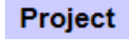
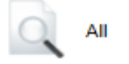


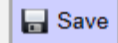
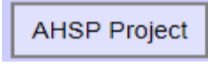
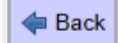
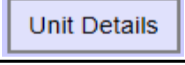
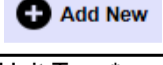
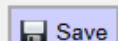


How to create an AHSP project on HARP

Please Note : At all times please only click once when selecting a command - the system doesn't like double clicks

General:SG Housing and Regeneration staff as well as applicant organisations with access to HARP are all able to create a project on HARP. Any new projects created should be agreed priority projects. The system should not be used to create projects which are unlikely to receive funding.

If at any time you have to come out of the system once the project has been set up, insert the reference number of the Project you previously created into the Quick Search field (at the top right hand corner of the screen) and click 'Quick Search'. This should return the record you require.

Step	User	Step Description	Input Field	Input Data
1		Log on to the system		
2		Select Project from the left hand Menu Bar		
3		Select All from the Menu		
4		Select +Add New from Project List to display the Main Details screen		
5		Enter Project Information noting the mandatory fields marked with an asterisk *	Name* Status* Applicant* Local Authority* Local Authority Area* Grant provider* Programme*	Enter the Project Name Pre-populated If you are logging in as an Applicant this will be pre-populated Choose from the dropdown Choose one from the dropdown if listed Pre-populated once the Programme is chosen Choose the relevant Programme
6		Enter Postcode	Postcode	Enter the Postcode of the Project
7		Select Search Icon in blue box to get postcode look up tables		
8		Select Select Address from dropdown	Select Address	Enter the Address of the Project
9		Enter remaining Project Information noting the mandatory fields marked with an asterisk* Some fields will be mandatory dependent on the type of Programme chosen.	X Easting Y Northing Which SIMD does your project relate to Geographical Code* Estimated Start Date* Actual Start Date Estimated Completion Date* Actual Completion Date Slippage - check box Town Centre Third Party Agent Solicitor Quantity Surveyor	If relevant - Enter the information (between 0 and 500000) If relevant - Enter the information (between 500000 and 1300000) If relevant - Enter the information (link to SIMD provided) Choose from the dropdown Enter the est start date of the Project Not available for update Enter the est completion date of the Project Not available for update Dont check Don't check Leave Blank Leave Blank Leave Blank
10		Select Save		
11		Select AHSP Project tab from top of screen		
12		Enter AHSP Project Information noting the mandatory fields marked with an asterisk*	Priority* Greener Standards - check box Est Approval Date* Actual Approval Date Three P Benchmark* SG Funding Year 1* SG Funding Year 2* SG Funding Year 3* SG Funding Year 4* SG Funding Year 5*	Enter a priority setting Tick or don't tick, where relevant Enter the est approval date of the Project Not available for update Enter the expected Three P Benchmark for your Project Enter the SG Funding Year 1 total Enter the SG Funding Year 2 total even if zero Enter the SG Funding Year 3 total even if zero Enter the SG Funding Year 4 total even if zero Enter the SG Funding Year 5 total even if zero
13		Select Save		
14		Select Back		
15		Select Unit Details tab		
16		Select +Add New from Project Unit Detail List to display the Main Details screen		
17		Enter Unit Detail Information noting the mandatory fields marked with an asterisk*. Multiple entries can be entered to accurately represent the mix of units within the project.	Unit Type* Tenure Type* Provision* Build Form* Client Type* Property Type* Property Sub Type* Number of Units* Number of Apartments* Number of Bedspaces*	Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Enter the number of units Enter the number of apartments Enter the number of bedspaces
18		Select Save . Repeat from Step 16 to add each unit type		
19		Take a note of the Project Ref from the top of the screen for later on in the process		