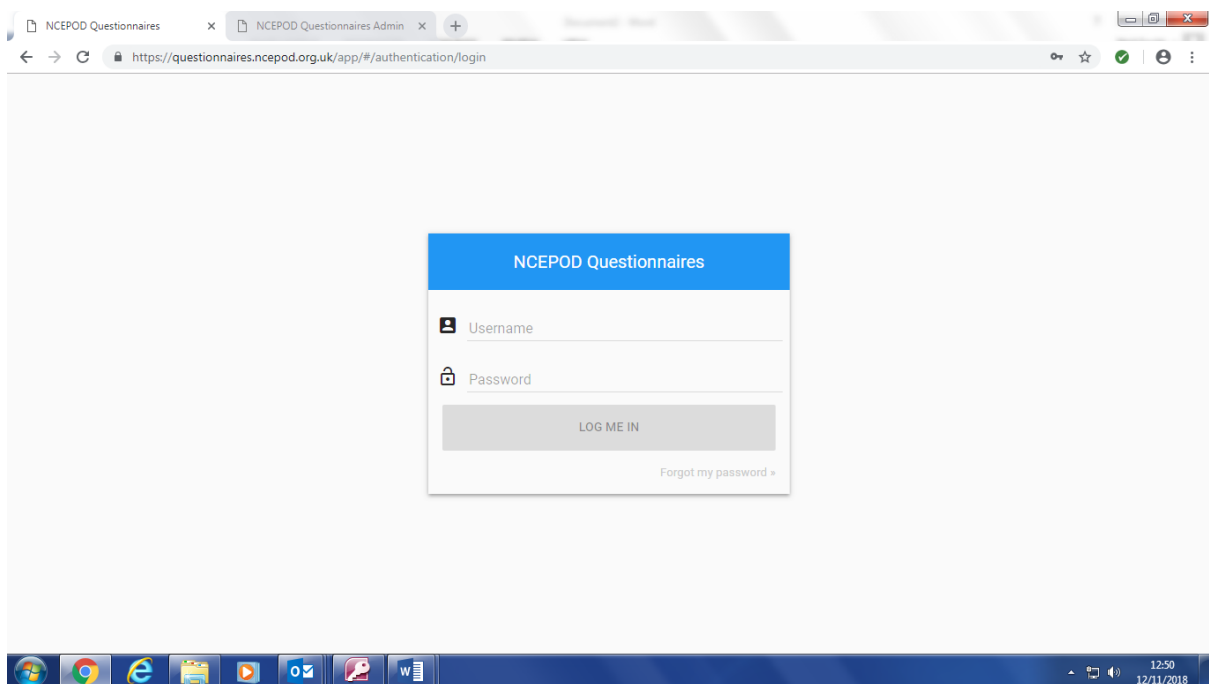# NCEPOD Online Questionnaire system

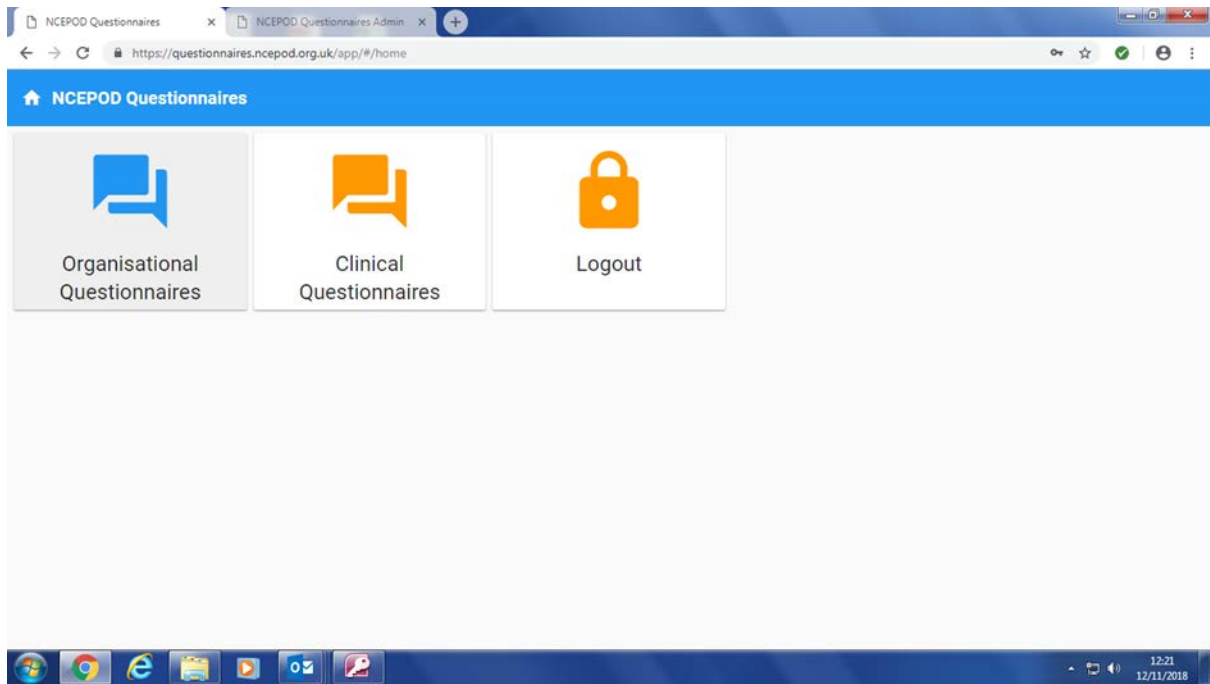Below is a brief guide to the NCEPOD online questionnaire system

## Logging on

1) When a new organisational questionnaire for your hospital is loaded onto the system you will receive an email from Questionnaires@ncepod.org.uk with a link to the login screen shown below.
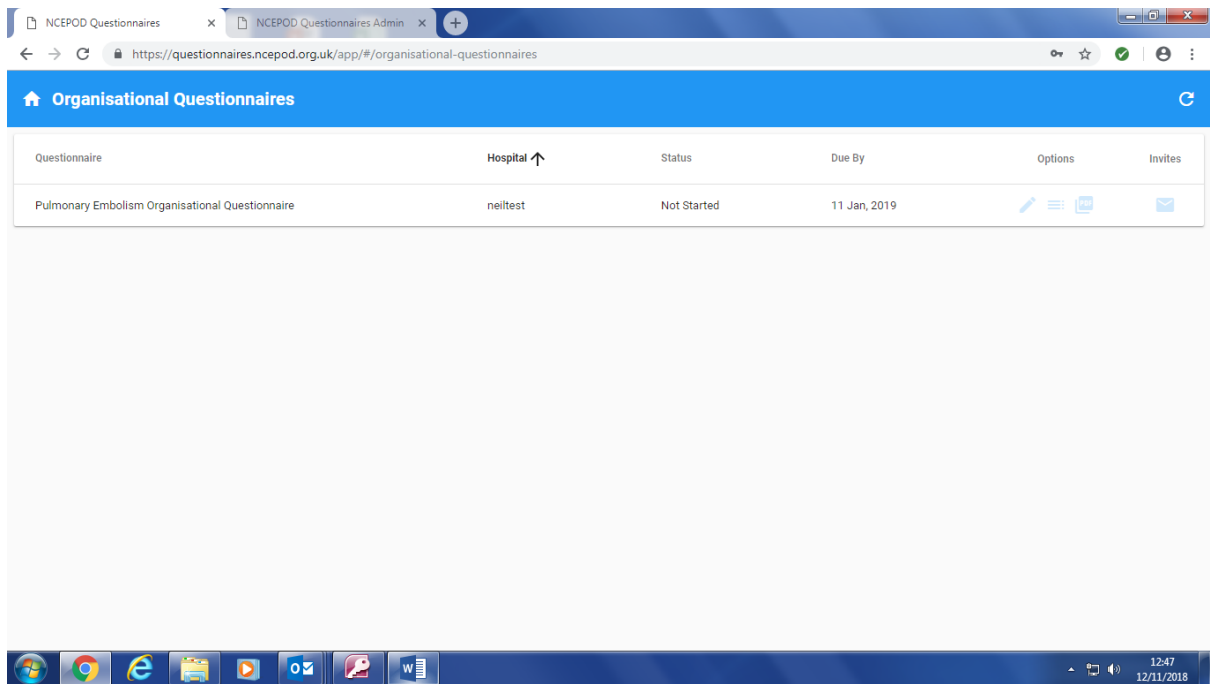


2) If you have previously used the system but have forgotten your password then you can request a password reset by clicking the forgotten password link.
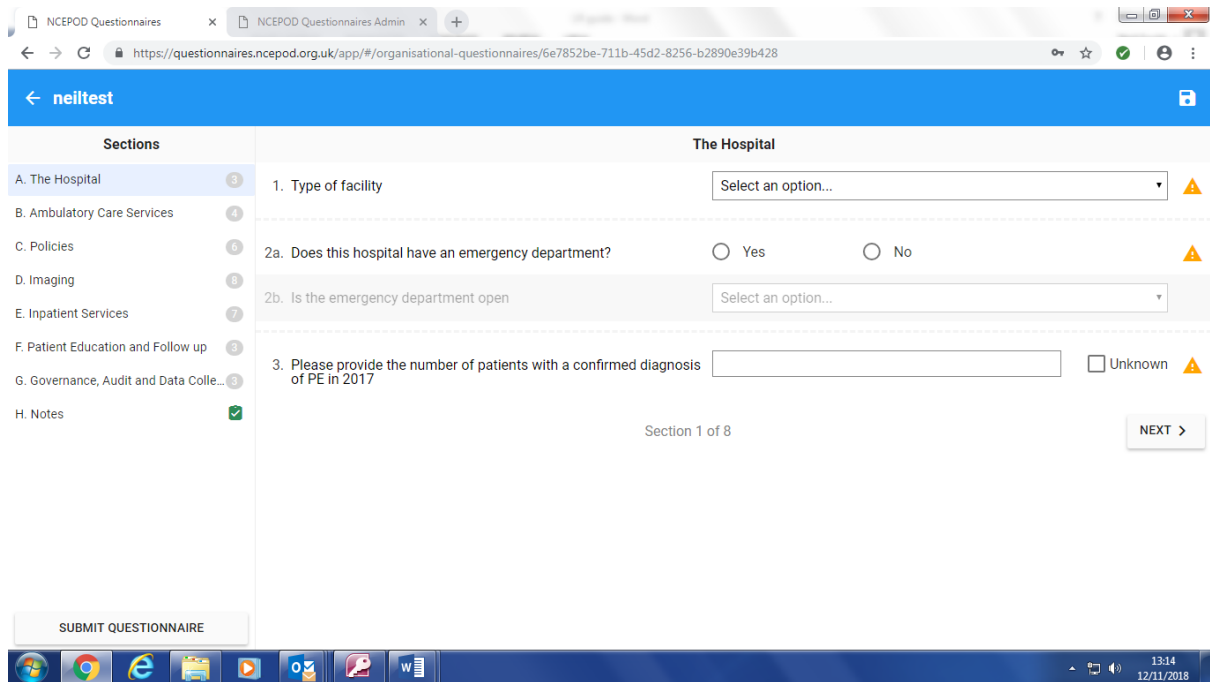3) If you are not registered on the system a similar screen will allow you to activate an account and then log in.

## Managing questionnaire completions

1) Once logged into the system you will see the screen below with 3 large icons.
2) The organisational questionnaire icon allows you to complete an organisational questionnaire and/or invite other people to complete it. If you are inviting someone to complete the questionnaire we suggest liaising with them first.
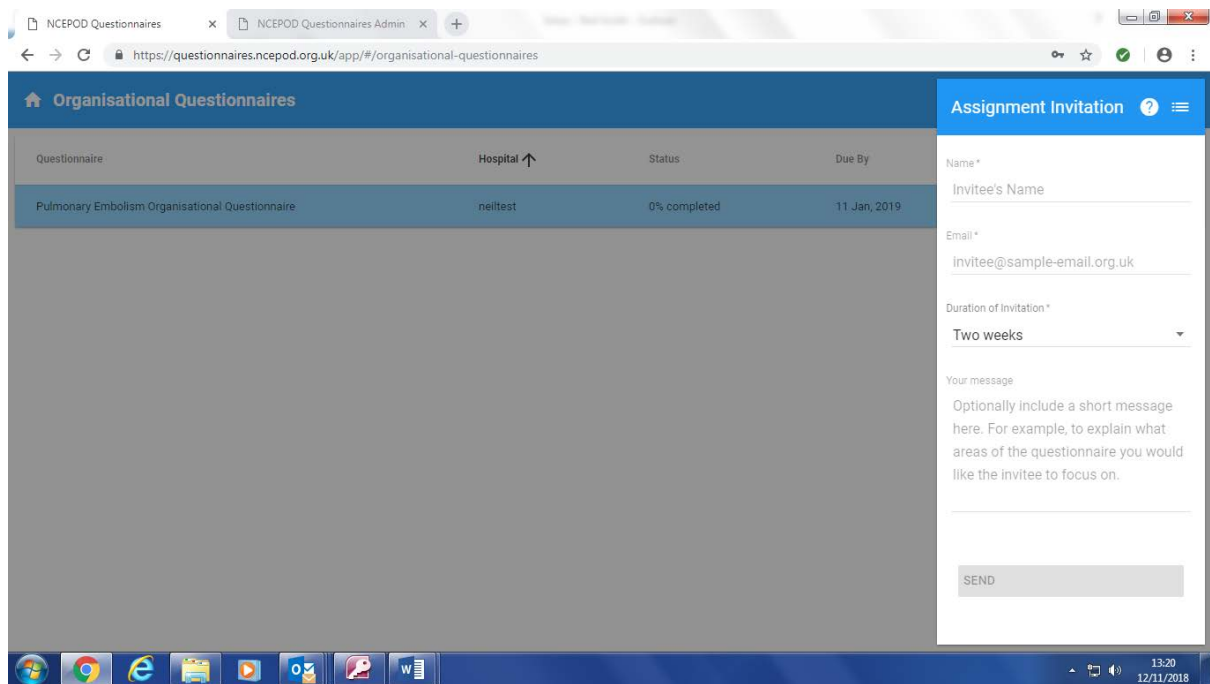
3) To complete the questionnaire (or part of the questionnaire) yourself you press the pencil icon which takes you into the online questionnaire.
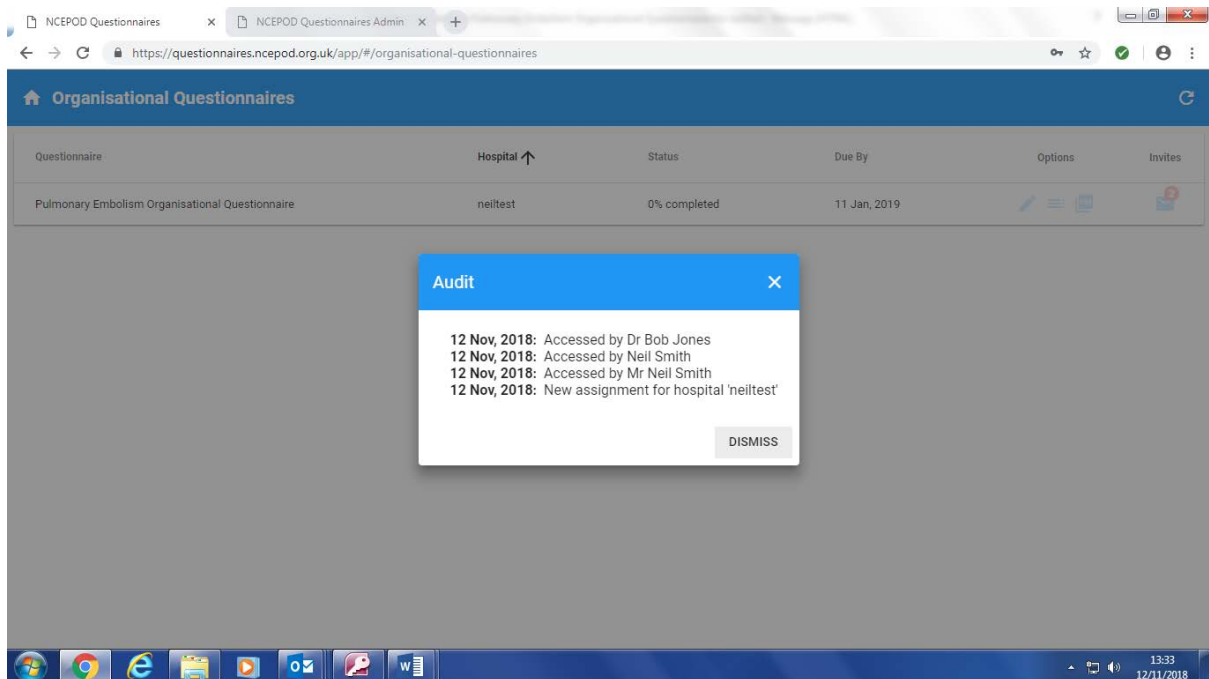
4) To invite someone to complete the organisational questionnaire you click on the envelope and insert their details. They will then receive an email with a link to the organisational questionnaire. You can track the progress of the questionnaire under the status heading.

5) The invitee can complete the questionnaire but you have the overall admin rights to submit the questionnaire once it has been completed. This is done by clicking the pencil icon, going back into the questionnaire and pressing the submit button. Please note a questionnaire can only be submitted when it is 100% complete

**Other features**

1) The 'list' icon shows you an audit trail for the questionnaire



2) The pdf icon enables you to print a pdf of the questionnaire, either as a blank document or with the answers that have been completed at the time of printing. Please do not send us a pdf copy of the questionnaire, please submit your completed questionnaire through the online system.