

Approved years

The **Approved Years** page provides an overview of all previously approved maintenance plan budgets.

It serves as a **record of past approvals**, allowing users to review historical decisions and access approved documentation.

Viewing approved years

For each approved year, the following details are displayed:

- **Submitted by** – the name of the user who submitted the budget for approval.
 - **Submission date** – when the budget was formally submitted.
 - **Approved by** – the name of the user who approved the budget.
 - **Approval date** – the date the approval was granted.
 - **Approved contributions** – the total contribution amount approved for that year.
 - **Approved plan PDF** – a downloadable copy of the maintenance plan as it was approved, preserving a historical snapshot.
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Reviewing past approvals

This page allows users to:

- Download or review approved budgets for reference.
 - Verify who approved and when each decision was made.
 - Maintain a transparent audit trail of the approval history.
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Reset approval

In some cases, it may be necessary to **reset an approval** — for example, if the plan needs to be reopened for adjustment.

- The **Reset Approval** feature becomes available **only if no changes have been made** to subsequent years of the plan since the approval was granted.
- Resetting the approval will **unlock that year's budget**, returning it to an editable state.

Key points

- Provides a **clear historical record** of all approved budgets.
 - Allows users to **review, download, and verify** previous approvals.
 - The **Reset Approval** option gives admins flexibility while preserving data integrity.
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