Logging on to TabCAT, Navigating Features, and Syncing Data

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Logging on to TabCAT, Navigating Features, and Syncing Data

- Open the TabCAT app.
- Log in to the app using the same credentials that you created on the TabCAT Administration Panel website.
- Please note that you **must be connected to the Internet** when you **log in** and when you **sync data**.
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- Please note that you **must be connected to the Internet** when you **log in** and when you **sync data**.

- Once you advance to the "Select an Examiner" screen, TabCAT does not require a connection to the Internet.

- You may open and close multiple encounters and switch examiners without logging out or connecting to the Internet.
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• Select your name from the Examiner menu by typing it in the search bar and selecting it from the list.

• If you will not have an internet connection, stay logged in for longer periods of time. Instead of logging out when the examiner changes, simply choose a new examiner name and start testing. Later, whichever examiner’s name was selected will need to enter their own credentials to sync the data they collected.
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- Select the study through which you will be collecting your data.
- You will only see names of studies you have been given access to on the Administration Panel website.
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• Enter the name of the site where you are testing.
• Enter a unique ID for your patient.
• Start testing by selecting “Create Encounter”.

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- Tap on the menu icon in the top right corner of the screen to change the language settings, navigate to the sync data screen, or to add patient demographic information.
• To change the language of the tasks, tap the menu icon at the upper right hand corner of the app.

• Tap “Select a Language”, then tap your chosen language.

• Please note that the Task Selection menu screen will always appear in English, but all translated tasks will be in the chosen language. If a task does not have a translation it will appear in English.
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Viewing Scores After Testing

- Once a test is complete, a green check will display on the test icon. If you tap on this checkmark, the raw score will display.

- If you need test scores immediately, make sure to check and write down raw scores before closing the encounter.
Closing a Test Before it is Complete

• Method 1: Use your index finger to swipe upward in the top left corner of the screen. Doing so will take you back to the test menu screen.

• Method 2: Double click on your tablet’s home button so all open applications appear. Touch and hold the TabCAT window, and then swipe it up. This will close the task and lead you back to your tablet’s home screen. From the home screen, reopen TabCAT.
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- After you have completed testing your participant, make sure to close the encounter so the data is saved. Select “Close Encounter”.

- The app will prompt you to enter patient demographic information. This is optional. If you would like to proceed without entering information continue to close encounter. You will then be asked if the encounter was useful for research and you will have space to add comments.
• Once the encounter is closed, the examiner can sync the data so it will move to the server and not be prone to problems that might occur with local tablet storage.

• The examiner does not need to sync after every encounter, but they should remember to sync periodically. Data that is not synced by the examiner will not appear in the CSV files downloaded from the Admin Panel.
Syncing the Data

• To sync the data to the TabCAT server, open the sidebar menu and select “Sync Data”. You will be prompted for your credentials once more. Each examiner is only able to sync data they collected.

• After you enter your credentials you will receive a message that your data was successfully uploaded to the server.