

Rules by Question

This is where you decide how much each answer matters. The points you set here shape every applicant's score, so it is the heart of your screening.

“ ? Screenshot: the Rules by question work surface.

Narrow the list

Three chips filter the questions, so you can focus.

Chip	Shows
All questions	Every applicant question
Questions with scores	Only questions that carry points
Overridden vs master	Only questions where your points differ from the master

When you work on a single property, you can also **View all rules** on one page, or download the current list for your records.

Find the question

Questions are grouped into sections on the left. Each section shows how many questions it holds, how many are scored, and how many you overrode — so you can see coverage without opening every one.

Each question row states where it stands:

- **matches master** — your points match the master rules.
- **N overrides** — you changed the points.
- **not scored** — the question carries no points.

Set the points

1. Select a question to open its editor.
2. Read the **applicable law** shown for the question, so your points stay compliant.
3. Set the **Points** for each answer. The editor shows the master value next to yours, so you can see what you changed.
4. Select **Save**.

Make an answer an automatic fail

Some answers should end an application on their own.

1. Select **Set this answer to auto-fail**.
2. For some answers, add a limit — for example, *"More than [N] time(s) during last [N] year(s)."*
3. To undo it, select **Cancel auto-fail**.

Start over with Reset to master

If your changes are not working, return to the master defaults.

1. Select **Reset to master**.
2. Read the warning. This removes every override you made.
3. Select **Reset settings** to confirm.

The button stays greyed out while your rules already match the master, so you cannot reset by mistake.

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