START

As a stand-alone, dialog-driven Excel-based application, TAS-ISK v2.4 requires a spreadsheet located on the Assessor's local computer to be opened (or created) as the screening database source file. Note that as many new sessions (i.e. spreadsheets opened, created or imported) can be run as desirable by simply returning from the *Main Screening Workspace* to the *Start* dialog.

Information

Overview

Clicking this button opens the pdf Help file (TAS-ISK_v2_4_Help_Overview.pdf) that provides an overview of the program's general features. Note that the TAS-ISK v2.4 Help files must be located in the same folder as that of the TAS-ISK v2.4 program.

Credits

Clicking this button opens the pdf Help file with the credits (TAS-ISK_v2_4_Help_Credits.pdf). Note that the TAS-ISK v2.4 Help files must be located in the same folder as that of the TAS-ISK v2.4 program.

Language

TAS-ISK v2.4 is available in 31 languages (Vilizzi et al. 2022, noting that Urdu has been removed starting from this version): English, Albanian, Arabic, Bulgarian, Chinese (simplified), Croatian, Czech, Dutch, Filipino, French, Georgian, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Macedonian, Persian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, Vietnamese. Note that the order of the languages is based on the language's native spelling, which is also used in the corresponding drop-down list. The list of *Language contributors*, who can be contacted for any queries about the language-specific program's interface, is provided at the end of this document. Importantly, any inconsistencies/errors in translation of the GUI from the original English language lie entirely with the corresponding language contributors (contactable at the corresponding email address).

Depending on the local computer's Excel language version, TAS-ISK v2.4 will default to the local (i.e. Office/Excel) language if supported, otherwise to English. However, should a TAS-ISK v2 database spreadsheet in a language different from the one selected from the list be opened, then, following the required checks, a message will be issued whether the Assessor wants to change the TAS-ISK v2.4 interface language to the one of the spreadsheet being opened.

Colour scheme

The TAS-ISK v2.4 GUI is available in ten colours: four light-shade colours including ‘blue’ (default), ‘green’, ‘brown’ and ‘grey’; one ‘neutral’ colour; four dark-shade colours including ‘blue’, ‘green’, ‘brown’ and ‘grey’; and ‘black’.

The colour scheme of choice applies to all ‘active’ (i.e. editable fields) and ‘semi-active’ (i.e. non-editable fields, labels, drop-downs) controls making up the TAS-ISK v2.4 GUI.

Because active controls in TAS-ISK v2.4 also behave as ‘smart’ controls (see *Main Screening Workspace*, *Wizard*, *New/Edit*, *Replicate* and *Q&A* dialogs) by changing aspect/behaviour depending on the Assessor's interaction with the GUI and the screening database features, the ‘light yellow’ and ‘light red’ colours are reserved for the GUI only.

The *Colour scheme* of choice can be changed by the Assessor at any time during a session.

Database (tab)

Open

Clicking this button will open either an *Existing* or a *New* database, depending on the option selected.

Existing

Before opening an existing database, which is selected from the corresponding (pop-up) dialog window, a series of checks is performed to ensure that the TAS-ISK v2 spreadsheet being loaded meets all requirements for formatting and consistency and whether it contains any duplicates entries (which are automatically removed). If any formatting issues or inconsistent/duplicate entries are detected during this 'screening' phase, then the Assessor is notified at any stage of the process through a (series of) (error) message(s), which, whenever applicable, include(s) reference to the row and column of the cell in the spreadsheet where the (first) error occurred. Notably, an existing spreadsheet cannot be loaded into TAS-ISK v2.4 unless it meets all necessary formatting and consistency requirements. In this regard, the TAS-ISK v2 password-protected spreadsheet prevents any such editing/tampering-related issues.

Following the screening phase, the spreadsheet data are loaded into TAS-ISK v2.4 and: (i) a check is done to ensure that for each screening all question-wise corresponding entries for *Response*, *Confidence* and *Justification* are present (if not, the corresponding 'orphaned' entries are cleared from the screening, and the Assessor is notified in regard); and (ii) each screening in the database is

re-scored to generate all relevant statistics for scores, outcomes and thresholds (the latter, if applicable), but with the original screening date and time of creation preserved if present (see also *Main Screening Workspace – Utilities (tab) – Re-score*). The status bar (located at the bottom left of the Excel window) will indicate progress with both the checking and re-scoring phases should the process take some time (i.e. in case of large to very large databases). The *Main Screening Workspace* dialog is then opened with the *Screening List* populated with the existing screening(s).

New

In case a *New* database is created, then the *Main Screening Workspace* dialog is opened showing a blank *Screening List*.

Background (tab)

Dragging this slider changes the background colour of the Excel window in which TAS-ISK v2.4 is running. Nine shades are available as combinations of white and black: 100% white, 0% black; 85% white, 15% black; 75% white, 25% black; 65% white, 35% black; 50% white, 50% black (default); 35% white, 65% black; 25% white, 75% black; 15% white, 85% black; 0% white, 100% black.

Dialogs view (tab)

Depending on the screen resolution of the computer where TAS-ISK v2.4 is running, the *Main Screening Workspace* and *Q&A* dialogs will display in either *Full* or *Compact* view. In *Full* view, the *Screening List* in the *Main Screening Workspace* will display up to 26 rows (i.e. screenings, if available) at a time, and the *Justification* field in the *Q&A* dialog up to nine lines of text at a time. In *Compact* view, the *Screening List* in the *Main Screening Workspace* will display up to 16 rows (i.e. screenings, if available) at a time, and the *Justification* field in the *Q&A* dialog up to two lines of text at a time.

The threshold resolution below or equal to which TAS-ISK v2.4 will display in *Compact* view is 1440 pixels in width and 900 pixels in height. As the screen resolution is automatically identified by TAS-ISK v2.4 upon opening (and indicated in the corresponding screen resolution label), the *Full* or *Compact* view are selected by default as applicable. However, this function is known to encounter issues if a tablet PC is used, in which case the Assessor must select manually the *Compact* view to avoid later having to 'kill' the Excel process in which TAS-ISK v2.4 is running due to the *Main Screening Workspace* dialog not fitting within the size of the screen.

Full

This option is automatically selected (i.e. by default upon opening TAS-ISK v2.4) if the screen resolution is greater than 1440 pixels in width and 900 pixels in height.

Compact

This ‘option’ is the only one available if the screen resolution is less than or equal to 1440 pixels in width and 900 pixels in height. However, under a screen resolution greater than 1440 pixels in width and 900 pixels in height this option can still be selected if desired.

User Guide

Clicking this button opens the pdf Help file (TAS-ISK_v2_4_Help_UserGuide.pdf) for the current dialog. Note that the TAS-ISK v2.4 Help files must be located in the same folder as that of the TAS-ISK v2.4 program.

Toolkit

Help

Clicking this button opens the pdf Help file (TAS-ISK_v2_4_Help_Start.pdf) for the current dialog. Note that the TAS-ISK v2.4 Help files must be located in the same folder as that of the TAS-ISK v2.4 program.

Exit

Clicking this button quits the current TAS-ISK v2.4 session and Excel.