

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

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
- 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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