Data Check Module

v. 1.06

User Manual

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Overview

About this manual

This manual describes the installation and use of the DataCheckModule.

Where appropriate, important information is displayed with a yellow background such as this.

Where information refers to a different section in this manual, this text is displayed with a green background, such as this.

About the application

The purpose of the DataCheckModule ('the application', hereafter) is to provide a coupling between scanned images and data extracted from the scanned material. Alternately, the application offers data entering or recoding facilities.

The application currently runs on Microsoft Windows XP operating systems.

The application requires a basic level of experience with Microsoft Windows operating systems. The user is required to navigate through the operating system's filesystem, and must possess a basic knowledge of how to activate menu-functions and open, close, and resize windows, with a standard computer mouse.

Application installation

The application installs as a ClickOnce application, wherefore it must be installed through a browser; preferably a Microsoft Internet Explorer browser. The client must activate an 'Install' button within the web-page the client is linked to, whereupon the following dialog will prompt the user to run the setup program which will install the application:



The user must press "Run", and also press "Run" in the context of the dialog following:



Another dialog will prompt the user to allow the installation:



Upon pressing "Install", the application will downloaded from the Internet and installed on the user's computer:

(91%) In	stalling	g DatarensModul	🛛 🔀
Installi This durin	n g Data may take ig the ins	rensModul • several minutes. You can use your computer to do other tasks tallation.	Ì
	Name:	DatarensModul	
	From:	fsdaf	
	Downlo	ading: 6.92 MB of 7.53 MB	
		[<u>C</u> ancel

The application should now be available from the start-menu; select "Scanningsfabrikken" -> "DataCheckModule".

Please note that running the application requires a working Internet connection.

Application uninstallation

To uninstall the application, simply remove it from the system by use of the standard Windows' "Add and Remove Programs" facility. Select the program entry and press "Change/Remove":



Then press "OK" in the dialog following:



The application should proceed to uninstall itself.

Application security

The application requires that login- and password information be submitted before it may run. The following dialog will appear when the application is started:

Login		×
	Please enter valid credentials to	o continue
	User ID:	
	Password:	

As stated, enter valid credentials to continue. These will be given the client by Scanningsfabrikken. There is no 'Login'-button to press, as the application automatically logs the user in when the right combination of user ID and password are entered.

Data

The data menu offers various methods of importing, deleting and saving data, as well as variables and records within the data sets and display areas.

View Functions Data User Administration				
Add SPSS data set Delete data set Change data set	Save Save as Save slice	Add variable Remove variable Add/Remove value labels	Delete current record	Add display area Delete display area Save areas to file Ded areas from file
Data set	Save data set	Variables	Records	Display areas

Data sets

The application requires one or more data sets on which to operate. Therefore these must be imported into the application.

Currently only SPSS data sets are supported by this application, though with a planned	ł
upgrade this will include Microsoft Excel and SAS data sets as well.	

Adding a data set

Click "Add SPSS data set", whereupon the following dialog box allows the user to browse to and select - by clicking 'Open' - the SPSS data set the user would like to import:



A new dialog will appear, which allows the user to give the data set a different name but the proposed, default name.

Data set name	$\overline{\mathbf{X}}$
Enter data set name	ОК
	Cancel
A test data set.sav data set	

It is this name the data set will be known by, within the application. A secondary dialog appears, in which the user may opt to indicate a identification variable, which uniquely identifies the records within the data set:

	If the data set contains a record case number, or any other form of variable which may be used to uniquely distinguish one record from another, you can optionally select this variable in this dialog box and you this will allow you to sort the records by this record case number. Select record case variable, or press 'cancel' to proceed without selecting a record case number. [bnr (Løbenummer) Select case record variable Cancel
--	--

If the data set indeed does contain a unique identification variable, such as a record-ID number, selecting this variable when the data set is imported into the application offers the user the possibility to sort defined variable areas by this ID number.

Please note it is not possible to later select a different identification variable beyond the data set import; if one such exist, and the user would like to be able to sort records by this ID variable, it must be selected now.

Deleting a data set

To delete a data set from the application, select "Delete data set". The following dialog appears:

Delete data set	×
Select a data set to delete	
	~
Delete the selected data set Cancel	

Select the data set you would like to delete from the drop-down list, and press "Delete the selected data set" to delete this.

It is not possible to delete the data set which is currently active; to delete it, the user must first change to a different data set.

The user will be prompted to confirm the delete action:

Í	Confirm delete
	Are you sure you wish to delete this data set? This action will delete all data and defined display areas and everything else associated with this data set.
	Yes Cancel

As stated, deleting a data set removes all information about this, within the application.

Deleting a data set within the application will not delete the file which was imported into the	he
application.	

Changing to a different data set

It is possible to import more than one data set into the application. To change between these, the user must select "Change data set" and select the data set which will then be the working data set:

Change working data set	×
Select the data set you would like to work on. All the data and display areas with the currently active data set will not be affected by this action.	
Change data set	
Cancel	

Save data set

The Save data set menu offers three methods of saving the working data set.

Save

Pressing the "Save" button saves the working data set to its temporary storage. This is akin to pressing the save-button in any other regular windows application, apart from the fact that the data set is saved to a pre-defined storage area, namely the operating system's ApplicationData folder. The user would typically press this button to ensure the performed changes are persisted to disk before a new set of changes are to be carried out.

Save as

The user can also press the "Save as" button to bring up a save-dialog where the user can navigate to a specific folder and save the data set under a specific name:

Save As		_	_	_	? 🔀
Save jn:	🞯 Desktop		~	G 🕸 📂 🗄	-
My Recent Documents Desktop My Documents	Hy Documents My Computer	ces	test.sav		
	File <u>n</u> ame:			~	<u>S</u> ave
My Computer	Save as type:	SPSS Data Se	t	~	Cancel

Simply navigate to the proper directory and provide a name for the data set and press "Save".

Save slice

If the user so desires, a data set can be saved with only a subset - a 'slice' - of the currently working data set. This allows the user to save, for example, a data set with only responses from female respondents. Press "Save slice" and the following dialog appears:

Save Spss Data Set 🛛 🗙
This dialog enables a selective data set save. Use this dialog, as opposed to the "Save Spss data set" dialog, if you would like to persist a subset of the data.
Filename:
Below, add the criteria by which you would like to save the data. For example, add a criteria which selects only records answered by women.
Add criteria Remove last criteria Number of rows found:
Save data set
Cancel save

Press the folder-icon to open a save-dialog, where the user must navigate to the directory where he would like to save the file, and provide a valid filename:

Save As						? 🔀
Save jn:	🞯 Desktop		~	GØ	P 🖽	•
My Recent Documents Desktop My Documents	My Documents My Computer	ces	test.sav			
	File <u>n</u> ame:	1			~	Save
My Computer	Save as type:	SPSS Data Set			~	Cancel

Press the "Save" button to continue. Then, as the dialog states, provide one or more criteria

which the save function will honor. This dialog works in the same fashion as the advanced search feature

Refer to section "View" - "Advanced search" in this manual for information on how to add search criteria.

When the user is happy in the selection of criteria, she presses "Save data set". The defined subset of the working data set will saved in the specified location.

Display areas

Display areas are used-defined areas within the scanned material, pertaining to a variable - a question within a questionnaire, for example - whose value is data captured from this area.

Adding a display area

Click "Add display area".

In order to define a display area, the application requires knowledge of the directory - or directories - which contains the images of the scanned material. If these are not defined, the user will be prompted to define these:

ſ	No image files directories added
	No image files directories have been added, so it's not possible to define a display area - as the application cannot find the given images pertaining to the working data set. Would you like to specify one or several image directories now?
	Yes Cancel

Refer to section "View" - "Set image file directory" in this manual for information on how to define said image directories.

The following dialog will appear.

Define display area To define a display area. left-click the top left Kommune corner of where you would like to start the display area and drag a Hvor tilfreds er du mod? Hvor vigtigt synes du, det er? rectangle towards the Noget Ti- Hindre Ibi- Ved Neget Viglig: Mindre Ikke Ved Uffiede freds tilfreds freds ikke vigzigt Vigzigt ikke lower right corner, until you're satisfied with the display area. Upon Skildene skal informere om, hvor -offaldet skal ben releasing the left Personalets synlighed Personalet skal være synligt og comærksom på at hjælde mouse-button, a dialog with further Vejledningen fra personalet, hvis du spärger customazation options will appear; here you will select the variable this Pladsen i containerne ti-affaldet display area will cover, Adgangen til containeme Det skal være nemt at aflevere affald i containerne and name the display area. Indretningen af pladsen Det skal være nomt at komme rundt på placsen Ξ Optionally drag this rentetiden window to a different _ Ô size, to enlarge the Abningstiden 11 1 image. Har du behov for udvidet äbningstid? (gene here kryster) Hag 🗖 ha, to formedage pë noecese 🖄 ha, på heligdage - Elijop ya 110 () () () Hvorden vil du gerne have information om sortering af affald på genbrugspladsen (esne flere krysker) (gener fans krydzer) ∑ Fra Suitene pê gentrugstikder Fra Armuns Mammadda ☐ Ances ☐ Ved Nee du godt informeret om, sortering af dit affakt på genbrugspladsen? (kun et krysk) X۵. Ja, avervejende godt informeret 🗌 Nej, mindre godt informant 🔄 Noj 📃 Vad isko Hvor ofte bruger du denne genbrugsplads? (kuñ et krytis) □1-2 gange om êret □1-5 gange om êret. ↓(5-12 gange om êret □10 ere end 12 gange om êret Hvor ofte afleverer du brugte ting/kasserede ting som andre kan bruge i genbrugscontsineren her på pladsen? Dølang 📉 1-3 gange om året 🗋 3-5 gange om året 🗋 Offere ond 6 gange om året OK Hvilkon type affald har du med? (kun et kryds) Priva: affald fra geen eller hereitet Privat affald fra <u>eaen eller families bolfa/have</u> 🗌 Affald fra <u>erhvervsaktivitet</u> Har du forslag til forbedringer eller andre bemærkninger i øvrigt? 1 BOR og N5 IKBK -

In this dialog, the user defines one or more display areas by left-clicking with their mouse in the image area, and - keeping the left mouse button pressed - drawing a rectangle, moving the mouse towards the lower right bottom of the rectangle from its starting point of the upper left corner where the user clicked.

It is possible to expand the dialog's size by performing a dragging-operation on the dialog window's lower right corner.

If there are more than one image pertaining to a single record in the imported data set, as would be the case with a many-paged questionnaire, the dialog will display a drop-down list where the different pages can be selected.

The rectangle will be painted in a red color as it is being defined. When the mouse is released, the user must then select the variable whose value pertains to the area defined:



Select a variable and provide a name for the diplay area (a default name will be given automatically) and press "Save display area" to persist the display area. The red color will turn either green or yellow, and the user may now define another variable area.

Deleting a display area

To delete a previously defined display area, press "Delete display area", and select the appropriate display area in the dialog box:

Select display area	
	×
Delete this area	
Cancel	

Press "Delete this area" and confirm the delete in the dialog following to delete this display area.

Saving display areas to a file

It is possible to persist defined display areas to a data file, so they may be saved for future use.

Select "Save areas to file" and provide a file name for the data file:

Save As						? 🔀
Savejn:	🞯 Desktop		~	G Ø	بي 🥙	
My Recent Documents	Hy Documents My Computer My Network Pla	ces				
Desktop						
My Documents						
My Computer	File <u>n</u> ame: Save as <u>t</u> ype:	Display Area File			✓	Save Cancel

Press "Save" to save the display areas to a file with the given name. The file will be given the extention "daf".

Loading display areas from a file

To load previously saved display areas, select "Load areas from file" and navigate to the data file from which the display areas will be loaded:

Open			_	_	? 🔀
Look jn:	🞯 Desktop		Y 3	۰ 📂 🥩 🕼	
My Recent Documents	My Documents My Computer My Network Pla my saved area	aces is.daf			
Desktop					
My Documents					
My Computer	File <u>n</u> ame: Files of <u>typ</u> e:	my saved areas.daf Display Area File		~	<u>O</u> pen Cancel

Press "Open" and a dialog will appear, where the user may select the displays which will be loaded from the data file:



Pressing "Import selected areas" imports only the display areas which are marked in the selectlist. Optionally the user can press "Import all areas", to import all display areas.

Note that if one or more display areas in the data file has the same name as an already defined display area, this display area will be hidden from the import dialog.

Variables

The user may add or remove variables from the working data set.

Adding a variable

To add a variable, select "Add variable". The following dialog appears:

Add Yariable
This dialog allows you to add a variabel to the dataset you're working on.
Variable name:
Variable type:
 Numeric variable
 String variable
Optionally specify a label - a textual
description - for this variable:
Optionally specify a display area covering this variable:
If a display area is selected, please
enter a name for this area.
Add variable Cancel

Enter a name for the variable, and specify its' variable type, numeric or string. Optionally specify a variable label. It is also possible to specify an new display area, based on an already defined display area, whose underlying data value will now point to this new variable. If the user chooses to create a new display area based on a previously defined area, a name for this area must be entered.

Press "Add variable" to add the new variable to the working data set.

Removing a variable

To remove a variable, select "Remove variable" and, in the dialog following, select the variable to remove.

Select variable	
Select the variable for this operation:	
Date (Dato) Time (Tid) Ibrr (Løbenummer) Exportfi (Eksportfi) t1 (Tilfredshed) mark (MarkVariable) MarkWLabels (MarkWLabels)	
Remove selected variable	
Cancel	

Press "Remove selected variable" to remove this variable from the working data set.

Adding or removing variable value labels

The application supports adding or removing variable value labels, which will be saved with the data set. To add or remove a variable value label, select "Add/Remove value labels" and, in the following dialog, select an appropriate variable for this operation:

Select variable	
Select the variable for this operation:	
Date (Dato) Time (Tid) Ibnr (Løbenummer) Exportfi (Eksportfil) t1 (Happiness)	
mark (MarkVariable) MarkWLabels (MarkWLabels)	
Add/Remove value labels	
Cancel	

Press "Add/Remove value labels" and, in the dialog following, add or remove value labels where appropriate:

Add/Remove variable value label	s X
To add a variable value label, ente into the below boxes and press "Ad variable value label". New variable value label value:	r text id
New variable value label label (max	250 characters):
Add new variable value label	
Remove variable value label	
To remove a variable value label, select it from the listbox and press "Remove variable value label". Remove variable value label	Variable value labels for this variable: 1 - Very happy 2 - Happy 3 - Neither 4 - Unhappy 5 - Very unhappy
Finished	

To add a variable value label, enter its' value and a descriptive label in the two text-boxes and click "Add new variable value label". The new value label will appear in the list below the "Add new variable value label"-button.

To remove a variable value label, mark this in the list and click "Remove variable value label".

Press "Finished" to exit the dialog.

Records

Records pertain to the individual cases in the currently working data set.

Deleting a record

The user can delete a record in the currently working data set. In order to do so, a display area must be shown in the main window, and an individual area selected.

Refer to the section "View" > "Select area" in this manual for information on how to show a display area in the main window.

Press "Delete current record". The user will be prompted to confirm this choice.

View

The view menu offers functionality in the viewing and sorting/filtering/search of defined display areas.

View Functions Data User Administration							
🙀 Select area 🎾 Show labels	➢ Next page ➢ Last page K First page ≪ Previous page	QZoom out QZoom in View original image	Sort descending	Simple search Advanced search View only changed fields	Set image files directory Define rows and columns Set border color		
Display area	Navigation	Zoom	Sort	Search	Settings		

Display Area

The display areas menu allows selection of a defined display area as well as the displaying of variable value labels.

Select area

Select a previously defined display area to view this in the application's main window:

Select display area	
	~
Display this area	
Cancel	

Press "Display this area" to display this area. The main window will fill with the same number of areas as there are records in the working data set:

🗹 Data Check Mo	dule	-		-	-						-	-	-	l		×
Sav	re 🔻				Scanning	sfabr	ikke	en -	Data Check M	odule v. 1.02				-		x
View Fur	nctions Data User	Administrati	ion													
Select area Show labels	≫ Next page ≫ Last ƘFirst page ≪ Prev	page vious page	<mark>,</mark> ⊋z ∕®v	oom out iew origin	⊋Zoom al image	in	∎¶s 1∄s \$?s	Sort Sort Sort	descending ascending by record ID	Simple search Advanced search View only changed field	is ∎S	et imag efine ro et borde	e files dire ws and co r color	ctory lumns		
Display area	Navigation			Zooi	n			-	Sort	Search		-	Settings]	
		tilfreds	freds	tilfreds	freds	ikk	e	١			tilfreds	freds	tilfreds	freds	ikke	1
Skiltene Skiltene skal i affaldet skal h	nformere om, hvor en		Ø.]		Skiltene Skiltene ska affaldet ska	al informere om, hvor I hen	Ø					
2		tultende	troda	tiltrode	tunda	dela										
		unreus	neus	unreas	rreus	IKK	-	1			tilfreds	freds	tilfreds	freds	ikke	۷
Skiltene Skiltene skal i affaldet skal h	nformere om, hvor en gynlighod		X]		Skiltene Skiltene skal affaldet skal	l informere om, hvor hen		X				
2								2								
		tilfreds	freds	tilfreds	freds	ikke	i	v.			tilfreds	freds	tilfreds	freds	ikke	ŀ
Skiltene Skiltene skal ir affaldet skal he	nformere om, hvor en	X							Skiltene Skiltene ska affaldet ska	al informere om, hvor I hen	X					
1								1								
toolStripStatusLabel2	Current area: 't1 display	area' At pa	ge 1 of	283 3												

The display areas line up in the order top-to-bottom, left-to-right. The user can select a display area - making it the 'active' display area - by left-clicking it. Making a display area the active display area allows a user to change its value. Simply enter a different value in the textbox immediately below the display area image.

affaldet skal hen	K	\bigsqcup		${\displaystyle \Box}$		affaldet	
n , , , , , , , , , , , , , , , , , , ,						1	
Current data set: 'all.sav data set' Current area: 't1 display area' At page 1 of 283 Record ID: 3							

Note the application status bar, displaying information about the currently working dataset: its' name, the title of the currently displayed display area, the current page number and total number of pages, and, where applicable, the unique record ID value of the currently active display area.

Show labels

The application supports the concept of variable value labels. If the imported data set holds information about value labels, these will have been carried over in the application's working data. The user can select to show these labels, instead of merely the variable value, by selecting "Show labels".

In this case, the main window will reflect the display area variable's value label, if one such has been defined:

Skiltene Skiltene skal informere om, hvor affaldet skal hen		Ø				Skiltene Skiltene skal informere affaldet skal hen
2 · happy	tilfreds	treds	tilfreds	treds	ikke	1 - Very happy
Skiltene skal informere om, hvor affaldet skal hen		X				Skiltene Skiltene skal informere (affaldet skal hen
2 · happy	tilfreds	freds	tilfreds	freds	ikke	2 - happy
						Chiltone

Also note than when value labels are displayed, the users goes about changing a display area's value differently: In this case, the user must click a mouse button - any which one - inside a display area, whereupon a drop-down list will appear, which will display all available values and their value labels, and allow the user to select the appropriate value:

age	e Jev	iew origin	ai image	¶≝ ₽?	Sort ascending Sort by record ID	Advanced search View only changed field	is 🔳	Se	enne rov et borde	ws and co r color	olumns
		Zoo	m		Sort	Search			S	ettings	
ds	freds	tilfreds	freds	ikke	Select value		×e	eds	freds	tilfreds	freds
]	Ø.				1 - Ver 2 - har 3 - Les	ry happy opy s happy		1			
ds	treds	tilfreds	freds	ikke	4 - Uni ` 5 - Uni	nappy sure		ds	freds	tilfreds	freds
]	X				8 - DOI affaldet skal	uble answer]	X		
					4 - Unhappy						
					11			,			

It is still possible, however, to enter a value which is not represented in the drop-down list, by simple closing the dialog (by clicking the 'X' in its' upper right corner) and entering a different value.

Navigation

The navigation menu allows the user to navigate the currently working data set. Note that all navigation options are dependent on the user's choice of sorting, if one such choice has been made. For instance, if the user opts to sort the display areas by descending values, the highest values will be represented by the first page and the lowest by the last page.

Next page

The user can move one page forward by clicking the 'Next page' icon.

Previous page

The user can move one page backwards by clicking the 'Previous page' icon.

First page

The user can move to the first page by clicking the 'First page' icon.

Last page

The user can move to the last page by clicking the 'Last page' icon.

Zoom

The user can zoom in and out, as well as see the image on which a display area is based in its entirety.

Zoom in

Selecting 'Zoom in' when a display area has been selected has the effect of cropping the display area to minus 25% of its size. This change is permanent to the selected display area.

Zoom out

Similarly in function to 'Zoom in', zoom out affects the display with 25%, only in this case expanding the size. This change is permanent to the selected display area.

View original image

There may be times when the user would like to inspect a area greater than what the display area covers; for instance, in cases where a form's respondent has written relevant text around the question he or she has answered. In this case, selecting 'View original image' displays the entire image from which the currently active display area has been extracted:

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View original image	×
Tip: You can adjust the size	ikast-Brænde Kunsuere Hvor fiftade er furmel? — Hvor vigdgt synes du, før er?
of this window by moving the mouse to the lower left corner and, clicking the left mouse-button and keeping it pressed, dragging the window bigger. The image will automatically adjust to the window size.	Interview Interview Section Six A + 100 Harr Section Six A + 100 Harr Properties Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Properties Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Harr Six A + 100 Ha

The user can adjust the size of the window by moving the mouse to the lower left corner and, clicking the left mouse-button and keeping it pressed, dragging the window bigger. The image will automatically adjust to the window size.

Sort

Sorting the display area values can greatly speed up the quality control phase, in cases where the software is being used for this purpose.

Sort ascending

Select 'Sort ascending' to sort the display areas by their values, in ascending order. The main window will reload and display the areas, now with the lowest values listed first.

Sort descending

Select 'Sort descending' to sort the display areas by their values, in descending order. The main window will reload and display the areas, now with the higest values listed first.

Sort by record ID

Select 'Sort by record ID' to sort the display areas by the unique identification variable the

user selected when the data set was originally imported into the application. If no such variable has been selected in the data set import process, this function will not be available.

Do not be fooled by the sort order if a string variable is selected as a unique identification variable; in this case, the application will rightly sort values by their string value, and not their numeric value. Thus, if the identification variable contains string representations of the integer values 1 to 12, the correct sort order will be 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9. In other words, if the unique identification variable consists solely of integer values, ensure its variable type is numeric, and not a string.

Search

The user can search for a value or sets of values and thus filter the display areas and show only the values as defined by this search. This greatly speeds up the quality control use of the application, as the user can filter out records deemed irrelevant for further check.

Simple search

Selecting 'Simple search' allows space in the main window for a search tab with two drop-down lists, 'From' and 'To', designating the range within which a search will be executed:

Select area Show labels	First page	Previous page
Display area	Navi	gation
Search In the below, stat from-values for th When these are of the image area w those areas whos are within the give	e to- and is search. changed, ill show only e values en range.	Skiltene Skiltene skal affaldet skal
From-value: 1 To-value: 1 Search	•Very ha 💌 •Very ha 💌	Skiltene Skiltene skal affaldet skal
		Skiltene

The 'From' and 'To' drop-down lists are populated with the unique values of the currently selected display area's variable. Select a relevant 'From' and 'To' value and click 'Search'; the search will be executed, and only the records with values within the given range will be displayed.

Note how the status bar in the bottom of the main window changes to reflect the fewer number of pages, as the search limits the number of available records.

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Note also that it is still possible to make use of the sorting possiblities within the context of a searched/filtered data set.

The 'Simple search' menu-item will be highlighted in red, to account for the fact that the simple search has been activated. To return to the regular view, click the button once more, thus deactivating the simple search tab.

Advanced search

Another search option is the advanced search, activated by selecting the 'Advanced search' button. An advanced search allows the user to specify one or more search criteria, upon which the currently working data set may be filtered. For example by setting up a criteria specifying only responses by female respondents below the age of 30 are shown.

The main window allows room for an advanced search tab:

🎾 Show labels	K First page ≪ Previous page	∕ ®Vie
Display area	Navigation	
Below you can criteria for the e "Perform search satisfies your se	add or remove one or more expanded search. Press " when the criteria earch conditions.	Skilt Skilte
		alia (
Add criteria	Remove last oritoria	Skilt Skilte affak
Number of rows for	und:	• 1
Perform search		Skilt

Press 'Add criteria' to add a search criteria. The following dialog allows the user to define a search criteria.

Add search criteria	Add search criteria						
Below lists displays all variables and their values. Add a search-criteria by selecting a variable, an operator for the criteria, and a value. Then press "Add criteria".							
Select variable:		~					
Select operator:	greater than or equal to	~					
Select value:		~					
Formed search criteria: greater than or equal to							
Add criteria	Cancel						

Form the search criteria by selecting variable, the operator and the value of the criteria. Note that if the imported data set contains variable value labels, these are also displayed to ease the definition. As the criteria is formed, the text label below the drop-down lists updates with the criteria definition.

Note that if the user selects a string variable upon which to base the criteria, the 'select value' drop-down list will change into a text-box, where the user may enter a text as opposed to a numeric value.

Press 'Add criteria' to add the criteria expression. The search tab will update to display the expression as well as list the number of records the expression narrows the current working data set down to:

criteria for the ex "Perform search" satisfies your sea	panded search. Press when the criteria rch conditions.
t1 >= 2	
Add criteria Number of rows foun	Remove last criteria d:
Perform search	1060

Add more expressions by pressing the 'Add criteria' button, where applicable.

The user can remove the criterias in order of how they were added, by pressing the 'Remove last criteria' button one or several times.

Press 'Perform search' to execute the filtering and show only those records who fit the defined search criteria.

Note how the status bar in the bottom of the main window changes to reflect the fewer number of pages, as the search limits the number of available records.

Note also that it is still possible to make use of the sorting possiblities within the context of a searched/filtered data set.

The 'Advanced search' menu-item will be highlighted in red, to account for the fact that the advanced search has been activated. To return to the regular view, click the button once more, thus deactivating the advanced search tab.

Settings

In the settings-menu, the user defines one or more settings which affect how the display areas are shown.

Set image files directory

In order to show the display areas, the application must know where to locate the scanned images these areas are based upon. One or more image directories can be defined for the working data set.

Select 'Set image files directory' to define the image directories for the data set. The following dialog appears:

add image files directories	×
Add directories of images pertaining to the data set, or data sets, you would like to work with.	
Add directory Remove selected OK Cancel	

Press 'Add directory' to bring up a directory chooser:



Browse to and select a directory with scanned image files by clicking 'OK'. The directory will appear in the "Add image files directories" dialog. Add more image directories by clicking 'Add directory' one or more times.

Alternately, press the 'Remove selected' button to remove the selected image directory in the list, thus disabling the application from searching through this directory for the image files the application requires. Note that only the application's reference to the directory, and not the directory itself, is removed.

When finished, press 'OK' to return to the application's main window.

Define rows and columns

Press 'Define rows and columns' to define how many display areas are shown in the main window, and how the are laid out. This brings up the following dialog:

Define shown row	is and colum	s						
Move the sliders to define the number of shown rows and columns.								
Columns	2 羮	D]			
Rows	3 🚔							
ОК	Cancel]			

Operate the sliders to allow for more, or fewer, columns and rows.

Press 'OK' to exit the dialog. If the number of columns or rows has been adjusted, the main window will reload to reflect the changes.

Set border color

Press 'Set border color' to bring up a color-picker dialog, where the user may select a different border color around the currently active display area. The default border color is yellow.



The dialog displays standard colors. Press "Define custom color" to expand the dialog to allow for a different way of selecting color, by moving the mouse in a rainbow-squere, alternatively enter the RGB color codes manually:

Color	? 🔀
Basic colors:	
	Hu <u>e</u> : 160 <u>R</u> ed: 0
	<u>S</u> at: 0 <u>G</u> reen: 0
Define Custom Colors >>	Color(Solid Lum: 0 Blue: 0
OK Cancel	Add to Custom Colors

Functions

The functions menu offers different helper-functionality.

View Functions	Data User	Administration
Table of frequencies	🔊 Undo	Take snapshot About
Analyze	Edit	Misc.

Analyze

The analyze menu provides - currently - a single analyze-function.

Table of frequencies

Pressing 'Table of frequencies' when a display is selected brings up a window which displays information about the values of the currently selected display area's variable, namely their count in regular and percentages value:

Value	Count	%	
2	958	56,58594211458	
1	633	37,38924985233	
3	67	3,957471943295	
9	20	1,181334908446	
8	2	0,118133490844	
5	3	0,177200236266	
4	10	0,590667454223	Update frequencie:

The window gives a quick overview of how the registrered values of the variable are represented throughout the data set.

The user can sort the columns by clicking one of the datagrid headers - 'Value'/'Count'/'%' - with the left mouse button.

Note the window is not modal, unlike most of the dialog windows of this application. This means the window may remain open while the user uses the application, possibly editing the values of the shown display areas. By pressing the 'Update frequencies'-button, the datagrid is updated with information from the working data set, including any changes the user may have made to it.

Press 'OK' to exit the dialog.

Edit

The Edit menu offers undo functionality.

Undo

The user may opt to undo one or more change made to the currently selected display area. Select 'Undo'. The following window appears:

Undo changes	_		_		×
Select a display area for which you would like to u t1 display area	indo changes:	Option	ally, filter by	user:	~
	tilfreds	freds	tilfreds	freds	ikke
Skiltene Skiltene skal informere om, hvo affaldet skal hen	r 🕅				
Previous change 3 changes registred for this display area. Next change					
In the shown display area above, the value was changed from 2 to 1.					
The change took place 10, november 2008 17:3	9				
Undo this change Cancel		ose			

The window will initially show changes made to the currently shown display area. The user can select a different variable in the drop-down list in the top left corner of the window. Please note that not all variables of the working data set are displayed; only display areas with variables which has had changes made to their values are listed in the drop-down list.

The user may optionally filter the changes per user, or 'all users' (the default selection).

The window shows the display area which had a change made to it. The label directly below the display area states the number of registrered changes made to the shown area. Note that only one change will be registrered per display area. That is, if the user changes the value of the same display area two or more times, only the last of these changes will be available for an undo operation.

The user may nagivate through the changes by clicking the 'Previous change' and 'Next change' buttons, respectively.

Below the navigation buttons, a label states in layman's terms which change was made, as well as when the change was made.

To undo the change, click the 'Undo this change' button. The change will be rolled back.

Press 'Close' to exit the window.

If one or more changes have been undone, the main window will reload to reflect this

operation.

Misc.

The 'Misc.' menu hosts functionality which does not fit in with any other menu category.

Take snapshot

The user my click the 'Take snapshot' menu item to bring up a save-dialog. The purpose of this dialog is to offer the possibility to save an image of the currently active display area, in the JPEG graphics format, on the user's computer for future reference. This may be of use where the display area displays an open question, for example in question in a questionnaire where the user may respond in her own words.

If a unique identifier variable was selected upon the data set's import into the application, the value of this variable will appear in bold red characters in the top left corner of the image.

Refer to section 'Data' > 'Add SPSS data set' on how to import an SPSS data set and, in the process, select a unique identifier variable.

About

The about menu item offers, when clicked, basic contact-information in regards to application support.

User Administration



Add/Delete

The Add/Delete menu block offers basic user-control functionality; adding a user, activating or deactivating this user.

A company licencing the application will be provided with an administration user ID and corresponding password. The designated administrator can optionally add up to three users with non-administrative rights. These may use the application without any restrictions compared to the administrative user, with the sole exception that they cannot administer other users. The menu will only appear to the administrative user.

The benefit of adding users with their distinctive user id and password is in that all changes made to the display areas' values are registrered per user, wherefore it becomes possible to filter any changes made by this user.

Refer to the section 'Functions' > 'Undo' on how to filter changes made by an individual user.

Add user

Select the 'Add user' button to add a user. The following dialog appears:

Add user	_		x
	User name: (ex. 'Joh	in Doe')	
	User login: (ex. 'Johr	n810')	
	User password:	Repeat password:	
	Add new user	Cancel	

Fill out all available textboxes with relevant information and click 'Add new user' to add the user.

It is recommended that the selected password is a minimum of 8 characters in length, preferably consisting of a mix of upper- and lower-case characters as well as digits.

A new user is automatically activated to access the application.

Deactivate user

The administrator may opt to deactivate a user, thus preventing this user from accessing the application.

Select 'Deactivate user'. The following dialog appears:



Select in the drop-down list the user who will be deactivated, and press 'Deactivate user'. The user will be deactivated, and a confirmation message will appear and state this user has been locked out.

Activate user

The administrator may opt to re-activate a user who has been previously deactivated. Press 'Activate user' and select, in the drop-down list on the appearing form, the user who will be activated.



Press 'Activate user' and a confirmation message will appear and state this user may not again access the application with her credentials.