

Require Question Settings

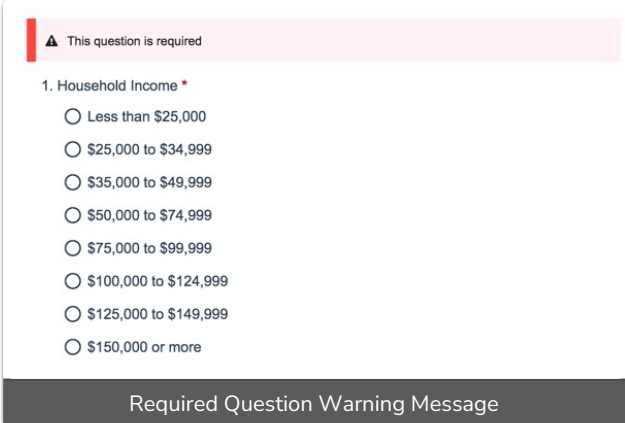
Leading Practices and FAQs

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Overall Require Setting

This will require a response per question. A red required asterisk will display at the end of each question title alerting survey respondents that the question is required.

The behavior of the overall require setting varies for different question types.



▲ This question is required

1. Household Income *

- Less than \$25,000
- \$25,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- \$100,000 to \$124,999
- \$125,000 to \$149,999
- \$150,000 or more

Required Question Warning Message

For single select questions, this will require a single response per question.

Check it out in an example survey:

[Single Select Questions: Overall Require Setting - Example](#)

For grid and group questions this will require a single response per grid row/subquestion. Check it out in a survey here:

[Grid Questions: Overall Require Setting - Example](#)

Overall Require Setting Setup

The overall require setting is available on all questions and can be set up in multiple places.

1. You can quickly check the **Require this question** checkbox on the **Question** tab when building your questions.

Question Type

Radio Buttons

What question do you want to ask?

Is this your first year participating in the Employee Engagement & Workplace Happiness survey?

Require this question

Apply data retention policy to this question's responses. [Learn more.](#)

2. You can also set the question to **Required** on the **Validation** tab.

Radio Buttons

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

3. You can require and un-require questions in bulk by going to **Tools > Bulk Editor**. From here, check the questions/pages you wish to require and scroll to the dropdown menu at the bottom of the list. Select **Require** and click **Perform Action on Selected Items**.

<input checked="" type="checkbox"/>	How satisfied are you with your professional relationship with your department peers and colleagues?	Rating (Likert Scale)	64
<input checked="" type="checkbox"/>	New Initiatives	Page	3
<input checked="" type="checkbox"/>	How would you choose to spend any budget surpluses that may arise this year?	Checkboxes	65
<input checked="" type="checkbox"/>	Employee Information	Page	8
<input type="checkbox"/>	Please select the most relevant:	Radio Buttons	82
<input type="checkbox"/>	Thank You!	Terminal Page	Page 2
<input type="checkbox"/>	Thank you for participating in this annual review. Your feedback will be used to gauge employee happiness for your organization and make improvements to the work environment in the future.	Text / Instructions	1
<input type="checkbox"/>	Confirmation Email	Disabled	Send Email 2
<input type="checkbox"/>	Confirmation Email	Disabled	Send Email 3
<input type="checkbox"/>	URL Redirect	Disabled	URL Redirect 4
-- Select an Action --		Perform Action on Selected Items	

Best Practice Tip

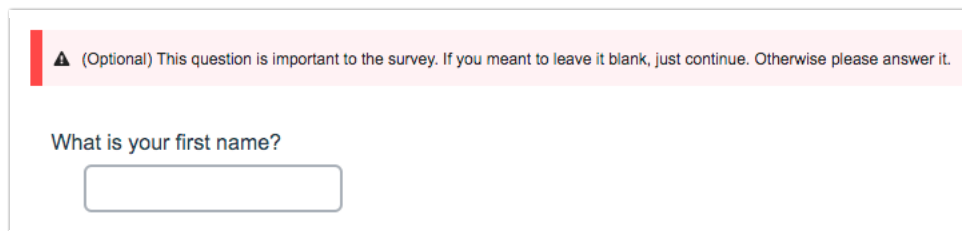
As a general rule, we're not fans of required questions in surveys. We believe that you should only be asking questions for which you really need the data. Require settings can be fatiguing and possibly frustrating for your respondents. When using require settings we

recommend doing the following:

- Do not remove required icons (asterisks).
- Provide your respondents with an opt-out option such as *Not Applicable* or *None of the Above* when requiring questions. Learn how to set these up in our [Answer Option Special Settings Tutorial!](#)
- Avoid the soft-required setting as it does not provide your respondents with required information in advance.

Overall Soft-Require Setting

With this setting enabled, respondents will be reminded (after submitting the page) that they have not answered the question.



The screenshot shows a survey question interface. At the top, there is a red warning banner with a triangle icon and the text: "(Optional) This question is important to the survey. If you meant to leave it blank, just continue. Otherwise please answer it." Below the banner, the question text reads "What is your first name?" followed by an empty text input field.

Check it out in an example survey:

Soft Require Setting - Example

Overall Soft-Require Setting Setup

The soft-require setting is available on all questions and can be set up in multiple places.

1. On the **Validation** tab you can select the option to **Warn respondents if question is left unanswered (Soft-Require)**.
2. You can require and un-require questions in bulk by going to **Tools > Bulk Editor**. From here, check the questions/pages you wish to require and scroll to the dropdown menu at the bottom of the list. Select **Soft-Require** and click **Perform Action on Selected Items**.

Soft-Require Compatibility

The soft-require setting is compatible with all Alchemer questions but is not compatible with *grid/list rows*. While you can apply soft-require validation to a Radio Button Grid question, you cannot apply this validation to a single row within that question.

The soft-require setting cannot be applied to *rows* of the following grid/list questions:

- [Radio Button Grid](#)
- [Checkbox Grid](#)
- [Star Rating Grid](#)

- [Dropdown Menu List](#)
- [Textbox List](#)
- [Continuous Sum](#)
- [Slider List](#)
- [Dropdown Menu Grid](#)
- [Textbox Grid](#)
- [Custom Table](#)

Conditionally Require Setting

The conditional require setting allows you to require a question under certain circumstances. You can use questions from *previous pages* to set up this logic.

Conditional Logic allows for one group or condition on the collaborator license level. For additional Conditions to be added, users must be on a Professional License level or higher.

Conditionally Require Setting Setup

1. Edit your question and go to the **Validation** tab.
2. Select the **Conditionally require this question on previous answers** setting.
3. Using the logic builder, define the rule to conditionally require the question.

The screenshot shows the 'Radio Buttons' question editor interface. At the top, there are tabs for 'QUESTION', 'LOGIC', 'VALIDATION', 'LAYOUT', and 'PIPING / REPEAT'. The 'VALIDATION' tab is active. Below the tabs, there is a 'Require' section with four radio button options: 'Not required', 'Required', 'Warn respondents if question is left unanswered (Soft-Require)', and 'Conditionally require this question on previous answers' (which is selected). Below this is a 'Required When Rules' section with a 'Remove All Logic' link. The logic builder shows a dropdown menu with '--Select a condition--', a comparison operator 'is exactly equal to', and an empty input field. At the bottom, there are '+ Add Condition' and '+ Add Group' buttons.

Questions cannot be conditionally required based on earlier questions on the same page.

Require Rows of Grid Question

As an alternative to requiring the grid question overall, you can require individual rows of grid questions. This will display a red required asterisk next to each row header alerting survey respondents that an answer is required for each row.

⚠ This question is required

Please rate your level of satisfaction with each of the below items.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Customer Service *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Check it out in an example survey:

Require Individual Rows - Example

Require Rows Setup

1. To set this up, click the pencil icon to edit each of the row headers that you wish to require in your grid question.
2. On the **Settings** tab for the row header, toggle the require setting to **Required**.

Row Headers

Customer Service		
Quality of Product		
Price of Product		

+ Click to Add Option Paste in Options

Require Rows Compatible Questions

- [Radio Button Grid](#)
- [Checkbox Grid](#)
- [Textbox Grid](#)
- [Dropdown Menu List](#)
- [Dropdown Menu Grid](#)
- [Star Rating Grid](#)
- [Custom Table](#)
- [Semantic Differential](#)

Minimum Answers/Rows Required Setting

A simpler, more efficient method for requiring all rows of grid questions is to set the minimum rows required. This setting also works on checkbox and multi-select image select questions to require that a minimum number of answers are selected.

This can be optionally combined with with the overall required setting. The below example

question is set as required (see required asterisk). This means that the respondent will be required to answer the question and provide an answer to each row.

If the overall require setting is not used, the respondent could leave the question blank, however, if the respondent chooses to answer the question, they must provide a response to each row.

▲ You must answer at least 2 rows of the table. You have only answered 1 row(s).

Please rate your level of satisfaction with each of the below items.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Customer Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Quality of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Check it out in an example survey:

Minimum Answers Required - Example

Minimum Answers/Rows Required Setup

To set this up edit your question and go to the **Validation** tab and enter the number of rows or answers you require.

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

Answer Requirements

If answered, minimum rows required

Best Practice Tip

It is a good idea to provide your survey respondents with instructions with the details of your required settings, as opposed to letting the validation error display after they try to submit the page. This will reduce fatigue and frustration among your respondents! Check out our tutorial on [Adding Instructions to Your Questions](#) to learn how to set this up!

Please rate your level of satisfaction with each of the below items. *

Please make sure to provide an answer to each row.

	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied
Customer Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price of Product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Minimum Answers/Rows Required Compatible Questions

- [Radio Button Grid](#)
- [Checkboxes](#)
- [Checkbox Grid](#)
- [Textbox List](#)
- [Dropdown Menu List](#)
- [Dropdown Menu Grid](#)
- [Slider List](#)
- [Drag & Drop Ranking](#)
- [Ranking Grid](#)
- [Star Rating Grid](#)
- [Image Select \(multi select\)](#)
- [Semantic Differential](#)

Minimum Answers Required Per Row

Used alone, this validation setting will require the specified number of answers per row *when answered*.

This can be optionally combined with the overall required setting. The below example question is set as required (see required asterisk). This means that the respondent will be required to answer the question and provide an answer to each cell in the each row.

If the overall require setting is not used, the respondent could leave the question blank, however, if the respondent chooses to answer the question, they will be required to provide a response to each cell in each row.

This can also be optionally combined with minimum rows required. This would require survey respondents to answer a specified number of rows and, within those rows, the specified number of cells.

⚠ You must select at least 4 answer(s) per row.

4. How many calories did you consume for each meal of the day this week? *

	Breakfast	Lunch	Dinner	Snacks
Monday	<input type="text" value="300"/>	<input type="text" value="500"/>	<input type="text" value="700"/>	<input type="text" value="100"/>
Tuesday	<input type="text" value="350"/>	<input type="text" value="670"/>	<input type="text" value="450"/>	<input type="text"/>
Wednesday	<input type="text" value="280"/>	<input type="text" value="780"/>	<input type="text" value="320"/>	<input type="text" value="70"/>
Thursday	<input type="text" value="200"/>	<input type="text" value="420"/>	<input type="text" value="550"/>	<input type="text" value="300"/>
Friday	<input type="text" value="375"/>	<input type="text" value="500"/>	<input type="text" value="635"/>	<input type="text"/>
Saturday	<input type="text" value="280"/>	<input type="text" value="670"/>	<input type="text" value="380"/>	<input type="text" value="100"/>
Sunday	<input type="text" value="268"/>	<input type="text" value="500"/>	<input type="text" value="635"/>	<input type="text" value="25"/>

Check it out in an example survey:

Minimum Answers Required Per Row - Example

Minimum Answers Required Per Row Setup

To set this up edit your question and go to the **Validation** tab and enter the number of rows or answers you require.

Question Logic **Validation** Layout Piping / Repeat

Answer Requirements

If answered, minimum rows required

If answered, minimum answers required per row

Minimum Answers Required Per Row Compatible Questions

- [Checkbox Grid](#)
- [Textbox Grid](#)
- [Dropdown Menu Grid](#)
- [Star Rating Grid](#)

Limit Answers To

The limit answers to setting puts a cap on the number of answers a respondent can select in a multi-select question. This is a great option if you are using [page piping](#) or [question piping](#) to ask some follow-up questions but wish to limit the length of the survey.

For the ranking grid question this will reduce the number of columns to the number specified in

the Limit Answers To field.

Please rank your top 3 ice cream flavors from the following list.

	1	2	3
Chocolate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vanilla	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strawberry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rocky Road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mint Chocolate Chip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cookies and Cream	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Limit Answers To Setup

To set this up edit your question and go to the **Validation** tab and enter the value you wish to limit answers to.

Ranking Grid

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

Answer Requirements

Limit answers to

options

If answered, minimum answers required

Check it out in an example survey:



Limit Answers To Compatible Questions

- [Checkbox](#)
- [Drag & Drop Ranking](#)
- [Ranking Grid](#)
- [Image Select \(multi select\)](#)
- [Continuous Sum](#)

FAQ

Can I change the text of the required error messages?

You can indeed! Check out our [Change Required Message Text Tutorial](#) for more info! You can also [Change the Color of Validation Error Messages](#).

Can I remove the red required asterisk?

You sure can! Check out our [Remove or Customize Required Asterisk Tutorial](#) to learn how!

Related Articles