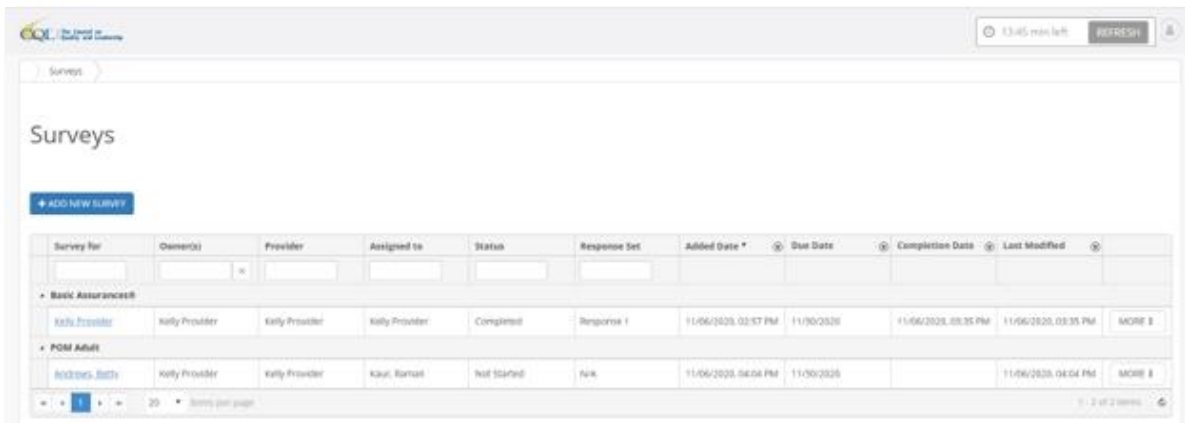


Survey Landing Page

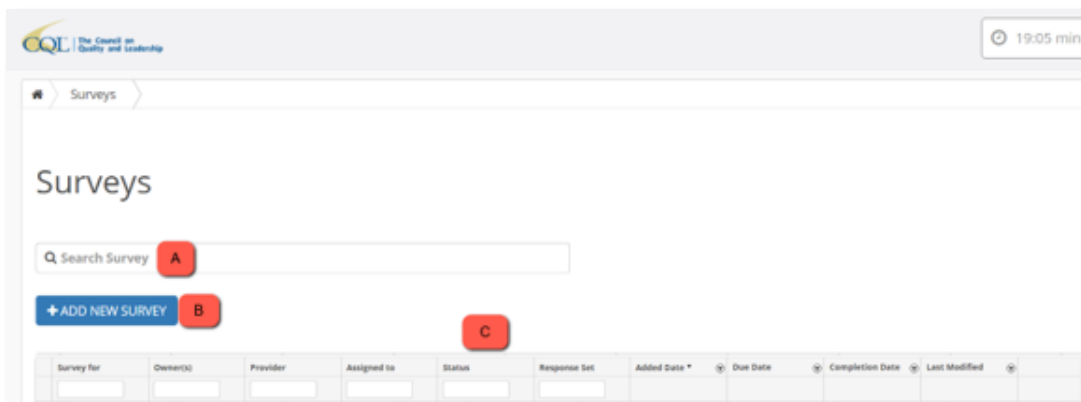
The **Survey Landing Page** allows the user to view, manage, and add surveys

Survey Landing Page

1. When a user logs in to the CQL PORTAL Data System they will be taken to their survey landing page



2. The **Survey Landing Page** offers the user the following
 - a. Global Search bar – Search for existing or historical surveys
 - b. Add New Survey Button – The user can click Add New Survey to start a new survey. This will only display if user has permissions to add a survey. Please reference the Add a New Survey quick guide for full walkthrough of adding a survey.
 - c. Detail Table Header



3. Detail table header provides the following to assist a user:

- a. **Survey For** – Can be selected via a “Type to Filter” or sorted by Column Header. Includes individual’s name (for POM) or Provider Agency (for BA). Displays a link to open survey as editable or read only. Basic Assurances® surveys only displays as standard text (not a link) when the survey is being completed by a provider, and not yet assigned to the logged in user.
- b. **Owner(s)** – Displays the name of the survey owner. Multiple names will appear, separated by a comma if there are multiple owners (BA Survey Only).
- c. **Provider** – Displays the name of the provider
- d. **Assigned To** – Displays the user or group display name
- e. **Status** – Displays the current status of the survey
 - i. Not Started
 - ii. In Progress
 - iii. Completed
 - iv. Finalized
 - v. Canceled
 - vi. In Use by
- f. **Response Set**: Displays the Response Set the survey represents (BA Survey Only). POM surveys will display N/A.
 - i. **Response 1**: Initial survey completed by the provider
 - ii. **Response 2**: Reviewer validation (typically CQL)
 - iii. **Response 3**: Mid-cycle response completed by the provider
 - iv. **Response 4**: Reviewer mid-cycle response (typically CQL)
- g. **Added Date** – Date that survey was initiated
- h. **Due Date** – Date that survey is due by
- i. **Completion Date** – Displays the most recent completed date
- j. **Last Modified** – Displays the date and time of the most recent changes to the survey

Survey for	Owner(s)	Provider	Assigned to	Status	Response Set	Added Date *	Due Date	Completion Date	Last Modified
Andros, Betty	Kelly Provider	Kelly Provider	Kaur, Raman	Not Started	N/A	11/06/2020, 04:04 PM	11/30/2020		11/06/2020, 04:04 PM

4. On the survey header click **More** for actionable survey commands
 - a. **View Read-Only Survey** – Will only appear if there are read-only survey versions available to view
 - b. **Continue Survey** - Opens a *Not Started*, or *In Progress* survey
 - c. **Assign Survey** – User access dependent. The assign survey, opens new *Assign Survey* screen. Assign the survey to whom it needs to be done by and click **Assign**.
 - d. **Reopen Survey** – Opens a completed survey for those users who have permission to do so. Once survey reopens it will be in a *In Progress* status.