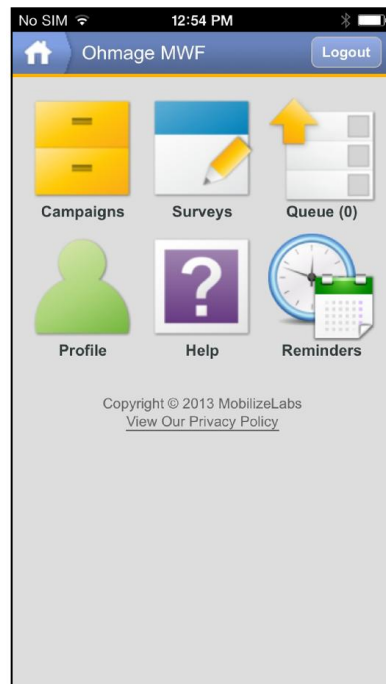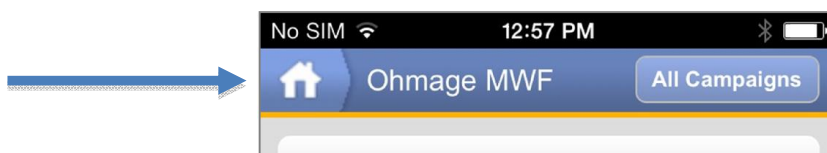GUIDE FOR OHMAGE MWF

This is your Ohmage Dashboard. This is what you will see when you open Ohmage directly on your phone or navigate through the app.
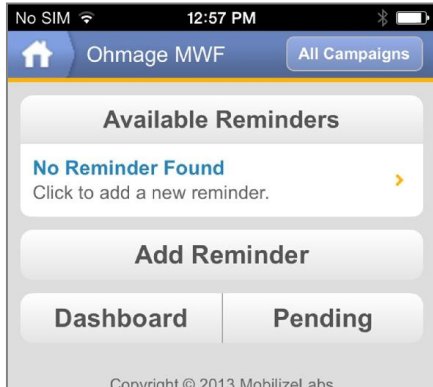From here, you can access the Surveys Page, the Reminders Page, and the Upload Queue.

At any point, you can click on the Ohmage Home Icon in the upper left corner of your screen to return to the Dashboard.
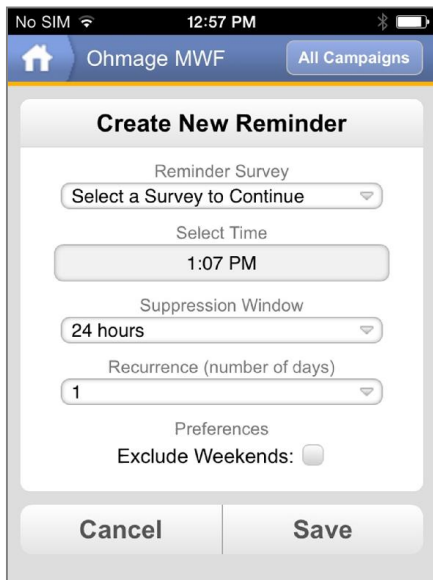
Ohmage MWF User Guide. Rev.1

Ohmage allows you to specify the time(s) at which you would like to be reminded to take a survey.

How to Set Survey Reminders:

1. Tap Reminders on the Dashboard to go to the Reminders Page.

2. To set a new reminder, Tap Add Reminder.

2a. Tap Select a Survey to Continue, and Select the survey for which you would like to create a reminder.

2b. Tap Next to automatically go to Select Time. Or tap Done to exit out of survey selection and then tap Select Time.
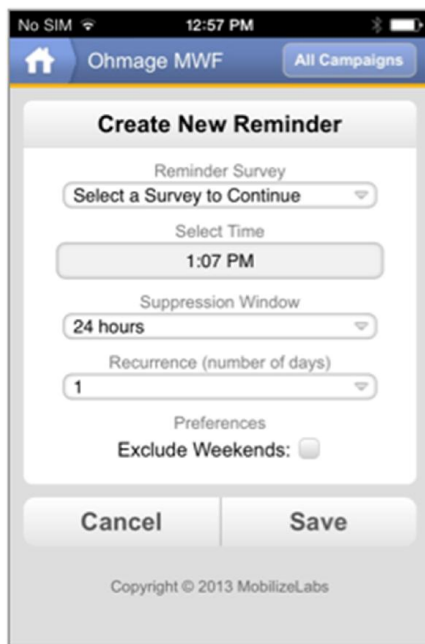
2c. Once the

select

in Select Time, scroll through numbers to select the desired reminder time – don't forget to AM or PM!

2d. Tap

you
to

to exit

Next to automatically go to Suppression Window, which may ignore, and tap Next again continue to Recurrence (number of days). Or tap Done out of time selection and then
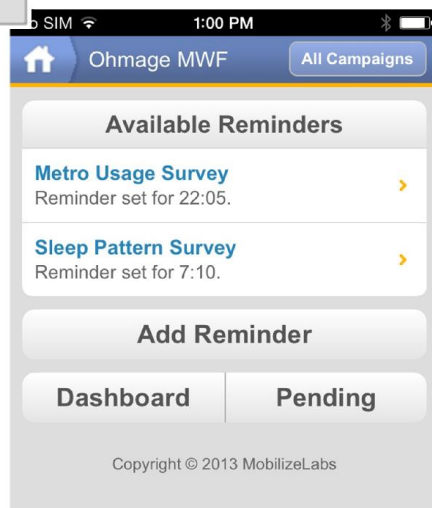
tap Recurrence (number of days).

2e. Once in Recurrence, scroll through to select the number of days (up to 30) that this reminder will recur. Then tap Done.

2f. If you would like for the reminder to be inactive on weekends, check the box next to Exclude Weekends.
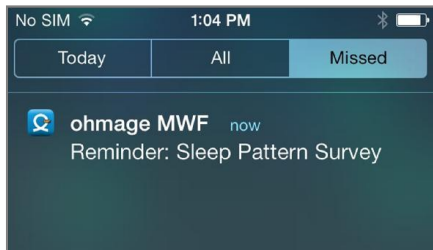
2g. When your reminder has been set to your satisfaction, tap Save.
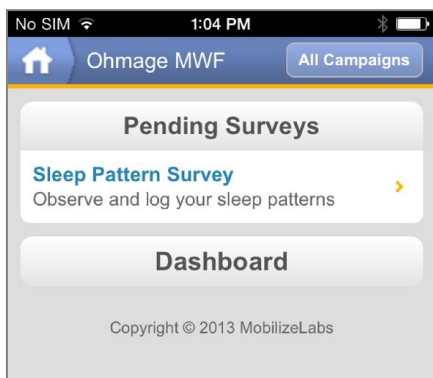
3. Repeat Step 2   in its entirety for any additional
   reminders you   would like to create. You may
   create as   many reminders as you wish.
   They will be   accessible from the Reminders
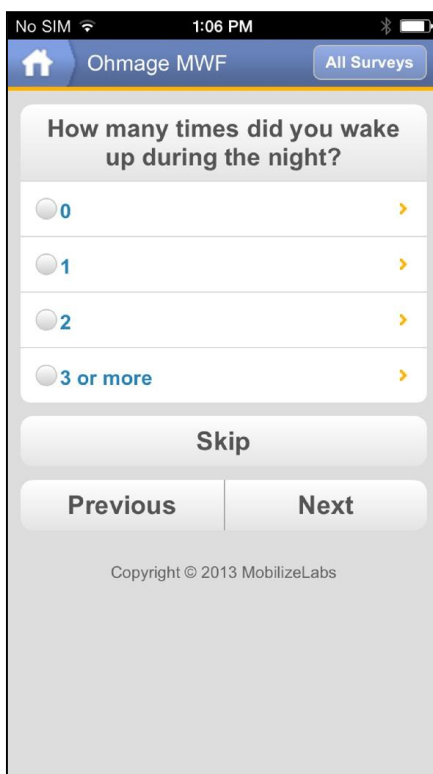   page.

How to Take Surveys:

1. At your specified reminder time, a reminder will pop up in your phone's notification bar.

2. Pull down the notification bar and Tap on the reminder notification to go to the Pending Surveys Screen. You can also access the Pending Surveys Screen at any time by visiting the Reminders Page and tapping Pending.

3. In the Pending Screen, Tap on the Survey Name to take the survey

4. Once you have tapped the survey you would like to take, simply follow the survey prompts and select the answer of best fit for each.
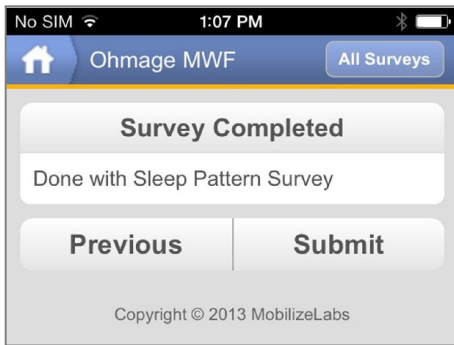
- When you have answered a question to your satisfaction, tap Next.
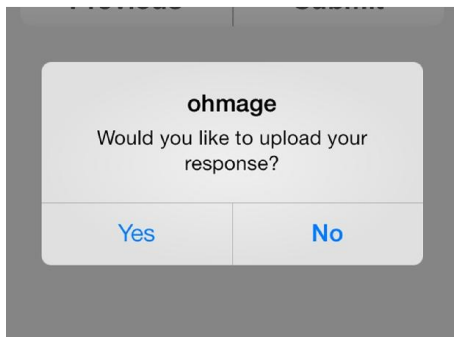- If at any point you wish to return to a question, tap Previous.
- If you do not wish to answer a question, tap Skip.
  - o Note: Tapping Skip disallows the survey from recording an answer, even if you have already selected one. Please keep this in mind if you need to revisit a Previous question and then move forward through the survey again: don't hit Skip for an answered question.
  - o Note: For some questions Skip is not an option and you must provide an answer to continue.
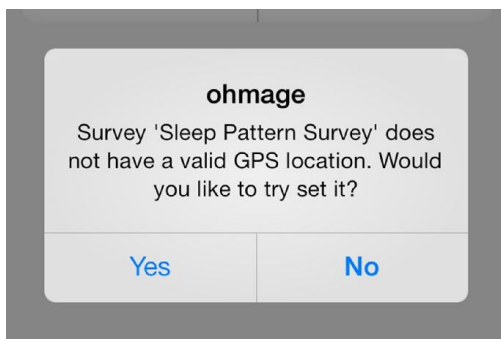
5. Once all prompts have been answered, you will see a screen that says "Survey Completed. Done with [survey name]".
If you are ready to submit your answers at this time, tap on Submit to record your answers and complete the survey.

6. After tapping Submit, a popup will ask you if you would like to upload your survey right away.
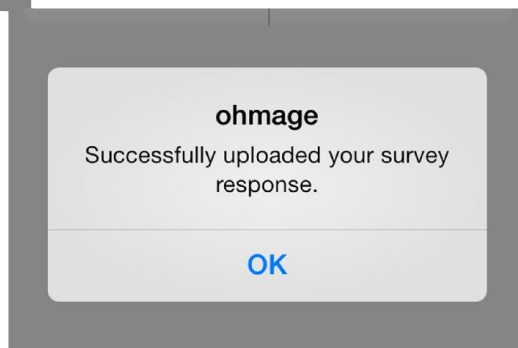
6a. Tap yes or no, depending on your preference – but if you tap no, you will need to upload it later from the Upload Queue.

7. After tapping Yes in Step 6, an additional popup may appear informing you that a valid GPS location is not attached to the survey and asking if you would like to attach one.

7a. Tap yes or no, depending on your preference.
- If you tap yes, Ohmage will attempt to attach a GPS location to your data. However, if your phone does not currently have a good data connection, it may fail to attach coordinates.

8. A final popup will [appear to confirm] that you have [successfully uploaded] your survey