User Guide - Tool for FMS Data Analysis

Implementation and Requirements

*Roberto Briceno-Rosas¹, Joost Kappelhof², May Doušak³ and Paulette Flore²*

*¹* GESIS – Leibniz Institute for the Social Sciences

*²* SCP – The Netherlands Institute for Social Research

*³*University of Ljubljana

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# Requirements

**Data requirements**

* *FMS Dataset*: Single country dataset downloaded from R11 version of the FMS for both app and upload portal in CSV format with comma as separator (standard download format). See section about downloading FMS data for details.

**System requirements**

* Windows 7 or newer
* .NET 4 or newer
* 2 GB free disk space

# Installation procedure

The tool resides in its folder and works without installation.

1. User should simply unzip the downloaded file anywhere on disk.
2. A new folder called “ToolFMSvx” will be created on destination (x for version of the tool).

Depending on the speed of computer, unzipping might take a few minutes.

# Downloading FMS Data

|  |  |
| --- | --- |
| 1) In FMS R11, select desired country, select “Case List” on the left panel, press the “Action” button and select “Export Cases” | Graphical user interface, application, website  Description automatically generated  1 |
| 2) Download for single country under the name of the selected country | 2 |

# Implementation

Please note that name might change slightly depending on the version of the tool but **the logic of the implementation** is the same.

|  |  |
| --- | --- |
| a) Open the newly created folder “ToolFMSvx” and run “UIB\_Tool\_FMS” file with the ESS logo (EXE file): | aa  a  Graphical user interface  Description automatically generated with medium confidence |
| b) The application opens. The interface of the tool is shown on the right:  c) Please provide the ***FMS data***from app or upload portalon “choose file” buttons.  d) Using the button “choose”, please select output folder on your computer where the report PDF will be saved. Please make sure that folder path **does not** contain spaces in the name.  e) Select the **analysis script** for the “FMS App R11” or for the “FMS Upload Portal R11”, which determine with syntax will be used.  f) Click “**Generate**”. The tool will indicate that is generating the report below.  *Depending on your computer, report generation might take anywhere from 5 to 30 minutes. In some cases, it might take up to an hour.* | Graphical user interface, text, application, email  Description automatically generated  c  d |
| g) Retrieve the **PDF Report** from the designated folder. Please take the time to review the report and discuss any issues with the survey agency and the CST. Share the report with your Country Contact.  h) The annex folder within the tool will contain CSV files with the indicators from the report for more details. Go to “**Tool\_files\Annex**” within folder of the tool. Country and FMS version will be shown in the file names. | Graphical user interface, text  Description automatically generated with medium confidence  h |
|  |

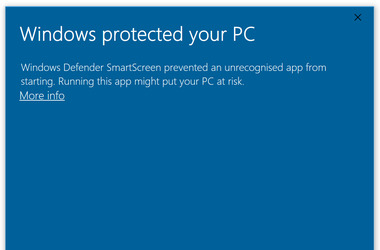
# Testing the Tool with R9 Example

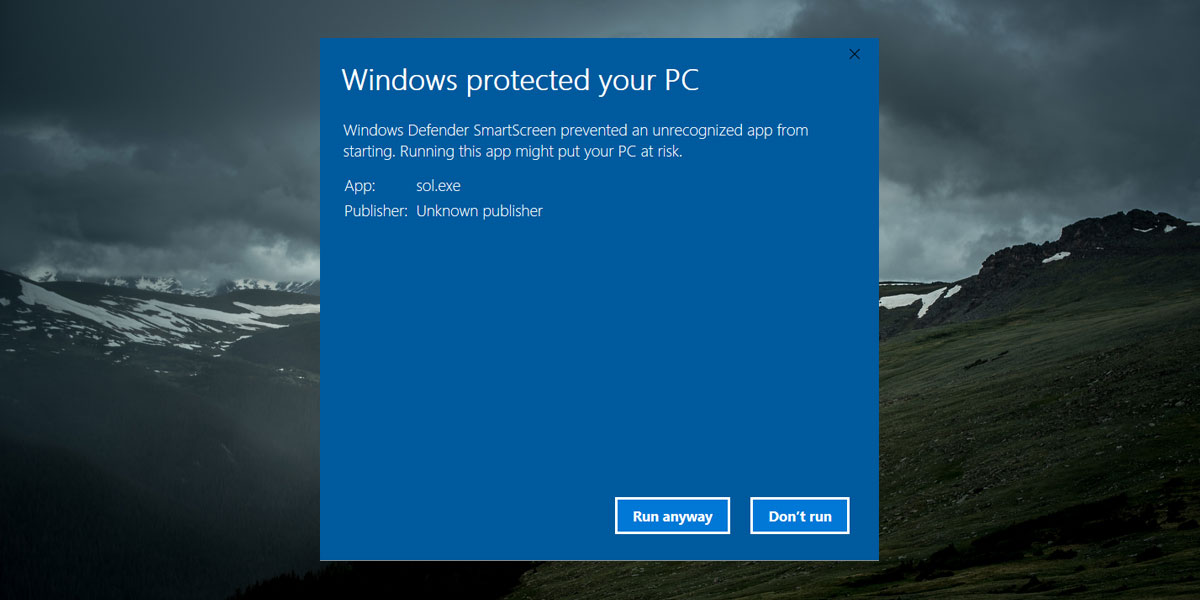
e

|  |  |
| --- | --- |
| You can test the tool using the Contact Forms R9 data from in the DEMO\_DATA\_R9 folder in the tool (go to “Tool\_files\DEMO\_DATA\_R9”). Here you will find the CF R9 for Germany in csv format (“**ESS9CFe03\_DE**.csv”). You can run the tool with this dataset with the same steps explained above, but on step **e)** select the script for **“Example FMS App with R9”.** | Text  Description automatically generated |

# Troubleshooting & FAQ

**Windows Smart Screen when first running the tool**

First time you run it, Windows Smart Screen protection might pop up:Should this happen, please click “More Info” and press the button “Run Anyway”:



**Running the Tool in another operating systems like MacOS and Linux**

Currently, the CST only provide support for running the tool in Windows. However, it is possible to run the code and produce the PDF in MacOS and Linux. Some basic knowledge in R is required. For this purpose, users can extract the syntax (RMD code) and related files in order to run the code in their computers using R. Please note that users will need to install the necessary software (R, R Studio, and MikTex) and assigned the respective path for the datasets manually.