How to manage approval settings in NHS Jobs user guide

This guide gives you instructions for how to manage approval settings in the NHS Jobs service.

You can use approvals to approve or reject all your job listings before they're published to jobseekers.

In your organisations account, you can choose one of the following options:

- Online to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it.
- Offline to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. If you change this setting, it only applies to your new job listings.

The default setting is 'Offline' and If you change this setting, it only applies to new job listings you create.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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Approval settings

This page gives you instructions for how to manage approval settings in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Approval settings' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your approval settings, complete the following step:

1. Select the 'Approval settings' link.

How do you want your job listings approved?

This page gives you instructions to confirm how you want your job listings approved.

<mark>Important:</mark> You can select 'Online' to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it. You can select 'Offline' to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. The default option is 'Offline'. If you change this setting, it only applies to your new job listings.

To confirm how you want your job listings approved, complete the following steps:
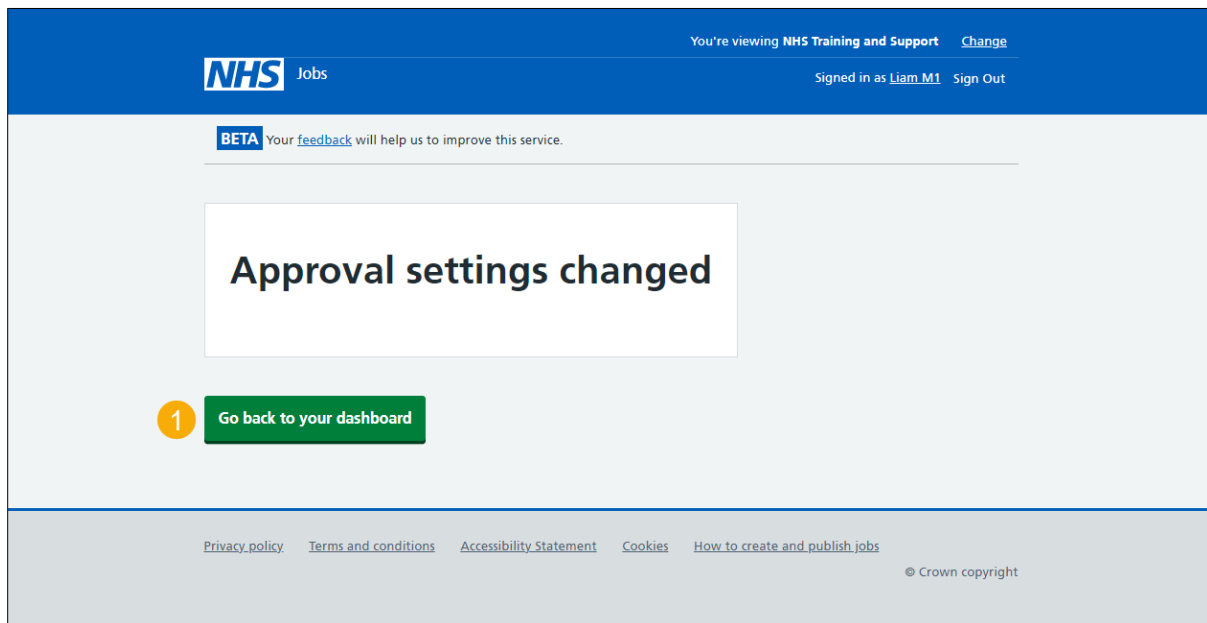
1. Select an answer.
2. Select the 'Save changes' button.

Approval settings changed

This page shows confirmation you've changed the approval settings.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.

You've changed the approval settings and reached the end of this user guide.