

# The Agency Administration Dashboard

## Administration

May 2019

## The Agency Administration Dashboard



This guide covers using the Administration dashboard. For user dashboard information, please see the **Introduction to the Agency Dashboard** guide.

The Administration Dashboard is used to manage the roles available to users within your organisation. Adding roles is needed to activate users after they have self-registered. Deactivate users by deleting the role(s) assigned to them, leaving their user account but removing any access to your organisation's data.

To view the Administration Dashboard:

1. Go to <https://apps.planningportal.nsw.gov.au/prweb/IAC>
2. Enter your organisation's administration username and password.

The screenshot shows the login interface for the Planning & Environment dashboard. At the top left is the NSW Government logo. To its right is the text 'Planning & Environment'. Below this is a login form with two input fields: 'Email address' and 'Password'. A 'Forgot password?' link is positioned below the password field. A large blue 'Log in' button is centered below the form. At the bottom, there are links for 'Don't have an account? Create account' and 'Help'.

The administration dashboard displays.

The screenshot displays the administration dashboard. The top header includes the NSW ePlanning logo and a 'Log off Help Contact Us' link. Below the header is a sidebar with a '+ Add or Modify Roles' button. The main content area is titled 'Dashboard' and contains a table with user information.

	Title	Name	Position	Email	Last login
	---	Ankur Choksi	---	ankur.choksi@gmail.com	13/11/2018 6:15:48 PM

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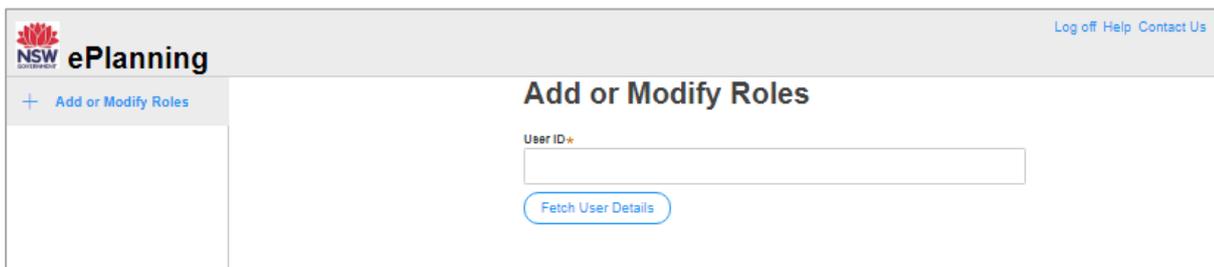
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The dashboard displays the date of last login, as well as the **Add or Modify Roles** link. This link is used to edit the access for staff members by activating (adding roles) or deactivating (deleting roles).

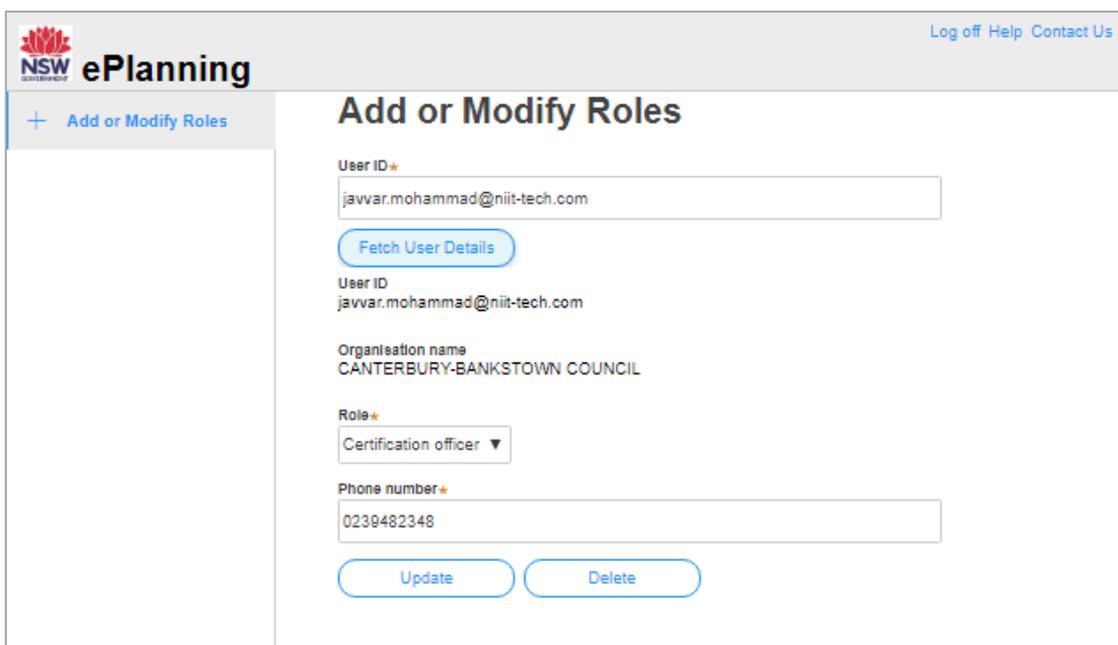
## Activate Staff Members

Activation applies a role to a staff member, providing access to the ePlanning dashboard.

1. Click on **Add or Modify Roles**
2. Type the work email address of a registered staff member into the **User ID** field.
3. Click the **Fetch User Details** button.



The user profile related to this staff member displays:



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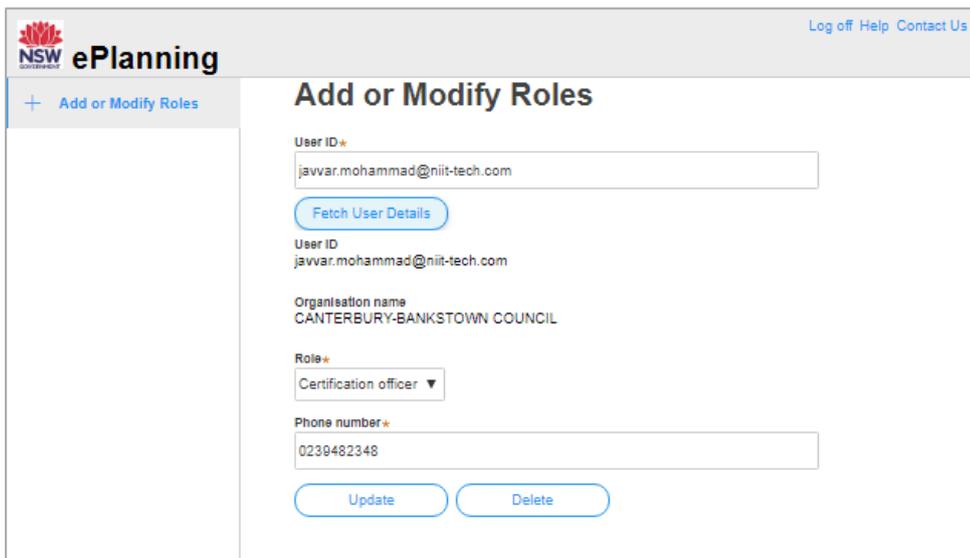
4. Assign a user role from the **Role** drop-down list: either **Certification officer (council certifier)** or **User (council officer)**. **Note:** You can also amend the phone number provided at registration if needed.
5. Click the **Update** button when done.

## Deactivate Staff Members

Deactivation removes a staff member's access to the organisations account.

1. Click the **Add or Modify Roles** link
2. Enter the staff member's registered email address
3. Click the **Fetch User Details** button.

The user profile related to this contact will be displayed:



The screenshot shows the 'Add or Modify Roles' interface in the ePlanning system. It features a search bar for 'User ID\*' containing the email 'javvar.mohammad@niit-tech.com'. A 'Fetch User Details' button is present. Below, the system displays the user's details: 'User ID' (javvar.mohammad@niit-tech.com), 'Organisation name' (CANTERBURY-BANKSTOWN COUNCIL), 'Role\*' (Certification officer), and 'Phone number\*' (0239482348). 'Update' and 'Delete' buttons are located at the bottom of the form.

4. Click the **Delete** button. **Note:** they will still have an ePlanning Portal account but will be unable to view anything related to your organisation.

## If you need more information:

If you need assistance, please contact [eplanning@planning.nsw.gov.au](mailto:eplanning@planning.nsw.gov.au)