Form Moderation Administration

Download the PDF of this article.

In this Article

Related Articles

Overview

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

This feature requires a FormAssembly Enterprise plan or higher.

For information on upgrading, please get in touch with our Sales Team.

Enabling Moderation

1. Browse to: **Admin Dashboard | User Management | All Users**

2. Locate the desired user to grant moderation permission to either from the list or through search.

3. Click **Edit User**

4. Navigate to the **Permission** tab

5. Expand **Content Management**

6. Under **Publishing Permissions**, add the permission **Must request publishing approval**.

7. Click **Save User**

Enabling Moderation (Legacy)

1. Browse to: **Admin Dashboard | Settings | User Roles**

2. Select a role or create a new role. Learn more about roles here.

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, 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.