Concept Systems INCORPORATED

The Concept System®

Software Guide

Version 4.0

www.conceptsystems.com • 607-272-1206

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The Concept System® Help

The Concept System® comes with an extensive context-sensitive help system. Whenever you are within the program, you can press the F1-key, go to the Help menu, or click the Guide button to obtain relevant help information. The help system is divided into 3 major tabbed areas:

Contents Tab

Provides a basic Concept Mapping Overview as well as a listing of the major help areas covered.

Index Tab

From the Index Tab, you can type in a keyword, scroll down to the appropriate menu, or click on the Menu options and select Display. The system will display a listing of topics under the main category heading. Click on Display to view information about the desired topic.

Search Tab

Allows you to search for specific help requests by typing in a search keyword.

- Use the check boxes at the bottom of the screen to Search previous results, Match similar words, or to search titles of help documents only.

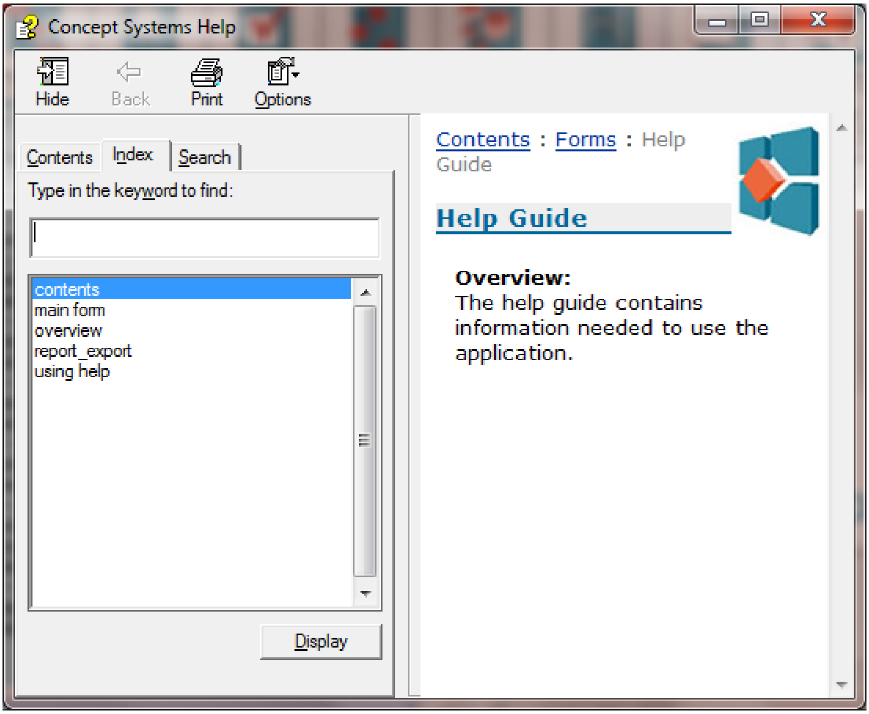


Figure 1. Example of the Concept System Help Main Screen. The Index Tab is currently selected in this example.

The Installation Process

Licensing and Installing

If you have questions about licensing, installing the program, obtaining new projects, concept mapping facilitator training, or technical assistance, please contact **Concept Systems, Inc.** directly. (Telephone: 607-272-1206, Toll-Free: 1-800-260-1602; Email: csiinfo@conceptsystems.com)

The **Concept Systems Core© Software v4** may be downloaded from the Concept Systems website at: http://www.conceptsystems.com/content/view/the-concept-system.html. Please note that the Core Software is compatible with Windows XP, Vista, and 7 only. When the installation begins, users will be prompted to enter information at various steps along the way. It is recommended that users select the previously established defaults throughout the entire installation process.

1. Exit all running applications on your computer, including the Microsoft toolbar if it is showing at the top of your screen.
2. Click the link on the download page to begin downloading the CS Core Software©.
3. Choose 'run' [in Internet Explorer] or 'save to disk' [in Firefox]. Double click on the installer file in the Downloads window in Mozilla Firefox.
4. Continue to follow the instructions on the webpage to complete the installation of The Concept System© V4.
5. Once you have completed the installation process, open The Concept System® and check-in the Non Profit Planning example to the Project List to evaluate or practice using the software.

You will need to download and install The Concept System® onto each computer you plan to use to run the program.

The Concept System Non-Profit Planning Example Project

The Concept System® comes with a Non-Profit Planning example project as well as an extensive on-line Help system. You can immediately begin to use The Concept System® with the Non-Profit Planning example.

1. Prepare Project

Starting a New Project

Unlock Code

Once you have installed the software, and are ready to activate the program to create your own concept mapping project, you will need to register with Concept Systems, Inc. (CSI) and purchase an unlock code to gain access to your single-use project license. There are several licensing options available. (Please see the CSI Pricing & Services Guide for details).

To obtain a project license, please call (607) 272-1206 or toll-free: 1-800-260-1602; fax (607) 272-1215; e-mail to csiinfo@conceptsystems.com; or write to CSI and provide the required project and billing information on our license registration form. Once CSI has received all of the necessary documentation for the purchasing process and an acceptable form of payment, a staff member will then provide you with an unlock code to activate your project license.

1. To begin a new project, open The Concept System® and click "New."
2. The system will generate a window providing you with a Code Entry Number and will request the corresponding Unlock Code.
3. Contact CSI. CSI staff will ask for your name and/or the name of your organization. State that you would like to register for a New Project. Payment, or a purchase order, will be necessary prior to obtaining your project license. Our office accepts Visa or MasterCard credit cards. The CSI staff member will also ask you to fill out a License Registration Form, which will provide the basic details about your project to ensure that you are receiving the most appropriate license for your work. Present the Code Entry Number, license registration form, and payment information to your CSI Staff Contact.

4. CSI staff representative will provide you with the Unlock Code. Enter the code into the Unlock Code box and click the Unlock Button. Your new project is now Unlocked.
5. You will be prompted to enter your project and administrator information. Enter your project name, which will be displayed in the project list every time you open The Concept System®. Enter your username and password. The remaining fields are optional.
6. Once you have entered the required information click Create.

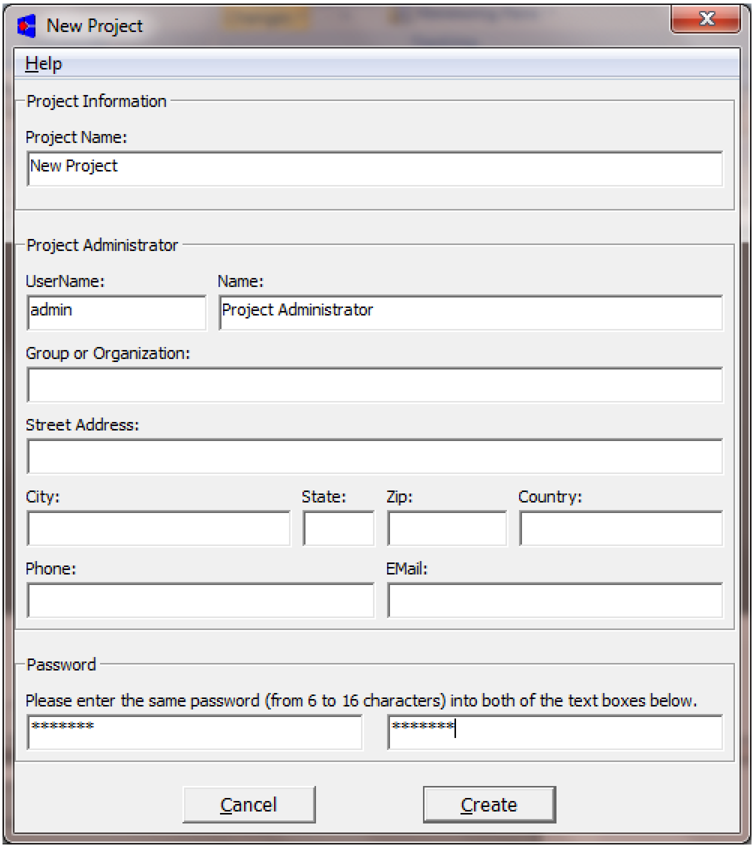


Figure 2. Example of the Concept System Create Project Screen.

7. The Concept System® will ask you to navigate to the location where you would like to save your project database. Select the Save button. Please note where you save your database. If you choose to save your database to the default location, it will be located in C:/Program Files (or Program Files (x86) on 64-bit machines)/Common Files/Concept System. CSI recommends that you save the project database to a known and easily accessible location such as your Desktop or My Documents folder. **Do not save your database to the default location in Windows Vista or 7.**
8. The Concept System will load your new project.

Starting and Logging on

The Concept System® program can be started by double-clicking on the program icon **"The Concept System®"** or by going to the Start menu>All Programs>Concept Systems>The Concept System®.

The Concept System® logon screen provides a list of projects that are currently available to the program. To login to a project, simply click on the name of the project and click OK.

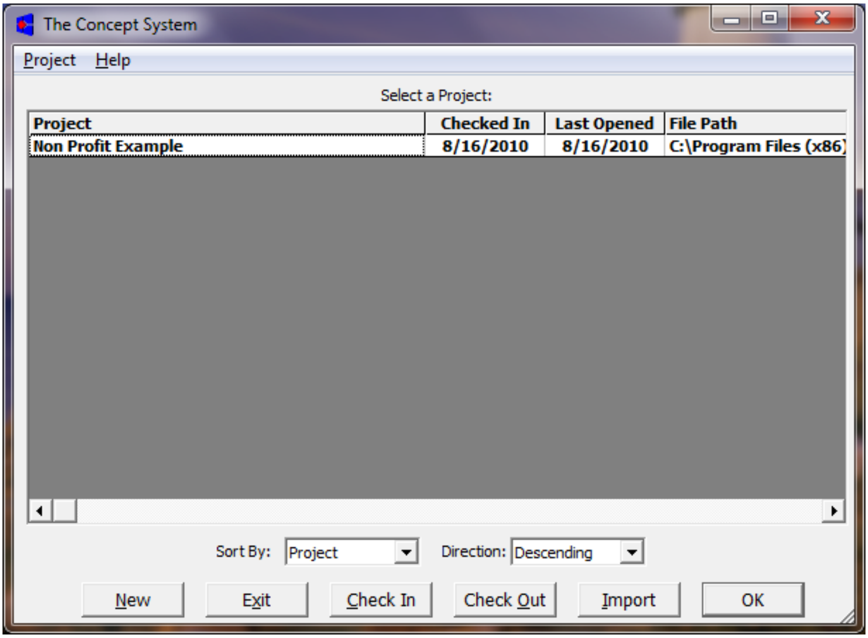


Figure 3: Example of the Project list Screen.

Enter your Username and Password exactly as you created them. Click OK, or press Enter, and The Concept System® Main Screen will appear.

Project Check In/Out

There is one menu on the Project List Screen: the Project Menu. This allows you to **Check In** or **Check Out** an entire project so that you can move projects from machine to machine, or remove projects from the login list when you no longer need them.

Check In allows you to add a project to the project list. From the Project Menu on The Concept System® project list screen, select Project Check-In to make the project available. The program will display a standard Windows file dialog box that allows you to browse for the project file. Look for the .mdb file for the project you wish to check-in.

1. When you have identified the project file, you will be shown the standard User Login Information screen and you must supply your

Username and Password. When you have successfully checked the project in, it will be added to your project menu on the login screen.

- Only persons with Administrator status are able to check projects into or out of the system.
- The Administrator is responsible for deciding where the project file will be saved. **The Concept System® will always look for the project file in the location you specify when you check it in.** Be sure to place the project file where you want to keep it *before* you check it in. In general, you should not check a project in from a CD or USB device. Doing so, will necessitate you to supply the CD or USB device every time you log on to the project. Also note that not all components of your project database may function properly if you are running the database from a CD or USB device. Using File Manager, copy the project file database to the desired drive and directory on your computer. If you are using The Concept System® from a networked file server and wish to store the project file on the server drive, you will need to have permission to do so. Check with your network administrator if you have any questions about where or how to install the file.

Check Out allows you to move a project between computers that have The Concept System® installed. For instance, you might need to move a project from your desktop machine to a laptop to take the project with you to a meeting. Or, if you have a project that is no longer active, or that you wish to remove, you could use this option to check it out of the system first. Checking the project out simply removes it from the list of active projects that show up on the login screen. It does not move, copy, or delete any file from your file manager. After check out, the project is no longer available to any users from that location.
You can undo the effect of checking a project out simply by checking the project back into the Concept System.

1. Click on the name of the project and choose the Check Out option on the Project Menu to remove the project from the list on the login screen.
2. You will be shown the standard User Login Information screen and you must supply your Username and Password. The program will

issue a message showing the location of the project file. You should write this information down so that you can find the file later.

- Only persons with Administrator status are able to check projects out of the system.
- The Administrator is responsible for managing the project file itself. **If the software is uninstalled, The Concept System® will never delete a project file; it only removes it from the list of currently active projects.** If you want to delete the project entirely, you must use the Windows operating system to do so, once you have checked the project out.
- If you are moving the project to another machine, you should first check it out (as described above), and *then* use the standard Windows procedures for copying the project file to another machine. **Be sure to always check your project out of the current system before moving or deleting the project file itself.**
- If you are using The Concept System® from a networked file server and wish to check out the file to take it elsewhere, you will need to have network permission to do so. Check with your network administrator if you have any questions about where or how to access the project file.

Setup Wizard

(Admin-->Setup Wizard)

The setup wizard is provided to guide the administrator through the first steps of setting up a project.
To access the wizard, click the Setup Wizard button at the top of the screen, or go to the Admin Menu and select Setup Wizard. The wizard will help you start inputting your focus prompt, participant questions, rating questions and scales, and participants. You can access the setup wizard at any time.

The setup wizard allows you to do the following:

1. Enter the focus statement.
2. Define participant questions.

3. Enter the users who will participate in the concept mapping process.
4. Assign users to sort.
5. Create rating scales.
6. Assign users to rating scale(s).

To navigate the setup wizard:

- Use the Next and Back buttons to move from one step to another.
- To do one of the steps, click on the Launch button.
- When you have completed all of the steps, click the Done button.

File Menu

The File menu gives you several options relating to printing, exporting, and accessing other projects. Specifically, these options include:

- Open another Project: Takes the project administrator to the project list page to view all Checked-In projects. From there, you can choose the project you would like to access.
- Print Reports: Gives the project administrator access to the Reports Window and the ability to build reports.
- Print Project Information: Prints out basic information about a given project.
- Print Browser: Prints the browser window in the middle of the screen.
- Export: Provides options for exporting multiple types of data in multiple formats.
- Exit: Closes The Concept System®.

Project Menu

- Create Focus Statement: Allows the project administrator to create the focus statement that will be used to generate the brainstorming responses.
- Set Participant Questions: Allows the project administrator to create participant questions. These are often demographic questions and can be used in subgroup comparisons of sorting and rating data.

- Create Users: Gives the project administrator the ability to create users in The Concept System®.
- Set Rating Scale: Allows the project administrator to create the rating question(s) and scale(s).
- Assign Sorts: Gives the project administrator the ability to assign participants to the sorting activity.
- Assign Ratings: Gives the project administrator the ability to assign participants to the rating activity.

Admin Menu

- Enter Statements: Allows the administrator to enter statements that have been gathered in response to the focus prompt.
- Enter User Data: Gives administrator access to entering sorting, rating, and participant question data.
- Prepare Maps: Allows the administrator to select the sorters to be included in the map and the ability to adjust map filters.
- Setup Wizard: Assists the administrator with the initial steps of setting up a project.

View Menu

- Concept Maps: Displays options and settings for drawing different types of maps.
- Pattern Match: Gives the administrator access to constructing pattern matches and go-zones to compare participants' rating results.
- Go-zones: Gives the administrator access to constructing pattern matches and go-zones to compare participants' rating results.
- Project Log: Displays a searchable listing of data entry events that have taken place during the project.
- Full Screen: Maximizes the main Concept System window.

Help Menu

- Contents: Displays a listing of Help Topics.
- Index: Displays a listing of the major topic areas in the help system. The “Main Form” item on the list allows the administrator to display more detailed information about specific aspects of The Concept System® and concept mapping.
- Search: Allows the administrator to search the Help System by keyword.
- Help Guide: Contains information needed to use the application.
- About Concept Systems: Provides software version information as well as vendor contact information.

Enter Focus Statement

(Project-->Create Focus Statement)

To add or modify the brainstorming focus statement for your project:

1. Enter, or modify, the focus statement directly in the text box provided. When you’ve finished, click Done. The focus statement is saved automatically.

Create Users

(Project-->Create Users)

The Create Users option is used to create users, delete users, and to change usernames and passwords.

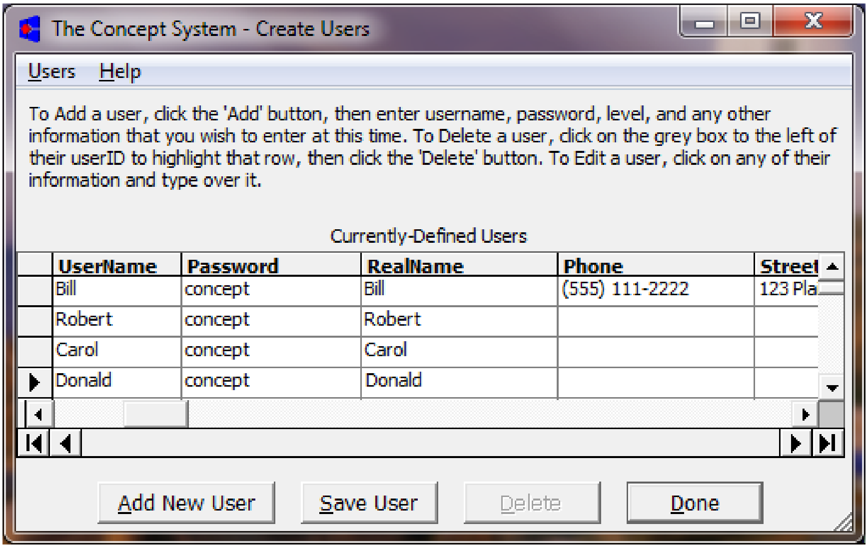


Figure 4. Example of the Create Users screen.

To add new users to your project:

1. To create a new user, click Add New User.
2. Type in a username (the username must be at least 4 alpha/numeric characters; no spaces or symbols) and press Tab.
3. Although the project administrator is the only user to access the software, a password must be entered for each participant. Passwords must be 6-16 characters.

To delete a user from the project:

1. To delete a user, select the user by clicking on the box to the left of the username (an arrow will appear in the box once you click it to indicate that you have selected this user).
2. Click Delete User.

Note: If there is already data from this user in your project, the program will notify you that you cannot delete the user.

To change a username or password:

1. Find the user's record in the list of existing users on the Create Users screen.
2. Click on the cell of the grid for that user for the item you wish to change. Be sure the correct cell is shown as selected.
3. Type the new value for the username, password, or other information.
4. Click the Save User button to save the changes.

Create Participant Questions

(Project-->Set Participant Questions)

Participant Questions can be used to describe characteristics of your users. These can also be called respondent or demographic questions. The participant questions are essential for comparing subgroups using the pattern matches and go-zones feature of The Concept System®. All participant question variables are created, modified or deleted from this screen.

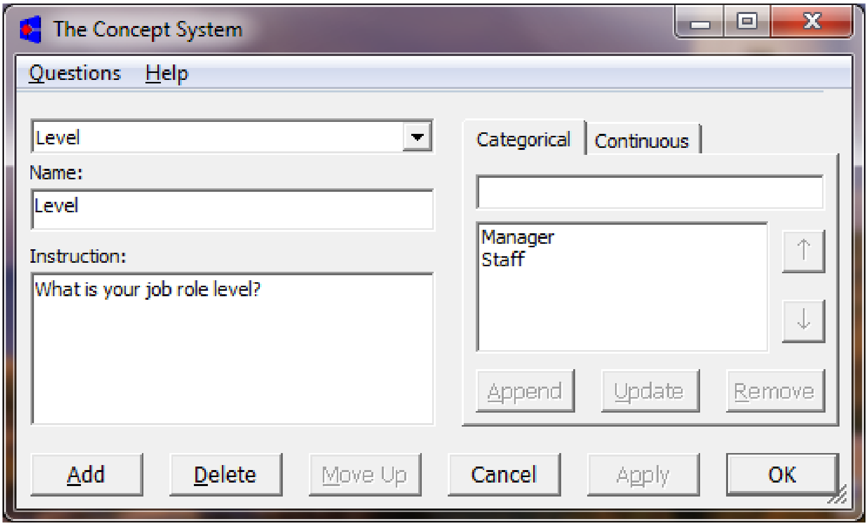


Figure 5. Example of the User Demographics screen.

To add a new participant question variable to a project:

1. Click on the Add button.
2. Enter a name for the new user question variable, such as “Position” or “Age.”
3. Enter an instruction, or prompt, for the user, such as “Select your position within the company” or “Enter your age.”
4. Select either the <u>Categorical</u> or <u>Continuous</u> tab at the right.
5. Enter possible values for the variable:
   - For Categorical variables, enter the category values one at a time. Click append after entering each category.
   - For Continuous variables, enter the minimum and maximum values (must be numeric values).
6. Click Apply to save the question, (the new question will appear in the Name Select box at the top of the screen). Click Add to create another Participant Question or OK to close the Participant Question window.

To delete an existing participant question variable:

1. Select the question name from the drop down box at the top of the screen.
2. Click the Delete button.
3. Click OK when the confirmation box pops up.

Note: You cannot delete a variable after users have entered data for it.

To modify an existing participant question variable:

1. Select the question name from the drop down box at the top of the screen.
2. Click in the text box of the item you want to modify, and make the change(s).
3. Click OK to save change(s).

To modify the values of an existing participant question variable:

1. Select the question name from the drop down box at the top of the screen.
2. Change the values:

- For a Categorical variable, click the value in the list to bring it up to the input box for typing. Click in the input box and make the change.
- For a Continuous variable, click in the Minimum or Maximum values box and make the change.

3. Click OK to save change(s).

Note: If you need to change the type (i.e., Continuous or Categorical) of a participant question variable, simply delete the question and add it again with the desired changes.

Set Rating Question and Scale Information

(Project-->Set Rating Scale)

Concept Mapping projects include one or more rating question. Each brainstormed idea, or statement, can be measured on a specific rating scale for each rating question.

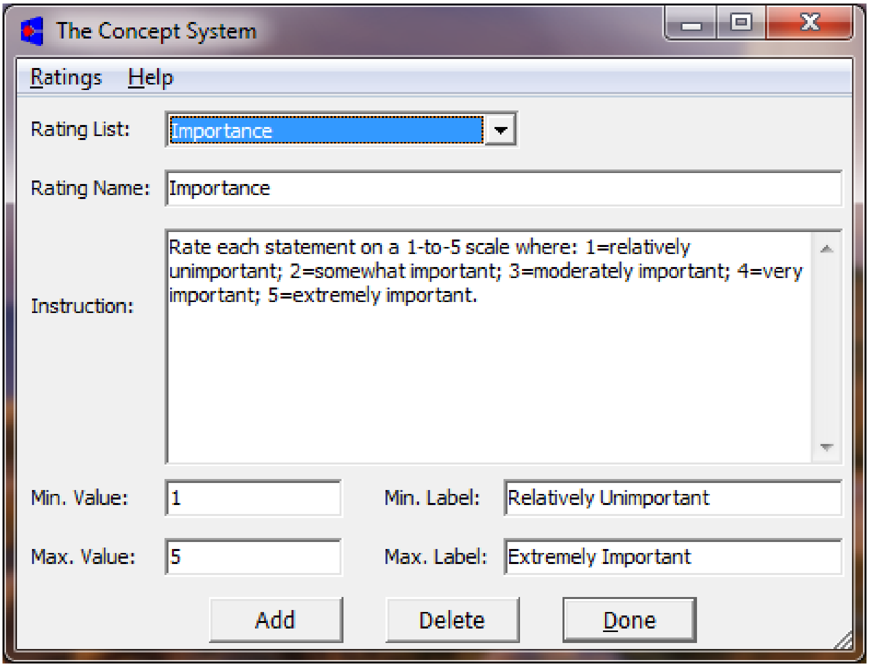


Figure 6. Example of a Create Ratings screen.

To add a rating question to your project:

1. From the Ratings menu choose Add, or click the Add button.
2. Enter the rating name, such as "Importance."
3. Enter an instruction, or prompt, for the user, such as "Rate the Relative Importance of the Brainstormed Ideas from 1 to 5."
4. Enter Minimum and Maximum values, such as 1 and 5.
5. Enter labels for Minimum and Maximum, such as "Relatively Unimportant" and "Extremely Important."
6. Click Add to add another Rating Question, or Done to exit.

To modify a rating question:

1. Select the rating from the Rating List drop down box.
2. Edit any of the information already entered.
3. Click Done.

To delete a rating question:

1. Select the rating from the Rating List drop down box.

2. From the Ratings menu, choose Delete or click on the Delete button.
3. A popup will ask if you are sure you want to delete the rating. Click Yes.
4. Click Done.

Note: A rating question cannot be deleted once there is rating data associated with it.

Assign Sorts and Ratings to Users

(Project-->Assign Sorts
Project-->Assign Ratings)

The Assign Sorts and Assign Ratings screens allow the administrator to assign users to sort and rate.

(Project-->Assign Sorts) The Concept System® allows the administrator to choose which participants will be involved in sorting the data.

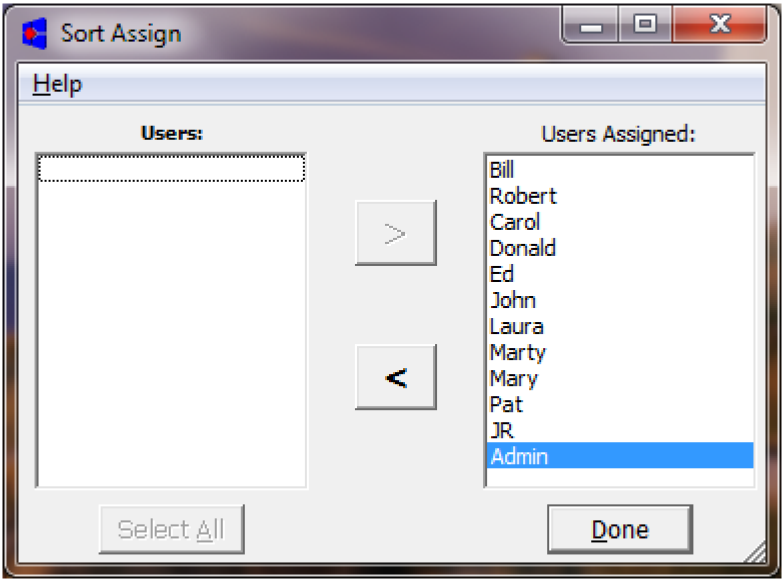


Figure 7. Example of an Assign Sorts screen.

To assign users to sorts:

1. In the Users box, click on the name(s) of the users you want to assign to sort.
2. Click on the arrow pointing right, toward the Users Assigned box. The user's name should appear in the Users Assigned box.
3. Click Done.

Note: To quickly select all users, click the Select All button.
To "un-assign" a user from sorting, simply select the user from the Users Assigned box and click on the left pointing arrow. You cannot un-assign a user who has sorting data associated with him/her.

(Project-->Assign Ratings) The Concept System® allows the administrator to choose which participants will be involved in rating the statements. After setting up the rating question(s) information, you are ready to assign the users who will be using the question(s) to rate.

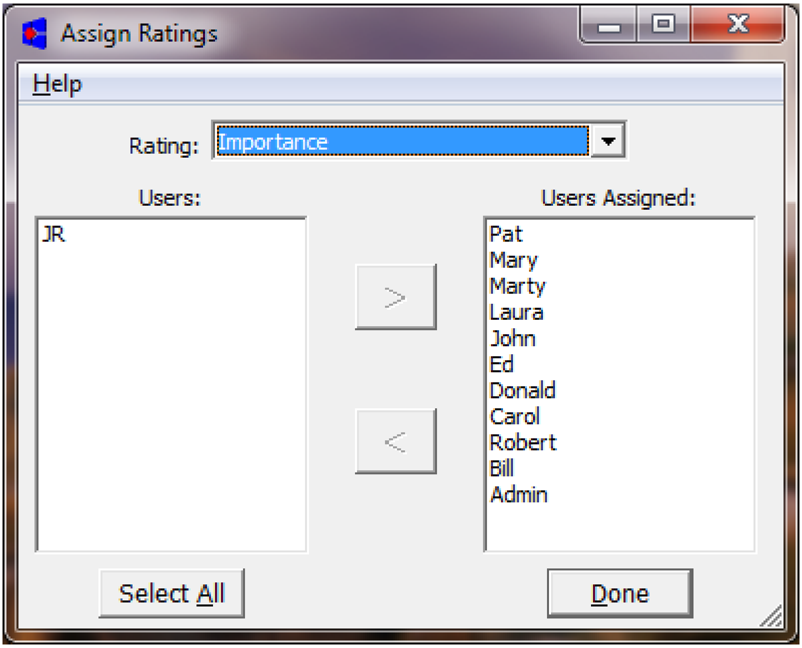


Figure 8. Example of an Assign Ratings screen.

To assign users to rating question(s):

1. Select the first rating scale you want to assign from the drop down box at the top of the window.
2. In the Users box, click on the name(s) of the users whom you wish to rate according to this question.
3. Click the arrow pointing right (or "greater than" sign) toward the Users Assigned box. The user's name should appear in the Users Assigned box.
4. Select the next rating you wish to assign and follow the same procedure.
5. Click Done when you have completed assigning users to rate.

Note: To quickly select all users, click the Select All button.
To "un-assign" a user from a rating scale, select the user from the Users Assigned box and click on the left pointing arrow. You cannot un-assign a user that has rating data associated with him/her.

Exiting The Concept System®

Click File-->Exit to exit The Concept System® Program.

2. Generate Ideas

Admin Menu

The Admin Menu allows the project administrator to enter statements and user data, prepare maps, and access the setup wizard.

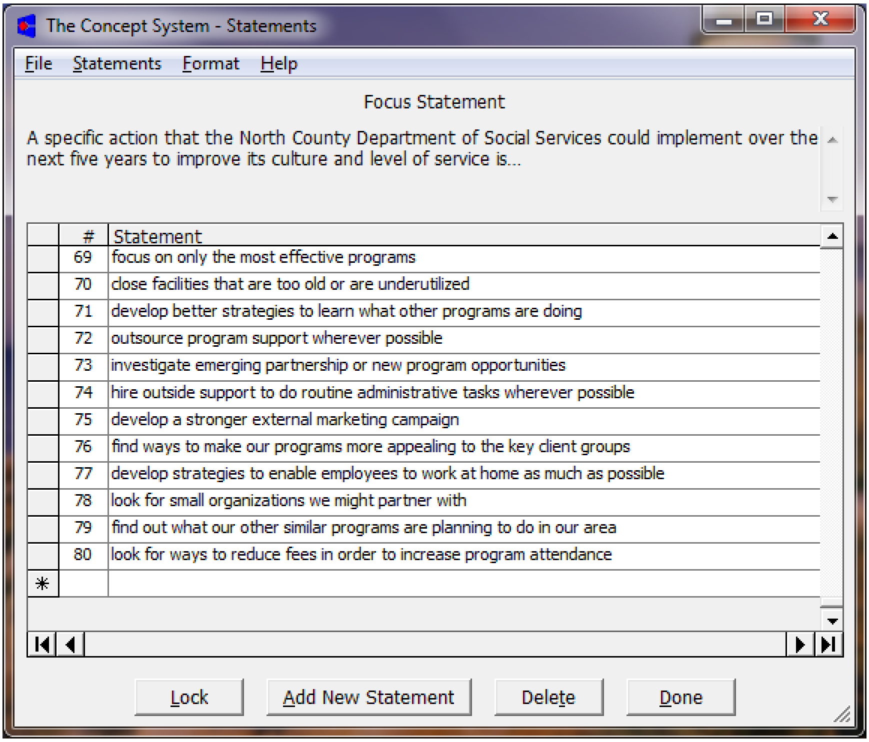


Figure 9. Example of the Statements Window.

Enter and Edit Statements

(Admin-->Enter Statements)

Statements can be collected in a number of ways. They can be entered into the program during a live brainstorming session; submitted (on paper) by participants and entered into the program by the Administrator, or imported into The Concept System® from a Text (.txt) file.

For Administrators to enter a statement:

1. From the Main Screen, click on the Statements button, or choose Admin-->Enter Statements.
2. Click Add New Statement. Enter the new statement in the box below the last statement currently listed inside the white Statement Entry box.
3. Type in the new statement and press Enter.
4. Once statement entry is complete, click Done.

To edit a statement:

1. Use the scroll bar to the right of the statement list to locate the desired statement.
2. Click on the statement you would like to edit. The statement set must be unlocked to be editable. Make the desired changes to the statement and press Enter. Your changes are automatically saved.

To delete a statement:

1. Click on the statement that you want to delete.
2. Click Delete.

Note: Once there is sorting and/or rating data, statements cannot be deleted from a project.

To change the fonts for the focus statement or statement list:

1. Choose the Format-->Fonts menu, and select the element (focus statement or statement list) that you would like to edit. You will be presented with a standard Windows font dialog box which allows you to make your selection(s).

Import/Export Statements

(Admin-->Enter Statements)

If the statement list exists as a word processing document (outside of The Concept System®), project administrators can import statements from a text file (.txt) such as Microsoft Notepad®. If the text file is formatted correctly -- one statement per line (click Return or Enter at the end of each statement) -- you can follow the instructions below.

To import statements from an external text file:

1. From the Main Screen, click on the Statements button, or choose the Admin-->Enter Statements Menu.
2. From the File menu, choose Import Statements.
3. Navigate to the text file containing the statements and select it. (The file must be a .txt file and can only have one statement per line).
4. Select how statements will be imported:
   - Click on "YES" if you want the text file statements to be appended to the end of the current statements.
   - Click on "NO" if you want the text file statements to replace the current statements.
   - Click on "Cancel" to stop the statement import.

To export statements into an external text file:

1. From the Main Screen, click on the Statements button, or choose Admin-->Enter Statements.
2. From the File menu, choose Export Statements.
3. Enter a name for the text file and select the location to save it.
4. Click Save.

Lock/Unlock Statements

(Admin-->Enter Statements) From the Statements Screen select (Statements Menu-->Lock/Unlock Statements).

Before statements can be sorted or rated, they must be locked by the administrator. If the administrator needs to go back to edit a statement (e.g., to correct a typing or spelling mistake, or to spell out an acronym, etc.), the statement set can be unlocked briefly to make the necessary edits. Remember to lock the statement set once it is finalized.

Note: Once sorting and/or rating data has been entered into the system, statements cannot be deleted from a project.

You may lock/unlock the statements at any time.

To lock or unlock statements:

1. From the Statements Menu on the Statements Screen, choose Lock/Unlock Statements (If the statements are currently unlocked, the menu will say 'Lock Statements.' If they are currently locked, it will say 'Unlock Statements.')

Enter/Edit User Contact Info

(Admin-->Enter User Data)

User contact information in The Concept System® is optional; the Administrator can decide whether or not to collect such information. Once User Contact Information is entered, it can be edited from the Admin menu.

To enter or edit user contact information:

1. Select the user information that needs to be edited from the list of users on the left side of the window.
2. Click User Information to view the user's personal information. Click inside any field to enter or change information. Passwords can also be changed from this screen.

Note: You can delete a user from the Create Users screen (Project --> Create Users) by selecting the row of the user name and clicking on the Delete User button. An administrator can only do this before data has been entered for that user.

Enter/Edit User Demographics (Participant Questions)

(Admin-->Enter User Data)

The administrator can edit each User's demographic information from the Enter/Edit User Data screen. Demographic variables are defined by the administrator.

To enter or edit user demographic information:

1. In the Enter/Edit User Data window, select the correct user from the list of all users on the left, and click Participant Questions. This enables the administrator to enter the participant question responses for each user.
2. For Categorical variables such as position within the company, select a value from the list box.
3. For Continuous variables such as age, enter a numeric value in the text box.
4. Click on the Next and Back buttons to navigate through the demographic variables.

When you have completed all demographics for that user, click Close.

3. Structure Ideas

Participants may use sort cards and rating forms to record their sorting information. The administrator would enter the submitted paper-based data into the program.

Enter Sorts from Cards

(Admin-->Enter User Data-->Manual Sort)

After participants have sorted the statement cards and entered their results on the sort recording form, the administrator may enter the sort data into the program.

To enter sort data from sort recording forms:

1. Select the Admin-->Enter User Data menu.
2. Select a name from the List of all Users on the left side of your screen.
3. Click on the Manual Sort button. (If the person was not assigned to do a sort, this button will not be active. See Assign Sorts and Ratings). You will see something similar to the following screen:

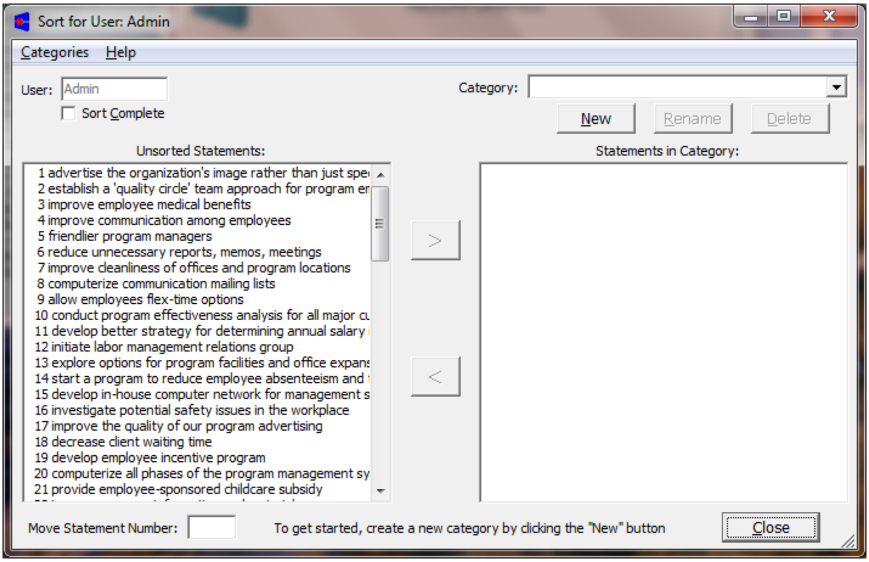


Figure 10. Example of Sort for User screen.

To start a new pile:

1. Click the New button to create a new category.
2. Enter a new category name and click OK.
3. Enter the statements for the current pile.
   Enter the statement ID numbers in the Statement Number text box. As you enter each statement number, you will see the statement appear in the Category box. Alternatively, you can use the left and right arrows in the middle of your screen to move a statement into or out of a category.

To remove a statement from a pile:

1. Click on the statement and then click the left arrow. You may also double-click on the statement to remove it from the pile.

To change to a different category to move statements, rename, or delete:

1. Select the category from the Category drop-down list.

To rename a category:

1. Select the category you want to rename from the Category drop-down list.
2. Click Rename.
3. Enter the new name in the text box and click OK.

To delete a category:

1. Select the category you want to delete from the Category drop-down list.
2. Click Delete. You will be asked if you are sure you want to delete the pile. Click Yes. Any statements in the pile are returned to your unsorted statements list.

When you have finished entering a participant's sort data into the program, you must mark it "complete" for it to be included in your analysis.

To mark a sort as complete or incomplete:

1. When you are finished sorting all statements into piles, check the "Sort Complete Box" on the top left of the screen.
2. If you want to make changes after marking the sort complete, you may click on the 'Sort Complete' box, and the check will be removed. You may then change the sorting of statements. You should mark the sort complete again when you are finished making changes or you will not be able to use this user's sort data in any data analysis.

To exit manual sorting, click Close.

Note: The sorting is automatically saved as the user completes it.

Complete Sort

Before sort data for a user can be used in computing a map it needs to be checked by the administrator and marked as complete.

The administrator should review the sort data to be sure the user completed the sort properly before allowing the compute map analysis to process the data.

As the administrator, if you try to mark complete a sort that still has unsorted statements, you will get a message saying that the sort is not complete and ask if you want all remaining statements to be placed into separate categories. Statements that are placed in separate categories are in effect treated as <u>missing data</u> in the analysis. The program will automatically take care of this function if the administrator answers affirmatively. Categories that are not conceptually related (e.g. "Miscellaneous" or "General") should be separated into individual statement piles.

Note: For a sort to be used in the analysis, the total number of unsorted statements must be less than 25% of the total number of statements.

Note: After a sort is completed, *it cannot be modified* unless the administrator first turns the completed sort status off.

Enter Ratings

(Admin-->Enter User Data)

Select the user that you want to enter rating data for, select the correct rating question, and click Enter Rating. Users can be assigned one or more rating scales at any time during a project (see Assign Sorts and Ratings).

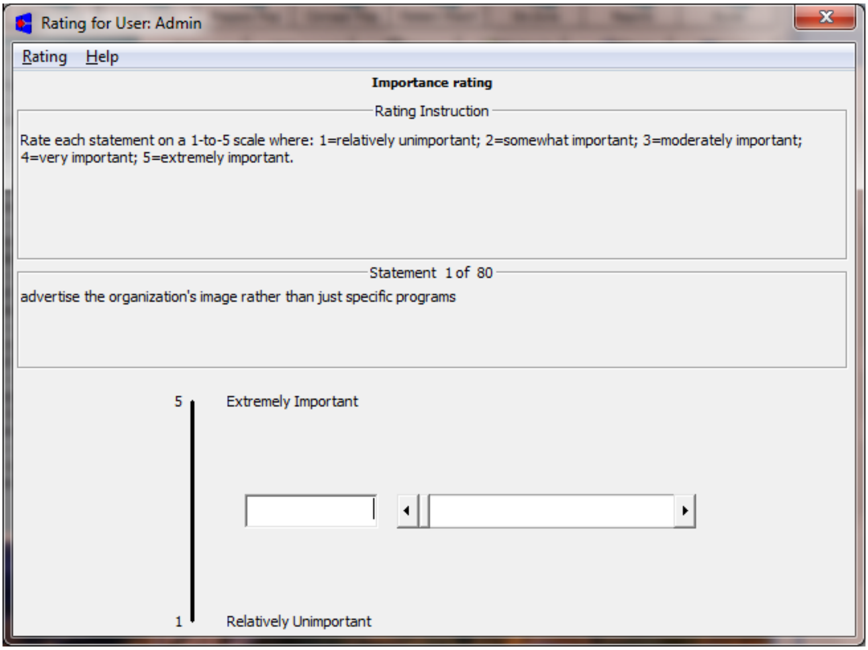


Figure 11. Example of the Enter Ratings Screen

Entering a user's rating information into The Concept System®:

1. If more than one rating scale has been assigned, select a rating scale from the box that displays the ratings. Click Enter Rating. The Rating window will open automatically.
2. Use the left and right arrow keys to navigate through the statements, or use your mouse to click the arrows on the screen.
3. Enter the rating value for each statement, pressing the Right Arrow key or the Enter key after each value to navigate to the next statement.
4. When ratings have been completed for a particular rating scale, the rating data needs to be reviewed by the administrator and checked as complete. (See Complete Rating).

Complete Rating

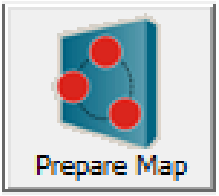
(Admin-->Enter User Data)

Before rating data can be used for analysis, drawing maps, etc., it needs to be marked complete. Each rating a user does must be reviewed and marked as complete before it can be used in map, pattern match, or go-zone analyses. As with sorting, the administrator will need to review rating data before allowing it to be used in the maps or matches. Doing so will help compile accurate data for later analyses.

To complete a rating or to mark it incomplete:

1. From The Concept System® Main Screen, select the Admin-->Enter User Data Menu.
2. Click on the Username for the user in the list box on the left of the screen.
3. If the User was assigned to do ratings, the rating information for that user will be active.
4. Select the rating you want in the rating list box.
5. Click on the 'Completed' check box to make sure it is checked. The program will automatically take you into the rating window.
6. Select the Rating-->Rating Completed menu.

4. Prepare Maps



Mapping Menu

The Mapping Menu allows Administrators to compute maps.

Select Sorts for Mapping

(Admin-->Prepare Maps)

A concept map can be drawn from any subset of at least 10 completed sorts, but it is recommended to have 15-30 completed sorts. For example: you may want to view a concept map that includes sorts from only a certain subgroup of the users.

To select user sorts:

1. **To select one user:** just click on the name.
2. **To select a contiguous group of users:** click and drag your cursor down the list.
3. **To select/deselect multiple users anywhere in the list:** use CTRL-click for each.
4. **To select or deselect all users:** click on the 'Select All' or 'Deselect All' buttons below the Users box. You may select all users by clicking "Select All."

To select sorts based on user demographic variables:

1. In the Condition 1 section, select a demographic variable from the select box on the left.
2. Select an operator (=, <, >, etc.) from the middle select box.
3. Enter search value:
   - If the variable is Continuous (i.e., shoe size), type in the search value in the box on the right.

- If the variable is Categorical (i.e., Employment level), select a value from the box on the right.

4. Click on the Select Users button. (Names of users whose demographic information matches the selected condition will be highlighted).

Example: If you want to select all users who are at the manager level within the company, select the "Level" demographic variable, the "=" operator, and the "Manager" value. Condition 1 would then appear as "Level = Manager."

To select users based on two demographic variables or conditions:

1. Enter Condition 1 as explained above.
2. Select option for Condition 2 (below Condition 1 section):
   - To select users whose demographic information meets the first *and* second conditions select the AND option.
   - To select users that meet one condition *or* the other, select the OR option.
3. Enter Condition 2 in the same way as Condition 1.
4. Click on the Select Users button. (Names of users whose demographic information matches the selected condition will be highlighted.

Example: For an OR condition: To select all of the Managers or all users who have been with the company for more than 5 years, select "Level" variable, the "=" operator, and "Manager" value for Condition1. Click on OR. Then select the "Years" variable, the ">" operator, and put "5" in the box for Condition 2 (note that you want to use the OR button because you want users who are either Managers OR have been with the company more than 5 years).

Select Mapping Options

(Admin-->Prepare Maps)

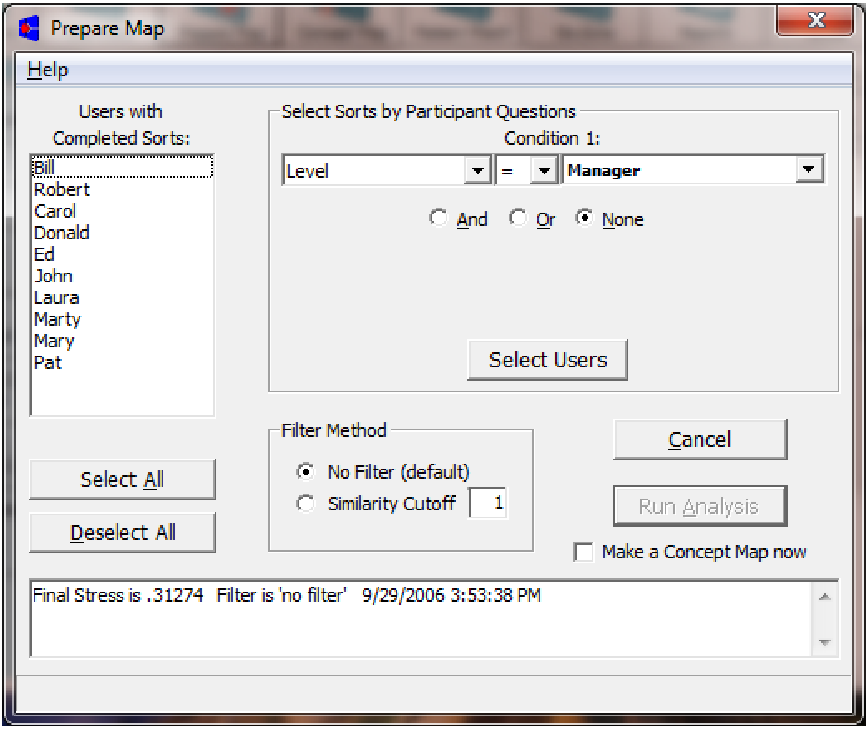


Figure 12. Example of the Prepare Map Window.

The mapping options control how the sort data are aggregated. You have two filtering options:

Filter Method (Select one of the following):

1. No filter (the default). The data are aggregated as described in **Constructing the Input** (in the Help Guide within the Core Software).

2. Specify similarity cutoff. The value that you specify in the similarity cutoff box is applied to the final total similarity matrix. Essentially, values in the similarity matrix at or below the cutoff value are set to

zero for the analysis. If you specify a value of 2, this means that if only 2 or fewer users placed two statements together in a pile, the analysis will treat it as though no users placed the statements together. This effectively filters out spurious relationships between statements. In a project where the subject matter is very ambiguous or where you suspect that there is a lot of noise in the sorts; you might try re-computing maps with a cutoff value of 1 or 2. It would be extremely rare to use a cutoff value greater than 2, unless you have a large number of available sorts for the analysis.

Run Map Analysis

(Admin-->Prepare Maps)

To run the map analysis:

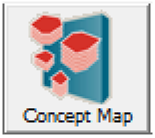
1. Select sorts for mapping.
2. Select Filter Method.
3. Click on the Run Analysis button.

After the analysis is completed, you will see the final stress value displayed in the text box at the bottom of the window.

5. Create and Interpret Maps

To work with maps, select the Concept Map button on The Concept System® Main Screen (or the View-->Concept Maps menu). There are a wide variety of ways you can interact with concept maps.

Create Map



(View-->Concept Maps)

Once the administrator runs the analysis (prepare map), he/she may create a map from the analysis.

To create a map:

1. Select Rating Information for the Map.
2. Select Number of Clusters for the Map (this is necessary for any of the Cluster Maps).
3. Set Map Specifications and Draw the Map.

Select Rating Information for Map

(View-->Concept Maps)

Before drawing a map that reflects rating data, you will need to select the ratings you wish to include in the map.

To select rating information for the concept map:

1. At The Concept System® Main Screen, click on the Concept Map button, or go to the View menu and select "Concept Maps."
2. Click on the Select Ratings tab.
3. If more than one rating scale has been defined for the project, select a rating scale from the Select Rating box.

4. Select which users' ratings you wish to include. You can select all, deselect all, manually select users, or select users by participant questions. (See Selecting Usernames or Selecting Users by Demographics).

Select Number of Clusters

(View-->Concept Maps)

Administrators have the option of changing the number of clusters for maps. Exploring and becoming familiar with the maps will help you determine the number of clusters that best represents the concept map.

To select the number of clusters for a map:

- Select one of the Cluster Maps in the lower dropdown box to make the select number of clusters box editable.
- Click on the up or down arrow in the Number of Clusters box on the Map Settings Tab.

The Map Settings tab allows you to customize the appearance of your maps. From this screen you may specify a wide variety of maps and map combinations. For instance, *you may simultaneously display any point map and any cluster map*. The Map Settings Tab will look like this:

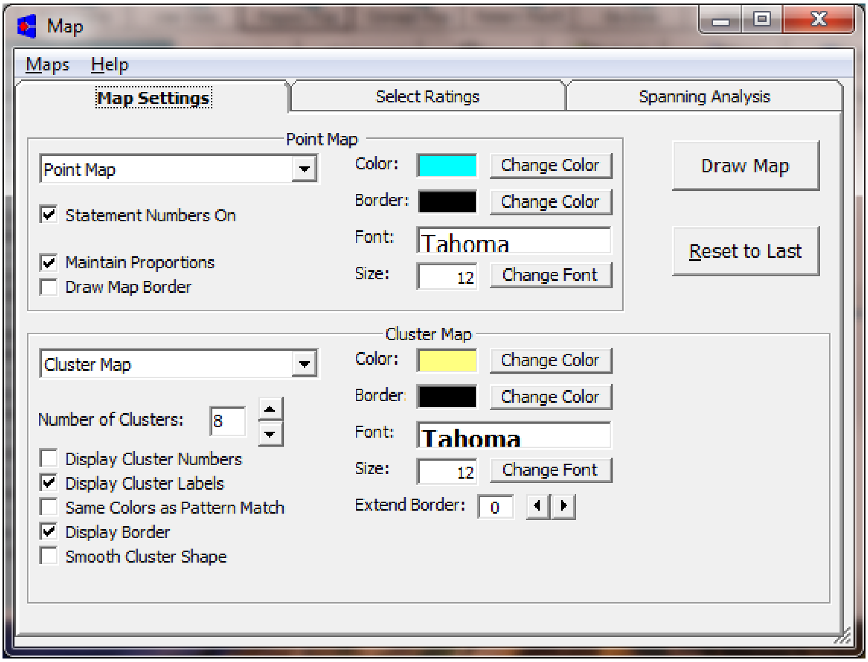
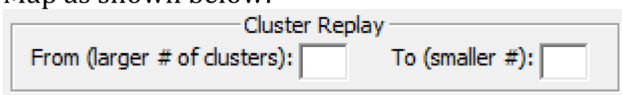


Figure 13. Example of Draw Maps Specifications screen.

To set specifications for drawing a map:

1. Click on the Map Settings tab.
2. Specify point map information using Point Map options:
   - **Point Map Type**: from the Point Map Select box, select Point Map, Point Rating Map, or Point Bridging Map. In order to do a Point Rating Map, you must first select the ratings you want to include. The Point Rating and Point Bridging maps allow you to optionally select whether you want a legend for the rating or bridging layers.
   - **Point Map Font**: to change the font of statement numbers, type the desired font into the font text box or click Change Font.
   - **Point Fill Color**: to change the color of points on the map, click on the Change Color button.
   - **Border:** to change the Point Border Color, Select the Change Border Color button.

- **Change Font Size:** to change the size of the font of your point numbers, select the Change Font Size button.
- **Statement Numbers**: to include the statement numbers on the Point Map, check the Statement Numbers On option.
- **Point Legend**: to add a point legend to point rating or point bridging maps, check the Point Legend On option.
- **Maintain Proportions**: to maintain map proportions, check Maintain Proportions.
- **Draw Map Border**: to draw a border around your map, check the Draw Map Border box.

3. Specify cluster map information using Cluster Map options:
    - **Cluster Map Type**: from the Map Type select box, select Cluster Map, Cluster Rating Map, Cluster Bridging Map, or Cluster Replay Map. To do a Cluster Rating Map you must first **select the ratings** you want to include. The Cluster Rating and Cluster Bridging maps allow you to optionally select whether you want a legend for the rating or bridging layers. If you select Cluster Replay Map you will need to specify the range of cluster solutions you want to replay. For instance, if you want to replay the cluster analysis from 20 clusters down to 5, type 20 and 5 in the appropriate boxes after selecting Cluster Replay Map as shown below:
    

    - **Cluster Fill Color**: to change the color of clusters on the map, click on the Change Color button.
    - **Cluster Border**: to change the cluster border color, select the Change Color button to the right of "Border."
    - **Cluster Map Font**: to change your cluster map font, type in the desired font in the text box.
    - **Font Size**: to change the font size of cluster labels, click on the Change Font button.

- **Number of Clusters**: to change the number of clusters on the map, click on the up or down arrow in the Number of Clusters box.
- **Cluster Numbers**: to include the cluster numbers on the map, check the Display Cluster Numbers option.
- **Cluster Labels**: to include the automatically generated cluster labels, check the Display Cluster Labels option.
- **Same Colors as Pattern Match**: to draw your clusters in the same colors that are used to draw pattern matches, select this option.
- **Display Border**: to draw a border around the map, select this option.
- **Smooth Cluster Shape**: to smooth the edges of the cluster shapes on your map, select this option.
- **Show Legend**: to include a legend for the cluster map, check this option.

When you have selected all the options you desire and customized the map specifications, click on the Draw Map button to draw a map.

Note: If you want to view the map only as a **Point Map**, select None from the Map Type box in the Cluster Map section. If you want to view the map only as a **Cluster Map**, select None from the Map Type box in the Point Map section.

Save Map

Once you have created your concept map you will be able to save the map from the map viewing window. Only one version of the map may be saved at one time. During the Compute Maps step, the project administrator explores different map options and saves the “best” map. The map is saved to the database to be accessed later in the Interpret Maps step.

A saved map is accessed through the following steps:
(View-->Concept Maps, maintain current map settings and click Draw Map).

Note: You must save a map before you can create pattern matches or go-zones.

To save a map:

1. To save a map you first have to draw it. See Set Map Specifications (above) for how to draw a map. When you see the map on the screen, choose Save Map from the Maps menu.
2. The current map is automatically saved to the database. (Use "Load Map" to retrieve your saved map.)

Note: The Concept System® can only save one map at a time.

Copy Map (Print)

(Mapping-->Draw Map)

A map can be copied to the clipboard and pasted into another application. For example, you can copy a map and paste it into any presentation software such as Microsoft PowerPoint for fine-tuning and printing.

To copy a map:

1. To copy a map you first have to draw it. See Set Map Specifications (above) for how to draw a map. When you see the map on the screen, choose Copy Map from the Draw Maps menu.
2. The current map will be copied on to your computer's clipboard.
3. Open the application (word processor, graphics, presentation software, etc.) you will be working with and paste and save the map. You will then be able to print from this file.
4. Repeat the previous process to build a file of maps in other applications for complete documentation or for a presentation.

To print a map:

- To print a map, go to the Maps menu on the map display window and select Print Map B&W or Print Map Color.

Load Map

(View-->Concept Maps)

The most recently saved map can be loaded and viewed by the project administrator.

To load a map:

1. From the Map Settings Tab, click the Draw Map button.
2. Once the Map is displayed, go to the Maps Menu. Click on Load Map.
3. This will return you to the Map Settings Tab to show you the current settings of the saved map you are loading. Select Draw Map to view the saved map.

Interact with Map

(View-->Concept Maps-->Click Draw Map)

To explore the maps in more detail, move the mouse over a point or a cluster and click on the **right** mouse button (or use the keyboard equivalents shown below). Hovering over a point on the map will display the statement text. A popup menu allows the following options:

1. **Category Labels:** Shows the top ten category labels produced by your participants. You can change your cluster labels from this window.
2. **Cluster Statements:** Shows all statements within the selected cluster. You can change your cluster labels from this window.
3. **Find Closest Statements:** Will locate the closest points from the pixel location where you clicked your mouse cursor on the screen.
4. **Run Spanning Analysis:** Shows how frequently points on the map have been sorted together.

5. **Deactivate Spanning Analysis**: Removes the displayed spanning analysis.
6. **Redraw Cluster Boundaries**: Allows you to redraw a cluster boundary to include a point that was previously in another cluster (see below).

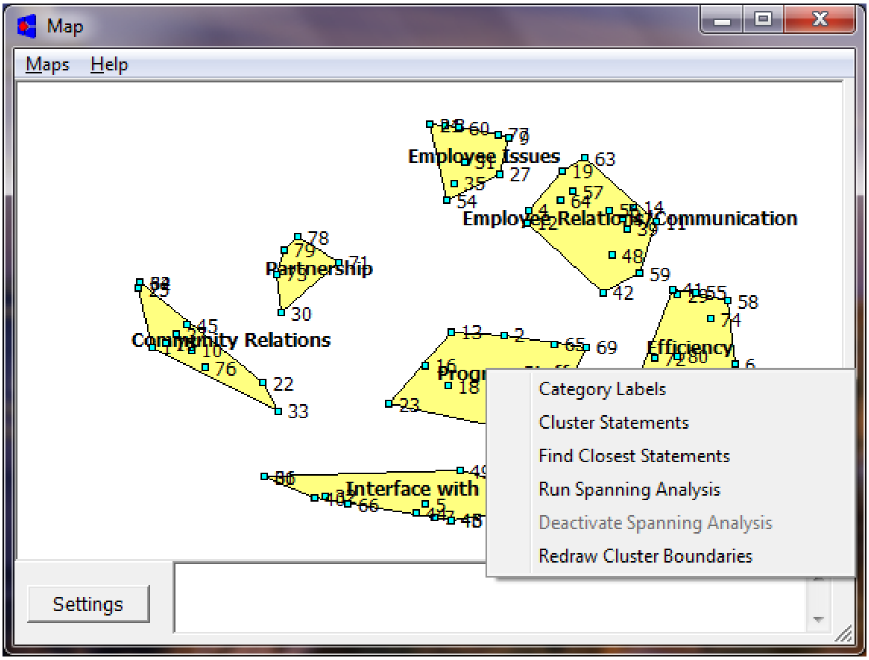


Figure 14 . Example of right mouse click options.

Moving a Statement from One Cluster to Another

When a statement on a map qualitatively seems to belong in a cluster adjacent to the one it is in, you can change its cluster by directly manipulating the data in the database. This does not actually move the location of the statement, but redraws the cluster boundaries to include the statement in a different cluster.

Moving a statement into another cluster:

(View-->Concept Maps)

1. Draw a Point Map and Cluster Map simultaneously. Check Statement Numbers On for the point map and Cluster Labels On for the cluster map.
2. On the map, right-click on the statement number and select the Redraw Cluster Boundaries option in the popup menu. You should see the 'Now In Cluster' label below the statement.
3. Click on the down-arrow in the 'Move To Cluster' list box and select the name of the cluster you want to move the statement into.
4. Click 'Done'. You will be asked if you are sure you want to move the statement. Click 'OK'. The map will be re-drawn with the statement moved into the new cluster. Save the map button to keep this cluster configuration.

Changing the Name of a Cluster

There may be times when the program is not selecting cluster labels that you feel are appropriate, or the best fit, for a particular cluster. These labels can be changed manually on a map. Follow the procedure below to change a cluster name.
The cluster names that are saved in the Draw Maps window of a saved map are the ones that are automatically used in all pattern-matching displays.

Note: Only 1 map can be saved in the database at a time. Every time you draw a new map with different names or number of clusters and save it, any previous changes are overwritten. Save the map with the arrangement and cluster labels you wish to retain.

Changing the name of a cluster from the cluster statement listing:
1. In Map Settings, select a cluster map and draw it.
2. While looking at the map, right-click on the cluster name you wish to change and select 'Cluster Statements' from the menu.
3. In the cluster name box at the top of the window type in, or edit, the name. When finished, hit the 'Enter' key or click on the Done button.

4. You will be asked if you are sure you want to change the name. Click OK. The name will be changed and the revised map will be displayed. Save the map.

You can also change the cluster name when you are looking at the ten best pile labels window. This is an excellent way to review the appropriateness of the cluster names and select one of the alternative best ten names, or create your own, if you so desire.

Changing the name of a cluster from the pile labels listing:

1. In Map Settings, select a cluster map and draw it.
2. While looking at the map, right-click on the cluster name you wish to change and select the 'Category Labels' menu item.
3. In the list of the ten best labels, double-click on the label you prefer. It will be placed into the cluster name box at the top of the window. Alternatively, you can manually edit the cluster name. When finished, hit the 'Enter' key or click the 'Done' button.
4. You will be asked if you are sure you want to change the name. Click OK. The name will be changed and the revised map will be displayed.
5. Save the map to save the changes.

6. Utilize Maps

Matching Menu

The Pattern Match screen allows Administrators to create pattern matches.
To work with pattern matching, select the Pattern Matching button on The Concept System® Main Screen (or View-->Pattern Match). There are many ways to construct pattern matches.

Create Pattern Match

(View-->Pattern Match)

Pattern Match ladder graphs can be created by the administrator once a concept map has been drawn and saved.

To create a pattern match:

1. Select Rating Information for the Pattern Match.
2. Set Pattern Matching Specifications and Draw the Ladder Graph.

Select Rating Information for Pattern Match

(View-->Pattern Match)

Before drawing a pattern match, you need to select the rating information you wish to include on the left and right sides of the pattern match ladder. You must select the rating and users separately for each side.

To select rating information for the pattern match:

1. If more than one rating scale has been defined for the project, select a rating scale from the Select Ratings box.
2. Select Rating Information for the left side of the ladder graph.

- Enter the Left Side Label. Please note that in order to create an Absolute Pattern Match you must draw a relative match first then enter the Minimum and Maximum Values for the left side.
- Select which users' ratings you wish to include on the left side (see below).

3. Select Rating Information for the right side of the ladder graph
    - Enter the Right Side Label. Please note that in order to create an Absolute Pattern Match you must draw a relative match first then enter the Minimum and Maximum Values for the right side.
    - Select which users' ratings you wish to include on the right side (see below).

To select users for either side:

- Follow the procedures to select usernames either manually or by demographic group (see Selecting Usernames Manually or by Demographics).

Set Pattern Matching Specifications

(View-->Pattern Match)

Before a pattern matching ladder graph is created, you need to select the ratings and options you desire for the graph.

To set pattern matching graph specifications:

1. Select rating information for pattern match.
2. Click the Draw Pattern Match button.

To load a pattern match that was drawn previously:

1. From the File menu on the Pattern Match build window, choose Load Graph.
2. Click the Draw Pattern Match button.

To save a pattern match to an external file or copy a pattern match:

1. From the Pattern Matching Display window, select the File menu then choose Save Graph or Copy Graph.
2. Your match settings are now saved in the system or have been copied and are ready to be pasted into another program such as Microsoft PowerPoint.

To view the Pattern Matching Correlation on a ladder graph:

1. Click the Show Correlation check box. (This should be checked as the default setting).

   The pattern match specification screen looks like:

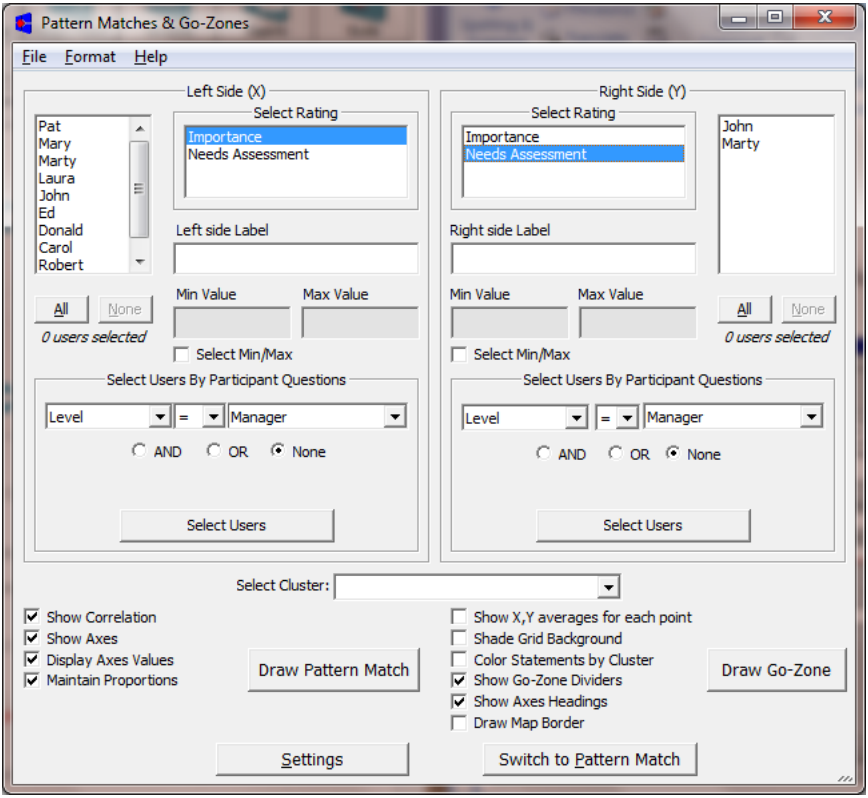


Figure 15. Example of Pattern Matching Specifications Screen

Save Pattern Match

(Pattern Matches & Go-Zones -->Draw Pattern Match)

The project administrator can save a pattern match. The pattern match is saved to the database to be accessed later. A saved pattern match is accessed through the Load Graph option.

To save a pattern match:

1. From the Displayed Pattern Match window, select File then Save Graph. The current pattern match is saved to the project database.

Copy Pattern Match (Print)

(Pattern Matches & Go-Zones-->Draw Pattern Match)

A pattern match ladder graph can be copied to the clipboard and pasted into another application.

To copy a pattern match:

1. From the Displayed Pattern Match window, select File then Copy Graph. The current pattern match ladder graph is copied to the clipboard.
2. Open another application (word processor or graphics) and paste the pattern match, then save it. You can now fine-tune the map and print it.

Load Pattern Match

(View-->Pattern Match)

A pattern match ladder graph that was saved previously can be loaded and viewed by users.

To load a pattern match:

1. From the File Menu, choose Load Graph.
2. Click on the Draw Pattern Match button.

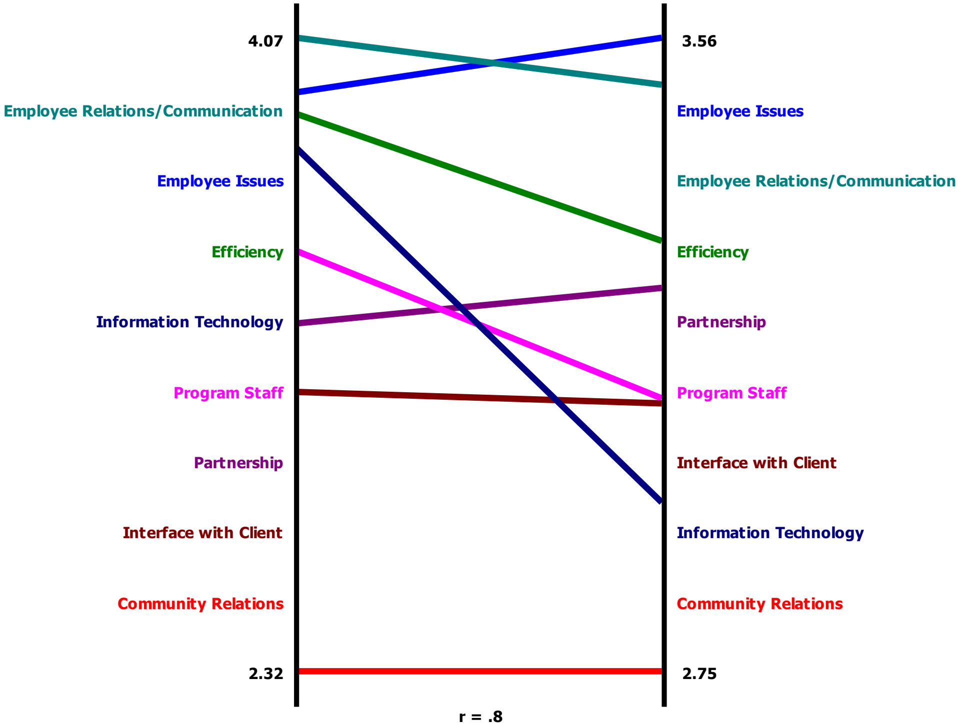


Figure 16. Example of a Pattern Match.

Create Go-Zone

(View-->Go-Zone)

Go-zones can be created by the project administrator **once a concept map has been drawn and saved.**

To create a go-zone:

1. Select Rating Information for the go-zone.
2. Select your cluster or draw the go-zone with all clusters.
3. Click the Draw Go-zone button.

Select Rating Information for Go-Zones

(View-->Go-Zone)

Before drawing a go-zone, you need to select the rating information you wish to include on the left and right sides of the Draw Go-Zones screen. You must select the rating and users separately for each side.

To select rating information for the go-zone:

1. If more than one rating scale has been defined for the project, select a rating scale from the Select Ratings box.
2. Select Rating Information for the X-Axis of the go-zone.
   - Enter the Left Side Label for the X-Axis.
   - Select which users' ratings you wish to include on the X-Axis (see below).
3. Select Rating Information for the Y-Axis of the go-zone.
   - Enter the Right Side Label for the Y-Axis.
   - Select which users' ratings you wish to include on the Y-Axis (see below).

To select users for either side:

- Follow the procedures to select usernames either manually or by demographic group (see Selecting Usernames Manually or by Demographics).

Set Go-Zone Specifications

(View-->Go-Zone)

Before a go-zone graph is created, you need to select the ratings and options you desire for the graph.

To set go-zone graph specifications:

1. Select rating information for the go-zone.
2. Click the Go-Zone button.

To load a go-zone that was drawn previously:

1. From the File menu on the go-zone build window, choose Load Graph.
2. Click the Draw Go-Zone button.

To save a go-zone to an external file, or to copy a go-zone:

1. From the Go-Zone Display window, select the File menu then choose Save Graph or Copy Graph.
2. Your go-zone settings are now saved in the system or have been copied and are ready to be pasted into another program such as Microsoft PowerPoint.

To Show X,Y averages for each point on the go-zone:

- Click the Show X,Y averages for each point check box.

To Shade Grid Background:

- Click the Shade Grid Background check box.

To Color Statements by Cluster:

- Click the Color Statements by Cluster check box.

To Show Go-Zone Dividers:

- Click the Go-Zone Dividers check box. (This should be checked as the default setting).

To Show Axes Headings:

- Click the Show Axes Headings check box. (This should be checked as the default setting).

To Draw Map Border:

- Click the Draw Map Border check box.

The Go-Zone specification screen looks like:

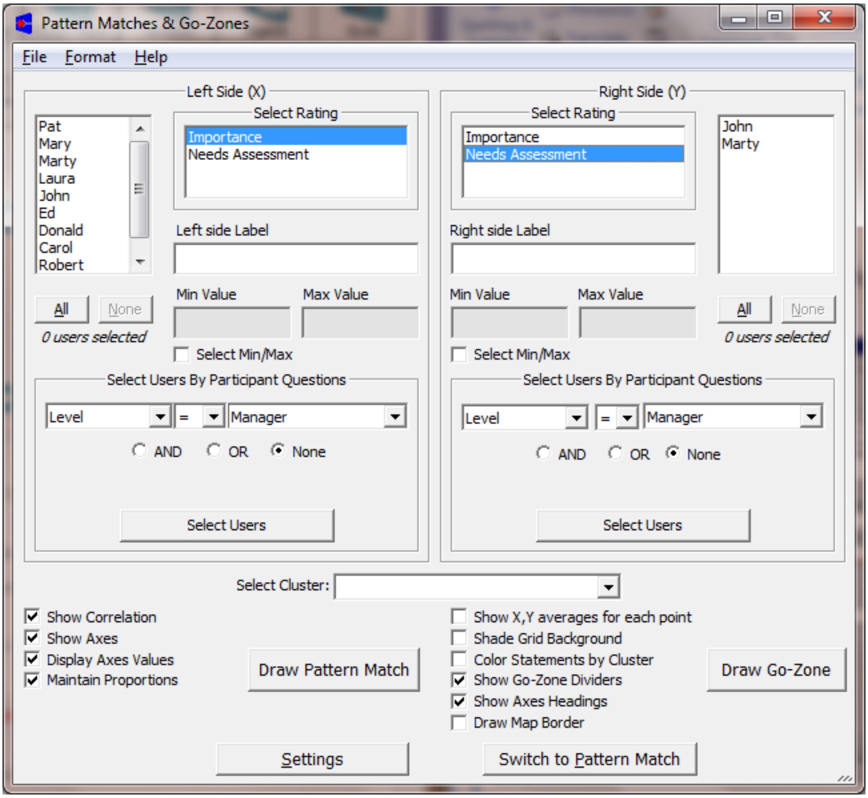


Figure 17. Example of Go-Zone Specifications Screen

File Menu of a Displayed Go-Zone

Save Go-Zone

(Pattern Matches & Go-Zones-->Draw Go-Zone)

The project administrator can save a go-zone. The graph is saved to the database to be accessed later. A saved graph is accessed through the Load Graph option.

To save a go-zone:

2. From the Displayed Go-Zone window, select File then Save Graph. The current go-zone is saved to the project database.

Copy or Print a Go-Zone

(Pattern Matches & Go-Zones-->Draw Go-Zone)

A go-zone graph can be copied to the Windows clipboard and pasted into another application.

To copy a go-zone:

1. From the Displayed Go-Zone window, select File then Copy Graph. The current go-zone graph is copied to the clipboard.
2. Open another application (word processor or graphics) and paste the go-zone; then save it. Now you can fine-tune the map and print it.

To print a go-zone:

1. From the Displayed Go-Zone window, select File then Print Graph (Color) or Print Graph (B&W).
2. Select the printer you want to print to and click Print.

To save as bit-map file:

1. From the Displayed Go-Zone window, select File then Save as bit-map file.
2. In the Windows save as window, enter the file name for the saved go-zone, select the location to save the file, and click Save.

To find a statement:

1. From the Displayed Go-Zone window, select File then Find Statement.
2. Use the Dropdown boxes to select the statement or cluster you are trying to find.
3. Click Find.
4. The statement you are looking for will now appear on the go-zone in red.

5. To show the closest statement, select the statement from the dropdown box then click Show Closest.
6. The program will generate a window showing the closest statements to the statement you selected based on the distance in pixels.

To Export Statements & Zones:

1. From the Displayed Go-Zone window, select Export Statements & Zones.
2. In the Windows save as window, enter the file name for the exported file, select the location to save the file, and click Save.

To Return to the Go-Zone Specification Screen:

1. From the Displayed Go-Zone window, select File then Settings. This will return you to the Go-Zone Specifications Screen and allow you to modify the displayed graph.

To Exit the Graph:

From the Displayed Go-Zone window, select File then Exit Graphs.

Load Go-Zone

(View-->Go-Zone)

A go-zone graph that was saved previously can be loaded and viewed by users.

To load a go-zone:

1. From the File Menu, choose Load Graph.
2. Click on the Draw Go-Zone button.

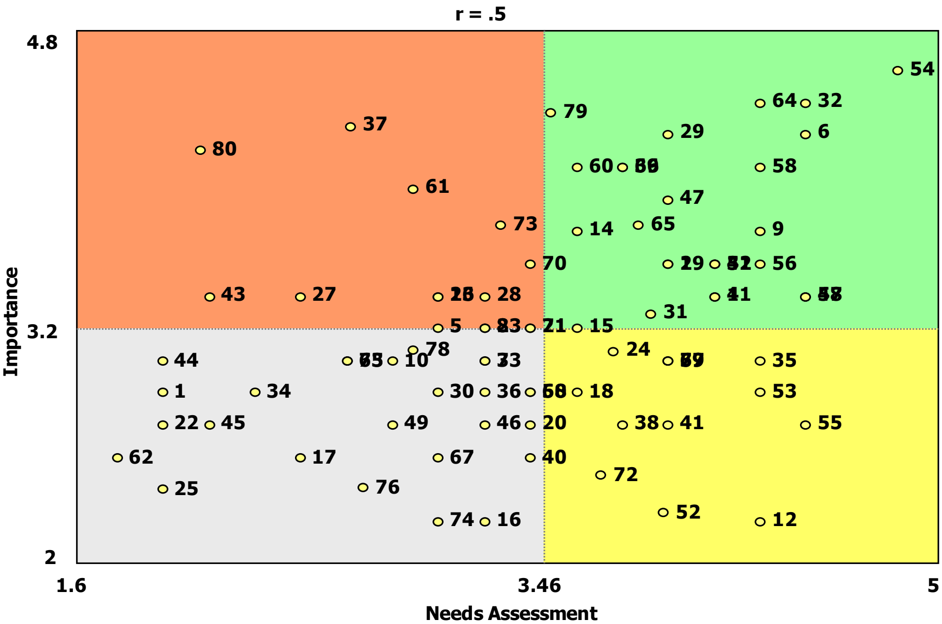
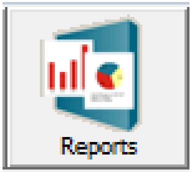


Figure 18. Example of a Go-Zone.

7. Reports



The Concept System© Software allows you to view, print and export reports from the Reports window. Project Administrators can utilize a variety of tables and lists including sort statement cards, rating sheets, statements sorted by cluster, and other customized lists of concept mapping data.

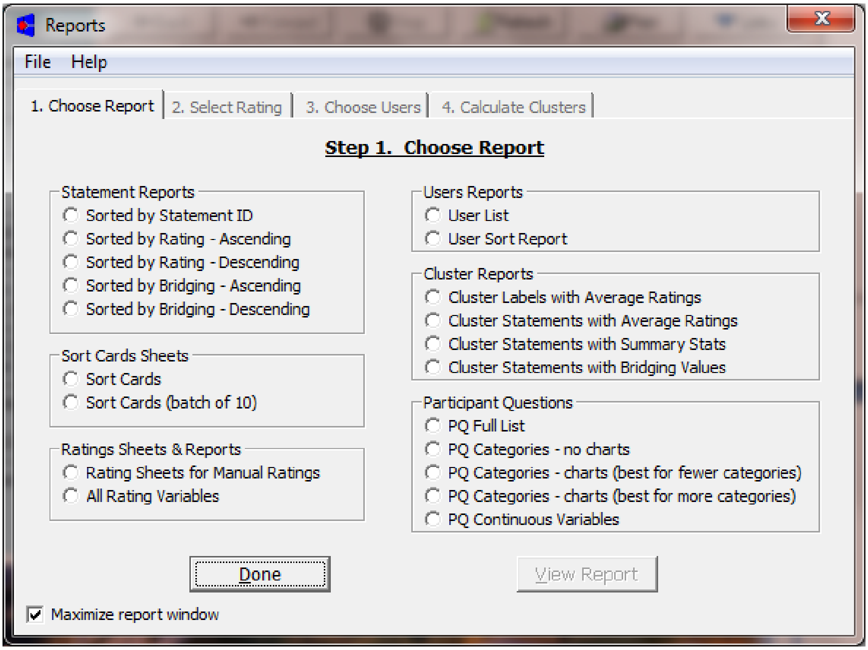


Figure 19. Example of the Choose Reports Tab in the Reports window.

To Access a Report:

1. Click the Reports Button in the top row of buttons on the main screen of The Concept System®.
2. From the Reports window, select the type of report you want to print (Statement Cards, Rating Sheets, etc.)

3. Click View Report or Continue if additional Rating, User, or Cluster data information is needed. Once the necessary information has been input, click View Report.

From the View Report Window:
The project administrator has the options to Print, Export, or Exit the report (by clicking Done).

To Export a Report:
1. Click Export at the bottom of the report display window.
2. Select the appropriate file format of the report and click Export.
3. In the Windows save window, select the file location to save the report and click Save.

Reports:
1. **Sorted by Statement ID**: This report displays the Statements sorted by the Statement ID.
2. **Sorted by Rating – Ascending**: This report displays the statements sorted by a specified rating from the Select Rating tab in Ascending order.
3. **Sorted by Rating – Descending**: This report displays the statements sorted by a specified rating from the Select Rating tab in Descending order.
4. **Sorted by Bridging – Ascending**: This report displays the statements sorted by bridging values in Ascending order.
5. **Sorted by Bridging – Descending**: This report displays the statements sorted by bridging values in Descending order.
6. **Sort Cards Sheets**: Once the statement set has been finalized, the project administrator can produce sort cards directly through The Concept System®.
    - Sort Cards: This report will generate your sort cards in numeric order with 10 cards displaying per sheet.
    - Sort Cards (Batch of 10): This report will generate your sort cards with each sheet displaying 10 cards of the same statement.
7. **Rating Sheets for Manual Ratings**: This report will generate rating sheets for your participants to use in paper-based participation.
8. **All Rating Variables**: This report will display the rating questions and specifications for each rating question.

9. **User List**: This report will generate a list of users, their user ID, and any personal information that was entered into The Concept System®.
10. **User Sort Report**: This report will display each user's sort data.
11. **Cluster Labels with Average Ratings**: This report will display Cluster labels with their averaged ratings for the rating scale that is chosen.
12. **Cluster Statements with Average Ratings**: This report will display the statements by cluster with each statement's average rating for the rating scale that is chosen.
13. **Cluster Statements with Summary Statistics**: This report will display the statements by cluster with each statement's average rating for the rating scale that is chosen. The report also displays the summary statistics for each cluster including a count of statements, standard deviation, variance, average, mean, minimum, and maximum for each cluster rating.
14. **Cluster Statements with Bridging Values**: This report will show the statements by cluster in ascending order by their bridging values. The report also displays the summary statistics for each cluster including a count of statements, standard deviation, variance, average, mean, minimum, and maximum for the cluster bridging values.
15. **PQ Full List**: This report will display each participant question as well as the associated categories for responses.
16. **PQ Categories – No Charts**: This report will display each participant question categorical response, the number of participants that selected each category, and the percent of participants that selected each category.
17. **PQ Categories – charts** (best for fewer categories): This report will display each participant question categorical response, the number of participants that selected each category, and the percent of participants that selected each category. This report also includes bar and pie charts to illustrate the participant question data.
18. **PQ Categories – charts** (best for more categories): This report will display each participant question categorical response, the number of participants that selected each category, and the percent of participants that selected each category. This report also includes bar and pie charts to illustrate the participant question data.

19. **PQ Continuous Variables**: This chart will display the results of each continuous participant question. The results include the minimum and maximum set by the administrator, the count of responses, and the low and high values of the responses. The report also displays the median, mode, average, standard deviation, and variance of the responses. Additionally, the report displays a bar graph of the count of responses for each number in the range of responses.

8. Project Log Menu

(View-->Project Log)

The project log is a listing of the major events in a project. Administrators can use it to help manage the project, keep track of major events, and review progress. Each log entry tells the specific date and time, the Username, and the event.

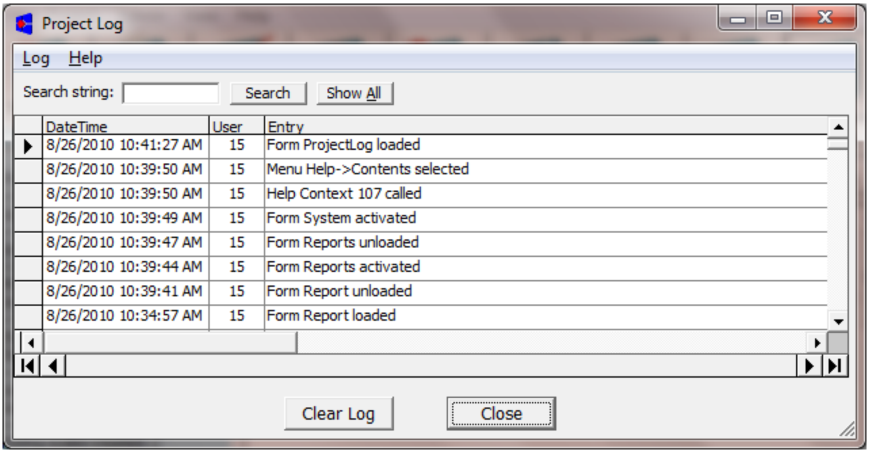


Figure 20. Example of the Project Log Window.