

Quick Start Guide

Amend Application Form Questions

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Strictly Commercial in Confidence





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

ach ATS	Dashboard	Candidates Vacancies	Libraries Tal	ent Bank Repo	ts Settings		Preferences	Sign Out
	Files Libra	ary 📄 Email Library 📄 🔯 🔐	rkflow Library	Form Library				
	Work	dlow Library			Тур	e Your Search Here and Press Ente		
	& External	👃 🔓 Internal 👘 Agency	Paper Form	Registration	_	Create a	New Workflow	l
	ID	Workflow Name		Created	Created By	Last Modified	Usage	
	1104	College Lecturing Staff		03/12/2012	Stuart Wheeler	03/12/2012	2	
	1105	College Support Staff	D	03/12/2012	Stuart Wheeler	03/12/2012	0	
	768	Customer Care Team Leader	D	22/11/2011	Stuart Wheeler	25/04/2012	2	
	1220	Electrical Engineer	D	01/07/2013	Stuart Wheeler	01/07/2013	2	
	891	General Science Engineers	Ð	05/07/2012	Stuart Wheeler	22/08/2012	0	
	Edit	Copy 📻 Archive	App Form	Overview	Summary	24/07/20142		
	1231	Housing Onicers		21/01/2013	Stuart Wheeler	21/07/2013	1	
	1140	LOV Driving Staff		07/01/2013	Stuart Wheeler	07/01/2013	0	
		Linc Engineers	L. De	10/12/2012	Stuart Wheeler	10/12/2012		
	7117			24/01/2012	Stuart vyneeler	20/04/2012		
	/85	Local Staff		00/07/0040	Ohurst Miller alar	00/07/00/10	0	
	785	Mechanical Engineer	Pi Di	26/07/2013	Stuart Wheeler	26/07/2013	0	
	785	Local Staff Mechanical Engineer Neighbourhood Housing Officers		26/07/2013 18/01/2012	Stuart Wheeler Stuart Wheeler	26/07/2013 21/07/2013	0	
	785 1233 781 853	Local Staff Mechanical Engineer Neighbourhood Housing Officers Paralegal Staff		26/07/2013 18/01/2012 01/04/2012	Stuart Wheeler Stuart Wheeler Stuart Wheeler	26/07/2013 21/07/2013 01/04/2012	0 1 2	
	785 1233 781 853 779	Local Staff Mechanical Engineer Neighbourhood Housing Officers Paralegal Staff Professional Staff		26/07/2013 18/01/2012 01/04/2012 11/01/2012	Stuart Wheeler Stuart Wheeler Stuart Wheeler Stuart Wheeler	26/07/2013 21/07/2013 01/04/2012 11/01/2012	0 1 2 2	
	785 1233 781 853 779 738	Local staff Mechanical Engineer Neighbourhood Housing Officers Paralegal Staff Professional Staff Sales Staff		26/07/2013 18/01/2012 01/04/2012 11/01/2012 23/10/2011	Stuart Wheeler Stuart Wheeler Stuart Wheeler Stuart Wheeler Stuart Wheeler	26/07/2013 21/07/2013 01/04/2012 11/01/2012 23/10/2011	0 1 2 2 5	

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

Personal Details			
Title *	Mr.	~	
First Name *			
Surname *			
Email Address *			
Address *			
Town / City *			
County *	Please Select an Option	~	
Country *	Please Select an Option	~	
Postcode *			
Home Telephone *			
Mobile Number *			
Do you have the right to work in the UK? *	Please Select an Ontion	v	



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

reach ATS	Dashboard Candidates Vacancies Libraries Talent Bank Reports	Settings		Preferences 🗱 Sign Out 👂
	Stages for External Workflow "General Science Engineers"			
	Hack to Workflow Listing App Form Preview Recruiter Stages Overview			1
	Scandidate Stages 🔒 Recruiter Stages 🚳 Properties	Lis	t Ordering Locked - Click to Unlock	
	New Stage		Add Stage	
	PERSONAL DETAILS	Components: 🌍 12	Edit Oelete	^
		Components: 🌍 3	Edit Oelete)
	EQUAL OPPORTUNITIES	Components: 🌍 3	Edit Oelete	
	REFERENCES	Components: 🌍 9	Edit Oelete	
	ABOUT YOU	Components: 🌍 9	Edit Oelete	
		Components: 🌍 4	Edit Oelete	
		Components: 🌍 1	Edit Oelete	
				×.

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 stage	es shows a l	ist of all	components	currently	used
		<u> </u>		,			

Here Back to Workflow's Stage List					Task
Components 🚳 Properties				Create a New Component	
What is your current notice period? (If	Text Boxes	*	Layout: [[]] Horizontal	Edit Oelete	
When are you available from?	Date Pickers	*	Layout: [[]] Horizontal	Edit Oelete	
What is your minimum salary expectation	C Text Boxes	*	Layout: [[]] Horizontal	Edit Oelete	
				~	

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

reach ATS	Dashboard Candidates Va	ancies Libraries Talent Bank Reports Settings	Preferences 🕸 Sign Out 🔎
	Files Library 🖾 Email Library	🔯 Workflow Library	
	Free Text Box Componer		
	Go Back to 'Availability'		
	Component Options 🛛 🧐 Lo	k & Feel	
	Component Type	🖾 Free Text Box x 🔻	
	Question Text	What is your current notice period? (If applicable)	
	Merge Tag	Optional 💌	
	Tooltip Text	Optional	
	Layout	Horizontal O Vertical	
	Required?	What is your current notice period? (If annicable)	
		error o Your on our netro ponder (n'approace)	
		😮 Save & Add Another	& Return



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

reach ATS	Dashboard Candidates Vac	ncies Libraries Talent Bank Reports Settings	Preferences 🛱 Sign Out 🔎
	Files Library Email Library	S Workflow Library	
	Dropdown Component		
	🗢 Go Back to 'About You'		Ē
	Component Options 🛛 🧐 Loc	k& Feel	
	Component Type	🖽 Dropdown 🗴 🔻	
	Question Text	Repair & Fault Finding	
	Merge Tag	Optional 🔻	
	Tooltip Text	Optional	
	Layout	Horizontal O Vertical	
	Required?	V Denvis & Envik Sindian	
	Answers		
		Expert Score: 0	
		Qualified Score: 0 >	
		Novice (Requires Training) Score: 0 >	
		v	
		Save & Add Another	tum
https://recruiter.reach-ats.com/a	ats/#		

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.