

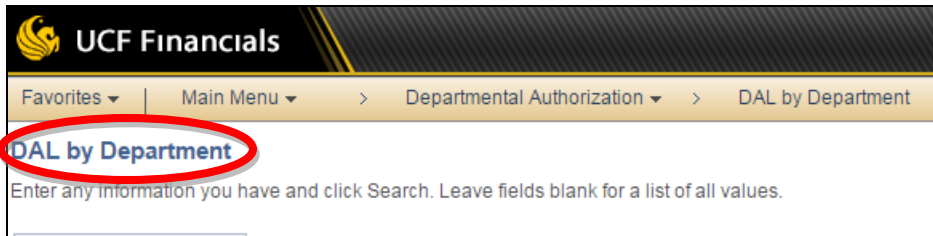
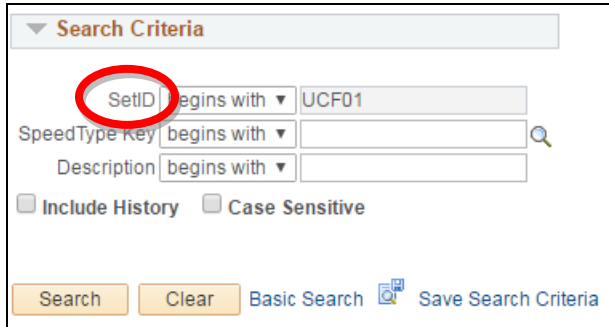


# ADDY NOTES



## Activating and Inactivating Authorizations

This Addy Note explains how to activate and inactivate an employee's authorization. Once you activate an employee's authorization, you cannot delete it; you can only inactivate the employee.

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; Departmental Authorization &gt; DAL by Department.</b></p> 
2.	<p>In the <b>SetID</b> field, enter <b>UCF01</b>.</p> 



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Step	Action
3.	<p>In the <b>SpeedType Key</b> field, enter the SpeedType.</p> <div data-bbox="305 569 922 940"> <p>The screenshot shows a search criteria form with the following fields: SetID (begins with UCF01), SpeedType Key (begins with 17100001), and Description (begins with). There are checkboxes for 'Include History' and 'Case Sensitive', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'SpeedType Key' field is circled in red.</p> </div>
4.	<p>Click <b>Search</b>.</p> <div data-bbox="305 1024 922 1398"> <p>The screenshot shows the same search criteria form as above, but the 'Search' button is circled in red.</p> </div>



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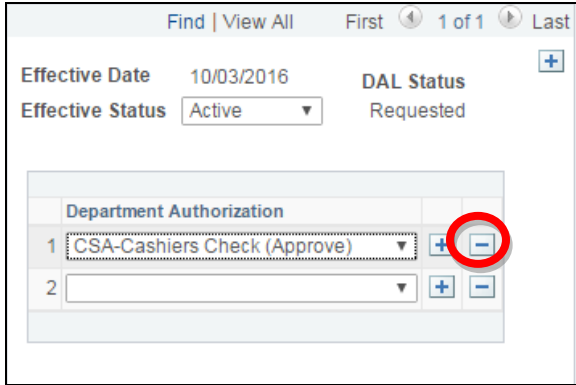
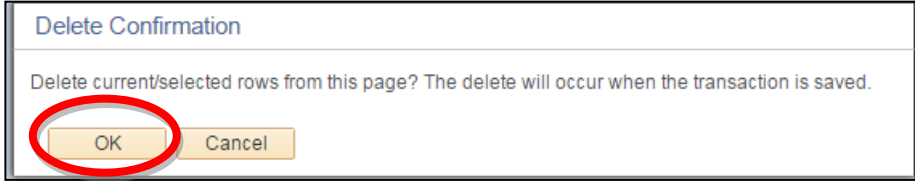


Step	Action												
5.	<p>Select the employee that you want to activate or inactivate (the first employee is selected by default).</p> <div data-bbox="306 611 859 953" style="border: 1px solid black; padding: 5px;"> <p><b>DAL by Department</b></p> <p>SetID: UCF01    SpeedType Key: 17100001</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>0106380</td> <td>Ortiz Batson,Vicky Sue</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0112155</td> <td>Drabczuk,Marian G</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0115335</td> <td>Wagenhauser,Mark C</td> </tr> </tbody> </table> </div>	Select	Empl ID	Name	<input checked="" type="checkbox"/>	0106380	Ortiz Batson,Vicky Sue	<input type="checkbox"/>	0112155	Drabczuk,Marian G	<input type="checkbox"/>	0115335	Wagenhauser,Mark C
Select	Empl ID	Name											
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<input type="checkbox"/>	0115335	Wagenhauser,Mark C											
6.	<p>Click the <b>Add Effective Date (+)</b> button to change the effective date to the current date.</p> <div data-bbox="306 1079 1024 1251" style="border: 1px solid black; padding: 5px;"> <p>Find   View All    First ◀ 1 of 12 ▶ Last</p> <p>Effective Date    01/19/2016    DAL Status    <input checked="" type="button" value="+"/></p> <p>Effective Status    Active ▾    Approved</p> </div>												



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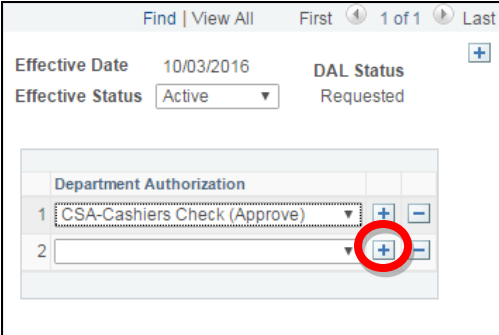
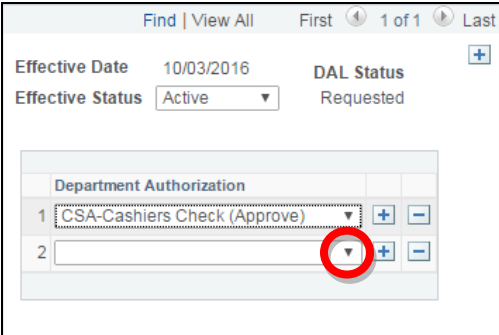
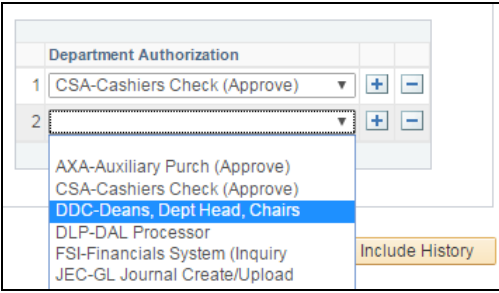


Step	Action
<p>7.</p>	<p>To inactivate an authorization, click the <b>Remove icon (-)</b> next to the department authorization you want to inactivate.</p>  <p><b>Note:</b> To inactivate all authorizations for an employee, click the <b>Effective Status</b> dropdown, select <b>Inactivae</b>, and click <b>Save</b>.</p> <p><b>Note:</b> Remember, you can't delete an employee's authorization, you can only inactivate it.</p>
<p>8.</p>	<p>A confirmation page will appear asking if you want to delete the row from the page. Click <b>OK</b>.</p> 



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Step	Action
9.	<p>To activate an authorization, click the corresponding <b>Add icon (+)</b>.</p> 
10.	<p>Click the drop-down arrow in the new blank row that appears.</p> 
11.	<p>Select the appropriate authorization code.</p> 
12.	<p>Click <b>Save</b>.</p>