

HOW TO REVIEW AND UPDATE A PERMIT

- 1 Select **Permits** > **Review Pending**. On the relevant Permit, select **Details**.
- 2 Select **Options** > **Edit**.
- 3 Review the **Permit Details** and complete relevant approver sections.
- 4 Review the **Start Time** and **Finish Time** (adjust as required).
- 5 Select **Approve Permit**.

The screenshot displays the 'Permits / Create' form in the BMD software. The sidebar on the left shows the 'PERMITS' menu with 'Review Pending' highlighted (1). The main form area includes the following sections:

- Permit Type:** Hot Works Permit
- Employer:** Demo Company
- Permit Details:**
 - Reference: PER-227
 - Permit Zones: ☒ General Zone
 - Location: [Text Field]
 - Description: [Text Field]
- Permit Times:**
 - Start Time: 22/02/2024 10:00 AM (4)
 - Finish Time: 23/02/2024 10:00 AM
- Actions:**
 - CANCEL
 - SAVE CHANGES
 - REJECT PERMIT
 - APPROVE PERMIT (5)

Additional callouts include: 2. 'Options' > 'Edit' in the top right corner; 3. 'General Zone' in the Permit Details section.