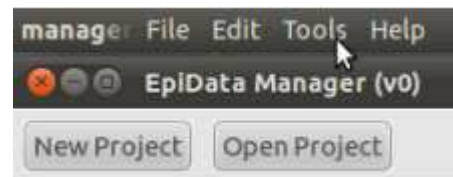*Guide*
Overview of questions in template files

Using the EpiData Manager program you can quickly get an overview of questions in a number of questionnaire files. The resulting list can then be used to adapt questionnaires or templates.

The following is a stepwise instruction explaining how to make a questionnaire.

1. Open the EpiDataManager program. This can be done using the button to the left in which case your browser will either ask if you want to run the program (say yes!) or will 'download' the program to your computer after which you can run it.

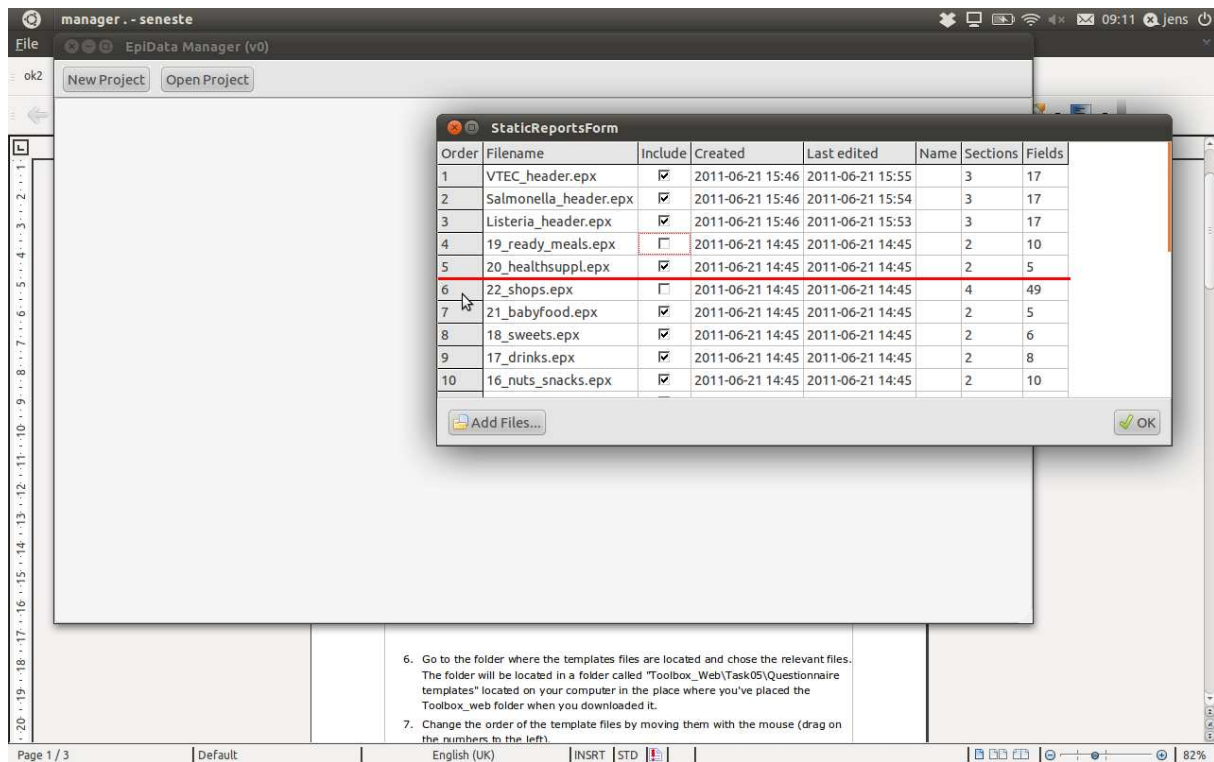2. Select 'Tools' in the menu at the top.

3. Select 'Reports' and 'Question List'

4. The system now opens a folder/file menu (view depends on your computer). Select the files you wish to include in the report and press 'Open/Ok' (text depends on your language and computer).

5. A grid with the files is show, and you can:

- change the order by using the mouse. Click on first column where you see the pointer in the figure. Click left mouse button and hold it, and move that file to position where you want.
- click in the column 'Include' to mark files for inclusion or not.
- add more files with the 'Add files' button on the lower left

Order	Filename	Include	Created	Last edited	Name	Sections	Fields
1	VTEC_header.epx	☑	2011-06-21 15:46	2011-06-21 15:55		3	17
2	Salmonella_header.epx	☑	2011-06-21 15:46	2011-06-21 15:54		3	17
3	Listeria_header.epx	☑	2011-06-21 15:46	2011-06-21 15:53		3	17
4	19_ready_meals.epx	☐	2011-06-21 14:45	2011-06-21 14:45		2	10
5	20_healthsuppl.epx	☑	2011-06-21 14:45	2011-06-21 14:45		2	5
6	22_shops.epx	☐	2011-06-21 14:45	2011-06-21 14:45		4	49
7	21_babyfood.epx	☑	2011-06-21 14:45	2011-06-21 14:45		2	5
8	18_sweets.epx	☑	2011-06-21 14:45	2011-06-21 14:45		2	6
9	17_drinks.epx	☑	2011-06-21 14:45	2011-06-21 14:45		2	8
10	16_nuts_snacks.epx	☑	2011-06-21 14:45	2011-06-21 14:45		2	10

Add Files...   OK

6. - Press 'Ok', when you are ready to create the report. A complete list is created, which you can save and print with your standard browser.

The report contains several parts.

At the top there is a list of files contained:

Then for each file there will be first the name of the file, and then a list of questions in the sequence which will be used during entry of data in that file.

Report: List of questions/fields.

File: /home/jens/EpiData/docs/toolbox/report 2/web/Toolbox_Web/Tool05/Questionnaire templates/16_nuts_snacks.epx

Name	Type	ValueLabel	Question
nuts1	Integer	ynfood	Almonds
nuts2	Integer	ynfood	Peanuts (loose or in shell)
nuts3	Integer	ynfood	Walnuts
nuts4	Integer	ynfood	Mixed nuts
nuts5	Integer	ynfood	Other nuts
nuts6	String		If yes to other nuts, please specify
nuts7	Integer	ynfood	Raisins/sultanas
nuts8	Integer	ynfood	Dates
nuts9	Integer	ynfood	Figs
nuts10	Integer	ynfood	Chips (potato)

Save   Close

The file is a standard html file, which you can save on your disk (button in bottom left corner) and then print from your standard browser.

Technical note on format of list:

When you have created the first report a file called 'reports.css' will be created and saved where the EpiData Manager software was installed. In this file you can change the design of the reports. To be able to do so find a person who knows about style sheets and html formatting.

For example to change the colour from blue to red in the heading lines use a standard editor with the file reports.css and change the line:
 h1 {color: blue; font-size: 1.25em; font-family: proportional,monospace; font-weight: bold}
to
 h1 {color: red; font-size: 1.25em; font-family: proportional,monospace; font-weight: bold}

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