User manual for the *Meta_soft application*

V0.6.2 (080617) def

- This document constitutes a user manual for the application software *Meta_soft* developed within the Daphne project 2006 « Meta-analysis of the recommendations from the Daphne projects on intimate partner violence » (Project n° JLS/DAP/06-1/134/WY).

- This software allows for selection, consultation, printing and exportation of 1360 recommendations from the Daphne projects (from 1997 to part of 2005) on intimate partner violence. It runs on all computers using *Microsoft Windows* © 98 and newer versions.

- The recommendations can be consulted directly but it is preferable to first read our final report or the summary synthesis, accessible on the website and via the application, to better understand the usage and benefits of this software tool.

1. The goals and concept for the software

1.1. Goals for the *Meta_soft*:

- Gather all the recommendations from the 99 Daphne projects on INTIMATE PARTNER VIOLENCE (from 1997 to a part of 2005) and have them available for consultation via a simple software.

- Allow to select, consult, edit and export the recommendations which are of interest to the user who wishes to know what was recommended by the 66 project coordinators based in 19 Member States and their 388 European partners, classified by theme based on the 7 main indicators (enlarged to 10) recommended by the European Council, as well as by type of project coordinator, countries concerned and recipient audience for the recommendations.

1.2. Informatics tool used:

- Psytel developed a consultation tool for the recommendations in **Visual Basic** which functions on all computers using *Microsoft Windows* © 98 and newer versions: the software Meta_soft. *Visual Basic* is a tool developed by *Microsoft* to easily develop applications running on its exploitation system.

- This tool also allows for consulting the reports and the project websites themselves via a link (or address) which have been gathered in the Toolkit Daphne.

2. Step-by-step installation for the software *Meta_soft*

How to install the software:

➔ The software is on the project CD-Rom or can be downloaded from Psytel: *www.psytel.eu*

- Go to the link `*documents and software*` linked to the Daphne programme.

2.1> Decompressing/Unzipping the files:

- Click on Meta_soft v0.6.2.exe (an auto extractible WinZip file) to register it on your desktop for example using the « Browse » button. Then click on the button « Unzip ». A folder **Meta_Soft v0.6.2** is then created in the chosen location.

- Open the folder **Meta_Soft v0.6.2** then click on the file **setup.exe** which starts the installation of the software with installation parameters detailed in the file **setup.lst**. We recommend installing the software under **C:\Program Files\Meta** (the default option).
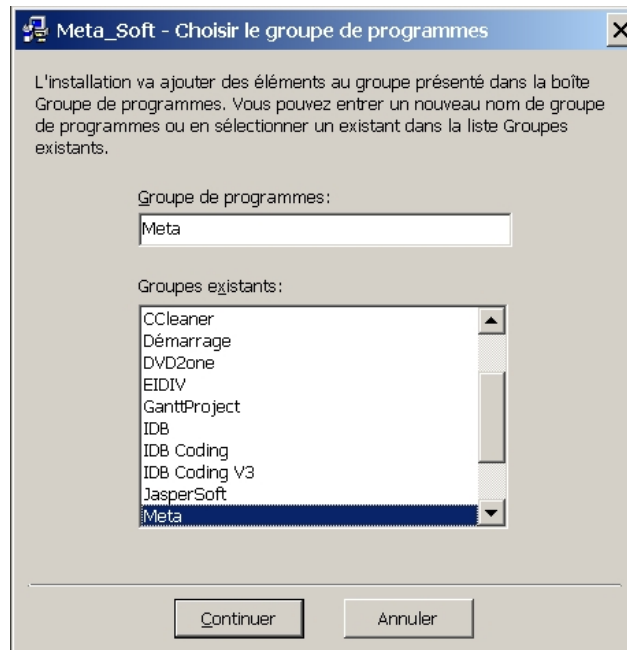
2.2> Click on "OK" to install:

2.3> Click on the button containing the image of the computer for the default installation under C:\Program Files\Meta\
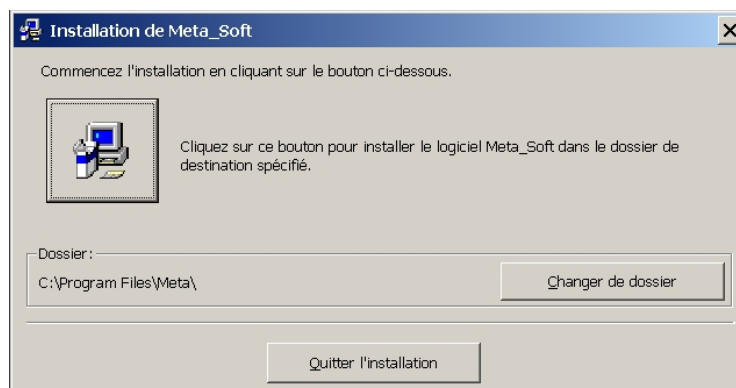
2.4> Click on the button "Continue" on the screen:

2.5> Installation of the *Meta_soft* is successful:

The installation process must be completed only once.

2.6> Start the application (for the default installation) by going to Programmes => Meta => Meta.exe

After installation the following files are available:
- the file **Meta.exe** : this is the file which contains the application.
- the file **Meta_table.xls** : this is the Excel file which contains all of the recommendations and their descriptors. It is in this file that one can add, modify or delete recommendations (at your own risk).
- the file **Refs.dat** : this file contains the list of descriptors with the appropriate codes. It is in this list that one can modify the descriptor list (at your own risk).
- the file **SET6UNST.LOG** : this file contains the information for installing the application. It is used to automatically delete the application files from your computer. DO NOT MODIFY OR DELETE THIS FILE.

- Finally, the META file contains the files of the final reports and the user's manual for the software.

3. Utilisation of the software *Meta_soft*

First screenshot of the software *Meta_soft*

3.1. Selection and consultation of the recommendations:

- When opening the application *Meta_soft* the programme controls the conformity of all of the recommendations. This may take a few seconds. Then the main application screen appears with all of the recommendations present (on 29/05/2008 – 1360 recommendations).

3.2. The descriptors for a recommendation (reco):

	Descriptor Name	Type	List of values
Variable (Eng)	**Identifier of the recommendation :**		
Year	Project year	Numerical	From 1997 to 2005
N°Proj	Number of project	Numerical	Internal Daphne number
N°Reco	Number of recommendation	Numerical	From 1 to N (max nnn)
Project Name	Project Name	Alpha	Free text
	Links between the reco and context :		
Link Toolkit	Link with the Toolkit file	Internet address	-----
Link Project Materials	Link with the elements « project materials » (manuals, videos, etc.)	Alpha	List of selected materials
	Project coordinator :		
MS of the coordinator	Member State of the coordinator	Alpha	EU27 partners
Name of coordinator	Name of the structure of the coordinator	Alpha	-----
Type of emitting	Type of coordinator (University, NGO, etc.)	Code num.	**List 1** - TypeEmit
	Body of the recommendation :		
Area1Reco	Area 1 of the recommendation	Code num.	**List 2** - DomReco
Area2Reco	Area 2 of the recommendation	Code num.	List 2 - DomReco
Area3Reco	Area 3 of the recommendation	Code num.	List 2 - DomReco
Text Reco	Text of the recommendation (French)	Free text	Free text
Reco text	Text of the recommendation (English)	Free text	Free text
	Recipients :		
Recipient1	Type 1 of recipient	Code num.	**List 3** - TypeRecip
Recipient2	Type 2 of recipient	Code num.	List 3 - TypeRecip
Recipient3	Type 3 of recipient	Code num.	List 3 - TypeRecip

- The detailed nomenclature can be consulted in chapter 3 of the final scientific report. They are also available upon selection of the recommendation (see below).

Language choice:

- THE USER MUST FIRST SELECT THE **WORKING LANGUAGE** English or French by clicking on the corresponding field near the top of the screen. The general functions are explained below.
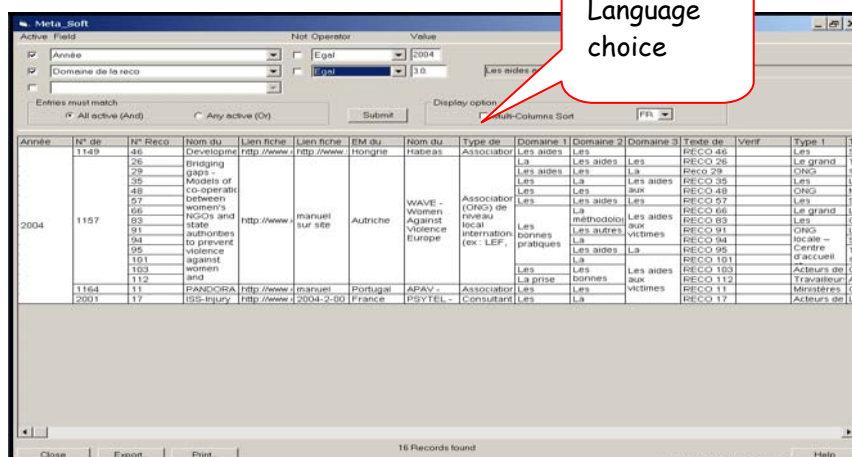
Selection of the recommendations:

The user has 3 fields to select from in the UPPER LEFT WINDOW.

In each field:
1. First click on the left hand side (Active),
2. Choose a descriptor by scrolling the list of all of the descriptors (Field).
3. Choose « Text of the reco » if you want to search the recommendations with a precise word (chain of characters).
4. Choose an operator
5. Choose a *value* if applicable. The lists « Member State of coordinator », « Type of emitting », « Area of the reco », « Type of recipient » are accessible by clicking in the zone *Value* then on ⍰ which appears on the right. For the years selected one must fill in the value desired (ex.: 2004).

- A number of **operators** are available according to the nature of the descriptor:

    - if one wants to select a **quantitative** descriptor (for example a year) one chooses the operator *any* and then indicate the corresponding **value** in the following cell (year desired).

    - if one wants recommendations from a number of years choose the operator *inferior* or *superior* to the reference year. For example for the years 2000 to 2005 one chooses operator *any or superior* and in the value cell the number 2000.

    - if one chooses a descriptor code one indicates *any* and then selects the codes within a defined list.

    - if one chooses to search the recommendations containing a **precise text** one must select the operator *contains* and indicate in the **window** that opens to the right the search words. For example if one chooses *contains* = "perpetrator" the software selects all of the recommendations containing the chain of characters "author" in the text.

- One has a **joker « * »** available for all of the values. For example:

    - if one chooses *contains* = "perpetrator*violence" all of the recommendations containing these two words in different combinations will appear: perpetrator**s** of violence, perpetrator of **the** violence, etc.

- if one indicated for a reco area 'Equal' the value « 4.* », one selects all of the coded areas 4.0 to 4.5.

> For example, if one wants to select all the projects in 2004 on assistance to victims, one chooses:
>
> first activity field : **Year**   Operator : **Equal**   Value : **2004**
> second activity field : **Area of the Reco**   Operator : **Equal**   Value : **3.0.** (assistance to victims)

6. To **select the two criteria** click on «*All active (AND)*» to link the two conditions using the **AND** logic.
7. Click finally on the **button Submit** to submit your search and see all of the recommendations corresponding to the selected criteria. In our example two criteria: year 2004 **AND** area of the recommendation 3.0 (assistance to victims): 16 recommendations appear (the total number is posted at the bottom of the screen).
8. The **texts of the recommendations** can be read by moving the cursor to the case which appears with a number in the column « Text of the reco ».
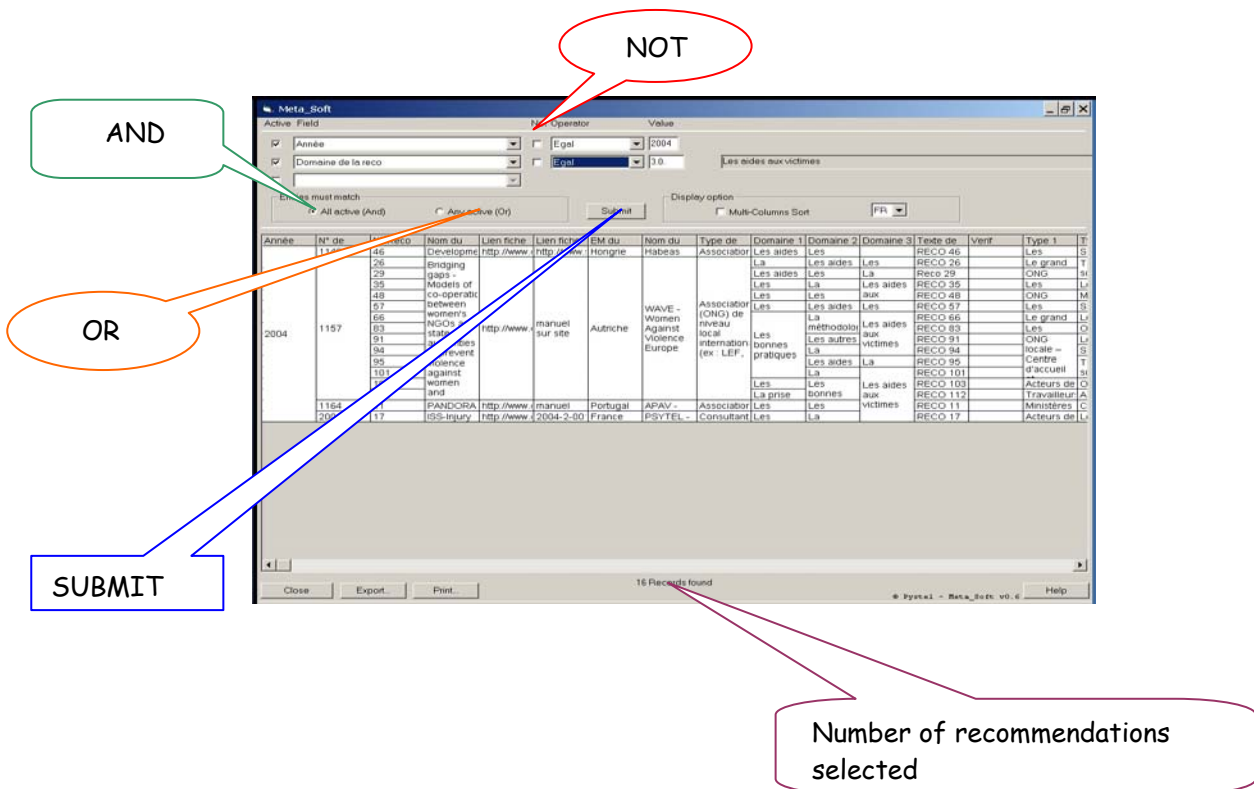
➔ In addition note that concerning the selection function:

- When selecting using the variable « **Area of the reco** » the search is done on all of the codes that can be attributed to each recommendation (3 maximum). This is also so for the variable « **Type of recipient**», without a hierarchy between them.

- By clicking on « **Not** » in the selection zone one excludes the selected variable. For example:
  first field : **Year**   ➔ **Not**   Operator : **Equal**   Value : **2004**
  and select all of the recommendations **EXCEPT those in the year 2004**.

- One can also use the **operator OR** logic to link two selection criteria. Just click on «*Any active (Or)*».

- By clicking on the **title name of the table column**, one immediately sorts the recommendations according to the predefined criteria (ex.: by clicking on the cell titled Year, one selects all of the recommendations by year in ascending or descending order).

- If one wishes to perform a sort with **a number of criteria** (3 or more) one chooses the option «*Multi-column sort*» and one provides the list of the criteria variables in the order desired.

- By positioning the **cursor on a line** in any of the columns the complete identifier of the project to which the recommendation belongs appears (Year/N°project/N°reco/Name of coordinator). For example: 2003/080/17/BIVS - EMZ - Berlin Institute for Comparative Social Research.

- By clicking on a **table line** of the selected recommendations the **complet**e **file** of the recommendation appears with all of the descriptors, including the whole text in two languages (French and English).
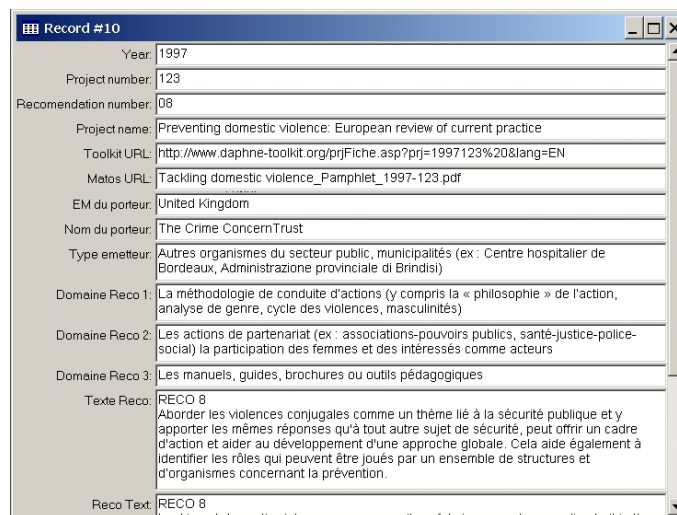
- The number of recommendations selected appears on the bottom of the screen. This allows the user to see the size of the selection performed.

- If one restarts the selection process one can deactivate one of the three selection criteria by clicking on «*Active field*» so that it is no longer chosen. The non-active criterion then appears in grey. When a new search is made this criterion is no longer active.

3.3. Other functions:

At the bottom of the main screen 3 other functions are present:

- The button Close to end the application.

- The button Export to allow for exportation of the selected recommendations. A new screen appears which allows for selecting the following information: which descriptors (variables) to export (window Fields), in which format (window Format) and to where (window Destination).
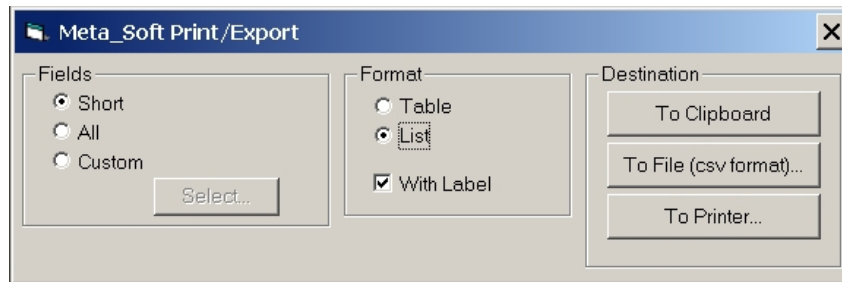
- **In the window Fields** one can export all of the recommendations with all of their descriptors, by clicking on **All**. This is most often the case.

Yet one also has the option to select a summary version with the principal descriptors by clicking on **Short**.

If one wishes to select only certain descriptors then click on **Custom**. One selects then the desired variables one at a time and only these will be exported.

- **In the window Format** one can edit the recommendations within a **table** format (one line per recommendation with its descriptors) as seen on the screen when clicking on **Table**. This is most often the case.

If one wants to export the recommendations in a **list format** (or recommendation file) whereby a line exists for each recommendation descriptor then click on **List**. In addition one can click on **With Label** for the **variable name**. This is most often the case.

- **In the window Destination** one can export the table or list as:
    - the running **file** on your computer by clicking **To Clipboard** ;
    - a file format readable by an **Excel type of table** by clicking on **To file** (csv format) ;
    - or directly **print** the selection by clicking **To printer**. This last choice sends the user to a window where one chooses the parameters for printing.

- The button Print leads to the same window as the button Export but the default choices (Fields : **All**, Format : **List with Label**) are such that by clicking directly on To printer the user prints the selected list of recommendations which appear on the main screen.

The button Help loads the present document where the application usage is detailed.

FOR ADVANCED USERS

3.4. Adding, editing and deleting recommendations:

- It is possible to edit, add or delete recommendations. This can be done on the Excel file Meta_Table.xls (under C\Program Files\Meta) by respecting the format and nomenclature used for describing each recommendation. Understandably it requires an Excel programme for this.

- The new file will be available once the application is restarted. The format errors will be shown when loading the file. We recommend saving a backup of the original file…

- **These operations are your own responsibility.** We can no longer guarantee the integrity or the proper functioning of the software that results from these edits, deletions or additions in the Excel file of recommendations. One can contact us for important edits, yet these local changes lead to

different versions of the software. The common « official » reference will always be the one provided on the Psytel website: *www.psytel.eu*

3.5 Adaptability of the software *Meta_soft*:

- The software *Meta_soft* can take into account in a dynamic way the potential evolutions in the recommendation descriptors: it is possible to introduce, for instance, new Member States, new modalities in the variable lists (Type of emitting, Area for the recommendation, Type of recipient). Please consult us for these upgrades.

- We have shown how recommendations can be added, deleted or modified by the user when abiding by the available nomenclature. A recommendation is a line in an Excel file (Meta_table.xls).

- It is possible for project coordinators to contact us with suggestions for modifying or completing the recommendations issued from their own projects in the reference version of the *Meta_soft*, knowing that isolating each recommendation may be seen as having a « reducing and decontextualising » effect or even contains interpretation on our part. We chose to not explicitly ask for validation from the project coordinators before publishing due to the delay ensuing. We respected as much as possible the initial recommendation texts, always cited the source of the recommendation and provide a link to the project files in the Toolkit which has already been published.

➔ Finally please note that the software documentation and the final scientific report of the project are available on the second screenshot (PDF format- Portable Document Format – readable with Adobe Acrobat Reader). All other project documents are available for consultation on our website: *www.psytel.eu*

The project "Meta-analysis of the recommendations from Daphne projects about intimate partner violence" was coordinated by Psytel (France), with the financial support of the European Commission, under the Daphne programme II to combat violence against children, young people and women (Project n° JLS/DAP/06-1/134/WY).
The contents of this application do not necessarily reflect the opinion or position of the European Commission, Directorate-General Justice and Home Affairs.

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Le contenu de cette application ne reflète pas nécessairement l'opinion ou la position de la Commission européenne, Direction Générale Justice et affaires intérieures.

Partners :
    - Project leader : Psytel (FR) - www.psytel.eu
    - Partner : National Institute of Public Health - NIPH (DK)

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