

## GUIDE to OHMAGE DASHBOARD for ASSISTANTS & COORDINATORS

When you first login at [pilots.ohmage.org](https://pilots.ohmage.org), you will see various tabs:

### Dashboard

- This tab offers you some shortcuts, such as “Edit an existing campaign” or “Share or delete survey responses,” among others.
- This tab also allows you to see at a glance how many survey responses you have, how many campaigns you are currently participating in, and how many campaigns you are running.

### Campaigns

- This tab shows you all of the campaigns you are involved with.
- If you click on a particular campaign, you can see more detailed information about it. You also have the option to “Export Responses” under “Actions”.

### Responses

- Here is where you will be able to view any and all participant responses, and you can filter the displayed responses by Campaign, Survey, Participant, Privacy setting, and a date range (if, for example, you only wanted to view responses submitted within the last week, etc.) – simply use the drop-down menus in the gray bar on the left.
- You have the option to view 10, 50, or 100 responses per page, by selecting your preference in the upper right corner.

### Explore Data

- This tab provides options for graphical visualizations of the collected data. For example, you can draw a “Mobility Map” to see where and when and how your participants were active or inactive on any given day.

### Classes

- This tab provides a list of the usernames of participants involved in the study, by class. You can see at a glance how many participants you have and what their status in the campaign is (privileged or not).
- What is a Class? A Class is a grouping of Users. All of the participants involved in your study will be grouped into one class.

### Documents

- Here you can upload any pertinent or related documentation to store in conjunction with your campaign.

**The tab you will use most often is Responses, as this is how you will be able to check and ensure that your participants’ data is in fact being uploaded successfully to the server and/or if they are contributing to the study by taking the surveys consistently.**

**RESPONSES SHOULD, IN FACT, BE CHECKED DAILY TO ENSURE PROPER DATA COLLECTION AND UPLOAD.**