mma

multimomentanalysis

Quick Start Guide
for Project Supervisors

Introduction

Thank you for your interest in our Multimomentanalysis. This guide will help you when you use our software for the first time. Don't hesitate. You cannot break anything! Feel free to try every single setting. If you have any questions, you are welcome to contact us.
Your test account contains one project with five participants for a study with up to 500 notifications. You have access to all functionalities including reports and data analysis. Your test account will be active for two weeks.

This guide is divided into three chapters. Please start with the first chapter. It explains you how to access our software. The second chapter describes the main controls of our application and explains to you where to seek help. Check out the third chapter for tips and tricks about setting up a study.

I.) Multimomentanalysis – Quick Start

II.) Controls and Help

III.) Tips and Tricks

If you have any questions or problems, please do not hesitate to contact us and 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
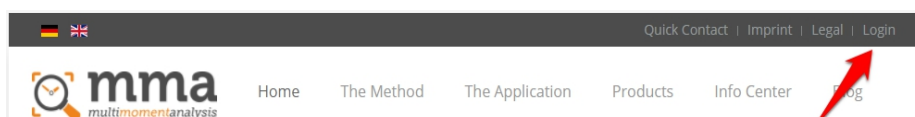https://www.google.com/chrome/browser/desktop/index.html.

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.
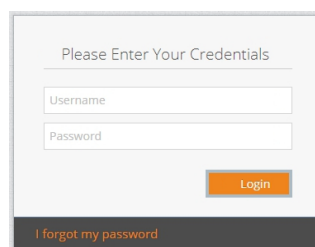
Step 1: Open Google Chrome.

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

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

Step 4: A new page opens. Enter the login credentials you received via e-mail. Then, click **Login**.

Step 5: If you entered your credentials correctly, you will be redirected to the home screen of the application.
In case a project template was created for you, use it. Otherwise simply create a new project of your own.

II.) Controls and Help

<u>Basic settings of your project</u>
Before beginning to collect data, you need to configure your project. The main menu will adapt to your settings. Go to our online documentation to find detailed information on how to setup a study:
https://documentation.multimomentanalysis.com/en/study-setup

In the application you will find – among others – the following buttons:

     +   Adding an element

     ⊕   Copying an element

     🗑   Deleting an element

     ✎   Editing settings

     🔧   Further settings

     📄   Download the PDF containing a participant's login credentials

     ✉   Send a participant's login credentials via e-mail

     ↗   Opening the WebApp from a participant's point of view

     👁   Access the monitoring of a participant

As soon as you adapted all project settings to your needs, all that is left to do is to change the project's status. A project undergoes the following four stages:

Planning
You adapt the project settings to your needs. Data collection is not possible.
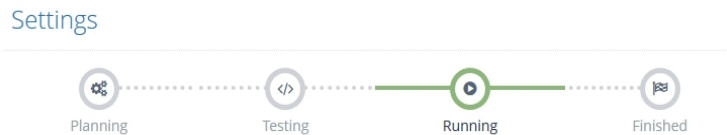
Testing
For testing your project settings. You can subject your project to a test run (up to 500 notifications).

Running

The final data collection. Project settings may not be changed anymore. The collected data can be analysed along the way.
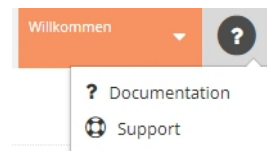
Finished
The data collection is completed. The collected data is analysed.
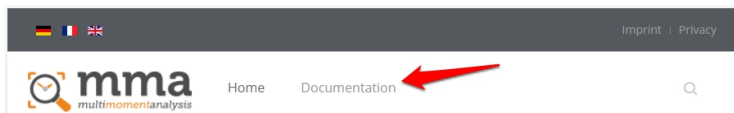

Documentation and Help

In the upper right corner of the application you will find a link to the detailed documentation of our software. From there, you can also submit support requests.

Step 1: Click **Documentation**.

Step 2: A new website opens. There, click **Documentation**.

Do not forget to distribute our **Quick Start Guide for Participants** to your participants. You will find several videos with examples of use on our YouTube channel for the training of your participants:

Mobile Devices:
https://www.youtube.com/watch?v=uY18YqhLWGs&index=2&list=PLk6NfFMOcxSTg4jrMIwrZWQVpZQWDmlOd

Web Application:
https://www.youtube.com/watch?v=utejS1IHziU&index=3&list=PLk6NfFMOcxSTg4jrMIwrZWQVpZQWDmlOd

III.) Tips and Tricks

Dimensions
If you wish to add dimensions to your study (i.e. for participants), you should add all dimension values first. Then, when you are adding your participants to the project, you will be able to assign all dimensions directly.

Step 1: Create a dimension.
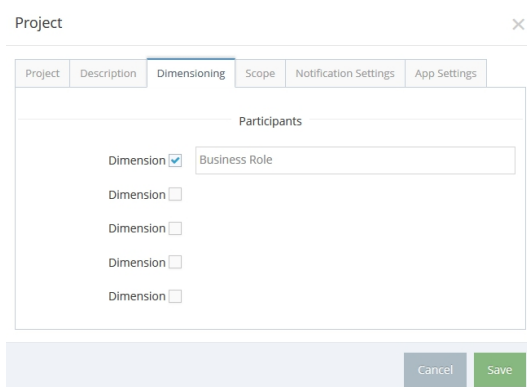
Step 2: A new item was added to the main menu. Click it.

Step 3: A list of the dimension's values is displayed. It should be empty at first. Here, you can add new values to your dimension.

Assign answers automatically
You can create rules based on the participant dimensions. These rules may be used to assign the answer possibilities of your study to your participants automatically.

Step 1: Click the menu item of one of your questions.

Step 2: Click the edit button of the answer you wish to assign.

Step 3: In the dialog switch to the tab **Assigned**.

Step 4: If necessary, disable **assign to all participants**. Otherwise skip this step.

Step 5: For each participant dimension an input field is displayed in which you can select the desired dimension values (multiple selection is possible!). Select the desired values and click **Save**.

Location

Location | Assigned | Dimensions
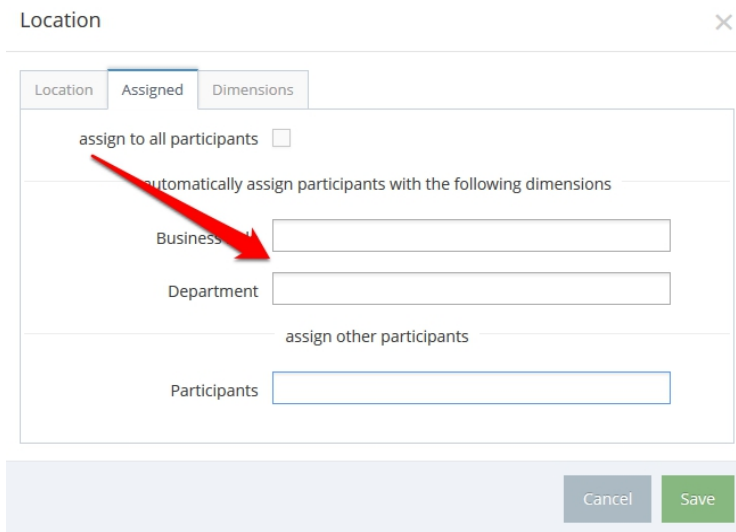
assign to all participants ☐

automatically assign participants with the following dimensions

Business

Department

assign other participants

Participants

Cancel | Save