

Requirement Elements

Requirements have **3 elements**. These elements can be **disabled/enabled** and made **mandatory**. If made mandatory, the auditor will not be able to submit the assessment without selecting a **score**, adding an **observation** or adding an **image**, depending on which element has been made mandatory.

You are able to set **Requirement elements** as **default** for your **entire Template**.

This can be done in two ways :

1. During the **Creation of the Template**



1. Navigate to **Templates**.
2. Click "**New Template**".
3. Enter in a **Name** and select a **scoring scheme**.
4. Select which areas you want to be **enabled** and or **Mandatory**.
5. Select "**Create**".

2. In the **Template Builder**



1. Navigate to **draft version** of a Template.
2. In the top left corner click "**Edit Template Default Options**".
3. Select which areas you want to be **enabled** and or **Mandatory**.
4. Click "**Save**" so that if any new requirements are created they will have these

options, or click “**Save and Overwrite**” to change all existing Requirements.

You can also change these settings on a **Per Requirement basis**.



1. Navigate to **draft version** of a Template.
2. Click “**Edit Requirement Elements**”.
3. Select which areas you want to be **enabled** and or **Mandatory**.
4. Click “**Save**”.

PLEASE NOTE:

You cannot have **Mandatory element** for one which **isn't enabled**.

You cannot have **scores disabled** if there is a **scoring scheme** and you cannot have **Observations disabled** if there is **no scoring** or **input fields**.