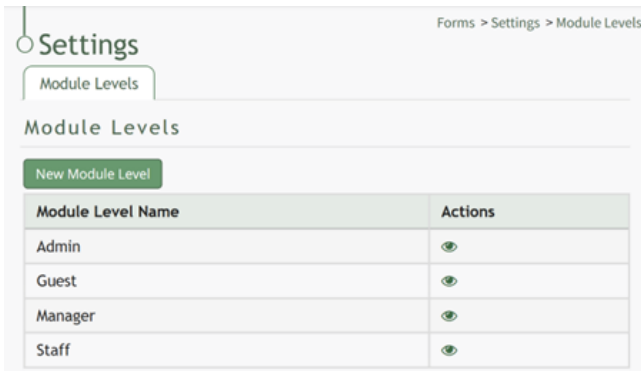


# Add a New Module Level (Forms Module)

To add a new module level in the Forms Module, go to the Settings Page and select the “New Module Level” button.

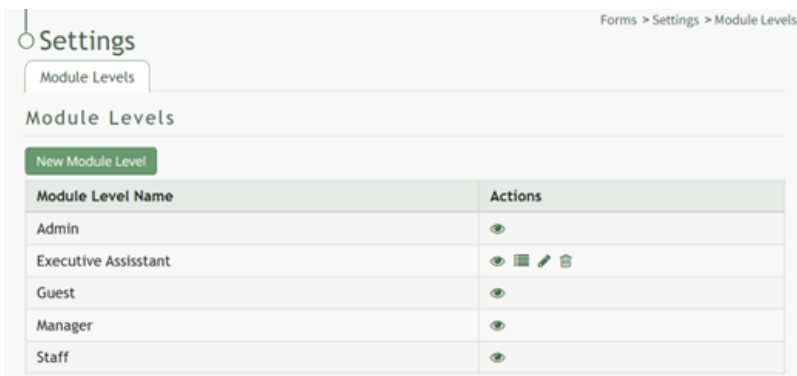


This opens the New Module Level Modal.







The modal has a title bar 'New Module Level' with a close button. Below the title bar is a text input field labeled 'Module Level Name \*'. At the bottom of the modal are two buttons: 'Save' and 'Cancel'.

Input a name for the new module level and select the “Save” button.



The new module level will now show in the module level table on the Settings Page. Module levels created by your organization can be customized. The table below explains the action icons shown to the right of the custom module level.

Module Level Customization Icons	
Icon	Explanation

	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

Select the bulleted list icon to add permissions to the new module level.

Permissions for Executive Assisstant
✕

- add-form
- admin
  - manage-roles
    - add-role
    - assign-hidden-roles
    - delete-role
    - edit-role
    - role-permissions
    - unassign-role
    - view-roles
- can-edit-payment-form-entries
- can-skip-payments
- convert-database-to-form
- create-form
- customform
  - changestatus
  - delete-all-customform
  - delete-customform
  - design
  - download-pdf
  - edit-customform
  - list-customform
  - manage-submissions
  - upload-pdf-customform
  - view-customform
- delete
- distribute
- formAggregation
- formgroup
  - add-formgroup
  - delete-formgroup
  - edit-formgroup
  - list-formgroup
  - view-formgroup
- list-specific-forms
- view-submissions

Click the checkboxes for the permissions you would like to be granted to the new module level.

Select "Save" when done added permissions.

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