

Using Tackle

Tackle is the WP4 control programme. It generates and sends text messages and emails as part of the intervention, and accesses information about air quality in a participant's home remotely. You can use Tackle to make the intervention easier to carry out.

What Tackle does

- Store and access participant information on a local drive
- Download and interpret information about air quality from RAPID monitors
- Auto-generate SMS messages and emails, and send them when you decide to.
- Store information about previous communications, including date, time and content of texts and emails
- Help make it easier to carry out the Measuring for Change intervention

What Tackle doesn't do

Tackle should not be the only place you store participant data or keep records about the intervention. As well as paper records of consent forms and questionnaires, a recording spreadsheet should be kept on your shared drive with details of the intervention communications carried out, as well as any which are missed.

If any element of Tackle is making your work harder, not easier, then talk to the WP4 team and we'll either help fix it or work out a different system without using the software.

Launching Tackle

1. In your Tackle folder, double click "Tackle.bat" and wait. If you have a large number of monitors connected, this may take a few minutes as the software downloads data for all of them.

Adding a participant

*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. If you don't have a decent internet connection, the software will fail.*

1. Open Tackle.
2. Click on the "Participants" tab
3. Click "Add new participant"
4. Enter data. Note that:
 - a. **phone numbers must be preceded by international code, but no '+' or '00'** – e.g. 44803406343, 35123456789
 - b. **start date must be entered dd/mm/yyyy** – e.g. 18/04/2017, 04/02/2018
5. Click "save new participant".
6. They won't show up immediately – you will need to close and reopen Tackle to see and use them. This is a known bug.

Selecting a participant

1. Open Tackle
2. Click on the "Participants" tab
3. Click "activate" next to the participant you wish to select

4. Click on the “Participant information” tab

Viewing a participant’s data

1. Select a participant as above
2. Information about average PM in the last day and week is available in the first five lines
3. To see a graph of PM for the last seven days (as a participant would see in an email) click on “Get graph seven days” and scroll down (this might take a few seconds to load).
4. To see a graph of PM for the whole period since the start of the intervention (for information and for using during a phone call) click on “Get graph seven days” and scroll down (this might take a few seconds to load).

Sending a text message

1. Select a participant as above
2. Scroll down the “participant information” screen until you see the heading “SMS message”.
3. You’ll see a randomly generated text message. You can edit this if you wish, but it should be auto-populated with the correct data.
4. Check the phone number is correct. If it’s not, you can change it here.
5. Once you’re happy with it, click “send SMS”
6. The SMS will be recorded in the log at the bottom.

Sending an email

1. Select a participant as above.
2. Scroll down the “participant information” screen until you see the heading “Email”
3. Click “generate email”. Note that **you can’t edit an email** and that the **graphs may not appear**. Generate a seven day graph as above to check it.
4. Click “send email”.
5. If you have a problem with the content of an email, speak to the WP4 team. You can copy and paste the content manually if necessary.

Recording a phone call

1. Select a participant as above.
2. Make the phone call as instructed in the protocol.
3. Record any details in the text box under “Phone calls” and click “Log a phone call”
4. Check that the details have appeared in the “Log” below”

Consulting the log

1. Select a participant as above.
2. Scroll down to “Log”.
3. Details are stored in the text box there.
4. Further information, including graphs, will be in the “Comms log folder” you’ve selected in “settings”.

If you find a bug

1. Go into the Tackle folder and then the folder “interface”.
2. Copy the file “tackshs.log” and attach it to an email.
3. Email me on ruaraidh.dobson@abdn.ac.uk with full details of what you were trying to do and a screenshot if possible.