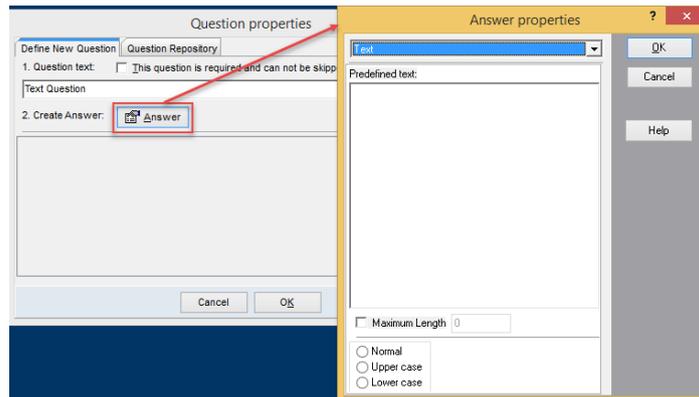# Creating Answers

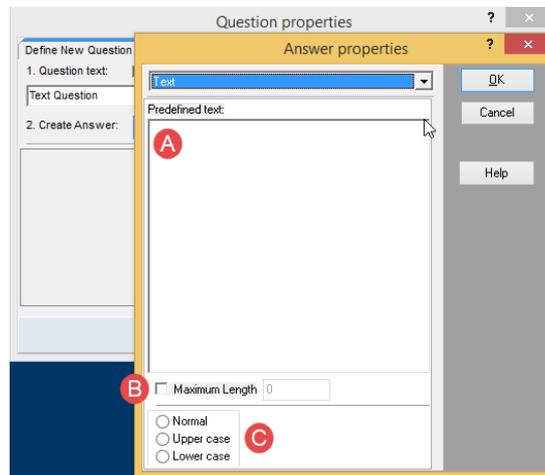Last Modified on 05/23/2019 10:22 am EDT

Version 14.19

1. Once you have added a question to a survey, click the **Answer** button.
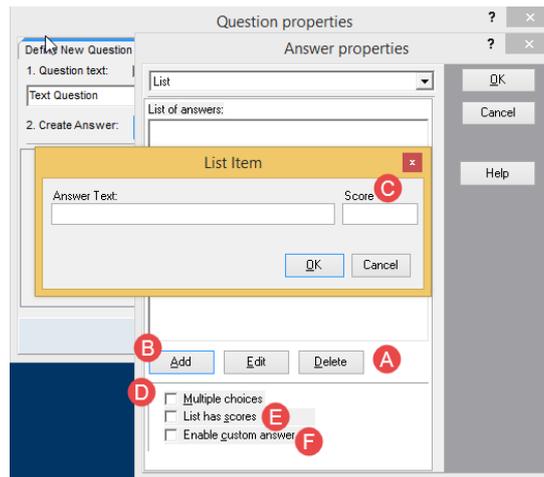2. The Answer Properties window displays.

3. Click the drop-down arrow and select from the answers listed below

Text

a. Enter text to display in the Predefined Text field. Information entered into this field will display in the answer field.
b. Select the checkbox for Maximum Length and set the maximum characters that can be entered into the text field.
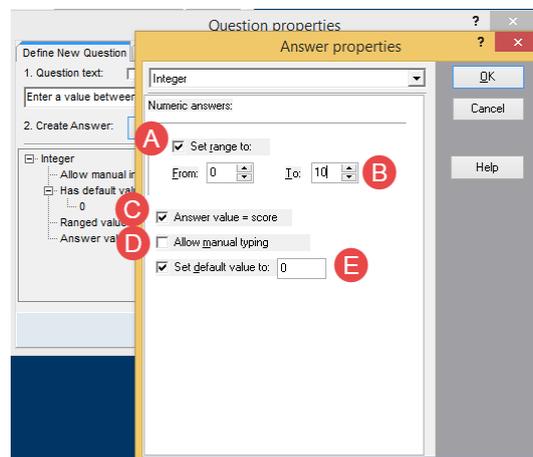c. Select the text formatting as; Normal, Upper case, Lower case.

List

a. Click the Add, Edit or Delete to make changes or add to the list.
b. Select the Add button to insert a new list choice.
c. Once Add is selected a score value can be entered for the list answer.
d. If more than 1 answer can be selected, select the **Multiple choices** checkbox.
e. If answers have a score, select the **List has scores** checkbox.
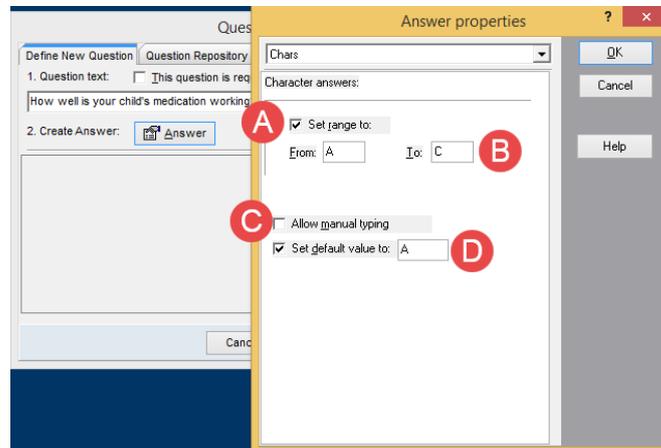f. Permit a typed in answer, select **Enable custom answer** checkbox.

Integers

Answer used to set a numeric answer to the question.

a. To specify a numeric answer within a range select the **Set range to** checkbox.
b. Enter the valid range of numbers in the From: and To: fields.
c. To set a score by the numeric value entered, select the checkbox for **Answer value = score**.
d. Permit the answer to be any numeric entry, select the **Allow manual typing** checkbox.
e. Use the **Set default value to:** and enter the default numeric value in the text field if you wish to prepopulate the answer.

Chars

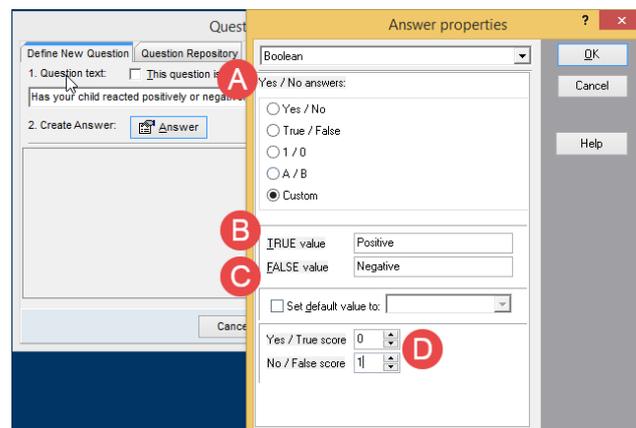*Answer used to set an alpha character to the question.*

a. To specify an alpha answer within a range select the **Set range to** checkbox.
b. Enter the valid alpha character range in the From: and To: fields.
c. Permit the answer to be any alpha entry, select the **Allow manual typing** checkbox.

   Note: The alpha entry will be restricted to 1 character.

d. To set an alpha character as a default value, select **Set default value to:** and enter the default alpha character in the text field.
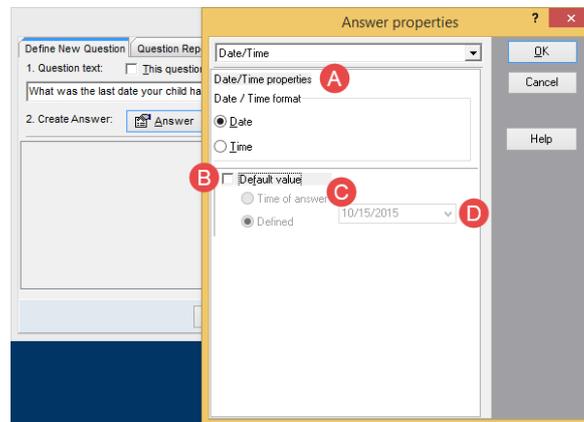
Boolean

A Boolean answer is used to set a value to an assumed True/False response.

a. Set the Yes / No answers field.

   • **Yes/No** - The response to the question requires a yes or no answer.
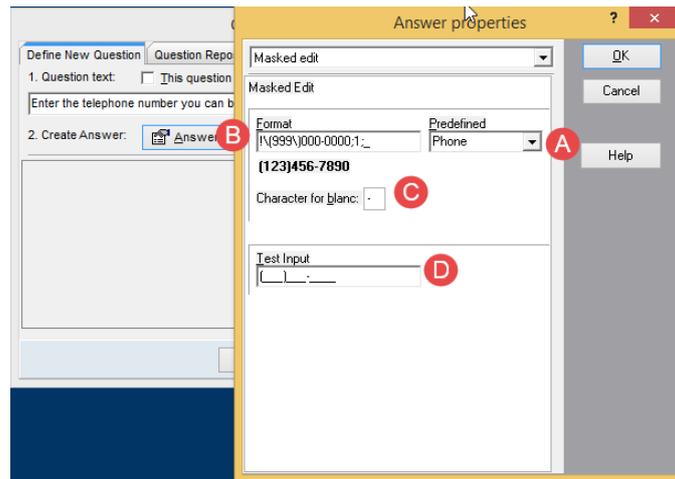
- ***True/False*** - The response to the question requires a true or false answer.
- ***1/0*** - The response to the question requires a 1 or 0 answer.
- ***A/B*** - The response to the question requires an A or B answer.
- ***Custom*** - Use this option to set your own values, for example Positive or Negative.

b. **TRUE value** or **FALSE value** will be used only when adding a Customer response.
c. To set a predetermined response select the checkbox for **Set default value to:** and enter the value from the answer group selected.
d. To score the response, enter values into the Yes/True or No/False fields.

Date/Time

a. Set the Date / Time properties

- ***Date*** - The response to the question will be a date.
- ***Time*** - The response to the question will be a time.

b. Select the checkbox for **Default value** if a date or time will prepopulate the question.
c. The **Time of answer** will enter the current time in response to the question.
d. The **Defined** will enter the date chosen in the date field in response to the question.

Masked Edit

a. Click **Predefined** drop-down arrow and select from the list.

- *Custom* - The response to the question will be a date.
- *Phone* - The response to the question will be a time.
- *Extension* - The response to the question will be a time.
- *Social Security* - The response to the question will be a time.
- *Short Zip Code* - The response to the question will be a time.
- *Long Zip Code* - The response to the question will be a time.

b. Format filed populate from the Predefined selection.

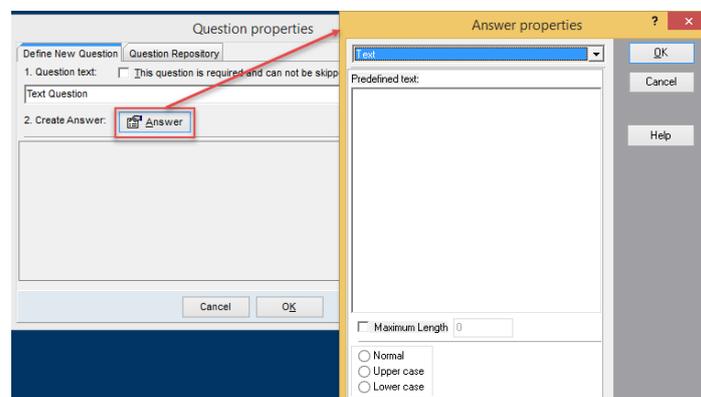   *Note:* The exception is a Custom selection. You will need to set the format of input.

c. Set the character to display when a blank space is found in the **Character for blanc** field.
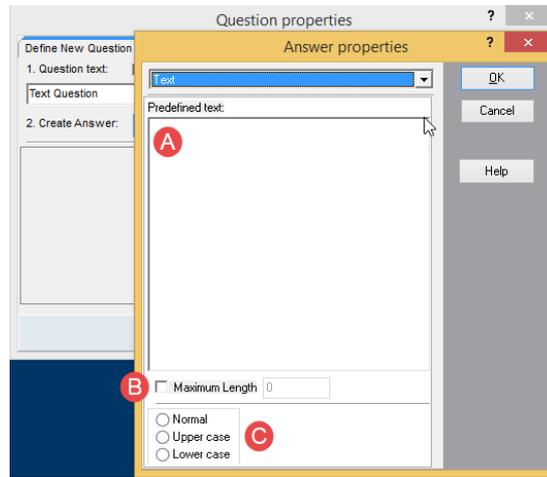d. **Test input** will permit you to enter the value from the selection of the Predefined and format fields.

Version 14.10

1. Once you have added a question to a survey, click the **Answer** button.
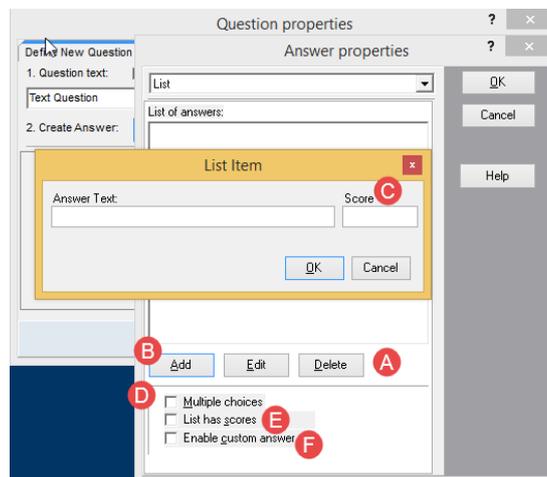2. The Answer Properties window displays.

3. Click the drop-down arrow and select from the answers listed below

Text

a. Enter text to display in the Predefined Text field. Information entered into this field will display in the answer field.
b. Select the checkbox for Maximum Length and set the maximum characters that can be entered into the text field.
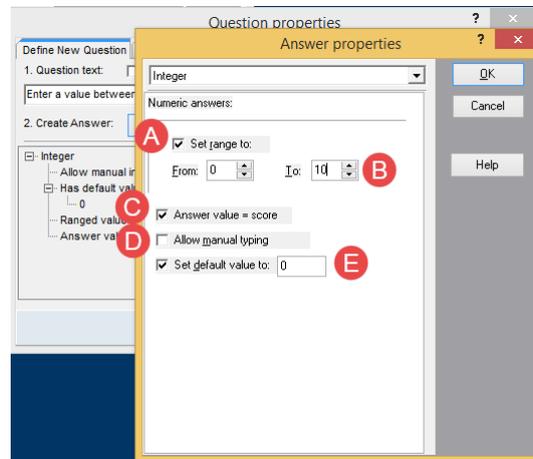c. Select the text formatting as; Normal, Upper case, Lower case.

List

a. Click the Add, Edit or Delete to make changes or add to the list.
b. Select the Add button to insert a new list choice.
c. Once Add is selected a score value can be entered for the list answer.
d. If more than 1 answer can be selected, select the**Multiple choices** checkbox.
e. If answers have a score, select the**List has scores** checkbox.
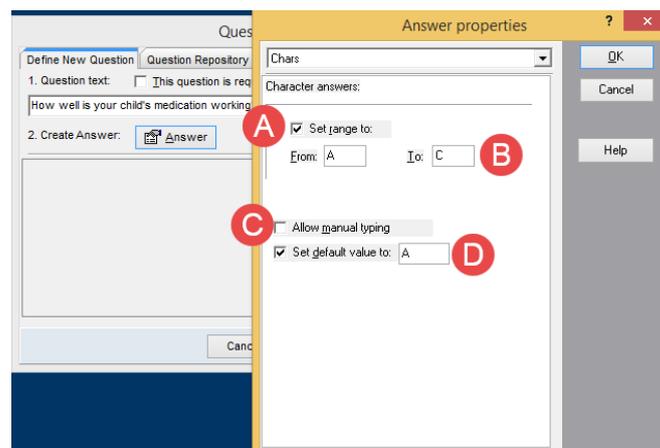f. Permit a typed in answer, select**Enable custom answer** checkbox.

Integers

Answer used to set a numeric answer to the question.

a. To specify a numeric answer within a range select the **Set range to** checkbox.
b. Enter the valid range of numbers in the From: and To: fields.
c. To set a score by the numeric value entered, select the checkbox for **Answer value = score**.
d. Permit the answer to be any numeric entry, select the **Allow manual typing** checkbox.
e. Use the **Set default value to:** and enter the default numeric value in the text field if you wish to prepopulate the answer.

Chars

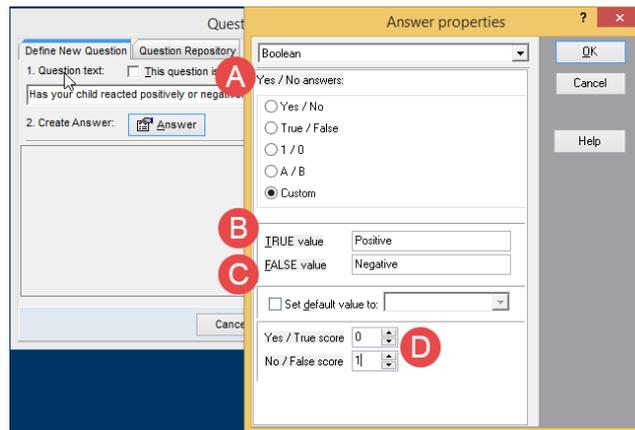*Answer used to set an alpha character to the question.*

a. To specify an alpha answer within a range select the **Set range to** checkbox.
b. Enter the valid alpha character range in the From: and To: fields.
c. Permit the answer to be any alpha entry, select the **Allow manual typing** checkbox.

Note: The alpha entry will be restricted to 1 character.

d. To set an alpha character as a default value, select **Set default value to:** and enter the default alpha character in the text field.

Boolean

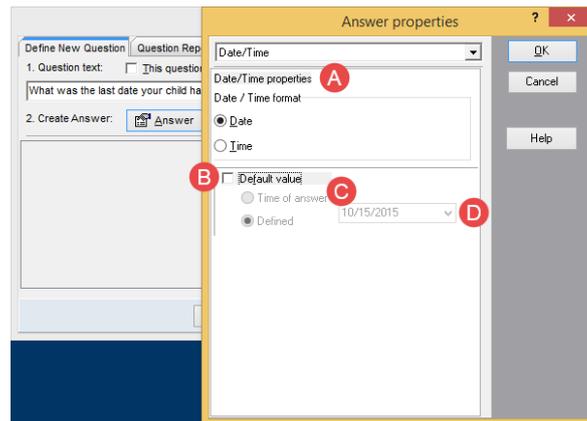A *Boolean answer is used to set a value to an assumed True/False response.*

a. Set the Yes / No answers field.

- *Yes/No* - The response to the question requires a yes or no answer.
- *True/False* - The response to the question requires a true or false answer.
- *1/0* - The response to the question requires a 1 or 0 answer.
- *A/B* - The response to the question requires an A or B answer.
- *Custom* - Use this option to set your own values, for example Positive or Negative.

b. **TRUE value** or **FALSE value** will be used only when adding a Customer response.
c. To set a predetermined response select the checkbox for **Set default value to:** and enter the value from the answer group selected.
d. To score the response, enter values into the Yes/True or No/False fields.
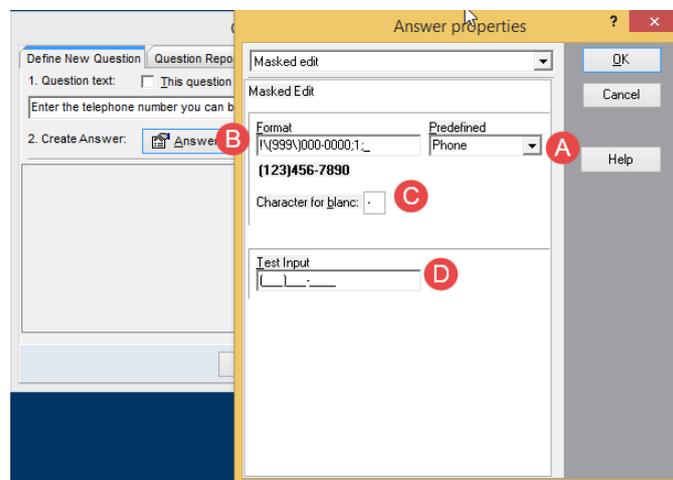
Date/Time

a. Set the Date / Time properties

- **Date** - The response to the question will be a date.
- **Time** - The response to the question will be a time.

b. Select the checkbox for **Default value** if a date or time will prepopulate the question.
c. The **Time of answer** will enter the current time in response to the question.
d. The **Defined** will enter the date chosen in the date field in response to the question.

Masked Edit

a. Click **Predefined** drop-down arrow and select from the list.

- **Custom** - The response to the question will be a date.
- **Phone** - The response to the question will be a time.
- **Extension** - The response to the question will be a time.
- **Social Security** - The response to the question will be a time.
- **Short Zip Code** - The response to the question will be a time.
- **Long Zip Code** - The response to the question will be a time.

b. Format filed populate from the Predefined selection.

Note: The exception is a Custom selection. You will need to set the format of input.

c. Set the character to display when a blank space is found in the **Character for blanc** field.
d. **Test input** will permit you to enter the value from the selection of the Predefined and format fields.