

Media Order Authorisation

Media Order approvals are controlled by user permissions.

- Users with **media order approval rights** (configured on their user card) will see the **Approve Purchase Order** option available immediately after creation.
 - The Media Order status will then change from **Open** to **Internal Approval**.
- Users **without approval rights** will see the Media Order created in **Open** status.
 - The **Send Purchase Order** option will be disabled until approval is completed by an authorised user.
 - The approver will find all outstanding Media Order approvals by navigating to the **Authorisations in status** section on the Dashboard and selecting **Media Order** in the look-up.

Revision #4

Created 12 January 2026 13:45:18 by Holly

Updated 19 January 2026 14:49:43 by Holly