



Adding Logic to a Form

Question logic is a feature within Engage forms that allows form creators to present users a page of questions based on their responses to previous questions within the form. This is sometimes also called "conditional logic" or "skip logic."

If your form is an *organization form*, begin by [navigating \(https://engagesupport.campuslabs.com/hc/en-us/articles/115003508546\)](https://engagesupport.campuslabs.com/hc/en-us/articles/115003508546) to the *Manage* view, selecting your organization, and then choosing the "Forms" tab. Click on the form name of interest.

If your form is an *admin form*, begin by [navigating \(https://engagesupport.campuslabs.com/hc/en-us/articles/115003508546\)](https://engagesupport.campuslabs.com/hc/en-us/articles/115003508546) to the *Admin* view, selecting the *Configure* dropdown, and then selecting "Forms." Click on the name of the form of interest.

Configuring Conditional Logic

Your form must have multiple pages in order to configure conditional logic. Begin by selecting the page that you would only like to appear to *some* users. Choose the "Page Properties" button.

This will generate a pop-up. Select the *Conditions* tab then click the *+Add Condition* button. Next, click *Select Question*. Your available options are all questions that exist in the form prior to the page you're currently viewing.

Page Properties

Properties Conditions

+ ADD CONDITION GROUP SELECTED

☐ Are you affiliated with a Campus Department ▾ No ▾

Is Selected ▾ Delete

{Are you affiliated with a Campus Department}={No}

OK CANCEL

After you choose a question, pick an answer choice (or simply the name of the question if it is not a multiple choice question) and then complete the logic statement (i.e. show the page if the answer choice to this question is selected). Your selection here determines the type of response you're looking for in order for this page of the form to populate. To delete any created logic, click the red 'x' after the condition (See above).

Applying Multiple Logic Conditions to a Page

After you complete one condition, you can add more conditions. If you choose to add another condition, you'll notice an "AND" dropdown appear. This determines how your conditions will be combined. For example, if you stick with "AND," both of the conditions you set up have to be met in order for the page to be displayed. If you switch this to "OR," only one of the conditions listed will have to be met in order for the page to display.

For example, A multi-campus institution offers organizations to apply to have locker space available on their campus. The organization must identify its primary campus of operation on the first page. Organizations with over 50 members who operate on the primary campus qualify for two locker spaces rather than just one.

The first page of the form will ask the organization for basic details, including their current member count (which can be verified against the roster) and primary campus of operation. If the user is on the primary campus and meets the member qualification, we want them to see a page asking if they want just one locker or 2 and why (page 2). We also want all users to indicate if they have preferences on locker location (page 3).

In this example, page 2 needs conditional logic that the student answered the >50 members option AND that they are on the primary campus. Page 3 does not need any conditional logic since it can appear to all submitters.

Grouping Logic Conditions

The last option within the logic piece is the ability to group your conditions. If you choose to group conditions, you can isolate a group of conditions so they are treated as one. To do this, click the checkbox next to each condition you want to group then click the *Group Selected* button. On the right side of the page, you can determine if you want the page to display if the group comes out as true (the conditions are met) or false.

Page Properties

Properties Conditions

+ ADD CONDITION GROUP SELECTED

Which committees are you...
Traditions Committee
Is Selected
AND
Which committees are you...
Marketing Committee
Is Not Selected

Is True

({Which committees are you...}={Traditions Committee} ANDNOT {Which committees are you...}={Marketing Committee})

OK CANCEL

Once you're done adding logic to your form, don't forget to [configure reviewers \(https://engagesupport.campuslabs.com/hc/en-us/articles/115001482386-Setting-up-Form-Reviewers\)](https://engagesupport.campuslabs.com/hc/en-us/articles/115001482386-Setting-up-Form-Reviewers).