

Q-Notes User Guide Draft

Version 4.0

Feb 8,2023

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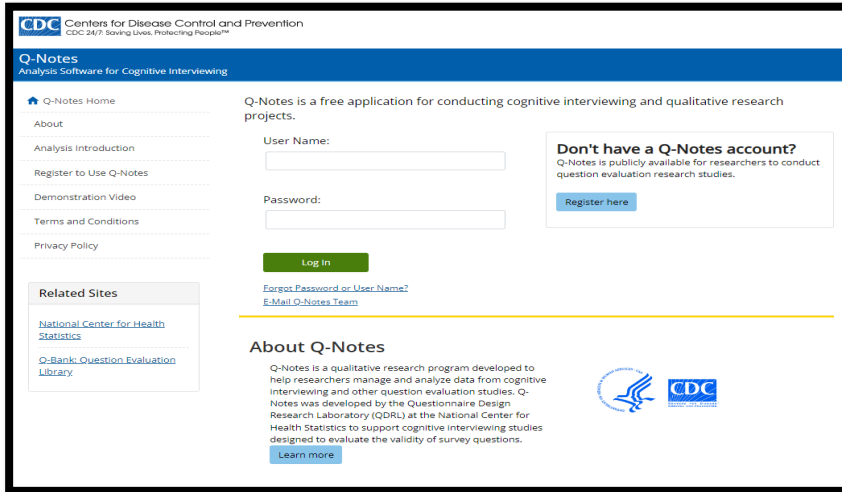
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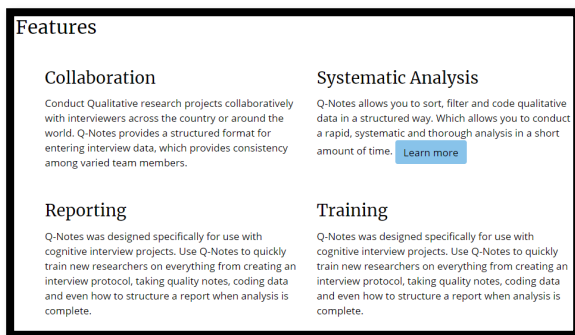
1.0 Introduction

Q-Notes is a collaborative analysis tool designed to facilitate a systematic, comprehensive approach for analyzing notes gathered through cognitive interviews. This user-guide provides instructions to methodologists involved in cognitive interviewing projects. It assumes that users understand qualitative analysis techniques and processes that Q-Notes was designed to support. Please note that the user-guide would not enable one to become an analyst; however, like any other tool, the more you use it, the more proficient you will become over time.



If you are new to Q-Notes, click the “About” link on the side of the login screen to learn more.

The **About Q-Notes** screen provides various information to gain a better understanding of Q-Notes features as well as register as a new user.



1.1 Registering as a New User

To register as a new user just click on the “Register Now” link on the side menu and then “Create an Account Now” button after going through Register Intro or click “Register to Use Q-Notes” on the About Q-Notes page and follow the on-screen directions to complete the registration process [see screens below].

- The following screen is displayed:
- Fill in all fields as noted below:

Register for Q-Notes

By creating an account, you agree to Q-Notes [Privacy Policy](#) and [Terms and Conditions](#).


New Account

Email Address:*
Email address

Password:*
Enter at least 8 characters, including at least one uppercase and one lowercase letter, one punctuation, and one digit.

Username:*
Username to be used for login

Institute or Organization:*
Agency, affiliation, organization or educational institution you are a part of.



[Show another code](#)

Type the code shown:

- **Email Address:** The email address for the user
- **Password:** At least 8 characters, including a letter, punctuation, and numeric digit.
- **Username:** The intended ID the user will use to log onto Q-Notes. Usernames should not include any spaces or special characters.
- **Institute or Organization:** The agency, affiliation organization or educational institution the user is a part of.
- **Captcha:** Enter text displayed in the picture

After the information is entered, users must agree to disclaimers about what information will be allowed in Q-Notes and conditions of use.

Q-Notes Tip: Choosing a Username

Create a username, using the First Initial and Last name of the Interviewer. For example: John Doe would be “JDoe”.

- If the username is already taken, you can additionally try with a digit or organizational abbreviation at the end to create unique username.
 - JDoe4 – Digit
 - JDoeCDC – Organization
- Spaces and non-Alpha Numeric Characters are not valid for use in a username. Examples of invalid usernames are “JDoe!!” or “John Doe” or “John.Doe”

1.2 Agreement and Rules to not enter any PII

No personally identifiable information (PII) about a respondent is to be added to Q-Notes. Personally Identifiable Information, or PII, refers to information that can be used to identify, locate, or contact individuals or establishments, or reveal the characteristics or other details about them. Respondents are individuals reporting information about themselves or other persons. Respondents must be able to trust that the information they provide will be treated with respect and will not put them at risk.

1.2.1 Examples of PII:

- Respondent names (first or last)
- Respondent dates of birth
- Respondent social security numbers
- Respondent addresses
- Respondent email addresses
- Respondent telephone numbers
- Information that can distinguish a respondent’s identity either alone or when combined with other information such as uncommon race, ethnicity, extreme age, unusual occupation.

You must read the conditions of use and agree to the terms, which include never entering notes that include PII into any of the fields or text boxes.

I will not record:

- Respondent names (first or last)
- Respondent dates of birth
- Respondent social security numbers
- Respondent addresses
- Respondent email addresses
- Respondent telephone numbers
- Information that can distinguish a respondent's identity either alone or when combined with other information such as uncommon race, ethnicity, extreme age, unusual occupation.

Due to the importance of maintaining confidentiality, projects may be examined to ensure that no personal identifiable information appear in Q-Notes. In this regard, cognitive interview notes cannot be considered confidential. However, access to your project will be used solely to ensure that no identifiable information is contained in the Q-Notes system. In no way will the Q-Notes manager scrutinize, use or cite information from your project unless otherwise requested. Q-Notes system privileges will be revoked if personal identifiable information is used.

Note that you must read, agree to, and check each box before you will be able to access Q-Notes.

Figure 1. Screenshot of "PII Agreement for Users"

Click "Register" button to complete the process.

Note that you must read, agree to, and check each box before you will be able to access Q-Notes.

User profile successfully created. Please login with your new account and password.

The new user account will be saved, and the user can then log in to Q-Notes, using their newly created login information.

1.3 User Guide Outline

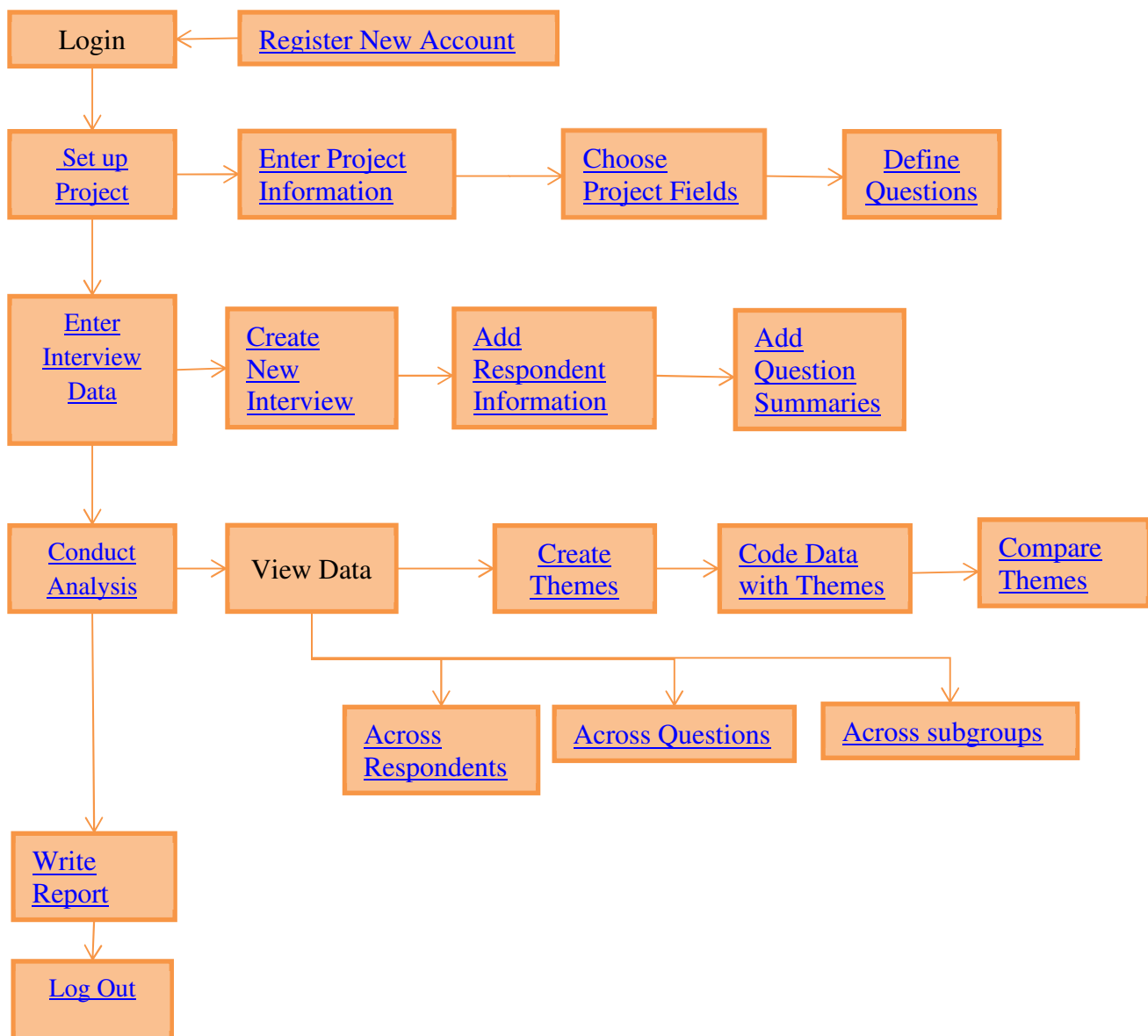
The document has three parts as follows:

- **Part I – Project Administration.** Starting a new project and setting up project specific information including setup of demographic fields, assigning users, adding survey questions, as well as other details.

- **Part II – Notes Entry.** Printing out an interview guide for use in a cognitive interview and entering notes after the interview has been conducted.
- **Part III - Analysis.** Functions that can be used to view notes and themes in a variety of ways, create and manage themes, code interviews, and conduct different stages of qualitative analysis.
- The old version features and screenshots upgraded or changed or removed details are placed at the end of this document.

1.4 Q-Notes Workflow:

The following diagram highlights the main sections of Q-Notes



Users: Please note that this document is a work in progress. As upgrades are made to the Q-Notes application, this document will continue to evolve to provide useful instruction. Comments and

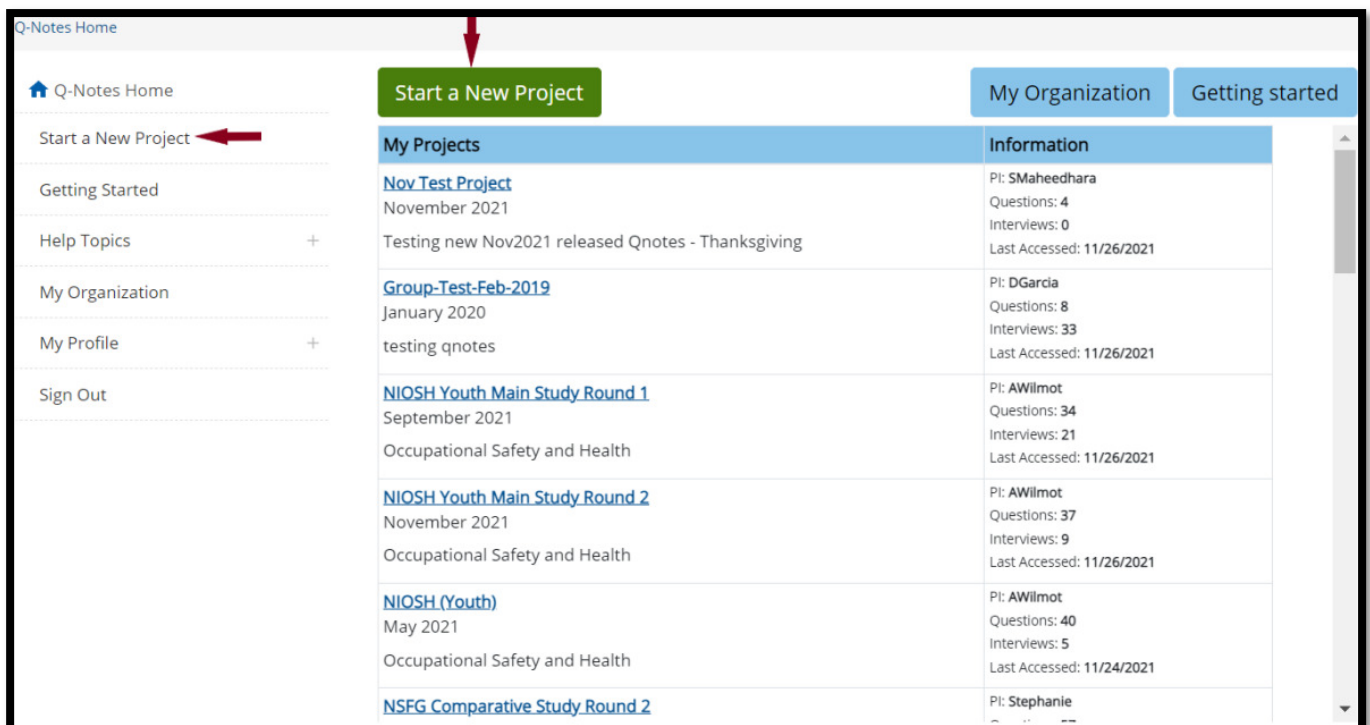
feedback are requested and welcomed at qnotes@cdc.gov. This will help the Q-Notes team understand the system and make improvements in future versions.

2.0 Project Administration

Q-Notes organizes data for users based on a project. Users must create a project to begin collecting data for analysis.

2.1 Adding Projects

To add a new project, click on the “Start a New Project” link from the Q-Notes home page or on the Projects List Dashboard on homepage.



The screenshot shows the Q-Notes Home page. On the left is a navigation menu with links: Q-Notes Home, Start a New Project (highlighted with a red arrow), Getting Started, Help Topics, My Organization, My Profile, and Sign Out. At the top center is a green button labeled 'Start a New Project' with a red arrow pointing to it. To the right are buttons for 'My Organization' and 'Getting started'. Below the navigation is a table with two columns: 'My Projects' and 'Information'. The table lists several projects with their details.

My Projects	Information
Nov Test Project November 2021 Testing new Nov2021 released Qnotes - Thanksgiving	PI: SMaheedhara Questions: 4 Interviews: 0 Last Accessed: 11/26/2021
Group-Test-Feb-2019 January 2020 testing qnotes	PI: DGarcia Questions: 8 Interviews: 33 Last Accessed: 11/26/2021
NIOSH Youth Main Study Round 1 September 2021 Occupational Safety and Health	PI: AWilmot Questions: 34 Interviews: 21 Last Accessed: 11/26/2021
NIOSH Youth Main Study Round 2 November 2021 Occupational Safety and Health	PI: AWilmot Questions: 37 Interviews: 9 Last Accessed: 11/26/2021
NIOSH (Youth) May 2021 Occupational Safety and Health	PI: AWilmot Questions: 40 Interviews: 5 Last Accessed: 11/24/2021
NSFG Comparative Study Round 2	PI: Stephanie

This will bring you to a “Start a New Project” screen where you can enter high level details for a new project:

- **Project Title:** Generic title to describe the project
- **Lead Investigator:** The name of the main project investigator for the project
- **Date:** The starting month and year the interviews will be conducted
- **Language:** The default language of the questionnaire and interviews. English is set by default, but any language with roman characters will work.
- **Topic:** A general subject area or domain for the project and questions
- **Information:** General information for the project. It can help provide guidance, instructions, or contact information for interviewers on a project. It is displayed on the Project home screen, so it can be used as to provide reminders to users.

When you are finished entering this information, click on “Save” to continuing setting up the project.

2.2 Project Settings

The project settings screen asks a set of questions that will enable Q-Notes software to understand your project needs and direct you through the remaining set-up options.

- **Project Team:** Will you be working on this project alone?
 - Yes, this is a Team Project
Select this option to add users to Project
 - No, this project will only be seen by me.
Select this option if no other collaborators will be added
- **Notes Review:** Will interview notes require a review to ensure no PII was entered?
 - Yes - Select if interview **notes require a review** to ensure no PII was entered
 - No - Select if interview **notes do not require a review** to ensure no PII was entered
- **Multiple Languages:** Will interviews be conducted in multiple languages?
 - Yes - Select if interviews are to be conducted in multiple languages
 - No - Select if interviews are not conducted in multiple languages
- **Multiple Countries:** Will testing occur in one country or multiple countries?
 - Within One Country - Select it if interviews are to be conducted in one country

- Across Multiple Countries - Select it if interviews are conducted across multiple countries
- **Identifying Respondents:** Within a project, data is collected by interview or respondent. Each Interview should have a unique respondent ID to distinguish it from others. Q-Notes allows the Project Managers to determine how all respondents should be identified, to help Interviewers, identify the respondents. How should each interview or respondent be identified within the project?
 - **Manually by the Interviewer**
 - The interviewer will create a code to refer to a respondent when adding a new interview.
 - **Country (Automatic)**
 - Q-Notes will automatically create a code to refer to a respondent based on the country selected. (Ex. Canada 1)
 - **Interviewer (Automatic)**
 - Q-Notes will create it when saving a new interview, using the interviewer selected as the prefix. (Ex. InterviewerName 1)
 - **Other (Automatic using custom prefix)**
 - Q-Notes will create it when saving a new interview, using the prefix that will be entered. (Ex. A user will enter the prefix Resp. So, it would be Resp 1)

After answering the set-up questions click “Update Project Settings” to save selections and continue setting up the project.

**If your project needs change, Project Administrators can update these settings as necessary.

2.3 Data Collection Fields

Researchers can collect various types of information for each interview, to support a more rigorous analytical process. These are either pre-defined fields, or custom fields you can create to ensure data is collected during the data entry stages of a project.

The types of fields are:

- Sample Demographics (Pre-defined)
- Respondent Descriptors (Custom)
- Project Countries (Pre-defined)
- Project Languages (Pre-defined)

Data Collection
Determine Items that will be captured for each interview

Sample Demographics

Field Name	Setting
<input type="radio"/> Age	Optional
<input type="radio"/> Language	Optional
<input type="radio"/> Gender	Required
<input type="radio"/> Interview Location	Optional
<input type="radio"/> Marital Status	Required
<input type="radio"/> Interviewer	Required

Respondent Descriptors

Descriptor	Description
<input type="radio"/> Work Load	
<input type="radio"/> Respondent Race	Race(s) or ethnicity of respondent

Project Countries

Country	Respondents
Armenia	0
Australia	0
Austria	0
Brazil	0
Egypt	0
Ethiopia	0
Mexico	0
South Africa	0
United States	0

Languages

Language	Respondents
Transcript	4
Spanish	11
English	18
Afrikaans	0

2.4 Sample Demographics

These pre-defined fields are used to describe a respondent or the interview setting. These fields are displayed for each interview and will also be used in the analysis functions. Choose fields that fit your project's needs.

- **Click Edit button near Sample Demographics (Interview Fields)**
- **Select the radio button next to the field name to add the field for your project.**
- **Select whether the Field will be not used or optional or required**
 - **This enables Q-notes to automatically validate the fields when used to save a new interview.**

Sample Demographics

Choose from the following pre-defined fields to collect the information for each respondent.

[Project Information](#)

[Settings](#)

[Data Collection Fields](#)

[Sample Demographics](#)

[Respondent](#)

[Descriptors](#)

[Project Countries](#)

[Questionnaire Review](#)

Available	Usage		
Age	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Country	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Language	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Gender	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Interview Location	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Marital Status	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required
Interviewer	<input checked="" type="radio"/> Not Used	<input type="radio"/> Optional	<input type="radio"/> Required

[Help ?](#)

[Save and Continue](#)

[View all Data Collection Fields](#)

Do you want to collect more information for each respondent?

Q-Notes provides the ability to add "Respondent Descriptors" to capture additional information about each respondent or interview.

[Add Respondent Descriptors](#)

The available fields are:

- **Age** - Numeric value that can represent the age of the respondent
- **Country** - What country the interview was conducted in. This is mainly used in international multi-site projects.
- **Language** - The language used in the interview
- **Gender** - Gender of the respondent
- **Interview Location** - Whether the interview was conducted in a Laboratory or Off-site
- **Marital Status** – Available options are:
 - Never Married
 - Currently Married
 - Separated
 - Divorced
 - Widowed
 - Cohabiting
 - Refused
- **Interviewer** - The Q-Notes username for the interviewer

Selecting these options will display the fields on the screen where interviewer adds new interviews. If you choose required, the field will additionally prevent users from leaving the field blank.

Additionally, choosing these fields will allow users to search, filter and group project data by the selections made in the Analysis functions.

After choosing the interview fields for the project, click **“Save and Continue”** to continue setting up the project.

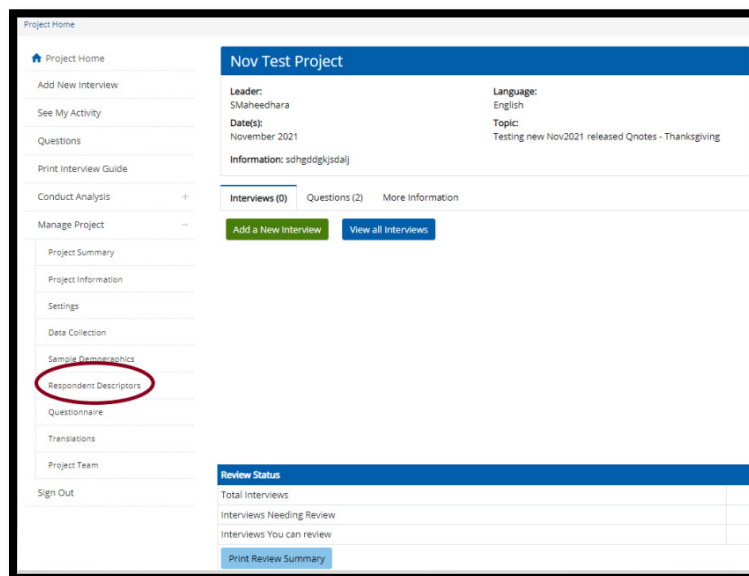
2.5 Respondent Descriptors

The purpose of respondent descriptors is to allow project investigators to categorize respondents and interviews in an ad-hoc manner. Because respondent descriptors are set at a project level, they can be used for:

- Project level themes
- Additional Respondent information
- Interview setting descriptors
- Any other type of information for a respondent or interview

The descriptors can be accessed from

- Manage Project > Respondent Descriptors
- Data Collection > Respondent Descriptors



Data Collection

Determine items that will be captured for each interview

Sample Demographics

Field Name	Setting
Age	Optional
Language	Optional
Gender	Required
Interview Location	Optional
Marital Status	Required
Interviewer	Required

[Edit](#)

Respondent Descriptors

Descriptor	Description
Work Load	
Respondent Race	Race(s) or ethnicity of respondent

[Edit](#)

Project Countries

Country	Respondents
Armenia	0
Australia	0
Austria	0
Brazil	0
Egypt	0
Ethiopia	0
Mexico	0
South Africa	0
United States	0

[Edit](#)

Languages

Language	Respondents
Transcript	4
Spanish	11
English	18
Afrikaans	0

[Edit](#)

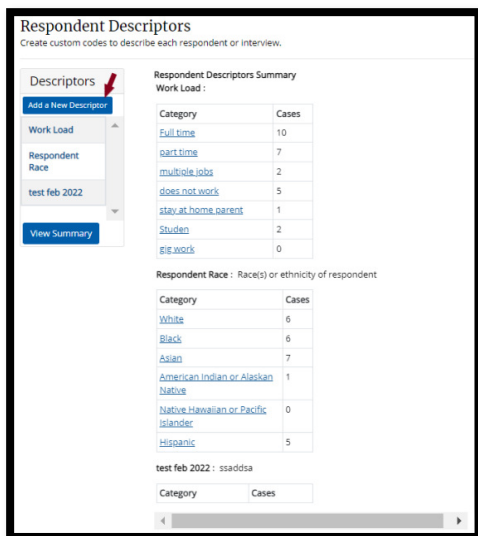
The purpose of these descriptors is to categorize respondents and interviews in an ad-hoc manner. Because respondent descriptors are set at a project level, they can be used for:

- Project level themes
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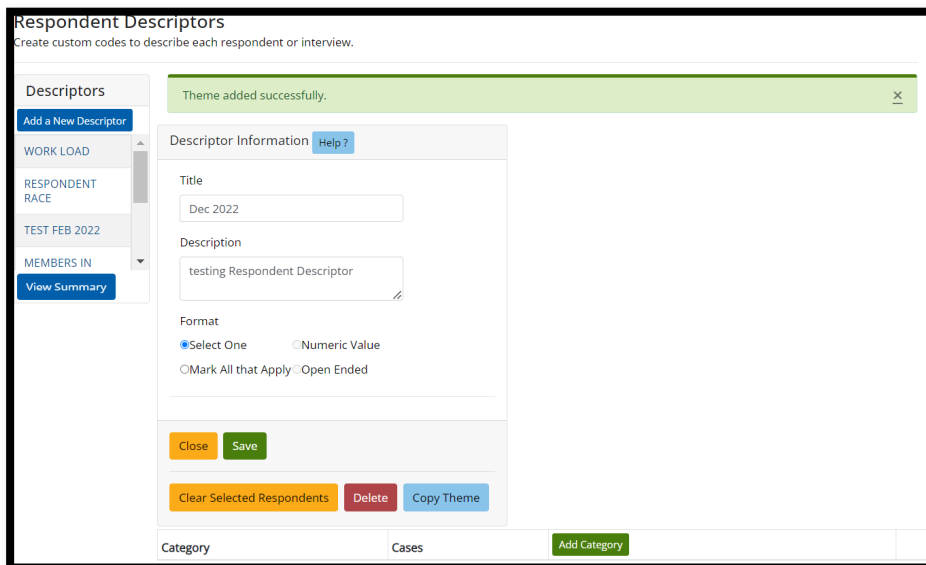
Respondent Descriptors

Descriptor	Description
<input type="checkbox"/> Respondent Race <ul style="list-style-type: none"> <input type="checkbox"/> White <input type="checkbox"/> Black (African American) <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Other 	Race(s) or ethnicity of respondent
<input type="checkbox"/> Ethnicity <ul style="list-style-type: none"> <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic 	Latina/x not Latina/x
<input type="checkbox"/> Version	

[Edit](#)



1. On the “Respondent Descriptors” page choose “Add New Descriptor”, or select the descriptor name to edit a descriptor.



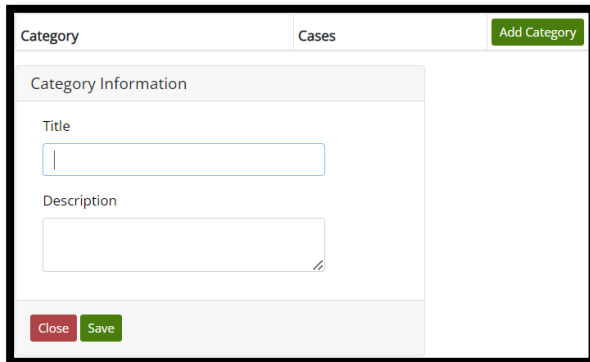
2. Enter the following information to set up a descriptor:
 - **Title:** Short simple title for the descriptor
 - A short title takes up less space on entry and selection screens
 - **Description:** Brief yet informative description of what it means
 - Descriptions show as tooltips on entry and selection screens
 - **Format:** Whether one or multiple categories can be assigned or coded

Click on “Save” when done adding information.

- **Clear Selected Respondents:** Click to remove data from the theme that is applied to any respondents.
- **Delete:** Click this to delete the theme.
- **Copy Theme:** Click this button to copy this theme

To add a category here:

1. On the bottom of the screen, click on “Add New”
2. Enter the following information for the category:
 - **Category** – Category title for the descriptor.
 - **Description** – Short yet informative text about when or why this category would be chosen



1. Click on “Save” and the new category will be added
2. Add as many categories as needed.

***After data has been coded, the list of themes will show cases: how many times the category has been applied.

After a category is added and saved “Category Options” drop down shows up for the options to

- *Move up* – This option moves the category to appear earlier in lists
- *Move Down* – This option moves the category down to appear later in lists
- *Upgrade to Subtheme*- This upgrades a category to Subtheme. “Subthemes” are able to have more categories underneath it, to create a hierarchical thematic schema.

Category	Cases	Add Category	
test december 2022 <small>testing</small>	0	Edit Delete Clear	Category Options ▾ Move Up Move Down Upgrade to Subtheme

2.6 Project Team

The main project manager or investigator determines who has access to a project in Q-Notes. Users can be assigned to a project, based upon the project's needs and what specific role the user will have.

2.6.1 Overview or User Types

There are five types of user level in Q-Notes:

Q-Notes User Role Types



Available Functions	Observer	Interviewer	Analyst	Reviewer	Manager
View All Interviews and Data	✓	✓	✓	✓	✓
Add New Interview Data		✓	✓	✓	✓
Apply Themes to Interviews created		✓	✓	✓	✓
Create Themes			✓	✓	✓
Code Themes to others' Interviews			✓	✓	✓
Review/Approve Notes for PII				✓	✓
Add Questions					✓
Change Project options					✓
Add users to project					✓

Observer

This role is for when team members want to let an outside group, or user, view their project notes and

Q-Notes Tip: Respondent Descriptors & PII

Although these fields allow you the opportunity to store more information about each interview and respondent. Users are reminded that **PII** is NOT allowed in this system, and users need to pay careful attention to ensure that respondents are not able to be re-identified by collecting these extra categories of data.

information. They will have the ability to view all entered notes and run analysis queries, however, they will not be able to make any additions or deletions.

Interviewer

This role is mainly for users who will only be conducting interviews and entering notes for a project.

This gives them basic functionality and removes risks of complicating the system by creating analytical themes or editing other users' notes. It is good for new or inexperienced Q-Notes users.

Analyst

This role is for new or inexperienced Q-Notes users, who may be responsible for a portion of the project. For example, if there are multiple analysts, each is responsible for a single domain within the entire instrument. Analysts can then create themes which only they will need or use and have the peace of mind that other analysts will not interfere with their process.

Reviewer

This role is any new or inexperienced Q-Notes users, who may be assigned this role by a manager. Reviewer can review the projects with PI information or projects which has settings that needs the project to be reviewed and approved. As a part of this process reviewer can view all the interview data and can add or create new interview data, codes, or themes also.

Manager

This role is for project leads or main investigators, who are majorly responsible for the project. They set up the questions and structure of the project. They can add or delete information and data. Due to this feature, it is recommended to limit the amount of project managers, and not give new or inexperienced users this role.

2.6.2 Adding Current Group Members to Project

To add a user to a project:

- Click on "Project Team" from the Manage Project menu
- The Project Team screen is displayed with valid users' names
- Assign users to your project by choosing the correct role in the drop-down box
- When done, click the "Update Project Team" button under the list on the bottom of the screen

Project Team

Invite and manage collaborators for your project

- [Project Information](#)
- [Settings](#)
- [Data Collection Fields](#)
- [Sample Demographics](#)
- [Respondent](#)
- [Descriptors](#)
- [Project Countries](#)
- [Questionnaire Review](#)

Current Project Team

User Name	Project Role	Select
JMezetin	Interviewer	<input type="checkbox"/>
SMAheedhara	Project Manager	<input type="checkbox"/>

Update Project Team
Email Selected Users

Other Users in Group

User Name	Project Role
AAnthony	N/A
akhattabi	N/A
AMacfadyen	N/A
ATitus	N/A
AWilmot	N/A
BReynolds	N/A
BVickers	N/A
fzmeski	N/A
JKelley	N/A
JKelly	N/A
jmez1116	N/A
KBillings	N/A

▶ Done entering Users
Roles ?

Invite User to join project

Search for a user to add to this project team:

Search

Create a new user

After assigning users to your project, click “Done entering users” to continue setting up your project.

2.6.3 Inviting Users to Join a Project

Project Investigators can collaborate with other researchers who use Q-Notes by inviting them to the project. Enter the user’s name or email to search for a user.

Invite User to join project

Search for a user to add to this project team:

Search

2.6.4 Project Team – Creating a new Q-Notes account for a team member

New users who registered on the website will not have the “Other Users in Group” option. However, they can search for a user to add to the project.

Once a user has been found with the given search name, that user can then be assigned a project role, and an invite will be sent to allow the user to access the project.

Finally, click “Invite to Team” to add the user to the project.

***When the invited user logs into Q-Notes, this project will now appear in their lists of projects.

2.6.5 Project Team – Creating a new Q-Notes account for a team member

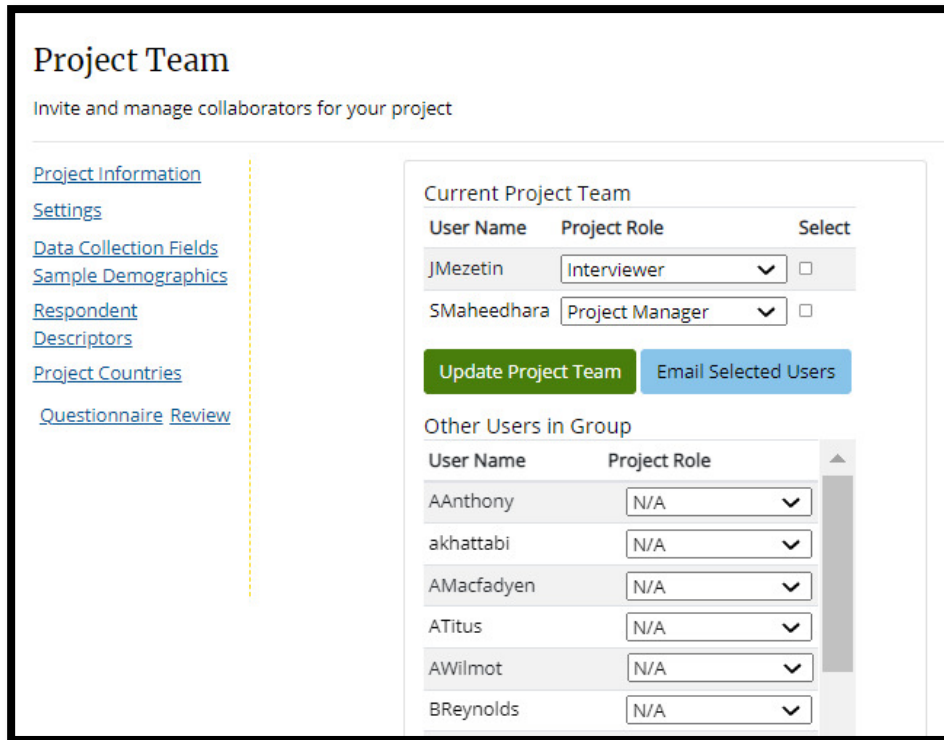
Users who have an organizational account can create a new user for their organization or project.

- This feature is only for Group members who are Group Managers.
- This feature is not available for Beta Users who registered for their own accounts.

- If you would like to create a group for your organization, please email the Q-Notes administrator at gnotes@cdc.gov

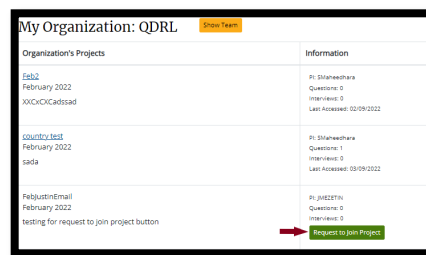
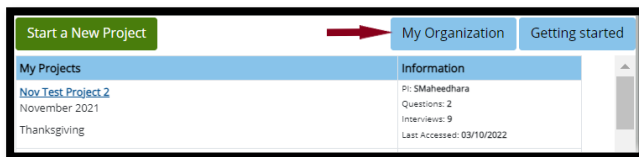
2.6.6 Emailing Users on Team

Project Investigators can email their users to let them know a project is ready for them to start. The PI can check the box next to their role, and then click “Email Selected Users” to send them a generic



2.6.7 Project Team – Requesting to join project

A user can request to be added to the project by “Request to Join” from My Organization and the PI of the project receives an email and can add the user.



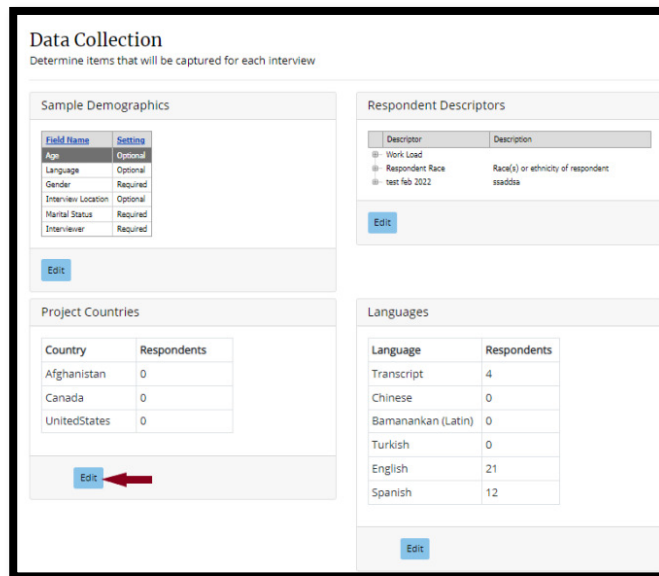
Email to users on team is as below.



2.7 Project Countries

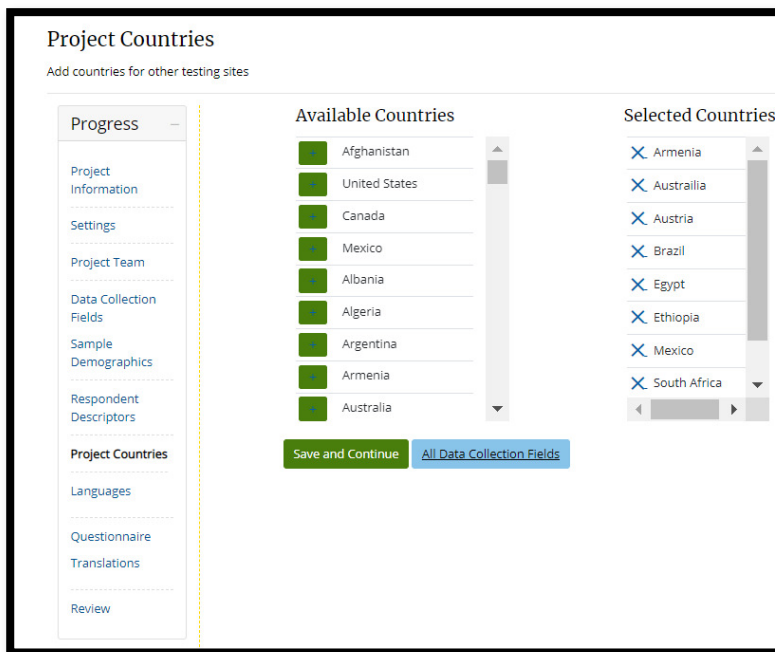
Q-Notes allows for countries to be added for international projects. These projects have interviews which may be conducted simultaneously in several countries.

User can add Project Countries first time for a project from Settings Project Countries or Edit for a project from Data Collection page.



This screen allows you to choose which countries are involved on the project and should display on the data entry screens.

1. On the "Project Countries" screen, select the countries from the list of available countries.
2. Clicking itself adds those countries to the list of chosen countries and adds to project.

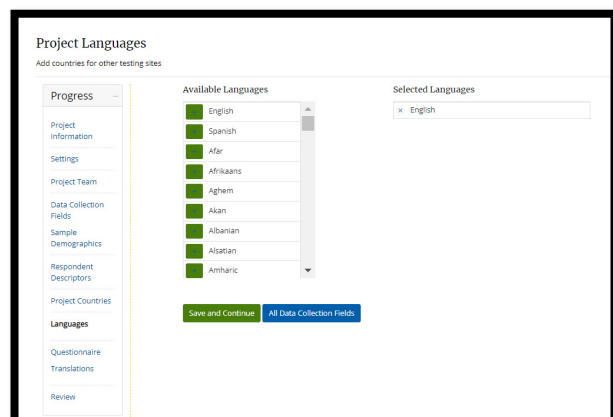
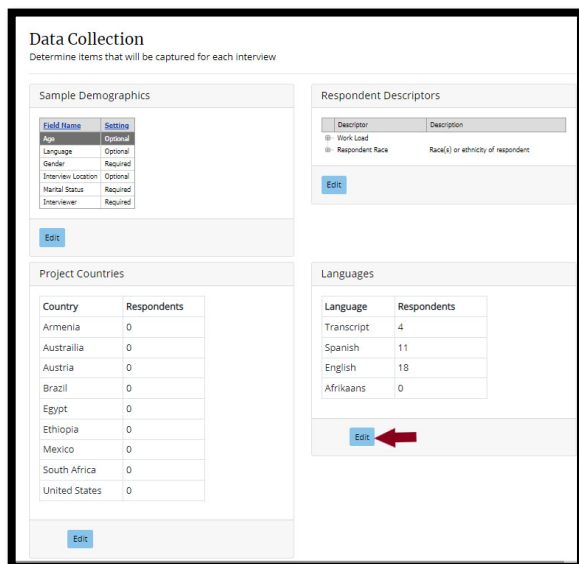


3. If a country is not on the list:
Send email to QNOTES team at qnotes@cdc.gov

Click “Save and Continue” to continue with project set-up.

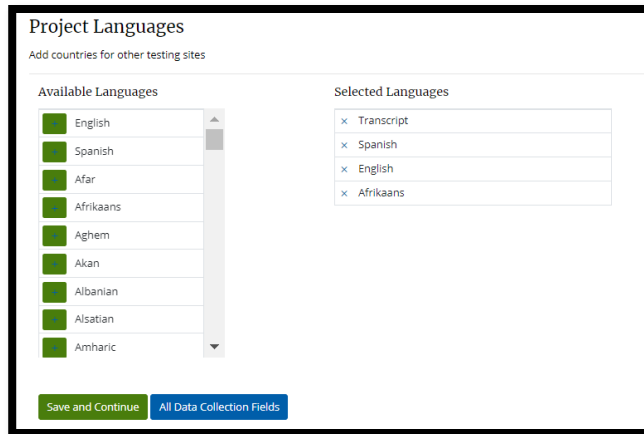
2.8 Adding Project Languages

Q-Notes allows for projects to be conducted in multiple languages. User can add Project Languages first time for a project from Settings Project Languages or Edit for a project from Data Collection page.



1. On the “Project Languages” screen, select the languages from the list of available languages.
2. Click check box beside the language to add those languages to the list of chosen languages.

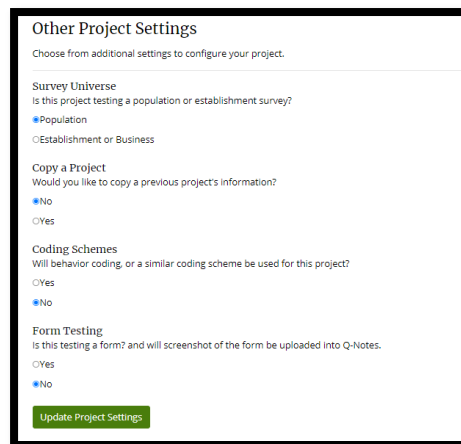
3. Click “Save and Continue” to ensure all chosen languages are added to the project.



4. If a language is not on the list:
Send email to QNOTES team at qnotes@cdc.gov

2.3 Other Settings options

The Other Settings has advanced settings needed for a project. The options of Survey Universe, Copy a Project, Coding Schemes, Form Testing.



- **Survey Universe:** Is this project testing a population or establishment survey?
 - **Population surveys** will have the respondent answer questions about themselves, or other people.
 - **Establishment surveys** will have the respondent answer questions about their business.
- **Copy a Project:** Would you like to copy a previous project's information?
 - No - Select it to not copy a previous project's information
 - Yes – Select it to copy a previous project's information
- **Coding Schemes:** Will behavior coding, or a similar coding scheme be used for this project?
 - Selecting “Yes” will make the project setup process include creating coding schemes.
- **Form Testing:** Is this testing a form? And will screenshot of the form be uploaded into Q-Notes.
 - This option is only used for NCHS projects**
 - Selecting “Yes” will allow for screenshots to be displayed for project where a form is tested

After answering the set-up questions click “Update Project Settings” to save selections and continue setting up the project.

2.9 Coding schemes

Q-Notes provides the functionality to have coding schemes, such as for behavior coding. By default, Q-Notes allows users to add generic respondent and interviewer behaviors to their projects. These can then be assigned on a question-by-question basis for each of the respondents, and additionally printed on the interview guide. Users can also add to each of the schemes manually and add new coding schemes as necessary.

Coding Schemes

Will behavior coding, or a similar coding scheme be used for this project?

Yes

No

Coding Schemes

Create response codes capture information about each question response

Coding Scheme	Description
Interviewer Behavior Codes	
Respondent Behavior Codes	

Coding Options

[Add New Coding Scheme](#)

Click the buttons below the table to add new codes.

Clicking “Add New Coding Scheme” will provide a blank form to add new codes

Edit Coding Scheme

Coding Scheme Information

Coding Title:*
Generic title to describe the set of codes being added

Description:
Additional information to describe the coding scheme

Format:* Select One
 Mark All that Apply
Can multiple codes be selected or must user choose only one option

Sequence:*
A number to set the order of display for the code

Codes can be edited from the list of codes.

Add New	Code	Description
	Question read correctly	
	Skip Error (for non-computerized instruments)	
	Question read with minor change	
	Question read with major change	
	Follow-probe used incorrectly (biasing, etc.)	

Code:

Description:

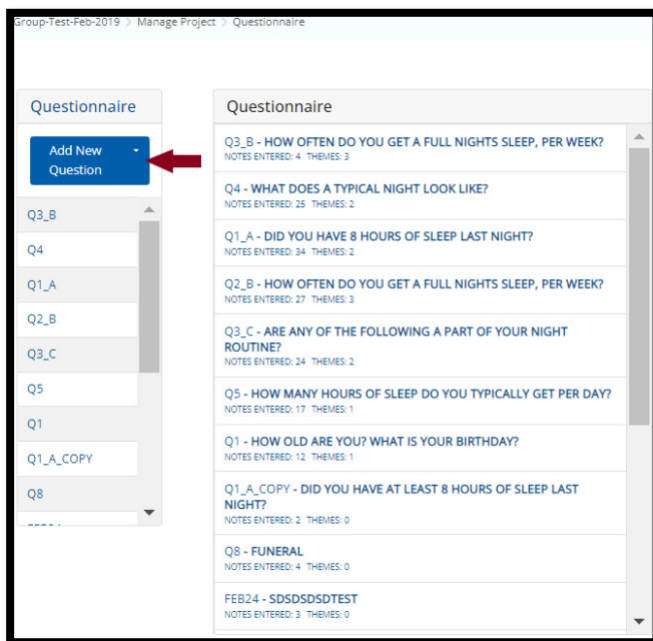
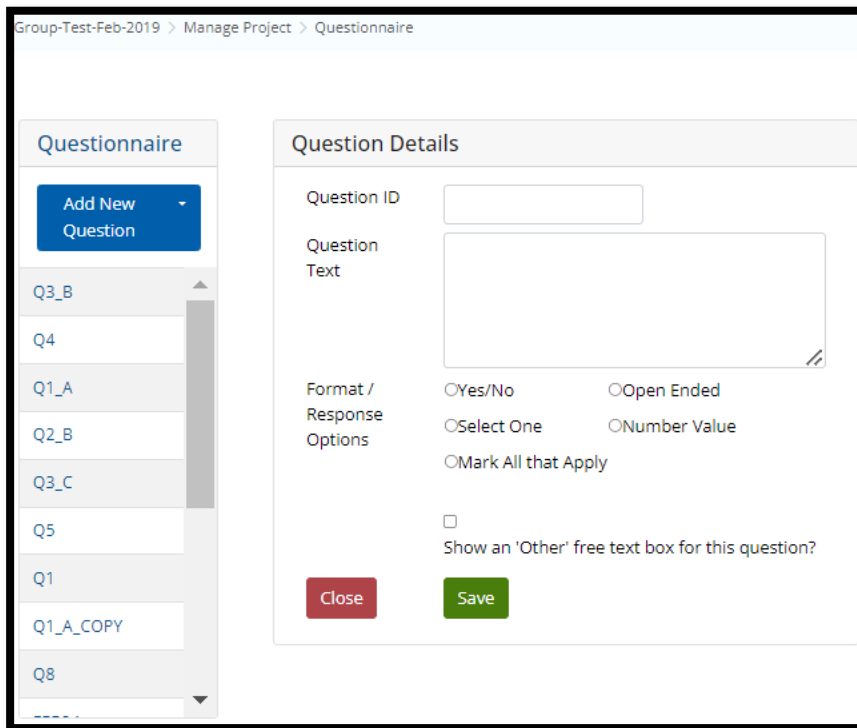
Sequence:

Other Actions

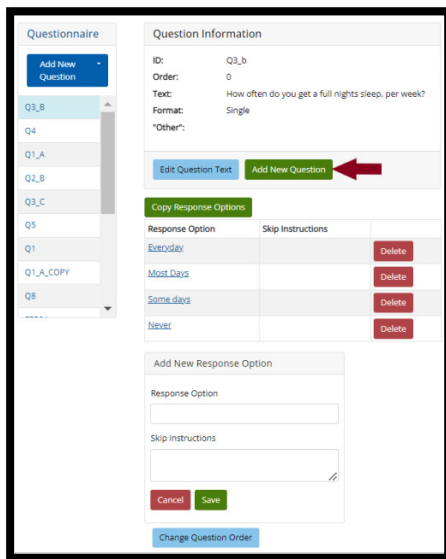
- Click "*Interviewer Behavior Codes*" to add a default set of Interviewer Behavior Codes
- Click "*Respondent Behavior Codes*" to add a default set of Respondent Behavior Codes
- These can be edited as necessary

3.0 Add/Edit Project Questions

Q-Notes is designed specifically for analysis of questions. Every project must have questions. The Project Questions screen will show all the project's current questions. For a new project, it will be blank with an option to add a new question. Click **"Add New Question"** button to start.



For a project with questions, click any question in the list and then click **"Add New Question"** to open a new question card to input details.



3.1 Creating a New Question

- Enter the following information for the question:
 - **Question ID** – A short unique identifier for the question to be used throughout the project to refer to this question. The ID should contain a reference to the question for the interviewers to easily know what question it is. Having a project specific prefix can also help ensure individuality for future projects.
 - **Question Text** – The verbatim text of the question
 - **Format/Response Options** – Refers to the type of question being asked
 - **Yes/No** – Response is either Yes or No
 - **Select One** – Only one choice may be selected from pre-set response options
 - **Mark All that Apply** – More than one choice may be selected from response option
 - **Open Ended** – Response is open ended. Allows free text to be entered as a response to question
 - **Number Value** – Response is a number

- **Show an 'Other' free text box for this question?** – Adds an "Other" response option for *Select One* or *Mark All that Apply* questions. When selected, the system displays a text box for entry of additional text.
- Save information by clicking on the “Save” button or “Update” for edits

Q-Notes Tip: Choosing the Question ID

Question IDs will display in various dropdowns and menus for each project. When creating a Question ID, the following strategies can be used:

- Use the ID or variable name listed in the questionnaire
- Use an obvious short descriptor that will make it easy to skim on a list: Age, Gender, employment

The screenshot shows a 'Question Details' form with the following fields and options:

- Question ID:** March15
- Question Text:** When do u feel spring weather?
- Format / Response Options:**
 - Yes/No
 - Open Ended
 - Select One
 - Number Value
 - Mark All that Apply
- Show an 'Other' free text box for this question?
- Enter text for the "Other" option to display:** this is for months details
- Buttons:** Close, Update, Delete Question, Change Question ID, Copy Question, Track Question Changes

After a new question has been saved, or an existing question has been selected, there are additional links which are enabled to provide more capabilities.

- **Add New Question** – Create an empty form to add a new question
- **Edit Question Text** - Edits the question text
- **Delete** – Delete the current question from your project
- **Change Question Order** – Change the Question ID

Question Information

ID: mar22
Order: 12
Text: show other screenshot for manual
Format: Single
"Other": for screenshot

Edit Question Text Add New Question

Add New Response Option Copy Response Options

Response Option	Skip Instructions	
option1	test1	Delete
option2	test2	Delete

Change Question Order

3.2 Creating Response Options

To add Response Options for “Select One” or “Mark all that Apply” questions:

Q-Notes Tip: Longer Questionnaires

Q-Notes is designed to collect qualitative data for each Question entered. For long questionnaires (> 100 questions), sometimes interviewers only focus on certain questions. When setting up the project, PIs can combine areas that are not being tested, so that there are fewer questions overall.

Additionally, some Self-administered surveys may have Matrixed questions. Where one question, may have multiple parts. For questions like these there are two ways to add them into Q-Notes

- **Option 1:** Make a question mark all that apply and use each part as a response option. This option is best for a question that has multiple parts, with a yes/no list.
- **Option 2:** Use question themes to identify the various parts of the question. This option is good for when the main question will have lots of data, and you want to have less data for each of the potential parts of the question.
- **Option 3:** Break each part of the question into a unique question. This option is good for when there will be much data for each part of the question.

Add New Response Option

Response Option	Skip Instructions	
Yes		Delete
No		Delete

Re-order Response Options

Change Question Order

1. Select "Add New Response Option" from the Response Option area
2. Enter Response Information data:
 - a. Response Option
 - i. *****Answer categories should not contain apostrophes or quotes. This will cause a problem for some analysis functions.**

Response Options Details

Response Option

Order

Skip Instructions

Cancel Save

Invalid entry for Response Option. Invalid charactersX

- ii. *Order*: Numeric value referring to the order this response should be displayed
- iii. *Skip Instructions*: Textual directions for how to proceed through the questionnaire/instrument with that response option. For example, a "Yes" response option skip pattern: "Skip to question 3."

3. Click "Save"

Response Options Details

Response Option

Order

Skip Instructions

Cancel Save

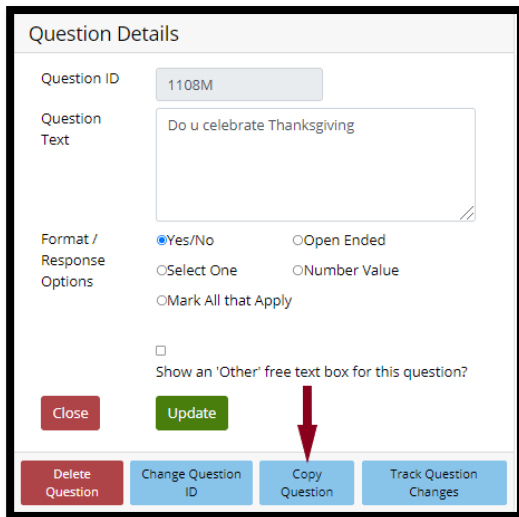
3.3 Copying a Question

Some questionnaires may have many questions with either similar response options and/or the main question text repeats itself. Q-Notes allows you to copy a question to help make this process easier.

- The new question will be placed at the end of the questionnaire list

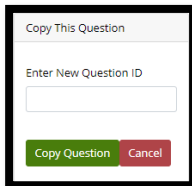
To copy the general information for a question [including the response options]:

1. Click on the “Copy Question” button
2. Select "Copy Question"

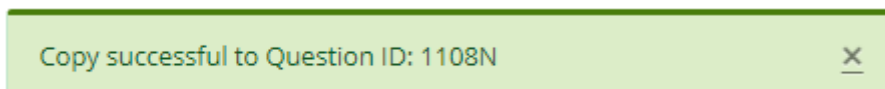


3. Enter Question data:

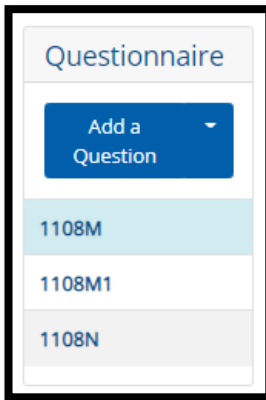
- **New Question ID** – ID for new question



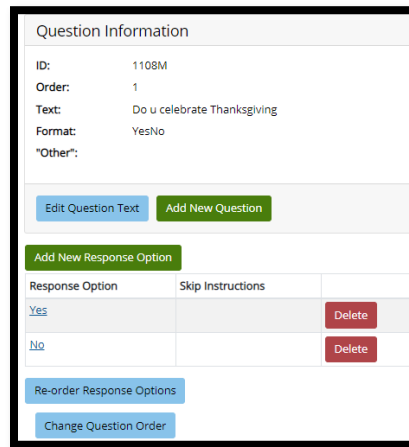
1. Click on “Copy Question” to copy or “Cancel” to stop
 - the system copies the question with the new ID



2. Click on “View All Questions” to see the list of questions including the new question



3. Click on the question to display the details [see screen below]



Q-Notes Tip: Copy Question Function

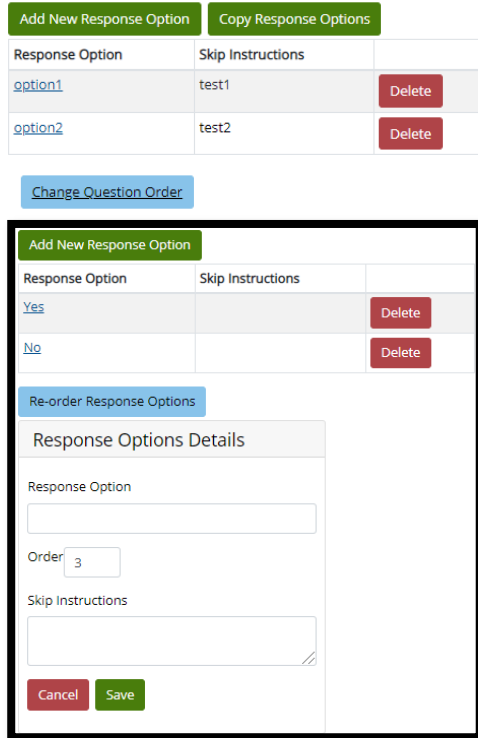
Copying questions is a very useful method of quickly adding several questions that may only change one or two words, from one question to the next.

This is additionally helpful for response option lists that also repeat.

3.4 Copying Question Response options

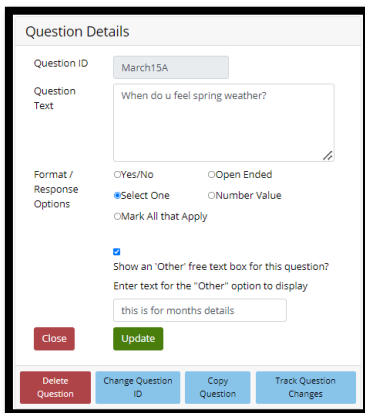
There may be times when questions will have similar response options. Q-Notes will allow users to copy response options from one question to another to make this process easier.

To copy response options to a different question:



3.5 Editing Questions

If a question was entered incorrectly, you can change any of the text or format easily. Then clicking update. A question can be edited by clicking on “Edit Question”. The details except Question ID can be updated and saved or closed without updating.

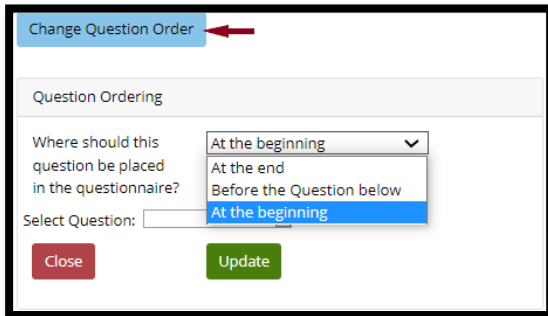


3.6 Question Options

3.6.1 Changing Question Order

Clicking on “Change Question Order” on the question details allows user to select the placing of a question in the questions list. The drop down “Where should this question be placed in the questionnaire?” has options

- At the end
- Before the Question below
- At the beginning

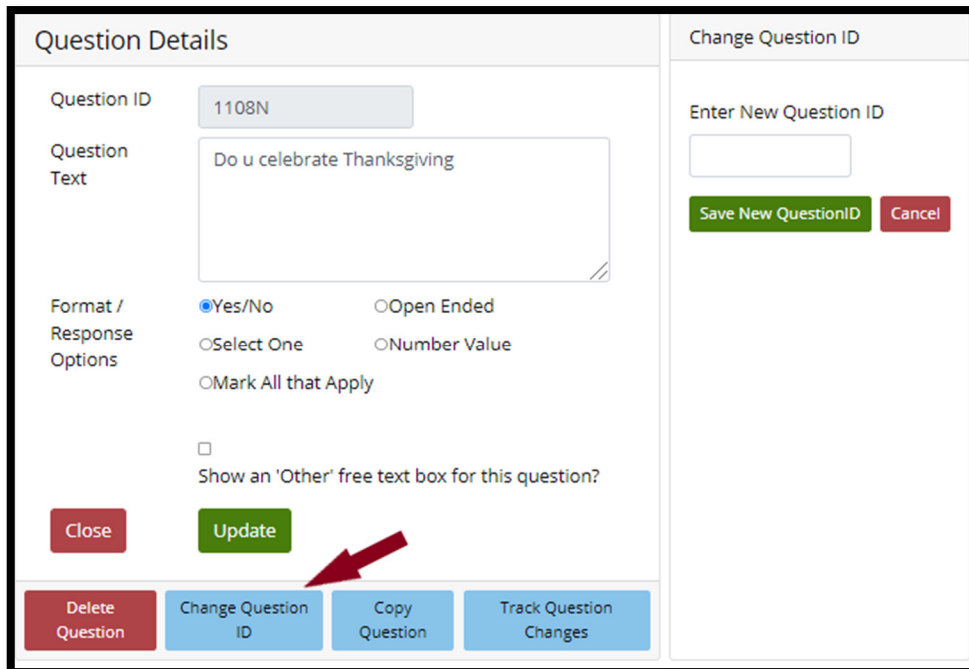


Select Question dropdown shows the questions in the list and user can select for before the question below drop-down option from the “Where should this question be placed in the questionnaire?”

3.6.2 Changing the Question ID

At times, it may be necessary to change the Question ID after it has already been entered. The safe way to accomplish this, without losing any information would be to:

1. Click the “Change QuestionID” button.
This will bring up another field below for the new QuestionID.
2. Enter the new Question ID.
3. Then click the “Save New QuestionID” link.



3.6.3 Saving Question Changes

The user can edit a question detail and save by clicking “Update”.

3.7 Track Question Changes

During a project, the PI may decide to change a question that is not performing well, or possibly re-ordering a question in the questionnaire. This function allows the team to say why the question was changed, so that when the report is written, there is an audit trail to see how, when, and why a question evolved.

3.8 Question Change Log

This will show the evolution of a question, along with who changed it and their reasoning for the change.

Question Change Log

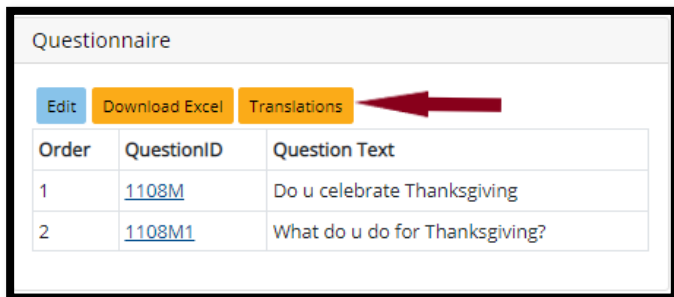
Question Versions	Why it was changed?
show other screenshot for manual	to take screenshot for manual Date 3/23/2022

3.9 Adding Translations for a Question

A manager has the capability to enter a translation for each question for international or multi-language projects. Managers can type in the Country (if not US), language, and translated text into the "Text" field.

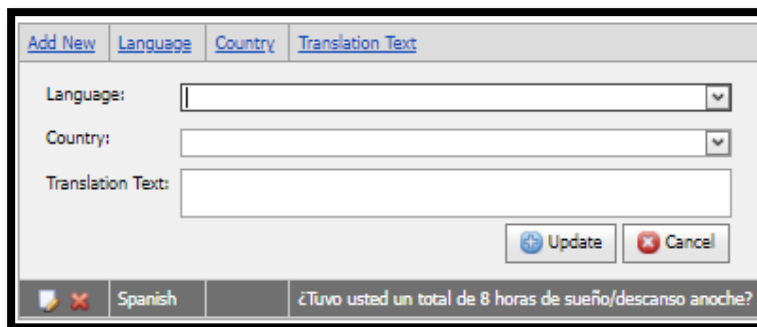
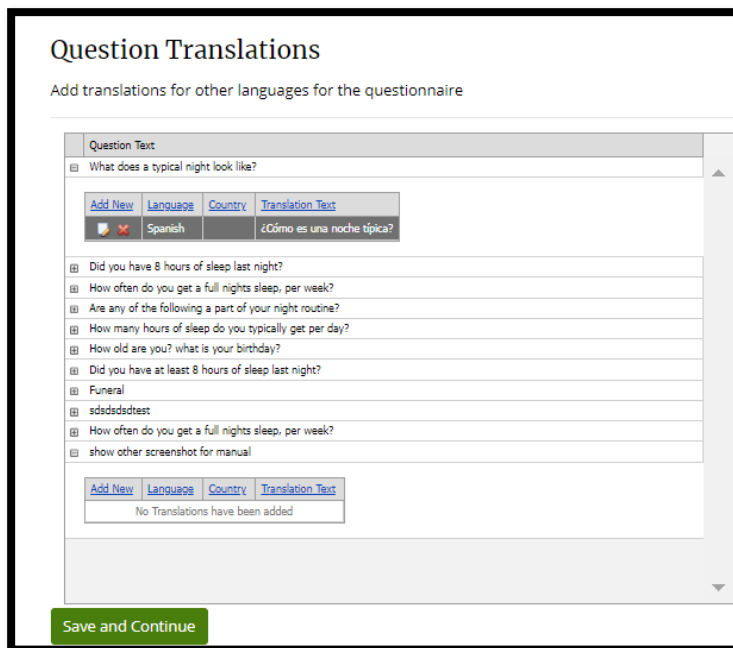
To add translations for a Question:

1. Select the Question Translations Tab
2. Select a Question and click on "Add New"
3. Or select Add New Translation from Translation options dropdown on Manage Translations Page.



The screenshot shows a 'Questionnaire' interface with three tabs: 'Edit', 'Download Excel', and 'Translations'. A red arrow points to the 'Translations' tab. Below the tabs is a table with the following data:

Order	QuestionID	Question Text
1	1108M	Do u celebrate Thanksgiving
2	1108M1	What do u do for Thanksgiving?



4. Enter Translation data:
 - a. Language
 - b. Country
 - c. Translation Text

If the language uses a non-standard character set, the manager can scan the questions individually, and then type in the picture file name for the specific question into the “Translation File” textbox.

- When finished, click “Update”
- The following screen is displayed:

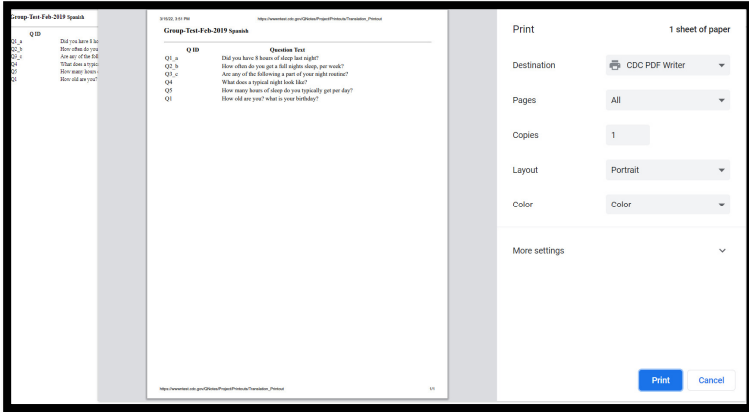


To edit existing questions for a project, select the “Questions” link on the main page. You can then select the project name from the drop-down menu on the “Question Administration” screen. This will then display all the existing questions for that project. To edit a question, click the link labeled “Edit” to the right of the question. Enter or update the information previously stated.

3.10 Question Options

The other options on the Translations dropdown are Print and Download Excel.

- Print – The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
- Select the printer you want to print on and enter other related parameters and click “Print”

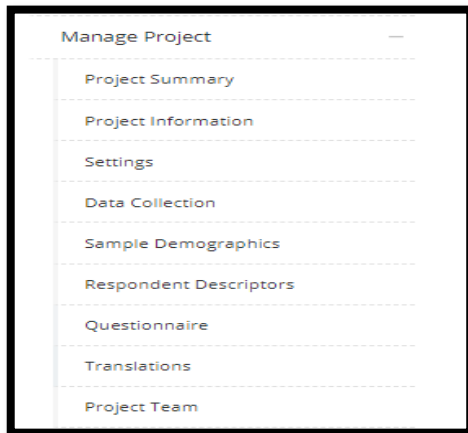


Download Excel -

A	B	C	D	E	F	G	H	I	J	K
ProjectID	Project	QuestionID	QuestionText	Language	TranslationID	QuestionNumber	TranslationRound	Country	TranslationID	
602	Group-Test	Q1_a	Did you have a...	Spanish	¿Tuvo usted...	1	1		2665	
602	Group-Test	Q2_b	How often do you...	Spanish	¿Con qué...	2	1		2666	
602	Group-Test	Q3_c	Are any of the...	Spanish	¿Alguno d...	3	1		2667	
602	Group-Test	Q4	What does...	Spanish	¿Cómo es...	4	1		2668	
602	Group-Test	Q5	How many...	Spanish	¿Como cu...	5	1		2669	
602	Group-Test	Q1	How old are...	Spanish	¿Cuántos...	6	1		2776	

3.11 Manage Project Summary

Scrolling down to “Project Summary” on the Manage Project menu, will display the project summary screen. This contains all the sections of the project added for set-up. This will provide a single location to ensure the project is ready.



The below sections and details are shown in Project Summary

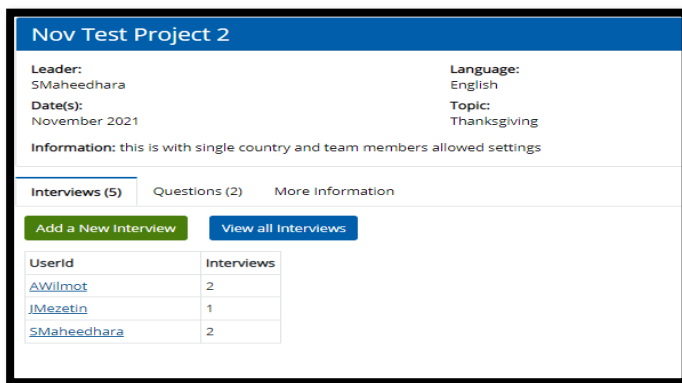
1. Project Information
2. Project Links or Documents

3. Project Settings
4. Sample Demographics
5. Respondent Descriptors
6. Countries
7. Languages
8. Questionnaire

4.0 Q-Notes Interview Entry

Q-Notes provides a structured, standardized, and systematic method to collect interview information from potentially different interviewees, in different locations and sometimes even in different languages. The features and functions described in the following section will help you understand where information gets entered, along with how to navigate the data entry components of the system.

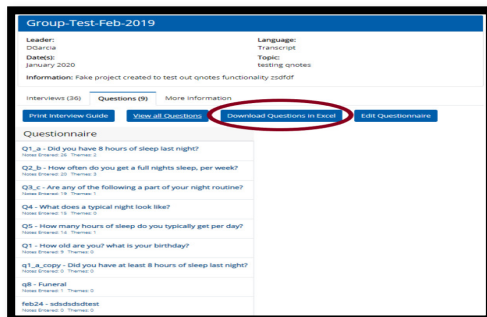
After you choose a project from the main Q-Notes screen, the “Project Home” screen will be displayed:



4.1 Project Home

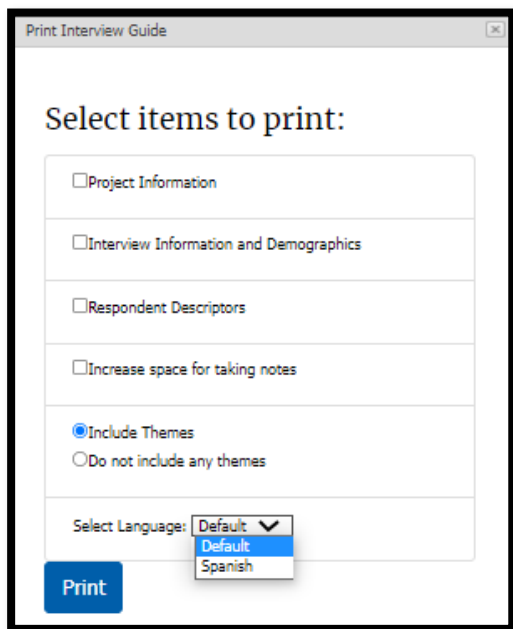
On this screen you can see the general project information. There will also be a summary list of interviews that have already been entered. This page will allow you to:

- Add a new interview
- View the list of all interviews for the project
- View All Questions for the project
- Print the interview guide/protocol for the project
- Download Questions in Excel (added to allow users with large number of questions to download and use while interviewing)

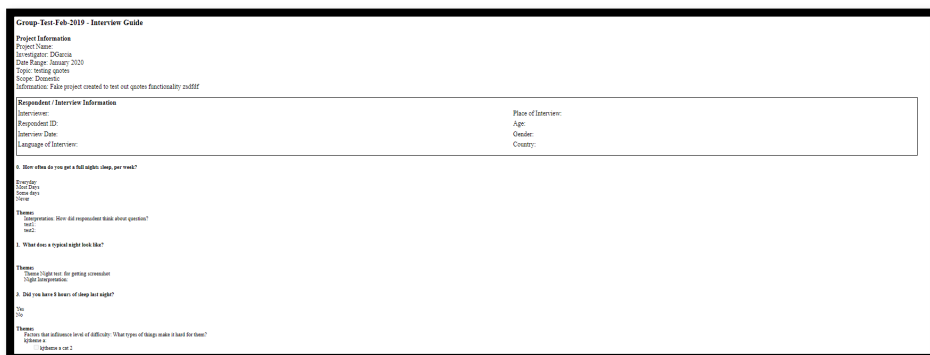


4.2 Print Interview Guide:

To print the interview guide from the “Project Home” screen, click on “*Print Interview Guide*”; the following pop-up is displayed:



- Choose from the options to customize what is included on the Interview Guide printout
 - **Project information:** General information for the project entered during setup.
 - **Interview Information and Demographics:** This includes the interview fields chosen during set-up which may include respondent demographics.
 - **Respondent Descriptors:** Any descriptors or project themes created during setup.
 - **Increase space for taking notes:** This will add another inch of space on the given printout, allowing interviewer more room to take notes.
 - **Themes options:** If any themes have been created for questions, this will include those themes on the printout, allowing the interview to begin coding at the interview. This can also help to ensure or remind the interviewer to get certain information.
 - **Language:** If there are multiple languages, a user can choose a different language for the printout.
- The interview guide will be displayed in a pop-up window, along with an automatic printing.



Group-Test-Feb-2019 - Interview Guide

Project Information
Project Name: Interview
Investigator: J. Garcia
Date Range: January 2020
Topic: research project
Scope: Document
Instructions: Rate project created to test out quotes functionality - audit

Respondent / Interview Information

Interviewer:	Place of Interview:
Respondent ID:	Age:
Interview Date:	Gender:
Language of Interview:	Country:

6. How often do you get a full night sleep per week?

Example:
I don't sleep
I don't sleep
I don't sleep

Themes
Instructions: When did respondent think about question?
me:
me:
me:

7. What does a typical night look like?

Themes
I don't sleep
I don't sleep
I don't sleep

8. Did you have 8 hours of sleep last night?

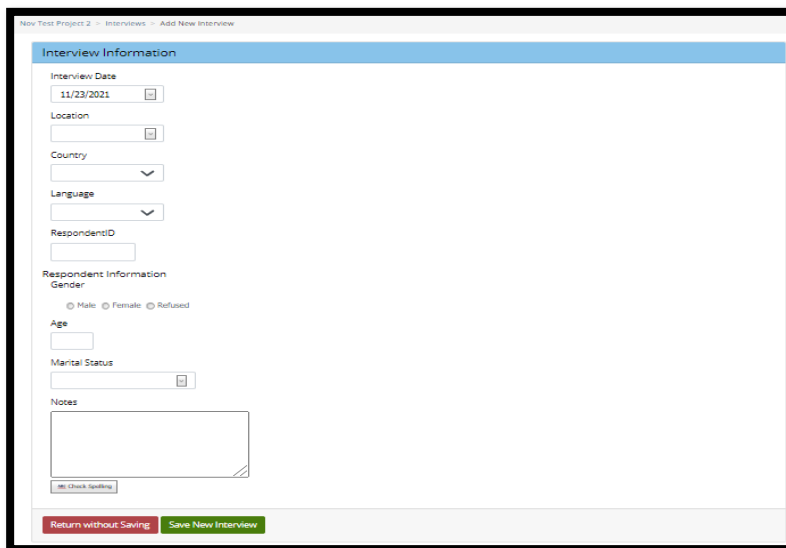
Yes
No

Themes
Factors that influence level of difficulty: What types of things make it hard for you?
I don't sleep

- The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
 - Select the printer you want to print on and enter other related parameters and click “Print”
- Printing the interview Guide can also occur from the Enter Data tab, available from the menu on all screens. It will print with all the default options.

4.3 Add Interviews

To add new interviews, click “Add a New Interview” on the project home screen. It will direct you to the Interview Details screen.



On this screen, you can enter information regarding the interview and the respondent using the following fields:

- **Interview Date:** Date the interview occurred. Select the date from the calendar by clicking the arrow on the dropdown, or by entering the date manually in mm/dd/yyyy format.
- **Interviewer:** This field is automatically set to the current user entering data.
- **Interview Location:** General location of where the interview took place. The options are either a specific “Laboratory” or “Off-site”.

The following demographic fields are not always present. The main project investigator decides whether the fields are used in project Interview Fields (See 2.3 above)

- **Respondent ID:** A generic ID to identify this interview from other interviews.
- **Age** - Numeric value that can represent the age of the respondent, or the age of an establishment.
- **Country** - What country the interview was conducted in. This is mainly used in international multi-site projects.
- **Language** - What language the interview was conducted in.
- **Gender** - Gender of the respondent.
- **Marital Status** – Select one from the Dropdown box
- **Establishment State** - The state an establishment or business is located
- In the “Additional Interview Summary Notes” box, enter relevant information about the interview. This field is intended to capture any information regarding the respondent that

Respondent ID: 11232021

Interview Information

Interview Date: 11/23/2021

Location: Laboratory

Country: [Dropdown]

Language: English

RespondentID: 11232021 [Change ID](#)

Respondent Information

Gender: Male Female Refused

Age: 29

Marital Status: Currently Married

Notes: [Text Area]

[All Check Spelling](#)

[Close Form](#) [Update](#)

Click Update to save your changes

4.5 Respondent Descriptors or Project Level Themes

Once an interview has been saved, users can code respondent descriptors to save additional information for each Interview.

Respondent ID: march7 [Interview Options](#)

Interview Date: 3/7/2022 Gender: Female Language of Interview: English

Interviewer: S Maheedhara Age: 66

Marital Status: Currently Married

Notes: testing sri

Descriptors:

[Work Load](#) Full time [part time](#)

Notes for part time: [Text Area]

[Close](#) [Save](#) [Clear](#)

multiple jobs does not work stay at home parent Student gig work [New Category](#)


Respondent Race White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Hispanic [New Category](#)

test feb 2022 [New Category](#)

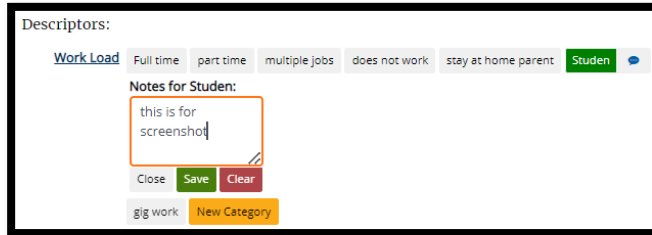
Just select the categories, under the chosen theme.

- While selecting categories, click the button with the category that applies.
- the button will highlight to green to identify the saved selection.
- There will be a blue icon button allowing the user to enter notes text stating why an option was chosen.


Descriptors:

[Work Load](#) Full time **part time**  multiple jobs does not work stay at home parent Studen gig work [New Category](#)

[Respondent Race](#) White Black Asian American Indian or Alaskan Native Native Hawaiian or Pacific Islander Hispanic [New Category](#)



Descriptors:

[Work Load](#) Full time part time multiple jobs does not work stay at home parent **Studen** 


Notes for Studen:

this is for screenshot

Close Save Clear


gig work [New Category](#)

Click save to add the notes. Click Close to continue selecting descriptors as needed.

The comment icon will turn green  to let you know there are notes attached. Hovering over the icon will show the notes and clicking it will allow you to edit.



Descriptors:

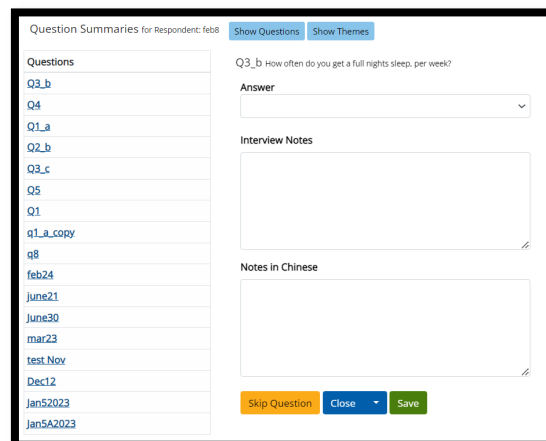
[Work Load](#) Full time part time multiple jobs does not work stay at home parent **Studen**  gig work [New Category](#)

If you'd like to edit the descriptors, you can do that from the Project Management area for Descriptors (see section 2.5 – [Respondent Descriptors](#))

The next step in entering data is to enter question summaries for the new respondent.

4.6 Question Summaries List

The list of Questions and entry forms for this project and this respondent are displayed and can be added and edited for an interview.



Question Summaries for Respondent: febs [Show Questions](#) [Show Themes](#)

Questions

- Q3_b
- Q4
- Q1_a
- Q2_b
- Q3_c
- Q5
- Q1
- q1_a_copy
- q8
- feb24
- June21
- June30
- mar23
- test_Nov
- Dec12
- Jan52023
- Jan5A2023

Q3_b How often do you get a full nights sleep, per week?

Answer

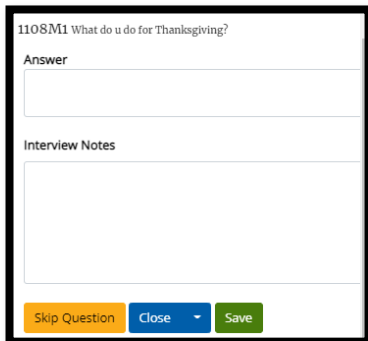
Interview Notes

Notes in Chinese

Skip Question Close Save

4.7 Entering Notes and Answers

The “Notes Entry” screen displays the question, Respondent ID, Interviewer, and Interview date for the chosen interview. It will also display the Question text and question ID for the selected question.

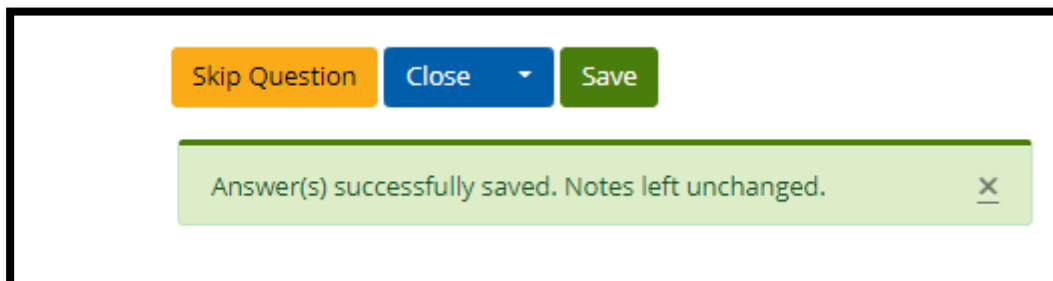


Next, you can select the answer the respondent gave to this question during the cognitive interview by selecting from the answer drop down box.

A respondent can answer other than the one available in the questionnaire, select “other” and input the response in the blank box. ****NOTE:** “other” will only appear if the user clicked on *Optional Free Text* at question setup. (Check **2.6** above)

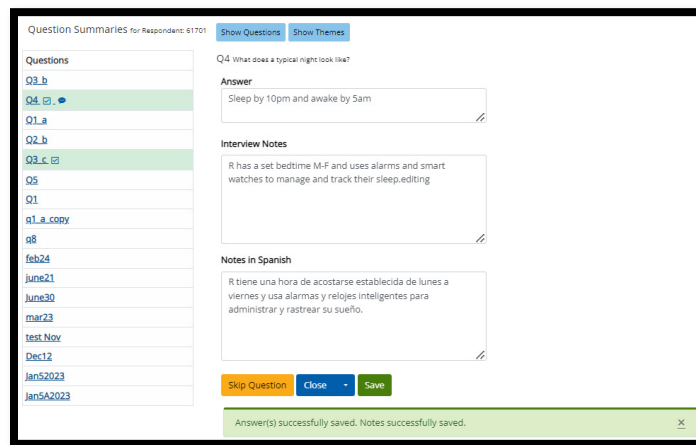
For a “*Mark all that apply*” question, hold down the control key (Ctrl) while making your selections. Click “*Clear Answer*” if you selected an answer by mistake and would like to leave the field blank

Next, you can enter any notes that you took during the cognitive interview in the “*Interview Notes*” field. This field is intended to capture any information that emerged during the cognitive interview. For example, you may want to enter direct quotes from the interview. When done, click on “*Save Notes*”. A “Notes saved” message will be displayed.



4.8 Entering Notes for Multi-Language projects

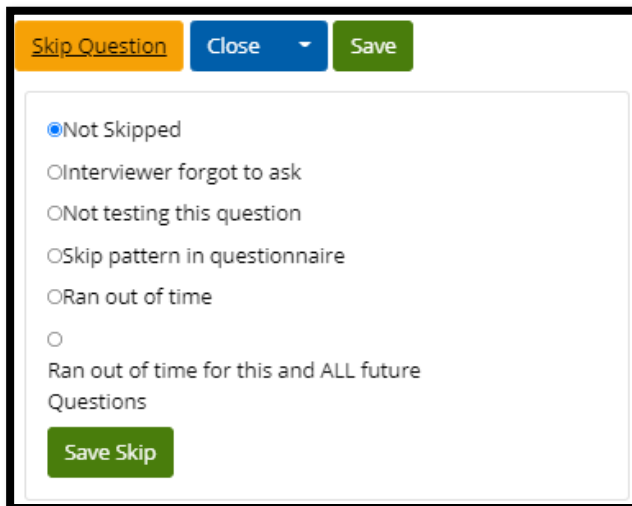
For projects where interviews are being conducted in multiple languages, project interviewers may write their notes in the original language. If the interview is saved under a different language than the project, interviewers are given the opportunity to write notes in both languages. This can prevent any translation issues, by having the original text and the translated text saved in the system.



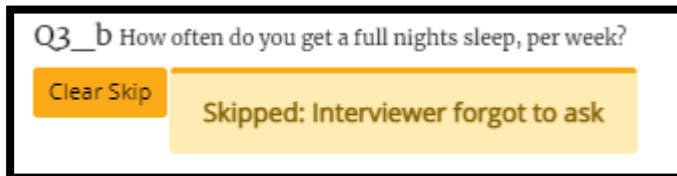
Click on “Save” to save all entered text. A “Notes saved” message will be displayed. Additionally, for analysis purposes, all the notes need to be in one language, so that one analyst or the main investigator can view grouped notes in the analysis tools.

4.9 Question Skips

Interviewer can click “Skip Question” and select options as shown below and save the skip using “Save Skip” button.



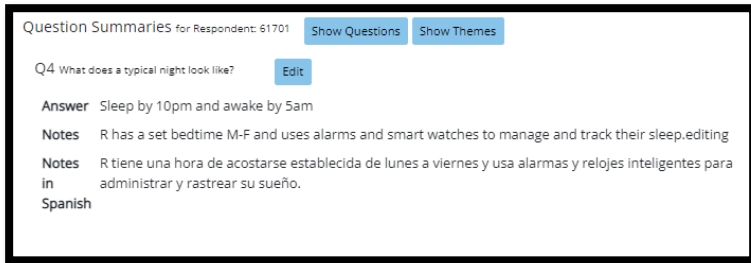
The user can see the reason for skipping and can also click “Clear Skip” to reopen the question notes.



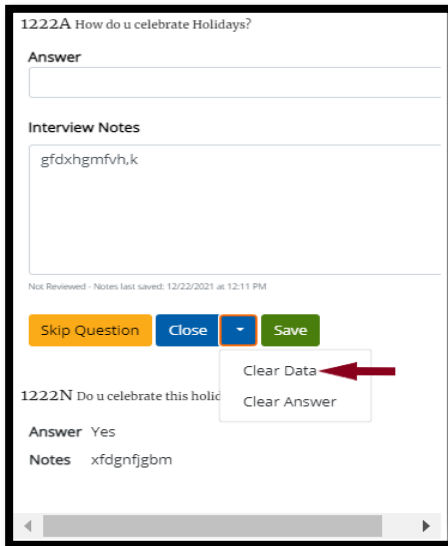
4.10 Close Question

You can use the close button to collapse a question entry area, to have more space on the screen and confirm data was saved.

Click edit, will open the area to allow for changing any of the question specific information.



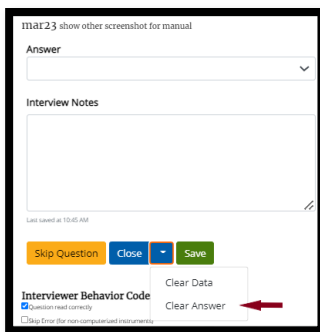
4.10A Clearing Data



Click “Clear Data” if you would like to erase all data, including any selected answers and notes, for the question for the respondent.

4.10B Clear Answer

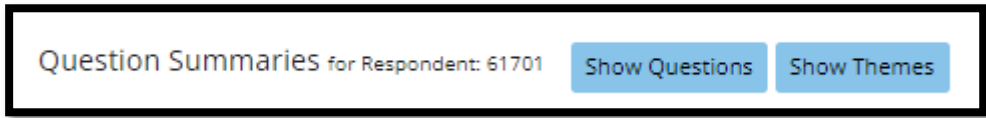
Click “Clear Answer” if you would like to erase answer for the question for the respondent.




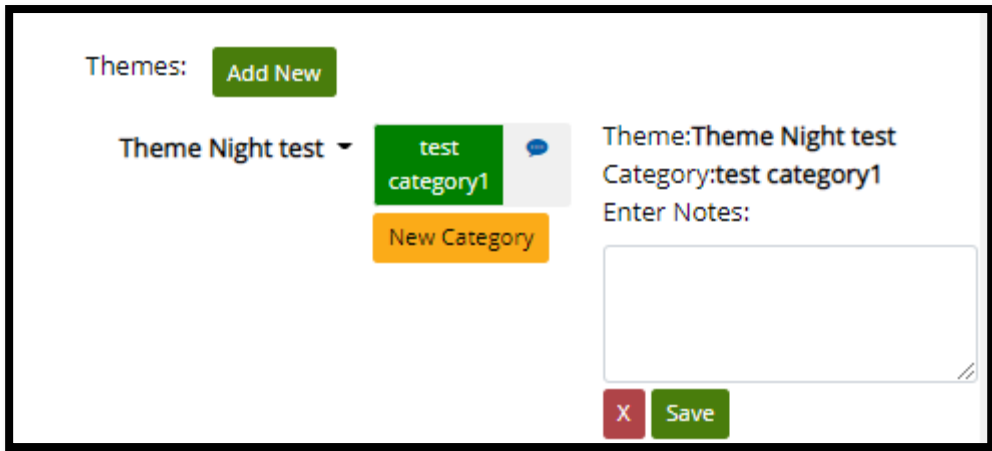
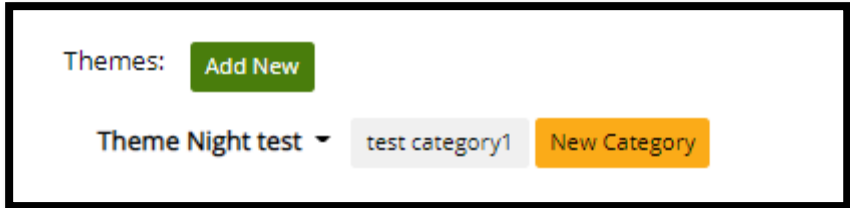
4.11 Question Themes

On the bottom of the Question Notes entry screen, question themes may be present. Question themes are determined and entered Q-Notes by the primary investigator, analyst, or manager of the project. Note that not all questions have themes, however, if a question has themes associated with it, they will be displayed below the narrative box in the “Analysis” area. In the example below, there are themes for this question: **Favorite Color, Colors for thanksgiving, colors, gifts, and food.**

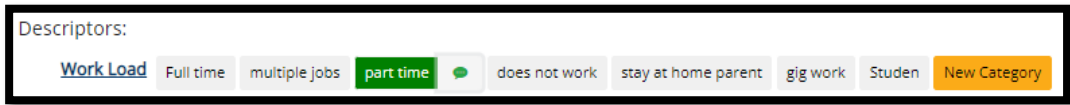
Click “Show themes” button next to questions summaries for respondent to have themes display on screen



Clicking on a category shows a blue icon  and clicking it opens a text box and allows user to enter notes and save.



A Category which has notes entered shows up as green icon .



4.12 Coding Schemes

In addition to themes, Q-Notes provides the functionality to have other coding schemes, such as behavior coding. If behavior codes or another set of codes **has been added for the project**, they will be displayed below in the “Coding Schemes” area. In the example below, default Respondent and Interviewer behavior codes have been added to the project and are shown.

Interviewer Behavior Codes

- Question read correctly
- Skip Error (for non-computerized instruments)
- Question read with minor change
- Question read with major change
- Follow-probe used incorrectly (biasing, etc.)

2 selections saved successfully.

Respondent Behavior Codes

- Respondent Interrupts question reading
- Respondent requires Repeat
- Respondent requests Clarification
- Respondent expresses Uncertainty
- Respondent provides Uncodeable answer

The user entering this interview can then mark any applicable behavior codes for this respondent and question. The selections will then be automatically saved.

4.13 Interview Options

Select “*View all Interviews*” from Project Home within Q-Notes. This will take you to the interview list.

All Interviews (n=2)

[Add a New Interview](#)

1211A	Edit
12/22/2021	SMaheedhara
2022	Edit
2/4/2022	SMaheedhara

[View Sample Summary](#)

Click an interview to see more details or click “*Edit*” to edit the interview.

Respondent ID: 032522

Interview Date 3/25/2022 **Gender** Male **Country** English
Interviewer JMezetin **Age** 43 **Language of Interview** English
Marital Status Never Married

Notes: These are notes for an interview 032522

Interview Options

- Hide Demographics
- Hide Descriptors
- Edit Interview Information
- Print
- Download Excel
- Delete

Descriptors:

Work Load Full time multiple jobs **part time** does not work stay at home parent gig work Student **New Category**

Respondent Race White Asian **Black** American Indian or Alaskan Native Native Hawaiian or Pacific Islander Hispanic **New Category**

test feb 2022 Category 1 **Category 2** Category 3 **New Category**

Members in Household apostrophe testing select one format respondent descriptor Enter number in notes **New Category**

Synopsis Describe in notes **New Category**

Test Aug2022 category A Category C categoryB **New Category**

Dec 2022 test december 2022 **New Category**

Jan312023 option1 option2 **New Category**

Question Summaries for Respondent: 032522 [Show Questions](#) [Show Themes](#)

4.14 Viewing or Editing Interviews

Select “View all Interviews” from the top menu within Q-Notes. This will take you to the interview list.

Within Interview

All Interviews (n=9)
[Add a New Interview](#)

Interview ID	Date	Interviewer	Action
0909	11/9/2021	JMezetin	Edit
11082021	11/8/2021	SMaheedhara	Edit
11092021 tue	11/9/2021	AWilmot	Edit
110921Tuesday	11/9/2021	AWilmot	Edit
112120A	11/24/2021	SMaheedhara	Edit
11232021	11/23/2021	SMaheedhara	Edit
112320V	11/23/2021	SMaheedhara	Edit
112420B	11/24/2021	SMaheedhara	Edit
1152021	11/15/2021	SMaheedhara	Edit

[View Sample Summary](#)

Sample Summary n = 9

Field	Interviews
Age	
18 - 29	3
30 - 49	2
50 - 64	3
65 and Over	1
Country	
409	9
Language	
English	9
Gender	
Female	5
Male	3
Refused	1
Location	
Laboratory	3
OffSite	4
Refused	2

The list of interviews will display all respondent IDs that have been entered along with the date of the interview and the interviewer.

- Select the row of the interview to view the question list for that interview.
- Select and click any ‘Sample Summary’ row detail to sort the list by that field.

Within Interview

All Interviews (n=50)

[Add a New Interview](#)

00009	12/14/2020	JMezzin
0224	2/24/2021	JMezzin
032522	3/25/2022	JMezzin
0909	11/24/2020	JMezzin
0909000	8/17/2021	JMezzin
032722 JM 1	9/7/2022	JMezzin
100_5	2/15/2019	DGarcia
100721	10/7/2021	SMaheedhara
101	2/15/2019	DGarcia

Sample Summary n = 50

Age	Interviews
18_29	8
30_49	21
50_64	12
65 and Over	9

Country	Interviews
Not entered	41
Afghanistan	1
Canada	5
Mexico	1
UnitedStates	2

Language	Interviews
Alsatian	1
Bamanankan (Latin)	1
Chinese	2

Interviews with Age: 18 - 29 (n=8)

[View These Interviews](#)

103	2/15/2019	DGarcia
106	3/6/2019	DGarcia
Aug4_22	8/4/2022	JMezzin
Im-929-1	9/29/2021	JMezzin
June24a	6/24/2022	SMaheedhara
June30	6/30/2022	SMaheedhara
kiree101	2/21/2019	Kjoshi
nov12022	11/1/2022	SMaheedhara

4.15 Review Interviews – (Optional)

Project Managers select option Yes/No for 'Notes Review' on Project Settings based on the project needs.

Notes Review

Will interview notes require a review to ensure no PII was entered?

Yes, *interviews will be reviewed by other interviewers.*

No

Reviewers or Project Managers can click the interviews that can be reviewed. Clicking on Review Notes opens interviews that need to be reviewed/approved.

Review Status	
Total Interviews	37
Interviews Needing Review	16
Interviews You can review	13

[Review Notes](#)

[Print Review Summary](#)

Clicking on Review button for any interview opens the interview details which can be reviewed and approved.

Note: Interviews which the user cannot review do not show review button for that interview.

Nov Test Project 2 > Review Notes for PII

Review Notes for PII

Interview Review Status

11082021 Interviewer SMaheedhara	Interview Date 11/8/2021	Reviewed Notes: 0 / 3 Not Reviewed	
0909 Interviewer JMezzin	Interview Date 11/9/2021	Reviewed Notes: 0 / 1 Not Reviewed	Review
11092021Tue Interviewer AWilmot	Interview Date 11/9/2021	Reviewed Notes: 0 / 1 Not Reviewed	Review
110921Tuesday Interviewer AWilmot	Interview Date 11/9/2021	Reviewed Notes: 0 / 2 Not Reviewed	Review
1152021 Interviewer SMaheedhara	Interview Date 11/15/2021	Reviewed Notes: 0 / 2 Not Reviewed	
11232021 Interviewer SMaheedhara	Interview Date 11/23/2021	Reviewed Notes: 0 / 1 Not Reviewed	
112320V Interviewer SMaheedhara	Interview Date 11/23/2021	Reviewed Notes: 0 / 1 Not Reviewed	
112120A Interviewer SMaheedhara	Interview Date 11/24/2021	Reviewed Notes: 0 / 3 Not Reviewed	
112420B Interviewer SMaheedhara	Interview Date 11/24/2021	Reviewed Notes: 0 / 1 Not Reviewed	

Nov Test Project 2 > Review Notes for PII

Review Notes for PII

All Interviews (n=9)
[Add a New Interview](#)

0909 11/9/2021 Interviewer JMezzin Reviewed Notes: 0 / 1 Edit	11082021 11/8/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 3 Edit	11092021Tue 11/9/2021 Interviewer AWilmot Reviewed Notes: 1 / 1 Edit	110921Tuesday 11/9/2021 Interviewer AWilmot Reviewed Notes: 0 / 2 Edit	112120A 11/24/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 3 Edit	11232021 11/23/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 1 Edit	112320V 11/23/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 1 Edit	112420B 11/24/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 1 Edit	1152021 11/15/2021 Interviewer SMaheedhara Reviewed Notes: 0 / 2 Edit
--	--	---	---	--	---	--	--	--

[View Sample Summary](#)

110921Tuesday Question Summaries

Interview Level Notes: dshfjh.g. this is interviewer adding the interview **Review Notes:** [Approve](#) [Edit](#) [Clear Notes](#)

1108M1 What do u do for Thanksgiving?
Answer: travel and shopping
Notes: adding theme as observer Show Translation
Review Notes: [Approve](#) [Edit](#) [Clear Notes](#)

11092021T Thanksgiving Topics

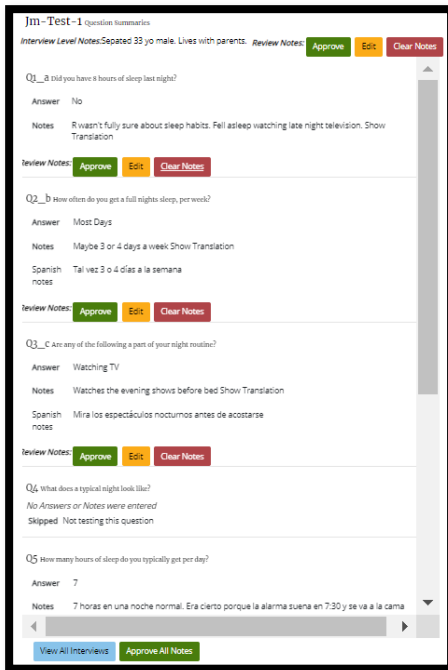
No Answers or Notes were entered

[View All Interviews](#) [Approve All Notes](#)

The Reviewer/Approver can Approve All Notes at one click using Approve All Notes button.

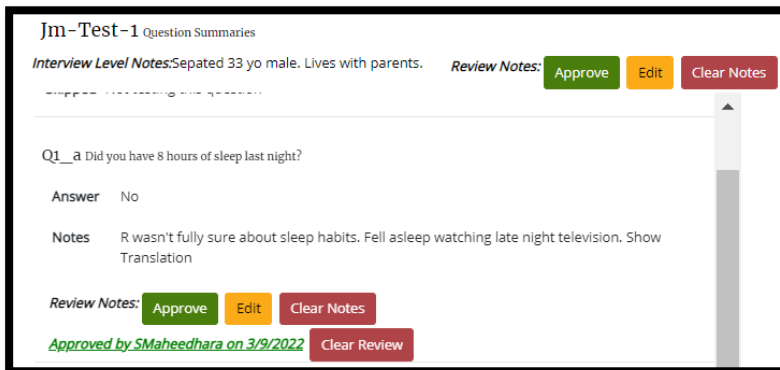
Approved all un-reviewed notes for respondent.



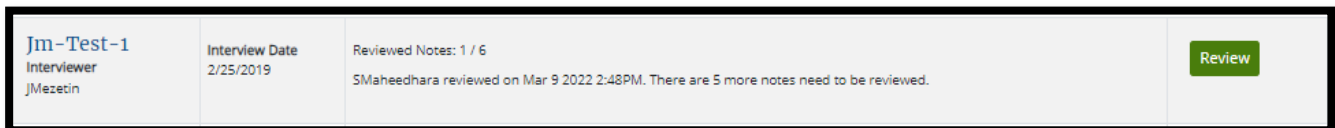


Reviewer/Approver has the following options on Review Notes

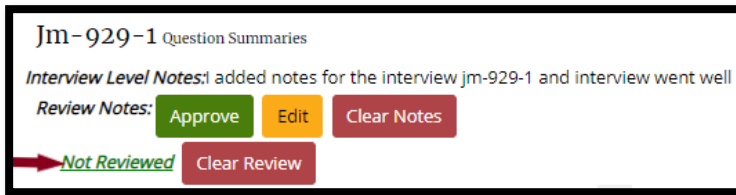
- **Approve** - Click to Approve to confirm that notes has no PII
- **Edit** – Click to Edit Notes to remove any PII in the question notes.
- **Clear Notes** – Click to remove the notes completely.



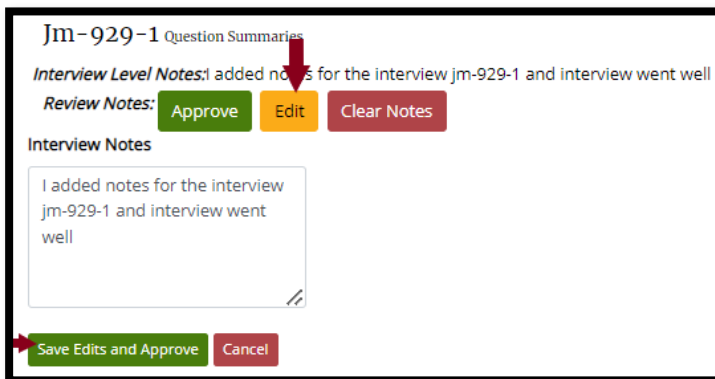
Review Status shows up with number of notes yet to be reviewed for interviews with incompletely approved notes.



After approving the reviewer can clear review to remove these notes completely. The panel displays Not Reviewed and confirms that reviewed notes are removed.



Clicking Edit and can edit notes, save the edited notes and approve or cancel using “Save Edits and Approve” or “Cancel” buttons.



Print Review Summary button clicked opens the Summary page that can be printed.

- The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
- Select the printer you want to print on and enter other related parameters and click “Print”

Group-Test-Feb-2019

Interviewer	Respondent	Interview Date	Review Status	Notes
JMezetin	Jm-Test-1	2/25/2019	Not Reviewed	0 / 6
KJoshi	kjres800sp	2/27/2019	Not Reviewed	0 / 7
KJoshi	kjres900	2/27/2019	Not Reviewed	0 / 7
FRamirez	203	2/28/2019	Not Reviewed	0 / 1
KJoshi	kjres333	3/5/2019	Not Reviewed	0 / 7
JMezetin	778899	6/27/2019	Not Reviewed	0 / 4
JMezetin	656546	4/30/2020	Not Reviewed	0 / 6
JMezetin	R630-1	6/30/2020	Not Reviewed	0 / 2
JMezetin	21010	11/2/2020	Not Reviewed	0 / 1
JMezetin	0909	11/24/2020	Not Reviewed	0 / 1
JMezetin	00009	12/14/2020	Not Reviewed	0 / 3
JMezetin	0224	2/24/2021	Not Reviewed	0 / 1
JMezetin	Jm-929-1	9/29/2021	Not Reviewed	0 / 1
SMaheedhara	100721	10/7/2021	Not Reviewed	0 / 2
SMaheedhara	feb24	2/24/2022	Not Reviewed	0 / 1
JMezetin	61701	6/17/2019	No Notes to Review	0 / 0
JMezetin	231	12/1/2020	No Notes to Review	0 / 0
JMezetin	0909000	8/17/2021	No Notes to Review	0 / 0
DGarcia	100_5	2/15/2019	Reviewed by : SMaheedhara	5 / 5
DGarcia	101	2/15/2019	Reviewed by : KJoshi	6 / 6
DGarcia	102	2/15/2019	Reviewed by : FRamirez	6 / 6
DGarcia	103	2/15/2019	Reviewed by : FRamirez	6 / 6
DGarcia	104	2/15/2019	Reviewed by : JMezetin	5 / 5
FRamirez	200	2/15/2019	Reviewed by : DGarcia	1 / 1
FRamirez	201	2/15/2019	Reviewed by : JMezetin	7 / 7
FRamirez	202	2/15/2019	Reviewed by : JMezetin	1 / 1
KJoshi	kjres101	2/21/2019	Reviewed by : KJoshi	7 / 7
KJoshi	kjres102sp	2/21/2019	Reviewed by : JMezetin	7 / 7
KJoshi	kjres103	2/21/2019	Reviewed by : FRamirez	7 / 7
KJoshi	kjres700	2/27/2019	Reviewed by : FRamirez	1 / 1
KJoshi	kjres300	3/5/2019	Reviewed by : JMezetin	7 / 7
DGarcia	106	3/6/2019	Reviewed by : FRamirez	5 / 5
FRamirez	204	3/12/2019	Reviewed by : JMezetin	3 / 3
JMezetin	7-8-9	7/22/2019	Reviewed by : SMaheedhara	5 / 5

5.0 Conduct Analysis

After data is entered for a project, you can perform various analysis functions. The method of analysis outlined in this guide is rooted within the principles of qualitative methodology, specifically, within grounded theory methodology.

The general process for analyzing cognitive interviewing data involves synthesis and reduction – beginning with a large amount of data and ending with conclusions that are meaningful and serve the ultimate purpose of the study.

For analysis of cognitive interviews, reduction and synthesis can be conceptualized within five incremental steps – *conducting interviews*, *producing summaries*, *comparing across respondents*, *comparing across subgroups of respondents*, and *reaching conclusions*, as shown below.

Products of Data Reduction for Analytic Steps



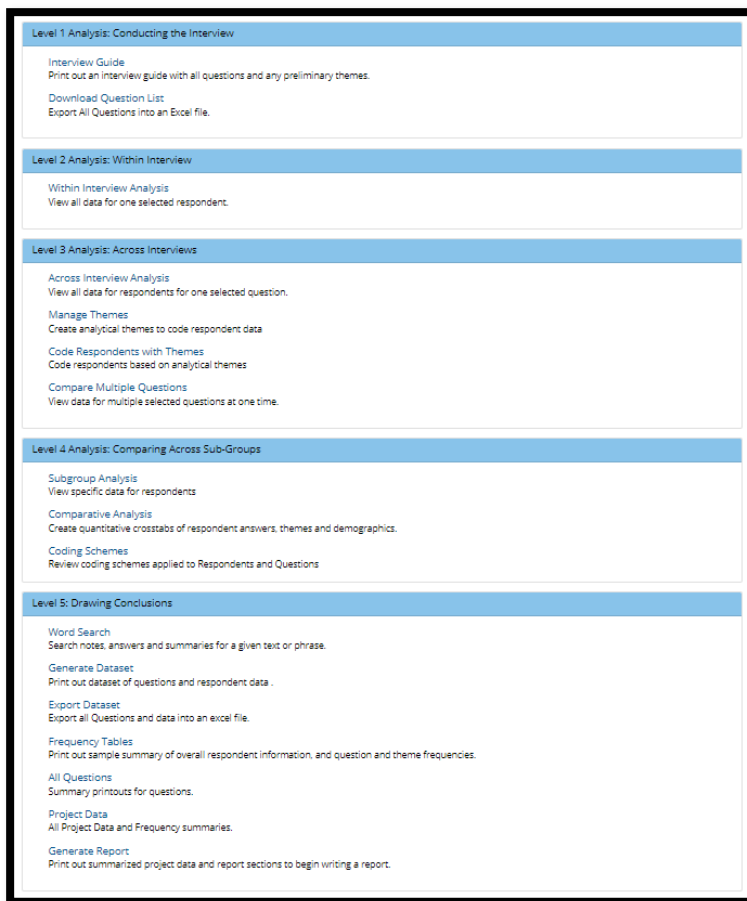
Although these steps are separate and in a linear fashion, in practice they are iterative; varying levels of analysis typically occur throughout the qualitative research process. The QDRL has recently published a book “Cognitive Interviewing Methodology,” that goes deeply into the process including analysis, which will give the user deeper insight into the process.

This section provides information on how to use Q-Notes to perform functions that support the analysis.

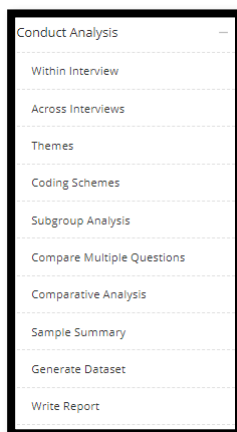
To begin,

1. Log on to the Q-Notes
2. Select a project to analyze
3. On left hand side menu, click on Conduct Analysis tab and “*Analysis Menu*” page is displayed.

As shown below, the Analysis page displays all analysis functions, within each of the 5 levels of analysis (conducting interviews, producing summaries, comparing across respondents, comparing across subgroups of respondents, and reaching conclusions) available with a brief description of each.



- Alternatively, clicking on the “Conduct Analysis” tab will list the main analysis functions to quickly navigate to that specific analysis function.



You will notice that there are five groups of functions corresponding to different levels of analysis along with some additional project functions. Under each group, there are various options for different level of analysis.

5.1 Level 1 Analysis: Within Interview

Download Question List is helpful for projects with huge number of questions like more than 100,200 or 300 and for interviewers to note down answers while interviewing.

5.2 Level 2 Analysis: Within Interview

This second stage of analysis is defined as "Within Interview Analysis," because it is focused on one interview and respondent at a time. The goal of this stage is to fully summarize the interview and the notes from each question. Reviewing these interview summaries will allow the analyst to identify possible patterns of interpretation and record respondent difficulties. This is a cursory analysis and is conducted for each individual interview. Typical steps include:

- Synthesizing interview text into detailed summaries: detailing how and why each respondent interpreted the question as well as how they formulated their answers - including events or experiences considered as well as any difficulties answering the question,
- Identifying inconsistencies between answers and story: Case by case analysis
- Noting response problems: misinterpretation, recall difficulty

The **"Within Interview Analysis"** tool, allows you to view all data for one respondent at a time. To use this function:

1. Select **"Within Interview Analysis"** from the Analysis Home screen (or on Left hand menu Conduct Analysis > Within Interview).
The **"Within Interview Analysis"** screen will display.
2. Select a Respondent ID from the scrolling list.
This will display all demographics, questions, notes, and answers for the respondent's interview. The analyst will now have all data related to the respondent in one location and to perform the analytical steps noted above.

Within Interview

All Interviews (n=9)

[Add a New Interview](#)

0909 11/9/2021	Edit JMezetin
11082021 11/8/2021	Edit SMAheedhara
11092021 tue 11/9/2021	Edit AWilmot
110921 Tuesday 11/9/2021	Edit AWilmot
112120A 11/24/2021	Edit SMAheedhara
11232021 11/23/2021	Edit SMAheedhara
112320V 11/23/2021	Edit SMAheedhara
112420B 11/24/2021	Edit SMAheedhara
1152021 11/15/2021	Edit SMAheedhara

[View Sample Summary](#)

Sample Summary n = 9

Age	Interviews
18 - 29	3
30 - 49	2
50 - 64	3
65 and Over	1

Country	Interviews
409	9

Language	Interviews
English	9

Gender	Interviews
Female	5
Male	3
Refused	1

Location	Interviews
Laboratory	3
OffSite	4
Zoom	2

Respondent ID: 110921Tuesday

Demographics:

Interview Date	11/9/2021	Gender	Female	Country	409
Interviewer	Age	Language of Interview	English		
Address	Marital Status	Currently Married			

Notes: 10/21/21: 110921 is interviewer adding the interview.

Investigation:

[View Details](#) [View Summary](#)

Questions:

110921TUE: Interviewer adding the interview?

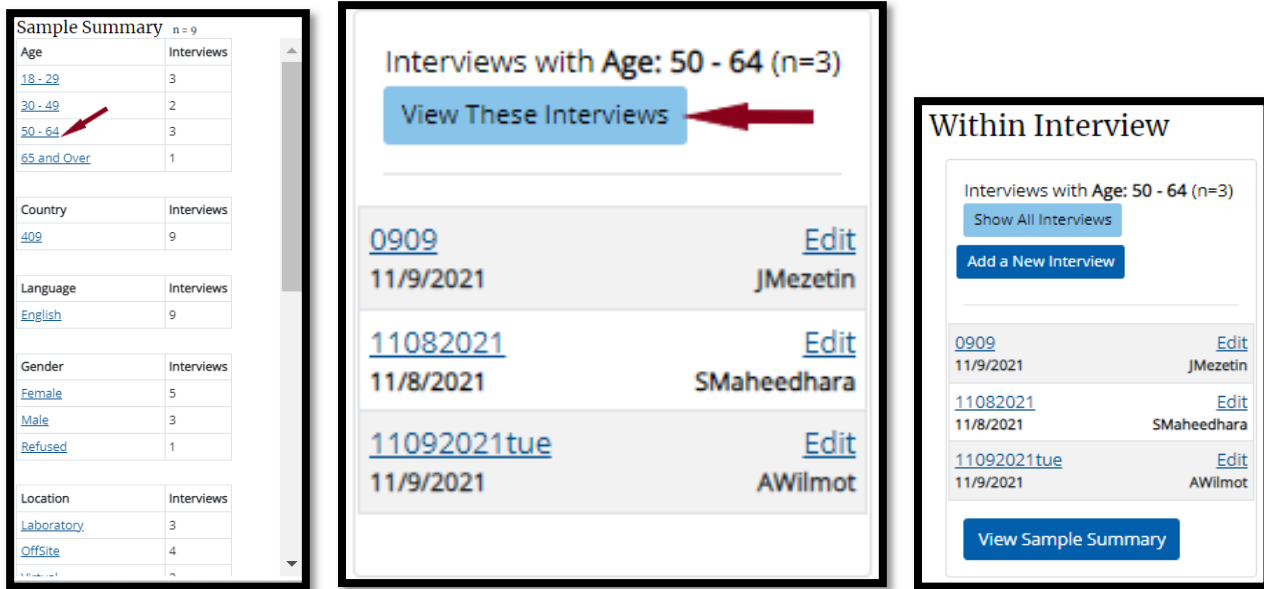
110921TUE: Interviewer adding the interview?

110921TUE: Interviewer adding the interview?

Interview Options:

- Hide Demographics
- Hide Descriptions
- Hide Interview Information
- None
- Download Case
- Delete

The user can click on any detail in the sample summary and can see a panel with all the interviews in that selected category. Clicking on “View These Interviews” refreshes the Within Interview panel to show interviews list of that selected category.



5.3 Level 3 Analysis: Across Interviews

This third stage of analysis is defined as "Across Interviews Analysis." It uses the question and the unit of analysis as well as views data across all interviews and respondents at one time. The goal of the second stage of analysis is to determine what the question is capturing. Comparing summaries across respondents will produce a thematic schema. A thematic schema identifies and maps common themes that detail phenomena captured and the process of formulating a response. Typical steps include:

1. Identify patterns across respondents
 - Types of interpretations
 - Ways of forming an answer
 - Types of response problems or errors
2. Compare that finding to the next interview
 - Is it the same? If not, how is it different?
3. Patterns become "themes"
 - Different aspects of a theme are called "categories"

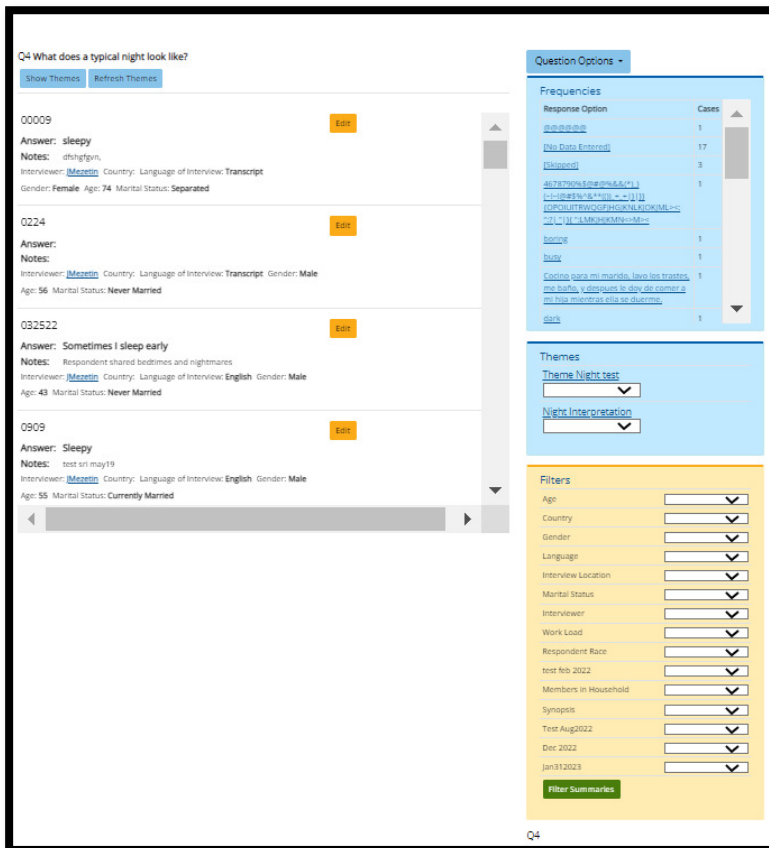
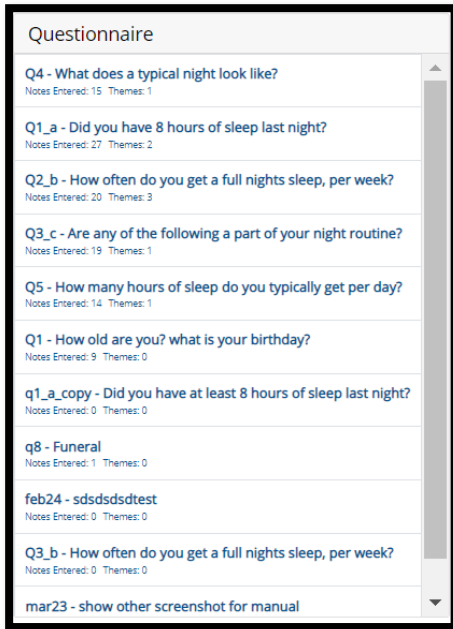
The Level 3 Analysis functions allow analysts to:

- View all respondent data for one question at a time (Across Interview Analysis)
- Define themes and create a thematic schema for each question (Manage Themes)
- Apply themes to the respondents (Code Question Narrative or Respondents by Theme)

5.3.1 Across Interview Analysis

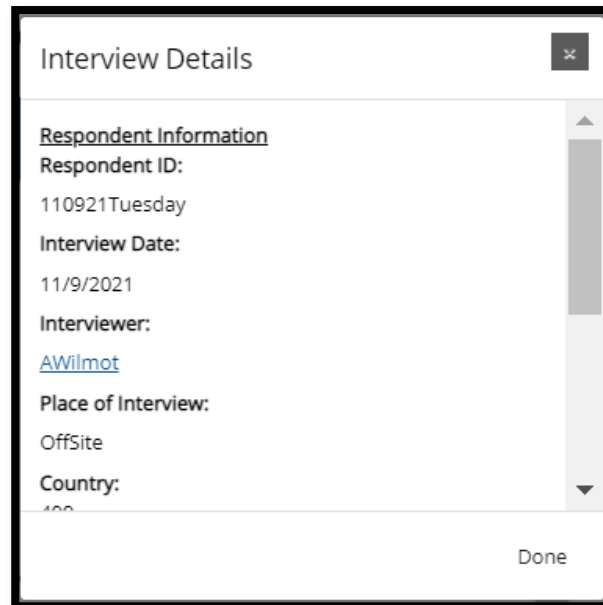
The "Across Interviews Analysis" function, allows you to view all data for one question at a time. To use this function:

- Click on “Across Interview” in the “Conduct Analysis” menu (either left hand side navigation or on Conduct Analysis menu page)
- Select the question you want to analyze from the menu.

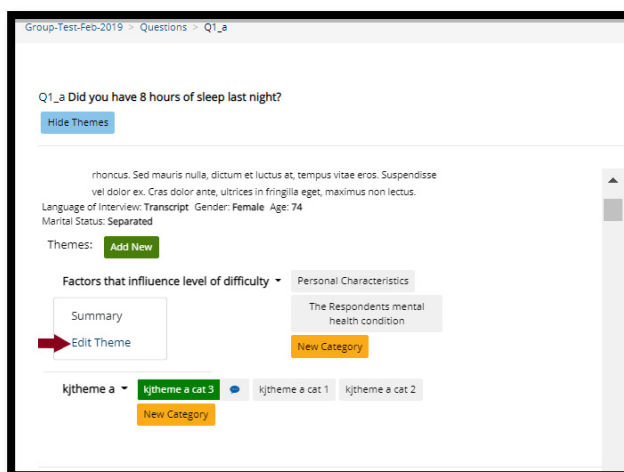


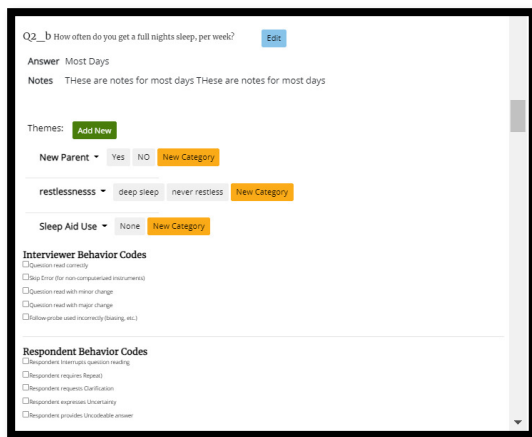
- Question summaries and answers will be displayed for all respondents in the project.

- A. Clicking the Show Themes button will allow an analyst to select categories for themes for each respondent
- B. Clicking on the Respondent ID button will prompt the user to view Respondent Interview Details

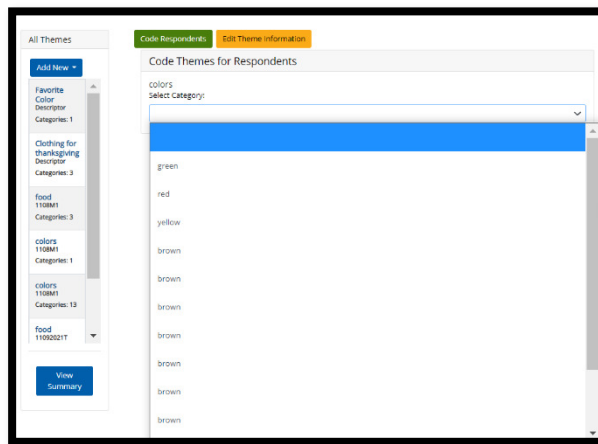


- C. Clicking on a particular theme displays "Summary" and "Edit Theme". Clicking on "Edit Theme" opens themes page.



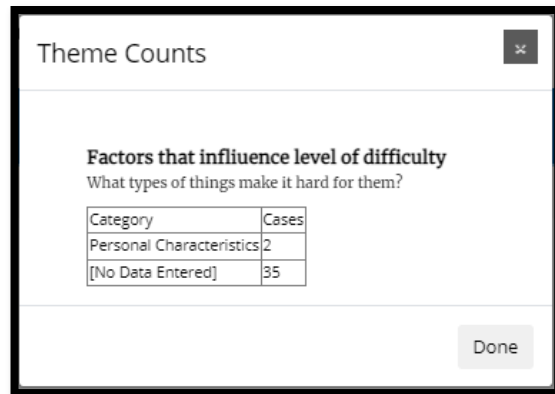
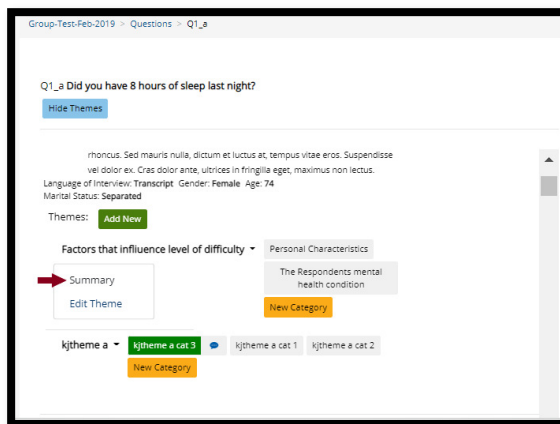


This allows the user to code schemes. Here, the user can include behavior codes for the project question with themes associated with it.



- After a question is selected, the “Question Options” will be present
 - **New Question Analysis** - Displays an alternative way to analyze all interviews and respondents at one time
 - **Print Summary** – Displays all information in a printer-friendly window
 - **Manage Themes** – Provides capabilities to create, update, and delete themes and categories.

D. Clicking on “Summary” shows the theme counts summary.

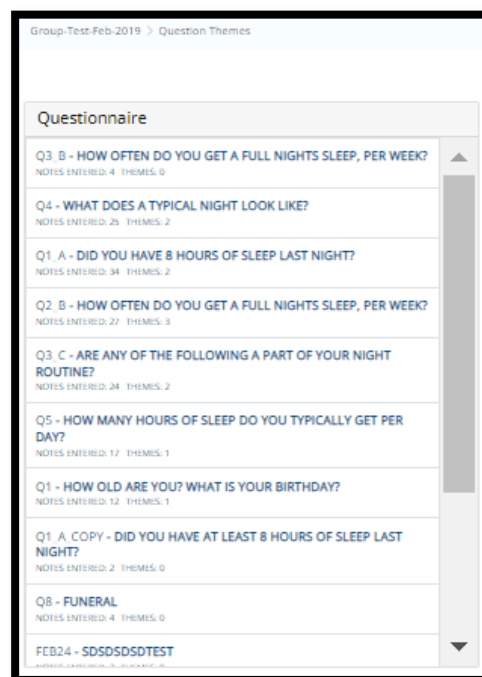


5.4 Themes

During the analysis stages, certain patterns may emerge. These patterns are called themes. Q-Notes allows you to enter themes for specific questions, projects, or samples. To create themes:

5.4.1 To view or enter themes:

1. Select “Themes” from the Conduct Analysis tab
2. A drop-down menu will then appear containing all question IDs for the project. Select the question ID you wish to add or edit a theme for.



3. Click on the title of the theme you would like to edit. Also user can click any “theme” and then click “Add Question Theme” button to add a new theme.

Group-Test-Feb-2019 > Question Themes > Q3_b

Question Details

Q3_b How often do you get a full nights sleep, per week?

Response Option	Cases
Everyday	1
Most Days	2
Some days	3
[No Data Entered]	43
[Skipped]	1

[Add Question Theme](#)

Themes for: Q3_b

- Interpretation
 - No drugs
 - Interruptions
 - Hours
 - 7-9 hours
 - Over 9 hours
 - Under 4
 - Well Rested
- test1
 - feb2023
 - jan2023
 - test2

Group-Test-Feb-2019 > Question Themes > Q3_b > Interpretation

Theme Information [Help ?](#)

Select Question:

Title

Description

Format
 Select One Numeric Value
 Mark All that Apply - Open Ended

[Close](#) [Save](#)

[Clear Selected Respondents](#) [Delete](#) [Copy Theme](#)

Category	Cases	Add Category
No drugs	2	Edit Delete Clear Category Options
Interruptions	2	Edit Delete Clear Category Options
Well Rested	1	Edit Delete Clear Category Options
Hours	9	Edit Delete Clear Category Options

[Code Respondents](#)

Theme Information [Help ?](#)

Level
 Main Theme (First Level)
 Sub-Theme (Second level and on)

Select Question:

Title

Description

Format
 Select One Numeric Value
 Mark All that Apply Open Ended

[Close](#) [Delete](#) [Save](#)

[Clear Selected Respondents](#) [Delete](#) [Copy Theme](#)

As stated earlier, patterns that emerge are called themes. Different aspects of themes are called categories.

- Enter the following information to set up the theme or category:
 - Title:** Short simple title for the theme
 - Description:** Brief yet informative description of what the theme means
 - Format:** Whether one or multiple categories can be assigned or coded for the theme
 - Sequence:** Number which defines the order to listed themes

- **Level:** Defines how the theme will be organized in a hierarchy
 - *Main theme:* This highest and first level for a theme
 - *Sub theme:* When a category may be further divided in analysis, the category should be changed to a sub theme. A sub theme can have its own categories.
 - For Sub themes and Categories, you must select the title of the main theme which those fall under.

Click on “Save” when done adding information.

For a main theme or sub theme, you can also add categories directly on this screen. To add a category here:

5. On the bottom of the screen, click on “Add Category”
6. Enter the following information for the category:
 - **Title** – Brief title for the aspect of the theme.
****Titles should not contain apostrophes or quotes. This will cause a problem for ad-hoc, on-the-fly analysis.**
 - **Description** – Short yet informative text about when or why this category would be chosen
 - **Sequence** – Number defining how the categories should be listed.
 - **Is the category also a subtheme?** – During analysis, a category may be further broken down and differentiated. Checking this box, will allow the analyst to allow this category to be seen as a theme, so that sub-categories can be added within it.

Category Information

Title

Description

Sub-Theme ?

Sequence

7. Click on “Save” and the new category will be added

8. Add as many categories as necessary

You can do this for project or question level themes as needed for analysis.

9. [Code Respondents](#) button click leads user to select a category of the theme and respondents to be added to that category. After selecting a category from dropdown and checking respondents user can save category and click “Done with Theme” button.

Group-Test-Feb-2019 > Question Themes > Q1_a > Factors that influence level of difficulty

Code Themes for Respondents

Factors that influence level of difficulty What types of things make it hard for them?

Select Category:

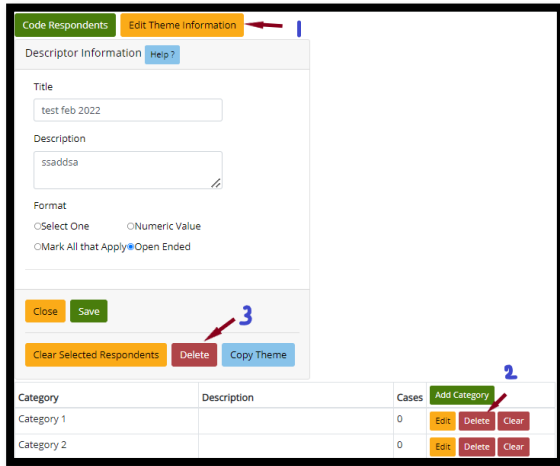
<input type="checkbox"/> 00009	<input type="checkbox"/> 204	<input type="checkbox"/> June21A
<input type="checkbox"/> 0224	<input type="checkbox"/> 21010	<input type="checkbox"/> June24A
<input type="checkbox"/> 032522	<input type="checkbox"/> 231	<input type="checkbox"/> June30
<input type="checkbox"/> 0909	<input type="checkbox"/> 61701	<input type="checkbox"/> kjres101
<input type="checkbox"/> 0909000	<input type="checkbox"/> 656546	<input type="checkbox"/> kjres102sp
<input type="checkbox"/> 092722_JM_1	<input type="checkbox"/> 777_888	<input type="checkbox"/> kjres103
<input type="checkbox"/> 100_5	<input type="checkbox"/> 778899	<input type="checkbox"/> kjres300
<input type="checkbox"/> 100721	<input type="checkbox"/> 7-8-9	<input type="checkbox"/> kjres333
<input type="checkbox"/> 101	<input type="checkbox"/> Apr14	<input type="checkbox"/> kjres700
<input type="checkbox"/> 102	<input type="checkbox"/> Apr19	<input type="checkbox"/> kjres800sp
<input type="checkbox"/> 103	<input type="checkbox"/> Aug4_22	<input type="checkbox"/> kjres900
<input type="checkbox"/> 104	<input type="checkbox"/> feb24	<input type="checkbox"/> mar25
<input type="checkbox"/> 106	<input type="checkbox"/> feb8	<input type="checkbox"/> march7
<input type="checkbox"/> 200	<input type="checkbox"/> JM-1212	<input type="checkbox"/> nov12022
<input type="checkbox"/> 201	<input type="checkbox"/> Jm-929-1	<input type="checkbox"/> nov1a
<input type="checkbox"/> 202	<input type="checkbox"/> Jm-Test-1	<input type="checkbox"/> R630-1
<input type="checkbox"/> 203	<input type="checkbox"/> July1	

Save Category
Clear All

Done with Theme

5.5 Deleting a theme

To delete a theme, click on the theme of choice. This will prompt users to a Manage Themes screen. Here, select the “Edit Theme Information” and then “delete” button at the bottom of the screen. **NOTE: if a theme has any categories or subthemes below it, those must be deleted first.**

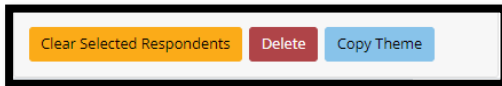


Categories for a theme can be deleted by clicking the red “Delete” button next to the category. However, categories can only be deleted if they have not been applied to any respondent selections.

5.6 Copying themes

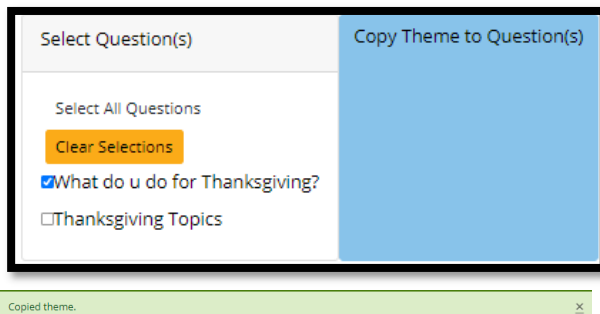
Once created, a theme can be copied to other questions. To copy a theme:

1. Select the theme you want to copy from the list
2. Select Copy Theme from the bottom of the screen



3. Select one or more questions to copy the themes to.
4. Then, click “Copy Theme to Questions”.
5. Click “Done” after selections have been made for the themes to be copied to the other questions.

Only top-level main themes for questions can be copied, and all subthemes and categories will be copied as well.



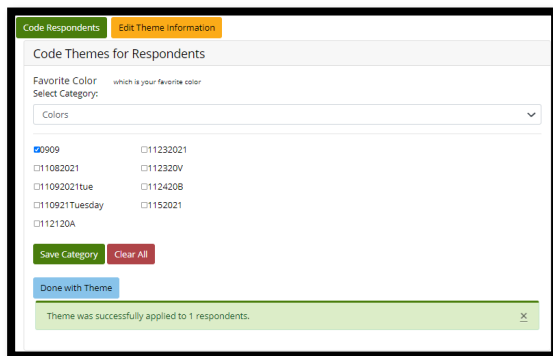
Tips:

For Question Themes: Once a question has been selected the text and a link to “view themes” is displayed. Clicking “View Themes” will bring up comments and ideas from analysts indicating potential themes they are seeing. This can help define and name new themes being created.

5.7 Code Respondents by Themes

After themes have been created, this function also allows the analyst to apply themes to multiple respondents at a time. This is especially useful when users conduct analysis offline on pen and paper and want to quickly assign themes to respondents.

1. On the “Code Respondent by Theme” screen, select whether to code Project or Question themes.
2. If Question is selected, choose the question containing the theme that needs to be applied
3. Click the Category for the theme you would like to assign
4. Next, select the checkbox for each respondent where the category applies.
5. Next, click the button to “Apply Theme to selected respondents”
6. Do this for each category, and question as needed.



Tips:

Themes and categories cannot be deleted from the system if respondents are already assigned. Analysts can come to this screen and clear all respondents quickly, then resume deleting the theme.

Level 3 Conclusions

- Revelations from the comparisons are the cognitive interview findings.
- Findings from the cognitive interviews illustrate the different types of phenomena that the survey questions capture
- It represents the actual phenomena that are conveyed in the statistical estimate

5.8 Level 4 Analysis: Comparing Across Groups

The fourth stage of analysis is defined as “Comparing Across Sub-Groups”. The goal is to compare identified themes across subgroups to produce an advanced schema: identifying ways in which different types of respondents may process questions differently depending on their differing experiences and socio-cultural backgrounds.

These groups can be defined by:

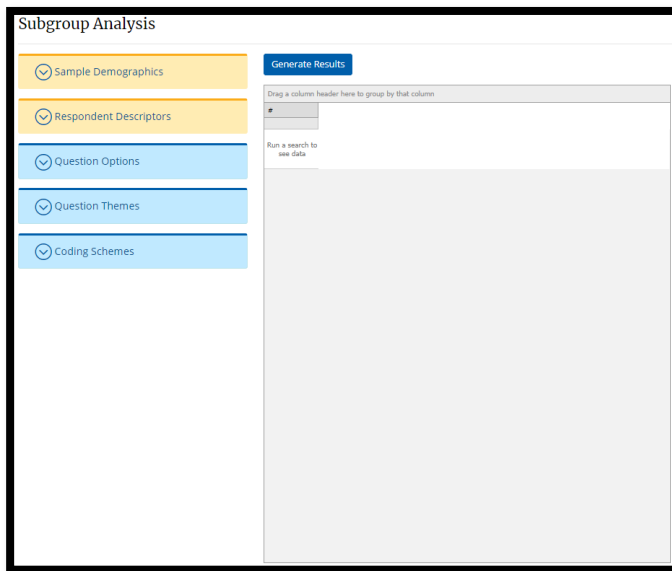
- Question answers

- Patterns of interpretation or themes
- Respondent sub-groups

The level 4 analysis functions provide quick ways of viewing, sorting, filtering, and grouping all project data, to find potential relationships.

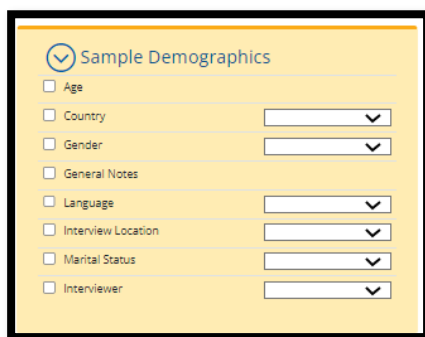
The Sub Group analysis function allows you to see, sort, filter and group the project data in numerous ways organized by one question.

- On the “Conduct Analysis” menu, click on “Subgroup Analysis”
- The following screens are displayed:



Filters from which user can select options are as below.

- Sample Demographics



- Respondent Descriptors

Respondent Descriptors

Work Load
Notes Categories

Respondent Race
Notes Categories

test_feb_2022
Notes Categories

Members in Household
Notes Categories

Synopsis
Notes Categories

Test_Aug2022
Notes Categories

Dec_2022
Notes Categories

Jan312023
Notes Categories

- Question Options

Question Options

Select Question: [dropdown]

Show Question Summaries

Show Question Answers

Show Frequency Table

- Question Themes

Question Themes

Interpretation
[dropdown]
Display: Notes All Categories

test1
[dropdown]
Display: Notes All Categories

Hours
[dropdown]
Display: Notes All Categories

Add New Refresh

- Coding Schemes

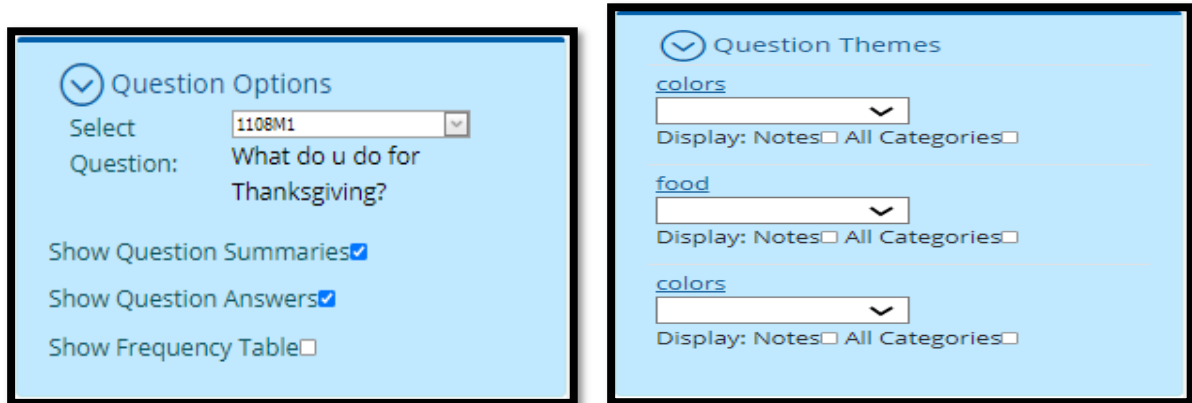
Coding Schemes

Interviewer Behavior Codes
[dropdown]
Display: All Categories

Respondent Behavior Codes
[dropdown]
Display: All Categories

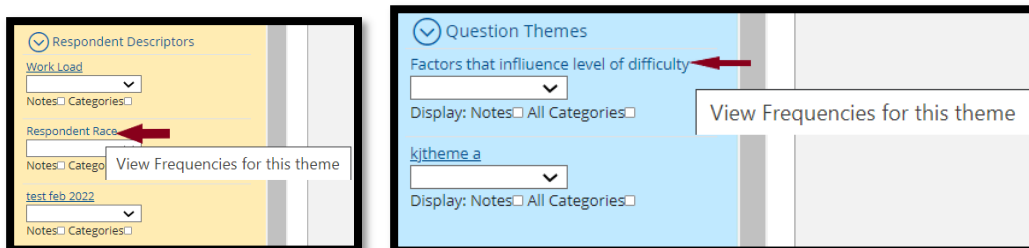
- **Choose a question from the dropdown box.** Then you can decide any extra information you would like based on the following check boxes and dropdowns:
- Display Items
 - “Show question summaries” will include the respondent’s summary notes for that question in the results

- “Show Question Answers” will include the response option selected for the respondent
- “Show Frequency Table” will group the results based on the response option and other data displayed and gives the tally for each combination. (This option will prevent the Question Summaries from being displayed)



Question Themes area: Display themes for the question and/or filter the results based on selections. For each theme displayed you will see the following:

- Title of the theme – (Link): Clicking this link will display the frequency table in a pop up for that specific theme.



- “Category” dropdown: Selecting an option will filter the results to just that category for this theme.
- “Notes” checkbox: Checking this box will display the notes for this theme in the output results.
- “All Categories” checkbox: Checking this box will display the selections for all categories in the output results. This is mainly used for Themes that are mark all that apply.
- “Interview Information and Demographics”: Displays demographic criteria with the results.
- Clicking the box under output will display the data

- After selections have been made, click “Generate Results” to display the data.

Respondent ID	Age	Country	Gender	Language	Interview Locat	Marital Status	Interviewer	1108M1 An
0909	56	409	Male	English	Zoom	Divorced	JMezetin	
11082021	50	409	Female	English	Zoom	Currently Married	SMaheedhara	shopping
11092021tue	54	409	Male	English	Laboratory	Never Married	AWilmot	
110921Tuesday	47	409	Female	English	OffSite	Currently Married	AWilmot	travel and shopping
112120A	21	409	Female	English	Laboratory	Never Married	SMaheedhara	shopping
11232021	29	409	Female	English	Laboratory	Currently Married	SMaheedhara	
112320V	67	409	Refused	English	OffSite	Divorced	SMaheedhara	
112420B	35	409	Male	English	OffSite	Never Married	SMaheedhara	
1152021	24	409	Female	English	OffSite	Never Married	SMaheedhara	shopping

- Results can be exported to Word, XLS or CSV by clicking the respective buttons at the bottom of the screen.
- Response Options area: Filters the output to only the selected response option

Respondent ID	Q1_a Answer	Q1_a Notes
0224	No	(Select All)
101	No	sleep more than 4 hours of sleep a day. He can go a day or two without sleep. has to do it often.
102	No	because he works at night. He does sleep in the mornings.
103	No	ardly has time to sleep well when she has a lot of homework to do before the free time, it is on the weekend.
200	No	her newborn.
201	No	Has a baby and is unable to have a full nights rest
204	No	Has a baby and is unable to have a full nights rest
656546	No	some thoughts about this
656546	No	some updated thoughts about this

5.10 Comparative Analysis

The comparative analysis functions provide a quick way of viewing and identifying relationships from a slightly broader perspective, than the subgroup analysis.

The comparative analysis tools allow you to create crosstabs of two different types of data entered. Q-Notes has four different data types: Questions (Answers given), Project Themes, Question Themes and Demographics. This tool allows you to quickly look at relationships between any of the data.

1. On the “Comparative Analysis” screen, start by selecting the two data types you want to analyze.

Comparative Analysis

Select items to generate a quantitative crosstab.

Select Rows:

- Question
- Question Themes
- Descriptors
- Demographics
- Question Codes (Coding Sets)
- Response Codes (Coding Schemes)

Generate Results

Select Columns:

- Question
- Question Themes
- Descriptors
- Demographics
- Question Codes (Coding Sets)
- Response Codes (Coding Schemes)

2. Then, you must choose which option you are looking for
3. For Question Themes, you must choose the Question first, and then the Theme within that question.

Comparative Analysis

Select items to generate a quantitative crosstab.

Select Rows:

- Question
- Question Themes
- Descriptors
- Demographics
- Question Codes (Coding Sets)
- Response Codes (Coding Schemes)

Select Question: Q4

What does a typical night look like?
Themes: Theme Night test

Select Columns:

- Question
- Question Themes
- Descriptors
- Demographics
- Question Codes (Coding Sets)
- Response Codes (Coding Schemes)

Select Question: Q3.b

How often do you get a full nights sleep, per week?
Themes: Interpretation

Generate Results **Print** **Reset**

Column Headings: Categories for Theme: Theme Night test
Row Headings: Categories for Theme: Interpretation

	test category3	test category4	test category1	test category2
Hours	1	2	1	0
Interruptions	0	1	1	0
No drugs	0	1	1	0
Well Rested	0	1	0	0

4. Click "Generate Results" to display your results.



[Generate Results](#)
[Print](#)
[Reset](#)

Column Headings: Categories for Theme: Theme Night test
 Row Headings: Categories for Theme: Interpretation

	test category3	test category4	test category1	test category2
Hours	1	2	1	0
Interruptions	0	1	1	0
No drugs	0	1	1	0
Well Rested	0	1	0	0

The results will be displayed in a table. The rows will be identified according to the label to the left of the table. The columns will be identified with the label above the columns. The numbers within the cell represent how many cases fit both the column and rows categories from the data.

Clicking the numbers in a cell, will display the respondents and related notes for the cases in a secondary table. In the example below, the “2” in the “Counted” column and “Excellent” row was selected.

	Respondent ID	Q1 Narrative	Q2 Narrative
	Respondent2		He counted the couple days in the past month that he was feeling run down. He answered 2 days this time because he decided to cancel a lunch date with his daughter one of those days because he was feeling especially tired. That was the only thing that he did not do on those days-- he was able to take care of his dog, do some light cleaning and pay bills.
	Respondent3	He explained that he doesn't currently have any health "issues," and that's why he picked "excellent." He admitted that he drinks and smokes a lot, but it hasn't done anything to damage his health yet. He said he doesn't feel the effects of either except maybe an occasional hang over. He thinks he's probably healthier than a lot of people because he's young.	He explains that he was planning on "playing ball with his buddies" but felt too bad from drinking the night before to meet up with them. Othwerwise, he can't think of anything at all, and he's not even sure if he should have included that incident. He says again, that he's in really good shape except for the smoking.

[Print](#)
[Reset](#)

Clicking the “Information” icon will display interview level information about the respondent

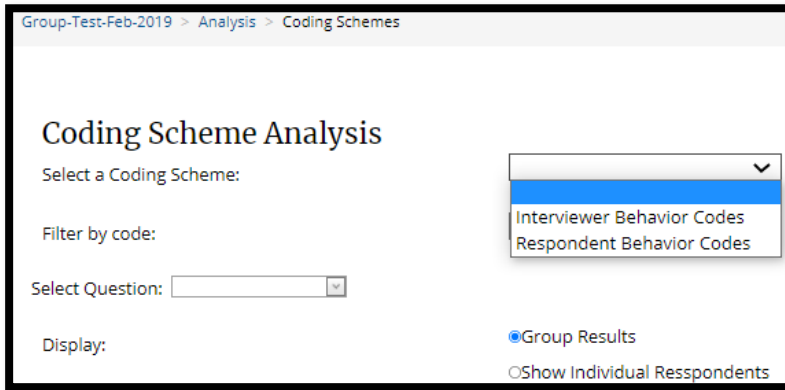
- Click on “Print” – A printer friendly pop up of the screen will display that can be printed.
- Click on “Reset” to begin a new analysis

5.11 Coding Schemes

Review Coding Schemes applied to Respondents and Questions.

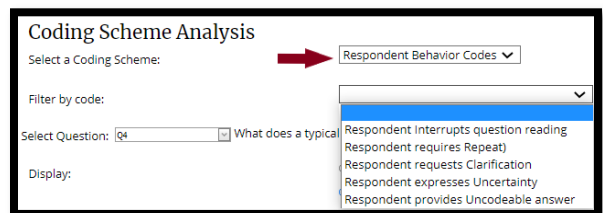
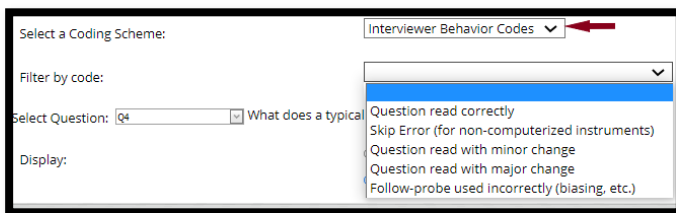
5.11A Coding Schemes – Select a Coding Schemes

Select a coding scheme from drop down with options Interviewer Behavior Codes and Respondent Behavior Codes.



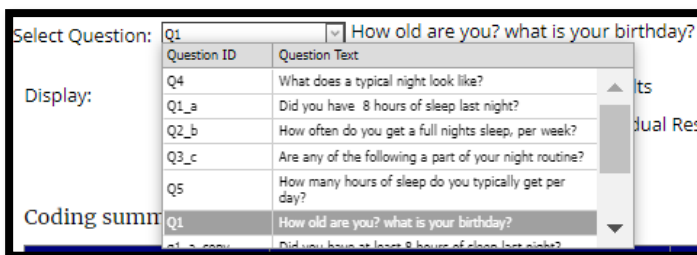
5.11B Coding Schemes – Filter by code

Filter by code options are displayed as per the selected Coding Scheme (Interviewer Behavior Codes and Respondent Behavior Codes)



5.11C Coding Schemes – Select Question

Select a question from the list which is loaded in the drop down.



5.11D Coding Schemes – Display

The coding summary is displayed by Group Results or by Showing Individual Respondents option.

- Group Results – displays results as no of cases for a code
- Showing Individual Respondents – displays results for each individual respondent id

Display: Group Results Show Individual Respondents

Coding summary for Q1.

Scheme	Code	Cases
Interviewer Behavior Codes	Follow-probe used incorrectly (biasing, etc.)	1
Interviewer Behavior Codes	Question read correctly	2
Interviewer Behavior Codes	Question read with major change	2
Interviewer Behavior Codes	Question read with minor change	1
Interviewer Behavior Codes	Skip Error (for non-computerized instruments)	2
Respondent Behavior Codes	Respondent expresses Uncertainty	3
Respondent Behavior Codes	Respondent Interrupts question reading	2
Respondent Behavior Codes	Respondent requests Clarification	2
Respondent Behavior Codes	Respondent requires Repeat)	3

Display: Group Results Show Individual Respondents

Coding summary for Q1.

Scheme	Code	RespondentID
Interviewer Behavior Codes	Follow-probe used incorrectly (biasing, etc.)	JM-1212
Interviewer Behavior Codes	Question read correctly	00009
Interviewer Behavior Codes	Question read correctly	00009
Interviewer Behavior Codes	Question read with major change	JM-1212
Interviewer Behavior Codes	Question read with major change	032522
Interviewer Behavior Codes	Question read with minor change	JM-1212
Interviewer Behavior Codes	Skip Error (for non-computerized instruments)	JM-1212
Interviewer Behavior Codes	Skip Error (for non-computerized instruments)	032522
Respondent Behavior Codes	Respondent expresses Uncertainty	0909000
Respondent Behavior Codes	Respondent expresses Uncertainty	JM-1212
Respondent Behavior Codes	Respondent expresses Uncertainty	JM-1212
Respondent Behavior Codes	Respondent Interrupts question reading	0909000
Respondent Behavior Codes	Respondent Interrupts question reading	00009
Respondent Behavior Codes	Respondent requests Clarification	00009
Respondent Behavior Codes	Respondent requests Clarification	JM-1212
Respondent Behavior Codes	Respondent requires Repeat)	JM-1212
Respondent Behavior Codes	Respondent requires Repeat)	JM-1212
Respondent Behavior Codes	Respondent requires Repeat)	0909000

5.11E Coding Schemes – Coding Summary for Question

Coding Summary is displayed based on options selected.

Coding Scheme Analysis

Select a Coding Scheme: Interviewer Behavior Codes

Filter by code: Question read correctly

Select Question: Q4 What does a typical

Display:

Coding summary for Q4 and Interviewer Behavior Codes: Question read correctly

RespondentID
00009
00009

Coding Scheme Analysis

Select a Coding Scheme: Respondent Behavior Codes

Filter by code: Respondent requests Clarification

Select Question: Q4 What does a typical

Display:

Coding summary for Q4 and Respondent Behavior Codes: Respondent requests Clarification

RespondentID
JM-1212
00009

5.12 Compare Multiple Questions

The Compare Multiple Questions analysis function is like the subgroup analysis, except it allows for data from multiple questions to be analyzed at the same time. Data can be gathered based on each question's answers, notes, and themes, in addition to the respondent demographics and descriptors.

1. On the "Compare Multiple Questions" screen, start by selecting two or more questions to analyze.

Group-Test-Feb-2019 > Analysis > Compare Multiple Questions

Compare Multiple Questions

QUESTIONS

- Q3_B
- Q4
- Q1_A
- Q2_B

SAMPLE DEMOGRAPHICS

RESPONDENT DESCRIPTORS

CODING SCHEMES

Selected Questions

Show Question Summaries Show Question Answers

QUESTION THEMES

Show Question Summaries Show Question Answers

QUESTION THEMES

Generate Results **Reset** **Export to XLS** **Export to CSV** **Export to Word**

50 matching search results.X

Drag a column header here to group by that column

Item	Respondent ID	Q3_b Answer	Q3_b Summary	Q4 Answer	Q4 Summary
1	00009	skipped	Not testing this question	sleepy	dkhghghm.
2	0224				
3	033522			Sometimes I sleep early	Respondent shared bedtimes and nightmares
4	0909	Some days		Sleepy	test sri may19
5	0909000			test	adding more than one notes this is second notes
6	092722_IM_1				
7	100_5				Notes were deleted during Review

2. Choose additional options by expanding the areas under Question Themes, Interview Information or Respondent Descriptors.
3. Click "Generate Results" to search and display results.

4. Viewing Results

- This table can be grouped and sorted in any manner using the header column and grouping header.
- Drag a column header to the grouping header to group by the chosen column.

21 matching search results. X

Drag a column header here to group by that column

Respondent ID	1 Answer	1 Summary	2 Answer	2 Summary	3 Answer	3 Summary
6128	C. To save money for education after I graduate high school	Spontaneous response: "Do you have to choose one?" I told her yes. Probe: Why did you choose that option and not the others? - "That is why I decided to get a job is to save up for that, but that's definitely not the only thing..." R also saves for other goals and uses her income as spending money. "A better way to say it - that's the biggest thing I'm	C. 6 to 10 hours	I did not read the response options - she answered directly. "6 hours." Probe: How did you get to 6 hours? - "I usually work two shifts. And the thing about the shifts is, they're always a little bit different because sometimes students take longer, which means that you get the chance to, like, stay longer if you want to, which means that sometimes the shifts are longer." R is	B. 1 to 5 hours	I did not read the response options. "5 hours." R explained the discrepancy between Q2 and Q3. "Even though I work the same shifts," her boss doesn't allow students to stay late during the school year, because she understands that the tutors are high school students who have other obligations. "The shifts also got fifteen minutes smaller because of the school year, because we need time to get from school to there, which we didn't have to have during the summer." Probe: what's the school year for you? - "Just like, when I have school...when school ends, even if we have a few days off, I would still count it as part of the school year." - What months of the year do you have school? - "September to

21 matching search results. X

Drag a column header here to group by that column

Respondent ID	Gender	Answer
6128	Female	C. To save money for education after I graduate high school
6129	Female	C. To save money for education after I graduate high school
6130	Male	D. To buy things for myself that I like
6131	Female	E. To learn new skills
6132	Female	C. To save money for education after I graduate high school

- Alternatively, right clicking the column header will provide a menu of the different options for viewing the data. Results can also have multiple levels of groupings, as seen below:

Drag a column header here to group by that column

Respondent ID	Gender	Answer
6128	Female	
6129	Female	
6130	Male	
6131	Female	
6132	Female	after I graduate high school

Sort Ascending

Sort Descending

Group By This Column

Group Panel

Hide Column

Column Chooser

Search Panel

Filter Row

Filter Row Menu

Footer

5.13 Word Search

This function provides capability to search all notes and summary fields for certain text.

Word Search

Choose the text to search:

Question Summaries Respondent Summary

Response Options Theme Notes

Output results

1. Enter a word or a phrase you want to search [e.g., health]
2. Select appropriate checkbox to specify whether to search either “Question Summaries”, “Respondent Summary” and/or “Theme Notes”
3. Click on “Output results”
4. if any matches are found, the results will be displayed

Word Search

Choose the text to search:

Question Summaries Respondent Summary

Response Options Theme Notes

Output results

274 matching search results.

Export to XLS Export to CSV Export to Word

Drag a column header here to group by that column

Summary_Type	Text	Respondent ID	Type ID
Answer	Female	6128	Gender
Answer	Works as tutor for tutoring agency, one job	6128	DESCRIBE
Answer	Her job fit into "paying job" without considering any of the exclusions.	6128	INTRO1
Answer	C. To save money for education after I graduate high school	6128	1
Answer	E. It changes	6128	4

5.14 Sample Summary

The “Sample Summary” provides an overview of respondent characteristics and demographics, which includes all respondent descriptors. This can be seen below:

5.16 Export Dataset

The “Export Dataset” exports all Questions and data into an excel file.

1	Response	Age	Language	Gender	Interview	Marital St	Interview	General Notes								
2	100_5	50	Spanish	Female	Laborator	Currently	DGarcia	Has a family history of sleep apnea and insomnia. Has 2 grown children.								
3	102	40	Spanish	Male	OffSite	Cohabitati	DGarcia	He is currently working night shifts in construction.								
4	201	31	Spanish	Female	Laborator	Cohabitati	FRamirez	Lives with boyfriend and newborn daughter.								
5	feb24	65	Spanish	Female	Laborator	Never Mai	SMaheedh	safdjhdgs								
6	kjres102sp	30	Spanish	Female	OffSite	Currently	KJoshi	notes for kjres102sp.								
7	kjres333	34	Spanish	Male	Laborator	Never Mai	KJoshi	notes for kjres333								
8	204	44	English	Male	Laborator	Cohabitati	FRamirez	Black male, lives with partner and baby.								
9	kjres900	55	English	Male	Laborator	Widowed	KJoshi	notes for kjres900								
10	0909	55	English	Male	Laborator	Currently	JMezetin	These are my basic notes. Resp 0909 and here is PII								
11	101	36	English	Male	OffSite	Never Mai	DGarcia	Works as a doctor. Is often on call and works over 24 hours some weeks.								
12	104	31	Spanish	Refused	OffSite	Separated	DGarcia	Gets plenty of sleep everyday. They love to go to sleep early and wake up at a reasonable time.								
13	203	64	English	Female	Laborator	Divorced	FRamirez	Works full time. Will retire soon.								
14	656546	35	Spanish	Male	OffSite	Currently	JMezetin	notes about respondent								
15	106	19	English	Female	Laborator	Never Mai	DGarcia	Loves to sleep whenever they can.								
16	202	64	Spanish	Refused	Laborator	Divorced	FRamirez									
17	21010	35	English	Male	OffSite	Never Mai	JMezetin	These are the main notes for the first respondent person								
18	Jm-Test-1	34	Spanish	Male	OffSite	Separated	JMezetin	Separated 33 vo male. Lives with parents.								

5.17 Frequency Tables

The “Frequency Tables” provides the same information as the “Sample Summary” but will also include all question response options and question themes data in the project.

Respondent and Question Frequencies	
Sample Summary n = 33	
Age	Interviews
18 - 29	4
30 - 49	18
50 - 64	10
65 and Over	1
Language	Interviews
English	18
Spanish	11
Transcript	4
Gender	Interviews
Female	12
Male	18
Refused	3
Location	Interviews
Laboratory	19
OffSite	12
Other	2
MaritalStatus	Interviews
Cohabitating	3
Currently Married	7
Divorced	2
Never Married	14
Refused	2
Separated	4
Widowed	1
UserID	Interviews
DGarcia	6
FRamirez	5
JMezetin	13
KJoshi	8
SMaheedhara	1

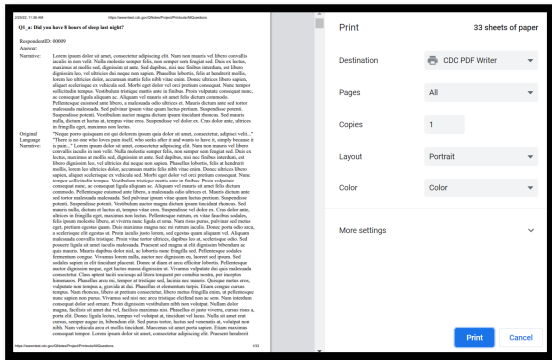
These tables can then be printed or copied and pasted into reports from the study.

5.18 All Questions

The “All Questions” provides a summary for printouts for questions.

- The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
- Select the printer you want to print on and enter other related parameters and click “Print”

This can be seen below:

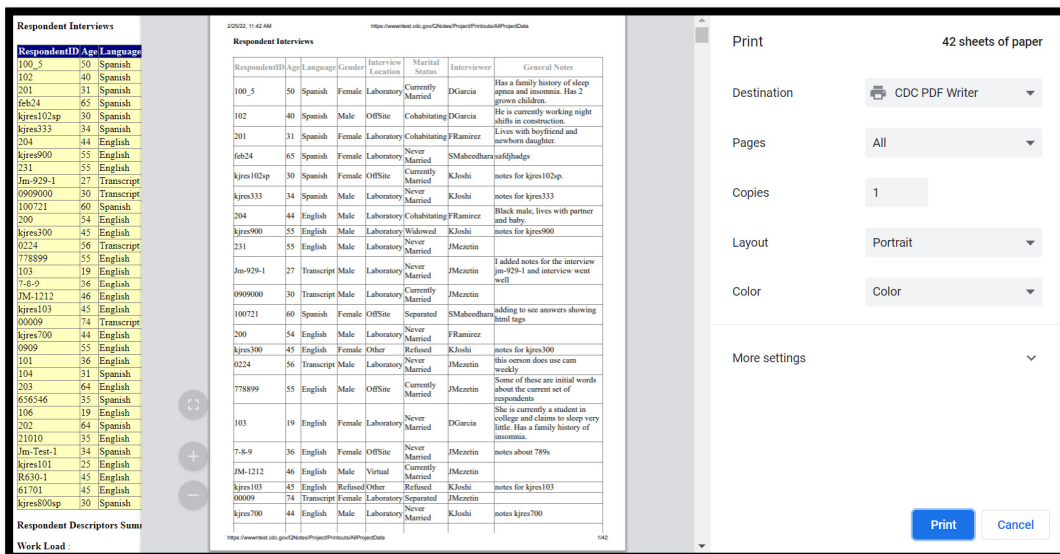


5.19 Project Data

The “Project Data” provides an overview of all project data and frequency summaries.

- The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
- Select the printer you want to print on and enter other related parameters and click “Print”

This can be seen below:

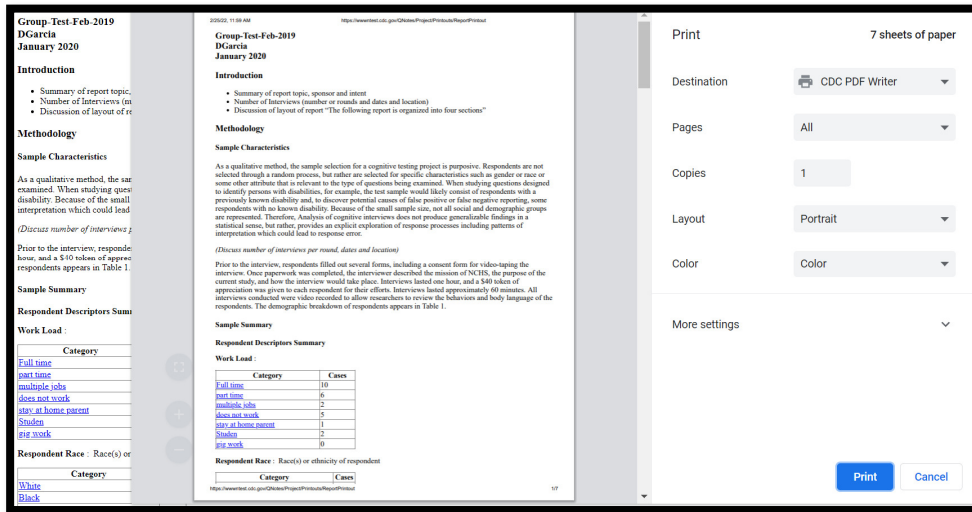


5.20 Generate Report

The “Generate Report” prints out summarized project data and report sections to begin writing a report.

- The automatic print function occurs for all printouts selected in Q-Notes. [Click “cancel” if you only want to view the results].
- Select the printer you want to print on and enter other related parameters and click “Print”

This can be seen below:

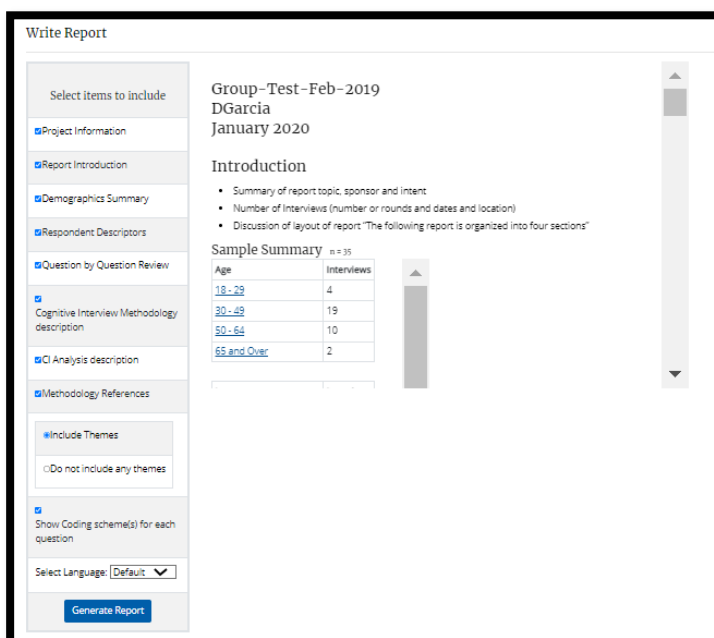


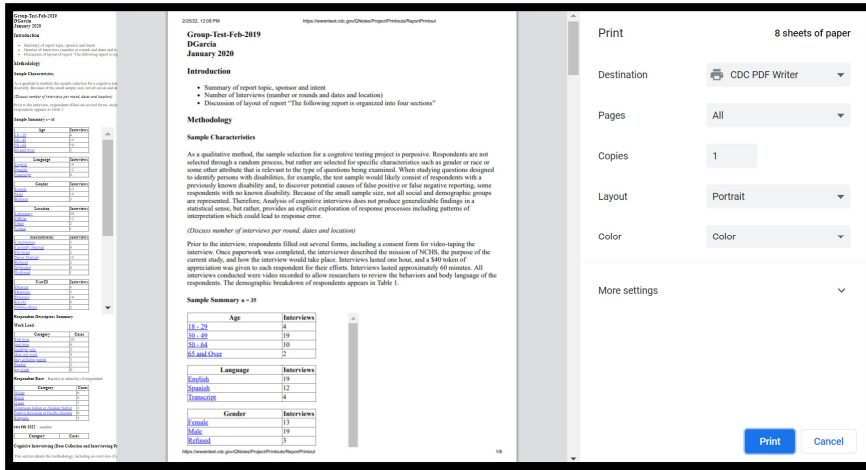
5.21 Write Report

This can be accessed from Conduct Analysis left hand side menu on the Project Home page. The “Write Report” provides user to write report by selecting options as needed to include. The right side shows a preview of the report.

- Clicking generate report opens a pdf. Click cancel to see the results.
- Select the printer you want to print on and enter other related parameters and click “Print”

This can be seen below:

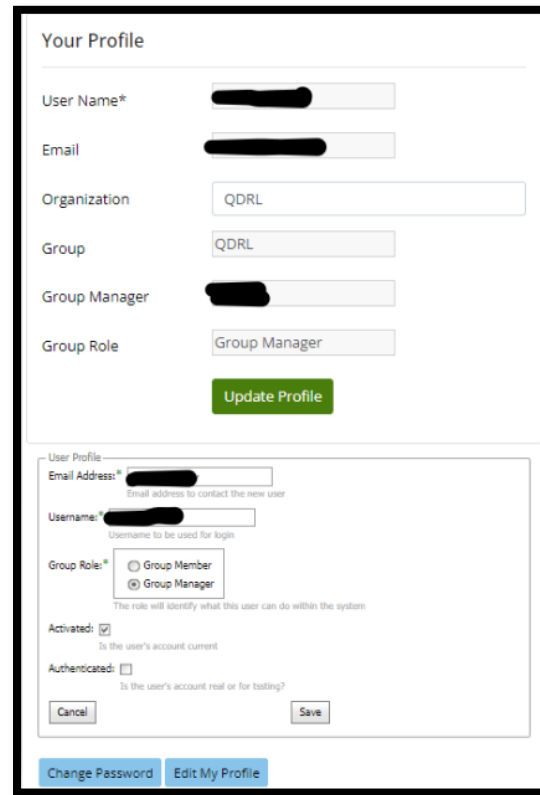
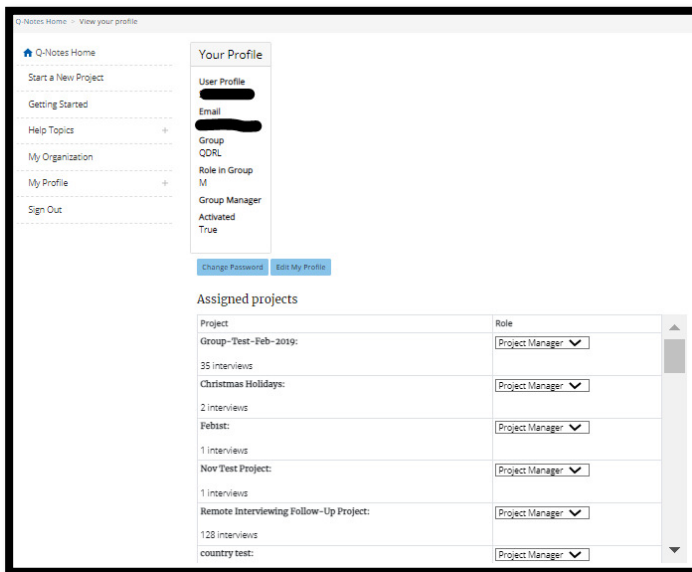




6.0 Other Functions

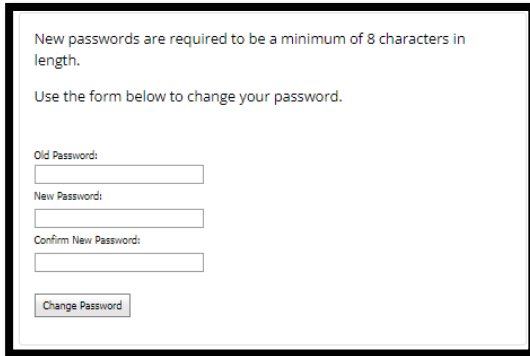
6.1 My Profile

Once a user logs into Q-Notes, the user can access profile from left hand side menu. The edit profile button clicked opens a form where the user can edit details like Organization, username, email, group, group manager and group role.



6.2 Changing Passwords

Once you have logged into Q-Notes you can change your password by clicking on the link from the menu labeled “Change Password.” Enter your old password and the new password you wish to use and then click “Change Password.” Your password must be at least 8 characters long, contain at least one uppercase and one lowercase letter, and a special symbol.



New passwords are required to be a minimum of 8 characters in length.

Use the form below to change your password.

Old Password:

New Password:

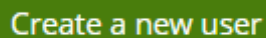
Confirm New Password:

6.3 Reset Password

Please email QNotes@cdc.gov with your username if you have forgotten your password and need to have it reset.

6.4 Creating New Users

As a group manager, you can create new Q-Notes users. Within the project, select “Project Team” from the main menu. Towards the right bottom of the Project Team screen, click on the button titled “Create a new user”.



Create a new user

To create a new user:

1. Click on the link at the bottom of the screen labeled “Add New User.”
2. This will bring you to a “User Information” screen. This screen requires the following information:
 - a. User Name: The ID the user will use to log onto Q-Notes
 - b. Email: The email address for the user
 - c. Project Role: Determines the access and privileges the user has to the Q-Notes system. Select the type of group role you wish this user to have.
 - i. Observer: Can only view data.
 - ii. User: Only permitted to view and enter/edit notes for the projects.
 - iii. Analyst: Allowed to enter notes and create new themes.
 - iv. Manager: Access to all components of Q-Notes, including creating users and projects for the group.

User Information

Group

User Name

Email

Project Role

Observer

Interviewer

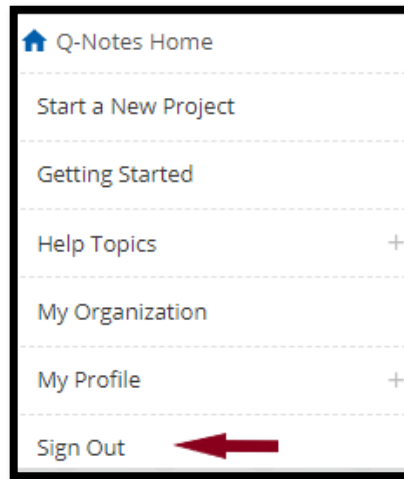
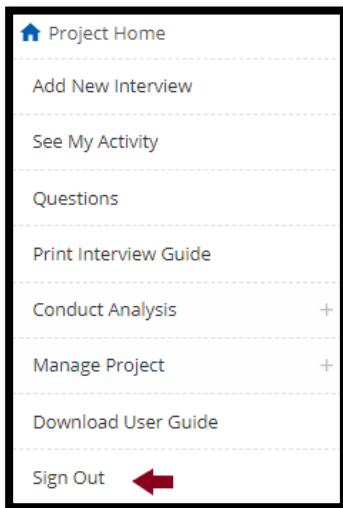
Analyst

Manager

Cancel
Save New User

6.5 Log Out

User can sign out either from Project home or from Qnotes home. It is suggested to save any task being performed by user before signing out.



7.0 Appendix A

Analytic Step	Theory Building Tier	Data Reduction Product	Q-Notes Element
Conducting	Individual Respondent's Explanation of Answers	Cognitive Interview Text	Print Interview Guide Download Questions in Excel

Analytic Step	Theory Building Tier	Data Reduction Product	Q-Notes Element
Summarizing	Record of Respondent Difficulties Identification of Potential Themes	Detailed Summaries	Within Interview Analysis
Comparing Across Respondents	Identification of “What Question Captures”	Thematic Schema	Across Interview Analysis Manage Analysis Code Respondents by Theme Theme Analysis
Comparing Across Groups	Response Process Differences Across Groups	Advanced Schema	Code Question Narratives Sub-Group Analysis Comparative Analysis
Concluding	Explanation of Question Performance	Conclusions	Report Printout Word Search Sample Characteristics

7.1 Troubleshooting

JavaScript

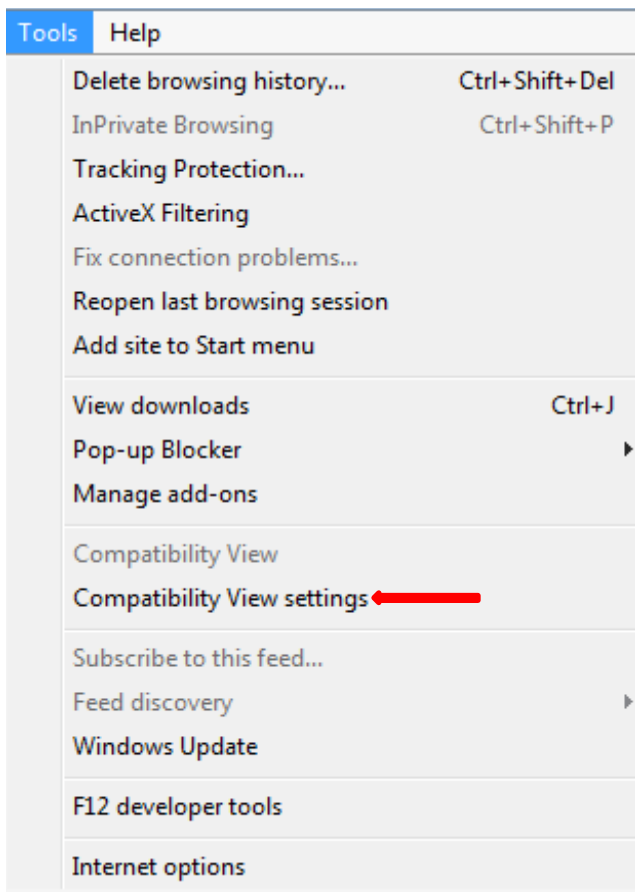
The Q-Notes application uses JavaScript. If JavaScript is disabled some functionality will not be functional. Please ensure JavaScript is enabled.

Compatibility View – Internet Explorer

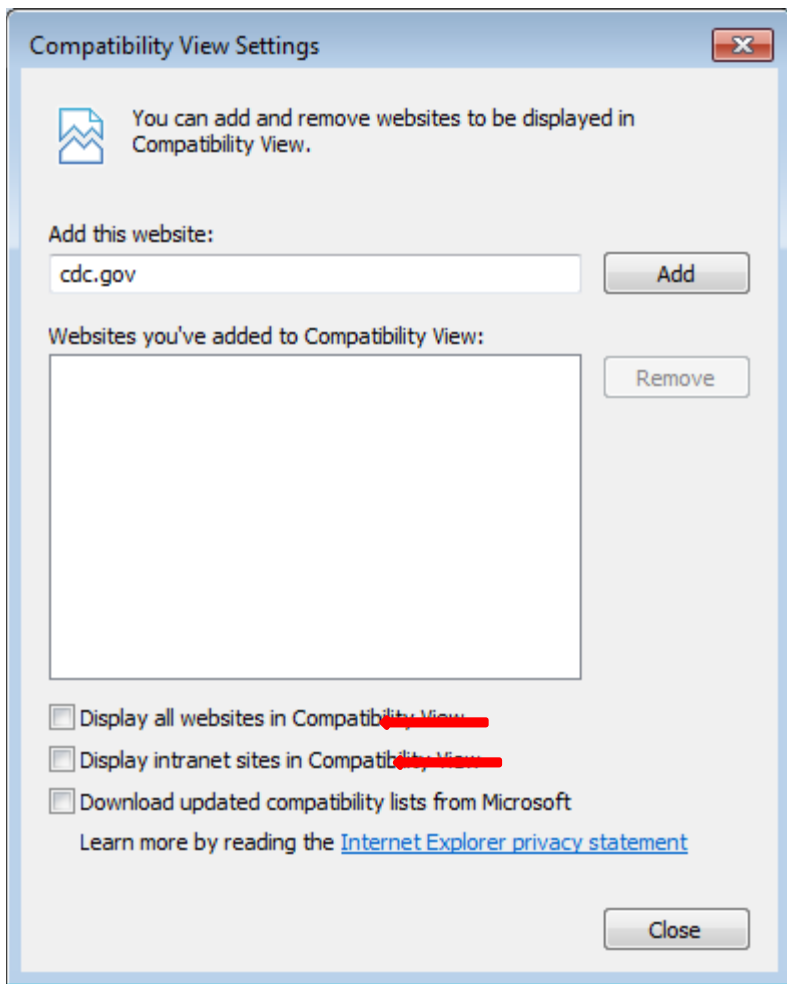
Internet Explorer will sometimes force a website to be viewed in “Compatibility Mode”. This is known to cause some functionality to stop working and result in abnormal layouts. Disabling Compatibility view will ensure the highest Q-Notes performance.

Modify your browser settings to disable “Compatibility View” as follows:

1. Click on “Tools” on the tools bar of the browser
2. The following screen is displayed



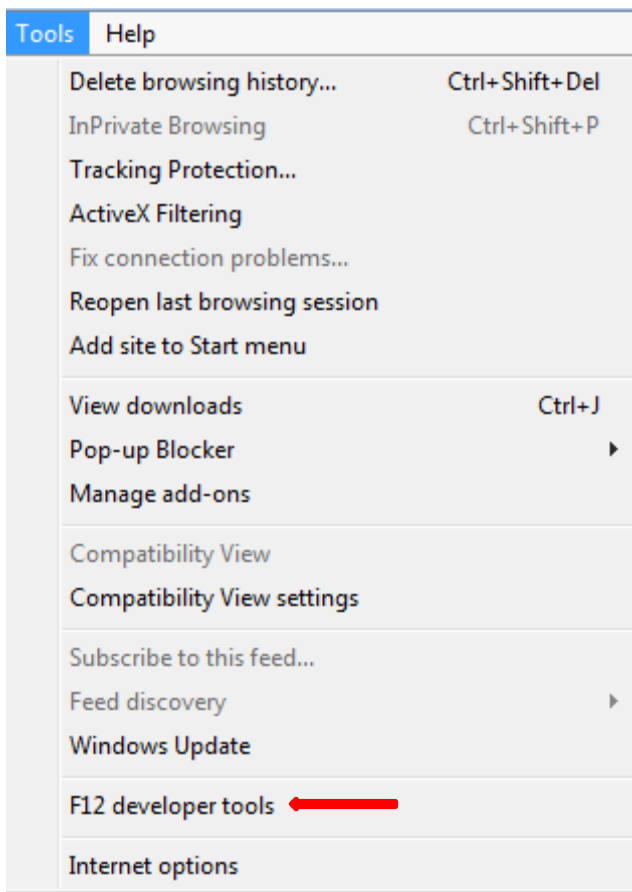
3. Click on "Compatibility View Settings"
4. The following screen is displayed



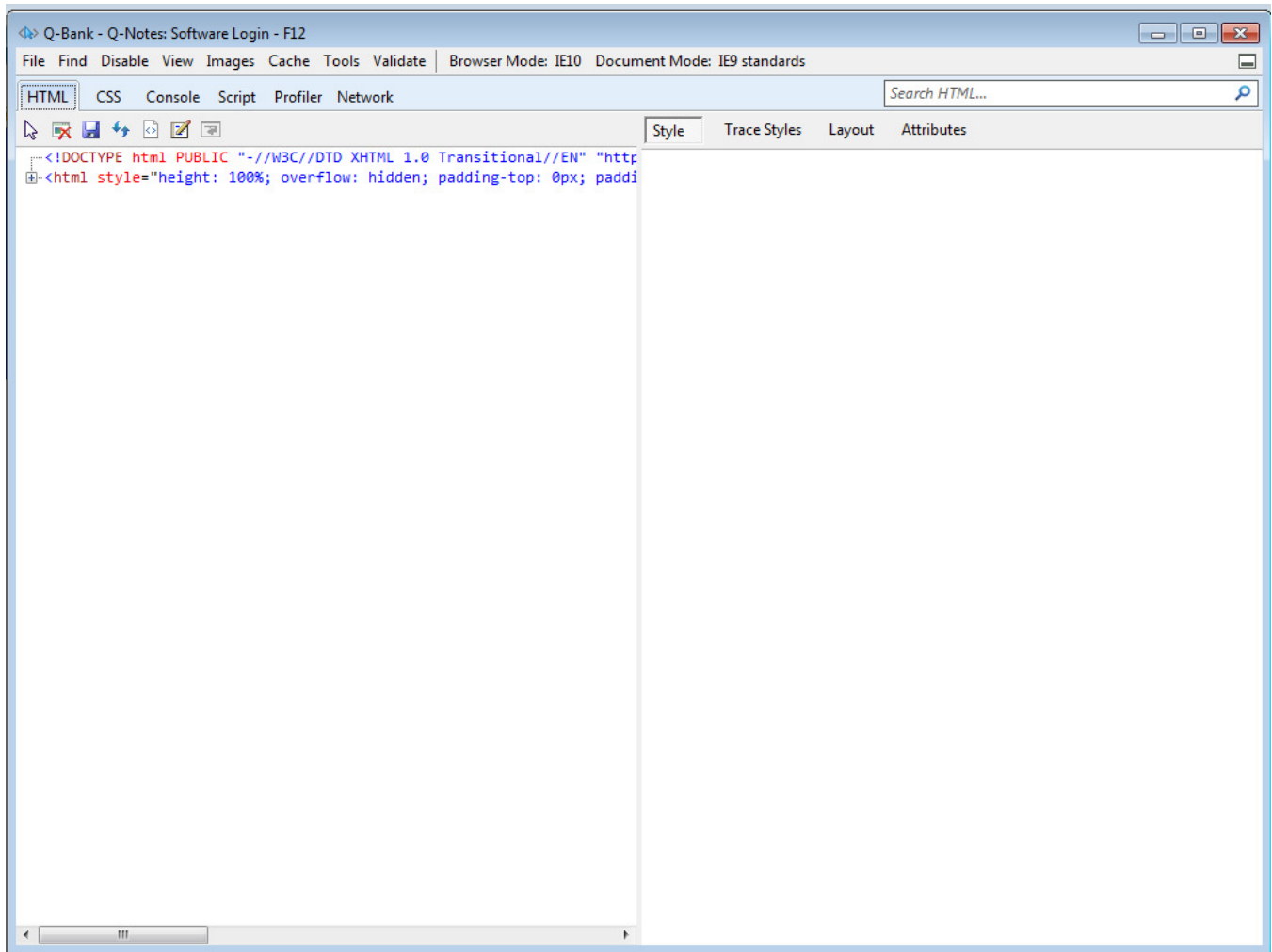
5. Ensure checkbox next to "Display all websites in Compatibility View" is not checked
6. Ensure checkbox next to "Display intranet sites in Compatibility View" is not checked. [If you are a NCHS or CDC employee, accessing the application from within the CDC network]
7. Click on "Close" to complete the process

To ensure that Compatibility View is disabled:

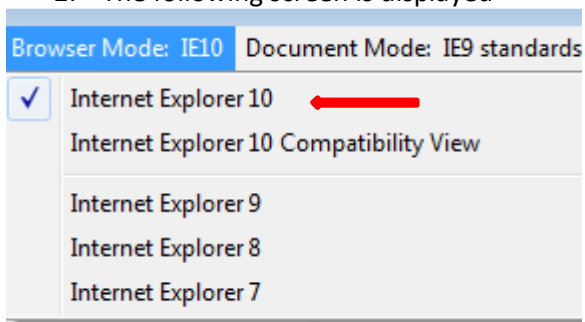
1. Click on "Tools" to display the following menu



2. Click on “F12 Developers tools”
3. The following screen is displayed



1. Click on "Browser Mode" DD
2. The following screen is displayed



1. Ensure that the "Internet Explorer 10" option is checked. [If you have an older or newer version of Internet Explorer, select the most updated version as long as it is not the "Compatibility View" version.]

Network Issues:

Because the Q-Notes application is web-based application, there may be downtime associated with network outages on our servers. Due to internal and external networks, speed may also fluctuate. We ask for your patience and feedback as we work to provide minimal system downtime.

Other issues:

If you experience any problems or issues with Q-Notes, please do not hesitate to send us an e-mail. As we allow more people to use Q-Notes, we realize errors related to higher usage, and usage in other ways, are more likely to occur. In your email, be sure to include the following:

- What task or function you were using or attempting to use?
- What goal you wanted to achieve or perform?
- What error message, if any, you received?

These questions will help us better understand, troubleshoot, and resolve your issue. Our E-mail address is QNotes@cdc.gov, include "Error" in the subject line to help route your email to the correct location.

Feedback:

The Q-Notes team is proud to allow free use of Q-Notes to all interested parties. We would like also work on improving Q-Notes to become a more useful and universal tool. We welcome and encourage all feedback. If you have any ideas, feedback or comments related to Q-Notes, please send us an email to QNotes@cdc.gov. We look forward to hearing from you.

8.0 Terms and Conditions

Terms & Conditions

By downloading or using the app, these terms will automatically apply to you – you should make sure therefore that you read them carefully before using the app. You're not allowed to copy or modify the app, any part of the app, or our trademarks in any way. You're not allowed to attempt to extract the source code of the app, and you also shouldn't try to translate the app into other languages or make derivative versions. The app itself, and all the trademarks, copyright, database rights, and other intellectual property rights related to it, still belong to CDC.

CDC is committed to ensuring that the app is as useful and efficient as possible. For that reason, we reserve the right to make changes to the app or to charge for its services, at any time and for any reason. We will never charge you for the app or its services without making it very clear to you exactly what you're paying for.

The Q-Notes app stores and processes personal data that you have provided to us, to provide our Service. It's your responsibility to keep your access to the app secure.

You should be aware that there are certain things that CDC will not take responsibility for. All functions of the app will require the app to have an active internet connection. The connection can be Wi-Fi or provided by your mobile network provider, but CDC cannot take responsibility for the

app not working at full functionality if you don't have access to Wi-Fi, and you don't have any of your data allowance left.

If you're using the app outside of an area with Wi-Fi, you should remember that the terms of the agreement with your mobile network provider will still apply. As a result, you may be charged by your mobile provider for the cost of data for the duration of the connection while accessing the app, or other third-party charges. In using the app, you're accepting responsibility for any such charges, including roaming data charges if you use the app outside of your home territory (i.e. region or country) without turning off data roaming. If you are not the bill payer for the device on which you're using the app, please be aware that we assume that you have received permission from the bill payer for using the app.

With respect to CDC's responsibility for your use of the app, when you're using the app, it's important to bear in mind that although we endeavor to ensure that it is updated and correct at all times, we do rely on third parties to provide information to us so that we can make it available to you. CDC accepts no liability for any loss, direct or indirect, you experience as a result of relying wholly on this functionality of the app.

At some point, we may wish to update the application. The app is currently available on online only. CDC does not promise that it will always update the application so that it is relevant to you and/or works with the most common installed on your device. We may also wish to stop providing the app and may terminate use of it at any time without giving notice of termination to you. Unless we tell you otherwise, upon any termination, (a) the rights and licenses granted to you in these terms will end; (b) you must stop using the app.

You will be given the opportunity to download your specific data and project information, if this does occur.

Changes to This Terms and Conditions

We may update our Terms and Conditions from time to time. Thus, you are advised to review this page periodically for any changes. We will notify you of any changes by posting the new Terms and Conditions on this page.

These terms and conditions are effective as of 2023-01-01

Contact Us

If you have any questions or suggestions about our Terms and Conditions, do not hesitate to contact us at qnotes@cdc.gov.