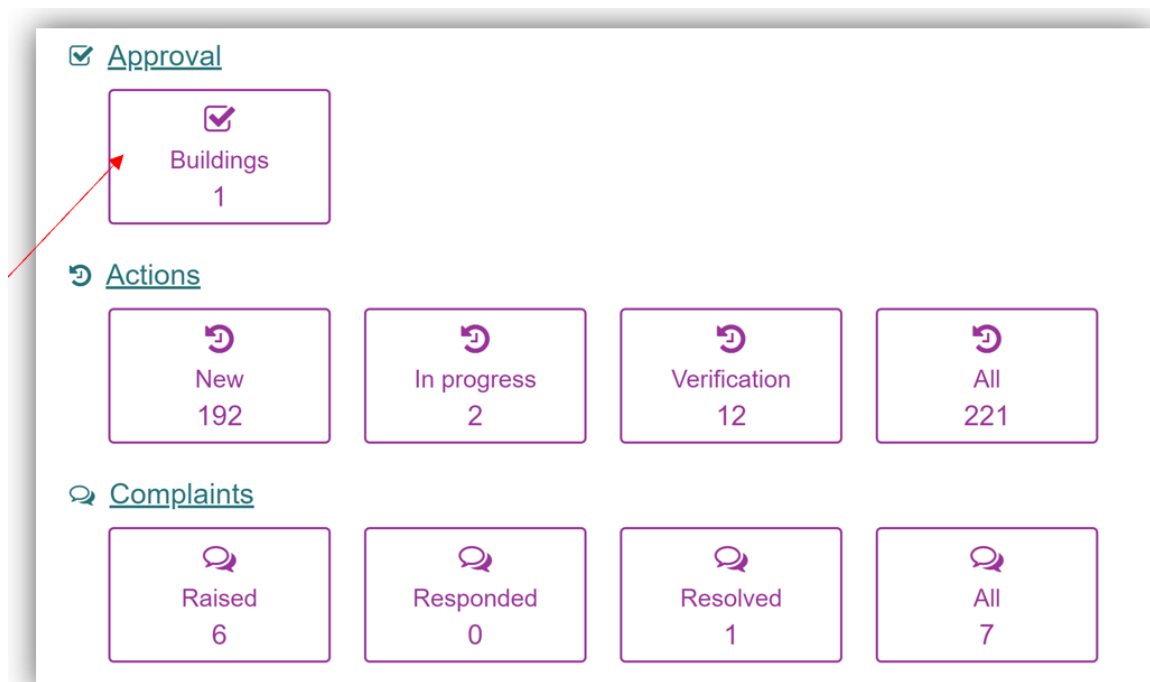




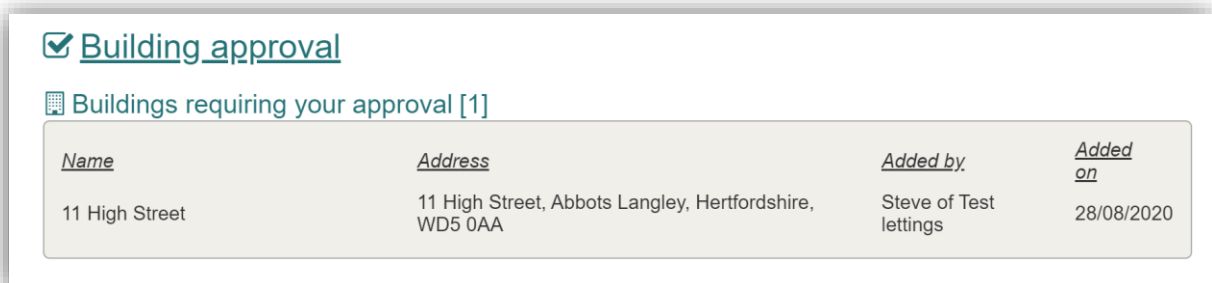
How to approve a building

The **Approval** component of the Authority app allows you to approve a Provider's building (property/unit), after they have registered and listed it on the Setting The Standard System.

- i. Click on the **Approvals** tile on the Authority **Dashboard** .




- ii. The **Building Approval** page will display.



- iii. Click on the building (property/unit) you are reviewing for approval; the text will appear highlighted. Click the **Approve** or **Reject** button.

☒ Building approval

 Buildings requiring your approval [1]

<u>Name</u>	<u>Address</u>	<u>Added by</u>	<u>Added on</u>
11 High Street	11 High Street, Abbots Langley, Hertfordshire, WD5 0AA	Steve of Test lettings	28/08/2020

☒ Approve ☒ Reject