Checking **BEFORE** the participant comes into the lab for their final visit:

1. Open R Studio
2. Open File > p:/StudyData/RISK/Analysis/RISK/**mak\_FollowMee.R**
3. Select the text (only 2 lines) and run
4. A file explore window will pop up > p:/StudyData/RISK/RawData/ (SubID of participant)
5. Select the **GPSFollowRaw** file (ex: 195\_GPSFollowRaw)
6. R studio will open a list of pin points from the dates the participant was on study. Referencing their Visit Dates spreadsheet for start and end study dates, scroll through the dates and make note of any missing dates in the participants Data Log.
7. If there are no glaring issues, remove the app from the participant’s phone when they come into the lab. Delete the device from the ‘Account’ page on FollowMee website.

Checking **AFTER** the participant has been in the lab for their final visit:

1. Open R Studio
2. Open File > p:/StudyData/RISK/Analysis/RISK/**mak\_FollowMee.R**
3. Select the text (only 2 lines) and run
4. A file explore window will pop up > p:/StudyData/RISK/RawData/ (SubID of participant)
5. Select the **GPSFollowRaw** file (ex: 195\_GPSFollowRaw)
6. R studio will open a list of pin points from the dates the participant was on study. Referencing their Visit Dates spreadsheet for start and end study dates, scroll through the dates and make note of any missing dates in the participants Data Log.
7. If there are no glaring issues, email FollowMee Support team requesting removal of a device from our account. Provide the **Device Name** and **Device ID**.
8. Once FollowMee has confirmed the device has been stopped, remove the device from the account page and contact the participant to take FollowMee off of their phone.