








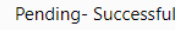



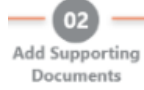

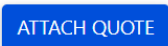

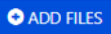





Record an ACC Trial Outcome and/or Add New Item in an Existing Application

Step	Details
	<p>Completed steps:</p> <ol style="list-style-type: none"> The Assessor has submitted an Application and received a trial approval confirmation email from Accessable Application status is Trial in Progress The Assessor has trialed the item(s) with the Customer and is ready to update aSAP of the trial outcomes The Assessor has trialed the item(s) and needs to add additional trial or purchase items
<p>1.</p>	<p>Search and Open the Trial Application (Edit mode)</p> <ol style="list-style-type: none"> Click Applications Click Applications (ACC Assessor) Search for the required application <input type="text" value="Search..."/>  using numerical or alpha information Note: You can use the Application Sub Type filter <input checked="" type="checkbox"/> Equipment Trial to display Trial Applications Select the Trial Application and Click  Select from the drop down options <div data-bbox="453 1146 633 1294" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p> View details</p> <p> Edit</p> <p> Update Trial (Flow)</p> </div> <div data-bbox="678 1137 1417 1319" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; color: red;"> <p>Note: If the Update Trial (Flow) option is not visible and the status is Trial in Progress this indicates the application has items pending approval from Accessable and is non editable at this time</p> </div> <ul style="list-style-type: none"> View details – allows full Application details to be shown and is non editable Edit – allows Assessor to edit non-equipment related areas, e.g. Supporting Documents and Comments sections Update Trial (Flow) – allows Assessor to provide outcomes and add new items <ol style="list-style-type: none"> Click Update Trial (Flow) to enter the Trial and Purchase workflow to add a Trial Outcome and/or Add New Item <p>This will take you through the required steps to complete your Application. The blue workflow colour identifies your location in the workflow</p> <div data-bbox="384 1704 1273 1800" style="text-align: center;">  </div>

Step	Details
2.	 <p>Step 01 – To update a trial outcome:</p> <ol style="list-style-type: none"> Select the equipment trial item and Click  and select from the drop down options The Trial Decision will automatically update to Pending   After recording trial outcomes for the required item(s) and <u>no new item(s) are required</u> click  and continue through workflow Steps 02-05 and submit the updates
Or	
<p>Step 01 – To add a new item(s) to the Application either trial or purchase:</p> <ol style="list-style-type: none"> Select the item via the relevant catalogue search and add to the Application  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Note: Uploading of items from the catalogue can take a few minutes</p> <p>Note: New trial items require a new expected trial start date before adding items from the relevant catalogue</p> </div> <ol style="list-style-type: none"> Click  	
<p>Step 02 – Add Supporting Documents </p> <ol style="list-style-type: none"> Add relevant documents by clicking the appropriate button: <div style="display: flex; justify-content: space-around; margin-top: 5px;">    </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Note: Uploading of documents can take a few minutes</p> <p>Note: We recommend when using  that you name the document with the relevant version number at the start of the title</p> </div> Other Sections <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>The system is identifying if any other information is required to allow you to submit the Application. If auto populated – no action is required</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Reason for Adding Items is required to assist with Accessable funding review</p> <ul style="list-style-type: none"> Rationale for adding items e.g. essential injury related need, previous trial unsuccessful because; Customer requires alternative items because... Type “Refer to report” if Assessment Report is attached </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Trial Outcome Comments – optional</p> <ul style="list-style-type: none"> Information assists Accessable with funding and procurement reviews </div> 	

Step	Details
	<p>c. Click SAVE AND PROCEED TO NEXT STEP</p>
	<p>Step 03 – Add Delivery Information</p> <p>a. View and select details – Delivery Address and Delivery Contact Details</p> <p>Note: Recommend using Address Finder - start typing address here if updating address</p> <p>b. Click SAVE AND PROCEED TO NEXT STEP</p> 
	<p>Step 04 – Add Collection Information</p> <ul style="list-style-type: none"> • Delivery Address is pre-selected as Collection Address • To change, untick the checkbox and edit Collection Address and/or Collection Contact 
	<p>Step 05 – Summary page displays to allow Assessor to review content</p>  <div data-bbox="271 884 1417 1057" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Note: New Trial and Purchase Items status will be shown as Solution Build</p> <p>Note: Each time a new trial or purchase item is submitted a new version within application is created and will referenced in the Application number APP000001-V#</p> </div> <p>The following message displays:</p> <p>Great! Your Application is saved and completed. Would you like to</p> <p>a. Submit the Application, click SUBMIT and then click SUBMIT to confirm the privacy declaration</p> <p>Or</p> <p>b. Save the Application and return to the previous page to edit details click SAVE AND RETURN TO PREVIOUS STEP</p> <p>Or</p> <p>c. To edit the Trial Application from the start of Add Outcomes or Items, click CHANGE</p> <p>Note: After submission, a full summary overview will display titled Edit Application. You can exit this view by selecting one of the options from the top green navigation bar (e.g. Application) depending on what you would like to do next</p>