

A Step-by-Step Guide To QUESSY.ti, the Query Support System

This Document

This document introduces the everyday user of ATLAS.ti to the use and usage of the Query Support System QUESSY.ti.

Step by step, the guide will show how to create a database query and how to import the query results for use into ATLAS.ti. If you want to follow the guide step by step, register for the **online demo version** at <http://www.uessy.atlasti.com> and use the **test database** “9-11-Access” as described in the guide.

For more information on installation and administration of QUESSY.ti, please refer to the QUESSY.ti Admin Manual.

About QUESSY.ti

QUESSY.ti was jointly designed and developed by **nexus Institute for Cooperation Management and Interdisciplinary Research** (www.nexus-berlin.com) and **ATLAS.ti Scientific Software GmbH** (www.atlasti.com), manufacturers of ATLAS.ti, the leading qualitative data analysis software.

For any questions concerning technical support for QUESSY.ti, please contact uessy@atlasti.com.

If you are interested in using QUESSY.ti to retrieve data from your own databases for use in ATLAS.ti, please contact: info@nexus.tu-berlin.de

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1 General Information

1.1 QUESSY and ATLAS.ti

QUESSY.ti is an acronym for QUERy Support SYstem. You can use QUESSY.ti to execute queries on a database. The query results can be structured and saved in XML format. This means that they can be imported into application programs.

With QUESSY.ti, the results of a query can be mapped into the categorical system of ATLAS.ti. Results can be imported into an existing or new ATLAS.ti Hermeneutic Unit.

1.2 Unit.Technical Requirements

QUESSY.ti is a server-based application, which means that there is no actual local installation package.

To use QUESSY.ti, you connect to a server where QUESSY.ti is installed (the "QUESSY Server", e.g. <http://quessy.atlasti.com>). From there, you will then connect to the server that hosts the database you want to work with. This may be on the web or on your intranet.

One of the main benefits of this server-based model is that, in order to execute a query, you do not need to install any particular software on your local PC. The only software you need is an Internet browser like MS Internet Explorer or Mozilla Firefox.

The representation of the query result in a standard language (tiQML/XML) in principle also allows the import in other application software that can process XML, such as MS Excel. If you are interested in such a feature, please contact us (quessy@support.atlasti.com).

1.3 Databases

At present, queries can be executed on the following database types:

- MS SQL Server (7/2000)
- Oracle (Oracle client software version 8.1.7 and later.)
- MySQL (3.23 stable)
- MS Access (2000 and later)

You should note that MS Access is not a full-blown RDBMS (Relational Database Management System) in the same sense as the other systems in that it is not built on the server/client principle and does not allow multiple connections. Despite its numerous limitations as a strict consumer-level product, QUESSY.ti still works with MS Access exactly like it does with the "real" RDBM systems listed above.

1.4 User roles

At the most basic level there are two kinds of users: Administrators (who have access to the configuration layer of QUESSY.ti and can change the way QUESSY looks, feels, and functions), and Users, i.e. those who query databases with QUESSY.ti. The "User" group of encompasses test users (with minimum rights), the "normal" user, and "power" users with many rights (but not equal to an administrator's).

Administrators have, among other things, the right to admit and to exclude other users and to edit their access data. For more information on installation and administration of QUESSY.ti please confer to the QUESSY.ti Admin Manual.

Each user has to log in with a password.

What precisely you can see and what you can do within QUESSY.ti (e.g., create new database connection, save or delete queries , etc.) depends on the role assigned to you.

This manual will explain and show actions that can be taken by power users. If you encounter any feature that you cannot find on your screen, please contact your QUESSY.ti support.

2 What Is A Database? (A Very Brief Sketch)

2.1 Databases, Tables, and Joins

In order to understand how QUESSY.ti works, you need some basic understanding of the structure of a database. (Be warned: Thinking of your MS Excel-Worksheet as a database is not completely correct and only mildly helpful in this context.)

In a reasonably organised database, data is stored in multiple, cross-linked tables in order to facilitate efficient data management.

Each table consists of rows and columns which define the different fields of the table. Each row contains a data set which is related to one event, process, or person, e.g. all personal data of an interviewee (name, address, date of birth, gender) or (in a separate table) date, place, content of the interview. Each data set has the same structure, which is characterized by the columns.

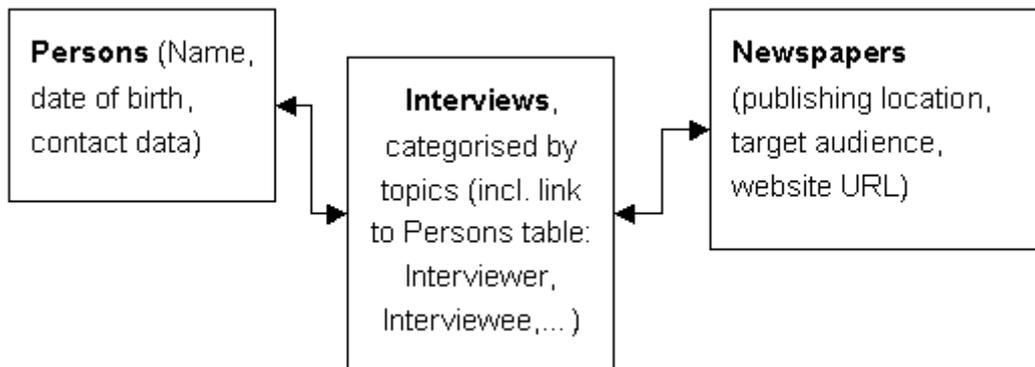


Figure 1 Relations between database tables

Those separate data sets will frequently be related with each other, e.g. one table holds the personal data of all interviewees, another may be organised according to thematic categories. Ideally, these tables will be related with each other through matching "keys," i.e. fields that the tables have in common. It is because of this organizational principle that this type of database is called a Relational Database.

Although the data in this example belong to the same interview, it makes sense to keep them in separate tables. If, for example, you want to change part of the data on an interviewer (e.g. a new phone number) you have to change it only once even if there are hundreds of interviews in the database related to this person. All instances where this person is mentioned in the database will refer to the same data set in its separate table. So if you change it in this one table, all instances will still lead to the correct address.

In order to search all data available in the database it may become necessary to join such separated tables for the query, see [7.2.4ff.](#)

2.2 Structured Query Language (SQL)

QUESSY.ti was developed for queries in databases that use the Structured Query Language (SQL) for access.

With the help of SQL you can formulate criteria for the selection of information contained in the database. Such queries can become extremely complicated, especially if you query for information which is located in different tables (e.g. the address of the interviewer in the above mentioned example).

As a QUESSY.ti user you don't have to know this language: QUESSY.ti's intuitive user interface helps you through all the relevant steps. Yet the full power and flexibility of SQL is available, including the **JOIN** operator.

SQL was intended as a universal query language standard but in reality has several "dialects" (see [#1.3](#)). QUESSY.ti supports your queries in SQL databases, independent of these dialects and you can even use the same queries on databases of different dialects.

3 Basic Steps of a QUESSY.ti Database Search

This section gives an overview of the basic steps in a QUESSY.ti session:

- (1) **Create a connection** to the database you want to search (see [#6](#))
- (2) Once QUESSY.ti is connected to the database, a list of the available tables is displayed. **Select the tables** you are interested in. If you select more than one table you can join them for a cross search. (see [#7.2ff.](#))
- (3) **Specify your query.** Select fields and define criteria for your search. QUESSY.ti will guide you through the process, step by step (see [#7.3](#)). On the basis of this information, QUESSY.ti automatically formulates a query in [SQL](#). **Note:** QUESSY.ti automatically uses the "dialect" of the database you are working on! You don't need to be familiar with SQL; QUESSY.ti does the work for you. If you are acquainted with SQL, however, power users can formulate queries directly in SQL.
- (4) When the query is executed, the result is displayed as a table showing only those fields selected in the previous step.
- (5) You can now map the database fields of the result table to ATLAS.ti's primary documents and "families" which represent the imported documents' meta data, such as author, date, family and document (see [#8](#)). With mappings correctly defined, ATLAS.ti can now import the result into a HU. A QUESSY result imported into an existing HU will simply be added.

The following chapters will explain these basic steps in detail.

4 The QUESSY.ti User Interface (Overview)

4.1 The Main Menu

On the top of the user interface you will find the **MAIN MENU**.



Figure 2 The Main Menu (Standard User)

It will be visible throughout the whole session. The **MAIN MENU** connects you with your individual lists of **QUERIES** and Query Results (**RESULTS EXPLORER**), you can **LOG OFF** your QUESSY.ti session and, at the extreme right of the **MAIN MENU**, you can start the online **HELP** function.

In Advanced Mode you will also have a direct link to your Connections and a specific area for creating professional SQL queries by typing your own SQL code.



The following chapters will explain the general functions in detail. Advanced Mode features will be treated in separate chapters.

4.2 The List of Saved Queries

The first screen you encounter after your login will show you a list of the queries you have created so far. You can always get back to this screen by clicking **QUERIES** in the **MAIN MENU**. If the account was never used before, there will be a message that you have **No SAVED QUERIES**.

The **List of Saved Queries** is especially useful if you want to repeat a query, e.g. on a database which is being frequently updated. In this case you won't have to create a new query again and again but can re-use your stored settings as often as you like.

Query name	Date created	Date modified	Platform Version				
QUESSY_Sample	6/12/2006	6/12/2006	AccessXP	Modify	Get result	Get result on	[CONNECTION] X

To the left the list holds basic information on each saved query, such as its name, the date when it was created (**DATE CREATED**) and when it was last changed (**DATE MODIFIED**), and the SQL dialect (**PLATFORM VERSION**) of the database that was queried.

To the right there are four options for each saved query:

- You can Modify the respective query (see below)
- You can Get a Result again without modifying the query
- You can choose a different database on which you want this query to be executed. You can only select connections that have been created before (cf. [#6](#)). There is no option behind this button to create a connection. If you want to execute this saved query on a database for which the connection setup has been properly defined, click Get Result on or
- You can delete this query by clicking on the red "X" if you are sure that you don't want to reuse it again.

5 How to connect to QUESSY.ti

QUESSY.ti is installed on a server – either on an independent server, or on the same server as the database you want to query, probably even on your organization's internal network. We do not recommend and support a standalone installation of QUESSY.ti, since it requires knowledge of server architecture and security.

To work with QUESSY.ti you will have to connect to this server. To do so, use either the **TOOLS MENU** in ATLAS.ti or connect directly to the QUESSY.ti server via your Web Browser.

5.1 Connecting to QUESSY.ti through ATLAS.ti

Select **TOOLS** from the **MAIN MENU** of ATLAS.ti. There you will find the option **QUESSY.ti** which offers three more options again: **CONNECT TO SERVER**, **IMPORT** or **VIEW QUERY RESULT**.

Please select **CONNECT TO SERVER**.

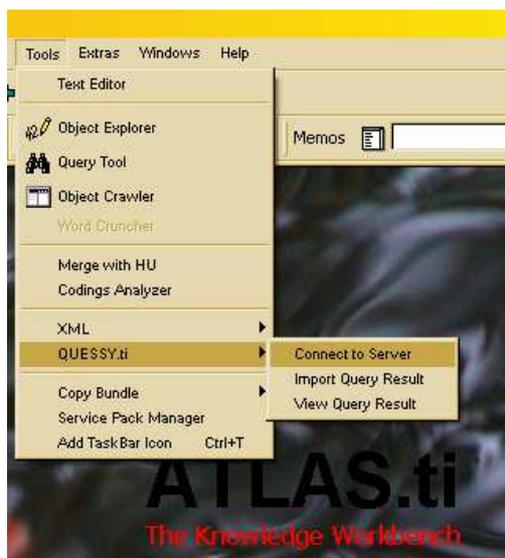


Figure 3 Connecting to QUESSY.ti via ATLAS.ti

A popup window will ask you to enter the URL of the QUESSY.ti server you want to work on. By default, ATLAS.ti will offer to connect you to the official test area at <http://www.quessey.atlasti.com>.

If ATLAS.ti offers to connect you with <http://www.quessey.atlasti.com>, you should update your ATLAS.ti installation to the current version.

If you wish to modify these settings for automatic connections to the QUESSY.ti server of your choice, please check the ATLAS.ti User Manual.

5.2 Connecting to QUESSY.ti with a Web Browser

You may also work directly on the database through QUESSY.ti without starting ATLAS.ti. In this case type the URL into the address bar of your browser (Internet Explorer, Mozilla Firefox, Opera or any other).

This address will be provided by your Administrator or through an email of your QUESSY.ti provider. For the demo version please visit <http://www.quessey.atlasti.com>.

5.3 Log In

The start page welcomes you with a brief explanation of what QUESSY.ti is and does. It also enables you to register as a QUESSY.ti user and informs you how to do that.

In the case of the test server (<http://quessey.atlasti.com>) there is an automated registration process: enter your email address and select a password. An email will be sent to you immediately, asking you to confirm your registration by visiting a given URL. After that you will be able to use QUESSY.ti as a Standard User.

6 Create a Connection to a database

Before you can start a query you will have to connect to a database.

If you are using an organizational licence, your administrator will have created the relevant connections for you. If you wish to add more connections, contact your administrator and/or check the Administrator Manual.

If you installed QUESSY.ti on your own, you will also have to create a connection yourself. You will find more information on this procedure in the Administrator Manual.

7 Create a New Query

If you don't want to modify or reuse a query from the list, you can create your own query.

7.1 Maximum rows to retrieve

Before doing this, you are asked for the **MAXIMUM** number of **ROWS TO RETRIEVE**.

Maximum rows to retrieve:

Figure 4 Maximum rows to retrieve

This field allows you to determine the absolute maximum scope of your query. This is an important safeguard and helps you to protect yourself, your database and your server from an unpredictable data flood. Remember, databases can hold millions, even billions, of records, and an seemingly innocent and simple query may swamp you with all of those as result at once! Unless you know the database in question beforehand, it is next to impossible to predict the results. So the **MAXIMUM** number of **ROWS TO RETRIEVE** serves as a protection from overload. The default is set on 10,000 (1,000 in Advanced Mode); try the effects on your query and raise or lower the value as it fits your purpose.

To proceed press **CREATE NEW QUERY**.

7.2 Step 1: Select Tables And Relations

A new screen will appear under the Heading **STEP 1: SELECT TABLES AND RELATIONS**. Here you select the database and the tables relevant for your query.

7.2.1 Select connection

In the drop-down-list under **SELECT CONNECTION** you will find all the connections that have been prepared for you (see #6). You now **have to** select the database you want to query.

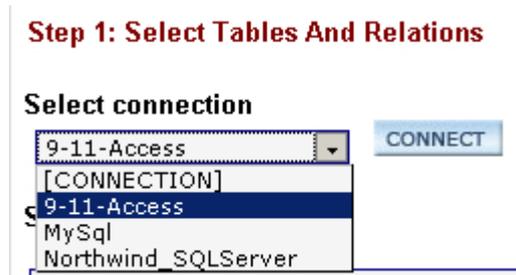


Figure 5 Select connection

After selecting the desired connection click **CONNECT** (a double click on the name of the connection will not work). Use the **CONNECT** button!

After a few seconds (depending on the speed of your server connection) a list of available tables will appear in the left box under **SELECT TABLES**.

7.2.2 Select tables (Standard User)

In this section we select only one table. You will learn how to create table relations in chapter [#7.2.4](#) below.

For the time being, please select one table and click the double arrows (>>) pointing to the empty box on the right. The name of the selected table should now appear in the right-hand box.

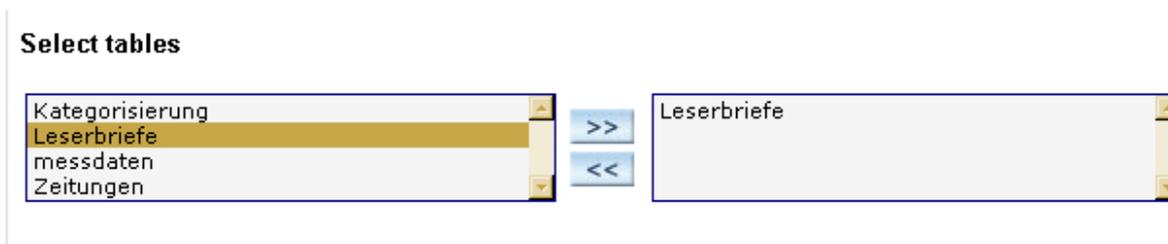


Figure 6 Select tables

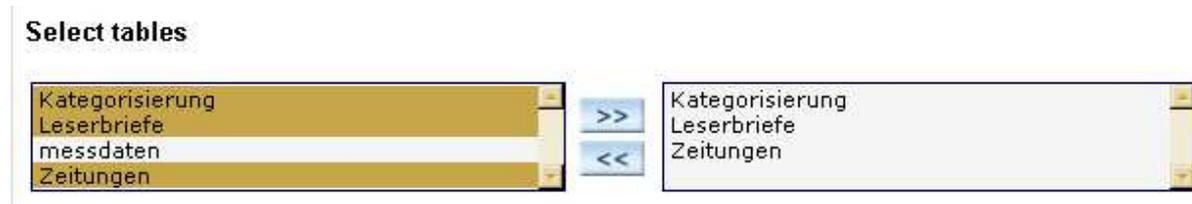
You can undo your selection by marking a table in the right box and clicking the double arrows pointing left.

When you have selected the desired table click **DESIGN QUERY**.

7.2.3 Select tables (Advanced User)

As an advanced user you can select as many tables from the database as you like. To select more than one table, press **CTRL** and click on the names of the relevant tables.

To add the tables to your query click the double arrows (**>>**) pointing to the empty box on the right. The names of the selected tables should now appear in the right-hand box.



You can undo your selection by marking the respective table(s) in the right box and clicking the double arrows pointing left.

If you have selected more than one table, QUESSY.ti will expect you to define relations between the tables.

7.2.4 Create Table Relations

Step 1: Select Tables And Relations

Select connection
 9-11-Access CONNECT

Select tables

Kategorisierung
 Leserbriefe
 messdaten
 Zeitungen

>>

Leserbriefe
 Zeitungen

<<

Create Table Relations

Select table: Leserbriefe Relates with Zeitungen

Select field: Letter Number **Matches** Letter Number

ADD

Created Relations

X Leserbriefe INNER JOIN Zeitungen
 Letter Number = Letter Number

DESIGN QUERY

Figure 7 Create Table relations (Standard User)

In order to define table relations you **SELECT** one **TABLE** in the left pulldown list and another related table in the right.

In the end this line will read:

Select table: “Leserbriefe” Relates with “Zeitungen”

In the following line you select the fields that correlate in these tables so that this line reads:

Select field: “Letter Number” Matches “Letter Number”

After you have clicked **ADD** you will see your **CREATED RELATIONS** at the bottom of the page.

These lines show you that you have created an **INNER JOIN** between the tables “Leserbriefe” and “Zeitungen” and that the fields “Letter Number” and “Letter Number” define the relation.

When you have finished selecting the desired table(s), click **DESIGN**.

7.2.5 Create Table Joins (Advanced Mode)

In order to determine different types of **TABLE JOINS**, check the **ADVANCED MODE** box at the top.

Step 1: Select Tables And Relations
 Advanced Mode ⓘ Query Name: **QUESSY_Sample** ⓘ

Select connection

Select tables

Kategorisierung Leserbriefe messdaten Zeitungen	<input type="button" value=">>"/> <input type="button" value="<<"/>	Leserbriefe Zeitungen
---	--	--------------------------

Create Table Relations

Select table: Expression:

Select field:

Bool operation:

Created Relations

✗ Leserbriefe INNER JOIN Zeitungen
 Letter Number = Letter Number

A new dropdown list will appear, offering several types of table joins for selection:

- Choose **INNER JOIN**, if you need the system to find matches by combining the two records and displaying them as one record in the query results. If one table doesn't have a matching record in the other table, neither record will appear in the query's results.
- Choose **LEFT JOIN**, if you need the system to select all records from the table on the left-hand side, whether or not it has matching records in the other table or query. The query result will display empty cells where there is no matching record from the right-hand side table.
- Choose **RIGHT JOIN**, if you need the system to select all records from the table on the right-hand side, whether or not it has matching records in the other table or query. The query result will display empty cells where there is no matching record from the left-hand side table.
- Choose **FULL JOIN**, if you need the system to select all records from each table and match them with the same data type records in the other table.

The Advanced Mode allows you to create relations between more than two tables, using the **BOOLEAN OPERATION** option. Choose **AND** to find only entries which match both criteria, choose **OR** to find any data that match any of the criteria.

7.3 Step 2: Create Query

At the top of this view you see the selected table.

Figure 8 Step 2: Create Query

So far the software only has the information that the table “LESERBRIEFE” was chosen. This is, of course, not a complete query.

At this point, unless you know the structure and content of the database very well, it is useful to get an overview of what is in the database.

If you know the database very well, please proceed with [selecting the fields](#) of the database.

7.3.1 Get an Overview of the Data

If you do not know this table's structure or content, please **SELECT FIELD: [ALL FIELDS]** and click the **ADD FIELDS** button.

In order to execute the query, click **EXECUTE** at the bottom of the page.

You can now get an overview of the content of the selected table. Use the scroll bars to see all information!

Remember the names of the columns which you are interested in. Later you will have to select them in your query. You should, moreover, think about selection criteria for the actual query (see [#7.3.5](#)).

When you are done, return to Step 2.

In the right part of the window you see the headline **THE FOLLOWING FIELDS WILL BE DISPLAYED IN YOUR OUTPUT**. Below this line you get information about your selection and you will find some options to make changes.

The following fields will be displayed in your output:

Field name	Alias	Sort
<input type="checkbox"/> Leserbriefe.Letter Number		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Language		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Newspaper		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Publishing Date		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Last Name		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.First Name		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Place		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Gender		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Text		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Feld10		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Feld11		▲ ▼ ⇅ ▼
<input type="checkbox"/> Leserbriefe.Feld12		▲ ▼ ⇅ ▼

**All selected fields will be written to the XML output. Be careful to select only the needed*



You may not want to select all the fields for your query. If so, delete this selection by clicking the red cross at the left end of the line „Letters.[All fields]“.



Use the arrows to move a selected field up or down in the sequence. The double arrows move a field to the top or to the bottom of the sequence.

7.3.2 Select Fields

To select the fields you want to be included in your query, mark them, and click **ADD FIELDS**.

To select more than one field, press **CTRL** and click on the names of the relevant fields.

Successive names are marked most easily by marking the first name, pressing the **SHIFT** key and marking the last name.

X You can delete a field from your query by clicking **DELETE** ("X") at the beginning of the respective line.

7.3.3 Sort Order

You can determine the row order in the query result. You may, for instance, want to group the result according to the newspapers in which the letters were published.

In order to do this, mark the field “**Newspaper**” and click the square arrow button at the end of the **Sort** line. A dropdown list appears that lets you determine if the order of the newspapers should be ascending or descending.

Make your selection and click **ADD FIELDS**.

After this, further specifications are possible. You may, for instance, want an alphabetical order of the names of the authors relative to each newspaper.

Mark „**Last Name**“ and select **ASCENDING**.

You can do this for all the fields or just for one or even not at all. Now you already have a complete query which you can run by clicking the **EXECUTE** button.

So far, however, you merely have selected the columns of the table. You can select their order in the result and you can select the rows which will be displayed. This is useful in most cases, since there are often several hundreds or thousands of rows.

The vertical order of appearance of the selected fields is the same as the order in which the fields will appear as columns in the query result table. If you want a field to appear as the first column in a query, you have to select it to be at the top of the list. Use the single arrows to move a selected field up or down in the sequence. The double arrows move a field to the top or to the bottom of the sequence.

7.3.4 Save Query

Now you can save your query. All saved queries can be found under **QUERIES (MAIN MENU)** until you delete them. Your queries will not be lost when you log out.

It is useful to save the query if you are not yet experienced. In the process of specifying your query, there may be unintended results. With the saved query you will have a recovery version.

To save the query, enter a query name and click **SAVE** to add it to the **QUERIES** list **Note:** This option is available only to users with respective permissions.

7.3.5 Set Criteria

Especially in large databases, your query may return a huge amount of results. Filter them in advance in order to reduce the list of results by setting suitable criteria.

If, for example, you are only interested in those letters of the database that are in English, **SELECT FIELD “Language”**. You can determine criteria on fields which are not displayed in the result, i.e. even if you do not want to display the “**Language**” column in your query result you can still use it as a filter on the datasets.

If you **SELECT** the **OPERATION “EQUAL TO”** and enter “**English**” in the **VALUE** field, QUESSY.ti will only produce results where the database field “**Language**” contains the exact data string

“**English**” (see below) so that you will only get English letters as results to your query.

Please note that the **VALUE** has to be absolutely correct: For QUESSY.ti the value is merely a string of characters (i.e. letters and figures). QUESSY.ti does not understand what you write and it cannot correct misspellings. This operation is case sensitive (i.e. it will distinguish between upper-case and lower-case letters. QUESSY.ti can only recognize values that actually exist. If you mistype (e.g. “**englsih**”), QUESSY.ti will not produce any results for this query, as it will not be able to recognize the word as “**English**”!

7.3.5.1 Select Criteria Value From Data Source

For the exact field values as they exist in the database you may have to look at the tables directly. For most cases, however, QUESSY.ti conveniently offers direct selection from the values that are actually in the database.

Figure 9 Select Criteria Value From Data Source

Check the box above the Value field. After a moment, the field will turn into a dropdown list populated by the actual values as retrieved from the database. This procedure may take a little time, depending on the amount of data available in this table.

From the dropdown list you select by clicking the relevant value, so that there is no danger of mistyping the value.

7.3.5.2 Boolean Connector in Case of Multiple Criteria

You must define a **CONNECTOR** if you wish to specify more than one criteria expressions for a field. The **AND** operation will show only those records that meet all the specified criteria. The **OR** operation will return any records that meet one or more of the criteria.

After you have selected all relevant tables and fields and defined criteria for the query, click **EXECUTE**.

8 Map the Results of the Query for Use in ATLAS.ti

As a result to this query QUESSY.ti will produce a table with all datasets that meet your search criteria. The columns represent the fields from the tables you selected.

Step 3. Map Result Query Result Name: Override existing file Query Name: **QUESSY_Sample**

Combine fields

Result contains 201 rows from 201 available. (Result limit is set to 1000 rows)

Language	Expr1[Newspaper]	Gender	First Name	Last Name	Text
<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none	<input type="checkbox"/> none
<input type="checkbox"/> English	New York Daily News	male	Tony	Lentulo	Presidential heroics. Sunnyside: Now we have a real commander-in-chief. Now we have a president unaf...
<input type="checkbox"/> English	New York Daily News	male	John J.	Bronson	Manhattan justice. Let's forget the lighted ball this year when we ring in 2002. We should use the h...
<input type="checkbox"/> English	New York Daily News	female	Sheila Ann	Hennigan	Terrorist mind. Voicer Pam Bartkus' premise is that the terrorists are stupid. No they are cunning. ...
<input type="checkbox"/> English	New York Daily News	female	Arleen	Soto	Indicted. Re Zacarias Moussaoui: Why are we trying this monster in a U.S. court? It should be done o...
<input type="checkbox"/> English	New York Daily News	male	Michael	Sinclair	Whose rights? When does America's national security supersede the rights of illegal immigrants? The ...
<input type="checkbox"/> English	New York Daily News	male	Carlo	Carboni	No respect. Ever since the WTC tragdey, I have noticed the US flag hanging any which way, even on go...
<input type="checkbox"/> English	New York Daily News	male	William	Liljeroos	Ungrateful. I am sick and tired of the US being trashed by the people we try to help. Pull all the t...
<input type="checkbox"/> English	New York Daily News	male	Fred	Rochester	A prayer. Lord, we ask You to comfort every family touched by the tragedy of 9/11. Give our governme...
<input type="checkbox"/> English	New York Daily News	male	William L.	Gensert	Stay human. What is the matter with us? Twice in two days I

Figure 10 Query Result (table)

If you want to save this result enter a **QUERY RESULT NAME** at the top of this view and click the disc icon to save. From this moment the saved query result will be available in the **RESULTS EXPLORER** (see [#8.3](#)).

Before you can save a query result, however, you will have to select the rows that should be included. So far, you defined the database tables and fields that you want to be included in your query. The selected fields then appeared as columns in the query result. Now you can further reduce the results by selecting the relevant rows.

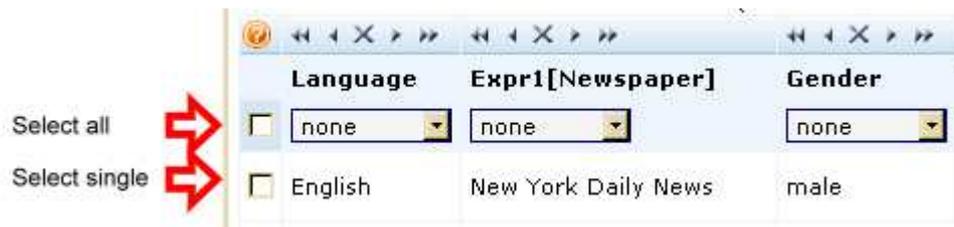


Figure 11 Select rows

- If all of the rows of your query result are as desired, check the box in the first line of the leftmost column.
- If you want to select only a limited number of the rows in the result table, check those that you want to use.
- If there are only very few rows that you do not want to use for your work, check the “Select all”-box and unselect those rows that you do not want to be included. This may sound a bit awkward at first, but you will really appreciate this feature if you ever want to use but two or three records out of 2000 result hits.

The line above the table will display how many rows you selected.

As soon as you have selected one or more rows you can save your query result.

8.1 Modify Result

↩ Step 3. Map Result

To add more fields, press the arrow button pointing left and add the respective field(s) before you click **EXECUTE** again.



In this view you can still change the order of the columns. If, for example, you prefer to display the language field at the extreme right, click the double arrow at the top of this column. The single arrows will move the columns one step to the left or to the right respectively. The cross will delete this column from this Query Result.

8.1.1 Combine Fields

While mapping the table columns to the ATLAS.ti categories you may have noticed that more than one column would belong into one category. For these cases QUESSY.ti offers the **COMBINE FIELDS**-feature, situated above the results table. If, for example, you wanted to use the name of a reader as a filter you will notice that the table “**Leserbriefe**” has two columns for “name”: “First Name” and “Last Name”.

This feature lets you combine two or more columns to be mapped as one into the Hermeneutic Unit of ATLAS.ti. This feature is especially important because most categories (except **FAMILY**, **COMMENT** and **NONE**) can be assigned only once (see also [#8.2.4](#)).

Click on the **+** before **COMBINE FIELDS** to see the following feature window:



Figure 12 Combine fields (feature window)

Select **“First Name”** from the dropdown list at the top left of the feature window.

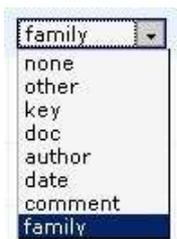
Press **INSERT FIELD**. The **{title of the selected field}** will appear in curly brackets in the **FIELD EXPRESSION** box.

Type a space like you would do when writing first name and last name in a sequence (**Elvira Narro**); if you don't, the first letter of the second expression will directly follow the last of the first expression (**ElviraNarro**). You may use any other character here ('+', '#', letters, numbers, etc.), depending on what you want the results to look like. These characters will always appear between the selected expressions like they do in the Field Expression box.

Choose an **ALIAS**, e.g. **“Name”** and the results table will **COMBINE** the **FIELDS** to merge into one column.

To finish this operation press **COMBINE**.

8.2 Map Query Result and ATLAS.ti Categories



This is one of the core features of QUESSY.ti, or rather, it is the reason why this version of QUESSY carries the .ti-suffix: it enables users to import their query results into ATLAS.ti and define how the imported results will be treated inside ATLAS.ti.

For each of the columns in the query result you can specify how you want to use the data from this column in ATLAS.ti.

A click in the check box in the topmost line of each column (un-)marks all rows at once (see [#8](#)).

8.2.1 key

KEY means that after the import into ATLAS.ti the primary document will receive the name of the content of the key field.

If you do not define a key, ATLAS.ti will assign consecutive numbers to the primary documents that it creates from the text/content in this row

8.2.2 doc

By selecting **DOC** you specify that you want ATLAS.ti to treat the content of this column as primary documents.

Selecting **DOC** will open a new column with a dropdown menu in each row where you can define where ATLAS.ti will find the content:

8.2.2.1 content

By selecting **CONTENT**, you confirm that the field contains the text itself.

8.2.2.2 ref-url

Choose this option if the field contains a URL which links to a location on the web.

8.2.2.3 ref-file

Select this option if the field contains a reference to a local file on the computer which holds the content.

8.2.3 comment

In qualitative research, especially in the case of interviews, there may be important metadata which should be available also in the Hermeneutic Unit. Very often, you will find such information (Interviewer, location, etc.) in a separate paragraph at the beginning of the text, e.g. as a prologue to the interview transcription.

In a database, however, such metadata would most probably be separated from the content and arranged in individual fields and even separate tables (see [#2.1](#)).

In order to import such relevant metadata into the ATLAS.ti project you can combine all relevant fields into one (see 7.4.1.1) and label it as comment.

8.2.4 family

Mapping a column as **FAMILY** helps you to organise your content in groups, or families as they are called in ATLAS.ti. If, for example, you map the column **Gender** to the ATLAS.ti category **FAMILY**, you will usually have two groups of primary documents after the import into ATLAS.ti. One would contain the male, the other the female authors; in the case of the test

database "Access 9-11" the letters to the editor were grouped as male, female, couple or unknown, depending on who had signed the letters.

Which columns could be labelled as family largely depends on the structure and content of the database. The 9-11 database, for example, also contains a table **Emotions** which carries information on the dominant emotion of the authors with respect to the terrorist act (e.g. grief, anger, hate, helplessness, etc.). Such labels would fit the **FAMILY** category very well.

8.2.5 none

The default value in these dropdown lists is "none." If you don't change it these columns will not be labelled when they are imported into ATLAS.ti. The column will be ignored by ATLAS.ti, but you may use the information it contains in any other way.

8.3 The Results Explorer

The **RESULTS EXPLORER** lets you **VIEW**, **DOWNLOAD**, **SHOW**, **RENAME** or **DELETE** saved query results.

Result Explorer

Name	Size (bytes)	View Method	Download	Show	Rename	X
QUESSY_Sample_result	207145	XML View				

XML View

HTML Result View

HTML Full View

Comma Separated Values

Tab Separated Values

Figure 13 Results Explorer: Select View Method

With **VIEW METHOD** you can choose one of five possible view styles to show or download.

8.3.1 XML View

XML View is a structured view of your result which carries the content of the selected tables and fields as well as all information on your mapping criteria.

```
<row>
  <fields>
    <field name="Language" mapto="key">
      <contents xsi:type="xsd:string">English</contents>
    </field>
    <field name="Expr1" mapto="comment">
      <contents xsi:type="xsd:string">New York Daily News</contents>
    </field>
    <field name="Gender" mapto="family">
      <contents xsi:type="xsd:string">female</contents>
    </field>
    <field name="Text" mapto="doc" doc_ref="content">
      <contents xsi:type="xsd:string">Terrorist mind. Voicer Pam Bartkusâ€™ premise is that th
    </field>
  </fields>
</row>
```

8.3.2 HTML Result View

Result contains 201 rows and 4 columns.

Language	Expr1	Gender	Text
English	New York Daily News	male	Presidential heroics. Sunnyside: Now we have a real commander-in-chief. Now we have a president unafraid to send men into battle for a just and worthy cause. I didn't vote for you, Mr. Bush, but watching you order bombing runs over Afghanistan and raising the morale at home, I sure wish I had.
English	New York Daily News	male	Manhattan justice. Let's forget the lighted ball this year when we ring in 2002. We should use the head of Osama Bin Laden in Times Square so the whole world can see justice delivered.
English	New York Daily News	female	Terrorist mind. Voicer Pam Bartkus' premise is that the terrorists are stupid. No they are cunning. Zacarias Moussaoui had a reason for telling his flight instructor he didn't need to learn to take off or land: The pilot would do the takeoff, and the terrorists never intended the plane to land.
English	New York Daily News	female	Indicted. Re Zacarias Moussaoui: Why are we trying this monster in a U.S. court? It should be done outside the U.S. in an international military court for war crimes. This is how we keep ourselves victims - by allowing these criminals to have American rights.
			Whose rights? When does America's national security supersede

In this view you will see the table in a simple html document to use in a web browser.

8.3.3 HTML Full View

Here you will see the results table like in **HTML RESULT VIEW** but you will also get further information like the used connection, the actual query in SQL.

Connection

Name:	9-11-Access
Platform:	Access
Version:	AccessXP
driver	Microsoft.Jet.OLEDB.4.0
path	c:/hosting/webhost4life/member/applnethost/quessy/db/letters9_11.mdb

SQL Query

Created by Nico on 2006-06-12T14:22:31.5781250-07:00

```
SELECT [Leserbriefe].[Language] , [Leserbriefe].[Newspaper] AS [Expr1] ,
[Leserbriefe].[Gender] , [Leserbriefe].[Text] FROM [Leserbriefe] ORDER BY
[Leserbriefe].[Language] , [Leserbriefe].[Newspaper]
```

Map Result

Result contains 201 rows and 4 columns.

Language [none]	Expr1 [none]	Gender [none]	Text [none]
English	New York Daily News	male	Presidential heroics. Sunnyside: Now we have a real commander-in-chief. Now we have a president unafraid to send men into battle for a just and worthy cause. I didn't vote for you, Mr. Bush, but watching you order bombing runs over Afghanistan and raising the morale at home, I sure wish I had.
English	New York Daily News	male	Manhattan justice. Let's forget the lighted ball this year when we ring in 2002. We should use the head of Osama Bin Laden in Times Square so the whole world can see justice delivered.
English	New York Daily News	female	Terrorist mind. Voicer Pam Bartkus' premise is that the terrorists are stupid. No they are cunning. Zacarias Moussaoui had a reason for telling his flight instructor he didn't need to learn to take off or land: The pilot would do the takeoff, and the terrorists never intended the

8.3.4 Comma Separated Values

All values from the selected fields will be presented in a comma-separated CVS format, one line per row in the results table.

```
"English","New York Daily News","male","Presidential heroics. Su
"English","New York Daily News","male","Manhattan justice. Let's
"English","New York Daily News","female","Terrorist mind. Voicer
"English","New York Daily News","female","Indicted. Re Zacarias
"English","New York Daily News","male","Whose rights? When does
"English","New York Daily News","male","No respect. Ever since t
"English","New York Daily News","male","Ingrateful. I am sick an
```

8.3.5 Tab Separated Values

All values from the selected fields will be presented in a tab-separated format, one line per row in the results table.

```
"English"      "New York Daily News"  "male"  "Presidential he
"English"      "New York Daily News"  "male"  "Manhattan justic
"English"      "New York Daily News"  "female"      "Terroris
"English"      "New York Daily News"  "female"      "Indicte
"English"      "New York Daily News"  "male"  "Whose rights? W
"English"      "New York Daily News"  "male"  "No respect. Ewe
"English"      "New York Daily News"  "male"  "Ingrateful I a
```

9 Importing Query Results into ATLAS.ti

Now that you have queried the relevant database(s), mapped and saved the results, you can work with them in ATLAS.ti.

9.1 Download Query Result

To work with the results in ATLAS.ti, go to the **RESULTS EXPLORER**, select **XML VIEW** for the relevant query result, and **DOWNLOAD** the file to your computer.

The file you download will have a **.TIQ**-suffix. **.TIQ** is a QUESSY.ti-specific XML format which can be read by most other xml-capable software as well.

9.2 View Query Result

To import your query result open ATLAS.ti, go to the **MAIN MENU**, select **Tools/QUESSY.ti/View Query Result**. **Note:** This option is only available in ATLAS.ti 5 or higher.

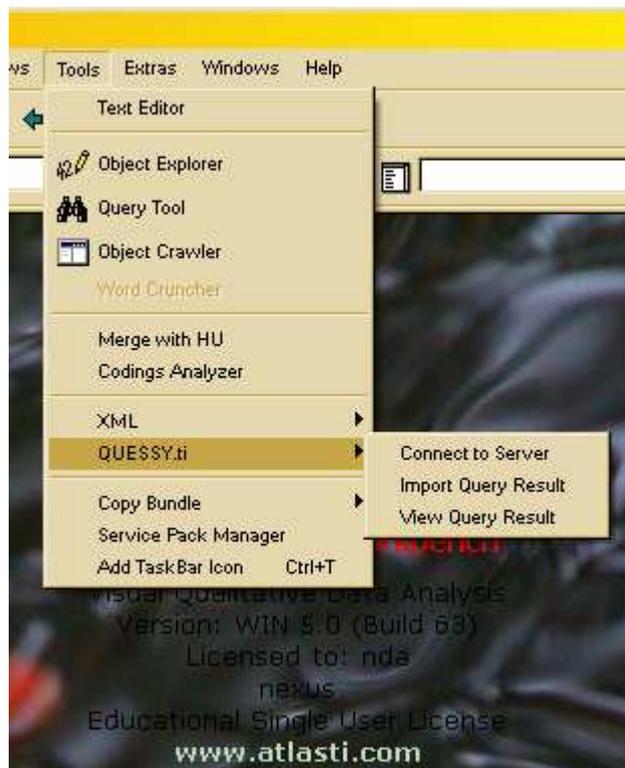


Figure 14 ATLAS.ti: Import Query Result

Your internet browser will open the imported query. In contrast to the show function in QUESSY.ti which displayed the file in basic XML code, ATLAS.ti uses a style sheet. In the upper part of the style sheet you will find general information on the query, its source (database name, connection attributes), the author and date of the query, and, finally, the actual query in SQL format.

In the lower part of the style sheet the different records are presented in a well-arranged form.

9.3 Import Query Result

To import your query result open ATLAS.ti, go to the **MAIN MENU**, select Tools/QUESSY.ti/Import Query Result (see Figure 13 above). **Note:** This option is only available in ATLAS.ti 5 or higher.

After selecting the query result, you will get a message that ATLAS.ti successfully imported x primary documents and y primary document (or pd) families:



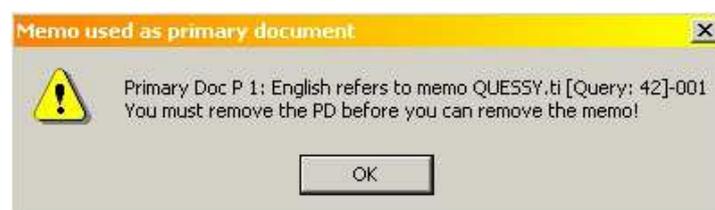
This means that your formerly empty ATLAS.ti project now is a Hermeneutic Unit with nine primary documents (PD) and five PD families which will help you in various ways, e.g. as a kind of filter to the Hermeneutic Unit.

You can always add more content and families to this Hermeneutic Unit by importing more query results.

9.3.1 Memos and Primary Documents

ATLAS.ti works with Primary Documents. ATLAS.ti must assign documents to the Hermeneutic Unit to which codes, quotations and memos can be related. When ATLAS.ti imports content directly from database fields (see [#8.2.3.1](#)) there are no actual documents on any server or local PC that ATLAS.ti can refer to. In order to create such “actual” instances ATLAS.ti creates Memos out of these database fields. These memos are then the instances that are assigned to the Hermeneutic Unit as Primary Documents.

Therefore, these memos are a crucial part of your Hermeneutic Unit. Don't be irritated why there are memos in your Hermeneutic Unit that you never created. ATLAS.ti will not let you delete them, anyway.



10 Working with the Results in ATLAS.ti

When you start coding this Hermeneutic Unit you will soon realize that have already done much of the basic work while working with QUESSY.ti: you will already easily find relevant text passages using the specified criteria (author, gender (family), language (family), etc.) as filters.

You will certainly appreciate that you could do most of this without having to read all of the textual data available in advance. You were able to select these data because of a (hopefully) intelligent structure of the database and to reduce the amount of results to a relevant minimum with the help of QUESSY.ti.

Have fun, and all the best with your future work with both ATLAS.ti and QUESSY.ti!