USER DOCUMENTATION

uPMT – Micro Phenomenolgy Modelling Tool

uPMT 0.1 version

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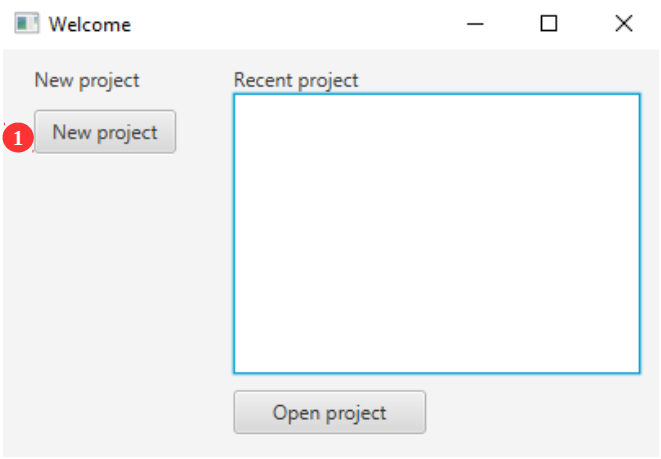
1 Introduction

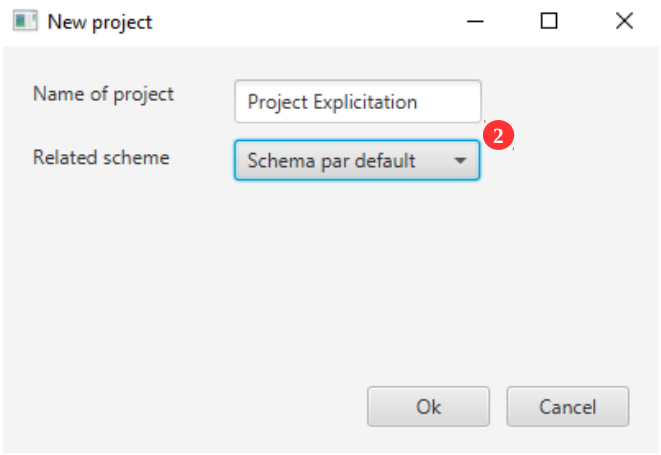
Welcome and thank you for using uPMT !

uPMT (Micro-Penomenology Modelling Tool) is a software made to help researchers and psychologists to modelize and analyse their explicitation interviews.

2 Get Started

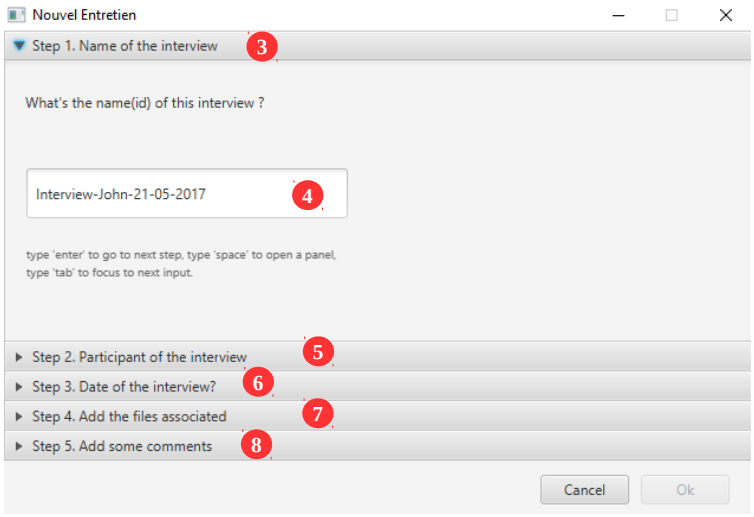
2.1 Create a new project





If it is your first project, or if you want to add a new project to your computer, **select** "New project" 1 to create a project. **Add** a name to the project (for example, "Project Explicitation") and **select** "Schema par default" 2 (or the name of an old project if you already made one before).

After **pressing** the button Ok, follow the instructions on the screen. For the next steps, you can go back whenever you want, or cancel the operation by selecting the button Cancel.



First, **press space** or **Select** "Step 1. Name of the interview" 3 and **type** the name you have chosen for the new interview.

For example, you can name it : "Interview-John-21-05-2017" 4.

Then, **press enter** or **select** "Step 2. Participant of the interview" 5 and **type** the name of the person who was interviewed.

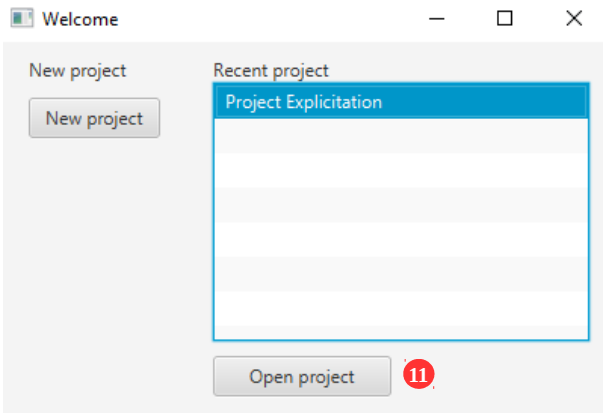
After that, **press enter** or **select** "Step 3. Date of the interview?" 6. You can either choose to **type** it using the format mm/dd/yy (for example : 12/25/2017 for December, the 25th of 2017), or selecting one day by **pressing** the button .

Then, **press enter** or **select** "Step 4. Add the files associated" 7, and **press** the button Select file and **select** a .txt file which contains the interview that will be used for the modelling.

Once all those previous steps have been realised, you can add a comment about the interview, about the interviewee or the interviewer, at your convenience. But you can skip this step and finalize the creation by **pressing** the button Ok.

2.2 Open an existing project

If you have already saved a project before, you can **select** Open project 11 to load it.



3 Construct a description of an experience

3.1 Introduction

3.1.1 Definition of a moment

A “moment” is a specific action or sequence of actions of an experience related in an interview.

In uPMT, they are represented as this :

As an example for a person suffering from acrophobia who, for an experience, has to walk on a board hanging in the air, a “moment” can refer to his/her first step on it.

3.1.2 Ways to construct a model of an experience

uPMT is a modelling tool that helps researchers to visualize an explicitation interview. There is two ways to construct a description :

- **Temporal organisation** : the moments are organized horizontally in order to show that one moment occurs after another one (left to right).

- **Hierarchical organisation** : the moments are organized vertically in order to show that one moment is a sub-moment of its upper moment (top to bottom).

3.2 Add a new “moment” to an experience

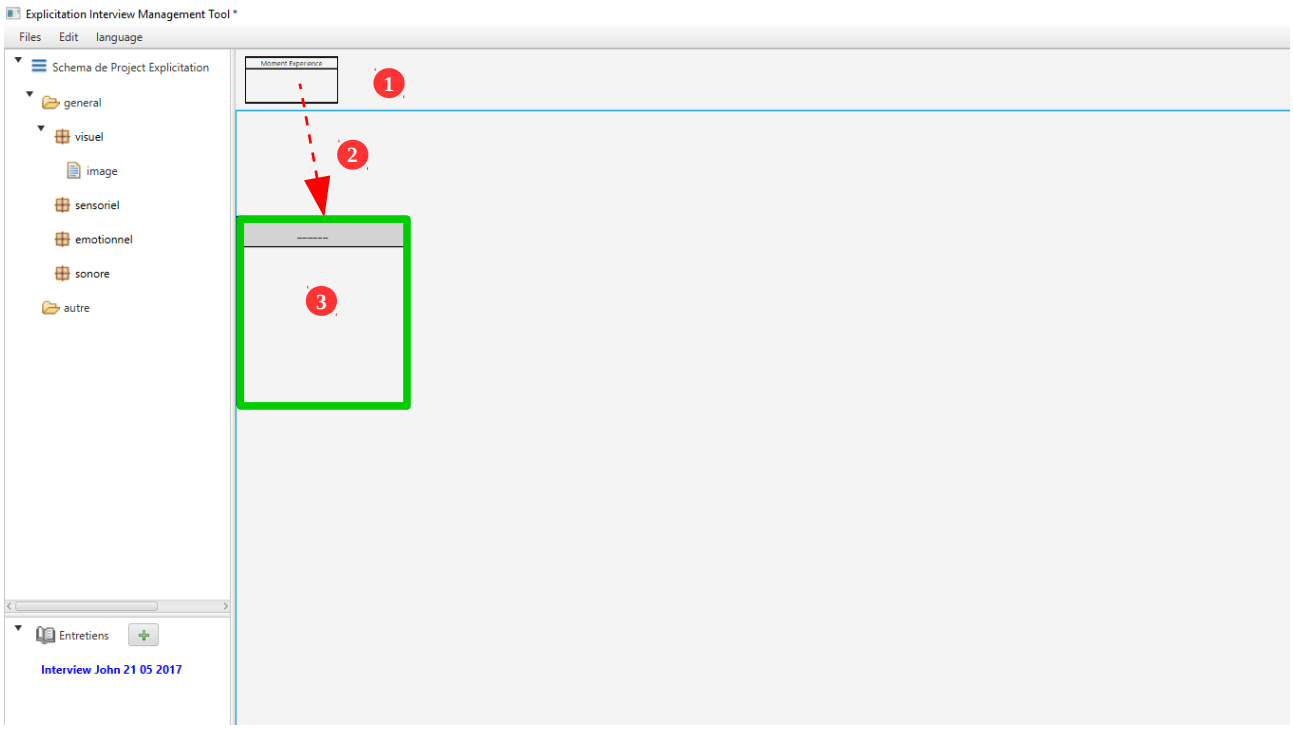
3.2.1 Empty file

If your description is empty, you can drag and drop a new moment onto the central pane, as shown below :

1: **select** the moment with the cursor.

2: **drag** it onto the area that appears at the left of the central pane.

3: **release** the mouse when the cursor is above the displayed rectangle.



3.2.2 Build a temporal organisation

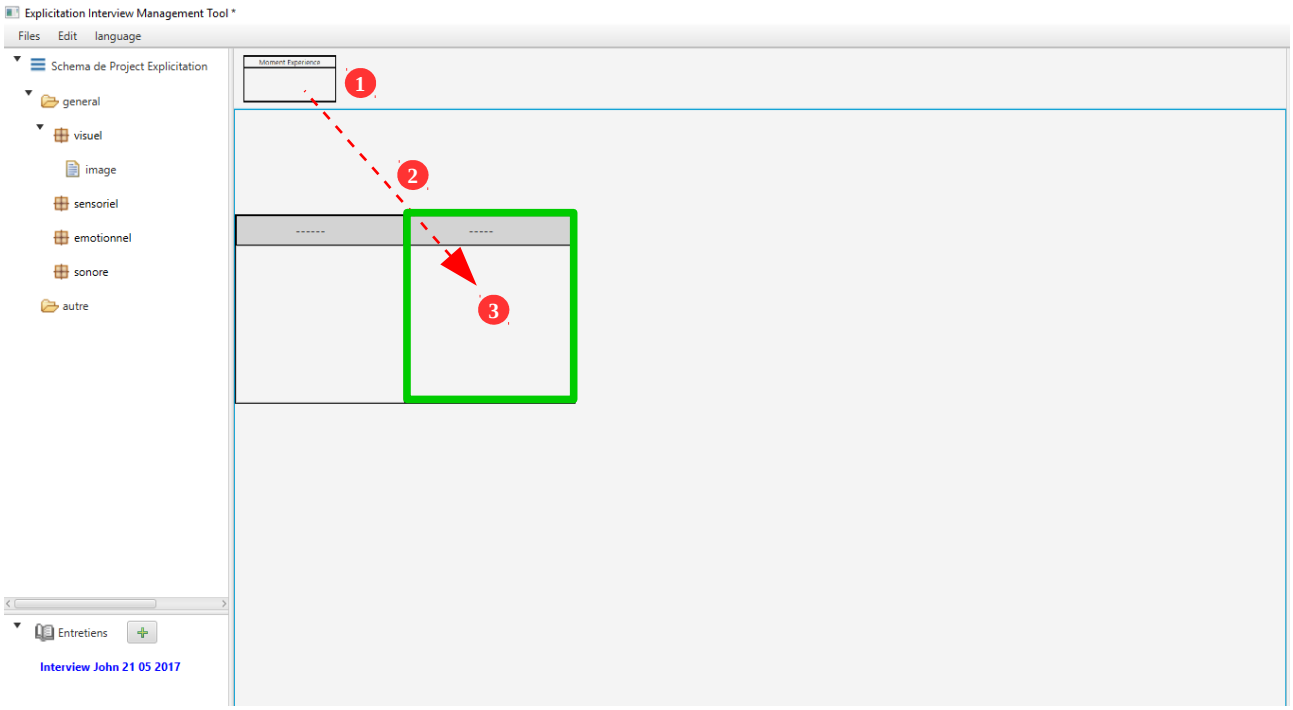
The first line is the only one that concerns the temporal organisation of your model.

To build a temporal organisation, you can drag and drop a moment onto the central pane as shown below :

1: **select** the moment with the cursor.

2: **drag** it onto the area that appears at the left of the left-most moment of the central pane.

3: **release** the mouse when the cursor is above the displayed rectangle.



3.2.3 Build a hierarchical organisation

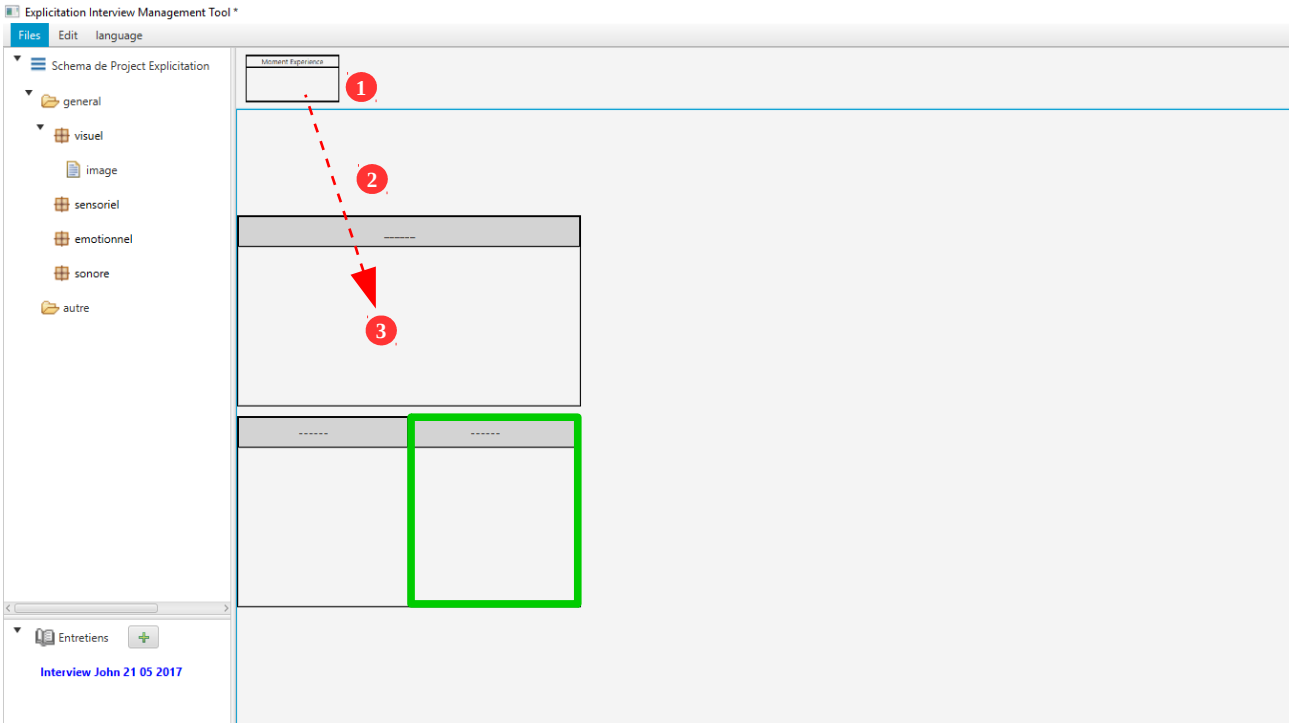
To build a hierarchical organisation, you can drag and drop a moment to the central pane as shown below :

1: **select** the moment with the cursor.

2: **drag** it in a moment you want it to be the father.

3: **release** the mouse when the cursor is above the displayed rectangle.

Note : There is no temporal organisation under the first level of moments. Thus, you will not be able to add a moment at the left of another one that is not on the first line. The lower moments should only be considered as the children of the upper moment.



3.3 Add descriptors to a moment

3.3.1 Definition of descriptor of a moment

A descriptor of a moment is an attribute given to a moment. It is a criteria that you may find in other moments but with a different value/property. By default, you have visual, sensory, emotional and sound descriptors, but you can delete or add any descriptor that you want.

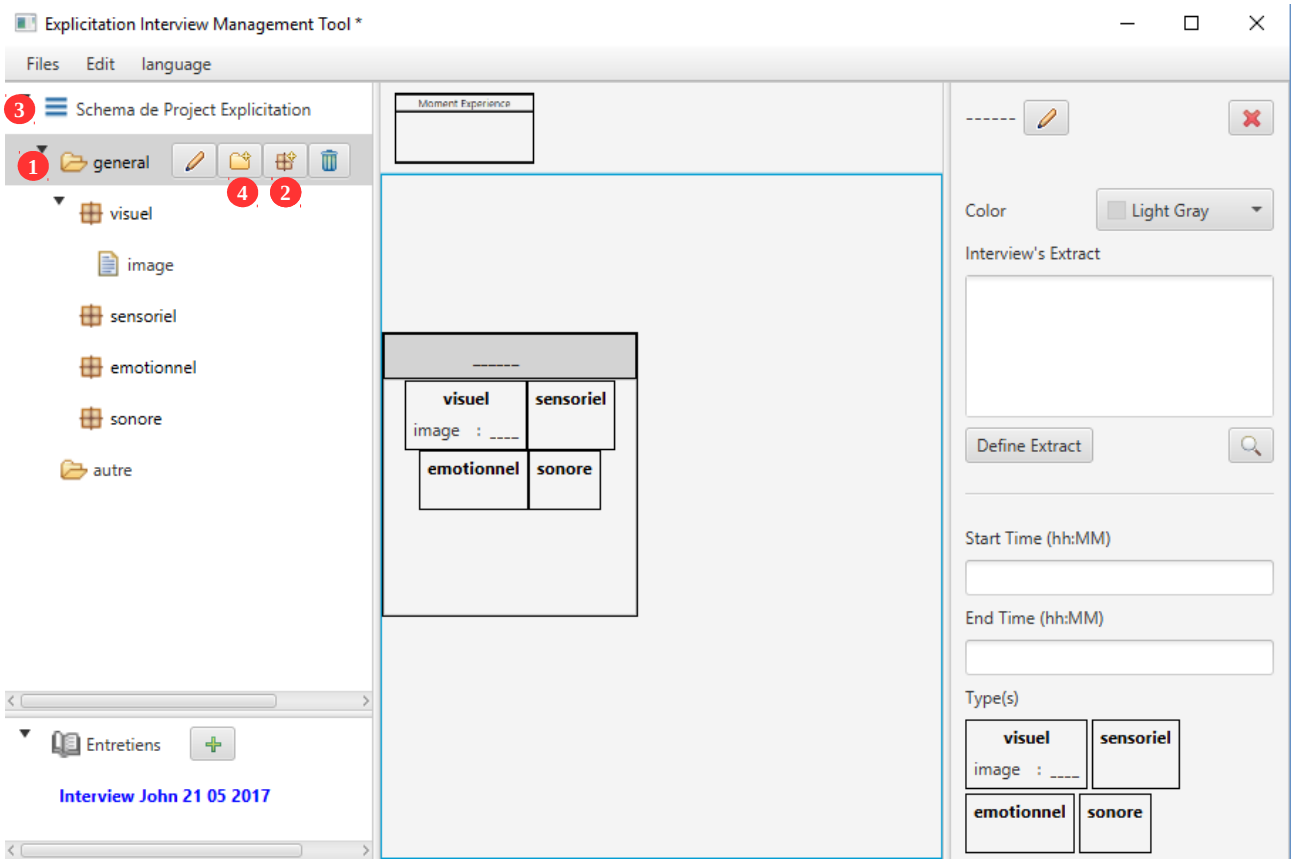
Descriptors are displayed at the left of your screen, and are represented by the icon. You can also sort your descriptors by theme into folders, to organize them.

You can find some default descriptors, but you can also create your own descriptors and add them to your model, in order to enhance your description.

3.3.2 Create a new descriptor or a new folder

To create a new descriptor, **select** the section directory 1 in which you want to add your new descriptor, and then **press** the descriptor addition button 2.

To create a new directory, **select** either the scheme 3 or any existing directory 1. And as for descriptors, **press** the folder addition 4.


Explicitation Interview Management Tool *
Files
Edit
language
Schema de Project Explicitation
general
visuel
image
sensoriel
emotionnel
sonore
autre
Entretiens
Interview John 21 05 2017
Moment Experience
visuel
image : ____
sensoriel
emotionnel
sonore
Color
Light Gray
Interview's Extract
Define Extract
Start Time (hh:MM)
End Time (hh:MM)
Type(s)
visuel
image : ____
sensoriel
emotionnel
sonore

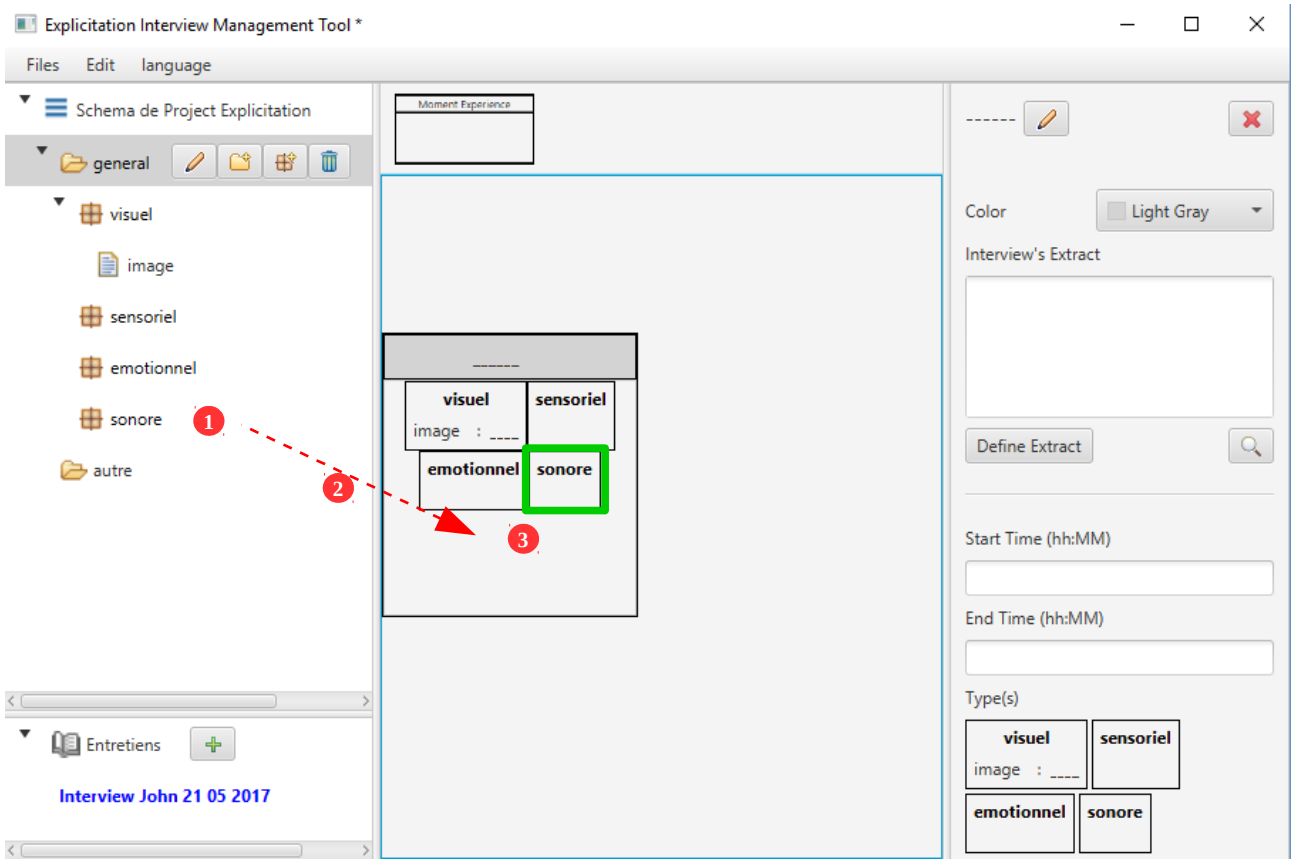
3.3.3 Add a descriptor to a moment

To add a descriptor, follow the instructions below :

1: **select** the descriptor with the cursor.

2: **drag** it into the moment in which you want to add a descriptor

3: **release** the mouse when the cursor is above the moment.

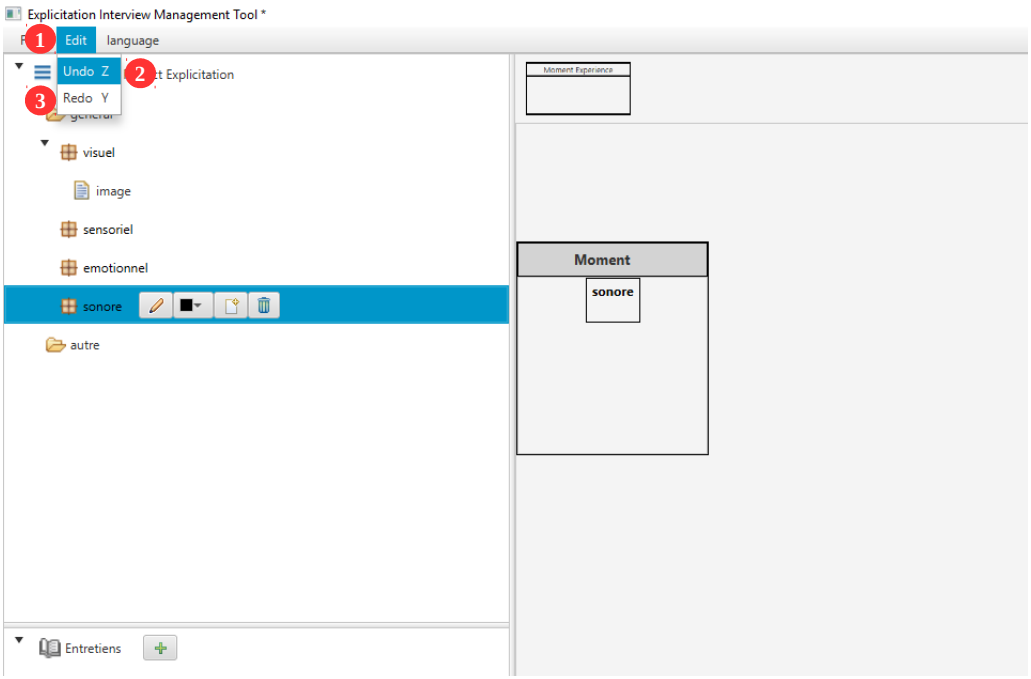


3.4 Cancel or restore an action

You have two ways to cancel or restore an action in uPMT. You can either :

- **press** Z key to undo / **press** Y key to redo an action

- **select** Edit 1 and then Undo 2 or Redo 3

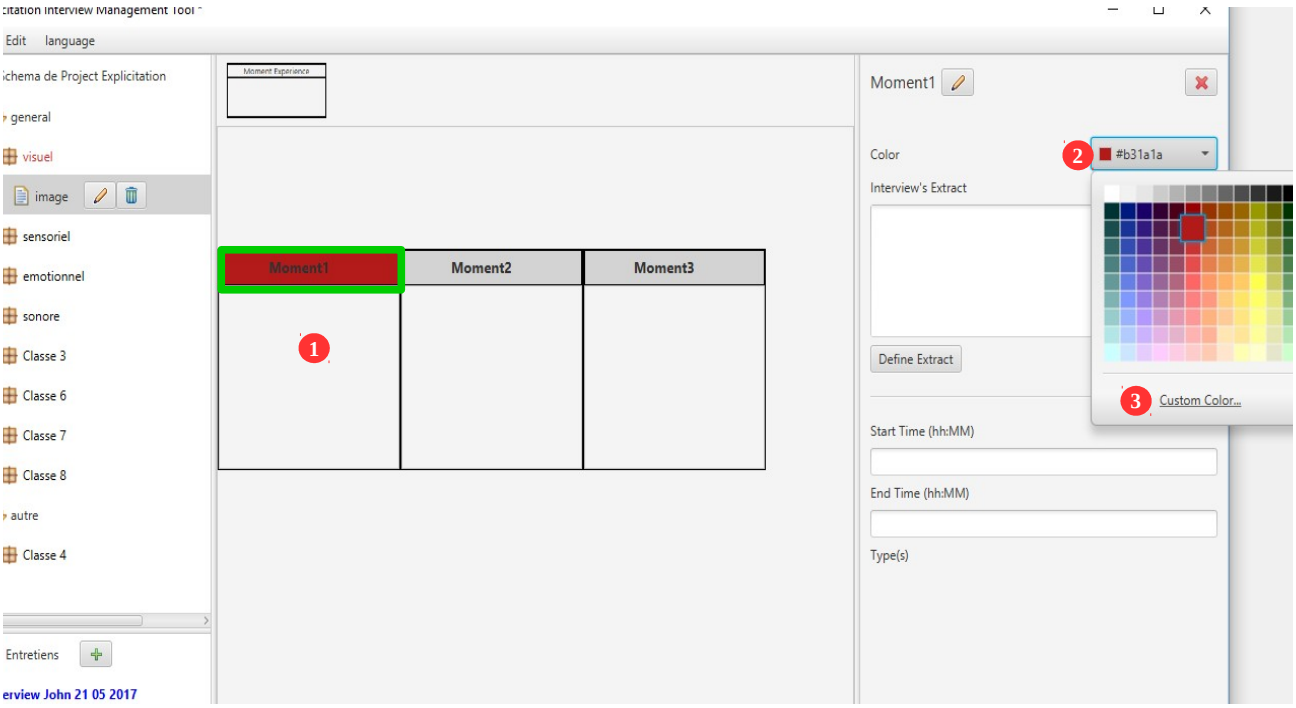


4 Edit a description of an experience

4.1 Change the colour of an element

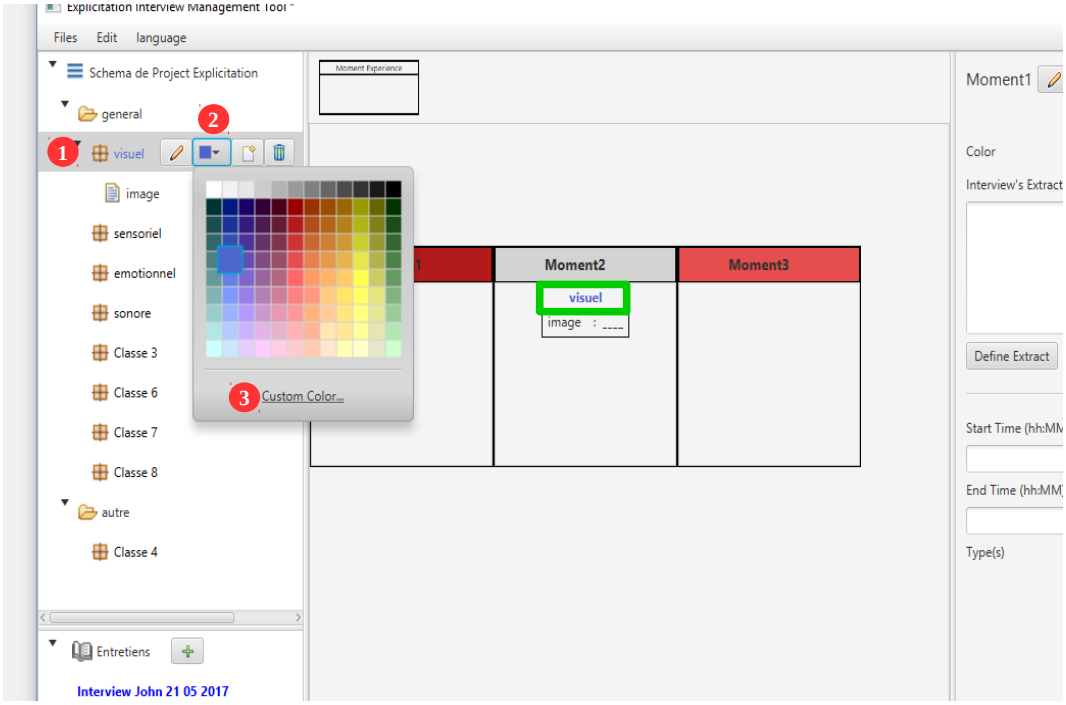
4.1.1 Colour a moment

To colour a moment, **select** the moment that you want to edit 1, then refer to the right panel that then appears on your screen. **Select** the button Color 2 to see the colour palette, and choose a colour or create your own by **selecting** the option Custom Color … 3.



4.1.2 Colour a descriptor of a moment

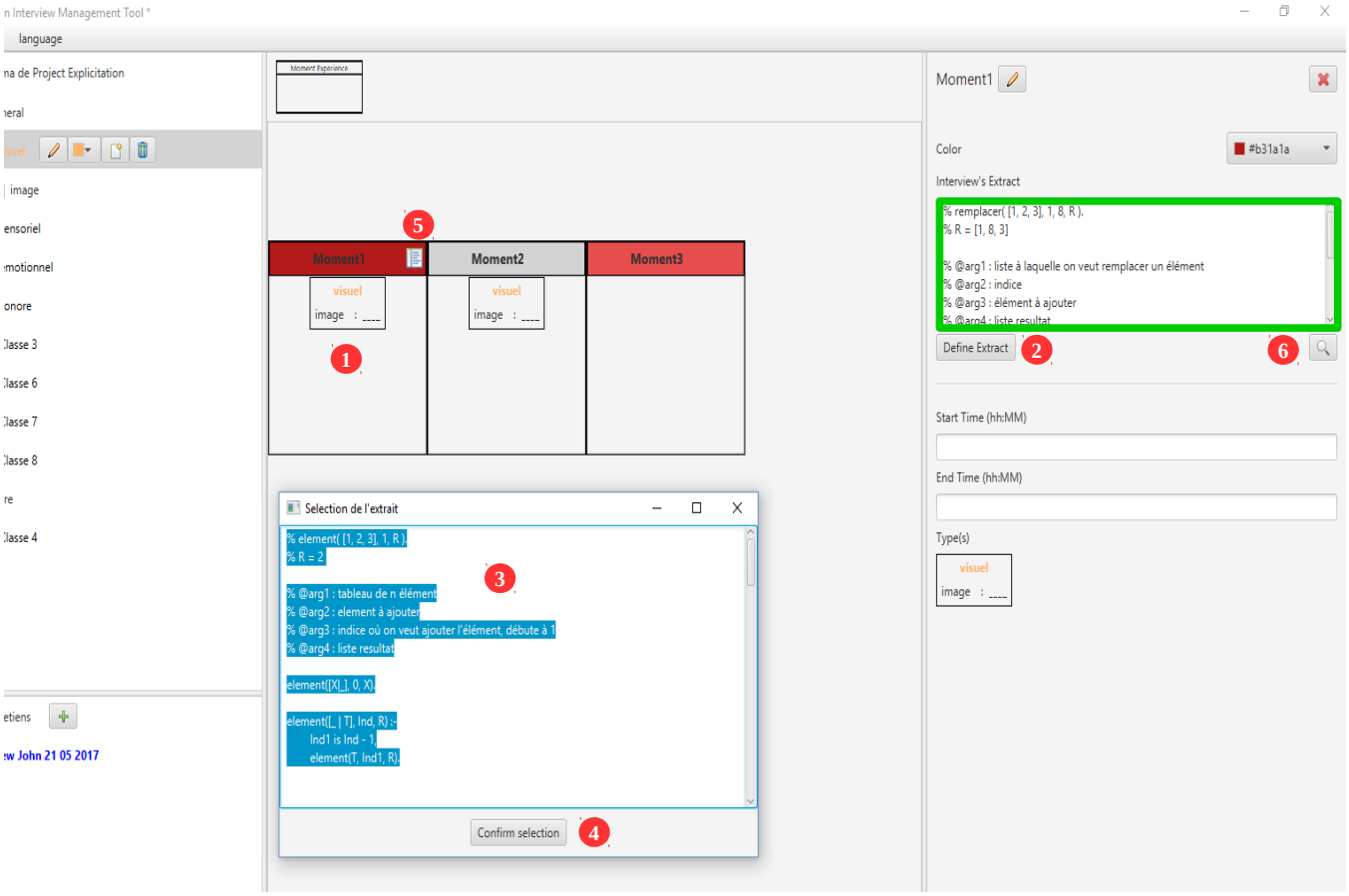
To colour a description of a moment, **select** the descriptor that you want to edit 1, then **select** the button 2 to see the colour palette, and choose a colour or create your own by **selecting** the option “Custom Color …” 3.



You will see the changes right afterwards. Note that all descriptors of this kind, for any moment, will be updated. You can't change the colour of only one “descriptor box” of one particular descriptor type.

4.2 Add or change the extract related to a moment

First, **select** the moment that you want to edit 1, then **select** the button Define Extract 2. A new window will appear, which shows you the whole .txt of the interview that you have defined at the creation of the project. **Select** the part of the text 3 and confirm the selection by pressing the button 4.



The new extract will appear on the right of your screen, in the Interview's Extract section.

Note that you can have a quick look of this extract by **placing the mouse** on the icon 5, or a complete view by **clicking on** the button 6.

4.3 Change the name of an element

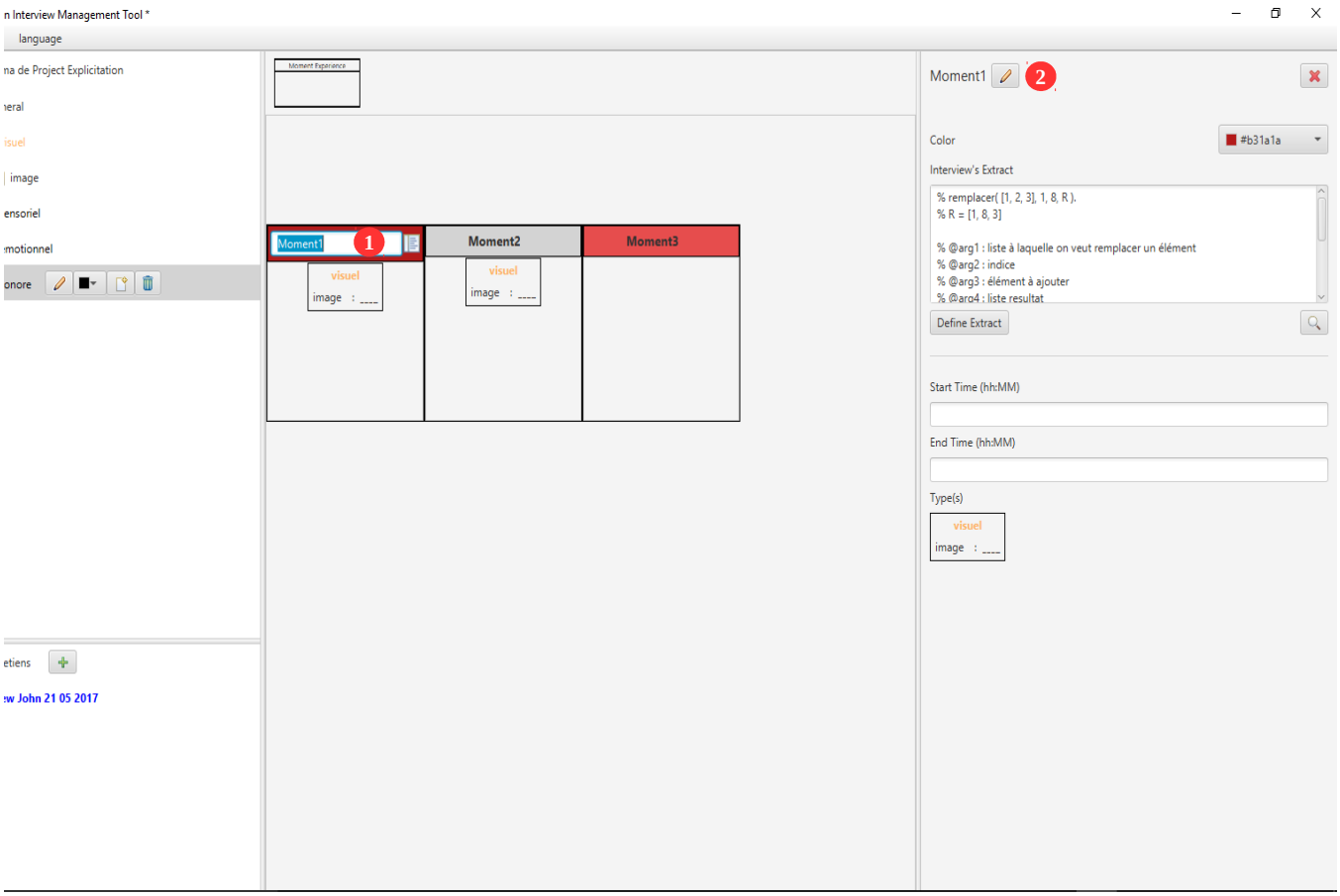
4.3.1 Edit the name of a moment

There is two ways to change the name of any moment of your description.

- **Double-click** on the name of the moment 1.

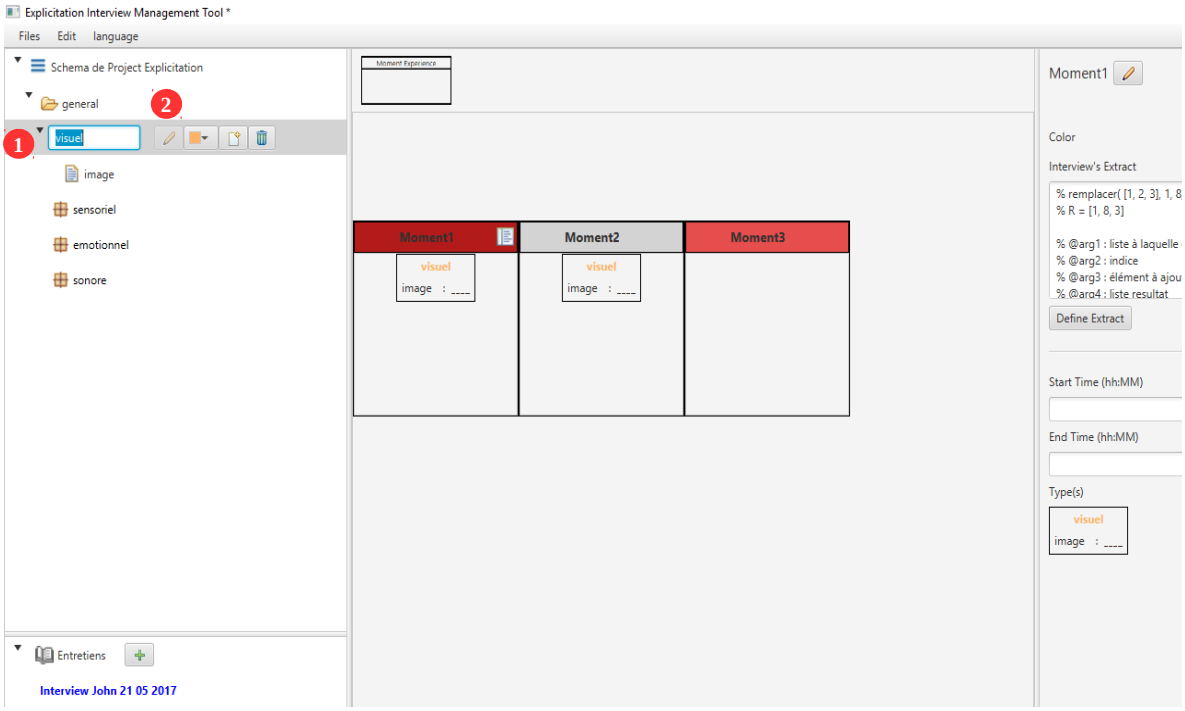
- **Select** the moment concerned by the modification, then **select** the button on the right of your screen. 2

Then **write** the new name and **press Enter** or **click** anywhere to valid the changes.



4.3.2 Edit the name of a descriptor of a moment

Select the descriptor at the left of your screen ❶, then select the button ❷ and type the new name of the descriptor. **Press Enter** or **click** anywhere to valid the changes.



4.4 Erase an element

4.4.1 Delete a moment

Select the moment you want to delete, then **press** the backspace key.

Note : for the PC users, you can also use the delete key.

4.4.2 Delete a descriptor

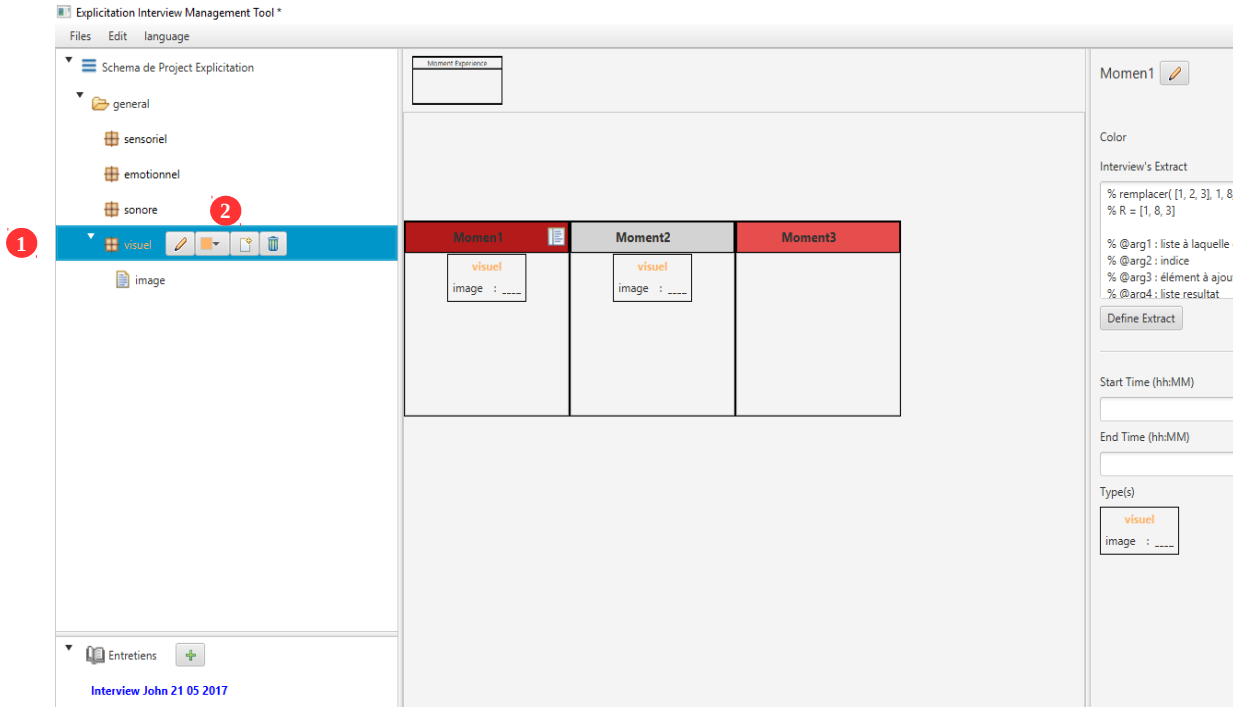
You may have visit this section for 2 reasons :

- Case 1 : You want to delete one descriptor of one moment :

Select the moment you want to delete, then **press** the backspace key.

Note : for the PC users, you can also use the delete key.

- Case 2 : You want to delete a specific kind of descriptor :



Select the descriptor at the left of your screen (1), then select the button (2) and type

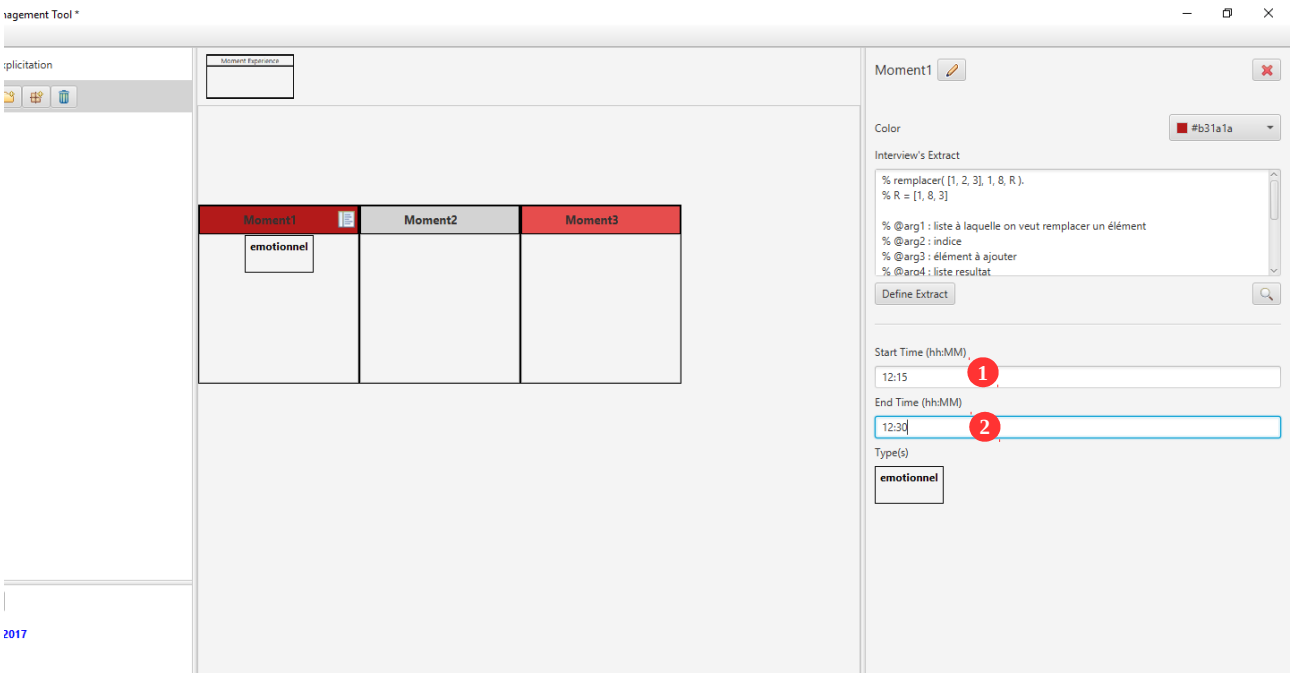
the new name of the descriptor. **Press Enter** or **click** anywhere to valid the changes.

Instantly, all descriptors set in your description will disappear from the moments.

4.5 Add time indicators to a moment

Time indicators are here to help researchers to enrich the chronological aspect of the hierarchy. The format of these data are hh (hour) :: MM (minute).

First, **select** the moment where you want to add a time indicator, then **fill** the time indicators sections (Start Time 1 and End Time 2) at the right of your screen.

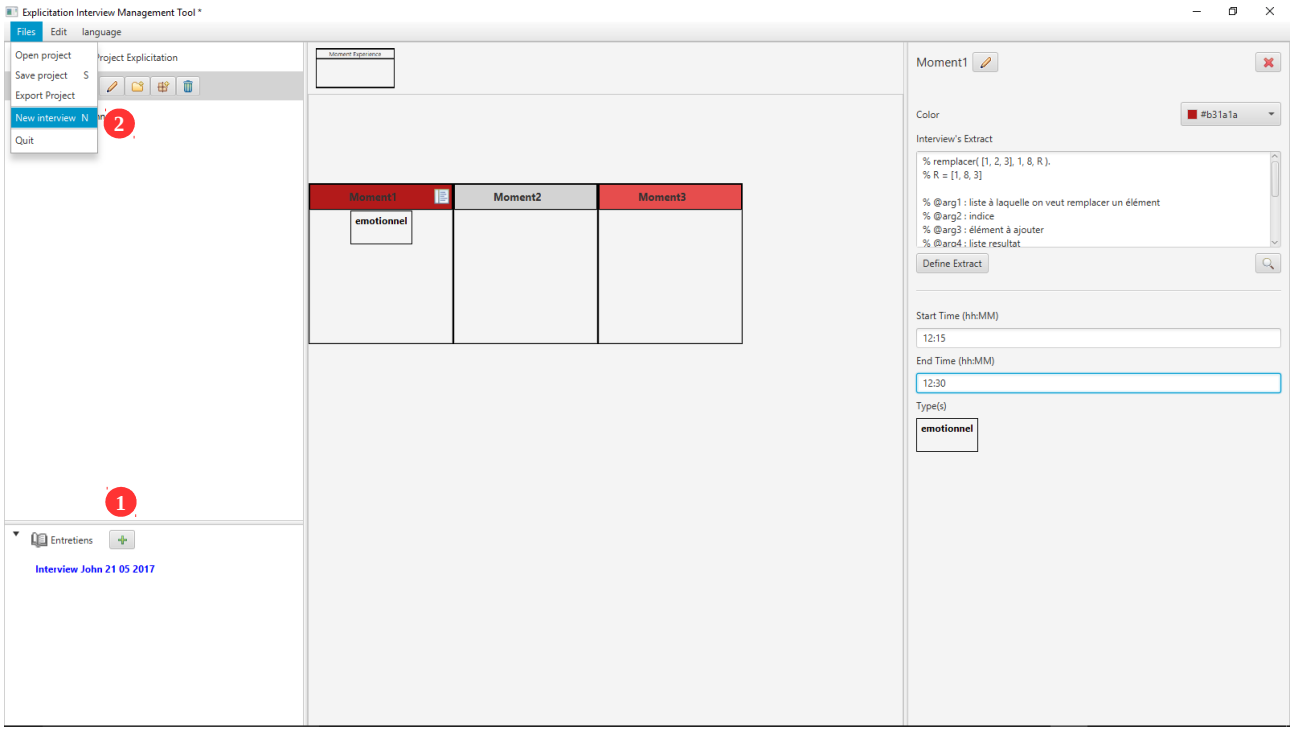


5 Other activities

5.1 Add a new interview to my project

To analyse your model, you may need to add a new interview in order to compare them.

There is three ways to add a new interview to a project :



- **Select** the button + 1.

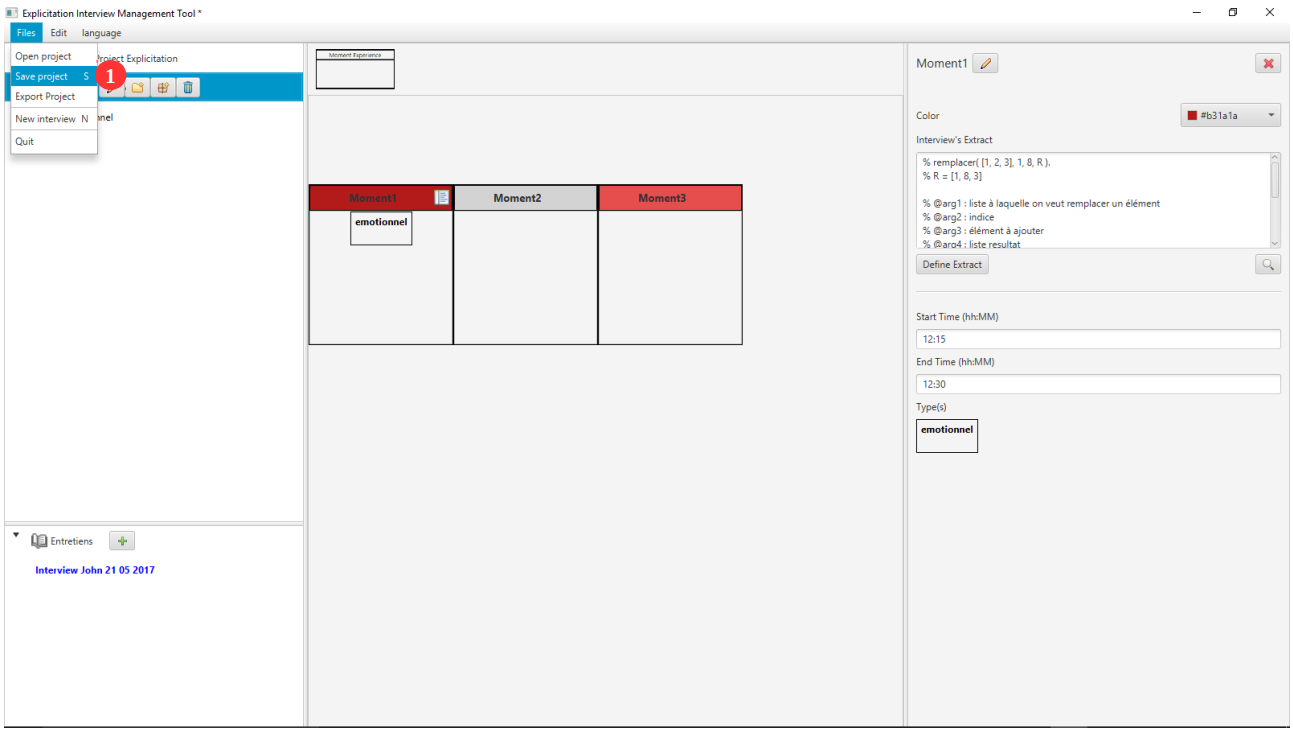
- **Select** “File” in the upper menu, then “New Interview” 2.

- **Press** the key N.

Then, follow the instructions (if needed, report to the “ Create a new project ” section).

5.2 Save the project

There is two ways to save your work.



- **Select** “File” in the upper menu, then “Save Project” 1 .

- **Press** the key S.

5.3 Open a project / Create a new project

You can also create a new project or open an existing one while you were are already working on a project.

Select “File” in the upper menu, then “Open Project”. Depending on the purpose of what you want to do, **choose** a project in the Recent Project section, then “Open Project” ; or **select** “New Project” (if needed, report to the “ Create a new project ” section).

5.4 Change the language

Select “Languages” in the upper menu, then **click** on the language you want to chose. Confirm the reboot of uPMT by **selecting** the button

(WARNING : your project, once reloaded, will be the last saved version, so be sure you saved your work before processing).