

eApplications

Installation

eApplications does not require any complicated installation process. Simply copy the downloaded file to your desktop or wherever else you want it and double-click on the file to run the program. It can even be run from a USB thumb-drive if desired.

Using eApplications

First time run

The very first time the program is run it will ask you for some basic information and you will see the program preferences window as shown in fig.1.

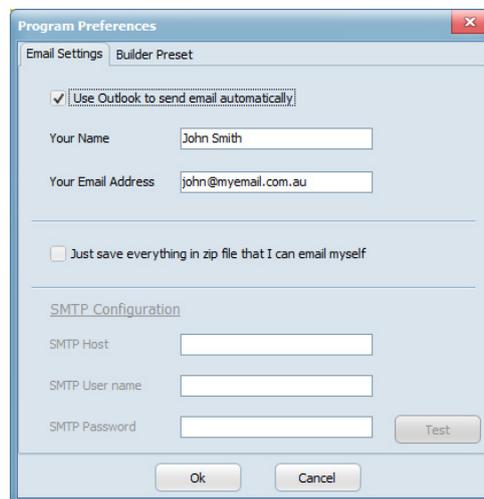


fig. 1

You have three methods to choose from for eApplications to send your completed application to us.

1. Use Outlook to send email automatically.
Select this method if you have Microsoft Outlook 2003, 2007, 2010 or 2013 installed.
2. Just save everything in a zip file that I can email myself.
Select this method if you want to use some other email client or browser based webmail such as Google's gmail.
3. SMTP Configuration
This method is intended for companies that wish to submit applications directly via their email server without taking up space in their users mailboxes.

Each method is covered in more detail later in this document.

Method 1 – Outlook

You need to have Microsoft Outlook 2003, 2007, 2010 or 2013 installed on your computer to use this method.

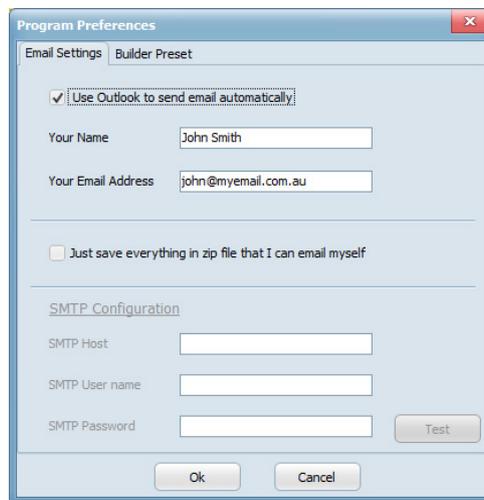


fig. 2

Simply check the box labelled “Use Outlook to send email automatically” and then enter your name and email address in the boxes provided as shown in the image above. Click Ok to save the information.

Later when you have completed your application clicking on the submit button will cause eApplications to open Outlook and then create an email with the application information and any supporting files (plans, certificates etc.) attached.

Method 2 – Just save everything as a zip file

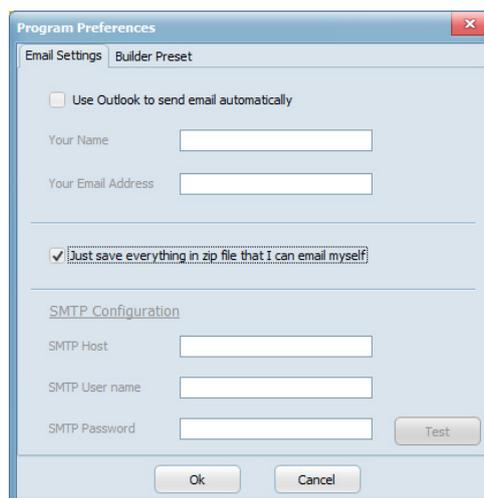


fig.3

When this method is selected, submitting an application will simply create a zip file and ask you where to save it. This saved zip file can then be attached to an email and sent to eapplications@localgroup.com.au for processing.

Method 3 – SMTP Server

To use this method you need network access to a SMTP server. Ensure that the Outlook and zipfile methods are not selected then enter the log in details required by your server.

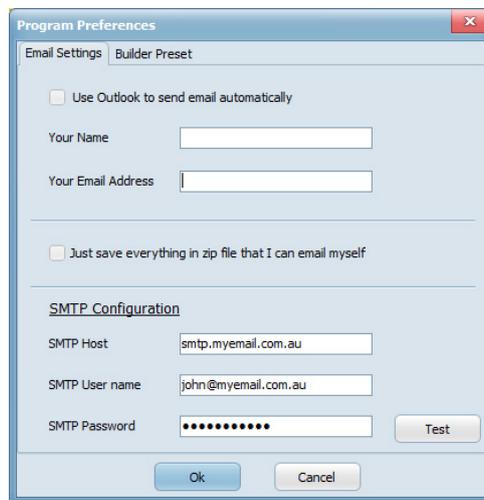


fig. 4

Once the SMTP details have been entered click on the test button to test the connection. The result of a successful test is shown in fig. 5.



fig. 5

Builder Information Preset

While in the program preferences screen you can also pre-set the Builders details that will be automatically copied into any new applications. Just click on the tab titled "Builder Preset" and fill in the details. Recommended if you will be creating more than one application.



fig. 6

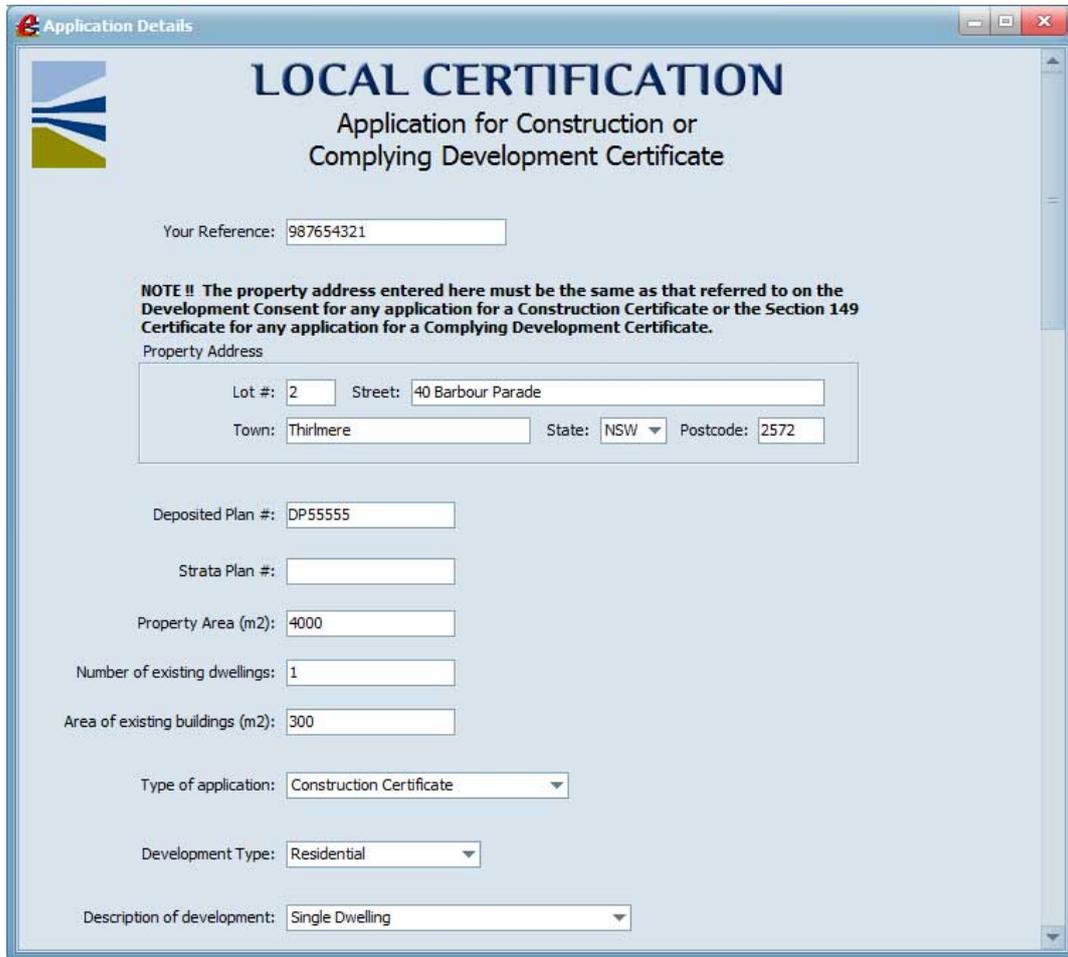
After completing the program preferences click Ok to save your changes.

Creating or editing an application

To create a new application click on the “New Application” button.

To edit a previously saved application select the application from the list of saved applications and click on the “Edit Selected” button.

In either case you will see the Application Details screen as shown in fig. 7.



The screenshot shows a web browser window titled "Application Details". The page header includes the "LOCAL CERTIFICATION" logo and the text "Application for Construction or Complying Development Certificate". Below this, there is a text input field for "Your Reference:" containing the value "987654321". A bolded note states: "NOTE !! The property address entered here must be the same as that referred to on the Development Consent for any application for a Construction Certificate or the Section 149 Certificate for any application for a Complying Development Certificate." Underneath the note is a "Property Address" section with several input fields: "Lot #:" with the value "2", "Street:" with "40 Barbour Parade", "Town:" with "Thirlmere", "State:" with a dropdown menu showing "NSW", and "Postcode:" with "2572". Below the address section are several more input fields: "Deposited Plan #:" with "DP55555", "Strata Plan #:" (empty), "Property Area (m2):" with "4000", "Number of existing dwellings:" with "1", and "Area of existing buildings (m2):" with "300". At the bottom of the form are three dropdown menus: "Type of application:" set to "Construction Certificate", "Development Type:" set to "Residential", and "Description of development:" set to "Single Dwelling".

fig. 7

You can save your application at any point to complete later by scrolling to the bottom of the application and clicking on the “Save” button.

You simply need to fill in the required details, add any owner details (see below) and attach any supporting certificates, plans etc. (see below)

Adding a property owner

You can add one or more owners for a property by clicking on the “Add Owner” button next to the owners list. Clicking on the “Add Owner” button displays the “Property Owner” form (fig. 8) where you enter the name and contact details of the owner.

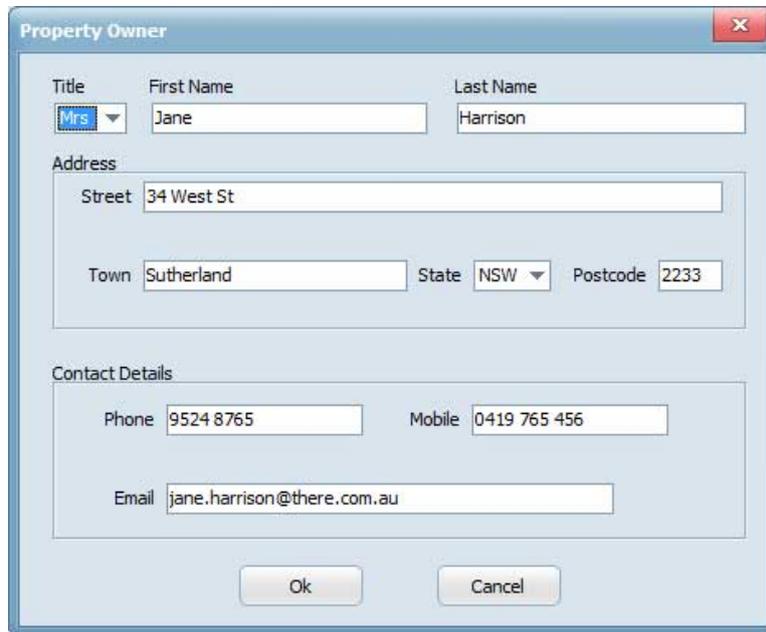


fig. 8

Adding a file attachment

One or more files can be attached to the application by click on the “add file” button and then selecting the files (hold the ctrl button and click to select multiple files).You can also drag and drop files on to the application from Windows Explorer.

As each file is added you will be asked to identify the type of file i.e. Plan, certificate, letter etc.

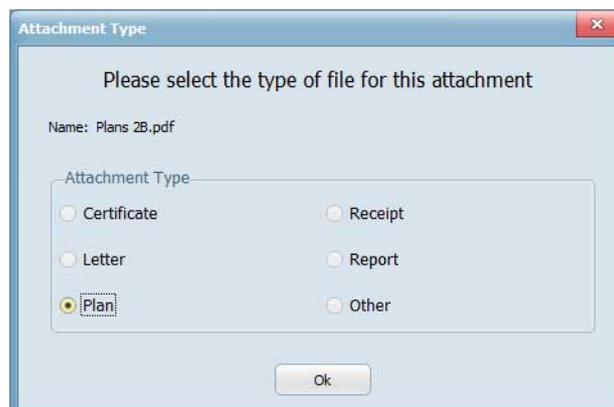


fig.9

Select the file type and click ok.

Submitting an application

When your application is complete you can submit it to Local Certification by selecting the file and clicking on the “Submit Selected” button. At this point you will be asked to agree to the standard terms and conditions to proceed and provided with a link to read the terms and conditions.

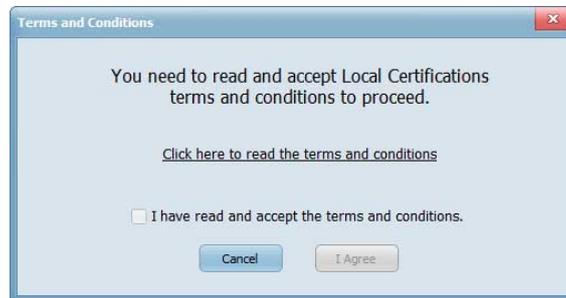


fig. 10

The “I agree” button will be disabled until you click on the “I have read and accept the terms and conditions” checkbox.

When you read and agree with the conditions click on the “I Agree” button. At this point eApplications will email your completed application form and any attachments by whichever email method you chose in the program preferences or create a zip file for you to email later if you selected the zip file option. After the application has been sent or passed to Outlook for sending or saved as a zip file the application will be marked as sent and no longer appear in the “Saved applications not yet submitted” list.

Note: If using Outlook to send the application then depending on the version of Outlook and how it is configured you may see a message on screen saying that a program is attempting to use Outlook. This is perfectly normal in this case as that is exactly what you want it to do and you should click on the button to allow access. A second message may then appear where you should confirm that you want to allow access.