

# Permissions to Design eForms

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The ability to design a custom form ( eForm ) is a separate permission that can be enabled/disabled per user basis.

The permission to be able to design a custom form (eForm) is set up in the eForms module.

To setup the permission for deleting a form, follow the steps below:

1. Access the eForms module.
2. Access the Setup menu.
3. Access the Users menu.
4. Click on the username in question that requires the change.
5. Scroll all the way down and enable the permission 'Design Form'

The screenshot displays the 'Edit User Account' page. On the left is a navigation sidebar with options: Home, Templates, Setup, Reports, Razvan, eForms, Support Center, Tasks, and Logout. The main content area is titled 'Edit User Account' and contains fields for Username, First Name, Middle Initial, Last Name, Phone (with 'Phone #' and 'ext.' sub-fields), and Email. Below these is a 'User Role' dropdown menu set to 'Custom'. Under 'Products', there are checkboxes for AlarmBiller, Time & Attendance, eForms, Sales Automation, and Sedona-X Mobile app. At the bottom, there are tabs for 'Permissions' and 'Services'. The 'Permissions' tab is active, showing 'User Security Permissions'. Under the 'Custom Forms' section, the 'Design Form' checkbox is checked and highlighted with a red box. Other permissions listed include 'Delete Form', 'Interactive Form', 'E Forms Manager', and 'Send Form'. A note below the permissions states 'Ability to fill out and sign a form.'

**Note:** This permission requires the user to log out completely and log back in to take effect.