Question Types Available in Collect

What kind of information can I include on my *Collect form*?

As an administrator, you will be tasked with creating Collect templates for your Observers to fill out. Once you've created, named, and described your new form, you will be presented with a set of question types to choose from on the left hand side of your form.

There are 3 types of questions:

- **Basic** – Basic questions are straightforward prompts for information.
  - *Ex: How many? Single / Multiple choice selections*
- **Advanced** – Advanced questions are those that require more than a singular response to answer, or may require a mathematical functionality in the background.
  - *Ex: Scored number to calculate risk*
- **Reusable** – Both Basic and Advanced Questions have the ability to become Reusable questions that are stored where they are easily found and re-added in multiple Collect forms.
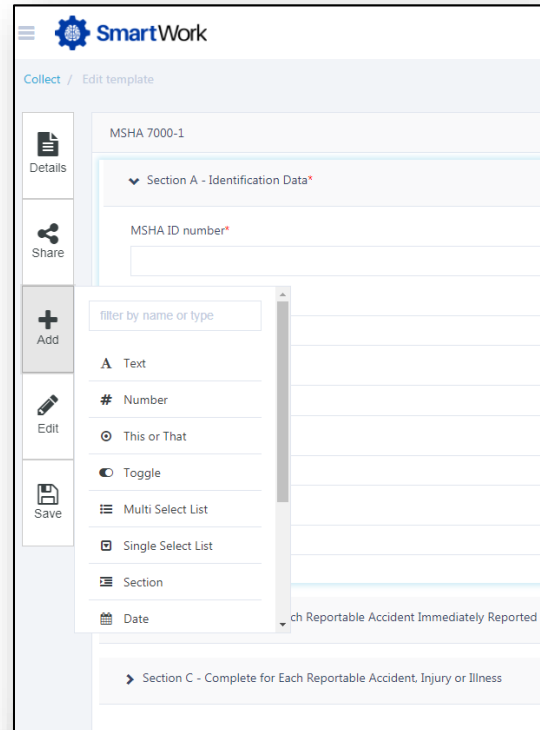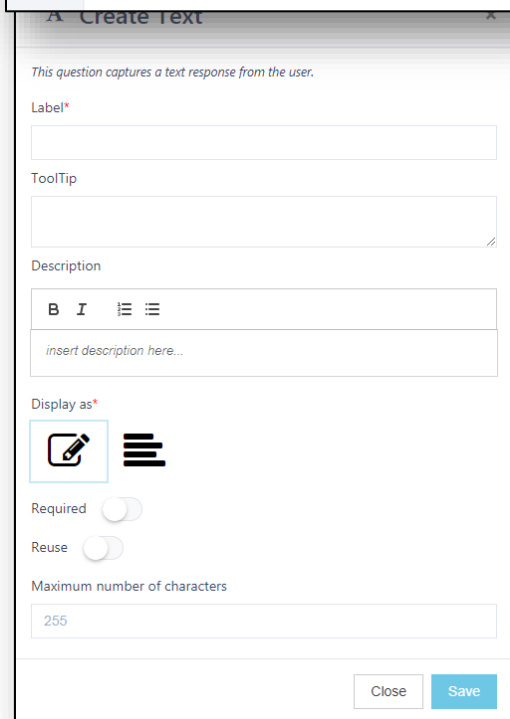
Basic Questions

Basic questions are straightforward prompts for information. Ex: How many? Single / Multiple choice selections

*Note: all asterisked fields are mandatory*

Text – captures a text response from the user.

- Character limits may be set to limit response length

- Display as:
  - Box: Capture a single line of text from the user (ex: Name)
  - Lines: Capture multiple lines of text from the user (ex: Comments)
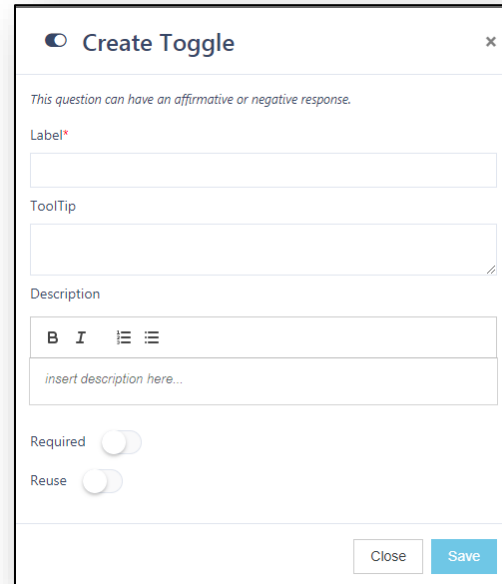
Number – This question captures a numeric response. Numeric responses can be constrained with a min and max value.

- May be displayed as a slider or as a hybrid text box/counter
  - Slider lines: Set number user slider increments
  - Box: User enter number by typing it

- You may add whatever you'd like as a unit of measurement
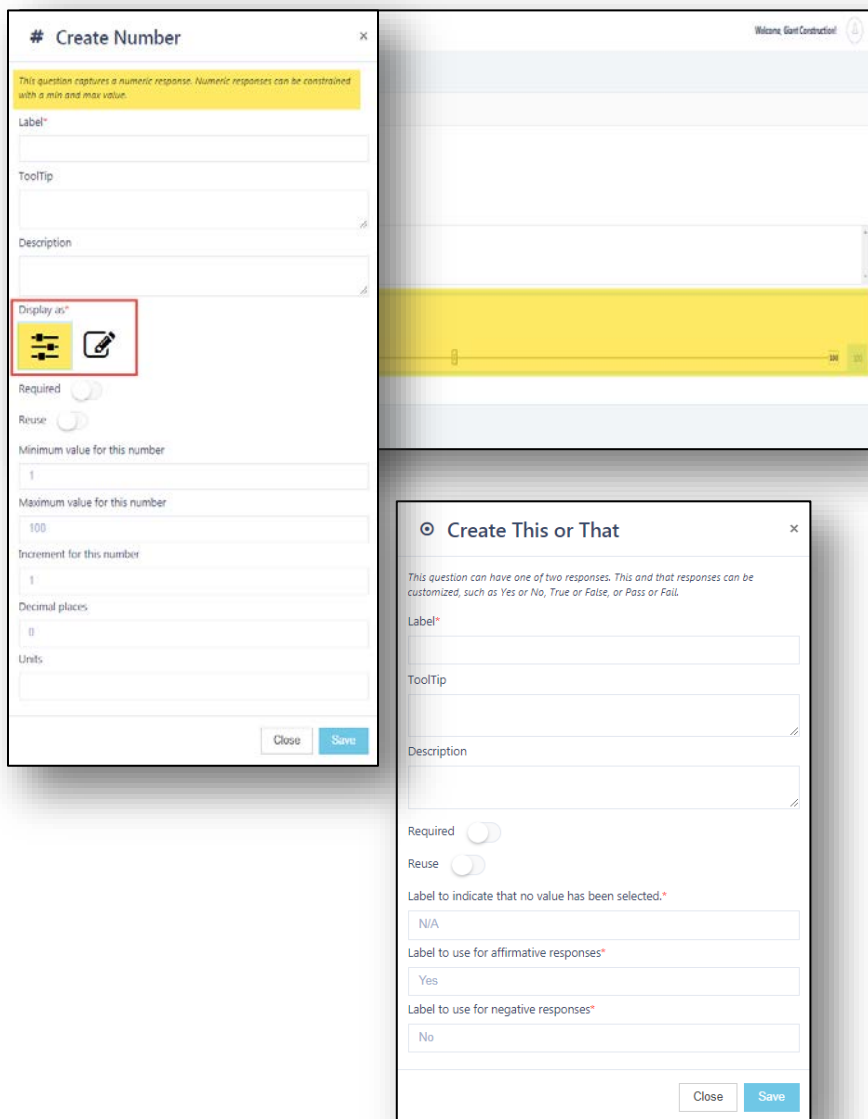
This or That – This question can have one of two responses. This and that responses can be customized, such as Yes or No, True or False, or Pass or Fail. Appears as affirmative/negative radio buttons to choose.

Toggles- Similar to This or That, Toggles are affirmative/negative, but show up as a toggle without labels.
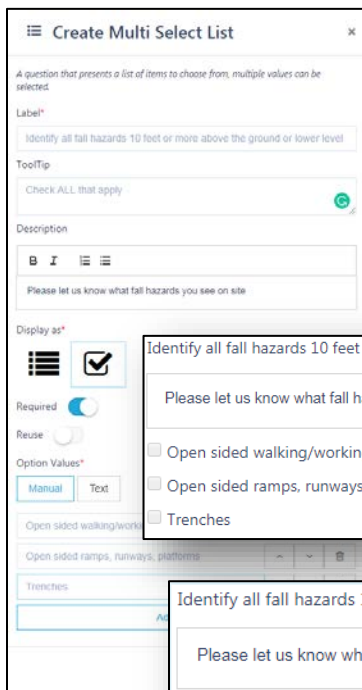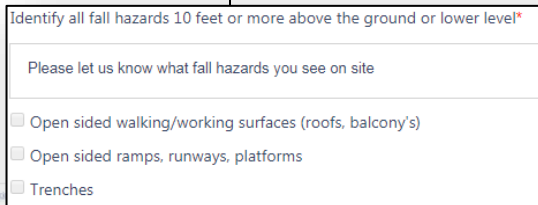

Multi-Select List – A question that presents a list of items to choose from; multiple values can be selected.

- Display as:
  - Check box: Capture 1+ using check marks
  - Lines: Capture 1+ using list
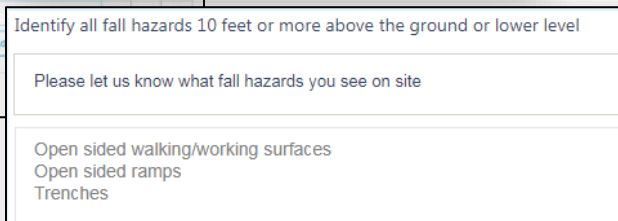
- Values for options must be unique

Single-Select List – Functions similarly to Multi-Select Lists, except you are only allowed to select one item.

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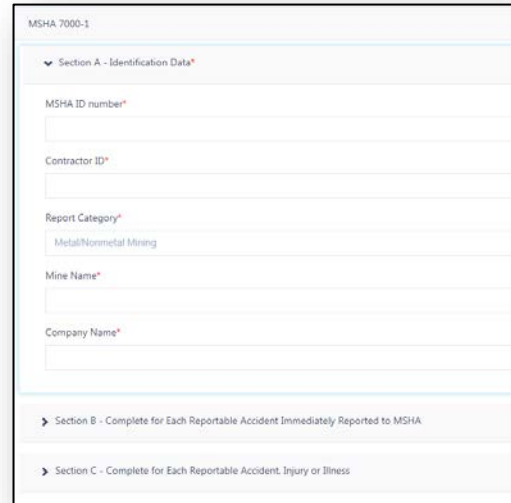
Section – Allows you to create a group of related Basic Questions.

- Sections can be opened or closed to simply the view of the form
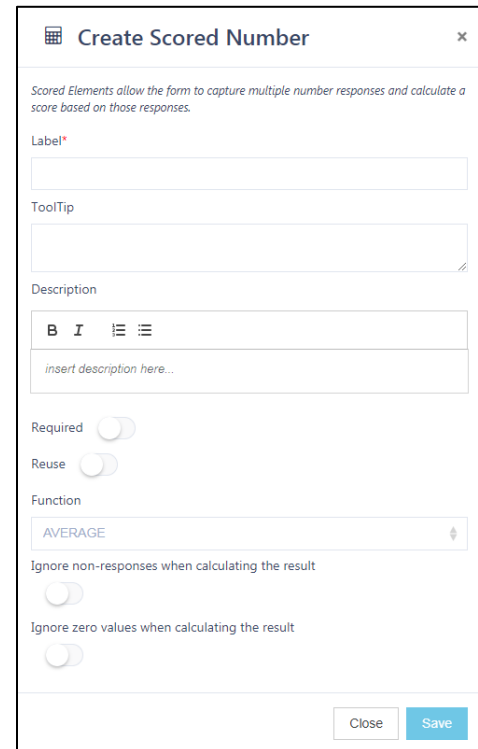
Advanced Questions

Scored Number – Scored Elements allow the form to capture multiple numeric responses and calculate a score based on those inputs.

- Add questions required a numeric response
- Select which math computation you would like to use (avg, sum, mult)
- Ignore non-responses will exclude the value for non-responses
- Ignore zeros: This will keep 0's from factoring into the equation (i.e. for multiplying if there is a 0 submitted, the answer will be 0)
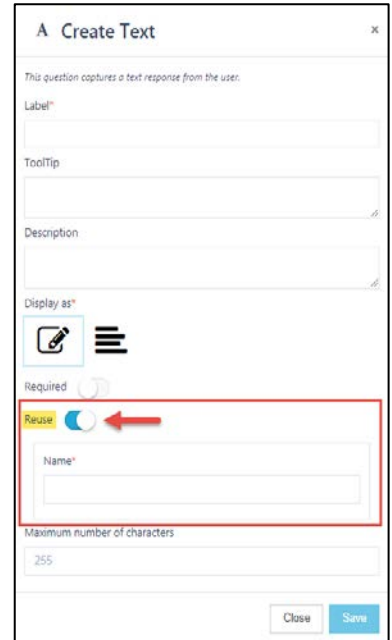
Reusable Questions

Reusable questions are toggled as such upon creation. Once set as a reusable question, it will be stored.

- You may name it and set its visibility to all available users to allow others in your organization to create a template using the same questions
    - Currently, you have the ability to share with all **Collect** users or only yourself.

- Reusable questions will show up in the "add" section

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