CFPB Staff #1 Step-by-Step

## -1. Follow steps for VM Step-By-Step

* This will get you an otree server running and the otree admin view up on the experimenter’

## 0. Lab setup

* Log in every other computer
* After you set up the otree session (see steps 1 and 2, below), at each computer, open Chrome and type in a participant’s unique URL (see “Arrival to Terminal Mapping.xls” for which terminals to use)
  + Start with Participant 1 in the front left and then sequence up as you move to the right and back
  + You may want to bookmark the participant’s url in the browser just in case the browser gets closed
* Press F11 to enter kiosk mode

## 1. Setting up an otree session room

* Navigate to [IP-address]:8000/rooms/
  + Un: admin
  + Pw: cfpbrules
* Click “Gettysburg Econ Lab”
* From the “session config” dropdown select “duopoly”
* Click “Configure Session”
  + Enter the date as a string “YYYMMDD”
  + Enter the time as a string in military time “HHMM” where HH \in [0,23]
  + Edit the treatmentorder list. This should be a list of the form “#, #, #”. The commas are important to include here. **Make sure this ordering matches the order planned for this session. [Consult the document XXXX.doc. Then double check it. Then triple check it.]**
    - Remember, 1=”1 price”, 2=”8 prices”, 3=”16 prices”
  + Don’t change the participation fee or the real\_world\_currency\_per\_point
* Enter the number of participants: 12
* Click “Create”

## 2. Signing in Participants

* In the “Room” interface (click the “Room” tab at the top of the page), you should be able to view “Participant-specific URLs”

## 3. Editing Metadata

* After you create a session, you will be brought to the session page (…/SessionStartLinks/<session\_code>)
* Click the “Edit” Tab
  + Leave “label” blank
  + Under “Experimenter name” enter your initials (e.g., “dhb”)
  + Leave Participation fee and exchange rate unchanged
* Click “Next”. You should see a “Properties have been updated” banner.
* Click the “Monitor” tab

## 4. Advancing slowest users

* You will need to manually advance the experiment at two places, including at the beginning of the experiment. To do this, go to the “Monitor” tab of the admin panel, and click the button “Advance slowest user(s)”
  + IntroductionSplash. After everyone is seated and ready to play, introduce yourself and advance to the next slide (intro e.g., “Hi, I am Mohin, I will be here throughout the experiment and available to answer any questions. If there are no questions now, we will get started.”)
  + PracticeEnd. After the practice matches end, players will be asked if they have any questions. You should also ask aloud, “Are there any questions before we begin the paid matches?” If yes, answer the questions. If no, advance to the next screen.

## 5. Payments

* As soon as players begin the survey, go to the “Payments” tab of the admin panel
  + Print this page to the printer in the control room
  + Make sure the other experimenter or the Gettysburg helper receives this paper

## 6. Payment and Meta Experiment

* After printing the payments form, get the Gettysburg payment forms from the control room.
  + Print to Carlisle 214 printer
  + Go to Annex and give printed form to Gburg #1
* As participants take the survey, announce that you are handing out payment forms and pens and say participants should fill out the forms after they complete the survey.
  + Eg “I am now passing out payment receipt forms. Please fill these out as much as possible after you finish the survey.”
* Announce that we will call people to be paid one-by-one to be paid through the door they entered when they arrived.
  + Eg “When you finish the surveys we will call you one-by-one to be paid. When you hear your participant number, please gather your belongings and exit through the door you entered when you arrived today.
* Go back to “Monitor” tab in experimenter UI
  + Monitor the experiment. Let the other experimenters know when participants finish the survey.
* Head to the annex.
  + For each participant, when you get the signal from CFPB#1, begin a stopwatch.
  + When the stopwatch reaches the time specified at the payment station, tell the Gburg experimenter to proceed.
  + Repeat this process for all 12 participants.

## 7. Data

* Unlock IronKey
  + Ps: Springtime2017!
* For each session create a folder in the iron\_key entitled <date>\_<scheduled start time>
* After all participants are paid, go to the “Report” Tab in the admin panel (alternatively, you can visit …/duopoly/data/)
  + Click “Download” next to the following items AFTER EVERY SESSION:
    - Ask Data
    - Combined Data
    - Response Times
  + Click “Download” next to the following items after all sessions are complete:
    - Contract Data
    - Market Data
    - Survey Data
    - Codebook
  + You may click the “view” button next to any item at any time to get an idea of how the data is shaping up. Try to avoid this so that you do not induce experimenter bias (ie if you react to what you see somehow), but the view button is a good tool for troubleshooting.
* Save all files in the folder you created on the iron key for this session.
* Lock IronKey by pressing “Lock Drive”