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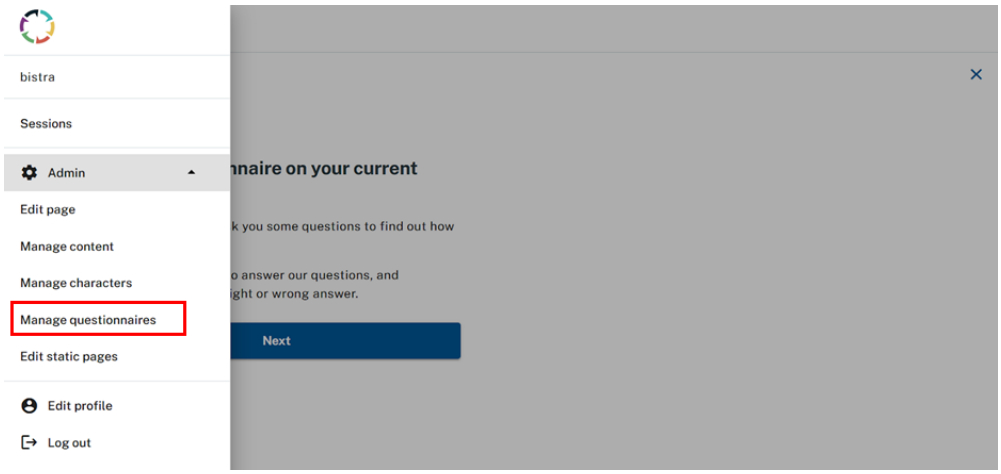
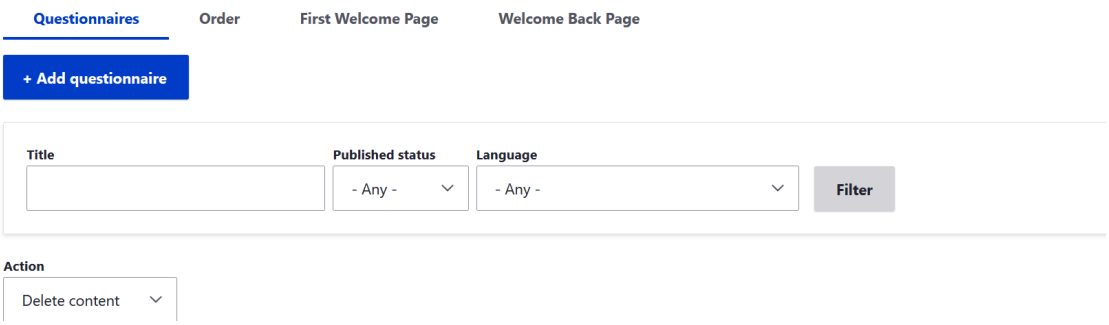
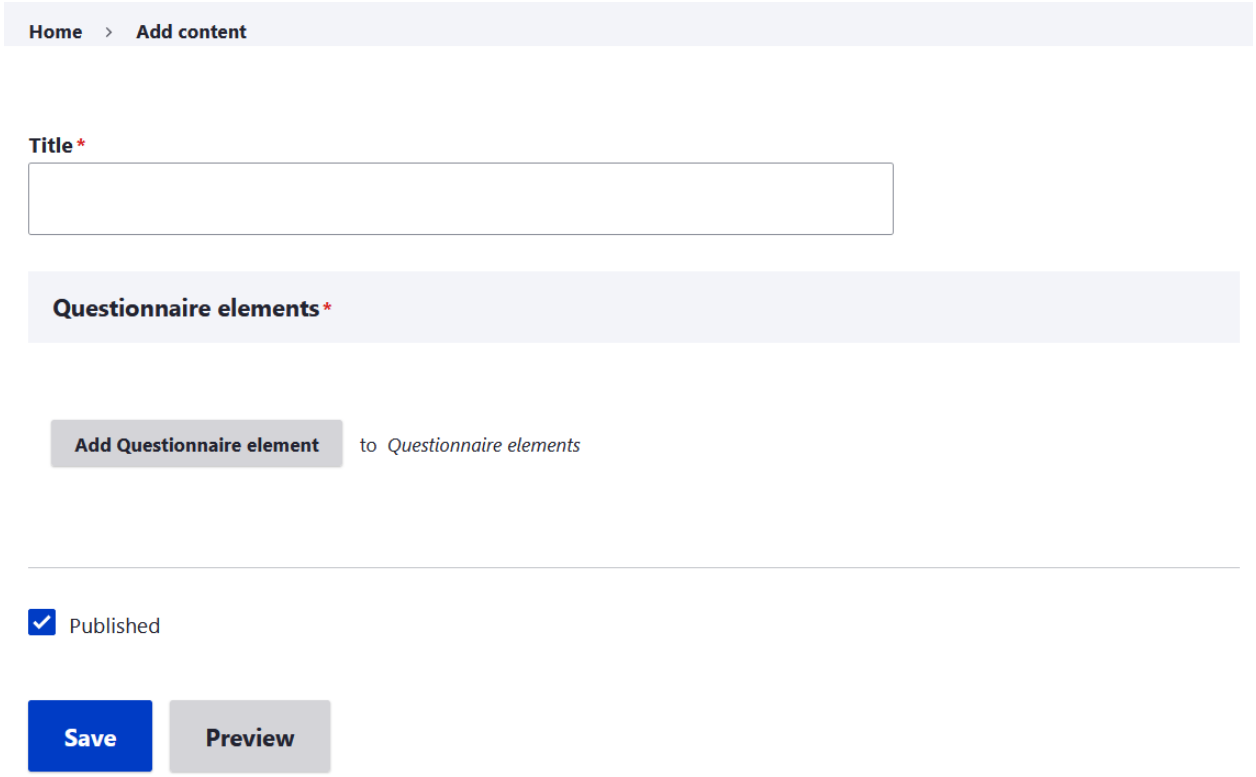
How to add a questionnaire



1.Menu > Admin>Manage questionnaires



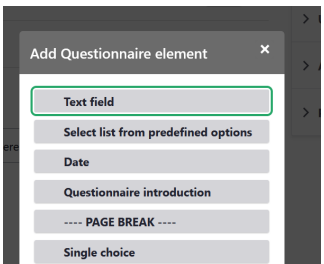
2. Click Add questionnaire button



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



Question: text answer / Text field

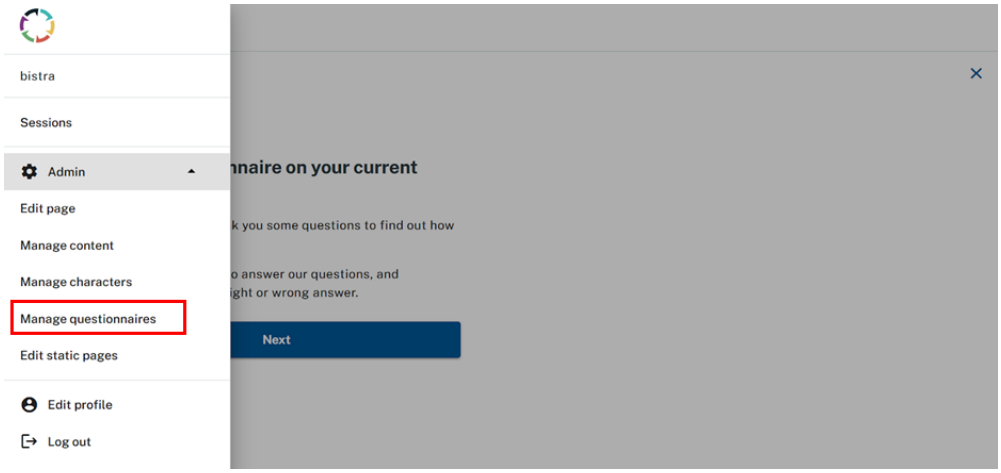
Question: select from the list / Select list from predefined options
Question: insert a date answer /Date
Question: single choice
Question: scored single choice

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 Please note that the Default state of the questionnaire is “Unpublished”.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.

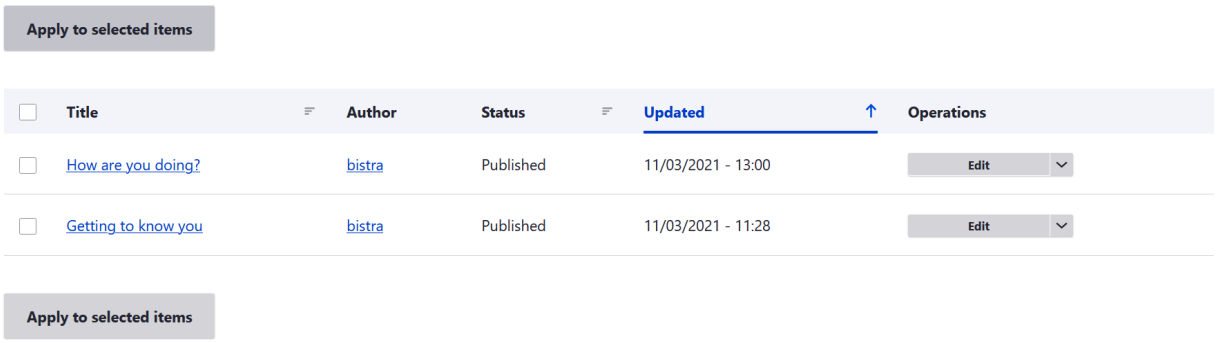
Tips:

- 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.

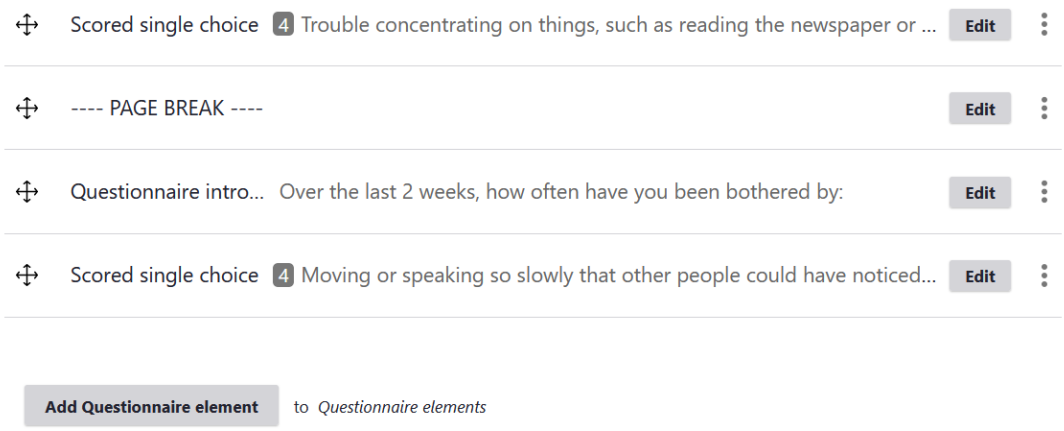
How to edit a questionnaire



1.Menu > Admin>Manage questionnaires



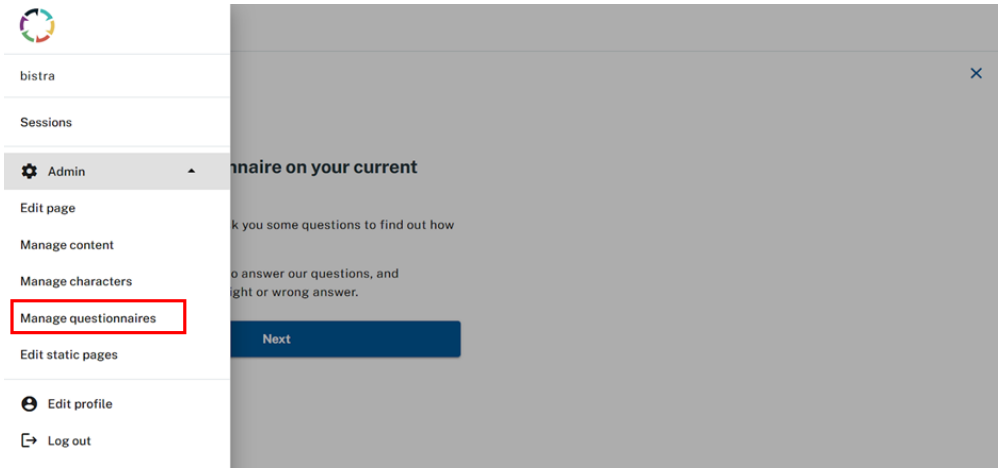
2. Find the questionnaire you want to edit and click on the Edit button next to it



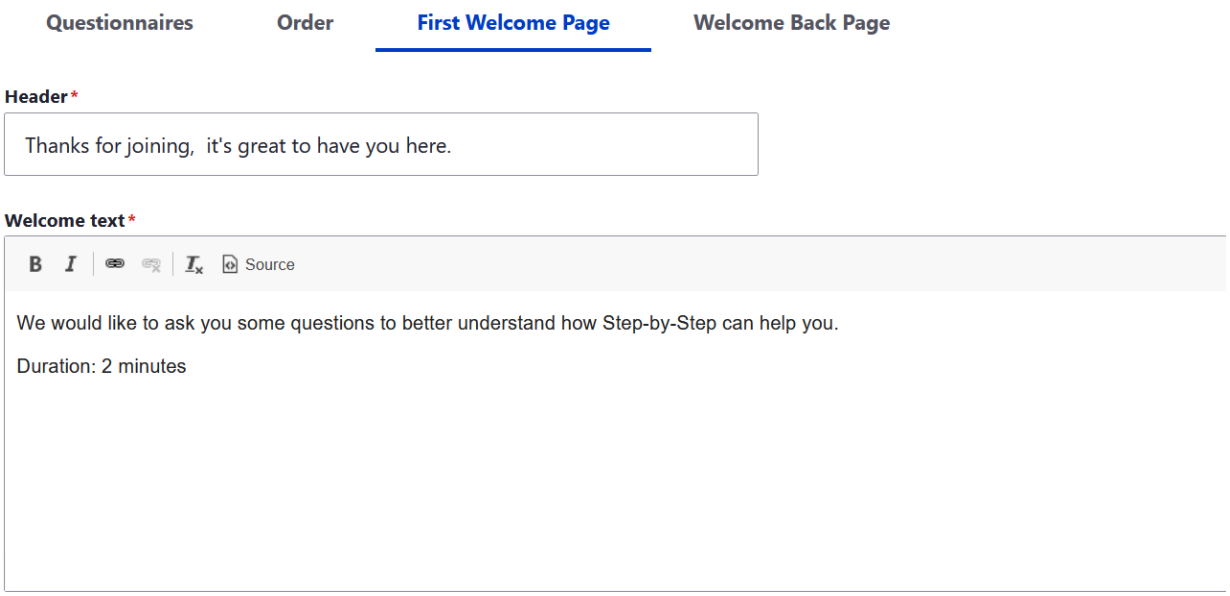
3. Pick up the question you want to edit and click on the edit button next to it or click “Add Questionnaire element” to add a new question

4. Preview and Save your changes

How to configure a welcome message



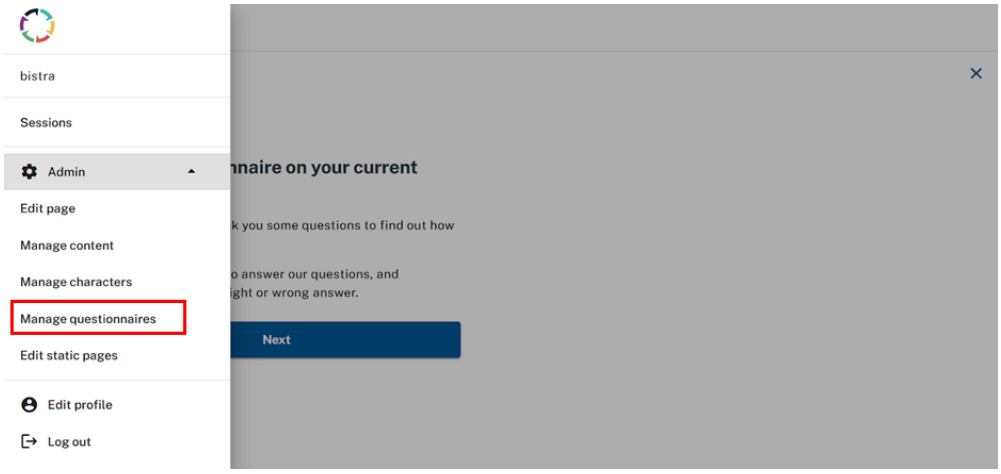
1.Menu > Admin>Manage questionnaires



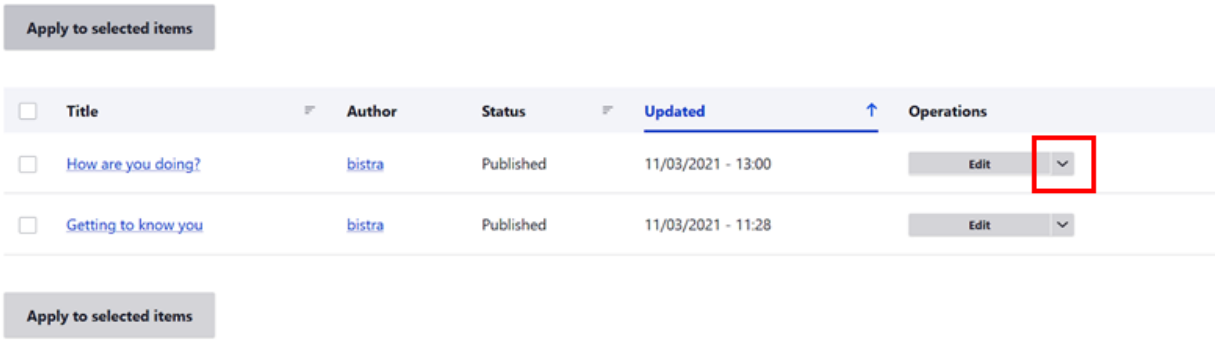
2. Click on First Welcome Page tab, add your text and save it.

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.

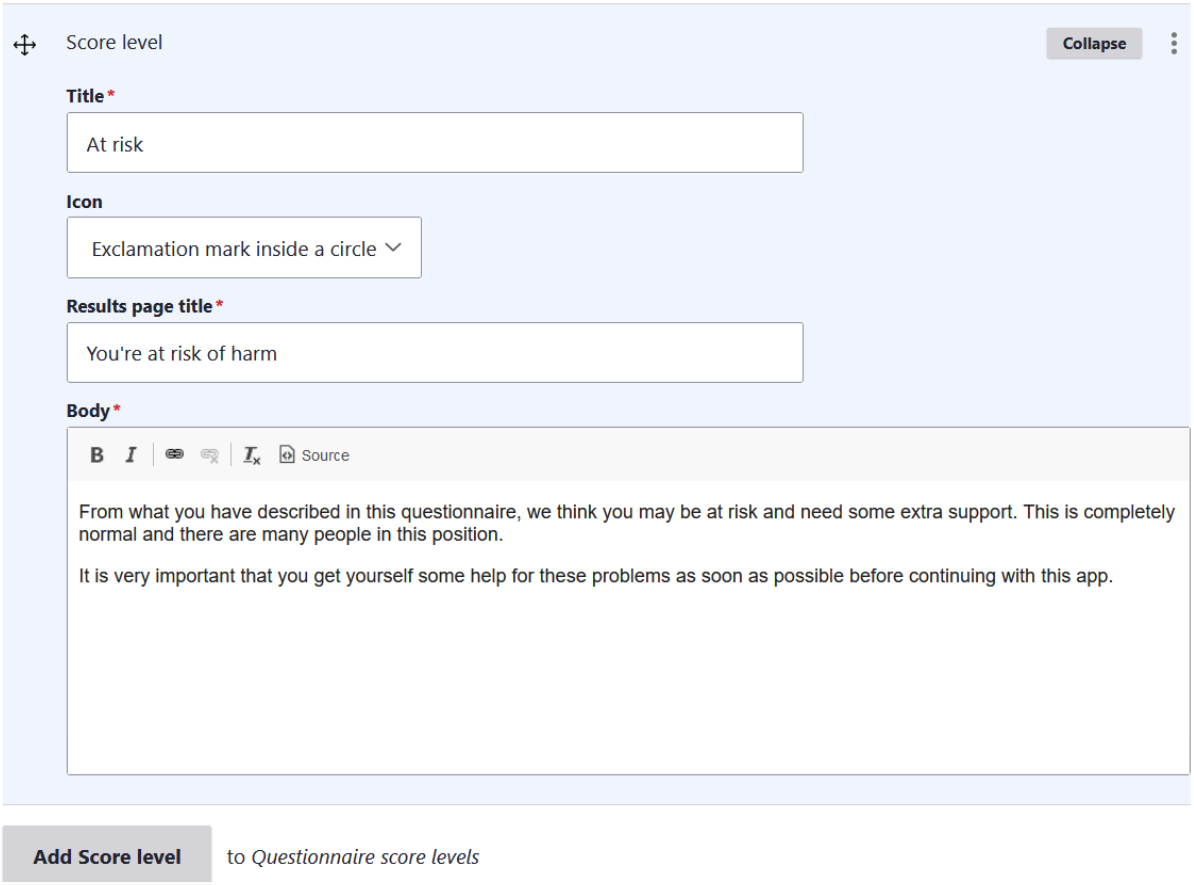
How to configure a result screen



1.Menu > Admin>Manage questionnaires



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



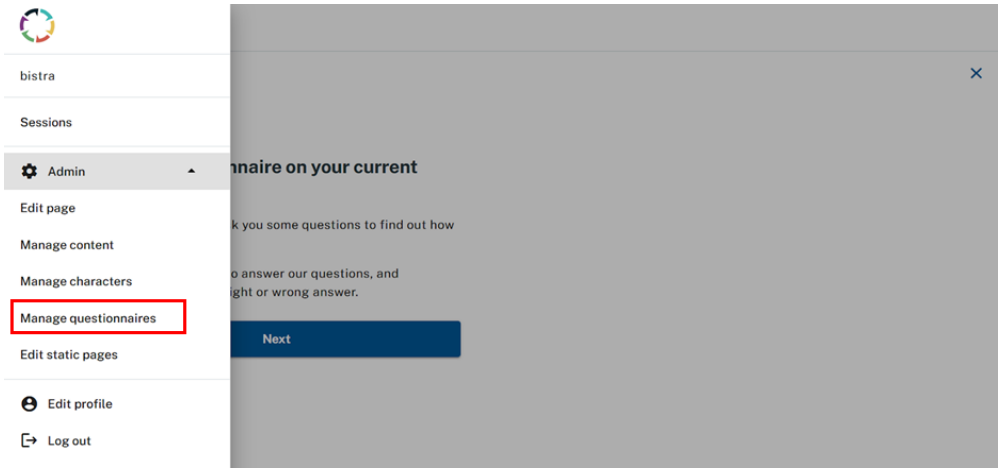
3. Click on Add Score level button to add a new result screen

4.Set up the title (please note that the title won't be displayed for users)

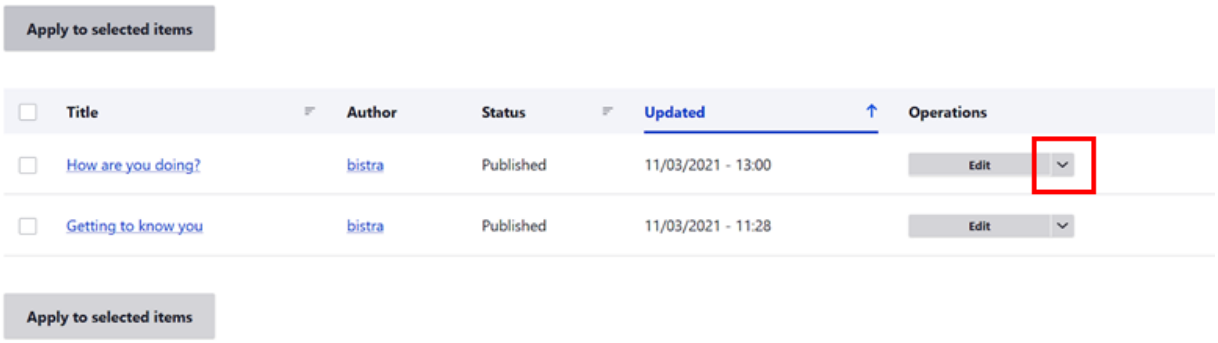
5. Set up the Result's page title (this title WILL BE displayed for users)

6. In Body, add the text you want to be displayed on this Results screen.

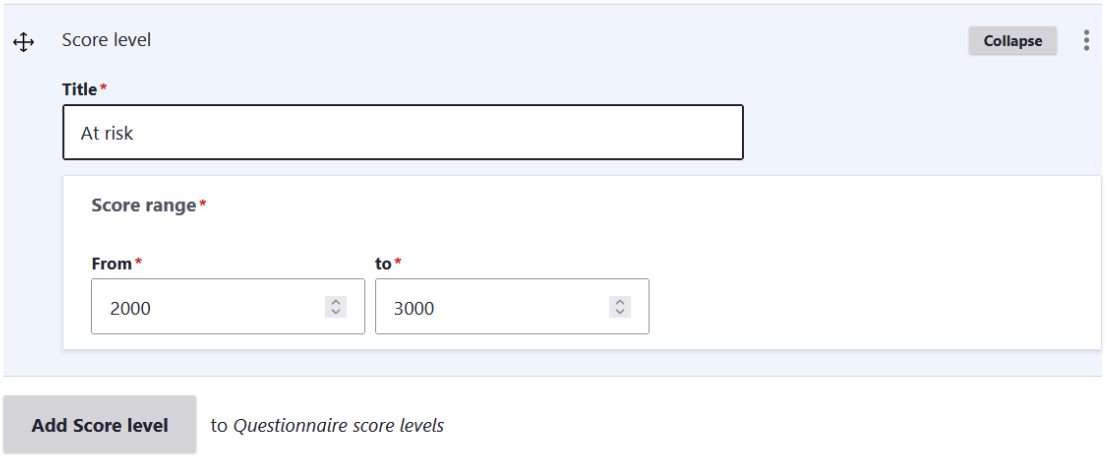
How to configure a score range



1.Menu > Admin>Manage questionnaires



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



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”.