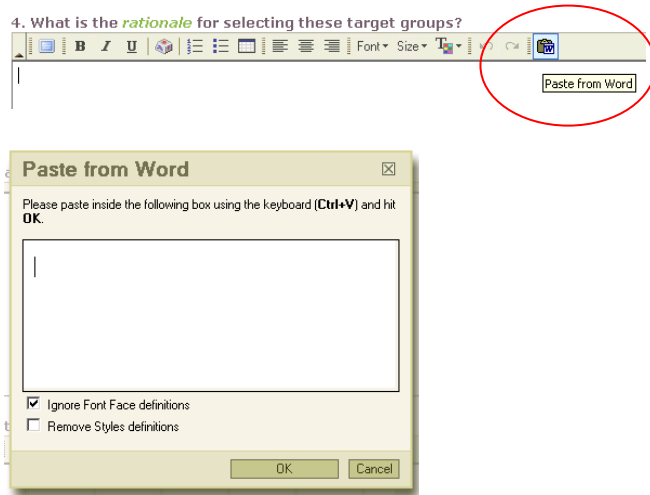


## Frequently Asked Questions

If you have a question that is not covered in this document, you can refer to the QIPPS User Guide, or if you require further elaboration, please call or email the QIPPS Helpdesk for support.

### 1 Is it possible to paste tables into QIPPS text fields?

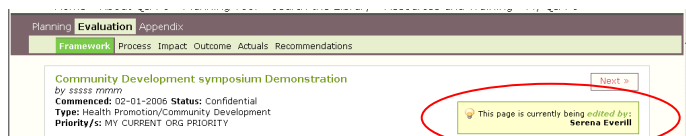
Yes. Tables can be pasted into QIPPS from MSWord but it's important to eliminate unnecessary formatting: unify the font type and remove shading first. To paste a table, highlight it and click copy in the usual way (Ctrl C) and then click in the required QIPPS field. From the menu bar at the top of that field, click on the MS Word icon at the end of the menu bar (see below). You will be prompted to paste (Ctrl V) the table into the box that appears (see below). Click OK. *Remember to SAVE your work often.*



### 2 Can two people edit the same project at the same time?

Yes, more than one user at a time is able to edit individual pages of a project without impacting on each others work. A yellow box at the top of a page identifies if there is currently a user editing a particular page. However, if you see that someone else is working on a page – **do not proceed** to make changes on that page yourself, otherwise you will run the risk of overwriting each other's work.

Some fields in QIPPS are linked to each other, and this needs to be considered when editing a project that someone is already editing. Refer to the Linked Fields section of QIPPS User Guide for more information.



### 3 I am unable to add information to the lists (i.e. Priority Health Issue or Sector)

The capacity to add items to lists which are specific to your organisation is only available to people with **QIPPS manager-level** logins (goto *MY QIPPS/Details* to identify the people with this level of access).

4	<b>Can I reorder goals, objectives and strategies once I have entered them into a project?</b>	Yes, this is relatively new functionality in QIPPS (released Sept 2009). If you wish to move a goal, objective or strategy, select [Move] next to the entry you wish to move and select whether you want to move the entry up or down a position. In the case of objectives and strategies – these can be moved not only up/down, but to different goals and objectives respectively. Changes in order on the Planning/Goals page will automatically populate through to the Evaluation/Framework page.
5	<b>I am having trouble pasting text from a MS Word document into QIPPS.</b>	<p>When pasting text you should use the QIPPS MS Word filter. Copy your data and click on the required QIPPS field. <i>Refer to the process and screen shots in Question 1 of this document.</i></p> <p>When pasting text from other sources, it's very important to remember that the internet has its own 'language' called HTML. HTML is not the same language that non-internet based programs such as Microsoft Word use – imagine that one speaks French, the other English! When pasting text from Microsoft Word, using the "Paste from Word" icon that is on the very right hand end of the toolbar acts as a <i>translator</i> and will convert the data into HTML language.</p> <p>If you still have problems, try copying the entire contents of the field into Word, removing all formatting, and then paste back into QIPPS. Do all your formatting, such as bold/italics/bullet points etc with the data once it is in QIPPS.</p>
6	<b>Can I paste graphs and pictures into QIPPS?</b>	No, not currently. Only text and tables can be pasted into QIPPS.
7	<b>Is there capacity to include attachments with a QIPPS plan?</b>	No. The capacity to create attachments is not yet available in QIPPS. We suggest that you paste the document into the Appendix.
8	<b>What's the purpose of the History Instance Function?</b>	A history instance is a snapshot of your project's goals, objectives, strategies, tasks and evaluation findings at any given point in time. The history instance function is designed to support iterative approaches to health promotion such as that used in community development. For example, let's say you are managing a project and then 3 months into the project a significant new issue arises, such as a local rooming house closes down or childcare fees suddenly increase and this then impacts on the project directions. Instead of starting a new QIPPS "project", click on <b>Add a History Instance</b> on the <b>Goals</b> page of your current project, and copy the relevant objectives and strategies into the Goals page (in the new History Instance), while adding new objectives and strategies to respond to the changing conditions.
9	<b>How do I delete a project from my organisations's list of projects?</b>	The capacity to delete projects is only available to people with <b>QIPPS manager-level</b> logins (see <i>MY QIPPS details</i> to identify the people with this level of password access).
10	<b>Can I print my project out from QIPPS?</b>	Whilst you cannot print directly from QIPPS, you can export your project to MS Word and print out the Word version of your project.

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**11 Why are there very few projects included in the QIPPS Public Library?**

The issue of dissemination of health promotion projects is a problem which is experienced by many Clearing Houses where there is a quality framework. When QIPPS launched the Public Library we were unaware of the enormous barriers to writing up multiple intervention projects and therefore had allocated insufficient resources in our business plan to support this activity. We now understand this whole area much better and are developing a number of strategies to address it.

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