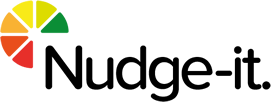
**Incentivised Food Choice Tool**



User Manual

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1. **Introduction**

This manual is intended to guide researchers who wish to make use of this tool. The download package consists of two files:

* The Food Choice Tool (Excel Macro-Enabled Workbook)
* User Manual (PDF)

The use of this tool is open to all researchers, and is strictly intended for non-commercial purposes. Please use the following citation:

Spiteri, J., James, J., & Belot, M. (2018). A computer-based incentivized food basket choice tool: Presentation and evaluation. *Nudge-It Project, FP7, Grant No. 607310.*

1. **Basics**

The Incentivised Food Choice Tool is a macro-enabled Microsoft Excel file that has been designed to mimic the overall feel and operations of a typical online supermarket. It has been programmed using VBA (Excel’s native programming language) to ensure maximum flexibility and access for researchers. Note that every aspect of this tool can be fully customised by the researcher to suit his/her own requirements using Excel’s VBA Editor. The format also facilitates the extraction of the data obtained from the supermarket, by simply linking the output to another Excel file for further analysis.

The current setup consists of eight (8) worksheets:

1. Welcome
2. Fruit & Veg
3. Meat & Fish
4. Bread & Grains
5. Confectionery & Snacks
6. Chilled Meals
7. Drinks
8. Shopping Cart

The ‘Welcome’ worksheet acts as a front page to the software, providing key details as well as a space where the participant can input some sort of identifier. There is also a ‘Login’ button which, upon entry of the username, allows access to the rest of the worksheets. The system has been programmed to reject null entries, and a pop-up box will appear to encourage the participant to input the correct username. The food and drink worksheets list the various items available for selection from the food choice tool, and can be amended and changed as required (all images and brand names have been removed for copyright reasons). The ‘Shopping Cart’ worksheet summarises the food choices made by the participant. In its current guise, the tool allows a maximum spend of £30; pop-up messages will appear whenever the participant has exceeded this limit (which, again, can be adjusted). Once the food choices are complete and within the pre-set budget, the participant can exit the tool by pressing the ‘Checkout’ button found at the bottom of the ‘Shopping Cart’ worksheet. This button will automatically save the worksheet in a specified folder, and rename the file based on the username or identifier inputted by the participant in the ‘Welcome’ worksheet, for ease of reference. Note that participants will not be allowed to exit the tool if they have exceeded the budget.

1. **Details**

When the file is first opened, a locked Excel worksheet pops up on screen, with some basic details regarding the supermarket itself and space for a username. A security warning will appear near the top of the screen – please select ‘Enable Content’ to allow the macros to operate. To begin editing the tool please access the VBA Editor by pressing ALT+F11 on the keyboard. The editor includes macros for each worksheet, as well as an overall set of macros for the entire file (under ThisWorkbook), plus a number of additional modules linked to the different buttons included in the tool. The macros inserted in each of the food and drink worksheets are identical – they all create a pop-up message if the participant exceeds the £30 budget. The macros for the entire file are worth unpacking:

* The first set of macros hide the Excel Tool Bar Ribbon and Formula Bar;
* The second set of macros limit the scroll area for each worksheet;
* The third set hide all of the food and drink worksheets and the shopping cart worksheet before login;
* The final command locks the file, preventing editing, using the password ‘test’.

In addition:

* Module 4 is linked to the ‘Check Out’ button on the Shopping Cart worksheet, whereby as the button is pressed the file will be renamed using the username inputted at login stage, save and close. Note that the code will leave the file unlocked once the file has been saved. This significantly facilitates the extraction of data from each file, particularly if the researcher links each file to a Master File.
* Module 5 is linked to the ‘Login’ button on the Welcome worksheet. The macro states that if the username space is empty, then the participant will be prevented from proceeding and a pop-up message will remind him/her to insert the username; otherwise the workbook will expand to include all the other worksheets, and will open up on the Fruit and Veg worksheet.

1. **Editing**

Editing the Food Choice Tool is straightforward for anyone with a basic knowledge of VBA, and the editing requirements will vary considerably across researchers. To begin editing the actual tool (including worksheets, etc.):

* Open the file, and access the VBA Editor.
* In the VBA Editor, under ‘ThisWorkbook’, cut all of the macro code, and copy it in to a separate document for future use.
* Save the file
* Re-open the file; the Excel ribbon should now be visible
* Enter any character in the space next to username and click ‘LOGIN’. You will now have access to all of the worksheets.
* Under the ‘Review’ tab select ‘Protect Workbook’ and enter the password ‘test’ to unlock
* Unlock each separate worksheet as required by selecting ‘Unprotect Sheet’ under the ‘Review’ tab, and entering the password ‘test’.
* To protect and lock the file once again, reverse the steps done so far.

1. **Troubleshooting**

Should you have any questions regarding this tool please send an email to: [jonathan.v.spiteri@um.edu.mt](mailto:jonathan.v.spiteri@um.edu.mt)