Annex 4

## Permissions

Below is a list of permissions the module checks before a user can take action:

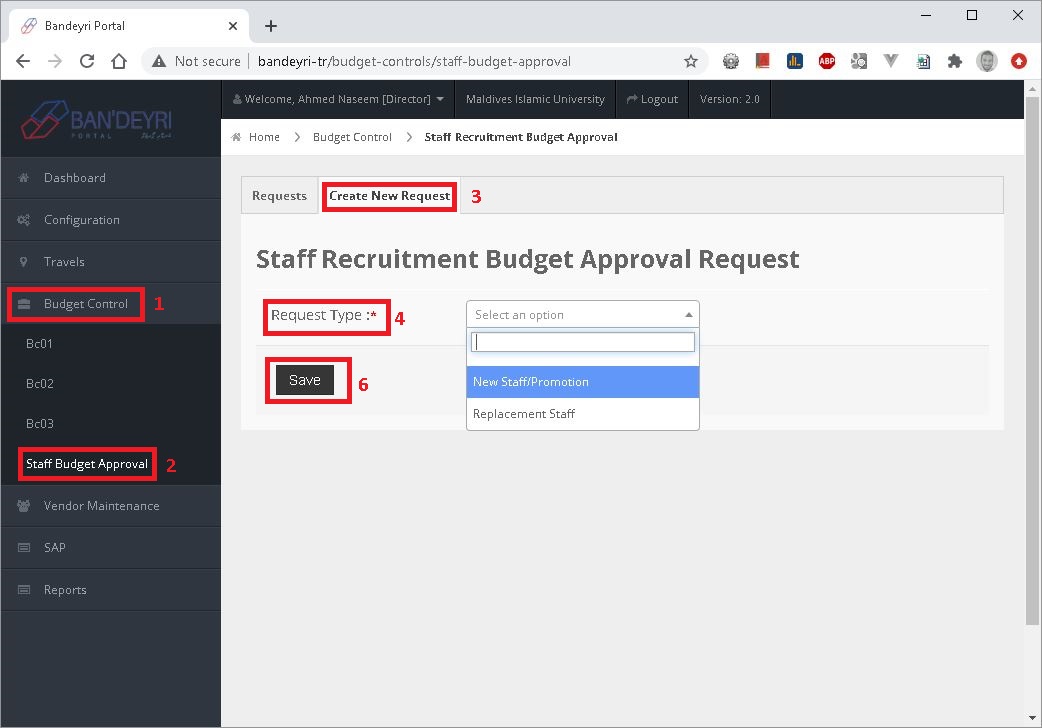
1. Create
2. Authorize
3. Check
4. Committee Decision
5. Approve

|  |  |
| --- | --- |
| Permission Level | Permission Name |
| 1 | Create |
| 2 | Authorize |
| 3 | Check |
| 4 | Committee Decision |
| 5 | Approve |

Even if a user has two or more permissions like Check and Committee Decision, only the lower level permission takes precedence.

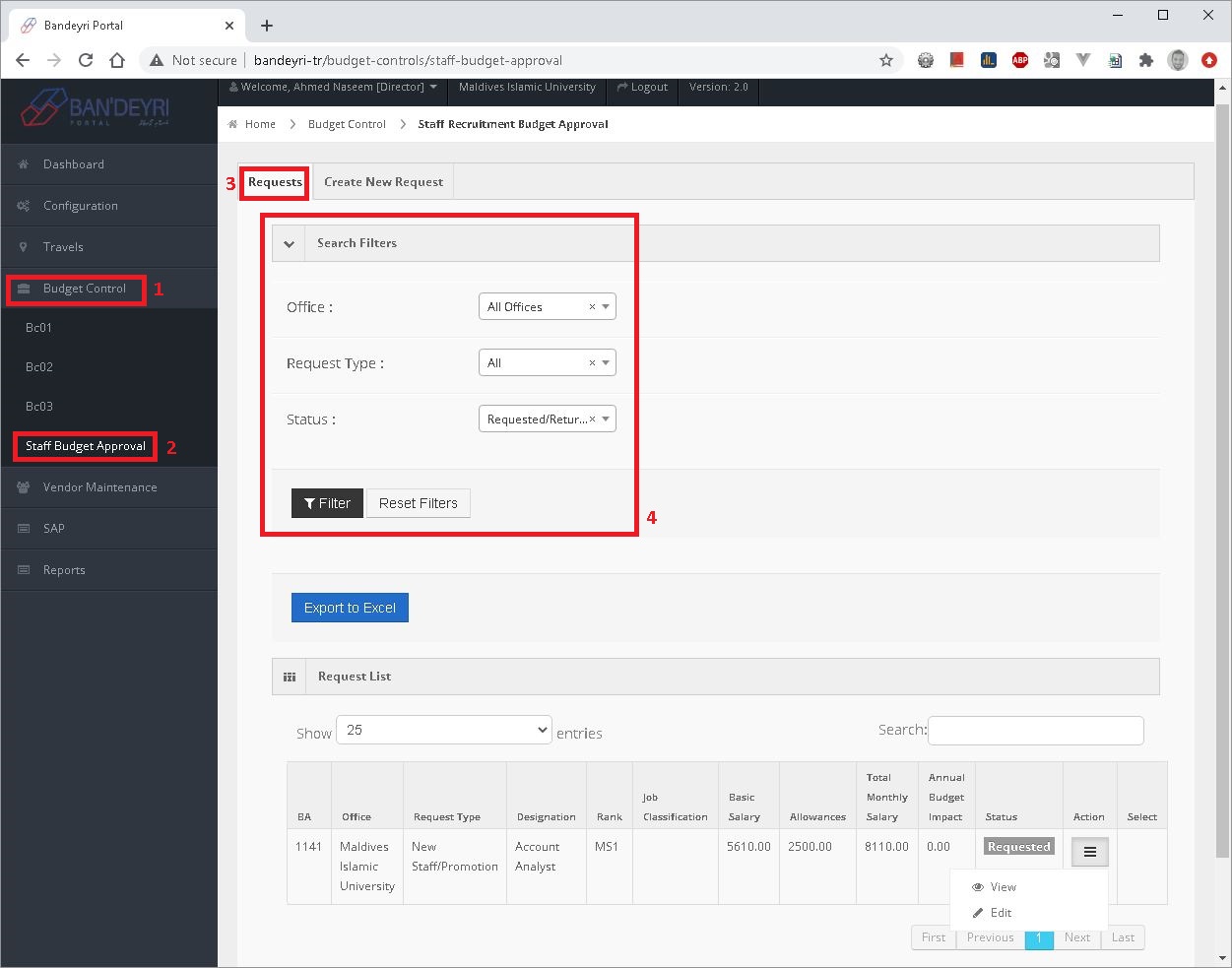
## How to submit a new request

1. Go to menu Budget Control.
2. Go to sub menu Staff Budget Approval.
3. Click Create New Request tab.
4. Select Request Type.
5. Fill out the form.
6. Click Save.



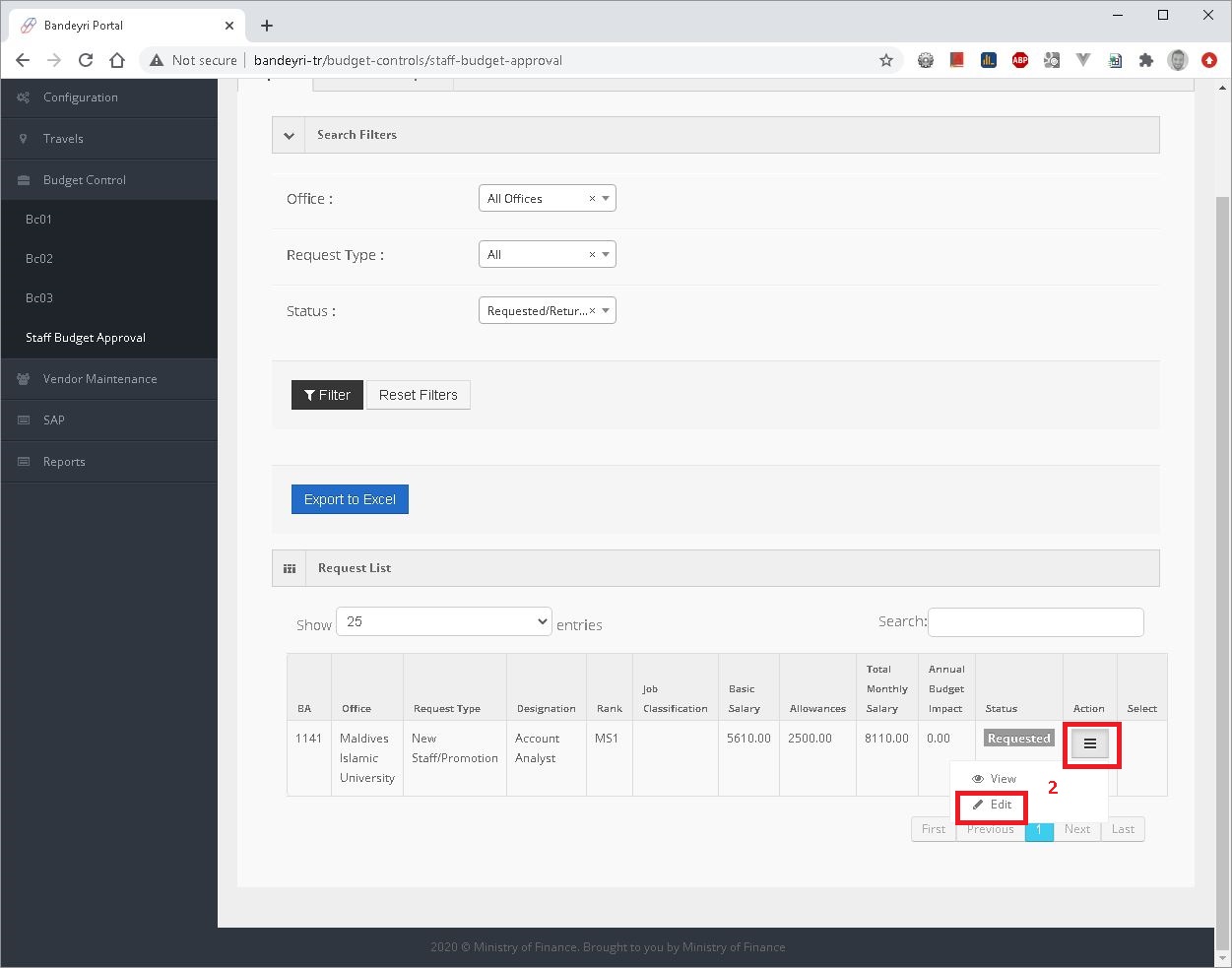
## How to view saved request

1. Go to menu Budget Control.
2. Go to sub menu Staff Budget Approval.
3. Click Requests tab if not already selected.
4. You can filter the list based on Office/sub-office, Request Type and Status.

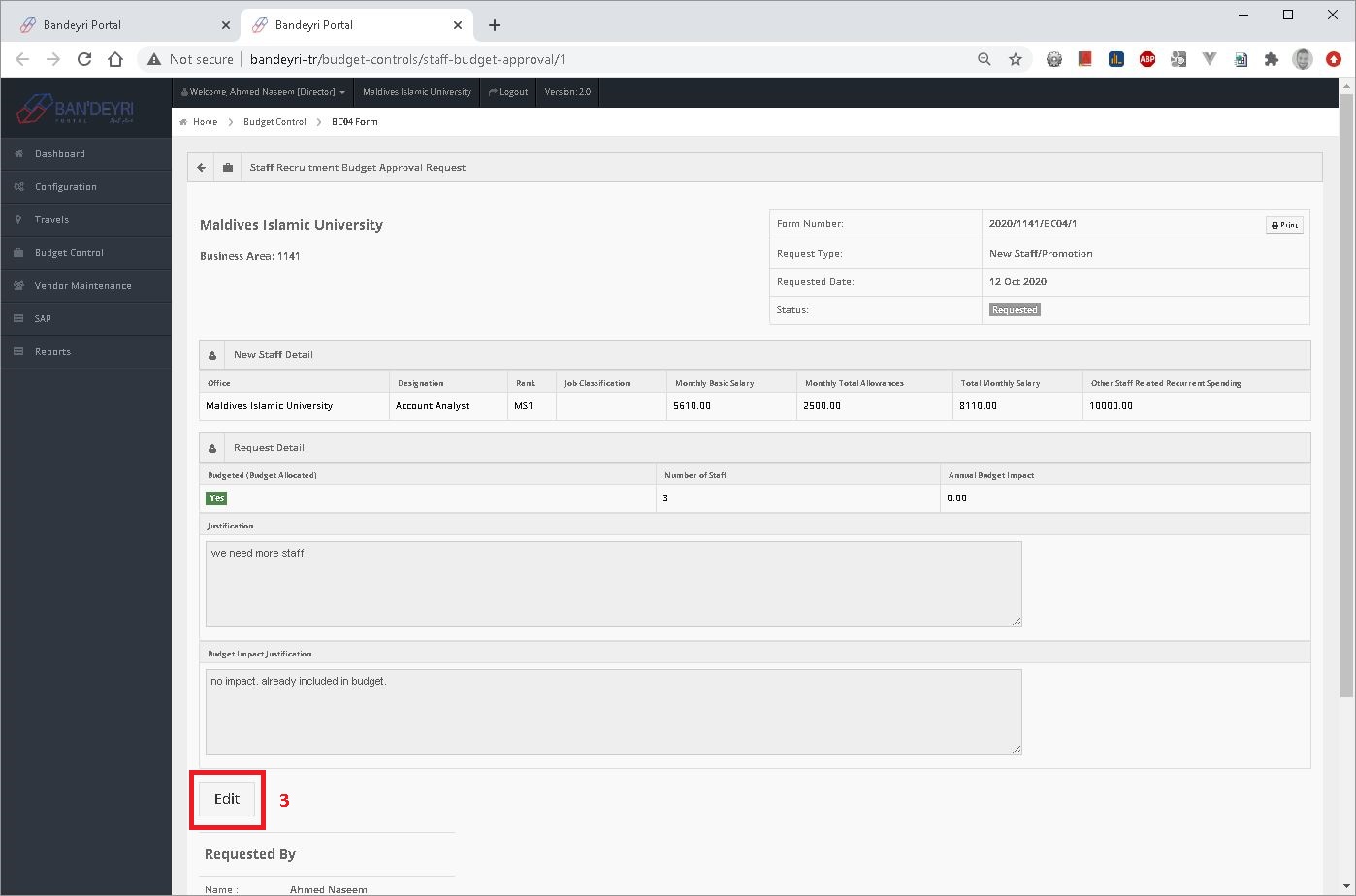


## How to edit a saved request

1. Requests in status “Requested” and “Returned for Review” can be edited/updated.
2. If you are viewing the request list, search for the request you want to edit, click Edit from Action column.



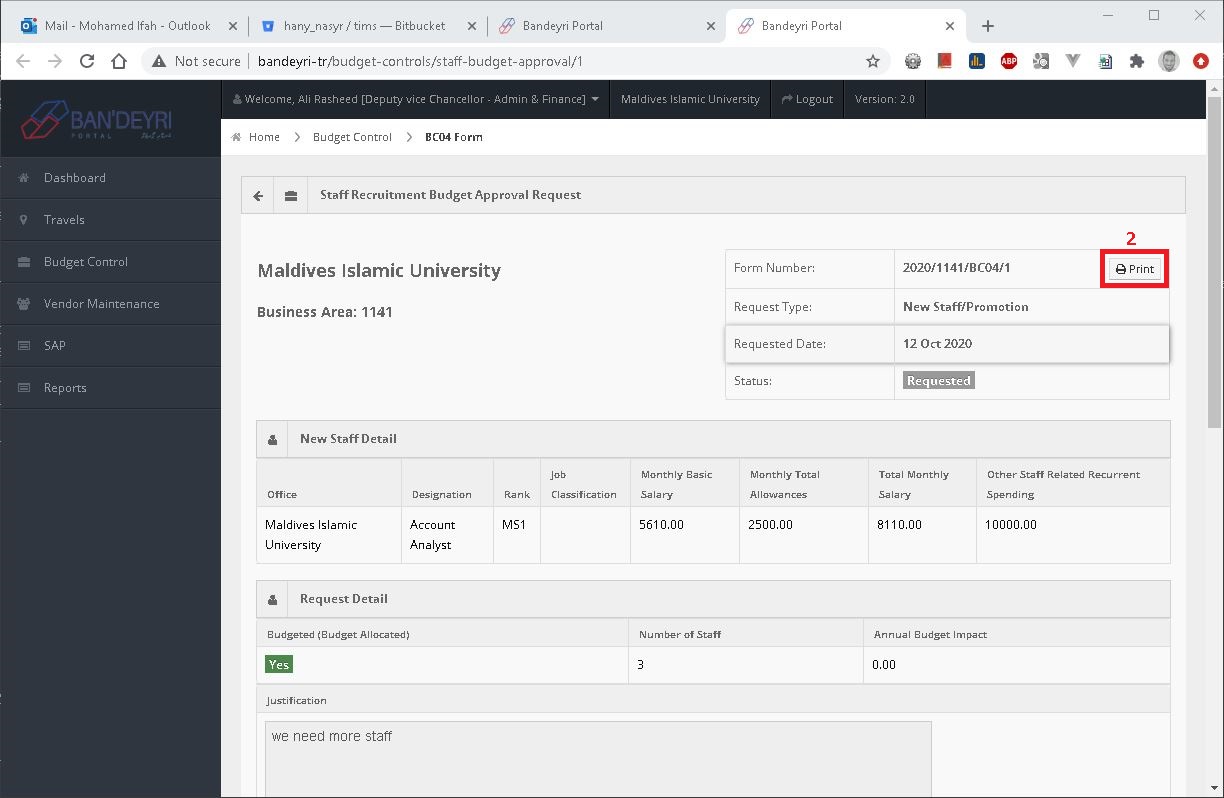
1. If you are viewing the request you want to edit, click the Edit button.



1. After making changes, click Update button.

## How to print or save as PDF a request

1. View/open the request you want to print.
2. Click the Print button.



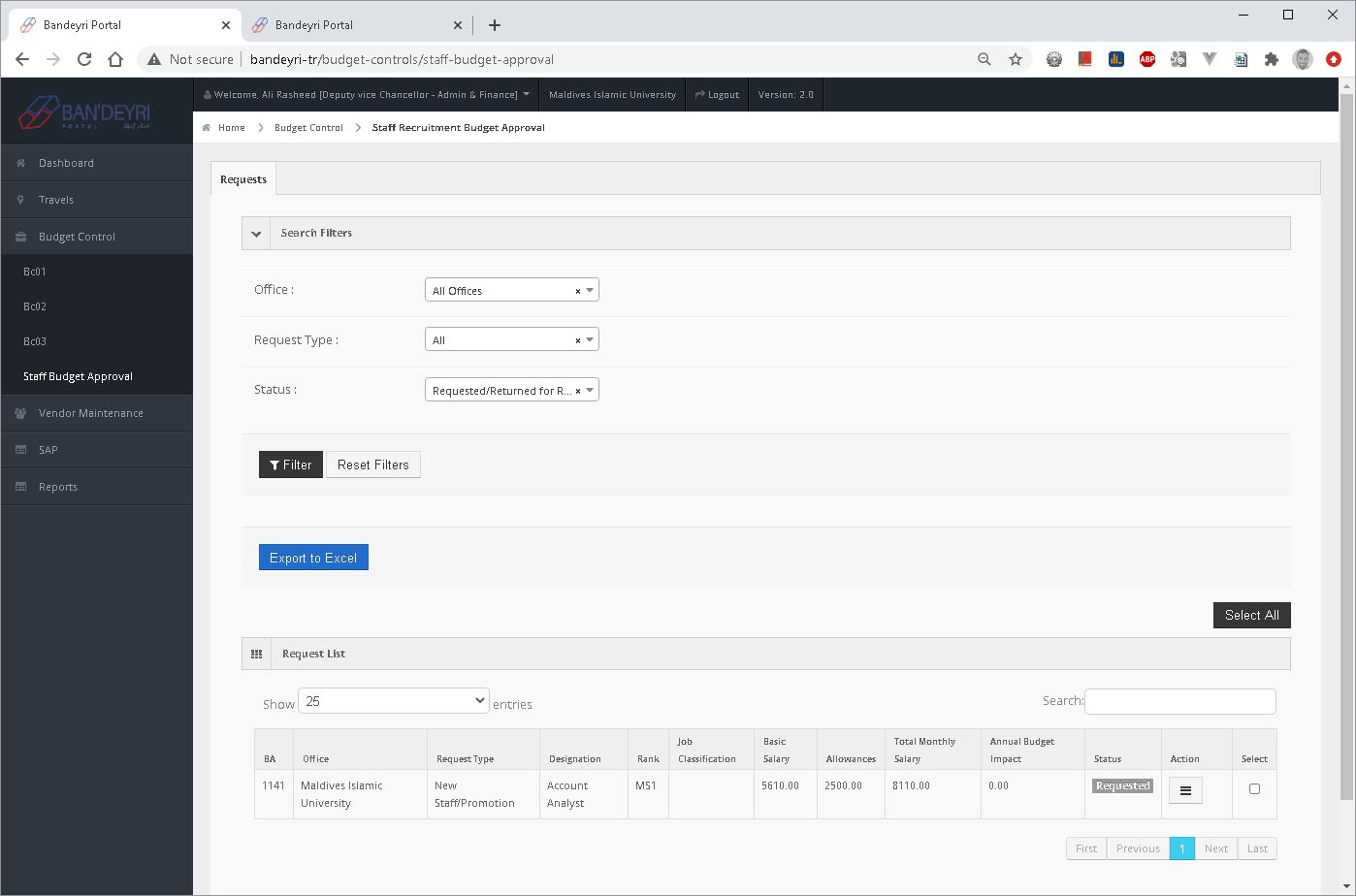
1. Adjust the page before printing or saving as PDF.

## Available Actions

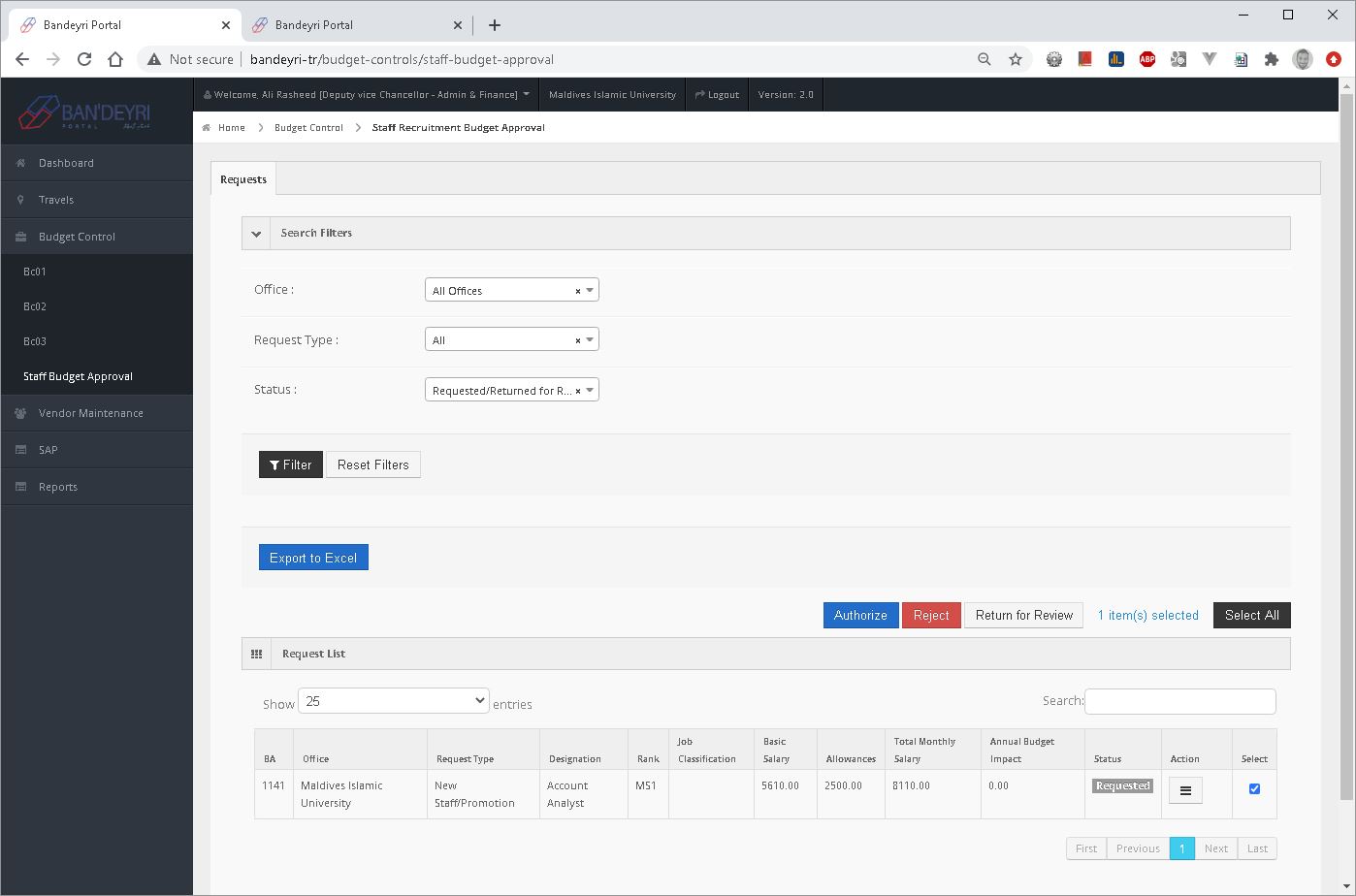
1. Authorize
2. Return for Review
3. Set as Checked
4. Set as Committee Approved
5. Set as MoF Approve
6. Return for Review
7. Reject

## How to take action on request(s)

1. If you are viewing the request list, click the checkbox in the Select column for items you want to authorize. You may click the Select All button if you want to select all.



1. When you select at least 1 item, the Authorize, Reject and Return for Review buttons will be visible. Click the action you want to take and click Yes when prompted for confirmation.



1. You can also view an individual request and click the available action buttons to take action.

## How to Export to Excel

1. Go to menu Budget Control.
2. Go to sub menu Staff Budget Approval.
3. Click Requests tab if not already selected.
4. You can filter the list based on Office/sub-office, Request Type and Status.
5. Click the Export to Excel button.

