Askia Training

Course 400

Askia Tools introductory training

Participant's Coursebook

With Tutor's Notes

Contents

Introduction

Format

This course comprises seven flexible modular sessions, which permit different learning pathways through the training course. It is primarily intended for research technicians or CAI (computer-assisted interviewing) scriptwriters who will be creating using askiatools to perform a number of maintenance and housekeeping tasks on data files such as importing, exporting and editing of data.

A further, optional module, 410 (in a separate document) covers how to edit data in askiatools, using askiascript commands. It requires knowledge of both script and tools.

Each session is intended to last no more than an hour, though it may take longer, if additional time is required to complete the practical work.

Each session follows the same format:

1. Introduction (by tutor) 2-3 minutes
2. Tutorial and demonstration   15-20 minutes
3. Summary (by tutor)   2 minutes
4. Practical exercises   variable
5. Recap, feedback and questions

Pre-requisites

This course assumes a working knowledge of askiadesign and ideally askiaalyse too. The knowledge required is covered respectively by these Askia training courses:

Course 100   Askia Design

Course 200   Askia Analysis

Module topics

Session 401   Importing a questionnaire

Session 402   Importing data

Session 403   Exporting data

Session 404   Survey file maintenance

Session 405   Merging data

Session 406   Data management

Session 407   Verifying and coding data

Further training

Module 410   Editing data for script users

Anyone wishing to use Tools to edit data should continue on to Session 410, which is provided as a standalone training module. Session 410 also requires participants to have completed the script training (Course 150 Askiascript), or be familiar with the content of that course.

Learning pathways

After Session 401, which shows how to use askiatools, each subsequent session operates as a standalone module. Various learning pathways can therefore be followed, according to the topics of interest to the participant or group receiving the training.

Preparation

When preparing for this course, you will need to agree the content you will be presenting with your client contact.

If possible, provide the training materials in advance so your client can prepare copies for each participant.

Course agenda and timetable

Once you have agreed the timetable or programme with your client contact, prepare a course agenda showing the start and end times of each session, as well as any breaks.

You should add these timings to the introductory PowerPoint, as well as providing it by email or on paper.

While updating the PowerPoint, modify the title page of the slides to show your name and, if possible, the client company's logo.

Prepare a one-sheet hand-out for the participants that give them the course timings – or email this to them. It is a good idea to have some printed copies. You may also have other specific items that you wish to add to this sheet or provide as separate sheets – e.g. guidance on their company-specific example project (see below) to be used in the exercises, info on how to access the system, and so on.

Example files

This course uses a series of example files which are organised into individual folders by session, each folder containing the files that are used during that session. Within each session folder, you will find a sub-folder containing the files to be used in the practical exercises for that session.

Working with a client-provided questionnaire

You may be able to work with examples provided by your client. If you plan to do this, make sure you receive all of the files (QES, QEX and any other data) in advance, so that you can check the files contain examples of all you wish to cover.

Generally, we recommend that you use clients' files to set up additional exercises after the set exercises in this coursebook have been done. Alternatively, if the client example contains all the constructs required by the exercise, you can use them to substitute for all or part of a set exercise.

There is no harm in repetition with different examples during a period of training – more practice is a good thing, if time permits.

At the start of the training

Setting up the room

Arrive early. Ensure you arrive to give the training in plenty of time, so that you have time to set up the room as you would like it. Make it as tidy as possible – it is distracting to be learning in a room full of clutter.

Arrange the seating. Arrange all of the seats so that your group have a clear view of the screen and also that you have a clear view of them too – so you have facial contact with each of them. Set out enough seats for the group, and put away, or move to the back or against the wall, seats you don't want to be used, so it is obvious where you want everyone to sit.

Flipchart or whiteboard. Ideally, make sure you have a flipchart or whiteboard that you can also write up important messages or notes, and the right kind of pens (indelible pens for paper; dry-wipe pens for the whiteboard).

Heat. Make sure the room is **warm**, but not too warm, and that your group will be comfortable.

Noise. Ensure the door can be closed, so that the group will not be distracted by external **noise**, and also that you won't be distracting others in the office with your training session.

Light. Adjust the **lighting** – ensure the screen is bright and visible but not dazzled from overhead lights or daylight. Don't over-dim the room: you also need to be visible to the group and you need to be able to see them.

Course materials. Set out the coursebooks for everyone – and if possible, provide them with an Askia pen to use too (or at least, pens from the stationery cupboard). Also lay out the course timetable/agenda you have created, or any other supplementary sheets you have prepared (e.g. on the company-specific example project).

Demo screen and system access. Ensure you know how to work the data projector or large screen, that you have access to the system, to the Askia software and to the directories containing the training files. After any testing, close any apps so you are starting from a 'cold start' in your training session.

PowerPoint. Finally, set the display screen to show the first slide of the course PowerPoint set – in full screen mode – so that this is on the screen when participants enter for their training.

Introductory presentation

Before you start the main training you should:

- Do introductions of everyone in the group. If time permits, also:
    - Ask each to say what they do
    - Ask each what experience they have in (a) Askia and (b) analysis and reporting of market research surveys
    - Ask each to say what they hope to get out of the course
- Explain the structure of the course – use the first three slides in the PowerPoint presentation *Course100.ppt.*
- Explain the timings: start times and end times – and when break times will occur
- Explain the materials and resources they will be using:
    - A participant's coursebook each
    - Access to AskiaDesign
    - Access to the training files
- If necessary, explain where they will be able to find the files
- Check that everyone has the materials and resources they need
- Ask if there are any questions
- Continue on to Session 401

Checklists

This check-list summarises the points described above. Please refer to the more detailed descriptions above, for more information.

During preparation

☐ Discuss course timings and participants with client and agree schedule

☐ Update agenda and timings in training course PowerPoint

☐ Discuss the example projects with client (you can forward the Word files) and review whether additional time should be allowed after the course to work on a "real" project.

☐ Obtain the example project and work through which questions and examples will be used in each exercise (see content checklist, above)

☐ If necessary, where no QEX file exists, import the survey and/or program those parts needed for the exercises to work.

☐ Agree who will print and bind the coursebooks for participants (double-sided and bound or in a folder is the preferred presentation)

☐ Ensure that there are printed copies of the Mobile Internet survey, for use by participants during the exercises.

☐ If you are covering askia**word**, ensure that participants will have access to the askia**word** version of the Mobile Internet survey, with the questions

and responses already marked up, so that they can open it quickly in Word.

☐ Prepare and print any supplementary notes – agenda, example project info, etc.

☐ Sort out access to the system, server etc at the client company – will you be using their PC or yours?

☐ Establish who will be able to update the IE settings on participant's PCs to access askiavista.

☐ Check the training room will have a large screen or projector you can use; Internet access for you to use; whiteboard or flipchart and pens

☐ Check there will be one PC for each participant or each pair of participants

☐ If you are not familiar with the system configuration and how Askia is deployed, check with the Askia team member responsible for the set-up, or with your client. Verify, in particular, where/how askiavista is deployed, and if projects are stored in SQL.

☐ Check any other arrangements with your client contact immediately before your visit – explain that you would like to have access to the room at least 30 minutes before your first session begins, in order to get it ready.

Using an alternative project for participant exercises

If the students are going to be using an alternative to the Mobile Internet survey for the exercises (e.g. the client's own project), it should include **at least** the following items:

☐ Two single-coded questions.

☐ Two multi-coded questions, preferably with at least one including an other (specify) type response.

☐ An open text question.

☐ An open numeric question.

☐ A grid.

☐ Chapters (if not present in study provided, you can add these in as appropriate).

☐ Demographic questions.

☐ A structure where respondents might skip at least one question, depending on earlier answer/s given.

☐ Also ensure that:

☐ you have a version of this study in Microsoft Word format;

☐ you have marked it up in askia**word**, leaving a few questions for the participants to mark up for themselves;

☐ participants will have access to an electronic copy of the marked-up file, so that they can open it in Word;

☐ you have printed copies to give to the students for use during the exercises.

On the day

- ☐ Arrive early
- ☐ Arrange the seating and tidy away unwanted seats, clutter etc – make the room as tidy as possible
- ☐ Adjust the lighting and temperature as appropriate
- ☐ Check for noise or other distractions; check you will be able to keep the door closed
- ☐ Set out coursebooks, agendas and pens for all participants
- ☐ Check you have access to the software, the Internet, the example projects you need and any passwords required
- ☐ Check you have the latest version of askia installed on your PC and on the participants' PCs (see Quick installation, below)
- ☐ Check whiteboard or flipchart – and that you have the <u>right</u> pens for each
- ☐ Ensure you have a glass or bottle of water to hand
- ☐ Ensure you know how to reach your client contact from the training room, in case of any problem
- ☐ Check PowerPoint slides load and have been edited for this client (and not for another client!)
- ☐ Finally, have PowerPoint open in presentation mode. This should be open, showing the welcome screen, when participants arrive

Software update, if required

The best way to ensure you have the latest Askia version of software, including the latest templates is to download and install the latest version. This can be found at https://dev.askia.com/projects/support/files. When installing the new version, make sure you uninstall the previous version of AskiaSuite (through control panel) before performing the installation.

Session 401   Importing a questionnaire

Outline

Topics presented

In this session, we will introduce you to:

- Open a QES file
- Create a QES by importing from a database
- Create a QES by importing from a file
- Transform imported questions into loops and multi-coded questions
- Record and play back macros

Learning outcomes

At the end of this session you will understand:

- Create questionnaires or data structures in Askia by importing them from other software tools
- Navigate and understand the working environment presented within AskiaTools
- Optimise an imported QES for use by Askia
- Automate questionnaire restructuring to save time on repetitive projects

Tutorial

Introduction to askiatools

Starting askiatools

To start askiatools, double-click the icon on your desktop. Alternatively, you can open the start menu, click **all programs**, open the **askia** program group, and click **AskiaTools**.

→ Start askiatools, and open a QES file (e.g. *example_A_merge_interviews_1.qes*); demonstrate that many commands appear only when you have a QES open.

→ Show the available commands with and without a QES file open (edit, merge, tools menus appear).

→ Show (and explain) how a QES is presented in tools (questionnaire tree structure).

→ Explain the commands **open…** and **open inverted survey**.

   o You need to use the appropriate open command for the type of survey you are opening.

   o If the survey is inverted, the data isn't contained in the QES, but in a .dat subdirectory.

   o If you open a non-inverted survey with this command (or vice versa), tools will let you, but it won't detect any data. No harm will be done, but to work with the data, you need to select the right command.

→ Mention **open askiafield task** – you would use a task when your data is over 2GB in size. It can't go into QES in this situation.

Importing from delimited ASCII

About importing

→ Explain that Askia recommends importing from a more structured format, like triple-S, wherever possible. However, we will look at ASCII import first, because there are various issues to consider when doing this type of import.

Preparing a file prior to import

→ Explain that this import type always creates a new QES file.

→ First, open and show the data file *example_tab_delimited_import.txt* in Excel.

→   Talk through the different field types.

→   Explain that we do not need a unique ID field for this type of import.

→   Explain that it is best practice to fix any issues in the source file before importing it.

→   Explain that, during the import, askiatools looks at all of the rows of the file, to analyse the structure and determine the data types.

→   Explain that you should look for the following Issues:

o   Check that you do not have your delimiter (e.g. commas) in text fields. If you do, you could choose a different delimiter, or do a replace to remove the delimiter from the data.

o   If you have open-ended data, it is a good idea to put in a dummy row at the start, with values in the open-ends. Otherwise, if there happens to be no data in any of the questions, askiatools will not recognize the questions as being open-ends.

■ **Notes for participants**

Before you import a questionnaire, it is best practice to check the file contents, and clean up any issues. This makes for a much cleaner import. During the import, askiatools examines all of the rows of the file, to analyse the structure and determine the data types. However, you should open your file in Excel™ or a text editor, to check the following issues:

- Check that you do not have your file delimiter (e.g. commas, if you are importing a comma-separated file) in any open text data. If you do, you should do one of the following:

    o   remove them systematically from the file;

    o   replace them with a different character throughout the file;

    o   use a different delimiter character (e.g. a tab). You will need to check that this character is not present in the open text data.

- If you have any open text questions, it is a good idea to put in a dummy row at the start of the file, with values in the open text questions, so that askiatools will recognise them as open text. Otherwise, if there is no data in this question, askiatools will not recognise this question as open text.

Performing the import

→   Now do the import:

o   Use the command **File -> Import -> Delimited ASCII…**

o   For the **Ascii file**, select the file *example_tab_delimited_import.txt*.

o   In **Askia file**, specify a new file (call it *Delimited ASCII import example*).

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o   Talk through the other options (max number of responses, etc.).

o   Then, run the import.

■ Notes for participants

Note: *Askia recommends that you import from a more structured format, such as triple-S wherever possible, because this will import more information, such as multi-coded questions.*

When you import from delimited ASCII, you will be creating a new QES file to hold the questionnaire. Your ASCII file should have a separate row for each record, and variables should be separated by a special character (tab, semicolon, colon or comma). Note that you do not need a unique ID field for this type of import. When you import from ASCII, askiatools does not import any response labels in coded questions; you will need to add these to your QES in askiadesign, after the import.

To import a questionnaire from a delimited ASCII file:

1. In the **file** menu, select **import**, then **delimited ASCII…**

2. Click **…** next to **ASCII file**, and select the file you want to import.

3. Click **…** next to **Askia file**, and select a location and filename for the QES file you want to create.

4. Set the options as follows:

Option	Description
Max number of responses	If a variable has this number of unique responses or fewer, it will be considered a closed question; if it has more responses than this, it will be considered an open text question.
	For example, if you enter 20 here, then any questions with 20 or fewer different responses will be treated as closed questions.
Max number of discrete values	If a variable has this number of unique numeric responses or fewer, it will be considered a closed question; if it has more responses than this, it will be considered an open numeric question.
	For example, if you enter 10 here, then any questions with more than 10 different numeric responses will be considered to be open numeric.
Question separator	Select the character that your ASCII file uses to separate the variables (tab, semicolon, colon or comma).
Multiple response separator	The character that will be used to separate responses in multiple-response questions (comma, colon, semicolon or tab). Select the character that is used in your ASCII file.
Question captions on the first row	If the first row of your ASCII file contains question captions, you should select this option. Otherwise, ensure this option is not selected. This ensures that askiatools interprets the first row correctly.

5. Click **OK**. Askiatools imports the file and creates the new QES file.

Checking the import

→ Show the questionnaire's structure in askiatools. Switch between the original file (in Excel) and askiatools to compare.

- ○ Explain why it has that structure (why askiatools chose certain data types - e.g. Q3 is imported as a scaled response question, others as closed questions).

- ○ Point out that the Q4 has not been imported as a multi, so we will need to recreate them; this will be covered later in the session.

- ○ Go back and edit the data file, adding dummy rows, so that there are more than 10 discrete values for Q3. Perform the import again. Show that the question is now imported as a numeric and not as a coded question.

- ○ Now open the QES in askiadesign.

- ○ Show that this import method doesn't import labels. You might want to add labels to coded questions afterwards, or do a replace in Excel before the import.

- ○ Explain that you can't just change the variable type in askiadesign, because this changes the data. But you could create a new variable based on the imported one, in askiadesign.

→ Explain that the other formats (e.g. triple-S) are more powerful, because they import more information, such as multi-coded questions.

■ **Notes for participants**

Once the import is complete, you will see the new QES structure in askiatools. You should reviews the structure to check that the questions have been imported as you would expect.

Depending on the format and contents of your file, there may be certain aspects of your questionnaire that askiatools cannot detect when it performs the import. You can remedy this after the import, using the utilities in askiatools, and by editing the new QES file in askiadesign. In some cases, you may need to repeat the import after adding some dummy rows to the file, in order to ensure that the questions are interpreted and imported as the correct types.

*Note: By default, when you import an SPSS .sav file, all closed questions are imported as scaled responses. You should review them in askiadesign, and change the **scaled response** property if you want them to be standard closed questions. You can change this default behaviour by editing a registry setting on your computer. For details, refer to the following Knowledge Base article: https://support.askia.com/hc/en-us/articles/203206412-How-to-import-a-SAV-file-without-scaled-responses-for-closed-questions-*

If any multi-coded questions have been imported as single-coded, you can remedy this later in askiatools by using the **transform into multiple** utility. See *Transform into Multiple* on page 22 for details.

If any open numeric questions have been imported as closed questions, you will need to re-do the import after adding some dummy rows to the start of the

file, to ensure that more than the appropriate number of discrete values (specified during the import, in the option **max number of discrete values**) are present in the data. This could be as simple as adding rows, each with a different values from 1 to 11 in the variable in question.

Since askiatools does not create response labels in coded questions when importing from ASCII, you will need to open the QES in askiadesign and add the labels there.

Warning: If any of your variables are imported as the wrong type, you should not simply change the type in askiadesign, because this will affect the data. Instead, you can create a new variable based on the imported one.

Importing from database ADO or Excel™ file

How to import a questionnaire from an ADO database.

→ Explain that this method allows you to import from an ADO database, or an Excel™ file. The process is the same for either method. You need to have ADO running on your computer to import ADO, so we will import from Excel to demonstrate this.

→ Use the command **File -> Import -> Database (ADO)**.

→ In **ADO connection string**, select the file *example_excel_import.xlsx*.

→ In **table or query**, select the file worksheet *Sheet1$S*.

→ In **Askia file**, specify a new file (call it *Excel import example*).

→ Then, run the import.

→ Explain that, as with ASCII, askiatools will need to make assumptions, based on what it finds in the file.

→ Explain that if the file is greater than 2GB in size, you will need to import it in inverted format (select the option **into inverted data format**).

→ Explain that as with delimited text, this is not the best format to export, as you will need to do more after-import tidying up.

→ Show the questionnaire's structure in askiatools. Switch between the original file (in Excel) and askiatools to compare.

■ **Notes for participants**

When you import from a database ADO or Excel™ file, you will be creating a new QES file to hold the questionnaire. The procedure is very similar for importing from an Excel™ file, so we will cover both methods here.

Note: Askia recommends that you import from a more structured format, such as triple-S wherever possible, because this will import more information, such as multi-coded questions.

To import a questionnaire from a database ADO or Excel™ file:

1. In the **file** menu, select **import**, then **database (ADO)…**

2. In **ADO connection string**, type the connection string for the database you want to import. Note that you need to have ADO (ActiveX Data Objects) running on your computer to import using an ADO connection string. Alternatively:

    •   to import from an Access™ MDB or ACCDB file, click **…** and select the file you want to import;

    •   to import from an Excel™ XLS or XLSX file, click **…** and select the file you want to import.

3. In **table or query**, select

    •   the database table you want to import (if importing from a database);

    •   the Excel™ worksheet to import (if importing from Excel™).

4. Click **…** next to **Askia file**, and select a location and filename for the QES file you want to create.

5. If the file is greater than 2GB in size, you must select **into inverted data format**.

6. Set the options as described below:

Option	Description
Into inverted data format	Select this if the file you are importing is greater than 2GB in size. Otherwise, ensure this is not selected.
Max number of responses	If a variable has this number of unique responses or fewer, it will be considered a closed question; if it has more responses than this, it will be considered an open text question.
	For example, if you enter 20 here, then any questions with more than 20 different responses will be considered to be closed questions.
Max number of discrete values	If a variable has this number of unique numeric responses or fewer, it will be considered a closed question; if it has more responses than this, it will be considered an open numeric question.
	For example, if you enter 10 here, then any questions with more than 10 different numeric responses will be considered to be open numeric.

7. Click **OK**. Askiatools imports the file or database and creates the new QES file.

After importing, you should carry out a check of the questionnaire structure, as described in *Checking the import* on page 15.

Importing from triple-S

How to import a questionnaire from triple-S.

→ Briefly explain that triple-s is an industry standard for survey data and metadata interchange used by many different software packages. It contains questions and their associated data but does not contain any questionnaire routing. It is a good method of transferring surveys and survey data from one software platform to another.

→ Explain that Askia recommends importing from triple-S files where possible, because you end up with a well-structured QES. For example, triple-S supports multi-coded data, while most other formats don't.

→ Discuss briefly the difference between triple-S (classic) and triple-S (XML). Explain that the method for importing them is the same.

→ Explain that you need two triple-S files:

  o a description file and

  o a data file (flat ASCII).

→ Explain that during the import, askiatools will assume that the data file will have same prefix as the description file. You should always check before beginning the import, and correct this if the file prefixes differ.

→ Perform a triple-S (classic) import, as follows:

  o Use the command **File -> Import -> Triple-S -> Classic**.

  o Explain that the source file you select is the triple-S description file. In **Triple-S source file**, select the file *triple-S for import.sss*.

  o In **Askia target file**, specify a new file (call it *triple-S classic import example*).

  o Show the questionnaire in askiatools, then open it and show it in askiadesign. Point out that the multis have been imported, so there is no need to convert them, and the labels have also been imported, so there is no need to create them.

■ Notes for participants

Triple-S is an industry standard for survey data and metadata exchange, used by many different software packages. It is therefore an excellent means of importing a questionnaire into QES format.

Triple-S data contains questions, and their associated data, but does not include questionnaire routing. Because question types are defined within triple-S, and triple-S supports multi-coded data, it means there is less work to do after the import:

  • multi-coded questions will be defined properly;

- responses to closed questions (single and multi) will have their labels intact.

When you import from a triple-S file, you will be creating a new QES file to hold the questionnaire.

There are two versions of triple-S, classic and XML. The method for importing them is the same. You will need two triple-S files:

- a description file and

- a data file.

Note: askiatools assumes that both of your files have the same prefix. If they do not, you should rename them accordingly, or else your import will not complete.

To import a questionnaire from a triple-S file:

1. In the **file** menu, select **import**, then **triple-S**, then **Classic…**, or **XML…**, as appropriate to the files you are importing.

2. Click **…** next to **triple-S source file**, then select the triple-S description file.

3. Click **…** next to **Askia target file**, and select a location and filename for the QES file you want to create.

4. If the file is greater than 2GB in size, you must select **into inverted data format**.

5. Click **OK**. Askiatools imports the file and creates the new QES file.

Importing from SPSS Dimensions

How to import a questionnaire from SPSS Dimensions.

→   Explain that this works only if the user has the Dimensions engine on their PC. If you use Dimensions, this should the format you should use.

→   Explain that this is a tidy import that supports loops.

→   The two most common formats are MDD (with corresponding DDF file) and PKD. We will look at MDD.

→   Just talk through the options available; there is no need to do the import here. However, if you want to do so, and you have Dimensions installed on your demo machine, use the file *example_dimensions_import.mdd*,

    o   Metadata is located in the MDD file;

    o   The Case data is in the DDF file.

    o   Show how to define the connection string, clicking **…** and using the *data link properties* dialog.

        ▪   Just cover the following options in this dialog (all on the **connection** tab):

- **Metadata location**

- **Case data type** (Data Collection Data File (read-write)

- **Case data location** (if not automatically detected)

- **Test connection**

o Explain the following options in the **import dimensions** dialog:

▪ Explain that if the Dimensions file was created using an older version (prior to 5.6), or you are aware the Respondent ID Field is not "*RespondentSeria*l", then specify it in **Respondent ID**.

▪ **Askia target file**

▪ **Numeric DK values:** If you are aware that a standard/ fixed numeric value for "DK" (Don't know) was used for ALL questions in the Dimensions file, specify it here, and the caption in **system DK caption**.

▪ **Group all DKs in system modality:** select this if you wish to group all of your "DK" codes/ values into one answer/ category in the resulting QES.

▪ Explain that if the resulting QES file will be greater than 2GB in size (the limit for Access databases), you will need to import it in inverted format (select the option **into inverted data format**).

▪ **Develop levels when…:**

- "0" : all levels/ loops will be developed.

- "1": none of the levels/ loops will be developed.

- "2": only grids will be developed.

■ **Notes for participants**

Importing from SPSS Dimensions format results in a tidy QES file, with loops. The two most common formats are MDD (with corresponding DDF file) and PKD. In the case of MDD, the Metadata is located in the MDD file and the Case data is in the DDF file.

Note: you can import from SPSS Dimensions if you have the Dimensions engine installed on your PC.

To import a questionnaire from SPSS Dimensions:

1. In the **file** menu, select **import**, then **SPSS (dimensions)…**.

2. Next to **Dimensions connection string**, click **…**. The *data link properties* dialog appears.

3. Leave the **metadata type** set as the default setting (*data collection metadata document*).

4. Next to **metadata location**, click **browse…**, and select the .MDD file you want to use.

5. In **case data type**, select **data collection data file (read-write)**.

6. If the **case data location** file has not been automatically found, click **browse…** and select it.

7. Click **test connection**, to ensure that askiatools is able to successfully connect to the database. You should see a message confirming that the test connection succeeded; click **OK** to dismiss this message.

8. Click **OK** to confirm your settings and close the *data link properties* dialog.

9. If the Dimensions data file was created using an older version (earlier than 5.6), or you are aware that the Respondent ID field is something other than "RespondentSerial", specify the field name in **respondent ID**.

10. Next to **Askia target file**, click **…** and specify the location and file name for the QES file you want to create.

11. Set the other options as follows:

Option	Description
Numeric DK values	If you are aware that a standard/ fixed numeric value for "DK" (Don't know) was used for **all** questions in the Dimensions file, specify the value here (and see **system DK caption** below).
System DK caption	If you are aware that a standard/ fixed numeric value for "DK" (Don't know) was used for **all** questions in the Dimensions file, specify the caption you wish to use for them here (and see **numeric DK values** above).
Group all DKs in system modality	Select this option if you wish to group all of your "DK" codes/values into one answer/category in the resulting QES file.
Into inverted data format	If the resulting QES file will exceed the size limit for an Access database – 2GB – select the option to import data into inverted format.
Develop levels when depth <:	If you only wish to develop levels (loops) in the resulting imported QES file when their depth is below a specific amount, specify as follows: • If you leave this value set to 0, *all* levels/loops will be developed. • A value of "1" will ensure that *none* of the levels/ loops will be developed. • A value of "2" will ensure that only grids will be developed.

12. Click **OK** to perform the import. Once the import is finished, the structure (tree view) of the resulting QES file is displayed in askiatools.

Importing from SPSS .sav

How to import a questionnaire from SPSS Dimensions.

→   Explain that this import method has no options; it just does the import.

→ Explain that tt doesn't import multis or loops, so you will need to fix these after the import.

→ Perform the import:

o Use the command **File -> Import -> SPSS (.sav)**.

o Select the file *example_import_from_sav.sav*.

o For the output file, name your file *sav import example*.

→ Show the resulting questionnaire in askiatools, then open it and show it in askiadesign.

→ Show that multis come in as series of singles - e.g. "reasons" questions.

■ **Notes for participants**

Importing from SPSS .sav doesn't import multi-coded questions (they are imported as a string of single-coded questions) or loops, so you will need to fix these after the import (see After the import on page 22).

To import a questionnaire from an SPSS SAV file:

1. In the **file** menu, select **import**, then **SPSS (.sav)…**.

2. Select the .sav file you want to import, and click **open**.

3. Specify a location and file name for your QES file, and click **save**. Askiatools imports the file and creates the new QES file.

After the import

Explain: Once your import is done, you need to perform some "tidying up", to ensure the questionnaire is well structured.

■ **Notes for participants**

Once your import is done, you will probably need to perform some "tidying up", to ensure the questionnaire is well structured, especially if you did not use one of the more structured formats like triple-S or Dimensions.

Transform into Multiple

→ Explain that if you imported from a format that doesn't support multiples, you can remedy this.

→ Explain that **transform into multiple** creates new multi-coded variables, based on selected questions in your imported QES. You need to identify the questions that will be transformed.

→ Open the QES file *example transform.qes*.

→ Explain that you need to select **Tools -> Transform into multiple (yes/no)** or **Transform into multiple (no/yes)**, depending on the order any yes/no responses are in (e.g. if 0 is *no*, and 1 is *yes*, you would select **no/yes**).

o   In this case, we will select **Transform into multiple** (**no/yes)**.

→ In the dialog, move the *REASONS* questions (*REASONS_1* to *REASONS_16*) into the right-hand box, and click **OK**.

→ Explain that it creates a new, multi-coded variable, but:

o   leaves the individual (single-coded) variables in the QES;

o   de-selects the "visible in analyse" option for the original variables, so they do not appear during data analysis.

→ Open the QES in askiadesign, to show the new multi-coded question.

■ Notes for participants

If the import format you used does not support multi-coded variables, then you will need to remedy this by transforming the resulting single-coded variables into multiples.

Warning: If any of your multi-coded variables were imported as the wrong type, you should not simply change their type in askiadesign, because this will affect the data. Instead, you should use the **transform into multiple** utility in askiatools.

This utility creates new multi-coded variables, based on the questions you select from your imported QES. It leaves the individual (single-coded) variables in the QES, but de-selects the **visible in analyse** property for each, so that they do not appear during data analysis.

To transform variables into multi-coded variables:

1. In askiatools, open the QES file*.

2. In the **tools** menu, select as appropriate to your data set:

Option	Description
transform into multiple (yes/no)	The first code found for each question to be merged will be treated as "yes" (or positive).
	This command is appropriate, for example, when '1' in the data indicates a positive value and '2' indicates a negative.
transform into multiple (no/yes)	The first code found for each question to be merged will be treated as "no" (or negative).
	This command is appropriate, for example, when '0' in the data indicates a negative value and '1' indicates a positive.

3. In the *question selection* dialog, move the questions you want to transform to the right-hand list. To move a question, click it and then click the right-pointing arrow:

→

4. If you change your mind about a question, you can move it out of the right-hand list, by selecting it and clicking the left-pointing arrow:

←

5. Click **OK**.

Transform into Loop

→ Explain that as with multiples, if you imported from a format that doesn't support loops, you can remedy this.

→ Open the QES file *example transform.qes*.

→ Select **Tools -> Transform into loop**.

→ In the dialog, move the *APPRECIATION* questions into the right-hand box.

→ Explain that you are going to deliberately make an error, to demonstrate what happens. Move TYPE_1 into the right-hand box too.

→ Click **OK**.

→ Explain the warning message, and click **No**, to cancel the operation.

→ Now repeat the above, but this time don't make the mistake.

→ Explain that this procedure creates a new loop, but:

   o leaves the individual variables in the QES;

   o de-selects the "visible in analyse" option, so they do not appear during data analysis.

→ Open the QES in askiadesign, to show the new loop.

■ **Notes for participants**

If you imported a questionnaire from a format that does not support loops, then you can remedy this in askiatools. This utility creates a new loop, but leaves the original variables in the QES. It de-selects the **visible in analyse** property for each, so they will not appear during data analysis.

To transform variables into loops:

1. In askiatools, open the QES file*.*

2. In the **tools** menu, select **transform into loop…**.

3. In the *question selection* dialog, move the questions you want to transform to the right-hand list. To move a question, click it and then click the right-pointing arrow:

➡️

4. If you change your mind about a question, you can move it out of the right-hand list, by selecting it and clicking the left-pointing arrow:

⬅️

5. Click **OK**.

Adding chapters

→   Explain that you may want to add chapters to the QES, using askiadesign, before you do your analysis.

→   Demonstrate opening the QES in askiadesign, adding a chapter, and putting questions into it.

■ **Notes for participants**

After importing your survey, you may want to reorganise the survey in askiadesign, for example adding chapters and organising questions into them.

Warning: If any of your variables are imported as the wrong type, you should not simply change the type in askiadesign, because this will affect the data. Instead, you can create a new variable based on the imported one.

Using Macros

Using macros to automate repeated tasks.

→   Explain that if you carry out repeated tasks – for example, receiving new versions of a SAV file on a regular basis – then you can save time with the data clean-up (transform into a loop, etc.) with **macros**.

→   Explain:

   o   Macros are easy to create. You simply record a set of actions, and can then "play it back".

   o   Macros can only be used to record and play back "transform" operations: **transform into loop** and **transform into multiple**.

   o   Macros are saved as XML files.

   o   When you run a macro, the actions are applied to questions with the same names as the ones you transformed when you recorded the macro.

→   Demonstrate:

   o   Open the QES file you *macro example transform 1.qes*.

- o Start recording, and perform a **transform into multiple (no/yes)** on the REASONS questions (REASONS_1 to REASONS_16).

- o Stop recording, and save the macro file. Show the changes to the questionnaire in askia design.

- o Open the QES *macro example transform 2.qes*.

- o Run the macro you just recorded. Show the changes to *macro example transform 2* in askia design.

■ Notes for participants

If you carry out repeated questionnaire clean-up transformations – for example, you receive new versions of a SAV file on a regular basis and carry out the same transformations each time – you can record these in a **macro** and then run (or "play back") the macro to save time.

Macros are easy to create. You simply record a set of actions, and can then play back the macro at a later date. You can only record the **transform into loop** and **transform into multiple** commands; other commands in askiatools are not recorded.

When you run a macro, the commands are applied to questions with the same names as the ones you transformed when you recorded the macro. Therefore, this feature works very well if you repeat the same activity on similar questionnaire files.

To record a macro:

1. In askiatools, open the QES file*.

2. In the **tools** menu, select **macro**, then **record**.

3. Perform the **transform into multiple** and **transform into loop** commands that you want to record.

4. If you make a mistake, you can cancel the macro recording, by selecting **cancel** from the **macro** sub-menu. Your macro is not recorded, and you can skip the rest of this procedure.

5. When you have finished performing transform actions on your QES, in the **tools** menu select **macro**, then **stop**.

6. Specify a location and filename for the macro's XML file and click **save**. Your macro file is created.

To run a macro:

1. In askiatools, open the QES file on which you want to run the macro*.

2. In the **tools** menu, select **macro**, then **run…**.

3. Select the macro file you want to run.

Recap

→ Provide a one-minute summary of the topics covered and then prepare participants for the exercise.

In this session, we have:

- Looked at several import methods in askiatools.

- Tidied up the questions and structure of the QES after doing an import.

- Recorded and run a macro.

Practical exercises

→ Ask the participants to complete these exercises. For the .sav files, either use the supplied exercise files for session 401, or a simplified "real" example from the client.

Exercise 1: Importing an unstructured file

In this exercise, you will import an SPSS .sav file. Your tutor will tell you which file to use.

Please follow these steps:

1. Start askiatools.

2. In the **file** menu, select **import**, then **SPSS (.sav)…**.

3. Select the .sav file, and click **open**.

4. Specify a location and file name for your QES file, and click **save**.

5. Examine the QES structure in askiatools.

Exercise 2: Cleaning up a file, and recording a macro

In this exercise, you will "clean up" a series of variables in a QES file, and save your actions as a macro, so that you can apply it to a future import.

Please follow these steps:

1. In askiatools, open the file *macro example transform 1.qes.*

2. In the **tools** menu, select **macro**, then **record**.

   Note that if you make a mistake while recording your macro, you can cancel the recording by selecting **cancel** from the **macro** sub-menu. If you do that, your macro is not recorded, and you start the macro recording again.

3. In the **tools** menu, select **transform into multiple (no/yes)**.

4. In the *question selection* dialog, move the *REASONS* questions (*REASONS_1*, *REASONS_2* etc.) into the right-hand list by selecting them and clicking the right arrow:

5. Click **OK**. You will see a new multi-coded question, *REASONS*, appear in the QES structure.

6. In the **tools** menu, select **macro**, then **stop**.

7. Enter a name for your macro and click **save**.

Exercise 3: "Playing back" your macro to clean up another file

Finally, you will apply the clean-up operation you just recorded to another file.

1. Open the file *macro example transform 2.qes*.

2. In the **tools** menu, select **macro**, then **run**.

3. Select the macro file you saved in the previous exercise, and click **open**.

4. You will see a new multi-coded question, *REASONS*, appear in the QES structure.

Exercise 3: "Playing back" your macro to clean up another file

Session 402   **Importing data**

Outline

Topics

In this session, you will learn how to:

- Import interview data from Askia DAT files

- Import data from fixed-length ASCII files

- Import Askia XML interview data from a CAPI interviewing device

Learning outcomes

At the end of this session, you will be able to:

- Populate a questionnaire you have created in Askia with data collected in another data collection tool

- Recover interview data saved in data files, instead of the QES during fieldwork

- Recover interview data manually from a CAPI interviewing device

Tutorial

Importing interviews from a directory

How to import interview files from a directory.

→ Explain that, during fieldwork, if it is not possible for the data to be saved in the QES files – for example, if the QES is open elsewhere – then the data goes into DAT files. The CCA records a log warning to indicate this. You may also notice a different number of completes in Supervisor, compared to the number of records in the QES.

→ We can import interviews into a QES from a directory containing DAT files.

→ You need to open the QES before doing the import.

→ Explain that there are two options when we import interviews from a directory – without duplicates, or all records.

→ Perform a DAT import:

    o Open *import_interviews_example.qes*.

    o Use the command **File -> Import data -> Interviews from directory -> Without duplicates** to import the interviews from the directory *import_interviews*

■ Notes for participants

During fieldwork, sometimes it is not possible for the data to be saved in the QES – for example, if the QES file is open in another application. In this situation, the data is stored in temporary DAT files, with one file per interview. You can determine this has happened in two ways:

- Askia CCA records a log warning to indicate this has happened;

- The number of completed interviews shown in Supervisor will be greater than the number of records in the QES, because some of the interviews will be stored in the external DAT files.

Askiatools allows you to easily import these interviews into the QES. You can do by omitting any duplicate records, or importing them all.

To import interviews in DAT files:

1. In askiatools, open the QES file into which you want to import the interviews.

2. In the **file** menu, select **import data**, then **interviews from directory,** then select **without duplicates** or **all…**.

3. Select the directory containing the interviews, and click **OK**. The interviews are imported into the QES.

Importing fixed-length ASCII

Importing fixed-length ASCII data.

→   Explain:

  o   If a **data map** is defined in the QES you have open, you can import data into it.

  o   We will cover defining data maps in session 403.

  o   You can import data using a simplified or detailed data map.

→   Demonstrate:

  o   Open the file *import_fixed_length_ASCII.qes*.

  o   Select File->**Import data->Fixed-length ASCII using->Simplified map...**

  o   Select the file *import_fixed_length_ASCII.txt*.

→   Explain that if your survey includes nested loops, you will need to import the data in delimited ASCII format, not fixed-length. For details of importing nested loops in delimited ASCII data, please see the related Knowledge Base article.

■ **Notes for participants**

Note that before you import fixed-length ASCII data, you need to define the QES's **data map**. See *Defining the data map* on page 36 for details.

To import data in fixed-length ASCII format:

1. Open the QES file.

2. Ensure you have defined the data map; see *Defining the data map* on page 36 for details.

3. In the **file** menu, select **import data**, then **fixed length ASII using**, then **simplified map…**.

4. Select the data file you want to import, and click **OK**.

Importing Askia XML interviews

Importing Askia XML interview files.

→   Explain:

  o   You can import Askia CAPI interview files manually from iOS and Android devices; these are in Askia XML format.

→   Demonstrate:

  o   Perform an Askia XML import:

▪ Use the command **File -> Import data -> Askia XML interviews…**

▪ Select the file *Askia_XML_example.xml*.

De-duplicating data

How to remove duplicate records after an import.

→ Explain that during an import, you might end up with duplicate records.

→ When you run the de-duplicate operation, it will discard records that have the same ID as another record. You need to specify which question to use as the ID.

→ Demonstrate performing a de-duplicate:

   o Use the file *de-duplicate example.qes*.

   o Select **Merge -> Delete duplicates using id…**

   o Select *Unique_ID* as the ID question.

   o Show the resulting message.

→ Explain how the askiatools determines which records are kept in the case of duplicated:

   o It keeps complete rather than incomplete records as a priority.

   o If both interviews were completed, it discards the one that was completed more quickly.

   o If neither interview was completed, it discards the interview that was interrupted at the earlier point in the questionnaire.

Recap

→ Provide a one-minute summary of the topics covered and then prepare participants for the exercise.

In this session, we have seen how to:

- Import interviews from DAT files.
- Import fixed-length ASCII files.
- Manually import Askia XML interview files from iOS and Android devices.

Practical exercise

> →   Ask the participants to complete this exercise. For the data files, either use the supplied exercise files for session 402, or a simplified "real" example from the client.

Importing fixed-length data

In this exercise, you will import data into a new QES file.

Please follow these steps:

1. In askiatools, open the file *import_fixed_length_ASCII.qes*.

2. In the **file** menu, select **import data**, then **fixed length ASCII using**, then **simplified map…**.

3. You are asked if you want to define the map: answer **yes**.

4. Right-click and select **generate**.

5. Click **OK** to finish defining the data map.

6. In the **file** menu, again select **import data**, then **fixed length ASCII using**, then **simplified map…**.

7. Select the data file *import_fixed_length_ASCII a.txt* and click **open**.

8. Note how many records were imported. If askiaanalyse is available on your computer, open the QES file there and note how many records are present in the file.

9. Now we will import a second batch of records. In the **file** menu, select **import data**, then **fixed length ASCII using**, then **simplified map…**.

10. Select the file *import_fixed_length_ASCII a.txt* and click **open**.

11. Note how many records were imported. If askiaanalyse is available on your computer, open the QES file there and note how many records are present in the file.

Session 403   **Exporting data**

Outline

Topics

In this session, we will introduce you to:

- Export to triple-S,

- Export to fixed-length ASCII or Delimited ASCII

- Export to SPSS Dimensions

- Export to SPSS SAV

- Export to XML

- (If required) Export to Card Column Punch (80-column card image) format

- Export in Askia DAT format to a directory of files

- Export interviews as a Microsoft Word questionnaire, including the data

Learning outcomes

After this session, you will be able to:

- Export interview data from your QES into any of several file formats
- Export interviews to Word for data checking
- Filter the data you export, according to the language used in the data file

Tutorial

Defining the data map

Defining the data map before doing an export.

→ Explain:

- o Explain that a **data map** tells askiatools where each question begins and ends in the data file.

- o You need to define the data map before you export into certain formats; for example triple-S and fixed-length ASCII.

- o If you have not defined a data map and you try to export to a format that requires it, you will be prompted to define the map.

→ Demonstrate:

- o Open the file *export_example.qes*.

- o Select **File -> Data map definition -> Simplified…**

- o Explain that askiatools can automatically create the data map for us. Right-click and select **generate**.

- o Briefly talk through the following columns: (**exported**, **start**, **length**); we will come back to these shortly.

- o Right-click and select **options**.

- o Explain that you would usually accept the default options. Explain the following options:

  - ▪ **Export ID**: if you select this, an ID field will be exported at the start of each record, with the width that you specify here.

  - ▪ **Binary export for single by default**: if this is selected, single-coded questions will be exported in binary format (1 if the answer was selected, 0 if not).

    - - This means that one column will be reserved for each response (if the variable has 10 responses, there will be 10 columns).

    - - If this is not selected, the width in the data file reserved for the data will be determined by the number of digits in the highest response number (e.g. if there are 10 responses, the width will be 2 – sufficient to store the number 10).

- ▪ **Binary export for multiple by default**: is the same, except for multi-coded questions.

- ▪ **Export numeric**: If you want to export the numeric data, you need to ensure this is selected.

  - Describe the **default size** for numerics.

- ▪ **Export open-ended**: If you want to export the open-ended data, you need to ensure this is selected.

  - Also describe the **default size** for open-ended.

o Click **OK** to apply the options.

o Right-click and select **generate** again, to create a new map with the new settings.

o Review the list of questions in the map, and talk through the **start** and **length** columns.

o Check that all of the questions you want to export have a check/tick in the **exported** column.

o Explain that if a question has been added to the questionnaire since the data map was created, you can automatically adjust the map. Right-click the question that has been added, and click **adjust from here**.

o Talk through some common errors during the export:

  - ▪ The field width on a multi may be too narrow. This can happen when later responses are not represented in the data, so insufficient columns are allocated to it.

  - ▪ Explain that if you see any errors, adjust the map and re-export your data, if you have already exported it.

o Demonstrate verifying the map (right-click and select **verify**). Explain that this checks for possible overlaps of data (a question whose start position begins "inside" another question). This verifies the map, not the data itself (so you may still get data-related errors during the export).

■ Notes for participants

If you want to import or export certain data formats (for example, fixed-length ASCII or triple-S), then you need to define a **data map**. In the case of an export, this tells askiatools where to find or place each variable in the imported or exported data file.

Askiatools provides two ways to define your data map:

- • Simplified definition
- • Detailed definition

In this course, we will cover simplified data map definition.

Askiatools can normally create the data map for you, by interpreting the structure of the QES. In some situations, you will want to make adjustments to this. The following procedure guides you through automatically creating the map, and also making adjustments where necessary.

To define a QES file's data map:

1. Open the QES file.

2. In the **file** menu, select **data map definition**, then **simplified…**.

3. To have askiatools automatically create the map, right-click and select **generate**.

4. In the data map generation window, there are several columns, which indicate the following about the data map:

Column	Description
Exported	If this is selected, the variable in question will be exported during an export operation.
Start	Defines the column where the variable will "start" in any export or import operations.
Length	Defines the "length" of the variable (i.e. the number of character-columns used by the variable in the data file).
Binary	If selected, the variable's data will be imported or exported in binary format.
Spacing	Indicates any free spaces left between variables in the data.
Responses	The number of response items the variable has.
Max responses	The maximum number of responses which could be selected in this variable during fieldwork.
Occurrences	The number of times a loop's sub-question was iterated during fieldwork.

5. Usually, you can accept the default options. In this situation, skip ahead to step 7. If you want to change some of the settings, right-click and select **options**. The most commonly-used options are described below. Once you have set the options to your liking, click **OK**.

Option	Description
Export ID	If this option is selected, the respondent ID field will be exported at the start of each record. In **size**, specify the width of this field.
Binary export for single by default	If selected, single-coded closed questions will be imported/exported in binary (each column will contain 1 if the answer was selected, 0 if not). One column will be generated for each response (e.g. if the variable has two responses, the length will be 2).
Binary export for multiple by default	If selected, multi-coded closed questions will be imported/exported in binary (each column will contain 1 if the answer was selected, 0 if not). One column will be generated for each response (e.g. if the variable has two responses, the length will be 2).
Numerics: default size	Determines the default length used for numeric

Option	Description
	questions when the map is generated.
Export open-ended	If selected, open-ended questions will be exported.
Opens: default size	Determines the default length used for open questions when the map is generated.

6. If you made any changes to the options, you will need to re-generate the data map. To do so, right-click and select **generate**. Otherwise, simply proceed to step 7.

7. Check the contents of the data map, and adjust data positions and lengths if necessary.

8. Ensure that all the variables you want to import or export have a check/tick in the **exported** column.

9. Click **OK**.

Note: if a question has been added to the questionnaire since the data map was created, you can automatically adjust the map from that point onwards. Right-click the question that has been added, and select **adjust from here**.

Checking the data map

You can have askiatools check the data map for possible overlaps of data (where a question's start position falls "inside" another question's allocated data positions). Note that this verifies the structure of the map, not the data itself. To do so, when defining the data map, right-click and select **verify**. Askiatools will inform you of any problems in the data map structure.

Exporting triple-S

→ If not already covered in session 1, briefly explain that triple-s is an industry standard for survey data and metadata interchange used by many different software packages. It contains questions and their associated data but does not contain any questionnaire routing. It is a good method of transferring surveys and survey data from one software platform to another.

→ Explain that when you export in triple-S format, you need to define a **data map**.

→ Demonstrate:

  o Open the file *export_example.qes*.

  o If you have not covered defining the data map, do so now. *See Defining the data map* on page 36.

  o By default, all questions are included in the export, but you can export only specific questions by selecting **a selection of questions**.

  o Cover the filtering options (**export completes only**, **interview started after** and **additional filter**. The latter allows you to export a subset of the data – e.g. respondents who purchase a specific product).

■ **Notes for participants**

■

When you export triple-S data, you need to first define a **data map**. See *Defining the data map* on page 36 for details.

By default, all questions are included in the export, but you can export specific questions by selecting **a selection of questions**.

To export data in triple-S format:

1. In askiatools, open the QES file.

2. In the **file** menu, select **export**, then **triple S…**. If you have not defined a data map, you will be taken to the data map definition screen. See *Defining the data map* on page 36 for details. You will then need to begin this export procedure again.

3. Next to **triple-S file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4. Select the triple-S format you want to export to: **classic triple-S**, or **XML triple-S 2.0**.

5. Select which data is exported, by setting the following options:

Option	Description
Export completes only	Select this if you don't want to export incomplete interviews.
Interview started after	You can select a date here, to export only the interviews that began after this date.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to export only a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

6. Click **OK** to begin the export.

Interviews to directory

→   Create a new directory for the interview files.

→   Open the QES *export_interviews_to_directory.qes.*

→   Export the interviews to the directory you just created.

■ **Notes for participants**

You can use askiatools to export interviews to DAT format.

To export interview data to a directory in DAT format:

1. In askiatools, open the QES file.

2. In the **file** menu, select **export**, then **interviews to directory…**.

3. Select the directory into which you want to export the interview files, and click **OK**.

Fixed-length ASCII

How to export interviews to fixed-length ASCII format.

→   Explain that this is a similar process to exporting to triple-S.

→   Perform an export:

   o   Open the file *export_example.qes.*

   o   If you have not covered defining the data map, do so now. *See Defining the data map* on page 36.

   o   Select **File -> Export -> Fixed length ASCII using -> Simplified map…**

■ **Notes for participants**

When you export fixed-length ASCII data, you need to first define a **data map**. See *Defining the data map* on page 36 for details..

To export data in fixed-length ASCII format:

1. In askiatools, open the QES file.

2. In the **file** menu, select **export**, then **fixed-length ASCII using**, then **simplified map…**. If you have not defined a data map, you will be taken to the data map definition screen. See *Defining the data map* on page 36 for details. You will then need to begin this export procedure again.

3. Specify a location and filename for the data file you want to create, and click **save**.

Exporting to delimited ASCII

How to export interviews to delimited ASCII format.

→   Explain that this is a useful format for exporting open-ended interview data. This makes it the best export format for exporting data to be coded.

→   Demonstrate an export:

     o   Open the file *export_example.qes.*

     o   *Select **File -> Export -> Delimited ASCI...***

     o   If you are exporting for coding, you should select **all open-ended**.

■ **Notes for participants**

You can export data to a delimited ASCII file. This is a useful format for exporting open-ended interview data. It is therefore a useful format when exporting data to be coded.

To export data in delimited ASCII format:

1. In askiatools, open the QES file.

2. In the **file** menu, select **export**, then **delimited ASCII…**.

3. Next to **ASCII file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4. If you are exporting a file of open-ends to be coded, you should select the option **all open-ended**.

5. In **question separator**, specify the character to be used to separate questions.

6. In **multiple responses separator**, specify the character to be used to separate responses in multi-coded questions.

7. Select which data is exported, by setting the following options:

Option	Description
Export completes only	Select this if you don't want to export incomplete interviews.
Interview started after	You can select a date here, to export only the interviews that began after this date.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to export only a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

8. Click **OK** to begin the export.

Dimensions and SAV

Exporting to SPSS Dimensions and SAV formats.

→   Explain that:

     o   The procedure is similar to importing these formats.

o   Dimensions exports can only be done in MDD format.

→   Demonstrate a SAV export.

o   Open the file *export_example.qes.*

o   *Select **File -> Export -> SPSS sav format...** and perform the export.*

■ **Notes for participants**

Note: you can import from SPSS Dimensions if you have the Dimensions engine installed on your PC.

Note: when exporting to Dimensions, askiatools can only export in MDD format.

To export to SPSS Dimensions:

1.   In askiatools, open the QES you want to export.

2.   In the **file** menu, select **export**, then **SPSS Dimensions…**.

3.   Specify a location and filename for the data file you want to create, and click **save**.

4.   The *data link properties* dialog asks you to confirm your choices of file locations, file names and file types. Click **OK** to begin the export.

To export to SPSS SAV format:

1.   In askiatools, open the QES you want to export.

2.   In the **file** menu, select **export**, then **SPSS sav format…**.

3.   Next to **SAV file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4.   Select which data is exported, by setting the following options:

Option	Description
Export completes only	Select this if you don't want to export incomplete interviews.
Interview started after	You can select a date here, to export only the interviews that began after this date.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to export only a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

5.   Click **OK** to begin the export.

Exporting the questionnaire in XML format

→   How to export the questionnaire in XML format.

→ Perform an XML export:

    o   Open the file *export_example.qes.*

    o   Use the command **File -> Export -> XML questionnaire…**

■ **Notes for participants**

Askiatools allows you to export the questionnaire in XML format. This is especially useful if you want to restructure other QES files based on this one. For details, see *Rebuilding the questionnaire based on the contents of a file* on page 61.

To export to XML format:

1. In askiatools, open the QES you want to export.

2. In the **file** menu, select **export**, then **XML questionnaire…**.

3. Specify a location and filename for the data file you want to create, and click **save**.

Card Column Punch

How to export to card column punch format.

→ Explain that this an archaic format, largely redundant, but is sometimes needed for compatibility reasons. You should use other formats wherever possible.

→ Explain that we need to define a detailed data map. We won't cover that in this course, however.

→ This feature is seldom needed, so there is no need to go into detail. However, if you want to demonstrate this export:

    o   Use the file *export_example.qes.*

    o   Select **File -> Data map definition -> Detailed…**

    o   Set the detailed data map options as appropriate.

    o   Right-click and select **generate**.

    o   Select **File -> Export -> Fixed length ASCII using -> Detailed map…**

■ **Notes for participants**

For reasons of compatibility with older third-party software, you may sometimes need to export to card column punch format. This is essentially the same as exporting to fixed-length ASCII. However, you need set up a detailed data map when exporting to this format, which is beyond the scope of this course; please see the Askia Field Assistant for details.

To export data in card column punch format:

1. In askiatools, open the QES you want to export.

2. In the **file** menu, select **export**, then **fixed-length ASCII using**, then **detailed map…**. If you have not defined a data map, you will be taken to the data map definition screen. Note that defining a detailed data map is beyond the scope of this course; please see the Askia Field Assistant for details.

3. Specify a location and filename for the data file you want to create, and click **save**.

Exporting interviews to Word™

→   Explain that this command exports one questionnaire per record populated with the data. The questionnaires are exported in in Rich Text Format, suitable for opening in Microsoft Word™.

→   It can be used for data checking, or to follow up a CATI interview with a face-to-face interview, where you want the interviewer to have the previous responses.

→   Open the QES *example_export_interviews_to_word.qes*.

→   Select **File -> Export -> Interviews to Word…**

→   Specify the RTF filename, and briefly talk through the export options:

o   **Create one file per interview** will create a separate RTF for each record; otherwise, they will be together in one RTF document.

o   **Questions** allows you to control which caption is exported for questions.

o   By default, all questions are included in the export, but you can export only specific questions by selecting **a selection of questions**.

o   You can filter which records are exported, by selecting **export completes only**, or by setting **interview started after** (interviews started before this date will be omitted from the export).

■ Notes for participants

You can export questionnaires in Rich Text Format, populated with interview data (one questionnaire per record). This is useful for data checking, or to perform follow-up face-to-face interviews where you want the interviewer to have the respondent's previous answers.

This export produces a Rich Text Format file, suitable for opening in Microsoft Word™, and other leading word processing programs.

To export data in Rich Text Format:

1. Open the QES file.

2. In the **file** menu, select **export**, then **interviews to Word…**.

3. Next to **RTF file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4. Set the options as follows:

Option	Description
Create one file per interview	Select this if you want a separate RTF file for each interview; otherwise, the interviews will be appended to the same file.
Export a selection of questions	Select this if you want to export only certain questions from the interview. In the adjacent list, select the questions you want to export.

5. Select which data is exported, by setting the following options:

Option	Description
Export completes only	Select this if you don't want to export incomplete interviews.
Interview started after	You can select a date here, to export only the interviews that began after this date.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to export only a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

6. Click **OK** to begin the export.

Setting the language that is exported

→ Explain that you can set which questionnaire version (language) is exported when you do exports from Tools.

→ Select **Edit -> Current Language** and demonstrate language selection.

→ Use the file *example_export_interviews_to_word*, do an export to Word™ in a different language from the one you did earlier (for example, if you did an export in English, now do one in French).

o If you skipped **exporting interviews to Word™**, then repeat an export you have already done, in a different language.

■ **Notes for participants**

For multi-lingual questionnaires, you can choose which version is exported from askiatools (in other words, which language is exported).

To set the language to be exported:

1. Open the QES file.

2. In the **edit** menu, select **current language …**. The *languages* dialog appears.

3. Select the language you want to export, and click **OK**. Any exports from this QES will now be done in the language you selected.

Recap

In this session, you have learned how to:

- Export data in variety of formats, including triple-S, fixed-length ASCII, delimited ASCII, Dimensions and SAV

- Export interviews to a directory

- Export interviews to Word™

- Set which language is exported

Practical exercises

In the following exercises, you will export data into multiple formats.

Exercise 1: Exporting data in triple-S format

Please follow these steps:

1. In askiatools, open the file *export_example.qes*.

2. In the **file** menu, select **export data**, then **triple-S...**.

3. You are prompted to set up a column description, so click **OK**.

4. Right-click in the data map grid and select **generate**. Then click **OK** to set up the map.

5. In the **file** menu, again select **export data**, then **triple-S...**.

6. Next to **target**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

7. Click **OK** to carry out the export.

8. Open the resulting file in a text editor or XML editor, if one is available on your computer.

Exercise 2: Exporting data in SPSS SAV format

Please follow these steps:

1. In askiatools, open the file *export_example.qes*.

2. In the **file** menu, select **export**, then **SPSS sav format…**.

3. Next to **SAV file**, click **…**, specify a location and filename for the data file, and click **save**.

4. For this export, we'll export only completed interviews. Select **export completes only**.

5. Click **OK** to begin the export.

Exercise 3: Exporting data to delimited ASCII

Please follow these steps:

1. In askiatools, open the file *export_example.qes*.

2. In the **file** menu, select **export**, then **delimited ASCII…**.

3. Next to **ASCII file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4. In **question separator**, select **{TAB}**.

5. In **multiple responses separator**, select comma.

6. If you are familiar with askiascript, write an additional filter for this export (otherwise, skip to step 7). Click **…** and enter your filter. For example, it could be `??i1. Gender?? Has(2)` to include only females in your export, if your QES has that variable. Use the **compile** button to check the validity of your filter's syntax before you apply it.

7. Click **OK** to begin the export.

8. Open the file in Excel™, if it is available, or in a text editor.

Exercise 4: Exporting interviews to Word

Please follow these steps:

1. In askiatools, open the file *example_export_interviews_to_word.qes*.

2. In the **file** menu, select **export**, then **interviews to Word…**.

3. Next to **RTF file**, click **…**, specify a location and filename for the data file you want to create, and click **save**.

4. In **export questions**, select **a selection of questions**.

5. Click **OK** to begin the export. You will be prompted to select the questions you want to export. Choose which questions you want to export, and ensure they are in the right-hand list; remove any questions from the right-hand list by selecting them and clicking the left-pointing arrow:

6. Click **OK**. The export is carried out.

7. If Word, or another Word processor is available, open the RTF file.

Session 404   **Survey file maintenance**

Outline

Topics

In this session, we will focus on

- Verifying the data structure
- The *delete interview* set of commands
- Compacting and repairing the data
- Reducing the space used by multi-coded questions
- Reordering or deleting questions in your QES

Learning outcomes

At the end of this session you will be able to:

- Perform a variety of checks and repairs on your QES
- Restructure your questionnaire based on the structure of an external file
- Optimize QES files by removing redundant space

Tutorial

Verifying the data structure after adding a new question

Verifying the data structure.

→ Explain:

- o QES files may get corrupted if you have run edits or made changes. You must **verify** the data structure whenever you add a question after fieldwork is complete.

- o You don't need to verify the data during fieldwork, as data is automatically verified then.

- o Each question in the database contains two fields: one for the timing, one for the data. If you add a question (after fieldwork is complete), only one field is created, so you need to verify the data to correct this. For example, you might add a new single-coded question to store coded data based on a numeric age question.

- o If you generate random data, this also does a verify automatically.

→ Demonstrate verify:

- o Open the QES *verify.qes*.

- o Select **Edit -> Verify data structure…**

■ Notes for participants

In some circumstances, QES files can become corrupted if you have run edits or made changes to them. You should **verify** the data structure whenever you add a question after fieldwork is complete.

Each question in the database contains two fields: one for the timing, one for the data. If you add a question after fieldwork is complete, only one field is created, so you need to verify the data to correct this. For example, you might add a new single-coded question to store coded data based on a numeric age question.

Note that:

- during fieldwork you don't need to verify the data when you add a question, as data is automatically verified in this situation;

- if you generate random data, the data is also verified automatically at this point.

To verify the QES data structure:

1. Open the QES file.

2. In the **edit** menu, select **verify data structure…**.

Deleting all interviews

Deleting all interview data from the QES.

→   Explain that you may want to remove all interview data from the QES. For example, you might want to base a new QES on an existing one, to create a similar project, or a new wave, and don't want the data from the original in the new QES.

→   Demonstrate delete all interviews:

    o   Open the QES *delete_all.qes*.

    o   Select **Edit -> Delete all interviews**.

■ **Notes for participants**

If you want to clear all interview data from a QES, you can do so easily in askiatools.

Warning: This action cannot be undone, so always ensure you have a backup of your data before running this command.

To delete all interviews from the QES:

1. Open the QES file.

2. In the **edit** menu, select **delete all interviews**.

3. You are asked to confirm the deletion. Note that this command <u>cannot be undone</u>, so always ensure you have a backup of your data before deleting any interviews. If you are sure you want to delete the interviews, select **yes**.

Deleting incomplete interviews

Deleting incomplete interview data from the QES.

→   Explain that you may want to remove incomplete interviews, if you are not interested in this data, and want a QES that is easier to work with.

→   Demonstrate delete uncompleted interviews:

    o   Open the QES *delete_incomplete.qes*.

    o   Select **Edit -> Delete uncompleted interviews**.

■ **Notes for participants**

You can easily delete any incomplete interviews from your QES with askiatools. This is useful if you are not interested in the incomplete interviews, as it can make the data set easier to work with.

Warning: This action cannot be undone, so always ensure you have a backup of your data before running this command.

To delete incomplete interviews from the QES:

1. Open the QES file.

2. In the **edit** menu, select **delete uncompleted interviews**.

3. You are asked to confirm the deletion. Note that this command <u>cannot be undone</u>, so always ensure you have a backup of your data before deleting any interviews. If you are sure you want to delete the interviews, select **yes**.

Deleting a selection of interviews

Deleting specific interview data from the QES.

→ Explain that you can delete a selection of interviews from the QES. This might be interviews conducted within a specific date range, or in accordance with a custom filter.

→ Demonstrate deleting a selection of interviews:

o Open the QES *delete_selection.qes*.

o Select **Edit -> Delete a selection of interviews…**

o Discuss the various options:

▪ Date range (**Interview started after** and **Interview started before**).

▪ **Additional filter**: this allows you to delete a subset of the data – e.g. respondents who were screened out a certain question).

- Filter definition is written in askiascript, and is beyond the scope of this course. It is covered in depth in the askiascript course, and in the askiadesign Assistant.

- An example filter is as follows:

```
Q1 Has(2)
```

would delete only those records where response 2 was given at Q1.

■ **Notes for participants**

You can delete selected interview data from the QES. This might be:

- incomplete interviews;
- completed interviews;
- interviews that took place in a specific date range;

- interviews based on a custom askiascript filter, or

- a combination of these (e.g. incomplete interviews that took place between October 1st and October 8th, where response 5 was selected at variable Q3).

Warning: This action cannot be undone, so always ensure you have a backup of your data before running this command.

To delete a selection of interviews from the QES:

1. Open the QES file.

2. In the **edit** menu, select **delete a selection of interviews…**.

3. Select the options as follows:

Option	Description
Incompletes	Select this if you want to delete incomplete interviews.
Completes	Select this if you want to delete completed interviews.
Interview started after (including)	If you select this, then specify a date, only the interviews that began on or after this date will be deleted.
Interview started before (excluding)	If you select this, then specify a date, only the interviews that began before (but not on) this date will be deleted.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to delete only a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

4. Click **OK** to delete the interviews. If any interviews met your criteria, askiatools will prompt you to confirm the deletion (the number of interviews that will be deleted is shown in the confirmation dialog). Note that this command <u>cannot be undone</u>, so always ensure you have a backup of your data before deleting any interviews. If you are sure you want to delete the interviews, click **yes**.

Marking a selection of interviews as complete or incomplete

Marking specific interviews as complete or incomplete.

→ Explain that you can set the status of interviews from complete to incomplete, or vice versa. This might be interviews conducted within a specific date range, or in accordance with a custom filter.

→ Explain that the procedure is the same for complete and incomplete.

→ Demonstrate marking a selection of interviews as incomplete:

- o Open the QES *mark_incomplete.qes*.

- o Select **Edit -> Mark a selection of interviews as incomplete…**

- o Discuss the various options:

  - ▪ Date range (**Interview started after** and **Interview started before**).

  - ▪ **Additional filter**: this allows you to mark a subset of the data. This would usually be a list of IDs. For example:

    `??ID??=105 or ??ID??=106 or ??ID??=107`

    A long list of IDs can be pasted in from Excel.

    You can also specify a range of numbers:

    `??Unique-ID?? > 104 and ??Unique-ID?? <200`

- o Enter the following additional filter

  ??ID?? > 0 And ??ID?? < 10

- o Click **OK** to mark the interviews.

- o Explain that if you have an invisible "data quality phase" question, you can use it as a flag to mark interviews as incomplete in one go when the data is not good enough.

■ Notes for participants

You can mark a selection of interviews as either complete or incomplete. This can be interviews that took place within a certain date range, or according to a custom filter. The procedure is the same for marking both complete and incomplete interviews.

To mark a selection of interviews as complete or incomplete:

1. Open the QES file.

2. In the **edit** menu, select **mark a selection of interviews**, then **complete…** or **incomplete…**, as appropriate.

3. Select the options as follows:

Option	Description
Interview started after (including)	If you select this, then specify a date, only the interviews that began on or after this date will be marked as complete/incomplete.
Interview started before (excluding)	If you select this, then specify a date, only the interviews that began before (but not on) this date will be marked as complete/incomplete.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to mark as complete/incomplete only a subset of the data.

Option	Description
	For example:
	`??Unique-ID??=105 or 106 or 107`
	A long list of IDs can be pasted in fromExcel.
	You can also specify a range of numbers:
	`??Unique-ID?? > 104 AND ??Unique-ID?? < 200`
	Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

4. Click **OK** to mark the interviews. If any interviews met your criteria, askiatools will prompt you to confirm your choice (the number of interviews that will be affected is shown in the confirmation dialog). Note that this command <u>cannot be undone</u>, so be sure you want to make this change running this command. If you are sure you want to mark the interviews, click **yes**.

Using "mark and set value" to record completion status

Changing the completion status of interviews with "mark and set value".

→   Explain that you can set the completion status of interviews, based on the content of the data. In our example, we are going to mark interviews as incomplete, where the respondent completed the survey very quickly, and we feel they "raced" through.

→   Open the QES *mark_and_set_value_example.qes* in askiadesign, and show the structure.

   o   Show the variable *length_of_interview*, and explain that this stores (via a routing) the number of seconds it took for each respondent to complete the interview.

→   Open the QES in askiaanalyse, and show the values in the *length_of_inteview* variable. Point out that:

   o   the mean number of seconds to complete the interview was 18.94;

   o   most respondents completed the interview taking somewhere between 13 and 50 seconds;

   o   there are around 10 respondents who completed the interview in 10 seconds or less.

   o   Let's assume that the 10 respondents who completed the interview in 10 seconds or less were "speeders", who we want to exclude from our analysis.

→ Go back to askiadesign, and show the variable *status*. This has two responses: *Complete* and *DQ failure (speeder)*. Explain that for every record where the respondent got to the end of the interview, this variable was set to *Complete*.

    o Explain that we could delete the "speeder" interviews, but it is safer and easier to mark them as incomplete.

    o We will use **mark as incomplete** to mark respondents who completed their interviews too quickly, by changing the value of *status* to *DQ failure (speeder)*.

→ Explain that we should always make a back-up of the QES. Explain that this is good practice whenever you are going to alter data, as you always have the original data in the event that anything goes wrong.

→ In askiatools:

    o Open the QES.

    o Select **edit**, then **mark a selection of interviews**, then **as incomplete…**.

    o Next to **additional filter** section, click **.,.**.

    o In the condition dialog, enter the following:

        ▪ `length_of_interview<11`

        ▪ Explain that this identifies the respondents who took less than 11 seconds to complete the interview.

        ▪ Click **OK**.

    o Select **set a value to a question**.

    o In **question**, select *status*.

    o In **value**, enter 2.

    o Click **OK**.

    o Click **yes** to confirm your action.

■ **Notes for participants**

You can mark a selection of interviews as either complete or incomplete and set a value in a specific variable. This can be useful for recording custom completion statuses; for example, for marking interviews that are out of quota, or where the respondent raced through the interview.

To mark and set value:

1. This procedure permanently changes the data in your QES. As such, you should take a back-up of your QES file. In the event that you get unexpected results, you will then still have your original data.

2. Open the QES file.

3. In the **edit** menu, select **mark a selection of interviews**, then **complete…** or **incomplete…**, as appropriate.

4. Select the options as follows:

Option	Description
Additional filter	Here, you can specify a filter, written in askiascript, if you want to mark as complete/incomplete only a subset of the data. For example: `length_of_interview<11` Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.
Set a value to a question	Allows you to set a value in a specific question, for the interviews identified by the filter.
Question	Specifies the question whose value you will be changing. For example, you might select *completion_status*.
Value	Specifies the value you will be storing in the question selected above, for all interviews identified by the filter. For example: *99*.

5. Click **OK** to mark the interviews. If any interviews met your criteria, askiatools will prompt you to confirm your choice (the number of interviews that will be affected is shown in the confirmation dialog). Note that this command <u>cannot be undone</u>, so be sure you want to make this change running this command. If you are sure you want to mark the interviews, click **yes**.

Removing unused space from the QES

Compacting and repairing the QES if it gets noticeably slow.

→ Explain:

o   If you delete a lot of interviews from a QES, you can end up with a lot of empty space within the file. This can cause operations with the QES to be slow.

o   You can rectify this with the **compact and repair** utility in askiatools.

→ Demonstrate:

o   Open the QES *compact_example.qes*.

o   Select **Edit-> Delete uncompleted interviews**. 44 interviews are deleted.

o   In Windows explorer, show the file size of this QES.

o   Select **Edit -> Compact and repair database**.

o   Again, show the file size; it is now smaller.

■ **Notes for participants**

If you delete a lot of interviews from your QES, you can end up with a lot of empty space within the file. In this situation, analysis can sometimes get noticeably slow. You can improve the performance by compacting and repairing the file. This removes any unused space, making the file more efficient to work with.

To remove unused space from the QES:

1. Open the QES file.

2. In the **edit** menu, select **compact and repair database**.

Reducing multiple responses to fit

Reducing the size taken by multi-coded questions, in order to reduce the QES file size.

→   Explain:

o   Multi-coded questions can result in unused space in the QES file, if the amount of space to store the data is not actually being used. For example, if a multi has 20 responses, but no respondent ever selects more than 10 responses, then 10 columns are wasted.

o   This utility sets the maximum number of responses in multis based on the actual values in the data, and reduces the file size accordingly.

o   This utility should only be used after fieldwork is complete.

→   Demonstrate:

o   Open the QES *reduce_multi_example.qes*.

o   Demonstrate: select **Tools-> Reduce multiple responses to fit**.

■ **Notes for participants**

After fieldwork is complete, multi-coded questions can cause unused space in the QES, if come of the responses were never selected by any respondents. If this is a large number of responses, it can be worth removing the unused space to improve the QES performance.

For example, if a multi-coded question has 50 responses, but only 10 are ever selected, then 40 columns are wasted per record.

Askiatools can set the maximum number of responses in multi-coded questions based on the actual values in the data, and reduce the file size accordingly.

Warning: This action should only be done after fieldwork is complete; you do not want to remove responses from the QES while they can potentially be selected by respondents.

To reduce the space taken by multiple responses:

1. Open the QES file.

2. In the **tools** menu, select **reduce multiple responses to fit**.

Reordering questions based on a matching file

Reordering the questions in the QES file, based on the contents of a file.

→ Explain:

o You can re-sequence the questions in the QES, based on the contents of a text file.

o If you want to make a few changes to the question order, you could use askiadesign.

o However, to quickly change the order of many questions, you can use this command.

o It also lets you change the question order if you do not have a license for askiadesign.

o You need to create a text file, containing the shortcuts of the questions and chapters in the desired order.

▪ Each line should contain two shortcuts, separated by a tab.

▪ If a variable is being indented inside another, the parent variable should be first, then a tab character, then the variable to be indented.

▪ If the variable is not being indented, simply include its shortcut on the line twice, separated by a tab.

▪ For example:

```
Demographics   Age
Demographics   Gender
Q1Q1
Q2Q2
```

→ Demonstrate:

o Open the QES *Re-Order.qes*.

o Show the questionnaire structure in askiatools.

o In a text editor, open the file *Re-Order.txt* and show the contents.

o   In askiatools, select **Tools-> Reorder questions with matching file…**.

o   Select the file *re-order_example.txt*.

o   Show the new questionnaire structure.

■ **Notes for participants**

You can change the order of the questions in a QES file, based on the contents of an external text file. If you need to make a few changes, you could use askiadesign. However, askiatools allows you to change the order of many questions in one quick operation, whether or not you have a license for askiadesign. This feature is also very useful if you often perform the same question order change on similar QES files.

In order to perform this operation, you need to create a text file containing the shortcuts of the questions and chapters in the desired order, as follows:

- Each line should contain two shortcuts, separated by a tab.

- If a variable is to be indented inside another, the parent variable should be first, then a tab character, then the variable to be indented.

- If the variable is not being indented, simply include its shortcut on the line twice, separated by a tab.

- For example:

```
Demographics     Age
Demographics     Gender
Q1      Q1
Q2      Q2
```

To re-order to the QES, based on the contents of an external file:

1. Ensure you have prepared your text file, as described above.

2. Open the QES file.

3. In the **tools** menu, select **reorder questions with matching file…**.

4. Select the external file and click **open**.

Deleting a list of questions from the QES

Deleting questions listed in a file.

→   Explain:

o   You can delete a list of questions from the QES, based on the contents of an XML file.

o   This utility lets you remove questions if you do not have a license for askiadesign.

o   This utility is also useful if you often remove similar lists of questions (e.g. you have similar QES files, such as different waves of a study).

o   You need to create an XML file, containing the shortcuts of the questions and chapters you want to delete. For example:

```
<?xml verion="1.0" encoding="Unicode" ?>
<SuppressedVariables>
      <SuppressedVariable>q1</SuppressedVariable>
      <SuppressedVariable>q8</SuppressedVariable>
</SuppressedVariables>
```

→   Demonstrate:

o   In a text editor, open the file *delete _example.xml* and show the contents.

o   In askiatools, open *delete_example.qes*.

o   Select **Tools-> Delete questions with a matching file…**.

o   Select the file *delete_example.xml*.

o   Show the questionnaire structure now.

■ **Notes for participants**

You can delete a list of questions from the QES, based on the contents of an external XML file. This feature lets you remove questions even if you do not have a license for askiadesign. This feature is also very useful if you often remove similar lists of questions (e.g. you have similar QES file, such as different instalments of a diary study).

The structure of the file should be as follows (in the following example, variables q1 and q8 are to be deleted):

```
<?xml verion="1.0" encoding="Unicode" ?>
<SuppressedVariables>
      <SuppressedVariable>q1</SuppressedVariable>
      <SuppressedVariable>q8</SuppressedVariable>
</SuppressedVariables>
```

To delete a list of questions from the QES:

1.   Ensure you have prepared your XML file, as described above.

2.   Open the QES file.

3.   In the **tools** menu, select **delete questions with a matching file…**.

4.   Select the external file and click **open**.

Rebuilding the questionnaire based on the contents of a file

Restructuring the questionnaire, based on the contents of a file.

→   Explain:

o   You can restructure the QES, based on the contents of an XML file.

o   This utility lets you restructure the QES if you do not have a license for askiadesign.

o   Chapters that exist in the XML file, but not the QES, are added to the QES.

o   When a question exists in the XML, but not the QES, a chapter is created in the QES with the same shortcut as the question.

o   When a question exists in the QES, but not the XML, it remains in the QES, located just after the first known preceding question in the source.

→   Demonstrate:

o   In turn, open *restructure_example_a.qes*, and *restructure_example_b.qes* and show how the structures differ (b has an extra question, Q6, and Q1 and Q2 are inside a chapter).

o   Open *restructure_example_b.qes* and select **File-> Export XML Questionnaire**. Save it as *restructure_example.xml*

o   Open *restructure_example_a.qes* and select **Tools-> Rebuild tree structure with matching file…**.

o   Select the file you just created (*restructure_example.xml*).

o   Show that the questionnaire now matches the structure of *restructure_example_b.qes* – except that Q6 has been created as a chapter, rather than a question.

■ **Notes for participants**

You can change the structure of the QES, based on the contents of an external XML file. This feature lets you restructure the QES even if you do not have a license for askiadesign. This feature is also very useful if you often restructure similar projects (e.g. you have similar QES file, such as different instalments of a diary study).

The QES is restricted as follows:

•   When a chapters exists in the XML file, but not the QES, it is added to the QES;

•   When a question exists in the XML, but not the QES, a chapter is created in the QES with the same shortcut as the question;

•   When a question exists in the QES, but not the XML, it remains in the QES, located just after the first known preceding question in the source.

You can export a questionnaire as XML in order to apply its structure to another QES. See *Exporting the questionnaire in XML format* on page 43 for details on exporting as XML.

To restructure the QES based on an external XML file:

1.   Ensure you have prepared your XML file, as described above.

2. Open the QES file.

3. In the **tools** menu, select **rebuild tree structure with matching file…**.

4. Select the external file and click **open**.

Recap

→   Provide a one-minute summary of the topics covered and then prepare
    participants for the exercise.

In this session, you have learned how to:

- Delete interviews from the QES

- Mark interviews as complete or incomplete

- Remove unused space from the QES

- Reorder or delete questions based on the contents of a file

Practical exercises

→ Ask the participants to complete this exercise. For the files, either use the supplied exercise files for session 404, or a simplified "real" example from the client.

Please do the following exercises.

Exercise 1: Verifying the data structure after the questionnaire has changed

Please follow these steps:

1. Take the file *verify.qes*, and make a copy of it, adding "_1" to the name (so it becomes *verify_1.qes*).

2. Open the new QES in askiadesign, and add a new question of your choice. Save your changes, and close askiadesign.

3. Open the new QES in askiatools.

4. In the **edit** menu, select **verify data structure…**.

Exercise 2: Marking interviews as incomplete

Please follow these steps:

1. Open *mark_incomplete.qes* in askiatools.

2. In the **edit** menu, select **mark a selection of interviews**, then **incomplete…**.

3. Next to **additional filter**, click **…**.

4. Enter a condition that references a range of interviews (e.g. records 50-70).

5. Click **OK**. When you are asked to confirm your action, answer **yes**.

Exercise 3: Deleting specific interviews from the QES

Please follow these steps:

1. Open the file *delete_selection.qes* in askiatools.

2. In the **edit** menu, select **delete a selection of interviews…**.

3. Next to **additional filter**, click **…**.

4. Enter a filter that references a range of interviews (e.g. interviews 1-5).

5. Click **OK**. When you are asked to confirm your action, answer **yes**.

6. Open the QES provided by your tutor.

7. In the **tools** menu, select **reduce multiple responses to fit**.

8. In the **edit** menu, select **compact and repair database**.

Session 405   **Merging data**

Outline

Topics

In this session, you will learn how about:

- Merge interviews
- Merge questionnaires
- Consolidate using ID
- Overwrite data

Learning outcomes

At the end of this session, you will be able to:

- Merge and consolidate records in your QES files
- Combine records from different QES files in various ways
- Merge data across levels
- Match and combine records using a unique identifier
- De-duplicate QES files
- Perform update runs to replace data that need to change

Tutorial

Checking whether two QES files have identical structures

Checking whether two QES files are "superposable" (i.e. have identical structures).

→   Explain:

- o   When merging QES files, it is useful to know whether the two files are identical ("superposable"), and thus can be more easily merged.

- o   Askiatools allows you to compare two QES files, to check whether they are identical or not.

- o   Askiatools states whether the two files are identical. If not, you are prompted to save a report file, which will open automatically, describing the differences between the two QES files.

→   Demonstrate:

- o   Open the first QES *example_A_merge_interviews_1.qes*.

- o   Select **Merge-> Compare files…**

- o   Select the second QES *example_A_merge_interviews_2.qes*.

- o   This should show that the files are identical. If you want to demonstrate what happens when there are differences, run a compare with a different QES.

■ Notes for participants

Askiatools can check whether two QES files have identical structures (this is known as "superposable"). This is useful when merging QES file, as identical files can be more easily merged. If the files are not identical, askiatools produces a text file containing a description of any differences between the files.

To check whether two QES files have identical structures:

1. Open the first QES file.

2. In the **merge** menu, select **compare files…**.

3. Select the second QES file, and click **open**.

4. If the files are not identical, you will be prompted to save the report file, in text format. Specify a name and location for the text file, and click **save**. The report is generated, and opens automatically in an external text editor program.

Merging interviews from one QES into another

→   Explain:

o   This utility lets you merge interviews from one QES file into another.

→   Demonstrate:

o   Open the first QES *example_A_merge_interviews_1.qes.*

o   Select **Merge-> Interviews…**

o   In **Askia file**, select *example_A_merge_interviews_2.qes.*

o   If the QES files are "superposable", i.e. identical, you should select **assume questionnaires are superposable**.

▪   As we have just checked that our example files are superposable, we can select this.

▪   If the QES files are not identical, you will need to select **using shortcuts and entry codes** or **using internal question and response ids…**

-   **Internal question and response ids** is useful if you are using the same questionnaire with different waves. A question could have a different name but the same internal id. To do so, you need to look at the database structure behind the scenes in Microsoft Access.

■ Notes for participants

You can use askiatools to merge interviews from one QES into another. This is easier to do if the QES files are identical in structure. To check whether they are, you can run the **compare files** command. See Checking whether two QES files have identical structures on page 66 for details.

To merge interviews:

1. Open the target QES file (the file into which you want to merge the interviews).

2. In the **merge** menu, select **interviews…**.

3. Next to **askia file**, click **open**:

4. Select the source QES file (the file containing the interviews you want to merge) and click **open**.

5. If the two QES files have the same structure (*See* Checking whether two QES files have identical structures on page 66), select **assume questionnaires are superposable**. Otherwise, you will need to select **using shortcuts and entry codes** or **using internal question and response ids…** as the basis for matching questions.

6. Click **OK** to perform the merge.

Merging two questionnaires

Merging two QES files.

→ Explain:

   o   This utility lets you merge questionnaires together. Any questions from the second QES are appended to the end of the first QES.

   o   All of the interviews from the second QES are copied into the first QES, but you end up with separate records from each source QES, even if two records are for the same respondent.

→ Demonstrate:

   o   Open the first QES *example_B_merge_questionnaires_1.qes*.

   o   Show the structure of the QES.

   o   Select **Merge-> Questionnaires…**

   o   Select the second QES *example_B_merge_questionnaires_2.qes*.

   o   Show the resulting questionnaire structure in askiatools.

■ **Notes for participants**

You can use askiatools to merge interviews from one QES into another.

- Any questions from the second (source) QES are appended to the end of the first (target) QES.

- All of the interviews from the source QES are copied into the target QES, but note that you will end up with separate records from each QES, even if one record in each QES is for the same respondent.

To merge two questionnaires:

1. Open the target QES file (the file into which you want to merge the questions).

2. In the **merge** menu, select **questionnaires…**.

3. Select the source QES file (the file containing the questions you want to merge) and click **open**.

Merging two questionnaires matched by ID

Merging two QES files, and matching the respondents with an ID question.

→ Explain:

   o   This utility lets you merge questionnaires together. Any questions from the second QES are appended to the end of the first QES.

o   All of the interviews from the second QES are copied into the first QES, and you end up with one record per respondent.

o   Respondent records are matched by the ID question that you nominate, so if there are two records relating to the same respondent, they will be amalgamated.

o   This merge procedure also checks for duplicate records.

→   Demonstrate:

o   Open the first QES *example_C_merge_questionnaires_using_ID_1.qes*.

o   Show the structure of the QES.

o   Select **Merge-> Questionnaires using ID…**

o   In **Askia file**, select the second QES *example_C_merge_questionnaires_using_ID_2.qes*.

o   In **Respondent ID in target**, select **Unique_ID**.

o   In **Respondent ID in source**, select **Unique_ID**.

o   Click **OK**.

o   Show the resulting questionnaire structure in askiatools.

■ **Notes for participants**

Askiatools allows you to merge two questionnaires, and match the records based on the values found in an ID question.

- Any questions from the second (source) QES are appended to the end of the first (target) QES.

- All of the interviews from the source QES are copied into the target QES, and you will end up with one record for each respondent.

- Respondent records are matched by the ID question that you nominate, so if two records relate to the same respondent, they will be amalgamated.

- This procedure also checks for duplicate records.

To merge two questionnaires using an ID variable:

1. Open the target QES file (the file into which you want to merge the questions).

2. In the **merge** menu, select **questionnaires using ID…**.

3. Next to **askia file**, click **open**:

4. Select the source QES file (the file containing the interviews you want to merge) and click **open**.

5. In **respondent ID in target**, select the variable containing respondent IDs in the target QES.

6. In **respondent ID in source**, select the variable containing respondent IDs in the source QES.

7. Click **OK** to perform the merge.

Merging two questionnaires to create one with two levels

Merging one QES file into a second level of another, and matching the respondents with an ID question.

→   Explain:

- o   This utility lets you create a new loop in a QES, containing data from a second QES.

- o   The second QES file's questions will be appended to the first QES file.

- o   All of the interviews from the second QES are copied into the first QES, and you end up with one record per respondent.

- o   Respondent records are matched by the ID question that you nominate, so if there are two records relating to the same respondent, they will be amalgamated.

→   Demonstrate:

- o   Explain that we are going to merge a QES containing patient interviews into another QES with doctors, as a "patients" loop.

- o   Open the following two Excel files and show the two sets of data:

  - ▪   *example_D_merge_level_data_doctor.xls*

  - ▪   *example_D_merge_level_data_patient.xls*

- o   Open the first QES *example_D_merge_level_data_doctor.qes*.

- o   Show the structure of the QES.

- o   Select **Merge-> Questionnaire in new level using id…**

- o   In **Askia file**, select the second QES *example_D_merge_level_data_patient.qes*.

- o   In **Respondent ID in target**, select **DOCTOR.**

- o   In **Respondent ID in source,** select **DOCTOR**.

o   Click **OK**.

o   Show the resulting questionnaire structure in askiatools.

■ **Notes for participants**

Askiatools allows you to merge one QES into a second level of another, matching the records based on the values found in an ID question.

- This utility creates a new loop in the target QES, containing data from the source QES.

- Any questions from the second (source) QES are appended to the first (target) QES.

- All of the interviews from the source QES are copied into the target QES, and you will end up with one record for each respondent.

- Respondent records are matched by the ID question that you nominate, so if two records relate to the same respondent, they will be amalgamated.

To merge one questionnaire into a new level of a second questionnaire using an ID variable:

1. Open the target QES file (the file into which you want to merge the questions).

2. In the **merge** menu, select **questionnaire in new level using ID…**.

3. Next to **askia file**, click **open**:

4. Select the source QES file (the file containing the interviews you want to merge) and click **open**.

5. In **respondent ID in target**, select the variable containing respondent IDs in the target QES.

6. In **respondent ID in source**, select the variable containing respondent IDs in the source QES.

7. Click **OK** to perform the merge.

Consolidating duplicated data records

Merging duplicate data records within a QES.

→   Explain:

o   This utility lets you merge duplicate data records within a QES.

o   It is useful if you have a different set of questions in each QES file, but the same set of respondents in both (for example, questions 1 to 20 in the first QES and questions 21-40 in the second QES), and you have merged the QES files.

o   Respondent records are matched by the ID question that you nominate, so if there are two records relating to the same respondent, they will be amalgamated.

- o Doing a "Merge Questionnaires" operation, then a consolidate, is roughly the same as doing "Merge Questionnaires using ID".

→ Demonstrate:

- o Open *consolidate_using_id_example.qes*.

- o Select **Merge-> Consolidate using id…**

- o Select *Unique_ID* as the ID question.

- o Click **OK**.

■ **Notes for participants**

Askiatools allows you consolidate duplicate data records within a QES, based on the value in an ID variable. This command is useful if you have merged two QES files which had different sets of questions, but the same set of respondents (for example, questions 1 to 20 in the first QES and questions 21-40 in the second QES).

- Respondent records are matched by the ID variable that you nominate, so if there are two records relating to the same respondent, they will be amalgamated.

- Using this command after doing a **merge questionnaires** is roughly equivalent to using the **merge questionnaires using ID** command.

To consolidate duplicate records within a QES:

1. Open the QES file.

2. In the **merge** menu, select **consolidate using ID…**.

3. Select the question that you want to use as the ID variable. It will be used to match the records. Click **OK**. Askiatools performs the consolidation, and informs you as to how many interviews it has consolidated.

Overwriting data using an ID variable and shortcuts

Overwriting data in one QES from another, matching with an ID question and short-cuts.

→ Explain:

- o If you re-ask one or more questions, you might want to replace the data for those questions with data from the second (re-ask) QES.

- o This utility is useful for re-importing data after external coding has taken place.

- o You nominate the questions where the data will be replaced.

- o Delimited ASCII option is useful if you have ASCII with shortcuts etc.

→   Demonstrate overwriting from an Askia QES:

- o   Open the QES
  example_E_merge_overwrite_data_using_ID_and_shortcuts_1.qes.

- o   Select **Merge-> Overwrite data using using id and shortcuts -> From an Askia QES file**.

- o   Nominate the file
  example_E_merge_overwrite_data_using_ID_and_shortcuts_2.qes.

- o   In the *question selection* dialog, select **Unique_ID**.

- o   Click **OK**.

→   Demonstrate overwriting from an ASCII file:

- o   Open the first QES *overwrite_data_from_ASCII.qes*.

- o   Select **Merge-> Overwrite data using using id and shortcuts -> From a delimited ASCII file**.

- o   In **Ascii file**, select the file *overwrite_data_from_ASCII.txt*.

- o   In **ID question**, select *Unique_ID*.

- o   Click **OK**.

■ Notes for participants

Askiatools allows you to overwrite data in one QES with data from another, using an ID variable to identify records and question shortcuts to identify the questions. It is useful when:

- you re-ask one or more questions in a study, and you want to replace the data for these questions with data from a second QES, which contains the re-asked question data;
- you want to re-import data after external coding has taken place.

You can overwrite data in a sub-set of the questions; you do not need to overwrite all the question data if you do not want to. You can overwrite the data from another QES file, or a delimited ASCII file that contains question shortcuts.

To overwrite data using an ID and shortcuts from data in a QES file:

1. Open the target QES file (the file into which you want to overwrite the data).

2. In the **merge** menu, select **overwrite data using ID and shortcuts**, then **from an Askia QES file**.

3. Select the source file (the file containing the data you want to copy into the target QES), and click **open**.

4. Select the variable that contains the unique IDs that will be used to match the respondent records, and click **OK**.

To overwrite data using an ID and shortcuts from data in a delimited ASCII file:

1. Open the target QES file (the file into which you want to overwrite the data).

2. In the **merge** menu, select **overwrite data using ID and shortcuts**, then **from a delimited ASCII file**.

3. Next to **ASCII file**, click **…**, then select the source file (the file containing the data you want to copy into the target QES), and click **open**.

4. Next to **ID question**, click **…**, and select the variable that contains the unique IDs that will be used to match the respondent records; then, click **OK**.

5. Click **OK** to perform the overwrite operation.

Recap

In this session, you have learned how to:

- Merge questionnaires together.

- Check whether two QES files have identical question structures.

- Merge questionnaires and data based on ID.

- Consolidate data within a QES file.

- De-duplicate a QES file.

- Overwrite data in one file based on the data in another file.

Practical exercise

> → Ask the participants to complete this exercise. For the files, either use the supplied exercise files for session 405, or a simplified "real" example from the client.

Please do the following exercises; your tutor will tell you which files to use. In these exercises we are updating a QES, adding more data from a follow-up set of interviews with the original respondents, containing in a second QES. First, we will check for duplicate records in the first QES, before we merge in the new data from the second QES.

Merging in follow-up data

Please follow these steps:

1. In askiatools, open the file *merge_questionnaires_using_ID_1.qes*.

2. In the **merge** menu, select **delete duplicates using id…**.

3. Select *Unique_ID* and click **OK**.

4. In the **merge** menu, select **questionnaires using ID…**.

5. Next to **askia file**, click **open**:

6. Select the file *merge_questionnaires_using_ID_2.qes* and click **open**.

7. In **respondent ID in target**, select *Unique_ID*.

8. In **respondent ID in source**, select *Unique_ID*..

9. Click **OK** to perform the merge.

Session 406   Data management

Outline

Topics

In this session, you will learn about:

- Generate random interviews
- Export a report of response timings
- Export multimedia files
- Repair data problems resulting from poorly encoded character sets
- Automate tasks from the command line

Learning outcomes

At the end of this session, you will be able to:

- Generate random interview data when testing your survey's logic
- Use the command line to automate a variety of askiatools tasks

Tutorial

Generating random interview data

How to generate random interview data.

→ Explain that it is useful to generate random data in order to test the survey before fieldwork begins. Because the randomised interviews follow the routing logic, you can perform data analysis in askiavista or askiaanalyse to check for errors in the routing logic.

→ Demonstrate:

→ Open *generate_random.qes*.

→ Select **Tools -> Generate random interviews…**.

→ Accept the defaults, but explain:

    o **Number of interviews** is the number of records that will be generated.

    o **Number of attempts per question** allows askiatools to try again with different values to get around blocking message routing that occurs as a result of the selected response. For example, if you enter 10, askiatools will try up to a further 9 times if it selects a response that is blocked.

    o If you have routing that relate to quotas, the quota needs to be set. You need a SQL connection string to the AskiaField database, and the quota keywords need to be set. There is a Knowledge Base article covering this in depth:

       support.askia.com/hc/en-us/search?utf8=%E2%9C%93&query=random+data+generation

■ Notes for participants

It is often useful to generate random interview data, in order to test the survey routing before fieldwork begins. Because askiatools' randomised interviews follow the survey's routing logic, you can perform data analysis in askiavista or askiaanalyse to detect errors in the routing.

To generate random interview data:

1. Open the QES file.

2. In the **tools** menu, select **generate random interviews…**.

3. In **number of interviews**, enter the number of records you want to generate.

4. **Number of attempts per question** defines the number of tries that the random generator will make to answer a question where routing blocks progress. For example, if you set this value to 5 , the generator will select a random response, and if the routing blocks progress, it will try up select random responses up to four more times (for a total of five attempts) in order to get past the blocking routing. You can enter a value up to 100.

5. Click **OK**.

The Knowledge Base contains further information on Random Generation, including detailed information about the various fields and options available. You can find this article, by going to support.askia.com/hc/en-us/search?utf8=%E2%9C%93&query=random+data+generation

Reporting on respondent response times

Producing a report containing respondent answering times.

→   Explain:

o   You can use askiatools to create a report on how long it took respondents to answer the questions in the QES.

o   This helps eliminate interviews with very long response times (which might affect the average), or very quick responses (a Web respondent did not read the questions).

o   Timings are shown in seconds.

o   It is also possible to produce a timing report in askiaanalyse.

→   Demonstrate:

o   Open the QES *training.qes*.

o   Select **Tools -> Export question timing…**

o   Specify a name for the report file.

o   Show the report on screen.

■ **Notes for participants**

Askiatools can produce a report on how long it took respondents to answer the questions in a QES. This helps you to eliminate interviews with very long response times (which might affect the average) or very quick responses (e.g. a Web respondent who did not read the questions and just selected random answers). The report shows timings for each question in seconds.

To produce a report on respondent answering times:

1. Open the QES file.

2. In the **tools** menu, select **export question timing…**.

3. Specify a location and name for the report file, and click **save**. The report is generated, and opens automatically in an external text editor program.

Exporting multimedia files from askiaface

Exporting multimedia files attached to open-ended questions in askiaface data.

→ Explain:

- o You can export multimedia files that are attached to open-ended questions, in askiaface data.

- o You can apply filters to determine which interviews are selected.

- o One file is exported for each question.

→ Demonstrate:

- o Open the QES *example_export_media.qes.*

- o Select **Tools -> Export multimedia files**.

- o In **directory**, select an appropriate output folder.

- o In **questions**, select the question *photo*.

- o Accept the default settings, but briefly discuss the various options:

    - ▪ **Export completes only**: files associated with incomplete interviews will not be exported.

    - ▪ **Interview started after:** allows you set a start date; files in interviews before this date will not be exported.

    - ▪ **Additional filter**: this allows you to export files associated with a subset of the data.

■ **Notes for participants**

Askiatools allows you to export multimedia files that are attached to open-ended questions in askiaface data. You can apply filters to determine which interviews are selected. One file is exported for each question.

To export askiaface multimedia files:

1. Open the QES file containing the multimedia files.

2. In the **tools** menu, select **export multimedia files from open…**.

3. Next to **directory**, click **…**, select the folder into which the files will be saved. and name for the report file, and click **OK**.

4. Next to **questions**, click **…**. The *question selection* dialog opens.

5. Move the questions from which you want to export the files into the right-hand list, by selecting them and clicking the right-facing arrow. Note that you can only move open text questions into the right-hand list.

6. When you are satisfied with the selection of questions in the right-hand list, click **OK**.

7. Select which records the files are to be exported from, by setting the following options:

Option	Description
Export completes only	Select this if you don't want to export files from incomplete interviews.
Interview started after	You can select a date here, to export only from interviews that began after this date.
Additional filter	Here, you can specify a filter, written in askiascript, if you want to export only from a subset of the data. Askiascript is beyond the scope of the course; please refer to the askiadesign Assistant for details.

8. Click **OK** to perform the export. Askiatools exports the files, and informs you how many files were exported.

Repairing character encoding in Web survey data

Repairing poorly encoded characters in Web survey data.

→ Explain:

○ Web survey data might contain more than one character set, but this might not always be encoded correctly.

○ We can use askiatools to remedy this.

○ This utility is mainly used on historical data, as recent versions of askiafield now handle multiple character sets better.

○ Explain that **Translate &#nnn; in questionnaire…**. fixes HTML character encodings in the questionnaire itself.

○ Explain that **Tools -> Translate &#nnn; in interviews…**. fixes HTML character encodings in the interview data.

■ **Notes for participants**

Web survey data sometimes contains more than one character set, and this may sometimes not be encoded correctly. Askiatools can repair this.

Note that recent versions of askiafield have improved handling of multiple characters sets, so you should not need to use this utility on data collected in recent versions.

To repair the character encoding in Web survey data:

1. Open the QES file containing the data you want to repair.

2. In the **tools** menu, select **translate &#nnn; in questionnaire…**. This repairs HTML encoding in the questions and responses.

3. In the **tools** menu, select **translate &#nnn; in interviews…**. This repairs HTML encoding in the data.

Automating tasks

Running askiatools utilities from the command line.

→ Explain:

o Almost any askiatools command can be run from the command line.

o This can be used in tandem with askiavista's scheduled tasks.

o For example, to import .dat files from the command line into a QES file, you would use the following syntax:

```
AskiaToolsU.exe "C:\my directory\My Qes File.qes"
/importdat /datafile:"c:\The directory with the .dat"
```

o You can apply a command to multiple files with the FORFILES command:

```
FORFILES /S /M *.qes /C "cmd /S /C ^0x22C:\Program^
Files^ ^0x28x86^0x29\Askia\AskiaToolsU.exe^0x22 @PATH
/deleteinterviews /completes /incompletes"
```

o You can also repeat a set of commands by putting them into a batch file.

o Full details can be found at https://support.askia.com/hc/en-us/articles/200003451-Automate-tasks-via-Command-line.

■ Notes for participants

Almost any askiatools command can be run from the command line. For example, to import .dat files from the command line into a QES file, you would use the following syntax:

```
AskiaToolsU.exe "C:\my directory\My Qes File.qes"
/importdat /datafile:"c:\The directory with the .dat"
```

You can apply a command to multiple files with the FORFILES command:

```
FORFILES /S /M *.qes /C "cmd /S /C ^0x22C:\Program^
Files^ ^0x28x86^0x29\Askia\AskiaToolsU.exe^0x22 @PATH
/deleteinterviews /completes /incompletes"
```

You can also repeat a set of commands by putting them into a batch file.

Full details can be found at https://support.askia.com/hc/en-us/articles/200003451-Automate-tasks-via-Command-line.

This feature can be used in tandem with askiavista's scheduled tasks, so that you can trigger askiatools commands on a schedule from within askiavista.

Recap

In this session, you have learned:

- How to generate random interview data.
- How to produce reports on respondent answering times.
- Exporting askiaface multimedia files.
- Automating tasks with the command line.

Recap

Practical exercises

→ Ask the participants to complete this exercise. For the files, either use the supplied exercise files for session 406, or a simplified "real" example from the client.

Please do the following exercises; your tutor will tell you which files to use.

Exercise 1: Generating random data

Please follow these steps:

1. In askiatools, open the QES file your tutor provides.

2. In the **tools** menu, select **generate random interviews…**.

3. In **number of interviews**, enter 100.

4. Click **OK**.

Exercise 2: Exporting questions timings and multimedia files

1. In askiatools, open the file *export_timings.qes*.

2. Export the question timings from this QES.

3. Open the file *example_export_media.qes*.

4. Export the multimedia files.

Session 407 Verifying and coding data

Outline

Topics

In this session, you will learn about:

- Postcode open-ended questions
- Incomplete data analysis

Learning outcomes

At the end of this session, you will be able to:

- Perform coding from within Tools
- Run checks for incomplete data

Tutorial

Coding open-ended questions

Using askiatools to carry out coding.

→ Explain:

- o   Askiatools allows you to code open-ended questions.

- o   Askia recommends that you used KODIM for coding, as that is more powerful, and more controlled, but you can use askiatools.

→ Demonstrate:

- o   Open the QES training.qes.

- o   Select the question *Q15 – Ideal trip*.

- o   Select **Tools -> Post-code an open question…**

- o   Enter the shortcut *Q15 (post-coded)* and click **OK**.

- o   Explain the coding interface:

    - ▪   Stepping through the interviews.

    - ▪   Adding a new code.

   - ▪   Selecting a code for the question.

■ Notes for participants

Askia recommends that you use KODIM to code open-ended questions. However, you can do your coding in askiatools.

To carry out coding in askiatools:

1. Open the QES file you want to code.

2. In the questionnaire view, select the question you want to code. This must be an open text question.

3. In the **tools** menu, select **post-code an open question…**.

4. If you have not already done coding on this question, you will prompted to enter a shortcut for the new, coded question that will be created. Enter the shortcut, and click **OK**.

5. In the right-hand pane, you can define and select responses to the new closed question. The left-hand pane shows the data in the open question. Step through the records and code the responses by selecting the appropriate responses.

6. Navigate through the records as follows:

Go to first   Go to previous   Go to next   Go to last
interview   interview   interview   interview
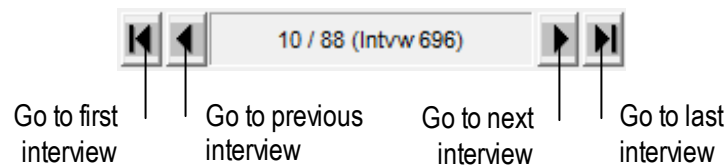
7. To add a new response, click **ins**, enter the response text and click **OK**.

8. To select one or more responses for the current record, click the checkbox next to it. To de-select a response, simply click the checkbox to clear it.

9. To change a response caption, click the response and then click **Ab**. Type the new label for the response, and click **OK**. You should be very careful when doing this for responses that have already been selected, as you could change the meaning of coding that has already been done.

10. When you have finished coding the question, click **OK**.

Reporting on incomplete data

Reporting on incomplete data.

→ Explain:

  o You can produce a report that shows whether records are complete (e.g. drop-outs in Web surveys).

  o The report checks the data against the questionnaire's routing.

  o The report will be based on the **latest** version of the routing in your questionnaire.

→ Demonstrate:

  o Open the QES training.*qes*.

  o Select **Tools -> Incomplete data analysis …**

  o Nominate an **output file**, and talk through the options:

    ▪ **Additional info**

    ▪ **Show summary of completes per question**

  o Run the report, and show it on screen.

■ **Notes for participants**

Askiatools can produce a report on whether records are complete. The report checks the data against the questionnaire's routing and identifies records that have not reached the end of the interview by a valid path. An example of use

would be for identifying web interviews where the respondent dropped out before completing the interview.

Note that the report is checked against the latest version of the routing, so if the routing changed mid-way through fieldwork, earlier records may be incorrectly identified as complete or incomplete.

To produce a report on incomplete data:

1. Open the QES file.

2. In the **tools** menu, select **incomplete data analysis…**.

3. Next to **output file**, click **…**, select the location and filename of the report file you want to create, and click **save**.

4. In **additional info**, select as follows:

   • **No information about interview:** the report contains information about the number of incomplete interviews for each question.

   • **Show interview information with each question**: the report contains information about the number of incomplete interviews for each question, along with the interviewID and the start/end interview time.

   • **Show interview information after question summary:** the report contains information about the number of incomplete interviews for each question, and then, after the question summary, the interviewID and start/end interview time.

5. Click **OK** to run the report.

Data editing

Running data edit script.

→ Explain:

    o You can create and run various data editing scripts, to repair data. These can be run after fieldwork but before data analysis, or where necessary during fieldwork.

    o Askia offers another course – Data Edits – that covers this functionality.

        ▪ If you are going to run the Data Edits course with them, explain this.

    o Explain that there is a Knowledge Base article that covers data edits in more detail, with downloadable examples. It can be found at: support.askia.com/hc/en-us/search?utf8=%E2%9C%93&query=edit+routings

■ **Notes for participants**

It is possible to create and run special scripts that carry out data checking. They are created in askiadesign and then run in askiatools. They are beyond the scope of this course, but Askia offers a separate data edits course that we recommend you take if you are likely to use this functionality.

More information on the concepts involved in running "edits" routings, with downloadable examples, can be found in the Askia Knowledge Base. You can

find this article by going to support.askia.com/hc/en-us/search?utf8=%E2%9C%93&query=edit+routings

Recap

In this session, you have learned how to:

- Code open questions

- Produce a report on incomplete interviews

Practical exercises

→ Ask the participants to complete this exercise. For the files, either use the supplied exercise files for session 407, or a simplified "real" example from the client. You will need to nominate a question for the participants to code for the second exercise.

Please complete the following exercises. Your tutor will tell you which files to use.

Exercise 1: Generating random data

Firstly, let's generate some random interview data in a QES.

Please follow these steps:

1. In askiatools, open the QES file your tutor provides.
2. In the **tools** menu, select **generate random interviews…**.
3. In **number of interviews**, enter 100.
4. Click **OK** to generate the interviews.

Exercise 2: Coding open questions

Now, code an open question.

Please follow these steps:

1. In askiatools, open the QES file your tutor provides.
2. In the question tree, select the question you are going to code (your tutor will nominate one).
3. In the **tools** menu, select **post-code an open question…**.
4. Enter an appropriate **question shortcut**, and click **OK**.
5. Use the coding interface to code a few responses.
6. Click **OK** when you have finished.

Exercise 3: Running checks on the QES

Next, let's run an incomplete data analysis on the QES.

Please follow these steps:

1. In askiatools, open the QES file your tutor provides.
2. In the **tools** menu, select **incomplete data analysis…..**.
3. Specify a location and name for the output file.
4. Click **OK** to generate the report.
5 View the report when it opens.