



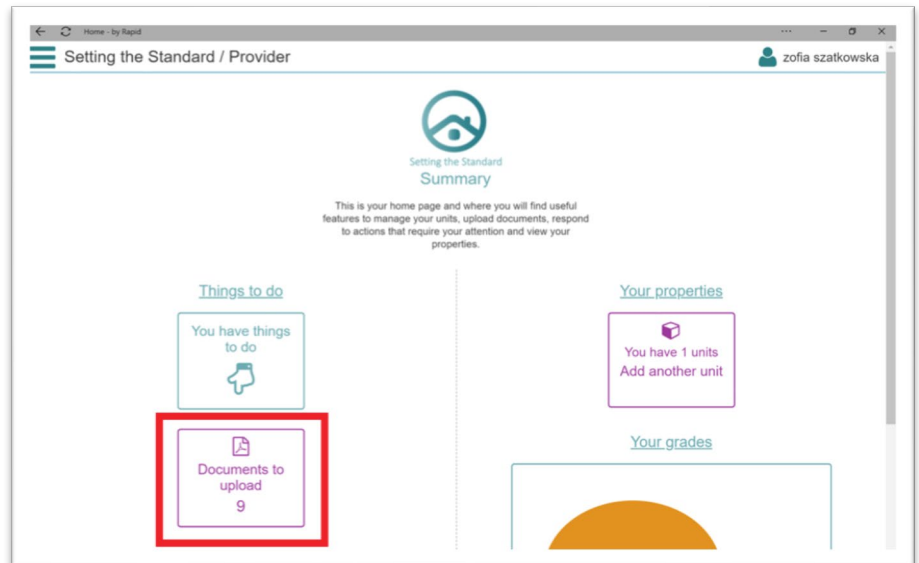
Setting the Standard
Temporary Accommodation

How to upload certificates

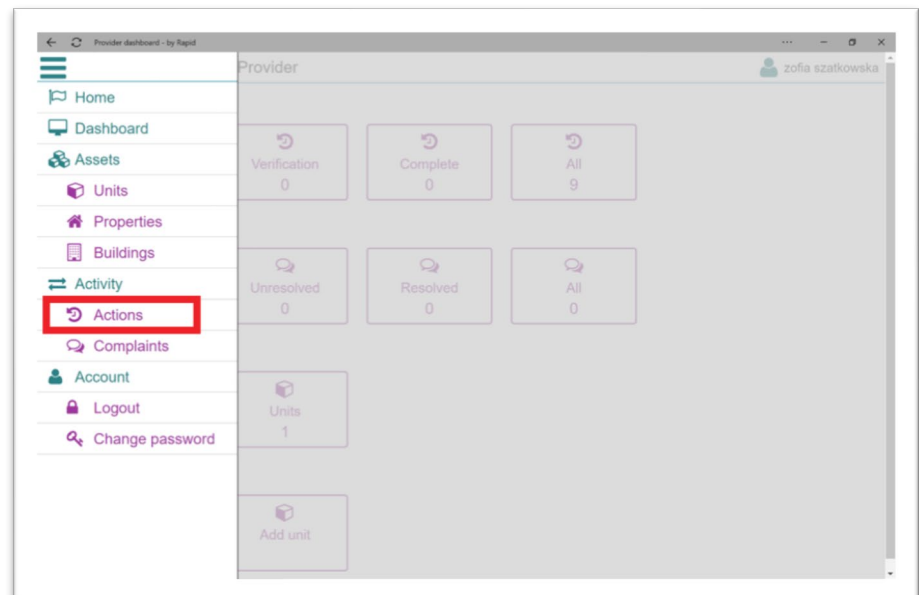
These instructions will show you how to upload certificates for your property

There are three ways to upload documents and certificates:

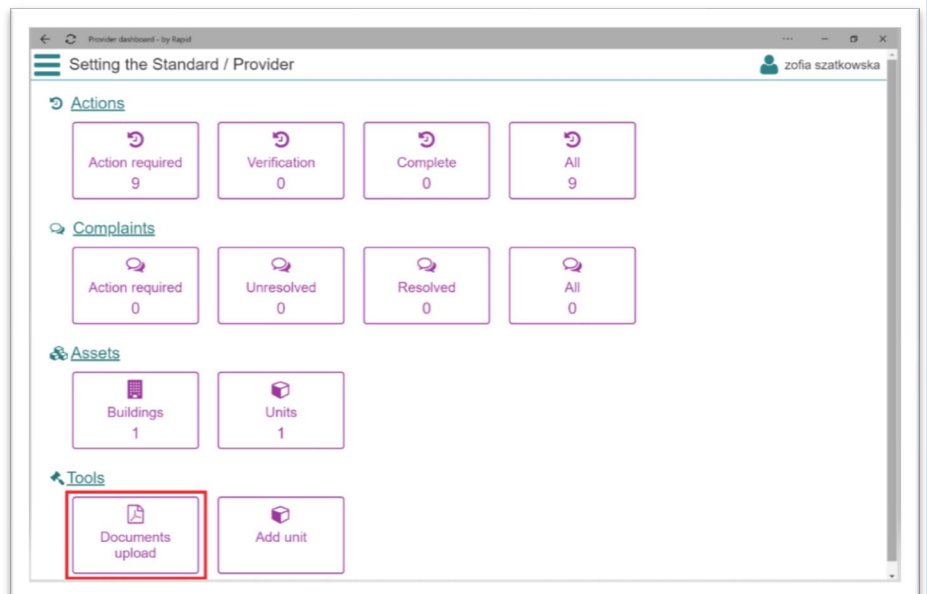
1. Through the welcome page- click on the documents to upload (highlighted with the red box)



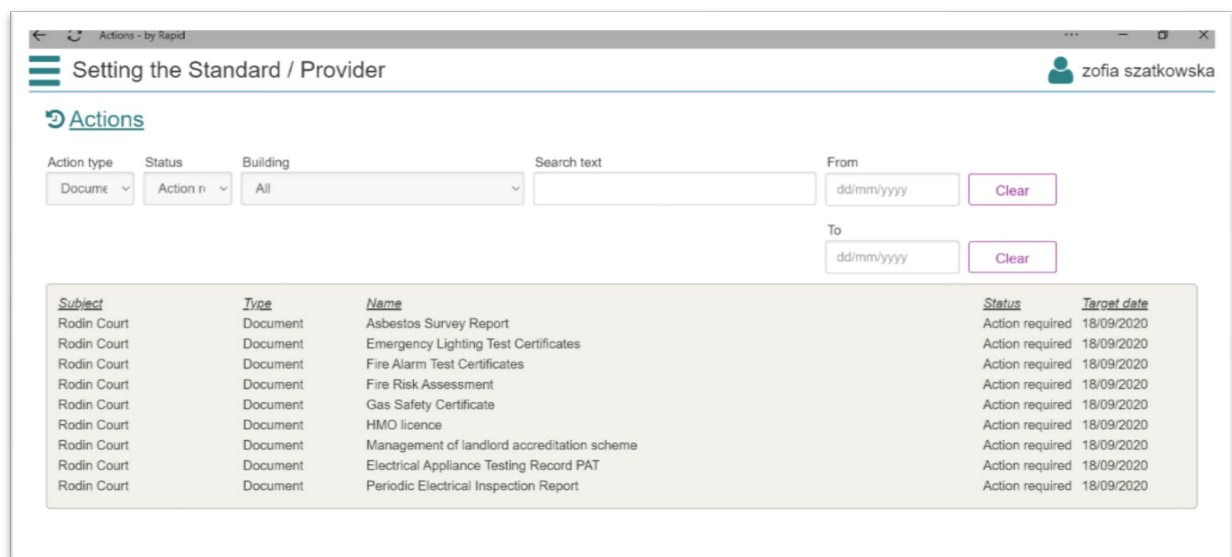
2. Through the side menu- click on the three lines and then actions



3. Or through the main dashboard- click on documents to upload at the bottom left of the page



This will take you through to the actions page where all properties are listed and the document that is required against that property



Click on the document that you want to upload, and 2 option boxes will appear below:

The screenshot shows a web application titled 'Setting the Standard / Provider' with a user profile 'zofia szatkowska'. Under the 'Actions' section, there are filters for Action type (Document), Status (Action required), and Building (All). A search bar and date range (From/To) are also present. Below these is a table of documents:

Subject	Type	Name	Status	Target date
Rodin Court	Document	Asbestos Survey Report	Action required	18/09/2020
Rodin Court	Document	Emergency Lighting Test Certificates	Action required	18/09/2020
Rodin Court	Document	Fire Alarm Test Certificates	Action required	18/09/2020
Rodin Court	Document	Fire Risk Assessment	Action required	18/09/2020
Rodin Court	Document	Gas Safety Certificate	Action required	18/09/2020
Rodin Court	Document	HMO licence	Action required	18/09/2020
Rodin Court	Document	Management of landlord accreditation scheme	Action required	18/09/2020
Rodin Court	Document	Electrical Appliance Testing Record PAT	Action required	18/09/2020
Rodin Court	Document	Periodic Electrical Inspection Report	Action required	18/09/2020

Below the table are two buttons: 'View details' and 'Upload'. A red arrow points to the 'Upload' button.

1. The first box is view details where you view what the requirements are for that document

This screenshot shows the 'View details' modal for the 'Asbestos Survey Report'. It contains the following fields:

- Name:** Asbestos Survey Report
- Subject:** Rodin Court
- Type:** Document
- Status:** New
- Target date:** 18/09/2020
- Description:** There is no currently valid Asbestos Survey Report for Rodin Court
- Remedy:** Please provide a valid Asbestos Survey Report for Rodin Court
- Supporting documentation:** A table with columns: Name, Documentation, Type, Expiry date.
- Affected units:** A section with a table header 'Name'.
- Notes:** A section with a table header 'Text' and 'Details'.

Buttons at the bottom include 'Close' and 'Help'.

2. The second box opens the upload page

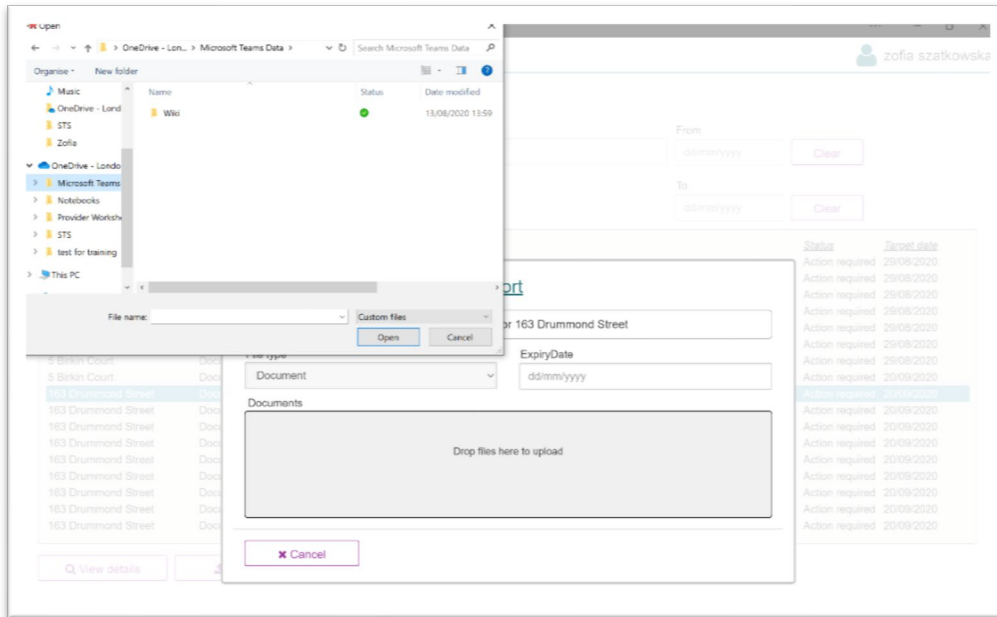
To upload your document, you need to fill in the expiry date of your document and then upload a copy of that document.

This can be done by either dragging and dropping your file into the grey box- 'Drop here to upload' OR by click on that same grey box which opens your desktop file storage.

This screenshot shows the 'Upload asbestos survey report' modal. It contains the following fields:

- Title:** Upload asbestos survey report
- Description:** Please provide a valid Asbestos Survey Report for Rodin Court
- File type:** Document
- ExpiryDate:** dd/mm/yyyy
- Documents:** A large grey box with the text 'Drop files here to upload'.

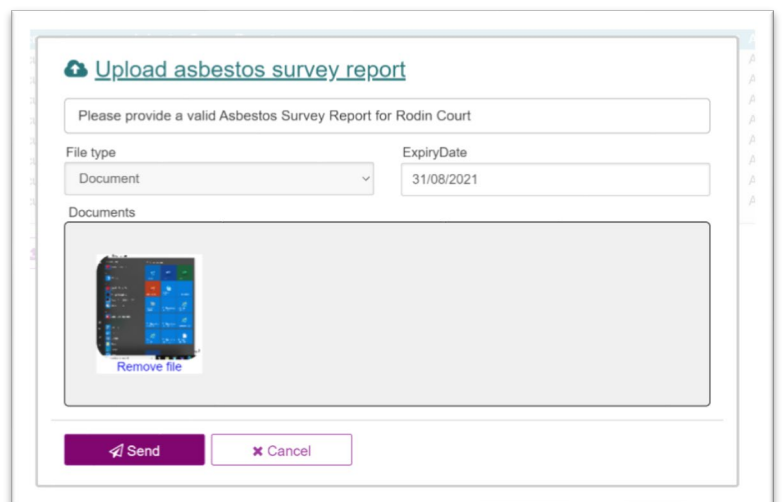
A 'Cancel' button is at the bottom.



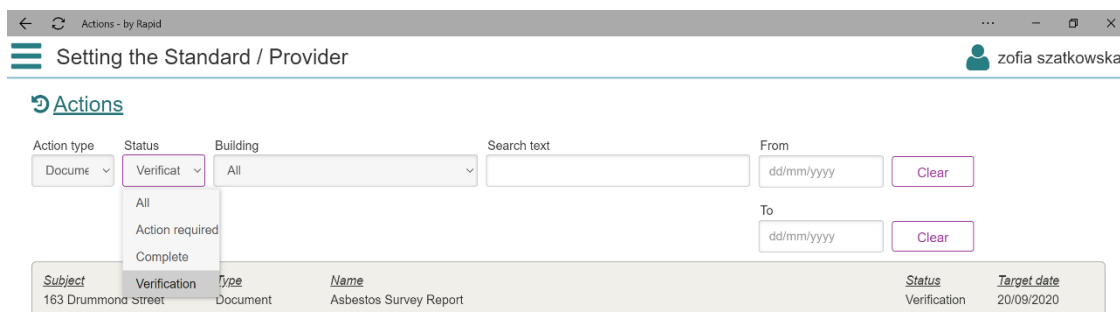
Once your desktop file storage is open simply double click on the document you want to upload, and it will load into the grey box.

If you have uploaded the wrong file you can click on the remove file underneath your document in the grey box.

Once that is complete click on the send button and it will be sent for verification.



The app will then take you back to the actions page where you can continue uploading further documentation for your property



If you wish to check that the document has been sent, in the actions page you can select the filter of status and then verification to pull up all documents that are in the queue to be verified.

Once a document is verified the status will change to Complete.