

## Apet®360Pro™ Procurement Portal User Guide 29



### Dependent Sections and Questions

#### Overview

This User Guide describes the steps to create sections and questions that are revealed on selection of a specific option in a previous question.

#### Background

The reasoning behind this change is to allow the selection of a few options for a service and to only allow those options to be revealed, rather than the whole job.

Care should be taken when weighting dependent questions as not all Providers may respond to that question.

In addition, the question that is being used to determine whether a question or section is exposed cannot be a scorecard question. The dependent questions themselves can be scorecard, but not the question that is being used to trigger those questions to appear.

#### Section dependent on question statement

**To enable this function from the csv file:**

Column E for Sections also supports a JSON rule to expose the Section if a specific response is provided to a question. This allows options to be revealed based on the response by the Provider. The following text must be entered into the cell (column E) in the same row as the Section name.

```
{ "Rule": "ResponseEquals", "QuestionLineNumber": 19, "ComplianceStatement": "Documents uploaded" }
```

The Section needs to be set to private/hidden (put a H in Column B).

In this example, the number "19" refers to the row number in the import file that the questions is dependent on. The term 'Documents Uploaded' refers to a statement that is selected by the referenced question to reveal this section. This section should be set to 'Hidden'.

**To enable this function from the 360Pro User interface:**

1. Open the Section that is to be revealed in Edit mode
2. Check it as a Private Section
3. Enter the Question ID (e.g. in Figure 1 - '26167') for the question it is dependent on to reveal (*Please Note:* Question IDs can be found at the top of view when you are editing a question in 360Pro)
4. Select the action that you want to happen (e.g. in Figure 1 'has response of')
5. Select the option that you want to trigger the action (e.g. in Figure 1 'Documents uploaded')
6. Go back to the section and make sure all relevant question(s) are set to **No** for **Is Private**

A screenshot of the 360Pro user interface. It shows a form with a checkbox labeled 'Private Section?' which is checked. Below it, there is a section for 'Except if' with a dropdown menu containing '26167'. To the right, there is a dropdown menu labeled 'has response of' with a downward arrow. Below that, there is another dropdown menu labeled 'Documents uploaded' with a downward arrow.

Figure 1 Section dependent on question statement

## Question dependent on question statement

### To enable this function from the csv file:

Column O supports a JSON rule to expose the question if a specific response is provided to a different question. This allows options to be revealed based on the response by the Provider. The following text must be entered into the cell (column O) in the same row as the question name.

```
{"Rule": "ResponseEquals", "QuestionLineNumber": 19, "ComplianceStatement": "Adelaide"}
```

In this example, the number "19" refers to the row number in the import file that the question is dependent on. The term 'Adelaide' refers to a statement that is selected by the referenced question to reveal this question. This question should be set to 'Hidden'.

### To enable this function from the 360Pro User interface:

1. Open the question that is to be revealed in edit mode
2. Check it as a Private Question
3. Enter the Question ID for the question it is dependent on to reveal (e.g. in Figure 2 '25167')  
(Please Note: Question IDs can be found at the top of view when you are editing a question in 360Pro)
4. Select the action that you want to happen (e.g. in Figure 2 'has response of')
5. Select the option that you want to trigger the action (e.g. in Figure 2 'Response provided')



Figure 2 Question dependent on question statement

## Section dependent on Multi-select Question

### To enable this function from the csv file:

Column E for Sections also supports a JSON rule to expose the Section if a specific response is provided to a Multi-select question. This allows options to be revealed based on the response by the Provider. The following text must be entered into the cell (column E) in the same row as the Section name.

```
Use: {"Rule": "MultiSelectContains", "QuestionLineNumber": 19, "Value": "Adelaide"}
```

In this example, the number 19 refers to the row number in the import file that the question is dependent on. The term 'Adelaide' refers to a multi-select option that is selected by the referenced question to reveal this section. This section should be set to 'Hidden'.

### To enable this function from the 360Pro User interface:

1. Open the Section that is to be revealed in Edit mode
2. Check it as a Private Section
3. Enter the Question ID (e.g. in Figure 3 - '312573') for the question it is dependent on to reveal  
(Please Note: Question IDs can be found at the top of view when you are editing a question in 360Pro)
4. Select the action that you want to happen (e.g. in Figure 3 'multi-selection includes')
5. Select the option that you want to trigger the action (e.g. in Figure 3 'Adelaide')
6. Go back to the section and make sure all relevant question(s) are set to **No** for **Is Private**

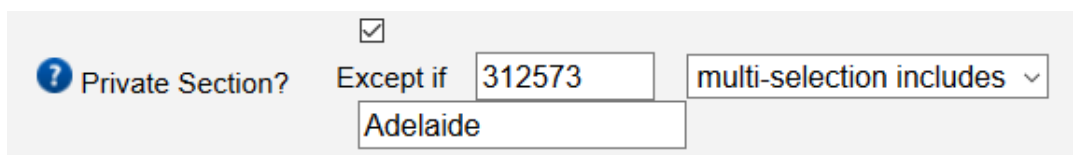


Figure 3 Section dependent on Multi-select Question

## Question dependent on Multi-select Question

### To enable this function from the csv file:

Column O supports a JSON rule to expose the question if a specific response is provided to a different multi-select question. This allows options to be revealed based on the response by the Provider. The following text must be entered into the cell (column O) in the same row as the question name.

```
{"Rule":"MultiSelectContains","QuestionLineNumber":19,"Value":"Plumbing"}
```

In this example, the number 19 refers to the row number in the import file that the questions is dependent on. The term 'Plumbing' refers to a statement that is selected by the referenced question to reveal this question. This question should be set to 'Hidden'.

### To enable this function from the 360Pro User interface:

1. Open the question that is to be revealed in edit mode
2. Check it as a Private Question
3. Enter the Question ID for the question it is dependent on to reveal (e.g. in Figure 4 '312575') (Please Note: Question IDs can be found at the top of view when you are editing a question in 360Pro)
4. Select the action that you want to happen (e.g. in Figure 4 'multi-selection includes')
5. Select the option that you want to trigger the action (e.g. in Figure 4 'Plumbing')

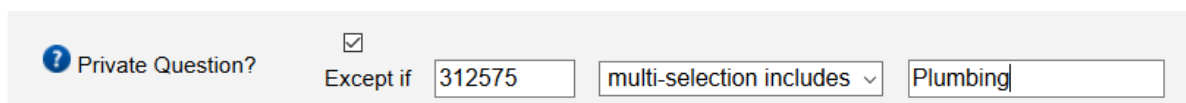


Figure 4 Question dependent on Multi-select Question

## Support

For more information on structured date fields, please email [support@simplylogical.net](mailto:support@simplylogical.net).

For more information on importing, please refer to the import [Data Format](#) and [Tutorial](#) instructions in your Apet 360Pro™ account.