Grafstat

Internet Survey Check List

(A)   Enter data collection point in the form

(B)   Register survey on the data collection point

(C)   Upload html-form (to your homepage, for example)

(D)   Make the survey known

(E)   Get the data records from the data collection point and add to the survey database.

(A)   Enter data collection point in the form

- Open the survey with GrafStat
- Select [Internet-Form]
- Select [Data Collection Point]
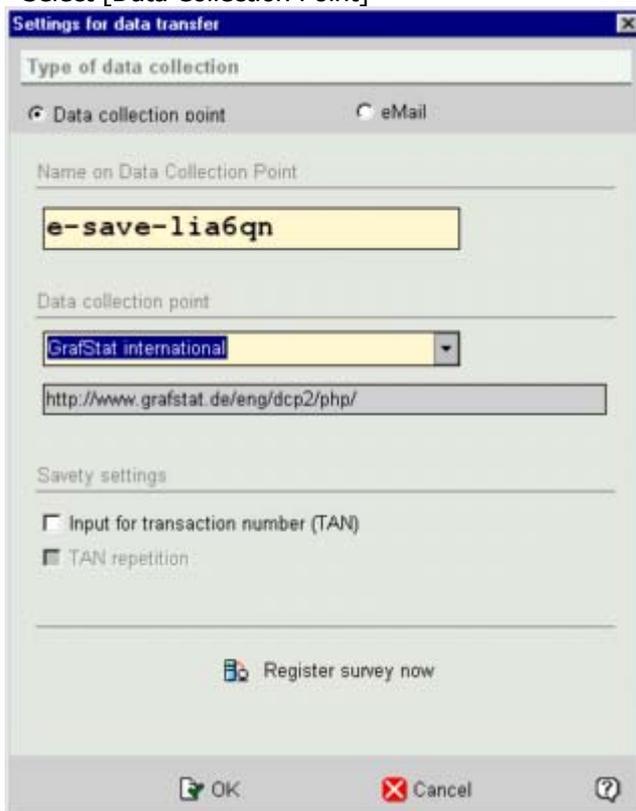
Fig. 1: Select server

- select a data collection point from the list

grafstat international	http://www.grafstat.de/eng/dcp2/
nw.schule.de	http://www.nw.schule.de/grafstat/

The form will be automatically generated and saved under the name **<Survey>.htm** in the Survey directory.

(B) Register survey on the data collection point

- You must be online!
- Select [Register survey now] (see Fig. 1)
- Enter the data on the third page of the wizard
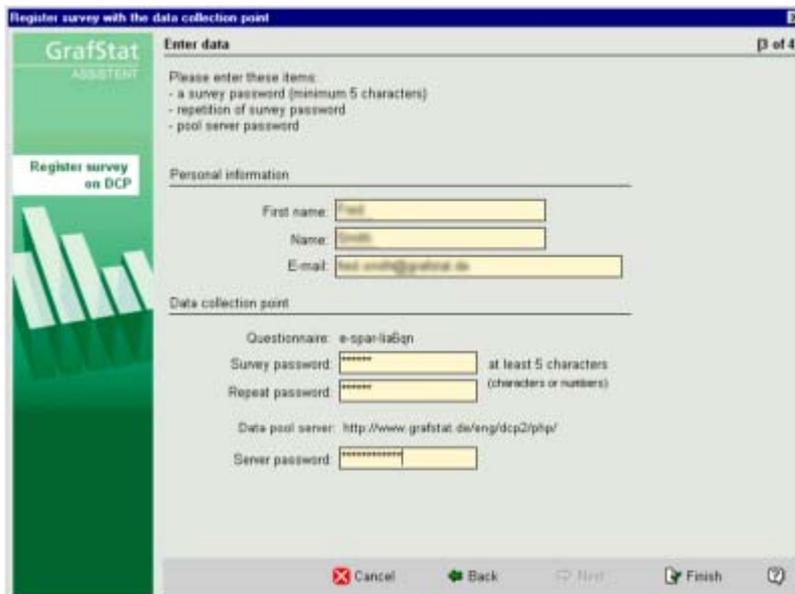
Fig. 2: Here you can enter personal details, survey password and server password

- Enter the data in the data entry fields (pay attention to the explanations)
  Server Passwords

  grafstat international   just4testing
  Schule.de   Duisburg

- Select [Finish]

The data server will respond once the registration is successfully completed and all necessary data have been installed on the server.

Important: Data collection points may be closed or otherwise inaccessible: you can find current information at www.grafstat.de.

The data collection points listed here are free of charge ONLY for educational usage. Commercial users may use the data collection points for trial purposes, but they must set up their own data collection points or rent one for the work they produce. For more information please ask: uwe.diener@grafstat.de

(C) Upload html-form (to your homepage, for example)

- Establish FTP connection with your Provider (e.g. with WS-FTP.EXE)
- Go to Homepage directory if necessary
- Transfer the survey form <Survey>.htm to your server

For testing purposes you may upload your form to the provided web space on the DCP grafstat international. This function is available directly from GrafStat.

Click [Internet-Form] → [Upload Form] → select Data Collection Point (with web space)

(D)   Make your survey known

Those who should participate in your survey must know the survey form address.
<Homepage>/<Survey>.htm

The form can be sent via e-mail.

(E)   Get the data records from the data collection point and add to the survey database.

A GrafStat wizard is available for this step, which will add data directly from the data collection point into GrafStat for you. An Internet connection is needed for this.

- Establish Internet connection (tip: Your browser will show current sites)
- Start GrafStat
- Menu selection: - Compile data   – From Internet
- Use [Next] to got through the first 2 pages of the wizard
- Select the option "Get data records from data collection point now" on the page "Select file and folder"
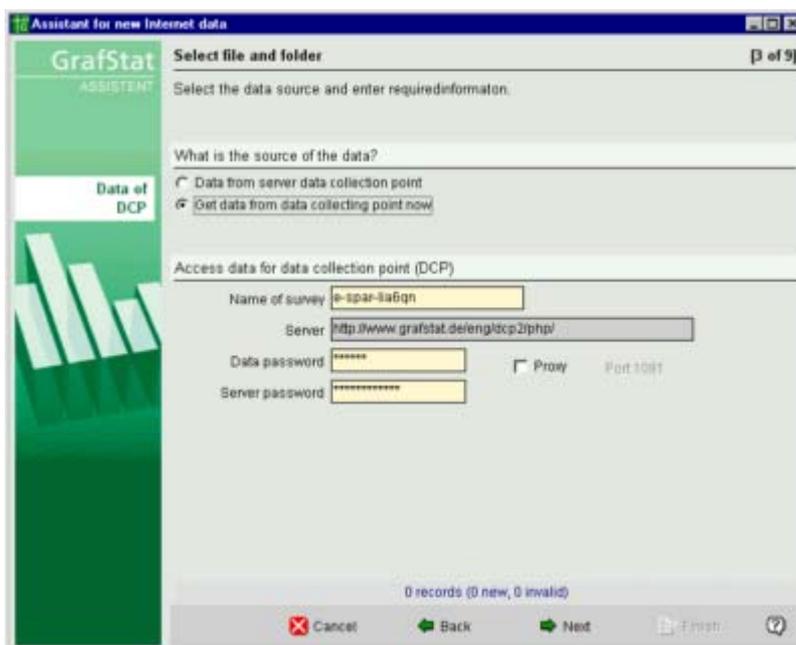
Fig. 3: The wizard adds data directly from the data collection point

- GrafStat will now show you the entry fields for the server access.
- Enter your data and server passwords
- Important: you must be connected to the Internet for the next step
- Select [Next] and GrafStat will establish a connection to the data collection point

If there is no connection to the Internet, or the server is temporarily unavailable, it may take up to 90 seconds before the wizard will stop trying to connect!

- if the data password, server password, or survey name were incorrect, the relevant report will be shown in the status field
- if everything is correct, the next page of the Wizard will display a table with the retrieved data
- all data records from the web file will now be displayed
- if you wish, you can click on [Next] and go on to determine the settings for time frame and data quality
- Clicking [complete] now will add the green-marked data from the table to the data records in the GrafStat survey.

A log file in the program keeps track of the date of the last response. The next import will only add those data records which arrived after this date.