Manual MDT portal

Use of the MDT portal

In the MDT portal and through the dashboard (an integrated Power BI dashboard), you have an overview of all participant data and gain insight into the results of the mdt surveys for your project. The results are used for MDT impact studies and for subsidy reporting.

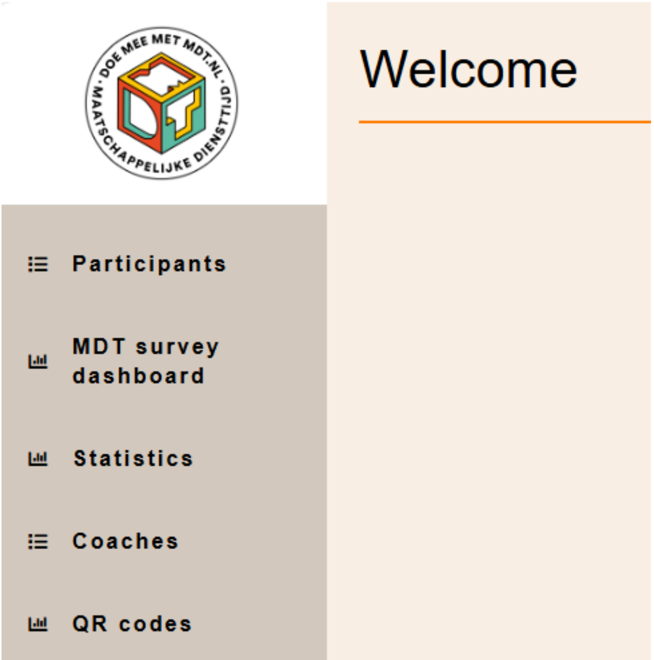
The MDT portal offers various functionalities:

- Add or remove participants
- Edit and export participant data
- Export a list including the main codes used for participant registration
- Send invitation emails and reminders to participants
- Create and link coaches
- Generate QR codes and copy links for the study
- View research results and export charts and tables

Menu items MDT-portal

In the menu you will see 5 items:

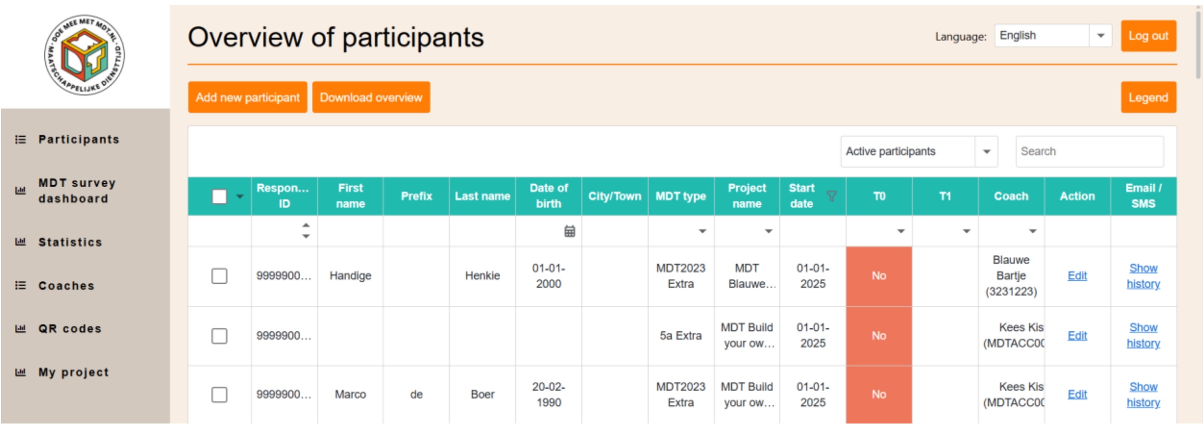
1. Participants (MDT Portal): this section contains all personal data of the participants in your MDT (sub)project(s). Note: a main project can view data from all subprojects, while a subproject can only view data from its own subproject.
2. MDT survey dashboard: here you can find the results of the surveys for your (sub)project(s).
3. Statistics (dashboard): this provides an overview of your participants' population data based on your participant registration, such as age, gender, and other demographic statistics.
4. Coaches: an overview of the coaches for your (sub)project(s).
5. QR Codes: In this section, a QR code (with session code) can be generated for the registration questionnaire (and for T1 if your project uses the T1 connection flow).



Explanation per item.

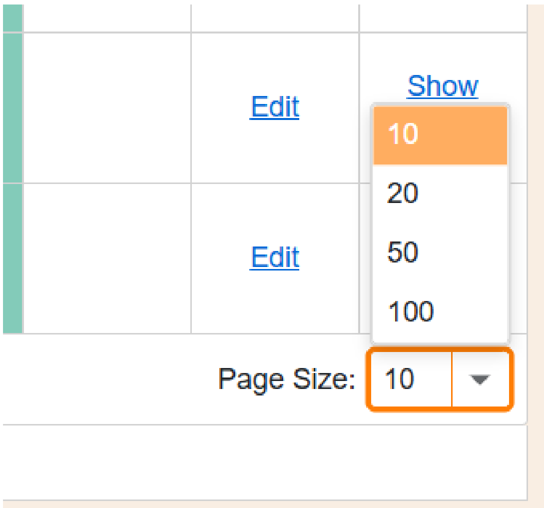
1. Participants

On the participants page, you can add new participants and once added, the page displays an overview of all participants in you MDT project(s) who are registered. A participant can be looked up by first or last name using the search bar. To the left of the search bar is a drop-down menu that allows you to show active participants and the participants who have been removed (soft-deleted).



**The data shown in this figure are test data*

In the participant overview screen, you can also adjust the page size (choose between 10, 20, 50, 100 entries per page). If you then switch pages, the chosen page size is retained.



Each column header (in the green header bar) offers a sort function. You can activate sorting by clicking a column header, allowing you to sort names alphabetically or dates chronologically.

Colour Codes

The colour codes used in the participants overview provide a quick view of each participant's status

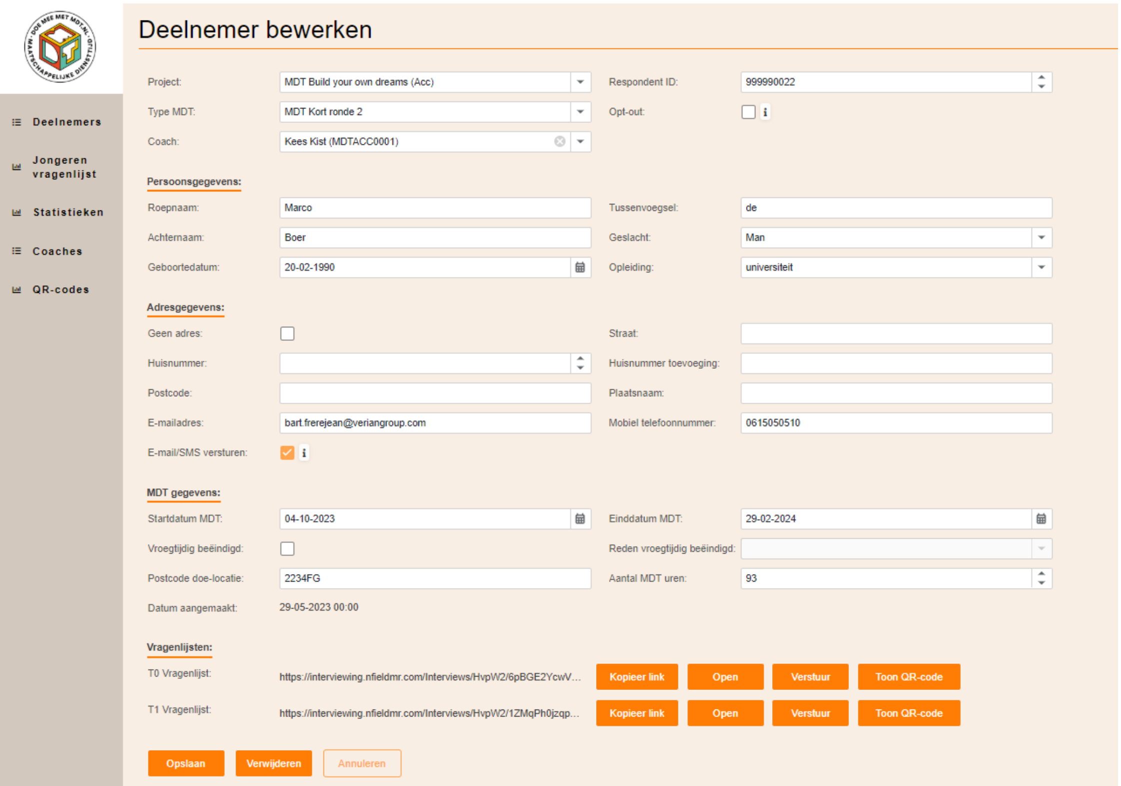
- Red – When a participant has been invited to a T0 and/or T1 questionaire and has not yet completed it, the background colour of the corresponding cell is red.
- Green – When a participant was invited to a T0 and/or TQ and has completed it, the background colour is green.
- Orange/Yellow bar – When a participant has arrived in the last 2 weeks of the program (end date withing 14 days) and has not yet been invited for the T1 questionnaire, the background colour of the entire row is orange/yellow. After the end date is reached, the orange background is removed and the text "No" appears, with the cell turning red. The orange background also disappears once both questionnaires (T0 and T1) are completed
- Blank – If a participant has not (yet) been invited for a T0 and/or T1, the respective T0 and/or T1 cell remains empty (no colour)

Active participants | Search

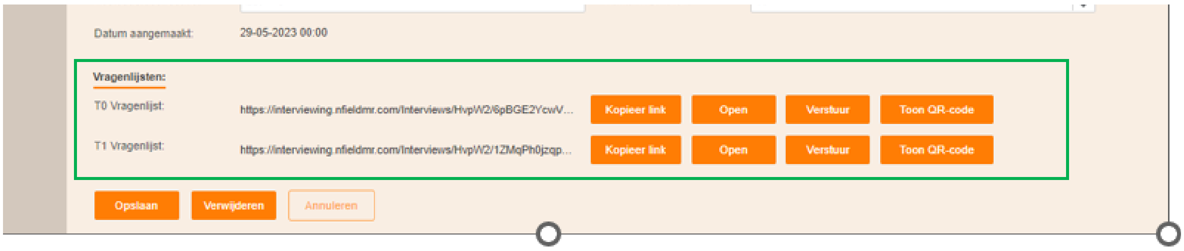
	Respon... ID	First name	Prefix	Last name	Date of birth	City/Town	MDT type	Project name	Start date	T0	T1	Coach	Action	Email / SMS
☐	9999900…	Handige		Henkie	01-01-2000		MDT2023 Extra	MDT Blauwe…	01-01-2025	No		Blauwe Bartje (3231223)	Edit	Show history
☐	9999900…						5a Extra	MDT Build your ow…	01-01-2025	No		Kees Kis (MDTACC0(	Edit	Show history
☐	9999900…	Marco	de	Boer	20-02-1990		MDT2023 Extra	MDT Build your ow…	01-01-2025	No		Kees Kis (MDTACC0(	Edit	Show history
☐	12234423	Peter	van den	Berg	31-12-2024		MDT2023 Extra	MDT De toekoms…	01-01-2025	No			Edit	Show history
☐	9999900…						MDT Kort ronde 2	MDT Build your ow…	05-08-2022	Yes	Yes	Kees Kis (MDTACC0(	Edit	Show history
☐	9999900…	Hendrik		Bakker	20-01-2005	Tilburg	Light	MDT Build your ow…	01-12-2025		No	Kees Kis (MDTACC0(	Edit	Show history

Editing participants

By using the edit function in the action column, you can change a participant's data. Modified data is saved via the Save button.



On the edit page, it is also possible (using the respective buttons) to copy a questionnaire link, open the questionnaire, send out the questionnaire invitation, scan the QR-code or delete the participant (as shown in the image below).



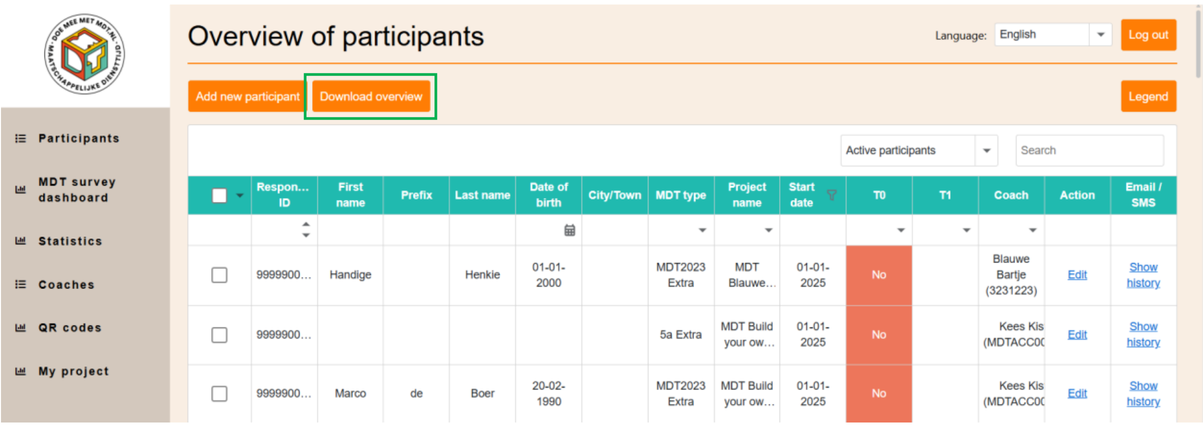
The function buttons on the edit page are only enabled during a specific period: from the moment the system sends an automatic invitation email (or in exceptional cases, a first reminder if someone registered via the self-registration link and did not complete the T0 questionnaire) until the moment the questionnaire is completed.

In some situations, these function buttons are NOT active.

- The questionnaire was already filled out earlier (T0 and/or T1 status = YES)
- The end date has not yet been reached (the T1 button only becomes active starting three days before the end date).
- The Email/SMS checkbox is unchecked (opt-out form email/SMS is enabled).

As explained above, someone who is registered on 01-01-2025 and had a start date of 01-01-2025, but did not fill out the linked T0 will receive the first automatic email (first reminder) on 06-01-2025, and the T0 function buttons become active from 06-01-2025 onward.

If you still want to obtain the questionnaire link before the buttons are available, you can retrieve the link from the export via the DOWNLOAD OVERVIEW button (see columns AI for the T0 link and AL for the T1 link in the exported files.



Via the Download overview button, you can download a participant list as a CSV or Excel file for your own administration. This participant overview allows you to easily filter or sort the available data. In this file, for each participant you will also find the unique link for the T0 and for the T1 questionnaire. You can use these links to (re)invite participants to fill in the questionnaire.

Removing Participants

Removing a participant will place the participant into a separate folder (a soft delete). They are no longer counted in the research data, but you retain the ability to view them again if needed (by viewing the "Deleted participants" list).

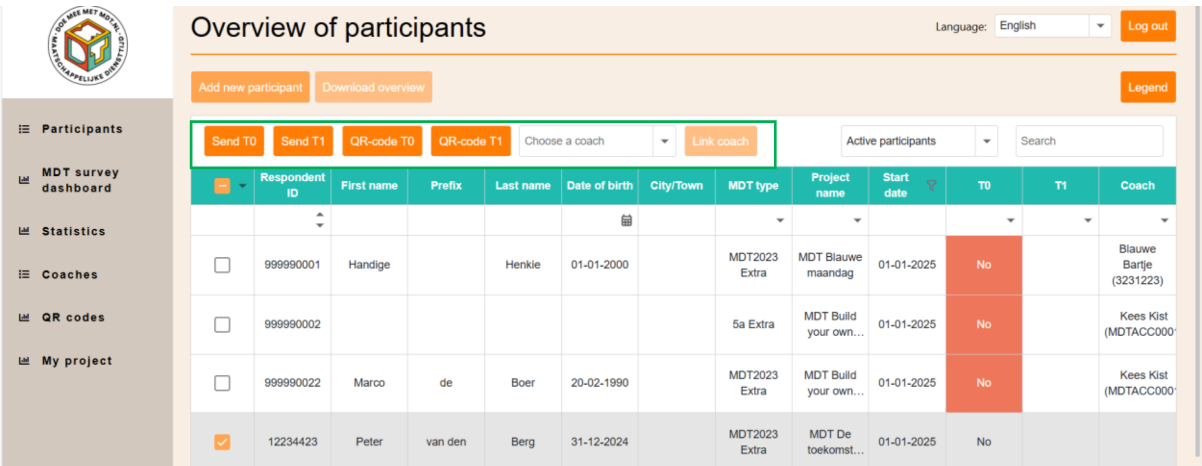
If a participant is removed *and* there is no completed T0 or T1 questionnaire linked to their registration, then the removal is immediately visible and the participant is placed in the “Deleted participants” folder. If you remove a participant who has already completed a T0 or T1 questionnaire, clicking the Delete button will send a deletion request to the MDT helpdesk. You will be prompted to provide a reason for removal. After submitting, a message will appear stating that the request is being processed. Verian will process this request within 5 working days.

No Email/SMS Option

Via the No Email/SMS checkbox on the participant edit page, you can block the automatic sending of the invitation and reminders for the questionnaires. Note: once you tick this checkbox and then save the page, you cannot undo this yourself. Re-enabling the automatic emails must be done by the MDT helpdesk.

Bulk Selection

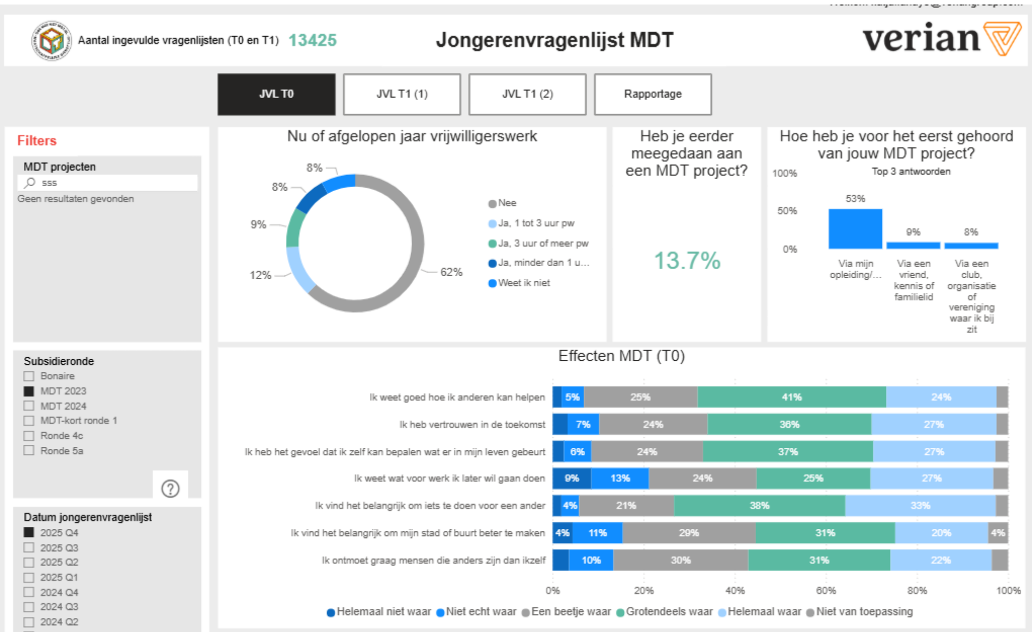
When you tick the selection box in the first column for one or more participants, extra action buttons appear at the top of the screen (see image below)



With the additional Send T0 and Send T1 buttons, you can resend the questionnaire link to the selected participant(s), either individually or in bulk. Using the ‘Choose a coach’ drop-down menu and the Link coach button, you can assign the selected participant(s) to a coach.

2. T0 and T1 questionnaire: JVL results

For the menu item JVL Results (the Power BI dashboard of MDT survey results), a separate login action is required. To access it, click on the menu item *JVL Results* and then click Sign in. See Manual Access to MDT portal for more information.



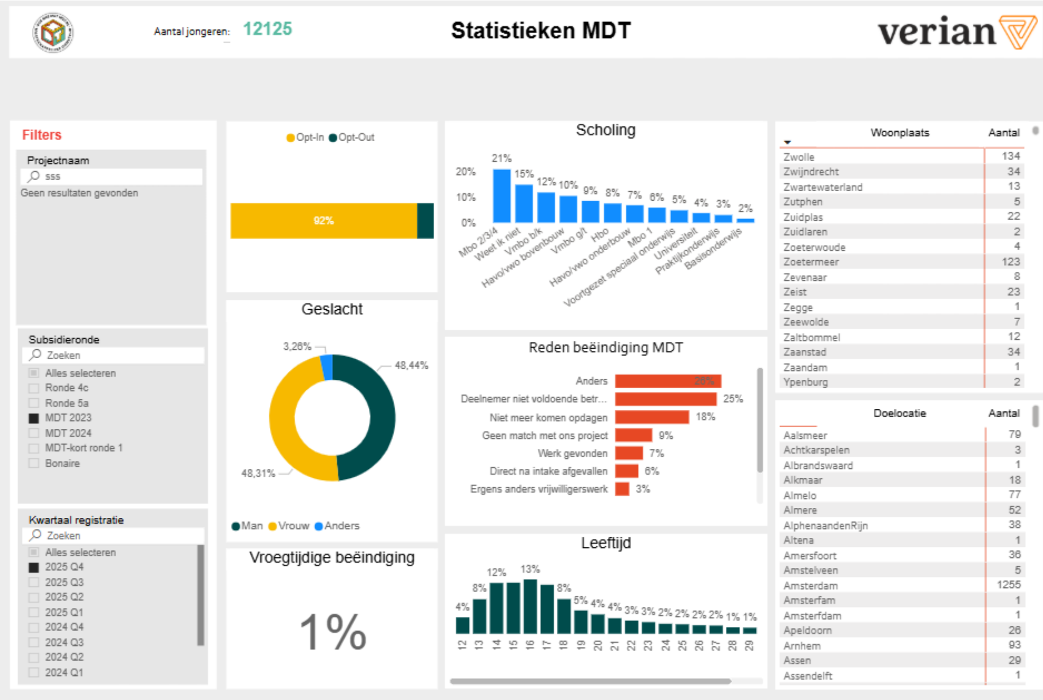
This results dashboard page consists of four tabs (JVL T0, JVL T1 (1), JVL T1 (2), Report) which contain the majority of the questions and results from the T0 and T1 questionnaires. Results are visible once at least 2 questionnaires have been completed per project. Using the *Report* button, you can export all results in a tabular format (per question from the T0 and T1 questionnaires).

At the top left of the dashboard, the total number of completed questionnaires is displayed. At the bottom left, this total is broken down into the number of completed T0 questionnaires and the number of completed T1 questionnaires.

On the left side of the screen, you can filter the results by Project name (if you have multiple projects), Subsidy round and/or Date of questionnaire (by quarter). If you hover the mouse over a chart, a set of icons appears in the top right of that chart. The infographics can be copied by clicking Copy as image with caption. You can also download the data (to Excel or CSV) by clicking on the three dots (⋯) menu.

3. Statistics

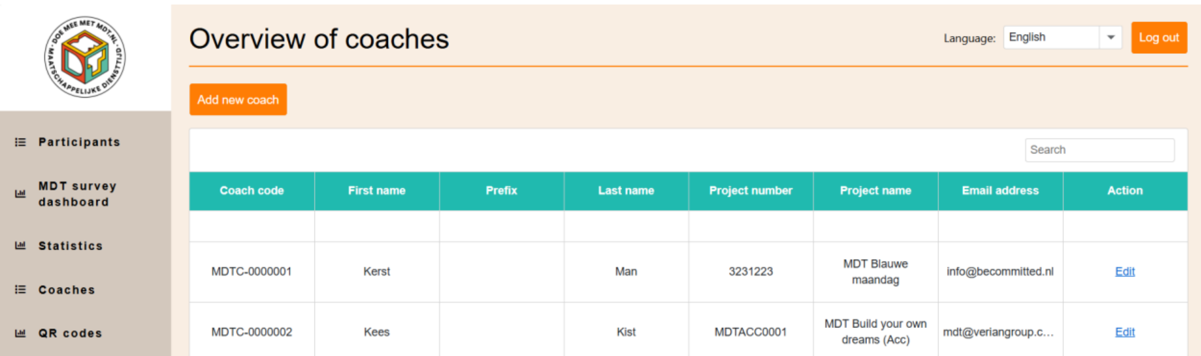
For the menu item Statistics (Power BI dashboard), an extra sign-in step is also needed. Click on the menu item *Statistics* and then click Sign in.



On the Statistics page, you will find an overview of demographic data about the participants, such as the number of participants, education level, gender, etc. These charts can similarly be copied or downloaded as described above for the JVL results dashboard.

4. Coaches

Via the Coaches menu item, you can create new coaches and you will find an overview of all previously registered coaches.



You can search for a coach by first name or last name using the search bar. Using the Edit function in the Action column, you can remove a coach or edit their details.

Note: A coach who is involved in multiple (sub)projects will appear multiple times in the overview (once for each project).

Linking a coach to participants
When you create a new coach via the Add new coach button, a unique coach code is automatically generated. After creating a coach, it's important to link one or more participants to that coach via the Participants screen. The unique coach code can also be entered in the optional Coach column if you are assigning coaches to participants via the import tool (bulk import of participants).

During a participant's individual registration in the MDT portal, a coach can also be selected using the Coach field. Previously registered participants can also be easily linked to a coach in the MDT portal, either individually or in bulk. Use the 'Choose a coach' drop-down menu and then click the Link coach button to assign the selected participant(s) to a coach. (See also the explanation of the Participants – bulk selection feature in this manual.)

Keep in mind that if the project of a coach is changed or if the coach is deleted, all participants linked to that coach will automatically be unlinked.

The email address provided also serves as the coach's login. The first time a coach logs in, a new password must be requested using the 'Forgot Password' option.

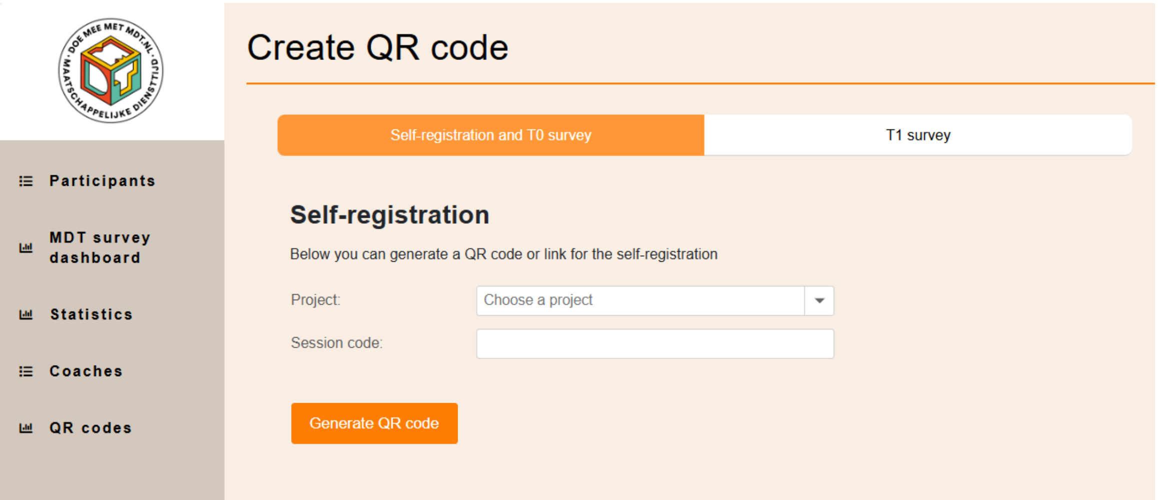
After a coach is removed (via the Delete button), that coach no longer has access to the MDT portal assuming that coach was only linked to one project.

Note: A project leader can never be a coach, and vice versa.

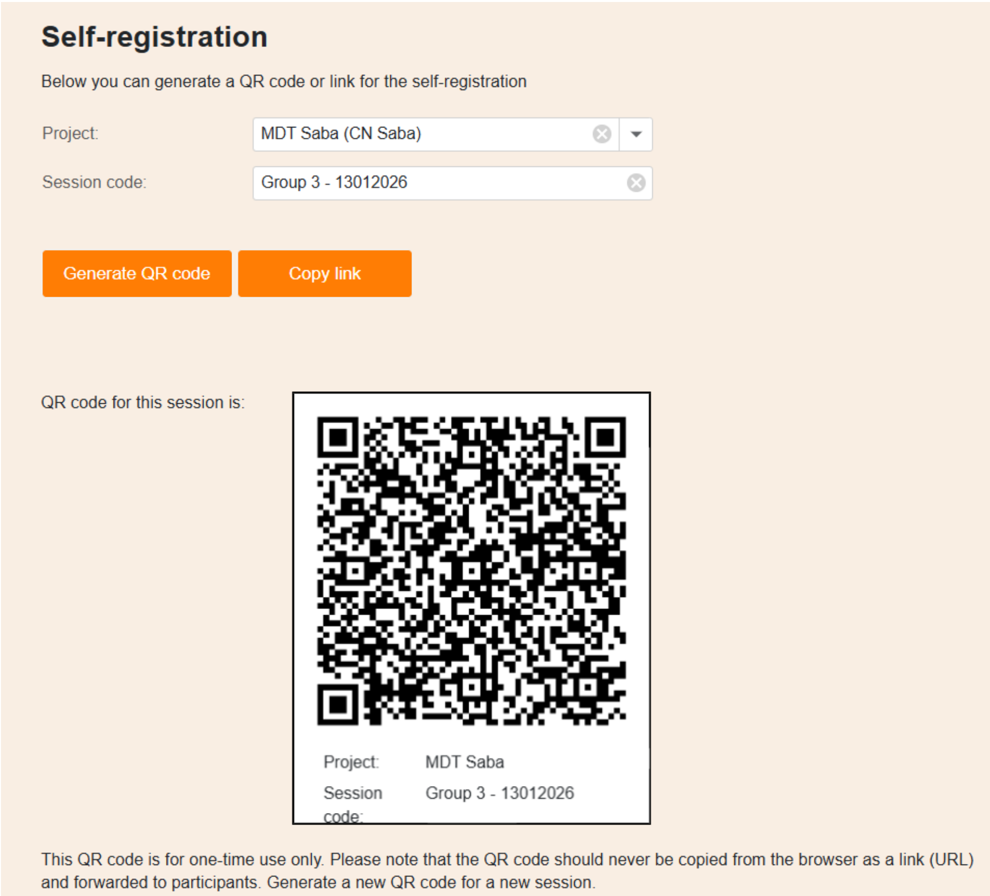
5. QR-codes

Via the QR Codes menu item, you can generate a QR code for the registration questionnaire or for the T1 (using the T1-connection flow) via the Generate QR code button.

Participants can register themselves using a QR code that a coach or project staff member has pre-generated in the MDT portal (under QR Codes). After selecting the desired project and optionally entering a session code (this field is not mandatory), click Generate QR code.



After generating, a QR code appears on the screen. This code can be shared with participants so they can fill in the registration questionnaire and the associated T0 questionnaire.



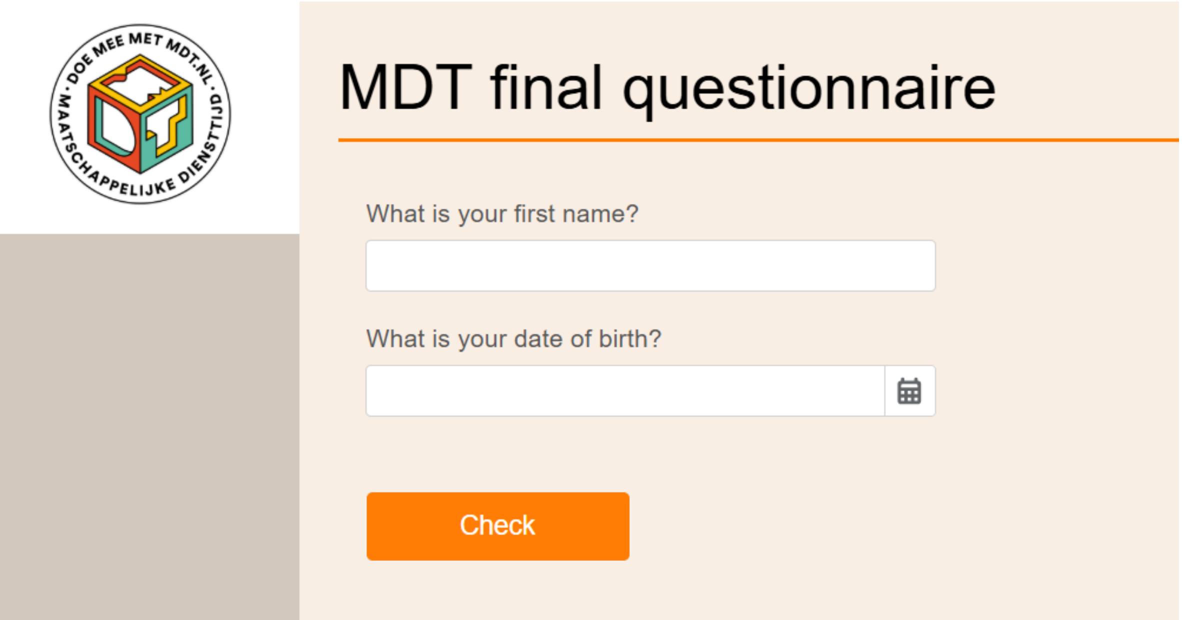
If a coach was created earlier (via the Coaches menu) and a participant registers via this specific QR code, that participant is automatically linked to his or her assigned coach.

The session code can be chosen freely by the coach of supervisor and can help to later determine which group a participant belongs to. Adding a session code is optional.

Note: the QR code is for one-time use. Generate a new QR code for each new session. It is also possible to copy the link via the Copy link button. But remember that the QR code should never be copied directly as a link (URL) from the browser and forwarded to participants. Always use the Copy link button if you need to send a link, or generate a fresh QR code for each use.

T1-connection flow
If a participant needs to complete the T1 questionnaire at the end of their program, you can generate the QR code or link for the T1 via the same QR Codes menu.

For the T1-connection flow to work, it is important that participants sign up with their first name and date of birth during the initial registration. These details will be asked again in the T1 questionnaire (which you generate via the QR code or link on the T1 survey tab). After the participant enters the same first name and date of birth on the T1 survey, the T1 response is linked to that participant's original registration and T0 questionnaire.



More information or contact

Please see the toolkit folder MDT-research Caribisch Nederland for manuals and instructions related to the MDT portal and study.

For questions and support, you can contact the MDT helpdesk.

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MDT helpdesk Verian | *MDT research*
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- *Email: mdt@veriangroup.com*