

Sheet Building Foundation: Questions

The building block of a sheet is the question. A sheet can consist of one or multiple questions. Questions are segregated into categories and sub-categories. The categories are Primary and Secondary. A primary question is a question that is exposed, meaning that when the sheet is opened the question is visible. A secondary question is hidden, meaning that it is beneath the surface of the primary question. The desired response to a primary question triggers the secondary question to appear. Upon creation, a secondary question must have a primary question preceding it or it will not be visible to the user. Questions are broken down further into the sub-category of question type. The question type determines how the question will perform when it is presented to the user. This document will provide you with definitions and usage scenarios for the various question types.

Question Type	Definitions and Uses
Digital Picture	This type of question enables the user to take pictures within the envision software. The user is allowed to take 5 pictures per question. This question type is useful for helping to determine the condition of a display, store condition or to see if a project is truly complete. This question can act as a primary question or a secondary question.
Single Select from Choices	This question type presents the user with a set of choices (up to 99). Though the user is presented with multiple choices only <u>1</u> choice can be selected. A follow up question can be attached to each choice so further information can be gathered concerning each choice. The follow-up question (if any) does not have to be the same for each choice. This question is useful for enforcing a standard response format and for situations when you want to offer the user some flexibility in their responses. This question can act as a primary question or a secondary question.
Multi-Select from Choices	This question type presents the user with a set of choices (up to 99). The user is presented with multiple choices and multiple choices can be selected. Follow up questions <u>cannot</u> be attached to the choices. This question is useful for enforcing a standard response format and for situations when you want to offer the user more flexibility in their responses. This question can act as a primary question or a secondary question.
Yes/No (No follow-up)	This is the simplest of all the question types. Use this question type when no additional information is needed from the user other than Yes or No. This question can act as a primary question or a secondary question.

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Yes/No With a Follow-up on Yes	If the user answers Yes to the question, He/She will be presented with another question. The follow-up question can be of any question type. This question can act as a primary question or a secondary question.
Yes/No With a Follow-up on No	If the user answers No to the question, He/She will be presented with another question. The follow-up question can be of any question type. This question can act as a primary question or a secondary question.
Yes/No With a Follow-up on Yes & No	A Yes or No response by the user generates a follow-up question. The follow-up question can be of any question type. A useful question for gathering additional information to a positive or negative response. This question can act as a primary question or a secondary question.
Free Form Text	The user responds by entering text via a keyboard/keypad. Up to 255 characters can be entered into the field. This question type is useful when non-standard responses are acceptable. This question can act as a primary question or a secondary question.
Hyperlink to Supporting Document	The user is taken to a document upon answering Yes. Assistance is <u>required</u> from Reflexis to create this question type. Useful for supplying product information, safety procedures or any other static information where on demand access to the information is needed by the user. This question can act as a primary question or a secondary question.
Choice Details (Repeating)	When this question is answered the user is presented with at least 1 follow-up question. Upon answering the follow-up question the user is taken back to the original question where a different choice can be made and the user will be presented with the same follow-up question. The follow-up question(s) can be of any type. Each choice must have the <u>same</u> follow-up question. Attaching dissimilar follow-up questions will prevent the question from being visible. This question can only perform as a secondary question.
Digital Signature	This question type displays a signature field. Useful for verifying project satisfaction or completion by requiring a signature for sheet closure. This question can only perform as a secondary question.

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Free Form Text with Follow-Up	This question type requires the user to answer by entering text (up to 255 characters) via keypad/keyboard and respond to a follow-up question. The follow-up can consist of any question type. This question type is useful when non-standard responses are acceptable and a follow-up question is needed to glean more information. This question can only perform as a secondary question.
Multiple Text Items	The user answers this question by entering text via keypad/keyboard. The text is added to a list via an Add button that is automatically added to the device screen upon creation of the question. Useful when any type of product or SKU number needs to be collected. This question can only perform as a secondary question.
Multiple Text Items (repeating)	The user answers this question by entering text via keypad/keyboard. The text is added to a list via an Add button that is automatically added to the device screen upon creation of the question. When an item is added a follow-up question will be presented, answered and the user is returned to the original question with the option to add another item and begin the process again. Useful when any type of product or SKU number needs to be collected and additional information is needed for the item in the list. This question can only perform as a secondary question.
POP Order	The question type provides the user with the ability to select from a list of item numbers and corresponding descriptions (customer provided). This question <u>requires Reflexis assistance</u> to create the POP database. This question can only perform as a secondary question.

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Question Properties

Question Properties may be added to a question when you are trying to obtain specific results from a question. The three different types of question properties are Dynamic, Data Mask and Read Only. These properties may be added when you are creating the question, or you may apply them in Question Editor after they have been built.

A Dynamic question allows the sheet to be complete after a question is answered in a specific manner. This property is only used for the Yes/No question types, so that a sheet may be complete when the rep answers “Yes” or “No” to the question. While sheets may have an expiration date, this allows a sheet to “fall off” the PDA so it’s no longer seen by the rep once he/she has answered the question correctly in that specific store.

A Data Mask is a property that you can apply to a Free Form Text question type. This property enables a date, time or numeric mask to be applied. This is useful for limiting rep input to a date, time or specific number of digits.

A Read Only property is used when you would like to create a statement in the sheet instead of a question.

Sheet Properties

A Transient sheet cycle allows a sheet to “fall off” the PDA, or become invisible to a rep once the sheet has been completed. While this works similar to a Dynamic question property, a Transient sheet does not have to be answered in a specific manner. Once this sheet has been completed, it will no longer be available for a rep in that specific store.

This property can be applied by selecting the [attach to vendor](#) link. Locate the [Action](#) filter and select [Set dates and cycles](#).

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Sheet Construction

When you are ready to begin building a sheet, follow these links on the PACE Central website. Admin>Rep Group>Sheet Designer.

Select the Constructors link.

Select the Choice constructor link to build your choices.

Select the Question constructor link to build your questions.

Select the Sheet constructor link to construct your sheet.

Select the Sheet Deployment link.

Select the Publish link to publish the sheet.

Select the Attach to Vendor link.

Select the Publish to Device link to deliver the sheet to the PDA.