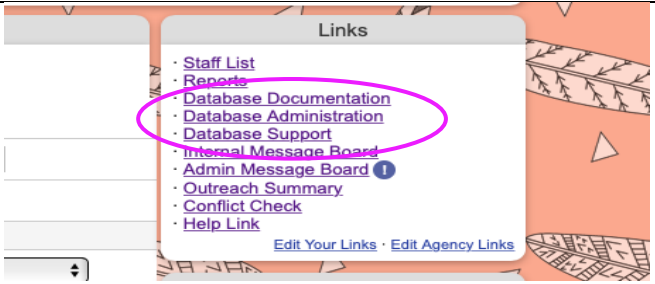
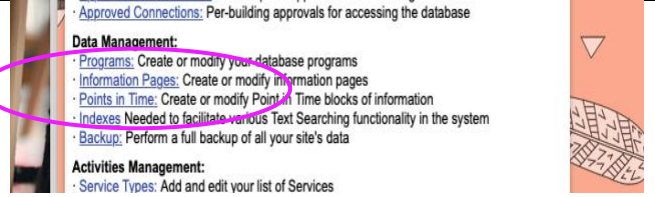
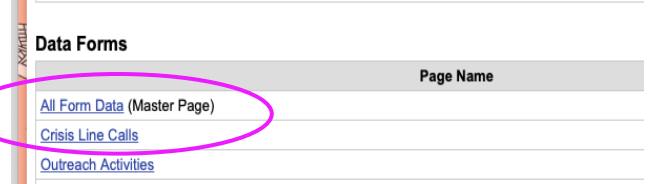
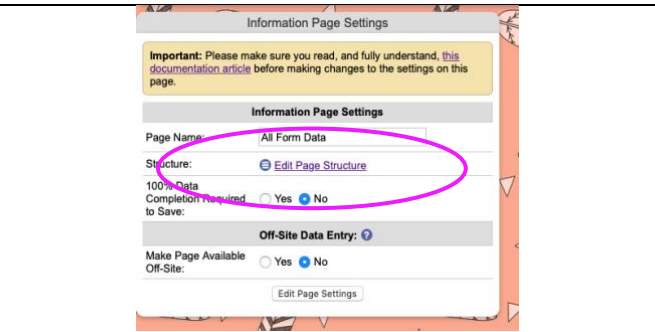
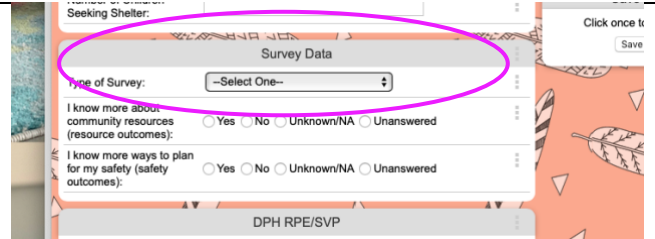
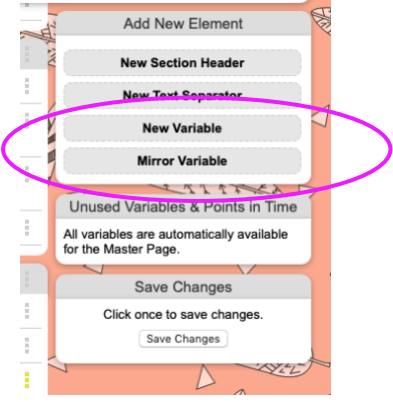
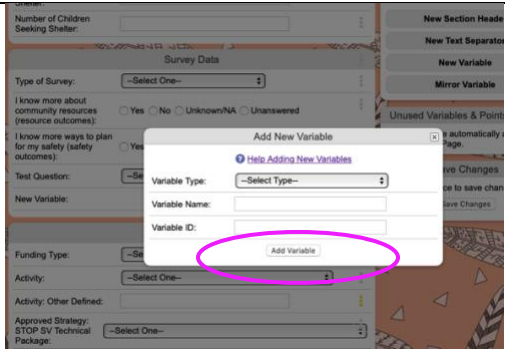
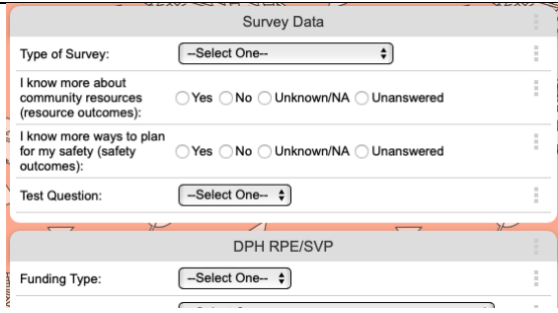


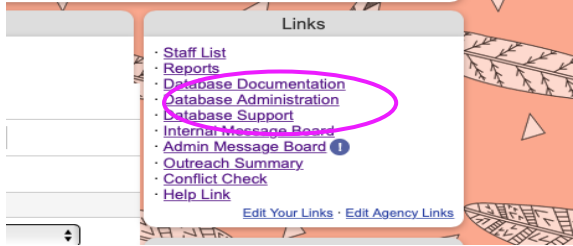
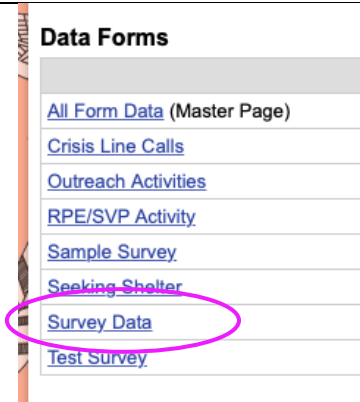
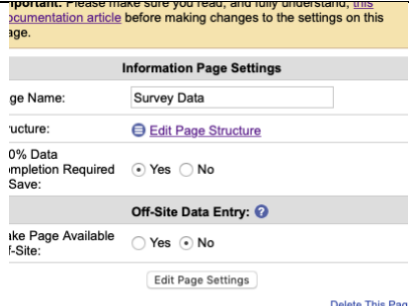
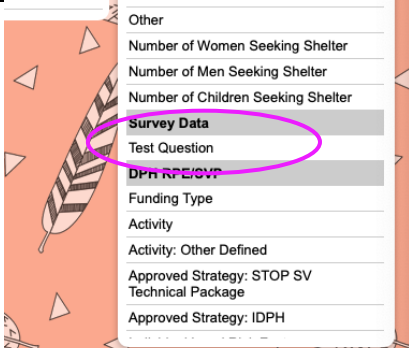
## Adding Questions to Existing Surveys: Empower DB

1	Select <b>DATABASE ADMINISTRATION</b>	
2	Select <b>INFORMATION PAGES</b>	
3	Under Data Forms Select <b>ALL FORMS DATA (Master Page)</b>	
4	Click <b>EDIT PAGE STRUCTURE</b>	
5	Scroll to <b>SURVEY DATA</b>	
<p>You can add variables here. Remember that once you add a variable, name and save it, you can't totally delete it. It will be saved in an inactive folder and you will not be able to create another variable with the same name.</p>		

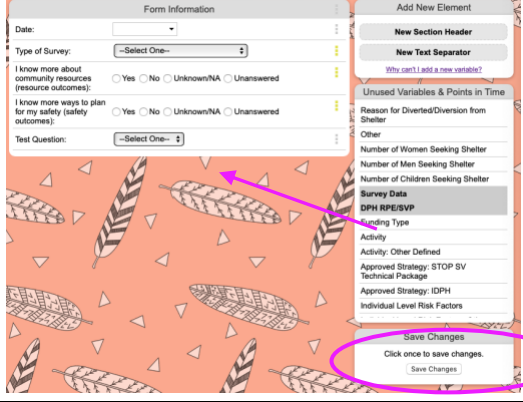
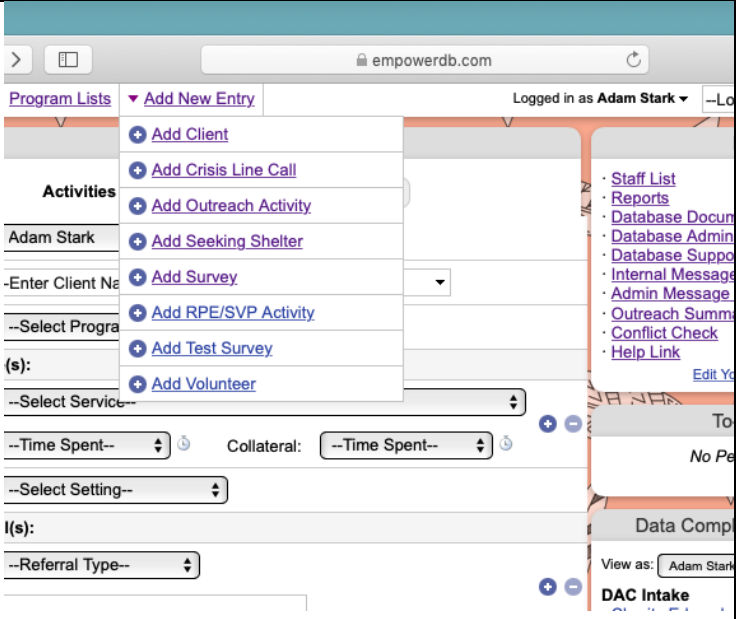
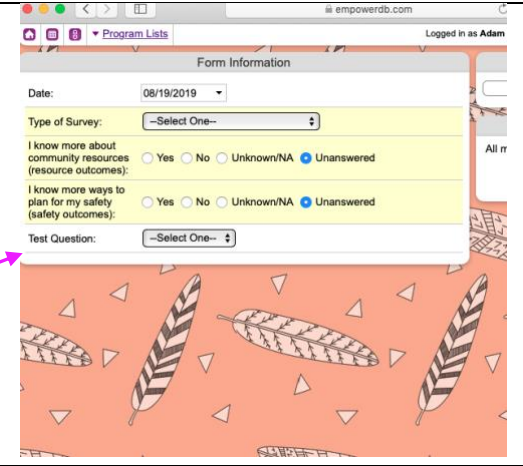
## Adding Questions to Existing Surveys: Empower DB

6	Select <b>NEW VARIABLE</b> and drag it into position.	
7	Once in position, you can name and format your variable. Click <b>ADD VARIABLE</b> to save.	
8	The new variable has been created. Be sure to <b>SAVE CHANGES</b> .	

## Adding Questions to Existing Surveys: Empower DB

9	To add the variable to an existing survey, select <b>DATABASE ADMINISTRATION</b>	
10	Select <b>INFORMATION PAGES.</b>	<b>Data Management:</b> <ul style="list-style-type: none"> <li><a href="#">Programs</a>: Create or modify your database programs</li> <li><a href="#">Information Pages</a>: Create or modify information pages</li> <li><a href="#">Points in Time</a>: Create or modify Point in Time blocks of information</li> <li><a href="#">Indexes</a>: Needed to facilitate various Text Searching functionality in the system</li> <li><a href="#">Backup</a>: Perform a full backup of all your site's data</li> </ul> <b>Activities Management:</b>
11	Under Data Forms, select <b>SURVEY DATA.</b>	
12	Click <b>EDIT PAGE STRUCTURE.</b>	
13	Scroll down to <b>SURVEY DATA</b> in the Unused Variable section on the right. Your new variables should show here.	

## Adding Questions to Existing Surveys: Empower DB

14	<p>You can click and drag your new variable into place. Once complete, click <b>SAVE CHANGES</b>.</p>	
15	<p>When you go to the ADD NEW ENTRY dropdown and select <b>ADD SURVEY...</b></p>	
16	<p>...the new variable will be there.</p>	
<p>Remember that the new variable is not associated with any existing reports. You will have to create a variable query or report to get the data.</p>		