

Slate Random Help

- [Update Form/Query Permissions](#)

Update Form/Query Permissions

Steps to add users as grantees on Forms, Events, and Queries

Step 1 - Open Form, Event, or Query

Step 2 - Click 'Edit Form' if in Form or Event. Query skip to step 3

The screenshot shows the Slate system interface. At the top is a blue header with the 'slate' logo, navigation icons, and a search bar. Below the header, the main content area displays details for a 'Folder Event DO NOT DELETE'. On the right side of this section, there is a vertical menu with several options: 'Edit Communications', 'Edit Form' (highlighted with a red box and a hand cursor), 'Export Data', 'Export PDF', 'New Query', and 'New Report'. Below the event details, there are links for 'Registrants (0)', 'Launch Check In', and 'Launch Registration'. At the bottom, there is a table with columns for 'Registrant', 'Payment Due', 'Status', and 'Submitted'. The 'Registrant' column has a link for 'New Registration'.

Step 3 - Click 'Edit Permissions'

Step 4 - Click 'Add Grantee'

Edit Form

Folder

Scope

Active NSO / NSO Inactive

Person

Email Address

First Name

Middle Name

Last Name

Birthdate

Mailing Address

Country

United States

Street

City

State

Select State

Postal Code

Edit Permissions

Grantee

Permissions

Updated

Status

Add Grantee

Close

Edit Properties

Edit Conditions

Edit Rules

Edit Scripts / Styles

Edit Mobile Pass

Edit Permissions

Show Form Logic / Fields

Embed Form

Snapshots

Copy

H1 Heading 1

H2 Heading 2

Header Row

Instructions

Text Box

Paragraph Text

Check Boxes

Selectable

Option Buttons

Rating Scale

Select List

Multi-select List

Street Address

Location

Birthdate

Date

Calendar

Section Break

Step 5 - Choose Type: User, Role, Permission

Step 6 - Select specific User, Role, or Permission

Step 7 - Select Permission Level

Edit Grantee



Active

Active ▾

Type

User ▾

User

Kris Keys

Permissions

[Kris Keys](#)
kkeys@astate.edu

☒ Display Responses

☐ Edit Responses

☐ Edit Form

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Save

Cancel