

## Managing Requesters

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You have the ability to manage requesters for forms built with the form template builder, as well as for forms built with our legacy form builder. By default, any user with the permission to **Create Request** will be able to create work requests for your team. These permissions can be managed in your Account Settings under Roles and Permissions (https://guide-ignite.inmotionnow.com/help/managing-roles-and-permissions). Only users with the Create Request permission can be given access to request forms.

## Add & Remove Requesters

Only added users will be able to view and select the form to create their request. From your Form Templates list view, you can see associated requesters on the right side.

Templates	Form Templates	Add Template
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Routes Forms	Campaign Contact Support for Edits	<b>C</b>
4	Default Form Contact Support for Edits	<b>C2C2</b> +
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1	True Soap Social Media Request	• 🕀 🕀 🕀
	PUBLISHED	
	Internal Marketing Team Form Contact Support for Edits	<b>C 8 8 </b>

Add or remove requesters from specific forms by clicking on the plus icon next to the avatars.

	Templates	Form Templates	Manage Requesters X	mplate
۹	Projects Routes	DRAFT	Q Şearch	
ې ₽	Forms	Campaign Contact Support for Edits	Christy Drucker  christy@truesoap.co	
D		Default Form Contact Support for Edits	Paul Morad v paul@truesoap.co	
2 Q		New Form Capabilities test Contact	Clear	
в		True Soap Digital Ad Editable	1	
Ë		True Soap Print Ad Editable	• <b>9</b>	
۲		True Soap Social Media Request	dinable 🕅 🕲 🤄	

Add a requester by clicking their name. A checkmark will appear next to their name, indicating they have been added.



6	Templates	Form Templates	Manage Requesters X	emplate
₽ ₽	Projects	DRAFT	Q Search	
Ë	Routes Forms	Campaign Contact Support for Edits	Christy Drucker  christy@truesoap.co	
≣ ۸		Default Form Contact Support for Edits	Grace Deng grace@truesoap.co	
œ		New Form Capabilities test Contact	Megan Diaz megan@truesoap.co	
Ш		True Soap Digital Ad Editable	Pam Martel pam.martel@truesoap.co	
<u>ب</u> ۲		True Soap Print Ad Editable	Paul Morad paul@truesoap.co	
		True Soap Social Media Request	<u>Clear</u>	
۲		True Soap Social Media Request		

You can remove a requester by clicking their name, taking away the checkmark.

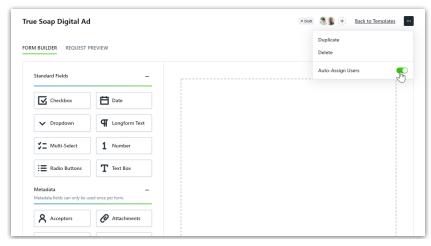
You also have the option to manage your requesters inside while editing a form by selecting the plus icon in the top right area of your screen.

1 BUILDER REQUEST PREVIEW	Manage Requesters	×
Standard Fields —	Q þearch	
Checkbox	Project Christy Drucker christy@truesoap.co	✓ <sub>Edit</sub> …
Dropdown     Green Construction	Due Da Due Da	✓ Edit …
Canal Multi-Select	Call To Call To Call To Parm Martel	Edit …
⋮≣ Radio Buttons T Text Box	T What is	Edit …

## Auto-Assign Users

By default, the Auto-Assign Users toggle will be turned on. This setting allows any user with the permission to create requests to view and submit your form.

Access the Auto-Assign Users toggle inside the form by clicking the actions menu in the top right-hand corner. This can also be managed from your list view.





Select the toggle to turn Auto-Assign Users off. Turning this off will not remove any current users, but new users will not be automatically be added.