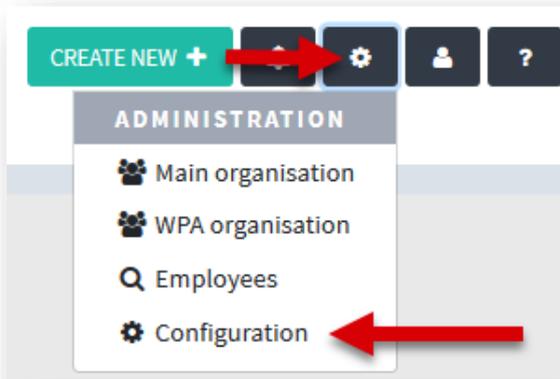
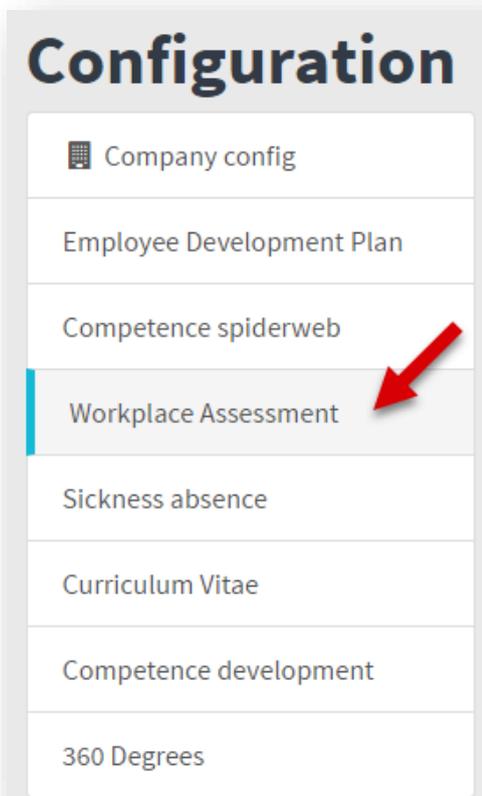


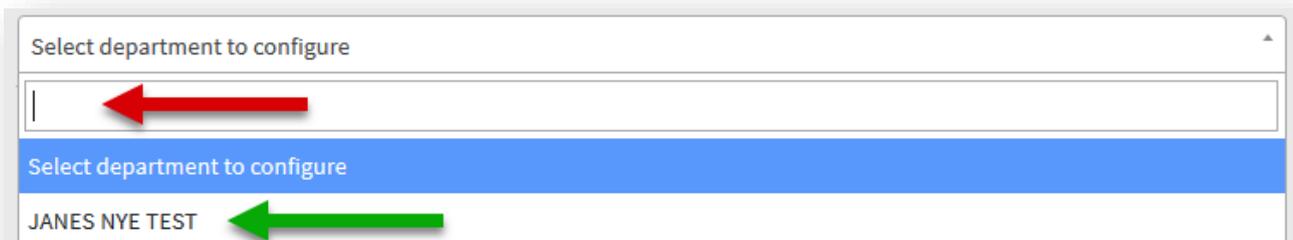
WPA - setting up the question sheet



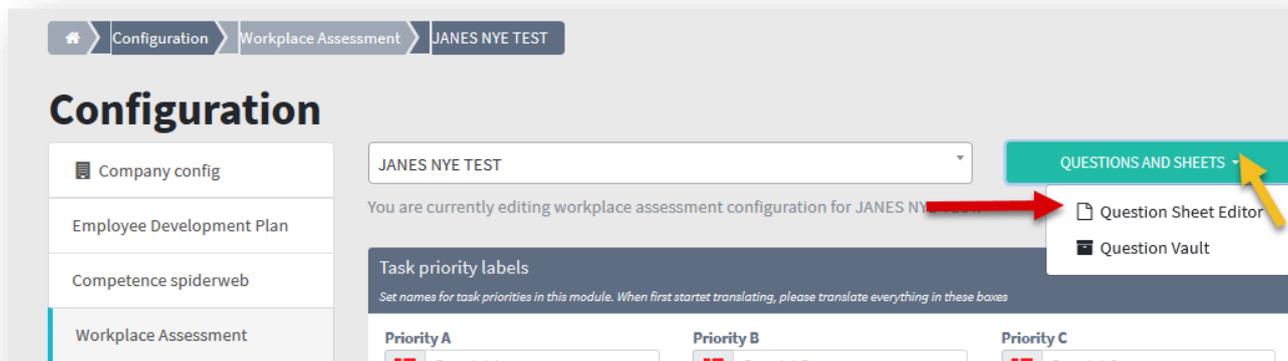
1. Select 'Configuration'



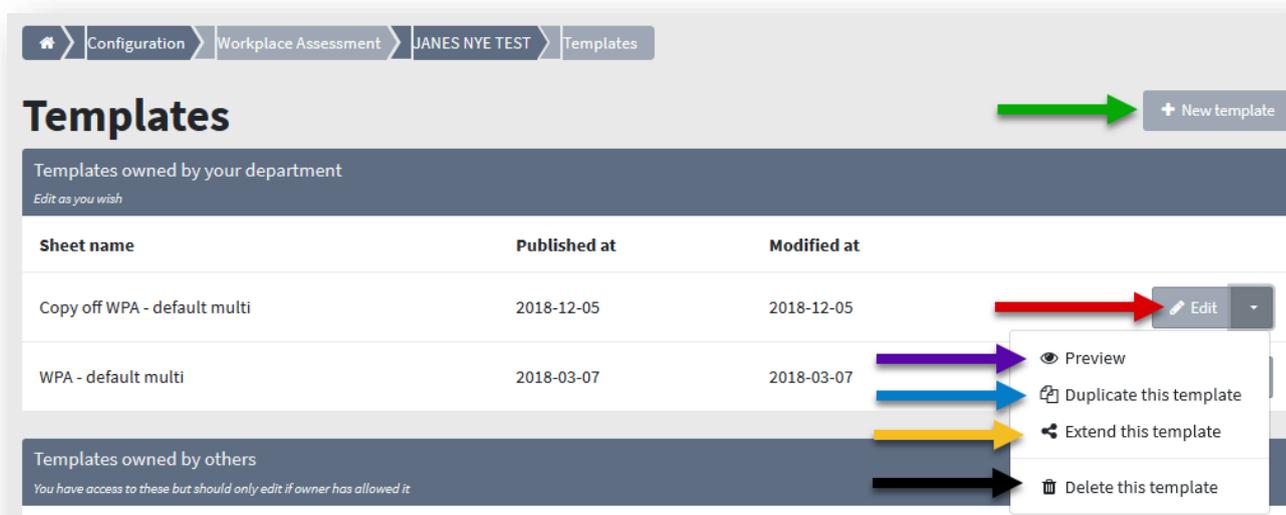
2. Select 'Workplace Assessment'



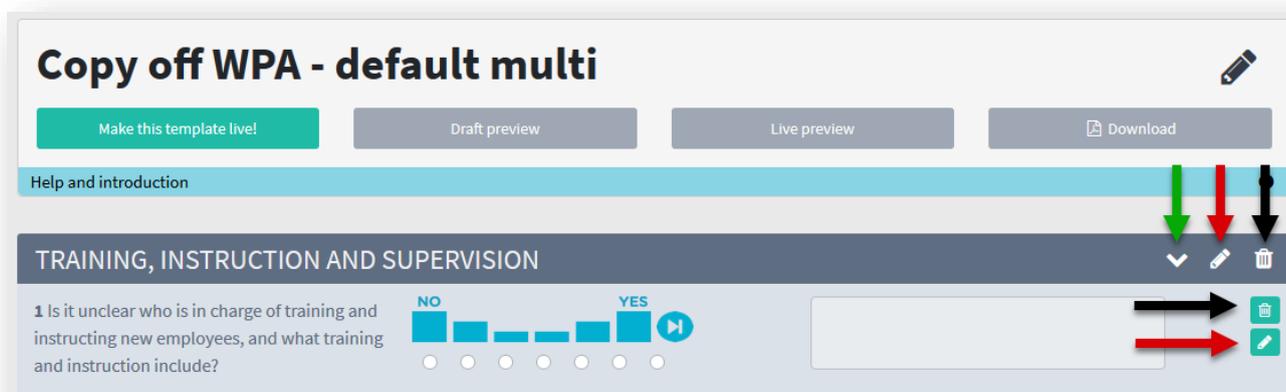
3. Search for the department that you wish to edit (red arrow) and select it from the list (green arrow)



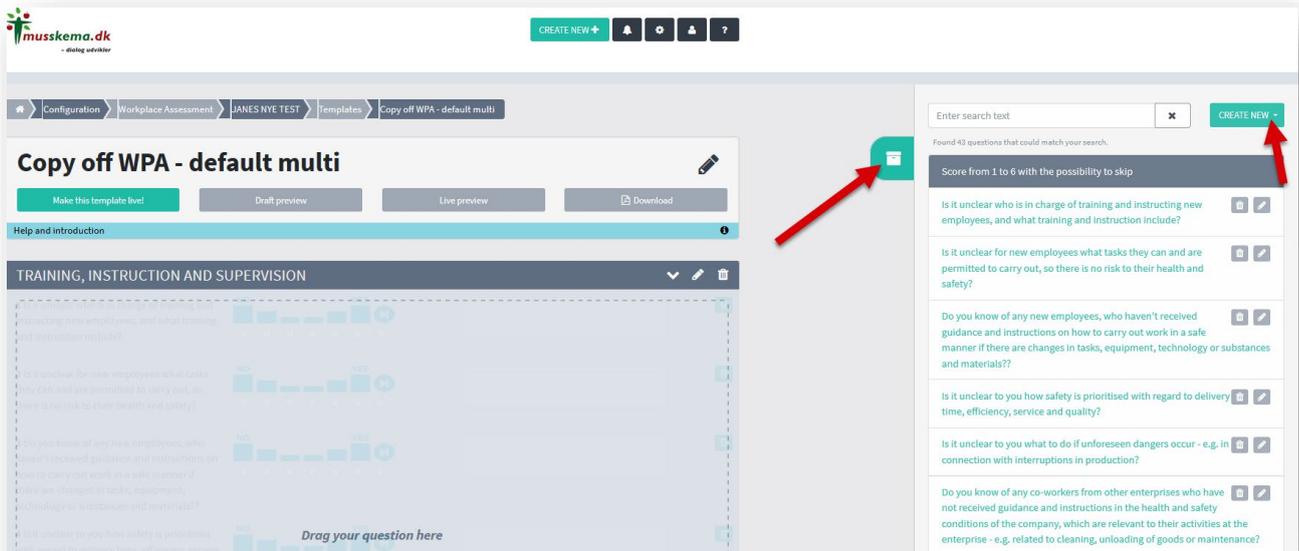
4. Select 'Questions and sheets' and 'Question sheet editor'



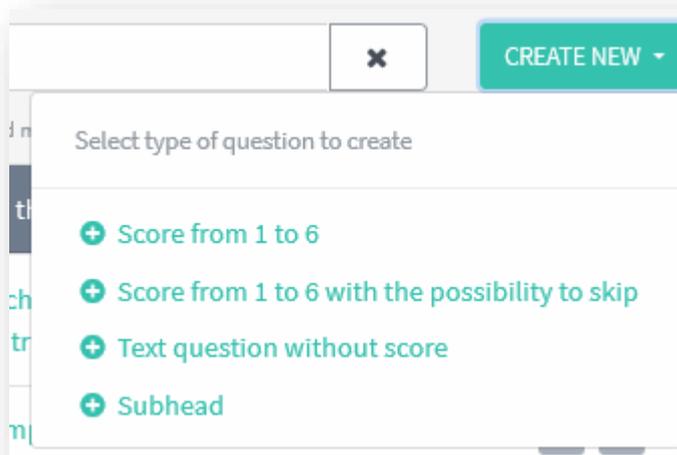
5. The system is born with the WPA questionnaire 'WPA - default multi' as specified by the Danish Work Authorities. You can edit and adjust this as you wish by clicking on 'Edit' (red arrow). If you click on the little arrow you get more options: See example (purple arrow), copy the template (blue arrow) Or you can copy it and then adjust (blue arrow), expand the questionnaire so that other departments can use it (yellow arrow) or delete (black arrow). You can also create a completely new questionnaire (green arrow).



6. You can move an entire question group by the arrow (green arrow) and change in the Scheme title, Group names and questions (red arrow). Or delete (black arrow).



- 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.



- When creating a question, you first need to choose which answer option should be on the question - see above. For an employee to be able to complete a questionnaire, all scored questions must be filled in; therefore, it is also possible to select a score question with the option of not answering, if relevant (red arrow)

See next...

Create new question [X]

Type of question
Score from 1 to 6

Question text
[Danish flag icon]

Help text
B / [Link icon] [List icon]
Add a help text here if needed

Question text
[English flag icon]

Help text
B / [Link icon] [List icon]
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 on the create (blue arrow) and then drag it into the question group.

Enter search text [X] [CREATE NEW]

Found 43 questions that could match your search.

Score from 1 to 6 with the possibility to skip

Is it unclear who is in charge of training and instructing new employees, and what training and instruction include? [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).

Edit question ×

"Is it unclear who is in charge of training and instructing new employees, and who training and instruction include?"

[Current version](#) [Previous versions](#)

Type of question
Score from 1 to 6 with the possibility to skip

Question text
🇩🇰 Er det uklart, hvem der står for oplæring og instruktion af ny

Help text
B /
Add a help text here if needed

Question text
🇬🇧 Is it unclear who is in charge of training and instructing new

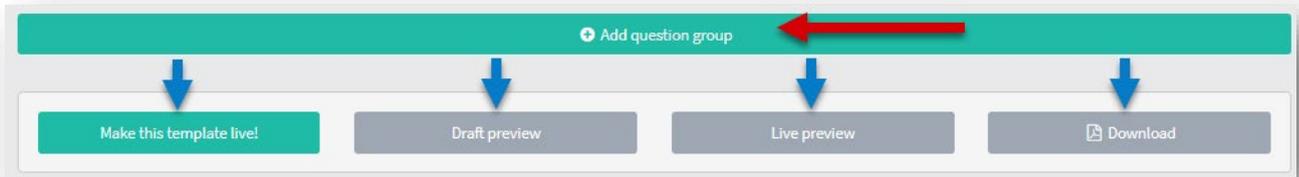
Help text
B /
Add a help text here if needed

A word of caution! If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.

Accept

[CLOSE](#) [SAVE QUESTION](#)

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.



13. 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



14. 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.