

# Table of Contents

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

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

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

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

- Save your question.
  
- Cancel and return to the previous page.

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

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/general/addeditacorequestion?rev=1487350610>

Last update: **2019/12/10 09:31**

