

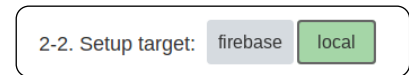
EQ Web Sort In-Person Data Collection

EQ Web Sort can be used together with EQ Web Sort Configurator to conduct in-person, offline data collection using a notebook computer. No Internet connection is required when the Q sorting is being conducted. Data from all participant Q sorts are stored in the web browser's memory.

Set Up

Download and set up the EQ Web Sort Files on your notebook computer. Install EQ Web Sort Configurator if you don't already have it on your computer. Use the Configurator to set up your project.

Make sure to select "local" for Question 2-2 in the Config section. Use the guides in the Configurator to set up the rest of your project.



Usage

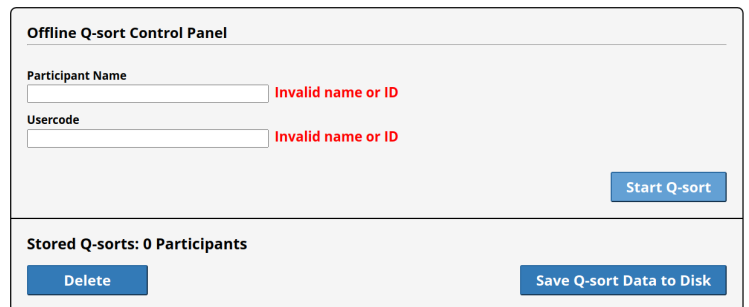
Start the EQ Web Sort Configurator and in the Server section, start the server with your project files and load the localhost url in your browser.

The Control Panel for local data collection will appear in your browser instead of the usual landing page.

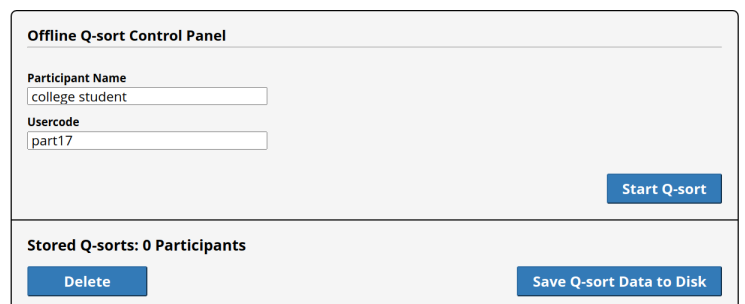


Both a Participant Name and Usercode are required before you can navigate to the presorting step. Any text will be accepted.

The usercode will be displayed in the Q sort section.

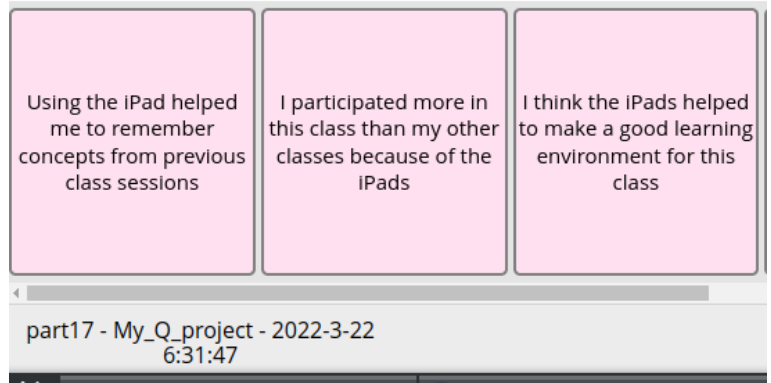


After entering the Participant Name and Usercode, click the "Start Q-sort" button and pass the computer to the participant to start the preliminary sorting process.

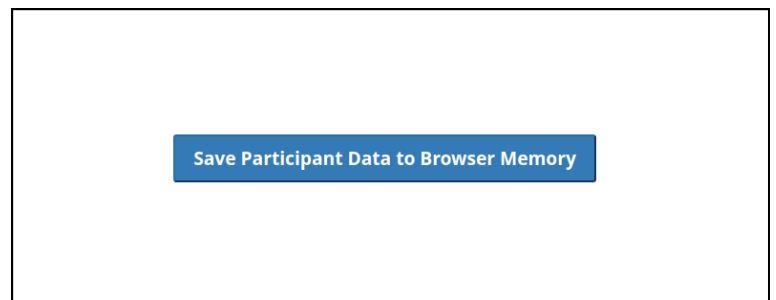


On the Q sort screen the participant's usercode, project name, date, and time are displayed on the bottom left side of the screen instead of the logo.

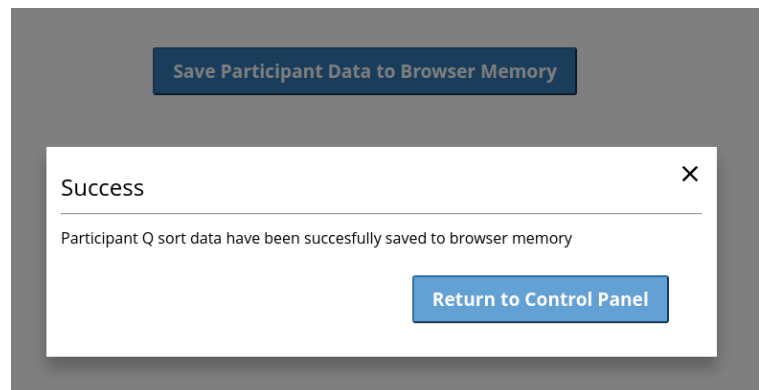
You can take an image capture of the full screen after the participant finishes the Q sort as a convenient visualization for later analysis, or as a form of data backup.



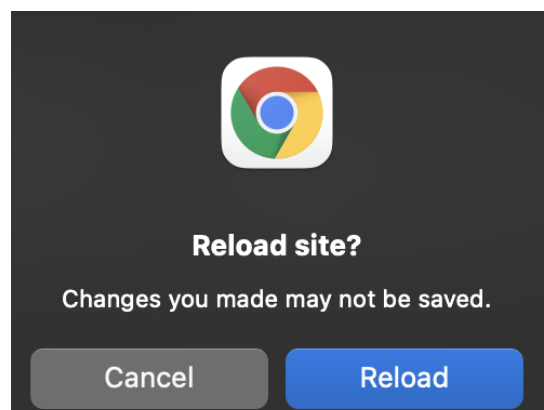
When the Q sort process is complete, a single button will appear on the final page.



Clicking the button will give a confirmation message that the participant's data has been saved to the web browser's local memory.



Clicking the "Return to Control Panel" will trigger the web page to reload. Click "Reload" to give permission to reload the page.



The browser will reload with the Control Panel screen, with the updated number of stored Q sorts data shown on the screen.



Offline Q-sort Control Panel

Participant Name

Usercode

Start Q-sort

Stored Q-sorts: 20 Participants

Delete **Save Q-sort Data to Disk**

To retrieve the participant Q sort data from the web browser, click the “Save Q-sort Data to Disk” button.

I recommend that you save the participant data after every participant Q sort to prevent the possibility of data loss.

Offline Q-sort Control Panel

Participant Name

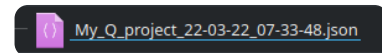
Usercode

Start Q-sort

Stored Q-sorts: 20 Participants

Delete **Save Q-sort Data to Disk**

The participant data will download to your computer as a *.json file. The file name is automatically generated with your project name, date, and time.



Data Conversion

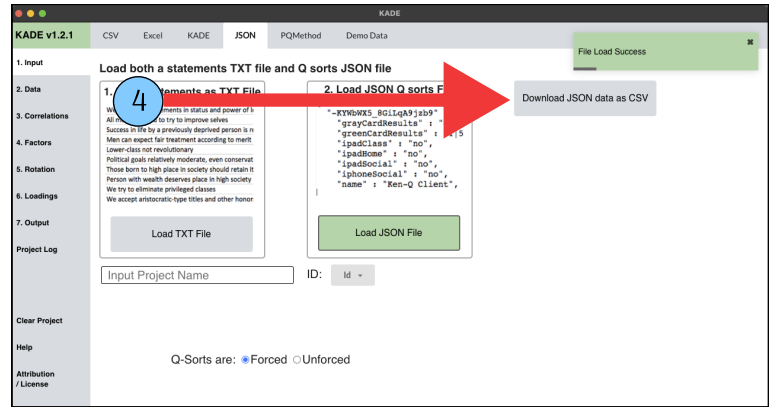
KADE can be used to convert the JSON data to CSV data (viewable in MS Excel).

In the Input Section of KADE, click the “JSON” tab, then click “Load JSON File”. The software will prompt you to select the ID variable. Click “Select Participant ID” and select “id”.

The screenshot shows the KADE v1.2.1 interface with the following elements:

- 1:** A red arrow points to the "JSON" tab in the top navigation bar.
- 2:** A red arrow points to the "Load JSON File" button in the "2. Load JSON Q sorts File" section.
- 3:** A red arrow points to the "ID:" dropdown menu, which has "id" selected.

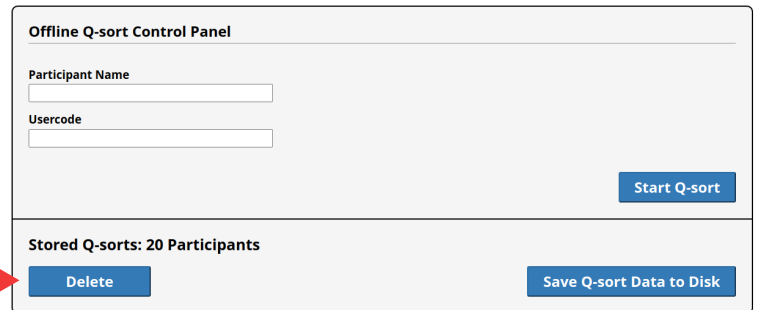
Next, click “Download JSON data as CSV” and the converted Q sort data will be saved to your computer.



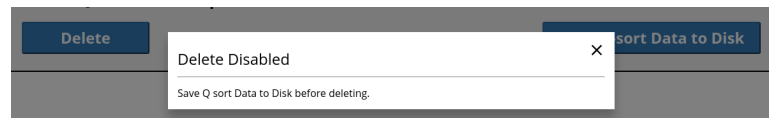
Clear Data for a Different Project

If you want to run a different project on the same computer, you will need to clear the participant data from the old project first.

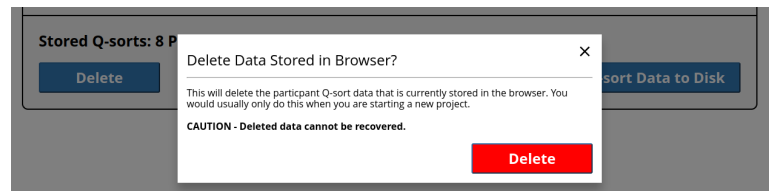
Click the “Delete” button to clear the participant Q sort data from the web browser’s memory.



If there are participant data in memory that have not been downloaded, the delete process is disabled. Click the “Save Q-sort Data to Disk” button to save the data to your notebook’s memory first and then try the “Delete” button again.



The delete process will confirm that you want to delete the data.



After deletion, the stored Q sorts counter resets to zero.

