

Manager's Guide

Manager Guide for workauth.cores.utah.edu

- [Managing Work Authorizations](#)

Managing Work Authorizations

Location

Manager Interface Link: <https://workauth.cores.utah.edu/#/manage>

Authentication

Login using uNID

Search Bar

The search bar will match any information displayed on the table (eg. Account Title, PI Name, etc.)

Modes

- **Pending** - Waiting approval from the user provided approver. Authorizations in this state may be forced
- **Approved** - Work authorizations that have been approved by the user provided approver. Ready for processing and entry into the resource system.
- **Denied** - Work authorizations that have been denied by the user provided approver.
- **Rejected** - Work authorizations that have been rejected by the admin office.
- **Archived** - Work authorizations that have been entered into the resource system and are archived for reference.

Management Actions

- **Pending**
 - Resend Approval Request email to user provided approver
 - Force Approval - Skip user approval and mark approved.
 - Delete - Delete this request
- **Approved**
 - Claim request - Mark the approved request as claimed for processing
 - Unclaimed - Revert to unclaimed
 - Archive - Only available if claimed by you. Mark the request as completed and archive it.
 - Delete - Delete this request
- **Denied**
 - Delete - Delete this request
- **Rejected**
 - Delete - Delete this request
- **Archived**
 - Delete - Delete this request