

# Mandatory Input Fields

You can now set **Input Fields** (Text, Numerical and Date) to be **Mandatory**, this means, if enabled, the input fields marked as Mandatory must be **answered before submission** of the Audit

This is to cut down on **important fields being missed** by **Auditors** during the conducting of an audit.

To enable this feature follow these simple steps :

1. Navigate to the **Template List**.
2. Select the **Template** you wish to add **Mandatory Input Fields** to.
3. Once in the **Template** ensure the template is in **draft mode**. (if it says **"PUBLISH"** at the bottom right of the page you are in draft mode)
4. If you wish to make a **existing field Mandatory** select **"Edit"** beside the field. If you wish to add a **new field** and make it **mandatory** you simply select **"Add Input Field"**
5. Then Click the **checkbox** beside **"Mandatory"**
6. Now click **"Save Input"**.
7. Finally simply **Publish** the Template by Clicking the **"PUBLISH"** at the bottom right.



When the audit is being conducted and a Mandatory Field is left empty it will look like this below and won't let you continue until the field has been filled.

