RipTime!

User's Manual

R i p T i m e !

rip it up: To describe an action done with extra effort or high energy.
SlangSite.com

ripped: muscular. ("That body-builder is ripped!")
The Online Slang Dictionary

Overview

RipTime! is an exercise software program for the Palm OS that allows you to record the information about your workouts that is most important to you and to retrieve that information in a highly usable and understandable format. Used with its companion program, RipTime! Exercises, you can easily prepare workout routines either in advance or on the fly, obtain essential information about performing an exercise, review a log of that exercise, and more. RipTime! Exercises includes descriptions of 274 cardio and strength exercises. You can use the exercises in RipTime! Exercises, add to them, modify them or delete them completely to suit your training preferences.

Warnings

The exercises described in RipTime! Exercises have been included for illustration purposes and for the convenience of those already familiar with the exercise.

I am not a personal trainer and do not profess to have any expertise as a trainer. Different people may react differently to exercise. The exercises contained in RipTime! Exercises were prescribed for me by my personal trainer. They work for me, but they may not work for you. In addition, the descriptions of the exercises, while believed to be accurate, are not warranted to be free of inaccuracies or ambiguities.

You should perform these exercises only if you are familiar with them, are certain that you do not have any condition that would be aggravated by performing the exercise and have prior clearance from your physician. **Proceed with caution!**

Installation

This program requires that you have SmartList to Go (or thinkDB 2.0 or later) installed on your handheld. If you do not, you can obtain a demo version at http://www.dataviz.com or http://www.palmgear.com.

There are two versions of RipTime! and one version of RipTime! Exercises included. The difference between the two versions of RipTime! is that one version allows you to record up to three sets per exercise, while the other allows you to record up to

four sets per exercise.[1]   Install the version of RipTime! that you prefer, as well as RipTime! Exercises. The RipTime! Exercises program is required whether or not you use the exercises described therein. RipTime! contains samples of workouts that you will likely want to delete before recording your own workouts. RipTime! Exercises contains 274 cardio and strength exercises that may be kept unchanged, deleted or modified, depending on your preferences.


Relationship Between RipTime! and RipTime! Exercises

RipTime! is the program used to record your workouts. The exercise names recorded in RipTime! come from RipTime! Exercises. Descriptions of exercises recorded in RipTime! can be accessed by a link to RipTime! Exercises. Exercise log information about a particular exercise can be accessed from RipTime! Exercises through a link with RipTime!.

RipTime! Exercises Form

The RipTime! Exercises form consists of the following three tabs:

- Exercise
- Details
- Track
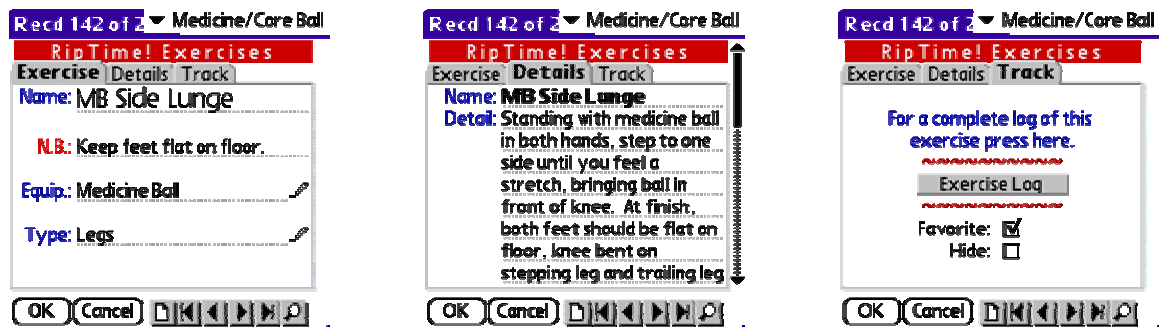
The **Exercise Tab** contains four fields:

- The Name field is where you record the name of the exercise.

- The N.B. field is the place where you record any short notes about the exercise that are important for you to remember, such as "don't pull on neck" when doing crunches.

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[1] Both versions are programmed to allow you to record up to six sets per exercise. The number of sets displayed can be expanded using the Form Designer in SmartList to Go.

- The Equip. field is where you describe the equipment. You can access a pre-defined list of equipment to the right of the field, add your own items to the list or simply write the name of the equipment in the space provided. If you use more than one piece of equipment through the pre-defined list, the program will automatically insert a comma between them.

- The Type field is where you record the body part that is involved in the exercise. As with the Equip. field, there is a pre-defined list to the right of the field. The program will automatically insert a comma if you select more than one type. I recommend recording the body part that is the primary focus of the exercise first. It is probably best to limit the body parts to two and to include only those body parts that receive a major benefit from the exercise. The information in this field is later used in filters and views in RipTime! and RipTime! Exercises.

The **Details Tab** contains two fields:

- The Name field picks up the name that you enter on the Exercise Tab.

- The Detail field contains a complete description of the exercise or any other information you want to enter to help you remember how to perform the exercise. I have included a full description of the exercises, but unless you plan on sharing the information with other people it may not make sense to include that much information.

The **Track Tab** contains an Exercise Log button that allows you to view your exercise history for that exercise as recorded in RipTime!. Note that while this button will give you information about both cardio and strength exercises, it gives only limited information for cardio exercises. The information provided for each is as follows:

- For strength exercises, the log will show the date, the exercise name, the average weight, average repetitions and total sets.

- For cardio exercises, the log will show the date and the exercise name. Use of the log from the Cardio Log View (see below) will give you the date, the exercise name and the exercise time.

The Track Tab also contains a checkbox to denote an exercise as a favorite and a checkbox to hide the exercise. For a further discussion about these functions, see Managing Exercise Choices below.

RipTime! Form

The RipTime! form is divided into two sections. The upper section consists of a single fixed page containing the exercise date, the exercise name, exercise type and number. The lower section, which consists of between five and eight tabs (depending on how many sets you are displaying), is where you enter your workout data.

The **Date** field is where you enter the date you perform the exercise. By default, the date that the record is created is added automatically. You can change this date by pressing your stylus in the date field.

The **Exercise** field is where you enter the exercise name. This name is entered through a link to RipTime! Exercises. Press on the link icon to the right of the field. This will take you to the main menu in RipTime! Exercises. To make selection easier, tap on the drop-down arrow next to "filter" to reveal the different types of exercises. When you have chosen the exercise you want to insert, tap on the name and it will be automatically inserted in the Exercise field.

The **Type** field describes the type of exercise. It is automatically entered when you select the exercise name.

The **No.** field allows you to record the order in which you performed the exercises. Some of the Views in RipTime! have been designed to sort the exercises by exercise number. The Diary View (see below) has also been designed to work, in part, based on the information inserted in this field.

The **View Exercise Details** button at the top of the form allows you to obtain detailed information about the exercise through a connection to RipTime! Exercises. Tapping that button will bring you to a menu in RipTime! Exercises with only that exercise name in view and a log button on the right. By tapping the name of that exercise, the exercise form will open. As discussed in the description of the RipTime! Exercises form (above), the first page will contain the critical information you want to remind yourself about the exercise. The second tab will contain the details about the exercise. By tapping the Exercise Log button on the third tab (or the log button on the exercise menu), you will be able to see all of the instances that you performed this particular exercise. This can be helpful in planning your routine. You can also

see the history of this exercise by selecting the By Exercise View in RipTime!. To return to RipTime! after viewing the exercise details, select OK or Cancel on the exercise form and then select the left-facing arrow in the upper left corner of the list.

For strength exercises, the **Main** tab simply summarizes information that you record on the other tabs. For cardio exercises, you should record your exercise in minutes at the bottom of the Main tab form.

The **Set1** tab, **Set2** tab, **Set3** tab and **Set4** tab (if you have installed the four-set version) are where you record the amount of weight and the number of repetitions for each of your sets. The Main tab will automatically show the average weight, the average repetitions and the number of sets.

The **Notes** tab contains the following four fields:

- The Next field is a way to record whether you want to raise or lower the weight the next time you perform the exercise. By default, the "Same" button will be selected.

- The Notes field is where you can record any notes you want about the exercise.

- The Done checkbox is a where you can note that you have completed the exercise. The Done checkbox also appears on some of the list views.

- The Code field has been designed to allow you to designate a group of exercises for later viewing. For example, you may want to record a group of exercises that you performed with your trainer or you may want to repeat a particular program that you put together. The Code field will allow you to retrieve that grouping without having to recall the specific date you performed the routine.

RipTime! Exercises Views
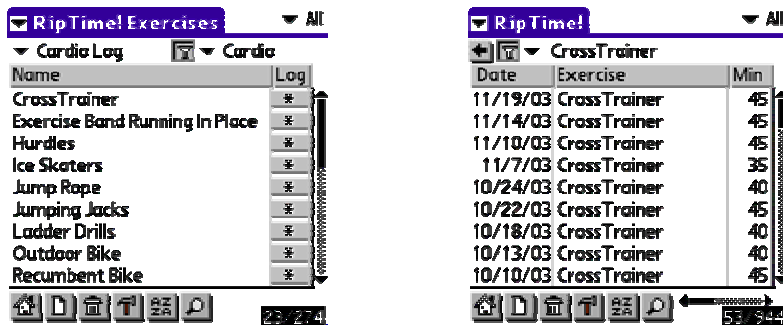
RipTime! Exercises contains the following four Views:

- The **Main View** shows the name and type of each exercise. The default sort for this view is alphabetically by exercise name. The default filter for this view is "no filter".

- The **Strength Log View** shows the name of each strength exercise and contains a button that accesses an exercise log from the RipTime! data. The view for this exercise log is identical to the one accessed when pressing the Exercise Log button on the Log tab of the exercise form. The default filter for this view is "Strength". Return from viewing the exercise log by tapping the left-facing arrow in the upper right of the log list.
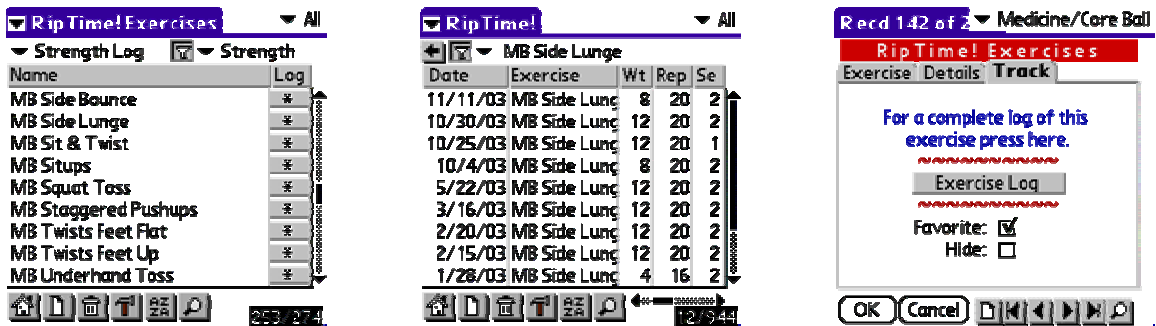
The exercise history (center) can be accessed either from the Strength Log View (left) or the Track tab on the RipTime! Exercises form (right).

■ The **Cardio Log View** shows the name of each cardio exercise and contains a button that accesses an exercise log from the RipTime! data. The default filter for this view is "Cardio". Unlike the view for the strength log, the view for the cardio log contains the exercise duration in addition to the date and exercise name. Return from viewing the exercise log by tapping the left-facing arrow in the upper right of the log list.

■ The **Equipment View** shows the name of the exercise and the equipment used for each. The default sort for this view is alphabetically by exercise name. The default filter for this view is "no filter". With this view, you can readily see what equipment you will need for the exercise. You can also narrow a search for particular kinds of equipment by using the Categories drop-down menu.
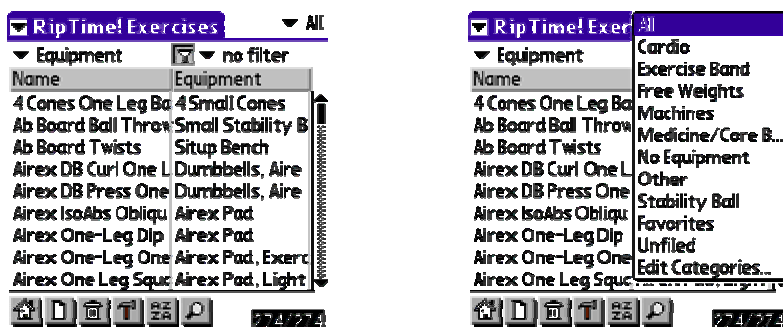
RipTime! Exercises Filters

RipTime! Exercises contains 11 filters. There is one filter for each of the seven types of strength exercises: Abs, Back, Biceps, Chest, Legs, Shoulders and Triceps. The Strength filter combines all of these exercises. The Cardio filter only contains cardio exercises. In addition, there is the Favorites filter, which allows you to view your favorite exercises by type of equipment, and the Hidden filter, which allows you to view the exercises that you have hidden. For more information, see Managing Exercise Choices below.

RipTime! Views

RipTime! contains 11 Views, as follows:

■ The **History View** shows the date, the exercise name, average weight, average repetitions and number of sets. The default sort for this View is by date in reverse chronological order. The default filter for this View is "Done". This View is the one that is accessed using the Exercise Log button on the exercise form and the Log button on the Strength Log View list. This View has purposely been designed to be no wider than the screen, in order to maintain consistency of view when using the Exercise Log.

■ The **Workout View** is designed to show the information you would want when you are working on a routine. It shows the exercise name, the average weight, average repetitions, number of sets and exercise number. In addition, it contains check boxes to note when an exercise has been completed, a details button that allows you to access the RipTime!

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Exercises form without opening the RipTime! form, and a column that allows you to view your notes. The default sort for this View is by exercise number. The default filter for this View is "Today", i.e., it will only show exercises with today's date.


Note that only those exercises marked Done in the Workout View appear in the History View.

■ The **Selected View** is similar to the Today View, except that it has an added "Select" column. The default filter for this view is "Selected". The default sort is by exercise number and then by exercise. Exercises where "Select" has been checked will appear in this view. This view can be used to re-create routines or to pick and choose different exercises. Once the exercise appears in this view, you can use it just like the Workout View. Exercises can be selected in the Not Done View, the By Date View, the By Exercise View or the Coded View. The Selected View is best used for teeing up exercises that you previously recorded but did not perform or for recreating routines, or for performing other filtered operations, such as deleting records, changing categories, etc. For more information, see the sections on Planning and Recording Workouts, Recreating Routines and Purging Records, below.

■ The **Not Done View** allows you to view exercises that you previously entered but have not completed. This view shows only the exercise name, exercise type and Select. The default filter is "Not Done". The default sort is by exercise type. You can scan this list to select exercises that you have not completed. Once the "Select" box is checked, you can view the exercise in the Selected View and perform your workout from that view.
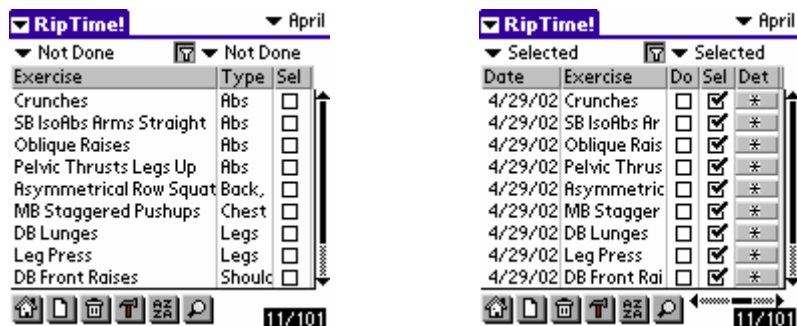
Selecting records in the Not Done View moves them to the Selected View, which is an extended version of the Workout View. The workout can be performed from the Selected View or, if the dates have been changed to today's date, from the Workout View.

- The **By Date View** is an expanded version of the History View. In addition to date, exercise, average weight, average repetitions and sets, it contains a Select checkbox, the exercise number and notes. The default filter is "Date". The default sort is by date in reverse chronological order and then by exercise number. You can view in detail your previous exercise routines and, by checking "Select", can move an entire routine (or parts) to the Selected View.

- The **By Exercise View** lists the exercise name, average weight, average repetitions, sets, exercise type, a Select checkbox, the date and notes. The default filter is "no filter". The default sort is by exercise and then by date in reverse chronological order. You can use this view to quickly see a log of a particular exercise without going to the exercise log in RipTime! Exercises. The top listing of an exercise will be the most recent. You can also verify the date by looking at the column farthest to the right. You can select exercises from this list to use in the Selected View.
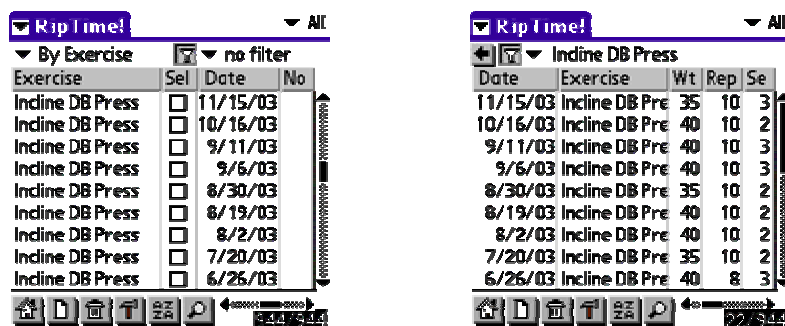
Note that you can view the history for an exercise through the By Exercise View in RipTime! (left) or through the Exercise Log button in RipTime! Exercises (right).

- The **Coded View** displays all exercises where a code has been entered on the Notes tab on the RipTime! form. This view shows exercise date, exercise name, Code, Select and notes. The default filter is "Coded" and the default sort is by code, then by date in reverse chronological order, and then by exercise number. The Coded View is best used to designate certain exercise routines that you want to repeat. Exercises selected in this view will appear in the Selected View. For more information, see Recreating Routines Using the Coded View below.

- The **Change View** allows you to view exercises that you have previously designated on the Notes tab of the RipTime! form as ones where you want to raise or lower the weight. The default filter is "Change" and the default sort is by exercise. This view shows the exercise name, average weight, average repetitions, Next and OK. You can quickly look at this list when you are about to schedule an exercise to see if you should be raising or lowering the weight. Once you change the weight or if you otherwise decide to delete the exercise from this list, you should check OK. Checking OK will remove the exercise from this list.

- The **Cardio View** shows a log of cardio exercises, giving the date, the exercise name and the number of minutes that that exercise was performed. The default filter is "Cardio" and the default sort is by date in reverse chronological order.

- The **Diary View** allows you to see a summary of your exercise program by day. It contains the date, the exercise category and the notes for the routine. The default filter is "Diary" and the default sort is by date in reverse chronological order. For more information, see Using the Diary View below.

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■ The **Audit View** allows you to keep track of dates that you added or changed a record. It shows the date (display date on the rest of the views), the exercise name, the date the record was added, the last date the record was changed and a Select checkbox. This view is particularly helpful if you inadvertently change the Date of a workout, such as by changing the default date entry from "Date added" to "Date updated". Through this view, you can approximate the date that should be showing as your workout date. Placing a check in the Select checkbox will segregate to the Selected View all exercises that you want to change, where you can make appropriate changes. For more information, see the section on Planning and Recording Workouts below.

RipTime! Filters

RipTime! contains 12 filters, as follows:

■ The **Diary Filter** shows each time you performed a strength routine and each time you performed a cardio exercise where the duration equals or exceeds 15 minutes. This filter is the default filter for the Diary View. A routine will not appear in the Diary View until the exercises are marked Done. For more information, see Using the Diary View below.

■ The **Today Filter** shows only those records with today's date. This filter is the default filter for the Workout View.

■ The **Date Filter** shows all records on a particular date. This filter is useful for reproducing an exercise routine on a particular date or for performing any function that requires the segregation of a single date's records. This filter is the default filter for the By Date View. For more information, see Using the Date Filter below.

■ The **Past Week and Past 30 Days Filters** show all records falling in those respective time periods. Use of these filters can be helpful to perform statistical analyses or simply to help find a record during a known time period. When used in combination with the Diary Filter (see below), you can quickly see how many Cardio and Strength routines you performed within the past week or past month. In order to ensure accurate filtering when using these filters, make sure that you first select "Recalculate expressions" in the menu accessed from the hammer icon at the bottom of the screen.

■ The **Not Done Filter** shows only those records where Done has not been checked. This filter is the default filter for the Not Done View.

- The **Done Filter** shows all records where Done has been checked. This filter is the default filter for the History View.

- The **Cardio Filter** shows all Cardio exercises. Only exercises that are of the "cardio" type in RipTime! Exercises are included in the Cardio Filter. The Cardio filter is the default filter for the Cardio View.

- The **Change Filter** shows all records where the Next field contains either Raise or Lower and OK is not checked. This is the default filter for the Change View.

- The **Changed Filter** shows all records where the Next field contains either Raise or Lower and OK is checked. This filter is useful to see what changes you have implemented in your workout plan. It is also helpful if you accidentally check off OK in the Change View.

- The **Selected Filter** shows only those records where Select has been checked. This filter is the default filter for the Selected View.

- The **Coded Filter** shows all records where the Coded field has been filled out on the RipTime! form and where Remove Coded has not been checked. (See Recreating Routines Using the Coded View below.) This filter is the default filter for the Coded View.

Using the Date Filter

The Date Filter is useful when you want to recreate a routine from a certain date, you want to perform a filtered operation on records of a certain date, or for any other purpose where the segregation of records by a particular date is useful. To select the date for the Date Filter, tap the filter drop-down list and select "Edit Filters". Select the Date Filter using the drop-down list next to "Filter". Tap the date field box, select the date you want to use and tap OK. For more information on using the Date Filter, see Recreating Routines Using the Date Filter and Purging Records, below.

Planning and Recording Workouts

RipTime! allows you either to record workouts on the fly or plan out your workouts in advance. All of the exercises that you have chosen for your workout will appear in one of the following views (assuming you are using the default filters): Workout (if the date is today), Not Done, By Date, By Exercise and Coded (if any information has been inserted in the Code field). It will not appear in History until you have marked the exercise "Done". It will only appear in the Selected View if you have checked off "Select".

If you are selecting the exercises as you work out, all of the exercises by default will appear in the Workout View. If you record the exercise number, your exercises will maintain the order in which you performed them under the default sort.

One of the nice features about RipTime! is that you can plan your workout in advance (even days ahead) and use the workout when you are ready. When

planning your workouts in advance, you can enter the date that you plan on performing the workout when you first complete the RipTime! form. All you need do is to mark the record "done" from the Selected View, the Workout View or the RipTime! form itself as you perform the workout. If you perform the routine on a date other than the one you previously entered, all you need do is to go to the Not Done View, select the exercises you want to perform by checking the select box and viewing those exercises in the Selected View. If you have pre-numbered the exercises, the default sort will put them in the correct order.

If you planned your workout in advance but need to change the date, you can do that in one of three ways.

- The safest, but also the most tedious, way is to manually change each date as you perform the exercise.

- The faster way is to <u>temporarily</u> change the default date field and then perform a filtered operation (see below). You can change the default date field by going into the Design Fields menu (tap on the hammer icon) and change the Date field (the first field) from the default of "Record added" to "Record updated". Assuming you now have all of the records for your workout in the Selected View, you should then <u>immediately</u> deselect Select for all of the exercises by performing a filtered operation (see below). This effectuates a change in all of the records in the Selected View, causing all of the dates for those records to change to today's date. (You can verify this by noting that they now all appear in the Workout View.) Once you have changed the dates, you should <u>immediately</u> go back into the Design Fields menu and change the Date field default to "Record added".
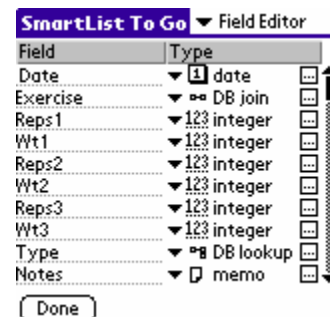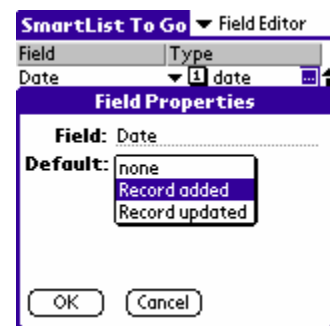
- A third way to change the dates is to skip the step of deselecting Select and change the default date back to "Record added" after you have marked the exercises that you have performed "Done". This method works best if you are not sure if you will be performing all of the exercises in the Selected View and want to retain the original date that you planned for the exercise. You should be very careful using this approach since there is a significantly higher risk that you will forget to change the default date back to "Record added" if you wait to do so until after you complete your workout.

<u>Warning</u>: If you forget to change the default date back to "Record added" any subsequent changes that you make to that record will automatically change the date of the record. This includes adding notes after your workout, marking the record "Done" on a date other than the date you performed the exercise, changing the record category or selecting the record for later use. If you forget to change the default and the record date changes, you may be able to retrieve (or at least approximate) the date of your workout by viewing the information for those exercises in the Audit View.

If you have planned your workout in advance, it is not necessary to open the record form when performing your workout, unless you want to make changes to any of the components of the exercise (exercise name, weight or repetitions for each of the sets), to record that you want to change the weight the next time you perform the exercise, or to make notes. The name, average weight, average repetitions and number of sets will appear on the list—either in the Workout View or the Selected View. If you have recorded the exercise number, the exercises will appear in the correct order. You can even view the details of the exercise by tapping on the details button in the exercise view. That button will take you to a view that will show you the exercise name and equipment. Tapping on the exercise name will take you to the RipTime! Exercises form, which contains all of the details about the exercise. When you have finished the exercise, you can mark it done from the list view.

If you prefer to work out from the RipTime! form rather than any of the views, selecting the Forward arrow at the bottom of the screen will bring you to the next exercise, assuming that you have numbered the exercises and have them properly sorted.

Recreating Routines Using the Date Filter

If you want to recreate a routine that you performed on a particular date, the easiest way to do that is by using the Date Filter. Selecting the date using the Date Filter will segregate all of the exercises from that date on one screen. If you numbered the exercises, they should appear in the order in which you performed them.

If you do not care about maintaining your workout history, you can simply perform your exercise routine from the filtered list. You may want to perform a filtered operation and uncheck Done on all of the exercises. If you use the By Date View with the Date Filter, you can then check off the exercises as you perform them. If you want to change the date, you can either do that manually or by following the procedure described in Planning and Recording Workouts, above.

If you want to retain the original record, you will need to open each of the records and duplicate them through the Actions menu in SmartList to Go or by using the Duplicate Record graffiti shortcut. After you duplicate the record and before you tap OK, you should change the date to the date you intend to perform the routine. If you choose Today, the entire routine (with different dates) will appear under both the Date Filter and the Today Filter. Perform a filtered operation on the new routine and uncheck Done. If the exercises are to be performed today, then the filtered operation can be performed using the Today Filter. If you have selected a different day, the filtered operation can be performed by changing the date on the Date Filter.

Recreating Routines Using the Select Function

As an alternative to using the Date Filter, you can recreate workout routines by using the Select checkbox to select exercises that you have already completed from either the By Date View or the Coded View. Once selected, the exercises will appear in the Selected View. If you had previously recorded an exercise number, the exercises will appear in the correct order through the default sort.

If you want to retain the original record, you will need to open each of the records and duplicate them through the Actions menu in SmartList to Go or by using the Duplicate Record graffiti shortcut. Once duplicated, you should deselect the original records and then perform your workout, changing the dates using one of the three methods described in Planning and Recording Workouts above.

Recreating Routines Using the Coded View

Using codes allows you to group exercises together as a single, repeatable routine. If you have entered exercise numbers on the RipTime! form, you will not only be able to easily identify the exercises that are part of that routine, but you will also be able to retain the order in which you performed them. If all of the exercises that you want to perform have the same date, you can recreate a coded routine simply by noting the date for the exercise, using the Date Filter to select the exercises for that date and following the procedure described in Recreating Routines Using the Date Filter, above. You can also use the Date Filter with the Coded View to verify that all of the exercises have the code that you want or to select certain exercises for removal from the routine. Alternatively, you can recreate routines using the Coded View through the following four-step process:

- Select exercises in the Coded View with the same Code and Date by checking the Select checkbox for each of those exercises. These exercises will now appear in the Selected View.

- Go to the Selected View, open each record and duplicate it through the Actions menu or the Duplicate Record graffiti shortcut.

- Uncheck "Select" for the duplicate records. Note that it does not matter which of the two duplicates you de-select; the duplicates are identical records of each other in every way.

- Use one of the three methods described in Planning and Recording Workouts (above) for changing the dates of the records in the Selected View.

After you perform your workout, you will note that you now have more than one set of records with the same Code showing in the Coded View. The dates of these records should be different. If you want to remove the extra records from the Coded View you can do so by first selecting the records (using the Select checkbox) that you want to remove. You should then go into Filtered Operations under the Tools menu and, in the Update submenu, set the operation to "Remove Coded to on". Press OK and all of the unwanted records in the Coded View will be removed.

Using the Diary View

The Diary View allows you to see your daily workouts at a glance. You can easily see how often you performed cardio and strength workouts and notes about each workout.

The Diary Filter that is used in conjunction with the Diary View uses the following rules for its display:

- For cardio exercises, it shows each exercise where the duration is 15 minutes or greater. That amount of time can be adjusted by changing the condition in the Category field to whatever minimum duration you want for displaying cardio exercises in the Diary View.

- For strength exercises, it shows any exercise that has "1" as the No. inserted on the RipTime! form that is not also a cardio exercise lasting 15 minutes or longer. Using this formula, cardio exercises of less than 15 minutes duration that also have "1" as the No. are viewed as warm-up for the strength routine that follows.

These rules result in all cardio exercises that are 15 minutes or longer appearing in the Diary View and only strength exercises that are designated as No. 1 appearing there. Because the exercise name itself does not appear in the view, you are able to see the category of the routine with which it is associated, together with the notes for the routine.

For both cardio exercises and strength exercises, the routine will not appear in the Diary View until the exercises are marked done. This allows you to plan your routines in advance without including them in the diary.

For cardio exercises, RipTime! automatically includes the exercise name and duration in the Notes column in the Diary View. Notes that are recorded in the Notes field on the RipTime! form are appended to the exercise name and duration.

If you want to record notes for an entire strength routine (as opposed to a particular exercise within the routine), you should record them in the Notes field for the No. 1 exercise.

If you begin your exercise routine with a cardio exercise lasting 15 minutes or longer, you should leave the No. field blank. Doing that will allow you to label your first strength exercise as No. 1 while at the same time retaining the order that you performed the exercise. If you perform a cardio exercise lasting 15 minutes or longer either in the middle or at the end of your routine, you should record the actual order that you performed the exercise. Both the strength routine and the cardio exercise will appear in the Diary View. As indicated above, cardio exercises of less than 15 minutes duration will be viewed as strength or warm-up exercises.

If your unit supports color, the name "Cardio" will appear as red and the name "Strength" will appear as blue on the Diary View. This way, you can easily see how

often you performed each category of exercises and adjust your workout schedule if appropriate.

Categories

Categories in RipTime! Exercises are set to the type of equipment that is used in the exercise, or in the case of Cardio, the type of exercise. In addition, RipTime! Exercises contains a Favorites category, which allows you to view your favorite exercises by exercise type. Use of these categories, together with filters, can be particularly helpful when you are looking for a particular type of exercise.

Categories in RipTime! are set to the months of the year. This will allow you to filter by month, in addition to the built-in filters of "Past Week" and "Past 30 Days". Use of these categories also will enable you to obtain month-to-month comparative statistics (see below). In addition to months, RipTime! also has a category titled "Archive". This category is useful for storing older records by using the Move function in filtered operations.

When using categories in RipTime! it is recommended that you set the category to the month in which you are performing the workout. By doing this, each new record will automatically be assigned to that month.

If more than one person is using RipTime!, it may be best to change the categories from months to the names of the people using the program. You will lose the functionality of being able to calculate monthly statistics and to search by month, but you will be able to keep your workouts separate.

Managing Exercise Choices

The large number of exercises in RipTime! Exercises can, at times, make it difficult to find the exercises you are looking for. Using filters and categories can greatly improve the speed in finding the exercise. For example, if you want to do a chest exercise using dumbbells, simply select the Free Weights category and the Chest filter in RipTime! Exercises. The choice of exercises is reduced from 274 to six.

If there are exercises that you perform on a regular basis (or want to at least remind yourself to consider them), you can use either the Favorites category or the Favorites filter.

To use the Favorites category, you simply change the category selection on the drop-down menu in the upper right of the exercise form. SmartList to Go allows you to select only one category for each record; thus, use of the Favorites category requires that you give up the ability to search for that exercise by type of equipment. Using the Favorites category function will allow you to select your favorite exercises by exercise type.

To use the Favorites filter, you need to check the Favorites checkbox on the Track tab on the exercise form for the exercises that you want to so designate. Select the Favorites filter to show all of your favorite exercises. Select the Favorites filter together with the equipment category and you can bring up, for example, your favorite exercises that use machines. Using the multiple filter function will allow you

to show your favorite exercises of a certain type using certain equipment, e.g. your favorite back exercises using exercise bands.

There are some exercises that you may never perform or perform so infrequently that you do not want them to appear on the exercise list. These exercises can be hidden simply by checking the Hide checkbox on the Track tab of the exercise form. These exercises will remain hidden when using any of the filters (except for the Hidden filter) in RipTime! Exercises. They will appear on an unfiltered list. You can also see a list of exercises you have hidden by selecting the Hidden filter and, by using categories and multiple filters, can narrow your list even further, e.g., all hidden ab exercises using a medicine ball.

Filtered Operations

The built-in function of Filtered Operations contained under the SmartList to Go Tools menu serves a number of purposes in RipTime!:

- To check or un-check "Select" for all of the records in a particular view, e.g., selecting all of the Not Done records.

- To mark all of the records in a particular view Done or Not Done.

- To change all of the records in a particular view to today's date. For more information on this use, see the discussion under Planning and Recording Workouts above.

- To remove coded records from the Coded View. For more information on this use, see the discussion under Recreating Routines Using the Coded View.

- To move all of the records from one category (e.g., Unfiled) to another (e.g., April).
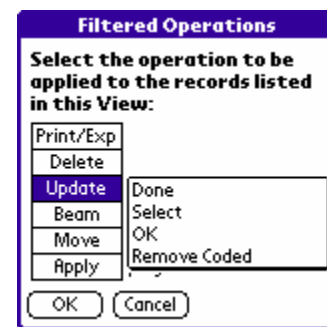
Purging Records

After using RipTime! for a period of time, you will find it helpful to purge your older records. One way to do this is to use the Category function and delete all of the records in a particular month, using filtered operations. There may be times when you want to save certain of the records and delete others (such as coded records).

The best way to purge less than all of the records in a given month is by using the Date Filter. If there are only two or three dates in a month that you want to purge, simply select one date at a time using the Date Filter and delete using filtered operations. If there are only a couple of dates that you want to keep in a particular month, follow these steps:

- Using the Category function, select the month from which you want to delete the records.

- Using filtered operations, change "Select" to "on".

- Using the Date Filter, select each of the dates you want to keep and, using filtered operations, change "Select" to "off".

- Go to the Selected Filter, which should now include only those records you want to delete. Delete the records using filtered operations.

If after purging records in a given month there are some records you want to save, you may want to move them to the Archive category.

Sorting Data

In order to ensure that data sorts according to the defaults set up in the different views, you should either select "Keep View sorted" in the Preferences menu or tap on the sort button at the bottom of the screen. Data can also be sorted by tapping on the headers of any of the columns and choosing either the up arrow or the down arrow. This method, however, will not achieve the more complex sorts that are programmed in the different views.

Statistics

You can obtain statistics for virtually any of the data in RipTime!. Simply tap on any of the column headers and select the icon that looks like a piece of paper or select Reports/Statistics from the Tools menu. If you then tap on the drop-down arrow next to "Statistics for" you can see a list of all those items for which statistics are available. Selecting those items will give you different types of information, depending on the item selected. A description of the abbreviations that appear on this list is contained in the Glossary below.

Adding Sets

Depending on which version of RipTime! you installed, you will be able to perform either three or four sets of each exercise without further modification to the program. RipTime! is already programmed to allow up to six sets per exercise. You can add sets simply by adding tabs using the Forms Designer (under the Tools menu or using the Tools icon). Simply select the number of tabs that you will need (the number of sets plus two) using the drop-down menu at the bottom center of the form. You will want to add WtX to the first line and RepsX to the second line, where X represents the set number that corresponds to the tab. By tapping on the label that now says "WtX" or "RepsX", you can change the label to "Weight" and "Reps". Finally, use the rename feature at the top of the tabs drop-down list to rename the tab. If you want the Notes tab to appear at the end you will need to re-enter the Notes tab at the new location and enter the Set information on the old Notes tab.

Troubleshooting

The following are some of the issues one may encounter when using RipTime! and RipTime! Exercises and the solutions that seem to work:

No information appears in the table when the "View Exercise Details" button is selected on the RipTime! form or the Details button is selected in a RipTime! list view. This could result from one of two causes. Check the filter at the top of the screen. If no information is appearing, it likely says "Multiple". Simply tap on the drop-down arrow and select "External" near the bottom of the list. Doing so should bring up the name of the exercise where "Multiple" used to be, as well as the exercise name and equipment in the list view. If this does not work, check to see that the category in the upper right corner of the screen is set to All.

No or incomplete information appears in the table when the "Exercise Log" button is selected on the RipTime! Exercises form or when the Log button 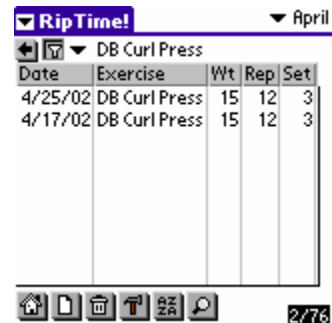is selected in the Strength Log or Cardio Log views. This could result from one of two causes. Check the filter at the top of the screen. If no information is appearing, it likely says "Multiple". Simply tap on the drop-down arrow and select "External" near the bottom of the list. Doing so should bring up the name of the exercise where "Multiple" used to be, as well as the exercise name and equipment in the list view. If the exercise name appears instead of multiple, it is likely that all of the exercises that you have recorded are correctly appearing on the list. If this does not work, check to see that the category in the upper right corner of the screen is set to All or the month in which you want to view the data.

The exercise that I am looking for does not appear in RipTime! Exercises when I tap on the link to RipTime! Exercises that appears on the RipTime! form. This is likely because either the filter or the category you have set excludes this exercise. Make sure the category is set to All or the type of equipment that the exercise uses, and that the filter is set either to "no filter" or the type of exercise you want to perform.

The data in the Past Week and Past 30 Days Filters do not correlate with the selected date ranges. Selecting "Recalculate expressions" at the hammer icon at the bottom of the screen should correct this problem.

Not all of the exercises appear in the History View. This is likely because the exercise was not marked Done. Go into the Not Done View and see if the exercise is there. If so, you can individually mark each one done or change all of them using the Filtered Operations function.

The information in the Category column is faded in the Diary View. If your unit does not support color, you may want to change the settings in the Category field. In the Field Editor (accessed from "Design fields" in the Tools menu), select Category and change both the Cardio and Strength colors from Red and Blue, respectively, to Black.

The routine does not appear in the Diary View. Make sure that you have marked the exercises for the routine "done".

Glossary

The following are the meanings of the terms appearing in the Design Fields list in RipTime!. Some of these terms also appear in the Statistics list.

Date: The date appearing on the RipTime! form. The default for this date is "Date added".

Exercise: The exercise name, which is obtained by a link to "Name" in RipTime! Exercises.

Reps1, Reps2, Reps3, Reps4, Reps 5 and Reps 6: The number of repetitions recorded on the Set1, Set2 and Set3 tabs (and Reps 4, Reps 5 and Reps 6 tabs), respectively.

Wt1, Wt2 Wt3, Wt4, Wt5 and Wt6: The amount of weight recorded on the Set1, Set2 and Set3 tabs (and Set4, Set5 and Set6 tabs), respectively.

Type: The exercise type, derived from the type recorded in RipTime! Exercises.

Notes: The notes field on the Notes tab on the RipTime! form.

No.: The exercise number.

TotReps: The sum of the repetitions appearing on the Set1, Set2 and Set3 tabs (and Set4, Set5 and Set6 tabs).

TotWt: The sum of the weight appearing on the Set1, Set2 and Set3 tabs (and Set4, Set5 and Set6 tabs).

WtAvg: The total weight divided by the total repetitions.

RepsAvg: The total repetitions divided by the number of sets.

Sets1: The total number of sets using data from the Set1, Set2 and Set3 tabs.

Sets2: The total number of sets using data from the Set4, Set5 and Set6 tabs.

Sets: The total number of sets. This is determined by whether there is a number greater than 0 appearing in the repetitions field on each of the Sets tabs. Sets is the sum of Sets1 and Sets2.

Details: A link to RipTime! Exercises for the selected exercise.

<u>Done</u>: A checkbox field to note whether an exercise has been completed.

<u>Select</u>: A checkbox field to note whether an exercise has been selected.

<u>Next</u>: A field showing whether the weight should be raised, lowered or kept the same the next time the exercise is performed. The default is "Same".

<u>OK</u>: A checkbox field that allows you to remove an exercise from the Change View.

<u>Mins.</u>: The amount of time in minutes that is entered in the Cardio field on the Summary tab of the RipTime! form.

<u>TypeProxy.</u>: This field pulls into RipTime! the Type field from RipTime! Exercises so that that field can be used for other functions within RipTime!, principally for defining the Cardio Filter.

<u>Add Date</u>: The date the record is created. This is used in the Audit View. It may or may not correspond with the Date field.

<u>Change Date</u>: The date the record is changed. This is used in the Audit View. It may or may not correspond with the Date field.

<u>Code</u>: The code used to designate a record or routine for later retrieval.

<u>DaysAgo</u>: The number of days that the Date field is from today's date. This field is used in the Past Week and Past 30 Days filters.

<u>Remove Coded</u>: Selecting this checkbox removes selected items from the Coded filter.

<u>Category</u>: Indicates whether the exercise is a strength exercise or a cardio exercise. This field is used in the Diary View.

<u>CardioNotes</u>: Combines the name of the cardio exercise, the duration of the exercise and any notes written about the exercise. This field is used in the Notes field (below) when the exercise is a cardio exercise.

<u>Notes</u>: This field is different from the Notes field that appears on the RipTime! form (described above). If the exercise is a cardio exercise, it will use CardioNotes. Otherwise, it will use the Notes field from the RipTime! form.

<u>Strength</u>: This field is used in the Diary View so that only information from the first record of the strength routine appears.

<u>Further Information</u>

For more information, consult the SmartList to Go Manual. Questions or comments about RipTime! may be directed to <u>RipTimeDB@hotmail.com</u>.