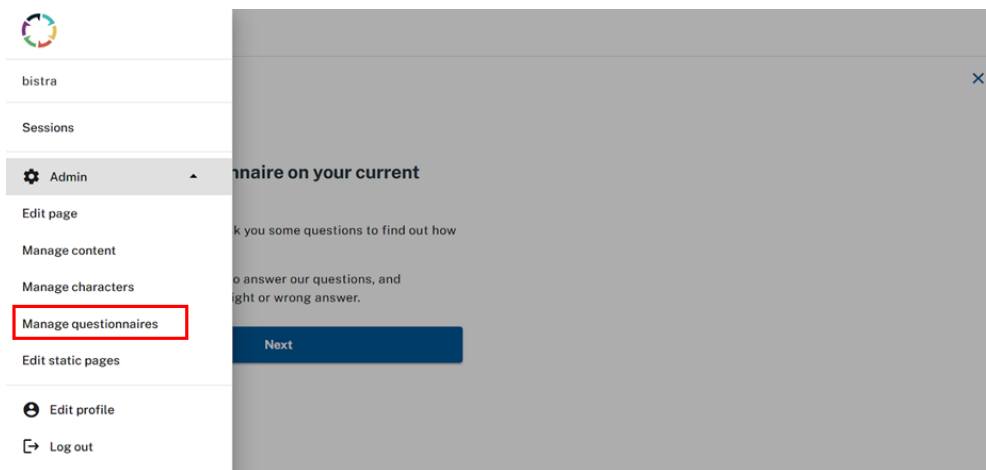


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How to add a questionnaire



1.Menu > Admin>Manage questionnaires

Questionnaires Order First Welcome Page Welcome Back Page

[+ Add questionnaire](#)

Title	Published status	Language	
<input type="text"/>	- Any -	- Any -	Filter

Action

[Delete content](#)

2. Click Add questionnaire button

[Home](#) > [Add content](#)

Title *

Questionnaire elements *

[Add Questionnaire element](#) to *Questionnaire elements*

☒ Published

[Save](#) [Preview](#)

3. Insert Title for your questionnaire

(Please note that the title of the questionnaire will be displayed on the header of every page of the questionnaire)

4. Click on “Add questionnaire element” to add questions to your questionnaire

5. Select the type of question you would like to insert

Add Questionnaire element

[Text field](#)

[Select list from predefined options](#)

[Date](#)

[Questionnaire introduction](#)

[---- PAGE BREAK ----](#)

[Single choice](#)

Question: text answer / Text field

Question: select from the list / Select list from predefined options

Question: insert a date answer /Date

Question: single choice

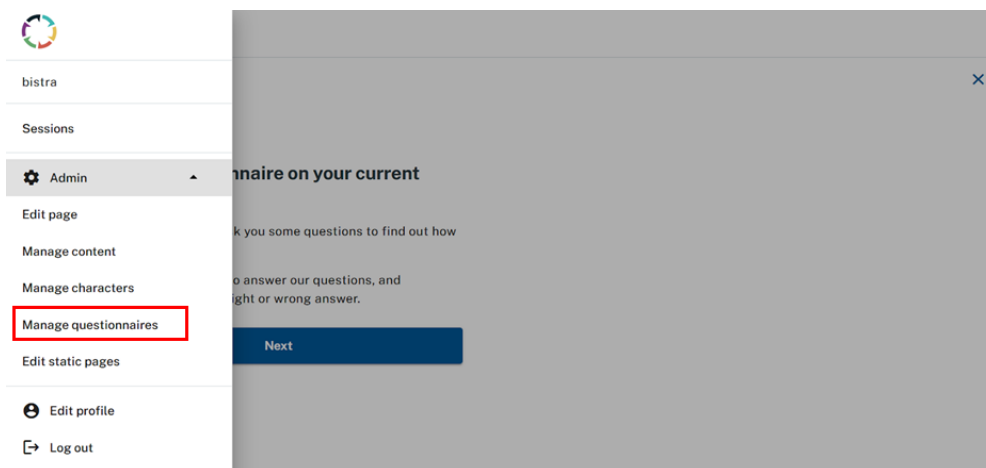
Question: scored single choice

6. Click on “Save” button to save your questionnaire. Please note that the Default state of the questionnaire is “Unpublished”. If you want your questionnaire to be visible to your users the state should be changed to “Published”, once you have validated it.

Tips:

- Please note that there should be only one question by screen. Therefore, before adding a question you should insert Page Break item
- If you want to add a simple text note before/after a question or an introduction to your questionnaire, you can use the “Questionnaire introduction item”.
- Select list from predefined options- you can use it for selecting the country of residence/origin from a dropdown menu or for picking up the age.

How to edit a questionnaire



1.Menu > Admin>Manage questionnaires

Apply to selected items

<input type="checkbox"/>	Title	Author	Status	Updated	Operations
<input type="checkbox"/>	How are you doing?	bistra	Published	11/03/2021 - 13:00	Edit
<input type="checkbox"/>	Getting to know you	bistra	Published	11/03/2021 - 11:28	Edit

Apply to selected items

2. Find the questionnaire you want to edit and click on the Edit button next to it

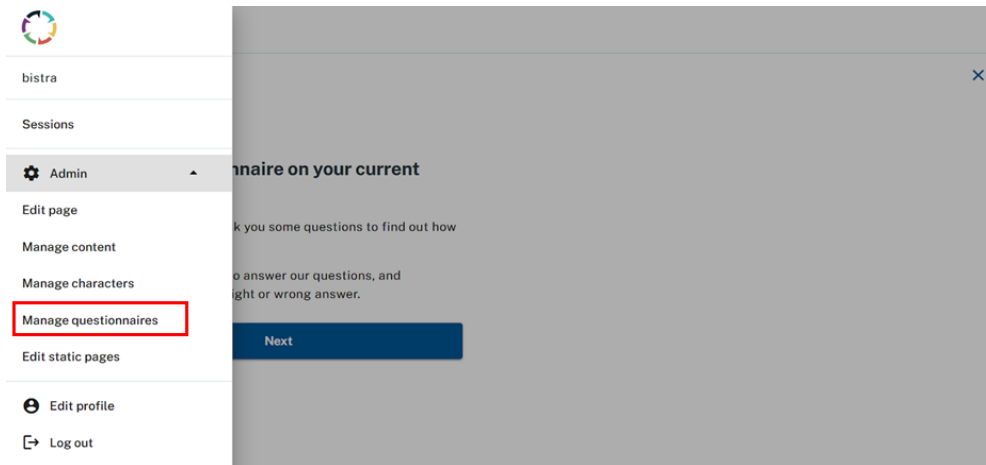
✚	Scored single choice	4	Trouble concentrating on things, such as reading the newspaper or ...	Edit	⋮
✚	---- PAGE BREAK ----			Edit	⋮
✚	Questionnaire intro...	Over the last 2 weeks, how often have you been bothered by:		Edit	⋮
✚	Scored single choice	4	Moving or speaking so slowly that other people could have noticed...	Edit	⋮

Add Questionnaire element to Questionnaire elements

3. Pick up the question you want to edit and click on the edit button next to it or click “Add Questionnaire element” to add a new question

4. Preview and Save your changes

How to configure a welcome message



1.Menu > Admin>Manage questionnaires

Questionnaires

Order

First Welcome Page

Welcome Back Page

Header*

Thanks for joining, it's great to have you here.

Welcome text*

B **I** | Source

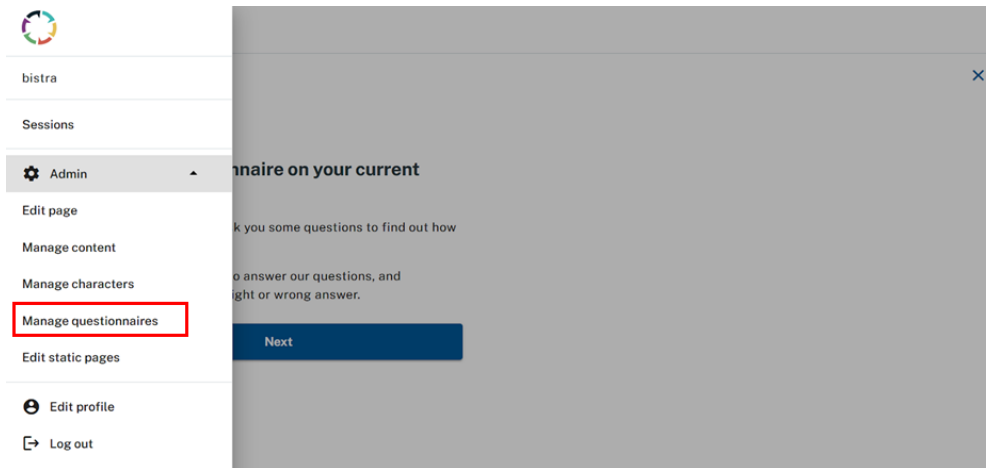
We would like to ask you some questions to better understand how Step-by-Step can help you.

Duration: 2 minutes

2. Click on First Welcome Page tab, add your text and save it.

You can also add a Welcome back message by clicking on “Welcome Back Page” tab. This is displayed when the user doesn’t finish a questionnaire and come back to the app later on.

How to configure a result screen



1. Menu > Admin>Manage questionnaires

Apply to selected items						
<input type="checkbox"/>	Title	Author	Status	Updated		Operations
<input type="checkbox"/>	How are you doing?	bistra	Published	11/03/2021 - 13:00	Edit	▼
<input type="checkbox"/>	Getting to know you	bistra	Published	11/03/2021 - 11:28	Edit	▼
Apply to selected items						

2. Find the questionnaire for which you want to set up a result screen. Then click on the arrow next to Edit button > Edit score's result screen

Score level

Collapse

Title *

At risk

Icon

Exclamation mark inside a circle ▾

Results page title *

You're at risk of harm

Body *

B

I

Source

From what you have described in this questionnaire, we think you may be at risk and need some extra support. This is completely normal and there are many people in this position.

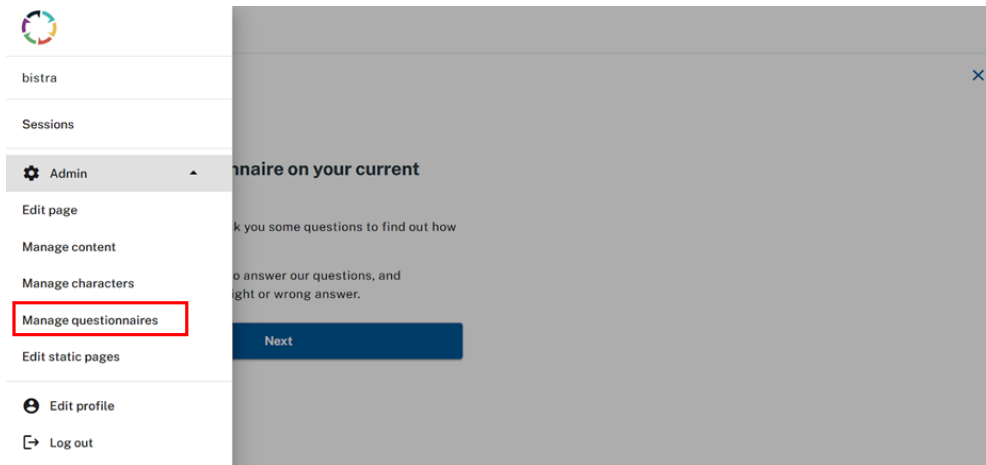
It is very important that you get yourself some help for these problems as soon as possible before continuing with this app.

Add Score level

to Questionnaire score levels

3. Click on Add Score level button to add a new result screen
4. Set up the title (please note that the title won't be displayed for users)
5. Set up the Result's page title (this title WILL BE displayed for users)
6. In Body, add the text you want to be displayed on this Results screen.

How to configure a score range



1.Menu > Admin>Manage questionnaires

Apply to selected items

<input type="checkbox"/>	Title	Author	Status	Updated	Operations
<input type="checkbox"/>	How are you doing?	bistra	Published	11/03/2021 - 13:00	Edit ▼
<input type="checkbox"/>	Getting to know you	bistra	Published	11/03/2021 - 11:28	Edit ▼

Apply to selected items

2. Find the questionnaire for which you want to set up a result screen. Then click on the arrow next to Edit button > Set score levels

Score level Collapse ⋮

Title *

At risk

Score range *

From * 2000 **to *** 3000

Add Score level to Questionnaire score levels

3. Add Score Level for each of the results screens.

IMPORTANT: Use the same title as the one of the Results screen you are setting the score range for.

For example, if the Title of your Results Screen is “At-risk”, the Title when setting up the score range for this screen , should be exactly the same : “At-risk”.