

# eApplications

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## Installation

**eApplications** does not require any complicated installation process. Simply copy the 3 x files that make up eApplications to a folder on your desktop or wherever else you want it and double-click on the eLocalApps file to run the program. It can even be run from a USB thumb-drive if desired.

Note: If you downloaded a zip file you need to first extract the files from the zip file.

## 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.

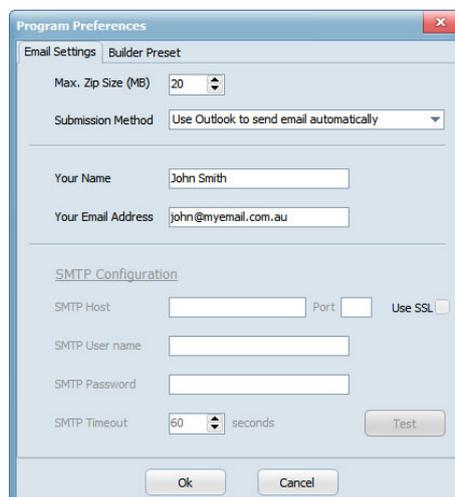


fig. 1

eApplications assists creating and packaging an application, it does not actually send it anywhere all by itself. You need to tell it how you want to send the application. You have three submission methods to choose from 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. You can also set a maximum zip file size so that you get a warning if the zip file containing all the documents is too big for your email account.

### Method 1 – Outlook

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

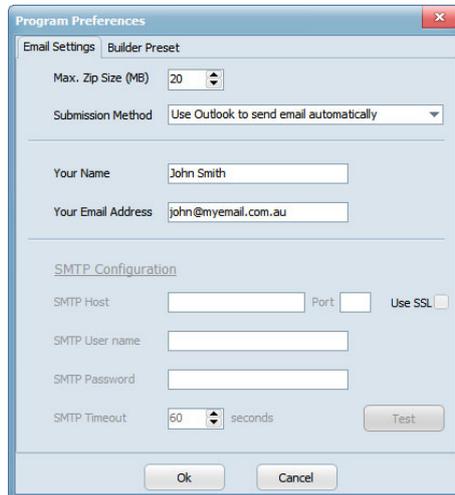


fig. 2

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

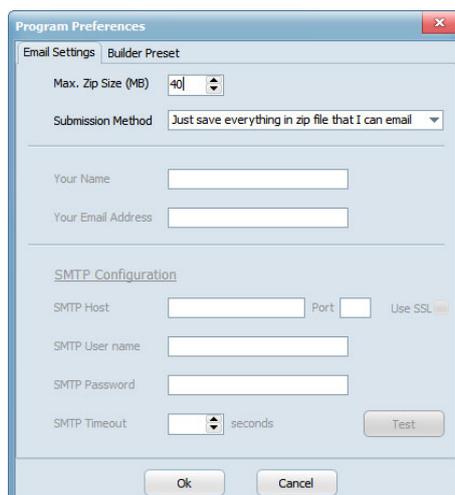


fig.3

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](mailto: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 your name, email address and the smtp configuration details.

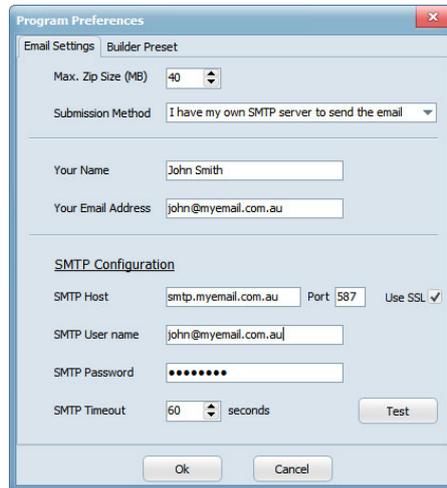


fig. 4

Once the name, email address and 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. This tests that you can log on to the server and attempts to send a test email to your email address.

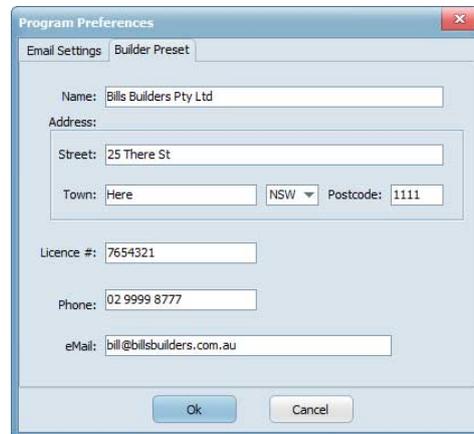


fig. 5

You should also receive an email at the address listed at “Your Email Address”

### 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.



The screenshot shows a 'Program Preferences' dialog box with two tabs: 'Email Settings' and 'Builder Preset'. The 'Builder Preset' tab is active. The form contains the following fields:

- Name: Bills Builders Pty Ltd
- Address:
  - Street: 25 There St
  - Town: Here
  - NSW (dropdown menu)
  - Postcode: 1111
- Licence #: 7654321
- Phone: 02 9999 8777
- eMail: bill@billsbuilders.com.au

At the bottom of the dialog box are 'Ok' and 'Cancel' buttons.

fig. 6

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

## The Main Screen

The main window of eApplications shows a list of electronic applications waiting to be completed and then submitted to Local Certification. By clicking on the drop down box and changing “Saved applications not yet submitted” to “Submitted Applications” you can see a list of previously submitted applications.

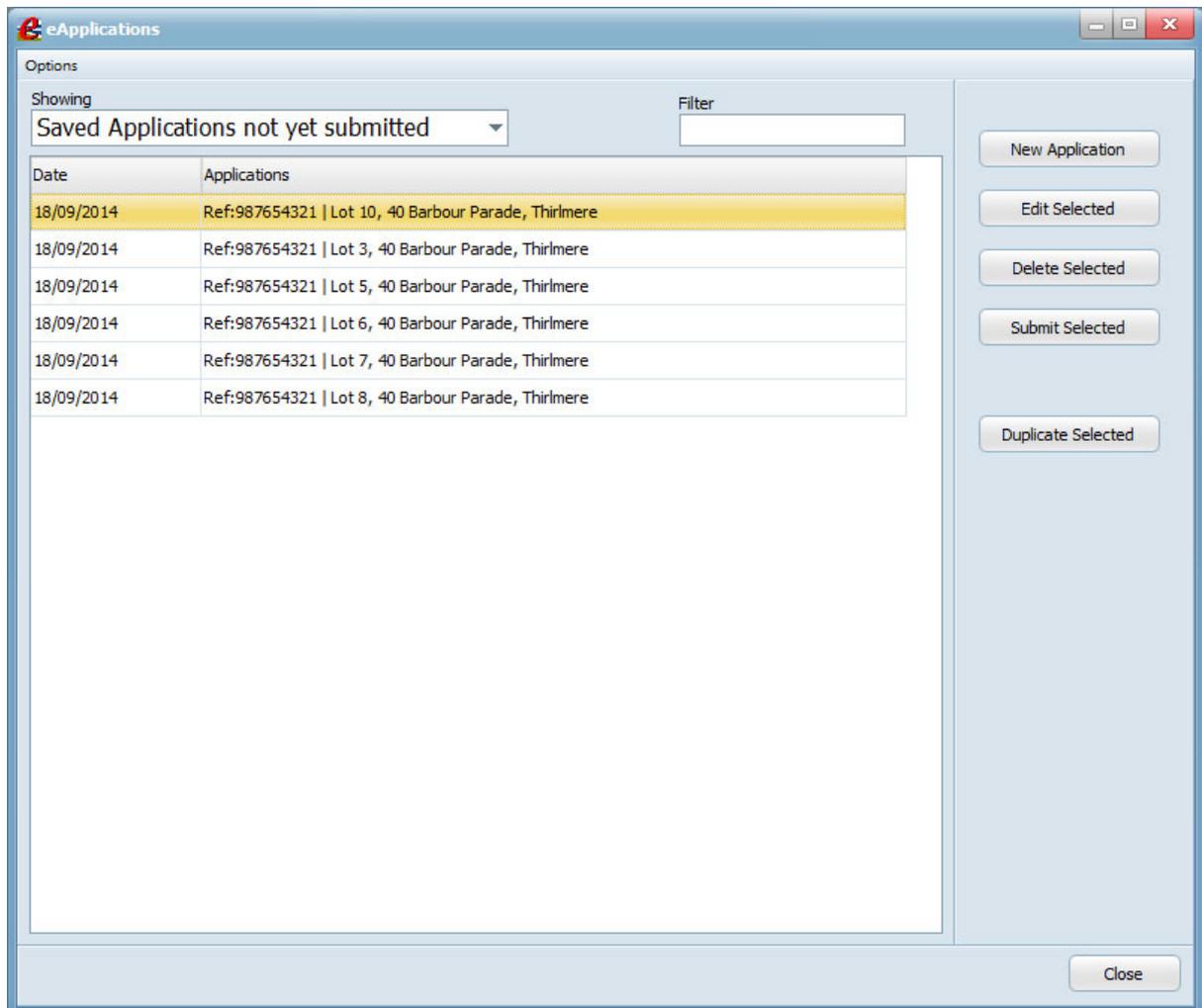


Fig. 7

The filter box filters the list to only show items that match whatever is typed into the filter.

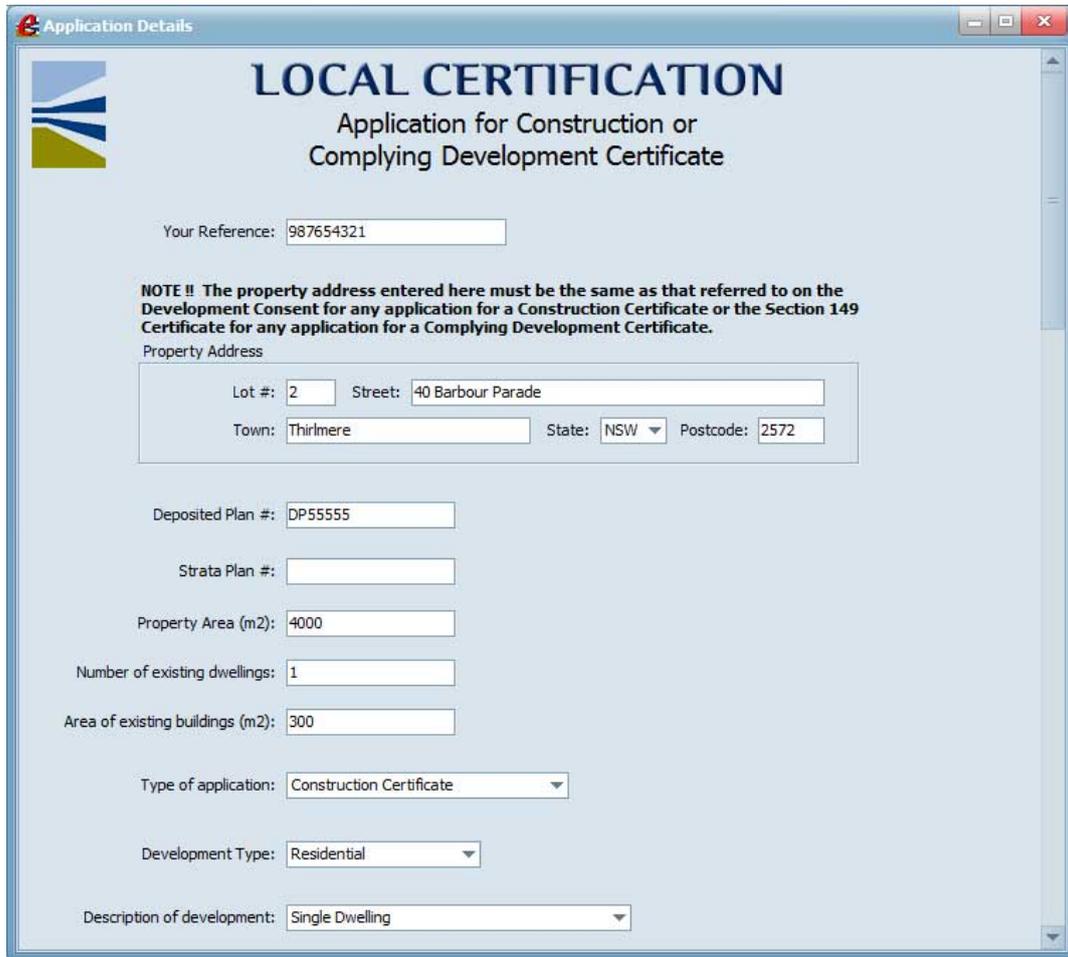
The buttons on the right list all the main program functions and work with the selected application.

## 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. 8.



The screenshot shows a web browser window titled "Application Details". The page header includes a logo on the left and the text "LOCAL CERTIFICATION" in large blue letters, followed by "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, there 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. 8

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. 9) where you enter the name and contact details of the owner.

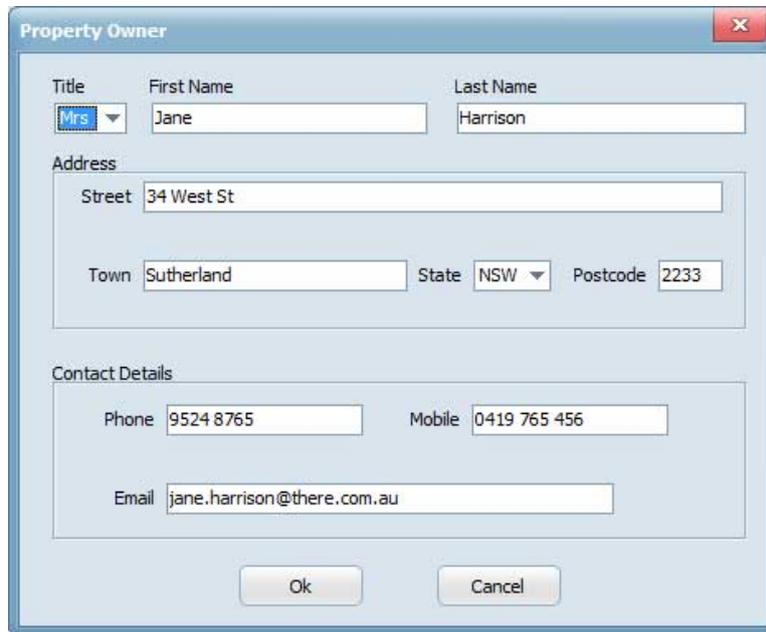


fig. 9

### 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.

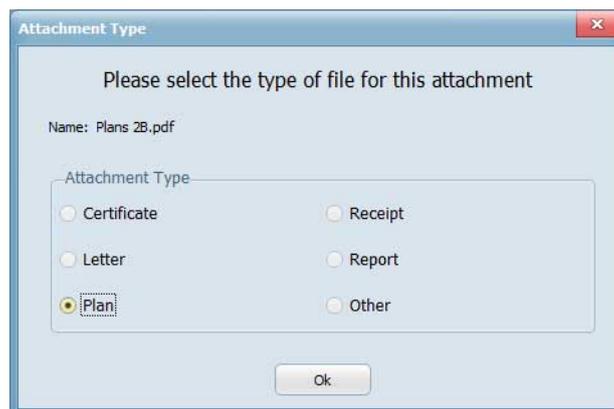


fig.10

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.

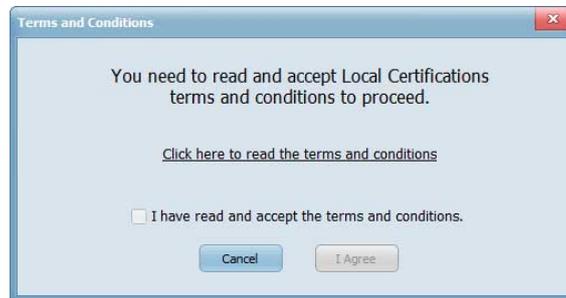


fig. 11

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.*

## Viewing submitted applications

When applications are submitted to Local Certification they are moved from the list of applications not yet submitted to the list of Submitted applications. To see then you just need to change the drop down box labelled "Showing" at the top of the program from "Saved Applications not yet submitted" to "Submitted Applications". This view shows the submitted applications and any extra document packs that may have been created for that application.

The screenshot shows the 'eApplications' software interface. At the top, there is a title bar with the application name and standard window controls. Below the title bar, there is an 'Options' section with a 'Showing' dropdown menu set to 'Submitted Applications' and a 'Filter' text box. The main area contains two tables. The first table, 'Applications', lists submitted applications with columns for 'Date' and 'Applications'. The second table, 'Additional Documents', lists document packs with columns for 'Date' and 'Additional Document Pack'. On the right side, there is a vertical column of buttons for application management: 'New Application', 'View Selected', 'Delete Selected', 'Resubmit Selected', 'Duplicate Selected', 'Add Doc. Pack', 'Edit Doc. Pack', 'Delete Doc. Pack', and 'Submit Doc. Pack'. A 'Close' button is located at the bottom right of the window.

Date	Applications
16/07/2012	Ref:123456-28   Lot 15, Jones Rd, Jonesville
18/09/2014	Ref:987654321   Lot 1, 40 Barbour Parade, Thirlmere
17/05/2013	Ref:987654321   Lot 2, 40 Barbour Parade, Thirlmere
21/07/2012	Ref:987654321   Lot 2, 40 Barbour Parade, Thirlmere
18/09/2014	Ref:987654321   Lot 7, 40 Barbour Parade, Thirlmere
18/09/2014	Ref:987654321   Lot 8, 40 Barbour Parade, Thirlmere
18/09/2014	Ref:987654321   Lot 9, 40 Barbour Parade, Thirlmere
27/06/2013	Ref:987654322   Lot 3, 40 Barbour Parade, Thirlmere
27/06/2013	Ref:987654323   Lot 4, 40 Barbour Parade, Thirlmere
02/07/2013	Ref:987654324   Lot 5, 40 Barbour Parade, Thirlmere

Date	Additional Document Pack
13/10/2015	Engineers Certificates
13/10/2015	Smoke Detector

fig. 12

### Adding documents to previously submitted applications

Sometimes some additional documents that relate to a building application were not available when the initial application was submitted or you would like to break up one large submission package into several smaller ones. The “Additional Document Package” function can solve those problems. To create an additional document package for any submitted application just click on the application that the extra documents apply to so that it is selected and then click the “Add doc. Pack” button. A screen will be displayed where you can name the document pack and add any other documents you want to submit.

The screenshot shows a web browser window titled "Additional Document Package". The main heading is "LOCAL CERTIFICATION" with the subtitle "Additional Document Package". On the left is a logo with blue and green abstract shapes. The form contains the following fields and controls:

- Your Reference:** A text input field containing "123456-28".
- Property Address:** A group of fields including:
  - Lot #:** Text input with "15".
  - Number and Street:** Text input with "Jones Rd".
  - Town:** Text input with "Jonesville".
  - State:** A dropdown menu showing "NSW".
  - Postcode:** Text input with "2344".
- Package Title:** A long empty text input field.
- Attached Files:** A table with a header "File Name" and a large empty area below it. To the right of the table are two buttons: "Add File" and "Remove File".
- Bottom:** Two buttons: "Save" and "Cancel".

fig. 13

Note: You can save and edit this pack as much as you like without sending it off.

If there are no more documents to add to this pack then just click on the “Submit Doc. Pack” button to send it off to Local Certification.