



mma
multimomentanalysis

**Quick Start Guide
for Participants**

Introduction

This guide is divided into three chapters. Please start with the first chapter. It explains the general usage of the web application. If you have troubles viewing pop-up windows, consult the second chapter. In case you do not receive any notifications while using the web application, read the third chapter of this guide.

I.) Multimomentanalysis – Quick Start

II.) How to enable pop-up windows

III.) Receiving desktop notifications

If you are still experiencing problems using the web application, please contact your supervisor or write an e-mail to support@me2any.com

I.) Multimomentanalysis – Quick Start

Before you start, please ensure that your computer is connected to the Internet. For this guide we used the web browser Google Chrome. It is free and can be downloaded from

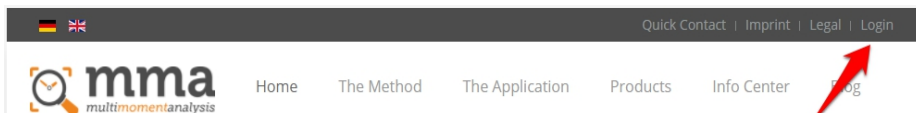
<https://www.google.com/chrome/browser/desktop/index.html>.

Please note: If you cannot use Google Chrome, simply use one of the following browsers that are supported by our web application: Mozilla Firefox, Safari, Microsoft Edge, Opera.

Step 1: Open Google Chrome.

Step 2: Go to <https://multimomentanalysis.com>.

Step 3: In the upper right corner of the website click **Login**.

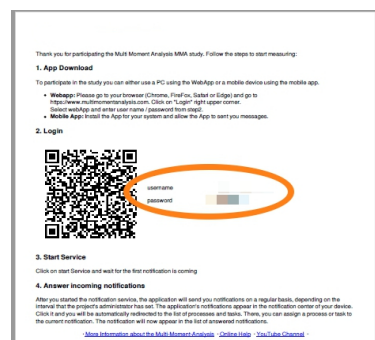


Step 4: A new tab opens. In it click

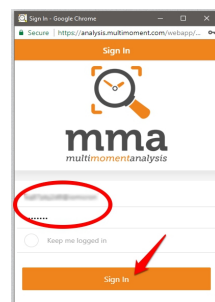


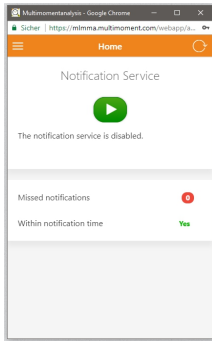
Step 5: The web application will open in a pop-up window.
Please read chapter II if you do not see any pop-up window before continuing.

Step 6: Please have your login credentials ready. You will find them in the spreadsheet given to you by your supervisor.



Step 7: Enter your login credentials in the pop-up window and click **Sign In**.





Step 8: If you entered your credentials correctly, you will be redirected to the home screen of the application.

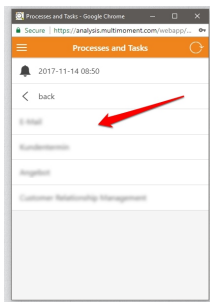
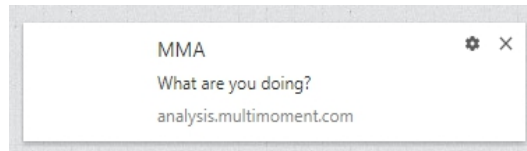
Congratulations! You logged in successfully. Now it is time to start the notification service. Otherwise you will not receive any notifications.

Step 1: Click the green start button. 

From now on, you will receive notifications on a regular basis. Your notifications will most likely appear in the bottom right corner of your computer screen.

Please read chapter III if you did not receive any notifications within one hour or so before continuing.

Step 2: As soon as you receive a notification, click it. The web application will start the answering process automatically.



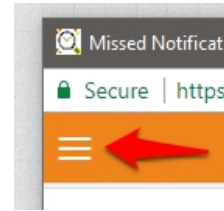
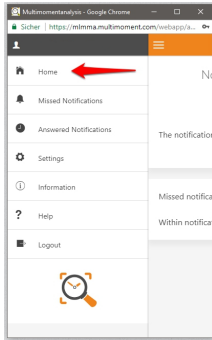
Step 3: Answer all questions. You have the possibility to skip questions. Congratulations! You just answered your first notification. It is that easy.

The application will now show you a list of notifications you might have missed to answer. Click each one individually to answer them. If no notifications are displayed, you are done for now.


What's next?

Continue to answer the notifications during your working time. Before leaving your work, turn off the notification service and log off from the application.

Step 1: Click the menu icon in the upper left corner of the web application.

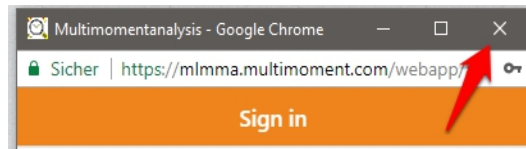


Step 2: A menu appears. Click **Home**.

Step 3: On the home screen click the red stop button. 
If you don't see a red button, you can skip this step.

Step 4: Open the menu again (see step 1 and 2) and click **Logout**.

Step 5: Finally, close the web application by clicking on the **X** in the upper right corner.



You are done for today. Please do not forget to restart the application tomorrow.

II.) How to enable pop-up windows

This chapter will explain to you how to enable pop-up windows in Google Chrome. If you are using another browser, please read the documentation: <http://documentation.multimomentanalysis.com/en/web-and-mobile-client/system-requirements#Pop-ups>

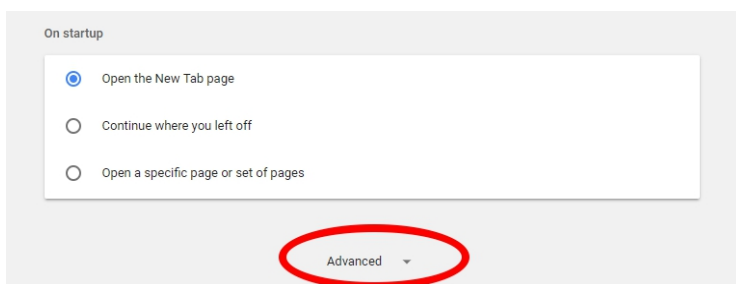
Step 1: Open Chrome.

Step 2: In the upper right corner of the browser window click the Chrome menu.

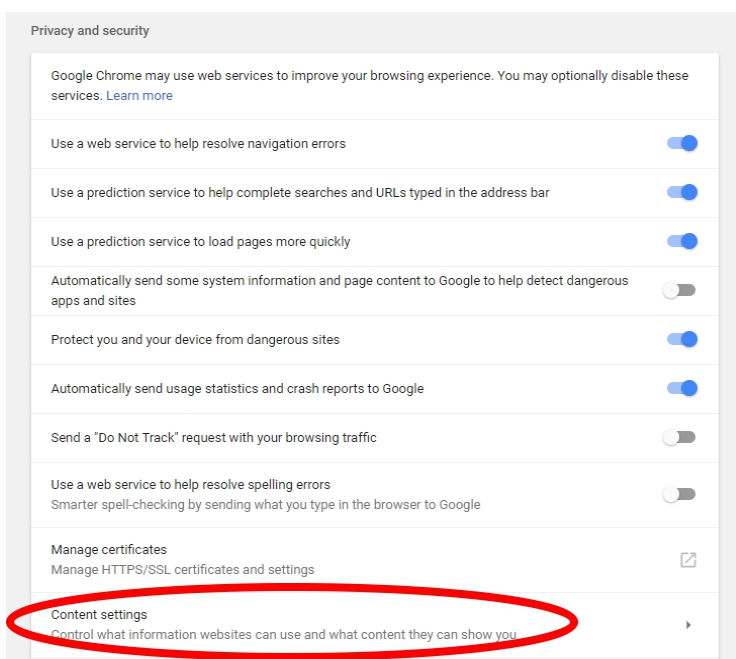


Step 3: A menu appears. Click **Settings**.

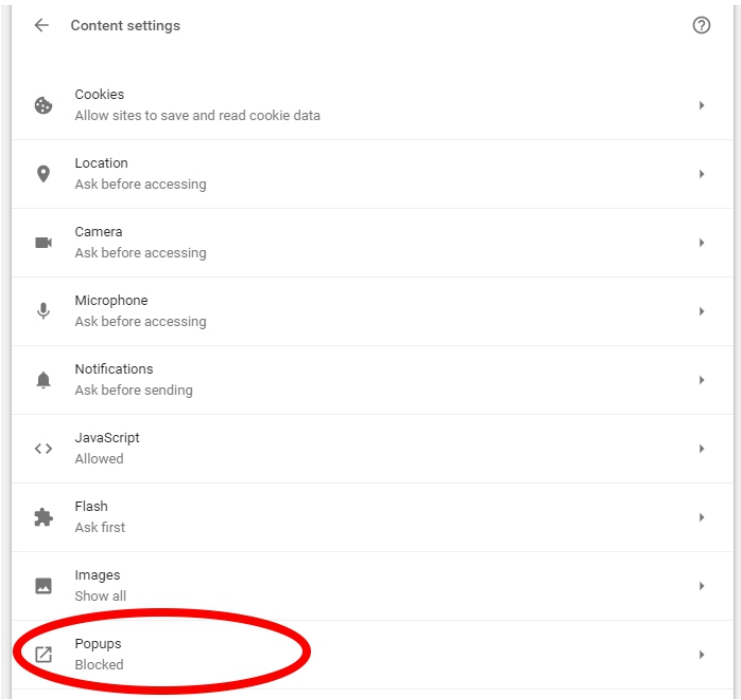
Step 4: A new tab opens. Scroll down to the bottom and click **Advanced**.



Step 5: In the section **Privacy and security**, click **Content settings**.

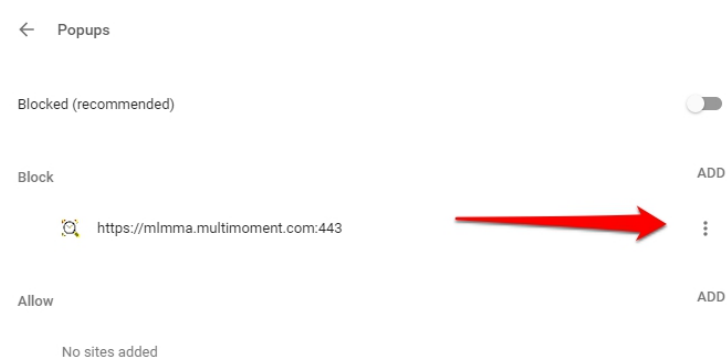


Step 6: Click **Popups**.



Step 7: In the **Block** section search <https://mlmma.multimoment.com>.

Step 8: Click on the three dots and select **Allow**.



Please note:

This guide was written in January 2018. In case the information is outdated, refer to the official documentation by Google:

<https://support.google.com/chrome/answer/95472>

III.) Receiving desktop notifications

If you are not receiving any notifications within an hour or so, please check the following list of possible causes:

No Internet connection

A stable connection to the Internet is necessary for the application to work.

You are not logged in

It is necessary that you log in to the web application. Please read chapter I to learn how to log in.

You have not started the notification service

It is necessary that you start the notification service within the web application. Please read chapter I to learn how to do it.

You are currently not within the notification times

On the home screen of the web application, check the information **Within the notification time**. If it says no, you are currently not supposed to receive notifications.

If none of the above causes apply, desktop notifications might be disabled in Google Chrome. Please read the following instructions to learn how to enable desktop notifications in Google Chrome. If you are using another browser, please read the documentation: <http://documentation.multimomentanalysis.com/en/web-and-mobile-client/system-requirements#DesktopNotifications>

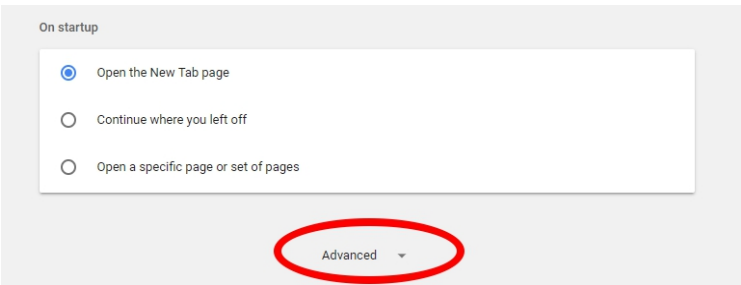
Step 1: Open Chrome.

Step 2: In the upper right corner of the browser window click the Chrome menu.

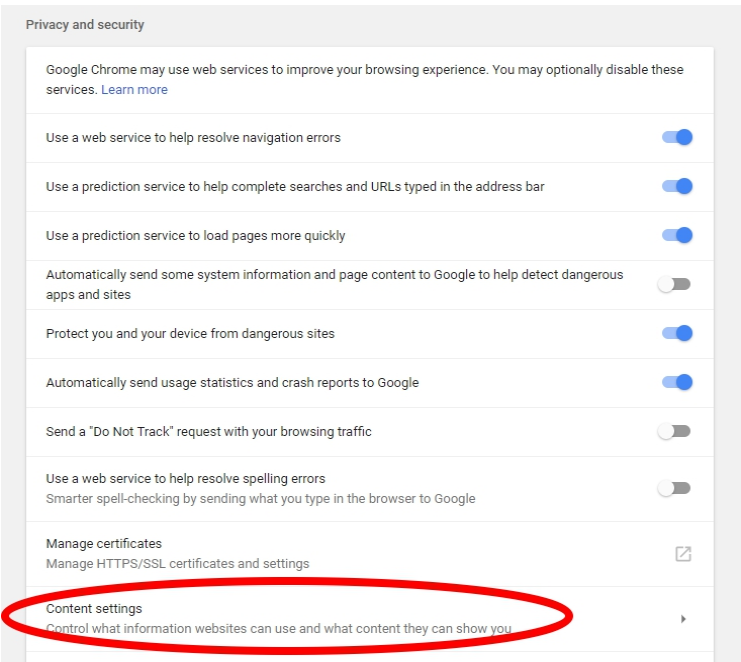


Step 3: A menu appears. Click **Settings**.

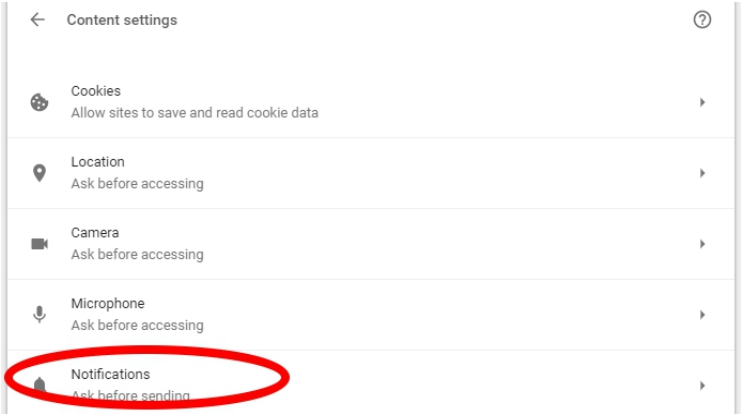
Step 4: A new tab opens. Scroll down to the bottom and click **Advanced**.



Step 5: In the section **Privacy and security**, click **Content settings**.



Step 6: Click **Notifications**.



Step 7: In the **Block** section search <https://mlmma.multimoment.com>.

Step 8: Click on the three dots and select **Allow**.



Please note:

This guide was written in January 2018. In case the information is outdated, refer to the official documentation by Google:

<https://support.google.com/chrome/answer/3220216>