

Viewing Authorisations Introduction

Authorisations can only be viewed by specific Users that have permission to authorise Work Orders. The Authorisation actions can be seen in the Work Orders section.

1. In Work Orders, click "Authorisations List". This displays the Authorisation Search screen which shows all the Work Orders in Authorisation that the current User can view. Each of the Work Orders display the value, Building location and the profile that is required to perform the authorisation. Items in the list can viewed by either double clicking them or selecting the item and clicking "Next".

Demo Office Authorisation Search

Demo Office Authorisation...

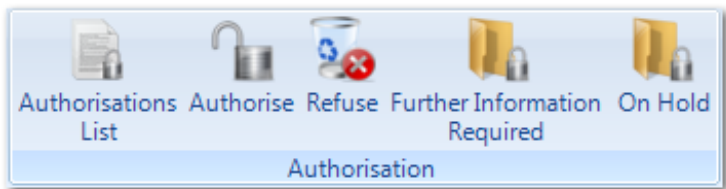
On-Hold	Info Rqd	Building Name	Building No	Work Order No	Task	Start Date	ETA	Resource	Status	Value	Authoriser(s)
		Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
<input type="checkbox"/>	<input type="checkbox"/>	SITTINGBOURNE R...	830	8210470	Cost Rule Fire Alarm Sy...	31/07/2015...		NG BAILEY FACILI...	1.10	£2,572.16	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BELLSHILL RDC	791	8261292	Cost Rule Emergency L...	19/06/2015...	29/06/2015...	NG BAILEY FACILI...	4.00	£1,458.00	Authoriser
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TEIGNMOUTH	560	8289553	Cost Rule Fencing Rep...	24/07/2015...		EIC Ltd	1.10	£3,150.75	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RATHBONES - WA...	890	8293128		03/08/2015...		Mitton Aftercare Ltd	1.10	£24,630.10	Authoriser
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CARDIFF TYGLAS	269	8293841	Cost Rule Car Park Surf...	03/08/2015...		EIC Ltd	1.10	£3,330.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BROMSGROVE PFS	24220	8314566	Cost Rule Air Conditi...	31/07/2015...		Integral UK Ltd	1.10	£1,833.80	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CARDIFF BAY PFS	15720	8284922	Cost Rule Concrete	24/07/2015...		Dale Building Mai...	1.10	£1,670.00	Authoriser
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SITTINGBOURNE R...	830	8311746	Cost Rule Plug Sockets	10/07/2015...	10/07/2015...	NG BAILEY FACILI...	4.00	£2,614.64	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAMPTON	112	8310724	Cost Rule Gas Domesti...	28/08/2015...		Mitton Aftercare Ltd	1.10	£71,100.86	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HAVERFORDWEST	273	8326137	Cost Rule Concrete	07/08/2015...		Tri Contracting (Q...	1.10	£51,415.00	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	WILLOW GREEN R...	708	8265604	Cost Rule Vinyl	31/07/2015...		JOHN L LORD & S...	1.10	£6,443.00	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	STOCKTON RDC	792	8290668	Cost Rule Lamps	04/07/2015...	16/07/2015...	NG BAILEY FACILI...	4.00	£1,416.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CARMARTHEN PFS	27020	8341662	Cost Rule Re-fix, Attac...	03/08/2015...		EIC Ltd	1.10	£1,921.20	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PENZANCE	331	8342917	Cost Rule External Clad...	21/08/2015...		EIC Ltd	1.10	£1,452.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YEOVIL	344	8343058	Cost Rule Re-fix, Attac...	21/08/2015...		EIC Ltd	1.10	£2,019.09	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLASTONBURY PFS	32720	8343185	Cost Rule External Can...	21/08/2015...		EIC Ltd	1.10	£4,592.80	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CARMARTHEN PFS	27020	8343195	Cost Rule Drain Covers	21/08/2015...		EIC Ltd	1.10	£1,140.18	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PENZANCE PFS	33120	8343328	Cost Rule Re-fix, Attac...	21/08/2015...		EIC Ltd	1.10	£635.23	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TIVERTON	338	8343333	Cost Rule Walls	21/08/2015...		EIC Ltd	1.10	£1,111.63	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FARMERS BOY BR...	979	8343619	Cost Rule Remote Con...	21/08/2015...		Mitton Aftercare Ltd	1.10	£11,722.70	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CORBY PFS	23220	8343744	Cost Rule Powered Roll...	04/08/2015...		Armourpost Ltd	1.10	£785.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MANCHESTER SL...	724	8345216	Cost Rule Hydraulic Do...	21/08/2015...		Pickerings Loadin...	1.10	£2,282.80	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	WILLOW GREEN R...	708	8347102	Cost Rule Emergency L...	22/08/2015...		ARH Group Ltd	1.10	£5,835.82	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRIDPORT	347	8347185	Cost Rule Powered Roll...	22/08/2015...		Armourpost Ltd	1.10	£1,052.50	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WESTSIDE (GIBRAL...	452	8347333	Cost Rule Vinyl	05/08/2015...		TECHTROLEC LIML...	1.10	£6,478.65	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	GRIMSBY FISH PL...	787	8271955	Cost Rule Fire Alarm Sy...	05/08/2015...		NG BAILEY FACILI...	1.10	£3,031.83	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	CARDIFF BAY PFS	15720	8349186	Cost Rule Re-fix, Attac...	23/08/2015...		Dale Building Mai...	1.10	£1,670.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAINTREE	525	8349673	Cost Rule Fire Alarm Sy...	23/08/2015...		NG BAILEY FACILI...	1.10	£1,239.90	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LATIMER PARK RDC	706	8350445	Cost Rule Fire Alarm Sy...	21/08/2015...		NG BAILEY FACILI...	1.10	£5,905.54	Authoriser
<input type="checkbox"/>	<input type="checkbox"/>	READING	359	8180822	Cost Rule Altro	17/08/2015...		JDC TILING LTD	1.10	£1,929.70	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BELLSHILL RDC	791	8434037	Cost Rule Drain Covers	10/10/2015...		DPG Plus Ltd	1.10	£2,880.00	Authoriser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	QUEENSBURY	307	8434064	Cost Rule Generator	10/10/2015...		POWERMAIN LIML...	1.10	£1,530.50	Authoriser

222 results

CloseNext

Note: This list will only show Work Orders based on the Resource groupings set against the User. If there are Work Orders for Resources that belong to a Grouping the User doesn't have then they will not be visible in this list.

2. By selecting a Work Order, some new options appear in the Authorisations ribbon menu. These are all actions that can be performed on the selected Work Order. Please see the menu below for more information on these actions.



3. Work Orders in Authorisation are clearly identified by the orange header bar at the top of the Work Order Detail Page:

[Authorising](#)
[Refusing](#)
[On Hold/Off Hold](#)
[Further Information/No Further Information required](#)
[Request Re-valuation](#)
[Hierarchies and Impersonation](#)

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