

Environment Online

Reference guide – how to manage access to projects

20 June 2024



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Summary

This reference guide provides information on how a **Service Administrator** can manage project access to service users. As a Service Administrator, you will also need to assign projects to yourself to be able to see the projects within Environment Online.

Prerequisites

Only **Service Administrators** can manage access to projects. You must ask your **Service Administrator** to assign you access if you are a Service User.

You must be authorised as a Service Administrator to the relevant entity in the WA Relationship Authorisation Manager (WARAM) or be added to the Service Administrator group with a Microsoft Work Account to be able to assign access to the project for service users.

You must be signed into Environment Online as a **Service Administrator** representing an entity.

Assigning access to a project

1. Navigate to <https://environmentonline.dwer.wa.gov.au/>
2. Log in as a **Service Administrator**
3. Select the **My environment** tab

Note: You will not see any projects until they have been assigned to you.

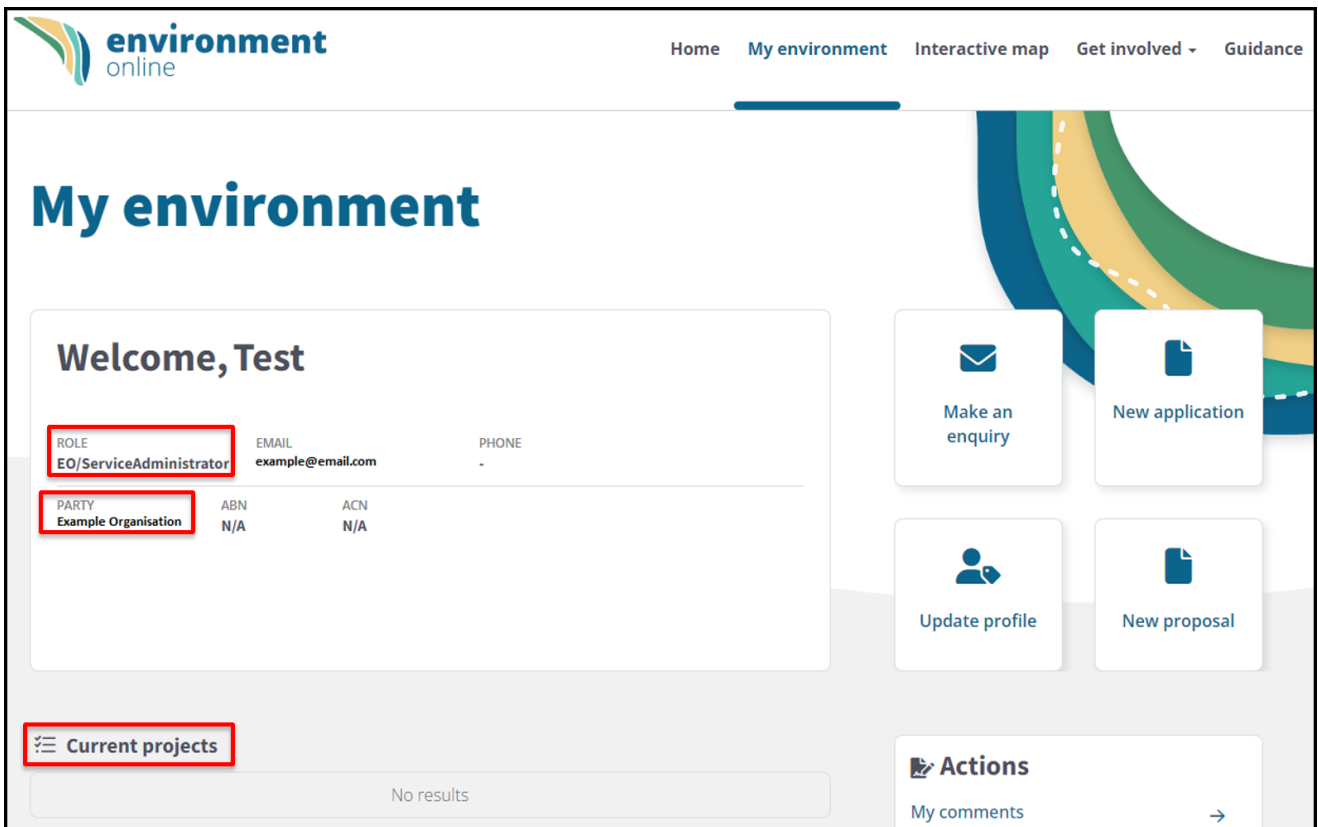
The screenshot displays the 'My environment' page on the Environment Online website. The navigation bar includes 'Home', 'My environment' (highlighted with a red box), 'Interactive map', 'Get involved', and 'Guidance'. The main heading is 'My environment'. Below this, a 'Welcome, Test' message is shown. A table lists user details:

ROLE	EMAIL	PHONE
EO/ServiceAdministrator	example@email.com	-

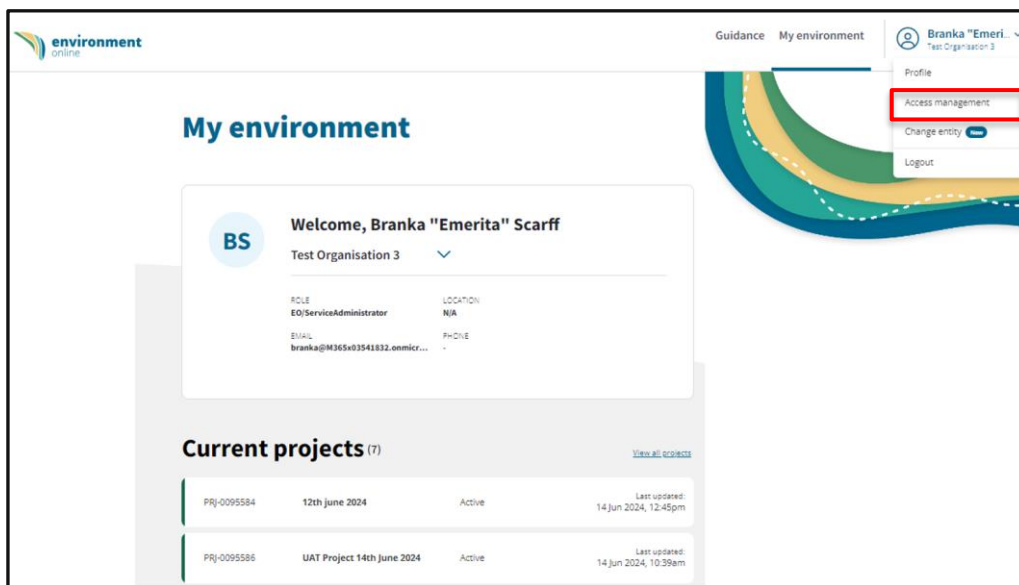
PARTY	ABN	ACN
Example Organisation	N/A	N/A

On the right side, there are four action buttons: 'Make an enquiry' (with an envelope icon), 'New application' (with a document icon), 'Update profile' (with a person icon), and 'New proposal' (with a document icon).

4. Confirm:
 - a. your role as a **Service Administrator**
 - b. you are acting on behalf of a party
 - c. any current projects



5. Select the drop-down menu from the top right, next to your profile name, then select **Access management**.



- Under **Project access**, select the service user you will assign a project to, and select **Manage access**.

Access management

As a Service Administrator, this is where you can manage authorisations by inviting users to access the entity and relevant entity projects.

Entity access + Add new

Manage entity access by inviting users to access this entity via the 'Add new' button. Added users will be listed in the table below until they have accepted the invitation, after which you will be able to manage the user's entity and project access under 'Project access'.

Full name	Email	Role	Assigned To	Status
No records found				

Project access

Manage entity and project access to the users below by clicking on the 'Manage access' button. As a Service Administrator, you will also need to assign projects to yourself to be able to see projects on your My environment dashboard.

Full name	Email	Role	Assigned projects	Manage access
Ahmed email User	ashous.ha@gmail.com	EDI/Service User	12th June 2024 UAT Project: 14th June 2024	Manage access
Ahmed Shousha	ahmed@M365x03541832.onmicrosoft.com	EDI/ServiceAdministrator	Test Project	Manage access
Branka "Emerita" "	branka@M365x03541832.onmicrosoft.com	EDI/ServiceAdministrator		Manage access
Craig Scrum Master Jackson	craig@M365x03541832.onmicrosoft.com	EDI/ServiceAdministrator	Big Bang Project UAT Project: 14th June 2024	Manage access
Meenu Vitarana	Meenu@M365x03541832.onmicrosoft.com	EDI/ServiceAdministrator	Big Bang Project Lost Cause	Manage access
Rhonda Gilbert	Rhonda@M365x03541832.onmicrosoft.com	EDI/ServiceUser	Test Company 2	Manage access
Sanjana Bandari	sanjana@M365x03541832.onmicrosoft.com	EDI/ServiceAdministrator	12th June 2024 UAT Project: 14th June 2024	Manage access

Note: As a **Service Administrator**, you will also need to assign projects to yourself to be able to see projects on your **My environment** dashboard.

- Select **Assign project**

User access

Manage user access to parties/entities as well as projects below.

Disconnect user

Person

Ahmed Shousha

Party

Test Organisation 3

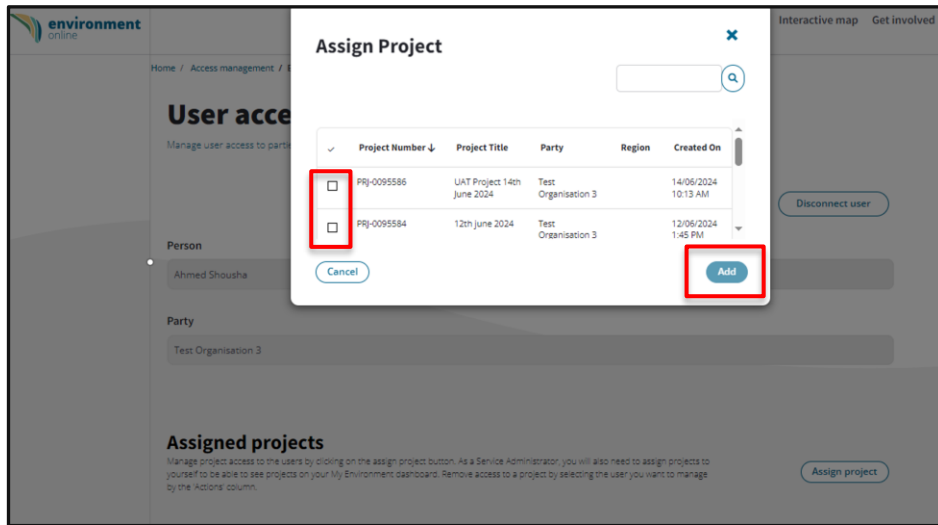
Assigned projects Assign project

Manage project access to the users by clicking on the assign project button. As a Service Administrator, you will also need to assign projects to yourself to be able to see projects on your My Environment dashboard. Remove access to a project by selecting the user you want to manage by the Actions column.

Project Number ↓	Project Title	Party	Region	Start Date	End Date	Status Reason	Created On	Actions
PRJ-0095564	Test Project	Test Organisation 3				Draft	21/05/2024 1:15 PM	

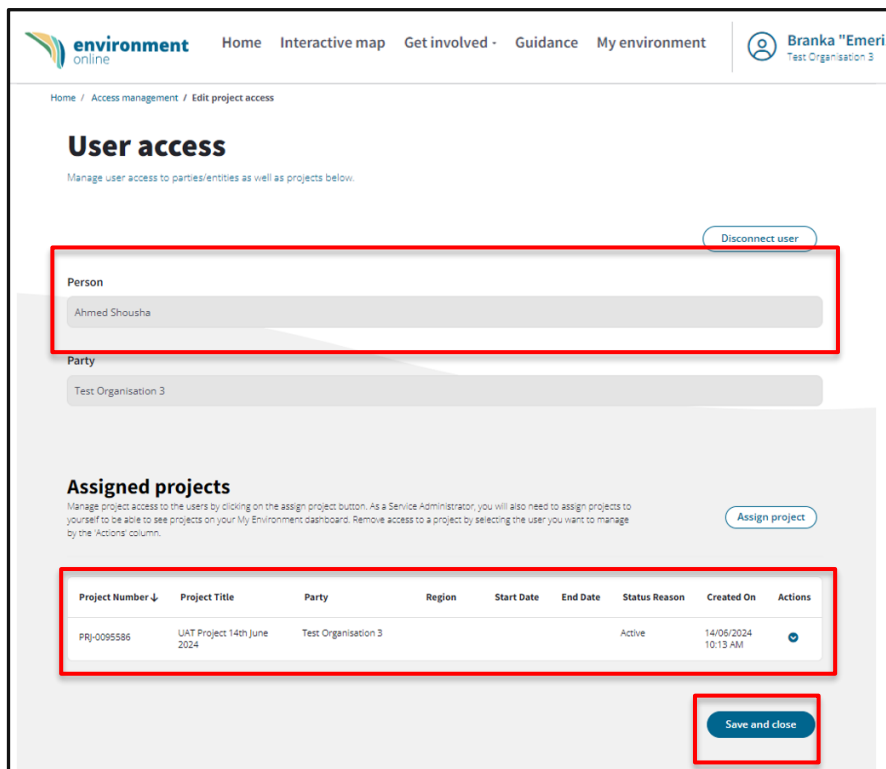
8. Choose the tick box of the project you are assigning access, then select **Add**.

Note: A list of projects a person can access will be displayed.



Note: You can select multiple projects to assign at once.

9. Review the assigned access, then select **Save and close**.



Note: To delete, select the blue tick under **Actions** and select **Remove**.

Assigned projects

Manage project access to the users by clicking on the assign project button. As a Service Administrator, you will also need to assign projects to yourself to be able to see projects on your My Environment dashboard. Remove access to a project by selecting the user you want to manage by the 'Actions' column.

[Assign project](#)

Project Number ↓	Project Title	Party	Region	Start Date	End Date	Status Reason	Created On	Actions
PRJ-0095586	UAT Project 14th June 2024	Test Organisation 3				Active	14/06/2024 10:13 AM	<input checked="" type="checkbox"/> Remove

[Save and close](#)

10. Return to the **My environment dashboard** to confirm the user now has access.

My environment

Welcome, Branka Emerita Scarff
Test Organisation 3

ROLE: EO/ServiceAdministrator | LOCATION: N/A
EMAIL: branka@M365x03541832.onmicr... | PHONE: -

[Make an enquiry](#)

[Start project](#)

Current projects (7) [View all projects](#)

PRJ-0095584	12th June 2024	Active	Last updated: 14 Jun 2024, 12:45pm
PRJ-0095586	UAT Project 14th June 2024	Active	Last updated: 14 Jun 2024, 10:39am

Quick links

- [Update profile](#)
- [All applications](#)
- [My enquiries](#)
- [All instruments](#)

