

RISE@WORK

CLIENT DOCUMENTATION

Rise@Work Dalhousie Winter 16' Development Team

OVERVIEW

This document has compiled guidelines and important information on the usability and functionality of the Rise@Work application.

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ADMIN PANEL

The first tool the client may notice upon successfully login in with an admin account is the admin panel:

Rise@Work

MANAGE

-  View Participants
-  Manage Strategies
-  Manage Maps
-  Manage Surveys
-  Manage Researchers
-  Manage Organizations
-  Manage Emails
-  Sign Out

View Account Settings



These are your current account settings. Please contact the administrator if you have any questions.

User Name:

admin

Email Address:

webmaster@cs.dal.ca

Your current
organization:

Dalhousie University



Close

Update

Figure 1: Admin Panel & Account Settings

The admin panel is a repository of settings and management tools which only the admin account can have access to. The first panel is the view participants panel.

Rise@Work

STUDY PARTICIPANTS

Below you will find a list of all participants currently enrolled in the study and their study-specific information. All information displayed must be kept strictly private and confidential. Users may be deleted from this page; however this feature should be used with caution - once a user is deleted, all of their data is also deleted and they cannot be reinstated without re-registering.

Username	Email	Current Phase	# signed in	Last Sign In	Baseline	Followup	Steps	Strts/Achv	
admin	samchurney@gmail.com	Baseline	3	less than a minute ago	Get	Get	Get	Get	
negin	nuggetnegin@gmail.com	Baseline	1	about 1 hour ago	Get	Get	Get	Get	Delete user

Back

Figure 2: Study Participants

This panel allows the admin to manage and retrieve excel spreadsheets such as the surveys and steps from the study participants currently enrolled in the specified organization. As well, it shows which users are in which current phase and the number of times signed and their last sign in. Lastly, it is possible to delete a participant from the organization through the 'Delete User' command which will initialize a prompt confirming the deletion.

SPREADSHEETS

As mentioned, Figure 2 allows for the admin to retrieve Excel spreadsheets which will begin a download once initialized. There are 8 worksheets which contain all the dates and steps from Baseline, Phase 1 through 5, participant name, starting date, and steps taken in each phase. The survey responses are also stored into the Excel spreadsheet with all the applicable response information.

	A	B	C	D	E	F	G	H	I	J
1	Name	Starting date	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8
2	admin									
3	Ruipeng Li	2016/3/17	12342	32425435	123	123	12342	456	678	789
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										

Figure 3: Example of Phase 2 Steps, Start Date, and Participant Name

The survey responses are also stored into the Excel spreadsheet with all the applicable response information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Question1	Question2	Question3	Question4	Question5	Question21	Question22	Question24	Question25	Question27	Question28	Question31	Question32	Question33
2	admin														
3	Ruipeng Li	Question skipped	Male	12kg	200cm	Question skipped	Question skipped		Question skipped		Question skipped		123	Question skipped	50
4															
5															
6															
7															
8															
9															
10															
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23															
24															
25															
26															
27															

Figure 4: Survey Response section of Excel Spreadsheet

MAPS

Maps may be implemented through either the Map Bank or through the form field. Both methods will be covered in this section.

Rise@Work

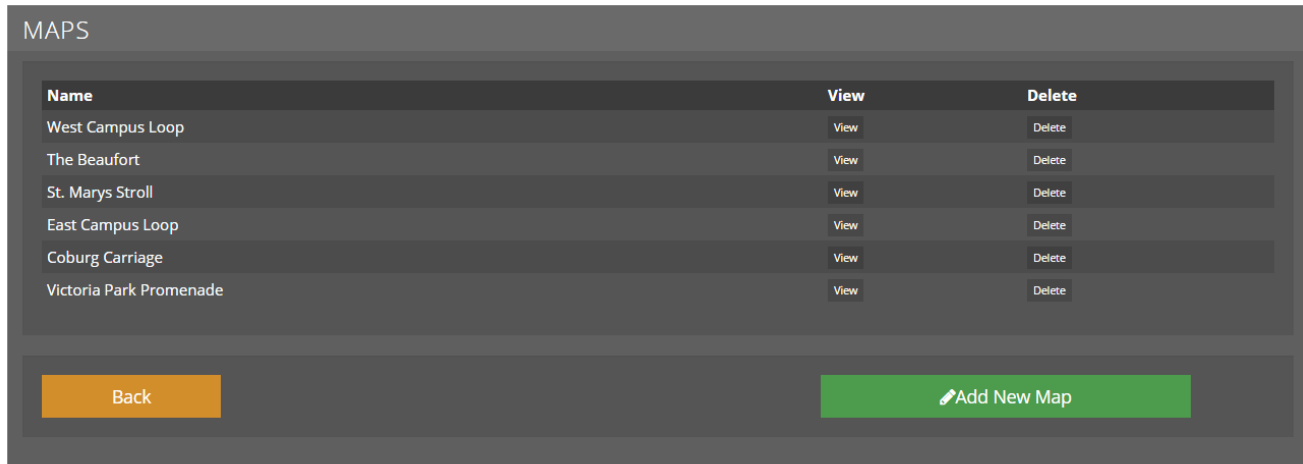


Figure 5: Maps

To create a new map, the admin must select 'Add New Map'. From there, the admin can select a premade map from the Map Bank or create one from scratch using the form and Google Maps routing feature. The 'Map Bank' is a repository of previously created maps. To add a map from the 'Map Bank' simply selecting 'Add map' will process the command.

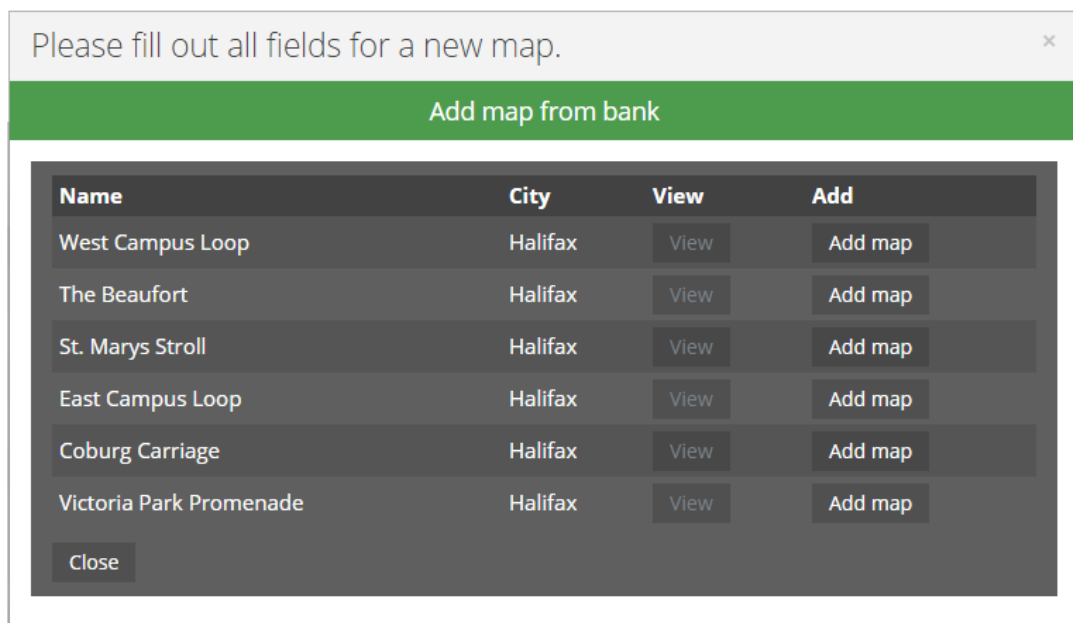


Figure 6: Map Bank

Please fill out all fields for a new map. ×

Add map from bank

Name:	<input type="text" value="Name"/>
Embed URL:	<input type="text" value="Map URL beginning with 'http'"/> <small>You can create a map here : https://www.google.com/maps/d/</small>
City:	<input type="text" value="City"/>
Steps:	<input type="text" value="Steps"/>
Distance (Km):	<input type="text" value="Distance (Km)"/>
Time in Minutes:	<input type="text" value="Time in Minutes"/>
Instructions:	<div><div>Instructions</div></div>

Figure 6: New Maps Form

The forms are quite straightforward and self-explanatory. However, creating an embed URL requires a bit of work. To create a new route/map click on the link provided under the Embed URL section. This will bring the admin to a new page.

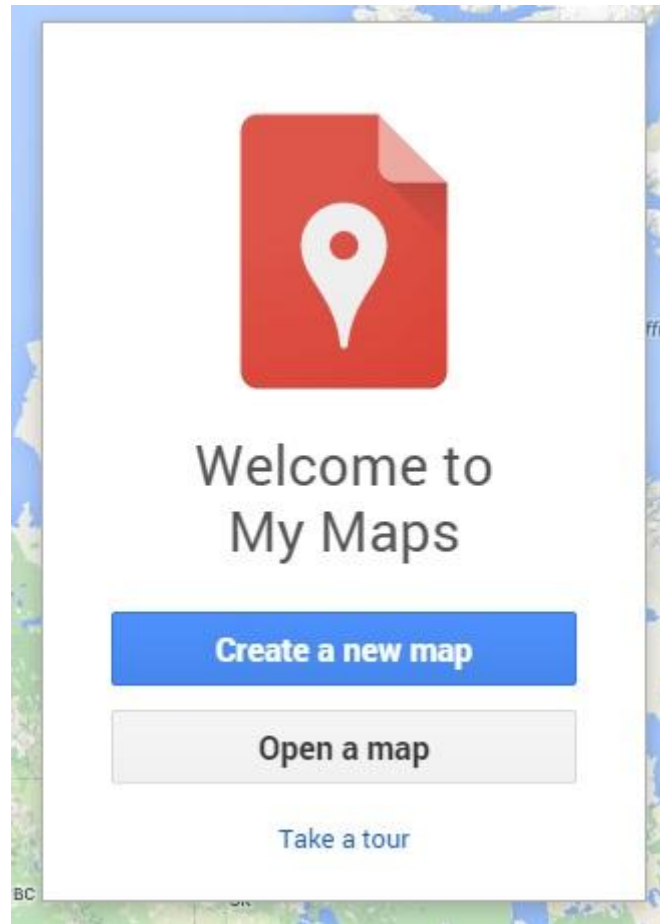


Figure 7: My Maps

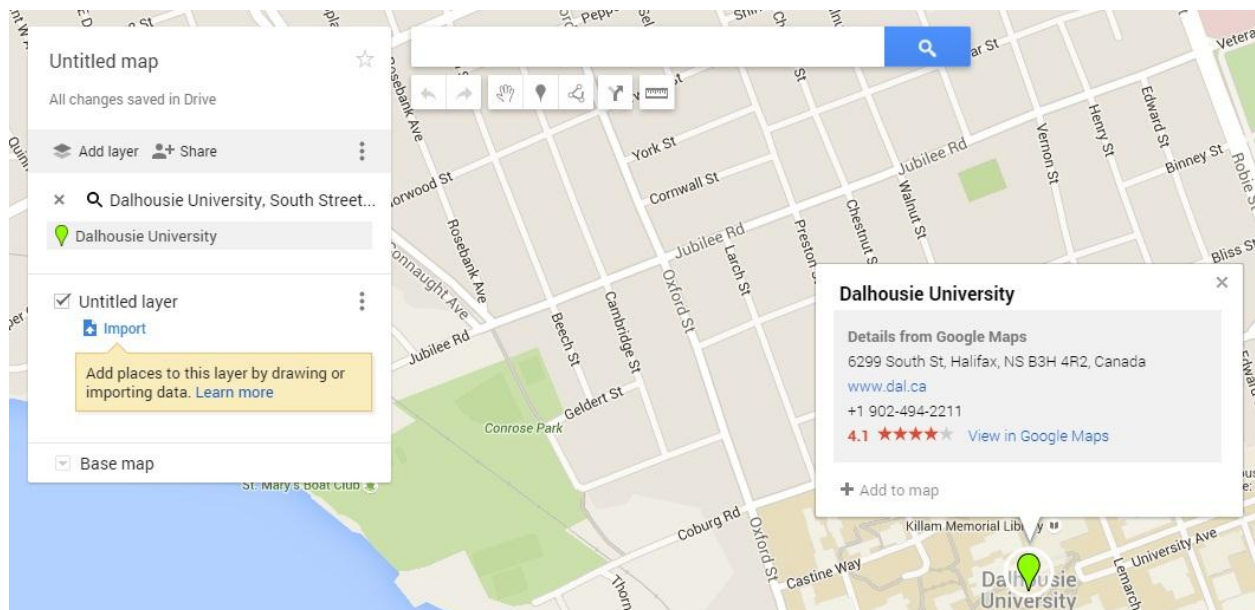


Figure 8: My Maps – Tutorial 1

To create a route, the admin can type into the search box an address or locate the area on the map. In this example, I am constructing a route from Dalhousie University and Coburg Place. To select a walking route, enter another (i.e. Coburg Place) address and select the '2 arrow icon' under the search bar (6th icon from the left.) The map should have two balloons at this point pinpointing the two locations.

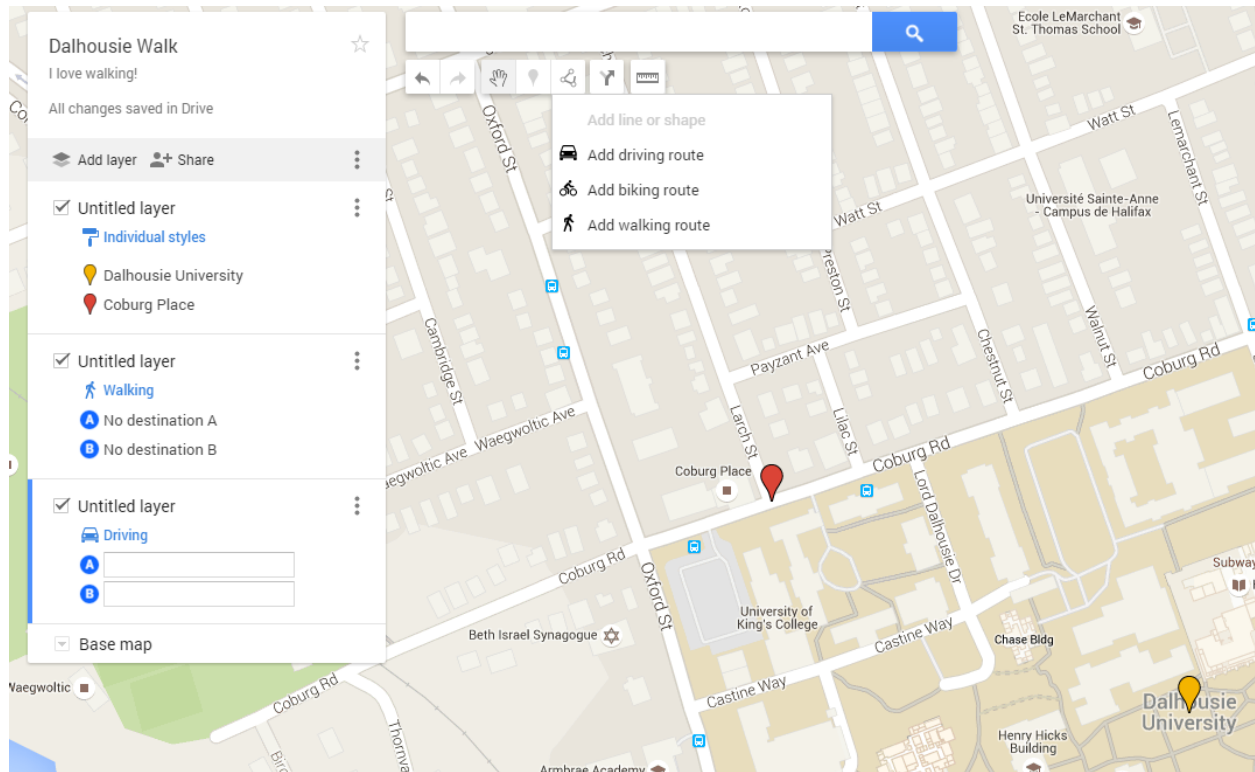


Figure 9: My Maps – Tutorial 2

Each section can be given a name and a description as seen in my example of 'Dalhousie Walk' with the description 'I love walking!' However, these descriptions will not be imported into the Map Bank and must be manually filled in the above form as seen in Figure 6.

After which, the user should select 'add walking route'. This will begin drawing a route from the starting location to the destination location. The user can guide the line however they like on available roads from the starting location to the destination.

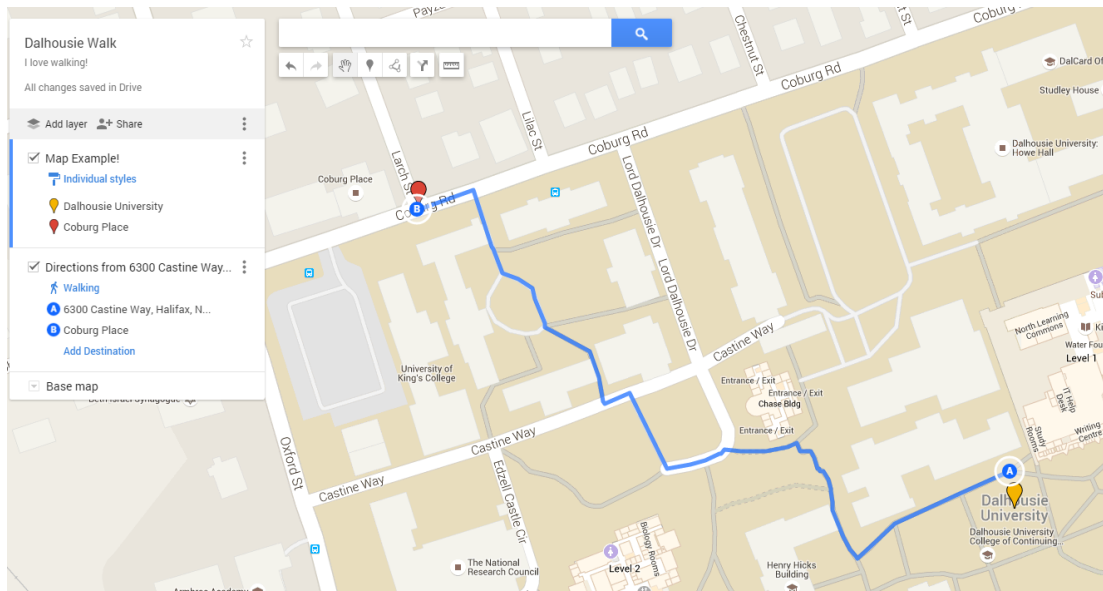


Figure 10: My Maps – Tutorial 3

Directions are then provided with the total time and distance which can be inputted into the form field in Figure 6.

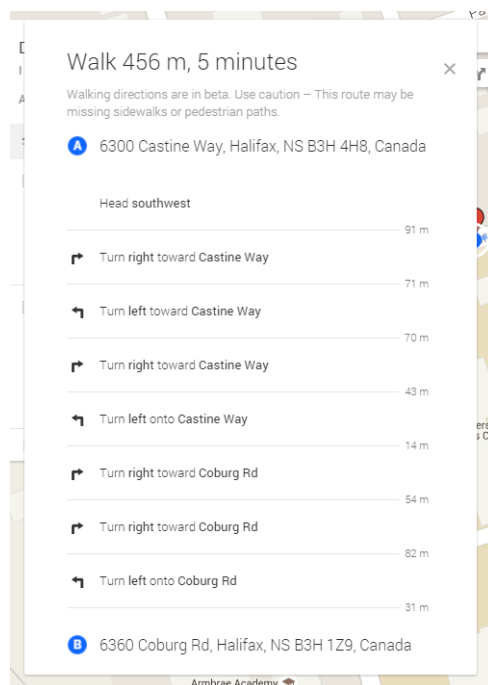


Figure 11: My Maps – Directions

The last step is to retrieve an embed link to paste into the form field of Figure 6 into 'Embed URL'. This can be found by clicking on the 3 dots on the right hand side of the menu and then clicking on 'Embed on my site'.

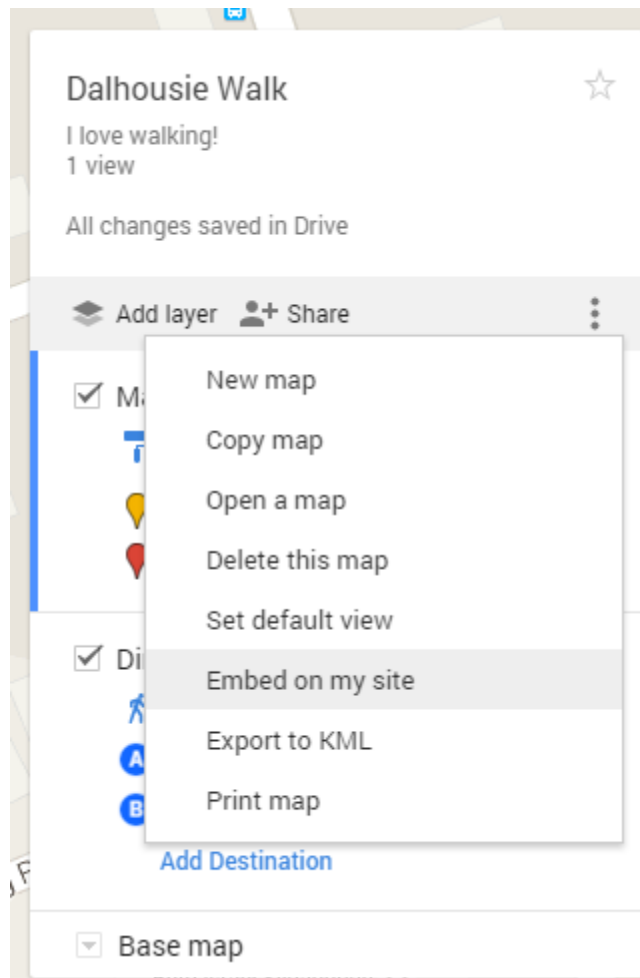


Figure 12: My Maps – Embedding

The user must ensure that the map is public or else an error will pop up stating that the map is not public and sharable. Maps are created on private by default.

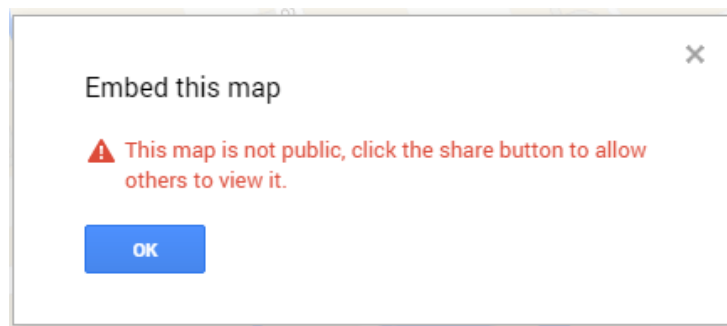






Figure 13: My Maps – Private Error

This can be achieved by changing the 'Sharing Settings' once the user selects 'Embed on my site' and selecting 'Change...' under 'Who has Access'. The sharing link in


Sharing settings


Link to share (only accessible by collaborators)

<https://www.google.com/maps/d/edit?mid=z5s1YCluWdJ0.kGjym5xCJK4I&usp=share>


Share link via:    

Who has access

 Private - Only you can access [Change...](#)

 Negin Sauermann (you)
nuggetnegin@gmail.com Is owner

Invite people:

 Can edit ▾


Owner settings [Learn more](#)


☒ Prevent editors from changing access and adding new people


[Done](#)

Figure 14: My Maps – Sharing Settings

Link sharing

☒  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☐  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▼

Save **Cancel**

Figure 15: My Maps – Sharing Settings Continued

After these steps the new map embed link is all ready to be pasted into the 'Embed URL' section of the form from Section 6. The admin must manually fill in all other applicable sections of the form field such as the number of steps, minutes, instructions and kilometres which can be retrieved from the directions portion of the My Maps. That completes the map section!

Embed this map ✕

To embed this map in your own website, copy the following HTML and paste it in the source code for your page:

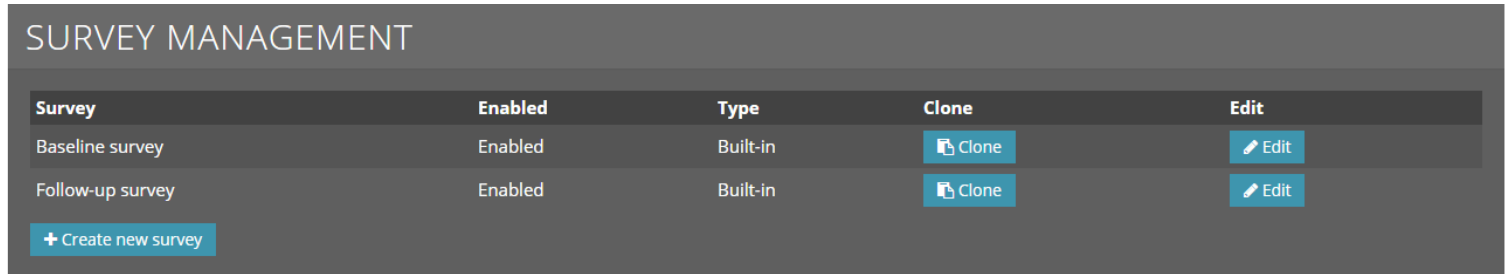
```
<iframe  
src="https://www.google.com/maps/d/embed?  
mid=z5s1YCIuWdJ0.kGiyM5xCJK4I" width="640"  
height="480"></iframe>
```





OK

Figure 16: My Maps – Embed Link

SURVEYS

Surveys can be accessed and managed completely through the Admin Panel as seen in Figure 1. They do not file require upload or styling.

The screenshot shows a dark-themed admin panel titled 'SURVEY MANAGEMENT'. It contains a table with columns for Survey, Enabled, Type, Clone, and Edit. There are two rows for 'Baseline survey' and 'Follow-up survey', both enabled and built-in. Each row has a 'Clone' button with a document icon and an 'Edit' button with a pencil icon. A '+ Create new survey' button is located at the bottom left of the table.

Survey	Enabled	Type	Clone	Edit
Baseline survey	Enabled	Built-in	 Clone	 Edit
Follow-up survey	Enabled	Built-in	 Clone	 Edit

+ Create new survey

Figure 17: Survey Management

The site is deployed with two surveys a ‘baseline’ and ‘follow-up’ survey. The ‘baseline survey’ is prompted when the user first creates an account and successfully logs in.

Baseline Survey

Hi, admin,

Before you begin the RISE@Work program, we are interested in finding out about your general health and wellbeing. The questionnaire will take about 20 minutes to complete. All of the information that you provide will be kept in the strictest confidence. Please read and answer every question to the best of your ability. For questions that ask you to report a time duration, please be as accurate as you can. For questions that ask you to select one answer from a range of options, choose the answer that best describes your situation or how you feel.

Resume survey

Figure 18: Survey Introduction

As well, there is a survey message upon login if the user has not yet completed the survey which will allow the user to resume the survey. As such, the user will not have access to the features of the Rise@Work application until they have completed the survey.

Furthermore, the survey is divide into 6 sections so that the user does not have to constantly click the next button for each question. There are effective error handling checks such as a prompt stating 'Please fill out this field' if the user attempts to 'Save and Continue' without filling out a section. Select boxes are surrounded in red if the user does not select an option from the select box.

The screenshot shows the 'BASELINE SURVEY SECTION 1' interface. It contains five questions with corresponding input fields: 'How old are you?' (text input), 'What is your gender?' (dropdown menu), 'What is your weight in kilograms (wearing light clothing and no shoes)?' (text input), 'What is your height in centimetres (wearing no shoes)?' (text input), and 'What is the highest level of education you have completed?' (dropdown menu). A red border highlights the 'How old are you?' text input field, and a yellow warning icon with the text 'Please fill out this field.' is positioned above it. At the bottom left, there is a 'Save & Continue' button.

Figure 19: Baseline Survey – Textbox Error

The screenshot shows the 'BASELINE SURVEY SECTION 4' interface. It contains seven questions with corresponding input fields: 'How would you describe your work?' (dropdown menu), 'What type of employment do you have?' (dropdown menu), 'On average, how many days do you work per week?' (text input), 'On average, how many hours do you typically work per day?' (text input), 'On average, how active do you think you are during your working day?' (dropdown menu), 'Does your journey to and from work involve any active transport (i.e., walking, running, cycling, or a combination of these activities for 10 minutes or more)?' (dropdown menu), and 'How many minutes do you spend each day being active during your journey to and from work?' (text input). The 'What type of employment do you have?' dropdown menu is highlighted with a red border, and its options ('Select one', 'full time', 'part time', 'casual', 'other') are visible. At the bottom left, there is a 'Save & Continue' button.

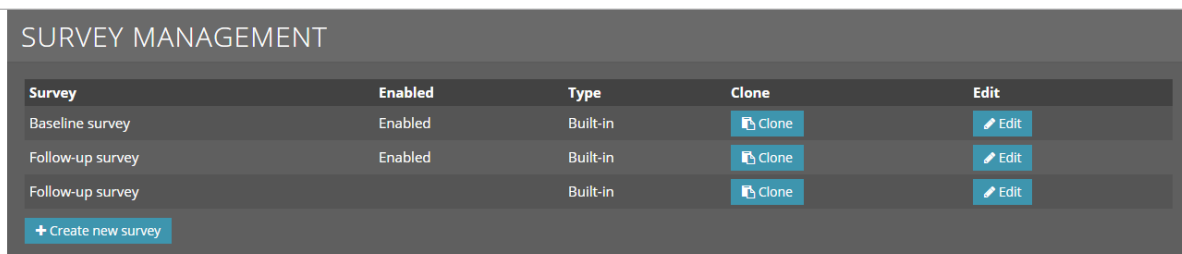
Figure 19: Baseline – Select Box Error

Once the user completes the survey they are thanked for completing the survey and provided with a link to the dashboard/homepage. To customize a survey, the admin may select the edit field in Figure 17. However, built-in surveys cannot be modified. They must be first cloned which is also an option in the Survey Management section.

You cannot modify the built-in surveys

If you would like to use a custom survey, you can **clone** this survey (or create a new one from scratch) and set the new survey to **enabled** in the survey edit screen.
[Go back](#)

Figure 20: Survey Modification Error

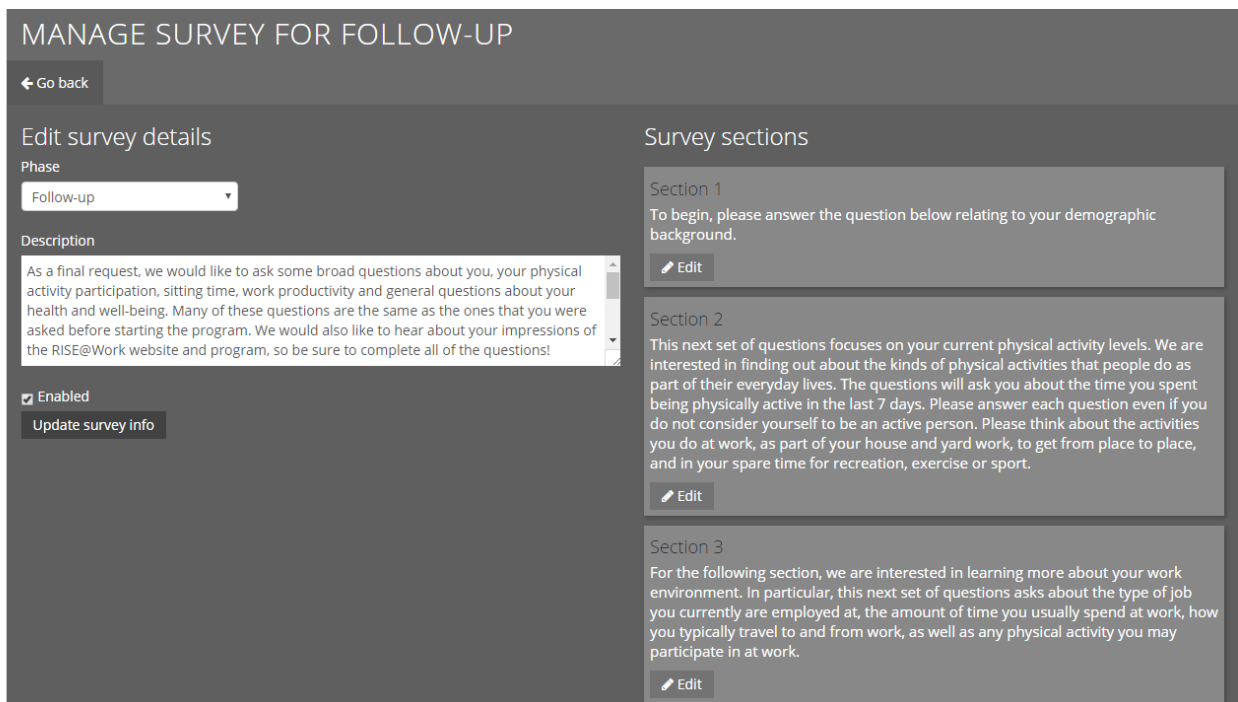


Survey	Enabled	Type	Clone	Edit
Baseline survey	Enabled	Built-in	Clone	Edit
Follow-up survey	Enabled	Built-in	Clone	Edit
Follow-up survey		Built-in	Clone	Edit

[+ Create new survey](#)

Figure 21: Survey Clone Example – 2 Follow-Up surveys created through Clone feature

Another option is to create a survey from scratch and ensure that the survey is set to enabled. As seen in Figure 22. When editing, each section and description can be edited and sections can also be implemented through the ‘+ Add Section to survey’ field at the bottom of the page. Surveys can also be deleted but this cannot be undone so ensure that the correct survey is being deleted.



MANAGE SURVEY FOR FOLLOW-UP

[Go back](#)

Edit survey details

Phase
Follow-up

Description
As a final request, we would like to ask some broad questions about you, your physical activity participation, sitting time, work productivity and general questions about your health and well-being. Many of these questions are the same as the ones that you were asked before starting the program. We would also like to hear about your impressions of the RISE@Work website and program, so be sure to complete all of the questions!

☒ Enabled

[Update survey info](#)

Survey sections

Section 1
To begin, please answer the question below relating to your demographic background.

[Edit](#)

Section 2
This next set of questions focuses on your current physical activity levels. We are interested in finding out about the kinds of physical activities that people do as part of their everyday lives. The questions will ask you about the time you spent being physically active in the last 7 days. Please answer each question even if you do not consider yourself to be an active person. Please think about the activities you do at work, as part of your house and yard work, to get from place to place, and in your spare time for recreation, exercise or sport.

[Edit](#)

Section 3
For the following section, we are interested in learning more about your work environment. In particular, this next set of questions asks about the type of job you currently are employed at, the amount of time you usually spend at work, how you typically travel to and from work, as well as any physical activity you may participate in at work.

[Edit](#)

Figure 22: Edit Survey

MANAGE ORGANIZATIONS

Organizations can be managed and created through the admin panel.

Rise@Work

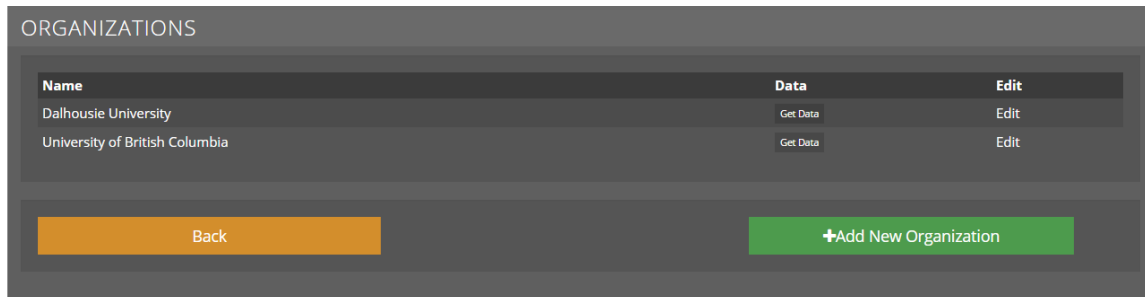


Figure 23: Organizations View

It is also possible to edit the organization's information and retrieve its data through this menu as seen in Figure 24. The secret key is the unique ID the user must enter upon registration to join an organization.

The screenshot shows a "Change Organization" dialog box. It contains the following fields and controls:

- Name:** A text input field containing "Dalhousie University".
- Secret Key:** A text input field containing "23572".
- Consent Form:** A section with a "Choose File" button and the text "No file chosen".
- Description:** A large, empty text area for entering a description.

At the bottom right of the dialog box, there are two buttons: "Close" and "Update".

Figure 24: Organizations Update

The create an organization form field is quite self explanatory. The consent form can be uploaded and will be displayed when a user is registering for Rise@Work and selects the applicable organization (i.e. Dalhousie University). The consent form must be in PDF format to be able to be uploaded and displayed.

Please fill out all fields for an organization. ×

Name of Organization:

Name

Address of Organization:

Address

City

Province

▼

Postal Code

Time Zone:

▼

Secret Key:

Secret Key

Consent Form:

Choose File

No file chosen

Description:

Description

Figure 25: Organizations Creation

USER LOGIN AND REGISTRATION

On the front page there is a Sign Up feature that will display a pop up when selected. As seen in Figure 26.

The image shows a registration form pop-up with a light gray header and a dark gray body. The header contains the text "To sign up, please fill out the registration below." and a close button (X). The body contains the following fields:

- User Name:** A text input field with the placeholder "Name".
- Email Address:** A text input field with the placeholder "Email".
- Study Information:** A dropdown menu with the text "Choose an Organization" and a list of options: "Choose an Organization", "Dalhousie University", and "University of British Columbia".
- Study ID Key:** A text input field with a lock icon on the right.
- Password:** A text input field with a lock icon on the right and a "minimum 8 characters" hint.
- Confirm Password:** A text input field with a lock icon on the right and the placeholder "confirm password".

At the bottom right of the form, there are two buttons: "Close" and "Register".

Figure 26: Sign Up

The user must select an organization from the drop-down menu and enter the appropriate Study ID key in order to be able to register an account.

When those conditions are met the consent form is displayed in the same page as well as the checkbox 'I agree to take part in this study.' The user is able to zoom in and out of the consent form and scroll through it. The user cannot register unless they check off the consent form checkbox and will be prompted with an error as seen in Figure 27. Once the user is registered they are able to sign in and are prompted to complete the survey. After which, they are capable of using Rise@Work and log their steps. Users do not have access to the Admin Panel.

User Name:	<input type="text" value="negin"/>	
Email Address:	<input type="text" value="nuggetnegin@gmail.com"/>	
Study Information:	<input type="text" value="Dalhousie University"/>	<input type="text" value="23572"/>
Password:	<input type="password" value="*****"/>	
Confirm Password:	<input type="password" value="*****"/>	

of your project, explaining what you hope to find, without using language that will bias potential participants' participation in the study. Like the rest of the document, it should be written at a grade eight reading level. Be sure to explain any terminology that participants may not understand. Include the following: 1) A statement of the research purpose; 2) a description of research procedures such as sampling/target population information and methodology; 3) a clear statement about the level of risks to participants, how any reasonably foreseeable risks will be mitigated, and a description of potential benefits to participants/in general; and finally 4) an estimate of the amount of time it will take to participate in your research.

It is your decision whether or not you want to take part in this research project. Even if you do take part, you can leave the study at any time for any reason. There will be no negative consequences to yourself. Include a statement here that indicates any limitations on withdrawal from the study (for example, participants may not be able to withdraw their data once it has been aggregated). Clearly explain the reason for this, in straightforward language. You may choose not to insert a statement which explains that participants may skip one or more questionnaire or interview questions if they do not feel comfortable answering for whatever reason (if applicable in the case of your project).

All information you give to members of our research team will be kept private. When we share our project findings in indicate whether you will be creating a report, giving a class presentation, etc., we will only talk about group results. This means that it will not be possible for you to be identified. Any identifying information about you (like your name) will be kept in a separate file, in a locked cabinet or password-protected, secure file.

☐ I agree to take part in this study

☐ Please check this box if you want to proceed.

Close

Register

Figure 27: Sign Up Consent Form

MANAGING EMAILS & STRATEGIES

Emails and strategies can be edited through the Admin Panel and the functionality is similar to the surveys where they can be edited in the window and do not require uploading from the admin.

Rise@Work

EMAILS		
Subject	Body	Edit
RISE@Work Baseline Week	<p>Welcome to the RISE@Work program! In this first week, you will be collecting baseline data about how many steps you usually take each day and over a week. Please do not change your usual routine. Your baseline steps will then be used to provide you with individualized goals to ramp up your steps over the next ten weeks.</p> <p>Check in once a day to log your steps. Find a time that works best for you so you can get in the habit of monitoring your daily steps. For example, you could enter the previous day's steps first thing when you get to work. Or you could enter your daily steps before you shut down your computer at the end of the day. If you miss a day or two, make a note of your steps and you can still enter these within five days.</p>	Edit
RISE@Work Phase 1 (Week 1)	<p>You have successfully reached Phase 1 of the RISE@Work program! Your goal is to add 1000 steps/day to your baseline step count. Use your pedometer and the RISE@Work dashboard to monitor your progress toward this target.</p> <p>Click on the Achievements tool to see how many Badges you earned at baseline. Achievements are constantly updated so that you have an ongoing record of how much you have accomplished.</p> <p>During this week, try to sit less, break up extended bouts of sitting, and move more whenever you can in your daily working tasks. Sitting for long periods of time can be unhealthy. In fact, if you are sitting less often and moving frequently throughout the day, you can use more energy than someone who goes to the gym but spends their whole workday seated.</p> <p>Phase 1 encourages you to make small but important changes to your lifestyle. Please access the Support Strategies tool for tips on how to achieve your target in this phase. While some may not suit your routine, try to integrate these ideas into your working day wherever possible. Check out the Take a Stand app that you can use to remind you to take a break from sitting. You can download this app from the green bar at the bottom of your dashboard. Good luck!</p> <p>This is the last week of Phase 1. The target is to maintain 1000 steps/day over your</p>	Edit

Figure 28 & 29: Emails and Emails Editing

Rise@Work

Subject	
RISE@Work Baseline Week	
Body	
<p>Welcome to the RISE@Work program! In this first week, you will be collecting baseline data about how many steps you usually take each day and over a week. Please do not change your usual routine. Your baseline steps will then be used to provide you with individualized goals to ramp up your steps over the next ten weeks.</p> <p>Check in once a day to log your steps. Find a time that works best for you so you can get in the habit of monitoring your daily steps. For example, you could enter the previous day's steps first thing when you get to work. Or you could enter your daily steps before you shut down your computer at the end of the day. If you miss a day or two, make a note of your steps and you can still enter these within five days.</p>	
Back	Save changes

Please fill out all fields for a new strategy.

Name:

Name

Description:

Description

Key Benefits (one per line):

Key Benefits

Close

Create

Rise@Work

STRATEGIES

Name

View

Delete

Back

Add New Strategy/Route

Figure 30: Strategies & Strategy Creation