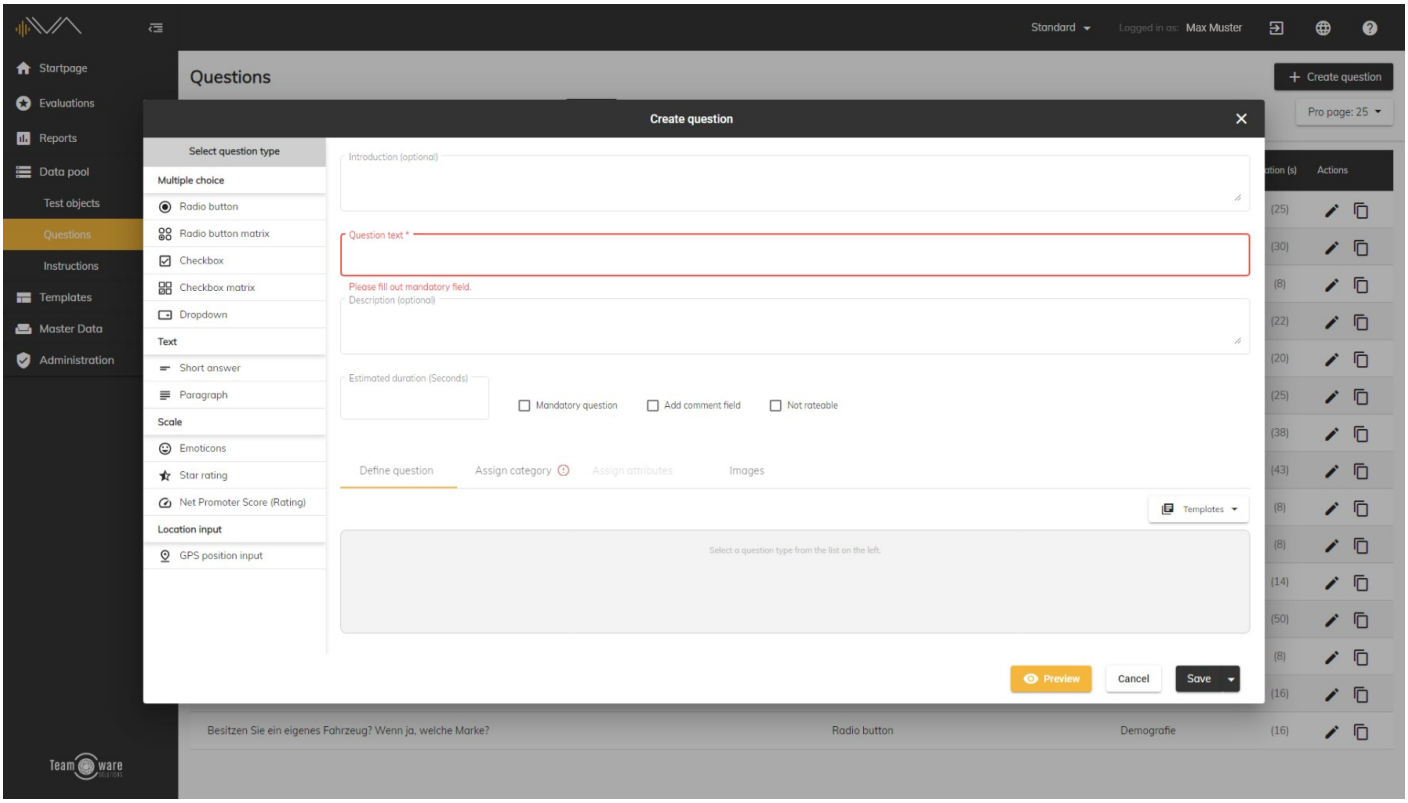
Questions

- How do I create a new question?
- How do I edit an existing question?
- How do I delete an existing question?

How do I create a new question?



Navigate to the Data Pool > Questions menu item and then click the Create Question button at the top right of the page. A pop-up dialog for creating a new question for the active division will appear. You can now add the following entries:

Introduction (optional)

Question text (mandatory field): enter your question here. Example: How do you like the new company structure?

Description (optional): If required, you can add a description text for your question here.

Estimated duration (optional): You can enter an estimated duration for answering the question. Thus, an approximate duration for processing a created questionnaire can be calculated.

Mandatory question (optional): Defines this question as a mandatory question. If one or more mandatory questions are assigned to a question catalog, it can only be sent if these have been answered.

Add comment field (optional): An additional comment field is added to the question. This allows the user to add a comment in addition to the actual answer to the question.

Not rate able: Select this option if you want the tester to be able to mark the question as not rateable.

The 3 tabs

Define question

Here you can define your question in more detail by selecting a question type in the column on the left. A question can only have exactly one question type.

- **Multiple choice question types:** For these question types, options must be specified in each case, which will be displayed to the tester in the test and between which he must decide. There are the following question types: Radio button, checkbox, radio button matrix, checkbox matrix, dropdown.
- **Text question types:** A short answer or a paragraph are available. In both cases you can define the minimum and maximum number of characters.
- **Scale question types:** Emoticons, star rating and net promoter score are available for selection here. For emoticons, you can select a scale of up to 5 emoticons with corresponding images. For star rating, you can select a scale from 1 to a maximum of 10 stars, as well as a color. The net promoter score, which is typical in the automotive sector, consists of 10 levels by default, for each of which a separate error rating can be entered. You can also add a PDF as a legend/explanation.
- **Location input:** Here the tester can note a location on a map.

Templates

The current question type including the corresponding answers can be saved as a template for reuse. To do this, click on the "Templates" button on the right-hand side and then select "Save as template". You can also use an existing template for the current question - just click the "Templates" button and then select the template you want to use.

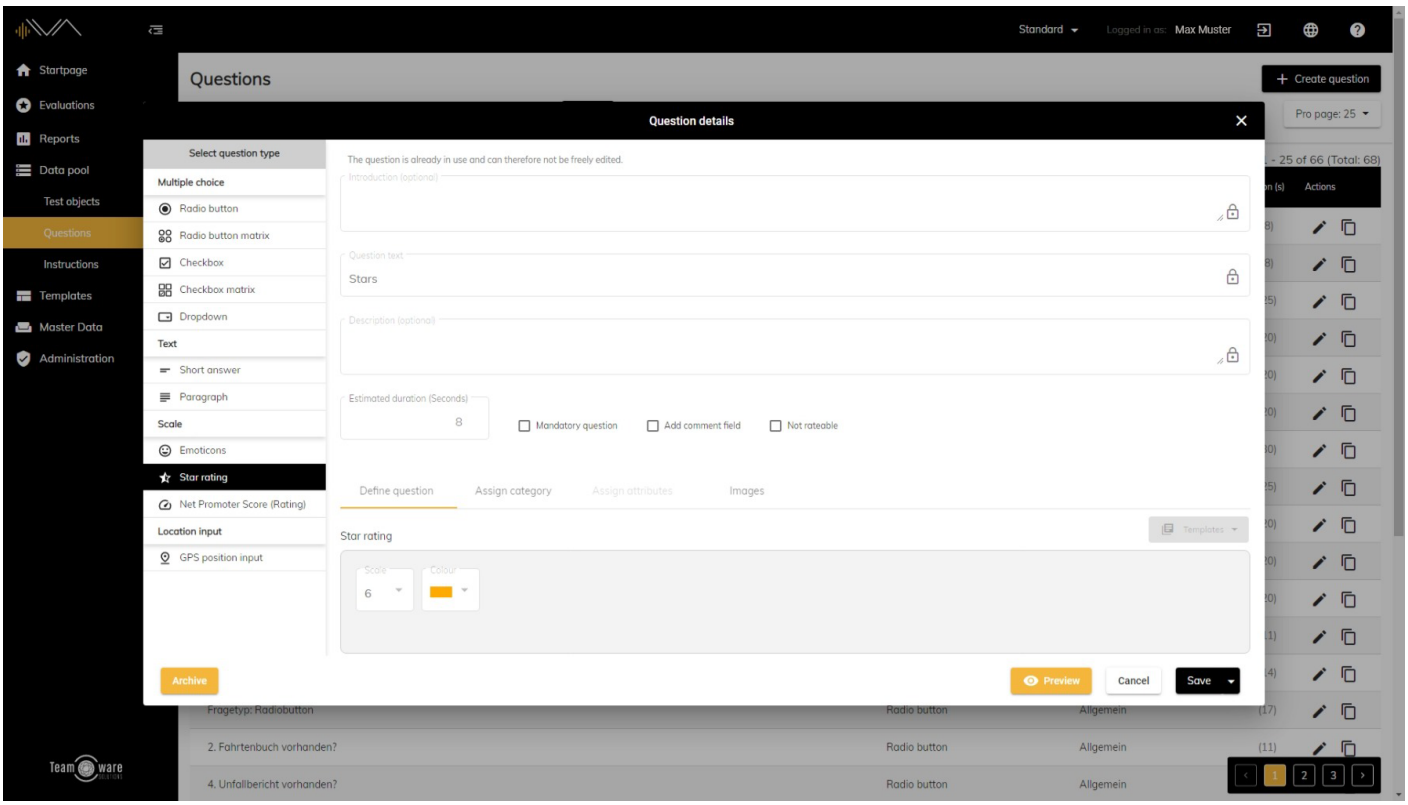
Assign category

You can assign a category to your question (mandatory field). To do this, you will see an overview of all categories in this section on the left side. If you want to select a main category, just click on the name. However, if you want to select a subcategory, first click on the arrow to the left of the main category and select the desired subcategory analogously.

Images

If necessary, you can add images to your question to better clarify more complex issues. You can add up to two images via drag&drop or a click on the marked areas.

How do I edit an existing question?



Navigate to the menu item Data pool > Questions. You will now see an overview of all questions in the selected area. Then double-click on the question you want to edit or click on the pencil. A pop-up dialog will appear with the details of the selected question. You can now change the following entries:

Question text (mandatory field): enter your question here. This field can be changed freely as long as the question is not yet used in any evaluations or tests. As soon as the question is used in one or more evaluations or tests, this field is locked. However, by clicking on the lock, this field can be unlocked and edited again if needed.

Description (optional): If needed, you can add a description text for your question here. This field can be freely changed as long as the question is not yet used in any evaluations or tests. As soon as the question is used in one or more evaluations or tests, this field is locked. However, by clicking on the lock, this field can be unlocked and edited again if needed.

Estimated duration (optional): You can store an estimated duration for answering the question. Thus, an approximate duration for the processing of a created question catalog can be calculated. You can change this information at any time.

Mandatory question (optional): Defines this question as a mandatory question. If one or more mandatory questions are assigned to a question catalog, it can only be sent if these have been answered. You can change this selection at any time.

Add comment field (optional): An additional comment field is added to the question. This allows the user to add a comment in addition to the actual answer to the question. You can change this selection at any time.

The 3 tabs

Define question

Once a question has been created in the data pool, neither the question type nor the other options for defining questions can be changed. In addition, a question that has already been saved can no longer be saved as a template.

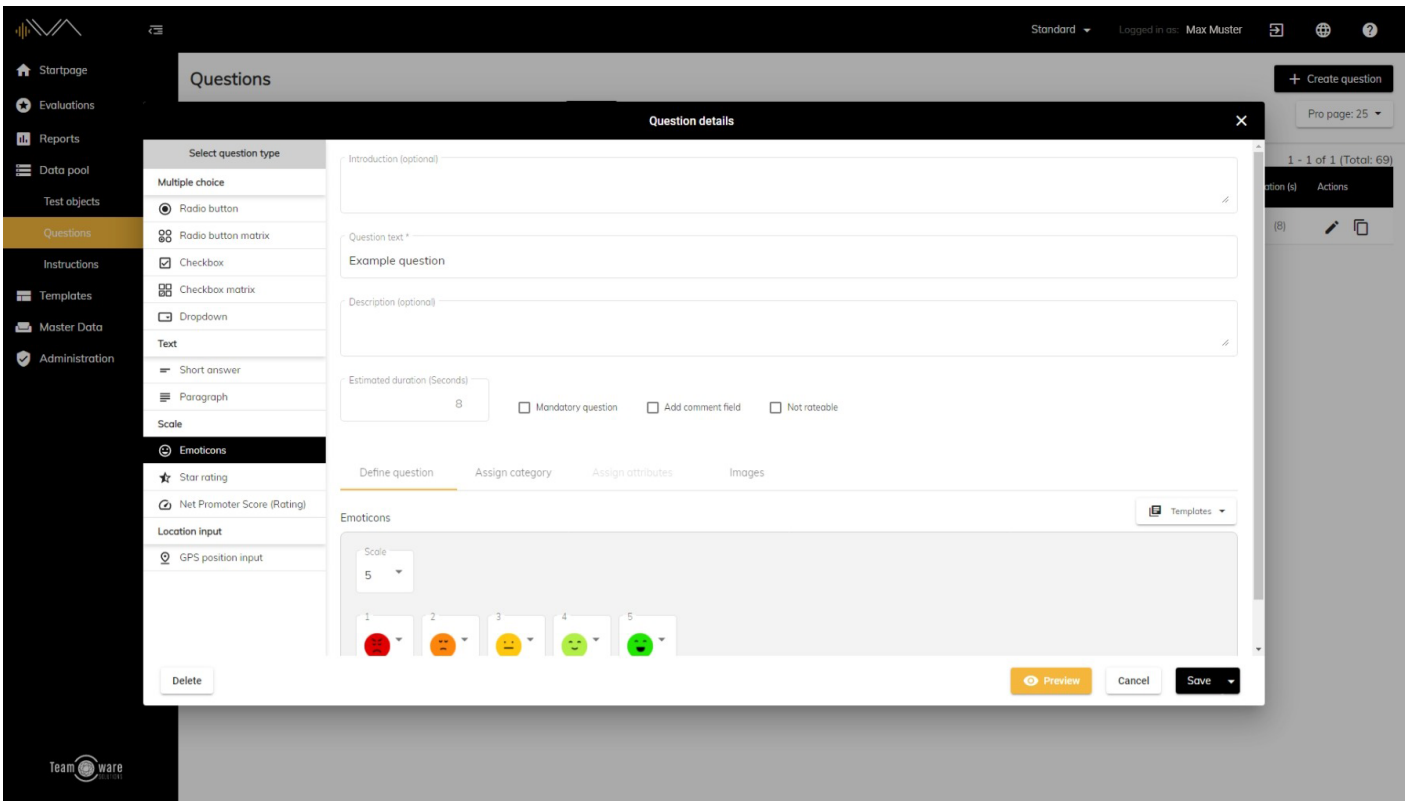
Assign category

If required, you can assign your question to a category. For this purpose, you will see an overview of all categories in this area on the left side. If you want to select a main category, just click on the name. However, if you want to select a subcategory, first click on the arrow to the left of the main category and select the desired subcategory analogously. This field always remains freely changeable.

Images

If necessary, you can add images to your question to better clarify more complex issues. You can add up to two images via drag&drop or a click on the marked areas. To remove an attached image, hover over the image and click on the red cross in the upper right corner. You can also add and remove images afterwards.

How do I delete an existing question?



In IVA, questions can only be deleted as long as they are not used in any tests. Otherwise, questions can only be archived.

Navigate to the menu item Data pool > Questions. You will now see an overview of all questions in the selected range. Double-click on the question you want to delete or click on the pencil. A pop-up dialog will appear with the details of the selected question.

To delete the question, click on the "Delete" button at the bottom left of the dialog window. The button text will now change to "Confirm deletion!" - Click the button again to finally delete the question.