

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 application interface. At the top is a dark blue header with the 'slate' logo, a row of 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 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

1 Edit Permissions

2 Add Grantee

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

1Active

Type

2User

User

3Kris Keys

Kris Keys

kkeys@astate.edu

Permissions

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☒ Display Responses

☐ Edit Responses

☐ Edit Form

Save

Cancel

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