



### **The Checkbox - the simplest element**

A checkbox allows only two choices, since a user may either enter a checkmark or not. If the box is not checked, this represents a 'No' response, so checkboxes should not be used if the observer may not be able to always answer 'Yes' or 'No'.

#### ***Creating a Checkbox element***



The first step in creating any element is to navigate to the area where elements are created. This is done by selecting 'Build', and then 'Templates' (Fig. 1)



Figure 1 - The Build Menu

Checkboxes are edited and created by selecting 'Elements' (Fig. 2) which lists all of the current elements and has a button to create new ones.

Templates Elements Checklists Value Lists Reference Sets						
New		- All Element Types -		- Search element by name -		
<input type="checkbox"/>	Delete	# TEM	ID	TYPE	Element Name	
<input type="checkbox"/>		1	2712	Ru.	Planning and Preparation Summary	
<input type="checkbox"/>		7	2713	Ru.	Planning & Organization Summary	
<input type="checkbox"/>		6	2714		Instructions are explicit and not vague	

Figure 2 - The Elements menu

You then select 'Checkbox' as the element type you wish to create or edit Fig. 3).

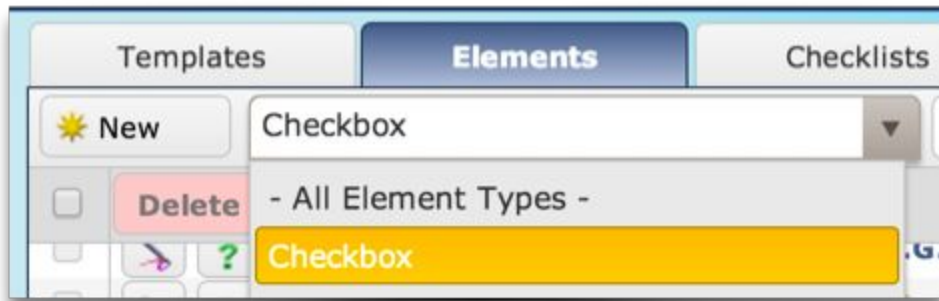


Figure 3 - Selecting the Checkbox type of element

There is a checkbox beside each value list and you can select several at a time and then delete them with the **Delete** button. The column '# TEM' shows the number of templates that are using each element.

Mousing over the question mark will show details about a Checkbox (Fig. 4) , and if a Checkbox is being used anywhere, you will not be able to delete it.

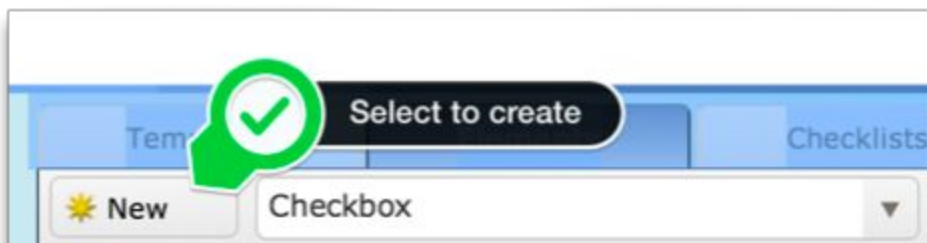
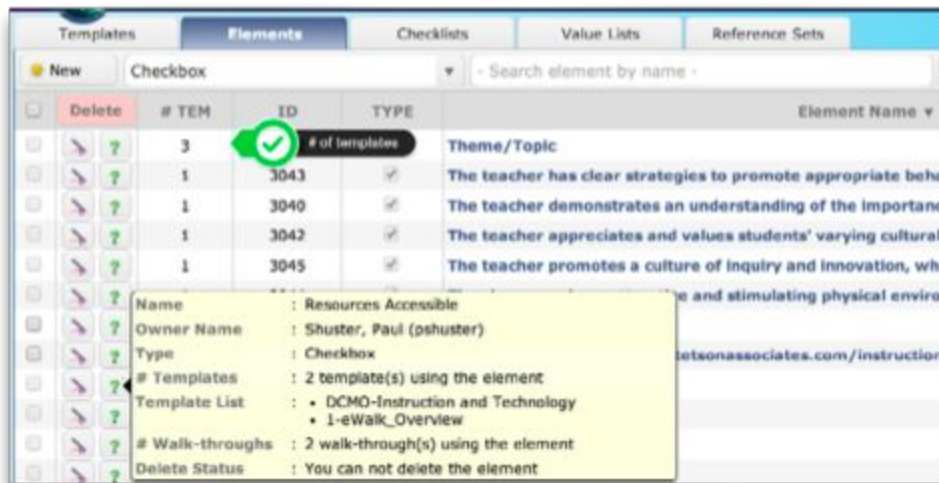


Figure 4 - Checkbox information

To create a new Checkbox, select the **New** button (Fig. 5).

Figure 5 - Creating a new Checkbox

The 'New' button produces a window in which you enter the description of the Checkbox, and then select 'Save & Close' to save the Checkbox and close the edit window.



Figure 5 - Defining the Checkbox.