

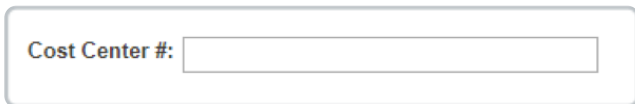
Job Launch Field Glossary

Published on 11/07/2017

Text Input

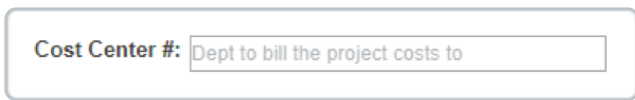
Text Box

A labeled field with limited text input on one line.

A screenshot of a text box. It consists of a label "Cost Center #:" followed by a single-line input field.

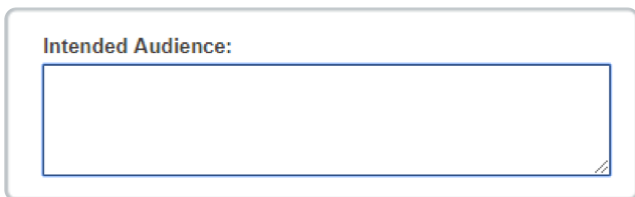
Text Box with Placeholder Text

A labeled field with limited text input on one line. Includes pre-populated help text in the input box.

A screenshot of a text box with placeholder text. The label is "Cost Center #:" and the input field contains the text "Dept to bill the project costs to".

Text Area

A labeled field with multi-line, large area for text input.

A screenshot of a text area. It has a label "Intended Audience:" followed by a multi-line input field.

Text Area with Placeholder Text

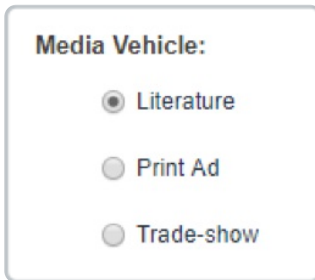
A labeled field with multi-line, large area for text input. Includes pre-populated help text in the input area.

A screenshot of a text area with placeholder text. The label is "Intended Audience:" and the input area contains the text "Who are we trying to reach?".

Value Selection

Radio Button Group

A labeled group of buttons that only allows for a single selection. Works best for questions with limited options. *(If there are more than 5 available values, we recommend using a radio button group.)*

A form example for a radio button group. It has a title "Media Vehicle:" and three options: "Literature" (selected), "Print Ad", and "Trade-show".

Media Vehicle:

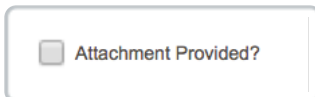
☒ Literature

☐ Print Ad

☐ Trade-show

Checkbox - Single

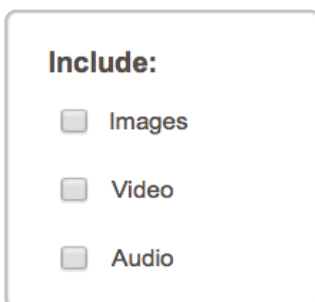
A single checkbox without heading. Works best as yes or no logic for input.

A form example for a single checkbox. It has a label "Attachment Provided?" and an unchecked checkbox.

☐ Attachment Provided?

Checkbox - Group

A labeled group of checkboxes that allows for multiple selection.

A form example for a grouped checkbox. It has a title "Include:" and three options: "Images", "Video", and "Audio", all with unchecked checkboxes.

Include:

☐ Images

☐ Video

☐ Audio

Dropdown Menu

A labeled drop down menu with multiple values that only allows for a single selection. Available values should include more than two options. *(If there are only two available values, we recommend using a radio button group.)*

* Audience

- Please Select...
- Frequent Buyer
- Reward Members
- New Customers
- Inactive Customers

Date & Time

Date Input

A text field with a drop down calendar that only accepts date input.

< September 2017 >

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Date & Time Input

A text field with a drop down calendar that only accepts date and time input.

< September 2017 >

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5:00 pm

HOUR

MINUTE

Dynamic Fields

Add Another

Clicking this button clones the applicable field above it. For example, if you need your requester to provide multiple dates for a campaign launch, you can show this button on your form. This will allow the requester to add as many date fields as necessary. The requester can also delete additional fields by clicking the red close icon.

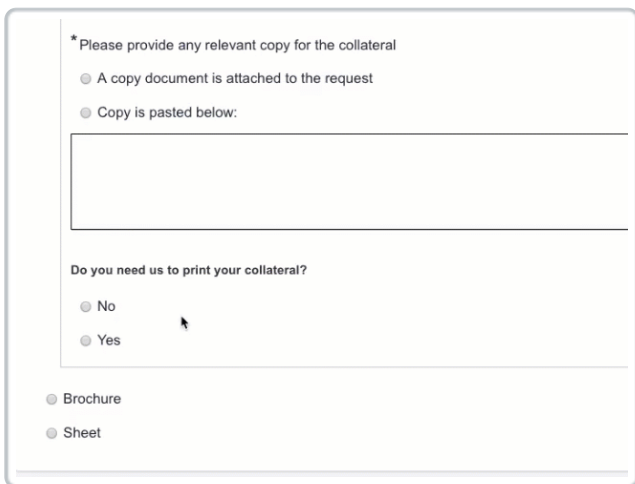


Click "Add Another" to clone the text input: ✕

ADD ANOTHER

Dynamic Content Section

A dynamic section of content that can appear based on any selection made on a **Value Selection** field type. For example, if a user checks a box labeled, 'Do you need us to print your collateral?', a section automatically displays requesting quantity, budget and shipping address. These dynamic sections can be nested.



*Please provide any relevant copy for the collateral

☐ A copy document is attached to the request

☐ Copy is pasted below:

Do you need us to print your collateral?

☐ No

☐ Yes

☐ Brochure

☐ Sheet

Static Elements

Static Text

Any static, formatted text that can appear on your form should fall into one of the following categories. Please specify your formatting and alignment (left or center) preferences for any static form text.

Heading



Sub-heading

Paragraph Text

Help Text

Divider

Add simple horizontal dividers to make your form easier to consume.

Inline Image

Inline images can be added to the form, i.e. brand or company logos. Please provide image files in a .png or .jpg format with a maximum width and/or height of 300px.

