

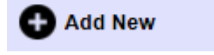
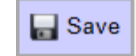






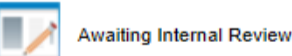

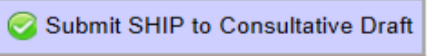


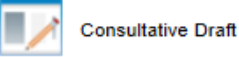
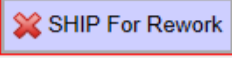
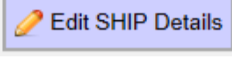
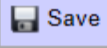



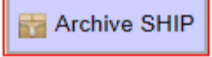


How to Create, Endorse, Approve and Archive a SHIP

Step	User	Step Description	Input Field	Input Data																																																				
How to Create a SHIP																																																								
1	Local Authority Inputter	Log on to the system																																																						
2		Select SHIP from the menu bar on the left																																																						
3		Select Draft																																																						
4		Select Add New																																																						
5		Enter SHIP Information	Select Financial Year from dropdown menu	Select the first year of the SHIP																																																				
6		Save SHIP Information																																																						
7		Scroll down to the Not Included AHSP Projects																																																						
8		Select Include in SHIP against one of the projects listed which you want to include in the SHIP. The project will move to Included Projects																																																						
9		If you later change your mind and need to exclude a project you can do it by selecting Exclude .																																																						
10		Once all the projects are included you should select Send SHIP for Internal Review																																																						
11		You will be prompted to include a comment	Comment	For example Please review draft SHIP																																																				
12		Select Confirm																																																						
13		The SHIP Status and Last Updated by on the Header Banner will reflect the changes	<table border="1"> <tbody> <tr> <td>SHIP ID</td> <td>159</td> <td>Total Units</td> <td>117</td> </tr> <tr> <td>Local Authority</td> <td>Fife</td> <td>Total Unit Site Starts</td> <td>17</td> </tr> <tr> <td>Status</td> <td>Awaiting Internal Review</td> <td>Total Unit Site Starts Year 1</td> <td>0</td> </tr> <tr> <td>Financial Year</td> <td>2020/21</td> <td>Total Unit Site Starts Year 2</td> <td>0</td> </tr> <tr> <td>Date of approval by Committee</td> <td></td> <td>Total Unit Site Starts Year 3</td> <td>0</td> </tr> <tr> <td>Total SG Funding</td> <td>704042.00</td> <td>Total Unit Site Starts Year 4</td> <td>0</td> </tr> <tr> <td>Total SG Funding Year 1</td> <td>123000.00</td> <td>Total Unit Site Starts Year 5</td> <td>0</td> </tr> <tr> <td>Total SG Funding Year 2</td> <td>200000.00</td> <td>Total Unit Completions</td> <td>117</td> </tr> <tr> <td>Total SG Funding Year 3</td> <td>381042.00</td> <td>Total Unit Completions Year 1</td> <td>0</td> </tr> <tr> <td>Total SG Funding Year 4</td> <td>0.00</td> <td>Total Unit Completions Year 2</td> <td>0</td> </tr> <tr> <td>Total SG Funding Year 5</td> <td>0.00</td> <td>Total Unit Completions Year 3</td> <td>0</td> </tr> <tr> <td>Last Updated By</td> <td>Local Authority Inputter - Fife</td> <td>Total Unit Completions Year 4</td> <td>0</td> </tr> <tr> <td>Total Units for Greener Standards</td> <td>117</td> <td>Total Unit Completions Year 5</td> <td>0</td> </tr> </tbody> </table>	SHIP ID	159	Total Units	117	Local Authority	Fife	Total Unit Site Starts	17	Status	Awaiting Internal Review	Total Unit Site Starts Year 1	0	Financial Year	2020/21	Total Unit Site Starts Year 2	0	Date of approval by Committee		Total Unit Site Starts Year 3	0	Total SG Funding	704042.00	Total Unit Site Starts Year 4	0	Total SG Funding Year 1	123000.00	Total Unit Site Starts Year 5	0	Total SG Funding Year 2	200000.00	Total Unit Completions	117	Total SG Funding Year 3	381042.00	Total Unit Completions Year 1	0	Total SG Funding Year 4	0.00	Total Unit Completions Year 2	0	Total SG Funding Year 5	0.00	Total Unit Completions Year 3	0	Last Updated By	Local Authority Inputter - Fife	Total Unit Completions Year 4	0	Total Units for Greener Standards	117	Total Unit Completions Year 5	0	
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1	Local Authority Endorser	Log on to the system																																																						
2		Select SHIP from the menu bar on the left																																																						
3		Select Awaiting Internal Review from Drop down under SHIP																																																						
4		Select View Details for SHIP for Financial Year input previously																																																						
5		Check SHIP details																																																						
6		If you are happy with the SHIP, select Submit SHIP to Consultative Draft																																																						
7		You will be prompted to enter a comment	Comment	For example Please approve draft SHIP																																																				
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2		Select SHIP from the menu bar on the left																																																						
3		Select Consultative Draft																																																						
4		Select View Details for SHIP for Financial Year input previously	View Details																																																					
5		Check SHIP details																																																						
6		If you need to make any changes to the SHIP you can send it for rework																																																						
7		If the SHIP has been agreed by Committee, go to Edit SHIP Details																																																						
8		Enter Date of Authorisation by Committee (using year SHIP will go live - ie. if 2015/16 use 2015)	Date Of Authorisation By Committee <input type="text"/>																																																					
9		Select Save																																																						
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11		Select Live from SHIP dropdown on menu bar to see the SHIP you have approved																																																						

You can only make a new SHIP live by archiving a previous SHIP if it exists as you can only have one Live SHIP at any one time

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2		Select SHIP from the menu bar																																																						
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4		Click on View Details to enter SHIP screen	View Details																																																					
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