



Rich Content Editor

FRD Document

Outline

Let's talk about...



Problem statement



User story



Solution description



Wireframes



Problem statement

QuestionPro does not have Rich Content Editor to customize text for questions and answer options. We do not have an option to add a tooltip for a question/behavior to provide more context to the respondents.

Use story

Beth Ann , 360 Survey Author
Workforce Customer

As a 360 survey author, I have to highlight certain information on some questions in the 360 survey by applying the formatting. **I need** the ability to format the textual content or add an image in the 360 survey questions **so that** I can provide instructions to the respondents.

Solution

QuestionPro will provide the rich content editor on wherever you have an option to add text on the survey. This will help the survey authors to format the textual content and add images which can be used as instructions in the survey.

| Wireframes

| Admin Setup

Edit Section icon

The screenshot displays the Workforce application interface. At the top, there is a dark header with the Workforce logo, a search icon, an 'Upgrade Now' button, and user profile icons. Below the header, a navigation bar includes 'Edit', 'Send', 'Analytics', and 'Manage Data'. A secondary toolbar contains icons for 'Workspace', 'Settings', 'Languages', 'Media Library', and 'Deployment', along with 'Preview' and '+ Add Section' buttons. The main content area features a section titled 'Indicate the direction for change' with a list of six numbered items. Each item has an 'Edit Section' icon (a pencil inside a square) and a circular refresh icon. A blue box highlights the 'Edit Section' icon for the first item, with a callout box pointing to it that says 'Click on the Edit Section icon'. At the bottom left of the list is a '+ Add New Question' button. The footer contains the text 'Workforce Edition ©2021 QuestionPro'.

Workforce Edition
©2021 QuestionPro

Click on the Edit Section icon

Edit Section pop-up

The screenshot shows the 'Edit' pop-up window in the Workforce Edition software. The window is titled 'Edit' and has a close button in the top right corner. It contains a form for editing a section. The form has a title field with the text 'Indicate the direction for change'. Below the title is a 'Scale' section with radio buttons for '3 Point', '5 Point' (selected), '7 Point', and 'Custom'. Underneath is a table with two columns: 'Text' and 'Score'. The table contains five rows of response options: 'Strongly Disagree' (1), 'Disagree' (2), 'Neutral' (3), 'Agree' (4), and 'Strongly agree' (5). At the bottom of the form, there is an 'N/A Option' toggle which is currently turned on, and a 'Text' field containing 'N/A'. A 'Save Changes' button is located at the bottom right of the form. The background shows the main interface of the software with a list of questions and a '+ Add Section' button.

Text	Score
Strongly Disagree	1
Disagree	2
Neutral	3
Agree	4
Strongly agree	5

Edit Question icon

The screenshot displays the 'Workforce' application interface. At the top, there is a navigation bar with a search icon, an 'Upgrade Now' button, and user profile icons. Below this is a secondary navigation bar with 'Edit', 'Send', 'Analytics', and 'Manage Data' tabs. A toolbar contains icons for 'Workspace', 'Settings', 'Languages', 'Media Library', and 'Deployment', along with 'Preview' and '+ Add Section' buttons. The main content area is titled 'Indicate the direction for change' and contains a list of six numbered items. Each item has an 'Edit' icon (a pencil) and a 'Delete' icon (a trash can) to its right. A blue box highlights the 'Edit' icons for all six items. A callout box on the right points to one of these icons with the text 'Click on any Edit Question icon'. At the bottom left of the list is a '+ Add New Question' button. The footer of the page reads 'Workforce Edition ©2021 QuestionPro'.

Workforce

Upgrade Now

Edit Send Analytics Manage Data

Workspace Settings Languages Media Library Deployment

Preview + Add Section

Indicate the direction for change

1. Recognizes and rewards good ideas from colleagues.
2. Expects and encourages performance from colleagues.
3. Follows through on commitments made.
4. Leads others by example.
5. Adopts to change.
6. Demonstrates attention to detail.

+ Add New Question

Workforce Edition
©2021 QuestionPro

Click on
any Edit
Question
icon

Edit questions/rows pop-up

The screenshot shows the 'Edit' pop-up window in the Workforce Edition interface. The window has a title bar with 'Edit' and a close button. Below the title bar are tabs for 'Section', 'Rows', 'Bulk Add Rows', and 'Validation'. The 'Rows' tab is active, displaying a table with three columns: 'Row Text', 'Information Label', and 'Information Text'. Each row contains a question text, a label, and a text field for additional information. A 'Report Label' section is visible at the bottom of the table. A 'Save Changes' button is located at the bottom right of the pop-up.

Row Text	Information Label	Information Text
Recognizes and rewards good ideas from colleagues.	Do Less Example	If you want to suggest the subject to focus less on this...
Expects and encourages performance from colleagues.	Do Less Example	If you want to suggest the subject to focus less on this...
Follows through on commitments made.	Do Less Example	If you want to suggest the subject to focus less on this...
Adopts to change	Do Less Example	If you want to suggest the subject to focus less on this...
Leads others by example.	Do Less Example	If you want to suggest the subject to focus less on this...
Demonstrates attention to detail.	Do Less Example	If you want to suggest the subject to focus less on this...

Report Label

Save Changes

Bulk add rows pop-up

The screenshot displays the 'Workforce' application interface. A modal window titled 'Edit' is open, showing a 'Bulk Add Rows' pop-up. The pop-up has a header with 'Section', 'Rows', 'Bulk Add Rows', and 'Validation'. Below the header, there is a section titled 'Row Text (One per line)' with a text area containing the following text:

- Recognizes and rewards good ideas from colleagues.
- Expects and encourages performance from colleagues.
- Follows through on commitments made.
- Leads others by example.
- Adopts to change
- Demonstrates attention to detail.

A 'Save Changes' button is located at the bottom right of the pop-up. The background application shows a list of items with a 'Manage Data' tab and a '+ Add Section' button.

Workforce Edition
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Validation

The screenshot displays the Workforce application interface with a modal window open for editing validation settings. The modal is titled "Edit" and has a close button in the top right corner. It features a navigation bar with tabs: "Section", "Rows", "Bulk Add Rows", and "Validation".

Under the "Validation" tab, there is a "None" label followed by a toggle switch that is currently turned on, labeled "Force Response".

Below this, there are two sections: "System Messages" and "Custom Messages".

- The "System Messages" section contains the text "Please choose at least one option".
- The "Custom Messages" section contains a dropdown menu with the text "Please select or add custom message".

A "Save Changes" button is located at the bottom right of the modal.

The background interface shows a "Manage Data" section with a list of items. The list includes:

- 1. Recognizes and re...
- 2. Expects and encou...
- 3. Follows through on...
- 4. Leads others by ex...
- 5. Adopts to change...
- 6. Demonstrates atte...

At the bottom left of the background interface, there is a "+ Add New Question" button. At the bottom right, the text "Workforce Edition ©2021 QuestionPro" is visible.

Final Version

Team's proposal analysis

The image shows a screenshot of a survey editor interface. The interface includes a top navigation bar with 'Manage Data' and 'Edit' buttons. Below the navigation bar are several tabs: 'Section', 'Rows', 'Bulk Add Rows', and 'Validation'. The main content area is a survey form with the following elements:

- Title:** A text input field containing 'Indicate the direction for change'.
- Scale:** Radio buttons for '3 Point', '5 Point' (selected), '7 Point', and 'Custom'.
- Text:** A list of five text input fields for responses: 'Strongly Disagree', 'Disagree', 'Neutral', 'Agree', and 'Strongly agree'. The 'Strongly Disagree' field has a small icon next to it.
- Score:** A vertical list of five input fields for scores, labeled '1' through '5'.
- Bottom:** A 'Save Changes' button and a section for 'N/A Option' with a toggle and a 'Text' input field containing 'N/A'.

Five callout boxes provide analysis points:

- 1. These elements work exactly as edit survey, maybe we can do something similar in here** (Red box, points to the 'Strongly Disagree' text field).
- 2.- this is a very hard way to re-order the possible answers.** (Red box, points to the 'Score' list).
- 3. Not sure section is a clear name for this...** (Blue box, points to the 'Section' tab).
- 4. These two are the same thing, different input, let's group them if possible** (Green box, points to the 'Rows' and 'Bulk Add Rows' tabs).
- 5. we don't need to expand icon, it would cause a modal over modal situation. Same would happen if we let them add images.** (Teal box, points to the icon in the 'Strongly Disagree' field).

Preview Survey : Live Cast

questionpro.com/a/SurveyPreview

Edit Section ?

Section Rows Validation messages

Section ? This layout will be applied to all rows of this section.

Section title
Indicate their direction for change

Answer options	Score
<input type="radio"/> Strongly Disagree	1
<input type="radio"/> Disagree	2
<input type="radio"/> Neutral	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

[Add Option](#) | [Add N/A Option](#)

Cancel Save

Indicate the direction for change

1. Demonstrates functional skills
2. Develops creative and critical thinking
3. Adapts to change *
4. Is passionate about the work
5. Focuses on process execution

+ Add New Question

On hover

Preview Survey : Live Cast

questionpro.com/a/SurveyPreview

Edit Section

Section Rows Validation messages

Section

This layout will be applied to all rows of this section.

Section title

Indicate their direction for change

Answer options	Score
<input checked="" type="radio"/> Strongly Disagree	1
<input type="radio"/> Disagree	2
<input type="radio"/> Neutral	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

[Add Option](#) | [Add N/A Option](#)

Cancel Save

Dragging option

The screenshot shows a web browser window with the URL `questionpro.com/a/SurveyPreview`. A modal dialog titled "Edit Section" is open, displaying a list of answer options for a survey question. The options are:

- Disagree (Score 1)
- Strongly Disagree (Score 2)
- Neutral (Score 3)
- Agree (Score 4)
- Strongly Agree (Score 5)

The "Strongly Disagree" option is highlighted, and a drag handle (a small square with four dots) is visible next to it, indicating it is being dragged. The dialog also includes a "Section title" field with the text "Indicate their direction for change" and a "Section" tab selected. At the bottom of the dialog, there are "Cancel" and "Save" buttons.

Answer options	Score
<input type="radio"/> Disagree	1
<input type="radio"/> Strongly Disagree	2
<input type="radio"/> Neutral	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

Place and score updated

Preview Survey : Live Cast

questionpro.com/a/SurveyPreview

Workforce My

Edit Send Analytics

Workspace Settings Languages

Upgrade Now ? ? ?

Preview + Add Section ?

Edit Section ?

Section Rows Validation messages

Section ? This layout will be applied to all rows of this section.

Section title

Indicate their direction for change

Answer options	Score
<input type="radio"/> Disagree	1
<input type="radio"/> Strongly Disagree	2
<input type="radio"/> Neutral	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

[Add Option](#) | [Add N/A Option](#)

Cancel Save

1. Demonstrates functional skills

2. Develops creative and critical thinking skills

3. Adapts to change *

4. Is passionate about the work

5. Focuses on process execution

+ Add New Question

P

Rich text

The screenshot shows a web browser window with the URL `questionpro.com/a/SurveyPreview`. The main content is a modal dialog titled "Edit Section" with three tabs: "Section", "Rows", and "Validation messages". The "Section" tab is active.

Section ? This layout will be applied to all rows of this section.

Section title
Indicate their direction for change

Answer options	Score
<input checked="" type="radio"/> Strongly Disagree	1
<input type="radio"/> Disagree	2
<input type="radio"/> Neutral	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

[Add Option](#) | [Add N/A Option](#)

Buttons: [Cancel](#), [Save](#)

The background shows a survey preview with a question: "Indicate the direction for change". The question has five options: "Demonstrates functional skills", "Develops creative and/or technical skills", "Adapts to change", "Is passionate about the work", and "Focuses on process execution".

Changing size

Preview Survey : Live Cast

questionpro.com/a/SurveyPreview

Edit Section

Section Rows Validation messages

Section

This layout will be applied to all rows of this section.

Section title

Indicate their direction for change

Answer options	Score
<input checked="" type="radio"/> Strongly Disagree	1
<input type="radio"/> Disag	2
<input type="radio"/> Neut	3
<input type="radio"/> Agree	4
<input type="radio"/> Strongly Agree	5

[Add Option](#) | [Add N/A Option](#)

Cancel Save

1. Demonstrates functional...
2. Develops creative and/c...
3. Adapts to change *
4. Is passionate about the...
5. Focuses on process exe...

+ Add New Question

Empty state

The image shows a browser window with the URL `questionpro.com/a/SurveyPreview`. The main content is a modal dialog titled "Edit Section" with three tabs: "Section", "Rows", and "Validation messages". The "Rows" tab is active and contains the following elements:

- A heading: "Rows ? These are the subquestions contained in each section"
- A toggle switch for "Manual" (selected) and "Bulk".
- A table with three columns: "Row text", "Question Tips", and "Help text".
- Five rows of input fields, each with a "+" and "-" button to the right.
- At the bottom right, "Cancel" and "Save" buttons.

The background shows a survey preview with a list of items:

1. Demonstrates functional...
2. Develops creative and/c...
3. Adapts to change *
4. Is passionate about the...
5. Focuses on process exe...

At the bottom left of the background, there is a button labeled "+ Add New Question".

Rows in bulk

The image shows a browser window with the URL `questionpro.com/a/SurveyPreview`. The main content is a modal dialog titled "Edit Section" with three tabs: "General layout", "Sub-sections", and "Validation messages". The "Sub-sections" tab is active, showing a toggle for "Manual" (disabled) and "Bulk" (selected). Below the toggle is a section titled "Row text (one per line)" containing a list of text items, each with a delete icon:

- Recognizes and rewards good ideas from colleagues.
- Expects and encourages performance from colleagues.
- Follows through on commitments made.
- Leads others by example.
- Adopts to change.
- Demonstrates attention to detail.

At the bottom of the dialog are "Cancel" and "Save" buttons. The background shows a survey preview with a list of items:

1. Demonstrates functional...
2. Develops creative and/c...
3. Adapts to change *
4. Is passionate about the...
5. Focuses on process exe...

At the bottom left of the background is a button "+ Add New Question".

Validation messages

The screenshot shows a web browser window with the URL `questionpro.com/a/SurveyPreview`. The main content area is a survey preview titled "Indicate the direction" with five items:

1. Demonstrates functional
2. Develops creative and/c
3. Adapts to change *
4. Is passionate about the
5. Focuses on process exe

An "Edit Section" dialog box is open, showing the "Validation messages" tab. The dialog has the following elements:

- Section**: Rows
- Force Response**: A toggle switch that is turned on.
- System Messages**: A text input field containing "Please choose at least one option".
- Custom Messages**: A dropdown menu with the text "Please select or add custom message".
- Buttons**: "Cancel" and "Save".

Survey Experience

Help information- Preview (on-hover)

QuestionPro 360 Standard Assessment

jeswin.thomas
0% Completed

Indicate the direction for change

	Do Much Less	Do Less	Do Not Change	Do More	Do Much More
Recognizes and rewards good ideas from colleagues. Do Less Example	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expects and enforces high standards of performance. Do Less Example	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows through on commitments made. Do Less Example	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Leads others by example. Do Less Example	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adopts to change. Do Less Example	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Demonstrates attention to detail. Do Less Example	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Back Next

Employee Surveys Powered By QuestionPro Workforce

If you want to suggest the subject to focus less on this behavior