Editing Surveys

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Editing a Survey

To open or edit a survey:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Surveys**. The Surveys expand to display list.
4. Select **Surveys**. The existing Surveys display.
5. Double click on an existing survey and the survey will open in edit mode.

Editing a Question

The following properties are specific to each survey's instance of the question, so that editing the property will not affect instances of the question in other surveys:

- Mandatory
- Order
- Visibility

If a question is in a question library then editing the following properties will change all instances of the question in all surveys where it appears:

- Question
- Question ID
- Description
- Guidance
- Weighting
- Allow attachments
- Allow notes
- Allow multiple selection

When editing the choice set on a question, the choice set itself is modified, so all questions where the choice set is used will be affected. It is recommended the each

choice set name accurately represents the contents and new set are made when changes are specific a question. For example:

- Changing the Yes/No option set to include "Answered above" would produce undesirable results
- Changing the list of office locations to add a new office location would be desirable because the selection will be consistent and correctly include the new office in all instances

Removing a Question

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. To the right of the question you want to remove, select the X icon. The question no longer appears on the current survey, but will remain in the question library if one was selected.