

Instructions



Overview of the Compliance Certificates page

The **Compliance Certificates** page is your work space for purchasing and managing your certificates.

As a **Plumbing Practitioner**, this is your home page in the **VBA360**.

Home > Plumbing > Compliance Certificates

[New Compliance Certificate](#) [Transfer Certificates](#) [Download Statement](#) **A**

Certificate Number: Certificate Status:

Purchased From Date: **B** Purchased To Date:

Site Address: Chassis Number:

[Search](#) [Clear](#)

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10001001	7481	Allocated	18-07-2017		109 LOCK RD GISBORNE SOUTH VIC 3437			Bookings
10000998	7478	Purchased	05-05-2017					Bookings
10000999	7479	Purchased	05-05-2017					Bookings
10001000	7480	Lodged	18-07-2017	18-07-2017	208 ASHBOURNE RD WOODEND VIC 3442			Download Certificate

[First](#) [Previous](#) **1** [Next](#) [Last](#) **D**

Showing 1 - 4 of 4 items

Aspects:

- A.** Three function buttons at the top of the page
- B.** Certificate search tools
- C.** Your history of Compliance Certificate work
- D.** Navigation options between the pages of your history. Each page shows 15 results so you may need to navigate between pages of results according to how many certificates are in your history.

It is recommended you use the search options to narrow your results if you have a large history

FUNCTION BUTTONS

The three buttons at the top of the page provide access to the following functions:



Aspects:

- A. New Compliance Certificate** – Allows you to purchase new certificates. This is only active if you are a Licensed Practitioner
- B. Transfer Certificates** – Allows you to transfer purchased certificates to another Licenced Practitioner of your choice. This is only active if you have certificates in a status of Purchased
- C. Download Statement** – Allows you to download your Practitioner Statement

CERTIFICATE SEARCH TOOLS

To find specific certificates in your history you can use a number of filters to find the entries you need. You can use any combination of these filters to search on, for example just a certificate number, or all certificates with a particular status purchased between specific dates.

The image shows a search interface with several input fields and buttons. Field A is a text input for 'Certificate Number'. Field B is a dropdown menu for 'Certificate Status' with 'All' selected. Field C is a date picker for 'Purchased From Date'. Field D is a date picker for 'Purchased To Date'. Field E is a text input for 'Site Address'. Field F is a text input for 'Chassis Number'. At the bottom are three buttons: 'Search' (labeled F), 'Clear' (labeled G), and a small blue square (labeled G).

Aspects:

- A. Certificate Number** – Enter the number of the certificate you are looking for
- B. Certificate Status** – Use the drop down menu to only show certificates of a particular status (All, Allocated, Lodged Purchased, and Ready to Lodge)
- C. Purchased From and Purchased to Dates** – enter the dates you wish to search. This filter will search the purchased date as shown in the Purchased column of your certificate history list
- D. Site Address** – Enter all or part of an address where you have done work
- E. Chassis number** – Enter the Chassis number of the vehicle you have associated with a certificate
- F. Search** – Click Search to search on the filters you have entered
- G. Clear** – Click Clear to remove any filters you have entered

COMPLIANCE CERTIFICATE HISTORY

The **Compliance Certificate** list shows your certificates, their status, and what options you have available to complete the work.

As some **Practitioners** have a large history of **Compliance Certificate** work, the history is ordered based on a combination of status and purchase date to help keep the most current certificates available up front.

If you have certificates with a status of **Ready to Lodge**, they will appear first. Only **Back Office Workers** can set a certificate to be **Ready to Lodge** so you may not ever see this status in your list.

Any Allocated certificates will be listed next, in order of Purchased date. For example, in VBA360 when you purchase a new certificate and assign a work address for it, it is considered Allocated, and as the most recent purchase it will be listed first.

Purchased certificates are next. This is an old status that relates to some certificates imported from **eToolbox**. This status shows that you have a certificate ready to go that has not been allocated to a work address yet.

Finally, all of the Lodged certificates will be listed last.

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10001001	7481	Allocated	18-07-2017		109 LOCK RD GISBORNE SOUTH VIC 3437			Bookings
10000998	7478	Purchased	05-05-2017					Bookings
10000999	7479	Purchased	05-05-2017					Bookings
10001000	7480	Lodged	18-07-2017	18-07-2017	208 ASHBOURNE RD WOODEND VIC 3442			Download Certificate

Aspects:

- A. Certificate No.** – The Compliance Certificate number. This is also a hyperlink to click to complete or amend the certificate. This hyperlink is only active if you have a current Plumbing Practitioner Licence
- B. Pin** – The pin number for that certificate
- C. Status** – The status of the certificate
- D. Purchased** – The date the certificate was purchased
- E. Lodged** – The date the certificate was lodged (if it has a status of Lodged)
- F. Site Address** – The address that relates to the Compliance Certificate
- G. Gas** – If there has been a gas meter fix, and the gas company has confirmed this, a G will appear in this column; **Drain** – If you have made a drain booking relating to this certificate a D will appear in this column.
Please note: This relates ONLY to bookings made through the VBA360
- H. Actions** – This column will show the actions you have available for each certificate, if any. If you are licensed in Drainage, you will see a [Bookings](#) link. If you have certificates with a status of Lodged, you can click [Download Certificate](#) to generate a copy of that certificate at any time