

Naming the Program and Assigning Owners

Enter the following information on the Basic Details page of the Program wizard.

New Program ✕

1. Basic Details **Step 1: Enter Basic Program Details** * = required

A program includes controls and other options that define assessments. Enter a name, type and description for the program and choose an owner and team for access control.

Create a new program Create a copy from an existing program

Program Name*

Program Owner*

Team

Description

Questionnaire Presentation Options*

Assessment Duration
 Days

Field	Type	Description
Program Name	String up to 255 characters	Identifies program.
Program Owner	Select user by name	Choose a user to manage the program settings, including launch. Requires Program and Assessments Manage permission. Note: Changing the owner disables the Launch button. Once you save the change, you only can see the program if you are a member of the program team.
Team	Select a team	Choose a team of users that you want to allow to view program details and manage settings. Requires that all team members have Program and Assessments Manage permission.
Description	Text	Optional description of the program.
Questionnaire Presentation Options	Named options	Select the questionnaire presentation options .
Assessment Duration	Number	Number of days to complete the assessment. Default is 30 days.

Program Type cannot be changed once the program is created. The type can affect the [additional program options](#)

available for editing after the program is created.