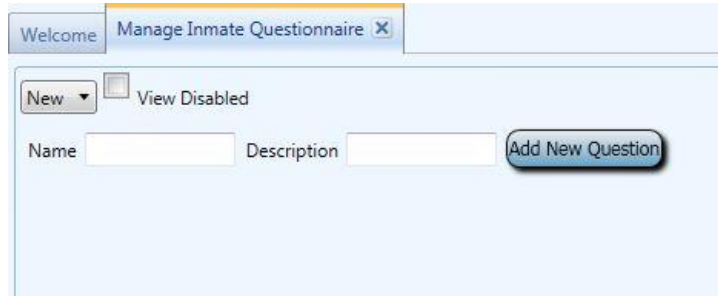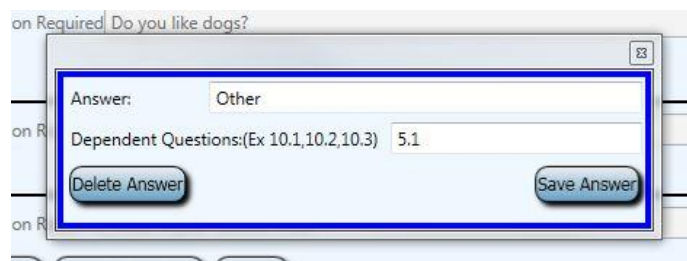# TEAM Questionnaire

- Go to: System > Setup > Manage Inmate Questionnaire
- Name your questionnaire and description (optional)

- Click on "Add New Question" and select:
  - YES/NO
  - Multiple choice – Can choose only 1 answer
  - Many Choice – Can choose more than 1 answer
  - Written Response – Short answer
  - Agreement – Yes/No
  - Message – You can put in a message to the inmates
  - Numeric – Age, quantity, etc.
  - Date Separated – Date of birth, today's date, etc.
- Number your questions
  - Do you want the number to show? If yes, check the box.
- Is the question required? If not, then uncheck the box
- Dependent Questions – Do any of your questions require other or more information? I.e. if one of your multiple-choice questions had "other" as option and you wanted to know what the "other" information was, you would set up a dependent question to gather that information. Question 5 of your survey has a dependent question # 5.1 if they answer "other":

- After your questionnaire is complete, make sure you click on 'Save' in the lower right corner of the screen!

Create User group

- Go to: System > Setup > Create Group
  - Group Permissions Tab – click on "General Permissions" and select "Login" and "Respond to Kite"
  - Click on the Group Name and Review Tab, then name the Request Group
  - Click on "Save" in the lower right corner

Manage Requests

- Add it to your Manage Requests:
  - Set up a Questionnaire user group to receive the questionnaires
  - Go to "Manage Requests" and create your request type
    1. User Group – Questionnaire
    2. Request Type – Questionnaire
    3. Fill in the fields:
       3.1 Description
       3.2 Preview Message – Click on "View" to take the survey
       3.3 Instruction Message – select your survey

Editing Identification

Change Parent		Quantity	100	Enabled	✓
User Group **1**	Questionaire ▾	Per Day(s)	1	Allows Children	✓
Request Type **2**	Questionnaire ▾	Sections	Select one or more sec ▾	Auto Response	☐
Description **3.1**	Identification			Ignore Discipline	☐
Auto Response Msg				Enable Security	☐

Preview Message(limit 255 characters)   Instruction Message

3.2   Identification ▾ **3.3**

Click on View to take the Questionnaire