Authorization Check - Video

Description: In this topic, the user will learn how to check available authorizations. Users are able to verify authorization units for current and future service dates. When running an authorization check, the system will alert the employee if the shift:

- Results in overtime
- Overlaps with a published schedule entry
- Exceeds the authorization balance
- Is outside of the authorization dates

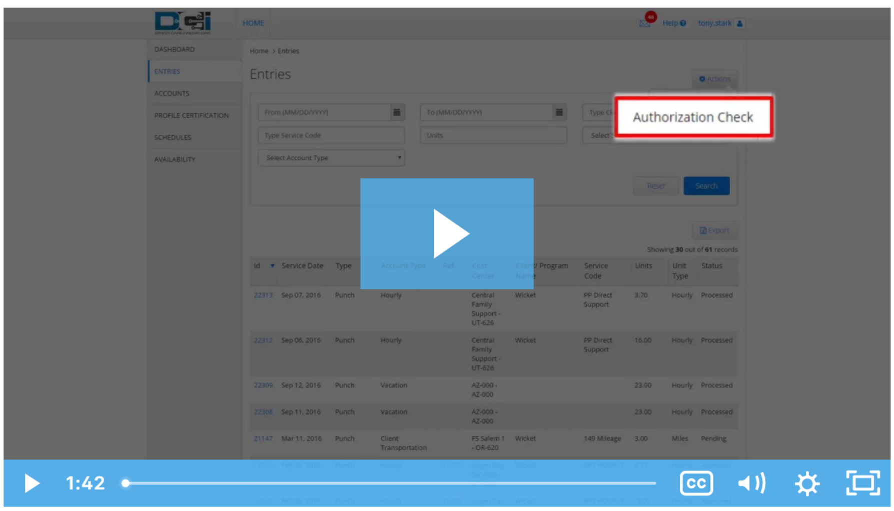
Role Required: Employee (base user)

Permission Required: N/A

Run an Authorization Check

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Click **Actions**
5. Select **Authorization Check** from the drop-down menu
6. Complete the form wizard for the proposed shift. Select Account Type, Client, Service Code, Day (date), Check In and Check Out times.
7. Click **Verify**
8. If the shift passes all rules listed above, the user receives a green check Mark. If the shift violates any rules, the user receives a red X.

Click the video below to launch the video player in a new tab.



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?