

# Editing a questionnaire series

To edit a new 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.

The screenshot displays the 'Questionnaire series' management page. The sidebar on the left contains navigation links: Startpage, Evaluations, Reports, Data pool, Templates (expanded), Questionnaires, Questionnaire series (selected), Instruction sets, Attribute sets, Category sets, Answer options, Master Data, and Buchungskalender. The top header shows 'Customer Demo', 'Logged in as: Evan Wood', and various utility icons. The main content area is titled 'Questionnaire series' and includes a search bar, a filter icon, and a '+ Create new questionnaire series' button. A table lists four series, with the first one highlighted. The table columns are Image, Title, Description, Questionnaires, Questions, Last update, and Actions.

Image	Title	Description	Questionnaires	Questions	Last update	Actions
	Benchmarking_General & Air Conditioning and Heating		2	21	10/19/2023	
	Benchmarking_General & Comfort		2	15	10/19/2023	
	Technical Development_General & Charging		2	16	10/19/2023	
	Technical Development_General & Electrics		2	25	10/19/2023	

A pop-up will now open in which you can change the name and description, as well as the answer duration.

You can also edit the assigned question catalogs by clicking on the “Add questionnaires” button. A new pop-up will then open in which you can assign the questionnaires to the questionnaires-series.



Startpage

Evaluations

Reports

Data pool

Templates

Questionnaire series

Questionnaire series

Instruction series

Attribute sets

Category sets


Answer options


Master Data


Buchungskalender


Customer Demo

Logged in as: Evan Wood










Questionnaire series

+ Create new questionnaire serie

Details questionnaire serie



Title \*

Benchmarking\_General & Comfort

The title must be unique.

Description

Number of questionnaires

2

Number of questions

15

Duration of response (min)

7

Leave blank for to use the estimation calculated from the questions. Current: 7 min.

Last update

10/19/2023

Archive

Add questionnaires

Cancel

Save

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

Revision #5

Created 4 December 2023 15:33:42 by vmu

Updated 5 June 2024 22:35:13 by sgu