**Performance Management: PMv12 –****How to Disallow Users From Changing the Form Dates?**

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### Environment:

### • Performance Management V12

### Question/Issue:

### • How to disallow users from changing the form dates?

### Solution:

### In order to disallow users from changing the form dates please follow the instruction listed below:

### > Login to the company instance.

### >Click on Admin Tools

### >Performance Management

### >Manage Template

### >Performance Review

### > Open the form template that you will like configure

### >General Settings

### >Advanced settings

### >Enable the check boxes:

### > Disallow users from changing the Start Date

### > Disallow users from changing the End Date

### > Disallow users from changing the Due Date

### >Select: Update Form Template

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