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Add/Edit a Core Question 1

Add/Edit a Core Question

The Add/Edit a Core Question window allows you to create [core questions](#) to include in your organization's job applications. This window has two tabs (Question and Validation) that are accessible by clicking the tab's title. The Question tab opens by default.

Note: If you are creating questions for a [Reference Form](#), not all the form elements are available. You can use Text, Text Area, Label, and Date Selector. If you use any other element, it will be reset to Text when you save.

Add or edit a core question

Question tab

Each field under the **Question** tab corresponds to a column heading on the [Core Questions](#) page. Enter the question information in the following fields under the Question tab. Required fields are marked with a red asterisk (<fc #ff0000>*</fc>).

| Field | Description |
|------------------------|---|
| Question Status | Click [v] and select <i>inactive, active, or private</i> . |
| Form | Click [v] and select the form that the new core question is associated with. |
| Question | Type the question information that the applicant will see. |
| Data Label | Type the data label that identifies the type of question that you are adding and editing. |
| Start Date | Select the start date from the calendar by clicking on the Start Date field and navigating to the correct date. |
| Group Heading | Add a group heading to categorize core questions into groups within a specific form. Creating group headings makes searching core questions easier. |
| Positions | Select whether the question should display for all positions or for only specific ones. A question can be assigned to multiple positions. |

| Field | Description |
|--------------------------|---|
| Form Type Element | <p>Select how the applicant will answer the question.</p> <ul style="list-style-type: none"> • <i>Text</i>: Inserts a space for applicants to type in. • <i>Radio Button - Horizontal</i>: Inserts radio buttons horizontally with text and values you assign. • <i>Radio Button - Vertical</i>: Inserts radio buttons vertically with text and values you assign. • <i>Check Box</i>: Inserts check boxes with text and values you assign. • <i>Text Area</i>: Inserts a text box for applicants to type their responses. • <i>Date Selector</i>: Inserts a calendar from which the applicant can select a date. • <i>Dropdown</i>: Inserts a drop-down field with text and values you assign. • <i>Label</i>: Used to provide instructions or other non-question information. • <i>Upload</i>: Facilitates applicant file uploads such as a resume or a certificate. • <i>Attachment</i>: Files attached by the client such as agreement statements. • <i>Attachment - Read/Agree</i>: Inserts a check box that asks whether the applicant agrees with the information in an attachment. |

Validation Tab

The **Validation** tab provides optional fields that can be assigned to a core or custom question. You may select one or any combination of validation types. Note that some validation types require a validation value. Validation values are typed into the **Value** field. Validation types that require a validation value are noted below.

| Field | Description |
|----------------------------------|---|
| Required | Makes the core question required. |
| Email Format | Ensures that the applicant's email address is in the correct format (xxxxxxx@xxxxxx.xxx). |
| Minimum Length | Sets the minimum length to an applicant's response. (Value field) |
| Maximum Length | Sets the maximum length to an applicant's response. (Value field) |
| URL Format | Checks whether the value is in correct URL format. |
| Date (Any Format) | Accepts the date in any format. |
| Number Only (w/Decimal) | Only accepts numbers with a decimal. |
| Number Only (w/o Decimal) | Only accepts numbers without a decimal. |
| Minimum | Sets the minimum length for a core question response. (Value field) |
| Maximum | Sets the maximum length for a core question response. (Value field) |
| Alphanumeric | Accepts numbers and letters. |
| Letters Only | Only accepts letters. |

| Field | Description |
|---|---|
| Letters (w/Basic Punctuation) | Accepts letters with basic punctuation. |
| No Whitespace | Checks for whitespace. |
| Phone Number (US Format) | Ensures that an applicant's phone number is in the right format (xxx-xxx-xxxx). |
| State | Ensures that the state two-letter abbreviation is correct. |
| ZIP Code | Ensures that the applicant's ZIP code is correct. |
| Alphanumeric (w/Basic Punctuation) | Accepts letters and numbers with basic punctuation. |

- Save your question.

- Cancel and return to the previous page.

From:
<https://help.ascendertx.com/careerportal/> - CP

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Last update: **2019/12/10 09:30**

