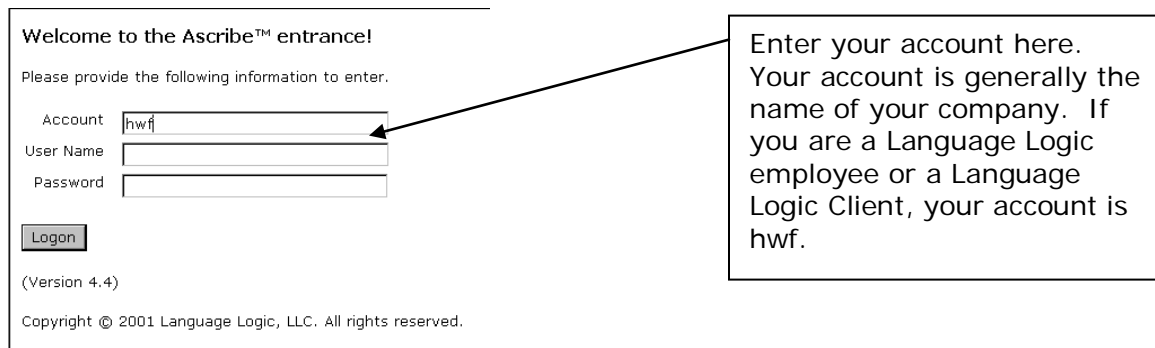


## Signing On

To sign on to Ascribe™, you will need to use this URL:

<https://ascribe.languagelogic.net/Ascribe/Logon.asp>

You will then see this screen.



The screenshot shows a login form titled "Welcome to the Ascribe™ entrance!". Below the title, it says "Please provide the following information to enter." There are three input fields: "Account" with the value "hwf", "User Name", and "Password". A "Logon" button is located below the fields. At the bottom, it says "(Version 4.4)" and "Copyright © 2001 Language Logic, LLC. All rights reserved." A callout box on the right points to the "Account" field and contains the text: "Enter your account here. Your account is generally the name of your company. If you are a Language Logic employee or a Language Logic Client, your account is hwf."

## Your First Sign On

Your systems administrator will assign you a user name and the first time you sign on your password will be "password". The system will ask you to change it to something of your choosing. If you forget your password or User Name your administrator can reset your password to "password."

***Passwords must be at least 8 characters and are case sensitive (upper/lower case matters).***

After you change and confirm your new password you will be signed off and asked to sign on again. You will be required to change your password every month. When your password expires you will be asked to enter a new one, confirm it, and sign back on.

## The Home Page

This is the menu that you will see each time you sign on. Depending on your level of privilege you will see more or less of the items in these menus.

Ascribe™ Home**ascribe**

General

- Help
- What's New
- Open sessions
- Change password
- Agreements
- Downloads

Administrator

- Associates
- Load File Types
- Recent sessions
- Usage
- Usage by study
- Production
- Production by question
- Storage
- Issues
- Statement
- Time accounting

Supervisor

- Companies
- Referrals
- Studies
- Loads Log
- Shipped studies

Coder

- Code a study
- Production

Client

Editor

- Translations
- Reload strings

Logoff

Hello Richard!

Welcome to Ascribe™ version 4.7!

  
Support: [support@languagelogic.net](mailto:support@languagelogic.net)

Language Logic, LLC  
617 Vine Street STE 1301  
Cincinnati, OH 45202  
+1 (513) 241-9112

Just click on any of these menu options and you'll execute the chosen function.

**General** — See who else is on (Open Sessions), change your password, look at the license agreements, get some Help, download documentation, MDAC DLL, other files of interest.

**Administrator** — May add or change employees, look at recent session (all of the session for the last month), and may run a number of productivity and system usage reports.

**Supervisor** — May add or change companies (usually clients), check referrals from coders, define studies, build code books, load data, and retrieve archived studies.

**Coder** — Coders may code a study or check on their pay/productivity.

**Client** — Clients may check on study status, run reports, view and download code books and download study results.

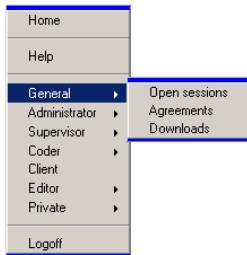
**Editor** — Editors may translate the site to another language or change the wording in your current language.

**Transcriber** — May transcribe or translate verbatims

**The Menu Structure & How to Get Around**

To get around, just find some white space, right click on your mouse, and you'll be presented with a "context sensitive men." This just means that the menu will have selection items that are geared toward the function that you're using.

The Navigation theory is, right click to access the main menu, left click to select the function/area you wish to visit. When you right click in some white space outside of a table you will see a navigation menu. When you right-click in most tables, a menu of actions pertaining to that row will appear. Left click to select a the command you need.



A popup menu that was requested from the home page by right clicking in some white space.

**Studies** ascribe

Update  Under construction  Coding in progress  On hold  Review in progress  Complete  Archived  My studies only

| Start date | Study ID | Study        | Description | Status             | Client             | Supervisor     |
|------------|----------|--------------|-------------|--------------------|--------------------|----------------|
| 11/27/2001 | #        | Dinner Study |             | Complete           |                    | Richard Thoman |
| 12/26/2000 | #0002    | Static       |             | Coding in progress | Procter and Gamble | Richard Thoman |

Context menu for the selected row:

- Questions
- Edit
- Delete
- Add a new study
- Set quality codes
- Load responses
- Save study
- Restore study
- Import Study
- Export table to Excel
- Efficiency
- Loads
- Go to

Selecting an element from a table brings up a menu that allows you to operate on that element. In this case, the user right clicked on a study name, and Ascribe™ brought up a menu of options for the study.

Where to Start:

**Coder Interface:**

Right click/Select "Coder"/Right click on a Study/Choose "Questions"/Right click on a Question/Choose "Code this Question"

**Review Responses:**

Right click/Hover over "Supervisor"/Select "Studies"/Right click on a Study/Choose "Questions"/Right click on a Question/Choose "Review Responses"



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