Customize the Review Questionnaire

The questionnaire used for online reviews is stored in the Admin Review site. We provide an initial questionnaire, but you can customize it to fit your agency and state's needs. Updating this questionnaire updates the final review form your Monitors complete in KidKare.

> **Note:** Click the link below to view and print the Admin Review site Getting Started Guide!
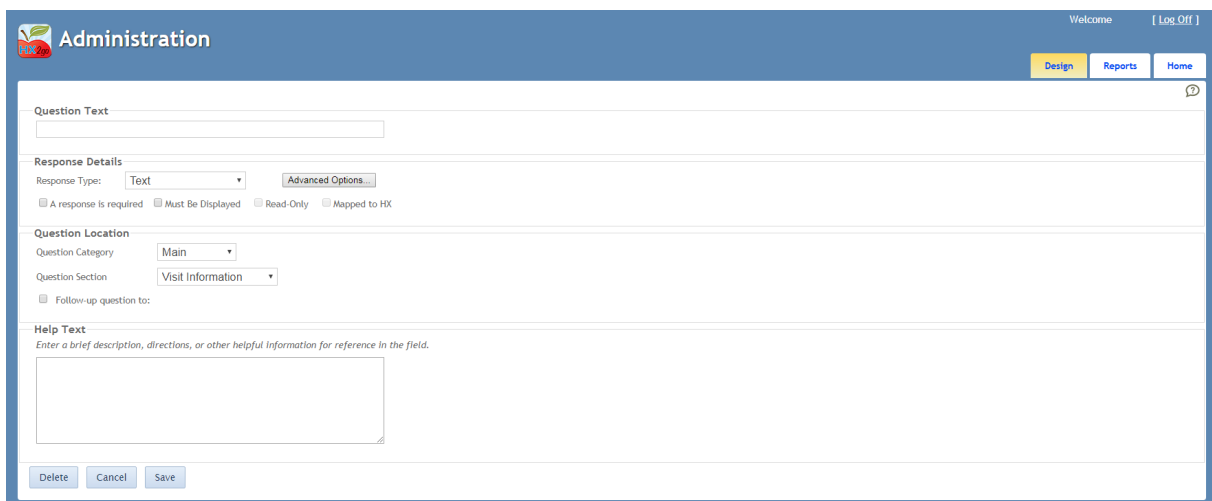>
> AdminReviewSite-gsg.pdf

1. Log in to **https://reviewadmin.minutemenu.com/Account/LogOn**. Your account must have administration permissions before you can access this website. For instructions, see **Add Admin Review Site Users**.

2. Click the **Design** tab.

3. Add review sections, as needed:

    a. Click **Add Section**. The section details open.

    b. Click the **Category** drop-down menu and select the category into which to place this section.

    c. Click the **Name** box and enter the name of the section.

    d. Click **Save**.

4. Click ➕ . The question details open.

5. Click the **Question Text** box and enter the question.

6. In the **Response Details** section:

    a. Click the **Response Type** drop-down menu and select the question type. For more information, see the heading **Question Types and Layouts**, below.

    b. Check the **A Response is Required** box if this question is required.

    c. Check the **Read-Only** box if this question is read-only.

7. Click **Advanced Options** to specify additional question requirements. For example, you can hide certain questions from the provider's copy of the review. The available options vary between question types.

8. In the **Question Location** section:

   a. Click the **Question Category** drop-down menu and select the category in which to place the question.

   b. Click the **Question Selection** drop-down menu and select the section into which to place the question.

   c. Check the **Follow-up Question To** box to mark this question as a follow-up question. If you select this option, a drop-down menu displays. Select the question/situation on which to follow-up.

9. Click the **Help Text** box and enter useful information for the end user.

10. When finished, click **Save**.

Question Types and Layouts

> **Note:** Click **here** for a printable version of the table below.

Question Type	Response
Text, Email, Phone, Temperature, or Number	This is a single line text box that allows Monitors to enter their response. • **Text:** This is a text input box. • **Email:** This is a text input box that validates the input is in the following format: TEXT@TEXT.TEXT • **Phone:** This is a numeric input box that limits users to no more than 10 characters. The box automatically adds phone number separators.
Date	This is a date picker.
Yes/No	This is a button selection. Monitors can only select one option (Yes or No).
Yes/No/NA	This is a button selection. Monitors can only select one option (Yes, No, or N/A).
Single Choice, Single Child Picker, Meal Picker	This is a single select drop-down menu.
Multiple Choice, Multiple Child Picker	This is a multiple select drop-down menu.
Time/Duration	This is a time picker. There are no restrictions for past, current, or future times.
Date and Time	This is a date picker and a time picker. The time picker does not have any restrictions for past, current, or future times.

Question Type	Response
Memo	This is a multi-line text input box.
Signature	This box is used on the Finalize page. You cannot configure it on the Admin site. Users can sign their name with a mouse, finger, or stylus.