

# Previewing a Questionnaire

The Audit module also contains a very useful function that can be accessed when viewing the Questionnaire list. This is the "Preview Questionnaire" function. This allows the User to preview what the Questionnaire will look like when it is accessed throughout the system. It will display any Categories that have been created for the Questionnaire along with the Questions that each Category contains.

Click the "Preview Questionnaire" button to preview Questionnaires:

- 1. Perform an Questionnaire Search. Please see the [Viewing/Editing a Questionnaire](#) page for more information.
- 2. Once the search has been performed, select the Questionnaire you wish to preview and click the "Preview Questionnaire" button.
- 3. The Preview Answers screen will appear. This screen will show what the Questionnaire will look like when it is being answered at the designated point within the system. Everything on the page is fully functional and works as if a Questionnaire was actually being submitted. It's possible to view the questions in each Category by selecting the appropriate Category, selecting a question will populate the Answers table below it. It is also possible to answer the Questions by clicking the Question and entering the answer in the section at the bottom.

Preview Answers

Categories

Nº	Category	Status
1	Details	Pending
2	Satisfaction	Pending

Answers

Nº	Question	Status
1	Name of Person	Pending

Name of Person

Accept Discard Help

Answer

Close

After looking at the preview, click "Close" to return to the Questionnaire List.

