How to create a survey in Enlighten

1. First go to your local enlighten account and login using your credentials.



2. Next, go to the 'Jayex Menu' by clicking on the circle icon which contains the Jayex logo.



- 3. Click on 'Surveys' in the menu.
- 4. Once the Survey dropdown menu appears click on 'Manage Surveys'.



- 5. From the 'Manage Surveys' section, we are able to create a survey by clicking on one of the three types of surveys available.
 - 5.1. A **'Check-in survey'** is displayed to the patient after they go through the check-in process.
 - 5.2. An **'Anonymous survey'** is open to all when they click the survey button on the touch screen interface.
 - 5.3. A **'Post-contact'** survey allows you to direct specific patients to these tailored surveys by giving them an access key.

Enlighten ×		Luis @ Jayex 👝 🗆 🗙
← → C [] 10.0.0.235/enlighten/Surve	ys/ManageSurveys.aspx	☆ =
Enlighten E4	Friday 21 August 2015	E4 @
		Logout
Manage Surveys		
	Add 🍦 <u>Check-in Survey</u> 🐥 <u>Anonymous Survey</u>	Post-contact Survey
Search show		
No surveys found		Show All Surveys
Show Legend		
	Copyright © 2010 - 2015 Jayex Technology Limited. <u>www.javex.com</u> All rights reserved. Enlighten E4 v 201503-01	

6. To create a check-in survey, we can click on the first option 'Check-in Survey'.

and the second		a state of the sta
Enlighten E4	Frklay 21 August 2015	E4
		Logo
lanage Surveys		
	Add 🤄 Check-in Survey 💠 Anonymous Su	nvez 🍦 Post-contact Sarvez
Search show		
surveys found		Show All Surveys
ow Legend		
	Copyright © 2010 - 2015 Jayex Technology Limited. <u>www.jayex.com</u> All rights reserved. Enlighten E4, v 201503-01	

- 7. From here, we can start creating our survey.
 - 7.1. **'Survey Title'** is the label the patients will see when using the survey.
 - 7.2. **'Survey Description'** is a description for internal use. This will not be seen by the patients.
 - 7.3. **'Display weightage'** is used to determine which survey will take precedence if you have multiple surveys.

You can enable your survey for patients in all appointments, those only attended for specific services or those only seeing specific clinicians.

Enlighten ×	Luits @ Jay	
← → C 10.0.0.235/enlighten/Surveys/Survey.aspx?type=4		☆ =
Enlighten E4 Friday 21 August 2015		E4 🕑
		Logout
Add Check-in Survey		
General Filters Setup Survey	Print	
Survey Title : (200 characters left)		
Survey Description : (500 characters left)		
Display weightage : Note: Optionally enter any number between 1 to 100000; Higher the number, higher the precedence		
Enable for all appointments Canable for selected services Canable for selected Clinicians		
Bave Bave & >>		
🔶 Back to Mar	age Surveys	
Copyright © 2010 - 2015 Jayex Technology Limited, <u>www.jayex.com</u> All rights reserved. Enlighten E4 v 201503-01		

Enlighten ×				Luis @ Jaya	3 0 0	23
← → C 🗋 10.0.235/er	nlighten/Survey	s/Survey.aspx?type=4&sid=1&m	=save&tab=tab2		☆	≡
Enlighten E4		Friday 21 Augu	st 2015		E4 🕑	Î
Edit Check-in Su	urvey				Logout	
Travel Survey						
General	Filters Se	stup Survey		Print		1
Survey Title : (187 characters left)	Travel Survey					
Survey Description : (464 characters left)	Information on tr	aveling of patients				
Display weightage :	1	Note: Optionally enter any ni Higher the number, higher th	umber between 1 to 100000; e precedence			
Enable for all appoir	ntments	Enable for selected services	C Enable for selected Clinicians			
		Save Save & >>	Next 🔶			
			🖕 Back to Ma	nage Surveys		
		Copyright © 2010 - 2015 Jayex Techno All rights reserved. Enlighter	logy Limited. <u>www.jayex.com</u> E4 v 201503-01			Ļ

8. Once we click 'Next', we get to 'Filters'. Here we can change the filters by which the survey will act on.

We can create a survey that is only available to a certain subset of patients.

C 🗋 10.0	0.0.235/enlighte	n/Surveys/Survey.asp>	(?type=4&sid=1&r	n=save&tab=tab	2		Ę
Enlighte	en E4		Friday 21 Aug	just 2015			E4
							Logo
Edit Chec	k-in Survey	/					
Travel Sur	vey						
General	Filters	Setup Survey				Print	
Age							
Gender	Question: (Will be asked if	Please select your gender unknown)					
	Male	×+++++=±					
	Female	×+++++					
	Other	×+++++					
Custom							
	🔶 Previou:	a 💾 Save & <<	E Save	H Save & >>	Next 🔶		
					🔶 Ba	ck to Manage Surveys	

- 9. Click 'Next' again and you will see the following section, 'Setup Survey', where we can create the questions for your patients to answer.
 - 9.1. 'Question Number' identifies the order of the questions.
 - 9.2. **'Subject'** allows you to add additional information for your question.
 - 9.3. 'Question' is our question.
 - 9.4. **'Answer type'** allows you to set the answer type and answers.
 - 9.5. You can also enable question skips and filters on the specific questions.



General	Filters Setup Survey		Print
▼ 2 1 Have yo yes	ou been out of the country recently? 🗙 Qt Qt		Â
no			
🔫 😮 2 Have yo	ou been to a country with ebola recently?		
yes			
no		÷	•
Question Numb	per: 1		
Subject :			
	(200 characters left)		
Question :	Have you been out of the country recently?		
	have you been out of the country recently?		
	(458 characters left)	Pick	from previous
Answer Type :	Checkbox	stock / previous answer sets	
	<u>ves</u> ×+,+, + +	₹±0	
	<u>no</u> × +, +, + +	¥∓0	
Allow Skip	Enable multi-select	Apply Filters	
	(Note : If this option is enabled, none of the answers can have a response / follow up question /	Gender	
	Jump to question / End of Survey set on them.)	Male	
		Other	
			*

9.7. You can enable free text answers to be given to give patients the opportunity to write longer, more detailed answers.

	.0.235/enlighten/Survey	s/Survey.aspx?t	ype=48sid=18m=	save&tab=t	tab2#		ť
Travel Surv	лөу						
						0	
General	Filters Se	tup Survey				Print	
- yes						*	
- 00							
This is a 3	Survey question (unsaved)						
- Answer 1							
- Answer 2							
- Answer 3							
			\$				
Question Num	ber: 3						
A.11.4							
Subject							
	(200 characters left)						
Question :	Which country did you visit?						
	20						
	(472 characters liell)				Pickh	om previous	
Answer Type	Checkbox	Pick from s	ock/previous answer s	25			
	utite here	× ++++	0				
	Enable multi-select		Apply Filters				
Allow Skip	and the second second	none of the 'follow up question /	Gender				
Allow Skip	answers can have a response.		I data				
Allow Ship	(None 1) the option is analysis, answers can have a response. Jump to question / End of Surve	y set on them.)	i male				
Allow Ship	(Nos I fine option a smalled, answer can have a response Jump to question / End of Surve	y set on them.)	E Female				
Allow Ship	(Note: - If the option is enabled, answers can have a response. Jump to question / End of Surve	y set on them.)	 Female Other 				
Allow Ship	(Note: - If the option is enabled, answers can have a response. Jump to question / End of Surve	() set on them.)	Female Coher				
Allow Ship	(Note: - If the option is enabled, answers can have a response Jump to question / End of Surve	y set on them.)	Female Coher				
Allow Ship	(Note: - If the option is enabled answers can have a response Jump to question / End of Surve	y set on them.)	Femals Other	(hote: Alv question (vays "Apply changes" whereve data before Saving Survey)	you add / update	

- 10. Once a question is complete, click 'Apply Changes' to save.
- 11. Once we have completed creating all the questions for our survey, we can click 'Save' and click on 'Back to Manage Survey'.

12. Once back in 'Manage Survey' we can see the newly created survey.

🗋 Enlighten	×							Luis @ Jayex	- O X
← → C 🗋 10.0.0	.235/@	enlighten/Su	rveys/Manage	Surveys.aspx					☆ =
Enlighten	E4			Friday	y 21 August 201	5			E4 🕑
<u> </u>									Logout
Manage Surve	eys								
					Add	Check-in Survey	Anonymou:	s Survey 🕂 Post-contact S	Survey
Search show									
Title	¢	Type 🗢	Weightage¢	Created By \$	Created On \$		Actio	ns	
Travel Survey		Check-in	1	super	Aug 21 2015	🛃 Edit 🗙 Delete	Save as	📕 🚔 Print Preview 🙆	
Show Legend			Copyrig	ht © 2010 - 2015 Ja All rights reserve	yex Technology Lir d. Enlighten E4 v 2	nited. <u>www.jayex.com</u> 201503-01			

13. To then activate a survey so it can be seen by the patients we need to press the s creen icon under actions.

→ C [] 10.0.0	×	enlighten/Su	rveys/Manage	Surveys.aspx		<u>\$</u>
Enlighten	E4			Frida	21 August 2015	E4 ·
Manage Surv	eys				Add 🍦 Check in Survey 🌳 Anonymou:	Logor 1 Survey 🍦 Post-contact Survey
Search show						
howing all surveys						
Title	+	Туре Ф	Weightage+	Created By *	Created On + Actio	ns
Travel Survey		Check-In	1	super	Aug 21 2015 ZEdil X Delete Save as	
					_	

14. Once we click 'Print' under Actions, we are presented with publishing options which allow us to define where we would like this survey to be displayed and when.

Once we have selected all the options we require, we can click 'Ok'.

🗅 Enlighten 🛛 🗙		Luis (Jayar) — D X
← → C 🗋 10.0.235/e	nlighten/Surveys/ManageSurveys.aspx	☆ =
Enlighten E4	Tuesday 25 August 2015	E4 🕑
	Travel Survey	Logout
Manage Surveys	Enable For all dates Enable For date range	
	Publish to all Touch Screens	us Survey 🍦 Post-contact Survey
	Publish to Selected Touch Screens	
Search show	Canadia Segurat Supersidenti	
Showing all surveys	This survey is currently not published.	
	Ok Cancel	
Title 🗢	Type	ions
Travel Survey	Check-in 1 super Aug 21 2015 Celt X Delete Save as	Print Preview
<u>Show Legend</u>	Copyright © 2010 - 2015 Jayex Technology Limited. <u>www.iavex.com</u> All rights reserved. Enlighten E4 v 201503-01	

15. Seeing the green tick icon tells us our survey has been published.

Emigriten	E4			Tuesday	26 August 2010	x.)				E4 3
lanage Surve	evs									1.0000
					Add	Check in Survey	🐥 Anom	mous Survey	+ Post-contact	Survey
Search show										
owing all surveys										
					0					
Travel Survey	Ched	k-in	veigntage+	super	Aug 21 2015	🔀 Edit 💥 Delete	Save as		Print Preview 👜	
ow Legend								\sim		
			Copyright	0 2010 - 2015 Jayes All rights reserved	Technology Limit	ed. <u>www.ianex.com</u> 1503-01				
				Air lights reserved.	Enighten E4 120	1303-01				