

Instructions



Back Office Worker – Ready to Lodge Certificate

As a **Back Office Worker (BOW)** you might need to fill out a **Compliance Certificate** for the **Practitioner to Lodge**.

To do so you will need to log in with a user that has the permission to impersonate the **Practitioner**. The permissions are set from **eToolbox** by the **Practitioner** which allow Back Office Workers to **Make ready to lodge, Book Inspections** and **Purchase**.

1. **Back Office Workers** on log in will be taken to the **Plumbing home page**
2. Select the **Practitioner** you wish to impersonate from the pull down list

Home > Plumbing > Compliance Certificates

Select a role to impersonate...

Select a role to impersonate...

Hard Water

Role: Practitioner (as BOW)

Practitioner ID: 3334PP

BOW can Make ready to lodge, Book Inspections

Jason Bond

Role: Practitioner (as BOW)

Certificates

Download Statement

Status:

To Date:

Site Address:

Chassis Number:

Search

Clear

3. To prepare a **Certificate Ready to Lodge**, locate a **Compliance Certificate** and click on the **Certificate No**

Certificate No	Pin	Status	Purchased	Lodged	Site Address	Gas	Drain	Actions
10001001	7481	Allocated	18-07-2017		109 LOCK RD GISNE SOUTH VIC 3999			Bookings

4. Fill out the **Compliance Certificate** form as required, at the bottom of the screen, you have the option to **Save** the form or put it in the status **Ready to Lodge**
5. Tick to save record and continue later

Not ready to lodge?

I just want to save this record for now

Or

Press **Ready to Lodge** once you have completed the form

NOTE: You will notice that the Certificate now has the status of Ready to Lodge