

My Authorizations

User Guide

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Chapter 1

1 My Authorizations

The following paragraph will illustrate the functionalities available for managing authorization requests for a user.

1.1 My Authorizations

My Authorizations is a tool designed to simplify and make more efficient the process of requesting, approving, and consulting the authorizations necessary to access specific AIFA applications with certain profiles or roles.

In general, through an intuitive interface it is possible to:

- request authorizations by selecting the type of request most suited to your operational needs;
- fill out and submit the request for approval, following a guided flow that ensures the completeness and correctness of the information;
- consult the history of requests made, monitoring the progress and the outcomes of the approvals.

In order to submit a request, the user must necessarily be identified. If not, they can proceed with identification using one of the access tools made available through Identity Providers:

- **SPID** (Digital Identity Public System)
- **CIE** (Electronic Identity Card)
- **CSN** (National Service Card)
- **eIDAS** (for non-Italian users)

Upon access, the system primarily searches for and displays the requests associated with the connected user, facilitating personalized consultation and the management of one's own authorizations.

This tool helps to ensure a controlled and traceable management of authorizations, improving security and transparency in accessing the systems made available by AIFA.

1.2 Access to My Authorizations function

Access to My Authorizations function is allowed via the corresponding link in the main menu:

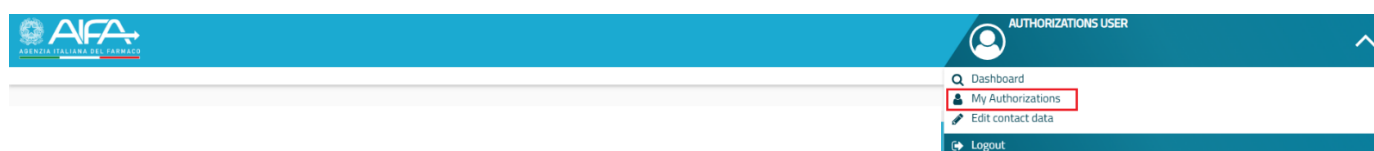


Figure 1 - My Authorizations menu item

1.2.1 Selection of the User Class for existing users

In case a user accesses the system with an existing account (registered before the **go-live date**) and does not yet have an associated User Class, they are automatically redirected to the User Class selection page (fig. 2).

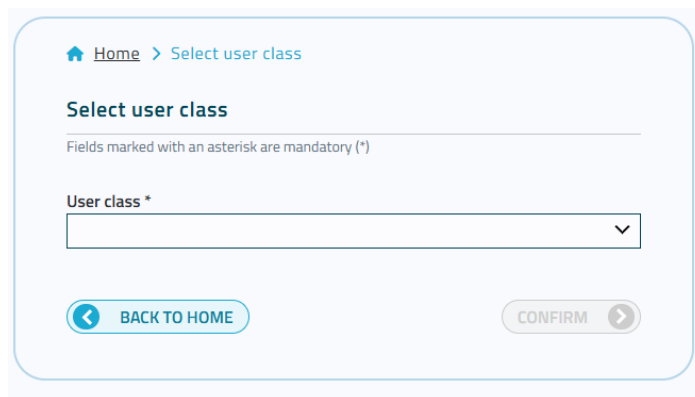


Figure 2 - Form for selecting the User Class

In this phase, the user is required to select one of the available options in the User Class drop-down menu, which represents the user's membership category with respect to the application context. The available options include, by way of example:

- Pharmaceutical Company;
- Citizen;
- Supplier;
- etc...

The correct selection of the User Class is essential to ensure the appropriate assignment of profiles and authorizations within the system.

1.3 Consultation of Authorization Requests

The page dedicated to the consultation of the Authorization Requests allows users to view the history of the requests made, monitor their status, and access any available actions (fig. 3).

The structure of the page is divided into the following three main sections.

1. Search filters

At the top of the page, the user can filter the requests based on their status.

The available filters are: All, Cancelled, Enabled, Auto-approved, Under Evaluation, Disabled, Draft, In Progress, Suspended, Not Approved.

The Search for Application filter allows the user to quickly locate the Authorization Requests related to a specific application by entering its full name or a part of it. The system will show the results that match the typed text, thus facilitating targeted consultation within the list.

These filters allow restricting the display to the requests of interest, facilitating consultation.

2. Results table

The filtered and/or searched requests are displayed in a structured table with the following columns:

- **Application:** name of the application subject to the request;

- **Profile:** requested profile with its corresponding icon that, when clicked, shows its details in a pop-up;
- **Last Modification Date:** date and time of the last modification made to the request;
- **Status:** status of the request;
- **Actions:** icon that allows access to further functions or details related to the request.

3. Buttons for requests and navigation

There are two main interactive elements:

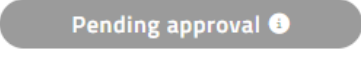
- the “NEW AUTHORIZATION REQUEST” button, which allows the user to start a new request procedure;
- the “BACK TO HOME” button, at the bottom left, to return to the main screen of the AIFA Online Services Portal (the dashboard).

The screenshot shows the 'My Authorizations' page. At the top, there's a breadcrumb 'Home > My Authorizations'. Below it, the title 'My Authorizations' is followed by a filter section 'Filter by status:' with radio buttons for All, Cancelled, Enabled, Self approved, Pending approval, Disabled, Draft, In progress, Suspended, and Not approved. A search bar with the placeholder 'Search for application' and the text 'You have obtained 7 results' is present. To the right of the search bar is a button '+ NEW AUTHORIZATION REQUEST'. Below these elements is a table with the following columns: Application, Profile, Last modification date, Status, and Actions. The table contains five rows of data, each with a status button: Enabled, Disabled, Not approved, Suspended, and In progress. At the bottom right of the table, there are pagination controls showing '1 2 >'.

Figure 3 - Page for consulting the Authorization Requests

1.3.1 States of an authorization request

During the life cycle of an authorization request, the system can assign one of the following states, each representing a specific phase of the process.

State	Description
	The request has been started but not yet submitted. It is possible to modify its data and complete the compilation. The state badge shows the icon which, on mouse hover, displays a pop-up indicating the step that is currently being compiled.
	The request has been submitted and is waiting to be taken in charge by an approver. The state badge shows the / icon which, on mouse hover, displays a pop-up indicating the approver who will take charge of the request.

In progress ⓘ	An approver has taken charge of the request and is examining the provided data. The state badge shows the / icon which, on mouse hover, displays a pop-up indicating the approver who is working on the request.
Suspended ⓘ	The approver has detected problems or inconsistencies and has suspended the request. The user can modify it and submit it again. The state badge shows the / icon which, on mouse hover, displays a pop-up indicating the compilation steps of the request in which anomalies have been found.
Enabled	The request has been approved, and the user has obtained the requested authorization.
Self approved	The request has been automatically approved by the system, without human intervention, based on the configuration rules.
Not approved ⓘ	The request has been evaluated and rejected by the approver. The state badge shows the icon which, on mouse hover, displays a pop-up indicating the reason (entered by the approver) why the request was not approved.
Cancelled	The request has been manually cancelled by the user or by an authorized operator before the evaluation.
Disabled	The previously granted authorization has been revoked, making the request no longer active.

The following diagram represents the life cycle of an authorization request, illustrating the possible states it can assume and the allowed transitions between one state and another.

1.3.2 Available Actions

In the Actions column of the results table, there is, for each request, the icon represented by three dots which, upon clicking, opens a context menu. This menu contains the functions available for the selected element, allowing the user to perform specific operations detailed below.

An example of the context menu:

The screenshot shows the 'My Authorizations' page with a filter by status section and a table of authorization requests. The table has columns for Application, Profile, Last modification date, Status, and Actions. The 'Status' column shows various states like Draft, Enabled, and Disabled. The 'Actions' column contains a three-dot menu icon. A red box highlights the context menu that appears when the three-dot icon is clicked, showing options: Resume request, Authorization preview, Cancel request, and Application detail.

Application	Profile	Last modification date	Status	Actions
Variations I and II	Pharmaceutical Company ⓘ	28/01/2026 11:18:46	Draft ⓘ	⋮
IMS - Scientific medical informants	Activity Sheet ⓘ	28/01/2026 11:17:27	Draft ⓘ	⋮
Shortages of medicines	Pharmaceutical Company ⓘ	26/01/2026 16:14:29	Enabled	
E-Dossier Price and Reimbursement	Pharmaceutical Company ⓘ	26/01/2026 12:02:17	Disabled	

Context Menu Options:

- Resume request
- Authorization preview
- Cancel request
- Application detail

Figure 4 - Context menu for actions on authorization requests

1.3.2.1 Resume request action

The Resume request action starts the edit function of an authorization request that allows the user to complete or update the data of an already started authorization request. This functionality is available **exclusively** for requests that are in the statuses: Draft and Suspended.

Once the edit function is selected, the request compilation page is opened, consisting of:

- **side navigation menu:** shows the expected steps for compiling the request;
- **main section:** displays the information related to the selected step.

1.3.2.2 View request action

The View request action allows the consultation of the details of a request, the information related to an authorization request, but in **read-only**. This functionality is available **only for requests inserted after the go-live date** and allows viewing the data without the possibility of modifying them. The function is available for requests that are in the following statuses: Enabled, Auto-approved, Not approved, Cancelled, Disabled, In Progress.

1.3.2.3 Authorization preview action

The Authorization preview action starts the visualization of the request flow, the progress status of the individual steps expected for the compilation of the authorization request. This function is available exclusively for requests that are in the statuses: Draft and Suspended.

Upon clicking, the system opens a modal window containing the list of the request steps, ordered according to the expected flow. Each step is accompanied by an icon and a colour indicating its status.

This representation allows the user to have a clear and immediate overview of the progress status of the request (as, for example, shown in fig. 5).



Figure 5 - Modal window containing the preview of the compilation of an authorization request

1.3.2.4 Cancel request action

The Cancel request action initiates the cancellation of the request, allowing the user to interrupt the process of an authorization request already started and not yet approved. Even after cancellation, the request will remain viewable within the results list, maintaining the traceability of the operation. The function is available for requests that are in the following states: Draft, Pending, In Progress. Upon clicking, a modal window is opened requesting confirmation for the cancellation (fig. 6) via the CONFIRM button.

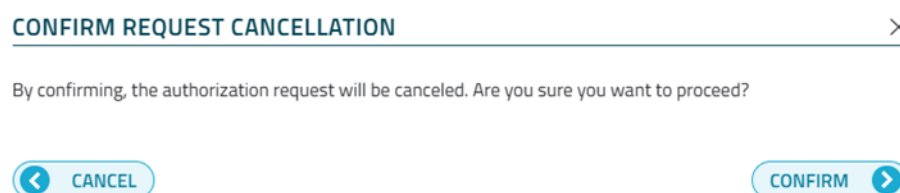


Figure 6 - Modal window containing the confirmation function for cancellation

1.3.2.5 Send reminder action

Send reminder action activates the reminder for the processing of a request: that is, it allows the user to urge the processing of an authorization request that is still not completed. This function is available when the request is in one of the following states:

- **Pending Approval:** the request has been sent but not yet taken charge of by an approver;
- **In Progress:** the request has been taken charge of but has not yet been completed.

The reminder is sent via e-mail and aims to remind the approvers of the presence of an authorization request still to be examined or completed. Upon clicking, the system opens a confirmation modal window containing an informative message that warns the user that the reminder can be sent at most **once a day**.

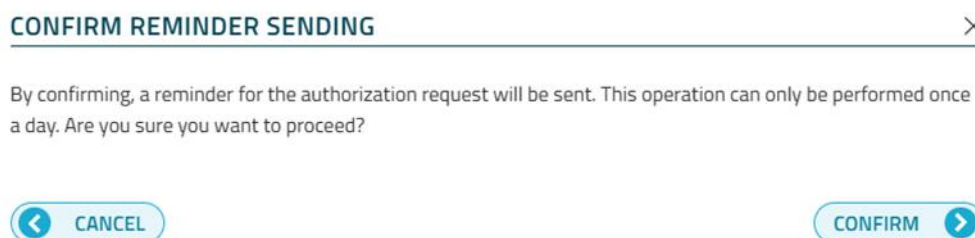


Figure 7 - Modal window containing the confirmation function for sending the reminder

By clicking on the CONFIRM button present in the modal window, the system sends an e-mail to the approvers associated with the request. The e-mail has the subject Approval Reminder and contains:

- the information related to the request;
- a message that clearly indicates that the request is awaiting approval.

This functionality is useful to promote a more timely management of requests, reducing waiting times.

1.3.2.6 Application detail action

The Application detail action initiates the display of the application information, that is, a detailed informative overview of the application associated with the selected authorization request. Upon clicking, the system opens a modal window containing the general information on the application subject to the request and the details relating to the authorization request (as shown, as an example, in fig. 8).

All data are displayed in read-only mode. The user can close the modal via the appropriate close button.

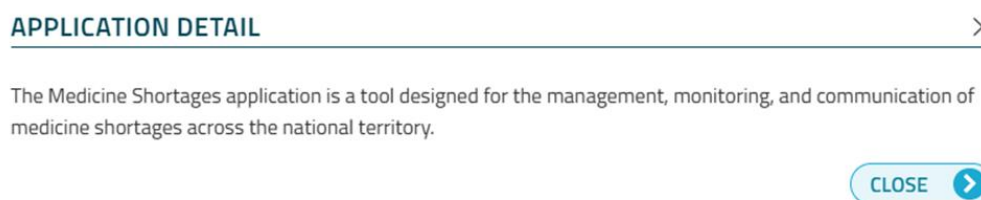


Figure 8 - Modal window containing detailed information of an application

1.4 New authorization request

The New authorization request functionality allows the user to start a new request by selecting an application from those available and for which they are not yet authorized.

The user can access this function by clicking on the NEW AUTHORIZATION REQUEST button present on the request's consultation page (fig. 9).

The screenshot shows the 'My Authorizations' page. At the top, there's a breadcrumb 'Home > My Authorizations'. Below it, the title 'My Authorizations' is followed by a filter section. The filter section includes a 'Filter by status:' label and a row of radio buttons: All (selected), Cancelled, Enabled, Self approved, Pending approval, Disabled, Draft, In progress, Suspended, and Not approved. Below the filters is a search bar with the text 'Search for application' and a message 'You have obtained 9 results'. To the right of the search bar, a red box highlights a button labeled '+ NEW AUTHORIZATION REQUEST' with a red arrow pointing to it. Below this is a table with columns: Application, Profile, Last modification date, Status, and Actions. The table contains four rows of data:

Application	Profile	Last modification date	Status	Actions
Printed medicines database	Pharmaceutical Company ⓘ	26/01/2026 11:46:43	Suspended ⓘ	...
Authorizations for Conferences and Congresses	Pharmaceutical Company ⓘ	26/01/2026 11:40:38	In progress ⓘ	...
Authorizations for Conferences and Congresses	Provider Contact ⓘ	26/01/2026 11:28:52	Self approved	...
National Pharmacovigilance Network	Pending configuration	26/01/2026 11:23:10	Draft ⓘ	...

Figure 9-Position of the button for inserting a new request

By clicking on this button, you access new authorization request page (fig. 10), composed of various sections that guide the user in selecting the application for which to start the request.

The screenshot shows the 'New authorization request' page. At the top, the title 'New authorization request' is followed by a 'View by user classes:' section. This section contains several buttons: Pharmaceutical Company (selected with a green checkmark), Other Organization ⓘ, Citizen ⓘ, External AIFA Personnel ⓘ, Public Administration ⓘ, and National Health Service ⓘ. Below this is a search bar with the text 'Search for application' and a message 'You have obtained 25 results'. Below the search bar is a table with columns: Application and Actions. The table contains five rows of data:

Application	Actions
Active Pharmaceutical Ingredients sites Company Directory	...
Analytic Software	...
Approvals Management	...
Authorizations for Conferences and Congresses	...
Company dashboard	...

Figure 10- Page for selecting the application for which to insert the request

Search filters section

This section allows filtering the available applications based on:

- **User class:** list of buttons representing the available classes. The class associated with the user is pre-selected, but it is possible to select another one;
- **Application name:** text field that allows searching for an application by name, even by entering only a part of it.

Results table

A paginated table shows the available applications for the request. It is composed of the columns:

- **Application:** lists the names of the applications. The results can be sorted by clicking on the column header;

- **Actions:** each row contains the icon which opens a context menu with the following options:
 - **Application detail:** displays general information about the application;
 - **New authorization request:** starts the compilation of the request for the selected application.

Page navigation

A numerical pagination system that allows navigating through the results (e.g.: pages 1, 2, 3, etc.).

GO BACK button: positioned at the bottom left, it allows returning to the previous page.

When the user selects the new authorization request option from the context menu of an available application, the system shows a preview page designed to offer the user a clear and concise view of the path to follow to complete the authorization request (fig. 11).

Home > My Authorizations > New authorization request > Company dashboard			
Authorization step for Company dashboard			
Authorization step	Status	Authorization requirements	More information
System registration	✓	• OTP verification • Creation of a new user account and associated password	This feature allows users to create a new account on a platform or application. During the registration process, users provide the necessary personal information for identification and authentication. This function is essential to enable personalized and secure access to the services offered by the platform.
Identification method selection	✓	• Selection of identification method among: SPID, CNS/TS, CIE, eIDAS, manual procedure	This feature allows users to choose their preferred authentication method on the platform. This step is crucial to ensure account security and provide a flexible user experience. Users can select from various identification methods, each offering different levels of security and convenience.
User identification	✓	• Filling out the professional contract data form • Identification using the selected method	This feature enables the system to verify the identity of a user attempting to access a platform or service. This process is essential to ensure that only authorized users can access sensitive information or perform specific actions. User identification is carried out through various authentication methods that confirm the declared identity.
Profile and organization selection	!	• Profile and organization selection	This feature allows users to select their role and affiliated organization within a platform. This process is crucial for personalizing the user experience, assigning appropriate permissions, and facilitating the management of information and resources specific to each organization.
Awaiting request approval	!	• The designated evaluator reviews the request	This feature manages the period during which a request submitted by a user is under review by an authority or internal system. During this time, the request is examined to verify its completeness and compliance with established criteria. The user is informed about the status of their request and must wait for an official approval or rejection response.
GO BACK		START PATH	

Figure 11- Preview page of the Steps of an authorization request

This screen provides an overview of the expected steps, each accompanied by a brief description and an icon indicating its completion status. In this way, the user easily understands in advance what information and actions are required in each phase of the process, thus facilitating a more aware and accurate compilation.

The screen is thus composed of a summary table listing the steps required to complete the request, each identified by a descriptive title that clarifies its function.

In addition to the table, the page includes two navigation buttons:

- **START PATH:** allows you to start the actual compilation of the authorization request;
- **GO BACK:** allows you to return to the previous screen, useful in case you want to modify the selection or temporarily interrupt the process.

The table is composed of the following columns:

1. **Authorization Step:** lists the steps that make up the authorization flow, such as identification method selection, User identification, etc.;
2. **Status:** indicates the completion status of each step through specific icons
3. **Authorization Requirements:** provides a brief description of the requirements for each step, helping the user understand what needs to be provided or selected;
4. **More information:** descriptive section that offers further operational details on each step, useful for clarifying any doubts or delving into the functioning of the individual phases.

The System Registration step summarizes the requirements and is always represented as completed. The Selection of identification method and User identification steps may already be completed if the user was identified at the time of access through one of the available Identity Providers (SPID, CIE, CSN, eIDAS). The completion of these steps can also occur through a manual identification procedure granted exclusively to previous users (with an account registered before the **go-live date**) and not yet identified.

1.4.1 Start Path

The start path functionality allows the user to begin a new authorization request, following a guided flow composed of multiple steps. This process facilitates the compilation of the request, accompanying the user step by step.

To activate the function, simply click on the START PATH button on the steps preview page (described in the previous paragraph).

By clicking the button, the system shows a confirmation modal window, which contains:

- an informative message advising the user of the start of the authorization path;
- two action buttons:
 - CANCEL: allows you to interrupt the operation and return to the previous screen;
 - CONFIRM: allows you to proceed with the insertion of the new authorization request. This confirmation ensures that the user is aware of the start of the process and ready to complete the required steps.

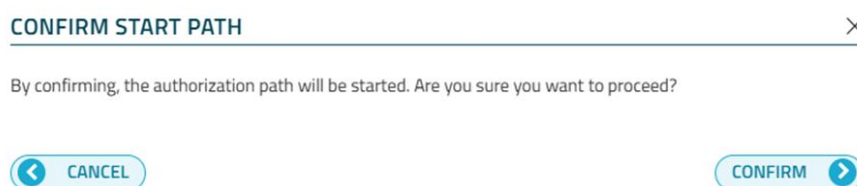


Figure 12 - Modal window for the confirmation function for creating an authorization request

Upon clicking the CONFIRM button in the modal window, the system opens the compilation page for the steps of the authorization request

1.4.2 Compilation of an authorization request

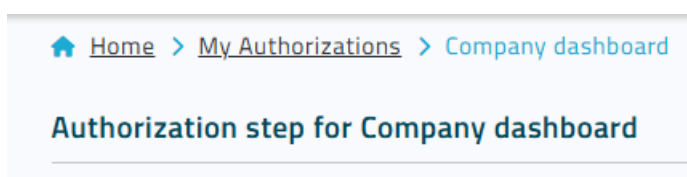
The page dedicated to the compilation of the request is organized in such a way as to offer a clear and functional view of the process.



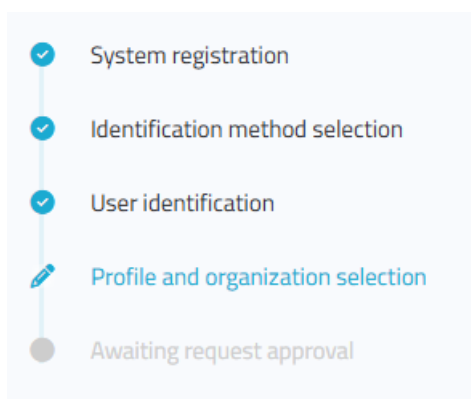
Figure 13 - Example of filling out a Step

The page is composed of the following sections.

- **Title of the authorization request:**
shows the name of the application for which the request is being made.



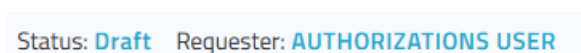
- **Progress indicator:**
graphical component that lists the steps provided for the authorization flow. Each step is represented with a specific status through appropriate icons:



- **completed step:** marked by the  icon indicating successful completion;
- **step being filled out:** graphically highlighted in blue and accompanied by the  icon indicating its active status;
- **step not yet filled out:** is disabled and cannot be selected until the previous step is completed.

This visual representation helps in understanding the progress status of the request and allows navigation between the steps.

- **Request status and applicant's name:**
displayed at the top, they provide useful contextual information during the filling out process.



- **Section for filling out data:**
contains the data entry form related to the selected step, with the specific fields and options to be filled out.

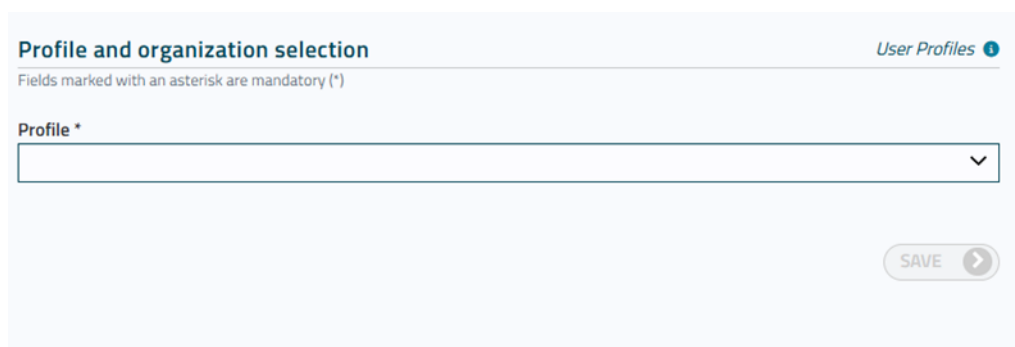


Figure 14 - Example of a section for filling out the data of a step

The main characteristics of the filling out flow are the following.

1. The step **System Registration** is always pre-filled and requires no action.
2. Upon startup, the system automatically selects the **step being filled out**.
3. A **step step not yet filled out** can be selected for filling out only after completing the previous one, thus ensuring the consistency and correctness of the process.
4. For each step, a save button is provided to confirm the entered data, which is enabled only if the data is complete and valid, based on the checks provided for each field.
5. The step **Awaiting Request Approval** is always present as the last step and represents the final phase of the path and the moment when the request is sent to the approvers for evaluation.

1.4.3 Filling out the Identification Method Selection step

The Identification Method Selection step represents the first passage of the authorization process and aims to define the user's identification method within the system.

Identification is a fundamental requirement to ensure that the user is recognized uniquely and securely. Only after completing this step is it possible to proceed with filling out the next step.

The filling out of the step varies depending on the following two cases.

1. User registered after the go-live date

If the user has accessed the system through one of the **Identity Providers** available (SPID, CIE, CSN, or eIDAS), they are already identified and, in this case, by selecting the Identification Method Selection step, the system automatically indicates that the identification method used is via Identity Provider, and the step will be completed.

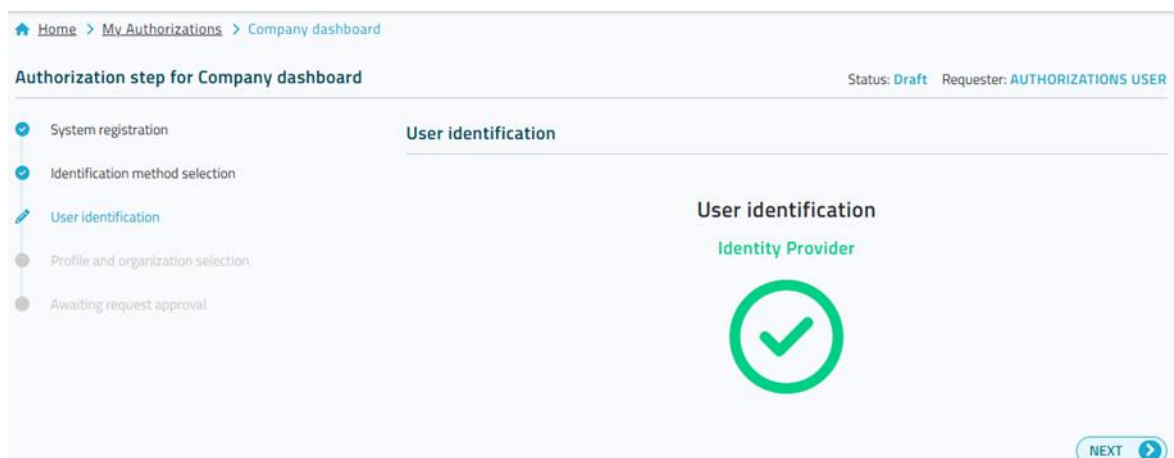


Figure 15 - Compilation of the Identification method selection step - Identity Provider

Alternatively, the user can log in using a username and password, but the system will notify that it is necessary to identify oneself through certified channels (SPID, CNS, CIE, or eIDAS) to proceed with the authorization request (fig. 16).

The screenshot shows the 'Authorization step for Company dashboard' interface. The status is 'Draft' and the requester is 'authorization user'. The process steps are: System registration (completed), Identification method selection (active), User identification, Profile and organization selection, and Awaiting request approval. The 'Identification method selection' section explains that identification is required and lists certified channels: Italian users (SPID, CNS/TS, CIE) and EU users (eIDAS). It also includes a 'Logout' link and a note about logging in through the chosen authentication channel.

Figure 16 - Identification method selection step - new unidentified user

Once logged in through one of the certified channels, the user will no longer be able to log in with a username and password.

2. User registered before the go-live date

If the previous user is not identified, the system indicates that they must choose an identification mechanism to proceed with the authorization request. They can do so via certified channels such as SPID, CNS, CIE, or eIDAS, or, if they do not have these, they can proceed with a manual procedure, subject to validation by an approver.

This screenshot is similar to Figure 16 but includes an additional paragraph: 'If you do not have any certified identification means, you can proceed with manual identification (in this case, to obtain authorization, you will have to wait for the validation of the uploaded documentation by an approver).' At the bottom right, there is a 'MANUAL PROCEDURE' button with a right-pointing arrow.

Figure 17 - Identification method selection step - previous unidentified user and manual procedure

By clicking on the MANUAL PROCEDURE button, the step is filled out specifying this procedure as the identification method (fig. 18).

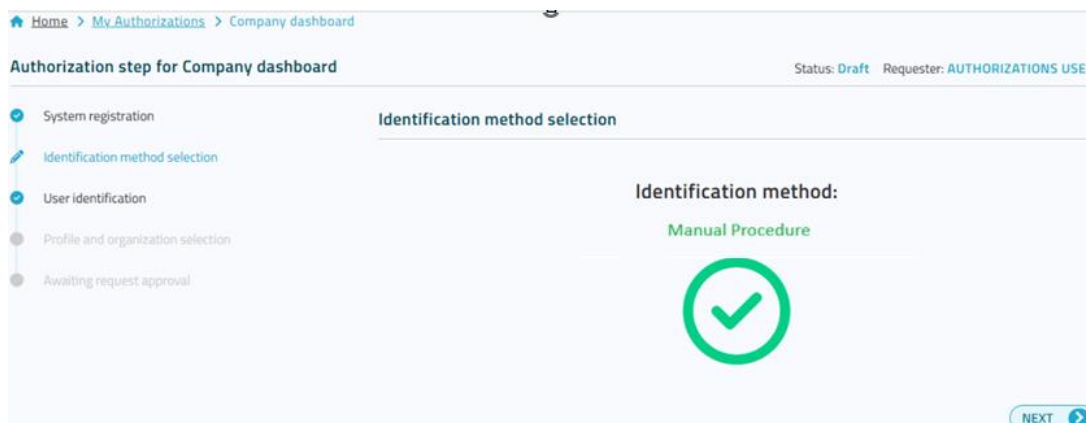


Figure 18 - Compilation of the Identification method selection step - Manual Procedure

If the user logs in via one of the available **Identity Providers** (SPID, CIE, CSN, or eIDAS), then they are already identified and, in this case, by selecting the Identification method selection step, the system indicates that the identification method used is, in fact, via Identity Provider, and the step will be completed.

1.4.4 Compilation of the User identification step

The User identification step automatically recognizes the user's identification via one of the available **Identity Providers** (SPID, CIE, CSN, or eIDAS) or presents the user with the data entry form for manual identification (exclusively for previous users who log in with an account registered before the **go-live date**). Only after completing this step is it possible to proceed with the compilation of the next step.

The compilation of the Step varies depending on the following two cases.

1. The user logs in with an account registered after the **go-live date** and has logged in via one of the available **Identity Providers** (SPID, CIE, CSN, or eIDAS):
the system indicates that the user's identification was carried out via **Identity Provider**, and the step will be completed.

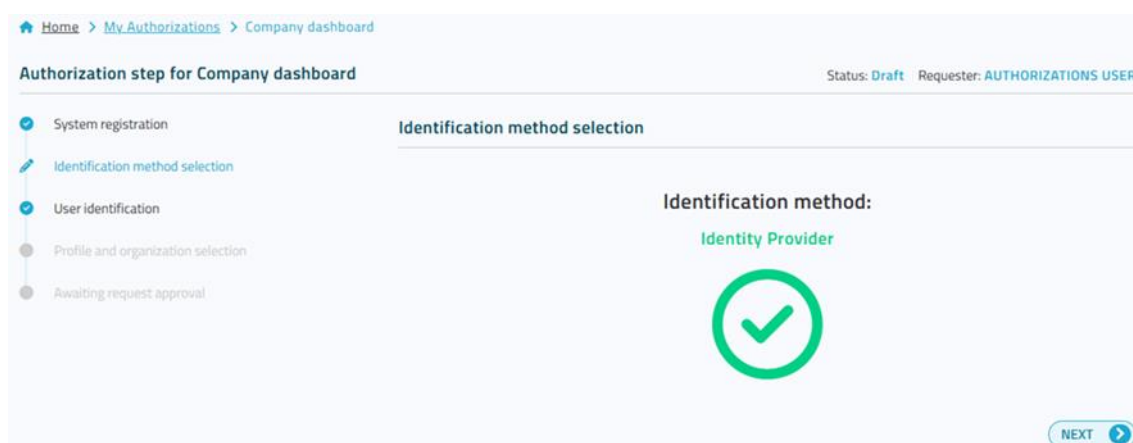


Figure 19 - Compilation of the User identification step - Identity Provider

2. The user logs in with a username and password with an account registered before the **go-live date** and has chosen as the identification method the **Manual Procedure**:
the system presents to the **previous** user the data entry form for manual identification (fig. 20), consisting of a table that allows the user to **upload the required documents**, a **mandatory** operation in order to proceed with the compilation of the next step.

The screenshot shows the 'Authorization step for Company dashboard' interface. On the left, a progress bar indicates the steps: System registration, Identification method selection, User identification (current step), Profile and organization selection, and Awaiting request approval. The main area is titled 'User identification' and includes a note: 'The documents to be uploaded are mandatory'. Below this is a table with columns: Document name, File name, Status, Upload date, and Actions. The table contains one row for 'Identification document' with a status of 'Not uploaded' and an upload icon. A 'SAVE' button is at the bottom right.

Document name	File name	Status	Upload date	Actions
Identification document		Not uploaded		

Figure 20 - Compilation of the User identification step - Manual Procedure

The table consists of the following columns:

- **Document name:** indicates the type of document required;
- **File name:** shows the name of the uploaded file, if present; otherwise, the field remains empty;
- **Status:** displays the document upload status. Possible statuses include Not uploaded (in red) or Uploaded (in green);
- **Upload date:** reports the date the file was uploaded;
- **Actions:** contains the icon which activates the identity document upload function.

By clicking on the icon, the system shows a modal window for uploading the files for the identity document and its related data (fig. 21).

The modal window is titled 'UPLOAD DOCUMENTS' and includes a close button (X). A note states: 'Fields marked with an asterisk are mandatory (*)'. The form contains the following fields:

- Document type ***: A drop-down menu with 'Document type' selected.
- Issued by ***: A text input field.
- Issue date ***: A date picker showing 'dd/mm/yyyy'.
- Expiry date ***: A date picker showing 'dd/mm/yyyy'.
- Front of document ***: A dashed box with an upload icon and text: 'Upload or drag an image here in one of the supported formats: .jpg, .jpeg, .png. Maximum size allowed 10 MB'.
- Back of document ***: A dashed box with an upload icon and text: 'Upload or drag an image here in one of the supported formats: .jpg, .jpeg, .png. Maximum size allowed 10 MB'.

At the bottom, there are 'CANCEL' and 'CONFIRM' buttons.

Figure 21 - Data compilation modal for the identification document

The modal includes the following fields, all mandatory (marked with an asterisk*):

- **Document type:** drop-down menu to select the document type. The available options are Identity Card, Driver License, and Passport;
- **Issued by:** text field to indicate the authority that issued the document;
- **Issue date:** date field in the format **dd/mm/yyyy** to indicate the document's issue date;

- **Expiry date:** date field in the format **dd/mm/yyyy** to indicate the document's expiration date;
- **Front of document:** section to upload or drag the image of the front of the document. (supported formats are: .jpg, .jpeg, .png);
- **Back of document:** section to upload or drag the image of the back of the document. (supported formats are: .jpg, .jpeg, .png).

At the bottom of the modal are the CANCEL buttons (to close the window without saving the data) and CONFIRM (to save the entered data and proceed with the document upload). By clicking the CONFIRM button, if the entered data is valid, the table shows the data related to the newly entered identity document and the SAVE button of the step is enabled to save the compiled data (fig. 22).

Document name	File name	Status	Upload date	Actions
Identification document	prova.jpg 6.29 KB	Uploaded	28/01/2026 15:15:07	...
	Prova2.jpg 47.25 KB			

Figure 22- Compilation of the User Identification step- Manual Procedure filled form

1.4.5 Compilation of the Profile and Organization Selection step

In the Profile and Organization Selection step, the system presents the user with a form that includes at least one drop-down menu for selecting the User Profile.

Profile *
OMP Administrator

Pharmaceutical Company *

Figure 26- Profile and Organization Selection step compilation example

Following the selection of the user profile, further specifications may be requested via other drop-down menus, each dynamically included in the page and dependent on the choice made in the previous one, in order to define the necessary level of detail. Each menu is accompanied by a label and proposes selectable values based on the type of request being compiled.

The selection of all elements of the form is mandatory to proceed with the compilation of the next step. The SAVE button is enabled only when all the elements of the form, inserted progressively based on the type of selection made, are selected.

Upon clicking the SAVE button, a modal window opens requesting confirmation of the operation.

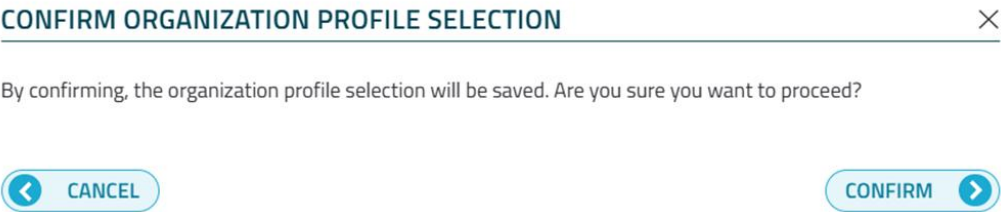


Figure 27- Profile and Organization Selection step - Modal window for the save function

There is also a button, to the right of the Profile and Organization Selection title, which opens a modal window displaying a detailed description for each User Type selectable for the type of request being compiled (in fig. 28, an example).



Figure 28- Example of a modal window containing the detail of each selectable profile

Selecting one of the available User Types enables the / icon on the selected element which, upon clicking, opens a modal window displaying a detailed description for the selected User Type.



Figure 29- Example of a modal window containing the detail of the selected profile

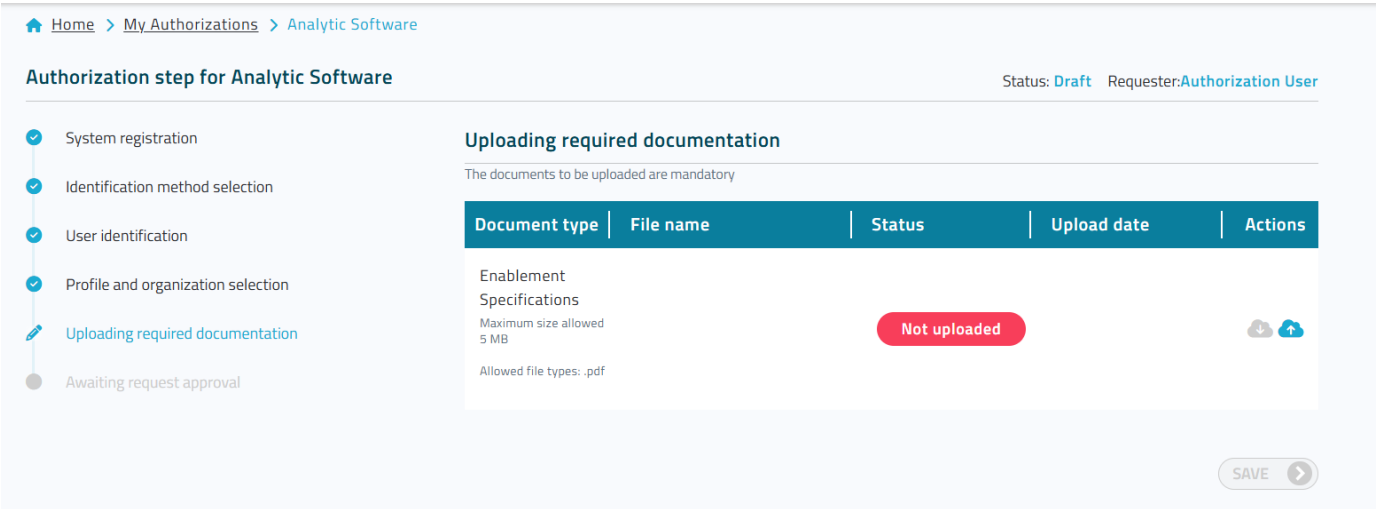
1.4.6 Compilation of the Necessary Documentation Upload step

In the Necessary Documentation Upload step, the system presents the user with the form consisting of a table that allows the user to upload a list of required documents. The uploading of documents is mandatory in order to proceed with the compilation of the next step.

The table is composed of the following columns:

- **Document Type:** indicates the type of document required
- **File Name:** shows the name of the uploaded file, if present. Otherwise, the field remains empty.
- **Status:** displays the upload status of the document. Possible statuses include Not uploaded (in red) or Uploaded (in green)

- **Upload Date:** reports the date on which the file was uploaded.
- **Actions:** contains the icon  that allows selecting the file from the user's device.



Home > My Authorizations > Analytic Software

Authorization step for Analytic Software Status: Draft Requester: Authorization User

System registration
Identification method selection
User identification
Profile and organization selection
Uploading required documentation
Awaiting request approval

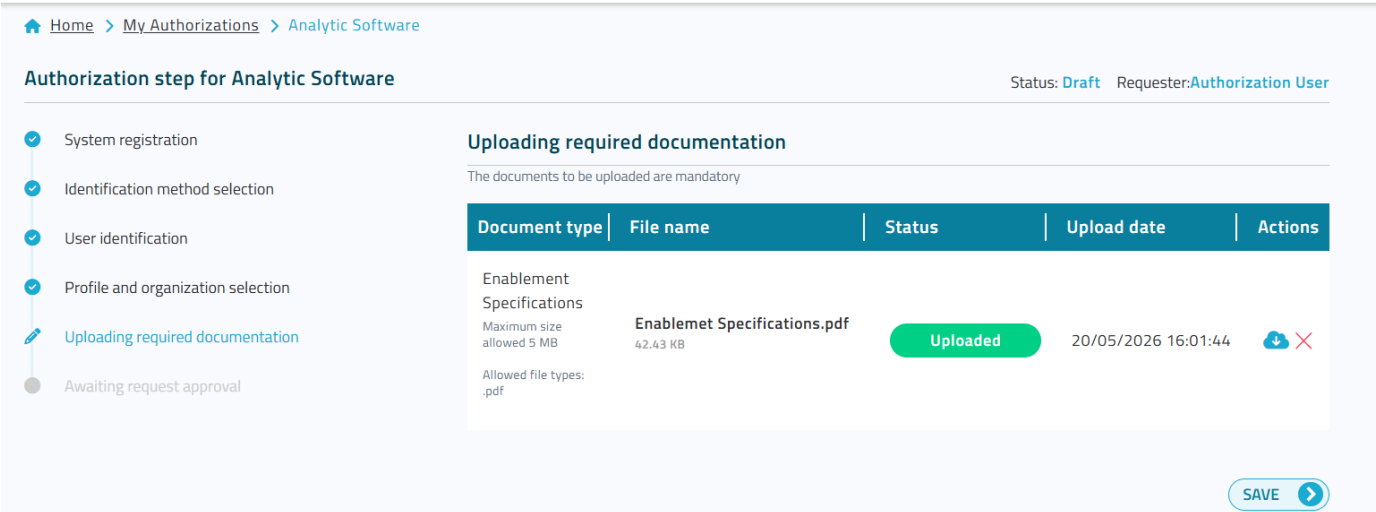
Uploading required documentation
The documents to be uploaded are mandatory

Document type	File name	Status	Upload date	Actions
Enablement Specifications Maximum size allowed 5 MB Allowed file types: .pdf		Not uploaded		

SAVE

Figure 23- Compilation of the Necessary Documentation Upload step

For each document in the table, by clicking on the  icon, the system allows selecting the file through a file explorer window of the user's device operating system. Once the file is selected, the table shows the data relating to the name, size, Uploaded status, and date and time of the upload of the newly selected file. Furthermore, in the Actions column, the  icon is replaced with the  icon which allows deleting the uploaded file, emptying all the data relating to the document again. Only when all the documents in the list are uploaded is the SAVE button enabled (fig. 24).



Home > My Authorizations > Analytic Software

Authorization step for Analytic Software Status: Draft Requester: Authorization User

System registration
Identification method selection
User identification
Profile and organization selection
Uploading required documentation
Awaiting request approval

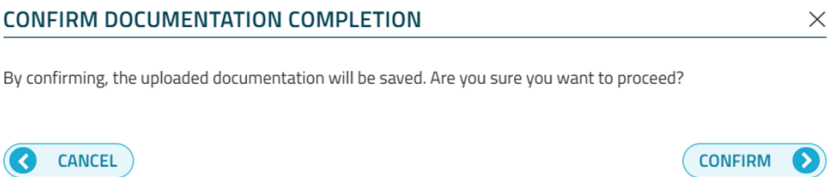
Uploading required documentation
The documents to be uploaded are mandatory

Document type	File name	Status	Upload date	Actions
Enablement Specifications Maximum size allowed 5 MB Allowed file types: .pdf	Enablemet Specifications.pdf 42.43 KB	Uploaded	20/05/2026 16:01:44	 

SAVE

Figure 24- Compilation of the Necessary Documentation Upload step filled form

Upon clicking the Confirm button, a modal window opens requesting confirmation of the operation.



CONFIRM DOCUMENTATION COMPLETION

By confirming, the uploaded documentation will be saved. Are you sure you want to proceed?

CANCEL CONFIRM

Figure 25- Modal window for the save function of the Necessary Documentation Upload step

1.4.7 Compilation of the Awaiting Request Approval step

The Awaiting Request Approval step represents the final phase of the compilation of the authorization request. In this phase, the system presents a summary screen informing the user about the start of the approval process.

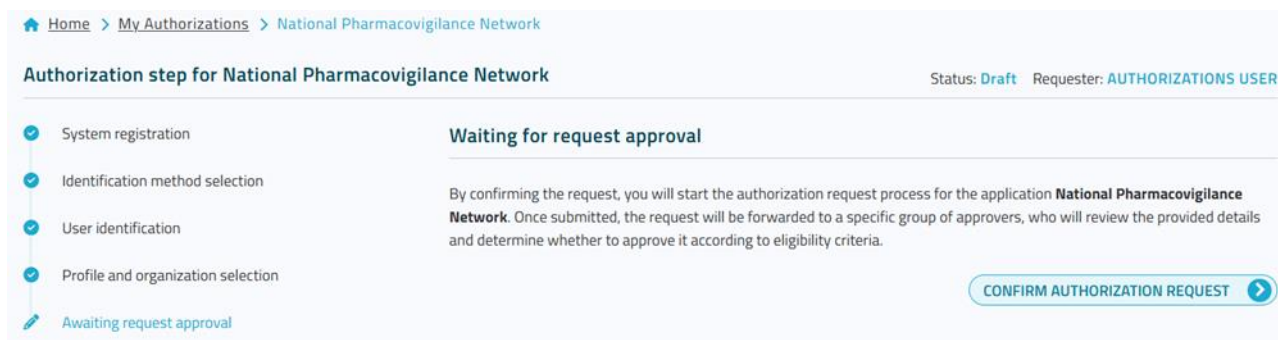


Figure 30- Awaiting Request Approval - Example

A text is displayed explaining that, by confirming the request, it will be forwarded to a group of approvers. The group will examine the provided data and evaluate the user's eligibility based on the established criteria.

Clicking on the CONFIRM AUTHORIZATION REQUEST button opens a modal window that simply requests confirmation of the operation (fig. 31).

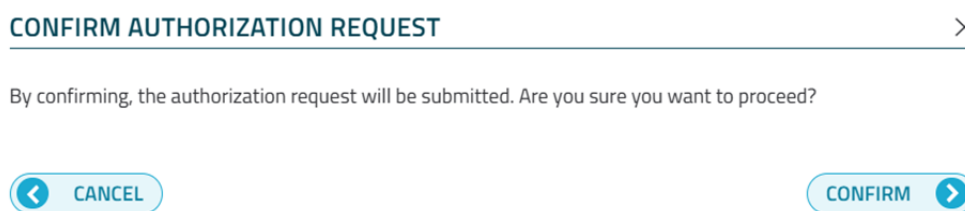


Figure 31- Awaiting Request Approval - Modal window for request submission

Clicking on the CONFIRM button inside the modal window, the user officially submits the authorization request. From this moment:

- it is no longer possible to modify the data entered during the previous steps;
- the request is sent to the group of approvers, who will evaluate its completeness and eligibility;
- the status of the request changes from Draft to Pending Approval. It will then change to the "In Progress" status when an approver takes charge of it, indicating that it is under examination.

1.4.7.1 Request auto-approval

In some types of authorization requests, the system provides an auto-approval function. When this mode is active, the approval process does not require the intervention of an approver. In these cases, upon clicking the CONFIRM AUTHORIZATION REQUEST button, the request is automatically approved by the system. The user immediately receives confirmation of the successful authorization.

From this moment:

- the entered data can no longer be modified;
- the status of the request changes directly from Draft to Approved;
- the user can start using the functionalities for which they requested authorization, according to the assigned permissions.

This functionality is available only for specific categories of requests, as defined by the system configuration rules.

1.5 Suspended authorization request

During the evaluation phase by an approver, an authorization request can be suspended if problems or inconsistencies are found in the provided data. In this case, the status of the request changes to Suspended, and a notification of the suspension is received. When a request is in the Suspended status, it is possible to resume the compilation by selecting the Resume Request action. This operation reopens the request compilation page where inside it:

- the steps where problems were detected are highlighted in red;
- by selecting one of the highlighted steps, a red message containing the observations of the approver who processed the request is shown in the data compilation section.

Authorization step for Printed medicines database Status: Suspended Requester: AUTHORIZATIONS USER

System registration
Identification method selection
User identification
Profile and organization selection
Awaiting request approval

Profile and organization selection [Edit](#)

Fields marked with an asterisk are mandatory (*)

Profile *
Pharmaceutical Company

Pharmaceutical Company *
0040 - PFIZER ITALIA S.P.A.

[NEXT](#)

Report detected by the approver
NOT IN LINE

Figure 32- Request in Suspended status - Example of an issue reported by the approver

Once the necessary modifications have been made based on the received instructions, it is possible to continue with the compilation and resubmit the request for a new evaluation.

