





# 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

Order	Text	Escalation	
		<input type="checkbox"/>	<input type="button" value="Add"/>

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 Edit/Delete buttons.
- Answer Selections Orientation:** Vertical (selected), Horizontal

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

Question Text:

Answer Selections:

Order	Text	Escalation	Add
↓	Bad	No	<a href="#">Edit</a> <a href="#">Delete</a>
↑ ↓	Nothing Speical	No	<a href="#">Edit</a> <a href="#">Delete</a>
↑	Excellent	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

Answer Selections Orientation:  Vertical  Horizontal