

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**

Create New Template

TEMPLATE NAME:

Name

DOCUMENT REFERENCE:

Reference

SELECT TEMPLATE SCORING SCHEME:

Checklist - [Yes/No] ▾

TEMPLATE NOTES: ?

These are Template Notes

SELECT TEMPLATE DEFAULT OPTIONS:

	Enable	Mandatory
Score	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Images / Attachments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel → Create 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**

Edit Template Default Options

		Enable	Mandatory
Score	?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observation		<input type="checkbox"/>	<input type="checkbox"/>
Images / Attachments		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Cancel](#)
[→ Save](#)
[→ Save and Overwrite](#)

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**.

1.1

[Copy](#)
[Edit](#)
[Delete](#)

Requirement description:
Requirement 1

Edit Requirement Elements: * Note: An element that is not shown can not be marked as mandatory

	Enable	Mandatory
Score	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Observation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Images / Attachments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[→ Save](#)
[Cancel](#)

[Add Custom Options](#)
[Add Input Field](#)
[Add Condition](#)
[Add Tags](#)

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**.