How do I see all entries associated with an authorization?

1. Log in to DCI
2. Click **Authorization** on the main menu
3. Click **Authorizations** on the submenu
4. Use the filters to locate the client and click **Search**
5. **Click anywhere on the authorization row** to open the authorization details page
6. Scroll down and ensure the **Entries tab** is selected
7. All entries associated with the authorization are displayed

Please note: An appropriate role or permission is required to access the authorization module. If the user does not have the Authorization tab on the main menu, contact the super user to review eligibility for access.

Related articles

- Business Rule List
- Authorizations - Overview
- System Set-Up - Admin Guide
- Where does the bill rate on a billing entry come from?
- How do I see all entries associated with an authorization?