

## Understanding the SmartSA top menu

SmartApply and SmartInstall have now been merged into SmartSA. If you have access to both apps, you will see “Installations” and “Applications” in the top menu bar of SmartSA. Using the existing SmartApply and SmartInstall links, on the SA Power Networks website, will still work and bring you into SmartSA.



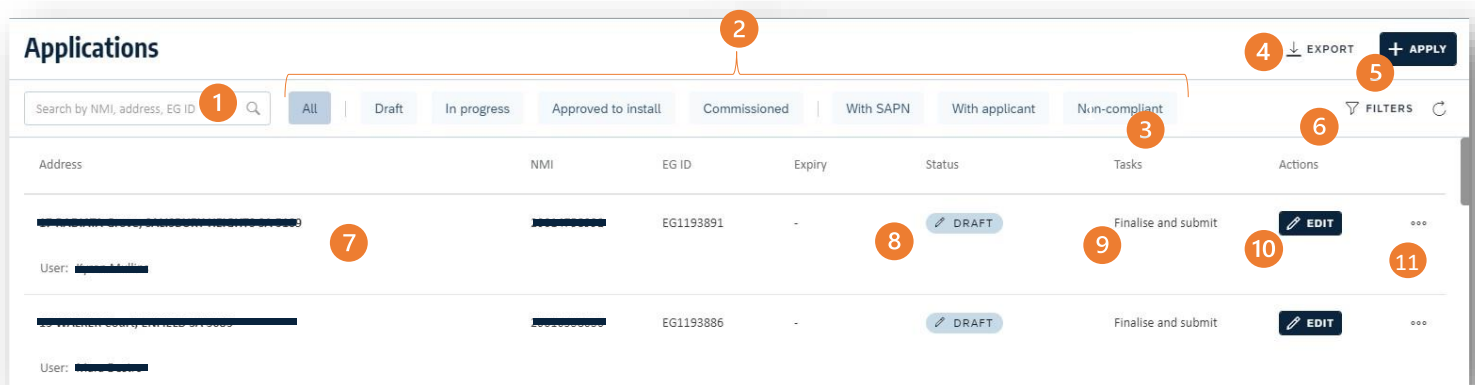
1 The top menu bar shows you which dashboards are available, and which is currently active, notice the orange underline. In this example the user has opened the Applications page. You can swap between Installations and Applications if you have access to both.

2 The Applications dashboard is displayed below this heading. The applications you have created or that have been shared with you will be displayed on this page. To the right of this heading, you can click **+ APPLY** to start a new application.






3 Compliance statistics and information will be displayed on the right-hand side of the top menu bar. In this example the user is compliant, they belong to a company, so the company compliance percentage is displayed as **93.5%** alongside the user’s personal compliance percentage **88.8%**.

Both the user and company compliance percentage should be at 100%

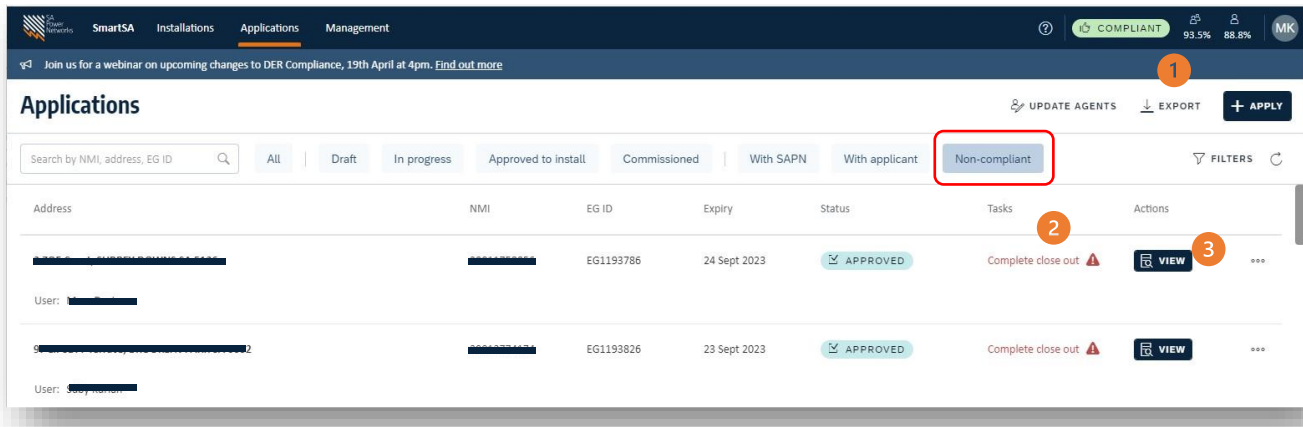
## Understanding the Applications dashboard



The new SmartApply dashboard brings you an overview of your applications, it allows for quick filtering and awareness of next actions at a glance.

- 1 The search box allows you to quickly locate an application by NMI, application number or address
- 2 The filter tabs allow you to quickly find applications based on where they are up to in the application and installation process by status
- 3 Notice the new “non-compliant” filter. This allows you to quickly find and address any applications in breach of compliance requirements. Refer “About the “Non-compliant” filter tab” below
- 4 Use the  EXPORT feature to download your filtered list of applications into a CSV file
- 5 Use the  APPLY button to create a new application
- 6 The  FILTERS icon is the advanced filtering function which gives you the ability to further tailor searches for applications
- 7 The 1<sup>st</sup> four columns in the dashboard list display the identifying information about the application, the address, applicant name, the NMI, and the application ID and expiry date
- 8 The status of your applications is displayed for a quick view of where each is up to
- 9 The next task for each application is displayed in the final column. If the application is not compliant the step will show in red. Refer also to the non-compliant filter tab
- 10 The  EDIT button opens the application form and allows edits where appropriate. If the application cannot be edited, you will see a  VIEW button
- 11 The ellipsis allows you to access the application settings. Here you can transfer ownership, share access, or cancel the application.

## About the “Non-compliant” filter tab



- 1 Your overall compliance rating is displayed here. This is the percentage of applications that are compliant out of all active and commissioned applications. The percentage for your company and your individual percentage is displayed
- 2 The task column will indicate the next steps required and show in red for any non-compliant applications
- 3 You can click into a non-compliant application and see the reason it is deemed non-compliant:

