

20.0 SYSTEM DEFAULTS & QUESTIONNAIRE UTILITIES

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SECTION 20.0

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20.1 **DOS Files.**

In the past several years, the DIETSYS technical support staff has found that many people using the software are computer novices. Therefore, this section will provide a brief tutorial on DOS files and file management. However, it is strongly recommended that you consult your DOS manual or online help for more information. In addition, there are many inexpensive books regarding DOS and personal computers in bookstores, not to mention the references available at public libraries.

All information stored on computer disks (floppy or hard) is organized into **files**. A file indicates to DOS where a collection of information is stored on the disk. This allows you to organize information, such as the paragraphs of a letter, into one file.

On any given computer there are hundreds if not thousands of files. These include files created by application software such as wordprocessors and spreadsheets. Letters and documents created by wordprocessors are stored in files so that they may be retrieved and modified later. In addition, the information required to run each program used on a computer is stored in one or more files.

The large number of files which typically are stored on a computer make it necessary for a higher level of organization. Therefore, DOS stores files in **directories**. All disks have at least one directory known as the root directory. The directory system is patterned after a tree-structure. Other directories branch from the root directory. The branching may continue since all directories may contain other directories. A directory within a directory is known as a **subdirectory**. Technically, all directories other than the root directory are subdirectories. However, it is common practice to only use the term "subdirectory" to show the relationship between two directories.

The root directory is indicated by a backslash. "C:\\" is the root directory of the C drive. Likewise, "A:\" and "B:\" are the root directories of the A and B disk drives. If no drive is indicated the backslash refers to the root directory of the current drive ("").

A **path** is the term used to refer to the route from the root directory through the branching system to a particular subdirectory. As an example, "C:\HHHQ\DATA" is the path which identifies "DATA" as a subdirectory of the "HHHQ" directory on the C drive.

Use the DOS "MD" command to make directories. Consult your DOS documentation for more information.

20.2 **File Management.**

All files included with the DIETSYS software should be stored in one directory. The default path used by the INSTALL program is "C:\HHHQ". You may wish to store project-specific files in subdirectories of the HHHQ directory. For example, you may wish to store all Questionnaire Data Files and all DIETSYS output files in a subdirectory named for the project.

20.3 **File/Path Defaults**

On DIETSYS file screens, default file names will be available for some prompts. Other prompts will only contain a default path (a path is the drive and directory; "C:\HHHQ\" is a path). Each time a file screen is displayed, DIETSYS reads the default filenames and paths from a file called "DIETSYS.DEF". If this file does not exist, all paths initially shown on the screen will be the current working directory. The current working directory is the directory you were in when you executed the DIETSYS software. DIETSYS requires that the current working directory be the same directory as the one the DIETSYS software is stored.

It is recommended that you set the defaults to the appropriate filenames and paths for your current project. When DIETSYS is installed, the default filenames are those which are convenient for the self-demonstration in Section 1. The default paths are set to the directory in which the DIETSYS software was installed.

DIETSYS uses the screen shown below to allow you to set the default filenames and paths. To access this screen, select **Set System Defaults** from the main menu. DIETSYS will display a sub-menu, select **File/Path Defaults**.

DIETSYS Setup Utility	FILE/PATH OPTIONS
Default Path for Questionnaire Data Files & Analysis Output Files	C:\HHHQ\
Default Path for Questionnaire Configuration Files	C:\HHHQ\
Default Path for Foods Database Files	C:\HHHQ\
Default Path for Analysis Option Files	C:\HHHQ\
Default Name for Questionnaire Config File...	BRIEF87.CFG
Default Name for Portions Database File.....	DIETPORT.V30
Default Name for Nutrient Database File.....	DIETNUT.V30
Default Name for Analysis Option File.....	BRIEF87.OPT

To make changes, simply type over the default paths and/or filenames shown. The LEFT/RIGHT arrow keys and the END key can be used to pass over text which you do not wish to change. You may use the UP/DOWN arrows or the ENTER key to accept an entry as it is shown.

As you can see, separate default paths may be set for four types of files. This allows you to organize your files by project as explained below.

Default Path for Questionnaire Data Files & Analysis Output Files. The path set here will be the default path displayed on file screens for Questionnaire Data Files and all output files from the DIETSYS Analysis program. These are the Analysis Results Files, Analysis Report Files, Sources Matrix Files, and Sorted Sources Data Files.

It is recommended that the Questionnaire Data Files and analysis output files for each project be stored in the same directory. In addition, these should be stored separately from the DIETSYS software. You may want to make a subdirectory within the "C:\HHHQ" directory for your data. If you are using DIETSYS to analyze data from several projects, you may want to make one data directory per project.

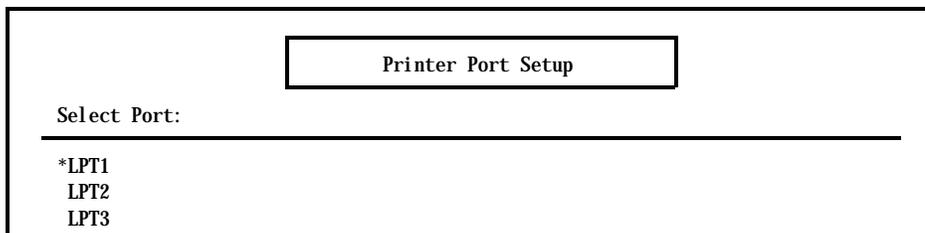
Default Path for Questionnaire Configuration Files. If you have designed your own questionnaire, you may wish to store the project's CFG File in a project-specific directory. This may be the same directory as is used for the Questionnaire Data Files. On the other hand, if you are using an NCI version of the questionnaire or are using a questionnaire which will be applied to many projects, you may wish to store the CFG File in the same directory as the DIETSYS software.

Default Path for Foods Database Files. The path set for the Foods Database Files will be used for the Portion Size Data File and Nutrient Composition Data File. If you have created your own Foods Database Files, you may store the files in the project's subdirectory. The Foods Database Files supplied by DIETSYS will be stored in the same directory as the DIETSYS software.

Default Path for Analysis Option Files. All Analysis Options Files distributed with DIETSYS are stored in the same directory as the DIETSYS software. You may change the default path for Analysis Options Files if you are keeping these files in a project-specific directory.

20.4 **Default Printer Port**

Any DIETSYS output directed to a printer will be sent to the printer port designated as the System Default Printer Port. DIETSYS allows you to choose one of the three ports shown below. To access this screen, select **Set System Defaults** from the main menu. DIETSYS will display a sub-menu, select **Printer Port**.



```
Printer Port Setup

Select Port:
-----
*LPT1
LPT2
LPT3
```

The asterisk indicates the current default port. To change the default, use the UP/DOWN arrow keys to highlight the correct port. Press ENTER to select this port. Press ALT-X to exit the screen.

20.5 View, Move, Copy, or Delete Questionnaires.

This utility is a useful file maintenance tool for Questionnaire Data Files. Move and copy allow you to store a respondent's questionnaire data in another file. Delete allows you to completely remove a respondent's questionnaire data. View permits you to see the data as it is stored in the Questionnaire Data File. This utility can be found on the **Setup/Utilities** sub-menu on the DIETSYS menu.

Once you have selected "View, Move, Copy, or Delete Questionnaires" from the DIETSYS Setup/Utilities, you will be prompted for the required files using the following screen.

Questionnaire Utility File Names
Questionnaire Data File: C:\HHHQ\PROJECT1.DAT
Questionnaire Configuration File (*.CFG): C:\HHHQ\FULL87.CFG

Enter the name of the Questionnaire Data File which currently contains the respondent's data to be viewed, moved, copied or deleted. In addition, you must enter the name of the Questionnaire Configuration File which contains the coding information for the Questionnaire Data File. If you are planning to copy or move data to an existing file, the CFG File must contain the configuration of both the source data file (entered here) and the target data file (to be indicated later).

To make changes on this screen, simply type over the names shown. The LEFT/RIGHT arrow keys and the END key can be used to pass over text which you do not wish to change. As with all file screens in DIETSYS, you may use the UP/DOWN arrows or the ENTER key to accept default file names shown.

DIETSYS will then present the following menu. The title box contains the names of the Questionnaire Data File and CFG File currently being used in the utility. You may change these files at any time by selecting item #2 from this menu. Item #1 is described in Section 20.6.

DIETSYS Questionnaire Utilities
Quest. File: C:\HHHQ\PROJECT1.DAT Config File: C:\HHHQ\FULL87.CFG
1>> View, Move, Copy, or Delete Questionnaires 2> Select Another Questionnaire File 3> Exit to DIETSYS (main menu)

- 20.6 Once you have selected "View, Move, Copy, or Delete Questionnaires" from the DIETSYS Questionnaire Utilities menu, you will be presented with a sub-menu. From the sub-menu you may choose to scroll through each respondent's data in the Questionnaire Data File or specify the questionnaire to be manipulated. To specify a specific questionnaire, refer to the instructions for using the search screen in Section 20.7.

DIETSYS will display the data from the first respondent on the screen. The name of the Questionnaire Data File will be displayed at the top of the screen. The "Questionnaire #" displayed refers to the sequence number of the current questionnaire in the data file. The "Status" message is only applicable to questionnaires entered via the DIETSYS Data Entry System or the DIETSYS Interactive Interviews. The following messages are possible:

NOT VERIFIED. A Data Entry session for this respondent was completed. However, the data was not double-keyed (verified).

COMPLETED & VERIFIED. A Data Entry session for this respondent was completed and the respondent's data was double-keyed (verified).

INCOMPLETE. The Data Entry or Interactive Interview session for this respondent was interrupted.

UNKNOWN ENTRY STATUS. The respondent's data was not entered using the DIETSYS Data Entry system or a DIETSYS Interactive Interview.

If the Questionnaire Data File is in Card Format, only the first 13 cards will be displayed. If the Questionnaire Data File is in Non-Card Format and the data lines contain more than 80 characters, you may use the LEFT/RIGHT arrow keys to scroll through the data line. A "ruler" above and below the questionnaire data can be used to identify the data in a specific column location.

Move and Copy. Press ALTM to "move" the data from the displayed questionnaire from the current Questionnaire Data File to another file (the target file). Press ALTC to copy the data to another file. You will be prompted for the name of the target file.

If you choose copy, the respondent's data will appear in both the source data file and the target data file. If you choose move, the respondent's data will be deleted from the source data file and only stored in the target data file.

Delete. Press the DELETE key to remove the data of the displayed questionnaire from the Questionnaire Data File. Caution: once you have completed the delete process, you will not be able to recover this data.

20.7 **Specify Questionnaire - Search Screen.** DIETSYS allows you to select questionnaires based on Respondent ID, Name, and/or Social Security Number. Set the search criteria in the screen below to view, copy, move, or delete a particular questionnaire or set of questionnaires. Only the fields which are included on the questionnaire will be shown on this screen.

Search Field Selection		
	Use field?	Value for search
Respondent ID	Y	
Last Name	N	
SSN	N	

One or more of the variables may be used as search fields at one time. Only questionnaires which match **all** search fields will be selected by DIETSYS.

- STEP 1: If you wish to select questionnaires based on Respondent ID, enter Y next to Respondent ID and press TAB. Type the exact 10 character Respondent ID of the questionnaire(s) to be selected. DIETSYS will search for all questionnaires with the Respondent ID entered. It is recommended that each questionnaire have a unique Respondent ID.
- STEP 2: If you wish to select questionnaires based on Last Name, enter Y next to Last Name and press TAB. Enter the entire Last Name to be used in the search. If Use Field is set to Y for both Respondent ID and Last Name, only questionnaires which match both fields will be selected.
- STEP 3: If you wish to select questionnaires based on "Social Security Number", enter Y next to SSN and press TAB. Enter the entire SSN to be used in the search. If Use Field is set to Y for Name and/or Respondent ID as well as SSN, only questionnaires which match all used fields will be selected.

The TAB key will move from the Use Field column to the Value For Search column if the Use Field column is set to Y. Otherwise, TAB will move to the Use Field column of the next row. The UP/DOWN arrow keys may also be used to change rows.