

Editing Standard Fields

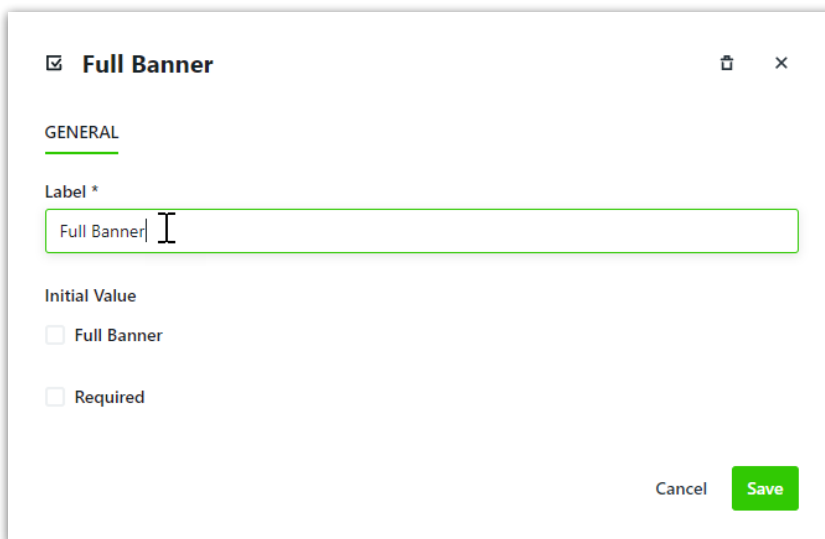
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Standard Fields can be used multiple times while building a form and give you the ability to provide actionable options to be chosen by your requesters.

Checkbox Field

The checkbox field allows the requester to check a provided value.

Click into the text box below **Label** to update the value that will be visible to your requester. Labels can also be edited from the design area.

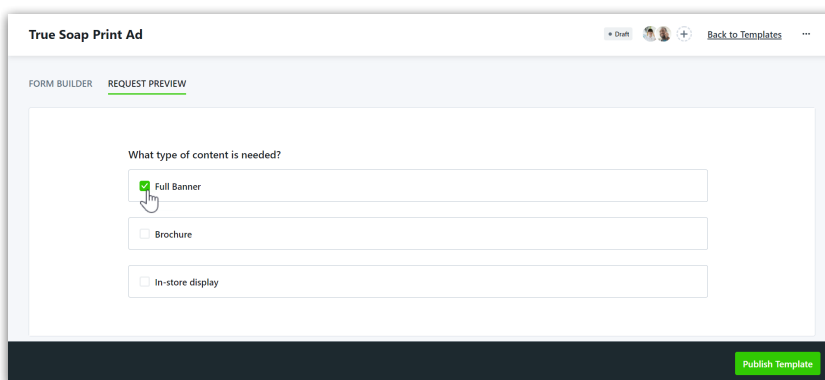


The screenshot shows a configuration window titled "Full Banner" with a close button (X) in the top right. The "GENERAL" tab is selected. Under the "Label *" section, there is a text input field containing "Full Banner" with a cursor at the end. Below this, under the "Initial Value" section, there are two checkboxes: "Full Banner" and "Required", both of which are currently unchecked. At the bottom right, there are "Cancel" and "Save" buttons.

If you would like this value to be checked by default, check the box under **Initial Value**.

Click **Save** when complete.

This is what your checkbox will look like to your requesters:



The screenshot shows a form titled "True Soap Print Ad" in a "REQUEST PREVIEW" mode. The form asks "What type of content is needed?". There are three options, each with a checkbox and a text input field: "Full Banner" (checked), "Brochure" (unchecked), and "In-store display" (unchecked). A "Publish Template" button is located at the bottom right of the form.

Dropdown, Multi-Select, & Radio Button Fields

While editing these fields is the same process, the outcome is different for each. Use the Dropdown field to provide your requesters with a list of options of which only one can be chosen. Use the Multi-Select field to allow your requesters to select multiple options. Use Radio Buttons to display options horizontally, of which only one can be chosen.

Click into the text box below **Label** to update the value that will be visible to your requester. Labels can also be edited from the design area.

What type of media is needed?

✕

GENERAL

Label *

What type of media is needed? |

Field Type

Dropdown

OPTIONS

BULK OPTIONS

Sort Alphabetically

+ Add an Option

Initial Value

Please Select...

☐ Required

Cancel

Save

Add values for requesters by selecting **Add an Option** under **OPTIONS**.

What type of media is needed?

✕

GENERAL

Label *

What type of media is needed?

Field Type

Dropdown

OPTIONS

BULK OPTIONS

Sort Alphabetically

+ Add an Option

Initial Value

Please Select...

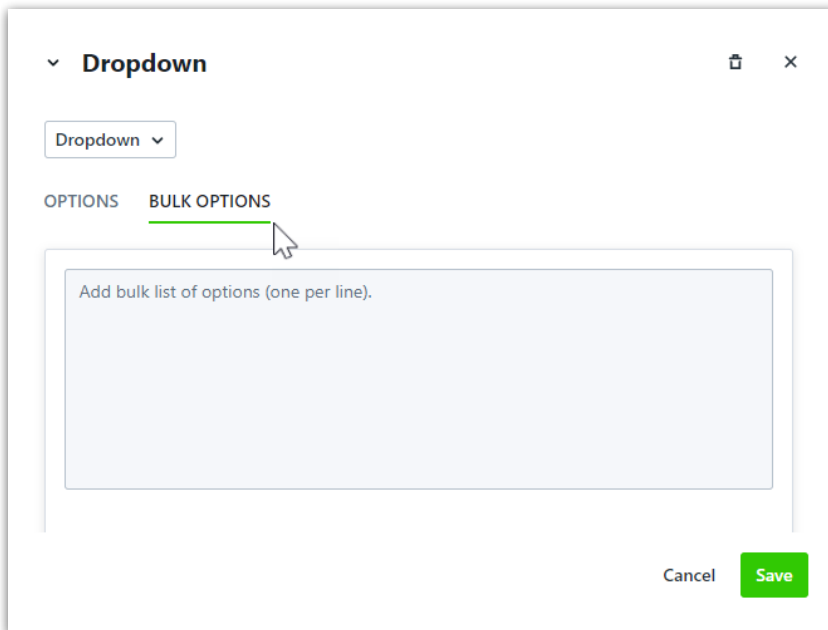
☐ Required

Cancel

Save

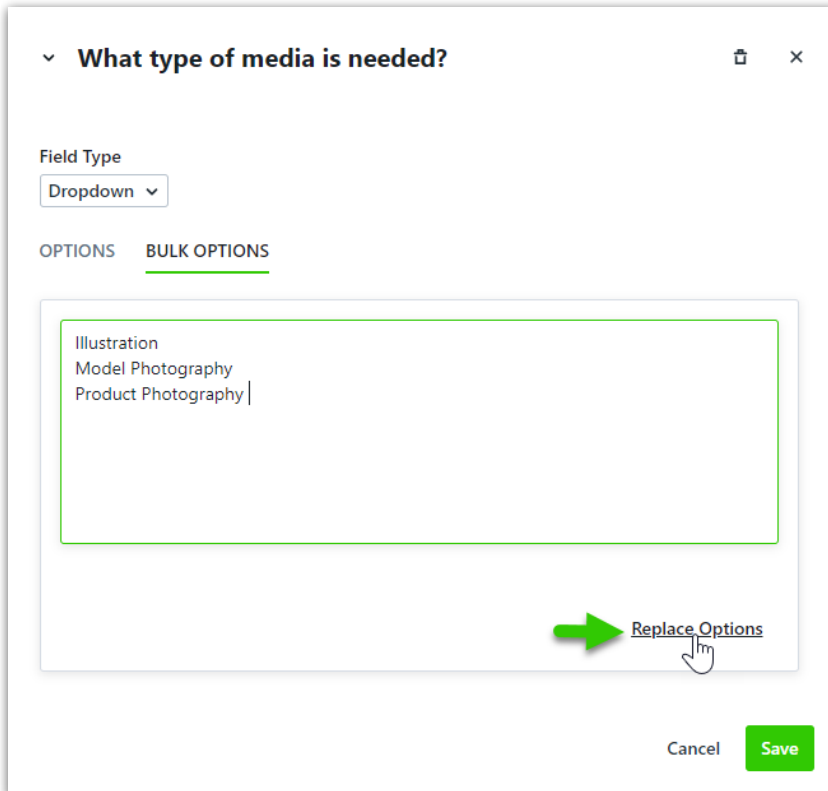
Add the name of the value into the text box and click anywhere outside of the field to save. Click **Add an Option** to continue adding values.

To bulk add or replace values select **BULK OPTIONS**.



The screenshot shows a configuration window titled "Dropdown" with a close button (X) in the top right. Below the title is a "Dropdown" field. Underneath, there are two tabs: "OPTIONS" and "BULK OPTIONS". The "BULK OPTIONS" tab is selected and underlined. Below the tabs is a large text area with the placeholder text "Add bulk list of options (one per line)". At the bottom right of the window are "Cancel" and "Save" buttons.

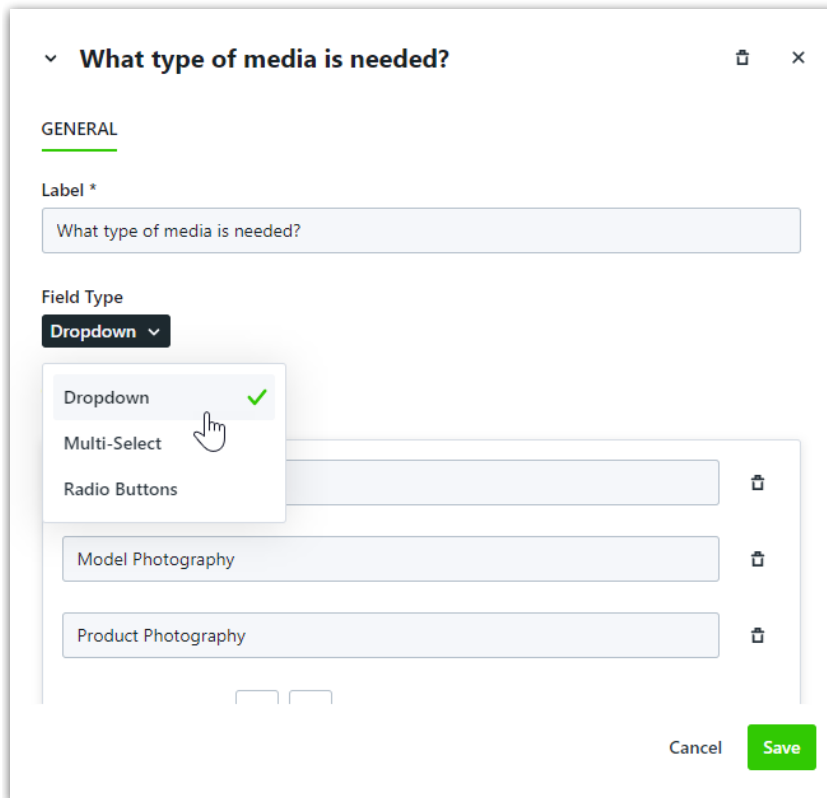
These can be added manually or copied and pasted from an existing document. Each row will become an option.



The screenshot shows a configuration window titled "What type of media is needed?" with a close button (X) in the top right. Below the title is a "Field Type" dropdown menu set to "Dropdown". Underneath, there are two tabs: "OPTIONS" and "BULK OPTIONS". The "BULK OPTIONS" tab is selected and underlined. Below the tabs is a large text area containing the following text:
Illustration
Model Photography
Product Photography |
At the bottom right of the text area, there is a green arrow pointing to a button labeled "Replace Options". Below the text area are "Cancel" and "Save" buttons.

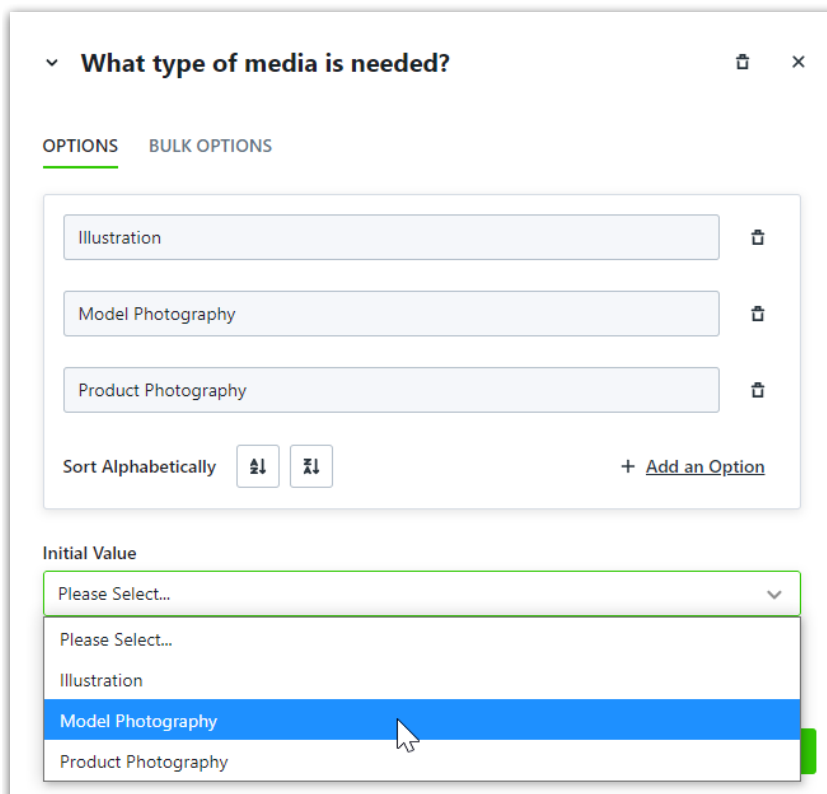
Click **Replace Options** when complete to populate these values.

From the **Field Type** menu, you can choose to convert your field to Dropdown, Multi-Select, or Radio Buttons.



The screenshot shows a form titled "What type of media is needed?". Under the "GENERAL" tab, there is a "Label *" field with the text "What type of media is needed?". Below this is the "Field Type" section, which has a dropdown menu currently set to "Dropdown". A mouse cursor is hovering over the "Dropdown" option in the dropdown menu, which is highlighted with a green checkmark. Other options in the menu are "Multi-Select" and "Radio Buttons". Below the dropdown menu, there are three input fields: "Model Photography", "Product Photography", and an empty field. At the bottom right, there are "Cancel" and "Save" buttons.

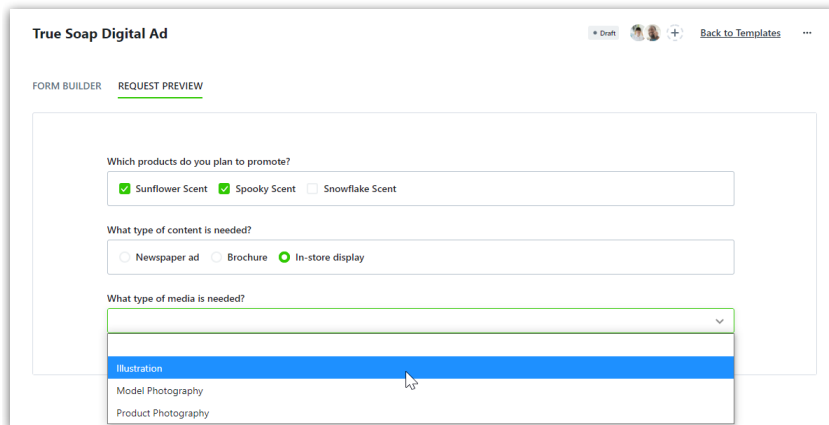
To set a value to be selected initially, click the dropdown menu below **Initial Value** and select the value that should be selected by default. Requesters are able to select other values from the list.



The screenshot shows the same form, but now the "OPTIONS" tab is selected. It displays a list of options: "Illustration", "Model Photography", and "Product Photography". Below the list are "Sort Alphabetically" and "Add an Option" buttons. At the bottom, the "Initial Value" section has a dropdown menu. The dropdown menu is open, showing the same three options. "Model Photography" is highlighted in blue, indicating it is the selected initial value. A mouse cursor is pointing at the "Model Photography" option in the dropdown menu.

Click **Save** when complete.

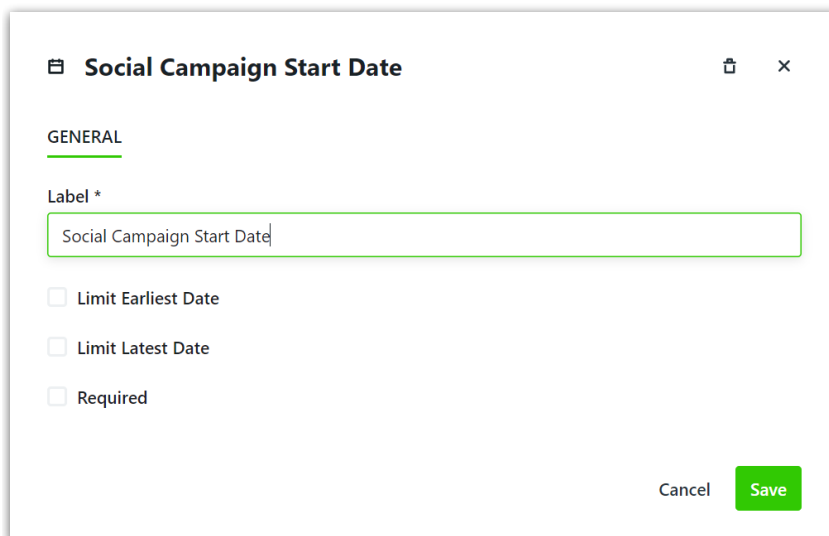
This is what your Multi-Select, Radio Button, and Dropdown fields will look like to your requesters:



Date Field

The Date field allows requesters to select a date. Dates chosen from this field are referenceable but do not map over to the associated work. Due Date or a Date Custom Field* will map over.

Click into the text box below **Label** to update the value that will be visible to your requester. Labels can also be edited from the design area.



You can restrict the dates your requesters are able to select by checking **Limit Earliest Date** and/or **Limit Latest Date**. Click the plus and minus buttons to increase or decrease the number of [business days](https://guide-ignite.inmotionnow.com/help/business-days) needed.

Social Media Start Date

Label *

Social Media Start Date

Limit Earliest Date

-

+

5 business days (should not be fewer than 5 business days after today)

Limit Latest Date

-

+

15 business days (should not be more than 15 business days after today)

Cancel

Save

Click **Save** when complete.

This is what your Date will look like to your requesters:

True Soap Digital Ad

Draft

Back to Templates

FORM BUILDER

REQUEST PREVIEW

Social Media Start Date

Set Date

Publish Template

Text Box, Longform Text, & Number Fields

While the process for editing these fields is the same, the outcomes are different. The Text Box field is best used when your requesters need to provide short answers. The Longform Text field is best used when your requester may have a longer answer and/or require line breaks. The Number field will only allow your requester to answer numerically.

Click into the text box below **Label** to add a descriptor viewable to your requesters.

T

What type of content is needed?

✕

GENERAL

Label *

What type of content is needed? I

Field Type

Text Box ▾

Helper Text

Please enter helper text.

Initial Value

Cancel Save

You can help guide your requesters' answers by providing information in the **Helper Text**. This will be set as the initial value and your requesters will be able to provide text and/or numbers over this value.

T What type of content is needed?

GENERAL

Label *

What type of content is needed?

Field Type

Text Box

Helper Text

Brochure, newspaper ad, etc..

Initial Value

Brochure, newspaper ad, etc..

Cancel Save

From the **Field Type** menu, you can choose to update your field to Text, Longform Text, or Number.

T What type of content is needed

GENERAL

Label *

What type of content is needed

Field Type

Text Box

Longform Text

Number

Text Box


Cancel Save

Click **Save** when complete.

This is what your Text Box, Longform Text, and Number fields will look like to your requesters:

True Soap Print Ad

Draft



+

Back to Templates

...

FORM BUILDER

REQUEST PREVIEW

What Type of Content is needed?

Brochure, newspaper ad, etc..

What is the design vision?

Please explain in detail

How many copies are needed?

Publish Template

**Only available for Business and Enterprise customers*