



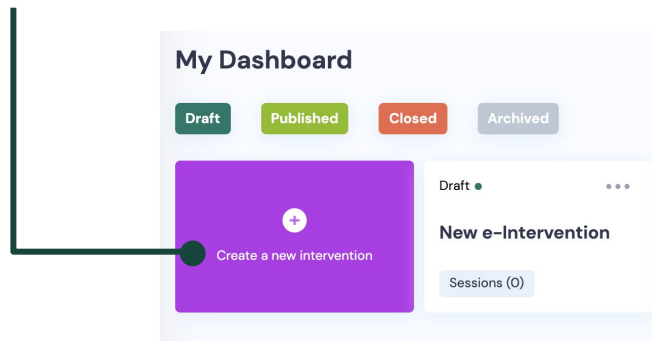
Getting Started Guide

Welcome to CIAS!

Now that your CIAS account is up and running, you can start to explore the interface. When you log in, you will be directed to the **dashboard** – this is where all of your interventions will be stored. Let's start by creating a new intervention!

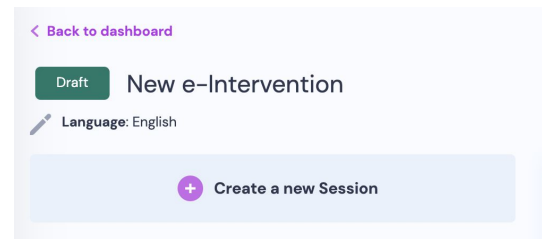
Creating an Intervention

Select the **create a new intervention** button from the dashboard.



This will take you to a new screen where you will define sessions, access data, and manage participant access settings. Here you should rename the intervention by clicking “New e-Intervention” and typing your intervention name.

NOTE: Participants will see the intervention name



This intervention can now be found on your dashboard

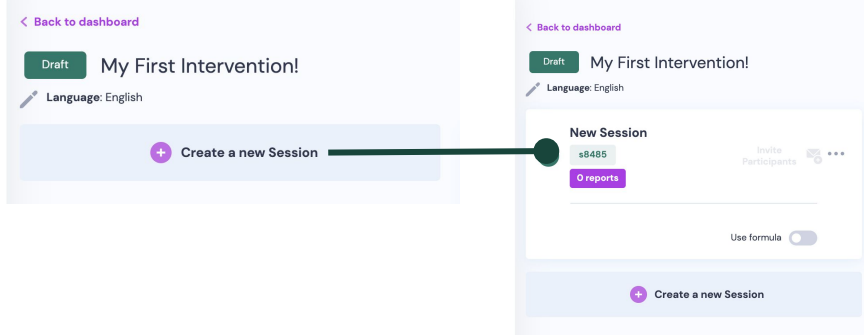
Structuring an intervention

Interventions are made up of **sessions, groups** and **screens**. You can use these components to organize your content in the way that makes the most sense for you and your participants.

- **Session:** the highest level of content separation happens at the session level. Consider what content you would want a participant to complete in a single sitting* – this should make up a session. Sessions can be scheduled out and participants will receive email notifications when a new session is available.
***NOTE:** participants don't **have to** complete sessions in a single sitting
- **Group:** groups can be used to provide an internal structure to a session – these will not be visible to participants but can help to organize screens. You may want to use groups to separate individual assessments or sections.
- **Screen:** screens are the basic unit of CIAS Interventions. Each screen presents a question or information to participants – see the **screens guide** for more detail.

Creating a Session

Clicking **Create a new Session** will generate a new session tile. You can create as many sessions as you need. The 3 dots on the tile allow you to copy, delete & share sessions.

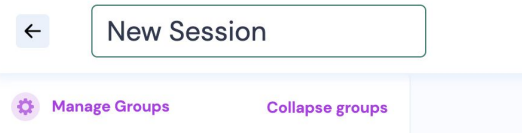


You can use branching and scheduling to determine which sessions a participant will receive and when. See the session scheduling guide for more detail.

Click the session tile to enter into the **screen creation view** – this is where you will create the content for each session.

Click on “New Session” in the upper left hand corner to rename the session.

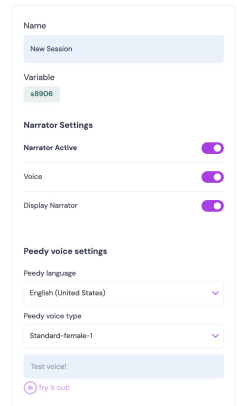
NOTE: the session name will also be visible to participants.



Session Settings

Click **General Settings** in the top menu bar to adjust the session settings. Here you can:

- Rename the session
- Change the session variable (which is used for branching between sessions)
- Toggle the narrator on/off for the session – including individually setting the the voice or image/display.
- Set the language and voice to be used for the narrator in the session



Creating a Screen

Select **Add new screen** to see the list of available screen types (see the screens guide for a comprehensive list of screens). Simply select the type of screen you would like to create and it will appear in the left hand menu.

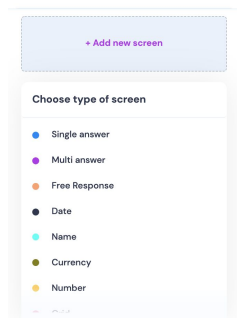
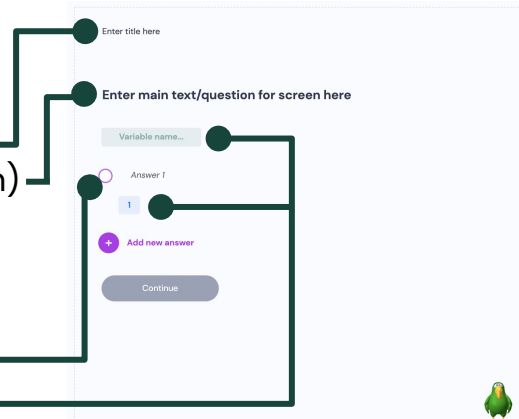
Screens will present questions and/or information to participants.

Each screen can include:

- Title
- Main text (question or information)
- Image
- Video

Question screens include:

- Answer options
- Variable name and values



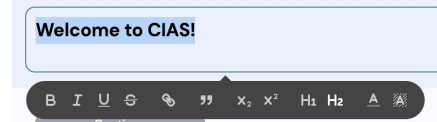
NOTE: Screen components can be toggled on and off for each screen in the settings menu on the right side of the screen creation view



More About Screens

You can create as many screens as you would like. Some things to remember:

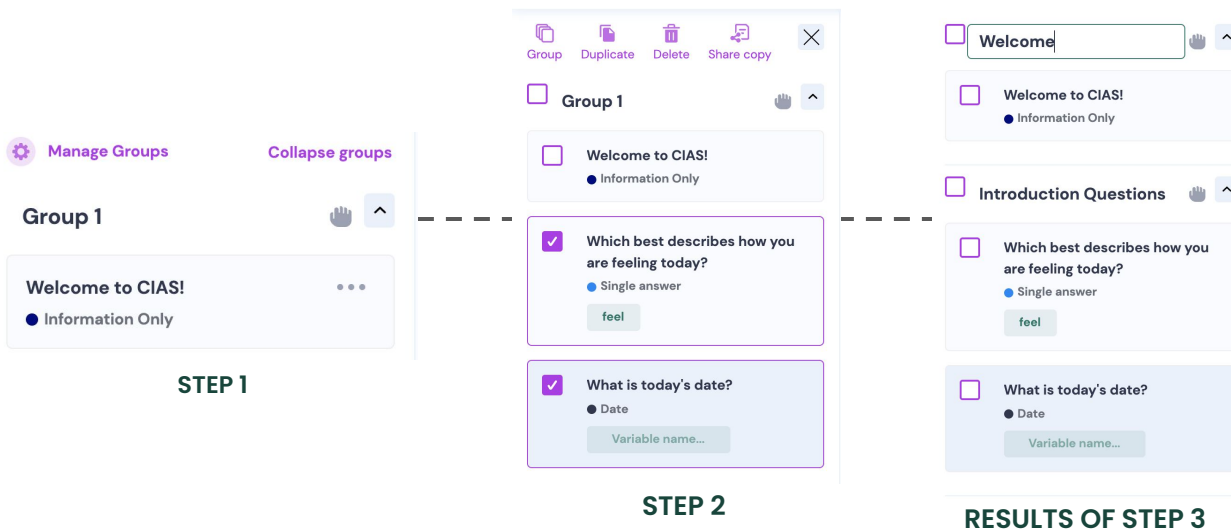
- Screens will be shown one-by-one to participants who will proceed through each screen using the **continue button**.
- Clicking on any of the text will bring up a quick edit bar that enables you to adjust font color, size and style as well as embed links
- Screens can be easily reordered in the left hand menu by dragging and dropping them into the desired order
- If the narrator voice is toggled on, any of the main text will be verbalized to participants (but not the title or answer options). Additional speech can be added for the narrator in the narrator panel in the right hand menu. See the **narrator guide** for more detail.
- You are able to implement skip logic and branching to define which screens a participant should see based on their answers – see the **branching guide** for a comprehensive tutorial



Creating Groups

Once you have a number of screens, you can arrange them into groups!

Simply 1) select **manage groups**, 2) mark the checkboxes for the screens you would like to put in a new group, and 3) press **Group**.



This action will create a new group with the selected screens. You are able to:

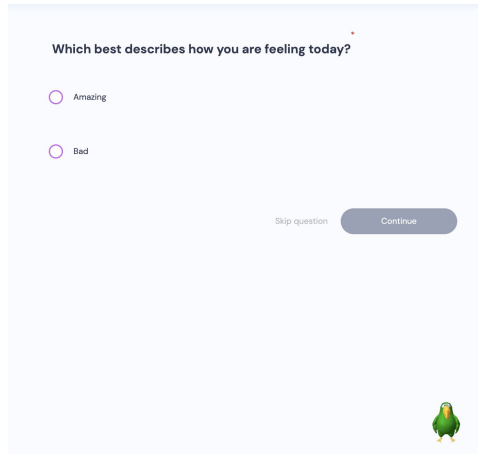
- rename a group by clicking on Group #
- use the hand icon to reorder groups by dragging and dropping
- use the arrow icon to collapse or show the screens in a group.

Previewing Your Content

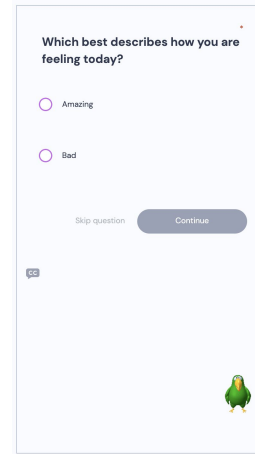
As you are creating your screens, you are able to preview your intervention at any time with the **Open Preview** button.

Here, you can toggle between desktop view (computer icon) and mobile view (phone icon). These views estimate what a participant will see based on the device they may use. You can test your branching logic, the narrator movements, and see the overall flow that a participant will experience. Simply close out of the preview tab in your browser to return back to editing your content.

 Open Preview




DESKTOP PREVIEW



MOBILE PREVIEW

Additional Features

Here are some other cool CIAS features that you should know about!

- **Auto Saving** – the system automatically saves any changes you make to your intervention! Each time you click out of a text box, your updates will be saved.
- **Command Z / CTRL Z Undo** – If you need to undo something, try using the keyboard shortcut of [command + Z] or [control + Z] this will work for most things in the system!
- **Inactivity Logout** – To keep everything HIPAA compliant and make sure your data is safe, you will be automatically logged out of the system if you are inactive for 15 minutes.
- **Accessibility** – we have an accessibility hub that you can use to make adjustments throughout the interface – just click the little blue icon in the corner and you can adjust text size, color contrast and a lot more!  NOTE: these changes will be applied to your individual interface and will not extend to your participants' views
- **Reporting Bugs and Issues** – If you ever run into problems or have a new idea, you can reach out to us via this form on your dashboard. Our user experience team monitors this form regularly and will follow up with all submissions.

