

## Make Questionnaire

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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

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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.

For any Additional Questions Contact GGG Development by email at [gggdevelopment@aol.com](mailto:gggdevelopment@aol.com)