# Functional Tasks Manual

## Installation:

1. Run FunctionalInstaller.msi
2. Using the Setup Wizard that opens, select desired installation folder and continue through the installation steps.
3. After Installation, right click the Functional Tasks shortcut and select Properties.
4. Select the Compatibility tab and check the "Run this program as an administrator" box under the Privilege Level subsection. You will need administrator rights on the computer to do this.
5. Apply changes and then click okay to exit the Functional Tasks Properties.

**The program will only run on user accounts with admin privileges.
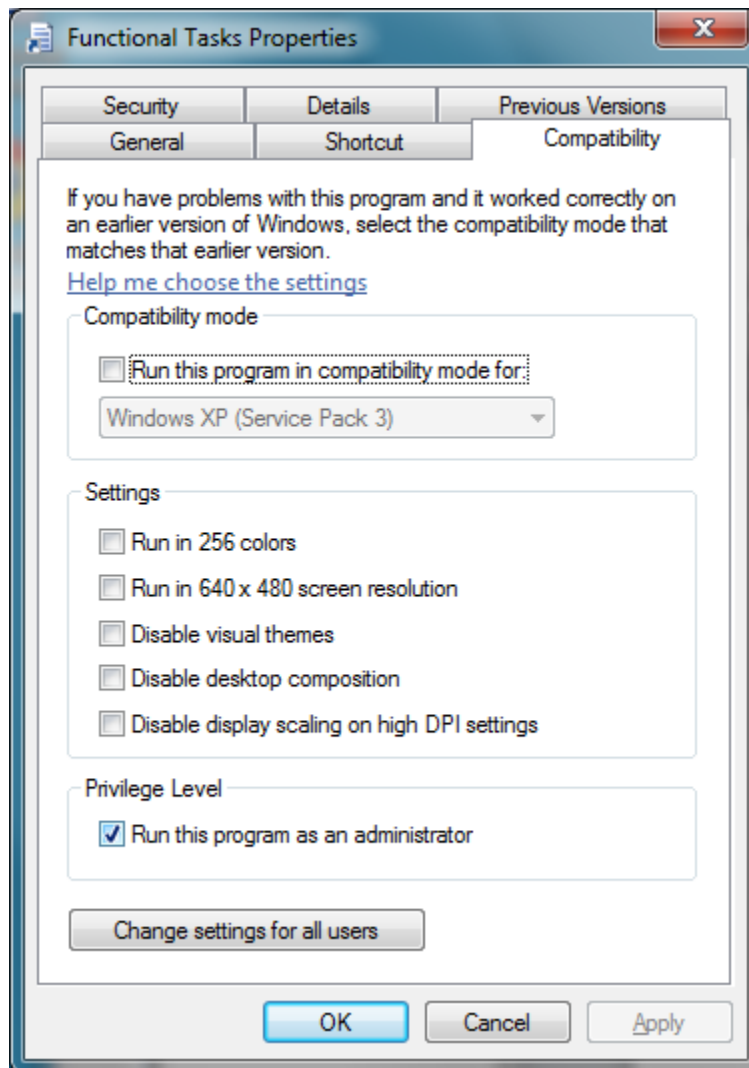
**Task Execution:**

1. Enter the required participant information under Execute Tasks: Participant ID, Age, Gender, and Time Point. Next click the "Save and Go to Tasks" button to enter the Task Selection Menu.



**CLOCS Task Sim**

# You are now ready to execute tasks for participant # Participant, time-point 1

| ATM |
| Prescription Refill |
| Forms |
| Reaction Time |

Back to Main Menu

# Data Export:

## Export All Data:

The "**Export All Data to CSV**" button will create a CSV file with every task data collected from every Participant. Task data has the following format:

1. TaskDataID is the unique number assigned to each task data set (internal key)
2. ParticipantID is the participant ID that was assigned to the Participant
3. Time is the time the task data collection was initiated
4. TaskName is the name of the task from where the data was collected
5. Event Type, EventSummary, and EventData vary depending on the task

After clicking the "**Export All Data to CSV**" button a window will pop up asking for a file name and the location the CSV file will be saved.
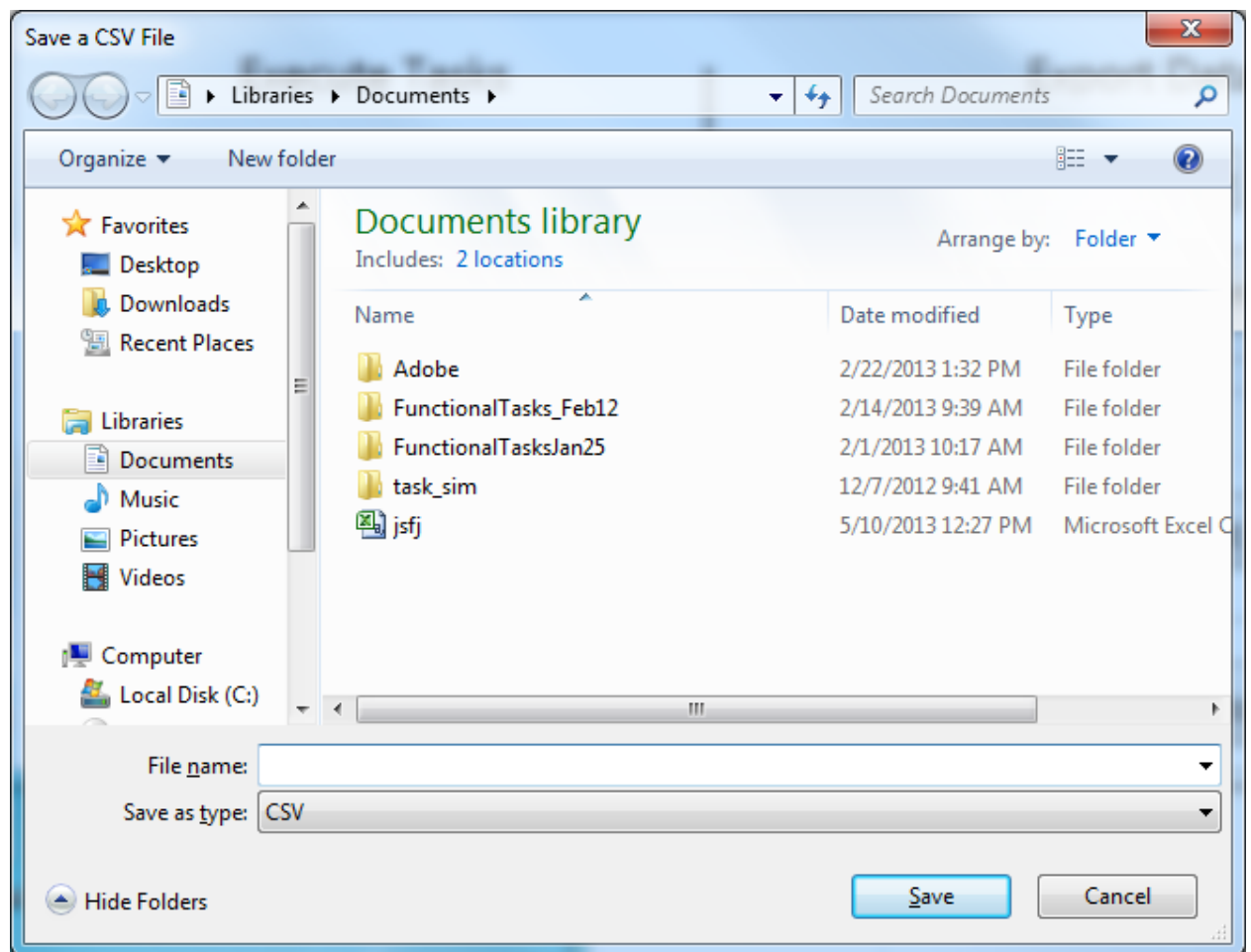
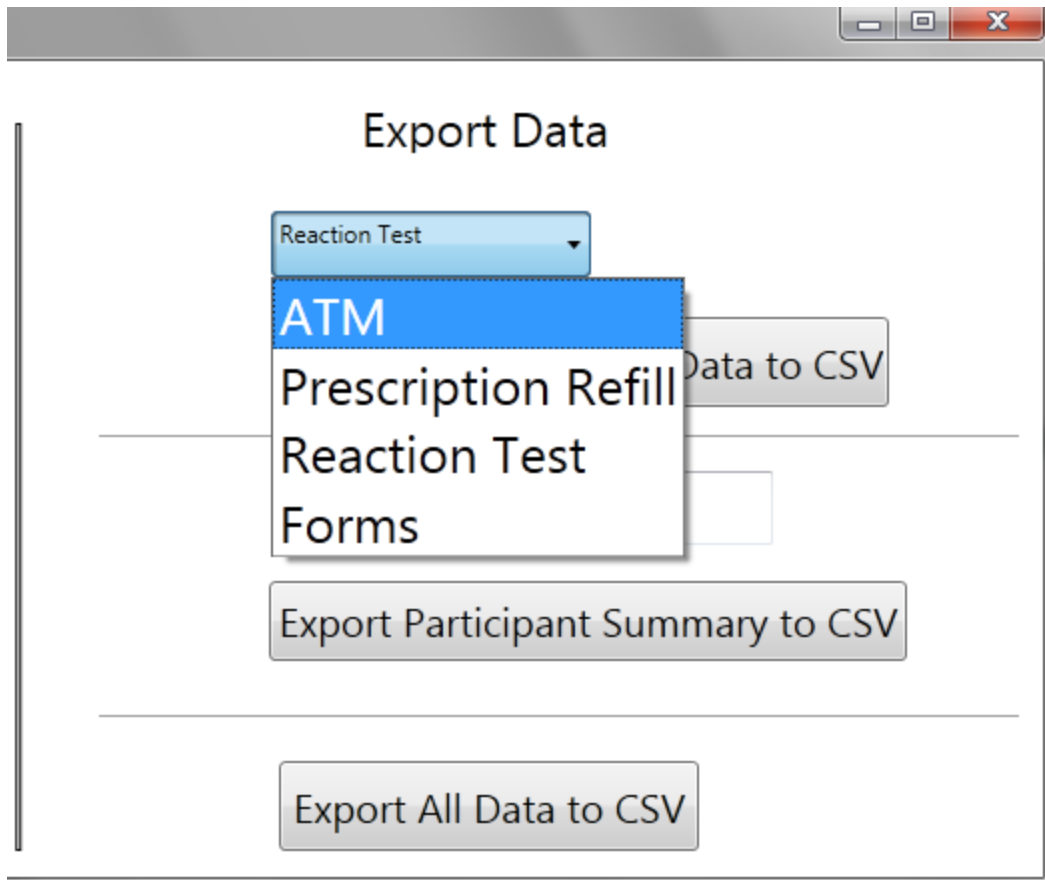| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | TaskDataID | ParticipantID | Time | TaskName | EventType | EventSummary | EventData |
| 2 | 1 | Participant | 5/10/2013 10:26:38 AM | ATM | TaskStart | | |
| 3 | 2 | Participant | 5/10/2013 10:26:42 AM | ATM | SubTaskStart | | 1 |
| 4 | 3 | Participant | 5/10/2013 10:26:42 AM | ATM | LanguageSelection | | English |
| 5 | 4 | Participant | 5/10/2013 10:26:45 AM | ATM | EnterClick | Correct | Pin |
| 6 | 5 | Participant | 5/10/2013 10:26:48 AM | ATM | AccountInfoButton | Correct | 1 |
| 7 | 6 | Participant | 5/10/2013 10:26:49 AM | ATM | SummaryAccountClick | Correct | 1 |
| 8 | 7 | Participant | 5/10/2013 10:26:55 AM | ATM | SubTaskCompleted | | 1 |
| 9 | 8 | Participant | 5/10/2013 10:26:56 AM | ATM | SubTaskStart | | 2 |
| 10 | 9 | Participant | 5/10/2013 10:26:57 AM | ATM | LanguageSelection | | English |
| 11 | 10 | Participant | 5/10/2013 10:26:59 AM | ATM | ClearClick | | Pin |
| 12 | 11 | Participant | 5/10/2013 10:27:01 AM | ATM | EnterClick | Correct | Pin |
| 13 | 12 | Participant | 5/10/2013 10:27:03 AM | ATM | TransferButtonClick | Correct | 2 |
| 14 | 13 | Participant | 5/10/2013 10:27:04 AM | ATM | TransferBetweenAccountsClick | Correct | 2 |
| 15 | 14 | Participant | 5/10/2013 10:27:07 AM | ATM | SavingToCheckingTransfer | Correct | 50 |
| 16 | 15 | Participant | 5/10/2013 10:27:13 AM | ATM | SubTaskCompleted | | 2 |
| 17 | 16 | Participant | 5/10/2013 10:27:14 AM | ATM | SubTaskStart | | 3 |
| 18 | 17 | Participant | 5/10/2013 10:27:15 AM | ATM | LanguageSelection | | English |
| 19 | 18 | Participant | 5/10/2013 10:27:18 AM | ATM | EnterClick | Correct | Pin |
| 20 | 19 | Participant | 5/10/2013 10:27:19 AM | ATM | CashButtonClick | Correct | 3 |
| 21 | 20 | Participant | 5/10/2013 10:27:24 AM | ATM | WithdrewCash | Correct | 100 |
| 22 | 21 | Participant | 5/10/2013 10:27:24 AM | ATM | SubTaskCompleted | | 3 |
| 23 | 22 | Participant | 5/10/2013 10:27:31 AM | ATM | TaskClosed | | 3 |
| 24 | 23 | Participant | 5/10/2013 10:28:12 AM | Prescription Refill | TaskStart | | |
| 25 | 24 | Participant | 5/10/2013 10:28:14 AM | Prescription Refill | CallHospital | | |
| 26 | 25 | Participant | 5/10/2013 10:28:17 AM | Prescription Refill | LanguageSelection | English | 2 |
| 27 | 26 | Participant | 5/10/2013 10:28:20 AM | Prescription Refill | RefillSelection | Correct | 1 |
| 28 | 27 | Participant | 5/10/2013 10:28:24 AM | Prescription Refill | RxNumberEntered | Correct | 44237908 |
| 29 | 28 | Participant | 5/10/2013 10:28:32 AM | Prescription Refill | PickUpDaySelection | Correct | Today |
| 30 | 29 | Participant | 5/10/2013 10:28:38 AM | Prescription Refill | PickUpTime | Valid | 1000 |
| 31 | 30 | Participant | 5/10/2013 10:28:40 AM | Prescription Refill | AMorPM | Valid | AM |
| 32 | 31 | Participant | 5/10/2013 10:28:48 AM | Prescription Refill | DuringPharmacyHours | Valid | 1000 |
| 33 | 32 | Participant | 5/10/2013 10:28:54 AM | Prescription Refill | RefillAnotherPrescription | Correct | |
| 34 | 33 | Participant | 5/10/2013 10:29:00 AM | Prescription Refill | RxNumberEntered | Correct | 25177789 |
| 35 | 34 | Participant | 5/10/2013 10:29:03 AM | Prescription Refill | PickUpDaySelection | Correct | Tomorrow |
| 36 | 35 | Participant | 5/10/2013 10:29:07 AM | Prescription Refill | PickUpTime | Valid | 1030 |
| 37 | 36 | Participant | 5/10/2013 10:29:10 AM | Prescription Refill | AMorPM | Valid | AM |
| 38 | 37 | Participant | 5/10/2013 10:29:17 AM | Prescription Refill | DuringPharmacyHours | Valid | |

The "Export Task Summary Data to CSV" and "Export Participant Summary Data to CSV" buttons creates a CSV file with **SUMMARY** data that varies depending on the task being summarized.

To summarize all instances of a single task, choose the desired task for summary from the drop box and click the "Export Task Summary Data to CSV" button.

**Export Data**

Reaction Test ▾

ATM
Prescription Refill    Data to CSV
Reaction Test
Forms

Export Participant Summary to CSV

Export All Data to CSV

**Export ATM Summary Data:**

For the **ATM** task: For each ATM task instance being summarized there will be 3 lines of summary data, one for each subtask, with the following format

1. ParticipantID is the participant ID that was assigned to the Participant
2. Start_Date is the date and time the task was started
3. SubTaskStartTime is the time the Participant began the subtask being summarized
4. Subtask is the number(1,2,3) of the subtask being summarized

5.  N_Correct is the number of correct actions the Participant took in the subtask
6.  N_Incorrect is the number of incorrect actions the Participant took in the subtask
7.  Time_Taken is the time the Participant took to complete the subtask

After clicking the "**Export Task Summary Data to CSV**" button a window will pop up asking for a file name and the location the CSV file will be saved.

If the Participant completed all subtasks successfully there will be 3, 4, and 3 corrects for subtasks 1, 2, and 3 respectively.

|   | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | ParticipantID | Start_Date | SubTaskStartTime | Subtask | N_Correct | N_Incorrect | Time_Taken |
| 2 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:26:42 AM | 1 | 3 | 0 | 00:00:13 |
| 3 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:26:56 AM | 2 | 4 | 0 | 00:00:17 |
| 4 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:27:14 AM | 3 | 3 | 0 | 00:00:10 |

**Export Prescription Refill Summary Data:**

For the **Prescription Refill** task:  For each Prescription Refill task instance there will be 1 line of summary data with the following format

1.  ParticipantID is the participant ID that was assigned to the Participant
2.  Start_Date is the date and time the task was started
3.  N_Correct is the number of correct actions the Participant took in the task
4.  N_Incorrect is the number of incorrect actions the Participant took in the task
5.  N_Valid is the number of valid choices the Participant took in the task
6.  N_Invalid is the number of invalid choices the Participant took in the task
7.  Time_Taken is the time the Participant took to complete the task

After clicking the "**Export Task Summary Data to CSV**" button a window will pop up asking for a file name and the location the CSV file will be saved.

If the Participant refills both prescriptions successfully there will be 6 corrects and 6 valids.

|   | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | ParticipantID | Start_Date | N_Correct | N_Incorrect | N_Valid | N_Invalid | Time_Taken |
| 2 | Participant | 5/10/2013 10:28:12 AM | 6 | 0 | 6 | 0 | 00:01:10 |

**Export Reaction Test Summary Data:**

For the **Reaction Test** task: For each Reaction Test task instance there will be 2 lines of summary data, one for all simple reaction data and one for all choice reaction data, with the following format

1. ParticipantID is the participant ID that was assigned to the Participant
2. Start_Date is the date and time the task was started
3. N_Correct is the number of correct choices the Participant took for the choice test
4. N_Incorrect is the number of incorrect choices the Participant took for the choice test
5. Mean is the mean of the choice or simple reaction times
6. Median is the median of the choice or simple reaction times
7. SD is the standard deviation of the choice or simple reaction times
8. Outliers is the number of reaction times that are more than 4 standard deviations away from the mean
9. adjCorrect is the N_correct – Outliers for the choice test
10. adjMean is the mean of the choice or simple reaction times excluding Outliers
11. adjMedian is the median of the choice or simple reaction times excluding Outliers
12. adjSD is the standard deviation of the choice or simple reaction times excluding Outliers

After clicking the "**Export Task Summary Data to CSV**" button a window will pop up asking for a file name and the location the CSV file will be saved.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ParticipantID | Start_Date | Test | N_Correct | N_Incorrect | Mean | Median | SD | Outliers | adjCorrect | adjMean | adjMedian | adjSD |
| 2 | Participant | 5/10/2013 10:30:23 AM | S | | | 441.2 | 313 | 355.5264208 | 0 | | 441.2 | 313 | 355.5264208 |
| 3 | Participant | 5/10/2013 10:30:23 AM | C | 40 | 0 | 529.025 | 398.5 | 341.2600698 | 0 | 40 | 529.025 | 398.5 | 341.2600698 |

For the **Forms** task: The forms task summary format is the same as the task data format but excludes all task data that are not from Forms task data

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | TaskDataID | ParticipantID | Time | TaskName | EventType | EventSummary | EventData |
| 2 | 39 | Participant | 5/10/2013 10:29:25 AM | Forms | TaskStart | | |
| 3 | 40 | Participant | 5/10/2013 10:30:18 AM | Forms | formLanguage | | 1 |
| 4 | 41 | Participant | 5/10/2013 10:30:18 AM | Forms | age | | 100 |
| 5 | 42 | Participant | 5/10/2013 10:30:18 AM | Forms | gender | | 1 |
| 6 | 43 | Participant | 5/10/2013 10:30:18 AM | Forms | race | | 1 |
| 7 | 44 | Participant | 5/10/2013 10:30:18 AM | Forms | latino | | 0 |
| 8 | 45 | Participant | 5/10/2013 10:30:18 AM | Forms | education | | 5 |
| 9 | 46 | Participant | 5/10/2013 10:30:18 AM | Forms | educationDuration | | 4 |
| 10 | 47 | Participant | 5/10/2013 10:30:18 AM | Forms | primaryLanguage | | 1 |
| 11 | 48 | Participant | 5/10/2013 10:30:18 AM | Forms | employmentStatus | | 1 |
| 12 | 49 | Participant | 5/10/2013 10:30:18 AM | Forms | unemploymentDuration | | -1 |
| 13 | 50 | Participant | 5/10/2013 10:30:18 AM | Forms | everWorked | | -1 |
| 14 | 51 | Participant | 5/10/2013 10:30:18 AM | Forms | livingStatus | | 5 |
| 15 | 52 | Participant | 5/10/2013 10:30:18 AM | Forms | livingStatusOther | | |
| 16 | 53 | Participant | 5/10/2013 10:30:18 AM | Forms | otherRace | | |
| 17 | 54 | Participant | 5/10/2013 10:30:18 AM | Forms | primaryLanguageOther | | |
| 18 | 55 | Participant | 5/10/2013 10:30:18 AM | Forms | currentJob | | work |
| 19 | 56 | Participant | 5/10/2013 10:30:18 AM | Forms | TaskClosed | | |

**Export Participant Summary Data:**

To summarize all task instances of a single Participant, enter the Participant ID and click the "Export Participant Summary to CSV" button.

# Export Data

Export Task Summary Data to CSV

Participant ID: Participant

Export Participant Summary to CSV

Export All Data to CSV

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Summary for Participant | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | ATM Summary | | | | | | |
| 5 | ParticipantID | Start_Date | SubTaskStartTime | Subtask | N_Correct | N_Incorrect | Time_Taken |
| 6 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:26:42 AM | 1 | 3 | 0 | 00:00:13 |
| 7 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:26:56 AM | 2 | 4 | 0 | 00:00:17 |
| 8 | Participant | 5/10/2013 10:26:38 AM | 5/10/2013 10:27:14 AM | 3 | 3 | 0 | 00:00:10 |
| 9 | Forms Summary | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | TaskDataID | ParticipantID | Time | TaskName | EventType | EventSummary | EventData |
| 14 | 39 | Participant | 5/10/2013 10:29:25 AM | Forms | TaskStart | | |
| 15 | 40 | Participant | 5/10/2013 10:30:18 AM | Forms | formLanguage | | 1 |
| 16 | 41 | Participant | 5/10/2013 10:30:18 AM | Forms | age | | 100 |
| 17 | 42 | Participant | 5/10/2013 10:30:18 AM | Forms | gender | | 1 |
| 18 | 43 | Participant | 5/10/2013 10:30:18 AM | Forms | race | | 1 |
| 19 | 44 | Participant | 5/10/2013 10:30:18 AM | Forms | latino | | 0 |
| 20 | 45 | Participant | 5/10/2013 10:30:18 AM | Forms | education | | 5 |
| 21 | 46 | Participant | 5/10/2013 10:30:18 AM | Forms | educationDuration | | 4 |
| 22 | 47 | Participant | 5/10/2013 10:30:18 AM | Forms | primaryLanguage | | 1 |
| 23 | 48 | Participant | 5/10/2013 10:30:18 AM | Forms | employmentStatus | | 1 |
| 24 | 49 | Participant | 5/10/2013 10:30:18 AM | Forms | unemploymentDuration | | -1 |
| 25 | 50 | Participant | 5/10/2013 10:30:18 AM | Forms | everWorked | | -1 |
| 26 | 51 | Participant | 5/10/2013 10:30:18 AM | Forms | livingStatus | | 5 |
| 27 | 52 | Participant | 5/10/2013 10:30:18 AM | Forms | livingStatusOther | | |
| 28 | 53 | Participant | 5/10/2013 10:30:18 AM | Forms | otherRace | | |
| 29 | 54 | Participant | 5/10/2013 10:30:18 AM | Forms | primaryLanguageOther | | |
| 30 | 55 | Participant | 5/10/2013 10:30:18 AM | Forms | currentJob | | work |
| 31 | 56 | Participant | 5/10/2013 10:30:18 AM | Forms | TaskClosed | | |
| 32 | Prescription Summary | | | | | | |
| 33 | | | | | | | |
| 34 | | | | | | | |
| 35 | | | | | | | |
| 36 | ParticipantID | Start_Date | N_Correct | N_Incorrect | N_Valid | N_Invalid | Time_Taken |
| 37 | Participant | 5/10/2013 10:28:12 AM | 6 | 0 | 6 | 0 | 00:01:10 |