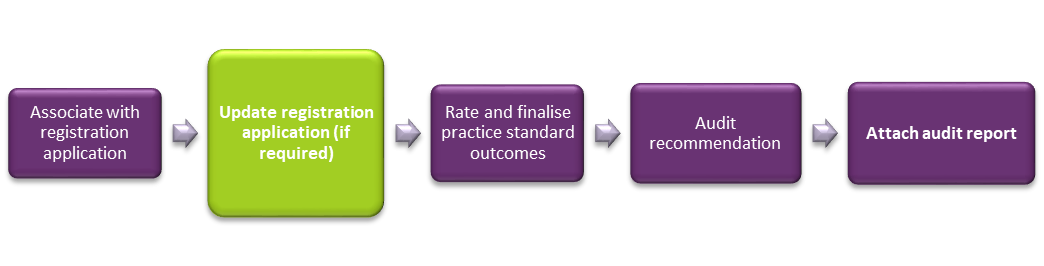
Update registration application

IT Quick Reference Guide – Auditor

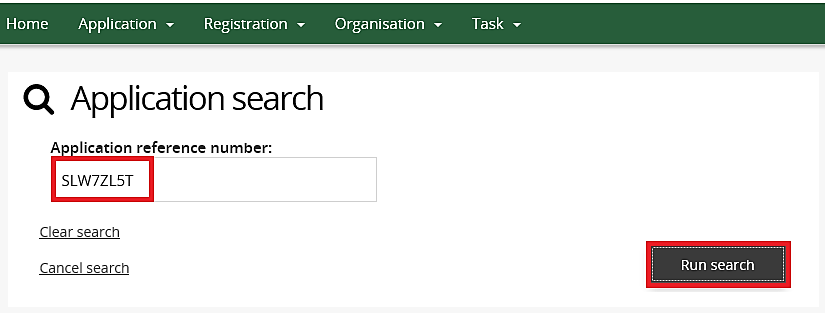


This guide demonstrates how to update a registration application in the NDIS Commission business system. This guide will help you to do the following:

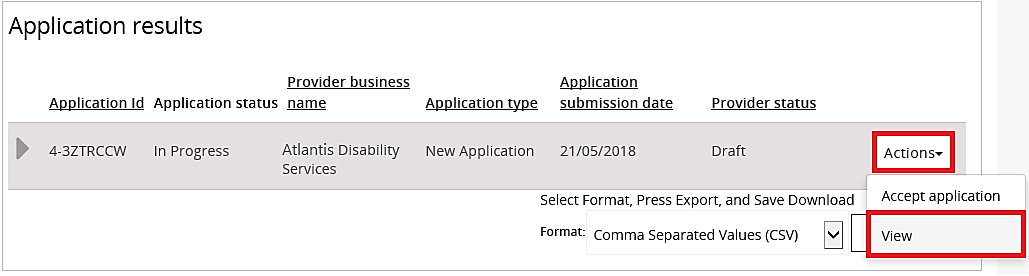
* Search for and view the registration application
* Update provider details
* Add key personnel
* Update key personnel
* Remove key personnel
* Add address
* Add an outlet
* Manage an outlet
* Remove an outlet

## Search for and view the registration application

1. Type the **Application reference number** then click **Run search**.



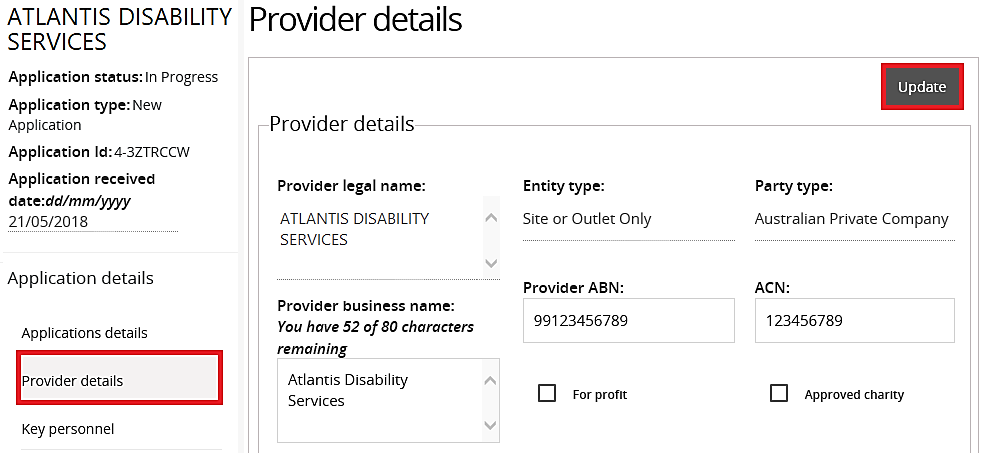
1. Click the **Actions** drop down menu and then select **View**.



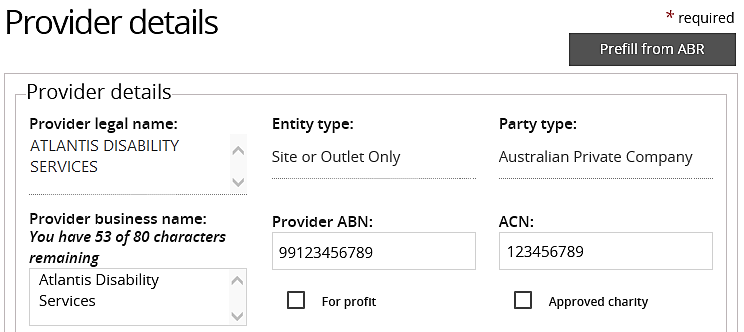
The registration application is displayed.

## Update provider details

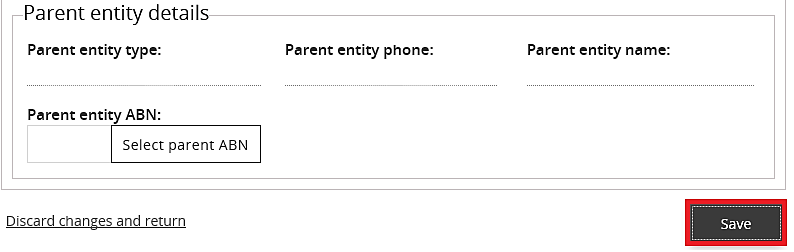
1. Click **Provider details** from the left hand side menu then click **Update**.



1. Update the required **Provider details**.



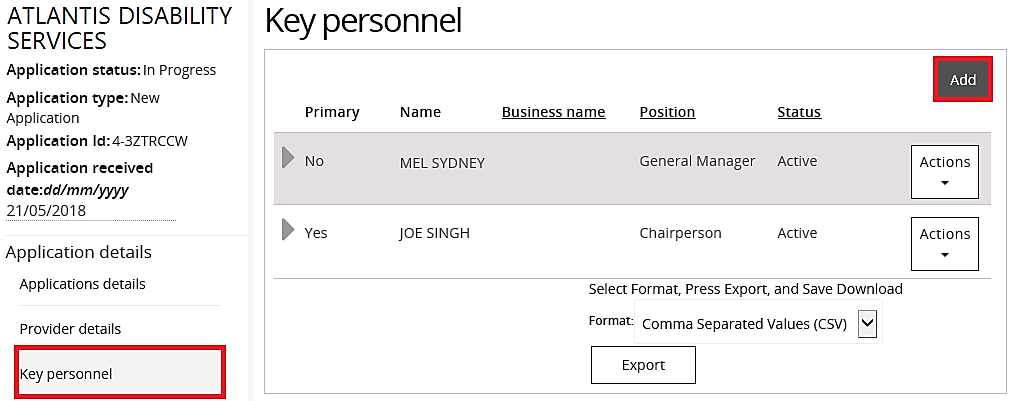
1. Click **Save**.



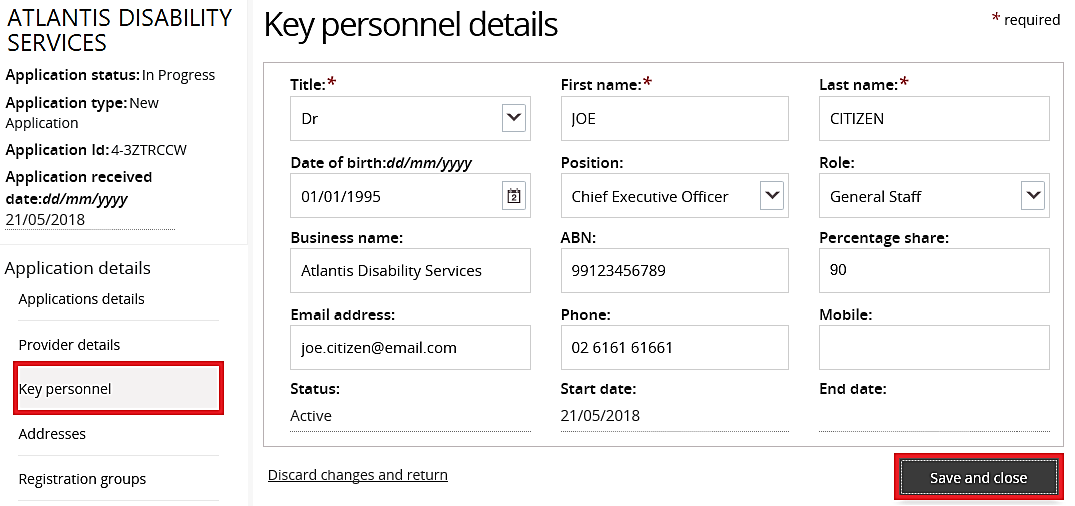
The Provider details have been updated.

## Add key personnel

1. Click **Key personnel** from the left hand side menu then click **Add**.



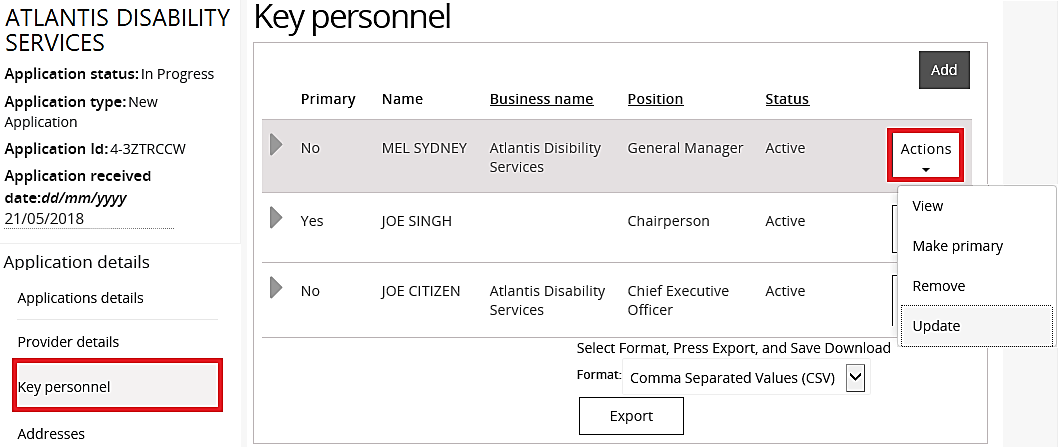
1. Type the **Key personnel details** then click **Save and close**.



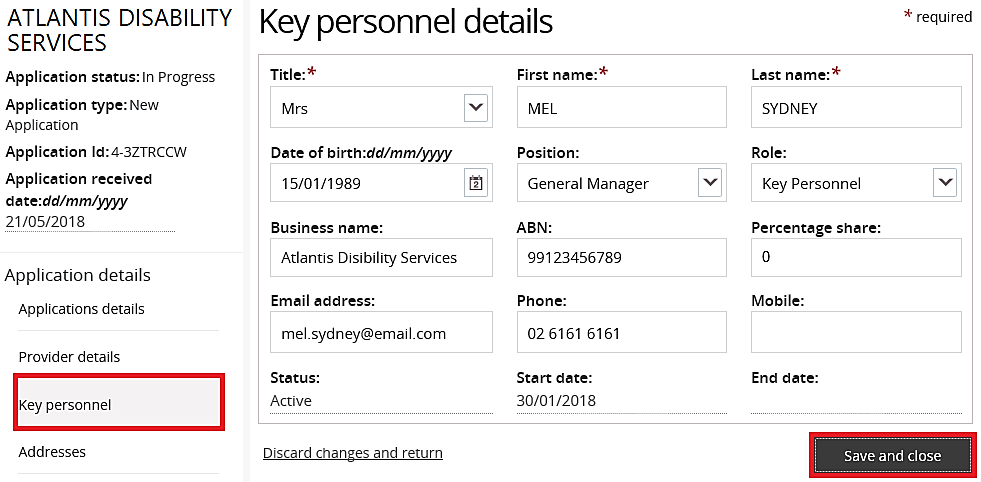
New Key personnel have been added.

## Update key personnel

1. Click **Key personnel** from the left hand side menu.
2. Select the Key personnel to update, click the **Actions** drop down menu then select **Update**.



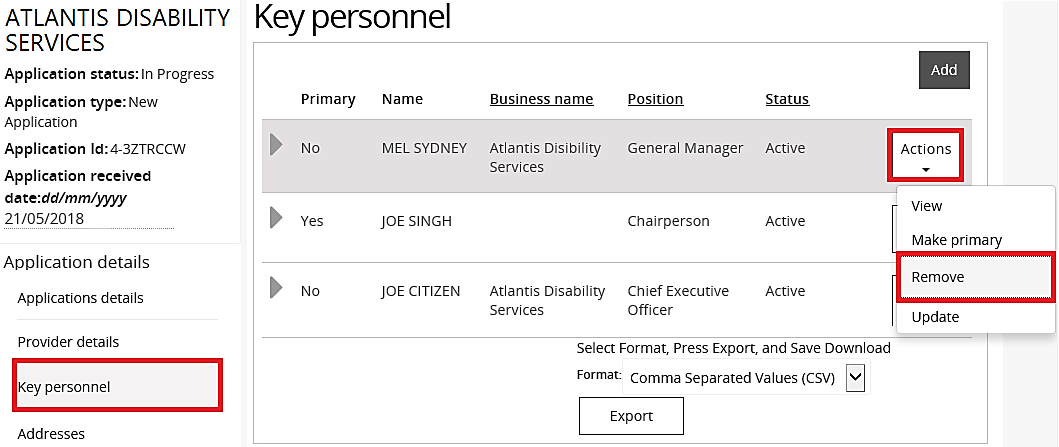
1. Update the **Key personnel details** then click **Save and close**.



The Key personnel have been updated.

## Remove key personnel

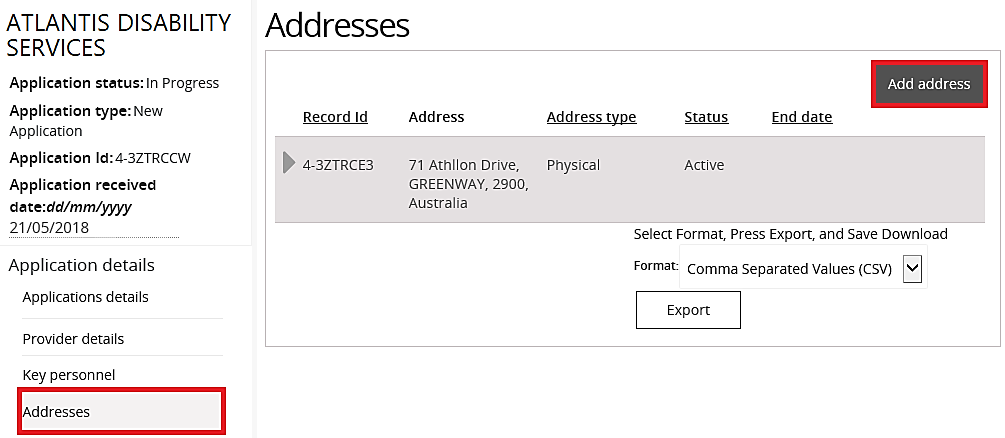
1. Click **Key personnel** from the left hand side menu.
2. Select the Key personnel to remove, click the **Actions** drop down menu then select **Remove**.



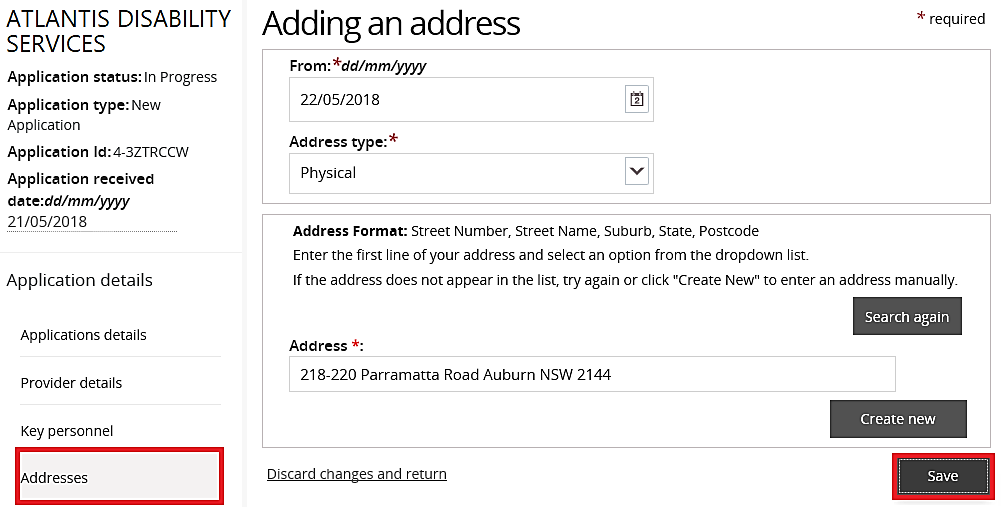
The Key personnel status will change to Inactive.

## Add address

1. Click the **Address** from the left hand side menu then click **Add address**.



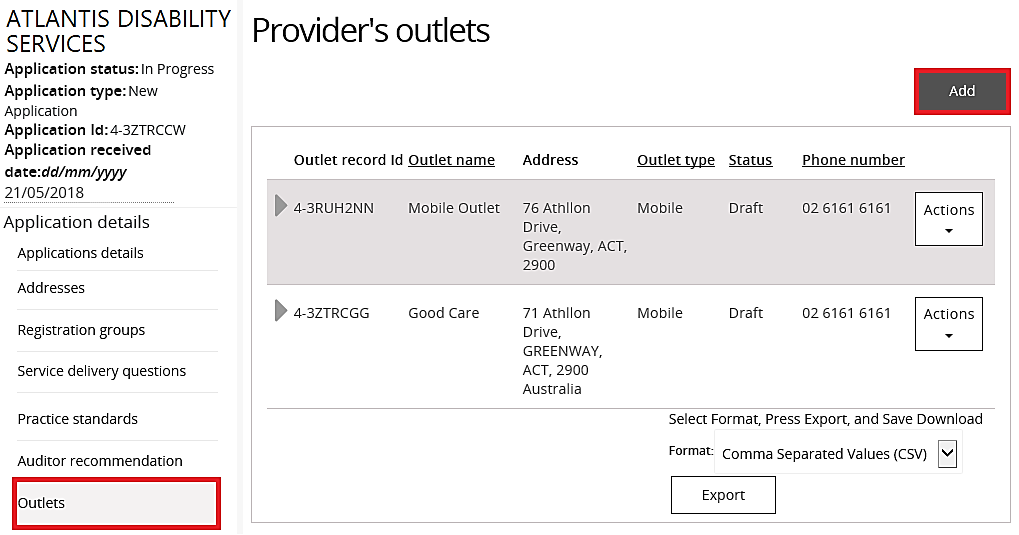
1. Type/Select a **From** date, select an **Address type** then type the **Address** and click **Save**



An address has been added.

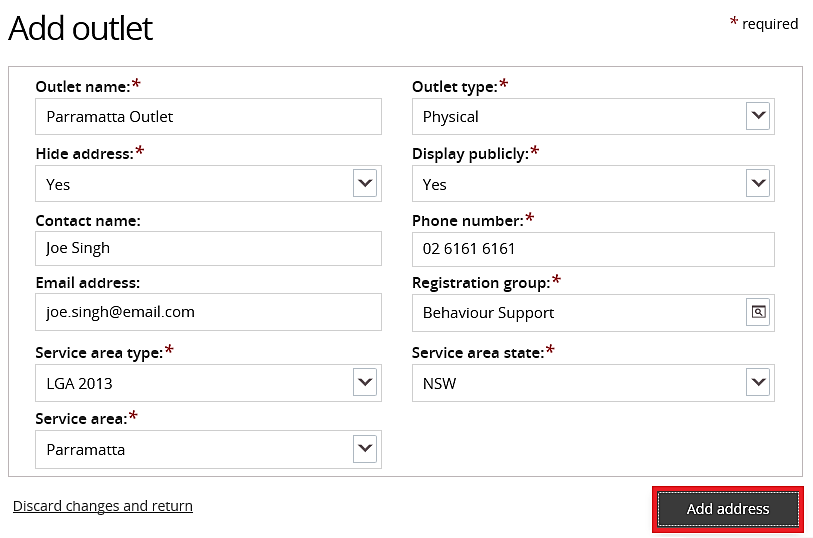
## Add an outlet

1. Click **Outlets** from the left hand side menu then click **Add**.



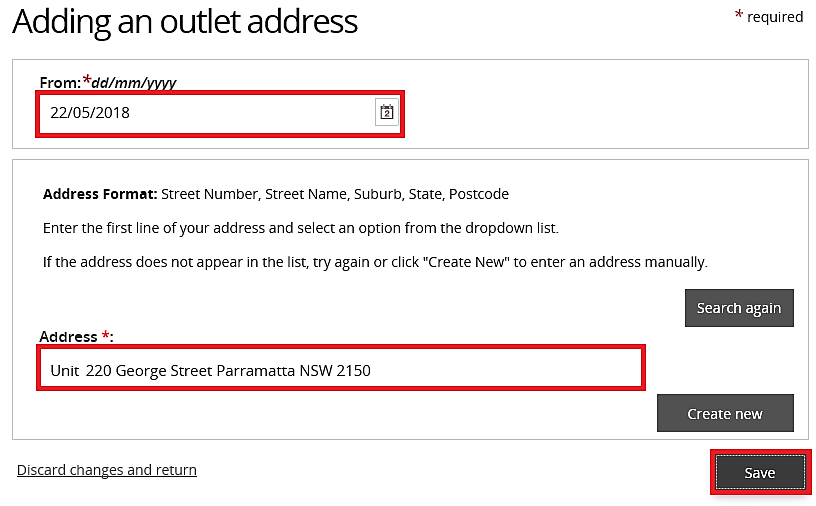
The Add outlets window opens.

1. Type the **new outlet details** then click **Add address**.



1. Type or select a **From** date, then type an **Address**.

* If the address is recognised, it will appear in a drop down list. Select the **address**.
* If the address is not recognised, click **Create new** to create a new address.

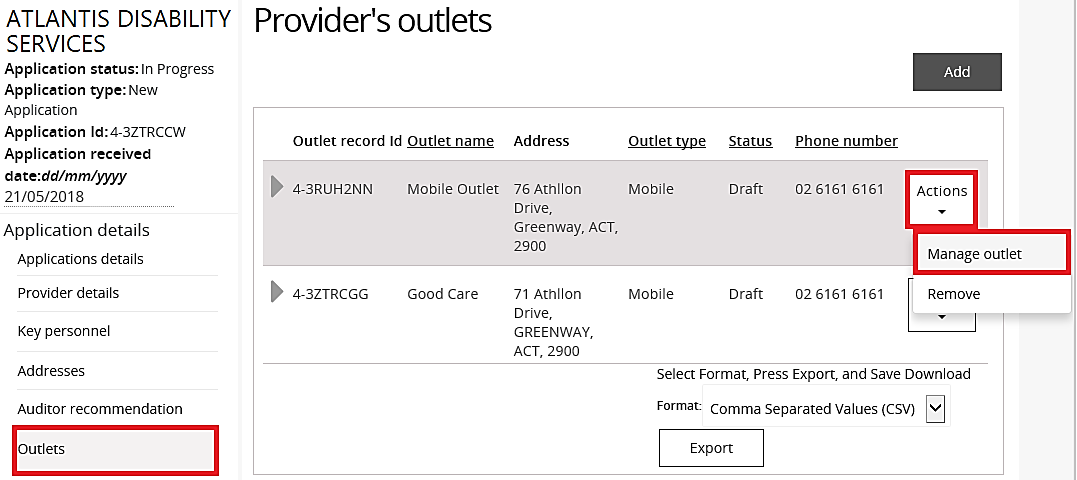
Click **Save**.

The new outlet has been created.

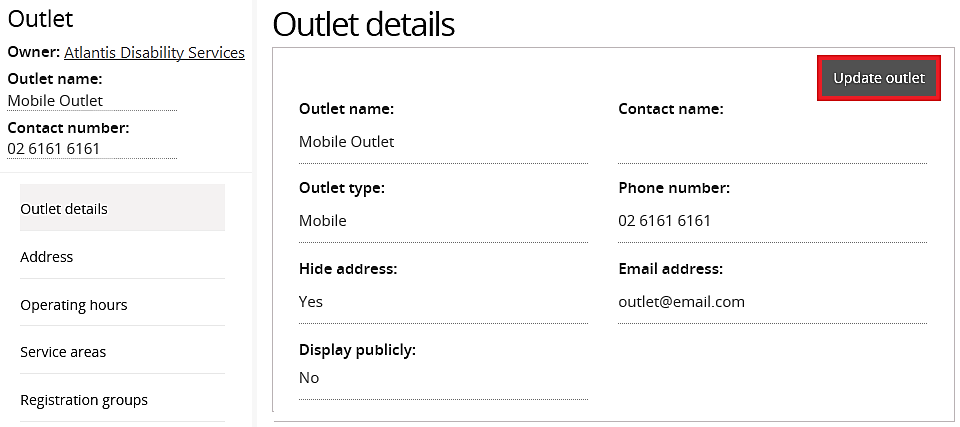
## Manage outlet

The Auditor can change the details of an existing outlet on behalf of a provider.

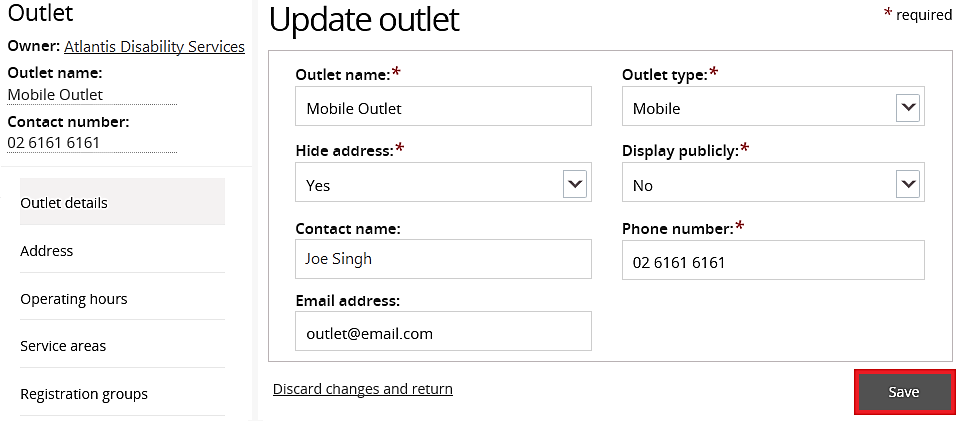
1. Click **Outlets** from the left hand side menu.
2. Select the outlet to be managed. Click the **Actions** drop down menu then select **Manage outlet**.



1. Click **Update outlet**.



1. Update **outlet details** then click **Save**.

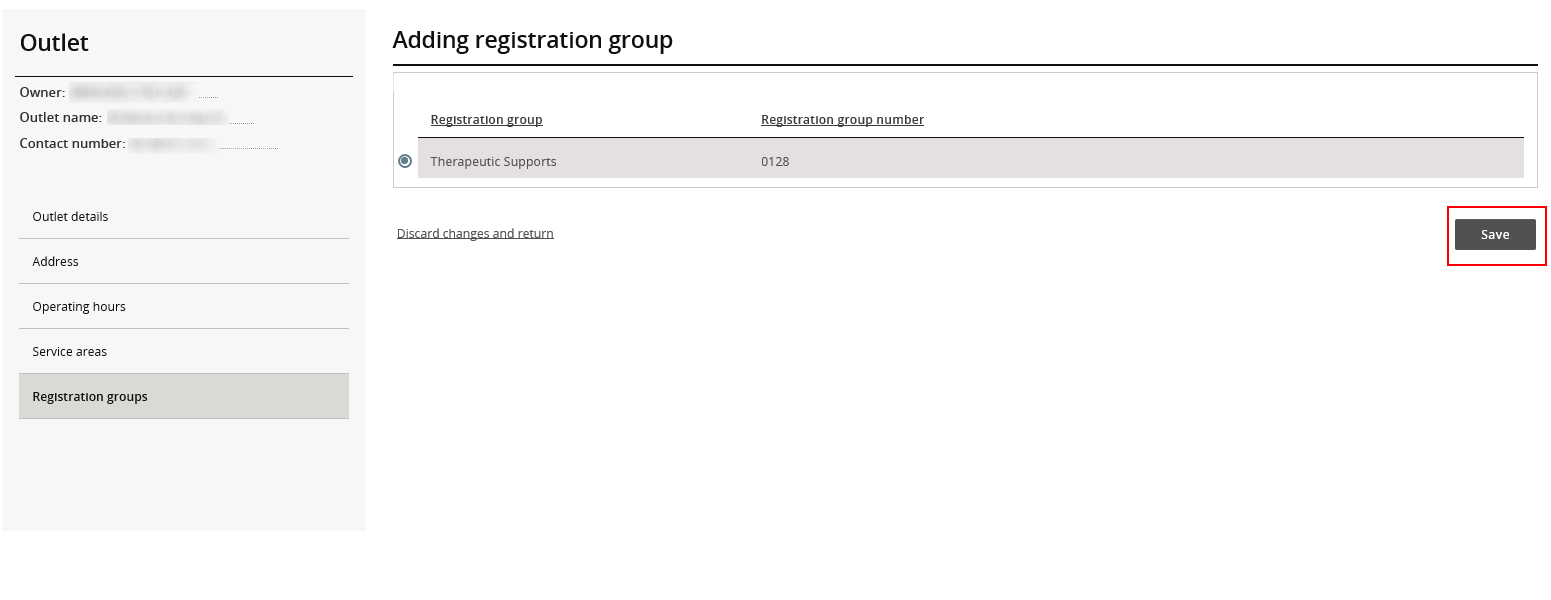


**Add a Registration group within an Outlet**

1. Click on **registration groups** on the side menu
2. Click on Add button

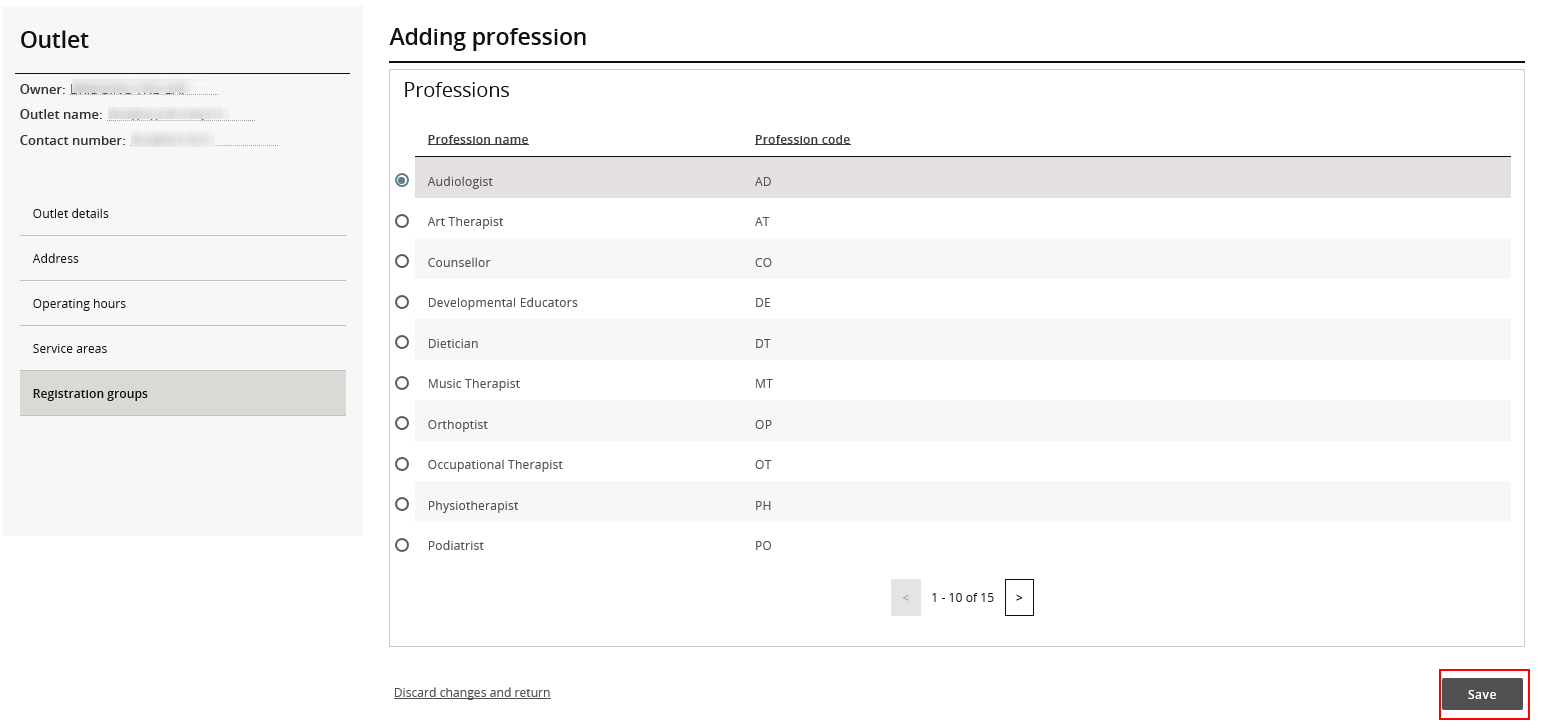


1. Select or confirm registration groups as required
2. Click **Save**



**Add or Remove a profession within an Outlet**

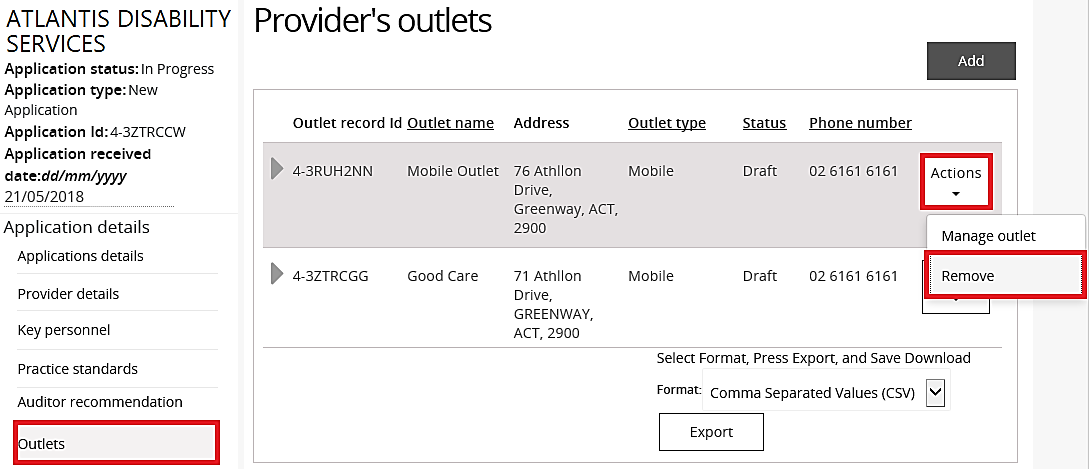
1. Click on **Add** button within **Professions**
2. Add or remove appropriate professions as required
3. Click **Save**



**NOTE:** Each outlet **must** have at least one registration group attached to it. Additionally each registration group **must** have at least one profession.

## Remove an outlet

1. Click **Outlets** from the left hand side menu.
2. Select the Outlet to remove, click the **Actions** drop down menu then select **Remove**.



The outlet has been removed and the status of the outlet changes from Draft to Inactive.