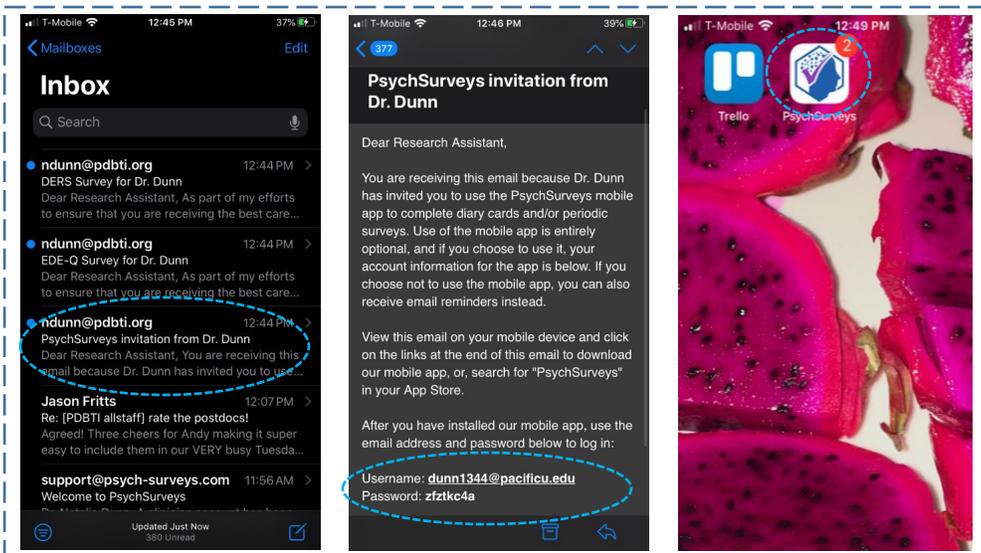


# PsychSurveys Manual For Clients

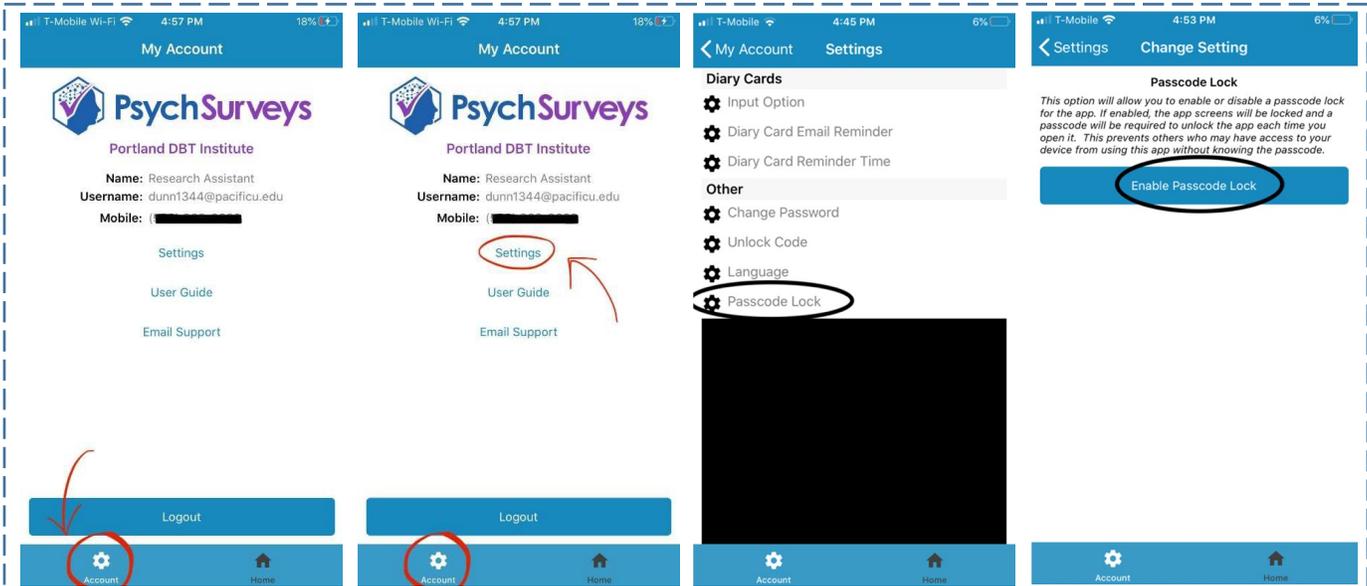
## Account Setup (Mobile Devices):

- You will receive an email from either your clinician or PDBTI administrative staff inviting you to join PsychSurveys – if you can't find the email, check to see if it is in your spam inbox.



- Once you have downloaded, opened, and logged into the app, you will be able to access your assessments and diary cards. The PsychSurveys app will send email notifications whenever a new questionnaire is available to complete.

- **Privacy Settings:** To maintain privacy, ensure that the “Passcode Lock” feature is activated.
  - Go to “Settings” to find this feature; it is located underneath the header “Other.”
  - Tap on “Passcode Lock” and select “Enable Passcode Lock.”
- Go back to “Settings” and locate “Unlock Code” to set a password.
- Return to “Settings;” select “Change Password” to change your account password.



# Account Setup (Web Browser):

- You will receive an email from either our clinician or PDBTI administrative staff inviting you to join **Psych Surveys** – if you can't find the email, check to see if it is in your spam inbox.
  - Its subject will be: **PsychSurveys invitation from [PDBTI Clinician/Staff Name]**.
  - Click on the link at the bottom of the email to begin your first-time account set-up.
    - <https://www.psychsurveys.com/>
  - You will be presented with the Terms of Service; scroll through and click “I Agree.”
- PsychSurveys will send **email notifications whenever a new questionnaire is available**.
- You may also receive optional diary card reminders – these settings may be adjusted in the “**Preferences**” section of the site, located by clicking on “**My Account**” (see *Privacy Settings*).
- **Privacy Settings**: Secure your account by changing your password from the default option.
  - Click on “**My Account**” in the top-right corner of your screen.
  - From the drop-down menu, select “**Change Password.**”
  - To update other settings (i.e., Diary Card options, Language), go to “**My Preferences**” under the “**My Account**” drop down menu.

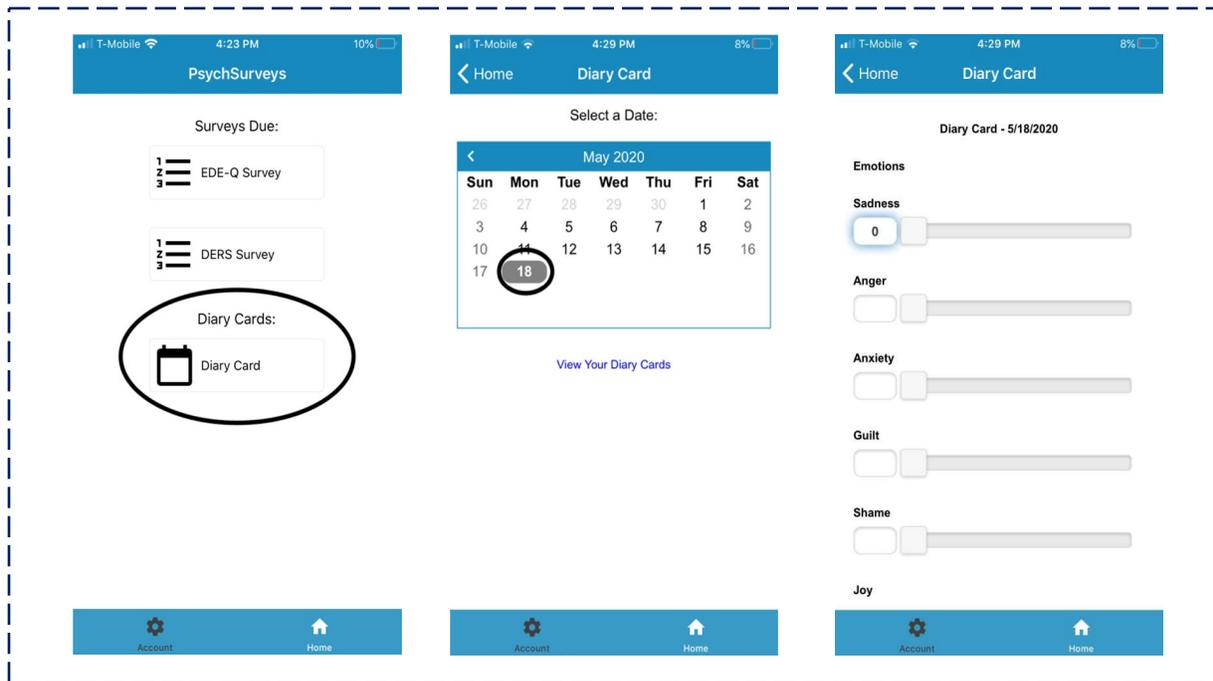
The image illustrates the account setup process through three sequential screenshots of the PsychSurveys website. The first screenshot shows the main dashboard with a 'My Account' dropdown menu circled in the top right. A blue arrow points from this menu to the second screenshot. The second screenshot shows the 'My Preferences' page with options for 'Diary Cards' and 'Other'. A blue arrow points from the 'My Account' dropdown in the first screenshot to the 'Change Password' option in this screenshot. Another blue arrow points from the 'Change Password' option to the third screenshot. The third screenshot shows the 'Change Password' form with fields for 'Current Password', 'New Password', and 'Verify New Password', and a 'Change Password' button. The user's email address 'dunn1344@pacificu.edu' is visible in the top right of all screenshots.

# Digital Diary Cards (Mobile Devices):

The following guide provides instructions for *accessing, filling out, and managing* diary cards and diary card “settings” in the *PsychSurveys* mobile app. **Note:** Your individual therapist will customize the digital diary card to meet your needs. This may include tracking: specific behaviors, emotions, and DBT skills usage.

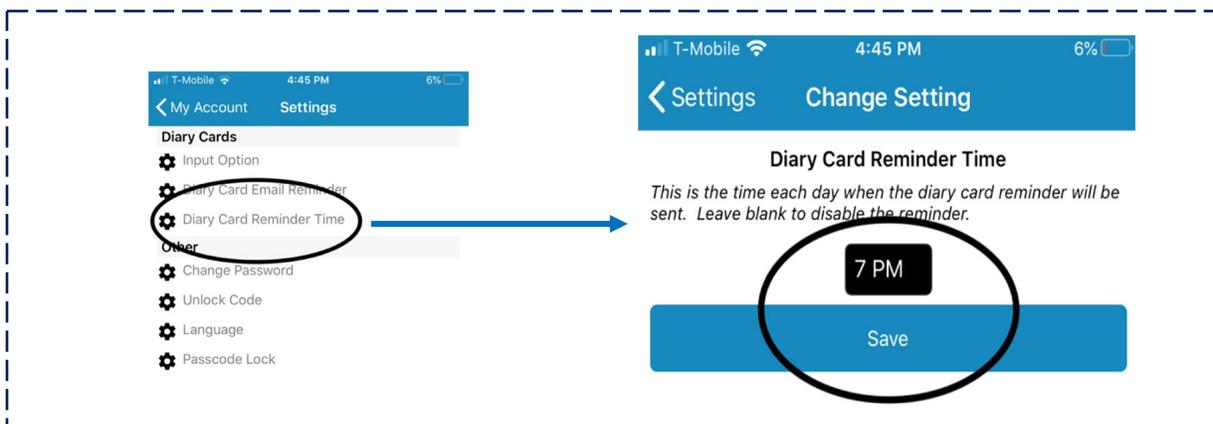
## Accessing and Filling Out the Diary Card:

- Once you have successfully downloaded and logged in to the PsychSurveys mobile app, you will be able to access your digital diary card.
- Simply tap on “Diary Card,” located at the bottom of the app’s “Home” screen.
- A calendar will appear on your screen.
  - To fill out the calendar, select the desired date for the new entry.
  - Fill out the digital diary card: **press, hold, and slide** the marker to indicate your rating on each scale and **check boxes** next to the DBT skills that you used that day.



## Setting up Diary Card Notifications:

- To enable diary card notifications, select the “Account” tab (⚙️) at the bottom of the screen, then select “Settings.” Navigate to “Diary Card Reminder Time” under the “Diary Cards” header – then select which time of day that you would like to receive a diary card reminder.
  - Remember to hit “Save” after setting the time!



# Digital Diary Cards (Web Browser):

The following guide provides instructions for *accessing*, *filling out*, and *managing* diary cards and diary card “settings” on the *PsychSurveys* website. **Note:** Your individual therapist will customize the digital diary card to meet your needs. This may include tracking: specific behaviors, emotions, and DBT skills usage.

## Accessing and Filling Out the Diary Card:

- Once you have successfully logged on to the PsychSurveys website, you will be able to access your digital diary card.
- Simply click on “**Diary Card**,” located at the bottom of your screen.
- A calendar will appear on your screen.
  - To fill out the calendar, select the desired date for the new entry.
  - Fill out the digital diary card: **click, hold, and drag** the marker to indicate your rating on each scale and **check boxes** next to the DBT skills that you used that day.

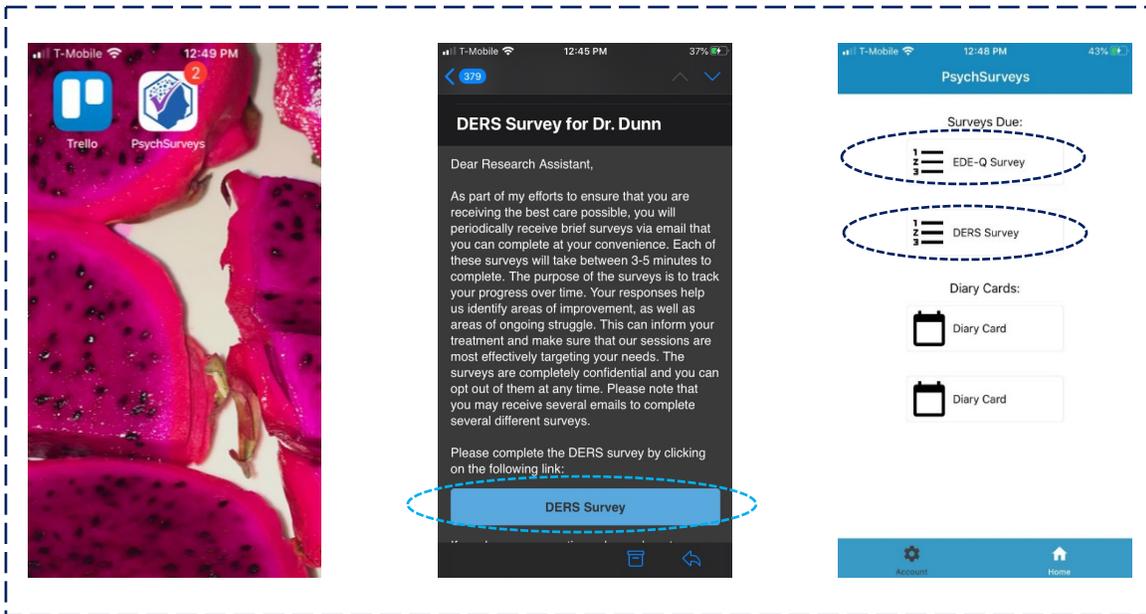
The image shows a screenshot of the PsychSurveys website interface. The top navigation bar includes the PsychSurveys logo, the user's name 'Portland DBT Institute', and links for 'My Account', 'Help', 'Support', and 'Logout'. The main content area is divided into two columns. The left column has a 'Home' link. The right column has a 'Surveys Due' section listing various assessment tools (EDE-Q, DERS, ASQ-2, GAD-7, BEST, BSL-23, DERS-18, PHQ-9, Brief COPE, BRS) and a 'Diary Cards' section with a 'Diary Card' link circled in red. Below the 'Diary Cards' section are mobile app download buttons for the App Store and Google Play. A blue arrow points from the 'Diary Card' link to a secondary screenshot of the 'Diary Card' page. This secondary screenshot shows a 'Select a Date:' prompt above a calendar for September 2020. The date '17' is circled in red, and a blue arrow points from it to a third screenshot of the 'Diary Card' form. The form is titled 'Diary Card - 9/17/2020' and features several horizontal sliders for 'Emotions' (Sadness, Anger, Anxiety, Guilt, Disgust, Fear) and checkboxes for 'DBT Skills'.

## Setting up Diary Card Notifications:

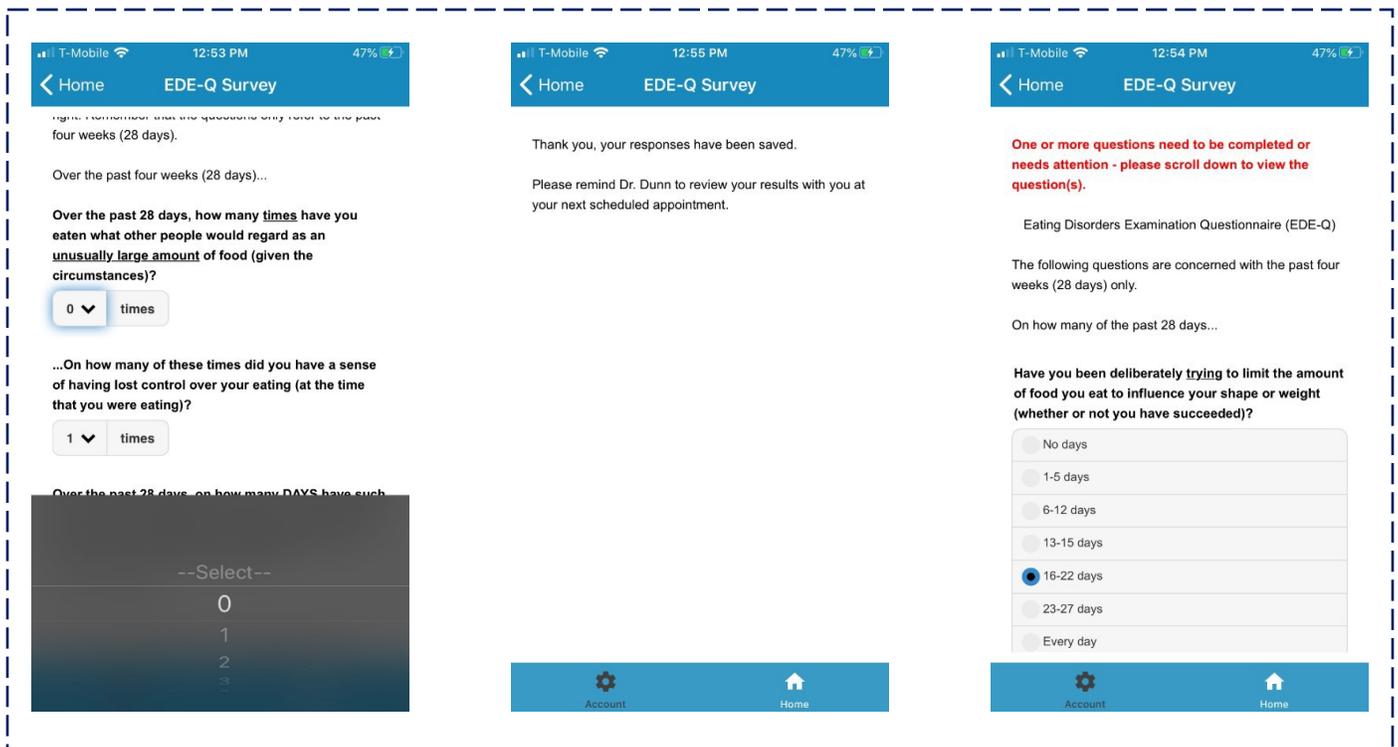
- To enable diary card notifications, go to “**My Preferences**” under the “**My Account**” drop-down menu (see *Account Setup – Web Browser*). Click on “**Diary Card Reminder Time**,” then select which time of day that you would like to receive a diary card reminder.
  - Click on the drop-down time menu and scroll to find your desired time.
  - Click on the desired time and then click on “**Save**” to confirm the change.

# PDBTI Client Assessments (Mobile Devices):

- The PsychSurveys mobile app will send a push-notification to your phone and send you an email when a new questionnaire is available to complete.
- You can use either the email or the mobile app to complete and submit the assessment.



- Please complete all of the questions on each assessment.
  - If you do skip a question, the mobile app will notify you of the missed question.



# PDBTI Client Assessments (Web Browser):

- PsychSurveys will send you an email when a new questionnaire is available to complete.
- You can use the email or the PsychSurveys website to complete and submit the assessment.
  
- The surveys currently due can be found immediately on the “Home” screen of the website.
- Please complete all of the questions on each assessment.

The image shows two screenshots of the PsychSurveys website. The top screenshot is the home page for the Portland DBT Institute. It features a navigation bar with the PsychSurveys logo, the text 'Portland DBT Institute', and user options: 'My Account', 'Help', 'Support', and 'Logout'. A sidebar on the left contains a 'Home' link. The main content area is titled 'Surveys Due:' and lists several questionnaires: EDE-Q, DERS, GAD-7, ASQ-2, BSL-23, BEST, DERS-18, PHQ-9, Brief COPE, and BRS. Below this is a 'Diary Cards:' section with a 'Diary Card' link. At the bottom, there is a promotional banner for mobile apps with 'Download on the App Store' and 'GET IT ON Google Play' buttons. The footer contains 'Copyright © 2001-2020 PsychSurveys LLC' and a 'Privacy Policy' link.

The bottom screenshot shows a questionnaire titled 'Eating Disorders Examination Questionnaire (EDE-Q)'. The text reads: 'The following questions are concerned with the past four weeks (28 days) only. On how many of the past 28 days...'. The first question is: 'Have you been deliberately trying to limit the amount of food you eat to influence your shape or weight (whether or not you have succeeded)?'. The response options are: 'No days', '1-5 days', '6-12 days', '13-15 days', '16-22 days', '23-27 days', and 'Every day'. The second question is: 'Have you gone for long periods of time (8 waking hours or more) without eating anything at all in order to influence your shape or weight?'. The response options are: 'No days', '1-5 days', '6-12 days', and '13-15 days'. The footer of this screenshot also contains 'Copyright © 2001-2020 PsychSurveys LLC' and a 'Privacy Policy' link.