

Giving Permission to Approve Job Tasks in SedonaOffice

05/31/2024 8:42 am EDT

Description of Issue:

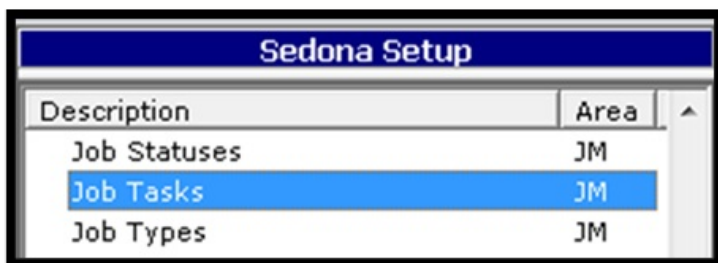
User is unable to sign off on a Job Task from the task list in a job. On attempting to sign off on a Job Task they are getting a message stating that the user group doesn't have access to sign off on it.



Resolution:

Signing off on Job Tasks does require permissions, however, they are not permissions to be granted in the User Groups. They need to be granted to the User Group separately.

Go to Sedona Setup. Go to Job Tasks in the JM area.



This will open your list of available Job Tasks. Find the Job Task that you need to sign off on from the Task List and click on it.

In the Task Edit area, there is a window called User Groups Allowed to Sign off on Task and lists all of the User Groups. Check the box next to the desired User Group and click Apply to save.

Task Edit

Inactive

Code

Description

Labor Hours

User Groups Allowed to Sign off on Task

User Group	Description
<input checked="" type="checkbox"/> Accounting Clerk	Accounting Clerk
<input checked="" type="checkbox"/> Admin	Admin
<input checked="" type="checkbox"/> Admin Assistant	Admin Assistant
<input checked="" type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> AP QUery Only	AP Query Only
<input checked="" type="checkbox"/> Manager	Manager
<input type="checkbox"/> Administration	Administration

Select All

Unselect All

Apply

New

Delete