



## **QuickGuide: Finding Approval Letters**

This QuickGuide outlines steps for finding an approval letter in SHORES.

## To find an approval letter:

- 1. Log in to SHORES https://apply.sinaihealthreb.ca
- 2. Click on the project title from the **Project Menu** in the **Work Area**.
- 3. Ensure the application form for which you wish to find your approval letter is highlighted, as illustrated below (A)
- 4. Click on the '**History**' tab (B)
- 5. Find the approval notification in the form history and click 'Download' (C)

Project Tree									
Test BA 6 Main A	pplication Form - Pro	spective	Α						
Action Required on Form		Status		Review Reference		Date Modified			
No		Approval Letter Sent		2024-0228-289		09/Dec/2024 15:42			
Navigation	Documents	Signatures	Collaborators	Submissions	Correspondence	Centre	History	В	
Form History	у								
Date	User						÷	Attachment 👙	
19/Dec/2024 4:09 Review User Form status changed from Approval - Documents Archived to Approval Letter Sent. 2M								Download	С

**\*NOTE:** You can also search for **"Approval Letter**" in the History search bar to narrow your results.

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