



## Using Check Boxes and Radio Buttons

Step	Action
1.	This topic covers the use of check boxes and Radio buttons to select values and options.
2.	<p>This example demonstrates how to use a check box to select a value.</p> <p>You will use a check box to indicate that an emergency contact is your preferred emergency contact.</p>
3.	<p>You have navigated to the <b>Emergency Contact</b> page for emergency contact James Smyth and will mark this contact as your preferred contact: <a href="#">Employee Self Service &gt; Personal Details Tile &gt; Emergency Contact</a>.</p> <p>Click the <b>Preferred</b> option.</p> <p><b>*Contact Name</b> <input type="text" value="James Smyth"/> <input type="button" value="x"/></p> <p><b>*Relationship</b> <input type="text" value="Sibling"/> <input type="button" value="v"/></p> <p><b>Preferred</b> <input type="checkbox"/></p>
4.	<p>Click the <b>Save</b> button.</p> <p><input type="button" value="Cancel"/> <b>Emergency Contact</b> <input type="button" value="Save"/></p> <p><b>*Contact Name</b> <input type="text" value="James Smyth"/></p> <p><b>*Relationship</b> <input type="text" value="Sibling"/> <input type="button" value="v"/></p> <p><b>Preferred</b> <input checked="" type="checkbox"/></p>
5.	<p>Notice the system displays a confirmation message indicating that you successfully updated James Smyth.</p> <p>Also notice that James Symth is your preferred contact.</p>
6.	<p>This portion of the topic demonstrates how to deselect a check box and how to use a Radio button.</p> <p>Radio buttons present mutually exclusive options. You cannot select multiple Radio buttons in a group.</p>



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7.	<p>For this example you navigated the <b>Veteran Status</b> page and scrolled to the <b>Self-Identification</b> section of that page: Employee Self Service &gt; Personal Details Tile &gt; Veteran Status.</p> <p>This section contains four radio buttons. The first radio button has four check boxes under it.</p>
8.	<p>Notice that the <b>Disabled Veteran</b> check box is selected. For this example, you will deselect it.</p> <p>Click the <b>Disabled Veteran</b> check box.</p> <div> <p>Self-Identification</p> <p>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</p> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <p><input checked="" type="checkbox"/> Disabled Veteran</p> <p><input type="checkbox"/> Recently Separated Veteran</p> </div>
9.	<p>Notice the <b>Disabled Veteran</b> check Box is no longer selected.</p> <p>You will now select the <b>Active Duty Wartime or Campaign Badge Veteran</b> check box.</p> <p>Click the <b>Active Duty Wartime or Campaign Badge Veteran</b> check box.</p> <div> <p>Indicate by selecting the appropriate option below.</p> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <p><input type="checkbox"/> Disabled Veteran</p> <p><input type="checkbox"/> Recently Separated Veteran</p> <p><input checked="" type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran</p> <p><input type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify myself.</p> </div>
10.	<p>Notice the <b>Active Duty Wartime or Campaign Badge Veteran</b> check box is now selected.</p> <p>Note it is possible to select multiple check boxes. For this example, you will select two other check boxes:</p> <p>-- <b>Recently Separated Veteran</b></p> <p>-- <b>Armed Forces Service Medal Veteran</b></p>
11.	<p>Click the <b>Recently Separated Veteran</b> check box.</p> <div> <p>Indicate by selecting the appropriate option below.</p> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <p><input type="checkbox"/> Disabled Veteran</p> <p><input checked="" type="checkbox"/> Recently Separated Veteran</p> <p><input checked="" type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran</p> <p><input type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify myself.</p> </div>



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12.	<p>Click the <b>Armed Forces Service Medal Veteran</b> check box.</p> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <p><input type="checkbox"/> Disabled Veteran</p> <p><input checked="" type="checkbox"/> Recently Separated Veteran</p> <p><input checked="" type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran</p> <p><input type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classification I belong to.</p>
13.	<p>Notice, three check boxes are now selected under the top level Radio button option.</p> <p>Next you will select a different Radio button.</p>
14.	<p>Click the <b>I am a protected veteran, but I choose not to self-identify the classification I belong to</b> option.</p> <p><small>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</small></p> <p><input checked="" type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <p><input type="checkbox"/> Disabled Veteran</p> <p><input checked="" type="checkbox"/> Recently Separated Veteran</p> <p><input checked="" type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran</p> <p><input checked="" type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input type="checkbox"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text"/></p>
15.	<p>Click the <b>OK</b> button.</p> <p>Warning -- Previous selections will be updated. You had previously identified as a Protected Veteran, your previous selections will be updated.</p> <p><b>OK</b></p>
16.	<p>Notice your previous selections have been deselected and that the <b>I am a protected veteran...</b> Radio button is now selected.</p> <p>Next you will select another Radio button.</p> <p>Click the <b>I am NOT a veteran.</b> option.</p> <p><input type="checkbox"/> Recently Separated Veteran</p> <p><input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran</p> <p><input type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input checked="" type="radio"/> I am a protected veteran, but I choose not to self-identify the classification I belong to.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input type="radio"/> <b>I am NOT a veteran.</b></p> <p>Military Discharge Date <input type="text"/></p>
17.	<p>Notice the previous selection has been deselected and the <b>I am NOT a Veteran Radio</b> button is now selected.</p>
18.	<p><b>End of Procedure.</b></p>

