

QUICK GUIDE

QUESTION TYPES



ATTACHMENTS

- Great for photos, Excel, Word, and PDF documents.
- Can integrate with supporting documents from InEight Document.

BUTTON

- Can be added to a form or task.
- Can be set to close and/or change the status.
- Can be single- or multi-use.

CHOICE

- Provides only 2 options.
- Can be customized, or you can use icons and predefined text answers.
- Default values appear when opened, but you can manually select another value.
- Exceptions can be marked.

DATE-TIME

- Can be the date and time together, or just the date or just the time.

FORM BUTTON

- Opens another template, launching a secondary task or event.
- The active form's Reference link identifies the parent/child relationship.
- Can change the status of the parent form.
- Can be single- or multi-use.

FORM FLOW BUTTON

- Establishes a workflow, with each button moving a form forward, backward, or to a chosen previous step.

GPS

- Users can enter their location coordinates either manually or by selecting the button.

INTEGRATED LIST

- Leverages the list management function in a form or task using data from the Master Data Libraries.
- Leading logic drives the number of responses available in subsequent drop-down fields.

LIST

- Add as multiple-choice question.
- Options include radio buttons, check boxes, drop-down lists, or multi-level drop-down lists.
- Can select answers from pre-defined lists, or you can create your own.
- Default values appear when opened, but you can manually select another value.
- Exceptions can be marked.

NUMBER

- Adds a numerical response to a form or task.
- Can be formatted as currency, decimal, \$, % or a phone number.

PEOPLE PICKER

- Answers are selected from a drop-down list of options.
- Can let end users select multiple users or none.
- Can set up an email to send to those selected.

REFERENCE

- Adds a supporting document attachment, event or task, or a hyperlink.

SIGNATURE

- Adds a signature block.

TEXT

- Requires text entry as the answer.
- Response can be short or long text, or it can act as a label only.
- Default values appear when opened, but you can manually select another value.

NEED SOME MORE HELP?



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