States of a Questionnaire

A questionnaire is developed in the backend of the CEPT portal.

It will go in and out of different phases in a workflow while being developed.

Under construction

In this phase the questionnaire is being build, the general attributes are being configured and the questions are being designed.

During the construction phase , the designer has the option to "Preview" the final result, this will display a locked questionnaire thats not possible to reply in.

Also the designer can "Publish" the questionnaire, which basically means the questionnaire is live to the users.

To properly test a questionnaire the following settings are set:

- Originating group set to a closed group the designer is member of
- Start date set to todays date

In this way the designer can Publish/Unpublish the questionnaire until satifisfied for final publication. Of course the 2 settings will be set correctly before final publishing.

Active

When the questionnaire is published, it goes into the active phase.

In this phase users are presented with the questionnaire in the daterange that is set, and according to the target audience setting.

Users replying states:

When users start answering the questionnaire it will enter the state of "in progress" for that specific user - when the first question is answered - and when they submit their answers the state will be in the state of "Entries" - this means they have answered and they will see it as a closed questionnaire. The responsee will receive an email with an attached document with their answers they have submitted.

If a user needs to re-answer a questionnaire they already responded to, a member of ECO staff will need to re-open the questionnaire for that specific user by returning it to the state "In Progress". This is done in the backend. Please be aware that this has to be done within the date period of the questionnaire.

Closed

When the Questionnaire end date is reached, the questionnaire is closed for respondees. If it is needed to extend the deadline, a designer will need to

1. Unpublish the questionnaire,
2. Adjust the dates
3. Republish the questionnaire.

Revision #3
Created 2025-08-26 13:28:59 UTC by ECO TECH
Updated 2025-12-03 11:22:49 UTC by ECO TECH