



Understanding America Study

Work and Leisure Project: Participant Guide

Your guide to the smartphone study.

Any Questions? Call Us: 855-872-8673 Email Us: uashelp@usc.edu

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About the Work and Leisure Study

The study is being conducted in the UAS for the Center of Economic and Social Research, at the University of Southern California.

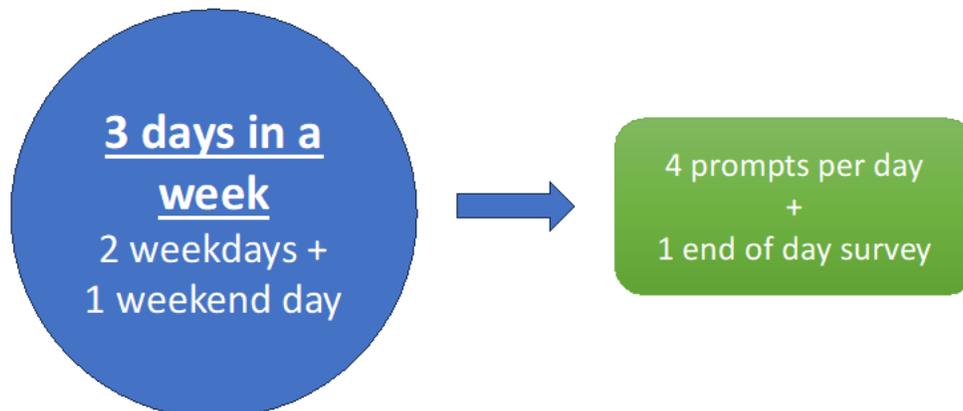
The purpose of this study is to compare how individuals who are retired spend their time relative to those who are working, as well as the mental, physical, and social job demands experienced by working individuals. We are interested in how daily activities affect the mood, well-being, and decisions of individuals during working and non-working days. The study focuses on the activities and tasks people engage in, how much interaction they have with others, and how they feel during the day.

Your Role in this Study: Overview

We will ask you to complete a few survey questions on your phone during three days out of the seven day period that you selected when you signed up. We have randomly selected two weekdays and one weekend day during that week. We will send you an email on the day before each selected day to let you know that you will be getting prompts on your phone the next day.

On each of the three survey days:

- You will be prompted to answer the questions on your phone four times during the day, between 8am and 9 PM. The questions take about 3 minutes to answer each time. You will earn \$2 for each prompt that you answer.
- At the end of the day you will receive an e-mail reminder to log into your UAS account at uas.usc.edu, after 4:00 PM to complete an End of Day survey. This is an online time diary survey reporting the activities you performed over the last 24 hours. Set aside about 10-15 minutes to fill it out. You will earn \$10 for completing it.
- If you respond to all four prompts, and fill out the End of Day survey, you will earn a total of \$18 per day.



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When to Complete Questions in the App



Your smartphone will notify you when it is time to do your activities. This will happen randomly 4 times throughout the day. Listen carefully, this notification will be the same as whatever you have your notifications set to on your phone.

Don't worry if you're busy; when you receive the notification, you have up to 30 minutes to find a quiet, safe place to respond. If you have not responded, we will send you a text reminder after 10 minutes to the phone number you provided after the initial

notification.

Try to do these as soon as you can after you receive a notification - but know that you have up to 30 minutes in case you are busy or doing something that makes it unsafe to use your phone, like driving.

Also, be mindful of completing the surveys in one sitting in case you aren't able to resume. At the end of each of the three survey days, we will send you an e-mail reminder to complete the end of day time diary survey.

Listen for the Prompts

If you put your phone on silent, the app will continue to notify you. However, you may not notice the prompts, so be sure to allow it to beep or vibrate so you will be notified!

PRO TIP: If you are in a quiet setting, just turn the sound down, or put it on vibrate. If you put your phone in silent mode, you will miss the prompts.

Staying Connected is Important

Connectivity during the day is essential. Either Wi-Fi or cell connection is required to participate. **We recommend enabling Wi-Fi on your phone**, if you have it, so it will be available if your cell connection is weak or not available. If you need help enabling Wi-Fi, give us a call!

If you do not have any connectivity for one or more full days, let us know! We will reschedule you for a week when you are able to fully participate.

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How to Install the ZEMI Mobile App

Download the Zemi phone app from the Google Play Store (if you have an Android phone) or from the Apple App store (if you have an iPhone.)

Search for “Zemi”

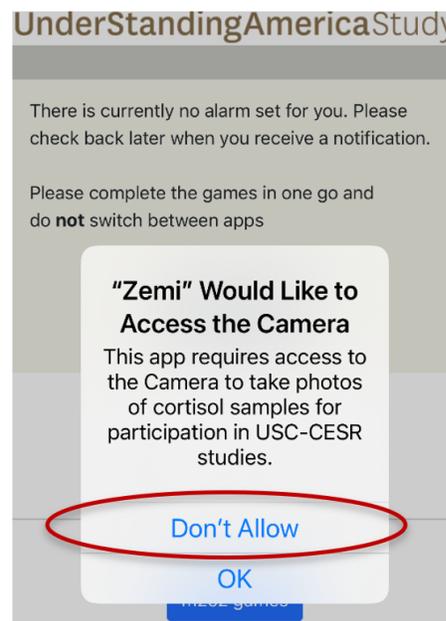
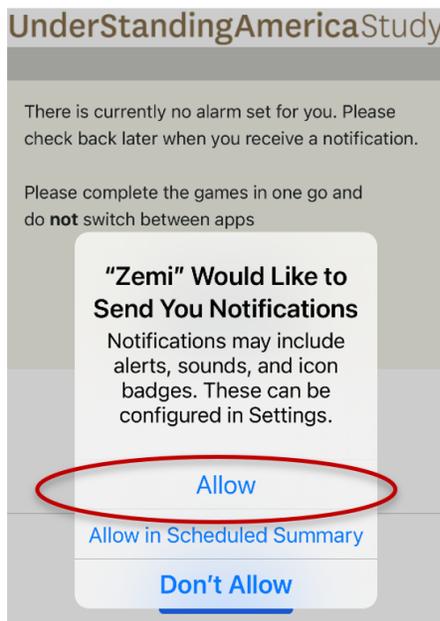


Android users: Tap “Install” and skip to “Logging into the Zemi mobile App” on page 6 of this guide.

Apple iPhone users: Tap “Get” and follow the instructions below.

Tap on the Zemi App icon to install the app. You need to allow notifications and location access to be able to participate in the study. WE DO NOT TRACK YOUR LOCATION for this study or ever, but the app requires it to be on to work.

- ALLOW the Zemi App to send you NOTIFICATIONS
- DON'T ALLOW the Zemi App to Access the Camera



If you get a warning, tap “Setting” and follow the instructions on the next page.

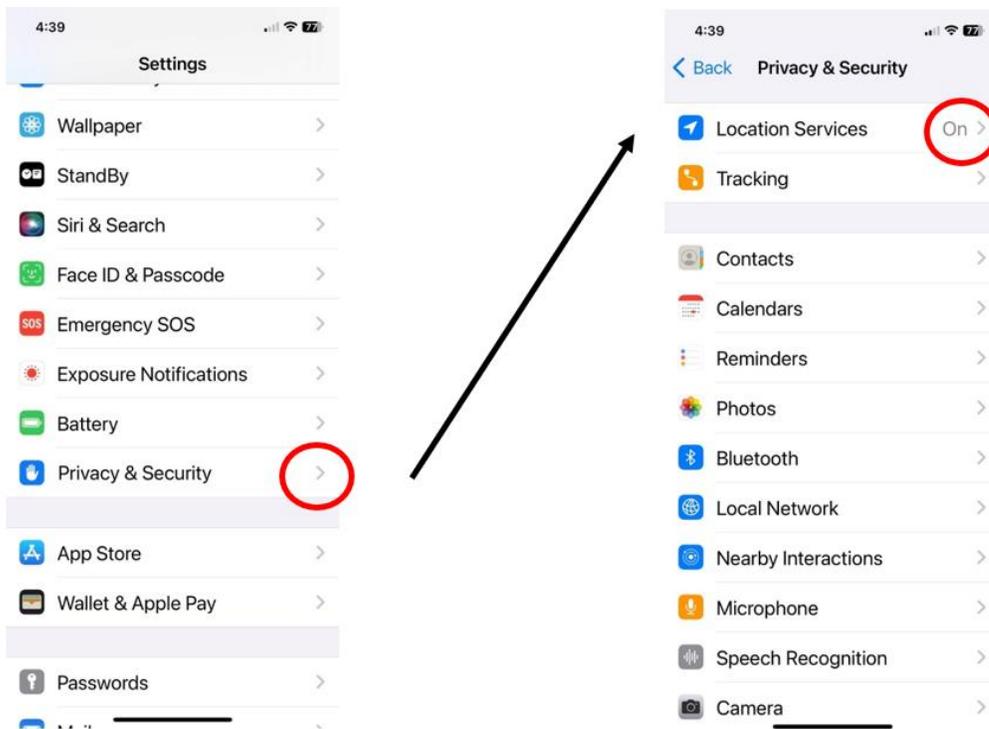
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Setting notification on your iPhone:

Depending on your iPhone model, there are two version of the set-up.
To set up the Zemi app

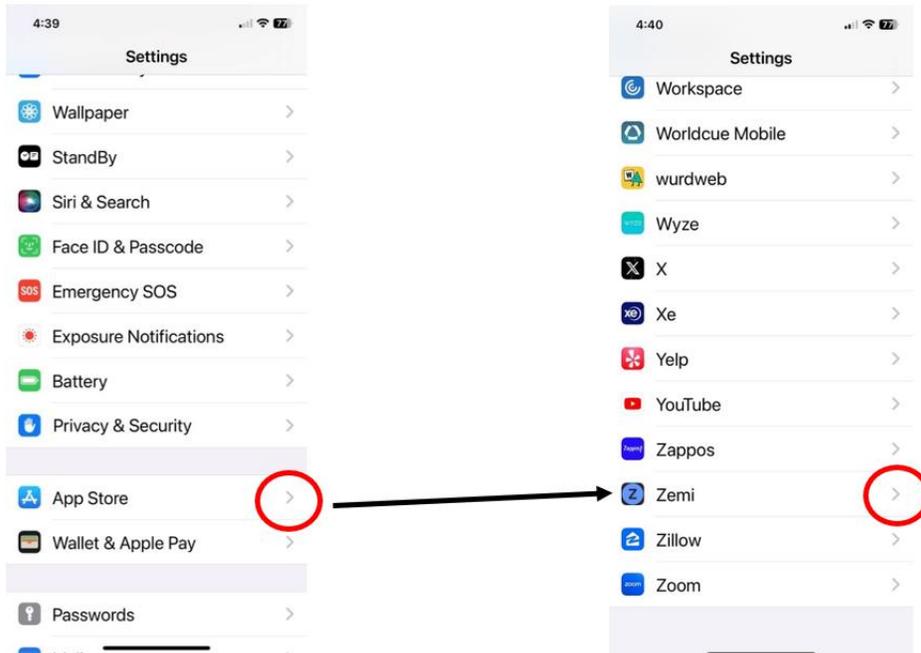
If your settings look different than what is shown below, go to page 8 for the alternate phone settings.

- Tap on Setting, then scroll down until you see “Privacy & Security.”
- Tap, and make sure you have “Location” set to “On”,

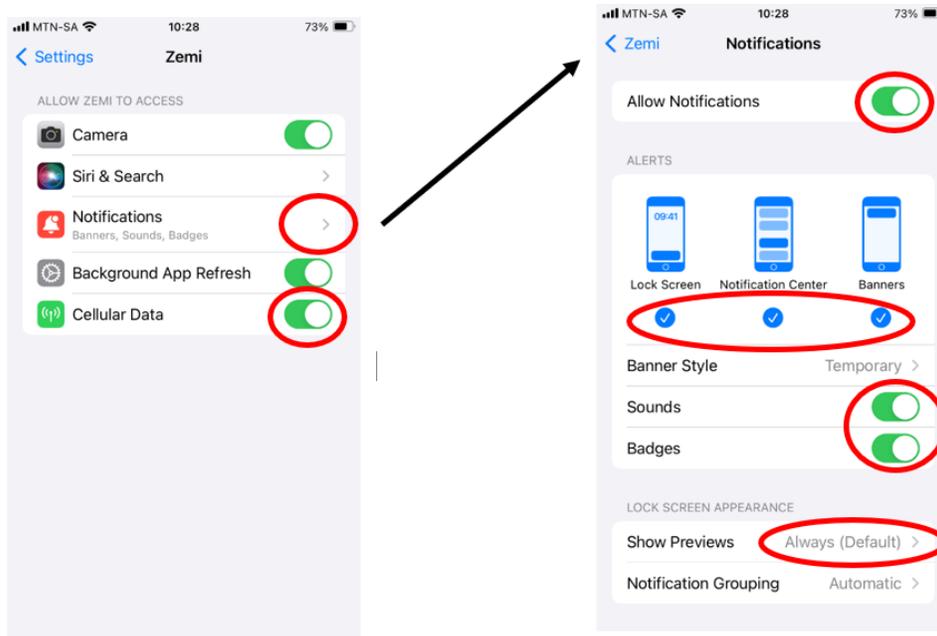


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- Next, go back to Setting, then scroll down until you see “App Store”.
- Tap the “App Store” and scroll down until you see the “Zemi” app.



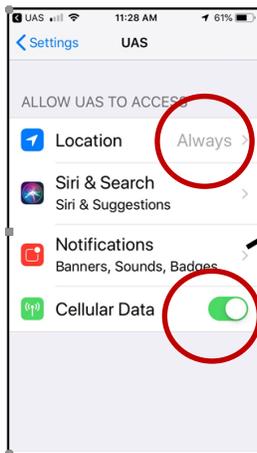
- Allow notification on cellular data and sounds and badges are on.
- Set “Show Previews” to “Always (default)”



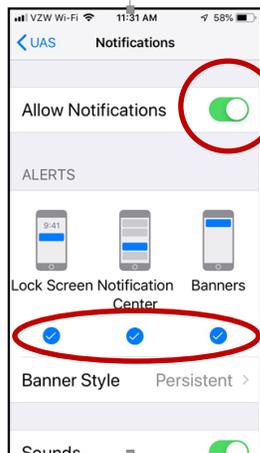
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Alternate iPhone Settings.

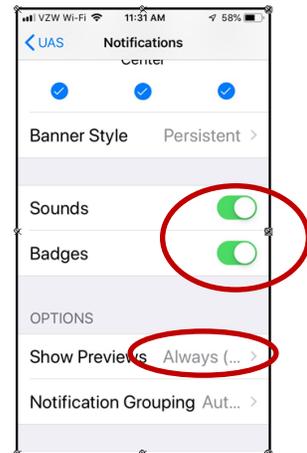
- Tap on Setting, then scroll down until you see “Zemi”.
- Tap, and make sure you have “Location” set to “Always”,
- Allow notification on cellular data, and sounds and badges are on.
- Set “Show Previews” to “Always”



UAS Settings



Notifications screen



Scroll down to set the rest

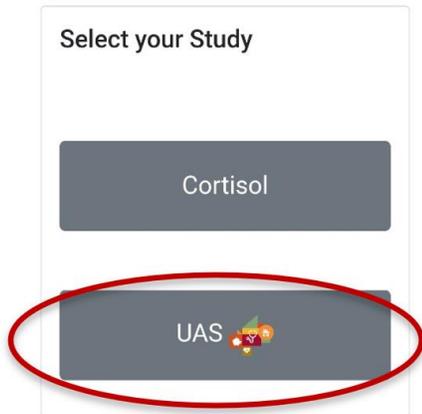
When you are done, you can close the settings and go back to the app to log in!

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Logging into the Zemi Mobile App

When you open the app, you will see this screen called *Select your Study*. Select button called “UAS”

Then, on the following screen enter your login number and password*



**This is the same login number and password you use to log in and take surveys in the UAS. We included that information in the project invitation email.*



Please remember that if you change time zones during the study week, you will continue to receive prompts between 8am and 9pm in the time zone you specified when you signed up for your study week. If you need to change time zones, write to uashelp@usc.edu.

You are all set! Just wait to be prompted to start. You will be prompted 4 times a day, on three days during the following seven days. The prompts will be sent at random times between 8 AM and 9 PM for the next 8 days. We will randomly select two weekdays and one weekend day during that seven days.

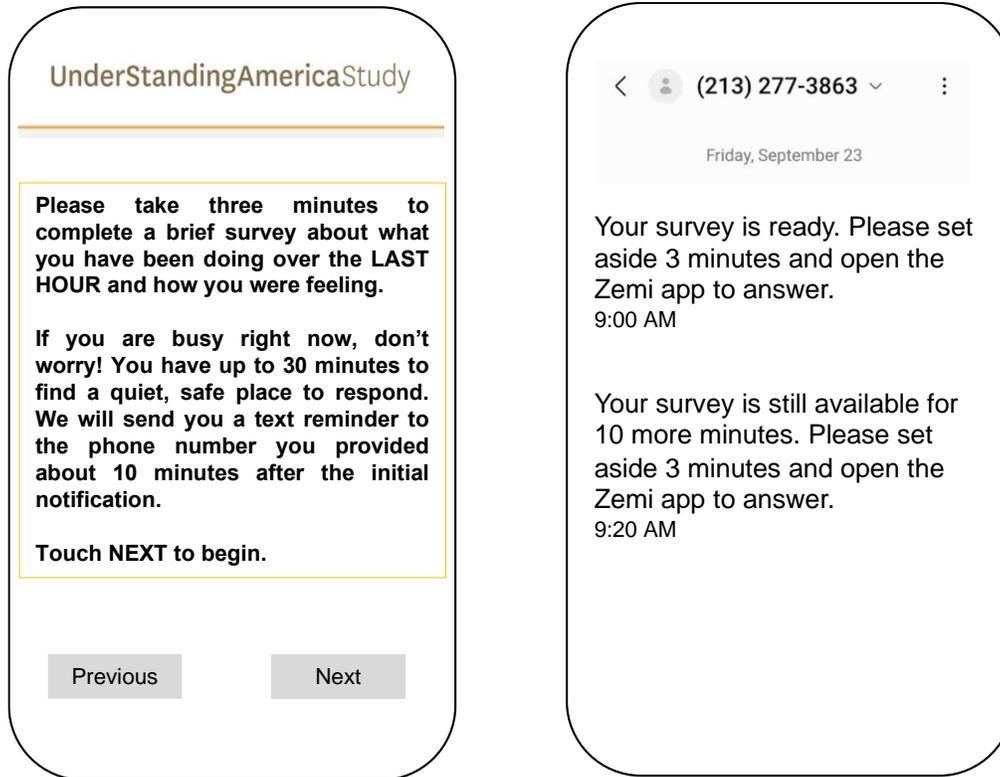
If you have forgotten your ID or password contact the UAS helpdesk by email at uashelp@usc.edu or call us between 9 AM and 5 PM Pacific Time: 1-855-872-8673.

PRO TIP: Stay logged in for seven days. You can close the app and do anything else you like on your phone, including turning it off. Just **do not** log out of the app if you can help it. If you do log out, log back in again right away. You won't be prompted if you log out of the app or turn off your phone.

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Zemi mobile App - Notifications

When prompted, you will receive the following notification on your phone:



Note: It is important that you set aside the full 3 minutes needed to finish the session in one sitting.

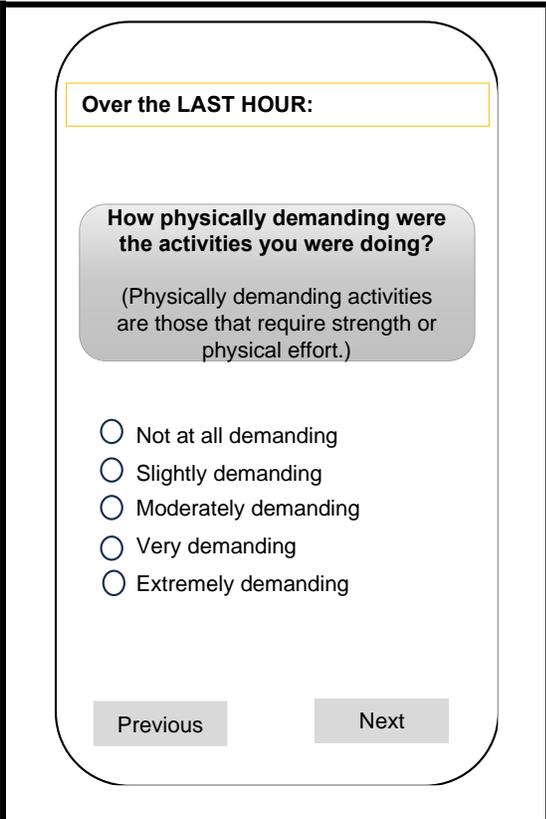
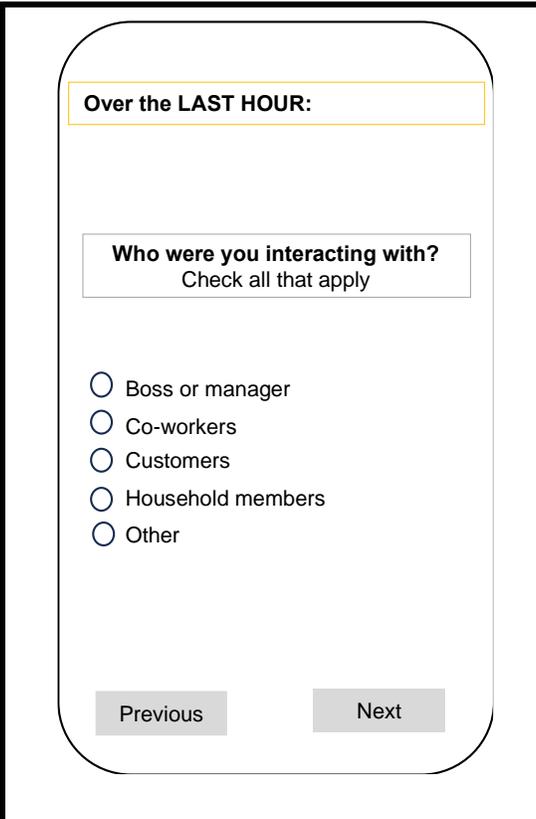
If your session restarts during a session, the app cannot retrieve your previous answers. Please just start over and answer the questions again. To prevent a session from restarting, set aside the time to answer all questions in a single setting.

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Answering Questions on the Zemi app

During each activity session, you will be asked several questions about your experiences, including things like what you've been doing and how you're feeling. Below are some examples of the types of questions you will be asked.

Pay close attention to the text in the yellow section at the top of the screen. You will be asked to take three minutes to complete survey questions about what you have been doing over the LAST HOUR and how you were feeling.

	
Radio button Questions	Checkbox Questions
<p>For these types of questions, you can choose only one option.</p> <p>Please choose the option that best represents your experience.</p>	<p>For these types of questions, tap on as many options as are relevant.</p> <p>If you make a mistake, you can tap on an option a second time to 'uncheck' it.</p>

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Answering the End of Day Survey

At the end of each of your three survey days (preferably after 8 PM), log into your UAS page and fill out the End of Day survey. It will take about 10- 15 minutes. The link will be available on your UAS page at 4 PM, but please wait until after 8 PM if possible to complete it. We will send an email reminder when it is ready and available for you to fill out.

Reminder: The EOD survey is NOT completed through the Zemi app.

Log into your UAS page at <https://uas.usc.edu> using whatever method you usually use to do UAS surveys (phone, computer, or laptop). Log in using your UAS identification number and password.

Remember to fill it out at the end of each of the three days *before midnight!* However, if for any reason you can't complete it that day, you will be able to do so the next day. You will earn \$10 for each of the EOD surveys you complete.

FREQUENTLY ASKED QUESTIONS

If you have questions about using the phone app or any other aspect of the project, please review the questions and answers on the next pages. If you still have questions or any problems, please call the UAS helpdesk at (855) 872-8673.

FAQ Section I: Questions about the project

Q: What do I do if I no longer want to participate in the Work and Leisure project?

A: If you decide that you no longer want to participate, please call us or email. We always appreciate if you can tell us why you are withdrawing from the study for our records so we can learn from your experience.

Q: When do I get paid?

A: Earnings from this project will be credited to your UAS account within 10 business days after the end of the study. The funds will be loaded onto your ClinCard, along with any other rewards you may have earned, the following month, as usual. Your rewards will show up in your UAS account under “details on extra rewards.”

FAQ Section II: Using the Zemi App

Q: Where do I find the Zemi app, or how do I install the app on my phone?

A: The Zemi app can be downloaded from the Apple App store or from the Google Play store. Please refer to the section of this guide called “How to install the Zemi Mobile App” for instructions on how to set it up for use in this study.

Q: The Zemi app froze, or I was not able to complete all of the questions.

A: If the app seems to freeze up, you may have lost connectivity. See if the problem goes away when you have cell service or Wi-Fi again. If not, please follow the troubleshooting guide on page 12.

Q: What do I do if the phone beeps and I am driving or busy?

A: While we want you to respond as soon as possible, **never answer the questions while driving or operating any kind of machinery**. If you can't pull over your car, or step out of a meeting to answer a beep this time, we understand. Please do try to respond to the next beep.

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Q: What if I need to silence the phone and not get notifications at all during an event or meeting?

A: You can silence your phone. Your phone may vibrate when you receive the next prompt, and you will get a text message if you put in a cell phone number. You may see that prompt, even with the sound off, but we recommend you turn it back on as soon as possible.

Q: Do I have to respond to all 4 prompts each day? Will I still be paid if I miss some?

A: Please participate as completely as possible each day. We depend on your answers for the success of this project. We know things come up; you may be driving or in a meeting or classroom when prompted, and you may have to miss a few. You will earn \$2 each time you answer a 3-minute survey and \$10 for answering the time diary survey. Hence, you can earn up to \$18 per day or up to \$54 for the week participating in this study.

Q: My phone ran out of battery, or it downloaded and installed an update. After that, the app stopped working. What should I do?

A: Please follow the troubleshooting tips below. Any information you previously provided will be saved. However, you may have missed some prompts. If you need help getting the app up and running again, let us know.

Q: I got distracted and now I can't get back to where I left off?

A: If you step away while in the middle of the doing the survey, the survey will close and you will need to start again. If you come back after the allotted time you have to complete the survey, that survey will no longer be able. Just wait until you are prompted again to do the next survey.

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Zemi App TROUBLESHOOTING GUIDE –follow all of these steps

If you are not hearing prompts or getting any prompts, or the app is not working in some other way call the UAS helpdesk (855) 872-8673, or send an email to uashelp@usc.edu .

1. Make sure your phone is turned on, and the volume is high enough to hear it.
2. Open the app to make sure you are still logged in. If you are logged in, and see the “No alarm on the device. We will beep you again later”, everything is okay. You just need to wait until you are prompted.
3. If you wear a smartwatch, you may need to adjust how you are notified – ***Follow the directions in the “Getting Notifications While Wearing a Smartwatch” section starting on page 13 of this guide.***
4. Can you hear prompts from other apps on your phone or when you get messages, but not when you get a Zemi app prompt? If you can’t hear any prompts at all, go through your phone’s notification settings.
5. Check notification settings for the Zemi. You set these in your phone’s “settings”. ***Follow the directions in the “Logging into the Zemi App” section on page 5 of this guide.***
6. **PRO TIP: If you are still not getting prompted, try disconnecting any Bluetooth enabled device linked to you phone and wait to see if you are prompted.**
7. If you have done all the previous steps, and are still not being prompted **call the UAS helpdesk (855) 872-8673.**

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Getting Notifications while using a Smartwatch

Zemi app notifications - Apple Watch

Fast Facts

- Notifications from the Zemi App (like all other apps) can go to either your Apple Watch or iPhone, but not both.
- If your iPhone is unlocked, you'll get notifications on your iPhone, instead of your Apple Watch.
- If your iPhone is locked or asleep, you'll get notifications on your Apple Watch, unless your Apple Watch is locked with your passcode.
- When you dismiss notifications on your Apple Watch, they're also dismissed from your iPhone.

How to customize your notification settings

Apple Watch notifications settings for the Zemi app mirror your iPhone settings, but you can customize the settings by following these steps:

1. Touch and hold the top of the watch face
2. Wait for Notification Center to show, then swipe down.
3. Swipe left on a notification, then tap the more button ***.
4. If you don't want to hear sounds or haptic alerts for the Zemi app, tap **Deliver Quietly**. Notifications for the app will then go directly to Notification Center on both your Apple Watch and iPhone, instead of also making a sound or haptic alert.
5. If you prefer NOT to get notifications for the Zemi app on the watch, tap **Turn Off on Apple Watch**.
6. To see or hear the notifications on the Watch, swipe left on a notification from the app, tap the more icon *** ,then tap **Deliver Prominently**.
7. To customize other notification settings on your Apple Watch, open the Apple Watch app on your iPhone, then tap the **My Watch** tab, Tap **Notifications**.

If you are unable to detect the prompts from the Zemi app, even after adjusting your settings, delete the Zemi app, install it again, and go through the steps in *Installing and Setting up the Zemi Phone App* to make sure it is set-up correctly.

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Zemi app notifications - Android smartwatch

These are general guidelines for how to change how you get notification on your smartwatch. For your specific model of smartwatch, please see your smartwatch user's manual.

If you are having trouble getting notifications on your smartwatch, try to restart your phone and your watch - you can restart your watch via the Settings app on your watch.

If you are still not getting notifications after restarting, try the troubleshooting steps below. Check your watch after each step to see if notifications start working.

1. Make sure that your watch isn't in Silent mode
 - To turn off Silent mode:
 - If your watch has a power button: Press it.
 - If your watch doesn't have a power button: Tap the screen twice quickly.
2. Your watch uses the notification settings on your phone, so if your phone doesn't vibrate or make a sound for an app, your watch won't vibrate. Open the settings app and check these settings:
 - Verify that notifications are turned on
 - Tap Apps and notifications > Notifications
 - Tap App notifications
 - If the Zemi app is listed as 'Off', tap the app name and then turn it on.
 - Verify that Zemi app is not blocked or muted
 - Tap Notifications .
 - Tap Block app notifications.
 - You will see a list of any apps that are muted.
 - If the Zemi app is muted, tap Unblock .
3. Check that your phone is connected to the Internet, then make sure that your watch is paired with your phone
 - If your watch isn't paired, you may see the Disconnected icon  on your watch's screen.
Note: You won't see the Disconnected icon if your watch is in Airplane mode.
 - Make sure that your phone's Bluetooth is turned on and within range of your watch.

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If you are unable to detect the prompts from the Zemi app, even after adjusting your settings and go through the steps in *Installing and Setting up the Zemi Phone App* to make sure it is set-up correctly.

If you are not hearing beeps or getting any prompts, or the app is not working in some other way call the UAS helpdesk (855) 872-8673, or send an email to uashelp@usc.edu .