



How to Collaborate in aSAP – Tutorial Video Script

How to create a collaboration from within your Application or Service Request

(The process is identical for ACC Applications and MOH Service Requests)

Begin by navigating to you list of applications using the menu

- **Application**

Service Request

Then

- **Application** (ACC Assessor)

Service Request (MOH Assessor)

Here you can see a list of all your current Applications.

Once you have found the application you wish to invite someone to collaborate on, click the drop-down menu and click **Edit**.

This will take you to the **Application Edit** page where you can review the application and make any additions or changes required.

To create a **Collaboration**, navigate to the collaborations section and click **Send Invitation**.

Begin by clicking the **Type** drop-down and selecting one of the options provided.

Depending on the type of collaboration you have selected, additional fields may need to be entered.

Fill in the fields on the page and click **Send Invite**.

The person or team you have entered will now receive an invitation that will give them access to the **Application** or **Service Request**, so that you can collaborate on your application together.

Some Application types will provide an option to make the application **'Supplier Editable.'**

If set to **yes**, a supplier contact, who has accepted an invitation, can make changes to the application. (For example, to help build a solution and costs.)

Setting this option to **no** will mean that a supplier contact can only view the application without making changes.



To invite a supplier to assist with building a solution, select **Send Invite**.

Select the drop-down arrow under **Type** and select **Supplier Organisation**.

Select the magnifying glass under supplier or organisation, enter the supplier name of the supplier within the search field and select the magnifying glass to search, then click **Select**.

Select the magnifying glass under **Supplier Contact**.

You will be presented with numerous key contacts from the supplier to select from, to collaborate on your Application or Service Request.

Choose a contact and click **Select**. The contact will then receive an invitation to collaborate on this application.

Under the **Instructions Field**, enter any instructions you wish for the supplier to receive to assist you with building your solution.

Then click **Send Invite**. An invitation has been sent to the supplier.

You can see the current status of your **Collaboration Invitation** in the Collaboration section, which will change to Accepted or Rejected once the Invitee has done so.