# Creation of a questionnaire and entry of data using EpiData

## *Creation of a questionnaire using EpiDataManager*

Using the EpiDataManager program you can quickly create a questionnaire based on a series of question template modules. The resulting questionnaire can then be used to enter data using the EpiDataEntry program.

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

1. Open the EpiDataManager programme. (The programme is provided with this tool, but please note that the version provided is still under development. It may therefore be advisable to check if new versions of the programme have been released. This can be done through the Help menu of the programme or by consulting the EpiData website.)

2. Select 'New Project' (if you want to open an existing questionnaire, choose 'Open project')

3. Press the Icon called "Add structure from file". It's the second from the left in the top bar.

4. Go to the folder where the templates files are located and chose the relevant files. The folder will be called "Questionnaire templates" and located in the Tool 5 folder.

5. Change the order of the template files by moving them with the mouse (drag on the numbers to the left).

6. Save the resulting questionnaire under a new name.

7. If you like you may now modify the questionnaire using the EpiDataManager program. For instance you can add questions or delete questions or move sections.

### Example. How to make a questionnaire.

Here we show how to make a simple questionnaire. The questionnaire we make is also already supplied as an example in the folder, where it is called "Example".

1. Open EpiDataManager.

2. Select: New Project

3. Select icon: "Add structure from file".

4. Go to the folder with the templates located in the "Toolbox_web" folder in folder "Task05" in folder "Template folders"

5. Select the following three templates, using the mouse and the Ctrl button:
   i. Header_salmonella.epx
   ii. Clinical.epx
   iii. Symptoms.epx
   iv. Vegetables.epx

6. Order them, using the mouse, so that "Header_salmonella.epx" is first, "Clinical.epx " is second, "Symptoms.epx " is third and "Vegetables.epx " is fourth.

7. Save the questionnaire under a new name

## *Entry of data using the EpiDataEntryclient*

Using the EpiData Entry program you can enter data into a questionnaire that has been created with the EpiDataManager. The following points explain how to enter data.

1. Open the EpiDataEntryclient programme. (The programme is provided with this tool, but please note that the version provided is still under development. It may therefore be advisable to check if new versions of the programme have been released. This can be done through the programmes Help menu or by consulting the EpiData [website](#))

2. Select 'New Project' and open a questionnaire.

3. Many of the questions will have a limited set of options for entry -- for instance yes/no/don't know. These will typically be coded with numbers, i.e. in order to enter 'no', you'd have to enter '0'. To see the list of options for a given field, place the curser in the field and press 'F9' or '+'. You can then choose the preferred option using the mouse and pressing enter.

4. The program will save the records (the data) you enter into the same questionnaire file as the one you opened to begin with, i.e. it will not create a new file with data, but the questionnaire file will become larger as more data are entered.

### Example. How to enter data into a questionnaire.

Here we show the principle by opening a simple questionnaire in which we have already entered data. The questionnaire was first made using EpiDataManager by joining three of the questionnaire templates, deleting some of the questions and adding a new question (the 'case control' question).

1. Open EpiDataEntryclient.
2. Select: Open Project (in the File menu)
3. Point to the relevant folder that contains the file. It's located in the "Tool 5" folder in a folder named "Example" and is called SalmoCaCoFruits.epx"

This file already contains data on 40 persons, 20 cases and 20 controls. You can enter more data if you prefer. You may also skip between records and see data that have already been entered.

*F9 or + will give you the possible values of the variable to enter*