

Introduction

Because clinicians treat patients in all sorts of settings, the OQ[®]-Analyst application supports several administration methods. With the Online Tablet Administration method, you will be able to use OQ[®]-Analyst on the iPad 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 the 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 or the tablet needs a data plan (if compatible) so the it can access the internet. Please contact your network administrator or plan provider with any questions.

iPad Setup

Before administering questionnaires, we must first setup the iPad as appropriate. In most cases the iPad ships with specific keyboard functions enabled, thus causing some basic issues entering in the MRN. The following screenshots will guide you through disabling these functions making it easier to enter the MRN.

This is the homepage of the iPad. From here, you will select the Settings icon.



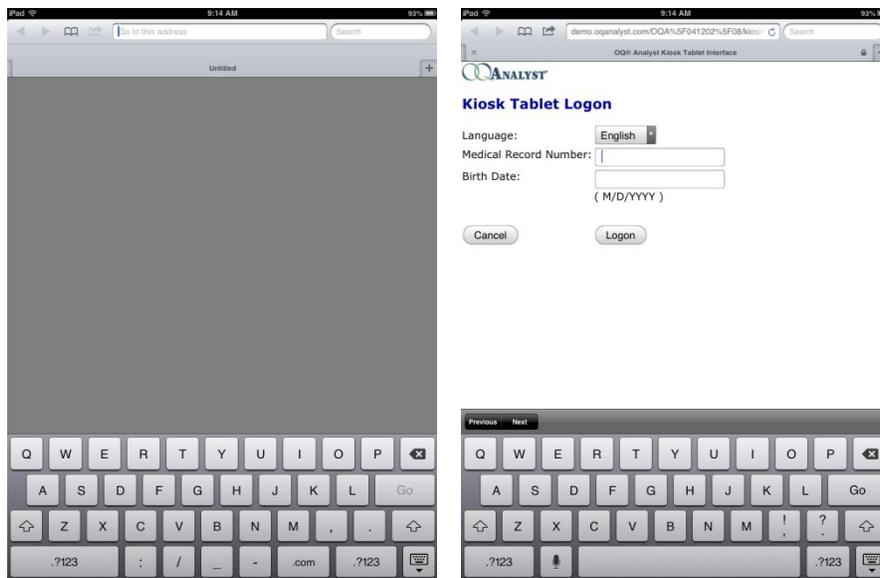
This takes you to the General Settings section of the iPad. Scroll down until you see *Keyboard* and select it. Then turn off *Auto-Capitalization*, *Auto-Correction*, and *Check Spelling*. Finally, on the left *Settings* Pane select *Safari* and turn off the *AutoFill* option.



Administering Questionnaire

At this point the device is ready to initiate the Online 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 *Safari* icon. Select this icon and you will open the blank browser window needed to get to the Kiosktab Page.



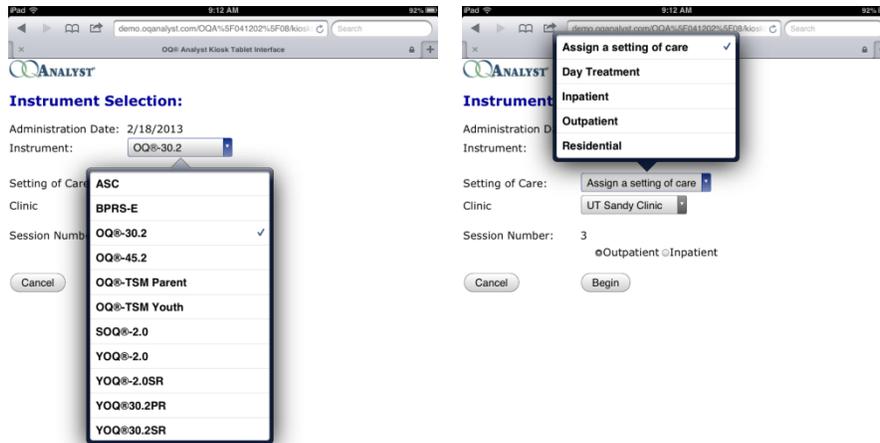
In the address bar you will need to enter the base URL for your OQ[®]-Analyst site and append kiosktab at the end. For example if the base URL is https://demo.oqanalyst.com/OQA_041202_08 then add kiosktab at the end so it would look like this, https://demo.oqanalyst.com/OQA_041202_08/kiosktab.

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

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.

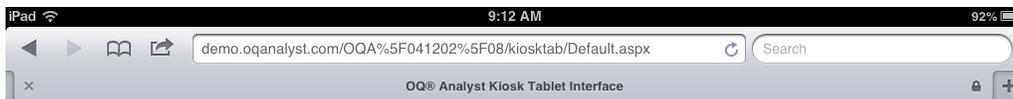
The image displays two screenshots of the OQ Analyst Kiosk Tablet Interface. The left screenshot shows the 'Kiosk Tablet Logon' screen with the following fields: Language (English), Medical Record Number (MRNTEST), and Birth Date (12/01/2000). The right screenshot shows the 'Instrument Selection' screen with the following fields: Administration Date (2/18/2013), Instrument (OQ8-30.2), Setting of Care (Assign a setting of care), Clinic (UT Sandy Clinic), and Session Number (8). Below the screenshots is a virtual keyboard.

On this screen, the Client's Default Instrument is selected; however, you can alter the Instrument as needed in the drop down menu. Also, you will need to select the *Setting of Care* as appropriate. Select *Begin* and hand the tablet to the client for completion.



Landscape Mode

Some Clients may find it easier to read the text in Landscape Mode. Simply turn the iPad on its side and it will auto-rotate to be in Landscape Mode.



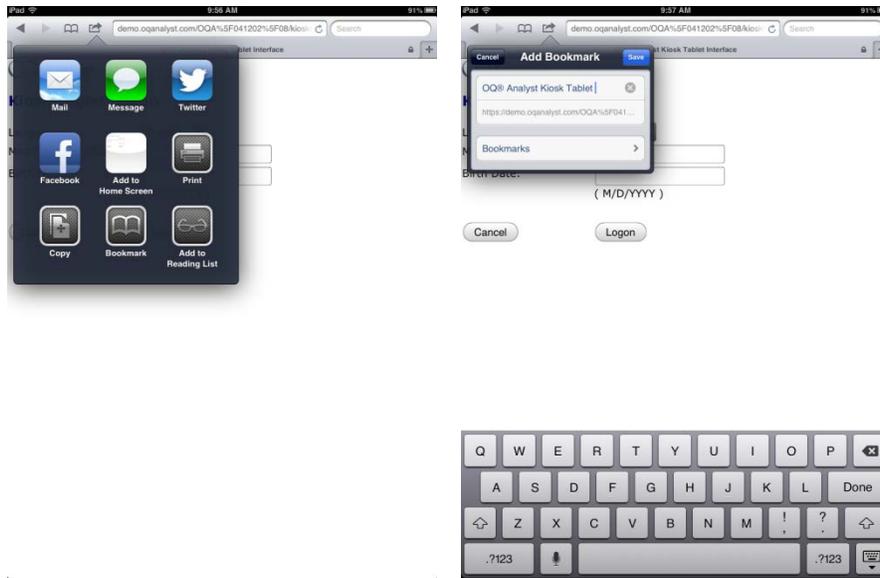
Instructions:

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.

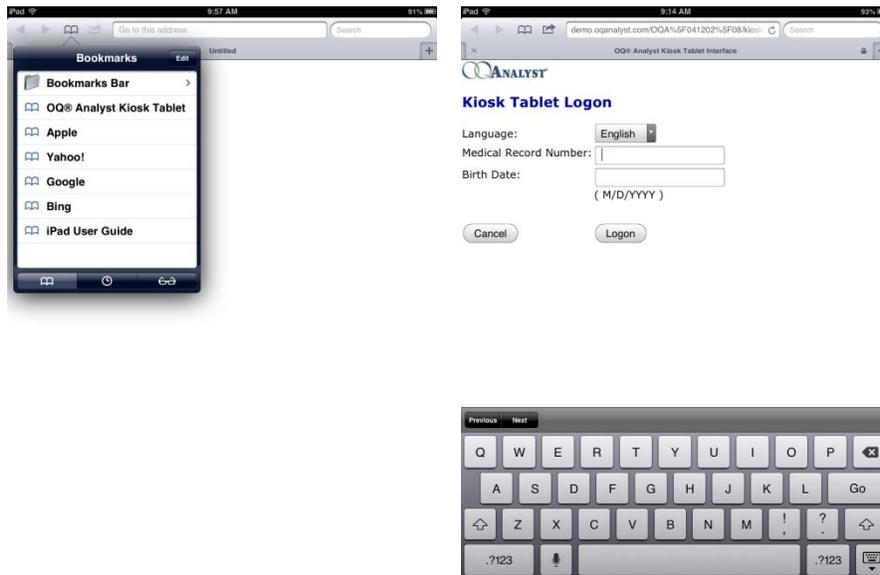
#	Question	Answer
1	I get along well with others.	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Sometimes <input type="radio"/> Frequently <input type="radio"/> Almost Always
2	I tire quickly.	<input type="radio"/> Never

Setting Bookmark

Once on the Kiosk Tablet Page it will be helpful to bookmark the page so that it is available when you need it. To the left of the address bar you will see the Icon for adding Bookmarks. Select the Icon and choose the *Bookmark* option. Now name the Bookmark something that helps you to identify what it is like OQ® Analyst Kiosk Tablet.



Later when you want to go back and choose that bookmark, make sure to select the Bookmark  icon on the top left side of the address bar. On the next screen, you will see a list of all your bookmarks. Choose the saved OQ[®] Analyst bookmark.



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 Measures Support with any further questions about using iPad 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 iPad outside of what is covered in this document you can contact us or contact Apple at the following information.

- Apple Support Line: (800) 275-2273
- iPad Support Page <http://www.apple.com/support/ipad/>