



Become a Reporting Artist with Dapresy Pro

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# 1 New features in version 5.0

This document describes how to use and implement new and enhanced features in both your new and existing projects in Dapresy Pro.

If you do not have access rights to the screens/features mentioned in this document or if you want to know more about any feature please contact the Dapresy helpdesk and they will be very pleased to help you further.

# 2 General updates

Following general updates have been implemented in all project types in Dapresy Pro.

- 1. Project names have been changed
- 2. Improved data import
- 3. Possibility to create your own colour templates

## 2.1 New project names

In the Create project screen you can now only create project types you have access right to actually work in; in the previous version all existing types were shown in the project type list.

Also, the project types "Brand/Advertiser Express" and "Employee express "have been renamed to clarify their function.

"Brand/Advertiser Express" is now named as shown in the image below. At the moment there is no difference in the actual content in the three sub types but in the future you will find more accurate quick guides and work flows inside the project depending on what type you choose when creating the project.

Tracking/Adhoc

- --Brand/Advertiser
- -- Customer Satisfaction
- -- Mystery Shopping

"Employee express" projects are now named as shown in the image below and at the moment there is no difference in content in the two sub types.

Stakeholder

- --Employee
- --Customer satisfaction

# 2.2 Improved data import

The import data screen has been totally reworked and the new implementation makes the screen both faster and easier to use. The purpose of the new screen is to give more control over the metadata changes in

projects. In the new import you can, before you finalize your import, preview which answer blocks that will be created and which questions will be using each answer block.

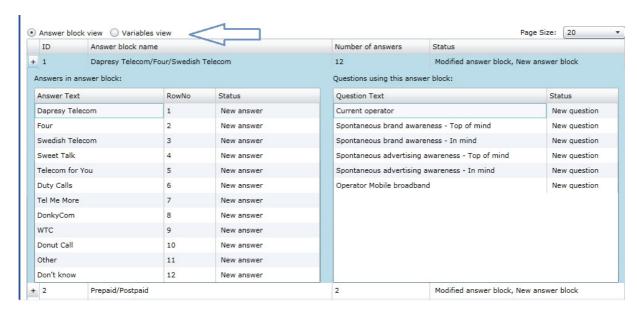
When importing both meta and case data the previous import had 2 steps (Upload and Import), the new import has 3 steps (Upload, import and Confirm). It is in the last step you have the possibility to view the answer blocks and question connections before completing the data import.

The three import steps are described more in detail below.

**Step 1, Upload**: Browse the file and click Upload. After upload all questions in the imported file are shown in a grid, just like in the previous import screen, you can still select to not include some of the variables if so desired.



**Step 2, Import:** Click Import. After import you can see which answer blocks that will be created and which question is using which block. You can view this from both Answer block and Variable view.



**Step 3, Confirm:** If you are satisfied with the Answer blocks that will be created click Confirm and the import process will be finalized. If not you can just select a new file to upload and the import will be cancelled or just leave the screen.

## 2.3 Create your own Colour templates

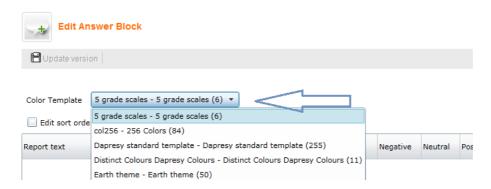
This feature always been in the system but has only been activated for customers with their own install of Dapresy Pro is now available for all clients with administration rights.

The purpose of the colour templates is to set accurate company colours in a faster way. The colour templates are created in the screen shown below and will appear in the "Edit answer block" screen as a selection when setting your colours of all the answer alternatives.

Create templates in: > System Administration > Colour Template > Create

Edit templates in: > System Administration > Colour Template > Edit

In the image below you see how to select a specific colour template when editing an answer block.



# 3 Brand/Advertiser updates

The following enhancements have been completed in the former Brand/Advertiser project type (all features are described in detail in the following chapters):

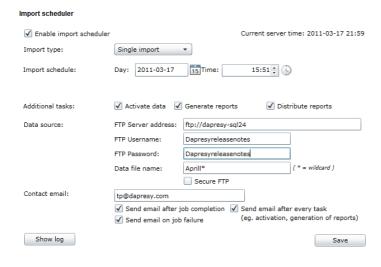
- 1. Automated data imports (the Import scheduler)
- 2. Create Static table reports form Cross Table Tool instead of using the "administration" interface
- 3. Possibility to mix charts and tables in static reports
- 4. Enhanced work flow when creating static reports
- 5. Table Tool enhancements
  - a. Colour coded tables cell formatting
  - b. Possibility to only show mean values
  - c. Use H-filter groups as columns in tables
  - d. Report GAP questions
- 6. Chart creator enhancements
  - a. Use of question blocks in Chart creator
  - b. Use of Grid questions in Chart creator
  - c. Show base size

- d. Flexible chart size
- e. Possibility to hide Moving average and Question texts from chart header
- f. Enhanced date controls
- 7. Open ended report enhancements
  - a. PDF export
  - b. Additional output columns
- 8. Variable subsets
- 9. Report navigation selected H-filter groups remains
- 10. Updated chart names

## 3.1 Automated data imports

Now data imports can be automated and scheduled to avoid manual work, when for instance updating a tracking project every week. The scheduled imports can be done as often as one time a day or as minimum one time per month. The Scheduler will search for a SPSS file in a FTP site so you or your data collection tool or Your just need to export the .sav file to a FTP site to be able to start using the automated data uploads.

The new screen for setting up automated data uploads is named "Import scheduler" and the path to the screen is as follows: > Project Administration > Data > Import Case Data > Import Scheduler



When an automated data import is performed the project will be un-distributed automatically during the data load. Then you can select when setting up the import job if the Dapresy Pro should activate the data, if the reports should be Generated and if the reports should be Distributed when the job is completed. You select what actions shall be done based on your needs.

#### Work flow in screen:

- 1. Check the field "Enable import scheduler" to enable the automated job in your project.
- 1. Select if you want to do a
  - a. Single import
  - b. Weekly import you can select to do it up to 7 days a week
  - c. Monthly import you can select 1 date a month
- 2. Select what time the import should run
- 3. Define what tasks to perform
  - Activate data: the new imported data file will be activated plus already activated data. If this option is selected only new respondents should be included in the imported file to avoid duplicates
  - Generate reports: All the static reports (both tables and charts and including My Reports) and the default Chart creator chart will be generated.
    - Note: If a report is un-distributed before the import job starts it will not be Generated
  - c. Distribute Reports: All the reports that were Distributed when the import job started will be distributed when the job is completed
- Define the relative path on the FTP server (include folder names in the path if the file is placed inside any folder in the FTP server) and username and password
- 5. Define the name of the SPSS file that system will be looking for. Use \* as wildcard. E.g. if the SPSS file is named like [project name]\_[time stamp].sav you just enter the project name followed by the \*( "[project name]\*") and the file will be imported for based instance everyday if the data collection tool exports a .sav file to the ftp with the same naming logic.
- 6. The Secure FTP checkbox needs to be unchecked if your ftp server does not support encrypted (SSL) FTP transfers.
- 7. Enter a contact email address the status emails will be sent to.
- 8. Define which events should trigger an email send out to the defined email address.
- 9. Click Save

Note 1: the automated data import does not handle meta-data changes. If a meta-data change is present the file must be imported manually.

Note 2: If an imported file contains errors the import job will be cancelled and an email with information will be send out to the given email address. In the email, the complete error message will be shown to explain what went wrong. N.B. As the first step in the import job is to un-distribute all the reports all reports will remain un-distributed if the job fails.

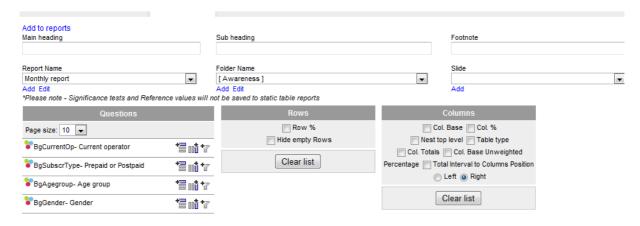
Note 3: If several .sav files match the given wildcard selection only the first file will be imported.

Note 4. On the FTP site an successfully imported .sav file will be renamed with the prefix "Imported\_" and a file that fails will get the prefix "\_error\_" to make it easily to see which files are new, which have been successfully imported or not.

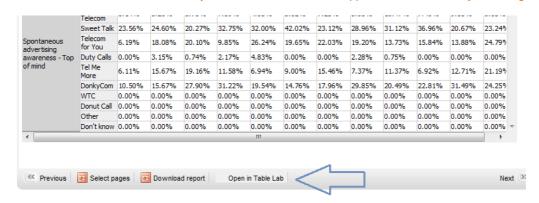
# 3.2 Create static table reports from Cross Table Tool

In previous version of Dapresy Pro static table reports were created in the "Setup report screen". Now those tables can be setup from a Cross table tool instead. This saves time and is also much more user friendly.

To create a Static table you first need to create a Cross Table tool, then you will find the needed controls in the top of the Cross table tool screen. Only Administrator users will see these controls. The work flow of adding a table to a static report works in exactly the same way as when creating a static chart from the Chart creator tool.



From the static table report you can click "Open in Table Lab" (which is the same approach as Open in Chart Lab). This feature is always activated for the Administrator users but can be inactivated from the Report Holders if needed in the screen: > Project Administration > Status/Approval/Distribute > Project Settings



# 3.3 Mix charts and tables in static reports

Now you have the possibility to mix chart slides and table slides in the same static report. The previous report named "Static charts" has now been renamed to "Static charts/tables" and when adding charts or tables to a static report via the "Add to report" feature in Chart creator and in Cross table tool

the complete report is shown even if it is a chart slide or table slide. In the image below you see one example where both tables and chart slides have been mixed.



# 3.4 Enhanced work flow when creating static reports

The work flow of creating static reports has been enhanced in four areas which saves time and minimize the risk of mistakes, the work flow improvements are:

- 1. No loading times when changing tabs in Chart Creator (e.g. Questions, Filters, Settings and Add to reports)
- 2. When saving a chart/table to a static report the image is saved directly and there is no need to generate the report afterwards. Generate reports only needs to be run when new data loads are performed. The exception to this rule is in H-filter projects where report generation must still be done after report creation.
- 3. New date controls in Chart creator make date selections faster. If the Chart creator shows for instance "Last 52 weeks" the same settings are the default in the "Time period" list in Add to reports" area. This avoids forgetting changing time period from static to the desired one.

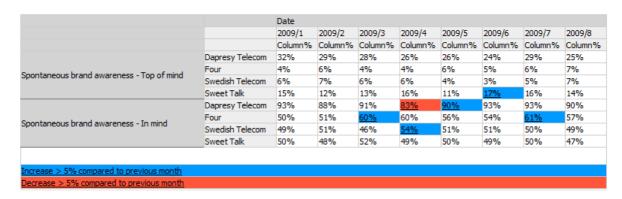


4. A complete Static report can now been copied, before it was only possible to copy folders and slides. Filters can be changed in a complete report, before this was only was possible at the Folder and Slide level.



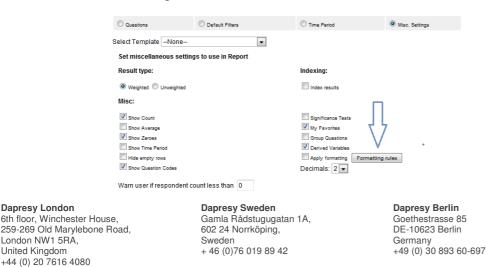
#### 3.5 Colour coded tables

Now the cells in the tables (both static and in Cross table tool) can be formatted based on the values in the cells. The formatting can be based on the difference against a value in a statically positioned column (like a Total), a floating column (like previous month) or a fixed value (like a target value). Further down in this chapter you see some examples of rules/formulas that can be applied.



When creating a Cross Table tool you can pre-define the formatting rules in "Setup reports" screen. If no rules are created in Setup reports the rules can be created directly from the end user view (the Cross table tool) so it is not an absolute requirement to define the rules in Setup reports. From the end user view, the user can also delete/change the predefined rules if those exist, but those rules that are not created in Setup reports will get lost if leaving the current Cross table Tool page.

The image below shows where to define the formatting rules in Setup Reports.

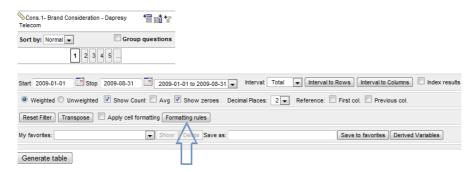


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The image below shows where to define the formatting rules in end-user view (Cross table tool):



To apply the formatting rules to a table the option "Apply cell formatting" needs to be checked (on the left of the arrow in the image above).

When setting up a rule the following has to be defined

- 5. Name (will be shown in the table legend)
- 6. Formatting criteria
- 7. What type the rules is valid for
  - a. Count
  - b. Average
  - c. Percentage
- 8. Style of the cell if it fulfils the defined criteria

# Setup a rule – a criteria for formatting the cell

A cell value can be compared either to fixed number or to values in other columns. When comparing to cells in other columns use 'Cn' nomenclature (n = column index (e.g. firs t column is c1,second is c2, fifth is c5 etc)) for predetermined column indexes, C1 is the leftmost column. Use C-n (C+n) format to compare cell value to value in cell which is located n columns to the left (right) (e.g. C-1, C-2, C+2...).

Arithmetic operators supported are + (for addition), - (for subtraction), \* (for multiplication) and / (for division)

Supported comparison operators are > (larger than), < (smaller than), = (equal to) and <> (different than). Multiple conditions can be chained (combined) using "AND" and "OR" keywords.

Formatting is based on rounded values (the values shown in the cells). If a value fulfills the criteria in multiple rules the first one will be applied.

Some examples of formatting rules are listed below:

X>90

Formats the cell if the value is greater than 90

X > = 90

Formats the cell if the value is greater or equal to 90

X>C1

Formats the cell if the value is greater than the value in leftmost column

X>=C1

Formats the cell if the value is greater than or equal to the value in the leftmost column

X>C-1

Formats the cell if the value is greater than the value in previous column

X>=C-1-5 AND X<=C-1+5

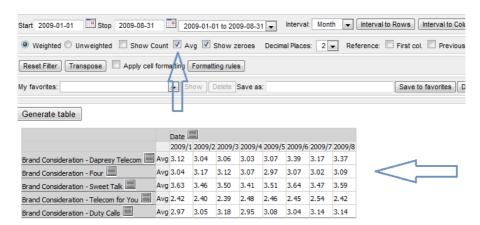
Formats the cell if cell value is within +-5 compared to the value in previous column

X>=C-1\*0.95 AND X<=C-1\*1.05

Formats the cell if cell value is within +-5% compared to previous column

## 3.6 New possibility to only show mean values in tables

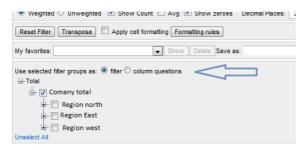
In previous versions of Dapresy Pro it was not possible to show only mean values on their own. That has now been enhanced so if only the "Avg" options is checked in the Cross table tool and not Column% or Count, only mean values will be displayed in the table like in the example below.



# 3.7 Use H-filter groups as columns in tables

In H-Filter projects the organizations/units could only be used as Filters in the Cross table tool in previous version of Dapresy Pro but now the user can select if the H-filter units/groups should act as columns or as Filters.

The selection (Filter or Column) is made just above the H-filter tree in the Cross Table tool as shown in the image below. In "Setup reports" screen the default option can be defined as well.



## 3.7 GAP question reporting in tables

GAP questions can now be created in Dapresy Pro and reported in tables. The GAP calculation is based on 2 questions, the mean value of Question X subtracted by the mean value of Question Y. The calculation is based on calculated values per question and not respondent by respondent.

The GAP questions are created in the screen > Project Administration > Report Objects > Derived Variables > GAP questions

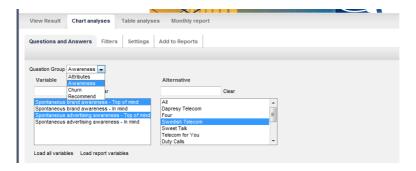
To use GAP question in a Cross Table tool you need to add them in Setup reports in tab Questions as shown in the image below:



Note: Gap questions can only be shown as rows in tables and results only appear if the table shows mean values.

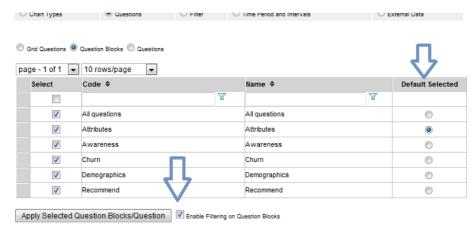
# 3.8 Use of question blocks in Chart Creator

Now Question blocks can be used in Chart creator for grouping questions which makes it much easier for the user to find the desired questions in the Chart creator when analyzing data.



The question blocks are created as before in the following screen: > Project Administration > Questionnaire Administration > Question Blocks > Create

To use Question Block grouping in the Chart creator that is defined in the Setup report screen in the Question tab (see image below). Select which question blocks to use and check "Enable Question block filtering". You will also need to select which question block that should be default selected when entering the Chart creator tool. In next step when selecting a default question only questions in the default selected question block can be picked.



# 3.9 Use of question Grid questions

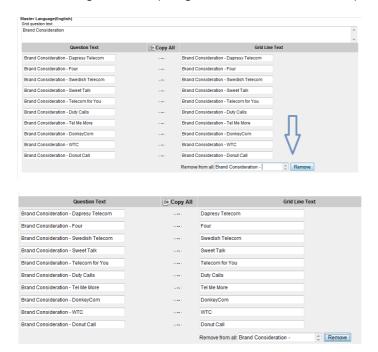
Several questions can now be grouped together to a Grid question and be used in the Chart creator tool. This gives several benefits, for instance repeated "grid texts" can be removed from charts and it is much easier to pick out desired questions when creating analyses in the Chart Creator.

Grid questions are created in the following screen: > Project Administration > Questionnaire Administration > Grid Questions > Create

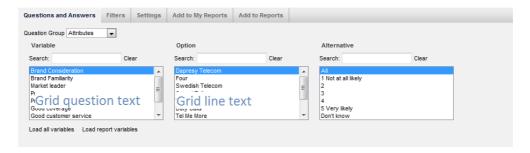
Workflow for creating Grid questions:

- 1. Enter a name and code
- 2. Select questions. Note; all question in a grid must share answer block or be Open Numeric
- 3. Define sort order of questions within the grid

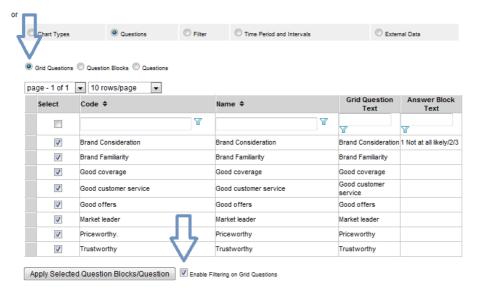
4. Define the Grid question text and the Grid line text. In the bottom of the screen you can easily remove parts from the original question text, see images below (image 2 shows the final result).



The image below shows where the Grid question text and the Grid Line text is shown in the Chart creator Tool.



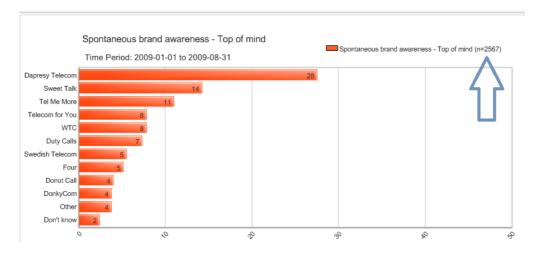
To use Grid questions in the Chart creator that is defined in Setup report screen in the Question tab, see image below. Select what Grids to use and check "Enable Filtering on Grid Questions". If you don't check "Enable Grid filtering" all questions will appear as standard questions. (The "Grid" option (the radio button) only appears if the project has at least one Grid question.)



A Chart creator cannot show both Grid and regular questions at the same time, so if both Grid and non grid question need to be used in the same Chart creator those questions need to be put into different Question blocks and filtering by Question block must be enabled as well.

#### 3.10 Show base size in charts

Finally the base size can be shown in charts; all ad-hoc charts (non-time series charts) support this new feature.



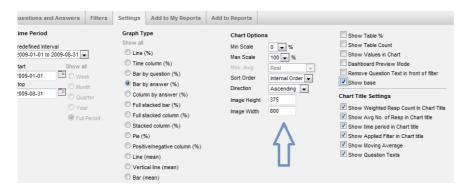
To show the base just check "Show base" as shown in the image below. If you want to show base as default in a Chart creator that can be defined in the Setup Report screen in the Chart tab.



If you want to show base size in time series chart the previous option "Average number of respondents per time period" should be used.

## 3.11 Change chart size

The chart size can now be adjusted which is very powerful when several series are shown in a chart, as the question/answer text sometimes is not displayed for reasons of legibility as the charts never overlap axis labels. To resize a chart you just define the width and height in the Setting sheet in the Chart Creator, see image below. If you change the chart size and save the chart to a Static report, the new size will of course be used in the Static report as well.



In Setup reports you can change the default chart size in a Chart creator in the Chart tab.

# 3.12 Possibility to hide Moving average and Question texts from chart header

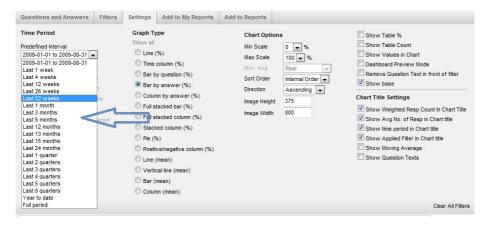
In previous Dapresy Pro version items like "Time period" and "Average number of respondents" could be hidden in the chart header to apply a chart layout suitable for the present project. Now these options has been enhanced so also "Moving average" information and the actual "Question text" can be hidden from the chart header as well. Hide the items by un-checking the boxes shown in the image below.



Note: Hiding Question text means in some cases that the it is the answer text that is hidden instead. For instance when several questions and one brand/answer alternative is selected, as in that case the answer text is shown in the chart header.

#### 3.13 Enhanced date controls in Chart Creator

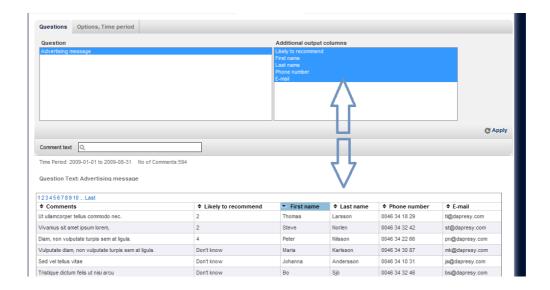
The date control in Chart creator has now been enhanced to make it easier to select a specific time period. In previous versions only a start and a stop date could be defined but now the user can ether select a custom start and stop date by using the calendar controls or select any of the default time periods like "Last 52 weeks". As usual, the "Last 52 weeks" is based on respondent dates in the project and not the present date.



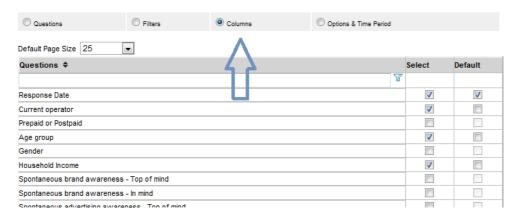
# 3.14 Enhanced Open ended reporting

#### Additional output columns

In the Open ended reporting, Open ended variables can now be crossed with any other type of variables (Open ended, Open numeric and any type of categorical question). An example of this is shown in the image below, where the open ended comment is crossed with open ended variables such as Name and Email address and a categorical question ("Likely to recommend").



As shown in the image above the end-user can select which questions to show as columns. Which questions are available in "Additional output columns" box is defined in the Setup report screen in "Column" tab, see image below.



Note: In previous Dapresy Pro version the respondent date was shown in a column automatically in all result tables but now that is optional. To include the respondent date as a column the Respondent Date variable has to be selected in Setup report as a "Column", see image below.



## **PDF Export**

The Open ended comments can now be exported to both Excel and PDF, in

the previous version only Excel export was present. The PDF download button is shown beside the Excel download button

- 1. Open ended report enhancements
  - a. PDF export
  - b. Additional output columns

The table is exported in portrait format as long as possible but if the table has too many columns the PDF export will automatically use a landscape format.

#### 3.15 Variable subsets

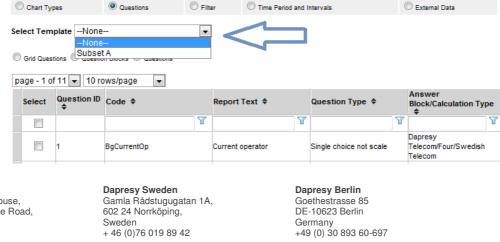
Variable subset functionality lets you limit which answer alternatives will be used in the reports. This feature is similar to the previous function "inactivate questions/answers" but with the difference that Variable-subset is defined per report while "inactivate questions/answers" is per project. It is perfect for use in, for instance, multi country projects where parts of the brand list should be hidden in some Chart Creators/Cross tables only or in syndicated surveys where Report Holders should not see all the brands, or whenever you have a need for just hiding some answer alternatives from the analysis tools (Chart creator and Cross table tool) but not for the whole project.

A project can contain zero, one or several Variable subsets, the subsets are created in the following screen: > Project Administration > Report Objects > Variable Subset

The screen shows all the answer blocks that are present in the project, the work flow when creating the sub set is as following

- 1) Enter a Name
- 2) Un-check all the answer alternatives that should not be shown in a report when the present subset is active
- 3) Save
- 4) Repeat for all sub sets you want to create

After creation of Variable subsets they can be connected to any report type in the screen Setup report in the Question tab (see image below).



If a Chart Creator/Cross table tool is defined with a Variable subset the user cannot see the answer alternatives that have been defined to be hidden.

If Chart Creator or Cross Table tool has an active Variable subset and a chart/table is saved to a Static report the same Variable subset is applied to the Static report as well. And if the users then using the feature "Open in chart lab/ Table lab" the same subset will be applied again so a Variable subset follows a chart/table in the whole flow.

Note: the hidden answer alternatives are not only hidden from "Answer selection box", they are also hidden from Filter boxes in Chart Creator and Open ended reporting if those are a part of the active Variable subset. This makes it possible to limit what filters a Report Holder should be able to see when using the Open in Chart lab/Table lab options.

# 3.16 Enhanced navigation in H-Filter projects

In H-Filter projects the Report Holder normally have access rights to several groups in the H-Filter tree and several types of reports. Now, in Dapresy pro 5.0 the selection in the H-filter tree remains while navigating between different reports in the project., in the previous version the selection had to be made in each report.

Note: If moving from a report with multiple group selections (like Chart creator and Cross table tool) and navigating to a report with single selections only (like the Static report) the "highest" selected group from the previous report will be retained and be the default selected when entering a single selection report.

## 3.17 Updated chart names

The chart names have now been rationalised, please see the list below for details.

Previous na	me	New name
Line		Line (%)
Bar - time ba	ar	Time column (%)
Bar - horizor	ntal - by question	Bar by question (%)
Bar - horizor	ntal - by answer	Bar by answer (%)
Bar - vertica	l - by answer	Column by answer (%)
100% stacke	ed - horizontal	Full stacked bar (%)
100% stacke	ed - vertical	Full stacked column (%)
Stacked - ve	rtical	Stacked column (%)
Pie		Pie (%)
Positive/Neg	gative share	Positive/negative column (%)
Brand Pyran	nid Chart	Brand pyramid (%)
Average line	e - time	Line (mean)
Average line	e - vertical	Vertical line (mean)
ouse,	Dapresy Sweden Gamla Rådstugugatan 1A,	Dapresy Berlin Goethestrasse 85

Average bar - horizontal	Bar (mean)
Average bar - vertical	Column (mean)
Radar Chart	Radar (mean)
Open Numeric Line	Line (numeric)
Open Numeric Time Bar - Vertical	Time column (numeric)
Open Numeric Bar	Bar (numeric)
Open Numeric Column	Column (numeric)
Open Numeric Stacked - Vertical	Stacked column (numeric)
Open numeric - pie	Pie (numeric)
Open numeric brand pyramid	Brand pyramid (numeric)

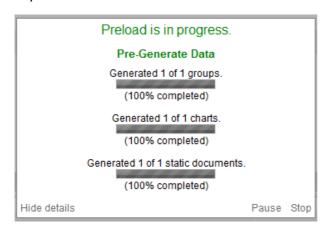
# 4 Employee enhancements

The following enhancements have been completed in the former "Employee" project type

- Monitor pre-generation status
- 2. Enhanced group selection in pre-generate data screen
- 3. Enhanced possibilities in PPT-report exports
- 4. Organization code support in some pages
- 5. Export Response rate/number of responses to Excel
- 6. Enhanced XML export of respondent list

# 4.1 Monitoring pre-generation status

In the new version the status of the pre-generation can be followed online, this makes it possible to estimate when the preload will be completed. Also new possibilities for both stopping and pausing an on-going preload have been implemented.



All above mentioned features can be found by clicking the link shown in the image below in the Pre-generate data screen.



Note: When pausing a pre-generation it might take up to a minute before it stops as it has to complete the specific preload task that is currently running.

If you have your own Dapresy pro install you can also get access to a screen where you can follow all on-going pre-generations in the install, started by all users. In this screen also the history of previous generations are stored.



# 4.2 Enhanced group selections in Pre-Generate data screen

In huge projects in the previous Dapresy Pro version it was not very easy to find a specific group in the Pre-generate screen. Now two new features have been added to solve that. When entering the Pre-Generate page all groups are now shown in a tree structure instead which makes it easy to find the group if you are familiar with the organization (see image 1 below), if not you can change view by clicking "Change view" and all group will instead be listed in a selection box and above the selection box a search field is placed (see image 2 below).





## 4.3 Organization code support in some pages

In the following two pages you can now select to include the organization codes before the group names to make it easier to find correct items in list boxes. In both pages you find a check box named "Show Organisation Codes", just check that option and the codes will be shown in front of the group names.

- Survey Groups displayed in Report charts
- Report Holders vs Survey grops

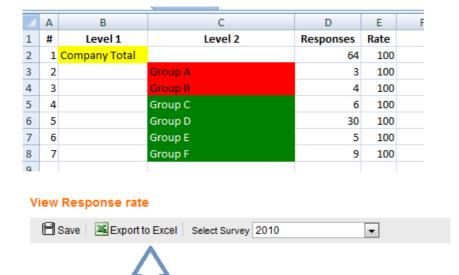
## 4.4 Enhanced possibilities in PPT-report exports

Downloading the "Organisation Folder Structure" for a large set of folders has been effected by the limitation in Windows for the total path length to be a maximum of 255 characters. We have now enhanced the error message displayed when this issue occurs to make it clear what the problem is and also implemented a function to download the structure using the group Id's rather than names, which allows much larger hierarchies.



# 4.5 Export response rate information to Excel

In the screen "View response rate" you can now download the information shown on the screen into Excel (see example below). You will find the export button in the top of the screen (see image 2 below).



# 4.6 Enhanced XML export of respondent file

Number of Responses Coll ur Limit 5

In stakeholder projects which are using the Library process the respondent list is exported in XML format for further use in the data collection process. The format of the XML file has now been enhanced so the organisation belonging of each respondent is included in the XML file. This makes it possible for the data collection company to make response rates follow ups based on the organisation structure in the company for response rates.