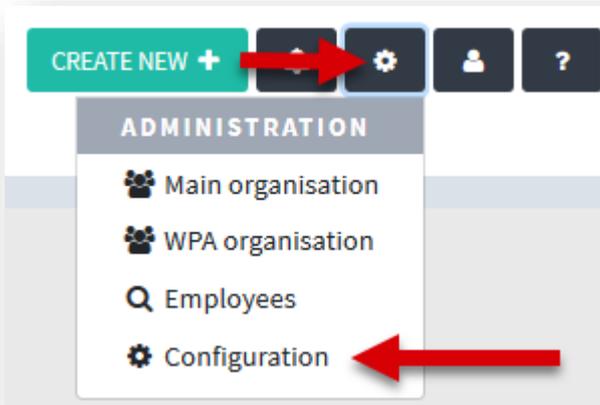
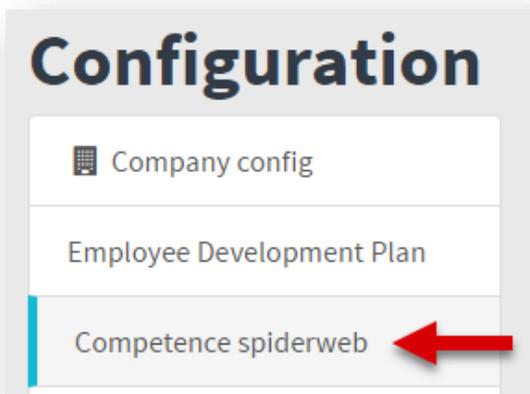


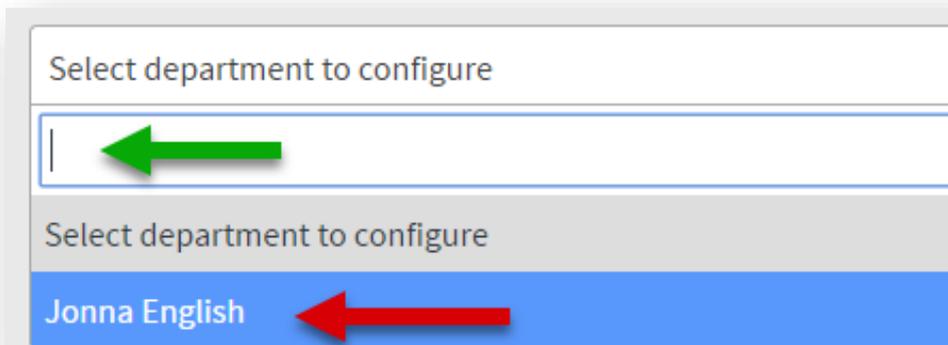
Competence web – Setting up the question sheet



1. Select 'Configuration'



2. Select 'Competence web'



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

Configuration

Company config

Employee Development Plan

Competence spiderweb

Workplace Assessment

Sickness absence

Curriculum Vitae

Competence development

360 Degrees

Onboarding

Offboarding

Select department to configure

QUESTIONS AND SHEETS

You are currently editing competence spiderweb configuration

Question Sheet Editor

Question Vault

Here the text of the COMCAT score value can be changed

Competences in COMCAT are scored on the scale 0 to 5 with half intervals. You can change the explanation to score values 0, 1, 2, 3, 4 and 5.

0:

Stort set intet kendskab; yder ikke noget nævneværdigt på området; trækker sig, melder

Virtually no knowledge; makes no significant contribution in this area; withdraws, refuse

Last saved 2019-10-29 15:14:57 UTC

1:

En smule kendskab, yder lidt, men mere kunne ønskes

A bit knowledge. Makes a small contribution, but more would be desirable.

Last saved 2019-10-29 15:14:57 UTC

2:

Håndterer området rimeligt - skal dog løbende have støtte

Handles the area reasonably, but needs regular support.

Last saved 2019-10-29 15:14:57 UTC

3:

Behersker området selvstændigt og uden støtte

Proficient in this area, works independently and without support.

Last saved 2019-10-29 15:14:57 UTC

4:

Behersker området og kan motivere andre

Proficient in this area and able to motivate others.

Last saved 2019-10-29 15:14:57 UTC

5:

Mestrer området, kan hæve sig over det og bidrage til at udvikle det med nye vinkler.

Masters this area. Contributes to develop the area in new ways.

Last saved 2019-10-29 15:14:57 UTC

Task priority labels

Set names for task priorities in this module. When first started translating, please translate everything in these boxes

Priority A

Prioritet A

Prioritet B

Prioritet C

Priority A

Prioritet B

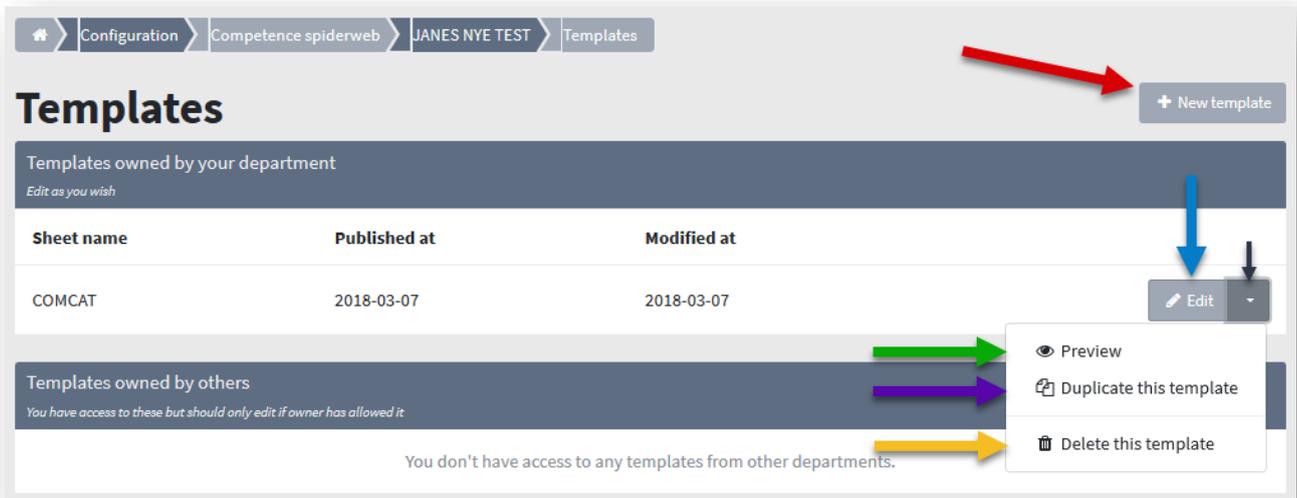
Prioritet C

Last saved 2019-05-07 12:54:56 UTC

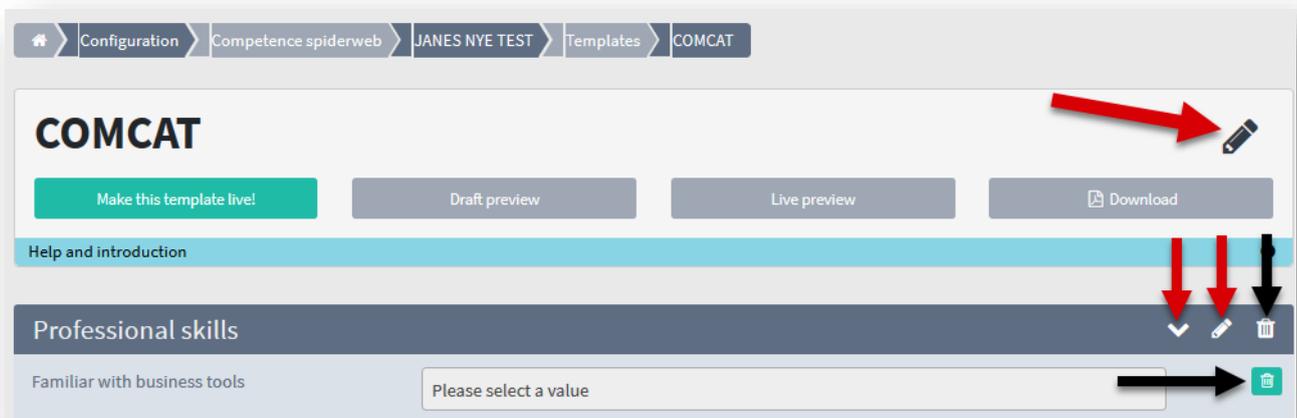
Last saved 2019-05-07 12:54:56 UTC

Last saved 2019-05-07 12:54:56 UTC

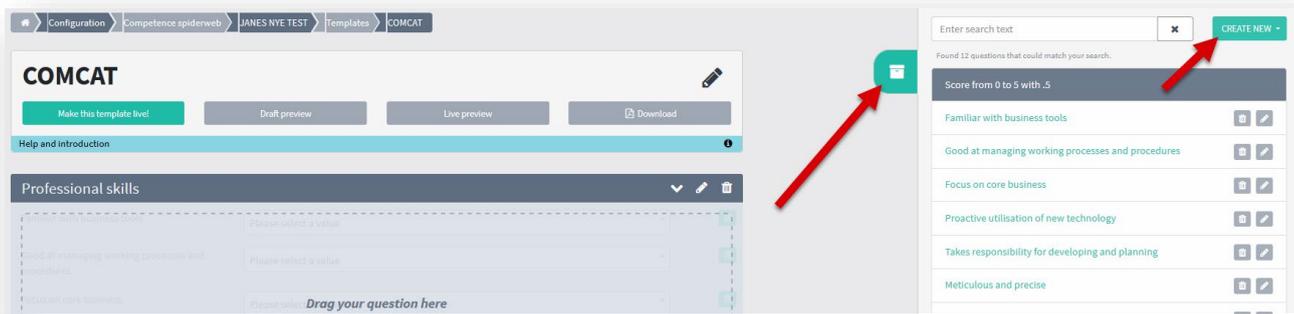
- COMCAT score value: Here you can if needed change the explanation for the score values 0, 1, 2, 3, 4 and 5 (red arrow)
- Task priority: The system is born with the highlighted text (green arrow). You can change this by writing a different text (blue arrow). In several languages if necessary. Go to 'Questions and sheets' and then 'Question sheet editor' (yellow arrows).



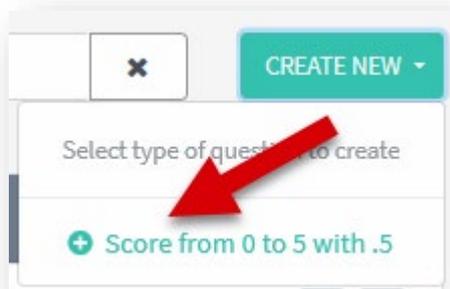
5. The system is born with a standard template. You can edit and adjust this as you wish by clicking on 'Edit' (blue arrow). The little arrow (black arrow) allows you to do other things: You can 'preview' (green arrow), 'Duplicate the template' (purple arrow) and give it a new name such as 'Competencies Administration' which you can subsequently adjust, You can also delete the template (yellow arrow) or create an entirely new template (red arrow).



6. You are now able to change the title, location of groups and group names (red arrows). Or delete (black arrow). NOTE! A template should always begin with a header!



7. For each group (heading) you can add new questions and then drag them to their proper 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 must first select the answer option that should be on the question - see above.

Create new question [X]

Type of question
Score from 0 to 5 with .5

Question text
[Danish flag icon]

Help text
B / [Link icon] [Text area: Add a help text here if needed]

Question text
[UK flag icon]

Help text
B / [Link icon] [Text area: Add a help text here if needed]

[CLOSE] [CREATE]

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.

Enter search text [X] [CREATE NEW]

Found 12 questions that could match your search.

Score from 0 to 5 with .5

Familiar with business tools [Trash icon] [Pencil icon]

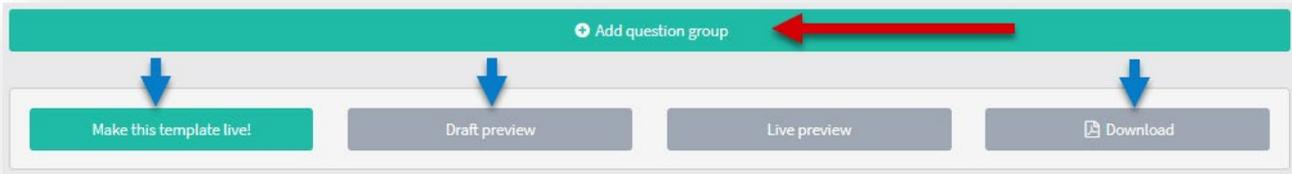
10. To edit a question, click again on the box (red arrow) and then the small pencil next to the question (blue arrow).

The screenshot shows the 'Edit question' interface for a question titled '"Familiar with business tools"'. At the top, there are two buttons: 'Current version' (highlighted with a red arrow) and 'Previous versions' (highlighted with a yellow arrow). Below these are sections for 'Type of question' (set to 'Score from 0 to 5 with .5'), 'Question text' (Danish: 'Godt kendskab til materialer og værktøjer'), and 'Help text' (with a warning icon and text 'Add a help text here if needed'). A second section for 'Question text' (English: 'Familiar with business tools') and 'Help text' is also present. A prominent pink warning box states: 'A word of caution! If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.' Below this warning is an orange bar with a checked 'Accept' checkbox, which is pointed to by a blue arrow. At the bottom, there are 'CLOSE' and 'SAVE QUESTION' buttons.

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.

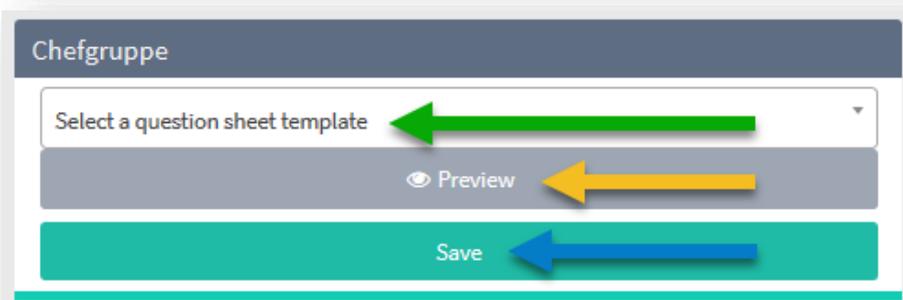
It is possible to see previous version (yellow arrow)



12. At the bottom of the template you can create new question groups (headings) and drag them into place (red arrow). When you have edited the template, you can see a preview at the bottom of the page – or you can publish the template, so it will be ready for use in the dialogue (blue arrows).



13. If you edit a template that is already in use, it is possible for you to see what the current active template looks like when you are done editing but before you set it to go live.



14. When you start a dialog round, first click '+ New Dialogue' (red arrow), then you will be prompted to select the question sheet template (green arrow) when you click here you will find the published templates. If you like, you can see a preview (yellow arrow). Once you have chosen your query frame, click 'Save' (blue arrow) and the new dialog will be loaded.