Users guide to how to conduct bot detection

WEAVE NM Application

Sangam Shrestha

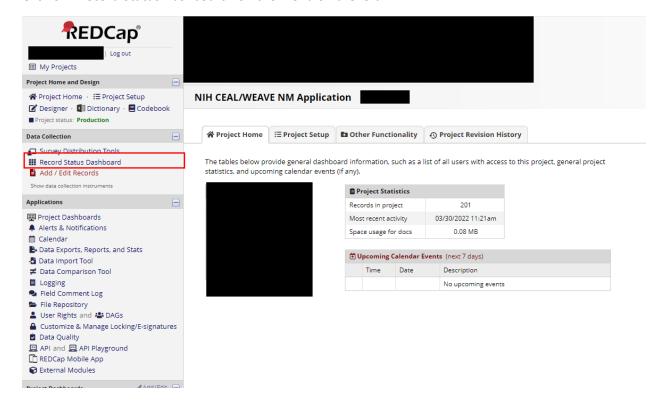Updated 4/21/2022

Step 1:

Login to REDCap.

Step 2:

On your homepage, click on the "NIH CEAL/WEAVE NM Application" project.

Step 3:

Click on "Record Status Dashboard" on the menu on the left.

Step 4:

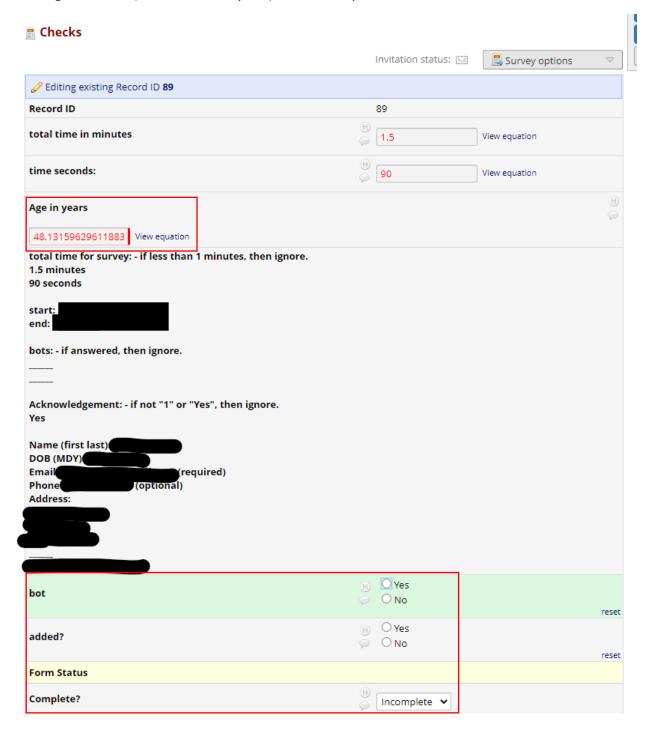Find the last completed "Checks" instrument and click on it (in this case record number 89).

Record ID	Application	Checks
77	✓	●
78	✓	●
79	✓	●
80	✓	●
81	✓	●
82	✓	●
83	✓	●
84	✓	●
85	✓	●
86	✓	●
87	✓	●
88	✓	●
89	✓	○
91	✓	○
92	✓	○
93	✓	○
94	✓	○
95	✓	○
96	✓	○
97	✓	○
98	✓	○
99	✓	○
100	✓	○
101	✓	○
102	✓	○
103	✓	○
104	✓	○
105	✓	○
106	✓	○
107	✓	○
108	✓	○
109	✓	○

Step 6:

Check the individuals age in years.

If less than 18, select the "No" option for the "added?" questions. Leave the "bot" question blank. Then select "Complete" in "Form Status" and move to the next record.
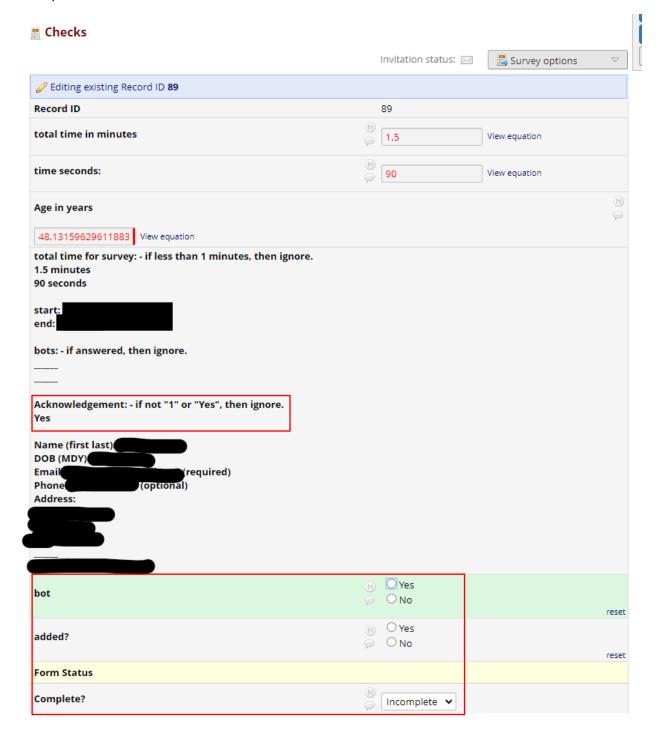
If the age looks fine (older than or 18 years), move to Step 7.

Step 7:

Check the individual's acknowledgement. If they acknowledge, move to Step 8.

If "No", select the "No" option for the "added?" questions. Leave the "bot" question blank. Then select "Complete" in "Form Status" and move to the next record.

📄 Checks

	Invitation status: ✉	📄 Survey options ▽

🖉 Editing existing Record ID **89**		
Record ID	89	
total time in minutes	1.5	View equation
time seconds:	90	View equation

Age in years

48.13159629611883 | View equation

total time for survey: - if less than 1 minutes, then ignore.
1.5 minutes
90 seconds

start: ▮▮▮▮▮
end: ▮▮▮▮▮

bots: - if answered, then ignore.
_____
_____

Acknowledgement: - if not "1" or "Yes", then ignore.
Yes

Name (first last) ▮▮▮▮
DOB (MDY) ▮▮▮▮
Email ▮▮▮▮ (required)
Phone ▮▮▮ (optional)
Address:

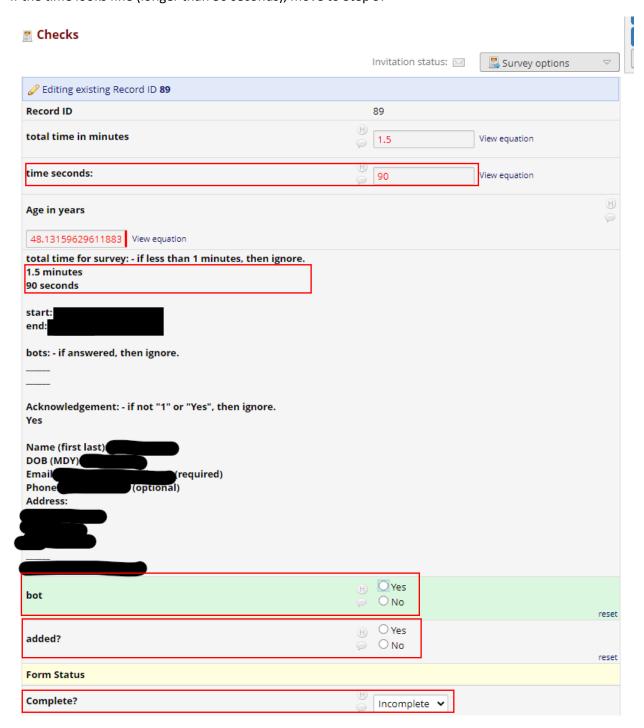| **bot**	○ Yes ○ No	
		reset
added?	○ Yes ○ No	
		reset
Form Status		
Complete?	Incomplete ⌄	

Step 8:

Check how long it took the participant to complete the survey in seconds. IGNORE THE TEXT STATING "IF LESS THAN 1 MINUTES, THEN IGNORE".

If less than 30 seconds, select the "Yes" option for "bot" and the "No" option for the "added?" questions. Then select "Complete" in "Form Status" and move to the next record.
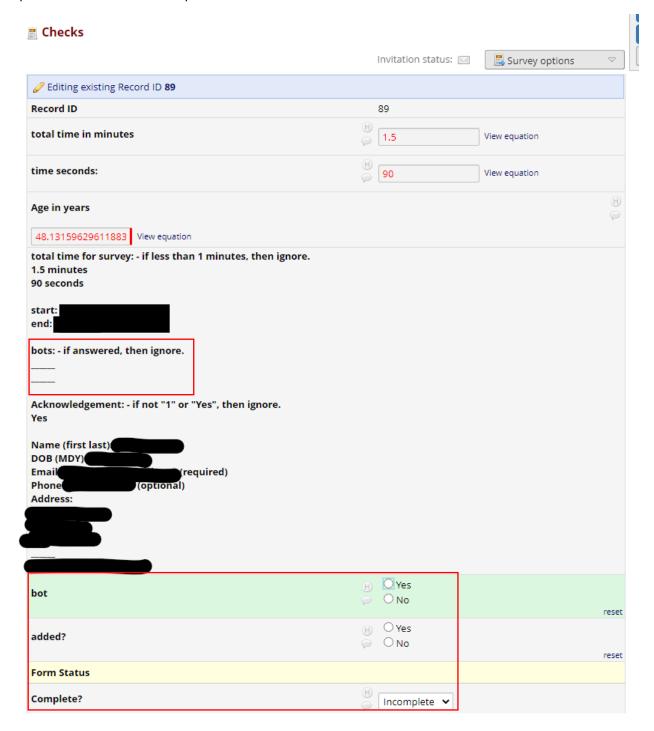
If the time looks fine (longer than 30 seconds), move to Step 9.

Checks

Invitation status: ✉   📋 Survey options   ▽

🖊 Editing existing Record ID **89**

Record ID	89	
total time in minutes	1.5	View equation
time seconds:	90	View equation

Age in years

48.13159629611883 | View equation

total time for survey: - if less than 1 minutes, then ignore.
1.5 minutes
90 seconds

start:
end:

bots: - if answered, then ignore.
_____
_____

Acknowledgement: - if not "1" or "Yes", then ignore.
Yes

Name (first last)
DOB (MDY)
Email   (required)
Phone   (optional)
Address:

_____

bot	○ Yes ○ No
	reset
added?	○ Yes ○ No
	reset

Form Status

Complete?	Incomplete ∨

Step 9:

Check if the bot's specific questions are answered. If the answers are blank, then move to Step 10.
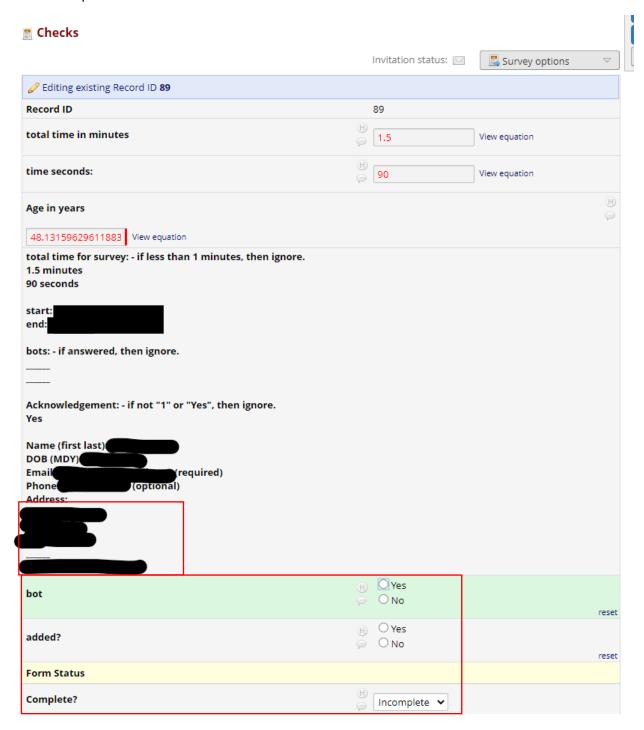
If answers are not blank, then select the "Yes" option for "bot" and the "No" option for the "added?" questions. Then select "Complete" in "Form Status" and move to the next record.

Step 10:

Check the induvial address via Google Maps. If it leads to a valid address, then check if it is for sale (Zillow or Realtosr.com are good options). If it is not for sale, then select the "No" option for "bot" and the "Yes" option for the "added?" questions. Then move to Step 11.

If the address is not valid or is for sale, then select the "No" option for the "added?" questions. Then select "Complete" in "Form Status" and move to the next record.

Step 11:

Copy the participants email address into an excel file.

Step 12:

Select "Complete" in "Form Status" and move to the next record.

Step 13:

Email the excel file to the REDCap Project Manager. **MAKE SURE THE EMAIL CONTAINS "*secure*" IN THE BEGINNING OF THE SUBJECT OF THE EMAIL (without the quotes " ").** <u>This will encrypt the email and is required when sending any data with patient information</u>. Without doing so, you risk possible data theft and identity loss due to hacking.