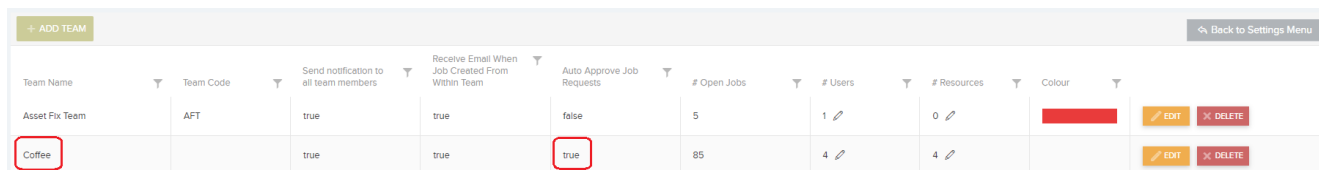


Auto approval of requests for certain job types and teams

When a job request is created, then the request (and subsequent job upon approval) can be assigned to a team dependent on the job type chosen during the creation of the request.

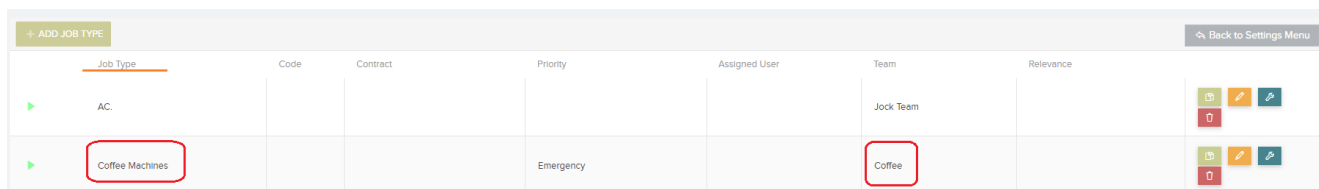
You can now choose to have this request automatically approved when it is assigned to a particular team. This saves time for certain users such as security staff who just want to process the actual job. They will not need to first approve the job request.

Step 1. Set “Auto Approve Job Request” to *true* for a particular Team.



Team Name	Team Code	Send notification to all team members	Receive Email When Job Created From Within Team	Auto Approve Job Requests	# Open Jobs	# Users	# Resources	Colour	
Asset Fix Team	AFT	true	true	false	5	1	0		
Coffee		true	true	true	85	4	4		

Step 2. Set the *Coffee* Team to a certain Job Type, Example – Coffee Machines. For all requests that have the Job Type “Coffee Machines” associated to them, they will automatically be approved and a Reactive Job created.



Job Type	Code	Contract	Priority	Assigned User	Team	Relevance	
AC					Jock Team		
Coffee Machines			Emergency		Coffee		