DropDoc

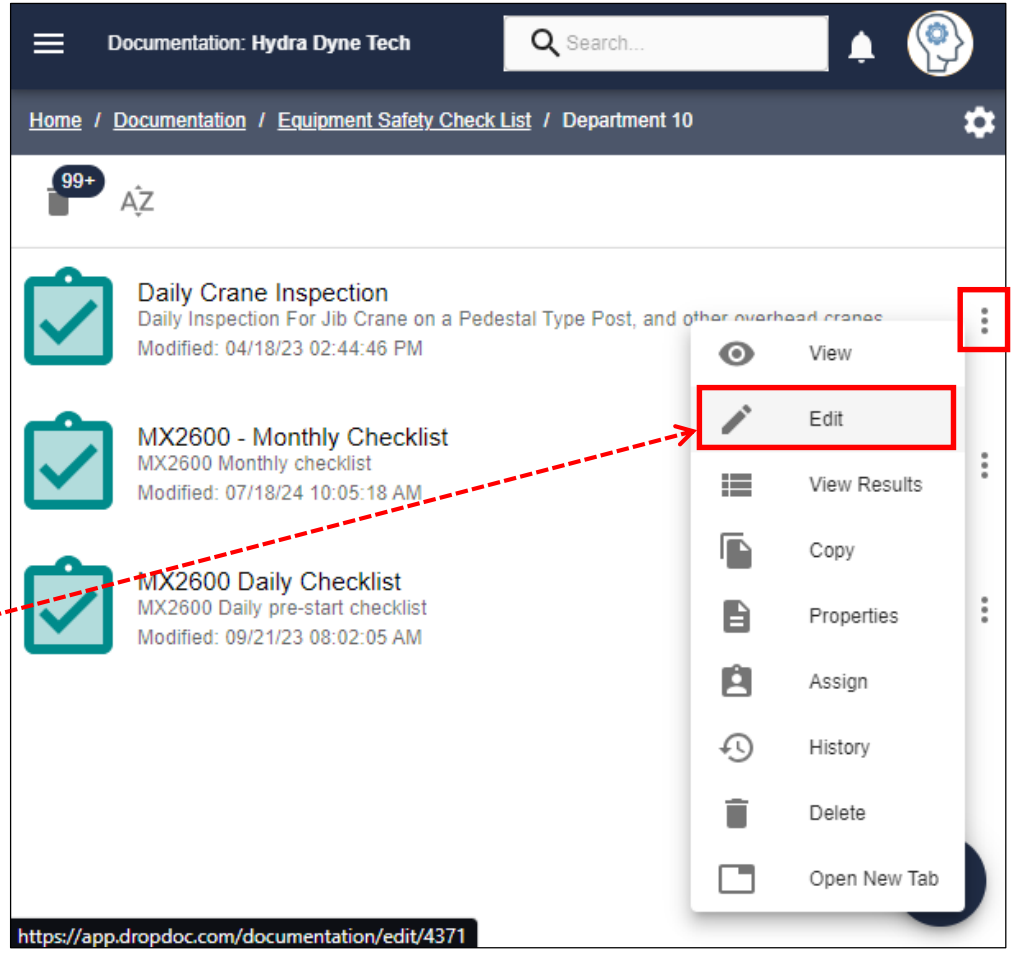
Using Checklist Validation Notifications

Setting up question validation in Checklists
& subscribing users to notifications



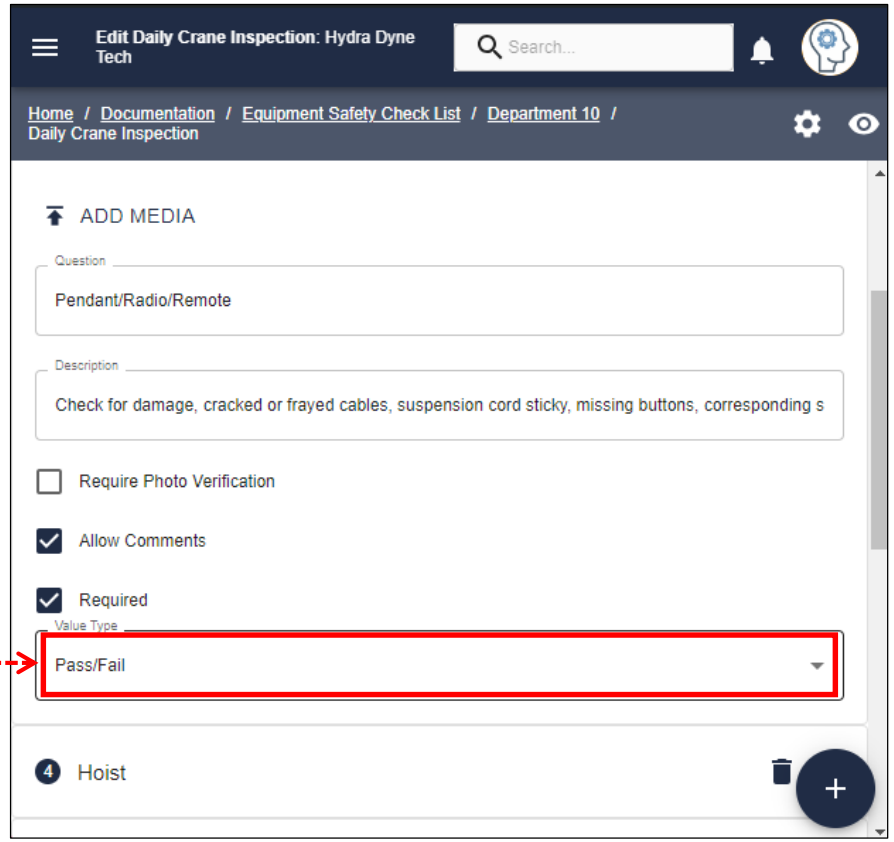
Edit Checklist for Validation Notifications

- Find the checklist that requires validation notifications
- Click on the 3-dot menu and select “Edit”

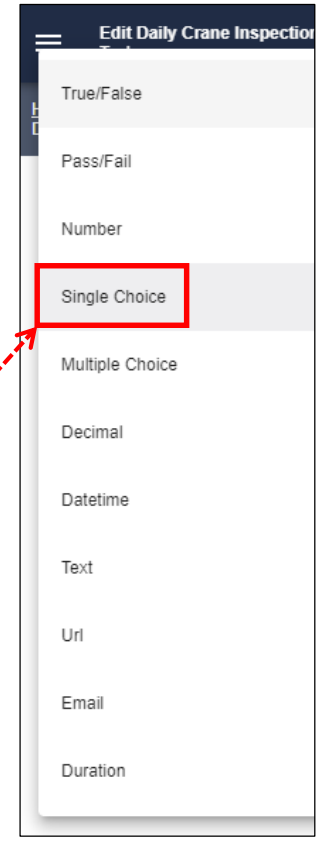


Selecting Value Type that Supports Validation

- Click on question that requires validation
- Pass/Fail value type doesn't support validation
- Click on value field to see other value type options

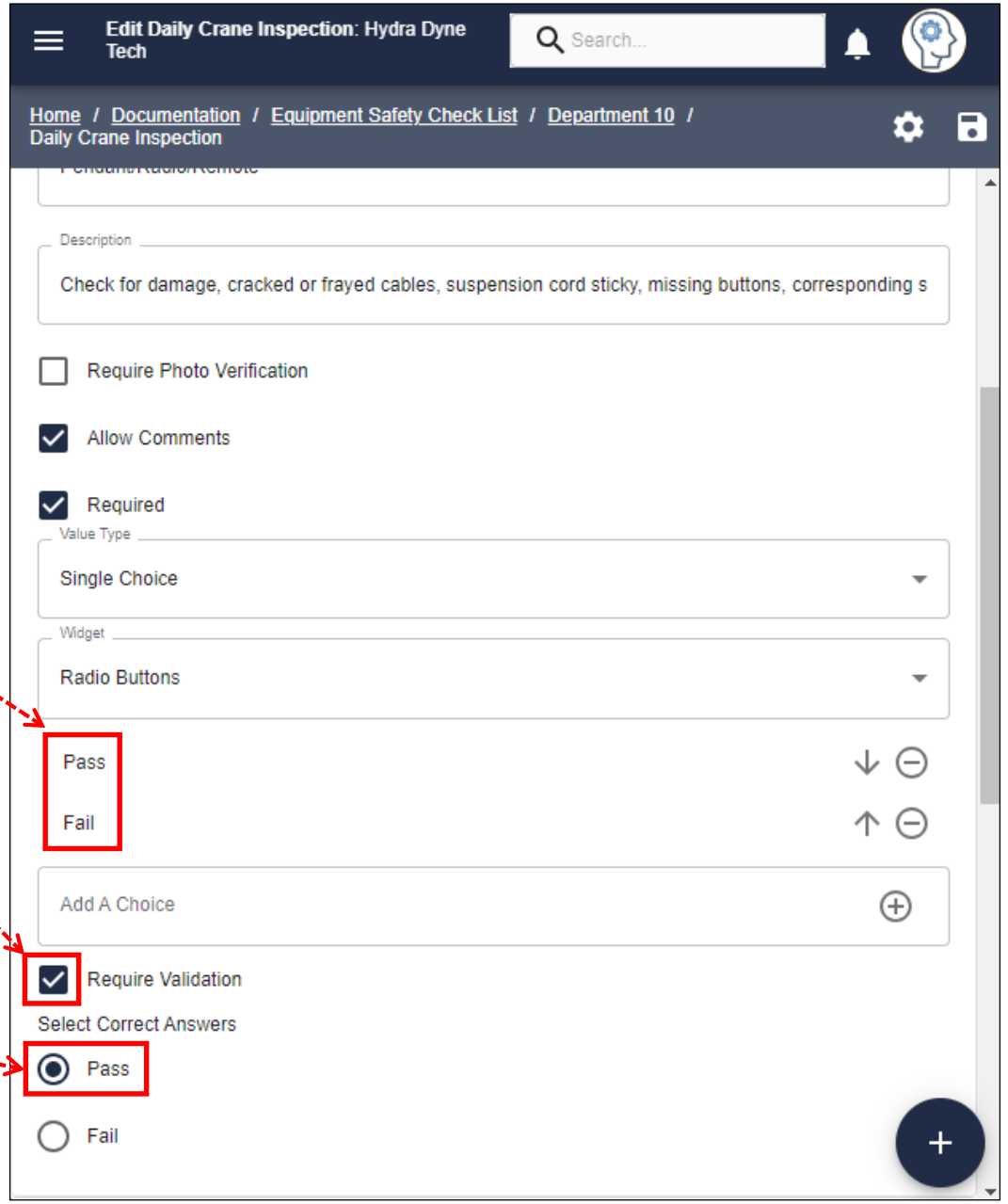


- Several value types support validation, but for this example, we'll use "Single Choice"



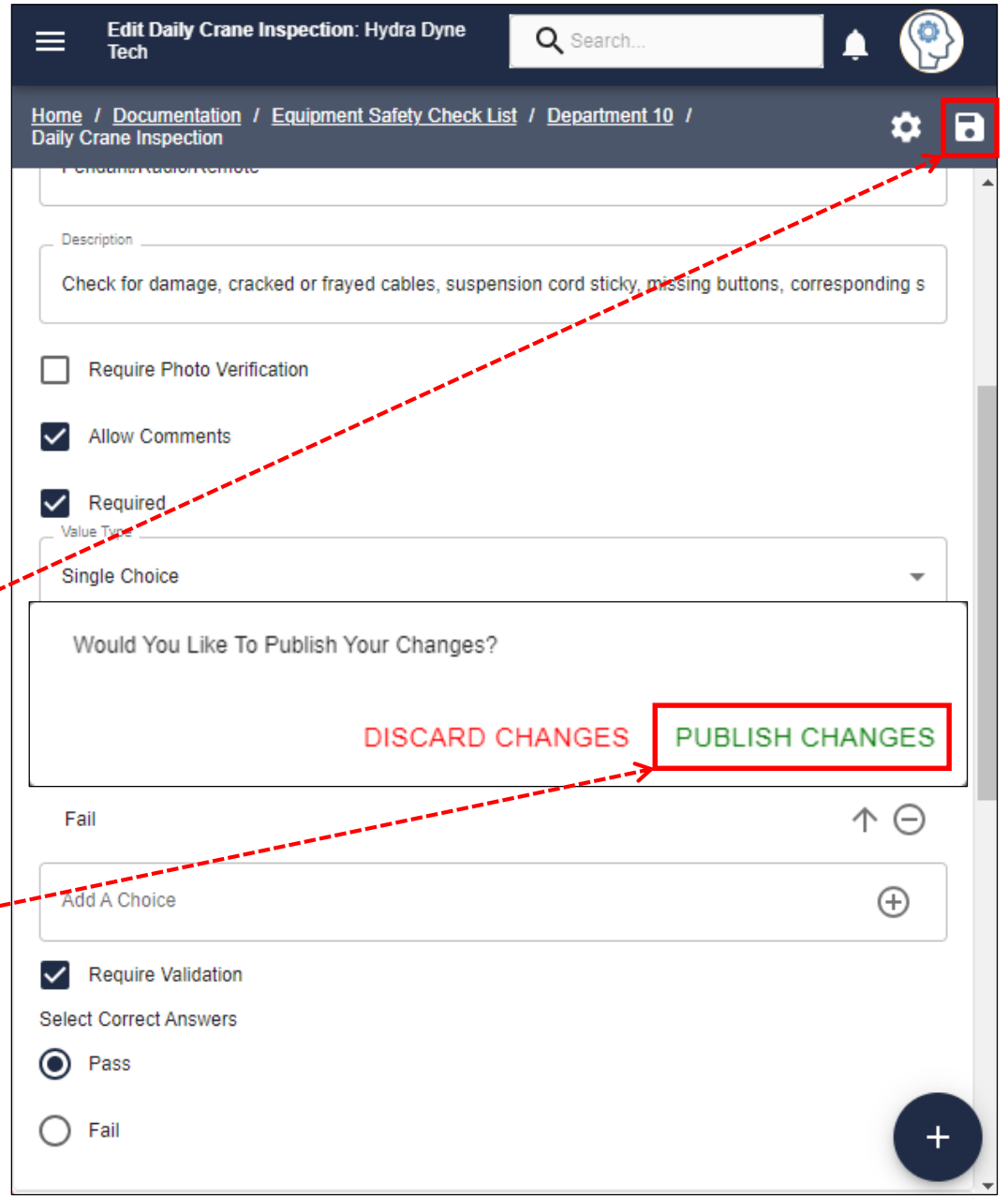
Selecting Correct Answer

- Type out answer options in the "Add A Choice" field and press enter on the keyboard to create them
- Ensure "Require Validation" box is checked
- Select correct answer that will not prompt a notification



Save Checklist Changes

- Scroll through and update all Checklist questions that require validation
- Click on Save icon to publish changes
- Select “Publish Changes” to complete save



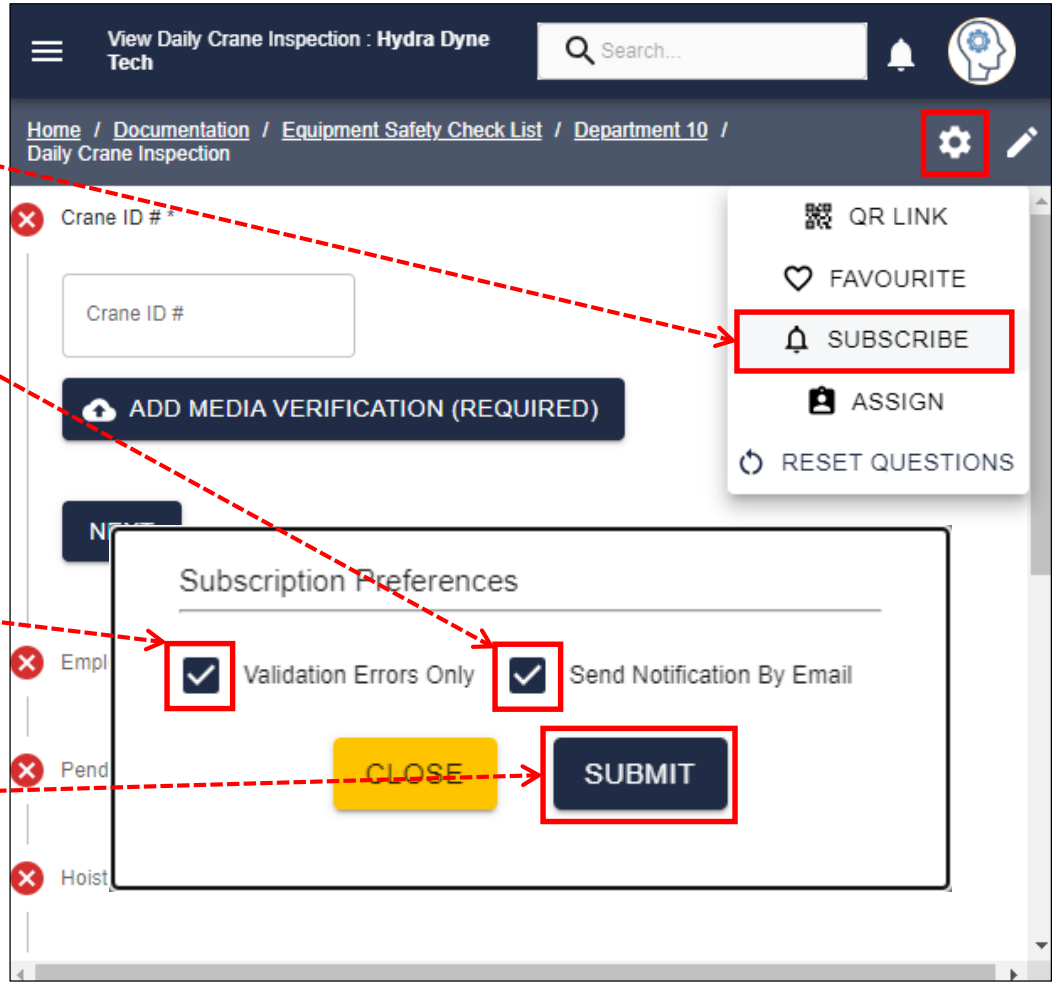


Subscribing to Validation Notifications

- Previous slides were to set up validation questions in Checklists
- The following slides are for users to subscribe to notifications
  - *Each user that needs to receive validation notifications has to subscribe to each Checklist separately from Checklist or Folder*
  - *This is tedious, but these notification subscriptions will be possible at role level with the next version of DropDoc*

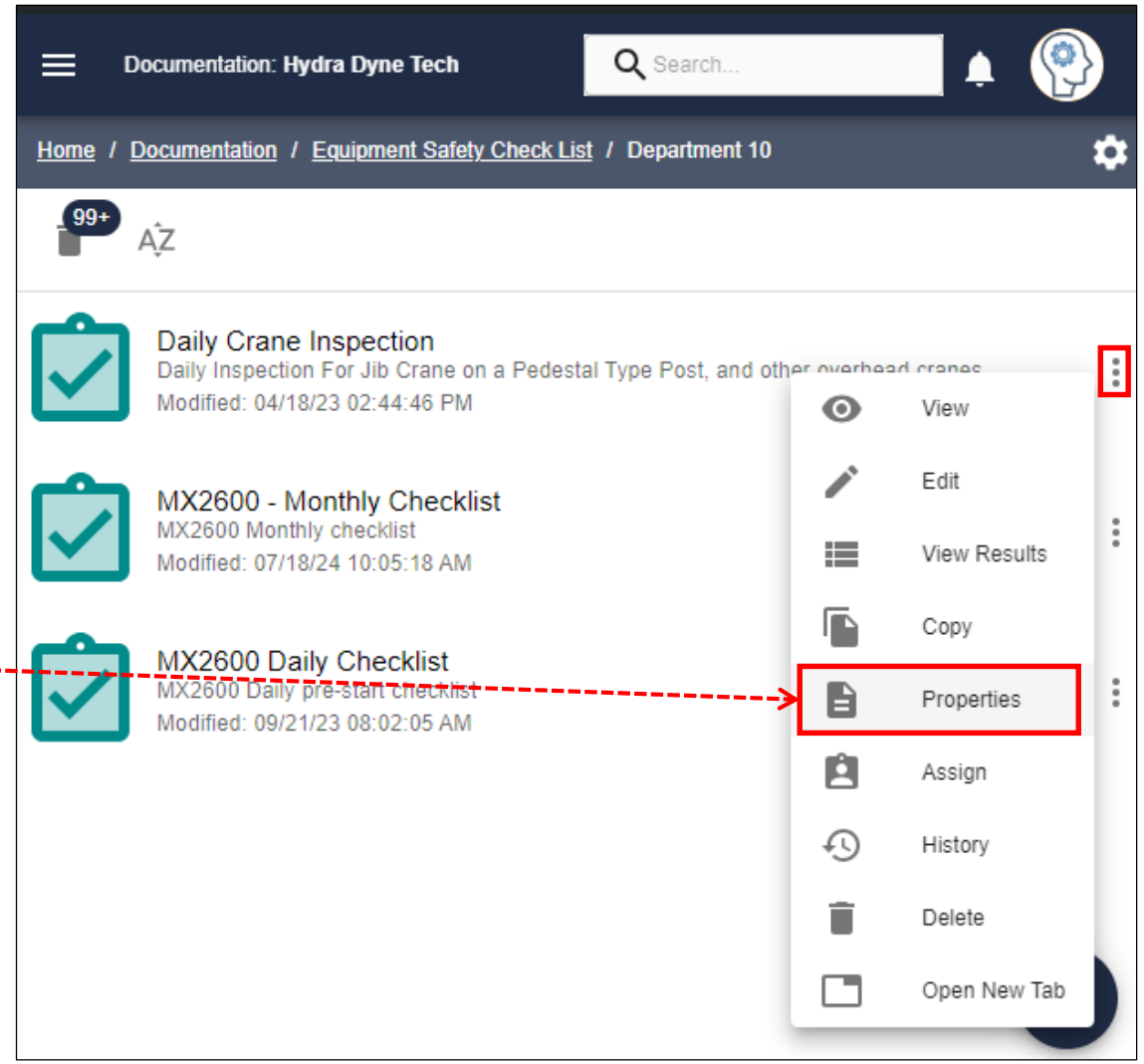
Subscribing to Notifications from Checklist

- Once the Checklist is saved, use the Gear icon to click on “Subscribe”
- Check off “Send Notification By Email” to receive email notifications as well as in app
- Check “Validation Errors Only” to not receive a notification for all submissions
- Click on “Submit” to confirm your selection



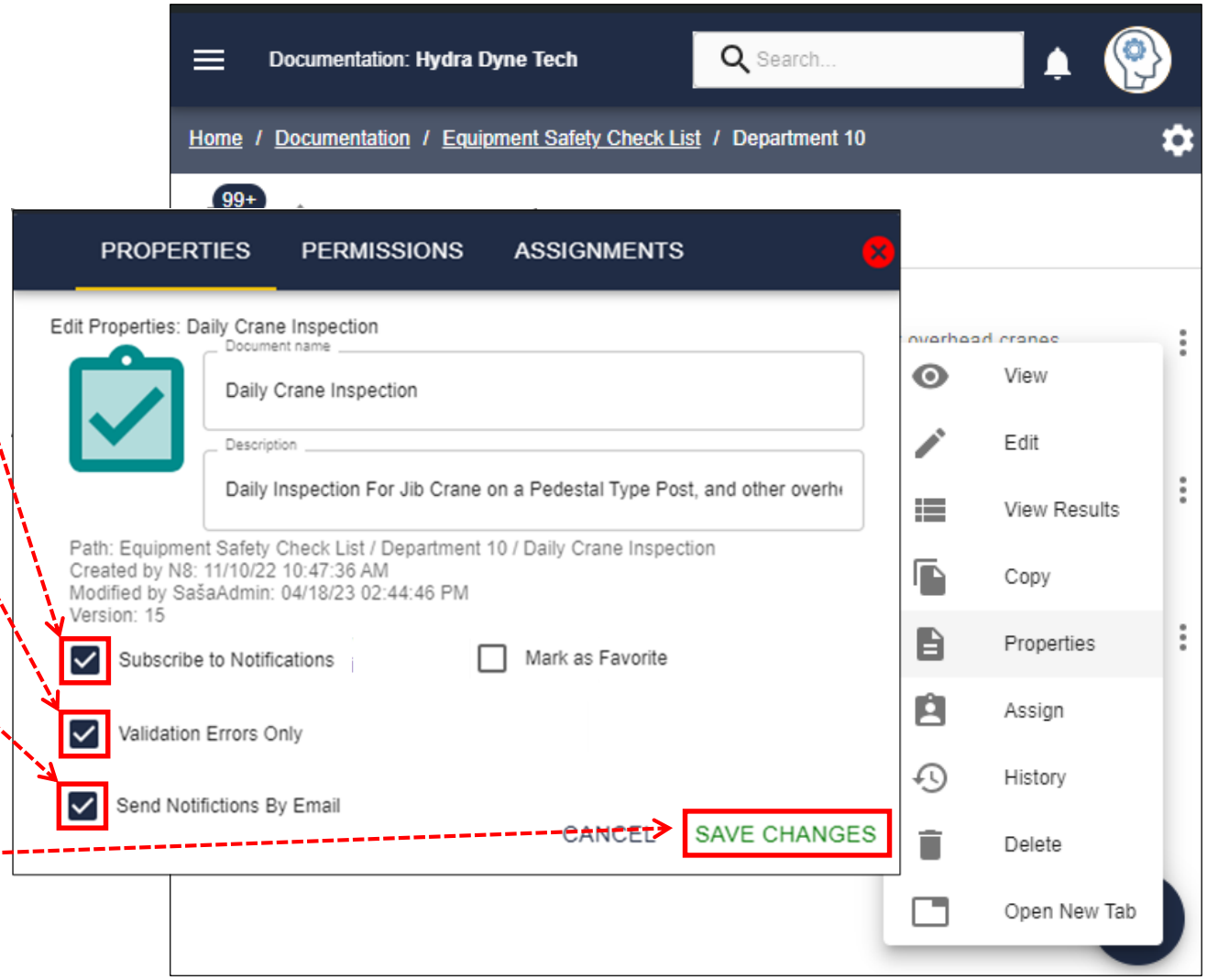
Subscribing to Notifications from Folder

- Locate the Checklist in the Folder
- Use the 3-dot menu and select "Properties"



Subscribing to Notifications from Folder

- Check “Subscribe to Notifications”
- Check “Validation Errors Only” to not receive a notification for all submissions
- Check “Send Notification By Email” to receive email notifications as well as in app
- Click on “Save Changes” to confirm selections





Congrats on leveling up your DropDoc toolkit!