

Instructions



Overview of the Gas Portal

Gas Companies who log into the **VBA360** will be able to see the **Gas home page**.

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

The screenshot shows the VBA360 Gas Portal interface. At the top left is the VBA logo with the text 'VICTORIAN BUILDING AUTHORITY' and 'BUILDING CONFIDENCE'. To the right, there is a user greeting 'Welcome GasPortal UserOne' and a 'Log off' button. Further right are 'Contact Us' and 'VBA Website' links. Below this is a navigation menu with 'Home', 'Building', 'Plumbing', 'Gas', and 'My Account'. The 'Gas' menu is expanded, showing three options: 'Search for Licensed Gas Practitioner', 'Validate Gas Meter Installations', and 'Gas Meter Installation Report'. Below the menu are two input fields: 'Practitioner Name' (with placeholder 'Enter Practitioner Name') and 'Practitioner Licence Number' (with placeholder 'Enter Licence Number'). At the bottom right are three buttons: 'Search', 'Reset', and 'Export to CSV'.

Menu:

- A. Search for Licensed Gas Practitioner
- B. Validate Gas Meter Installations
- C. Gas Meter Installation Report

SEARCH FOR LICENSED GAS PRACTITIONER

This section is used to search for a **Practitioner** to retrieve license information and contact details.

NOTE: If you login as a user with gas permission this will automatically be your HOME page

To **Enter a Practitioner Name** and **Practitioner Licence Number**:

- A. Enter a **Practitioner Name**
- B. Enter a **Practitioner Licence Number**
- C. Click onto the **Search** button to perform a search

Licence No	Practitioner Name	Accreditation	Expiry Date	Phone No
321PLUMB	Doug ThePlumber	GDR	07-07-2017	03 9632 9632
321PLUMB	Doug ThePlumber	G	13-10-2017	03 9632 9632

- D. **Export to CSV** – File is downloaded to your machine where you can open it up using your default CSV application. Screen shot below shows what it looks like in Excel

	A	B	C	D	E
1	Licence No	Practitioner Name	Accreditation	Expiry Date	Phone No
2	321PLUMB	Doug ThePlumber	GDR	7/07/2017	03 9632 9632
3	321PLUMB	Doug ThePlumber	G	13/10/2017	03 9632 9632
4	321PLUMB	Doug ThePlumber	MHG	19/07/2017	03 9632 9632
5	321PLUMB	Doug ThePlumber	GSA	6/04/2017	03 9632 9632
6	321PLUMB	Doug ThePlumber	GSC	22/06/2017	03 9632 9632
7	321PLUMB	Doug ThePlumber	GAS	31/05/2017	03 9632 9632

- E. If the **wrong search** parameter (**Practitioner Name** and/or **Practitioner Licence Number**) is entered the following **validation** message is displayed

No results found for the practitioner details entered.

VALIDATE GAS METER

This section is used by **Gas Companies** to validate the **Plumbing Practitioner** credentials and the **Compliance Certificate** given to them.

To **Validate Gas Meter**:

1. Click on **Validate Gas Meter** from the **Gas** menu

Home > Gas > Validate Gas Meter Installations

Validate Gas Meter Installations

Practitioner Licence Number

Compliance Certificate Number

Validate

Clear

2. Enter a **Practitioner License Number**

3. Enter a **Compliance Certificate Number**

Home > Gas > Validate Gas Meter Installations

Validate Gas Meter Installations

Practitioner Licence Number

BOND98765

2

Compliance Certificate Number

10000637

3

4

Validate

Clear

Property Address

50 TRADE PL, COBURG NORTH VIC 3

Enter Address Manually

Reference Number

12345

X

Accept

Cancel

4. Click onto the **Validate** button

5. Enter a **Property Address** or **Enter Address Manually**

6. Enter **Reference Number**

Property Address

5

50 TRADE PL, COBURG NORTH VIC 3

Enter Address Manually

Reference Number

6

12345

X

Accept

Cancel

7. Click onto the **Accept** button

You have successfully accepted this Gas Meter Installation request.

The confirmation message above is displayed

8. If a wrong **License Number** is entered the following **validation** message is displayed

Home > Gas > Validate Gas Meter Installations

Validate Gas Meter Installations

Practitioner Licence Number

129

Compliance Certificate Number

100000637

Validate

Clear

The Licence Number entered does not exist

Validation Message

Accept

Cancel

9. If a wrong **Compliance Certificate Number** is entered the following **validation** message is displayed

Home > Gas > Validate Gas Meter Installations

Validate Gas Meter Installations

Practitioner Licence Number

BOND98765

Compliance Certificate Number

4525

Validate

Clear

The Compliance Certificate entered does not exist

Validation Message

Accept

Cancel

GAS METER INSTALLATION

This section allows **Gas Companies** the ability to do a search through all known **Gas Meter Installation**.

To **Perform a Search** on a **Gas Meter Installation Report**:

1. Click on **Gas Meter Installation Report** from the **Gas** menu

Home > Gas > Gas Meter Installation Report

Gas Meter Installation Report

A Practitioner Licence Number Compliance Certificate Number B

C Reference Number Installation From Date D

E Installation To Date

Search Reset Export to CSV

Practitioner	Licence Number	Installation Date	Site Address	Gas Reference
Jason Bond	BOND98765	01-06-2017	47 FARMER ST RICHMOND VIC 3121	12345

Aspects:

- A. Practitioner License Number
- B. Compliance Certificate Number
- C. Reference Number – Enter Gas reference number (12345)
- D. Installation From date
- E. Installation To Date
- F. Click onto the **Search** button to perform a search
- G. Click to **Reset** search parameters
- H. Press **Export to CSV** to download and save it to your machine, open it up to verify details

	A	B	C	D	E
1	Practitioner Name	Licence No	Installation Date	Address	Gas Reference
2	Jason Bond	BOND98765	1/06/2017	47 FARMER ST,RICHMOND,3121	12345

2. If the wrong Search Parameter is entered the following **Validation** message is displayed

Home > Gas > Gas Meter Installation Report

Gas Meter Installation Report

Practitioner Licence Number Compliance Certificate Number

Reference Number Installation From Date

Installation To Date

Search Reset Export to CSV

No results found