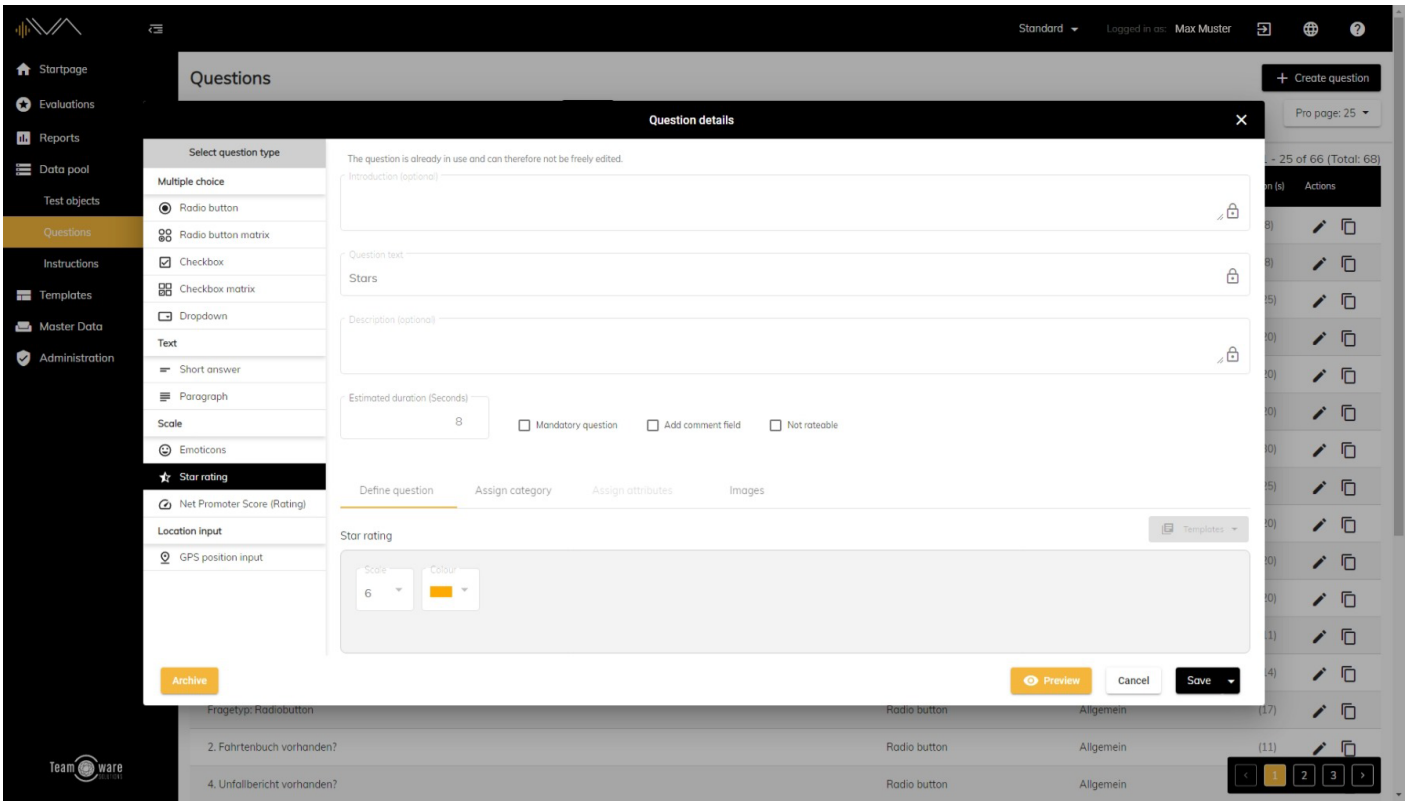
How do I edit an existing question?



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.

Revision #3
Created 3 March 2021 08:21:26
Updated 2 January 2023 14:28:55