

Multiple Choice Fields and Autosuggest

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Introduction

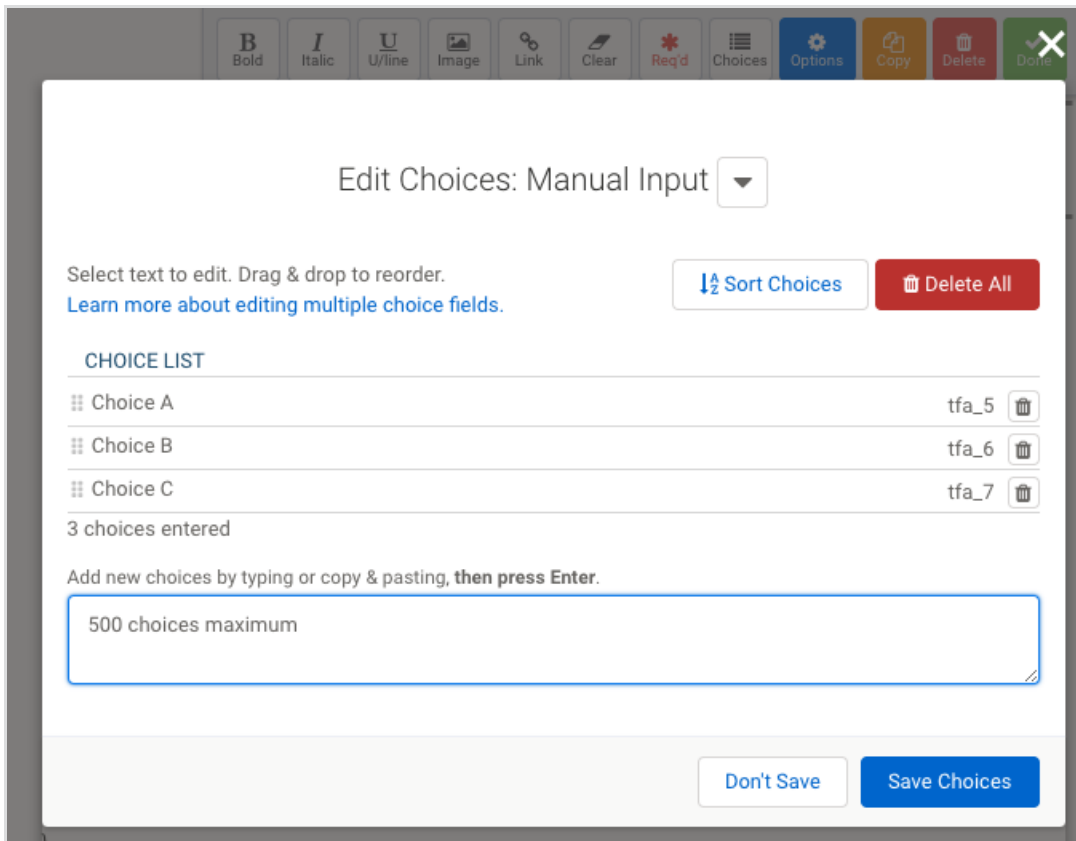
Multiple-choice fields are fields that contain a list of choices that your form respondents can select from. Types of multiple-choice fields include:

- Radio Buttons
- Drop-down Menus
- Multi-select Lists
- Checkboxes

You can add and edit the choices on each of these field types by using the Edit Choices Menu. In addition, you can use a CSV file to create an "Autosuggest Menu" from a drop-down menu, which narrows down the list of choices as you type. We'll cover this more below.

Edit Choices – Manual Input

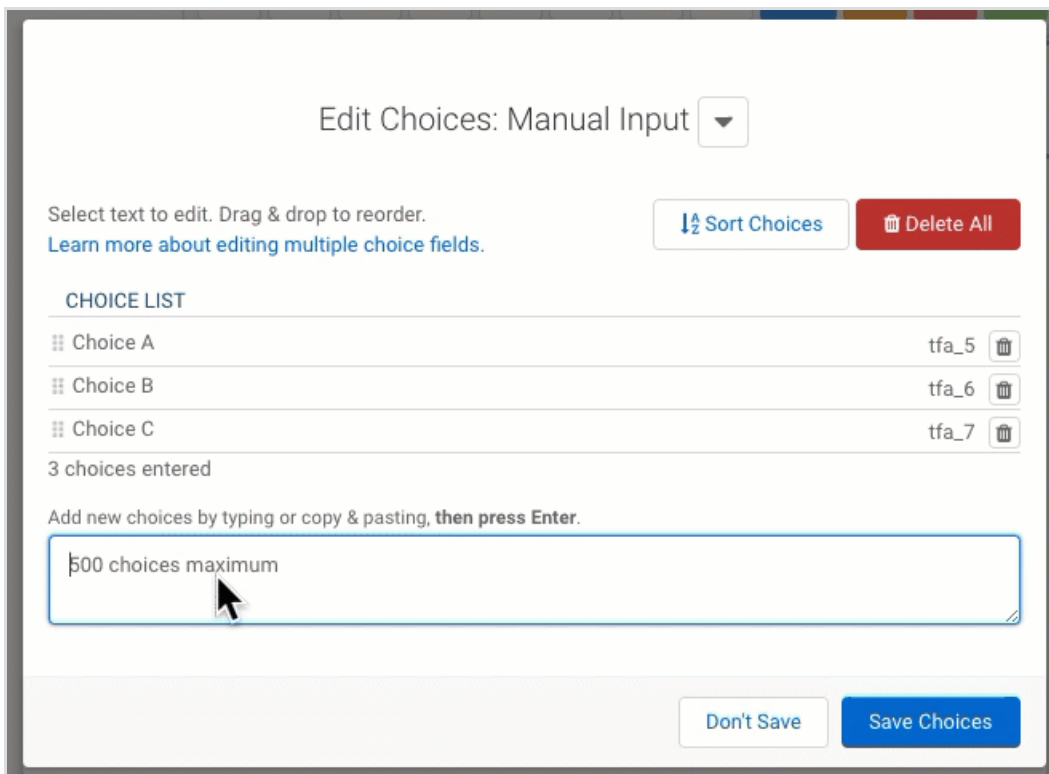
Add, edit, delete, and rearrange choices for all multiple-choice field types in the **Edit Choices** menu. Select the field and click **Choices** to open the menu:



From within the **Edit Choices** menu:

Add new choices

Type in your choices or copy and paste from an existing list. Press **enter** or **OK** to add your choice to the list.



Edit choice text

Click on a choice and begin typing.

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices Delete All

CHOICE LIST

Choice A	tfa_5	
Choice B	tfa_6	
Choice C	tfa_7	
Choice D	tfa_8	
Choice E	tfa_9	

5 choices entered

Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Don't Save Save Choices

Rearrange choices

Drag and drop choices vertically.

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices Delete All

CHOICE LIST

Choice A	tfa_5	
Choice B	tfa_6	
Choice C	tfa_7	
Choice D	tfa_8	
Edited Choice	tfa_9	

5 choices entered

Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Don't Save Save Choices

Delete choices

Click on the trash can button on the right side

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices Delete All

CHOICE LIST

Choice A	tfa_5	
Choice B	tfa_6	
Edited Choice	tfa_9	
Choice C	tfa_7	
Choice D	tfa_8	

5 choices entered

Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Don't Save Save Choices

Sort choices alphabetically

Click **Sort(a-z)** (click again for reverse alphabetical sort).

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices Delete All

CHOICE LIST

☰ Dog	tfa_5	🗑
☰ Cat	tfa_7	🗑
☰ Frog		🗑
☰ Elephant		🗑
☰ Anteater		🗑
☰ Zebra		🗑

6 choices entered

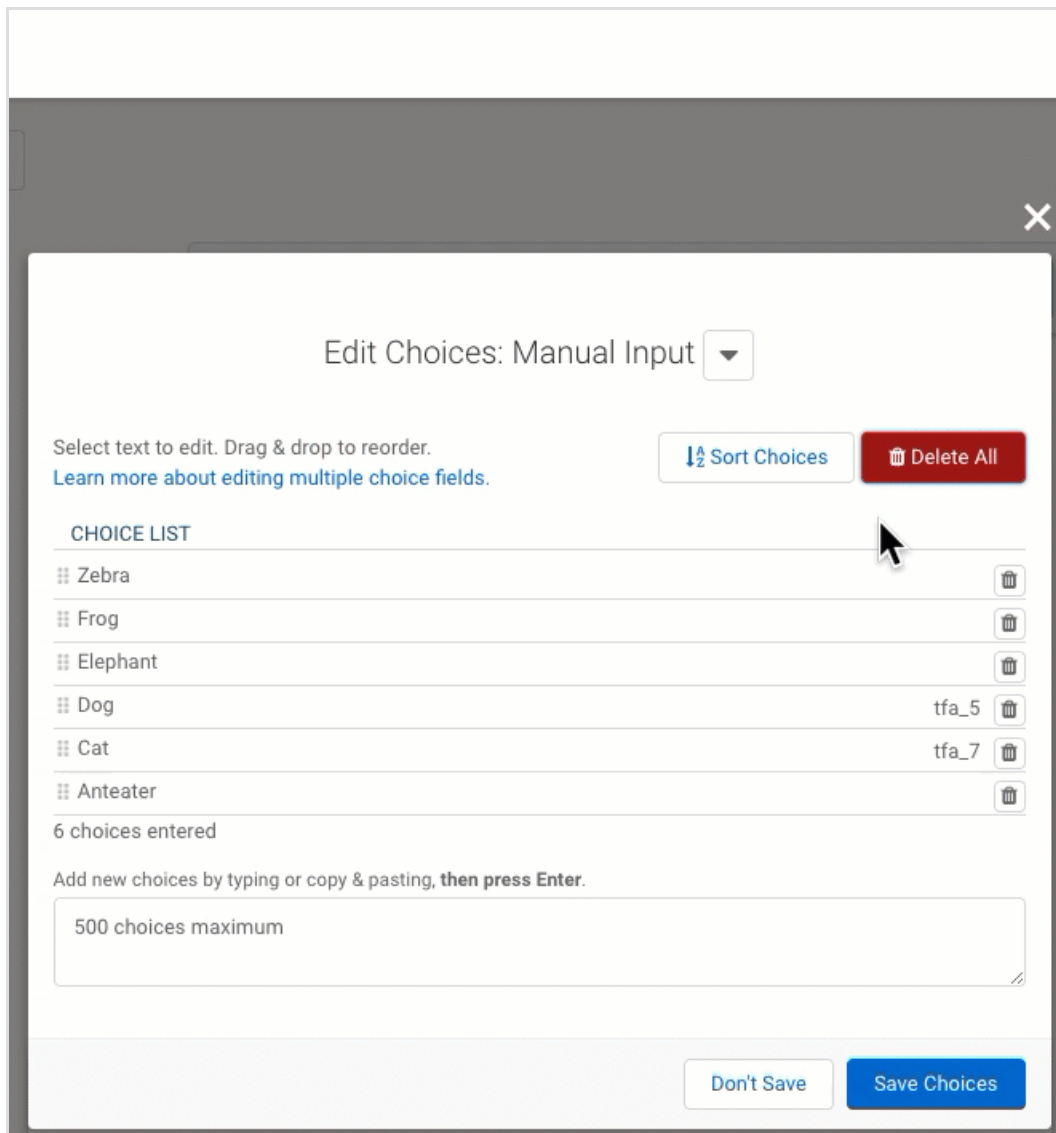
Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Don't Save Save Choices

Delete all choices

Click the red **Delete All** button



Edit Choices – Menu Dependencies

If you have a dropdown menu [set to be dependent on another menu](#), you can make additional changes in the **Edit Choices** menu:

Add a new choice to a particular category,

Click **Add to Parent Menu** or **Add to Child Menu**

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

[Sort Choices](#) [Delete All](#)

PARENT MENU	CHILD MENU	
⌘ Reptiles		tfa_13
	⌘ Lizard	tfa_8
	⌘ Snake	tfa_9
⌘ Fish		tfa_14
	⌘ Bass	

5 choices entered

Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Use CSV format ([explain](#))

[Add to Parent](#) [Add to Child](#)

[Don't Save](#) [Save Choices](#)

Move choices between parent and child menus

Drag your choices horizontally.

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices
Delete All

PARENT MENU	CHILD MENU	
:: Reptiles		tfa_13 🗑
	:: Lizard	tfa_8 🗑
	:: Snake	tfa_9 🗑
:: Fish		tfa_14 🗑
	:: Bass	🗑
	:: Trout	🗑

6 choices entered

Add new choices by typing & copy & pasting, then press Enter.

500 choices maximum

Use CSV format ([explain](#))

Add to Parent
Add to Child

Don't Save
Save Choices

If the CSV Format box for the dependent menu is not checked, each line entered will represent one choice. For example, without the CSV Format box checked, `Dairy,Cheese` will be one choice. With the CSV Format box checked and `Dairy,Cheese` as the choice text, `Dairy` will be added to the parent menu, and `Cheese` will be listed as a child menu choice within that parent menu.

To use the CSV format:

1. [Set up a menu dependency](#) between two drop-down fields in the Options sidebar.
2. Click **Edit Choices**.
3. Check the **CSV Format** box.
4. Type each set of parent and child choices on the same line, separated by a comma - for example, `Dairy, Cheese`. You can also paste in multiple sets of comma-separated values—include each set on a separate line.
5. Click **Add** or press Enter.

Edit Choices: Manual Input ▼

Select text to edit. Drag & drop to reorder.
[Learn more about editing multiple choice fields.](#)

Sort Choices Delete All

PARENT MENU	CHILD MENU	
Reptiles		tfa_13 🗑️
	Lizard	tfa_8 🗑️
Fish		tfa_14 🗑️
	Bass	tfa_9 🗑️
	Trout	tfa_18 🗑️

5 choices entered

Add new choices by typing or copy & pasting, then press Enter.

500 choices maximum

Use CSV format ([explain](#))

Add to Parent Add to Child

Don't Save Save Choices

Autosuggest

- Autosuggest is available to all Premier Plans and Essentials plans and above.
- The Autosuggest feature is not compatible with our Menu Dependency feature.

The Autosuggest menu option works best for large menus and can support up to 200,000 choices. With Autosuggest, rather than locating choices in a lengthy dropdown menu, users are instead able to begin typing into a text input field and have valid entries from a list you upload suggested to them. In the new Form Builder 5.0, Autosuggest menus now support **up to 20 columns** in your dataset. That means you can map up to 20 columns to existing form fields, or create new fields for your dataset columns.

If you are an Essentials and above user, you will need to make sure the "**Can Use Datasets**" permission is checked under User Roles in the Admin Dashboard for any user wishing to use this feature.

Note:

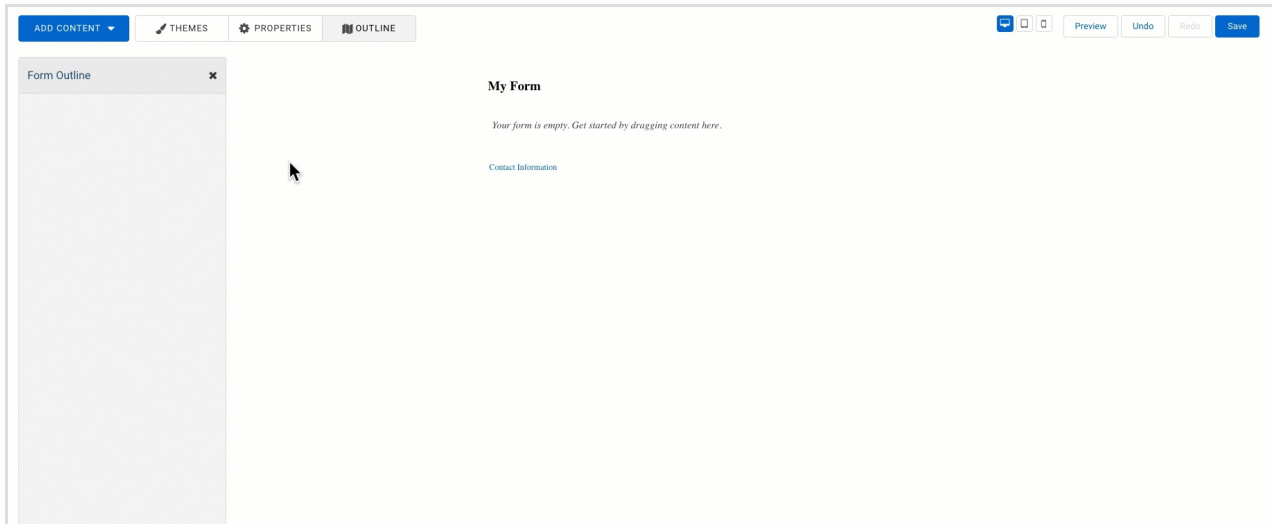
- Using the Autosuggest feature will overwrite any choices added in the Basic menu.
- We do not recommend adding any sensitive information to your Autosuggest datasets (e.g., SSN).

Before uploading your dataset (CSV) file to the dropdown menu field, add a text input field (if you have a 2-column dataset, and so on, depending on the number of columns). *If you have existing form fields you will be using for this, there is no need for you to add additional text input fields.*

To begin:

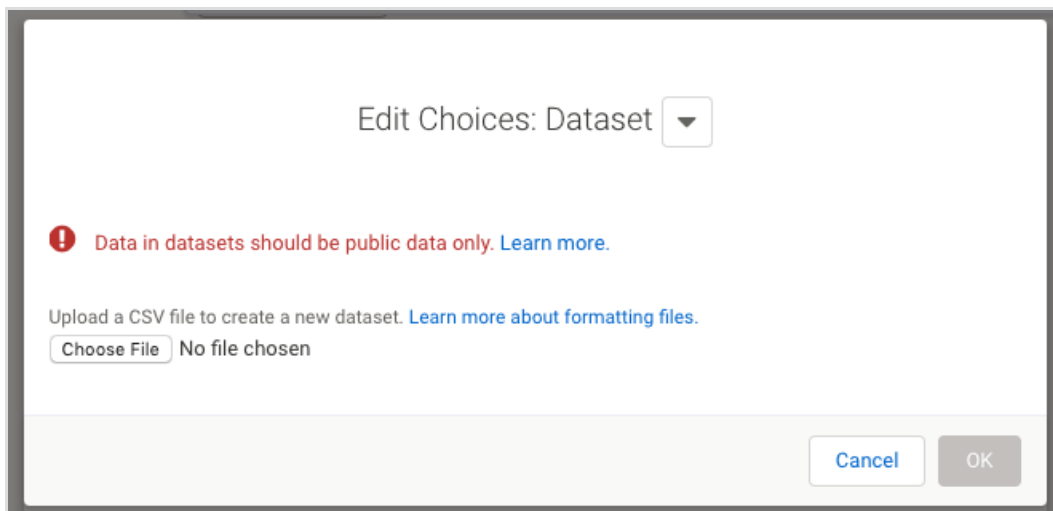
Select a drop-down menu field > click **Choices** and then choose your entry method:

- Choose Manual Input to type in your choices
- Choose Dataset to import a CSV file
- Choose Salesforce Dynamic Picklist to set up a Dynamic Picklist (Essentials and above plans only with the Salesforce Connector Add-on)



In the Menu:

1. Click 'Choose File' to upload a **correctly formatted** (UTF-8 encoded) CSV file. Once you've uploaded a valid file, you'll also be able to reuse it by choosing it in the '**Select an existing dataset**' dropdown menu



2. Next, you will need to select the language of the CSV from the **Language** dropdown field. Only one language can be used for each dropdown menu.

Edit Choices: Dataset ▼

! Data in datasets should be public data only. [Learn more.](#)

Upload a CSV file to create a new dataset. [Learn more about formatting files.](#)

New Feature_...y Report.csv

Language of your dataset file:

✓ Please select...

Afrikaans

عربي (Arabic)

Български (Bulgarian)

català-valencià

Čeština

Dansk

Deutsch

Ελληνικά (Greek)

English

English (British)

English (US)

Español

Español (de América)

Eesti keel

فارسی (Farsi)

Suomi

Français

Galego

3. Click Upload.

Edit Choices: Dataset ▼

Preview your dataset here and map the dataset columns to your form fields. [Learn more about setting up Autosuggest menus.](#)

! **Data in datasets should be public data only.** [Learn more.](#)

DATASET PREVIEW 3 rows, 2 columns

COLUMN A	COLUMN B
Christine	T2
Jen	CSM
Kayla	T1/Knowledge

✖

✖

tfa_7

Restricting Choices ▶

Limit or allow free responses

← Back
Cancel
Apply

4. You'll be presented with a preview of your data set that contains the first five rows of the set and the last two rows of the set. From the image above:
 - **A preview of your data set**, featuring the first five rows of the CSV and the last two rows
 - **The total number of rows and columns in the dataset**
 - **Current field and field alias** where the first column of the dataset is mapped to.
 - **The "Select Field to map"** box, where you can type in the field title of the field you'd like the values in the succeeding columns to go into.
5. Click Apply to complete the setup and return to the Form Builder

Dataset with 2 columns

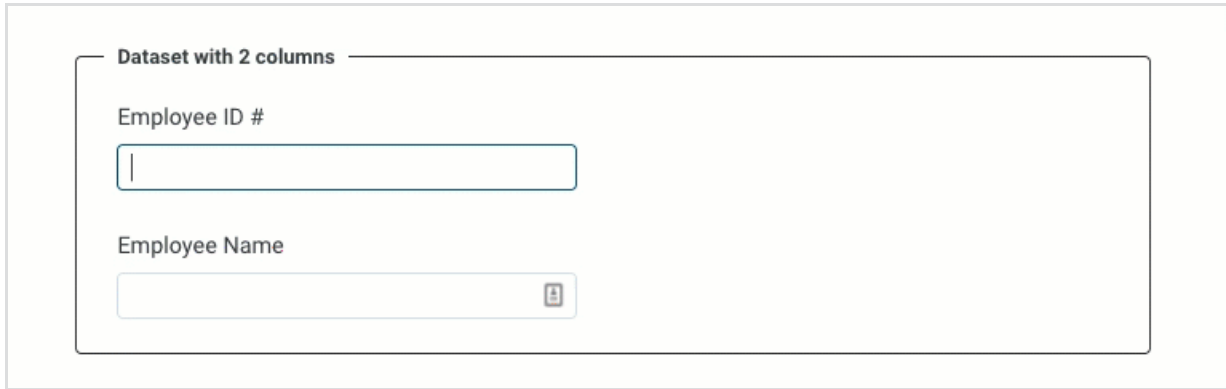
Employee ID #

Employee Name

You'll see that in the Form Builder, your dropdown menu field has been replaced with a text input field. Click on the eye icon found on the left sidebar menu to view the live form and test your auto-suggest field.

Begin typing in the text input field. As you do, you'll see a list of possible values suggested. Click on one of the

values to select it and set the field value to that choice.

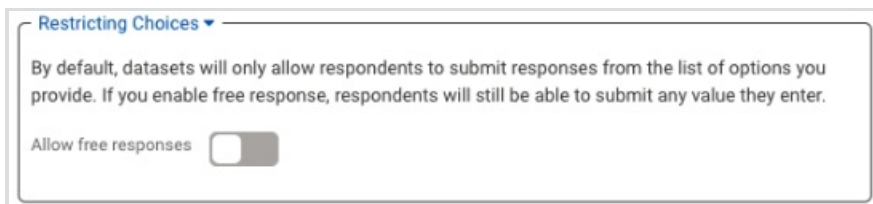


The screenshot shows a form titled "Dataset with 2 columns". It contains two input fields. The first is labeled "Employee ID #" and is a simple text box. The second is labeled "Employee Name" and is a text box with a small lock icon on the right side, indicating it is a password field.

Please note that there is a hard limit of 20 results for the Autosuggest feature. In other words, form respondents will be able to see a maximum of 20 results when they type each character.

Note: When using the autosuggest two-field/column feature in combination with repeatable sections. You will need to place **both** fields within a repeatable section; otherwise, the repeatable feature will not work properly. Any time you are using menu dependencies with repeated sections, all dependent menus must be inside the same repeated section as the parent menu.

Autosuggest Lists now have the option of restricting values. You'll be able to toggle the switch to allow or not allow outside values from respondents.



The screenshot shows a dialog box titled "Restricting Choices". It contains the following text: "By default, datasets will only allow respondents to submit responses from the list of options you provide. If you enable free response, respondents will still be able to submit any value they enter." Below the text is a toggle switch labeled "Allow free responses", which is currently turned off.

Autosuggest CSV Formatting Guidelines

Please format your CSV according to the following guidelines in order to use it with Autosuggest.

- The CSV may have a maximum of 200,000 items and a maximum file size of 5MB.
- Make sure to save the CSV in UTF-8 format, particularly if you are using any special characters. If you are not seeing words with special characters when your CSV is uploaded, then it is likely not saved in UTF-8 format.
- The CSV may have a minimum of one column and a maximum of twenty columns.
- The first row of the CSV will serve as your headings. The system will ignore the FIRST line of the CSV while it is being processed, as it assumes that this line will contain column headings.
 - Example First Line: `Company_Name, Unique_ID`
- Columns must be delimited (separated) by a comma—no other delimiter is accepted.
 - Example: `Column,Row`
- Cells that contain commas as part of their value MUST BE enclosed by double quotation marks.

◦ Example: "Google,
Inc",12345

- Delete any empty rows or columns in the CSV. All rows and columns should have data inside them.
-