

## CV – View and edit configuration

The screenshot shows the musskema.dk configuration interface. The top navigation bar includes 'CREATE NEW', a gear icon, a user icon, and a question mark icon. A dropdown menu is open under the gear icon, showing 'ADMINISTRATION' with options: 'Main organisation', 'WPA organisation', 'Employees', and 'Configuration'. A red arrow points to the gear icon, a blue arrow points to 'Configuration', and a green arrow points to 'Curriculum Vitae' in the left sidebar. Below the sidebar, there's a 'Configuration' section with a 'Select department to configure' dropdown and a 'QUESTIONS AND SHEETS' button. A yellow arrow points to the 'QUESTIONS AND SHEETS' button. The main content area shows 'Task priority labels' with three columns: 'Priority A', 'Priority B', and 'Priority C', each with input fields for names and a 'Last saved' timestamp.

Click on the "Administration" (red arrow) then "Configuration" (blue arrow) - and select "Curriculum Vitae" (green arrow). Then you are where able to make several important creations and updates to the system. Then click on "Questions and sheets" (yellow arrow).

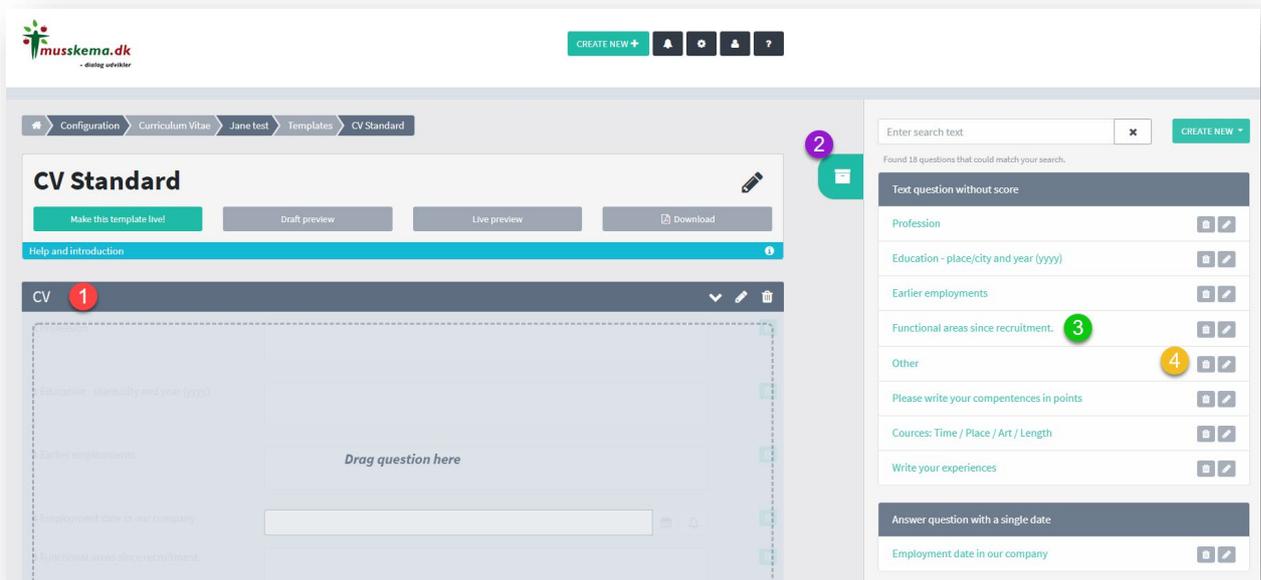
Here are 4 things that you can do purely setup-wise:

1. **Question Sheet Editor** - where you edit the questionnaire (s) you want
2. **Question Vault** - where you can search, edit existing questions in your CV, but where you can also create new ones.
3. **Compound Questions Editor** - here you can unite several questions / list questions in one compound question, where answers must be answered on the individual parts of it.
4. **Lists of Answer Values** - where you can create / configure the lists to be used for some of the questions.

The screenshot shows the 'QUESTIONS AND SHEETS' dropdown menu. The menu is open, showing four options: 'Question Sheet Editor', 'Question Vault', 'Compound Question Editor', and 'Lists of Answer Values'. Each option is numbered in a red circle: 1, 2, 3, and 4 respectively.

## QUESTION SHEET EDITOR

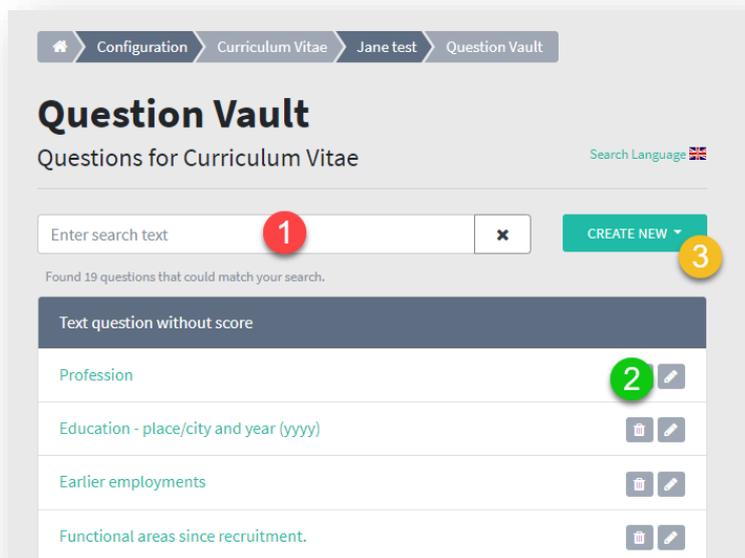
1. Important to distinguish between the Question Vault - and Edit the Question sheet itself.
  - a. The Question Vault contains all your organization's questions, also historical - and they can only be deleted from the database via Support (tel. 8675 1242), as we must ensure that there is no data that is linked via the question that you now want deleted! This is where you create and edit the questions themselves!
  - b. Edit the questionnaire itself: is the structure, design and order of the various headings, subheadings and questions. When you have designed your questionnaire satisfactorily, it must be published to be valid for the next issue.
2. When you are in question sheet editor
  1. You set the desired section in the questionnaire, for example CV here.
  2. You click on the green button - and it now also opens the actual question vault, so you see both images side by side while the query frame itself is dimmed.



3. You find the question in the question vault that you want to drag into that section and then it is drag and drop. Once you have dragged the desired questions, just go back to the actual editing of the questionnaire and give the different questions the right position in the order. It also happens by dragging them around with the mouse.
4. You will not be able to delete questions from the vault - if there are any errors to delete, just contact Support who can help with it!

Finish by publishing when it's in place.

## QUESTION VAULT:



### 1. Search:

Here you can search all questions that you either have or have had in your CV database

### 2. Edit:

And here you can then edit the questions. See the next figure with explanations about the possibilities that lie in, for example, compound questions.

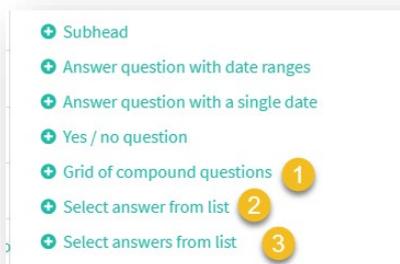
### 3. Create new:

And here you can create new question.

## COMPOUND QUESTIONS:

The more advanced possibilities for compound questions - will be particularly interesting for schools of many kinds, business academies and high schools etc., which must be able to document the knowledge base (knowledge type, knowledge category etc.), so that you can very easily enter and maintain - and smart and simple extracts, education, teams, types of knowledge, etc.

A compound question can at one glance measure on several statements that draw from each their own list - and through a drop-down menu can put one or more answers, which can all be searched crosswise.



### How to edit the questions:

You can edit the questions with subheadings, date range, answer with single date (for example, appointment time) and similar Yes / No questions.

### But you can also edit more advanced:

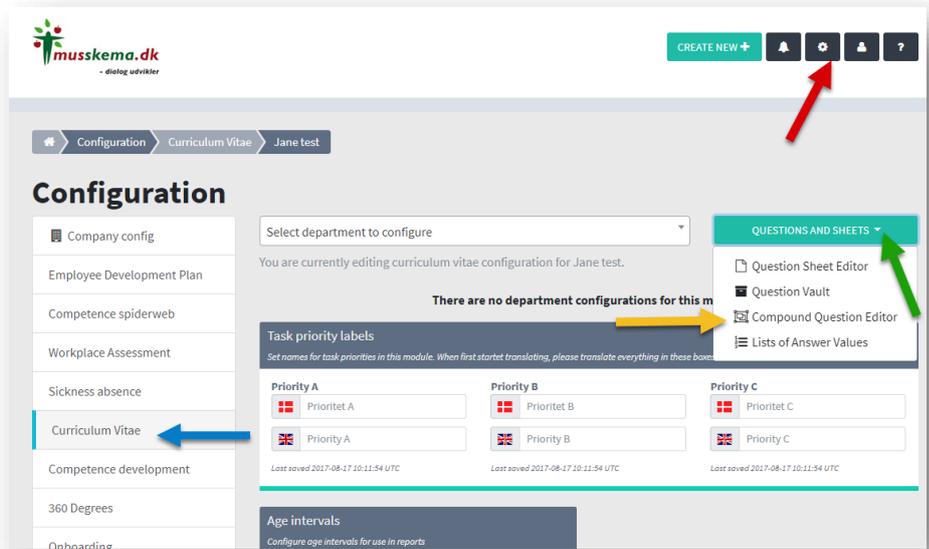
1. A compound question - assigned a text on the question itself, after which one is assigned the "sub questions" associated with a list or can also just be a free text or even a scoring option from 1 to 6.
2. When you put a question in connection with a list, you have two options: one is this, where the user can only choose 1 answer from the list.
3. The second option is where the user can select multiple responses from the list.

## Editing the selected compound question

1. From administration/ configuration:
2. Go to CV
3. Go to Questions and sheets
4. Select compound questions and retrieve the desired one.

Get the questions from the lists that you want to include in your compound question

Save and publish



## Lists of Answer Values:

1. Here you click on "Create new list" to create a new list
2. You name it in English (and possibly also in Danish)
3. Here you write a single item in the list in English (and possibly also Danish)
4. Click here to get a new field to write the next link in the list

