



Form Security

When building or editing a form in a site, it's possible to set access levels within the form itself, giving you more security over the data that is gathered. This increased security prevents users seeing information you don't want them to at the form level, without relying on the data viewer settings. When using the data viewer widget, there is an option in the widget settings to only show the logged in users' information, however, this setting is limited in its functionality and if this isn't selected, users could have access to all the information gathered in the form.

If you are building a form to gather some sensitive information, for example behaviour incidents or HR grievances, you may want to define some access controls to ensure that users only see their information and not anyone else's.

So let's take a look at how to set the access controls in a form. I'm building a site where teachers can log behaviour incidents and have added a form from FrogDrive, now I'm ready to define what access I want users to have. If I choose the edit form option here, the **Form Editor** opens and in the top right-hand corner there is the blue **Access Control** button. Selecting this will open the access control window.

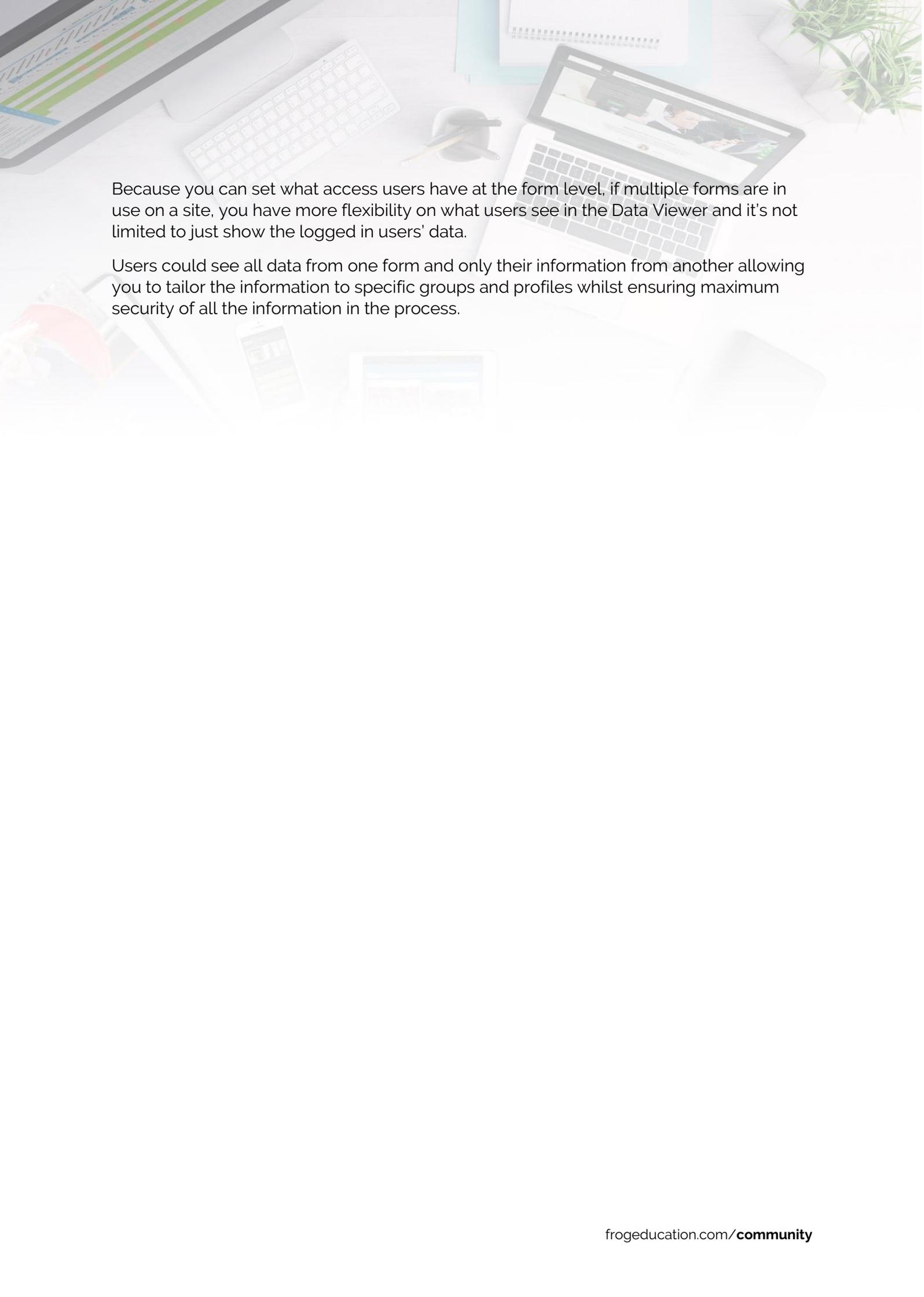
As you can see, the default setting is that everyone can view all data. To change this, I need to select the **Add Access** button found here at the bottom. I can now search for a group or profile, so I'll search for year 10 and select that group. The group has been added below so I can now choose what level of access I want this group to have. At the moment, it is set to 'Can view all' but if I select the drop-down menu, I have the option to change it so that users in this group **Can view my submissions** or **Can view my mentions**.

Selecting the **Can view my submissions** option means that if I am a member of that group, I have the ability to view any submissions I have made to this form via the Data Viewer. If the **Can view my mentions** option is selected, I would be able to see any submission where my profile has been selected using the user picker field in a form. For this example, I want the year 10 profile to be able to see their mentions, as I want them to be able to see any behaviour incidents that have been logged against their profile.

Now that has been added, it's important to highlight that the original setting of everyone can view all submissions has been removed and the results of this form are now only visible to the year 10 profile.

I'm happy with these settings so I'll select save at the bottom.

There's just one more thing I'd like to highlight in this tutorial. Hopefully you're now aware that access controls can be used to improve the security of your information, but another great feature of these settings is that you can be flexible when displaying data in a site.

A top-down view of a desk with a laptop, keyboard, mouse, and various office supplies. The laptop screen shows a website with a person's profile. The keyboard is white, and the mouse is black. There are also some papers and a small plant on the desk.

Because you can set what access users have at the form level, if multiple forms are in use on a site, you have more flexibility on what users see in the Data Viewer and it's not limited to just show the logged in users' data.

Users could see all data from one form and only their information from another allowing you to tailor the information to specific groups and profiles whilst ensuring maximum security of all the information in the process.