

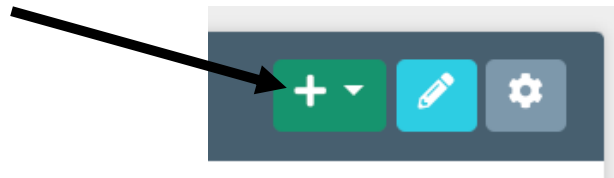
How to Apply Conditional Logic to Fields

Using the **Views Forms Builder**, you can apply conditional logic to fields, meaning the visibility or required status of a field depends on the input from another field on the form.

How to Add or Edit a Field

To apply conditional logic to a field, follow these steps to add or edit the field:

- Hover over **My Account** and select **Administration**.
- Under the **Configuration** subheading, select **Forms**.
- Locate the relevant section and click the pencil icon to edit it. For example, select 'Staff' if you want to add fields to the Staff registration form.
- To add a new field, click on the **green 'Add Fields' icon** next to the relevant section.



- To edit an existing field, click the **pencil icon** next to it. 

How to Apply Logic to A Field

- In the **Render Options** section, you can apply conditional logic to control whether the field is **visible**. The following options are available:

Render Option	Description	Example
Visible If	The field is visible if any value is entered in the specified field.	Visible if: Gender
Not Visible If	The field is not visible if any value is entered in the specified field.	Not visible if: Ethnicity
Visible With	The field is visible if the specified value is entered in the specified field.	Visible if: Gender – is – Other
Visible Without	The field is not visible if the specified value is entered in the specified field.	Not visible if: Ethnicity – is – Other

- In the **Validation Rules** section, you can apply conditional logic to control whether the field is **required**. The following options are available:

Validation Rule	Description	Example
Required With	The field is required if any value is entered in the specified field.	Required with: Gender
Not Required With	The field is not required if any value is entered in the specified field.	Not required with: Ethnicity
Required Without	The field is required if no value is entered in the specified field.	Required without: Disability
Required If	The field is required if the specified value is entered in the specified field.	Required if: Gender – is – Other
Not Required If	The field is not required if the specified value is entered in the specified field.	Not required if: Ethnicity – is – Other



- Once you've selected your **Render Options** and/or **Validation Rules**, click **Save** to apply them to the field.