

Mobile Phone App Guide

What is it?

The App can be used to view and bid for homes being advertised on Bedfordshire Homefinder and check the progress of previous bids.

Downloading the App

The App can be downloaded onto:

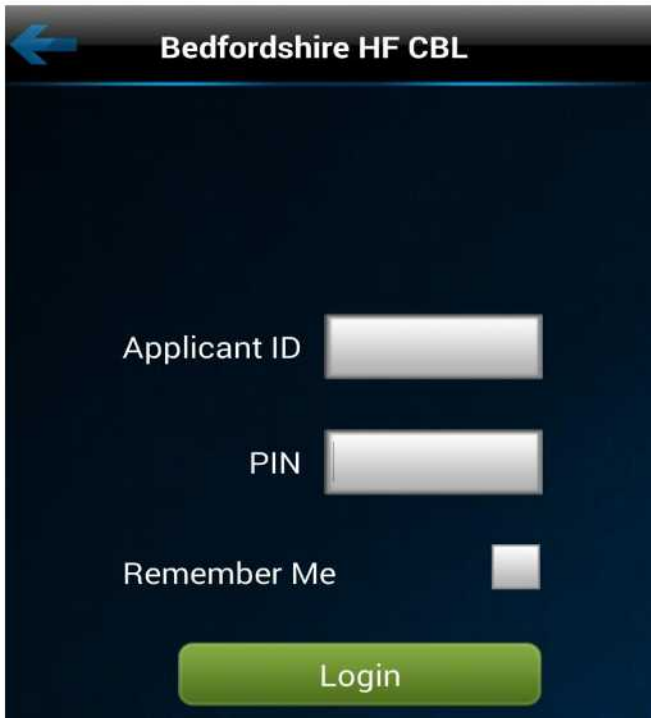
- **Android** phones or tablets from the Play Store by using this link:
<http://tinyurl.com/DHCAndroid>
- **Apple** iPhones or iPads from the App Store by using this link:
<http://tinyurl.com/DHCApple>

Logging in

Open the App and click on Bedfordshire Homefinder



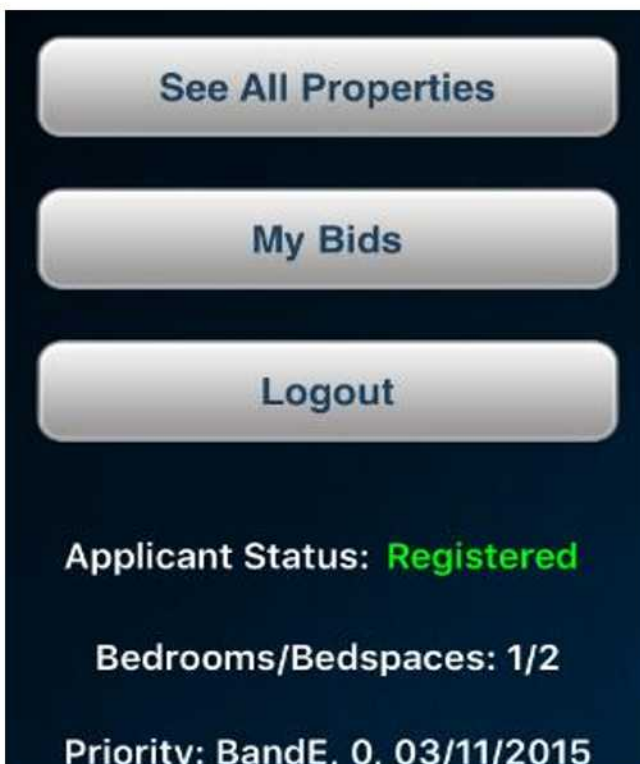
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A screenshot of the Bedfordshire HF CBL mobile app login screen. The screen has a dark blue background. At the top left, there is a blue arrow pointing left and the text 'Bedfordshire HF CBL'. Below this, there are three input fields: 'Applicant ID' with a white text box, 'PIN' with a white text box, and 'Remember Me' with a white checkbox. At the bottom center, there is a green button with the text 'Login'.

Enter your Applicant ID and Password, then click Login

Selecting 'Remember Me' will mean that you do not need to login when you re-open the App.

From the initial screen you can choose to view properties or check on the progress of bids you have made.

A screenshot of the Bedfordshire HF CBL mobile app main menu screen. The screen has a dark blue background. At the top, there are three large, rounded rectangular buttons: 'See All Properties', 'My Bids', and 'Logout'. Below these buttons, there is text indicating the user's status: 'Applicant Status: Registered' (with 'Registered' in green), 'Bedrooms/Bedspaces: 1/2', and 'Priority: BandE, 0, 03/11/2015'.

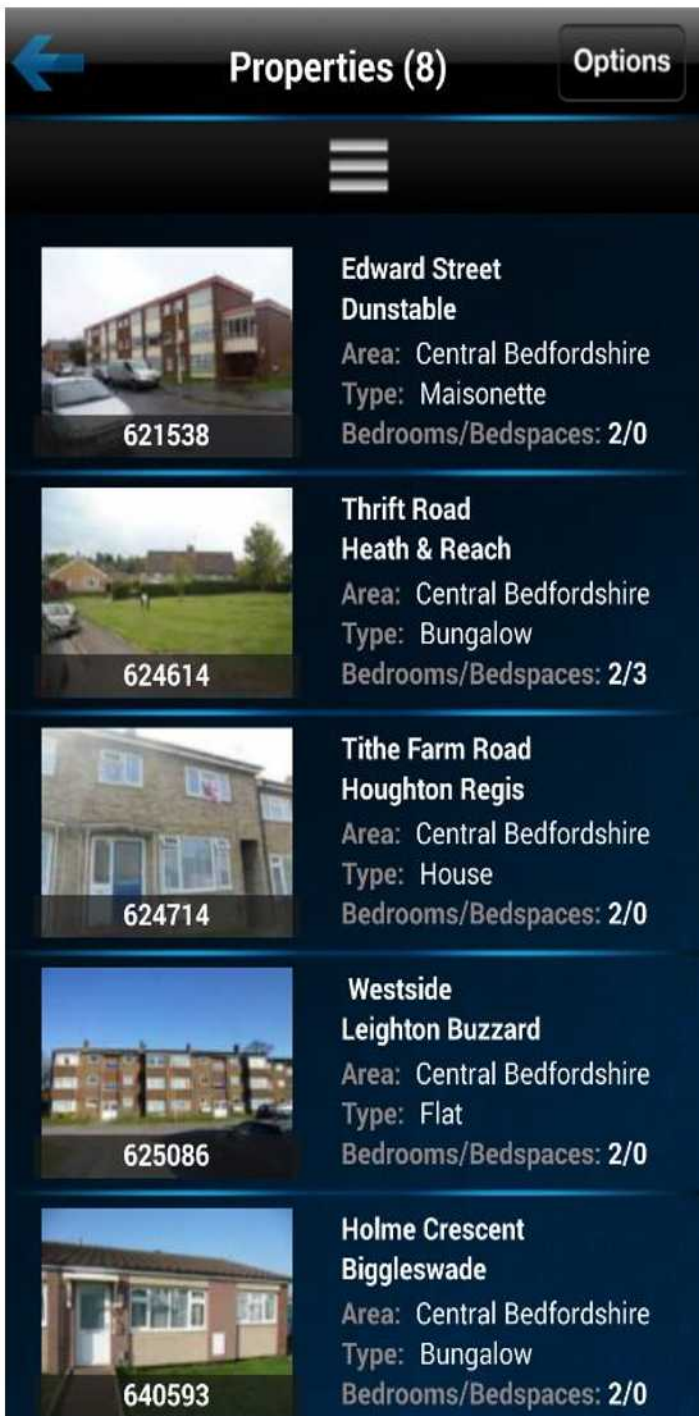
The information at the bottom of the screen shows:

- The status of your application (Registered means that you can bid for homes)
- The size of home you have been assessed as needing
- The number of people in your household (bedspaces)
- Your Band
- Your Band Start Date.

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Viewing and searching for properties

The first time you login and click on 'See All Properties' you will see all properties that match the size of home you have been assessed as needing.



Click on Options to search for particular types of property or those in a particular area.

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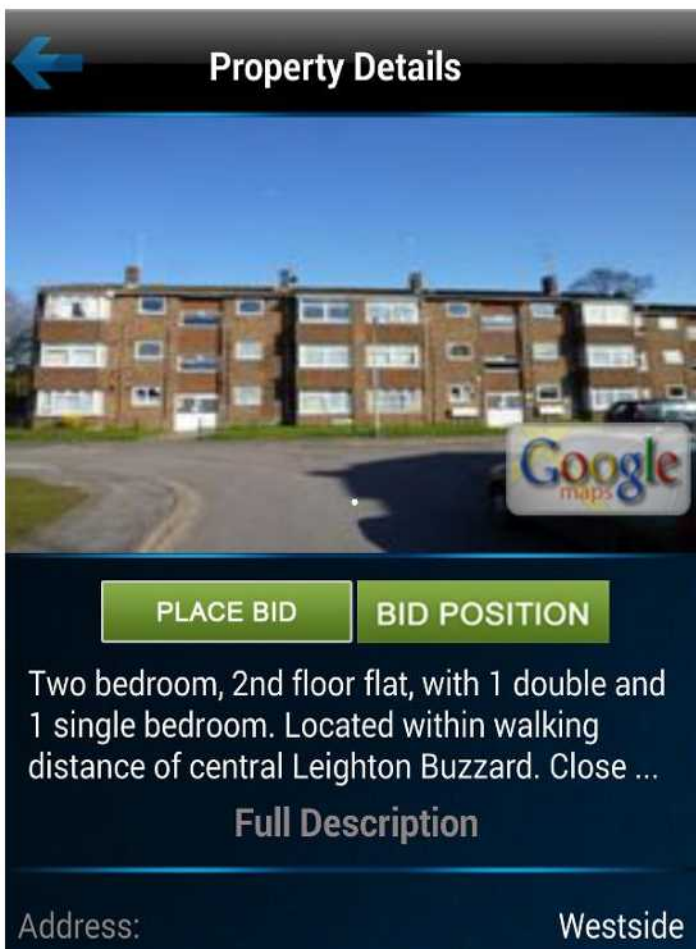


Any search options you select will be remembered. This means that you don't need to set the search options each time you use the App

Click Done to see properties that match your search

Ticking 'Show Eligible Only' will only show those homes that you are eligible to bid for.

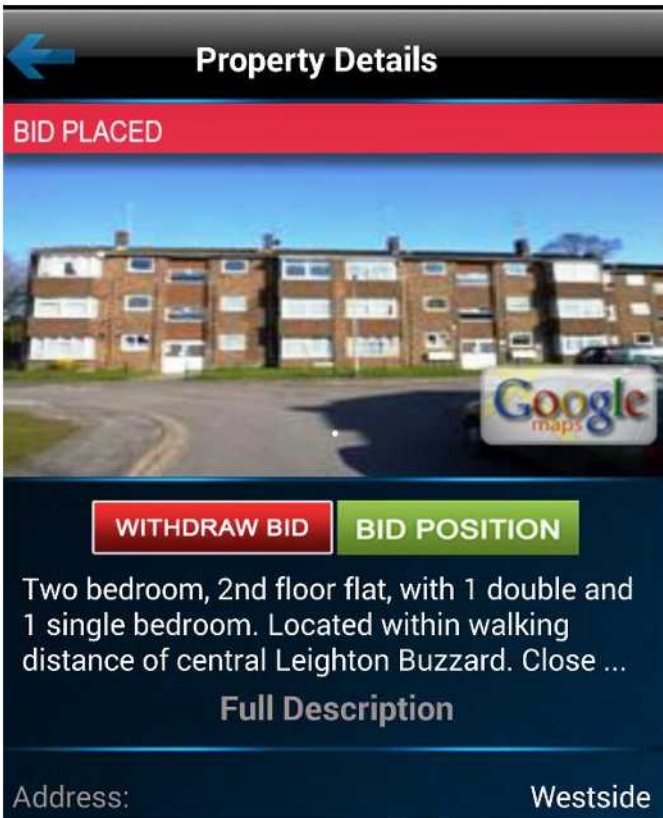
Click on a property to see the full details



Click the Google maps logo to view the property on a map. Pinch the map to zoom in or out.

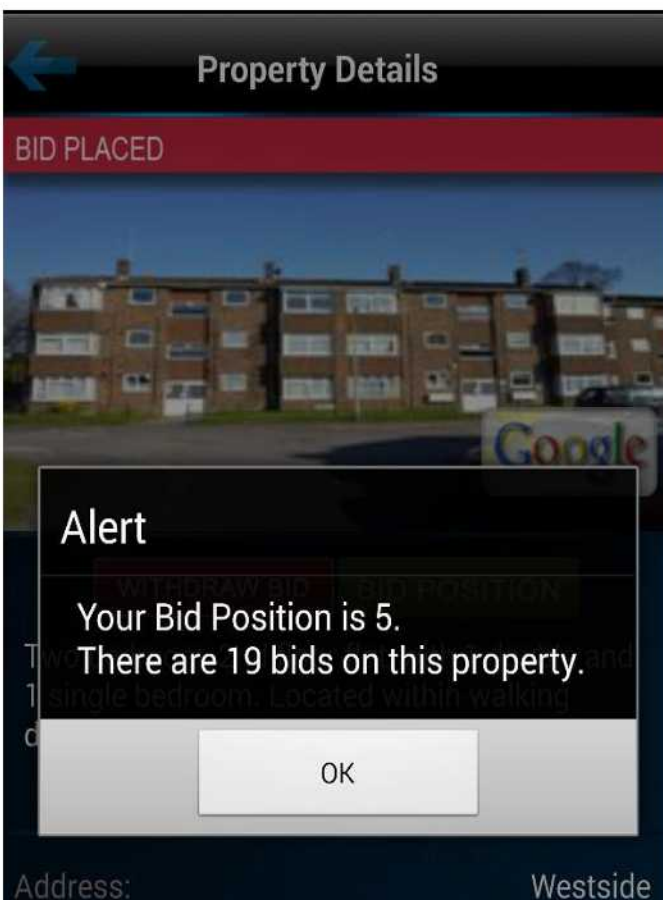
Click Place Bid to bid for the property

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A message will be displayed to confirm your bid has been placed

Click on bid position to see the estimated bid position



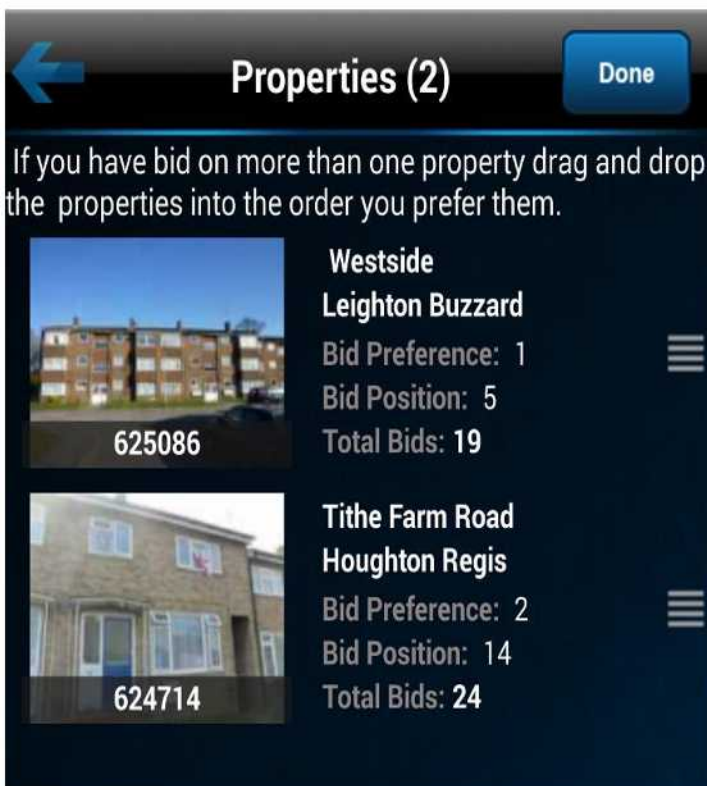
A message will show your **actual** position in the bid list

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If you have placed bids on more than one property you can change the order of preference



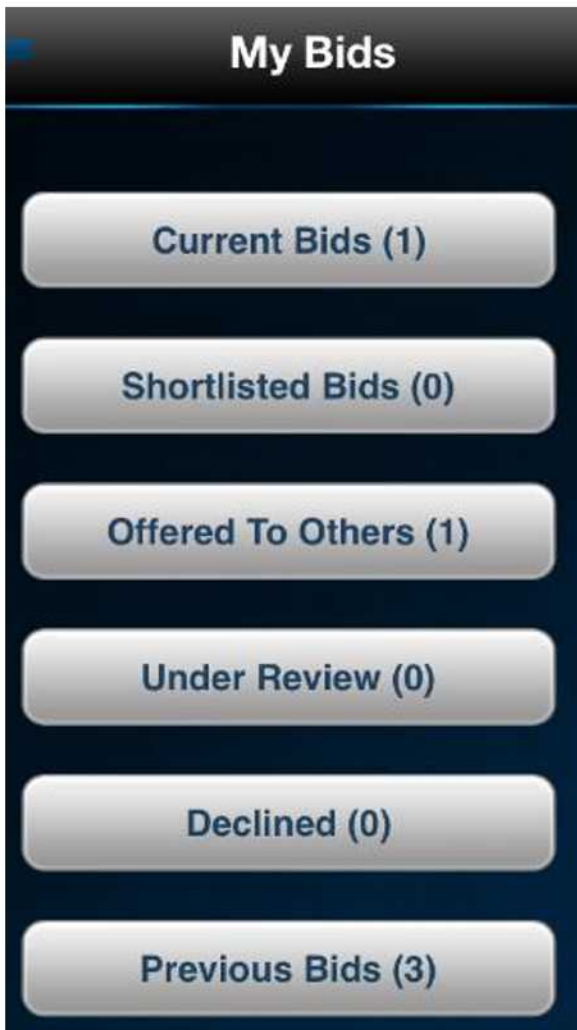
Click onto set preference, select the property to be moved and drag and drop into the required position



When the preferences are set click onto done

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You can check the progress of bids you have made by clicking on My Bids from the initial screen (see page 2).



Current bids – bids on homes that are still being advertised

Shortlisted bids – details of a property that you are being considered for

Offered to Others – the property has been offered to someone else, but not yet been let

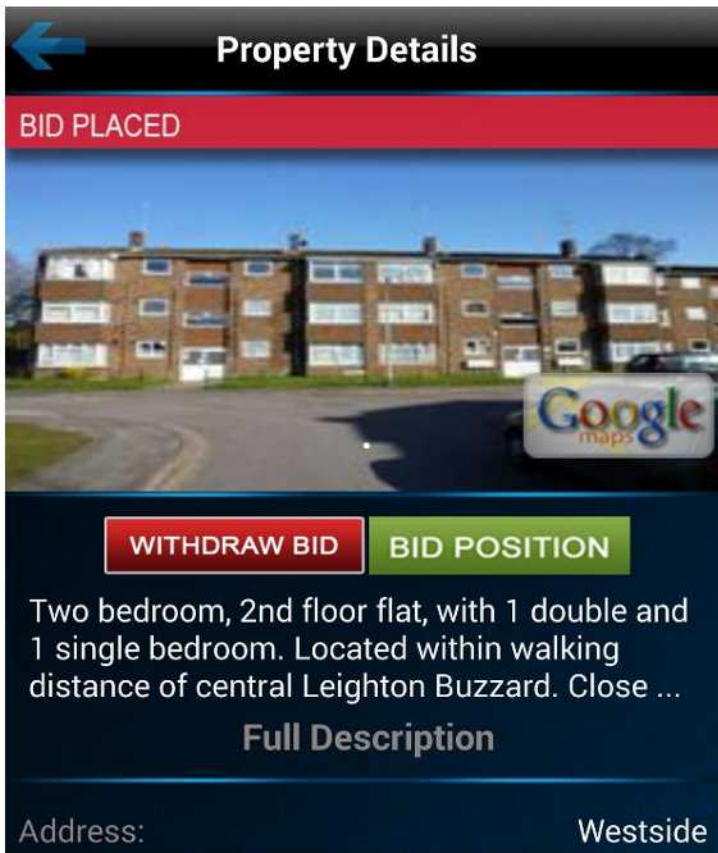
Under Review – the landlord has not yet updated these properties

Declined – properties where you have declined an offer or been declined by a landlord

Previous Bids – properties that have been let to someone else

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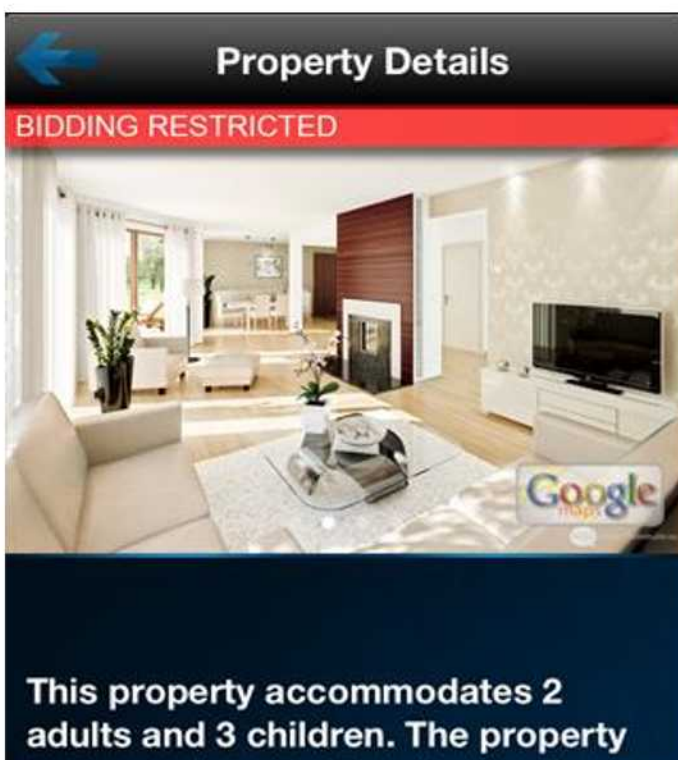
Canceling your bid



If you want to cancel your bid click on withdraw bid

A message will be displayed to confirm your bid has been withdrawn

Restrictions set by Local Authorities



The message bidding restricted appears if, for any reason, the user cannot bid on the property

- Applicant is suspended
- Bid limit reached
- Restrictions are in place i.e. age/band etc

The place bid button will not appear

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Applicant Notes:

