



.CSV files (Instructions for formatting your dataset)

1. The dataset should be a .CSV file with variable names in the **first row**.
2. Data should be in the **long format** and sorted ascending or descending by **ID number**.
3. Missing values should **not be blank or periods (.)** and should be coded as **numerical values** only in the data.

1 Open a new .CSV file

Load the file from your local address. Folder name **CANNOT** have any blank SPACES

2 Create a new title

It is optional.

3 Format missing value

Click on missing values if there are any in your dataset; specify the missing value code in the box.

4 Select stage 1 outcome

Select **Continuous**, **Dichotomous**, or **Ordinal** for Stage 1 outcome. Choose between **Probit** or **Logistic** model if your Stage 1 outcome is **dichotomous/ordinal**.

5 Specify random location

Select **"Intercept only"** and the model includes a random subject intercept.

Select **"Intercept and slope(s)"** and the model includes a random subject intercept and random slope(s).

6 Select random scale

Select **"Yes"** if the model includes random subject scale (allowing subjects to have individual within-subject variance effects); otherwise **"No"**.

7 Select stage 2 model

Select **"Yes"** when you have a stage 2 model. Select **"No"** when you just need a stage 1 model.

8 Select separate stage 2 data

Select **"Yes"** when your stage 2 data file is separate (need ID to link with stage 1). Select **"No"** when your stage 1 & 2 data are saved in the same file.

9 Select stage 2 model

The stage-2 outcome can be single- or multilevel: single level implies an ordinary regression model; multilevel implies a random intercept (multilevel) model.

10 Select stage 2 outcome

Continuous: BMI or Weight
Dichotomous: Yes or No
Ordinal: Satisfaction rating (Dislike to Like)
Count: Times of having snacks per day
Nominal: Types of physical activities

11 Set a random seed (optional)

Use the same seed for resampling will allow you to get the same result.

12 Complete Model Config.:

Click **"Continue"**: Click continue to enter Stage 1 Configuration window.
 Click **reset (optional)**: Reset settings.
Save model (optional): Click it to keep all the model configuration settings above and save it as a .MW file.

* Please see more details in User's Guide Chapter 1.