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1. Important information

Before reading this guide to the HBS Monitoring App, it is important to know that this application is based on the research values for the HBS research which took place in the Netherlands. This may mean that the application needs to be altered for differing researches.

2. Logging in

Before opening the application, you should get in contact your coworkers who have access to the database, so that you can gain access to the HBS Monitoring application. After this is done, when opening the application, you will be redirected to the login page, shown in Figure 1: Login Page down below.

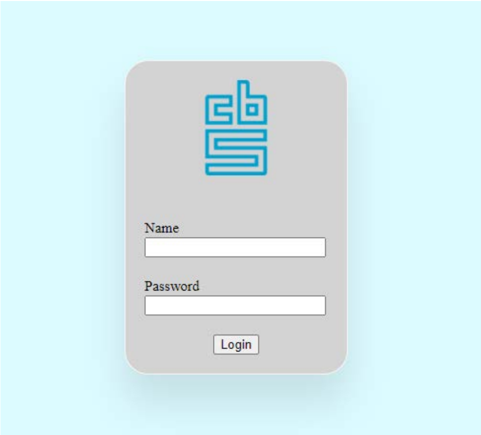

Figure 1: Login Page

In these fields, enter your (user)name and the corresponding password. When entering the incorrect values, the message shown in Figure 2: Wrong Login Data will show up.

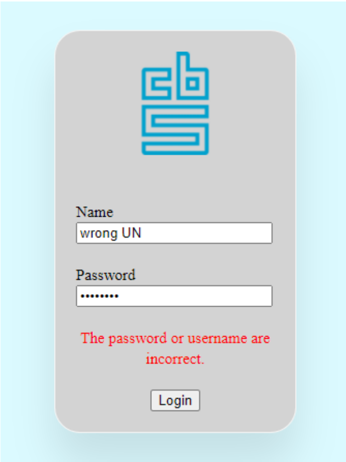

Figure 2: Wrong Login Data

The accessing system behind this works in a way, that if you get an error for recieving data, your access to the monitoring application will be denied. Ofcourse, if this doesn't fit your demands, feel free to alter the code to whatever you like.

3. Group Overview Page

After successfully logging in, you will be redirected to the group overview page, which is shown in Figure 3: Group Overview Page. This page is meant to group the research population for the settings which they chose to be assigned to. The screenshot down below is grouped in 6 sections, which will all have their own explanation.

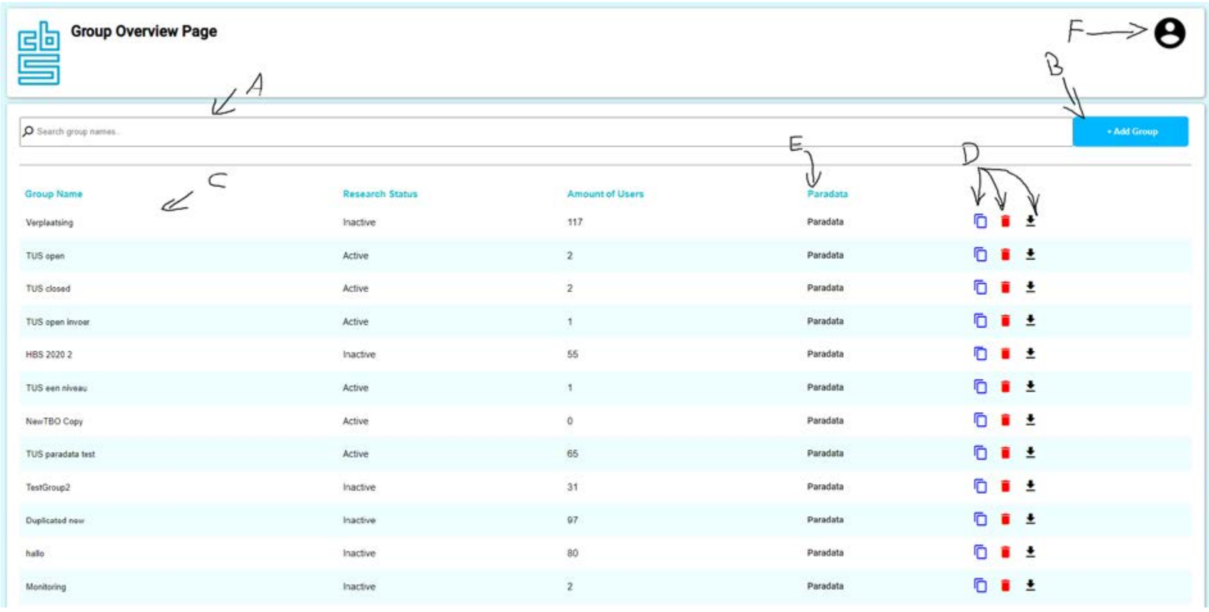

Figure 3: Group Overview Page

A. A search bar, which you can use to find your groups. This may come in useful, when the research population is fairly large.

B. After clicking the “+ Add Group” button, a modal/dialog will pop up as shown in Figure 4: Create Group. In this dialog, you get the options to create a case-management group (has access to creating users), a superuser group (has full access) or a custom group (meant for the research population). There is also a group which needs to be created by hand called a monitoring group, which has access to the paradata page. This paradata page will be explained in its own section.

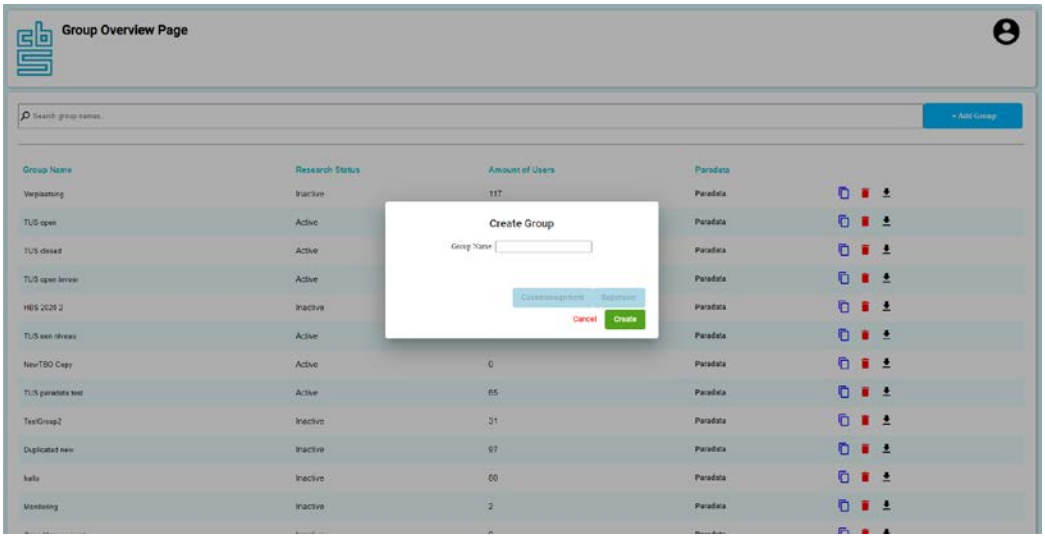

Figure 4: Create Group

C. When hovering over the name of a group, you are able to alter that group's name. This change will be executed when the user presses the enter key on their keyboard.

D. There are three different actions you can perform on a group.
First of all, there is an option to duplicate a group (blue copy icon). You will get a similar modal/dialog as you would get for creating a group.
Another option is to delete a group (red garbage bin icon). This might be useful for when a research group had finished their research, but be warned, all users within this group will be deleted alongside this group.
Finally, we've come to the export functionality (black download icon). When you click this icon, two csv files will be downloaded, one for the users of the group and one for the key/values of the group.

E. When you want to view the paradata of a group, click the paradata button under the column of paradata. More on this in Figure 8: Paradata Page.

F. If you press the user icon on the top right of the screen, you are able to view your account information (username and role) as shown in Figure 5: Account information. Unfortunately, the information page was never finished, and could be deleted if preferred by altering the code.

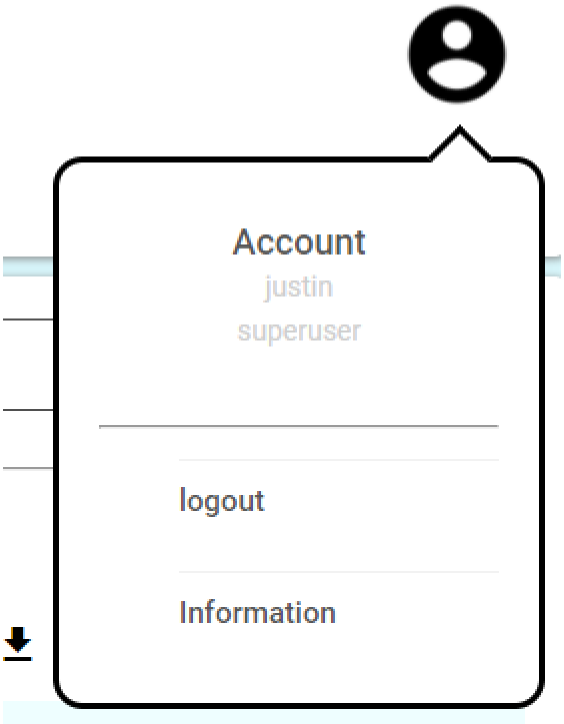

Figure 5: Account information

4. Group page

When you double click on a group on the group overview page, you will be redirected to the group page, which is shown in Figure 6: Group Page. On this page, you are able to create/manage users for a group, activate/deactivate a group and change the group infos, also known as properties (key/values).

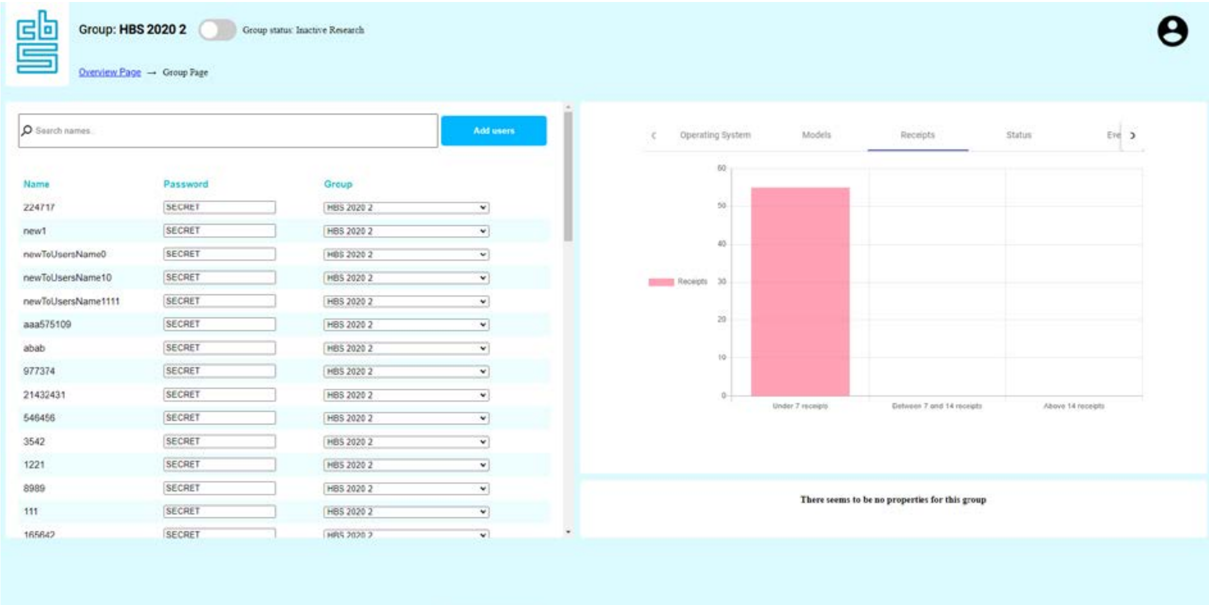

Figure 6: Group Page

- Activating/deactivating a group means to allow (active) or deny (inactive) the group to access the HBS research application, which is the application used to gather data for the HBS research. While a group is active, the group properties can not be altered.

- Managing users can be done by changing the password from SECRET to whatever you need it to be. The password is shown as SECRET for safety purposes. For regrouping a user, you can click the dropdown menu in which the current group is displayed. Once opened, all groups will be listed in the dropdown list, in which you can select the desired group for the user. When adding a user, you will be redirected to a different page. More on this in paragraph 5: Create users.

- At the top right quadrant, you are able to view a couple of data visualisations. These data visualisations aren't as in depth as the ones on the paradata page, which will be explained later in this guide.

- The group properties are in app settings for the HBS research application, which is used for gathering data. These properties should get presets made by developers by mentioning this in the code.

5. Create users

After clicking “add users” on the group page, you will be redirected to the create users page, as shown in Figure 7: Create Users.

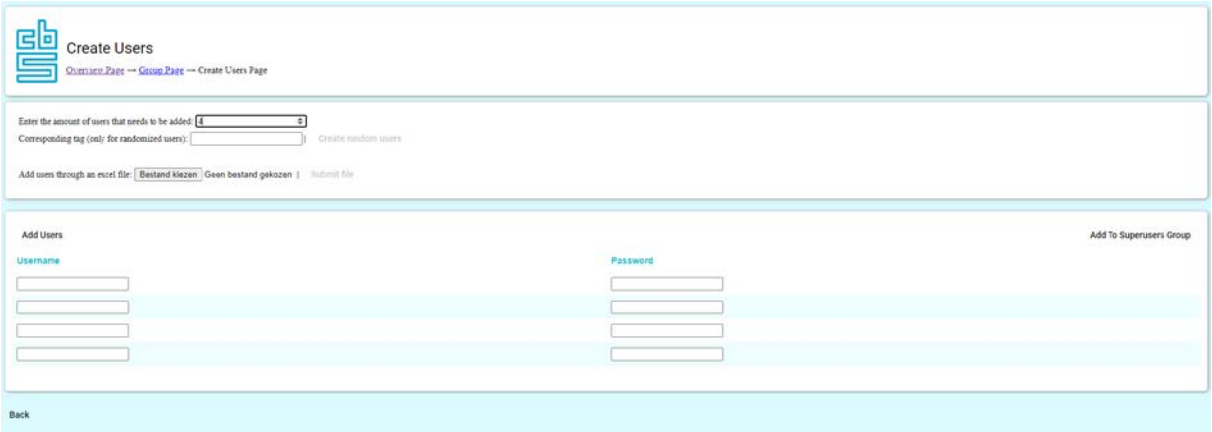

Figure 7: Create Users

When entering this page, the username/password table will not be shown, until you enter the desired amount of users which need to be added. When this is done, you can enter the user information for each one individually, and either add them to the current group, or to the superusers group. After doing this, a file will also be downloaded with the recently created users (this as a backup). This can also be done with at random, by entering the desired amount of users which need to be created, and entering a group tag for those users. The usernames will contain the given tag + a total of 6 random numbers and/or letters. You are also able to import a file to create users, by importing a csv/excel file with the columns username and password.

6. Paradata page

After clicking on the "paradata" button on the group overview page, you will be redirected to the paradata page, which is shown in Figure 8: Paradata Page. On this page, you will be able to select the desired data set to view and perform queries for. These queries can be filter queries or quick actions. At the bottom right of the page, there is a button to export the paradata, which then will be put into a csv file. On the bottom left of the page, you can go to the graph page, which will be explained in paragraph

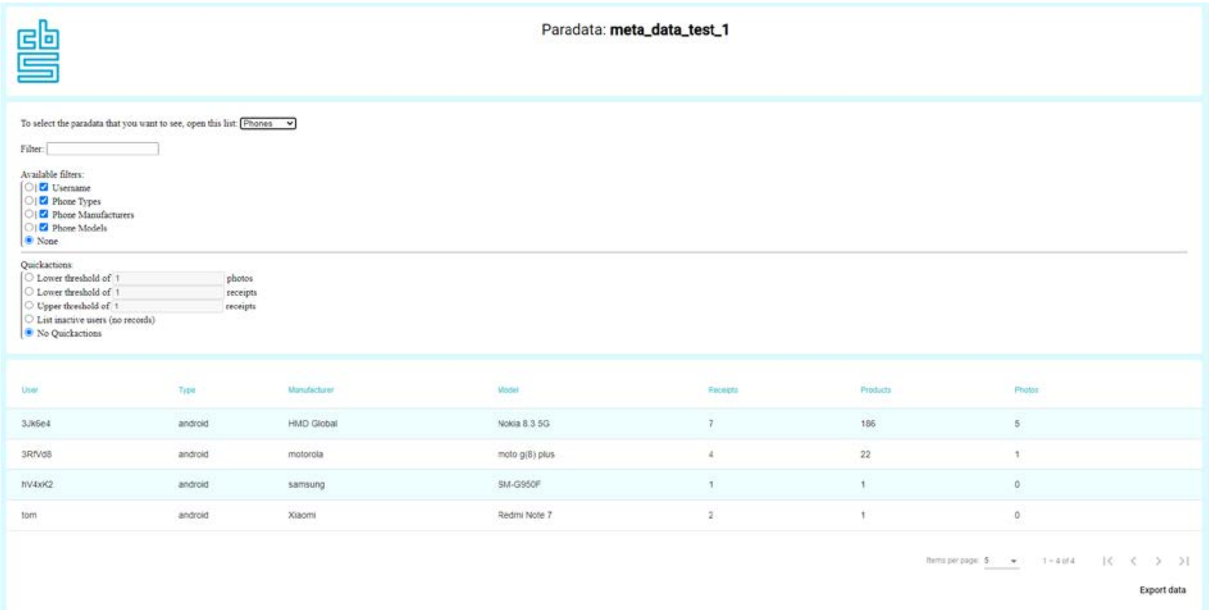

Figure 8: Paradata Page

7. Graph page

On the graph page, which is shown in Figure 9: Graph Page, you are able to visualise paradata. This page has it's own description integrated in the page itself. Once again, this application was made for the HBS research in the Netherlands, so if you these visualisations don't satisfy your needs, you can change these graph types and graph data very easily in the code.

Figure 9: Graph Page