

Online Services

Department of Environment and Science

User Guide – Allocation of Quarry Material page

- Navigating the Allocation of Quarry Materials page
- Sorting, filtering and searching records
- Where to get help

The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Online Services.

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1. Getting ready for Online Services

If you are an existing customer and have previously transacted online

This guide will show you how to navigate the **Allocation of Quarry Material** page, apply for an allocation of quarry material and to view and open existing records, such as applications.

If you have not previously used Online Services

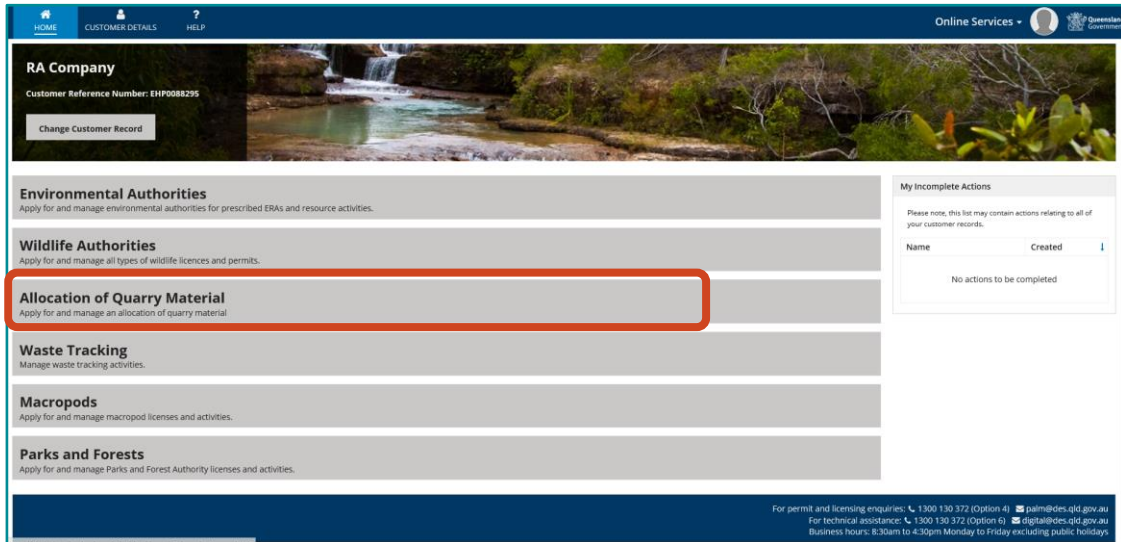
Refer to the [Getting Started](#) user guide for information and links to registering, signing in and navigating Online Services: <https://www.business.qld.gov.au/running-business/environment/online-services>.

2. Viewing the Allocation of Quarry Materials page

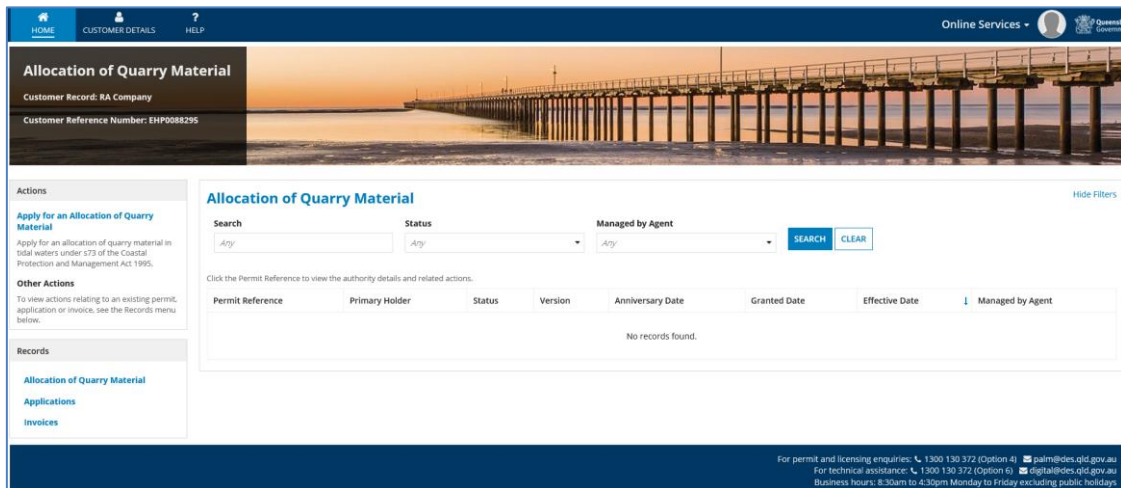
Open the **Allocation of Quarry Materials** page from your customer record home page. If your customer record is not set up or you do not know how to select a customer record, refer to the [Getting Started](#) user guide to register, sign in and navigate Online Services.

Take the following steps to open the **Allocation of Quarry Materials** page.

- From your customer record home page, click **Allocation of Quarry Material**.



The **Allocation of Quarry Material** page displays. From this page, you can apply for and manage an allocation of quarry material.



Main menu

Home

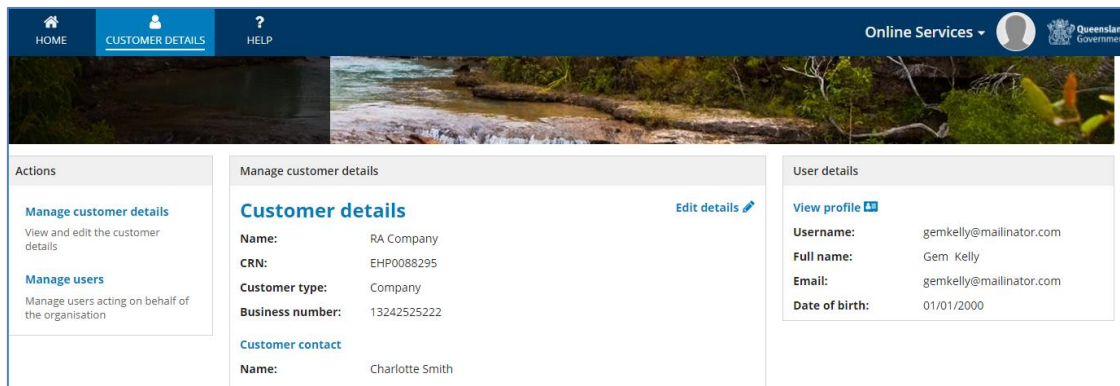


Clicking the **HOME** icon from anywhere within the **Customer Record** pages takes you to the customer record home page.

Customer Details



Clicking the **CUSTOMER DETAILS** icon from anywhere within the **Customer Record** pages takes you to the **Customer Details** page.



From this page all users can:

- View the customer details
- View their user profile

Users with an Administrative role on the customer record can:

- View and edit the customer details
- View and edit their user profile
- View and manage other users who have access to the customer record.

Refer to the [Getting started](#) user guide to manage your customer record.

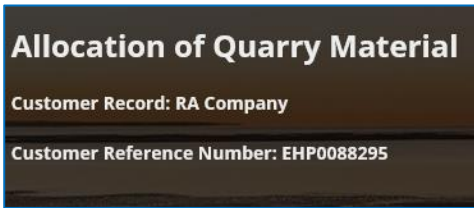
Help



Click the **HELP** icon from anywhere within Online Services to access contact details for General Enquiries and Technical Support.

Customer Record Name and Reference Number

The top of the customer record page always displays the **Customer Record Name** and **Customer Reference Number**.



User profile and signing out



To the right of the main menu is the **User Profile** icon. Click the icon to view your user profile or sign out.

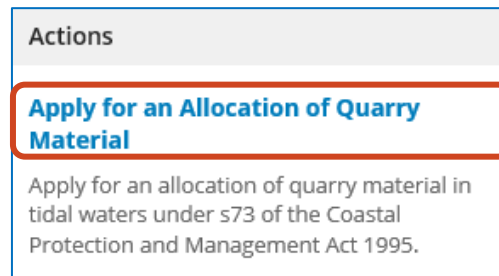
Refer to the [Using Online Services](#) user guide to manage your user profile.

Actions menu (apply and register)

The **Actions** menu contains the link to **Apply for an Allocation of Quarry Material**.

Click the blue text to initiate the process.

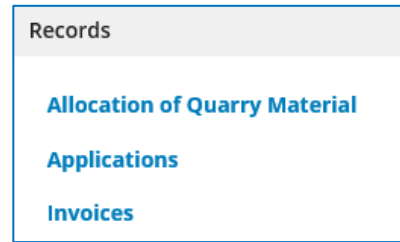
Note: To view or initiate actions relating to an existing record (permit, invoice or return), search for the particular record by clicking a record type from the **Records** menu.



Records Menu (Search and View)

The **Records** menu contains allocation of quarry material record types.

Click a record type to view a list of records associated with the customer record. For example, clicking **Allocation of Quarry Material** lists the allocation of quarry materials held by the customer.



Refer to [Sorting, filtering and searching records](#) for information on how to use the list views.

Allocation of Quarry Material

Displays all Allocation of Quarry Material authorities held by the customer.

Applications

Displays the customer's Allocation of Quarry Material applications.

Invoices

Displays all invoices issued to the customer by the Department.

Body section (default display)

The customer's **Allocation of Quarry Material** list is the default display.

Allocation of Quarry Material Hide Filters

Search: Status: Managed by Agent: SEARCH CLEAR

Click the Permit Reference to view the authority details and related actions.

Permit Reference	Primary Holder	Status	Version	Anniversary Date	Granted Date	Effective Date	Managed by Agent
CA0000045	John Barns	Surrendered	1	07/09/2020	07/08/2020	07/08/2020	No
CA0000049	John Barns	Granted	1	07/09/2020	07/08/2020	07/08/2020	No
CA0000050	John Barns	Granted	1	07/09/2020	07/08/2020	07/08/2020	No

- Click the blue text to open and view the record.

Page footer

The page footer displays on most pages and provides contact details for further assistance.

For permit and licensing enquiries: ☎ 1300 130 372 (Option 4) ✉ palm@des.qld.gov.au
 For technical assistance: ☎ 1300 130 372 (Option 6) ✉ digital@des.qld.gov.au
 Business hours: 8:30am to 4:30pm Monday to Friday excluding public holidays

3. Sorting, filtering and searching records

The screenshot shows the 'Allocation of Quarry Material Applications' interface. At the top right, there is a 'Hide Filters' button. Below it, there are four filter fields: 'Search' (with a text input containing 'Any'), 'Stage' (with a dropdown menu containing 'Any'), 'Status' (with a dropdown menu containing 'Any'), and 'Managed by Agent' (with a dropdown menu containing 'Any'). To the right of these fields are 'SEARCH' and 'CLEAR' buttons. Below the filters, there is a table with the following data:

Application Reference	Principal Applicant	Application Type	Lodgement Date	Stage	Status	Managed by Agent
APP0053391	RA Company	Standard Application	10/06/2020	Pre-submission	Awaiting Allocation	No

The **Filter** function is located on the top section of the record view.

Change the default sort order

- Click a column heading. The blue up/down arrow indicates the sort order.

Open a record

- Click the blue text. This is typically the reference number.

Hide or show the filter function

- Click **Hide/Show Filters**, located on the top right of the list section.

Apply filters to the list view

- Click a filter field, select an option from the list and then click **SEARCH**.
- **Note:** You can select multiple options.

Remove filter

- Click **CLEAR**.

Search record

- On the search field, type your search criteria – for example, part of a reference number such as 53391 – and click **SEARCH**.

The screenshot shows the 'Allocation of Quarry Material Applications' interface with a search filter applied. The 'Search' field now contains '53391'. The 'Stage', 'Status', and 'Managed by Agent' dropdown menus remain set to 'Any'. The 'SEARCH' and 'CLEAR' buttons are still present. The table below shows the same data as in the previous screenshot:

Application Reference	Principal Applicant	Application Type	Lodgement Date	Stage	Status	Managed by Agent
APP0053391	RA Company	Standard Application	10/06/2020	Pre-submission	Awaiting Allocation	No

4. Want more information or need help?

Click [HERE](#) to learn more about Online Services.

For more information on new licences, please contact the Permits and Licensing team:

General Enquiries: 1300 130 372 (option 4)

Email: palm@des.qld.gov.au

Technical Support: 1300 130 372 (option 6)

Email: digital@des.qld.gov.au