



Netbook Administration Guide for the OQ Analyst Software:

1. Open the OQ Analyst Netbook program listed on the desktop or under the start menu.
 - a. If the Administer Questionnaire button is grey or a new clinic/instrument has recently been added to the system, click Download System Data to update the list of clinics and instruments.
 - b. When prompted for a username and password you can use either your OQ Analyst login or check the “use local login” option and enter oqa for the username and password. If using the device in offline mode (without a network connection) you must use the local login option.
2. To start the administration click the Administer Questionnaire button and enter this information:
 - a. Client Medical Record Number (MRN) – Starting with agency code: Example MRN0123456
 - b. Client Birth date – MM/DD/YYYY format: Example 12/01/1995
 - c. Clinic – Select from drop down list (see 1.a if clinic is not in list)
 - d. Instrument – Select from dropdown list
 - e. Setting of Care – Select from dropdown list

NOTE: if you do not know the Client MRN or Birth date you can use the Search button to find the desired client using their Last name; however the device must be connected to the network and you must login using a valid OQ Analyst account before you will be able to use the search feature.
3. Press next and then enter the Session number, Completed by code (Youth instruments only), and if it is Outpatient or Inpatient. If the session number is left blank, the server will automatically use the last session number for that instrument + 1.
4. The netbook will then display instructions for completing the questionnaire, at which point you can hand the device to the respondent for completion.
5. After completing the questionnaire the user will be instructed to return the device. The questionnaire is now saved on the netbook and is ready to be uploaded to the server. You can either upload the results immediately or repeat steps 2-4 to administer another questionnaire.
6. To upload the data, connect the device to the network and click Upload Client Responses. If the server does not accept the questionnaire, use the Review Questionnaires button to make sure that the MRN and date of birth entered match the values listed in the client’s OQ-Analyst record, which can be found using the client search feature on the Administer Questionnaires or Client Management pages. Please check to make sure that the client record exists and that the MRN and date of birth match before calling support.

If you experience any technical issues, please contact _____