

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.

For any Additional Questions Contact GGG Development by email at gggdevelopment@aol.com