Setting the Standard
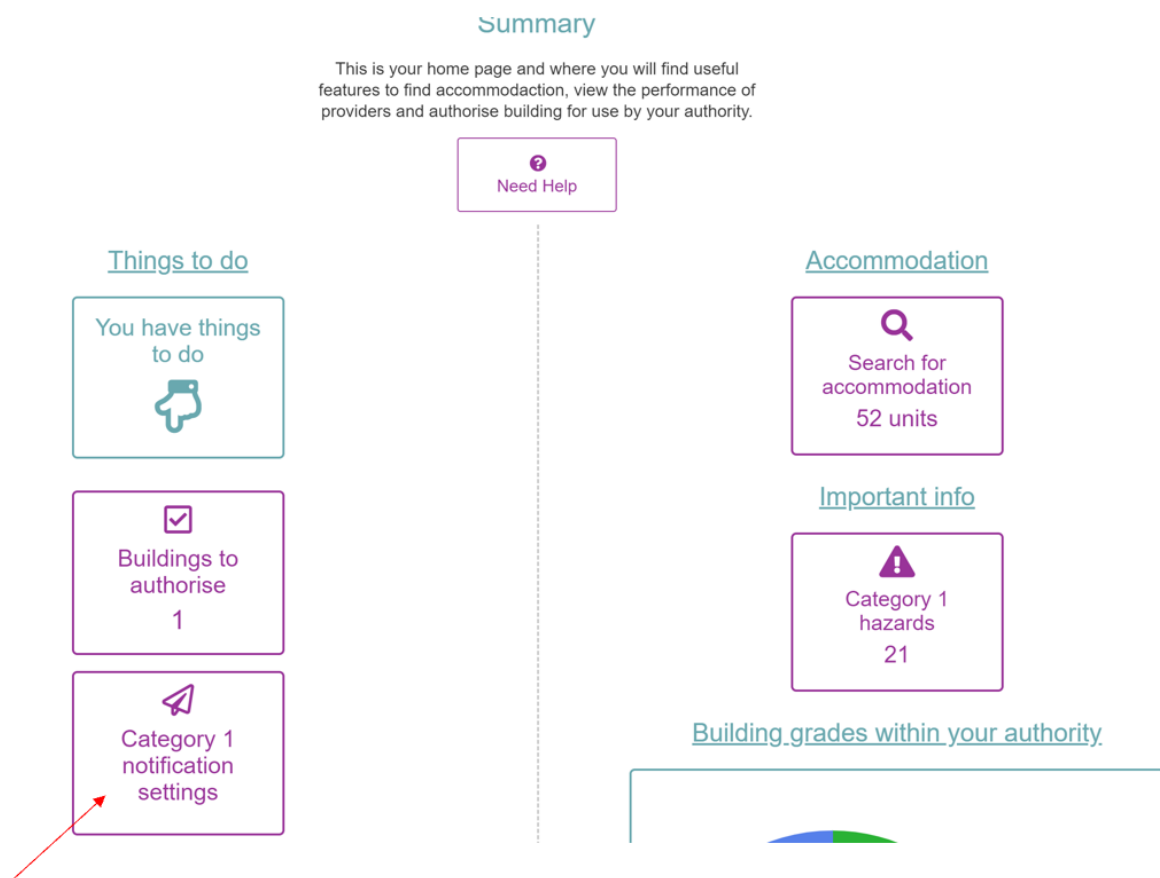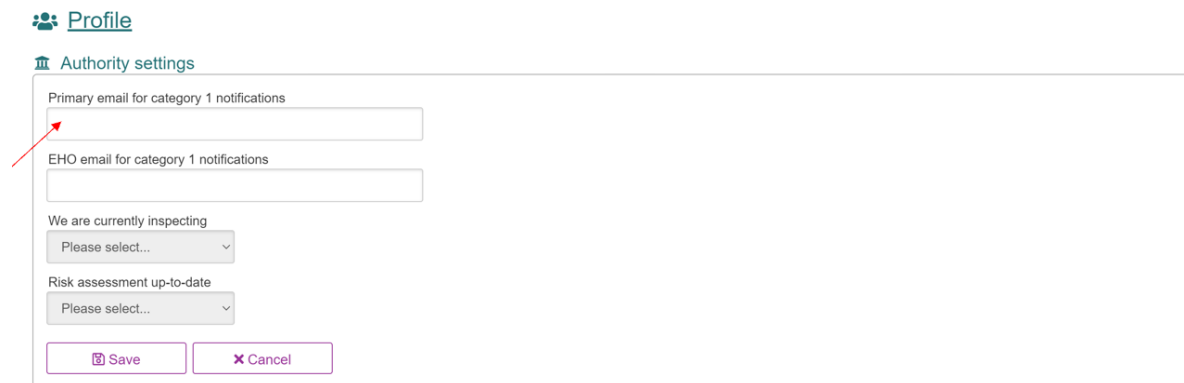Temporary Accommodation Inspections Service

How to set up Category 1 Notifications

As an Super User you have the responsibility to set up a primary email address for your local authority to receive email notifications for Category 1 hazards identified by the central Setting The Standards Inspection team, following an inspection.

i. Once you have logged into the Authority app, the Summary page, will display. Click on the tile titled **Category 1 Notification Settings.**

Summary

This is your home page and where you will find useful features to find accommodaction, view the performance of providers and authorise building for use by your authority.

❓ Need Help

Things to do

You have things to do 👎

☑ Buildings to authorise 1

✈ Category 1 notification settings

Accommodation

🔍 Search for accommodation 52 units

Important info

⚠ Category 1 hazards 21

Building grades within your authority

ii.   The **Authority Profile** page will display. Input <u>one</u> central email address for your authority in the **Primary email** field, this will ensure any Category 1 Hazard notification go out to the relevant person/s grouped within that email address. Select the **Save** button to save your changes, and exit to return to the **Dashboard.** Or select the **Cancel** button to exit and return to the **Dashboard.**

iii.   The **Authority Profile** page is also accessible via the **Side Menu**, select the **Profile** field.