

## NESSTAR: Main steps to follow for documenting your dataset

### DOCUMENTATION:

- Open NESSTAR
- Create “New Study”
- Import New Template (*IHSN templates: 1.6 for DDI and 1.5 for Dublin Core*) OR **check if you are using it** and not the standard one.
- Import your dataset(s) after having formatted (add labels, codes instead of texts...) it on Excel, STATA...
- Do the “Document Description”
- Do the “Study Description”
- Do the “External Resources”:
  - Don’t forget to create 3 folders: Questionnaires, Reports, Technical Documents
- Link your datasets together in “Key variable and relations” (selection of all the datasets to be linked together + selection of the “Base key variables” that are your unique identifiers)
- Datasets:
  - Do the “File description”
  - “Variables” (resequence, set as Numeric OR Fixed strings... + literal+ pre+ post-questions+ instructions+definitions... + check if “Frequencies + Min or Max” have to be removed on some variables... , select your Weight variable if necessary)
- Validate the link between your datasets + metadata + external resources (In the “Tool” menu)
- Save and Export your DDI + Dublin Core files + PDF report (“Documentation menu”)

**And don’t forget to save as often as possible 😊**

### SPREAD METADATA FUNCTION:

“Spread metadata” is useful if you want to apply all the variable documentation (literal questions, pre-questions...) that you have done on one dataset to another one.

- Import your new dataset (the edited one) in the same study where your other dataset is (the old one you want to copy the variable description from).
- Make sure the two datasets you want to use have the EXACT same variable names (same case too)
- Go in “Variables” and select all the variables on the complete dataset that you want to reproduce
- Right click on them and select “Spread metadata”
- NESSTAR will give you a brief summary of the number of variables that are matching with the dataset you want to copy the variable documentation to
- Click on “OK”
- And there you are, your new dataset will have all the documentation from the other one!