

Introduction

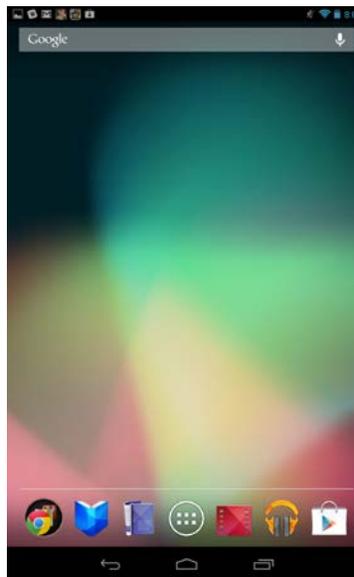
OQ[®]-Analyst has a feature known as Online Tablet Administration Method. With this method you will be able to use OQ[®]-Analyst on the Nexus 7 Tablet to administer questionnaires for your clients. This method only allows the client to access their own questionnaire and once complete the user has no 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.

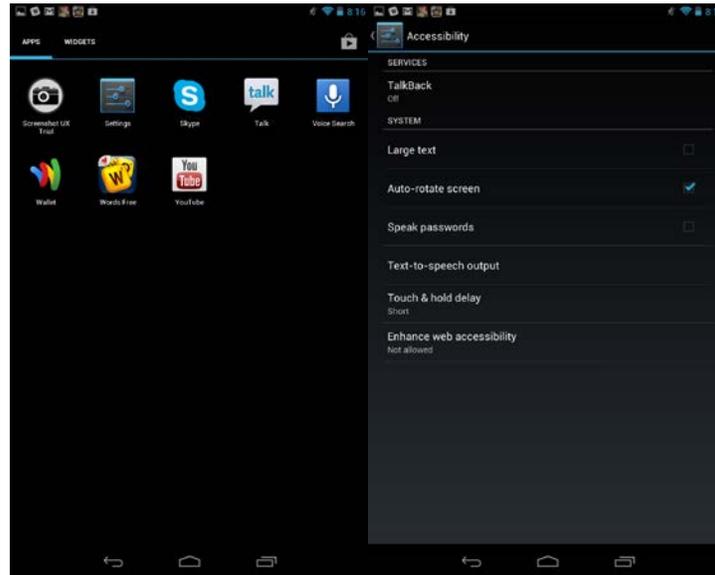
Nexus Setup

First we need to setup the Nexus 7 as appropriate. In most cases the Nexus 7 ships without the automatic screen rotation enabled, thus forcing the user to use the screen vertically. The following screenshots will guide you through enabling the automatic screen rotation.

This is the homepage of the Nexus. From here you will select the bottom center symbol with the 6 squares inside a circle. This is the *Menu* icon.



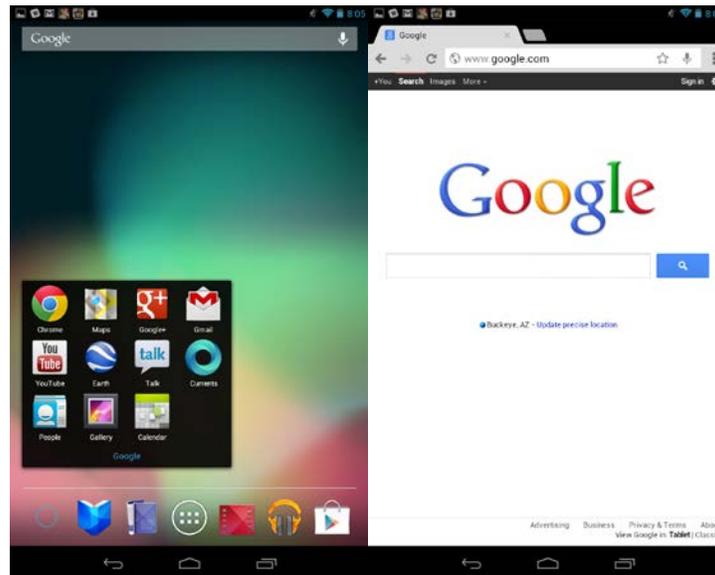
This takes you to the apps on your device. Move through them until you find the Settings option and select that. Then Select the Accessibility option and on the following screen check the box that says “Auto-rotate Screen”.



Administering Questionnaire

At this point the device is ready to initiate the Kiosktab Method. The following Screenshots will Guide you through setting this up.

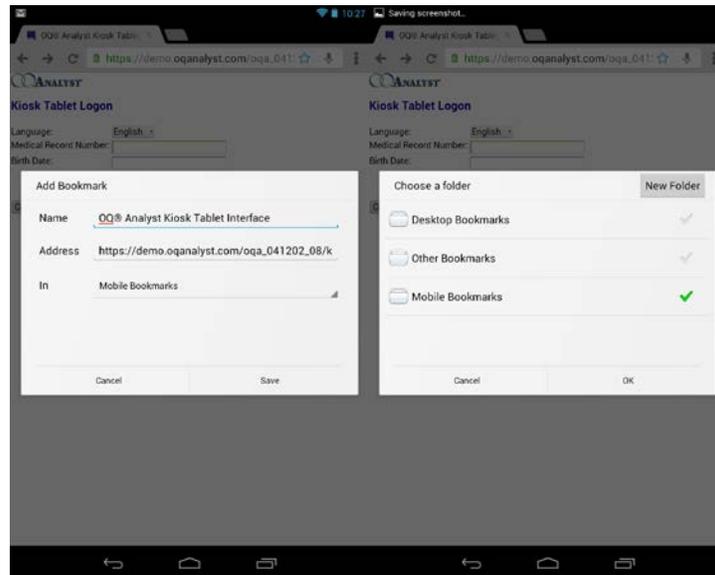
In the bottom left corner of the Home Page you will see the  icon. Select this icon and you will get the options shown above. Choose the Chrome icon again and it will take you to the internet.



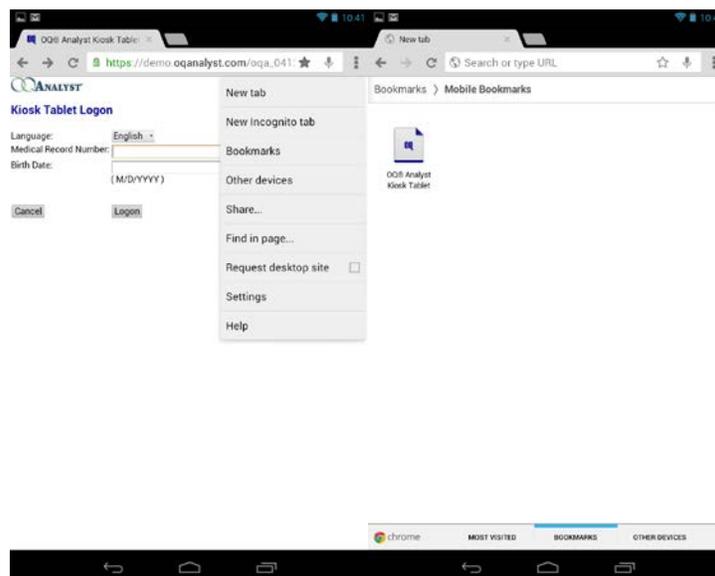
In the address bar you will need to enter the base URL for your OQ-Analyst[®] site and append kiosktab at the end. For example if the base URL is https://demo.oqanalyst.com/OQA_041202_08 then add kiosktab at the end so it would look like this, https://demo.oqanalyst.com/OQA_041202_08/kiosktab.

Write your base URL in the space provided for reference: _____

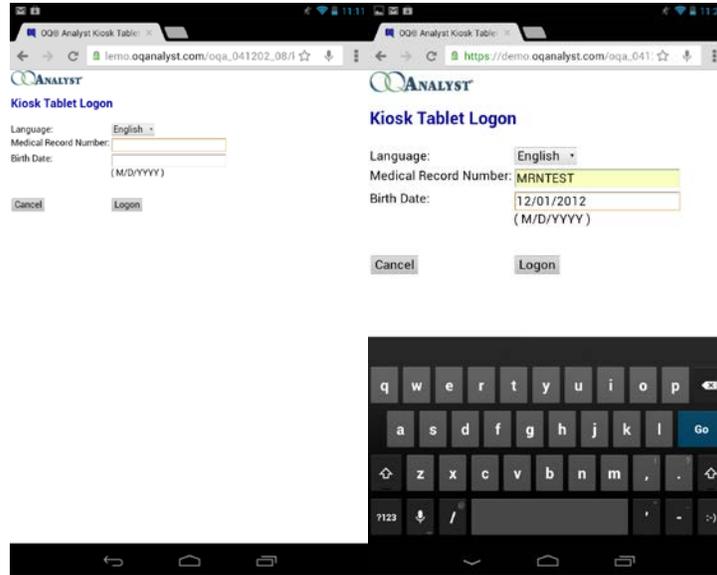
Once on the Tablet Page it will be helpful to bookmark the page so that it is available when you need it. In the Address bar there will be a Star ☆. Press the Star to pull up the bookmark options page. From here you can alter the name or keep the default name that appears. You can also choose the directory it is stored in. In most cases that will be Mobile Bookmarks. Select “Save” and it is now bookmarked for later use.



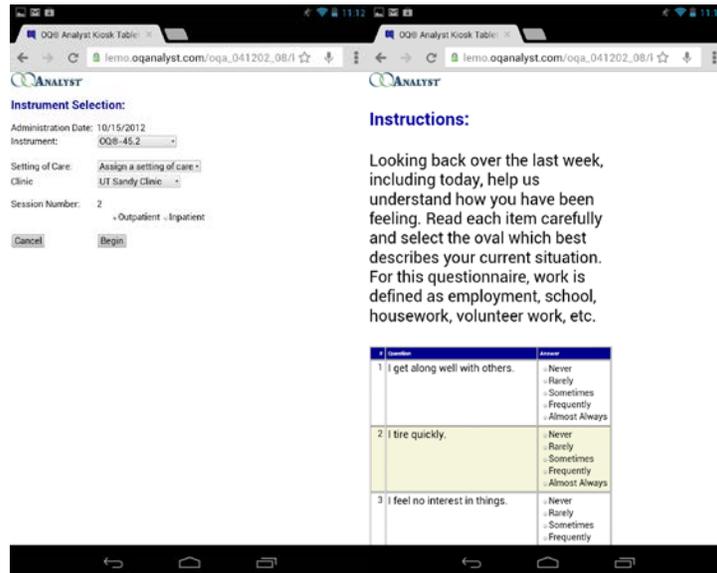
Later when you want to go back and choose that bookmark, make sure to select the three squares on the top right side of the screen and select Bookmarks. On the next screen you will see a list of all your bookmarks. Choose the saved OQA bookmark.



On this 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.

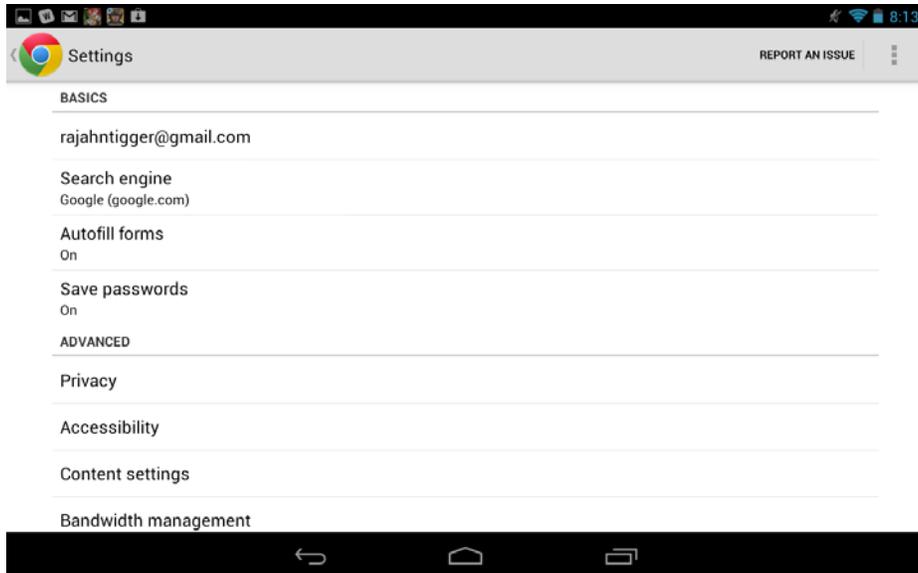


On this screen the Client’s Default Instrument is selected however, you can alter the Instrument as needed in the drop down menu. Select Begin and hand the tablet to the client for completion.

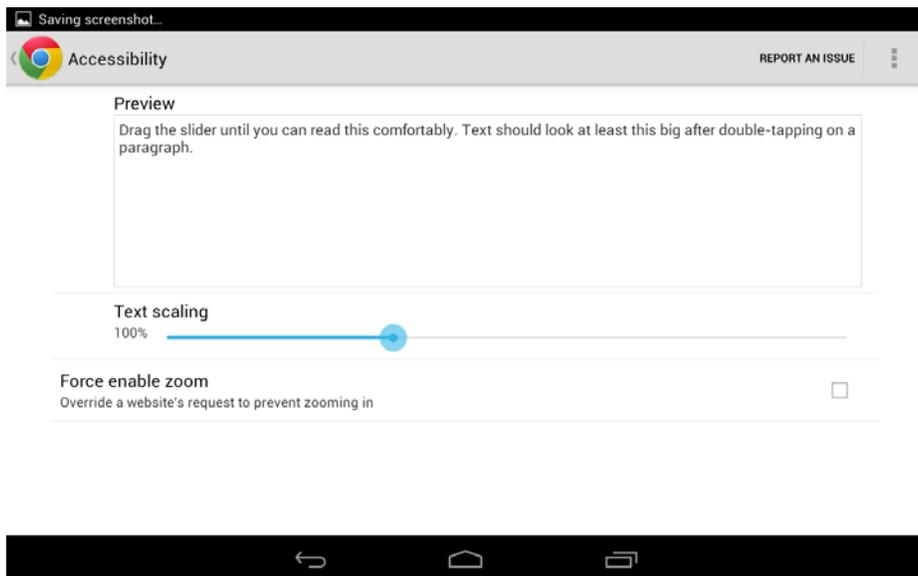


Some clients may find it difficult to read the text which can be solved by increasing the text size on the device. Follow the instructions below to adjust the text size as needed.

On the top right side of the screen just below the time you will see 3 vertical squares. Press them to open the browser settings screen. Select Accessibility to adjust the text size for the clients.

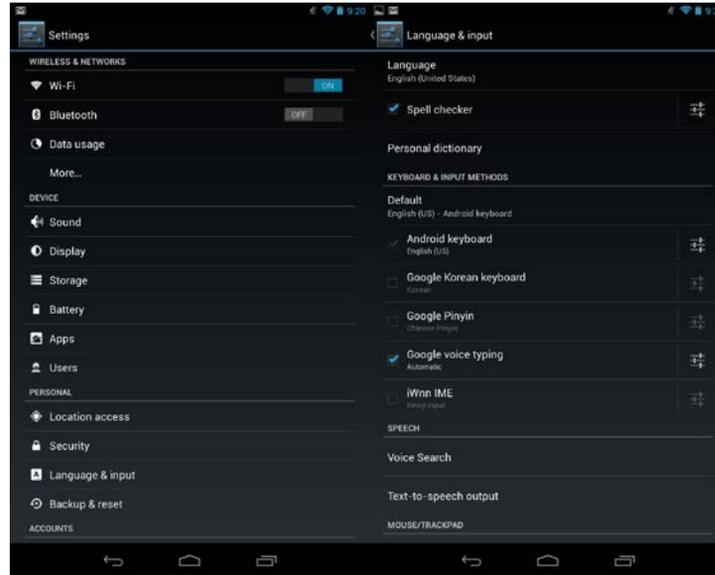


On this page you can adjust the text size by adjusting the “Text scaling” slider bar. Slide it to the right as far as necessary to increase the size of the text on the screen. Also turning the tablet on its side will increase the text size a little further.



Auto-Corrections

Nexus 7 has a *Spell Checker* feature built into its operating system. This feature can interfere with entering MRNs. In some cases the Spell Checker will enter a word in place of the MRN if the MRN contains letters (this is not a problem for numeric only MRNs). Go to the *Settings* page and choose *Language & input*. On the following page uncheck the *Spell Checker* and back out of settings. 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 Nexus 7 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>

In the event you need help with the Nexus 7 outside of what is covered in this document you can contact us or contact Google at the following information.

- Google Support Line: (855) 836-3987
- Nexus 7 Support Page <http://support.google.com/nexus/?hl=en&topic=2781736>