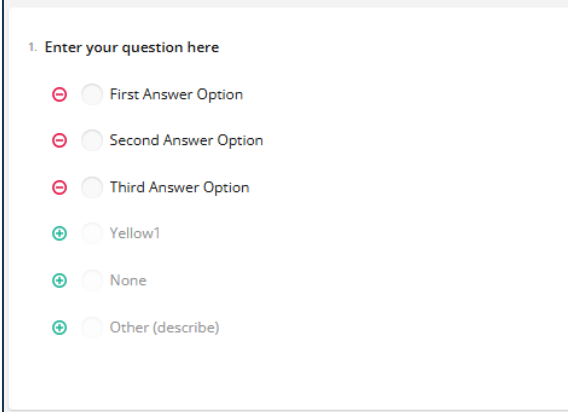


Make a Question Required

Mandatory Questions

If you would like to make certain questions mandatory within your survey, there is a feature that makes the questions “Required.”

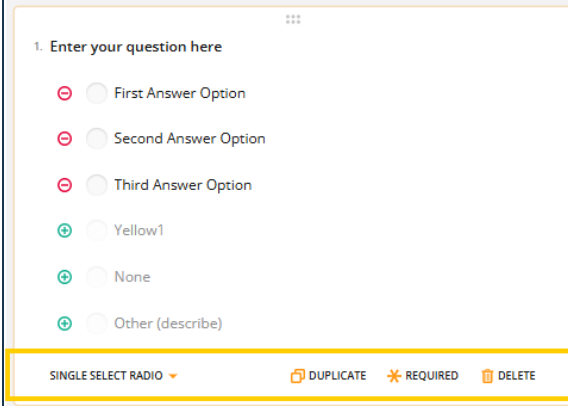
Within your survey, locate the question you need to make mandatory. For example, I’ve chosen the one below.



1. Enter your question here




- First Answer Option
- Second Answer Option
- Third Answer Option
- Yellow1
- None
- Other (describe)

Hover your cursor over the desired question box and a menu will appear across the bottom of the box.

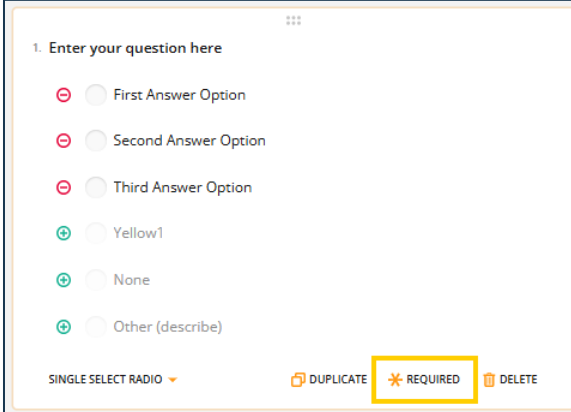


1. Enter your question here

- First Answer Option
- Second Answer Option
- Third Answer Option
- Yellow1
- None
- Other (describe)

SINGLE SELECT RADIO ▾  DUPLICATE  REQUIRED  DELETE

Click on the “Required” button.



1. Enter your question here

First Answer Option

Second Answer Option

Third Answer Option

Yellow1

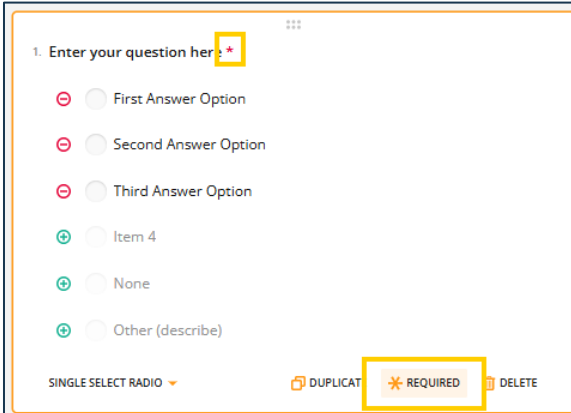
None

Other (describe)

SINGLE SELECT RADIO ▾

DUPLICATE * REQUIRED DELETE

Your question is now required, which is indicated by the word “Required” being highlighted and an asterisk to the right of the question.



1. Enter your question here *

First Answer Option

Second Answer Option

Third Answer Option

Item 4

None

Other (describe)

SINGLE SELECT RADIO ▾

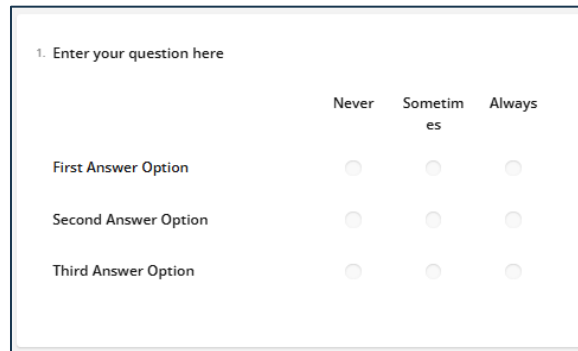
DUPLICAT * REQUIRED DELETE

Mandatory Matrix Questions

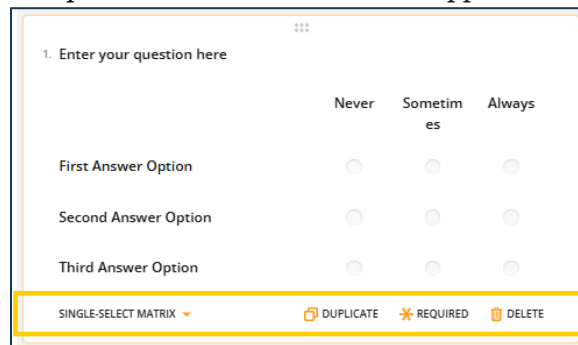
Matrix questions operate a little differently, since they are a grouping of several questions.

If you have a matrix question you need to make mandatory, locate your question within the survey.

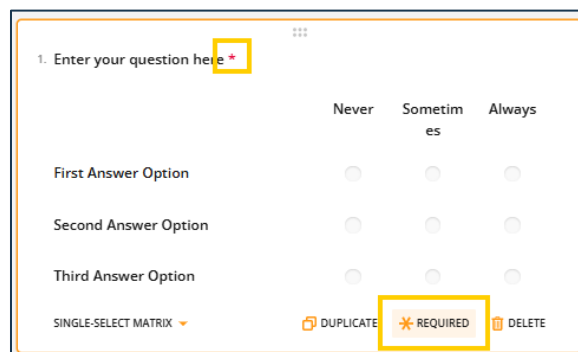
For example, the single select matrix question below.



Hover your cursor over the question box and a menu will appear across the bottom of the box.

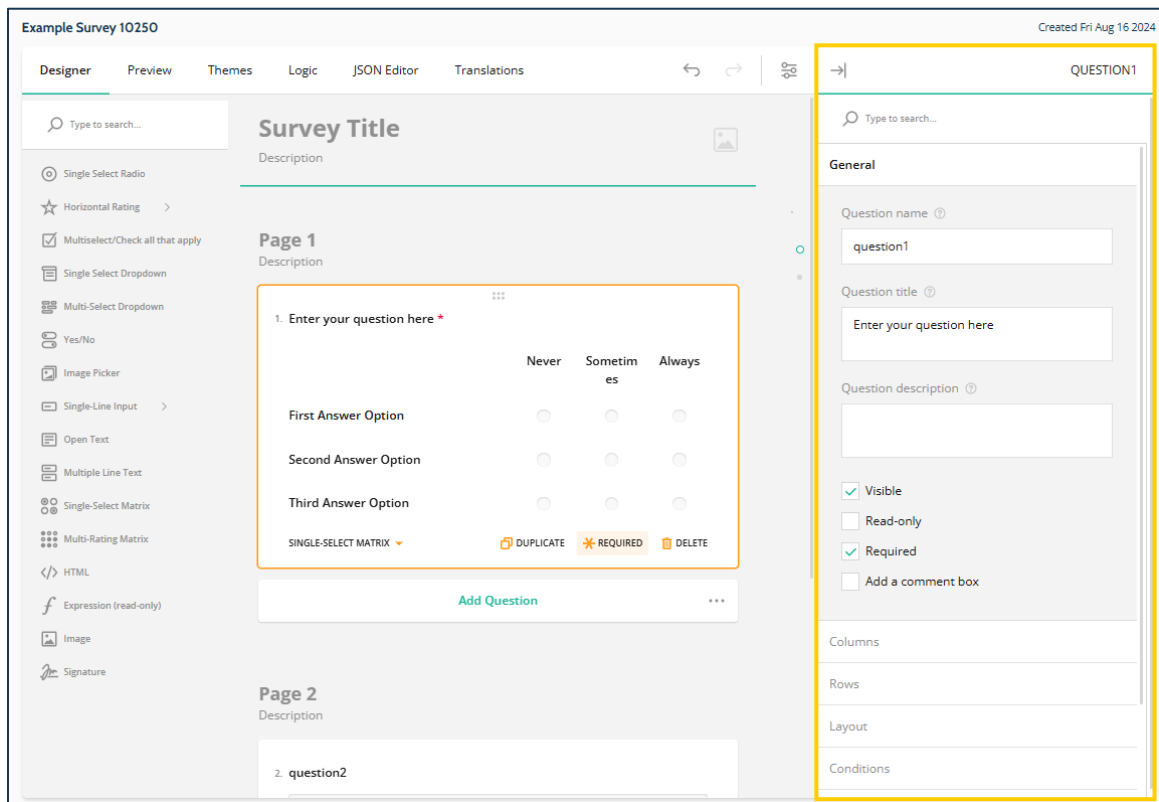


Click on the “Required” button. Your Single Select Matrix question is now required, which is indicated by the word “Required” being highlighted and an asterisk to the right of the question.

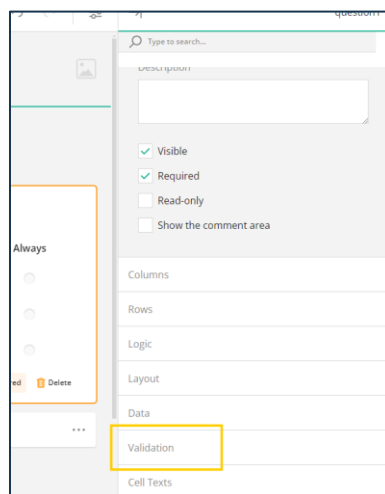


Matrix questions require an additional step to require an answer for each of the individual rows.

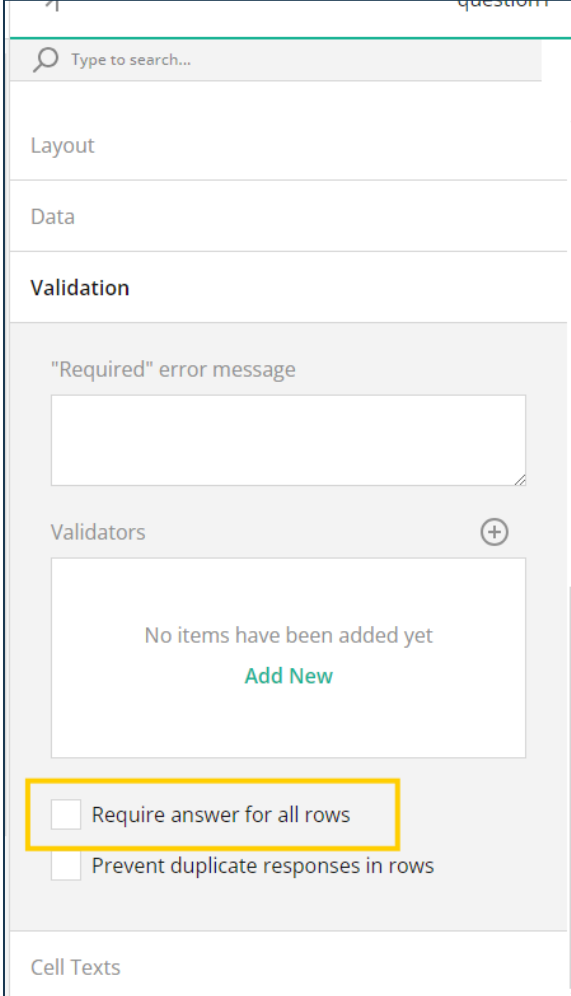
There is a sidebar to the right of your survey, indicated below.



Hover your cursor over the sidebar and scroll down until you see “Validation.”



Click on it and the “Validation” section will open below it.



question

Type to search...

Layout

Data

Validation

"Required" error message

Validators +

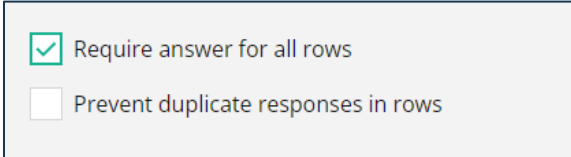
No items have been added yet
[Add New](#)

Require answer for all rows

Prevent duplicate responses in rows

Cell Texts

Click the checkbox next the text “Require answer for all rows” and your question will be required in its entirety.



Require answer for all rows

Prevent duplicate responses in rows