



Level III Workshop

Client Management & Advanced Techniques

**eTouch
for Health**
the electronic companion

New Person
Login
Logout
Active
Sample Person
Tester
Sample Tester
Exit eTouch

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eTouch for Health

Client Management & Advanced Techniques

Level III

by Earl Cook

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eTouch for Health - the Essential Basics, Level III Manual and Workshop by Earl Cook

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eTouch for Health by Earl Cook & Gail Cook
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***eTouch for Health* - Level III**

Client Management & Advanced Techniques

Welcome to the *eTouch for Health* Level III Workshop. As Touch for Health (TFH) matures and moves closer to the mainstream of healthcare in the future, the TFH practitioner will need professional tools, like *eTouch for Health*, to assist them. Part of the duties of a TFH Practitioner is to manage the information related to their clients. *eTouch* stores contact & address information, Session results and information that describes a client's general health condition. You can also record specific conditions and diagnosis that the client has already received from professional healthcare providers. These are important so that you can be aware of the specific health issues of your clients as you work with them energetically through TFH.

The Admin(istrator) in *eTouch* has special privileges that allow importing records, running maintenance procedures and resetting passwords. In the first exercise, we will login the Admin and then import a list of records into *eTouch*. We then add photos for a person and then review the personal reports.

eTouch contains advanced features such as the **Database Priority** and **Extend Systems**. The *Database Priority System* is displayed in the **TFH Reference** and implemented in the **Session Wizard**. Here, the Priority System can be used to shape the type and scope of the session as well as used to select techniques based on *priority*. The dynamic workings of the Five Element Metaphors are also examined in this workshop. The Extend System is examined in this workshop where a basic introduction to EFT is located. The final advanced exercise in the workshop presents the process of submitting a session to the online **John Thie Memorial Online Research Database**.

Workshop Objectives

At the end of this workshop, the student will have a thorough understanding and working knowledge of the Client Management and Advanced Techniques that are part of the *eTouch for Health* software system.

Workshop Objectives:

1. Examine the Privileges of the Administrator (Admin) and perform Admin Tasks
2. Examine all the features available for Tracking Client Information
3. Review the Extend System
4. Use the Priority System to shape the Session and then use in a One-Point Balance
5. Submit a Session to the online John Thie Memorial Research Database.

Assumed Skills

Since this is the *eTouch* Level III workshop, it is assumed that you know how to perform tasks from *eTouch Level I* & *eTouch Level II*:

1. Creating New Personal Records
2. Adding general and specific health information about your clients
3. Logging In
4. Creating a variety of Sessions with and without the Session Wizard
5. Recording Results and Ending Sessions

Let's get started!

Admin Privileges and Capabilities

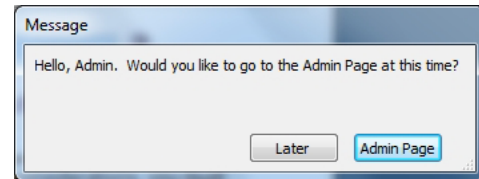
The *eTouch* **Admin(istrator)** has a lot of privileges that the other users in the software do not have. For example, the *Admin* can:

1. Delete Personal Records
2. Go into all Personal and Session Records
3. Reset Passwords
4. Re-open closed Sessions
5. Run Maintenance and Repair Functions
6. Can modify the Common Areas of the Agreement
7. Can import lists of names into *eTouch* and set them up for *eTouch* in an automated fashion

Due to the amount of power the Admin has, it is recommended that you change your Admin's password from the default, as shipped. We will now explore some of the functions that the Admin can perform, starting with the ability to import existing client lists or lists of names that you wish to import. For instructors, this can be a roster of students, for example.

Login Admin Review Admin Utilities Screen

- ▶ Click: Main Menu
- ▶ Action: Login Admin
- ▶ Click: Admin Page



Admin Utilities		Admin
These options are only available to the Admin person. Always keep the Admin password secure.		
Import Personal Records	If you already have your personal records in a digital delimited format, you can import them. The order is: Sal, FN, MI, LN, Title, Add_1, Add_2, Cty, ST, ZIP, Prov, Crtry, Sex, B'day (m/d/yyyy), Profile, Referred_By, Ph, Cell, Fax, eMail and Password ('PW' used as default)	
Backup my eTouch files	It is important to practice good backup habits so that your critical information can be restored if any problems occur with your computer or the eTouch software. The built-in routines will make copies of the files that contain your Personal and Session information. It is your responsibility to backup the folder that contains these files. The folder is inside the eTouch for Health folder and is named: Backup	
Maintain Utilities	If your computer and/or eTouch crash, these are utilities for dealing with damaged files and for opening and closing all files at one time to check their integrity.	
Change Password(s)	Warning Admin! We do recommend that you change your Admin password if others use your computer. However, make sure that you keep track of your Admin password as there is no way to access it if you lose it without sending your People.ETH file to LSI.	
Go to General Agreement	The portion of the General Agreement that is common to all testers is only accessible by the Administrator.	
View/Print Agreement	The portion of the agreement that pertains to the Education and Skills of each tester is accessible from the Tester's Option page for the tester when they are logged in.	
Upgrade or Restore Data	Use these routines if you are migrating your data from an old version of eTouch to a new version or if you are restoring your data after encountering problems.	
eTouch Web Support Page	Check on updated Tech notes	

Import Records - will import existing customer lists into *eTouch* if they are in a prescribed order.

Backup eTouch Files - runs the backup process. Copies of the Personal and Session Records are saved to the Backup folder which is inside the *eTouch* folder.

Maintain Utilities - file opening, file recovery and updating utilities.

Change Admin Password - since the Admin has so many privileges, we recommend changing this password. But, if you do, you MUST remember it!

General Agreement - you can change the address and contact information and the common areas of the Agreement.

View/Print Agreement

Upgrade or Restore Data - utilities to use in case of a severe crash. Restore Data uses the contents of the Backup folder so the Backup routine should be regularly run.

Web Support - links via Internet using your Browser to connect to the eTouch Support Page.

Importing Records

eTouch will import a variety of file formats. The most important thing to know is that the information must be put into the correct order so that *eTouch* places the information into the correct spot (field/cell/attribute). The correct order is listed below:

Import Order

1. Salutation (Mr., Mrs. Dr., Sr., Fr., etc.)
2. First Name
3. Middle Initial
4. Last Name
5. Title (PhD, MD, DC, Sr., Jr. III, etc.)
6. Address 1
7. Address 2
8. City
9. State / Province
10. ZIP / Postal Code
11. Province (use if necessary)
12. Country
13. Gender
14. Birthdate (M/D/YYYY)
15. Profile - general health profile
16. Referred by
17. Main Phone
18. Cell/Mobile Phone
19. FAX
20. eMail Address
21. Password - if you have a password that you are already using. If not, *eTouch* will assign the generic 'PW' as a password for all records imported.

You do not have to have information in every field, but if you do have information, it must be in the correct order. Your workshop leader will now provide you with sample data and data templates for *Excel* and *Ms-Word* that you can use to assemble large lists for importing into *eTouch*.

► Click: **Import Personal Records**



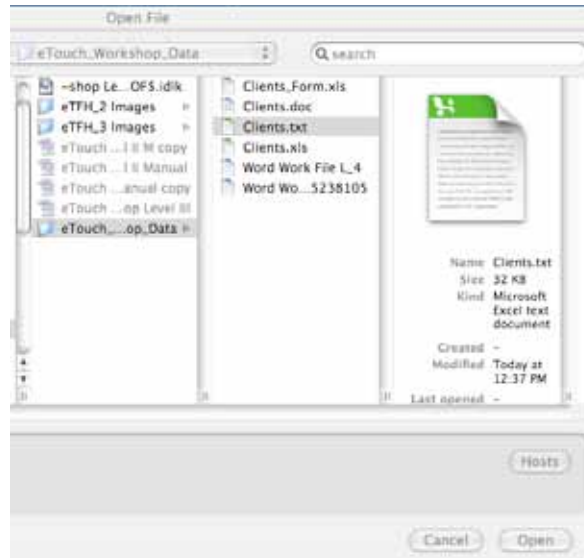
Message
<p>Are you ready to import your personal records into eTouch? Show: 'All Available' from the popup menu on the next dialog to display text files in the list.</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Import"/> </p>

► Click: **Import**

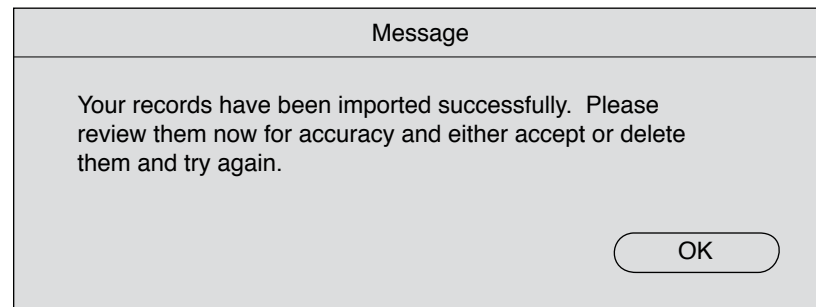
Goto: eTouch Workshop Data folder

► **Show: (Tab-separated text)**

Select: Clients.txt



► **Click: Open**



► **Click: OK**

Review Your Imported Information

► **Action: Review Your Imported Records**

Data Headers - note that the sample data provided has the data headers in a record. This is a handy way to check the order of information. You will delete this record. This is part of preparing your data. The sample data is tab-delimited. This means that there is a tab between each column of information and a return at the end of each row of information. The headers were purposely created as a record.

	Sal	First Name	MI	Last Name	Ext	Address 1	Address 2	City
Delete	Sal	First_Na	M.	Last_Name	Title	Add_1	Add_2	City
Delete	Mr.	George		Andrews		3515 Longfellow Trail		Pleasantville
Delete	Mr	Ann		Andrews		3515 Longfellow Trail		Pleasantville
Delete	Dr.	Robert	L.	Benson	M.D.	45 Main St.	Suite 430	Highlands
Delete		Cheryl		Callaway		P.O. Box 096		Puerto Sol
Delete		Andrew	S.	Dodge		1234 First St.		Yuma
Delete	Dr.	Mary		Everette	Ph.D.	2578 Campus West	MS 345	Billings
Delete		Arnold		Long		34 Rue de Valle		San Diego
Delete		Katherine		Masters		34321 Templeton		Seattle
Delete		Oscar		Wright		432 Wright Way		Atlanta

► **Action: Delete Data Header (First) Record**

► **Click: Delete Button on left of Data Header**



► **Action: Decide Which Records Should be Kept or Deleted**

Accept or Delete - after you have made your individual deletions, you can either accept or delete the remaining records. These buttons are located at the bottom of the screen.

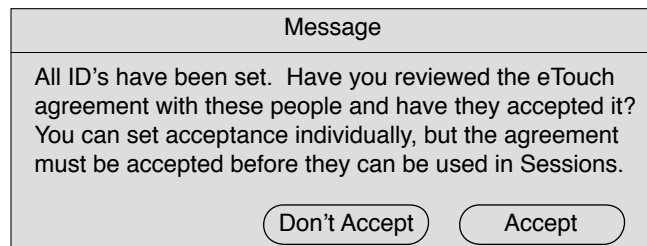
Note: this exercise adds 10 sample records to your copy of *eTouch*. You can delete them at this time, or later, when logged in as Admin. You should keep at least the first two sample records now as they will be used in the following exercises.



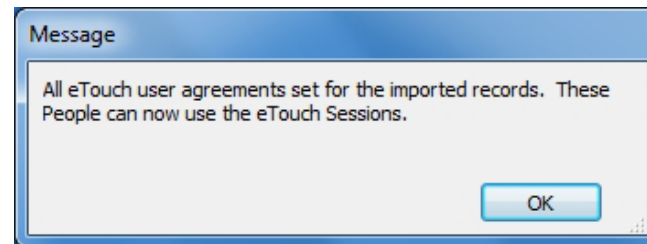
► **Click: Accept All**



► **Click: OK**



► **Click: Accept**



► **Click: OK**



► **Click: OK**



► **Select: Tester Name you want on the Agreement from list. Continue.**

► Action: Review the Preview for Accurate Information

General Contact Information - the information you entered when registering *eTouch* is used here as a default. This and the general parts of the Agreement can be modified by going to the Admin page and clicking the Agreement buttons. Remember this is only a template and should be modified to meet the laws of your area. Also have your agreement reviewed by a professional legal person before using your Agreement.

Healthy Alternatives
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Facilitator/Client understanding between Michael Thomas And George Andrews

1. I am not a medical physician or surgeon nor do I practice in that model, therefore I do not prescribe legend drugs or make recommendations about them, but will make referrals when requested or when I feel there is a need for that model.
2. The balancing that is being offered to you is based on a cooperative partnership between us where you will have responsibilities in the decision-making process to state what it is that you want better out of our interventions with you. This model may be both alternative to and at the same time complementary to the biomedical model of Western Medicine licensed by this state. Our model is one of education and we encourage you to ask questions. Our holistic/wholistic approach involves the assumption that when one thing changes you change as a whole person.
3. There are no licensing bodies or requirements in this state for the Touch for Health model of health enhancement and therefore this service is not licensed by the State.
4. Touch for Health is a model of natural health enhancement that has as its basis, the existence of a meridian system, the subtle energy always present in addition to the known systems of anatomy and physiology. It is hypothesized that this meridian system can be evaluated by the use of gentle muscle testing protocols. Further it is theorized that by balancing this meridian energy as evaluated by muscle testing that the person will be better able to reach their personal goals and have a more effective, efficient life. This system is available to all people and professions, is not dangerous to use, and does not require a license by the state.
5. You and I will be the partners in this process of gentle, effective, efficient muscle testing and in the goal setting protocols and evaluation of the outcomes of the muscle testing and balancing. Therefore it is only by mutual consent that continuation of our relationship is continued.
6. Enter your training and experience here. Add relevant information related to your skills.

Your signature on this page indicates that you understand the above and are willing to accept the balancing of the meridian energy protocols and that you have received a copy of this agreement.

Signature: _____ Date: _____ DOB: _____
 George Andrews

Signature: _____ Date: _____
 Michael Thomas

► Click: Continue Button

► Action: Cancel Printing if in Workshop

- or -

► Action: Print Agreements in Actual Use

► Click: Continue Button

Now that you have imported your records and set them up as *eTouch* records, you should be at the Main Menu and you can now view and use these new records. In the next step, we will check to make sure that they are accessible.

► Click: People Button



Personal Records - the records that you imported should now show up in your list of people in your copy of *eTouch*.

Main Menu		Click on Category Titles to Sort					People	
ID #	Name	Phone	Address 1	City	ST	ZIP	Delete	Name
1	Admin,						Delete	Admin,
8	Andrews, Ann	555.123.4567	3515 Longfellow Trail	Rosantville	NH	12345	Delete	Andrews, Ann
7	Andrews, George	555.123.4567	3515 Longfellow Trail	Rosantville	NH	12345	Delete	Andrews, George
9	Benson, Robert L.	555.123.4567	45 Main St.	Highlands	NC	34567	Delete	Benson, Robert L.
10	Callaway, Cheryl	555.123.4567	P.O. Box 896	Puerto Sol	AZ	45678	Delete	Callaway, Cheryl
11	Dodge, Andrew S.	555.123.4567	1234 First St.	Yuma	AZ	45687	Delete	Dodge, Andrew S.
12	Everette, Mary	555.123.4567	2578 Campus West	Billings	MT	40023	Delete	Everette, Mary
13	Long, Arnold	555.123.4567	34 Rue de Valle	San Diego	CA	90706	Delete	Long, Arnold
14	Masters, Katherine	555.123.4567	34321 Templeton	Seattle	WA	99999	Delete	Masters, Katherine
5	Miller, Mary	555.555.9987	23409 First Avenue	Salsa	AZ	34212	Delete	Miller, Mary
3	Person, Sample	555.555.5555	3502 Northcrest Dr.	Anywhere	AZ	55555	Delete	Person, Sample
2	Tester, Sample	555.555.5555	3502 Northcrest Dr.	Anywhere	AZ	55555	Delete	Tester, Sample
4	Thomas, Michael	555.234.5678	1234 Beautiful Lane	Hopeville	AZ	45678	Delete	Thomas, Michael
6	White, Annabelle	555.555.5555	4567 Western Heights	Maintown	OH	12345	Delete	White, Annabelle
15	Wright, Oscar	555.123.4567	432 Wright Way	Atlanta	GA	33333	Delete	Wright, Oscar

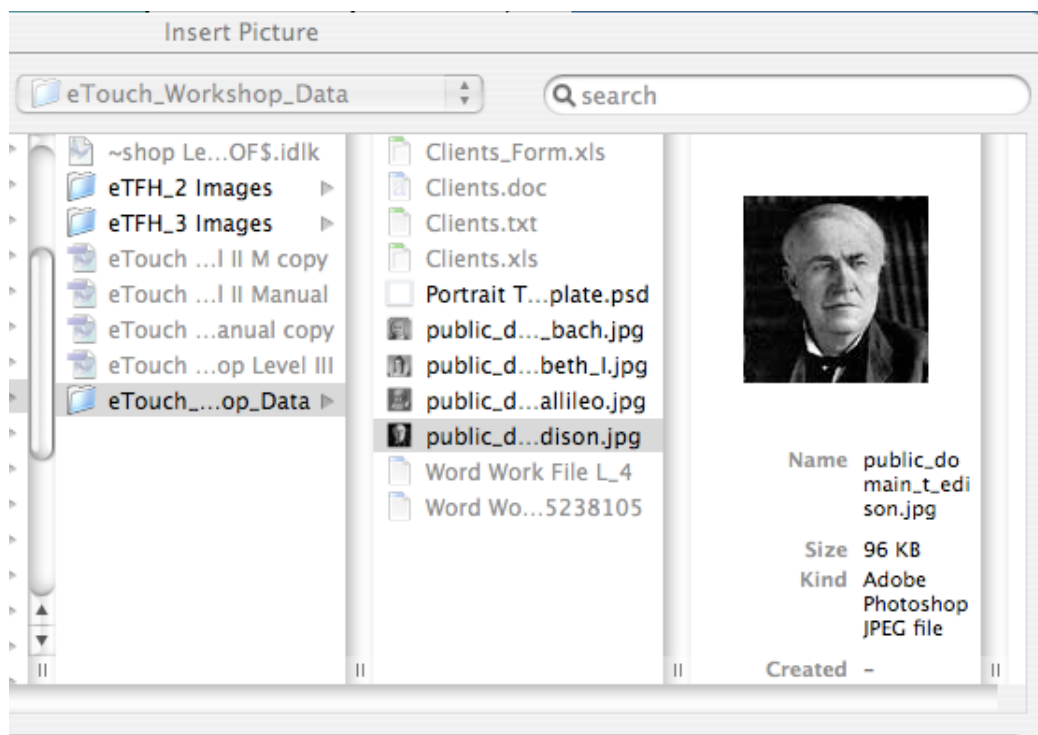
All the personal records in your system will be displayed when you are logged in as Admin and click the People button. This differs from the behavior when you are logged in as someone else and then click on this button. Then you are taken to the Personal Summary screen. To reset a password, click on a person and then click the password button. You will then be prompted to enter a new choice.

Adding Portraits for Personal Records

- ▶ Action: **Login Your Workshop Partner & Yourself as Tester**
- or -
- ▶ Action: **One of the Imported Samples & Yourself as Tester**
- ▶ Click: **People to go to your Partner's Personal Summary Screen**
- ▶ Click: **Summary Tab if needed. Should default to this screen.**
- ▶ Click: **Add Portrait Button**



- ▶ Action: **Navigate to Sample Data Folder as Provided by Instructor**
- ▶ Select: **One of the Public Domain Images**



- ▶ Click: **Open**

Photos are 100 pixels X 100 pixels and can be in a variety of file formats. JPEG and Tiff are popular formats supported. The image does not have to be exactly 100x100, but could be 200x200, 300x300, etc. as *eTouch* will automatically scale the image to fit into the portrait space. The image does not have to be perfectly square and can be 100x98 or something similar and there will not be a noticeable difference in the shape or quality of the image.

An optional feature of *eTouch* is to select a background image from a list of images. These add a bit of color and atmosphere and the person being balanced can select the image based on how they feel, their self-image or something they find beautiful, peaceful and soothing. We are working to relieve stress and its affects so if this can help produce a more peaceful mood, then use it. Each image also has a little story to along with it.

► **Select: Optional Background Scene**

Scenes:

Standard — **Blank** - the default

Diving — **Cozumel, Mexico** - photo by our friend, Art Dees

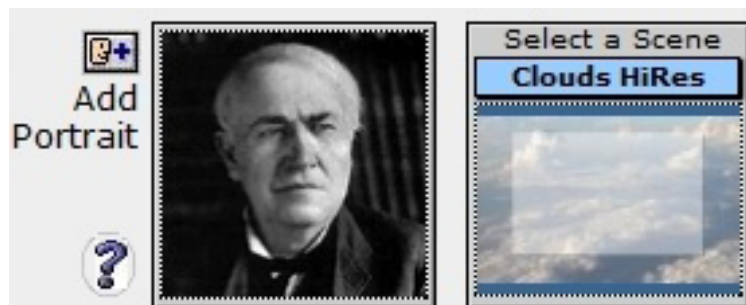
Ocean Splash **La Buffadora (the Blowhole)** - Baja, Mexico

Sunset — **Grand Canyon** - North Rim, Utah

Mountains **Grand Tetons** - near Jackson Hole, Wyoming

Clouds — **Clouds over Malibu** - taken as we leave our first training with Dr. John Thie at Serra Retreat, Malibu, California

Thomas A Edison (1847 - 1931) - inventor of the phonograph and first long-lasting light bulb. One of the most prolific inventors in history. Designed and produced the first commercially available Fluoroscope, the device used by Terrence Bennett, when discovering the Neurovascular Points. Image from Univ. of Texas' online library of Public Domain Images.



Use of Photos

Adding portraits is a good way to remember your clients if the name does not jog your memory after a period of time. Also, we have found that people find it interesting to see their name and photo at the top of the page while you work with them. This is a really good way to personalize the experience for the person. The background image also helps convey a create an atmosphere that is conducive to relaxation during a balancing session.

Another good use of photos is for before and after comparisons of the people we work with in our energy balancing sessions. Experienced facilitators know from experience that there is an unusual phenomenon that occurs after we have helped someone overcome pain and discomfort. Once the pain or discomfort has passed, people often forget how much pain or discomfort they were experiencing before we worked with them. Also, one of the goals of balancing is to restore the energetic balance so that proper posture returns as opposing and synergetic muscle groups return to their normal function with the result being that stress disappears and posture improves. Another good use of before and after photos is recording range of motion improvements.

Most importantly, photos can serve as a visual reminder (proof?) to someone about the improvements that have been achieved using the techniques in case they do forget. In the next steps, you will import several photos that are included with every copy of *eTouch*.

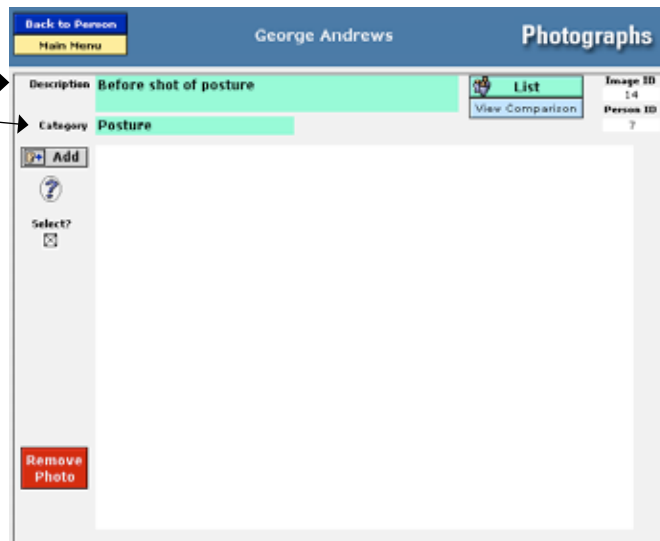
Photos for Before and After Comparisons

▶ Click: **Photos Tab**

▶ Click: **Add Photos Button**



Empty Photo Record - after clicking the Add Photos button, an empty record photo record will be created so that you can add a new photo. The first step will be to add some identifying and information for the photo that are about to add.



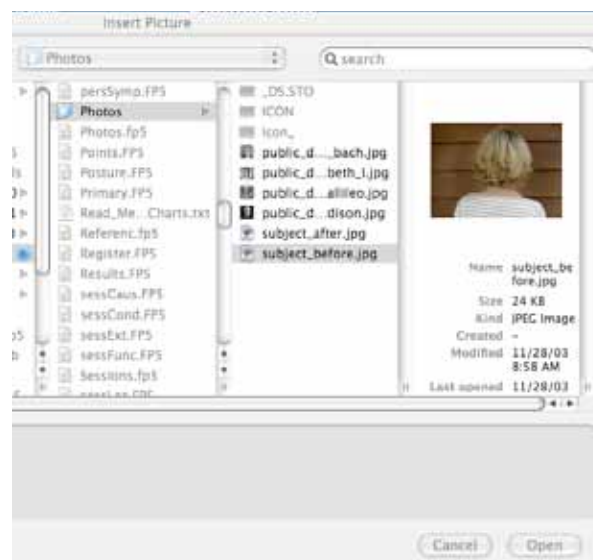
▶ Enter: **Description of the Photo**

▶ Enter: **Category (Posture, Range of Motion, Before and After, etc.)**

▶ Click: **Add Photos Button**



▶ Action: **Navigate to Photos folder in the eTouch folder**



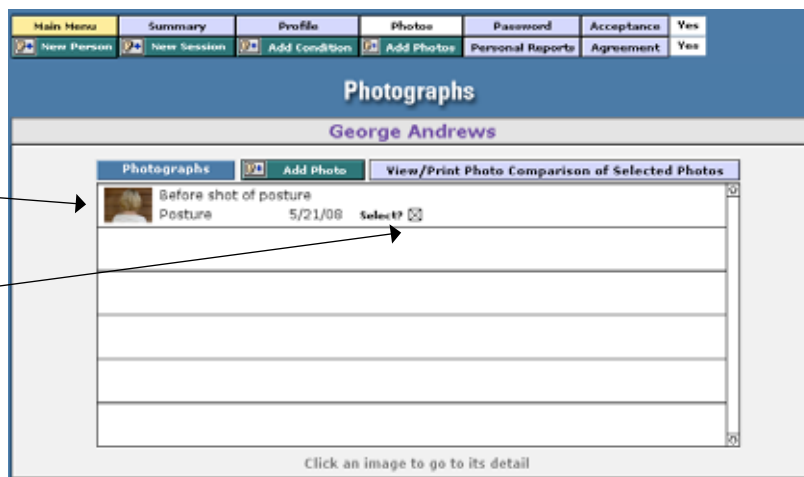
▶ Select: **subject_before.jpg**

▶ Click: **Open or Insert Button**

▶ Click: **Accept**

Photo Added - after you have added the photo, it will appear in the list of photos as shown here.

Select? - this determines whether or not photos will appear in the Photo Comparison report.

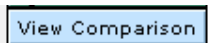


► **Action: Repeat Process using the subject_after.jpg photo**

Comparison of Photos

After the photographs have been added, you can view them in a comparative format which places both photographs side by side. Remember that only the photos that have been selected will show in this report.

► **Click: View Comparison Button**



In these sample photos, notice that the before photo is shown at left and the after photo is shown at right. In this sample, there is a noticeable improvement in the levelness of the shoulders. As you keep adding photos, you can track progress of your clients over time.

► **Click: Continue to Print**

- or -

► **Click: Cancel to Return to Client Record**

► **Click: Back to Person**

Personal Reports

In *eTouch*, there are a variety of reports that can be printed. Most are focused on the individual report and several focus on a group of personal records.

► Click: Reports Tab

Contact Info. and Profile - Personal Information for contact and general health profile.

Conditions / Indications - Conditions that have been diagnosed by healthcare professionals and general indications.

Sessions Report - a report containing all sessions for the person that is currently logged in.

Photographs - the report that we just viewed in the previous section on page 10.

Historical Report - lists all conditions and the results for each muscle that is related to the condition / indication.

Print Agreement - the Informed Consent Agreement based on the California Health Freedom Bill can be printed here.

Balance Report - a historical report that of all Sessions for the person logged in that lists each Session, each purpose, beginning and ending values.

Checkboxes - Select the reports you wish to print or email here.

Print or Email: Select to have reports printed or emailed here.



Print Options - the reports have been set up to print in the correct page orientation, but it is possible that with the many Operating Systems and Printers available that these settings may need to be adjusted or overwritten to print correctly.

Hide Personal Data - encodes personal confidential information when emailing reports or submitting sessions to the Research Database.

Print Selected Reports - prints reports that have been checked above.

Page Setup - display the page setup dialog.

► Select: Print or Email (top, right)

► Select: Contact Info. and Profile

► Select: Conditions / Indications

► Select: Preview Page before Printing (bottom, left)

► Click: Print Selected Reports Button

Send Selected Reports

The screenshot shows the 'Personal Profile and Reports for George Andrews' form. It includes fields for First Name (George), MI (), Last Name (Andrews), and Tester? (No). Address 1 is 3515 Longfellow Trail. City/ST/ZIP is Pleasantville, NH, 12345. Telephone is 555.123.4567, Fax is 555.123.4560, M/F is M, Referred By is Mary Jones. Call phone is 555.123.4560, B'Day is Mon, Apr 10, 60, 40. Email is myemail@123.com. Below the form, it says 'General Profile: CONFIDENTIAL INFORMATION' and 'Add the profile information here'.

The Personal Profile and Report for the client contains the basic contact information and the General Profile. While the personal information in *eTouch* is protected behind passwords, once printed, you should be protective of the privacy and confidentiality of the information. You will notice that there is a declaration on the page that this information is confidential.

► Action: Continue Printing Report Process (cancel if no printer)

The reporting process will continue and reports that have selected will be displayed in Preview mode (if you selected Preview before Printing).

The Priority System

The *Database Priority System* is taught in TFH Level IV in the IKC series. In *eTouch*, the Priority System is available in three distinct areas:

1. **Reference** - Learning tool to see organization of techniques & practice
2. **Session Wizard** - to shape Session Focus, Type and Scope
3. **Selection of Techniques during Active Session** - correction technique selection

- ▶ **Click: Main Menu**
- ▶ **Click: Reference**
- ▶ **Click: Priorities (bottom right)**



Multiple View - this screen will display the techniques for only one topic at a time. If you would like to view all the priorities on one screen, click the Multiple View button.

Priority - the Priority Menu in Reference is another way to organize and view the TFH and Extend Techniques. This menu operates the same as the Reference Menu. Clicking the Priority Categories on the left display the techniques in the list to the right.

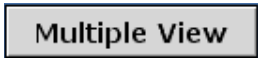
Priority Selected - priorities selected on the right will be displayed here if you click **Add** after clicking on the technique.

The Reference Priority system can be used for practice or can be used to determine the priority in an actual balance. Note, that the Wizard-based Session System also has a Priority System and can be used during an active session. We will examine these priorities in following steps. Let's look at the Multiple Priority View first and then we will use the Priority System in creating a Session and in selecting Techniques to use in corrections.

Selecting Priorities is similar to identifying the 5-Element Emotions. An Accurate Indicator Muscle (AIM) is used as the Priority categories are spoken. If the category causes the AIM to unlock, then the same technique is used as the techniques are spoken while checking the AIM. Unlocking techniques signify a Priority,

The purpose of the Priority System is to be able to quickly determine which Priority Category is most needed and involved and resolving the imbalances found. We are working with the internal bio-computer which knows the specific needs of the person. Therefore, this is a very powerful way to determine the best ways to help others.

▶ Click: Multiple View Button



▶ Click: Multiple View Tab

Priorities

▶ Action: Review the Priorities

Wizard & Session Priorities

In this next exercise, we will use the Priority System to shape and configure a session using the Wizard System. You and your workshop partner are going to use Priority in a balance for each of you. Your sessions may go in entirely different directions than the following sample, but these are presented to give you an example of the flow and possibilities.

▶ Click: Main Menu

▶ Action: Login Your Partner and Yourself

▶ Click: New Session

▶ Select: Meridian Checkup (14 muscles)

Priority Button - this button will be used to access the Wizard Priority System.

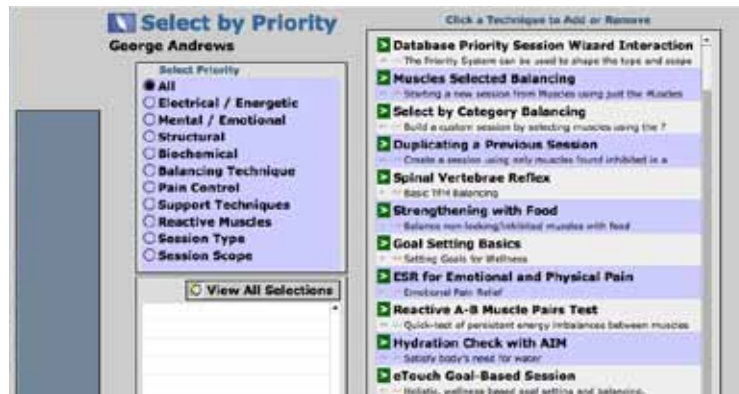
Priority List- all Priorities selected using the Priority Selection technique will be listed here.

▶ Click: Priority Button





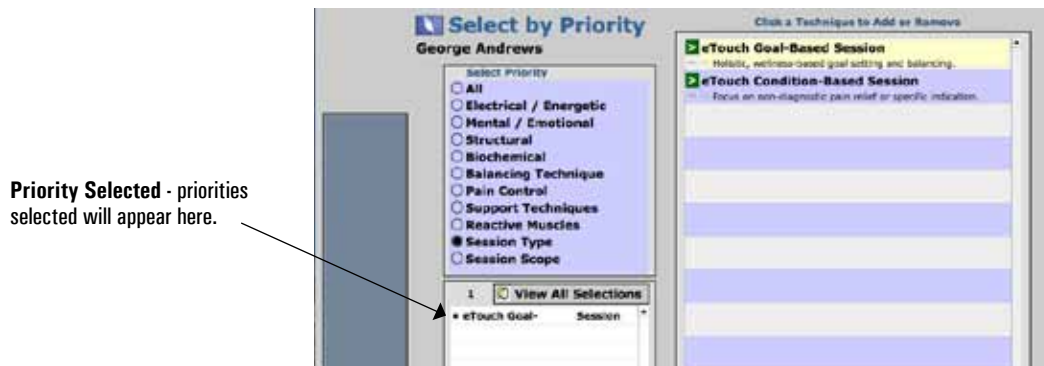
► Click: **Priorities (bottom right)**



In this example, the initial priority is focused on **Session Type**.

► Click: **Session type from list on left**. With this category, there are only two options: Goal-based Session and Condition-based Session.

Select: Goal-based Session (identified with priority checking) from the list on the right. It will be added to the list of techniques on the lower left.



► Action: **Perform Priority Checking for the Options Listed**

► Action: **Continue with the Priority Check and Add all Identified**
We also selected Metaphor Balancing and 14 Muscle Balance.

► Click: **Categories** button



Priority List- notice that all Priorities selected will appear here.



► Click: **Continue** button when complete

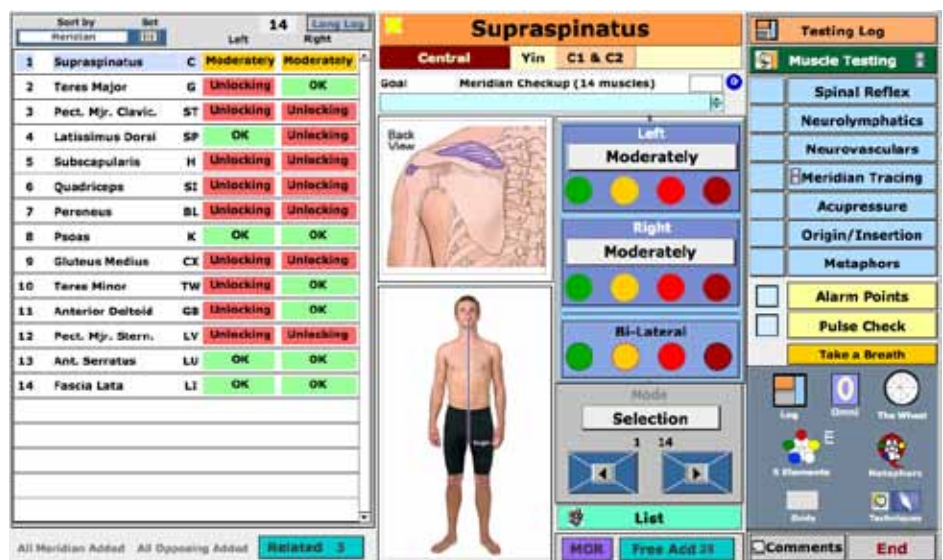
► Action: **Continue with the Session Wizard & Set Options**

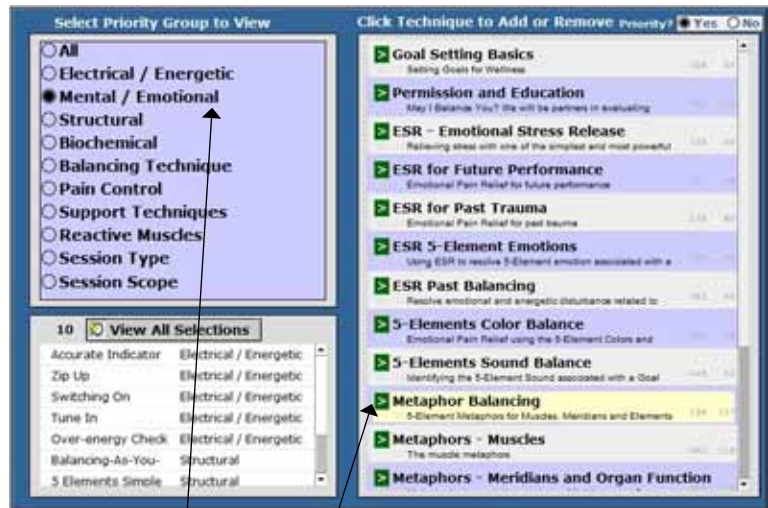
In this balancing exercise and with the following screen images, we will assume that a *One-Point Assessment Balance* was selected and the *5 Element Metaphors* were identified as the balancing technique when using the *Priority System* for selection.

Priority can be used to determine the intervention needed. This is part of the **Techniques** area and you have probably noticed it whenever you chose to look at techniques using the *Priority* format rather than the *Chapters* format. Essentially, you add Techniques using the *Priority System* and the Techniques will be flagged with a *Priority* designation when your *Techniques Used* list is viewed.

► Action: **Test and Enter Results**

► Click: **Techniques** icon in menu bar (lower right).



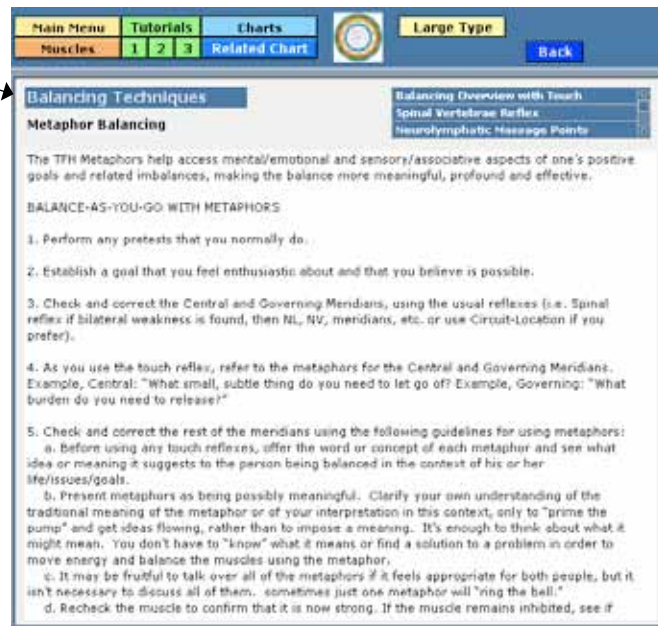


► Select: **Mental / Emotional** from list on left

► Click: **Metaphor Balancing** from list on right.
Click the green Goto arrow.

► **Metaphor Balancing**
6-Element Metaphors for Muscles, Meridia

Metaphor Reference - the balancing protocol is listed in the eTouch Reference section.



Metaphors - one of the last major contributions to the *Touch for Health Synthesis* by Dr. John Thie was the addition of the **5-Element Metaphors** while working with this son Matthew, who has taught the protocol around the world. Metaphors are particularly effective when used with a meaningful goal set by a person. Metaphors touch a person in a different way and the simple pondering of the questions in relation to their goals can have profound affects.

Matthew Thie Metaphor Workshops:
http://www.touch4health.com/workshops_metaphors.html

► Click: **Chart Icon**

Metaphor Wheel - the standard 5-Element Traditional Chinese Medicine (TCM) metaphors are listed here plus Dr. Thie's addition of the Faith /Worldview Metaphors. Dr. Thie & Carrie are devoutly religious and this to be one of their contributions to the holistic understanding of our being.



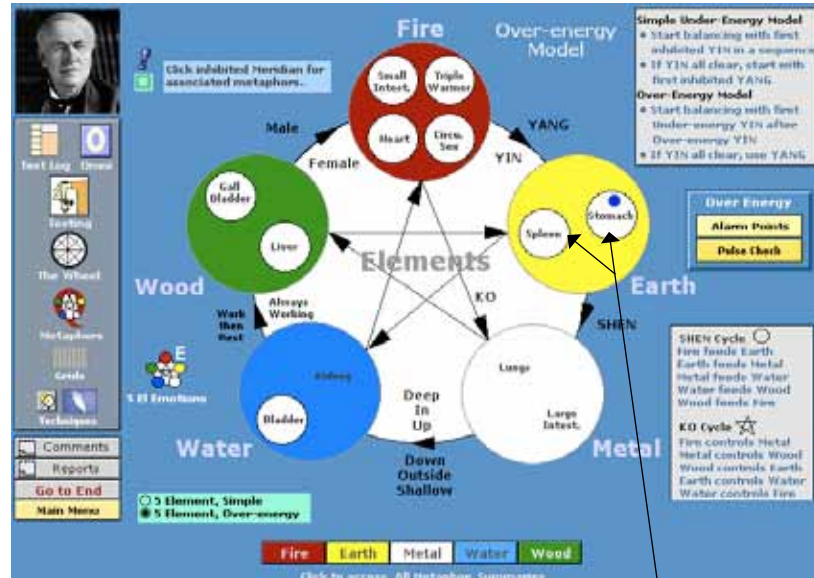
► Click: **Back (blue button)**

▶ Click: Test Log icon

▶ Click: 5 - Elements icon



▶ Action: Find Over-Energy Using either Alarm Points or Pulse Check



5-Elements Display - *eTouch* displays a circle in an Element if there was an imbalance found. A small blue circle is displayed in the Meridian where Over-Energy was detected. In this example, Spleen is the closest Yang Under-energy following the Yin Over-Energy. In this pattern, we would check Spleen first to see if it is indeed the correct starting point.

▶ Click: 5 - Elements icon

▶ Action: Circuit Locate to Verify your Starting Point

▶ Click: Starting Meridian (Spleen in this Example)

Elements - select an Element by clicking here.

Active - a small white circle below the 5-Element buttons indicates there was an imbalance in that Meridian.

Meridians - select Meridians for an Element here.

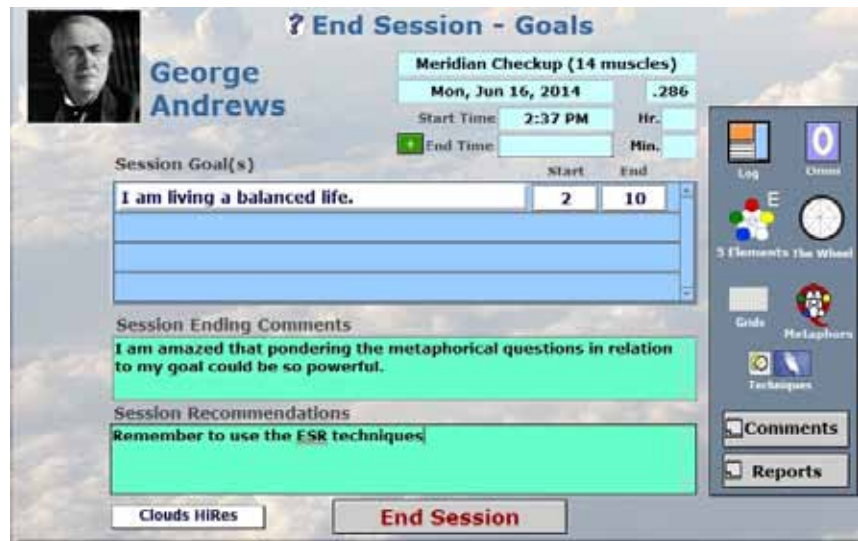
Muscle Metaphors - Muscles for the selected Meridian are shown here.

Metaphors - when clicking on the Spleen Meridian on the 5-Elements Screen you will be taken to the 5-Element Metaphors screen with the Spleen Metaphors active.

Meridians - select Meridians for an Element here.

Aspects - select the different Aspects here by clicking on the buttons at the bottom.

- ▶ Action: Close the Session
- ▶ Click: Go to End - Enter ending values and any comments



- ▶ Click: End Session
- ▶ Click: Print or Email Reports if you choose
- ▶ Click: Back to Report Menu

Note - the JFT Research Database is a complex system. Many resources have been expended to create it. It may be periodically down for technical reasons.

You just made a turn in *eTouch* that you normally don't make. Usually, you go ahead and print the reports, but in this case, you clicked the **Back to Report Menu** button. This gets you back to the option to **Submit a Session to the Online John Thie Memorial Research Database**.

Note: each copy of *eTouch* version 2.0 or later has the *Research Gateway* software already installed for submit to the research database for Activated Research Members. There are steps to becoming activated and will be described in the following steps. Your research account is based on your *eTouch* ID plus your personal ID in *eTouch*.

In your class workshop, your Instructor may be the only Activated Research Member. You can submit your application and upon acceptance and activation, also be able to submit a Session to the Research Database. The completion of this exercise requires an active Internet connection. Dialup accounts may experience problems with this process.

Here a couple of websites that provide more information about the purpose and processes involved. Note: these may change so check with your instructor for the latest information.

Touch for Health Research Menu: <http://www.etchforhealth.com/research/>
 Research Menu: <http://www.touch4health.com/research/info.html>
 Research Information: <http://www.touch4health.com/research/membership.html>
<http://www.etchforhealth.com/research/gateway/downloads.html>
 Login to the Research Database via Browser: http://____ (check with instructor)

Submit Session to Web - click this button only if your Session is complete and your subject has signed both your *Agreement AND the Research Informed Consent Agreement*.

► **Click: Submit Session to Web**

User Name and Password - these are assigned to you by the Research Database Administrator.

Membership ID - these are a combination of your *Personal eTouch ID* and the *eTouch ID* as found on the **About** screen.

At this point several things must have previously been performed before you can have a successful login:

1. You must have submitted your registration along with your Personal *eTouch ID* and the ID for your copy of *eTouch*.
2. You must have been issued a *User Name* and *Password*
3. You are connected to the Internet

Web and Authentication Verification - if everything is in order with your research membership and with your web connection, you will be able to proceed at this time. Everything beyond this point is dependent upon all this factors working and being activated and up-to-date. If something is not in order, *eTouch* will return you to the Reports Menu as there is nothing that can be done without all criteria being accurate. This is part of the security system.

► **Click: OK**

Web Gateway to Online TFH Research Database

Welcome to the Web Gateway for eTouch for Health. This feature allows members of the **Touch for Health International Research Club** to submit the results of testing and balancing sessions to the online TFH Research Database. Limited personal information for the subject will be submitted, but the subject's permission is still required before submitting the information to the research database. Please review the following information before continuing. The following screens will give details of what you are about to submit to the web. Review the information before submitting it. Please review all comments and remove any and all personal and identifying references of your subject.

Session ID	100	Date	3/3/2008	M/D/YYYY <small>Grayed information and photo will not be submitted</small>	
39 Tester ID	2.07309171	Sample Tester			
Subject ID	3	Sample Person			
Subject Age	47	Gender	<input type="radio"/> M <input checked="" type="radio"/> F		
Agreement Accepted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Agreement Date	8/29/2003		
Subject Profile	I am in generally good health and get a moderate amount of exercise. In my job, I work with a computer for much of the day in a job where there is a high level of stress. My diet could be better, but I make an effort to eat fresh vegetables, fruits, fish and salads as often as I can.				

Main Menu	Log In	Back to Reports	Review	<input type="checkbox"/> eTouch
Gateway Menu	Selections	View Subs	Report	Submit

Gateway Review - the Gateway is now connected to the Internet and has loaded the Session. It now displays some of the critical identifying information about the session. No personal information is being transmitted, only age and gender. You may update the Profile information at this step and it will be updated in the Personal record for the person. You can also indicate Acceptance here.

► **Click: Submit Button (lower right)**

Message

Have you reviewed the information for accuracy? Do you have the subject's permission to submit these results to the Research Database?

Last Chance to Review - the Gateway software asks you once again if you have reviewed the information for accuracy. It is extremely important that all results be entered accurately and completely.

► **Click: Submit**

Once the Session Submittal starts, wait until it has completely stopped before clicking any buttons. The Gateway then goes through the process of updating any personal profile information and submits the session. Once complete, you will see the following dialog displayed and it will tell you the Session ID so that you can search via Browser to find it.

Web Submittal Complete

Your submittal has been assigned the Session ID:

72

You now have several options:

1. You can login to the TFH Research website now (if you have enough memory)
2. You can return to the Reports Menu
3. You can go the Summary page for the session that you just submitted
4. *You can exit eTouch
5. Add another Session to the eTouch Gateway for submittal.

Main Menu	Back to Reports	Selections	Go to Web
Gateway Menu	Summary	View Subs	Exit eTouch

At this stage, you have multiple options. You can go to either the *Gateway* or *eTouch* Main Menu, Back to Reports, click Selections to find more Sessions to submit, or view a list of your Submittals to Date. Note that more detail about the Gateway is included in the *Gateway Documentation* PDF that is on the *eTouch* CD.

Code of Conduct

Touch for Health Research Code of Conduct

What are my responsibilities as a Researcher?

The first step into the formal research of Touch for Health was the building of the TFH Online Research Database. The purpose of the database is to serve as a central repository of session results from participating research subjects around the world. We need your participation in building the database so that it is reflective of the results that occur in many different areas. This collection of results will serve as the raw data from which more formal scientific research can be done into the outcomes produced by Touch for Health Kinesiology. No personal information is being collected beyond the gender and age of the subject at the time of the session.

As a TFH Research Participant, you Agree to:

1. Have an informed consent agreement with the subject (provided in the Gateway) that states that they are a willing participant and that they know that you are submitting the results of their session(s) to the web-based research database.
2. Provide accurate, unbiased and complete results for the balancing sessions that you submit.
3. You must ensure that you remove any personal references in your comments before they are submitted to the online database.
4. Paper copies of session reports should be printed and filed for all sessions that are submitted to the online research database. These should be kept for a minimum of 3 years.
5. It is possible that a researcher in the future may want to contact you and/or the subject to verify techniques, results and outcomes. We ask that researchers make themselves reasonably available through either mail, telephone or E-mail in these situations.
6. If a researcher decides not to participate in the future, but has submitted sessions, we would ask that copies of agreements with the subject be sent to the research project office.
7. We hope that the research database becomes a place for the exchange of ideas and questions of techniques, so we hope that you become an active online member in these discussions.

[I Agree to the Code of Conduct](#)

[I Decline the Code of Conduct](#)

Research Subject Informed Consent Agreement

Informed Consent Agreement

Title: Global Touch for Health Online Research Database

Researcher: _____

Sponsors: International Kinesiology College, Laser Solutions, Inc. and Touch for Health Education, Inc.

I. Introduction/Background/Purpose
 You have been asked to participate as a subject in a research project entitled "Global Touch for Health Online Research Database" since you have received Touch for Health balances. The purpose of this study is to formally investigate the efficacy of the Touch for Health techniques by creating a centralized worldwide sample base set submitted through the internet to both professional and superior practitioners. Only standard Touch for Health Techniques are being studied and you will not be subjected to any experimental techniques in this study.

II. Procedure
 If you choose to participate in this study, the Researcher will submit a report of your Touch for Health Testing and Balancing Session(s) via the Internet. This report will report the results and any comments you make that are relevant to the before and after effects of the balancing. Importantly, this report will not contain personal identifying information such as your name, address or other identifying information. Your age at the time of the session and your gender will be submitted.

We ask that you are as objective as possible when stating before and after pain measurements, discomfort, or problems or pains with range of motion of muscles. Importantly, you will also be asked for comments that accurately describe your stress levels, emotional disturbances, physical limitations and other situations that affect your general physical, mental and emotional health. When assessing the result of a muscle test, it will be your assessment that determines the final before and after subcategories of the muscle when tests and balancing techniques are performed and results entered into the eTouch for Health software.

There is a small possibility that a scientific researcher in the future may want to briefly contact you through the Researcher for the purpose of validating the results or to hear from you directly about the benefits you received from the Touch for Health techniques. If this possibility occurs, you agree to make yourself reasonably available via your preference of either postal mail, email or telephone contact.

III. Risks
 There are no reasonably foreseeable physical discomforts or risks associated with participating in this study. No dangers have been identified with the Touch for Health energy balancing techniques during the 30-year history of the natural healthcare model. If you should experience worsening or continuing symptoms, pain or conditions, the Researcher will refer you to a healthcare professional. You will be responsible for the cost of any treatment incurred. If any risks are identified during this study, you will be notified.

Informed Consent Agreement

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Researcher: _____

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Browser Login for John F. Thie Memorial Research Database



► Enter: <http://www.etchforhealth.com/research/> (check with your instructor)

Once you have received your Research ID and Password, you can log into the John F. Thie Memorial Research Database using your Browser. In order to get your ID, you will need to provide your eTouch ID (found on the About Screen) and your Personal eTouch ID. This is usually '4' since the Admin is 1, and the sample records are 2 and 3. Your Research ID is used to identify your submittals to the research database and to control access to this information. The *Gateway Documentation* provides detailed information on how to submit and manage your submittals.

TFH Research Abstracts and Scientific Studies



► Enter: <http://www.etchforhealth.com/research/>

There are already a relatively large number of formal research studies focused on the Manual Muscle Test and related energetic disciplines. Much of this research is directly related to Touch for Health. This website provides Abstracts with direct links to research studies as hosted by U.S. Government and Academic Online Research Resources. The JFT Online Research Database is focused on empirical data and collecting the details of TFH balances and recording the effectiveness. These abstracts and links are a compilation of information for researchers of Touch for Health Synthesis.

Client Management and Advanced Techniques Review

1. The Admin can import client contact records in bulk into *eTouch*. T___ F___
2. The Admin can view all Personal & Session Records . T___ F___
3. The Admin can modify the general parts of the Informed Consent Agreement plus the specific areas of each tester. T___ F___
4. What is the shape of photos that are recommended for *eTouch* portraits? _____
5. What are the pixel specifications for a portrait? _____
6. Name two uses of photos in *eTouch*: _____

7. The *Priority System* in *eTouch* can be used to shape the Type and Scope of a Session:- T___ F___
8. *eTouch* displays Meridians on the dynamic Five Elements display in the Session System that have inhibited/unlocking muscles AND the Meridians that check in the clear: . T___ F___
9. *eTouch* contains both Dr. Thie's Simple System for determining energetic patterns using the Wheel or the Five Elements as well as the Over-Energy Model. Both of these are IKC approved models: T___ F___
10. The dynamic Five Element Metaphors included in the *eTouch* Session System shows all Metaphors or only those relevant to the testing results. All___ Related___
11. The Admin. can open a closed session. T___ F___
12. The Gateway to the online Research Database is included free of charge with the *eTouch* CD but must be Activated with a research membership to be able to post Session Results to the Online Database. T___ F___