



Wheels Data Assistant Instruction Manual

Getting Started

Thank you for installing the Wheels Data Assistant! Wheels Data Assistant can vastly improve your data collection through easy to use custom questionnaires that automatically generate Excel spreadsheets for analysis. Let's take a look at the powerful tools and features included in the Wheels Data Assistant.

- GGG Development

Import Questionnaire

The Wheels Data Assistant works through the use of questionnaires. If you did not select any questionnaires during installation the home screen will not have any questionnaires. You can either import a questionnaire that someone else has made or make your own new questionnaire. First we will cover importing a questionnaire.

1. You must download or save a questionnaire file. Note: Questionnaire files are in .dat format and the name will be a four letter alphanumeric code. Do not alter the name of a questionnaire file.
2. Once you have saved a questionnaire file on your computer simply open the Wheels Data Assistant application and go to *File* (Located in the top left of the application) then select *Import Questionnaire*. This will open the file explorer where you can navigate to the Questionnaire that you have saved.
3. Upon selecting the Questionnaire file click open and the Wheels Data Assistant will do the rest for you. The questionnaire will then show in the Wheels Data Assistant home page and is ready to be used or edited.

Make Questionnaire

If you do not have any questionnaires to import or you want to make your own custom questionnaire then go to *File* and choose *New Questionnaire*. This will open to a new blank questionnaire page with 4 empty fields; Questionnaire Title, Questionnaire Type, Questionnaire Description and Questionnaire Instructions.

Titling:

Questionnaire Title, Questionnaire Type and Questionnaire Instructions are mandatory fields and Questionnaire Description is optional, but recommended for the best user experience and clarity.

1. The questionnaire title should be a short yet descriptive title of the purpose of the questionnaire. For example, a questionnaire about the condition and effectiveness of wheelchair push handles could be called “Wheelchair Push Handle Evaluation.”
2. The questionnaire type must be a four-letter alphanumeric code. This can be any combination and is used to identify the questionnaire. Two questionnaires may not share the same type code. It is recommended to use an abbreviation to make the code. For Example, in the above “Wheelchair Push Handle Evaluation”, “WPHE” would be an appropriate type code.
3. A questionnaire description is optional, but will give users a better idea of the purpose of the questionnaire from the home screen so it is strongly recommended. The description should be a one to two sentence clarifier of the purpose of the questionnaire. For the example of “Wheelchair Push Handle Evaluation” a description may read “A questionnaire to determine the condition and effectiveness of a wheelchair’s push handles. To be used by wheelchair technicians.”
4. Lastly, a questionnaire instruction must be given. This should tell the user what needs to be done and in what manner the questionnaire should be used. It should be as descriptive as possible so that anyone who uses the questionnaire may do so correctly and without confusion.

Once the required fields have been filled in the questionnaire can be successfully saved or finished, but what good would a questionnaire be without questions? It’s time to make the bulk of the questionnaire.

Adding Questions:

There are 8 types of questions or items you can add to a questionnaire:

- *Blank Response Question:* Any question where the user will input text or numbers to answer the question
- *Rating Scale Question:* A question that can be answered by selecting a rating from A to F. Also has a comments box.
- *Multiple Choice Question:* A question that can be answered by choosing one item from a list of options. From 2-6 options supported. Comments box is optional.
- *Counter:* A question that may be answered by a number in sequential order. Useful for questions such as laps around a track where a user needs to increment the tally while using the application. Has a plus and minus option.

- *Date*: Automatically puts the current date based on the computer time and location settings.
- *Time*: Automatically puts the time at the start of the questionnaire session. Based on the computer current time and location settings.
- *End Time*: Automatically puts the time upon completion of the questionnaire.
- *Section Divider*: Divides the questionnaire for ease and organization. Also controls color change in the Excel sheets.

Simply click on the *New* option in the top left of the application toolbar and select the question type or item you want to add into the questionnaire and it will be added. The fill in the Question field. Anything with light blue placeholder text such as “Enter the question here...” should be filled in.

You may note some checkbox options on the questions, *N/A* and *Non-resettable*. Both are not selected by default.

The *N/A* option will allow questionnaire takers to select Not applicable. Use this if the question may have instances where it will not be applicable to the situation.

The *Non-resettable* option will keep the data inputted by the user when they select *Save and Reset* while taking the questionnaire. Use this if information will be persistent across multiple instances of the questionnaire. For example, if there is a field that asks for the location at which the questionnaire is being taken and multiple instances of that questionnaire will be taken at the same place then it would be time saving to keep the location across multiple instances of the questionnaire instead of making the user fill it in again every time.

To delete a question, click the X.

To rearrange the order of the questions, change the question number. For example, if question number seven should be first, change 7 to 1 in the question number box. If there is already a question 1, then change 1 to the number of its desired location.

Question numbers are for the order of the questions only and will not be shown in the questionnaire. If question numbers are needed in the questionnaire just add a question number in the question field such as "3. User name: “

Tips:

- When deleting questions and rearranging question numbers be sure that no two questions have the same number and that no numbers are skipped. The Wheels Data Assistant will give warning if this is not correct.

- Do not start questions with '=' or other Excel formats. Wheels Data Assistant will not have any issue with such data, but when generating the excel sheets if excel expects a formula and it does not correctly meet Excel's formula format then Excel will close and Wheels Data Assistant will report an Excel error. If you need such symbols in the question, have some text beforehand such as a question number.

Finishing:

You may want to save your work periodically when working on a new questionnaire by clicking *Save Progress* in the toolbar. Once you have completed the questionnaire, press *Finish* and the Wheels Data Assistant will create the questionnaire. You can then find it on the home page and it is ready to be used!

Edit Questionnaire

At some point you may find it necessary to edit your questionnaires or questionnaires that you imported from others. To do this find the questionnaire that you want to edit from the home page. Right click or press and hold (if using touch) the questionnaire preview button. This will show three options, *Edit*, *Export*, *Delete*. Click or tap on the *Edit* button. This will open the questionnaire in the edit mode. From there you may add or remove questions, change question order, text or attributes, or change the questionnaire properties like *instructions* and *description*. See the Section Make Questionnaire above for instructions further instructions.

Note: Changing the *Questionnaire Type* property will save the questionnaire as a new questionnaire and the old one will be left unchanged. This can be very useful if you want two very similar questionnaires, and just need to change a few things.

Export Questionnaire

If you want to share a questionnaire you have made with others you can easily export it, saving it into a folder of your choice where you can then email it, upload it online, or share it via a removable media device. Exporting is easy, from the home page find the questionnaire that you want to export. Right click on it (press and hold if using touch) and you will see 3 options, *Edit*, *Export* and *Delete*. Click on the *Export* option which will open the file explorer. Navigate to the desired folder and enter a name of your choice. Click or tap *Save* and the questionnaire file will then be saved in the chosen location.

Note: The questionnaire file will be saved as a .dat extension by default, do not change this as it will affect the import operation for others who want to use it.

Delete Questionnaire

If you ever decide you want to remove a questionnaire from your Wheels data Assistant application, you may do so by finding the questionnaire that you want to delete on the home page. Right click or press and hold (if using touch) the questionnaire preview button. This will show three options, *Edit*, *Export*, *Delete*. Click or tap on the *Delete* button. This will bring up a pop up to ensure you really want to delete that questionnaire. Selecting *No* will cancel the operation. Selecting *Yes* will proceed with the deletion. In a few seconds the home page will refresh and the selected questionnaire will be removed. A deletion is total and cannot be reversed.

Take Questionnaire

While there are many uses for the Wheels Data Assistant questionnaires, the primary use of the questionnaires remains the same, and that is to have someone take them, answering the questions and then have the Wheels Data Assistant automatically generate Excel spreadsheets for analysis.

To start this process, find the desired questionnaire on the home page and click or tap it. This will open the questionnaire in the take questionnaire format.

Accessing the Instructions:

Since questionnaires are created by different Wheels Data Assistant users with different goals, question and expectations it is very important to read the instructions provided for the individual questionnaire. The instructions for the questionnaire can be found at the top of the questionnaire page. You may also open the instructions by selecting the *Instructions* button on the tool bar. This will slide open a side bar on the right of the application that has the instructions inside. This is especially helpful if you are far down in the questionnaire and do not want to lose your place, but need to refresh your mind on the instructions.

Answering Questions:

- Any question that has a blank box with light blue filler text *"Enter response here..."* can be answered by clicking/tapping the box and then typing in your response to the question.
- Multiple option questions may be answered by simply clicking on the radio button next to the desired answer. An optional comment may be given in some cases, depending on the questionnaire. If so, click or tap on the comments box and type in your comment.
- Rating scale questions may be answered by clicking and dragging the rating marker to the desired location or by clicking/tapping on the rating scale bar at the desired

location. Rating scale questions always have a comment box where a comment can be given to explain the rating. To do so, click or tap on the comments box and type in your comment.

- Some questions do not require a typed input, although a typed input can be accepted as well. Counters, Date and Time all fall under this category.
 - Counter: To use a counter tap on the + or – values accordingly to increase or decrease the value. You may type in the value as well.
 - Date: Date will automatically be filled in based off of the date of your computer. If necessary you may change the date, by clicking/tapping and then typing.
 - Time: Time will automatically be filled in based off of the time of your computer. If necessary you may change the time, by clicking/tapping and then typing.
- Some questions may include an *N/A* option. If so, clicking or tapping the *N/A* checkbox will allow the question to go unanswered with *Non-Applicable* entered as the response. If the questionnaire maker has included the *N/A* option and you feel the question is not applicable to your situation it would be appropriate to select the *N/A* option.

Note: Questionnaires may also be traversed by using the *Tab* key. Hitting *Tab* will advance to the next question or response choice (in multiple option questions). *Shift + Tab* will move to the previous question or response choice. Hit space to select one option of a multiple option question. Use the arrow keys to increase or decrease a rating scale question.

Save and Reset:

In some questionnaires, it may be necessary to take it multiple times with some similar responses across multiple instances. For example, if the questionnaire is on evaluating wheelchair push handles, one person may evaluate multiple chairs. If the questionnaire was built supporting the reset persistence function, the name of the wheelchair evaluator could be persisted across all of the questionnaires so that he does not have to re-enter his name every time.

If you need to retake the same questionnaire multiple times and there is data that should persist across each, then using the *Save and Reset* on the far left of the toolbar, will:

- Open the file explorer. You can select the file desired to save the Excel sheets in, choose a name and click or tap *Save*.
- Generate an individual summary report and then make a new summary sheet or append the new data to an existing summary sheet if there is already one in that folder for the questionnaire type.
- Reset all data that is not meant to persist across multiple questionnaire instances.
- Stay open at the current questionnaire with the persisted data still filled in.

You may use the *Save and Reset* option as many times as necessary, just be sure to pick a different name each time you save the files.

Finish:

- If you do not need data to persist or are finished completely, then the *Finish* option is the better choice. Click or tap the *Finish* button located in the toolbar, this will open the file explorer. Navigate to the desired folder, enter a name for the file and click *Save*. The Wheels Data Assistant will then generate an individual summary report and then make a new summary sheet or append the new data to an existing summary sheet if there is already one in that folder for the questionnaire type. Then the Wheels Data Assistant will go back to the home page.

Cancel:

You may cancel taking a questionnaire at any time by clicking *Cancel* in the far right of the toolbar. No responses will be saved and the Excel sheets will not be generated.

Summary Sheets

If you have multiple individual reports that were generated on different devices, there will be multiple summary sheets containing only the individual reports from the device that the reports were generated on. It may be useful to have all the individual reports compiled into one summary sheet.

If this is the case, put all of the individual reports that you want included in the summary into a single file. Then from the Wheels Data Assistant home page select the *File* button at the far left in the toolbar. Choose the first option, *Generate Summary Sheet*. This will open the file explorer. Navigate to the folder containing all the individual reports. Select one of the questionnaires of the type that you want a summary sheet for. Click or tap *Open*. This tells the Wheels Data Assistant which folder to look in and what type of questionnaire to compile a summary sheet for. Generating a summary sheet may be a lengthy process depending on the number of individual reports being compiled, so do not fear if it takes several minutes. Feel free to go grab some coffee while you wait.

Upon completion, the generated summary sheet will be saved in the same folder with all of the individual reports.

Settings

The Wheels Data Assistant contains several settings to aid in customization for the user.

- Screen Size: The Wheels Data Assistant has an automatic screen size detection, however some device specs, changes in display settings or unstated resolution can cause the automatic detection to be incorrect. This will be noticeable only when making a new questionnaire. The questionnaire preview image on the home page may end up off centered or the wrong size. If this happens, then the auto detection was unable to find your device's screen size and resolution correctly.
 - In this case, open the Settings menu by clicking or tapping on the *Settings* button on the toolbar.
 - On the Settings menu, there will be a screen size selection slider. Simply select the size of your screen. Options include:
 - Very Large (VL)
 - Large (L)
 - Medium (M)
 - Small (S)
 - Smallest ()
 - If the preview icon still does not render correctly, you may try another screen size. Sometimes a screen will be borderline between two options.
- Excel Selection Colors: Turns on or off the automatic coloring of Excel sheets. If you do not want the Excel sheets to have color in them, perhaps for black and white printing, then click or tap on the *Excel Selection Colors* radio button. This will turn off the use of colors in Excel. To turn colors back on, simply select the radio button again.

Using Help

Help documents may be accessed at any time by clicking or tapping the *Help* button in the toolbar. From the home page this will open the entire help document in Adobe Reader. From the take questionnaire, make questionnaire or edit questionnaire pages the *Help* button will open a help document relevant to the current page.

Note: Adobe Reader must be installed for the help files to be opened properly.