



Instructions for the compilation of the questionnaire

Last content update: 07th of October 2015

Last english translation: 28th of February 2018 (by Denise Cerne)

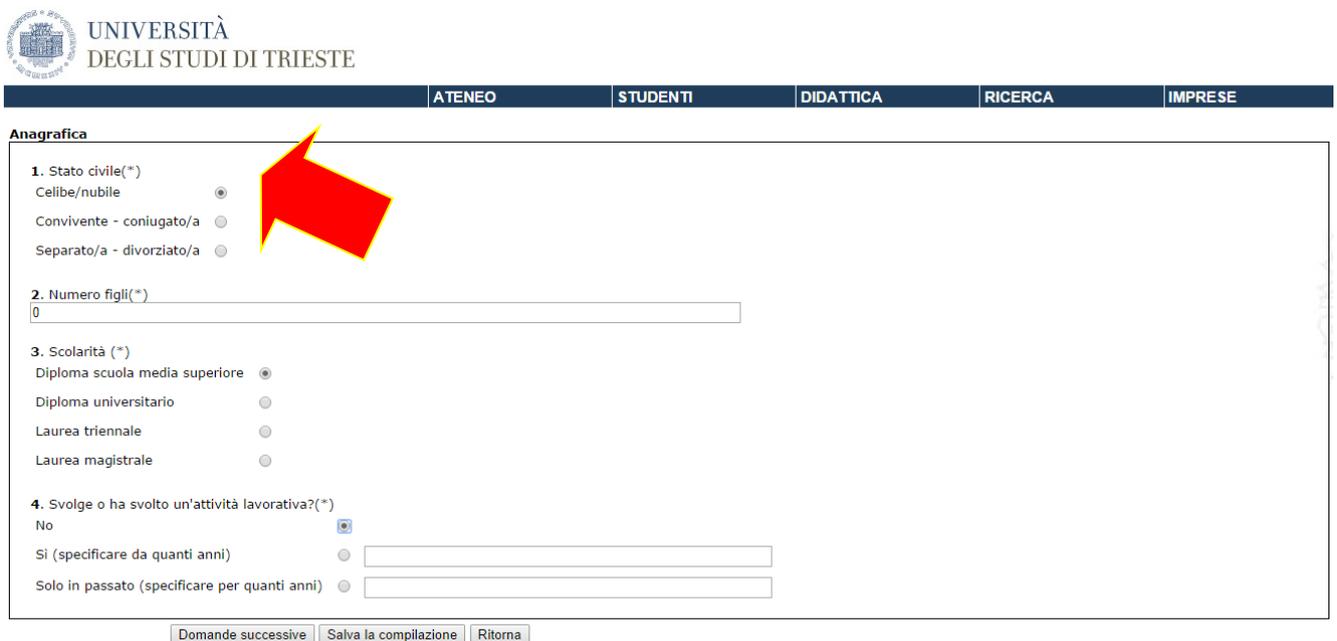
Compilation

First of all, for the anamnestic questionnaires it is necessary to perform the accreditation using the username and the password communicated by the Athenaeum:



The screenshot shows a web browser window with the URL <https://apps.units.it/Sitedirectory/CompilazioneQuestionari/Default.aspx?QId=25>. The page header includes the University of Trieste logo and navigation tabs: ATENEO, STUDENTI, DIDATTICA, RICERCA, IMPRESE, and INTERNATIONAL. The main content area is titled 'Questionario anamnestic in fase di immatricolazione' and contains the following text: 'Per gli studenti delle facoltà di medicina, farmacia e s.m.f.n. che eseguono attività didattica in laboratorio chimico o biologico', 'Inizio validità: 18/07/2011', 'Fine validità: 31/12/2099', and 'Stato: Bozza - Domande obbligatorie ancora da compilare: 49'. A sidebar on the left contains a 'Compilazione questionario' section with buttons for 'Compila / Modifica', 'Chiudi compilazione', 'Stampa', and 'Esci'. A large red arrow points to the 'Compila / Modifica' button.

then you can proceed with the compilation clicking on the **Compila/Modifica** ("Fill out/Modify") button. The questionnaire can also be fill out in many times. The partial compilations are saved as a draft and they are not sent to the athenaeum.



The screenshot shows the 'Anagrafica' section of the questionnaire. It contains the following questions and options: '1. Stato civile(*)' with radio buttons for 'Celibe/nubile' (selected), 'Convivente - coniugato/a', and 'Separato/a - divorziato/a'; '2. Numero figli(*)' with a text input field containing '0'; '3. Scolarità (*)' with radio buttons for 'Diploma scuola media superiore' (selected), 'Diploma universitario', 'Laurea triennale', and 'Laurea magistrale'; and '4. Svolge o ha svolto un'attività lavorativa? (*)' with radio buttons for 'No' (selected), 'Si (specificare da quanti anni)', and 'Solo in passato (specificare per quanti anni)'. At the bottom, there are three buttons: 'Domande successive', 'Salva la compilazione', and 'Ritorna'. A large red arrow points to the 'Celibe/nubile' radio button.

It is obligatory to answer to all the questions, but the multiple choice ones, which are not marked with an asterisk (*), allow to leave answer blank too. After having filled out every block of questions, if you click on the **Domande successive** ("next questions") button, the given answers will be saved as a draft and you can proceed to the following questions.

The questions with (*) are obligatory, you can skip them temporarily but you must fill them out to send the definitive questionnaire. You can also save a partially filled out page as a draft clicking on **Salva la**

compilazione (“save the compilation”) button, whereas with the **Ritorna** (“return”) button you return to the main menu without saving the changes you made to the last page of questions.

Completed the last page (where the “next questions” button does not appear anymore), click on the **Salva la compilazione** (“save the compilation”) button and then on the **Ritorna** (“return”) one.



Informazioni generali

1. Ha mai presentato uno stato d'ansia o di depressione, per cui ha consultato un medico?(*)

No

Si

2. Ha avuto o ha disturbi del sonno?(*)

No

Si

3. Ha assunto o assume farmaci per dormire?(*)

No

Si

4. E' stato o è donatore di sangue?(*)

No

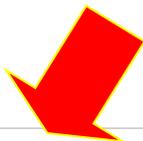
Si

5. Ha fatto esami del sangue nell'ultimo anno?(*)

No

Si, con risultati nella norma

Si, con risultati fuori norma (specificare)



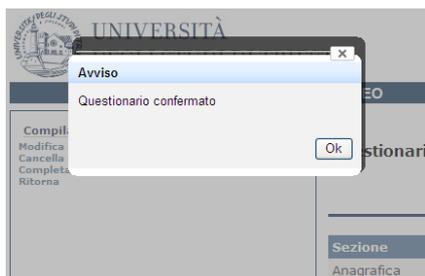
Domande precedenti

Salva la compilazione

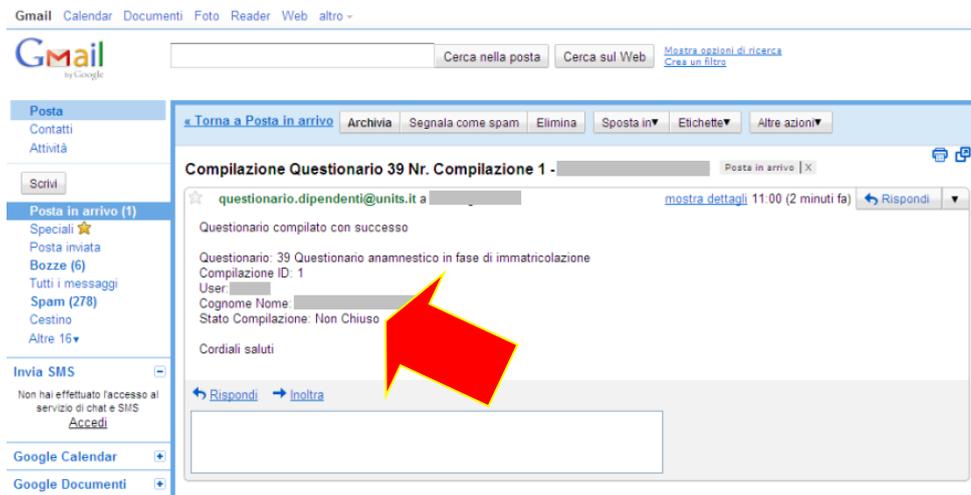
Ritorna

Completed all the obligatory questions the **Conferma compilazione** (“confirm compilation”) button is activated and it allows to save the answers given during the current work session (otherwise they will be lost):

At the same time of the confirmation message:



you receive a notification email (if you have communicated your own email address to the athenaeum) of succeeded compilation of questionnaire (in the “not close” state):



Now it is possible to print the filled out questionnaire, clicking on the **Stampa** (“print”) button at the bottom of the page:

Informazioni generali	Ha avuto o ha disturbi del sonno?	No
Informazioni generali	Ha assunto o assume farmaci per dormire?	No
Informazioni generali	E' stato o è donatore di sangue?	No
Informazioni generali	Ha fatto esami del sangue nell'ultimo anno?	No

Risposte: **37** / Da rispondere: **4** / Di cui obbligatorie: **0**

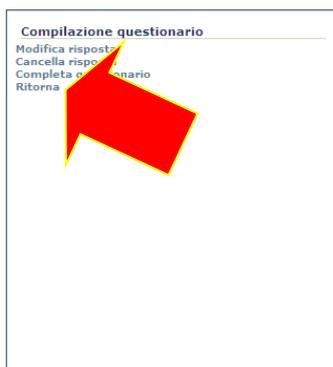
NOTE: if you carry out a suspension and you re-enter the questionnaire in a second time, or if you make a first print and then you have to re-enter the questionnaire, this print button is not available anymore:

Informazioni generali	Ha mai presentato uno stato d'ansia o di depressione, per cui ha consultato un medico?	No
Informazioni generali	Ha avuto o ha disturbi del sonno?	No
Informazioni generali	Ha assunto o assume farmaci per dormire?	No
Informazioni generali	E' stato o è donatore di sangue?	No
Informazioni generali	Ha fatto esami del sangue nell'ultimo anno?	No

Risposte: **37** / Da rispondere: **4** / Di cui obbligatorie: **0**

To print or export again the given answers, it is necessary to operate from the menu of management of questionnaires (see at the following page) or select in the menu on the left the command for completing of the questionnaire and re-confirming the compilation, so the **Stampa** (“print”) button will be re-activated from this screen.

If you do not require the print (that is always possible to get after) and you do not want to modify the given answers anymore, you have to select the “return” command in the menu on the left:



Questionario anamnestico in fase di immatricolazione

Sezione	Testo domanda	Testo risposta
Anagrafica	Stato civile	Celibe/nubile
Anagrafica	Numero figli	0
Anagrafica	Scolarità	Diploma universitario
Anagrafica	Svolge o ha svolto un'attività lavorativa?	No
Anagrafica	Attualmente svolge un'attività sportiva?	Nessuna
Anagrafica	Ha ottenuto un'idoneità sportiva agonistica?	No
Screening per la tubercolosi	E' stato/a a contatto con persone affette da tubercolosi?	No

With this command, you exit from the working session. To continue the operations you must enter the management of the questionnaire again, selecting the menu item “Area with authentication >see” on the left:



All the questionnaires (that request the accreditation) filled out by the user are shown; among these, there would be also the “25 anamnestic questionnaire in enrollment phase”. Select it (the respective line will become a little bit darker), so click on a command in the menu on the left. In particular, if you do not want to modify the questionnaire anymore, you can proceed to the chiusura della compilazione (“closure of compilation”) to make the given answers definitive:

Compilato	Titolo Questionario	Descrizione	Con sezioni	Data inizio validità	Data fine validità	Stato compilazione
<input type="checkbox"/>	14 questionario		<input checked="" type="checkbox"/>	21/03/2011	31/12/2011	Senza compilazione
<input type="checkbox"/>	16 Scheda attività		<input checked="" type="checkbox"/>	01/01/2011	31/12/2009	Senza compilazione
<input checked="" type="checkbox"/>	Questionario anamnestico in fase di immatricolazione		<input checked="" type="checkbox"/>	07/07/2011	17/07/2011	Bozza

Compilazione questionario
Area pubblica
Area con autenticazione >see
Esci

Visualizza
Compila
Modifica
Stampa
Inoltra email
Cancella compilazione
Chiusura compilazione

Conferma la compilazione e impedisce ulteriori modifiche / integrazioni

NOTE 1: with the closure, the questionnaire changes from the compilation state of “draft” to the “closed” one

NOTE 2: after the closure of the questionnaire, it is not possible to do operations of compilation, change or deletion on it anymore. Only the commands of print and forward email remain active.

At this point, it is possible to send automatically an email to the offices of the Athenaeum to notify the definitive compilation of the questionnaire, re-selecting the questionnaire and clicking on the command “forward email” in the menu on the right:

Compilato	Titolo Questionario	Descrizione	Con sezioni	Data inizio validità	Data fine validità	Stato compilazione
<input type="checkbox"/>	14 questionario		<input checked="" type="checkbox"/>	21/03/2011	31/12/2011	Senza compilazione
<input type="checkbox"/>	16 Scheda attività		<input checked="" type="checkbox"/>	01/01/2011	31/12/2009	Senza compilazione
<input checked="" type="checkbox"/>	Questionario anamnestico in fase di immatricolazione		<input checked="" type="checkbox"/>	07/07/2011	17/07/2011	Chiuso

A confirmation screen follows:



At the same time a notification email is sent to your own email address (always in the case that you have communicated it to the athenaeum):

Compilazione Questionario 39 Nr. Compilazione 1 - Posta in arrivo | X

- questionario.dipendenti@units.it Questionario compilato con successo Questionario: 39 Questionario anamn: 11:00 (52 minuti fa)
- questionario.dipendenti@units.it a [redacted] mostra dettagli 11:07 (44 minuti fa) Rispondi
- questionario.dipendenti@units.it a [redacted] mostra dettagli 11:29 (23 minuti fa) Rispondi
- questionario.dipendenti@units.it a [redacted] mostra dettagli 11:47 (5 minuti fa) Rispondi

Questionario compilato con successo

Questionario: 39 Questionario anamnestico in fase di immatricolazione
 Compilazione ID: 1
 User: [redacted]
 Cognome Nome: [redacted]
 Stato Compilazione: Chiuso

Cordiali saluti

Types of questions

The questions with obligatory answer are marked with an asterisk (*) and they have the **Annulla** ("cancel") button deactivated:

Compilazione questionario

Modifica risposta
Cancella risposta
Completa questionario
Ritorna

Questionario anamnestico in fase di immatricolazione

Stato civile (*)

Celibe/nubile

Convivente - coniugato/a

Separato/a - divorziato/a



For the anamnestic questionnaire, three types of questions have been used:

- single choice:

Questionario anamnestico in fase di immatricolazione

Scolarità (*)

Diploma scuola media superiore

Diploma universitario

Laurea triennale

Laurea magistrale

- multiple choice:

Questionario anamnestico in fase di immatricolazione

In quale/i settore/i? (*)

Industria

Agricoltura

Pesca

Terziario (impiegatizio e commercio)

Servizi (assistenziale)

- open-ended:

Questionario anamnestico in fase di immatricolazione

Numero figli (*)

Furthermore, there could be choice questions to be matched to a free text (to specify some aspects of the answer):

Questionario anamnestico in fase di immatricolazione

Svolge o ha svolto un'attività lavorativa? (*)

No

Sì (specificare da quanti anni)

Solo in passato (specificare per quanti anni)

If you select the respective answer, the compilation of the free text is obligatory. However, it is not accepted the compilation of the free text associated to an unselected answer.

Alternative paths

The anamnestic questionnaire provides some alternative paths of compilation:

Questionario anamnestico in fase di immatricolazione

Ha avuto o ha traumi importanti (che abbiano comportato/comportano terapie per lunghi periodi o immobilizzazioni)? (*)

No

Sì

this means that some affirmative answers can lead to some additional in-depth questions:

Questionario anamnestico in fase di immatricolazione

Per quali tipi di fratture?

Polsi/mani

Avambracci/gomiti

Spalle

Ginocchia

Anche/cosce

Rachide cervicale

Rachide dorsale

Rachide lombosacrale

Caviglie/piedi

NOTE: in the final print all the questions will appear, also those never shown.

Change/deletion answers

To change or delete an answer it is necessary to select it before in a summary screen (the background of the line becomes a little bit darker), then you click on the respective command in the menu on the left:

Compilazione questionario

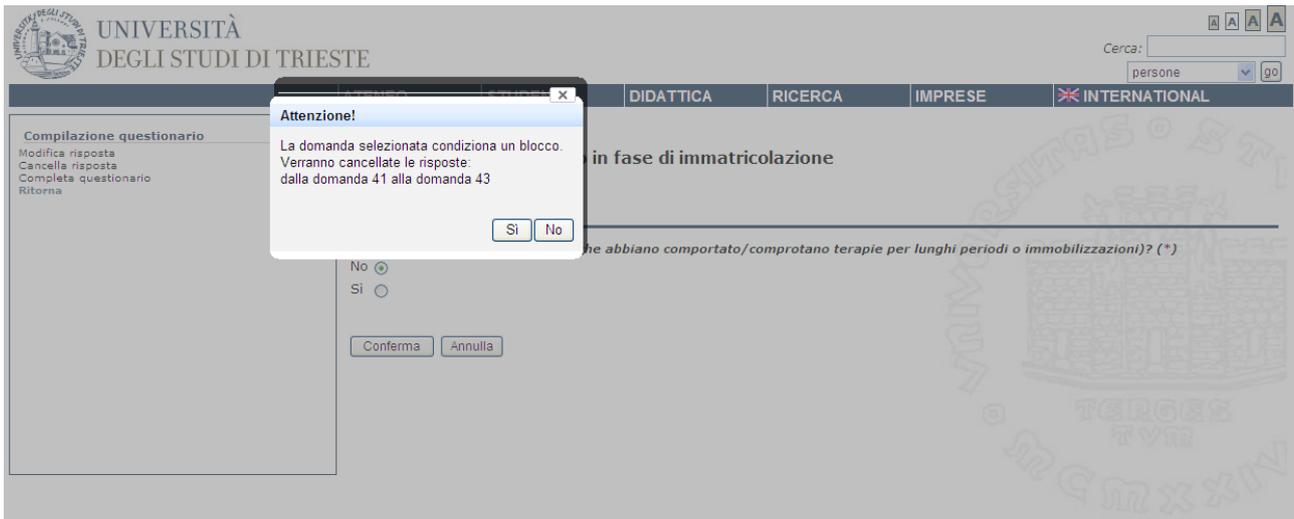
- Modifica risposta
- Cancella risposta
- Completa questionario
- Ritorna

Questionario anamnestico in fase di immatricolazione

Sezione	Testo domanda	Testo risposta
Anagrafica	Stato civile	Celibe/nubile
Anagrafica	Numero figli	0
Anagrafica	Scolarità	Diploma universitario
Anagrafica	Svolge o ha svolto un'attività lavorativa?	No
Anagrafica	Attualmente svolge un'attività sportiva?	4

Risposte: 5 / Da rispondere: 53 / Di cui obbligatorie: 44

The change or the deletion of an answer, that provides an alternative path, could lead to the preventive deletion (after the user's confirmation) of answers of the alternative path.



NOTE 1: the involved questions are indicated by an internal numeration, which is not published elsewhere, but they usually refer to the following ones.

NOTE 2: the confirmation is requested also when the involved answers have not been given yet

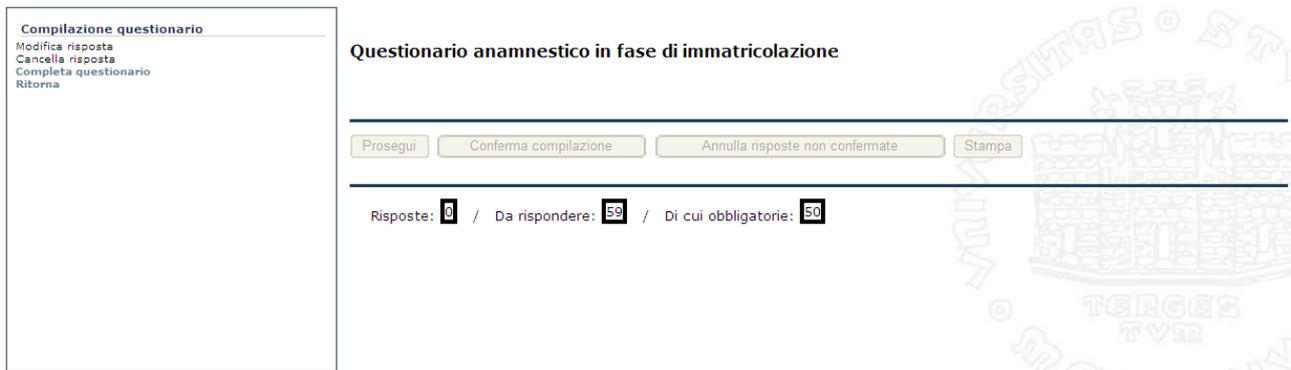
After the deletion of an answer, to proceed with the compilation you must select the menu item “complete questionnaire” on the left:



re-starting from the first not answered question of the questionnaire.

ATTENTION! It is not required the confirmation of delete command of an answer

ATTENTION! Clicking on the **Annulla risposte non confermate** (“undo not confirmed answers”) button all the answers of the questionnaire, given in this working session, are deleted:

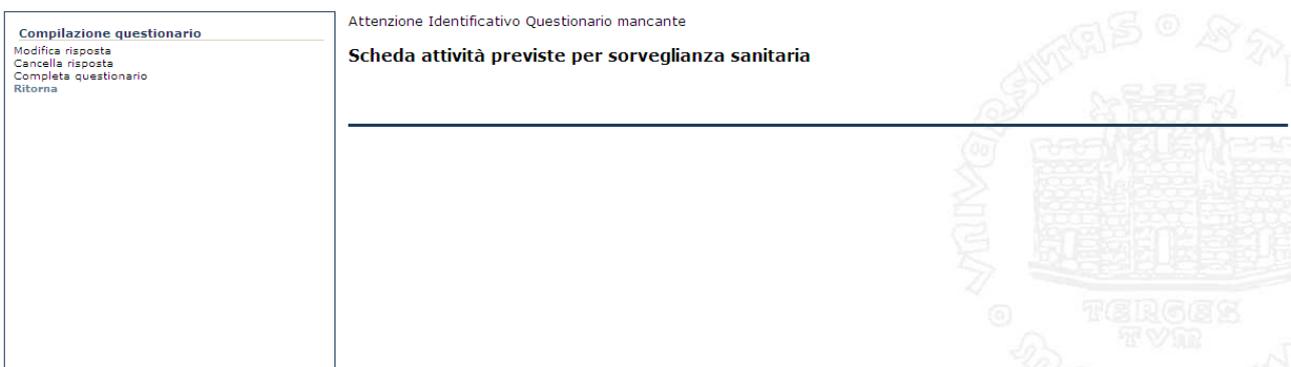


The screenshot shows a web interface for a questionnaire. On the left, there is a menu titled "Compilazione questionario" with options: "Modifica risposta", "Cancella risposta", "Completa questionario", and "Ritorna". The main content area is titled "Questionario anamnestico in fase di immatricolazione". Below the title, there are four buttons: "Prosegui", "Conferma compilazione", "Annulla risposte non confermate", and "Stampa". At the bottom, there is a status bar that reads: "Risposte: 0 / Da rispondere: 59 / Di cui obbligatorie: 50". A large, faint watermark of the University of Teramo is visible in the background.

ATTENTION! Even if you click on the “return” command in the menu on the left before having confirmed the entire questionnaire, all the answers of the questionnaire, given in this working session, are deleted

Suspension and resume the compilation

When you leave the terminal for too many minutes the working session ends and in the next operation you receive the error message “attention identify questionnaire is missing”. In this case, you must re-start from the beginning with entering username and password:



The screenshot shows the same web interface as above, but with an error message at the top: "Attenzione Identificativo Questionario mancante". The main content area is titled "Scheda attività previste per sorveglianza sanitaria". The rest of the interface, including the menu and buttons, is the same as in the previous screenshot. A large, faint watermark of the University of Teramo is visible in the background.

If you exit from the questionnaire, or if you select the “return” command in the menu on the left, without having clicked before on the Conferma compilazione (“confirm compilation”) button (that is activated only after having answered to all the obligatory questions), you lose all the given answers during the working session.

Informazioni generali	Ha avuto o ha disturbi del sonno?	No
Informazioni generali	Ha assunto o assume farmaci per dormire?	No
Informazioni generali	È donatore o è donatore di sangue?	No
Informazioni generali	Ha fatto esami del sangue nell'ultimo	No

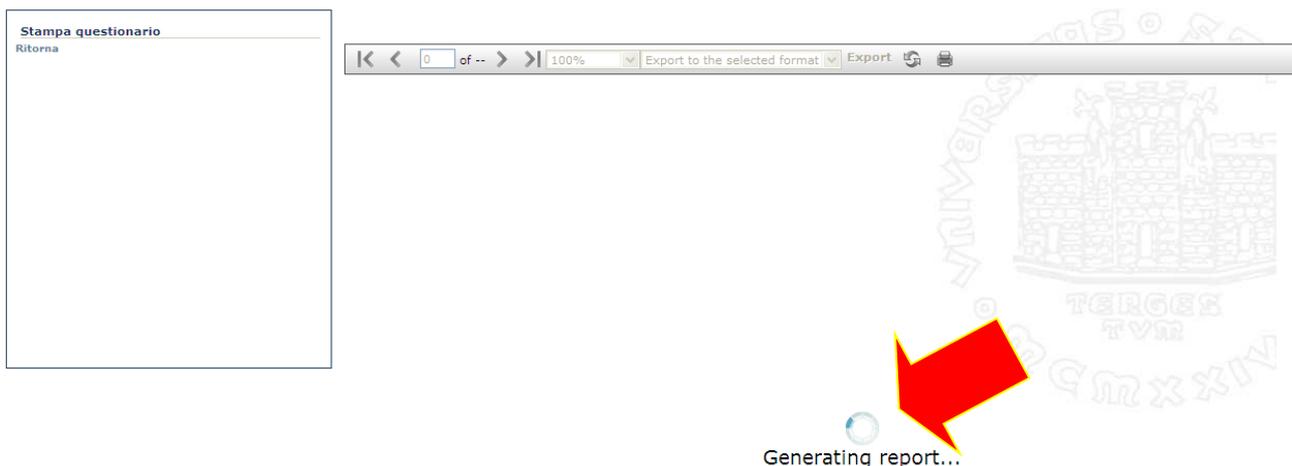
Prosegui **Conferma compilazione** Annulla risposte non confermate Stampa

Risposte: **37** / Da rispondere: **4** / Di cui obbligatorie: **0**

To re-enter it is necessary to follow the instructions given in the initial chapter (after the selection of “return” command), see at page 5.

Print

After having clicked on the Stampa (“print”) button, or having selected the respective menu item, you have to wait for some seconds in order to prepare the document:



After the preparation is concluded, it is possible to print the entire questionnaire with the given answers clicking on the printer icon, or archiving it in pdf (or other) format by selecting the respective menu item “export to the selected format” and then on “export” button:

The screenshot displays a web browser window with a questionnaire form. The browser's address bar shows "1 of 1" and "100% Acrobat (PDF) file" with an "Export" button. A red arrow points to the printer icon in the browser's toolbar. The questionnaire form is titled "Questionario anamnestico in fase di immatricolazione" and is from the "UNIVERSITÀ DEGLI STUDI DI TRIESTE". It includes a "Stampa questionario" button and a "Ritorna" link. The form has the following fields and options:

- Anagrafica**
- Stato civile (*):
 - Celibe/nubile
 - Convivente - coniugato/a
 - Separato/a - divorziato/a
- Numero figli (*):
- Scolarità (*):
 - Diploma scuola media superiore
 - Diploma universitario
 - Laurea triennale
 - Laurea magistrale

NOTE 1: at the top right of the page “PROVISIONAL print” or “DEFINITIVE print” appear depending on the questionnaire that has already been “closed” or not.

NOTE 2: the print reports the date of compilation at the bottom left, but not the user’s name that has filled it out or other identification signs.

NOTE 3: if you ask for the print, you exit from the management session of the questionnaire; to re-enter it is necessary to follow the instructions given in the initial chapter (after the selection of “return” command), see at page 5.