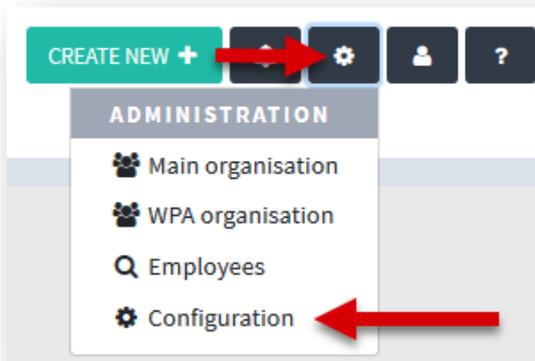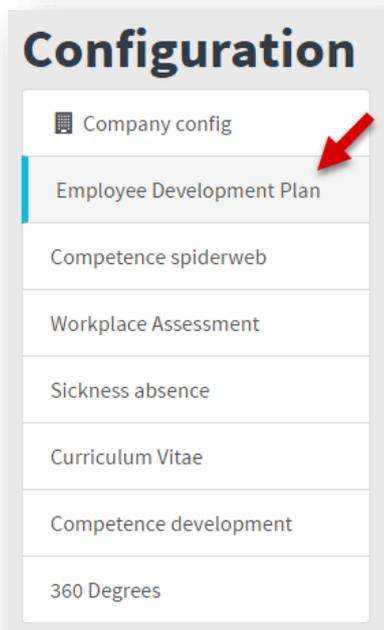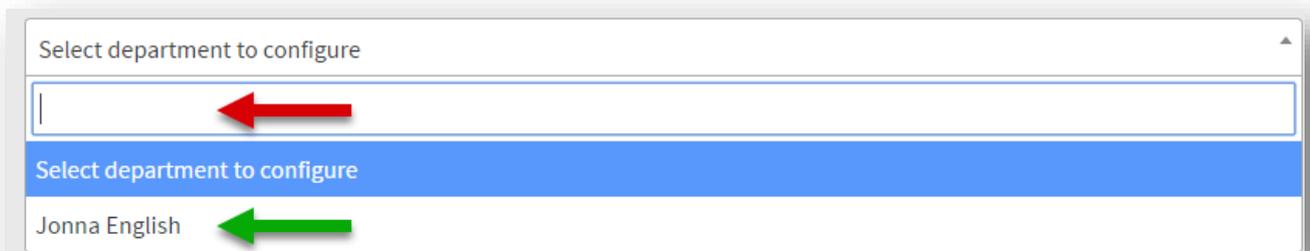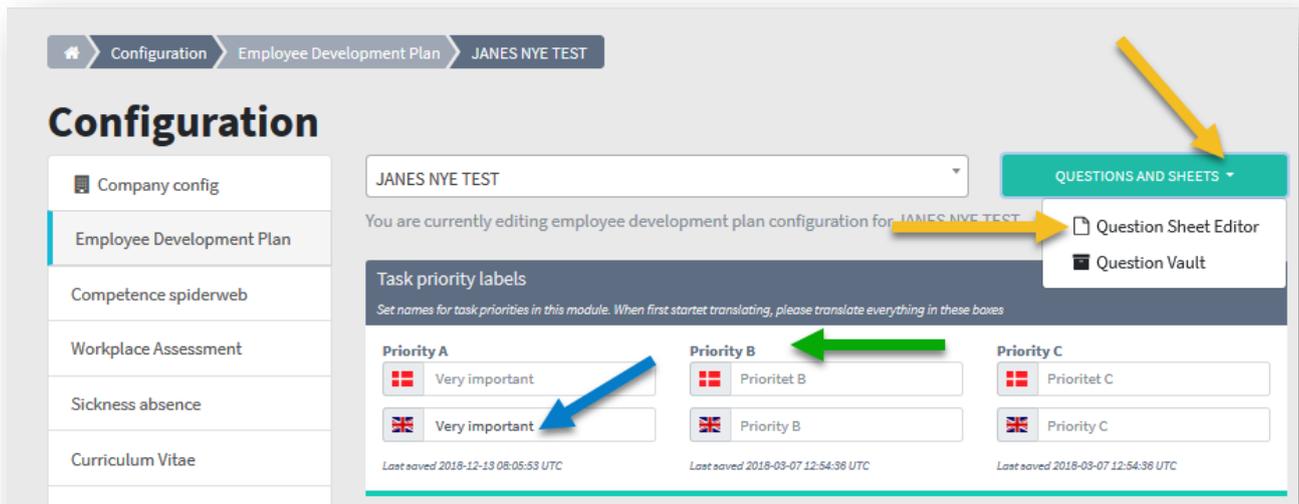# EDP – Setting up the questionnaire


1. Select 'Configuration'


2. Select 'Employee Development Plan'

3. Search for the department that you wish to edit (red arrow) and select it from the list (green arrow)

4. Task priority: The system is born with the highlighted text (green arrow). You can change this by writing a different text (blue arrow). In several languages if necessary. Go to 'Question and sheets' and then 'Question sheet editor' (yellow arrows)
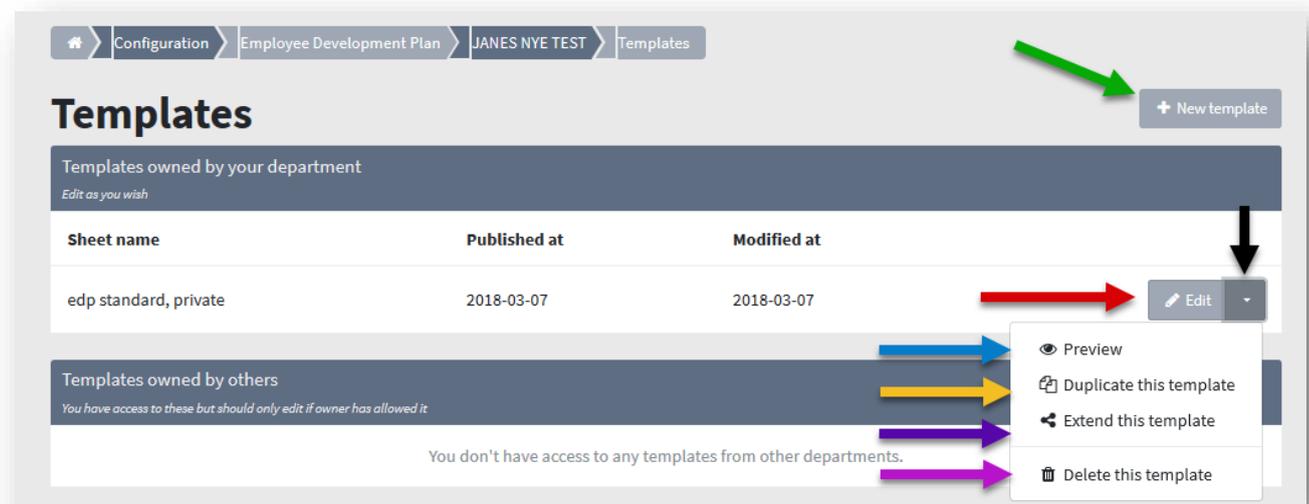

5. The system is born with a standard EDP questionnaire. You can customize it by clicking 'Edit' (red arrow). Clicking on the small arrow (black arrow) gives you more options:

You can see 'Preview' (blue arrow) duplicate it and then edit (yellow arrow), extend it to other departments (purple arrow) or delete it (pink arrow).

You can also create a completely new questionnaire (green arrow).
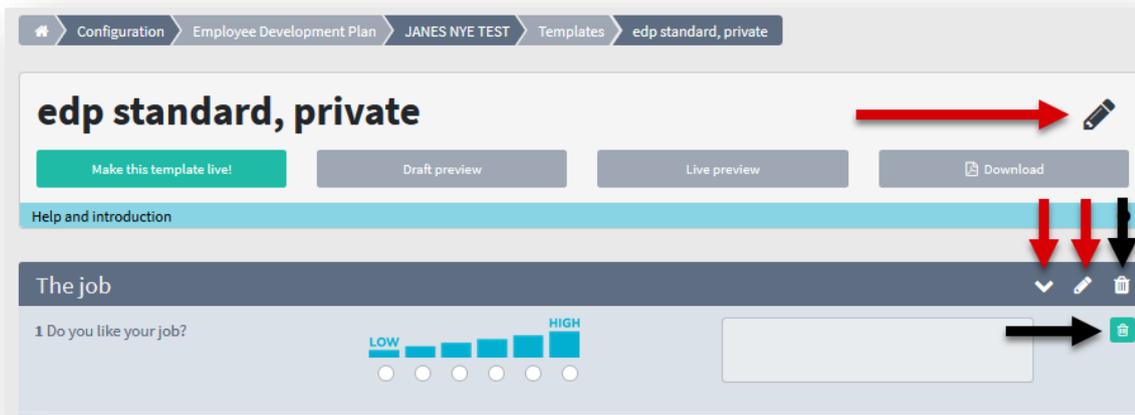
6. You are now able to change the title, group location group and names of the template (red arrows). Or delete (black arrows). NOTE! A template should always begin with a header!
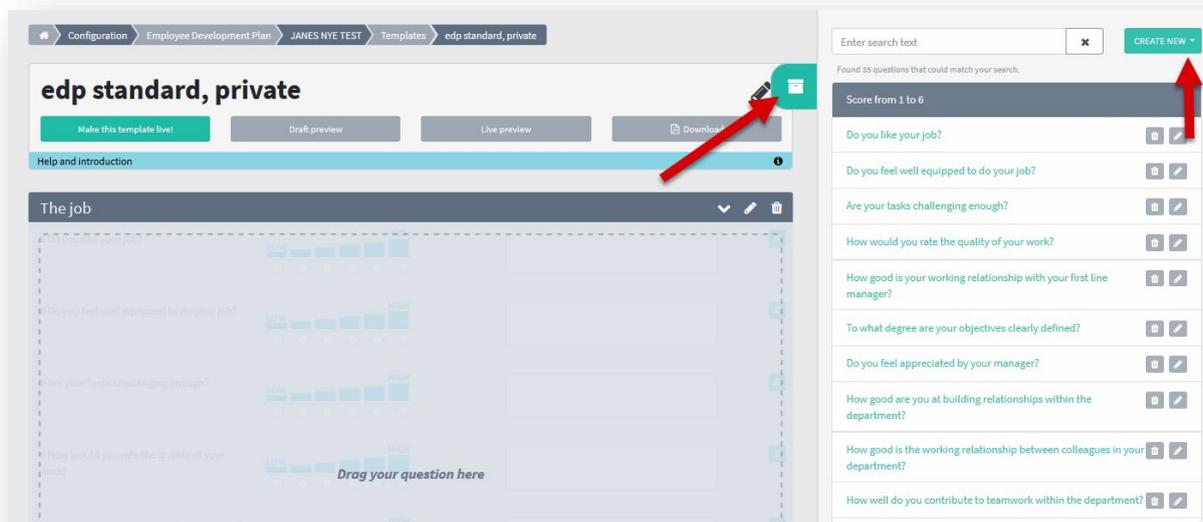
7. For each group (headline) you can add new questions by dragging them into place. Click on the box (red arrow) You can search for an already existing question and choose it - or create a new question by clicking on "Create new" (red arrow). If you select an existing question, this may be compared across all questionnaires in which it is included.
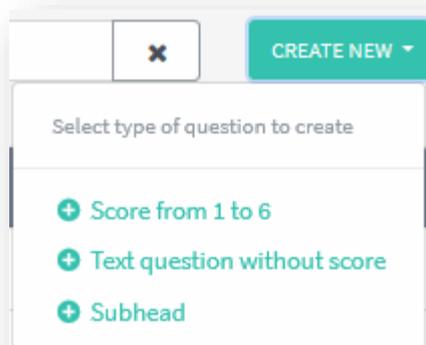
8. When creating a question, you first need to choose which answer option should be on the question - see above. For an employee to be allowed to complete a schedule, all score questions must be completed.

9. You can write the question in several languages (red arrow) - according to how many languages your organization has created. This is also where you can insert a help text. Click create (blue arrow) and then drag it into the question group.


10. To edit a question, click again on the box (red arrow) and then the small pencil next to the question (blue arrow).

11. Here you must first accept the warning (blue arrow) before you can be allowed:
    A word of caution! If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.
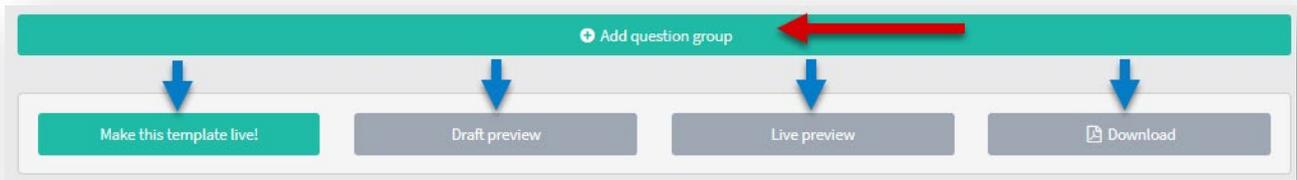
12. At the bottom of the template you can create new question groups (headings) and drag them into place (red arrow).
    - After editing the template you have the option to see a draft at the bottom of the page. If you create a template that is already in use, you have the option of editing and before publishing to see how the current active template looks out, download it - or publish the questionnaire to make it ready for use in the dialogue.
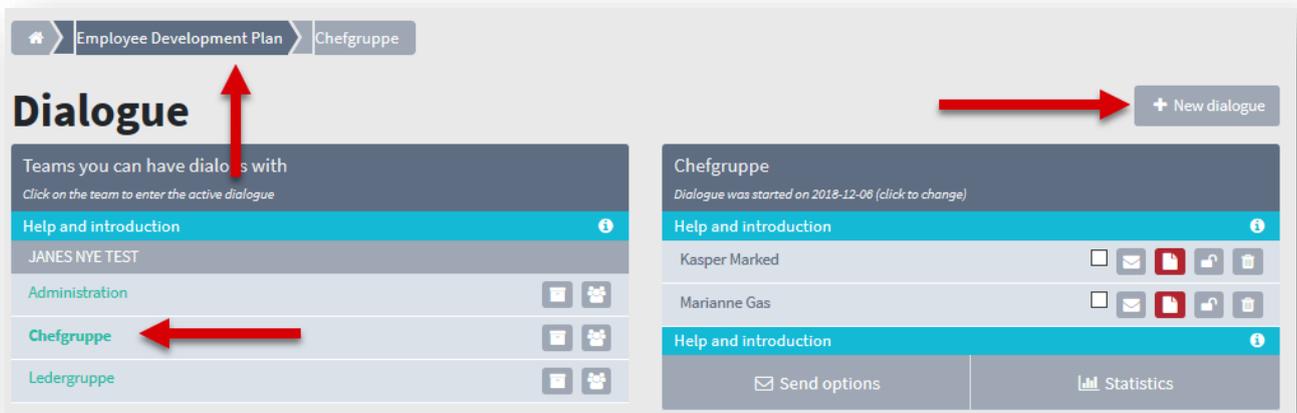
13. When you begin a round of dialogue you will be asked to select a questionnaire. First click 'New dialogue'.
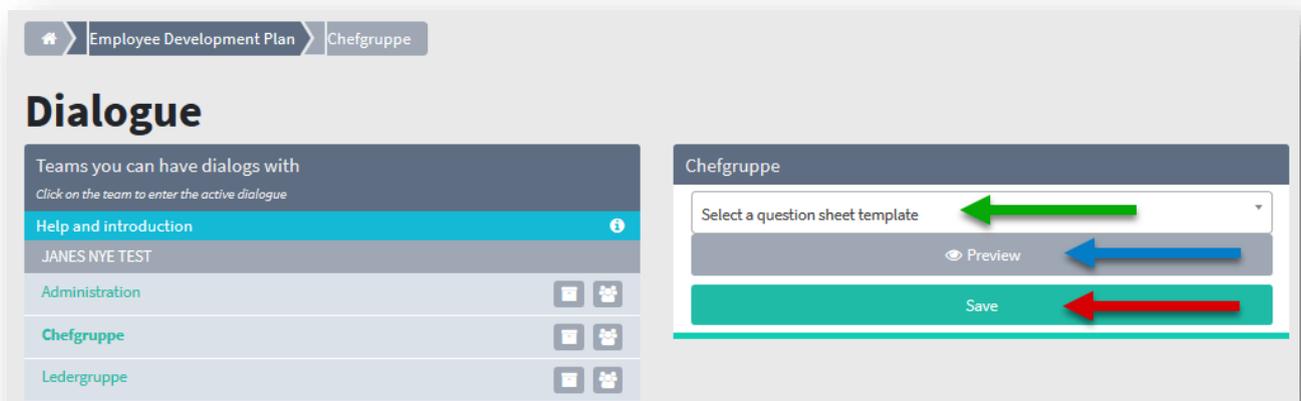
14. Then select your questionnaire from the list. Click 'Select a question sheet template' (green arrow) and then select it from the list. Now you can see an preview (blue arrow) and then click 'save' (red arrow) and the new dialog will be loaded