1. Open Microsoft remote desktop and open “Face Processing Web Server.rdp” with it. The password is zJA8EL;Yp@yeA%.@VSFKr8IEtb\*uBK(P
2. In the remote desktop, open file explorer and go to the face-processing folder
3. In the instance folder, delete app db and the export folder
4. Go back to face-processing folder and open the commands text file
5. Open command prompt app and copy paste the commands in the text file.

cd face-processing

python setup\_db.py

**(if necessary because 1 admin and 1 user profile is made by default):**

python add\_user.py <username> <password> <is\_admin>

e.g. test test false

waitress-serve --listen=0.0.0.0:80 app:app

1. Now, on your own browser, go to tinyurl.com/cocolabtask
2. Login as admin and create the question you want to ask research participants.
3. To upload video clips, press upload after pressing and choosing files
4. Press “Save Initial Locations” after you are done making the question. This saves the question for your users
5. Whenever you want to collect data, go to admin and click “Save Final Locations”
6. Then, go back to remote desktop server and follow the last command in the command notepad after you cd to the face-processing folder. In other words,

Cd face-processing

python export.py <output\_filename>.xlsx

1. Go to instance folder then the export folder. There you should find the excel file with all the data. Copy paste it to your computer’s file explorer and you should be able to view it.