# How to... Mark a document for internal organisation viewing only



1

# Background

A document marked internal to the organisation is not visible to the applicant or external organisations (except councils that are part of a Regional Assessment Panel), and as required can be removed to restore visibility.

# Are there types of documents that cannot be marked internal to organisation?

Yes. Documents uploaded outside of your organisation, for example plans uploaded by an applicant, cannot be marked as 'internal to organisation'.

## **Included instructions**

- Mark a document internal to organisation
- Re-hide system generate emails
- Order documents by Internal to Organisation
- Remove internal to organisation





### Mark a document internal to organisation

- 1. Click on the **document** (not the file name) to show more details.
- 2. Click on Internal to Organisation.
- 3. **UPDATE DOCUMENTS** to keep the change.

#### Development Approval for Development Application: 22000116 Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions Search by keyword Where was the document uploaded? Additional document filters Decision Documents Plans Application Search by keyword P&D Code Rules Planning Consent Search by Category Snapshots Building Consent Invoices Development Approval Search by Type Document Date Created Superseded Internal to Org Туре Plans\_test-95049.docx Stamped Plans - Dev Approval 26 Apr 2022 14:57 CodeRules-Valuation0209075003-AssessmentStart-P&D Code Rules - at Assessment Start 26 Apr 2022 14:26 95033.pdf CodeRules-Valuation0209075003-Verif-95024.pdf P&D Code Rules - at Verification 26 Apr 2022 14:21 DapSubmissionSnapshotAppl22000116-95019.pdf Application Snapshot 26 Apr 2022 14:14 Plans\_test-95017.docx Floor Plans 26 Apr 2022 14:13 Stamped\_plans-95018.docx **CITB** Payment Reference 26 Apr 2022 14:13 **Selected Document** Document Date Created 26 Apr 2022 14:57 Plans test-95049.docx Document Type Superseded Stamped Plans - Dev Approval Internal to Organisation 🚱 Description UPDATE DOCUMENTS

 The Internal to Org column shows Yes and the Visible to Applicant updates from 
 ✓
 Yes to ×No.

Document	Туре	Date Created	Superseded	Internal to Org	Visible to Applicant	
Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	×	/





# **Re-hide system generated emails**

5. To re-hide system generated emails click on the **Hidden by default** filter **System Generated Emails**.

De	velopment Approval f	or D	s Insurance Statistics Decision	licati	on: 22	200011	6	
Search by keyword     Where       Search by keyword     Image: Apple of the provided in the provided		e was the document uploaded? plication inning Consent ilding Consent velopment Approval		Additional document filt Decision Documents P&D Code Rules Snapshots Invoices		ters	Hidden by default	
	Document		Туре	Di	ate Created	Superseded	Internal to Org	Visible to Applicant
0	AVariationRequestHasBeenSubmittedForPlan sentForApplicationId22000116_Address_215H elaideSa5000-95190.html	ningCon uttStAd	Email	28 Apr	2022 17:50			×
	Plans_test-95049.docx		Stamped Plans - Dev Approval	26 Apr	2022 14:57		(Yes	×

6. Click on the **Hidden by default** filter **System Generated Emails** again to hide the emails.

De	evelopment Approval for D mmary Documents Fees Required Notification	Development Appl	lication: 22	200011	6		
Search by keyword     W       Search by keyword     Image: Comparison of the search by Category       Search by Type     Image: Comparison of the search by Type		e was the document uploaded? olication nning Consent Iding Consent relopment Approval	Additiona Decisio P&D Co Snapsh Invoice:	Additional document filters         Decision Documents       Plan         P&D Code Rules         Snapshots         Invoices		Hidden by default	
	Document	Туре	Date Created	Superseded	Internal to Org	Visible to Applicant	
	AVariationRequestHasBeenSubmittedForPlanningCon sentForApplicationId22000116_Address_215HuttStAd elaideSa5000-95190.html	Email	28 Apr 2022 17:50			×	
	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	×	

The system generated emails are hidden.





# Order documents by Internal to Organisation

1. Click on the Internal to Org heading.

Development Approval for Development Application: 22000116 Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions									
Search by keyword Where was the document uploaded? Additional document filters Hidden by default									
Search by keyword		plication	Decision [	Decision Documents Plans		Superseded			
Search by Category	▼ Pla	inning Consent ilding Consent	P&D Code	Rules		System Generated Emails			
Search by Type	👻 De	velopment Approval	Invoices						
Document		Туре	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit		
Plans_test-95049.docx		Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	×			

2. Click on the Internal to Org heading again.

Superseded	Internal to Org	Visible to Applicant
		×

The documents are displayed in order of 'Yes' Internal to Org.

Document	Туре	Date Created	Superseded	Internal to Org	Visible to Applicant
Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	×
Stamped_plans-95034.docx	Stamped Plans	26 Apr 2022 14:27		Yes	×





### Remove internal to organisation

By removing the internal to organisation, the document becomes visible to the applicant, accredited professional and referral bodies.

- 1. Click on the **document** (not the file name) to show more details.
- 2. Click on Internal to Organisation to remove.
- 3. **UPDATE DOCUMENTS** to keep the change.

Search by keyword Search by keyword Search by Category Search by Type		Where was the document uploaded?         Image: Application         Planning Consent         Building Consent         Image: Development Approval		Additional document filters Decision Documents P&D Code Rules Snapshots Invoices		] Plans	Hidden by defat	f <b>ault</b> d nerated Emails	
	Document	٦	уре	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit	
	Plans_test-95049.docx	5	itamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	×		
	CodeRules-Valuation0209075003-AssessmentS 95033.pdf	tart- F	&D Code Rules - at Assessment Start	26 Apr 2022 14:26			×		
	CodeRules-Valuation0209075003-Verif-95024.p	df F	&D Code Rules - at Verification	26 Apr 2022 14:21			×		
	DapSubmissionSnapshotAppl22000116-95019.	pdf /	application Snapshot	26 Apr 2022 14:14			×		
	Plans_test-95017.docx	F	loor Plans	26 Apr 2022 14:13					
	Stamped_plans-95018.docx	C	ITB Payment Reference	26 Apr 2022 14:13					
								6 items	
Sele Docu Plans, Docu Stamp Descr	ected Document ment _test-95049.docx ment Type ped Plans - Dev Approval ription DATE DOCUMENTS		Date Created 26 Apr 2022 14:57 Superseded Internal to Organisation ?	)			epn.test8	Uploaded By @sa.gov.au	

- 4. The **Internal Org** column shows Yes and the Visible to Applicant updates from<sup>×</sup> No to <sup>☑</sup> Yes .
- 5. Complete the Re-hide system generate emails instructions.