Job Approval and Completion

When a job request is created, the request details page will display the following options:

- **Approve** – Approve the request. Approving the request will allow you to either create a new job from the request, or send the request for authorisation:

"Approve Request And Create Job" will take you to the *Create a New Job* page. "Send Request For Authorisation" means the job request can be sent for authorisation before it can be approved into a job. Users can be given permission to authorise these types of requests from the *User Details* page (which can be found in the *Settings -> Users* area and selecting the User Name).

When you approve a request, you will be taken to the *Create a New Job* page, where you can amend the job details if required. Click *Save* to create the new job, and you will then be taken to the *Job Details* page.

The *Job Details* area contains all information about the job such as job tasks, costs, assets, documents, alerts, stock etc. All of which can be edited / updated from this area:

The *Job Details* tab shows these options:

As tasks are completed, assigned users and other team members will receive a notification. If all tasks / forms / other requirements have been completed, you can select *Complete* to mark this job as completed. A pop-up will appear on-screen for you to add a note if you wish before finalising: