

# Job Toolbar-Approvals

Last Modified on 01/11/2023 1:31 pm EST

The Job Approvals button will only be displayed if your company has activated Job Approval Processing in the Job Management Setup Processing form within SedonaSetup. Approval Groups are first created in SedonaSetup. Once a list of Approval Groups is created, the required approval groups are linked to the Job Types where your company wants to use an approval process. Each approval entered on the Job Type setup has the option of allowing Job Processing and/or allowing Commission Processing.

A job may not be processed until the approval flagged for Allow Job Processing has been signed off by the appropriate staff member.

If this button is not present on the toolbar, the Job Type selected on the Work Order form does not require Approvals.

□