

CogQfuest Questionnaire allows you to create simple questionnaire forms and save output as .txt or excel file.



Figure 1. Create New.

### Create New

To **Create New** Questionnaire, please select Create New from main menu.

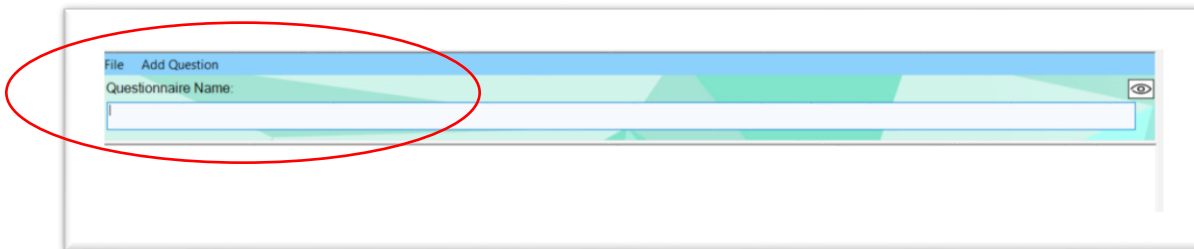


Figure 2. Add Name.

Next, add questionnaire title to textbox (figure 2).



Figure 3. Align Title.

You may align Title by doing **Right mouse click** => **Align Title** => Select Value.

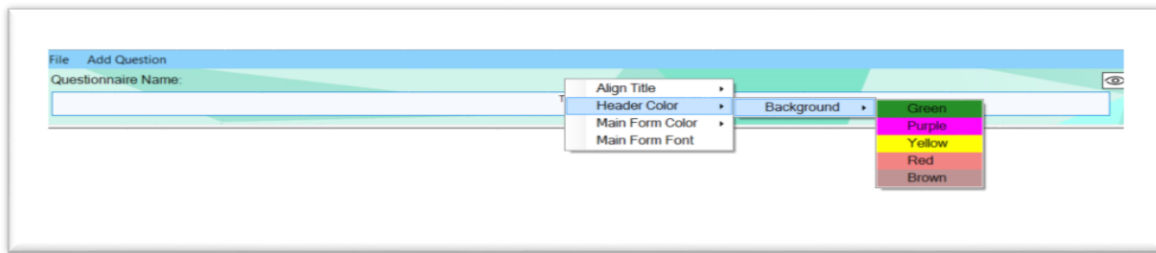


Figure 4. Change Header Color

You may change Header Color by doing **Right mouse click =>Header Color=> Background => Select Value.**

## Question Types

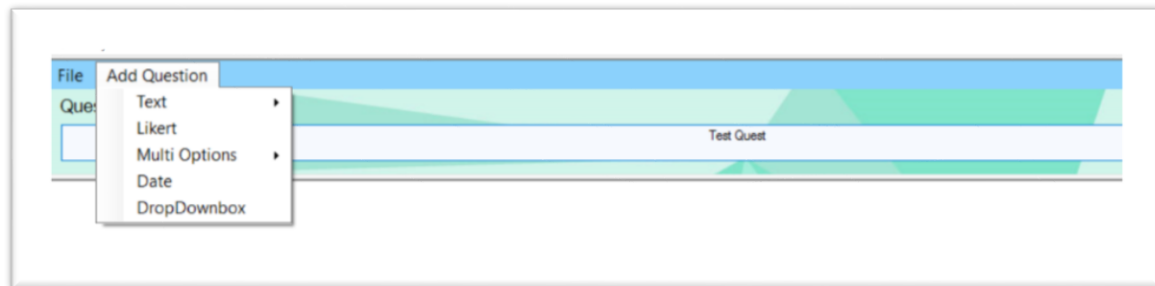


Figure 5. Question types.

CogQuest offers 5 question types: Text, Likert, Multi Option Choice, Date and Dropdown box.

- Text:

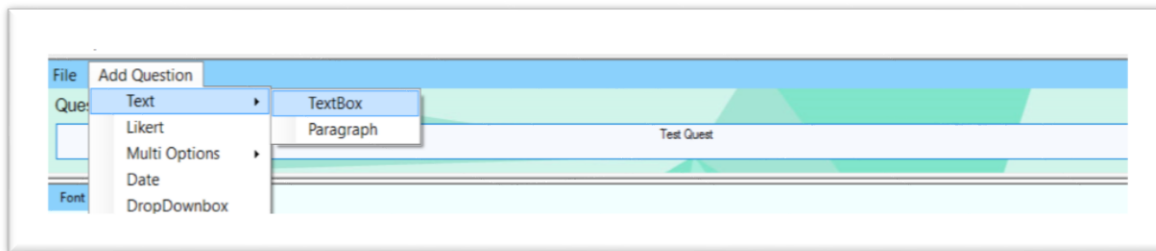


Figure 6.a Question types=>text.

Text has two submenus: TextBox and Paragraph.

Use **Textbox** for short response inputs, such as First or Last name (example).

Use **Paragraph** for questions that require free text response.

- Likert:

Use this option when you need to create a scale.

- Multi Option:

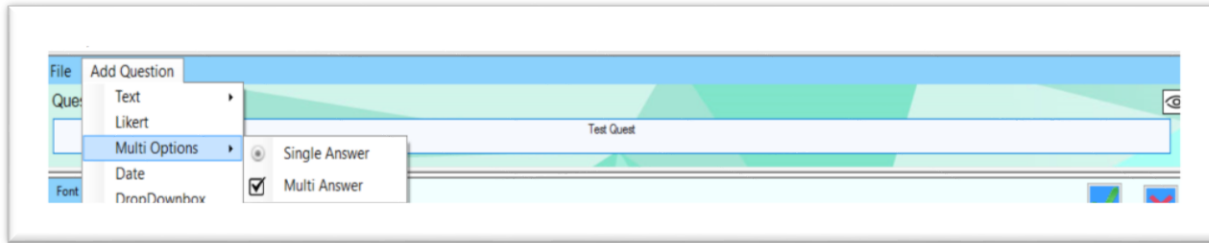


Figure 6.b Question types=>Multi Option.

This option has two submenus: Single Answer and Multi Answer.

Use **Single Answer** to limit response to a single option (only one correct answer).

User **Multi Answer** when multiple options are acceptable as an answer.

- Date:

Use Date option for question that require Date as an answer, such as Birth Date (example).

- Dropdown:

Use this option for questions with multiple choice

Add a Question (overview)

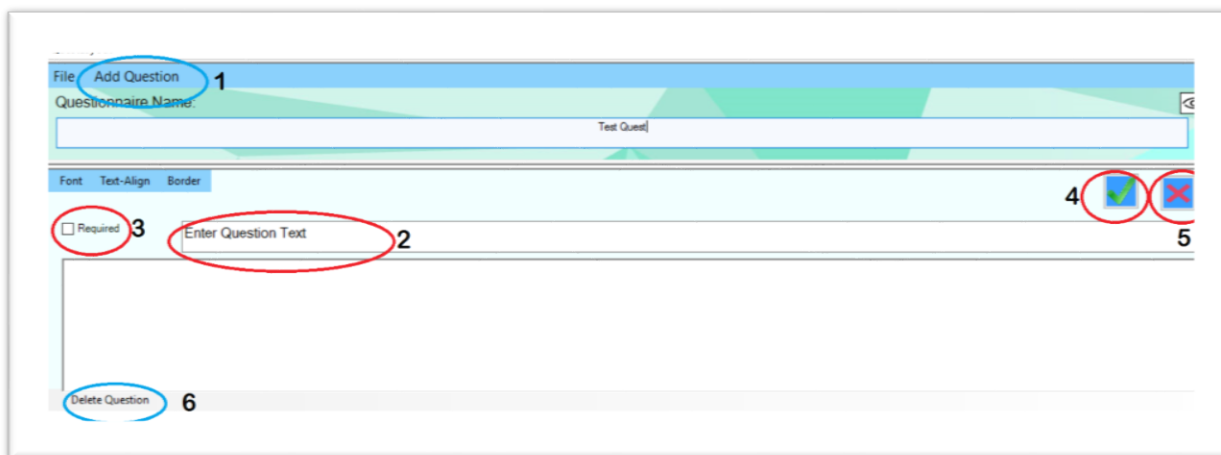


Figure 7. Question Panel.

To add a question, select and click on question type (1 on figure 6).

Question panel will appear (figure 6).

Enter Question text to the Textbox (2);

Use checkbox Required (3) to mark the question as required;

Use “Add” (4) to add a question to the panel (keep type and text);

Use “Cancel” (5) to remove question from the panel (keep type and text);

Use “Delete Question” (6) to remove whole question panel;

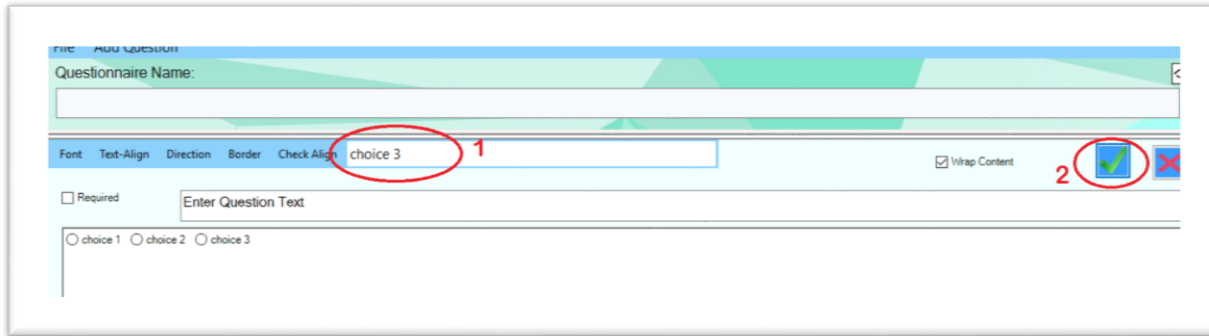


Figure 7.a Multi Option set up.

To set up a Multi Option question, enter choice text in box 1 and click “Add” (2) (figure 7.a).

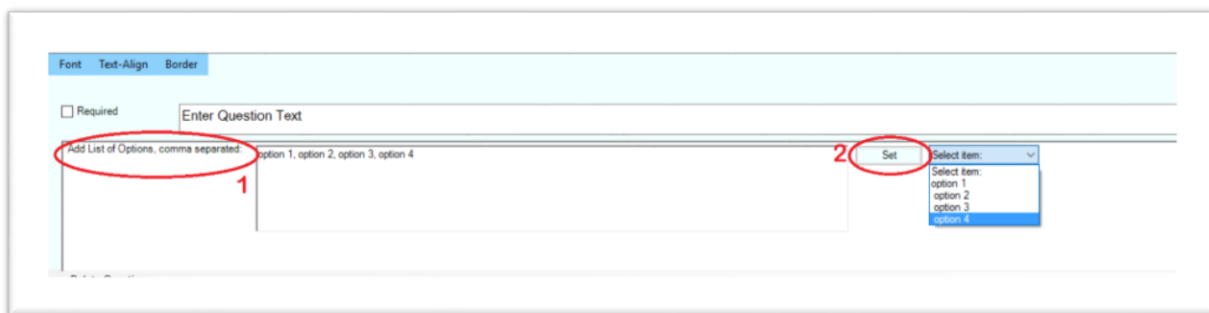


Figure 7.b Dropdown setup.

To set up Dropdown box, enter options text into text box, separated by commas, and click “Set” to populate dropdown.

## Preview



Figure 8. Preview.

To **preview** the questionnaire, click “Preview” button from file menu (1), or click “Preview” icon top right of the screen (2).

## Save

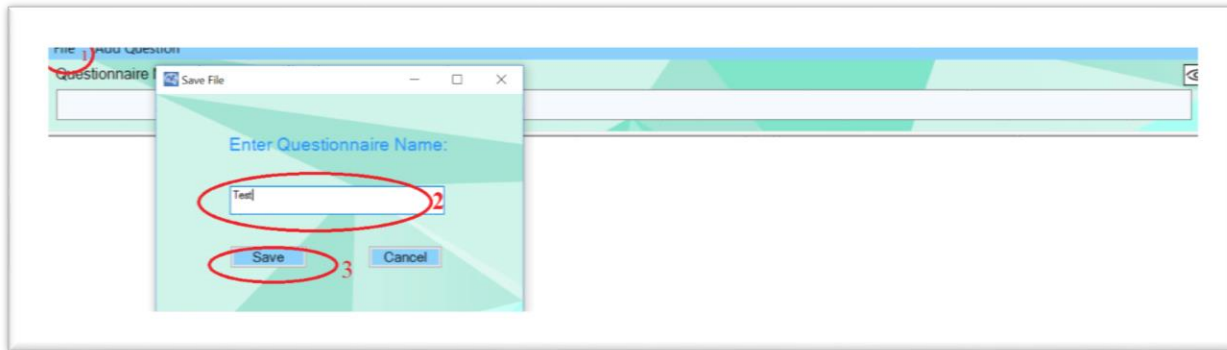


Figure 9. Save.

To **save** created questionnaire, select Save from File Menu (1), then enter a file name in dialog box (2), and click Save (3);

## Run Created Questionnaire

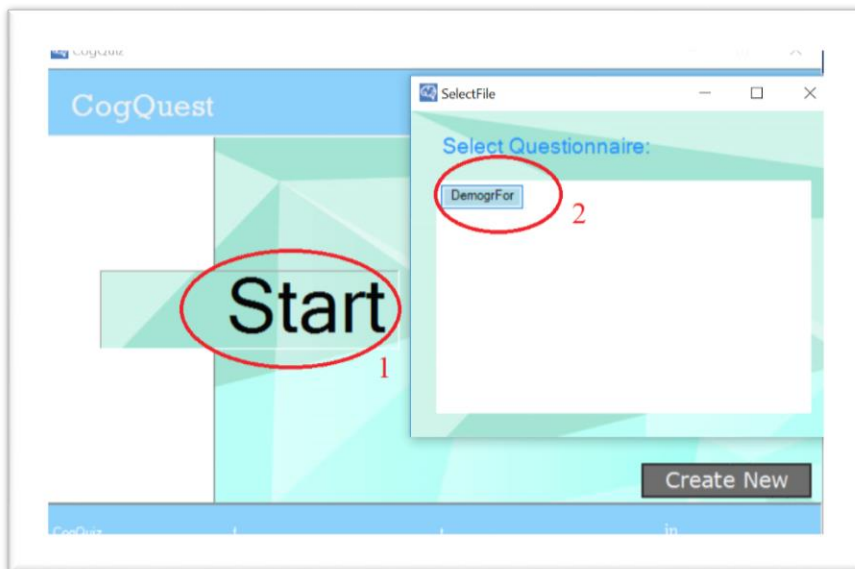


Figure 10. Start.

To **run** created questionnaire, click Start form main menu (1), then select the name (2). The questionnaire will open in a full screen.

## Save Results

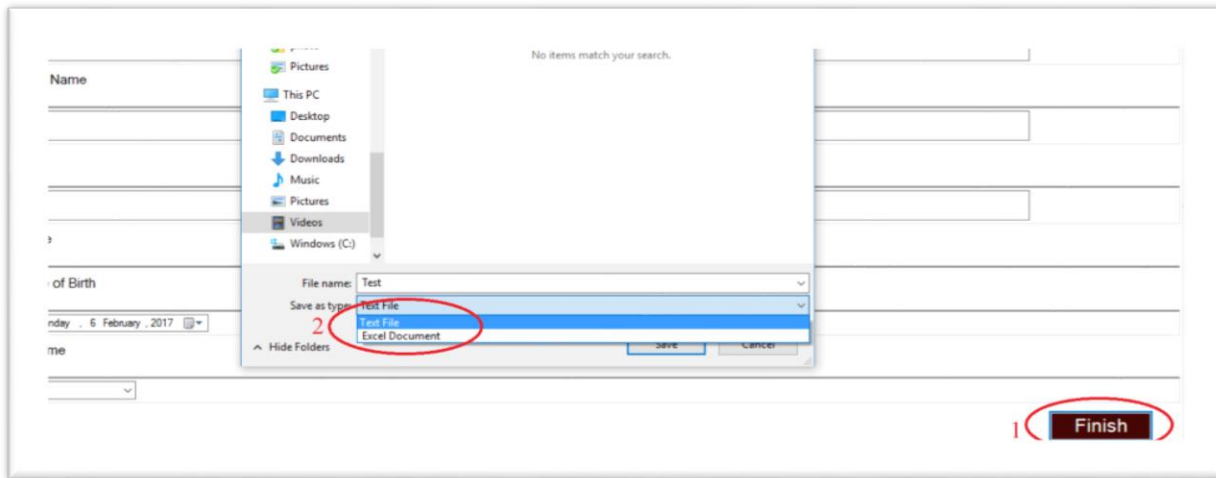


Figure 11. Save Results.

To **Save** filled questionnaire, click Finish (1) and Select a file extension from dialog (2). Choose Text File to save as .txt (recommended for printing results), choose Excel Document to save as Excel File (recommended for import to SPSS).