

How To Track Activity

The VLM program makes tracking your daily activity easy by allowing you to enter and view your information right from the KEEP TRACK page.

The day after completing Lesson 5, ACTIVITY TRACKING can be accessed by clicking the KEEP TRACK link at the top of the page. PEDOMETER MINUTES and PEDOMETER STEPS will be available for you to manually track and there will be a section where you can add all Activities that you participated in for the day. The tracker will display any activities you have previously tracked for that day and the duration of the activity.

There is also a section available to help track any obstacles/interruptions that may have impacted achieving your activity goals for the day.

Depending on the information available you will generally have three options for tracking Activity:

- Manually track Activity (using Pedometer values)
- ADD an activity
- EDIT an activity
- DELETE an activity

How To Manually Track Activity using Pedometer Values:

1. The Daily Tracker will have two fields available: "Pedometer Minutes" and "Pedometer Steps"
2. These numbers should be read from your Pedometer and entered into the appropriate fields
3. Click SAVE.
4. Your Pedometer values are now saved on the Daily Tracker.
5. The number of minutes will be added to the VLM Minutes total, and the number of steps will be added to the VLM Steps total. Both of these values can be found on the Weekly Calendar section.

How To Add an Activity to the Daily Tracker:

1. Click on the ADD ACTIVITY link.
2. A pop-up window will appear with drop down fields.
3. Enter the information for ACTIVITY, CATEGORY, MINUTES and INTENSITY.
4. Click SAVE.
5. The Activity will now be listed in the Daily Tracker. The number of minutes will be added to the VLM Minutes total, which is displayed in the Weekly Calendar section.
6. If you were wearing your pedometer during the activity, you can checkmark the "PEDOMETER" box. This will calculate the number of Pedometer Minutes (based on entered Activity details) and add them to the VLM Minutes total, which is displayed in the Weekly Calendar section.

If you have FAVORITE activities saved, you can use the ADD A FAVORITE ACTIVITY box on the right to quickly add them to your list.

How To Add an Activity to the Daily Tracker From Favorites:

1. Scroll through your favorites to select the desired activity.
2. Click and drag the activity from the FAVORITES list and drop it into the DAILY ACTIVITY TRACKER.
3. The selected Activity is added to the Daily Tracker and all values are appropriately updated.

How To Save an Activity as a Favorite:

1. After adding an activity to the Daily Tracker, you can click on the grey "star" icon to mark it as a Favorite.
2. The activity will now be displayed in the ADD A FAVORITE ACTIVITY box on the right and displays the intensity and minutes used at the time it was marked as a favorite.

How To Remove an Activity from Favorites:

1. After adding an activity to the Daily Tracker, you can click on the gold "star" icon to remove it as a Favorite. The star will change from a gold color to a grey color.
2. You can also hover over the activity in the ADD A FAVORITE ACTIVITY box and click on the trash can icon that appears.
3. The activity will no longer be displayed in the ADD A FAVORITE ACTIVITY box.

How To Edit an Activity:

1. Click the Edit link for the Activity you would like to edit.
2. Use the pop-up menu that appears to make changes to the activity.
3. Click SAVE to save your changes or CANCEL to cancel your changes.

4. Any changes to Minutes or Intensity will update Activity Minutes and Steps Taken totals appropriately.

How To Delete an Activity:

1. Click the trash can icon for the Activity you would like to delete.
2. The activity will be removed from the Daily Activity Tracker.
3. VLM Minutes and VLM Steps totals will be updated appropriately.

How To Track Obstacles and Life Interruptions:

1. Scroll down to the Possible Obstacles section
2. Click on one or more icons that represent an obstacle to your activity goals for the day
3. Once selected, the icon(s) appear in a red color. Additionally, the first four obstacles clicked appear on the Weekly Calendar.