



# How to structure your organisation's online portal

**Applying for screening online** involves logging into DCSI's screening online portal.

Given that each business is unique, the following information is provided to assist organisations, particularly large businesses, to develop their preferred structure for their portal.

## HINTS for classifying the different business functions of your organisation

Unique factors such as the size of your organisation, its location, number of staff and its different business functions will define the way your organisation structures its online portal, e.g. so as to achieve a suitable structure for managing workflow and account payments etc.

Identify/differentiate the different areas of your organisation by inserting the program's title in the field "Department/Business Unit" in the online form.

Factors to consider include:

- all organisations (with the exception of sole traders) can register as many business units as required using the one Australian Business Number (ABN)
- you can register multiple divisions, teams or units using the same ABN
- you can keep all areas separate by nominating different users eg Requesting Officers for each separate business unit
- you can nominate the same officer role for each business area if preferred.

## Reporting functions

Factors such as size, location, number of staff and business functions will define the way your organisation establishes its reporting systems. The site administrator that you nominate will manage the allocation of registered users for the organisation. Examples are provided below:

- Nominate one **Site Administrator** who will manage the allocation of registered users for the whole organisation **OR** nominate a site manager for each business area.
- Nominate **one Authorising Officer** for the whole organisation. This person will be able to view and manage ALL applications that the organisation has initiated.
- **Nominate one finance officer for the whole organisation:** this person will be able to view and endorse ALL applications that the organisation has generated for payment **OR**

**Nominate a Finance Officer for each business unit.** This effectively separates the business functions - resulting in each finance officer **ONLY** viewing and endorsing the applications relevant to their business area.

We can assist you to set up your organisations portal for reporting, if required. Developing a business process chart may be helpful.

You will need to establish your own business rules for your nominated officers to ensure your business system runs smoothly, eg "*Verifying Officers must be Level 3 Delegation or above, or a Justice of the Peace*".

Example structures are provided on the following page.

## Structuring the way your organisation considers and manages online screening applications

Developing a business process chart may assist you. Some example structures / system views are provided below:

