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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 *inactive*, *active*, or *private*.
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	Select how the applicant will answer the question. • *Text*: Inserts a space for applicants to type in. • *Radio Button - Horizontal*: Inserts radio buttons horizontally with text and values you assign. • *Radio Button - Vertical*: Inserts radio buttons vertically with text and values you assign. • *Check Box*: Inserts check boxes with text and values you assign. • *Text Area*: Inserts a text box for applicants to type their responses. • *Date Selector*: Inserts a calendar from which the applicant can select a date. • *Dropdown*: Inserts a drop-down field with text and values you assign. • *Label*: Used to provide instructions or other non-question information. • *Upload*: Facilitates applicant file uploads such as a resume or a certificate. • *Attachment*: Files attached by the client such as agreement statements. • *Attachment - Read/Agree*: Inserts a check box that asks whether the applicant agreeswith 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.

- Click **Save Question** to save your question.
- Cancel and return to the previous page.

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