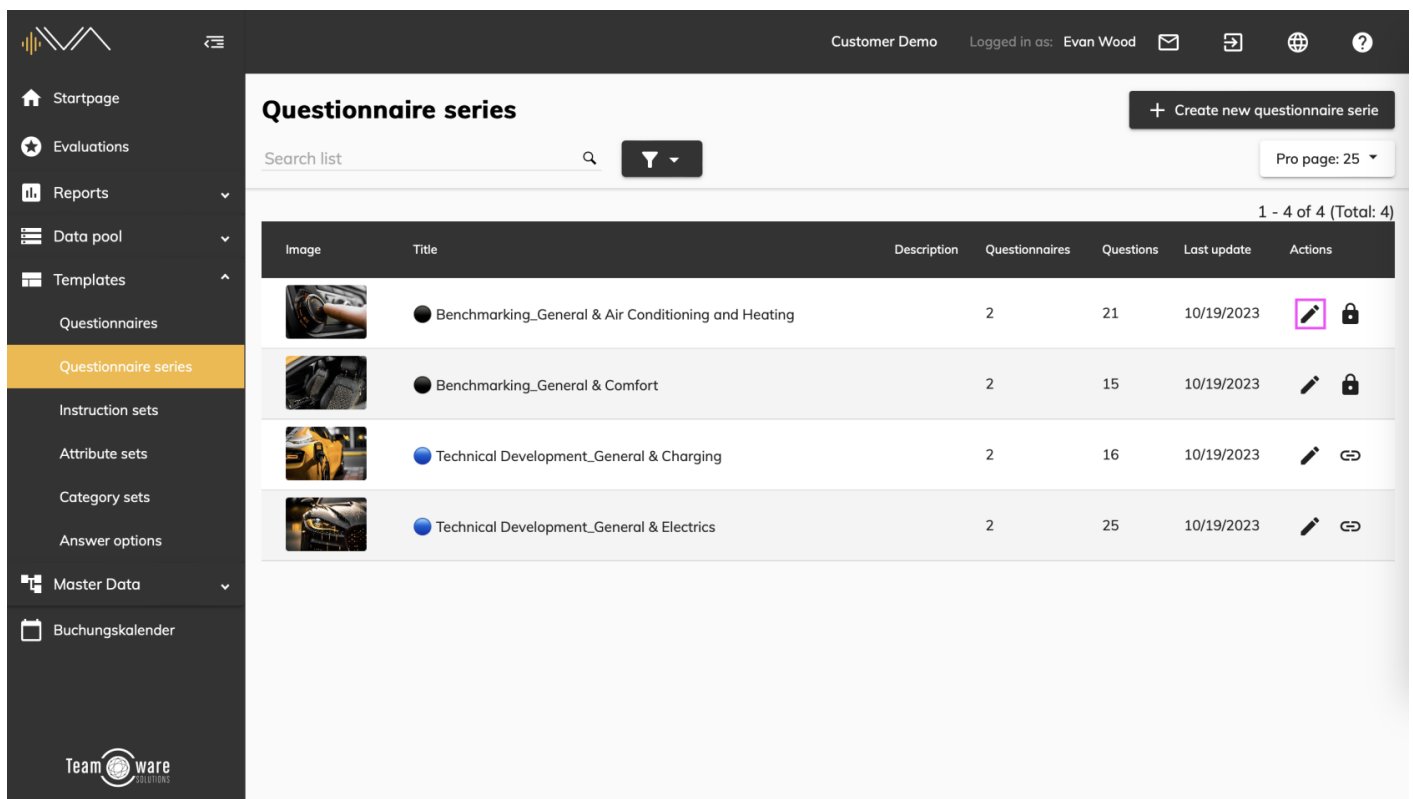














# Editing a questionnaire series

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.

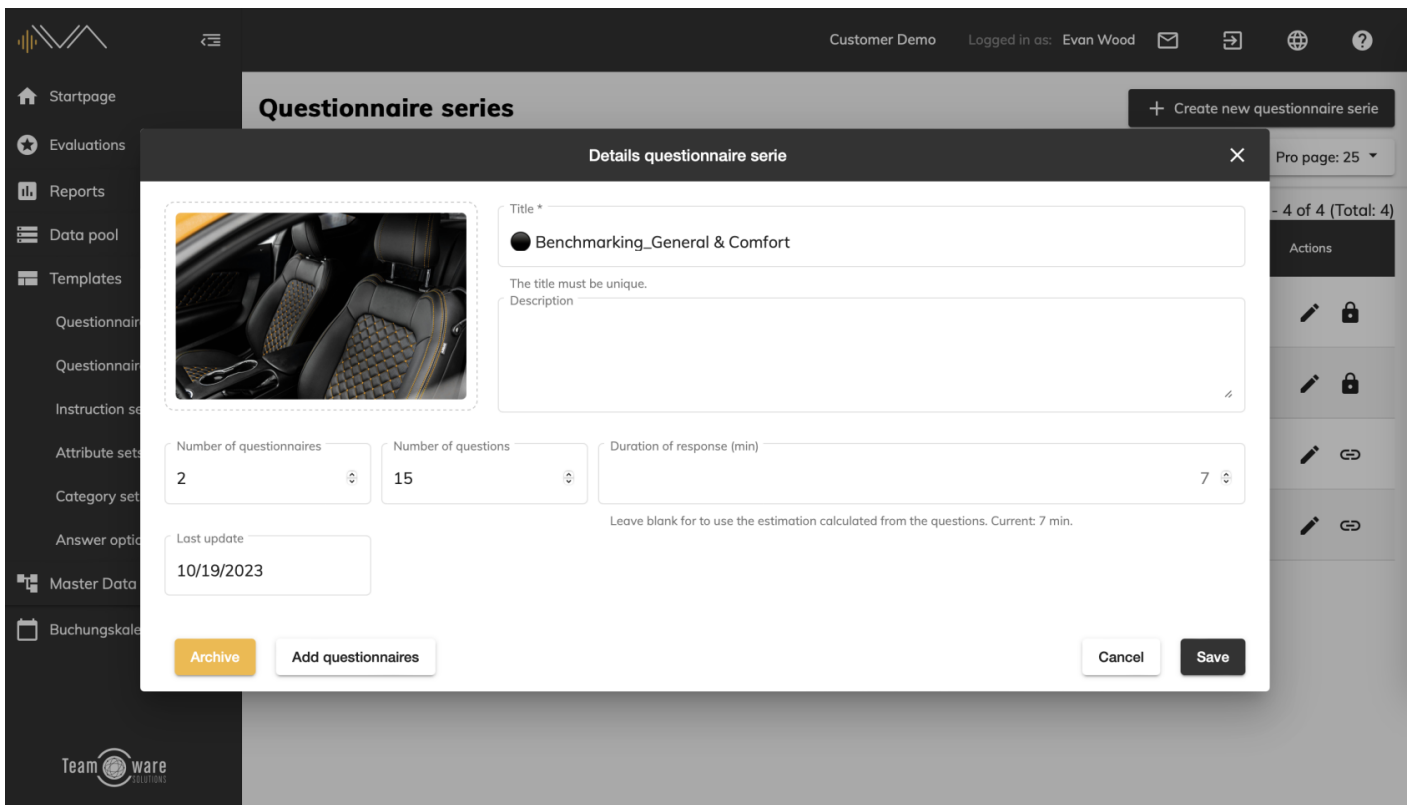


The screenshot displays the 'Questionnaire series' management page. On the left is a dark sidebar with a navigation menu including: Startpage, Evaluations, Reports, Data pool, Templates (expanded), Questionnaires, **Questionnaire series** (selected), Instruction sets, Attribute sets, Category sets, Answer options, Master Data, and Buchungskalender. The main content area has a header with the title 'Questionnaire series', a search bar, a filter icon, a '+ Create new questionnaire serie' button, and a 'Pro page: 25' dropdown. Below the header is a table with 4 rows and 7 columns: Image, Title, Description, Questionnaires, Questions, Last update, and Actions. The first row is highlighted in light gray and has a pink pencil icon in the Actions column. The other three rows have a blue pencil icon. The table footer indicates '1 - 4 of 4 (Total: 4)'.

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.

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