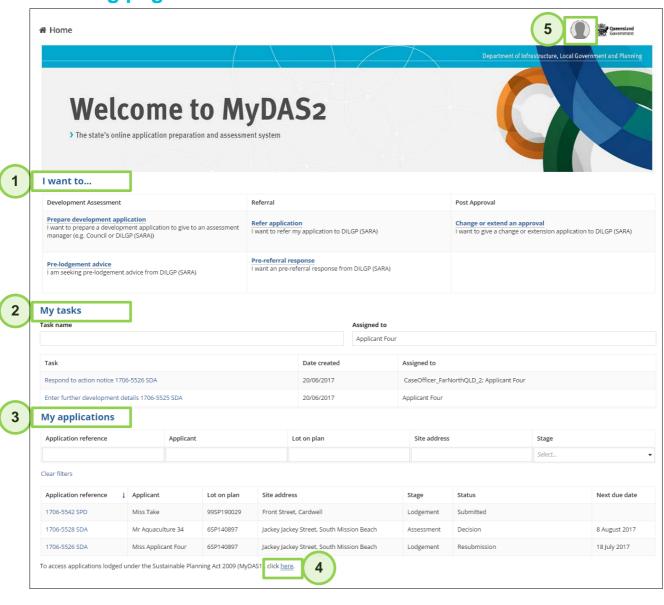
# **Navigating MyDAS2**

A guide for applicants

# **Landing page**





## 1. I want to ...

This section shows the different actions you can carry out in MyDAS2. When you click on an action, MyDAS2 will provide you with some further details about your selection.

# 2. My tasks

When you click on a task name the task will open in the current window. You can then choose whether to accept and then either action the task or close the task for completion at another time. (Right click on the task name if you would like to open the task in a different tab or window).



### 3. My applications

Click on an application reference to open the 'Summary dashboard' for the application. As with tasks, right clicking on the application link will allow you to open the application in a different tab or window.

## 4. Switch between MyDAS and MyDAS2

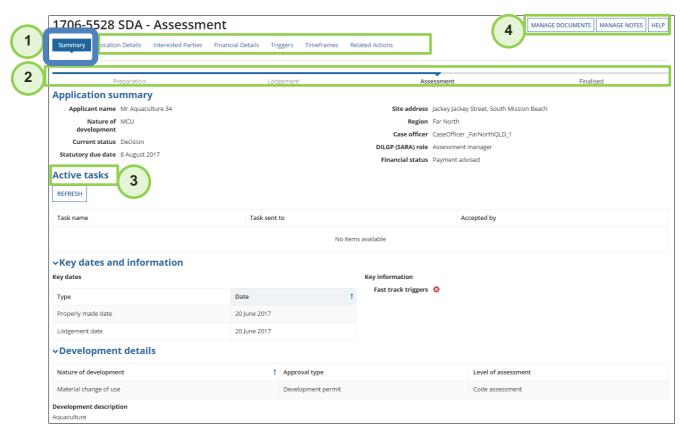
If you already have a MyDAS username, this link will take you straight to the MyDAS landing page (once you have logged in). MyDAS and MyDAS2 are separate systems. Logging into one does not automatically log you into the other.

### 5. User profile

Access your user 'profile' or 'sign out' from MyDAS2.

# **Summary dashboard**

When you open an application in MyDAS2 you will see the Summary Dashboard.



### 1. Dashboards links

Navigate to other dashboards from the top of the screen. Click on the dashboard name to navigate to the relevant dashboard.

### 2. Breadcrumbs

The breadcrumbs show the progress of the application in MyDAS2. 'Lodgement' means that you have given the application to SARA and it is waiting to be validated before progressing into the 'Assessment' phase.

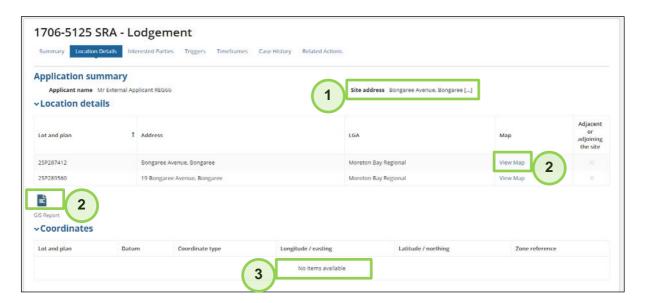
#### 3. Active tasks

As well as your MyDAS2 landing page, you can also action your tasks from this screen. If the application is not yet finalised and no tasks are visible, it means that the next action is with SARA to carry out.

### 4. Shortcut buttons

Shortcut buttons to three 'related actions' are at the top of this dashboard: Manage Documents, Manage Notes and Help. You can also open these actions from the 'Related actions dashboard'.

# **Location details**



### 1. Site address

The site address is visible on all dashboards. MyDAS2 will display the [...] symbol if there are multiple street addresses for the development site.

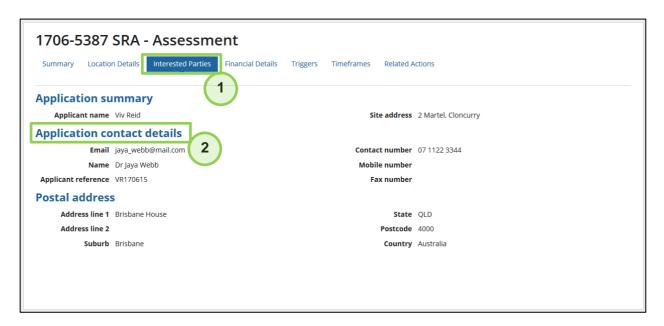
### 2. Location details

MyDAS2 provides a PDF report showing the mapped state interest layers that were applicable at the time you prepared the application. Clicking the 'View map' link will take you directly to the DA mapping system.

### 3. Coordinates

Coordinates will display if you provided these details during the preparation step.

# **Interested parties**



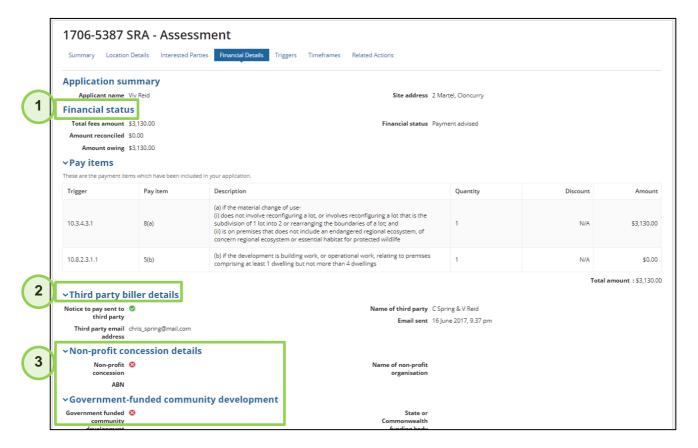
# 1. Interested parties dashboard

This dashboard displays the information provided during the preparation step.

### 2. Application contact details

If you are preparing an application in MyDAS2 on behalf of the applicant, your contact details will display here.

# **Financial details**



#### 1. Financial status

This section displays the current details of fees paid for the application. When the correct payment is reconciled the amount owing will show \$0.00 and the status will update to 'Payment settled'.

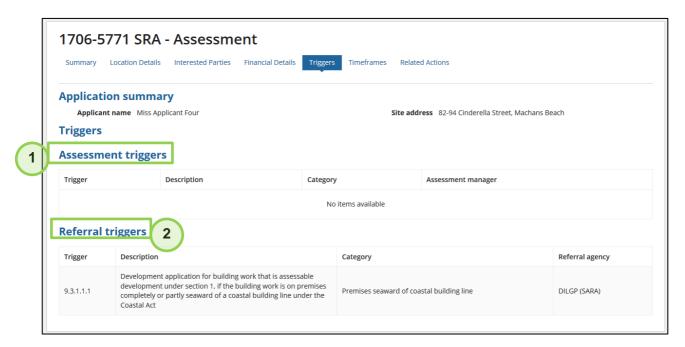
### 2. Third-party biller details

During preparation the applicant (or their representative) can nominate a third-party email address to whom MyDAS2 will send a copy of the '**Notice to Pay**'. A red cross will display if a third party was not nominated.

### 3. Fee concessions

These sections will populate if a fee concession was identified during preparation under the Planning Regulation 2017.

# **Triggers**



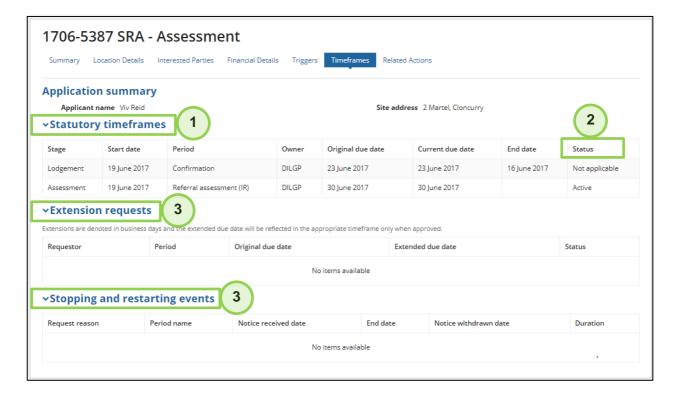
# 1. Assessment triggers

For a development application being prepared in MyDAS2 for lodgement with the assessment manager, any applicable items under Schedule 8 of the Planning Regulation 2017 will display in this section.

### 2. Referral triggers

Items under Schedules 9 and 10 of the Planning Regulation 2017 that apply to the application will display in this section.

# **Timeframes**



# 1. Statutory timeframes

The timeframes displayed are dynamic and will populate once a potential period under the Development Assessment (DA) Rules becomes relevant for the development application.

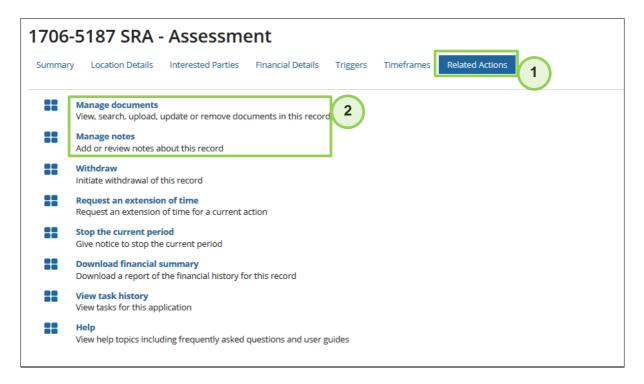
#### 2. Status

Most periods under the DA Rules do not start until the day after an action has been taken. Some periods may be displayed but may not end up being activated. To accommodate the possible options, a timeframe may be identified as **future**, **active**, **past** or **not applicable**.

### 3. Other timeframe events

These sections will only populate if a timeframe event applies to the application.

### Related actions



#### 1. Related actions

The items on this dashboard allow you to carry out actions that fall outside the ordinary flow of the assessment process. The list of related applications will change depending on the type of application and where it is up to in the assessment process.

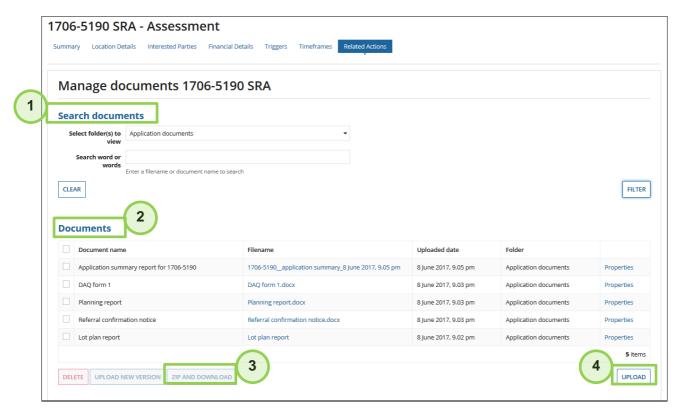
### 2. Managing documents and notes

Further details on **Manage documents** and **Manage notes** are provided on the following pages.

#### Note:

A task will be added to your 'active task' list on the summary dashboard whenever you click on a 'related action'. These tasks will remain active until you choose to complete or close them using the buttons at the bottom of the task screen (rather than clicking away from them to another tab or window).

# Related actions - Manage documents



#### 1. Search documents

You can look for documents by filtering on folder(s) or searching key words. Documents are saved into one of three folders: 'Application documents', 'Further documentation' and 'Notices sent'.

### 2. Downloading documents

You can select one or more documents to download. To download a single document you will need to click the **filename**. To select all visible files click the checkbox next to **Document name**. The **zip and download** button will display when more than one document is selected.

### 3. Zip and download

On clicking the **zip and download** button, MyDAS2 will generate a zip file containing the documents you have selected. When the zipping process is complete, MyDAS2 will pop-up a task called '**Downloading zipped documents**'. This provides a link to the zip file – make sure you download the file at this time because the zip file is not saved in MyDAS2 and cannot be retrieved once you close the pop-up task.

### 4. Uploading documents

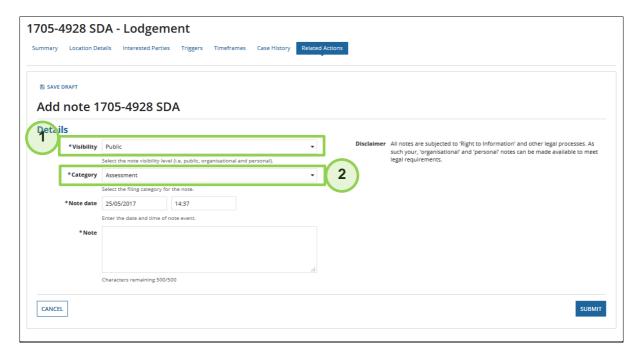
You will upload most documents as part of an 'active task' in the preparation and assessment process, such as if you need to complete a 'Provide further information' task. However, if you find that you need to upload extra material you can do this using the **Upload** button on this screen.

#### Note:

'Drag and drop' functionality is available for uploading documents in MyDAS2.

# Related actions - Manage notes

Manage notes allows you to view or add notes for the application.



### 1. Visibility

Notes can be viewed by different parties working on the application in MyDAS2. Viewing rights can be assigned to the notes as follows:

- All you and SARA officers working on the application can see these notes
- **Personal** just you.

### 2. Category

Notes can be categorised for ease of searching, e.g. **General**, **Internal consultation**, **Meeting**.