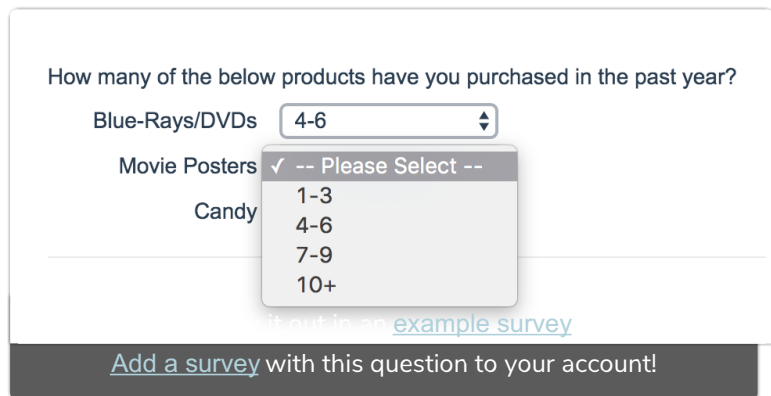


# Dropdown Menu List Question Type

Dropdown Menu List questions allow respondents to select an option for multiple items in a list using a uniform dropdown of answers.

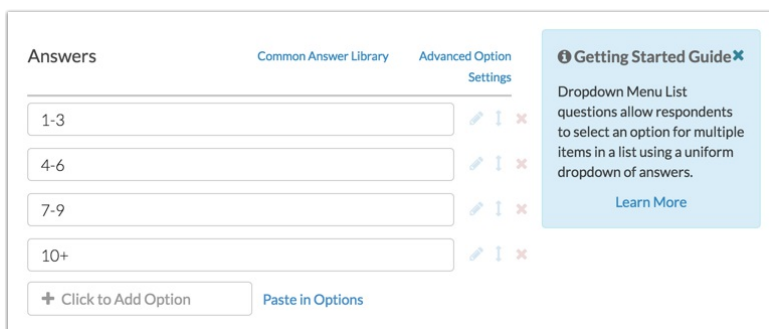
## When To Use It

Use a Dropdown Menu List to display multiple dropdown questions that share the same possible answers. For example, purchased quantity of a list of products.

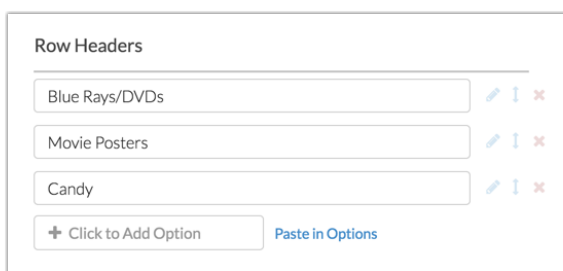


## Setup

1. On the **Build** tab, click the **Add New Question** option and select **Dropdown Menu List** from the available options.
2. Input your question text in the **What question do you want to ask** field.
3. Within the **Answer** section, input the dropdown menu options that will be shown via each dropdown menu.



4. Next, provide the row labels for each of your dropdown menus within the **Row Headers** section.



5. Make sure to **Save** your question when you are finished.

## Validation Options

There are a couple validation options that you should be aware of when using the Dropdown Menu List question.

- If you don't want want your respondents to select the same answer from each menu in the list, select the **Prevent respondents from selecting a dropdown value more than once** checkbox. This will result in an answer being *un-selected* from the initial menu if it is chosen in a following menu in the same question.
- You can also specify the number of rows that must be answered via the **Answer Requirement** section.

Dropdown Menu List

Question Logic **Validation** Layout Piping / Repeat

Require

- Not required
- Required
- Warn respondents if question is left unanswered (Soft-Require)
- Conditionally require this question on previous answers

Duplicates:

- Prevent respondents from selecting a dropdown value more than once

Answer Requirements

If answered, minimum rows required

## Layout Options

There are also a couple of options available via the **Layout** tab that may be helpful.

- If you have a large amount of dropdown menu list rows, consider using the **Number of Columns** setting to display your list in two or more columns. Input your desired number of columns and save your question to see the effect.
- You can place the **Row Headers** to the right of the dropdown menus if you prefer, by checking the **Place labels on the right side of the input** checkbox.

Dropdown Menu List

Question Logic Validation **Layout** Piping / Repeat

Additional Instructional Text

Show instructions above the question title

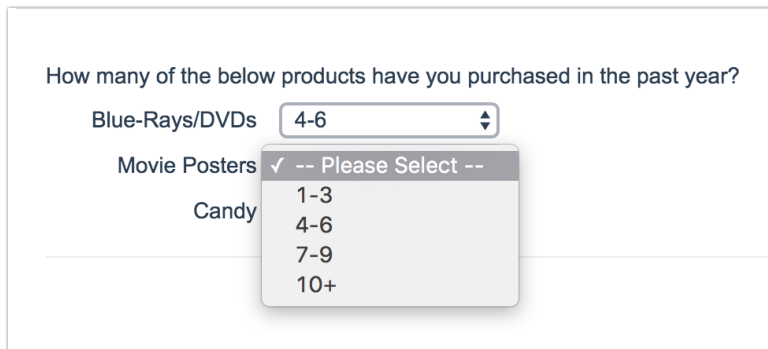
Number of Columns

Label Position

- Place labels on the right side of the input

## Survey Taking

On a desktop and most laptops, the Dropdown Menu List question type looks like so.



How many of the below products have you purchased in the past year?

Blue-Rays/DVDs 4-6

Movie Posters -- Please Select --

Candy

1-3

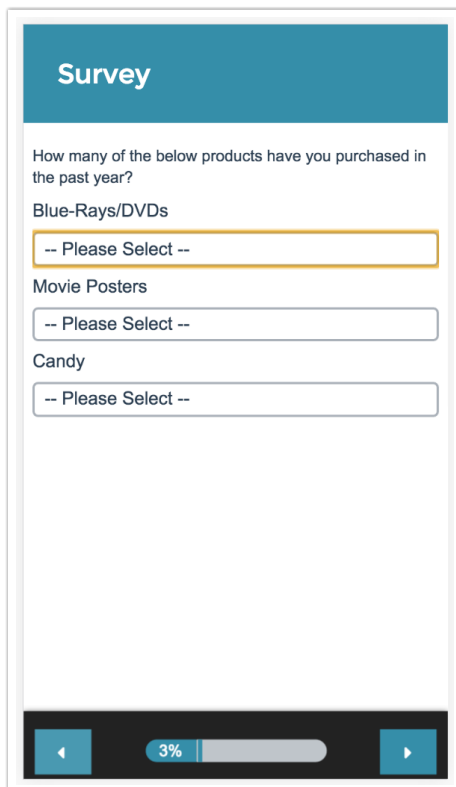
4-6

7-9

10+

When optimized for mobile devices the Dropdown Menu List question type looks very similar. Many mobile devices have a native select interface to make it easier for respondents to select an option with their finger. Whether or not this is available depends on the device.

By default, survey questions show one at a time on mobile devices to prevent the need for scrolling on smaller screens. You can turn off this [one-at-a-time interaction](#) if you wish.



Survey

How many of the below products have you purchased in the past year?

Blue-Rays/DVDs

-- Please Select --

Movie Posters

-- Please Select --

Candy

-- Please Select --

3%

## Reporting

Dropdown Menu Lists report as a **Grid** with a row for each list item and a column count and percent for each dropdown list option.

How many of the below products have you purchased in the past year?					
	1-3	4-6	7-9	10+	Responses
<b>Blue Rays/DVDs</b>					
Count	18	18	19	27	82
Row %	22.0%	22.0%	23.2%	32.9%	
<b>Movie Posters</b>					
Count	15	19	20	26	80
Row %	18.8%	23.8%	25.0%	32.5%	
<b>Candy</b>					
Count	24	18	17	22	81
Row %	29.6%	22.2%	21.0%	27.2%	
<b>Totals</b>					243 100.0%

Chart Type  
Filter  
Layout & Options  
Move  
Delete

- + See additional compatible chart types
- + See what other report types are compatible
- + Learn how to report on list rows separately

## Exporting

In the [CSV/Excel export](#), will display a column for each list item. The column header will display the list item first, then the question title.

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