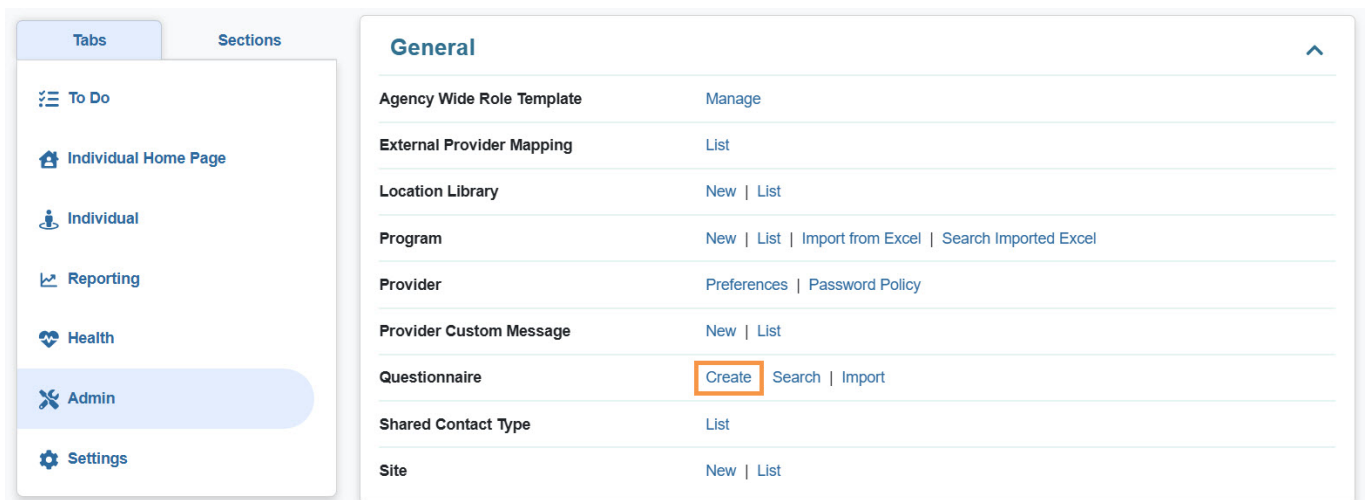


## Create Questionnaire

The Questionnaire module allows users with appropriate administrative privileges to create and add survey questions to a questionnaire. An approved **Questionnaire** form can be accessed from the **Case Note** module.

Users with **Clinical Admin** administrative role will be able to access the Questionnaire module.

1. Click on the **Create** link next to the **Questionnaire** option from the **Admin** tab.



The screenshot shows the 'Admin' tab selected in the left sidebar. The main content area displays a list of administrative options under the 'General' section. The 'Questionnaire' option is highlighted, and the 'Create' button next to it is outlined in orange.

General	
Agency Wide Role Template	<a href="#">Manage</a>
External Provider Mapping	<a href="#">List</a>
Location Library	<a href="#">New</a>   <a href="#">List</a>
Program	<a href="#">New</a>   <a href="#">List</a>   <a href="#">Import from Excel</a>   <a href="#">Search Imported Excel</a>
Provider	<a href="#">Preferences</a>   <a href="#">Password Policy</a>
Provider Custom Message	<a href="#">New</a>   <a href="#">List</a>
Questionnaire	<a href="#">Create</a>   <a href="#">Search</a>   <a href="#">Import</a>
Shared Contact Type	<a href="#">List</a>
Site	<a href="#">New</a>   <a href="#">List</a>

2. On the 'Questionnaire' page, enter the **Name** of the questionnaire and click on the **Save** button to save the Questionnaire.

Questionnaire New ⓘ

Questionnaire Information

\* Name
WG Short Set of Questions on Disability

Back
Save

3. To add questions to the questionnaire form, click on the **Add Question** button.

Questionnaire Draft ⓘ

Questionnaire has been Successfully Saved

Questionnaire

Name
WG Short Set of Questions on Disability
Edit

Question(s)

No Questions are Available

Add Question

Back
Delete
Approve

4. On the 'Question' page, enter the **Title** of your question. The **Question Number** field will be auto populated with a number in the order that you add your questions to the form. However you may change the ordering with your desired value number.

## Question [New](#)

### Question Information

**Questionnaire Name** WG Short Set of Questions on Disability

**\* Title**

Do you have difficulty seeing, even if wearing glasses?

About 195 characters left

**\* Question Number**

1

**Is Answer Required**

☐

**Hint**

About 500 characters left

**\* Answer Type**

- Please Select -

Back

Save

5. Select the **Answer Type** from the list based on the format of the question you want to create.

## Question [New](#)

### Question Information

**Questionnaire Name** WG Short Set of Questions on Disability

**\* Title**

Do you have difficulty seeing, even if wearing glasses?

About 195 characters left

**\* Question Number**

**Is Answer Required**

**Hint**

- Please Select -  
Numeric (Decimal)  
Numeric (Integer)  
Text  
Text (Multi-line)  
Date  
Time  
Radio  
DropDown  
DropDown (Custom)  
Checkbox  
Address  
Read-only  
Program  
Login  
Attachment

**\* Answer Type**

- Please Select -

[Back](#)

[Save](#)

### Note:

- The Answer Type field is a drop-down list from which you may select the following:
  - Numeric (Decimal): Only decimal number values can be entered when answering.
  - Numeric (Integer): Only integer/whole number values can be entered when answering.
  - Text: Up to 255 characters can be entered when answering. The text entered here does not get wrapped.

- Text (Multi-line): Up to 3000 characters can be entered when answering. The text entered here gets wrapped.
- Date: Date values in the format MM/DD/YYYY can be entered when answering.
- Time: Time values in the format HH:MM can be entered when answering.
- Radio: Allows entry of radio buttons with different values that can be selected as needed when answering. Up to 60 answer options can be added for Radio Buttons, and only one item can be selected when answering.
- DropDown: Allows entry of different values in a drop-down list that can be selected as needed when answering. Up to 60 answer options can be added for drop-down items, and only one item can be selected when answering.
- DropDown (Custom): Will populate a 'Answer Option RefList' field which pulls sets of dropdown items associated with other modules. This will be functional in a future release.
- Checkbox: Allows entry of multiple values for checkboxes that can be selected as needed when answering. Up to 60 answer options can be added for checkboxes, and multiple items can be selected when answering.
- Address: Address information can be entered in the format Street 1, Street 2, City, Postal Code,, Country when answering.
- Read-only: Allows users to only read the text and not enter any sort of answer for it.
- Program: Populates the programs that the individual is enrolled in.
- Login: Populates the names and respective titles of all Active users in the system.
- Attachment: Allows ability to scan/upload external attachments when answering

6. After you have entered necessary information, click on the **Save** button.

## Question New

### Question Information

**Questionnaire Name** WG Short Set of Questions on Disability

**\* Title**

About 195 characters left

**\* Question Number**

**Code**

**Is Answer Required** ☐

**Hints**

About 500 characters left

**\* Answer Type**

[Back](#)

[Save](#)

7. On the next page, you may use the **Add Answer Option** button to include answer options for the Question. You will be taken to the 'Answer Option' page where you can enter an option for a possible answer and set the ordering

## Question Approved ⓘ

Question has been Successfully Updated

### Question

Questionnaire Name	WG Short Set of Questions on Disability
Title	Do you have difficulty seeing, even if wearing glasses?
Question Number	1
Code	
Is Answer Required	Yes
Hints	
Answer Type	Radio

Add Answer Option

Back

Delete

Edit

8. In the 'Answer Option page', enter the **Label** of the option for a possible answer; the **Option Number** field will be auto populated. Click on the **Save** button to save the option.

## Answer Option

### Answer Option Info

**Question Title** Do you have difficulty seeing, even if wearing glasses?

\* **Label**

No - no difficulty

About 482 characters left

\* **Option Number**

1

Back

→ Save

On the next page, you may add more options according to your needs. You will also be able to edit the previously entered option(s) if needed.



## Question Approved ⓘ

Answer Option has been Successfully Saved

### Question

Questionnaire Name	WG Short Set of Questions on Disability
Title	Do you have difficulty seeing, even if wearing glasses?
Question Number	1
Code	
Is Answer Required	Yes
Hints	
Answer Type	Radio
Answer Option	<input type="radio"/> 1. No - no difficulty <a href="#">Edit</a>
	<input type="radio"/> 2. Yes – some difficulty <a href="#">Edit</a>

[Add Answer Option](#)

[Back](#)

[Delete](#)

[Edit](#)

9. The format in which the answer options will be displayed on the Questionnaire depends on the particular Answer Types that you selected. You may edit the entered answer option(s) and continue to add more if needed. Clicking the **Back** button will take you to the Questionnaire page.

## Question Approved ⓘ

**Question**

<b>Questionnaire Name</b>	WG Short Set of Questions on Disability
<b>Title</b>	Do you have difficulty seeing, even if wearing glasses?
<b>Question Number</b>	1
<b>Code</b>	
<b>Is Answer Required</b>	Yes
<b>Hints</b>	
<b>Answer Type</b>	Radio
<b>Answer Option</b>	<div><div><input type="radio"/> 1. No - no difficulty <a href="#">Edit</a></div><div><input type="radio"/> 2. Yes – some difficulty <a href="#">Edit</a></div><div><input type="radio"/> 3. Yes – a lot of difficulty <a href="#">Edit</a></div><div><input type="radio"/> 4. Cannot do at all <a href="#">Edit</a></div></div>

Add Answer Option

Back

←

Delete

Edit

**10.** Once you have prepared your questions and added answer options for them, click on the **Approve** button to approve the Questionnaire form.

## Questionnaire Draft

**Questionnaire**

Name	WG Short Set of Questions on Disability	Edit
------	---	------

Question(s)

Add Question

1. Do you have difficulty seeing, even if wearing glasses?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

2. Do you have difficulty hearing, even if using a hearing aid?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

3. Do you have difficulty walking or climbing steps?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

4. Do you have difficulty remembering or concentrating?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

5. Do you have difficulty (with self-care such as) washing all over or dressing?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

6. Using your usual (customary) language, do you have difficulty communicating, for example understanding or being understood?\*

☐ 1. No - no difficulty

☐ 2. Yes – some difficulty

☐ 3. Yes – a lot of difficulty

☐ 4. Cannot do at all

Show Details

7. Comments (If any)

Show Details

Add Question

Back

Delete

Approve

**Note:** For an approved Questionnaire form, users will be able to **Copy, Export** or **Discontinue** it. They will not be able to edit approved questionnaires.

## Questionnaire Approved ⓘ

Questionnaire has been Successfully Approved

### Questionnaire

**Name** WG Short Set of Questions on Disability

[View Layout](#) [Create/Edit](#)

#### Question(s)

1. Do you have difficulty seeing, even if wearing glasses?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

2. Do you have difficulty hearing, even if using a hearing aid?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

3. Do you have difficulty walking or climbing steps?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

4. Do you have difficulty remembering or concentrating?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

5. Do you have difficulty (with self-care such as) washing all over or dressing?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

6. Using your usual (customary) language, do you have difficulty communicating, for example understanding or being understood?\*

- ☐ 1. No - no difficulty
- ☐ 2. Yes – some difficulty
- ☐ 3. Yes – a lot of difficulty
- ☐ 4. Cannot do at all

7. Comments (If any)

[Back](#)

[Copy](#)

[Export](#)

[Discontinue](#)

