Applicant Portal
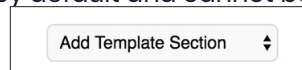# Form Builder Features

Application forms are customized forms that capture applicant information and responses. Once applicants submit applications, reviewers may score applications based on form responses.
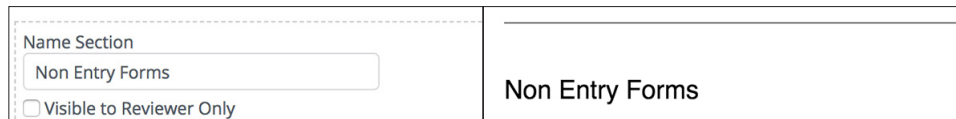
Form Builder Icons
All sections and fields can be edited, deleted, or moved up or down using the icons.

Template Section
The Template Section includes commonly used form sections that can be quickly added to any application form for your convenience. This templates are provided by default and cannot be added to or edited.
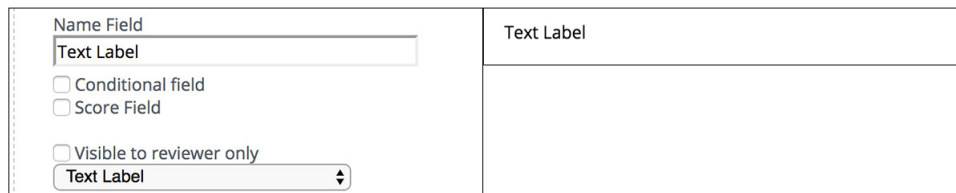
Section
Sections group fields together (although not fields are not required to be within a section). Entire sections can be hidden from the applicant and only made visible to the reviewer.

Fields
Fields can be content or entry types. Content fields provide content only and do not request a response. Entry fields request or require a response. Additionally, fields be marked for reviewer scoring, be made conditional (only appearing for specific responses), or can be hidden from the applicant and only made visible to the reviewer.

Text Label
Text Label fields are short texts that appear as the *Name Field* content. They do not request a response.

Description Text
Description Text fields are long texts that appear as a field name and paragraph(s). They do not request a response and cannot be scored.

External Link
External Link fields appear as URL links. They do not request a response and cannot be scored.

Attachment
Attachment fields appear as links to downloadable files. They do not request a response and cannot be scored.

Single Line Text Field
Single Line Text fields request or require short answer responses.

Multi Line Text Box

Multi Line Text Box fields request or require long answer responses. A formatting toolbar can be added to the field and a character limit for responses can be enforced.

Name Field	Multi Line Text Box
Multi Line Text Box	Formats ▼ **B** *I* ≡ ≡ ≡ ≡
☐ Conditional field	
☐ Score Field	
☐ Visible to reviewer only	
☐ Required	
Multi Line Text Box ⬍	
☑ Include Formatting Toolbar	

Multiple Choice

Multiple Choice fields request or require a single selection from multiple options.

Name Field	Multiple Choice
Multiple Choice	◯ Choice A
☐ Conditional field	◯ Choice B
☐ Score Field	◯ Choice C
☐ Visible to reviewer only	
☐ Required	
Multiple Choice ⬍	
Choice A ⊕ 🗑 ⌃ ⌄	
Choice B ⊕ 🗑 ⌃ ⌄	
Choice C ⊕ 🗑 ⌃ ⌄	

Multiple Selection – Checkboxes

Multiple Selection – Checkboxes fields request or require selection(s) from multiple options.

Name Field	Multiple Selection - Checkboxes
Multiple Selection - Checkboxes	☐ Choice A
☐ Conditional field	☐ Choice B
☐ Score Field	☐ Choice D
☐ Visible to reviewer only	
☐ Required	
Multiple Selection - Checkboxes ⬍	
Choice A ⊕ 🗑 ⌃ ⌄	
Choice B ⊕ 🗑 ⌃ ⌄	
Choice D ⊕ 🗑 ⌃ ⌄	

Dropdown List
: Dropdown List fields request or require a single selection from multiple options by default, but multiple selections can be allowed.

Name Field	Dropdown List - Single Selection
Dropdown List	Choice A
☐ Conditional field	
☐ Score Field	Dropdown List - Multiple Selection
☐ Visible to reviewer only	Choice A
☐ Required	Choice B
Dropdown List	Choice C
Choice A	
Choice B	
Choice C	
☑ Allow Multiple Selections	

File Upload
: File Upload fields request or require a file to be uploaded.

Name Field	File Upload
File Upload	Choose File
☐ Conditional field	
☐ Score Field	
☐ Visible to reviewer only	
☐ Required	
File Upload	

Date
: Date fields request or require a date to be selected.

Name Field	Date
Date	
☐ Conditional field	
☐ Score Field	
☐ Visible to reviewer only	
☐ Required	
Date	

Numeric Field
: Numeric Fields request or require a numeric entry. These can be decimal, whole numbers, currency, or percent entires.

Name Field	
Numeric Field - Decimal	Numeric Field - Decimal
☐ Conditional field	1.00
☐ Score Field	Numeric Field - Whole
☐ Visible to reviewer only	1
☐ Required	Numeric Field - Currency
Numeric Field	$1.00
Numeric - Decimal	Numeric Field - Percent
	1.00 %

Table   Table fields request data entered in a table. The number of rows and columns for the table can be configured, and column and row labels can be added.