

Authorisations Introduction

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About the Authorisations module

The system can be setup to hold Authorisation and Review Rules that can be triggered based on a set of criteria at any point in the Work Order life cycle. These rules can be at many levels and the Authorisers are determined by profile.

The Authorisation function gives the ability to action Work Orders that are in the Authorisation or Review process.

Authorisation

The Work Order can be held at any point in its life cycle for authorisation.

The Work Order can be Authorised, Refused or put On Hold. The User also has the ability to add comments to it.

The ability to authorise can be given to all Users with a given profile, and the Work Order will be stamped with the Users details when they carry out an authorisation or refusal action.

Review

The work order can be held at any status for a review to be performed on it.

This can be stopped until a review has taken place or it can be held for a number of days and then be released to progress to the next natural status.

A review can be either positive or negative.

This is what the Authorisations module looks like:



Prerequisites for Authorisation

Authorisation Rules need to be put in place within the system to determine what criteria will set a work order to authorisation or review.

Authorisers need to have permissions set to Authorise Work Orders.

[Viewing Authorisations](#)

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