

PROJECTWISE SUBMISSION LODGMENT PROCESS

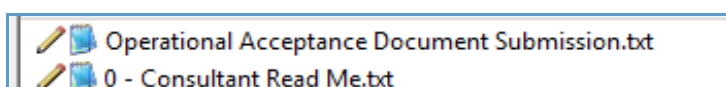
1. Obtain ProjectWise license by sending request to TCCS.DCDevelopmentCoordination@act.gov.au
2. Request ProjectWise structure via email to TCCS.DCDevelopmentCoordination@act.gov.au.

The email request must contain;

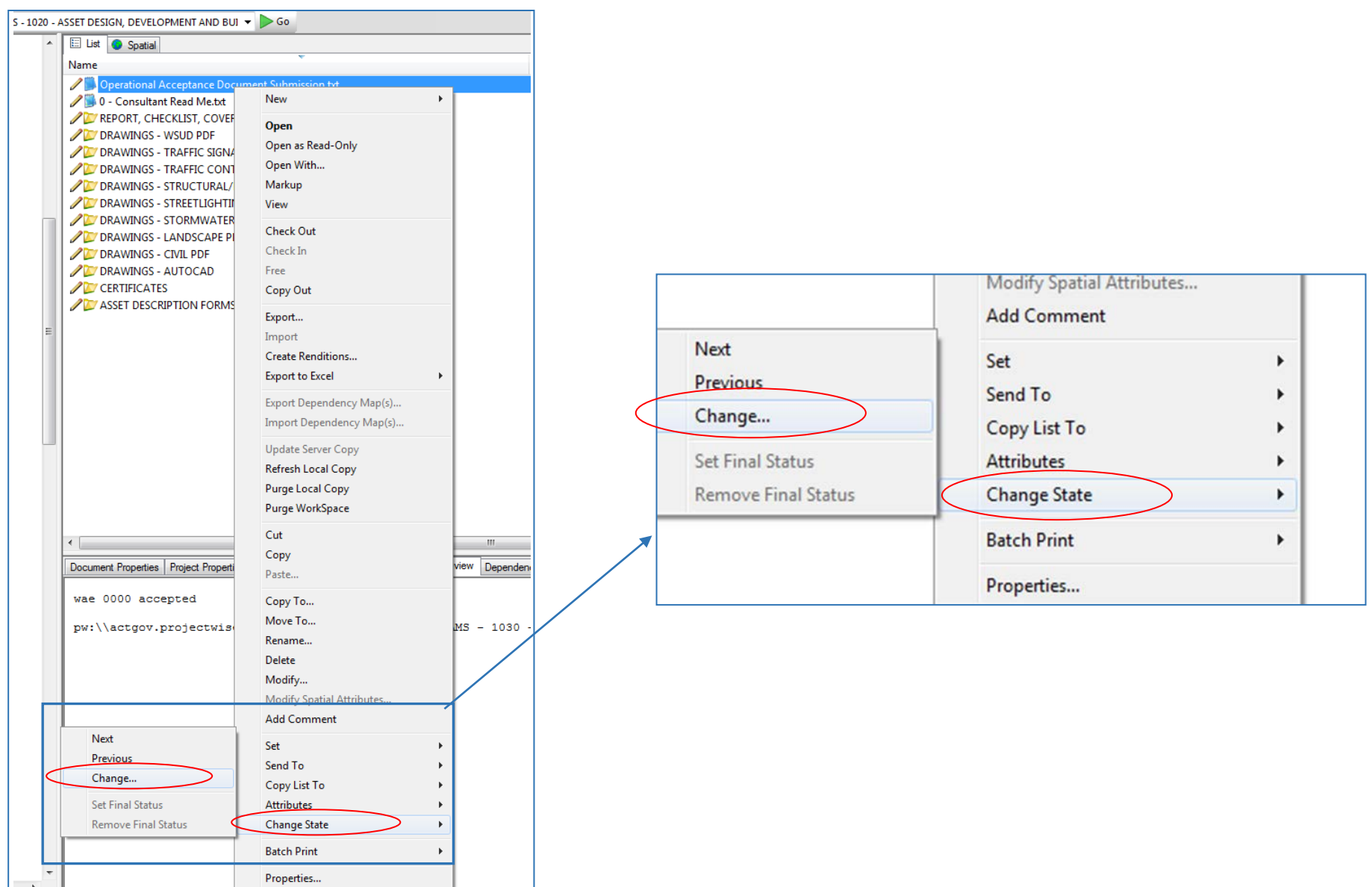
- Project name;
 - i. For infill projects; suburb, block and section, and
 - ii. For estate projects; estate and stage number.
- Request for sub-staging must contain approved by DRC staging plan.

Once the ProjectWise structure has been created/updated, applicant is not required to contact DRC to obtain PW link but can freely lodge submissions and resubmissions for this project as per the process below;

3. Open ProjectWise software on your PC (please don't use web based ProjectWise), then click on the project link provided by DRC.
4. Select relevant project and stage (eg Chisholm Section 21 Block 3, Design Review) and subfolder "Submission Transfer Folder".
5. Transfer the files from where you have them stored on your PC to ProjectWise to the "Submission Transfer Folder". This is done by selecting, dragging and dropping them into the folder.
6. Right click on the status change folder eg 'Operational Acceptance Document Submission.txt' file



7. Select 'Change State'
8. Select 'Change'




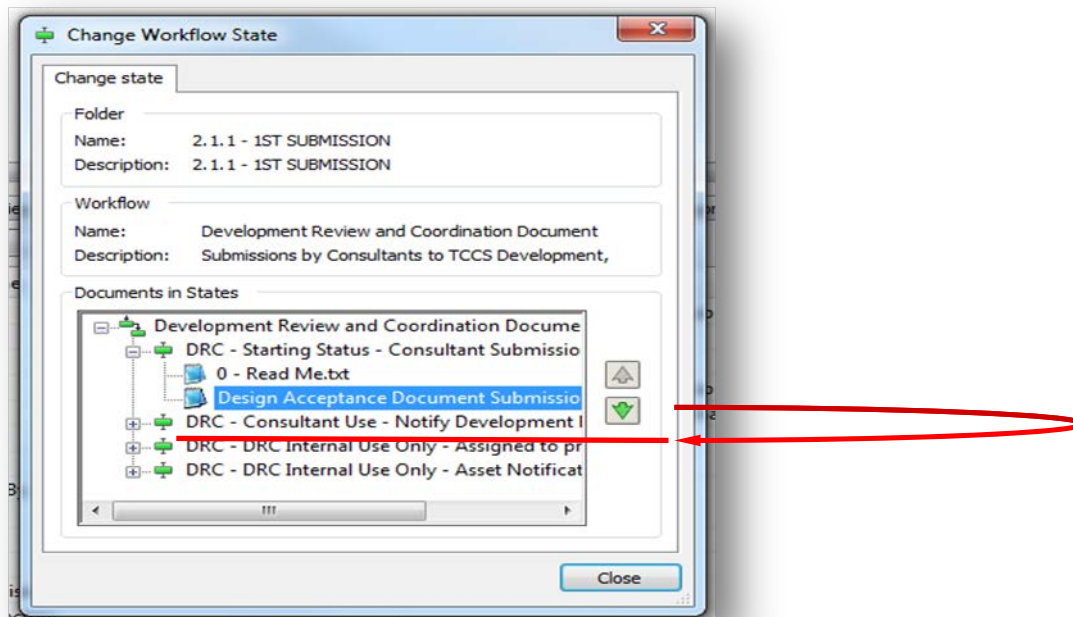
The screenshot shows the ProjectWise interface with a context menu open over the file 'Operational Acceptance Document Submission.txt'. The menu options are:

- New
- Open
- Open as Read-Only
- Open With...
- Markup
- View
- Check Out
- Check In
- Free
- Copy Out
- Export...
- Import
- Create Renditions...
- Export to Excel
- Export Dependency Map(s)...
- Import Dependency Map(s)...
- Update Server Copy
- Refresh Local Copy
- Purge Local Copy
- Purge WorkSpace
- Cut
- Copy
- Paste...
- Copy To...
- Move To...
- Rename...
- Delete
- Modify...
- Modify Spatial Attributes...
- Add Comment
- Set
- Send To
- Copy List To
- Attributes
- Change State
- Batch Print
- Properties...

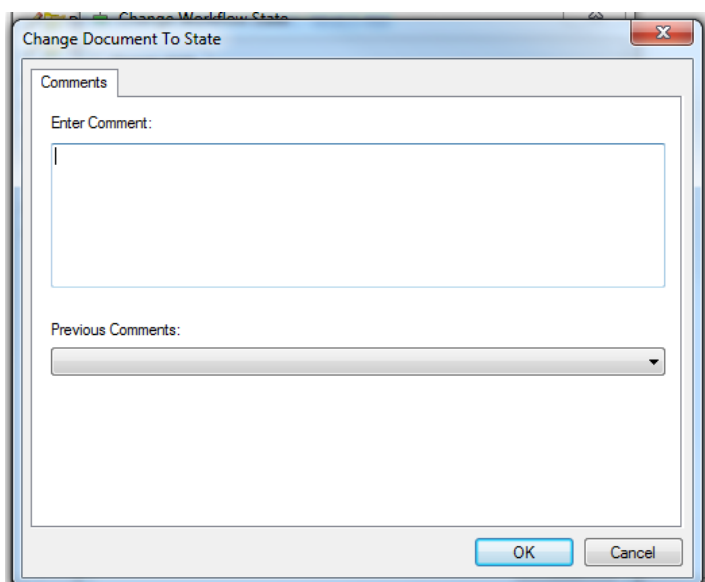
The 'Change...' option in the main menu and the 'Change State' option in the sub-menu are circled in red. An arrow points from the 'Change State' option in the sub-menu to the 'Change State' option in the main menu.

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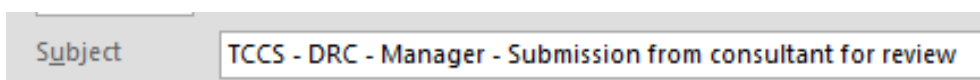
9. Click and Drag the  file into 'DRC – Consultant Use – Notify development review and coordination' directly underneath.



10. Click on the 'OK' button



11. Please make sure that the subject says " TCCS – DRC- Manager- Submission from consultant for review"



If the subject of the email is different please do not progress and contact Place Coordination on 6207 0019 or email TCCS.DCDevelopmentCoordination@act.gov.au

12. Add your own email address to receive a copy of the notification email for your record
13. Click on the 'Send' button
14. Acknowledgment letter will be send to you within 2 working days from receiving the correct notification email.
15. Place Coordination team will transfer submission files into relevant internal TCCS folder submission transfer folder will become available again for resubmission if required.

Repeat steps 2-12 as necessary when lodging documents as requested by project lead (e.g. additional information for 1st submission, lodgment of 2nd submission etc.). Folder will remain open for document transfer so no new link request necessary.