# Sending a Job for Authorisation

Jobs can be set up for authorisation. This can be done in two ways:

1. When creating a new job, you can choose "Requires Authorisation" in the *Job Category* section:

Job Categories can be set up in Settings —> Job Categories.



This will set the status of the Job to 'Requires Auth'



2. For jobs that have already been created, you can edit the *Job Details* page and change the *Job Category* to "Requires Authorisation":