

## How to Change the Default 121 Questionnaire

The default questionnaire form that is available when recording 121 sessions can be changed with the following process:

- Hover over **My Account** and select **Administration**
- Select **Questionnaires** from the sections on the Tools section left-hand side
- Select **121 Questionnaires** from the sub-menu on the left-hand side
- Select a questionnaire to use as the default questionnaire
- Click **Set 121 Questionnaire**