

The Kiosk Administration is designed to allow clients to complete questionnaires from a desktop, touch screen or tablet PC using a standard web browser. This guide walks through the screens of the Kiosk Administration.

### 1. Kiosk Logon using Client MRN and Birth Date:

The Kiosk Logon page can be accessed by browsing to the URL listed under the Administer Questionnaires -> New Questionnaire page. The Kiosk does not require an employee logon, so this URL can be copied to your favorites or setup on a separate computer for clients to use. Clients will logon to the kiosk using the Medical Record Number (MRN) and Birth Date entered when their OQ Analyst client record was created.



Kiosk Logon with Agency Prefix

In systems that collect data for multiple agencies, an Agency Prefix code is usually prepended to the MRN to create a unique system-wide ID. The agency prefix can automatically be prepended to the client MRN when using the Kiosk Administration if you access the kiosk using a special URL that includes the prefix as a parameter (example: <http://localhost/oqa/kiosk/?prefix=ABC>). The Kiosk link listed on the New Questionnaire page will automatically include the agency prefix as a parameter so that clients can logon to the kiosk using just their MRN instead of Prefix+MRN.

### 2. Instrument Selection Screen:

After the logon page the Instrument Selection screen will be displayed to allow users to select which instrument to complete. The Setting of care, Clinic, Session Number and Completed By Codes (Youth measures only) will also be displayed. The client's default instrument and default clinic will automatically be selected, but users can change any of the values as needed. If you do not want users to be able to change any values, see the section below regarding the Kiosk Direct Page.



Instrument Selection page with client's default values

### 3. Completing Questionnaire Items:

After filling out the Instrument Selection screen, the instrument instructions will be displayed and the client can complete the questionnaire. The original Kiosk displayed all items on one page; however some clients had difficulty completing items in this format, so the new kiosk displays items one at a time similar to how the PDA administration works. The page allows users to go back and forth between questions and submit the questionnaire once they are finished.

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**General Instructions:** Looking back over the last week, including today, help us understand how you have been feeling. Read each item carefully and blacken the oval which best describes your current situation. For this questionnaire, work is defined as employment, school, housework, volunteer work, etc.

Question number 4 of 45

I feel stressed at work/school.

Never  
 Rarely  
 Sometimes  
 Frequently  
 Almost Always

Items displayed one question at a time

### 4. Prompt to complete unanswered items:

If any of the items were left unanswered, the client is prompted to go back and provide answers to these items. Answering the questions is completely voluntary, but clients are encouraged to provide a response for all of the questions.

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There are still 3 unanswered questions. Would you like to answer these questions or submit the form leaving those unanswered?

Prompt to complete unanswered items

### 5. Questionnaire finished:

After submitting the questionnaire a finished message is displayed to the user and a button to return to the kiosk logon page is displayed.

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Congratulations, you have successfully completed the questionnaire. Your questionnaire has been successfully submitted.

Questionnaire finished

**Kiosk Direct Page:** (More information is available under WSI section of documentation site)

In some situations users want to skip the Logon page or the Instrument Selection screen and have the client jump directly to the questionnaire. This can be done using the Kiosk Direct Page, which allows the use of special parameterized urls to provide values for the administration such as MRN, BirthDate, InstrumentCode, SessionNumber, SettingOfCare, or CompletedByCode. Also a ReturnFlag=False parameter can be used to prevent users from being able to return to the logon screen after completing the questionnaire. [This link](#) for example can be used to jump directly to the YOQ 2.0 questionnaire for a client on our online demo site.

For more information please visit the OQ Analyst [Documentation Site](#) or contact your system administrator.