2024/05/20 07:05 1/3 formconfigure

# **Configure Questions for Form-based Tagging**

Before Configuring Questions, make sure that you turn on Form-based Tagging under Settings.

# **Configure Tags**

To draft Questions, you need to build out the Tags in your Tagging Hierarchy. You should keep in mind what tags will be Questions and which will be answers.

## **Configure Questions**

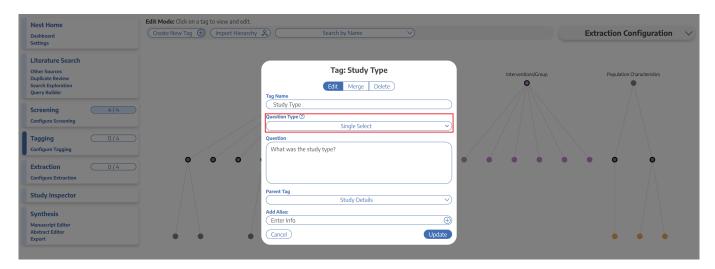
Every Question that you create will be presented to users during the Tagging stage, in order of (in the hierarchy) left to right.



NOTE: Once a Tag has been configured as a Question, **none of its child tags** can be configured as a Question (unless you revert the Tag in question).

#### How to create a Question

To turn a Tag in to a Question, select a Question Type from the drop-down below the tag title:



### **Question Types**

You have the following options for Question types:

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- Single Select: One of the child (or grandchild or lower) tags can be an answer,
- Multi-Select: Any of the child (or grandchild or lower) tags can be an answer, or
- **Single Apply:** The tag in question is either present or absent.



Generally, it is best to add a full/descriptive question (such as, if you had a tag called Study Type, type out the question "What was the study type of the article?" in the Question box).

#### **Answer Options for Tagging**

All child tags of a Question will be available as answers to Single Select and Multi-Select Questions. For Single Apply questions, the Question tag will be the only answer option.

### **Example Questions of each type**

Example Single Select question:

- Tag Name: Study Type
- Question: What was the Study Type?
- Answers (child tags): Randomized Controlled Trial, Prospective Cohort Study, Retrospective Study

Example Multi-Select question:

- Tag Name: Comorbidities
- Question: What comorbidities were reported in the patient population?
- Answers (child tags): Diabetes, Hypertension, Chronic Kidney Disease

Example Single Apply question:

- Tag Name: Core lab adjudicated
- Question: Was the imaging adjudicated at a core lab, and if so, which lab?
- Answer (not child tags, the answer will be reflected by the tag text): Tag Text/Excerpt from the underlying study. Absence of an answer means the Tag is not present in the study.

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