

Quick Start Guide

Amend Application Form Questions

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1. Application Forms & Workflows

The candidate application form belongs to a workflow, so the first action is to access the workflow that you wish to amend:

1. Click the **Libraries** tab
2. Click **Workflows**
3. Choose the relevant **Tab** (e.g. External, Agency etc.)
4. Click the name of the workflow then **Edit**

Figure 1: Edit the workflow to access the candidate application form in edit mode

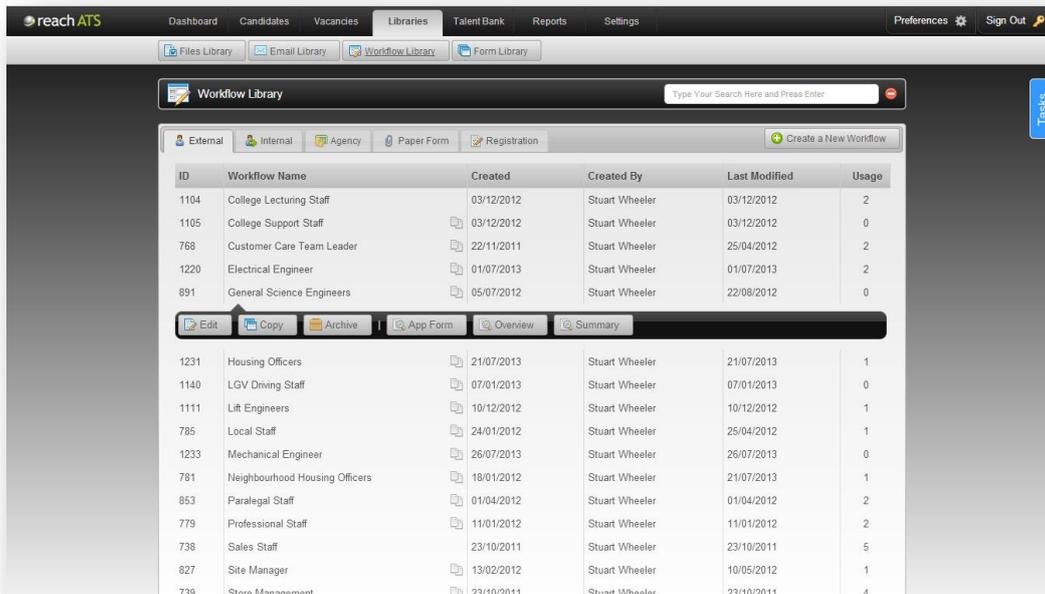


Figure 2: Note that you can click 'App Form' to see the application form in view mode

The screenshot shows the 'Form Preview - General Science Engineers' interface. The form is titled 'Personal Details' and contains several input fields and dropdown menus for user information.

Personal Details

Title *

First Name *

Surname *

Email Address *

Address *

Town / City *

County *

Country *

Postcode *

Home Telephone *

Mobile Number *

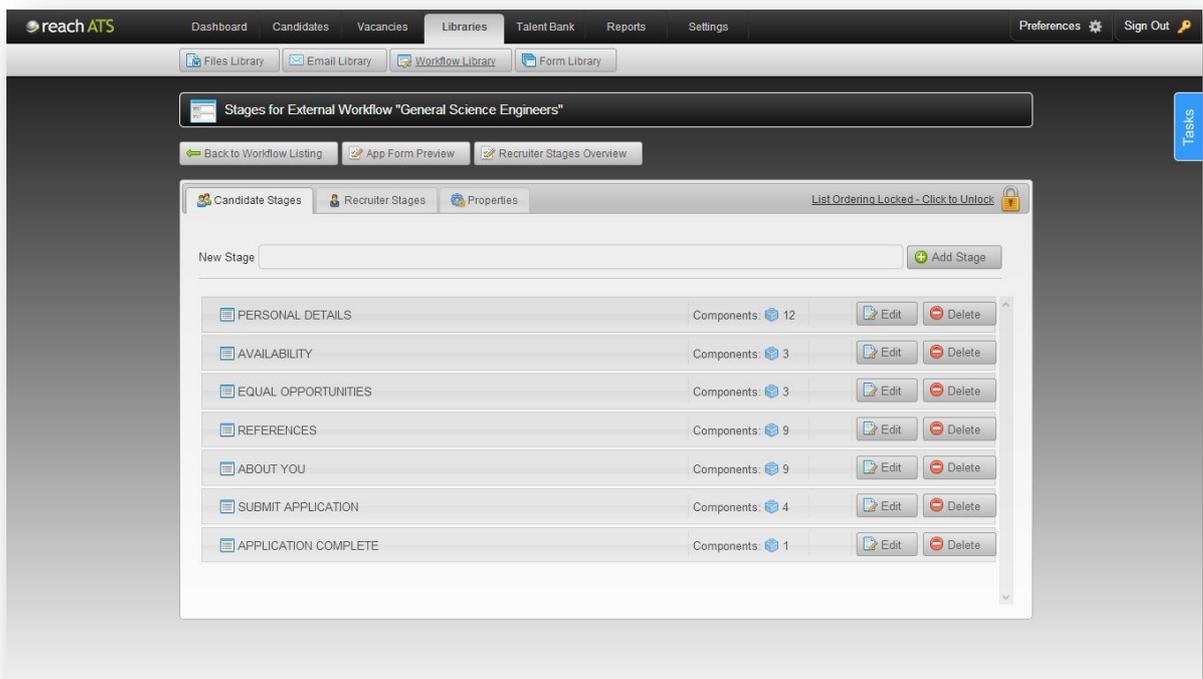
Do you have the right to work in the UK? *

2. Candidate Stages

The online application form completed by the candidate consists of sections referred to as Candidate Stages

When the workflow opens in edit mode, the candidate stages are shown in a list.

Figure 3: Workflow candidate stages



Each stage is a section of the online application form that will be completed by the candidate.

By default, the stages will be locked to prevent form sections being moved unintentionally. To turn on drag & dropping of the stages, click **List Ordering Locked - Click to Unlock** (and click the link again to lock).

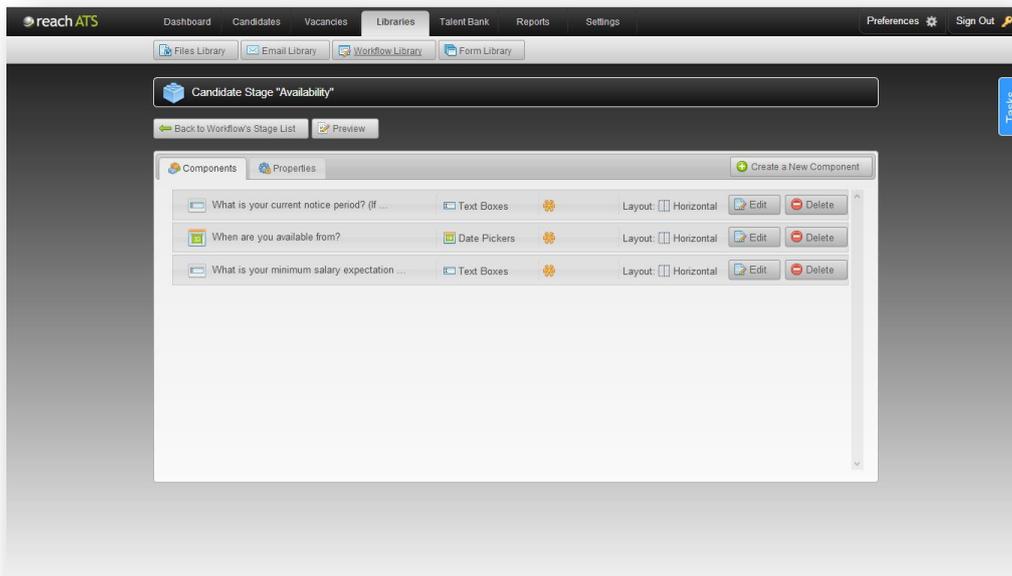
- To add a new stage, type the stage name into the new stage box and then **Add Stage**. Drag and drop the new stage to the position required within the form.
- To delete a stage, click **Delete** on the section row.

3. Editing a Component

To amend the questions for any stage, click **Edit** on the stage row. This action shows all of the individual components contained within the form section.

The items within the form are not referred to as 'questions'. Instead they are referred to as **components**. This is because the form may also include headings or paragraphs of text etc. as well as straightforward questions.

Figure 4: Editing a candidate stages shows a list of all components currently used

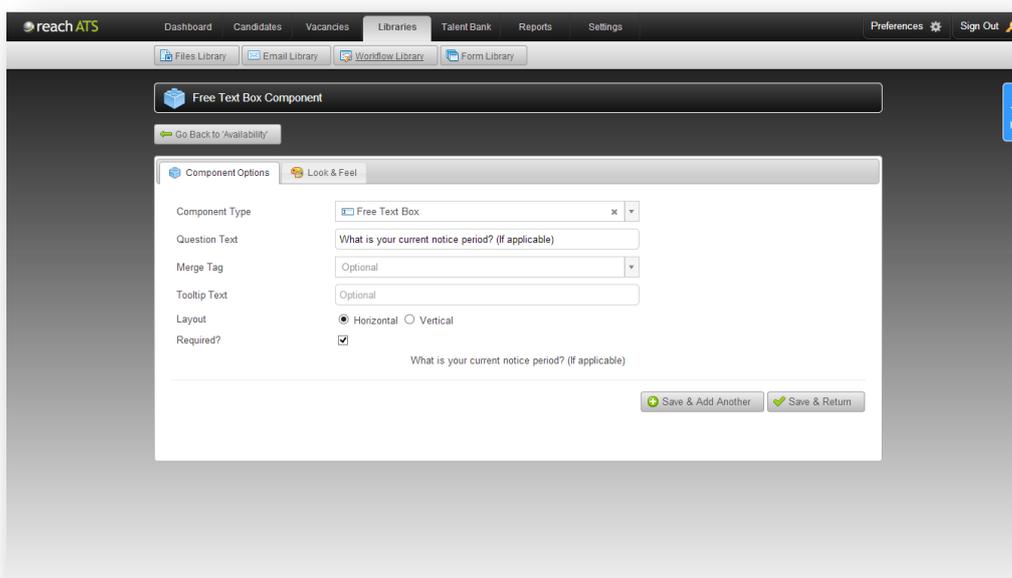


This action shows all of the individual components contained within the form section including:

- The component text (e.g. the question text 'What is your notice period?')
- The component type (e.g. Text Box, Dropdown, Upload File etc.)
- If the component is mandatory or not (the asterix icon)
- If the component will be displayed horizontally or vertically on screen to the candidate (i.e. adjacent to or underneath the question text)

Click Edit to amend the individual component.

Figure 5: Example: editing a free text question

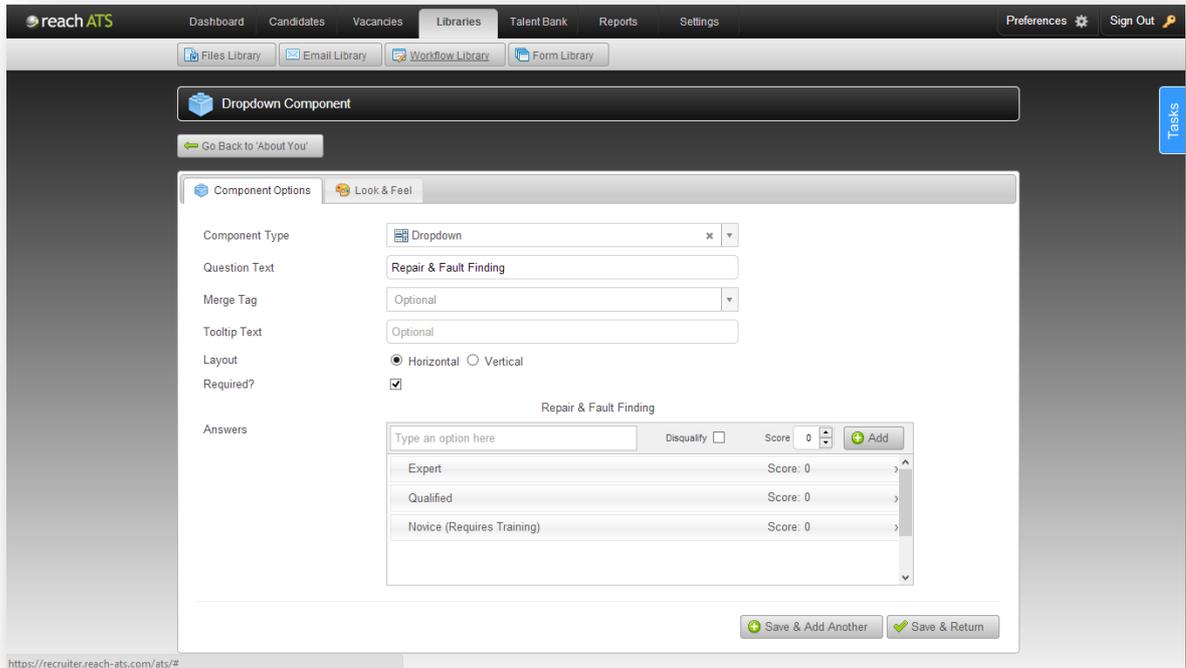


Amend the question text then click **Save & Return**.

The change is applied immediately.

If the form contains questions with either dropdown or radio button questions you may need to amend the answers presented to the candidate.

Figure 6: Example: editing a dropdown or radio button question's answers



Type new answers in to the box and then click **Add**.

Please note that ticking the **Disqualify** box will reject the candidate from the recruitment process if they choose this answer when completing their form.

A **Score** can also be allocated to the answer which allows candidates to be scored based on their answers.

To delete an answer click the X icon on the answer row.

When you have finished the amendments click **Save & Return**.