



Enhanced Surveillance of Enteric Fever

E-Questionnaire Instructions

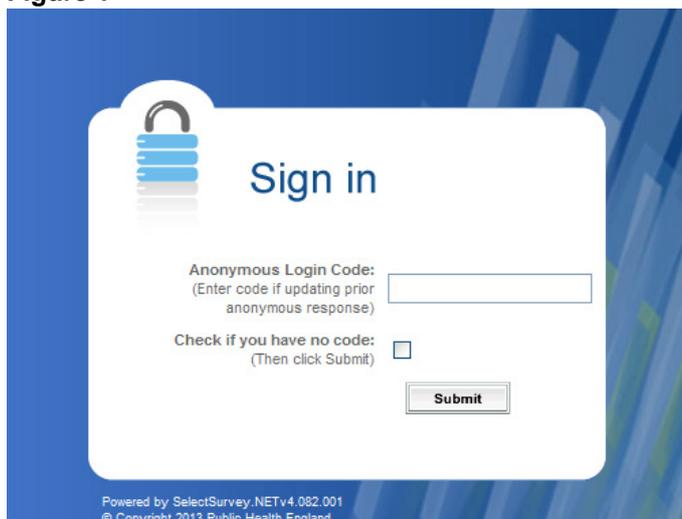
Contents

| | |
|--|---|
| Step 1 – Gain access to the ESEF survey..... | 1 |
| Step 2 – Complete online survey..... | 2 |
| Step 3 – Upload questionnaire to HPZone (HPT staff)..... | 4 |
| Preventing issues with online glitches/errors..... | 6 |

Step 1 – Gain access to the ESEF survey

- Open your web browser and navigate to:
<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=esef>
- You will then be directed to the anonymous login page (Figure 1).

Figure 1



- If you are starting a new questionnaire tick the 'check if you have no code' box and then click on 'Submit'.
- You will then be directed to the beginning of the online questionnaire (see Figure 2).

Step 2 – Complete online survey

- The online enteric fever questionnaire can be completed from here.

Please note that completed questionnaires will automatically be sent to your local Health Protection Team and the PHE Travel and Migrant Health Section. If you require a copy of your completed questionnaire please contact tmhs@phe.gov.uk or email your local HPT.

Figure 2

Public Health England

Enhanced surveillance of enteric fever questionnaire

Anonymous Login Code: 86M23p7134
Save this code, which is required to update your response at a later time.

Interviewer Details
Note: Please Press the "Save" button after completing the first page before clicking "Next". This only needs to be done for page one. Thank you.

1. Interview date:
01/01/2014

2. Interviewer name:
Joe Bloggs

3. Interviewer telephone:
01234567890

4. Health Protection Team (HPT) or Environmental Health (EH):
If HPT, EH or other public health service is not listed, please enter name of service in the question below.
Anglia HPT

5. Other HPT, EH or other public health service:

Please ensure that the 'Save' button is clicked before clicking 'Next' for page 1 only, this will ensure that the details on the questionnaire are saved online.

- Each online questionnaire is assigned an **Anonymous Login Code (ALC)** on the first page. The figure above shows that 86M23p7134 is the ALC. **It is vital that the user makes a note of the ALC for each case** as this code can be used to resume the questionnaire at a later date.

You may also want to copy and paste this ALC into the Events section of the case's HPZone record so that other colleagues can access and edit it if needed (amendments can only be made within 30 days of submission).

- If you wish to pause and continue a case questionnaire at a later date, click on the 'Save' button before clicking the 'Cancel' button.

This will direct you to the end page and you should exit the end page by clicking on 'Logoff' (see Figure 3) otherwise you may not be able to start a new questionnaire.

When a user is ready to resume the case questionnaire they should follow the instructions to the login steps given above (Figures 1) and when they reach the anonymous login webpage they should enter the ALC before clicking the 'Submit' button.

Please note that questionnaires will be saved online for maximum: 30 days.

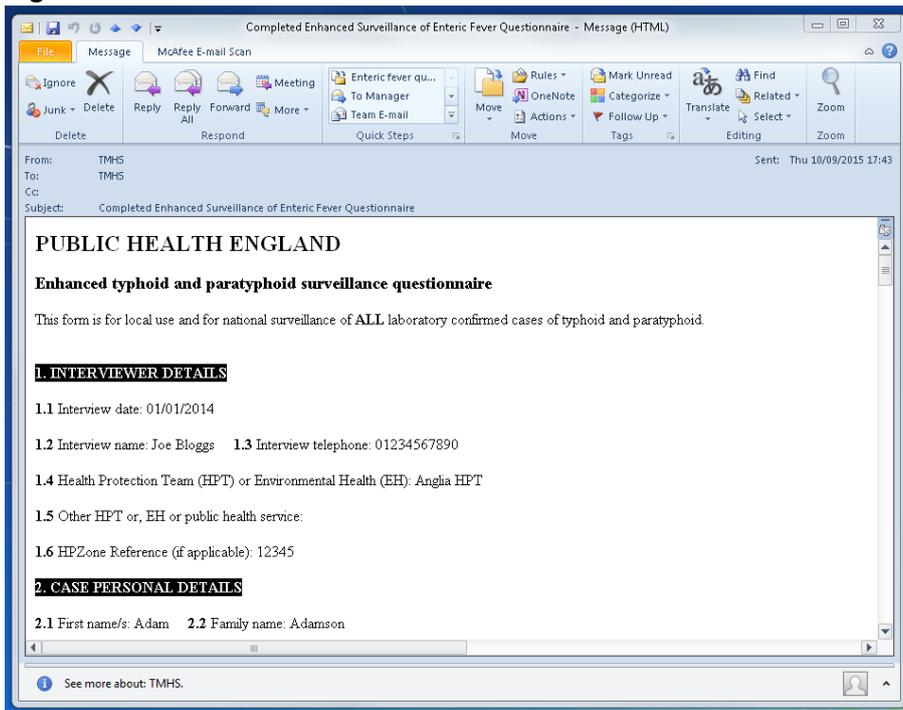
- The final page of the questionnaire has a 'Done' button. Only click on the 'Done' button if the questionnaire has been fully completed. Once the online questionnaire is completed or the 'Cancel' button is clicked for an unfinished questionnaire, the screen in Figure 3 will appear.

Figure 3



An email of the completed questionnaire will then be automatically sent to the user for their records (see Figure 4).

Figure 4



The completed questionnaire in the email is in the same format as the current enteric fever enhanced surveillance questionnaire Word document. The user is then free to forward the automated email securely to other relevant public health professionals (eg local authority staff can forward the questionnaire securely to the relevant HPT.) There is no need to send this to the Travel and Migrant Health Section (TMHS) as it will automatically be sent to tmhs@phe.gov.uk

Step 3 – Upload questionnaire to HPZone (HPT staff)

- If you would like to upload the completed questionnaire to HPZone:
- Open the automated email, then click 'file' then 'save as' (See Figure 5).
- Save the email as a .HTML file by clicking on 'Save as type', then select 'HTML' (Figure 6).
- Click 'save' and then you can upload your .HTML file into HPZone.

Figure 5

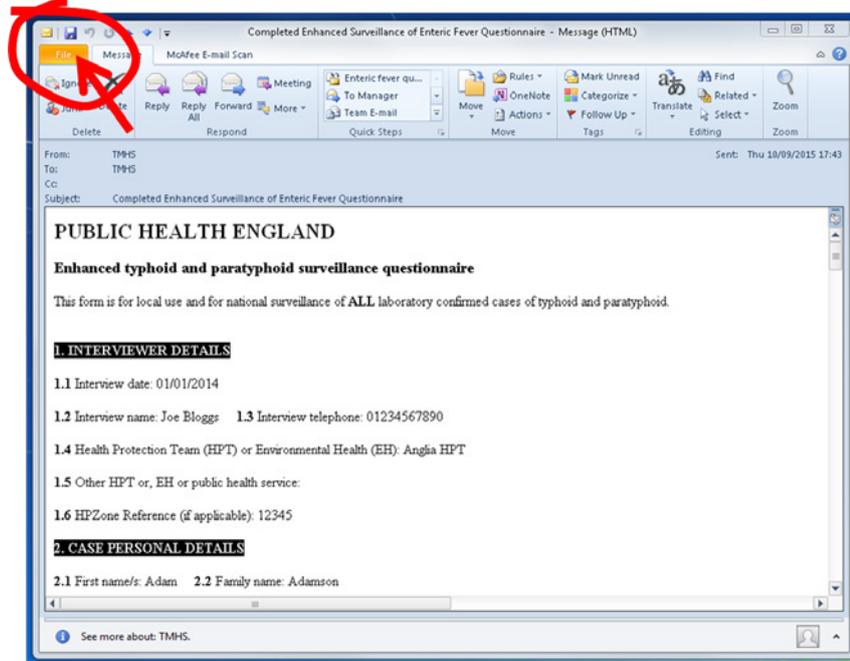


Figure 6

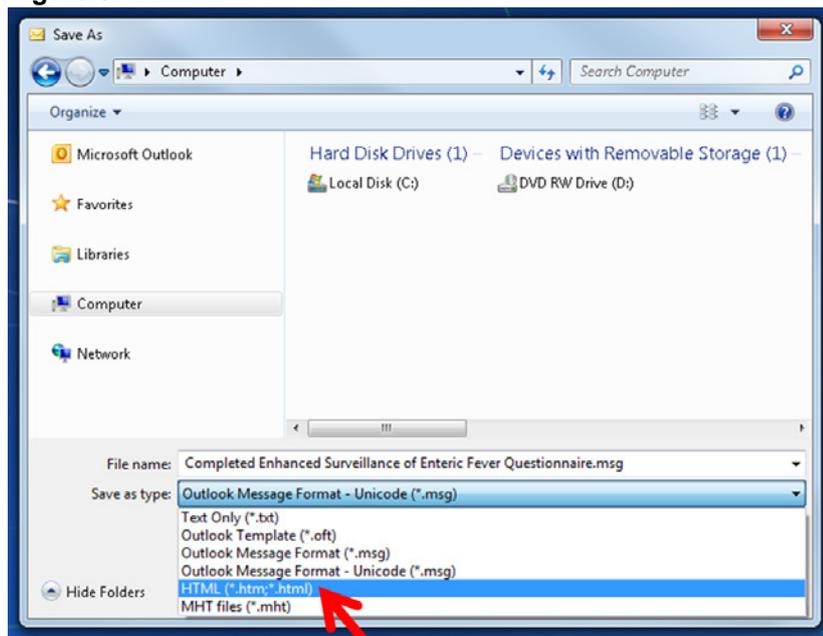
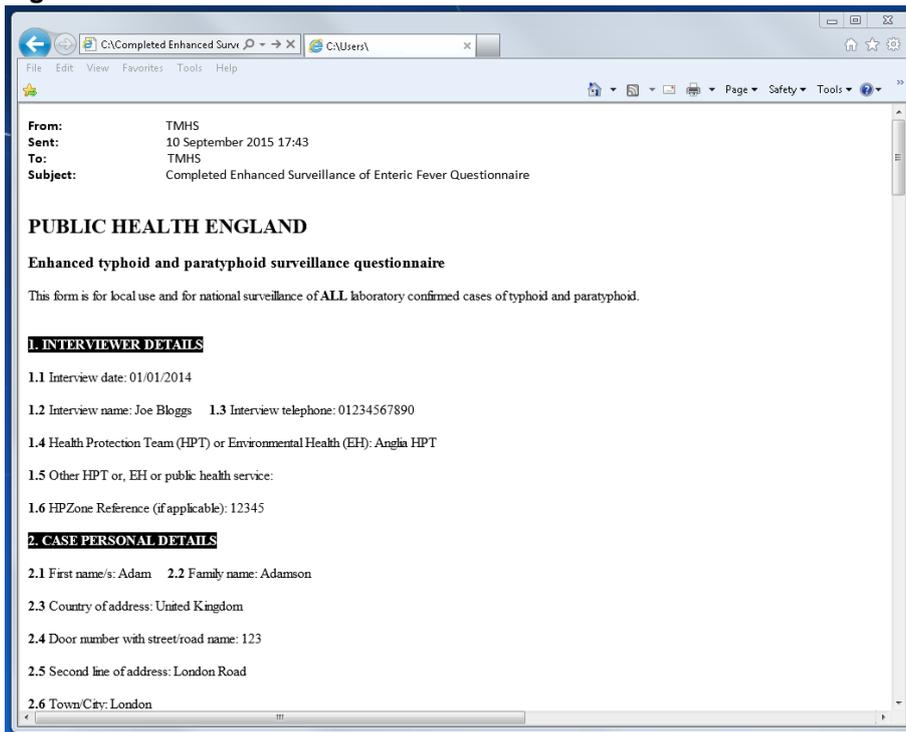


Figure 7 below shows how the saved .HTML file will look when opened in a web browser.

Figure 7



Alternatively, you can copy all text in the automated email and paste them into a word document (which must be changed to landscape layout – to ensure that all tables in the questionnaire will fit onto the Word doc page in a readable manner). This Word document can then be saved and uploaded onto HPZone.

Preventing issues with online glitches/errors

- If the 'Back' navigation button (in your web browser) is clicked repeatedly, an error screen appears as shown in Figure 8.

Figure 8



- If this occurs details in the questionnaire may be lost. Therefore it is advised that the 'Save' button is clicked before pressing the 'Back' button. By doing so, if the error in Figure 8 occurs, the user can re-log into the saved questionnaire (using the ALC) and no details in the questionnaire will be lost.