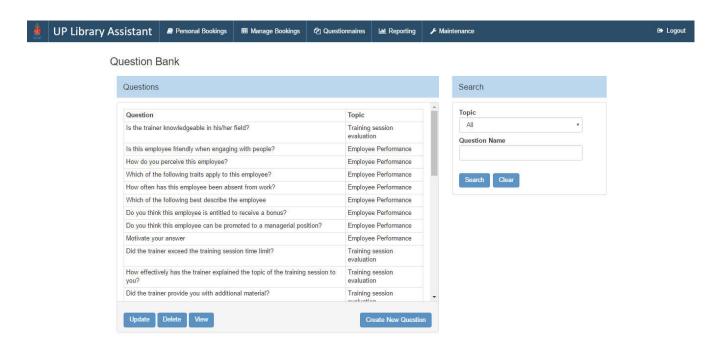
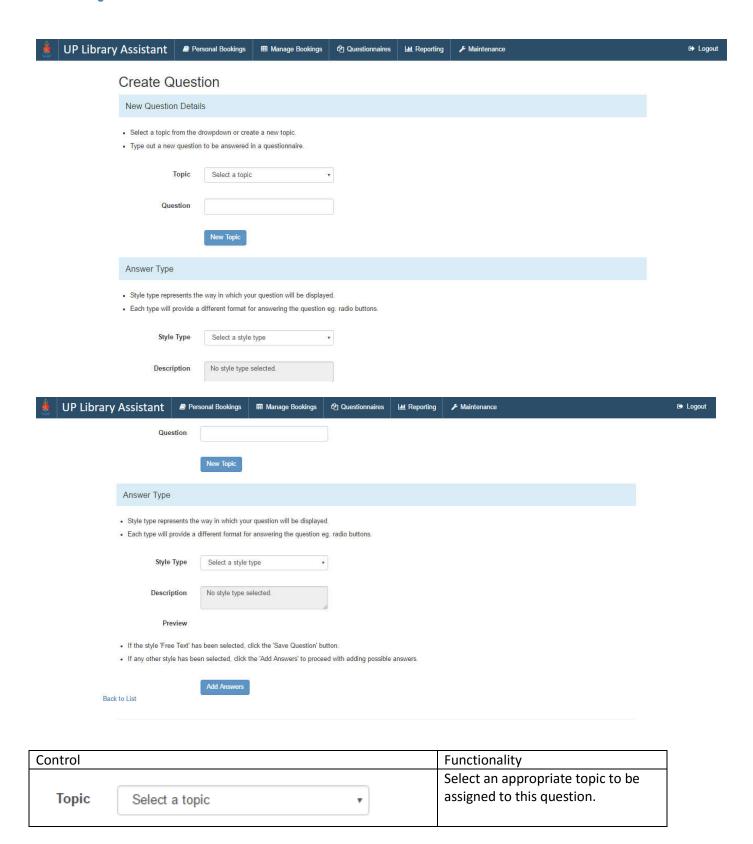
## 7. Questionnaire Help

#### **Question Bank**



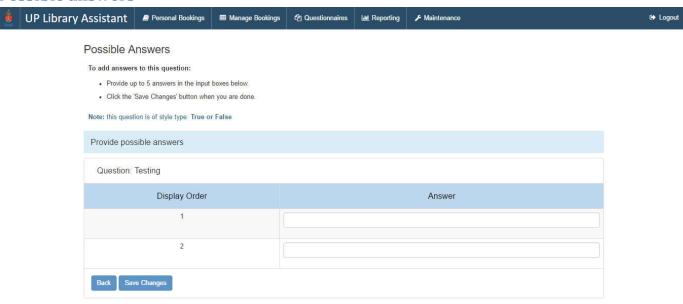
Control	Functionality
Update Delete View	When selected these buttons either 'Update' 'Delete' or 'View' the selected question from the list of questions and takes the user to the relevant screens to perform those functions.  This buttons takes the user to relevant screens in
Create New Question	order to create a new question.
Topic All	Select an appropriate topic from the dropdown list that will be used as search criteria to filter the questions.
Question Name	Enter the appropriate question name that will be used as search criteria to filter the questions.
Search Clear	By clicking on the 'Search' button the system will use the search criteria provided and filter the questions in the list accordingly. When the 'Clear' button is clicked then the search criteria will be cleared and all questions will be displayed in the list.

#### **Create Question**



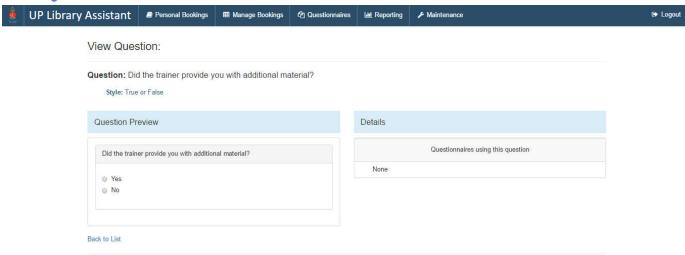
Question		Provide the new question text in this field.
New Topic		If the user cannot find the desired topic then click on this button to add a new topic.
Style Type	Select a style type	Select the appropriate style type in which this question must be displayed.
Description	No style type selected.	This field will automatically be populated with the description of the selected style type.
Preview		This field will automatically display a preview of the selected style type to display what the style type looks like.
Add Answers		Click on this button to submit the new question details and proceed to add possible answers to the question.
Back to List		By clicking on this hyperlink the create question process will be terminated and the user will be taken back to the question bank screen.

#### **Possible answers**



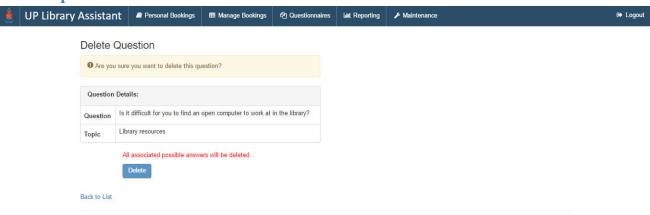
Control	Functionality
Display Order	These fields display the order in which the possible answers will appear. Take into account when adding possible answers.
Ť	adding possible answers.
2	
Answer	The possible answer text should be entered in these fields.
Back	This button will take the user back to the 'Create question' screen. Displaying previously selected information.
Save Changes	By clicking on this button the possible answers will be saved to the new question and the user will be taken back to the question bank screen. The new question will be created.

# **View Question**



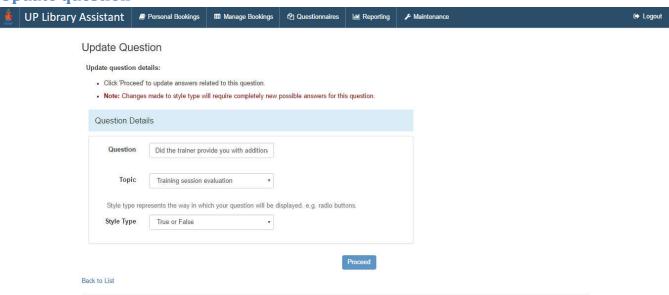
Control	Functionality
Question Preview	This area displays what the question will look like on a questionnaire.
Did the trainer provide you with additional material?	
⊚ Yes	
No	
Details	This area displays information regarding which questionnaires
Questionnaires using this question	are using this question.
None	
Back to List	This hyperlink takes the user back to the question bank screen.

# **Delete question**



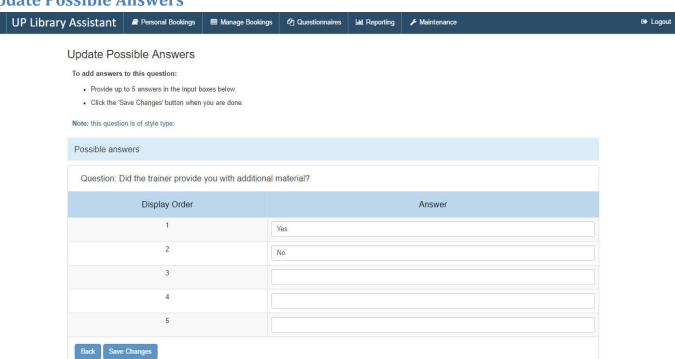
Control		Functionality
Question Details:		This area shows the details of the question that is about to be
Question	Is it difficult for you to find an open computer to work at in the library?	deleted.
Topic	Library resources	
Delete		By clicking on this button the user confirms the delete action and thus the system will delete the selected question from the system.
Back to	List	This hyperlink terminates the delete question process and takes the user back to the question bank
		screen.

# **Update question**



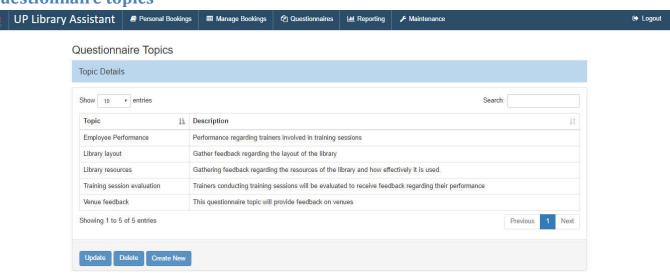
Control		Functionality
Question	Did the trainer provide you with additional	This field displays the previously saved question text that can be edited.
Topic   †	raining session evaluation	This field displays the previously saved topic that can be edited.
Style Type	True or False •	This field displays the previously saved style type that can be edited.
Proceed		By clicking on this button the updated information will be saved and the user would be taken to the possible answers assigned to the question to be edited.
Back to List		By clicking on this hyperlink the update question process will be terminated and the user will be taken to the question bank screen.

### **Update Possible Answers**



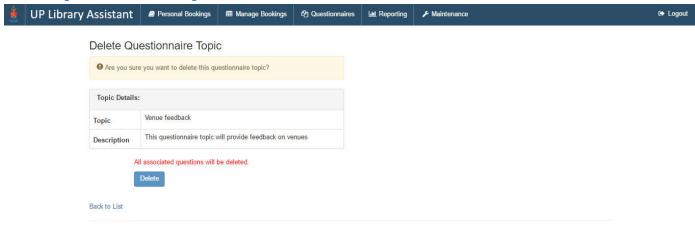
Control		Functionality	
Display Order		This area views the display order in which the possible answers will be displayed.	
1			
2			
	Answer	These fields will display previously saved possible answer data that can be edited.	
Yes			
No			
Back		By clicking on this button the user would be taken back to the update question screen displaying the updated question information.	
Save Changes		By clicking on this button the system will save the updated possible answer data and the user will be taken back to the question bank screen.	

## **Questionnaire topics**



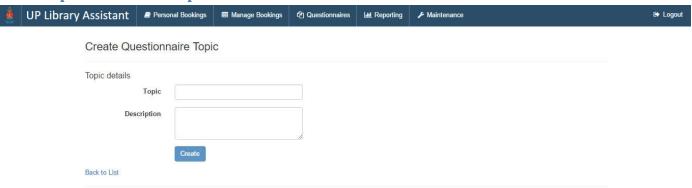
Control	Functionality
Search: Enter search criteria into the field and the list topics will be filtered automatically as you ty	
Update	Update the selected topic when clicking on this button.
Delete	Delete the selected topic when clicking on this button.
Create New	By clicking on this button a new topic would be created and the user would be taken to the relevant screens for doing so.
Previous 1 Next	These buttons display the next or previous entries of the topics.

# Delete questionnaire topic



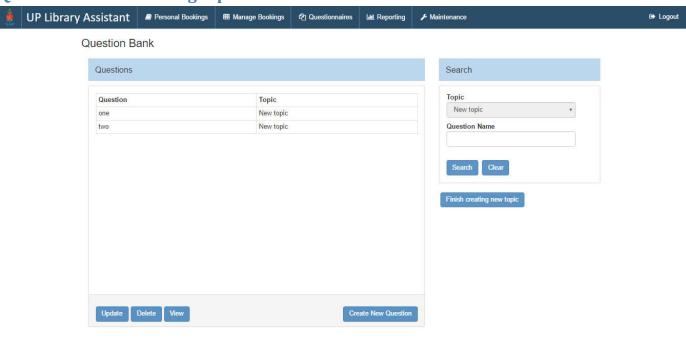
Control		Functionality
Topic Details:		This area displays the details of the
Topic	Venue feedback	topic that is about to be deleted.
Description	This questionnaire topic will provide feedback on venues	
Delete		By clicking this button the user confirms the deletion of this topic and the system will delete the topic from the system.
Back to List		By clicking on this hyperlink the delete topic process would be terminated and the user would be taken back to the question bank screen.

# **Create questionnaire topic**



Control	Functionality
Торіс	Enter the new topic name in this field.
Description	Enter the new topic description in this field.
Create	Create the new topic according to the data entered above.
Back to List	By clicking this hyperlink the user would be taken back to the topic screen and the 'create new topic' process would be terminated.

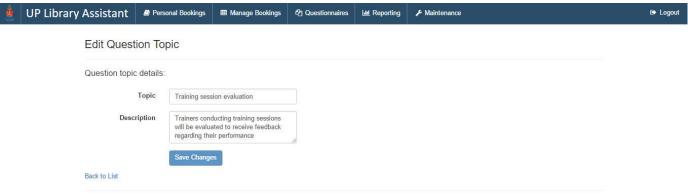
## **Question bank - creating topic**



Control		Functionality	
Question Topic one New topic		This area displays the questions created for the new topic.	
two	New topic		
Topic  New topic  ▼		This drop drown list would be disabled because a topic is being created and thus another topic cannot be chosen for search criteria.	
Question Name		Supply question name search criteria.	
Search Clear		By clicking on the search button the system will use the search criteria provided and filter the questions.	
Finish creating new topic		By clicking on this button the 'create topic' process would be completed and the user would be taken to the list of topics.	
Update Delete View		The questions made for the new topic can either be updated, deleted or viewed.	

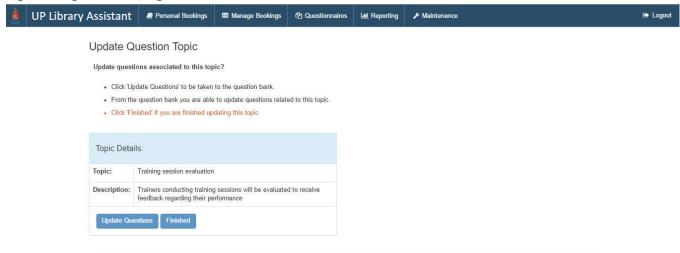
	Click on this button if a new
Create New Question	question must be made for the
	new topic.

# **Edit question topic**



Control		Functionality	
Topic	Training session evaluation	The previously saved topic name is displayed for the user to edit it.	
Description Trainers conducting training sessions will be evaluated to receive feedback regarding their performance		The description of the topic is displayed for the user to edit.	
Save (	Changes	When clicking this button the updated topic data would be saved.	
Back to List		By clicking on this hyperlink the user would be taken back to the list of topics and the topic would not have been updated.	

# Update question topic continued

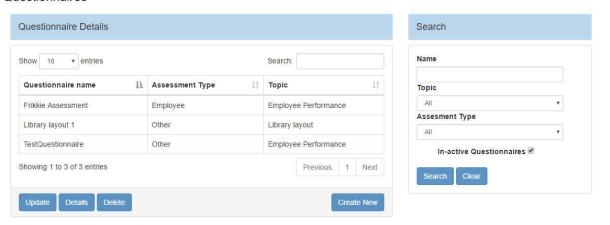


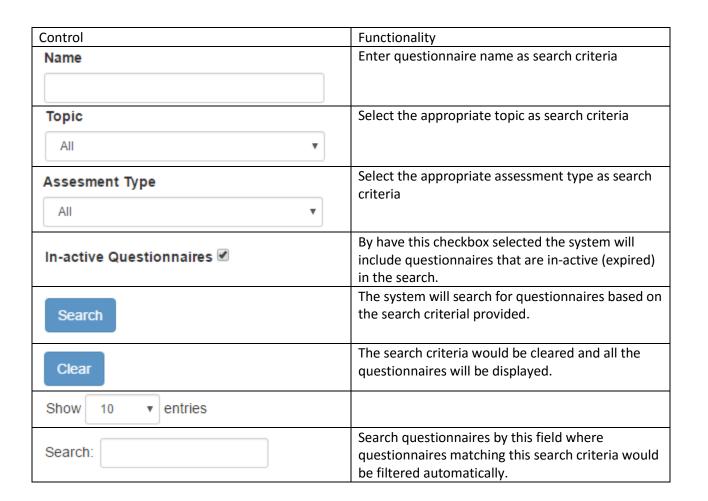
Control		Functionality
Topic Details:		This area displays the updated topic details of the topic.
Topic:	Training session evaluation	
Description:	Trainers conducting training sessions will be evaluated to receive feedback regarding their performance	
Update Que	stions	If the user clicks on this button the user would be taken to the question bank displaying all the questions associated with this topic so that it can be edited.
Finished		If this button is clicked the 'update topic' process would be
		complete and the use

#### Questionnaires



#### Questionnaires





Previous 1 Next	By clicking on these buttons the pages on the entries in the table would up or down
Update	Update the selected questionnaire
Details	View the details of the selected questionnaire
Delete	Delete the selected questionnaire
Create New	Click on this button if you wish to create a new topic for the system.

# **Questionnaire details**



#### Questionnaire Details

Name	Frikkie Assessment
Торіс	Employee Performance
Туре	Employee
Creator	Jill
Description	This questionnaire will be used to assess the performance of Frikkie
Status	Active

Employee Name	Frikkie
Additional details	
Created	10/5/2016 12:39:45 AM
Active from	10/5/2016 12:00:00 AM
	1/16/2017 11:59:56 PM
Expires on	
Expires on  Questions assigned	5
121	

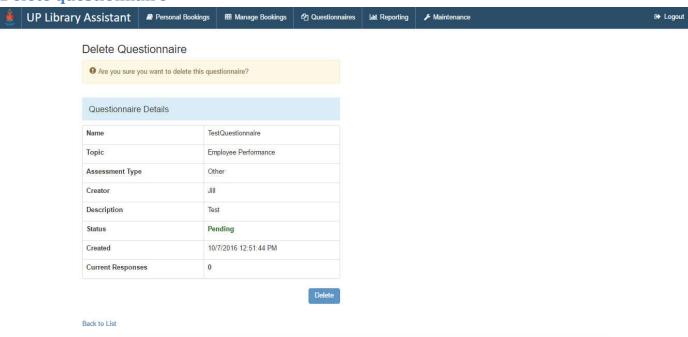
Preview Questionnaire

Back to List

Control		Functionality	
Questionnaire		This area	
Name	Frikkie Assessment		displays the details of the questionnaire
Topic	Employee Performance		
Туре	Employee		
Creator	Jill		
Description	This questionnaire will be used to assess the performance of Frikkie		
Status	Active		
Employe	e being assessed		This area displays any details relating
Employee Name		Frikkie	to the assessment
			type of the questionnaire

Additional details		This area displays any additional
Created 10/5/2016 12:39:45 AM		information regarding the
Active from	10/5/2016 12:00:00 AM	questionnaire
Expires on	1/16/2017 11:59:56 PM	
Questions assigned	5	
Current responses	0	
Questionnaire expires in:	92 Days	
Preview Questionnaire		This button displays a preview of the questionnaire to show the user what it would look like.
Back to List		This hyperlink takes the user back to the list of questionnaires.

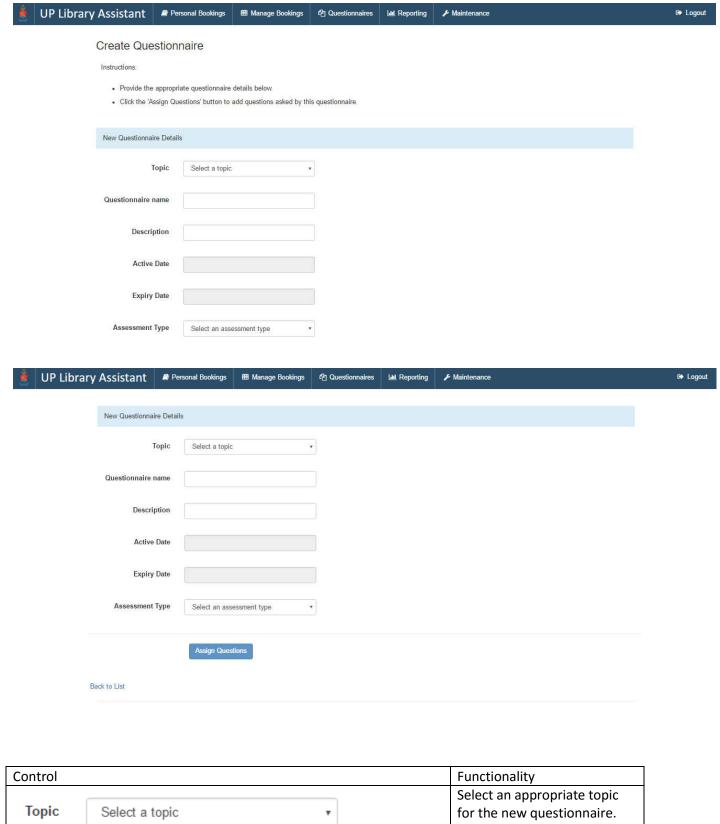
# **Delete questionnaire**



Control	Functionality	
Questionnaire Details	This area displays the details of the questionnaire about to be	
Name	TestQuestionnaire	deleted.
Topic	Employee Performance	
Assessment Type	Other	
Creator	Jill	
Description	Test	
Status	Pending	
Created	10/7/2016 12:51:44 PM	
Current Responses	0	
Delete		By clicking this button the user confirms the deletion of the questionnaire and the system will delete the questionnaire from the system.
Back to List		By clicking on this hyperlink the delete questionnaire process will

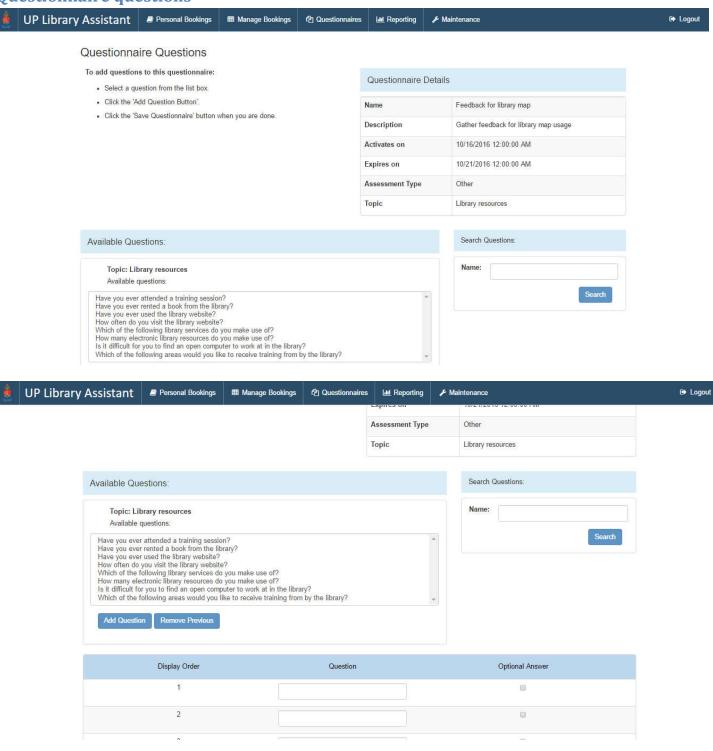
be terminated and the user
would be taken back to the list of
questionnaires.

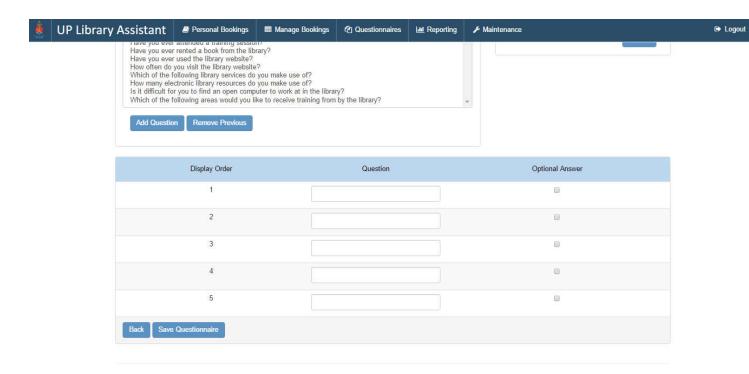
#### **Create questionnaire**

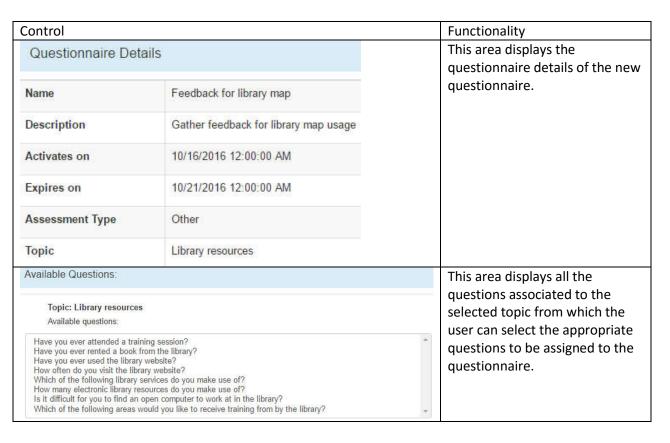


Questionnaire name			Enter the name for the questionnaire.
Description			Enter the description of the new questionnaire.
Active Date			By clicking on the field a date time picker will pop up from which the user can select an appropriate active from date
Expiry Date			By clicking on the field a date time picker will pop up from which the user can select an appropriate expiry date
Assessment Type	Select an assessment type	•	Select the appropriate assessment type for the questionnaire.
Assign Questions			By clicking on this question the new questionnaire data will be saved and the user would be taken to assign questions to the questionnaire.
Back to List			By clicking this hyperlink the create questionnaire process would be terminated and the user would be taken to the list of questionnaires

### **Questionnaire questions**



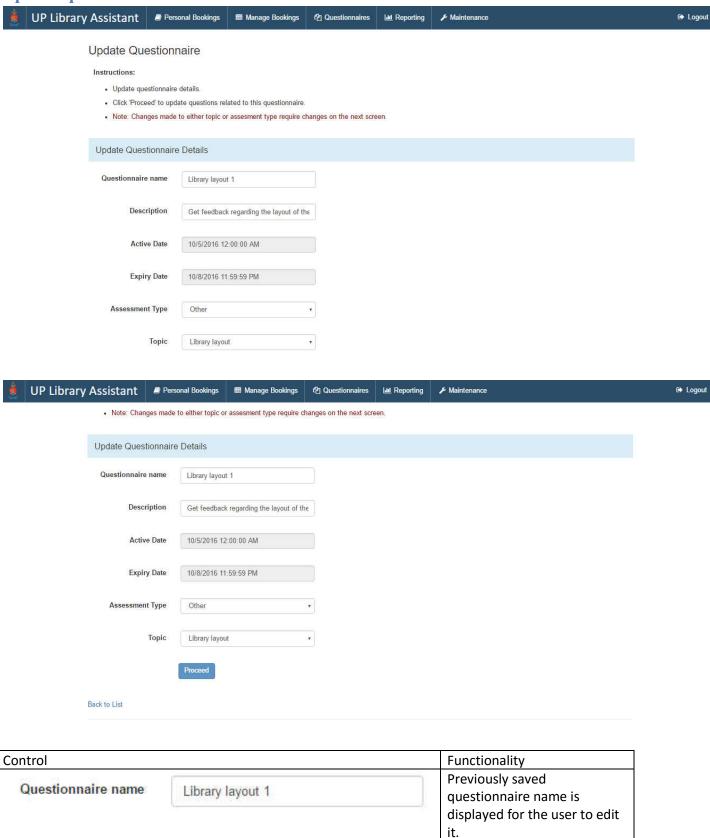




Search Questions:	Provide the name search criteria and click on the search on the button to filter the questions in
Name:	the list of questions.
Search	
Add Question	Add the selected question to the questionnaire.
Remove Previous	Remove the last assigned question from the questionnaire
Display Order	This area displays the order in which the questions of the
1	questionnaire will be displayed.
2	
3	
4	
5	
Question	This area is where the questions will be appear that have been selected to be assigned to the questionnaire.

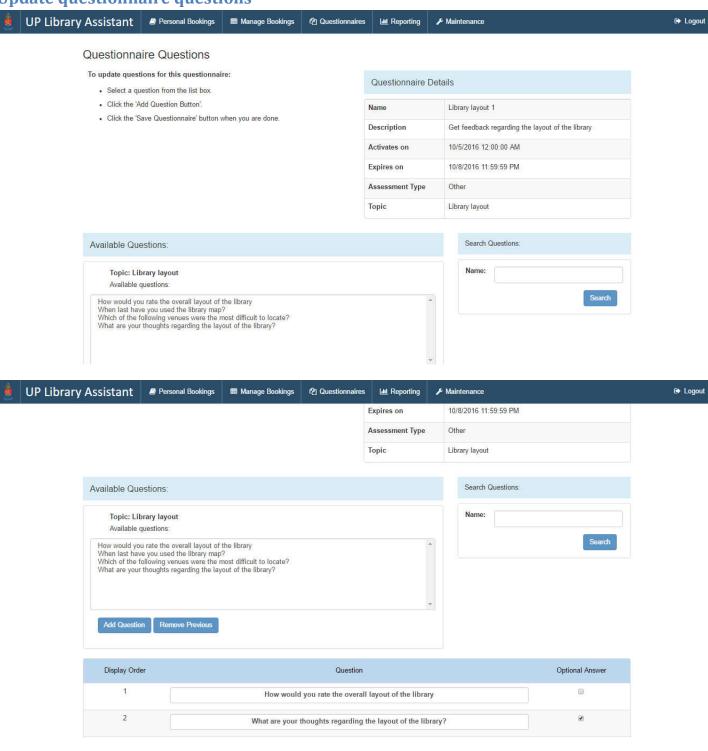
Optional Answer	Click on the appropriate checkbox to indicate if a certain
	selected question should be
0	optional or not.
(a)	
e	
Ψ	
Back	By clicking this button the user would be taken back to the
	'create questionnaire' screen
	where all previously entered
	data will be displayed.
	By clicking on this question the
Save Questionnaire	questions assigned to the
	questionnaire would be saved to
	the questionnaire and the
	questionnaire would be created.

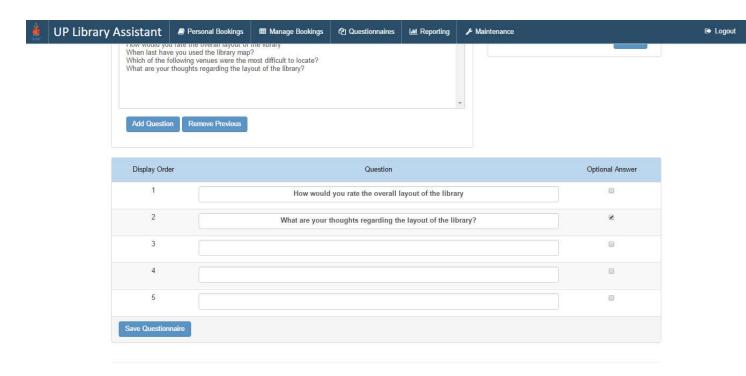
#### **Update questionnaire**

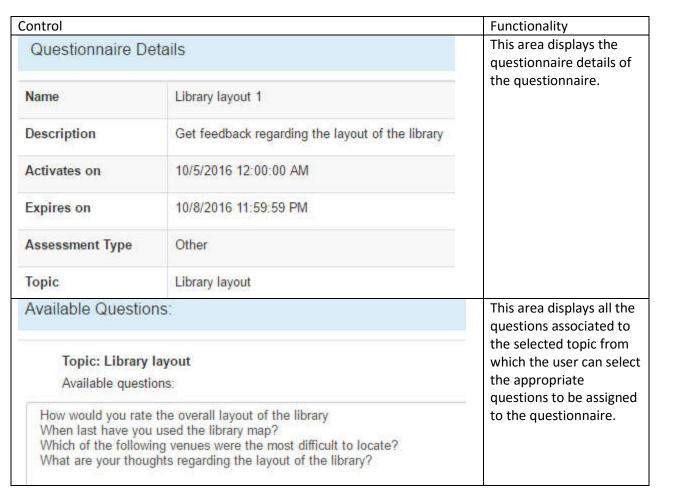


Description Get feedback regarding the layout of the	Previously saved description is displayed for the user to edit.
Active Date 10/5/2016 12:00:00 AM	Previously saved active date is displayed for the user to edit.
Expiry Date 10/8/2016 11:59:59 PM	Previously saved expiry date is displayed for the user to edit.
Assessment Type Other	Previously saved assessment type is displayed for the user to edit.
Topic Library layout •	Previously saved topic is displayed for the user to edit.
Proceed	The update questionnaire details will be saved and the user would be taken to the questions assigned to the questionnaire to be edited.
Back to List	The user would be taken back to the list of questionnaires.

#### **Update questionnaire questions**







Search Questions	KO.	Provide the name search criteria and click on the search on the button to
Name:		filter the questions in the list of questions.
	Search	
Add Question		Add the selected question to the questionnaire.
Remove Previ	ous	Remove the last assigned question from the questionnaire
Display Order		This area displays the order in which the questions of the
2		questionnaire will be displayed.
3		
4		
5		
Question  How would you rate the overall layout of the library		This area is where the questions will appear that have been selected
		to be assigned to the questionnaire.
What a	re your thoughts regarding the layout of the library?	

Optional Answer	Click on the appropriate checkbox to indicate if a certain selected question should be optional or
⊗	not.
0	
0	
0	
Save Questionnaire	By clicking on this question the questions assigned to the questionnaire would be saved to the questionnaire and the questionnaire would be updated.