

Hi DAS Administrator,

As you were the 1st person from **YOUR ORGANISATION** to register with DAS, by default you've become **YOUR ORGANISATIONS** "DAS Administrator".

The Administrator role is important because DBCA cannot be responsible for managing who is linked to your organisation to use DAS.

As the administrator you are responsible for:

1. Handing out the pin codes to **YOUR ORGANISATIONS** staff wanting to link to DAS (listed below)
2. Approving those who've applied through DAS, to link to **YOUR ORGANISATION**, and
3. Unlinking those who leave **YOUR ORGANISATION**, so they can no longer view **YOUR ORGANISATIONS** proposals, and
4. In general, assisting **YOUR ORGANISATIONS** staff with using DAS and providing any user feedback to das@dbca.wa.gov.au so DBCA can address issues/improvements

If you don't want the responsibility of Administrator you can change yourself to just a user but please appoint at least one other person in **YOUR ORGANISATION** as an "Administrator" first.

We also recommend you appoint at least one other person linked to DAS in **YOUR ORGANISATION** to the role of Administrator (it can be as many people as is required) to cover when you go on leave etc.

Once you've refreshed your cache, hopefully you see a page that looks like this, with the Admin codes (let das@dbca.wa.gov.au know if this is not the case).

Linked Persons - Manage the user accounts linked to the organisation

Use the Organisation Administrator pin codes if you want the new user to be linked as organisation administrator.
Use the Organisation User pin codes if you want the new user to be linked as organisation user.

Organisation User Pin Code 1: 845355979167

Organisation Administrator Pin Code 1: 244988742340

Organisation User Pin Code 2: 321534951075

Organisation Administrator Pin Code 2: 675001022923

Persons linked to the organisation are controlled by the organisation. The Department cannot manage this list of people.

Show 10 entries

Name	Role	Email	Status	Action
[REDACTED]	Organisation User	[REDACTED]	Active	Unlink Suspend Make Organisation Admin
[REDACTED]	Organisation Admin	[REDACTED]	Pending	Accept Decline
[REDACTED]	Organisation Admin	[REDACTED]	Active	Unlink Suspend Make Organisation User

Showing 1 to 3 of 3 entries Previous 1 Next

Also,

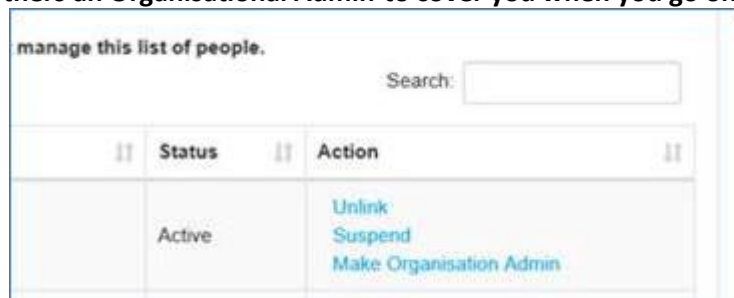
To assist with DAS correspondence being received by **YOUR ORGANISATION** – **can you please supply DBCA with a central email address** (send email address ASAP to das@dbca.wa.gov.au). This email address will be cc'd (i.e. receive) all correspondence between DAS and **YOUR ORGANISATIONS** users.

This is so, if anyone goes on leave, is out-of-office for extended periods, or leaves, **YOUR ORGANISATION** will have a record of all necessary DAS correspondence/approvals etc.

Further information on the latest Administrator changes can be found in the attached OIM Cheat-sheet, but I've also outlined the main points here for you to read.

1. Managing users that can access the system

- The company/organisation are responsible for managing the access of users to the system on behalf of the company/organisation
- Users linked to a company/organisation can either have the role of company administrator or company user
- Company administrators and company users both can submit proposals, view approvals and submit compliance with requirements
- **Company administrators manage the list of company administrators and company users linked to the company/organisation**
- Navigate to Options menu in the menu bar and select 'Manage <company/organisation name>'
- Open the Linked Persons section
- The system displays
 - The set of two pin codes that can be used by new users to get linked to the company/organisation as company user or company administrator respectively (image above)
 - The list of users currently linked to the company/organisation (image here, **you can make others an Organisational Admin-to cover you when you go on leave etc.)**)



manage this list of people.		Search:
	Status	Action
	Active	Unlink Suspend Make Organisation Admin

- Click Unlink to revoke the access of the user on behalf of the company/organisation
- Click Suspend to temporarily revoke the access of the user on behalf of the company/organisation; the access can be restored at later time by clicking the Reinstate action for the user
- **Users that requested access on behalf of the company/organisation and entered the correct set of pin codes (either for company administrator or company user role) will need to be approved by a company administrator**
 - Company administrators will receive an email if a user has requested access on behalf of the company/organisation (Figure 8)
 - Company administrators can search for users that need to be approved by entering the 'Pending' keyword in the Search field in Figure 7
 - Company administrators can approve or decline the request by clicking the Accept or Decline action
- Company administrators can grant the role of Company Administrator to company users by clicking the Make Organisation Admin action for that user
 - The system allows for an unlimited number of company administrators for a company/organisation
- Company administrators can revoke the role of Company Administrator from another company administrator by clicking the Make Organisation User action for that user

- The system requires that at any time at least one user for each company/organisation has the role of company administrator

2. Approving Users who want to link to your organisation

1. Open the link sent to you in the DAS notification or Go to Options (RHS top) of DAS homepage <https://das.dbca.wa.gov.au>
2. Select "Manage ...your organisations name"
3. Expand list of "Linked Persons"
4. Search for "pending" users
5. Approve etc.