



Rubicon-v2.1

USER MANUAL

Odessa, Ukraine - 2023

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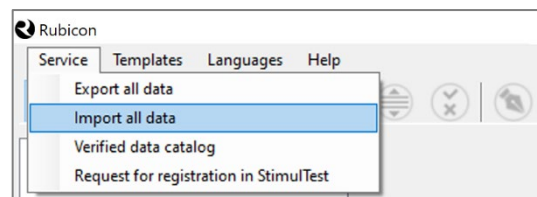
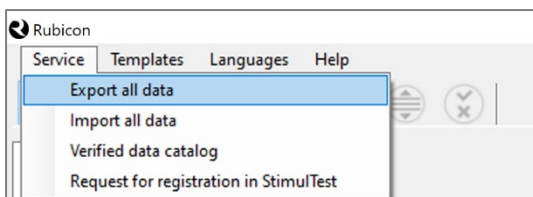
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SOFTWARE INSTALLATION

1. Download recent version of the software from the website <https://www.polygraph-rubicon.com/en/software/>
2. Software installation will begin after running the file «RubiconInstaller---».
3. During the installation, the components necessary for the correct functioning of the program with the equipment of the polygraph and neurogadget are automatically loaded.
4. If a previous version of the software is installed on the computer, then it is automatically updates with full preservation of all user data (respondents, surveys, templates).
5. After installation, a shortcut will be placed on the desktop of the computer to launch the software.



6. To back up all user data before installing a new version of the program, you must create an archive (menu "Tools", section "Export all data").



7. After installation of the new version, you can import all data from the saved archive.

GENERAL INFORMATION

1. The Software is compatible with Windows operating system (7 through 10 versions).
2. In order to install the software, you must have Administrator rights on your PC.
3. Instructions on driver selection and driver's load files are located in "DRIVERS" folder. Upon software installation and driver loading you have to reboot the computer.
4. Software interface has three languages: Russian, Ukrainian and English. To change the interface language, you have to select language ("Languages" menu) and restart the Software.
5. The equipment (polygraph, gadget) can be connected when the program is either closed or opened.

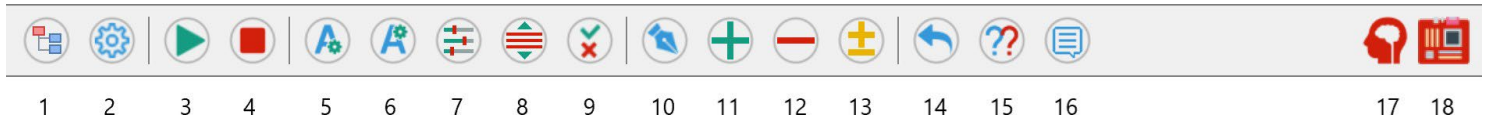
Control panel

MENU bar




1. Menu sections "Service":
 - Export all data
 - Import all data
 - Verified Data Catalog
 - Request for registration in StimulTest
2. Menu sections "Templates":
 - Survey Templates
 - Test Templates
 - Question Templates
3. Menu sections "Languages":
 - English
 - Русский
 - Українська
4. Menu sections "Help":
 - Instruction
 - About the program


Panel ICONS



- | | |
|---|--|
| 1. Catalog | 2. Settings |
| 3. START recording reactions | 4. STOP recording reactions |
| 5. Automatic settings for the polygraph | 6. Automatic settings for the neurogadget |
| 7. Settings | 8. Return of containers to their original position |
| 9. Results | 10. Recording reactions |
| 11. Answer "Yes" | 12. Answer "No" |
| 13. Answer "Unknown" | 14. Cancel question |
| 15. Repeat Question | 16. Comments |
| 17. Neuro gadget DISCONNECTED / connected | 18. Polygraph DISCONNECTED / connected |

GETTING STARTED

- In Settings menu  activate Administrator option and fill in the necessary information, which will be displayed in survey results.

- In Settings menu  activate option General and select one of three available operating modes (POLYGRAPH by default).

Depending on the selected Operating mode, an appropriate functional menu will be displayed in the program:

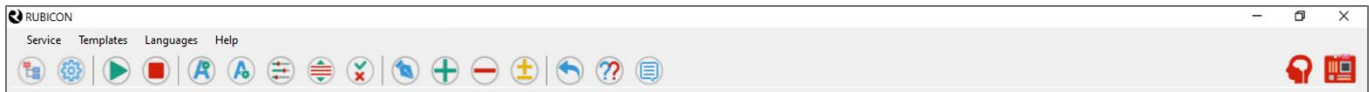
– POLYGRAPH mode




– NEURO mode

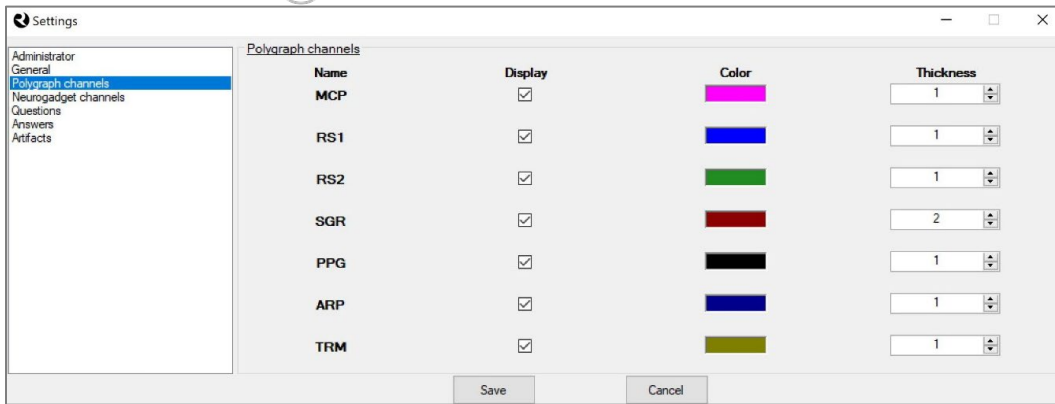



— NEURO POLYGRAPH mode

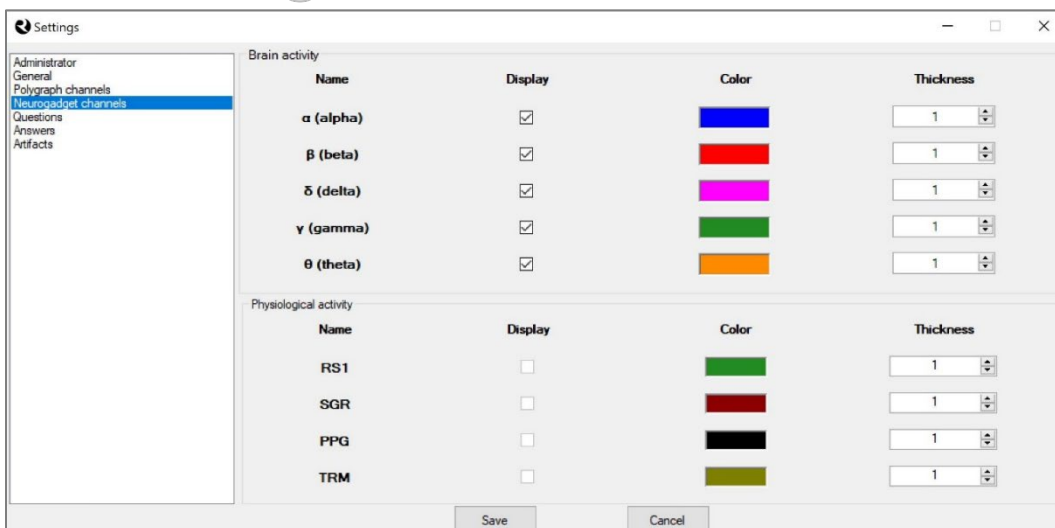



Also select recording time of question reactions (15 seconds by default).

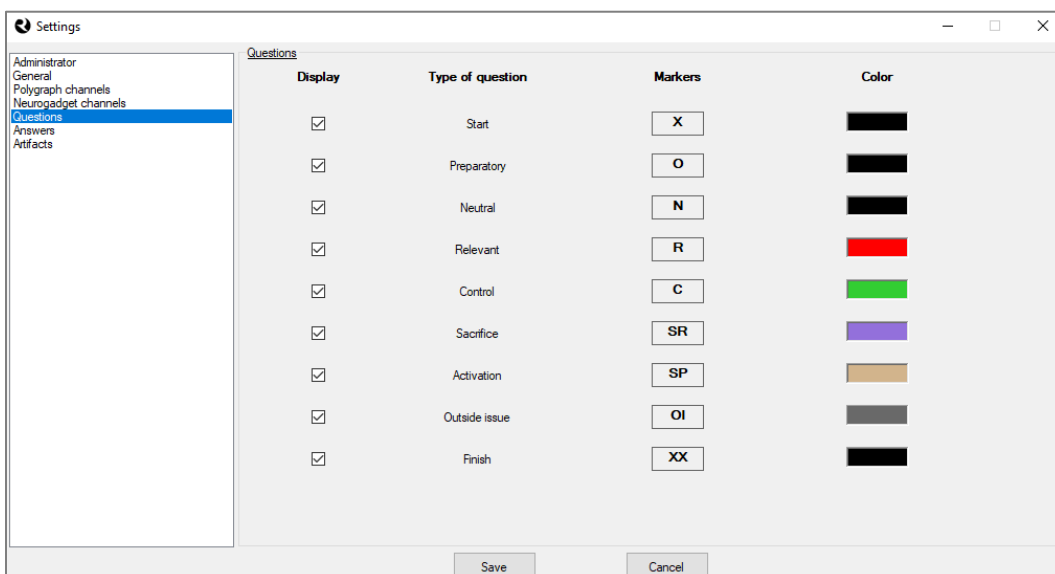
3. In the Settings menu  Polygraph channels option allows you to set up polygraph operation.




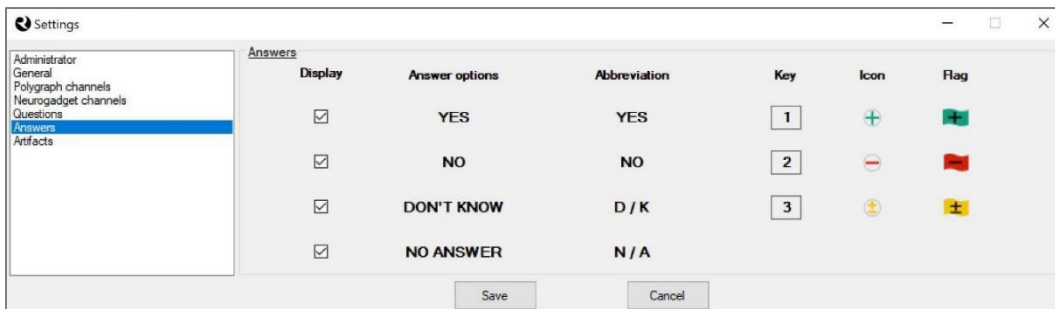
4. In the Settings menu  Neurogadget channels option allows you to set up neurogadget operation.




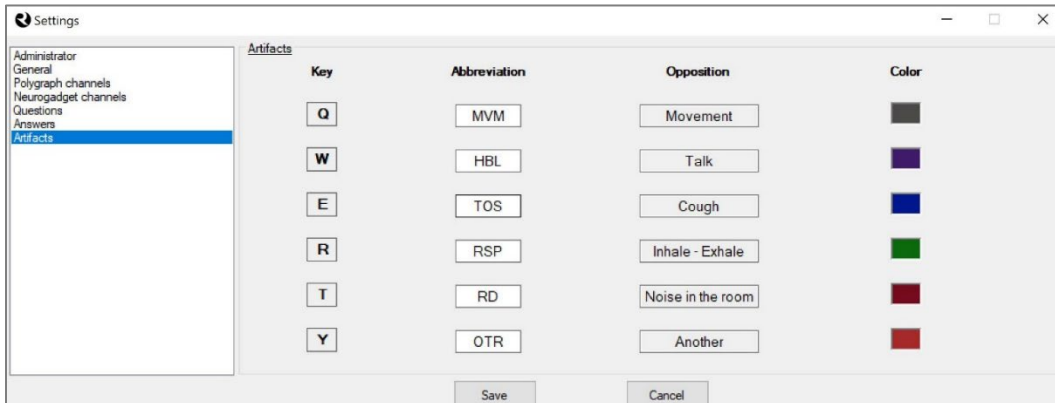
5. In the Settings menu  Questions option allows to personalize question categories.



6. In the Settings menu  Answers option allows you to familiarize with answer categories.

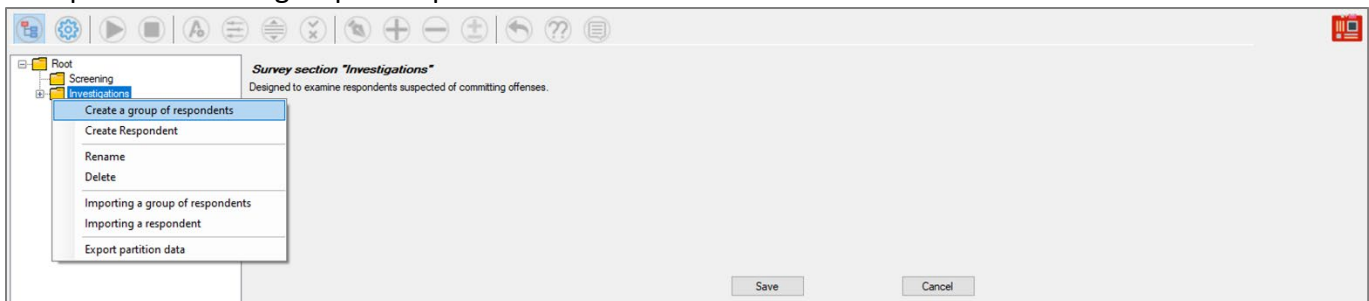


7. In the Settings menu  Artifacts option allows you to familiarize with artifacts capturing methods using the keyboard.



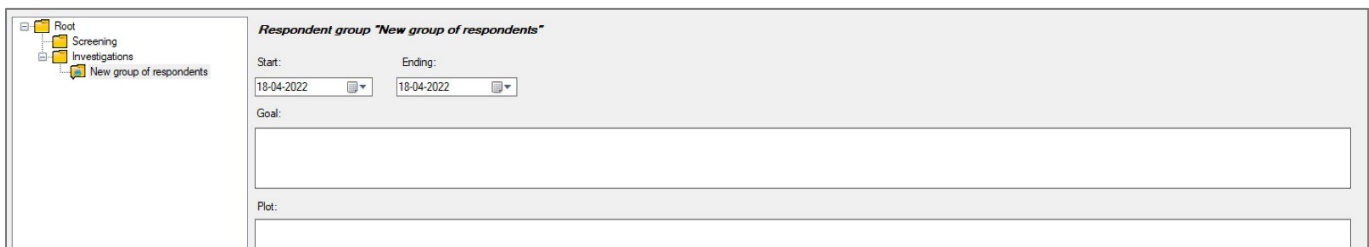
CREATING A GROUP OF RESPONDENTS

1. Open context menu with a right mouse button hovering on folder “Screening” or “Investigations” and activate an option “Create a group of respondents”.



2. Upon entering the name and saving, a corresponding folder will be displayed in the directory.

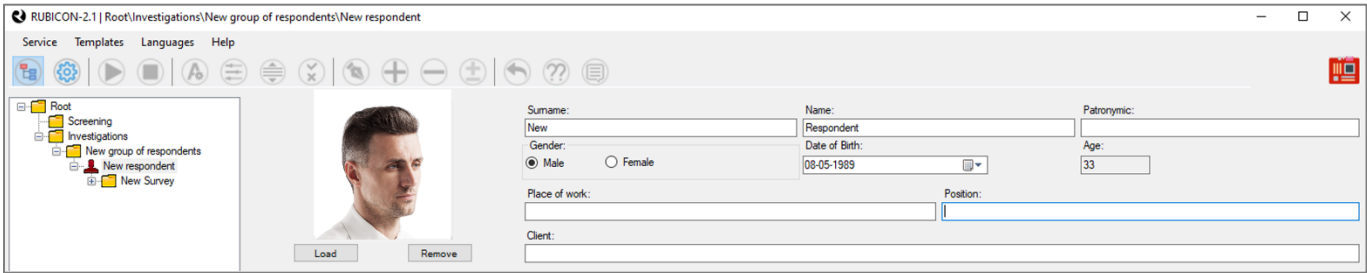
3. After that, a form for entering and saving detailed information about this group of respondents will be presented in the right field.



RESPONDENT CREATION

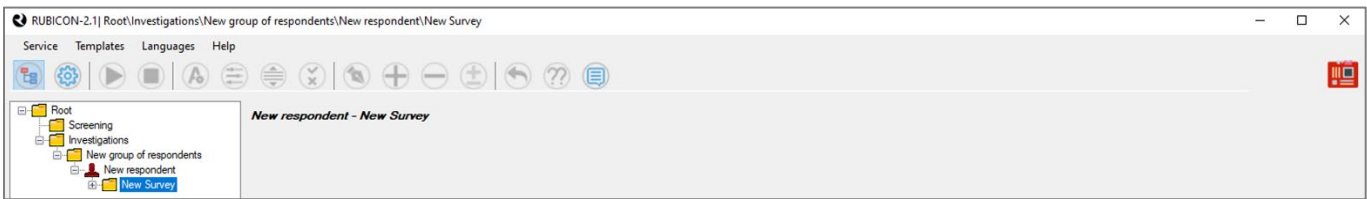
1. Open context menu with a right mouse button hovering on folder “Screening”, “Investigations” or on a survey group folder, and activate an option “Create respondent”.

- In the right field fill in the necessary data of the respondent (you may also upload his/her photo) and save it. Then the icon of created respondent will be displayed in the directory.



SURVEY CREATION

- In the context menu (called by pressing the right button when you hover over the folder with the last name - first name - middle name of the respondent), activate the line "Create a new survey", enter its name and save.



- In the context menu (called by pressing the right button when hovering the cursor over the folder with the name of the examination), activate the line "Create a new test", select the number of test presentations (by default "1"), enter the name (by default "Test ---", where "---" serial number of the test in the survey), save the changes.

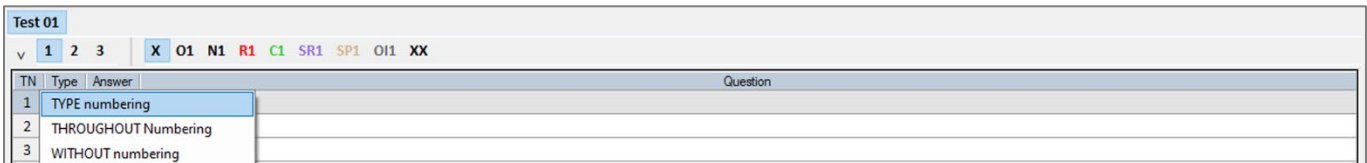


- Test questions can be created in two ways:

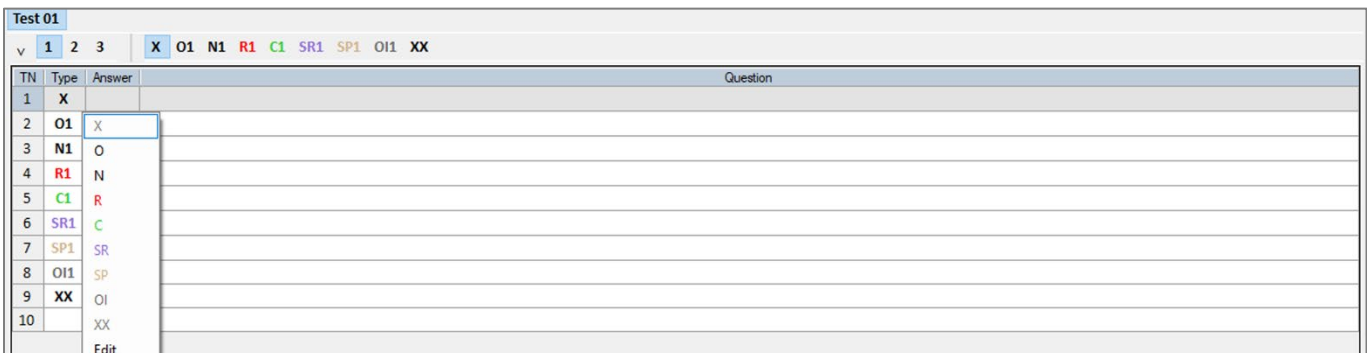
3.1 Manual input.

To do this, in the right field of the screen:

- Left-click in the "TN" cell to select the numbering type ("TN" - TYPE numbering, "TN" - THROUGHOUT numbering or "WN" - WITHOUT numbering). The default value is "TN".



- Left-click in the "Type" column to select the type of each question. By default - all question types are.



- Right-click after marking the questions to select the type of ordering of each question type (except for "X" and "XX" type questions). The default is "DIRECT order" with numbers 1, 2,3, 4, 5... . "REVERSE order" with numbers ... 5, 4, 3, 2, 1. "RANDOM order" with a randomized order of question numbers.

Test 01			
TN	Type	Answer	Question
1	X		
2	O1		
3	N1		
4	R1		
5	C1		
6	SR1		
7	SP1		

- Left-click in the "Answer" column to select 1 of the 4 expected Respondents "Yes", "No", "Don't know", "No answer".

TN	Type	Answer	Question
1	X		
2	O1		
3	N1		
4	R1		
5	C1		
6	SR1		
7	SP1		

- In the column "Question" add question wordings.

TN	Type	Answer	Question
1	X	D / K	Star
2	O1	N / A	Preparatory
3	N1	NO	Neutral
4	R1	YES	Relevant
5	C1	YES	Control
6	SR1	NO	Sacrifice
7	SP1	D / K	Activation
8	O11	NO	Outside issue
9	XX	N / A	Finish

- Changing the location of the questions is done by holding the cursor on the ordinal number of the question in the test (column "TN") with its subsequent movement up and down.
- All valid options for each question of the test are presented in the context menu (after pressing the right button above the question's serial number).

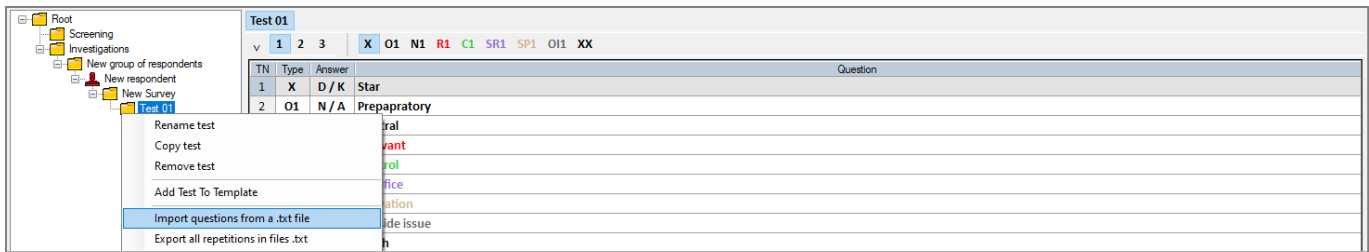
TN	Type	Answer	Question
1	X	D / K	Star
2	O1	N / A	Preparatory
3	N1	NO	Neutral
4	R1	YES	Relevant
5	C1	YES	Control
6	SR1	NO	Sacrifice
7	SP1	D / K	Activation
8	O11	NO	Outside issue
9	XX	N / A	Finish

- When you hover over the icon with the presentation number, a tooltip with a list of questions is displayed.

TN	Type	Answer	Question
1	X	D / K	Star
2	O1	N / A	Preparatory
3	N1	NO	Neutral
4	R1	YES	Relevant
5	C1	YES	Control
6	SR1	NO	Sacrifice
7	SP1	D / K	Activation
8	O11	NO	Outside issue
9	XX	N / A	Finish

3.2 Import from file.

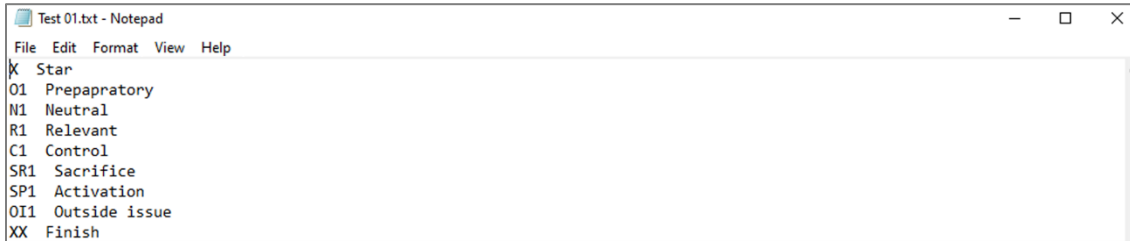
- Open context menu by right-click on the test folder in the directory and select an option "Import question from a .txt file"



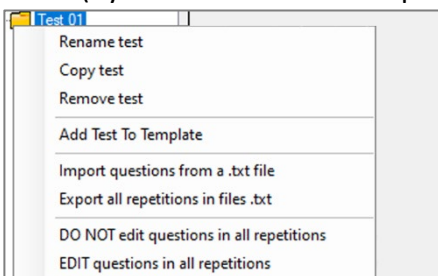
- After its activation, a window will be presented for selecting a txt file for import.

3.3 To import test questions from the txt file:

- each line must contain one question;
- type and number of question should be to the left of the question;
- type, number and wording of the question should be separated by a double space.



- Upon manual entering of questions or questions import from the txt file, save all data.
- If you select number of tests more than 1 (from 2 to 7) manually entered questions or questions imported from the txt file, are initially saved in all test instances. After that, there is an option of question sequence adjustment in each test, as well as question wordings.
- You can add, delete the test instance and export questions to txt files. To do this, put the cursor on the icon with the number of the submission with the right button and select the necessary "Add test instance", "Delete test instance", "Export questions to txt files".
- You can also change the position of survey groups, respondents, surveys, survey tests in the directory. Hover over the selected folder and holding down the left mouse button drag it up (cursor up) or down (cursor down).
- It is possible to edit automatically the wording of questions of the same type and number in all performances of the test. In order to do this you need to activate the option "EDIT question in all repetitions" in the context menu (by default "do not edit questions in all repetitions" is active).

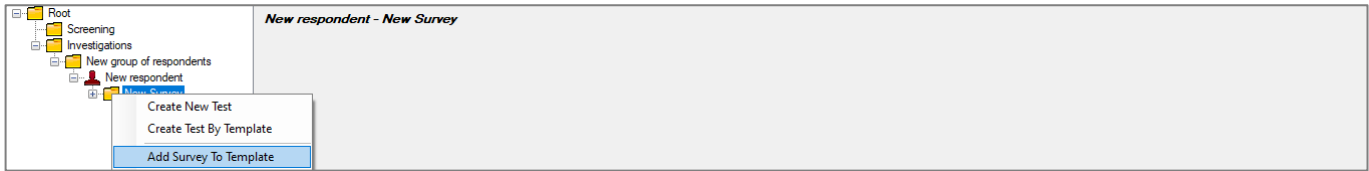


- For the convenience of working with several test presentations it is possible to switch from the horizontal menu of presentations (by default) to the vertical one. To do this, click on the icon "V", which is located to the left of the icon of the first presentation of the test. View of the vertical menu.

TN	Type	Answer	Question
1	X	D / K	Star
2	O1	N / A	Preparatory
3	N1	NO	Neutral
4	R1	YES	Relevant
5	C1	YES	Control

CREATION OF SURVEY TEMPLATE

1. In order to create survey template, choose a survey in the directory, hover over the survey folder and right-click to open the context menu.



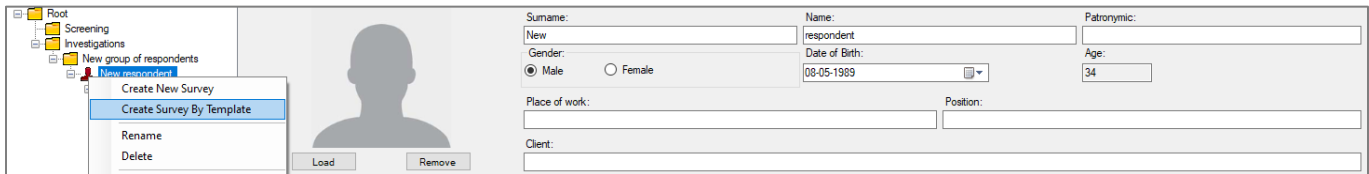
2. In the context menu, select and activate the "Add survey to templates" option, after which the "Survey templates" window will open.



3. Choose folder for saving and click on "Add" button in the opened window "Survey Templates". As a result, the survey template will be created, located in the selected templates section.

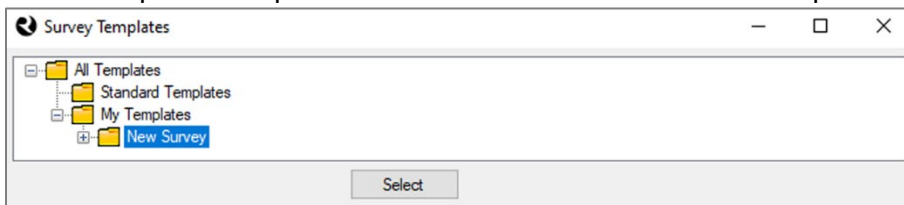
SURVEY CREATION BY A TEMPLATE

1. In order to create the survey by a template, choose a respondent in the directory, hover over the respondent folder and right-click to open the context menu.



2. In the context menu, select and activate the "Create survey by template" option.

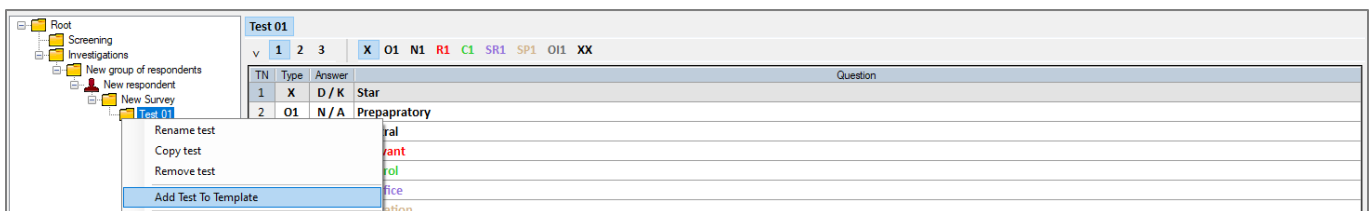
3. Choose required template and click on "Select" button in the opened window "Survey Templates".



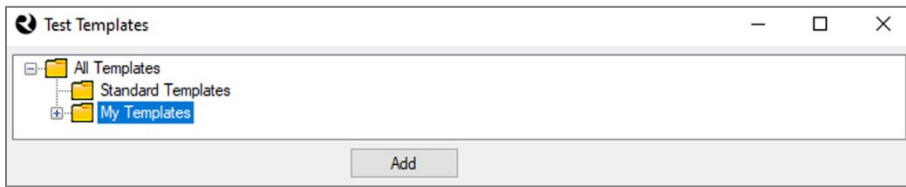
4. As a result, the survey template content will be copied to that respondent, which was selected in the directory.

CREATION OF TEST TEMPLATE

1. In order to create a test template, choose survey in the directory, hover over the test folder and right-click to open the context menu.



2. Choose and activate the option "Add Test to Templates" in the context menu. Choose folder for saving and click on "Add" button in the opened window "Test Templates". As a result, the test template will be created, located in the selected templates section.

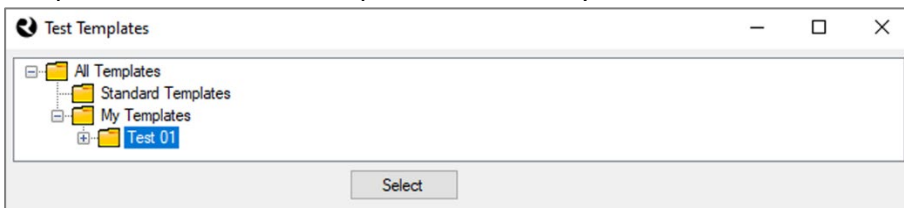


TEST CREATION BY A TEMPLATE

1. In order to create test by a template, choose a survey in the directory, hover over the survey folder and right-click to open the context menu and activate the "Create test by template" option.



2. Choose test folder and click on "Add" button in the opened window "Test Templates". As a result, the test template content will be copied to the survey, which was selected in the directory.

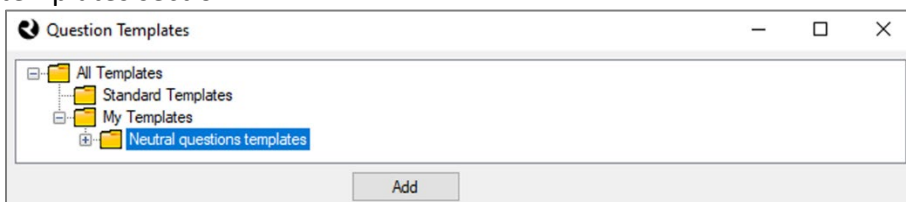


CREATION OF QUESTION TEMPLATE

1. In order to create question template, choose test and question, hover over the test question and right-click to open the context menu. Choose and activate the option "Add Question to Templates" in the context menu, after that "Question Templates" window will appear.

TN	Type	Answer	Question
1	X	D / K	Star
2			ory
3			

2. Choose folder and click on "Add" button, as a result question template will be created, located in the selected templates section.

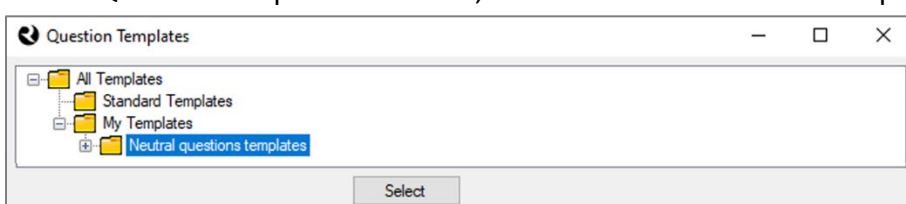


QUESTION CREATION BY A TEMPLATE

1. To create a question by template, you must activate the context menu option "Create by template".

TN	Type	Answer	Question
1			
2			ory
3			
4			

2. In the "Question templates" window, select the desired folder and question, then click "Select".



CONDUCTING THE SURVEY

To do surveys, you have to:

1. Select 1 of 3 operating modes "POLYGRAPH", "NEURO" or "NEURO POLYGRAPH".
2. When selecting operating mode "POLYGRAPH" you have to:
 - connect polygraph sensors on the respondent's body;
 - connect sensors to the data acquisition and processing unit;
 - connect data acquisition and processing unit to the computer.

The Unit can be connected to the computer when the program is either closed or opened.

Change of "Polygraph" icon color from red into green, located in the upper right corner of the program window, indicates the connection of the polygraph equipment.



Polygraph is disconnected



Polygraph is connected

3. When selecting operating mode "NEURO" you have to:
 - Turn on the Bluetooth device on the computer.
 - Turn on the neurogadget.
 - Connect neurogadget on the respondent's head.
 - Pair the neurogadget with a computer program with one click of the left mouse button with the cursor over the icon "Gadget" gray or red. The first pairing lasts 20-30 seconds, all subsequent pairings take 1-2 seconds. When the pairing process is completed, the color of the icon will be green.

Neurogadget can be connected to the computer only when the program is opened.

Change of "Gadget" icon color from red into green, located in the upper right corner of the program window, indicates the connection of the neurogadget equipment.



Gadget is disconnected



Gadget is connected

Before starting to record reactions in all subsequent tests, it is necessary to pair the neurogadget with a computer program.

4. When selecting operating mode "NEURO POLYGRAPH" you need to follow all steps, first from the paragraph 2, then from the paragraph 3.
5. When activating test folder in the directory, in the icons row, the icon "Start of reaction recording" (color changes from grey to green) is activated.



Start of reaction recording is impossible.



Start of reaction recording is possible.

Start of reaction recording in "POLYGRAPH" mode

Service Templates Languages Help

Root
Screening
Investigations
New group of respondents
New respondent
New Survey
Test 01

Test 01

v	1	2	3	X	O1	N1	R1	Cl	SR1	SP1	O11	XX
TN	Type	Answer	Question									
1	X	D / K	Start									
2	O1	N / A	Preparatory									

Start of reaction recording in "NEURO" mode

Service Templates Languages Help

Root
Screening
Investigations
New group of respondents
New respondent
New Survey
Test 01

Test 01

v	1	2	3	X	O1	N1	R1	Cl	SR1	SP1	O11	XX
TN	Type	Answer	Question									
1	X	D / K	Start									
2	O1	N / A	Preparatory									

Start of reaction recording in "NEURO POLYGRAPH" mode

Service Templates Languages Help

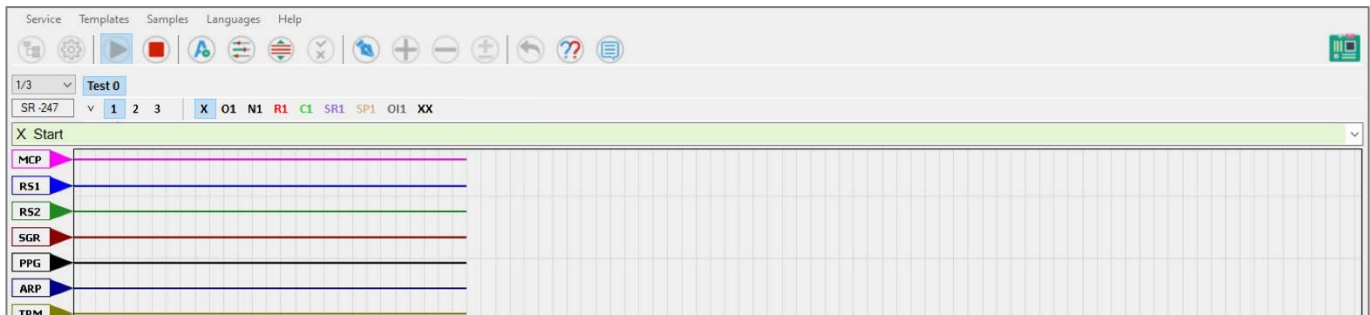
Root
Screening
Investigations
New group of respondents
New respondent
New Survey
Test 01

Test 01

v	1	2	3	X	O1	N1	R1	Cl	SR1	SP1	O11	XX
TN	Type	Answer	Question									
1	X	D / K	Start									
2	O1	N / A	Preparatory									

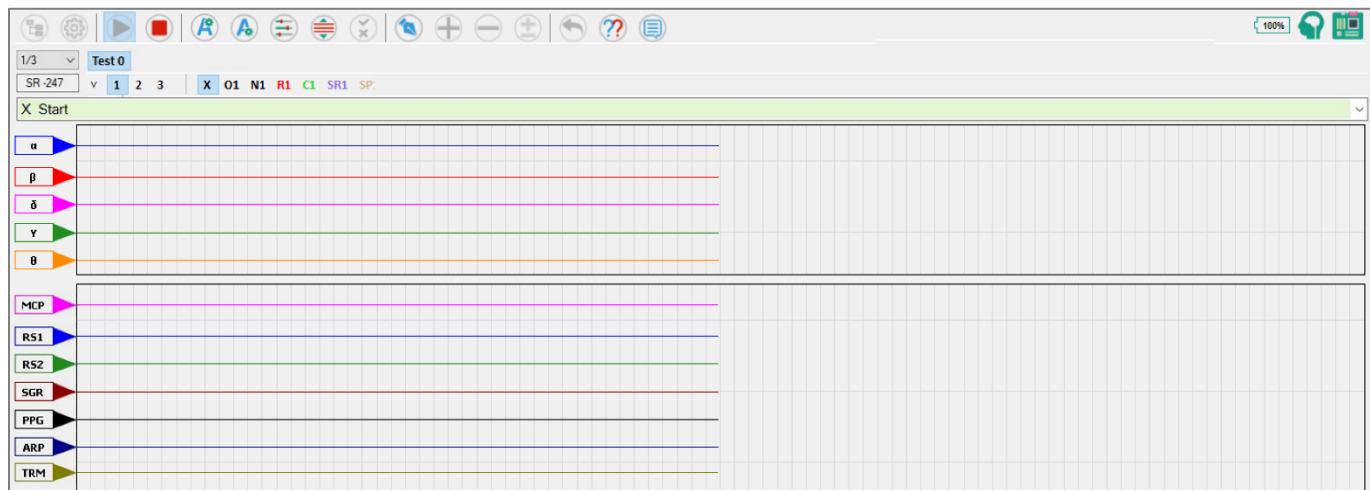
- Following the clicking on the icon “Start of reaction recording” type of program window will automatically change:

Start of surveying in “POLYGRAPH” mode

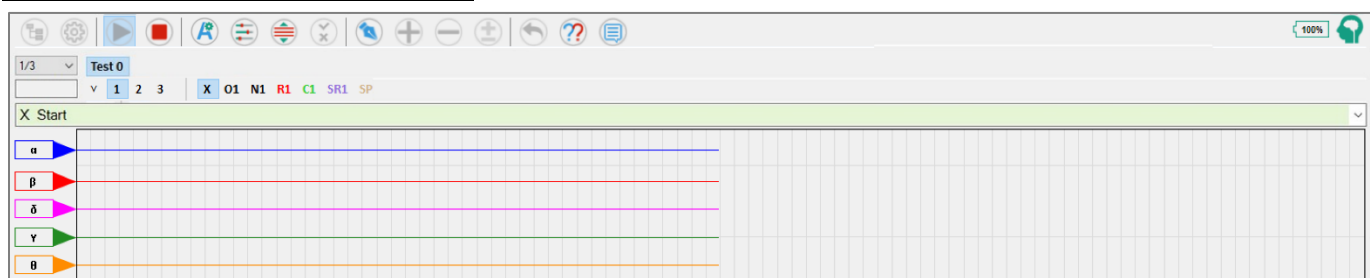


- Left window “Directory” is closed;
- Field for reactions recording will be located below the field for questioning;
- Containers of registration channels located on the left;
- Window “Scale” (default value “1/3”) is located to the left of survey tests list;
- Window for digital values of skin resistance (SR) which change every second during reaction recording is located to the left of test instance number;
- Field with current question wording is located below;
- Each vertical grey bar corresponds to the surveying second;
- Polygrams display starts from the left, polygrams update – on the screen center.

Start of surveying in “NEURO POLYGRAPH” mode

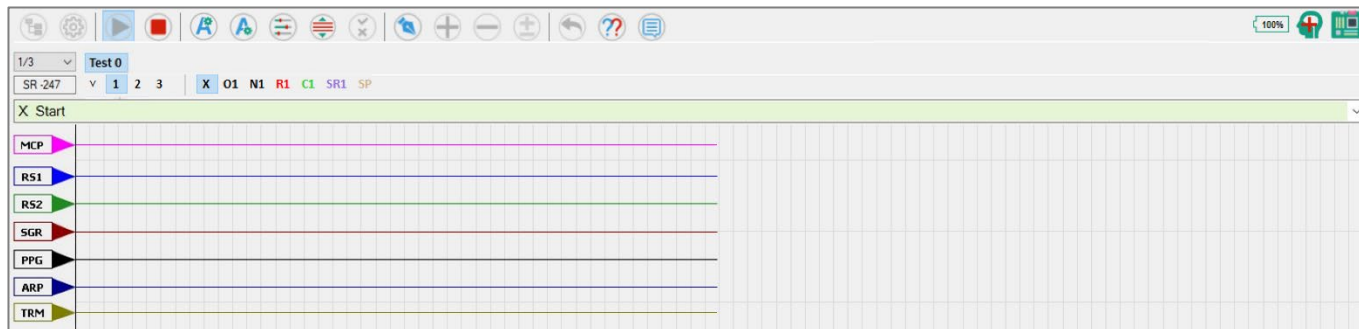




Start of surveying in “NEURO” mode





- In the "NEURO POLYGRAPH" mode, if necessary, it is possible to hide / open the window with the display of

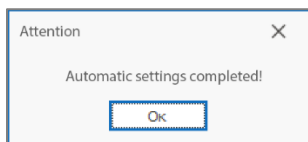
neurogadget polygraphs by right-clicking on the "GADGET" icon.




This view changes the original "Gadget"  icon to this 

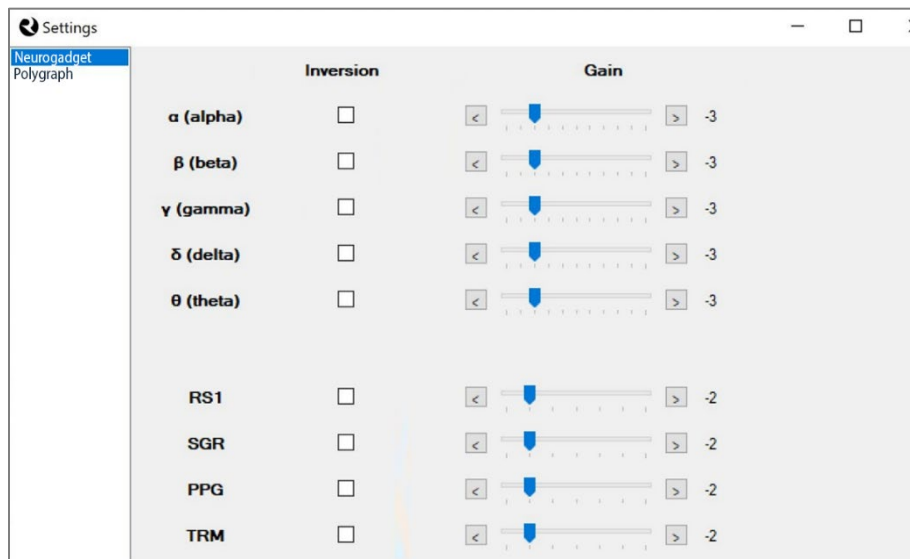
SETTINGS OF REGISTRATION CHANNELS

- At the beginning of surveying you have to conduct automatic settings by clicking on the icon:  in "POLYGRAPH" mode or  in "NEURO" mode.
 - In the course of automatic settings all menu icons are blocked.
 - Time of automatic settings in "POLYGRAPH" mode is 10-15 seconds, in "NEURO" mode is 5-10 seconds. A window with a text "Automatic settings completed!" indicates the settings completion.

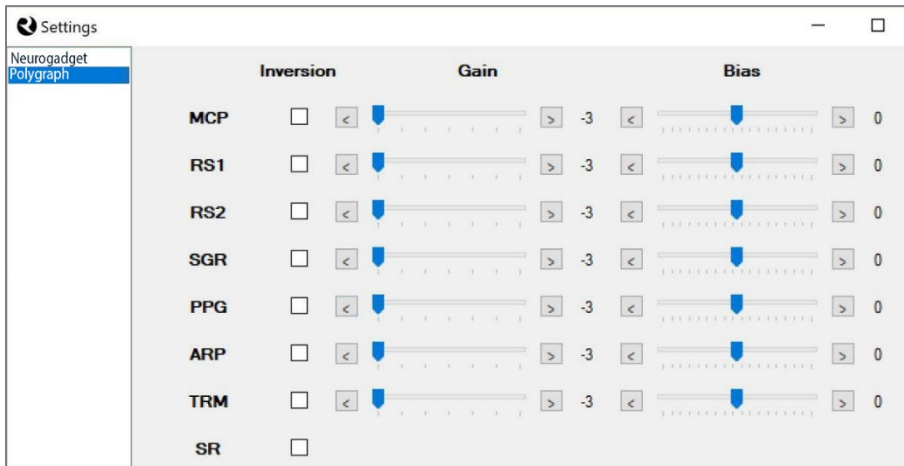


- Automatic settings result in optimization of graphs amplitude and their horizontal arrangement opposite to channel containers.
- Values of automatic settings can be open by clicking on "Settings" icon 

Settings window in "NEURO" mode:







Settings window in "POLYGRAPH" mode:



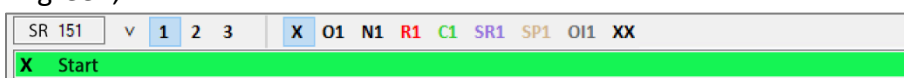
Settings adjustments can be made before reactions recording to the first question, as well as between reactions recording to each test question. Any change of graph amplitude between recorded reactions to questions is recorded in polygrams window (vertical dashed blue line, registration channel abbreviation, value before change is on the left, value after change is on the right).



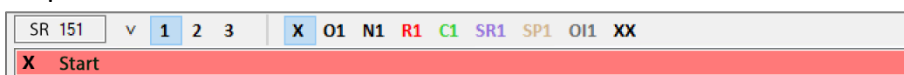
3. The period of automatic adjustments is automatically removed from the recorded reactions.
4. It is also possible to optimize the vertical shift of the graph for each registration channel separately. To do this, hover over the channel container and double-click the left button. After 1-2 seconds, the isoline of this graph will be placed horizontally opposite the corresponding channel container.
5. In the case when, after automatic settings, the graph is converted into an isoline (smooth horizontal line), you must:
 - open the "Settings" window (click on the icon );
 - in the "Offset" column, change the location of the isoline up - down until the optimal display of the graph is restored;
 - close the "Settings" window (the chart will automatically shift to the level of the channel container).
6. In addition to all of the above, there is an opportunity:
 - re-execute automatic settings.
 - repeat any test question (click on the icon .
 - write comments (click on the icon .
 - return the position of the containers of all channels to their original position (click on the icon .

PSYCHOPHYSIOLOGICAL REACTIONS RECORDING



1. Before starting recording of reactions there is a possibility of automatic determination of respondent's readiness:
 - When the state of the respondent is optimal, the background of the field with the wording of the question is green;



- When the state of the respondent is not optimal, the background of the field with the wording of the question is red.






2. Reactions recording consists of two stages:

- Recording of question asking period (the first click on the icon  or on the "Space" button) on a yellow background;
 - Recording of reaction period to asked question (a second click on the icon  or on the "Space" button) in the background according to the color of the question type;
- Reaction recording is automatically completed at an interval, selected in menu "Settings" – "Time" option.

3. If there is no fixation of reactions in the presentation of the test for at least one question, the record is not saved.




ANSWERS RECORDING

1. Respondent's answers are recorded by pressing the computer buttons or clicking on the icon in the software:




- Answer "Yes" is recorded by pressing the button "1" or clicking on the icon 
- Answer "No" is recorded by pressing the button "2" or clicking on the icon 
- Answer "I don't know" is recorded by pressing the button "3" or clicking on the icon 




2. In the field of reactions recording respondents' answers are recorded using corresponding flags:

- Answer "Yes" is recorded by green flag 
- Answer "No" is recorded by red flag 
- Answer "I don't know" is recorded by yellow flag 

3. During the recording of the response, it is possible to:

- change answer category by clicking on the icon of other answer category;
- cancel the record of reactions to the current question  (Cancel question);
- repeat question by clicking on the icon  ("Repeat question");
- make comment by clicking on the icon  (Comments);

4. There is an option to stop reactions recording at any time by clicking on the icon  ("Stop reaction recording").

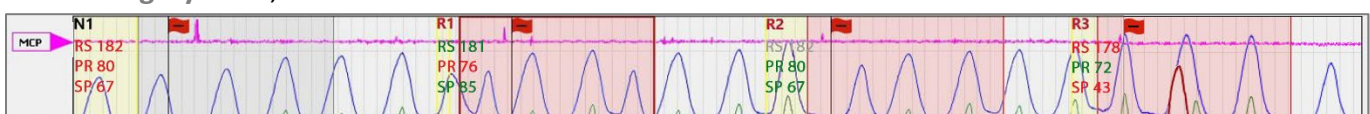
5. By default, all test questions are asked in the order they are placed in the test.

6. It is possible to record reactions to questions in any order by switching the activation of question icons.

7. In the "POLYGRAPH" mode, immediately after the end of the recording of reactions for each question of the survey, its reaction activity is automatically recorded as an average numerical value for the period of recording reactions:

- skin resistance (SR);
- pulse rate (PR);
- spasm plethysms (SP).

When digital value **increases** as compared to the previous question, it is marked with **green** color, when it is **constant** - **grey** color, when it **reduces** - **red** color.



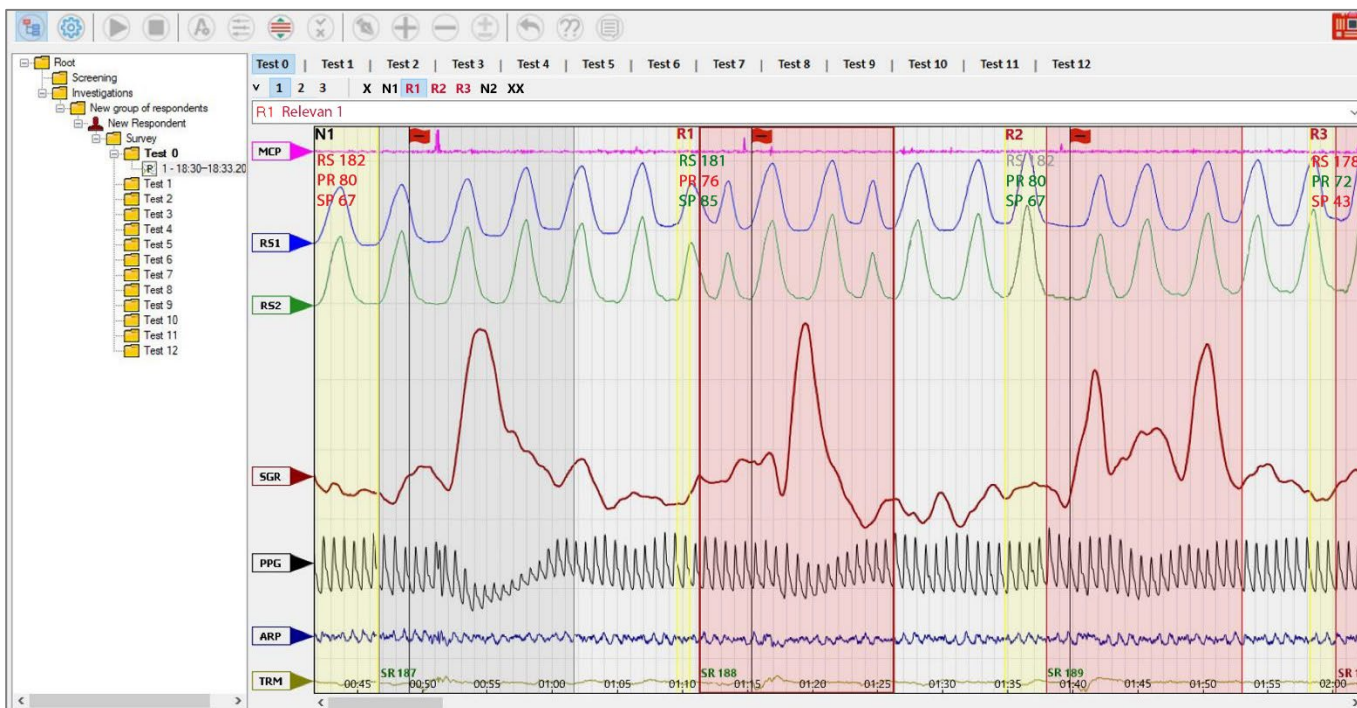
8. You can record reactions within one survey in different operating modes. To this end, open "Settings" window – "General" option in between tests and select required operating mode.

9. Automatically records the current time from the start of recording reactions in the test presentation.

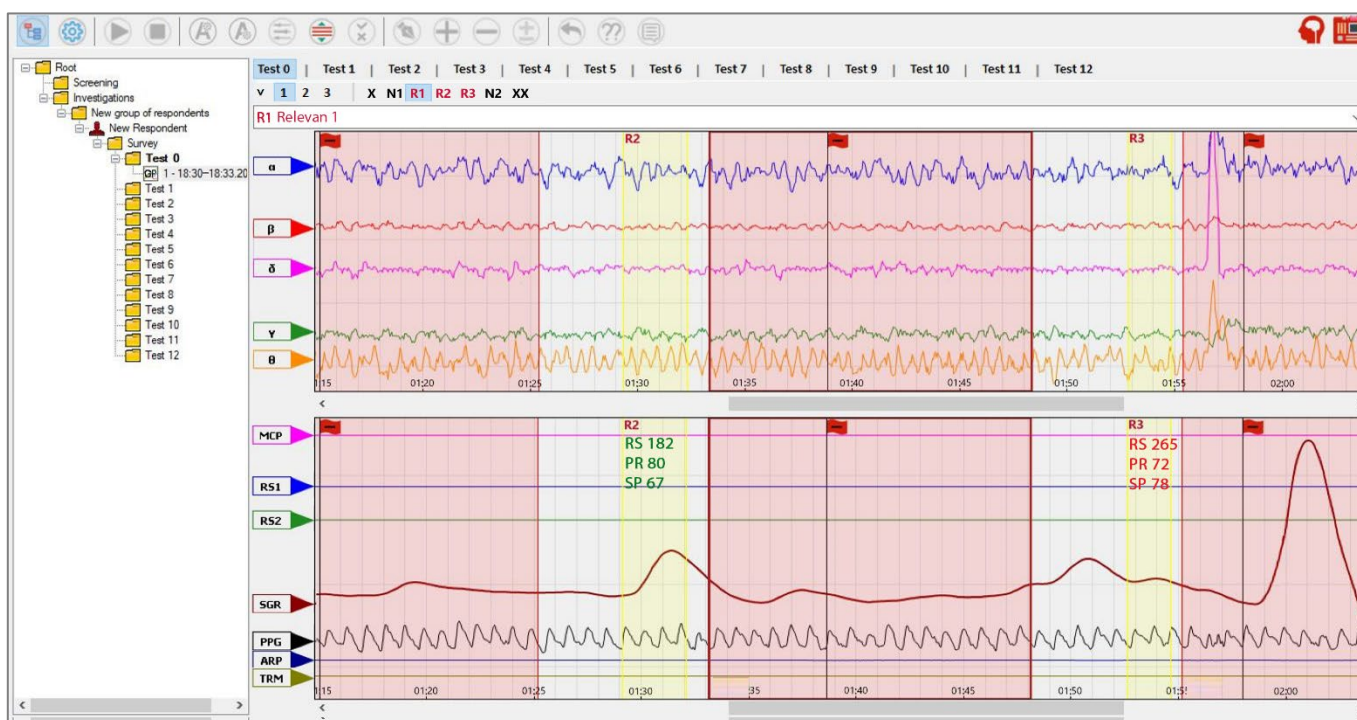
RECORDED REACTIONS

1. Recorded reactions by default are presented in this form:

- mode "POLYGRAPH"



- mode "NEURO POLYGRAPH"

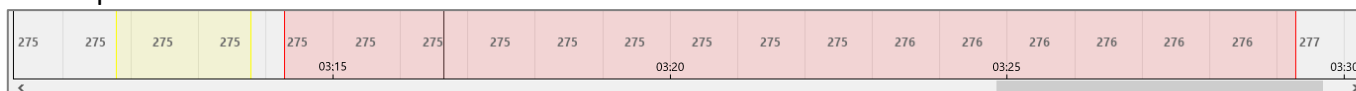


2. The following data are automatically deleted from the survey records:

- periods of automatic settings;
- periods of question records cancellation.

3. Change of records display scale in a horizontal plane (across the width) is made by hovering over display area of recorded reactograms, holding the right mouse button and moving cursor to the left (reduction) – to the right (increase).

4. In POLIGRAPH and NEURO POLIGRAPH operating modes, not only the averaged skin resistance (SR) values at the top of the screen, but also the per-second SR values at the bottom of the screen are displayed at the widest possible scale.



- Change of recorded reactions amplitude is made by hovering over the container of registration channel, holding the right mouse button and moving cursor upward (increase from "0" to "+10") – downward (reduction from "0" to "-10").
- The selected question (activation of the question icon) is displayed in the field of view with a border according to the color of the question type.
- At the end of the recording of reactions in the table of questions, the following changes are made.

Type	Answer	Question
X	N / A - N / A	Start
N1	YES - YES	Neutral
R1	NO - NO	Relevant
C1	D / K - D / K	Control

The "Answer" column to the right of the dash adds the Respondent's actual responses from the survey.

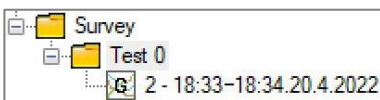
ОЦЕНКИ РЕЗУЛЬТАТОВ ОБСЛЕДОВАНИЙ

- Type of icons "Polygrams" depending on the mode of operation:

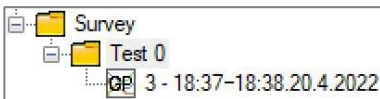
- Recording reactions in the "POLYGRAPH" mode



- Recording reactions in the "NEURO" mode



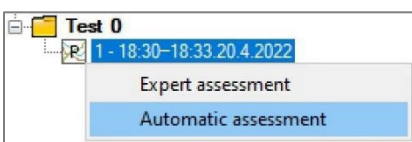
- Recording reactions in the "NEURO POLYGRAPH" mode



To the right of the "Polygrams" icons is indicated:

- chart number
- start and end times of recording reactions
- date of recording reactions in the format "day / month / year"

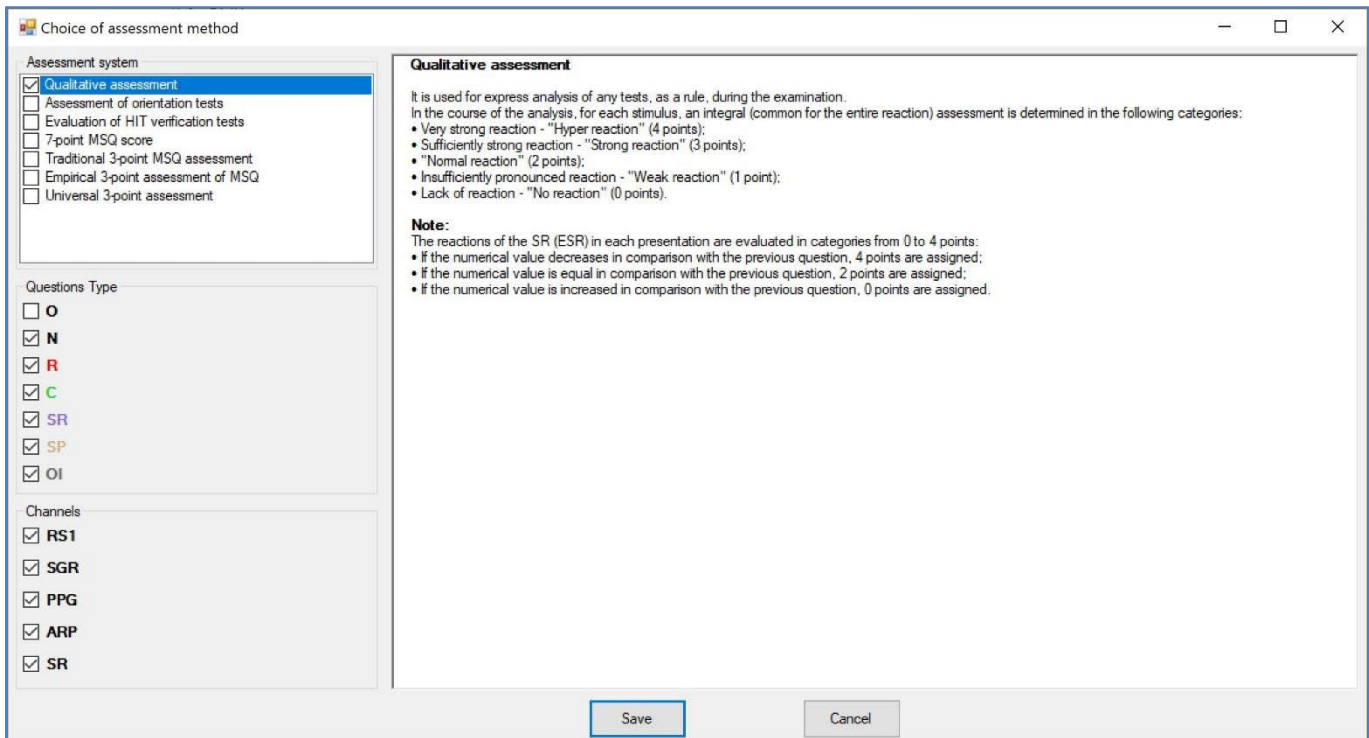
- First you need to choose the type of assessment. To do this, hover over the "Polygrams" icon and right-click to activate the context menu.



- After activating the "Automatic assessment" section, such a notification is presented:

Automatic scoring is in the process of machine learning.
 You can speed up its implementation as well as improve the quality of the assessment by sending back to the developers survey results that are supported by objective data.
 Instructions - <http://www.polygraph-rubicon.com/blog/polygraph-ai-create.htm>

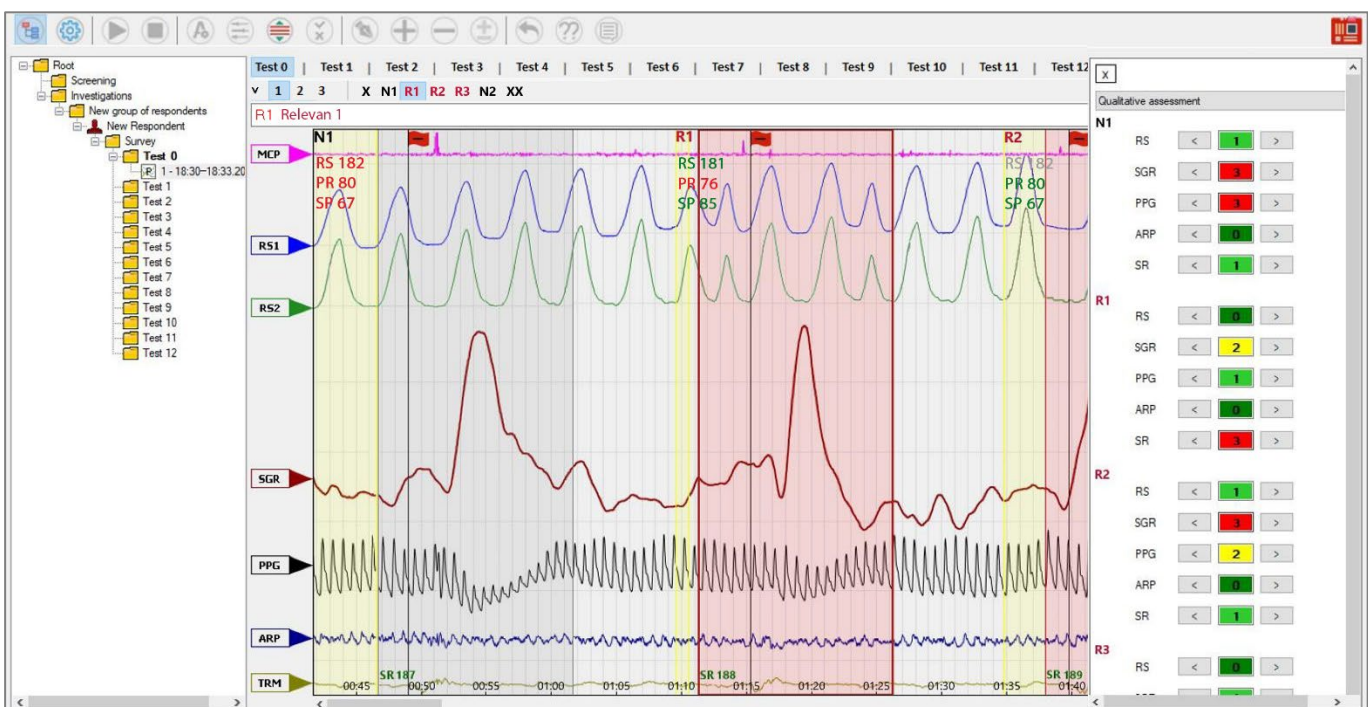
- After activating the "Expert assessment" section, the "Choice evaluation method" window is presented:




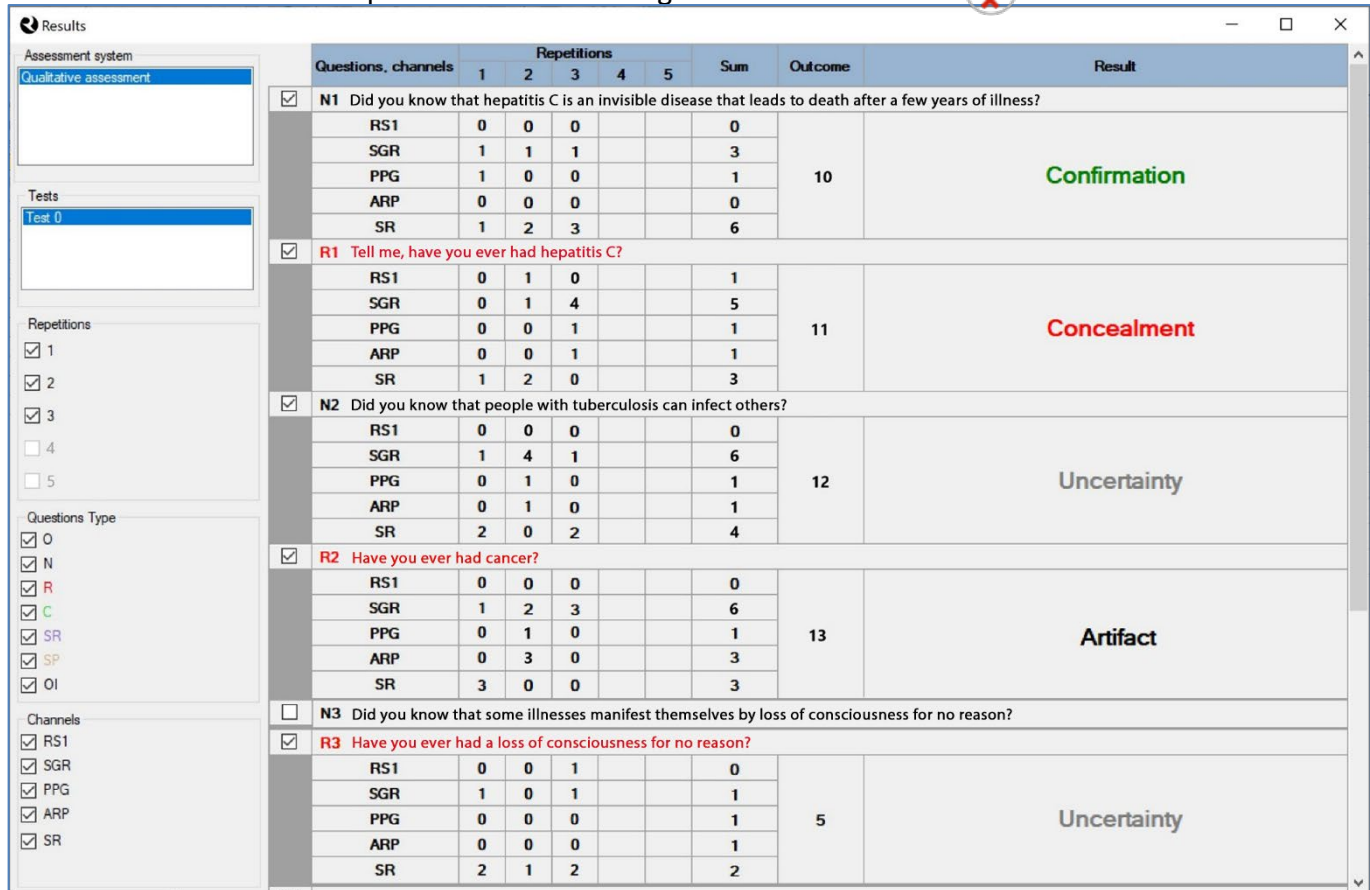
- In the upper left window "Assessment system" you must select one or more rating systems. At the same time, a description of each of the 7 assessment systems is presented in the right window.
- In the left middle window "Questions type" you need to select the types of questions that will be assessed.
- In the lower left window "Channels" you need to select the channels that will be evaluated. In the lower left window "Channels" you need to select the channels that will be evaluated.

5. After clicking the "OK" button in the "Choice of assessment method" window, a window for evaluation is presented to the right of the window with polygrams.

- At the top there is a field for switching the selected assessment methods.
- Below are the selected types of questions in the same order in which they were in the presentation of the test.
- For all questions, only previously selected registration channels are presented.
- When you close the window, the assessment results are saved automatically.

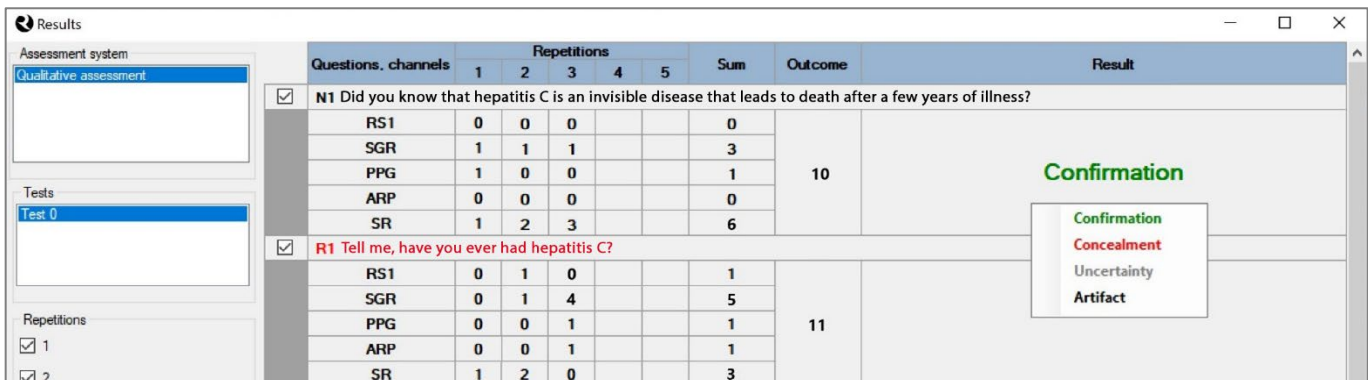


6. The assessment results are presented after clicking on the "Results" icon  in this form:



Questions, channels	Repetitions					Sum	Outcome	Result
	1	2	3	4	5			
<input checked="" type="checkbox"/> N1 Did you know that hepatitis C is an invisible disease that leads to death after a few years of illness?								
RS1	0	0	0			0	10	Confirmation
SGR	1	1	1			3		
PPG	1	0	0			1		
ARP	0	0	0			0		
SR	1	2	3			6		
<input checked="" type="checkbox"/> R1 Tell me, have you ever had hepatitis C?								
RS1	0	1	0			1	11	Concealment
SGR	0	1	4			5		
PPG	0	0	1			1		
ARP	0	0	1			1		
SR	1	2	0			3		
<input checked="" type="checkbox"/> N2 Did you know that people with tuberculosis can infect others?								
RS1	0	0	0			0	12	Uncertainty
SGR	1	4	1			6		
PPG	0	1	0			1		
ARP	0	1	0			1		
SR	2	0	2			4		
<input checked="" type="checkbox"/> R2 Have you ever had cancer?								
RS1	0	0	0			0	13	Artifact
SGR	1	2	3			6		
PPG	0	1	0			1		
ARP	0	3	0			3		
SR	3	0	0			3		
<input type="checkbox"/> N3 Did you know that some illnesses manifest themselves by loss of consciousness for no reason?								
<input checked="" type="checkbox"/> R3 Have you ever had a loss of consciousness for no reason?								
RS1	0	0	1			0	5	Uncertainty
SGR	1	0	1			1		
PPG	0	0	0			1		
ARP	0	0	0			1		
SR	2	1	2			2		

- The "Results" icon is active when you hover over the folders of examinations, tests, polygrams.
- The left window "Assessment System" displays the selected options.
- The left window "Tests" displays the tests in which the results were evaluated.
- In the left window "Repetitions", only those test presentations are activated in which the results were evaluated.
- The left window "Question types" and "Channels" displays only the selected options for assessment.
- In the table on the right, in the "Sum" column, the assessment amounts for each registration channel are presented.
- In the table on the right, in the "Outcome" column, the assessment sums in the test presentations are presented.
- In the table on the right, in the "Result" column, options for interpreting the results are presented (activated by right-clicking above the cells in the "Result" column).



Questions, channels	Repetitions					Sum	Outcome	Result
	1	2	3	4	5			
<input checked="" type="checkbox"/> N1 Did you know that hepatitis C is an invisible disease that leads to death after a few years of illness?								
RS1	0	0	0			0	10	Confirmation
SGR	1	1	1			3		
PPG	1	0	0			1		
ARP	0	0	0			0		
SR	1	2	3			6		
<input checked="" type="checkbox"/> R1 Tell me, have you ever had hepatitis C?								
RS1	0	1	0			1	11	Concealment
SGR	0	1	4			5		
PPG	0	0	1			1		
ARP	0	0	1			1		
SR	1	2	0			3		

Confirmation

Concealment

Uncertainty

Artifact

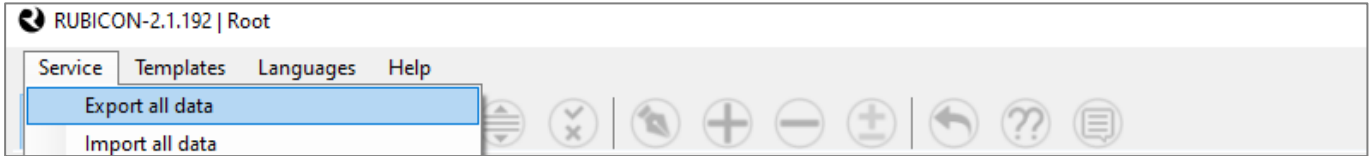
EXPORT - IMPORT

Export – import applies to:

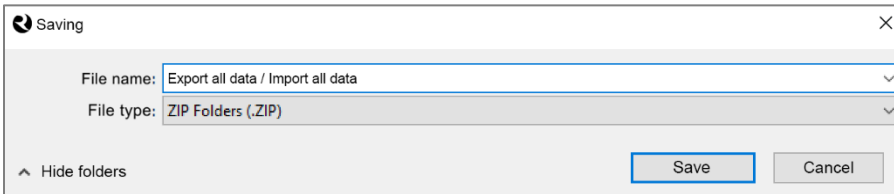
- all user data (survey groups, respondents, surveys, survey, test, question templates).
- folders of survey groups with all respondent's data, as well as their surveys;
- respondents with all their surveys.

Export – import of all data

1. In order to export or import all data in menu “Service” activate required option of the context menu (“Export all data” or “Import all data”).

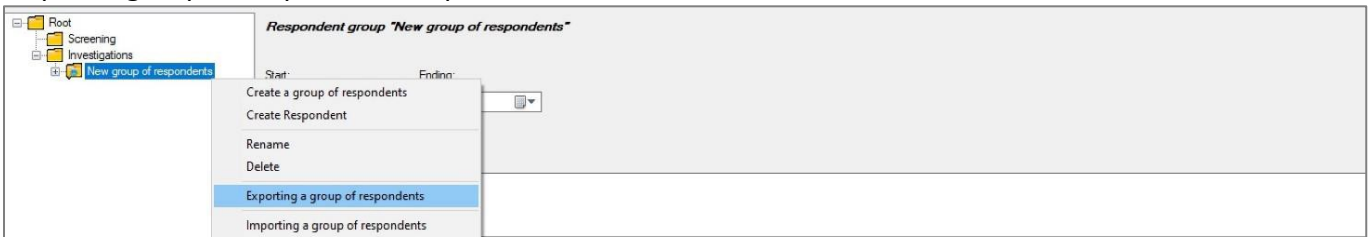


2. Upon activating the “Export” option, a browse window for choosing the place of saving exported data on the computer in form of archive (ZIP) will appear.

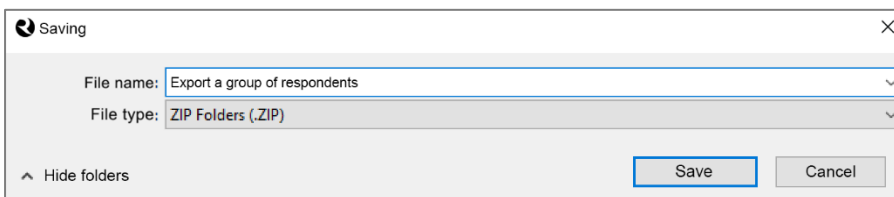


Respondents group export

1. In order to export survey group hover over the selected folder, open context menu by right-click and select “Export a group of respondents” option.

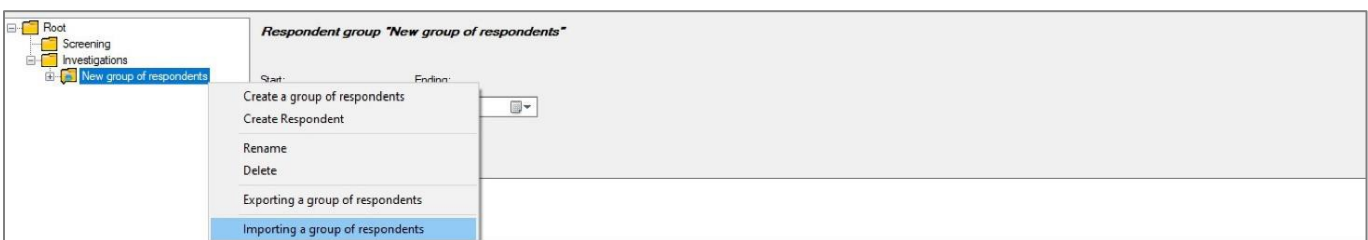


2. Upon activation of “Export a group of respondents” option, a browse window for choosing the place of saving exported data on the computer in archive (ZIP) will appear.

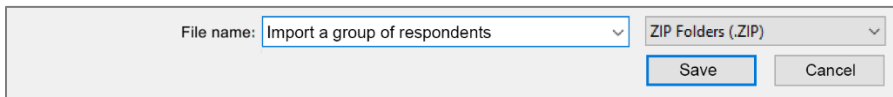


Respondents group import

1. In order to import survey group hover over the folder, to which you want to import data, open context menu by right-click and choose “Import a group of respondents” option.

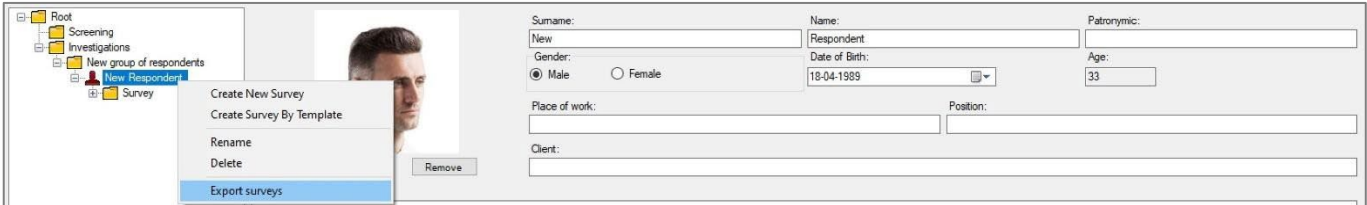


2. Upon activation of "Import a group of respondents" option, a browse window for choosing the (ZIP) file on the computer to be imported will appear.

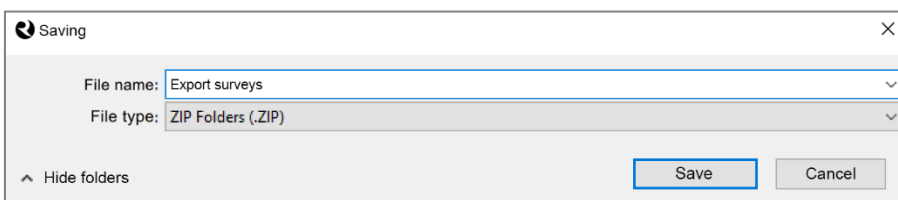


Export all surveys of a respondent

1. In order to export respondent's survey hover over the selected folder, open context menu by right-click and select "Export surveys" option.

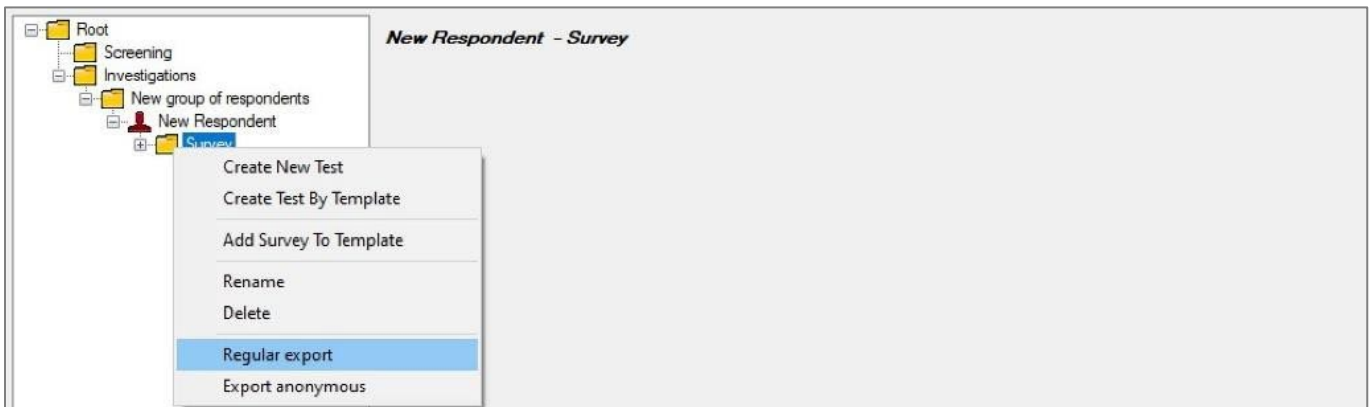


2. Upon activation of "Export" option, a browse window for choosing the place of saving exported data on the computer in archive (ZIP) will appear.

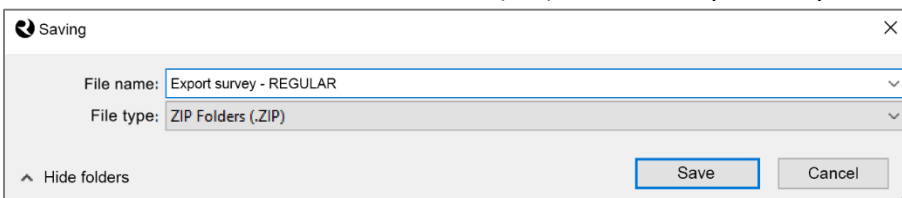


Exporting a single respondent survey

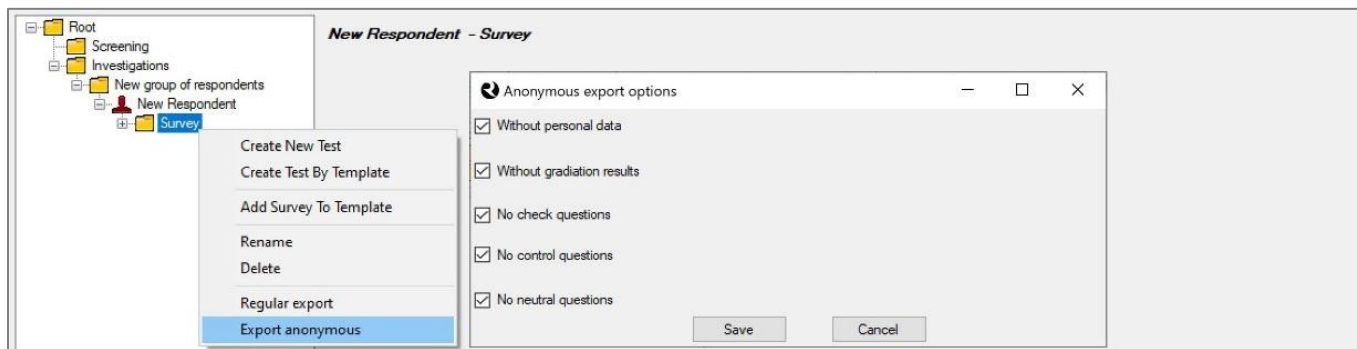
1. To export a survey with the Respondent's personal data, hover over the folder of the survey to be exported, open the context menu by pressing the right button and select the "Regular export" option.



2. After activating the "Export regular" section, a window for choosing the location for saving the exported examination in the form of an archive (ZIP) on the computer is presented.



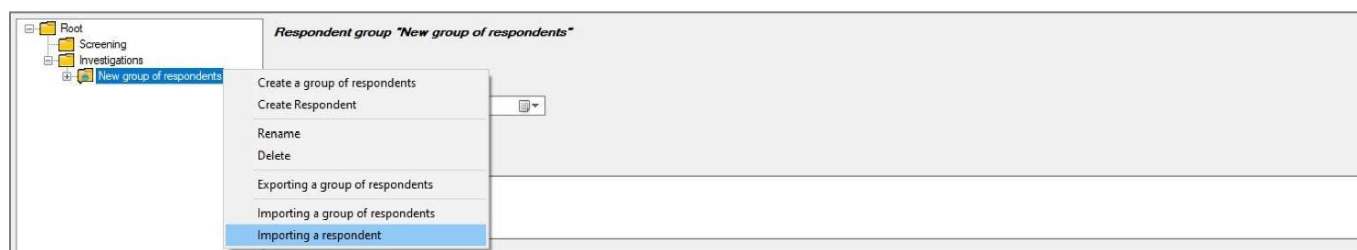
3. To export anonymously, hover over the folder of the exam to be exported, call the context menu by right-clicking, activate the "Export Anonymous" section, then select the required anonymity parameters.



4. After confirming the choice of anonymity parameters, a window for choosing the location for saving the exported examination in the form of an archive (ZIP) on the computer is presented.

Import respondent

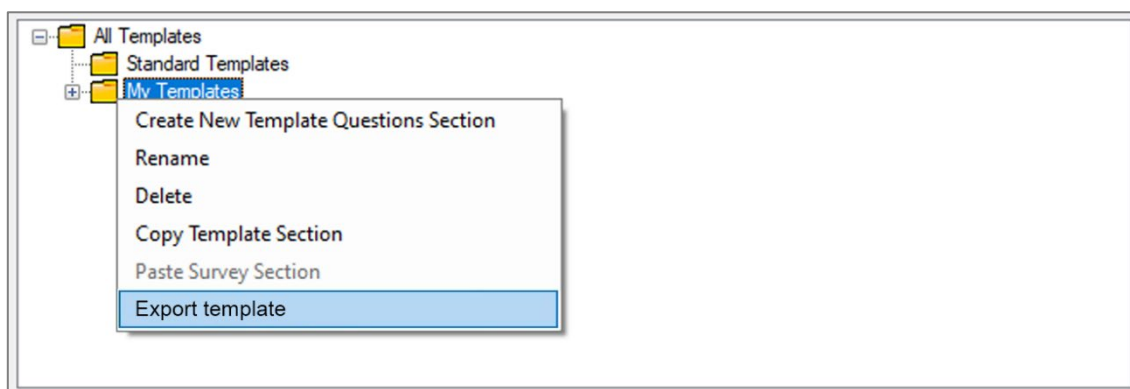
1. To import a respondent, hover over the folder of one of the root groups ("Screening", "Investigations" or created by the user), into which you want to import, call the context menu by pressing the right button and select the "Import a respondent" option.



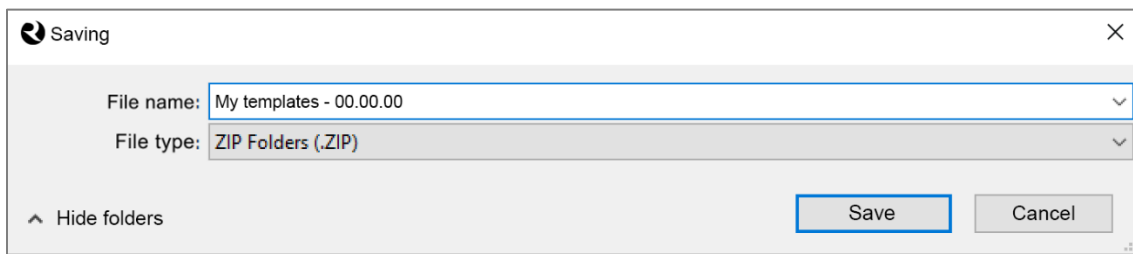
2. After activating the "Import respondent" option, a window is displayed on the computer for selecting the file format (ZIP) that needs to be imported.

TEMPLATES EXPORT

1. To export templates of examinations, tests, questions you need to put the cursor on the folder "My templates", call the context menu by pressing the right button and select the option "Export template".



2. After activating the "Export template" option, the window for selecting the place for saving the exported data to the computer as an archive (ZIP) is displayed. By default, the export date in the format "day - month - year" is automatically added to the archive name.



TEMPLATES IMPORT

1. To import templates of examinations, tests, questions you need to put the cursor on the folder "All templates", call the context menu by pressing the right button and select the option "Import templates"..



2. After activating the "Import templates" section, select the necessary archive, after which the imported template section will be displayed in the template directory.

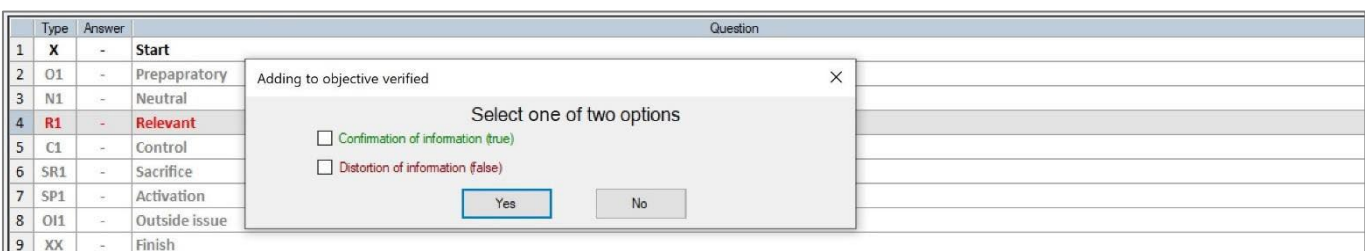


OBJECTIVELY VERIFIED DATA

1. This option is meant for voluntary collection of those facts by users, which were verified by objective data with subsequent transfer of such information to the software developer. Only physiological reactions are collected herein excluding personal data and question wordings with the purpose of subsequent computer-aided learning and creation of system for automatic analysis of survey results based on artificial intelligence algorithms.
2. The option "Objectively verified data" is available only to screening questions, to which physiological reactions have been recorded.
3. To verify objective data, open context menu by mouse right-click over the screening question line.

	Type	Answer	Question
1	X	-	Start
2	O1	-	Preparatory
3	N1	-	Neutral
4	R1	-	Relevant
5	C1	-	Control
6	SR1	-	Sacrifice
7	SP1	-	Activation

4. In the context menu, select the option "Add to objectively approved". After that, a window for selection will be presented.



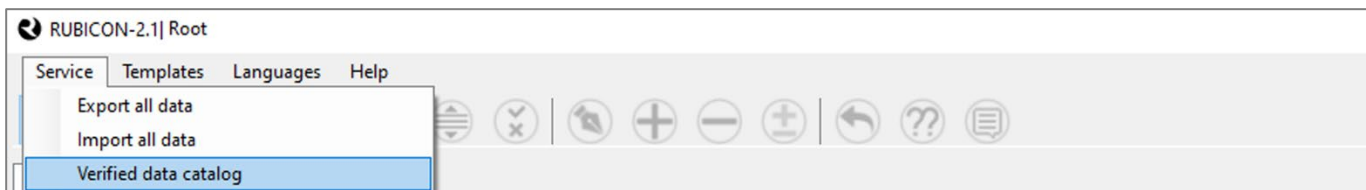
5. If you select Verify Information (True), the background of the question will be green.

	Type	Answer	Question
1	X	-	Start
2	O1	-	Preparatory
3	N1	-	Neutral
4	R1	-	Relevant
5	C1	-	Control

If you select the Distortion of information (false) option, the background of the question will be red.

	Type	Answer	Question
1	X	-	Start
2	O1	-	Preparatory
3	N1	-	Neutral
4	R1	-	Relevant
5	C1	-	Control

6. The selected confirmation options will be saved in the "Service" menu section, the "Catalog of confirmed data" option.



7. If necessary, it is possible to remove a question from the catalog of verified data using the context menu option "Remove from objectively verified data".

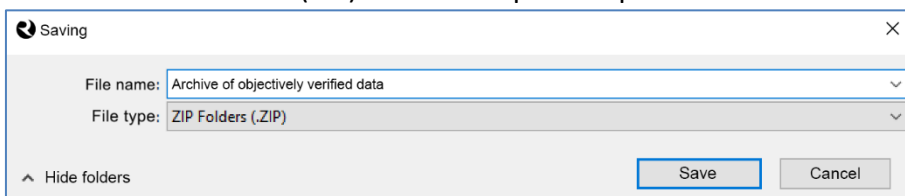
	Type	Answer	Question
1	X	-	Start
2	O1	-	Preparatory
3	N1	-	Neutral
4	R1	-	Relevant
5	C1	-	Control
6	SR1	-	Sacrifice
7	SP1	-	Activation
8	O11	-	Outside issue
9	XX	-	Finish

After deleting, the background color of the question is restored to its original state.

8. To archive all confirmed data, select the "All confirmed data" folder, right-click the context menu and select the "Archive" option.



9. After activating the "Archive" option, a window for choosing the location for saving the exported data in the form of an archive (ZIP) on the computer is presented.



Send archives with objectively verified data to the software developer at polygraphrubicon@gmail.com

Thank you for choosing RUBICON polygraph!

We wish you success in your work!