## On Hold/Off Hold

💾 Wed, Jan 17, 2024 🛛 🖿 Viewing Authorisations

Sometimes there may be a reason that a Work Order cannot be authorised at this point in time until certain conditions have been met but the authoriser does not want to refuse it. The "On Hold" function allows Users to do this. By putting a Work Order "On Hold", there is the visibility that it has been actioned albeit that there is no desire to progress at this stage. Click the "On Hold" button and complete the following:

Clicking "On Hold" displays the "Work Order On Hold" screen. All that is required on this screen is a Reference and a note that say why this Work Order is being put "On Hold". Once all the necessary information has been entered, click "OK".

Work Order On Hold		
Reference		
		*
		-
	OK	si

It is also possible to take an "On Hold" Work Order "Off Hold" to say that the information has been obtained/conditions have been met and a decision can be made. To take a Work Order "Off Hold", click "Off Hold" and complete the following:

Clicking "Off Hold" displays the "Work Order Off Hold" screen. All that is required on this screen is a Reference and a note that say why this Work Order is being taken "Off Hold". Once all the necessary information has been entered, click "OK".

Work Order Off Hold		
Reference		
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		-
	OK Cancel	

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