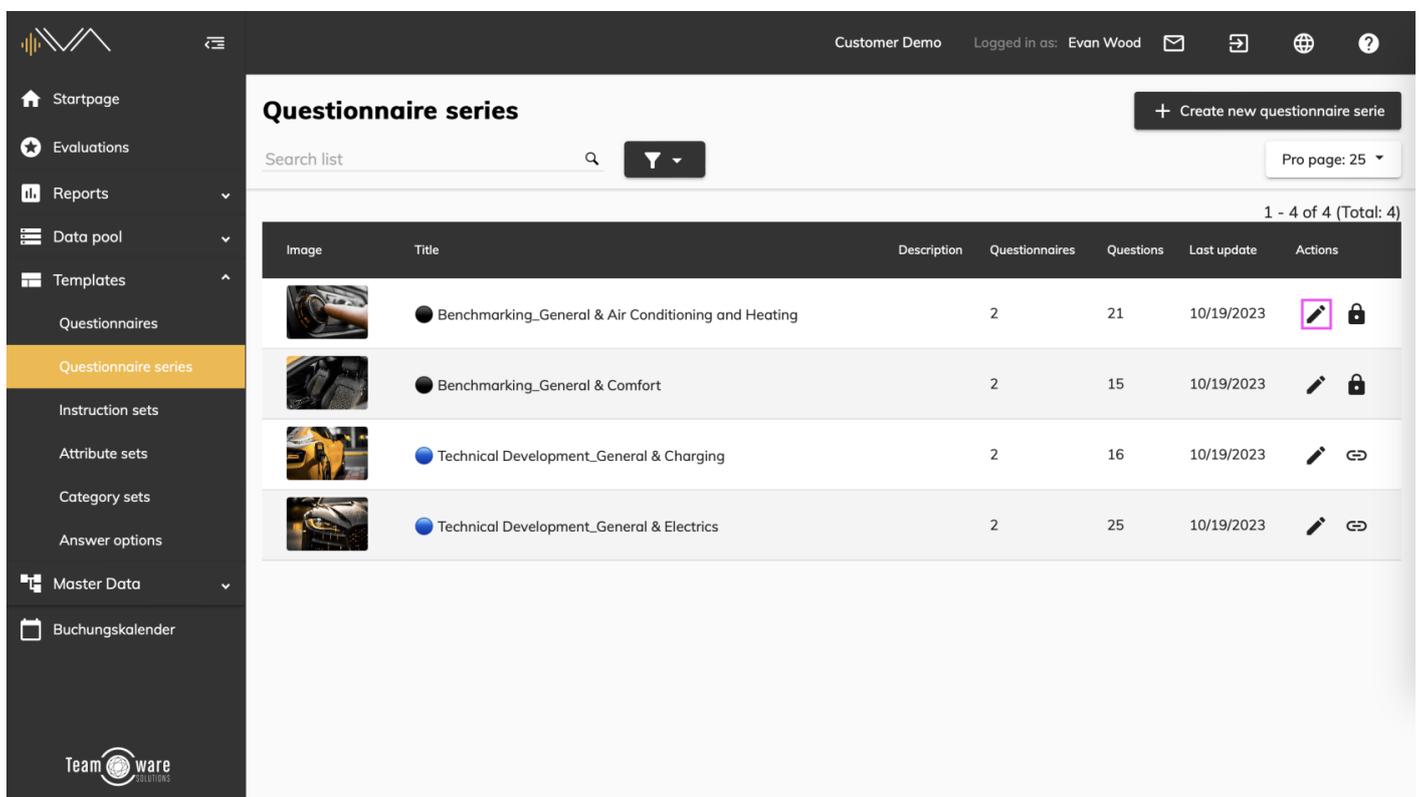


Editing a questionnaire series

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 top navigation bar includes 'Customer Demo', 'Logged in as: Evan Wood', and various utility icons. The left sidebar contains a menu with items like 'Startpage', 'Evaluations', 'Reports', 'Data pool', 'Templates', 'Questionnaires', 'Questionnaire series' (highlighted), 'Instruction sets', 'Attribute sets', 'Category sets', 'Answer options', 'Master Data', and 'Buchungskalender'. The main content area shows a table of questionnaire series with the following data:

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.

Customer Demo Logged in as: Evan Wood

Questionnaire series

+ Create new questionnaire serie

Details questionnaire serie

Pro page: 25

- 4 of 4 (Total: 4)

Actions



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

Teamware SOLUTIONS

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