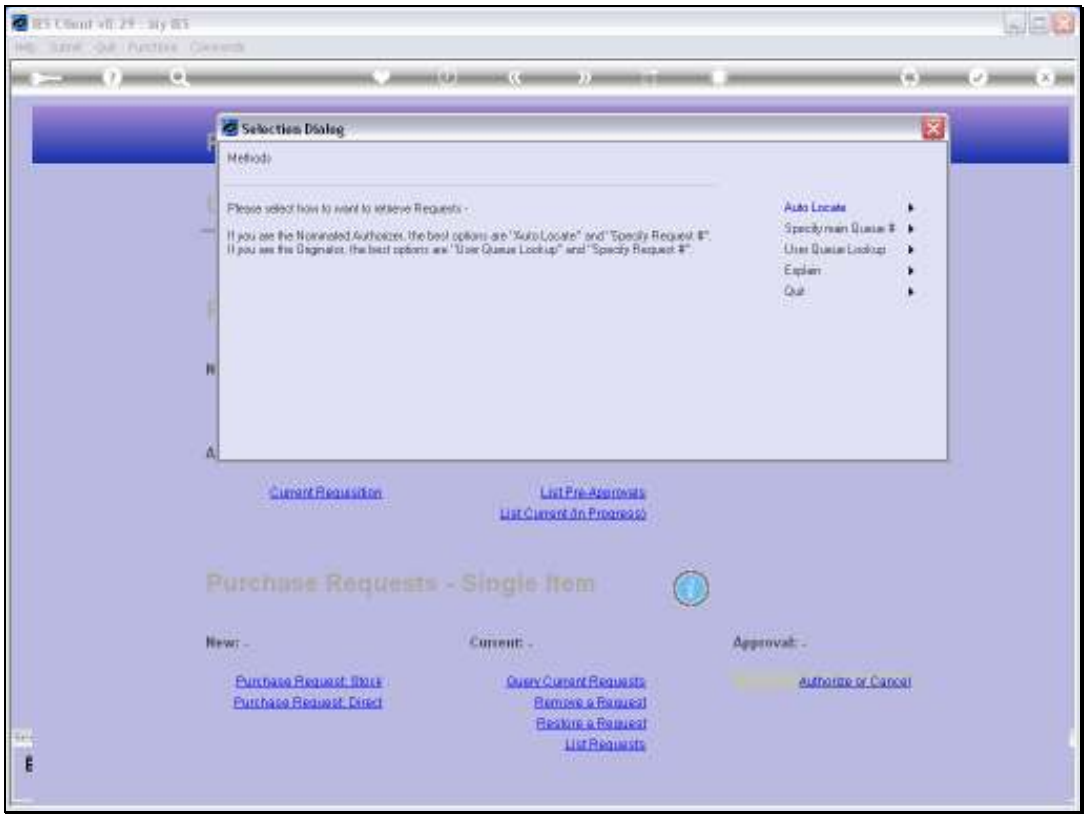
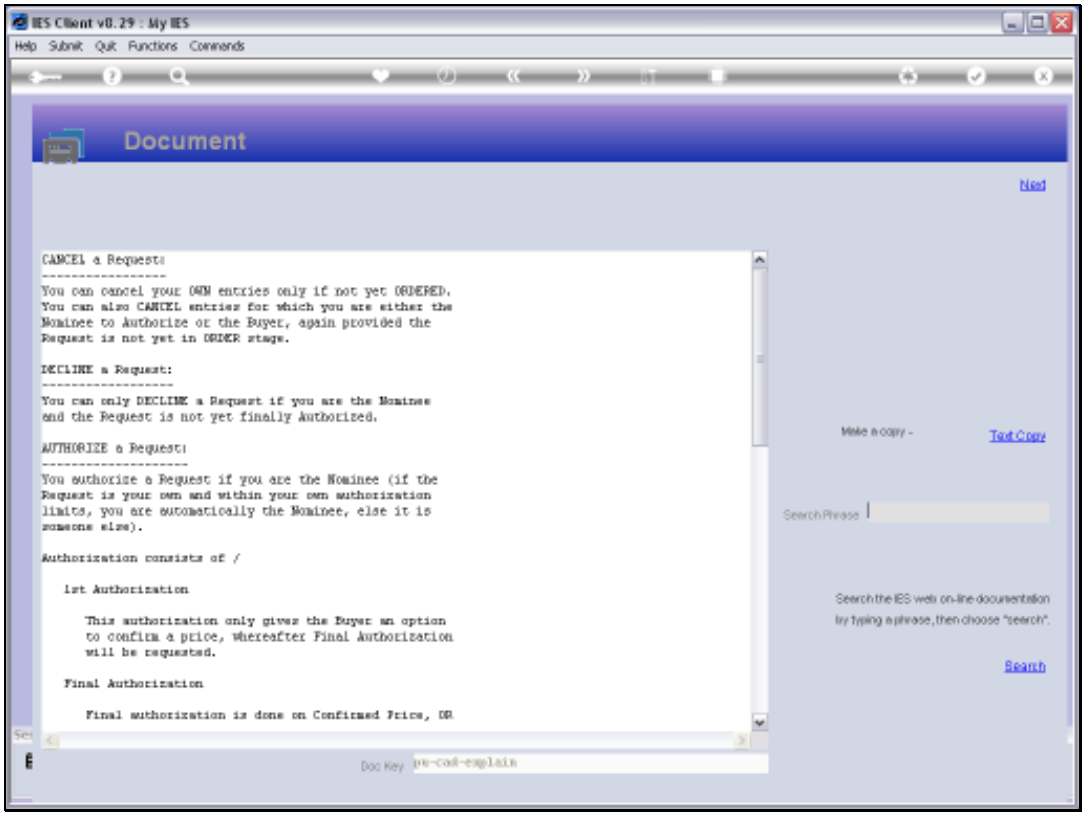
Slide 1

Slide notes: A User, who is nominated to authorize Purchase Requests from other Users, will use the option to 'Authorize or Cancel'. Even approved Requisitions may still result in Purchase Requests on the Requisition that requires approval.



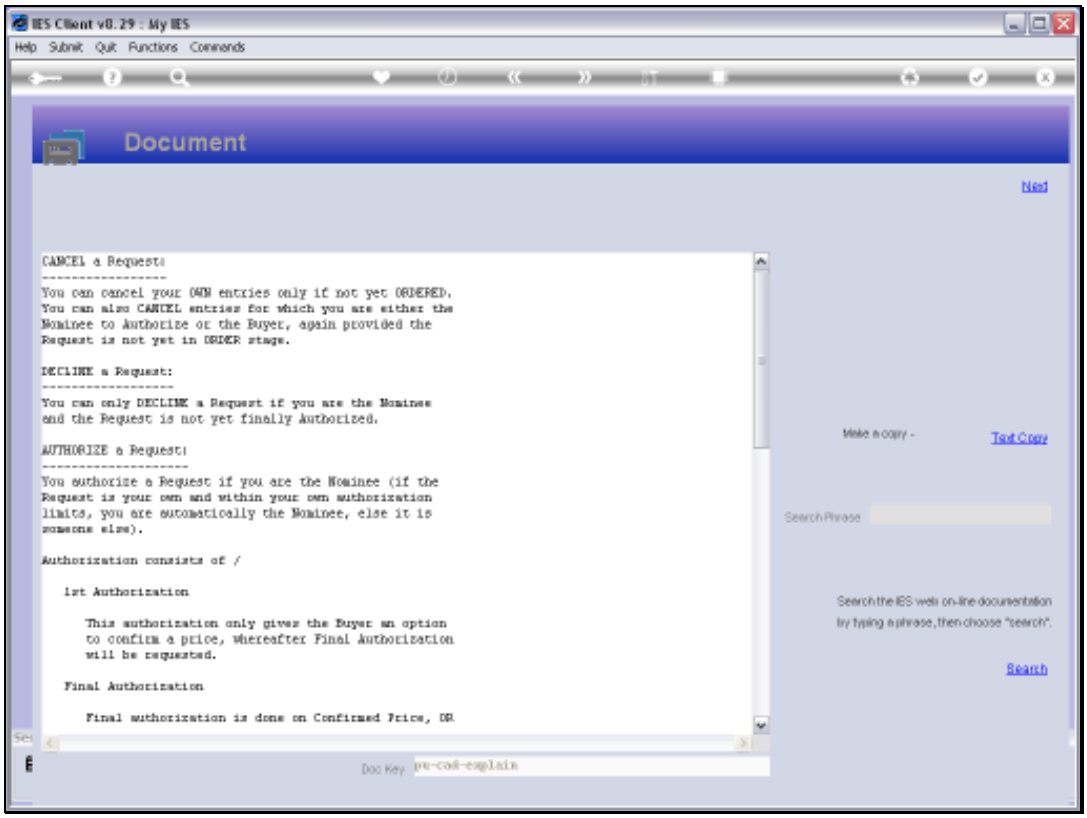
Slide 2

Slide notes: At the authorization option we find a useful explanation of the options available to the Authorizer.



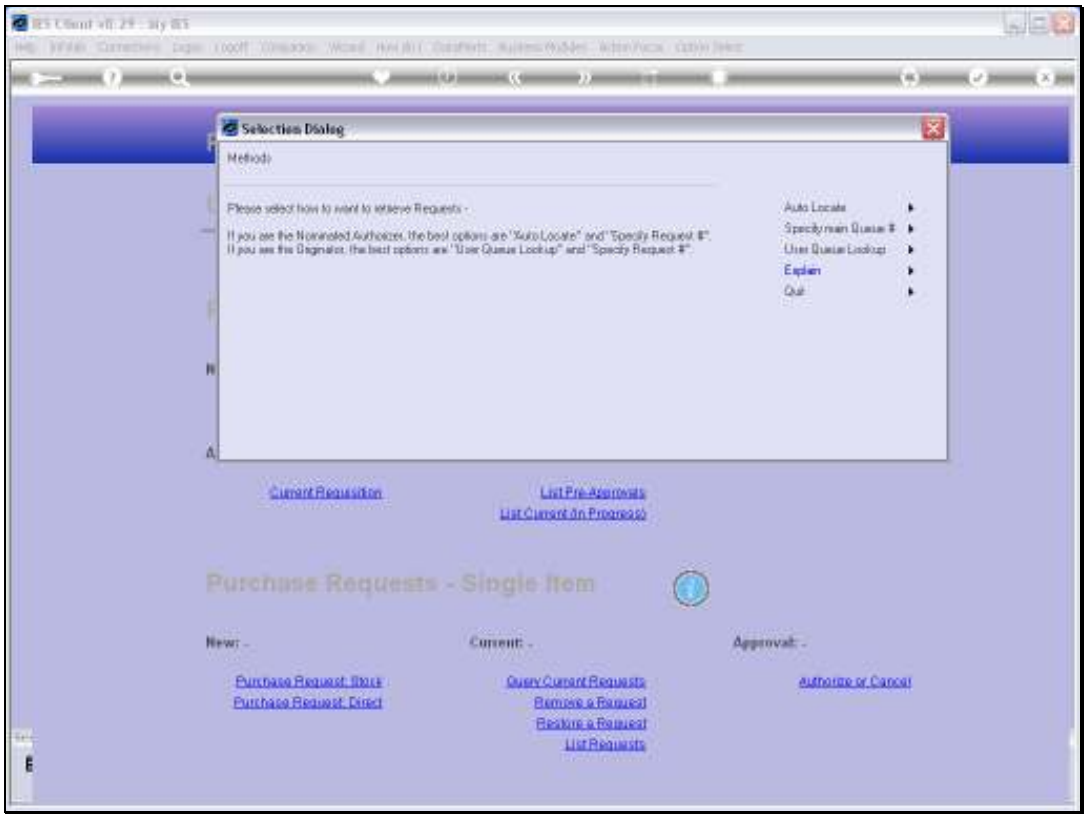
Slide 3

Slide notes:

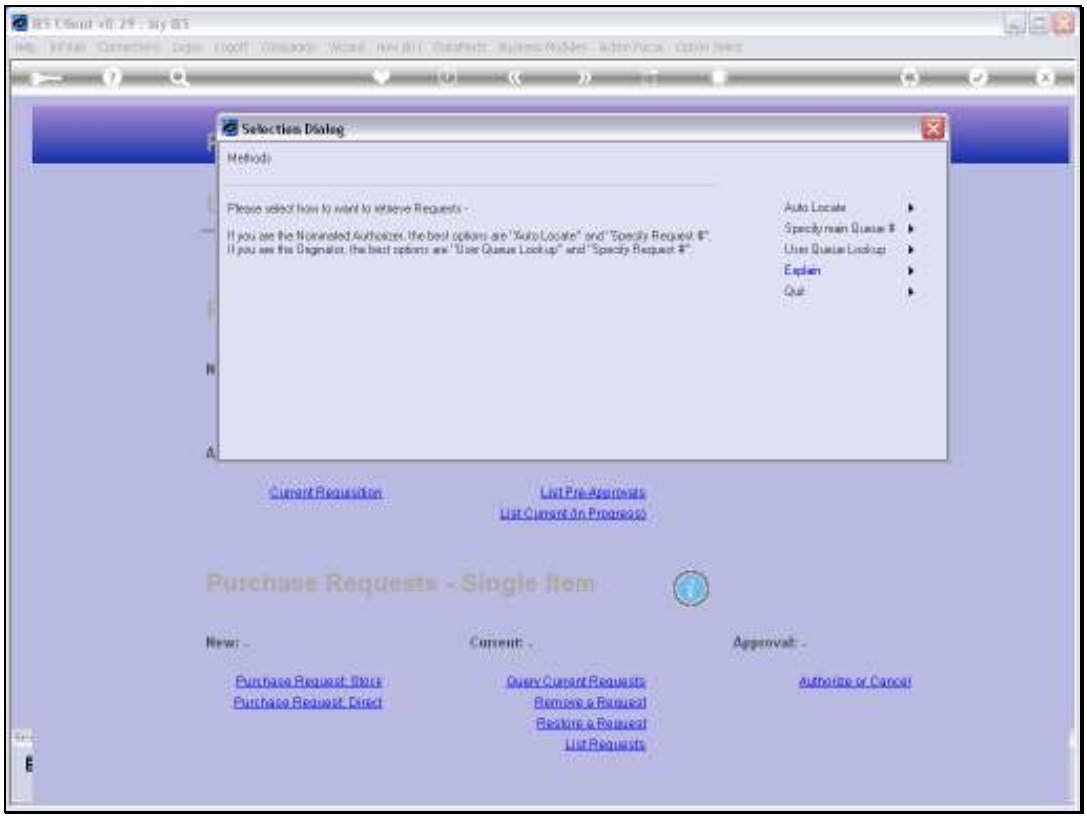


Slide 4

Slide notes:

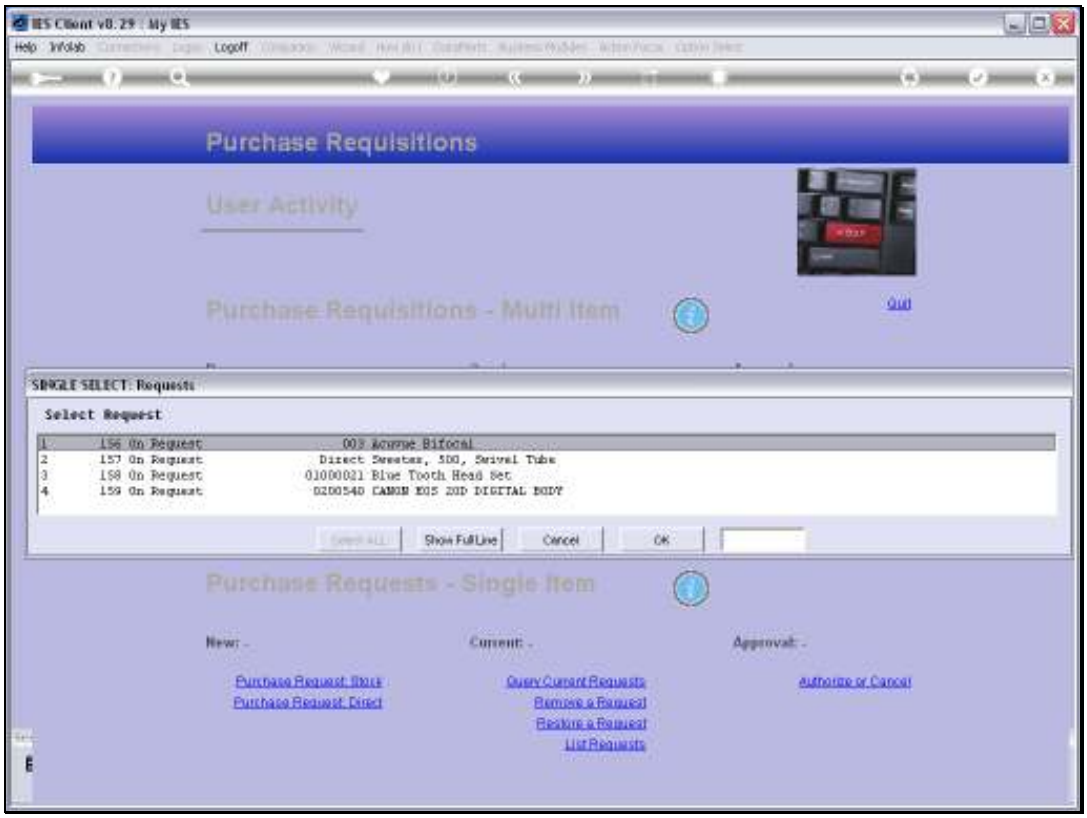


Slide 5
Slide notes:

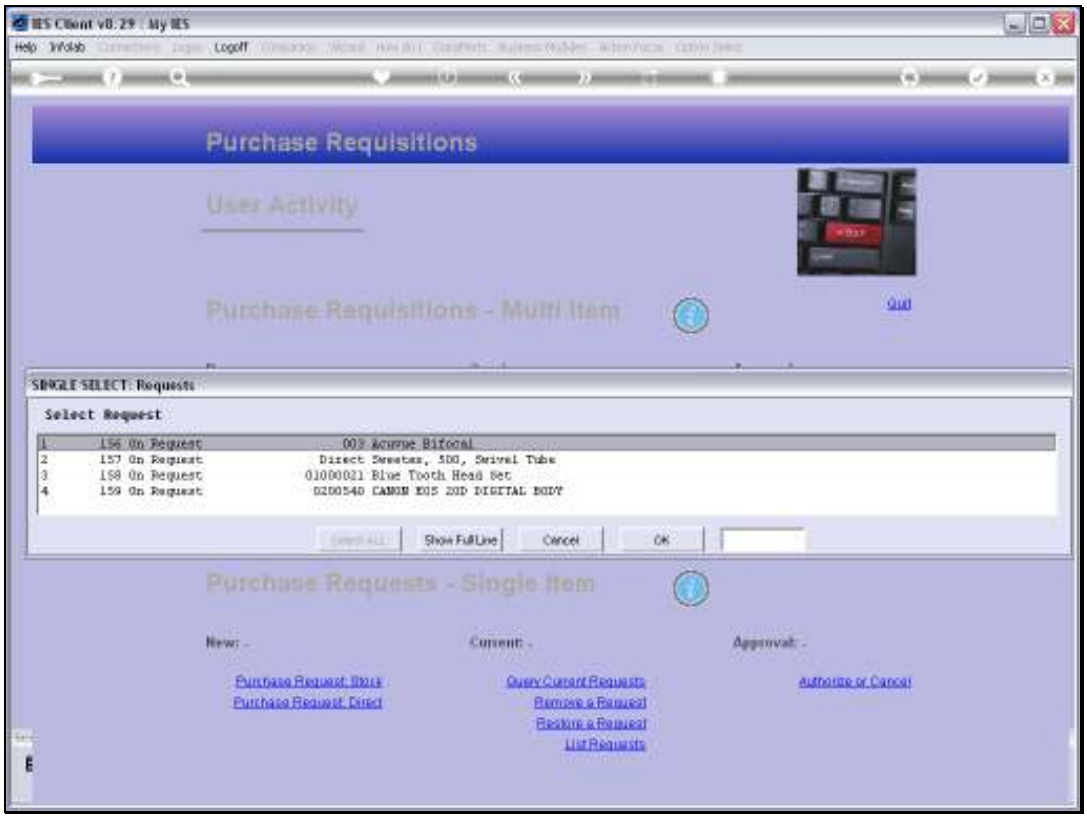


Slide 6

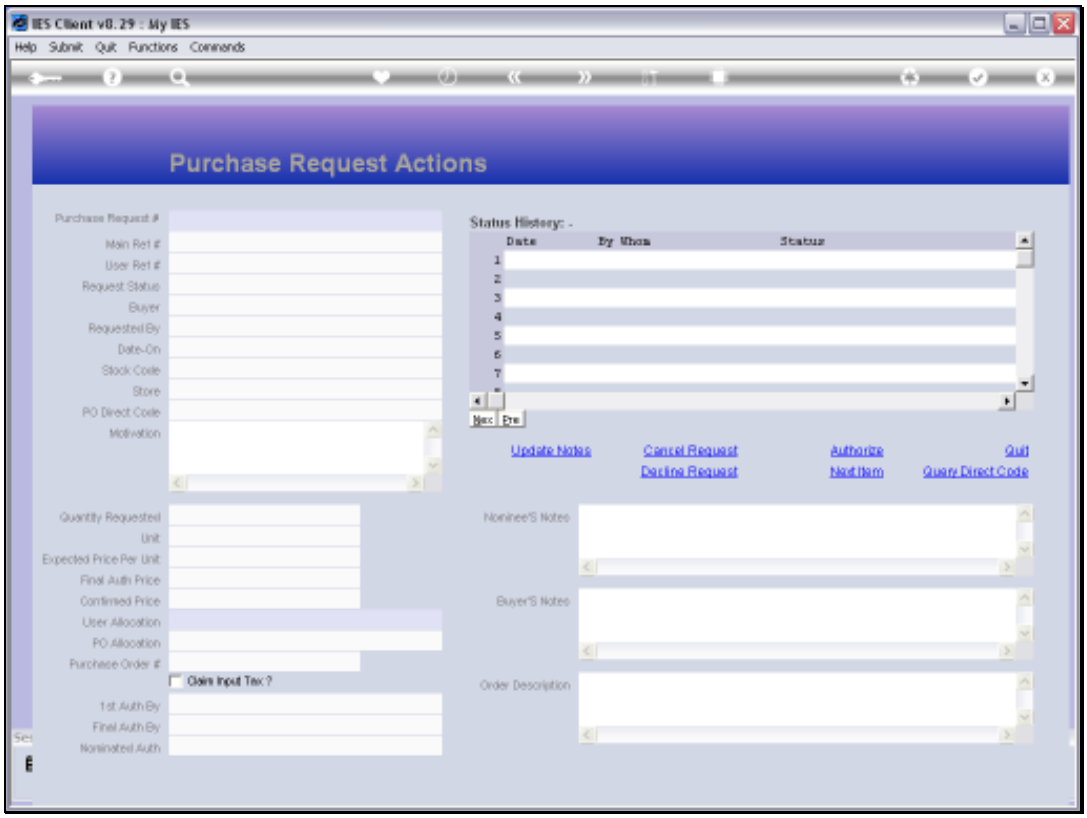
Slide notes: The easiest way to locate waiting Requests is to use the 'Auto Locate' option, as with this option the system will show all Purchase Requests awaiting authorization by this User.



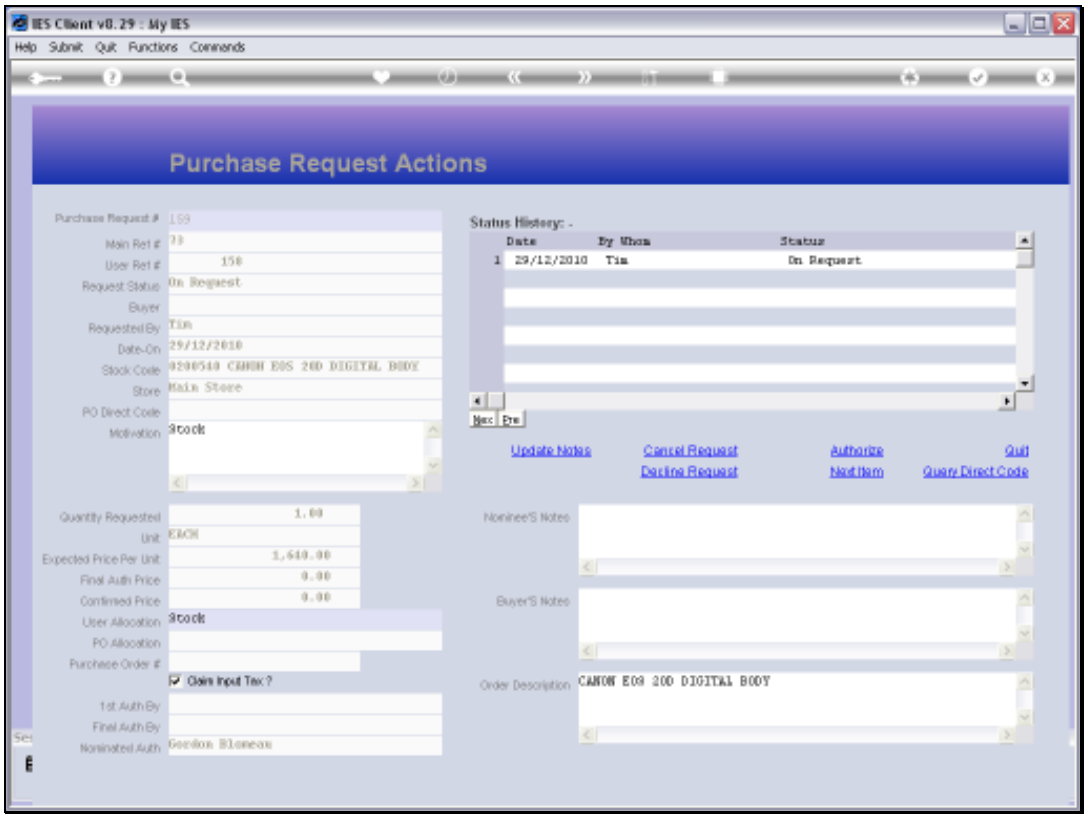
Slide 7
Slide notes:



Slide 8
Slide notes:

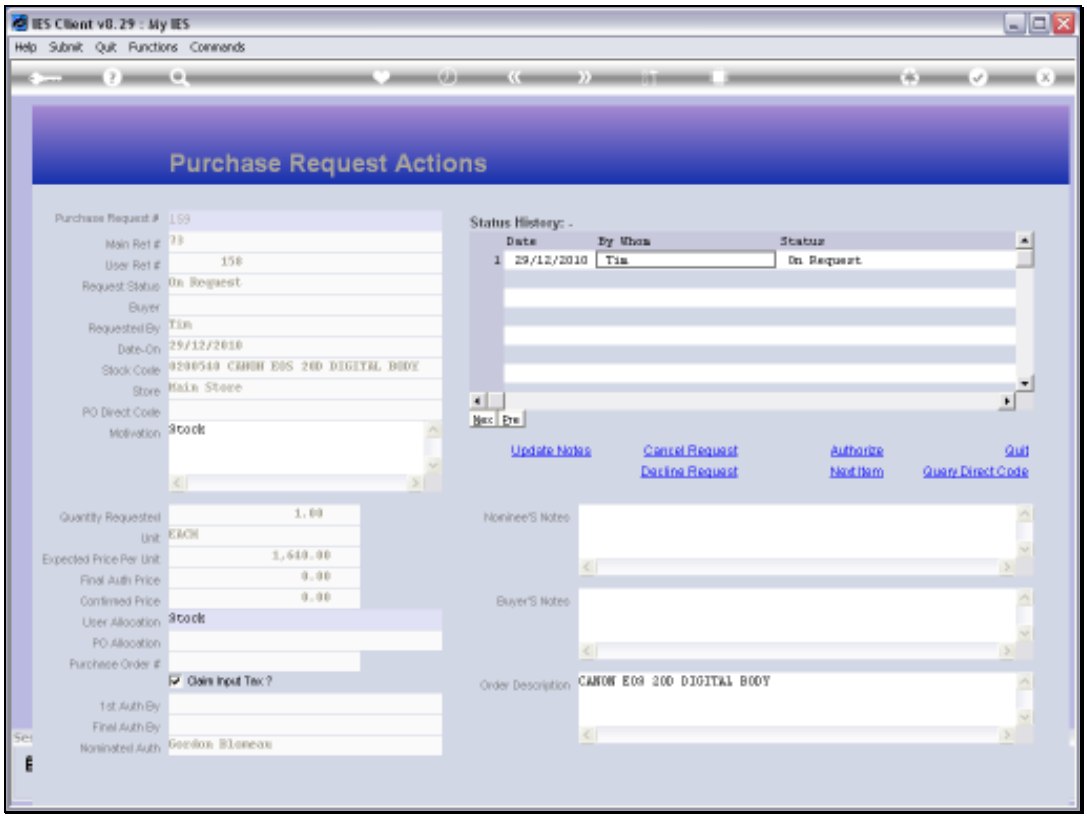


Slide 9
Slide notes:

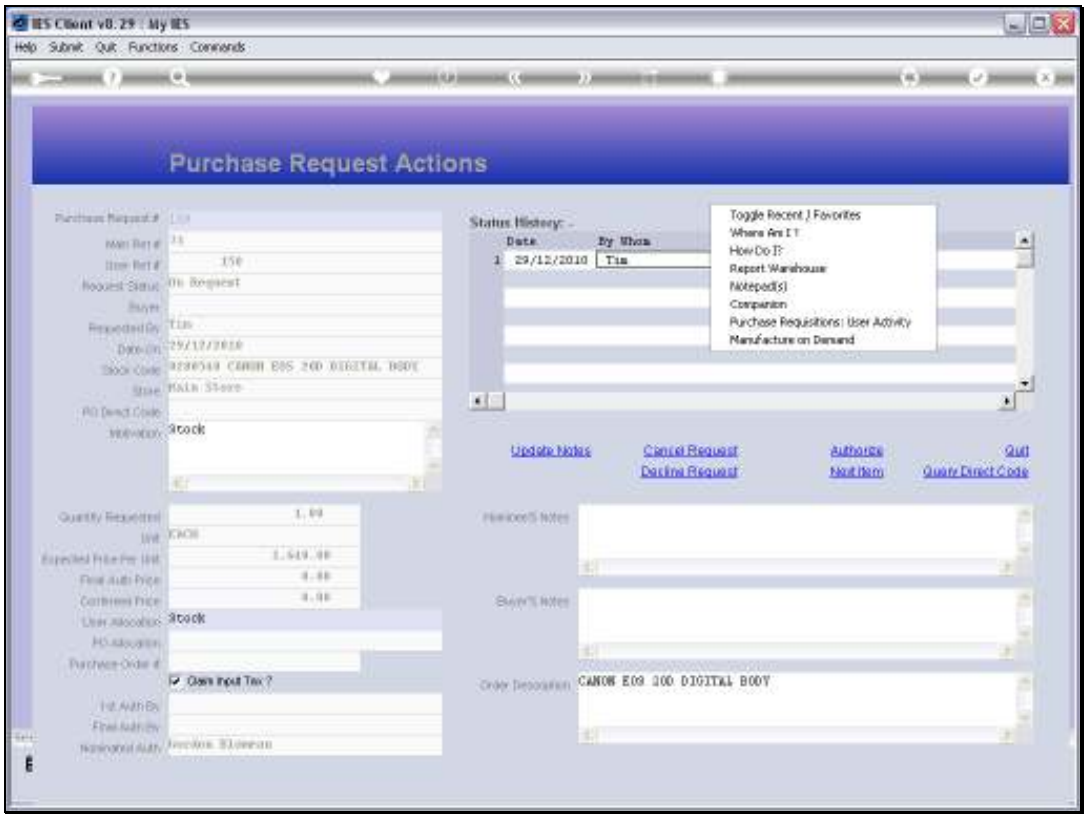


Slide 10

Slide notes: On the selected Purchase Request Item, we can see the current status is still 'On Request' from User Tim, i.e. the Item has not been approved yet.



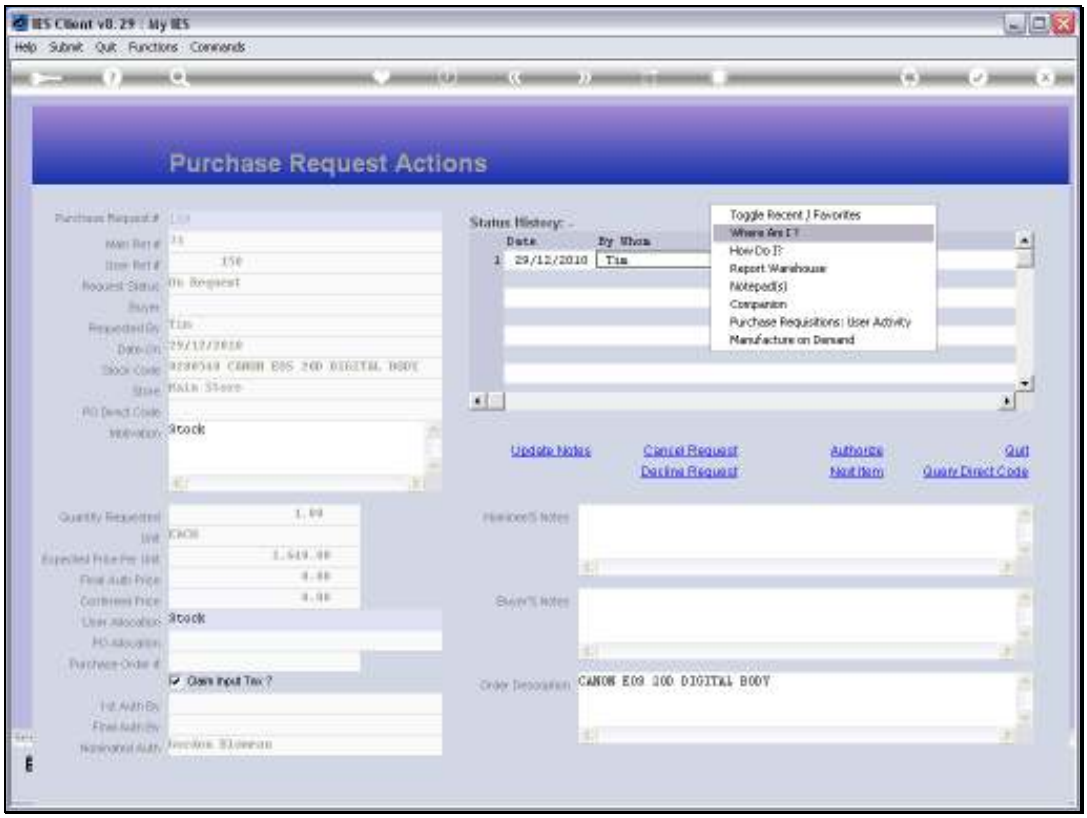
Slide 11
Slide notes:



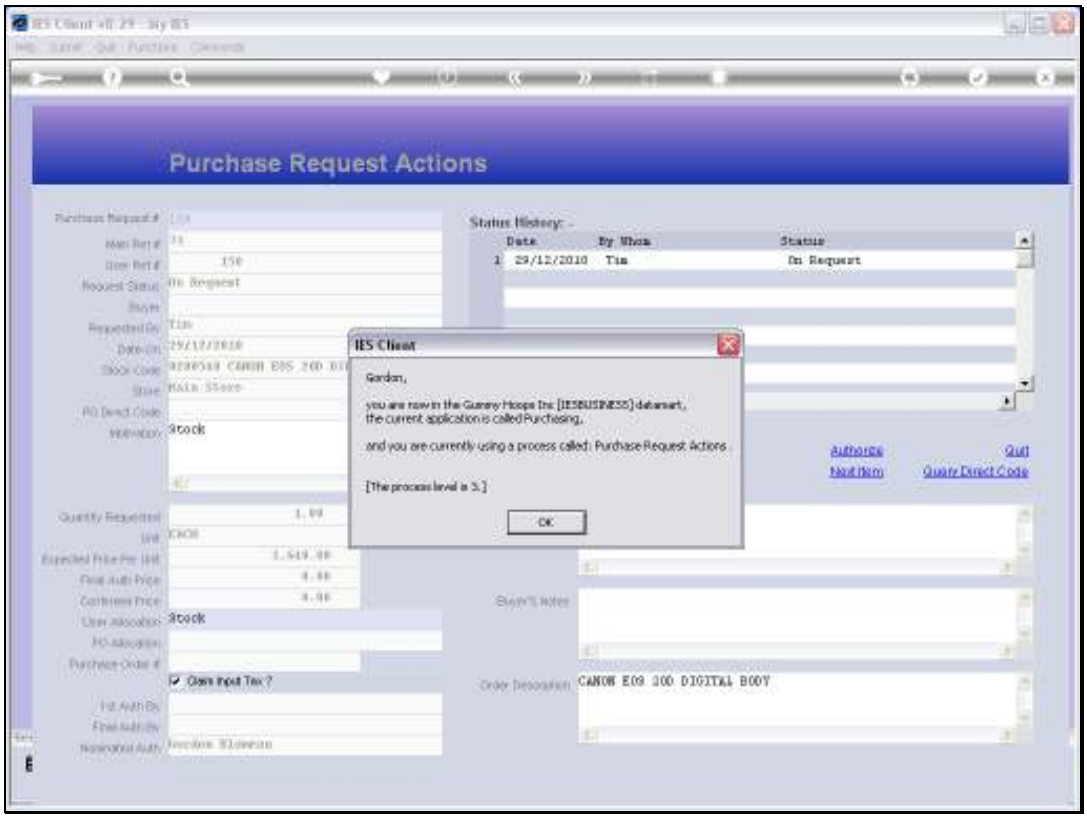
Slide 12

Slide notes: At the bottom of the screen,0n the left we can see that the nominated Authorizer is

Gordon.

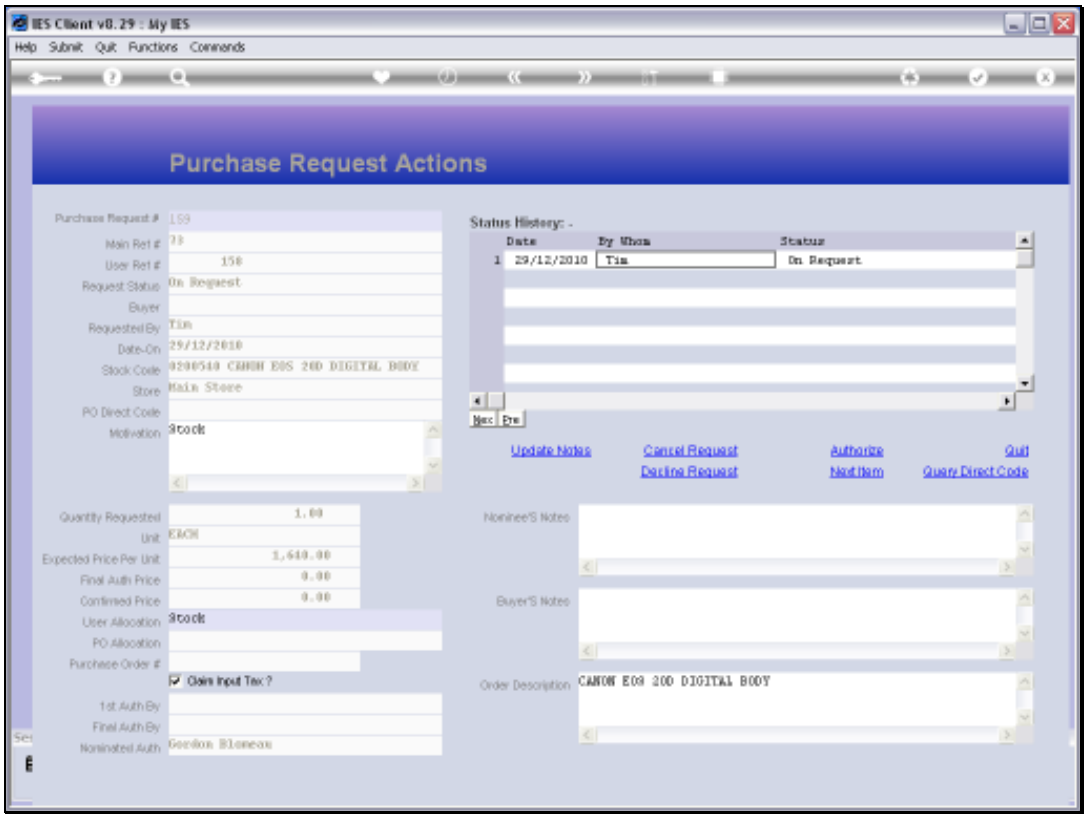


Slide 13
Slide notes:

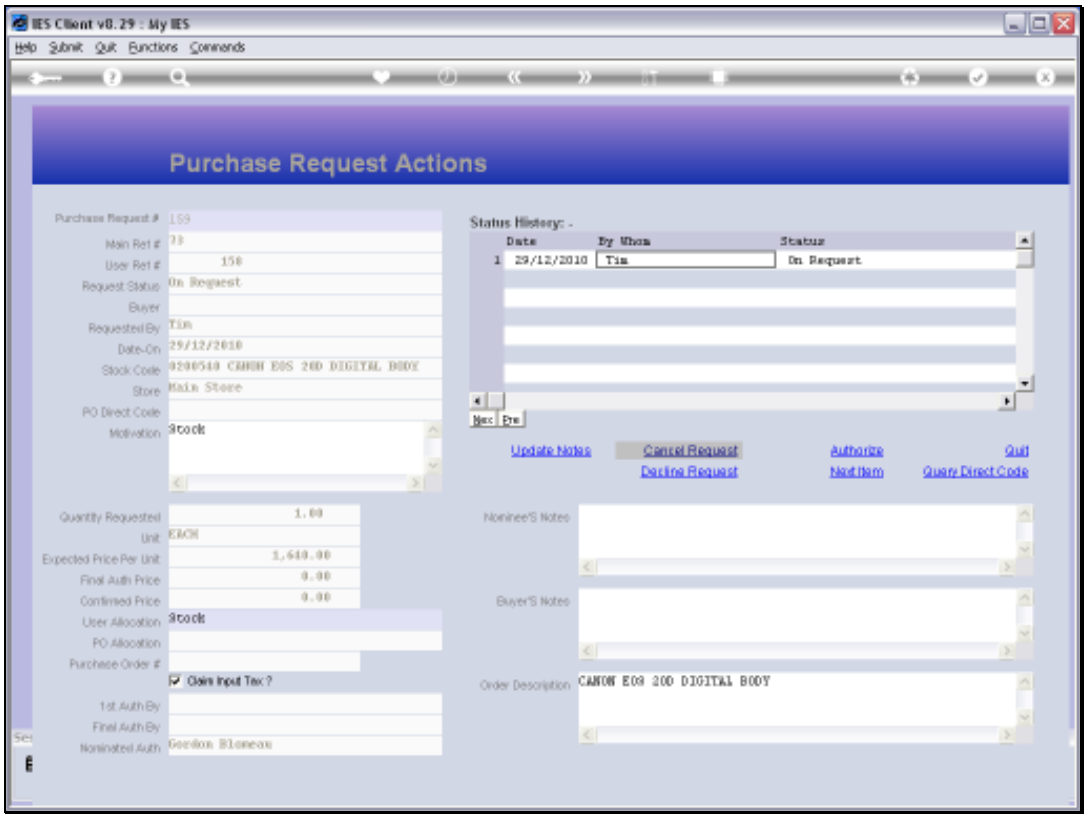


Slide 14

Slide notes: And the 'where am I' function shows that the current User is now Gordon. We are simply showing this to demonstrate why the Item has come up on Gordon's list of Purchase Requests awaiting authorization.

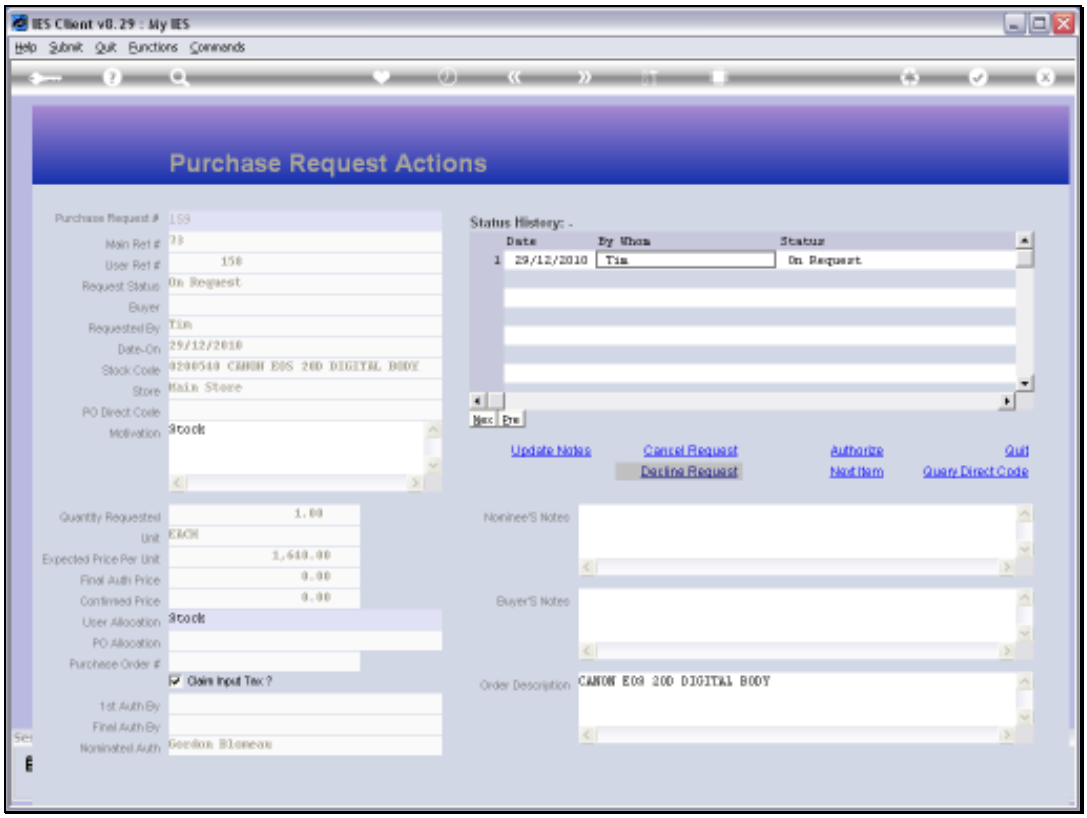


Slide 15
Slide notes:



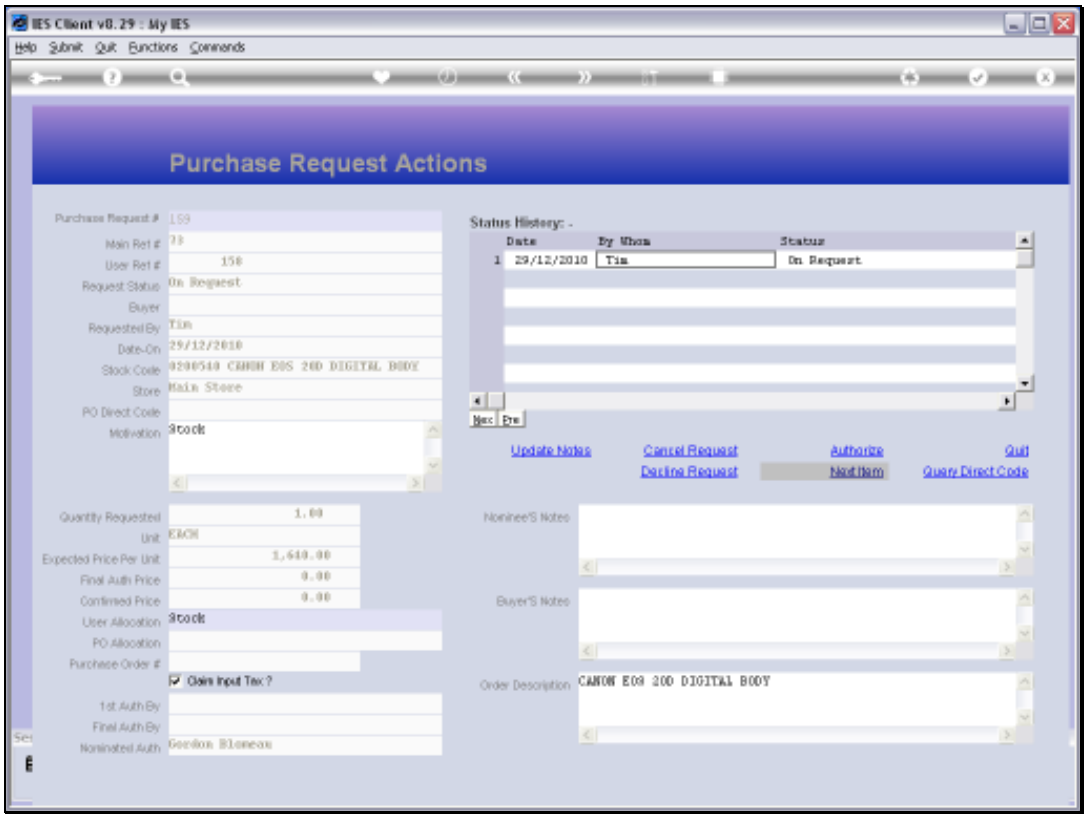
Slide 16

Slide notes: Gordon can decide to Cancel or Decline the Purchase Request, but hopefully will Authorize it instead.

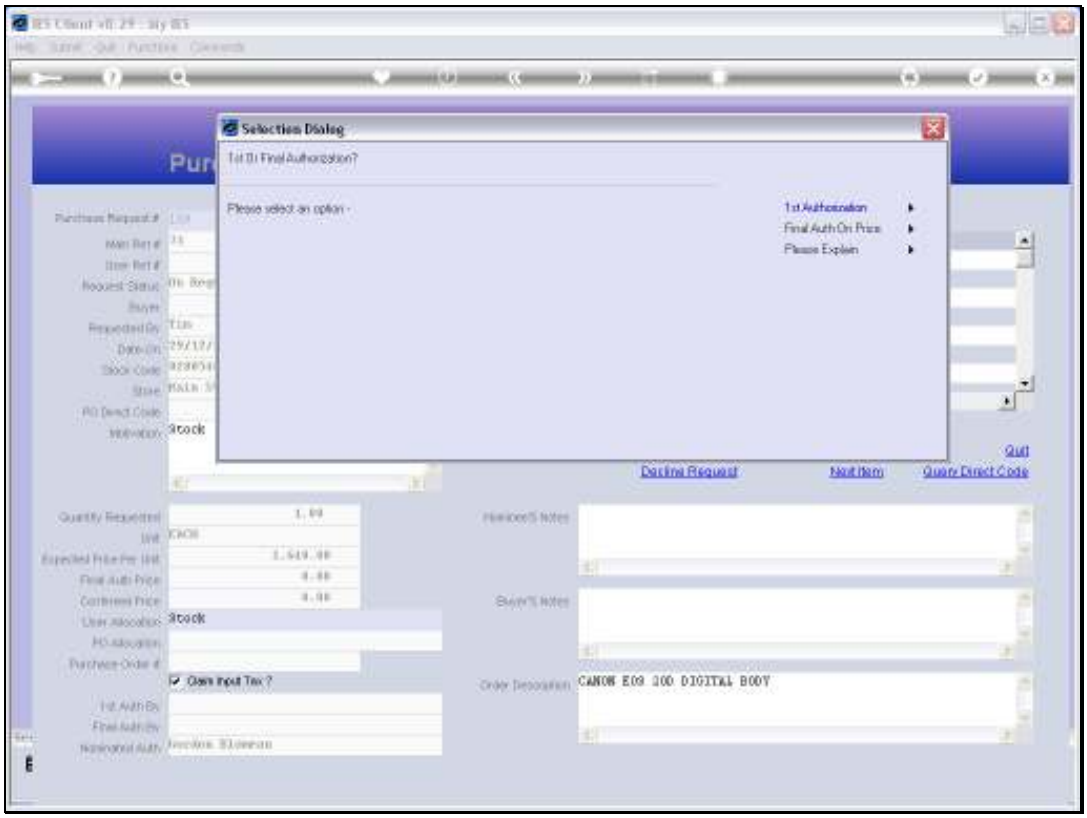


Slide 17

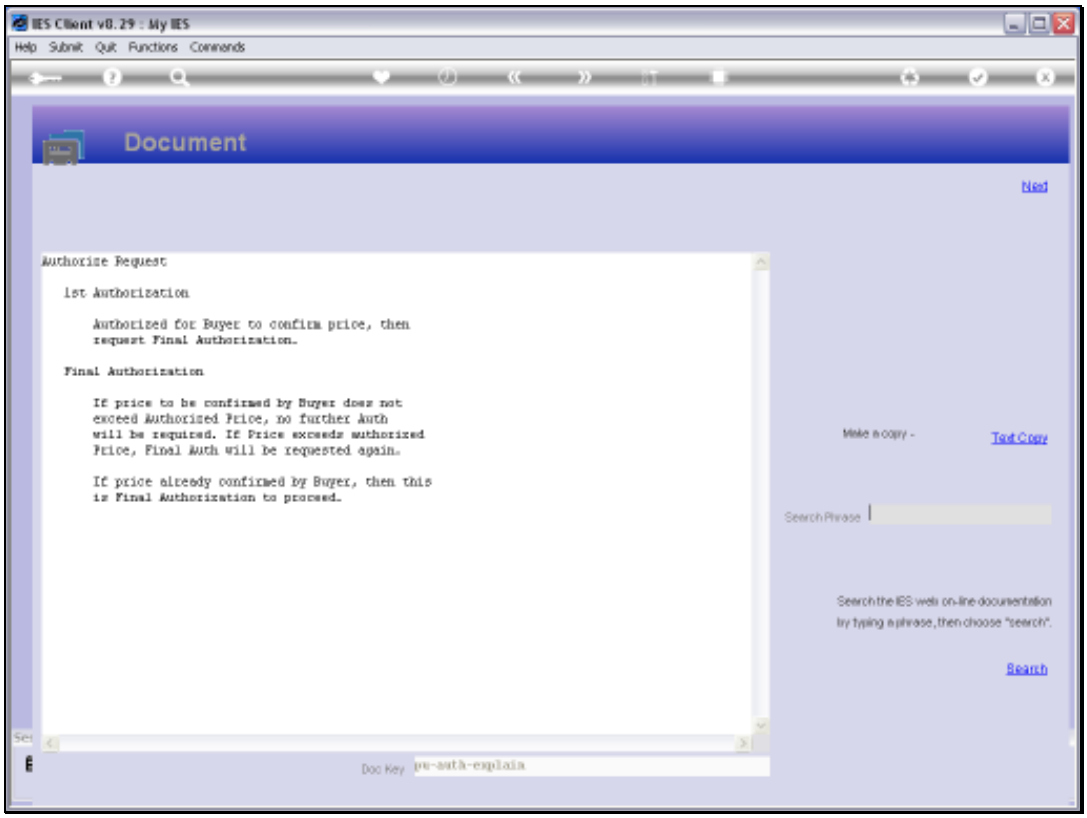
Slide notes: The Authorizer can also decide to leave this Item for later, and just choose 'Next Item' to skip this Item for the moment.



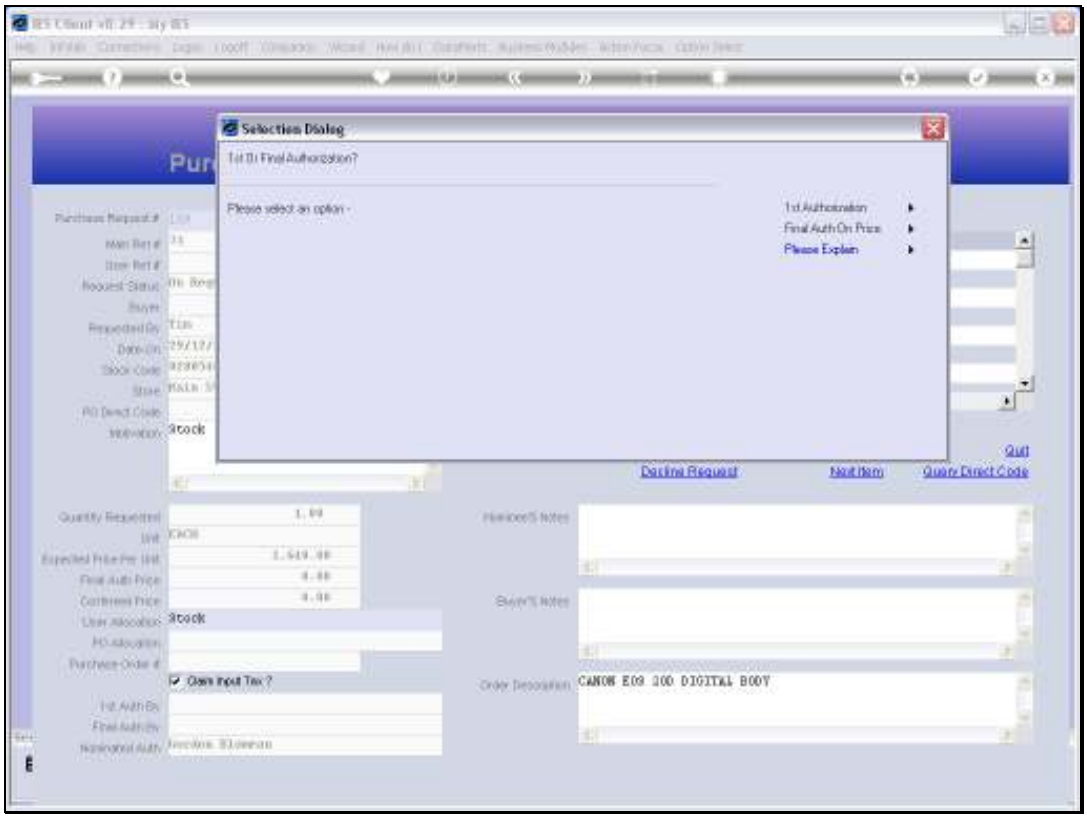
Slide 18
Slide notes:



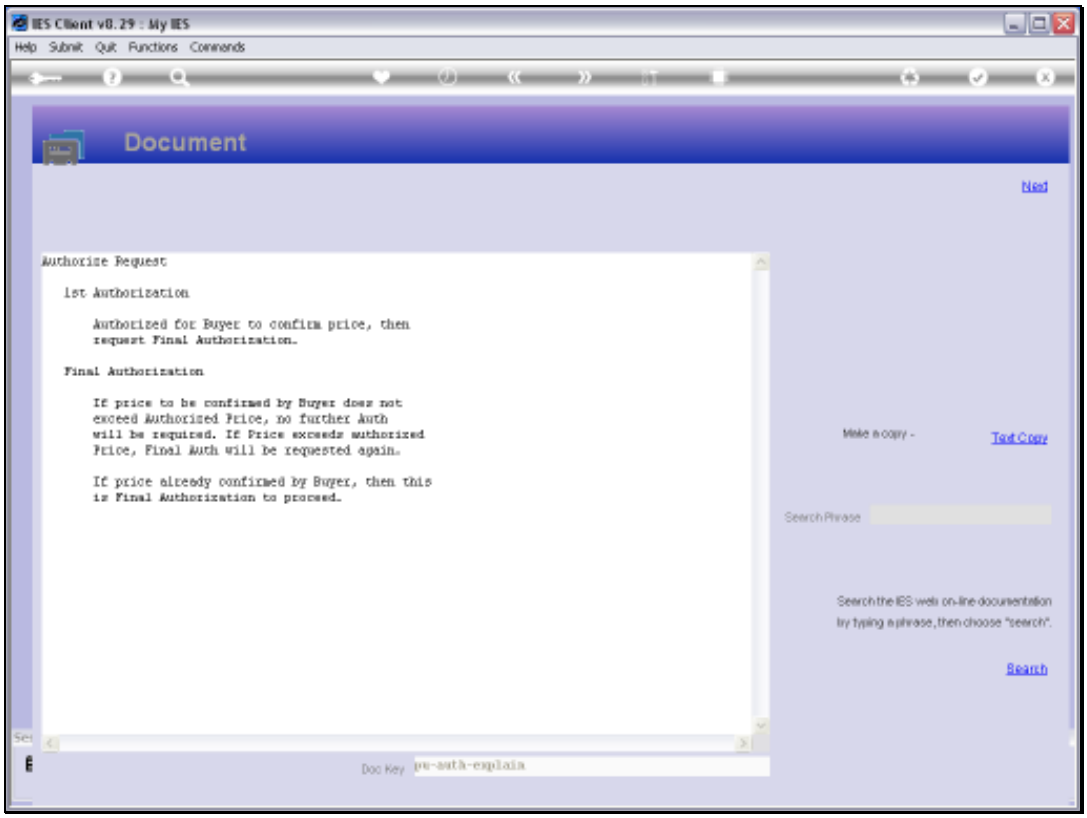
Slide 19
Slide notes:



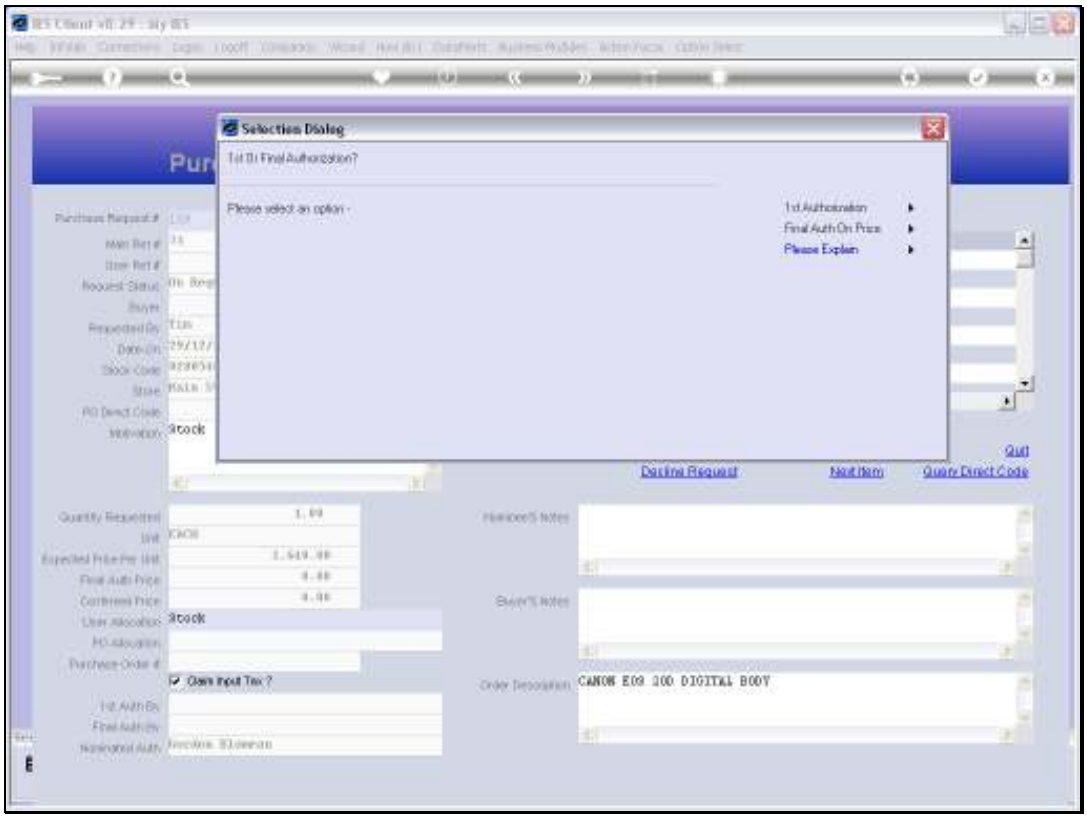
Slide 20
Slide notes:



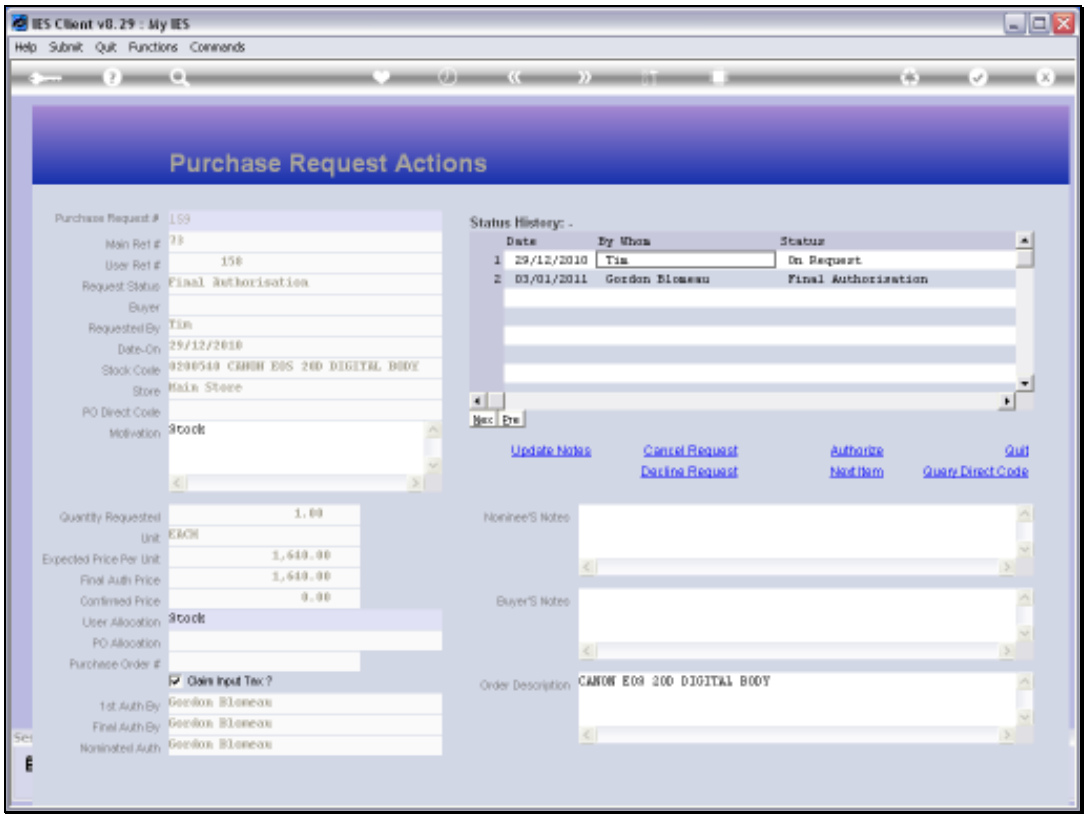
Slide 21
Slide notes:



Slide 22
Slide notes:

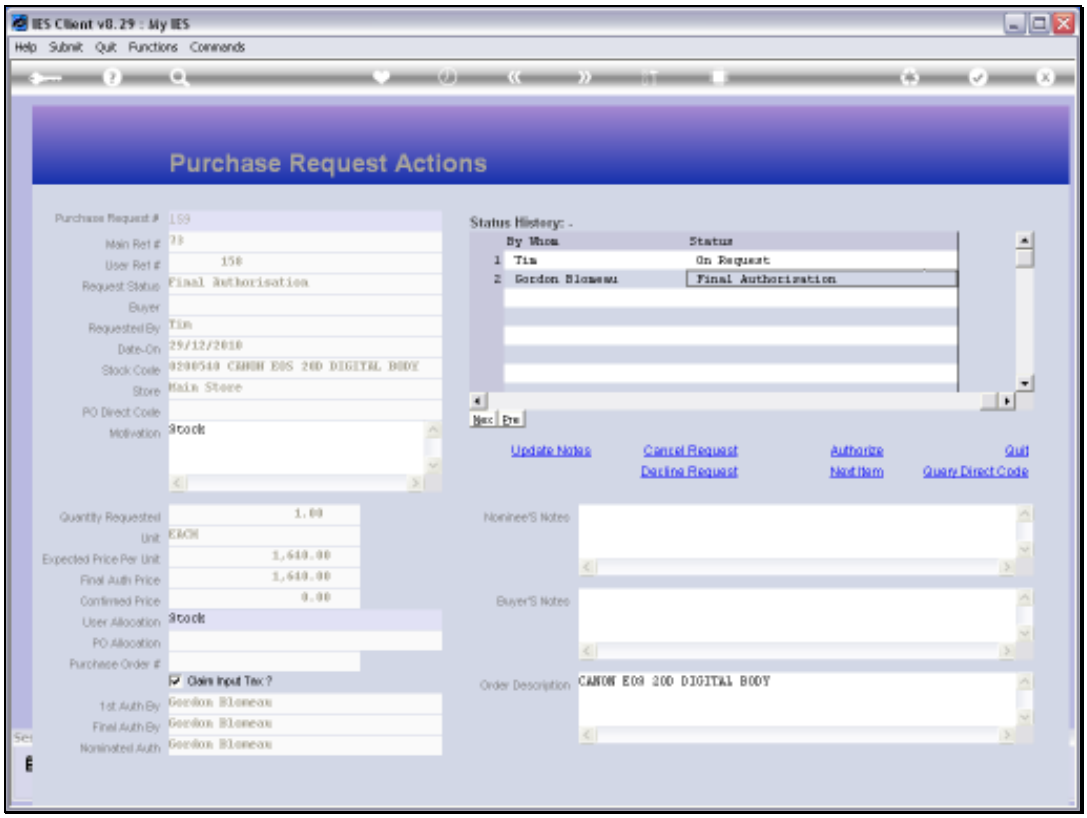


Slide 23
Slide notes:

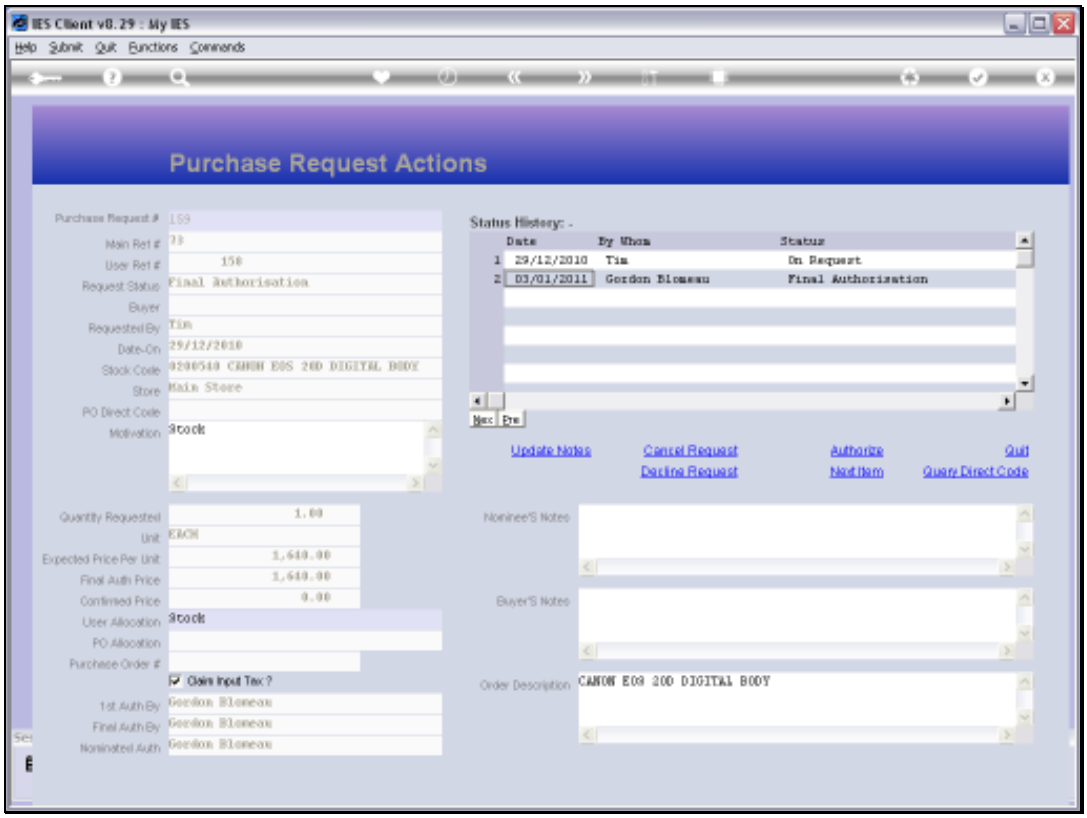


Slide 24

Slide notes: Once Gordon authorizes the Purchase Item, the status history is immediately updated, and in fact the Purchase Request will automatically move to Purchasing.

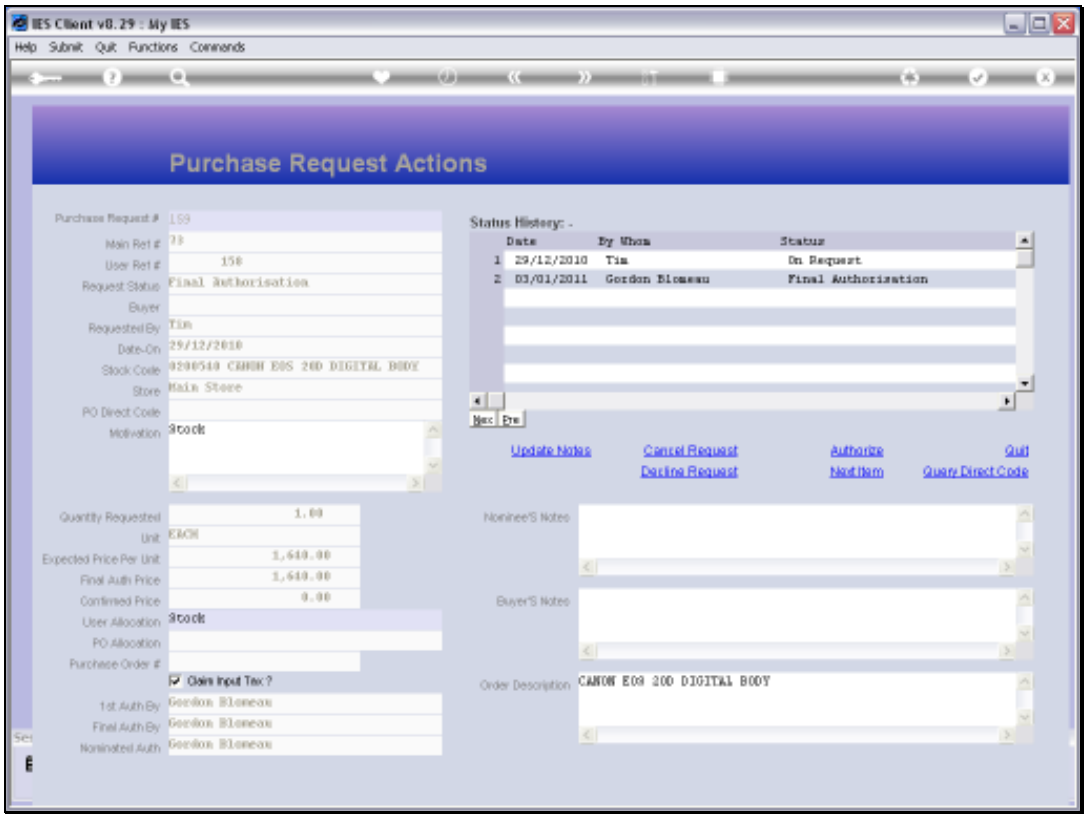


Slide 25
Slide notes:



Slide 26

Slide notes:



Slide 27

Slide notes:

Slide 28

Slide notes: Gordon can now continue with more authorizations, or can quit.

Slide 29
Slide notes:

Slide 30
Slide notes: