

An EyeContact Example II

Creating a project and send out an online screener

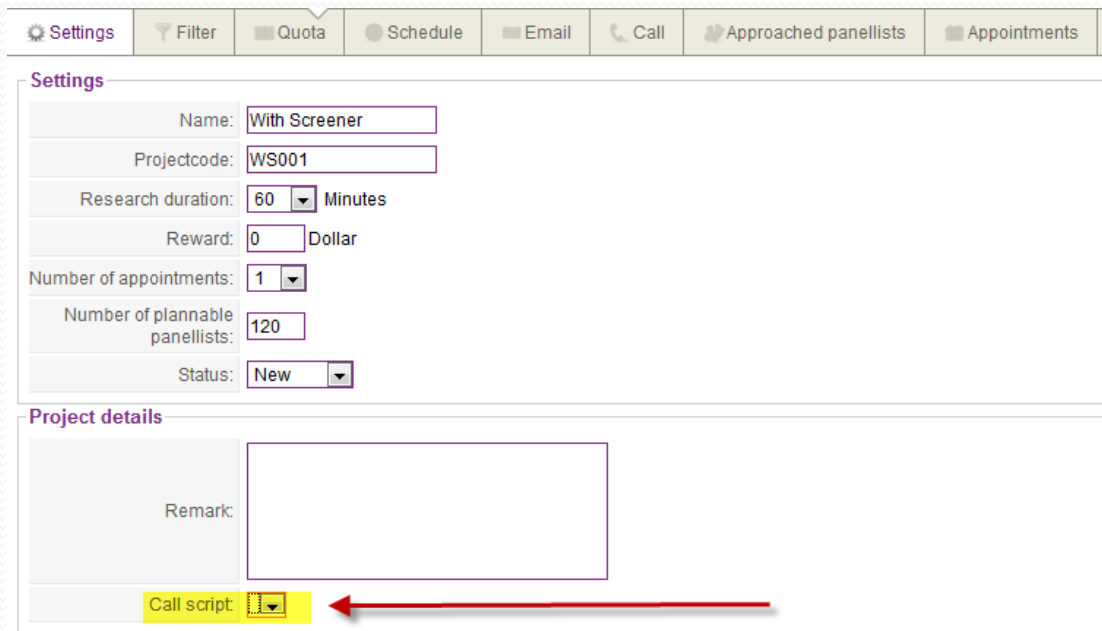
1. Access EyeContact

- Open your Internet Explorer
- Surf to your *EyeContact* URL
- Login with the credentials you received



The screenshot shows the EyeContact login interface. At the top, there is a purple header with the EyeContact logo and the text "panel management". Below the header, the text "Welcome to EyeContact" is displayed in orange. Underneath, there is a prompt "Please fill in your username and password". The login form consists of two input fields: "Username" and "Password", each with a small purple icon to its right. A "Login" button is positioned below the password field. At the bottom right of the page, there is a small copyright notice: "©Logic8 BV 2001-2010".

2. Create a new Project



The screenshot shows a web interface for creating a new project. At the top, there is a navigation bar with tabs: Settings (selected), Filter, Quota, Schedule, Email, Call, Approached panellists, and Appointments. Below the navigation bar, the 'Settings' section contains the following fields:

Name:	With Screener
Projectcode:	WS001
Research duration:	60 Minutes
Reward:	0 Dollar
Number of appointments:	1
Number of plannable panellists:	120
Status:	New

Below the settings section is the 'Project details' section, which includes a 'Remark' text area and a 'Call script' dropdown menu. A red arrow points to the 'Call script' dropdown, which is currently empty.

- Notice the settings field *Call Script*, it is empty
- Before continuing, you need to create a *Screener* (questionnaire) in *EyeQuestion*

3. Create *EyeQuestion* screener (1)

- This training does not focus on creating questionnaires in *EyeQuestion* (EQ)
- To create a *screener* in EQ do the following:
 1. Create a questionnaire (project)
 2. Make sure your questionnaire ends on a *Belscript* question type set to *true* or *false* (see next page)
 3. Deploy (activate) project

3. Create *EyeQuestion* screener (2)

- Your questionnaire should end in TRUE when the panellist is selected to participate

The screenshot displays the configuration for a screener question. The question text is "Your are invited to participate!". The "Type Belscript" section shows the "Category" set to "true". A red arrow points from this "true" value to the "Screens" list on the right, where "3.YES(Q2)" is highlighted, indicating that the condition is met for this screen.

- This screen has a condition. When this condition is False the questionnaire proceeds to the NO screen (next page)

3. Create *EyeQuestion* screener (3)

- Your questionnaire should end in FALSE when the panellist is screened out

The screenshot displays a software interface for configuring a questionnaire question. The main panel is titled "Question (1/1)" and contains a "Text" field with the content "Thank you for your time." and a "Type Belscript" section with a "Category" dropdown set to "false". A red arrow points from the "4.NO(Q3)" entry in the "Screens" sidebar to the "false" category.

Question (1/1)	Type
NO	Select Type

Text

Thank you for your time.

Type Belscript

Category: false

Screens

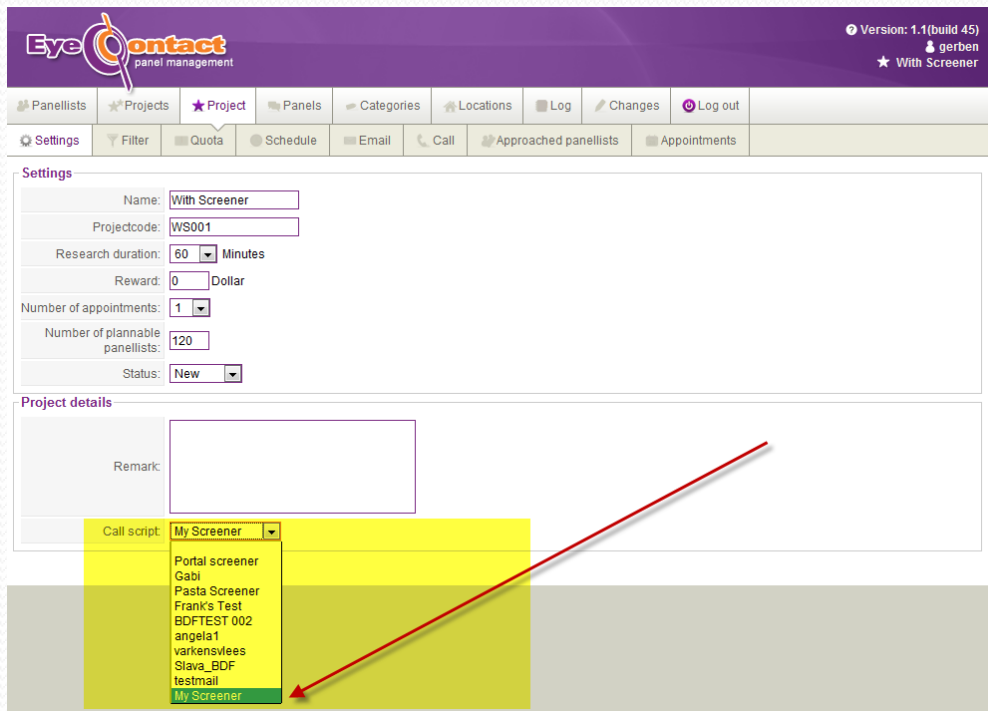
- 1.intro()
- 2.drink(Q1)
- 3.YES(Q2)
- 4.NO(Q3)

Questions

- 1.NO(Q3)

4. Set screener in *EyeContact*

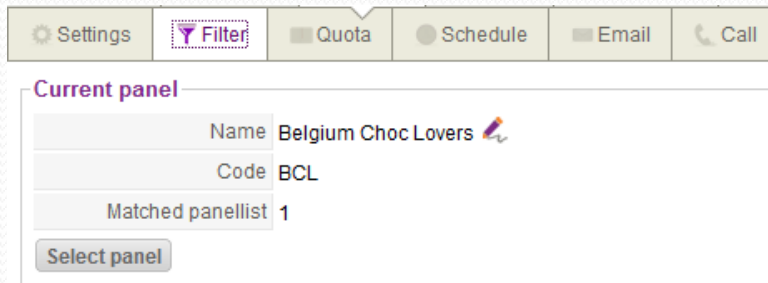
- Return to your *EyeContact* project
- Now you can set your screener as *Call Script*



The screenshot displays the EyeContact panel management interface. The top navigation bar includes the EyeContact logo, version information (1.1/build 45), and user details (gerben, With Screener). The main menu contains options like Panellists, Projects, Project, Panels, Categories, Locations, Log, Changes, and Log out. The 'Settings' section is active, showing fields for Name (With Screener), Projectcode (WS001), Research duration (60 Minutes), Reward (0 Dollar), Number of appointments (1), Number of plannable panellists (120), and Status (New). The 'Project details' section has a Remark field. The 'Call script' dropdown menu is open, showing a list of screeners: My Screener, Portal screener Gabi, Pasta Screener Frank's Test, BDFTEST 002, angela1, varkensvlees, Slava_BDF, testmail, and My Screener. A red arrow points to the 'My Screener' option at the bottom of the list.

5. Configure your project

- Set a panel in the *Filter* tab

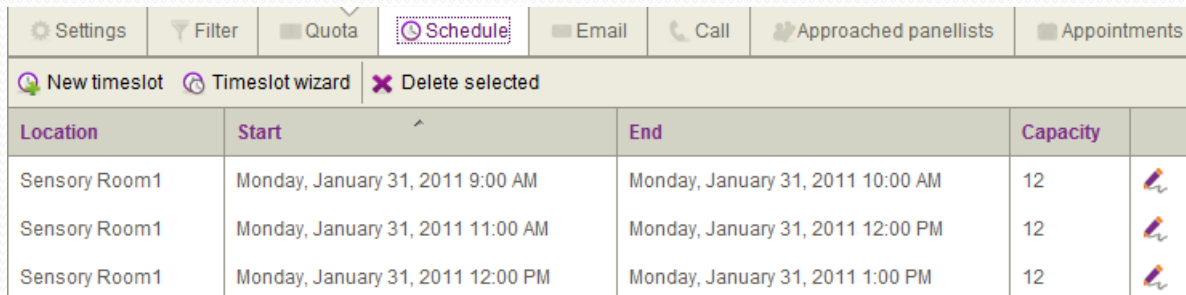


The screenshot shows the 'Filter' tab selected in a navigation bar. Below the navigation bar, the 'Current panel' section is visible. It contains the following information:




- Name: Belgium Choc Lovers
- Code: BCL
- Matched panellist: 1

A 'Select panel' button is located at the bottom of the 'Current panel' section.

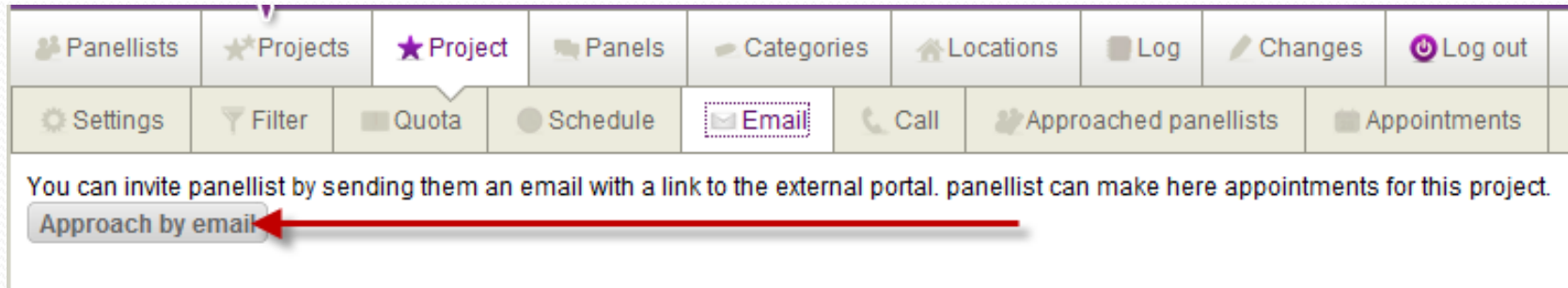
- Create your test schedule



The screenshot shows the 'Schedule' tab selected in a navigation bar. Below the navigation bar, there are three buttons: 'New timeslot', 'Timeslot wizard', and 'Delete selected'. Below these buttons is a table with the following data:

Location	Start	End	Capacity	
Sensory Room1	Monday, January 31, 2011 9:00 AM	Monday, January 31, 2011 10:00 AM	12	
Sensory Room1	Monday, January 31, 2011 11:00 AM	Monday, January 31, 2011 12:00 PM	12	
Sensory Room1	Monday, January 31, 2011 12:00 PM	Monday, January 31, 2011 1:00 PM	12	

6. Invite your panel (1)



The screenshot shows a software interface with a navigation menu. The menu is organized into two rows of buttons. The first row contains: 'Panellists', 'Projects', 'Project' (highlighted with a purple star), 'Panels', 'Categories', 'Locations', 'Log', 'Changes', and 'Log out'. The second row contains: 'Settings', 'Filter', 'Quota', 'Schedule', 'Email' (highlighted with a red dashed border), 'Call', 'Approached panellists', and 'Appointments'. Below the menu, there is a text box containing the text: 'You can invite panellist by sending them an email with a link to the external portal. panellist can make here appointments for this project.' Below the text box, there is a button labeled 'Approach by email' with a red arrow pointing to it from the right.

You can invite panellist by sending them an email with a link to the external portal. panellist can make here appointments for this project.

Approach by email

6. Invite your panel (2)

- Set an e-mail message
- Set a portal message and Save this message
- Click *Send*

Email

Approach by email: all

Subject:

Email Template:

Dear \${panelist.firstName} \${panelist.lastName},

We have a test in our Test Facility.

If you want participate then please fill in the following screener to see if you are suitable

[\\${status.portalLink}](#)

With kind regards,

Test Team

Portal settings

Confirm appointment by email:

Template for portal:

Welcome \${panelist.firstName} \${panelist.middleinitial} \${panelist.lastName} on this portal.

We are looking for several persons who like to do some test with one of our products.

Take a look at the time schedule below and maybe you are available at one of the dates.

[If you confirm an appointment you get an email with the confirmation](#)

With kind regard,

Logic8

6. Invite your panel (3)

- Confirm your action and see the result

Email

Approach by email: all

Subject:


Email Template:

Dear `!{panelist.firstName} !{panelist.lastName}`,
We have a test in our Test Facility.
If you want participate then please fill in
suitable
`!{status.portalLink}`
With kind regards,
Test Team


Previously sent emails

User	Subject	Date
gerben	My Invitation	Jan 7, 2011 11:47:00 AM

Email sent

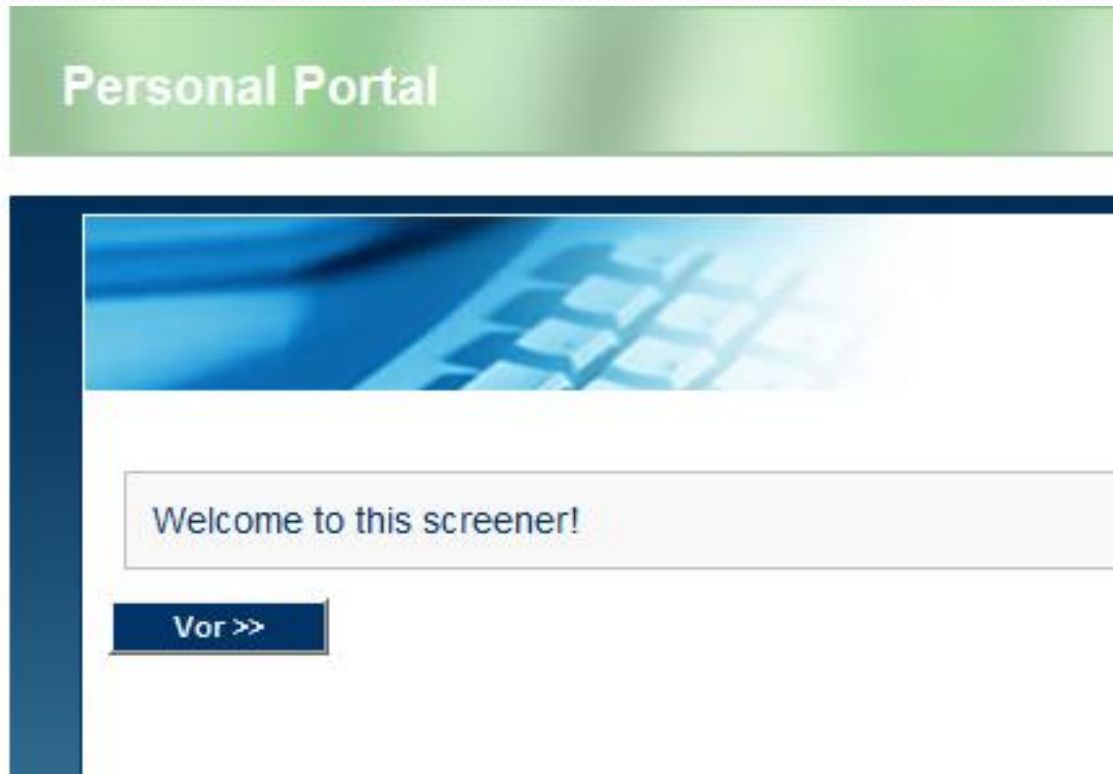
 Email sent for project: With Screener



	Logic8	My Invitation	vr 7-1-2011 11:58 7 kB
Dear Gilbert Martens, We have a test in our Test Facility. If you want participate then please fill in the following screener to see if you are suitable			

7. Panellist's perspective

- Panellists who click the link will start the screener



8. Successful Screening

- Panellists who end up in the YES/TRUE screen of the questionnaire will be invited to schedule a visit

Personal Portal

Welcome Gilbert Martens on this portal.

We are looking for several persons who like to do some test with one of our products. Take a look at the time schedule below and maybe you are available at one of the dates.

[If you confirm an appointment you get an email with the confirmation](#)

With kind regard,




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Monday, January 31, 2011

- 2:00 PM - 3:00 PM
- 1:00 PM - 2:00 PM
- 12:00 PM - 1:00 PM
- 11:00 AM - 12:00 PM
- 9:00 AM - 10:00 AM
- 3:00 PM - 4:00 PM
- 4:00 PM - 5:00 PM

9. Successful Planning

- Panellists who planned a visit after a successful screening are visible in *Approached panellists*

Settings						Filter		Quota		Schedule		Email		Call		Approached panellists		Appointments	
Select all		Deselect all		✖ Delete selected															
Name		Status		Screener status				Callback after											
	Gilbert Martens		Planned		Screener passed positive														

Congratulations!

- You created a project with a screener and invited a panel to participate.

