


## Add Questions to Question Bank

Store survey questions in the question bank for easy reuse in multiple surveys.


### Context

The **Question Bank** stores frequently used questions that you can add to multiple surveys. You can add questions to the question bank when you create questions for a survey or create questions in the bank directly for later use.

### Procedure

1. Log in to the system.
2. From the navigation menu, choose **Question Bank**.
3. Choose the **Create** icon ().
4. Add the required question type from the **Question Types** pane.
5. Enter the required details.
6. Choose **Save** if you want to make further changes, or choose **Save & Activate** to use the question in the survey.

You can also add questions to the question bank while creating them in your surveys. Use the **Add From**

**Question Bank** icon (  ) beside the question that you want to store.

To use this question in your survey, the question must be active, and not in-preparation or obsolete.