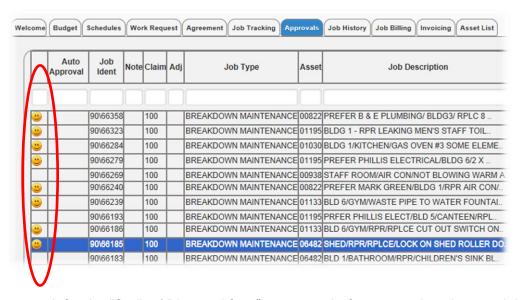


Work Instruction

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.



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.