

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.

🗵 Full Banner	ů ×
GENERAL	
Label *	
Full Banner I	
Initial Value	
Full Banner	
Required	
	Cancel Save

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:

True Soap Print A	Ad	+ Draft	88 🕀	Back to Templates	
FORM BUILDER REQU	EST PREVIEW				
	What type of content is needed?				
	C In-store display				
				Publish Terr	nplate

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? 	ā ×
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? 	ā >
GENERAL	
Label *	
What type of media is needed?	
Field Type Dropdown V	
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.

Dropdown 🗸		
OPTIONS BULK OPTIONS		
Add bulk list of options (one per line).		

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

 What type of media is needed? 	ů	×
Field Type Dropdown OPTIONS BULK OPTIONS		
Illustration Model Photography Product Photography		
Replace C	<u>ptions</u>)	,
Canc	el S	ave

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.

 What type of media is needed? 	ů	×
GENERAL		
Label *		
What type of media is needed?		
Field Type Dropdown Multi-Select Radio Buttons Model Photography	Û	
Node Photography	L	
Product Photography	ů	
Cancel	Sa	ve

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.

PTIONS BULK OPTIONS		
Illustration		ů
Model Photography		ĉ
Product Photography		û
Sort Alphabetically	+ Add an O	<u>otion</u>
itial Value		
Please Select		
Please Select		
Illustration		
Model Photography		



Click Save when complete.

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

True Soap I	Digital Ad	* Draft	C (1)	Back to Templates	
FORM BUILDER	REQUEST PREVIEW				
	Which products do you plan to promote?				
	What type of content is needed?				
	Newspaper ad Brochure O In-store display What type of media is needed?				
	Illustration			~	
	Model Photography Product Photography				

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.

i	ĉ	×
Cancel	Sa	/e
		Cancel Sa

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 ofbusiness days (https://guide-ignite.inmotionnow.com/help/business-days) needed.



ve

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	
	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?	ĉ	×
GENERAL		
Label *		
What type of content is needed?		
Field Type Text Box v		
Helper Text Please enter helper text.		
Initial Value		
Canc	el	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?	ĉ	×
GENERAL		
Label *		
What type of content is needed?		
Field Type Text Box V Helper Text		
Brochure, newspaper ad, etc		
Initial Value		
Brochure, newspaper ad, etc		
Cancel	2	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 neede	a	ĉ	
GENERAL			
Label *			
What type of content is needed			
Field Type Text Box V Longform Text			
Text Box V			

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