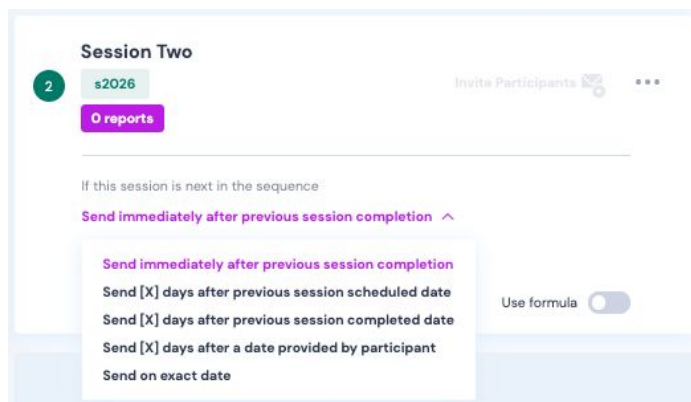


Session Scheduling

Scheduling Intervention Sessions

CIAS allows you to schedule when each session in your intervention is sent to participants. There are **five options** for sending sessions. Additionally, formulas can be used to further customize the scheduling of sessions.

These settings must be selected before an intervention is published, and are session specific, meaning each session of an intervention can have a different setting. They can be found on the overview page for each intervention, to the left of the access tile.



Send immediately after previous session completion

This session will send via an email invitation to participants immediately following the completion of the previous session.

Send [X] days after previous session scheduled date

X **full** days will pass between the time the previously scheduled session was sent and the time the new session is sent. This session will send at 8am on its scheduled day.

date session sends = X+1+date previous session was sent

Send [X] days after previous session completed date

X days (may include a partial day) will pass between the time the previous session was completed and the time the current session is sent. The session will send at the same exact time of day as the previous session was completed by the participant.

date session sends = X+date previous session was sent

Send [X] days after a date provided by a participant

This session will send on a date indicated by each participant in a previous session via a date screen. An additional drop down menu will appear to select the appropriate date variable.

Send on exact date

This session will send on a date indicated by the research team.