Under System Settings, you can add new questions. Your group also might wish to read the available/existing questions found in other questionnaire folders to add relevant questions.

- If you do not see System Settings on the left navigation panel, please email globalps@princeton.edu to get access to the GPS System Settings section.
- PLEASE NOTE: Available questions in questionnaires can be found in existing question bank folders.
- CAUTION: If you decide to use available questions, **DO NOT MOVE** a selected available question to your group or program folder.
- See also GPS Reference Guide: Build a Questionnaire to learn about questionnaire actions (Add Questionnaire, Apply Question to Program, Use Available Questions from a Questionnaire, Apply Questionnaire to Programs) and version actions (Apply Updated Questionnaire by Application Cycle).

**Step 1: Login to GPS**

1. Select LOGIN/REGISTER.
2. Enter your NetID, select Continue and enter your password.
   If you have a problem with your NetID or password, call OIT Help - 609-258-4357.

**Step 2: View Question Items**

Once you have successfully logged in, click on the **System Settings** and **Question Items**

The **Question Items: Manage All** page opens, with the list of Question Item folders.
Review Existing Questions
To view available question items for possible use in your questionnaire, select the folder that contains questions for your review. The list of question items for that folder open for viewing only.

 CAUTION: Do not use any of the Actions for items in the folder, unless they are in your own folder. Other departments may be using questions that you are viewing.

Step 3: Create a New Question Item

1. To create a new question item, click the New Question Item tab (at the top of the listing). The Question Items: Add page opens.
You will see a place for question name and you can also view the **Question Types**.

2. Type the name in the Question Item Name field. For longer questions, use the Instructions field.

3. Select a **Question Type**. Depending on selected question type, you may need to fill in additional options.

4. **Select a Folder**
   - From the **Folder** drop-down list, select the folder in which you want to include the item.
   - In this example, the **SAP programs OIP** was the folder selected.

   If you do not select a folder, your question will be placed in the **Uncategorized** folder.

   If a folder for your program does NOT exist, you can **Add a new Question Item** folder.

5. Provide instructions related to the question item in the space provided.

6. Click **Add**.
Add a New Question Item Folder

1. Go to Systems Settings, then Question Items and Manage Folders.
2. Select New Folders.
3. Enter a Folder name.

Step 4: Edit a Question Item

1. To edit a question item, click on the edit (pencil) icon (to the right of the question item's name). The Question Items: Edit page appears.
   Note: Please only edit question items in your department folder.
2. Make the necessary changes.
3. Click **Update** to save changes.

### About Updating Question Used in an Existing Questionnaire

Since a question item may be used in other questionnaire(s), you will be asked if you want to update the question within those questionnaires.

- If you check the box and then click the Apply button, the updated question item will cascade to the questionnaires you indicated.
- If you do not check the boxes to apply the change, the old question item will continue to be used in the questionnaire(s).

**Option: Retire an Existing Question Item**

> **CAUTION:** It is generally not recommended to **retire** any questions, as it may be that other departments are using these question items.

For those questions within your department, you may retire them only after verifying that no other programs use those questions.

**Notes:** Retiring a question item:

- Removes it **only from** the list of available question items that appears when building new questionnaires or editing existing questionnaires
- Does **not** remove it from other questionnaires that already include that same question. To remove a question from another existing questionnaire, you must **edit that questionnaire** and remove the question.
If you still chose to remove a question, use the following steps:

1. Open the folder for the existing questionnaire
2. Click the Retire Question icon (to the right of the question name). This question is now retired.
   To view all retired questions, click the View Retired Questions link (upper right corner of the page). If you decide that you want a question to be available again, click the Reinstatate Question icon (next to the retired question).

Additional Information
Contact globalps@princeton.edu if you need help with:
- More details about question information
- How to address issues you have with the question process.
To review a Video on this process: click on <LINK>. 