## QUICK GUIDE ACCESS OPTIONS



## ACCESS

- 1. From within a draft form or task, click to open the desired question.
- 2. Under the Access tab, click on Manage Access.

Incident Form												
Module landing > Templates manager > Form builder												
(+) Add supporting text (j)		BUILD	PROPERTIES	FORM FLOWS	HISTORY		C •					
						Cancel	Save					
Mandatory		<u> </u>					*					
Question display ID: 11	53		Sign ontry									
Access	^		Sign entry									
Manage access												
			×				-					
Reporting tags												
Select one ×												

3. Select a section or question. In the dialogue box you can control which users or roles can view or answer each individual question or entire sections when filling out the form or task.

Section / question	Ability to view	Ability to edit	Was any work impacted due to quality issue	27	
CTION HEADER	All roles	All roles			
Types	All roles	All roles	Ability to view		
alize quality review process	All roles	All roles	O All roles 🔘 Select roles		
Due date	All roles	All roles	Module administrator	××	
Name of person conducting the next quality review	All roles	All roles	Reporter	×	
Date of upcoming quality review	All roles	All roles			
Quality step	All roles	All roles			
Was any work impacted due to quality issues?	Module administrator, Re	Module administrator, Re			
Work that was impacted: explanation	All roles	All roles			
Responsible party	All roles	All roles			
Due date	All roles	All roles			
Assigned	All roles	All roles			

- If the user cannot view the question, they will not see the question while performing the form or task.
- If you have Admin permission through InEight Platform, it will override these permissions.

## **NEED SOME MORE HELP?**



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## • question. By selecting Leading Questions, the dialogue box opens. •

LOGIC OPTIONS

- Logic can either be set to "SHOW" or "HIDE" a guestion if "ANY" or "ALL" . of the rules match.
- Select a question, and an "IS" or "IS NOT" response from the drop-down. .
- You can add multiple logic rules and/or logic sets. ٠

QUICK GUIDE

Email

You can also hide a Section Header until a selection that's linked to a . classification is made in another section.





Logic rules

Add logic se

SHOW List Question when ALL of the following rules match

Choice Questio

IS True



Add logic rul

Add logic rul

Save

Cancel

- -

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