Iplicit Authorisation
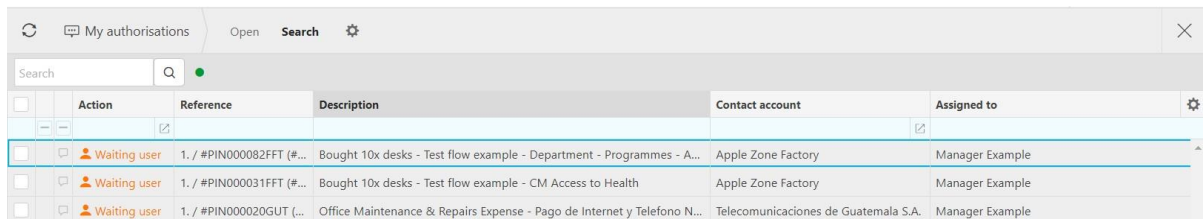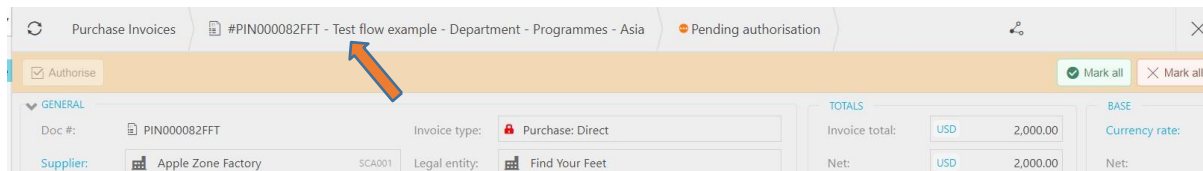
1. On a regular basis, you will need to log into the system and see if any items are in workflow which require your authorisation
2. Go to "*My Authorisations*", this page will display all authorisation requests assigned to you. (Note that these requests will only be received if you have been assigned as an approver).

3. To see more information about the item in need of approval, double click the document so that it opens.
4. At the top of the editor you will see the description of the workflow, this will typically describe why the document has been sent for authorisation and what step the document has been flagged for
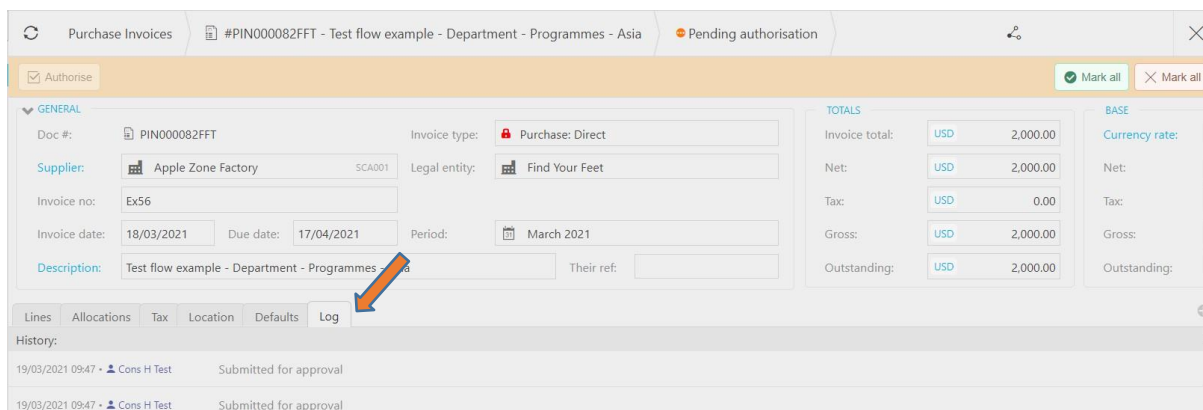

5. Go into "log" tab to see who has submitted the document and who (if anyone) has approved previous steps.

6. Important: check the supporting documentation by clicking the paper-clip icon 📎 at the top of the document window
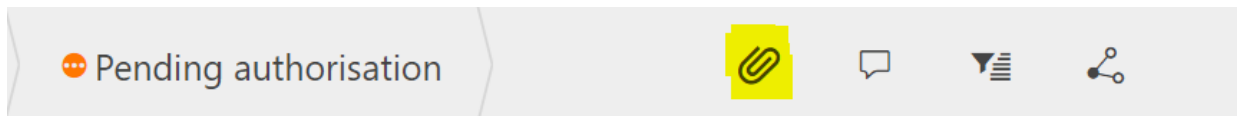
7. Click on the document and then click *Preview*.
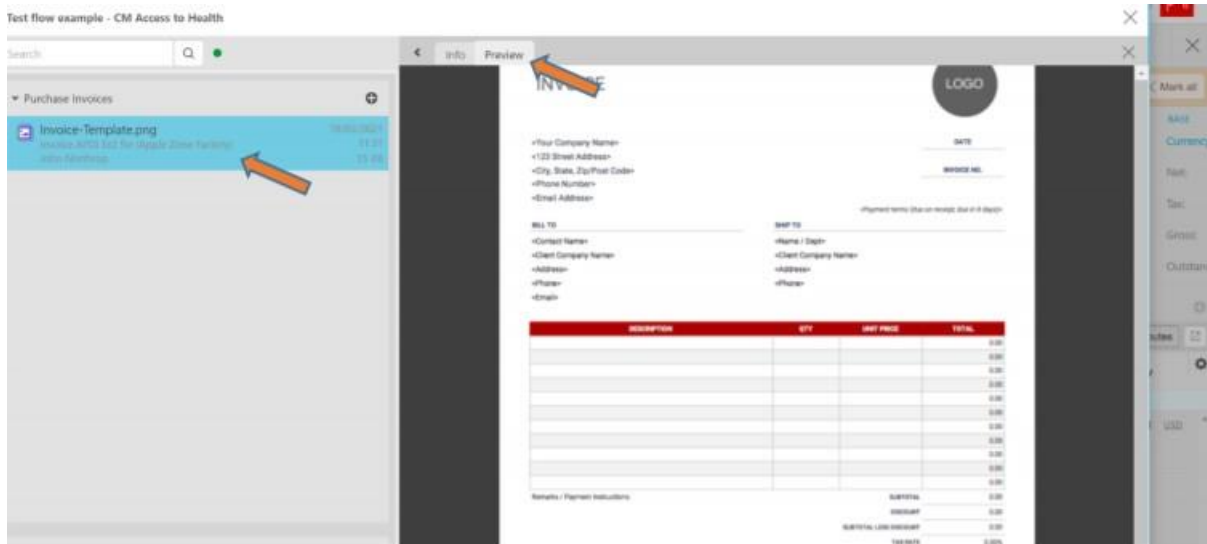
8. Close the Preview window

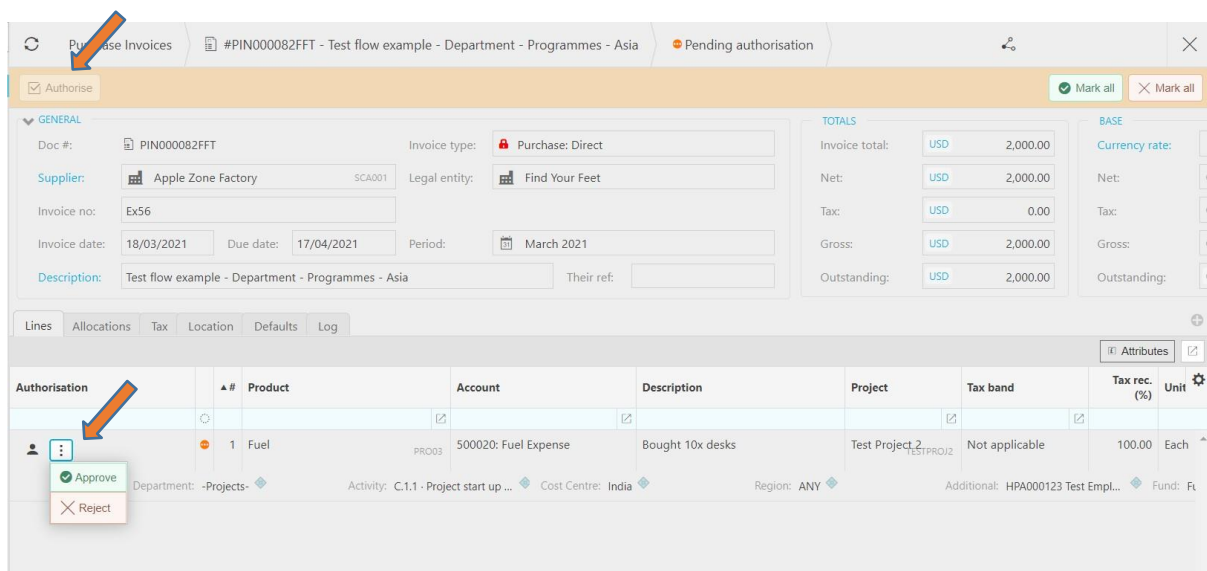9. For *each* line in the bottom window, click on the three dots to perform the actions available: *Approve*, *Reject*

10. Finally, go to the top of the screen and click *Authorize* to submit the Approvals and Rejections made on the line items.

Hint: If any line items are rejected then the individual who submitted the document will need to resubmit if applicable.