

Configuring an automatic decision step

This feature allows you to configure the automatic approval or rejection of a form. To do this, you must have the superuser role.

STEP 1

To configure an automatic decision in a control, navigate to the list of controls (in the menu, under **Configuration→Controls**).

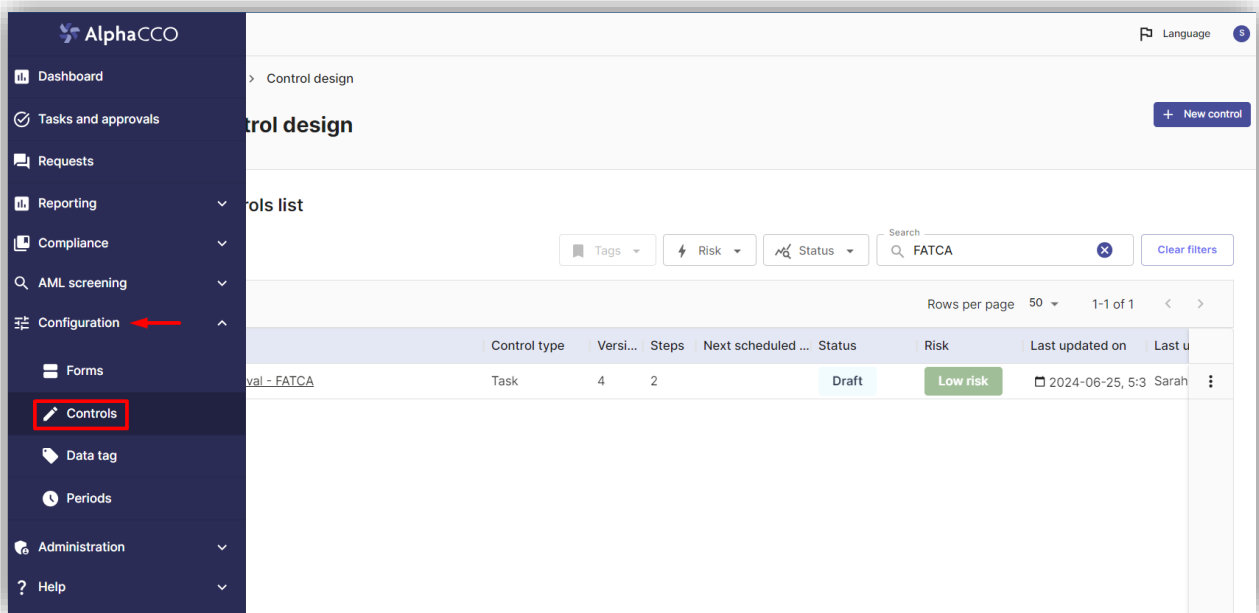


Figure 1: List of controls

STEP 2

Once you've identified the target control in the list, select the **Modify** option in the control options (at the far right of the line).

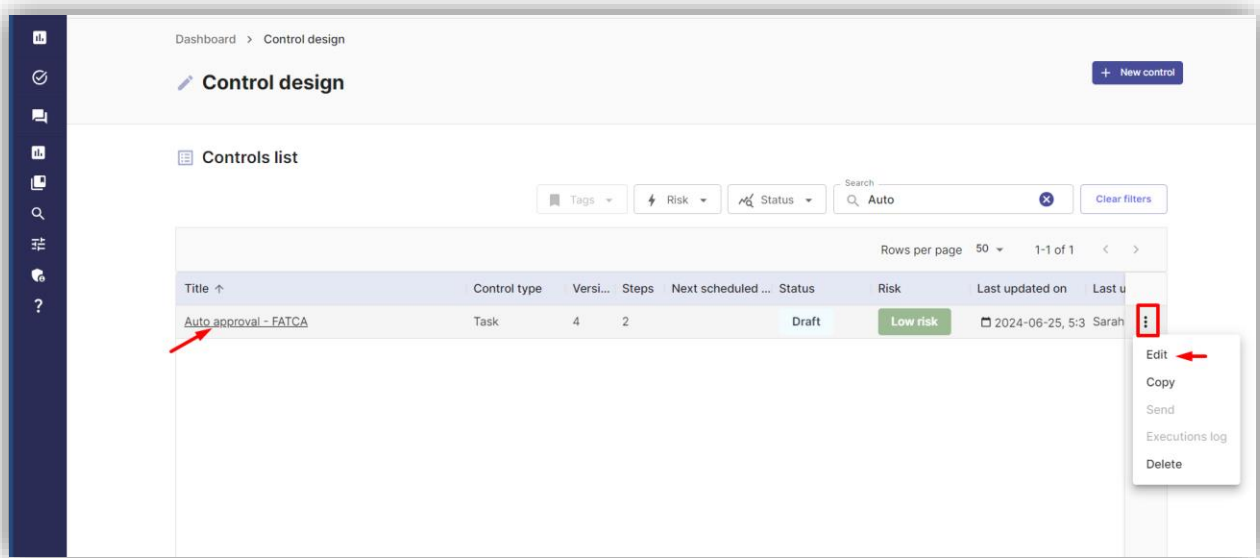


Figure 2: Options in the control list

STEP 3

Go to the decision step in the control configuration, then click on the **Edit decision step** icon.

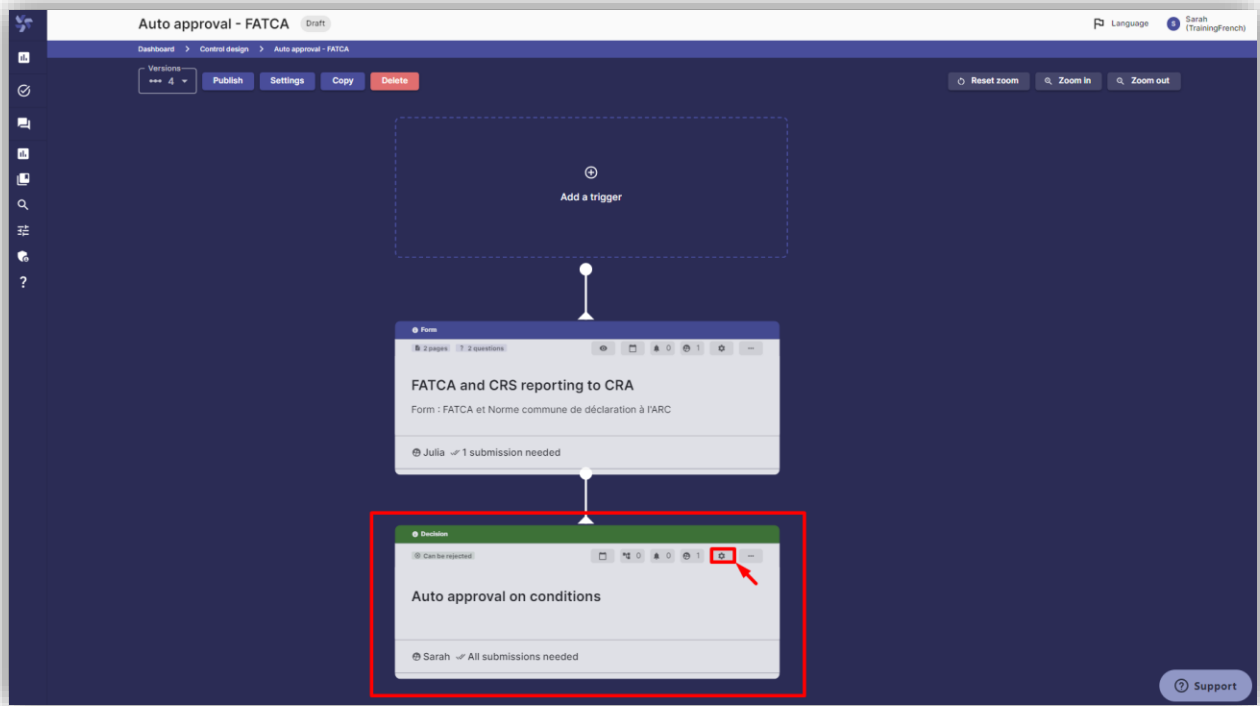


Figure 3: Control configuration, decision stage

Go to the **Create conditional** tab, then add the desired approval or rejection conditions. Note that it is possible to add multiple conditions or groups of conditions. Click on **"Save"** to save and complete the configuration.

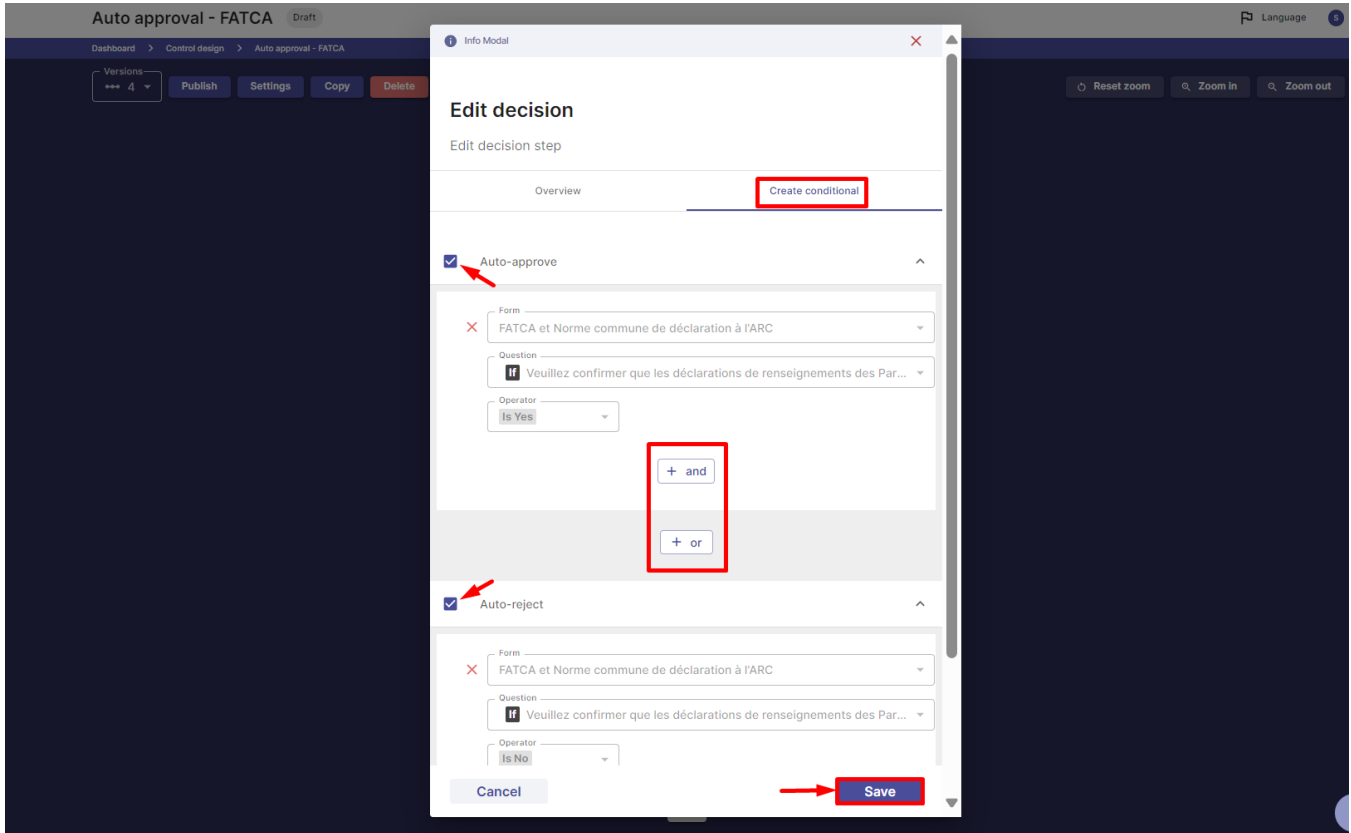


Figure 4: Automatic decision parameters configuration window

STEP 4

Once the automatic decision conditions have been configured, click on **Publish** to activate the new configuration.

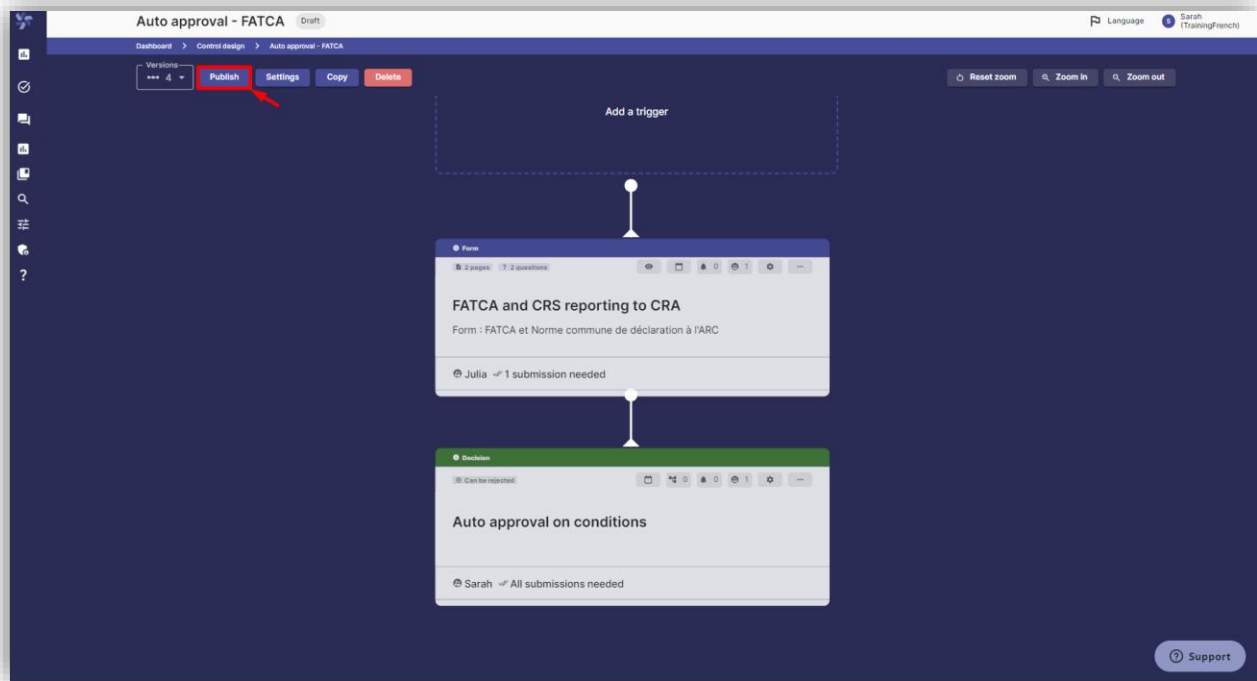


Figure 5: Control publication page.

NOTES

Please note that this document is a brief guide, and that short guides also exist for configuring control parameters. The AlphaCCO support team will be happy to help you if you require further assistance. Please do not hesitate to contact us at support@alphacco.com.