

# Testing Setup Checklist

When completing process oriented tasks, checklists are important part of the process. A thorough explanation of the benefits of checklists can be found in [The Checklist Manifesto](#)

There are many crucial steps in collecting “routine” motion capture data.

The following checklist is a starting point from which Motion Capture Laboratories can build their own.

We encourage users to contribute to this list by sending additional tasks to [support@has-motion.ca](mailto:support@has-motion.ca)

## Before Patient's Arrival

### 1. Turn on ALL systems

### 2. Verify Position and Orientation

2.1 Verify the position and orientation of Motion Capture Cameras

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2.2 Verify the position and orientation of Force Platforms\\
2.3 Verify the position and orientation of Force Structures\\
2.4 Verify the position and orientation of Obstacles or Environment
objects\\
\\
```

### 3. Perform System Calibration

```
3.1 Perform static and/or dynamic calibrations of data collection devices\\
3.2 Verify results against the Standards developed/referenced by your
laboratory\\
\\
```

### 4. Verify the protocol being used for the session

```
4.1 Verify the experimental protocol for the current data collection
session\\
\\
```

### 5. Set appropriate system settings

5.1 As per experimental protocol, set and verify system settings  
\* e.g. sampling rates (synchronise), marker thresholds, ranges, triggers etc.\\

## 6. Zero Force Plates and Perform CalTester test

6.1 Perform Caltester test at a minimum of 2 locations on each force platform\\  
6.2 Verify against prior laboratory results\\  
\\

## 7. Prepare necessary markers and supplies

## Patient's Arrival

## 8. Obtain informed consent

## 9. Record subject details

9.1 Insure that there are no contraindications for the patient completing the data collection\\  
\* This may include data collection done via questionnaires or measurements\\  
\* If data collection includes patient questionnaires check to make sure that they have been completed correctly\\

## 10. Apply markers as per experimental protocol

10.1 Take a set of digital pictures of the subject for post-hoc review of the marker placement\\

## 11. Record static calibration trial

11.1 Ensure all markers are visible\\  
\\

## 12. Verify recorded marker set

12.1 Verify recorded marker set by launching Visual3D, creating model, and applying model template appropriate for the protocol\\  
\\

## 13. Remove anatomical markers

13.1 If necessary, remove anatomical markers not needed for tracking in motion trials\\  
\\

## 14. Verify tracking using Real time

14.1 If you switch to the real time mode in Visual3D, you can verify that the tracking markers assigned to each segment are appropriate, and that the force vectors make intuitive sense\\  
\\

## 15. Record dynamic trials

## 16. Verify force platform assignments

16.1 Load data into Visual3D, assign movement trials to model, and verify force platform assignments\\  
16.2 Remove assignments to partial force contacts\\  
16.3 Remove assignments when two segments are in contact with the same platform\\  
\\

## 17. Execute pipeline for creating event labels

17.1 Verify that these event labels make intuitive sense. If not, data collection should be repeated\\

## After Patient Leaves

## 18. Clean up work station

## 19. Execute pipeline for processing

## 20. Load Report Template

## 21. Verify the report

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Last update: **2024/07/26 14:28**

