User Manual ResearchConnect

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Introduction  
This user guide explains the functionality of WildlifeNL's ResearchConnect application. It outlines the main features available in the application and provides step-by-step instructions for performing essential tasks. The manual includes tutorials for creating experiments, creating questionnaires, creating messages and exporting data.

# Creating Experiments

**To create an experiment, follow these steps. A visual example is provided on the next page with extra info:**  
1. Navigate to the **“My Experiments”** page, this can be done by clicking on the **Dashboard** button.

2. Click the **plus button (+)** in the bottom-right corner.

3. Fill in the required fields:

- **Experiment Title** (mandatory), only visible for researchers  
- **Description** (mandatory), only visible for researchers  
- **Start Date of the experiment** (mandatory), only visible for researchers  
- **End Date** **of the experiment** (optional), only visible for researchers  
- **Specific LivingLab** (optional), only visible for researchers

4. Click the **Submit Experiment** button in the bottom-right corner of the form.

5. The experiment is now created. It can be accessed from the **“My Experiments”** page by clicking on the newly created experiment in the table.

**Visualization**   
  
**1. Navigate to the “My Experiments” page, this can be done by clicking on the Dashboard button.**  
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving  
The Dashboard button is highlighted with a green circle in the image. The title "My Experiments" is shown inside the blue box.  
  
**2. Click the plus button (+) in the bottom-right corner**.Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving

The plus button (+) is highlighted with a red arrow in the image.

**3. Fill in the required fields.**Afbeelding met tekst, schermopname, software, scherm

Automatisch gegenereerde beschrijving- **Experiment Title** (mandatory), only visible for researchers  
- **Description** (mandatory), only visible for researchers  
- **Start Date of the experiment** (mandatory), only visible for researchers  
- **End Date** **of the experiment** (optional), only visible for researchers  
- **Specific LivingLab** (optional), only visible for researchers  
  
**4. Click the Submit Experiment button in the bottom-right corner of the form.**  
Afbeelding met tekst, schermopname, Lettertype, software

Automatisch gegenereerde beschrijving

The submit button is highlighted with a red arrow in the image.

**5. The experiment is now created. It can be accessed from the “My Experiments” page by clicking on the newly created experiment in the table.  
  
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**The experiment is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **”View for Experiment”** page.  **View for Experiment  
Afbeelding met tekst, schermopname, nummer, Lettertype

Automatisch gegenereerde beschrijving**

**Warning**: The **Stop Experiment** button is only functional when the experiment is live. Once the experiment has started, the **Delete Experiment** and **Edit Experiment** buttons will be disabled. Also **questionnaires** and **messages** can only be created, edited and deleted before the experiment goes live, the only way to stop it after going live is by using the **Stop Experiment** button.

# Creating Questionnaires

**To create a questionnaire, follow these steps. A visual example is provided on the next page with extra info:**1. Follow all steps of Creating Experiments described in the chapter before.

2. Navigate to the **”View for Experiment”** page for the experiment that requires the questionnaire.

3. Click on the **View Questionnaires** button. This will bring you to the **“Questionnaires for Experiment”** page

4. Click the **plus button (+)** in the bottom-right corner.

5. Fill in the required fields:

- **Name** (mandatory), visible for researchers & app users  
- **Internal Name** (optional), only visible for researchers  
- **Interaction Type** (mandatory), only visible for researchers  
  
6. Click the submit button in the bottom-right corner of the form.

7. The Questionnaire is now created. It can be accessed from the **“Questionnaires for Experiment”** page by clicking on the newly created questionnaire in the table. This will navigate towards the “**View for Questionnaire**” page.

8. Click the **plus button (+)** in the bottom-right corner.

9. Click the **plus button (+)** in the middle of the screen to add new questions.

10. Select between a Single Answer & Multiple Choice.

11. Fill in the required fields:

***Single Answer:***  
- Question name  
- Question description  
  
There is also the possibility to add a pattern.  
***Multiple Choice:***  
- **Question name** (mandatory)  
- **Question description** (mandatory)  
- **Each answer field** (mandatory)  
- **Allow multiple answers** (optional)  
- **Allow open answers** (optional)  
  
There is also the possibility to add a pattern.

12. Click the **submit button** in the bottom-right corner to save all questions when finished. This will navigate towards the “**View for Questionnaire**” page where the questions are visible.  
  
  
13. The questions are now created. It can be accessed from the **“View for Questionnaire”** page.

**Extra**  
  
The questions can be edited by clicking the edit button in the bottom-right corner of the “**View for Questionnaire**” page.

Messages can also be linked to multiple choice options by clicking on the message symbol of a question inthe **“View for Questionnaire”** page.  
  
**Visualization**  
  
**1. Follow all steps of Creating Experiments described in the chapter before.**An experiment has to be created before a questionnaire can be made.   
  
**2. Navigate to the ”View for Experiment” page for the experiment that requires the questionnaire.   
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**

The experiment is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **”View for Experiment”** page.

**3. Click on the View Questionnaires button. This will bring you to the “Questionnaires for Experiment” page**Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving

The View Questionnaires button is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **“Questionnaires for Experiment”** page.

**4. Click the plus button (+) in the bottom-right corner.**

Afbeelding met tekst, schermopname, software, Besturingssysteem

Automatisch gegenereerde beschrijving

The plus button (+) is highlighted with a red arrow in the image.

**5. Fill in the required fields:**  
Afbeelding met tekst, schermopname, lijn, software

Automatisch gegenereerde beschrijving

- **Name** (mandatory), visible for researchers & app users  
- **Internal Name** (optional), only visible for researchers  
- **Interaction Type** (mandatory), only visible for researchers  
  
**6. Click the submit button in the bottom-right corner of the form.**  
Afbeelding met tekst, schermopname, software, Lettertype

Automatisch gegenereerde beschrijvingThe submit button is highlighted with a red arrow in the image.

**7. The Questionnaire is now created. It can be accessed from the “Questionnaires for Experiment” page by clicking on the newly created questionnaire in the table. This will navigate towards the “View for Questionnaire” page.**  
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving

The questionnaire is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **”View for Questionnaire”** page.   
  
**8. Click the plus button (+) in the bottom-right corner.**Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving

The plus button (+) is highlighted with a red arrow in the image.

**9. Click the plus button (+) in the middle of the screen to add new questions.  
**

The plus button [ + ] is highlighted with a red arrow in the image.

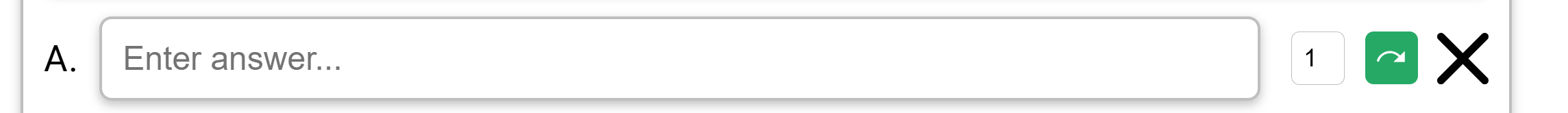
**10. Select between a Single Answer & Multiple Choice.   
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**

**11. Fill in the required fields:**  
  
***Single Answer:***  
Afbeelding met tekst, schermopname, lijn

Automatisch gegenereerde beschrijving  
  
- **Question (mandatory)**, visible for researchers & app users  
- **Question description (mandatory)**, visible for researchers & app users  
  
There is also the possibility to add a pattern.  
***Multiple Choice:***Afbeelding met tekst, schermopname, lijn, nummer

Automatisch gegenereerde beschrijving  
- **Question** (mandatory), visible for researchers & app users  
- **Question description** (mandatory), visible for researchers & app users  
- **Each answer field** (mandatory), visible for researchers & app users  
- **Allow multiple answers** (optional), visible for researchers & app users  
- **Allow open answers** (optional), visible for researchers & app users  
  
There is also the possibility to add a pattern.  
  
  
**Extra info**  
  
**The index of a question**   
Afbeelding met Lettertype, tekst, Graphics, logo

Automatisch gegenereerde beschrijvingThe index of a question determines its position in the questionnaire. Questions are displayed in ascending order based on their index, with lower numbers appearing first. If multiple questions share the same index, they will be shown in a random order among themselves.  
**The index of answer options**  
****The index of an answer option determines its position within the multiple-choice question. Options are displayed in ascending order based on their index, with lower numbers appearing first. If multiple options share the same index, they will be shown in a random order among themselves.

**Follow up questions (multiple choice)   
Afbeelding met tekst, schermopname, lijn, Lettertype

Automatisch gegenereerde beschrijving**Follow-up questions can be accessed by clicking the green button with the arrow (highlighted in the blue box). Clicking this button opens a dropdown displaying all available questions with a higher index value, allowing you to select a relevant follow-up.

Follow-up questions make the questionnaire dynamic by skipping irrelevant questions based on user responses. When a follow-up condition is triggered, the questionnaire skips all questions with a lower index than the selected option and moves directly to the assigned question.

For example, if a user answers "No" to a key question, the system can immediately navigate them to the final section, bypassing any unnecessary intermediate questions.  
  
**12. Click the submit button in the bottom-right corner to save all questions when finished. This will navigate towards the “View for Questionnaire” page where the questions are visible.  
Afbeelding met tekst, schermopname, nummer, Lettertype

Automatisch gegenereerde beschrijving**

The submit button is highlighted with a red arrow in the image.

**13. The questions are now created. It can be accessed from the “View for Questionnaire” page.**  
Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving  
  
 **Extra**  
  
**The questions can be edited by clicking the edit button in the bottom-right corner of the “View for Questionnaire” page.**  
Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving  
The edit button is highlighted with a red arrow in the image.

**Messages can also be linked to multiple choice options by clicking on the message button of a multiple choice answer in “View for Questionnaire”  
  
Afbeelding met tekst, schermopname, software, Webpagina

Automatisch gegenereerde beschrijving**The message button is highlighted with a blue box in the image.  
  
**Afbeelding met tekst, schermopname, lijn, diagram

Automatisch gegenereerde beschrijving**- **Message Title** (mandatory), visible for researchers & app users  
- **Message Text** (mandatory), visible for researchers & app users  
- **Severity** (mandatory), only visible for researchers

# Creating Messages

**To create a message, follow these steps. A visual example is provided on the next page with extra info:**  
1. Follow all steps of Creating Experiments described in the experiment chapter.

2. Navigate to the **”View for Experiment”** page for the experiment that requires the message.

3. Click on the **View Messages** button. This will bring you to the **“Messages for Experiment”** page

4. Click the **plus button (+)** in the bottom-right corner.

5. Fill in the required fields:

**- Message Title** (mandatory), visible for researchers & app users **- Message Text** (mandatory), visible for researchers & app users **- Severity** (mandatory), only visible for researchers **- Specify Trigger** (mandatory), only visible for researchers  
- **The rest of the options dependent of the trigger** (mandatory), only visible for researchers  
6. Click the submit button in the bottom-right corner of the form.

7. The Questionnaire is now created. It can be accessed from the **“Messages for Experiment”** page by clicking on the newly created questionnaire in the table. This will navigate towards the “**View for Message**” page.

**Visualization  
  
1. Follow all steps of Creating Experiments described in the experiment chapter.**

**2. Navigate to the ”View for Experiment” page for the experiment that requires the message. Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**The experiment is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **”View for Experiment”** page.

**3. Click on the View Messages button. This will bring you to the “Messages for Experiment” page**

**Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving**

The View Messages button is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **“Messages for Experiment”** page.  
  
**4. Click the plus button (+) in the bottom-right corner.  
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**

The plus button (+) is highlighted with a red arrow in the image.

**5. Fill in the required fields:  
Afbeelding met tekst, schermopname, software, Computerpictogram

Automatisch gegenereerde beschrijving**

**- Message Title** (mandatory), visible for researchers & app users **- Message Text** (mandatory), visible for researchers & app users **- Severity** (mandatory), only visible for researchers **- Speficy Trigger** (mandatory), only visible for researchers  
- **The rest of the options dependent on the chosen trigger** (mandatory), only visible for researchers **6. Click the submit button in the bottom-right corner of the form.  
Afbeelding met tekst, schermopname, software, Lettertype

Automatisch gegenereerde beschrijving**The submit button is highlighted with a red arrow in the image.

**7. The Message is now created. It can be accessed from the “Messages for Experiment” page by clicking on the newly created message in the table. This will navigate towards the “View for Message” page.  
  
Afbeelding met tekst, schermopname, software, Lettertype

Automatisch gegenereerde beschrijving**

The message is highlighted with a red arrow in the image. It can be accessed by clicking and will bring you to the **”Messages for Experiment”** page. **View for Experiment Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving**

# Exporting data

**To export data, follow these steps. A visual example is provided on the next page with extra info:**

1. Navigate to the **“Export”** page, this can be done by clicking on the **Export** button in the navigation bar.  
  
2. Select the experiment that needs to be exported or click on the experiment for questionnaire specific export.   
  
3. Choose the desired export option.

4. Verify with the sample if it is the correct data.

5. Click the Download CSV button to download the data as **CSV.**

6. The data is now downloaded as a CSV.

**Visualization  
  
1. Navigate to the “Export” page, this can be done by clicking on the Export button in the navigation bar.**  
Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijvingThe Export button is highlighted with a red arrow in the image.

**2. Select the experiment that needs to be exported or click on the experiment for questionnaire specific export.**Afbeelding met tekst, schermopname, software, Multimediasoftware

Automatisch gegenereerde beschrijvingThe Experiment is highlighted with a red arrow in the image. Clicking it will make the experiment expend and display its questionnaires.  
  
 Afbeelding met tekst, lijn, Lettertype, schermopname

Automatisch gegenereerde beschrijving

**3. Choose the desired export option.  
  
Afbeelding met tekst, schermopname, software, Webpagina

Automatisch gegenereerde beschrijving**

The Export Options Responses, Conveyances and Questionnaire Responses are shown inside the blue box. Click one of the buttons for a preview.  
  
**4. Verify with the sample if it is the correct data.**Afbeelding met tekst, schermopname, nummer, software

Automatisch gegenereerde beschrijving

**5. Click the Download CSV button to download the data as CSV.  
  
Afbeelding met tekst, software, nummer, Computerpictogram

Automatisch gegenereerde beschrijving**

The Download CSV button is highlighted with a red arrow in the image.  
  
**6. The data is now downloaded as a CSV.  
  
Afbeelding met tekst, schermopname, Lettertype, nummer

Automatisch gegenereerde beschrijving**