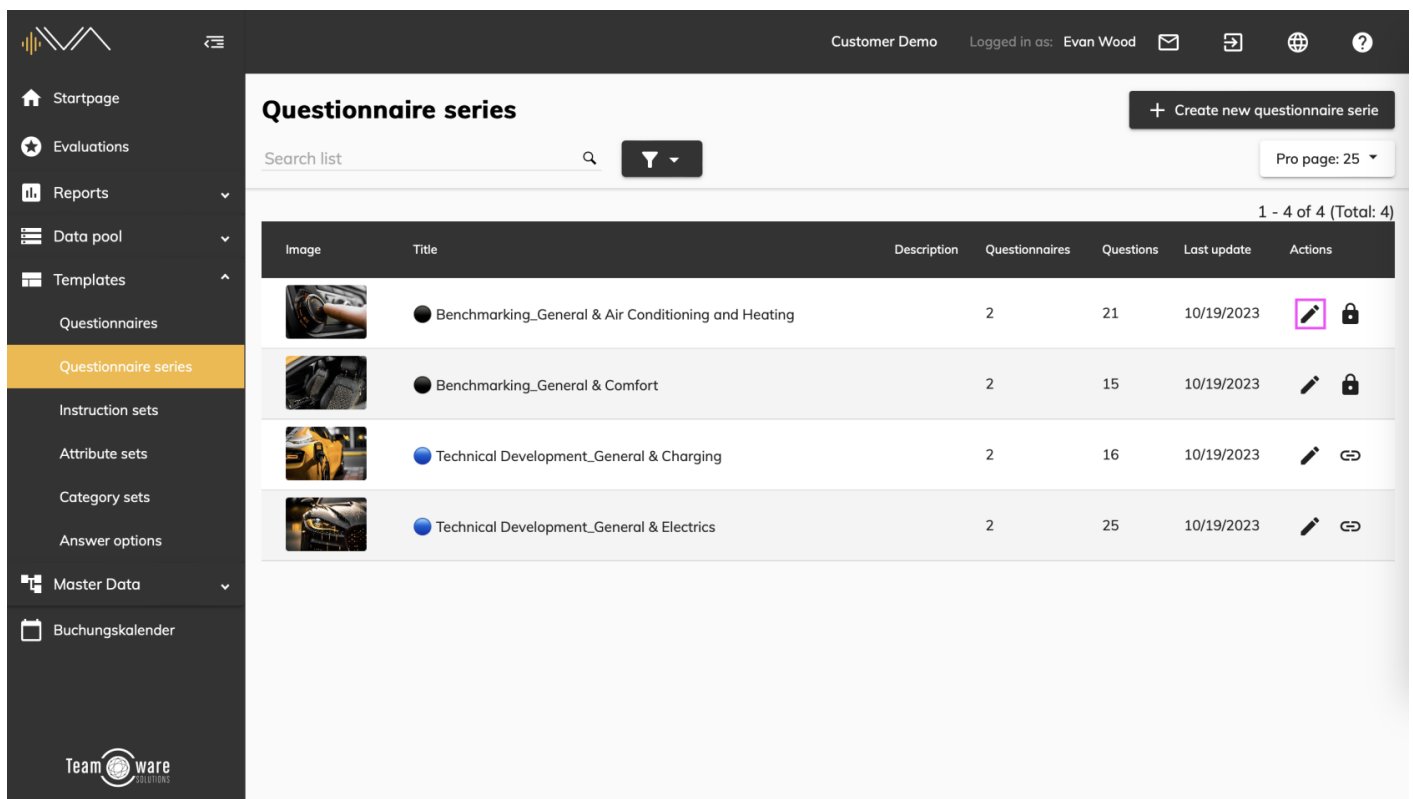














# Editing a questionnaire series

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.

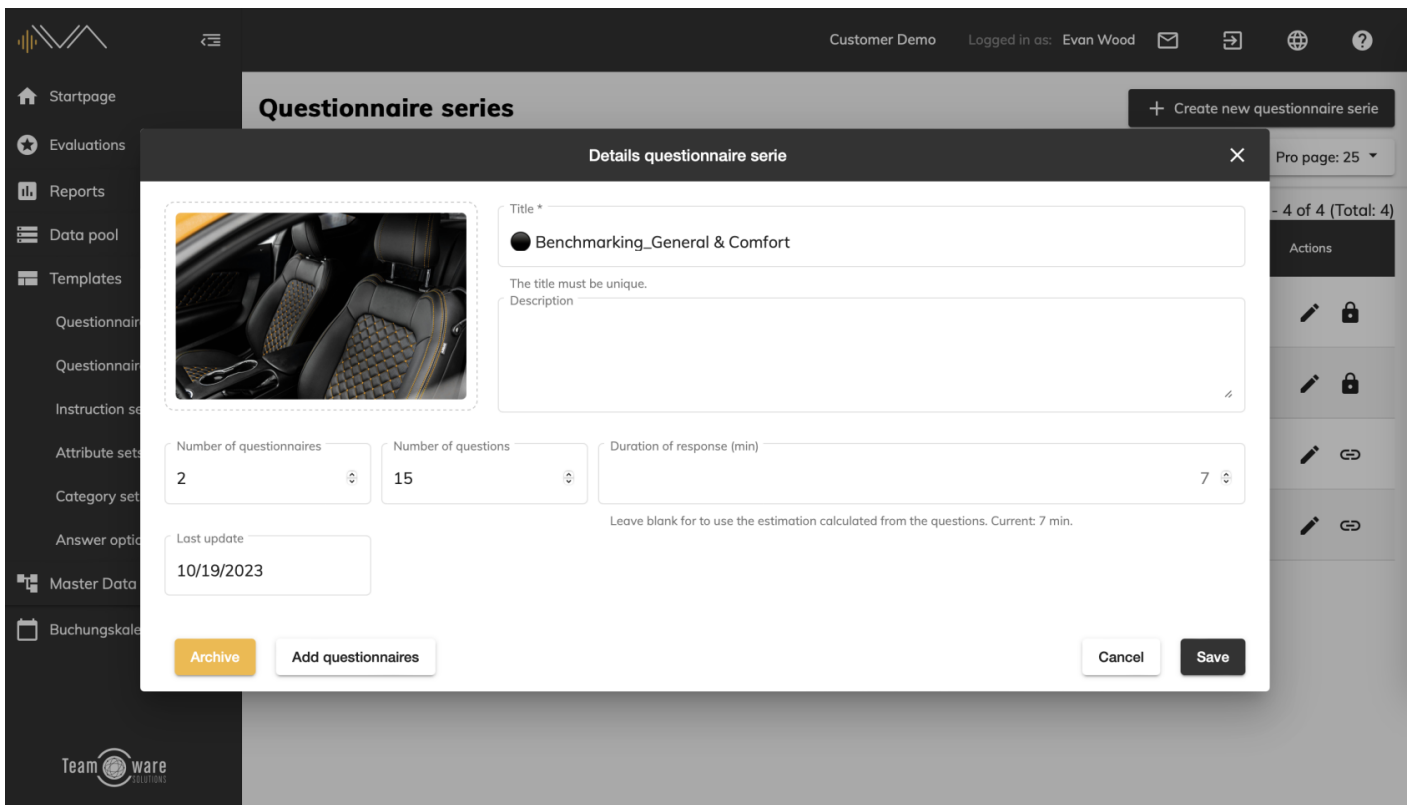


The screenshot displays the 'Questionnaire series' management page. The sidebar on the left contains navigation links: Startpage, Evaluations, Reports, Data pool, Templates, Questionnaires, Questionnaire series (highlighted), Instruction sets, Attribute sets, Category sets, Answer options, Master Data, 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 the existing series, with columns for Image, Title, Description, Questionnaires, Questions, Last update, and Actions. The first series, 'Benchmarking\_General & Air Conditioning and Heating', is highlighted with a pink edit icon.

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.



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

Revision #5

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