

Choice- Based Questions

About Choice- Based Questions:

There are three types of Choice-based Questions:

- **Multiple Choice** questions are composed of a text-based question with up to 10 different choices, where the tenant can only select one choice per question.
- **Select Many** questions are composed of a text-based question with up to 10 different responses, where the tenant can select up to all the responses provided.
- **Rating** questions are composed of a text-based question with up to 10 different subjective responses relating to Tenant satisfaction, where the tenant can only select one response.

Adding Choice- Based Questions:

1. Click **Add** to begin entering a question.
2. Click the **Question Type** field, and select a Choice-Based question; *Multiple Choice*, *Select Many*, or *Rating*.
3. Click the **Question Text** field, and enter the text for the question.

The screenshot shows the 'Questions' form with the following fields and options:

- Question Type:** Multiple Choice (dropdown menu)
- Question Text:** Were you satisfied with the response to your request? (text area)
- Answer Selections:** A table with columns: Order, Text, Escalation, and an Add button.
- Answer Selections Orientation:** Vertical (selected), Horizontal
- Buttons:** Add, Insert, Cancel (top right); Add, Insert, Cancel (bottom right of the table).

4. Enter the **Answer Selections** as follows:
 - a. Click the **Text** field and enter the text for the Answer selection.
 - b. If this answer selection requires sending an escalation e-mail, select the **Escalation** checkbox. For more information about escalations, see the [Survey Escalations](#) topic.
 - c. Click **Insert**.
 - d. Click **Add** to add another answer choice.

The screenshot shows the 'Questions' form with the following fields and options:

- Question Type:** Multiple Choice (dropdown menu)
- Question Text:** What rating would you give the ease of your move-in? (text area)
- Answer Selections:** A table with columns: Order, Text, Escalation, and an Add button.
- Answer Selections Orientation:** Vertical (selected), Horizontal
- Buttons:** Add, Edit, Delete (top right); Add, Insert, Cancel (bottom right of the table).

Order	Text	Escalation	
↓	Bad	No	Edit Delete
↑	Nothing Speical	No	Edit Delete
	Excellent	<input checked="" type="checkbox"/>	Insert Cancel

5. Click the up or down arrows to move the position of the answer depending on the order of how you want them to be displayed.
6. Select **Vertical** (up and down) or **Horizontal** (across) depending on how you want the answer choices to be displayed.
7. Click **Insert** to add the question.

Questions

Add

+

Were you satisfied with the response to your request?

Edit Delete

Question Type:

Multiple Choice

Help

Insert

Cancel

Question Text:

What rating would you give the ease of your move-in?

Answer Selections:

Order	Text	Escalation	Add
↓	Bad	No	Edit Delete
↑ ↓	Nothing Speical	No	Edit Delete
↑	Excellent	Yes	Edit Delete

Answer Selections Orientation:

☒ Vertical

☐ Horizontal