## Setting up own folder

1. In the “Reports” section click “Organize” A screenshot of a computer

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2. Enter your folder name in the dialog box **then** left click the green “Add” buttonA screenshot of a computer

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## Grabbing available participants logic

1. Creating a new report
   1. In the “Reports” section left click “Edit”.
   2. Scroll to the bottom and left click the green lettered “+ Create New Report” button.
2. Name Your Report.
3. Change the Access as desired.
4. Click the variables you want to add. There are a lot, so make sure you know what you want by consulting the MIM teams. You can add all the measures from a particular survey/instrument or pick out individuals. You can change how you search for variables by clicking the button to the right of the field dialog boxes (either looks like “AB” or a drop-down menu with a down arrow.
5. Use this logic to grab subjects that are complete in the system for the project, this may or may not include subjects that did EEG.

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