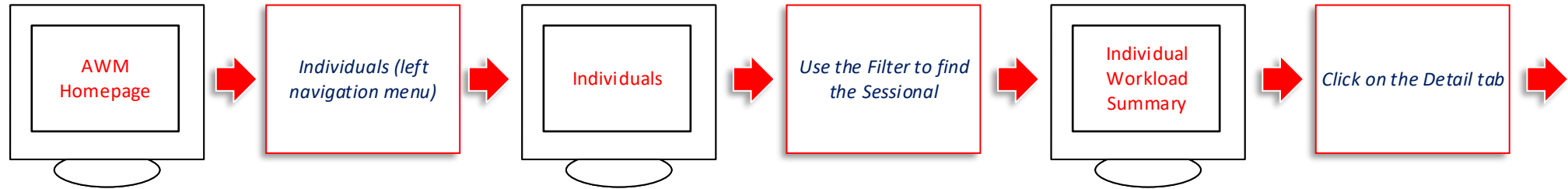




Move Planned Sessional Work to the Next Stage

Navigate to appropriate screen



Input Data



Key Factors to know when Entering Information

- It is advised to finish inputting all Work Items for a Sessional before moving to the next stage.
- Please ensure all stage approvals (eg Checker, Approver etc) have been allocated before moving work from the Planning stage.
- To be able to move a Work For to the next stage you must have the correct approval (eg Planner).
- Nothing will move unless the check box beside the Work For is ticked.
- When moving from stage to stage, choose the appropriate option under the Action Selected button.
- You can only move between stages from the Individual Workload Detail screen.
- The action of selecting the check box and selecting an 'Action Selected' option is the same for the first four stages that are needed to issue a contract.

Troubleshooting

- In the event that you are unable to click on the desired stage in Action Selected, make sure you have the correct authority to move work to the next stage (eg, if you are a Planner you will not be able to move the work from Checking to Approval).
- The system won't allow you to tick one of the check boxes – double check that all of the Work Fors that you wish to move to the next stage are in fact in the same 'Workload Status' (ie Planning or Checking etc).