

Template App Settings

You can edit the Template settings



- Enable option to add a Recommendation to all Requirements.
 - Selecting this checkbox will allow the Auditor to add Recommendations to a Audit.
- Remove the option to add a Non-Conformance to all Requirements.
 - Selecting this Checkbox will Remove all Add Non-Conformance Options unless the.
- Disable sign-off comments when submitting this Template.
 - Selecting this Checkbox will remove sign off comments from the submitting audits process.
- Disable sign-off signatures when submitting this Template.
 - Selecting this Checkbox will remove Signatures from the submitting audits process.
- Require two signatures to sign off this Template.
 - Selecting this will add another signature to the sign off/submitting process of the audit.
- Make sign-off signatures mandatory when submitting this Template.
 - Selecting this will ensure that a signature must be added before the Audit is able to be submitted.
- Copy what is recorded on Observations as the detail of a Non-Conformance.
 - Selecting this will automatically add the observation text to the Non-Conformance detail.
- Require a mandatory signature when signing off Non-Conformances raised on this template.
 - Selecting this will ensure that a signature must be added before the Non-Conformance is able to be closed.
- Allow a Non-Conformance assignee to add & remove categories when the Non-Conformance is Open, In-Progress or Reopened.
 - Selecting this will allow the assignee to a non-conformance edit the

categories of a non-conformance.

- Swap the order that scores and additional inputs display when conducting an audit, so that a score is selected first.
 - Selecting this helps with the flow of your Audit as it will rearrange the order of the Input Fields and scores.