

Choose how strict checks are

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How strict checks are decides where a result lands: approved, sent to you for a look, or failed. You can see what each level would have done to your own recent checks before you change anything.

Before you start

Anyone can see this setting, but only the Owner and Admin roles can change it.

1 Open the setting

In Nib, go to **Settings** and choose **How strict checks are**. The line at the top tells you when the current setting went live.

2 Compare the levels

Each of **Relaxed**, **Standard** and **Strict** shows how your last 30 days of checks would have split between approved, sent for a look and failed. **Standard** is what most organisations use.

3 Pick one

Choose the level that suits the risk in your work. **Strict** sends more signatures to you for a look and approves fewer without one; **Relaxed** sends fewer.

4 Or set your own levels

If none of the three fits, open **Set your own levels** and adjust **Fail below**, **Approve from** and **Approve automatically from**. It's worth doing this with whoever is responsible for risk in your organisation.

5 Save

Choose **Save** and a message confirms the level now in use. Checks you run from then on use it, while earlier results keep the setting they were checked under.

If something goes wrong

The levels don't show what they would have done.

You need to have run a few checks first, and to be allowed to see checks. Once you have, the split appears under each level.