

QAT
Hous-Es

Qualitative Assessment Technology



City of Poznań
Lead Partner



Project partly
financed by ERDF

Toolbox for the projects' assessment

Handbook



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Hous-Es

Qualitative Assessment Technology

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introduction

This handbook refers to the version 1.1 of QAT HousEs toolbox.

Justification

Nowadays there are more and more **frequent needs** for assessment of the revitalisation projects. On the political and expert level one can observe the more **complex approach** to revitalisation issues. There are **new European trends** and guidelines which should be taken into account within the revitalisation projects: **Bristol Accord**, Urban Acqui and UrbAct (including HousEs) experiences as well.

So, today's rating become more difficult. We must rate: **quickly, complexly, objectively, verifiably, comprehensibly**. We must rate more often: on one hand we have to analyse and compare **many projects** to choose the proper one and to improve our revitalisation policies. On the other hand we must rate often even our **own project**, to improve it and to win the competition among other projects for financing.

Applicability

One can use QAT HousEs toolbox for:

- programming the new revitalisation project,
- assessment of the revitalisation project,
- improving the existing revitalisation project,
- comparing different revitalisation projects,
- scoring and selection of the projects for implementation,
- profiling the revitalisation policy,
- assessing the revitalisation policies,
- learning how to revitalize.



Users

We address our QAT HousEs toolbox to:

- projects' designers, who are preparing actions for revitalising the urban areas – this tool may help them to develop their project according to nowadays approach;
- projects' managers, who are responsible for developing the revitalisation projects – QAT HousEs toolbox will make their work more successful;
- projects' applicants, who applicate their projects to the supporting programmes focused on revitalisation – the toolbox would enhance their chances for the effective financing;
- experts, dealing with revitalisation issues – this tool may improve their work and the communication with collaborateurs;
- assessors, assessing the projects – QAT technology will make their work more easy and allow to work in remote locations;
- assessing bodies, scoring the projects – QAT toolbox options will enable the better organisation of the assessment process;
- local stakeholders, who participate in the revitalisation processes – the tool will help them to better understand the complexity of the nowadays urban issues to find the proper position and to push up the most important issues within their focus;
- local and regional authorities, who daily solve the problems of local communities – QAT toolbox would be useful for choosing the priorities and formulation of the adequate policies;
- politicians, who represent local people within the communities – staying familiar with QAT approach will help them in developing their holistic approach to the nowadays challenges;
- trainers and trainees, who teaches or learn about urban issues and revitalisation – QAT toolbox is an attractive and effective tool for learning, extremely because it is not a closed system (black box), but an open tool suitable for discussion and for improvements.



Deliverables

QAT HousEs toolbox is being delivered in hardcopies and by the internet. You can use the application as well as other necessary and useful files recorded on the widely distributed CD or you can download the application and the additional files from the QAT HousEs web page www.qat-houses.eu

Both on the CD and on the web page you can find:

- QAT application files, which enables to work with QAT (software). These files will be located in the **fscommand** directory on the CD. The main application file is **qat_haus_es.exe**. Files in QAT_Hous_Es_Linux directory are for the Linux users.
- associated files, which were developed to implement the QAT assessment methodology, located in the **fscommand** directory:
 - questions file – **QATinquiry.xml**,
 - general assessment file – **QATpolGeneral.xml**,
 - location's assessment file – **QATpolLocation.xml**,
 - financial assessment file – **QATpolFinances.xml**,
 - organizational assessment file – **QATpolOrganisation.xml**,
 - the QAT handbook to be printed for your convenience - **QAT_Handbook.pdf**.

Even when you are already the user of QAT toolbox, stay familiar with the QAT web page www.qat-houses.eu for further upgrading of the software and the associated files. We intend to improve our method and software according to the implementation experiences, to fulfill the changing needs and to make our QAT technology better.



Installation

The **system requirements** for the QAT software are as follows:

- PC compatible with 128 MB RAM and at least 600 MHz processor;
- Windows XP or Linux operation system;
- 10 MB free hard disc space;
- Java Runtime Environment Version 6. installed – this software is available on the delivered QAT CD and on the java web page: <http://java.com>
- Macromedia Flash 8+ installed this software is available on the web page: www.adobe.com

If you have the original QAT CD just insert it into the CD drive in your PC. The application should start automatically after short delay – you will see the initial presentation of QAT on the screen. You can skip the introduction (“intro”) pointing the button “skip”. Then you will have the choice:

- to “**run QAT application**”, or
- to “**start presentation**” of QAT features.

Another way is to copy the whole **QAT_Haus-Es** resources together with the subdirectories and all files – from the QAT CD to your hard disc. You can choose the proper directory (any directory of your PC) and use the standard copy procedures. Remember to copy all delivered files in the given structure – keeping the subdirectories and filenames. **Running the QAT application directly from the CD doesn't give access to all functions**, because it is impossible to save the temporary files on the CD. To avoid such limitations it is recommended to copy all QAT files to the hard disc, as described above.

Similarly you can copy QAT files to your hard disc from the web page. It is recommended to upgrade the QAT software and the associated files, even when you are already the experienced user of QAT toolbox. Also in the case when the application delivered on the CD doesn't work properly – please download the QAT files once again from the web page. The QAT web page is www.qat-houses.eu.

To **run the application** from your hard disc just go to the **fsccommand** directory and click **qat_hous_es.exe** file.

To run the **QAT presentation** just click **start.exe** in the main QAT directory. As it was already mentioned, you can start the application this way too.



methodology

Rationale

We started thinking about the toolbox for the revitalisation projects' assessment after the long experience in urban renewal projects. During the implementation of the HousEs project within the UrbAct programme we've got assured that there is a deep rationale for the elaboration and further use of a special tool. We've took into account that:

- revitalisation projects should be holistic and integrated,
- revitalisation projects are complex and because of that also complicated,
- good project have to achieve many different goals;
- each project, even the best one, raises many doubts and questions;
- project assessment is difficult, because there are many different dimensions (realms) to be assessed;
- the opinions concerning the same project are often contradictory;
- it happens because the evaluators have different approaches – different issues are most important for each of them;
- because of the above problems – the evaluation results is somehow random;
- random evaluations leads sometimes to the unoptimal final selection of the project – the choice is therefore sometimes accidental.



Roots of the method

While elaborating the QAT method we considered many up-to-date guidelines, suitable for revitalisation processes. The main political background for the QAT approach was:

- Bristol Accord – adopted by 29 EU ministers in December 2005;
- Urban Acqui – as defined by national representatives in Rotterdam in 2004;
- Leipzig Charter - adopted by EU ministers in May 2007;
- conclusions from the national spatial policies of the EU member states;
- experience from regional and local policies and actions aimed on urban renewal and revitalisation;
- our own experience and preferences discussed widely during the HousEs project implementation.

Especially the Bristol Accord we can point as a main source for the QAT methodology. In December 2005, on behalf of the UK Presidency of the European Union, Deputy Prime Minister John Prescott invited 29 Ministers and representatives from Member States and European institutions to Bristol to discuss a common European approach to sustainable communities. The conclusions or agreement of that informal meeting became known as the "Bristol Accord." Of course before this guidelines, people across Europe already recognised and implemented the ingredients of a sustainable community. But European nations have not always pulled these ideas and ingredients together. The Bristol Accord does this. It identifies Europe-wide principles and characteristics of a sustainable community. It provides a comprehensive and coherent framework to deliver sustainable development, economic prosperity and social justice in an era of rapid global economic change. And it encourages a better environment, stronger democracy and effective local leadership.

The Bristol Accord builds on the work of preceding Presidencies - especially the Rotterdam Urban Acquis - and is an important next step to help deliver the Lisbon agenda for jobs and growth, the goals for environment sustainability set in Gothenburg, and the declaration on effective democratic governance, agreed by the Council of Europe in Warsaw. The succeeding Presidencies supported and advanced the Bristol Accord ideas. The German Ministerial Informal Meeting in May 2007 adopted the Leipzig Charter, which is now the latest European document related to the revitalisation and urban renewal issues.

The Bristol Accord is a practical approach with a strong focus on outcomes, including sharing good practice and capacity building, drawing on ideas from across Europe. The Bristol meeting proposed work to increase the potential of the European Investment Bank to



finance innovative projects that help to deliver sustainable communities. The "Bristol Accord" set out eight characteristics of a sustainable community - see chart below. Building on the Rotterdam Urban Acquis' principles of effective urban policy-making, the Bristol Accord comprised characteristics of successful places.



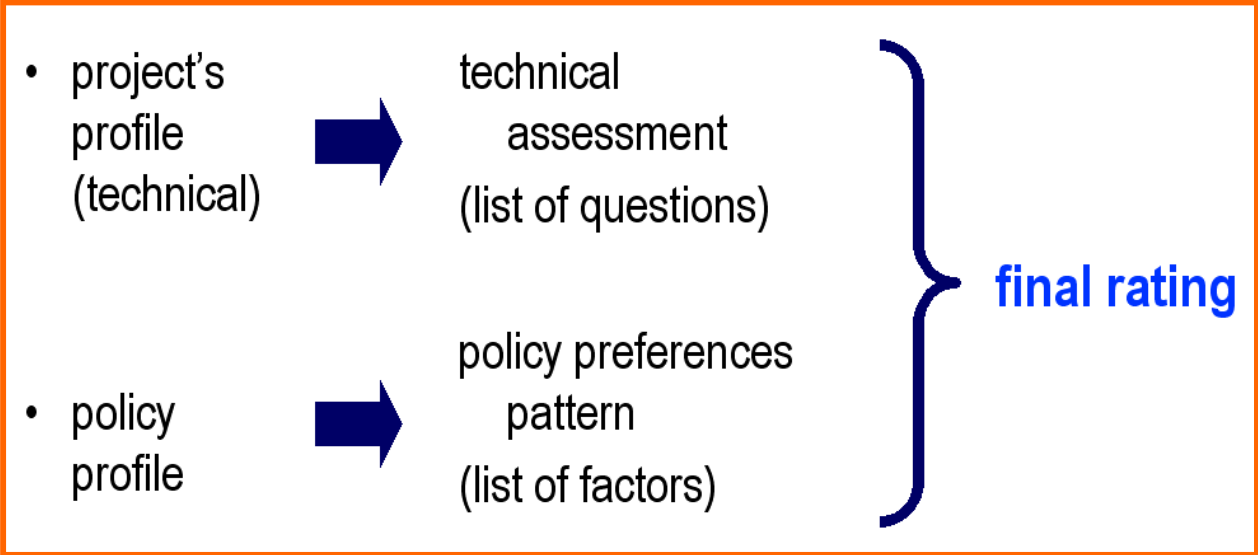
As a common European approach - "the Bristol Accord" – enables to shape new ideas, new partnerships and new investment. It will lay a foundation for future progress and cooperation between Member States over the coming years. The overall aim is strong cities, in strong regions, in a strong and democratic Europe - confident and capable of succeeding in the face of global economic change.

For the financial issues we used the experiences of JESSICA Task Force supported by European Investment Bank. They shows the new multidimensional approach to urban sustainability and competitiveness while assessing the integrated projects in European urban areas. This approach goes far beyond the classical financial assessments, using the terms of "intangible" and "natural" capitals, in line with financial calculations.



Basic rules

We assumed that the **objectivation** and the **transparency** of the rating process demands the separation of objective (technical) parameters from the subjective and individual preferences. Nobody need to shame for his preferences, but it is necessary to make them clear and transparent during the rating process. So, it is crucial **to avoid mixing up subjective opinions with the objective parameters**. Our method clearly distinguish and separate the technical assessment from political approval or selection. We can use the same technical assessments to look on the project from the different political options or preferences. **QAT works separately on technical assessments and sets of “political” factors** to secure the comprehensive and reliable final rating – see chart below.




On the other hand the enhancement, the acceleration and the rationalization of the assessment demands the participation of **many participants** (assessors), much more than it was in the past. So, we need the tool enabling the **data exchange** among remote assessors to work efficient and fast. New technologies enables the exchange of data, but there is no dedicated instrument to mix different assessments into a unified and complex evaluation system. **QAT toolbox fill this gap**. It works on separate **.xml** files which can be easily sent by emails and joined into final calculations made in remote locations.

Assessments

Assessor don't know the assessed project so much as the applicant or author. But this is assessor who finally decide about the implementation. So, assessor should ask. He puts questions according to his knowledge and experience, or according to a given pattern (questionnaire) or used methodology. QAT delivers such questionnaire and the editor to improve it or to make the new one. So, QAT users are working with questionnaires. In QAT we call the questionnaire form – an **inquiry**.

There are many such questionnaires around. Some are good some are bad. How to prepare a good one? Our solution is to avoid descriptive answers. Descriptive answer usually contains assessor's opinion. We do avoid opinions in technical assessments. We do not put problematic questions, needing descriptive answers. It consumes time both of the assessor and the decisionmaker. So we cannot raise too many such questions. So the assessor checks only few parameters and give us mostly his subjective opinions. Sometimes his reliable answers leads to random result – project is accepted or rejected not according to facts. To remain objective with this method is as to hit 6 in dicing at the first time. In QAT the set of answers given on the inquiry form – we call an **assessment**.

- problematic questions, descriptive answers 
- „Can you briefly describe the significance of the topic for your municipality or the reasons why this theme has not yet been perceived as significant for your city? (for instance proportion of housing estate accommodation in relation to the rest of the housing stock, general difficulties generated by this housing typology, limitations experienced in terms of city level intervention.....)?" **reliable answer - random result**

- plenty of simply questions and answers

-yes -no

random answer – reliable result



We are using very simple questions, which can be answered immediately. To see the difference – look at the chart and examples on the previous page. But we give a lot of simple questions. Even when the assessor will make a mistake in some answers it shouldn't influence seriously on the final score. Even random answers will lead into the reliable result – it is the statistical effect. As when someone dices many times – he can be sure to hit 6.

We try to avoid complicated questions and complicated answers. Most of the questions need the simplest answer possible: YES or NO. This is more technical. Only in few cases we used broad scale answers, where the assessor has to score in the broader scale, for example from 1 to 10 points. Such answers always include some subjective opinion of the assessor – that is why we used it very rare.

- broad scale answer (includes opinion)



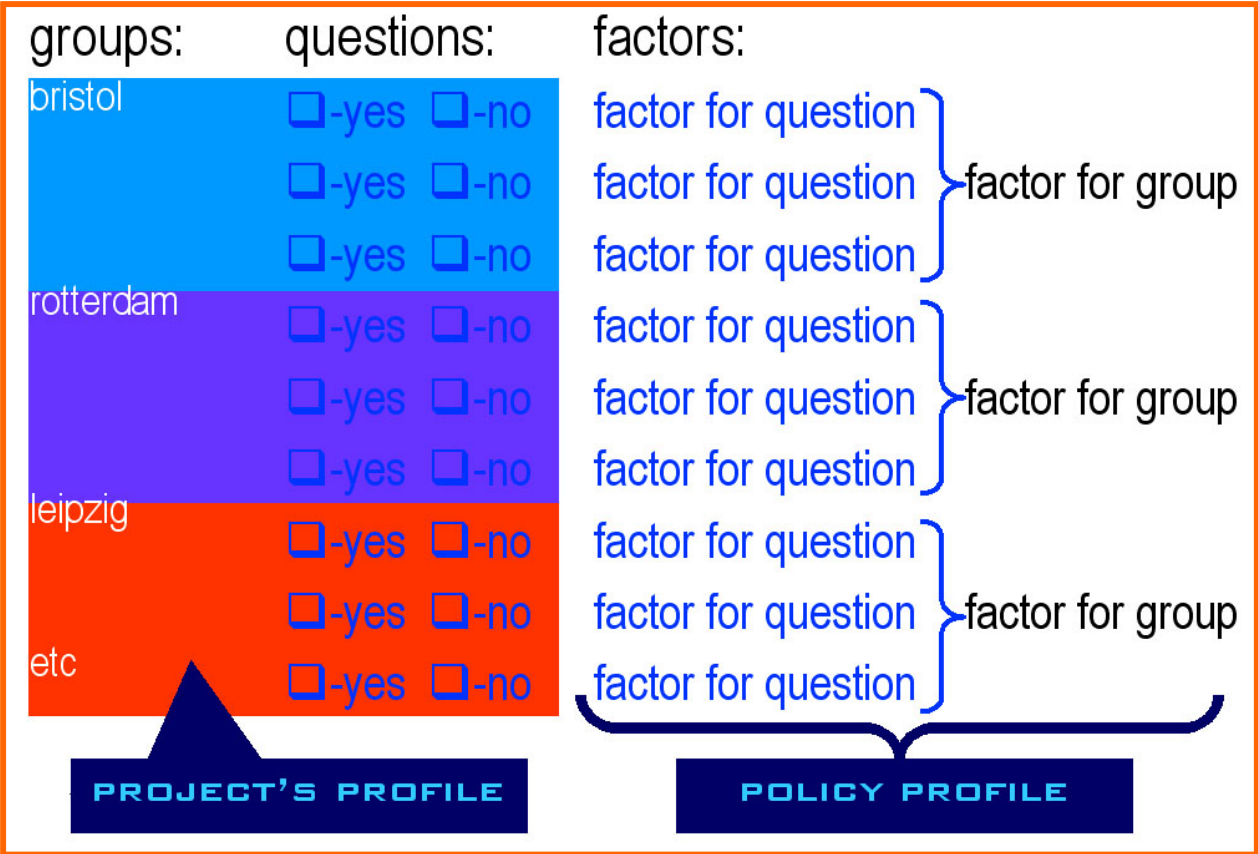
- simply answer (is more technical)

-yes -no

Policies

QAT application enables to prepare inquiries (set of questions) and to prepare technical assessments (set of answers). But it doesn't fulfill the assessment process as a whole. The most important are **policy factors**, which shows, how important for us is the feature described by the question and answer. Each question from the inquiry has its factor in the **policy factors file**. Questions are given in the thematic Groups. Each QAT Group has its factor too. These Groups are connected within the **Mega Groups**, with their factors as well. Within the assessment process each technical answer given by the assessor is multiplied by the set of factors (for question, for Group and for Mega Group).

That is the way how QAT methodology clearly distinguish and separate the technical assessment from political approval or selection. We can use the same technical assessments to assess the project from the different political options or preferences. QAT works separately on technical assessments (describing the project's profile) and sets of "political" factors (reflecting the policy profile) to secure the comprehensive and reliable final rating.



We can use many different policy factors files, joining them with the same assessment. Depending on the policy (differentiated by the set of factors) we will get different final result – according to the priorities described by the policy factors.

Together with the QAT application we deliver 4 sets of policy factors located in **fscommand** directory (4 files):

- for the general assessment of the project – **QATpolGeneral.xml**,
- for the location's assessment of the project – **QATpolLocation.xml**,
- for the financial assessment of the project – **QATpolFinances.xml**,
- for the organizational assessment of the project – **QATpolOrganisation.xml**.

The user can modify these files and create his own files – the sets of policy factors. The policy factors files have to be compatible with the inquiry file. It is impossible to use improper (uncompatible) files to multiply assessment by the factors.

In the policy factors files delivered with the QAT application all factors for Groups and Mega Groups are equal 1 (one). This solution helps user to make experiments with his own political factors changes.



Procedure

To work effectively with QAT toolbox the following steps has to be performed:

- selection of the inquiry file – the **QATinquiry.xml** file (located in the **fscommand** directory) is delivered together with the QAT application; but it is possible to generate another inquiry file, using the editor included within the QAT application;
- preparation of the technical assessment by answering the questions from the inquiry form;
- choosing the proper policy factors file – four such files are delivered together with the QAT application (located in the **fscommand** directory), their filenames starts from **QATpol... .xml**; it is possible to generate another policy factors files, both for existing inquiry or for the new ones – one can use the editor included within the QAT application;
- linking the technical assessment file with policy factor file to make the final score;
- making the final report from the assessment process.

Then one can work further and:

- score and selection of projects;
- formulate recommendations for projects;
- improve own project.

QAT enables also:

- easy share of work – QAT enables to send inquiries, assessment and policy factors files as a separate files and to join them together in each remote location;
- compare assessments done by several experts;
- compare projects in different approaches using the same technical assessments.



Conclusions

QAT methodology enables holistic and complex assessments of the revitalisation projects. These assessments are compatible with Bristol Accord. The QAT tool helps in the fast, objective and verifiable rating, by separated procedures of technical and political approach. It enables effective comparisons and produces convincing reports.

The QAT tool helps both project applicants and selecting bodies: the first by improving and synergizing the projects, the second by upgrading and profiling the policies.

Within the QAT package there are additional special assessments' files focused on:

- assessments of the projects' locations;
- financial assessments of the projects;
- organisational assessments of the projects.

Besides the assessments the QAT tool enables to:

- make your own inquiry (questions) file;
- define your preferable policies in the policy factors file;
- easy exchange your QAT files by internet and work together in the remote locations.

For the selection bodies it may be important that due to the QAT method they can use experts for technical opinions only – and finally assess by themselves.



operations

Glossary

Inquiry is a set of questions – the questionnaire.

Assessment is the set of answers given to the questions from the inquiry.

Question is the single point within the inquiry; there are six types of questions within QAT.

Answer – is the single answer of the assessment for the single question from the inquiry.

Policy factors file – is a file that has similar structure as inquiry and assessment files and contains the policy factors for the questions, for the Groups of questions and for the Mega Groups of Groups; policy factors file works only with selected inquiries or assessments; by linking assessment file with policy factors file one can finalize the assessment process.

Factor – it is a single factor for the particular question / answer in the assessment or to the Group of question or to the Mega Group of Groups.

Report – is the result of assessment and the result of comparisons; there are two kind of reports: table and graph. The table report is suitable for analysis of many projects or assessments (files); the graph report works only with few files.



Types of questions

There are six types of questions within QAT:

- the **text** question – the answer is the text string; these questions / answers are not taken into account in mathematical operations – the policy factor should be null (0);
- the **binary** question – the answer is alternative: YES or NO; the numerical value of YES is 1, the numerical value of NO is null (0);
- the **numerical** question – the answer is the figure, which can be multiply by the political factor;
- the “**radio**” group of questions – is the set of questions where the assessor have to choose the only one proper answer which is of binary type; when there is no selection the “radio” questions is not answered;
- the “**check**” group of questions – is the set of questions where the assessor have to choose the questions to answer; answers are of binary or numerical type; even when there is no answer for any of the “check” questions the whole check group is treated as answered;
- the **calculated** question – where the answer is calculated by the QAT application itself on the basis of other answers; this is numerical answer; the user has no access to the answer box; this type of question is used in the delivered **QATinquiry.xml**



Inquiry menu

Inquiry is a set of questions – the QAT questionnaire. It is the basic tool for assessments.

View: you can choose the .xml file containing inquiry. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type. In the right window you can see the questions – only when the Group or Question is highlighted in the left window. Close the option by clicking „X” sign on the top.

Edit: you can choose the .xml file containing inquiry. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While selecting the name of the inquiry, megaGroup or Group you can remove them (not valid for the inquiry) or change their names. Be careful if there is a calculated question within the Inquiry. The position of the questions which consists the argue for calculations cannot be changed. So, you cannot delete any question which is „above” it within the Group. But you can change (edit) it or change questions which are „below” (after) it. For the Questions you can also change the type of question. You can also add new MegaGroup, Group or Question by buttons on the top. Type the new name (question) or change the type of question and confirm changes or removal in the right window. To save changes click „save inquiry and exit” in the left window. You can add the description of the file. Close the option by clicking „X” sign on the top.

New inquiry: you can create new inquiry. Start with the name of the new inquiry, its short description and path\filename on your hard disc. Click button “next”. You will see the editor similar to that from the “edit” menu. Build the structure of an inquiry by adding MegaGroups, Groups and formulate the Questions. To save changes click „save inquiry and exit” in the left window. You can add the description of the file. Close the option by clicking „X” sign on the top.

Export to PDF: you can send and print inquiry by exporting it into the PDF format. This option works with the inquiry files and with the assessment files as well. You can choose the .xml file containing inquiry or assessment. The structure of the file is visible in the left window. You can select or type the PDF filename and browse the location path on your disc. Than you can choose: whether to save the file as an inquiry (without answers) or as an assessment (with answers). The file type is the same, but the content differs. To finalize click “export to pdf” button. Close the option by clicking „X” sign on the top.



Assessment menu

Assessment is the set of answers given to the questions from the inquiry.

View: you can choose the .xml file containing inquiry or assessment. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type and the given answer (if it was already given). The questions without an answer are displayed red (it doesn’t concern the questions of the check-type). In the right window you can see the questions, questions’ type and answers – only when the Group or Question is highlighted in the left window. Close the option by clicking „X” sign on the top.

Edit: you can choose the .xml file containing inquiry or assessment. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type and the given answer (if it was already given). The questions without an answer are displayed red (it doesn’t concern the questions of the check-type). In the right window you can see the questions and answers – only when the Group or Question is highlighted in the left window. You can answer and change answers. Save changes to a disc by clicking the „save assessment as.. and exit” button. You can add the description of the file. If you will use the same filename when saving – the changes will be saved into the same file, so, it may happen that the inquiry file will become the assessment file – try to avoid that. If you change the filename – the new assessment file will be created. Close the option by clicking „X” sign on the top.

Compare assessments: choose two assessment files for comparison. Press “compare” button. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. When the name of the Group is spreaded and the answers in the compared assessment differs - the list of questions is displayed in red. If the answers are equal or if both assessment there was no answer for the question the message „Assessment equals” is displayed. While spreading the name of the question you can see the question’s type and two given answers (in both assessments). In the right window you can see the questions and both answers – only when the Group or Question is highlighted in the left window. You can save the comparison report to PDF – clicking the „save comparison to pdf” button. Close the option by clicking „X” sign on the top.



Policies menu

Policy factors file – is a file that has similar structure as inquiry and assessment files and contains the policy factors for the questions, for the Groups of questions and for the Mega Groups of Groups; policy factors file works only with selected inquiries or assessments; by linking assessment file with policy factors file one can finalize the assessment process.

View: you have to choose the adequate .xml files containing inquiry and policy factors. Press the “continue” button. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type. In the right window you can see the policy factors: for megaGroups when in the left window the MegaGroup is highlighted, for Groups and for Questions when in the left window the Group or Question is highlighted. Close the option by clicking „X” sign on the top.

Edit: you have to choose the adequate .xml files containing inquiry and policy factors. Press the “continue” button. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type. In the right window you can see and edit the policy factors: for megaGroups when in the left window the MegaGroup is highlighted, for Groups and for Questions when in the left window the Group or Question is highlighted. Close the option by clicking „X” sign on the top. To save changes click „save policy factors and exit” in the left window. Close the option by clicking „X” sign on the top.

New: you can create new policy factors file. You have to choose the .xml file containing the inquiry. Then make the short description of the policy factors file and it’s path\filename on your hard disc. Press the “continue” button. In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list. While spreading the name of the question you can see the question’s type. In the right window you can see and edit the policy factors: for megaGroups when in the left window the MegaGroup is highlighted, for Groups and for Questions when in the left window the Group or Question is highlighted. Close the option by clicking „X” sign on the top. To save changes click „save policy factors and exit” in the left window. Close the option by clicking „X” sign on the top.



Reports menu

Report – is the result of assessment and the result of comparisons; there are two kind of reports: table and graph. The table report is suitable for analysis of many projects or assessments (files); the graph report works only with few files.

Generate report: in the dialog box choose files to report. First you have to choose what kind of file(s) do you want to report:

- **assessment** file(s) – files with the technical assessments prepared by experts;
- **policy** factors file(s);
- calculation of the assessment multiplied by policy factors – this is the QAT way to **score** projects.

After this preliminary selection of the file types you have to select files which will be reported. You can:

- **add** the highlighted file to the reporting list;
- **delete** the highlighted file from the reporting list;
- move **up** the highlighted file on the reporting list;
- move **down** the highlighted file on the reporting list;
- move up to the **top** the highlighted file on the reporting list;
- move down to the end (**bottom**) the highlighted file on the reporting list.

When the “Report on scoring” is selected in the upper selection box you have to select additionally the policy factors file to be multiplied by the assessment figures given in the selected assessment files.

When reporting to the .pdf file you have to select the options for the pdf file header:

- no header;
- filenames header – recommended;
- full path and filenames header.



The reports concerns usually all questions of the inquiry. You can limit the length of the report to:

- **total score** of projects only;
- total score and results on **MegaGroups** only;
- total score and results on MegaGroups and **Groups**.

After selecting all above options you can start reporting. When you want to **report to pdf** file click “Report to PDF” button. The report will be generated.

When you want to see the **report on the screen** – click the “Report” button. The new dialog box will appear.

In the left window you will see the structure of an inquiry: the name of an inquiry, the names of the MegaGroups, the names of Groups and the Questions. Using „+” and „-” you can hide or spread the list.

You can select the view type: table or graph. The selected type of the report will appear in the right window after selection of the proper item in the left window.

The content of the report depends on the topic highlighted in the left window. If in the left window the name of the inquiry is highlighted – in the right window you will see the report on MegaGroups results. If the MegaGroup is highlighted, the report concerns the Groups of this MegaGroup results. If the Group or Question is highlighted in the left window - the results for Questions within the Group are reported.

Close the report dialog boxes by clicking „X” sign on the top.

For the new options in reporting – visit the QAT web page: www.qat-houses.eu



Help menu

Short description: you will see on the screen the basic description of the QAT application – version, copyright, contacts. Close the option by clicking „X” sign on the top.

Short instructions: you will see on the screen the basic information on the QAT application options. It may help you to navigate on the menu. Close the option by clicking „X” sign on the top.

Load the handbook: you will see on the screen the handbook on the QAT methodology and application. Close the option by clicking „X” sign on the top.

Search for updates: this option will connect you with the QAT HousEs web page. You can download updated versions of the software as well as the new inquiries and policy factors files. Using this option you have to be connected with the internet. Close the option by clicking „X” sign on the top.



acknowledgment

This handbook refers to the version 1.1 of QAT HousEs toolbox.

QAT HousEs – Qualitative Assessment Technology was developed in the framework of the **HousEs UrbAct Thematic Network – Management and Renewal of Large Housing Estates**. This project is a part of **UrbAct Programme** and was co-financed by the **European Regional Development Fund**. The Lead Partner of the HousEs project is **City of Poznan – Poland**.

The QAT methodology was developed by the **Institute of Urban Development Krakow** and the QAT application by **Expense.pl** Lodz.

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