Points to consider when writing login logic

Sessions

Questions to consider	Options/examples (not an exhaustive list)	Notes
Will end-users want to take a break in the middle of a session?	- Show a 'Take a break' page halfway through a session. - If they take a break and log back in, they could choose whether to see the session again from the beginning (to recap) or start from where they finished.	- Consider breaks for interventions related to specific conditions such as fatigue or back ache, or when long sessions are presented. - Give guidelines on how long a session will take to complete. - Tell users there are specific points that would be ideal for a break. - Create extra pages with information about breaks.
When is a session saved as 'complete'? (So an end-user can continue to the next session)	- After seeing a specific page (e.g. a summary page). - After giving a response to a specific interaction (e.g. after making a SMART goal).	- Not necessarily when the last page in a session is seen. - Usually when the last significant page is seen.
What does an end-user see after a session has been completed?	- Can end-users revisit the session? - Can they see the next session straightaway or do they have to wait until a specific amount of time has lapsed? - Can they see other parts of the intervention (e.g. 'My tools' or 'My goals' section)?	
When is the next session available?	- When a specific page in the last session has been seen. - When a specific question has been answered. - When a specific amount of time has lapsed.	
What if X amounts of weeks have passed and an end-user has not logged in?	- Send a reminder email? See section below on emails. - New sessions could be unlocked even if previous sessions haven't been completed.	
What do the control group see?	- When the control group login, show them the control page (e.g. online PDF leaflet) or tell them they will be emailed when the next questionnaire is ready.	- Create extra pages telling the control group what to expect and when.

Questionnaires

Questions to consider	Notes	Examples (not an exhaustive list)
When is each questionnaire seen?	- Questionnaires usually take priority over sessions, so if a questionnaire is due to be completed, it should appear to the user as soon as they login. - In the logic file, high priority logic should be at the top, as logic is read line by line. So questionnaire login logic should appear before session login logic.	- Show the follow-up questionnaire 1 month after completing the baseline questionnaire. - Show the end of study questionnaire 3 months after completing the baseline.
How long is the questionnaire available for?	- Depends on the timescale of your intervention. The shorter the time between questionnaires, the less time you should allow for end-users to complete them.	- Each questionnaire should be available for a specific amount of time to allow end-users time to complete them. Monthly questionnaires could be available for 4 weeks.
When is a questionnaire saved as 'complete'?		- When the last question in the questionnaire has been answered - When the last compulsory question has been answered
What do they see after completing the questionnaire?	- Create extra pages for the options you give to end-users.	- Do the intervention group have access to the intervention after completing the questionnaire? - Do the control group see a 'thank you' page with instructions on what to do next?
What do the control group see between questionnaires?	- Create extra pages telling the control group what to expect and when.	- If they login early, present a page which tells them their next questionnaire is not ready yet.

The end of the study

Questions to consider	Examples (not an exhaustive list)	Notes
When will the study finish?	- When every participant has completed the end of study questionnaire. - On a specific date.	- If you wish to close the intervention on a specific data, you must specify this date in the logic. This data CANNOT be changed once the study has gone live.
What happens at the end of the study?	- Can end-users contact you to see the results? - Can the intervention group carry on using the intervention? - Can the control group access the intervention or see a demo of it?	- Create extra pages for the options you give to end-users.

Emails

Questions to consider	Examples (not an exhaustive list)	Notes
What is the subject of each email?	- Tell end-users that a session or questionnaire is ready, e.g. “POWeR - Session 3 is ready”.	
What is the content of each email?	- Give information on sessions or questionnaires, e.g. “In this session you can develop a goal to help you become more confident in living with your fatigue”. - Insert a link to the study URL. - Give instructions on how to stop receiving emails (this is a legal requirement). - Add the end-user’s first name to make it personal. - Add the Study ID number or username.	
When is the email sent?	- Emails can be queued and later cancelled if not needed (e.g. reminder emails can be cancelled if a session has been completed).	- Email timing is written in the logic file in seconds.
Will you send reminder emails?	- Can be sent when end-users haven’t completed a questionnaire.	- Avoid sending too many emails to end-users.
Will you cancel emails? Which ones? When?	- Cancel reminder emails when a questionnaire has been completed.	- It is good practice to cancel emails that no longer are relevant to the end-user.
How will you tell end-users how they can stop receiving emails?	- Insert a sentence at the end of your email asking end-users to contact the study coordinator if they want to stop receiving emails, e.g. Please contact xxx if you require assistance or wish to stop receiving emails”.	- By law, you must inform users how they can stop receiving emails from the study.
How will you tell end-users that they cannot reply to the automatic emails that are sent to them?	- Insert a sentence asking them not to reply to the email, e.g. “This is an automated email. Please do NOT reply to this email as any reply will not be received”.	
What email account will the study coordinator emails be sent to?	- We recommend setting up a new email address with the study name for these emails.	- Allow time to set up a new email account with your institution.
What is the subject of each email?	- Can include Study ID. - Can include username.	
What is the content of each email?	- Include information such as Study ID, which questionnaire/session an end-user has completed/not completed.	
When is the email sent?	- When an end-user has registered and consented. - Not completed a questionnaire. - Has completed the end of study	

	questionnaire .	