

# Answer options

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# How do I create a new answer option?

The screenshot shows the 'Create answer option' dialog box in the Teamware software. The dialog has a dark header with the title 'Create answer option' and a close button. Below the header, there is a 'Name' field (mandatory, indicated by an asterisk) and a 'Description' field. To the left of these fields is a 'Select question type' section with a list of options: Multiple choice, Radio button, Radio button matrix, Checkbox, Checkbox matrix, Dropdown, Text, Short answer, Paragraph, Scale, Emotions, Star rating, Net Promoter Score (Rating), Location input, and GPS position input. The 'Text' option is currently selected. Below the list is a large text area for configuration. At the bottom right of the dialog are 'Cancel' and 'Save' buttons. The background shows the 'Answer options' overview page with a sidebar navigation menu and a top navigation bar.

To create a new answer option, first navigate to the corresponding menu item. To do so, click on Templates -> Answer Options in the left navigation bar. There you will see an overview with all your existing answer options. To add a new one, click on the "Create answer option" button in the upper right corner. Now a new popup appears where you can give the set a name (attention: mandatory field) and optionally add a description. In the left column you can see an overview with all available question types. When you have decided on a question type, simply click on the corresponding line. The selected question type is now waiting for your configuration in the big box. When you are done, don't forget to press the "Save" button.

# How do I edit an existing answer option?

The screenshot displays the 'Answer options' management interface. On the left, a navigation sidebar includes links for Startpage, Evaluations, Reports, Data pool, Templates, Questionnaires, Instruction sets, Attribute sets, Category sets, Answer options (highlighted), Master Data, and Administration. The main area is titled 'Answer options' and contains a '+ Create answer option' button and an 'Import from other division' link. A 'Pro page: 25' indicator is visible. A '1 - 4 of 4' status bar is at the bottom right. The 'Answer option details' popup is open, showing a list of question types on the left: Multiple choice, Radio button (selected), Radio button matrix, Checkbox, Checkbox matrix, Dropdown, Text, Short answer, Paragraph, Scale, Emoticons, Star rating, Net Promoter Score (Rating), Location input, and GPS position input. The details section for the 'Radio button' type shows the 'Name' field with 'Ja-Nein', a 'Description' field, and a list of options. The first option is 'Ja' with a green flag, and the second is 'Nein' with a red flag. There is a '+ Add 'Other'' button below the list. At the bottom of the popup are 'Delete', 'Cancel', and 'Save' buttons. The Teamware logo is in the bottom left corner.

To edit an existing answer option, you must first navigate to the corresponding page. To do this, click on "Templates" -> "Answer Options" in the left navigation bar. Select your desired answer option there (tip: you can also use the search) and double-click on the corresponding line or alternatively on the pencil icon. Now a popup will open where you can see all available question types in the small column and the details of your answer option in the large area. There you can edit the name, description as well as the configuration of the current question type. When you are done editing, don't forget to click the Save button.

# Importing answer options from another division

To import answer options from another division into your division, first navigate to “Templates” -> “Answer options”.

Here, click on the “Import from other division” button. A pop-up will then open with the divisions from which you can import answer options. Select a division and then click on Import to import the relevant answer options.