



# PASS CIS Module

Applying for Site Access User Manual

May 2016



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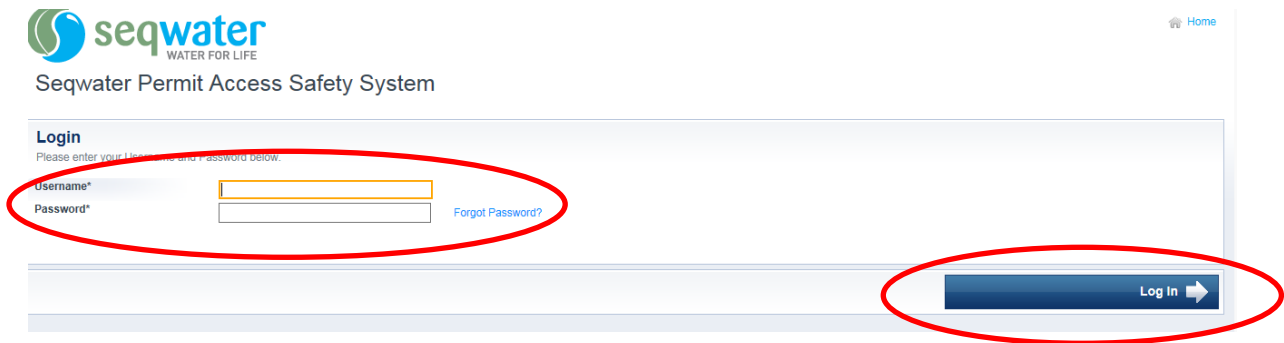
## How to apply for site access

Step 1 – Open the PASS solution as follows:

- Employees should open this via the [PASS Intranet page](#).
- External contractors should open this via the [PASS internet page](#).

Step 2 – enter your login details then select login. Your login details will be as follows:

- Employees
  - User name - **Corporate\** then your network user names (e.g. Corporate\jpaige).  
Hint - make sure you don't use a forward slash (i.e. /).
  - Password - Your normal network password.
- External contractors
  - User name – this will be your email address
  - Password – this will be the password allocated to you.



seqwater WATER FOR LIFE  
Seqwater Permit Access Safety System

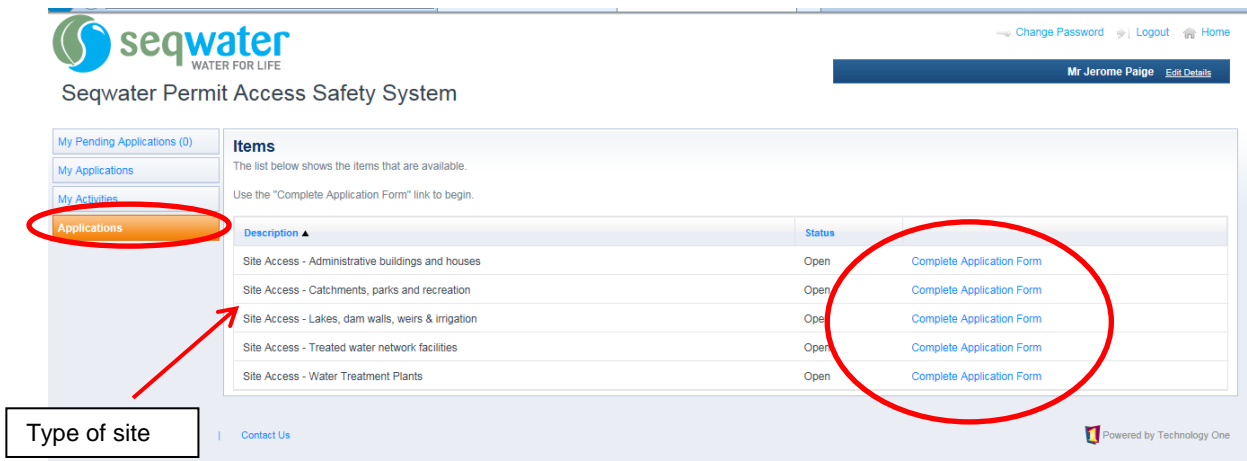
**Login**  
Please enter your Username and Password below.

Username\*

Password\*  [Forgot Password?](#)

**Log In** →

Step 3 – in the **Applications** section select the type of site you will be going to then select **“Complete Application Form”**. There is a full list of Seqwater sites, include which type of site they are, on both the PASS intranet and internet pages.



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Change Password | Logout | Home

Mr Jerome Paige [Edit Details](#)

My Pending Applications (0)

My Applications

My Activities

**Applications**

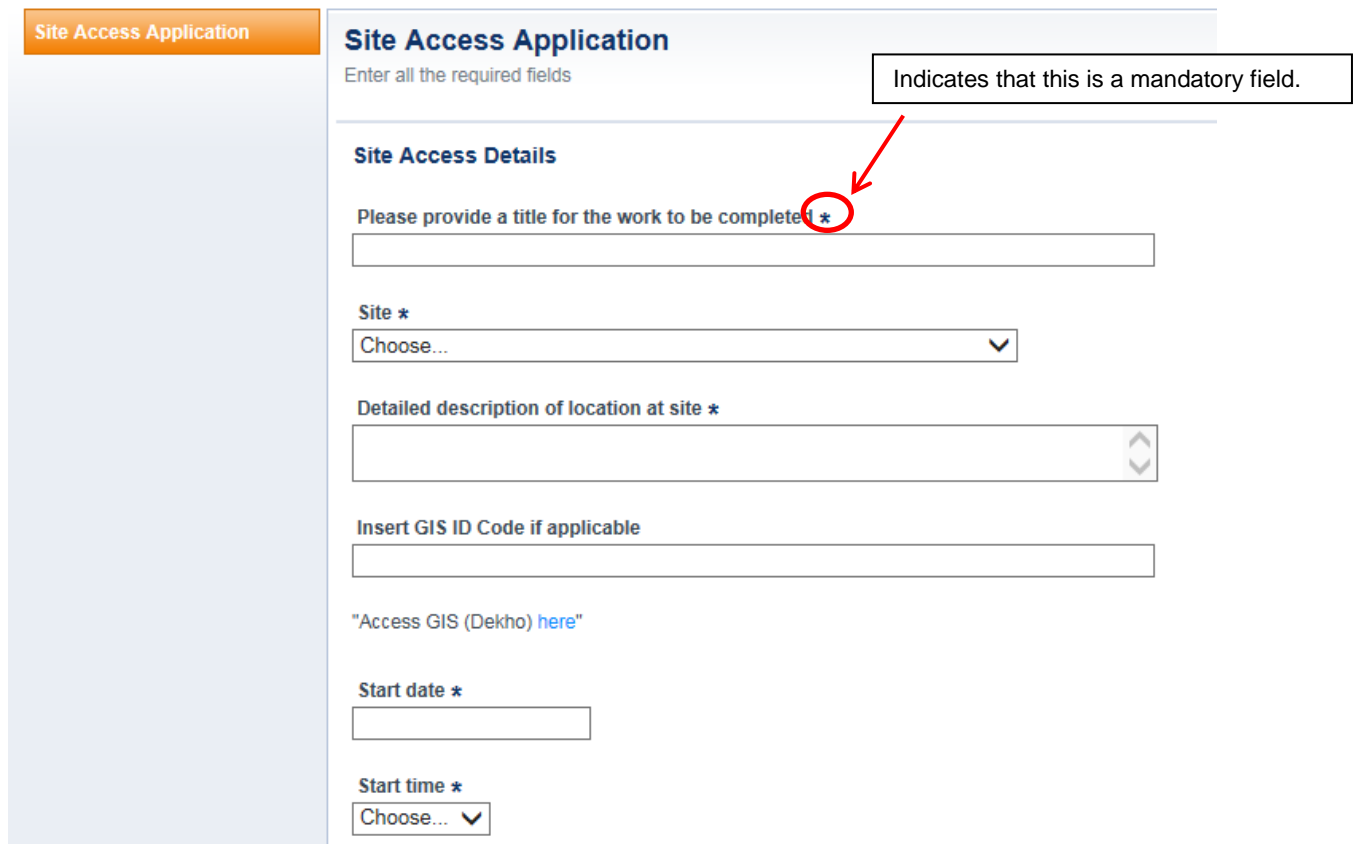
**Items**  
The list below shows the items that are available.  
Use the "Complete Application Form" link to begin.

Description ▲	Status	
Site Access - Administrative buildings and houses	Open	<a href="#">Complete Application Form</a>
Site Access - Catchments, parks and recreation	Open	<a href="#">Complete Application Form</a>
Site Access - Lakes, dam walls, weirs & irrigation	Open	<a href="#">Complete Application Form</a>
Site Access - Treated water network facilities	Open	<a href="#">Complete Application Form</a>
Site Access - Water Treatment Plants	Open	<a href="#">Complete Application Form</a>

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Type of site

Step 4 - Complete all relevant fields on the application form. Mandatory fields are identified with an asterix.



Hints when completing the application form:

- You can select **tab** to move between fields.
- When using the drop downs, if you start typing your desired location or time you will move to that position in the drop down.
- If you put your mouse on the question marks there is additional guidance on completing this part of the form.

Does this work require a Major Works Permit? ?

This is required where there is a high risk that the work will impact on water supply, water quality or flood management assets.

Yes

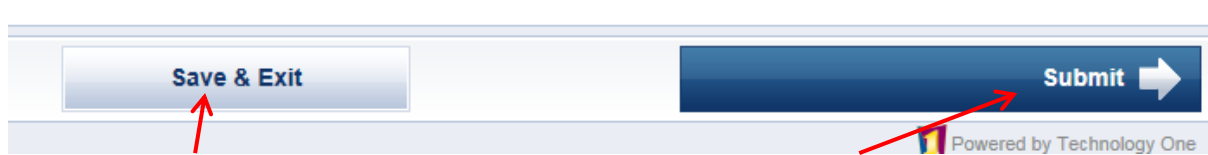
- When entering details of other people to be notified only enter email addresses separated by a semicolon. These people will be CCd into the approval email. Note - your application is not able to be approved if these email addresses are incorrect. If you are the person lodging the application you do not need to include your own email address.

Additional people to be notified by email of outcome of site access request

?

Please enter email addresses only. For multiple people each email address should be separated by a semi-colon (;)

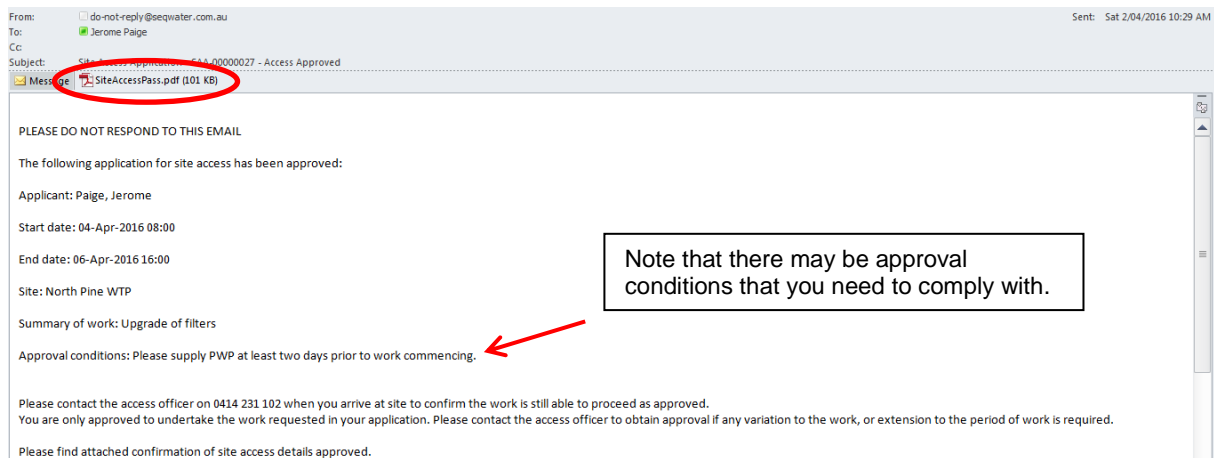
Step 4 – when you have completed all required fields select “**Submit**” to submit your application for consideration by an Seqwater access officer. If you re not ready to submit you application select “**Save & Exit**”. This will save your application as a draft.



To save your application as a draft to submit at a later date.

To submit you application to an Seqwater access officer.

When your application is approved you will receive an email. This will include an attachment which confirms the details of the work that has been approved and any approval conditions.

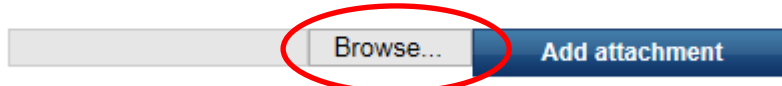


## Attaching documents to your application

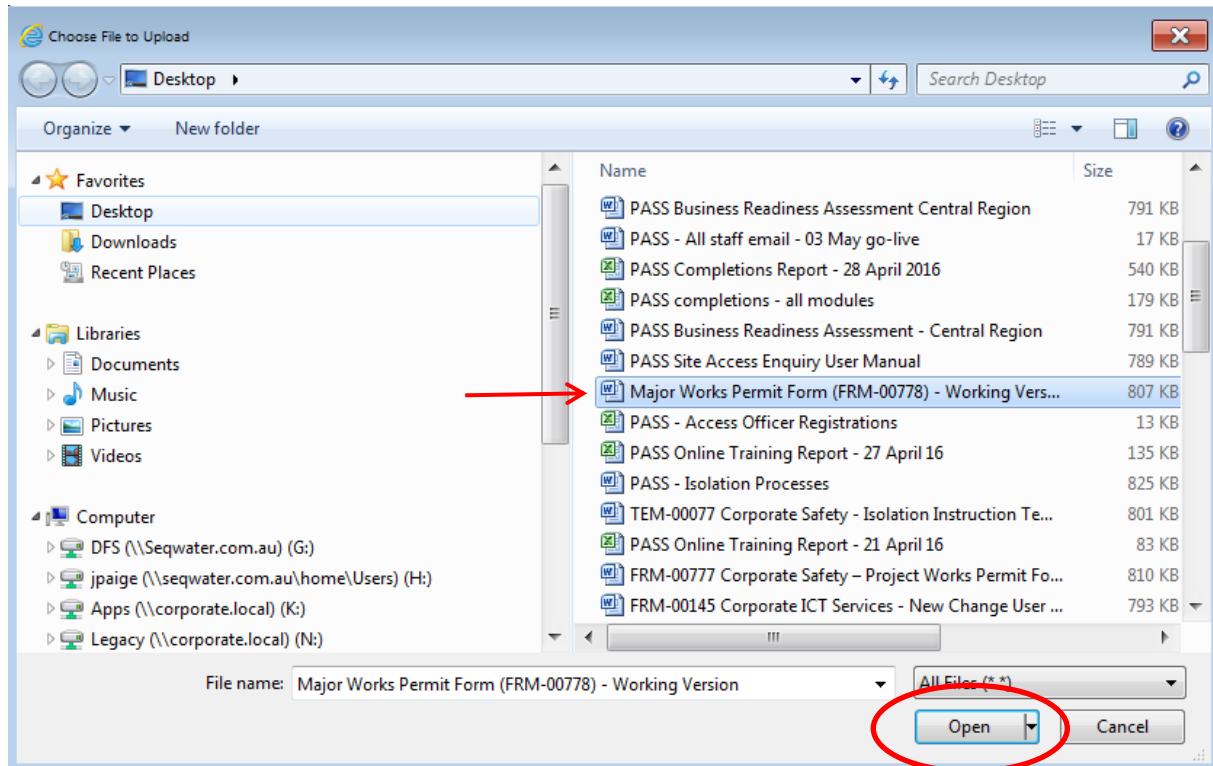
Step 1 – Select **Browse** to locate the file you wish to attach.

### Supporting documentation

Attach all applicable supporting documentation



Step 2 – select the file you wish to add then select **Open**.



Step 3 – Select **Add attachment** to add the file to your application.

## Supporting documentation

Attach all applicable supporting documentation

You will see the document you have attached in the “List of files attached” section.

## Supporting documentation

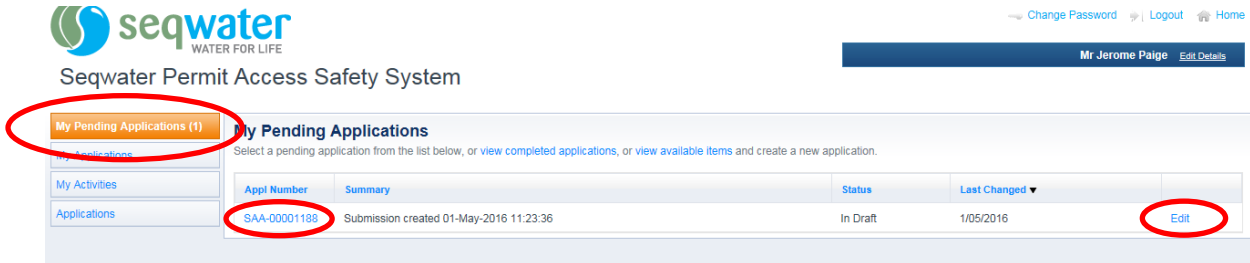
Attach all applicable supporting documentation

List of files attached

Major Works Permit Form (FRM-00778) - Working Version.docx	X
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## Monitor the status of your applications

Draft applications are available in **My Pending Applications**. You can open the application to submit it by clicking on the application number or edit.

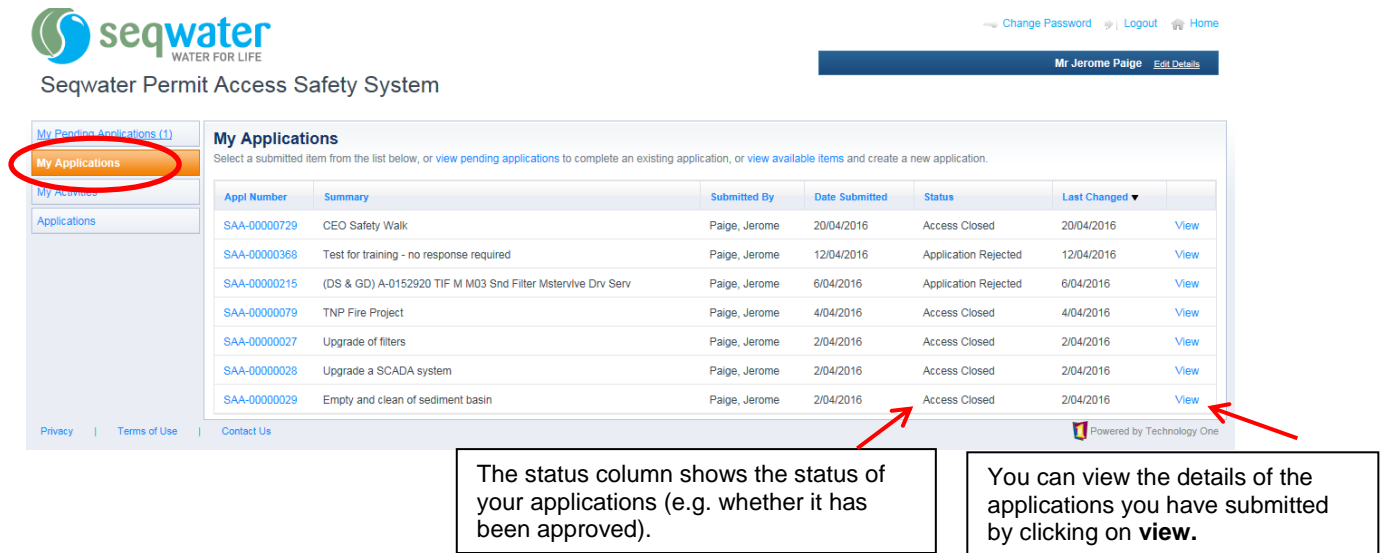


The screenshot shows the user interface for 'My Pending Applications'. The user is logged in as Mr. Jerome Paige. The page title is 'Seqwater Permit Access Safety System'. On the left sidebar, 'My Pending Applications (1)' is highlighted with a red circle. The main content area shows a table with one application:

Appl Number	Summary	Status	Last Changed	
SAA-00001188	Submission created 01-May-2016 11:23:36	In Draft	1/05/2016	<a href="#">Edit</a>

The application number 'SAA-00001188' and the 'Edit' link are also circled in red.

Submitted applications are available in **My Applications**.



The screenshot shows the user interface for 'My Applications'. The user is logged in as Mr. Jerome Paige. The page title is 'Seqwater Permit Access Safety System'. On the left sidebar, 'My Applications' is highlighted with a red circle. The main content area shows a table with several applications:

Appl Number	Summary	Submitted By	Date Submitted	Status	Last Changed	
SAA-00000729	CEO Safety Walk	Paige, Jerome	20/04/2016	Access Closed	20/04/2016	<a href="#">View</a>
SAA-00000368	Test for training - no response required	Paige, Jerome	12/04/2016	Application Rejected	12/04/2016	<a href="#">View</a>
SAA-00000215	(DS & GD) A-0152920 TIF M M03 Snd Filter Mstervlve Drv Serv	Paige, Jerome	6/04/2016	Application Rejected	6/04/2016	<a href="#">View</a>
SAA-00000079	TNP Fire Project	Paige, Jerome	4/04/2016	Access Closed	4/04/2016	<a href="#">View</a>
SAA-00000027	Upgrade of filters	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	<a href="#">View</a>
SAA-00000028	Upgrade a SCADA system	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	<a href="#">View</a>
SAA-00000029	Empty and clean of sediment basin	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	<a href="#">View</a>

Red arrows point to the 'View' links in the 'View' column and the 'Status' column. Below the table, there are two callout boxes:

The status column shows the status of your applications (e.g. whether it has been approved).

You can view the details of the applications you have submitted by clicking on **view**.