

User guide for creating an online Patient and Public Involvement (PPI) impact log for researchers and public contributors.

Before you read this guidance document it is recommended you watch the short video tutorial. You can access this tutorial by following this link:

[PPI impact log video guidance - YouTube](#)

Introduction

This guidance has been developed to support researchers with using the online impact log and sharing the log with public contributors (see **Figure 1** for a picture of the PPI online impact logs).

The impact log has been created to provide a structure for capturing PPI activities and the impacts of PPI for the people involved, research and wider communities.

This guidance document will take you through using versions of the Impact logs hosted on Microsoft cloud, using Microsoft Forms and spreadsheets. If you do not have a Microsoft account, please contact: **enquiries@phwe.org.uk** for a template that you can use without needing a Microsoft account.

The online impact log for Patient and Public Involvement (PPI) for public contributors -v1

The online record for Patient Public Involvement (PPI) is a way to capture any immediate feedback from your PPI experience. It can be used as a record of the involvement and encourages reflection on any changes, benefits and learnings that have come from working together with researchers on this project. This is important as it can create evidence of how your involvement has impacted the research, as well as other important impacts such as those for yourself. Highlighting challenges will also help to improve future public involvement activities. The impact log is made up of 13 questions with text boxes and sliding scales to enable a time efficient way of recording the work. Researchers/facilitators are also encouraged to complete the log as well as public contributors as this will enable a comparisons of views.

*** Required**

1. Your name *

2. Date of form completion *

3. What was the name of the project that you are completing this online impact log for?

4. Was your involvement online or face to face?

Online

Face to Face

Other

The online impact log for Patient and Public Involvement (PPI) for researchers -Original

The online record for Patient Public Involvement (PPI) captures immediate feedback for PPI involvement. It can be used as a record of the involvement and encourages reflection on the immediate outcomes and impact of the work. It is made up of 10 questions with text boxes and sliding scales to enable a time efficient way of recording the work. Researchers/facilitators are encouraged to complete the record. It is important to ensure the views of public contributors are captured.

*** Required**

1. Your name *

2. Date of form completion *

3. Title of project *

4. What was the type of involvement?

Email

Online Meeting

Telephone Consultation

Series of Workshops

Figure 1: The Patient and Public Involvement (PPI) online impact logs

Guidance content overview

This guidance document will take you through the five steps required to create PPI online impact logs (for use by researchers and PPI contributors):

[Step 1](https://bit.ly/PPIimpactlogforresearchers)- Accessing the impact log template: Click on this link <https://bit.ly/PPIimpactlogforresearchers>

[Step 2](#)- Duplicating the impact log: Click the 'duplicate it' button - this will create your own copy of the online impact log. **Make a record somewhere safely on your computer of the webpage link (see Figure 4) from your duplicated impact log- you will need this later to view the responses!**

[Step 3](#)- Sharing and filling out the impact log: To enter information into your own impact log on your duplicated version click 'collect responses' (see Figure 6). You can then use this link to complete the log.

[Step 4](#)- Accessing responses to the online impact log: To view the online impact log responses use the webpage link you saved earlier (Step 3).

[Step 5](#)- Creating an online impact log (for sharing with PPI contributors): To create an online impact log for PPI contributors to complete, use this link <https://bit.ly/PPIimpactlogforpubliccontributors>. Then repeat steps 1-4.

Step 1: Accessing the impact log template (for completion by researchers)

- If you are a researcher looking to set up your own PPI online impact log, the first thing you need to do is create your own impact log using the templates we have created.
- To begin you will need to access the PPI online impact log (for researchers) template by using this link: <https://bit.ly/PPIimpactlogforresearchers>
- This should take you to a template with 10 questions.

Step 2: Duplicating the impact log

- If you are a researcher and you would like to create your own online impact log you will need to begin by clicking the 'duplicate it' button to save your own version of the impact log form (see Figure 2).
- After you have clicked 'Duplicate it' you will have created your own version of the form. You will be able to tell that it is your own version because it will say 'Copy' in the title (Figure 3).
- **Record the webpage link (see Figure 4)** from your copied impact log. You will need to use this webpage later when accessing responses (you can also locate your new copy of the template via your main 365 Microsoft account - in Forms or OneDrive –**see Figure 5**).
- Once you have your own version of the form, it is possible to change the questions, however we recommend that the questions within the original form remain the same. The PPI online impact log has been developed with patients and the public to make sure the questions are meaningful and will capture the range of possible impacts and learnings. You can also change the title of the form to include your own research project name.
- From this webpage you can choose to see the questions, or the responses.

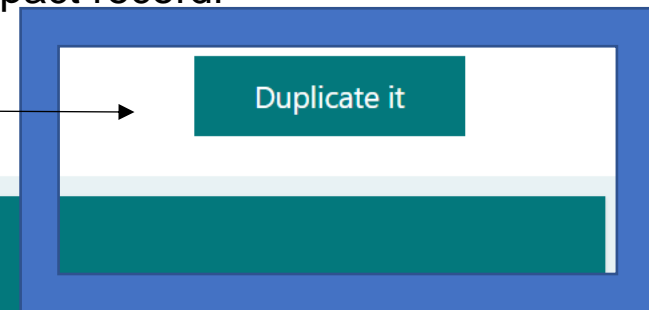
TOP TIP

Make a record of the webpage link (see Figure 4) from your copied impact log as you will need to use this webpage later when accessing responses (you can also locate your new copy of the template via your main 365 Microsoft account - in Forms or OneDrive **(see Figure 5)**).

Figure 2: A screenshot to show how to duplicate the online impact record.



Duplicate this form to use as your own.



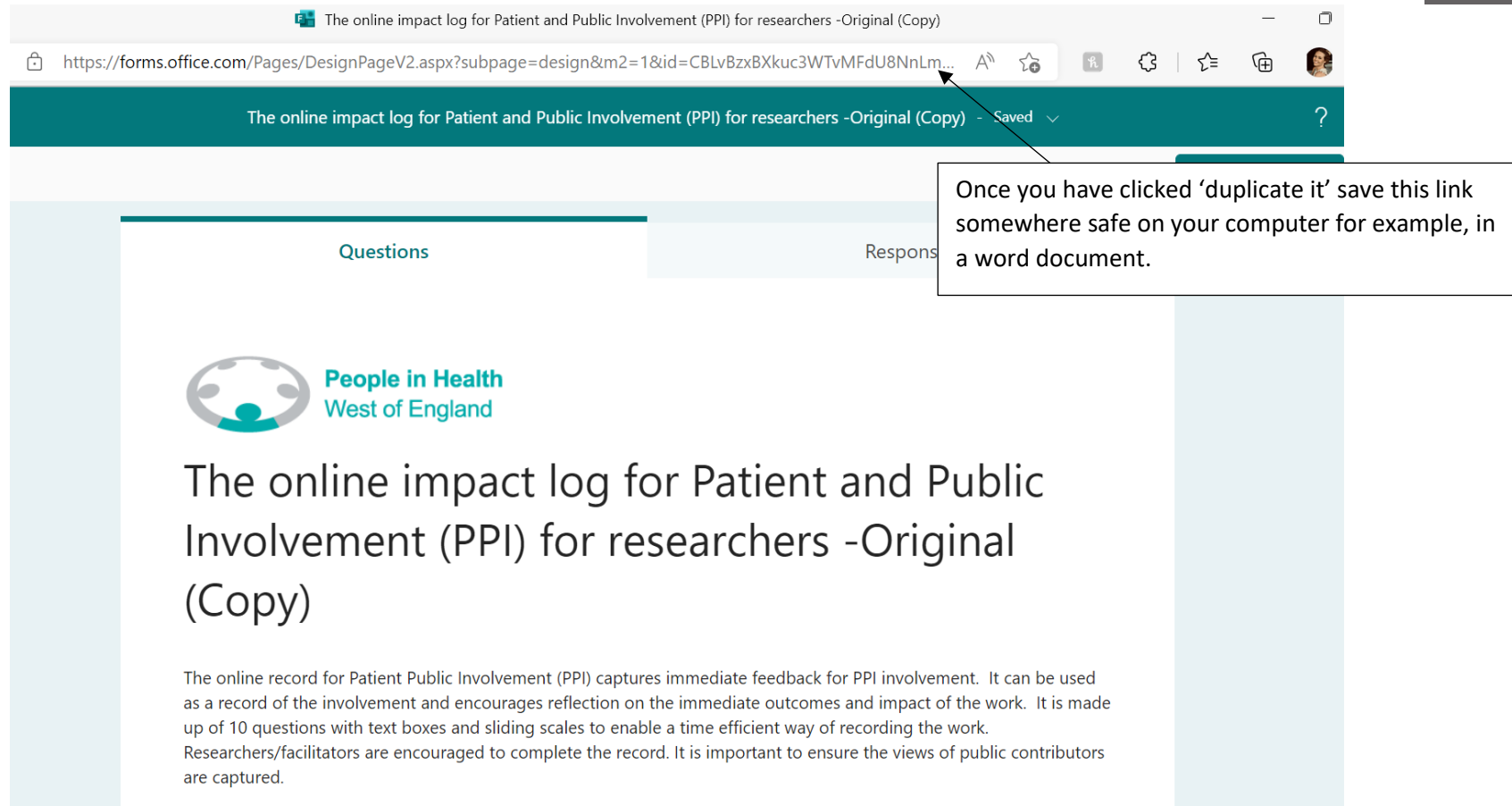
People in Health
West of England

The online impact log for Patient and Public Involvement (PPI) for researchers

The online record for Patient Public Involvement (PPI) captures immediate feedback for PPI involvement. It can be used as a record of the involvement and encourages reflection on the immediate outcomes and impact of the work. It is made up of 10 questions with text boxes and sliding scales to enable a time efficient way of recording the work. Researchers/facilitators are encouraged to complete the record. It is important to ensure the views of public contributors are captured.




Figure 3: A picture to show a successfully duplicated online impact log form (the title is followed by “(Copy)”).



The online impact log for Patient and Public Involvement (PPI) for researchers -Original (Copy)

Questions

Responses



People in Health
West of England

The online impact log for Patient and Public Involvement (PPI) for researchers -Original (Copy)

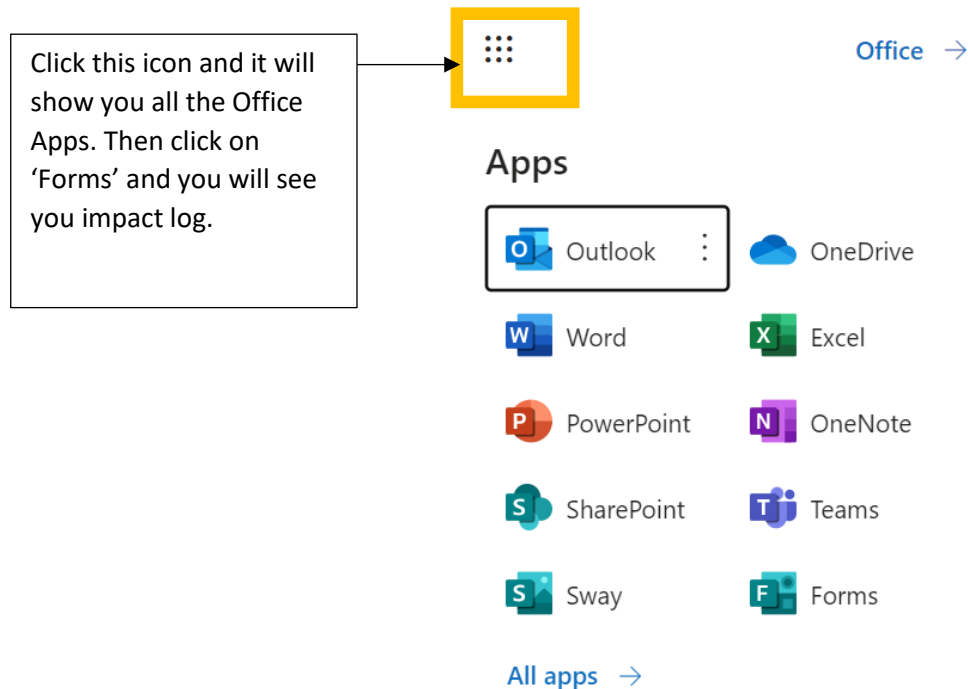
The online record for Patient Public Involvement (PPI) captures immediate feedback for PPI involvement. It can be used as a record of the involvement and encourages reflection on the immediate outcomes and impact of the work. It is made up of 10 questions with text boxes and sliding scales to enable a time efficient way of recording the work. Researchers/facilitators are encouraged to complete the record. It is important to ensure the views of public contributors are captured.

Once you have clicked 'duplicate it' save this link somewhere safe on your computer for example, in a word document.

Figure 4: An image showing how to save the link for the PPI online impact form you have created

Figure 5: Steps need to access your form via your Microsoft 365 account

- Go to <https://www.office.com/>
- Sign in with your Office 365 Account – if you are unsure of what this is please contact enquiries@phwe.org.uk and we will help you.
- Once logged in, you should see a square of dots in the top right-hand side. Click on this icon and it will show you all the Office Apps. Click 'Forms' and this will take you to your impact log.



Step 3: Sharing and filling out the impact log

- You're now ready to start sharing this impact log with your colleagues. You can also use this log yourself if you are the sole or lead researcher on a project.
- To share the impact log, you can send a link to yourself and any other researchers/ colleagues that you want to complete the log. To do this, click 'collect responses', select the option 'anyone can respond' from the drop-down menu and then copy the link (Figure 6). This will allow anyone to enter information on the impact log.
- This link can now be sent to your colleagues, and they can complete the impact log.

Forms The online impact log for Patient and Public Involvement (PPI) for public contributors (Copy) - Saved Go premium ?

Preview Theme Send

Questions Responses

1. Click on the SEND/ COLLECT RESPONSES button (on the top right-hand corner), this will create a shareable link. You can enter information into the PPI online impact log using this link.

Send and collect responses

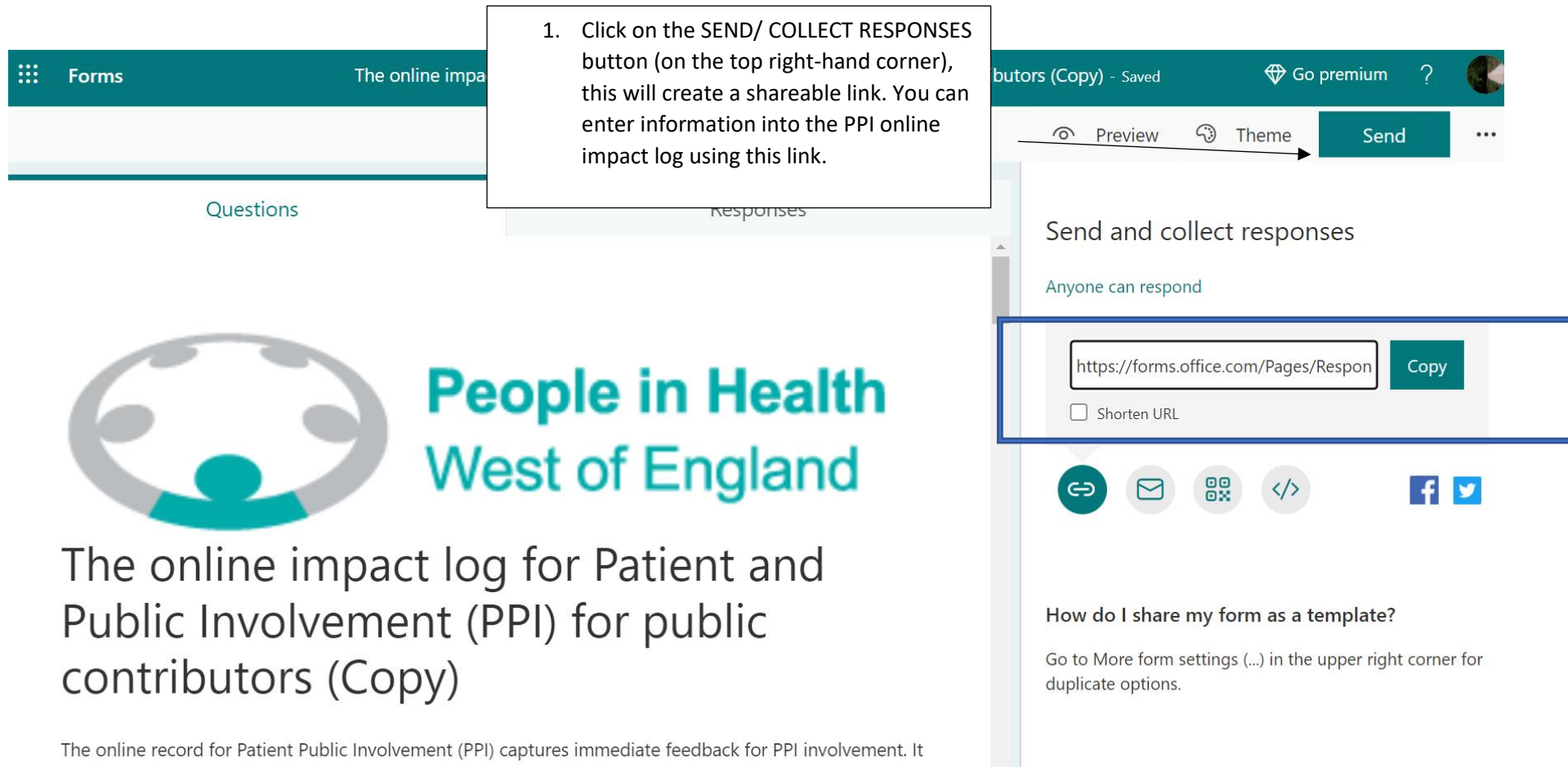
Anyone can respond

<https://forms.office.com/Pages/ResponseForm.aspx?id=...> Copy

Shorten URL

How do I share my form as a template?

Go to More form settings (...) in the upper right corner for duplicate options.



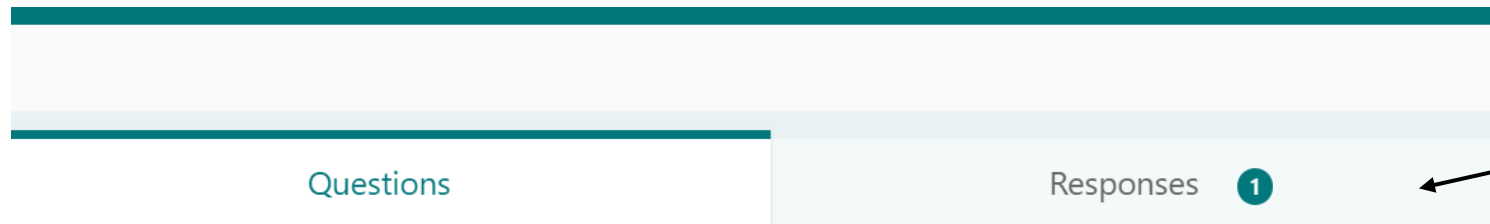
The online impact log for Patient and Public Involvement (PPI) for public contributors (Copy)

The online record for Patient Public Involvement (PPI) captures immediate feedback for PPI involvement. It

Figure 6: An image showing how to create a link to share the form.

Step 4: Accessing responses to the online impact log

- Once a response has been submitted you can access this information on the main webpage that is available to you as the owner of the PPI online impact log **This will be the webpage link you saved in [Step 2](#).**
- Click the response tab to view and you will be able to see the information that has been entered into this impact log (Figure 8).
- You can also view your data in an excel spreadsheet. To do this you will need to click the 'open in excel button' this will produce and download an excel spreadsheet that you can view and edit (FiguresFigure 8,Figure 9, Figure 10 and Figure 10).



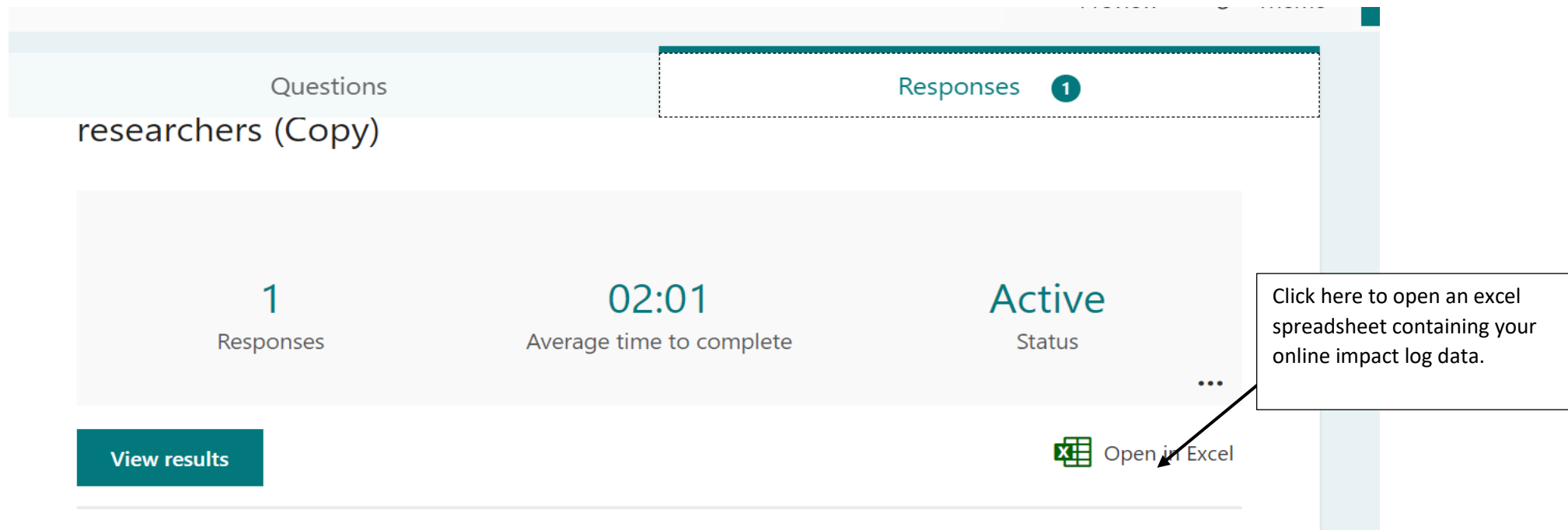
When you have returned to your form you will see the responses tab and it will show the data that you have just entered into your log.



The online impact log for Patient and Public Involvement (PPI) for researchers (Copy)

The online record for Patient Public Involvement (PPI) captures immediate feedback for PPI involvement. It can be used as a record of the involvement and encourages reflection on the immediate outcomes and impact of the work. It is made up of 10 questions with text boxes and sliding scales to enable a time efficient way of recording the work. Researchers/facilitators are encouraged to complete the record. It is important to ensure the views of public contributors are captured.

Figure 7: Click on the response tab to see the data you have entered into the online impact log



Questions

researchers (Copy)

Responses 1

1 Responses	02:01 Average time to complete	Active Status	...
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View results

Open in Excel

Click here to open an excel spreadsheet containing your online impact log data.

Figure 8: An image to show how you can access the online impact log data in excel

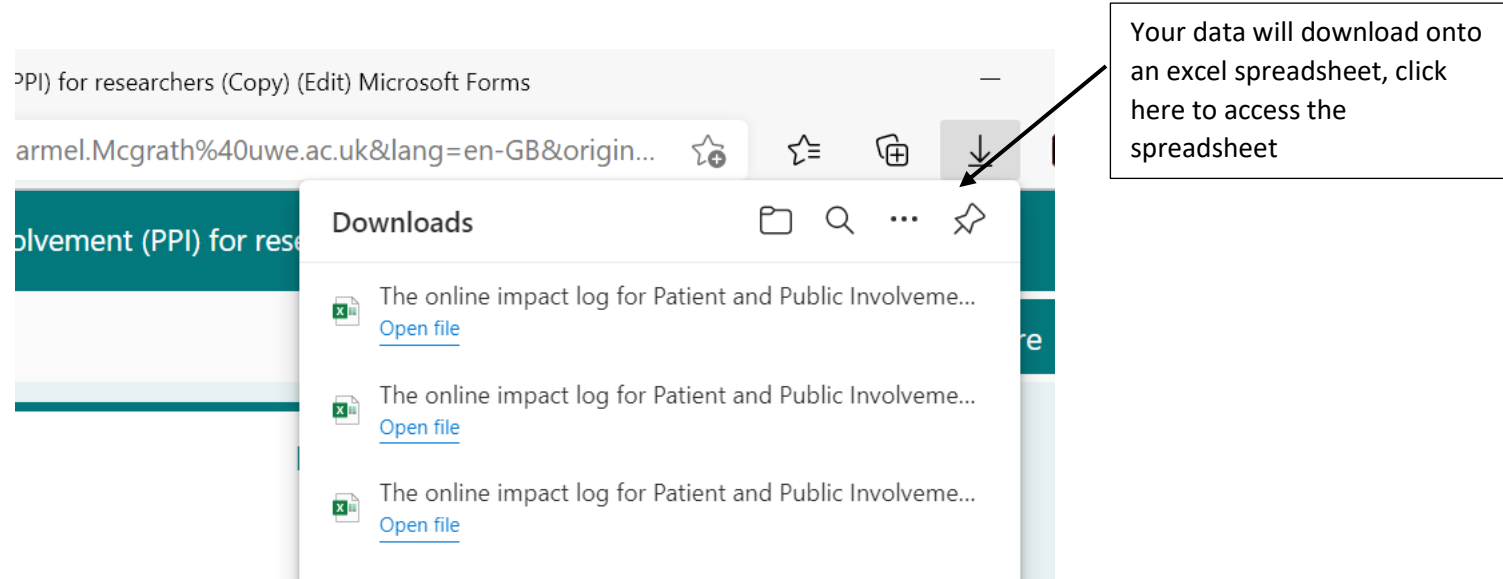
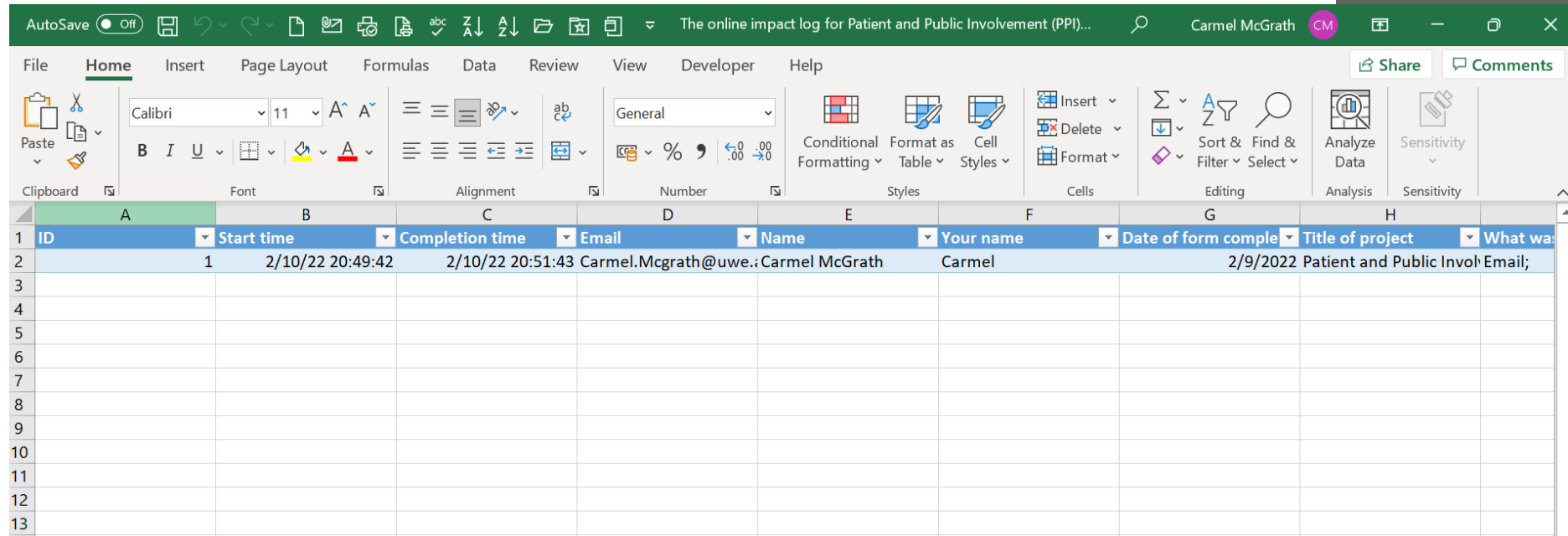


Figure 9: An image showing where to access the excel spreadsheet



ID	Start time	Completion time	Email	Name	Your name	Date of form comple	Title of project	What wa
1	2/10/22 20:49:42	2/10/22 20:51:43	Carmel.Mcgrath@uwe.	Carmel McGrath	Carmel	2/9/2022	Patient and Public Invol	Email;
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Figure 10: Example of downloaded Excel spreadsheet containing impact log responses

This section of the guidance has shown you how to create and use a PPI online impact log for researchers. The next section tells you how to create an online impact log for public contributors.

Please note: The PPI online impact logs can be completed throughout the life course of the project. Each time you complete an impact log, the information is collated into the one form therefore you only need to have two links set up – one for researchers and one for public contributors. You can add the date for each PPI activity on the form to keep track of your impacts as the project progresses.

Step 5: Creating an online impact log (for sharing with PPI contributors)

- A PPI online impact form for sharing with contributors can be created using a template already created. To use the template for your own project, you will need to follow the steps already stated above.
- Once you have read steps 1-4, you will need to click this link to the template we have created:
<https://bit.ly/PPIimpactlogforpubliccontributors>
- Duplicate the template form (**repeat [step 2](#)**).

- Make a record of the webpage link (once you have duplicated the log) as you will need to use this webpage later when accessing responses **(as detailed in [step 2](#))**.
- Create a 'Collect responses' link, making sure you select 'anyone can respond'. You can then use this link to send out to public contributors **(as detailed in [step 3](#))**
- You can review the responses using the link you have saved or in the excel spreadsheet **(as detailed in [step 4](#))**.

End of Guidance Document