## **1. Researchers**

As a Researcher, you can create, configure, and analyze surveys to understand how different factors impact trust and user experiences.

### **1.1 Getting Started**

1. **Login:**
   * Go to the website and click "Login."
   * Use your credentials provided by the Administrator.
   * If you are a new user, request access from your project’s Administrator.
2. **Dashboard Overview:**
   * After logging in, you will see an overview of your ongoing projects.
   * Access quick stats on respondent counts and survey completion rates.
   * Navigate through your projects using the menu on the left.

### **1.2 Configuring Surveys**

1. **Creating a Survey:**
   * Go to the “Surveys” section and click “Create New Survey.”
   * Enter a title and description to outline the purpose of your survey.
   * Click “Save” to initialize your survey.
2. **Customizing Questions & Answers:**
   * Select your newly created survey and go to the “Questions” tab.
   * Click “Add Question” and choose a question type (Multiple Choice, Short Answer, etc.).
   * Enter the question text and add answer options.
   * Click “Save” to confirm each question.
   * Arrange questions in the desired order by dragging them in the list.
3. **Setting Group Parameters:**
   * Go to “Group Settings” under your survey.
   * **Font Face:** Choose a font face for each group to analyze its impact on trust.
   * **Color Schemes:** Select color schemes for groups to test color influence on user experience.
   * **Delay Parameters:** Define time delays between questions to study response tempo.
   * **Pre-Answer Messaging:** Set custom messages that appear before a respondent answers.
4. **Adding Informed Consent & Post-Survey Information:**
   * Navigate to “Compliance Settings” under your survey.
   * Upload or enter text for informed consent to meet human subjects requirements.
   * Add post-survey messages to thank respondents or provide additional information.

### **1.3 Managing Surveys**

1. **Opening and Closing Surveys:**
   * Under “Survey Settings,” toggle the “Open” or “Close” status of your survey.
   * An open survey accepts responses, while a closed survey prevents new submissions.
2. **Monitoring Responses:**
   * View real-time response counts and completion rates on the survey dashboard.
   * Filter responses by group to compare results across different configurations.
3. **Downloading Results:**
   * Go to the “Results” tab of your survey.
   * Click “Download” to export survey data in CSV format for detailed analysis.

## **2. Administrators**

Administrators manage user roles, project deployment, and system maintenance.

### **2.1 User Management**

1. **Adding or Removing Researchers:**
   * Go to “User Management” from the main menu.
   * Click “Add User” and fill in the researcher’s information, assigning them to a project.
   * To remove a researcher, select their name and click “Remove User.”
2. **Role Assignment and Permissions:**
   * Ensure users have the correct roles (Researcher, Administrator, or Respondent).
   * Adjust permissions as needed, such as limiting access to certain projects.

### **2.2 Project Deployment & Replication**

1. **Deploying New Projects:**
   * Click on “Projects” and select “Create New Project.”
   * Enter the project details, including title and description.
   * Assign Researchers to the project and configure default settings.
   * Click “Deploy” to launch the project.
2. **Replicating Projects Across Institutions:**
   * In the “Projects” menu, select the project you want to replicate.
   * Click “Replicate” and choose the target institution.
   * Confirm the replication to create an identical setup for cross-institutional research.

## **3. Respondents**

Respondents participate in surveys and interact with AI-driven systems to provide valuable feedback.

### **3.1 Taking a Survey**

1. **Accessing the Survey:**
   * Click on the survey link provided by the researcher or administrator.
   * Alternatively, visit the website and enter the survey code.
2. **Consent and Introduction:**
   * Read the informed consent details before starting the survey.
   * Click “Agree” to proceed or “Disagree” to exit the survey.
3. **Answering Questions:**
   * Respond to each question presented on the screen.
   * Some questions may have delays or pre-answer messages. Wait until the “Next” button becomes active.
   * Answer all required questions to complete the survey.

### **3.2 AI Interactions**

1. **Asking Questions to AI:**
   * For surveys with AI components, type your question in the chatbox.
   * The AI system will respond based on predefined logic set by the researcher.
2. **Continuing the Survey:**
   * After interacting with the AI, proceed to the next survey section.
   * Respond to follow-up questions that may be influenced by your AI interaction.

### **3.3 Submitting the Survey**

1. **Review and Submit:**
   * Before submission, review your answers on the summary page.
   * Click “Submit” to finalize your responses.
2. **Post-Survey Information:**
   * View the post-survey message for any additional instructions or contact details.
   * Close the browser tab to exit the survey platform.

## **4. Support and Troubleshooting**

* If you encounter issues or need help, contact the support team through the “Help” section.
* For password resets, use the “Forgot Password” feature on the login page.

## **5. Feedback and Improvements**

Your feedback is crucial for improving the platform!

* Researchers and Administrators can submit feedback under “Settings > Feedback.”
* Respondents can provide feedback at the end of the survey.