

A2J Author[®]

New User Training

Program Variables

A2J Author Program Variables

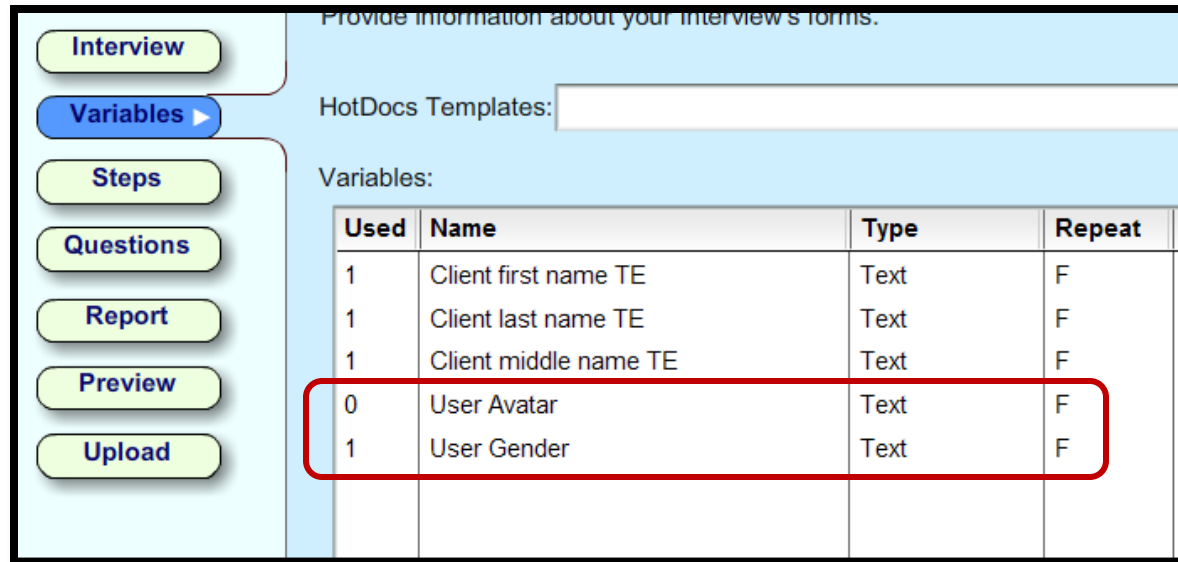
Agenda

1. What are “Program Variables?”
2. User Avatar
3. User Gender
4. A2J Step (1-12)
5. A2J Navigation TF
6. A2J Interview Incomplete TF
7. Additional Resources



A2J Author Program Variables

Program Variables are variables that control A2J Guided Interviews features like avatars, step signs, navigation buttons and exit point tracking.



Provide information about your interview's forms.

HotDocs Templates:

Variables:

Used	Name	Type	Repeat
1	Client first name TE	Text	F
1	Client last name TE	Text	F
1	Client middle name TE	Text	F
0	User Avatar	Text	F
1	User Gender	Text	F

Some are automatically in the variable list, others are at work in the background or waiting for you to use them.



A2J Author Program Variables

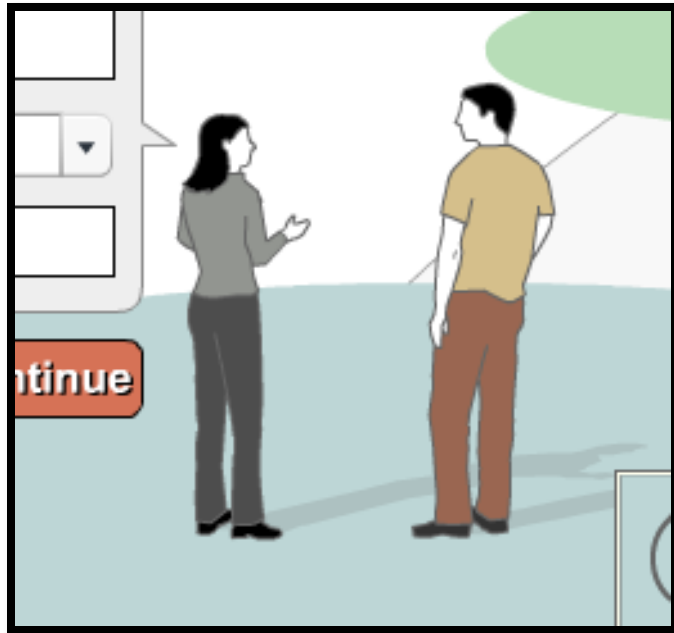
Agenda

1. What are “Program Variables?”
2. **User Avatar**
3. User Gender
4. A2J Step (1-12)
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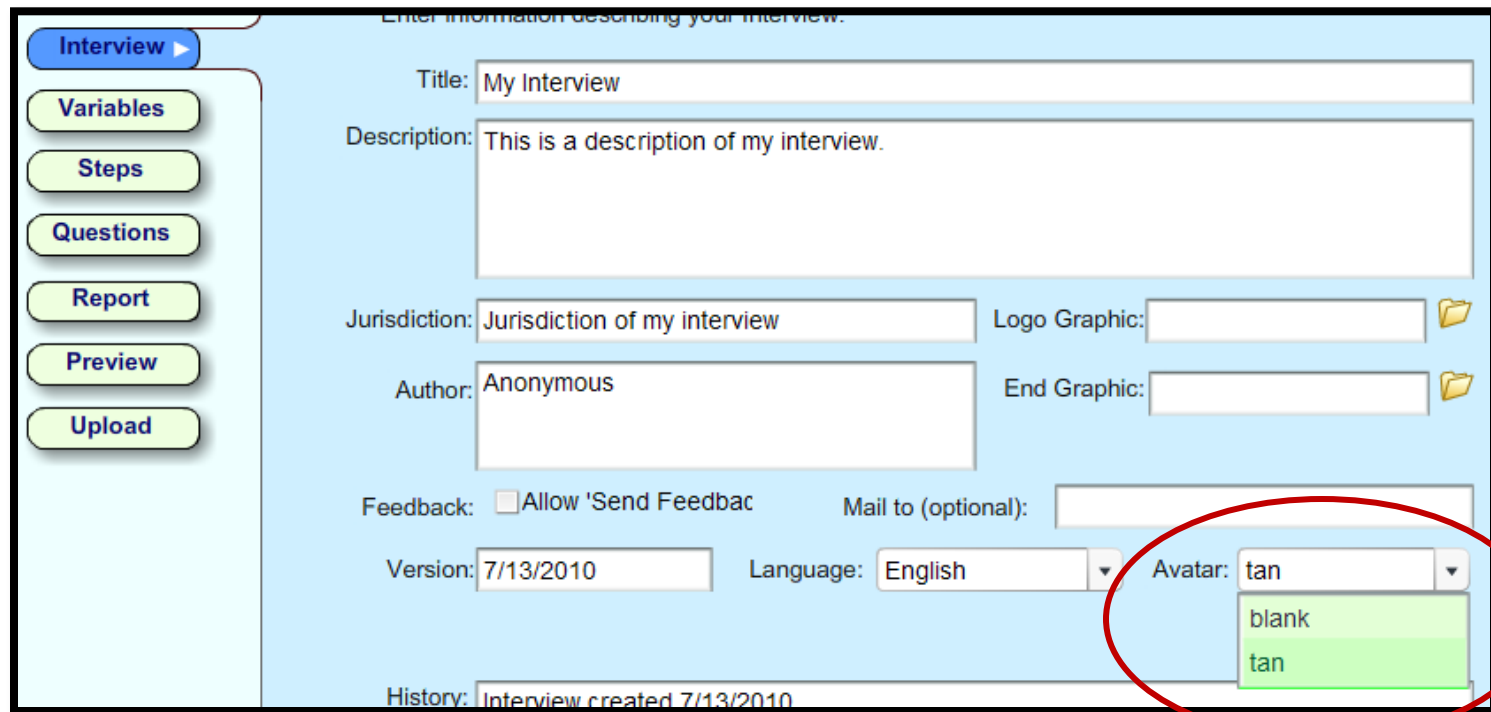
User Avatar

[User Avatar] determines whether the avatars displayed to the end-user are “blank” or “tan.”



User Avatar

Select “blank” or “tan” for the avatars on the Interview tab to set the **[User Avatar]** variable for the entire interview.

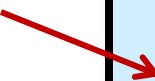


The screenshot shows a web interface for creating an interview. On the left is a sidebar with buttons for Interview, Variables, Steps, Questions, Report, Preview, and Upload. The main area is titled "Enter information describing your interview." and contains several input fields: Title (My Interview), Description (This is a description of my interview.), Jurisdiction (Jurisdiction of my interview), Logo Graphic (with a folder icon), Author (Anonymous), End Graphic (with a folder icon), Feedback (with a checkbox for "Allow 'Send Feedback'"), Mail to (optional), Version (7/13/2010), Language (English), and Avatar (tan). The Avatar dropdown menu is open, showing options for "blank" and "tan", and is circled in red. At the bottom, a History field shows "Interview created 7/13/2010".

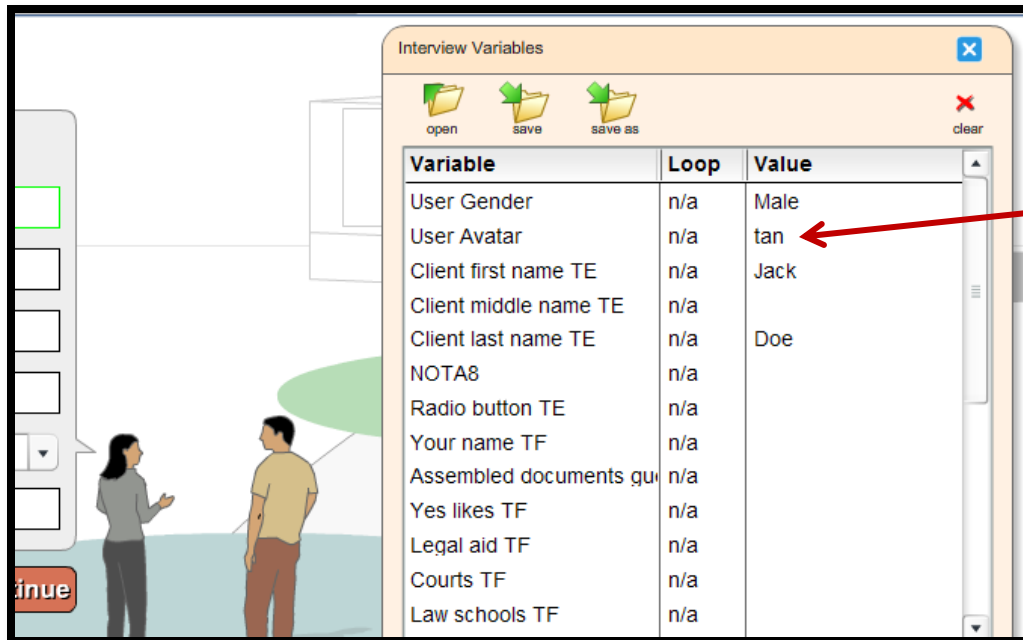


User Avatar

[User Avatar] appears on the Variables Tab, but does not appear “Used” because you will never use it in a question.



Used	Name	Type
1	Client first name TE	Text
1	Client last name TE	Text
1	Client middle name TE	Text
0	User Avatar	Text
1	User Gender	Text



Interview Variables

Variable	Loop	Value
User Gender	n/a	Male
User Avatar	n/a	tan
Client first name TE	n/a	Jack
Client middle name TE	n/a	
Client last name TE	n/a	Doe
NOTA8	n/a	
Radio button TE	n/a	
Your name TF	n/a	
Assembled documents qu	n/a	
Yes likes TF	n/a	
Legal aid TF	n/a	
Courts TF	n/a	
Law schools TF	n/a	

You can see [User Avatar] and its value on the Variables window in Preview Mode.

A2J Author Program Variables

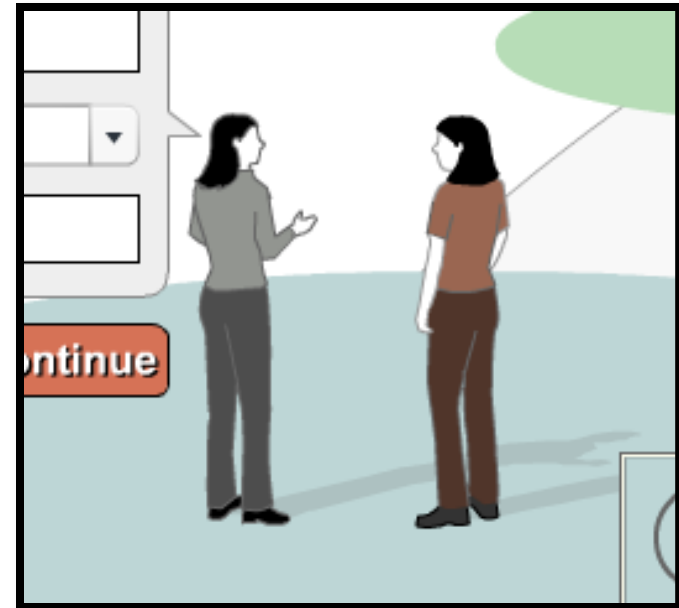
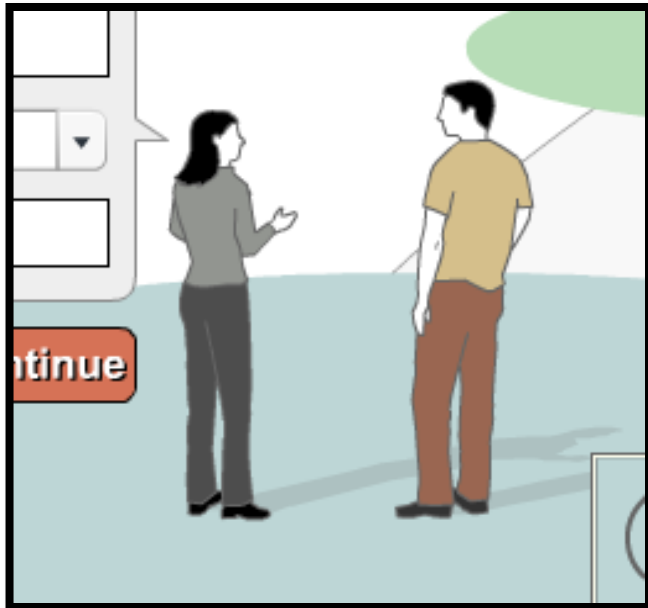
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User Gender

[User Gender] determines whether end-user's avatar is male or female.



User Gender

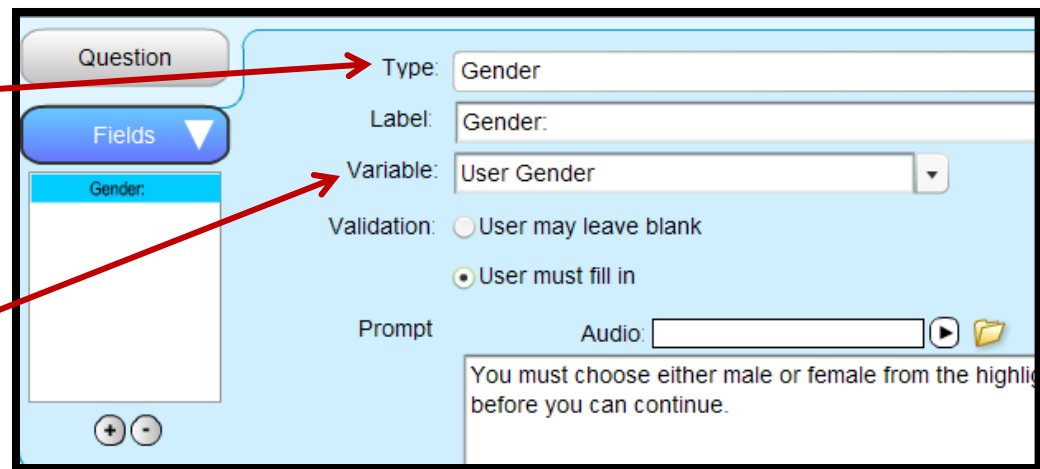


[User Gender] is set by asking the end-user to choose their gender.

“Field Type” is
“Gender”


Identify

[User Gender]
as the variable.

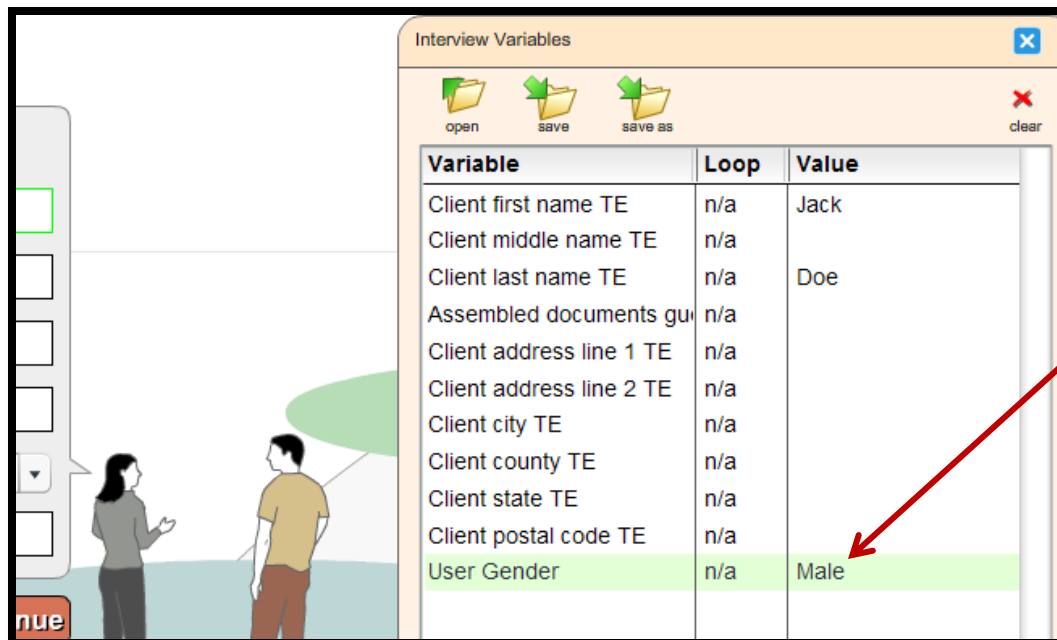


User Gender

[User Gender] appears on the Variables Tab and shows that it is “Used” in 1 question.



1	Client first name TE	Text	F
1	Client last name TE	Text	F
1	Client middle name TE	Text	F
0	User Avatar	Text	F
1	User Gender	Text	F



Interview Variables

Variable	Loop	Value
Client first name TE	n/a	Jack
Client middle name TE	n/a	
Client last name TE	n/a	Doe
Assembled documents gu	n/a	
Client address line 1 TE	n/a	
Client address line 2 TE	n/a	
Client city TE	n/a	
Client county TE	n/a	
Client state TE	n/a	
Client postal code TE	n/a	
User Gender	n/a	Male

You can see [User Gender] and its value on the Variables window in Preview Mode.

A2J Author Program Variables

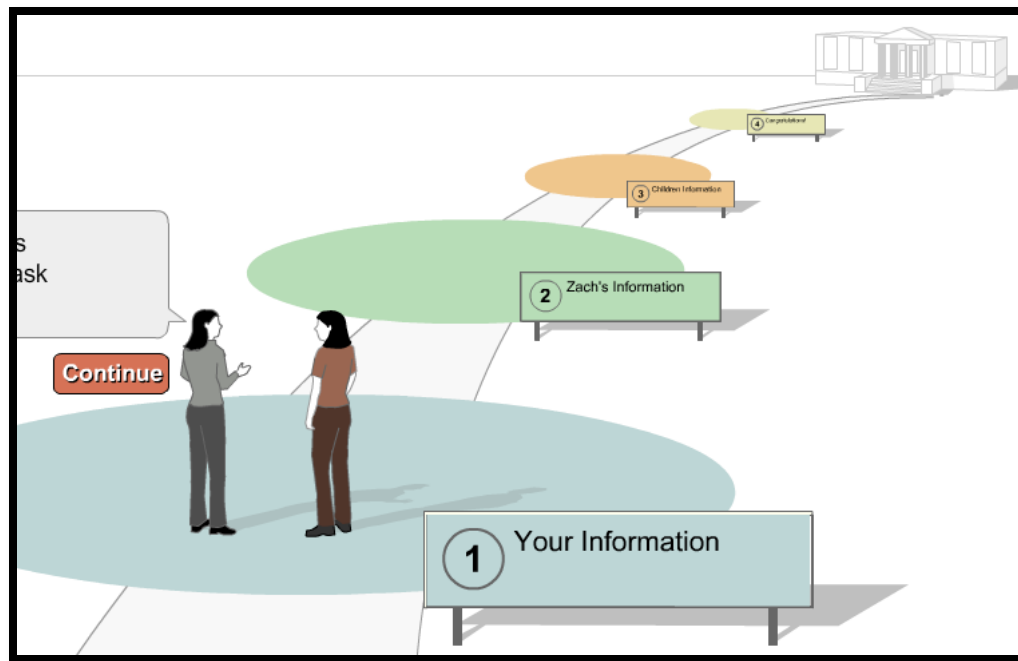
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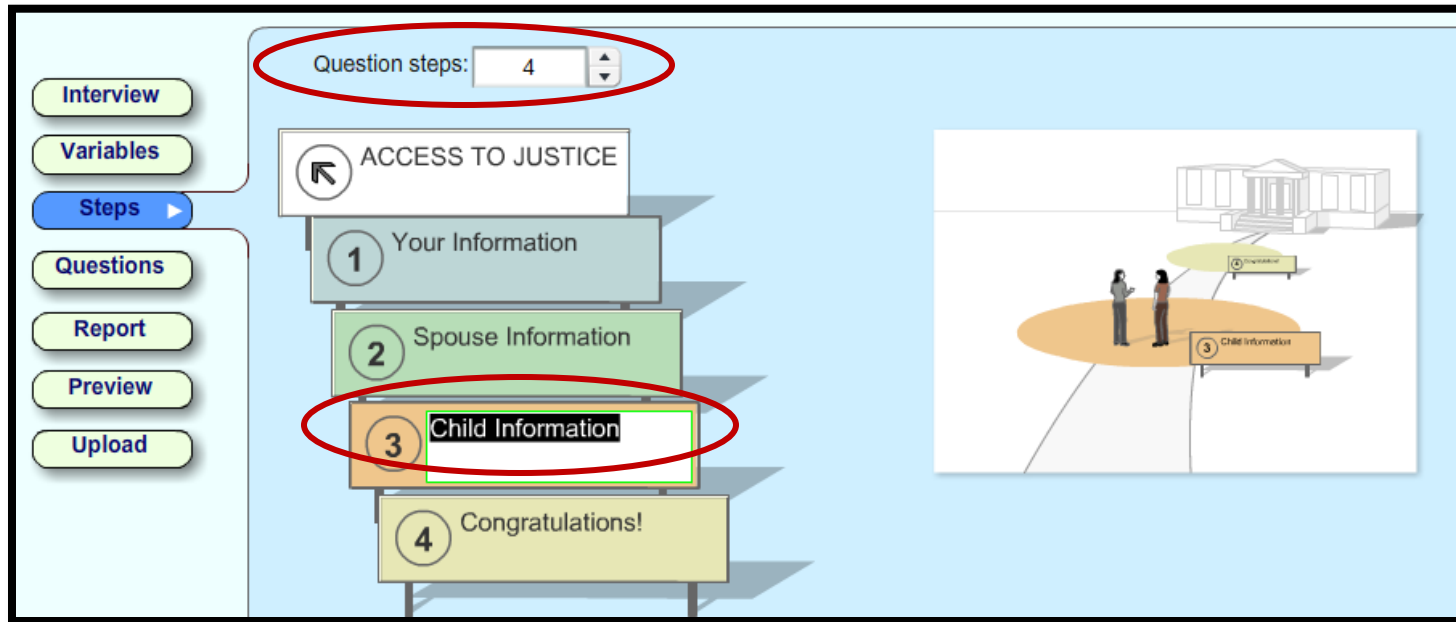
A2J Step (1-12)

Interviews can have up to 12 steps that act as an outline. There are 12 coordinating variables to set the language of the signpost: **[A2J Step 1]**, **[A2J Step 2]**, **[A2J Step 3]**, etc.



A2J Step (1-12)

Step signpost language can be set on the Steps tab of A2J Author. Use the drop down to add or remove steps.



Click the text in the box to make changes.



A2J Step (1-12)

Step signpost language can be changed by using **[A2J Step #]** variables in the Advanced tab of the Question Design Window.

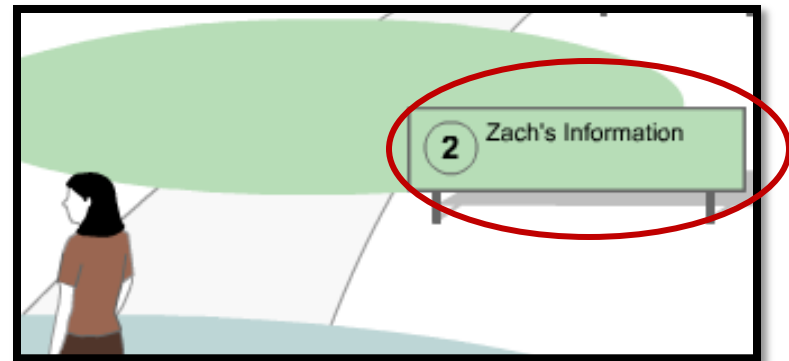
The screenshot displays the 'Advanced' tab of the Question Design Window. On the left, a sidebar contains a 'Buttons' section with a 'Continue' button and an 'Advanced' button with a right-pointing arrow. The main area is divided into sections: 'Event' (After user presses button), 'Condition' (1=1), and 'Actions'. The 'Actions' section contains a single action: '#1 IF TRUE THEN SET A2J Step 2=%[Spouse first name TE]%% + "s Information"'. Below this, an 'If' section is highlighted with a red oval. It includes a dropdown menu set to 'True', an 'Action' dropdown set to 'set variable to value', and a 'Variable' dropdown set to 'A2J Step 2'. Below the 'If' section, a 'Value' field contains the text: '%[Spouse first name TE]%% + "s Information"'. Navigation arrows are visible above the 'If' section.



A2J Step (1-12)



Signpost language changes from what is set on the Steps tab to what is designated for **[A2J Step #]** in the Advanced tab once that question occurs.



A2J Step (1-12)

[A2J Step #] appears on the Variables Tab only when used by the author.

Used	Name	Type
1	A2J Step 2	Unknown
1	A2J Step 3	Unknown
1	Child birth date DA	Date
1	Child first name TE	Text

Variable	Loop	Value
A2J Step 2	n/a	Zach's Information
A2J Step 3	n/a	Children Information
Child birth date DA	1	1/1/1950
Child birth date DA	3	8/13/2002
Child birth date DA	2	8/15/2002
Child first name TE	1	Abby
Child first name TE	3	sadfasdf
Child first name TE	2	Billy
Child last name TE	3	asdfasdf

You can see **[A2J Step #]** and its value on the Variables window in Preview Mode only when used by the author.



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A2J Navigation TF

[A2J Navigation TF] turns on and off the display of the “Back,” “Next” and “My Progress” controls.



A2J Navigation TF

[A2J Navigation TF] is set to “True” by default.

Use the Advanced Tab to set it to “False” to turn off the display of controls to end-users.

Event: Before question is displayed

Condition: 1=1

Actions: #1 IF TRUE THEN SET A2J Navigation TF=False

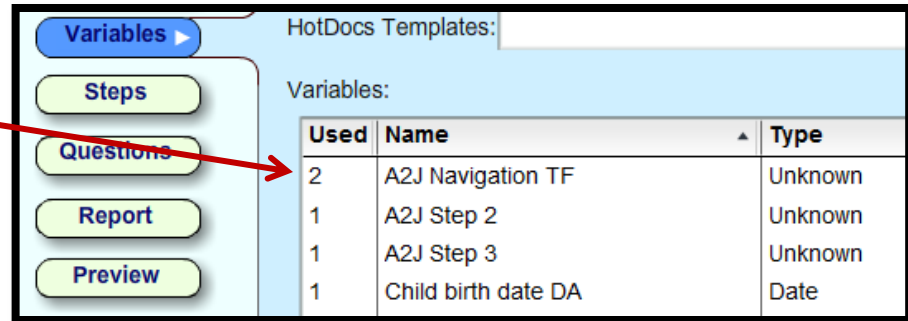
If: True Action: set variable to value Variable: A2J Navigation TF

Value: False

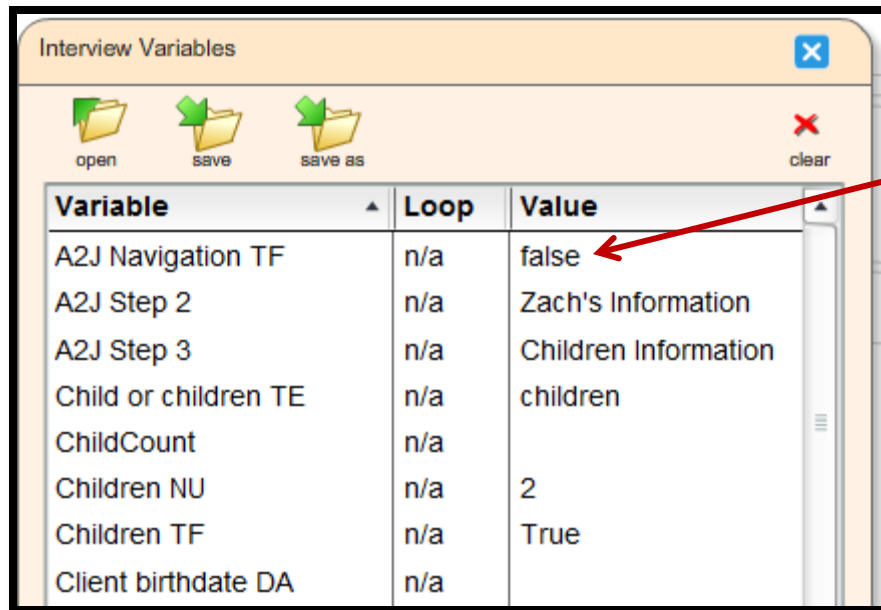


A2J Navigation TF

[A2J Navigation TF] appears on the Variables Tab only when used by the author.



Used	Name	Type
2	A2J Navigation TF	Unknown
1	A2J Step 2	Unknown
1	A2J Step 3	Unknown
1	Child birth date DA	Date



Variable	Loop	Value
A2J Navigation TF	n/a	false
A2J Step 2	n/a	Zach's Information
A2J Step 3	n/a	Children Information
Child or children TE	n/a	children
ChildCount	n/a	
Children NU	n/a	2
Children TF	n/a	True
Client birthdate DA	n/a	

You can see [A2J Step #] and its value on the Variables window in Preview Mode only when used by the author.



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A2J Interview Incomplete TF

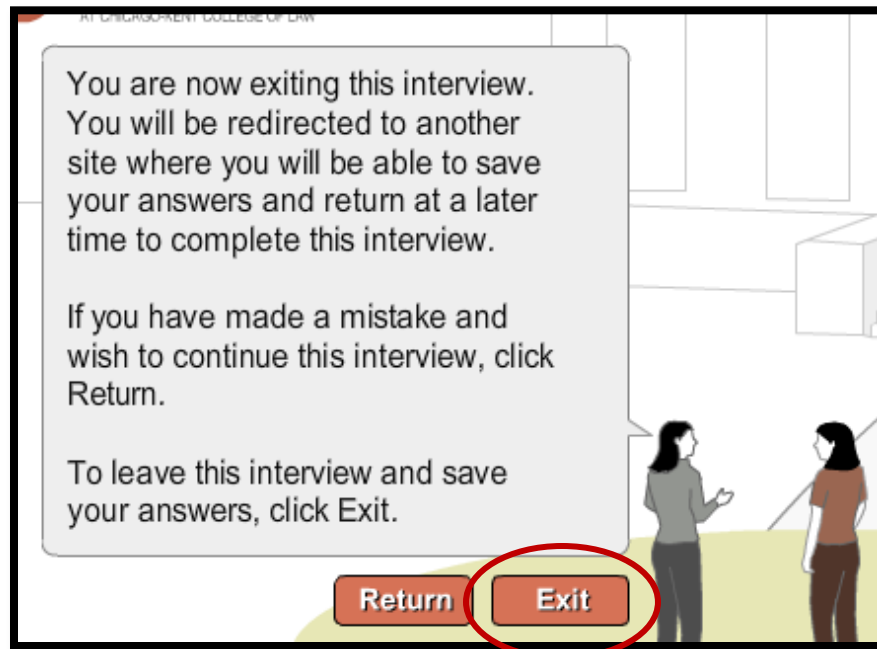
[A2J Interview Incomplete TF] tracks whether the end-user has exited the interview using the Exit to save option.



A2J Interview Incomplete TF

User must select “Exit” in the Exit Question to set **[A2J Interview Incomplete TF]** to “True,” not just the Exit button on the top of the screen.

This variable is stored in the answer file on the server.



[A2J Interview Incomplete TF] will not appear on the Variables tab or the Variables window in Preview Mode.



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Additional Resources

- ❑ **A2J Authoring Guide**

- ❑ Chapter 5 Variables Tab – Pgs. 41-45 Program Variables

- ❑ **Online A2J Authoring Guide on www.a2jauthor.org**

- ❑ Variables – Tutorials – Avatar Gender and How to Set a Default Variable

- ❑ **Trainings & Presentations on www.a2jauthor.org**

- ❑ Recorded trainings & presentations of various topics



Questions? Feedback?



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