

Assigning question catalogs to questionnaire series

First navigate to the menu item "Templates" -> "Questionnaire series". Here you will see an overview of all existing questionnaire series.

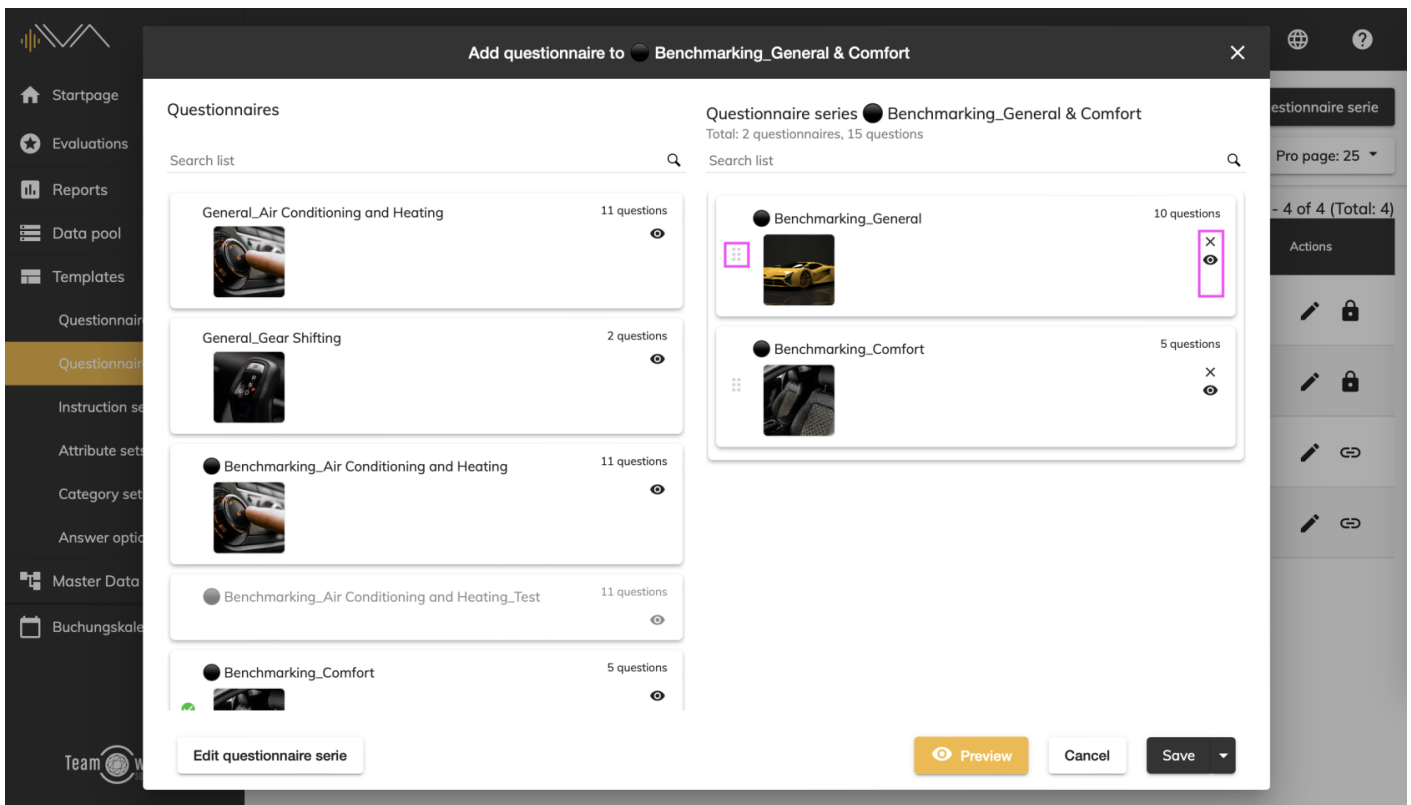
Select the relevant questionnaire series (tip: you can also use the search function) and click on the "Pencil" icon or double-click on the corresponding line. A new pop-up "Details questionnaire series" appears.

At the bottom left you will see a button "Add questionnaires". Click on it to open a new pop-up, that's consisting of two parts. The left half contains the existing question catalogs and the right half contains the questionnaire series.

The screenshot shows the 'Details questionnaire series' pop-up in the Teamware software. The pop-up is titled 'Details questionnaire serie' and has a close button (X) in the top right. It contains a form for editing a questionnaire series. On the left, there is a preview image of a car interior. The form fields include: 'Title *' with the value 'Benchmarking_General & Comfort' and a note 'The title must be unique.'; 'Description' (empty); 'Number of questionnaires' (2); 'Number of questions' (15); 'Duration of response (min)' (7) with a note 'Leave blank for to use the estimation calculated from the questions. Current: 7 min.'; and 'Last update' (10/19/2023). At the bottom left, there are two buttons: 'Archive' (orange) and 'Add questionnaires' (pink, highlighted with a red border). At the bottom right, there are two buttons: 'Cancel' (white) and 'Save' (black). The background shows the 'Questionnaire series' overview page with a sidebar menu on the left and a table of series on the right.

You can drag and drop (six small dots on the left) a question catalog from the left column to the right column or double-click on the question catalog you want to assign.

You can remove question catalogs that have already been added to your series by clicking on the cross icon on the right-hand side. You can call up a preview via the "eye" symbol in the tile of the respective question catalog.



When you have finished editing, don't forget to click on the "Save" button.

Revision #4

Created 4 December 2023 15:35:57 by vmu

Updated 5 June 2024 22:39:43 by sgu