

## Setting up Subject Details in CANTAB

1. Open the Control Centre.
  2. Click on “Enter Subject Details.”
  3. Click on “Customize...”
  4. In the box marked “Form to use:” make sure it reads Consortium Battery. **Note:** This will automatically pop up, if in the main Control Centre, you have chosen “Consortium Battery” as your battery.
  5. The variables of interest are:
    - a. CIFASDID (no space!)
    - b. Name
    - c. DOB
    - d. Age
    - e. Sex
    - f. Handedness
    - g. Ethnicity
    - h. NART
- Note:** If your CANTAB does not have these variables, or the names are not EXACTLY the same, you will need to complete the following steps. If your CANTAB does have these variables, you *may* not need to make any changes. Check the variables to make sure they match exactly (see step #8).
6. If the variable of interest is in the box labeled “All details available,” click on it to highlight it.
  7. Choose “Add ->” and the variable should move to the box labeled “Details to use.”
  8. When that variable is still highlighted, click on “Change...” and follow steps #10-11 as needed.
  9. If the variable is not in the box “All details available,” choose “New...” (located directly below this box).
  10. Follow the steps in the “Detail Property Window – New Detail” that pops up. The steps are:
    - I. Type of variable (“Letters only,” “Numbers only,” “Any text,” “Multiple choice,” or “Date”). Choose “Next>.”
    - II. Maximum/Minimum # (if chose “Letters only,” “Numbers only,” or “Any text”) or Choices (if chose “Multiple choice”). Choose “Next>.”
    - III. Detail name and what shown on details screen (“Prompt”). Choose “Finish.”
  11. For each variable, make sure they are as follows (shown as step I., II. - max, min, or possible choices, III. name, prompt):
    - a. CIFASDID = Any text, 10, 4, CIFASDID, CIFASDID
    - b. NAME = Letters only, 30, 0, NAME, Name
    - c. DOB = Date, no max/min/choice, DOB, DOB
    - d. Age = Numbers only, 3, 1, AGE, Age
    - e. Sex = Multiple choice, M & F, SEX, Sex

- f. Handedness = Multiple choice, R, L & M, Handedness, Handedness
  - g. Ethnicity = Any text, 15, 0, Ethnicity, Ethnicity
  - h. NART = Numbers only, 3, 0, NART, IQ
12. When all variables of interest are either added or changed and in the box labeled "Details to use," click on "OK."

\*\*\* If there are variables in the "Details to use" box that are not of interest, you can either highlight them and chose "<-Remove" or just leave them there. Just make sure you do not export them when you create the Summary Datasheet (see the document entitled "Importing Computerized Data" for details on how to do that).

Congratulations! You have added/changed subject details.