



Work Instruction

Approvals Tab (Known authorising speed issue)

To ensure that all of the claims that you are authorising or disputing move to their next stage on the approvals tab i.e. “To be Accepted to “To be Approved” OR “To be Approved” to “To be Invoiced”, you must wait for the smiley face/ dispute face to appear before clicking on your next job.

Auto Approval	Job Ident	Note	Claim	Adj	Job Type	Asset	Job Description
😊	90/66358		100		BREAKDOWN MAINTENANCE	00822	PREFER B & E PLUMBING/ BLDG3/ RPLC 8 ..
😊	90/66323		100		BREAKDOWN MAINTENANCE	01195	BLDG 1 - RPR LEAKING MEN'S STAFF TOIL..
😊	90/66284		100		BREAKDOWN MAINTENANCE	01030	BLDG 1/KITCHEN/GAS OVEN #3 SOME ELEME..
😊	90/66279		100		BREAKDOWN MAINTENANCE	01195	PREFER PHILLIS ELECTRICAL/BLDG 6/2 X ..
😊	90/66269		100		BREAKDOWN MAINTENANCE	00938	STAFF ROOM/AIR CON/NOT BLOWING WARM A
😊	90/66240		100		BREAKDOWN MAINTENANCE	00822	PREFER MARK GREEN/BLDG 1/RPR AIR CON/..
😊	90/66239		100		BREAKDOWN MAINTENANCE	01133	BLD 6/GYM/WASTE PIPE TO WATER FOUNTAL..
😊	90/66193		100		BREAKDOWN MAINTENANCE	01195	PRFER PHILLIS ELECT/BLD 5/CANTEEN/RPL..
😊	90/66186		100		BREAKDOWN MAINTENANCE	01133	BLD 6/GYM/RPR/RPLCE CUT OUT SWITCH ON..
😊	90/66185		100		BREAKDOWN MAINTENANCE	06482	SHED/RPR/RPLCE/LOCK ON SHED ROLLER DO
😊	90/66183		100		BREAKDOWN MAINTENANCE	06482	BLD 1/BATHROOM/RPR/CHILDREN'S SINK BL..

If you do not wait for the “Smiley/ Disputed face” to appear before you select the next job then the “faces” may not display on the screen in order of selection. This may cause problems when you submit these jobs (even if eventually they are all “smiley/ disputed faced”) as only few of them would move to the next screen even if the “Approvals saved” message box appears.