

360Pro Applicants’ Quick Reference Guide

For help or issues related to access to 360Pro or 360Pro functions, please direct your queries to the [Employment Services Purchasing Hotline](mailto:espurchasing@employment.gov.au) (espurchasing@employment.gov.au).

Please note: All screenshot images in this guide are for example purposes only and the content in the screenshots should not be taken into consideration when completing your Application.

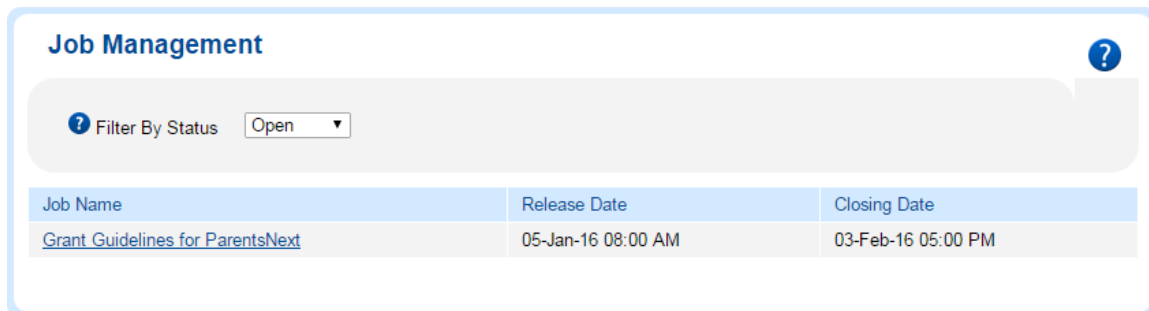
Throughout this document, the term Job has the same meaning as Grant Application.

Getting Started

Applicants can register to become a user by logging onto the [360Pro website](http://www.tinyurl.com/360Pro-employment) (www.tinyurl.com/360Pro-employment).

Registration

Click on ‘Grant Guidelines for ParentsNext’. This will provide you with further details on this Approach to the Market.

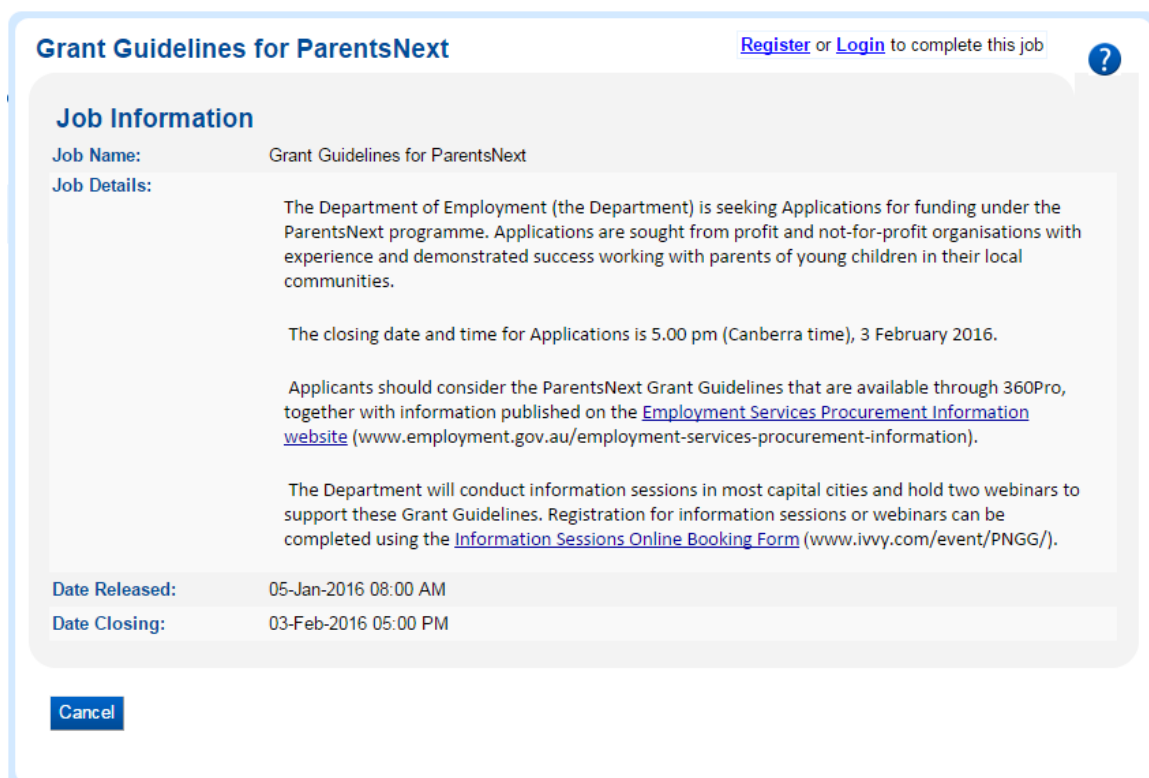


Job Management ?

Filter By Status: ▼

Job Name	Release Date	Closing Date
Grant Guidelines for ParentsNext	05-Jan-16 08:00 AM	03-Feb-16 05:00 PM

1. If you have a 360Pro account already, select Login.



Grant Guidelines for ParentsNext [Register](#) or [Login](#) to complete this job ?

Job Information

Job Name: Grant Guidelines for ParentsNext

Job Details:

The Department of Employment (the Department) is seeking Applications for funding under the ParentsNext programme. Applications are sought from profit and not-for-profit organisations with experience and demonstrated success working with parents of young children in their local communities.

The closing date and time for Applications is 5.00 pm (Canberra time), 3 February 2016.

Applicants should consider the ParentsNext Grant Guidelines that are available through 360Pro, together with information published on the [Employment Services Procurement Information website](http://www.employment.gov.au/employment-services-procurement-information) (www.employment.gov.au/employment-services-procurement-information).

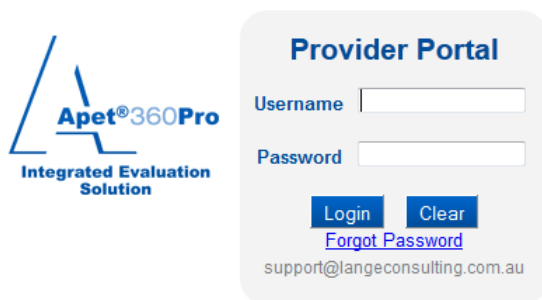
The Department will conduct information sessions in most capital cities and hold two webinars to support these Grant Guidelines. Registration for information sessions or webinars can be completed using the [Information Sessions Online Booking Form](http://www.ivvy.com/event/PNGG/) (www.ivvy.com/event/PNGG/).

Date Released: 05-Jan-2016 08:00 AM

Date Closing: 03-Feb-2016 05:00 PM

[Cancel](#)

- If you do not have an account, you can register and create an account. If you are advised that the User Name you are trying to register already exists, contact support@langeconsulting.com.au and you will be advised who in your organisation has previously registered. That person will be able to arrange your access. All other enquiries should be directed to the Employment Services Purchasing Hotline, phone - 1300 733 514.
- Once your account is created, you can login to the Provider Portal.



Navigating the Portal

The Job Management view is the Home view for Applicants.

Click on the Job Name to open the Job and commence your Application.

Job Name	Release Date	Closing Date	Status	Export
Grant Guidelines for ParentsNext	05-Jan-2016 08:00 AM	03-Feb-2016 05:00 PM	Open	

There are a number of functions on the bottom left hand side available to Applicants:

Users Applicants can create, edit, delete and replace subordinate users. These subordinate users will have full access rights to all Jobs under this account. The original (Parent) Account and its original user cannot be deleted, nor can usernames be changed.

Accounts If you are an existing 360Pro user, when you login to 360Pro it will open at the account you were last in. To navigate to the Department of Employment’s account, select the Accounts link and click on the ‘Show all Public Accounts’ checkbox and then ‘Filter’. The view will return the list of Public Accounts, including Department of Employment. By clicking on Department of Employment it will take you a list of open Department of Employment Jobs.

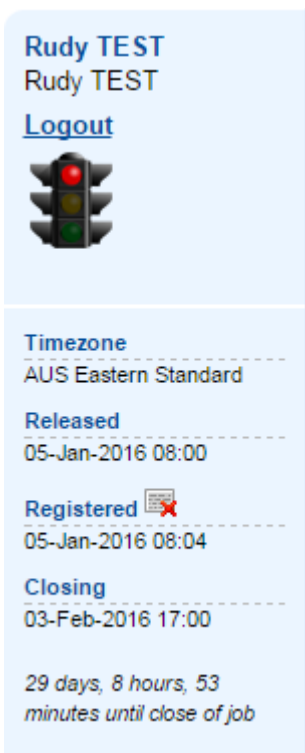
Job Management This link returns the Applicant to the Job Management home view.

Change Password This view allows the Applicant to change their password.

Change Details This view allows the Applicant to change their details.

Department of Employment logo The icon in the top left hand corner returns the user to the Home view.

Navigating the Application Form



When you click on a Job Name to open a Job and commence an Application, you will see the structure of the Application form, a description of the Job, release and closing details, and links to any supporting documents.

The left hand side menu provides a link and information to assist you such as:

- Applicant name.
- User ID.
- Logout function.
- Hovering your mouse over the traffic light will show you what you still need to do.
 - The timezone in which the Job has been issued.
 - The date and time released.
 - The date and time you registered.
 - A function to de-register (box with red cross) – If you select this, your Application will be deleted.
 - The closing date and time the Job closes.
 - How long till the Job closes.

Downloading Documents and Templates

1. The Job Info tab provides links (next to Supporting Documents) to the Application documents you need to fill out for each section of your Application.


2. These Application documents will be requested when you respond to each section. The Application documents provided MUST be downloaded to your computer, completed, saved in its original format and then uploaded at the relevant section.


Date Closing: 03-Feb-2016 05:00 PM

Supporting Documents:

- [ParentsNext Grant Guidelines.docx \(261.5 KB\)](#)
- [360Pro Applicants' Quick Reference Guide.docx \(568.1 KB\)](#)
- [Part A - PN - Applicant Declaration.pdf \(120.3 KB\)](#)
- [Part B - PN - Applicant Information.pdf \(137.9 KB\)](#)
- [Part C - PN - Site Details.pdf \(122.8 KB\)](#)
- [Part D - PN - Criterion 1 - Organisation Level.pdf \(116.4 KB\)](#)
- [Part E - PN - Criteria 2 and 3 - LGA Level.pdf \(119.7 KB\)](#)
- [Financial and Credentials Information Form.xls \(507.5 KB\)](#)
- [Subcontractor Credentials Information Form.xls \(317 KB\)](#)

Job Addenda:

- ▶ [Addendum 1: Grant Guidelines for ParentsNext \(Viewed on 22-Dec-2015 03:44 PM \)](#)
- ▶ [Addendum 2: Grant Guidelines for ParentsNext \(Viewed on 22-Dec-2015 03:44 PM \)](#)  ['Addendum No 2.docx' \(File Size: 61.7 KB\)](#)

 [Start Response](#)

Completing your Application

1. Click on the Start Response button.
2. Applicants may navigate to different sections by using the tabs at the top of the view or by clicking on different questions within the section on the left hand side.
3. All sections require Applicants to upload documents. Only Application documents requested by the Department (available in the Job Info tab next to Supporting Documents) are to be uploaded. For further information see section 7.3.4 of the Grant Guidelines.
4. The red light on the traffic light indicates that the Application is incomplete.
5. The Job Progress bar indicates current status of the section (0% - 100%). Please note that the progress bar may indicate 100% however the section may not be 100% completed. This is because the progress bar will always show 100% when at least ONE document is uploaded and saved to that section, regardless of how many documents are required for that section. For sections requiring multiple Application documents, Applicants must ensure that ALL documents are uploaded in accordance with the Grant Guidelines.

Job Info Your Info Part A - PN - App... Part B - PN - App... Part C - PN - Sit... Part D - PN - SC1 Part E - PN - SC2...

Financial Viability

Grant Guidelines for ParentsNext

Review ?

Hide Progress Bar

100%	100%	100%	100%	0%
Your Info	Part A - PN - App...	Part B - PN - App...	Part C - PN - Sit...	Part D - PN - SC1
0%	0%			
Part E - PN - SC2...	Financial Viability			

Part C - PN - Site Details

Attach the completed Part C - PN - Site Details form in this section. The form must be completed for each Local Government Area the Applicant is bidding for business. The form must be submitted in its original format and not scanned or converted into any other format. (Mandatory)

Upload document(s) Choose File No file chosen Upload File Document successfully uploaded.

• 47145 Part C - PN - Site Details.pdf (134.1 KB) Remove

Exit Prev Next Save Remove

- Uploading documents is compulsory. Applicants must fill out and upload the Application documents available in the Job Info tab next to Supporting Documents. To fill out the Application documents, you MUST first download them to your computer, complete and save them to your computer and then upload them back into 360Pro.
 - You can upload multiple documents, but only one at a time.
 - Click on Browse to navigate to the document you wish to upload.
 - Select Upload File. Once the document is uploaded, the file name will appear as a hyperlink and the message “Document successfully uploaded.” appears.
 - Adding single documents over 10 Mb is not recommended.
 - Ensure the file name of your attachments is less than 100 characters and conforms to the naming convention in Appendix D of the Grant Guidelines.
 - You may remove documents using the grey remove link shown beside the uploaded document’s file name.
- Click on Next to save and progress to the next section or click on Save and stay on this section. Click on Prev to return to the previous section (which also saves your Application).
- Click on Exit to navigate away to the Job Info tab and not save. You can navigate back and edit at any time.

Addenda

- Applicants will receive an email advising them of Addenda published by the Department.
- Addenda are listed at the bottom of the Job Info page, next to ‘Job Addenda’.

- All addenda messages **MUST** be opened in the Job Info tab and read before the 'Submit' button is revealed.
- If an Addenda is issued after an Applicant has submitted their Application, the system will still register your Application as Submitted. Applicants can elect to withdraw and/or re-open their Application and edit it before re-submitting.

Date Released: 05-Jan-2016 08:00 AM

Date Closing: 03-Feb-2016 05:00 PM

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[Start Response](#)

Checking your Application

- You can review your Application at any time by selecting the Review button. The view will display the sections and your Applications in a single list.

Submitting your Application

- When you have completed your response to all of the sections:
 - The Job Progress bar indicates all of the Sections are completed
 - All the triangles next to any Addenda in the Job Info tab are Green
 - The Traffic Light is Amber
 - The 'Submit' button is revealed.



Before submitting your Application, Applicants should double check that all relevant Application documents have been uploaded for each section in accordance with the Grant Guidelines.

- You can select the 'Submit' button and your Application will be submitted.
- Alternatively, you can select the 'Review' button and the view will display the sections and your Applications in a single list. You can then 'Edit' any Application and then select the 'Submit' button when you are ready to submit your Application.



If the Submit button is not on the screen you have not completed all sections and/or you have unread addenda on the Job Info tab.

Once your Application has been submitted:

1. The Job Progress message at the top of the View states: 'Submitted'
2. The Traffic Light shows green
3. The status on the left hand side indicates 'Submitted' and provides a time stamp
4. An email is sent to the Applicant confirming your Application has been submitted.

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Rudy TEST
Rudy TEST
[Logout](#)

Timezone
AUS Eastern Standard

Released
05-Jan-2016 08:00

Closing
03-Feb-2016 17:00

Submitted
05-Jan-2016 08:14

29 days, 8 hours, 45 minutes until close of job

Job Info | Your Info | Part A - PN - App... | Part B - PN - App... | Part C - PN - Sit... | Part D - PN - SC1 | Part E - PN - SC2... | Financial Viability

Grant Guidelines for ParentsNext [Review](#) ?

Hide Progress Bar
Submitted on 05-Jan-2016 08:14:01 AM

100%	100%	100%	100%	100%
Your Info	Part A - PN - App...	Part B - PN - App...	Part C - PN - Sit...	Part D - PN - SC1
100%	100%			
Part E - PN - SC2...	Financial Viability			

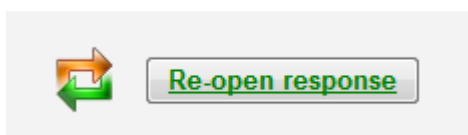
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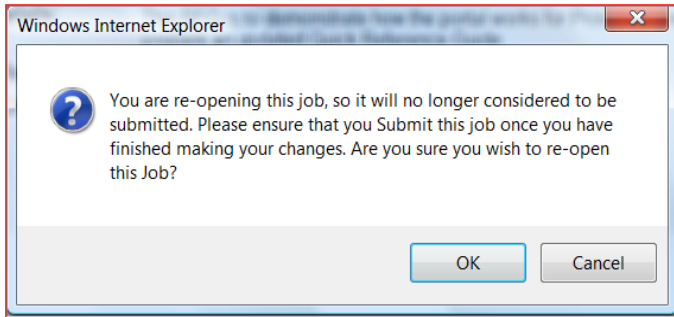
The closing date and time for Applications is 5.00 pm (Canberra time), 3 February 2016.

Reopening and Updating your Application

1. Before the Job is closed, you can re-open the Application, make changes and re-submit up until the closing date and time. **This is the same as withdrawing your Application from the Tender Box.**
2. If you wish to make a change and lodge an amended Application, you will need click on 'Re-open response' on the Job Info page to re-open your original Application, make the changes and resubmit.



3. Applicants will be prompted to confirm their understanding when you click the re-open button:



Please note – when re-opening an Application it will no longer be considered as submitted. Please ensure that you submit your Application once you have finished making your changes before the job closes.

4. When you re-open your Application:
 - a. The Traffic Light goes Amber
 - b. The 'Review' and 'Submit' buttons are revealed
5. When you are ready to resubmit your Application, select the 'Submit' button
6. Alternatively, you can select the 'Review' button and the view will display the sections and your Applications in a single list. You can then 'Edit' any Application and then select the 'Submit' button when you are ready to submit your Application.

Saving a copy of your Application for your records

You can save/export your Application at any time, even after the Grant Guidelines has closed.

1. Go to the Job Management View
2. Click on the 'Floppy Disc' icon at the right hand side of the Job title
3. The system will compile your Application and attachments into a zip file and download it.

Help

Further questions regarding the Grant Guidelines and/or Application lodgment should be directed to the Employment Services Purchasing Hotline:

Email - espurchasing@employment.gov.au.

Phone - 1300 733 514

Fax – 6275 3935

ParentsNext has a number of questions and answers published on the [Employment Services Procurement Information](#) website (www.employment.gov.au/employment-services-procurement-information).

Technical Help

For technical help or issues related to 360Pro access or 360Pro functions, please direct your queries to [Lange Consulting](#) (support@langeconsulting.com.au).