WORK ORDER APPROVALS (VIA EMAIL)

Work Order Approval allows you to email a PDF of the work order to the grower for their review. Contained in the email are two buttons: Approve and Cancel. The grower chooses whether to Approve the work order, or to Cancel it. agrē sends a message to the user notifying them of the grower's choice, and can optionally automatically close the cancelled work orders.

Note	Grower Central is required in order to use Work Order Approval.

What you'll find:

Company Configuration Options (one time task)

Enable Approval Email must be checked. Automatically closing cancelled work orders is optional.
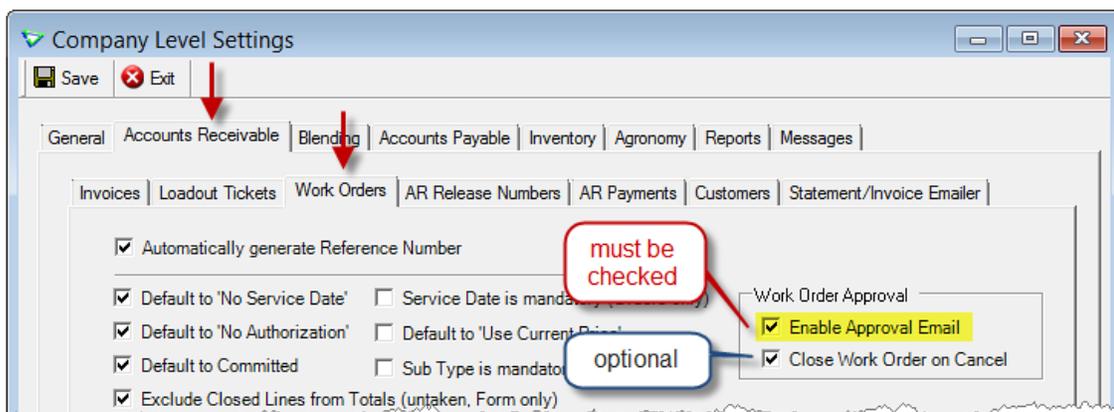
File > Config Options > Company

Sending Work Order Approvals

Once you've checked Enable Approval Email in the company config options, two new fields are displayed on the work order: *Approval Status* and *Send Approval on Save?* For new work orders, the approval status is Not Sent.

After the order is complete, check *Send Approval on Save* and *Save* it.
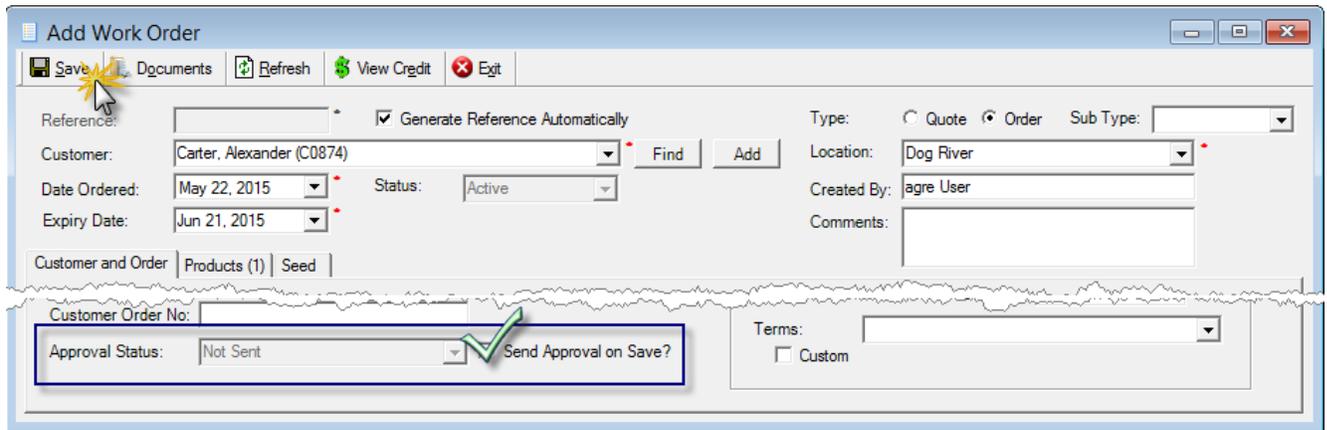
If you've asked agrē to prompt you to preview on save, optionally preview the work order.
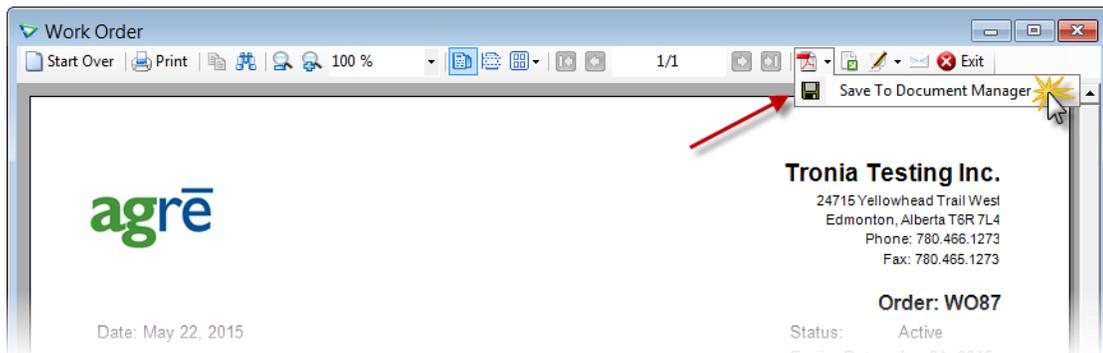
> **Tip**   You may want to 'take a picture' of how the Work Order looks before you email it to the grower for their approval (it's handy to have a copy of the original order if you make changes to it later).
>
> There's more info about *Save to Document Manager* in online Help

When the *Send Work Order Approval* window opens, add the grower's email address and any additional information (if required) and click *Send*. The work order closes.
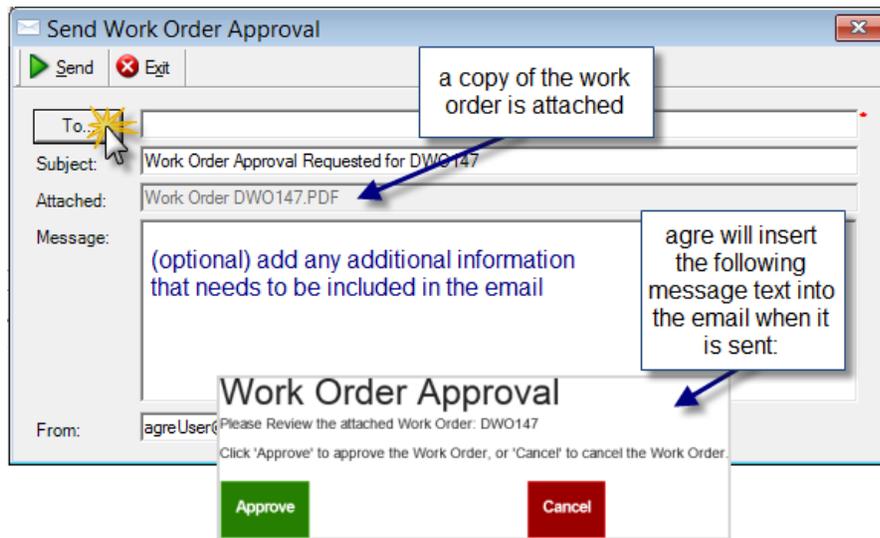
The *Approval Status* is updated to *Pending* indicating an approval email has been sent.
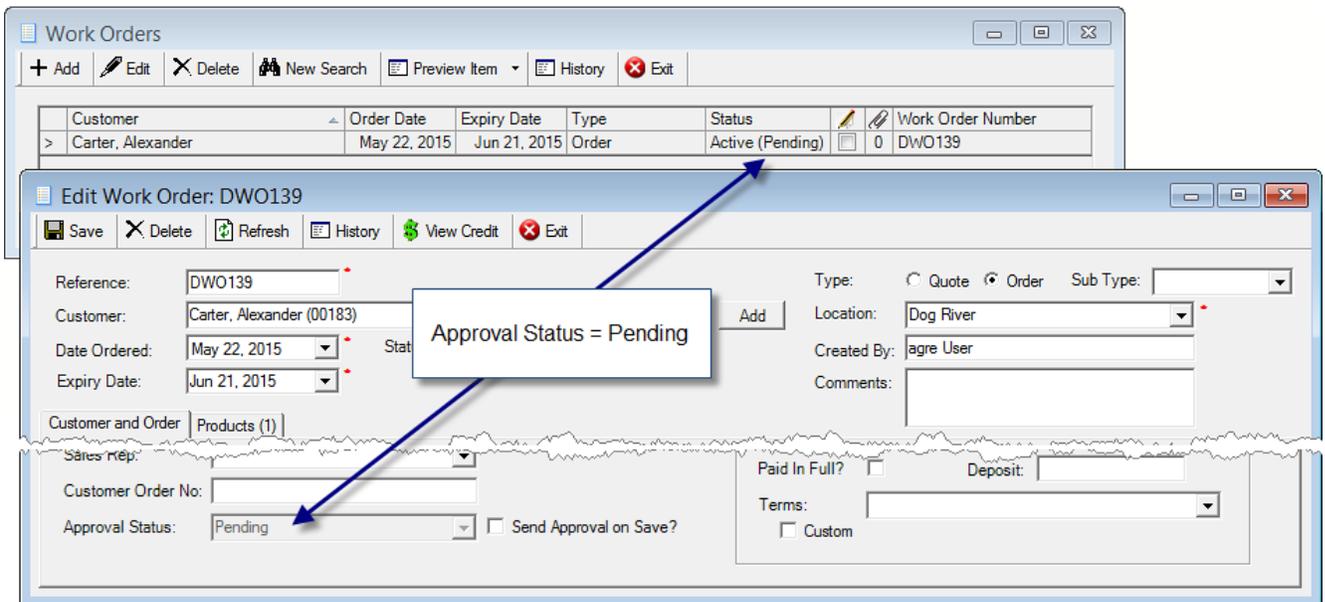
The *Pending* status does not prevent editing the work order. Products can be added and removed if needed.

Resending the Approval

As long as the Approval Status is *Not Sent* or *Pending*, the **Send Approval on Save?** button is active and the email can be resent if required.

Grower Approval

The grower will receive an email and clicks either **Approve** or **Cancel**.
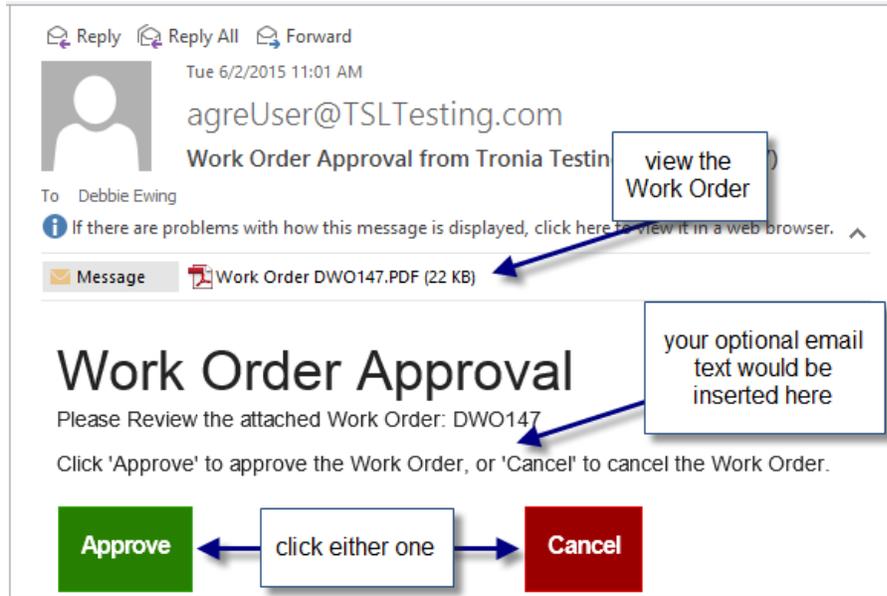
The grower will be taken to your Grower Central site (they won't need to log in) and receive visual confirmation of their choice.

Approval Status Updates in agrē

Back in agrē, you'll see which button they clicked.
If you've set the config option to automatically close cancelled work orders, they will be closed.

The Approval Status does not prevent editing the work order. Products can still be added and removed if needed.

You'll also receive an agrē message advising you of the grower's decision.

Unlike other types of messages, there is nothing to setup on the Company Config Options *Messages tab*. The message will be sent automatically to the agrē user who saved the work order and sent the email to the grower.