

# Viewing/Editing a Questionnaire

## Introduction

📅 Wed, Jan 17, 2024 📁 [Viewing/Editing a Questionnaire](#)

Questionnaires contain a lot of information and it may be difficult to remember exactly everything that went into them, so it is possible to view these Questionnaires and even make changes to them if that is required. This can easily be done just start by clicking the "Questionnaire List" button.

1. Once clicked, the Questionnaire Search screen appears. All that is required for the Client or Clients to be selected from the Select Clients screen. For more information, see the [Client Selection](#) page. Once the Clients have selected, click "OK" to perform the search.

**Note:** This Select Clients screen is slightly different as it also contains the "Select All" and "Clear All" buttons but it still works in the same way. Only Clients that have Questionnaires against them will appear and if multiple Clients are selected then only the Questionnaires that are associated to all the selected Clients will appear. If one Client has an RFI that the other selected Clients do not have the it will not be shown.

2. A list of the Questionnaires associated with the selected Client(s) is shown. To view an Questionnaire in the list, double click it or select the item and click "Next".
3. When viewing an Questionnaire, it's possible to view specific information by going through each of the tabs on the right (these are the same tabs as in the "[Creating an Questionnaire](#)" section). It's also possible to edit information on these tabs by clicking the "Edit Questionnaire" button. Once the changes have been made then click "Save" to apply.
4. Also when viewing a Questionnaire, the 4th tab "Events" becomes enabled. This tab displays all the changes made to the Questionnaire in different Events. Each Event has a name and recorded date and once the Event is selected, a detailed display of every change that occurred in the selected Event is shown. If a part of the Questionnaire was changed, the new value will be displayed whilst anything that wasn't changed will display the text "Not changed".

**Note:** When a Questionnaire is updated, any Work Orders that are associated to the Questionnaire (if the Questionnaire hasn't already been submitted) will also be updated.

[Previewing a Questionnaire](#)

[Viewing Instructions](#)

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=160>

