



# Order Authorisation Set up and How To

---

V1.0

© Ethical Technology Ltd (trading as Ethitec) 2012. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission of Ethitec.

Ehitec - 37 Millstone Lane, Leicester, LE1 5JN  
Telephone 0116 2470806 (switch) or 0116 2555160 (support) - Fax 0116 2544172  
[www.ethitec.com](http://www.ethitec.com) - [support@ethitec.com](mailto:support@ethitec.com)

## Table of Contents

Introduction.....	3
Overview .....	3
Referrer Set Up .....	4
i. Referrer Category .....	4
ii. Availability .....	5
Adding an Order (requiring authorisation).....	6
Pre-Authorisation Review .....	6
Authorising an Order .....	7
Related System Settings.....	9
User Security Settings:.....	10

## **Introduction**

It may be allowable for referrers to request equipment outside of their ordering rights that then goes for authorisation. Authorisation may be provided by store-based personnel or by other referrers. If done by other referrers the authorising referrer must be able to order the item and must be allowed to authorise orders. There must be one authorising referrer at the same base, budgetholder or division as the users' current referrer (depending on how the system is set up) for them to be allowed to order the item.

## **Overview**

When a referrer logs in they may opt to have their Event viewer pop up; if there are orders that have been placed and require this referrer to authorise these will show as outstanding events and thus be brought to their attention. The actual authorisation is done using the Authorisation Pending report; this will allocate stock if it is possible, and may prompt for a journey to be chosen if this is part of the referrer's usual workflow. If the order is not approved, the referrer can send an event back to the original referrer or can simply cancel the order giving a cancellation reason.



Items can be set specifically as requiring authorisation. This is done by using Update on the referrer category screen, by selecting the items row and ticking the "NeedsAuth" box or to give rights to authorise all items client on the header row.

Code: BASIC  
 Active: Yes  
 Subcode:  
 Desc: extended basic  
 Max Value: 0

Add Item / Item Category

Item Code From:   
 Item Code To:   
 Item Category:   
 Ref List Copy From:  Sub Cat:   
 Authorisation Required: No

Description	Category	Remove	Needs Auth?
another emergency charge		<input type="checkbox"/>	<input type="checkbox"/>
BarrettK10 15 X 17 - GAA2	bat	<input type="checkbox"/>	<input type="checkbox"/>
BarrettK10 15 X 17 - GAA2	bat	<input type="checkbox"/>	<input type="checkbox"/>
BarrettK10 15 X 17 - GAA2	bat	<input type="checkbox"/>	<input type="checkbox"/>
bath board	BAT	<input type="checkbox"/>	<input type="checkbox"/>
bath board ideas	bat	<input type="checkbox"/>	<input type="checkbox"/>

Rows highlighted in red require authorisation.

## ii. Availability

On the occasion where your authorising member of staff is on annual leave, a replacement can be nominated for a designated length of time.

From the authorisers referrer screen, go to the Web Setup. Enter the inclusive start and end dates into the Not Available From and Not Available Until fields. To nominate a replacement who will only be able to authorise for the specified length of time, enter their staff code in the highlighted setting, OAM: Can authorise if unavail, below:

Search Referrers | Add Referrer | Referrer Details | Budget Spend | Canorder | Web Setup | Audit

Referrer Details

Referrer Code: amb600 Name: Su  
 User ID: amb600 Email: lk  
 Active: yes Access To Stores: GI  
 Failed Logins: 0 Last Web Login: 25  
 Not Available From: 31/10/2015 Not Available Until: 19

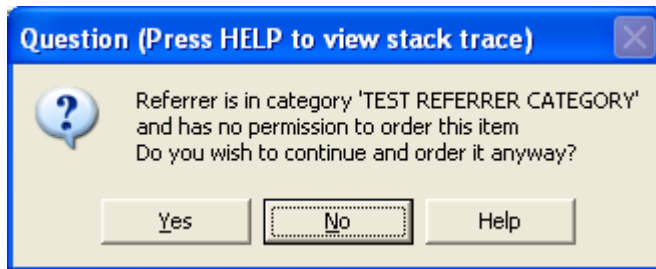
Configuration Options

Description	Value
Alias User Domain	
Alias User ID	
OAM: Can authorise if unavail (Comma Sep User List)	
OAM: Can Change Priorities	yes
OAM: Can Do Immediate Issues	no

The availability dates can also be changed through OOM, in the Authorisation Pending report. See point 5 below.

## **Adding an Order (requiring authorisation)**

When adding an order for an item which required authorisation in GUI, the user will be presented with this message box.

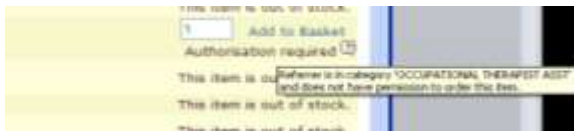


If they wish to continue ordering, they must confirm they have read the message and add their userid in the authorised box:



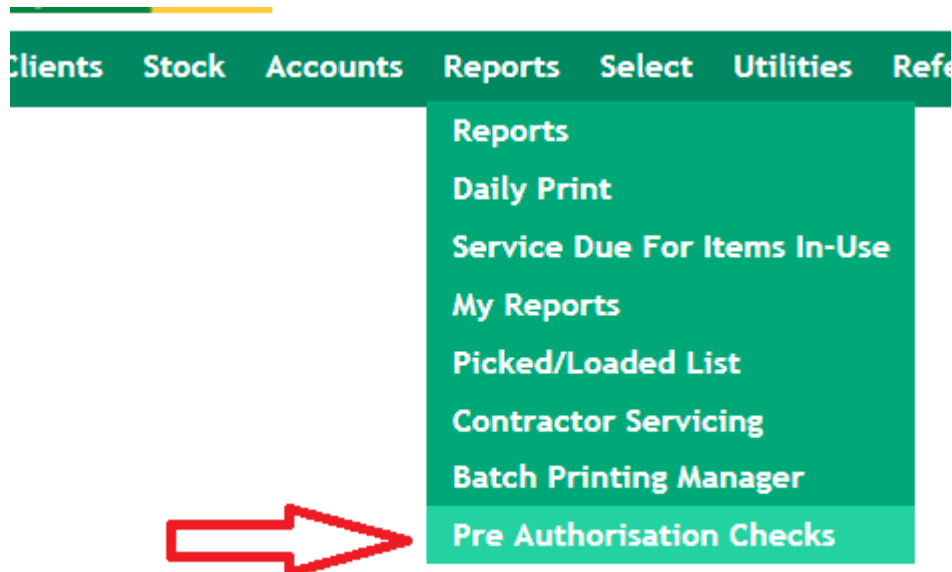
The order will then be added to the waitlist, and submitted for approval.

In OOM if the order requires authorisation, referrers will still be able to add it to the basket, but it will let them know that authorisation is required. Hovering over the tooltip icon with the mouse pointer will display the reason why.

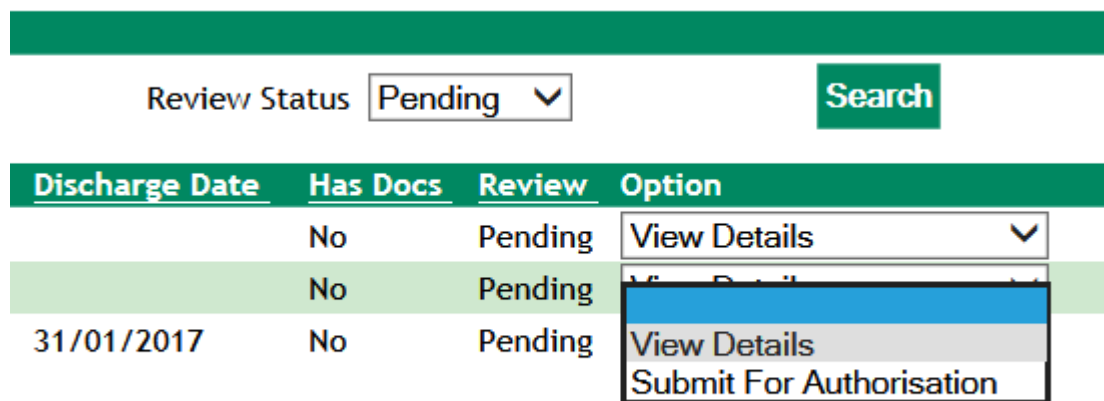


## **Pre-Authorisation Review**

Should a site wish to review orders before they are notified to the authorisers, a system flag WAuthPreCheck can be used. This will hold the code of a user-defined field for the order screen, followed by | and a comma-separated list of userids who may review the orders. This pre-authorisation review is done using the following screen from the web –



This allows the user to search for orders added between specified dates where they are still pending review, review has been completed, or all orders where authorisation is required. The user can review the orders/document details then use the Submit for Authorisation option if the order passes this review process. This will send out the notifications (emails and/or events) to the authorisers. The user-defined field on the order as per the system flag will be set to yes to show it has passed the review process.



The authorisers may notice the order in the authorisation pending report before it has been notified to them but it will show as still awaiting review.

### **Authorising an Order**

From GUI:

Use the authorisation pending report, Orders > Orders Reports > Interactive > Orders Pending Authorisation. From here you can authorise the order, add authorisation text, allocate or deallocate stock, book onto journeys etc.

Orders pending authorisation

Issued from	Client Code	OrdNo	Item	Description	Qty	Req Date	Descr	Referrer	By
GLENDUP	TAY0008	134	ABC3	ident wheelchair 50	1	12/05/11		AMB600	
GLENDUP	TAY0008	133	5LNP	5L MON POWERED w/	1	12/05/11		AMB600	
IMPAN	WAR0116	235	H0001	Hoist additional	1	29/06/10		AMB600	
IMPAN	WAR0032	345	H0001	Hoist additional	1	25/01/11		BAK0003	
MANSTO	WAR0032	235	8W	8" Wheels	1	09/08/09		03_JW	
MANSTO	WAR0032	234	5LNP	5L MON POWERED w/	1	12/05/07		BAK0003	
MANSTO	TAY0008	46	AA-123	Test Identifiable Item	1	12/06/08		03_JW	
MANSTO	CD00029	80	8W	8" Wheels	1	27/01/09		ABC	
MANSTO	TAY0008	53	099119	5L ADA H/O Wheelchair	1	25/02/09		123ABC	
MANSTO	TAY0008	51	AFPOLLO	Appollo Wheelchair	1	25/02/09		112	
MANSTO	CD00029	87	8W	8" Wheels	1	14/07/09		ABC	
MANSTO	HL0002	4	8W	8" Wheels	1	20/08/09		BAK0003	
MANSTO	CD00029	178	BL	Hoist 20	1	20/12/10		000184	
MANSTO	TAY0021	1	ABC3	ident wheelchair 50	1	25/01/11		BAK0003	
MANSTO	CD00029	183	BL	Hoist 20	1	04/10/11		ABC	

AuthCode = "Client = ? Item = ?"

Search: [OK] [Cancel] [Client] [Details] [Print] [Email] [Refresh] [Authorise] [Edit]

Main Community Store

From Web/OOM:  
Use the Authorisation Pending Report, under Reports>Authorisation Pending.

ems-web

Store: Main Community Store

Authorise Orders

Availability for referrer amb600  
I am not available for authorisation between these dates:  
From: 01/01/12 To: 02/01/12  
[Update Date]

Search  
Show: Unauthorised [Search]

Client	Order Item	Description	Qty	Status	Booking Status	Referrer	Assess Date	Options
TAY0008 MISS LAURAV TAYLOR	113	8W	8" Wheels	1	wlist BK00008759 held 11/01/12	AMB600 ambler, susanna	17/04/12 (29/03/11)	
HL0002 MR HARRY HILL	4	8W	8" Wheels	1	wlist BK00007997 on jty 08/09/09(PM)	BAK0003 BAKER A,	17/04/12 (20/08/09)	
TAY0008 MISS LAURAV TAYLOR	112	ABC1	Abc Wheel chairs	1	wlist BK00008759 held 11/01/12	AMB600 ambler, susanna	17/04/12 (29/03/11)	
TAY0008 MISS LAURAV TAYLOR	111	12345678	alan test number	1	wlist BK00008759 held 11/01/12	AMB600 ambler, susanna	17/04/12 (29/03/11)	
WAR0116 MR DAVID WARF	235	H0001	Hoist additional	1	wlist ?	AMB600 ambler, susanna	29/06/10	To Be Authorised
GAB0002 MR TEST GABE	26	B001	bath "board"	1	wlist BK00006873 waitlist	AMB600 ambler, susanna	26/10/11	To Be Authorised
TAY0043 MISS LAURA TAYLOR	55	N1	NAPPY, EASY TO DISPOSE OF	1	wlist BK00008859 waitlist	AMB600 ambler, susanna	17/04/12 (20/10/11)	
TAY0043 MISS LAURA TAYLOR	54	INCO	Incontinence Products	1	wlist BK00008859 waitlist	AMB600 ambler, susanna	17/04/12 (20/10/11)	
WAR0030 MR ABC1 WARAICH	1264	BL	Hoist 20	2	wlist BK00006778 waitlist	AMB600 ambler, susanna	17/04/12 (08/09/11)	
WAR0030	1265	ABC3	ident wheelchair 50	1	wlist BK00006778 waitlist	AMB600 ambler, susanna	17/04/12	

Use the options in the drop down list on the right hand side to authorise orders, book onto journeys, send emails, cancel etc.

OR use the Order Administration if you are a store user who can authorise orders (perhaps on behalf of line managers). Search using order status Pending Auth; the drop down on the right hand side will have an authorise option.



Save/Rename Search:  Load Search:

Client Code  Deceased

Date From  To  Date Type

Order Status  Item From

Booking Status  SerialNo/As

Requisition No  Age

Sort Order  Store Code

Standard/Special  Category

Area  Service Due Date From

No	Type	Client	Item	Desc	Serial	Booking	Qty
AB 6	D	[JAM0008] JAMES, ANT	B003	bath board ident		BK00011331 1	
AB 6	D	[WAR0062] Ward, Neil	013-18MS	ac41		BK00010624 1	
AB 12	D	[TAY0045] Taylor, Evelyn	B003	bath board ident		BK00009774 1	

## Related System Settings

ID	Description	Value
AltAuth	Alternative message/label for Authority Required	This is an alternate mess
AuthAssessDt	Update Assess date on authorisations - 0: No, 1: Update, 2: Update default today	2
AuthContactEmt	Authorisation contact back - actionby(terminal REFER or blank), emttype, completed eg AUTHCONT, REFER, yes	authrec, authcont, yes
AuthHeldOrders	Enable manual diversion of held orders back to authpend list?	
AuthHeldReason	Default held reason to set when authorising an order	holding flag AuthHeldReason
AuthHeldScreen	Ask for certain letters rather than the whole answer when using two factor authentication	yes
CanOrder	Can order restrictions: yes-Restricted, ?-Auth Req, No-Relaxed	?
TwoFactorAuth	Setup two factor authentication	yes
WAuthCexcl	WWW: Authorise does NOT allow list as per authoriser (comma sep list of refcats)	ccare
WAuthCexclAll	WWW: List of catch all referrers who can authorise web orders (comma separated)	auth01, amb700, ethotec
WAuthEmail	WWW: Type of authorisation alert to send: leave blank for both or email or event or none	both
WAuthEmail	WWW: Authorise web orders across div, budg, have any budg, do any budg(1,2,3,4)?	0
WAuthEmailCheck	WWW: Allow orders going for authorisation to be reviewed by named users first. Format - CheckFlag:   Users: - E.G. CheckFlag: ORD_SCRUTINY   Users: UsersA, UserB, UserC	CheckFlag: AuthReview
WAuthEmailText	Show email button on ODM booking screen for orders pending authorisation?	yes
WAuthEmailTo	Email address for authpend email responses, leave blank for referrer email	
WAuthEmailList	WWW: List the priorities that will need to fill in an authorisation textbox before continuing. E.g. p1,p2,p3	p1,p2

**AltAuth:** Item specific text can be added for an item in its reference data to show on authorisation. The entry in this flag will precede all messages.

**AuthAssessDt:** Indicates whether the assess date on the order should be updated at time of order authorisation. 0 indicates No, 1 indicates yes (user enters), 2 indicates yes (default to today).

**AuthHeldOrders:** Set to yes to turn on the following functionality. If order is allocated, not pending authorisation, and on a held booking, a button labelled "Set AuthPend" appears next to the auth text in update mode on the clients order detail screen. This will set the order status back to waiting list (pending authorisation), set order\_authpending to yes, and it will then appear on the heldlist and auth pending interactive reports.

**CanOrder:** Indicates the level of restrictions put on referrers. Yes indicates full restrictions, ? indicates authorisation required, no indicates relaxed restrictions.

**Wauthcanord:** A comma separated list of referrer categories who cannot order/authorise even if individual referrers given access.

**WAAuthCatchAll:** A comma separated list of staff codes for referrers who can authorise all web orders.

**ITMAuth:** A user-defined field with this code against an item can hold a comma-separated list of userids for staff or store users who can authorise web orders. At an item by item level. See supervisor guide to setting up user-defined fields.

**WAAuthLevel:** Indicates the level to which a referrer's authorisation status applies.

1 = Division – for any referrers working under the same division (group of bases)

2 = budgetholder – for any referrers working under the same budgetholder (group of divisions or bases)

3 = base any budgetholder - for any referrers working from the same base, regardless of budgetholder.

4 = division any budgetholder - for any referrers working from the same division (group of bases), regardless of budgetholder.

**WbkgemailbtnAuth:** set to yes to show an email button on the booking screen in OOM, for orders pending authorisation. Used to email stores people after adding an order that requires authorisation. Any EPR documents can be attached to the email such that authorisation request forms could be created for certain items and submitted to the store along with the order.

**WEmailReplyTo:** When the system sends its automatic authorisation emails, the reply-to address can be changed. For example, they may come from [elms2@yourcouncil.co.uk](mailto:elms2@yourcouncil.co.uk) but you may want the replies to go to [authorisation@yourcouncil.co.uk](mailto:authorisation@yourcouncil.co.uk). If left blank, it is set to the email address held for each referrer.

### **User Security Settings:**

**OAM:Can authorise if unavail(comma sep user list):** A comma separated list of "nominated" people who can authorise if you are unavailable.

**OAM:Alert on order authorisation:** May be turned on for one or more users of the Elms2 system. This will indicate additional Elms2 users who should receive events or emails when an order is raised which requires authorisation, is authorised, or has authorisation removed. The referrer who raised the original order is always included in the event/email process, as are all referrers from that base who may authorise that order.