

Question Listing

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Quick Steps: Administration > Question Listing

1. In your OneSport Console, select **Administration** from the top menu, then **Question Listing**, click **Actions** and **Add**.



Edit Question

General *	Form Usage
Question Text *	<input type="text"/>
Question Type *	Text - one line
Default Settings - The following defaults can be altered for each Form this Question is on. Show Me	
Mandatory	<input type="checkbox"/> Yes Ticking this option sets the default when the Question is added to a Form. This setting can be altered for each Form on the Questions tab of the Form edit screen.
Mandatory (Admin)	<input type="checkbox"/> Yes Ticking this option sets the default when the Question is added to a Form. This setting can be altered for each Form on the Questions tab of the Form edit screen.
New Row	<input type="checkbox"/> Yes Ticking this option will draw the question on a new row. Untick this if you want this question to be next to the previous question.
Input Below Label	<input type="checkbox"/> Yes Ticking this option will draw input below the Question text. If unticked, they are drawn side by side.
Input Width	large Examples
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

2. Fill in the form, then click **Save**

- **Question Text:** Enter the question here
- **Question Type:** Select the question type from the drop down menu
- **Mandatory:** Select this if the question must be answer by every member. Ticking this option sets the default when the Question is added to a Form. This setting can be altered for each Form on the Questions tab of the Form edit screen.
- **Mandatory Admin:** This refers to if a member is added from the console. If the question is mandatory selecting this option sets the default when the Question is added to a Form. This setting can be altered for each Form on the Questions tab of

the Form edit screen.

- **New Row:** Select this option if you would like the question listed below the previous questions in the form. If left unticked, the question will appear next to the previous question.
- **Input Below Label:** This displays the input box below the question. If left unticked, the input box will display next to the question.
- **Input Width:** This is the length of the input box and determines how many characters can be entered.

3. Once you have created a question you can now attach it to a Form.

Additional Information:

To see which forms the question is attached to click on **Form Usage**. When attaching a question to a form you can change the settings set above, these selections are the Default Settings

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[template("related")]
