

## Apet®360Pro™ Procurement Portal User Guide 30



### Multi-Select Response Options

#### Overview

This User Guide describes the steps to create Multi Select response options within a Job. This guide is a follow-on to User Guide 28 Structure Data Fields.

#### Background

This function enables you to create a new question type to allow Provider to select from multiple options OR the ability to 'Select All' options from the Multi Select list (See Figure 1).

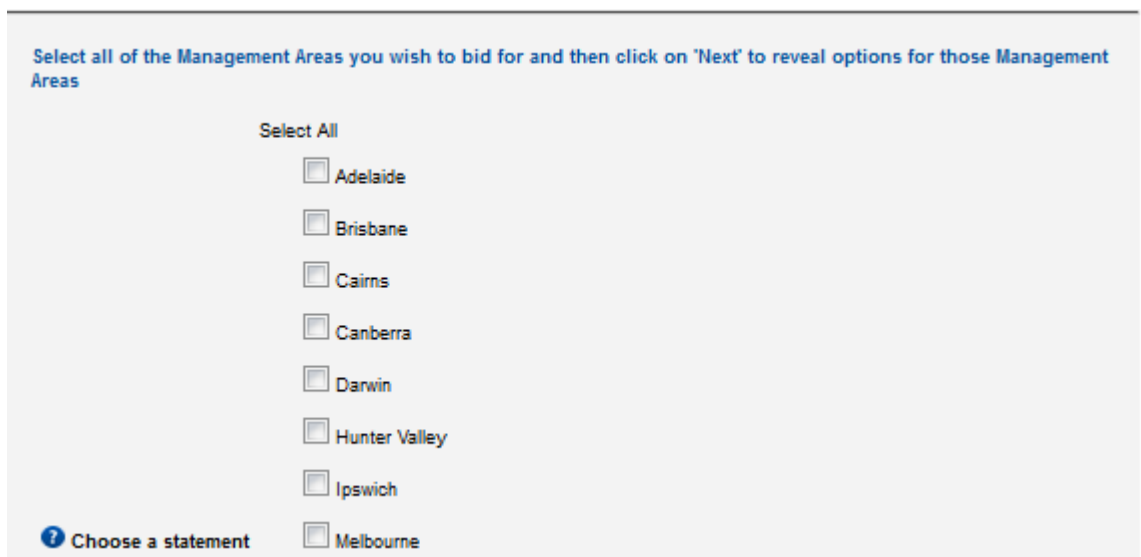


Figure 1 Example of a multi-select question

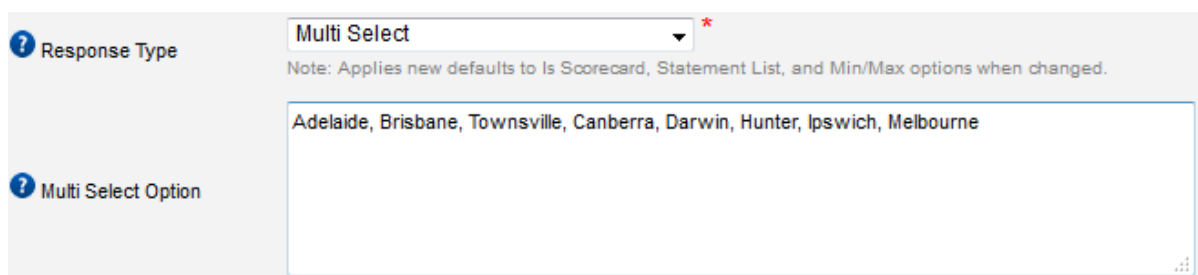
#### Creating a Multi Select option in CSV Import File

1. Open your csv import file, and enter Job details as you normally would; job name and details, closing date/time, relevant cell flags (J, CT, S, Q, RAMWS etc), score upper limit, section headings, question names, evaluation guide (if applicable), and relevant weights etc.
2. Enter an '**M**' in Column K for the question that requires a Multi Select list. Please note all import flags in the csv file in column K have to be **capitalised**.
3. In Column F, enter the **statement** 'Multi Select'. (If you haven't already done so, ensure the statement option 'Multi Select' has been added to your statement library by the Boss User in the Account System Settings)

4. In Column H, enter the list of multi select options. Enter the options **separated by a comma** (as you would do in Column F). Example: Adelaide, Brisbane, Townsville, Canberra, Darwin, Hunter, Ipswich, Melbourne
5. Save your csv file, import it into 360Pro™, open and view your questions to check for any validation errors, finalise the remaining job details, and then publish.

## Manually Creating a Structured Data Response Type in 360Pro™

1. Navigate to the Job Management page; create your Job name and Sections names.
2. Add a question to your relevant section and enter the question name, notes, whether the question is mandatory, whether attachments are allowed, and weighting details etc.
3. Select 'Multi Select' from the **Response Type** drop down box (Figure 2).



The screenshot shows a form with two main sections. The first section, labeled 'Response Type', has a dropdown menu currently set to 'Multi Select'. Below this dropdown is a note: 'Note: Applies new defaults to Is Scorecard, Statement List, and Min/Max options when changed.' The second section, labeled 'Multi Select Option', is a large text input box containing the text: 'Adelaide, Brisbane, Townsville, Canberra, Darwin, Hunter, Ipswich, Melbourne'. There are help icons (question marks in blue circles) next to both section labels.

Figure 2 Response Type

4. Enter the list of Multi Select options in the **Multi Select Option** text box (separated by commas) (See figure 2).
5. Once all question details are entered, click **Add**.
6. **Finalise** the remaining job details.
7. **Publish**.

## Support

For more information on structured data 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.