



Urban Utilities Developer Services Application Portal User Guide

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Urban Utilities Developer Services Application Portal



Product Information

The Developer Services Application Portal is a platform that allows users to manage and monitor their Non-Standard applications. With this portal, users can view audits and audit issues related to their applications. It provides a convenient way to access and interact with audit records, details, and supporting documents, and

respond to issues.

How to View Audits

1. Open the Non-Standard application you want to view audits for.
2. Click on the “Audits” tab.
3. Within the Audits component, you will find a list of audits associated with the application.
4. Click on the name of the audit to open and view its details.
5. You can explore information in the Details tab, Issues tab, or the Supporting Documents tab.
6. To access supporting documents related to the audit, go to the Supporting Documents tab. Here, you can view and download the documents at any time.

How to View Issues from Audits

1. To view issues related to your Non-Standard applications:
2. You can access issues either through an Audit link or directly from the Issues component.
3. Open the Non-Standard application you want to view issues for.
4. Click on the “Audits” tab.
5. In the Audits component, click on the name of the audit to open and view its details.
6. You can find information in the Details tab, Issues tab, or the Supporting Documents tab.
7. In the Issues tab, click on the Issue Name to see the details of the issue linked to the Audit record.
8. You will also find a banner with information on how to respond to the issue. You can upload any required documents from this screen.
9. To access supporting documents related to the audit, go to the Supporting Documents tab. Here, you can view and download the documents at any time.

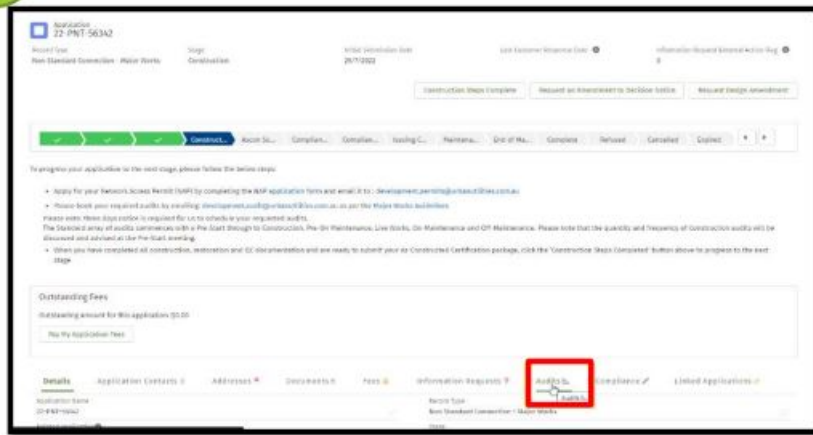
DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES HOW TO VIEW MY AUDITS AND AUDIT ISSUES

The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

HOW TO VIEW MY AUDITS

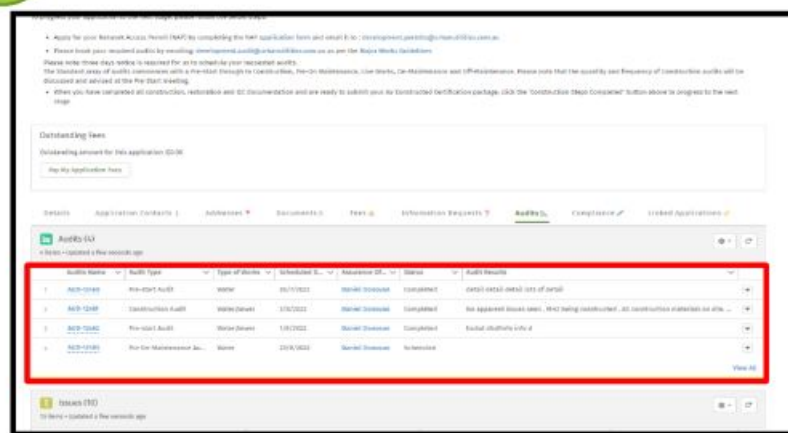
- You can view audit for your Non-Standard applications.
- Open your Non-Standard application and click on the Audits tab.

1



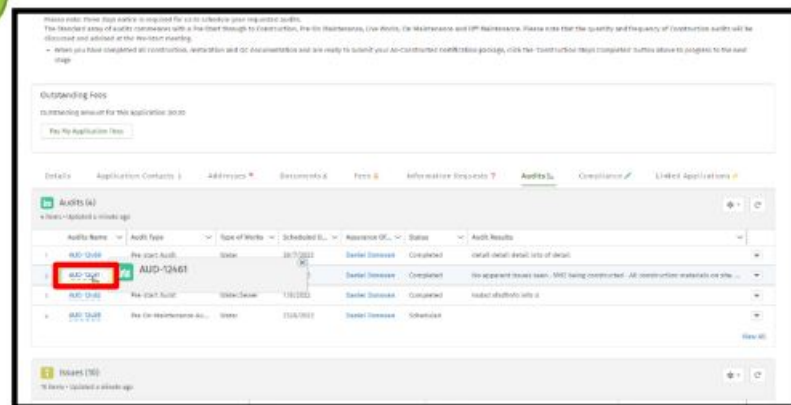
- Here you will see the Audits component.

2



- Click on the Audit name link to open and view the Audit record details.

3



- You can view information in the Details tab, Issues tab, or the Supporting Documents tab.

4

The screenshot shows the 'Audit Details' page. At the top, there are three tabs: 'Details', 'Issues', and 'Supporting Documents'. The 'Supporting Documents' tab is highlighted with a red box. Below the tabs, there are two columns of information. The left column contains fields for 'Audit Name', 'Audit Number', 'Audit Date', 'Audit Location', 'Audit Status', 'Audit Type', 'Audit Category', 'Audit Sub-category', 'Audit Description', 'Audit Results', 'Consulting Engineer Representative', 'Consulting Engineer Representative ID', and 'Responsible Representative'. The right column contains fields for 'Status', 'Type of Work', 'Main Category', 'Audit Type', 'Construction Audit', 'Scheduled Date', 'Scheduled Time', 'Audit Transformed', 'Major Time', 'Location', 'Contractor Representative On Site', 'Audit Trigger', and 'Contractor Representative On Site'.

- The Supporting Documents tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.

5

The screenshot shows the 'Supporting Documents' page. It features a table with columns for 'Document Name', 'Category', and 'Created Date'. A document titled 'construction audit - img.png' is listed under the 'Category' of 'Building Markup'. The 'Created Date' is '03/04/2022'. A red box highlights the 'Download' button next to the document.

HOW TO VIEW ISSUES FROM AUDITS

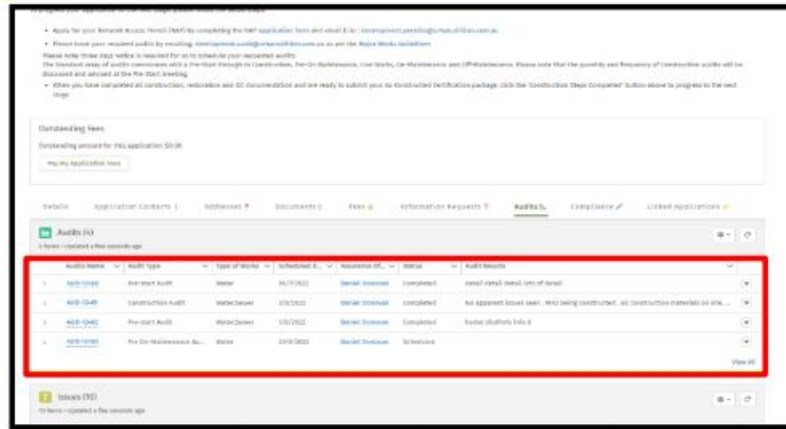
- You can view issues for your Non-Standard applications.
- You can view issues via an Audit link, or from the Issues component.
- Open your Non-Standard application and click on the Audits tab.

1

The screenshot shows the 'Application Details' page. At the top, there are several tabs: 'Details', 'Application Contacts', 'Addresses', 'Documents', 'Notes', 'Information Requests', 'Audits', 'Compliance', and 'Linked Applications'. The 'Audits' tab is highlighted with a red box. Below the tabs, there are various sections including 'To progress your application to the next stage please follow the below steps', 'Outstanding Fees', and a list of 'Audits'.

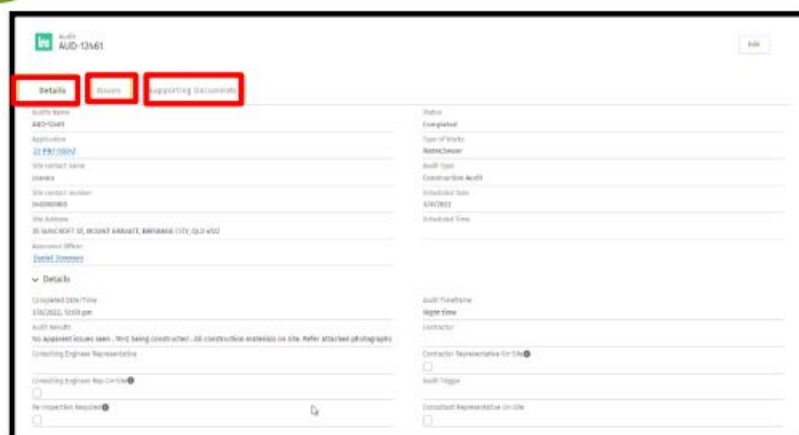
- Here you will see the Audits component.
- Click on the Audit name link to open and view the Audit record details.

2



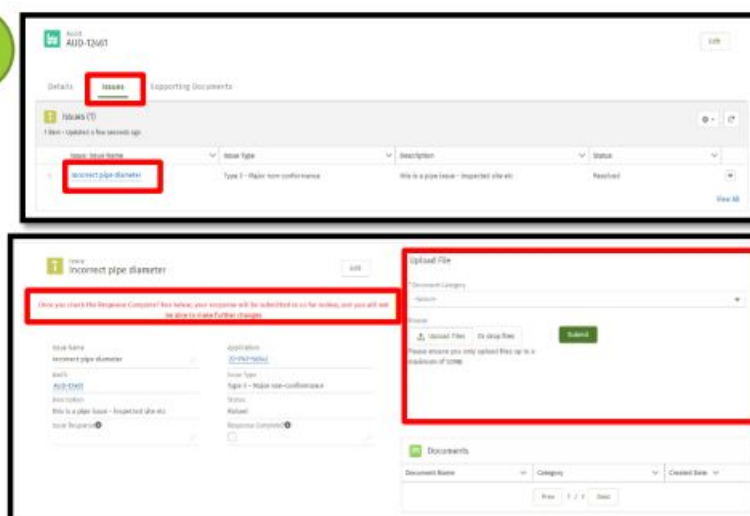
- You can view information in the Details tab, Issues tab, or the Supporting Documents tab.

3



- You can view the information in the Issues tab. Click on the Issue Name to view the details of the issue linked to the Audit record.
- A banner with information on how to respond to issue is also present in this screen. You can also upload any required documents.

4



- The Supporting Documents tab is the place where documents related to an Audit can be viewed and downloaded by you at any time.



Documents / Resources



[Urban Utilities Developer Services Application Portal \[pdf\] User Guide](#)
Developer Services Application Portal, Services Application Portal, Application Portal, Portal