

## NHTS questionnaire FAQs about using the website

This page provides information about how to using the reporting section of the website.

### 1. What does the red asterisk on filter criteria mean?

Many reports allow you to provide filter criteria, the red asterisk indicates that the criteria is mandatory. You will not be able to produce a report until you make a selection.



The screenshot shows two side-by-side dropdown menus. The first is labeled "Survey : Question \*" and the second is "Authority : Comparison Group \*". Both menus are currently empty. Below the menus is a "Submit" button.

### 2. How do I remove my filter selection?

If you have made a selection and want to remove it, click the criteria (this will highlight it) and use the Delete or Backspace Key.

In the example below, to deselect County Council, click on 'County Council' and press the Delete or Backspace Key

Use Gear icon to make complex selections.

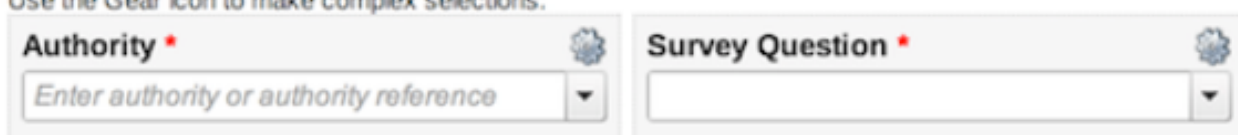


The screenshot shows the same two dropdown menus as in the previous example. The first menu, "Survey : Question \*", now contains the text "KBI 03 - Ease of Access (all)". The second menu, "Authority : Comparison Group \*", contains "County Council". A gear icon is visible to the right of the second menu. A "Submit" button is located below the menus.

### 3. How do I select more than one value for reports?

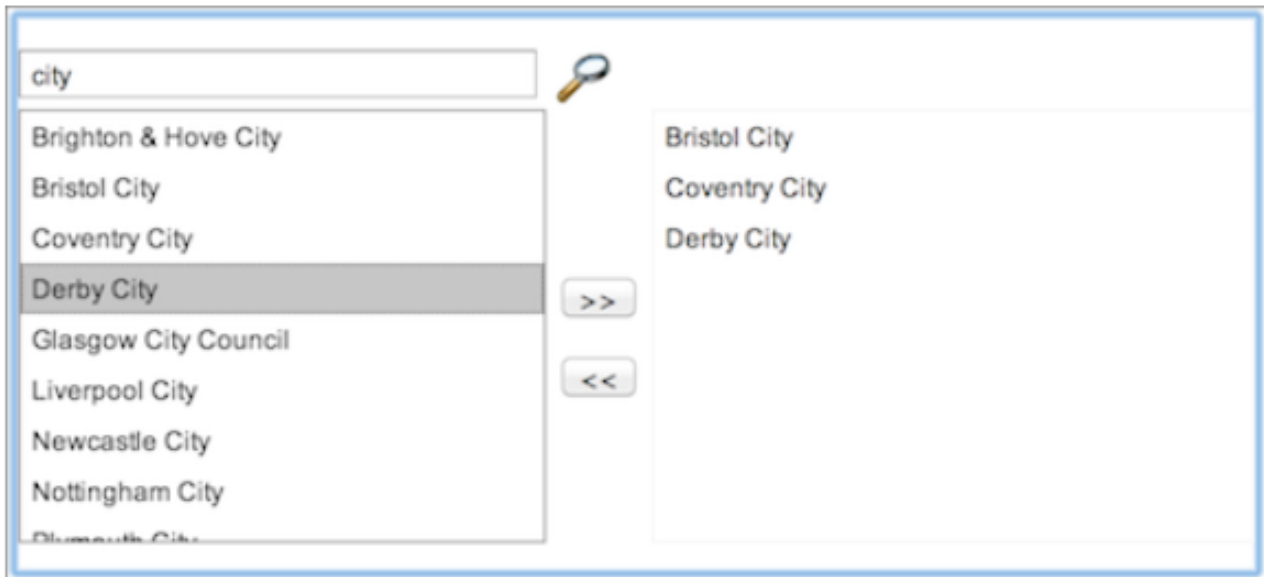
Where you can provide a filter criteria for a report, you can select more than one value if the Gear icon is displayed with the criteria.

Use the Gear icon to make complex selections.



The screenshot shows two dropdown menus. The first is labeled "Authority \*" and contains the placeholder text "Enter authority or authority reference". The second is labeled "Survey Question \*" and is empty. Both menus have a gear icon to their right. The "Submit" button is not visible in this screenshot.

If you click the Gear icon, a pop up is displayed (example below). Enter a search value (in the example below 'City' was entered) and click the magnifying glass icon to return a list of matching values. Use the arrow buttons to select/deselect the values you want to the list on the right. Click the Save icon at the bottom (not shown) to save your selections.



#### 4. How do I print my report?

Use the 'Click for Options' menu of the left margin to view the full list of options

This will display all options for that report, produce a PDF, save it to your device and then print.

