

# **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

#### <u>Text</u>

	Question properties	?	×
Define New Question	Answer properties	?	×
1. Question text:	Text	ОК	
Text Question	Prodefined last	-	
2. Create Answer:		Lancel	
		Help	
•	Maximum Length 0		
	O Lower case		

- 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.

<u>List</u>





	Question properties	? ×
Define New Question	Answer properties	? ×
1. Question text:	List	• <u>О</u> К
Text Question 2. Create Answer:	List of answers:	Cancel
	List Item ×	Help
Answer Text:	Score O	
	<u>Q</u> K Cancel	
	Add Edit Delete A Multiple choices List has scores E Enable gustom answer	

- 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.





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**

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

Quest	Answer properties	? ×
Define New Question Question Repository	Boolean 💌	<u>0</u> K
1. Question text: This question is A Has your child reacted positively or negative	Yes / No answers:	Cancel
2. Create Answer:	○ Tes / H0 ○ True / False ○ 1 / 0 ○ A / B ● Custom	Help
B	IRUE value Positive EALSE value Negative	
Cance	Set default value to:	

- 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

	Answer properties	? ×
Define New Question Question Rep. 1. Question text: This question What was the last date your child ha 2. Create Answer: Answer	Answer properties       Date/Time       Date/Time properties       Date/Time format       Date/Time format <t< th=""><th>QK Cancel Help</th></t<>	QK Cancel Help

- 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





(	Answ	er properties	? ×
Define New Question Question Repo	Masked edit	•	<u>0</u> K
1. Question text: <u>This question</u>	Masked Edit		Cancel
Enter the telephone number you can b			Cancer
2. Create Answer: Answer	Eormat	Predefined	
	(123)456-7890		Help
	Character for <u>b</u> lanc: -		
	Test Input		

- 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

### <u>Text</u>



- 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.

	Question properties	?	×
Define New Question	Answer properties	?	×
1. Question text:   Text Question	List  List  List  List of answers:	<u>0</u> Car	K ncel
2. Create Answer:	List Item 💌	Не	elo
Answer Text:	Score O		
	<u>D</u> K Cancel		
	Add Edit Delete		
	List has <u>s</u> cores		

# <u>List</u>

- 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 theAllow 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**

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

Quest	Answer properties		? ×
Define New Question Question Repository	Boolean	•	<u>0</u> K
1. Question text: This question is A	Yes / No answers:		Cancel
Has your child reacted positively or negative	⊖ Yes / No		
2. Create Answer: Answer	⊖ True / False		Help
	0170		
	⊖ A / B		
	Custom		
	IRUE value Positive	1	
G	EALSE value Negative	<u> </u>	
	Set default value to:	]	
Cance	Yes / True score 0		
	No / False score 11 📮		

- 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

(	Answer prop	erties	? ×
Define New Question Question Repo	Masked edit	•	<u>0</u> K
1. Question text: <u>This question</u>	Masked Edit		Cancel
Enter the telephone number you can b			Cancer
2. Create Answer: Answer	Format Predefined		
	(123)456-7890		Help
	Character for <u>b</u> lanc:		
	Test Input		

- 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.

