TRANSPORT STANDARDS PORTAL - External Users -User Guide

Version: 1.0 (09/08/2022)

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General information

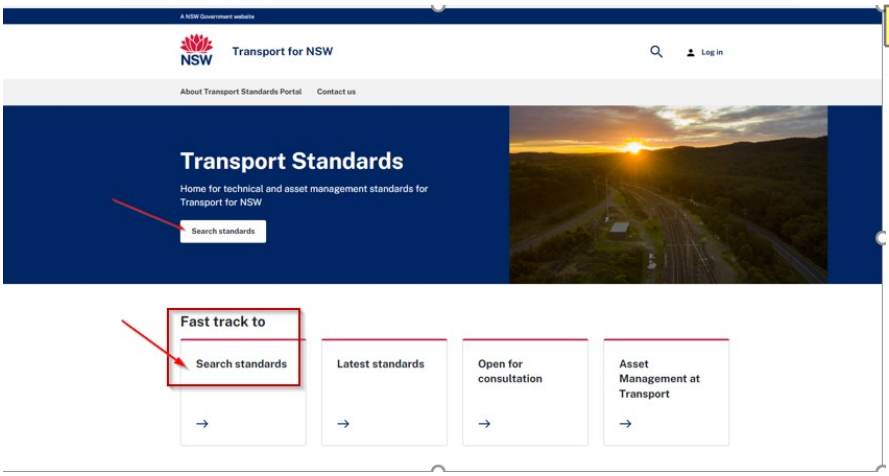
Transport Standards Portal will enable users to search for a standard, specification, or similar technical document that is published on the portal website. Users can download and save a copy in .pdf format.

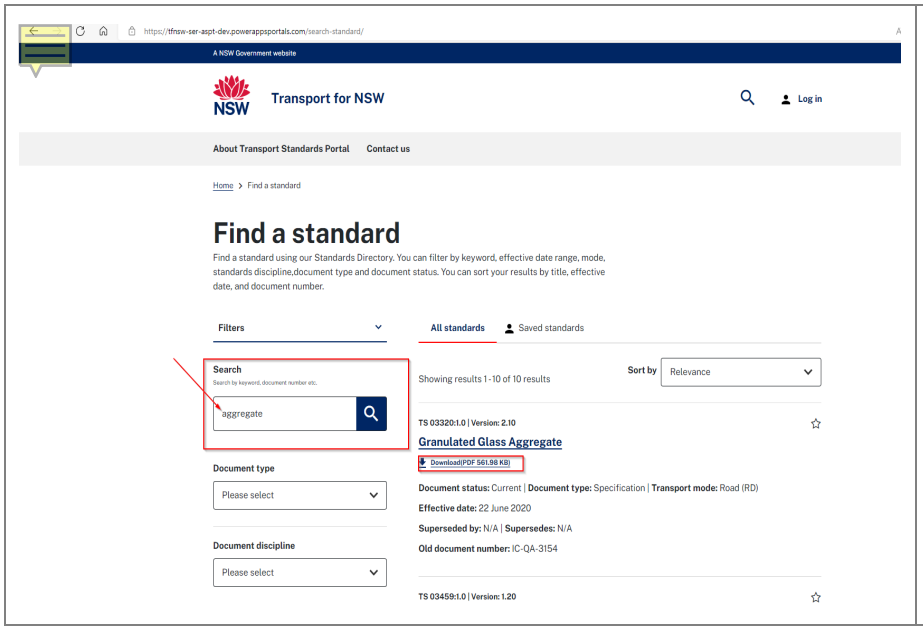
Users can also create a login account/register in the Transport Standard Portal website, enabling them to save documents as favourites, receive alerts or notifications of changes to saved standards via email, and to provide comments on standards open to the public for consultation.

Users benefit by registering in the Transport Standard Portal:

- Save search filters: Save search filter selection for quick access later
- Favourite standards: Save standards to favourites and access your curated list of standards
- Receive alerts: Get notifications of updates to your saved standards via email
- Participate in consultation: Provide comments on standards open for consultation

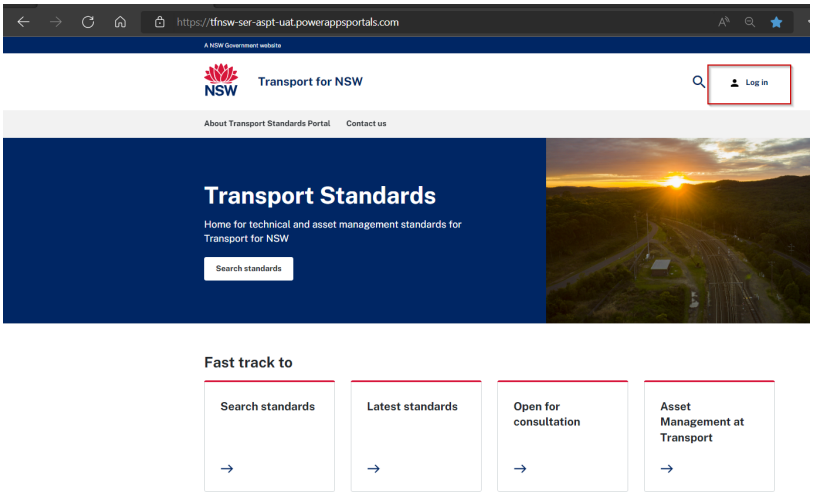
Search for a document:

Transport standards and related technical documents get published to a portal website where users are able to view and save a copy of the document. Click on the link to open the portal for viewing documents Home: · Transport Standards Portal (powerappsportals.com)	
	Clicking on the 'Search standards' button on the banner or under 'Fast track to' – 'Search Standards 'to land to the 'Find a standard' page.
	Documents published on the new Transport Standards portal have been assigned a new document number/standard designation that starts with TS. Version numbering has recommenced at 1.0. Previous or old document numbers are still visible on the search records and the published standards. Search for old document number, new document number, title or keyword. Search filters will only apply when you click Apply filters.

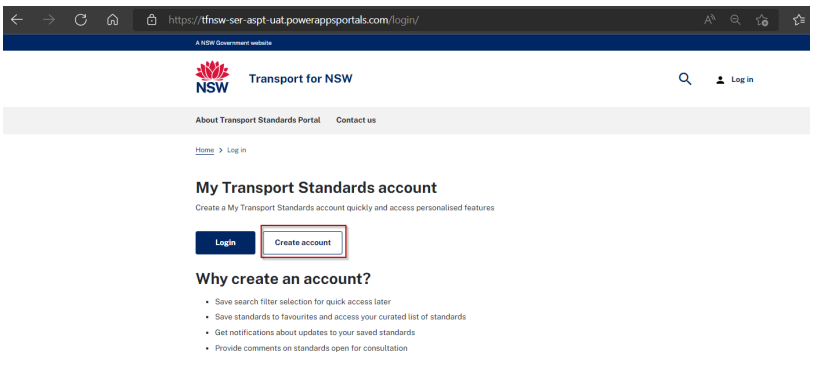


The required standard can be downloaded as a PDF.

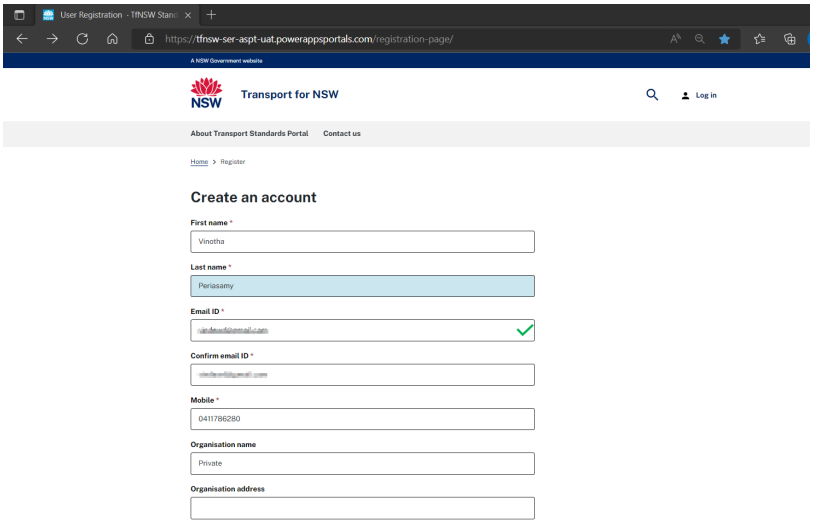
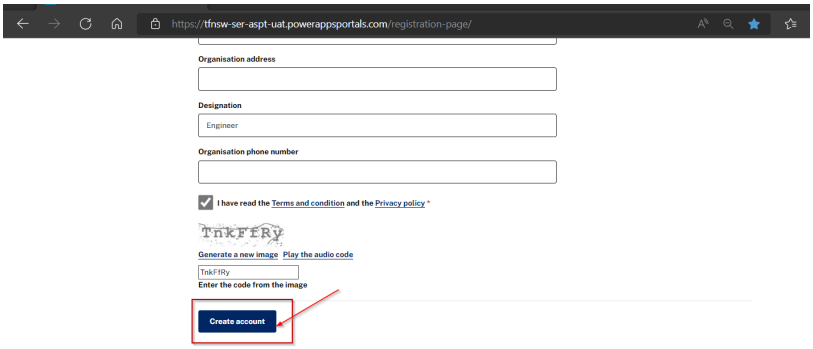
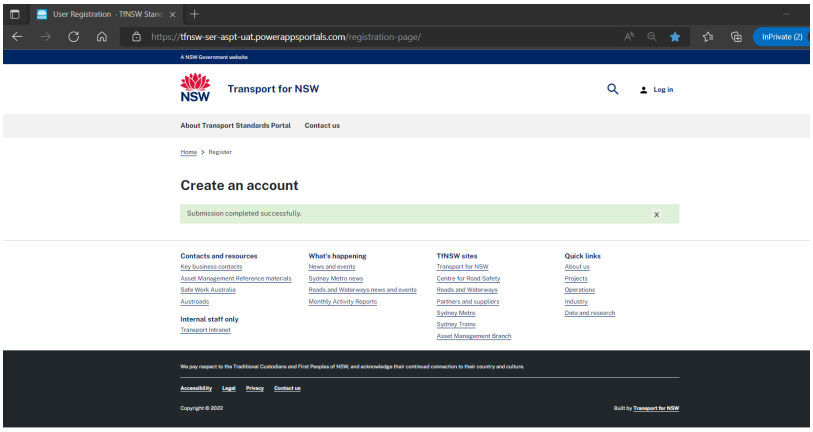
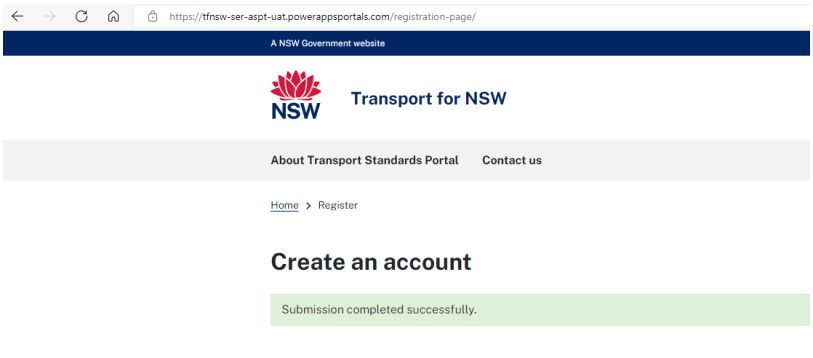
Register/Create account to Transport Standards Portal

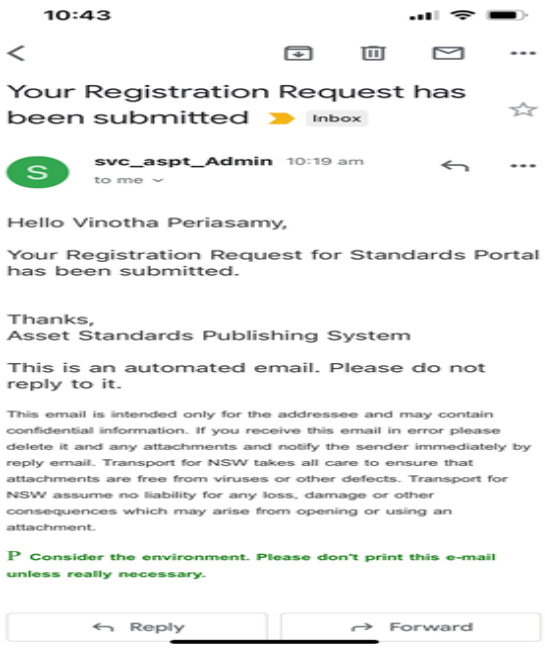
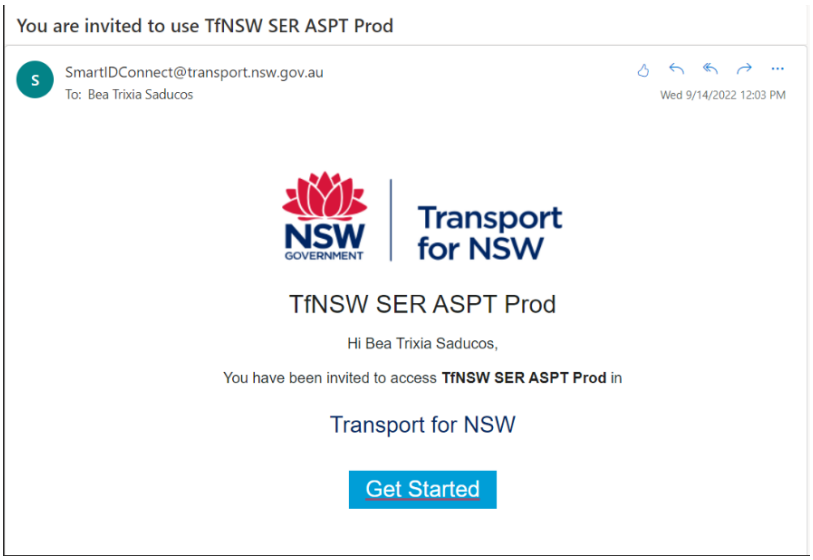
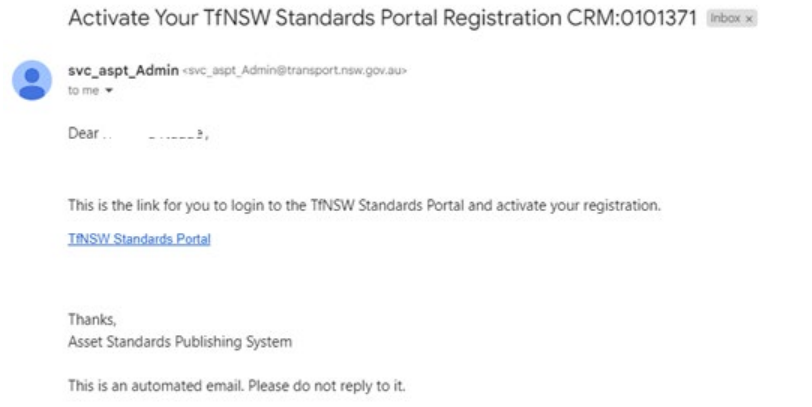


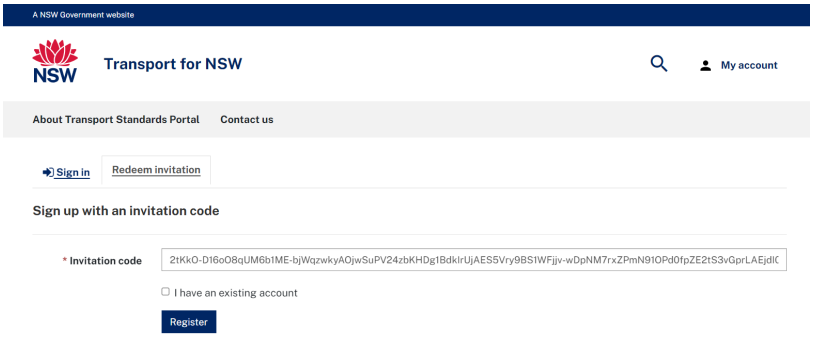
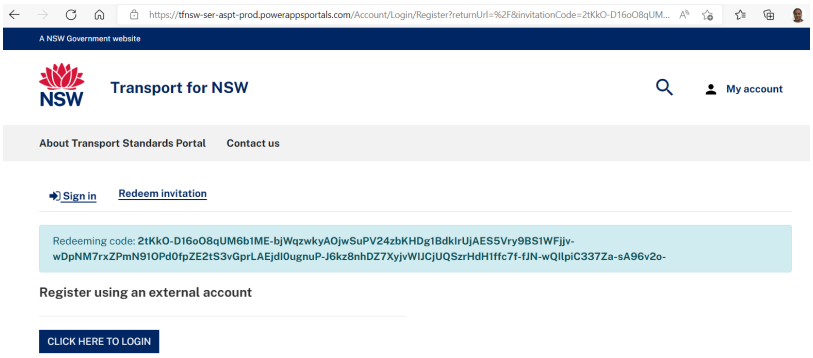
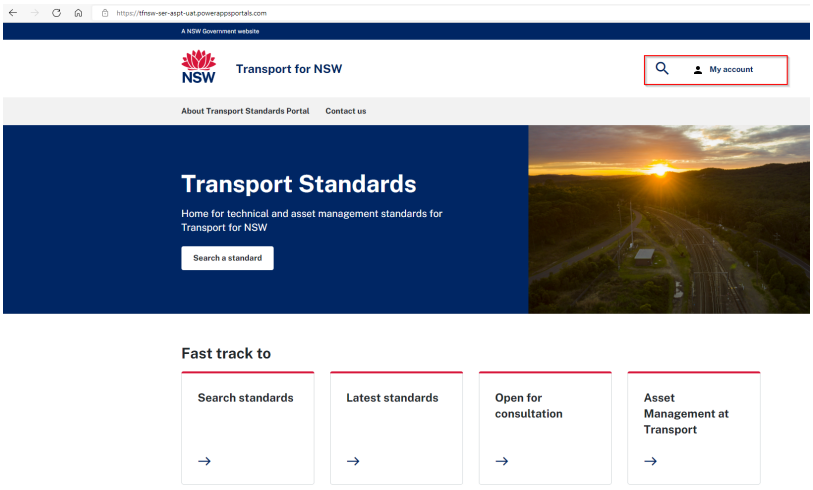
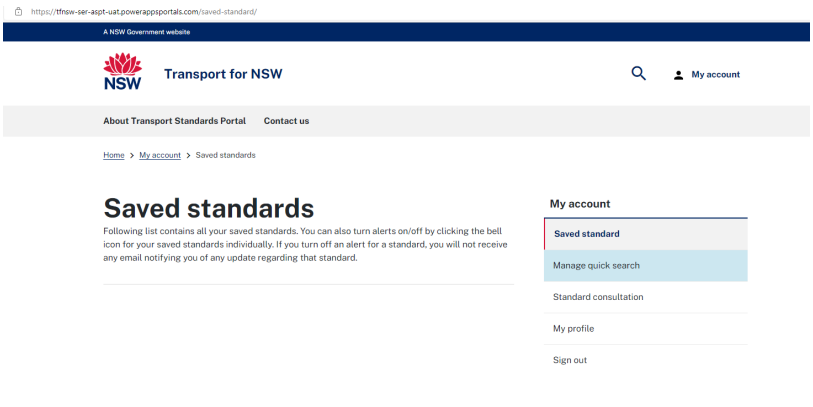
To create user account, the users click on ‘Log In’



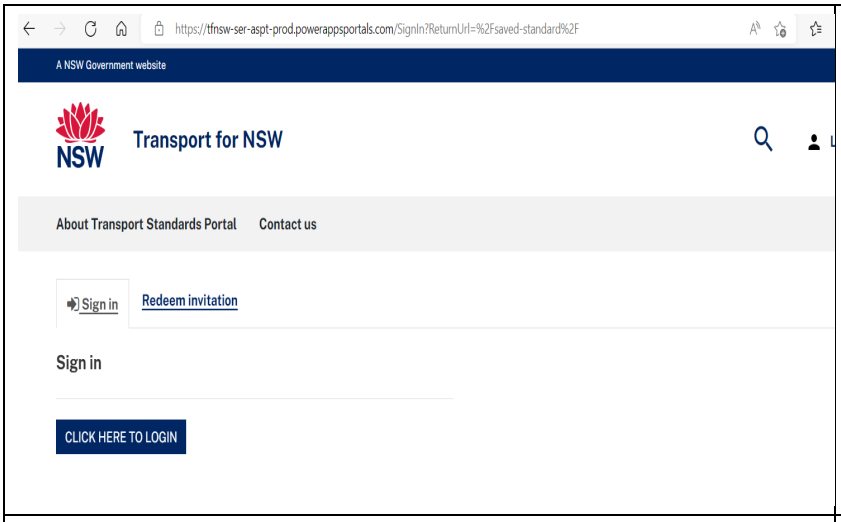
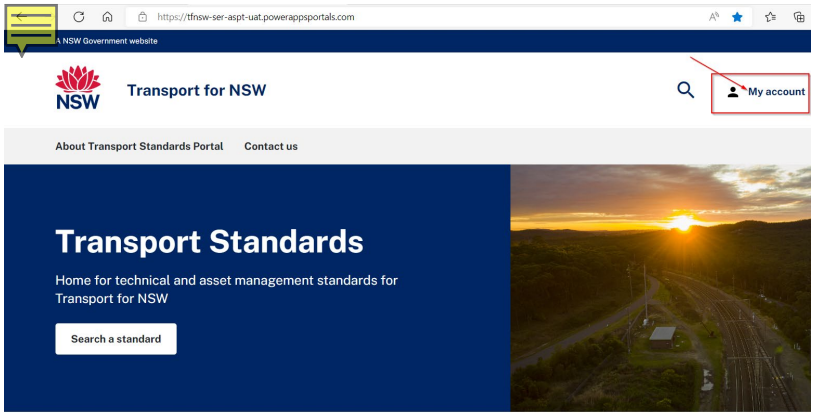
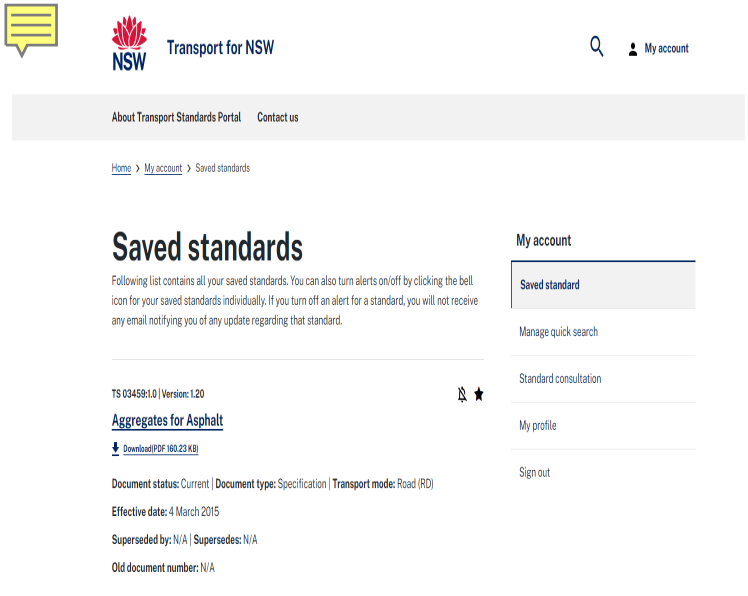
The users click on the ‘Create account’ button

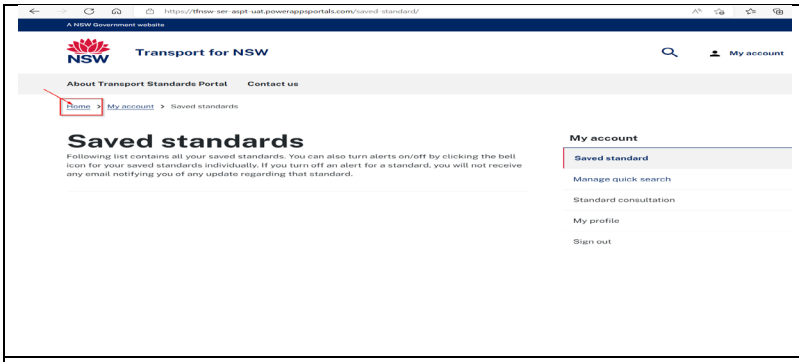
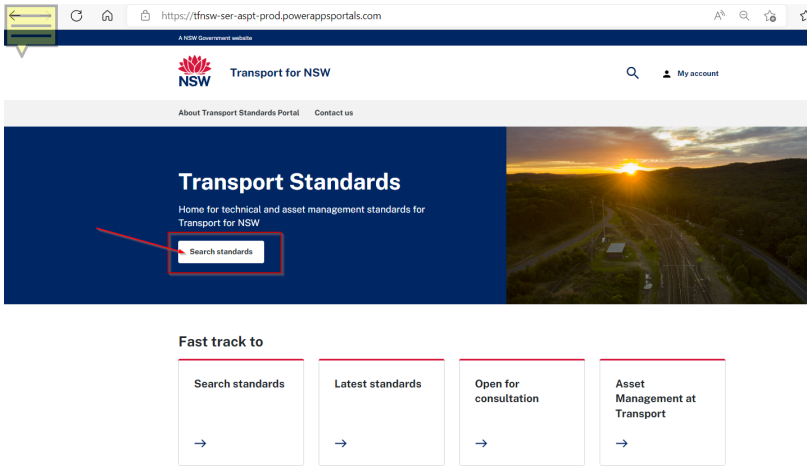
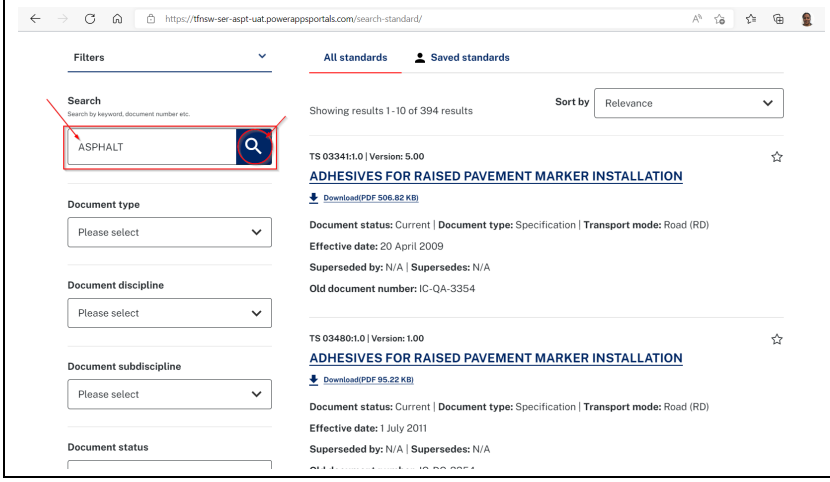
	Users fill in the details as requested
	And ticks the checkbox-I have read the 'Terms and Conditions' and the Private policy* Enters the code from the image And click the 'Create account'
	Now the users have successfully submitted the account creation.
	Users will receive an email from svc_aspt_admin@transport.nsw.gov.au mentioning the registration request has been submitted. You can log in after 30 minutes and if you are unable to log in, you can contact Standards@transport.nsw.gov.au

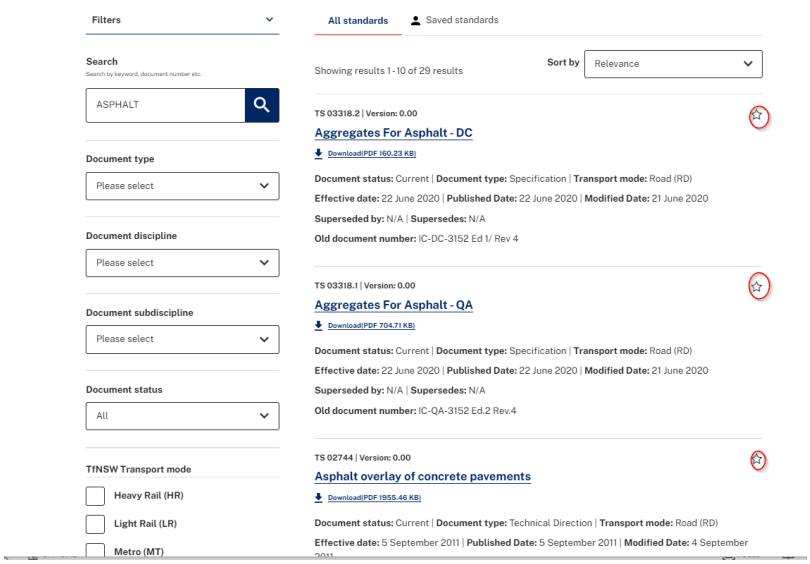
	The users receive an email
	The user is invited to access TfNSW SER ASPT Prod. Click on 'Get started' button and complete the MFA Setup
	The user is sent an Invitation Code. Click on 'TfNSW Standards Portal'

	Click on Register.
	Click here to Login
	Once registered, you will be directed to the Transport Standards webpage logged into your account. The top right-hand corner will now show “My account” rather than “Log in”.
	Click on My account to be directed to your Saved standards page, where you can manage quick searches, navigate to consultation and update your profile.

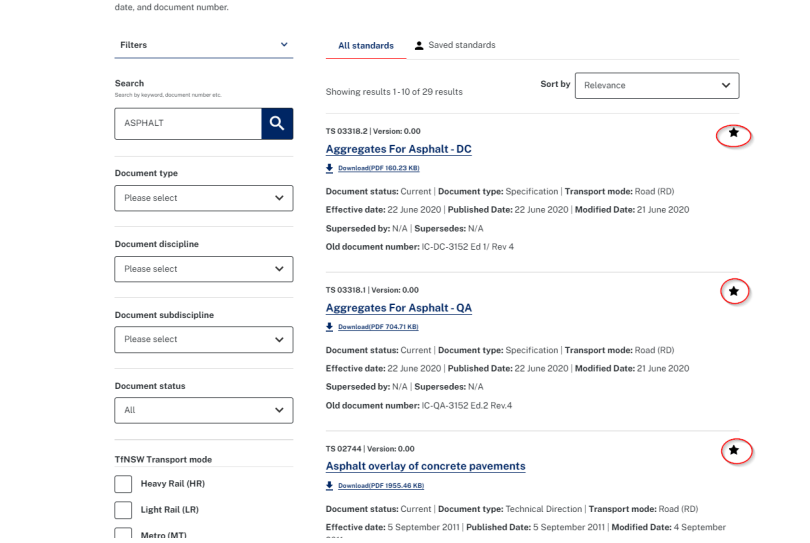
Login using created account and search for a Standard:

	Sign in using 'Click Here to Login' Option
	Click on My account
	Default landing page is Saved standards
To Save Standards	Click on Home to return to portal home page and run a search.

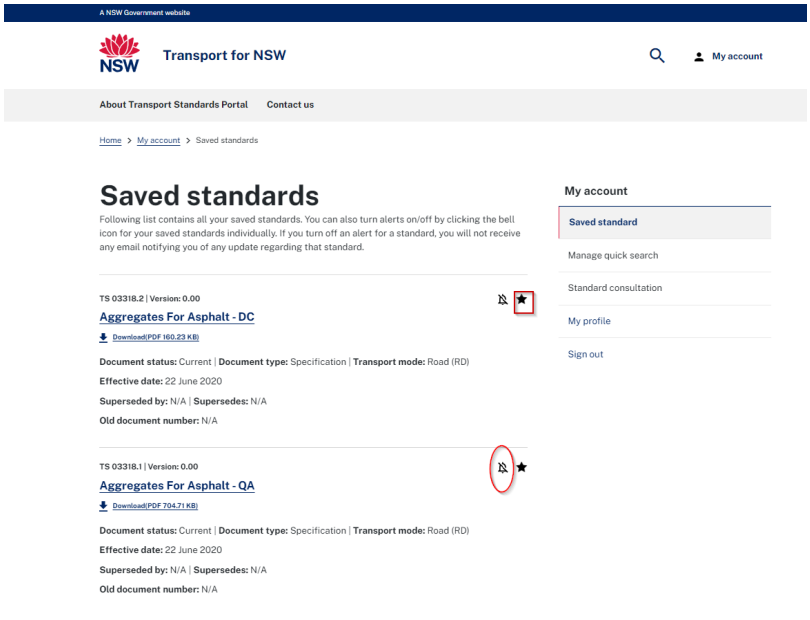
	
	Click on Search standards.
	In the search bar type in: the title of the standard; or (a) the old document number; or (b) the new TS designation; or (c) a title of standard For example: if you want to find all standards on the topic ‘ASPHALT’, type in asphalt and press Search icon at the end of bar.



Search results appear in the right pane. To save standards into your account click on the star symbol circled.



The result would appear as indicated.



Click on My account.

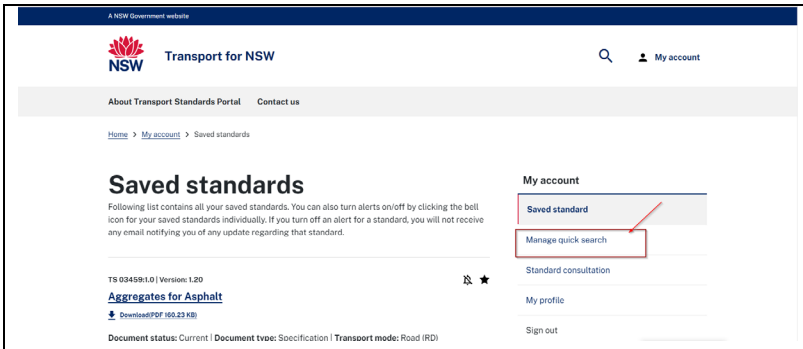
Under saved standards you will be able to see the standards saved.

Click on the star symbol to remove from saved standards.

Click on the bell symbol to receive email notifications about changes to your saved standard.

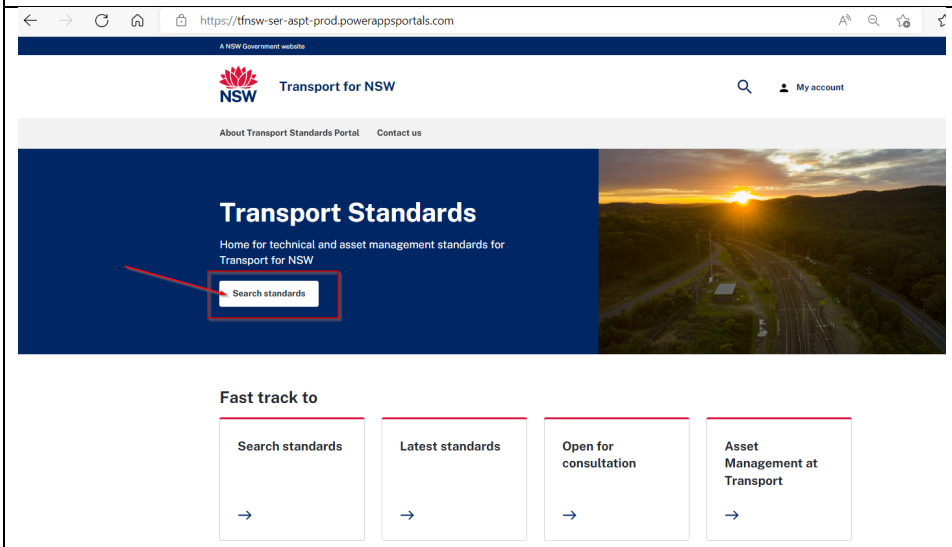
Click on the bell symbol again to deselect it and stop receiving notifications about that standard.

Manage Quick search

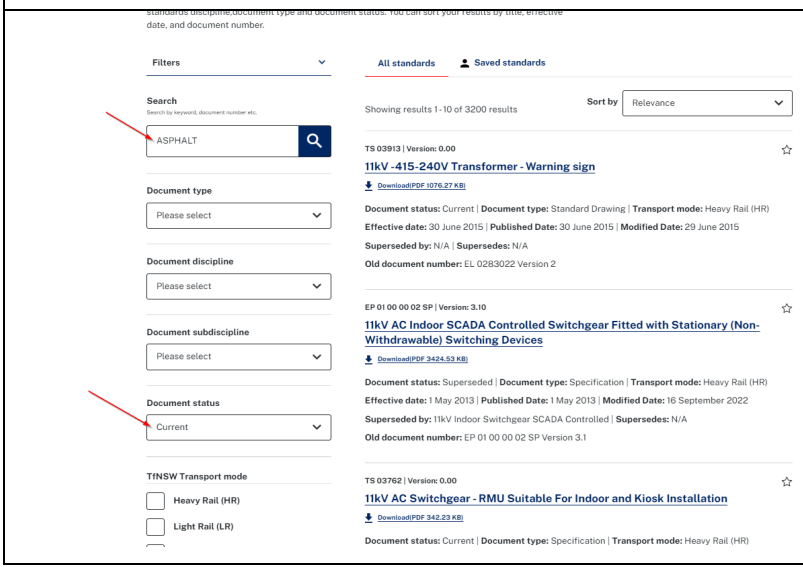


By creating quick search filters, you will be able to quickly find all standards that meet search criteria.

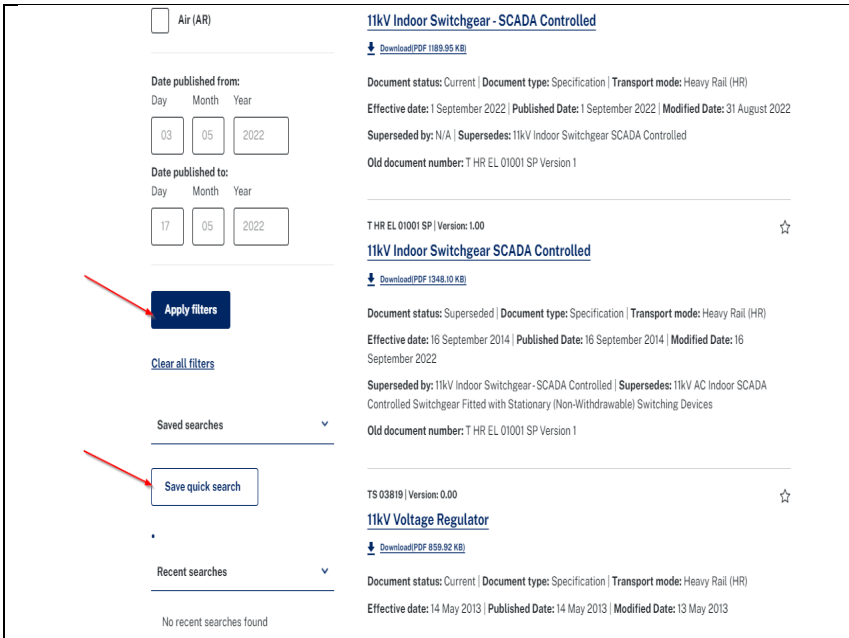
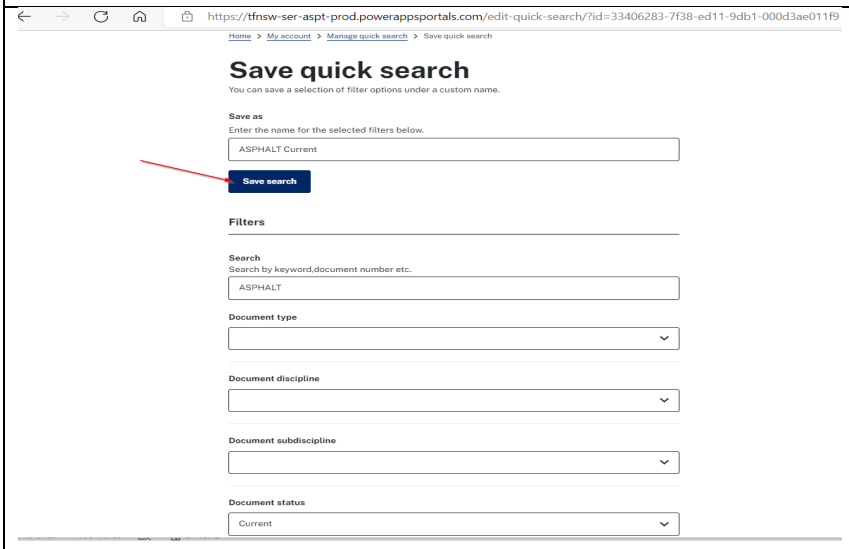
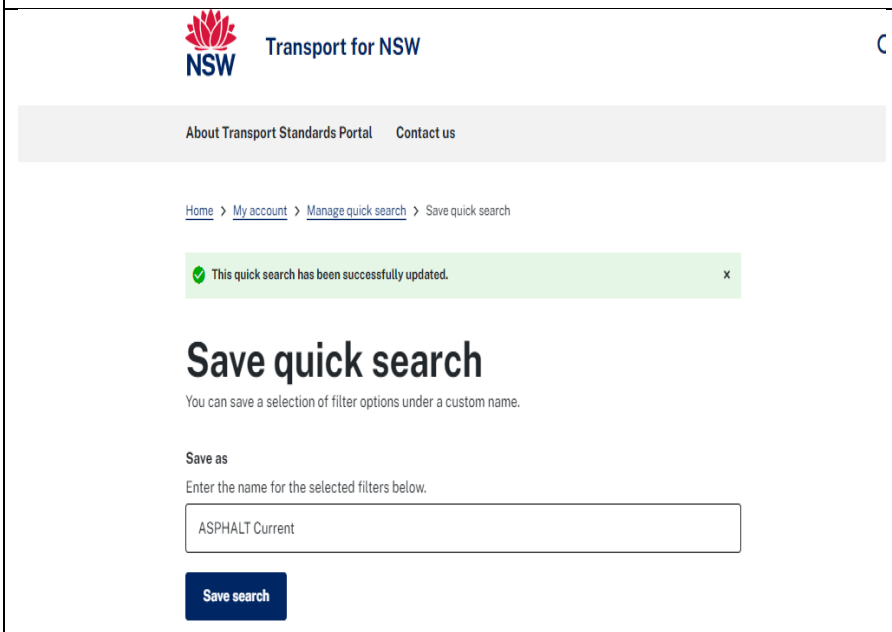
From My account page click on ‘Manage quick search’.

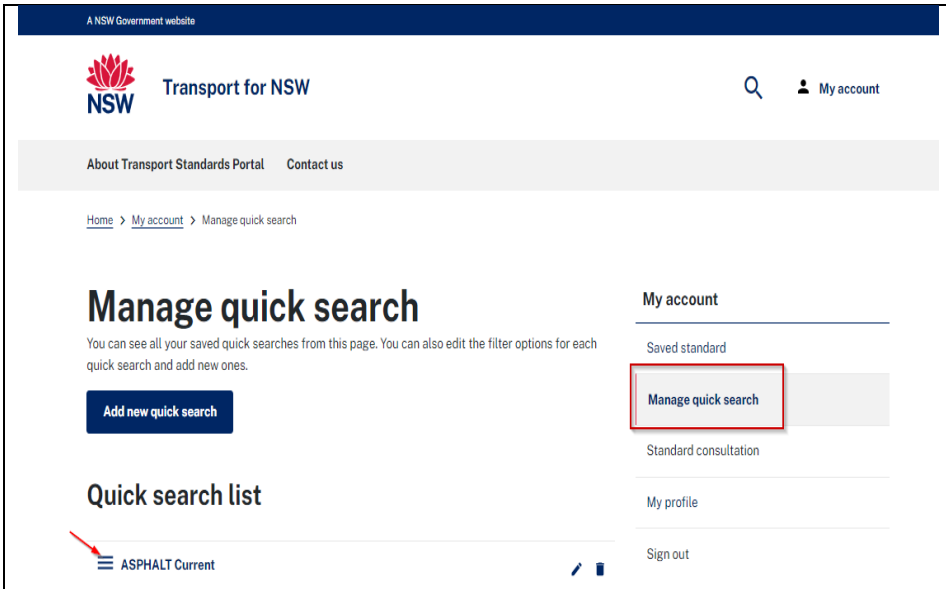


Method 1: Go to Search Standards on Home page



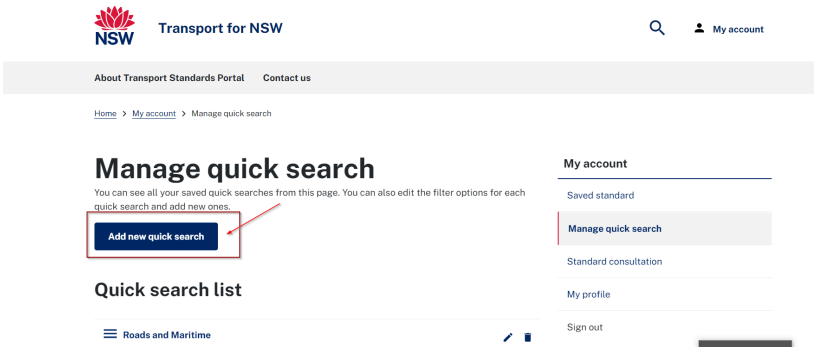
On search Type in ‘ASPHALT’ and ‘Document status’ choose Current from drop down

	Click on ‘Apply Filters’ Next click on ‘Save Quick search’
	**Save Quick search** screen appears with default search populated. For example: ‘ASPHALT’ and Document status is ‘Current’ Click on ‘Save search’
	The quick search is now created successfully

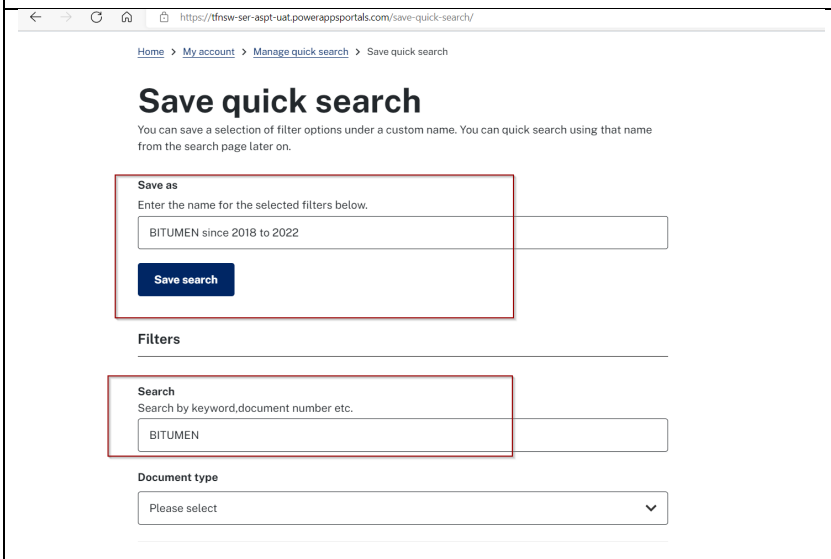


Click on Manage Quick search from My account Page.

Quick search list: ASPHALT Current is now listed.



Method 2: Click on 'Add a new quick search' to create a quick search list.

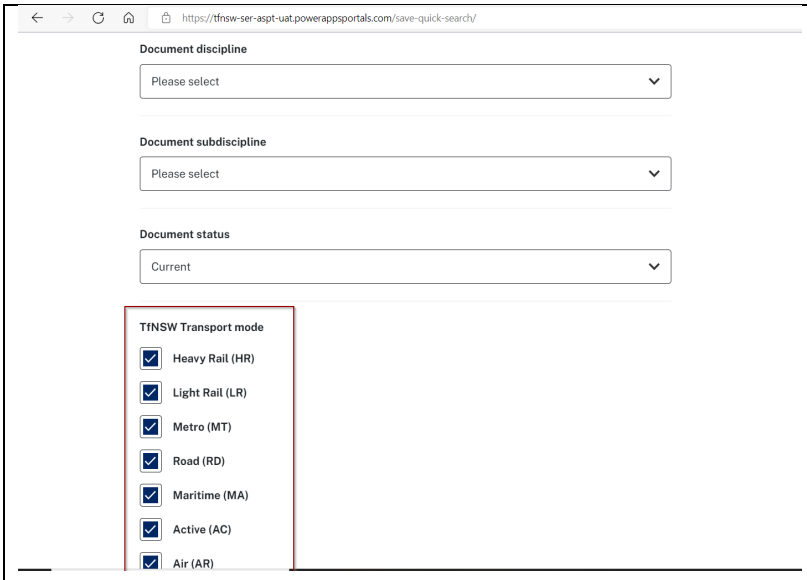
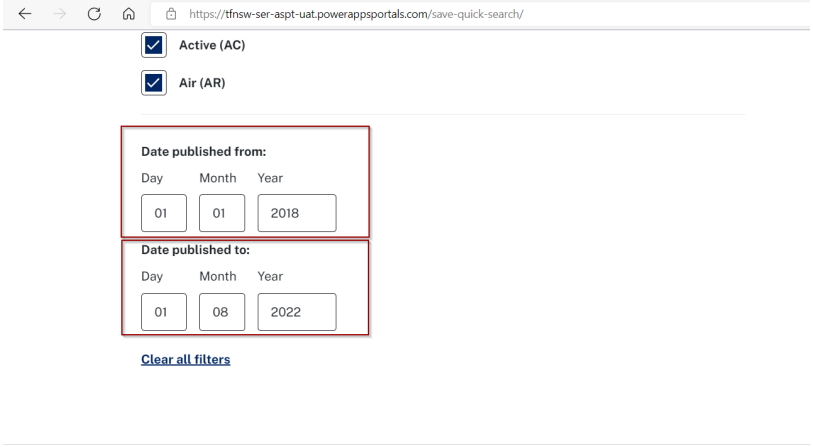
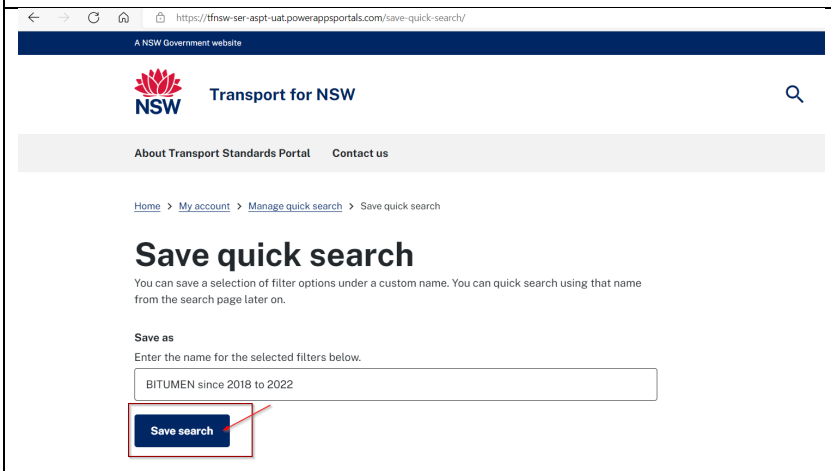


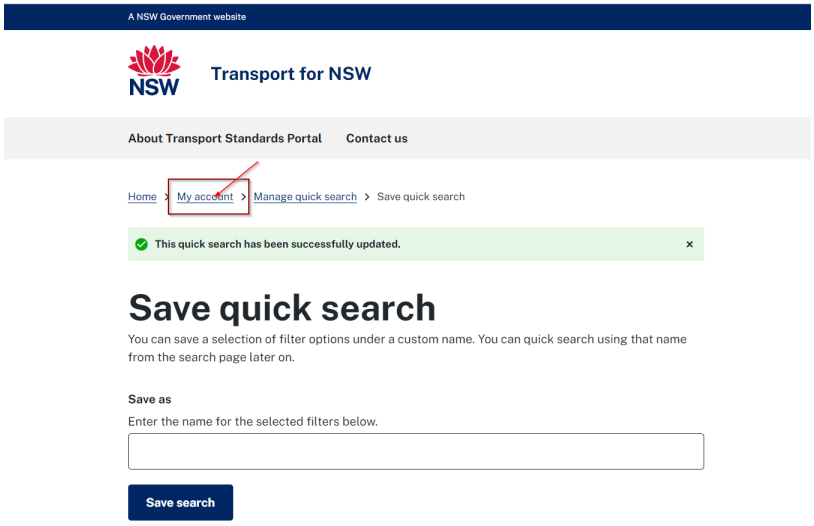
For example: Let's say you want Standards related to BITUMEN published in the 4-year period 2018 to 2022.

Enter the name of the selected filters: In this case it's: BITUMEN since 2018 to 2022.

Under Filters

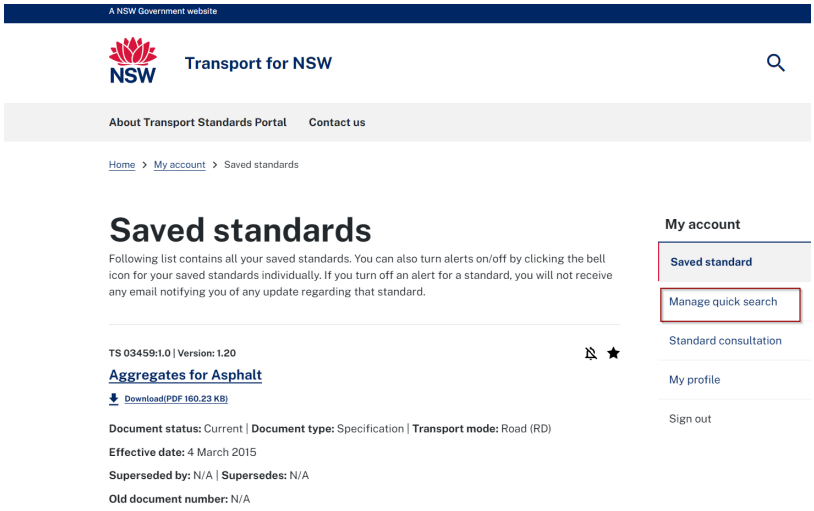
Search by keyword, document number etc: Type in BITUMEN

	Add all required **TfNSW Transport modes**: Check / Tick: Heavy Rail Check / Tick: Light Rail Check / Tick: Metro (MT) Check / Tick: Road (RD) Check / Tick: Maritime (MA) Check / Tick: Active (AC) Check / Tick: AIR(AR)
	Provide the 'Date published from': Day, Month and Year. Also provide the 'Date published to': Day, Month and Year.
	Now go to Top of the screen and click on Save search button.

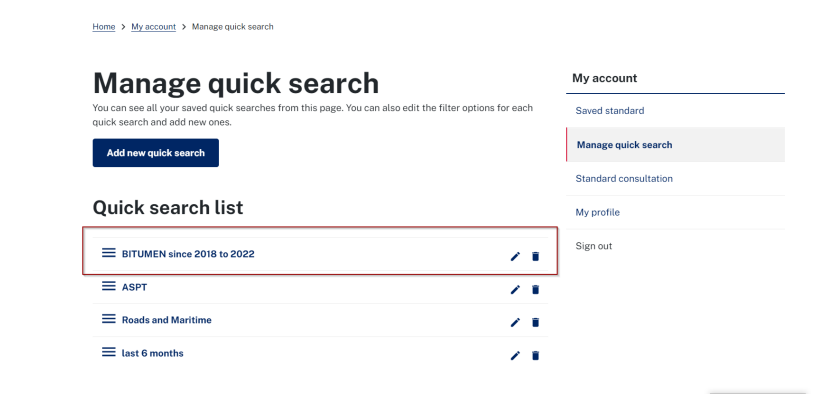


Now the Quick search has been successfully updated.

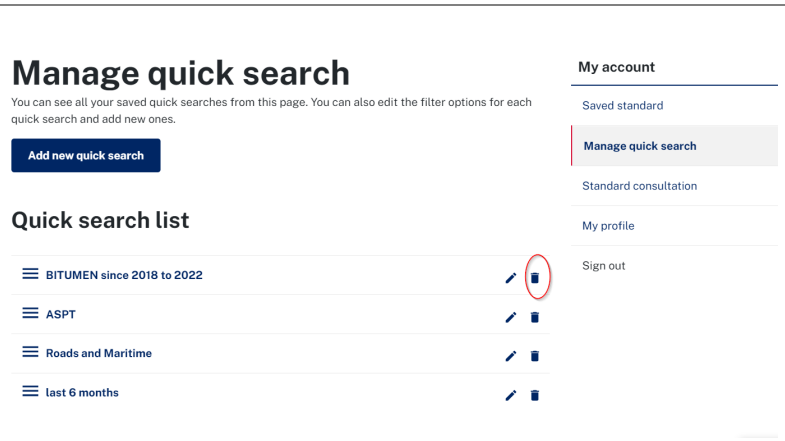
Click on My account to check for quick search list.



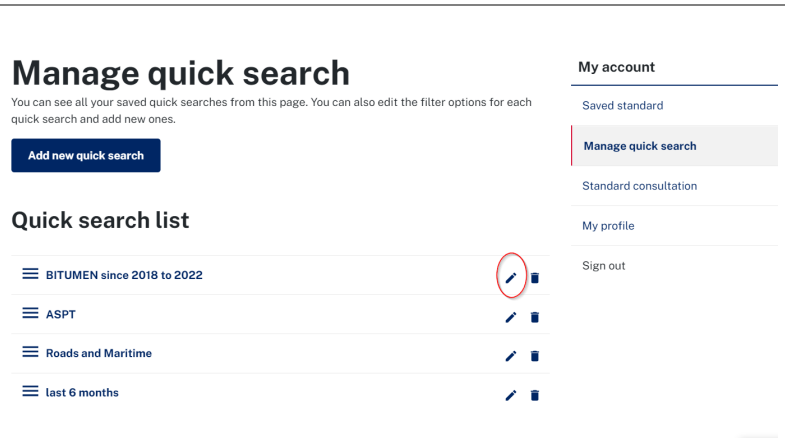
On My account page:
Click on Manage quick search.



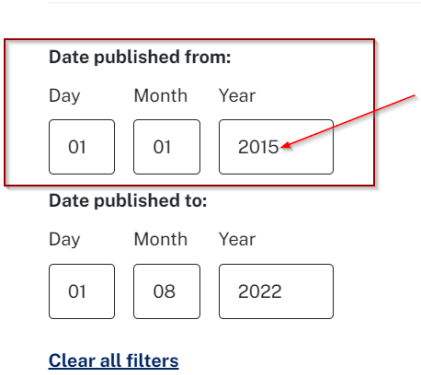
We can now see ‘BITUMEN since 2018 to 2022’ created under Quick search list.



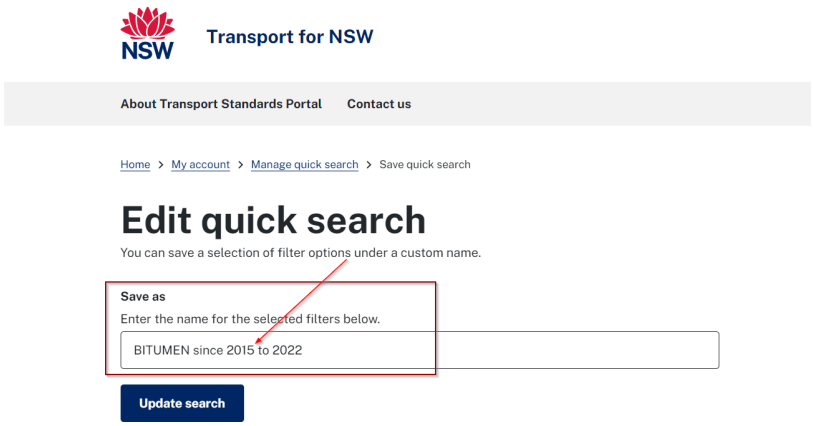
If you want to delete the Quick search, use the delete option.



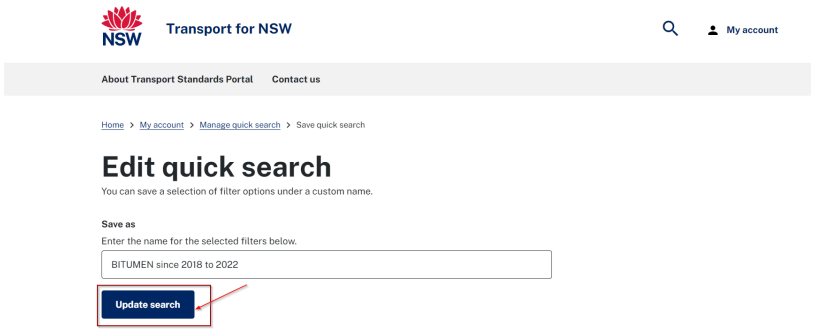
If you want to make any edit to your Quick search, click on the pencil symbol as indicated.



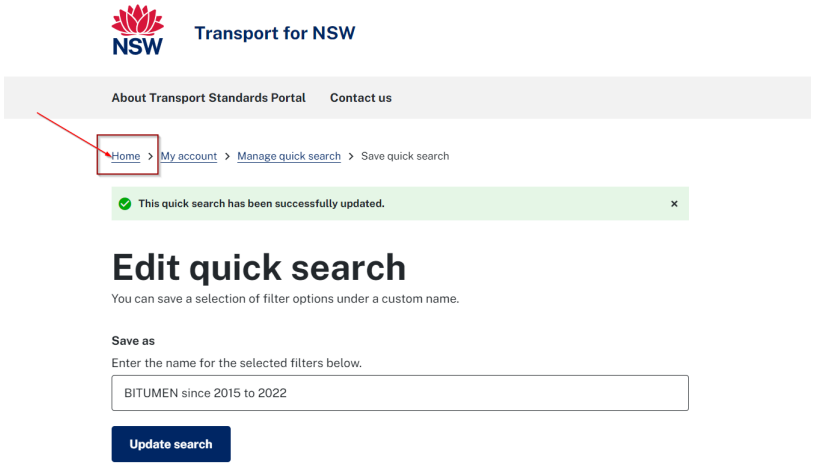
Let's say you want to edit the 'Date Published from, for example you can change the Year to 2015 which was originally 2018.



Go to Top of the page and Make changes to the name of the Quick search Filter. From 2018 to 2015.

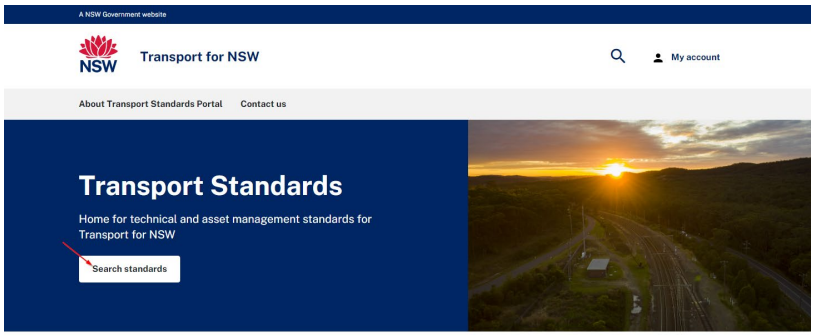


Click on ‘Update Search’.

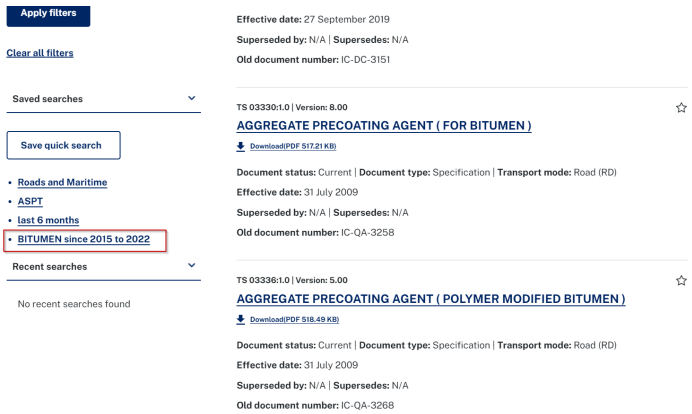


The Quick search is updated successfully.

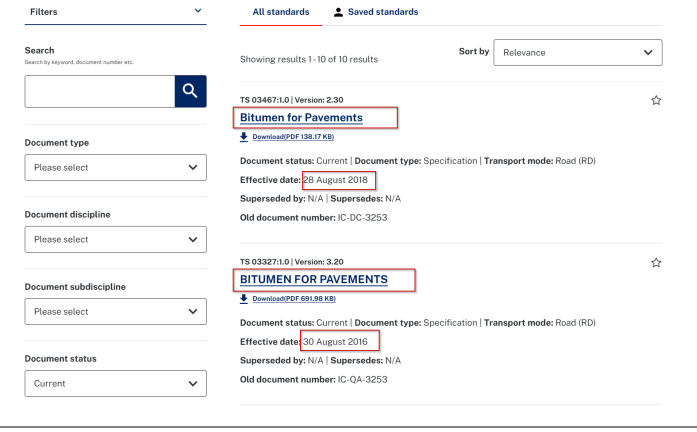
Click on Home to go to quick search filter.



While in Home page Click on Search standards.

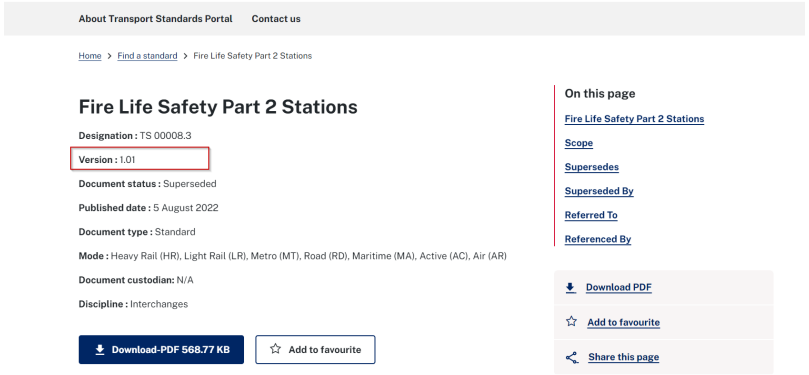


Scroll down the page and on the left-hand side under Save Quick search you have ‘BITUMEN since 2015 to 2022’ listed.



Click on ‘BITUMEN since 2015 to 2022’ to see the standards filtered according to the search criteria.

Supersedes and Superseded By

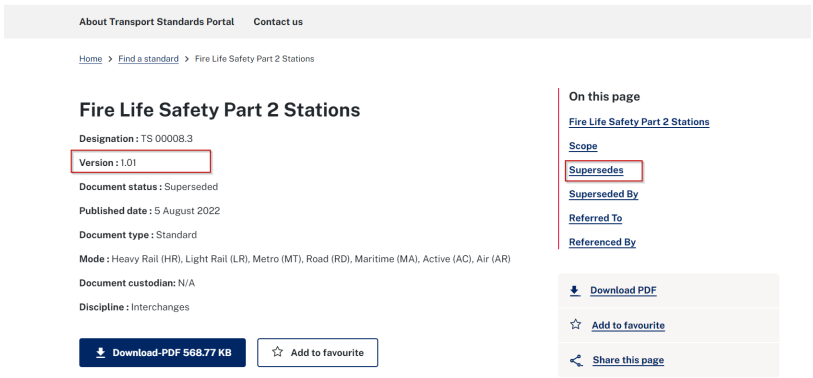


To understand Supersedes and Superseded by, let's say we have three versions of a standard: namely versions 1.0, 1.01 and 2.00.

Version 1.01 supersedes (replaces) version 1.0.

Version 1.01 is superseded (replaced) by version 2.0.

Let's pick an example: Fire Life Safety Part 2 Stations version 1.01.0



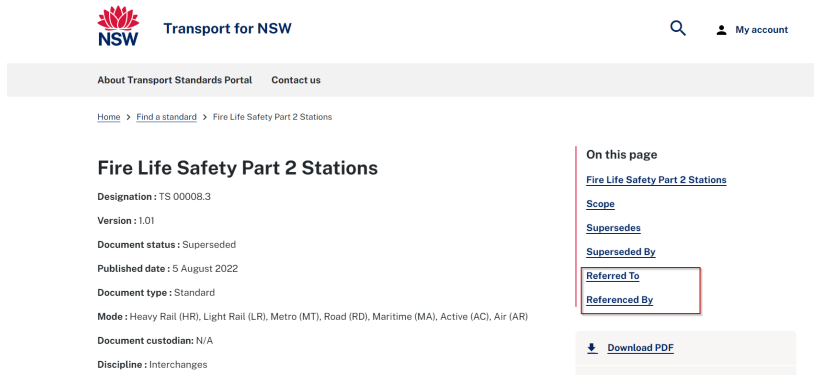
Clicking on the Supersedes link

We can see version 1.01 supersedes version 1.00.

Also, version 1.01 is superseded by version 2.0.

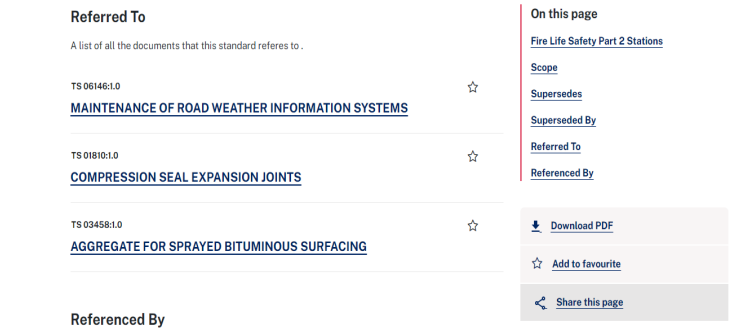
Version 2.0 has the status of Current and is the most recently published version.

Referred to and referenced by:



Referred to is a list of all the documents that this standard refers to in Section 3, Referenced documents.

Referenced by is a list of other standards that reference this document.



We can see that *Fire life Safety Part 2 Stations* **Refers to** the following documents**:**

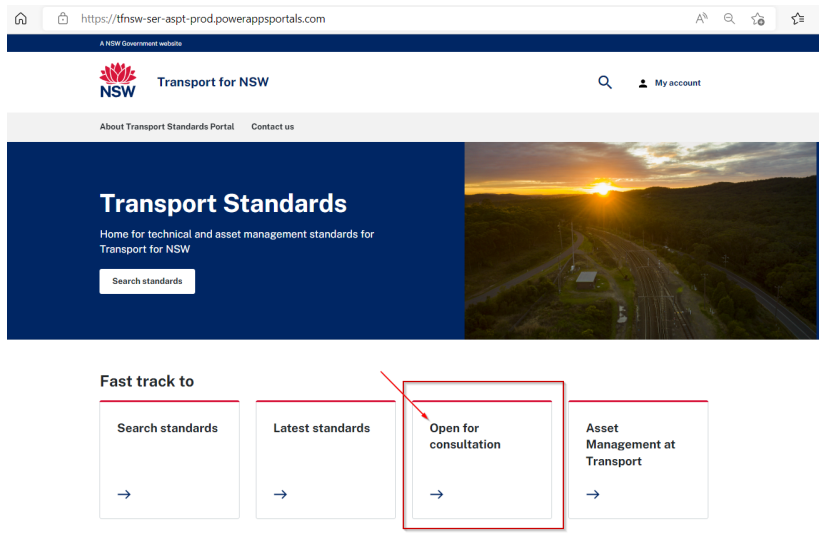
- TS 06146:1.0, *Maintenance of Road Weather Information Systems*
- TS 01810:1.0, *Compression Seal Expansion Joints*
- TS 03458:1.0, *Aggregates For Sprayed Bituminous Surfacing*

We can see that the *Fire life Safety Part 2 Stations* is **Referenced by** (mentioned in) the following standards:

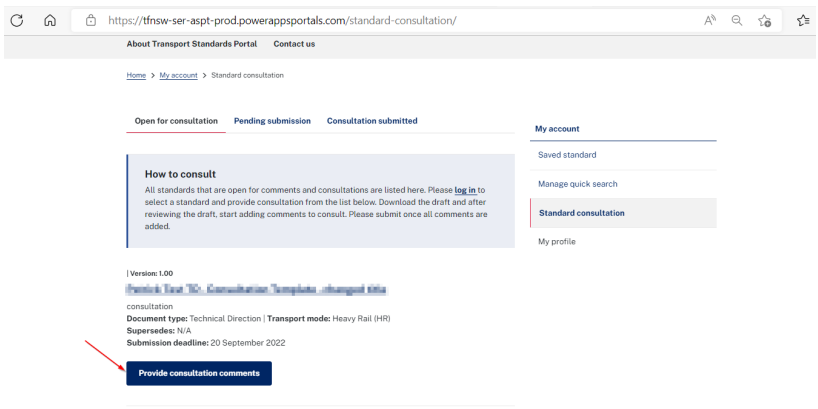
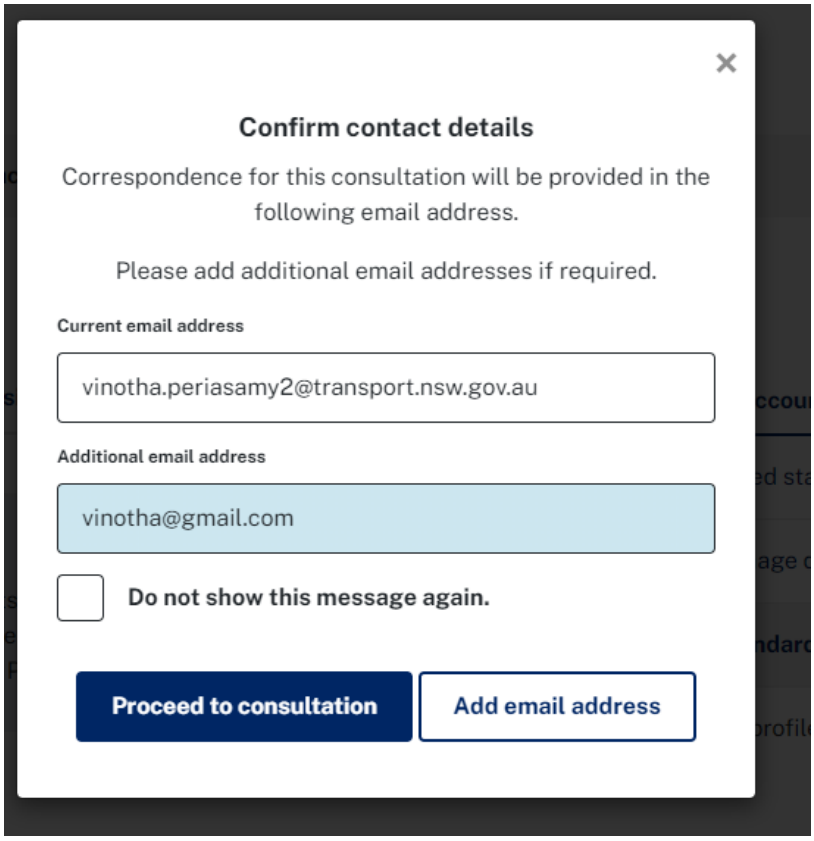
SBA:1.0, *ASPT – Sample Standard*

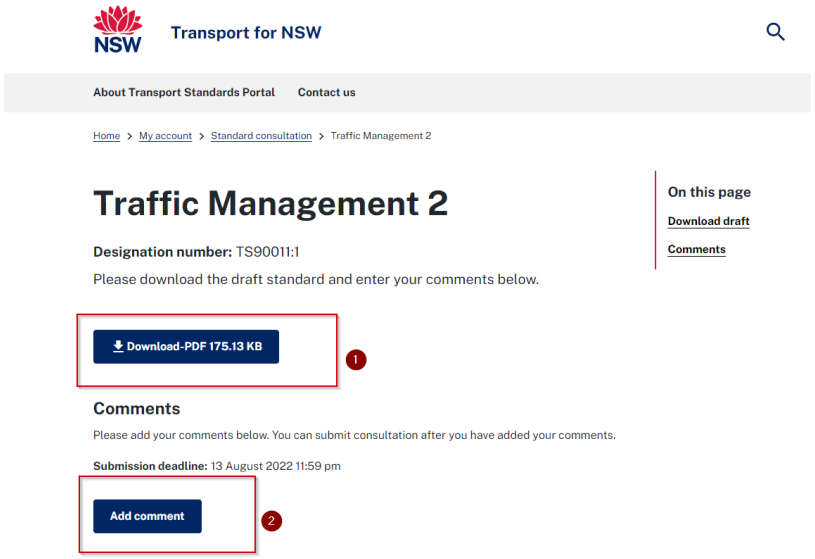
TS 00006:1.0, *HV Earthing Design*

Standard Consultation option



From Home Page Click on ‘Open for consultation’.

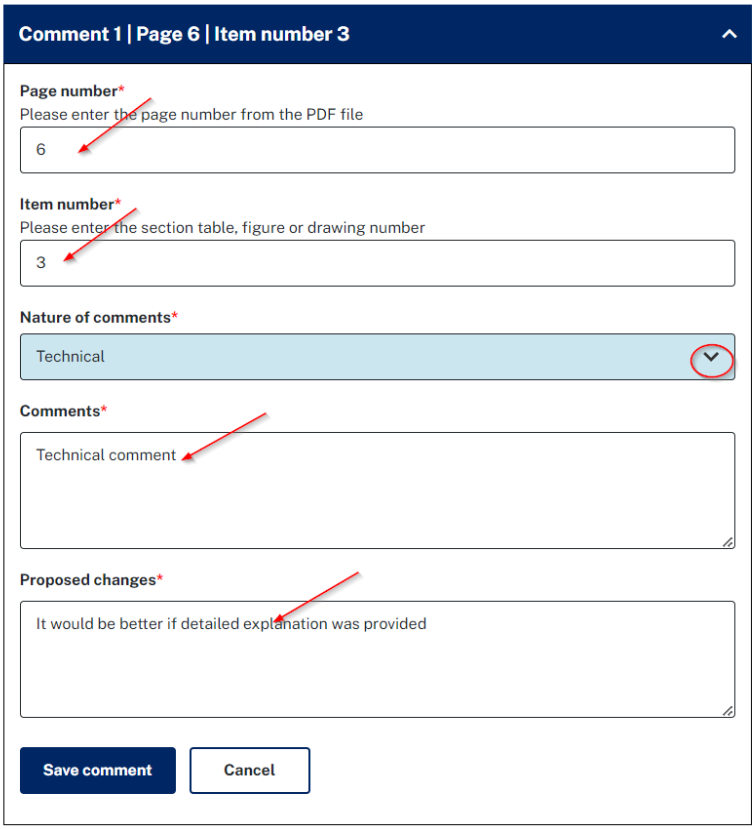
	Under 'Open for consultation', you will find the standards listed for consultation. Choose the standard for which you want to provide consultation. Click on 'Provide consultation comments'
	You will get a prompt to confirm contact details and to provide an additional email address if you choose. Click on 'Proceed to consultation' button.



You can download 'Traffic management 2' by clicking the 'Download' button.

The submission deadline shows the date on which consultation will close for the standard.

After reviewing the document standard, you can provide your comments by clicking 'Add comment'.



The comment box opens, and you have to fill in:

Page number

Item number (e.g., relevant section, figure, table etc for comment)

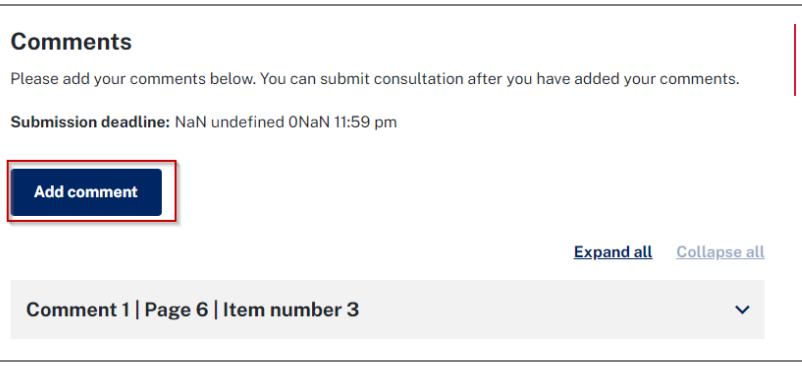
Nature of comments (whether general, technical or editorial)

Your comments

and

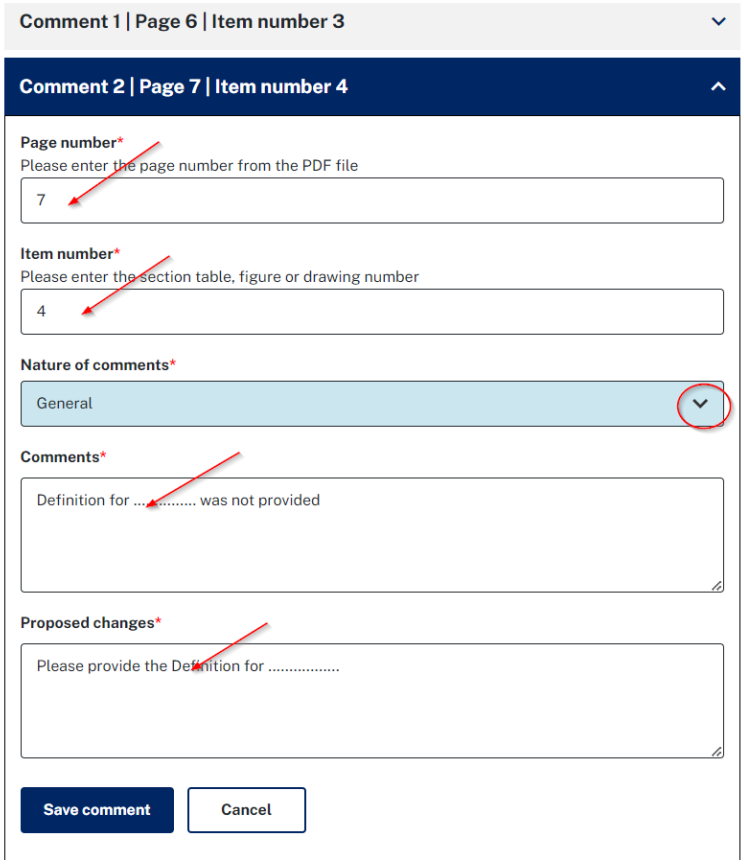
Proposed changes.

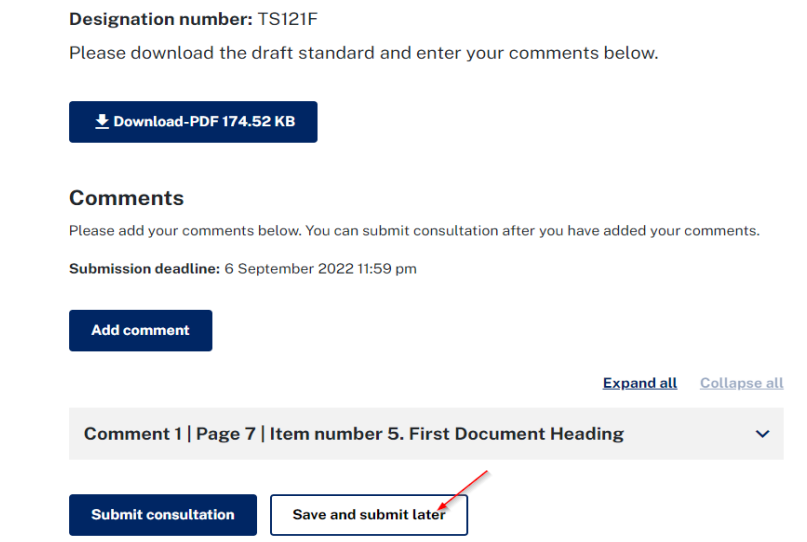
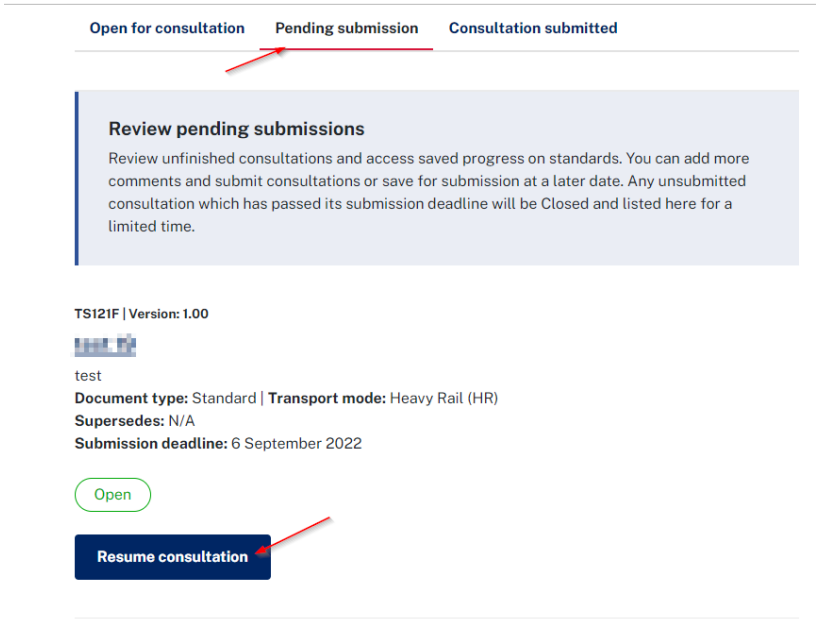
Save Comment by click the button at the bottom.

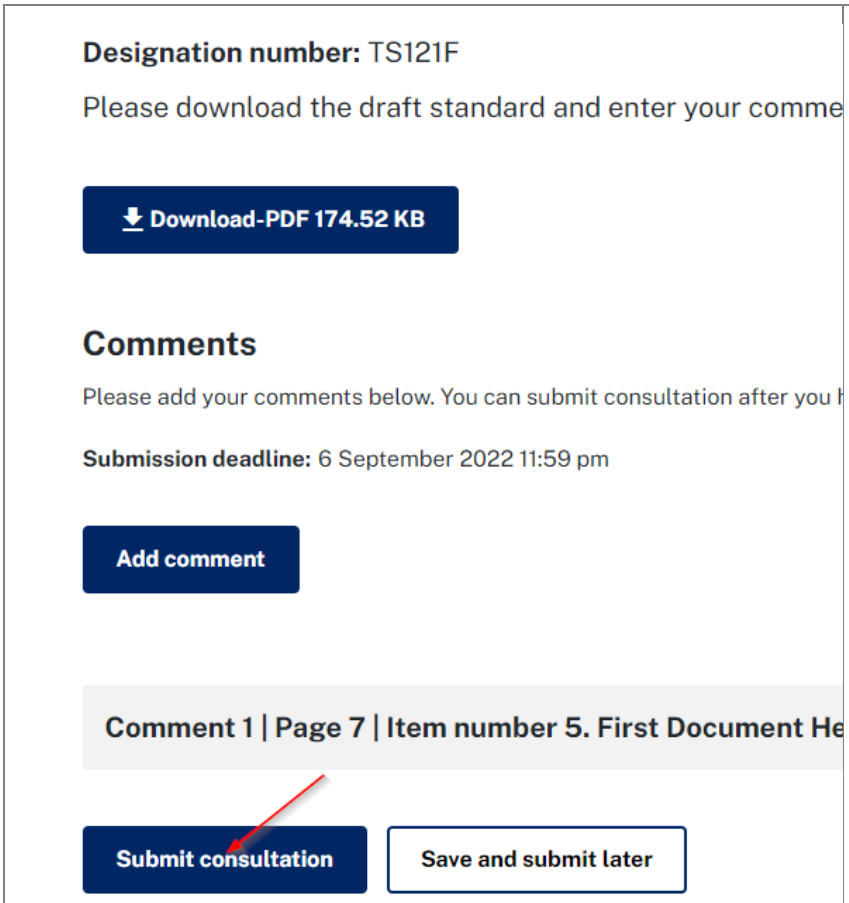


If you want to provide more comments, then click on Add comment and comment 2 box appears.

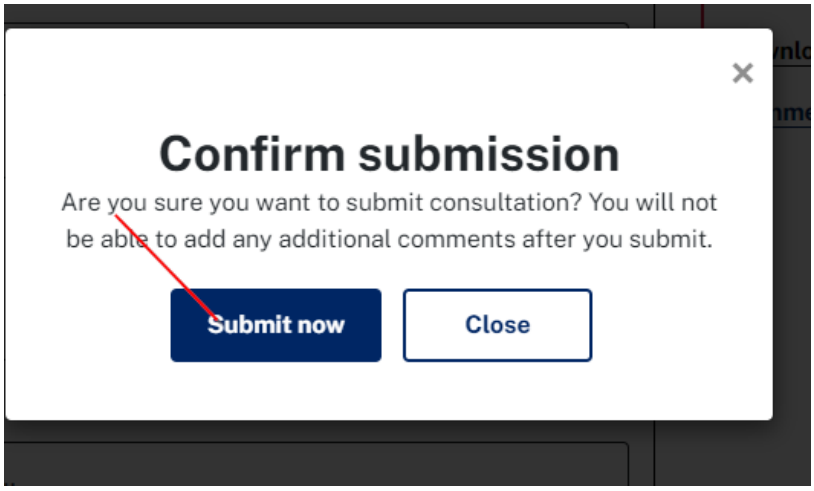
Fill in as above and save comment.



	After providing your comments, if you decide to save and submit later, then Click 'Save and Submit later'
	The Document would be moved to 'Pending submission' tab, from where you can 'Resume consultation' at a later stage

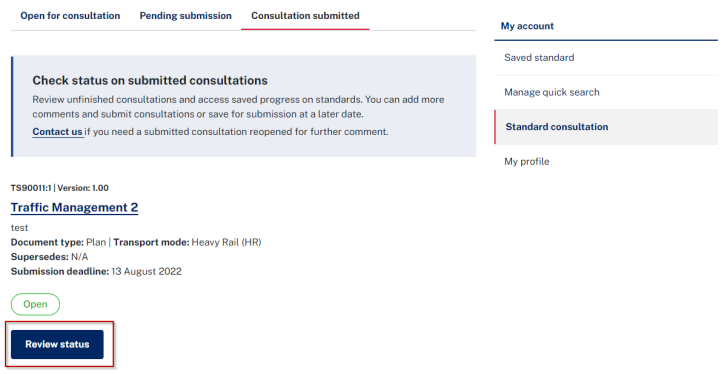
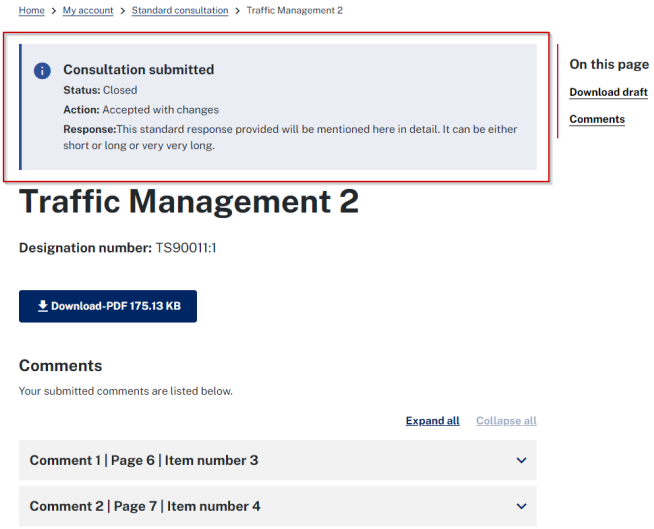


After all your comments are made, submit by clicking 'Submit consultation'. You will be asked whether you are sure – once comments are submitted, they cannot be changed without requesting for the comments to be reopened.



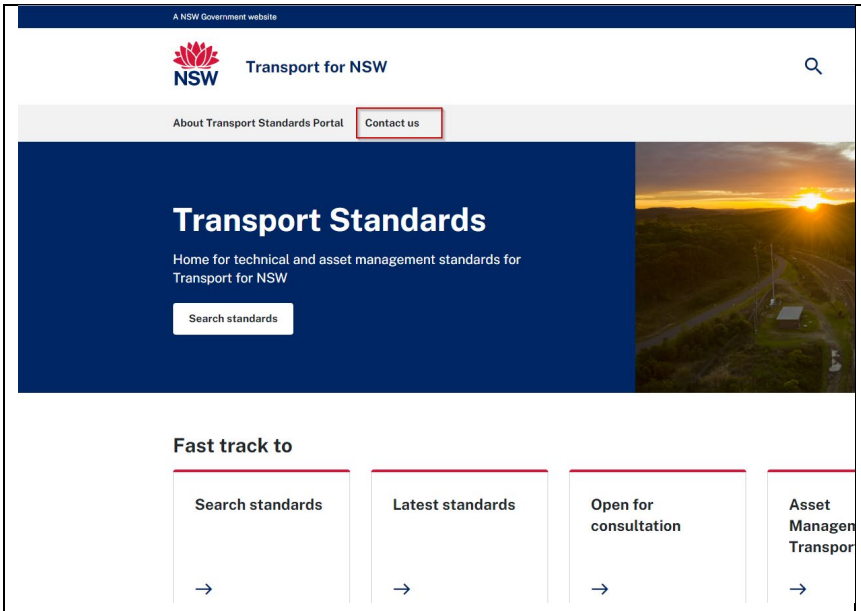
After submission you will see a prompt to 'Confirm submission'.

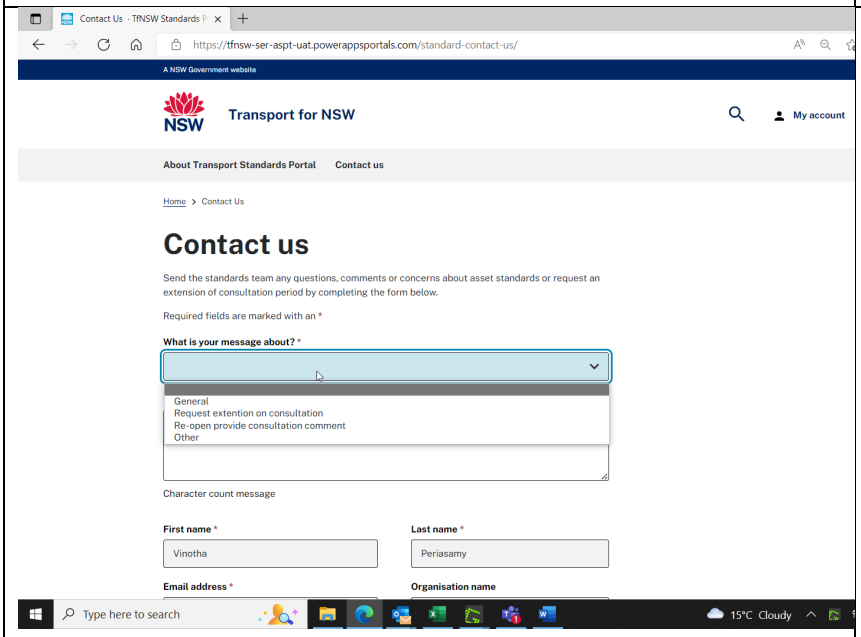
Click on 'Submit now button.

	You will be able to see Traffic Management 2 in Consultation submitted. The green Open symbol indicates the consultation period is still ongoing. Once the submission deadline has passed this will change to a red Closed symbol. Click Review status.
	Clicking review status gives you a view of the status as **Consultation submitted**.

User guide for Contact Us page:

	The **Contact us** page can be used by external users to send the standards team any questions, comments or concerns about asset standards or request an extension of consultation period by completing the form below. From Home page click on contact us as shown.





On Contact us page provide the required details as shown.

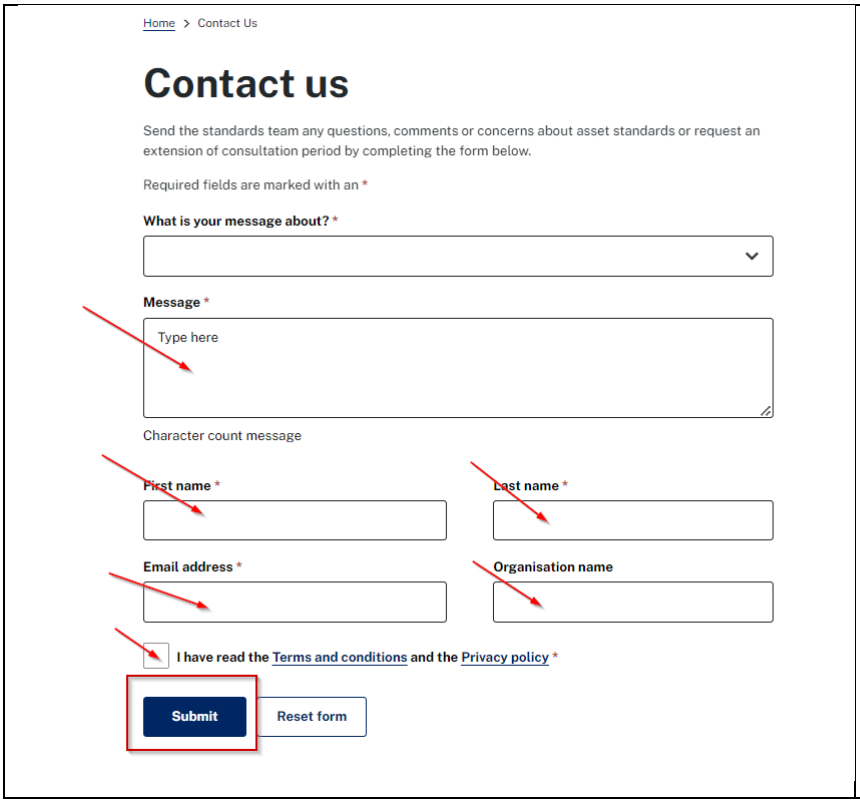
What is your message about?

4 options are provided

1. General
2. Request extension on consultation
3. Reopen provide consultation comment
4. Other

Request extension on consultation means that the user would like to review and update more comments and hence requires **longer consultation period.**

Reopen to provide consultation comment means, that the user has submitted their comments but would like to **request the submitted comments to be reopened** so they can provide more comments.



Provide detailed description in the message box, provide first name last name, email address as they are mandatory fields.

Also tick the terms and conditions and privacy policy and click submit button.

The request would reach the portal admin.