

# Share Form Privileges

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## Overview

Within Frevvo, you can share privileges to a form. Such privileges include:

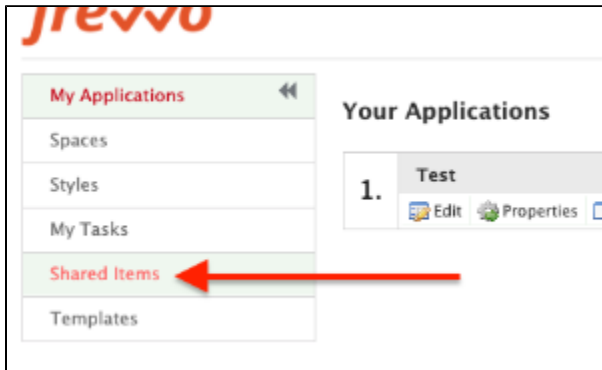
- Who can edit
- Who can use the form
- Who can view submissions
- Who can edit the submissions

See the [Privilege Types](#) section below for detailed descriptions of each one.

Privileges can be set by form owners, as well as users specified in the [Who Can Edit](#) privilege. At the moment, these privileges can be set by individual users. We do not recommend setting by role, which could potentially open up the form to everyone.

## Accessing Shared Forms

When the Who Can Edit, Who Can View Submissions, or the Who Can Edit Submissions privilege is given to a user, that form will appear under the **Shared Items** section.



## Privilege Types

### Who Can Edit

With this option, you can set who is able to edit a form that you create or currently have edit privileges on. The ownership of the form does not change, however any user specified in this privilege will be able to edit that particular form. With this privilege also grants the ability to view submission data.

### Who Can Use The Form

This specifies anyone who has the ability to fill out the form.

### Who Can View Submissions

This specifies users who are able to view the submission data of a particular form.

### Who Can Edit Submissions

This specifies users who are able to view and edit the submission data of a particular form.

## Setting Privileges

1. Edit the desired form.
2. Select the gear icon from the top of the form designer.
3. Select the **Access Control** tab

The screenshot shows the 'Form Properties' dialog box with the 'Access Control' tab selected and highlighted by a red box. The dialog has a title bar with a close button (X) and a navigation bar with tabs: Settings, Access Control, Messages, Searchable Fields, Form Actions, and Docum. Below the navigation bar is a blue informational banner. The main content area is divided into four sections: 'Who can start the form', 'Who can edit the form', 'Who can view submissions', and 'Who can edit submissions'. The 'Who can start the form' section has radio buttons for 'Anyone (login not required)', 'Authenticated Users (login required)', 'Designer/Owner only', and 'Custom'. The 'Who can view submissions' section has dropdown menus for 'Users' and 'Roles'. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

4. Specify users by NetID or roles (AD groups) in each of the desired permission sections

The screenshot shows the 'Form Properties' dialog box with the 'Access Control' tab selected. The 'Who can edit the form' section is highlighted by a red box. This section contains dropdown menus for 'Users' and 'Roles'. The other sections ('Who can start the form', 'Who can view submissions', and 'Who can edit submissions') are also visible, each with their respective 'Users' and 'Roles' dropdowns. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

- a. Users, if found, will populate a list below the box as you type.

5. Select **Submit**, then save the form.