

Navigating the ePlanning Dashboard

Applicants

June 2019

Navigating the ePlanning dashboard

When you log in to the ePlanning Portal, you will land on the Active Work view of the ePlanning Dashboard. From the dashboard, you can start a new application, view or amend an existing application, or view a determination.

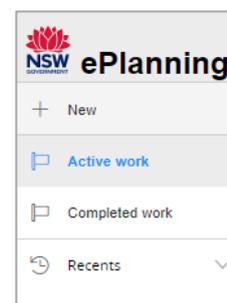
Performance	Days Lapsed	Reference Number	Site Address	Status	Application Type
		CNR-1773	10 Linden Street, Sutherland, 2232	Awaiting payment	Concurrence and Referral
0		PAN-496	10 Linden Street, Sutherland, 2232	Under assessment	DA Online

Dashboard views

There are two dashboard views: **Active Work** and **Completed Work**.

The Active Work view will show all your active applications. This is the default view upon login.

The Completed Work view will show all applications that are completed; ie withdrawn, cancelled, approved or refused.



Finding a specific application

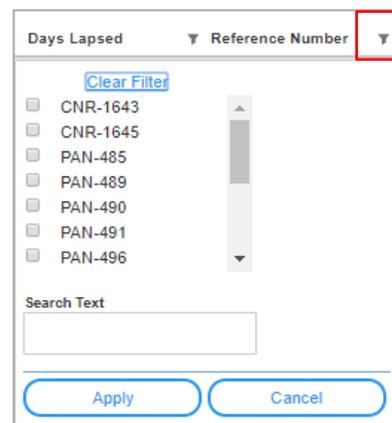
To find a specific application, you can use either the column filter or search functions.

Sorting and Filtering Columns

Click a column heading to **sort** by that column.

Click the filter icon to the right of a column heading to open the **Filter** panel for that column.

Use the contents listed to filter for a specific entry. You can only filter by one column at a time but you may check multiple options within each filter. Once all options have been selected, click the **Apply** button.



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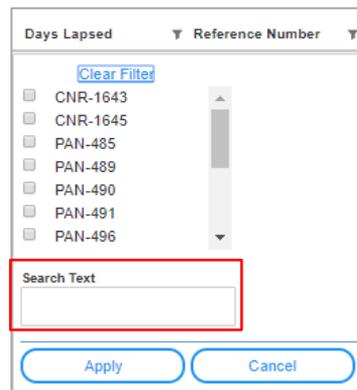
The information contained within the dashboard will change to show only those with the specific filter applied.

Search

Click the filter icon beside a column heading to display the Filter panel for that column.

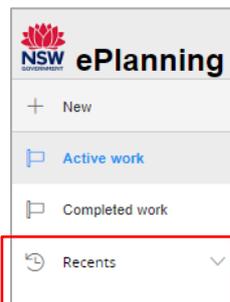
Type text to search for into the **Search Text** field, then click the **Apply** button.

The information contained within the dashboard will change to show only those records containing the keyword. If there are no search results, click the **Clear Filter** link to reset the dashboard view and try a different keyword.



Recent Items

Use the **Recents** option on the left panel to view a history of recently accessed items.



If you need more information:

- Click the **Help** link at the top of the screen to access the Planning Portal Help pages and articles
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> ; and / or
- Contact ServiceNSW on 1300 305 695.