

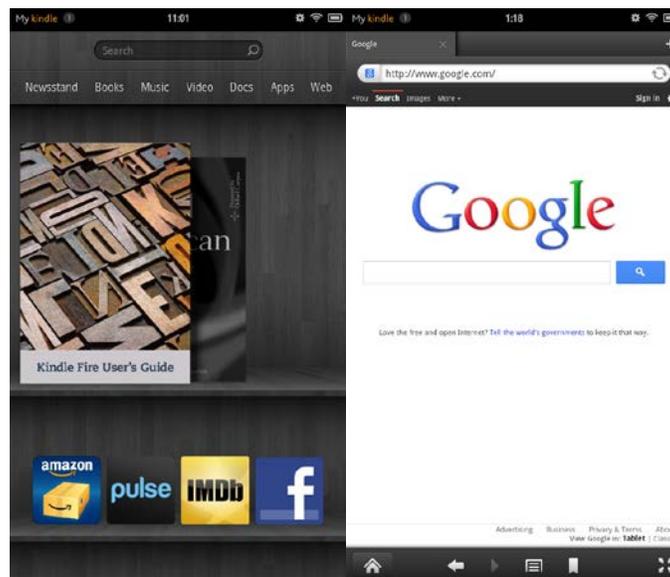
Introduction

OQ[®]-Analyst has a feature known as Online Tablet Administration Method. With this method you will be able to use OQ[®]-Analyst on the Kindle Fire Tablet to administer questionnaires for your clients. This method only allows the client to access their own questionnaire and once complete the user has no other access within OQ[®]-Analyst. The questionnaire will need to be setup for the client by office staff prior to giving the tablet to the client.

It is important to note that all tablets need constant internet access for the Online Tablet Administration Method to work. Your office will need to be equipped with a wireless network so the tablet can access the internet. Please contact your network administrator with any questions.

Administering Questionnaire

In the Top right corner of the screen is the *Web* button. Select this button to go to the Kindle Fire browser.

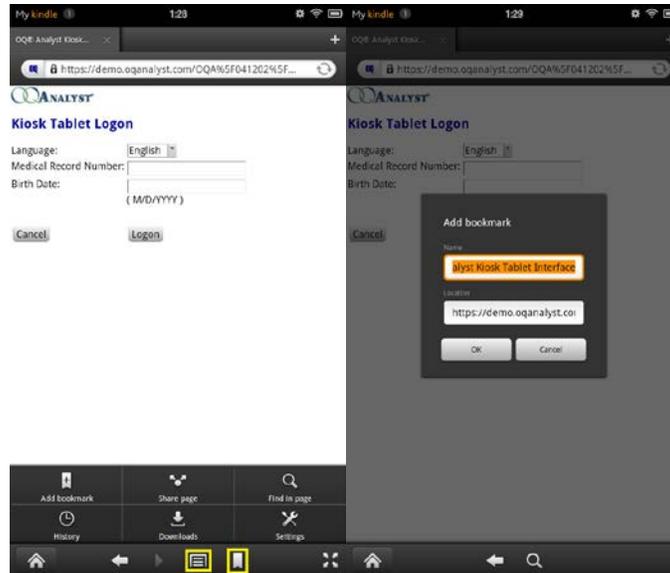


In the address bar you will need to enter the base URL for your OQ[®]-Analyst site and append kiosk at the end. For example if the base URL is https://demo.oqanalyst.com/OQA_041202_08 then add kiosk at the end so it would look like this, https://demo.oqanalyst.com/OQA_041202_08/kiosktab.

Write your base URL in the following space: _____

Setting Bookmark

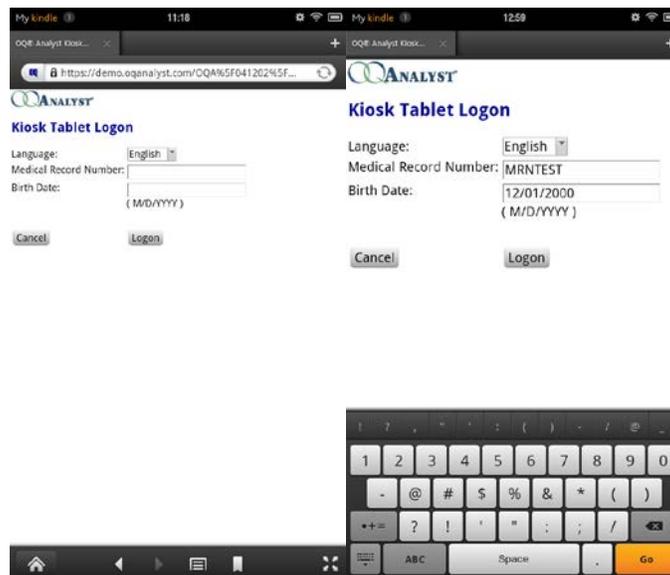
Once on the Tablet Page it will be helpful to bookmark the page so that it is available when you need it. At the bottom of the screen in the *Options Bar* you will see a *Menu* icon. Press the *Menu* icon and select *Add Bookmark*. From here you can alter the name or keep the default name that appears.



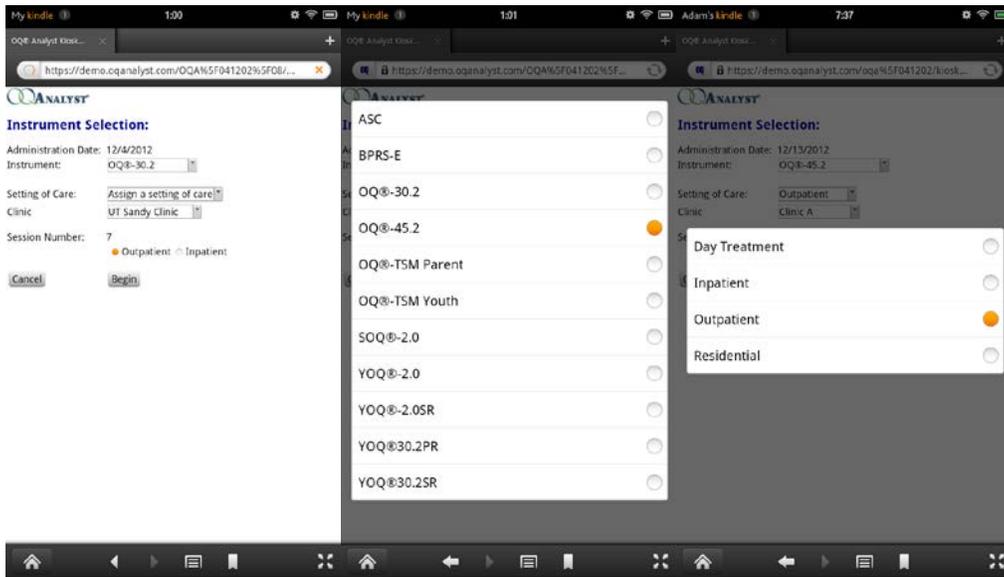
Later, when you want to go back to the KioskTab page, choose the *Bookmark* icon at the bottom of the Web browser. This will give you a list of your bookmarks. Select the OQ[®]-Analyst Kiosk bookmark.

Administering Questionnaire

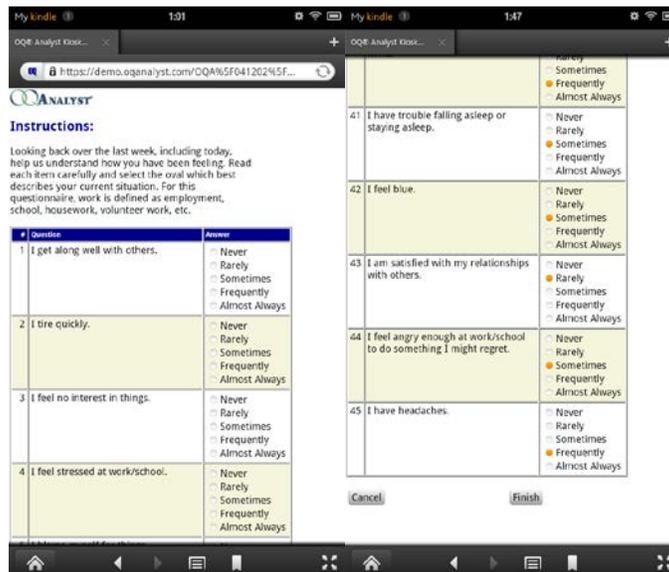
On Kiosk Tablet Logon page you will need to enter the Client's MRN as it appears in OQ[®]-Analyst as well as the Birth Date. Then select Logon.



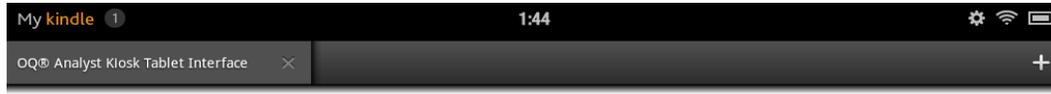
On this screen the Client's Default Instrument is selected however, you can alter the Instrument as Screen that pops up when you select the Instrument box. Setting of Care is directly affected by the default you have selected for the client. In the event the client does not have a default Setting of Care you will need to select one before beginning the questionnaire. Once all options have been correctly selected press the *Begin* button and hand the tablet to the client for completion.



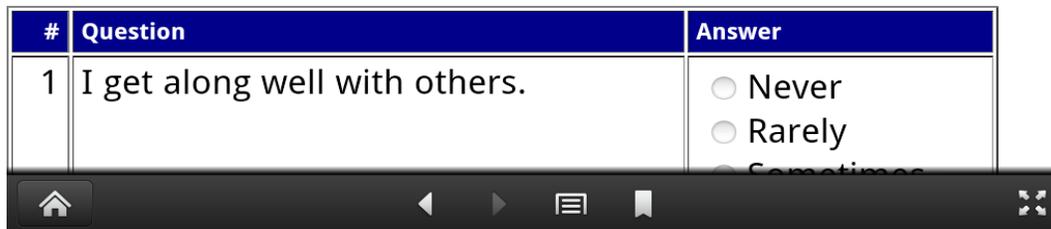
On this page the client will complete the questionnaire by simply selecting the option that applies. As they answer the questions they can scroll down the screen. Once complete they will need to select the *Finish* icon to have the questionnaire submitted to OQ[®]-Analyst for scoring.



Some clients may find it difficult to select the appropriate answer in portrait mode. Have them turn the tablet sideways to make the text bigger. Also the screen can be “pinched” to make it bigger or smaller as needed. To do this you simply put two fingers together on the screen and spread them apart.

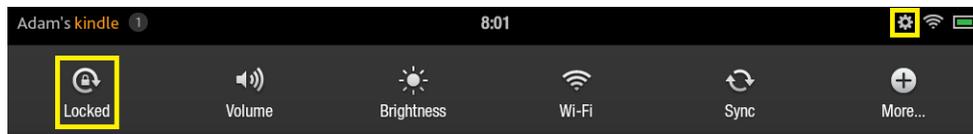


Looking back over the last week, including today, help us understand how you have been feeling. Read each item carefully and select the oval which best describes your current situation. For this questionnaire, work is defined as employment, school, housework, volunteer work, etc.

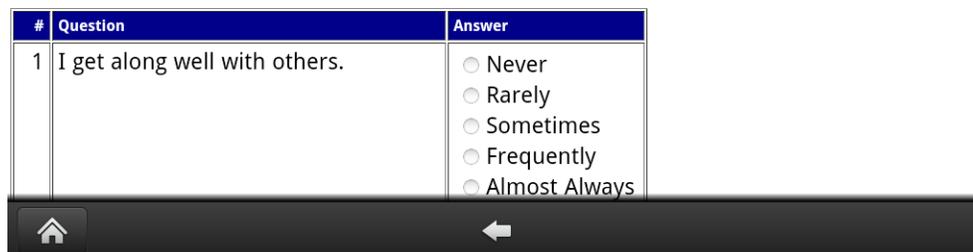


Unlocking Screen

In the event that the tablet will not automatically rotate when turned sideways, the screen is locked. To unlock the screen rotation you will need to press and drag down the *Settings*  button at the top right of the screen. A drop down will appear and on the far left you will see the word *Locked*; selected *Locked* to unlock the screen rotation.

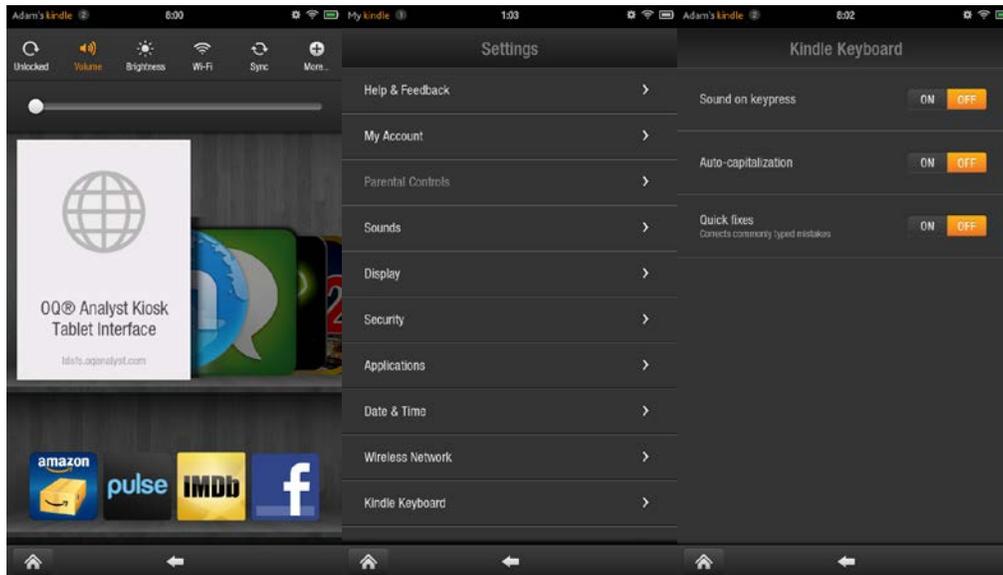


Looking back over the last week, including today, help us understand how you have been feeling. Read each item carefully and select the oval which best describes your current situation. For this questionnaire, work is defined as employment, school, housework, volunteer work, etc.



Auto-Corrections

Kindle Fire has a feature known as Quick Fixes. This is an Auto-Correction for misspelled words. This feature can interfere with entering MRNs. In some cases the Quick Fix will enter a word in place of the MRN if the MRN contains letters (this is not a problem for numeric only MRNs). To turn off the Quick Fixes feature press and drag down the *Settings* ⚙ button at the top right of the screen then select *More*. This will take you to the Settings page. Locate the option *Kindle Keyboard* and select it. The following screen will show *Auto-capitalization* and *Quick Fixes*. Turn both of these features off. This will help in prevent MRNs from being changed to a word that may look similar to it.



Security

Security of client information is important. We have created OQ[®]-Analyst so that the browser will not save any private information nor can anyone go back into the history to pull up a previous questionnaire as no history is saved. Please ensure to close the Browser after each administration to add an additional layer of security for client questionnaires.

Please contact OQ Support with any further questions about using Kindle Fire for Questionnaire Administrations.

- Phone: (801) 649-5449
- Toll Free: (888) 647-2673 ext. 2
- Email: support@oqmeasures.com
- Service Request Form: <http://www.oqmeasures.com/page.asp?PageId=84>

For Support with the Kindle Fire itself you can contact Amazon at the information below.

- Amazon Customer Care: (866) 321-8851
- Kindle Help Page
http://www.amazon.com/gp/help/customer/display.html/ref=hp_200127470_fire_1st_gen_img?ie=UTF8&nodeId=200711000
- Kindle Help Forum
http://www.amazon.com/gp/help/customer/forums/kindleqna/ref=hp_ss_comp_kindle_forum_C