Webster Registry

Staff guide

Version date 23 November 2026. Synthetic demonstration materials.

Queue

New applications and Renewals pending are separate queues.
Start review records who opened the file. It does not decide it.

Documents

Accept or Not accepted applies to one version.
Approve is refused by the server until every required document is accepted.

Decisions

Approve and Refuse are approver actions. A reviewer does not see Confirm.
Suspension, reactivation and revocation are separate from the application status.

Reports

Registration approval status counts providers, one row each.
Export Excel is a separate permission and is audited.

Notices

System rule notices and manual messages are labelled differently.
Email and SMS in this build read Sent to sandbox, not delivered externally.