# PriorTool – User Guide

This guide contains step-by-step instructions that will allow you to edit the content of the PriorTool and produce a result. It will explain briefly how the results are calculated.

**Target Group**

This guide is for the person(s) who will use the PriorTool directly, or who wish to design their own question-flows.

## Basic Usage

This section will explain how to import an excel file and use the tool.

**Prerequisites**

A web browser with the tool running. A local Excel file in the correct format.

**Process**

Click on Browse Files in the topmost section, navigate to your Excel file and click Upload.

Confirm the file icon with the correct name is now visible at the bottom of the widget. If not, try to import again.

Fill out the answers to the questions and click Submit Response at the bottom.

## Editing the Excel file

This section will outline some important points about the structure of the Excel file used to populate the application.

The file can be freely edited with new information which will change the way the tool is displayed in the browser.

* **Make a renamed copy of the file**. Do not edit the version hosted by Admin.
* **Do not edit row 1**. This is used to determine which column contains what.
* **QUESTION\_TYPE = numeric** is not calculated but will be displayed as a number-entry box.
* **ACTIVITY\_TYPE** is used to generate the topmost selector menu.

**CATEGORY** is used to summarise scores.

You can add as many Activity Types and Categories as you wish, and they will be displayed and calculated. Category is the “Value for XXX” parameter.

File location: TODO