



You can use the Additional Questions functionality to configure custom questions to be asked during the school place application process. These questions can be set to appear at either transfer group or subgroup level:

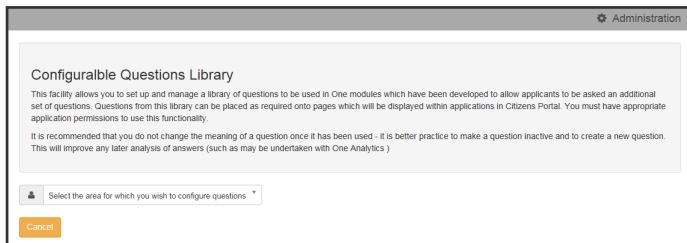
- Transfer group-level questions generally pertain to the whole application.
- Subgroup-level questions generally pertain to an individual preference.

One uses a Citizen Portal-based question library system to manage additional questions. Questions must be configured in the library before they can be added to the list of questions for a transfer group or subgroup in A&T Back Office.

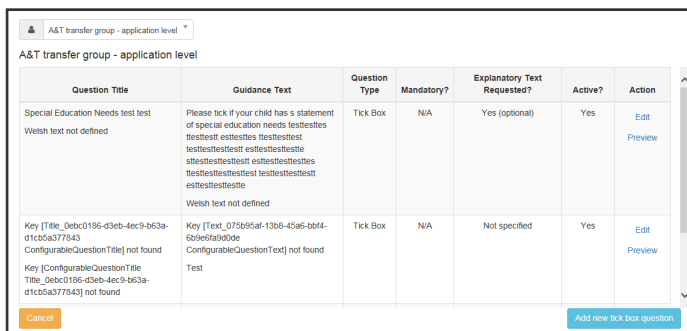
1. Set Up Question Library

Adding Questions

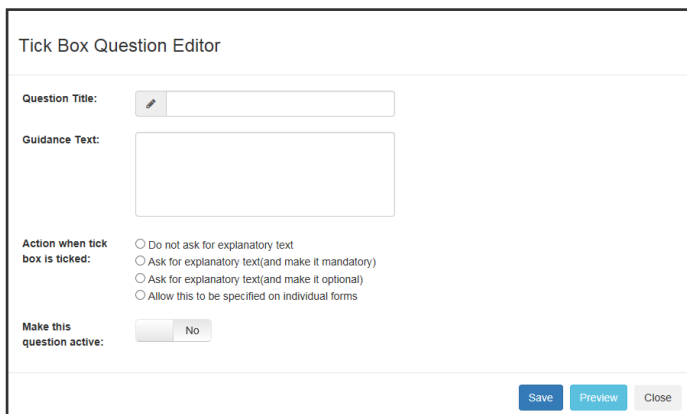
1. Open **Citizen Portal Admin** and select **Administration | General Administration | Configurable Question Library** to display the **Configurable Question Library** page.



2. Select the level at which you want to configure questions from the drop-down menu.
 - If you want to configure transfer group-level questions, select **A&T transfer group - application level**.
 - If you want to configure subgroup-level questions, select **A&T transfer subgroup - preference level**.A list of existing questions for the selected level is displayed.



3. Click the **Add new tick box question** button to display the **Tick Box Question Editor** dialog.



4. Enter a **Question Title**, **Guidance Text** or both. At least one of these fields must be completed for each question.

NOTE: For Welsh LAs, separate English and Welsh **Question Title** and **Guidance Text** fields are displayed.

5. Select an option from the **Action when tick box is ticked** menu.
6. If you want to make the question active immediately, ensure that the **Make this question active** slider is set to **Yes**. Otherwise, set it to **No**.
7. If required, click the **Preview** button to display the **Question Preview** dialog. This dialog shows how your question will look to applicants. Click the **Close** button to close the dialog and return to the question editor dialog.

NOTE: For Welsh LAs, separate **Preview (English)** and **Preview (Welsh)** buttons are displayed.



8. Click the **Save** button to close the dialog and add the new question to the list.

Editing Questions

To edit an existing question, select the level that that question is located at (by navigating to **Administration | General Administration | Configurable Question Library** and selecting an option from the drop-down menu) and then click the question's **Edit** hyperlink to display the **Tick Box Question Editor** dialog.



More Information:

- *One School Places* handbook, available from www.onepublications.com and My Account.

