

Onboarding - How to Show/Hide Form Fields

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Overview

Each form field can optionally have a visibility switch which is a rule that shows or hides the field based on what's been entered in other fields. For example, "Only show the spouse's name field if the candidate selects Married."

Note You will need the following permissions to access Forms:

- View Forms
- Create Forms

For more information on permissions, please see the article titled [Onboarding - User Groups and Permissions](#).

Opening the Field's Rule Section

Begin by navigating to the Onboarding Portal > Configurations > Forms and select the intended form within the list:

The screenshot displays the 'Forms' configuration page in the Onboarding Portal. The left sidebar shows the navigation menu with 'Forms' selected under 'Configuration'. The main content area shows a table of forms with the following details:

Name	Status	Uploaded by
> ☐ Application Completion and Final Acknowledgment	Deployed	jr@onboarded.com
☐ Now hiring application	Draft	tony.kennetz@tempworks....
☐ Manual - One Page Application - JDK	Draft	
> ☐ One Page Application- JDK	Deployed	

1-4 of 4 forms

If the form has been published, create a new "Draft" version by selecting "New Draft":

[Versions](#) 1
 [Tasks](#) 20
 [Expiration Rules](#) 0

Deployed (Read-only)
Preview
New Draft
⋮

tt_01m3x5rkd9fyn97pcpcn8dsazn

Display Name	One Page Application
Display Description	Test One Page Application - JDK
Version	1.0.0
Release Notes	Added T-Shirt Size field
Days Before Task Due	–
Assigned Tasks	20
Deployed	12 hours ago

If the form is currently within a "Draft" status, select "Open Editor":

[Versions](#) 2
 [Tasks](#) 1
 [Expiration Rules](#) 0

Draft (Editable)
Deploy (Live Mode)
Open Editor
⋮

tt_01m3ssf3gme268fqhn779wd88c

Display Name	Now hiring application
Display Description	Basic Application
Release Notes	
Days Before Task Due	

This is the name and description that candidates see. They are set to the form name/description when a version is first created. You can modify them here for specific versions.

When this field is set, tasks are due this number of days after creation.

Within the Form Builder, locate the field you want to show or hide conditionally and select the Gear icon to open the field settings:

Will you submit to a drug screen?
employee.custom_attributes.will_submit_drug_screening

Radio formfield_01m3ssf...

employee.custom_attributes.will_submit_drug_screening

BASICS

Path ?

employee.custom_attributes.will_submit_drug_screening

Required ? ☒

OPTIONS

☐ **Sensitive Information** ?

Visibility ?

Add rule

Delete Save

Building the Show/Hide Condition

Within the "Visibility" section of the sidebar, select "Add Rule":

Radio formfield_01m3ssf...

employee.custom_attributes.will_submit_drug_screening

BASICS

Path ?

employee.custom_attributes.will_submit_drug_screening

Required ? ☒

OPTIONS

☐ **Sensitive Information** ?

Visibility ?

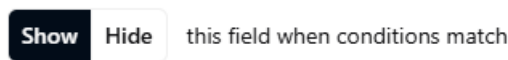
Add rule

Delete Save

Set the effect to either "Show" or "Hide":

- **Show** means the field appears only when the condition is met.

- **Hide** means the field disappears when the condition is met.



For our example, we want the "Will you submit to a drug screening" question to appear within the form in the event the employee has answered "Yes" to the previous question of "Will you submit to a background check"

Add a "Condition". For this example, we will select the following:

- Field: employee.custom_attribute.will_submit_background_check
- Operator: is
- Value: yes

Once the Condition has been added, select "Close":

A screenshot of a rule builder interface. At the top, there are tabs for 'Builder' and 'JSON', and a button 'Draft rule with AI'. Below these is a 'Show/Hide' toggle with 'Show' selected and the text 'this field when conditions match'. Underneath is a 'Conditions' section with a single condition: 'will_submit_backgr...' is 'yes'. Below the condition are links to '+ Add condition' and '+ Add group'. At the bottom of the conditions section is a summary: 'Show this field when will_submit_background_check is "yes" (case-sensitive)'. At the bottom of the interface are two buttons: 'Delete rule' and 'Close'. The 'Close' button is highlighted with a red rectangle.

Saving the Rule

Select "Save" within the sidebar to complete the addition of the Show/Hide Rule:

that field's path will update its PDF mappings and any subfields, but it does **not update** rules on other fields that point at the old path. Those rules keep referencing a path that no longer exists.

To fix it, open each field whose rule referenced the renamed field, re-pick the controlling field in the condition, and save. When you rename a field, verify the form's other rules before you publish.

Related Articles