

QDS Version 2.5 Supplemental Documentation

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Design Studio Module

Picture Screens

Pictures can now be added to data and information elements in the Design Studio and can be displayed by the CAPI, ACASI, and HAPI interview modules. The following formats are supported:

File type	File extension	Works in module
Bitmap	.bmp	CAPI, ACASI, HAPI
JPEG	.jpg	CAPI, ACASI, HAPI
GIF	.gif	CAPI, ACASI, HAPI
Icon	.ico	CAPI, ACASI
Enhanced metafile	.emf	CAPI, ACASI
Portable network graphics	.png	HAPI

During interview administration, all picture files must reside in a single folder on your system. This folder is specified in the Design Studio on the Build Options property sheet.

Adding Pictures in the Design Studio

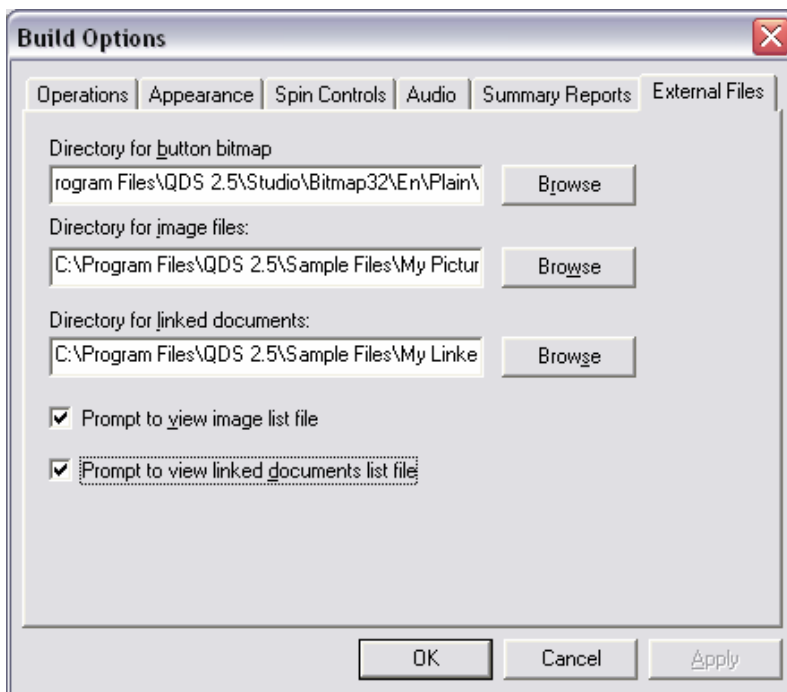
Image Tab:

The Design Studio data and information element property sheets now include an Image tab. The Image tab contains an input field for a picture file name, and a few fields that allow you to specify how you want the image displayed.

- **File name** – This is an input field for specifying the file name of the image file. Be sure to include a file extension.
- **Browse...** – This button launches an open dialog box, where you can select a picture file located on your system and automatically copy it to the file name field.
- **Placement** – You can display the image on the left side of the text area, the top half of the screen (information elements only), or in a separate window (data elements only).
- **Stretch or compress image to fit inside window** – If checked, the program will stretch or compress the image to fit inside the picture region on the screen. If not checked and the image is larger than the region that must hold it, the program will crop the image.

External Files Tab:

The Design Studio Build Options property sheet contains a new tab for specifying the folders used for external files. To specify the folder for image files, go to Build|CAPI., ACASI or HAPI, Options button, External Files Tab.



There are two fields on this tab that are relevant to the picture screen feature:

- **Directory for image files** – Enter the path name of the folder that contains your picture files. This folder will be used during interview administration. So, for HAPI builds, be sure to specify a folder on your Pocket PC device, such as “\My Documents\My Pictures”. You can use the adjacent Browse button to locate the appropriate folder.
- **Prompt to view image list file** – Check this box if you wish to see a message asking if you wish to open the image list file after you build the automated interview control file.

To make it easier to keep track of individual files, the CAPI, ACASI, and HAPI build functions generate a new image list document. An entry in the image list includes a question number, a picture file name, and a status field, indicating whether or not the file was found in the specified picture directory. The status field will display one of three messages, “Found”, “Not found”, or “Not supported”. The message, “Not supported”, means that the picture’s file type cannot be displayed by the current build application. The image list document is written in .RTF format to the same folder as the specifications file.

Automated Interviews Tab:

The Design Studio Language Translations property sheet’s Automated Interviews tab contains text translations for buttons and messages used by the automated interview modules. For picture screens, one new translation field has been added:

- **View Picture** – This field contains the text for a hypertext link that is used in CAPI and ACASI to launch display of an image in a separate window. The hypertext appears after the normal text on the question screen. It only appears when an image has been assigned to a question and the placement option is set to “Display in

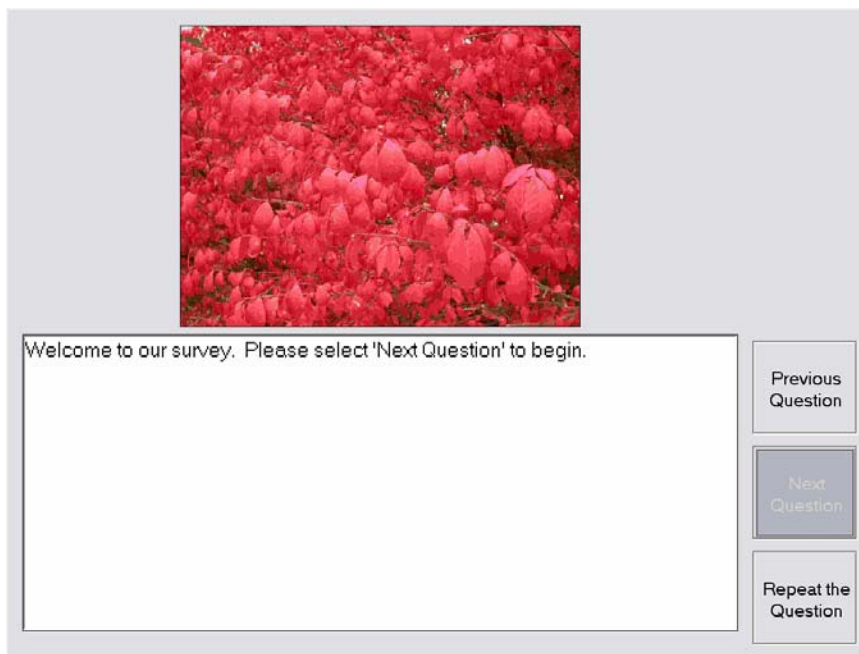
separate window.”

You can replace the default “View Picture” text with your own instructions for linking to a picture window.

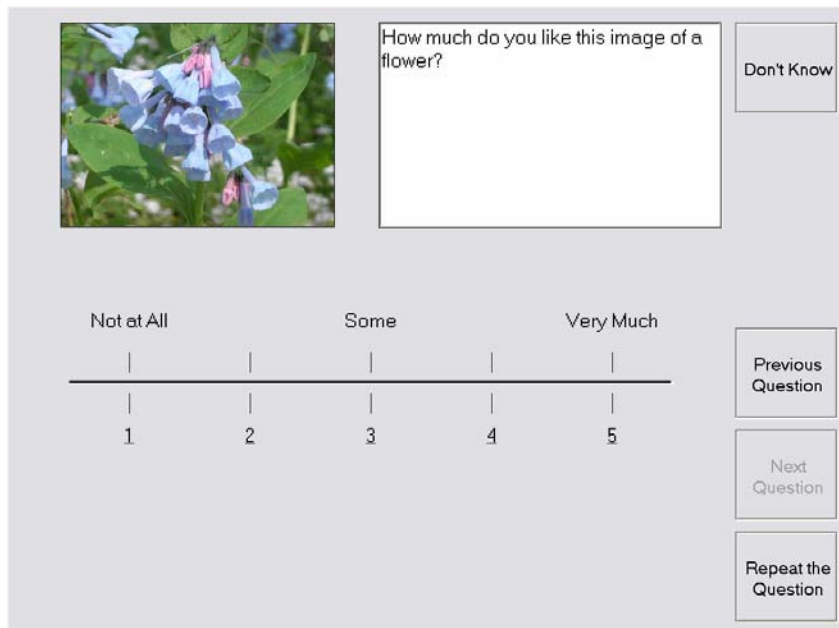
Viewing Pictures

When the placement option is “left half of text window”, you will see the picture on the left side of the screen. When the placement option is “top half of text window”, you will see the picture above the information text. When the placement option is “Display in separate window”, you will need to perform an action to open the picture in its own window.

The screen below displays a picture in the top half of an ACASI Information screen.



The following screen displays a picture in the left half of a Data Element.



How much do you like this image of a flower?

Not at All Some Very Much

1 2 3 4 5

Don't Know

Previous Question

Next Question

Repeat the Question

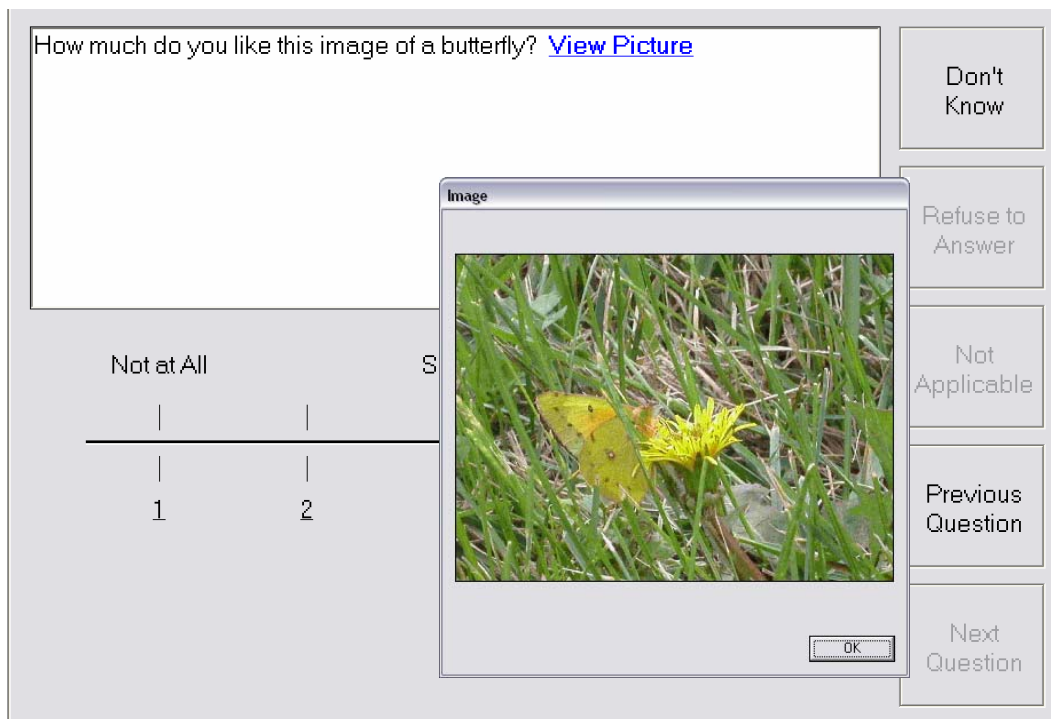
There are multiple ways to view the pictures in a separate window when that option is selected. See details below.

View Pictures in CAPI

You can open the image in a separate window using one of three methods:

- 1) Select **Help | Image for this question** from the menu bar.
- 2) Press Ctrl+I from the keyboard.
- 3) Click on the hypertext link at the end of the question field with your mouse.

On the screen at the top of the next page, you would click on 'View Picture'.



Once the window is open, you can click on the *OK* button to close the window.

View Pictures in ACASI

You can open the image in a separate window using these methods:

- 1) Press Ctrl-I from the keyboard, if “Support keyboard input” is turned on.
- 2) Click on the hypertext link at the end of the question field with your mouse.

Once the window is open, you can click on the *OK* button to close the window.

View Pictures in HAPI

Tap on the camera icon on the menu bar to open the image in a separate window. Then tap on “**ok**” in the upper right corner to close.

Automatic Display of Probe Dialog Box

Each data element in a questionnaire may have an optional probe specified on the Probes Tab, which contains explanatory or background information for the question. Normally, an interviewer reads the probe on an “as needed” basis. However, there may be situations where you would like the probe to display automatically before the actual question is read. For these instances, the CAPI and HAPI programs now support an “auto-probe” feature.

To turn this feature on, select Build|CAPI or HAPI from the Design Studio menu, then Options and Operations Tab and check the ‘Display each probe at first visit to question box’. Note that

the interviewer can turn this option off during the course of an interview. In CAPI and HAPI, interviewers can go to Tools|Options and check the ‘Disable automatic display of probe’ box.

See below for more detail.

Operations Tab:

The Operations tab on the Build Options property sheet now contains a new checkbox labeled, “Display each probe at first visit to question”. This checkbox is enabled for CAPI and HAPI builds only. Check this box to turn on the feature.

Automated Interviews Tab:

The Design Studio Language Translations property sheet’s Automated Interviews tab contains text translations for the automated interview modules. For probes, one new translation field has been added:

- **Probe** – This field contains the text for the title bar of the probe dialog box. You can replace the default title, “Probe”, with a custom title.

Random Number Function

QDS now supports a new function, Random, which returns a random integer within a specified range. The syntax for the function is:

Random(Minimum-value, Maximum-value)

You can use this function in QDS wherever a mathematical expression is allowed.

Edit Element: Loop Back to Last Question

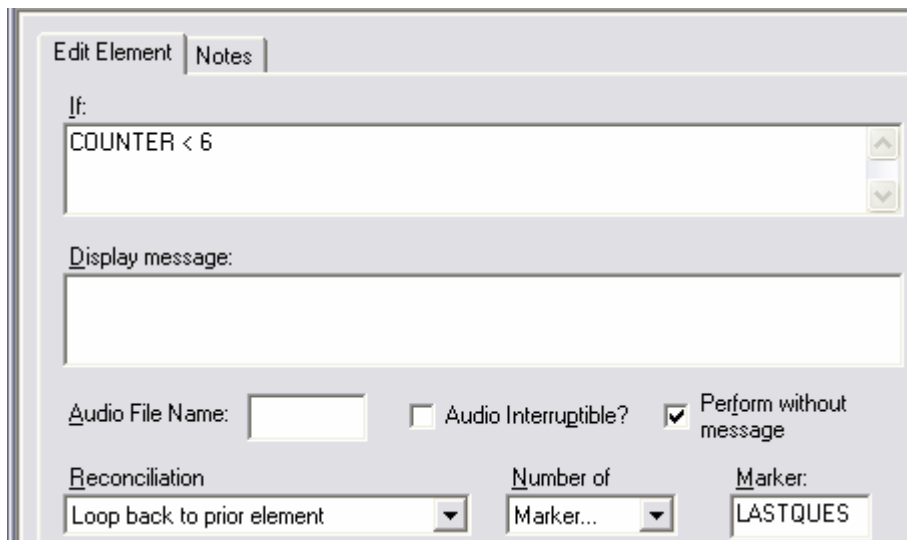
Edit elements now support the ability to return to the last question answered. This feature allows your survey to return to a location that may vary during the course of an interview.

For example, you may want to branch to a special section in your survey periodically to check the participant's progress and then return to the current question. The target section would start with a Marker element, possibly followed by some automatic variables, and then one or more information screens. At the end of the section, you would insert an edit element with a loop back to marker "LASTQUES". This is a special marker name used exclusively for edit loop back operations.

Edit Element Tab:

The following fields on the Edit Element tab on the Edit element property sheet support this new feature:

- **If** – Enter a logical expression here. If you always want to return to the last question, enter "1=1".
- **Reconciliation process** – Select "Loop back to prior element" from the drop down list.
- **Number of elements** – Select "Marker..." from drop down list.
- **Marker** – Enter "LASTQUES" in this input field.



The screenshot shows the 'Edit Element' tab of a software interface. It features several input fields and controls:

- If:** A text box containing the logical expression "COUNTER < 6".
- Display message:** An empty text box.
- Audio File Name:** An empty text box.
- Audio Interruptible?:** An unchecked checkbox.
- Perform without message:** A checked checkbox.
- Reconciliation:** A dropdown menu currently showing "Loop back to prior element".
- Number of:** A dropdown menu currently showing "Marker...".
- Marker:** A text box containing the string "LASTQUES".

Edit Element: Link to File/URL

Edit elements now support the ability to launch another application in order to open a specified file or URL from CAPI, ACASI, or HAPI. For example, you might want the participants in your survey to view your organization's web page when they are finished completing the survey, or you may have a .PDF file that you wish them to read if their responses meet certain criteria.

Once the participant or interviewer closes or minimizes the external application, the QDS interview proceeds to the next element following the edit element.

During interview administration, the specified files must reside in a single directory on your system. The directory is specified on the Build Options property sheet.

Edit Element Tab:

The following fields on the Edit Element tab on the Edit element property sheet support this new feature:

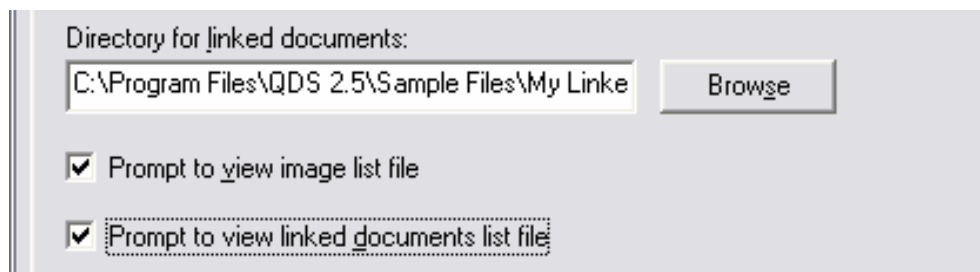
- **If** – Enter a logical expression here. If you want all participants to link to the specified document or URL, enter “1=1”.
- **Reconciliation process** – Select “Link to file/URL.”
- **File name or URL** – Enter the file name, including extension, of the file you wish to open. If you are linking to a web page, enter the complete URL, such as <http://www.novaresearch.com>.
- **Browse all files** – Select this button to launch an Open dialog box where you can select a file to link to. Highlight the file you wish to use and then select Open. The program will automatically copy the file name to the “File name or URL” input field.

The screenshot shows the 'Edit Element' tab of a software interface. It features several input fields and checkboxes. The 'If:' field contains the logical expression 'CHILD >= 1'. Below it, the 'Display message:' field contains the text 'Thank you for participating in our survey. Please visit our website for more information about our services.' The 'Audio File Name:' field is empty. The 'Audio Interruptible?' checkbox is checked, while 'Perform without message' is unchecked. The 'Reconciliation' dropdown menu is set to 'Link to file/URL', 'Number of' is set to '1 element', and the 'Marker' field is empty. The 'Control file name for' section includes three input fields for 'C-API:', 'A-CASI:', and 'H-API:', all of which are empty. The 'Shared variable:' field is also empty. The 'Save current interview before launching new file' checkbox is unchecked. A 'Browse all files...' button is present. The 'File name or URL:' field contains the URL 'http://www.novaresearch.com'. The 'Perform if condition evaluates to "maybe"' checkbox is unchecked.

External Files Tab:

The Design Studio Build Options property sheet contains a new tab for specifying the folders used for external files. There are two fields on this tab that are relevant to the “link to file” feature:

- **Directory for linked documents** – Enter the path name of the folder that contains the files you wish to link to. This folder will be used during interview administration. So, for HAPI builds, be sure to specify a folder on your Pocket PC device, such as “\My Documents\Qdsv2”. You can use the adjacent Browse button to locate the appropriate folder.
- **Prompt to view linked documents list file** – Check this box if you wish to see a message asking if you wish to open the linked documents list file after you build the automated interview control file.



Similar to image files, the Design Studio will generate a linked documents list file. This is an .RTF document that lists the external files and web pages required by the questionnaire. The document indicates whether or not a particular file or web page exists. In the case of a HAPI build, if no connection is active during build, all files will be flagged as “Not found”.

Interview Modules (CAPI, ACASI, HAPI)

Probe Display during Interview

When the appropriate build option has been set, the interview module will automatically open the probe dialog box at the first visit to each question that has a defined probe. If you want to read it again, you must select the appropriate menu command to re-open it (see below). Once a question has been answered and you return to that question via the Previous Question button, the program does not automatically open the Probe box. At this point, you have to select it manually.

Probes in CAPI

A new menu item, **Tools | Options**, allows you turn off the auto-probe feature. When the checkbox, “Disable automatic display of probe” is checked, the probe dialog no longer pops open automatically. This can be turned on and off during the course of an interview.

In addition, it is now possible to control the position of the probe dialog box. By default, the probe box is centered in the middle of the screen. If you move the box before closing it, the program will subsequently re-open the box in the same position on the screen. This information

is saved between sessions, so that the position of the box will remain the same the next time you conduct an interview.

Probes in ACASI

The auto-probe feature is not supported in ACASI. Probes can only be displayed by pressing Ctrl-Q on the keyboard. However, ACASI does support the use of a user translated title bar and the ability to reposition the probe dialog box.

Probes in HAPI

The Tools menu has a new item called “Options”. Tapping on this item launches the new Options dialog box. The Options dialog box displays three options. The last one, “Disable automatic display of probe” turns off the auto-probe feature. Un-checking this box, turns the feature back on.

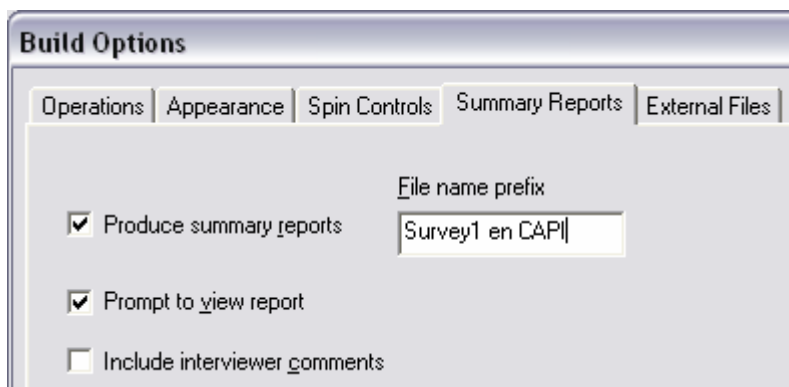
Comments Included in Summary Reports

Summary reports, generated at the end of an automated interview, now include interviewer comments. This optional feature may be set on the Design Studio Build Options property sheet.

Reports Tab:

The Reports tab on the Build Options property sheet controls the output of a summary report at the end of a CAPI, ACASI, or HAPI interview. The following option supports the inclusion of comments:

- **Include interviewer comments** – This checkbox is enabled when you check the “Produce summary reports” check box. Check this box to include comments in the report. Un-check it to exclude comments from the report.



Scrollbar Added to Question Text

The question text field in the CAPI and ACASI modules has been modified to automatically include a vertical scrollbar when the text is too large to fit within the field. This enhancement does not require any special action on the part of the survey designer.

ACASI Interviewing

Enhanced Text-to-Speech Engine

ACASI has been enhanced to include the latest version of DECtalk®, version 5.00, which produces a somewhat more natural sounding voice than the previous version.

Single ACASI Module Supports Six Text-to-Speech Languages

ACASI can now automatically load the appropriate DECtalk dictionary based on information stored in the control file, so the user no longer needs to launch a unique module for each language version of their survey.

If you want to run in a language other than US English, you must perform two steps. First, you must run a custom install in the QDS setup program to place the appropriate version of the DECtalk dictionary (dtalk_xx.dic) and library (dtalk_xx.dll) on your system. Second, you must specify the appropriate language on the Design Studio Build Options property sheet.

Custom Install of Language Dictionary

- Run the QDS setup program and follow the directions on each screen.
- From the Setup Type dialog box, select the “Custom” radio button and then select “Next”.
- From the Features list box, uncheck all items except for “Additional Languages for ACASI”. Then, highlight “Additional Languages for ACASI” and select “Change”. On the Subfeatures list box, uncheck all languages except for the one(s) you wish to install. Then, select “Continue” to close the Subfeatures box. Next, select “Next” to proceed.
- Complete the installation process.

After the install process is complete, you will notice that additional language sub-folders have been added to the QDS \Admin folder on your system.

Audio Tab:

The Audio tab on the Design Studio Build Options property sheet contains several options affecting the playback of audio during interview administration. The following field controls the language pronunciation used by DECtalk:

- **Language** – This drop-down box is enabled when the “Use Text-to-Speech if no audio file” checkbox is checked.

By default, this field will display the language that corresponds to the current

language version of the questionnaire. For example, if the current version is “French, Belgium”, this field will be set to “French”. If, however, the language version does not correspond to any language in DECTalk, such as Italian, this field will default to “English, US”. To override the default selection, select the arrow on the right-hand side of the box to open a list of language choices. Select a language from the list and select the OK button to save the current audio settings. See screen image below.

Modify Default Speaker for ACASI Text-to-Speech

A new option in the Design Studio allows users to select a default speaking voice for the ACASI DECTalk text-to-speech engine.

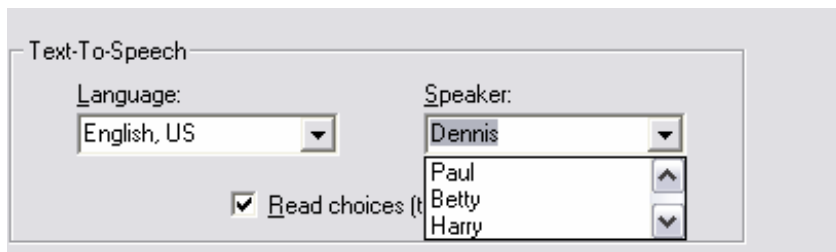
Audio Tab:

The Audio tab on the Design Studio Build Options property sheet contains several options affecting the playback of audio during interview administration. The following field controls the default speaker used by DECTalk:

- **Speaker** – This drop-down box is enabled when the “Use Text-to-Speech if no audio file” checkbox is checked.

By default, this field will display “Paul” as the default speaker. If you wish to select another speaker, select the arrow on the right-hand side of the box to open a list of nine DECTalk voices. Select a voice from the list and then select OK to save your audio settings.

This selection will be used for all computerized speech during administration of an interview. If you wish to use another voice for a specific question or information element, you will need to embed the DECTalk in-line command, [:nX], into the text of the element. (For additional information about in-line commands, see the “DECTalk Commands” topic in the Design Studio’s online help system.)



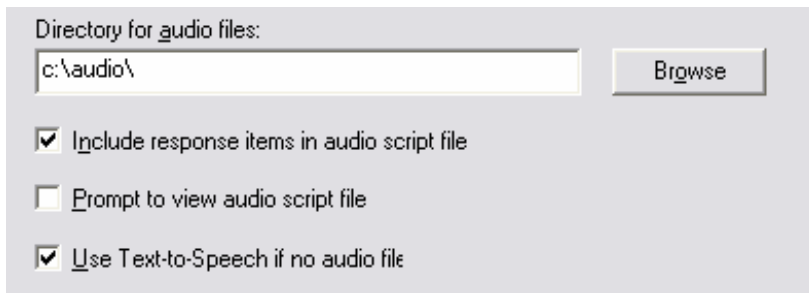
Enhanced Audio Script File

The Design Studio’s audio script file has been enhanced to include audio .wav file names for Pick-one, Check-each, Yes/No, Gender, and Response Card response items. Previously, the script file only listed the main .wav files for data elements, information elements, and edit elements.

Audio Tab:

The Audio tab on the Design Studio Build Options property sheet contains several options affecting the playback of audio during interview administration. The following fields affect the audio script file:

- **Include response items in audio script file** – Check this box to include response item audio files in script file.
- **Prompt to view audio script file** – Check this box to see a message box asking if you wish to open the audio script after the ACASI Application build step is complete.



Enhanced Audio Rename Feature

The Design Studio’s **Tools | Audio Files** function has been enhanced to support the automatic renaming of audio .wav files associated with Edit elements, and audio files associated with Pick-One, Check-Each, Yes/No, Gender, and Response Card response items. Previously, only the main audio file associated with a data element or an information element was renamed.

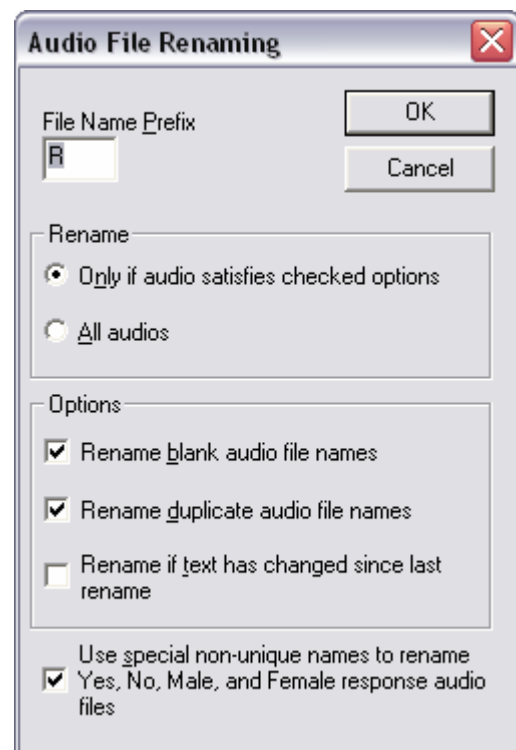
Generally, each renamed audio is assigned a single letter, chosen by the user, and a sequential number. However, in the case of Yes/No and Gender items, you may choose to name the response audios “Yes”, “No”, “Male”, and “Female” so that a single audio recording can be used for all “Yes” responses, all “No” responses, etc.

To run this function, select **Tools | Audio Files** to launch the Audio File Renaming dialog box.

Audio File Renaming Dialog Box:

The following options control the rename feature:

- **File Name Prefix** – Enter the letter prefix that will be assigned to all updated audio files.
- **Only if audio satisfies checked options** – Select this button to only rename audio files that meet the criteria defined by the “Options” checkboxes on this dialog box.



- **All audios** – Select this button to rename all audios in the questionnaire.
- **Rename blank audio file names** – This button is disabled when “All audios” is selected.

Check this box to rename all blank audio file names.

- **Rename duplicate audio file names** – This button is disabled when “All audios” is selected.

Check this box to rename all duplicate audio file names. This option will not apply to Yes/No and Gender response items if you have checked the “Use special non-unique names to rename Yes, No, Male, Female response audio files” check box.

- **Rename if text has changed since last rename** – This button is disabled when “All audios” is selected.

Check this box to rename any audio file where the associated text field was changed after the audio was named.

(Note that this option only works if the elements in your questionnaire were created via an Edit | Insert operation and not by an Edit | Paste operation from another file. When elements are pasted from another questionnaire, the Design Studio cannot always accurately determine whether or not the text was modified since the audio was named.)

- **Use special non-unique names to rename Yes, No, Male, Female response audio files** – Check this box to assigned special names, “Yes”, “No”, “Male”, and “Female” to Yes/No and Gender response items. Uncheck this box if you prefer to assign a letter plus a sequential number to these types of response items.

HAPI Interviewing

New Date and Time Screens in HAPI

HAPI supports a new option that allows the interviewer to select one of two formats for Date and Time screens. The user can choose a single input field or multiple input fields format. When using multiple input fields, the user enters each sub-component of the date or time into its own field, without having to enter any separation characters.

The user may change this option at any point during an interview or between interviews. If the current screen is a date or time response type, the program will simply redraw the screen. The selected format is saved between sessions, so the interviewer does not have to reset this information every time.

Options dialog box:

You can launch the Options dialog box by selecting **Tools | Options** from the menu bar. The following field controls this feature:

- **Format of Date/Time Screens** – Tap on the arrow on the right hand side of this box to open the list of formats. Then tap on either “Single input field” or “Multiple input fields”.

Tap on “**ok**” in the upper right corner to save the selection and close the box.

If you select “Single input field”, the screens will look like:

If you select “Multiple input fields”, the screens will look like:

The screenshot shows the QDS HAPI application window. The title bar includes the Windows logo, the text "QDS HAPI", and system icons for location, network, volume, and time (5:32). The main content area is titled "Date" and contains a large empty text box. Below the text box is a label "Month / Day / Year" followed by three input fields separated by slashes: / / . At the bottom of the screen is a keyboard layout with function keys ".D .R .N", a keyboard icon, a checkbox, and the text "Don't Know". The keyboard layout includes rows for numbers, letters, and special keys. At the very bottom is an "Interview Tools" bar with icons for a key, a play button, left and right arrows, and a keyboard icon.

The screenshot shows the QDS HAPI application window. The title bar includes the Windows logo, the text "QDS HAPI", and system icons for location, network, volume, and time (5:33). The main content area contains the text: "Please enter the time of day that you arrived at this clinic. Try to be as precise as possible. Thank you for your time." Below the text is a label "Hour : Minutes : Seconds" followed by three input fields separated by colons: : : . To the right of the input fields are two radio buttons labeled "AM" and "PM". At the bottom of the screen is a keyboard layout with function keys ".D .R .N", a keyboard icon, a checkbox, and the text "Don't Know". The keyboard layout includes rows for numbers, letters, and special keys. At the very bottom is an "Interview Tools" bar with icons for a key, a play button, left and right arrows, and a keyboard icon.

Support for Landscape Orientation in HAPI

HAPI supports a new option that modifies the layout of the screen to accommodate either landscape orientation or a square screen. When the appropriate option is set, the program reduces the height of the question area relative to the total height of the screen.

This option will override any settings made on the Appearance tab of the Build Options property sheet in the Design Studio in order to insure that the response buttons or input fields are always visible to the interviewer. The interviewer may reset this option at any time during the course of an interview or between interviews.

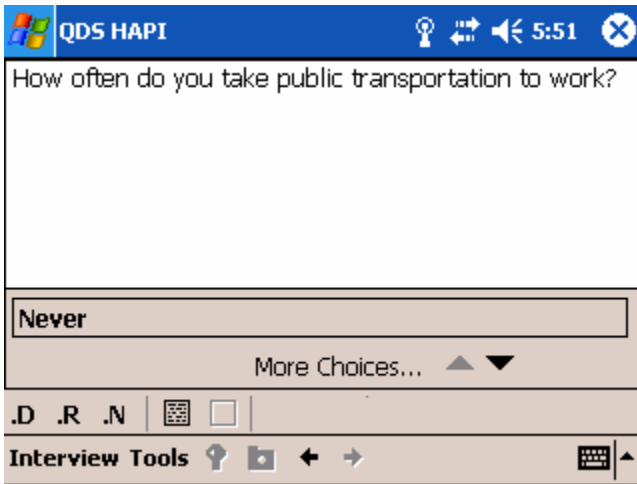
Options dialog box:

You can launch the Options dialog box by selecting **Tools | Options** from the menu bar. The following field controls this feature:

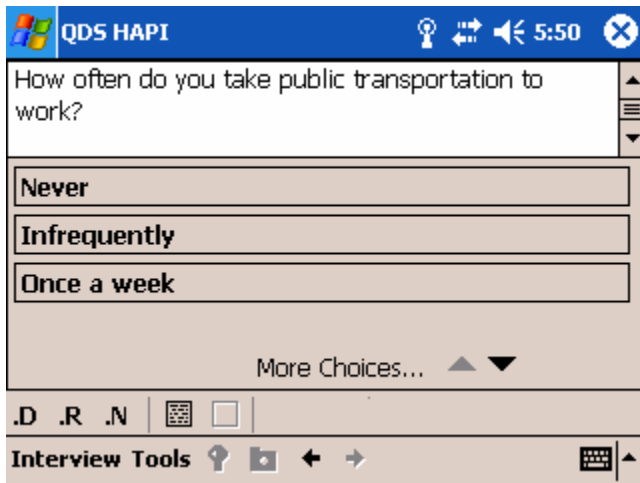
- **Adjust layout for landscape orientation** – Check this box to reduce the height of the question area relative to the total screen height. You may un-check this box to enlarge the question area to the size defined in the Design Studio.

Tap on “**ok**” in the upper right corner to save the selection and close the box.

Here's how a Pick-one response type screen looks in Landscape mode when the box is not checked:



Here's how it looks when it is checked:



Warehouse Manager Module

Print Interview Details from Warehouse

The Warehouse Manager Interview Details property sheet now contains a Print button. Selecting this button sends a report on the current interview to the printer. The report includes information from the Interview tab of the Interview Details property sheet and lists the following items for each variable: variable name, question number, variable label, and response value.

Build Interview Details Document from Warehouse

The Warehouse Manager contains a new function that generates an .RTF document summarizing the current interview. The contents of this document are very similar to a summary report generated by the automated interview modules. It includes all response data as well as any interviewer comments.

To generate this report, perform the following:

- Highlight the interview for which you wish to generate a report.
- Select **File | Save selected interview as...** from the menu to launch the “Save Interview As...” dialog box.
- The program will generate a file name for you. By default the output folder is “<QDS Install Directory>\Data\Warehouse Details” and the output file name is “<Questionnaire Name> <Site> <Subject> <Other Identifier variables>.RTF”. You can override these defaults by entering a custom name and location in the Save dialog box.
- Select Save to generate the file.



Exclude Specific Variables from Export

QDS now provides users greater control over the export process. Variables can be excluded from export during the design phase or data management phase of a study. The survey designer can designate whether or not an automatic variable is to be included in export, and a data manager can define variable subsets for the standard version. During the export process from the Warehouse Manager, the data manager can select which subset he wishes to use.

There are several reasons why you might wish to drop a variable from export. The variable might be an automatic that is used simply to display a prior response in the question text of a data element but is not needed for analysis. The variable may have been generated by the reconciliation process in the Warehouse and appended to the standard version but is no longer

needed because you have manually remapped the corresponding reconciled variable to a different variable in the standard. Third, you may wish to export to a MS Access flat database format, and your survey contains more variables than can be exported to this format at one time.

Excluding Variables in the Design Studio

Automatic Element Tab:

The Automatic Element tab contains several fields that define an automatic variable. The following option controls whether or not the variable is appropriate for export:

- **Do not include in exported data set** – Check this box to exclude the variable from export. Un-check this box to include it.

Note that this setting can be overridden in the Warehouse Manager.

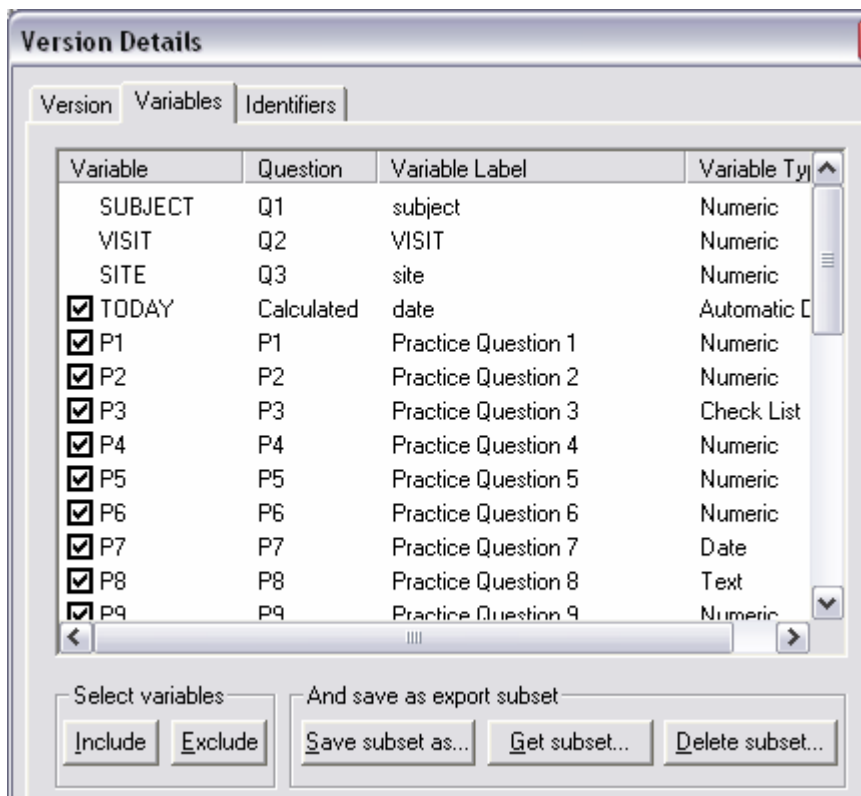
Excluding Variables in the Warehouse Manager

Open the Version Details property sheet for the standard version in your warehouse by selecting **View | Versions**. Then, highlight the list item with the bull's eye icon and select Details. Next, select the Variables tab.

Variables Tab:

The Variables tab on the Version Details property sheet lists all the variables contained in the standard version. Next to most variables, you will see a checkbox. You can uncheck a box to indicate that the corresponding variable should be excluded from export or check one to indicate that the variable should be included. The variables without checkboxes are identifier variables. These cannot be excluded from export (SUBJECT, VISIT, SITE in the image below).

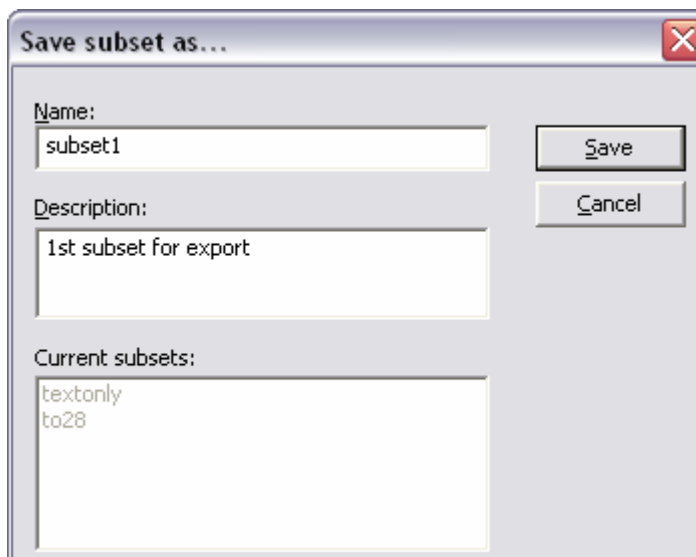
Any automatic variable that was checked for no export in the Design Studio is initially displayed without a check in this list. These variables can be checked if you want to override the settings from the Design Studio.



The following buttons can be used to include and exclude variables and to create or remove variable subsets:

- **Include** – Select this button to add a check to the currently highlighted item(s) in the list box. (You can highlight a block of variables by using the keyboard. Press the Shift key and Up or Down arrow keys to highlight a group.)
- **Exclude** – Select this button to un-check the currently highlighted item(s) in the list box.
- **Save subset as...** – Select this button to launch the Save subset as... dialog box. Use this feature to save the current include/exclude status of each variable as a named subset.

From the dialog box, enter a name and an optional descriptive label for the variable subset. Then select the Save button. You can reference this name later when you are ready to export.



- **Get subset...** – Select this button to launch the Reset variables to... dialog box. Use this feature to restore the include/exclude settings in the current list to that defined in an existing subset.

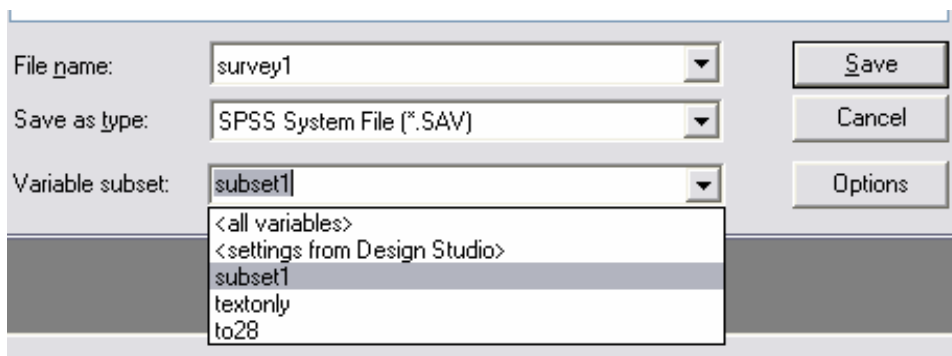
From the dialog box, highlight a subset from the list and press Select. If you wish to restore the settings defined in the Design Studio, select “<settings from Design Studio>”.

- **Delete subset...** – Select this button to launch the Delete named subset dialog box. Use this feature to remove a custom subset that you no longer wish to use.

From the dialog box, highlight a subset from the list and press Delete.

Export Interviews Save As dialog box:

When you are ready to export, select **File | Export Interviews** from the menu. This will launch the Save As dialog box. This dialog contains a new field for controlling the export process.



- **Variable subset** – This drop-down box lists at least two items: (1) “<all variables>” and (2) “<settings from Design Studio>”. In addition, any customized subsets, defined on the Variables page of the Version Details property sheet, will also be included.

Click on the appropriate entry in the list before selecting the Save button. During the

export process, the program will skip over any variable that was excluded (or unchecked) in the selected subset.

This field is available for all export types except for the SAS Format Library Program and the Interviewer Comments Log.

If the export process completes without any errors, the subset chosen will become the default subset for any subsequent exports.

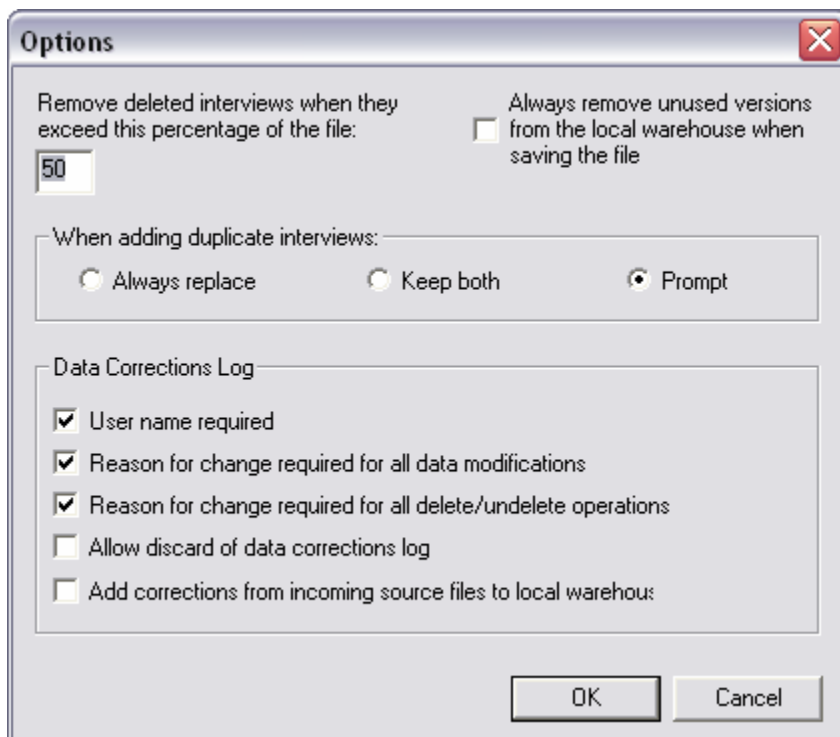
Enhanced Data Corrections Log

The data corrections log is now an integral part of the data warehouse file and has been enhanced to include several additional fields for each correction: a date/time stamp, the name of the data manager, the reason for the change, the original data, the revised data, and any additional comments the data manager wants to add to the log. The log includes an entry for each change to response data and for each interview delete and undelete. In addition, it includes entries for modifications made prior to the time an interview was added to the warehouse. So if revisions are made in a local warehouse and then the revised interviews are transferred to a central warehouse via a shipment file, the central warehouse contains a record of all changes.

This feature is automatically turned on for all data files that can be modified: local warehouse files, shipment files, and interview data files. However, there are a few options that you can modify for the local warehouse:

Options dialog box:

Select **Tools | Options...** from the menu to view the Options dialog box. This dialog lists several options that affect the data corrections log.



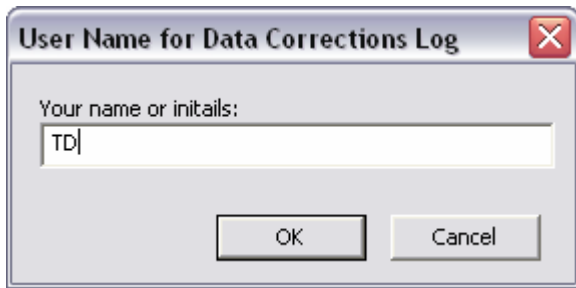
- **User name required** – Check this box if you want the program to prompt you for your name before you make any change to the local warehouse. (This option is always on for shipment files and interview data files.) You will only be prompted to enter your name once per warehouse file per session.
- **Reason for change required for all data modifications** – Check this box if you want the program to force you to enter a reason for each data modification. (This option is always on for shipment files and interview data files.)
- **Reason for change required for all delete/undelete operations** – Check this box if you want the program to force you to enter a reason for each delete and undelete. (This option is always on for shipment files and interview data files.)
- **Allow discard of data corrections log** – Check this box if you want to be able to discard the log data during a Save Copy As operation.
- **Add corrections from incoming source files to local warehouse** – Check this box to automatically add data corrections from external files to the local log when an interview is copied to the local warehouse. These items appear in the report file with the phrase, “(Correction made prior to add date)”.

User Name for Data Corrections Log dialog box:

Select **Tools | Data Corrections Log | Enter Name...** from the menu to supply the name of the data manager for the current session. If you don't remember to select this feature and the appropriate option has been set, the program will automatically prompt you for this information.

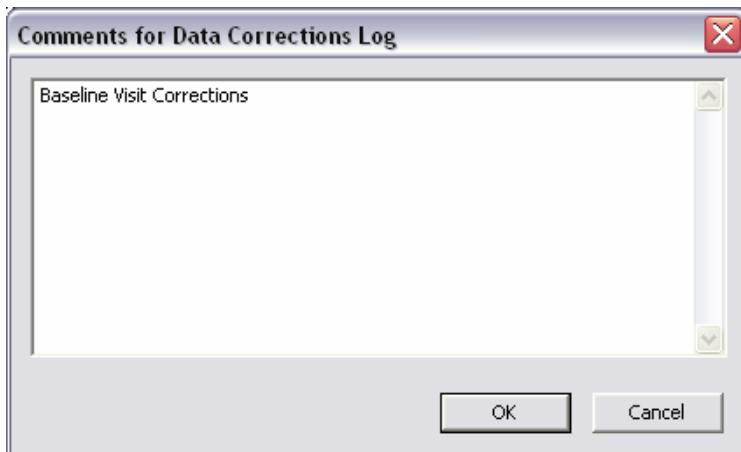
This dialog box contains a single field:

- Your name or initials – Enter you name and select OK.



Comments for Data Corrections Log dialog box:

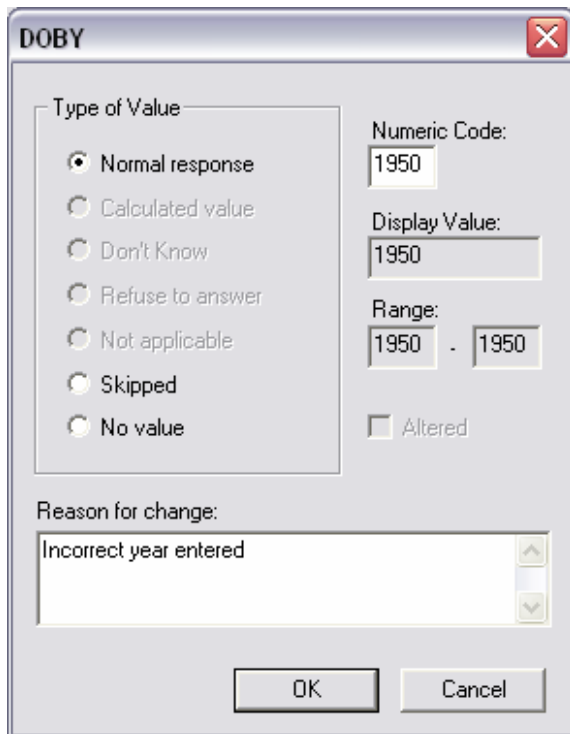
Select **Tools | Data Corrections Log | Insert Comments...** from the menu to add general comments to the data corrections log.



This dialog box contains a single field for inputting free text. Select OK when you are done.

Making Changes to Warehouse Data

Data modifications are performed in the Warehouse Manager as they have in the past. Highlight an interview in the main window and select **Edit | Details** from the menu. Double-click on a variable to launch the value update dialog box. If your data is protected by a modify password, you will be prompted for the correct password. When the update dialog opens, you will notice a new field labeled, "Reason for change". If the appropriate option has been set on the Options dialog box, you will be required to enter something into this field before you can close the dialog box.



If you highlight an interview in the main window and then select **Edit | Delete** or **Edit | Undelete** from the menu, and the appropriate option has been set on the Options dialog box, you will be prompted to enter a reason into the “Data Corrections Log Update” dialog box. If you highlight a block of interviews before selecting the **Delete** or **Undelete** command, you will only be required to enter a single reason for the entire block.

Backing-Up Warehouse Data

There is a new command on the menu, **File | Save Copy As...** which allows you to make a backup copy of your local warehouse. This launches the Save Copy As dialog, which contains a check box labeled, “Discard data corrections log after saving copy”. If checked, the log will be saved with the backup copy and discarded from the current copy of the warehouse file. This feature allows you to conserve disk space if needed. This checkbox is only enabled if the “Allow discard of data corrections log” was checked on the Options dialog box.

Viewing the Log

Select **Tools | Data Corrections Log | Build Report...** to generate the data corrections log report. By default, the report file name is *<warehouse name> corrections log.RTF*, and the output folder is *<QDS Install Directory>\Data\Warehouse Corrections*. You may modify the filename and path on the Data Corrections Log File dialog box. Once you select a new path, the program will default to this path for all subsequent build operations.

The format of the report looks like:

7/5/2006 11:14:50 AM

John Smith

Wrote: This is a test data warehouse.

7/5/2006 11:14:30 AM John Smith

Deleted: Subject 5555 03/04/2005
Reason: Incomplete interview.

7/5/2006 11:14:02 AM John Smith

Modified: Subject 1005/02/23/2005
Question: Q2 Variable: STAFF
From: ALEXANDR
To: ALEXANDER
Reason: Misspelled data.

Export to ASCII Text

The Export Interviews function now allows you to export interviews to a comma-delimited ASCII text file. To use this feature, select **File | Export Interviews** from the menu. From the Save As dialog box, open the “Save as type” drop-down list and select the entry labeled, “ASCII Text File”. Next, select the Options button to set the appropriate options for this export type.

ASCII Text Options dialog box:

Special Value	Specified Numeric	Specified Text Values:
<input type="radio"/> Special Codes	Don't Know	Don't Know
<input type="radio"/> Null	Refused	Refused
<input type="radio"/> Range Bottom	Not Applicable	Not Applicable
<input type="radio"/> Range Top	Skipped	Skipped
<input type="radio"/> Range Middle	Missing	Missing
<input checked="" type="radio"/> Specified Values		

- **Special codes** – Select this button to export all special responses as the special codes defined in the Design Studio. Special responses include “Don’t know”, “Refused to answer”, “Not applicable”, “Skipped”, and “Missing” (paper interviews only).
- **Null** – Select this button to export all special responses as an empty entry.
- **Range Bottom** – Select this button to export all special responses as the minimum allowed value for the corresponding variable.
- **Range Top** – Select this button to export all special responses as the maximum allowed value for the corresponding variable.
- **Range Middle** – Select this button to export all special responses as the mid-point of the allowable range for the corresponding variable.
- **Specified Values** – Select this button to export all special responses as the values specified in the other two columns on this dialog box. For numeric type responses, special responses are converted to the appropriate value listed under “Specified Numeric Values”. For text type responses, the special responses are converted to the appropriate value listed under “Specified Text Values”.

- **Separation character** – Enter a single character into this field if you wish to separate response data with something other than a comma.

Select the OK button to return to the Save As dialog box. Then press Save to run the export to an ASCII text file.