

CIS

Computer- Interview- System



Interviews

install | conduct | save | collect | analyze

1. Installation of a CIS Interview Project

- Installation of a questionnaire

2. Using the CIS Computer Interview System

- Conduct of interviews
- Storage of interview data
- Collection of interview data (optional)
- Evaluation (optional)

1. Installation of CIS Interview Projects (questionnaire)

“CISstart“ is the starting point for installing a questionnaire.

Click the "CISstart" icon on your desktop or select menu option "CIS->CISstart" in the Windows start menu.

("Start -> Programme -> CIS -> CISstart").

Click “Install Projects“.

Select the drive with the installation file(s) for the questionnaire (<Project name>.CPI, optional: <Project name>.COL, <Project name>.QUO)

After successful installation, the installed project will be entered in the menu.

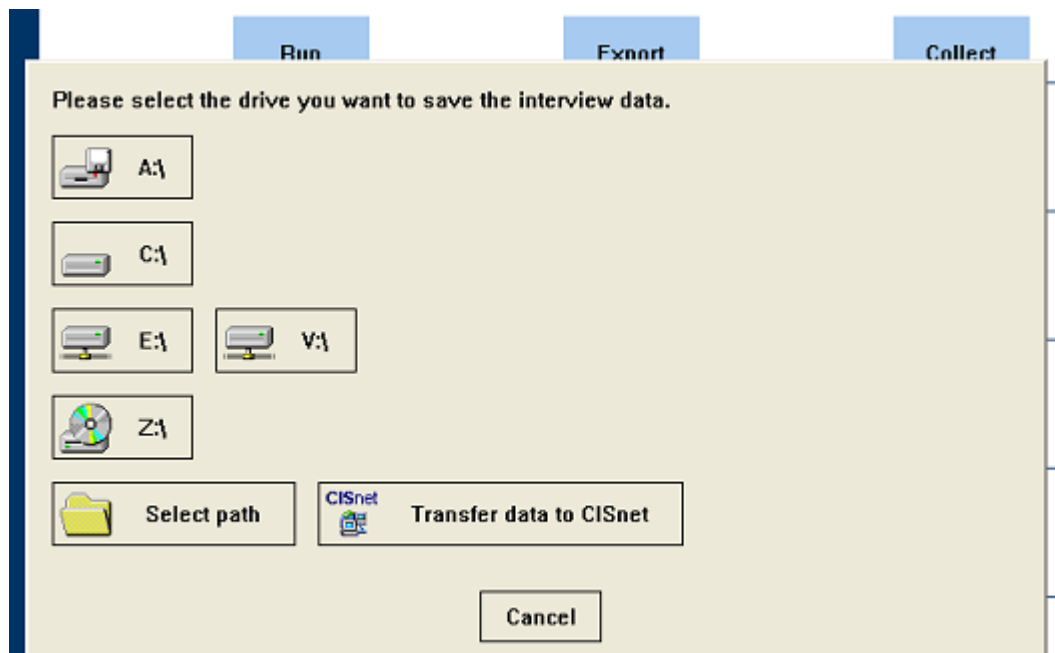
2. Using the CIS Computer Interview System

Conduct of interviews

Start the questionnaire with a single click (no double-click necessary) on “Start”.

Storage of interview data

Click “Export” to export all interview data for the project. A dialog box opens and you select the drive to which you want to export the data.



You can save the interview data local, on a data medium or directly on the CISnet server. To save the data directly on the CISnet server, please click “Transfer data to CISnet”. To use this option you have to be online!

If you want to save the data local on your pc or on a data medium you must select a drive or click on “Select path”.

If you save the data on a mobile medium and there is enough space on it, the interview data from several interview computers can be exported to the same data medium.

Please note:

Use only “CISstart” and “Export” and the procedure described to export all data.

Do not copy any interview data using File Explorer!

Never change the file names of the saved data

Collection of interview data (optional)

For joint evaluation of the interview data from several interview computers, the data can be collected on an interview computer or on another computer on which the project has been installed.

Click “Collect” and follow the instructions on your screen.

Evaluation of interview data (optional)

Evaluation allows representation of the answer frequencies for selected questions under pre-defined head groups.

To carry out an evaluation, click "Evaluation".

In the following select menu, choose which data you want to use for the evaluation:

- Collected data:
If you have saved data from several computers and collected it on the computer you are now using, choose "Collected data".
- Interview data:
If you want to evaluate only the data on the computer you are using, choose "Interview data".

In the following dialog box you can choose options regarding data selection and table layout.

Normally you will accept the default settings by clicking "Start"

After counting of the answers a window will appear with the results, which can then be printed via the Windows dialog box "Evaluation" or exported to a CSV file.