

# Experiment and Subject Management System

## User Manual

Interdisciplinary Experimental Laboratory

Indiana University

The Experiment and Subject Management System automates the administrative procedures for conducting research experiments. It is developed as a web-based application using Microsoft ASP.NET at the front end and SQL Server database at the back-end.

Each authorized person is given a user ID and password to access this system. Experimenters should contact Lab Programmer Yajing Wang (yajwang@indiana.edu) to be assigned a user ID and password. Such request can be made in person or through email. After authorization, experimenters can access this system through the following URL:

**<http://www.polsci.indiana.edu/IEL/signup/index.aspx>**

Experimenters can register new experiments by clicking--Register New Experiment and Sessions link.

### Register New Experiment and Sessions

This page allows the experimenters to register new experiments and sessions.

Begin by filling out the experiment details and then press register button. After you have registered the details of the experiment, you will be given the options to add sessions for the experiment that you have just registered.

Experimenters are also given the opportunity to additional sessions to existing experiment at a later time by clicking--Add Sessions to Existing Experiment link.

### Add Sessions to Existing Experiment

This page allows the experimenter to add additional sessions to existing experiments.

After experimenters registered new experiments and sessions. They can search and select subjects that suit their needs and invite them to a particular experiment/session by clicking--Search and Select Subjects link.

### Search and Select Subjects

This page allows experimenters to retrieve experiment information by searching user name, experiment name, experimenter and date of the experiment/session and send invitation emails to selected subjects.

### Send Email Reminder

This page allows experimenter to send reminder emails to registered subjects. Select the experiment and session for which you want to send reminder emails. After your selection, you will be given the option to compose, edit and send reminder emails.

At anytime, experimenters can check the experiment/session signup situation by clicking--View Current Signup.

### View Current Signup

This page provides a list of the current experiment and sessions registered, listing names of experiments and sessions, maximum capacity of an experiment and a list of subjects who have registered for the experiment.

At anytime, experimenters can edit the email note that contains generic information of a particular experiment which is enclosed in the email invitation by clicking--Edit Email Note of Existing Experiments.

### Edit Email Note of Existing Experiments

This page allows experimenters to edit existing email notes that have been setup for an experiment. This email note contains the basic information regarding the details of a particular experiment. After selecting an experiment, they will be given the option to revise/edit the text of the message to be sent to participants.

### Recruit Subjects

This module automates the recruiting procedures. On the initial page, experimenters can select subjects from the database based on criteria provided. Once the subjects have been selected, a compose email button will appear that allows experimenters to send out recruitment emails with customized messages. Your email message will include time, date and session name of the experiment, the option to add any details you would like tailored to the experiment and a link for subjects to register for a particular experiment session. Once subjects finished registration, they will receive an automatic email confirming their registration and enclosing experiment name, session name and date of the particular session for which they have just registered.

