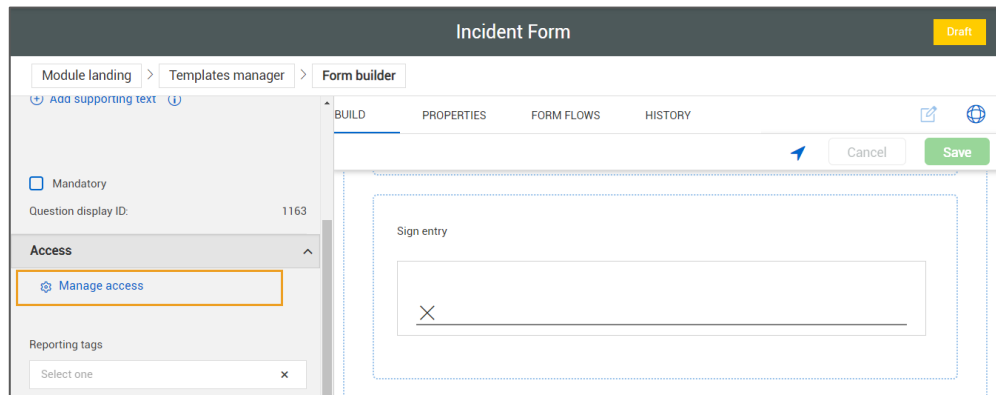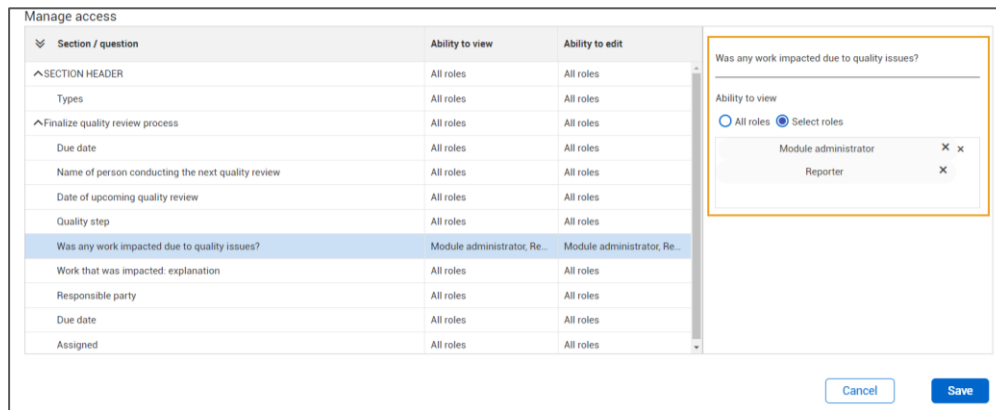# ACCESS OPTIONS

⬡ **ACCESS**

1. From within a draft form or task, click to open the desired question.

2. Under the Access tab, click on **Manage Access**.

3. Select a section or question. In the dialogue box you can control which users or roles can view or answer each individual question or entire sections when filling out the form or task.

- If the user cannot view the question, they will not see the question while performing the form or task.
- If you have Admin permission through InEight Platform, it will override these permissions.

NEED SOME MORE HELP?

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🖱 Take a course at InEight U
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LOGIC

- You can hide or show a question based on the response from another question.
- By selecting **Leading Questions**, the dialogue box opens.
- Logic can either be set to "SHOW" or "HIDE" a question if "ANY" or "ALL" of the rules match.
- Select a question, and an "IS" or "IS NOT" response from the drop-down.
- You can add multiple logic rules and/or logic sets.
- You can also hide a Section Header until a selection that's linked to a classification is made in another section.

SECTION LOGIC

QUESTION LOGIC

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