Conditions

Conditions are a way to control the flow of the Audit while being conducted.

Think of them as a **Flow chart :** if a **requirement** is answered a certain way, it could split off from the normal flow and do something else.

There are **4 types** of **conditions** you can select from

- **Hide –** You can select as many requirements as you want and they don't need to be concurrent.
- **Hide Range** – You select a start position and then an end requirement and everything in between is hidden.
- **Go To** – You select 1 requirement you want to go to, and everything up till that point is hidden.
- **Alert** – An alert doesn't have any effect on other requirements.

In order to **set up conditions**:

1. Navigate to **Templates**.
2. Select a **existing Audit** or **Create** a new one.
3. Ensure you are in **draft mode**, if you are not, click "**Create Draft**" or "**Edit Draft**".
4. Click "**Add Condition**".
5. Select the **Score** you want this **condition** to be **triggered** on.
6. Select what **type of condition** you want.
7. Select the **Requirements** you want the **condition to affect**.
8. Select **Save Condition**.
9. If you are finished editing the draft, click "**Publish**".

Example I have a **requirement** which says ‘Do I Conduct Paper Based Audits?’ If I select **Yes** it will **continue** on the normal flow but if I select **No** it will **hide/Go To** all the **requirements** relating to paper based Audits.