

# Instructions



## Overview of the Water Portal

This section allows a **Water Authority** the ability to do a search through all consent numbers.

**NOTE: Only users with the required water permission can see the water menu**

1. There are three options from the **Water** menu

The screenshot shows the VBA Victorian Building Authority website. The top navigation bar includes 'Home', 'Building', 'Plumbing', 'Water', and 'My Account'. The 'Water' menu is expanded, showing three options: 'Enter Consent to Connect', 'Search for Issued Consent', and 'Search Consent Activity'. Below the menu is a search form with fields for 'Water Authority', 'Practitioner Licence Number', 'Site Address', 'Drain Plans As Laid', and 'Issued From Date'. There are also fields for 'Reference Number', 'Practitioner Name', 'Consent Number', 'Drain Plans Submitted', and 'Issued To Date'. The form includes 'Search', 'Reset', and 'Export to CSV' buttons.

Menu:

- A. Enter Consent to Connect
- B. Search for Issued Consent
- C. Search Consent Activity

## ENTER CONSENT TO CONNECT

To Enter a **New Consent to Connect Number**:

1. In the **Water** menu, click onto **Enter Consent to Connect**

Home > Water > Enter Consent to Connect

### Enter Consent to Connect Number

Water Authority:

Barwon Water

Consent Number: \*

2

Reference:

3

Property Address: \*

4

Enter Address

Enter Address Manually

5

Submit

2. Enter a **Consent Number** (mandatory field)
3. Enter a **Reference Number**
4. Enter a **Property Address** (mandatory field)
5. Press **Submit** and a **Confirmation** message is displayed

Home > Water > New Consent to Connect

### Enter Consent to Connect Number

Thank you for your submission.

Submit Another Consent

## INVALID, WRONG OR EXISTING CONSENT NUMBER

1. **INVALID:** If **Invalid Consent Number** has been entered the following **Validation** message is displayed

[Home](#) > [Water](#) > Enter Consent to Connect

### Enter Consent to Connect Number

Water Authority:

Barwon Water

Consent Number: \*

1111111

ⓘ Please enter a valid consent number. Consent number should be a 11 digit number.

Reference:

Property Address: \*

40 FARMER ST, RICHMOND VIC 3121

[Enter Address Manually](#)

[Submit](#)

#### Error

Consent number already exists in the system. Please enter a unique consent number and try again. If you believe there is an error please contact VBA.

2. **WRONG or EXISTING:** If **wrong / existing** consent number has been entered the following **validation** message is displayed

[Home](#) > [Water](#) > Enter Consent to Connect

### Enter Consent to Connect Number

Water Authority:

Barwon Water

Consent Number: \*

01928373463

Reference:

Water001

Property Address: \*

40 FARMER ST, RICHMOND VIC 3121

[Enter Address Manually](#)

[Submit](#)

#### Error

Consent number already exists in the system. Please enter a unique consent number and try again. If you believe there is an error please contact VBA.

## SEARCH FOR ISSUED CONSENT

This section allows **Water Authorities** the ability to do a search for **Issued Consent**.

[Home](#) > [Water](#) > Search for Issued Consent

### Search for Issued Consent

The screenshot shows a search form for 'Issued Consent'. The form is divided into two columns of search criteria. The left column includes: 'Water Authority' (pre-filled with 'Barwon Water'), 'Practitioner Licence Number', 'Site Address', 'Drain Plans As Laid' (a dropdown menu with 'All' selected), and 'Issued From Date'. The right column includes: 'Reference Number', 'Practitioner Name', 'Consent Number', 'Drain Plans Submitted' (a dropdown menu with 'All' selected), and 'Issued To Date'. Below the form are three buttons: 'Search', 'Reset', and 'Export to CSV'. Callout boxes A through K are placed over the form elements: A (Reference Number), B (Practitioner Licence Number), C (Practitioner Name), D (Site Address), E (Consent Number), F (Drain Plans As Laid), G (Drain Plans Submitted), H (Issued From Date), I (Issued To Date), J (Reset), K (Export to CSV), and L (Search button).

Aspects:

- A. Search by **Reference No**
- B. Search by **Practitioner Licence Number**
- C. Search by **Practitioner Name**
- D. Search by **Site Address**
- E. Search by **Consent Number**
- F. Search by **Drain Plans as Laid**
- G. Search by **Drain Plans Submitted**
- H. Search by **Issued From Date**
- I. Search by **Issued To Date**
- J. Click to **Reset Search Parameter**
- K. Click to **Export to CSV** file
- L. Click onto the **Search** button to perform a search

## SEARCH FOR ISSUED CONSENT – EXAMPLE

To **Search** for an **Issued Consent Number**:

1. From the **Search for Issued Consent** menu, search based a field as required
2. Press the **Search** button to perform the search

Home > Water > Search for Issued Consent

### Search for Issued Consent

Water Authority	Barwon Water	Reference Number	<input type="text" value="water8877"/>
Practitioner Licence Number	<input type="text"/>	Practitioner Name	<input type="text"/>
Site Address	<input type="text"/>	Consent Number	<input type="text"/>
Drain Plans As Laid	All	Drain Plans Submitted	All
Issued From Date	<input type="text" value=""/>	Issued To Date	<input type="text" value=""/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Export to CSV"/>			

Consent No	Reference No	Date Issued	Compliance Certificate No	Drain Plans as Laid	Drain Plans Submitted
<a href="#">10928376455</a>	WATER8877	31-05-2017	00006259		<input checked="" type="checkbox"/>
<a href="#">10928376455</a>	WATER8877	31-05-2017	10000626		<input type="checkbox"/>
<a href="#">10928376455</a>	WATER8877	31-05-2017	10000635		<input type="checkbox"/>
<a href="#">10928376455</a>	WATER8877	31-05-2017	10000637	Yes	<input type="checkbox"/>
<a href="#">10928376455</a>	WATER8877	31-05-2017	10000641		<input type="checkbox"/>

If **Wrong / Existing** search parameter has been entered, the following **validation** message is displayed.

No records found for consent to connect.

## SEARCH CONSENT ACTIVITY

This section is used to search for Consent to **Connect Activity** by the **Water Authority**.

[Home](#) > [Water](#) > Search Consent Activity

### Search Consent Activity

Water Authority: Barwon Water

Activity type: A Drain

Reference Number: B WAT223455

Practitioner Name: C

Practitioner Licence Number: D

Consent Number: E

Site Address: F

Compliance Certificate Number: G

Inspection From Date: H

Inspection To Date: I

Search Reset Export to CSV

Consent No	Reference No	Booking ID	Type	Compliance Certificate	Licence No	Date	Status
<a href="#">23456783422</a>	WAT223455	SI-523	Drain	00002753	321PLUMB	24-04-2017 14:00:00	Cancelled
<a href="#">23456783422</a>	WAT223455	SI-524	Drain	00002753	321PLUMB	24-04-2017 08:30:00	Cancelled
<a href="#">23456783422</a>	WAT223455	SI-573	Drain	00002753	321PLUMB	28-04-2017 12:30:00	Pending
<a href="#">23456783422</a>	WAT223455	SI-838	Drain	00002753	321PLUMB	28-06-2017 15:00:00	Pending
<a href="#">23456783422</a>	WAT223455	SI-839	Drain	00002753	321PLUMB	20-06-2017 15:00:00	Pending
<a href="#">23456783422</a>	WAT223455	SI-840	Drain	00002753	321PLUMB	30-06-2017 15:00:00	Cancelled

First Previous **1** Next Last

Showing 1 - 6 of 6 items

Aspects:

- A. Search by **Activity Type (All, Drain, Test prior, Recycled Water)**
- B. Search by **Reference No**
- C. Search by **Practitioner Name**
- D. Search by **Practitioner Licence Number**
- E. Search by **Consent Number**
- F. Search by **Site Address**
- G. Search by **Compliance Certificate Number**
- H. Search by **Inspection From Date**
- I. Search by **Inspection To Date**
- J. Click to **Reset Search Parameter**
- K. Click to **Export to CSV** file
- L. Click onto the Search button to perform a search