
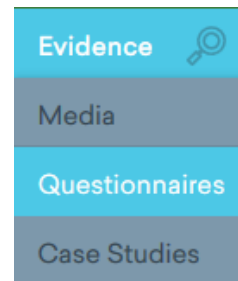



How to Create a Questionnaire

The **Questionnaires** area of Views enables users to create a variety of different forms. These can include evaluation forms, session plans or risk assessments. To create a new questionnaire:

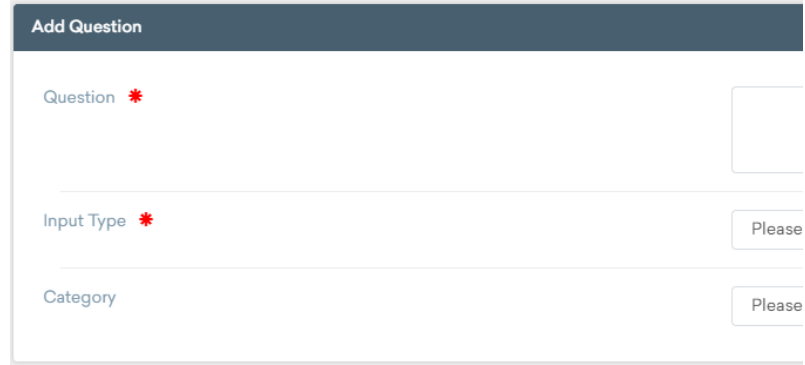
- Hover over **Evidence** and select **Questionnaires**
- Click on the **Plus** icon 
- Complete the form
- Click **Save**



To add questions to the questionnaire:

- Select **Questions** from the sections on the left-hand side
- Click on the **Plus** icon 

- Complete the form
- Click **Next**
- Select the relevant validations and then click **Save**
- If you are creating a question that requires a value list, you can either choose a pre-existing value list or create a new list by clicking **Add**



The screenshot shows a form titled "Add Question" with a dark header. The form contains three input fields, each with a red asterisk indicating a required field. The first field is labeled "Question" and has a small square icon to its right. The second field is labeled "Input Type" and has a "Please" button to its right. The third field is labeled "Category" and has a "Please" button to its right.