



Approvals database user instructions.

Table of Contents

❖	Creating a New user account	
	3	
▪	Registering for the Equipment Safety Approval Database	
	3	
▪	Contact details page	
	3	
❖	Logging in using an existing password and user i.d	
	4	
▪	Login page	4
▪	Application status page	5
▪	Updating/entering in your user details	
	5	
❖	Creating Manufactures profiles	
	6	
▪	Creating manufactures profile	6
❖	Creating a new application	7
▪	Cover page	7
▪	Adding equipment profiles	
	7	
▪	Adding test reports	
	8	
▪	Adding other documents	
	8	
▪	The summary page	
	9	
▪	Payment details	9
❖	Modifications 10	
▪	Modification & General modification	
	10	
▪	Modification & General modification	
	11	
❖	6 Renewals	11
▪	Renewals	11
❖	Transfers	12
▪	Transfers	12

❖ Notifications	13
▪ Notifications	13
❖ Consultants	13
▪ Updating your user details	13
▪ Making applications on the behalf of an applicant	14
▪ Applicant Details (Consultants)	15
▪ Manufactures (consultants)	15

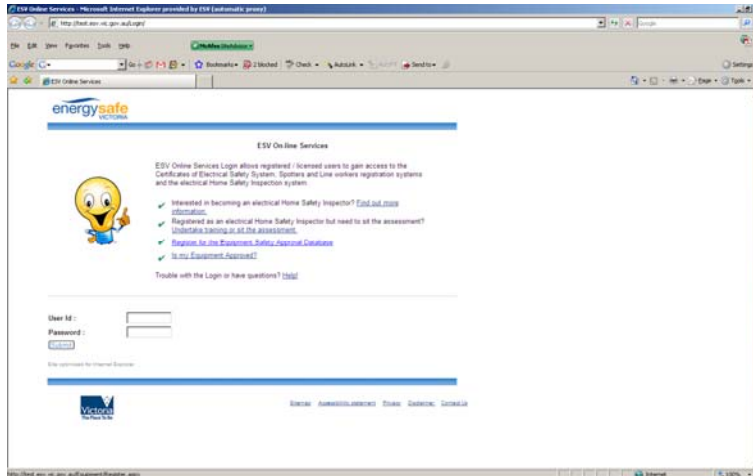
1 Creating a User account.

1.1 Registering for the Equipment Safety Approval Database.

Please note if you have been supplied an account by ESV do not create a new account.

Begin by going to ESV home page at www.esv.vic.gov.au. Mid way down the screen on the right hand side of the home page is a login button. Right click on this button. The page should look like the one below.

Right click on “Register for the Equipment Safety Approval Database”.



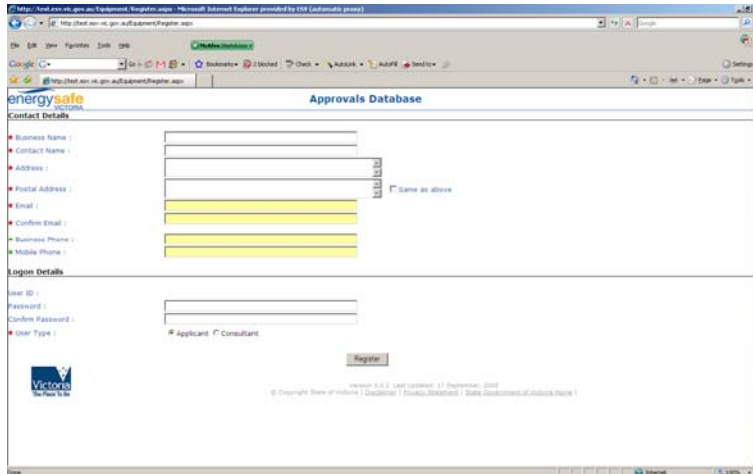
1.2 Contact details page.

This will open the contact details page. This will bring you to a screen which allows you to enter your user details.

All fields with the exception of business phone/mobile phone are mandatory. Mandatory fields have a **red** star next to them grouped fields have a **green** star next to them. In the case of a grouped field you need to fill in at least one field.

You must enter in a password you wish to use; it must be at least six alpha and numeric characters long, include one capital letter.

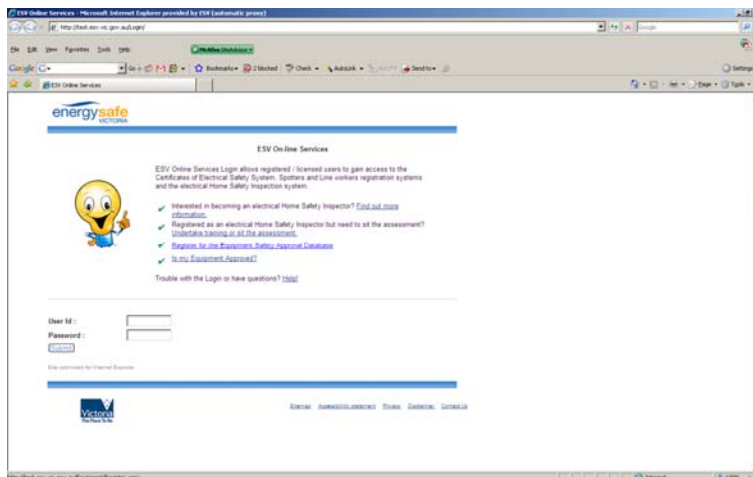
After all the details have been entered correctly you simply right click on register. You will first be sent a conformation email. This email will contain your user I.D which you should note for further reference. It also contains a link that you must access to verify your details and complete the creation of your user account. After this has been completed you will be able to logon and begin submitting applications.



2 Logging on using an existing password and user i.d.

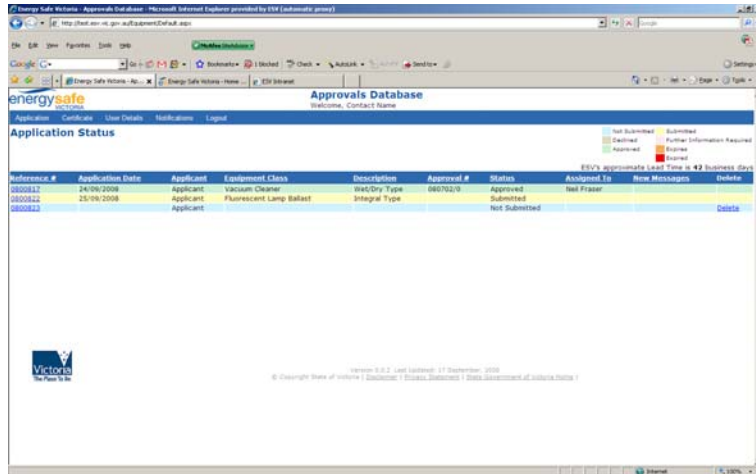
2.1 Login page.

Begin by going to ESV home page at www.esv.vic.gov.au. Mid way down the screen on the right hand side of the home page is a login button. Right click on this button. This will bring you to the logon page shown. Then simply enter your User i.d and password and hit submit.



2.2 Application status page.

When you login you will automatically be directed to the application status page. This page acts as a home page for the approvals data base. It will also show you the status of your applications and any communications from this office. Move your mouse over the user details tab on the menu at the top of the page, wait for the drop down menu to appear and left click on applicant.



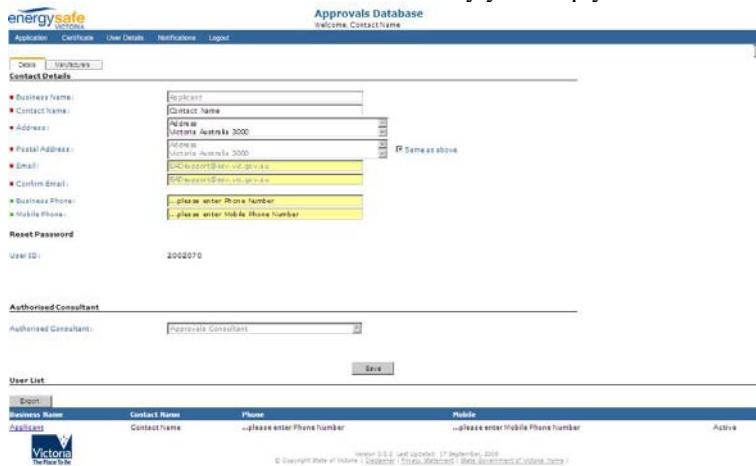
2.3 Updating/entering in your user details.

This will bring you to a screen which allows you to enter your user details.

All fields with the exception of business phone/mobile phone are mandatory. Mandatory fields have a red star next to them grouped fields have a green star next to them. In the case of a grouped field you need to fill in at least one field.

You must enter in a password you wish to use; it must be at least six alpha and numeric characters long, include one capital letter.

After all the details have been entered correctly you simply left click on save.



3 Creating manufactures profiles.

3.1 Creating manufactures profiles.

You access the manufactures profiles through the user details tab and opening the applicant detail. When you bring up your applicant detail you will see a manufactures tab toward the top of your screen on the left hand side.

You then proceeded to fill out the manufactures fields as you would for applicant detail. All fields with the exception of business phone/mobile phone are mandatory. Mandatory fields have a red star next to them grouped fields have a green star next to them. In the case of a grouped field you need to fill in at least one field.

Once you have completed filling in the required fields you must hit the save button. This will save the profile for you. If you wish to enter in more than one manufacture profile then hit the clear button and go through the same process.

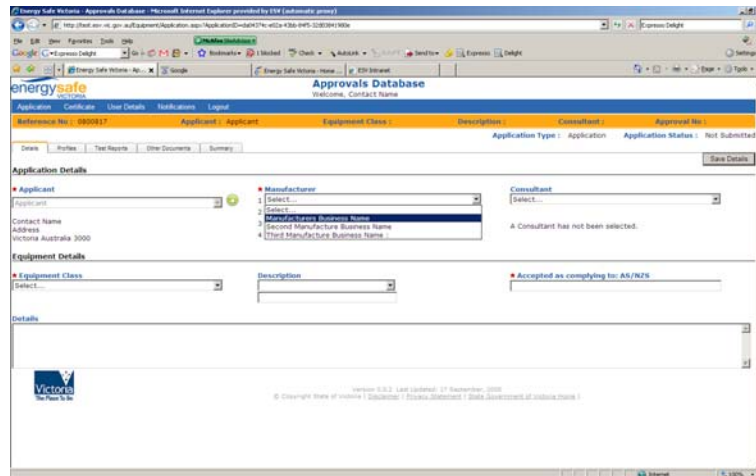
The screenshot displays the 'energy safe' Approvals Database interface. The 'Manufactures' tab is active, showing a form for adding manufacturer details. The 'Contact Details' section contains several fields: 'Business Name', 'Contact Name', 'Address', 'Postal Address', 'Email', 'Confirm Email', 'Business Phone', and 'Mobile Phone'. Some fields have red stars indicating they are mandatory. Below the form is a 'Manufacturer List' table with columns for 'Manufacturer Name', 'Contact Name', 'Business Phone', and 'Mobile Phone'. The interface includes a 'New Save Clear' button and a 'Victoria' logo at the bottom.

4 Creating a new application.

4.1 Cover page.

Navigating from the application status page you place your mouse over the application tab on the left hand side of the user menu you then left click.

This brings up a drop down menu, scroll down and right click on new application. This action will redirect you to a new page that will look similar to the one below.

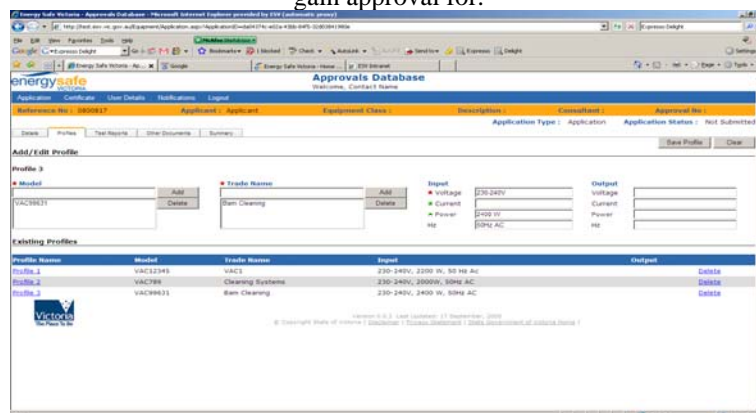


The screenshot shows the 'Approvals Database' application form. The form is divided into several sections: 'Application Details', 'Applicant Details', 'Equipment Details', and 'Details'. The 'Applicant Details' section includes fields for 'Applicant', 'Manufacturer', and 'Consultant'. The 'Equipment Details' section includes fields for 'Equipment Class' and 'Description'. The 'Details' section is currently empty. The form is titled 'Approvals Database' and includes a 'Save Details' button at the top right.

All fields that have a red star next to them must be completed by the applicant. All fields that have an arrow on the right hand side of the field have a drop down menu associated with them this will allow you to quickly enter in saved data such as manufactures details. If the piece of equipment you are applying for approval for has been tested to more than one standard then simply select the standard that is most relevant e.g. a hob that incorporates a microwave that has been tested to AS/NZS 60335.2.6 and AS/NZS 60335.2.25 should only be marked down as complying with AS/NZS 60335.2.6. Once you fill all the required details hit the save details button at the top right hand side of the screen.

4.2 Adding equipment profiles.

In order to submit a new application you must first create at least one profile for each application. Simply put this is where you enter in the model and trade names you want to use for the equipment that you wish to gain approval for.



The screenshot shows the 'Add/Edit Profile' form in the 'Approvals Database'. The form is titled 'Add/Edit Profile' and includes a 'Save Profile' button at the top right. The form is divided into several sections: 'Profile 3', 'Existing Profiles', and 'Details'. The 'Profile 3' section includes fields for 'Profile Name', 'Trade Name', 'Input', and 'Output'. The 'Existing Profiles' section includes a table with columns for 'Profile Name', 'Model', 'Trade Name', 'Input', and 'Output'. The table contains three rows of data.

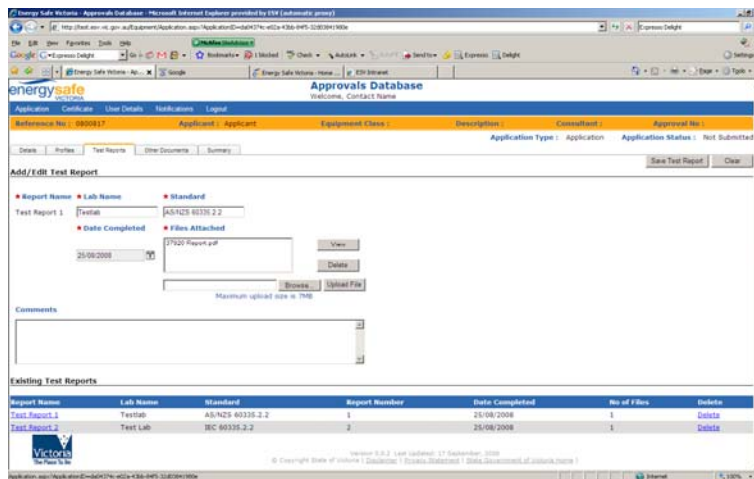
Profile Name	Model	Trade Name	Input	Output
Profile 1	VAC12345	VACS	230-240V, 2200 W, 50 Hz AC	240V
Profile 2	VAC789	Cleaning Systems	230-240V, 2000W, 50Hz AC	240V
Profile 3	VAC9876	Steam Cleaning	230-240V, 2400 W, 50Hz AC	240V

Mandatory fields have a red star next to them grouped fields have a green star next to them. In the case of a grouped field you need to fill in at least one field.

As you enter in a Model or trade name you must click on the add button so that it populates the box below the entry field. You then enter in the relevant fields for input and output voltage as applicable. Then click on the save profile button on the top right hand corner of your screen. The profile should then display at the bottom of the screen. You can enter in as many profiles as you wish for any application.

4.3 Adding test reports.

All new applications must be accompanied by at least one test report. In order to attach a test report you must first hit the test reports tab. The bellow page should then appear.



The report name is auto populated by the program. You must fill in the lab name, the standard tested too and the date the tests were completed. You can then use the browse button to locate the test report and once the correct path is displayed in the text box to the left of the browse button you can then upload the file. If you have more than one test report to the same standard from the same lab then you can upload more than one test report for each “report name”. Once you have uploaded the test report you hit the save test report button on the right top area of your screen.

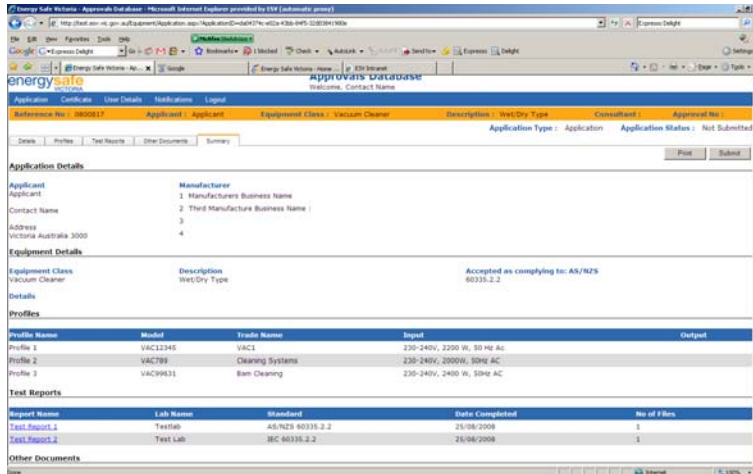
4.4 Adding other documents.

Sometimes you may need to attach documents other than test reports for example photos or signed declarations. In order to attach a document you must first hit the other documents tab.

The document name is auto populated by the program. You must fill in the description using the dropdown menu. You can then use the browse button to locate the document and once the correct path is displayed in the text box to the left of the browse button you can then upload the file. If you have more than one document to attach you simply keep creating documents. Once you have uploaded the document you hit the save other document button on the right top area of your screen.

4.5 The summary page.

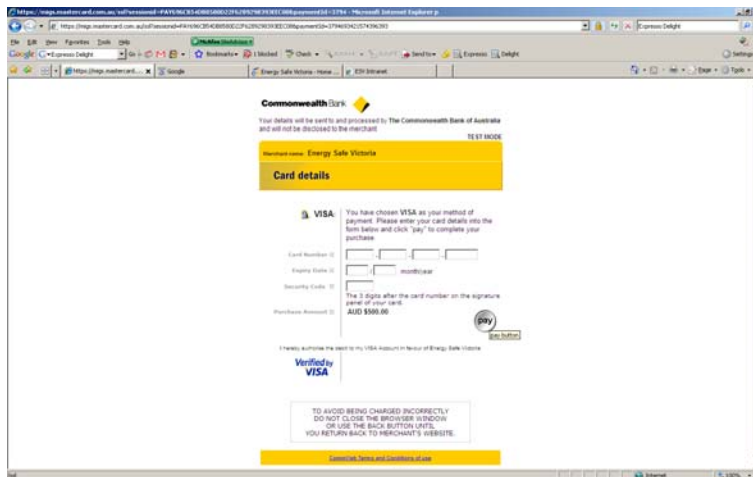
To view the summary screen you must first hit the summary tab button. The summary page gives you a brief description of all the details you have entered. It is also the screen you use to submit your application.



Once you have checked all your details hit the submit button in the top right hand corner of the screen.

4.6 Payment details.

After you hit the submit button you will automatically sent to a secure connection to pay for your application. You simply choose what type of card you are paying with. Then enter your details as requested and hit the gray pay button in the middle of the screen. Please note that applications will no longer be assessed without an upfront payment being made.



You will then be sent a confirmation of payment which can be printed at any stage if you wish. If you ever wish to access the payment receipt it is permanently saved in the other documents section of the approval.

5 Modifications.

5.1 Modification & General modification.

After logging on to the system place the mouse over the certificate tab until the dropdown menu appears and left click on modify. The below screen will appear.

The screenshot shows the 'Approvals Database' interface. At the top, there's a navigation bar with 'Application', 'Certificate', 'User Details', 'Notifications', and 'Logout'. Below this, the 'Modify' section is active, showing a 'Certificate' dropdown menu. The main form area contains the following fields and options:

- Approval Number:** 060702
- Certificate Number:** 20
- Certificate Expiry Date:** 25/09/2013
- Modification Type:**
 - Modification
 - General Modification
 - Change of Marking

Explanatory text for the modification types:

- Modification:** This function is used when the modification incorporates a model number addition. Model ABC is similar to already approved model XYZ but is rated at a higher voltage - Relevant documents and test reports will be attached.
- General Modification:** This function is used when the modification does not introduce a new model number and ratings do not change. Model A and model B have a new circuit layout to enhance performance - Relevant documents and test reports will be attached. All models are now supplied with alternate supply cord model XYZ approval number 060513 - Relevant documentation will be attached.
- Change of Marking:** This function is used when the modification incorporates a model number addition but no test reports are required. Model ABC is similar to already approved model XYZ but is red in color and has slight aesthetic changes to the outer casing (Declarations, photos etc.) can be added.

The footer includes the 'Victors' logo and version information: 'Version: 6.0.2 Last updated: 17 September 2010'.

You enter in the approval number for an example 060708 and then choose the certificate that you are modifying. So for example if the model that is to be changed is on certificate 20 of that approval you enter 20 in the certificate number box in the centre of the screen.

At this stage you choose the option that describes the type of modification you wish to submit. Once you enter this information you hit the submit button located in the summary page.

You then to proceed to fill in the relevant information using the tabs at the top of the screen to navigate through the application process. The major difference between the modification screen and the general modification screen is **you can not add new models on the general modification screen**. As you can see in the next screen shoot there is no profiles tab this is the screen you will see when you are entering in a general modification.

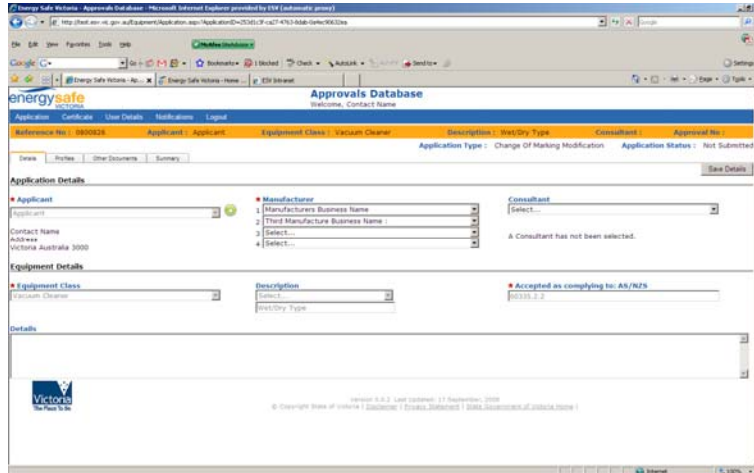
The screenshot shows the 'Approvals Database' interface. At the top, there's a navigation bar with 'Application', 'Certificate', 'User Details', 'Notifications', and 'Logout'. Below this, the 'Details' section is active, showing a 'Profiles' tab. The main form area contains the following fields and options:

- Applicant:** [Input field]
- Manufacturer:** [Dropdown menu with options: 1 Manufacturers Business Name, 2 Third Manufacture Business Name, 3 Select..., 4 Select...]
- Consultant:** [Dropdown menu with option: Select...]
- Equipment Class:** [Dropdown menu with option: Vacuum Cleaner]
- Description:** [Input field]
- Directory Type:** [Input field]
- Accepted as complying to: AS/NZS:** [Input field with value: AS/NZS 2:2]

The footer includes the 'Victors' logo and version information: 'Version: 6.0.2 Last updated: 17 September 2010'.

5.2 Change of markings.

After selecting the change of markings option in the modify screen and hitting submit. You will be directed to the below page. As you can see there is no provision for attaching test reports with this type of application but you can still enter in comments and submit the required photos and create new profiles. Once you enter this information you hit the submit button located in the summary page.

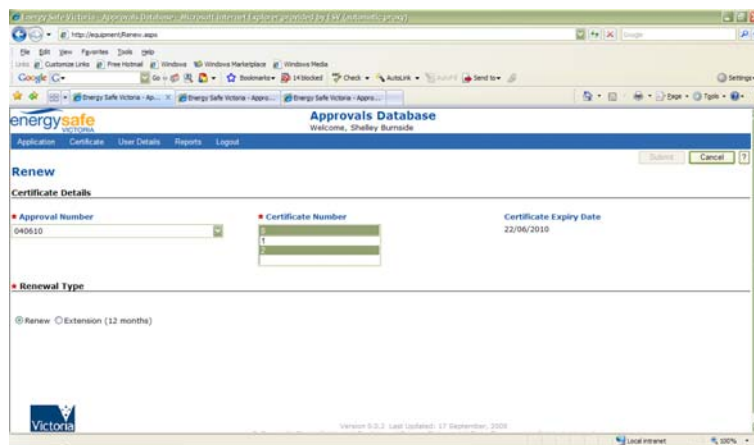


The screenshot shows the 'Approvals Database' interface for a 'Change Of Marking Modification' application. The application number is 0400234. The application status is 'Not Submitted'. The 'Application Details' section includes fields for Applicant, Manufacturer (with a dropdown menu), and Consultant (with a 'Select...' button and a note 'A Consultant has not been selected.'). The 'Equipment Details' section includes 'Equipment Class' (Vacuum Cleaner), 'Description' (with a dropdown menu), and 'Accepted as complying to: AS/NZS 60335.2.2'. The footer indicates the system is Version 3.0.2, last updated on 17 September, 2009.

6 Renewals.

6.1 Renewals.

You start by selecting certificate on the status screen then select renew on the drop down menu. You then use the drop down menu to populate the approval number field and select the certificate number you wish to renew. If you wish to renew more than one certificate then you use the control key to highlight the certificates you wish to renew.



The screenshot shows the 'Renew' screen in the 'Approvals Database'. The 'Certificate Details' section includes 'Approval Number' (040610), 'Certificate Number' (with a dropdown menu), and 'Certificate Expiry Date' (22/06/2010). The 'Renewal Type' section has radio buttons for 'Renew' (selected) and 'Extension (12 months)'. The footer indicates the system is Version 3.0.2, last updated on 17 September, 2009.

So for example if you wish to renew certificate V040610 and it has three sub certificates (i.e. 040610-00, 040610-01 and 040610-02) and you only wish to renew the first and last certificate as you no longer retail the models associated with 040610-02 you only highlight the two certificates you wish to renew. Please see the example above.

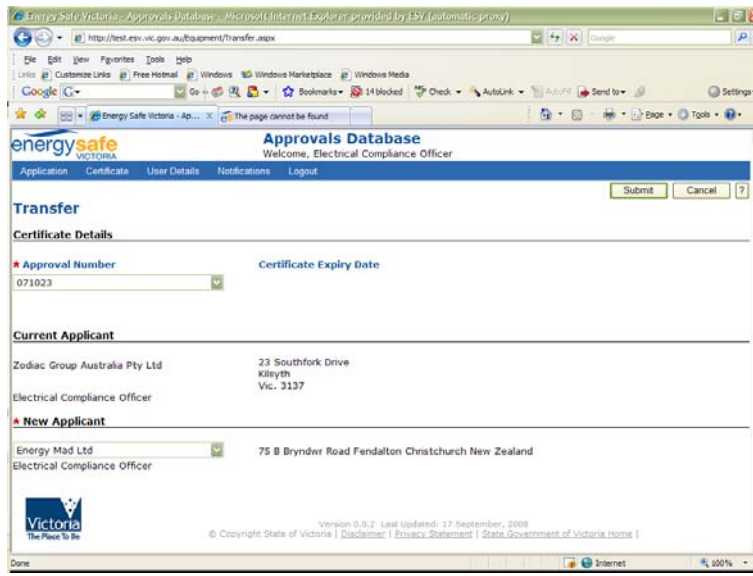
You also have the option to request for a twelve month extension to allow for testing or to run out stock of your approval. Or you can select to have a full 5 year renewal.

After you complete the initial two pages for renewal the application process is the same as for a new application.

7 Transfers.

7.1 Transfers.

The transfer certificate page is located under the certificates tab. You simply enter in the Approval number and the applicants details. The applicant must already have a user name in order to transfer the certificate to them. You then hit the submit button.

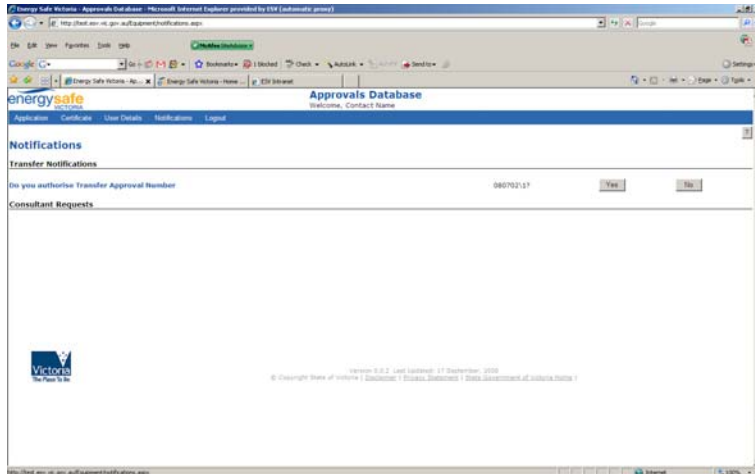


The screenshot shows a web browser window displaying the 'energy safe VICTORIA Approvals Database' interface. The page title is 'Approvals Database' and it says 'Welcome, Electrical Compliance Officer'. The navigation menu includes 'Application', 'Certificates', 'User Details', 'Notifications', and 'Logout'. The main content area is titled 'Transfer' and contains a 'Submit' button and a 'Cancel' button. Below this, there are two sections: 'Certificate Details' and 'Current Applicant'. The 'Certificate Details' section has a dropdown menu for 'Approval Number' (currently showing '071023') and a text field for 'Certificate Expiry Date'. The 'Current Applicant' section shows details for 'Zodiac Group Australia Pty Ltd' at '23 Southfork Drive, Kilsyth, Vic. 31137'. Below this, there is a 'New Applicant' section with a dropdown menu (currently showing 'Energy Mad Ltd') and a text field for the address '75 B Bryndwr Road Fendalton Christchurch New Zealand'. The footer includes the Victoria logo, version information 'Version 0.0.2 Last updated: 17 September, 2008', and copyright information for the State of Victoria.

8 Notifications.

8.1 Notifications.

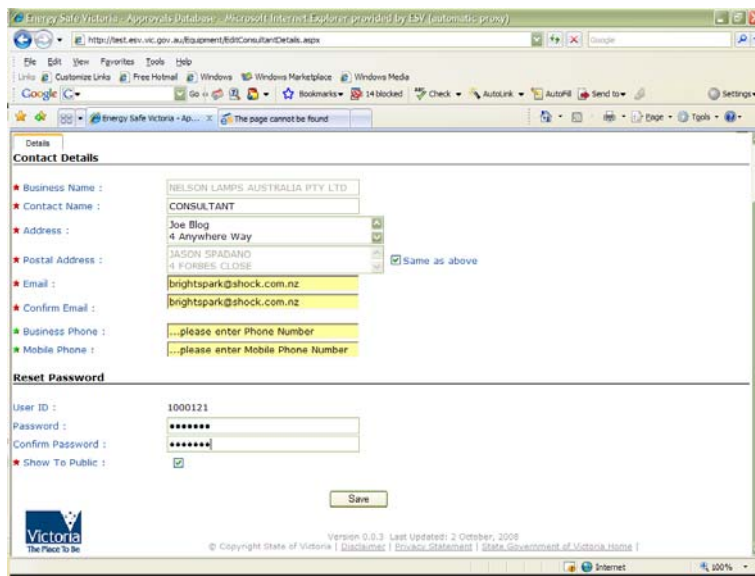
This screen is used to accept transfers of certificates and to allow consultants to act on your behalf. You simply click on the yes or no buttons.



9 Consultants.

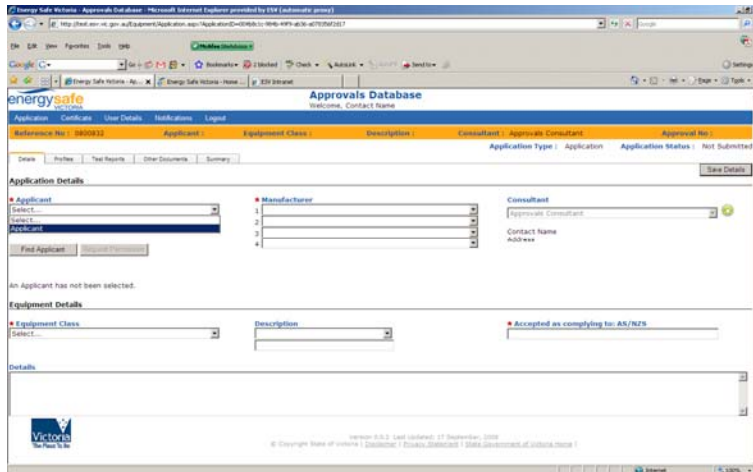
9.1 Updating your user details.

There is one major difference between the general applicant and a consultant, a consultant has the option as to whether or not they display their user details to the public or not. If you choose to display your details any applicant can nominate you as a preferred consultant. Your contact name will be displayed in the drop down boxes for consultant.



9.2 Making applications on the behalf of an applicant.

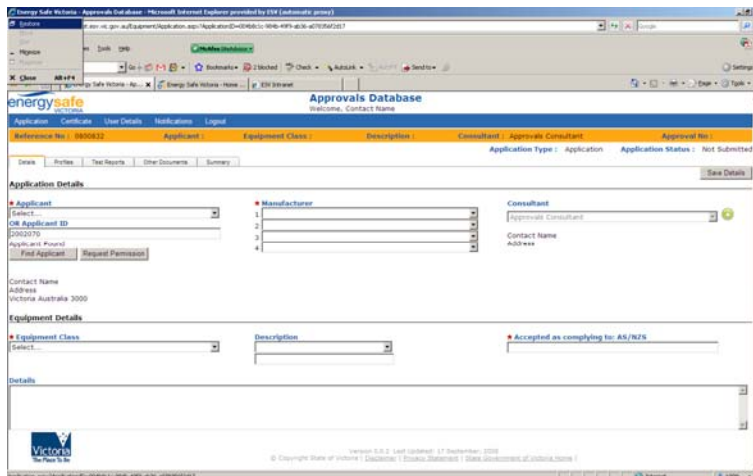
If you are an authorised consultant you can select the applicant from the drop down box.



If you are making a one off application and you are not an authorised consultant you can request permission to act their behalf by typing in the relevant User ID, select “Find applicant” check that the details are correct and then select the “Request permission” button. An email will be sent to the relevant applicant requesting permission.

Once the applicant has given permission the application will appear in your application status screen.

You can follow the same steps when making modifications, or renewal applications.



9.3 Applicant Details (Consultants).

If you are an authorised consultant, you can access your applicant’s details including their manufacture details by clicking on the link at the bottom left of the screen you will be able to view the applicant’s details, as an authorised consultant you have permission to edit some of their details.

energy safe **Approvals Database**
 Welcome, ContactName

Application Certificates User Details Notifications Logout

Home Manufacturers

Contact Details

Business Name: [text box]
 Contact Name: [text box]
 Address: [text box]
 Postal Address: [text box] Same as above
 Email: [text box]
 Confirm Email: [text box]
 Business Phone: [text box] --please enter Phone Number
 Mobile Phone: [text box] --please enter Mobile Phone Number

Reset Password
 User ID: 2002070

Authorised Consultant

Authorised Consultant: [text box]

User List

Export

Business Name	Contact Name	Phone	Mobile	Active
Victoria	Contact Name	--please enter Phone Number	--please enter Mobile Phone Number	Active

Version 0.2.2 Last Updated: 17 September, 2009
 © Copyright State of Victoria | Conditions | Privacy Statement | State Government of Victoria Home

9.4 Manufactures (consultants).

After selecting an applicant you can select the manufactures tab which will display the selected applicants manufactures.

energy safe **Approvals Database**
 Welcome, ContactName

Application Certificates User Details Notifications Logout

Home Manufacturers

Manufacturers

Contact Details

Business Name: [text box]
 Contact Name: [text box]
 Address: [text box]
 Postal Address: [text box] Same as above
 Email: [text box]
 Confirm Email: [text box]
 Business Phone: [text box]
 Mobile Phone: [text box]

Manufacturer List for Applicants

Export

Business Name	Contact Name	Business Phone	Mobile Phone
Manufacturer Business Name	Manufacturer Contact Name	Business Phone:	Mobile Phone:
Second Manufacturer Business Name	Second Manufacturer Contact Name:	Second Manufacturer Business Phone:	
Third Manufacturer Business Name:	Third Manufacturer Contact Name:	Third Manufacturer Business Phone:	

User List

Export

Business Name	Contact Name	Phone	Mobile	Active
Victoria	Contact Name	--please enter Phone Number	--please enter Mobile Phone Number	Active

Version 0.2.2 Last Updated: 17 September, 2009
 © Copyright State of Victoria | Conditions | Privacy Statement | State Government of Victoria Home