## Get Help on the Joint-Use Permit to Attach Conversation

These settings apply to all users within your company:

1. From a Joint-Use Permit to Attach Conversation:
   a. Click the **I want to…** menu.
   b. From the pick list, click **Get Help on This Conversation Type**.
2. A new browser window will load.
   a. **At the top**:
      i. Each section is a different **Phase** of the Joint-Use Permit to Attach Process (vertical swim lanes of the Workflow Diagram).
      ii. Under each **Phase** are the **Statuses**. To the right of each status is a summary. Each status has a link to If/Then statements (which are the arrows on the Workflow Diagram) for the actions you can take when the conversation is in that **Status**.
   b. Under the **Workflow Diagram**:
      i. There are various sections called out here. In most of these sections, you'll see which roles in the system are allowed to edit the fields within the section. If no italicized text to the right of the bolded and underlined fields, anyone can edit the field. If italicized text exists, review it to see who has permissions (in some cases, there are no permissions to edit, this identifies the field as 'read-only'). This section also identifies which fields have limited view and which roles can view that field. If limited view and no roles, this identifies the field as 'hidden').
      ii. **Due Dates** - Due dates are automatically set by the system as the application moves through its life cycle, thus editing is limited in this section.