



Summary information

Summary information for the training session and scripts				
Training Session	Learning how to use KeenQA			
Creatio Product	Keen Survey Tool			
Object(s)	Questionnaires and Interviews			
Comments	Objective of this guide is for users to become familiar and comfortable with creating Questionnaires (which serve as a template) as the basis for Interviews (which are the answers or responses actually collected from a user)			
Pre-requisites	For setting up questionnaires, users should be at the level of skill for a certified Creatio Analyst. For using questionnaires, users should be comfortable with standard Creatio functionality.			

Script 1: Create a questionnaire

Step	Guidance			
1. Create a questionnaire	Navigate to the Questionnaire section and click questionnaire. The questionnaire functions as th or responses that you will collect from system u and answers as to what the assessment, intervie like.	the New bu he template isers. You'll ew, survey,	Itton to creat ofor the answ define questi etc, should lo	e a vers ons ook
2. View the Questionnaire	Open the record and view the different tabs and your first questionnaire. Image: State of the record and view the different tabs and your first questionnaire. Image: State of the record and view the different tabs and your first question tables. Image: State of the record and view the different tabs and your first question tables. Image: State of the record and view the different tabs and your first question tables. Image: State of the record and view the different tabs. Image: State of the record and view tables. Image: S	d details be noted to the second seco	low. This will	be





3.	Add a question	Click the plus button and add a question to the questionnaire. If the desired question is not listed, click the new button at the top of the window.	d
		After you have chosen which question to add, a new page will open showir your chosen question and allowing you to select its type and correct answer(s).	ng
		E O + < 2022 Certification Assessment / Question na Questionnaire	<u>©</u>
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		Process tabasy Operation start 11:0 Operations and Operation start	
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		R Questionners	
		Chose which type of question you would like this question to be. As you	
		change the type, the fields below will change prompting the corresponding	S
		types of correct answers.	
4.	Define the	Once you have selected the type of question, be sure to fill it what is	
	correct answers	considered the correct answer or answers. Each type of question can have	а
		correct answer for scoring once the interview is completed.	
			/
		CLOSE	
		Question* True or false, time must be submitted at the end of every work day.	
		Question points 10.00 Questionnaire* Employee training assessment	
		< SETTINGS	
		Answer Type* Boolean	
		Boolean correct O	
		Integer correct 0 Date correct	
		Date/time correct	
		Text correct	





5. Add scoring if necessary	Once you have chosen the correct answer for your question, fill in the Scoring field if scoring is needed for this questionnaire. You can add a total of available points to the question that will total up to a sum on the questionnaire for total possible points.
	When you are done you can close the question. Add additional questions as needed.
6. View scoring summary	Once all questions are added, you can view a summary of the connected questions, their point values and types on the scoring tab.
7. Close	Close the record. You've created a questionnaire!

Script 2: Create an interview (by using and completing a questionnaire template)

Step	Guidance		
1. Create an interview	Navigate to the Interview section and click the interview record. Where the Questionnaire se the Interview section creates an instance of the and completed by a system user.	e New butt ection prov he questior	on to create a new ides the template, maire being used
2. View the	Open the interview and view the fields		
Interview	Lynn Collins employee training assessment		What can I do for you?
	CLOSE ACTIONS - 🖌		
	>		
	Name* Lynn Collins employee training assessment	Number	INV-000007
	Questionnaire* Employee training assessment	Questionnaire Type*	Assessment
	Perfect score 30.00	Lesson	Submitting time
	Learning content	Status	Active
	Actual score	Percentage	
	PROFILE SCORING CONNECTIONS FEED Interview START INTERVIEW		
3. Complete the interview	Click the Start Interview button to begin the in then click Complete Interview button to subm scored (if relevant) and saved in the Creatio d	nterview. F nit answers atabase.	ill out all questions, so that they can be





4. Review scoring	Once co You can answere	mpleted, the page should re then navigate to the scoring ed correctly and incorrectly.	fresh as Creatio sco tab to view which	ores your a questions	answers. were
	E • + < Studio • M Home Process library , Process log	Andrew Baker Certification Exam	Number 10740001 Questionner Typer Austannet Suitu Allin Possing 10800	What can i do for y	eser > Creation essays VEN *
		Profile & Constant: Constant/Toolst Period Second questions I : Profile Questions O Where expose for Multiple templates and address to the Creation platform? Wile exposers marked of based to the Telefolder indexed? Where can poor marked changes to an exit page in Creation?	Answerghen Crock Utwingsfor B Sector ward	Caract ² Veg Veg Veg	Anter anter 100 100 00 00 00 00 00 00 00
5. Close	Close th	e record. You have complete	d an interview!		Θ

Script 3: View dashboards







2. View Interview	≡ ⊙ + <	Interviews 🔲 🔐				What can I do for j	
	Studio 👻	🖗 Filters/folders 🕶 🧷 Tag					VIEW ~
Dashboards	A Home	< ANALYTICS					> 10 10-
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	Process log	25 75	35 - 30 100 25 - 10 20 15 - 10	30 30	20	10	10
	Lookups	1 53 1	Alexander Wilson Cert	Andrew Baker Certificat	Caleb Jones Certificat Interview	0 James Smith Certificat	o Tayler Johnsen Cer
	System settings	Scored questions	Comp arrange	Accounted by	Course?		.* ⊚.*
	Message	Where can you find multiple templates and add-ons to the Creatio platform?	Creatio Marketplace	Andrew Baker (sample)	Yes		2022 Certification Assessment
	templates	Where can you make changes to an edit page in Creatio?	Process designer	Caleb Jones	No		2022 Certification Assessment
	🗠 ML models	Where can you find multiple templates and add-ons to the Creatio platform?	Creatio Academy	Alexander Wilson	No		2022 Certification Assessment
		Where can you find multiple templates and add-ons to the Creatio platform?	Creatio Marketplace	Caleb Jones	Yes		2022 Certification Assessment
	📝 Interviews	What version number of Creatio is the Preedom release?		Andrew Baker (sample)	Yes		2022 Certification Assessment
		What version number of Creatio is the Freedom release?	3	Caleb Jones	Yes		2022 Certification Assessment
	Questionnaires	Where can you make changes to an edit page in Creatio?	Section wizard	Andrew Baker (sample)	Yes		2022 Certification Assessment
		Where can you make changes to an edit page in Creatio?	Process designer	Alexander Wilson	No		2022 Certification Assessment
		What version number of Creatio is the Freedom release?	8	Alexander Wilson	Yes		2022 Certification Assessment