Transfer Authorization

User Guide V1.0

Document Author

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4. User

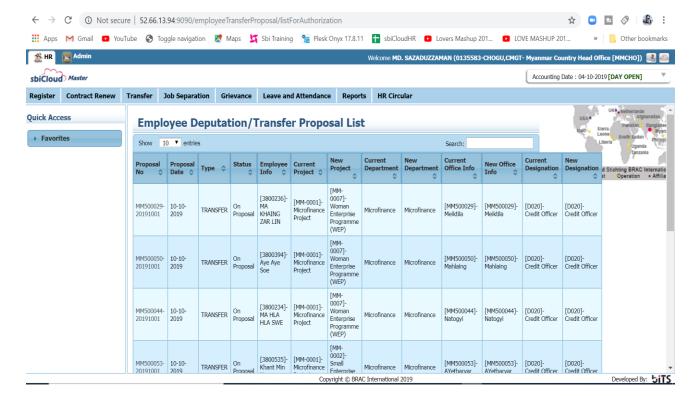
 Usually respective authorizer [as per ToDM] can authorize Transfer proposal.

5. Aim

 When staff is going to be Transfer, respective authorizer need to authorize Transfer proposal. This User interface will provide this feature where respective authorizer can authorize Transfer proposal.

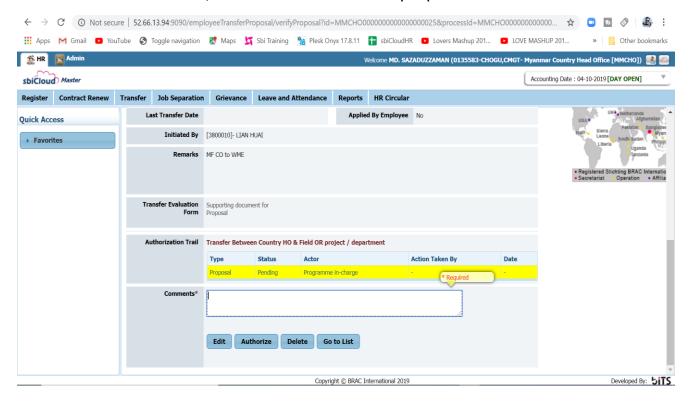
6. Working steps

- Go to Transfer>Transfer Authorization.
- Now pending authorization will appear for you, Click proposal number to go details.



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• You can Edit, Authorize or Delete this proposal.



• After Authorize it will go to next respective authorizer.