



How to Use the Fittle Administration Interface

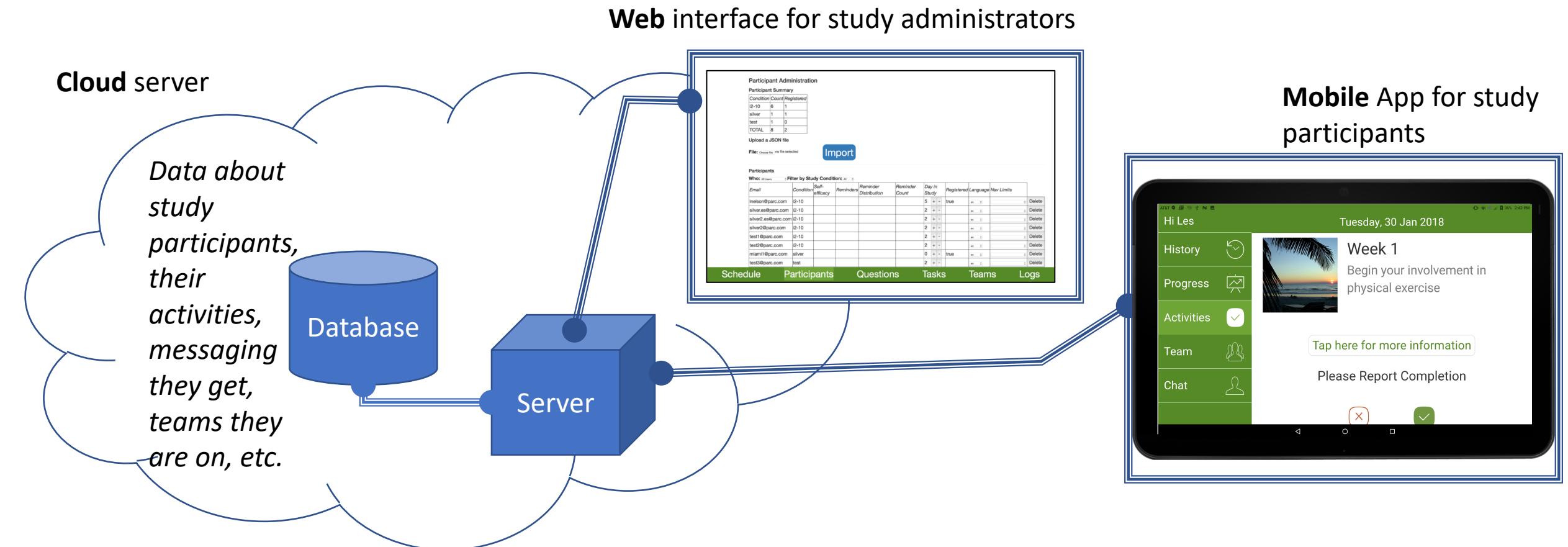
01 February 2018

This document shows the basic operation of the
Fittle Admin interface

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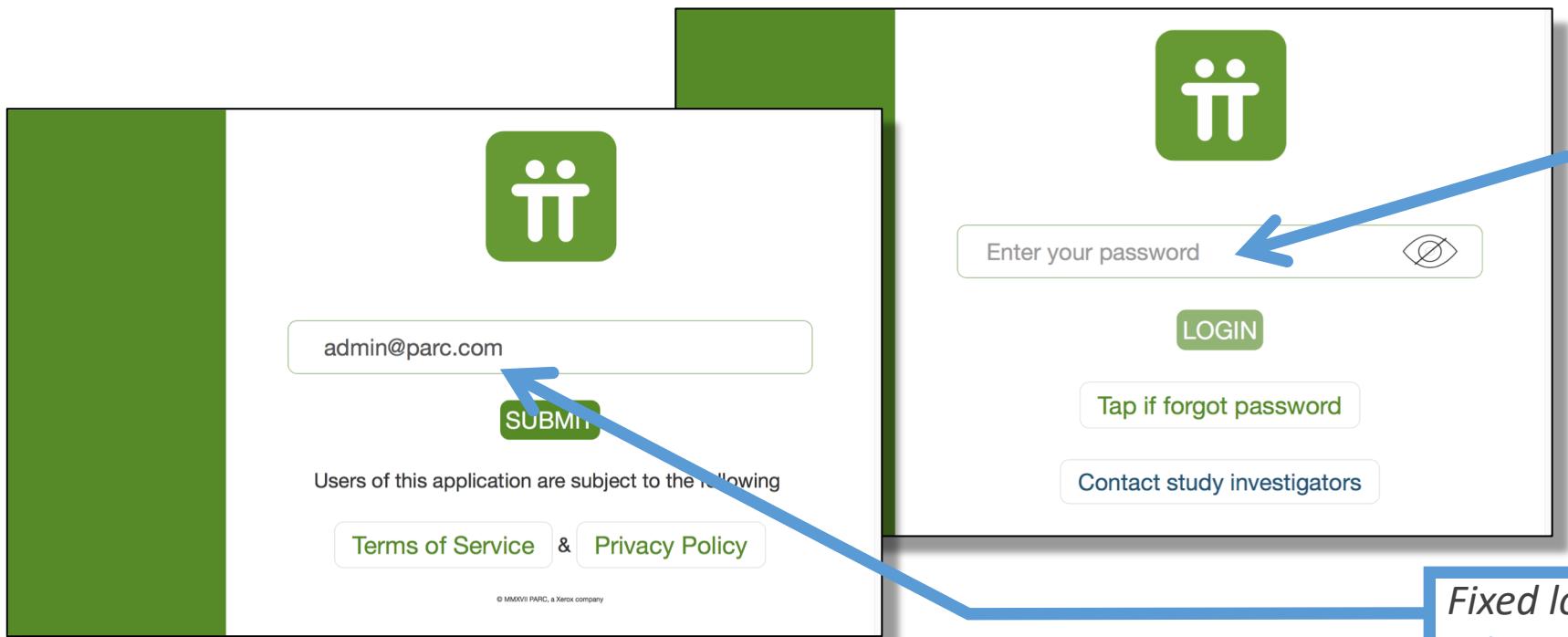
What is Fittle?

Fittle is a mobile app and cloud-based server for running health behavior change studies. Studies challenge participants to do different healthy activities over some number of days and weeks.



Fittle Admin Access

Access using any Web browser



e.g,
<https://fittle.example.com>
[Real address available from
Fittle Developer Contact]

Password available from Fittle
Developer Contact

Fixed login name for now,
admin@parc.com
[This is not a real email
address]

Fittle Admin Overview

Allows manual update of study data

Scheduledmessage Administration

Test Notification

Upload a JSON file

File: Choose file no file selected Import

ScheduledMessage

Filter by Message Tag: All

Date	Time	Expiration Date	Expiration Time	Sequence	Message	Tag	Scheduled
27	00:00:27	23:59	301		As a challenge consider completing more of your scheduled exercises next time. Which one(s) did you do? (Select all that apply):	goalmetfollowup	goalmet
28	00:00:28	23:59	301		Were the exercises easy for you to do?	goalmetfollowup	goalmet
28	00:00:28	23:59	301		Great! You can always try a more challenging version of an exercise. Which one(s) were easy to do? (Select all that apply):	goalmetfollowup	goalmet
28	00:00:28	23:59	301		OK. You may want to try less challenging versions of these exercises. Which one(s) were challenging for you to do? (Select all that apply):	goalmetfollowup	goalmet
28	00:00:28	23:59	301		Did you do some of the exercises?	goalmetfollowup	goalmet
28	00:00:28	23:59	301		OK. Try to do one or more of the exercises next time. What are the reasons you did not do any exercise today? (Select all that apply):	goalmetfollowup	goalmet
28	00:00:28	23:59	301		As a challenge consider completing more of your scheduled exercises next time. Which one(s) did you do? (Select all that apply):	goalmetfollowup	goalmet
28	00:00:28	23:59	301		OK. Try to do one or more of the exercises next time. What are the reasons you did not do any exercise today? (Select all that apply):	goalmetfollowup	goalmet
22	00:00:22	23:59	301		As a challenge consider completing more of your scheduled exercises next time. Which one(s) did you do? (Select all that apply):	goalmetfollowup	goalmet

Schedule Participants Questions Tasks Teams Logs

Schedule messages participants see (by day and time in study)

Participant Administration

Participant Summary

Condition	Count	Registered
I2-10	6	1
silver	1	1
test	1	0
TOTAL	8	2

Upload a JSON file

File: Choose file no file selected Import

Participants

Who: All users Filter by Study Condition: All

Email	Condition	Self-efficacy	Reminders	Reminder Distribution	Reminder Count	Day in Study	Registered	Language	New Limits
nelson@parc.com	I2-10				5	+ -	true	=	<input checked="" type="checkbox"/> Delete
silver.est@parc.com	I2-10				2	+ -		=	<input checked="" type="checkbox"/> Delete
silver2.est@parc.com	I2-10				2	+ -		=	<input checked="" type="checkbox"/> Delete
silver2@parc.com	I2-10				2	+ -		=	<input checked="" type="checkbox"/> Delete
test1@parc.com	I2-10				2	+ -		=	<input checked="" type="checkbox"/> Delete
test2@parc.com	I2-10				2	+ -		=	<input checked="" type="checkbox"/> Delete
miami1@parc.com	silver				0	+ -	true	=	<input checked="" type="checkbox"/> Delete
test3@parc.com	test				2	+ -		=	<input checked="" type="checkbox"/> Delete

Schedule Participants Questions Tasks Teams Logs

Keep track of participants in the study

Question Administration

New Question

What to ask: goes here

What kind: Enter a test value

Tag: tag goes here

What to answer: choice1, choice2, ...

For Who: Select a user

Ask Date (UTC): Enter a date mm/dd/yyyy Ask Time (UTC): 12:00

Expire Date (UTC): Enter a date mm/dd/yyyy Expire Time (UTC): 12:00

Question Sequence: 1

Send Notification: New Ask Question

Question

Who: All Users

User	Question	Tag	Ask Date/Time	Expire Date/Time	Answer Date	Sequence Name	Sequence
miami1@parc.com	Set the public display name to you		Sun Jan 28 2018 23:00:00	Thu Feb 01 2018 00:00:00	Test 1	getDisplayName	11
miami1@parc.com	Great! You can always try a more challenging		Wed Jan 31 2018 08:00:00 (PST)	Wed Jan 31 2018 08:00:00 (PST)	Wed Jan 31 2018	getDisplayName	11

Schedule Participants Questions Tasks Teams Logs

View pending messages/questions by calendar date&time

Activity Administration

New Activity

Describe the activity (if more description needed): Select an activity or type c

When to do: 28

For Who: Select a user

What content: Select from an activity

Add Task

Activities

Who: All users Filter goal: Required

User	Activity	Date	Goal Met/Reported On
nelson@parc.com	Week 1	false	01/30/2018 11:04:40
nelson@parc.com	Week 1/2	false	01/30/2018 11:47:28
nelson@parc.com	Week 1/3	false	01/30/2018 14:42:44
nelson@parc.com	Week 1/4	true	01/31/2018 15:38:42

Schedule Participants Questions Tasks Teams Logs

View activities reported by participants (a.k.a 'tasks')

Team Administration

Teams

Team	Members	Started	Action
lobby	7	Not started	
team_nelson	1	SILVER/activityScheduleSet.json	

Team Members

Team by name: Choose a team Team with Participant: Choose a user

Schedule Participants Questions Tasks Teams Logs

Manage teams of participants

Logs

Participants

Who: All Users

Time	User	Type	Message	Data
01/30/2018 10:44:37	unknown	event	submit-email	[redacted]
01/30/2018 10:44:37	unknown	event	email-not-registered	[redacted]
01/30/2018 10:44:37	unknown	action	reg-try	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	registration-success	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	action	action	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	action	action.back	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	appStart	[redacted]
01/30/2018 10:44:37	nelson@parc.com	action	submit-email	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	email-registered	[redacted]
01/30/2018 10:44:37	nelson@parc.com	action	report-go	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	action	action	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]
01/30/2018 10:44:37	nelson@parc.com	event	question-show	[redacted]

Schedule Participants Questions Tasks Teams Logs

View logs of system event data

Participants

Participant Administration

Participant Summary

Condition	Count	Registered
i2-10	6	1
silver	1	1
test	1	0
TOTAL	8	2

Upload a JSON file

File: Choose File no file selected

Import

Participants

Who: All Users Filter by Study Condition: All

Email	Condition	Self-efficacy	Reminders	Reminder Distribution	Reminder Count	Day in Study	Registered	Language	Nav Limits	Action
lnelson@parc.com	i2-10					5	[+ -]	true	en	Delete
silver.es@parc.com	i2-10					2	[+ -]		es	Delete
silver2.es@parc.com	i2-10					2	[+ -]		en	Delete
silver2@parc.com	i2-10					2	[+ -]		en	Delete
test1@parc.com	i2-10					2	[+ -]		en	Delete
test2@parc.com	i2-10					2	[+ -]		en	Delete
miami1@parc.com	silver					0	[+ -]	true	en	Delete
test3@parc.com	test					2	[+ -]		en	Delete

Schedule Participants Questions Tasks Teams Logs

Summary of participants by study condition

Upload data about new participants into the system

View and manage participant data; e.g., for testing update the day in the study a participant is on

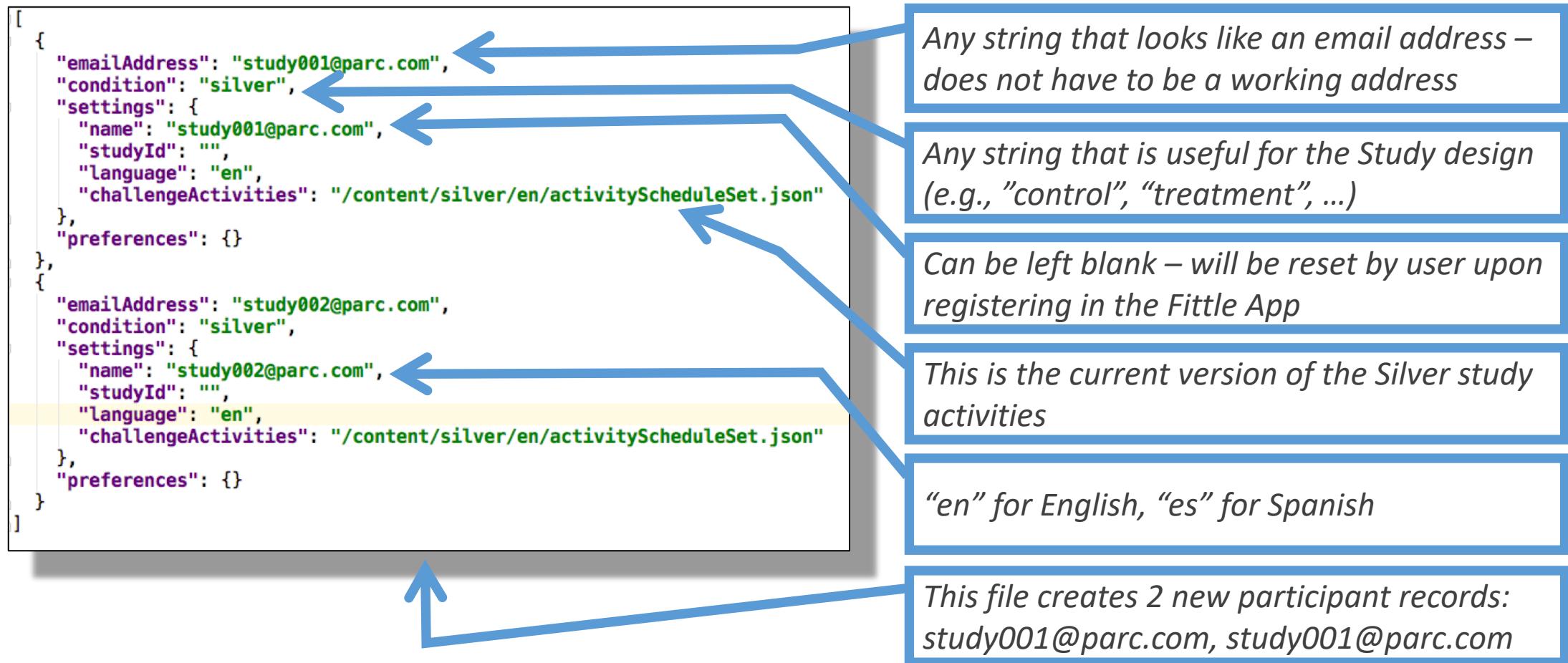
Indicates a participant has registered with the Mobile App

Manual remove a person from study (e.g., participant chooses to withdraw from study)

Caveats: There is very little safety net here – DELETE means delete.

Adding New Study Participants

1. Create 'onboarding' file in Javascript Object Notation format (JSON)



Adding New Study Participants

2. Upload file using Admin Participant tab

The image illustrates the process of adding new study participants using the Admin Participant tab. It consists of three screenshots showing the interface and the steps involved in the import process.

Step 1: The first screenshot shows the "Participant Administration" page with the "Participants" tab selected. An "Import" button is highlighted with a blue arrow. Below it is a "File: Choose File" input field with the placeholder "no file selected".

Step 2: The second screenshot shows the same page after the "Import" button has been clicked. The "Import" button is now highlighted with a blue arrow. The "File: Choose File" input field now displays "onboarding2more.json".

Step 3: The third screenshot shows the results of the import. The "Participant Summary" table now includes two new rows: "silver" with a count of 2. A log message at the bottom of the page confirms the upload process: "Upload processed: Uploading JSON file Validating Fields
Validating Import File
Validating Schema
Saving imported data to Database
Added participants
Added participants
Load complete
". The "Participants" table shows two rows of data: "study001@parc.com" and "study002@parc.com", both assigned to the "silver" condition.

Browse to pick the JSON file to upload

Do the upload

View the uploaded records

Teams

Team Administration

Teams

Team	Members	Started	Action																																																	
lobby	6	Not started	<table border="1"><caption>February 2018</caption><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></table> START	Su	Mo	Tu	We	Th	Fr	Sa	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10
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Team Members

Team by name: Choose a team Team with Participant: Choose a user

Schedule Participants Questions Tasks Teams Logs

Lobby is the 'default' team of every participant who has not yet started their study activities

Pick a date (past, present, or future) to start people with the study activities

Active teams – one or more people doing activities together on the same schedule

Active teams – one or more people doing activities together on the same schedule

Caveat: When you START a Team on a challenge, you probably don't want to later RESTART in most cases.

Assigning Participants onto a Team

The screenshot shows a software interface for managing participant assignments. At the top, there's a sidebar with a calendar showing the month of August. Below the sidebar is a table titled "Team Members" listing participants and their current status as "Not registered yet". Each participant row has a "Select Team" dropdown and a "New Name:" input field followed by a "Submit" button.

Participant	Activities	Action
test1@parc.com	Not registered yet	Select Team New Name: team_test <input type="button" value="Submit"/>
test2@parc.com	Not registered yet	Select Team New Name: <input type="button" value="Submit"/>
test3@parc.com	Not registered yet	Select Team New Name: <input type="button" value="Submit"/>
silver.es@parc.com	Not registered yet	Select Team New Name: <input type="button" value="Submit"/>
silver2@parc.com	Not registered yet	Select Team New Name: <input type="button" value="Submit"/>
silver2.es@parc.com	Not registered yet	Select Team New Name: <input type="button" value="Submit"/>

At the bottom of the interface is a navigation bar with tabs: Schedule, Participants, Questions, Tasks, Teams, and Logs. The "Teams" tab is currently selected.

View the Lobby participants; i.e., those not yet assigned to a team

Pick one person from the Lobby and type in a team name (new or existing team name)

Make the assignment

Caveats & Admin Practices

- There is very little safety net with the Admin interface – DELETE means delete.
- When you START a Team on a challenge, you probably don't want to then RESTART in most cases.
- A program that generates the JSON file for adding participants is good idea. An example program written in Javascript and run using the NodeJS (See nodejs.org) Javascript interpreter is available upon request. You can have as many of these participant files as you like and add them as needed. Just keep the emailAddresses unique.

Steps to Run a Pilot Test

Assume 5 participants, who will be given a pre-loaded App that has been used for two weeks of a Challenge.

1. Create an onboarding.json file with 5 participant records.
2. Using a Web browser, for each participant:
 - a) Navigate directly to the Fittle Server (address available from Developer)
 - b) Register using one of the names in the onboarding file (e.g., study001@parc.com)
 - c) Remember the password you used for that participant name
3. Go to the Admin interface in another Web browser
 - a) Put that participant into their own team (e.g., team_study001 for participant study001@parc.com)
 - b) Start that team on the Challenge

Steps to Run a Pilot Test - Continued

4. Respond to that day's activity with a check, X, or nothing
5. Go to the Admin interface in another Web browser
 - a) Advance that participants day in the challenge by one day
6. Repeat for two weeks according to whatever sequence of activity reporting is appropriate for the Pilot needs
7. Repeat for each participant.
8. Load a tablet with a new installation of the Fittle-Silver App from the Google Play Store.

Steps to Run a Pilot Test - Continued

9. When the participant arrives for the Pilot study
 - a) Have them log in as one of the pre-loaded participants (e.g., study001@parc.com) on a newly installed tablet
 - b) After each simulated ‘challenge day’, use the Admin interface to advance the challenge day by +1 for that participant.
 - c) Repeat for as many challenge days as needed.
 - d) Note there is currently 4 weeks of challenge loaded into the deployed Fittle server.