

# How To - Survox LIST Utility

## Overview

**LIST** is a built-in Survox utility used to view and extract data directly from the command line via PuTTY. It allows staff to inspect data files, fone files, subset files, and coded files at any point during a project -- without needing to generate a formal report or run a full data dump.

LIST can be run from any directory that contains data in a record-based format -- meaning CaseIDs in a data file, or sample records in a fone file. While LIST *can* technically be run against other file types, common practice limits its use to **data files (.tr)** and **fone files (.fon)**.

LIST produces output in one of two formats:

- **By Variable** -- Groups all records together and displays them one variable at a time. Think of it like a normal column in a spreadsheet -- all respondents' answers to Q1 together, then all answers to Q2, etc.
- **By Record** -- Displays one record at a time, showing all selected variables for that case before moving to the next. This is the most common format. Think of it like transposing a spreadsheet so each case is its own column. Useful for drilling into a single respondent's full record.

To launch LIST, open a PuTTY session, navigate to the appropriate directory, and type:

```
list <enter>
```

The utility will walk you through a series of screens to configure your output. It works like a survey, so how you answer each screen, dictates what screen shows up next.

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## Step-by-Step Process

### Step 1 -- Specify the Data File

The first screen asks for a **datafile name**. By default, LIST looks in the `$CFMC/data` folder for whatever filename you enter here.

- **If you want the main data file** for the project (located in `$CFMC/data`), type the jobname/datafile name and press **<Enter>**.
- **If you want any other file** (a subset file, coded file, fone file, etc.) -- or if you are already in a different directory -- **leave this screen blank** and press **<Enter>**. This will take you to Steps 1B and 1C.

```
sv10umaxresinc.com - PuTTY
**** LIST ****
-----
This program lists variables or data locations that have
a response in CFMC .tr files or other file types.

You may base each variable on some criteria. If you have pre-
made variables, you can list all, or all variables of certain
types (e.g. open-ended responses). You may control the print
format or make an import/export file for word processors or
spreadsheets to run a spell-check or edit text.

Enter a STUDY NAME (i.e. stdy1 for datafile stdy1.tr),
or press <Enter> to enter other file names or types:

NOTE: The "CFMCDATA" variable is used to find the file if set.

--> |.....
```

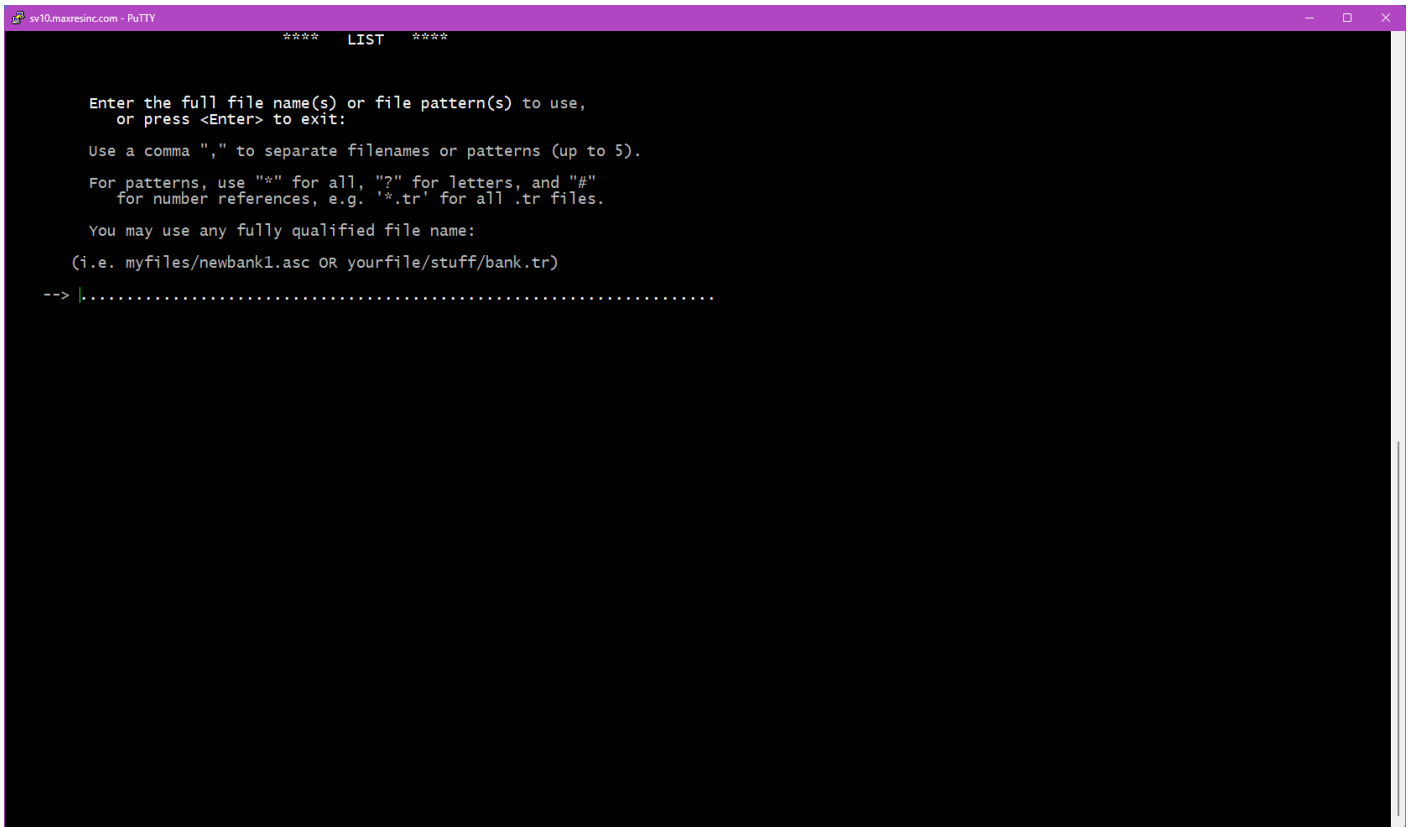
## Step 1B -- Specify an Alternate File (if Step 1 was left blank)

If you left Step 1 blank, this screen asks you to provide the **full filename** of the file you want to list. Unlike Step 1, you must include the file extension here.

Examples:

```
jobname1.tr
jobname1.fon
jobname1_subset.tr
```

**Important:** If the file is not located in the directory you are currently in, you must either provide the **full path** to the file, or abort (`Ctrl+C`), navigate to the correct directory, and relaunch LIST.



## Step 1C -- Specify the File Type (if Step 1 was left blank)

If the file you specified in Step 1B is **not** a `.tr` datafile, this screen will appear and ask you to identify the file type so the software knows how to load it.

The two most commonly used options are:

- **Option 2** -- ASCII file (use for subset files, coded files, etc.)
- **Option 8** -- Fone file (use for `.fon` sample files)

**Note:** This screen does *not* appear if the file you entered in Step 1B is a `.tr` file.

```
sv10maxresinc.com - PuTTY
***** LIST *****

Input file name: !CFMC!/fone/njd1.fon

Enter the type of file you will be using, or 'R' to return
to the first screen:

WARNING: An incorrect file type will return bad data.

1) Standard CfMC TR file
2) ASCII
3) ASCII Card-image (multiple records per case)
4) ASCII "Delimited" file (tab,comma,etc.)
5) Binary
6) 'Swapped' Binary (from other computer types)
7) CfMC HP3000 old format (DTA) file
8) CfMC PHONE FILE (.FON file from SURVENT)
R) Re-enter file name or exit

Use 'item' or arrow keys to move, <Enter> to select
```

## Step 2 -- Use a DB File?

This screen asks whether you want to use a **.db file**. A .db file contains the variable definitions for the study -- without it, you cannot reference variables by name (like `statcode`, `date`, `intv`, `q1`, etc.) and would need to know the exact data locations instead.

**Important:** If you are listing an ASCII or fone file, answer **N** and press **<Enter>**. These file types cannot easily use a .db file.

If you specified a study name at Step 1, you will see three options:

- **Y)** Yes, use the .db file found at the default location for this study
- **N)** No -- do not use a .db file (variable names will not be available)
- **O)** Yes, but load the .db file from a different location

If you loaded a file from Step 1B instead, the **Y)** option will not appear -- only **N)** and **O)** will be shown.

To use a .db file from a non-default location, select **O** and press **<Enter>**. This will take you to Step 2B.

```
sv10maxresinc.com - PuTTY
***** LIST *****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file

If you have pre-defined variables, Enter "Y" to get the
variables from the study .DB file. Enter "N" if no variables,
or "O" to get the variables from some other .DB file.

(NOTE: For .FON files, phone field references are pre-loaded.
If the CFMCDB variable is set, the study db file will
be retrieved from there by default.)

Y) Yes, use .DB file '/cfmc/phone10/data/jobname1.db'
N) No pre-defined variables to use
O) Yes, but get the variables from another .DB file

Use 'item' or arrow keys to move, <Enter> to select
```

## Step 2B -- Specify the DB File Location (if O was selected)

Enter the full path to the .db file you want to use. **Do not include the .db extension** -- the utility appends it automatically.

Example:

```
/cfmc/studies/phone/jobname1/jobname1
```

```
sv10maxresinc.com - PuTTY
**** LIST ****

Enter the name of the .db file to get variables from,
(i.e., 'bank' or /study/bank), OR press <Return> to
use /cfmc/phone10/data/jobname1.db.

Enter 'R' to reset.

(Do NOT enter the .DB extension.)

--> |.....
```

## Step 3 -- Title

This screen allows you to enter a title that will appear at the top of each page of output. In most cases, **leave this blank** and press **<Enter>**.

```
sv10maxresinc.com - PuTTY
**** LIST ****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard Cfmc TR file
DB file name: /cfmc/phone10/data/jobname1.db

Enter the first line of the TITLE for this report, or press
<Return> only for default title. (No quote marks (") allowed)

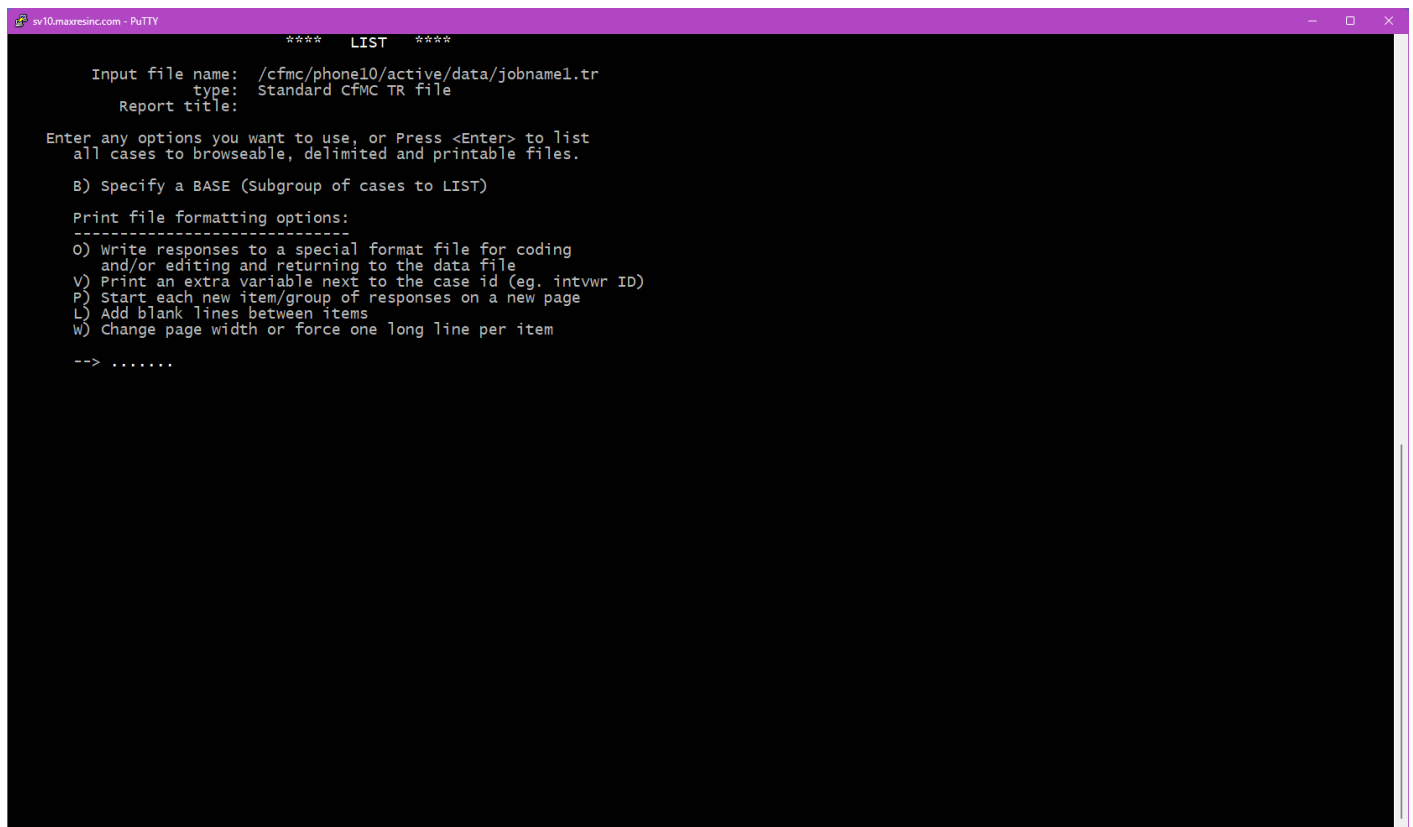
The title will print at the top of the first page of the report
or the top of all pages if using page breaks.

+-----+
|
+-----+
```

## Step 4 -- List Options

This screen presents up to 6 optional settings you can apply to your list. You can select none, one, or several. The four most commonly used are:

- **B -- Base:** Subsets the list to only include records matching a condition you specify. For example, only completed interviews, or only records from a specific region.
- **V -- Extra Variable:** Adds a single additional data label to every record in the output. Useful when listing open ends and you also want to see the interviewer ID or phone number alongside each response.
- **P -- New Page:** Starts a new page for each variable in the output. No additional screens are required for this option. This is a useful option if the lists will be printed, as it creates a natural page break after either each case/record or variable listed.
- **L -- Blank Lines:** This will prompt you near the end of the run for how many blank lines to add between variables, 0, 1 or 2.



## Step 4B -- Base Entry (if B was selected)

Enter the base (select condition) you want to apply. Only records matching this condition will appear in your list output. For guidance on building base conditions, refer to:

- **LINK: Data Variable Bases article (*coming soon*)**
- **LINK: Sample Variable Bases / Select Statements article (*coming soon*)**

```
sv10maxresinc.com - PuTTY
*** LIST ***

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db

The BASE allows only certain cases to be included in the listing.

Enter the first line of your FIRST Base or press <Return> for
no base. Use variable names or locations, such as:
RATING(1,2,Y) : named question code list
STATE(<>AZ-CA,NV) : code range/ (<=>not)
SEX(M) OR [AGE#18-24,99] : combinations (AND/OR)
Example location specs:
[2/10,2^1-20,24,B] : punches (N=not,B=blank)
[TIMES#1-10,99,DK,RF] : numbers or letters
[10.2,...,20*F#1-20] : number nets across columns

+-----+
||
+-----+
```

## Step 4C -- Extra Variable Entry (if V was selected)

Enter a single variable label or data location to include as an extra column alongside your list output. Only **one** extra variable can be specified.

Example use case: You are listing all open end responses, but you also want to see the interviewer ID (`intv`) attached to each response for QC purposes.



```
sv10maxresinc.com - PuTTY
*** LIST ***

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db

Enter the name or data location to use for the extra variable,
or press <Return> if no extra variable wanted.
For data locations, use the format:

Starting column.length:      132.10
OR
Record number/column.length: 13/15.5

Note: For Survent TEXT type variables, you MUST use a variable name.
For .FON files, you may use phone file field names from manual.

Press <Return> only to continue

-->.....
```

## Step 5 -- What to List

This screen asks what variables you want included in your list. **This screen only appears if you are using a .db file.** If no .db file is in use, you will only be able to specify raw data locations.

The two options used in practice are:

- **Option 1 -- All or Some Pre-Named Variables:** Lists all variables, or a filtered subset by type (open ends only, closed ends only, etc.). Takes you to Steps 5B and 5D.
- **Option 2 -- Specific Variables:** Allows you to manually specify up to 10 individual variable labels or data locations. Takes you to Step 5C.

```
sv10maxresinc.com - PuTTY
**** LIST ****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db

Which variable or data location group(s) do you want to LIST:
1) All or SOME pre-named SURVENT variables (by type, range or pattern)
2) SPECIFIC variables by name or data location
3) ALL SURVENT variables *INCLUDING unnamed QQ vars*
4) ALL pre-named MENTOR/SURVENT variables (by type and/or pattern)
   *in data location order*
5) All or SOME SURVENT variables (by type, range or pattern)
   *INCLUDING unnamed QQ vars*
6) Specific TEXT question data locations

Use 'item' or arrow keys to move, <Enter> to select
```

## Step 5B -- Select Variable Types (if Option 1 was selected)

Press **<Enter>** without entering a code to return **all** available variables. Or enter one or more codes to filter by type:

- **1 -- CAT:** No longer used in Survox 10. Selecting this will return no data.
- **2 -- List/Closed End:** Single-response questions -- gender, yes/no, rating scales, hospital lists, etc.
- **3 -- Numeric:** Numeric answer fields -- age, date of birth, percentage scales, etc.
- **4 -- Short Text / Variables:** Short text fields -- name, address, sample data, and system variables like `date`, `intv`, `ipaddress`.
- **5 -- Open End:** Long-form verbatim responses.

```
sv10.maxresinc.com - PuTTY
*** LIST ***

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables

Which variable TYPES would you like to LIST?

1) CATegory (single or multi-punch codes)
2) FieLD (single response ASCII codes)
3) NUMeric (numeric values)
OPEN-ENDED RESPONSES:
4) VARIable (short open-ended strings)
5) TEXT (special format text for long open ends)

Enter variable types desired or press <Return> for ALL variables

--> _....
```

## Step 5C -- Specific Variable Entry (if Option 2 was selected)

You will be prompted to enter variables one at a time, up to 10. After entering the **second** variable, an additional prompt will appear asking if you want to apply a secondary base specifically for that variable. Press **<Enter>** to skip and use the main base from Step 4. Each variable *can* have its own independent base, though this is rarely needed for list output.

```
sv10maxresinc.com - PuTTY
*** LIST ***

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Chosen variables/locations

Enter the FIRST variable name or data location to LIST.
For data locations, use the format:
Starting column.length: 132.10
OR
Record number/column.length: 13/15.5

Note: For Survent TEXT type variables, use names or <Column>.1 only.
Press <Return> only to exit program

--> .....
```

## Step 5D -- Subset the Variable List (if Option 1 was selected)

This screen asks if you want to narrow down which variables are included in the output. Three options are available:

- **<Enter> -- All:** Returns all variables of the selected type(s). No further filtering.
- **Option 2 -- Range:** Specify a starting and stopping variable. You can use the built-in markers `FirstQ` and `LastQ` to limit output to actual survey questions only, omitting sample and system variables.
- **Option 3 -- Pattern Match:** Filter by a naming pattern using the `*` wildcard. Examples:
  - `*_os` -- returns only Other Specify fields
  - `s_*` -- returns only sample variables

The `*` wildcard is required when using this option.

```
sv10maxresinc.com - PuTTY
***** LIST *****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables,ALL variable types

Do you want to limit the questions to A SPECIFIC SECTION
of your questionnaire, or USE questions with certain
NAME PATTERNS? (Enter ALL options that apply).

Press ENTER to use ALL questions of types specified, OR

2) Specify first/last question to do
3) Specify name patterns to use (i.e. 'oth*')

--> ...
```

## Step 6 -- By Variable or By Record?

This screen asks how you want the output organized:

- **Option 1 -- By Variable:** All records grouped together under each variable, one variable at a time. Best used when reviewing open end responses, or stepping through a set of questions one at a time for QC or coding work.
- **Option 2 -- By Record:** All selected variables shown for one case at a time before moving to the next. Best used when you need to view a full survey record question by question -- for example, reviewing a specific respondent's complete interview. Note that if you need this data in spreadsheet form, pulling it from rundata or a reformatting tool is generally more efficient.

```
sv10maxresinc.com - PuTTY
*** LIST ***

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables,ALL variable types

How do you want the LISTing ordered?

1) Data case responses listed within each variable
2) variables listed under each case id

Use 'item' or arrow keys to move, <Enter> to select
```

## Step 7 -- Output Format

This screen controls how much detail is shown for each item in the output:

- **Option 1 -- Label and Response Only:** The standard format. Shows the variable name and the recorded response. Use this in most situations.
- **Option 2 -- Question Text, Label, and Response:** Also includes the full question text above each variable. Most useful when listing open ends by variable (Option 1 from Step 6), as it provides visual context for QC and coding review.

```
sv10maxresinc.com - PuTTY
**** LIST ****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables,ALL variable types

Do you wish to print the variable name, location, text, and response,
OR print the variable name/description and response only
(for a more compressed display) ?

1) Variable name and response only
2) Variable name, location, question text, and response

Use 'item' or arrow keys to move, <Enter> to select
```

## Step 8 -- Output File Name

Enter a name for the output file, or press **<Enter>** to accept the default ( `jobname1.lst` ). The output file will be saved in the directory you are currently in.

```
sv10maxresinc.com - PuTTY
**** LIST ****

Input file name: /cfmc/phone10/active/data/jobname1.tr
type: Standard CfMC TR file
Report title:
DB file name: /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables,ALL variable types

We will make a text file, delimited file, and html (browsable) file
for you.

Enter the 'root' name of the file to print to, or press <Enter> for

jobname1.lst,
jobname1.lst.dlm, and
jobname1.lst.htm.

(i.e. bankfile or bank or mylisting). Do not include an extension.

--> .....
```

---

## Step 9 -- Final Confirmation and Run

This screen displays a summary of everything you have configured -- the file being read, whether a .db file is in use, the base (if any), the variables or types selected, and the output format. Review the summary, then press **<Enter>** to run the list.

### Saving Your Settings for Later (SPX File)

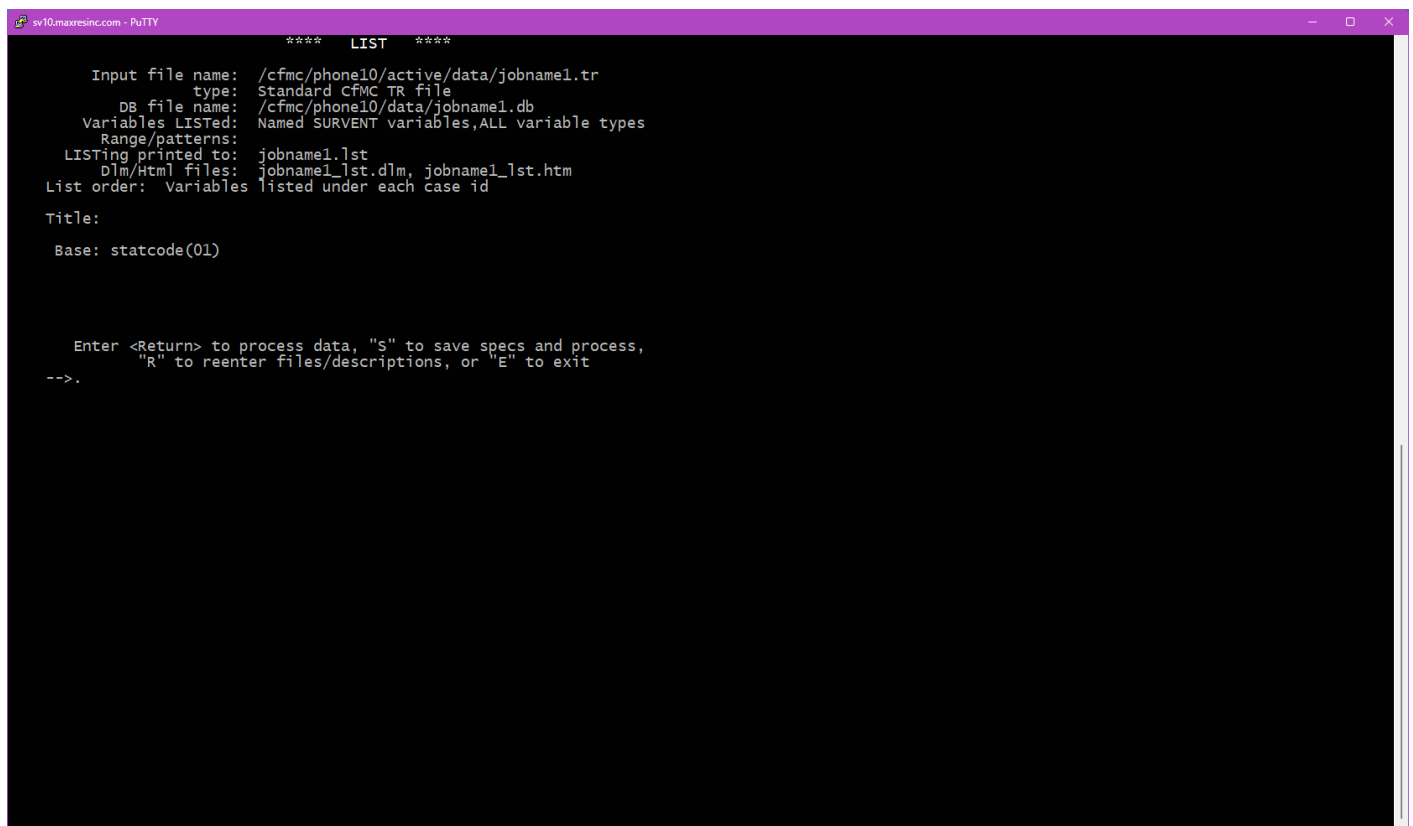
Before pressing **<Enter>** to run, you have the option to **save all of your current settings** as a reusable file. Instead of just pressing Enter, type a filename with an `.spx` extension -- for example:

```
jobname1_openends.spx
```

This saves all your LIST configuration options to that file. To rerun the exact same list in the future, navigate to the same directory and run:

```
m2 jobname1_openends.spx
```

This is especially useful for lists that are complex to configure, or that will be run repeatedly throughout the life of a project.



```
sv10.maxresinc.com - PuTTY
****  LIST  ****

Input file name: /cfmc/phone10/active/data/jobname1.tr
                type: Standard CfMC TR file
DB file name:   /cfmc/phone10/data/jobname1.db
Variables LISTed: Named SURVENT variables,ALL variable types
Range/patterns:
LISTing printed to: jobname1.lst
Dlm/Html files:  jobname1.lst.dlm, jobname1.lst.htm
List order:  Variables listed under each case id

Title:
Base: statcode(01)

Enter <Return> to process data, "S" to save specs and process,
      "R" to reenter files/descriptions, or "E" to exit
-->.
```



# Video Demonstrations

The following short demos walk through two common LIST use cases from start to finish.

## Demo 1 -- All Completes, By Case ID, Survey Data Only

This demo shows how to run a list of all completed interviews, outputting only the actual survey questions (using `FirstQ` / `LastQ` to exclude sample and system variables), organized by record (By Case ID).

## Demo 2 -- All Sample Variables, By Variable, No Base

This demo shows how to run a list of all sample variables across all records, with no base applied, organized by variable.

## Demo 3 -- Open Ends Grouped by Question, with INTV shown

This demo shows how to run a list of all open ends, by caseID, with an Extra Variable of the INTV. It will show two methods, one is raw and the other is a cleaned up version.

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## Troubleshooting / Common Issues

### Output file is empty or contains no records

The most common cause is a base (Step 4B) that returned zero matching records. Double-check your select condition for typos or logic errors. Also verify that the data file you specified actually

contains records -- running LIST against an empty or partially built file will produce no output.

Confirm that you are using the `*` wildcard in your pattern. Without it, the system looks for an exact match rather than a pattern. For example, use `*_os` not `_os`.

## Variable names are not recognized

This means LIST is running without a .db file, or the wrong .db file was specified. Return to Step 2 and confirm the correct .db file path. Remember -- do not include the `.db` extension when entering the path in Step 2B.

## File not found error at Step 1B

The file path or filename entered is incorrect, or the file does not exist in the current directory. Verify the exact filename and extension, and confirm your current working directory with `pwd`. If the file is in a different location, provide the full path or navigate there first.

## No data returned when selecting CAT (Option 1) in Step 5B

CAT-type questions no longer exist in Survox 10. Selecting this option will always return no data. Use the appropriate question type instead (closed end, open end, etc.).

## Data values look incorrect or misaligned

If the data in your list output does not appear to match what you expect -- wrong values, shifted responses, or variables that don't line up -- the most likely cause is an **outdated .db file**. If the study's questionnaire has been modified since the .db file was last generated, the variable definitions will be out of sync with the actual data. Regenerate the .db file for the study and rerun the list.

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