

# 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.

+ ADD TEAM									Back to Settings Menu	
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.

+ ADD JOB TYPE							Back to Settings Menu	
Job Type	Code	Contract	Priority	Assigned User	Team	Relevance		
AC					Jock Team			
Coffee Machines			Emergency		Coffee			