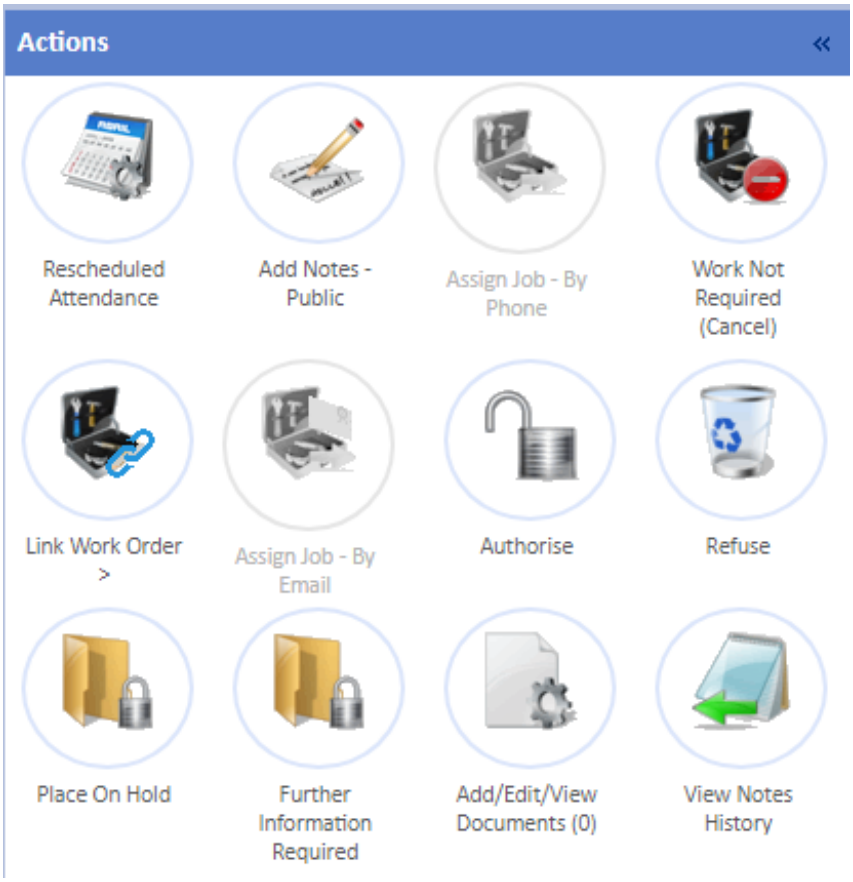
Place On/Take Off Hold

Fri, Jan 19, 2024 Authorisation Jobs

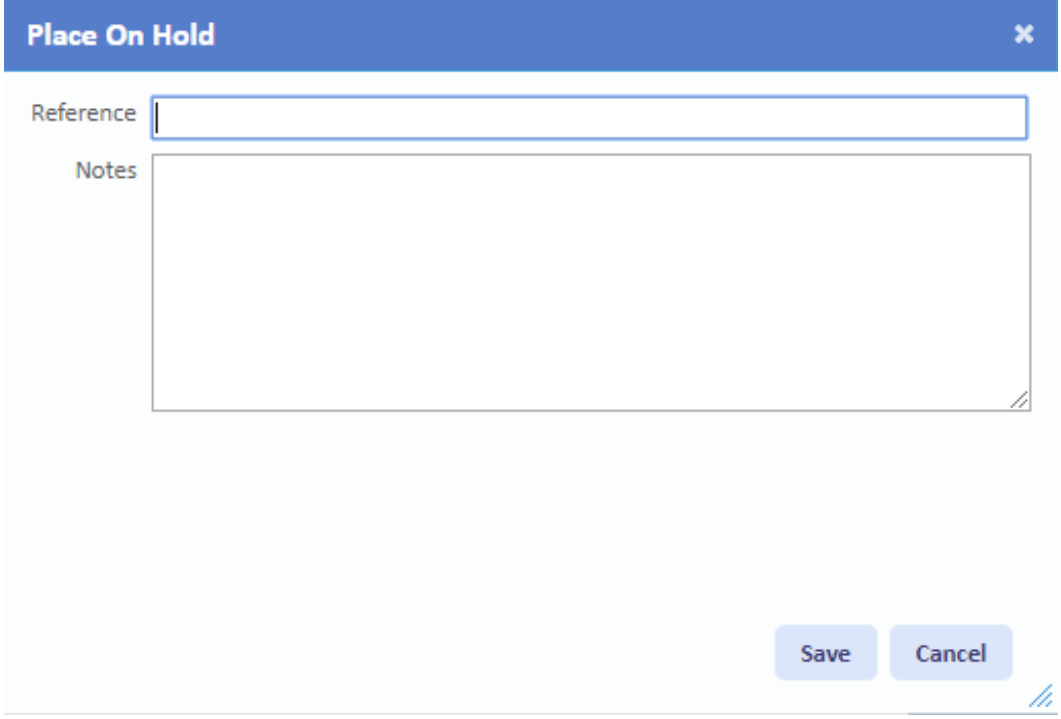
Sometimes there may be a reason that a job cannot be authorised at this point in time until certain conditions have been met but the authoriser does not want to refuse it. This can be done using the “Place On Hold” button. By putting a job "On Hold", there is visibility that it has been actioned albeit that there is no desire to progress at this stage. It is also possible to take an "On Hold" job “Off Hold” to say that the information has been obtained/conditions have been met and a decision can be made. This can be done using the “Place On Hold” button.

Place On Hold

1. On the Job Detail screen, select the "Place On Hold" button to display the Place On Hold pop up.



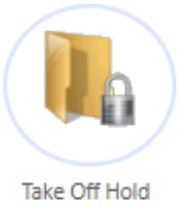
2. When placing a job on hold, all that is required is a reference and any notes to say why the job is being put "On Hold". Once all the necessary data has been entered, click "Save" to place the job on "On Hold".



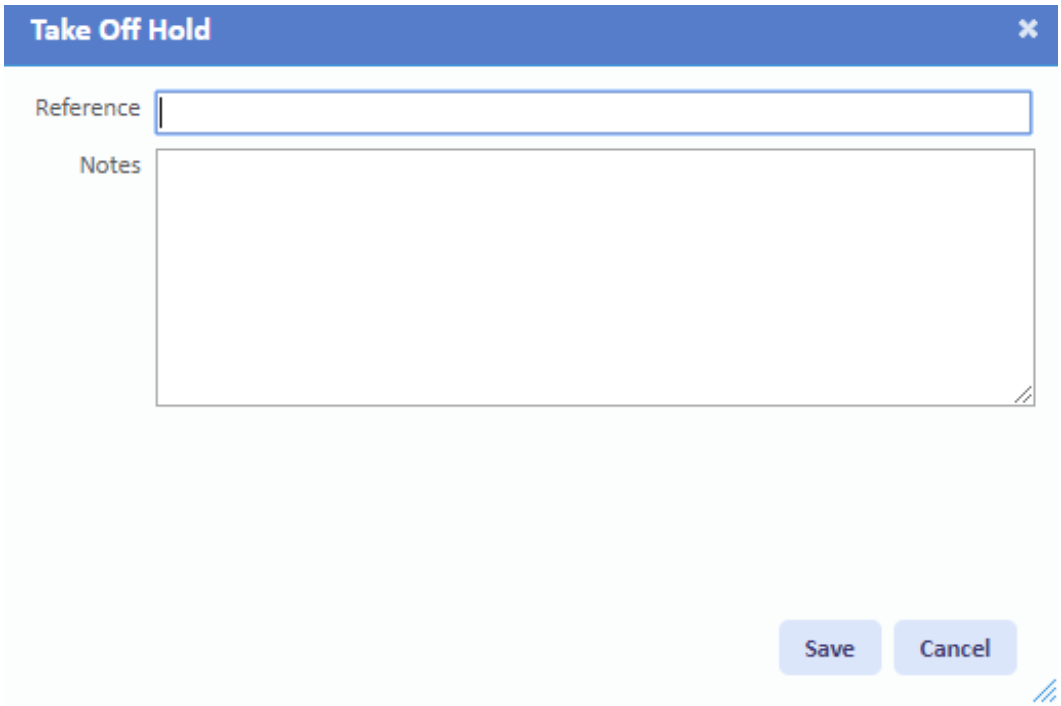
3. The "On Hold?" column on the Jobs List is also updated.

Take Off Hold

1. On the Job Detail screen, select the "Place On Hold" button to display the Place On Hold pop up.

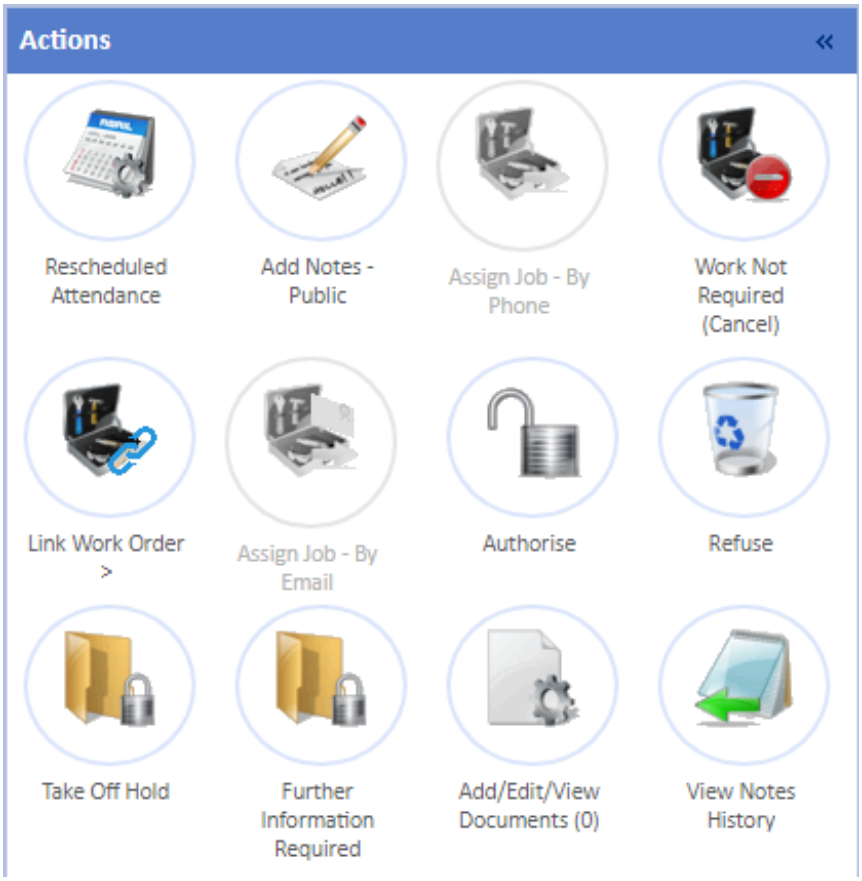


2. When taking a job off hold, all that is required is a reference and any notes to say why the job is being taken "Off Hold". Once all the necessary data has been entered, click "Save" to place the job on "Off Hold".



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3. The "On Hold?" column on the Jobs List is also updated.



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