

Dashpivot User Guide

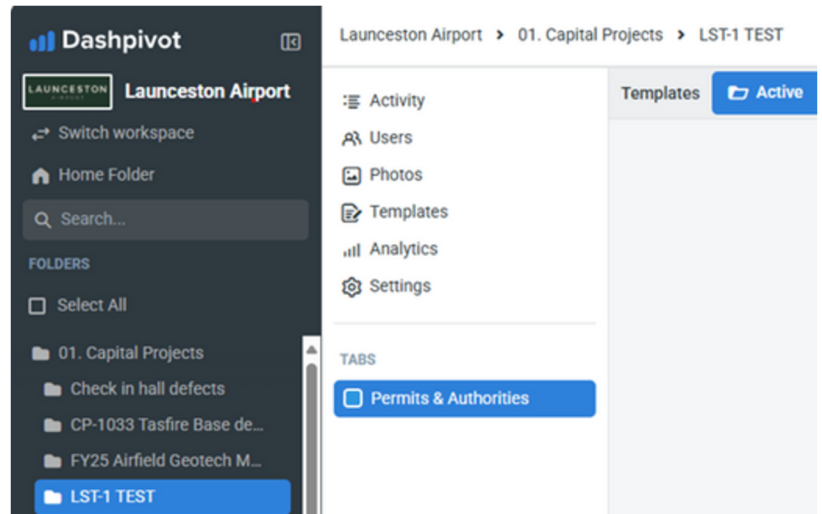
When logged into Dashpivot you will have a customised dashboard where you can see the work you're involved with and track your Permits and Authorities.

The Dashboard has three sections down the left side:

- Capital Projects
- APAL Maintenance Works
- External Party Works

What you see on the dashboard is customised to the type of work you're doing at the Airport.

Active tabs on the dashboard are highlighted in blue.



To assist users, Dashpivot has short training videos online and available via links throughout Permit and Authority documents

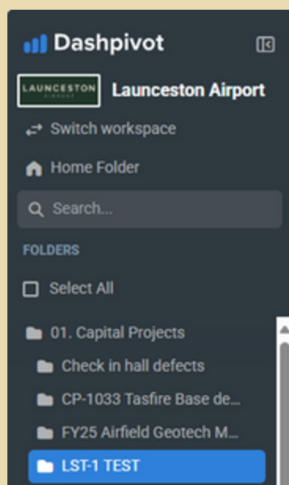
Creating Permits & Authorities

All workflows for approvals will be managed at APAL triage stage so there is no need to worry about who to submit applications to.

Step 1

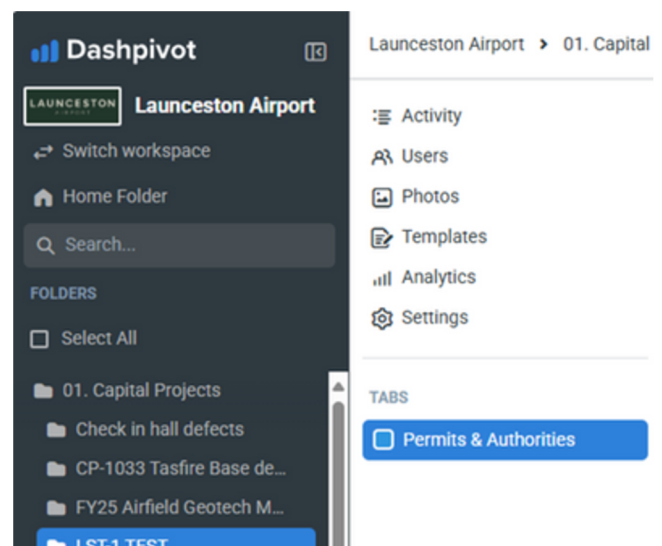
To commence a permit or authority application:

- Open Dashpivot dashboard
- Click on the **Project, work to be done** or **engaging company** in the left hand column on the screen.



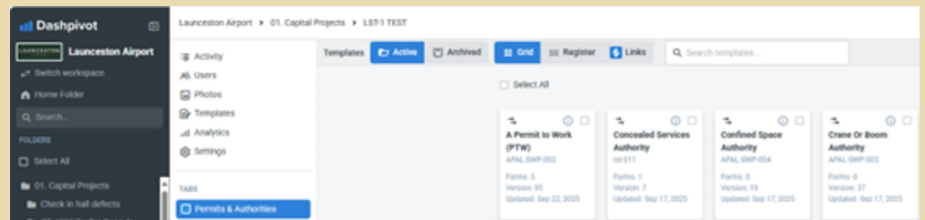
Step 2

Click on the **Permits and Authorities** tab in the next column across. This will display all the available Permit and Authority template tiles.



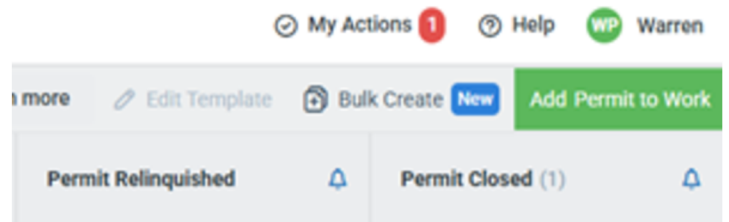
Step 3

Click the form type tile required.
This will open a linear workflow.



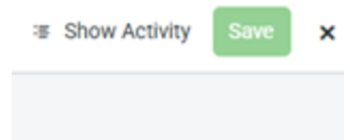
Step 4

To start a new document, click the green **Add Permit to Work** button on the top right hand corner of the screen.



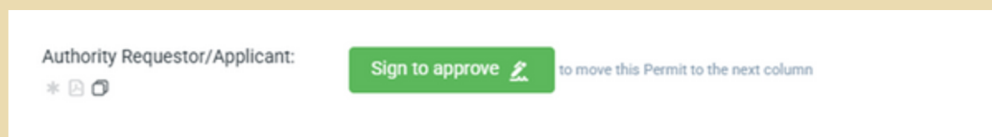
The document can now be completed up to the first **green Sign to Approve** box.

- At any point before submission the form can be saved by clicking the **green Save** button in the top right hand corner. This will close the form and revert to the workflow screen.
- To complete the form application, click on the appropriate tile and continue editing/adding information.



Step 5

Once the application details are completed, click on the **green Sign to Approve** button.



- This will move the form to the next stage of approval.
- The form will not progress if any compulsory fields are not completed (review the document for any red highlighted sections and correct/add the information required and then sign to submit)

To complete
another
Permit or
Authority
application

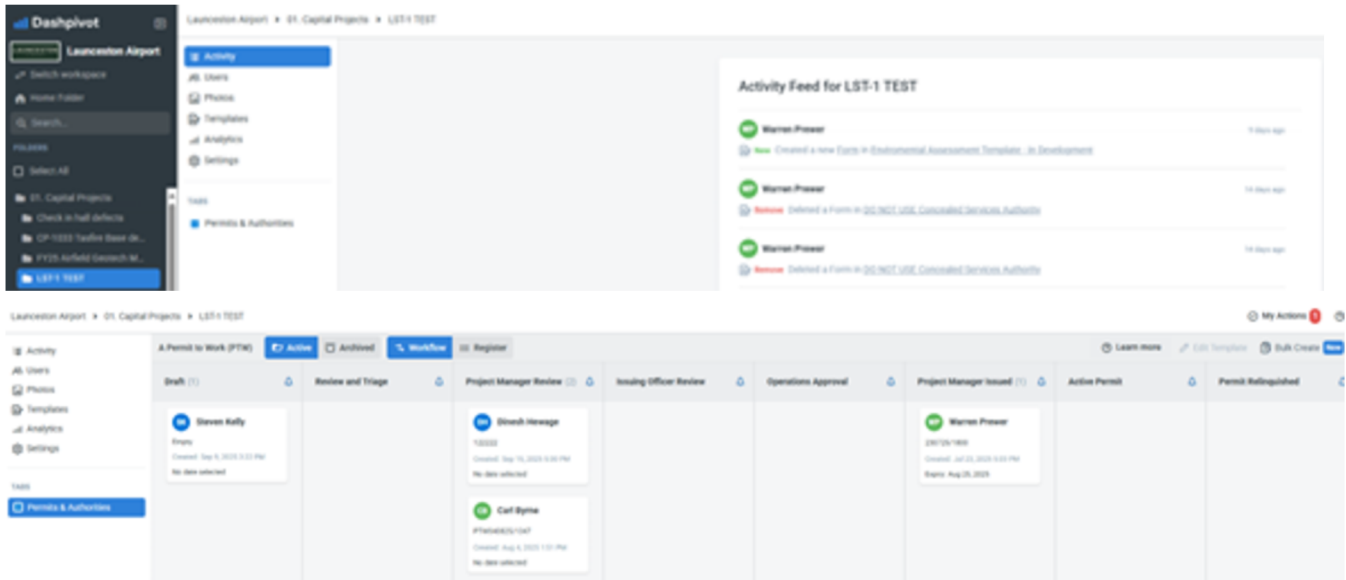
Click on the Permits and Authorities tab again (Step 3) and follow the same process.

- Please note Permits and Authorities do not appear on the same workflow. They are separate.

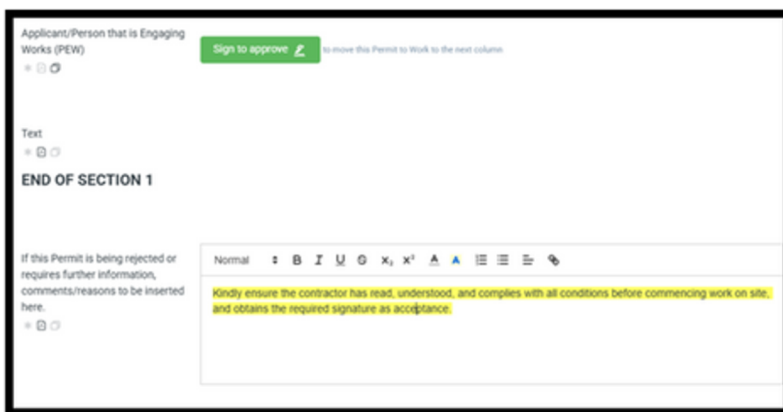
Tracking Permits & Authorities

The applicant and any person involved with the project can track the approval process from the project home screen.

- The Home screen displays any activity within that permit.
- You can view activities across the workflow or by clicking on a document tile



- At any stage during the approval process, a document can be rolled back to any previous stage to allow for changes or additional information to be added.
- If a document is rolled back to 'Draft' the creator will receive an email notification.
- Open the document, the rolled back document will contain commentary on why it has been rolled back in the text field at the end of section 1
- Make the required changes or add additional documents. Once complete, 'Sign to Approve' per step 5



We are here to help.

If you have any difficulty using Dashpivot, please contact the Project Specialist at Launceston Airport on **(03) 6391 6222** or email **permits@lst.com.au**