



# Design & Construction Hub

External Customer User Guide

September 2024

Info ID: 69250181



Melbourne Water is owned by the Victorian Government. We manage Melbourne's water supply catchments, remove and treat most of Melbourne's sewage, and manage rivers and creeks and major drainage systems throughout the Port Phillip and Westernport region.





# Table of contents

Introduction.....	3
System diagram and conditions .....	4
<b>Applicant .....</b>	<b>5</b>
Registration and Log in .....	5
Resetting your password .....	7
Submit a new application .....	7
Actions .....	11
Home screen.....	11
Resubmission (Completeness check) .....	11
Melbourne Water assessment stage .....	12
Endorsement .....	13
Request Variation.....	13
Request or initiate variation .....	13
Progress Reimbursement .....	14
Accept or Reject proposal .....	15
Respond to RFI.....	16
Applicant Super Admin .....	16
Assigning a task (temporary delegation) .....	17
Transferring a case (permanent delegation) .....	18
Changing developer details .....	19

## Introduction

The Design & Construction Hub DCH platform is an automated centralised cloud solution built on Pega Cloud. This new platform has been designed to manage the submission and business process workflows of the Detailed Design Review Submissions through to Final Completion stages for our civil engineers and landscape architect customers and Melbourne Water employees. It is accessible for Melbourne Water users via an internal secured URL (back office). External Civil and Landscape Third parties can apply for CAD new projects through the Melbourne Water website by registering to the DCH system [here](#). All parties (including internal and external Applicants) must be registered in the system to be able to lodge a new application or assess an application.

CAD projects consist of two components: 'Civil' and 'Landscape.' Different Applicants (civil engineers and landscape architects) manage their respective applications. Once both Civil and Landscape components reach the final milestone, the CAD project is finalised and closed.

CAD has three different Application Type:

1. **Civil**; Civil Applicants lodge a civil work-related application.
2. **Landscape**; Landscape Applicants lodge a civil work-related application.
3. **Combined**; One Applicant lodges an application and serves as the main correspondent during the Detailed Design Submission process. After finalising the Detailed Design Submission, the CAD project splits into two: Civil and Landscape. Each Applicant becomes the primary contact for their respective application type.

**CAD has eight main Application forms:**

1. Detailed Design Submission
2. Financial
3. SEMP
4. Pre-commencement
5. Commencement of establishment (Landscape only)
6. Practical Completion
7. Midterm Planting (Landscape only)
8. Final Completion



\*\* Financial and SEMP will start parallel to one and other.

\*\* SEMP must be approved and finalised prior to Financial approval.

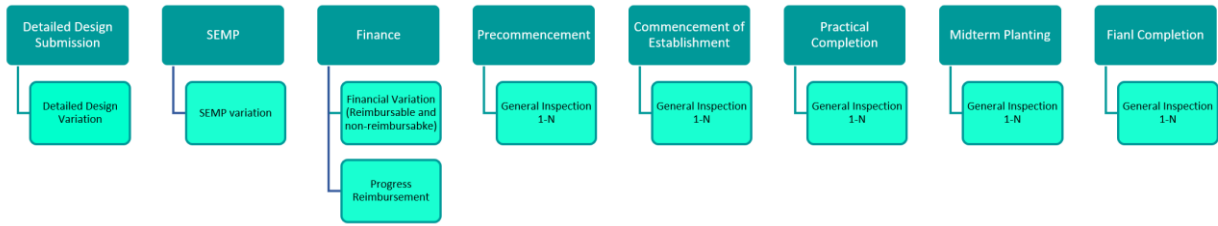
\*\* For each EMPS number, there will be a Commencement of establishment, Practical Completion, Midterm planting, Final Completion

CAD's secondary application forms:

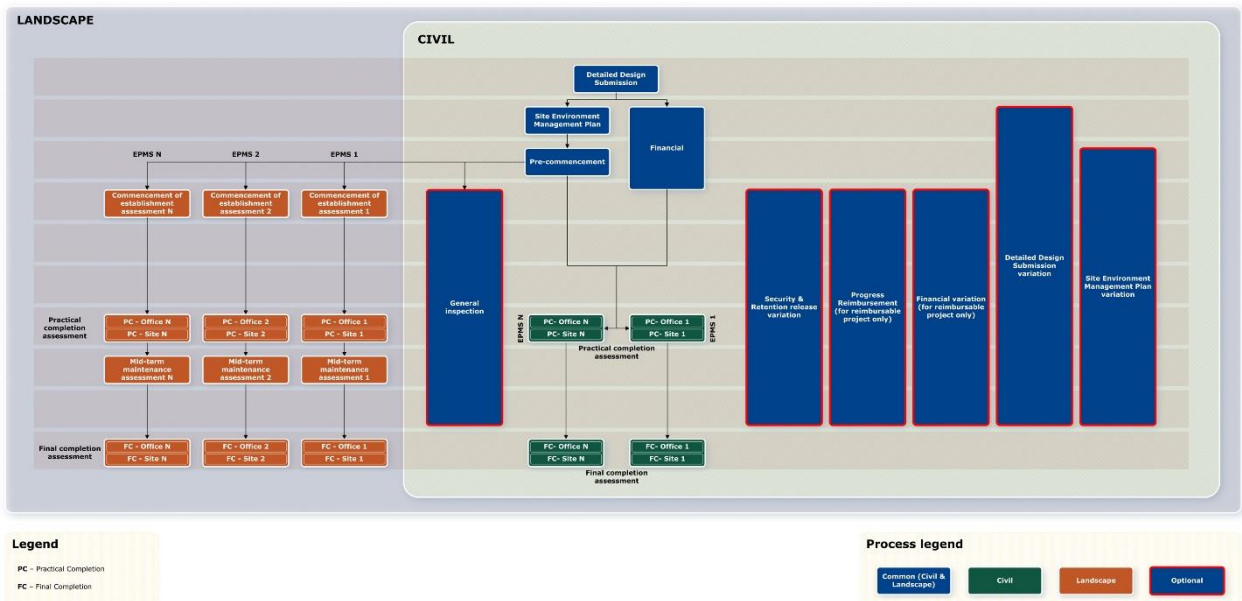
1. Detailed Design variation
2. SEMP variation
3. Financial variation
4. Security and Retention Lodgement variation
5. Progress reimbursement
6. General inspection

The application forms above are available for submission at the appropriate stage and have been approved.





System diagram and conditions



Application type	Condition
<b>Finance</b>	<ul style="list-style-type: none"> <li>• DDS is endorsed and Resolved-completed.</li> <li>• Financial process (Tender or security and Retention) cannot be approved if SEMP has not been approved yet.</li> </ul>
<b>SEMP</b>	<ul style="list-style-type: none"> <li>• DDS is endorsed and Resolved -completed.</li> </ul>
<b>Pre-Commencement</b>	<ul style="list-style-type: none"> <li>• SEMP/FIN are endorsed and resolved-completed.</li> <li>• DDS variation and SEMP variation MUST be finalised (Resolved-Completed)</li> </ul>
<b>Commencement of establishment (landscape cases only)</b>	<ul style="list-style-type: none"> <li>• System will create COE applications based on EPMS numbers (e.g. if we have 3 EPMS numbers then system will display 3 COE under action menu)</li> <li>• COE is available after Pre-commencement is finalised.</li> <li>• All COE are mandatory to be applied and approved to continue with CADs flow</li> </ul>
<b>Practical Completion</b>	<ul style="list-style-type: none"> <li>• There is a Practical Completion form per EPMS number for both Civil and Landscape projects.</li> <li>• For Civil cases, PC will start when Financial and SEMP is finalised.</li> <li>• For Landscape projects, 12 weeks gap between Commencement of establishment and PC in Landscape case</li> </ul>

	<ul style="list-style-type: none"> <li>For Landscape cases, PC will start when Financial and Commencement of Establishment is finalised</li> </ul>
<b>Midterm planting (Landscape cases only)</b>	<ul style="list-style-type: none"> <li>There is a Midterm Planting form for each EPMS numbers.</li> <li>Between PC and Midterm Planting there is a 1-year gap and between Midterm planting and FC is a 1-year gap</li> <li>Midterm Planting is only for Landscape projects and is available when Practical Completion finalised.</li> </ul>
<b>Final Completion</b>	<ul style="list-style-type: none"> <li>There is a Final Completion form per EPMS number.</li> <li>There is a 1-year gap between PC to FC for civil cases.</li> <li>There is a 1-year gap between Midterm Planting and FC in Landscape cases</li> </ul>
<b>General inspection</b>	<ul style="list-style-type: none"> <li>General inspection is available from Pre-Commencement approval up to Final Completion for Civil projects.</li> <li>General inspection is available from Pre-Commencement approval up to Final Completion for Landscape projects.</li> <li>General inspection is an optional process</li> </ul>
<b>Progress Reimbursement</b>	<ul style="list-style-type: none"> <li>Progress Reimbursement is available up to Practical Completion process for Civil project.</li> <li>Progress Reimbursement is available up to Final Completion process for landscape project.</li> <li>Progress Reimbursable option is only available for reimbursable project (If applicant has selected reimbursable in DDS form)</li> </ul>
<b>DDS variation</b>	<ul style="list-style-type: none"> <li>Will be available after DDS is endorsed.</li> <li>DDS variation will cause all applications start from the beginning (e.g. if in Midterm-planting and DDS variation is endorsed, all previous applications will be withdrawn and applicant must start from SEMP)</li> </ul>
<b>SEMP variation</b>	<ul style="list-style-type: none"> <li>Will be available when SEMP is resolve completed.</li> <li>SEMP variation will cause all applications, except financial start from the beginning (e.g. if in Midterm-planting and SEMP variation is endorsed, all previous applications except Financial will be withdrawn and applicant must start from Pre-Commencement)</li> </ul>
<b>Finance variation</b>	Will be available when Finance is resolve completed

## Applicant

The Applicant can access the online application from the Construction Assessment and Delivery homepage on the [Melbourne Water website](#) using a browser on a desktop or a mobile tablet.

## Registration and Log in

STEP	ACTION
1	Log into the System as an Applicant to register. 1. Access the site and click on “Apply now-Design and Construction Hub”.

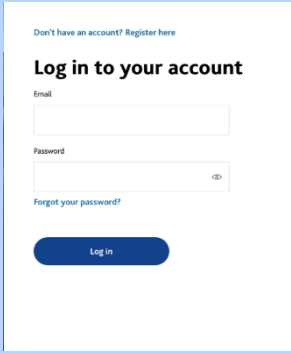
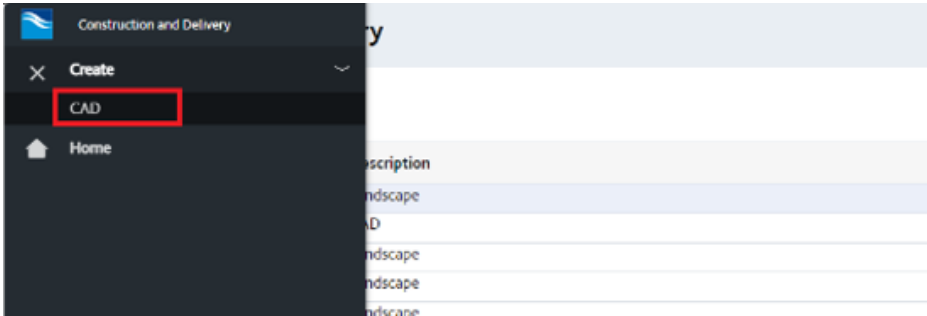
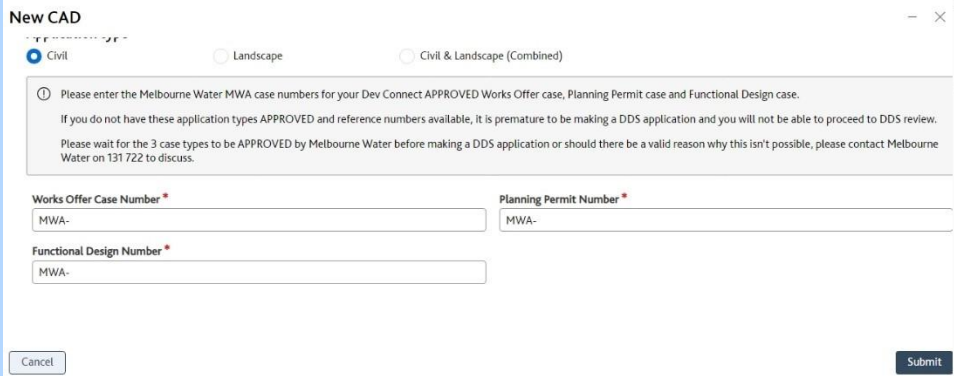
<p>2</p>	<ol style="list-style-type: none"> <li>1. Enter valid ABN</li> <li>2. Fill out the “Personal details” section</li> <li>3. Entered Password must follow the password strength requirements</li> <li>4. Enter the Captcha value as displayed in the box</li> <li>5. Click on “Register” button</li> <li>6. This will direct you to the Home screen</li> </ol> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> </div> <div style="flex: 2;"> <h3>Register for an account</h3> <p><a href="#">Already have an account? Please log in</a></p> <p><b>Please provide ABN</b></p> <p>ABN <input type="text"/></p> <p><b>Personal details</b></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Email <input type="text"/></p> <p>Retype email <input type="text"/></p> <p>Preferred contact number <input type="text"/></p> <p><b>Password</b></p> <p>Password <input type="password"/></p> <p><small>The password should be a minimum of 14 characters. It should contain at least 1 lower case letter (a-z).</small></p> <p>Retype password <input type="password"/></p> <p><input type="checkbox"/> I have read and agree to the <a href="#">Privacy Statement</a></p> <p>Type the characters you see in the picture below</p> <p style="text-align: center; font-size: 24px; font-weight: bold;">n36hn7</p> <p><b>c</b></p> <p>Captcha value <input type="text"/></p> </div> </div>

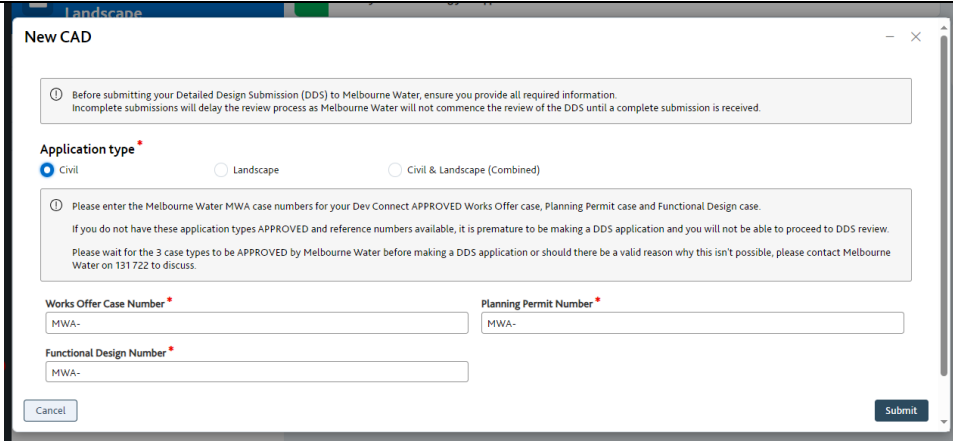
Applicants must apply for a new project Applicant will receive a validation code in email to enter to be able to log in to the system.

## Resetting your password

Applicant can use Forgot your password link to reset his password. On the next screen, provide the registered email ID. Applicant will be emailed a multifactor authentication MFA (Captcha) to validate their email.

## Submit a new application

STEP	ACTION
1	<p>Use your credentials to log in to your account. If you already have an account, you do not need to register again. Register here if you don't have an account.</p> 
2	<p>Click on "Create" on the left panel.</p> 
3	<p>Create a new project by clicking the "Submit" button after choosing the required application.</p> 
4	<p>Select "Application Type," fill in all the details and click on "Submit." There are three application types. These are mentioned below:</p> <ul style="list-style-type: none"> <li>• Civil</li> <li>• Landscape</li> <li>• Combined (Civil and Landscape)</li> </ul>



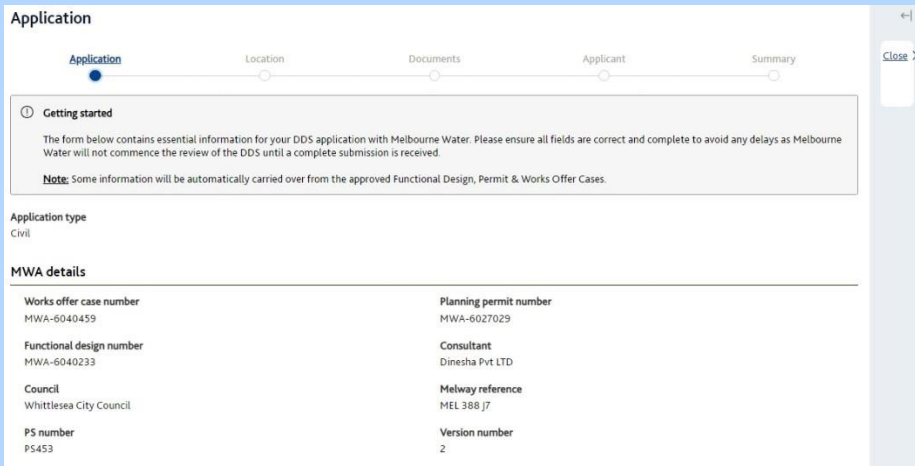
Enter the MWA Case numbers:

MWA Case numbers are DevConnect created case numbers when the applications are submitted for the land/ location. MWA numbers that have Asterix against them are mandatory. If the applicant is unaware of their three MWA numbers, the applicant should contact Melbourne Water Customer Service at 131 722 for help.

- Works offer case number.
- Planning permit number (Not council Reference).
- Functional design number.

6

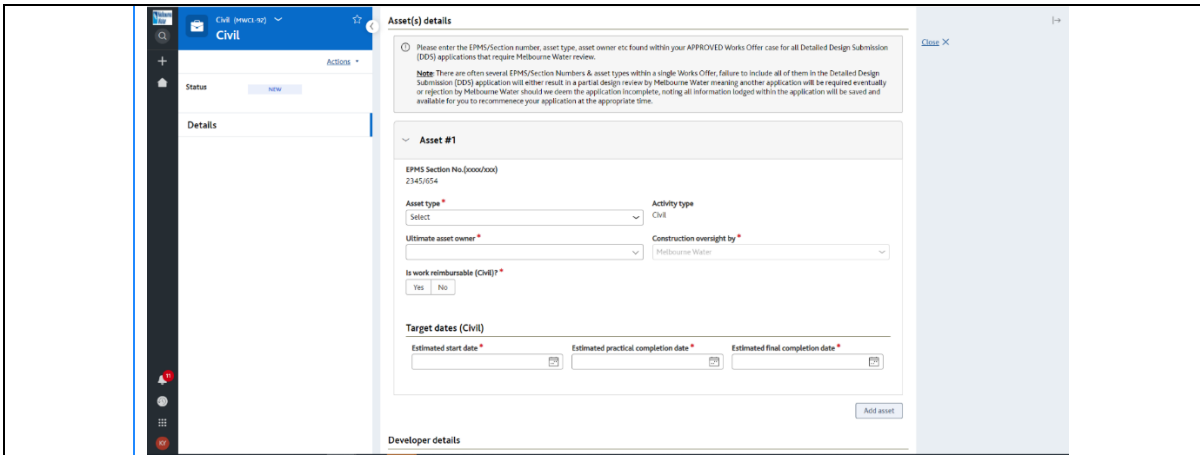
Once the Applicant has submitted the required MWA numbers, you will see this following screen.



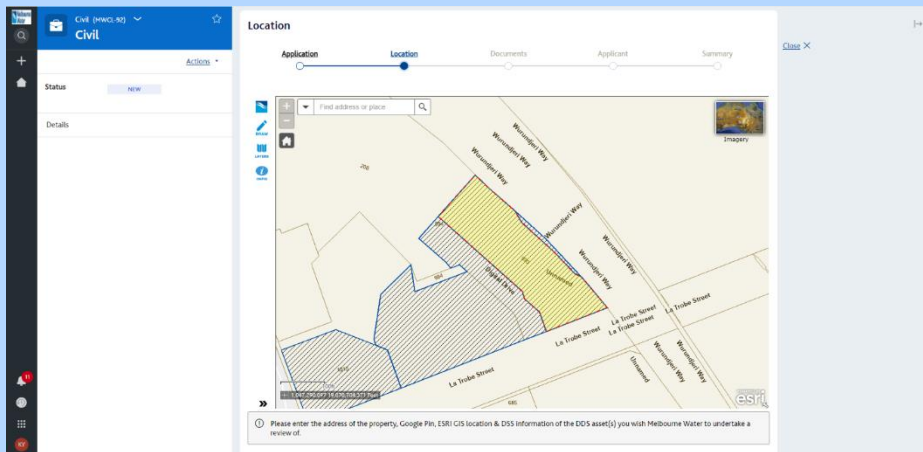
7

**Asset Information:** The system displays the list of assets found in the Works Offer for each EPMS number, which are being pulled from DevConnect in relation to the MWA numbers. The remaining details like Asset type, Ultimate asset owner, is work reimbursable, and Target dates need to be filled in by the Applicant. The Applicant is allowed to add any number of assets by clicking on the “Add asset” button.





8 Location; Meeting point: the location will be prepopulated based on MWA numbers entered during the creation of a new project, which are retrieved from the DevConnect application. In some application forms e.g., General Inspection, Location screen is replaced with a meeting point. The Applicant needs to enter the meeting point’s latitude and longitude coordinates of the inspection meeting location as shown in the screenshot.



**Meeting point**

Application > Meeting point > Documents > Applicant details > Summary

Please provide Melbourne Water with a specific location in as much detail as you can as to the exact location you would like to meet on site for the Practical Completion meeting including a google pin, street address, site compound location etc.

To extract Latitude and Longitude from google maps, you can do the following:

1. Open Google Maps. Visit the Google Maps website (<https://www.google.com/maps>) in your web browser or open the Google Maps app on your mobile device.
2. Search for the Location. In the search bar at the top of the page or screen, type in the name or address of the location you want to find the coordinates for or 'Click' or 'Tap' the location on the map for which the co-ordinates are required.
3. Select the location: Google maps will display a pin indicating the location you selected.
4. View Coordinates: After selecting the location, a card will appear at the bottom of the screen (or in the sidebar on the left side of the screen on desktop). This card contains information about the selected location, including its address and latitude and longitude coordinates. Or you can even right-click on the pin and a menu appears which will contain the longitude and latitude as the first option and clicking on it will copy the co-ordinates.
5. Extract Coordinates: The latitude and longitude coordinates will be displayed in decimal format. You can simply copy these coordinates from the card or note them and provide the same in the form below.

Ex: Google Map displays the co-ordinates as below:  
-37.828345, 144.665465

The first value is the Latitude (-37.828345) and the 2nd value is the Longitude (144.665465)

Please enter the coordinates of the location

Latitude **Y**\*

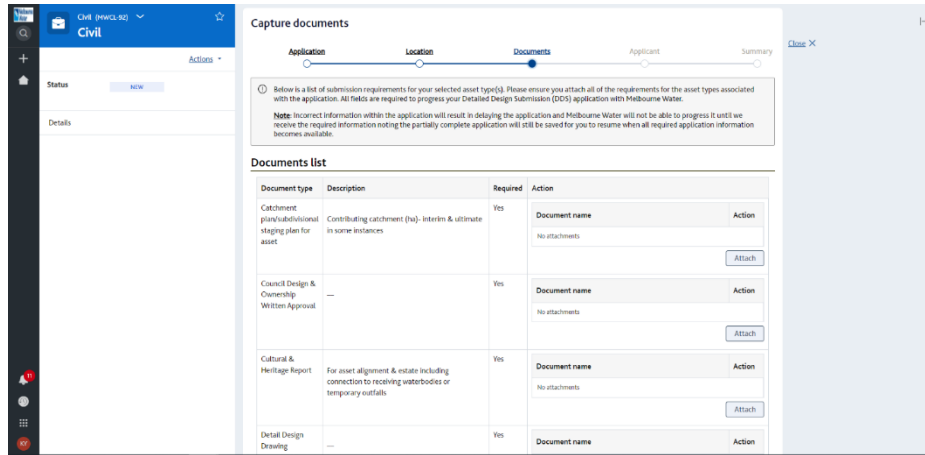
Longitude **X**\*

Location Link  
<https://maps.google.com/maps?q=-65.665>

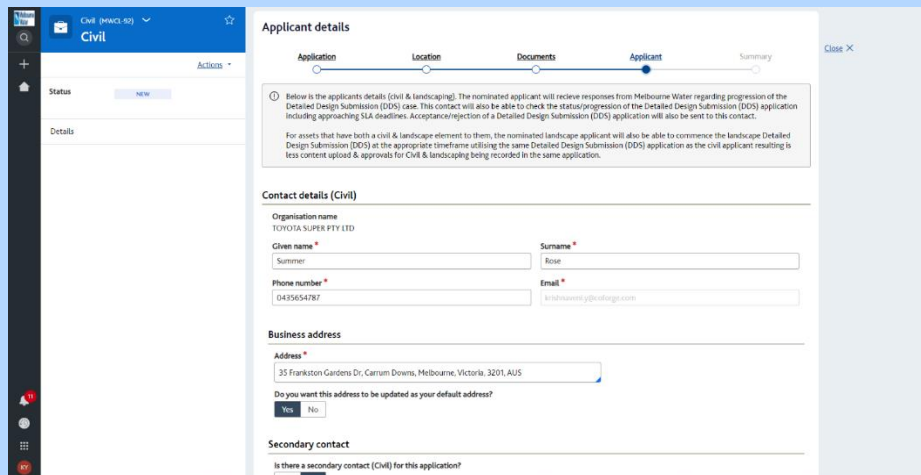
Meeting Comment

Clicking the “Next” button (which will be shown at the bottom of this screen), displays the documents lists.

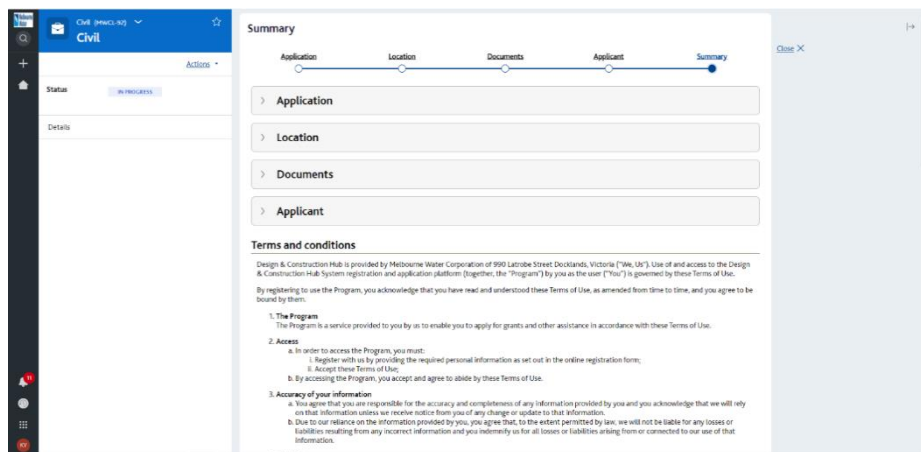
9 Depending on the application type and asset type the list of documents are shown in table format. Some of the documents are mandatory whilst others are optional. By clicking on the “Next” button, the screen moves to the Applicant screen.



10 The Applicant details are prepopulated. The Applicant can enter secondary contact details if any.



11 Summary: The Applicant can review the application details by expanding the tabs and if any modifications are required, you can return and edit the application before submitting.



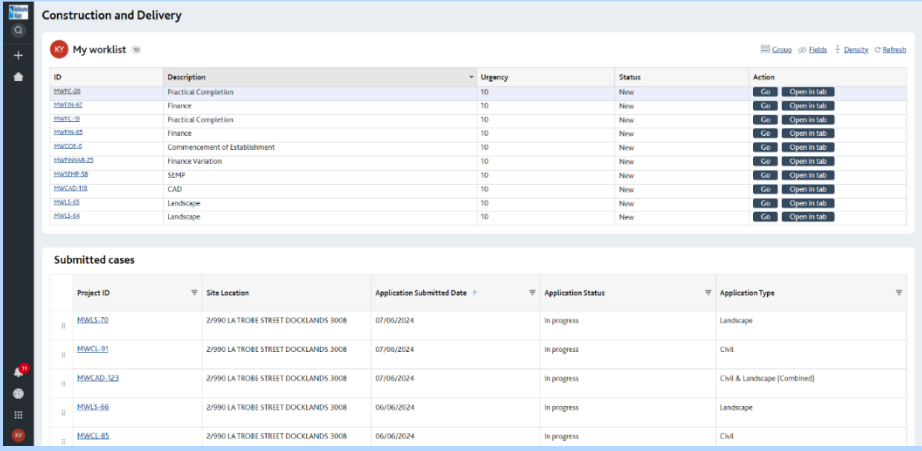
## Actions

In the action menu, the Applicant has two items; one is the current work/ assignment you need to work on, and the other is 'Refresh.'

- \*\* SEMP must be finalised prior to resolving Financial.
- \*\* All variations must be 'Resolved' before entering the Final completion stage.
- \*\* There will be one project for each EPMS number in the Asset Fulfilment stage, which follows the Pre-commencement stage.

## Home screen

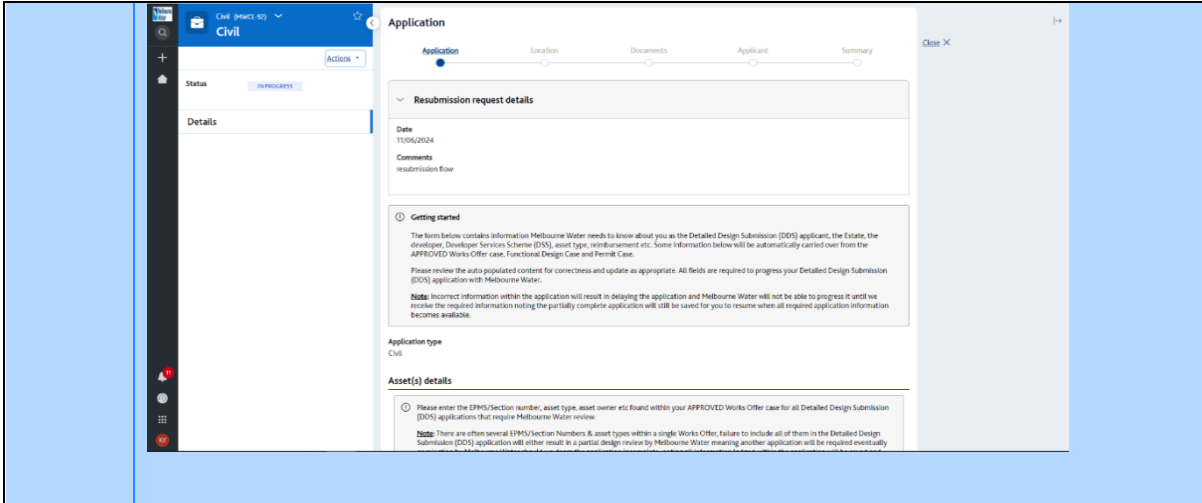
Once the Applicant logs in to the application, the home screen is displayed. In the home screen, you'll find two tables: The "My worklist" table, which displays the list assignments/ work that the Applicant needs to complete. The "Submitted cases" table, which displays the list of cases/applications created by the Applicant.

STEP	ACTION																																																																																					
1	<p>Home screen.</p>  <p>The screenshot shows the 'Construction and Delivery' home screen. At the top, there's a 'My worklist' table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Description</th> <th>Urgency</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>MSWCL-20</td><td>Practical Completion</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-42</td><td>Finance</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-29</td><td>Practical Completion</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-43</td><td>Finance</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-6</td><td>Commencement of Establishment</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-27</td><td>Finance Variation</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-36</td><td>SEMP</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWCL-110</td><td>CAD</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWLS-65</td><td>Landscape</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> <tr><td>MSWLS-64</td><td>Landscape</td><td>10</td><td>New</td><td>Go Open in tab</td></tr> </tbody> </table> <p>Below the worklist is a 'Submitted cases' table:</p> <table border="1"> <thead> <tr> <th>Project ID</th> <th>Site Location</th> <th>Application Submitted Date</th> <th>Application Status</th> <th>Application Type</th> </tr> </thead> <tbody> <tr><td>MSWLS-70</td><td>2/990 LA TROBE STREET DOCKLANDS 3008</td><td>07/05/2024</td><td>In progress</td><td>Landscape</td></tr> <tr><td>MSWCL-91</td><td>2/990 LA TROBE STREET DOCKLANDS 3008</td><td>07/05/2024</td><td>In progress</td><td>Civil</td></tr> <tr><td>MSWCL-323</td><td>2/990 LA TROBE STREET DOCKLANDS 3008</td><td>07/05/2024</td><td>In progress</td><td>Civil &amp; Landscape (Combined)</td></tr> <tr><td>MSWLS-66</td><td>2/990 LA TROBE STREET DOCKLANDS 3008</td><td>06/06/2024</td><td>In progress</td><td>Landscape</td></tr> <tr><td>MSWCL-85</td><td>2/990 LA TROBE STREET DOCKLANDS 3008</td><td>06/06/2024</td><td>In progress</td><td>Civil</td></tr> </tbody> </table>	ID	Description	Urgency	Status	Action	MSWCL-20	Practical Completion	10	New	Go Open in tab	MSWCL-42	Finance	10	New	Go Open in tab	MSWCL-29	Practical Completion	10	New	Go Open in tab	MSWCL-43	Finance	10	New	Go Open in tab	MSWCL-6	Commencement of Establishment	10	New	Go Open in tab	MSWCL-27	Finance Variation	10	New	Go Open in tab	MSWCL-36	SEMP	10	New	Go Open in tab	MSWCL-110	CAD	10	New	Go Open in tab	MSWLS-65	Landscape	10	New	Go Open in tab	MSWLS-64	Landscape	10	New	Go Open in tab	Project ID	Site Location	Application Submitted Date	Application Status	Application Type	MSWLS-70	2/990 LA TROBE STREET DOCKLANDS 3008	07/05/2024	In progress	Landscape	MSWCL-91	2/990 LA TROBE STREET DOCKLANDS 3008	07/05/2024	In progress	Civil	MSWCL-323	2/990 LA TROBE STREET DOCKLANDS 3008	07/05/2024	In progress	Civil & Landscape (Combined)	MSWLS-66	2/990 LA TROBE STREET DOCKLANDS 3008	06/06/2024	In progress	Landscape	MSWCL-85	2/990 LA TROBE STREET DOCKLANDS 3008	06/06/2024	In progress	Civil
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## Resubmission (Completeness check)

Submitted applications undergo a completeness check by the Melbourne Water assessor. If any information is missing or incorrect, the Melbourne Water assessor requests additional information. During this open stage, the Applicant can modify their submission based on the Melbourne Water assessor feedback. Once the application passes the completeness check, it proceeds to the review table or the request for information stage.

STEP	ACTION
1	The application is in an open stage where the Applicant can follow the Melbourne Water assessor instructions and resubmit the application.



### Melbourne Water assessment stage

During the Melbourne Water assessment stage, the Melbourne Water assessor can add questions or comments related to each document category then these are sent to the Applicant to respond.

STEP	ACTION
1	If Melbourne Water requires additional information, the Applicant will receive an email.
2	The Applicant must log in to the system to view the requested information.
3	<p>The Applicant must respond to the Melbourne Water assessors' comments with valid data and attachments (when required).</p>
4	Once the Melbourne Water assessor is satisfied with the Applicant's response, comments will be closed.
5	The Applicant can view the closure comments.
6	Once all the comments are closed by the Melbourne Water assessor, case will proceed to the "Endorsement stage."

## Endorsement

The Applicant will receive an endorsement letter and PDF from Melbourne Water.

## Request Variation

Variations occur when changes are needed after the Works Offer has been signed by both the Applicant and Melbourne Water.

Types of variations (determined by the system, based on the changes made during the variations process) include:

1. Detailed Design Submission (DDS) Variation
2. Site Environmental Management Plan (SEMP) variation
3. Financial variations (Tender variation, reimbursement calculation and Security & Retention lodgement variation)

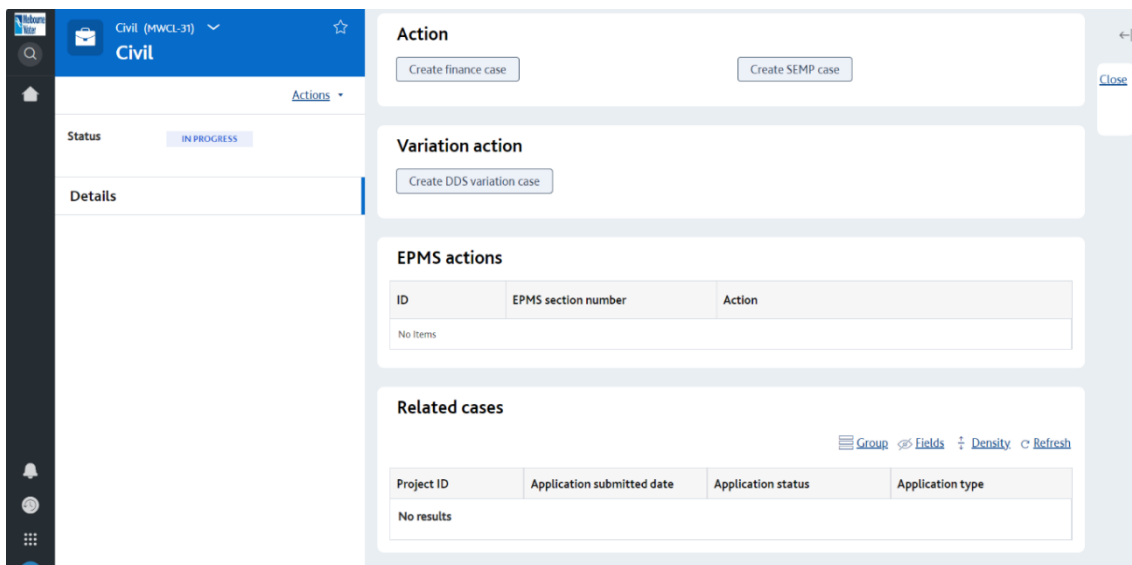


Image: The DCH Home screen showing the Applicants activities.

## Request or initiate variation

Applicants &/or Melbourne Water can request variations. Once an Applicant submits a variation request, the Melbourne Water assessor being Project Engineer or Construction Engineer (depending on the type of variation) assess it.



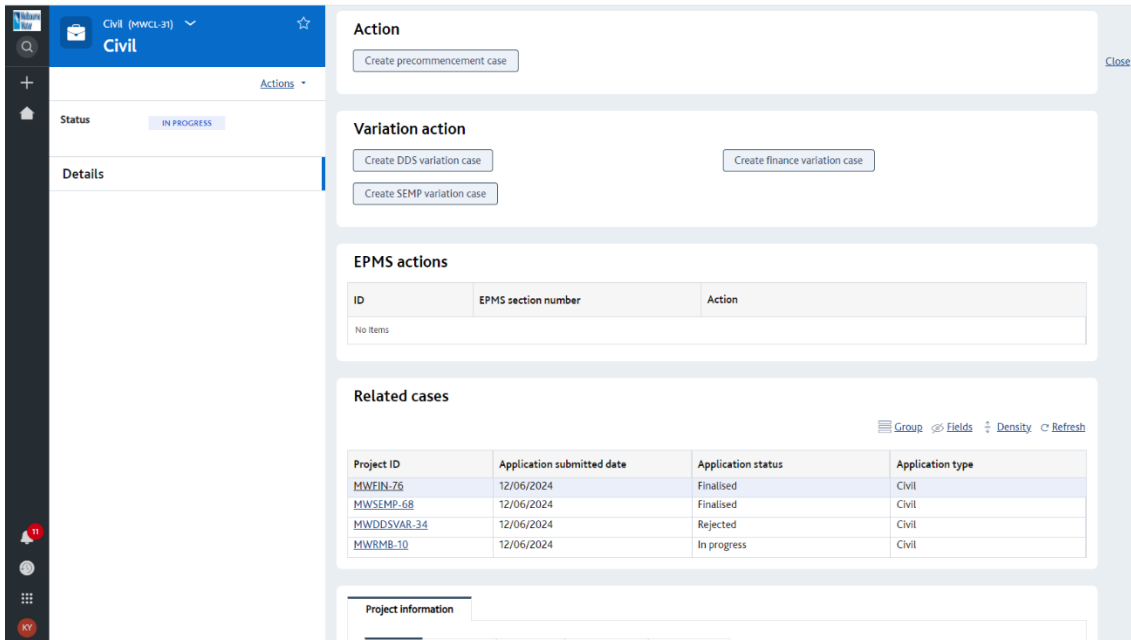


Image: "Request Variation" under Variation Actions.

### Progress Reimbursement

Progress reimbursement payments are available for the Applicant once "Financial approval" is granted and up to "Final Completion." Applicants can raise multiple Progress reimbursement payment applications.

STEP	ACTION
1	<p>Progress reimbursement is available under "Optional actions."</p>
2	<p>Upon clicking "progress reimbursement," the Applicant can fill in the application and submit.</p>

Reimbursement form design

For larger projects, Melbourne Water may consider making progress reimbursements to ease the capital outlay of the developer. In such instances, progress payments will be a minimum of \$200,000 with at least 20% of the value of work being held in retention. Although copies of the contractor's paid progress claims provide helpful evidence of the value of completed works, Melbourne Water's reimbursement to the developer may not necessarily correlate exactly with the timing or value of these payments.

Application type  
Civil

MW supplier number \*  
999  
Melbourne water supplier number is displayed in 3-yr as CSB number

Is the MW progress reimbursement claim to be greater than \$200,000.00 ? \*  
 Yes  No

You cannot proceed with Progress Reimbursement submission and please refer to the Melbourne Water website for more information [melbourne water site link](#).

Below is a list of submission requirements for your selected asset type(s). Please ensure you attach all of the requirements for the asset types associated with the application. All fields are required to progress your Detailed Design Submission (DDS) application with Melbourne Water.  
**Note:** Incorrect information within the application will result in delaying the application and Melbourne Water will not be able to progress it until we receive the required information noting the partially complete application will still be saved for you to resume when all required application information becomes available.

Documents list

Document type	Description	Required	Action				
Supporting information	Supporting Information (Invoices, photos, MW construction oversight report, consultant justification, comparable rates etc)	Optional	<table border="1"> <thead> <tr> <th>Document name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>No attachments</td> <td> <input type="button" value="Attach"/> </td> </tr> </tbody> </table>	Document name	Action	No attachments	<input type="button" value="Attach"/>
Document name	Action						
No attachments	<input type="button" value="Attach"/>						

3 The Melbourne water assessor will receive the application and proceed to the next steps.

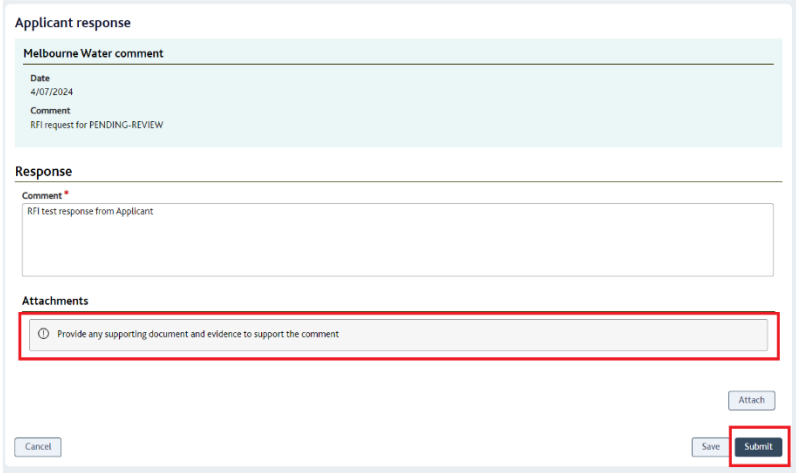
### Accept or Reject proposal

Under Financial application, the Applicant has the option to 'Accept' or 'Reject' the Melbourne Water reimbursement calculation for reimbursable and bank guarantee/bond amount for non-reimbursable projects.

STEP	ACTION						
1	The Applicant will receive an email stating that the case requires specific attention.						
2	The Applicant logs in.						
3	<p>The Proposal screen is displayed.</p> <p>Proposal acceptance</p> <table border="1"> <thead> <tr> <th>Document name</th> <th>Date</th> <th>Review action</th> </tr> </thead> <tbody> <tr> <td> <a href="#">New line into the file</a></td> <td>20/06/2024 03:08 PM</td> <td>                     Applicant review action *  <input checked="" type="radio"/> Yes <input type="radio"/> No                      Comment  <input type="text"/> </td> </tr> </tbody> </table> <p>After reviewing the proposal, the Applicant can accept or reject the proposal by selection "Yes" or "No"</p>	Document name	Date	Review action	<a href="#">New line into the file</a>	20/06/2024 03:08 PM	Applicant review action * <input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>
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<a href="#">New line into the file</a>	20/06/2024 03:08 PM	Applicant review action * <input checked="" type="radio"/> Yes <input type="radio"/> No Comment <input type="text"/>					
4	If the Applicant accepts the proposal, the Financial process will be completed and the Applicant will receive an endorsement PDF and Email.						
5	If the Applicant rejects the proposal, the Melbourne Water assessor will reassess the reimbursement calculation/ security retention amount based on the information provided by the applicant until "financial agreement" is reached, between the applicant & Melbourne Water.						

### Respond to RFI

At any stage in the application Melbourne Water may request clarification on application information s and raise a “Request for Information (RFI) to the Applicant. Applicant will receive an email regarding required information and must present the required information to proceed with the case.

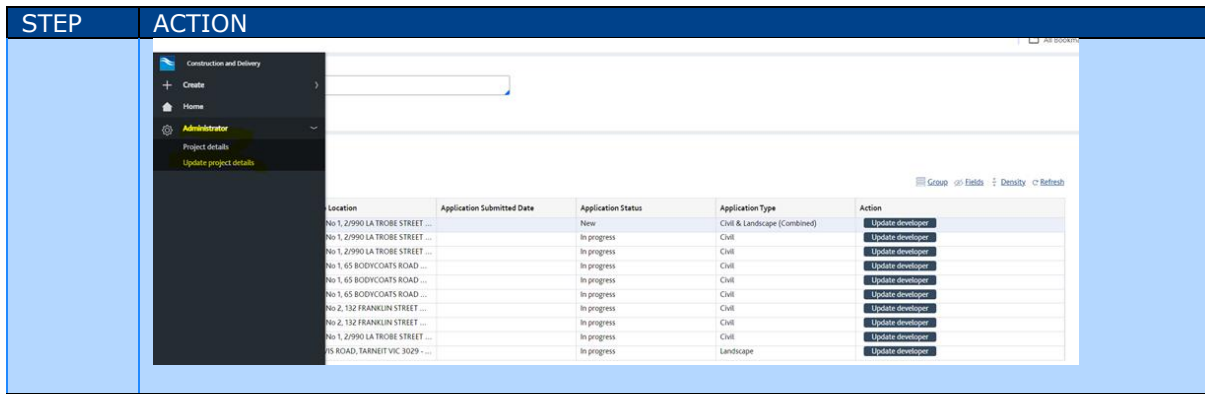
STEP	ACTION
1	The Applicant logs in to the DCH to view the requested information.
2	<p>The Applicant will respond to requested information and attach required documents (when required) and submit.</p> 

### Applicant Super Admin

Consultancy bureaus can access an Admin portal to manage projects and modify information. Consultancy can nominate a maximum of 2 Admins in your consultancy who are response registered to the DCH to have access to the portal. The Applicant can request admin access by emailing the Melbourne water support team, enabling them to perform the following tasks:

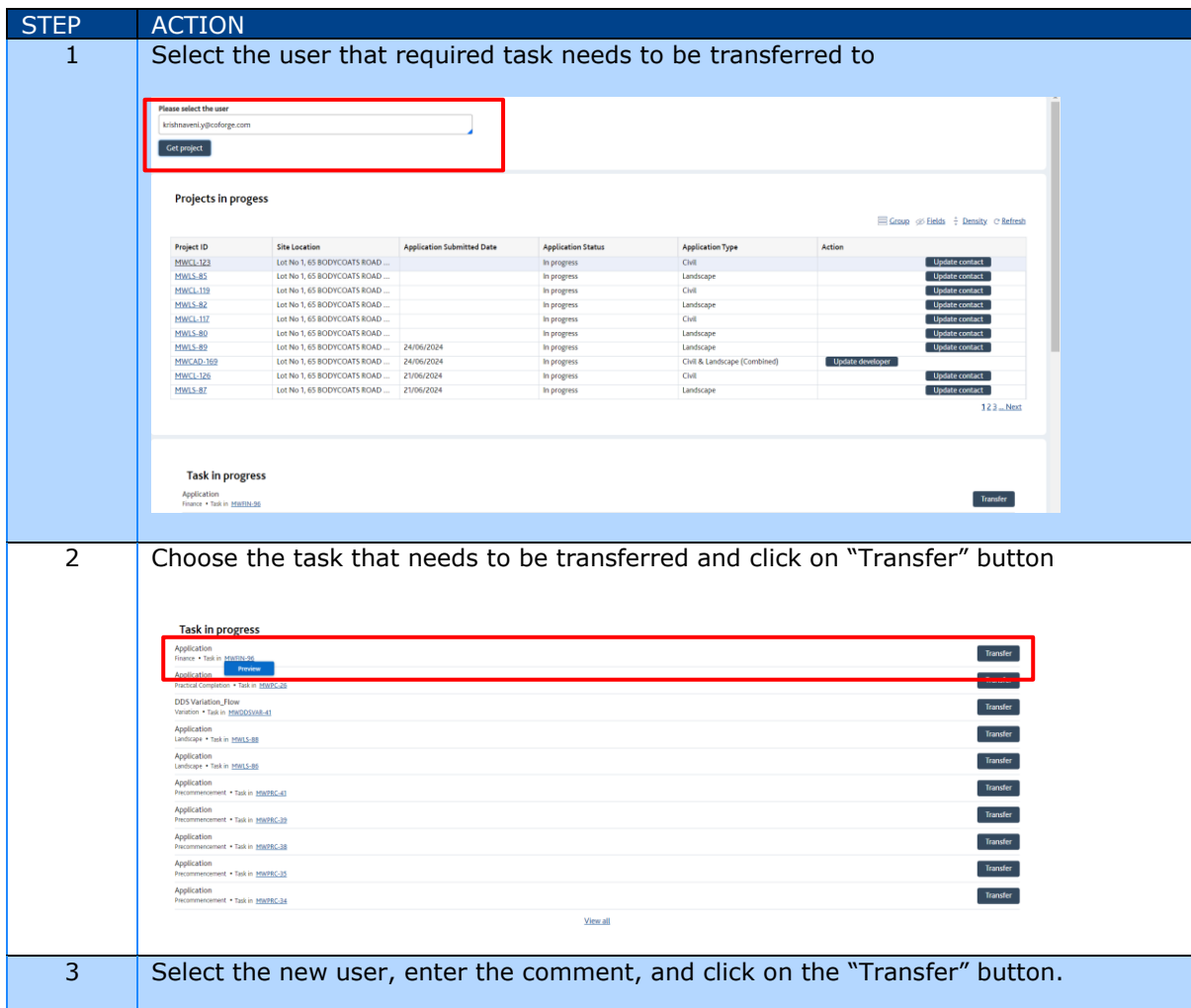
1. Assigning a task (temporary delegation)
2. Transferring a case (permanent delegation)
3. Changing developer details

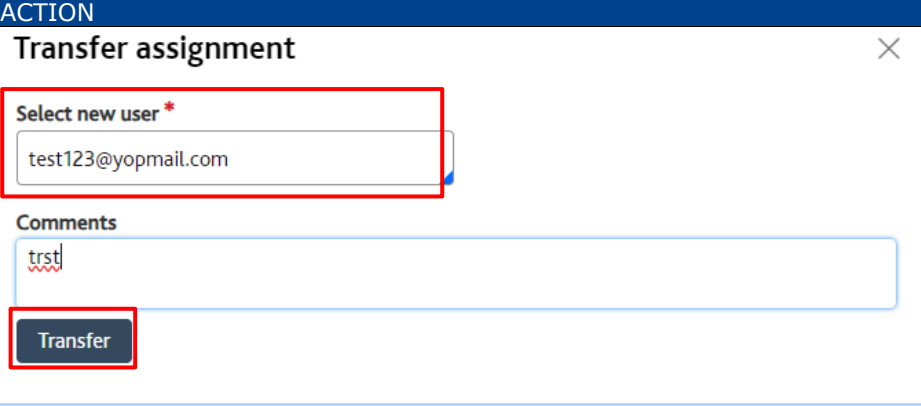
STEP	ACTION
1	Once the Support team provides the admin access This option will be visible to the Applicant.



### Assigning a task (temporary delegation)

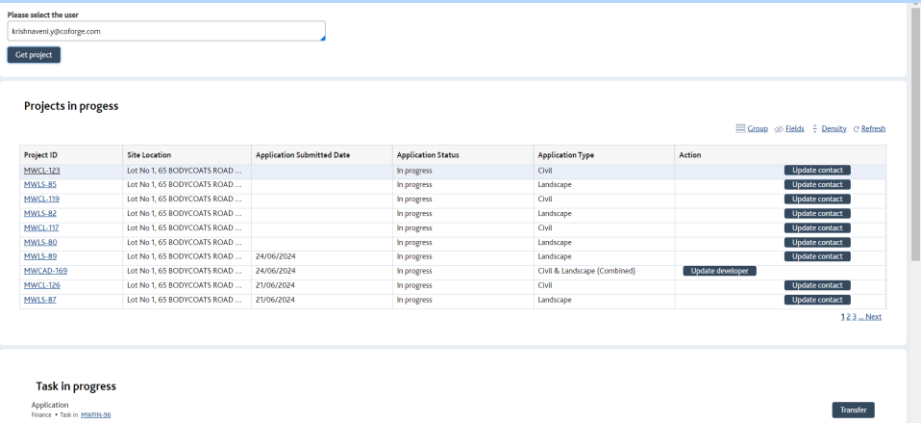
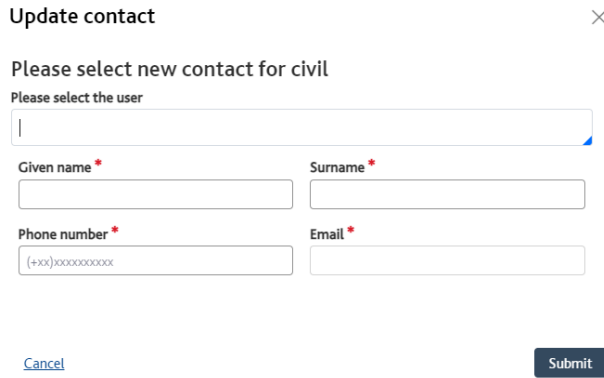
Temporary delegation is when a Transfer tasks to one user for execution, but the subsequent task will revert to the previous user.



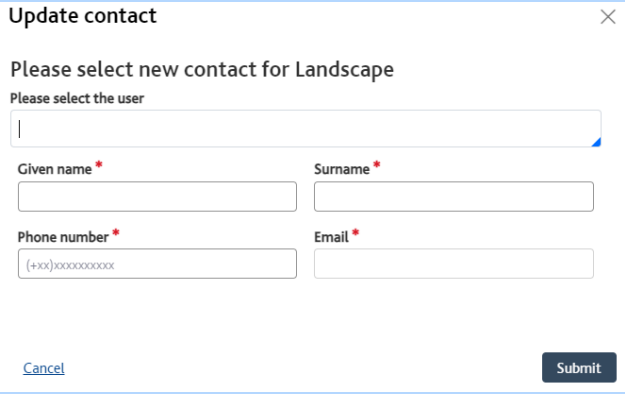
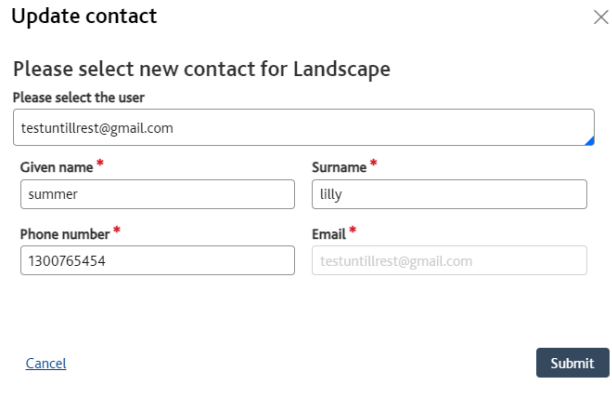
STEP	ACTION
	 <p>A pop-up will appear when the message was transferred successfully.</p> <p><b>NOTE:</b> In case of any errors, questions or comments, please contact the Melbourne Water Support team on 131 722</p>

### Transferring a case (permanent delegation)

When updating the civil or landscape contact for a project, all tasks in the project hierarchy are also transferred to the new contact. The 'Update Contact' option appears next to the CIVIL/LS IDs where the user is listed as a contact.

STEP	ACTION
1	<p>Select the user from the Contact details that need to be updated.</p> 
2	<p>Click on "Update Contact" for Civil projects, follow the system's prompts.</p> 

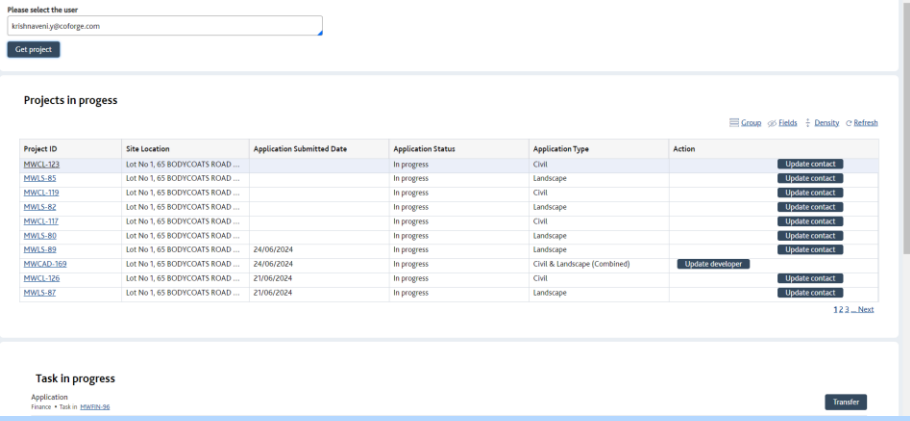
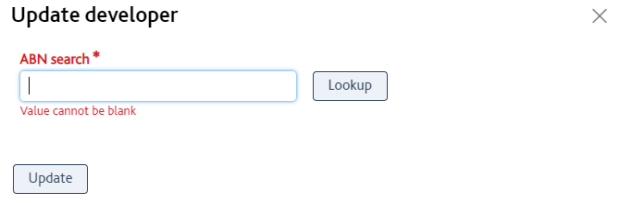
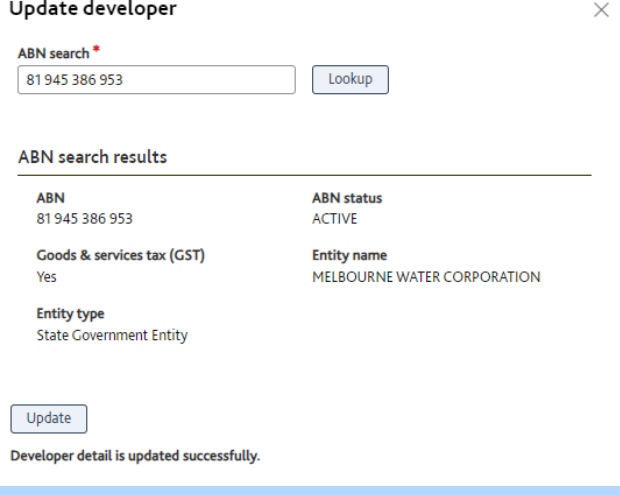


STEP	ACTION
3	<p>For Landscape projects, the system will display the following screen</p> 
4	<p>The DCH will populate already registered user of admin organization. If the user is not listed, please ask the new user to register first.</p> 
5	<p>Select the user and click on "Submit." The DCH will close the pop-up and update the job in the background. Check after a min, if the contact has not been updated, please contact the Melbourne water support team on 13 17 22.</p>

### Changing developer details

Update developer option will be shown in front of DCH id only.

STEP	ACTION
1	<p>Select the user from Developer team from the drop-down menu And update the developer details</p>

STEP	ACTION
	
2	<p>Click on the "Update Developer" button for whichever project developer needs to be updated. Enter new ABN &amp; click on lookup.</p> 
3	<p>Click on "Update" and the DCH will display a "success" message.</p> 
4	<p>In case errors occur, they will be displayed as shown below.</p>

STEP	ACTION						
	<p data-bbox="309 237 488 259"><b>Update developer</b></p> <p data-bbox="309 282 408 304">ABN search *</p> <div data-bbox="309 304 711 338"><input data-bbox="309 304 612 338" type="text" value="81 945 386 953"/> <input data-bbox="628 304 711 338" type="button" value="Lookup"/></div> <p data-bbox="309 394 478 416"><b>ABN search results</b></p> <hr data-bbox="309 421 928 425"/> <table data-bbox="309 439 877 607"><tr><td data-bbox="309 439 612 483"><b>ABN</b> 81 945 386 953</td><td data-bbox="628 439 877 483"><b>ABN status</b> ACTIVE</td></tr><tr><td data-bbox="309 501 612 546"><b>Goods &amp; services tax (GST)</b> Yes</td><td data-bbox="628 501 877 546"><b>Entity name</b> MELBOURNE WATER CORPORATION</td></tr><tr><td colspan="2" data-bbox="309 564 877 607"><b>Entity type</b> State Government Entity</td></tr></table> <div data-bbox="309 663 392 696"><input data-bbox="309 663 392 696" type="button" value="Update"/></div> <p data-bbox="309 707 769 730">There is an error during update developer. please contact admin team.</p>	<b>ABN</b> 81 945 386 953	<b>ABN status</b> ACTIVE	<b>Goods &amp; services tax (GST)</b> Yes	<b>Entity name</b> MELBOURNE WATER CORPORATION	<b>Entity type</b> State Government Entity	
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