

SOP - 20 USING TARG TEST COMPUTERS

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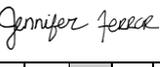
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Definitions/Abbreviations	
BOS	Bristol Online Survey
PI	Principal Investigator

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SOP	Standard Operating Procedure
TARG	Tobacco and Alcohol Research Group

1. PURPOSE:

- To provide step-by-step instruction for running test sessions and backing up data on TARG test computers.

2. PERSONNEL REQUIRED AND LEVEL OF EXPERTISE:

- Investigator and research team
- Training required

3. MATERIALS AND EQUIPMENT REQUIRED:

- TARG test computer
- Password from Research Group Administrator

4. PROCEDURE:

4.1. Background

TARG test computers are password-protected and run Windows 10 64 bit. They are currently networked with restricted Internet access and connect to the secure TARG Z drive. They all run e-Prime Professional version 2.0.10.353, Matlab R2018a (including psychtoolbox package), and AGE reader SU. To update any software on these machines, contact the TARG Administrator (targ-admin@bristol.ac.uk).

4.2. Using e-Prime: preparation for test sessions, running test sessions and backing up data

- Log on to the test machine using your UoB credentials.
- Transfer your task files to the C drive "e-Prime-task" folder. There is a shortcut to this on the desktop.
- Create a new folder for your task, using appropriate naming conventions, specifying the year and month testing commenced, your UoB username and the name of your task/study. For example: *2014.10_cecth_stroop*
- All screens are 19" using a 1280 x 1024 resolution. Adjust your e-Prime file for compatibility with this screen size.
- To start testing use run file within your C drive folder and **NOT** the e-run shortcut facility.
- All monitors are height adjustable so can be moved to ensure participant comfort.
- Individual e-Prime data files will automatically save to the C drive folder for your task.
- After every test session (or at the end of a series of tests over a single day) you are responsible for backing up your e-Prime data files to the secure TARG Z drive
- Machines must be logged off (ready to login) at the end of a test session so that updates can take place at scheduled maintenance time.

4.3 Using Matlab: preparation for test sessions, running test sessions and backing up data

- Log on to the test machine using your UoB credentials.
- Open Matlab and select the "current folder". Navigate to your study folder on the secure TARG Z drive, and select the folder that contains your Matlab task.
- Run Matlab task.
- All screens are 19" using a 1280 x 1024 resolution. Adjust your Matlab task for compatibility with this screen size.

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- All monitors are height adjustable so can be moved to ensure participant comfort.
- Matlab data files will automatically save to the “current folder”.
- After every test session (or at the end of a series of tests over a single day) you are responsible for checking that your Matlab data files are saved correctly to the secure TARG Z drive.
- Machines must be logged off (ready to login) at the end of a test session so that updates can take place at scheduled maintenance time.

4.4. Using Online Surveys (formerly Bristol Online Survey “BOS”): preparation for test sessions, running test sessions and backing up data

- Contact psych-school@bristol.ac.uk to set up an account.
- Log in at <https://admin.onlinesurveys.ac.uk> and set up your questionnaire.
- During a test session use the URL for your survey for participants to complete the relevant questionnaire.
- After every test session (or at the end of a series of tests over a single day) you are responsible for backing up your BOS questionnaire data files to the secure TARG Z drive.

4.5 Using AGE Reader SU: preparation for test sessions, running test sessions and backing up data

- Plug in the AGE reader to the wall using the power cord and to the computer using the USB cable.
- Turn on the AGE reader and wait for the “power” light to illuminate.
- Run the AGE reader programme and wait for the “OK” light to illuminate.
- After measurements are complete, export the results and save the file to the secure TARG Z drive.

4.6. Study closure

- At the close of research studies, ensure that all data files have been stored to the secure TARG Z drive. It is the responsibility of individual researchers to ensure that their task files are deleted from the test computer and recycle bin within a timely fashion.

5. TROUBLE SHOOTING:

Problem	Solution
Technical issues:	<p>Any problems with the computers please highlight to the TARG administrator in the first instance.</p> <p>Will Gawned TARG administrator (0117) 33 17496 internal 17495 targ-admin@bristol.ac.uk</p> <p>If unavailable, please contact: University IT Service Desk (0117) 42 82100 internal 82100</p>
Bristol Online Survey (BOS)	<p>To register:</p> <p>Ian Harrison School Receptionist (0117) 92 88450 internal 88450 ian.harrison@bristol.ac.uk</p> <p>Megan Hurse School Receptionist Tel +44 (0)117 9288450 Internal 88450</p>

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	Megan.Hurse@bristol.ac.uk
Any other problems:	TARG Laboratory phone: 07957 334265 Angela Attwood (0117) 331 7450 internal 17450 Angela.Attwood@bristol.ac.uk Marcus Munafò (0117) 954 6841 internal 46841 Marcus.Munafò@bristol.ac.uk