

# 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 your tag 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 Extraction 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, head to Configure Extraction, click on your chosen tag, and select a Question Type from the drop-down below the tag title:

## Question Types

You have the following options for Question types:

- **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 Extraction

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.

## Reordering Tags/Questions

In the Extraction module, questions will be shown in the order they appear in the tag hierarchy (from left to right). See instructions on [how to Reorder Tags](#).

From:

<https://wiki.nested-knowledge.com/> - **Nested Knowledge**

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Last update: **2023/07/07 22:40**