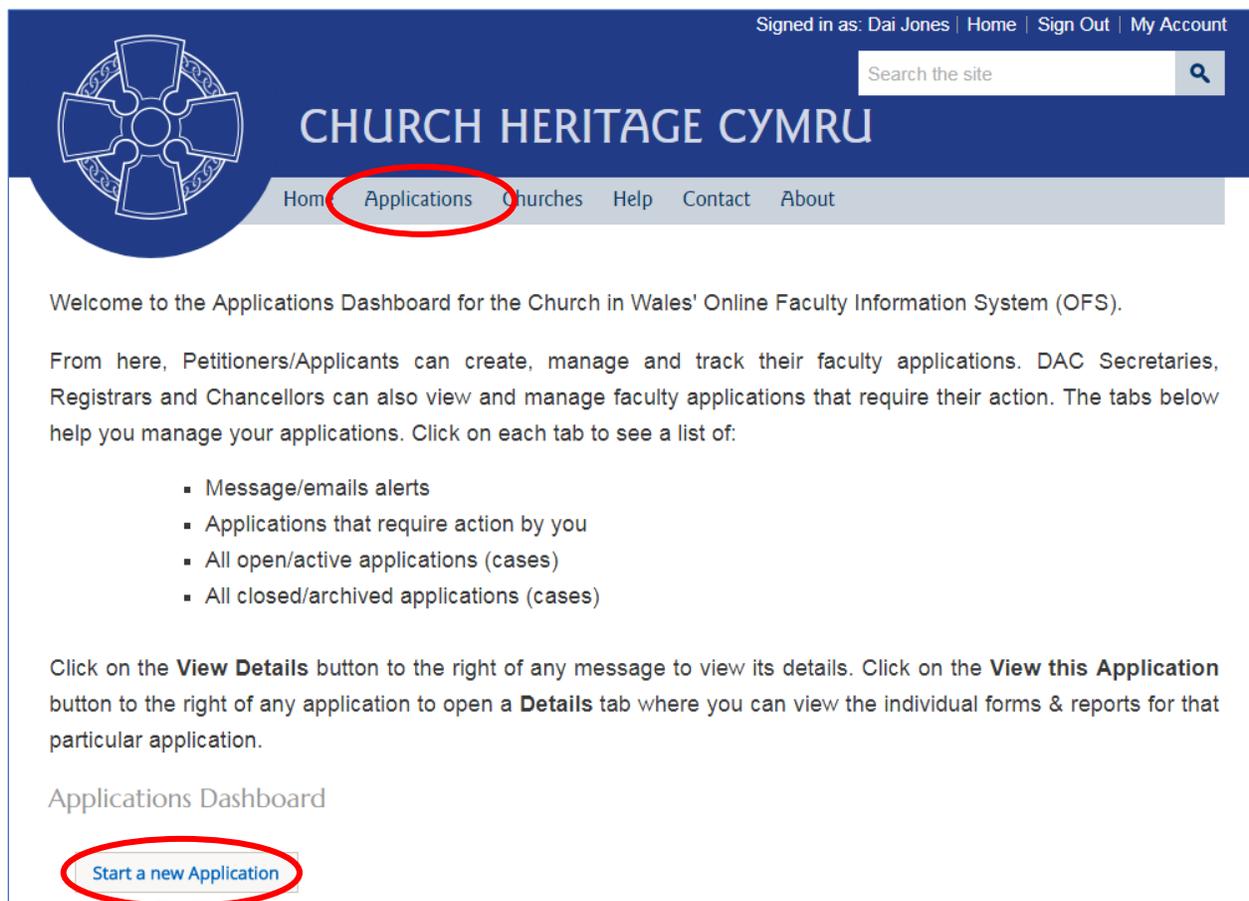


## List A & B Faculty Applications

List A & B faculty applications were introduced at the same time as the Online Faculty System (OFS) to provide a more streamlined permissions process to parishes wishing to carry out routine maintenance, minor or straightforward works to their churches and churchyards. List A applications cover routine maintenance or minor like-for-like repairs and require no formal permission to proceed, although both the DAC and the Diocesan Registrar are notified. List B applications cover straightforward works (eg. replacing a boiler) that have little or no impact on the historic fabric of the church or churchyard. They are reviewed by a DAC member (or members) and require the permission of the Diocesan Registrar before they can proceed.

### Creating a List A Application

1. Sign in to the OFS (<https://churchheritagecymru.org.uk/>)
2. Click on the **Applications** tab to bring up the **Applications Dashboard**



Signed in as: Dai Jones | Home | Sign Out | My Account

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# CHURCH HERITAGE CYMRU

Home **Applications** Churches Help Contact About

Welcome to the Applications Dashboard for the Church in Wales' Online Faculty Information System (OFS).

From here, Petitioners/Applicants can create, manage and track their faculty applications. DAC Secretaries, Registrars and Chancellors can also view and manage faculty applications that require their action. The tabs below help you manage your applications. Click on each tab to see a list of:

- Message/emails alerts
- Applications that require action by you
- All open/active applications (cases)
- All closed/archived applications (cases)

Click on the **View Details** button to the right of any message to view its details. Click on the **View this Application** button to the right of any application to open a **Details** tab where you can view the individual forms & reports for that particular application.

Applications Dashboard

**Start a new Application**

3. Click on the **Start a New Application** button
4. The **Case File** form opens with the **Step 1** tab visible

The completion of the **Case File** form is required for all applications and determines whether it will be a List A, List B or Full Faculty.

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# CHURCH HERITAGE CYMRU

Case file

Step 1 Step 2 Step 3 Step 4

Select the name of your church and enter a very brief description of the proposed works (**no more than 10 words**, eg. gutter clearing, boiler replacement, etc) and a contact telephone number. Click on the **Next** button when complete.

Church

Summary of proposed works

Contact number

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5. Select the name of the church you are applying for a faculty for from the drop-down **Church** list
6. Enter a brief summary of the work (no more than 10 words) in the **Summary of proposed works** text box
7. Enter a contact telephone number in the **Contact Number** text box
8. Click on the **Next** button or the **Step 2** tab
9. The **Step 2** tab is visible

A unique reference number is automatically assigned to each application by the OFS at this point. This is displayed at the top of the screen.

Case file

Application Ref: 2017-000103

Diocese: Bangor

Status: Awaiting List A item selection

Summary: Replace electrical sockets in vestry

Church: St Mary, Bangor

Archdeaconry: Bangor

Logged By: Mr Dai Jones (Wed 23 Aug 2017)

Step 1 Step 2 Step 3 Step 4

Please specify whether the proposed works are for the church or churchyard. If the works are for both, select "church buildings".

Area affected by proposed works  Church buildings etc.  Churchyard

10. Choose whether the works you are proposing are for the church or churchyard  
 If the works are for both, then select churchyard. If in doubt, speak to your DAC Secretary.
11. Click on the **Next** button or the **Step 3** tab
12. The **Step 3** tab is visible showing the List A items

Case file

Application Ref: <b>2017-000103</b>	Church: <b>St Mary, Bangor</b>
Diocese: <b>Bangor</b>	Archdeaconry: <b>Bangor</b>
Status: <b>Awaiting List A item selection</b>	Logged By: <b>Mr Dai Jones (Wed 23 Aug 2017)</b>
Summary: <b>Replace electrical sockets in vestry</b>	

**Step 1** **Step 2** **Step 3** Step 4

Please read the List A items below. If the proposed works match one of the items, select it and click on the **Next** button.

If the proposed works do not match one of the List A items, select the **None of the above** option at the bottom of the screen and click on the **Next** button.

If in doubt, contact your DAC Secretary for advice.

(A1-1) Works of routine maintenance not affecting the building fabric or any historic material

*Specified conditions:*

- *The parochial church council's insurers are notified if external scaffolding is to be erected*

(A1-2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation

(A1-3) Like for like repairs to modern window glass

*Specified conditions:*

- *The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows*

13. Read through the list and select the appropriate item
- Remember to read any specified conditions associated with your selection as these will define the extent of the permitted work. If you do not see the item you are looking for, or are unsure of which one to select, speak to your DAC Secretary.
14. Click on the **Next** button or the **Step 4** tab

Case file

Application Ref: **2017-000103** Church: **St Mary, Bangor**  
 Diocese: **Bangor** Archdeaconry: **Bangor**  
 Status: **Awaiting List A item selection** Logged By: **Mr Dai Jones (Wed 23 Aug 2017)**  
 Summary: **Replac electrical sockets in vestry**

Step 1 > Step 2 > Step 3 > Step 4

You have selected a List A item. Works on this list require no further permission. You may now proceed with your proposed works without further ado. Click on the **Finish Form** button to complete the application.

Previous Save & come back later Cancel Finish Form

15. Your List A item selection is confirmed

16. Click on the **Finish Form** button to complete the application

Application Ref: **2017-000103** Church: **St Mary, Bangor**  
 Diocese: **Bangor** Archdeaconry: **Bangor**  
 Status: **Post determination List A** Logged By: **Mr Dai Jones (Wed 23 Aug 2017)**  
 Summary: **Replac electrical sockets in vestry**

Click on the **Details** tab below to view the forms/reports for this application, then click on the **View Details** buttons to view and print them. Click on the **History** tab to view the actions carried out on this application and the **Messages** tab to view any system messages.

Details History Messages

Summary description of proposed works	✓
List A or List B classification	✓
Confirmation of List A matters	✓

Return to Applications dashboard Delete the application Download All Forms & Documents

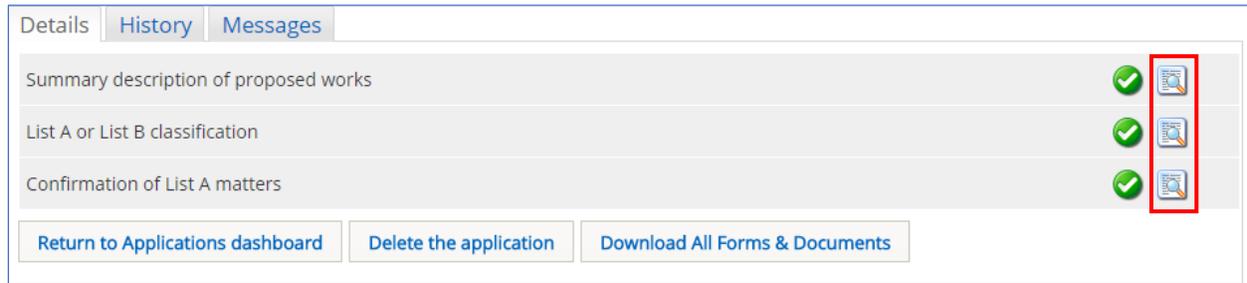
17. The **Details** screen is displayed listing the completed forms associated with the application (these were created as you completed the sections/steps in the **Case File**)

18. The application status changes from “Awaiting List A item selection” to “Post determination List A” and is now recorded as an archived (closed) case

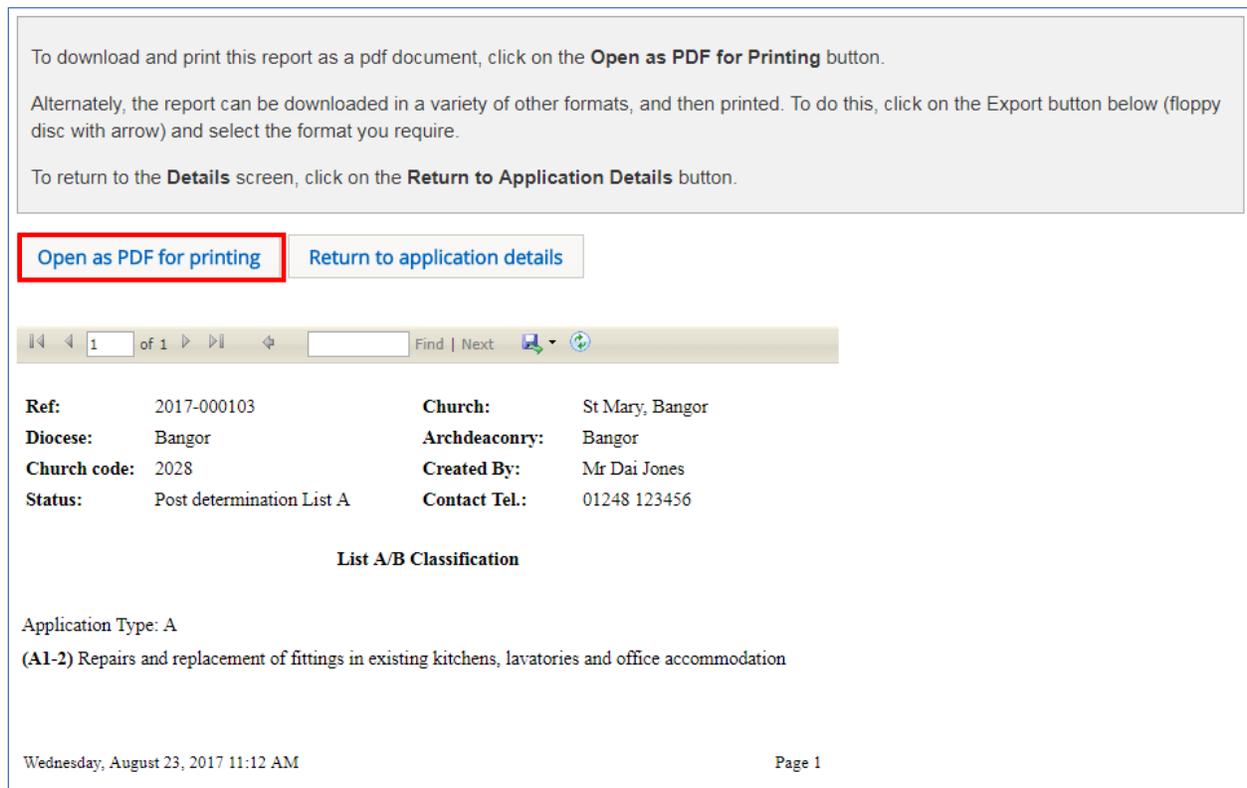
There are various other functions that you can perform from the Details screen such as viewing, downloading and printing applications. In addition, you can also view an application’s history, its system messages (emails that have been sent to the applicants’ email address) or delete it.

## Printing an Application

1. To view or print screens/reports from the application, click on any of the **View Details** buttons

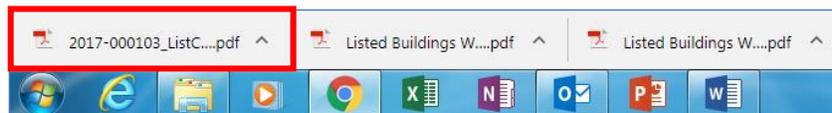


2. The report window is displayed



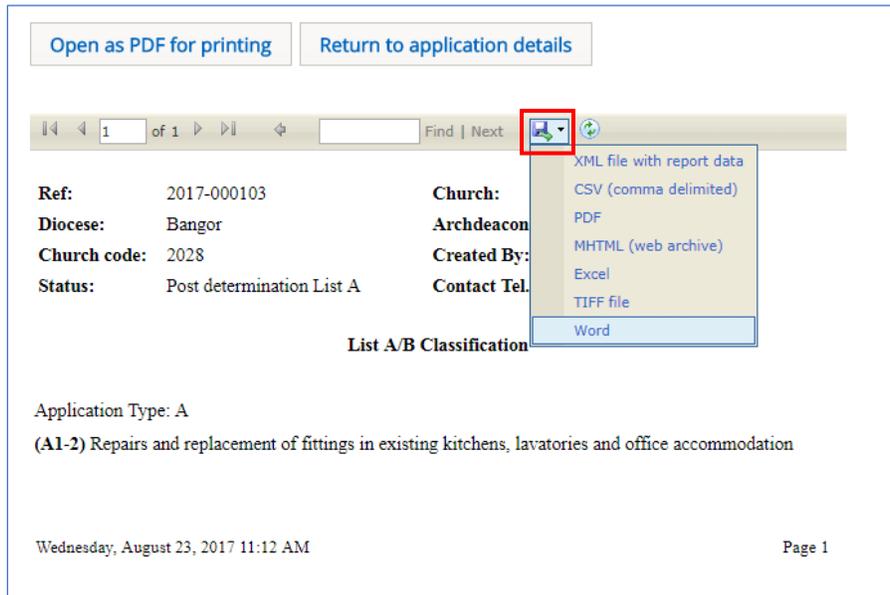
3. Click on the **Open as PDF for printing** button

The report is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



Clicking on the downloaded report will open it in Adobe Acrobat where it can be viewed, saved or printed in the normal way.

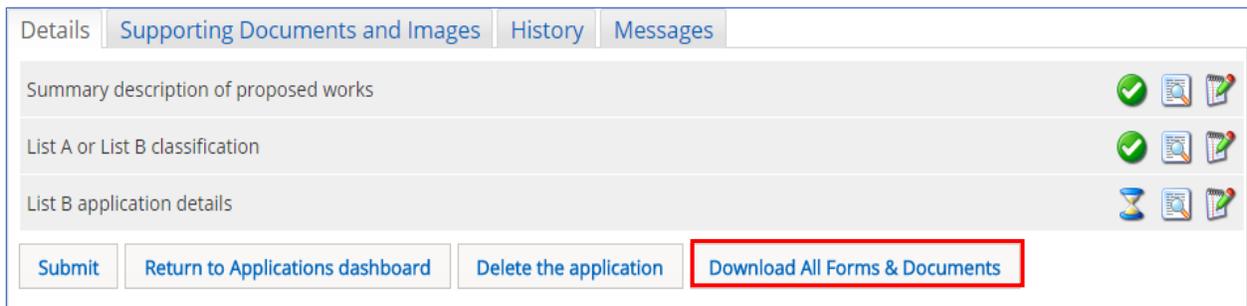
4. Alternately, you download the report in a variety of other formats by clicking on the Export drop-down menu



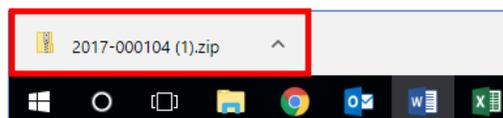
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved or printed in the normal way.

5. Click on the **Return to application details** button to return to the **Details** screen

6. If you want to save/print all forms and documents associated with your application in one go, click on the **Download all Forms & Documents** button



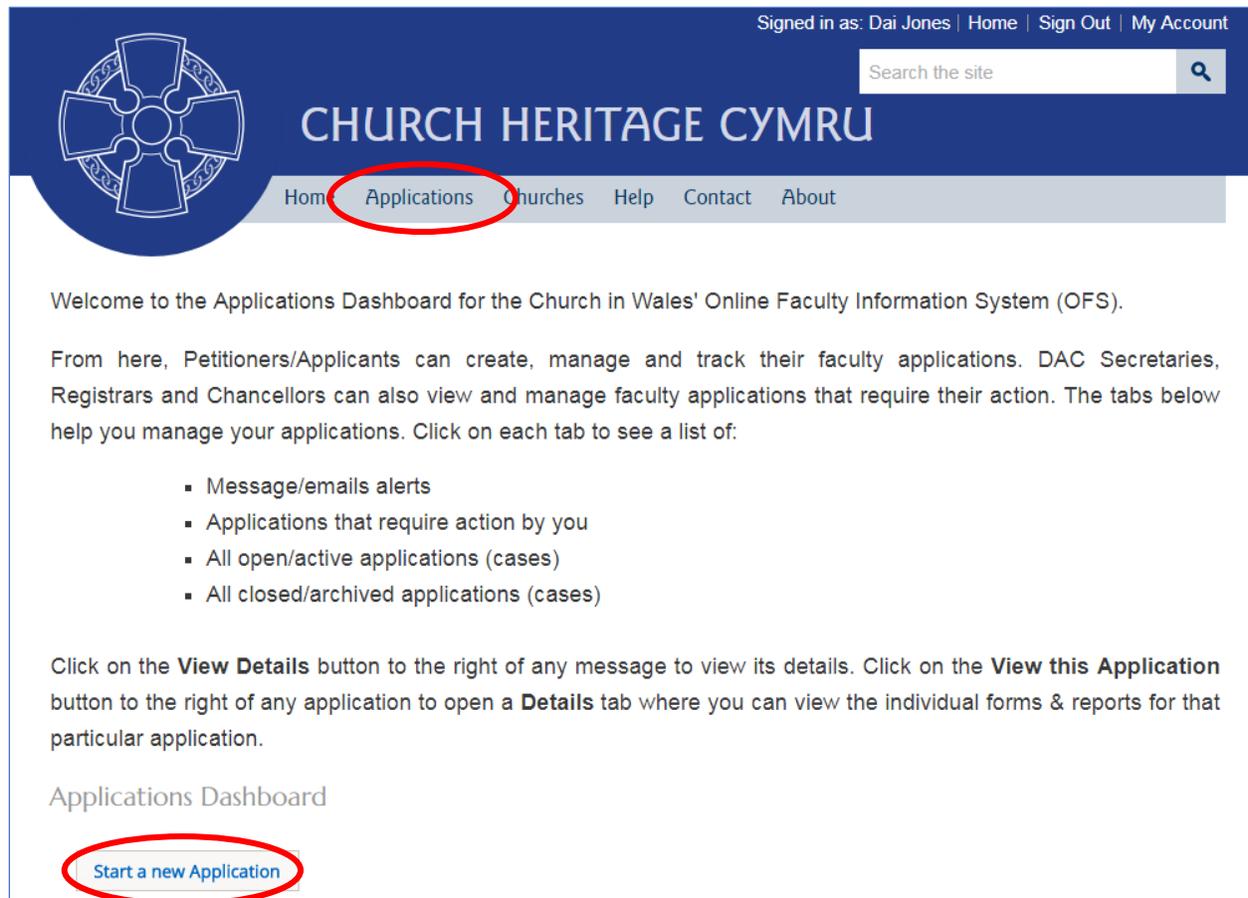
A zip file containing all the forms & documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



Clicking on the zip file will open it to display all the individual files.

## Creating a List B Application

1. Sign in to the OFS (<https://churchheritagecymru.org.uk/>)
2. Click on the **Applications** tab to bring up the **Applications Dashboard**



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Search the site

# CHURCH HERITAGE CYMRU

Home **Applications** Churches Help Contact About

Welcome to the Applications Dashboard for the Church in Wales' Online Faculty Information System (OFS).

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- Applications that require action by you
- All open/active applications (cases)
- All closed/archived applications (cases)

Click on the **View Details** button to the right of any message to view its details. Click on the **View this Application** button to the right of any application to open a **Details** tab where you can view the individual forms & reports for that particular application.

Applications Dashboard

[Start a new Application](#)

3. Click on the **Start a New Application** button
  4. The **Case File** form opens with the **Step 1** tab visible
- The completion of the **Case File** form is required for all applications and determines whether it will be a List A, List B or Full Faculty.
5. Select the name of the church you are applying for a faculty for from the drop-down **Church** list
  6. Enter a brief summary of the work (no more than 10 words) in the **Summary of Proposed Works** text box
  7. Enter a contact telephone number in the **Contact Number** text box

Signed in as: Dai Jones | Home | Sign Out | My Account

Search the site

# CHURCH HERITAGE CYMRU

Case file

Step 1 Step 2 Step 3 Step 4

Select the name of your church and enter a very brief description of the proposed works (**no more than 10 words**, eg. gutter clearing, boiler replacement, etc) and a contact telephone number. Click on the **Next** button when complete.

Church

Summary of proposed works

Contact number

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8. Click on the **Next** button or the **Step 2** tab

9. The **Step 2** tab is visible

A unique reference number is automatically assigned to each application by the OFS at this stage. This is displayed at the top of the screen.

Case file

Application Ref: **2017-000106**

Diocese: **Bangor** Church: **St David, Bangor Road**

Status: **Awaiting List A item selection** Archdeaconry: **Bangor**

Summary: **Replacement of existing carpets throughout the church** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**

Step 1 Step 2 Step 3 Step 4

Please specify whether the proposed works are for the church or churchyard. If the works are for both, select "church buildings".

Area affected by proposed works  Church buildings etc.  Churchyard

10. Choose whether the works you are proposing are for the church or churchyard

If the works are for both, then select churchyard. If in doubt, speak to your DAC Secretary.

11. Click on the **Next** button or the **Step 3** tab

12. The **Step 3** tab is visible showing the List A items

Case file

Application Ref: **2017-000106** Church: **St David, Bangor Road**  
Diocese: **Bangor** Archdeaconry: **Bangor**  
Status: **Awaiting List A item selection** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**  
Summary: **Replacement of existing carpets throughout the church**

**Step 1** > **Step 2** > **Step 3** > Step 4

Please read the List A items below. If the proposed works match one of the items, select it and click on the **Next** button.

If the proposed works do not match one of the List A items, select the **None of the above** option at the bottom of the screen and click on the **Next** button.

If in doubt, contact your DAC Secretary for advice.

(A1-1) Works of routine maintenance not affecting the building fabric or any historic material

*Specified conditions:*

- *The parochial church council's insurers are notified if external scaffolding is to be erected*

13. Scroll down to the bottom of the screen and select the “None of the above” option

None of the above

[Previous](#) [Save & come back later](#) [Cancel](#) [Next](#)

14. Click on the **Next** button or the **Step 4** tab

15. The **Step 4** tab is visible showing the List B items

16. Read through the list and select the appropriate item

Remember to read any specified conditions associated with your selection as these will define the extent of the permitted work. If you do not see the item you are looking for, or are unsure of which one to select, speak to your DAC Secretary.

Case file

Application Ref: **2017-000106** Church: **St David, Bangor Road**  
 Diocese: **Bangor** Archdeaconry: **Bangor**  
 Status: **Awaiting List A item selection** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**  
 Summary: **Replacement of existing carpets throughout the church**

**Step 1** **Step 2** **Step 3** **Step 4**

Please read the List B items below. If the proposed works match one of the items, select it and click on the **Finish Form** button. List B items require permission from the Diocesan Registrar who will obtain advice from the DAC before making a determination.

If the proposed works do not match one of the List B items, select the **None of the above** option at the bottom of the screen and click on the **Next** button. The application will now proceed to full faculty.

If in doubt, contact your DAC Secretary for advice.

**(B1-1)** Works of routine maintenance and repair affecting the fabric of a church or historic material

*Specified conditions:*

- The works are identified as routine items of maintenance in the most recent Quinquennial Inspection report commissioned via the Diocese in respect of the church
- Details of any materials to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter
- The works do not involve any new disturbance below ground level
- If the repairs do not match the existing historic building fabric exactly, or would require extensive removal of historic material, then a faculty should be sought
- The parochial church council's insurers are notified if external scaffolding is to be erected

**(B1-2)** The installation of a wall offertory box

*Specified conditions:*

- The installation does not affect historic fabric

**(B1-3)** The introduction of a safe in a vestry or similar room

17. Click on the **Finish Form** button (at the bottom of the screen) to confirm your List B selection

Application Ref: **2017-000106** Church: **St David, Bangor Road**  
 Diocese: **Bangor** Archdeaconry: **Bangor**  
 Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**  
 Summary: **Replacement of existing carpets throughout the church**

Your List B application is now in preparation and you will need to describe the proposed works and upload any supporting documents and photographs. This will help the DAC and Registrar to consider your application.

To describe your proposed works, click on the **Details** tab below (if not already selected), then click on the **Edit Details** button to the right of the "List B application details" form. To upload supporting documents and photographs, click on the **Supporting Documents and Images** tab.

When you are satisfied that your application is complete, click on the **Submit** button to send it to the DAC.

Details **Supporting Documents and Images** History Messages

Summary description of proposed works   

List A or List B classification   

List B application details   

**Submit** **Return to Applications dashboard** **Delete the application** **Download All Forms & Documents**

18. The **Details** screen is displayed showing the **List B Application Details** form as a work in progress (egg-timer) and the other forms (ie. sections/tabs of the **Case File**) as complete (green tick)

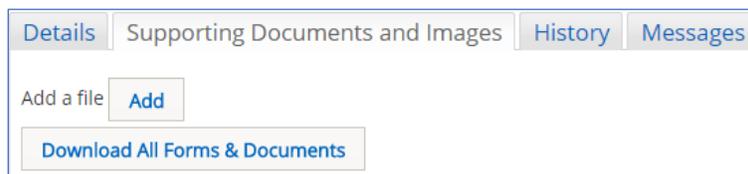
The **Edit Details** button is also displayed (note pad & pen) next to all the forms, indicating that they can still be edited before the **Submit** button is clicked.

Since List B applications require more detail than List A applications, you can upload extra information (eg. documents, photographs, etc) to enable the DAC and Registrar to better understand them. This will reduce the amount of information you need to include in the **List B Application Details** form, as you can refer to the uploaded documents rather than describing their contents in detail.

If you want to upload supporting documentation follow the steps below. If you do not need to upload anything, go to step 31.

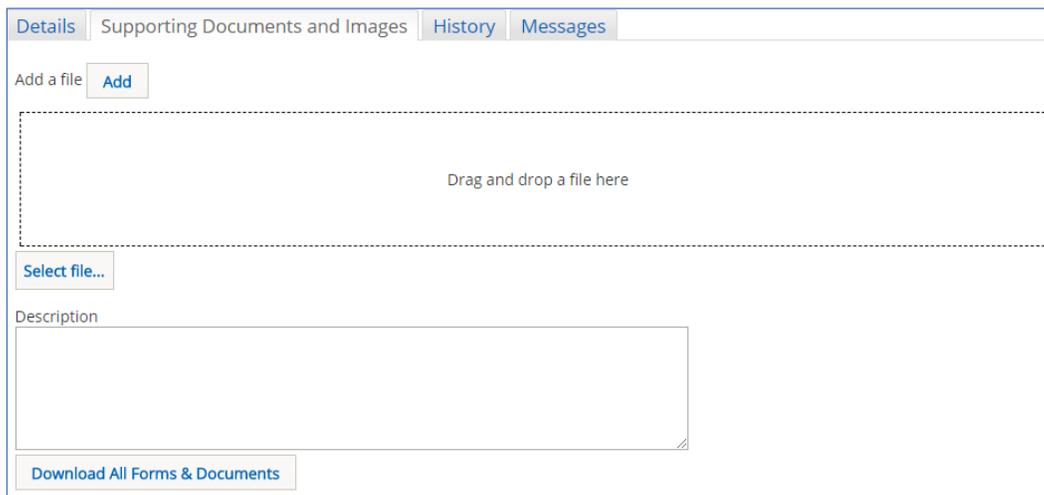
19. Click on the **Supporting Documents and Images** button

20. The **Add** button is displayed



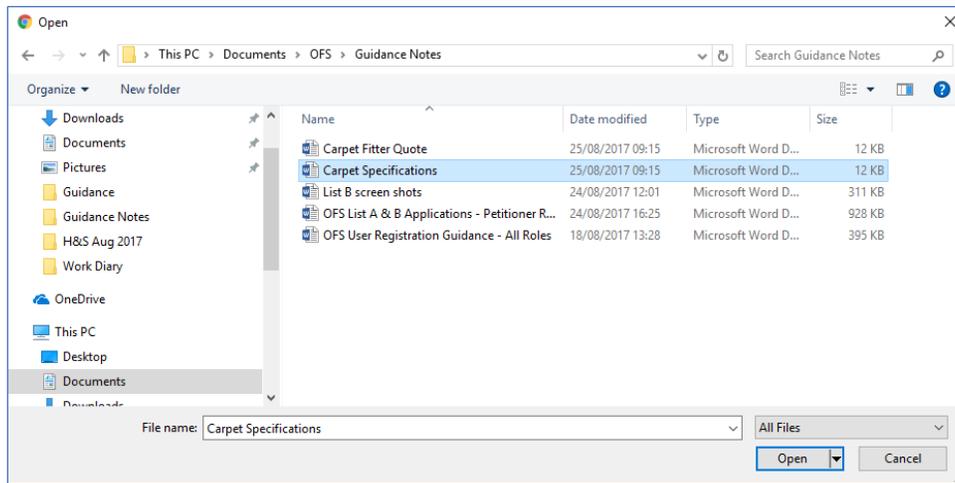
21. Click on the **Add** button

22. The **Document Upload** screen is displayed



23. Click on the **Select File** button

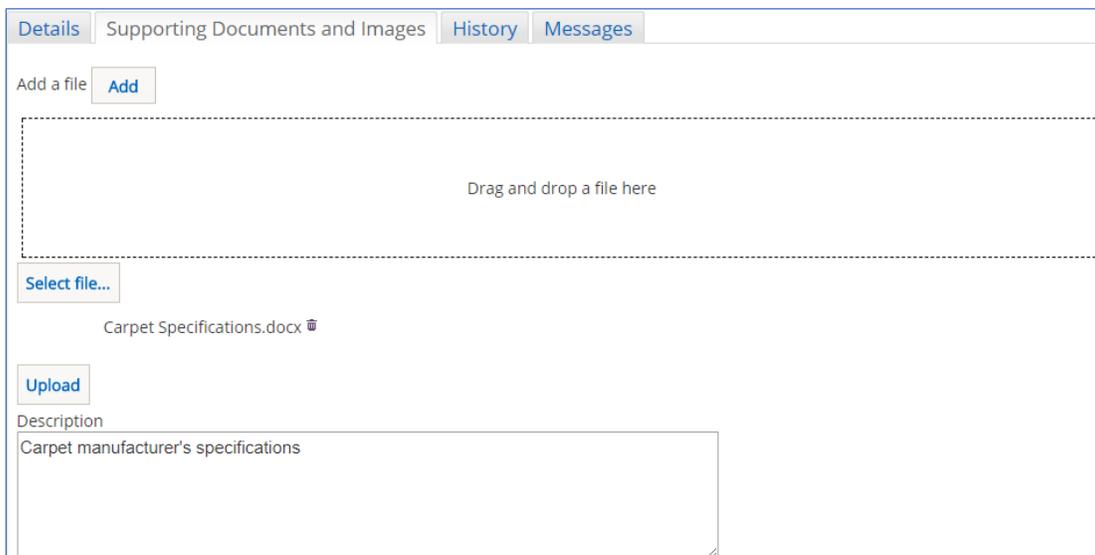
24. The **Open File** window is displayed



25. Select the file that you want to upload (only one can be uploaded at a time) then click on the **Open** button

26. The file name is now visible in the **Document Upload** screen

27. Enter a description for the file in the **Description** text box then click on the **Upload** button



28. The uploaded file is now visible on the **File Name** list

Details Supporting Documents and Images History Messages					
	File Name	Description	Size	Modified	Uploaded By
 	 Carpet Specifications.docx	Carpet manufacturer's specifications	11773	25/08/2017 09:33:53	Dai Jones

29. Repeat the above steps as required to add more files

The description of the file can be changed by clicking on the **Edit** button (pencil). It can also be downloaded by clicking on the **Download** button (red arrow).

Files can also be uploaded via the drag & drop facility.

30. When you have finished uploading any documents or images, click on the **Details** tab

31. The **Details** screen is displayed

Application Ref: **2017-000106** Church: **St David, Bangor Road**  
Diocese: **Bangor** Archdeaconry: **Bangor**  
Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**  
Summary: **Replacement of existing carpets throughout the church**

Your List B application is now in preparation and you will need to describe the proposed works and upload any supporting documents and photographs. This will help the DAC and Registrar to consider your application.

To describe your proposed works, click on the **Details** tab below (if not already selected), then click on the **Edit Details** button to the right of the "List B application details" form. To upload supporting documents and photographs, click on the **Supporting Documents and Images** tab.

When you are satisfied that your application is complete, click on the **Submit** button to send it to the DAC.

Details **Supporting Documents and Images** History Messages

Summary description of proposed works   

List A or List B classification   

List B application details   

**Submit** **Return to Applications dashboard** **Delete the application** **Download All Forms & Documents**

32. Open the **List B Application Details** form by clicking on the **Edit Details** button

33. The **Application Details** screen is displayed

34. Describe the details of your faculty application in the **Details of Your Proposal** text box

Application Ref: **2017-000106** Church: **St David, Bangor Road**  
Diocese: **Bangor** Archdeaconry: **Bangor**  
Status: **List B application in preparation** Logged By: **Mr Dai Jones (Thu 24 Aug 2017)**  
Summary: **Replacement of existing carpets throughout the church**

Application Details

Please enter details of your proposed works below and click on the **Finish Form** button when complete.

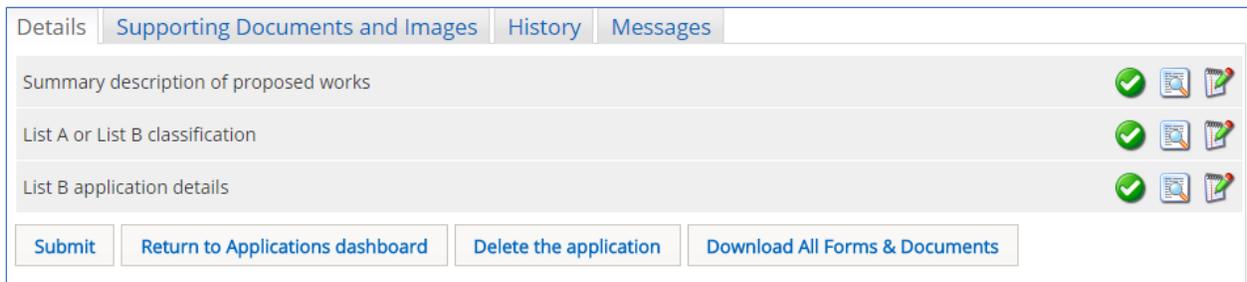
Details of your proposal

The PCC need to replace the existing carpet and underlay throughout the church. It is badly worn and presents a trip hazard in some places where it is coming away from its original fixings. New breathable carpet and underlay will be used that will allow the historic floor underneath to remain sound and dry, thus minimising any damage or degradation. The colour of the carpet will be sympathetic to the surrounding church features, fixtures and fittings. Manufacturer's details of the colour/pattern and specification of the new carpet and underlay have been uploaded, in addition to the carpet fitters' quote which includes fitting details. |

**Cancel** **Finish Form**

35. Click on the **Finish Form** button when complete

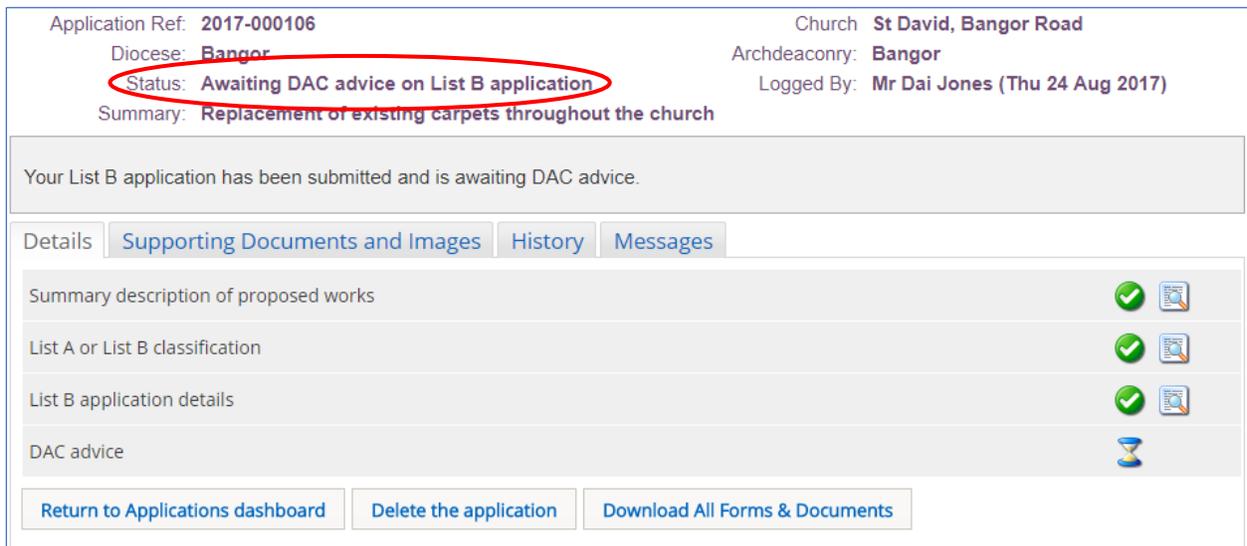
36. The Details screen is displayed showing the **List B Application Details** form as completed (green tick)



The screenshot shows a web interface with a navigation bar at the top containing 'Details', 'Supporting Documents and Images', 'History', and 'Messages'. Below this is a table with three rows: 'Summary description of proposed works', 'List A or List B classification', and 'List B application details'. Each row has a green checkmark icon on the right, indicating completion. At the bottom of the form are four buttons: 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Download All Forms & Documents'.

37. Click on the **Submit** button to send the application to your DAC Secretary

The application status now changes from “List B application in preparation” to “Awaiting DAC advice on List B application”. The **DAC Advice** form is now visible as a work-in-progress and the other forms are no longer editable.



The screenshot shows the application details page. At the top, it displays: 'Application Ref: 2017-000106', 'Church: St David, Bangor Road', 'Diocese: Bangor', 'Archdeaconry: Bangor', 'Status: Awaiting DAC advice on List B application' (circled in red), and 'Logged By: Mr Dai Jones (Thu 24 Aug 2017)'. Below this is a summary: 'Replacement of existing carpets throughout the church'. A message box states: 'Your List B application has been submitted and is awaiting DAC advice.' The navigation bar is the same as in the previous screenshot. The table below now has four rows: 'Summary description of proposed works', 'List A or List B classification', 'List B application details', and 'DAC advice'. The first three rows have green checkmarks, while the 'DAC advice' row has an hourglass icon. The buttons at the bottom are: 'Return to Applications dashboard', 'Delete the application', and 'Download All Forms & Documents'.

The **DAC Advice** form will be completed by the DAC Secretary following feedback from an appropriate DAC member (or members) about the application. This will be used by the Diocesan Registrar to assist him/her in assessing whether or not to allow the works to go ahead.

After your DAC Secretary has submitted the **DAC Advice** form to the Registrar, the status of the application changes to “Awaiting Registrar’s determination” and the **Registrar’s Determination** form shows as a work-in-progress on the **Details** screen.

Application Ref: <b>2017-000106</b>	Church: <b>St David, Bangor Road</b>
Diocese: <b>Bangor</b>	Archdeaconry: <b>Bangor</b>
<b>Status: Awaiting Registrar's determination</b>	Logged By: <b>Mr Dai Jones (Thu 24 Aug 2017)</b>
Summary: <b>Replacement of existing carpets throughout the church</b>	

The application is now awaiting determination by the Registrar.

Details [Supporting Documents and Images](#) [History](#) [Messages](#)

Summary description of proposed works	 
List A or List B classification	 
List B application details	 
DAC advice	
Registrar's determination	 

Once the Registrar has reviewed the application they can give approval or recommend that it proceeds to full faculty if they do not consider it to be a List B item. For the purposes of this guide, the Registrar will approve the application. Once approval is given, the Applicant will receive an email (and system message) confirming this. The status of the application changes to “Post determination List B” and is now classed as an archived (closed) case. The works described in the application can now go ahead.

Application Ref: <b>2017-000106</b>	Church: <b>St David, Bangor Road</b>
Diocese: <b>Bangor</b>	Archdeaconry: <b>Bangor</b>
<b>Status: Post determination List B</b>	Logged By: <b>Mr Dai Jones (Thu 24 Aug 2017)</b>
Summary: <b>Replacement of existing carpets throughout the church</b>	

The Registrar has approved this faculty application. Click on the **View Details** buttons to view and print the Registrar's Determination form or the DAC Advice form.

Click on the **Details** tab below to view the forms/reports for this application, then click on the **View Details** buttons to view and print them. Click on the **History** tab to view the actions carried out on this application, the **Messages** tab to view any system messages and the **Supporting Documents & Images** tab to view and download any accompanying documentation.

Details [Supporting Documents and Images](#) [History](#) [Messages](#)

Summary description of proposed works	 
List A or List B classification	 
List B application details	 
DAC advice	
Registrar's determination	

[Return to Applications dashboard](#) [Delete the application](#) [Download All Forms & Documents](#)

The forms have now all been completed and are no longer editable. Click on any of the **View Details** buttons to view the contents of the forms and/or to download and print them (see later).

The **Registrar's Determination** report/printable form contains the application details as described by the Applicant (from the **List B Application Details** form), the List B item selected

and any special conditions associated with it (from the List B items list), plus any additional conditions imposed by the Registrar. Applicants are advised to read this form thoroughly and comply with all conditions.

<b>Ref:</b>	2017-000106	<b>Church:</b>	St David, Bangor Road
<b>Diocese:</b>	Bangor	<b>Archdeaconry:</b>	Bangor
<b>Church code:</b>	1899	<b>Created By:</b>	Mr Dai Jones (24/08/2017)
<b>Status:</b>	Post determination List B	<b>Contact Tel.:</b>	01248 123456

### **List B Application**

#### **Registrar's Determination**

Diocese of Bangor

Church of St David, Bangor Road

#### **Application details:**

**(B4-3)** The replacement of carpets or other floor covering and underlay

The PCC need to replace the existing carpet and underlay throughout the church. It is badly worn and presents a trip hazard in some places where it is coming away from its original fixings. New breathable carpet and underlay will be used that will allow the historic floor underneath to remain sound and dry, thus minimising any damage or degradation. The colour of the carpet will be sympathetic to the surrounding church features, fixtures and fittings. Manufacturer's details of the colour/pattern and specification of the new carpet and underlay have been uploaded, in addition to the carpet fitters' quote which includes fitting details.

The works may be implemented without faculty, subject to the conditions outlined below:

I am satisfied that the PCC have considered the implications of introducing new carpeting and underlay to the historic fabric of the building and that it will not detract from the interior decor of the church or its fixtures and fittings. However, I recommend that the DAC inspect the new carpets and underlay after fitting to ensure that they match the original specifications.

#### *Specified conditions:*

- *Only breathable underlay is used when underlay is replaced*
- *Details of the proposed colour and fixings to be used are submitted to the Registrar, when the Registrar is consulted on the proposal to undertake the matter*

Signed: Lloyd Harris

Date: 25/08/2017

Friday, August 25, 2017 12:28 PM

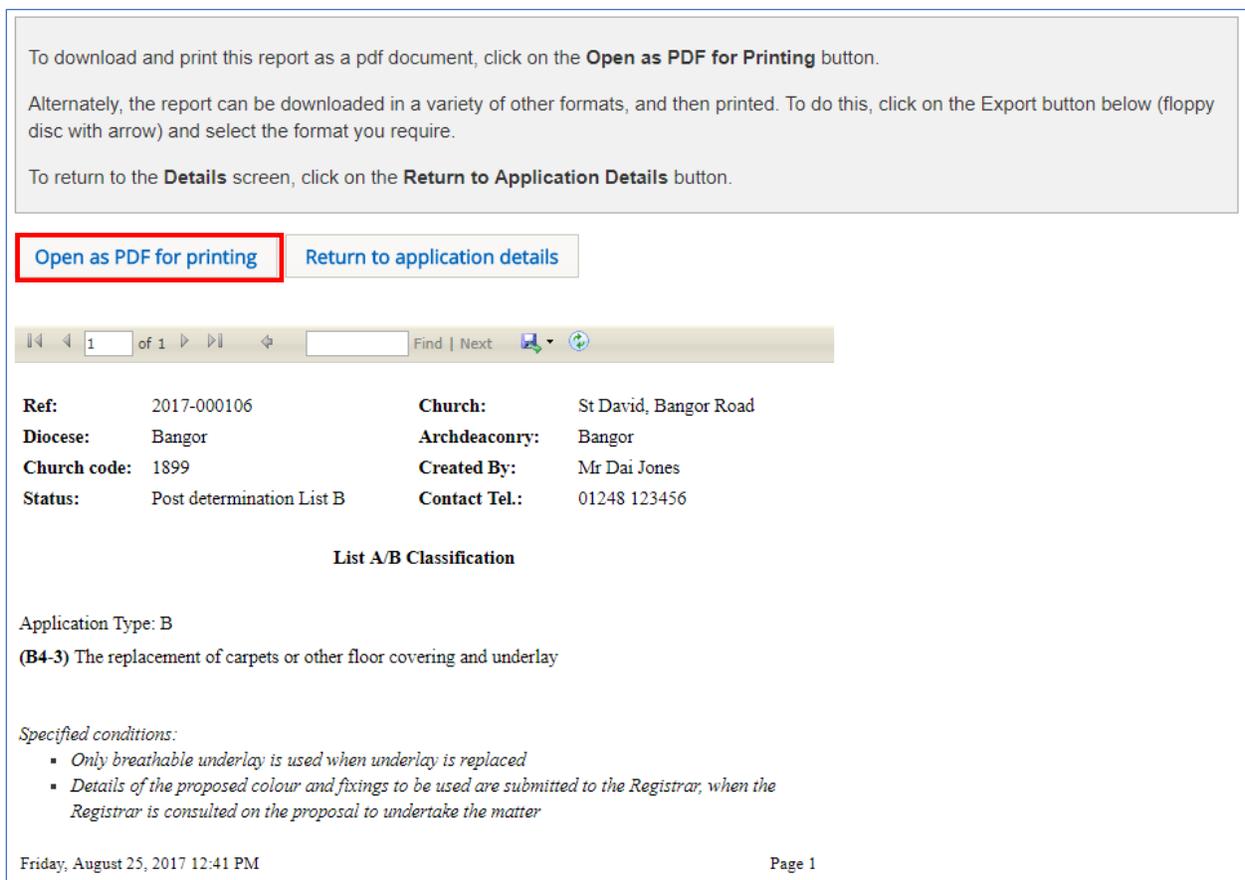
Page 1

# Printing an Application

1. To view or print screens/reports from the application, click on any of the View Details buttons

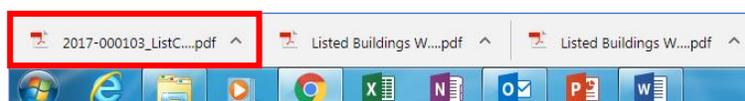


2. The report window is displayed



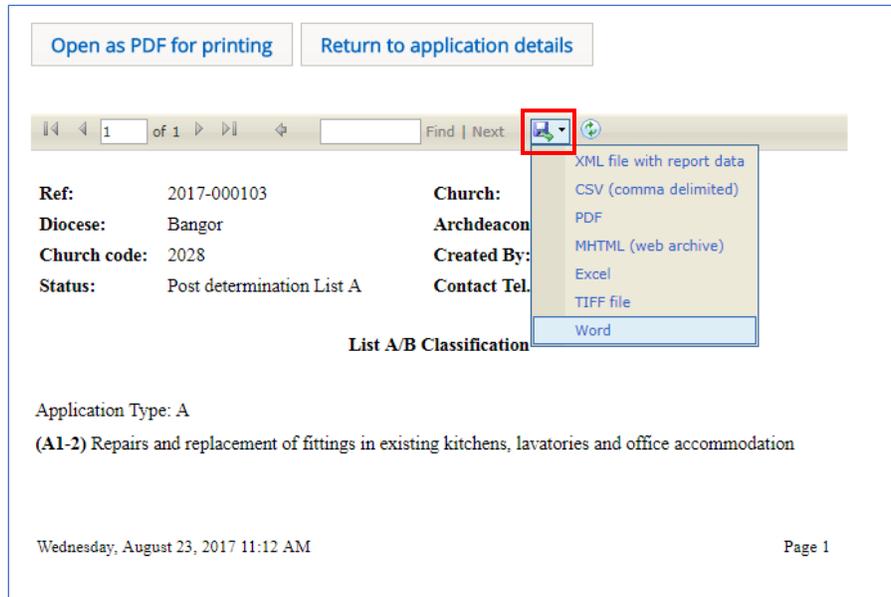
3. Click on the **Open as PDF for printing** button

The report is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



Clicking on the downloaded report will open it in Adobe Acrobat where it can be viewed, saved and printed in the normal way.

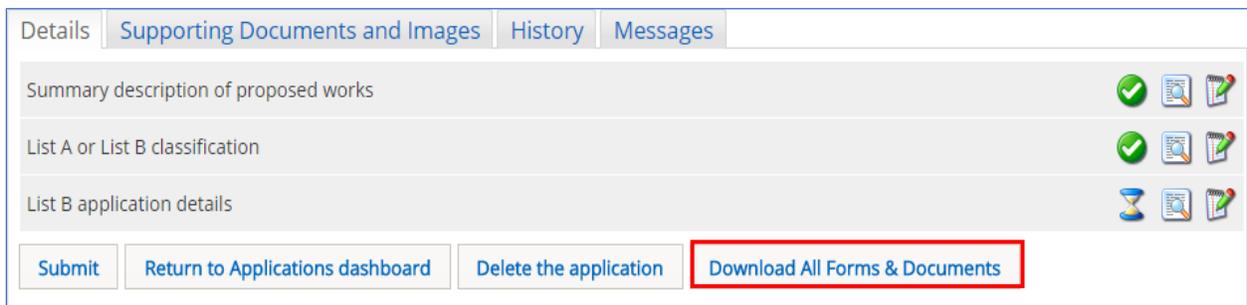
4. Alternately, you download the report in a variety of other formats by clicking on the Export drop-down menu



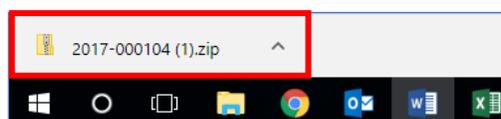
The report is downloaded to the status bar at the bottom of the screen. Clicking on it will open it, where it can be viewed, saved and printed in the normal way.

5. Click on the **Return to Application Details** button to return to the **Details** screen

6. If you want to save/print all forms and documents associated with your application in one go, click on the **Download all Forms & Documents** button



A zip file containing all the forms & documents is downloaded to the status bar at the bottom of the screen (and to the Downloads folder on your laptop/PC), although this step may depend on how your laptop/PC has been set up.



Clicking on the zip file will open it to display all the individual files.