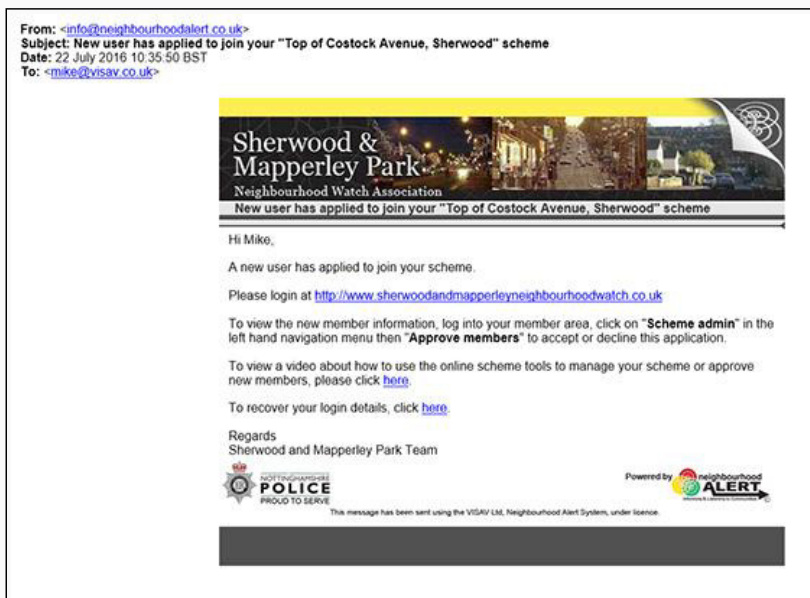Search

VISAV Help Centre > End-user (Member) tools > Scheme Coordinator

Approve New Applicants

Follow

APPROVE NEW APPLICANTS

You will be advised, by email, if and when an Alert member applies to join your scheme.

This section is preceded by:

- Scheme Administration Overview

At the bottom of the *'Scheme Administration'* Screen

Click the *'Approve new applicants'* link
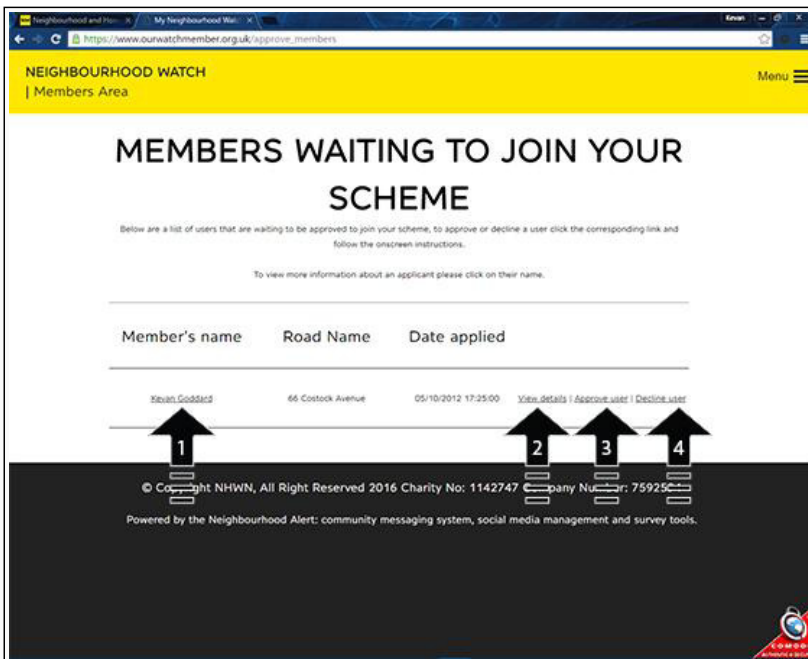

(This option is also accessible via the menu)

Figure 1

RECENTLY VIEWED ARTICLES

Alert training manuals

RELATED ARTICLES

Scheme Administration Overview
Managing Scheme Membership
Scheme Coordinator: Overview
Creating a Scheme
Edit Your Personal Details

## There are three actions you can carry out with regard to a joining member:

- View details (click *Name* or *View details*)
- Approve user
- Decline user

1 – View a Joining Member's Details

(Arrows 1 & 2 in 'Figure 1' above)

By clicking the **member's name**, or the **'View details'** link, you can view a scrollable pop-up window which identifies the applicant's address and contact information.

(**Note:** For data protection purposes the example shown is **'dummy data'**, except for the name and email address, which are those of the author of this article who freely allows his data to be used for training purposes).
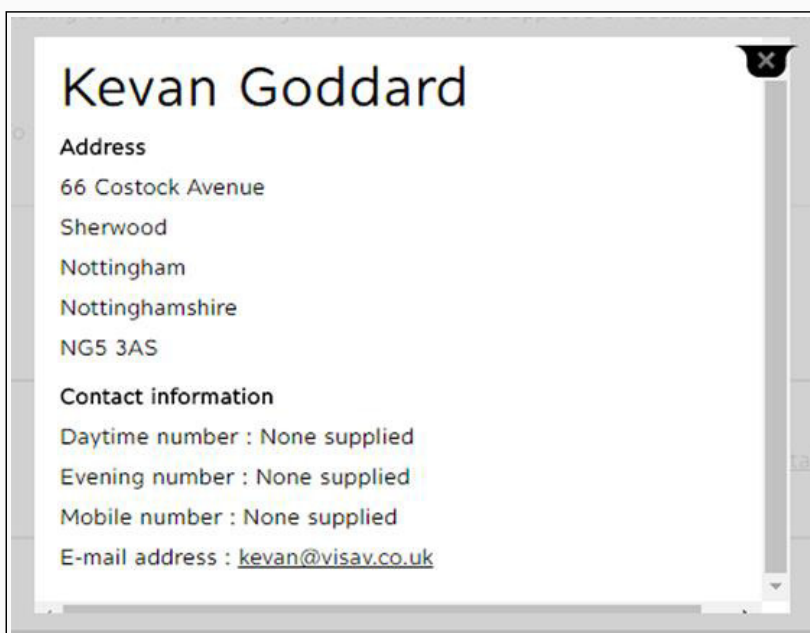
To close the pop-up window, click the **'x'** in the top right of the window.
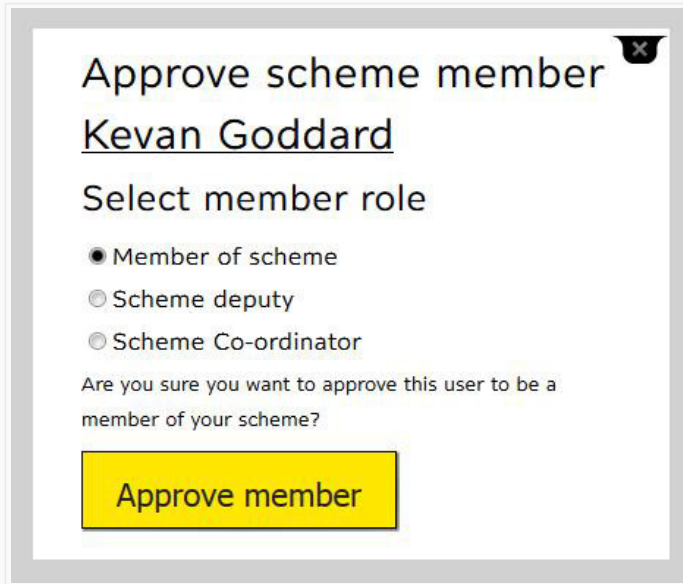
2 – Approve Membership of Scheme

(Arrow3 in 'Figure 1' above)

If, after viewing the applicant's details, you choose to approve membership (of the scheme to the applicant) the second option is to click on the **'Approve user'** link.

The system has a 'safety net' whereby a pop-up window appears asking you to select the new member's role (click appropriate radio button) and confirm the approve membership action by clicking a button.

To exit without approving membership, simply click the **'x'** in the top right hand corner of the pop-up window.
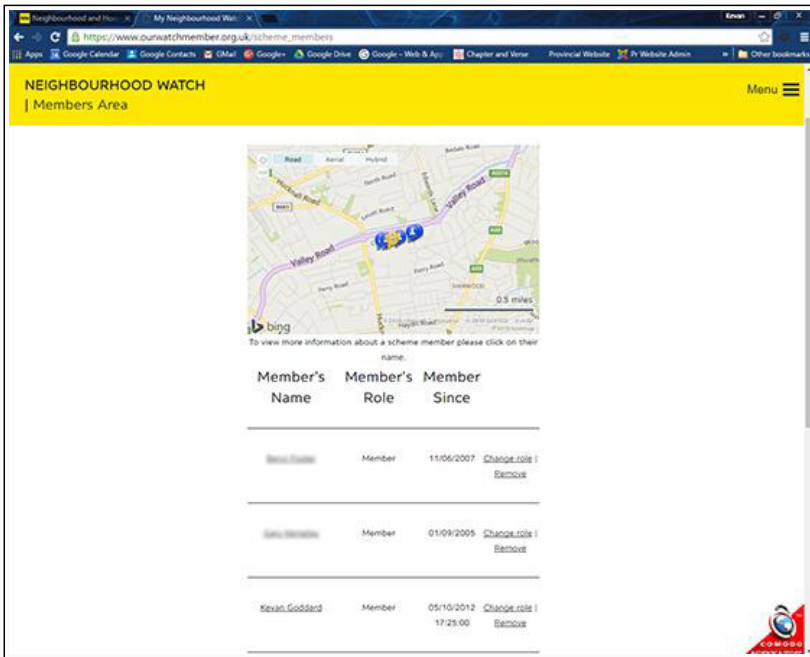

Once the application is approved your membership list will be updated. To check the updated list …

At the bottom of the **'Scheme Administration'** Screen

Click the **'Check your scheme membership'** link

**(This option is also accessible via the menu)**

3 – Decline Membership of Scheme

(Arrow4 in 'Figure 1' above)

If, for whatever reason you choose to decline membership (of the scheme to the applicant) the third option is to click on the **'Decline user'** link.

The system has a 'safety net' whereby a pop-up window appears asking you to confirm the decline membership action by clicking a button.

To exit without declining membership, simply click the **'x'** in the top right hand corner of the pop-up window.
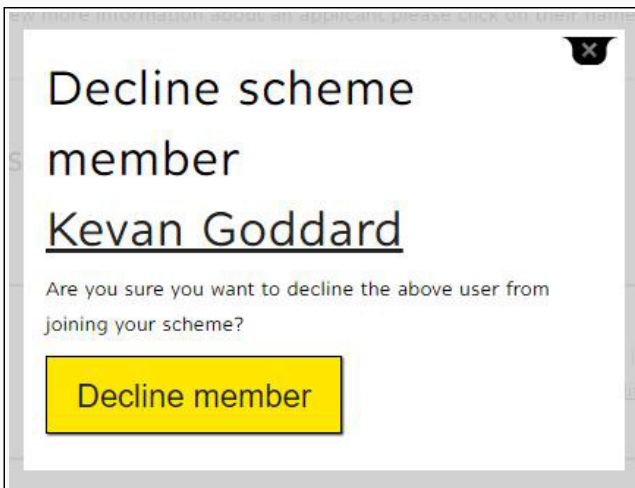
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Have more questions? Submit a request

0 Comments