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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@c-motion.com

Before Patient's Arrival

Turn on ALL systems

Verify Position and Orientation

Verify the position and orientation of Motion Capture Cameras
 Verify the position and orientation of Force Platforms
 Verify the position and orientation of Force Structures
 Verify the position and orientation of Obstacles or Environment objects

Perform System Calibration

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

Verify the protocol being used for the session

Verify the experimental protocol for the current data collection session

Set appropriate system settings

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

Zero Force Plates and Perform CalTester test

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

Prepare necessary markers and supplies

Patient's Arrival

Obtain informed consent

Record subject details

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

Apply markers as per experimental protocol

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

Record static calibration trial

Ensure all markers are visible

Verify recorded marker set

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

Remove anatomical markers

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

Verify tracking using Real time

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

Record dynamic trials

Verify force platform assignments

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

Execute pipeline for creating event labels.

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

After Patient Leaves

Clean up work station

Execute pipeline for processing

Load Report Template

Verify the report.

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