Description of the DESAP-E programme (User-guide)

1. Background.

The DESAP-E program is developed for statistical organisations as the generic tool for survey managers and should support them in assessing the quality of their statistics and considering improvement measures. It is a tool for compilation of a quality profile covering the ESS quality components.

DESAP-E is a tool for data storage and can be effective in comparison of surveys. DESAP-E is the Excel application and opened as a usual Excel file. While opening, the window is displayed as shown in *Figure* 1 and to continue we need to press the button *Enable Macros.*
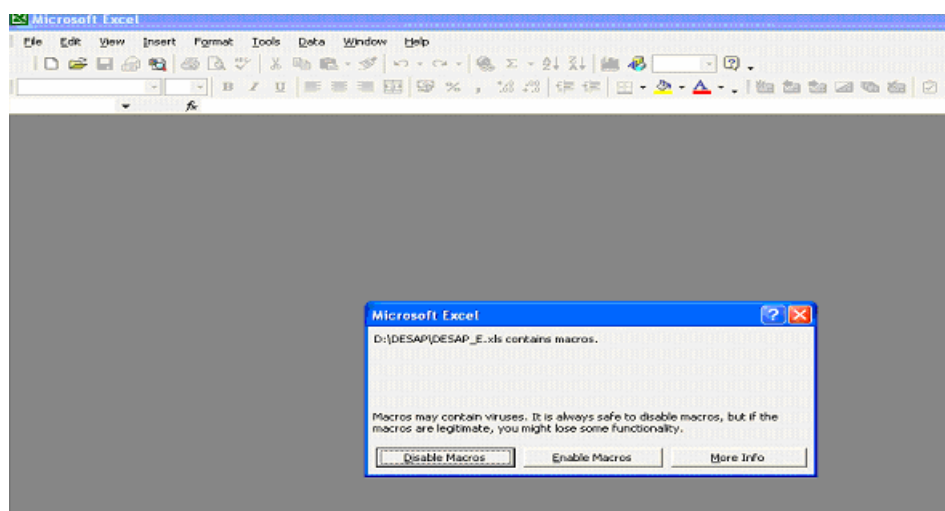

Figure 1. Initial window.

The DESAP-E program is very simple to use and there is no need of additional preparation. The DESAP-E file consists of four sheets*: DATA*, *TEXT*, *CHART* and *PARAM* (see figure 2). These sheets must not be changed and saved, otherwise the programme can cease operation; therefore, they are protected. The name of a file can be changed, users can select the most informative file name for different survey; however, it is recommended not to change names of these four sheets. In the sheet *DATA* the attained results are stored - results of self-assessment. Additional information, without which the programme will not operate, is stored in the sheet PARAM. The sheet *TEXT* is operating and the texts of DESAP are placed. In order to enter a new language the security should be removed for this sheet. More detailed description is given in the menu. A sheet *CHART* is used for the result diagram. It automatically draws the result diagram, using all data contained in the *DATA* sheet and only results of the selected survey are highlighted.
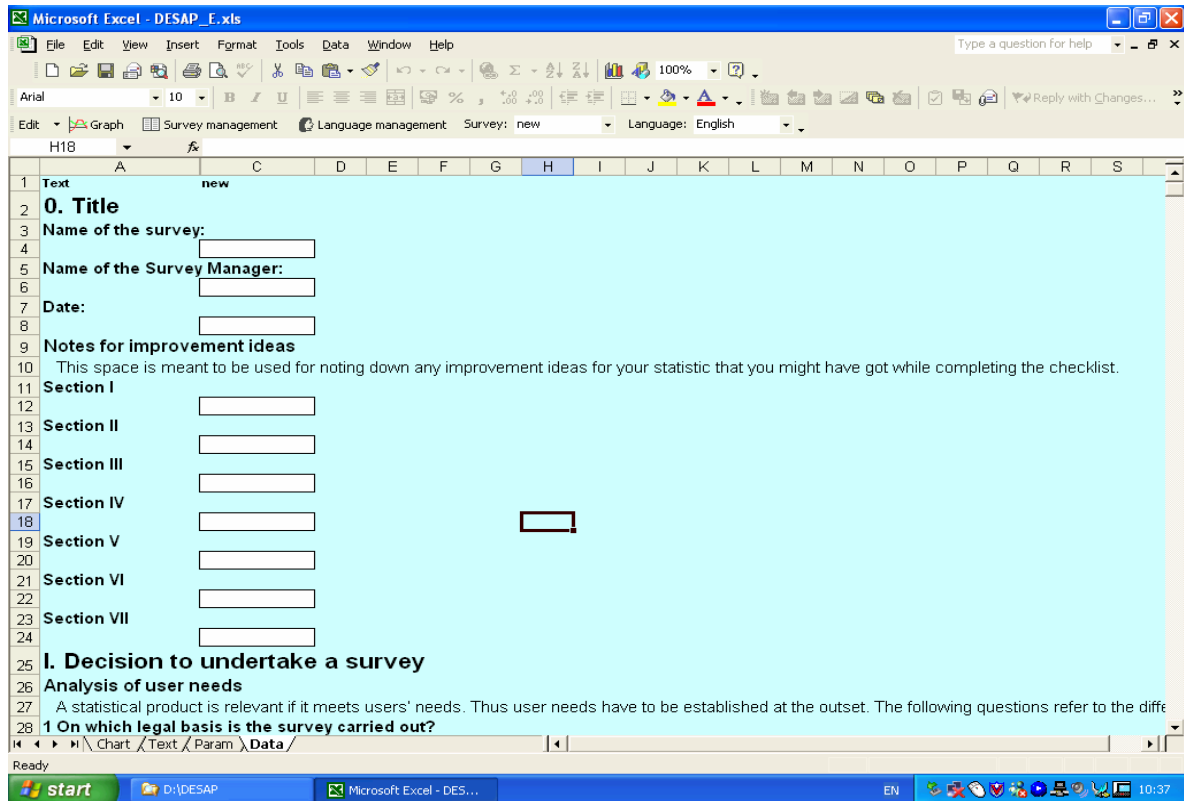
Figure 2. The common view.

Warning. Do not open the second DESAP-E file while the first one is not closed.

2. Menu.

The menu of application is shown in *Figure* 3. The item *Language* is meant for the selection of a language.
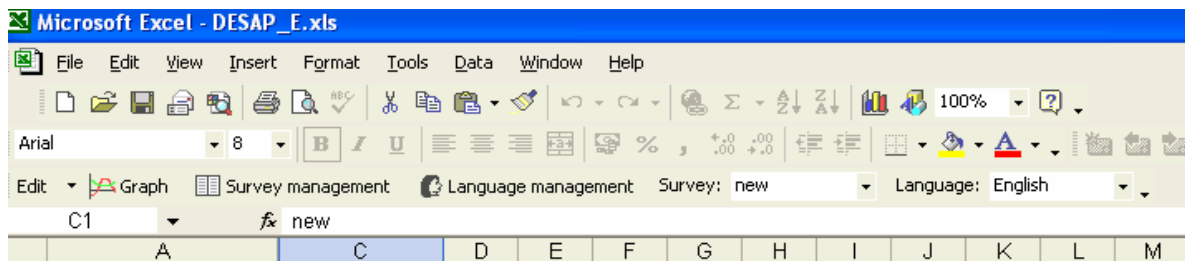

Figure 3. Menu of DESAP-E

The item *Survey* is meant for the selection of a survey when we have results of more than one survey.

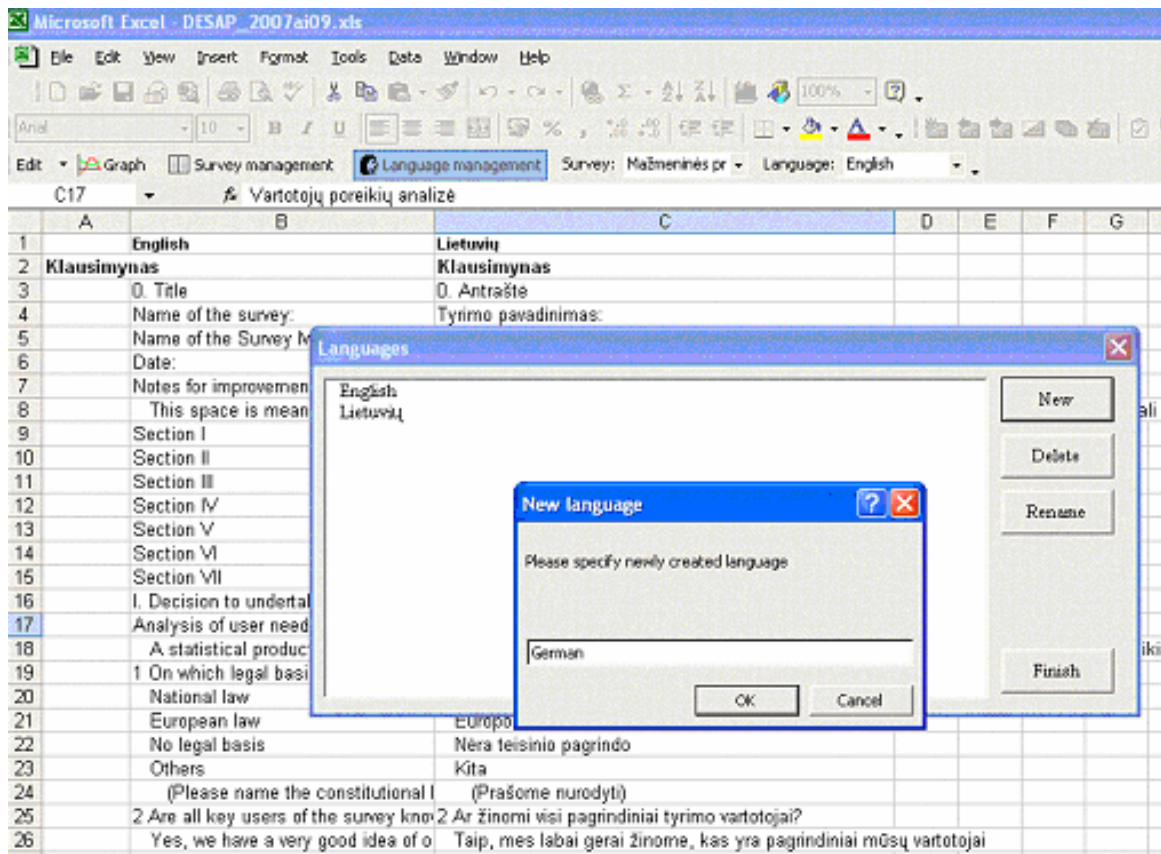The item *Language management* is meant for the entry of the new language.

Figure 4. Language management

     Figure 4 shows the window for the new language entry. Having performed the new language entry operation, the English DESAP text is automatically copied in the empty column of the *Text* sheet, which facilitates the entry of a new language. As the sheet is protected, Protection (Tools/Protection/unprotect sheet) should be removed and the password **Lietuva** is entered. It is advisable to copy the received column as a separate file and prepare a necessary text in the neighbouring column, in this example in the German language. The ready text is copied instead of the English one. Having checked if the received text corresponds to the English one, the language entry can be finished. The Lithuanian text can be removed. It is recommendable to block the sheet again, this time using your own password.

     The item *Survey management* is meant to create a new survey, to copy the existing one or to remove/delete an unnecessary one. Possibilities of this menu item are demonstrated in *Figure* 5-9. Having selected this menu item, a new survey can be entered, an existing one can be copied, a survey can be renamed or deleted. A new survey is entered after the marked one. When you indicate the name of the new survey a question appears if you want to copy the data of the selected survey (see *Figure* 7). When deleting the survey a question is asked if you are sure you want to delete the selected survey.
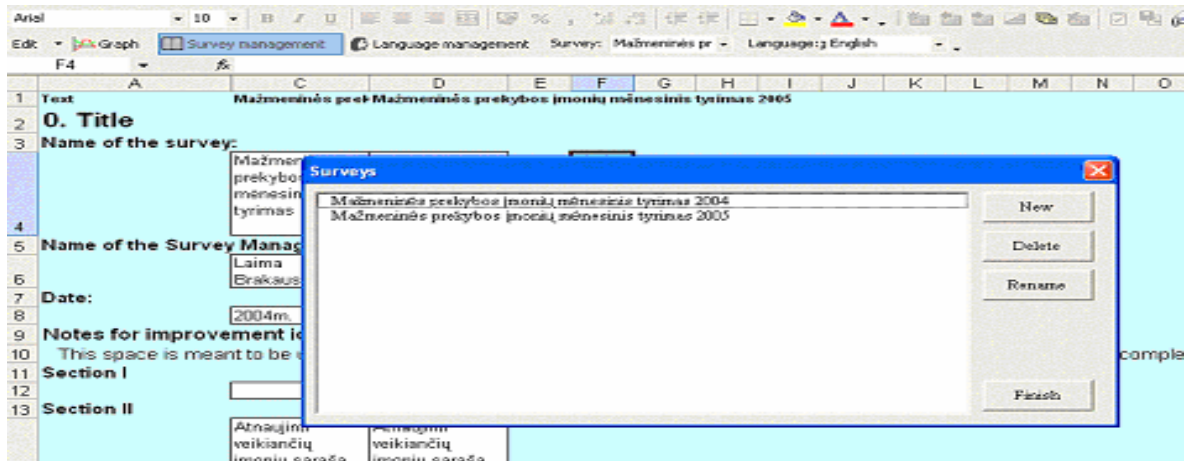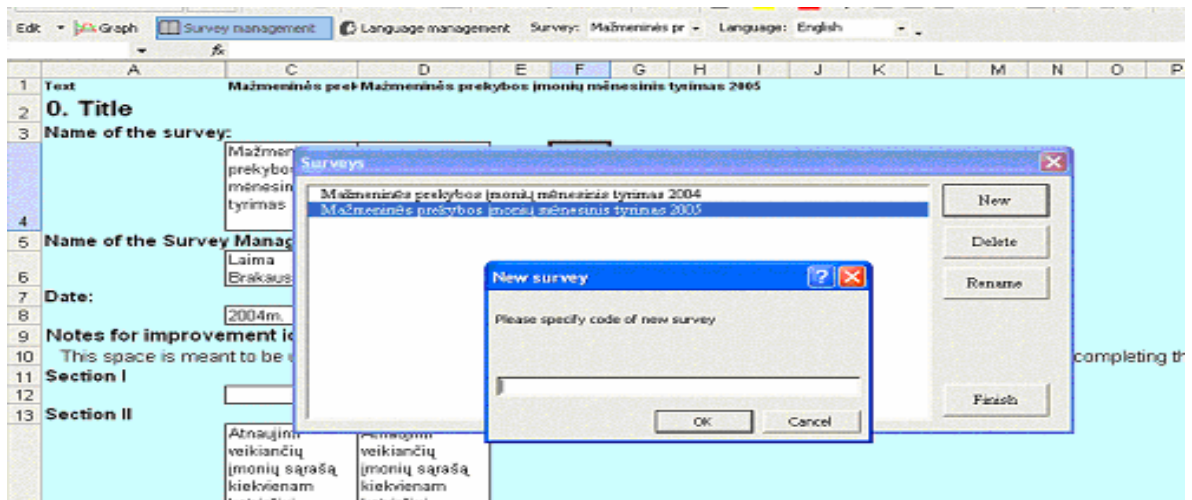
Figure 5. Survey management.

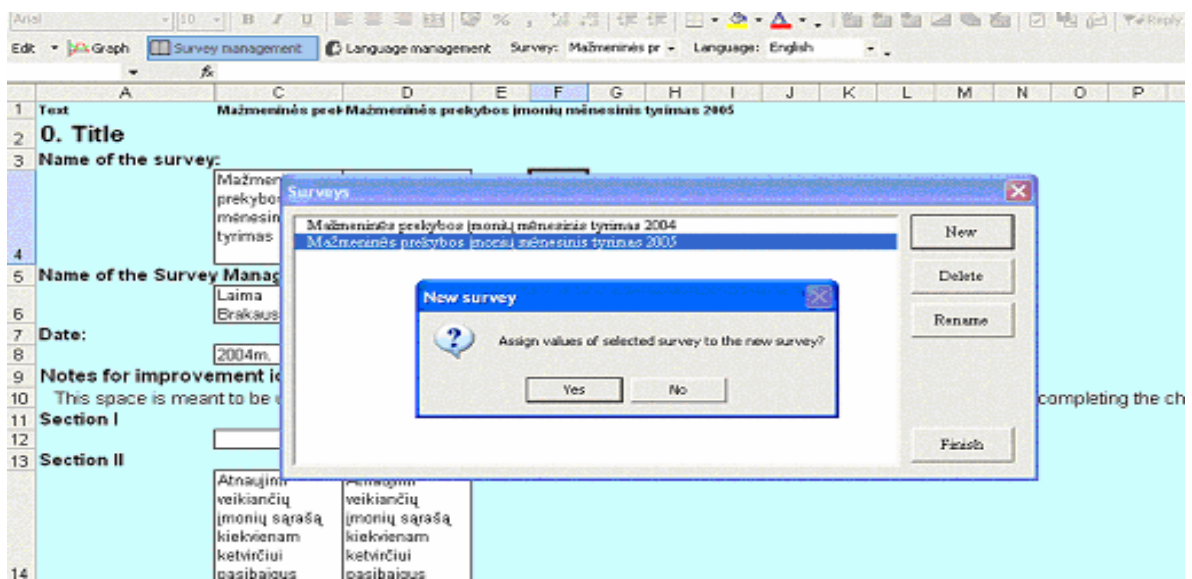*Figure* 6. Survey management/New
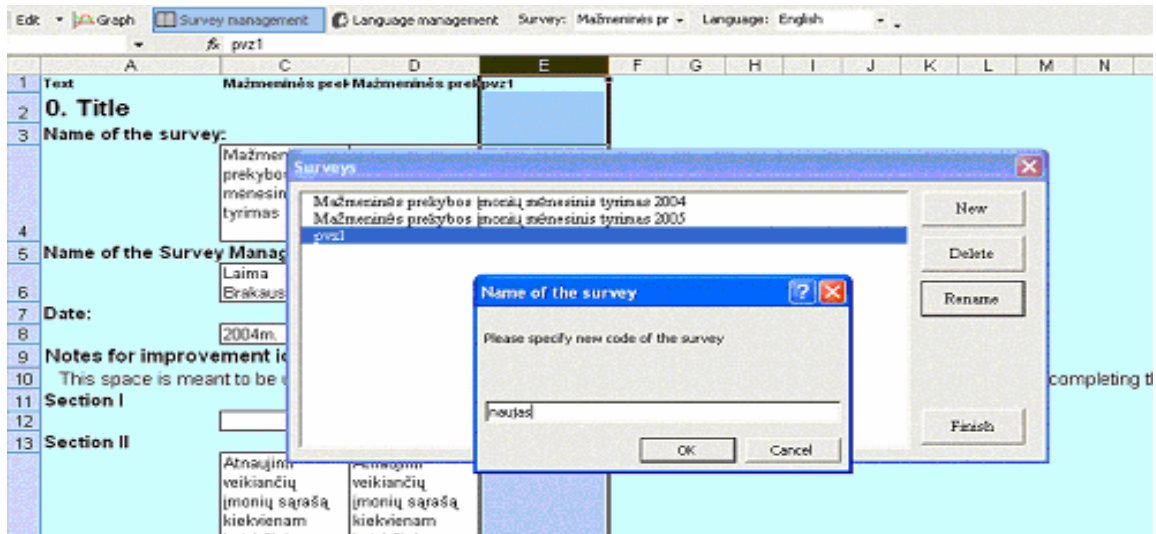

Figure 7. Survey management/New/Copy
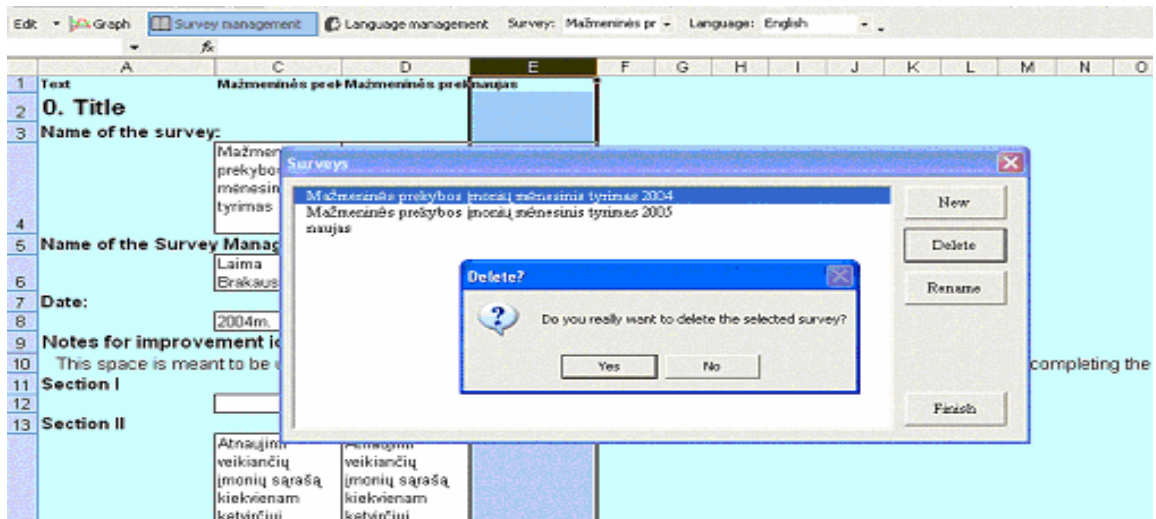
Figure 8. Survey management/Rename

Figure 9. Survey management/Delete

The item *Edit* is meant for data entry of the new survey or editing of the copied data of the previous survey. As already mentioned, it is possible to enter data directly in the *DATA* sheet; however, this is not handy as data are not structured. Having selected the *Edit* procedure, the height of the additional entry sheet can be selected (see *Figure* 10). At default the first value is selected and an additional sheet opens automatically, in which it is possible to browse in separate parts of DESAP (see *Figure* 11). As seen in the picture, depending on the question type, different signs are used to mark the response. Figure 12 shows that pressing a *No* reply to the additional question *Do you use administrative data or register* another theme is moved to automatically.
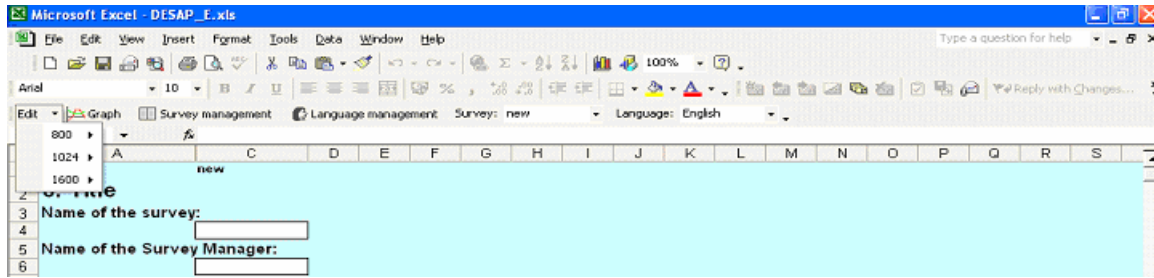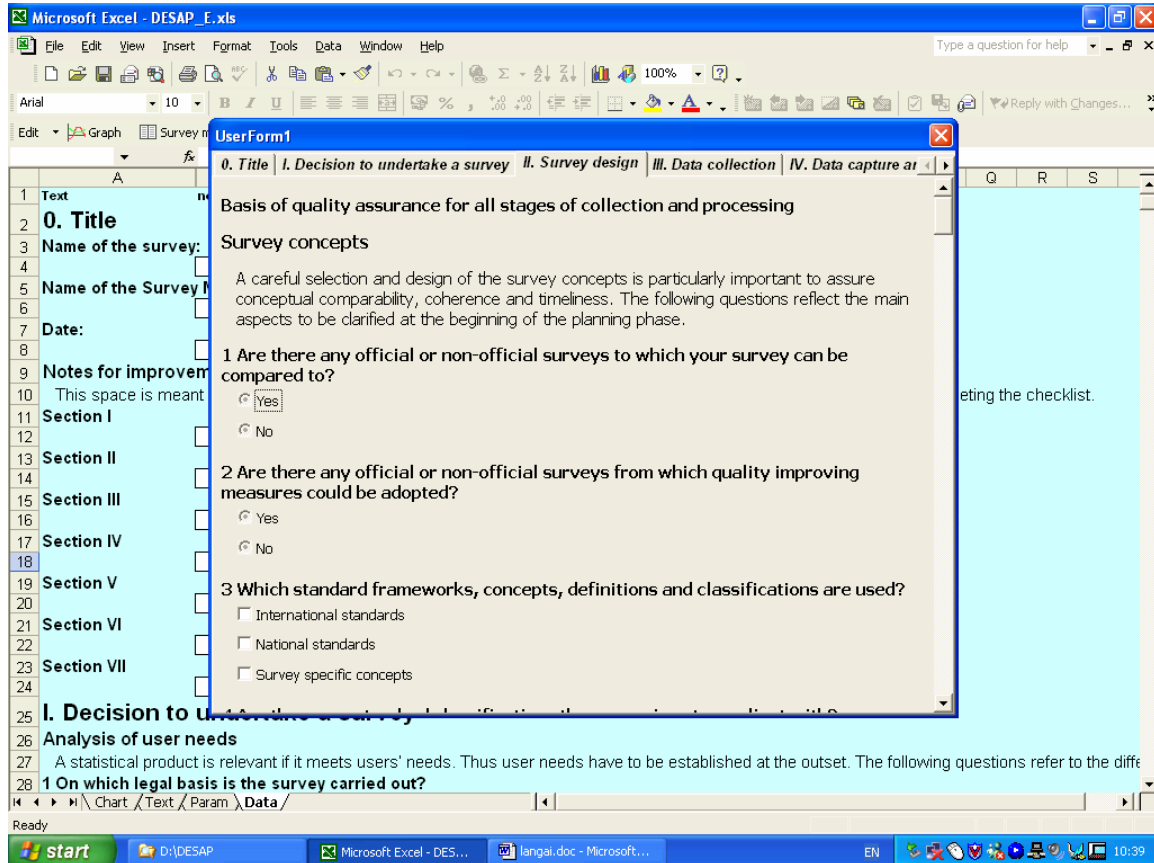
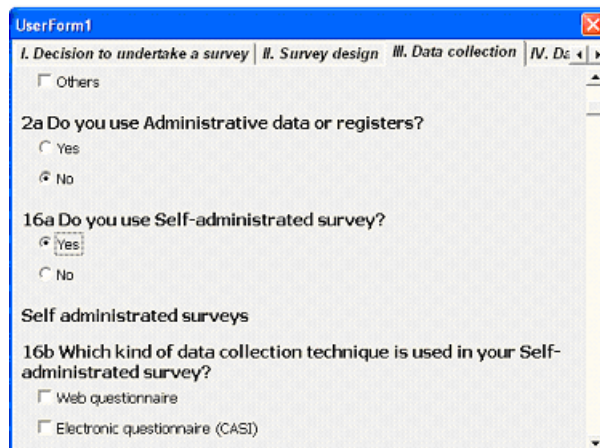*Figure* 10. Edit

Figure 11. Edit/User Form

Figure 12. Edit/Data collection