

Secondary Access to Practice

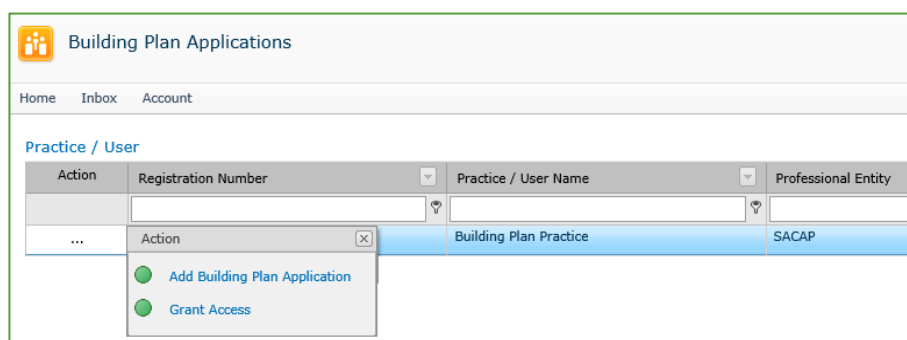
Granting a secondary user access to your practice.

The portal will not allow a registration number to be used more than once when registering a practice.

Primary Users are users that have created an account using a unique email address and registered a practice on the Building Control Portal.

Secondary Users are users that have created an account using a unique email address and is granted access to the Primary User's Practice that has already been registered.

Access can be granted by following these steps:



The screenshot shows the 'Building Plan Applications' portal. At the top, there's a navigation bar with 'Home', 'Inbox', and 'Account'. Below it, a section titled 'Practice / User' contains a table with columns: 'Action', 'Registration Number', 'Practice / User Name', and 'Professional Entity'. The 'Action' column has a dropdown menu open, showing options: 'Add Building Plan Application' and 'Grant Access'. The 'Practice / User Name' column shows 'Building Plan Practice' and the 'Professional Entity' column shows 'SACAP'.

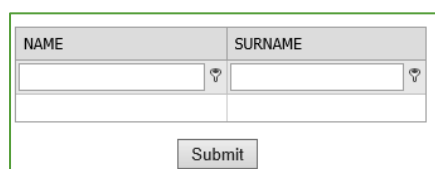
Step one: On the Primary User's account, under Building Control, select the Action button and select 'Grant Access'.

Step Two: The following task will open where the Primary User can enter the Secondary User's email address.

Step Three: The email address will be validated when selecting the data source button.

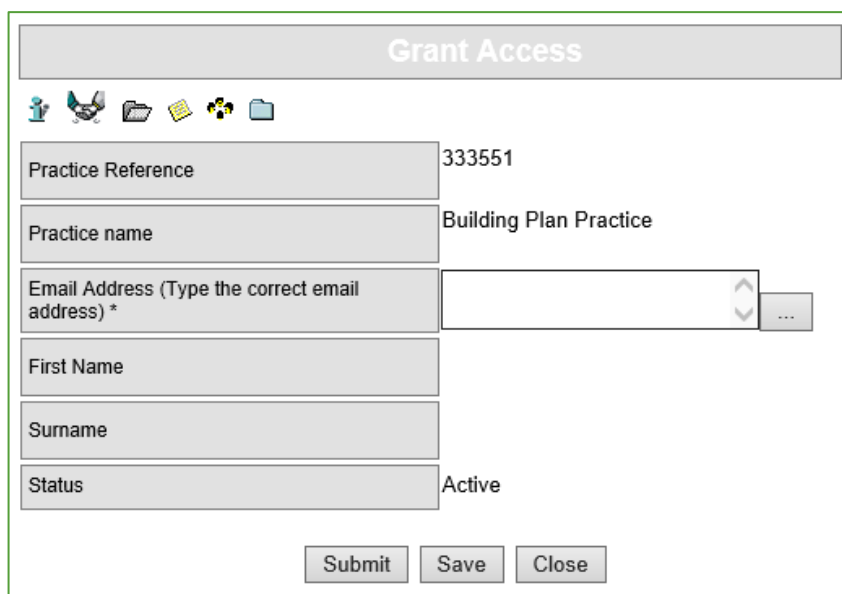


You must select the secondary user and Submit.



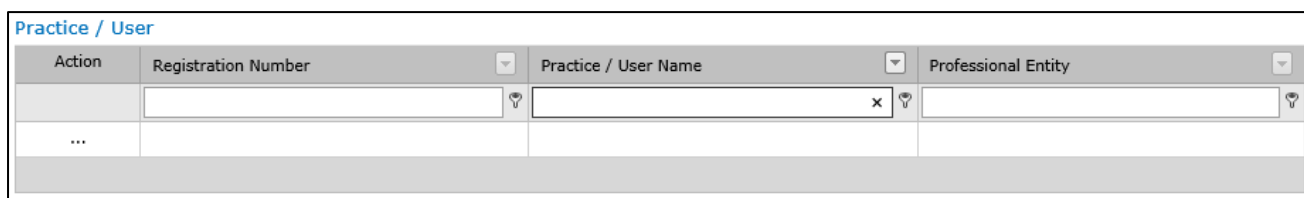
The screenshot shows a form with two input fields labeled 'NAME' and 'SURNAME'. Below these fields is a 'Submit' button.

The Secondary User's details will appear in the 'Grant Access' task which can then be submitted allowing the Secondary user to submit building plans under the Primary User's Practice.



The screenshot shows the 'Grant Access' task form. It has a title bar 'Grant Access' and a toolbar with icons for user, group, folder, document, and folder. The form contains the following fields: 'Practice Reference' (333551), 'Practice name' (Building Plan Practice), 'Email Address (Type the correct email address) *' (with a dropdown arrow and a small icon), 'First Name', 'Surname', and 'Status' (Active). At the bottom are three buttons: 'Submit', 'Save', and 'Close'.

Step Four: The secondary user to navigate to the applicable site for further processing. The primary user practice will now appear in the Web Part of the secondary user, subject to you completing steps one through three successfully.



The screenshot shows the 'Practice / User' table after the 'Grant Access' process. The table has columns: 'Action', 'Registration Number', 'Practice / User Name', and 'Professional Entity'. The 'Action' column now shows a dropdown menu with a close button (X) and a search icon (magnifying glass). The 'Practice / User Name' column shows a close button (X) and a search icon (magnifying glass). The 'Professional Entity' column shows a search icon (magnifying glass).