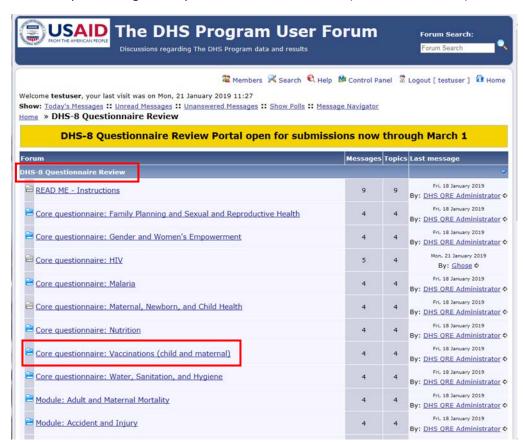
How to create a new post on the DHS-8 Questionnaire Review Portal

• Log in to your DHS User Forum account. If you have not created an account before, please follow the instructions on how to register.



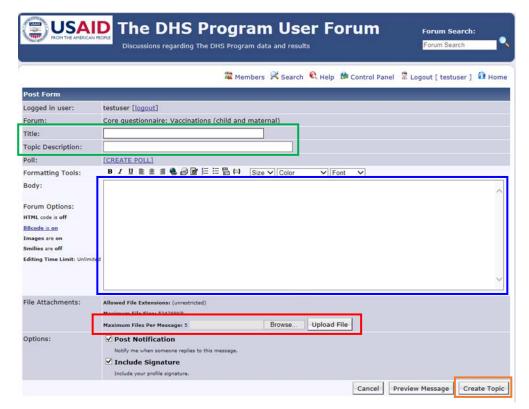
- On the DHS User Forum, look for the section heading "DHS-8 Questionnaire Review".
- Under this heading, click on the topic area that best matches your suggested changes. For
 example, if you want to suggest new questions related to childhood vaccination, then click on
 the topic heading "Core questionnaire: Vaccinations (child and maternal)".



 This will take you to the page for submitting requests related to Vaccination. Click on "NEW TOPIC".



- This will bring up the page where you can enter your submission by creating a new post.
 - o Enter a Title for your submission. The Topic Description is optional.
 - o You must enter at least 2 characters in the field for the Body of the post.
 - Follow the <u>instructions</u> for the DHS-8 Questionnaire Review Process to draft your submission.
 - Attach your completed submission form. You may attach a total of up to 5 files to your post.
 To attach a file, click on "Browse", select the desired file, and then click "Upload File".
 - Once you have finished your post, click "Create Topic".



• When you see the page below, your post has been created successfully. Click on the link shown in the red box below to return to the topic page.



Your post will appear at the top of the list of posts under that topic area.

