

Creating Order Questions

How to Create Order Questions:

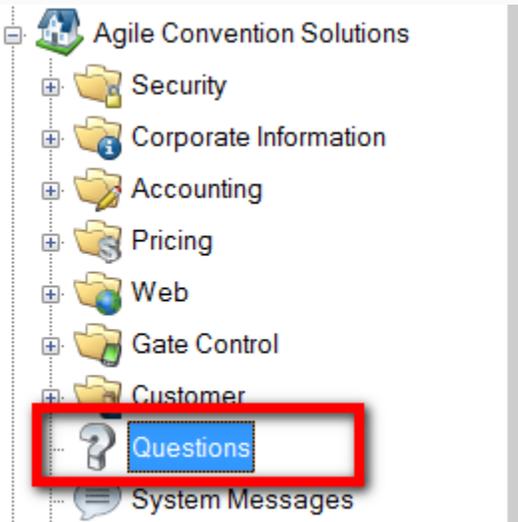
1. [Log in](#) to **Administration**.

2. Select the **Corporate Organization** icon



3. Click on the **Questions** icon.

Note: Questions can also be built under specific Sales Organization Folder(s) by adding this option to the tree management of that folder.



4. Right click and select **New Order Question**.

Question Text	Type	Display Group	Usage	Sequence	Required	Enabled
Male / Female	Dropdown	Registration Information	Customer - Statistical	0	True	True
Will ACS Conference 2011 Be you first conference	Dropdown	Registration Information	Customer - Statistical	10	True	True
Name On Badge	Textbox	Registration Information	Customer - Extended Property	30	True	True
How did you hear about the conference	Textbox	Registration Information	Customer - Extended Property	40	False	True

- New Customer Question
- New Order Question**
- Properties

5. Under the **General** tab:

Order Question: New

Agile Convention Solutions

General Notes

Question Text: []

Type: Textbox

Available Values (~): []

Default Value: []

Regular Expression: []

Example Text: []

Display Group: [] ...

Usage: Per Sales Line Item (e.g. Each Event)

Display Sequence: 0

Ticket Format Index: 0 (1 - 10 used in ticket format)

Answer Max Length: 500

Required:

Agent Managed Question:

Enabled:

OK Cancel Apply

A) **Question Text:** This is the Question that will appear online.

Question Text: Male or Female

B) **Type:** These are the options for how the customer will answer the question.

Type

- Dropdown List
- Textbox
- Dropdown List
- Radio Buttons
- Checkbox
- Text Area

C) **Available Values (~):** enter in the select-able answers to the question. Separate each answer with a Tildie ~.

Available Values (~) male~female

D) **Default Value:** this answer will be automatically selected. If left blank, no answer will be automatically selected.

E) **Regular Expression:** Defines how the data should be entered and defined.

F) **Example Text:** If the answer requires a Regular Expression Format, give an example here (i.e. enter birthday as 01/05/1980).

G) **Display Group:** select the appropriate item from the drop-down, or add a new one by clicking on the ellipses. **Note:** You can Create a new group by clicking on the  icon.

Display Group

- General information
- Registration Information

H) **Usage:** "Per Sales Line Item (i.e. Each Event)" should be selected if the answer is only required per event. "Per Each Quantity (i.e. Each Ticket)" should be selected if the answer is required for each ticket.

Usage

- Per Sales Line Item (e.g. Each Event)
- Per Sales Line Item (e.g. Each Event)
- Per Each Quantity (e.g. Each Ticket)

I) **Display Sequence:** use this to order the questions. This also controls the order online.

J) **Ticket Format Index:** Allows you to assign the answer to the question as text on the ticket format.

K) **Answer Max Length:** enter in the max answer length in characters.

L) **Required:** Check this if the question must be answered by the customer before finalizing the order.

M) **Agent Managed Question:** select this if the question should only be asked by ticket agents.

N) **Enabled:** check if this should be enabled.

6) **Notes:** use this space for internal notes, these will not be seen by the customer.