# **A Simplified Experience for Adding Respondents on CHADIS!**

#### **Add Respondent**

Easily add a new respondent (caregiver, teacher, or teen) with one simplified workflow:

Respondents view invitations	+
Father Test	Father >
Mother Test	Mother >

Fill out the respondent's name and relationship. Add contact information to send them a registration link.

Caregiver		
Last Name		
Test		
<u>R</u> elationship		
Mother - 🤇		
ontact Informa <u>M</u> obile Phone N	tion (Optional) umber	
Please use '+' for in	ternational dialing prefixes.	
email address —		

# If you previously used:

add new

: If you previously used 'add new,' our new workflow allows you to add the respondent, assign questionnaires, and send them a registration message. You can still reset their password and provide it to them using the Respondent Options.

invite : If you previously used 'invite,' our new workflow will allow you to add the respondent, assign questionnaires, and send them a registration (invitation) message. If they decide not to use CHADIS, simply remove the respondent and they will not be contacted again.

#### quick-enroll

: If you previously used quick-enroll, our new workflow will allow you to add the respondent, assign questionnaires, and send them a registration message. Adding contact information is optional and the waiting room options will immediately be available in the **Respondent Options**.

## **Respondent Options**

The Respondent page provides quick access to assign questionnaires, use the CHADIS Waiting Room options, or adjust account settings.

Caregiver Test Mother of Suzie Test mothertest@email.com Legal Guardian Can Invite Others
Waiting Room
Auto-assign Questionnaires (0 assigned)
Login Switch
Device Switch
Send Device Switch Message
Account Settings
Reset this User's Password
Re-send Registration Link
Change this User's Username mothertest@email.com

## **Connect Existing Respondents**

If the respondent already exists for another patient (e.g. a parent with another child at the office), you can now link them directly to the new patient through this simplified experience.

	re found a respondent in your office that matches the information you provided. Would you like to connect them to our patient?		
•	Caregiver Test Connect		
	mothertest@email.com		