1. Check N: -> sessions -> copy_to_client and make sure any necessary files are here.
    a. This folder is deleted regularly, along with the C:ExpFiles folder on the clients, so you need to ensure that any files that need to be copied to the client are in the copy_to_client folder EVERY time you run a study.
    b. This step is especially important for anyone using images, sound, or video in their study. It is probably essential if you are running a study using MATLAB, though you should check the documentation for the MATLAB batch file on LabControl.exe.
2. Start z-Tree by clicking on start_tree.bat icon on Desktop
    a. You need to start z-Tree before starting the computers in the lab. The computers automatically start z-leaf when they are started. If z-Tree is not already running, the lab computers will not be able to connect to z-Tree, and you will need to restart the lab computers.
    b. You will receive two prompts in the open window:
        i. select channel < 1 or 2 >:
            1. Typically, you should enter 1
        ii. current version < yes/no >:
            1. Typically, you should enter yes
                a. NOTE: You must type yes. Typing y will not work.
3. Start lab computers by clicking on LabControl.exe icon on Desktop
    a. The default options are “All” (all lab computers) and z-tree 1. Both are highlighted in blue.
        i. If you need the full lab and are using z-tree, this is the option for you.
            1. If you need to copy files to the lab computers, click on “Copy Files from Server to Client?” It will become highlighted in blue when you have selected this option.
                a. I would recommend always selecting this option, as doing so should never cause a problem while failing to do so may cause problems while running the study.
        ii. If you only need to use part of the lab, click on “Selected” in the top left corner.
            1. The window will expand, and you will see a diagram of the lab. The layout has been set so that the top row in the diagram is the row nearest to you when you are sitting in the control room, with the lab computers numbered from left to right as if you were looking into the lab from the control room (eg. computer 31 is in the top left corner of the diagram, and computer 35 is in the top right corner).
            2. To select a computer, click on “Wake up?” in the icon for that computer. It will say “Wake up!” (with ! instead of ?) and will be highlighted in blue when selected.
            3. If you need to copy files to the lab computers, click on “Copy Files?” It will say “Copy Files!” (with ! instead of ?) and will be highlighted in blue when selected.
                a. Again, I would recommend always selecting this option, as doing so should never cause a problem while failing to do so may cause problems while running the study.

4. When you have selected all needed computers, click on "Startup!" in the middle of the bottom row on the diagram.
5. The selected computers will not turn on.

4. Load z-Tree treatments (.ztt files) and questionnaires (.ztq files) into z-Tree.
    a. All current studies should be located on the Projects (P:) server.
        i. Projects -> 2011 -> (study folder) -> behavioral_lab
            1. (study folder) should begin with the lead researcher's name, followed by project sponsor, and then the project name.
            2. All .ztt and .ztq files should be in this folder.
            3. For any study where the researcher is not present, the file names should contain a number to identify the order in which the HiWi should run the treatments and questionnaires. For example, the folder could contain files named:
                a. Welcome (1).ztt
                b. Main treatment (2).ztt
                c. Questionnaire (3).ztq
    b. Highlight the relevant .ztt and .ztq files, then click-&-drag them into z-Tree.
5. In z-Tree, start the clients table
    a. On the main menu at the top of the screen, go to Run -> Clients' Table
6. Sort the clients
    a. On the main menu at the top of the screen, go to Run -> Clients' Table -> Sort Clients
        i. NOTE: The clients table must be selected before you can sort the clients (otherwise, the option Sort Clients will be in gray, and you will not be able to select the option). You just need to click anywhere on the clients table; the top border of the table should go from light blue to dark blue when you click on the table.
    b. You should also check the clients table to make sure that all of the lab computers are turned on and logged on to z-Tree. If any computers are missing, go back to step 2 above and turn on the missing computers with LabControl.exe. Do NOT turn the computer on manually.
7. You may find it useful to start the following tables to monitor the experimental session:
    a. Run -> global Table
    b. Run -> subjects Table
    c. Run -> session Table
8. Before starting any z-Tree treatment, double-check the number of subjects in the lab and make sure this is the same as the number of subjects in the .ztt file.
    a. The first line in every z-Tree treatment (.ztt file) is Background.
        i. Double-click on Background
        ii. A new window appears
        iii. The top line in the new window is Number of subjects
            1. Make sure this number is the same as the number of subjects in the lab.
    b. Repeat this for all .ztt files that you plan on using in the session
    c. There is no Background in z-Tree questionnaires (.ztq files). You do not need to change anything in the .ztq files.

9. You should now be ready to start the first z-Tree treatment. NEVER start a treatment until you know the exact number of participants. You cannot change the number of participants after a treatment is started, and you will have to restart z-Tree (on the experimenter computer) and z-leaf (on all of the lab computers). For this reason, you should wait to start the treatment if you think some subjects may arrive late and you want to include them.
10. To start a treatment, you first need to highlight the treatment window by clicking on it. Like the clients Table, the top border of the window should go from light blue to dark blue when you click on the treatment.
11. Now, on the main menu at the top of the screen, go to Run -> Start Treatment
    a. The treatment should now begin. You can see this in the various tables you have open (Clients', global, subjects, and/or session tables).
    b. You may get a warning before the treatment starts telling you that there are more clients connected than are being used in the treatment and asking if you would like to start the treatment anyway.
        i. If you have double-checked and verified that the number of subjects in the Background of the .ztt program (step 7 above), go ahead and select Yes to begin the treatment.
        ii. If you have not verified the number of subjects in the Background, click No and check the number of subjects. The number of subjects may change between sessions, and the number of subjects in the last session conducted with the program has probably been saved in z-Tree.
        iii. Some researchers will often have more clients connected than are being used in the treatment. In my case, I look in ORSEE for the total number of subjects that have been invited and start the same number of computers, even if fewer subjects have signed up to participate.
            1. Eg. If 30 subjects have been invited but only 17 have signed up, I will still turn on 30 computers in case people sign up at the last minute or arrive unexpectedly.
            2. This situation is why it is important to sort the clients in z-Tree.
                a. If you list 16 as the number of subjects in the Background of a .ztt treatment, z-Tree will use the first 16 computers that logged in; you can see the names of these computers in the clients' table. Often, these will NOT be the first 16 computers in the lab.
                b. If you sort the clients, z-Tree WILL use the first 16 computers in the lab.
                c. You should also distribute the seat numbers to subjects in order (though you can distribute them randomly, you should always give out the card for seat X before giving out the card for seat X+1). This ensures that subjects are sitting at the computers that will be used by z-Tree when you sort the clients and start the treatment.
12. If there is more than one treatment (i.e. more than one .ztt program) in the session, repeat step 10 for subsequent treatments. All treatments must have the same number of subjects, so you will get the warning in 10(b) if the number of subjects is not the same as in the

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treatment you have already run. You must change the number of subjects in the current treatment, or z-Tree will not let you start the treatment.

13. With very few exceptions, every study in z-Tree will have at least one questionnaire. The information for the payment receipts (Honorarnote) is entered by subjects in the questionnaire.
14. To start the questionnaire (.ztq file), you first need to highlight the questionnaire window by clicking on it. Like the treatments, the top border of the window should go from light blue to dark blue when you click on the treatment.
15. Now, on the main menu at the top of the screen, go to Run -> Start Questionnaire
16. For most studies, the first part of the questionnaire is the 'Addrese'. This contains the information used for to create the payment receipts.
    a. Once the 'Addrese' section is completed by all subjects, z-Tree writes the .pay file that you merge with the Honorarnote template to print the payment receipts.
    b. You can see in the subjects table when everyone is finished with the Addrese part of the questionnaire.
    c. Once all subjects are finished with the Addrese portion of the questionnaire, you should go ahead and print the payment receipts.
        i. Open Microsoft Word
            1. NOTE: You occasionally run into problems is you try opening the Honorarnote by double-clicking on the file name. I recommend opening MS Word first and then opening the Honorarnote from within MS Word.
        ii. Open the Honorarnote (and yes, it is .dotx and not .docx):
            1. RunExp (N:) -> administration -> Honorarnote -> Office 2010 -> Honorarnote neu.dotx
                a. The Honorarnote may already be filled in with names and payments. Try the steps below anyway, as the existing data should be replaced.
                b. Also, you may receive a comment about SQL. If this happens, click "No".
            2. Click on the Mailings tab on the menu at the top of the screen. It should be sixth from the left, where File is on the far left.
                a. Click on "Select Recipients"
                    i. Click on "Use Existing List"
                        1. You need to use the .pay file for the current session, which is in RunExp (N:) -> ztree1 -> priv. Alternatively, you can click on the folder "priv" under Favorites.
                        2. There will be no files displayed. In the bottom right corner, click on the box that says "All Data Sources (*.odc;*.mdb)" and select "All Files (*.*)"
                        3. Select the .pay file for the current session (if unsure, select the .pay file that was modified most recently).

4. You will get a window that looks like the window in Excel when you import a .txt file. Just click OK. The Honorarnote is already set up to import the relevant fields correctly.

b. Click on “Preview Results” in the top middle of the screen. You should see a name and a payment entered into the Honorarnote.

c. Click on “Finish and Merge” to the right of the “Preview Results” tab, and then select “Print Documents”, “All”, and then “OK”.

i. The payment receipts should print in order of the computer number, and the last sheet is for the HiWi for accounting (the last page has the total paid out during the session).

iii. You can distribute the payment receipts while the subjects are still finishing the questionnaire.

17. When a subject is finished with the questionnaire, the subjects table will say ‘Display Number AM SCHLUSS’. These numbers are used to dismiss subjects from the study, at which time they are paid. When all subjects are finished with the questionnaire, the subjects table will be empty except for two small boxes.
18. After all subjects have been dismissed, close z-Tree (and save any changes if prompted).
19. Go to RunExp (N:) -> ztree1 -> ztree1 and copy the .sbj and .xls files for the session (right-click and select copy).
20. Go to Projects -> 2011 -> (study folder) -> behavioral_lab
    a. (study folder) should begin with the lead researcher’s name, followed by project sponsor, and then the project name
21. Paste (right-click and Paste) the .sbj and .xls files in the folder.
22. Go to RunExp (N:) -> ztree1 -> priv and copy the .pay and .adr files for the session (right-click and select copy).
23. Go to Projects -> 2011 -> (study folder) -> behavioral_lab
    a. (study folder) should begin with the lead researcher’s name, followed by project sponsor, and then the project name
24. Paste (right-click and Paste) the .pay and .adr files files in the folder.
25. Close z-Tree. You will usually be asked if you want to save changes since you likely changed the number of subjects in the background at the beginning of the study. Unless you made necessary changes (i.e. the .ztt file would not run without the changes), you should not save the changes.
26. Shut down the lab computers using LabControl.exe.
    a. Click on “Shutdown Lab”
    b. “All” is selected by default and highlighted in blue.
    c. Click “Shutdown!”
    d. Click “OK!”

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Printing payment receipts

1. Open the Honorarnote, located here (and yes, it is .dotx and not .docx):

    RunExp (N:) -> administration -> Honorarnote -> Office 2010 -> Honorarnote neu.dotx

2. Click on the Mailings tab on the menu

3. Click on Select Recipients -> Use Existing List

4. Go to RunExp (N:) -> ztree1 -> priv

5. In the bottom left of the window, change ‘All Data Sources’ to ‘All Files’

6. Select the .pay file for the session and click OK.

7. Click on Preview Results

8. Click on Finish & Merge -> Print Documents

9. The default should be All, so just click OK to print.

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