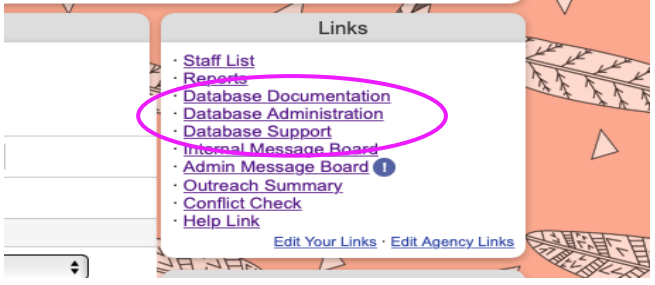
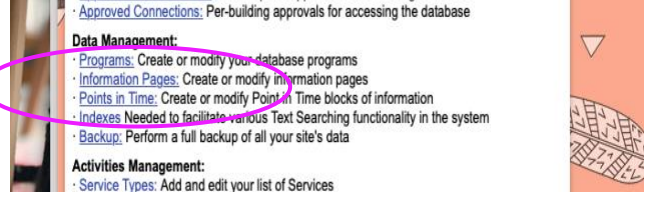

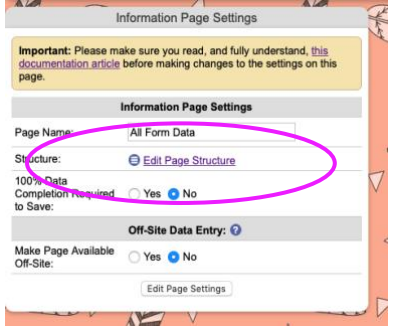
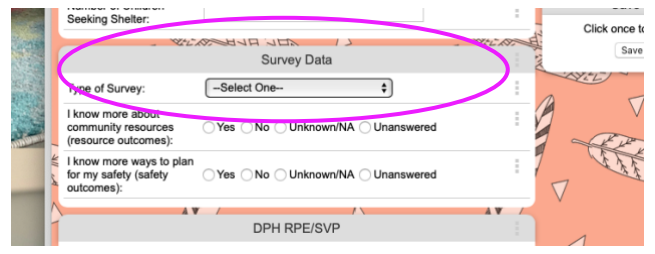
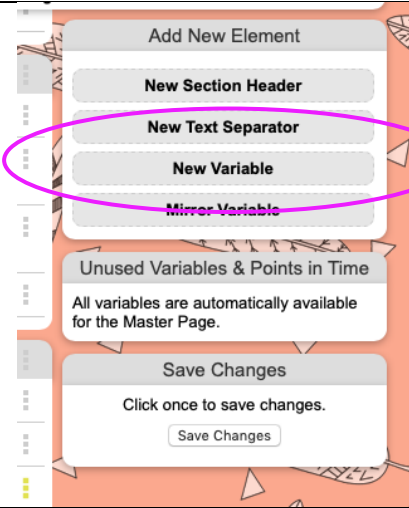
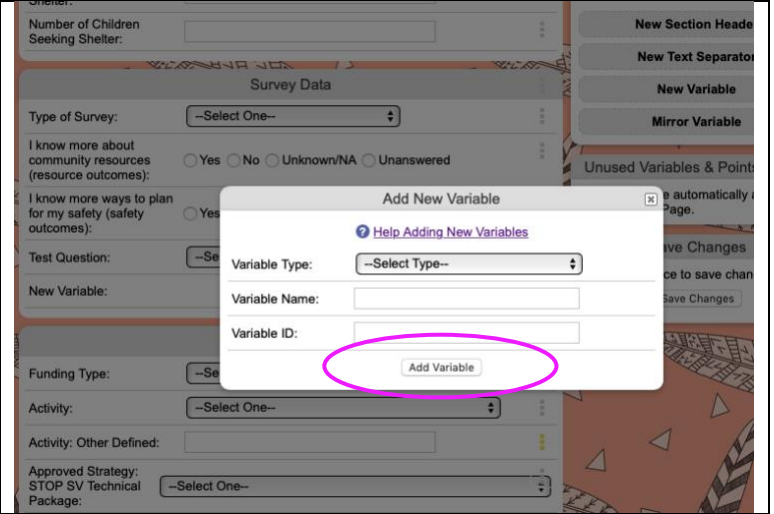

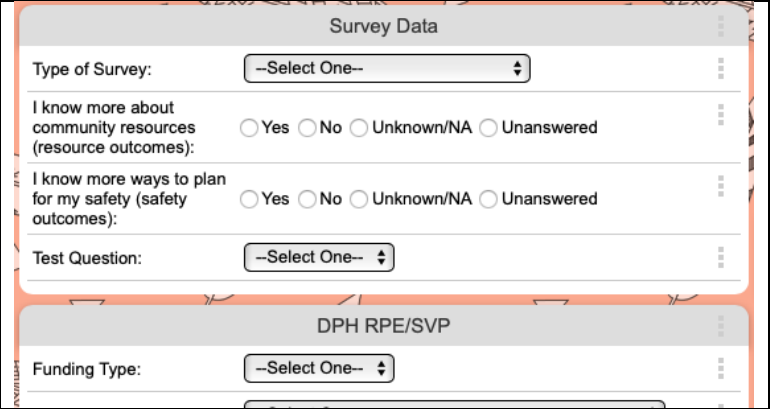
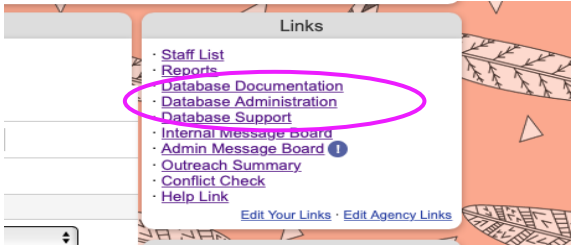
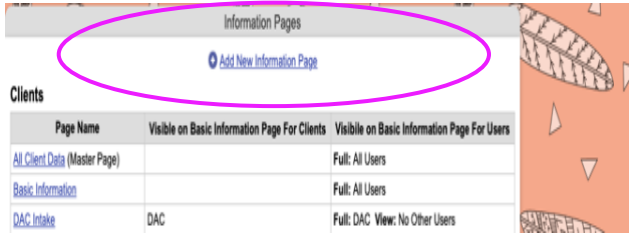
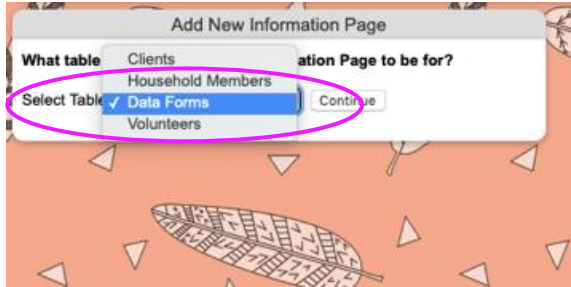
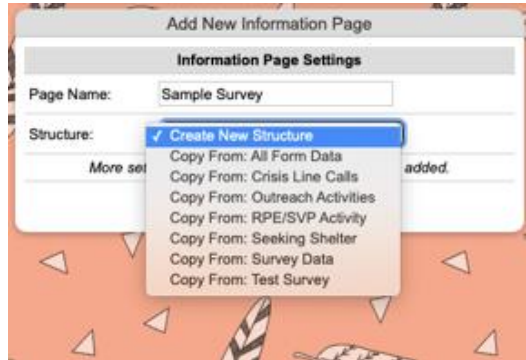
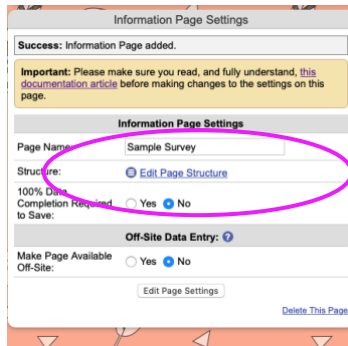


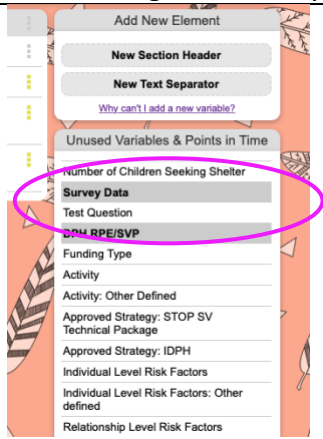
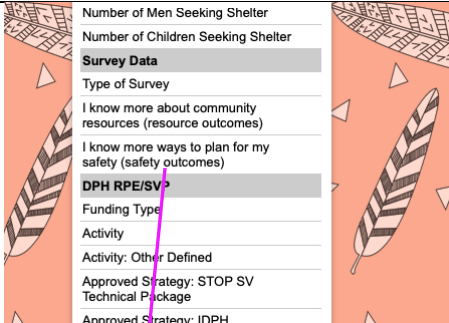
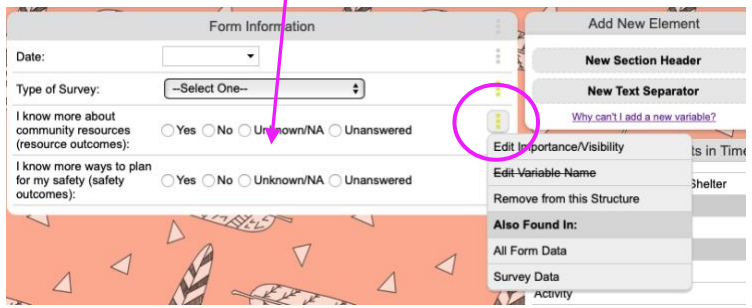
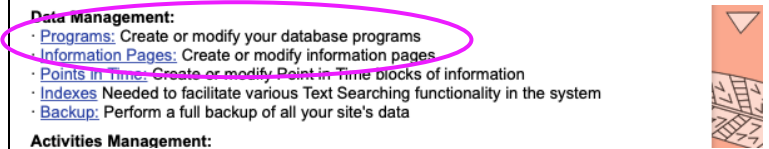
1	Select <b>DATABASE ADMINISTRATION</b>	
2	Select <b>INFORMATION PAGES</b>	
3	Under Data Forms Select <b>ALL FORMS DATA</b> (Master Page)	
4	Click <b>EDIT PAGE STRUCTURE</b>	
5.	Scroll to <b>SURVEY DATA</b>	

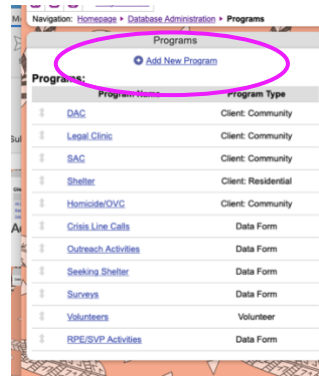
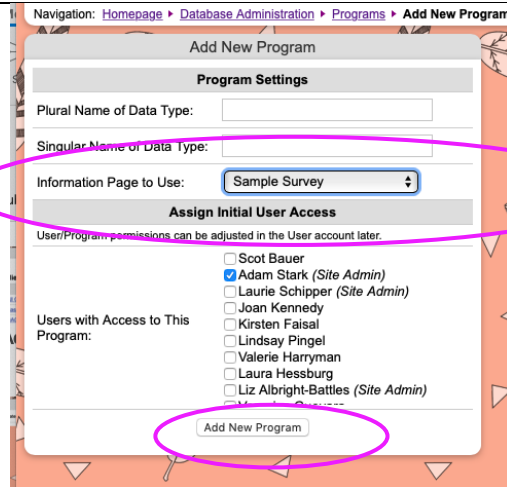
You can add variables here. Remember that once you add a variable, name and save it, you can't totally delete it. It will be saved in an inactive folder and you will not be able to create another variable with the same name.

6.	Select <b>NEW VARIABLE</b> and drag it into position.	 <p>The screenshot shows a vertical menu titled 'Add New Element'. The options are: 'New Section Header', 'New Text Separator', 'New Variable' (circled in red), and 'Mirror Variable'. Below these is a section 'Unused Variables &amp; Points in Time' with the text 'All variables are automatically available for the Master Page.' At the bottom is a 'Save Changes' button with the instruction 'Click once to save changes.'</p>
7.	Once in position, you can name and format your variable. Click <b>ADD VARIABLE</b> to save.	 <p>The screenshot shows the 'Add New Variable' dialog box. It has fields for 'Variable Type' (dropdown), 'Variable Name' (text), and 'Variable ID' (text). The 'Add Variable' button at the bottom right is circled in red. The background shows a 'Survey Data' form with various questions and dropdowns.</p>
8.	New Variable has been created. 	 <p>The screenshot shows the 'Survey Data' form. The 'Test Question' field now displays the newly created variable: 'I know more ways to plan for my safety (safety outcomes):'. Below this is the 'DPH RPE/SVP' section with a 'Funding Type' dropdown.</p>
6.	After you have added all your variables/questions, click <b>SAVE CHANGES</b> .  Go to the main Screen and select <b>DATABASE ADMINISTRATION</b>	 <p>The screenshot shows a 'Links' menu with several options: 'Staff List', 'Reports', 'Database Documentation', 'Database Administration' (circled in red), 'Database Support', 'Internal Message Board', 'Admin Message Board', 'Outreach Summary', 'Conflict Check', and 'Help Link'. At the bottom are links for 'Edit Your Links' and 'Edit Agency Links'.</p>

## Creating New Surveys in EMPOWER DB

7.	<p>Click</p> <p><b>ADD NEW INFORMATION PAGE</b></p>	 <p>Information Pages</p> <p><a href="#">Add New Information Page</a></p> <p>Clients</p> <table border="1"> <thead> <tr> <th>Page Name</th> <th>Visible on Basic Information Page For Clients</th> <th>Visible on Basic Information Page For Users</th> </tr> </thead> <tbody> <tr> <td><a href="#">All Client Data (Master Page)</a></td> <td></td> <td>Full: All Users</td> </tr> <tr> <td><a href="#">Basic Information</a></td> <td></td> <td>Full: All Users</td> </tr> <tr> <td><a href="#">DAC Intake</a></td> <td>DAC</td> <td>Full: DAC View: No Other Users</td> </tr> </tbody> </table>	Page Name	Visible on Basic Information Page For Clients	Visible on Basic Information Page For Users	<a href="#">All Client Data (Master Page)</a>		Full: All Users	<a href="#">Basic Information</a>		Full: All Users	<a href="#">DAC Intake</a>	DAC	Full: DAC View: No Other Users
Page Name	Visible on Basic Information Page For Clients	Visible on Basic Information Page For Users												
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<a href="#">Basic Information</a>		Full: All Users												
<a href="#">DAC Intake</a>	DAC	Full: DAC View: No Other Users												
8.	<p>Select table</p> <p><b>DATA FORMS</b></p>	 <p>Add New Information Page</p> <p>What table: Clients, Household Members, <b>Data Forms</b>, Volunteers</p> <p>Information Page to be for? Continue</p>												
9.	<p>Name your new page. If you want to copy the structure or questions from another survey already in your system you can select it from the dropdown.</p> <p>Click</p> <p><b>ADD NEW PAGE.</b></p>	 <p>Add New Information Page</p> <p>Information Page Settings</p> <p>Page Name: Sample Survey</p> <p>Structure: <b>Create New Structure</b></p> <p>Copy From: All Form Data Copy From: Crisis Line Calls Copy From: Outreach Activities Copy From: RPE/SVP Activity Copy From: Seeking Shelter Copy From: Survey Data Copy From: Test Survey</p>												
10.	<p>Click</p> <p><b>EDIT PAGE STRUCTURE</b></p>	 <p>Information Page Settings</p> <p>Success: Information Page added.</p> <p>Important: Please make sure you read, and fully understand, <a href="#">this documentation article</a> before making changes to the settings on this page.</p> <p>Information Page Settings</p> <p>Page Name: Sample Survey</p> <p>Structure: <b>Edit Page Structure</b></p> <p>100% Data Completion Required to Save: Yes No</p> <p>Off-Site Data Entry: On</p> <p>Make Page Available Off-Site: Yes No</p> <p>Edit Page Settings Delete This Page</p>												

11.	On the FORM INFORMATION PAGE scroll down to the SURVEY DATA section under Unused Variables.	
12.	Click and drag your newly created variables/questions on to your form.	
13.	<p>You can change the setting for each question by clicking on the three dots on the righthand of the object you inserted.</p> <p>Be sure SAVE CHANGES before you exit.</p>	
14.	<p>Once you have saved your new form you'll have to create a PROGRAM so it is available in the NEW ENTRY dropdown list.</p> <p>Select <b>DATABASE ADMINISTRATION.</b></p> <p>Under Data Management,</p>	<p><b>Data Management:</b></p> <ul style="list-style-type: none"> <li>· <a href="#">Programs</a>: Create or modify your database programs</li> <li>· <a href="#">Information Pages</a>: Create or modify information pages</li> <li>· <a href="#">Points in Time</a>: Create or modify Point in Time blocks of information</li> <li>· <a href="#">Indexes</a>: Needed to facilitate various Text Searching functionality in the system</li> <li>· <a href="#">Backup</a>: Perform a full backup of all your site's data</li> </ul> <p><b>Activities Management:</b></p> 

	Select <b>PROGRAMS</b> .	
15.	Click <b>ADD NEW PROGRAM.</b>	
16.	Name the program (ex: United Way Survey), then select the information page you just created.  Click the <b>ADD NEW PROGRAM</b> button at the bottom to save.	
17.	The new survey should show up in the ADD NEW ENTRY dropdown list.	