

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.

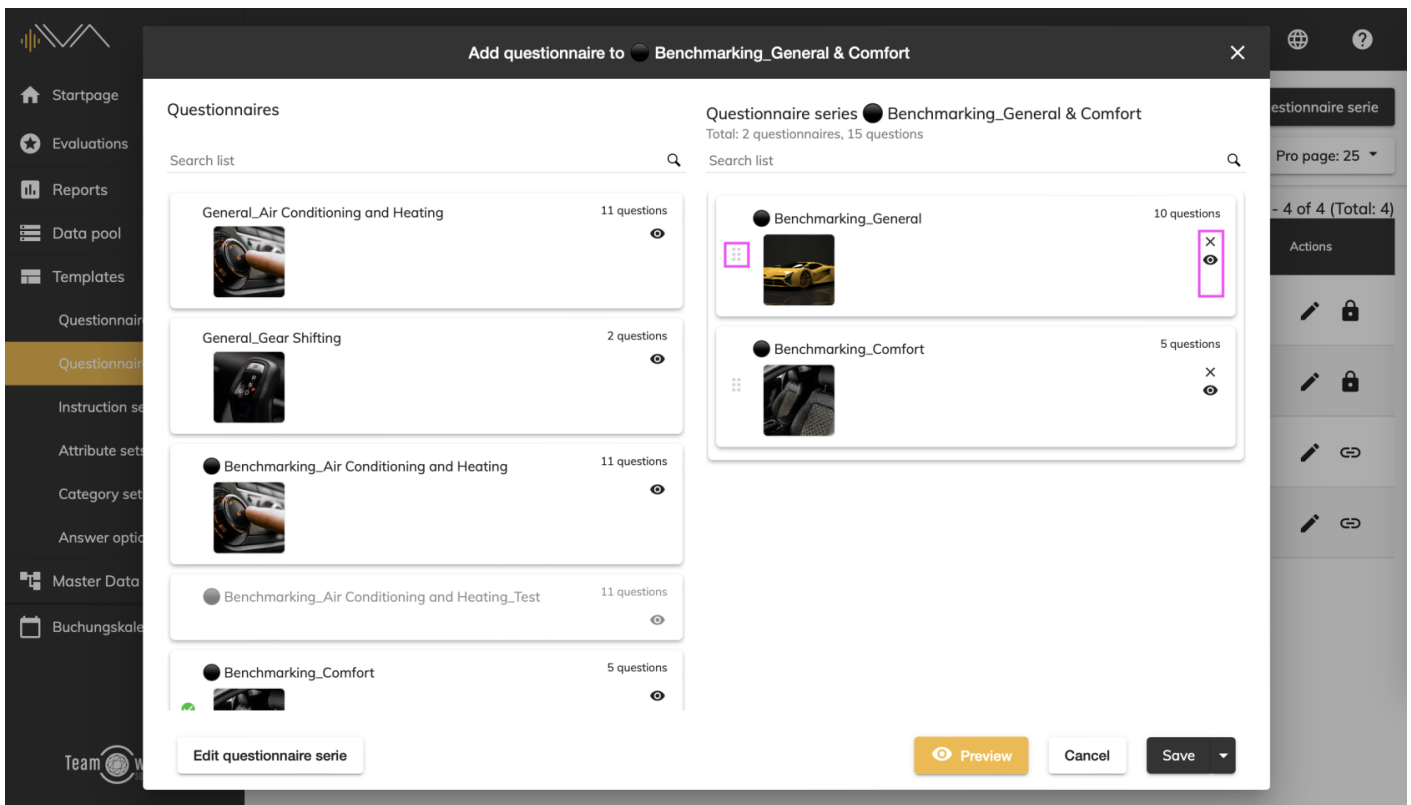
Select the relevant questionnaire series (tip: you can also use the search function) and click on the "Pencil" icon or double-click on the corresponding line. A new pop-up "Details questionnaire series" appears.

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 serie' pop-up window. The background is a dark sidebar with a menu including 'Startpage', 'Evaluations', 'Reports', 'Data pool', 'Templates', 'Questionnaire series', 'Instruction set', 'Attribute sets', 'Category sets', 'Answer options', 'Master Data', and 'Buchungskalender'. The main area is titled 'Questionnaire series' and has a '+ Create new questionnaire serie' button. The pop-up window has a title bar 'Details questionnaire serie' and a close button. It contains a 'Title *' field with the value 'Benchmarking_General & Comfort' and a note 'The title must be unique.' Below this is a 'Description' field. There are three input fields: 'Number of questionnaires' (value 2), 'Number of questions' (value 15), and 'Duration of response (min)' (value 7). A note below these fields says 'Leave blank for to use the estimation calculated from the questions. Current: 7 min.' There is a 'Last update' field with the value '10/19/2023'. At the bottom left of the pop-up are two buttons: 'Archive' and 'Add questionnaires' (highlighted with a pink border). At the bottom right are 'Cancel' and 'Save' buttons. The background also shows a list of questionnaire series with columns for 'Title', 'Number of questions', 'Duration of response (min)', and 'Actions'.

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.

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