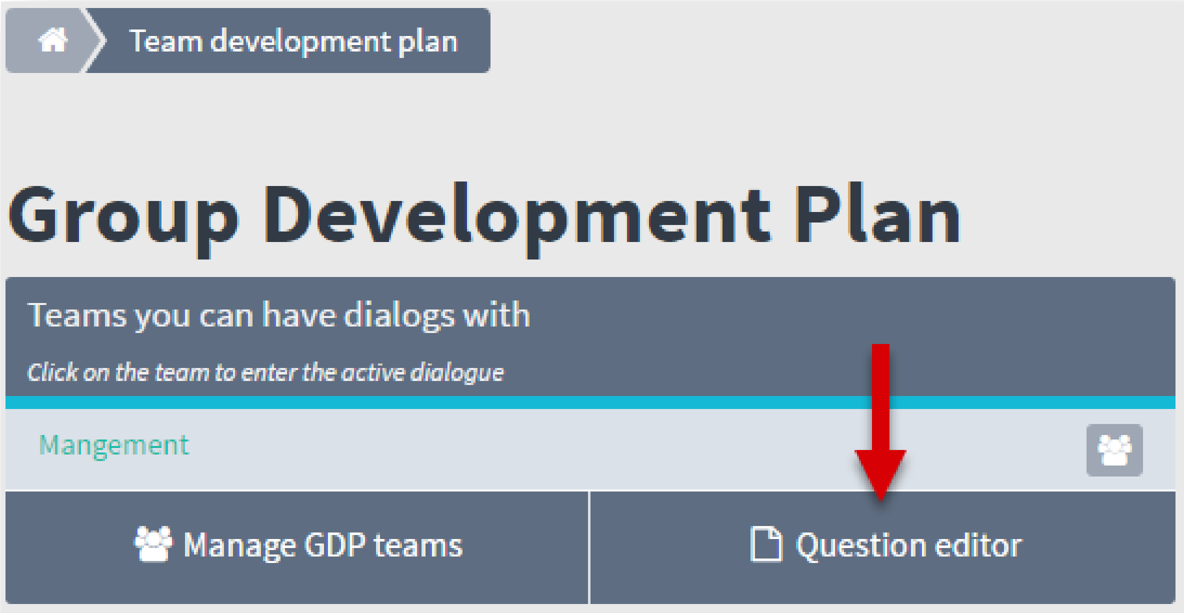
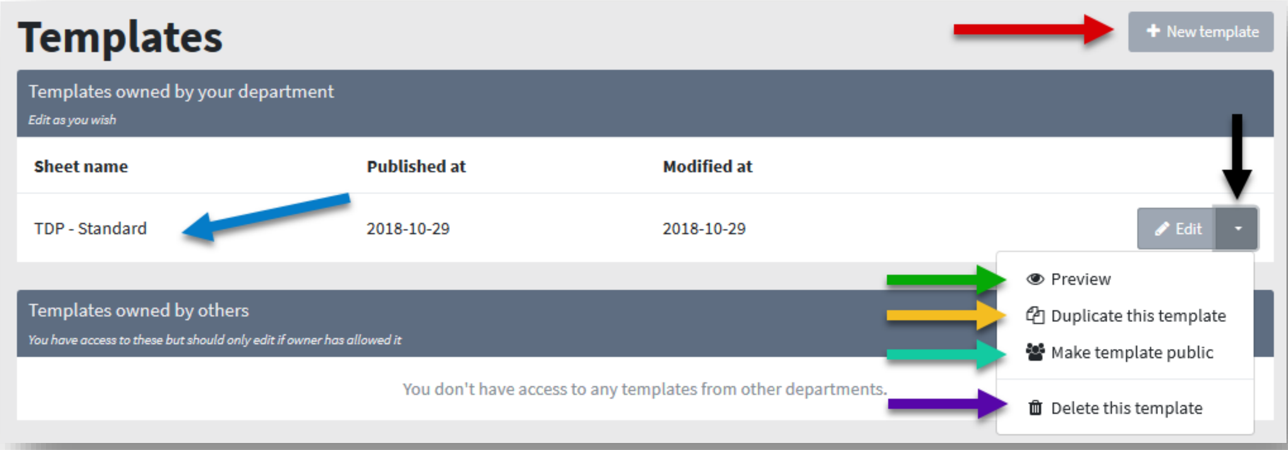
TDP - Setting up the question sheets

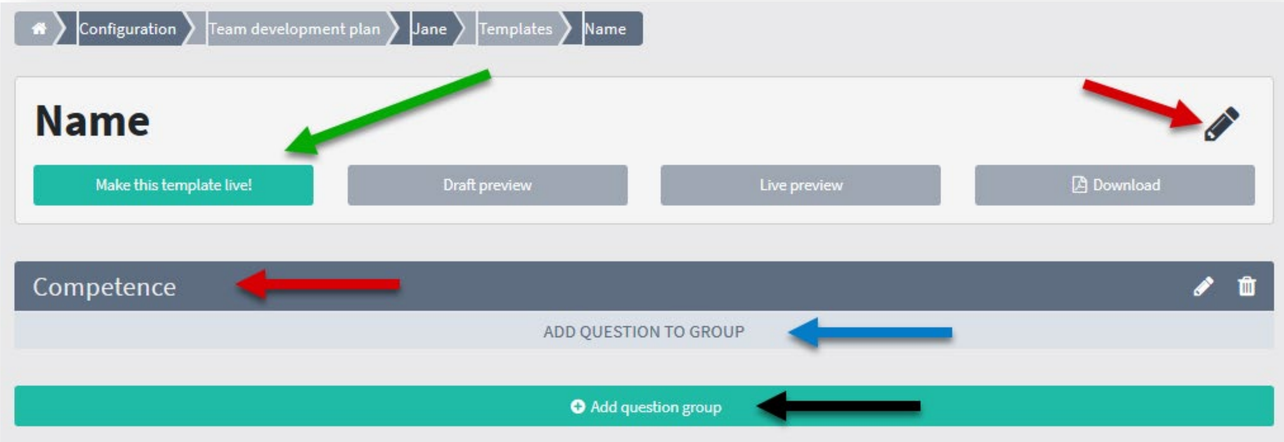
1. Select 'TDP teams'



2. Click 'Question editor'

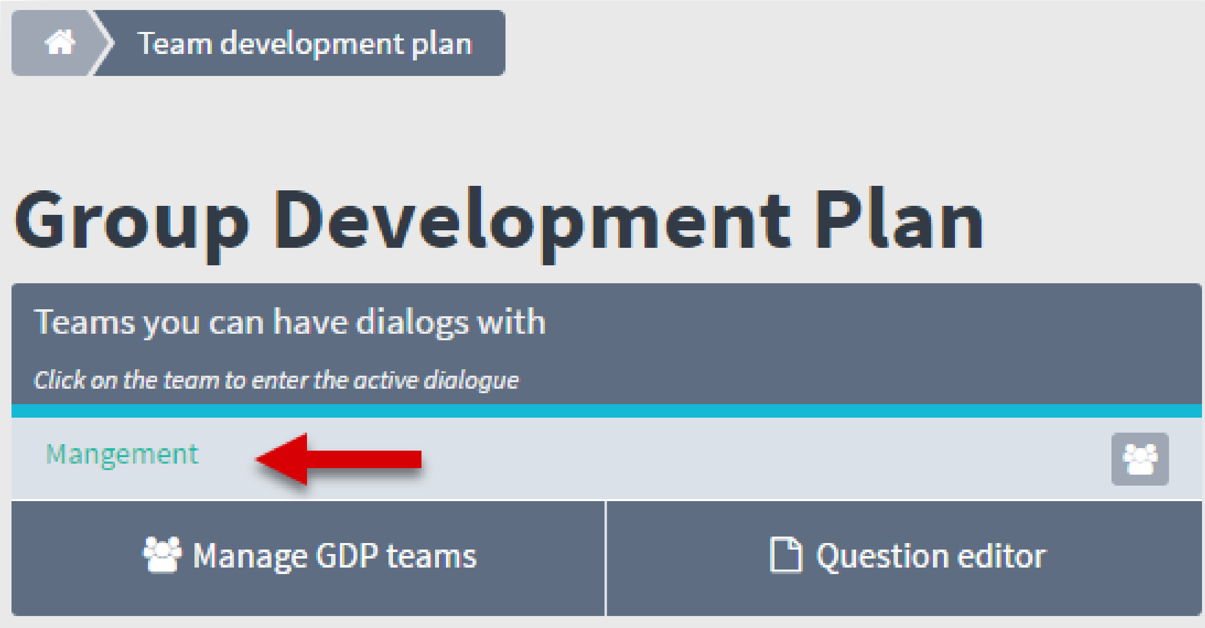


3. Here are your question sheets (blue arrow). You can access several functions by clicking the small arrow next to 'Edit' (black arrow). Clicking on 'Preview' (green arrow) allows you to view the published questionnaire (see section 4). You also have the option to create new questionnaires (red arrow), copy one of the ones you already have and then edit it (yellow arrow) let other managers copy your questionnaire (light blue arrow) - or delete the questionnaire (purple arrow).



4. A question sheet should always begin with a headline (red arrows). You can then add questions below the headline (blue arrow). If you need several headlines with questions below them, click by the black arrow. Once you are done editing the question sheet it should go live (green arrow) – and it is ready for use.

See next...



5. When you need to begin a dialogue, you click the team name – you will then be asked to select one of the templates (red arrow) and give the Dialogue a name (blue arrow):