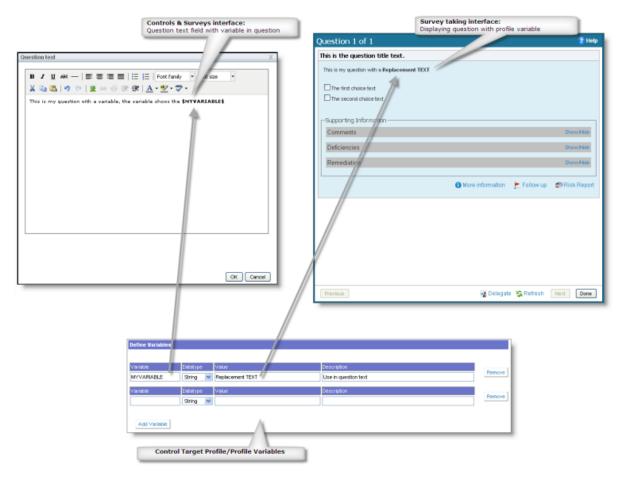
## **Configuring Profile Variables**

Profile variables allow you to use a variable in the question text field. The questionnaire displays the defined variable value in place of the variable name. You must surround the variable name with '\$', as shown in this example.



How variables work in questionnaires.

Users with **Profile View** and **Profile Author** permissions can add, modify, or remove a profile variable associated with a control target profile.

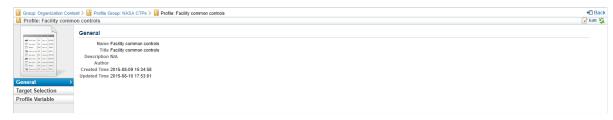
## To add a variable:

1. On the Content menu, click Control Target Profiles.



The Control Target Profiles screen.

- 2. Expand the **Organization Content** tree in the **Control Target Profiles** pane on the left hand side of the screen and expand the group that contains the profile you wish to add a variable to.
- 3. Select the profile to open its details page.



A control target profile's details page.

- 4. Click the Profile Variables tab, then click Edit.
- 5. Click Add Variable.
  - If this is your first time adding any variables to a profile, you will not need to click **Add Variable**.
- 6. Enter the variable definition as follows:



The Define Variables screen.

Variable: Enter the name of the variable as it appears in the question text.

1.

- 2. Data type: Select the type of data of the value.
- 3. Value: Enter the replacement information.
- 4. **Description**: Enter a summary.
- 7. Click Save.

## To remove a variable:

- 1. On the Content menu, click Control Target Profiles.
- 2. Expand the **Organization Content** tree in the **Control Target Profiles** pane on the left hand side of the screen and select the group that contains the profile you wish to remove a variable from.
- 3. Select the profile to open its details page.
- 4. Click the Profile Variables tab, then click Edit.
- 5. Click Remove next to the variable(s) you wish to remove.
- 6. Click Save.