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| FoodTrader  Training Module 5 |
| May 2023 V1 |
| OFFICIAL |

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**Council portal:** <https://u-ause-wa-ists.azurewebsites.net/>

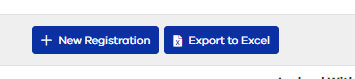
**Business portal:** <https://u-ause-wa-ists-busportal.azurewebsites.net/>

# Test scenario 1: New Registration Application

## 1.1.  Submitting an application (Council Registration)

### Steps:

1. Select ‘Applications’ in the transaction list.
2. Select the ‘New Application’ button.



1. Select either Business or CCG.
2. Select any subtype.
3. Enter the Proprietor details.
4. Enter the Contact details – enter in your email address.
5. Enter the Principal Premises for an interest food business.
6. Select any premises type.
7. Answer the food questions (any class).
8. Select ‘save’.
9. Repeat step 7 and 8 and add another premises – 2 premises in total.
10. Select long-term registration.
11. Submit application to council.

# Test scenario 2: Process New Registration Application

## 2.1.  Accepting an application (Council Registration)

Accept your application

1. Select ‘Applications’ in the sidebar menu.
2. Find your new application (one lodged in 1.1) and select the view icon.
3. Review the application details.
4. Select **‘Accept Application’** button at the top of the page and exit the application screen.
5. Return to the Applications list and observe the application, now Accepted, has moved to a status of ‘Complete’.

## 2.2. ‘Approve’ the Registration

### Steps:

Register all premises

1. Open the pending registration (registration added in step 1.1) and select ‘Register All Premises’ at the top of the screen.
2. A pop up will appear advising you have ‘Outstanding Applications/Premises’ – select yes. *(****Note:*** *This is a known bug awaiting a fix – please select Yes and ignore this warning)*
3. A ‘Registration Period’ pop up will appear with date values prepopulated.
4. Select 'Save and Exit'.
5. A popup will appear asking if you would like to email to notify of registration and send certificate. Select ‘Yes’.
6. Return to the Applications list and find your application. Check that the status has now moved to ‘Complete’.
7. Navigate to the Registrations list and locate your Registration. The status should now be ‘Current’.

# Test scenario 3: Close Premises

## 3.1. Business Portal Submit Close Premises Application

**Note:** please ensure you have 2 premises registered. If you only have one, please add another first then close one.

### Steps:

1. Log into your account on the Business Portal – registration used in Modules 1,2,3 & 4.
2. Accept the T&C’s and select ‘continue’.
3. To view your premises list, select ‘All’ under ‘Premises’ in the sidebar menu.
4. Select the view icon next to your premises.
5. Premises details will be shown.
6. Select “Close Premises” button at the top of the page
7. Select “Yes” that you want to close this premises
8. Select closure reason.
9. Status will change to ‘Closure Requested’ and application will be sent to council.

# Test scenario 4: Close Premises Application

## 4.1.  Accept Application

### Steps:

1. Sign into the council portal.
2. Accept the T&C’s and select continue.
3. Select ‘Applications’ in the transaction list.
4. Find your ‘Close Application’ and select the view icon.
5. Select the ‘Accept Application’ button located at the top of the page.
6. Application will now be in a status of ‘Pending’.

## 4.1.  Finalise Close Premises

### Steps:

**Note:** once the application has been accepted the status of the premises will change to ‘pending’ and you will need to finalise and close the premises.

1. Once you have ‘accepted’ the application, you will be directed to the registration/notification.
2. Scroll down to the premises section.
3. Select the view icon of the premises you are wanting to close – status will be ‘Closure Requested’. **Note:** you can also access the premises via the ‘Premises’ button in the sidebar menu.
4. Select the ‘Close Premises’ button located at the top of the page.
5. Select ‘Yes’ to the popup.
6. Enter a closure reason from the drop-down tab and a description (if desired).
7. Select ‘save’.
8. Premises will now be closed.