



Applications Portal – User Guide

How to use the Portal

November 2022 (V1.0)

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Introduction

This is a general guide that helps you know how to navigate around the Portal and enter data.

The Portal supports a range of data types and this guide will be useful as you come across these in the system.

Summary of User Guides and other support materials

We are looking forward to receiving feedback on what is needed by Industry in understanding how to use the portal and will continually update this and other support materials.

Current support materials include:

- This guide – for guidance of general navigation and data entry
- Frequently Asked Questions or FAQs
- Specific guides on:
 - Organisational and Financial Management
 - CTW and Contentious material
- A reference guide that documents key pathways in the system and the data to be entered. This is a larger document and useful when you want to search on a particular topic.

Logging on

Login is via use of an Email address, password and entry of a one-time code sent to your mobile phone.

A “forgot” password link is available.

If you change your mobile number without updating the Portal, you will need to contact the Applications team and they will help.

Note that every time you logon, you are acknowledging the following statement:

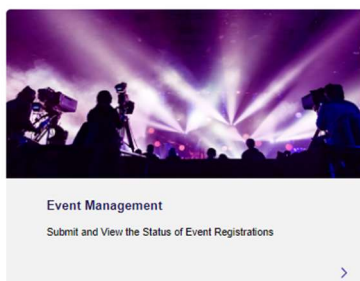
By continuing to use this Portal, you have confirmed you have read and agreed to the Portal Terms and Conditions

The Main Dashboard

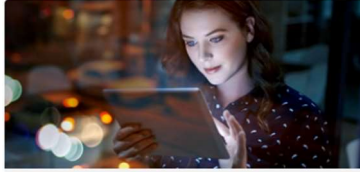
The dashboard is the first screen displayed after logging on and provides 3 large panels which you can click on to progress into the area indicated.

The 4 areas are:

- **Event management** – for all events other than those needing 6H exemptions. For 6H Events, please contact the Applications Team.



- **Applications Management** – for all content applications – Film, Games and Publications.
 - The Portal will lead you down pathways according to the type of content you are submitting and key aspects such as if the content has been classified before.
 - All application types (ACAs, ATSAs, PEs, FOs) are in here and the Reference Guide provides full details on these pathways.



Application Management

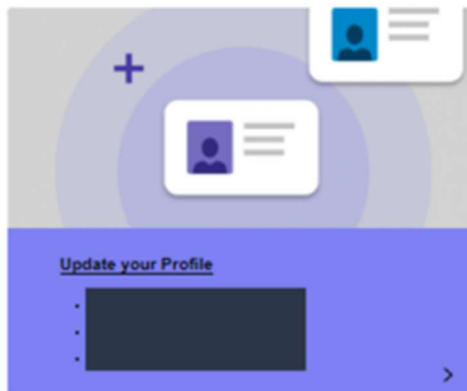
Submit and View the Status of Applications for the Classification of Film, Game and Publications.



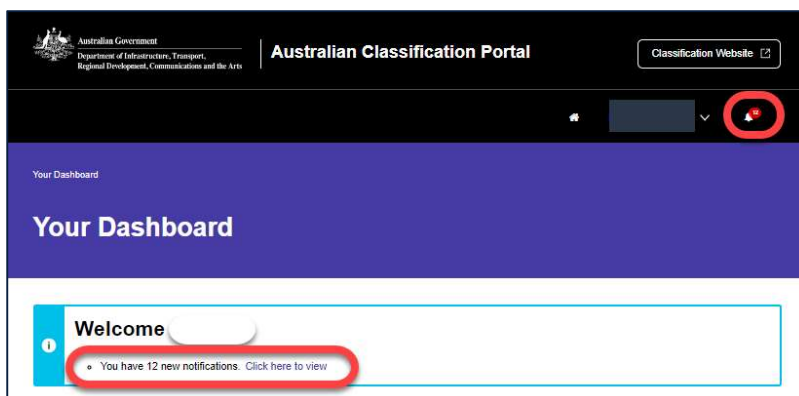
- **Organisation Management** – management of users associated with organisations and visibility on balances and financial transactions are in here.
 - The Organisational and Financial Management Guide has everything you need to understand this section.



- **Update your Profile** – email for login, phone number, email for notifications, email for learnhub and visibility of training completed. You can also update your links to multiple organisations here.

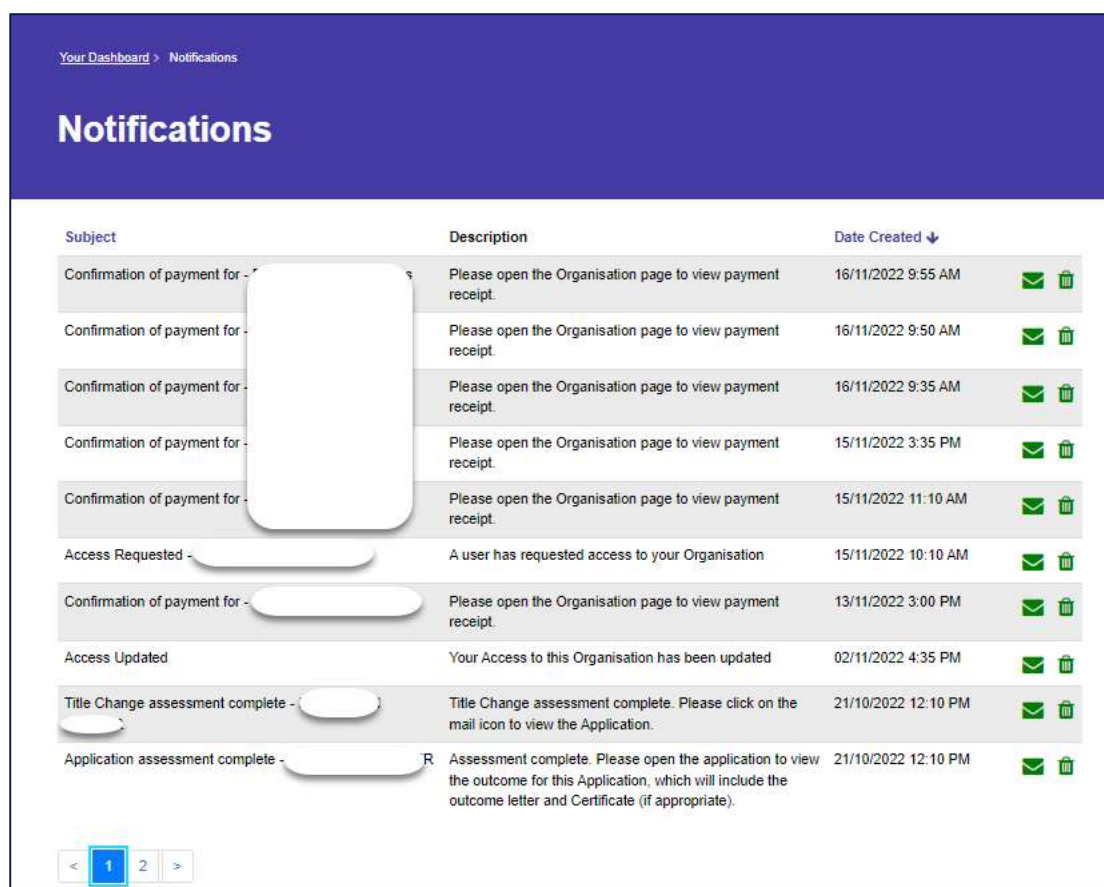


There are also two places where you'll find notifications – in the top Welcome bar and also a bell shaped icon in the upper right of the dashboard.



Notifications

The Portal supports a range of notifications – including: providing updates on the status of your application, payment confirmations and addition to a new organisation.



Subject	Description	Date Created ↓		
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	16/11/2022 9:55 AM	✉	🗑
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	16/11/2022 9:50 AM	✉	🗑
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	16/11/2022 9:35 AM	✉	🗑
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	15/11/2022 3:35 PM	✉	🗑
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	15/11/2022 11:10 AM	✉	🗑
Access Requested - [redacted]	A user has requested access to your Organisation	15/11/2022 10:10 AM	✉	🗑
Confirmation of payment for - [redacted]	Please open the Organisation page to view payment receipt.	13/11/2022 3:00 PM	✉	🗑
Access Updated	Your Access to this Organisation has been updated	02/11/2022 4:35 PM	✉	🗑
Title Change assessment complete - [redacted]	Title Change assessment complete. Please click on the mail icon to view the Application.	21/10/2022 12:10 PM	✉	🗑
Application assessment complete - [redacted]	Assessment complete. Please open the application to view the outcome for this Application, which will include the outcome letter and Certificate (if appropriate).	21/10/2022 12:10 PM	✉	🗑

< 1 2 >

Click on the letter icon to go the relevant list.

Click on the bin icon to delete the notification.

Core Data Entry Techniques

Basic Form Navigation and Data Entry

When faced with a form like the one below, click on the downward facing chevron and all data entry fields available under the item will be displayed:

Title Information ▼

Director/Creator name(s)* ▼

Producer name(s)* ▼

Production Company and Production Year* ▼

Language* ▼

Country of Origin* ▼

Once you have completed the data entry in one item, click on more downward facing chevrons until you have entered all necessary data.

Title Information ▼

Director/Creator name(s)* ▲

Add all that apply

Add Director/Creator >

Name ▲

Demonstration Director ▼

Director 1 ▼

Producer name(s)* ▼

Production Company and Production Year* ▼

Language* ▼

Country of Origin* ▼

Mandatory fields are highlighted with a red “*” symbol. If you have missed a mandatory field, the system will display an error and prevent you moving to the next form until it is filled in.

Adding entries in a list (Directors, Producers etc)

When creating applications, you often need to enter multiple names or entries for an item. Following the example of adding multiple Directors, the steps are:

Step 1

Click on the downward facing chevron to the right of the title text:

Title Information ▼

Director/Creator name(s)* ▼

Producer name(s)* ▼

Production Company and Production Year* ▼

Language* ▼

Country of Origin* ▼

Step 2

Click on the “Add <name of item>” button:

Director/Creator name(s)* ^

Add all that apply

Add Director/Creator >

Name ↑

Director 1 ▼

Step 3

Enter the details in the field(s) provided and press the “Add <name of item>” button:

Add Director/Creator ✕

Name *

Demonstration Director

Cancel Add Director/Creator >

Your items will be displayed as follows and you can add more or go to the next field for data entry.

Director/Creator name(s)* ^

Add all that apply

Add Director/Creator >

Name ↑

Demonstration Director ▼

Director 1 ▼

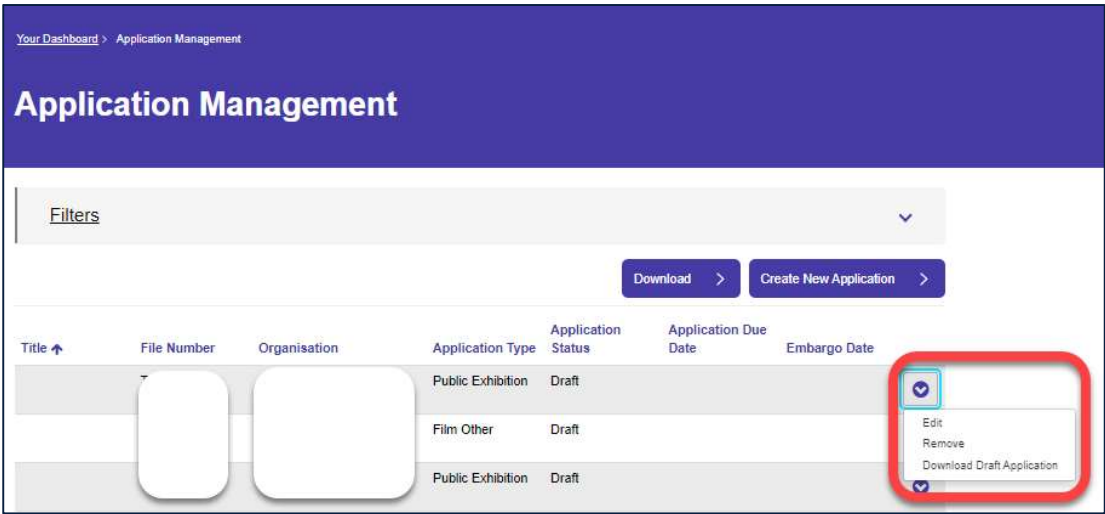
Removing/Editing/Taking an action on entries in a list (Directors, Producers, Obtain Certificates, for example)

If needed, you can also remove or edit items from the list – just click on the downwards facing chevron to the right of the item name and options will be available (in this case, the only option is to Remove the item):



In general, look out for these downward facing chevrons, as they contain options relevant to the list at the time.

Here is an example of the list of applications and the ability to edit, remove or download a draft application:



..and here is what you can do with a finalised application – download your Classification Certificate here!



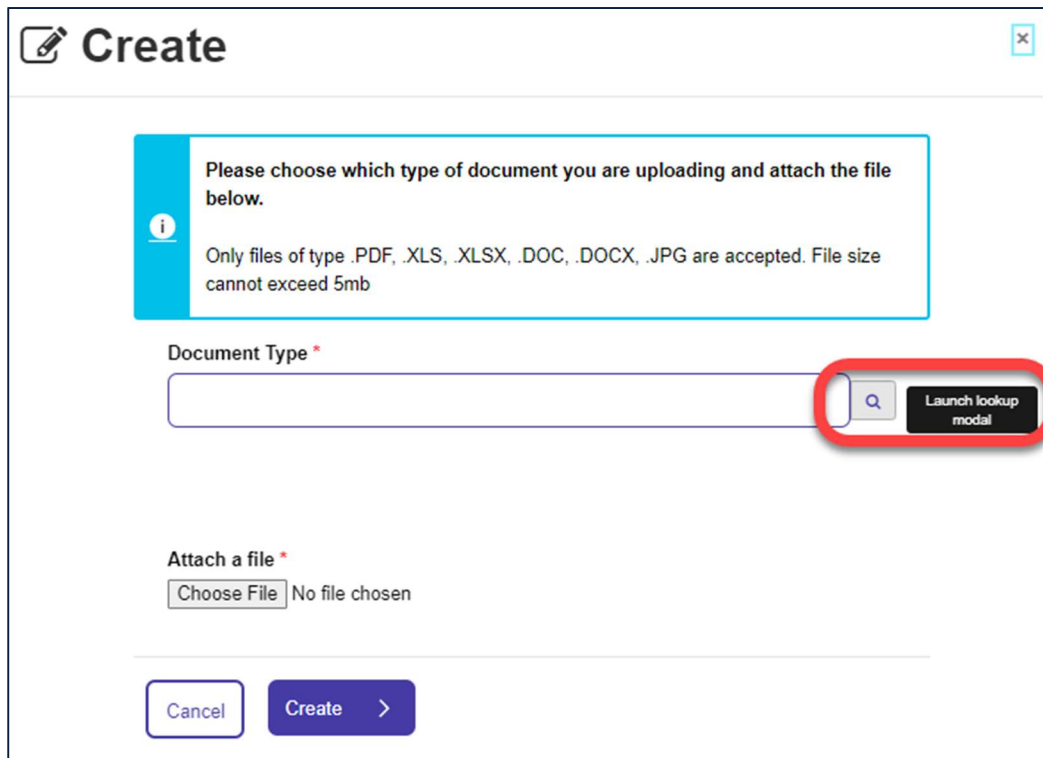
Use of the Magnifying Glass – another way to reveal a list of items for selection

In some cases you can't enter data directly into the field as shown. In these cases, there will either be a button to press or a magnifying glass to take you to the next step.

Here is an example of selecting an "Impact" in a Recommendation item and, in this case, click on the Magnifying glass to the right of the field:

A screenshot of a web form titled 'Create Recommendation Item'. The form has a section titled 'Which Element is this Item for?' with a dropdown menu showing 'Violence'. Below this is a section titled 'Information about Violence' with a dropdown arrow. Under 'Details:', there is a field labeled 'Impact *' which is empty. To the right of this field is a magnifying glass icon, which is circled in red. At the bottom of the form are two buttons: 'Cancel' and 'Create >'. The entire form is enclosed in a black border.

..and here is another example – selection of a Document Type:



The screenshot shows a 'Create' form with a blue header bar containing a pencil icon and the word 'Create'. A close button (X) is in the top right corner. Below the header, there is an information box with a blue background and white text that reads: 'Please choose which type of document you are uploading and attach the file below. Only files of type .PDF, .XLS, .XLSX, .DOC, .DOCX, .JPG are accepted. File size cannot exceed 5mb'. Below this, the 'Document Type' field is highlighted with a red circle. It consists of a text input field, a search icon (magnifying glass), and a 'Launch lookup modal' button. Below the 'Document Type' field, there is an 'Attach a file' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form, there are two buttons: 'Cancel' and 'Create >'.

Selecting pre-defined items from a large list

Here is an example of a range of pre-defined data entry options (Countries example):

Lookup records

Search

✓ Country ↑

- ☐ EAST INDIA
- ☐ EAST TIMOR
- ☒ ECUADOR
- ☐ EGYPT
- ☒ EIRE
- ☐ EL SALVADOR

< 1 2 3 4 5 6 7 8 ... 18 >

Selected records

ECUADORx EIREx

Cancel Add >

Key things to note are

- Click on each item that you want to add from the main list
 - A tick will appear in the box to the left for each item and it will be added to the “Selected Records” area.
- If you’ve added an item you don’t want, just click the “x” symbol next to the item in the “Selected Records” area.
- If there are lots of entries (as shown – over 18 pages) – use the Search field in the top right to filter down the items shown.
 - The wildcard character “*” can be used here.
- To clear your search items, just delete all characters in the search field and press “Enter”.
- When finished adding all your items, click the “Add” button on the lower right.

Searching for a previous decision

There is one particular aspect to note when searching for a previous decision

Step 1

If you have chosen “My application is for a new version of something that is previously classified” from the menu below:

← Is this application related to a previous decision?

i If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

Yes
My application is for a new version of something that is previously classified
>

No
My application is for something that has not been classified before
>

You then have the following form:

← Select previous decision for this Application

i Please select the Application that the previous Decision was associated with below

Selected:

Click to Search >

Note that you can't enter data into the "Selected" field shown - click the "Click to Search" button" to search for the relevant application.

Search Applications

Production Search Criteria ^

File No

Title

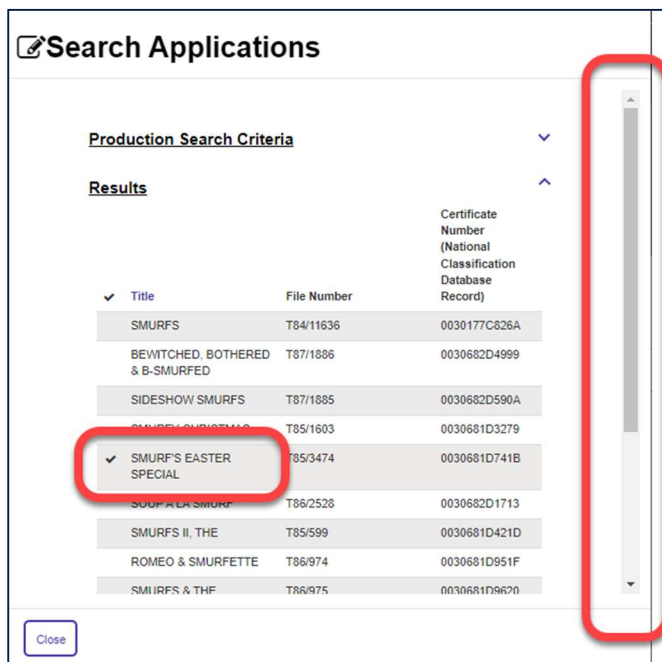
Exact Title
☒ No ☐ Yes

Keywords

Remove Search >

Search by: File number, Title (exact title yes/no) or keywords and press "Search".

Note that I've clicked and selected "Smurf's Easter Special" below but the only button apparently available is the "Close" button:



To get to the "Select" button in this case – you need to use the scroll bar on the right hand side and pull it down:

