

Answer options

- How do I create a new answer option?
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How do I create a new answer option?

The screenshot shows the 'Create answer option' dialog box in the Teamware application. The dialog is titled 'Create answer option' and has a close button (X) in the top right corner. It features a sidebar on the left with the heading 'Select question type' and a list of question types: 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. The main area of the dialog contains a 'Name' field (marked as mandatory with an asterisk), a 'Description' field, and a large text area for configuration. At the bottom right, there are 'Cancel' and 'Save' buttons. The background shows the 'Answer options' overview page with a sidebar on the left containing navigation items like Startpage, Evaluations, Reports, Data pool, Templates, Questionnaires, Instruction sets, Attribute sets, Category sets, Master Data, and Administration. The top right of the background page shows the user is logged in as 'Max Muster'.

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 sidebar lists various templates and settings. The main area is titled 'Answer options' and contains a list of question types. The 'Radio button' type is selected, opening a detailed view. This view includes a 'Name' field with the value 'Ja-Nein', a 'Description' field, and a 'Radio button' configuration section. The 'Radio button' section shows a list of options: 'Ja' (selected) and 'Nein'. There are also buttons for '+ Add 'Other'' and 'Delete'. The interface is part of the Teamware software, as indicated by the logo 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.