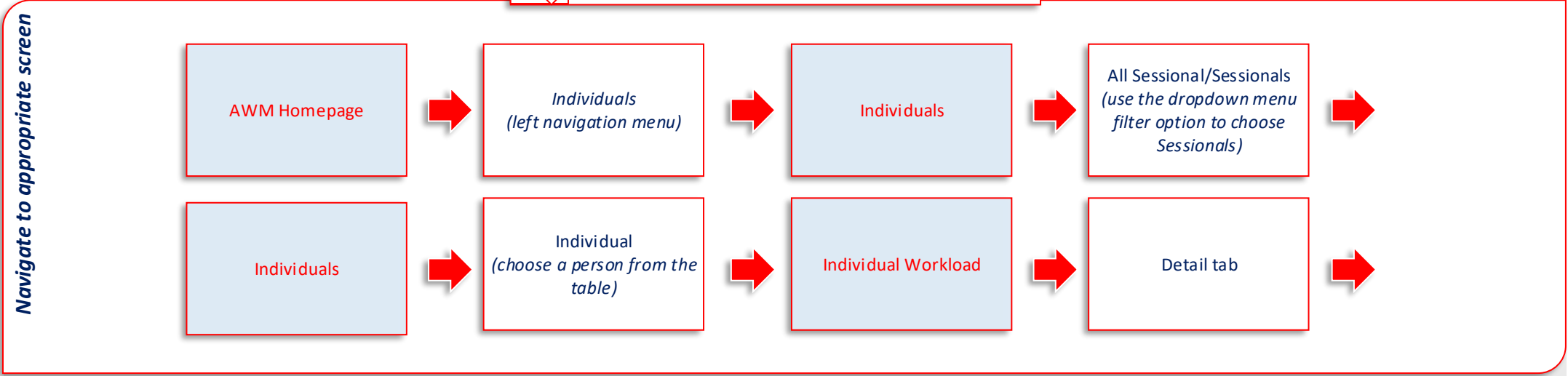


 **Move a Non-Sessional Work For to the Next Stage**



Key Factors to know when Entering Information

- To be able to move a Work For to the next stage you must have the correct approval (eg Planner).
- When moving from the Planning to the Checking Stage, the only Update Status option is Accept.
- There are three Update Status options for movement after the Planning stage – Revise, Reject, Accept.
- At each stage a dialogue box will appear giving you the opportunity to leave a comment. It is always a good idea to make a comment as it provides a history trail.
- Should the need arise that a Workload is Rejected, it is mandatory that a comment be made in the dialogue box.