

Access to Purchase Orders on Service Tickets

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Follow this process if you want users to have access to the Purchase Orders tab in Service Tickets. At this time, certain users do not have the ability to see the Purchase Orders tab in Service Tickets.

When the users are in a Service Ticket, they can only see the view below. The option for Purchase Orders is not available.

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To grant users the ability to see the Purchase Orders tab in Service Tickets:

1. Go to User Groups.
2. Locate the User Group that the users that need access to Purchase Orders in Service Tickets are assigned to.
3. Go the Accounts Payable section of the Application Access and find the option for Purchase Orders.

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4. Mark the box and click Apply to save the change.
5. Have the users close SedonaOffice and reopen and go to the Service Tickets.

Users should now have access to the Purchase Orders tab.

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