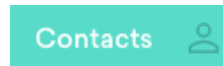


How to Attach a Questionnaire to a Contact Record

To attach a Questionnaire directly to a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record

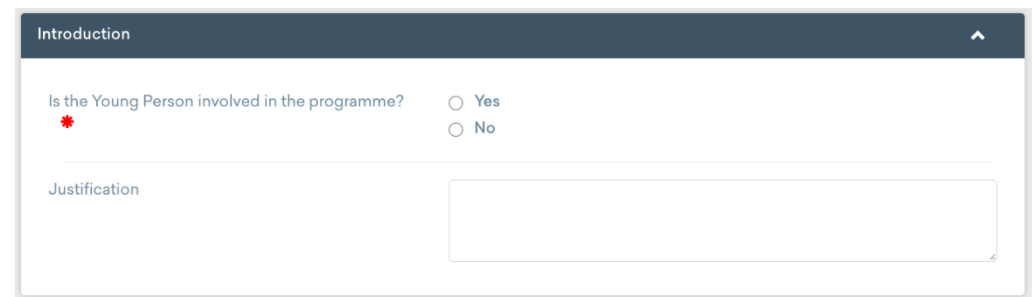


- Select **Questionnaires** from the sections on the left-hand side

- Click on the **Plus**  icon

- Choose the relevant Questionnaire and click **Next**

- Complete the form and click **Save**



The screenshot shows a questionnaire form titled "Introduction". It contains a question: "Is the Young Person involved in the programme?" with radio button options for "Yes" and "No". A red asterisk is next to the question. Below the question is a "Justification" label and a large text input area.

