



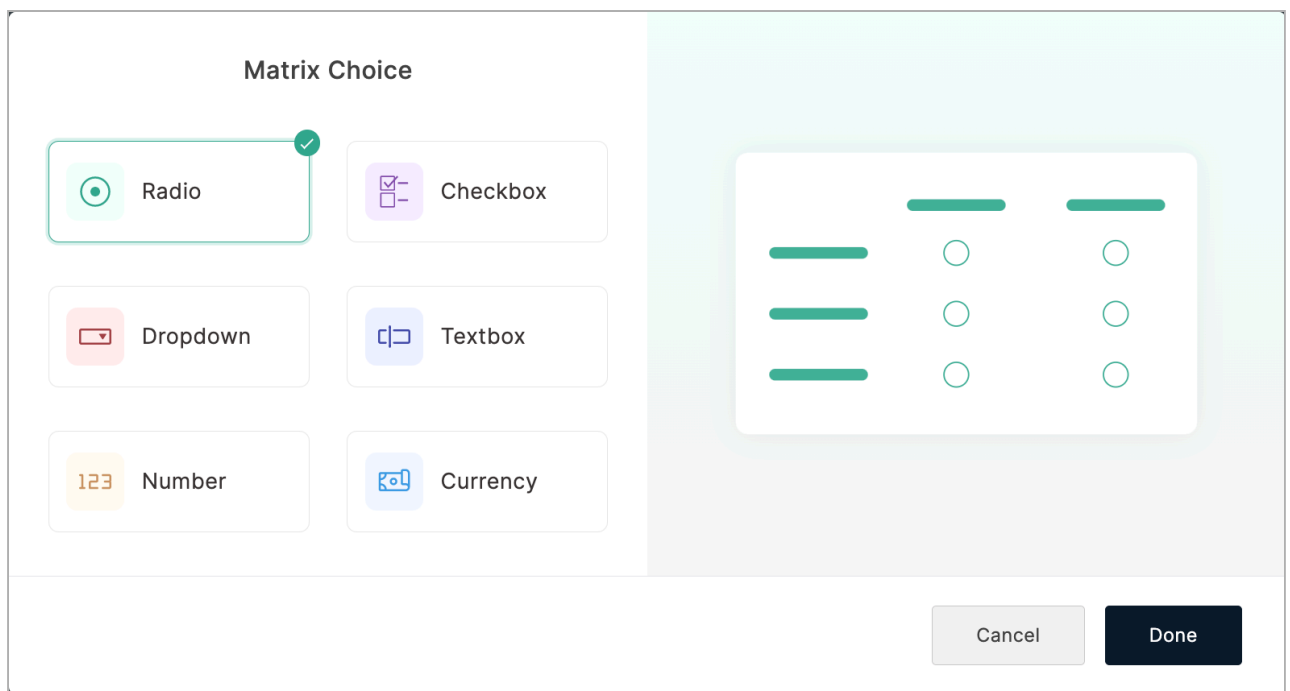
Matrix Choice

Matrix choice field can come in handy when you want to ask a series of questions with the same possible answers, such as in a Feedback Form. Know more about the fields that you can use in Feedback forms.

The screenshot shows a feedback form titled "Feedback Form" with a blue header. It contains two text input fields for "Name" (Richard Johnson) and "Email" (richard@zylker.com). Below these is a thank-you message: "Thanks for dining with us **Richard!** Please take out time to fill out this quick questionnaire to help us serve you better." The form then features two matrix choice sections. The first is "Food quality" with five columns: Very Poor, Poor, Fair, Good, and Excellent. The "Freshness" row has radio buttons selected at "Good", and the "Menu diversity" row has a radio button selected at "Excellent". The second section is "Service quality" with the same five columns. The "Response time of the staff" row has a radio button selected at "Excellent", and the "Politeness of the staff" row has a radio button selected at "Good". A red "Submit" button is located at the bottom of the form.

To add a Matrix Choice field to your form,

1. Drag and drop Matrix Choice field from the Form Fields section on the left in your form builder and you will see a pop-up where you can choose the choice type for the field.
 - If you choose Radio or Checkbox, you can later switch between these 2 types later on in the Properties of the Matrix Choice field under Choice Type.
 - If you choose Textbox, the respondent can only enter text values as input.
 - If you choose Number or Currency, the respondent can only enter numeric or decimal values as input.



2. Click Done to add the field to your form.

3. In the Properties of the field, you can mark specific questions and answers to be mandatory.

By ticking the Mark All as Mandatory checkbox under Questions and Answers, you can make all questions and answers mandatory.

Note

4. If you have a long list of questions and answers, you can view the list using the links Show Questions and Show Answers respectively.

Properties
✕

Field Label [Rich Text](#)

Product Experience

Instructions

Choice Type

Checkbox
▾

Questions [Show Questions](#)

Mark All as Mandatory

<input checked="" type="checkbox"/>	Quality	+	-
<input checked="" type="checkbox"/>	Delivery	+	-
<input type="checkbox"/>	Satisfaction	+	-

Answers [Show Answers](#)

Mark All as Mandatory

<input type="checkbox"/>	Very Unsatisfied	+	-
<input type="checkbox"/>	Unsatisfied	+	-
<input type="checkbox"/>	Neutral	+	-
<input type="checkbox"/>	Satisfied	+	-
<input type="checkbox"/>	Very Satisfied	+	-

[Import predefined answers](#) | [Modify Column Width](#)

5. You can import certain predefined answers or add your answers in bulk in separate lines or as comma separated values using the Import Predefined Answers link. This is useful when you have a long list of answers to type in. You can replace the existing choices while importing the values using the Replace Answer Choices option.
6. You can customize the width of the Questions column and each answer column by clicking Modify Column Width.
7. If you have chosen the Choice Type of the Matrix Choice field to be Dropdown, you can preselect the initial values to be displayed when the form loads for each answer in all the columns using the Set Initial Values option.

Properties
✕

Field Label [Rich Text](#)

Matrix Choice

Instructions

Choice Type

Dropdown ▼

Questions [Show Questions](#)

Mark All as Mandatory

Quality
 + -

Delivery
 + -

Satisfaction
 + -

Answers [Show Answers](#)

Mark All as Mandatory

Very Unsatisfied
 ☰ + -

Unsatisfied
 ☰ + -

Neutral
 ☰ + -

Satisfied
 ☰ + -

Very Satisfied
 ☰ + -

[Import predefined answers](#) | [Modify Column Width](#) | [Set Initial Values](#)

By setting the initial values, you can save users time and ensure that the most common choices or default options are already selected when they interact with the form.

8. If you have chosen Number or Currency type, you can set the input properties specific to each column of the answers by clicking the settings icon next to each answer.

Properties ✕

Field Label [Rich Text](#)

Sales & margin in 2022

Instructions

Choice Type

Numeric Textbox

Questions [Show Questions](#)

Mark All as Mandatory

Laptops + -

Projectors + -

Printers + -

Desktops + -

Answers [Show Answers](#)

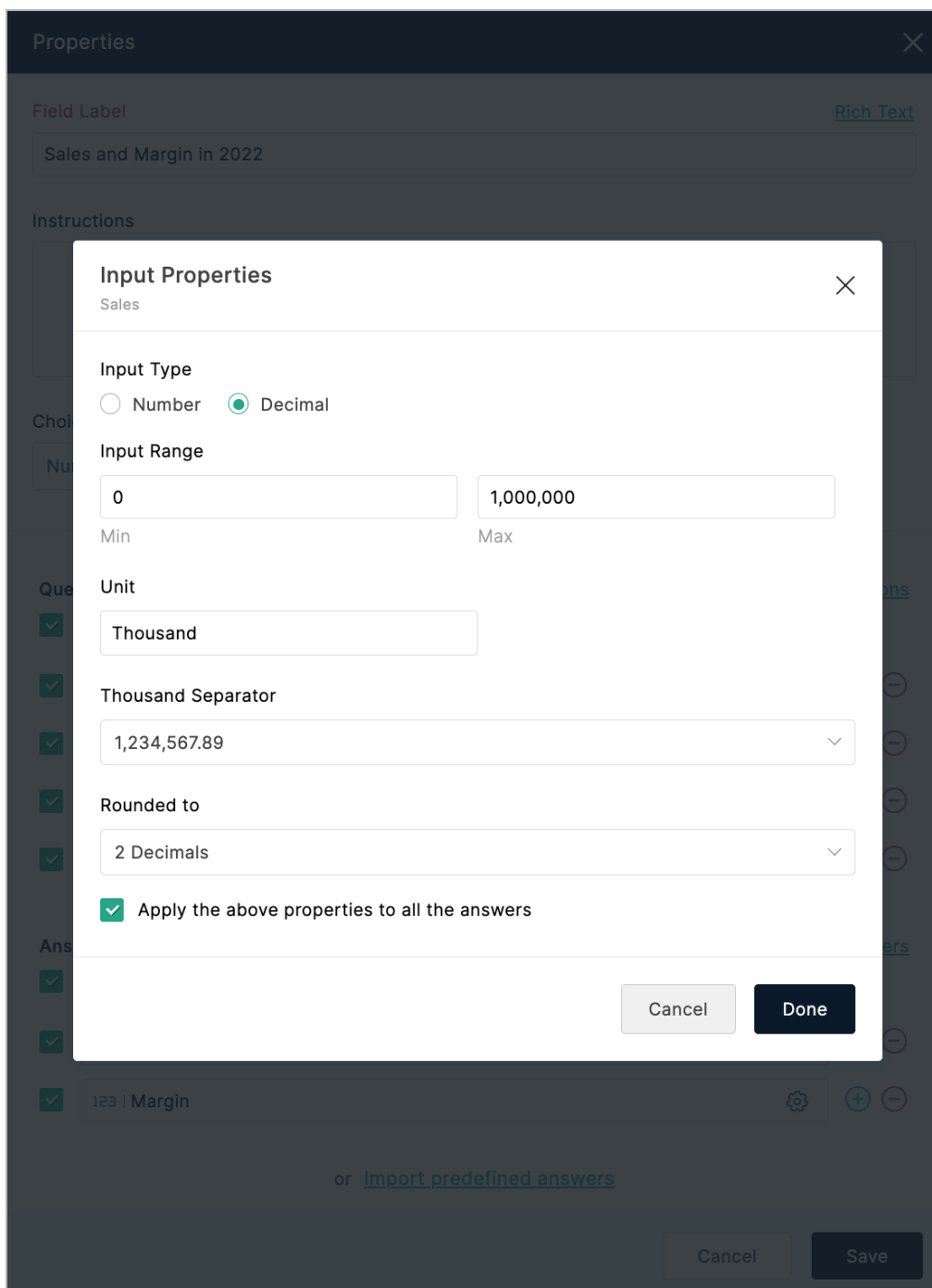
Mark All as Mandatory

123 | Sales ⚙️ + -

123 | Margin ⚙️ + -

[Import predefined answers](#) | [Modify Column Width](#)

For the Number type,



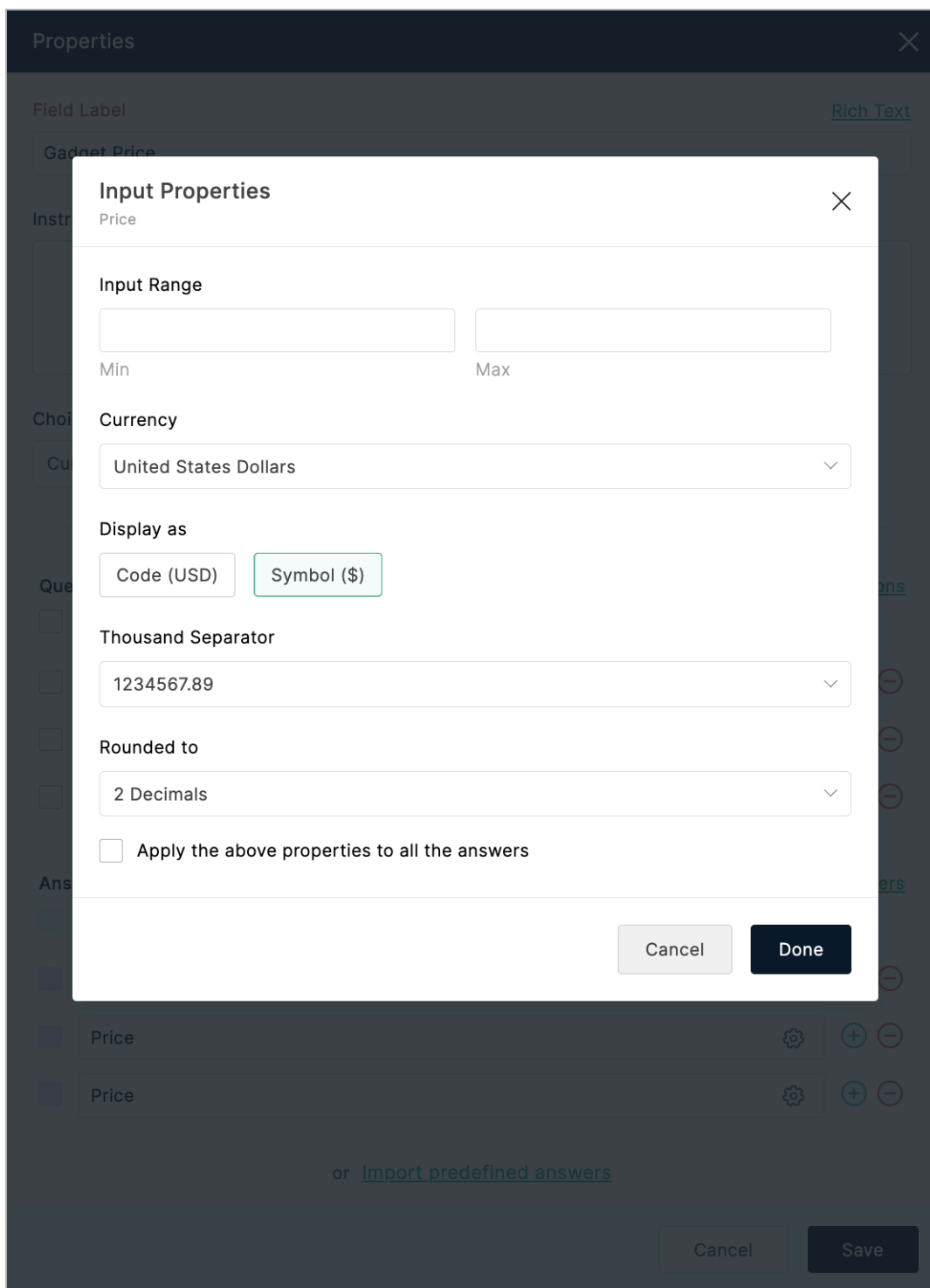
- You can choose if you want the input to be in Numeric or Decimal values under Input Type.
- You can set the minimum and maximum values of input that the respondent can enter under Input Range.
- You can also provide a Unit for all the answers of a column.
- You can select the Thousand Separator format from the dropdown.
- If you wish to apply these column properties to all answer columns in the field, select the Apply the above properties to all answers checkbox.

Sales and Margin in 2022 *		
	Sales (Thousand) *	Margin (Thousand) *
Laptops *	<input type="text" value="500"/>	<input type="text" value="150.2"/>
Projectors *	<input type="text" value="950"/>	<input type="text" value="220.4"/>
Printers *	<input type="text" value="315"/>	<input type="text" value="0.8"/>
Desktops *	<input type="text" value="255"/>	<input type="text" value="25.7"/>

Matrix

Choice - Number type in live form

For the Currency type,



- You can set the minimum and maximum values of currency that the respondent can enter under Input Range.
- You can select the unit of Currency for all the answers of a column. You can also choose if you want the unit to be displayed as a code or a symbol of currency.
- You can select the Thousand Separator format from the dropdown.
- You can choose how many decimals to round the currency values to under Rounded to.
- If you wish to apply these column properties to all answer columns in the field, select the Apply the above properties to all answers checkbox.

Gadget Price			
	Price (\$)	Price (€)	Price (¥)
Laptop	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desktop	<input type="text"/>	<input type="text"/>	<input type="text"/>
Printer	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have chosen the Radio Type, to ensure that each answer option can be selected only once within the entire matrix, you can enable Limit to one response per Answer column option under Validation, to guide the users to make distinct choices.

For example, if a matrix has columns for *High Priority*, *Medium Priority*, and *Low Priority*, enabling Limit to one response per Answer column would prevent a user from choosing *High Priority* for multiple questions.