

7. Questionnaire Help

Question Bank

Question Bank

Questions

Question	Topic
Is the trainer knowledgeable in his/her field?	Training session evaluation
Is this employee friendly when engaging with people?	Employee Performance
How do you perceive this employee?	Employee Performance
Which of the following traits apply to this employee?	Employee Performance
How often has this employee been absent from work?	Employee Performance
Which of the following best describe the employee	Employee Performance
Do you think this employee is entitled to receive a bonus?	Employee Performance
Do you think this employee can be promoted to a managerial position?	Employee Performance
Motivate your answer	Employee Performance
Did the trainer exceed the training session time limit?	Training session evaluation
How effectively has the trainer explained the topic of the training session to you?	Training session evaluation
Did the trainer provide you with additional material?	Training session evaluation

Update Delete View

Create New Question

Search

Topic

All

Question Name

Search Clear

Control	Functionality
<div> <div>Update</div> <div>Delete</div> <div>View</div> </div>	When selected these buttons either 'Update' 'Delete' or 'View' the selected question from the list of questions and takes the user to the relevant screens to perform those functions.
<div>Create New Question</div>	This buttons takes the user to relevant screens in order to create a new question.
<p>Topic</p> <div>All</div>	Select an appropriate topic from the dropdown list that will be used as search criteria to filter the questions.
<p>Question Name</p> <div></div>	Enter the appropriate question name that will be used as search criteria to filter the questions.
<div> <div>Search</div> <div>Clear</div> </div>	By clicking on the 'Search' button the system will use the search criteria provided and filter the questions in the list accordingly. When the 'Clear' button is clicked then the search criteria will be cleared and all questions will be displayed in the list.

Create Question

Create Question

New Question Details

- Select a topic from the dropdown or create a new topic.
- Type out a new question to be answered in a questionnaire.

Topic

Question

New Topic

Answer Type

- Style type represents the way in which your question will be displayed.
- Each type will provide a different format for answering the question eg. radio buttons.

Style Type

Description

Question

New Topic

Answer Type

- Style type represents the way in which your question will be displayed.
- Each type will provide a different format for answering the question eg. radio buttons.

Style Type

Description

Preview

- If the style 'Free Text' has been selected, click the 'Save Question' button.
- If any other style has been selected, click the 'Add Answers' to proceed with adding possible answers.

Add Answers

[Back to List](#)

Control	Functionality
<p>Topic <input type="text" value="Select a topic"/></p>	Select an appropriate topic to be assigned to this question.

Question <input type="text"/>	Provide the new question text in this field.
<input type="button" value="New Topic"/>	If the user cannot find the desired topic then click on this button to add a new topic.
Style Type <input type="text" value="Select a style type"/>	Select the appropriate style type in which this question must be displayed.
Description <input type="text" value="No style type selected"/>	This field will automatically be populated with the description of the selected style type.
Preview	This field will automatically display a preview of the selected style type to display what the style type looks like.
<input type="button" value="Add Answers"/>	Click on this button to submit the new question details and proceed to add possible answers to the question.
Back to List	By clicking on this hyperlink the create question process will be terminated and the user will be taken back to the question bank screen.

Possible answers

Possible Answers

To add answers to this question:

- Provide up to 5 answers in the input boxes below.
- Click the 'Save Changes' button when you are done.

Note: this question is of style type: True or False

Provide possible answers

Question: Testing

Display Order	Answer
1	<input type="text"/>
2	<input type="text"/>

Back
Save Changes

Control	Functionality
<div>Display Order</div> <div>1</div> <div>2</div>	These fields display the order in which the possible answers will appear. Take into account when adding possible answers.
<div>Answer</div> <div><input type="text"/></div> <div><input type="text"/></div>	The possible answer text should be entered in these fields.
<div>Back</div>	This button will take the user back to the 'Create question' screen. Displaying previously selected information.
<div>Save Changes</div>	By clicking on this button the possible answers will be saved to the new question and the user will be taken back to the question bank screen. The new question will be created.

View Question

View Question:

Question: Did the trainer provide you with additional material?

Style: True or False

Question Preview

Did the trainer provide you with additional material?

- ☐ Yes
☐ No

Details

Questionnaires using this question

None

[Back to List](#)

Control	Functionality
<div>Question Preview</div> <div>Did the trainer provide you with additional material?</div> <div><input type="radio"/> Yes <input type="radio"/> No</div>	This area displays what the question will look like on a questionnaire.
<div>Details</div> <div>Questionnaires using this question</div> <div>None</div>	This area displays information regarding which questionnaires are using this question.
<div>Back to List</div>	This hyperlink takes the user back to the question bank screen.

Delete question

Delete Question

Are you sure you want to delete this question?

Question Details:

Question	Is it difficult for you to find an open computer to work at in the library?
Topic	Library resources

All associated possible answers will be deleted.

Delete

[Back to List](#)

Control	Functionality				
<div>Question Details:</div> <table><tr><td>Question</td><td>Is it difficult for you to find an open computer to work at in the library?</td></tr><tr><td>Topic</td><td>Library resources</td></tr></table>	Question	Is it difficult for you to find an open computer to work at in the library?	Topic	Library resources	This area shows the details of the question that is about to be deleted.
Question	Is it difficult for you to find an open computer to work at in the library?				
Topic	Library resources				
<p>Delete</p>	By clicking on this button the user confirms the delete action and thus the system will delete the selected question from the system.				
<p>Back to List</p>	This hyperlink terminates the delete question process and takes the user back to the question bank screen.				

Update question

Update Question

Update question details:

- Click 'Proceed' to update answers related to this question.
- Note:** Changes made to style type will require completely new possible answers for this question.

Question Details

Question

Topic

Style type represents the way in which your question will be displayed. e.g. radio buttons.

Style Type

Proceed

[Back to List](#)

Control	Functionality
Question <input type="text" value="Did the trainer provide you with addition."/>	This field displays the previously saved question text that can be edited.
Topic <input type="text" value="Training session evaluation"/>	This field displays the previously saved topic that can be edited.
Style Type <input type="text" value="True or False"/>	This field displays the previously saved style type that can be edited.
<p>Proceed</p>	By clicking on this button the updated information will be saved and the user would be taken to the possible answers assigned to the question to be edited.
<p>Back to List</p>	By clicking on this hyperlink the update question process will be terminated and the user will be taken to the question bank screen.

Update Possible Answers

Update Possible Answers

To add answers to this question:

- Provide up to 5 answers in the input boxes below.
- Click the 'Save Changes' button when you are done.

Note: this question is of style type:

Possible answers

Question: Did the trainer provide you with additional material?

Display Order	Answer
1	<input type="text" value="Yes"/>
2	<input type="text" value="No"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

Back
Save Changes

Control	Functionality
<div>Display Order</div> <div>1</div> <div>2</div>	This area views the display order in which the possible answers will be displayed.
<div>Answer</div> <div>Yes</div> <div>No</div>	These fields will display previously saved possible answer data that can be edited.
<div>Back</div>	By clicking on this button the user would be taken back to the update question screen displaying the updated question information.
<div>Save Changes</div>	By clicking on this button the system will save the updated possible answer data and the user will be taken back to the question bank screen.

Questionnaire topics

Questionnaire Topics

Topic Details

Show 10 entries
Search:

Topic	Description
Employee Performance	Performance regarding trainers involved in training sessions
Library layout	Gather feedback regarding the layout of the library
Library resources	Gathering feedback regarding the resources of the library and how effectively it is used.
Training session evaluation	Trainers conducting training sessions will be evaluated to receive feedback regarding their performance
Venue feedback	This questionnaire topic will provide feedback on venues

Showing 1 to 5 of 5 entries
Previous 1 Next

Update Delete Create New

Control	Functionality
Search: <input type="text"/>	Enter search criteria into the field and the list of topics will be filtered automatically as you type.
<input type="button" value="Update"/>	Update the selected topic when clicking on this button.
<input type="button" value="Delete"/>	Delete the selected topic when clicking on this button.
<input type="button" value="Create New"/>	By clicking on this button a new topic would be created and the user would be taken to the relevant screens for doing so.
Previous 1 Next	These buttons display the next or previous entries of the topics.

Delete questionnaire topic

Delete Questionnaire Topic

Are you sure you want to delete this questionnaire topic?

Topic Details:

Topic	Venue feedback
Description	This questionnaire topic will provide feedback on venues

All associated questions will be deleted.

Delete

[Back to List](#)

Control	Functionality				
Topic Details: <table> <tr> <td>Topic</td><td>Venue feedback</td></tr> <tr> <td>Description</td><td>This questionnaire topic will provide feedback on venues</td></tr> </table>	Topic	Venue feedback	Description	This questionnaire topic will provide feedback on venues	This area displays the details of the topic that is about to be deleted.
Topic	Venue feedback				
Description	This questionnaire topic will provide feedback on venues				
<p>Delete</p>	By clicking this button the user confirms the deletion of this topic and the system will delete the topic from the system.				
<p>Back to List</p>	By clicking on this hyperlink the delete topic process would be terminated and the user would be taken back to the question bank screen.				

Create questionnaire topic

Create Questionnaire Topic

Topic details

Topic

Description

Create

[Back to List](#)

Control	Functionality
Topic <input type="text"/>	Enter the new topic name in this field.
Description <input type="text"/>	Enter the new topic description in this field.
Create	Create the new topic according to the data entered above.
Back to List	By clicking this hyperlink the user would be taken back to the topic screen and the 'create new topic' process would be terminated.

Question bank – creating topic

Question Bank

Questions

Question	Topic
one	New topic
two	New topic

Update

Delete

View

Create New Question

Search

Topic

New topic

Question Name

Search

Clear

Finish creating new topic

Control	Functionality						
<table> <thead> <tr> <th>Question</th><th>Topic</th></tr> </thead> <tbody> <tr> <td>one</td><td>New topic</td></tr> <tr> <td>two</td><td>New topic</td></tr> </tbody> </table>	Question	Topic	one	New topic	two	New topic	This area displays the questions created for the new topic.
Question	Topic						
one	New topic						
two	New topic						
<div>Topic</div> <div>New topic</div>	This drop down list would be disabled because a topic is being created and thus another topic cannot be chosen for search criteria.						
<div>Question Name</div> <div></div>	Supply question name search criteria.						
<div>Search</div> <div>Clear</div>	By clicking on the search button the system will use the search criteria provided and filter the questions.						
<div>Finish creating new topic</div>	By clicking on this button the 'create topic' process would be completed and the user would be taken to the list of topics.						
<div>Update</div> <div>Delete</div> <div>View</div>	The questions made for the new topic can either be updated, deleted or viewed.						

Create New Question

Click on this button if a new question must be made for the new topic.

Edit question topic

Edit Question Topic

Question topic details:

Topic

Description

Trainers conducting training sessions will be evaluated to receive feedback regarding their performance

[Save Changes](#)

[Back to List](#)

Control	Functionality
Topic <input type="text" value="Training session evaluation"/>	The previously saved topic name is displayed for the user to edit it.
Description <div>Trainers conducting training sessions will be evaluated to receive feedback regarding their performance</div>	The description of the topic is displayed for the user to edit.
Save Changes	When clicking this button the updated topic data would be saved.
Back to List	By clicking on this hyperlink the user would be taken back to the list of topics and the topic would not have been updated.

Update question topic continued

Update Question Topic

Update questions associated to this topic?

- Click 'Update Questions' to be taken to the question bank.
- From the question bank you are able to update questions related to this topic.
- Click 'Finished' if you are finished updating this topic.

Topic Details:

Topic:	Training session evaluation
Description:	Trainers conducting training sessions will be evaluated to receive feedback regarding their performance

Update Questions
Finished

Control	Functionality				
<div>Topic Details:</div> <table> <tr> <td>Topic:</td><td>Training session evaluation</td></tr> <tr> <td>Description:</td><td>Trainers conducting training sessions will be evaluated to receive feedback regarding their performance</td></tr> </table>	Topic:	Training session evaluation	Description:	Trainers conducting training sessions will be evaluated to receive feedback regarding their performance	This area displays the updated topic details of the topic.
Topic:	Training session evaluation				
Description:	Trainers conducting training sessions will be evaluated to receive feedback regarding their performance				
<div>Update Questions</div>	If the user clicks on this button the user would be taken to the question bank displaying all the questions associated with this topic so that it can be edited.				
<div>Finished</div>	If this button is clicked the 'update topic' process would be complete and the use would be taken to the list of topics.				

Questionnaires

Questionnaires

Questionnaire Details

Show entries

Search:

Questionnaire name	Assessment Type	Topic
Frikkie Assessment	Employee	Employee Performance
Library layout 1	Other	Library layout
TestQuestionnaire	Other	Employee Performance

Showing 1 to 3 of 3 entries

Previous 1 Next

[Update](#)
[Details](#)
[Delete](#)
[Create New](#)

Search

Name

Topic

All

Assesment Type

All

In-active Questionnaires ☒

[Search](#)
[Clear](#)

Control	Functionality
Name <input type="text"/>	Enter questionnaire name as search criteria
Topic <input type="text" value="All"/>	Select the appropriate topic as search criteria
Assesment Type <input type="text" value="All"/>	Select the appropriate assessment type as search criteria
In-active Questionnaires <input checked="" type="checkbox"/>	By have this checkbox selected the system will include questionnaires that are in-active (expired) in the search.
<input type="button" value="Search"/>	The system will search for questionnaires based on the search criterial provided.
<input type="button" value="Clear"/>	The search criteria would be cleared and all the questionnaires will be displayed.
Show <input type="text" value="10"/> entries	
Search: <input type="text"/>	Search questionnaires by this field where questionnaires matching this search criteria would be filtered automatically.

<div> <div>Previous</div> <div>1</div> <div>Next</div> </div>	By clicking on these buttons the pages on the entries in the table would up or down
<div>Update</div>	Update the selected questionnaire
<div>Details</div>	View the details of the selected questionnaire
<div>Delete</div>	Delete the selected questionnaire
<div>Create New</div>	Click on this button if you wish to create a new topic for the system.

Questionnaire details

Questionnaire Details

Questionnaire		Employee being assessed	
Name	Frikkie Assessment	Employee Name	Frikkie
Topic	Employee Performance		
Type	Employee		
Creator	Jill		
Description	This questionnaire will be used to assess the performance of Frikkie		
Status	Active		

Additional details	
Created	10/5/2016 12:39:45 AM
Active from	10/5/2016 12:00:00 AM
Expires on	1/16/2017 11:59:56 PM
Questions assigned	5
Current responses	0
Questionnaire expires in:	92 Days

[Preview Questionnaire](#)

[Back to List](#)

Control	Functionality												
<div>Questionnaire</div> <table> <tr> <td>Name</td><td>Frikkie Assessment</td></tr> <tr> <td>Topic</td><td>Employee Performance</td></tr> <tr> <td>Type</td><td>Employee</td></tr> <tr> <td>Creator</td><td>Jill</td></tr> <tr> <td>Description</td><td>This questionnaire will be used to assess the performance of Frikkie</td></tr> <tr> <td>Status</td><td>Active</td></tr> </table>	Name	Frikkie Assessment	Topic	Employee Performance	Type	Employee	Creator	Jill	Description	This questionnaire will be used to assess the performance of Frikkie	Status	Active	This area displays the details of the questionnaire
Name	Frikkie Assessment												
Topic	Employee Performance												
Type	Employee												
Creator	Jill												
Description	This questionnaire will be used to assess the performance of Frikkie												
Status	Active												
<div>Employee being assessed</div> <table> <tr> <td>Employee Name</td><td>Frikkie</td></tr> </table>	Employee Name	Frikkie	This area displays any details relating to the assessment type of the questionnaire										
Employee Name	Frikkie												

Additional details		This area displays any additional information regarding the questionnaire
Created	10/5/2016 12:39:45 AM	
Active from	10/5/2016 12:00:00 AM	
Expires on	1/16/2017 11:59:56 PM	
Questions assigned	5	
Current responses	0	
Questionnaire expires in:	92 Days	
<div>Preview Questionnaire</div>		This button displays a preview of the questionnaire to show the user what it would look like.
Back to List		This hyperlink takes the user back to the list of questionnaires.

Delete questionnaire

Delete Questionnaire

Are you sure you want to delete this questionnaire?

Questionnaire Details

Name	TestQuestionnaire
Topic	Employee Performance
Assessment Type	Other
Creator	Jill
Description	Test
Status	Pending
Created	10/7/2016 12:51:44 PM
Current Responses	0

Delete

[Back to List](#)

Control	Functionality																
<p>Questionnaire Details</p> <table> <tr> <td>Name</td><td>TestQuestionnaire</td></tr> <tr> <td>Topic</td><td>Employee Performance</td></tr> <tr> <td>Assessment Type</td><td>Other</td></tr> <tr> <td>Creator</td><td>Jill</td></tr> <tr> <td>Description</td><td>Test</td></tr> <tr> <td>Status</td><td>Pending</td></tr> <tr> <td>Created</td><td>10/7/2016 12:51:44 PM</td></tr> <tr> <td>Current Responses</td><td>0</td></tr> </table>	Name	TestQuestionnaire	Topic	Employee Performance	Assessment Type	Other	Creator	Jill	Description	Test	Status	Pending	Created	10/7/2016 12:51:44 PM	Current Responses	0	This area displays the details of the questionnaire about to be deleted.
Name	TestQuestionnaire																
Topic	Employee Performance																
Assessment Type	Other																
Creator	Jill																
Description	Test																
Status	Pending																
Created	10/7/2016 12:51:44 PM																
Current Responses	0																
<p>Delete</p>	By clicking this button the user confirms the deletion of the questionnaire and the system will delete the questionnaire from the system.																
<p>Back to List</p>	By clicking on this hyperlink the delete questionnaire process will																

	be terminated and the user would be taken back to the list of questionnaires.
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Create questionnaire

Create Questionnaire

Instructions:

- Provide the appropriate questionnaire details below.
- Click the 'Assign Questions' button to add questions asked by this questionnaire.

New Questionnaire Details

Topic	<input type="text" value="Select a topic"/>
Questionnaire name	<input type="text"/>
Description	<input type="text"/>
Active Date	<input type="text"/>
Expiry Date	<input type="text"/>
Assessment Type	<input type="text" value="Select an assessment type"/>

New Questionnaire Details

Topic	<input type="text" value="Select a topic"/>
Questionnaire name	<input type="text"/>
Description	<input type="text"/>
Active Date	<input type="text"/>
Expiry Date	<input type="text"/>
Assessment Type	<input type="text" value="Select an assessment type"/>

[Assign Questions](#)

[Back to List](#)

Control	Functionality
Topic <input type="text" value="Select a topic"/>	Select an appropriate topic for the new questionnaire.

Questionnaire name <input type="text"/>	Enter the name for the questionnaire.
Description <input type="text"/>	Enter the description of the new questionnaire.
Active Date <input type="text"/>	By clicking on the field a date time picker will pop up from which the user can select an appropriate active from date
Expiry Date <input type="text"/>	By clicking on the field a date time picker will pop up from which the user can select an appropriate expiry date
Assessment Type <input type="text" value="Select an assessment type"/>	Select the appropriate assessment type for the questionnaire.
Assign Questions	By clicking on this question the new questionnaire data will be saved and the user would be taken to assign questions to the questionnaire.
Back to List	By clicking this hyperlink the create questionnaire process would be terminated and the user would be taken to the list of questionnaires

Questionnaire questions

Questionnaire Questions

To add questions to this questionnaire:

- Select a question from the list box.
- Click the 'Add Question Button'.
- Click the 'Save Questionnaire' button when you are done.

Questionnaire Details

Name	Feedback for library map
Description	Gather feedback for library map usage
Activates on	10/16/2016 12:00:00 AM
Expires on	10/21/2016 12:00:00 AM
Assessment Type	Other
Topic	Library resources

Available Questions:

Topic: Library resources

Available questions:

Have you ever attended a training session?
Have you ever rented a book from the library?
Have you ever used the library website?
How often do you visit the library website?
Which of the following library services do you make use of?
How many electronic library resources do you make use of?
Is it difficult for you to find an open computer to work at in the library?
Which of the following areas would you like to receive training from by the library?

Search Questions:

Name:

Search

Expires on	10/21/2016 12:00:00 AM
Assessment Type	Other
Topic	Library resources

Available Questions:

Topic: Library resources

Available questions:

Have you ever attended a training session?
Have you ever rented a book from the library?
Have you ever used the library website?
How often do you visit the library website?
Which of the following library services do you make use of?
How many electronic library resources do you make use of?
Is it difficult for you to find an open computer to work at in the library?
Which of the following areas would you like to receive training from by the library?

Add Question

Remove Previous

Search Questions:

Name:

Search

Display Order	Question	Optional Answer
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>

Have you ever attended a training session?

Have you ever rented a book from the library?

Have you ever used the library website?

How often do you visit the library website?

Which of the following library services do you make use of?

How many electronic library resources do you make use of?

Is it difficult for you to find an open computer to work at in the library?

Which of the following areas would you like to receive training from by the library?

Add Question

Remove Previous

Display Order	Question	Optional Answer
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>

Back

Save Questionnaire

Control		Functionality												
<div>Questionnaire Details</div> <table><tr><td>Name</td><td>Feedback for library map</td></tr><tr><td>Description</td><td>Gather feedback for library map usage</td></tr><tr><td>Activates on</td><td>10/16/2016 12:00:00 AM</td></tr><tr><td>Expires on</td><td>10/21/2016 12:00:00 AM</td></tr><tr><td>Assessment Type</td><td>Other</td></tr><tr><td>Topic</td><td>Library resources</td></tr></table>		Name	Feedback for library map	Description	Gather feedback for library map usage	Activates on	10/16/2016 12:00:00 AM	Expires on	10/21/2016 12:00:00 AM	Assessment Type	Other	Topic	Library resources	This area displays the questionnaire details of the new questionnaire.
Name	Feedback for library map													
Description	Gather feedback for library map usage													
Activates on	10/16/2016 12:00:00 AM													
Expires on	10/21/2016 12:00:00 AM													
Assessment Type	Other													
Topic	Library resources													
<div>Available Questions:</div> <div><div>Topic: Library resources</div><div>Available questions:</div><div>Have you ever attended a training session? Have you ever rented a book from the library? Have you ever used the library website? How often do you visit the library website? Which of the following library services do you make use of? How many electronic library resources do you make use of? Is it difficult for you to find an open computer to work at in the library? Which of the following areas would you like to receive training from by the library?</div></div>														

<div>Search Questions:</div> <div> <div>Name:</div> <input type="text"/> </div> <div>Search</div>	<p>Provide the name search criteria and click on the search on the button to filter the questions in the list of questions.</p>
<div>Add Question</div>	<p>Add the selected question to the questionnaire.</p>
<div>Remove Previous</div>	<p>Remove the last assigned question from the questionnaire</p>
<div>Display Order</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div>	<p>This area displays the order in which the questions of the questionnaire will be displayed.</p>
<div>Question</div> <div></div> <div></div> <div></div> <div></div> <div></div>	<p>This area is where the questions will be appear that have been selected to be assigned to the questionnaire.</p>

<div data-bbox="191 193 453 273">Optional Answer</div> <div data-bbox="191 273 453 751"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	<p>Click on the appropriate checkbox to indicate if a certain selected question should be optional or not.</p>
<div data-bbox="201 764 316 831">Back</div>	<p>By clicking this button the user would be taken back to the 'create questionnaire' screen where all previously entered data will be displayed.</p>
<div data-bbox="220 945 483 1012">Save Questionnaire</div>	<p>By clicking on this question the questions assigned to the questionnaire would be saved to the questionnaire and the questionnaire would be created.</p>

Update questionnaire

Update Questionnaire

Instructions:

- Update questionnaire details.
- Click 'Proceed' to update questions related to this questionnaire.
- **Note:** Changes made to either topic or assesment type require changes on the next screen.

Update Questionnaire Details

Questionnaire name

Description

Active Date

Expiry Date

Assessment Type

Topic

- **Note:** Changes made to either topic or assesment type require changes on the next screen.

Update Questionnaire Details

Questionnaire name

Description

Active Date

Expiry Date

Assessment Type

Topic

Proceed

[Back to List](#)

Control	Functionality
<p>Questionnaire name</p> <input type="text" value="Library layout 1"/>	<p>Previously saved questionnaire name is displayed for the user to edit it.</p>

Description	Get feedback regarding the layout of the	Previously saved description is displayed for the user to edit.
Active Date	10/5/2016 12:00:00 AM	Previously saved active date is displayed for the user to edit.
Expiry Date	10/8/2016 11:59:59 PM	Previously saved expiry date is displayed for the user to edit.
Assessment Type	Other	Previously saved assessment type is displayed for the user to edit.
Topic	Library layout	Previously saved topic is displayed for the user to edit.
Proceed		The update questionnaire details will be saved and the user would be taken to the questions assigned to the questionnaire to be edited.
Back to List		The user would be taken back to the list of questionnaires.

Update questionnaire questions

Questionnaire Questions

To update questions for this questionnaire:

- Select a question from the list box.
- Click the 'Add Question Button'.
- Click the 'Save Questionnaire' button when you are done.

Questionnaire Details

Name	Library layout 1
Description	Get feedback regarding the layout of the library
Activates on	10/5/2016 12:00:00 AM
Expires on	10/8/2016 11:59:59 PM
Assessment Type	Other
Topic	Library layout

Available Questions:

Topic: Library layout

Available questions:

How would you rate the overall layout of the library
When last have you used the library map?
Which of the following venues were the most difficult to locate?
What are your thoughts regarding the layout of the library?

Search Questions:

Name:

Expires on	10/8/2016 11:59:59 PM
Assessment Type	Other
Topic	Library layout

Available Questions:

Topic: Library layout

Available questions:

How would you rate the overall layout of the library
When last have you used the library map?
Which of the following venues were the most difficult to locate?
What are your thoughts regarding the layout of the library?

Search Questions:

Name:

Display Order	Question	Optional Answer
1	How would you rate the overall layout of the library	<input type="checkbox"/>
2	What are your thoughts regarding the layout of the library?	<input checked="" type="checkbox"/>

How would you rate the overall layout of the library
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Add Question
 Remove Previous

Display Order	Question	Optional Answer
1	How would you rate the overall layout of the library	<input type="checkbox"/>
2	What are your thoughts regarding the layout of the library?	<input checked="" type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
Save Questionnaire		

Control	Functionality												
<div>Questionnaire Details</div> <table> <tr> <td>Name</td><td>Library layout 1</td></tr> <tr> <td>Description</td><td>Get feedback regarding the layout of the library</td></tr> <tr> <td>Activates on</td><td>10/5/2016 12:00:00 AM</td></tr> <tr> <td>Expires on</td><td>10/8/2016 11:59:59 PM</td></tr> <tr> <td>Assessment Type</td><td>Other</td></tr> <tr> <td>Topic</td><td>Library layout</td></tr> </table>	Name	Library layout 1	Description	Get feedback regarding the layout of the library	Activates on	10/5/2016 12:00:00 AM	Expires on	10/8/2016 11:59:59 PM	Assessment Type	Other	Topic	Library layout	This area displays the questionnaire details of the questionnaire.
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Description	Get feedback regarding the layout of the library												
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Assessment Type	Other												
Topic	Library layout												
<div>Available Questions:</div> <div> Topic: Library layout Available questions: </div> <div> How would you rate the overall layout of the library When last have you used the library map? Which of the following venues were the most difficult to locate? What are your thoughts regarding the layout of the library? </div>	This area displays all the questions associated to the selected topic from which the user can select the appropriate questions to be assigned to the questionnaire.												

<p>Search Questions:</p> <hr/> <p>Name: <input type="text"/></p> <p>Search</p>	<p>Provide the name search criteria and click on the search on the button to filter the questions in the list of questions.</p>
<p>Add Question</p>	<p>Add the selected question to the questionnaire.</p>
<p>Remove Previous</p>	<p>Remove the last assigned question from the questionnaire</p>
<p>Display Order</p> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div>	<p>This area displays the order in which the questions of the questionnaire will be displayed.</p>
<p>Question</p> <hr/> <p>How would you rate the overall layout of the library</p> <hr/> <hr/> <p>What are your thoughts regarding the layout of the library?</p> <hr/> <hr/>	<p>This area is where the questions will appear that have been selected to be assigned to the questionnaire.</p>

<p>Optional Answer</p> <div> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div> <div> <input type="checkbox"/> </div>		<p>Click on the appropriate checkbox to indicate if a certain selected question should be optional or not.</p>
<div>Save Questionnaire</div>		<p>By clicking on this question the questions assigned to the questionnaire would be saved to the questionnaire and the questionnaire would be updated.</p>