

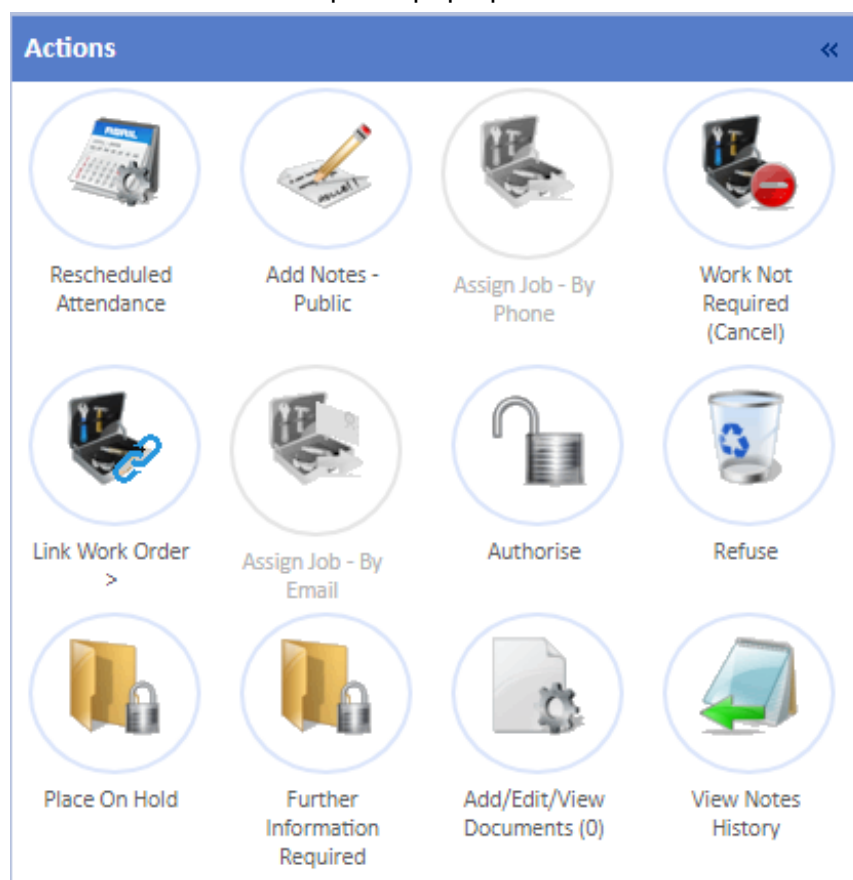
Further/No Further Information Required

Fri, Jan 19, 2024 [Authorisation Jobs](#)

Sometimes a job that is in "Authorisation" needs more information added or if information was required beforehand, it may now no longer be needed. These actions can be performed by the "Further Information Required" and "No Further Information Required" buttons.

Further Information Required

1. On the Job Detail screen, select the "Further Information Required" button to display the Further Information Required pop up.



2. When stating that a job requires further information, all that is needed is a reference and what information is required. Once all the necessary data has been entered, click "Save" to set the "Further Information Required" flag on the job.

Further Information Required

Reference

Notes

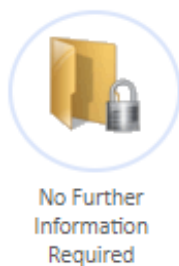
Save

Cancel

3. Once saved, the history of the job is updated and the "Further Information Required" button is replaced with the "No Further Information Required" button.

No Further Information Required

1. On the Job Detail screen, select the "Further Information Required" button to display the Further Information Required pop up.



2. When stating that no further information is required for a particular job, all that is needed is a reference and some notes as why no further information is needed. Once all the necessary data has been entered, click "Save" to remove the "Further Information Required" flag on the job.

No Further Information Required

Reference

Notes

Save

Cancel

3. Once saved, the history of the job is updated and the "No Further Information Required" button is replaced with the "Further Information Required" button.

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