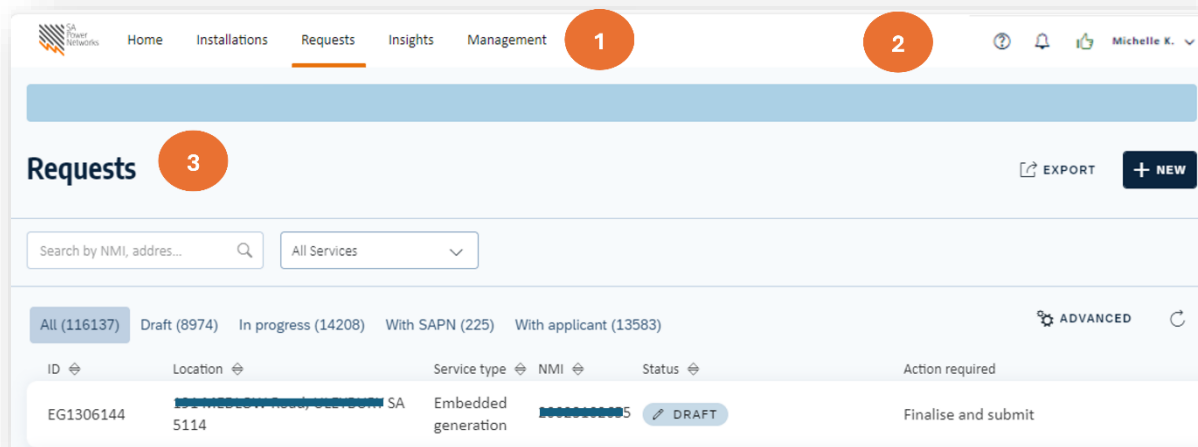# Understanding the portal top menu

SmartApply and SmartInstall have now been merged into the portal. If you have access to both apps, you will see "Installations" and "Requests" 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 Requests page. You can swap between Installations and Applications if you have access to both.

2 The ⑦ icon gives access to user guides, information about SEG approvals and provides a link for installers to email a request to register as installers in the portal.
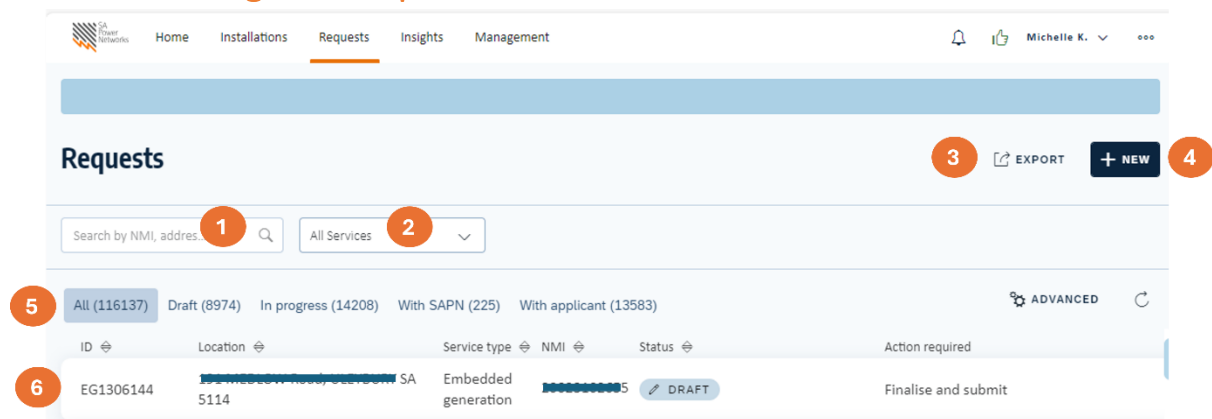
The 🔔 icon gives access to notifications

The 👍 icon indicates the account is compliant when green, or non-compliant when red

The username display gives access through the drop-down options to view account details, our privacy policy, and the sign out option

3 The Requests 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 **+ NEW** to start a new application.

Understanding the Requests dashboard

The new portal request dashboard provides an overview of your applications, it allows for quick filtering and shows next actions required, at a glance.

1 The search box allows you to quickly locate an application by NMI, application number or address

2 Services drop-down allows you to quickly filter by request type

3 Use the ↓ EXPORT feature to download your filtered list of applications into a CSV file

4 Use the + NEW button to create a new application request

5 These options allow you to filter requests by their work process status

All (116139)   Draft (8976)   In progress (14208)   With SAPN (225)   With applicant (13583)

6 The application requests are listed showing some of the details including the current status and next action