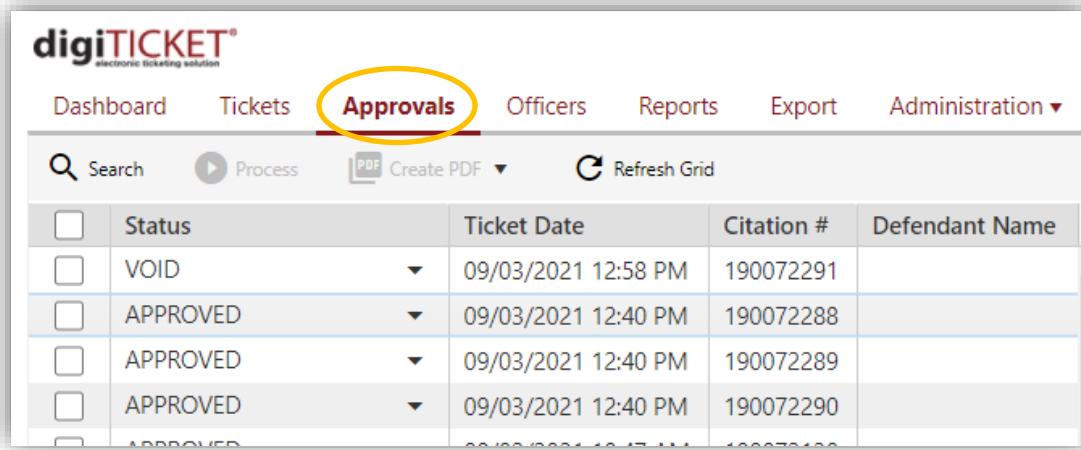
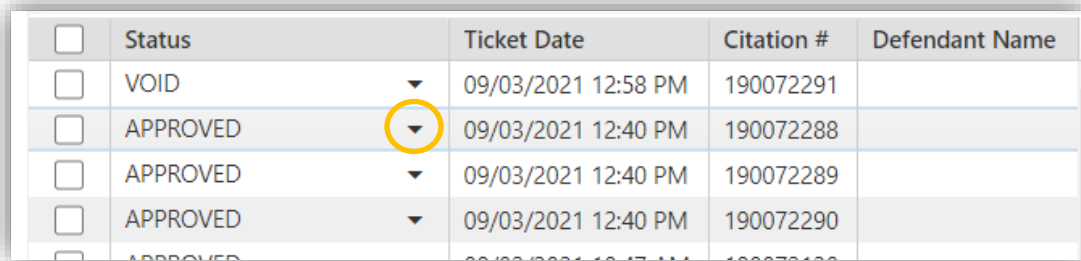


Approving Citations and Warnings

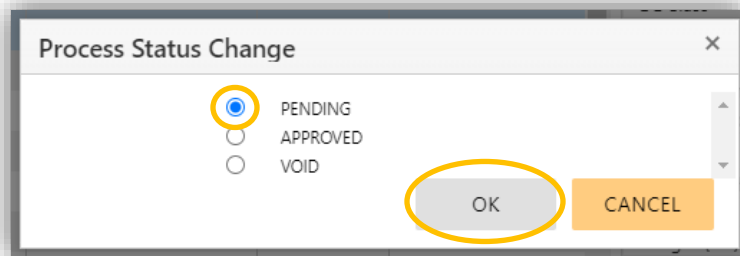
In previous versions of digiTICKET, the tab to approve citations and warnings was called the Process Tab. In the new web application, the tab is now called the Approvals tab.



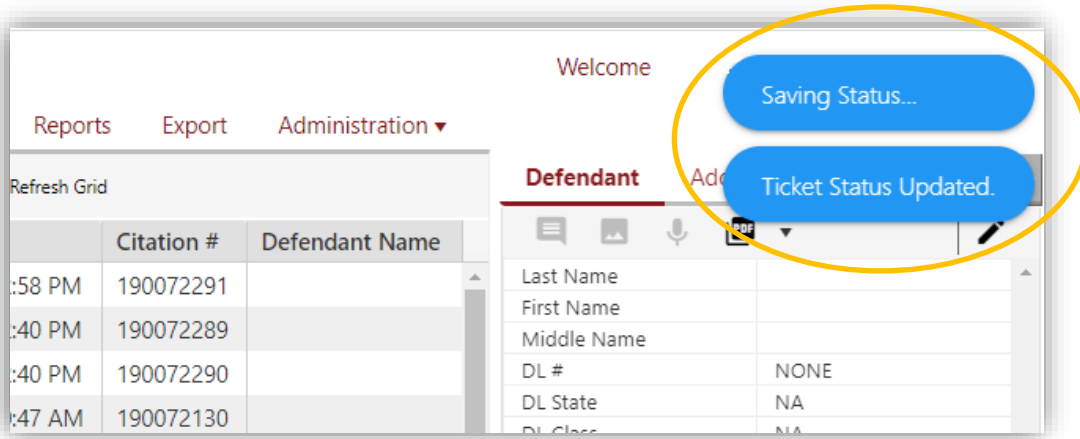
To change the status of ticket from the default status of Approved, or to change it from a Status of Pending to Void or Approved, click on the dropdown arrow to the right of the current status.



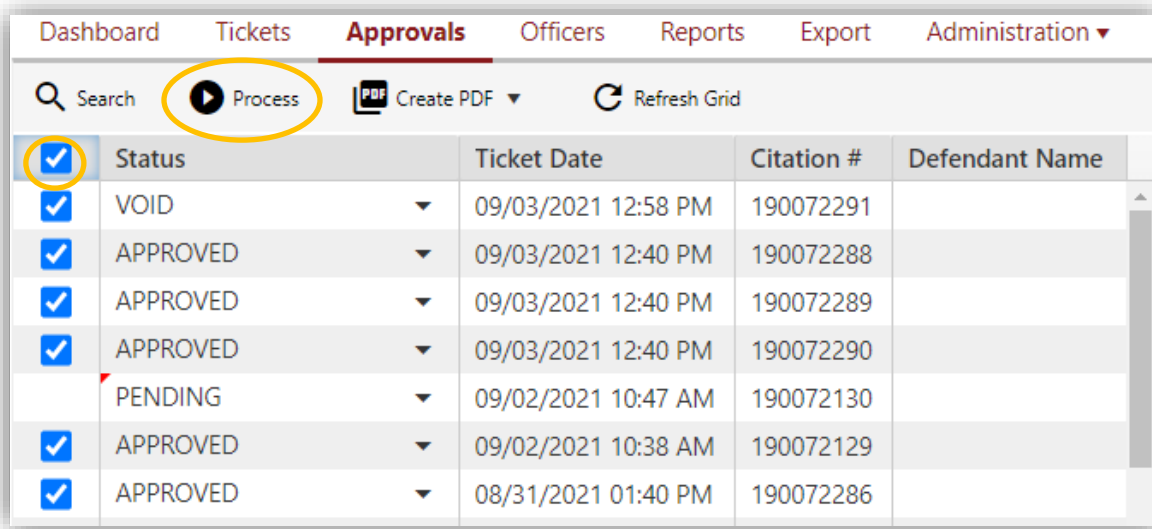
A popup box will then be displayed where you will select the new status. If you select a status of Void, you will allow enter the Void comments. Once you have set the appropriate status, click the OK button to close the popup screen.



When you return to the Approvals tab, you will see a confirmation message in blue in the upper right corner that the status has been changed.



Once you are ready to process the tickets with the current statuses, check the box at the top of the tickets grid to select the current page of tickets, or individually select the desired tickets and then click the Process button above the grid.



Remember, tickets cannot be processed with a status of "Pending" and you can only process one page of tickets at a time. If you see multiple pages in the bottom left corner of the grid, you will need to process each page individually.