**Video transcript – Managing collaborators on an amendment**

1

00:00:00.165 --> 00:00:03.225

In this video for the amendment tracking system, we cover

2

00:00:03.245 --> 00:00:06.665

how a collaborator, such as a planning consultant can be

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00:00:06.865 --> 00:00:08.345

provided access to an amendment

4

00:00:08.525 --> 00:00:09.905

to assist the planning authority

5

00:00:10.015 --> 00:00:11.825

with preparation and authoring.

6

00:00:13.235 --> 00:00:14.775

We will be using a test system

7

00:00:15.005 --> 00:00:17.495

with test data in the following demonstration.

8

00:00:19.205 --> 00:00:22.515

First, let's take a close look at what a collaborator is

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00:00:22.935 --> 00:00:25.835

and what type of access they are provided to an amendment.

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00:00:27.165 --> 00:00:29.965

A collaborator is not a member of a planning authority

11

00:00:30.505 --> 00:00:32.925

and will only be able to access amendments

12

00:00:33.095 --> 00:00:35.205

where they have been added as a collaborator,

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00:00:36.515 --> 00:00:37.595

collaborators can author

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00:00:37.655 --> 00:00:39.635

and progress an amendment on behalf

15

00:00:39.635 --> 00:00:41.115

of the planning authority.

16

00:00:42.275 --> 00:00:44.495

An important thing to understand is

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00:00:44.495 --> 00:00:47.895

that an existing collaborator can manage collaborator access

18

00:00:48.005 --> 00:00:49.175

from an amendment record

19

00:00:49.995 --> 00:00:51.975

and will be able to provide another user

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00:00:52.045 --> 00:00:53.615

with access to the amendment.

21

00:00:54.895 --> 00:00:57.195

In order to add a collaborator to an amendment,

22

00:00:57.815 --> 00:01:00.915

you will need to have the amendment detail screen in view.

23

00:01:02.025 --> 00:01:03.925

Select the share with others option,

24

00:01:04.055 --> 00:01:06.165

which is located under the team label.

25

00:01:09.075 --> 00:01:11.285

Once in the team screen, you can view

26

00:01:11.345 --> 00:01:13.205

who can access the amendment record.

27

00:01:14.345 --> 00:01:16.285

The listing will include the planning authority,

28

00:01:16.625 --> 00:01:17.885

and this can be changed.

29

00:01:19.275 --> 00:01:22.135

To add a collaborator, select the share button.

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00:01:23.935 --> 00:01:25.285

Enter the email address.

31

00:01:26.465 --> 00:01:28.685

If the email does not exist in the system,

32

00:01:29.145 --> 00:01:31.565

you will be prompted to enter in additional details.

33

00:01:36.125 --> 00:01:39.465

The user added will receive an email notification informing

34

00:01:39.465 --> 00:01:40.825

them that they have been added

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00:01:41.005 --> 00:01:42.865

as a collaborator to an amendment.

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00:01:44.055 --> 00:01:47.755

To access amendment tracking, new users must register.

37

00:01:48.755 --> 00:01:51.645

They will also receive an email to complete the setup

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00:01:51.785 --> 00:01:54.485

to amendment authoring, which is the Keystone product.

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00:01:57.495 --> 00:01:59.305

When locked into amendment tracking,

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00:01:59.725 --> 00:02:02.065

the collaborator user will have the same access

41

00:02:02.205 --> 00:02:04.705

to the amendment as if they are a member

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00:02:04.725 --> 00:02:06.065

of the planning authority.

43

00:02:07.455 --> 00:02:10.675

The collaborator user can manage access by adding

44

00:02:10.855 --> 00:02:13.275

or removing other collaborators to the amendment.

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00:02:14.825 --> 00:02:17.005

Whilst in the amendment details screen,

46

00:02:17.385 --> 00:02:20.165

the collaborator can navigate to the authoring system

47

00:02:20.375 --> 00:02:22.565

where they will only see the amendment folders

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00:02:22.655 --> 00:02:23.765

where they have been added.

49

00:02:23.905 --> 00:02:27.715

As a collaborator, they will have the same permissions in

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00:02:27.715 --> 00:02:30.875

authoring as if they are a member of the planning authority.

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00:02:34.885 --> 00:02:36.585

For it, technical assistance

52

00:02:36.645 --> 00:02:37.785

or further information,

53

00:02:38.175 --> 00:02:42.945

contact the team at Planning support@transportvic.gov au.