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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</i> , <i>active</i> , or <i>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. |

| Field | Description |
|----------------------|---|
| Save Question | Save your question. |
| Cancel | Cancel and return to the previous page. |

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