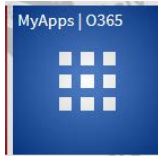


Creating a Questionnaire / Survey

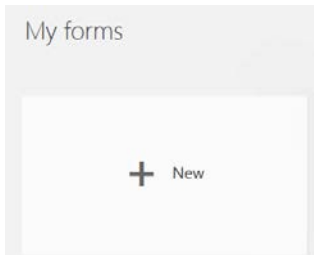
A. Navigate to 'My Apps | O365' from the dashboard of MyDay



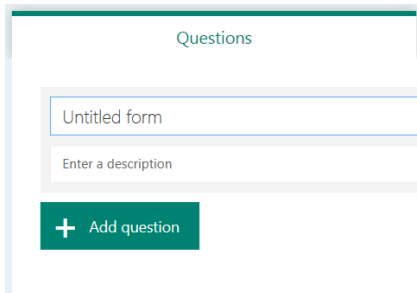
B. Select 'Forms'



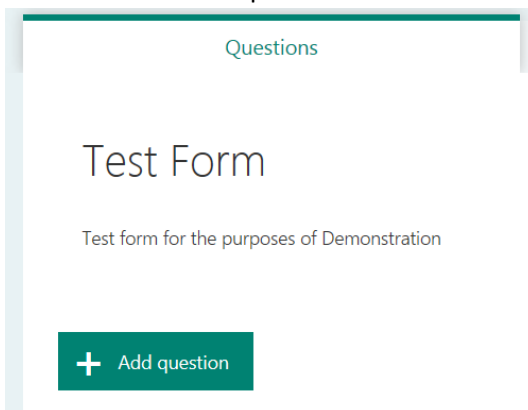
C. Select 'New Form'



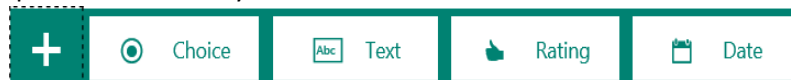
D. Enter a title and description for the new Form



E. Select 'Add question'



F. From selecting 'Add question' you are then provided with 4 separate options of question to add to your form



I. Choice

- Add your question to the text box
- Add the answer choices to the radio button options
- You can add many extra answer options to the question by selecting 'Add option'
- To provide the end user an opportunity to enter their own individual option you can select 'Add Other Option'. This inserts an 'Other' Textbox which the user can select and fill in an answer for them selves

- You can allow for multiple answers to be provided by selecting the 'Multiple answers' swipe button as well as setting the question to be a 'Required' button which enforces the end users to provide an answer to the question before moving to the next question or completing the form

II. TEXT

- Enter the question into the question textbox
- You can add a video or image as described earlier
- A slide button option is available for this type of question called 'Long answer' this enables the text box which the end user will enter their answer in to accept multiple lines of text within the answer text box

III. Rating

The screenshot shows a configuration interface for a rating question. At the top right, there are icons for copy, delete, move up, and move down. The question text is "4. Please Rate this Questionnaire". Below the text are five grey stars. Underneath the stars, there are two dropdown menus: "Levels:" set to "5" and "Symbol:" set to "Star". Below these are two more dropdown menus: "1 Star" set to "Low" and "5 Stars" set to "High". At the bottom right, there is a "Required" toggle switch which is currently turned on, and a three-dot menu icon.

- Enter the question into the question textbox
- You can add a video or image as described earlier
- You can select the levels of choice of either 5 or 10 with also selecting the symbol to be stars or numbers
- You also have the choice of adding a label to the lowest and highest options to provide a visual description of measurement rating to the end user

IV. Date

The screenshot shows a configuration interface for a date question. At the top right, there are icons for copy, delete, move up, and move down. The question text is "5. Please provide the date you filled out this questionnaire". Below the text is a date input field with the placeholder text "dd/MM/yyyy" and a calendar icon on the right.

- Enter the question into the question textbox. Please note that the only response that can be provided by the end user is by selecting a date from the given calendar which will be displayed once the form is in a live state

G. All questions have the 'Required' slide button which you can decide if any, some or all of the questions are required to be completed by the end user before being submitted

H. Each question also has some operational choices for the survey author of the form as follows



- Copy Question
- Delete Question
- Move question up a place in the form
- Move question down a place in the form

