

Form Moderation Administration

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Overview

If you make moderation approval required in the permissions of a role, any user in that role will need to request approval to publish forms.

Requiring publishing approval provides a safeguard for new or infrequent users who are not familiar with the Form Builder. Moderation also helps your users adhere to company policies and best practices while following a formal approval process.

Requirements

Enterprise

Compliance Cloud

For information on upgrading, please contact our Sales Department at sales@formassembly.com.

Enabling Moderation

1. Browse to: **Admin Dashboard | Settings | User Roles**
2. Select a role or create a new role. [Learn more about roles.](#)
3. Add the permission **Must request publishing approval**.
4. Click Apply.

Moderation Related Messages

See more about [managing messages](#). You can customize the emails and notifications that are sent in your Admin Dashboard under **Settings** → **Moderation**.

If you are not receiving email notifications from moderation requests then you will need to go to **Settings** → **Support** and enter your email address under "**Support Email**".

Reviewing & Approving Forms

All Administrators may approve a form for publication. Any user in a role with the **Can grant publishing approval** permission enabled may approve a form for publication.

Non-administrator users do not have access to the moderation list. If a user requires publishing approval, it is the user's responsibility to provide the form's moderation link to the moderator. The moderation link is provided in the default moderation notification.
