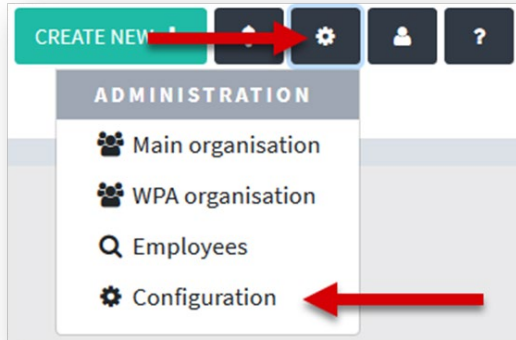
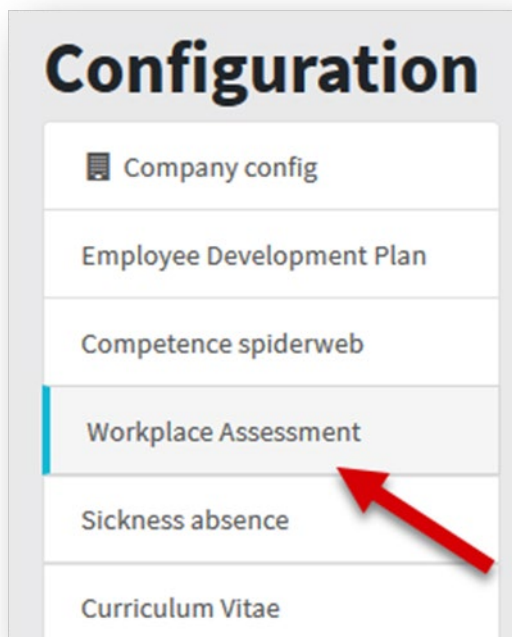


EDP and WPA – Extension off question sheets for department

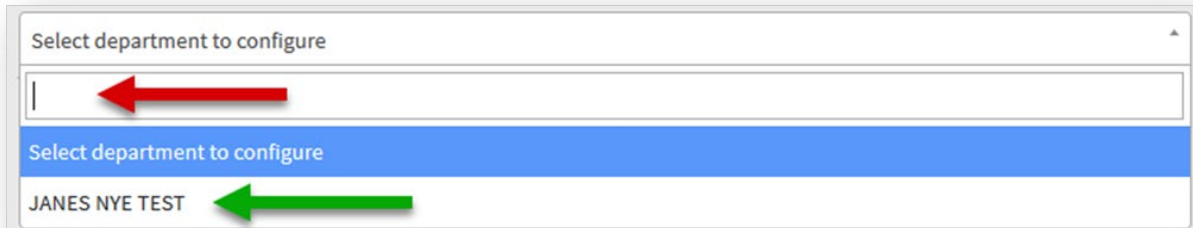
A department may allow subdivisions to expand an existing question sheet. That is, a department may choose to lock parts of the question sheet so that, for example, 15 specific questions SHALL be included in the subdivisions' question sheet. Remember to grant extended rights for EDP and or WPA (see section 8)



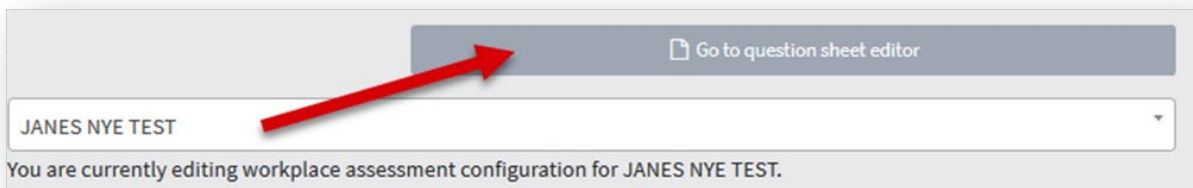
1. Select 'Configuration'



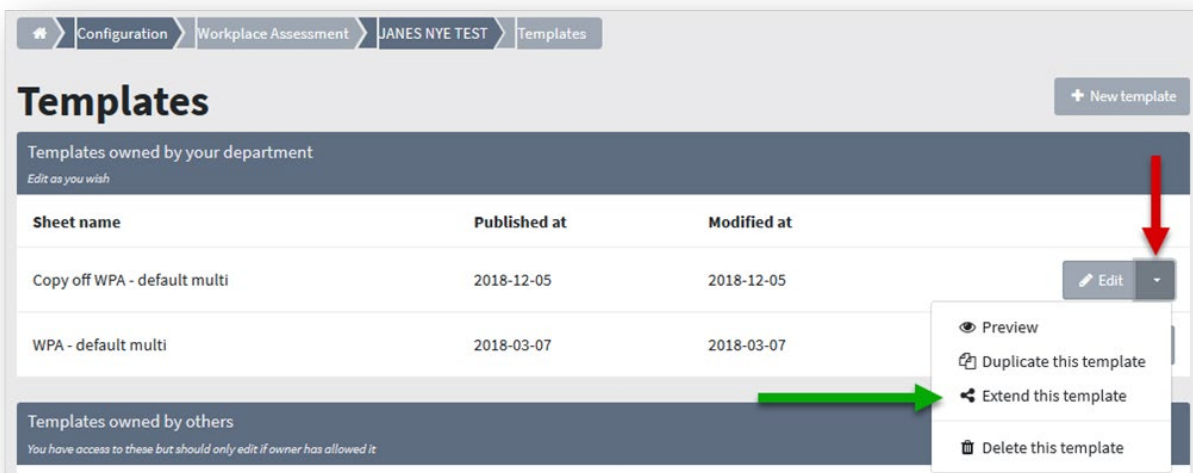
2. Select 'EDP' or 'WPA'



3. Search your department (red arrow) or select it from the list (green arrow)



4. Go to question sheet editor (red arrow)




5. Select the template you want to expand by clicking the arrow next to 'Edit' (red arrow) and then 'Expand this template' (green arrow). There is now a popup box.



Extend "WPA - default multi" ×

An extended question sheet template contains all the content from another template. The department whom receives the extended template will be able to add their own questions but will not be able to delete or modify the content it receives from this template.

When changes are made to "WPA - default multi" and it's marked as live, all templates which are based upon it will be changed as well.

Name of extended template


 APV - standard multi

 WPA - default multi - Administration 

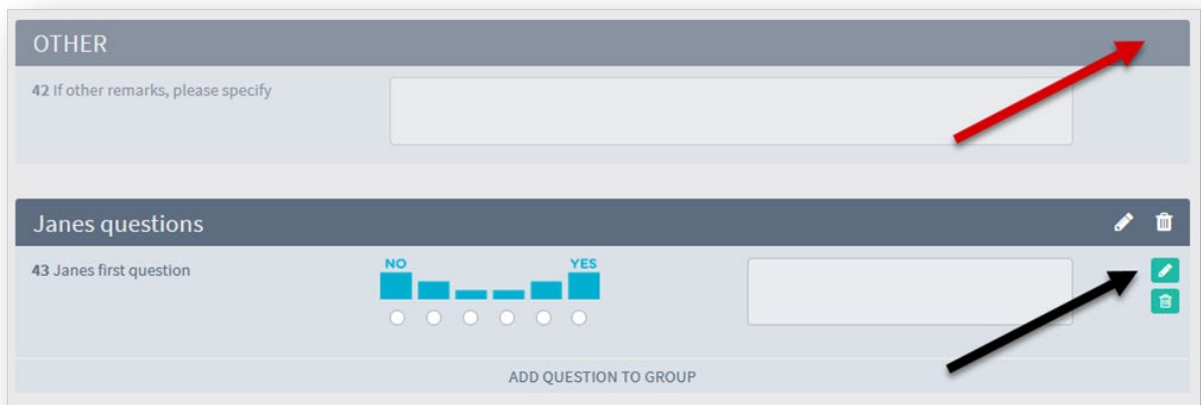
Department to receive the extended template

ad

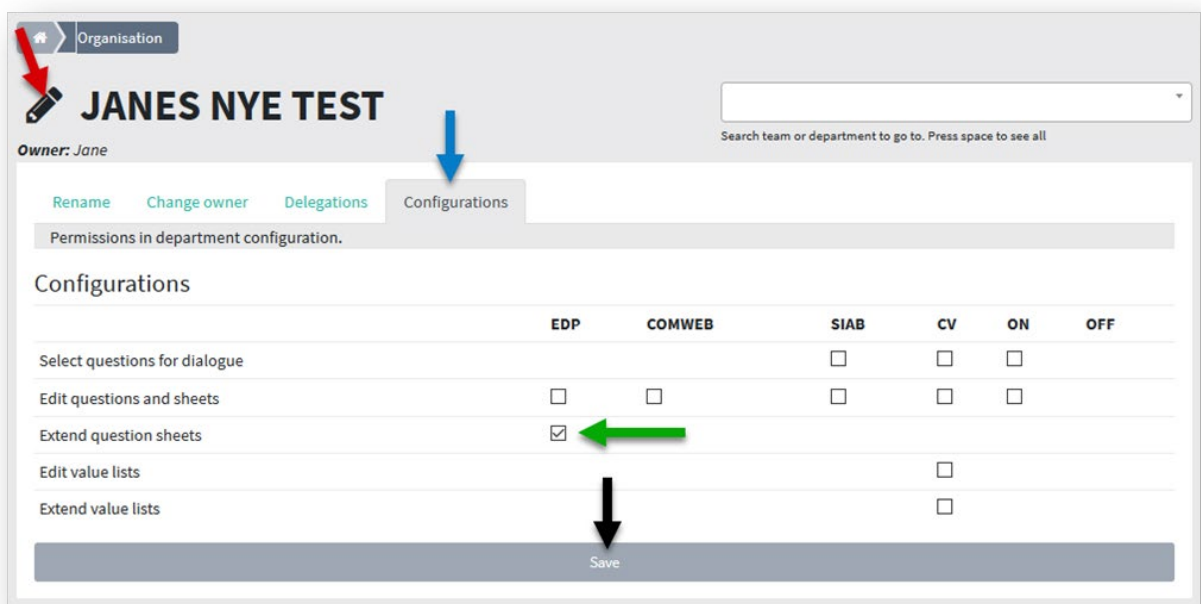
Departments

Administration 

6. You can now change the name (red arrow) and choose which department should be able to edit in the expanded template (green arrow). When you expand a template to a subdivision, the questions that are in the template are already locked, so the subdivision cannot be edited in existing ones, but add new questions.



- Now the subdivision can only add new question groups and questions after the locked (black arrow) and not correct the locked (red arrow) for the expanded template.



- Rights must be given that the head of the sub departments may work in the extended questionnaire. Select the pencil of the desired department (red arrow). Then click on 'Configurations' (blue arrow) tick off 'Extend Question Sheet' (green arrow) and save (black arrow).