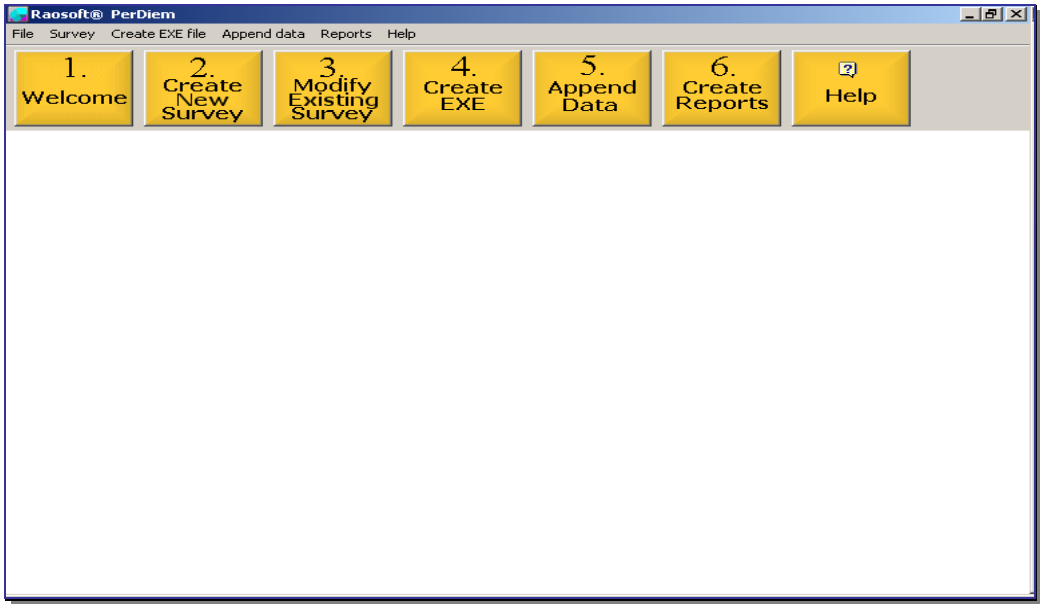
The Automated LPS User Guide

Collecting and Reporting Shopping Behavior



The LPS Creator

Sep 2011

LPS User Guide

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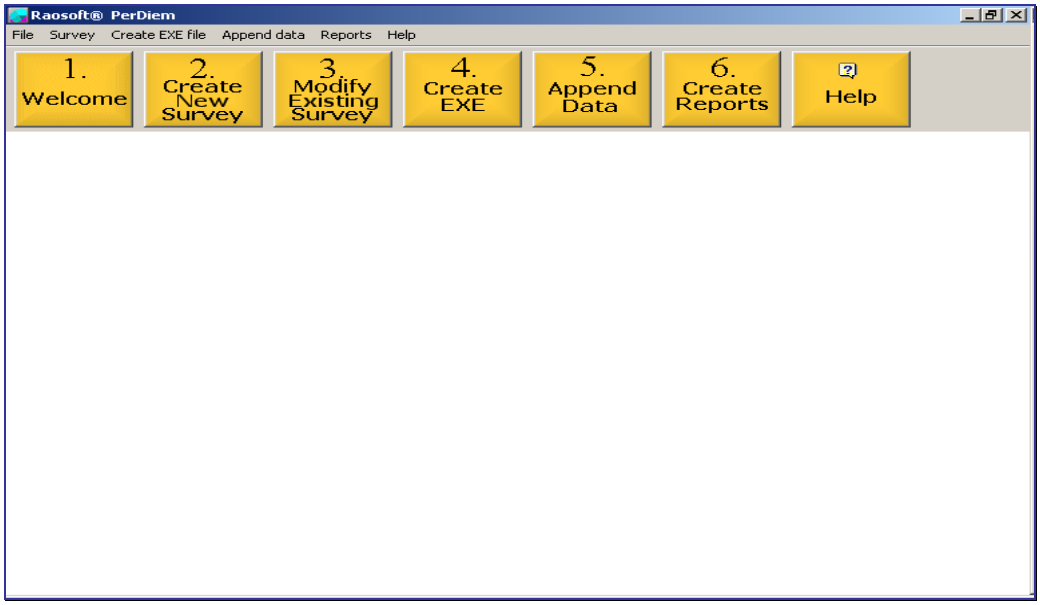
The LPS Creator

Section 1 - Download and Install

Getting Started



LPS Creator Main Menu

Module 1. Welcome: review the Raosoft®, Inc. Master License Agreement.

Module 2. Create New Survey: create a customized Living Pattern Survey.

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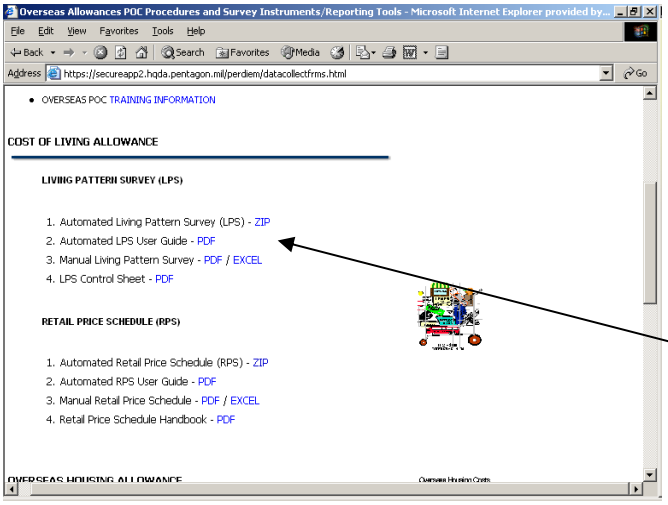
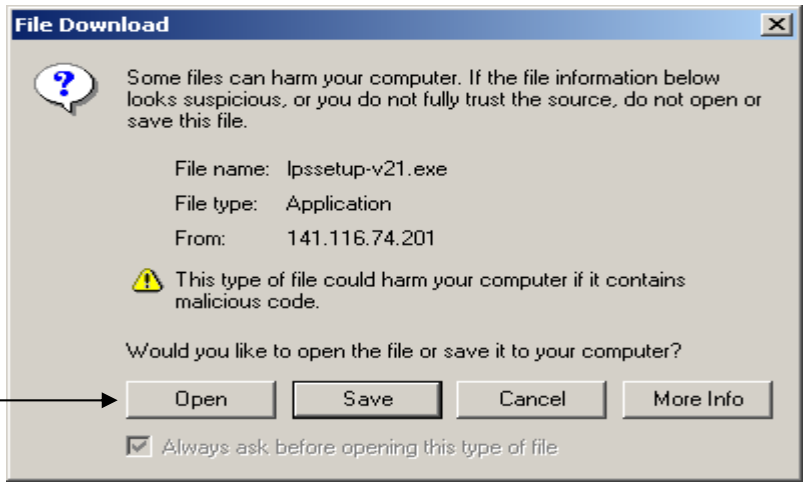
Help. Walk-through tutorials for each module.

The Automated Living Pattern Survey (LPS) is an authorized DoD Form for use in collecting military member shopping behavior data for the LPS; however, in order address potential security issues please coordinate with your IT/automation office before downloading the automated form to your Government computer.

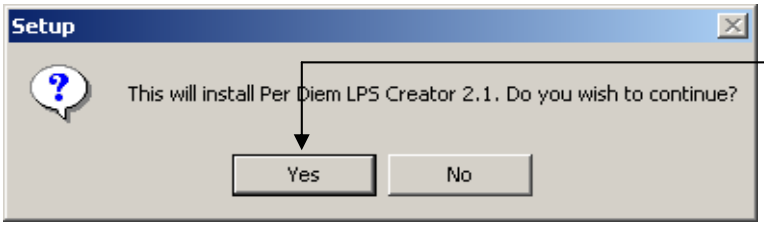


Step 1. The LPS Creator is a self-extracting setup file that can be downloaded from the DTMO home page at: **http://www.defensetravel.dod.mil/site/surveyInst.cfm**

To begin select:
1. Automated Living Pattern Survey (LPS).

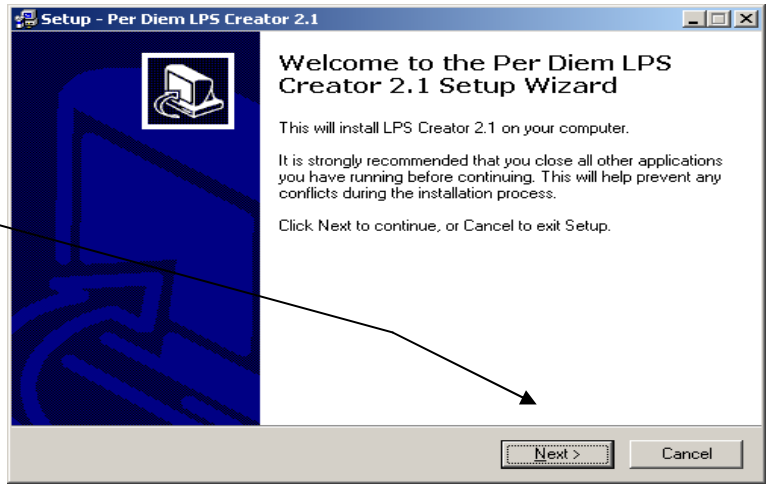


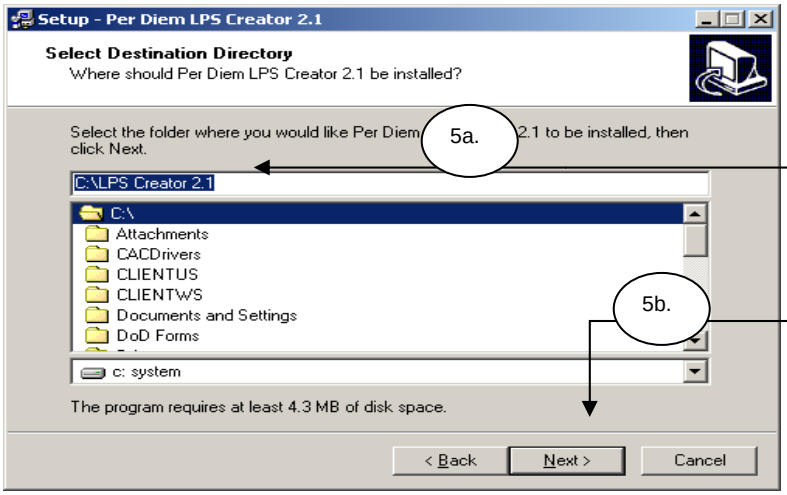
Step 2. From the **File Download** screen select **Open**.



Step 3. Select **Yes** from the Setup screen.

Step 4. To continue click **Next**.



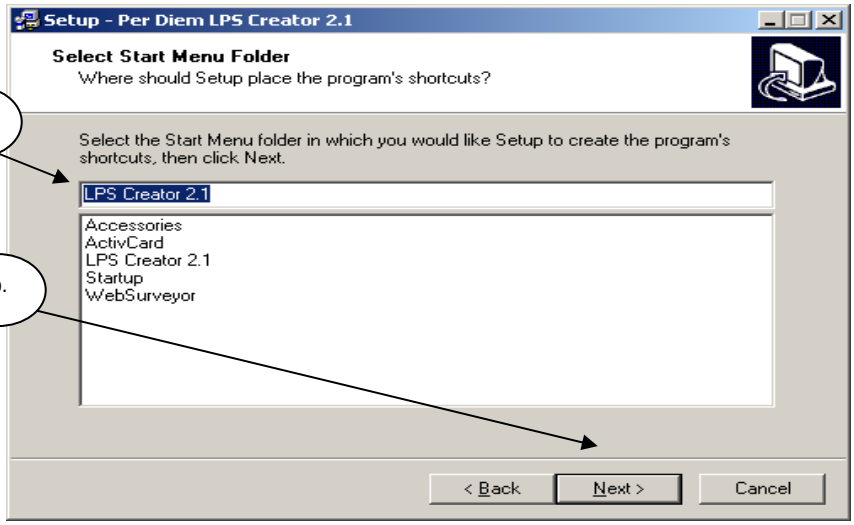


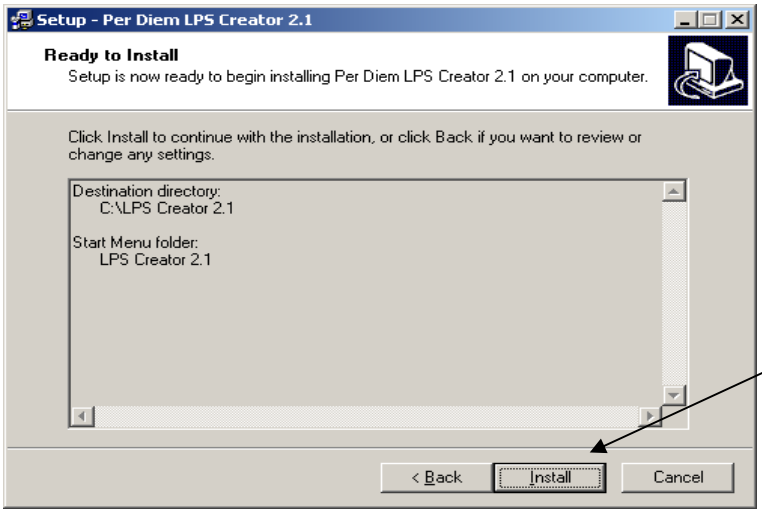
Step 5a. Select a destination root directory for the **LPS Creator** program files. The default path is **C:\LPSCreator 2.1**.

5b. Press **Next**

Step 6a. Select the **Start Menu Folder.** The default selection is **LPS Creator 2.1**.

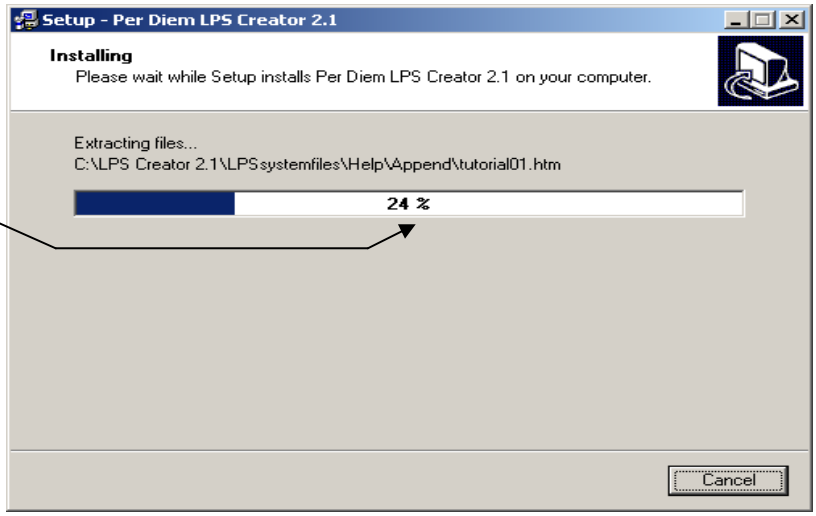
6b. Press **Next**.

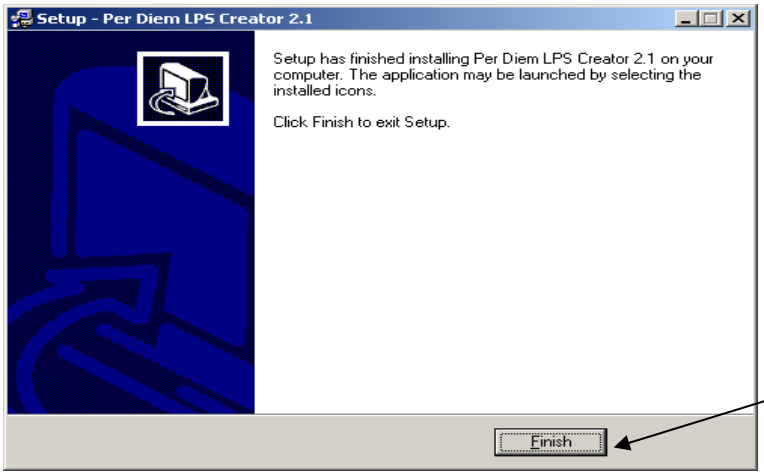




Step 7. Click **Install.**

Step 8. An **Installing** screen shows the progress. When the installation is complete the Setup Wizard takes you to the final window.





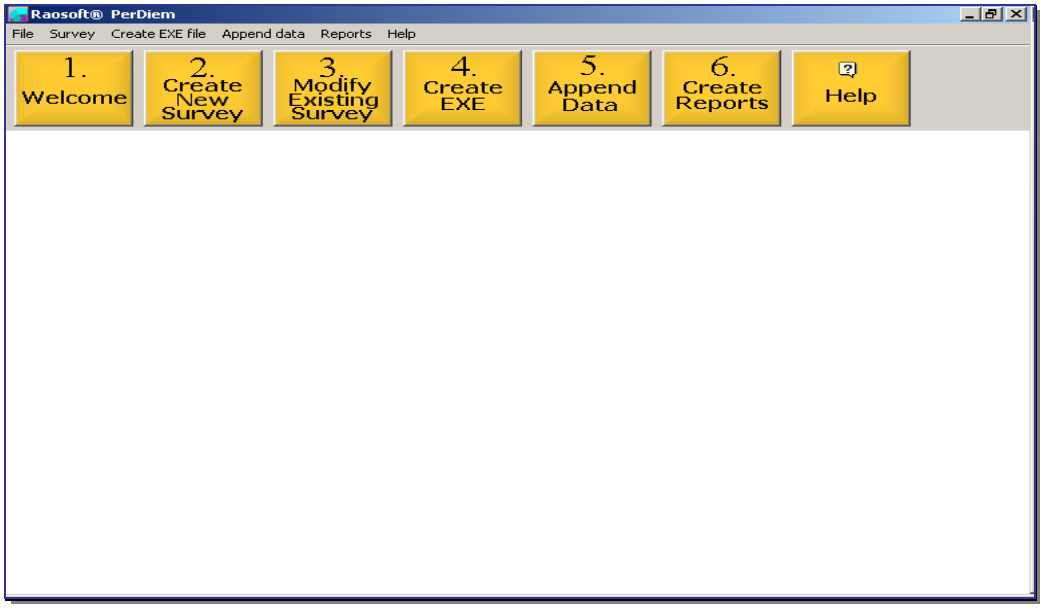
Step 9. Click **Finish** to exit Setup.

Step 10. To start the program, double click the **LPS Creator** icon on your desktop.

The LPS Creator

Section 2 - LPS Creator Modules 1 - 6

Creating a Customized Survey



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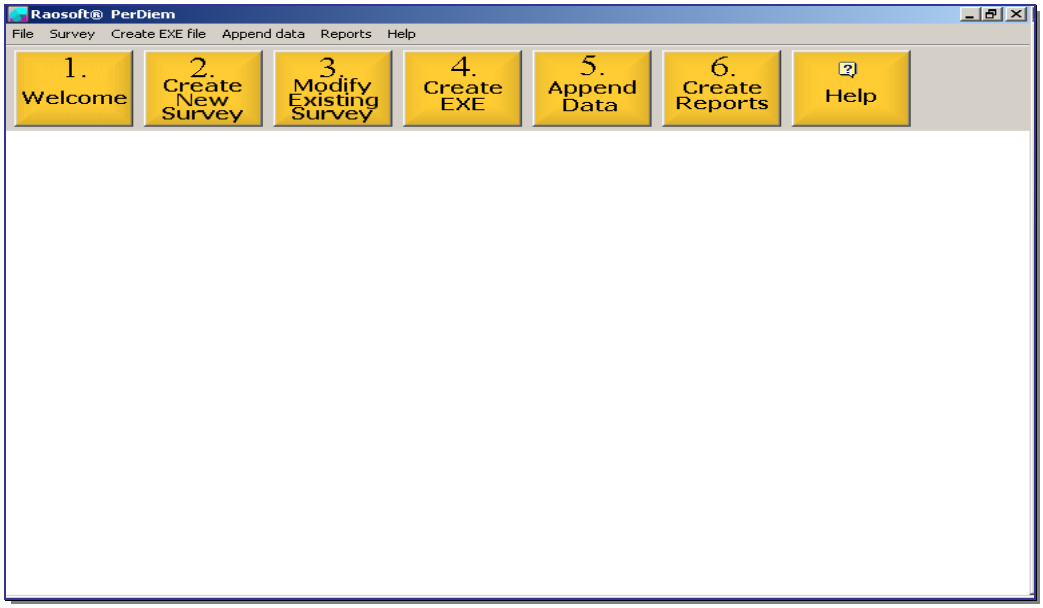
Module 6. Create Reports: produce reports based on the collected data.

Help. Walk-through tutorials for each module.

Module 1 - LPS Creator

Welcome



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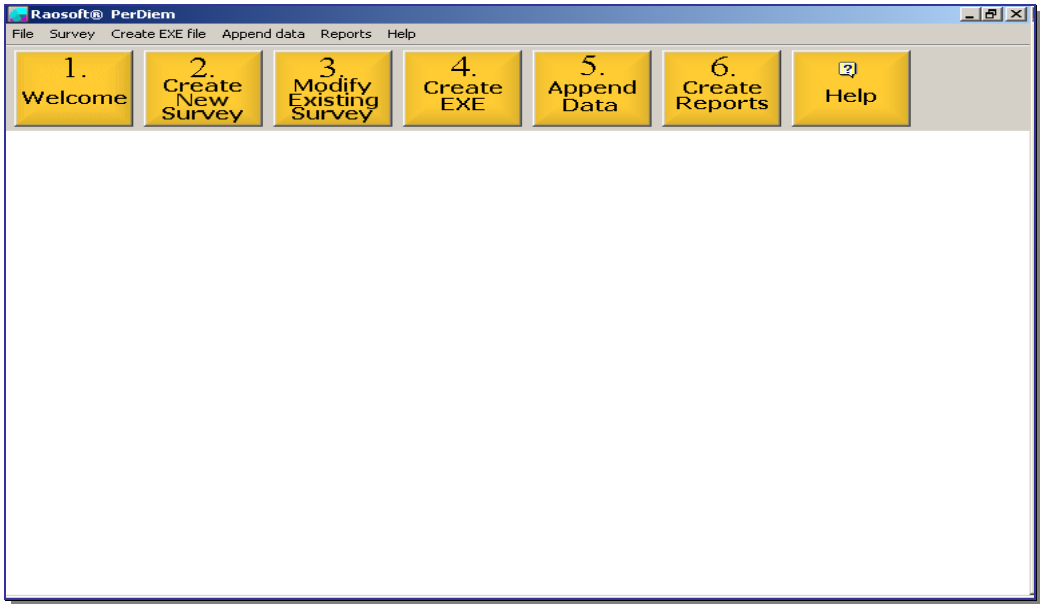
Help. Walk-through tutorials for each module.

NOTE: Module 1. Welcome displays the developer's Master License Agreement for information purposes only. **Please start with Module 2**.

Module 2 - Create New Survey

Your Customized LPS



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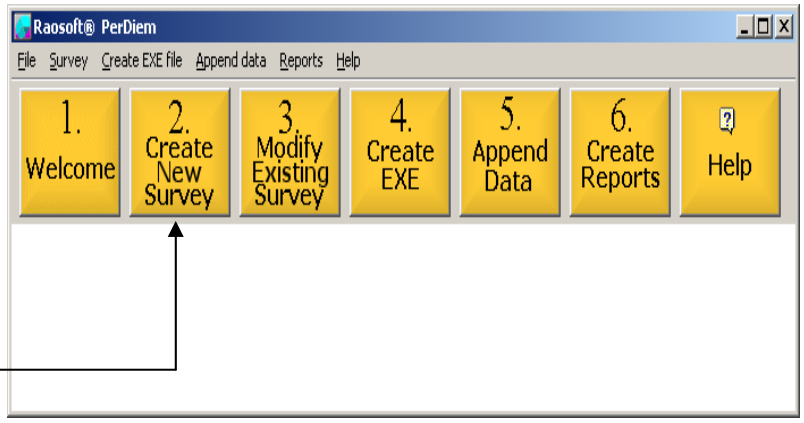
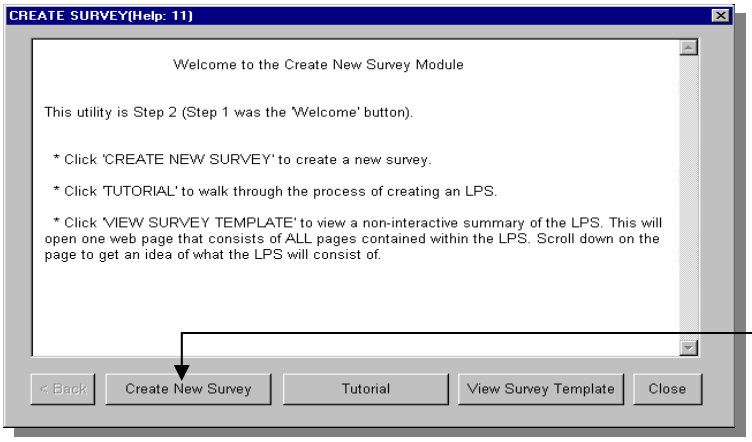
Help. Walk-through tutorials for each module.

Module 2. Create New Survey

To begin, select **2. Create New Survey**

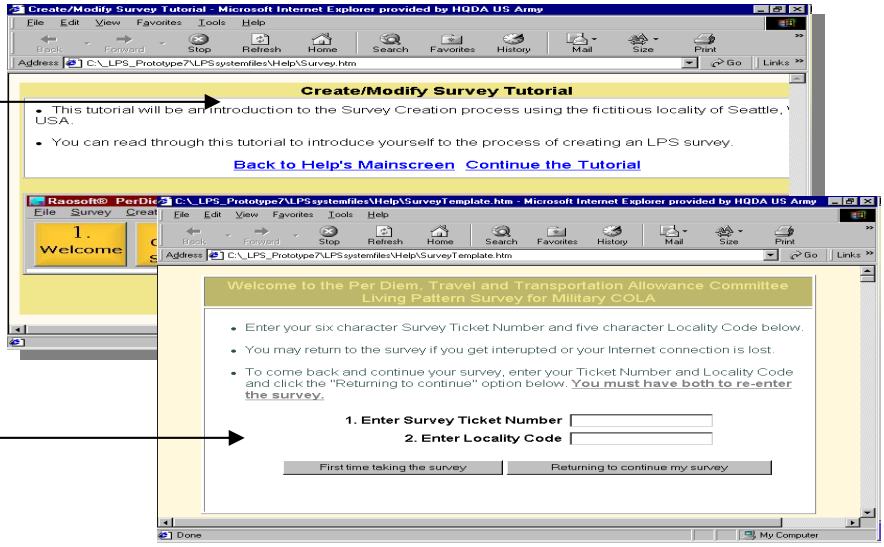




Step 1. From this screen, you have three options: **Create New Survey**, **Tutorial**, or **View Survey Template**.

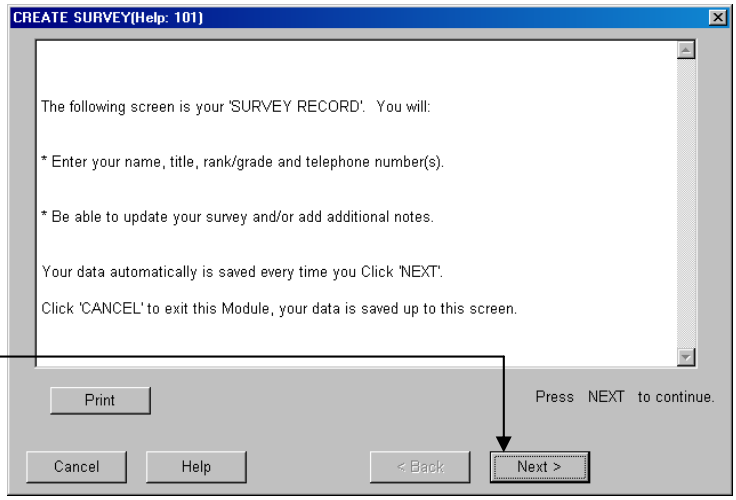
To create a new survey click the **Create New Survey** button.

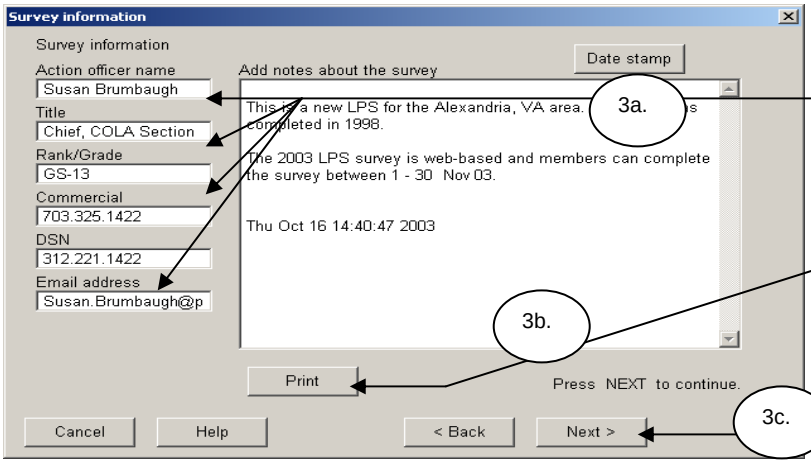
NOTE: The **Tutorial** button opens an online step-through program that guides you through the entire LPS process. The **View Survey Template** button opens an online survey template that lets you preview the survey - no data entry or changes can be made during the preview process.



Step 2. The first screen explains the information requested for the Survey Record.

Press **Next** to continue.



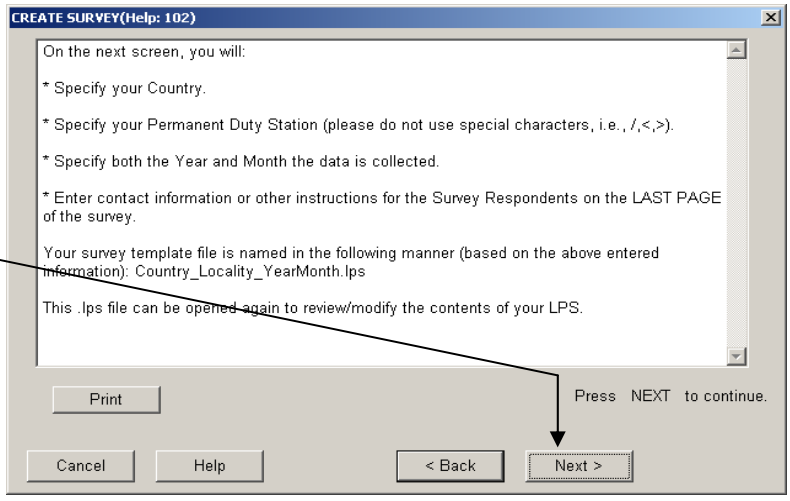


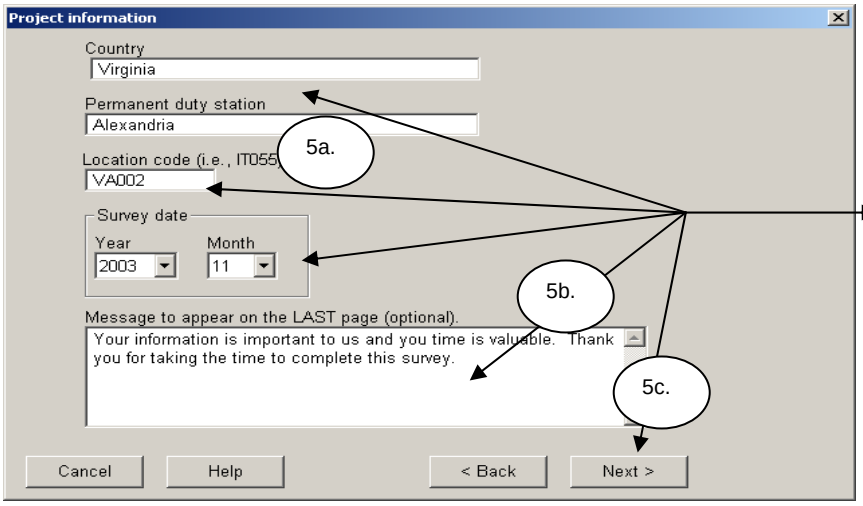
Step 3a. Fill in all data fields and add any pertinent notes, i.e. date survey started, etc.

3b. Press **Print** for a copy of this screen.

3c. Click **Next** to continue.

Step 4. Additional explanation is provided in the next help window. **Print** if desired, then select **Next**.





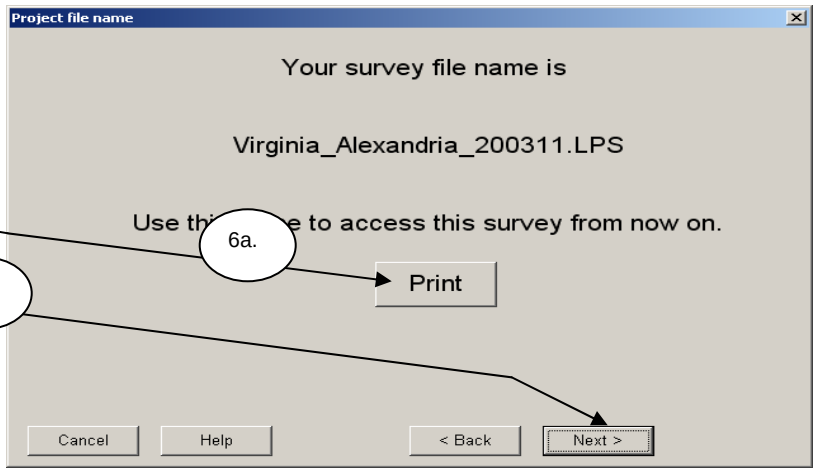
Step 5a. Enter the **PDS survey location; locality code, year and month** survey data will be collected.

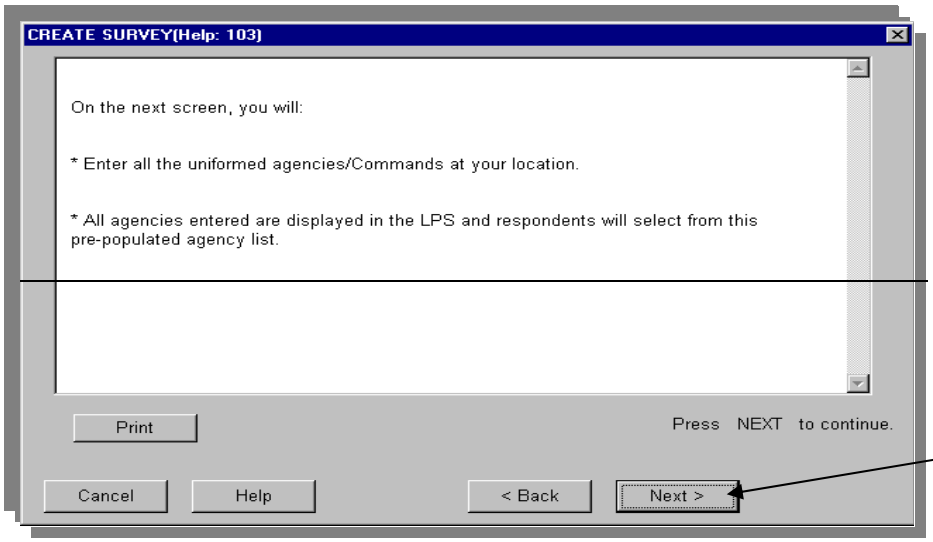
5b. You may include a **personalized message** specific to your location.

5c. Click **Next** to continue.

Step 6a. The LPS Creator generates and displays the LPS file name, click **Print** for a copy of screen.

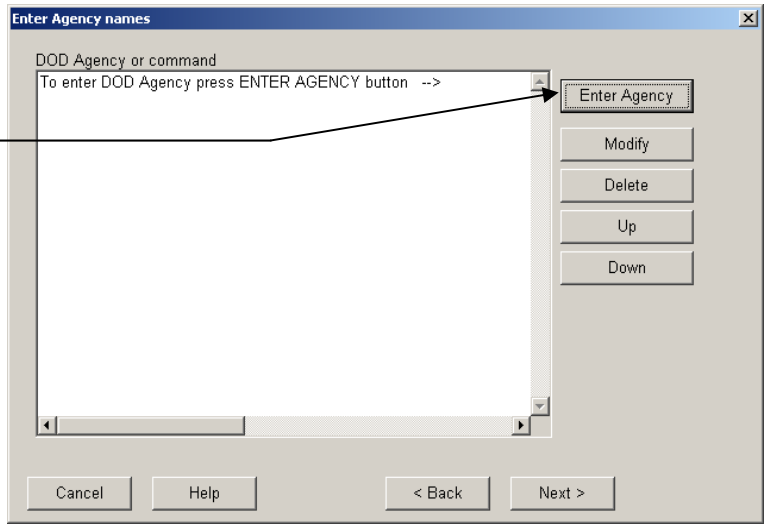
6b. click **Next**.

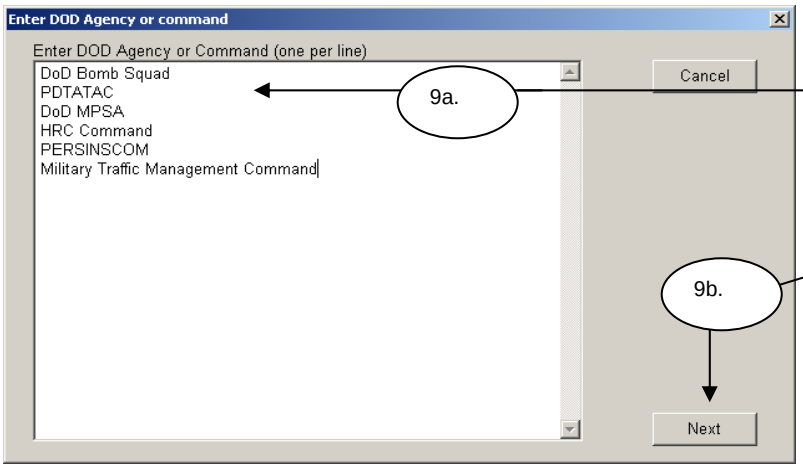




Step 7. Read the screen information then click **Next** to continue.

Step 8. Begin data entry by clicking on the **Enter Agency** button, window below opens.

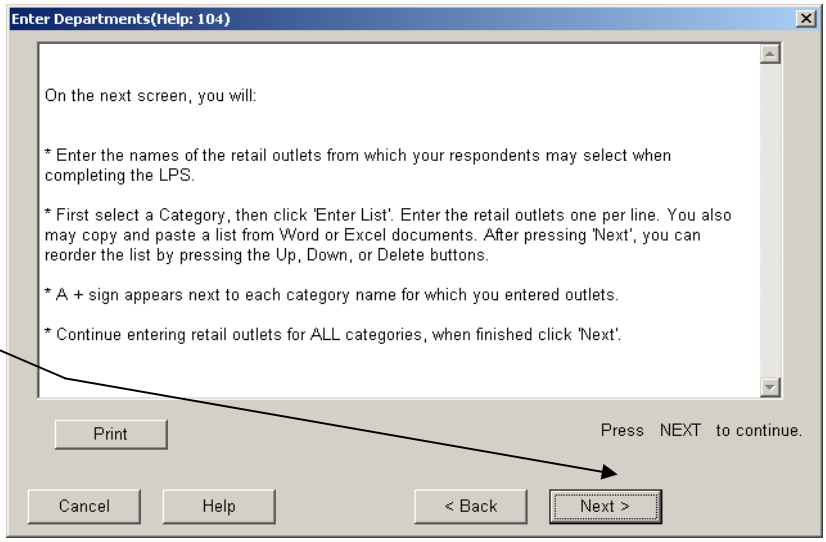


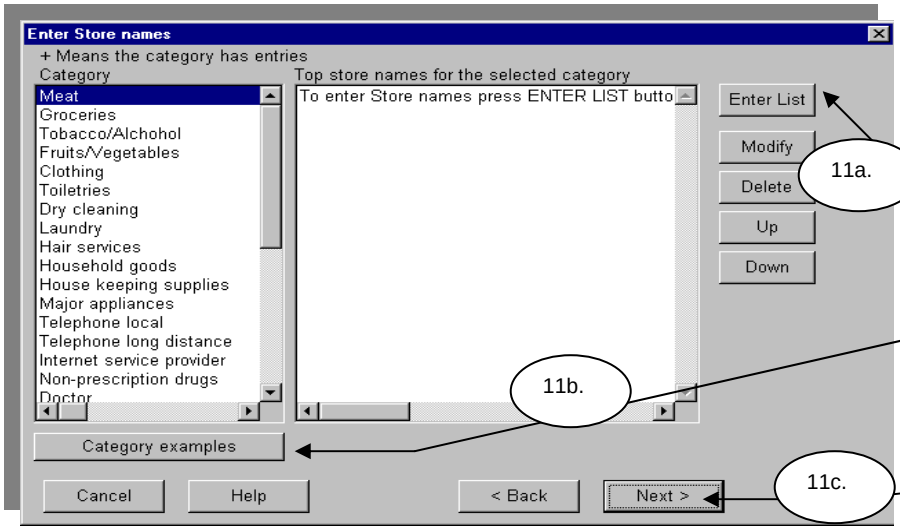


9a. Enter agency names one per line.

9b. click **Next** when finished.

Step 10. Review the screen instructions for adding retail outlets - click **Next**.



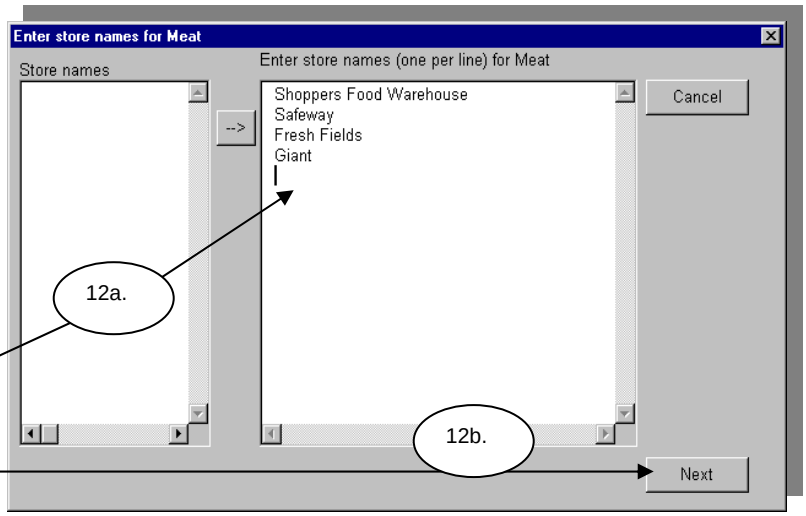


Step 11a. Enter local stores for each category. The local outlets are displayed on the right side. Click the **Enter List** button to begin data entry.

11b. Press the **Category Examples** button to see a list of example items.

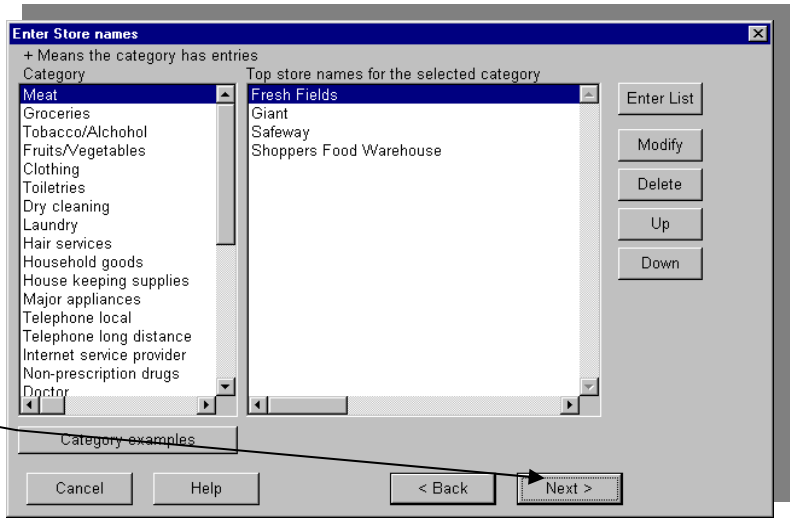
11c. Click **Next**.

NOTE: ***Major local stores and retail outlets should be pre-populated when survey is created. Enter only local stores (no commissary or exchanges information in this part of the survey).***



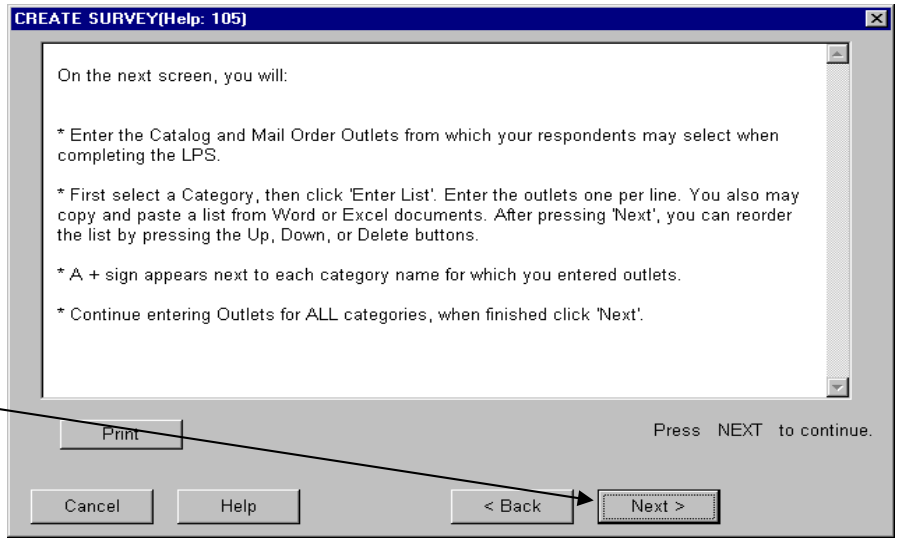
Step 12a. Place cursor on right side of the screen and click in the white space. one name per line.

12b. Click **Next**.



Step 13. You are returned to the main screen, select another category. Enter store names for all categories (skip Doctor, Dentist and Hospital) and click **Next**.

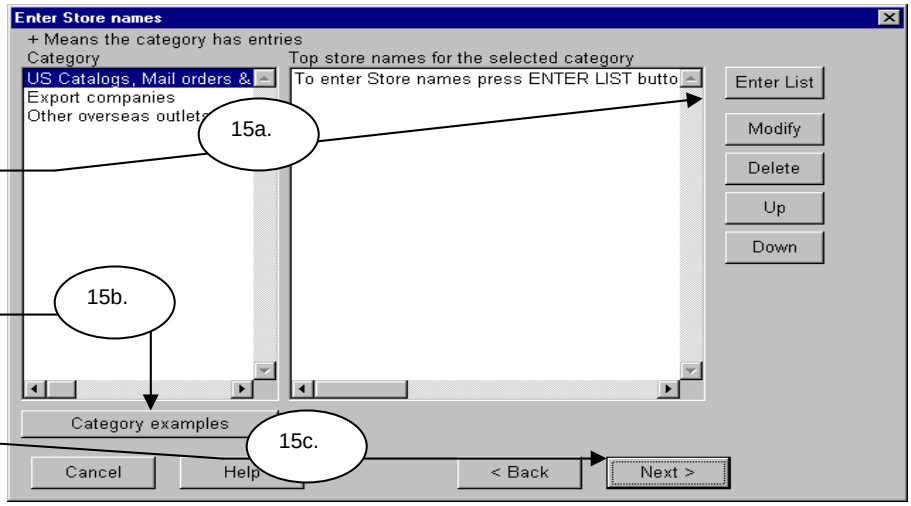
Step 14. Review the screen instructions for adding catalog, Internet and Mail Order Outlets - click **Next**.



Step 15a. Enter names for each category. The names are displayed on the right side. Click the **Enter List** button to begin data entry.

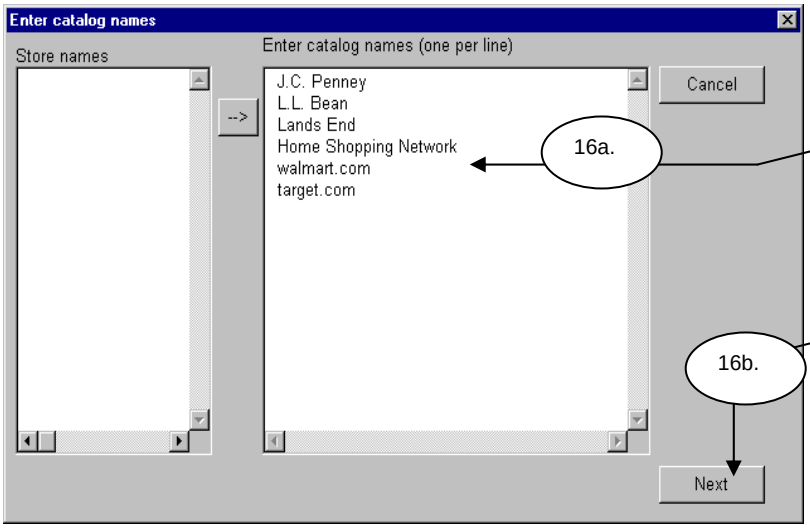
15b. Press the **Category Examples** button to see a list of example items.

15c. Click **Next**.



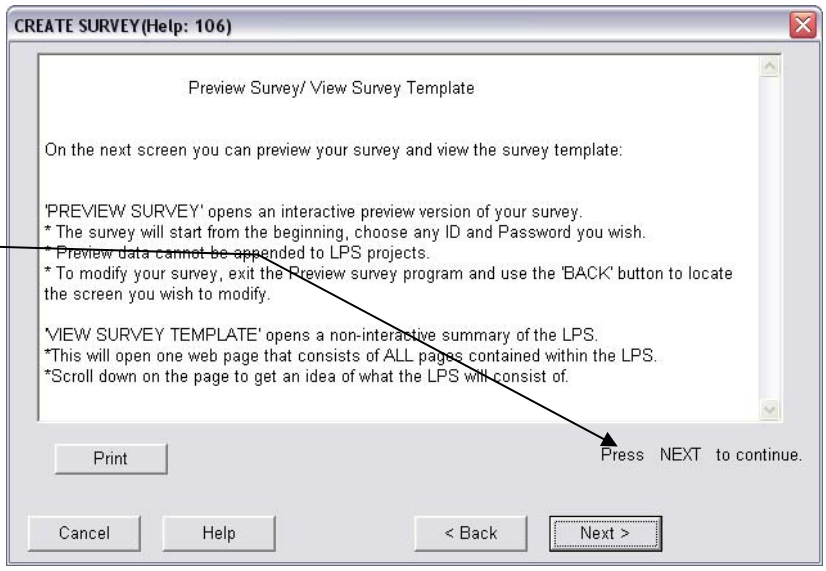
Step 16a. Continue entering off base outlets for all categories.

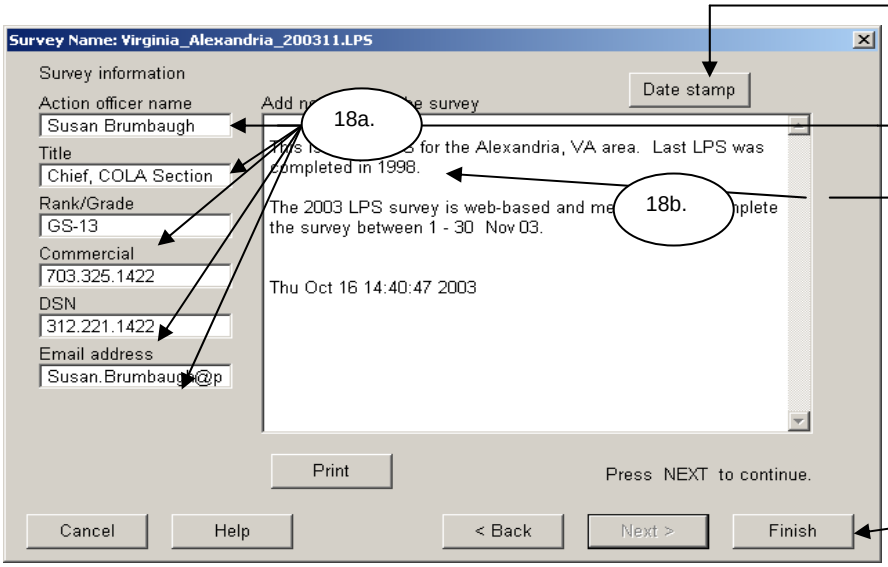
16b. Click **Next**.



Step 17. Preview Survey and **View Survey Template** are explained.

Press **Next** three times.





Step 18a. Verify all information,

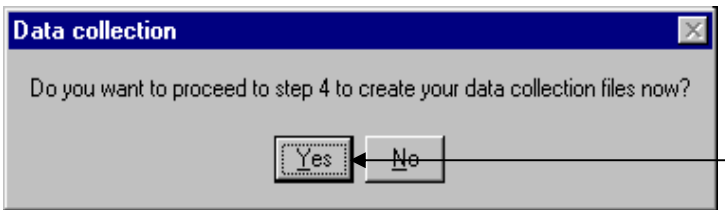
18b. add any comments if necessary;

18c. press the **Date Stamp** button to insert date,

18d. click **Finish**.

18c.

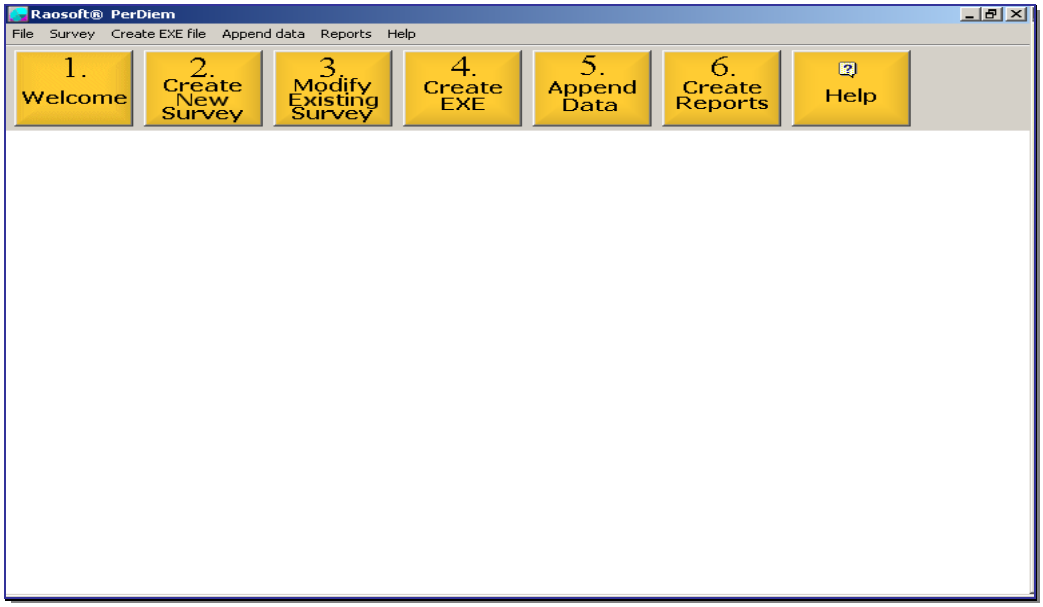
18d.



Step 19. Click **Yes**.

Module 3 - Modify Existing Survey

Changing the Master LPS



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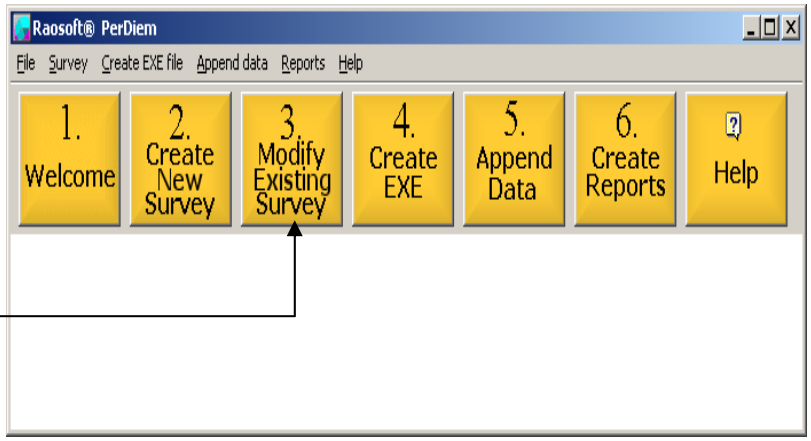
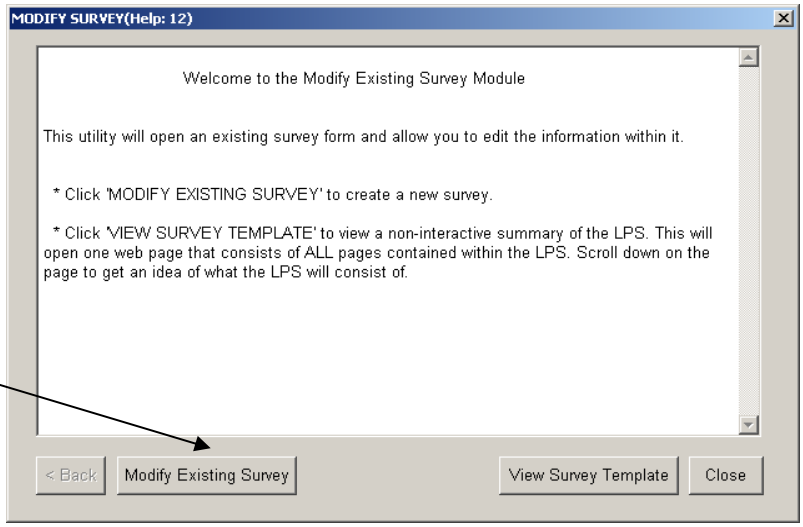
Help. Walk-through tutorials for each module.

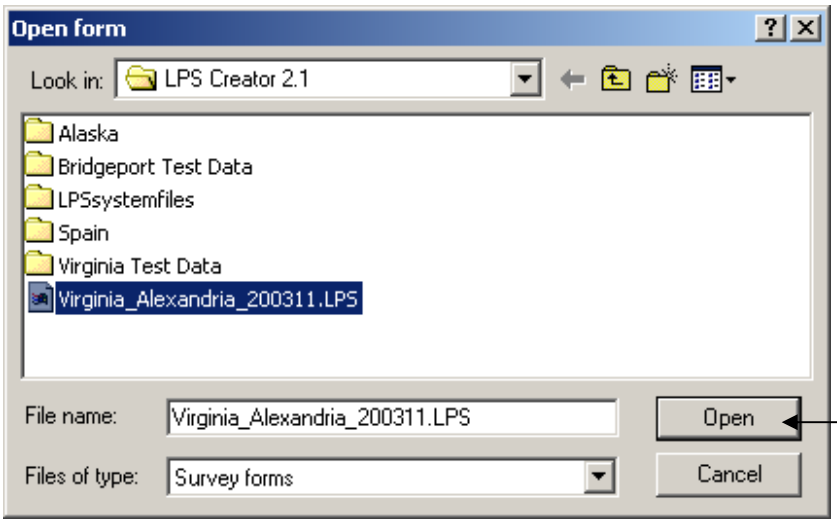
Module 3. Modify Existing Survey

To begin, select **3. Modify Existing Survey**



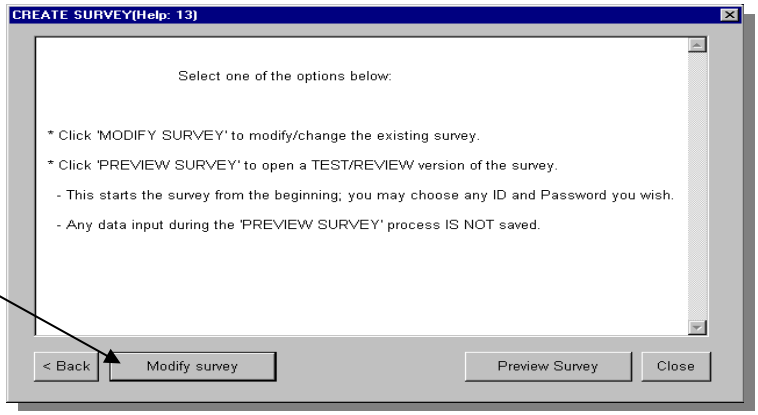
Step 1. From this screen click **Modify Existing Survey**.

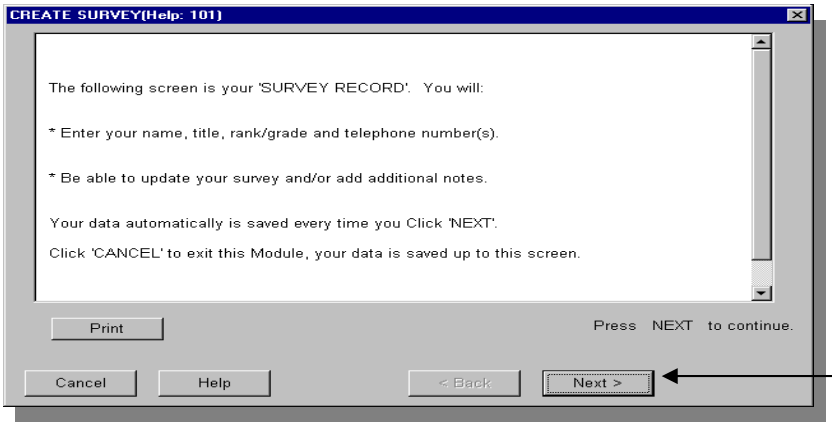




Step 2. The **LPS Creator** locates survey forms in the default folder. Highlight the name of the correct survey form and click **Open**.

Step 3. Click **Modify Survey**.

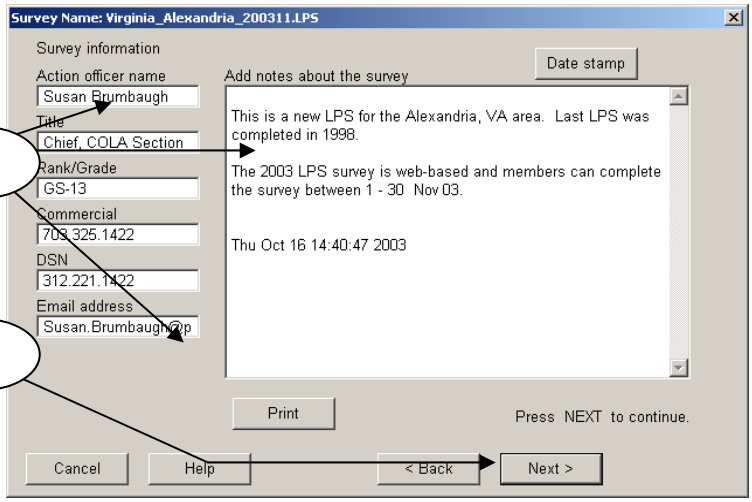




Step 4. Read the **Survey Record** information and press the **Next**.

Step 5a. Review the Survey Record information.

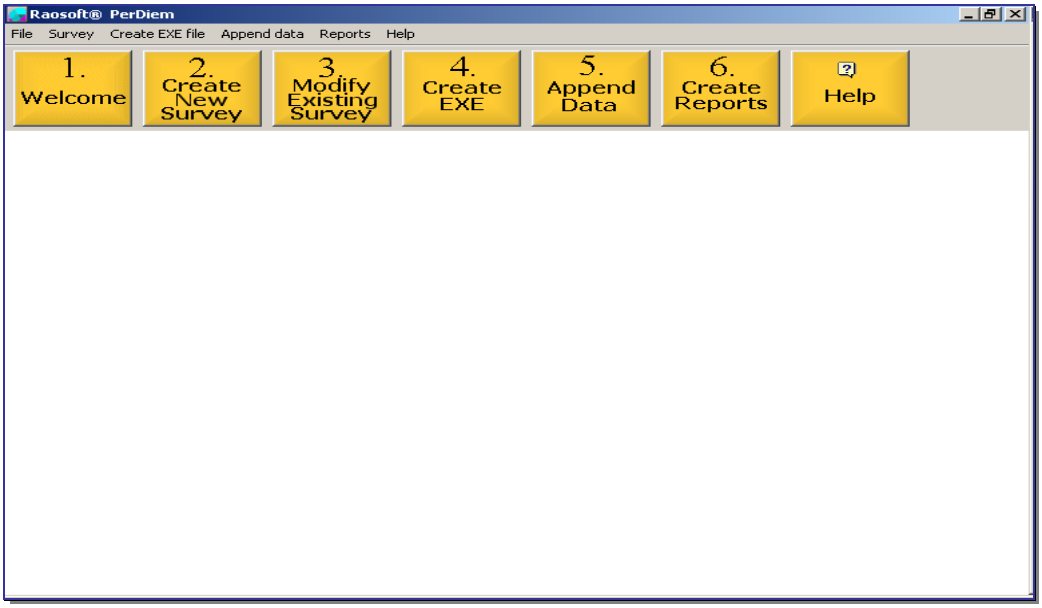
5b. Make any changes, if needed, press **Next**.



NOTE: From this point forward the steps are identical to those detailed in **Module 2** - and allow you to page through your new survey one screen at a time to add, delete, or edit all master survey data.

Module 4 - Create EXE

Survey Distribution/Availability



LPS Creator Main Menu

Module 1. Welcome: review the Raosoft®, Inc. Master License Agreement.

Module 2. Create New Survey: create a customized Living Pattern Survey.

Module 3. Modify Existing Survey: Change/modify existing survey.

Module 4. Create EXE File: create the web file (index.cgi) or an executable (.exe) file.

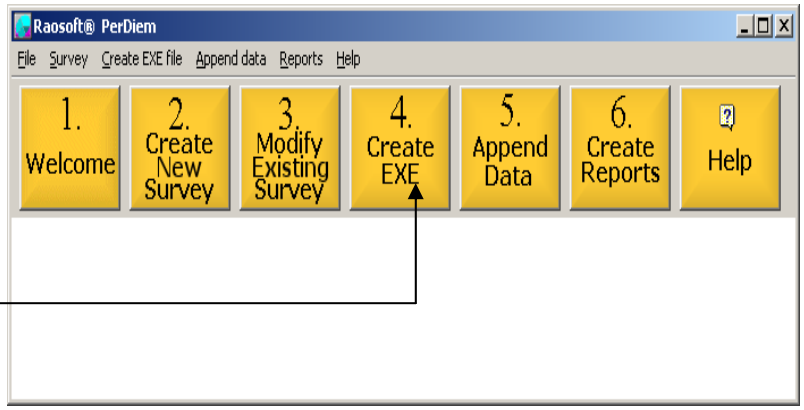
Module 5. Append Data: add all collected survey data to your master database.

Module 6. Create Reports: produce reports based on the collected data.

Help. Walk-through tutorials for each module.

Module 4. Create EXE

To begin, select **4. Create EXE**

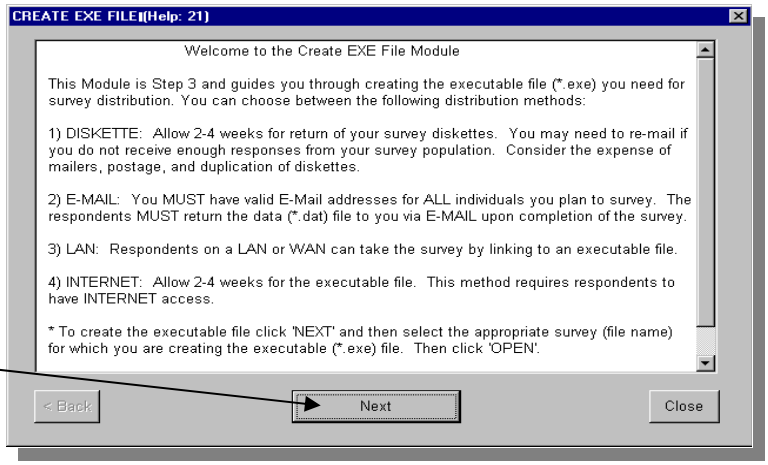


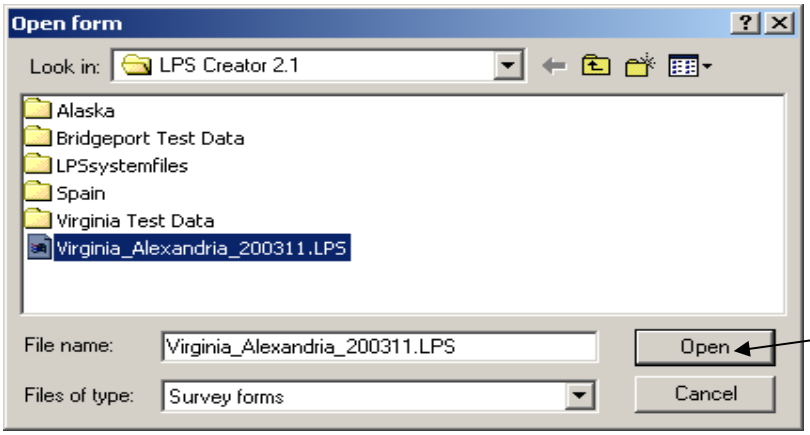
NOTE: There are two primary distribution methods -

1) **Internet (Web Based)**: Allow 2-4 weeks for completion of the survey. Respondents do not need Internet access to complete the survey but ***MUST*** have an Internet browser installed and working on the computer.

2) **Diskette**: Allow 2-4 weeks for respondents to return survey diskettes to POC. You may need to do a second mailing if insufficient responses are received with the first mailing. Consider the expense of mailers, postage, and duplication of diskettes.

Step 1. The main screen explains the various distribution methods available for use. Click **Next**.

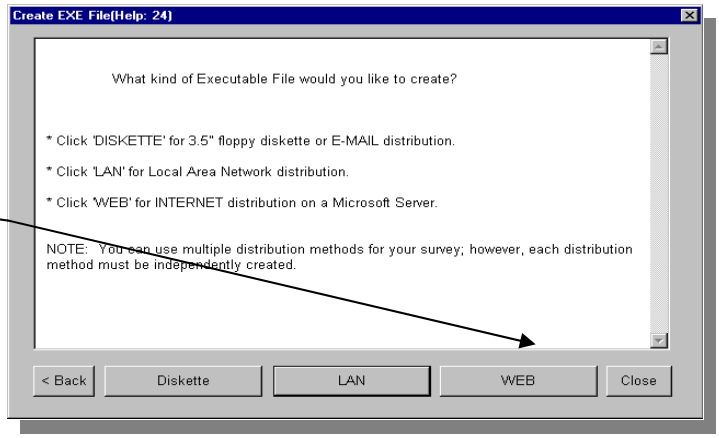


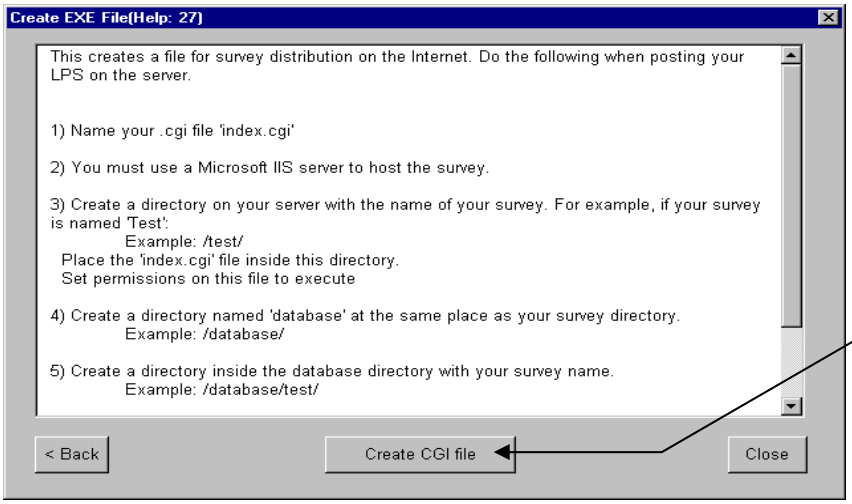


Step 2. Locate and highlight the name of the appropriate survey form. Click **Open**.

Internet/Web-Based Access

Step 3. Press **WEB** to create a '.cgi' file for distribution/survey participation through your Agency or DTMO Web Site.

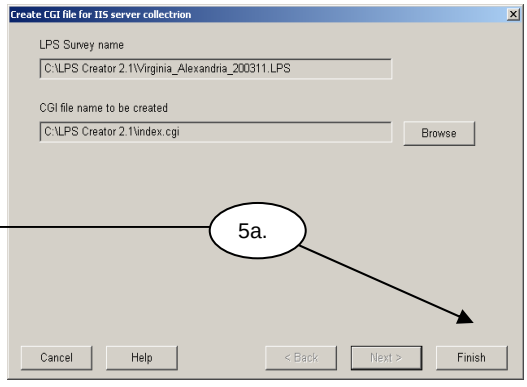




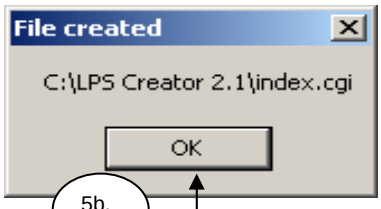
Step 4. Click **Create CGI file**.

Step 5a. This message window appears and shows the path/name of the survey Web executable file. Click **Finish**,

5b. click **OK** from the File Created screen.

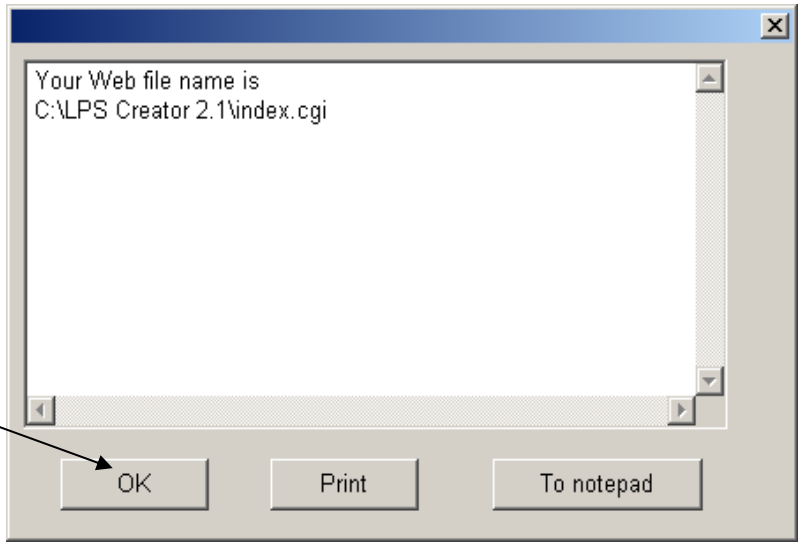


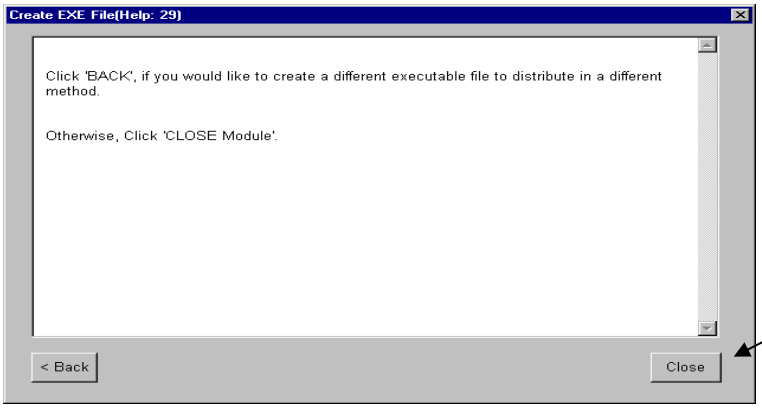
5a.



5b.

Step 6. Print or copy the file's path and name to notepad. (You will need the file name later in the LPS process.) Click **OK**.





Step 7. Click **Close**.

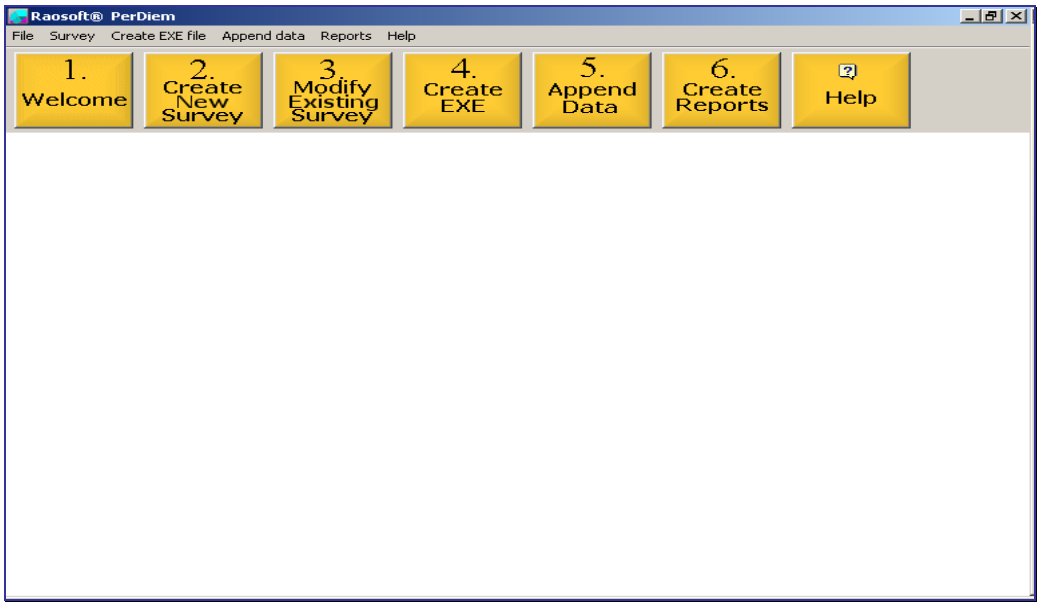
***NOTE*: The CGI file must be provided to your Webmaster for placement on your Agency's Web server. Once the Webmaster creates the location and allows read/write access to the DATA file, the URL/link to your survey may be distributed to the survey participants.**

Want DTMO To Host Your Survey?

For ease of administration DTMO will host your survey on the DTMO home page on a secure server. Forward one file (the master.LPS) to your Country POC. Your Country POC forwards the file to DTMO. DTMO will send you the web link for your survey as soon as the survey is available (usually no more than 2 business days after receipt of the request). Allow approximately 10 additional workdays for processing time if DTMO hosts the survey.

Module 5 - Append Data

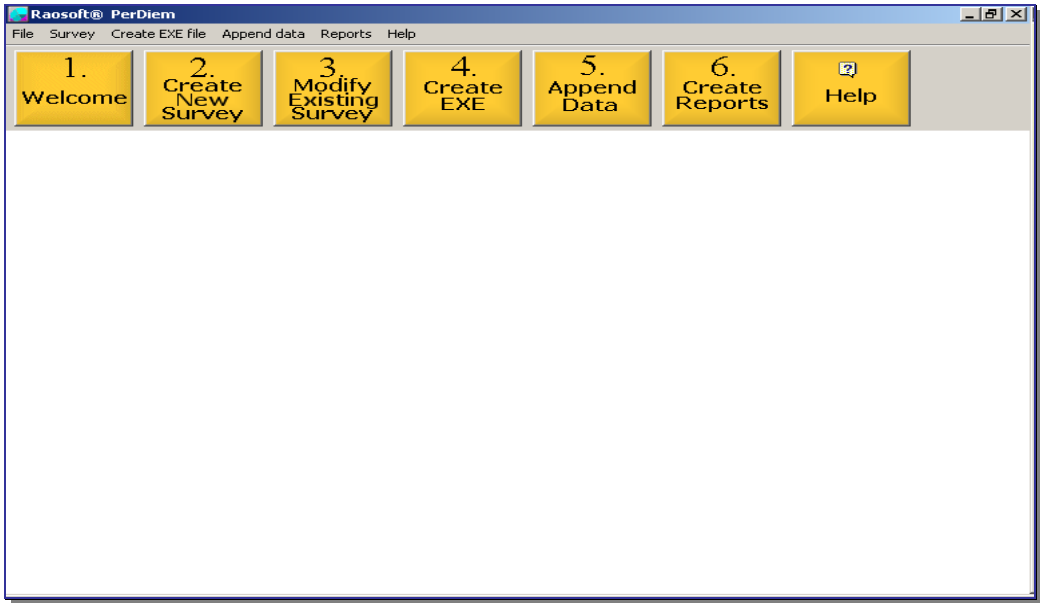
Module 6 - Create Reports



Modules 5 and 6 are explained in detail in Section 3, 'How to Download Your Zipped .DAT (Data) Files'

The LPS Creator 2.1

Section 3 - Survey Administration - Distribution, Completion and Data Download



LPS Creator Main Menu

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Module 6. Create Reports: produce reports based on the collected data.

Help. Walk-through tutorials for each module.

Population Sample Sizes

1. When conducting an LPS in conjunction with the Retail Price Schedule (RPS), the LPS should be conducted approximately 30 days prior to collecting RPS data.

2. All members with command-sponsored dependents at the Permanent Duty Station (PDS) may be surveyed. The minimum survey sample size for each locality is provided to the Country POC by DTMO. The Country POC should request this information from DTMO two weeks prior to beginning the LPS (see the example below).

3. The example below indicates the total 'with dependents' sample size = 742; for paygroup E1-E4 the sample size = 170. While all members 'with dependents' should be surveyed, the minimal sample size for this paygroup is 170. If 800 members complete the survey but only 75 of the survey respondents are in paygroup E1-E4 the POC should continue to encourage members in this paygroup to complete the survey until the optimum number of 170 is reached.

With Dependents

Paygroup	Population	Sample Size
E1-E4	360	170
E5-E6	1177	253
E7-E9	363	171
O1-O4;W1-W5	174	113
O5+	39	35
Total	2113	742

Without Dependents

Paygroup	Population	Sample Size
E1-E4	1223	255
E5-E6	600	210
E7-E9	61	51
O1-O4;W1-W5	149	102
O5+	6	6
Total	2039	624

Distribution Methods

For efficiency and ease of administration, DTMO recommends using the DTMO home page; however, if DTMO hosts your survey it remains the responsibility of the Country or Locality POC to monitor their survey data and ensure adequate participation.

Respondents Taking the Survey - How to Complete the Web-Based LPS

1. Before beginning the survey each respondent must create a six character Ticket Number and confirm their PDS Locality Code (see JFTR, Appendix J for designated locality codes). Individual ticket numbers and locality codes allow for better survey security and less chance of duplication. The ticket number/locality code serve as the UserID and Password and are survey specific.

2. Each respondents' ticket number must be different; suggestion: use the last six digits of the respondent's SSN.

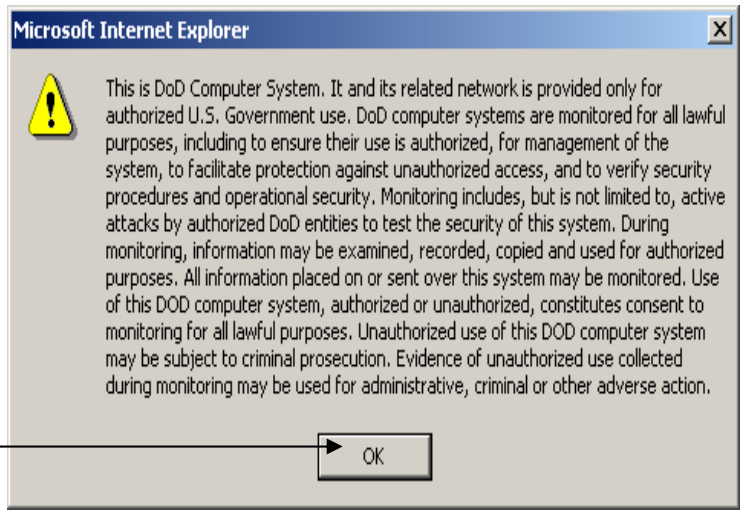
3. Individual locality codes must contain a combination of five characters and digits, i.e. GM519 or AK005.

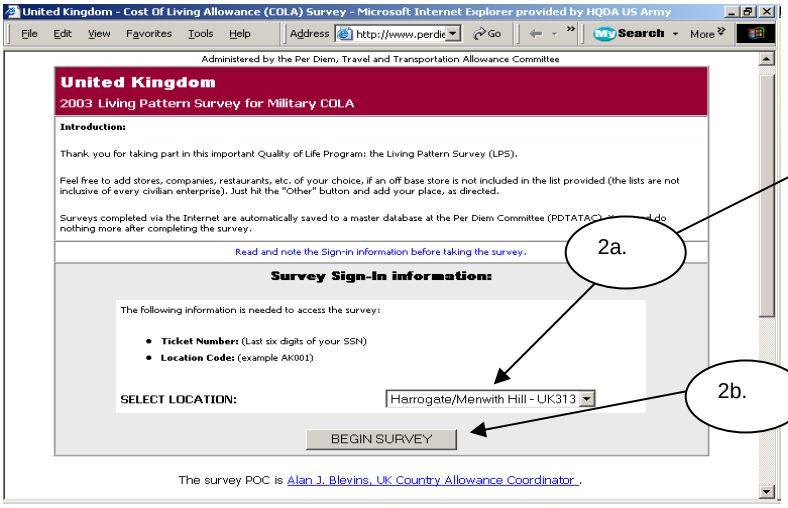
4. Both the ticket number and locality code must be entered to begin the survey; ticket numbers and locality codes are NOT case sensitive.

Step 1a. Create and make a note of your 6-digit ticket number (you can use last six digits of your SSN).

1b. Log-on to the survey web address provided by Survey POC.

1c. Click **OK** from this screen.



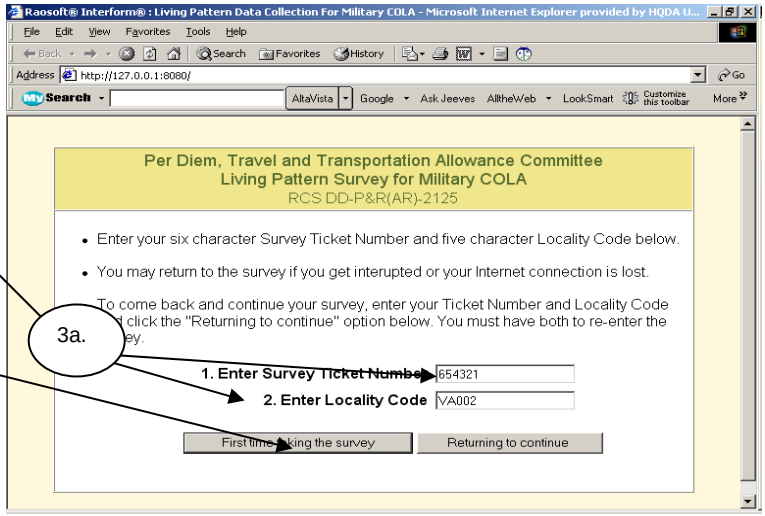


Step 2a. The country screen displays general sign-in information. From the **Select Location** drop down box select the correct location.

2b. Click on the **Begin Survey** button.

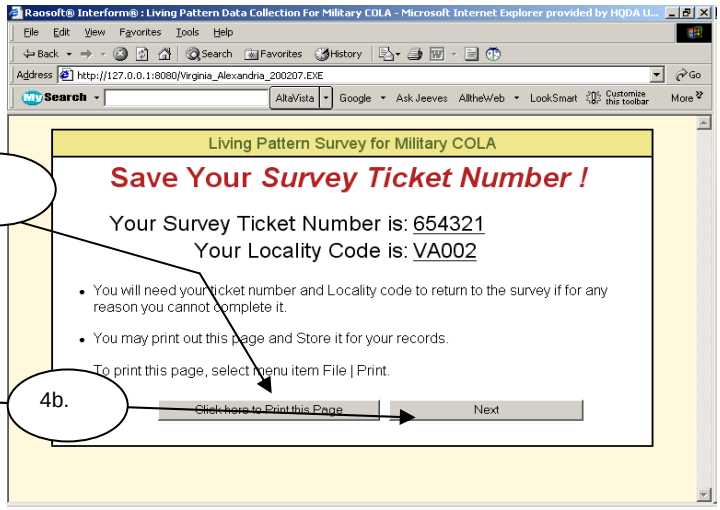
Step 3a. Enter your 6-character ticket number and locality code.

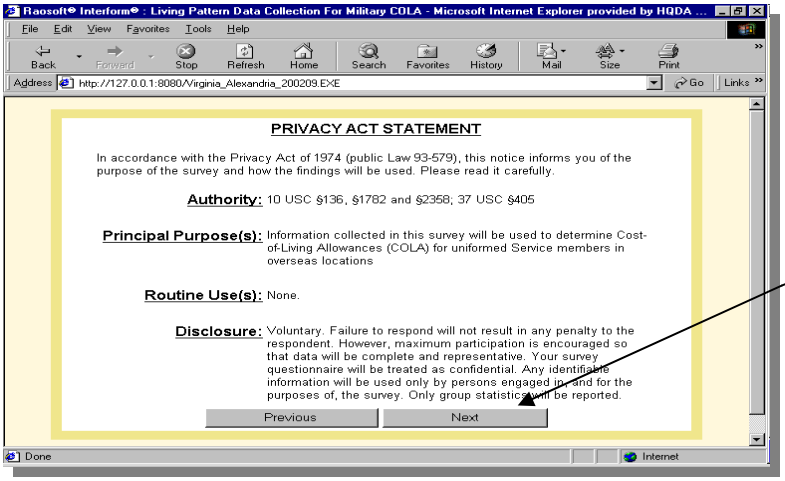
3b. Click on **First time taking the survey.**



Step 4a. Print the confirmation page as a record of your 6-character ticket number and locality code.

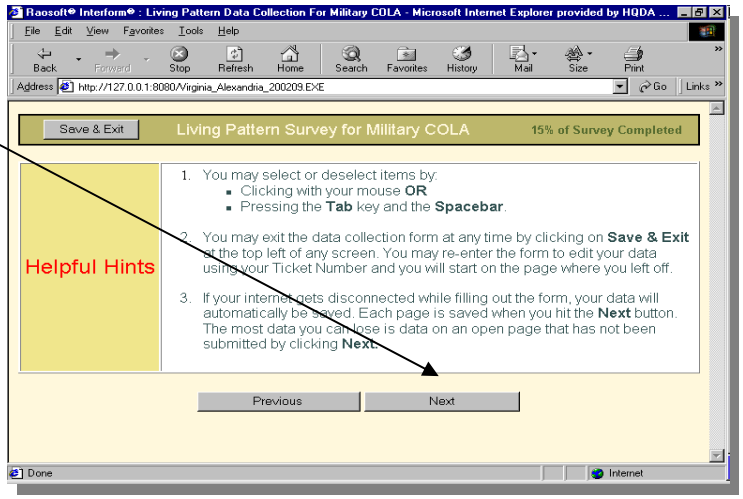
4b. Click **Next** to continue.



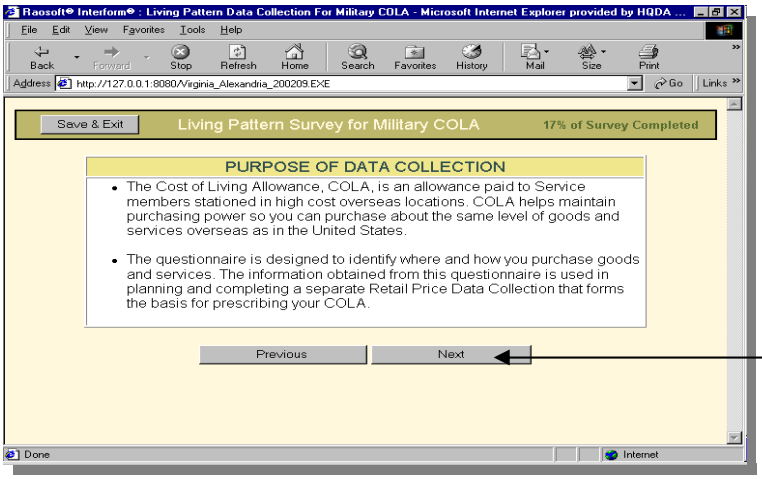


Step 5. Read the Privacy Act Statement and press **Next**.

Step 6. Read the Helpful Hints page, click **Next**.



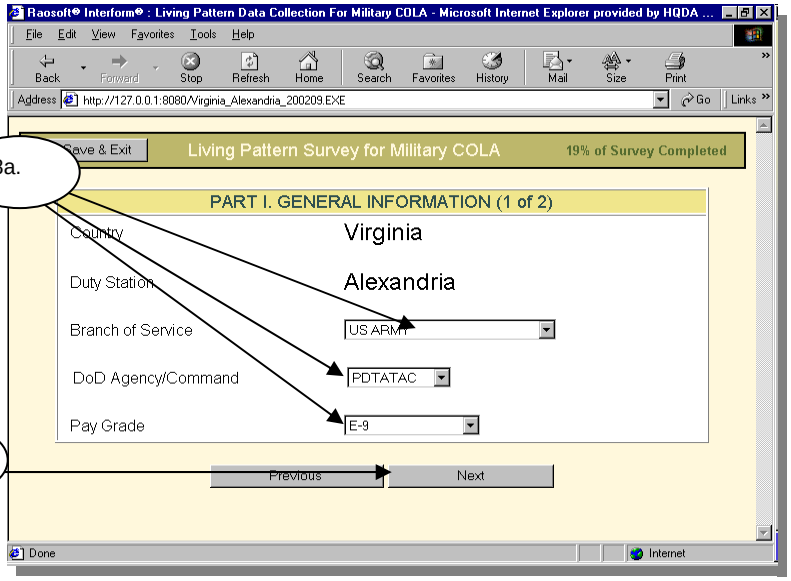
NOTE: If you want to close the survey and finish later, click the **Exit and Save** button to end the session. The program saves all information entered to that point. When ready to resume, follow steps 1 - 3 above and select **Returning to continue.**

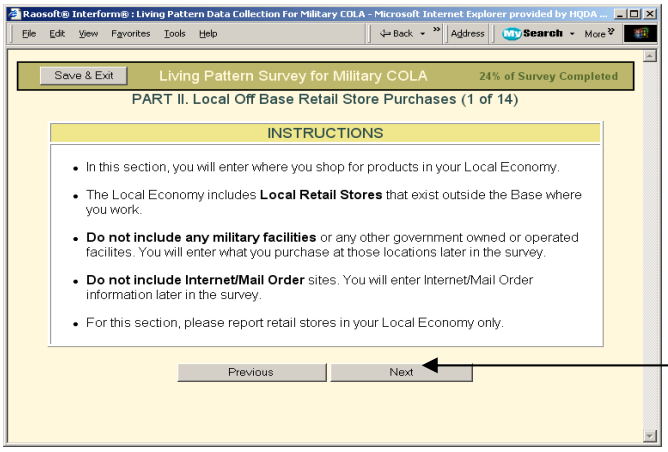


Step 7. Read Purpose of Data Collection - click **Next** on this page and the following page.

Step 8a. Part I. General Information - use drop down boxes to select **Branch of Service, Agency, and Pay Grade.**

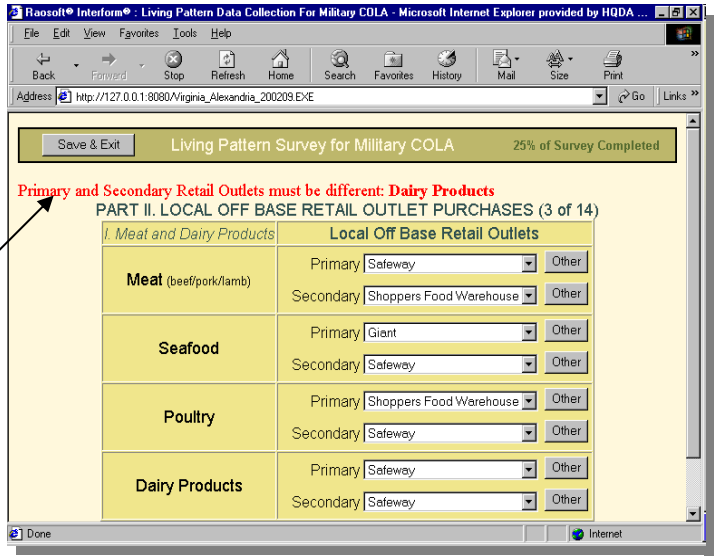
8b. Click **Next**.

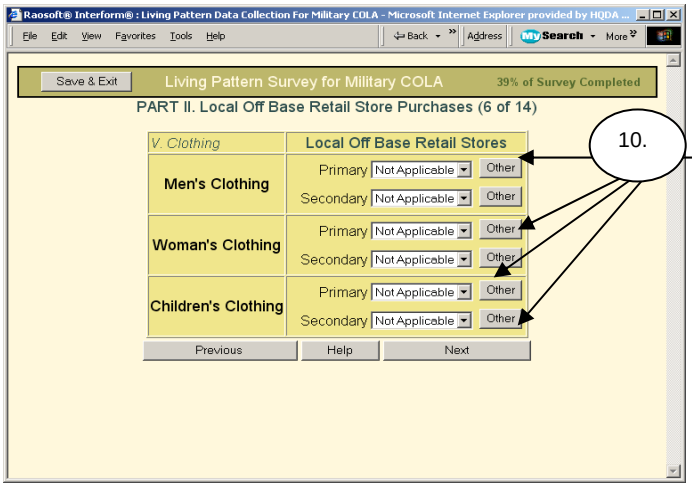




Step 9. Part II. Local Off Base Retail Store Purchases - asks for information about local off base retail outlet purchases for primary and secondary outlets where members make *OFF BASE* purchases for goods and services. Click **Next**.

NOTE: Survey respondents should complete all sections (military members can skip Doctor, Dentist, and Hospital). The survey prompts with a *RED error message* if an answer is incomplete or duplicative. Errors must be resolved before proceeding to the next page.



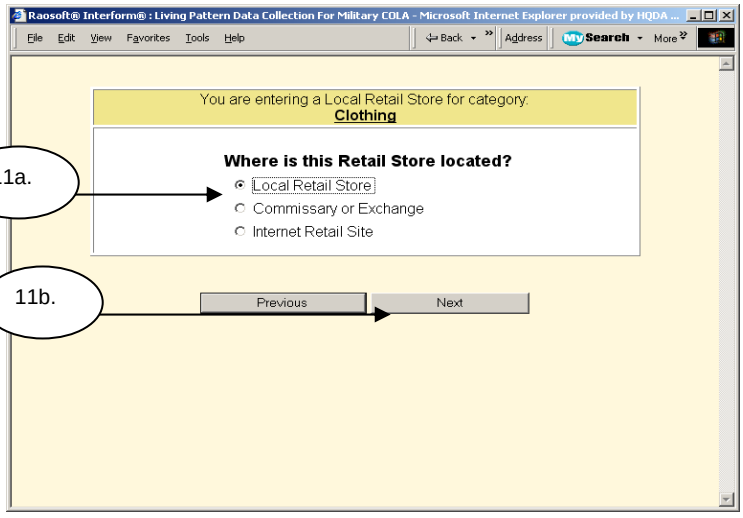


10.

Step 10. To add a store of your choice that is not listed in the drop down box click **Other**.

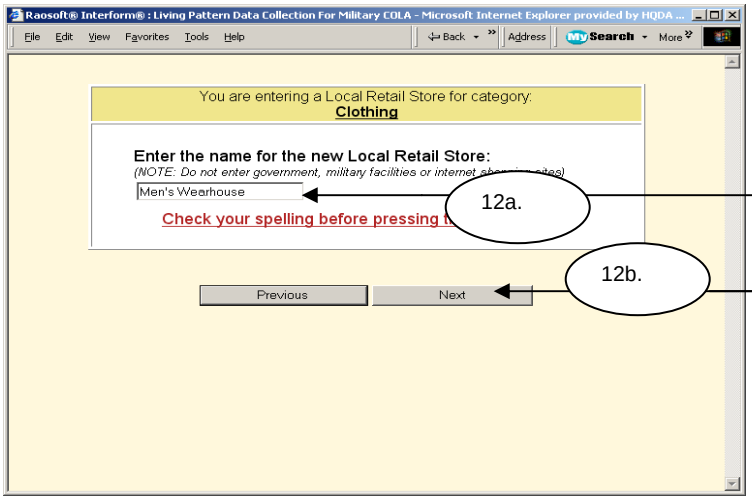
Step 11a. Select the appropriate radio button to identify the type of store you want to enter.

11b. Click **Next**.



11a.

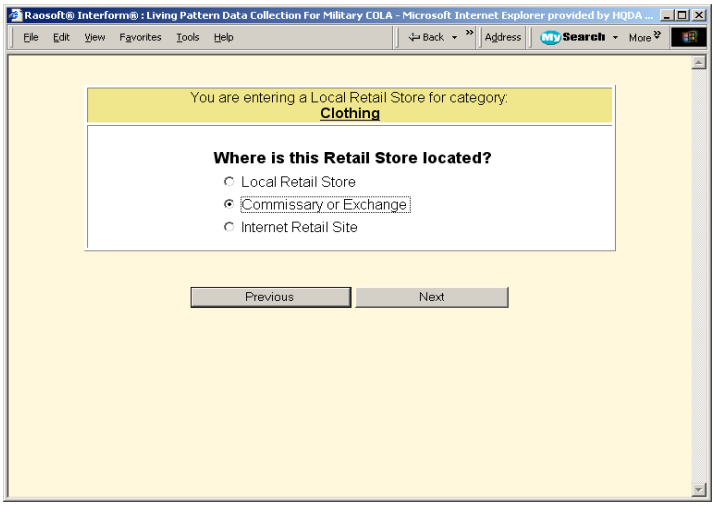
11b.



Step 12a. Enter the name of the **Local Retail Store**.

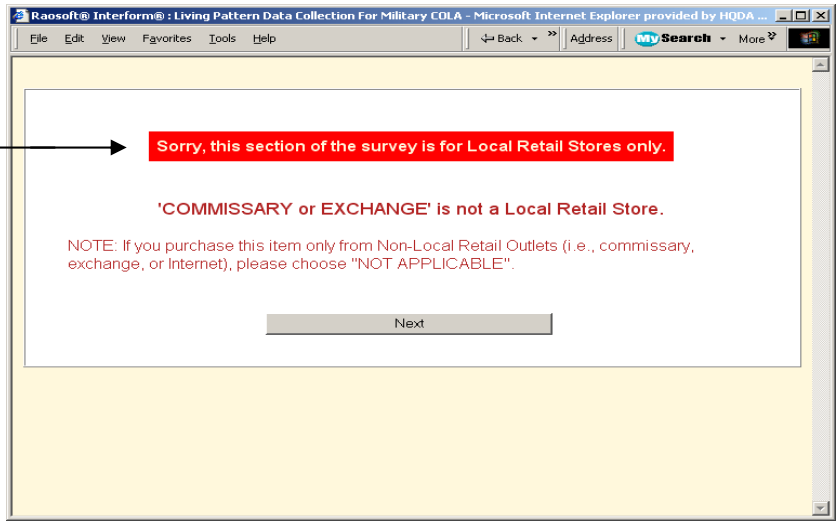
12b. Check the spelling and click **Next**.

Step 13. You are returned to the appropriate category screen and the name of the store you added is displayed in the selection box. Continue completing the survey and hit **Next**.



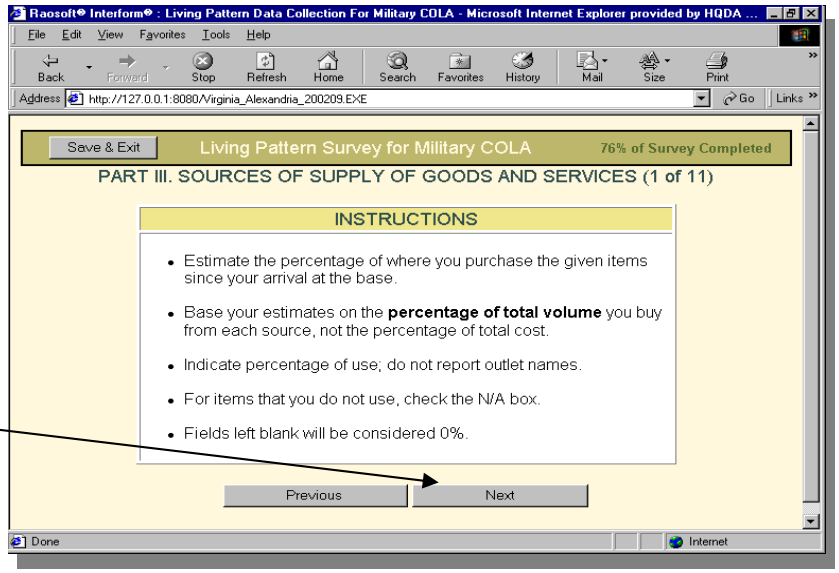
NOTE: This part of the LPS is to collect data pertaining to shopping habits on the local economy; commissary/exchange and Internet shopping data is collected later in the survey. If you identify a store as either 'Commissary/Exchange' or 'Internet Retail Site' the survey returns an error message as shown in the picture below.

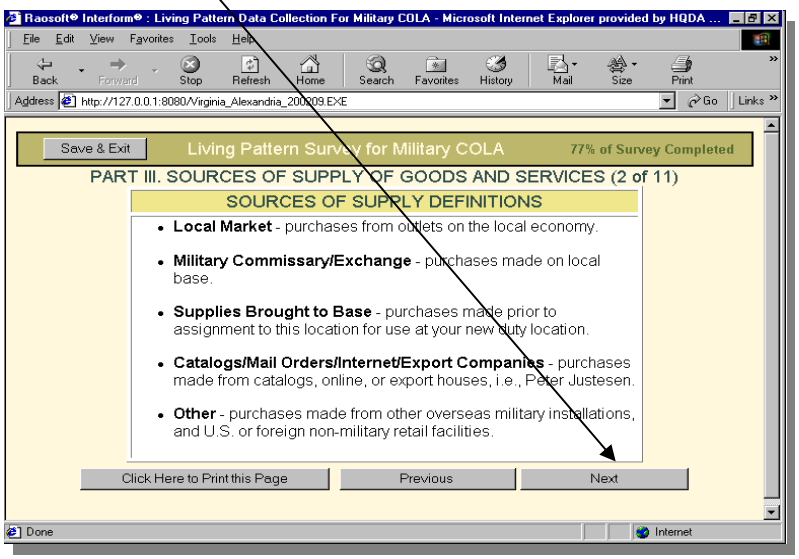
NOTE: The red error message explains that this section of the LPS collects information for Local Retail Stores only. Click Next to return to the category screens.



Step 14. Part III. Sources of Supply of Goods and Services - asks for sources of supply information (percentage of purchases). Read the instructions on this and the next page - click **Next**.

14.



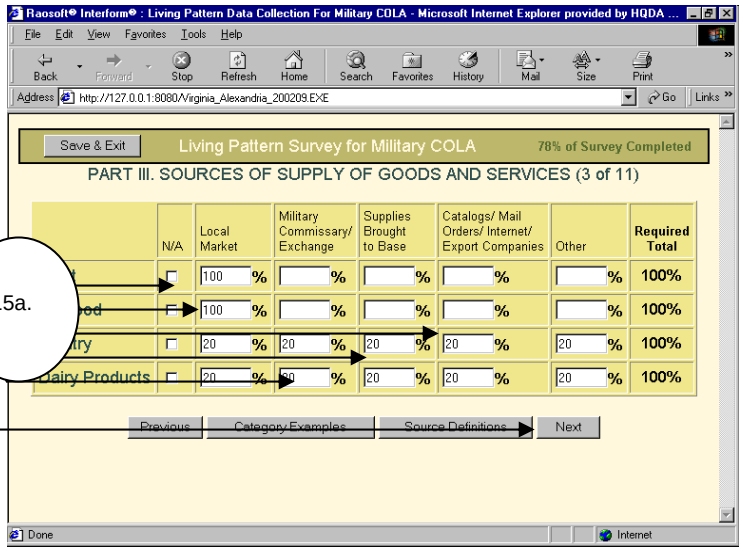


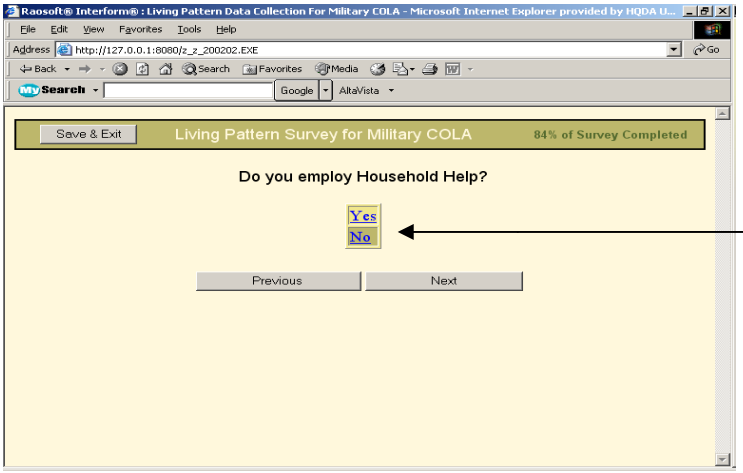
Step 15a. Enter appropriate percentage for each category. Complete all items even if the appropriate answer is NA.

15b. Click **Next** to continue.

15a.

15b.





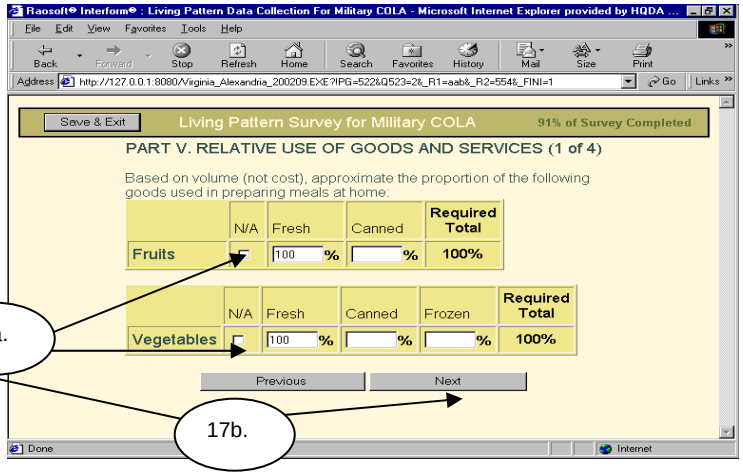
Step 16. Part IV. Household Help - select the appropriate response. A **No** response moves you to the next screen.

Step17a. Part V. Relative Use of Goods and Services - complete all items on each page, the appropriate answer may be **N/A**.

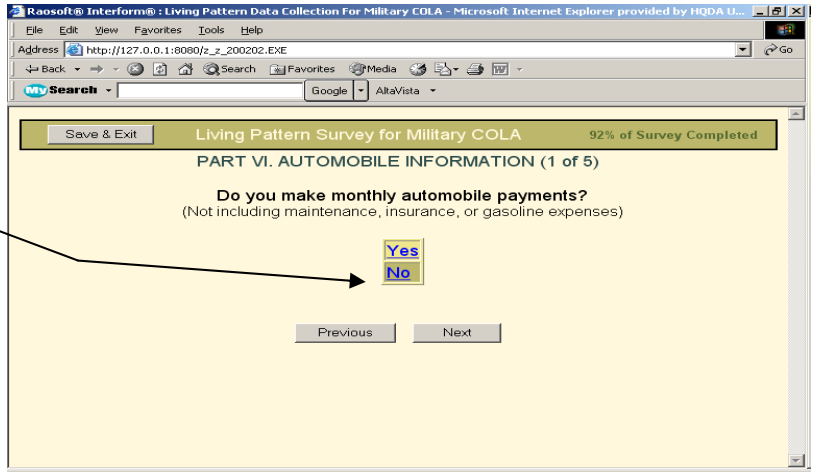
17b. Hit **Next** to continue.

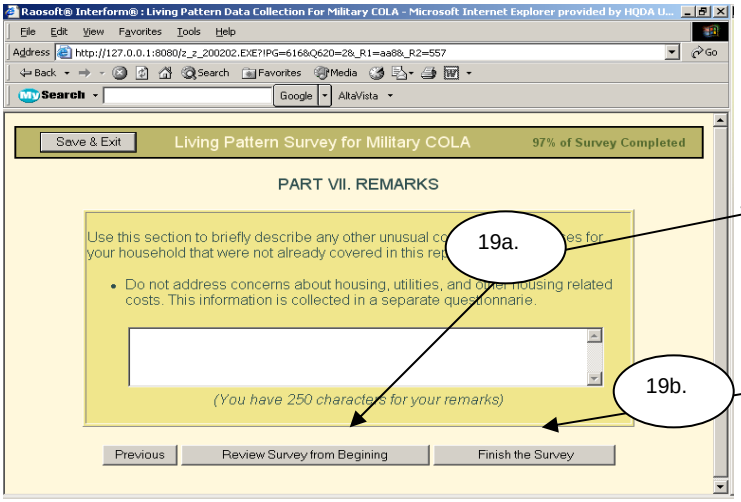
17a.

17b.



Step 18. Part VI. Automobile Information - select the appropriate response. A **No** response moves you to the next screen.

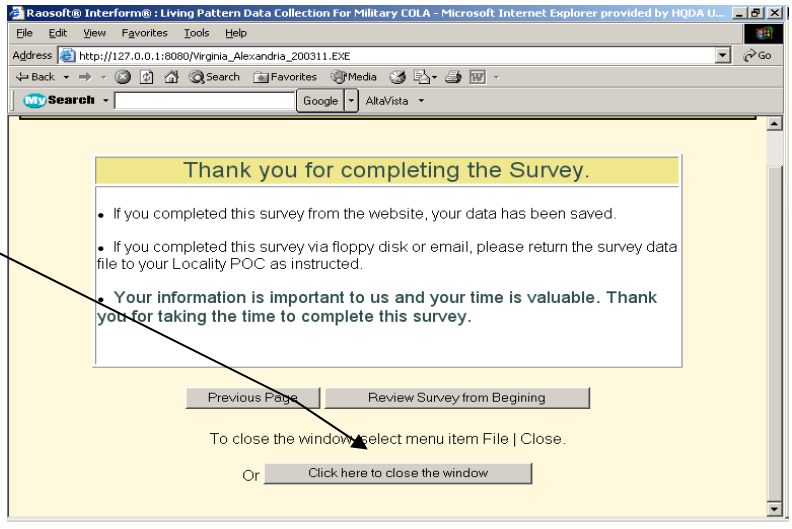




Step 19a. Part VII. Remarks. Provide supplemental COLA information/comments, if any. To review your answers select **Review Survey from Beginning.**

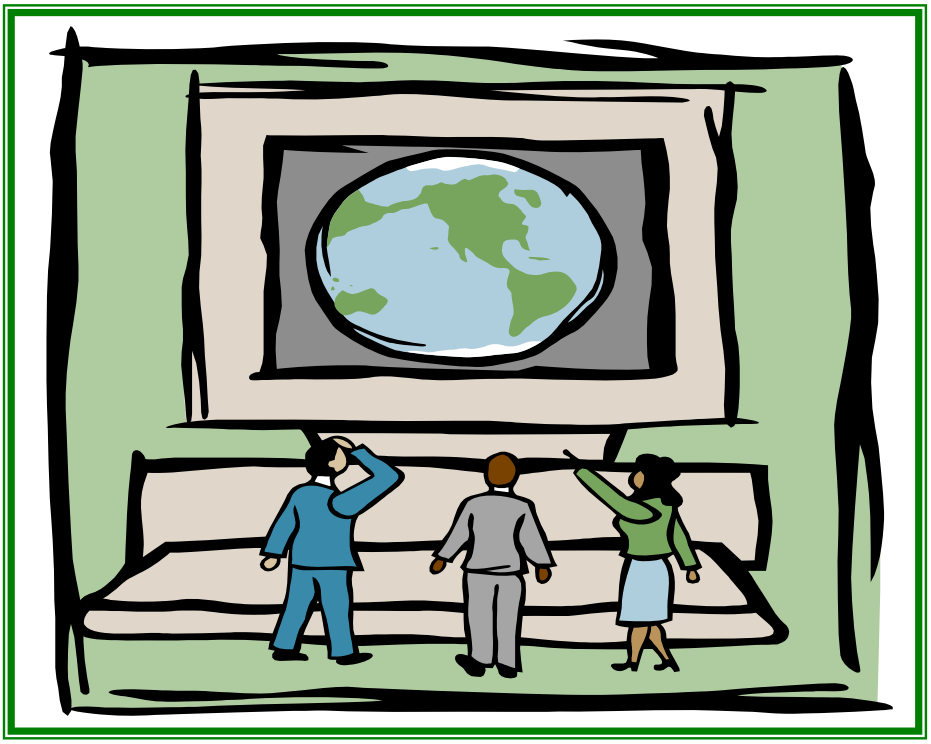
19b. When finished click on **Finish the Survey**.

Step 20. To close the survey hit the button that reads **Click here to close the Window**.



Data Download Guide

Downloading LPS Survey Data



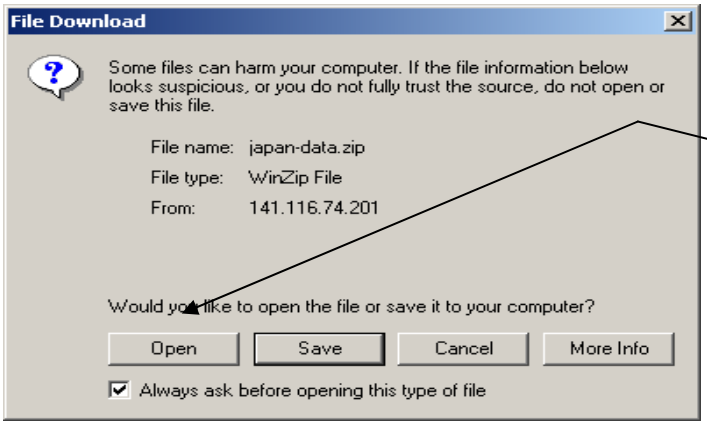
Sep 2011

How to Download Your Zipped .DAT (Data) Files*

*(Only For Surveys Hosted on DTMO Home Page)

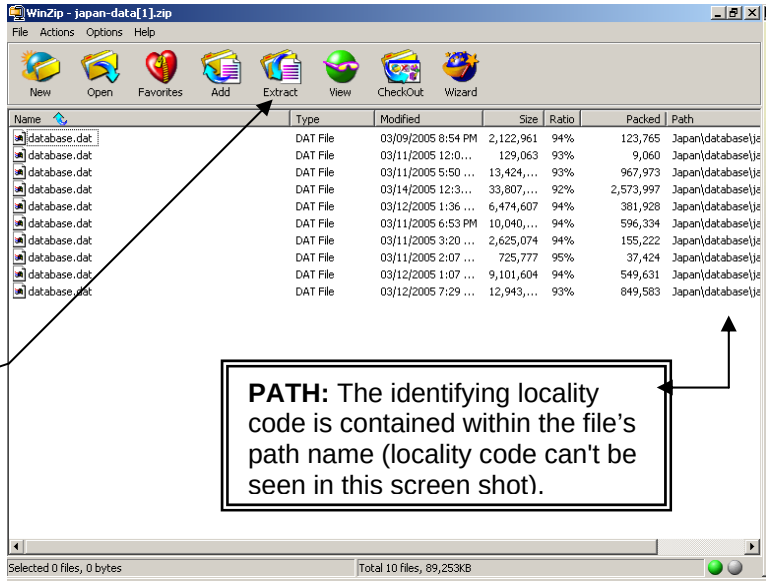
NOTE: The following download instructions (pages 38-49) of the LPS User Guide may be extracted and saved separately for ease of reference when downloading data files later in the LPS process.

Downloading your data - DTMO will send you a URL from which you may download your data file(s). Click on the hyperlink provided by DTMO and then select the appropriate country-data.zip.



Step 1. From the **File Download** window choose **Open**. This starts WINZIP.

Step 2. The file downloads and opens WINZIP with a list of database files for all locations within the country.

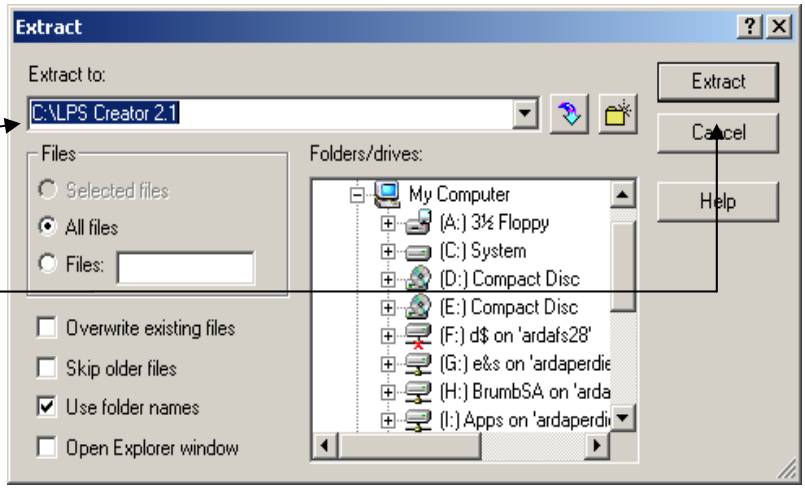


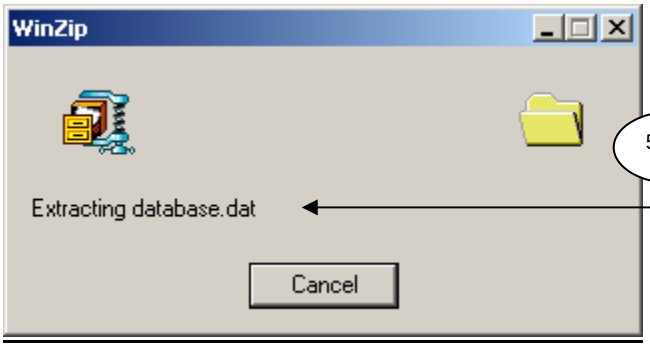
Step 3. Select **Extract** to download and save the LPS database files.

PATH: The identifying locality code is contained within the file's path name (locality code can't be seen in this screen shot).

Step 4a. When the 'Extract' window opens, enter: C:\LPS Creator 2.1 in the **Extract to:** box.

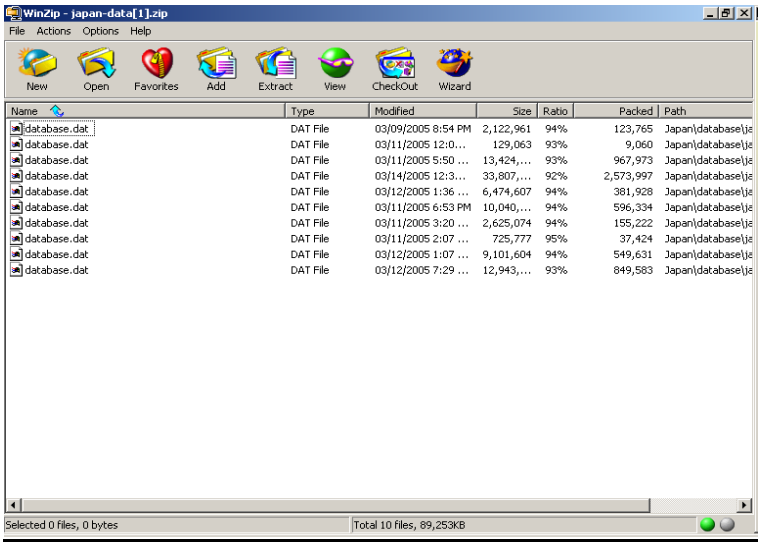
4b. Select **Extract** to begi



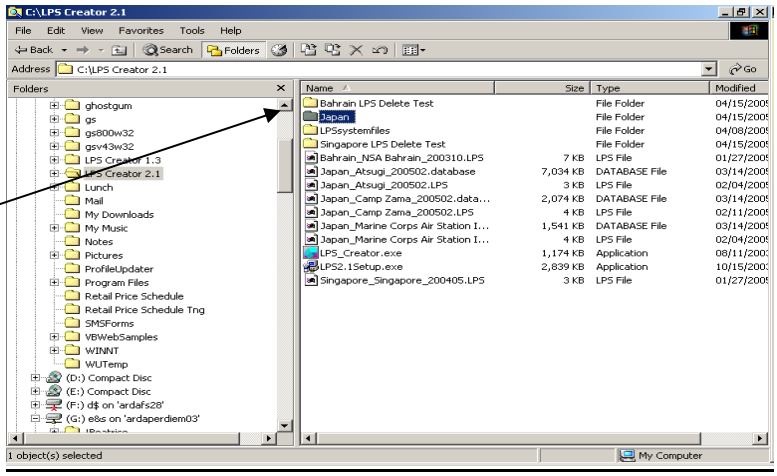


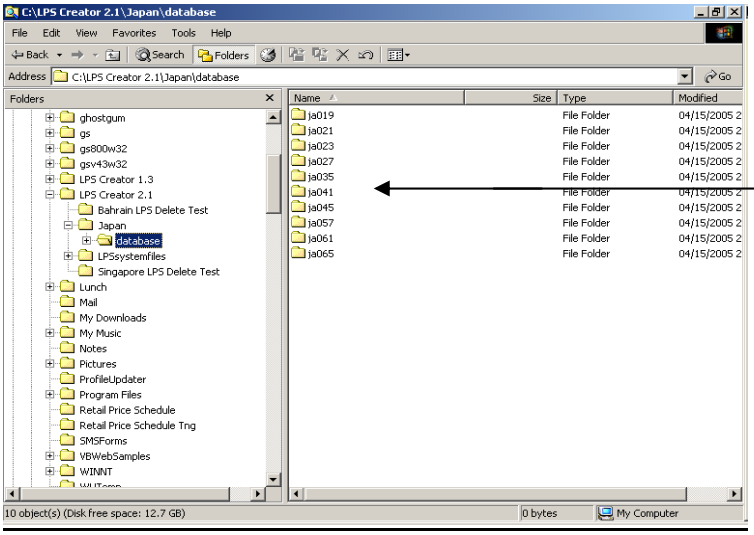
Step 5a. WiinZip dialog box opens and says 'Extracting database.dat'. When download is complete the dialog box closes and WinZip returns to the data file window.

Step 5b. Close the data file window.



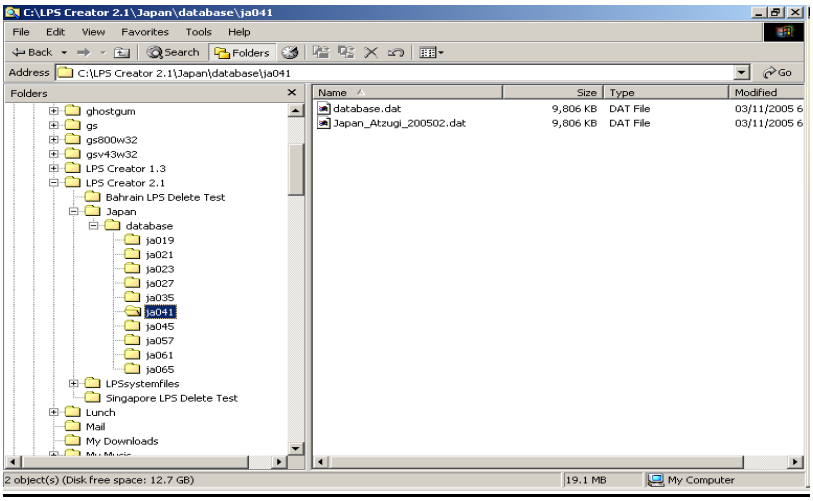
Step 6. For this example the country is Japan. Locate the 'Japan' database file folder extracted to C:\LPS Creator 2.1\.





Step 7. Each locality code in Japan has a separate sub-folder for their LPS database file - identify each locality code by name.

Step 8. For this example the Atsugi locality code is JA041 and the Atsugi master LPS is named: 'Japan_Atsugi_200502.LPS'. Rename the database.dat file as 'Japan_Atsugi_200502.dat' and put a copy of the Atsugi database file in the root directory of 'C:LPS Creator 2.1'.

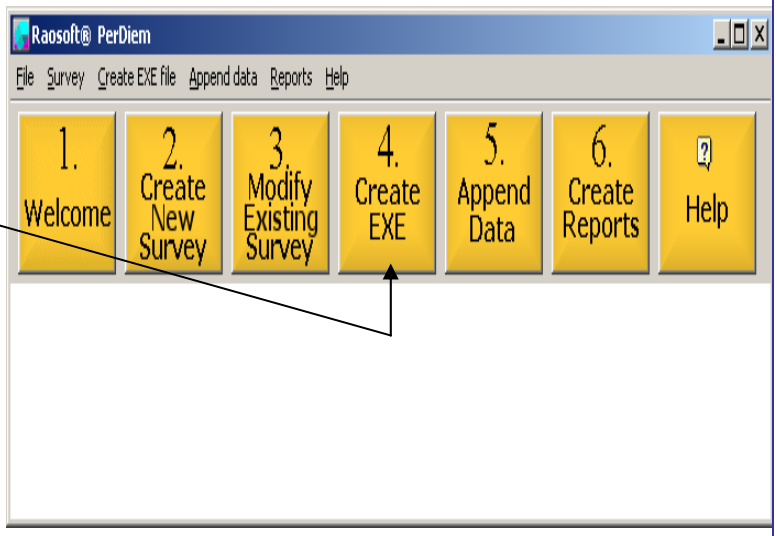


Go to - LPS Creator Module 4. Create EXE

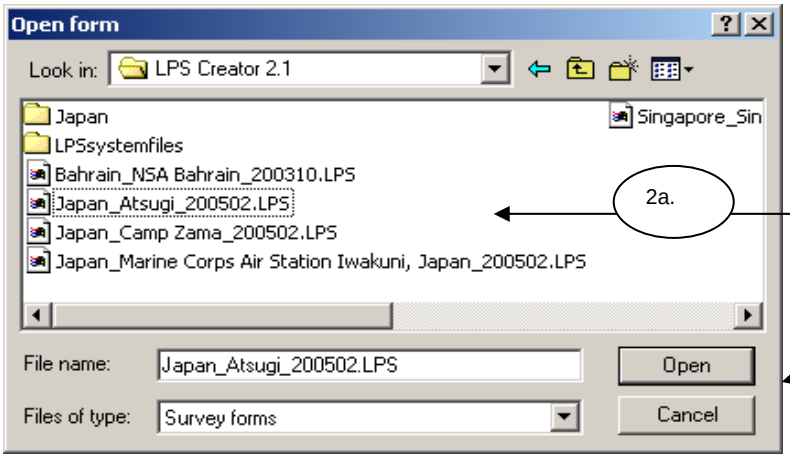
Note: This step is required only for first-time data imports. Once this step is performed, users may begin with Module 5. Append Data.

To begin, select **4. Create EXE.**

Before beginning, make sure there is a Master LPS file in the **root** directory of the LPS Creator for each location taking the survey.



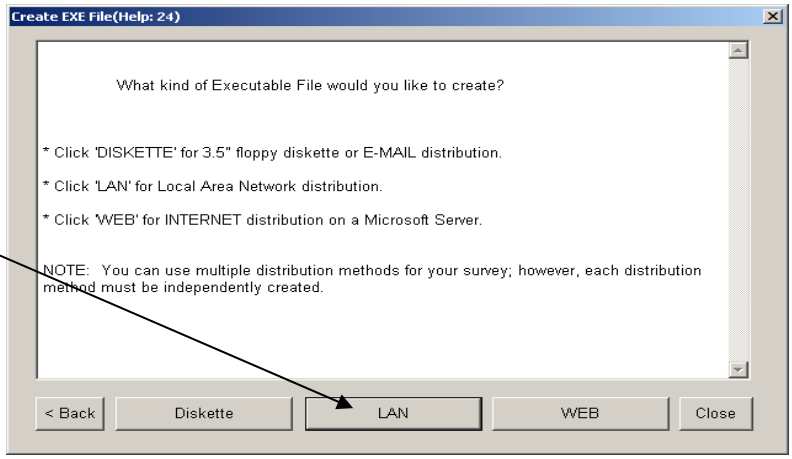
Step 1. When prompted with the **Welcome to the Create EXE Module menu**, choose **Next**. The window below appears.



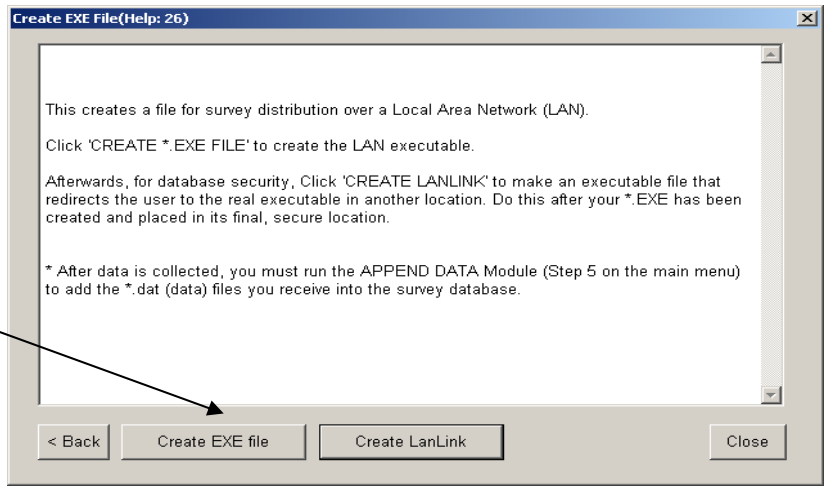
Step 2a. Select the .LPS (Master Survey) file for the survey location.

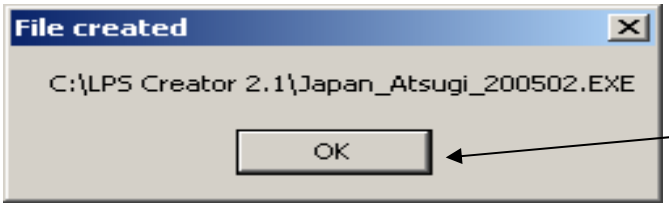
2b. Click **Open**.

Step 3. Select the '**LAN**' button.



Step 4. Select Create **EXE file.**



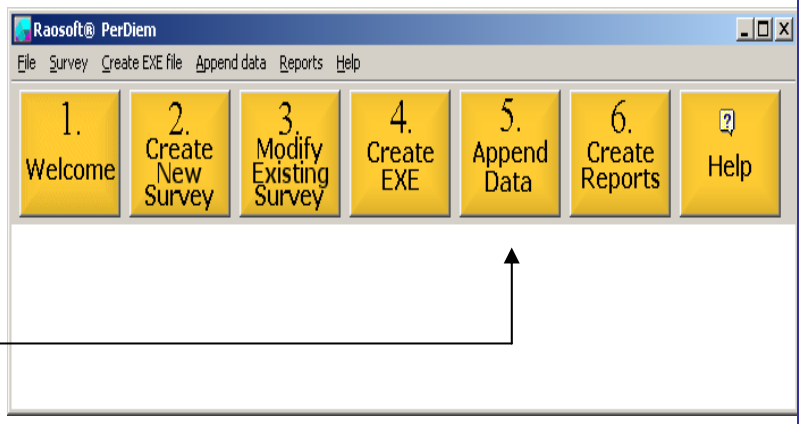


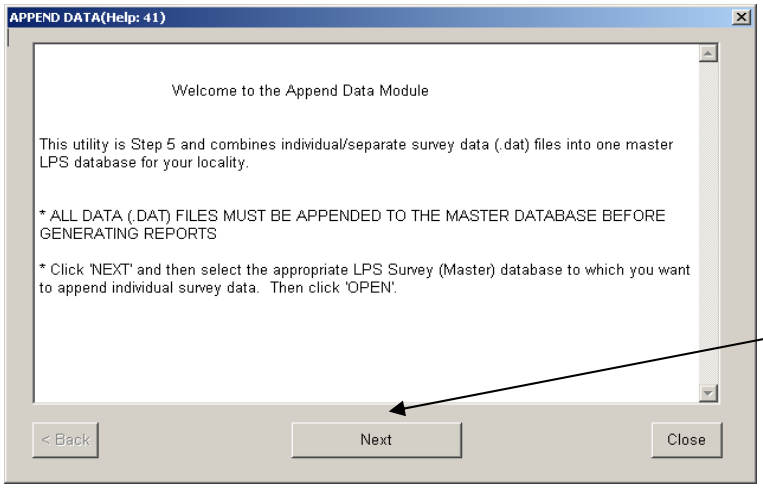
Step 5. Click **OK** twice, then close the **Create EXE File** window.

NOTE: The 'File Created' message shown above appears only after the first data import for each location. Proceed to Module 5. Append Data.

Go to - LPS Creator Module 5. Append Data.

To begin, select **5. Append Data.**

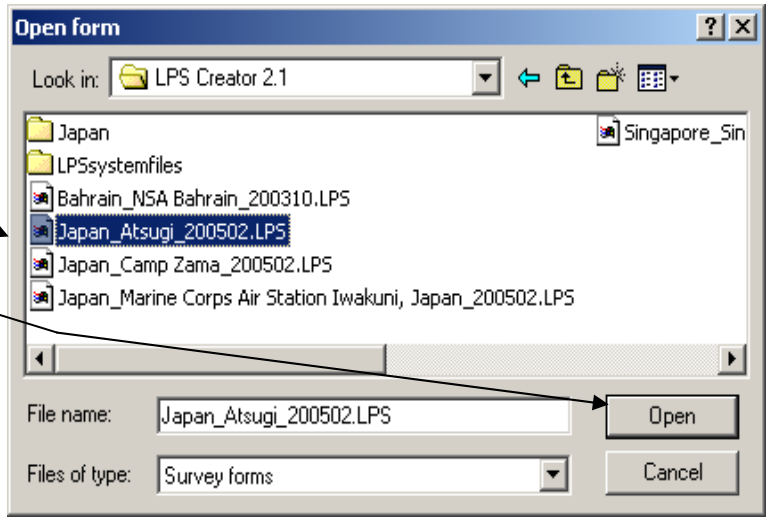


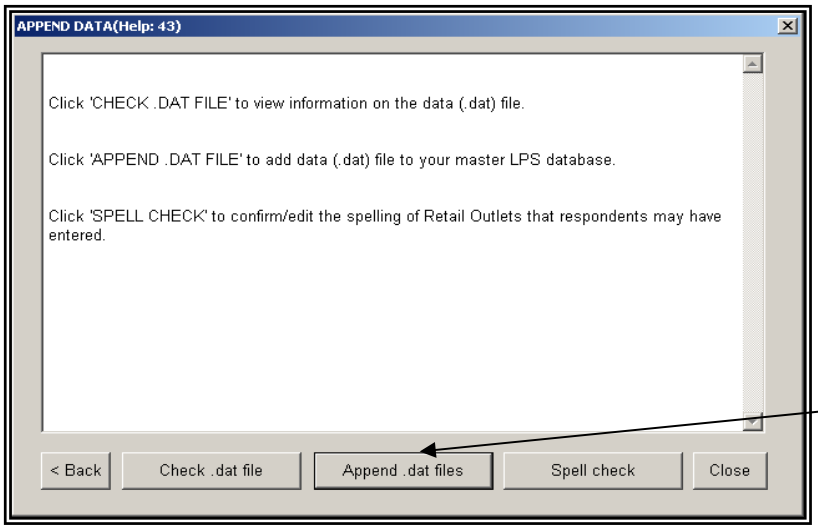


Step 1. To continue, select **Next**.

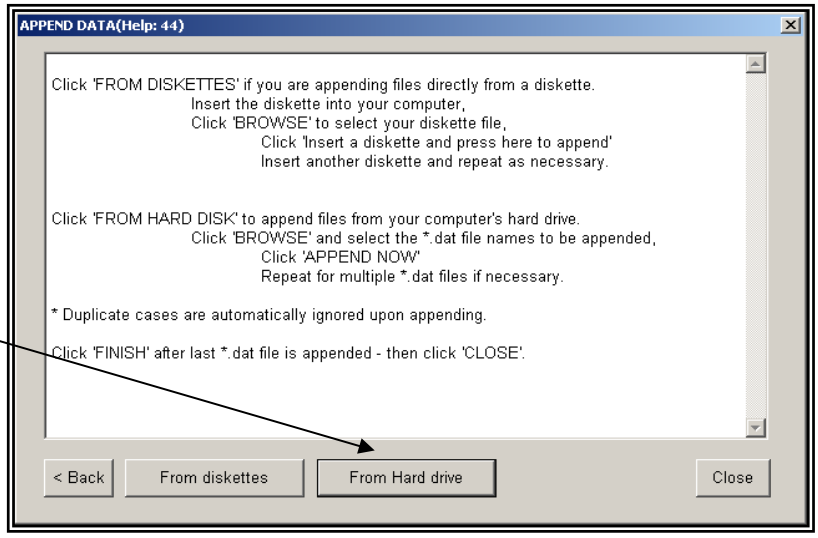
Step 2a. Select the .LPS (Master Survey) file for the location data to be imported.

2b. Click **Open**.

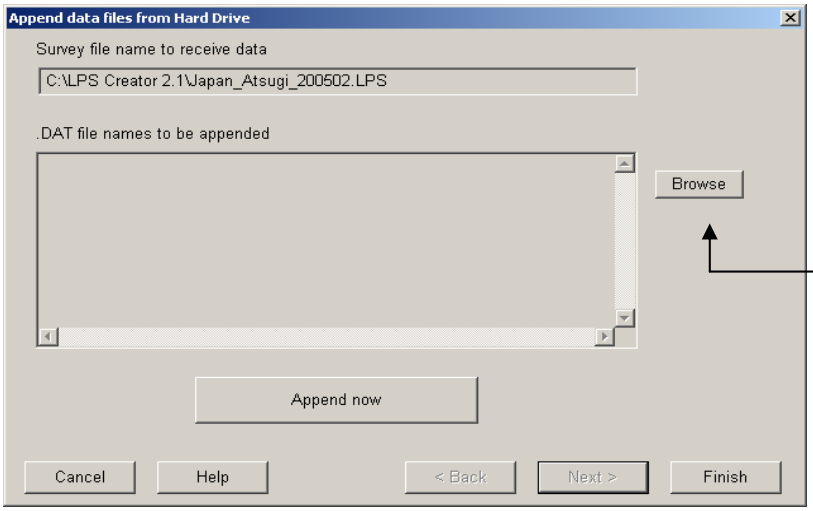




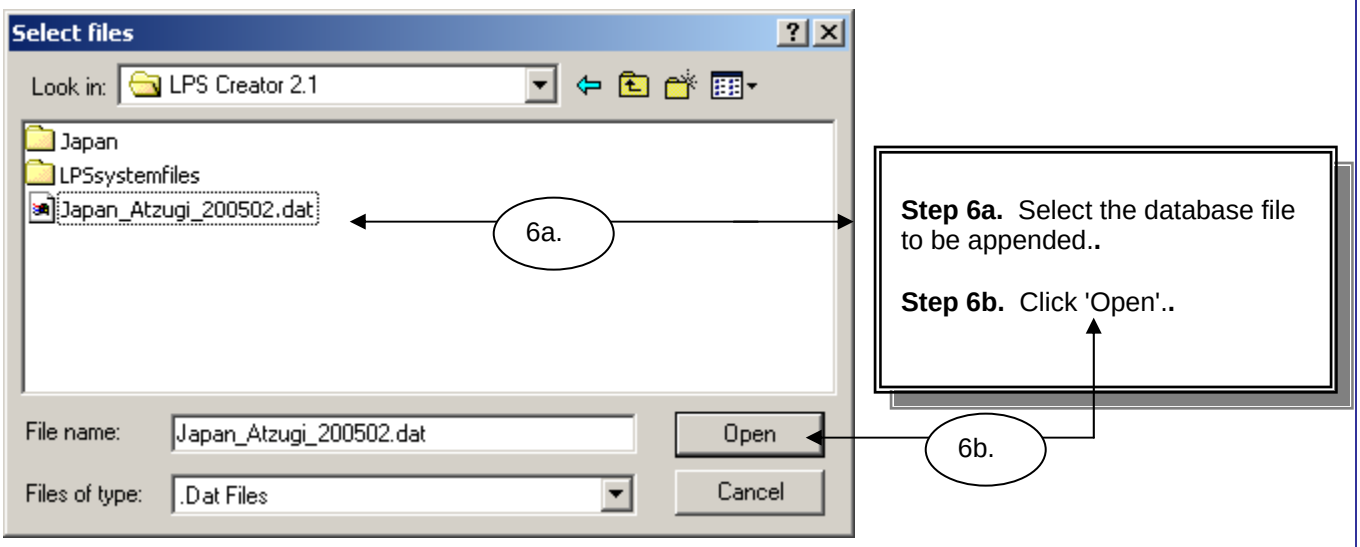
Step 3. Select **Append .dat files**

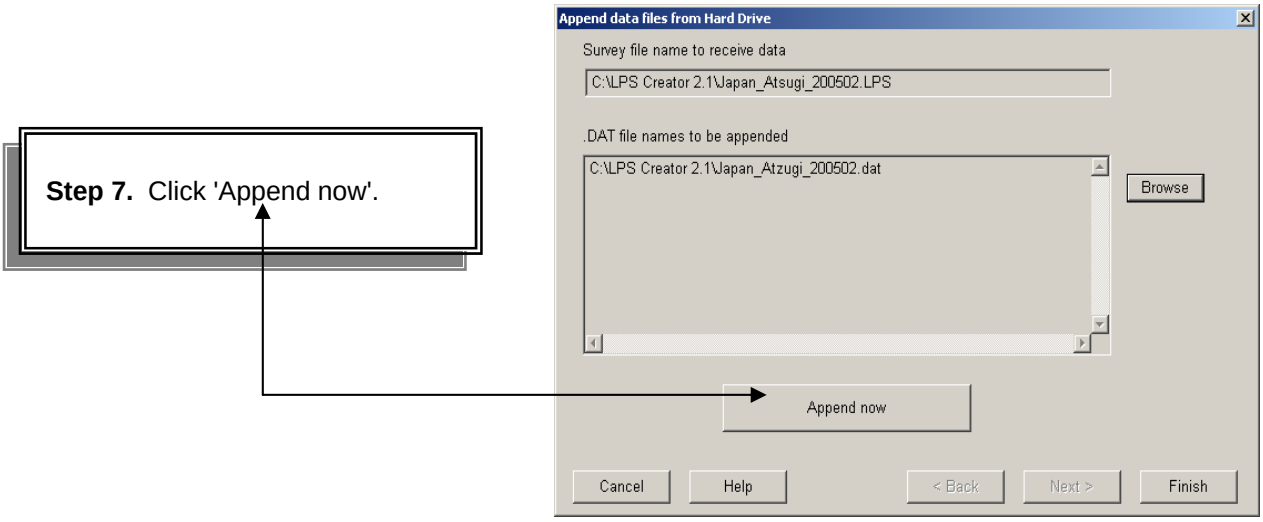


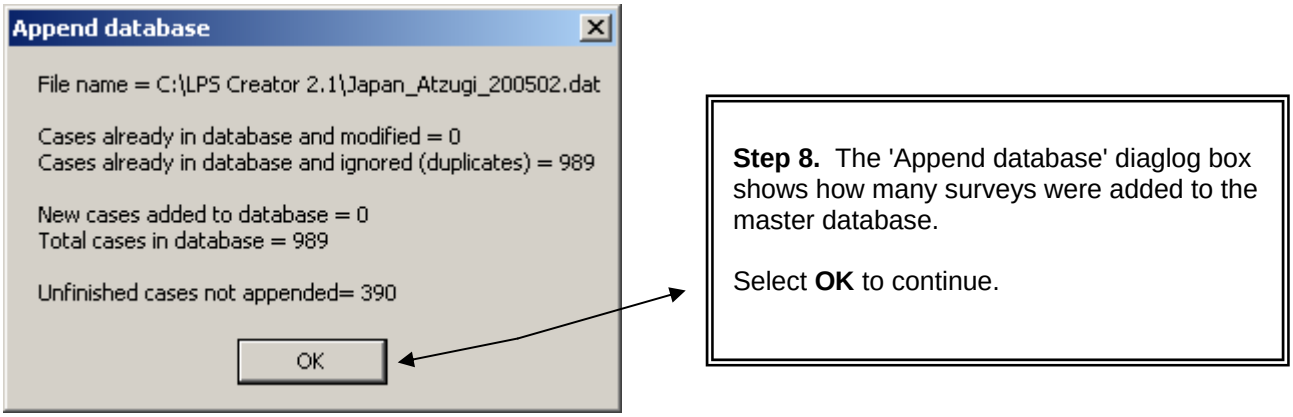
Step 4. Select **From Hard drive.**



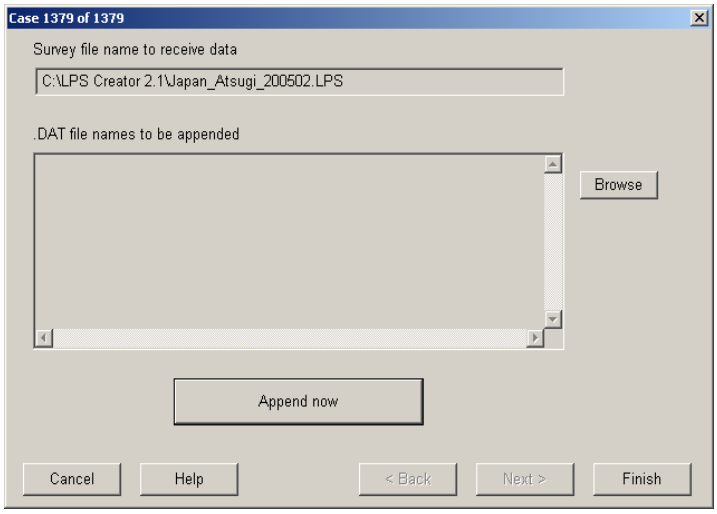
Step 5. Select 'Browse', locate the Atsugi database file.


Select files
Look in: LPS Creator 2.1
Japan
LPSsystemfiles
Japan_Atzugi_200502.dat
6a.
File name: Japan_Atzugi_200502.dat
Open
Files of type: .Dat Files
Cancel
6b.
Step 6a. Select the database file to be appended..
Step 6b. Click 'Open'..


Step 7. Click 'Append now'.
Append data files from Hard Drive
Survey file name to receive data
C:\LPS Creator 2.1\Japan_Atsugi_200502.LPS
.DAT file names to be appended
C:\LPS Creator 2.1\Japan_Atzugi_200502.dat
Browse
Append now
Cancel
Help
< Back
Next >
Finish

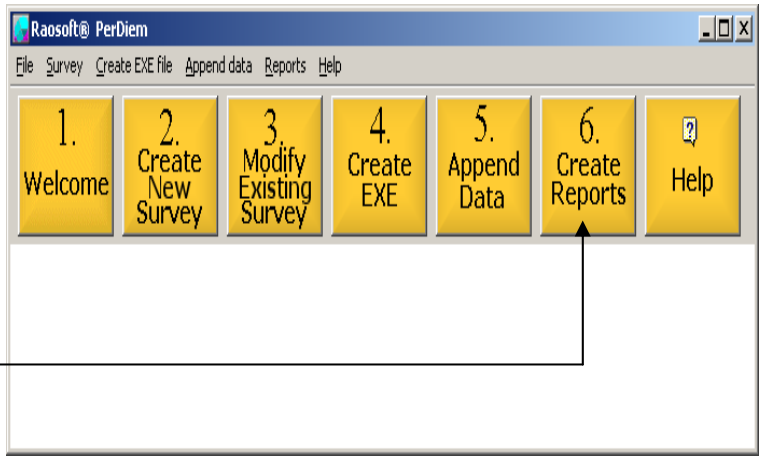

Append database
File name = C:\LPS Creator 2.1\Japan_Atzugi_200502.dat
Cases already in database and modified = 0
Cases already in database and ignored (duplicates) = 989
New cases added to database = 0
Total cases in database = 989
Unfinished cases not appended= 390
OK
Step 8. The 'Append database' diaglog box shows how many surveys were added to the master database.
Select OK to continue.

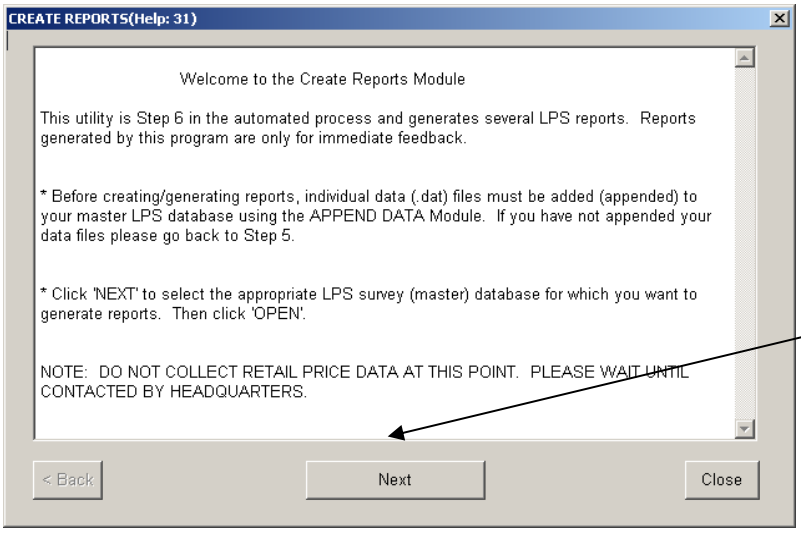
Step 9. Select **FINISH** on this screen and **CLOSE** on the next screen**.** Survey data has been imported into the location's master database. Proceed to **Module 6. Create Reports.**



Go to - LPS Creator Module 6. Create Reports

To begin, select **6. Create Reports**





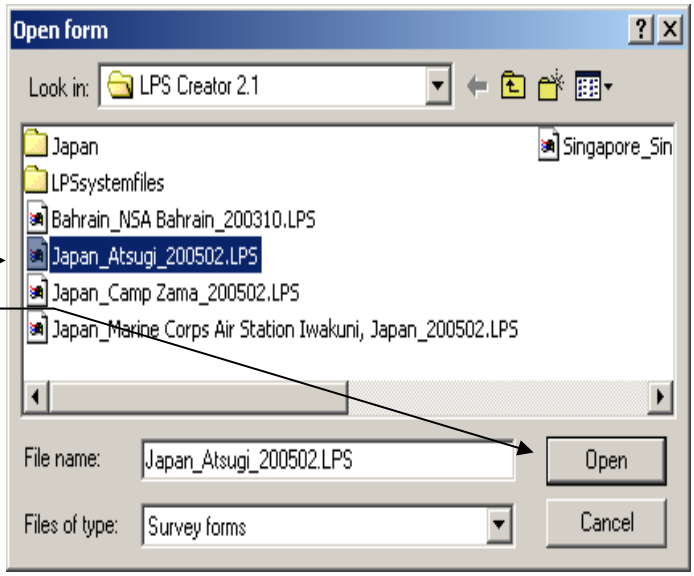
Step 1. Select **Next** to proceed.

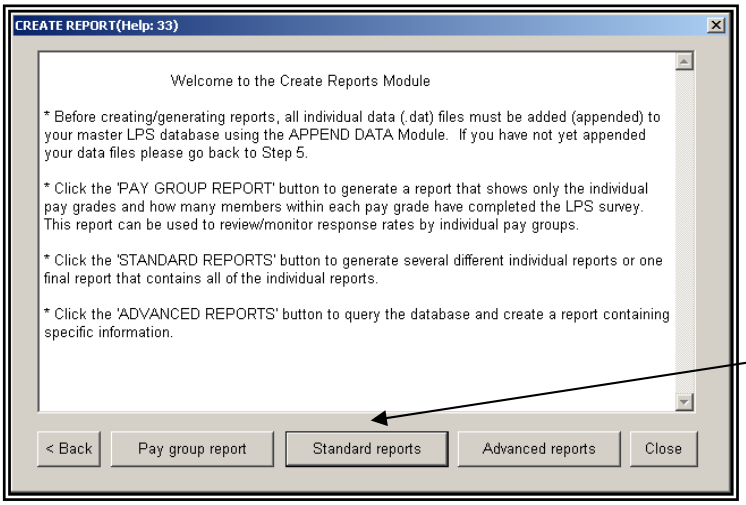
Step 2a. Select the .LPS master survey file for the appropriate location.

2a.

2b. Click **Open**.

2b.

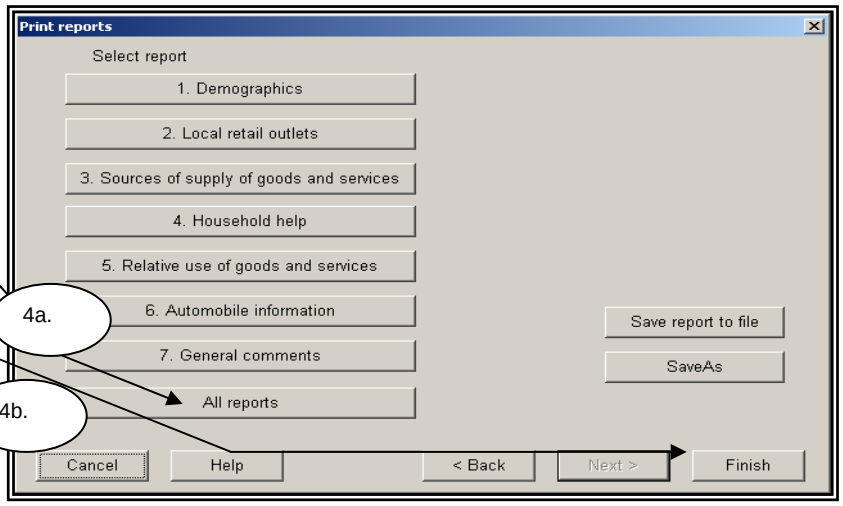




Step 3. Select **Standard Reports** and **Next**.

Step. 4a. Select **All reports**. *The report will appear in your web browser.* Save your file.

4b. Select **Finish**, and then **Close** to exit this module.



***NOTE*: Module 4 (Create EXE) is required only when appending (importing) locality data for the FIRST TIME. For subsequent downloads start with Module 5 (Append Data) and then Module 6 (Create Reports). Repeat above steps for each survey location.**

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