

Standard operating protocol

### Setting up Tackle for the first time

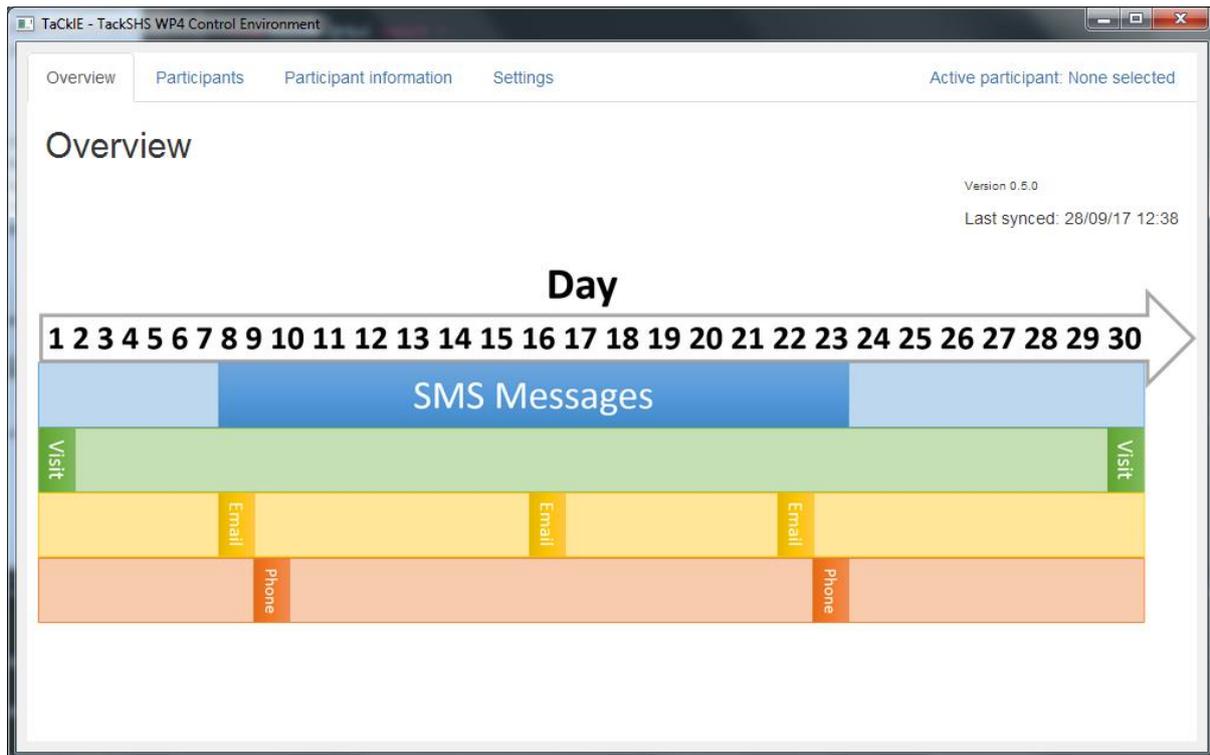
*Note – you **always** need an internet connection to use Tackle, as all information about air quality is stored on the internet, not your local computer.*

What you need:

- A Windows computer
- A shared drive or Dropbox (or similar service)
- An internet connection
- An email from the WP4 team with your local smoke-free homes PM value

Instructions:

1. Decide who will be using TaCKIE and on what computer. You'll need to be using Windows XP or newer (ideally Windows 7 or Windows 10).
2. Download the latest version of TaCKIE from <http://bitbucket.org/ruaraidhd/tackle/downloads/> and save it. Extract the .zip file to a folder in a convenient location, such as your Desktop or My Documents. Open the folder "nsis".
3. Double click on "Tackle 0.5.0.exe" (the version number may be different). This will open the installer. Accept the license agreement.
4. When given the opportunity to choose the installation location, **do not choose C:/Program Files**. Instead, choose a location in your "My Documents" folder or a similar location. This will prevent problems with configuration files later on.
5. Click ok and follow the installer through. Once complete, Tackle should be visible in your start menu.
6. Create a folder in your Dropbox or shared drive to hold configuration data. All computers at the same institution should be able to access this folder.
7. Click on "Tackle" in your start menu.



8. Click on “Settings” and choose this folder address using the “Participant data file” button. Ensure it ends with “participant\_data.csv” or a similar filename.
9. Create a “participant communications folder” in your shared drive, and select this using the button in Settings. Make sure everyone using Tackle has the same folder if you want to be able to share data!
10. Enter your city’s smoke-free homes PM value in the box marked “Smokefree homes value”. This will be the same for all homes where the intervention is carried out.
11. Enter your city name.
12. Check that the box marked “Username” says “seansample.home@gmail.com” and the “API key” box has a long string of characters in it. If not, contact the WP4 team.
13. Click “Save settings” once the screen looks something like this:

## Setting up TaCkIE on a new computer

*This guide assumes you've already created a folder on a shared drive as described in "Setting up TaCkIE for the first time".*

What you need:

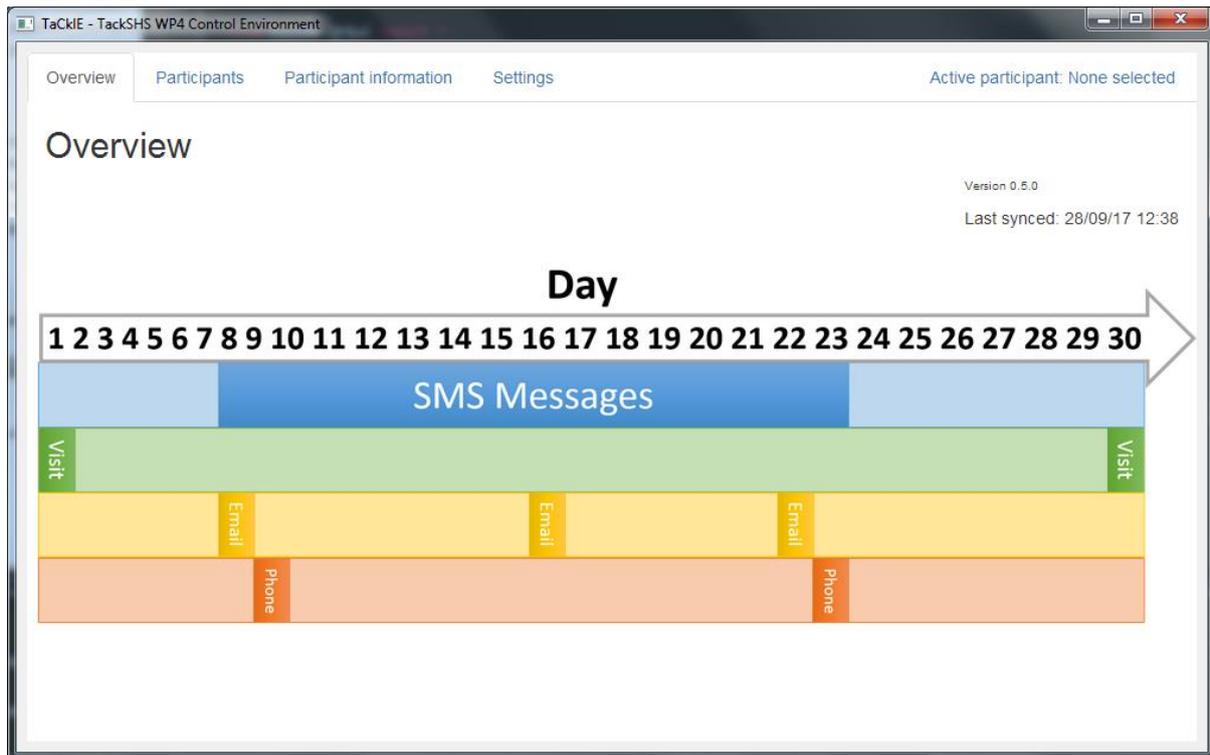
- A Windows computer
- A shared drive or Dropbox (or similar service) where your data folder is located
- An internet connection
- An email from the WP4 team with your local smoke-free homes PM value

Instructions:

1. Decide who will be using TaCkIE and on what computer. You'll need to be using Windows XP or newer (ideally Windows 7 or Windows 10).
2. Download the latest version of TaCkIE from <http://bitbucket.org/ruaraidhd/tackle/downloads/> and save it. Extract the .zip file to a folder in a convenient location, such as your Desktop or My Documents. Open the folder "nsis".
3. Double click on "Tackle 0.5.0.exe" (the version number may be different). This will open the installer. Accept the license agreement.
4. When given the opportunity to choose the installation location, **do not choose C:/Program Files**. Instead, choose a location in your "My Documents" folder or a similar location. This will prevent problems with configuration files later on.
5. Click ok and follow the installer through. Once complete, Tackle should be visible in your start menu.
6. Navigate to the data folder in your Dropbox or shared drive. Copy the address from Windows Explorer:



7. Go into the folder where you extracted the .zip file, and double click on "interface.exe". After a few moments, TaCkIE will open.



8. Click on "Settings" and choose this folder address using the "Participant data file" button. Ensure it ends with "participant\_data.csv" or a similar filename.
9. Create a "participant communications folder" in your shared drive, and select this using the button in Settings. Make sure everyone using Tackle has the same folder if you want to be able to share data!
10. Enter your city's smoke-free homes PM value in the box marked "Smokefree homes value". This will be the same for all homes where the intervention is carried out.
11. Enter your city name.
12. Check that the box marked "Username" says "seansemple.home@gmail.com" and the "API key" box has a long string of characters in it. If not, contact the WP4 team.
13. Click "save settings".