# ABS007.3: Editing an Approved Batch (GRL/CM)

Click here to watch



Welcome to this handy mini guide! We're excited to help you navigate the process of editing an approved batch. Editing is necessary if there are significant changes since approval, such as the removal or addition of measures, changes in item costs, or a home dropping out of the batch. Note that you cannot add additional homes to an already approved batch; additional homes must be submitted in a new batch. //Let's get started!

#### 1. Disclaimer

All the screenshots in this user guide are taken from the DESNZ training environment. Since the system is still in development, there may be some differences to the screens you see in the live environment, and the data used is purely for demonstration purposes. All the screenshots in this user guide are taken from the DESNZ training environment. Since the system is still in development, there may be some differences to the screens you see in the live environment, and the data used is purely for demonstration purposes.

#### 2. Approved batches

A reminder that to find approved batches, navigate to the batches tab, then approved.

Model Summary Baselines Monthly Reporting      Properties & Maaures      Baselines      Monthly Reporting      Properties & Maaures      Baselines      Monthly Reporting      Casaded Data     Casaded Data	Yore         Yore <th< th=""><th>Department for Energy Security &amp; Net Zero</th><th>Warm Hon</th><th>nes: Grant Re</th><th>cipient</th><th>Porta</th><th><b>I</b> "«</th><th>Welcome, Natasha Daley Valley Brook Council Grant Recipient Lead)</th></th<>	Department for Energy Security & Net Zero	Warm Hon	nes: Grant Re	cipient	Porta	<b>I</b> "«	Welcome, Natasha Daley Valley Brook Council Grant Recipient Lead)
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ND - DEMO - GRL #4 v3         Approved         02/04/2025;13:27         3         £138,000.00           ND - DEMO - GRL #4 v3         Approved         01/06/2025;14:10         1         £130,000.00	\ No-OLMO-GR, #-x3         Approved         02/04/2025, 1327         3         €138,000.00           \ No-DEMO-GR, #-x3         Approved         01/04/2025, 1421         1         1130,000.00           \ Wo-DEMO-CM #3         Approved         01/04/2025, 1421         1         1130,000.00           \ WO Batch #05         Approved         10/03/2025, 1553         1         147,000.00           \ VD Batch #01         Approved         19/03/2025, 1553         1         €144,000.00           \ VD Batch #97         Approved         18/03/2025, 1323         1         €144,000.00           \ VB Batch #97         Approved         14/03/2025, 1323         2         €88,000.00           \ VB Batch #97         Approved         14/03/2025, 1323         1         €144,000.00           \ VB Batch #97         Approved         16/03/2025, 1328         2         €88,000.00	O DEMO - GRL - 2FYs	Approved	03/04/2025, 11:10			4	£138,000.00
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## 3. Click here

Here is the record we are discussing.

Home Project Summary Ba	selines Monthly Reporting ~	Properties & Measures 🗸	Batches ~	Payments	Fraud & Risks	Support	Logout		_			
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10 of 10 items • 0 items selected	Status	Created Date	Version		Y Fund	Requested						
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O DEMO - GRL - 2FYs	Approved	03/04/2025, 11:10			4		£138,000.00			-		
○ ND - DEMO - GRL #4 v3	Approved	02/04/2025, 13:27			3		£138,000.00					
O ND - DEMO - CM #3	Approved	01/04/2025, 14:10			1		£130,000.00					
VHC Batch #05	Approved	21/03/2025, 16:37			1		£78,000.00					
> VD Batch #101	Approved	19/03/2025, 15:53			1		£45,000.00					
VD Batch #99	Approved	18/03/2025, 11:23			1		£144,000.00					
○ Valley Dale #2	Approved	14/03/2025, 12:38			2		£83,000.00					
O VHC Batch #07	Pre-Approved	07/03/2025, 15:36			1		£0.00					

## 4. Click "Edit"

Select it and Initiate the editing process.

U ND - DEMO - CM #3	Approved	01/04/2025, 14:10		1	£130,000	.00								
O VHC Batch #05	Approved	21/03/2025, 16:37		1	£78,000	.00								
O VD Batch #101	Approved	19/03/2025, 15:53		1	£45,000	.00								
O VD Batch #99	Approved	18/03/2025, 11:23		1	£144,000	.00								
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O VHC Batch #07	Pre-Approved	07/03/2025, 15:36		1	£C	.00								
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## 5. Click "Next"

This action will create an entirely new version of the batch



## 6. Click "Next"

Continue to the following step.



## 7. Click "Local Authority Batch Reference"

Though the new version will be displayed on screen

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Home	Project Summary	Baselines	Monthly Reporting $ \checkmark $	Properties & Measures 🗸	Batches 🗸	Payments Fraud	d & Risks Suppo	rt Logout				
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JJ-CM-TR Please add b	AINING-2FYs-00-50%F	여명	y are involved in the delivery	of this batch and/or a home in th	eir constituency is being u	apgraded as part of this b	batch.					
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#### 8. Update ref

You have the option to update the reference to reflect this new version if you choose to do so.

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	Department for Energy Security & Net Zero Warm I	Homes: Grant Recipient Por	tal	Welcome, Natasha Daley Valley Brook Council (Grant Recipient Lead)	
	Home Project Summary Baselines Monthly Repo	rting v Properties & Measures v Batches v Payment	s Fraud & Risks	Support Logout	
	WHLG-Valley Hills Consortiur	n-2024			
	A new version of the Batch has been created.				
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#### 9. New Version Overview

You'll see all the same pages and before pre- filled with the same data as before. The only new page is the one shown on screen called "New Version Overview", whereby you will need to provide a summary of changes made to this new version.

Department for Energy Security & Net Zero	Warm Hom	es: Grant Re	cipient	Porta	l	Valley I (Grant Re	Welcome, Natasha Daley Brook Council Recipient Lead)				
Home Project Summary	Baselines Monthly Reporting ~	Properties & Measures v	Batches 🗸	Payments	Fraud & Risks	Support	Logout				
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### 10. Submit

Fill in your reason, and submit for approval once more (if you are a Grant Recipient Lead), otherwise you'll submit for review.

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All content is available under the Open Government Licence v3.0, except where otherwise stated O Crown copyright	Accessibility	statement Cookies Privacy notice Site map	C. S. S.
(i+ )	OCL All co	ontent is available under the Open Government Licence v3.0, except where otherwise stated	© Crown copyright

# 11. Approved batch

Once approved, you'll find the new version replacing the old one in the approved list. //



This concise mini guide is designed to assist you in navigating the process of editing an approved batch. Thank you for watching!

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