

NSW Ports Online Portal – General User Guide

Rose Day | September 2022 | Version 2.0

Contents

1. Introduction	1
2. Navigation	1
2.1. Searching for a Document on the Portal	1
2.1.1. Searching the site	1
2.1.2. Using the Filters	2
3. Document Update Notifications (Alerts)	3
3.1. Setting up a General Alert for all Documents	3
3.2. Setting up an Alert for a Specific Document	3
4. Managing Alerts	4
4.1. Deleting an Alert	4
4.2. Making Changes to the Alert	5
5. Reporting an Incident at your site	6
Further Information	7

1. Introduction

The Online Portal (“the Portal”) has been developed by NSW Ports to allow registered users to access published NSW Ports documents and information.

Note: each user must register via individual submission.

2. Navigation

Once you have access to the system you will only see the information for sites that are relevant to you and have been approved.

2.1. Searching for a Document on the Portal

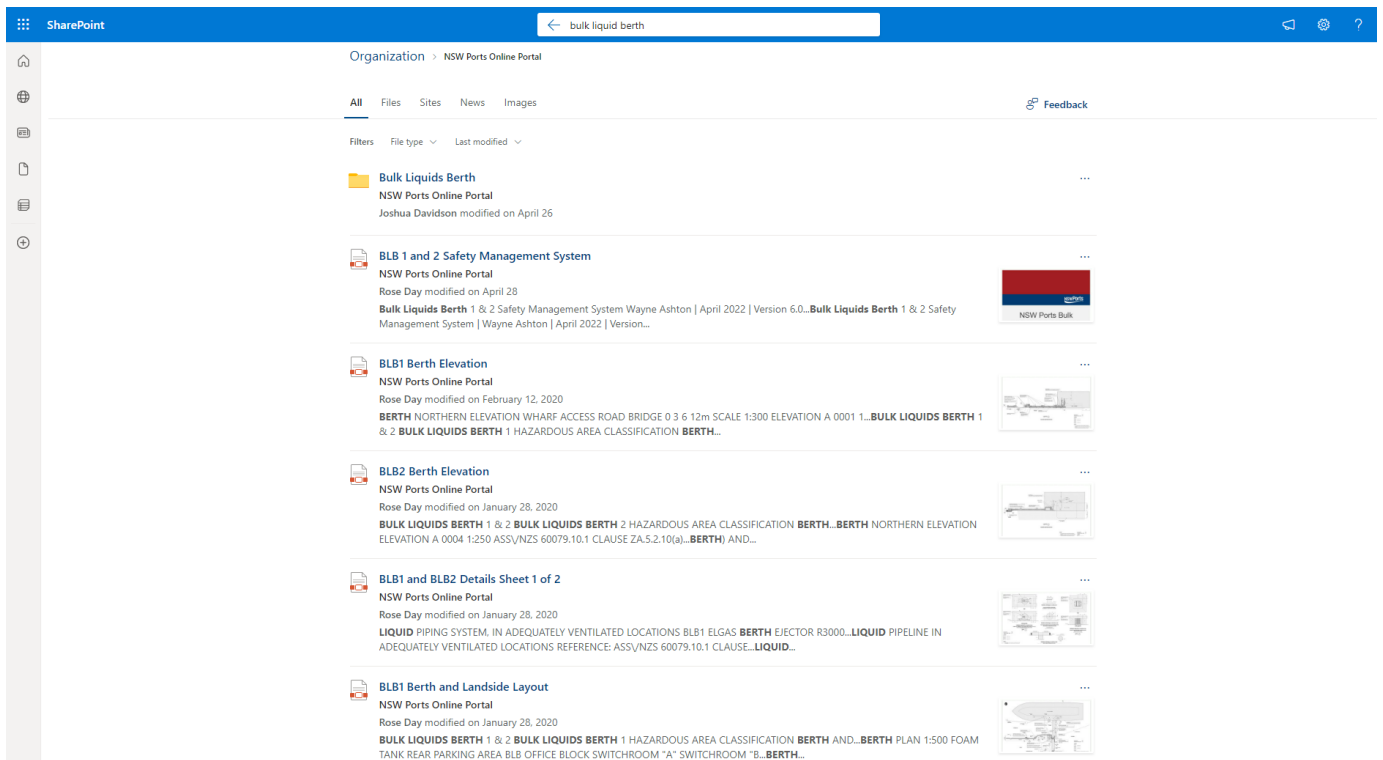
There are a few ways to find the document you are looking for. These are described below.

2.1.1. Searching the site

The *Search this site* function can be used to search for any document title or word.



Using this function will return results for documents that either contain the word/s in the title of the document or in the body of the document itself.

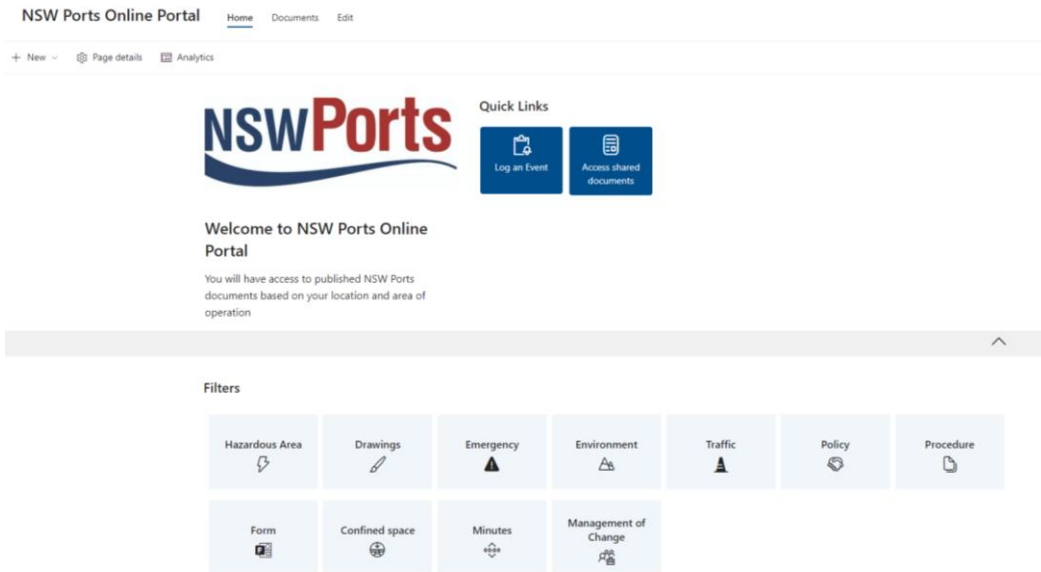


The results will filter as shown below in a list view. From there, you can click on the link to the relevant document you want to access, and it will open in a new window.

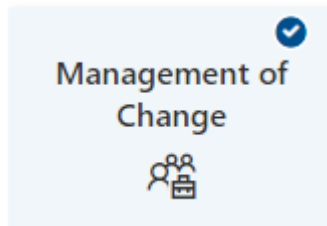
Opening in a new window allows for multiple documents to be opened at once without navigating away from the Portal or your original search.

2.1.2. Using the Filters

The main landing page of the Portal contains filters that have been designed to assist users to easily navigate to a topic of interest and see all relevant documents that have been tagged with that filter.

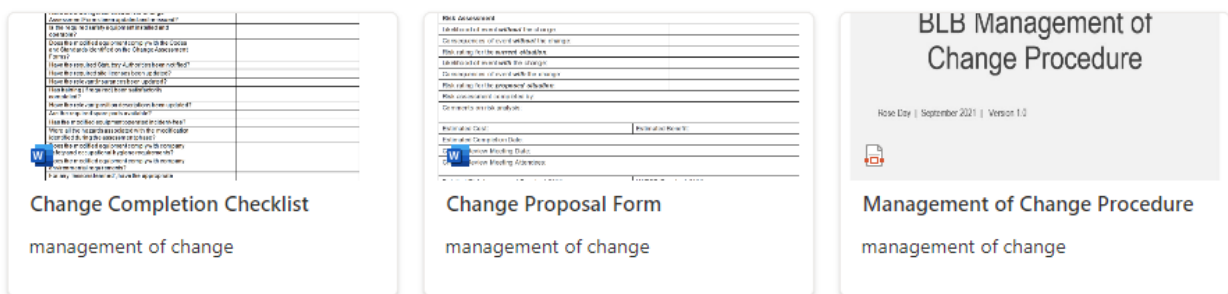


Filters available to you are based on the permissions applied to you and are relevant to your location. To activate a filter simply click on the applicable filter to apply it (a blue tick will appear in the top right of that filter icon when applied as shown below).



Once the filter is applied you will be able to see the documents relevant to that filter. It should look like the below. Simply click on the document title and it will open in a new window.

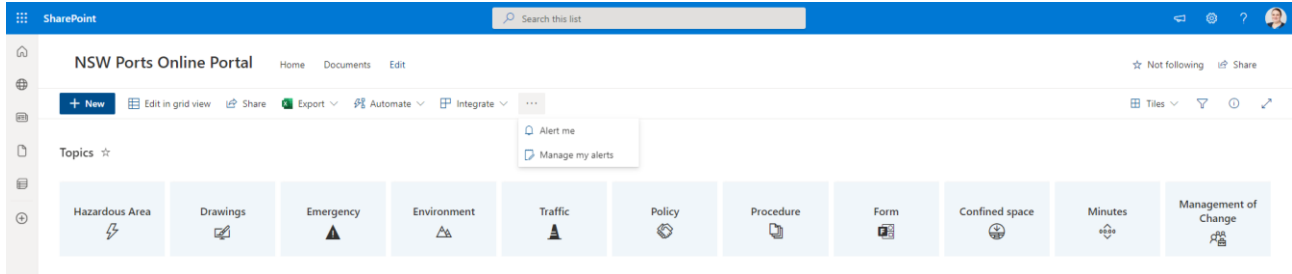
Documents > Management of Change



3. Document Update Notifications (Alerts)

3.1. Setting up a General Alert for all Documents

The Portal has a function to notify users of an update (new version, new document or deleted). Whilst this is not mandatory to set up, this functionality can be used. This is guidance for general alert guidance.



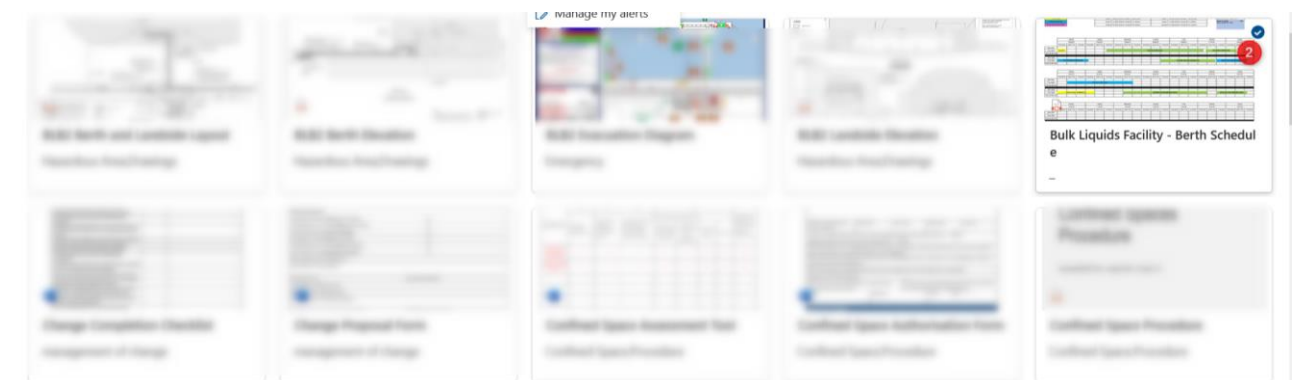
1. Click on the ellipsis and then Alert Me.
2. Enter an Alert Title – for example, this could be NSW Ports Online Portal Updates
3. Enter your email address or username in the Send Alerts To field.
4. Delivery Method set this as “Email”.
5. Change Type – select your preference. The recommended setting is “All changes” as this will alert you when documents are added, deleted, modified.
6. Under Send Alerts for These Changes select “Anything changes”.
7. Lastly, select when you will receive alerts. It is recommended that “Send a weekly summary” is selected. You can then select a day of the week and time to receive the summary.
8. Click OK.

3.2. Setting up an Alert for a Specific Document

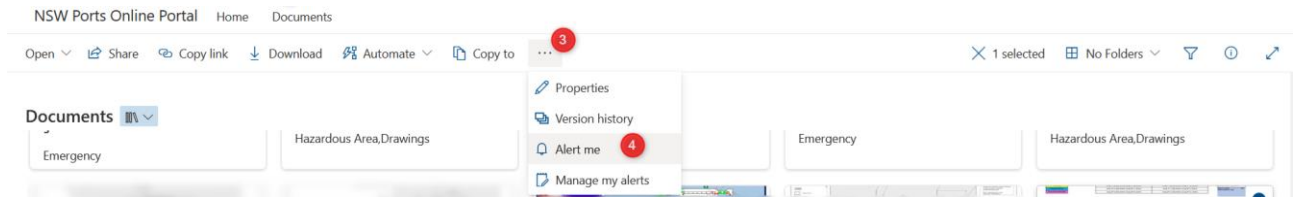
1. Click on documents



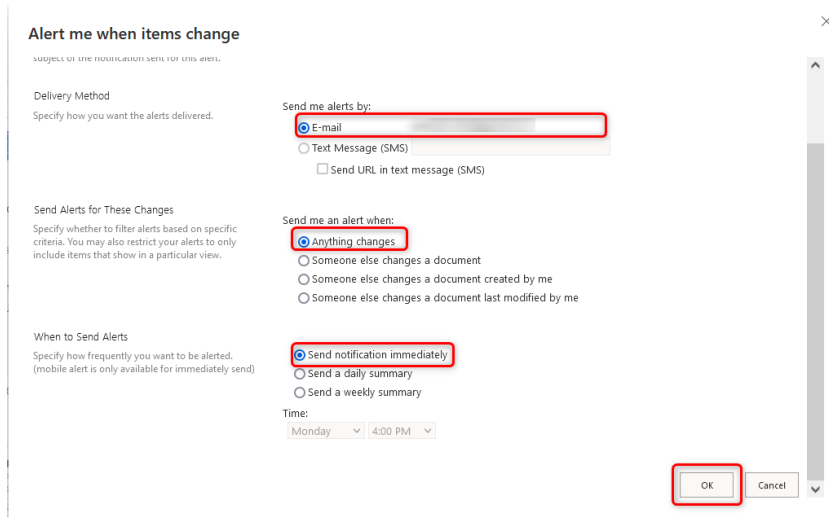
2. Scroll to find the document name from the list and hover over the tile.
Select the document by clicking in the circle until a blue tick appears as per below.



3. Click on the ellipses and select alert me.



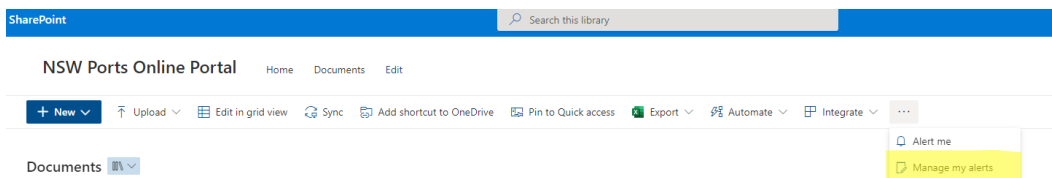
4. Select your alert settings and click ok.



Please note: the alert only needs to be set up once for each document. If more than one alert is set up for the same document, you will receive multiple notifications.

4. Managing Alerts

If for any reason you need to change or remove alerts, you can do this by clicking on the ellipsis and then Manage my Alerts.



4.1. Deleting an Alert

1. To delete an alert select the alert (an alert is selected when a blue tick box appears next to its title) and click on Delete Selected Alerts.



2. You should receive the message below. Click OK to proceed.

nswports.sharepoint.com says
Are you sure you want to delete the selected alerts?

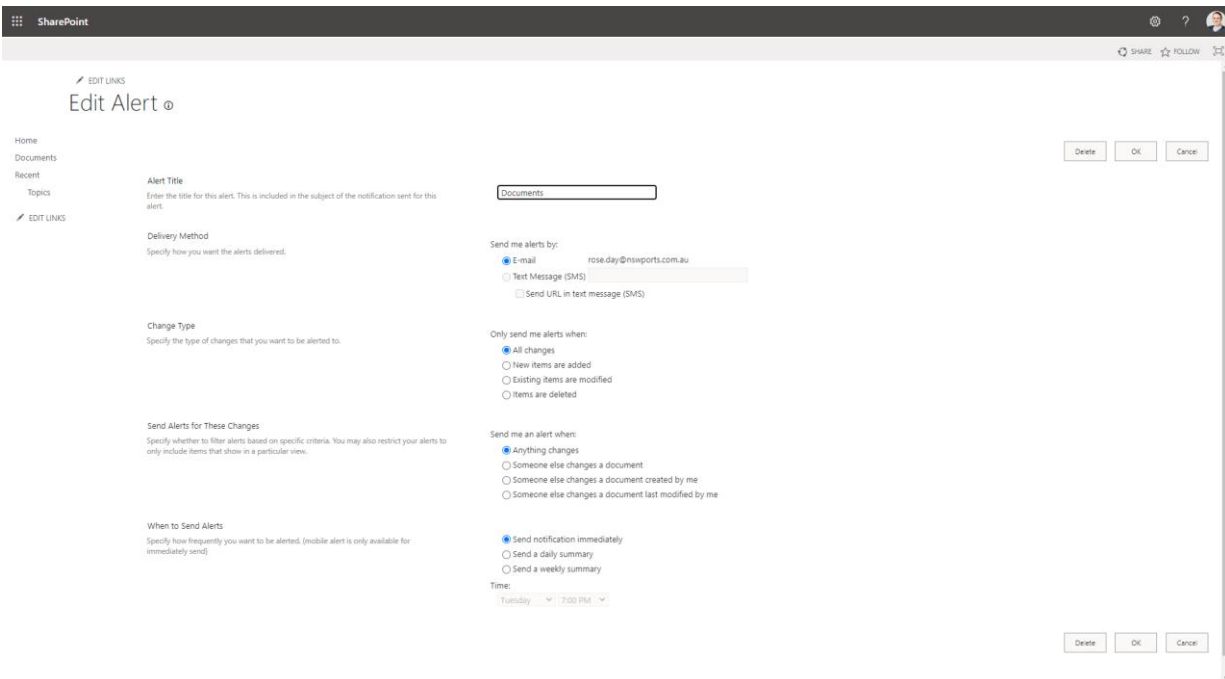


4.2. Making Changes to the Alert

1. To make any changes to the details previously added in your alert click on the link for the alert you would like to edit.



2. Make the required changes (see Section 3 of this guide – Document Update Notifications (Alerts) and click OK to save the changes.



5. Reporting an Incident at your site

You can advise NSW Ports in writing of any incident that is notifiable under a lease, license, or agreement via The Portal.

Simply click on the Log an Event tile on the homepage and you will be directed to the Protecht page to log it in.





Further Information

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