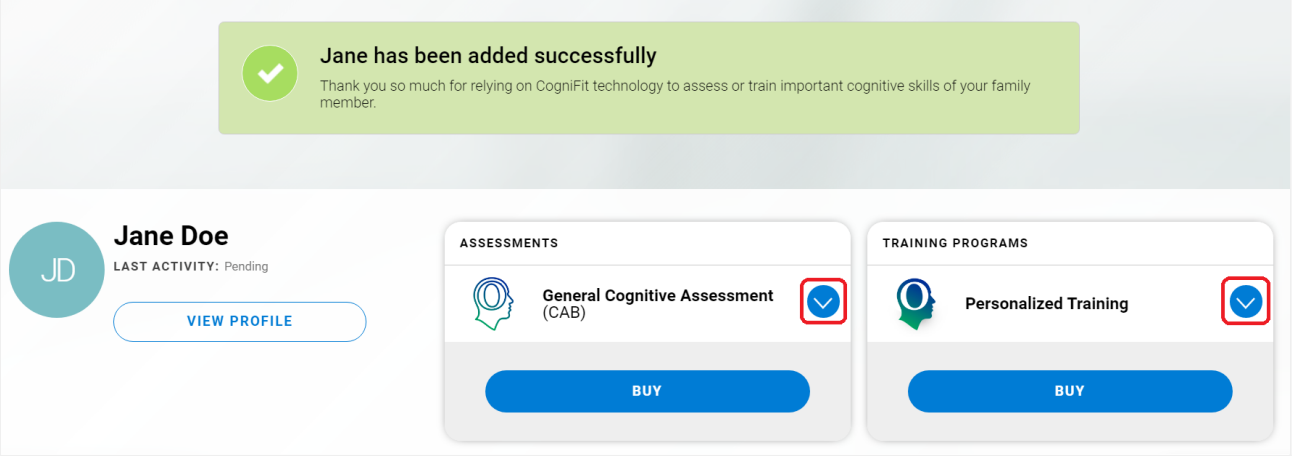


- If the family member is going to use the account of the family manager, choose this option and click **Add**.



4.2.2 Buying Assessments and/or Trainings

The dashboard page will then automatically open. The next step will be to choose the type of intervention that you want to assign to your family member, either Assessment or Cognitive Training. To see what assessments and/or trainings are available, click the arrow and open the drop-down menu in the appropriate assessments or trainings section.



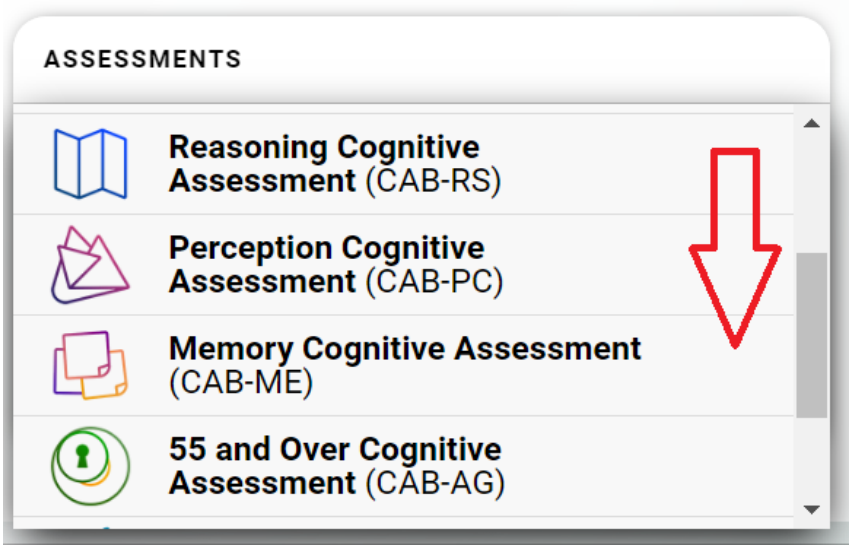
In order to assign subscriptions to family members, both for evaluation and training, the person responsible for the account must purchase them.

1) To Obtain Assessments

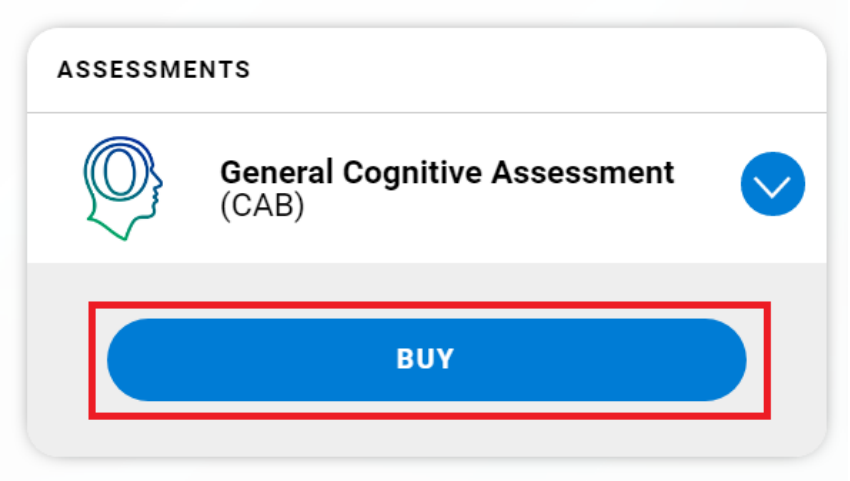
The evaluation license is paid for individually and is for one use only. This access gives the family account manager the possibility to evaluate the cognitive profile of the family member and receive a report with the results obtained in each cognitive ability. You can see the price of the evaluation here (the price for families is the one that appears in the section for individual use).

The person responsible for the family account can take advantage of the special pricing with the CogniFit Families platform, obtaining a **75% discount** when purchasing an evaluation license **for each additional family member**.

In the **Assessments** menu choose an assessment:



Once you have selected the desired option, click on the **Buy** button.



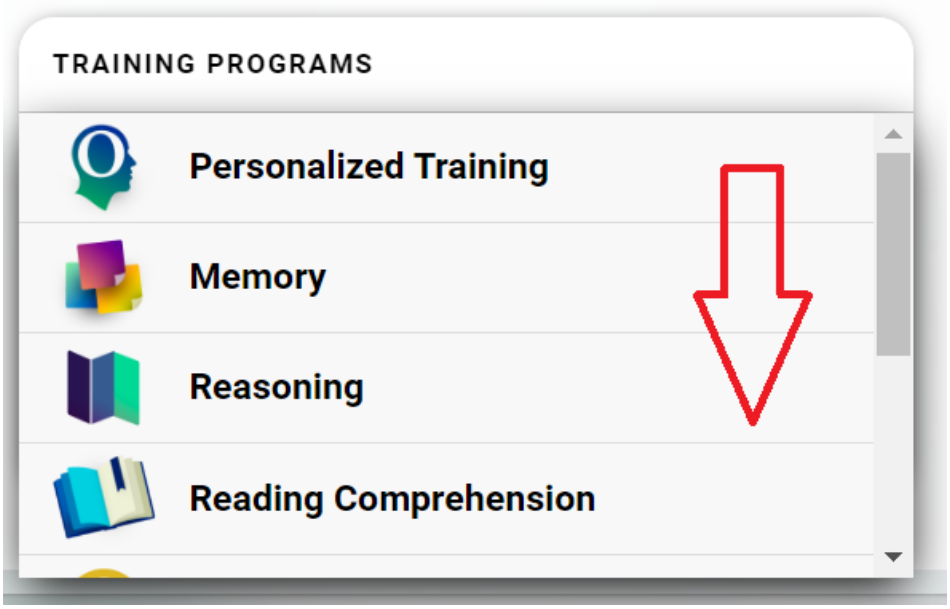
To complete your purchase, fill in all the necessary information on the payment page that opens. The information about the acquired and assigned evaluation will appear in the family member's profile in the control panel of the Family Platform. More information

2) To Obtain Training

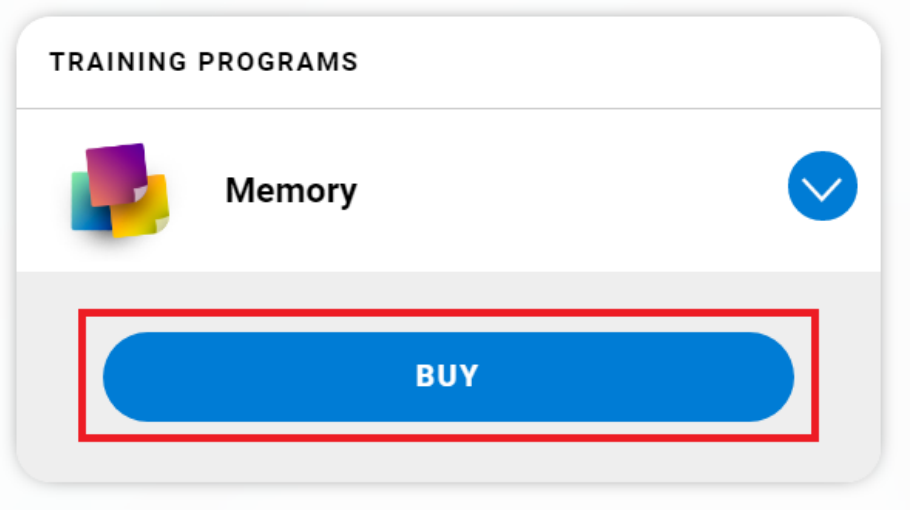
Training subscription plans are paid annually and during that time, users/family members can do as many training sessions as the family account manager wishes. You can check out all the subscription plans available on the family platform in this article.

The person responsible for the family account can take advantage of the CogniFit Families platform, obtaining a **75% discount for the second family member** and **more than 75% for a third or more family members**. The more family members are included in the plan, the cheaper the subscription will be for each of them.

In the **Training Programs** menu choose a workout:



Once you have selected the desired option, click on the **Buy** button.



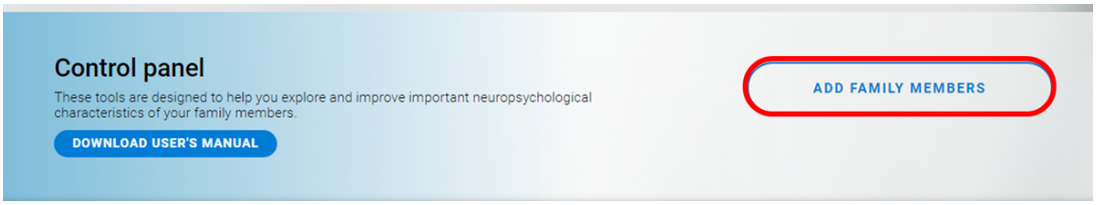
To complete your purchase, fill in all the necessary information on the payment page that opens. The training subscription does not expire and is used for any type of training that the account manager wishes to assign to their family member. More information.

4.2.3 Control Panel for the Platform for Families

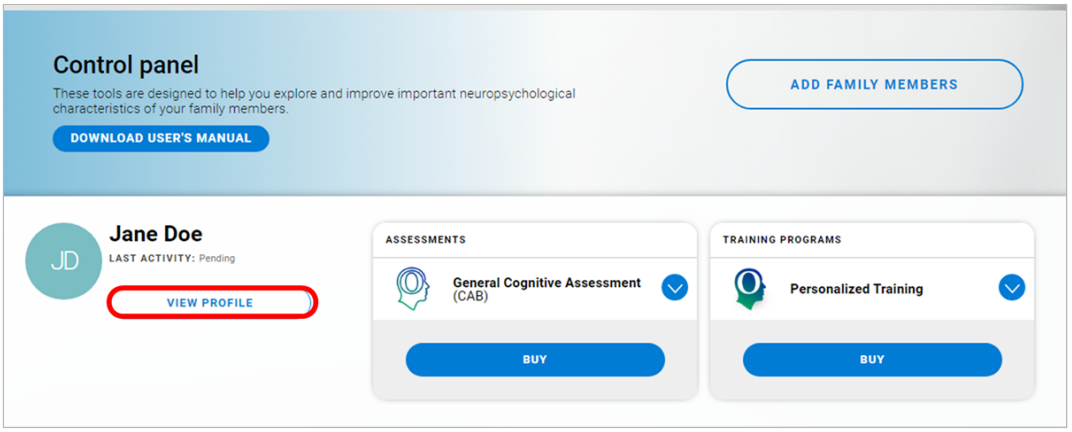
The family account manager can manage family members, assigned programs, and purchase new interventions for their family from the CogniFit Platform for Families **Control Panel**.

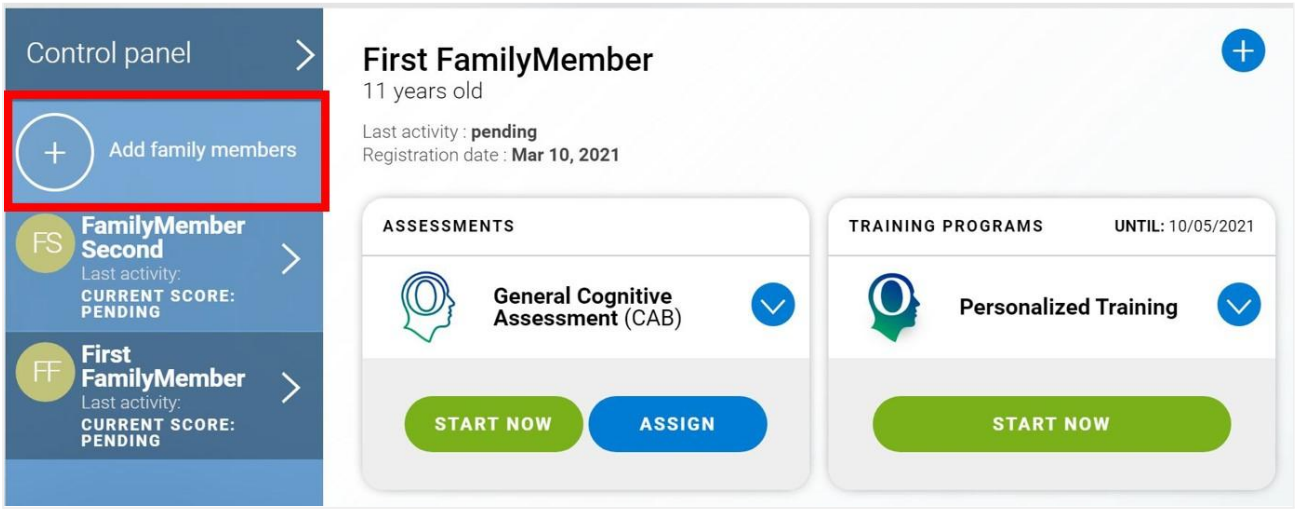
4.2.3.1 Add Family Members to the Platform

On the control panel page, the person responsible for the family account can add new family members and assign them the necessary intervention programs (evaluations and/or training).



The person in charge of the family account can also add their relatives from the user profiles page.

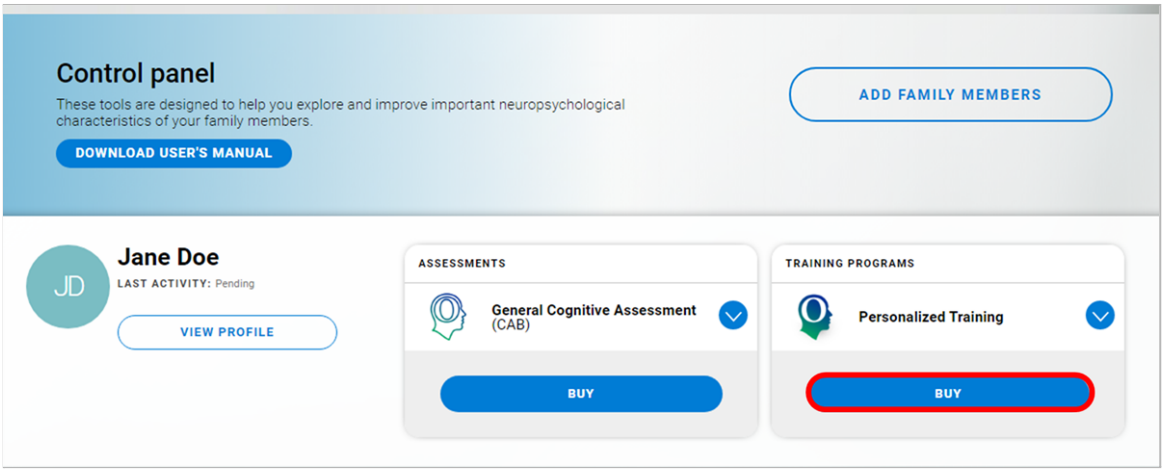




Cualquiera de estas opciones le llevará a la página de entrada de datos del miembro de la familia. A continuación, siga los pasos descritos en 4.2.1

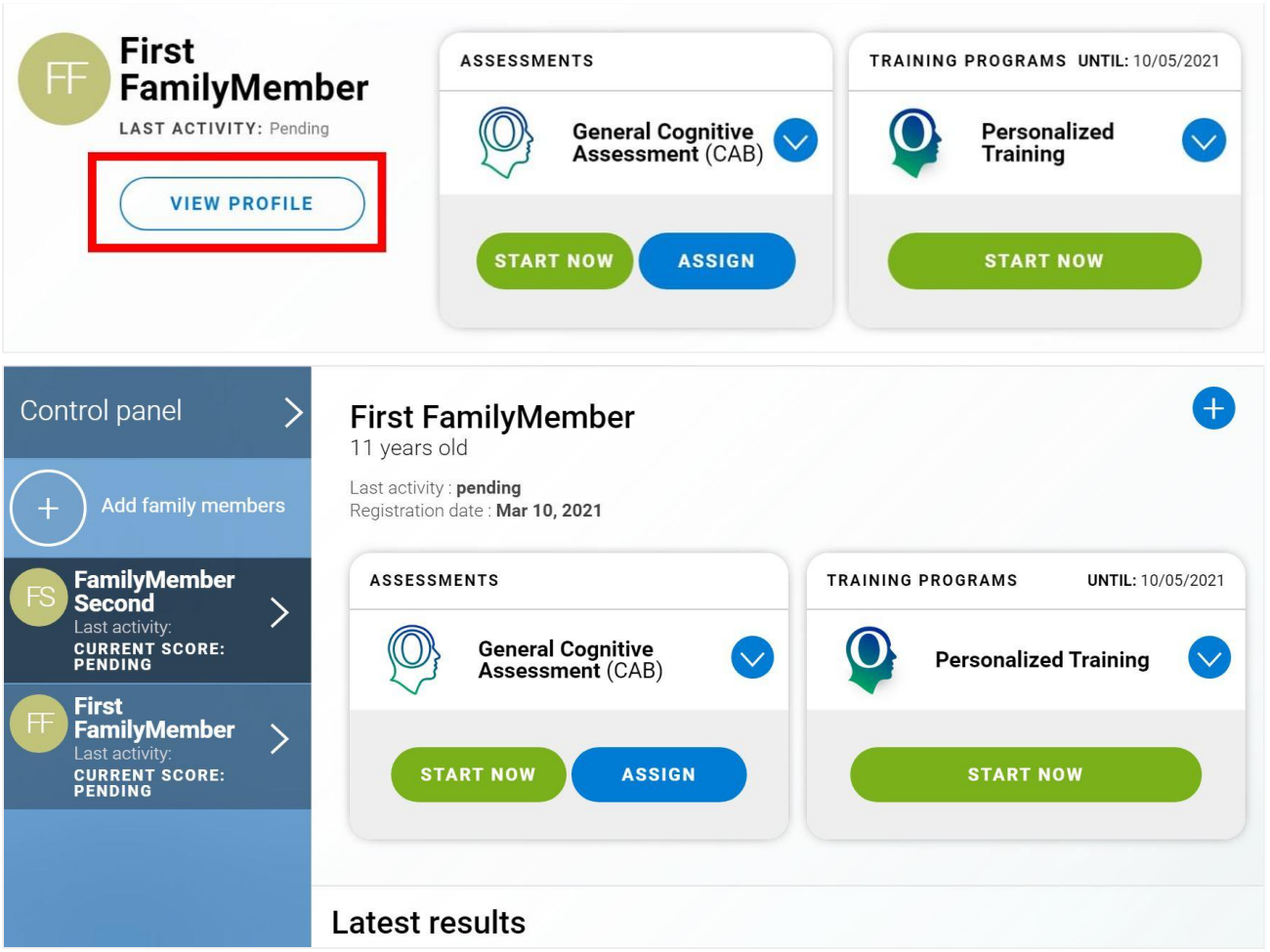
4.2.3.2 Buying evaluations and/or trainings from Control Panel

- ❏ If the person in charge of the family account does not have subscriptions, they must proceed to buy the ones they need at that time.
- ❏ From the control panel page, the person responsible for the family account can assign subscriptions to both new users and those who have already been assigned other programs previously.



4.2.3.3 View a Family Member's Profile

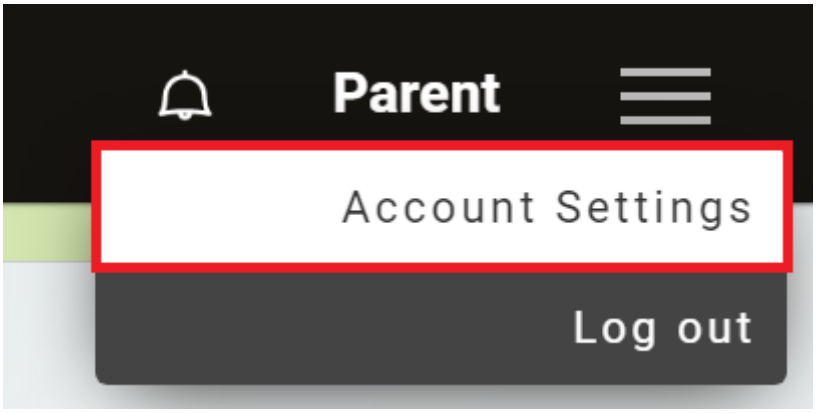
In the profile of the family member responsible for the account, the assigned intervention programs can be managed and the family members' cognitive results can be consulted.



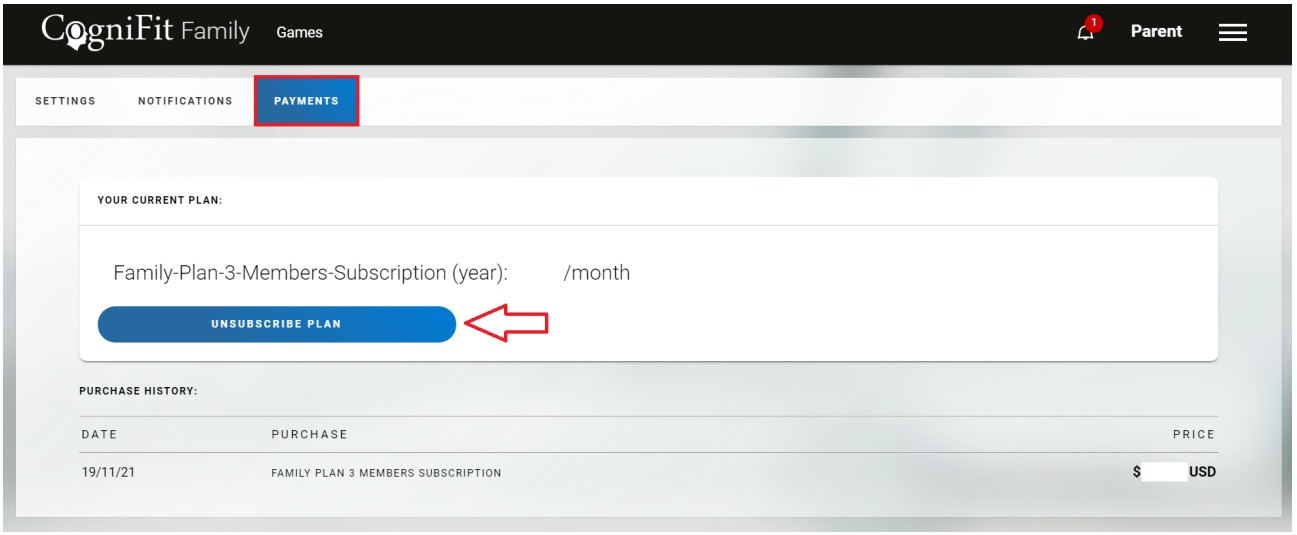
4.2.3.4 Subscription Renewal and Cancellation

The training subscription is automatically renewed. If the account manager wants to deactivate the subscription of their family member, they must follow these steps.

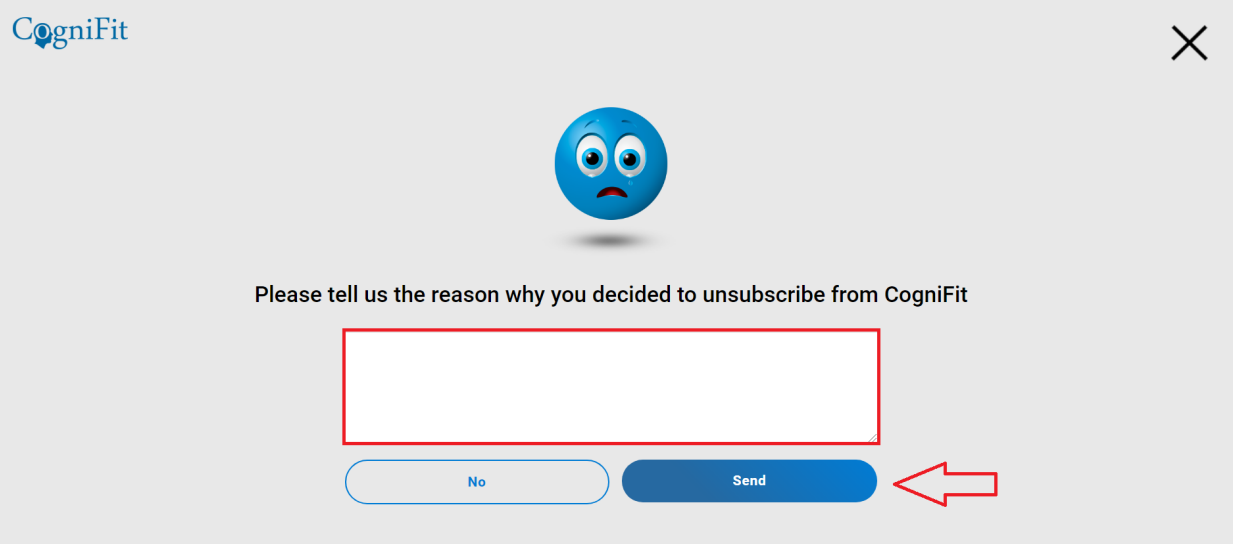
Access your family account. On the control panel, click the **Menu Icon** in the upper right corner of the screen and select the **Account Settings** option from the drop-down menu.



On the settings page, go to the **Payments** tab. On this page you will see information about the current subscription plan you have purchased for your family members. To cancel the subscription, press the "**Unsubscribe**" button.



On the page that opens next, please tell us why you have decided to unsubscribe. To confirm the cancellation, click on **Send**.



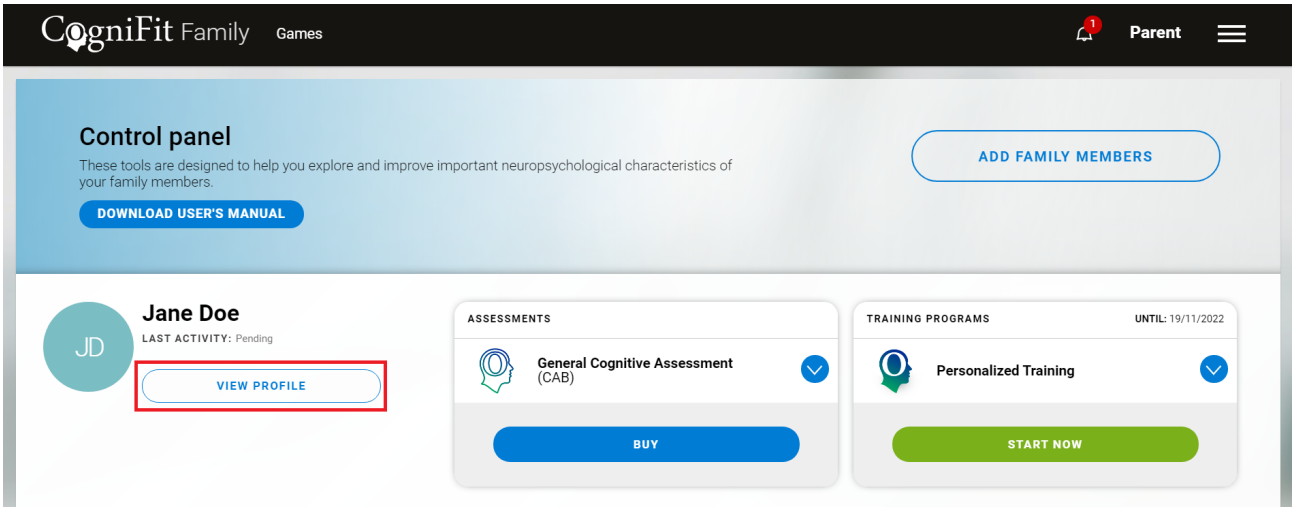
The subscription will be available until the end of the paid period.

Note: Our subscription plans are designed for two or more family members. If you only want to unsubscribe a member, deactivate the profile of this family member on the CogniFit Families platform by following the instructions in the section below. After deactivating a family member, you can assign their subscription to a new family member.

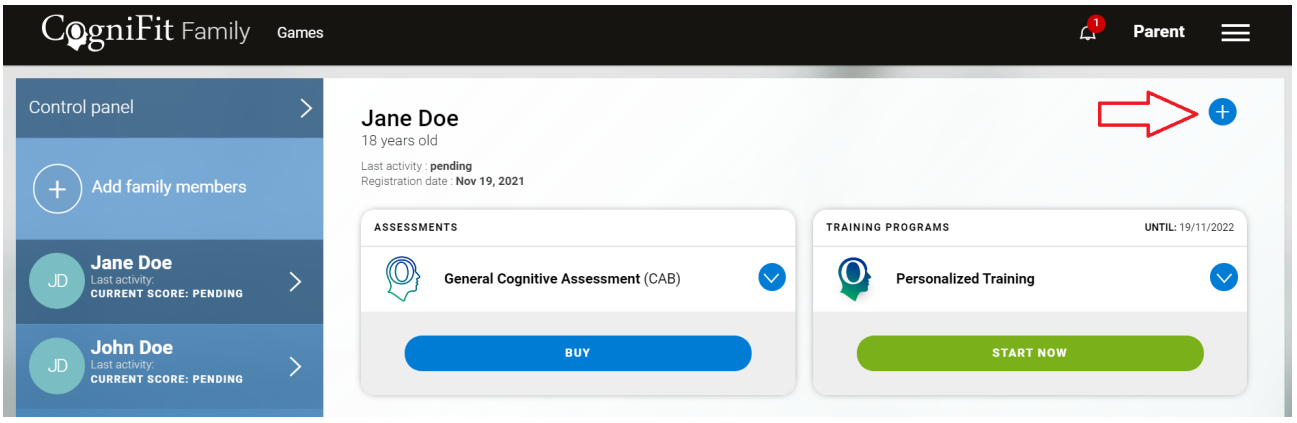
4.2.3.5 Deactivate a Family Member

The family member responsible for the account can deactivate the profile of any of their family members. If you want to remove one of your family members from the account, follow the steps below.

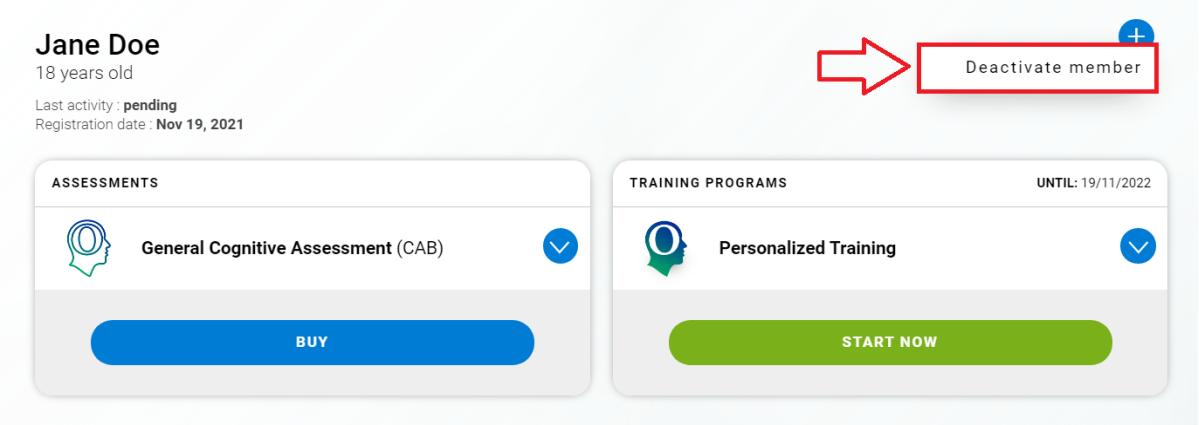
1) Access your family account. On the home page (dashboard page), choose the family member whose profile you want to deactivate and click the View Profile button.



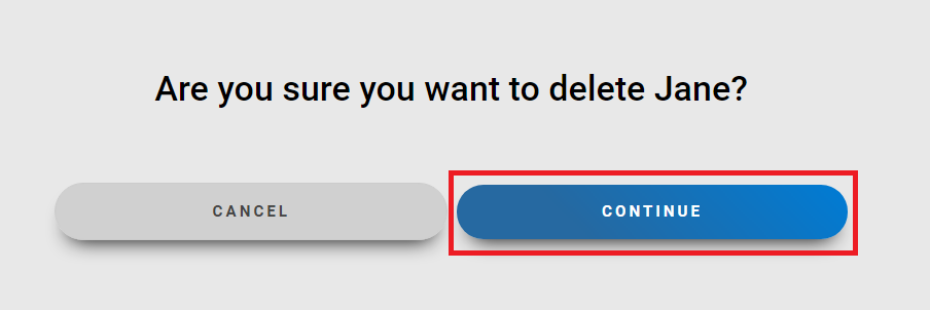
2) The family member's profile page will then open. Click on the "**+**" sign that appears at the top right of the screen.



3) Choose the **Deactivate Member** option from the drop-down menu.



4) Finally, press the **Continue** button to finish the process.



Note: If a member of your family has an active subscription or evaluation assigned, after deleting them from your account you can assign the program to another member of your family. If you want to unsubscribe a family member without deactivating their profile, follow the instructions in section 4.2.3.4.

If a member of your family uses an individual account, you can also delete the account from it directly, following the instructions in this article.

If you have any questions, you can contact our support team by writing to online chat from the home page, or by sending an email to support@cognifit.com.

4.3 Create an Account for a Family Member

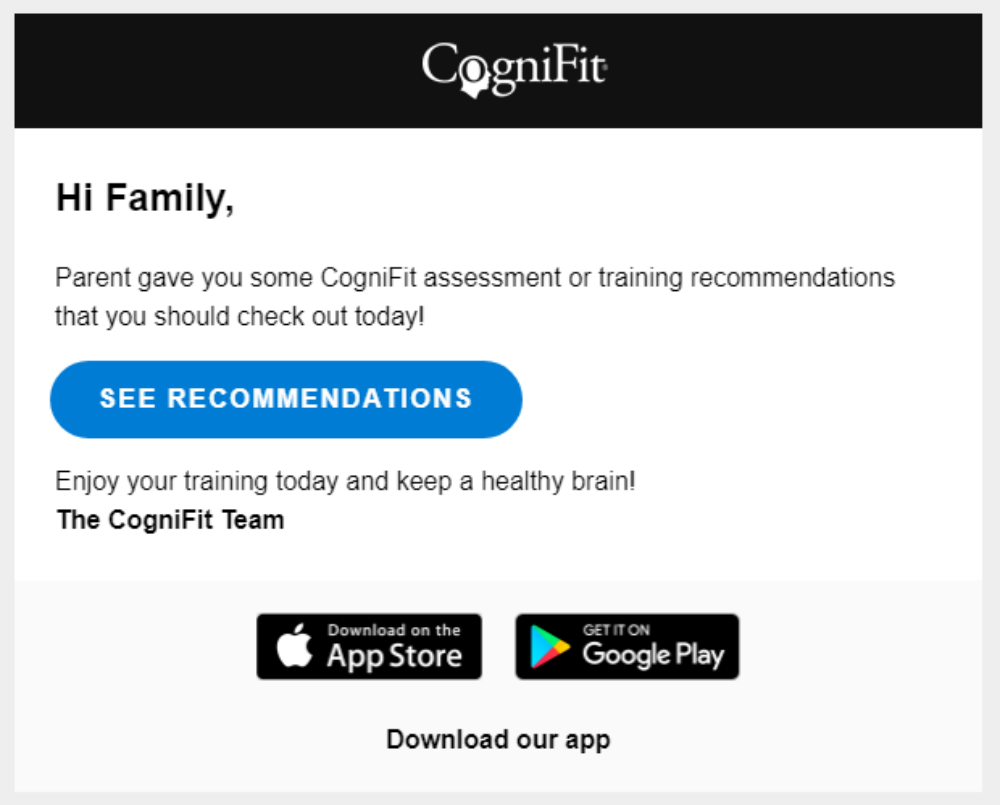
Once a family account holder has added their family members to the family platform, they can train and perform assessments on both the family account and their own account. This is determined by the owner of the family account when he invites a family member to the family platform (see section 4.2.1). It must be taken into account that if the family member is going to use the account of the person responsible for the family account, they will only be able to use a personal computer or laptop.

If your family member wants to use a mobile device or use their own account, this article provides a step-by-step tutorial on the registration process. The family member's account can be created by the person responsible for the family account to verify receipt of the license or by the user themself.

Attention: a family member can activate their account regardless of whether or not they have received an invitation. The activation email may be in the spam or junk folder.

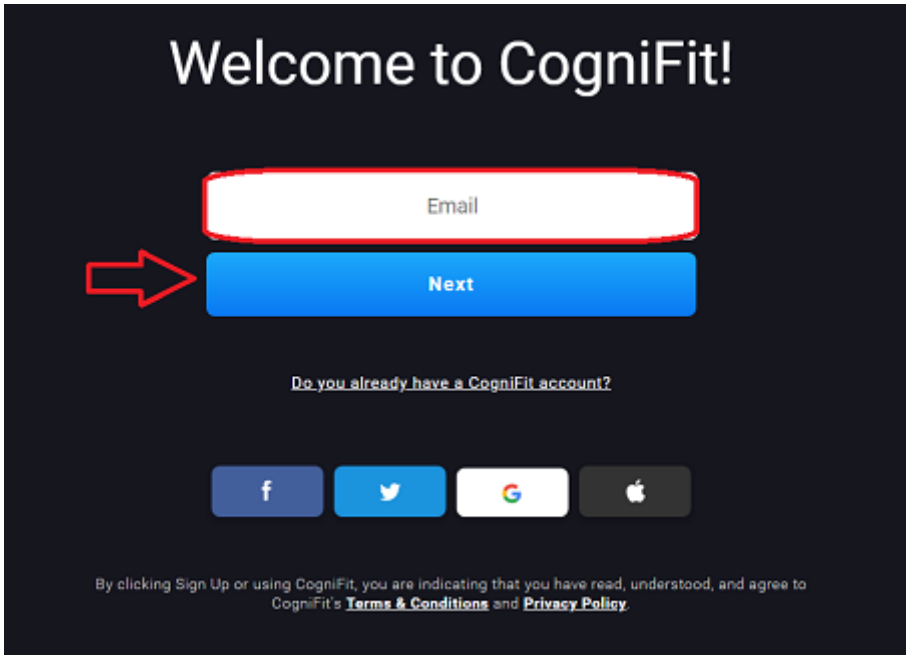
1) Registration through an invitation from the Family Account holder

- ❏ Open the email with the invitation and click on the **See Recommendations** link.



❏ The link will bring you directly to the registration page for Cognifit. Enter the email address and click **Next**.

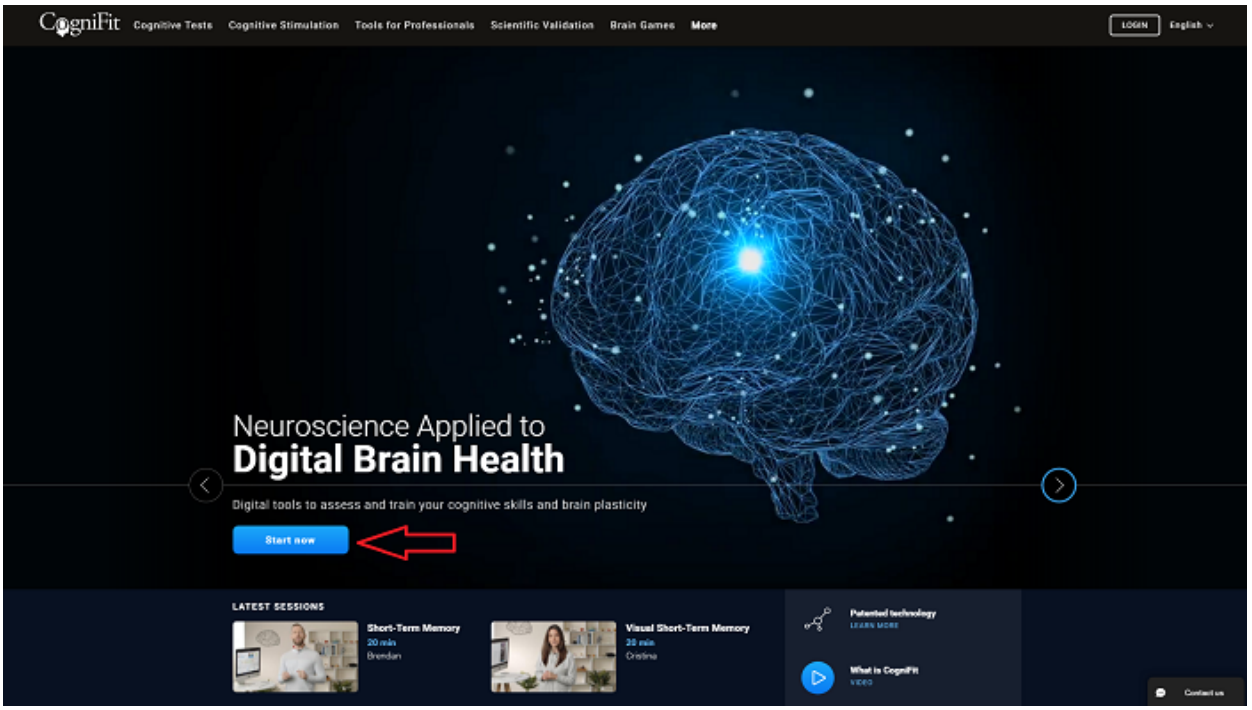
The email address must be exactly the same as the one added by the family member in charge of the Family account when adding you to the account. The email address is the only way to link the member's account with the Family account.



To continue, skip ahead to part 3 of this section.

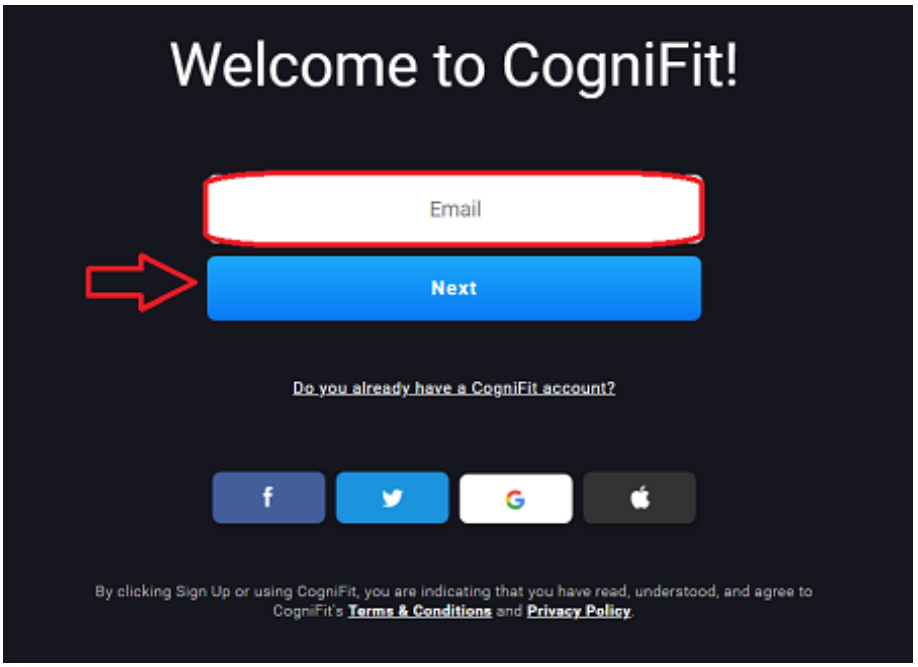
2) Register from the CogniFit home page

☐ To begin, go to the home page and press the **START NOW** button.



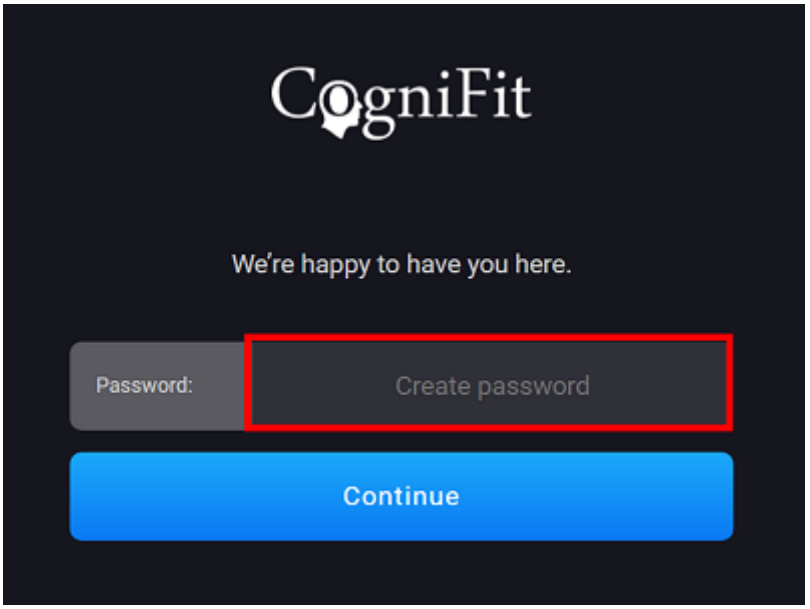
☐ Add the email address and click the **Next** button.

The email address must be exactly the same as the one added by the family member in charge of the Family account when adding you to the account. The email address is the only way to link the member's account with the Family account.



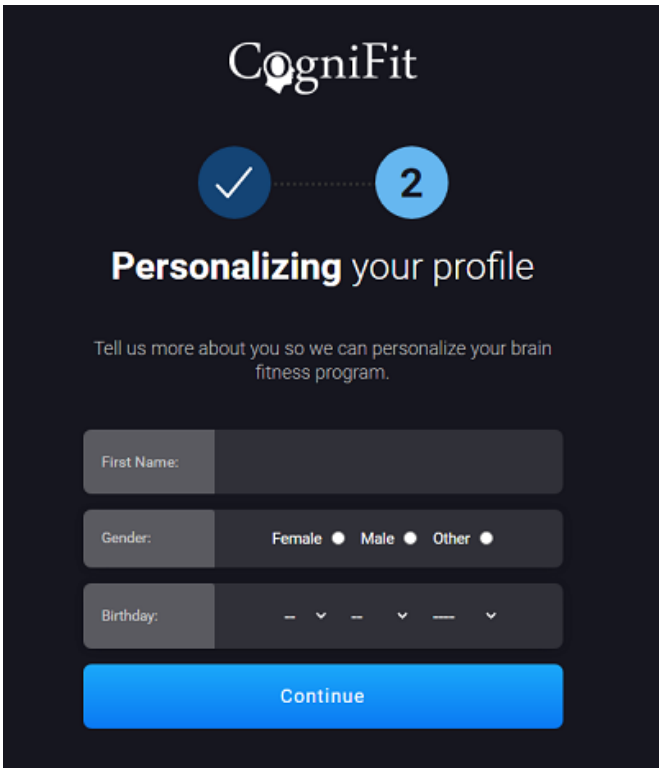
3) Create a password

Please note that your password must be at least 6 characters long.

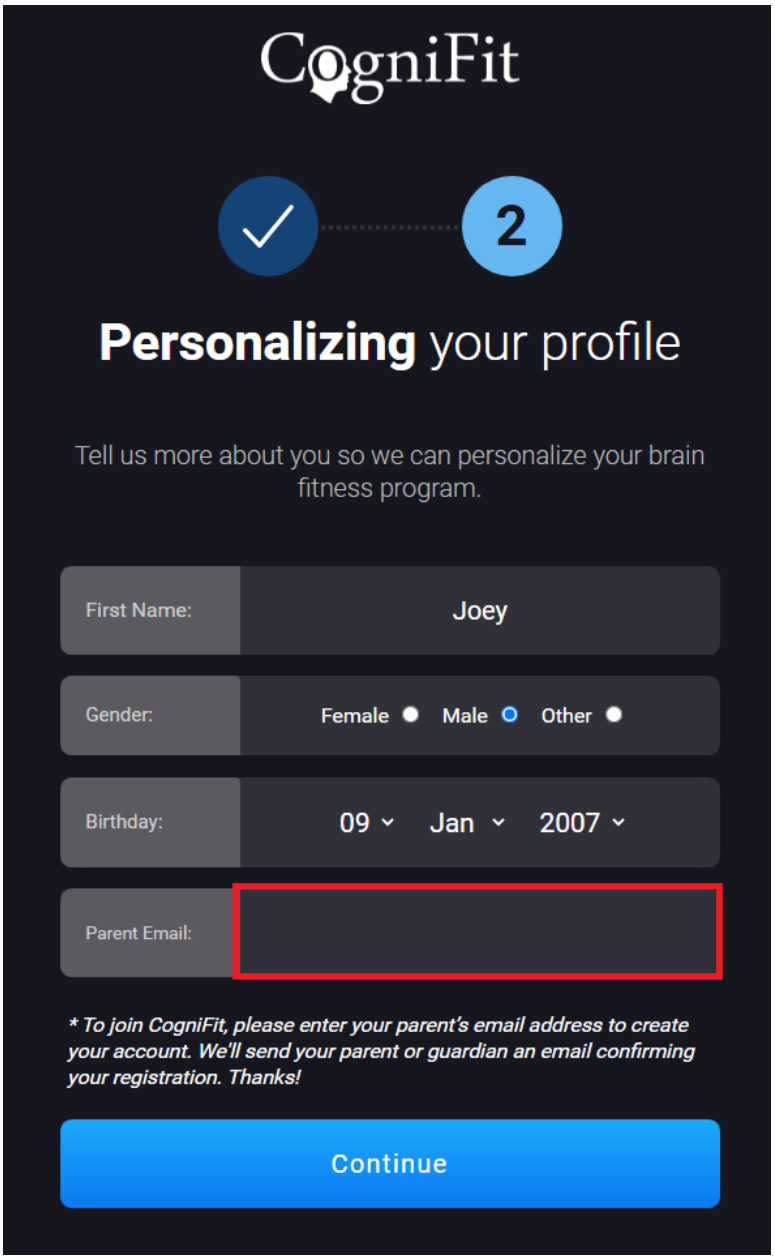


Click on the **Continue** button.

4) Enter your name, gender, date of birth and click the Continue button.



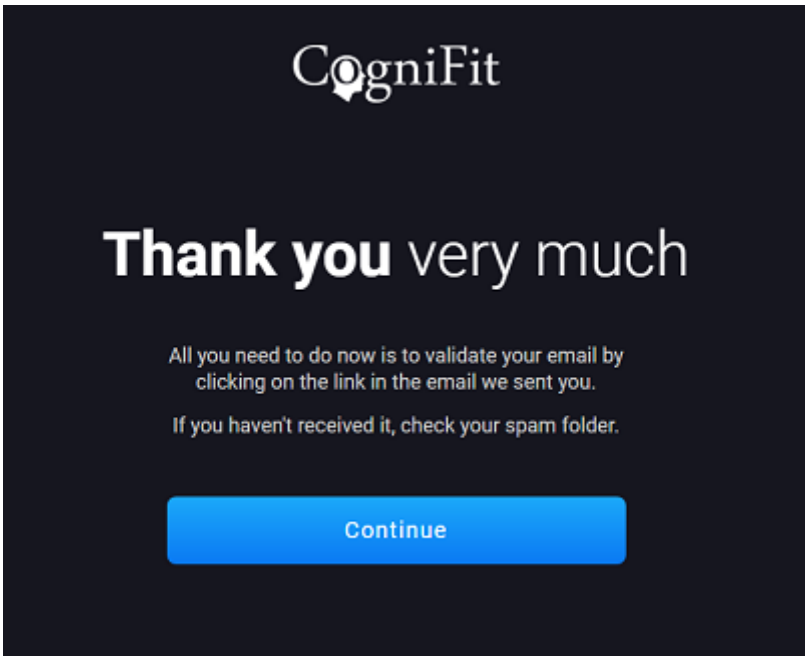
Attention: If the family member is younger than 16 years old and is going to use their own account, the platform will ask them to give the email address of their parent/guardian when they register for CogniFit.



Why is CogniFit requesting this personal information?

CogniFit provides each user with normalized results that automatically compare them to people of the same age range and gender. The scale is 0-800. 400 is the average score for an individual's age group, and any result above 400 is considered above average. Read more about the CogniFit scoring system.

5) Follow the instructions on the platform to validate your account. Click on Continue.



6) Congratulations, the participant account is now set up!

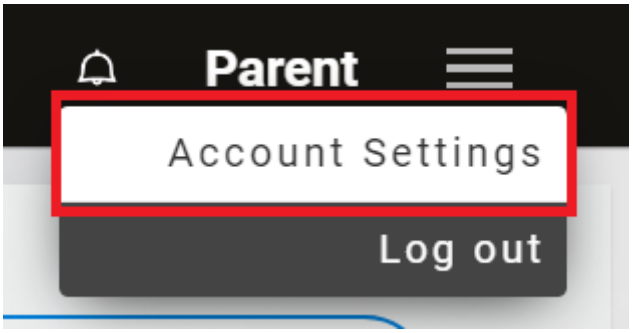
If your family member will be using a mobile device for CogniFit, follow the steps in section 2 of this Help Center article.

To start the session, view the steps in section 5.3 of this manual.

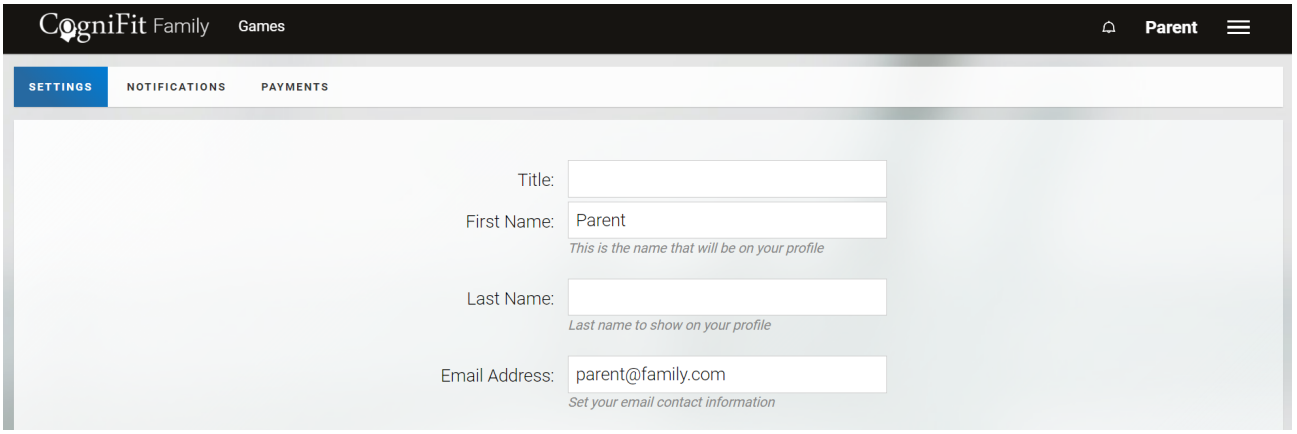
4.4 Preferences

4.4.1 Configuring the Account for Families

The person in charge of the family account can change some information from the **Account Settings** tab, which can be found in the drop-down menu at the top right of the screen.

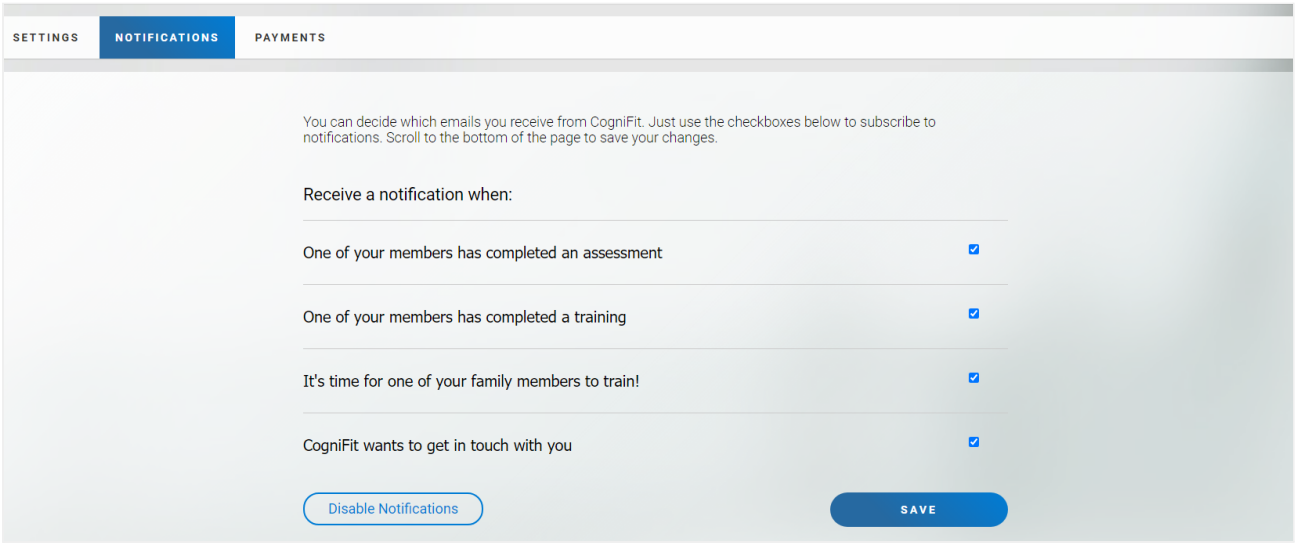


From here it is possible to change the country, time zone, language, phone number, password, etc. If the person responsible for the family account has questions about the options, they can contact us at support@cognifit.com.



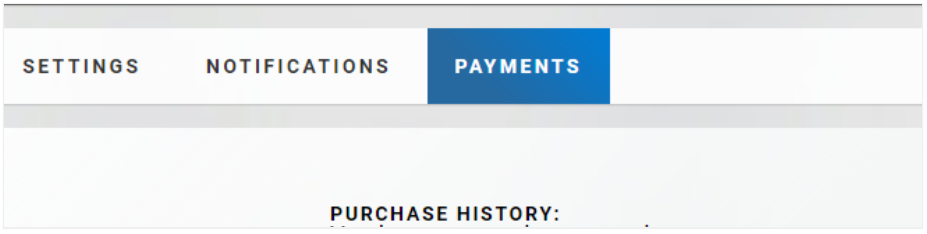
4.4.2 Notifications in the Account for Families

After logging in to CogniFit, from the Notification Settings you can edit the notifications and messages that CogniFit sends to your email. These options can be modified at any time.



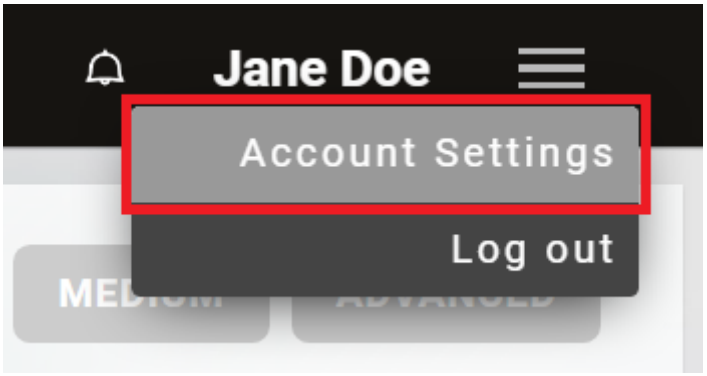
4.4.3 Payments in the Account for Families

The **Payments** tab will show all the purchases that the person responsible for the family account has made in CogniFit. From this tab, the person responsible for the family account can also manage the subscriptions of the members of their family. For more information, see section 4.2.3.4.

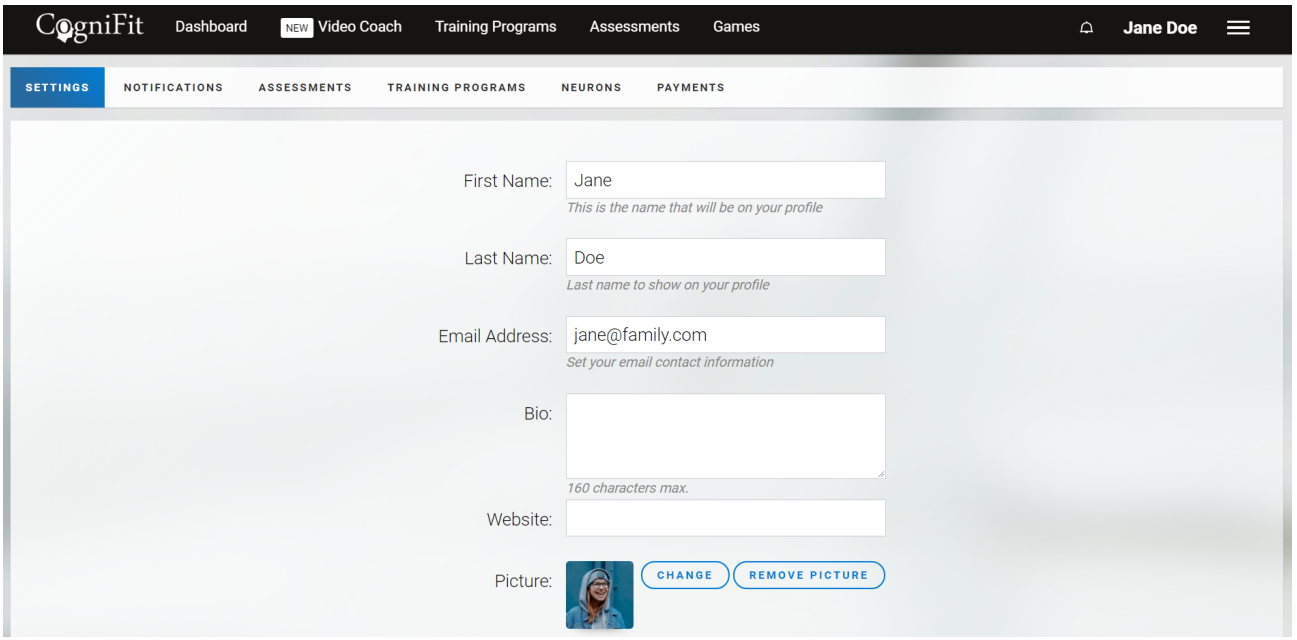


4.4.4 Configuring Family Members' Accounts

The **Account Settings** tab is in the drop-down menu at the top right of the screen.



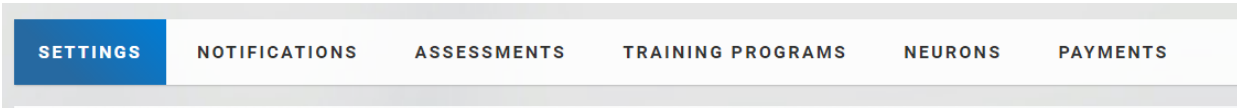
The **Settings** tab, from the family members account, will show the email, name, date of birth, etc. This information can be modified at any time. This tab is where the family member can change their password after the family account manager reviews the receipt of the license.



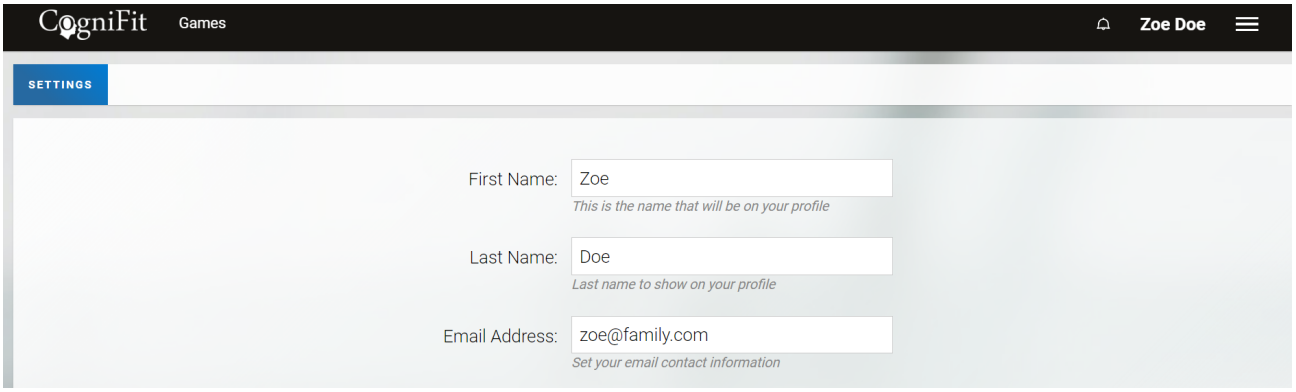
4.4.5 Notifications and purchases in the Family Account

In the **Account Settings** menu of your account, family members over 16 have access to the tabs of:

- **Notifications**. From the notifications tab, your family member can edit the notifications and messages that CogniFit sends to their e-mail. These options can be modified at any time.
- **Assessments**. From this tab, your family member can purchase any evaluation available on the platform.
- **Training**. From this tab, your family member can purchase any training available on the platform.
- **Neurons** This tab shows the number of bonus neurons in the account. The neuron usage feature is currently not available.
- **Payments**. The "payments" tab will show all the purchases that the family member has made in CogniFit.



Note: These options are only available to family members over the age of 16. Those under the age of 16 in their account preferences only have access to the **Settings** tab.



5 Family Member Sessions

This section of the manual explains the optimal environment a family member needs to conduct the session. During this section, there are recommendations that the person responsible for the family account must follow before, during and after it so that the family member can efficiently carry out the session.

If questions arise during the process of conducting the session, the CogniFit team of researchers will be ready to help. Queries will be through our web chat or through the email support@cognifit.com.

5.1 Family Member Session

- ❏ The test environment should be completely free from distractions.
- ❏ The room should be quiet and comfortable. It is essential to ensure that there is nothing around that could distract the family member (for example, phones, tablets, extreme temperatures, etc.).
- ❏ If the family member has children or other people around them, make sure they can be left alone until the assessment/training is completed (40-10 minutes respectively).
- ❏ The chair should be comfortable and at the right height for the family member.

5.2 Preparing for the Sessions

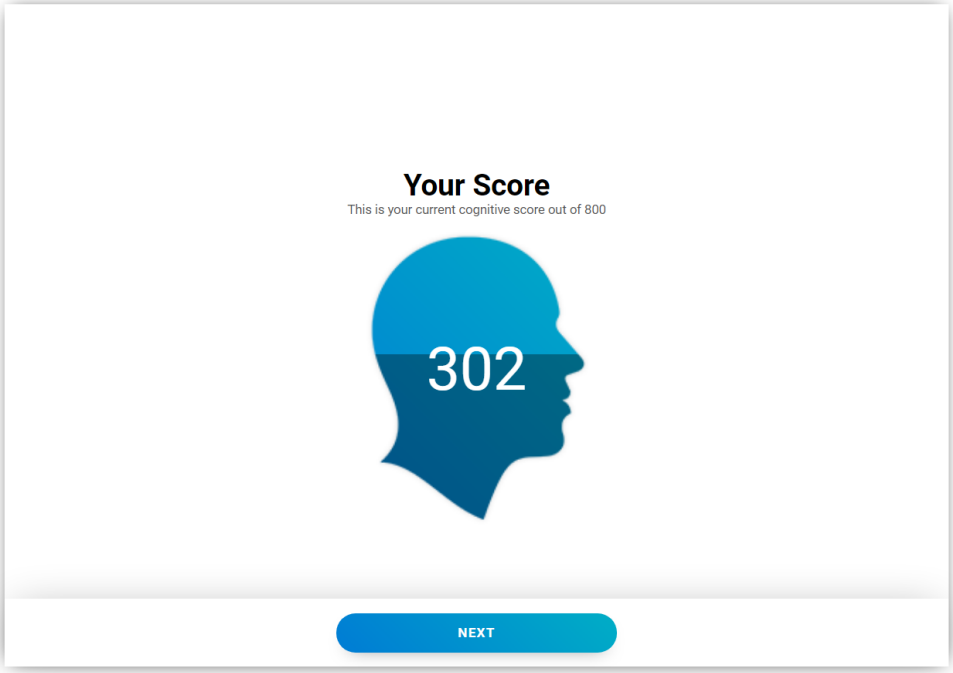
Recommendations for family members before starting the assessment or training session.

- ❏ Turn on the computer. We strongly recommend that you use a desktop computer, if not possible, use a laptop on a solid, uncluttered desk.
- ❏ Make sure the computer is plugged in (or has a full battery) and is connected to the Internet. Access to Wi-Fi or an Ethernet cable is required.
- ❏ Close all other desktop applications that use bandwidth.
- ❏ Connect the keyboard and headphones and make sure they work properly. Check that the sound is at the correct level.
- ❏ Check that the family member is ready to sit for 10-40 minutes.
- ❏ Go to www.cognifit.com and log in.

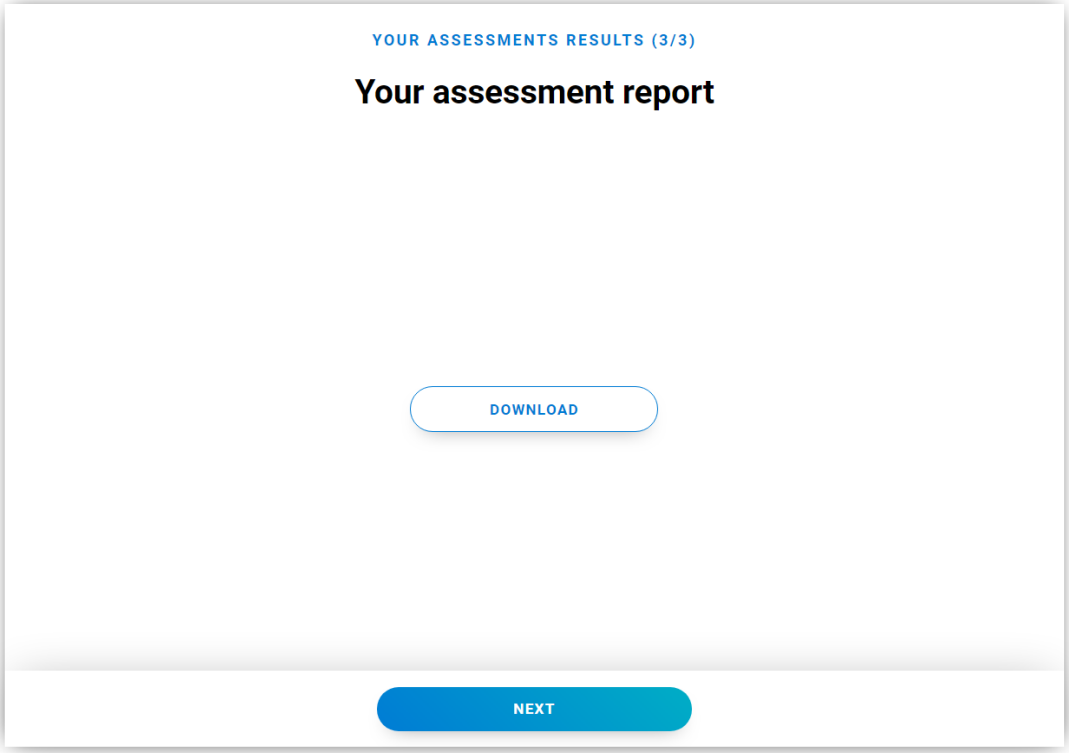
5.3 Starting a Session

❏ When a family member who is older than 16 logs into their account for the first time (see section 4.3) they will be asked to carry out a brief initial evaluation. To perform the initial test, click the **Start** button.

❏ After taking the initial test, the family member will see their score. Click the **Next** button.

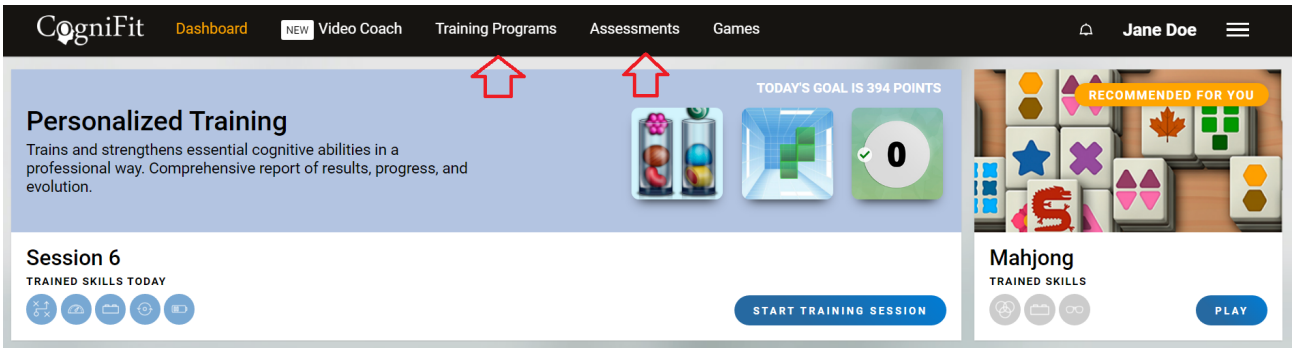


- The family member can download their results report detailing the state of their cognitive abilities in a PDF format. To do so, they should click on the **Download** button. Then click **Next**.

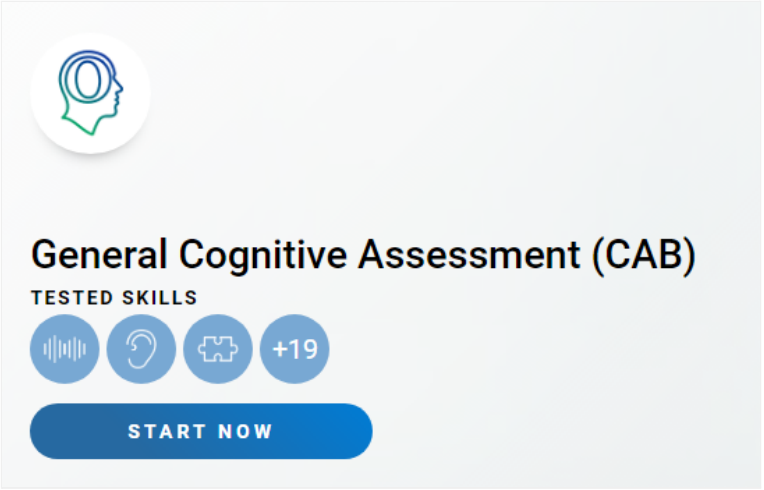


- Next, the family member's dashboard will open.

- To access the programs assigned by the family member in charge of the Family account, the user should open the **Training** or **Assessment** tab in the navigation bar at the top of the screen.



- To begin the assigned task, click **Start Now**.



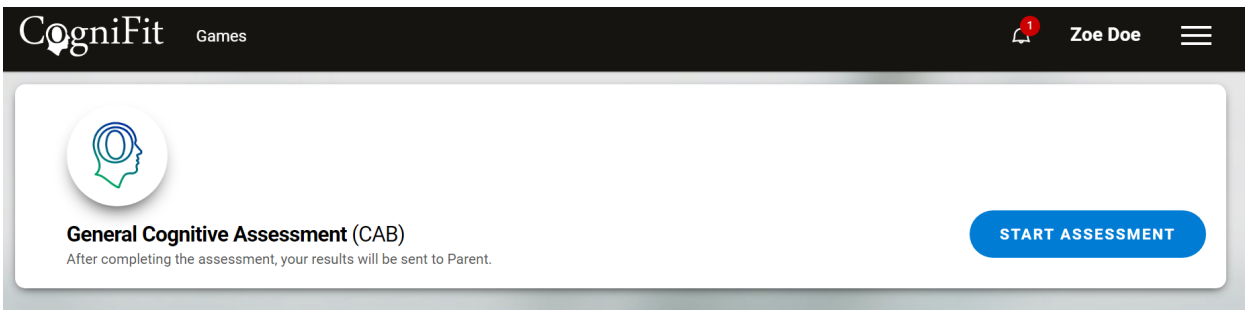
- If the family account manager has assigned an assessment to the family member, the family member will see a questionnaire that must be completed prior to performing the assessment tasks.

- As each task starts, an instruction screen will appear. The family member should read the instructions until they are ready to begin. If the family member has any questions, they should ask before clicking **Next**.

- Once the assessment or training task has started, the exercises should not be stopped or closed.

Family Members From 7 to 16 Years Old

- It is recommended that family members under the age of 16 train with the account manager's account. Children under 16 can also use their own account, but the presence of an adult relative is recommended.
- When a family member under 16 years of age logs into their account for the first time, the training or assessment assigned by the person responsible for the family account will automatically appear.
- Family members under the age of 16 cannot purchase additional programs on their account.



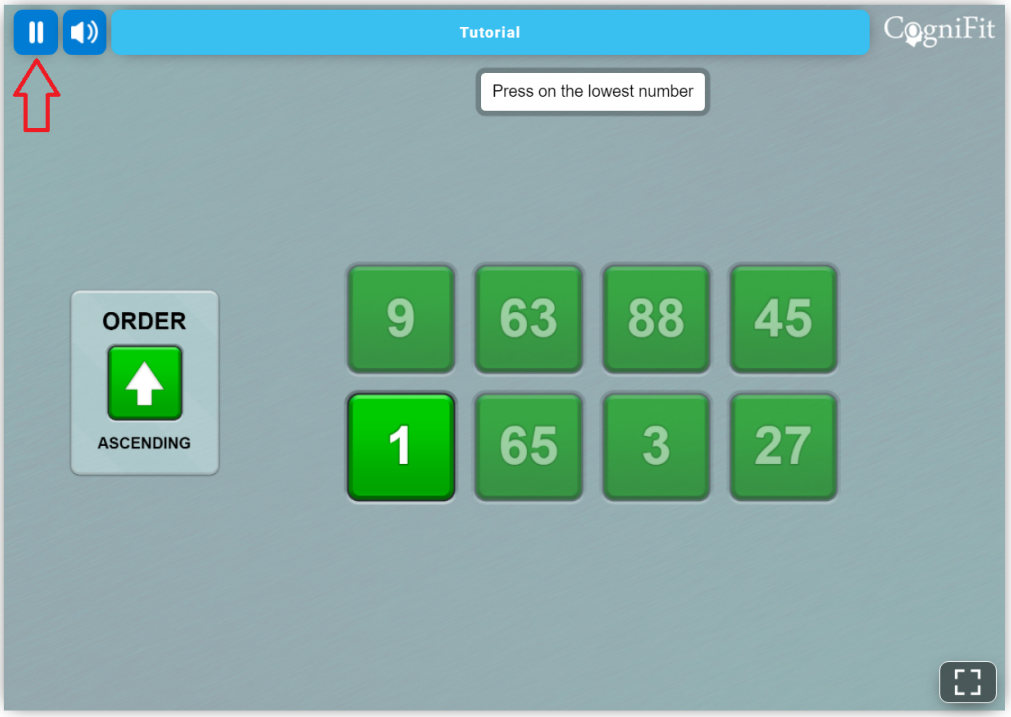
Interruptions

- ❏ Once the assessment or training begins, it should not stop.
- ❏ Make sure there are no distractions and avoid interruptions (phone calls, technical problems with the computer or device, etc.). Make sure the family member uses the bathroom before starting.
- ❏ If the family member has to leave the room, let it be for a short period of time. Tasks are created to be done in a single session.

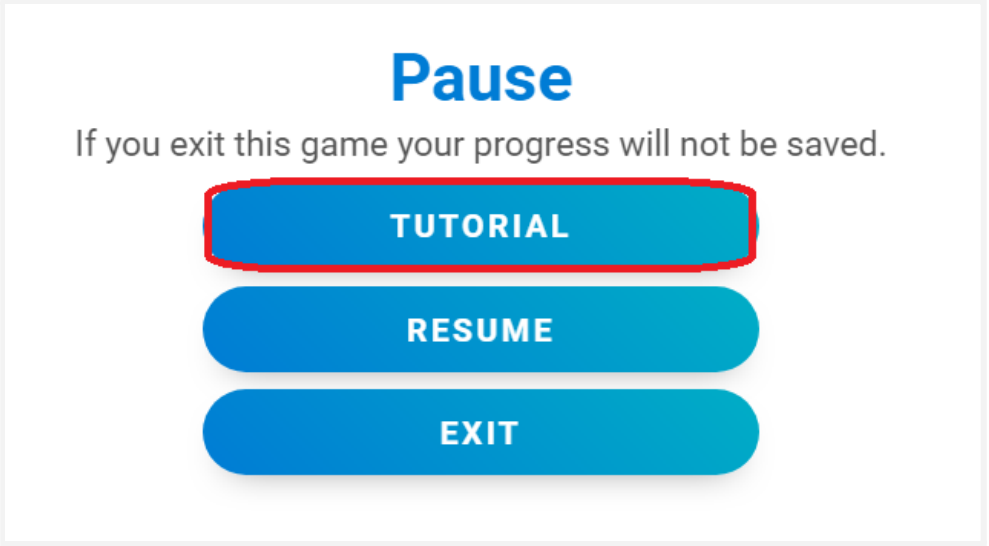
5.4 Relevant Information

5.4.1 Instructions

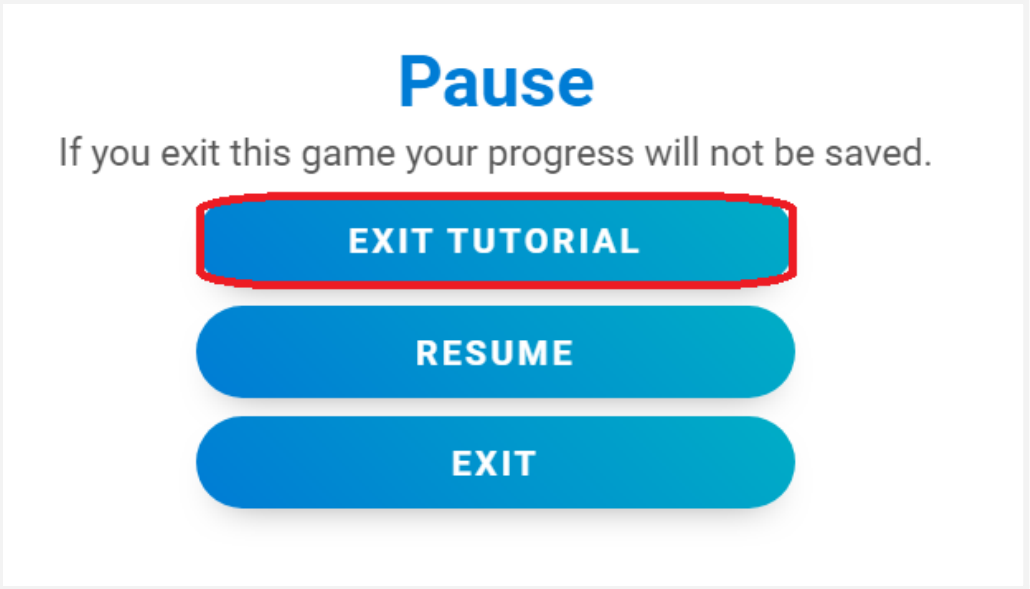
- ❏ Before starting each task, the user will be able to read the instructions for the task.
- ❏ Before starting a new evaluation or training task, the user will be given instructions .



- ❏ These instructions will only appear the first time a new task is performed. However, the user can refer to the instructions at any time by pressing the pause button on the task. In the menu that opens, press the **TUTORIAL** button.

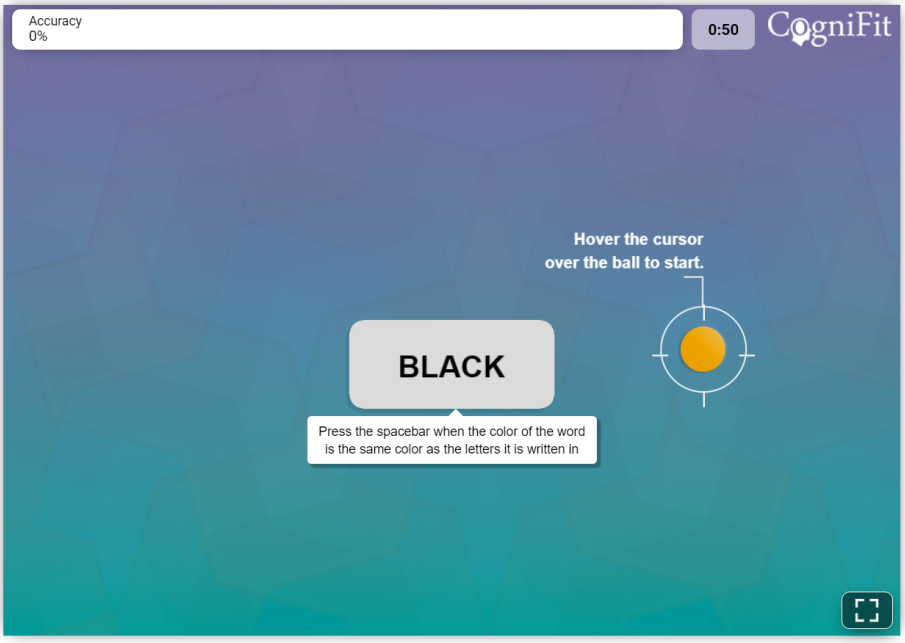


☐ To return to the task, press the pause button again and then the **EXIT TUTORIAL** button.



5.4.2 Session Preview

❏ When the family member begins a new task, a short trial period will be provided. During the assessment, there is a small amount of time or movements (depending on the task) that help the user to become familiar with the task. The remaining time/movements can be observed during the task at the top of the screen by means of a table indicating the performance of the task.



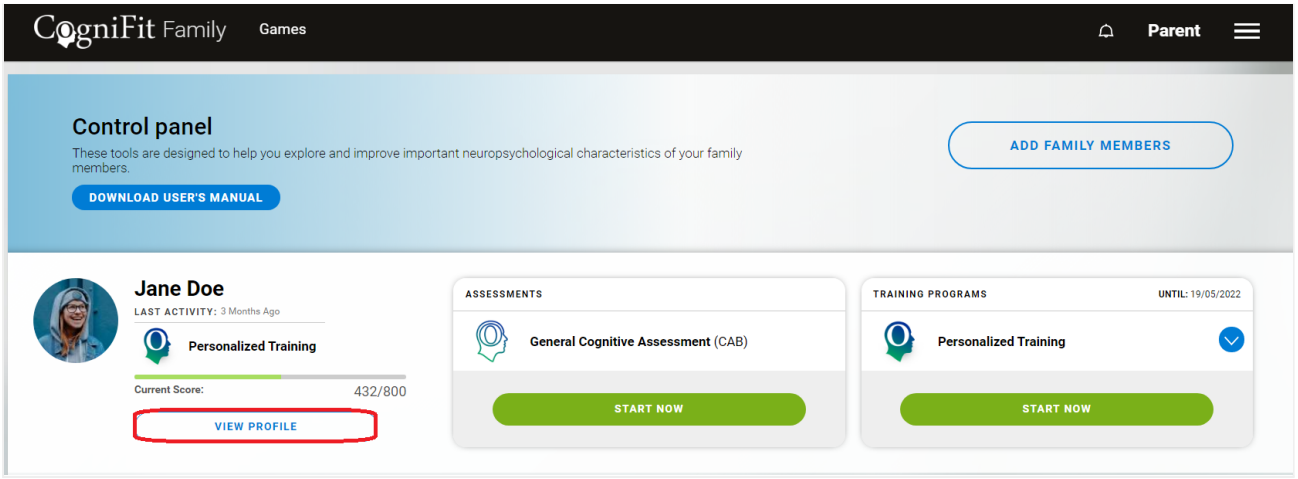
5.4.3 Results

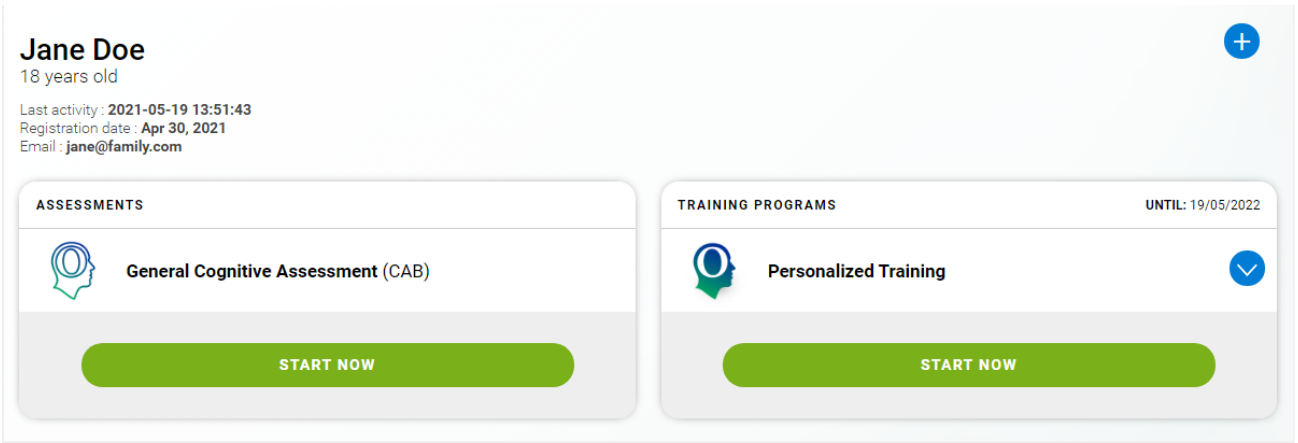
- ❏ The results obtained by the family member will be sent directly to the person in charge of the family account.
- ❏ Family members over 16 years of age can consult training results and download the evaluation report from their account. Family members under the age of 16 will not have access to the full results from their own account.
- ❏ The person in charge of the family account will be able to see a summary of all the results of the family members from the platform for families, by clicking on the family member's profile.
- ❏ The results will also be saved in the CogniFit database.

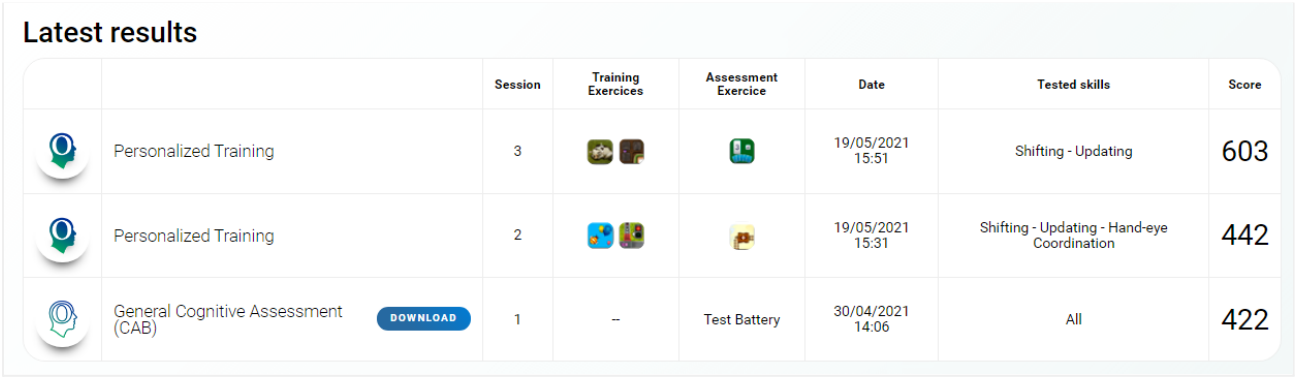
6 Results

6.1 After Evaluating a Family Member

The family member that manages the account will see a list of all family members added to the platform on the Dashboard page. If a family member has recently completed an assessment or training, their results will appear on the family member's profile. To access more detailed results, click **View Profile**.







In "**Latest results**" you will see the number of **Sessions** completed by the family member, the program they have completed (a training or an evaluation), the **Date** of the session, and the **Score** obtained.

If the family member has completed a training session, they will see the icons of the exercises they completed during the session (the "**Training exercises**" section), the icon of the assessment task included in the training (the "**Assessment exercise**" section) and a list of the cognitive skills trained and assessed during the session (the section "**Skills tested**").

If the family member has completed an evaluation, the person in charge of the family account will be able to download a results report. This option is only available for assessments.

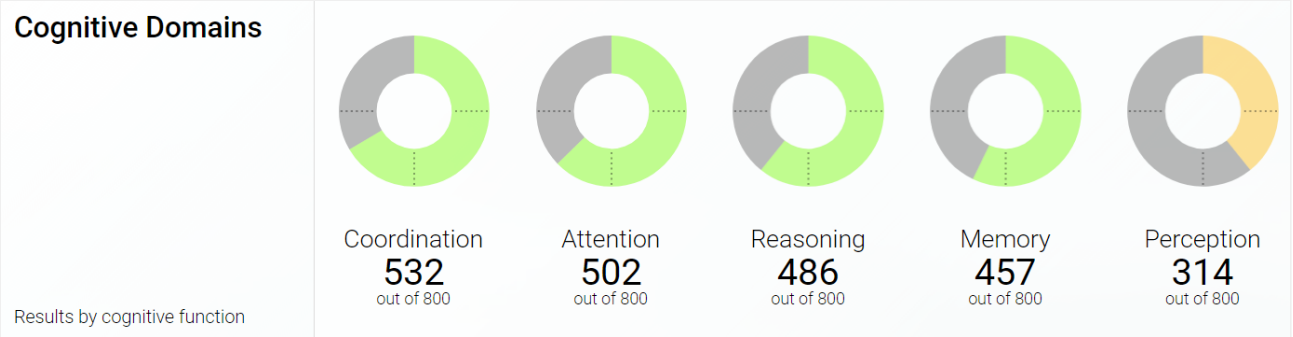
Please note that only assessment and / or training assignments are available for family members under the age of 16. To complete the test and obtain the cognitive results, the account manager must fill in the questionnaire.

This must also be done if the account manager chose the "No" option in "Self-Administering Questionnaire" when assigning the assessment to the family member.

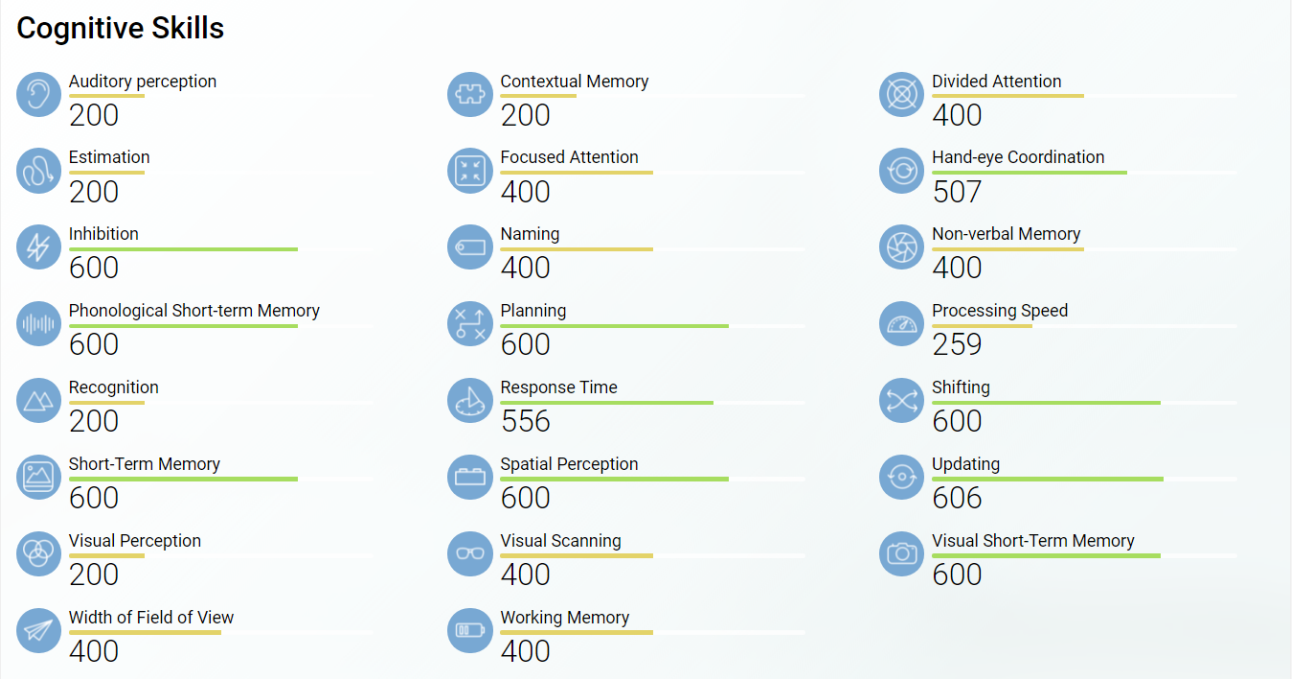
6.2 Cognitive Results

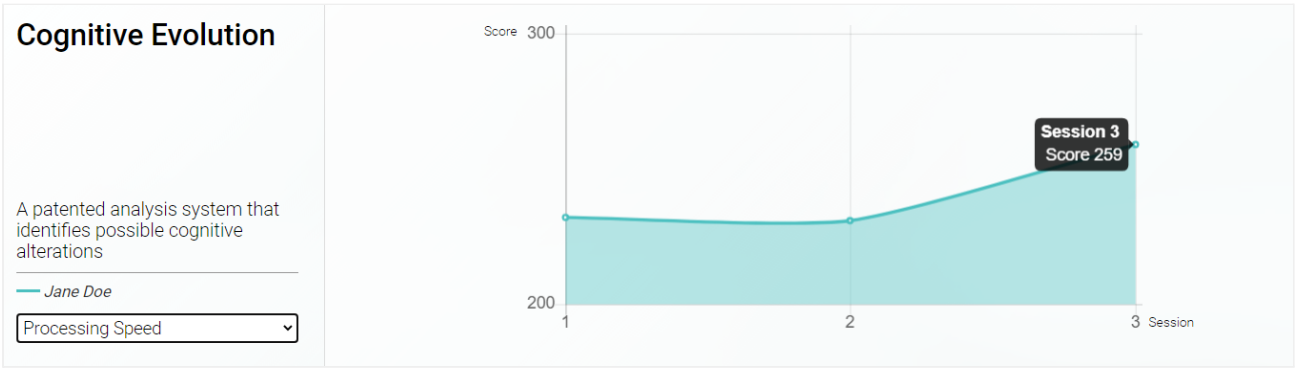
As explained above, in the profile of each family member, the account manager will find the results of their family member grouped together to provide a broad view of their profile or general cognitive level.

Next you will find an example of a family member's cognitive outcomes.



By scrolling down, the Family Account Manager will see detailed scores for each cognitive skill and the user's cognitive performance.

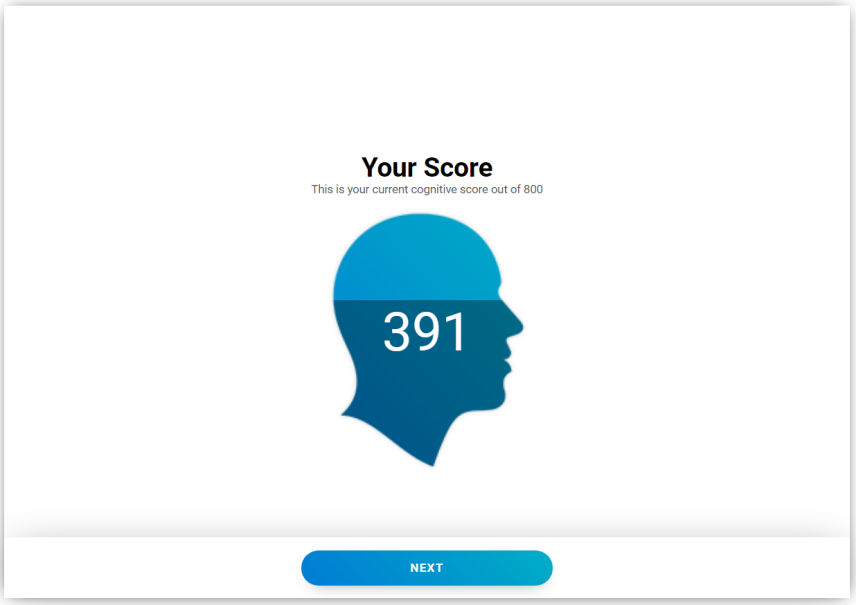




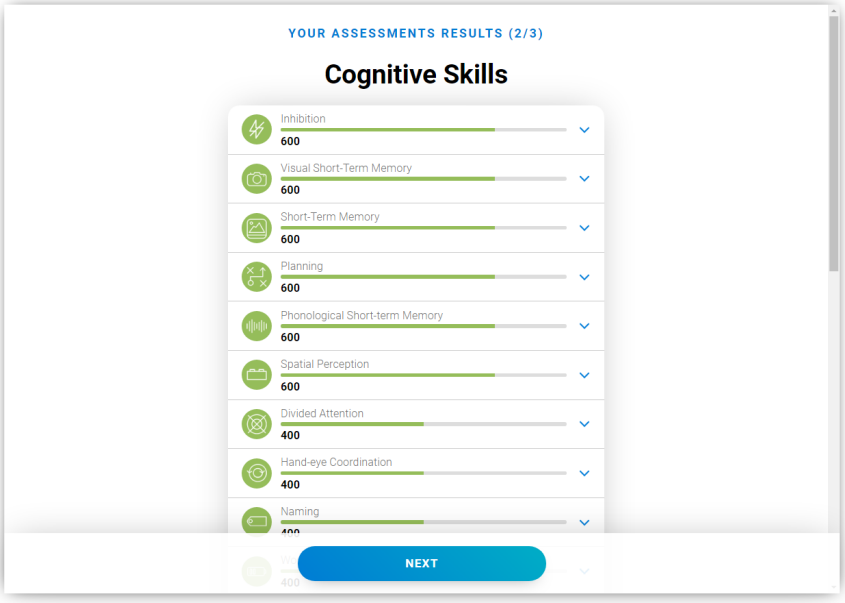
On the **home page**, the family member can check their results by cognitive functions, weekly plan, cognitive age, strengths and weaknesses, and so on.

Family members under 16 years of age who carry out an intervention program assigned from their own account can only consult a brief version of their cognitive results.

❏ At the end of the assigned evaluation, the user will be able to see their score.



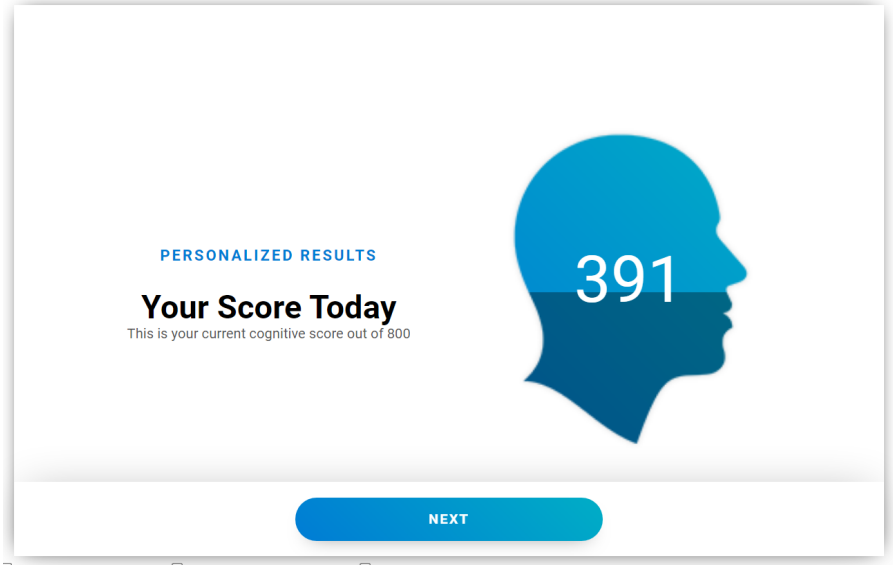
By clicking the **Next** button, you can find out the scores for each cognitive ability.



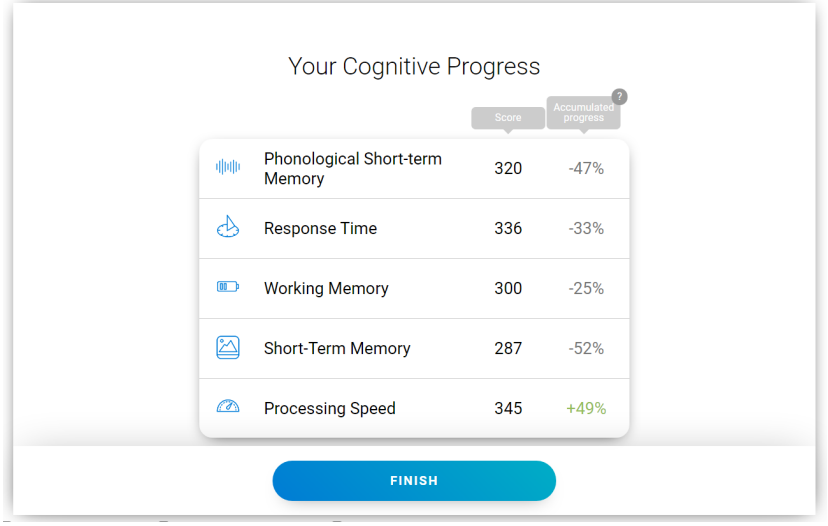
Click **Next** to exit.

- Family members younger than 16 years old won't be able to download their results report from the evaluation from their own account. This report can only be obtained from the family platform after the assessment questionnaire has been completed.

- **Upon completion of the assigned training** the user will be able to see their current scores.



By clicking on the **Next** button the family member will see their training progress. Click **Finish** to exit.



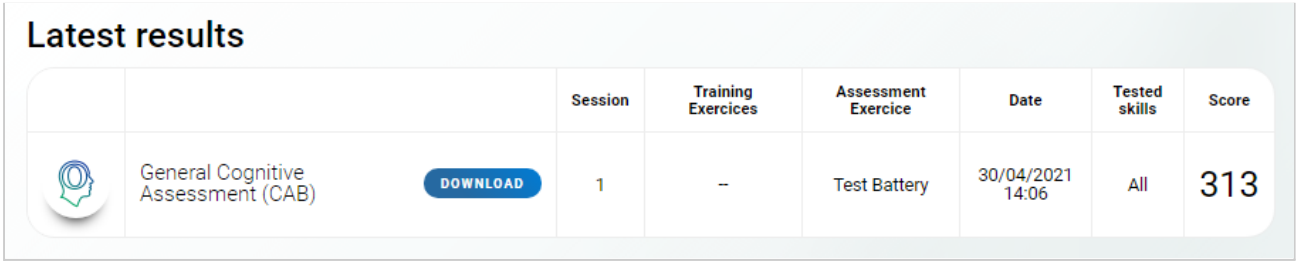
For any questions, both the account manager and their family member can write to support@cognifit.com.

6.3 Results Report

- From the profile of the family member, the person in charge of the account will see the latest results of the members of his family. In addition, the person responsible for the family account will be able to download a complete report of the results to view it more comfortably. You can download the report by clicking **Download** from the family member's profile.

- The report can only be downloaded once the family member has completed the questionnaire and full assessment, there are no reports for training sessions.

To download the report of an adult relative, click the **Download** button on the user's profile page (see 6.1).

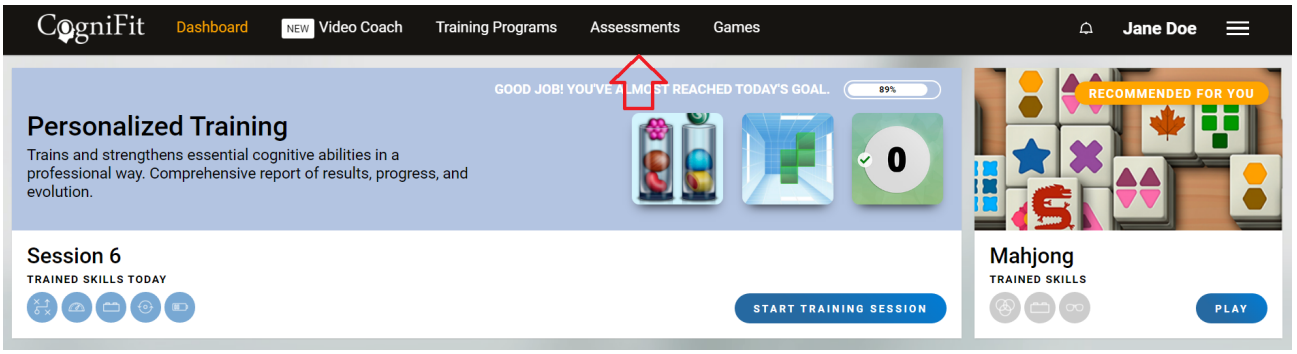


This report contains the user's cognitive status, signs and symptoms, neuropsychological profile, analysis of results, and recommendations. *

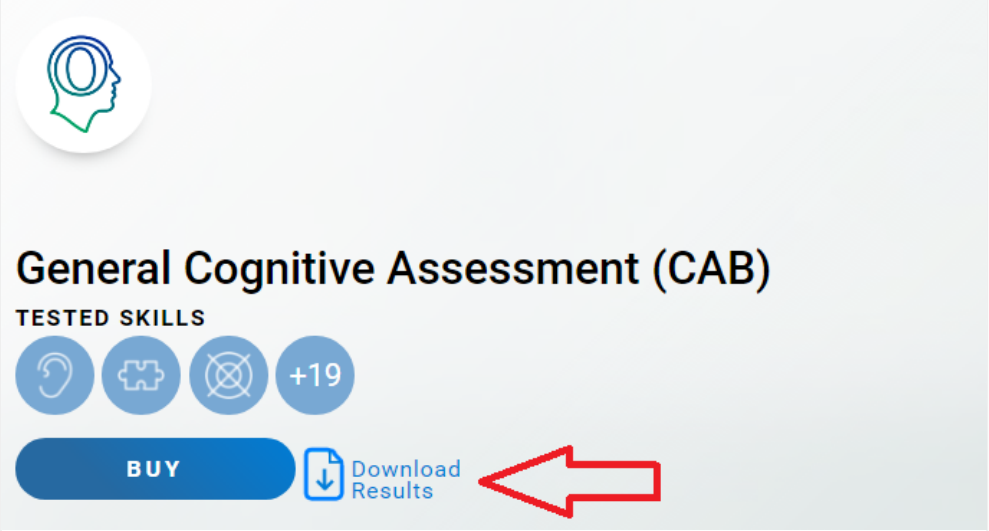
**Sections in this report vary based on cognitive assessment.*

To see an example of the report, click here.

- Upon completion of the evaluation, family members over 16 years of age can download the report with the results of their evaluation from their own account. To download the report, the family member has to choose the **Assessments** tab from the navigation tab.



A download icon will appear on the assessment page next to the completed assessment icon.



- ❏ If the adult family member uses a mobile device, to download the evaluation report, they can consult the instructions in the Help Center.
- ❏ For any questions you can write to support@cognifit.com.

7 FAQs

For more frequently asked questions, the family members can visit our help page.

7.1 How do I login from the web?

Click on the **Login** button in the upper right corner of the page.

- ❏ Remember that the password is case sensitive, so check that the Caps Lock key is not activated.
- ❏ If you are using a secure computer, click on the **remember me** box to remember the information (email and password).

Login using email and password. Follow these instructions to create an account.

7.2 How do I add a family member to the platform and assign them an intervention?

- ❏ Family members can be added to the family platform from the home page or the dashboard. The detailed steps are described in section 4.2 of this manual.
- ❏ To add family members to the platform follow these instructions. When adding a family member, you need to assign them an assessment or training session.
- ❏ If the family member uses their own account, once they have received an email with the invitation sent by the family member in charge of the platform, they must proceed to create an account in CogniFit.

7.3 Can a family member with a hearing/visual impairment do the assessments and/or the training program?

Yes, but many of the tests require the use of distinctive sounds or colors, so we cannot promise the reliability of the results. If this is the case, please contact directly support@cognifit.com

7.4 Can a license be transferred between family members?

Yes. As long as the family member has not started using that license. If the person responsible for the family account sends a family member an evaluation or training license and decides to retrieve it to transfer it to another family member, the person responsible for the family account may remove the license from the relative to assign it to another.

For this, the person responsible for the family account has to deactivate the profile of the family member who did not use the license. Then the unused license can be assigned to another user.

After deactivating a family member, it is recommended that you **log out and log back in** to update the information about available subscriptions.

7.5 Can you buy an unlimited number of subscription months?

Training subscription plans are paid annually for 2 or more family members. At the end of the payment period, the subscription will automatically renew if the family account holder does not cancel it before the payment period expires.

7.6 How do I log out?

To close the session in the family platform, you will have to place the mouse over the name that appears in the upper right corner of the screen. From the drop-down menu, choose the last option: **Log Out**. More information.

If the person responsible for the account or their family member has more questions, they can click here.

8 Annex

8.1 Quick Start Guide

To ensure maximum efficiency, each account manager should be familiar with the assessments and training before beginning. A quick user guide has been added to the manual below so that the person responsible for the family account or the family member can consult it at a glance. In this way, we facilitate the use of the platform in a faster way.

8.1.1 Create an account for families

Create an account for families, accessing the platform directly or from the CogniFit home page

- ❏ Add name and email.
- ❏ Create a password (minimum 6 digits).
- ❏ Upon entering the platform, the program will offer to add a family member to the platform.
- ❏ Add name, surname, sex and date of birth of the relative.
- ❏ Indicate whether the family member will use the account of the person responsible for the family account or her own account. Press **Add** to exit.

8.1.2 Purchase evaluation and/or training subscriptions

Follow the instructions in this article.

8.1.3 Inviting family members

The account manager can add as many family members to the platform as he or she deems necessary.

- ❏ Once the account manager has logged into the family account, they will see an **Add Family** button at the top of the home page or dashboard.
- ❏ Click this button and add a new family member. Then follow the steps described in section 4.2.3.1 of this manual.

8.1.4 Preparation for the session

The person responsible for the family account must take into account certain aspects of the session and inform their family members if the session takes place elsewhere (outside of a controlled environment).

- ❏ Read the instructions and become familiar with each test.
- ❏ Become familiar with the equipment/device with which the test will be performed.
- ❏ If noise reduction headphones are used during the test, check that the red light is on. If not, the battery may need to be replaced.
- ❏ Connect the headphones to the computer.
- ❏ Check that the volume is at an appropriate level.
- ❏ Check that the mouse is plugged in and works properly. If the mouse is wireless, check that it has enough battery.
- ❏ The evaluations can be used from any online browser and from any device (Multiplatform).

8.1.5 Requirements for family members

The family member must log in before receiving the instructions from the person responsible for the family account. The person responsible for the family account must give the following instructions to their family members so that they can complete the evaluation and/or training session.

- ❏ Open the web browser. For recommended web browsers and system requirements, go to the **System Requirements** chapter.
- ❏ In the search bar, located at the top of the browser, you must enter the following address: www.cognifit.com.
- ❏ Press the **Login** button using the credentials of the family member or the person responsible for the family account. If this information is not available, you should ask the person responsible for the family account or click on the **Start Now** button to create a new account.
- ❏ Introduce an email and follow the instructions on the platform.
- ❏ If the family member is taking an assessment or training in a language other than English, they can change the language from the upper right corner of the home page. Language settings can also be adjusted once you have logged in.

8.2 Instructions before, during, and after the test

8.2.1 Before starting the test

- ❏ To avoid interruptions, all electronic devices (phones, tablets, etc.) should be turned off and put away.
- ❏ Check that the device is turned on and has a full battery (in the case of a laptop).
- ❏ If auxiliary tools such as a mouse or keyboard are used during the test, it will be necessary to ensure that they work correctly.
- ❏ Check that the volume is at an appropriate level.
- ❏ If the family member wears glasses or contact lenses, they should have them available.
- ❏ Use the bathroom or satisfy your hunger before starting the test.
- ❏ If the family member takes the test from home and is surrounded by children or other people, they must ensure that they are not interrupted during the assessment/training.
- ❏ CogniFit is an online program, therefore, all internet applications that use the bandwidth (Spotify, Netflix, etc.) must be closed.
- ❏ Before starting, it will be necessary to verify that the family member is using the appropriate account associated with the account of the person responsible for the family platform.
- ❏ The test can be started only after verifying that none of the above points interferes during the evaluation or training.

8.2.2 During the test

- ❏ Make sure the family member understands how to do each task. Instructions are given at the beginning of each task.
- ❏ If the family member has questions about how to complete a task, the family account manager can explain how to complete it, as long as the family account manager does not provide additional assistance.

8.2.3 After the test

- ❏ The results will automatically appear in the Results section of the home page or dashboard of the family account manager.
- ❏ The person in charge of the family account will have access to the results of the family member immediately.
- ❏ Family members over 16 years of age can download reports with evaluation results and consult their cognitive profile from their own account. Family members under the age of 16 will not receive the results unless the person responsible for the family account provides it.
- ❏ All results are automatically saved in the CogniFit database.
- ❏ CogniFit suggests that the family account manager contact the family member to inform them that their scores have been received (only if testing is done remotely).
- ❏ The person in charge of the family account will be able to download a detailed report of the results that the family member has obtained in the evaluation.
- ❏ The results of the training sessions will be seen through a graph from the user's profile on the family platform. Family members over 16 years of age will be able to access information about their cognitive progress from their own account.

Thank you for choosing CogniFit for Families. CogniFit is an online platform that helps assess, train, and track a user's cognitive outcomes.