

Questionnaires

Purpose

The Questionnaires data-table holds the names of all the Questionnaires KKFU works with. The data-table exists mainly to hold links to **Questions**. The "DateValid" field is useful for management purposes to set dates when a questionnaire should be reviewed and updated.

A full listing of **all** the fields in the data-table with their purposes and any automation built into the App is laid out below. To fully understand the purpose of the data-fields please consult this.

How and where to access Questionnaires data

The image below shows the "Questionnaires" Edit Form. This is accessed via its own entry in the System Entities screen.

Questionnaires edit form

Note that the layout of this edit form may have changed if it has been updated by your administrator, and additional actions, reports or resources may have been added.

Purpose of the different parts of the Questionnaires System Screen

Purpose of parts of the Questionnaires screen

1. Name of Questionnaire. This will be shown when the user selects a Questionnaire on the main screen of the ICO System Application
2. Description: Self explanatory
3. Questionnaire Active: If this tick-box is ticked the Questionnaire is marked as "active" in the database. It is not possible to **edit** the questions in an active Questionnaire. This is done to ensure that all Questionnaires are undertaken using the same questions. Staff should tick this field once a Questionnaire is in-use, as this will make it impossible for users to change Question records in ways which might compromise the Questionnaire.
4. Include Farm Field Data: If this tick-box is ticked, when a Questionnaire is run a screen will be included in the Questionnaire to gather and confirm basic data about the farmer's fields to gather data such as field-size, location, and the map of the field.
5. Include Farmer Data: If this tick-box is ticked, when a Questionnaire is run a screen will be included in the Questionnaire to gather and confirm basic data about the farmer such as their gender, names, KK-ID-Num, Phone Numbers etc. Do not tick this field if the Questionnaire is of a general nature and may be used to ask questions of people who are not farmers.
6. StandardsIDList: If a Questionnaire is used to assist in the management of a particular international standard such as Organic or Rainforest Alliance these can be added here.
7. Other fields: The system contains standard Orixa fields to record **who** created the Questionnaire and **when** it was edited.
8. Along the bottom of the screen icons are added representing links Questions. Click on any icon to open the related record.

Data-schema: full details of the data-fields and their purpose in the Questionnaires data-table

Field- Name / Data-type	Description / Purpose	Possible Values	Coding / Automation
ID (Primary Key)	Unique number which identifies each record.		Automatically set by Orixia, not under the control of users or developers.
Name (Text)	Self explanatory	Entered by user	
Description (Long Text)	Self explanatory	Entered by user	
StandardsIDList (Text)	Contains a list of international standards, such as "Organic" "Fairtrade" etc.	Entered by user	IDList
AuthorID (Integer)	Self explanatory		Automatically set by Orixia, not under the control of users or developers.
DateValid (Date)	Self explanatory	Entered by user	
DateCreated (Timestamp)	Set to the exact date and time the record was first created.		Automatically set by Orixia, not under the control of users or developers.
Current (true/false)	Untick this field if the record is out-dated, no longer in use or discontinued.	True / false	Default value: true