

REQUEST

MANUAL FOR REQUEST

DEVELOPED BY
ROESSINGH RESEARCH
AND DEVELOPMENT.

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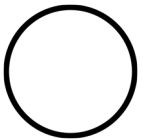
Legend



This symbol represents the computer mouse.



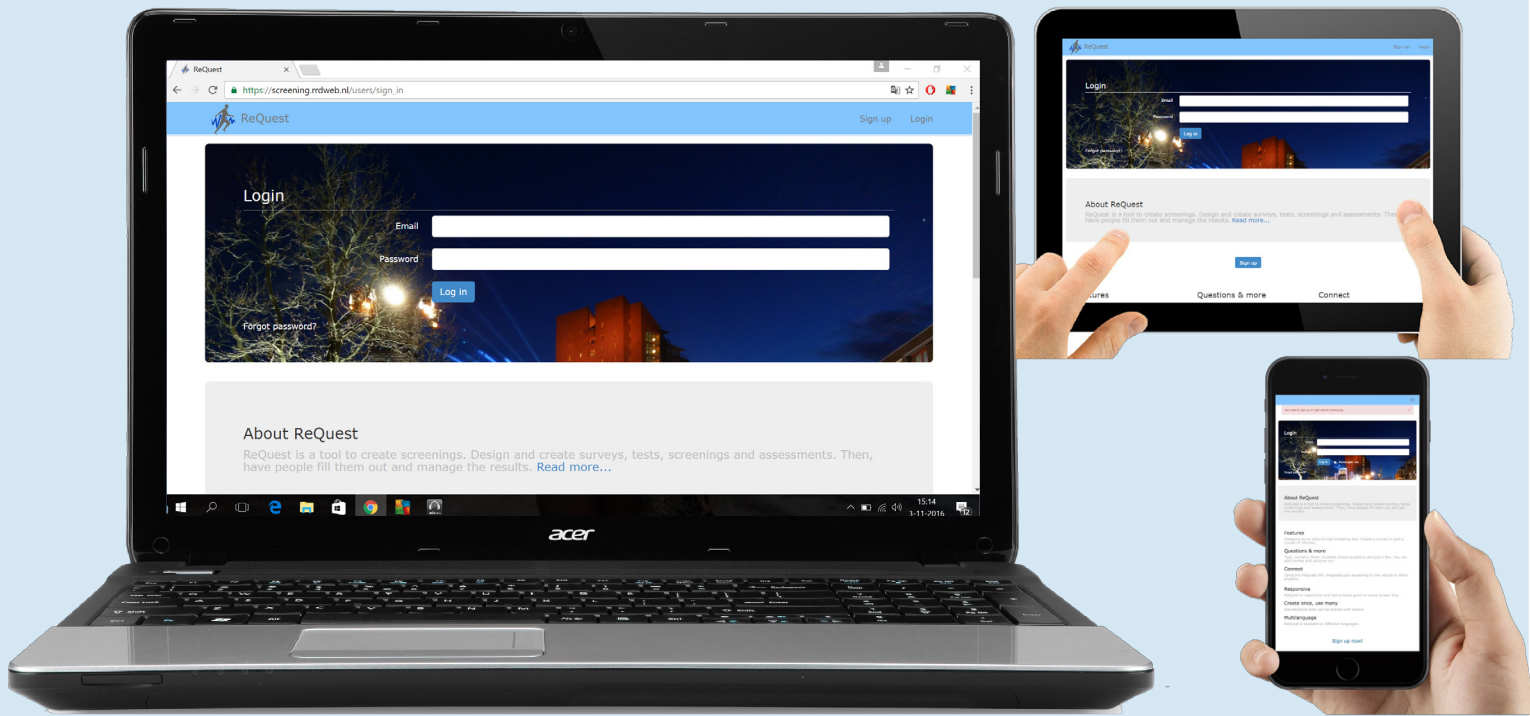
This symbol means you can type something.



This symbol represents a step you have to follow. In the circle one can see a number.



If you see this sign in the text with a number in it, it refers to the numbered step in the image.



ReQuest

clinimetrics software

ReQuest is a web-based clinimetrics software. Clinimetrics is a concept that includes quantitative measurement of personal and clinical phenomena of patient care. With the program you can create and manage surveys, screenings and assessments securely. The software has a lot of possibilities in use: online and offline; on tablet, computer and smartphone. Major advantages of the program are:

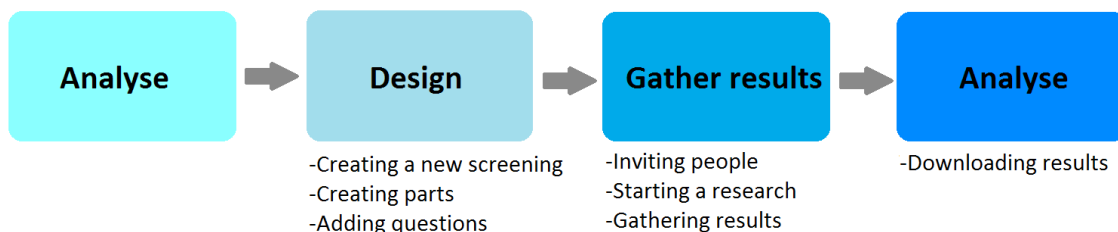
the flexibility of creating and reusing screenings and the possibilities of sharing screenings with others. Furthermore, all the data is securely saved in on-site storage. In short ReQuest is easy to use, saves a lot of time and helps therapists and researchers with their daily work. In this manual you can learn to work properly with the software step-by-step.

Overall process

Working with ReQuest can be divided into four steps:

1. Analyse the issue.
2. Design a fitting screening to investigate the issue.
3. Gather the results.
4. Analyse results with an external statistical program.

Before starting to work with ReQuest one should analyse the issue one want to investigate. Once analysed, an appropriate design of a screening can be made with ReQuest. A screening is a questionnaire that measures the investigated issue. The screening should be filled out to gather results. These results should be analysed with an external analyzing program.



These steps will be described elaborately in the following pages.

Creating an account

- Go to <https://request-test.tech4people-apps.bms.utwente.nl>;
- You have to sign up by filling in your email address and creating a password;
- You can find the “Sign up” button in the upper right corner of the page.

Congratulations! Your account has been created and you’re ready to start!

Creating a new screening

- Click on the button “New screening”. Now you can design your own screening (1);
- Fill in basic information for your screening (name, screening description, instruction) (2);
- Click on the button that says “Create screening” (3). Now, you have created your first screening!

Alternatively, you can copy an existing screening from the public, screening database.

ReQuest Screenings Answers

Screenings

1 New screening...

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ReQuest Screenings Answers

Create a new Screening

Name*

Screening description*

Instruction*

Concluding remarks*

2

3 Create Screening ← You can add questions afterwards!

Back

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Creating parts

You have the possibility to create parts, in order to divide questions into sections;

- Click on the button "Add" next to "Parts" (1);
- To create a part, you first have to label the part in the "Name"-field;
- If you want to describe a part you can do so in the "Describe"-field (2);
- Click on the button that says "Create part" (3);
- After creating parts, you can choose in which part questions have to be presented.

ReQuest Screenings Answers

Screening Fill out

Description

Fill out Instruction

Questions + Add

Parts 1 + Add

Concluding remarks

Created by

[Edit...](#) | [Invite people...](#) | [Download results](#) | [Browse results](#) | [Fill out](#) | [Copy](#) | [Back](#)

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ReQuest Screenings Answers

New part Screening 2

Name*

Description*

Questions No questions in this part yet.

3 Create Part Show | Edit

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Adding questions

- Click on the button "Add" next to "Questions" (1);
- Before formulating a question, decide in which part the question should be presented;
- Assigning a question to a part can be done by clicking on the "Part"-field. If you want to have the question directly in the screening, choose "None" (2);
- Now you can go to the field "Question text". Here you can add the question that has to be asked, for example "What is your age?" (2);
- In the field "Description" you may add a statement to describe the question (2);
- Once you have indicated your question on the "Question text"-field, you can describe the question type by scrolling for options (2);
- Click on the button that says "Create Question" (3);
- To adjust or to remove a question, click on the concerning question;
- Now you can edit the question or remove it by clicking on the trash icon.

ReQuest Screenings Answers

Screening Fill out

Description

Fill out Instruction

Questions 1 + Add

Parts + Add

Concluding remarks

Created by

Edit... | Invite people... | Download results | Browse results | Fill out | Copy | Back

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ReQuest Screenings Answers

New question Screening

Part

Question text*

Description

Question type* Small text

Multiple choice

Inactive

Required

Advanced options...

3 Create Question

Show | Back

If you have selected a multiple choice question type you should follow the next steps:

- Go to the "Multiple choice"-field;
 - Here you can select answer options;
 - On the right side of the field you can find a tool (a blue wrench). If you click on it a new window opens;
 - You can manage multiple choice-answers by clicking on the "New Multiple choice"-button (1);
 - A new window opens. You have the possibility to label and to describe the multiple choice question (2);
 - You can state the answer options in the "Choice"-field (2);
 - By clicking on the "Plus" button next to the "Description"-field, you can add another answer option (2);
 - Once you have designed the answer options, you can update the questions by clicking on "Update Multiple choice" (3);
 - When you close the window, you will return to the previous page.
-
- In case you don't want the question to be shown to the person completing the questionnaire, you select "Inactive".
 - If the clients are required to fill out the question, you select the option "Required".
 - Below the "Required" option, you may click on "Advanced options" if you want to add multimedia elements such as videos or images.

Close this window to return to the question. X

Meerkeuze Antwoorden

1 New Multiple choice

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Question*

Description*

2

Choices*
 pts.

ID	Description

 +

Inactive

Advanced options...

3 Update Multiple choice

Back

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Sharing a screening

You have the option to share the screening with other users. As a result of sharing the screening with others, users can view or even edit your screening.

- If you want to share your screening, click on “Edit” at the bottom of the page. A new window opens (1);
- Then, click on “Sharing” at the bottom of the page (2);
- You can invite others by adding their email addresses (3);
- Click on "Update screening" to complete the action (4).

Now, other people can also view or edit your screening!

ReQuest Screenings Answers

Screening Fill out

Description

Fill out Instruction

Questions + Add

Parts + Add

Concluding remarks

Created by

1 [Edit...](#) | [Invite people...](#) | [Download results](#) | [Browse results](#) | [Fill out](#) | [Copy](#) | [Back](#)

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ReQuest Screenings Answers

Edit Screening

Name* Screening

Screening description*

Instruction*

Questions* + Add...

Parts* + Add...

Concluding remarks*

2 **Sharing:**

Status Personal (draft) 3

View results allowed*

Edit screening allowed*

API Identifier*

4 Update Screening

[Show](#) | [Back](#)

Inviting people

- You can invite clients to fill out your screening by clicking on "Invite people" at the bottom of the page (1);
- A small window pops up;
- Fill in the email address of the patient (2);
- You have the option to indicate the title of the screening and to compose a message in the "Message"-field (2);
- Click on "Send" (3);

Now, the invited person has received a link whereby he/she can fill out your screening!

ReQuest Screenings Answers

Screening Fill out

Description

Fill out Instruction

Questions + Add

Parts + Add

Concluding remarks

Created by

1 | [Invite people...](#) | [Download results](#) | [Browse results](#) | [Fill out](#) | [Copy](#) | [Back](#)

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ReQuest Screenings Answers

Screening Fill out

Description

Fill out Instruction

Questions + Add

Parts + Add

Concluding remarks

Created by

[Edit...](#) | [Invite people...](#) | [Download results](#)

Invite people

Link to fill out your screening:

Email addresses: Emails are sent separately. Invitees cannot send replies.

Subject:

Message:

Tip: try sending an invitation to your own email address first.

3 Send

Starting a research

After creating a screening you are able to work with it. You can fill out the survey yourself or let the client do it. You can open a screening at the home page or in the menu bar by clicking on screenings.

- Click on the screening you want to fill out;
- Then click on the green button “Fill out” in the upper right corner of the page (1);
- A new window opens where the questions will be presented;
- The questions of the screening pop up and are ready to be answered;
- On top of the new window you can read the title and instruction of the screening;
- You can fill out the survey yourself or let the client do it (2);
- After filling out the screening, you can click on the “Save”-button to save the results (3).

ReQuest Screenings Answers

1

Description

Fill out Instruction

Questions

Parts

Part

- Question?

Concluding remarks

Created by

[Edit...](#) | [Invite people...](#) | [Download results](#) | [Browse results](#) | [Fill out](#) | [Copy](#) | [Back](#)

ReQuest Screenings Answers

2

Part

Question?

3

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Gathering results

Once the screening is done, you can either view or download the results.

- If you want to view the results of a screening, you have to click on “Screenings”. All available screenings will be listed;
- Click on the screening you want to view;
- Click on the blue button “Results” in the upper right corner of the page. Now all the filled out screenings are visible (1);
- When you click on a filled out screening, you can see the answers to the questions;
- If you choose the option "Show answer in overview", the answer to the question is visible in the browse results screen. For example you can view a client's characteristics easily (2);
- Furthermore, you have the option to download the results in an Excel-file by clicking on "Download results" (2).

ReQuest Screenings Answers

1 Results Fill out

Description

Fill out Instruction

Questions⁰ + Add

Parts⁰ + Add

Part

- Question?

Concluding remarks

Created by

Edit... | Invite people... | Download results | Browse results | Fill out | Copy | Back

ReQuest Screenings Answers

Results Screening

1 result found

Download results | Back

2

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Well done, you are now able to work with ReQuest!

Downloading results

The gathered results are available as a .csv file. They can be analysed in analytical software programs such as SPSS, Matlab, or Excel. If you want to know how to download results, see the previous section.

Possibilities with API

With the API (Application Programming Interface) of ReQuest it is possible for other programs or web services to access the screenings of ReQuest and post back the results to the program. Contact **BMS LAB** for more details.

Recognizing and preventing errors

In the unlikely event of an error you should keep in mind the following possible causes:

- If you click on a non-existing questionnaire, you will receive a message: "Oops. Page not found";
- If you are trying to get access to a questionnaire you do not have the permission for, the following error occurs: "You are not allowed to view this";
- If you are answering an already deleted question, the following error occurs: "Not found";
- If you do not have an internet connection while answering a questionnaire, the page will not be loaded;

When logging in with a wrong password or username, the following error occurs: "Wrong password or username". It is possible to request a new password.

More information

If there is still something not clear after reading the whole manual, you can find more information by clicking on a "Question mark" symbol. These symbols can be found in the program ReQuest next to the name of the function.

If you have further questions, contact:

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