5 October 2017

Verifying/Authorising Plans Using the Buddy System
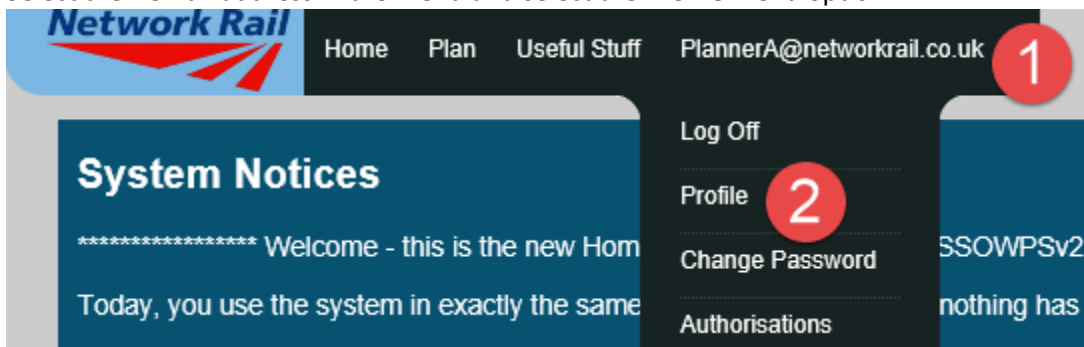
SSoWPS v2.5

Michael Jessey

RTS SOLUTIONS

In SSoWPS, it is possible for two users to set each other up as buddies so that they can verify and authorise each other's plans.
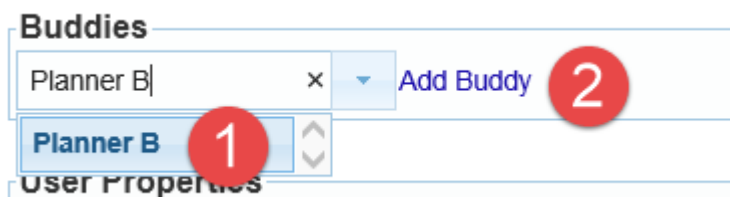
Note
For users to be able to verify and authorise each other's plans, **both** users must have each other as a buddy on their account (i.e. the buddy relationship must be both ways, not just one).

A user needs to carry out the following steps to add a buddy to their account:

- Log in
- Select their email address in the menu and select the **Profile** menu option

- In the **Profile** screen, a buddy can be added by selecting the required person from the dropdown in the **Buddies** section and then selecting the **Add Buddy** link.

Note
For a user to be selectable as a buddy from the dropdown list, that user must be set on their profile as working in the same **Route Managing Director Area** and **Infrastructure Maintenance Delivery Area**.

- The buddy has now been added to the user's account.

The above steps now need to be carried out by the second user (the user that was just added as a buddy to the first user's account) to allow them to be able to verify and authorise each other's plans.