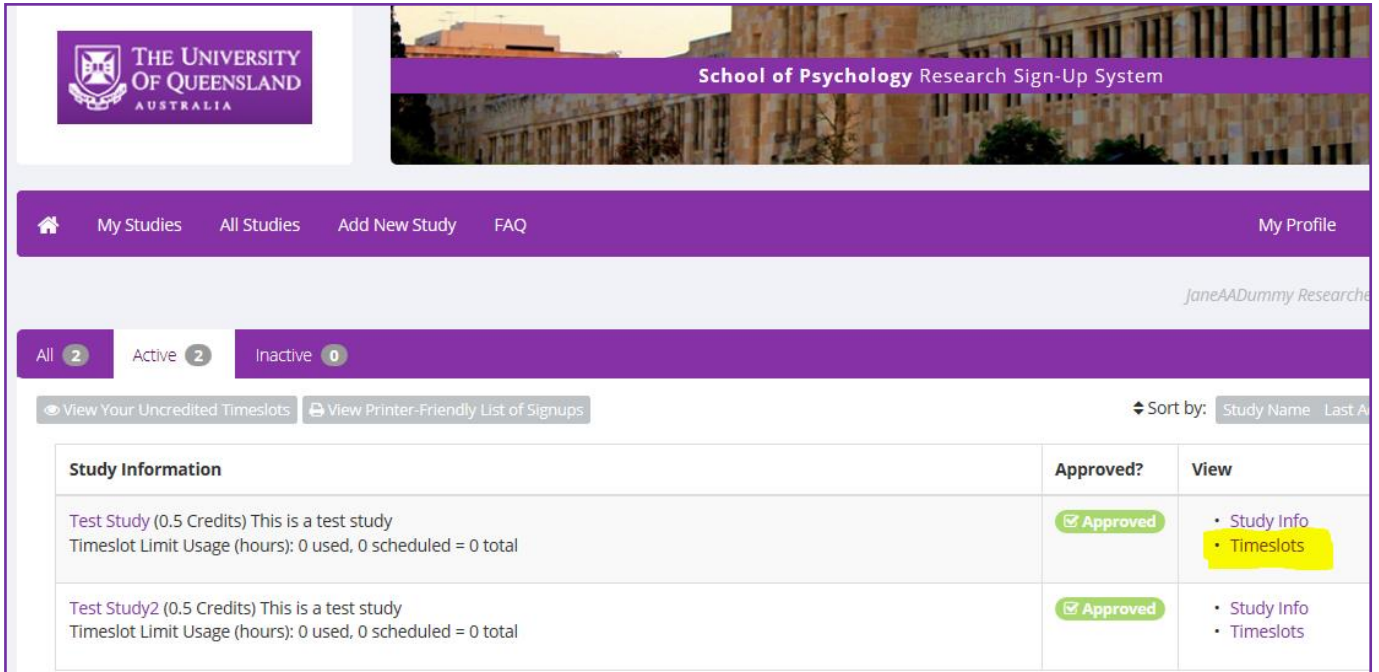


## Creating Timeslots

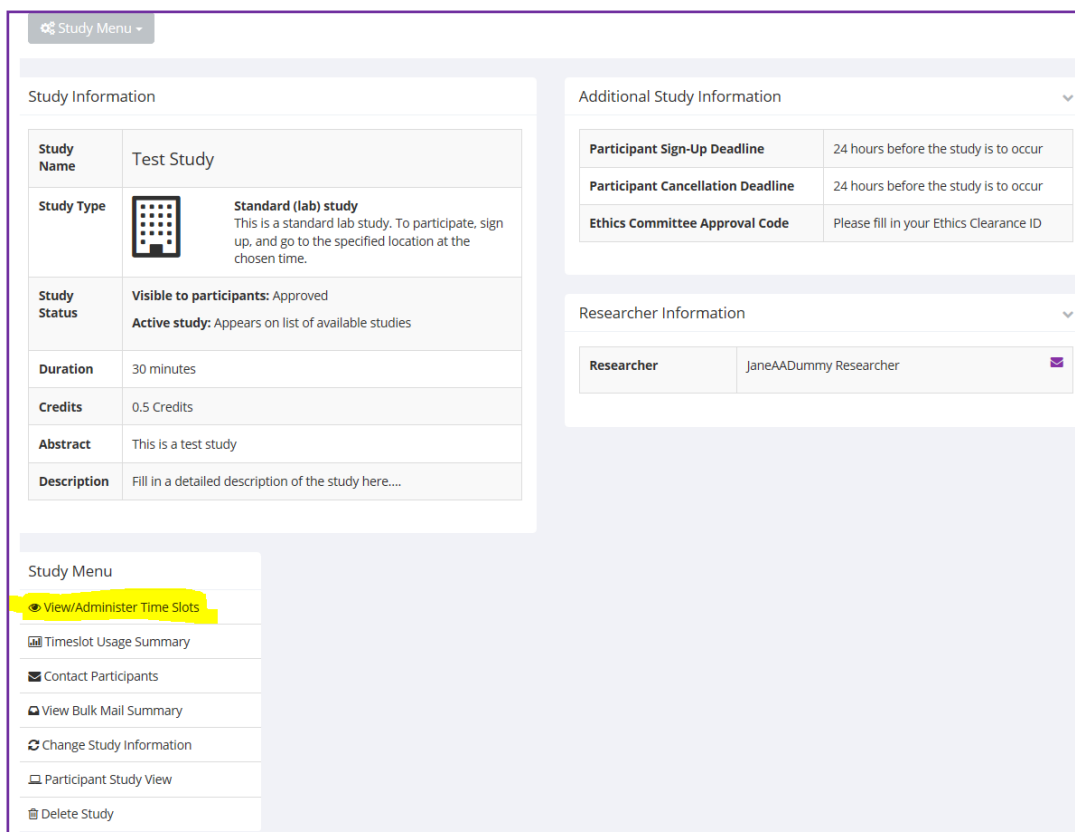
- Choose the My Studies option on the top toolbar.
- Select “Timeslots” in the view column **OR** you can click on the study Name



The screenshot shows the 'School of Psychology Research Sign-Up System' interface. At the top left is the University of Queensland logo. The main navigation bar includes 'My Studies', 'All Studies', 'Add New Study', and 'FAQ'. Below this, there are filters for 'All (2)', 'Active (2)', and 'Inactive (0)'. A table displays study information:

Study Information	Approved?	View
Test Study (0.5 Credits) This is a test study Timeslot Limit Usage (hours): 0 used, 0 scheduled = 0 total	Approved	• Study Info • Timeslots
Test Study2 (0.5 Credits) This is a test study Timeslot Limit Usage (hours): 0 used, 0 scheduled = 0 total	Approved	• Study Info • Timeslots

- Clicking on the Study name (e.g. ‘Test Study’) – opens the following screen: Click on “View/Administer Time slots”



The screenshot shows the 'Study Menu' for 'Test Study'. The menu includes the following options:

- View/Administer Time Slots
- Timeslot Usage Summary
- Contact Participants
- View Bulk Mail Summary
- Change Study Information
- Participant Study View
- Delete Study

- Here you can view a summary of your timeslots, add a single or multiple timeslot and delete timeslots
- Select the appropriate option

JaneAADummy Researcher (Researcher)

Study Menu ▾

Timeslots : Test Study

Timeslots for this study are listed below, with any sign-ups listed below the timeslot.

Search for available timeslots on :

Friday, 6 February 2015

There are no recent timeslots for this study.

**Add in the necessary details in the screens that follow - timeslots are now created!**

Add Timeslots : Test Study

There are 2 options for adding multiple timeslots at once. You may add a specified number of timeslots, or you may duplicate the timeslot configuration from a specific week. If you duplicate the timeslot configuration from a specific week, the number of participants, locations, and times will be copied over.

With either option, you will have an option to review the information before the timeslot addition is performed. You may not add a timeslot that takes place after the 23 January 2015 study schedule deadline. Please choose one of the 2 options below:

Number of Timeslots

Date

Start Time

Free time between slots

Move timeslots to business hours?  Yes  No  
Timeslots that fall outside normal business hours will be shifted to the next business day.

Business Hours Start

Business Hours End