

Instructions – interim measure for saving documents that are different but of the same ‘type’ to TMS

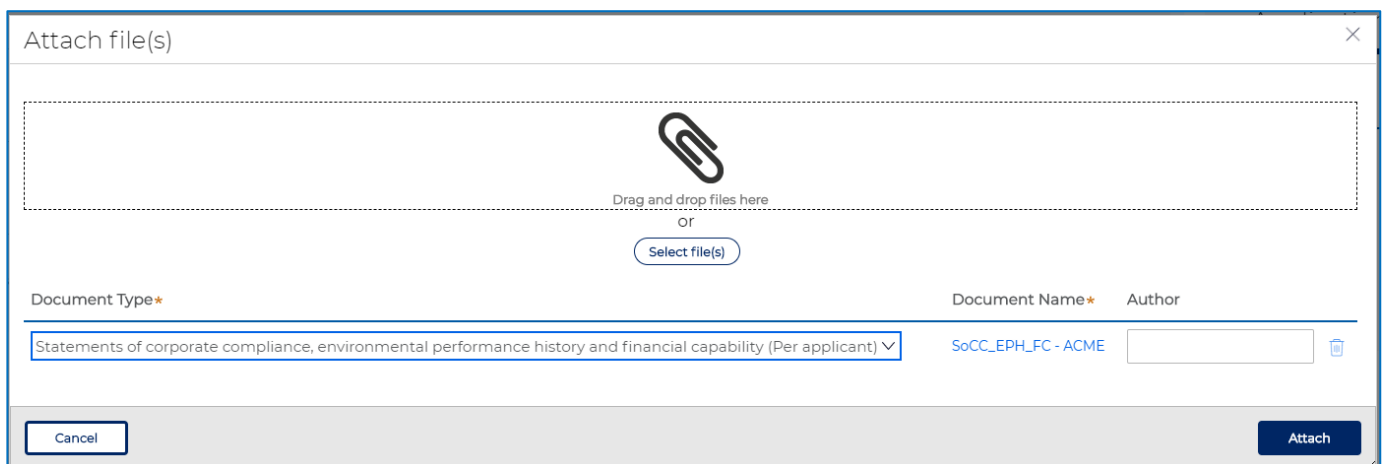
Currently when documents are saved using a ‘document type’ previously used, the second uploaded document will overwrite the original.

It is understood this will cause issues when having to save multiple different documents of the same ‘document type’, for example where multiple ‘Statements of corporate compliance, environmental performance history and financial capability’ (SoCC_EPH_FC) may need to be provided per applicant.


In the interim, until this is fixed, users are directed to use the documents type ‘Other document’ and complete the ‘please specify...’ text box with a different title whenever the relevant document type has previously been used.

Below are instructions on the interim measures for saving documents in TMS until the feature is updated to only overwrite when the ‘document type’ AND ‘name’ are the same:

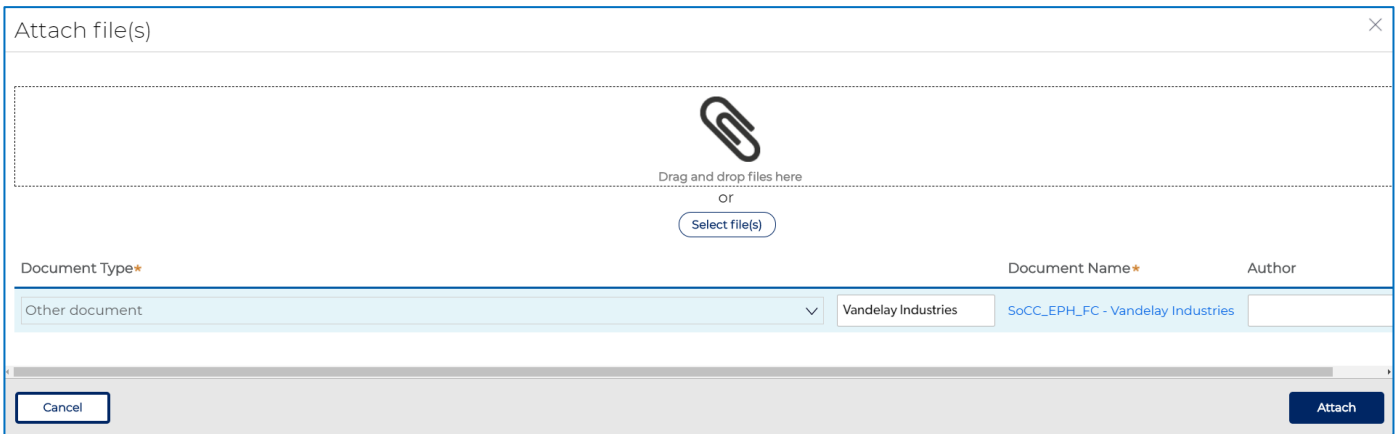
1. The first attachment can be saved using the relevant document type (in this example SoCC_EPH_FC) from the drop-down box.



The document will appear in the attachment Tab as shown below:

Application details		Rehabilitation details		Required information		Payment		Attachments
Category	Document Name	CM9 ID	Internal/External	Privacy	Attached by	Attached date		
Statement of compliance, environmental performance and financial history	SoCC_EPH_FC - ACME.docx	11036040	External	Private	Margaret Lannen	18/06/2020 10:51 AM		

- To ensure different documents of the same type appear in the Attachment tab subsequent uploads of should be saved using the 'Other document' type and completing the mandatory 'please specify...' text box. Please note 50 character limited when naming document prior to upload.



Attach file(s)

Drag and drop files here
or
[Select file\(s\)](#)

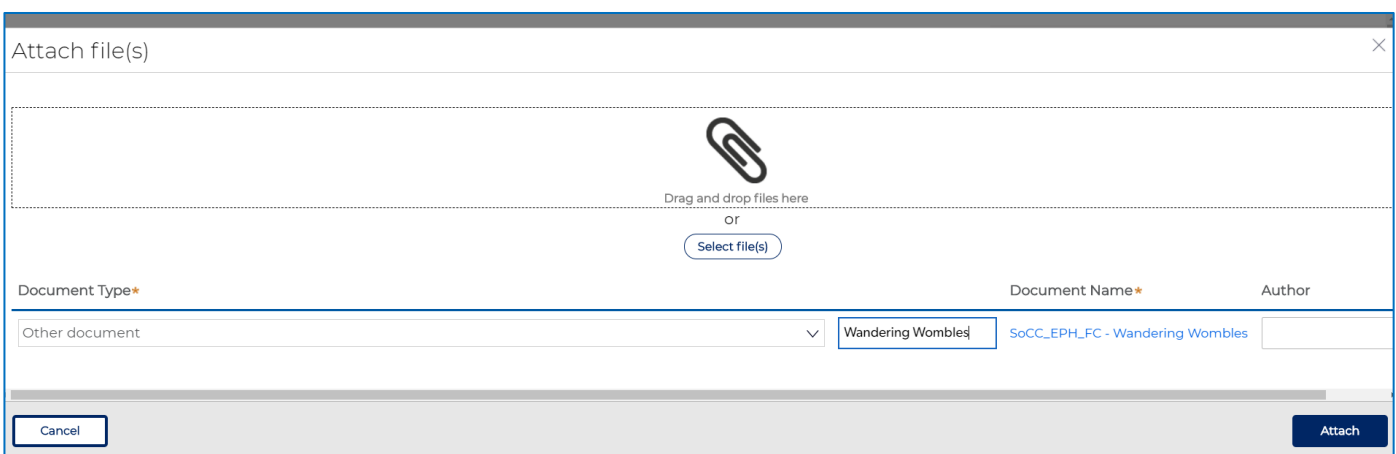
Document Type* Document Name* Author

Other document Vandelay Industries SoCC_EPH_FC - Vandelay Industries

[Cancel](#) [Attach](#)

Application details	Party details	Application area	Rehabilitation details	Required information	Payment	Attachments	
Category	Document Name	CM9 ID	Internal/External	Privacy	Attached by	Attached date	
Other document	Vandelay Industries	SoCC_EPH_FC - Vandelay Industries.docx	External	Private	Margaret Lannen	18/06/2020 11:05 AM	
Statement of compliance, environmental performance and financial history		SoCC_EPH_FC - ACME.docx	11036040	External	Private	Margaret Lannen	18/06/2020 10:51 AM

- Providing the description added to the free text box is different to an existing document in the attachment list, the new attachment will be added as a separate document.






Attach file(s)

Drag and drop files here
or
[Select file\(s\)](#)

Document Type* Document Name* Author

Other document Wandering Wombles SoCC_EPH_FC - Wandering Wombles

[Cancel](#) [Attach](#)

Application details	Party details	Application area	Rehabilitation details	Required information	Payment	Attachments		
Category		Document Name	CM9 ID	Internal/External	Privacy	Attached by	Attached date	
Other document	Wandering Wombles	SoCC_EPH_FC - Wandering Wombles.docx	11036042	External	Private	Margaret Lannen	18/06/2020 11:36 AM	
Other document	Vandelay Industries	SoCC_EPH_FC - Vandelay Industries.docx	11036041	External	Private	Margaret Lannen	18/06/2020 11:05 AM	
Statement of compliance, environmental performance and financial history		SoCC_EPH_FC - ACME.docx	11036040	External	Private	Margaret Lannen	18/06/2020 10:51 AM	

This same approach of using 'Other document' will be required whenever the category e.g. 'correspondence', 'cover letter' etc has previously been used and you do not want to overwrite the original.

NOTE:

If you need to amend an already uploaded document, providing the same document type (and description when using other) is the same as the original upload, the original will be overwritten.