

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

## Changing Questions on a Survey

Last Modified on 12/10/2019 9:16 am EST

Version 14.19

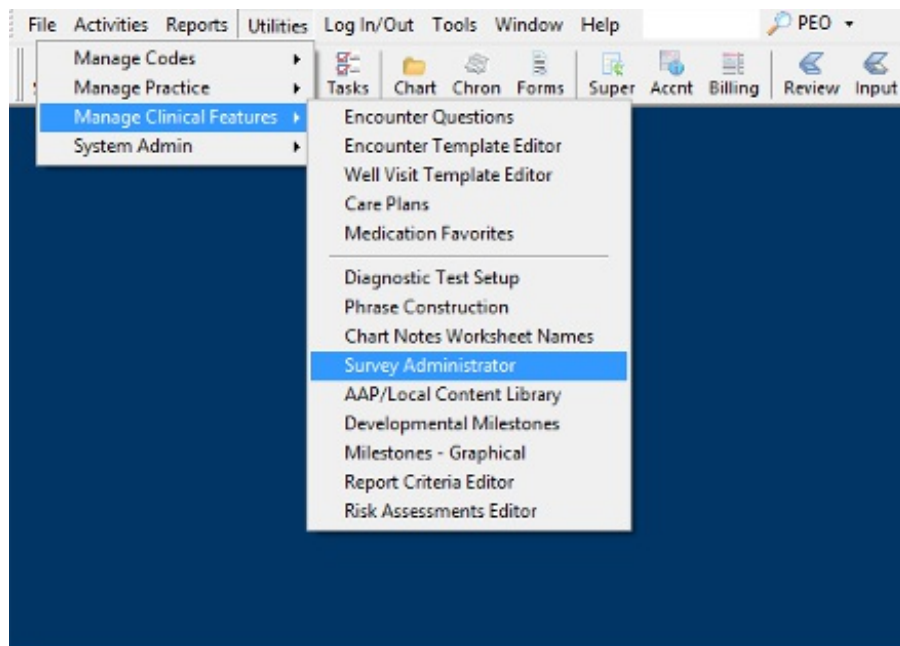
### Utilities > Manage Clinical Features > Survey Administrator



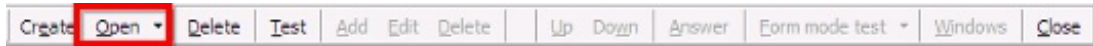
**Note:** Survey questions can be changed or deleted prior to using the survey for a patient. If the survey has been used on any patient, export the survey and import it back into your Office Practicum to be able to make any changes to it.

## Change a Survey Question

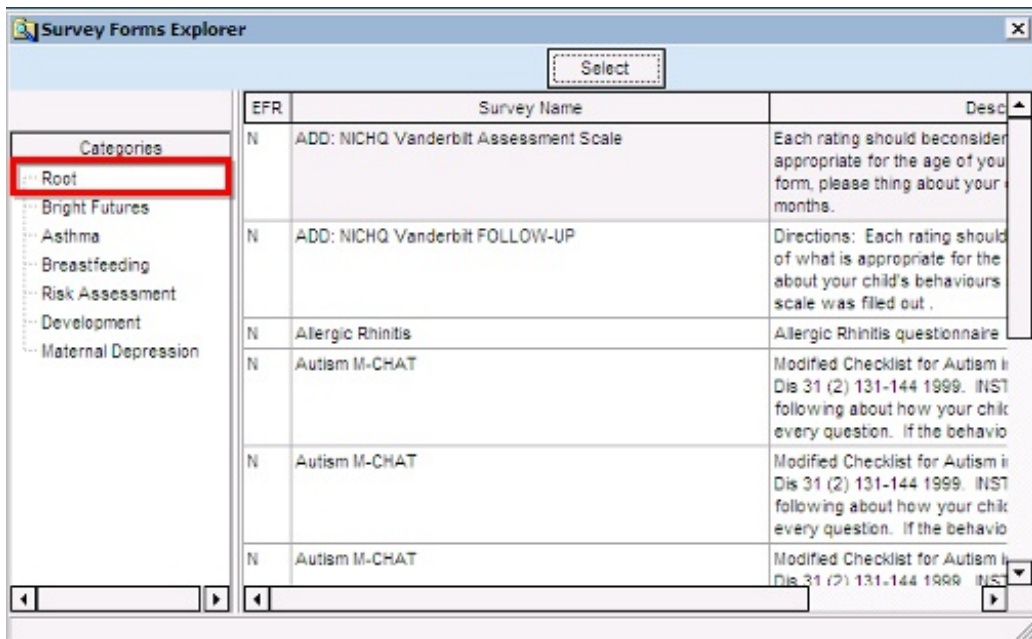
1. Open the Survey Administrator.



2. The survey administrator toolbar displays.
3. Click on the **Open button** on the survey administrator toolbar.

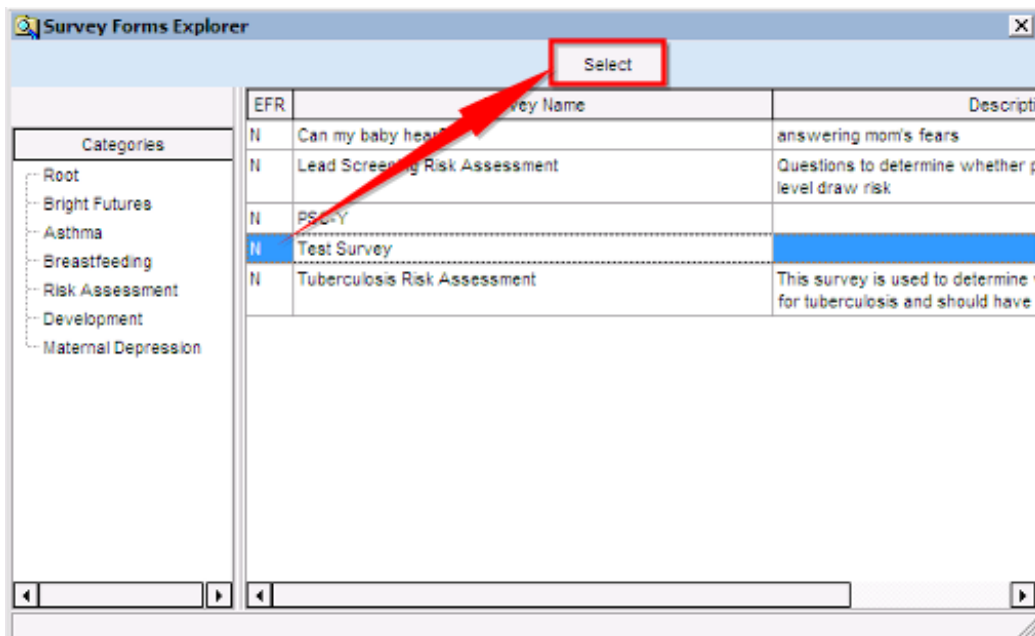


4. The Survey Forms Explorer window displays with the Root category and surveys visible.



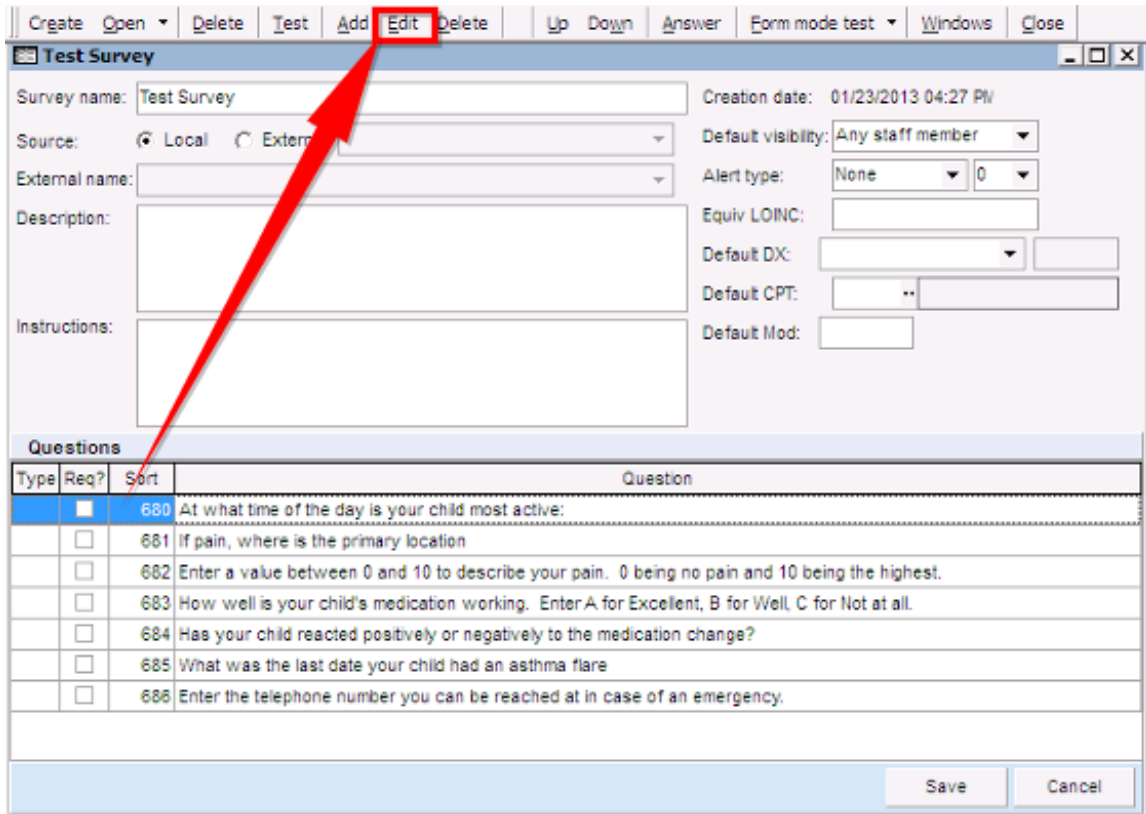
5. To edit a question within a survey, highlight the survey to change.

6. Click the **Select** button.



7. The survey window displays

8. Highlight the question to change, click the **Edit** button.



Test Survey

Survey name: Test Survey

Source: Local

External name:

Description:

Instructions:

Creation date: 01/23/2013 04:27 PM

Default visibility: Any staff member

Alert type: None

Equiv LOINC:

Default DX:

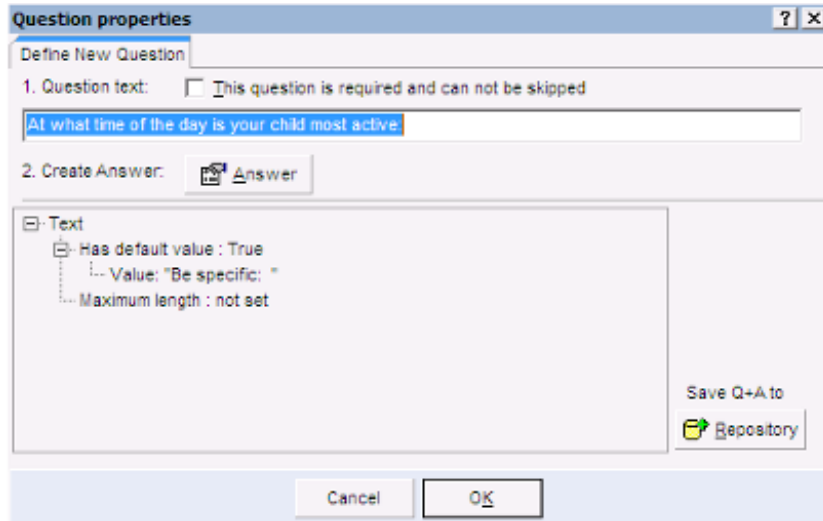
Default CPT:

Default Mod:

Type	Req?	Sort	Question
<input checked="" type="checkbox"/>			680 At what time of the day is your child most active:
<input type="checkbox"/>			681 If pain, where is the primary location
<input type="checkbox"/>			682 Enter a value between 0 and 10 to describe your pain. 0 being no pain and 10 being the highest.
<input type="checkbox"/>			683 How well is your child's medication working. Enter A for Excellent, B for Well, C for Not at all.
<input type="checkbox"/>			684 Has your child reacted positively or negatively to the medication change?
<input type="checkbox"/>			685 What was the last date your child had an asthma flare
<input type="checkbox"/>			686 Enter the telephone number you can be reached at in case of an emergency.

Save Cancel

9. The **Question Properties** window displays.



Question properties

Define New Question

1. Question text:  This question is required and can not be skipped

At what time of the day is your child most active:

2. Create Answer:

Text

- Has default value : True
- Value: "Be specific: "
- Maximum length : not set

Save Q+A to Repository

Cancel OK

10. To make changes to the wording of a question click into the Question text field.
11. To change the structure or information in the answer, click the **Answer** button.
12. The Answer properties window displays.
13. Answer properties listed below.

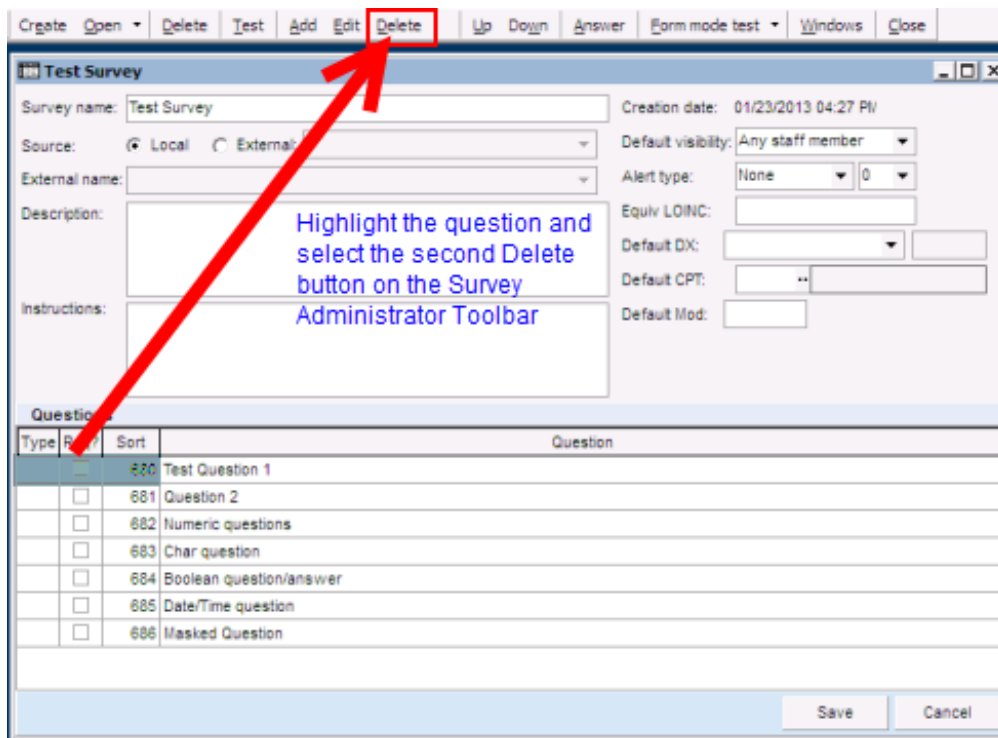
Property	Description
Text	Create a text field that can be used for comments or entry to explain.

<b>List</b>	Create a list of choices that can be selected for the questions. May choose to allow single or multiple choice selections.
<b>Integers</b>	Answer used to set a numeric answer to the question.
<b>Chars</b>	Answer used to set an alpha character to the question.
<b>Boolean</b>	Boolean answers are used to set a value to an assumed yes/no or true/false response.
<b>Date/Time</b>	Answer will be entered as a date.
<b>Masked Edit</b>	Set the answer to a preset value such as the entry of a phone number.

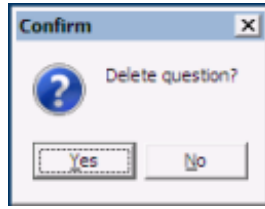
14. Click the **OK** button to save the changes.

## Delete a Survey Question

1. To delete a survey question, highlight the survey.
2. Click the **Edit** button.
3. Highlight the question to remove.
4. Click the **Delete** button on the survey toolbar.



The Confirmation dialog box is displayed.



5. Click the **OK** button to delete or click the **No** button to go back to the survey question list.



**Warning:** There are several Delete buttons on the survey toolbar, the first button will delete the survey. Please be careful in selecting the correct button.

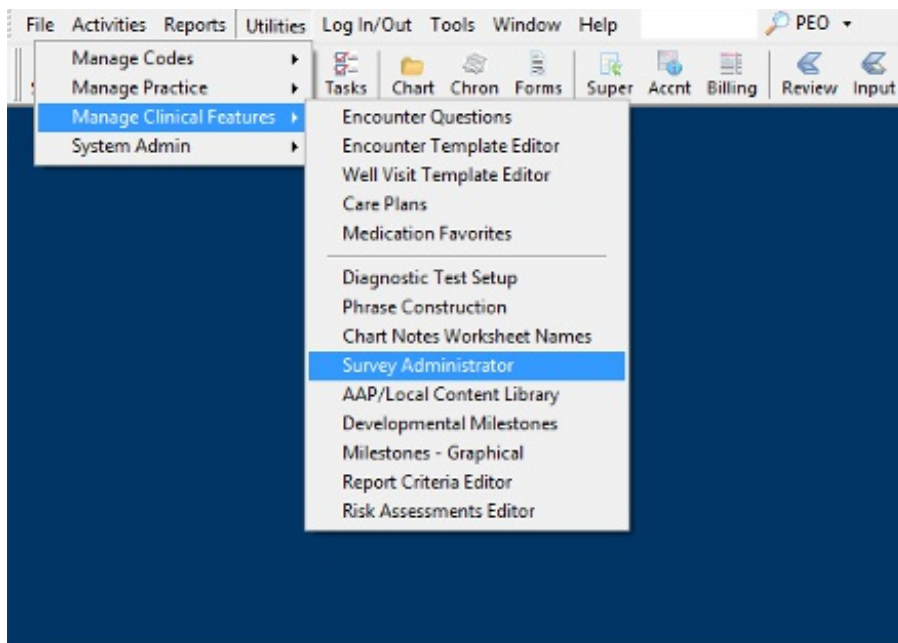
Version 14.10

## Utilities > Manage Clinical Features > Survey Administrator

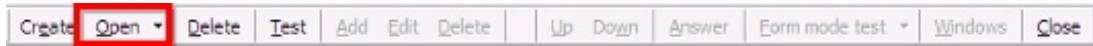
- Survey questions can be changed or deleted prior to using the survey for a patient. If the survey has been used on any patient, you must export the survey and import it back into your Office Practicum to be able to make any changes to it.

## Change a Survey Question

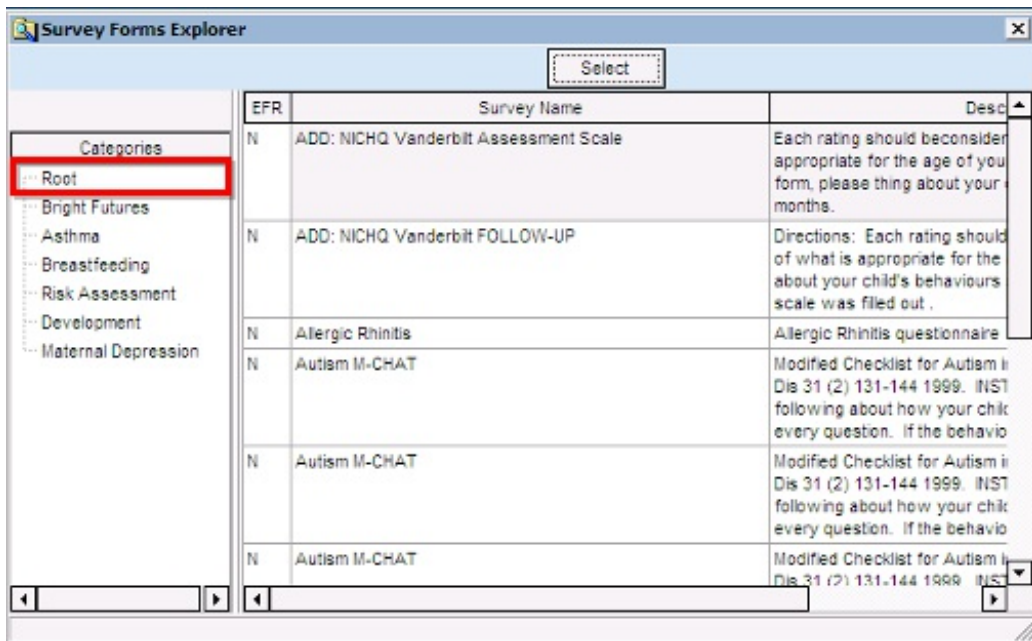
1. Open the Survey Administrator.



2. The survey administrator toolbar displays.
3. Click on the **Open button** on the survey administrator toolbar.

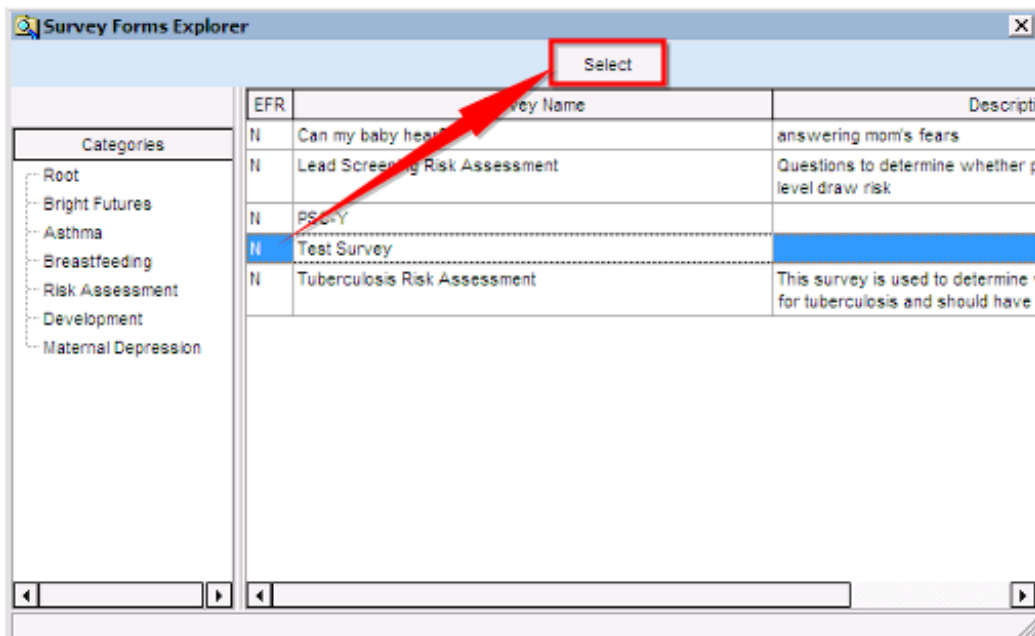


4. The Survey Forms Explorer window displays with the Root category and surveys visible.



5. To edit a question within a survey, highlight the survey to change.

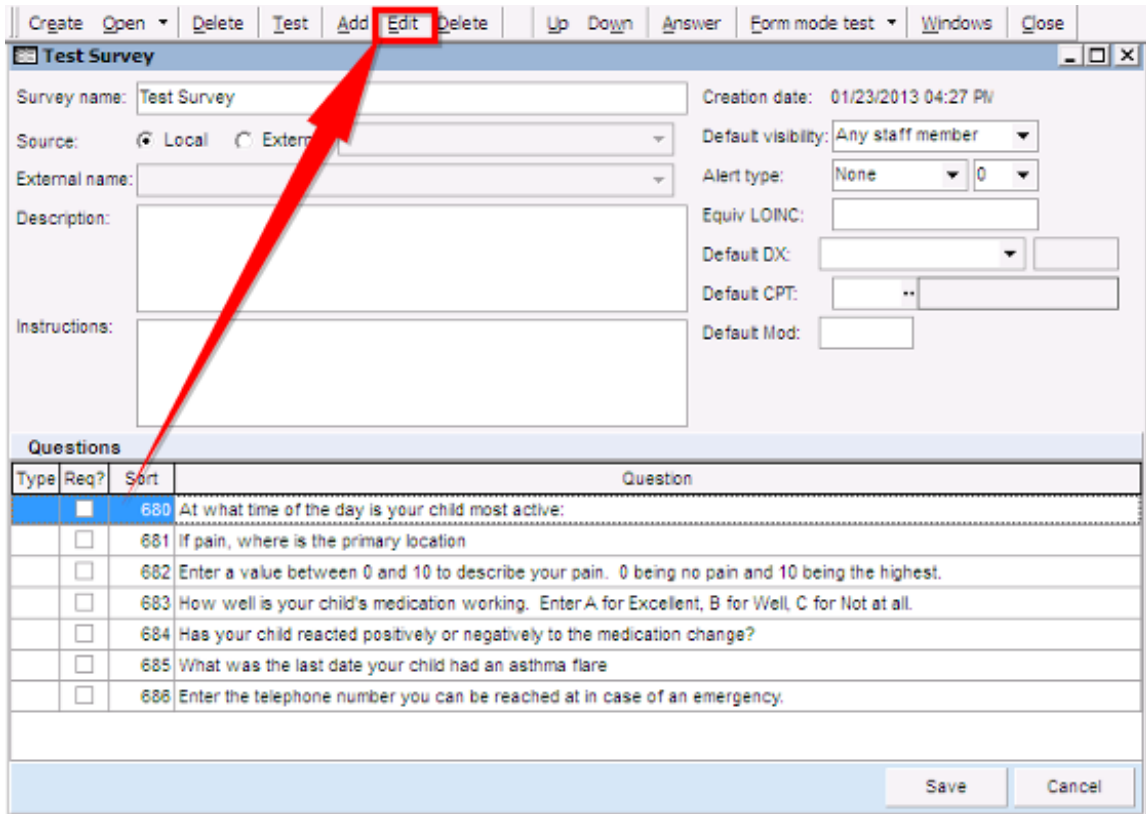
6. Click the **Select** button.



7. The survey window displays

8. Highlight the question to change, click the **Edit** button.





Test Survey

Survey name: Test Survey

Source: Local

External name:

Description:

Instructions:

Creation date: 01/23/2013 04:27 PM

Default visibility: Any staff member

Alert type: None

Equiv LOINC:

Default DX:

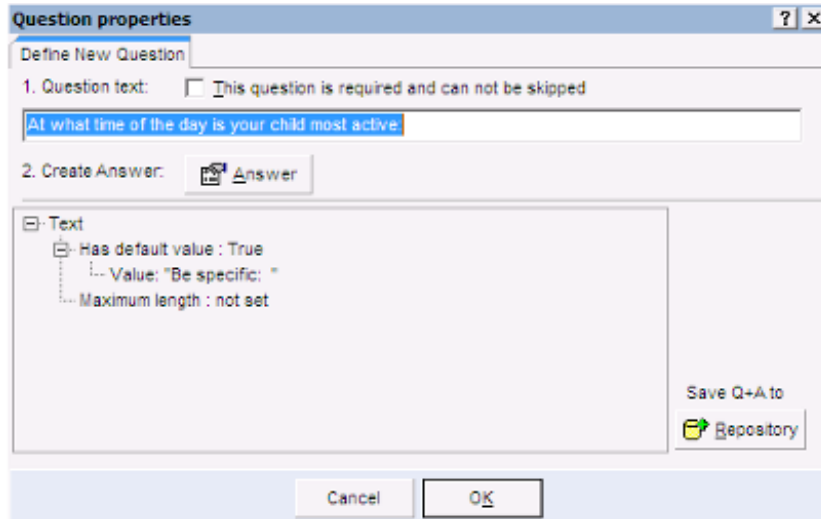
Default CPT:

Default Mod:

Type	Req?	Sort	Question
<input checked="" type="checkbox"/>			680 At what time of the day is your child most active:
<input type="checkbox"/>			681 If pain, where is the primary location
<input type="checkbox"/>			682 Enter a value between 0 and 10 to describe your pain. 0 being no pain and 10 being the highest.
<input type="checkbox"/>			683 How well is your child's medication working. Enter A for Excellent, B for Well, C for Not at all.
<input type="checkbox"/>			684 Has your child reacted positively or negatively to the medication change?
<input type="checkbox"/>			685 What was the last date your child had an asthma flare
<input type="checkbox"/>			686 Enter the telephone number you can be reached at in case of an emergency.

Save Cancel

9. The **Question Properties** window displays.



Question properties

Define New Question

1. Question text:  This question is required and can not be skipped

At what time of the day is your child most active:

2. Create Answer:

Text

- Has default value : True
- Value: "Be specific: "
- Maximum length : not set

Save Q+A to Repository

Cancel OK

10. To make changes to the wording of a question click into the Question text field.

11. To change the structure or information in the answer, click the **Answer** button.

12. The Answer properties window displays.

13. Answer properties listed below.

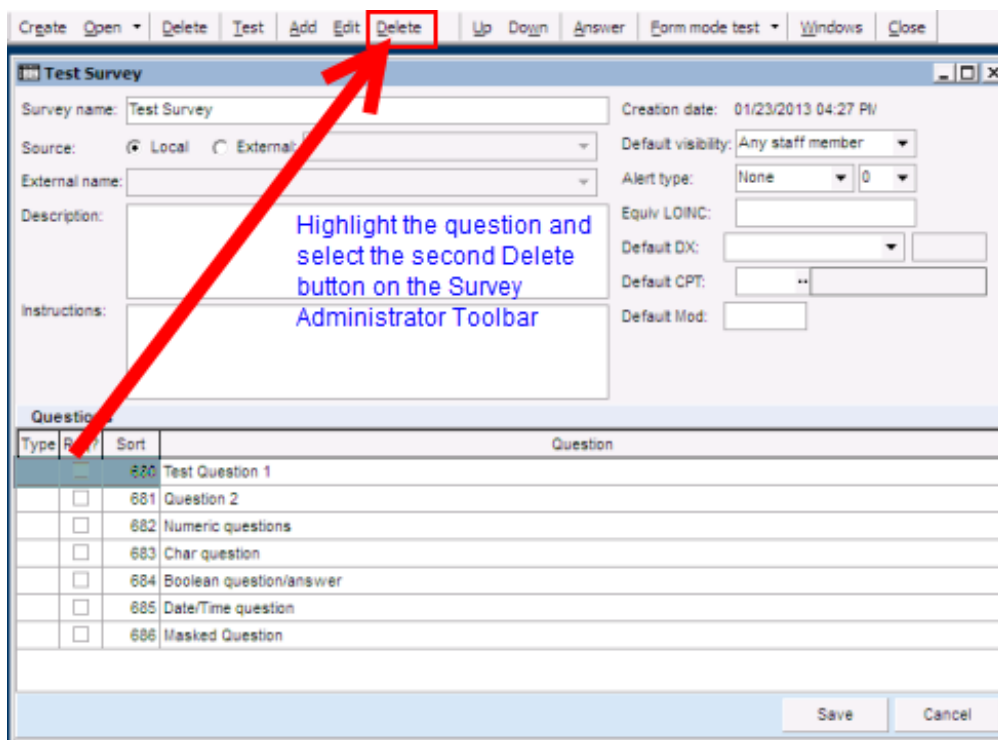
Property	Description
Text	Create a text field that can be used for comments or entry to explain.

<b>List</b>	Create a list of choices that can be selected for the questions. May choose to allow single or multiple choice selections.
<b>Integers</b>	Answer used to set a numeric answer to the question.
<b>Chars</b>	Answer used to set an alpha character to the question.
<b>Boolean</b>	Boolean answers are used to set a value to an assumed yes/no or true/false response.
<b>Date/Time</b>	Answer will be entered as a date.
<b>Masked Edit</b>	Set the answer to a preset value such as the entry of a phone number.

14. Click the **OK** button to save the changes.

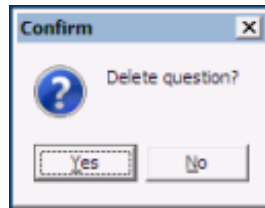
## Delete a Survey Question

1. To delete a survey question, highlight the survey.
2. Click the **Edit** button.
3. Highlight the question to remove.
4. Click the **Delete** button on the survey toolbar.



5. Confirm dialog box displays.





6. Click **OK** to delete or **No** to go back to the survey question list.

**DELETE CAUTION:** There are several Delete buttons on the survey toolbar, the first button will delete the survey. Please be careful in selecting the correct button.