

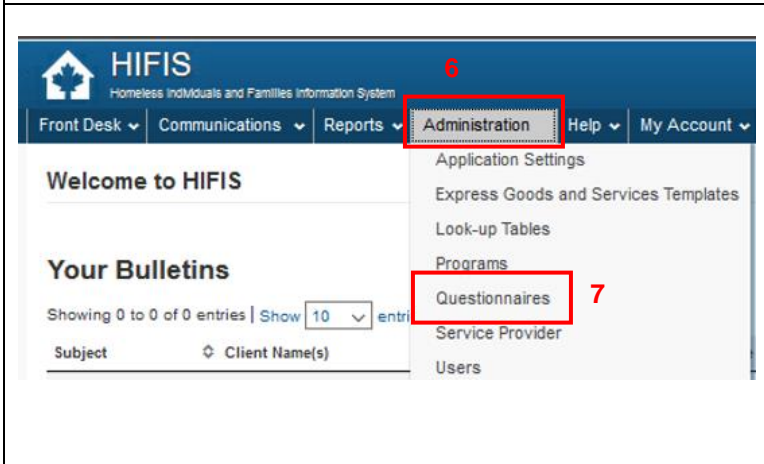
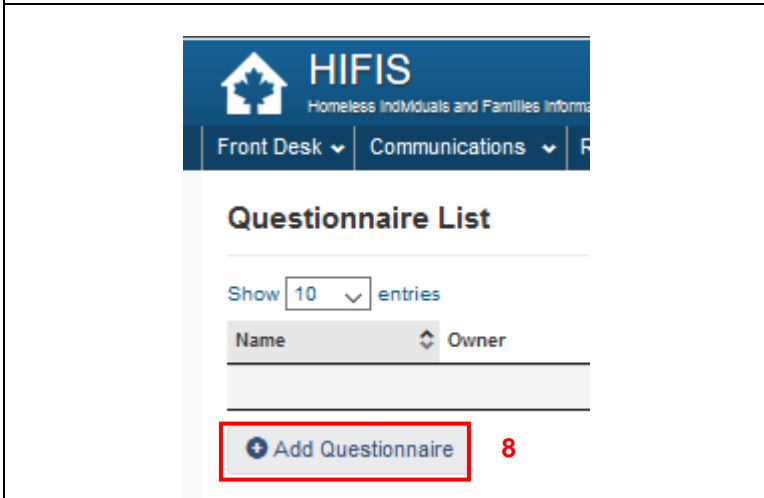


Site Administrators – How to Create a Questionnaire

HIFIS has the ability to create custom questionnaires to collect additional information about clients. The questionnaire must first be created in the **Administration** area, after which it can be completed and added to a client's record.

	<ol style="list-style-type: none"> 1. From the HIFIS log-in screen, enter your User Name. 2. Enter your Password. 3. Select the Service Provider from the drop-down list. <p>◆ NOTE: If nothing appears in the Service Provider drop-down list, click the Refresh button .</p> <ol style="list-style-type: none"> 4. Select Log In. 5. If you have forgotten your password, you can request to have it reset by selecting Forgot Password?
	<ol style="list-style-type: none"> 6. Select Administration. 7. Select Questionnaires.
	<ol style="list-style-type: none"> 8. From the Questionnaire List screen, select Add Questionnaire.

Add Questionnaire

Questionnaire Name - English ★ **9**
Questionnaire Name - French ★
Service Providers + - **10**
Active **11**
Owner x +
13

9. Enter the **Questionnaire Name**. Enter the same name in both English and French.
10. Add the **Service Providers** from the drop-down list who will be able to access the questionnaire.
11. Set the **Active** toggle to **Yes**.
12. Optional: Select the **Owner** of the questionnaire from the drop-down list.
13. Select **Next**.

Add Question

Add Question
 Questionnaire Name Test
 Question Number 1
14 **Question - English**
Question - French
15 **Active**
16 **Question Type** ★ **19**
17
18

14. Enter **Question 1**.
15. Set the **Active** toggle to **Yes**.
16. From the drop-down list, select the **Question Type**.

Select one of the following buttons:

17. **Add Question**

◆ **NOTE:** If you selected a **Multiple Selection Dropdown** or **Single Selection Dropdown** question, when you click **Add Question**, the next screen will allow you to enter the values for the drop-down responses. Enter the value and then select **Drop-down Value – English**. Each value must be entered separately.

18. **Discard Question and Finish Questionnaire**.

19. When all questions have been entered, select **Save Question and Finish Questionnaire**.

◆ **NOTE:** The questionnaire will be available for the selected service provider(s) to complete. It can be accessed from **Client – Vitals → Client Management → Surveys**.