

How to Add a Question to the Workbench

1. LOGIN IN TO ADMIN.LAWATLAS.ORG/LOGIN

LawAtlasSM
The Policy Surveillance Portal

Username:

Password:

Login

2. FIND YOUR DATASET ON THE LIST AND CLICK “EDIT DATASET”

Welcome to the Workbench

[Air Quality Laws Pertaining to Oil and Gas Development - 1441205856](#)

This dataset examines air quality regulations pertaining to oil and gas development. The jurisdictions selected for measurements are Colorado, Louisiana, Montana, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Texas, Utah, West Virginia, and Wyoming. These jurisdictions were chosen because each state is experiencing new or increased shale oil and shale gas development, and there is tremendous value in looking at other jurisdictions to guide statutory construction and rulema

Questions: 35

Tags: air quality, oil, gas, development, NSPS subpart OOOO, green completions

[Demo dataset](#)

This is a demo

Questions: 1

Tags: Demo

3. CLICK “ADD QUESTION”

Demo dataset

Created Thursday, December 17, 2015

This is a demo

Dataset Actions ▾

Questions

There are no questions for this dataset.

Add Question

4. FILL OUT THE QUESTION FORM

Add Question

Name

DD_Restricted Behavior



“Name” signifies the variable name for that question; it should start with an abbreviation of your dataset, then a word or two to identify the question. This question is for a project on distracted driving, hence “DD”

Question

What behaviors are prohibited while driving?



“Question” should have your full question.

Possible Answers (Required for Categorical Fields)

Calling
Texting
Watching TV



“Possible answers” includes the potential answer choices for your question. Note that for a binary question type, the responses will automatically be “yes” or “no”

Public Description

Prohibited behavior while driving



“Public description” is the question in statement format, to be displayed to the front end user when a dataset is published

Internal Notes



“Internal notes” is a flexible field to include notes on the question. This field is not published

Questiontype

Categorical - check all that apply



“Question type” is the type of question. See the next step for help on selecting your question type

Save

Close



Press “save” when you are finished writing your question

5. CHOOSE YOUR QUESTION TYPE

Below is an explanation of the most popular question types:

- **Text field** allows text entry for the response
- **Binary-mutually exclusive** is for a yes or no question
- **Categorical-mutually exclusive** is for a question with two or more answer choices, where you would only select one of the answers
 - **Example:** What is the penalty?
 - \$100, \$200, or \$300
- **Categorical-check all that apply** is for a question with two or more answer choices, where you would be able to select multiple answers
 - **Example:** What behaviors are prohibited while driving?
 - Calling, Texting or Watching TV

6. LAYER YOUR QUESTIONS

Your question can be in one of three layers. A parent question is the first layer, and is the default later. When a parent question is answered affirmatively, child and grandchild questions (the second and third layers) allow for queries which provide more details on the parent question.

For example, a parent question could be, “Is there a law regulating distracted driving in this jurisdiction?” If the coder answers yes to this question, a child question would be, “What behaviors are prohibited while driving?” The parent question is typically broader, while the child question asks for more detail.

To add a child question, click on the gear on the right side of the questions, and click “Add Child”

Questions

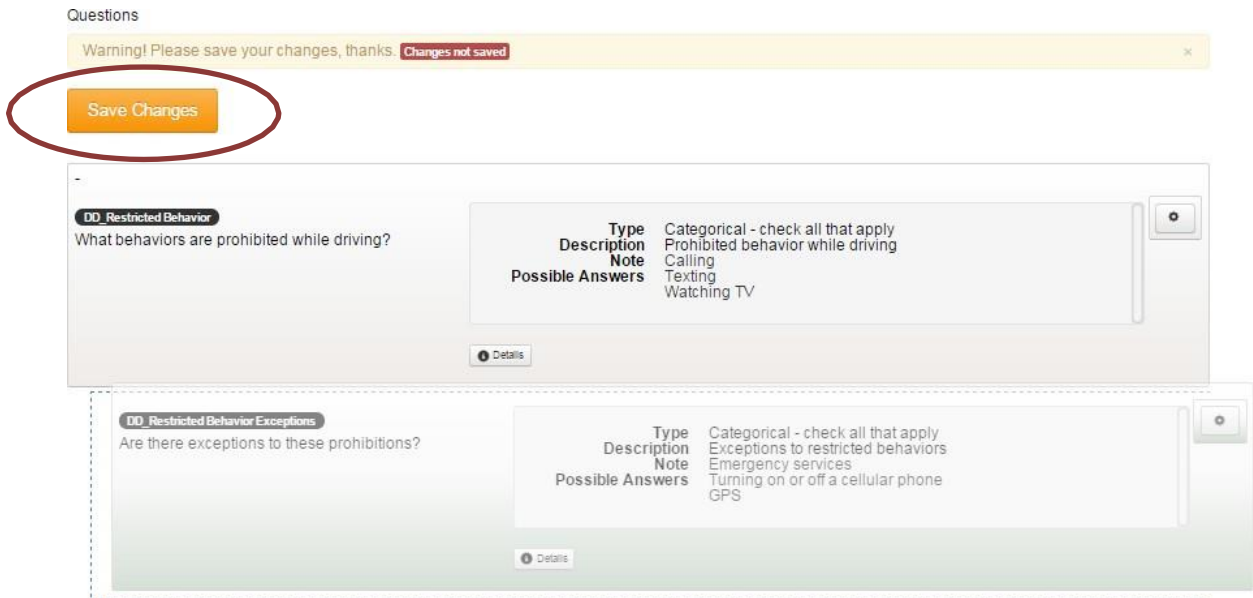


The screenshot shows a question card titled "DD_Restricted Behavior" with the text "What behaviors are prohibited while driving?". To the right of the question is a table with the following content:

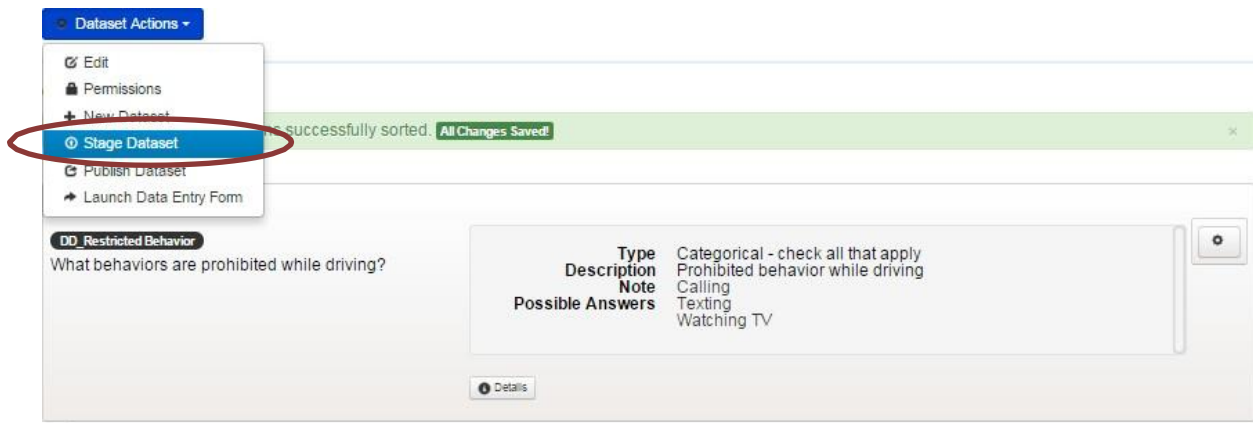
Type	Description	Note
Categorical - check all that apply	Prohibited behavior while driving	
Possible Answers		
	Calling	
	Texting	
	Watching TV	

Below the table is a "Details" button. To the right of the question card is a gear icon. A context menu is open, showing the following options: Show, Edit, Add Child, Insert Before, Insert After, Move Up, and Move Down. The "Add Child" option is highlighted with a red circle.

You can change a question’s layer by left clicking the question box and dragging it to the right or the left. When you change a question’s order, click “Save Changes” near the top of the screen.



7. TO UPDATE A DATASET WITH YOUR NEW QUESTIONS, CLICK ON “DATASET ACTIONS” AT THE TOP OF THE SCREEN, AND CLICK “STAGE DATASET”



8. YOU ARE NOW READY TO CODE YOUR QUESTIONS!