

Configuring a conditional question

This feature lets you add a conditional question to a form according to specific criteria. To do this, you must be a superuser.

STEP 1

From the menu, navigate to the list of forms (under **Configuration** → **Forms**). Click on the desired form or search for it using the search bar, then click on the  icon to access form editing.

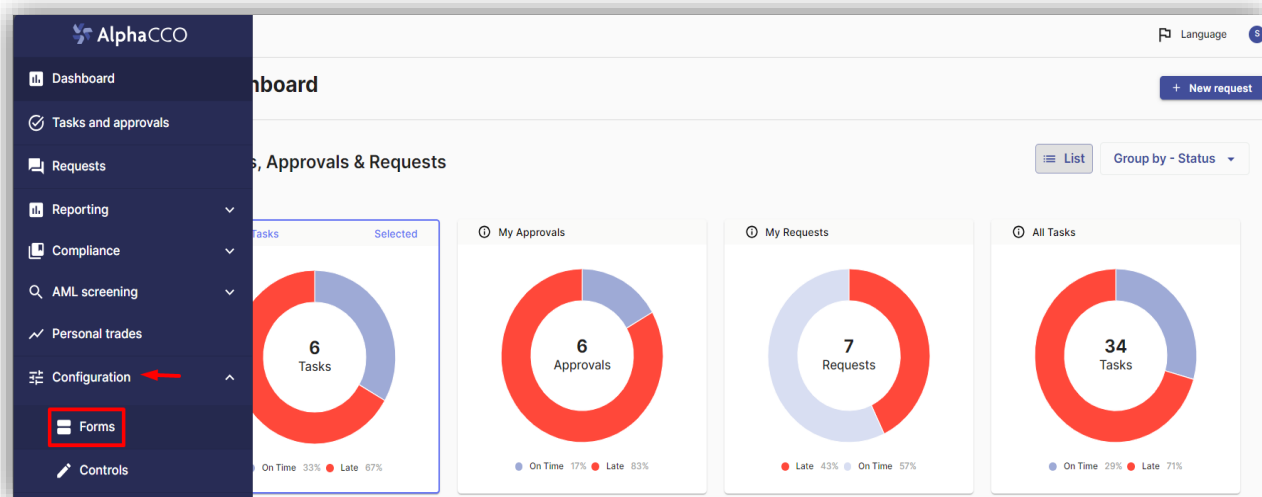


Figure 1: Forms, under the menu

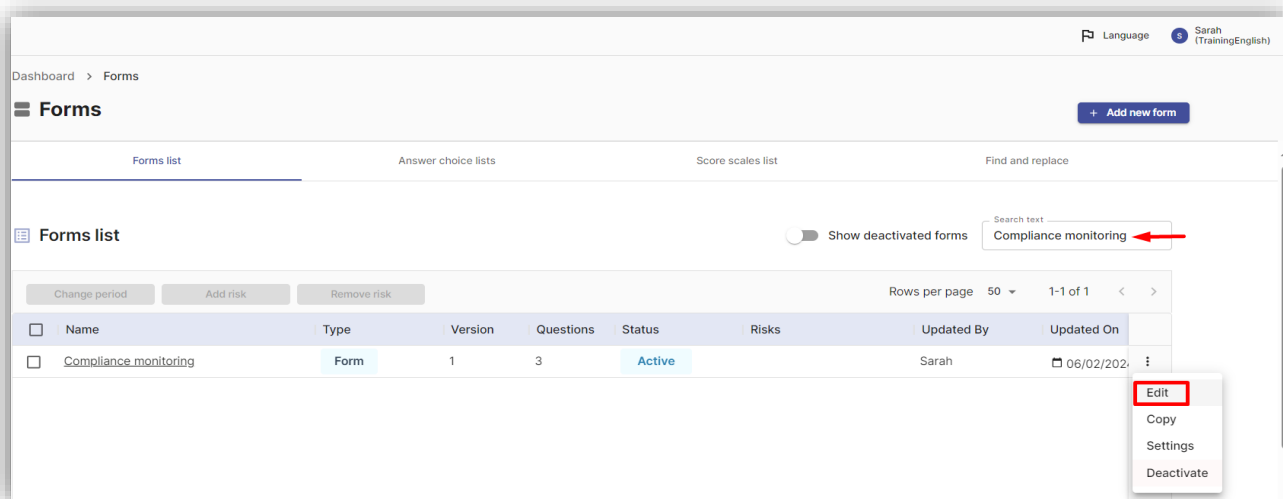


Figure 2: Forms list page

STEP 2

Identify the question to which you wish to add a condition, click on the  icon and select **Conditions**. Alternatively, click on the  icon to access the parameters for adding a condition.

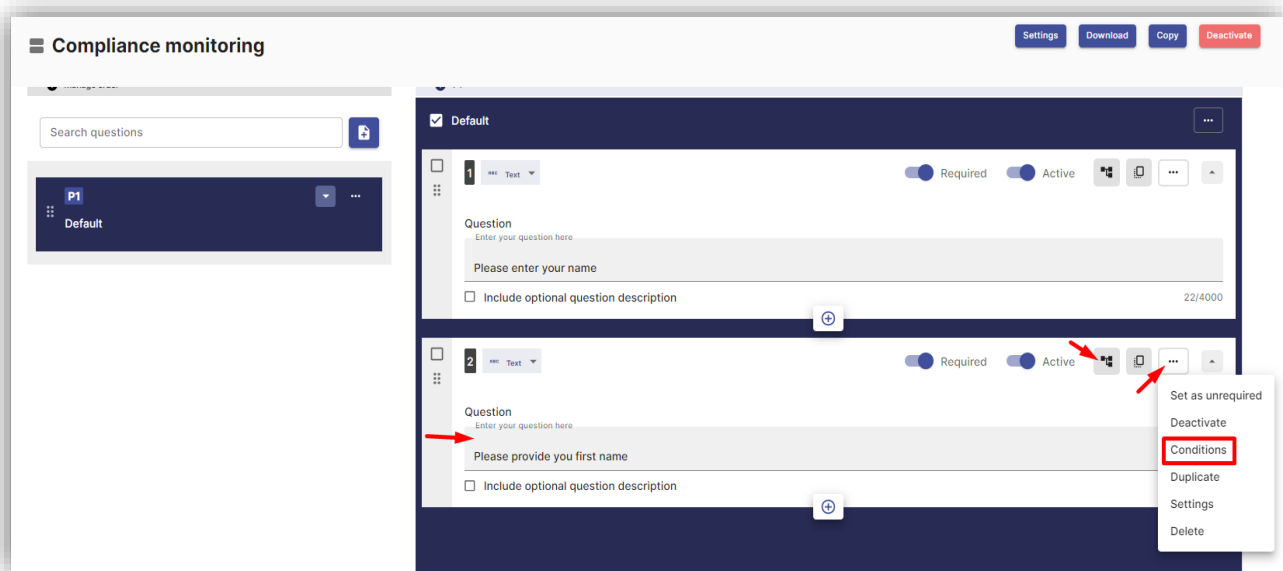
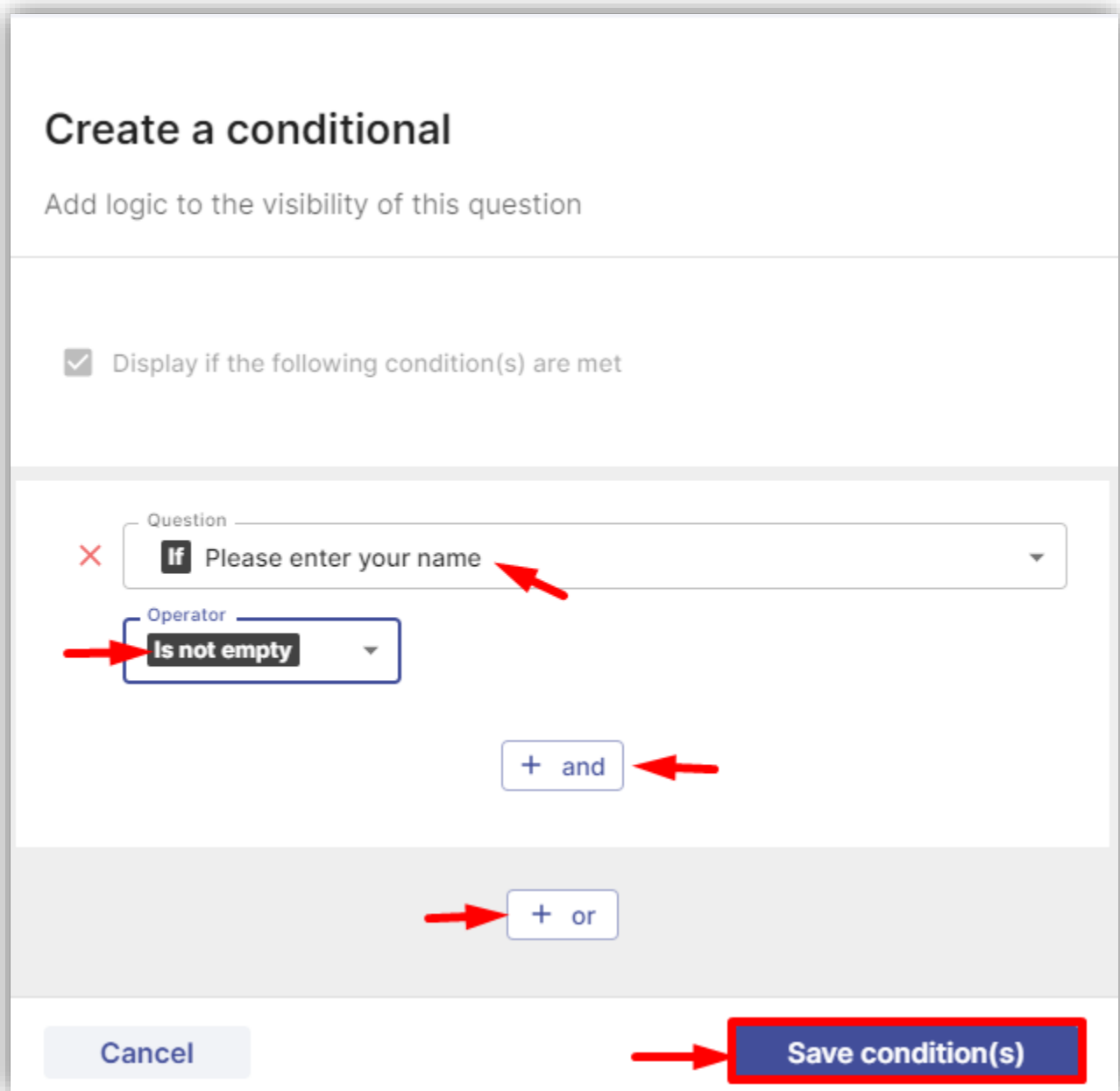


Figure 3: Form configuration page, selecting to add a condition

STEP 3

In the window that appears, select the question on which the condition is based, select the criterion that the answer must meet from the available options, then enter the expected result. You can add several conditions or groups of conditions using the **and/or** buttons.

When configuration is complete, click on **Save condition(s)**. It is recommended to determine that the answer to the question to which a conditional question has been attached is required, to ensure that users respond to it. To do this, simply activate the **Required** button.



Create a conditional

Add logic to the visibility of this question

☒ Display if the following condition(s) are met

Question ✕ **If** Please enter your name

Operator **Is not empty**

+ and

+ or

Cancel **Save condition(s)**

Figure 4: Conditional question configuration window

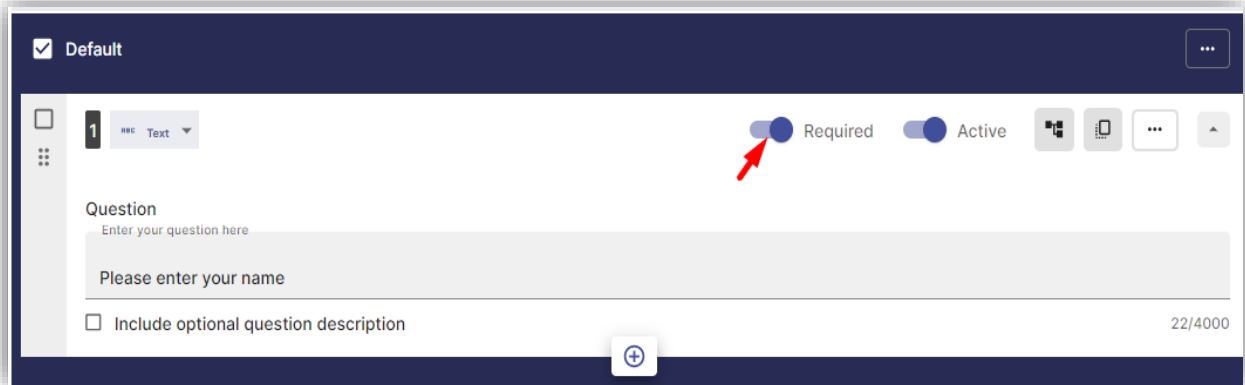


Figure 5: Question configuration page, activation of the **Required** button

Please note that the form is automatically saved when the conditional question is added.

NOTES

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.