

Decide on a check and pass it on

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Loupe tells you what it found, and your team decides what it means. The decision and your reason stay with the check, so anyone can see later who decided and why.

Before you start

You need permission to decide checks.

1 Open the check

Go to **Loupe** > **Checks**

Checks still to be decided are under **Waiting**. Press one to open it.

2 Give it to someone

To pass it on, choose a colleague under **Assigned to**. It's saved as soon as you pick.

3 Choose your decision

Under **Your decision**, pick one:

- **It's genuine**, nothing here changes what it says
- **It's been altered**, someone changed it before sending it
- **Ask for more evidence**, you can't tell from these pages

4 Say why

Write **Your reason**, what you saw, so the team can see it later, then press **Save the decision**.

5 Change it if you need to

If more evidence arrives or you change your mind, open the check and press **Change the decision**.

If something goes wrong

It says **You can decide once the check has finished**.

Loupe is still looking. Wait a moment and the choices appear.