

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.

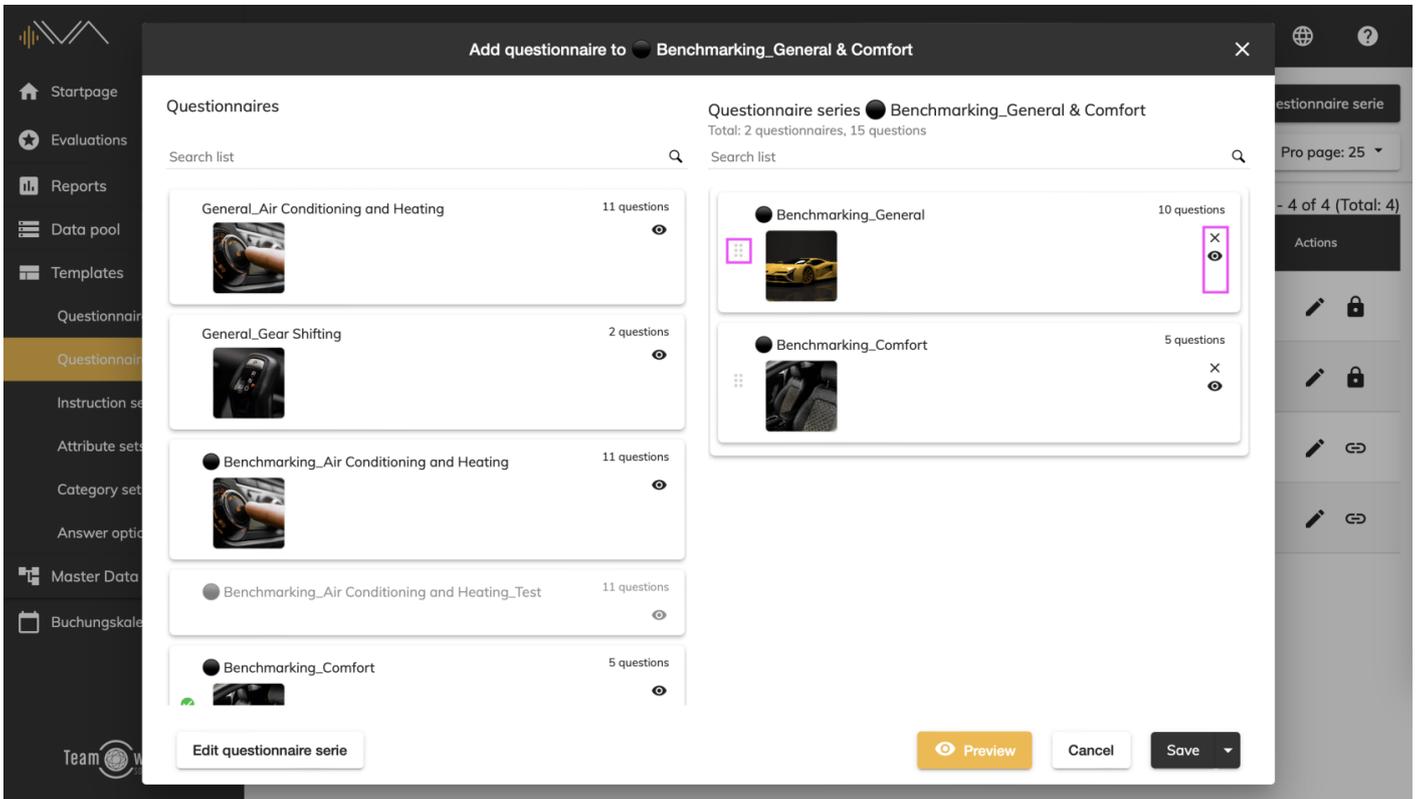
Select the relevant questionnaire series (tip: you can also use the search function) and click on the "Pencil" icon or double-click on the corresponding line. A new pop-up "Details questionnaire series" appears.

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 in a software interface. The pop-up is titled 'Details questionnaire serie' and has a close button (X) in the top right. It contains a title field with the text 'Benchmarking_General & Comfort' and a note 'The title must be unique.' Below the title is a description field. There are three input fields: 'Number of questionnaires' with the value '2', 'Number of questions' with the value '15', and 'Duration of response (min)' with the value '7'. A note below the duration field 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, there are two buttons: 'Archive' (orange) and 'Add questionnaires' (purple). At the bottom right, there are two buttons: 'Cancel' (white) and 'Save' (black). The background shows a sidebar with navigation items like 'Startpage', 'Evaluations', 'Reports', 'Data pool', 'Templates', and a main area with a table of questionnaire series.

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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