

# Reviewing and Approving Compliance

Once images are uploaded, the user receives an email notification. By selecting the **Authorise** link in the email, the user will be directed to the approval pop-up automatically.

To review compliance:

1. Navigate to **ME Plan > Compliance** from the left-hand menu.
2. Find the relevant site from the **Pending Authorisations** list.
3. Open the **options menu ( ⋮ )** and choose **Approve Compliance**.
4. Review the submitted images.
5. Select **Approve** or **Reject**.

If approved:

- The information icon updates to **Compliance Completed** in green
- Approved images can be viewed by right-clicking the booking date in the schedule and selecting **Compliance**

After submission by the vendor, the site status initially displays as **Awaiting Approval**.

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