

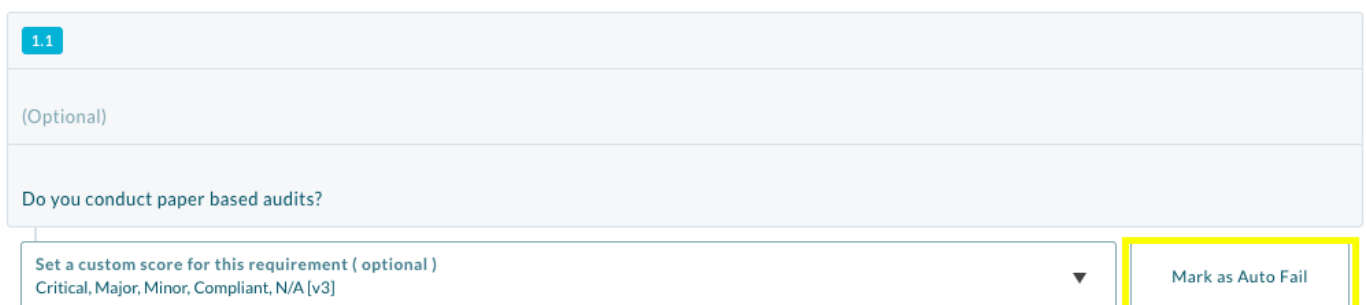
Auto Fail

While building an Audit you are able to set a requirement to **Auto Fail** the Audit.

What this means is if the requirement has a **Non-Conformance raised** on it, the **Audit will Fail** no matter what the score is.

In order to activate this

1. Navigate to **Templates**
2. Select a **Template** ensure the template is in **Draft mode**
3. Select the **Scoring tab**
4. Select "**Continue**" beside "**Set custom scores for sections and requirements (Optional)**".
5. Select "**Mark as Auto Fail**" beside the appropriate requirements
6. Select "**Apply**" beside "**Set custom scores for sections and requirements (Optional)**".
7. Select "**Publish**".



The screenshot shows a configuration interface for an audit requirement. At the top left, there is a blue tab labeled '1.1'. Below it, the text '(Optional)' is displayed. The main question is 'Do you conduct paper based audits?'. At the bottom, there is a dropdown menu with the text 'Set a custom score for this requirement (optional)' and a list of options: 'Critical, Major, Minor, Compliant, N/A [v3]'. To the right of the dropdown is a yellow button labeled 'Mark as Auto Fail'.

Now the template has been set up once you conduct the Audit and a Non-Conformance is raised on the requirement marked as Auto Fail the whole template will fail.

PLEASE NOTE:

You must have **Template Grading** set up for Auto Fail to work.