



CONSTRUCTION TRAINING FUND PORTAL GUIDE FOR ALL USERS

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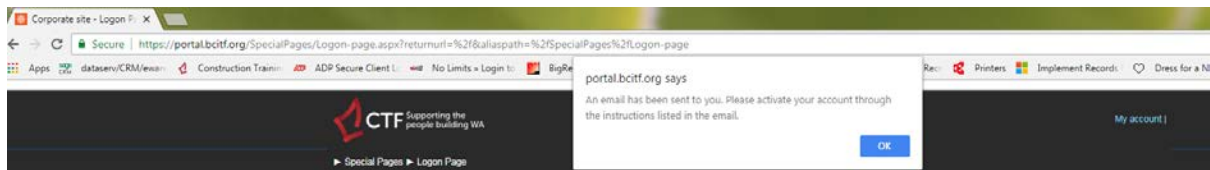
FIRST TIME LOGON

On the portal logon page (<https://portal.bctf.org>)

User name: *email address receiving this user guide*

Password: 2018

The CTF will send you a notification that an email has been sent to your System Admin account. In order to activate your account.



LOGON PAGE

This is a logon page for authorized access to the website. If you already have your user account, please enter your logon credentials in the left part below. If you do not have an account yet, you can register and create one by filling in the registration form in the right part below. Please note that some sections of the website may not be accessible if you are not an authorized user.

Logon

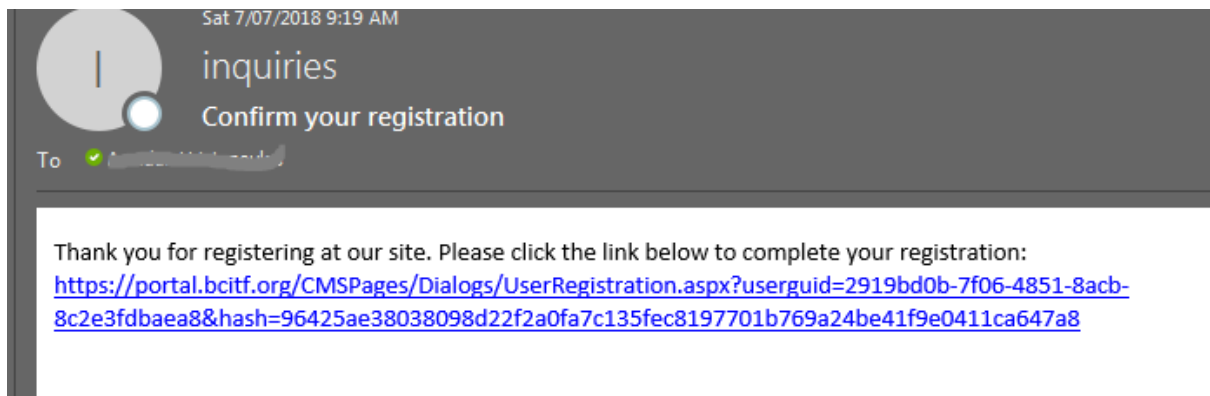
User name:

Password:

Stay signed in on this computer

Your sign-in attempt was not successful. Please try again.

[Forgotten password](#)



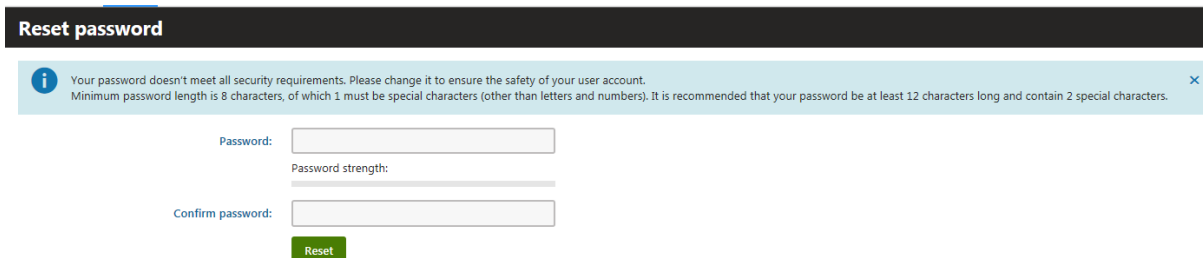
Clicking link will prompt confirmation of registration:



The image shows two side-by-side screenshots of a 'User registration confirmation' page. The left screenshot shows a dark header with the title 'User registration confirmation' and a message: 'Please click on the following button to confirm your registration.' Below this is a button labeled 'Confirm registration'. The right screenshot shows the same header and message, but with a blue information banner at the top that says 'Your account was enabled' with a close button. Below the banner, it says 'You can log in on [this page](#)'.

The log in on this page link will take you to the main logon page.

Enter 2018 in the Password. The Reset Password screen appears for you to create a password. Once password is accepted you can use the link to log in with your new password **email notification will confirm your password has been changed**



The image shows a 'Reset password' screen. At the top is a dark header with the title 'Reset password'. Below it is a light blue information banner with an 'i' icon and the text: 'Your password doesn't meet all security requirements. Please change it to ensure the safety of your user account. Minimum password length is 8 characters, of which 1 must be special characters (other than letters and numbers). It is recommended that your password be at least 12 characters long and contain 2 special characters.' Below the banner are three input fields: 'Password:', 'Password strength:', and 'Confirm password:'. At the bottom is a green 'Reset' button.

ACCOUNT MANAGEMENT

The My Account section allows you to:

- update personal settings;
- change password;
- Add Users

As the system administrator* you are able to activate and deactivate users.

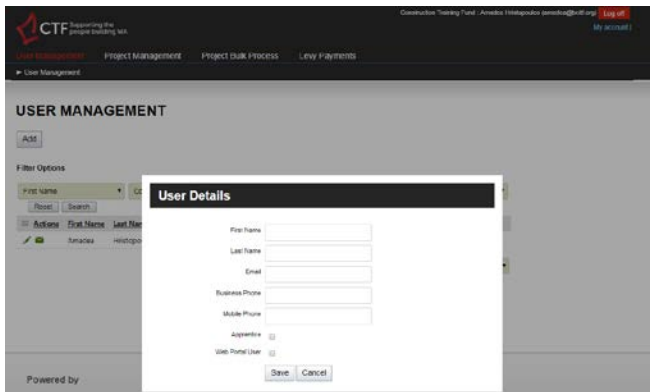
**Please contact CTF if you are not currently the System Administrator and require it to be changed.*

Additional Users

Additional users with Web Portal access will be able to add, view and pay levies on behalf of the company.

Adding Users

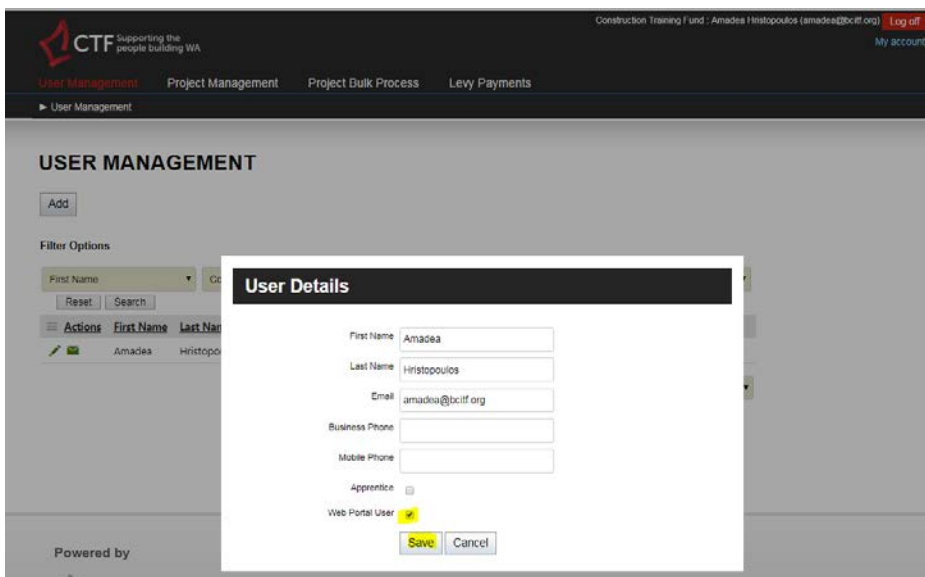
In User management > Click Add > Enter users details > ensure you check "Web Portal User" > click Save



The system administrator notifies additional user their account is setup. **New user goes to portal and follows the first time logon process.**

Removing a User

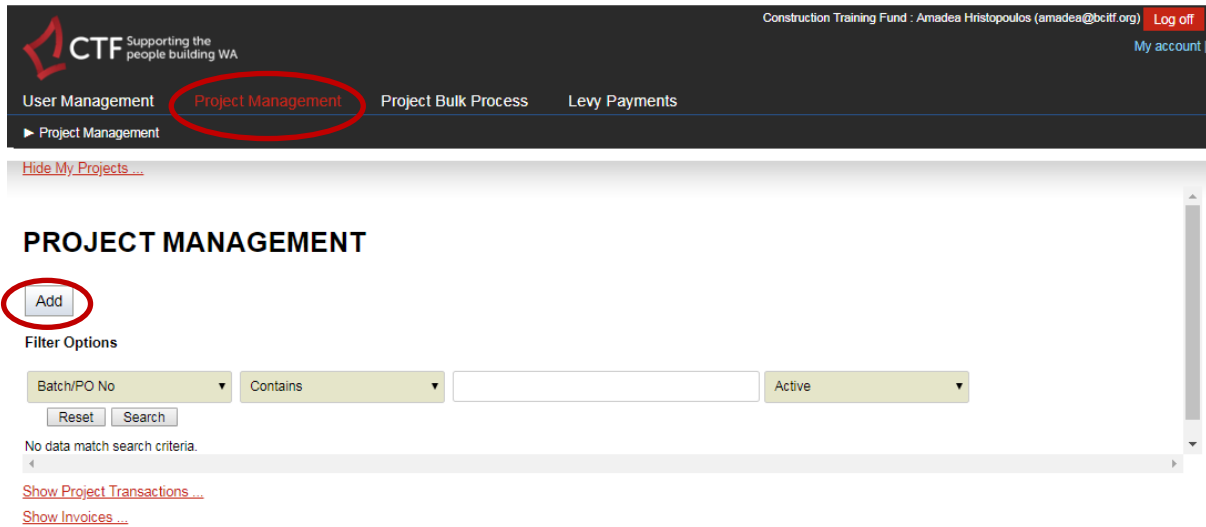
User Management > click pencil of User you want to edit > uncheck Web Portal User to deactivate



INDIVIDUAL PROJECT MANAGEMENT

This feature allows users to create and pay single projects instantly

PROCESS > Go to Project Management Tab > click Add



Supporting the people building WA

Construction Training Fund : Amadea Hristopoulos (amadea@ctf.org) [Log off](#) [My account](#)

User Management **Project Management** Project Bulk Process Levy Payments

► Project Management

[Hide My Projects ...](#)

PROJECT MANAGEMENT

Add

Filter Options

Batch/PO No ▾ Contains ▾ Active ▾

[Reset](#) [Search](#)

No data match search criteria.

[Show Project Transactions ...](#)

[Show Invoices ...](#)

The *minimum set of data* required to submit a project and have a payment request raised for it is:

- Batch / PO No (pre-populated)
- Project No.
- Street 1
- Suburb
- Issuing Authority
- Expected Date of Commencement
- Value of Works
- Levy Sector

PROCESS > Enter data in left hand column > click Save

Project

Batch/PO Number*

Project No*

Lot Number

House Number

Street 1*

Suburb*

Postcode

State

Project Title

Main BCA Class

Government Contract

Contract Ref No

Description of Works

Issuing Authority*

Expected Date of Commencement*

Expected Date of Completion

Value of Works*

Levy Sector*

Levy Activities

Levy Categories

Project Builder (PO)

Builders Registration Number

Levy Payable By*

Levy Base Construction

Levy Value

Levy Charged

Levy Received

Levy Balance

Estimated Levy Payable

Project Owner

Project Status

Project Stage

VIEWING

The newly created project will appear in the view table

Filter Options


Project Title Contains All

Actions	Batch/PO No	Project No	Project Title	Issuing Authority	Project Builder (PO)	Project Stage
	Const070720181011		CTF Project	City of Bayswater	Construction Training Fund	Not billed

PAYING THE PROJECT / PROJECTS

Process > Go to Levy payments > Adjust filters to enable viewing of project > search

See payment methods for payment options


Construction Training Fund - Amadea HR

User Management Project Management Project Bulk Process Levy Payments

▶ Levy Payments

[Hide My Payments ...](#)

PAYMENTS

Filter Options

Request Contains All

Actions	Request	Name	Total Amount	Status
	INV-01004-S5T0G2	CTF Project - Levy Request Const070720181011	200.0000	New

PROCESS > Click eye > click Show Payment Section link > select payment type

PAYMENTS

Filter Options

Request ▼ Contains ▼ Pending ▼

Actions	Request	Name	Total Amount	Status
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	INV-03840-G4G9H0	SOUTH FLANK PROJECT - Levy Request SOUTHFLANK1	1600.00	New
<input checked="" type="checkbox"/>	INV-02140-J7C6Z1	Test Project Import 1 - Levy Request 123456	1800.00	Received At FFO
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	INV-02141-N0Z4Y8	Test Project Import 2-1 - Levy Request 123456-2	700.00	Received At FFO
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	INV-03844-Z2S8N4	CITYOFSWAN-AU2018 - Levy Request CITYOFSWAN-AU2018	78347.36	New

Items per page 25 ▼

[Hide Batch Projects ...](#)

PROJECTS

Request INV-03840-G4G9H0 SOUTH FLANK PROJECT - Levy Request SOUTHFLANK1

Projects Total 1600.00

Actions	Batch/PO No	Project No	Project Name	Levy Charged	Levy Received	Levy Balance
<input checked="" type="checkbox"/>	SOUTHFLANK1	123456	SOUTH FLANK PROJECT	0	0	1600.00

Items per page 25 ▼


[Hide Payment Section ...](#)

See [Methods of Payment](#) for payment type processes

PROJECT BULK PROCESS FUNCTION

The Bulk Process function allows external files to be uploaded to the CTF in order to remit multiple projects on one payment request

PROCESS > Go To Project Bulk Process


Construction Training Fund : Amadea Hristopoulos (amadea@ctf.wa.gov.au) [Log off](#)
[My account](#)

User Management
Project Management
Project Bulk Process
Apprenticeships
Employment
Program Claims
Levy Payments

▶ Project Bulk Process

STEP 1 OF 4

File requirements:

- Only file with these extensions will be accepted. .csv, .txt, .xls and .xlsx
- Please note that the Portal expect the first row to be the column headers. It will be used to perform header mapping in Step 2
- Your file has to contain only plain text value and not macros or formulas
- For Excel file, only spreadsheet named Sheet1 will be extracted
- The values in the file should not contain sub-totals or totals rows
- Upon clicking "Upload" button, your file will be read by the Portal. A grid will be shown with the data uploaded. Please validate the data in the grid.
- At any point of time, if you are not sure, please **DO NOT** proceed with the file upload procedure and contact CTF Office

STEP 1: UPLOAD FILE

 No file chosen

Upload status:

UPLOAD FILE

PROCESS > Select file for upload > click Upload button (file summary to be shown) > click next

STEP 1: UPLOAD FILE

 No file chosen

Upload status: File uploaded!

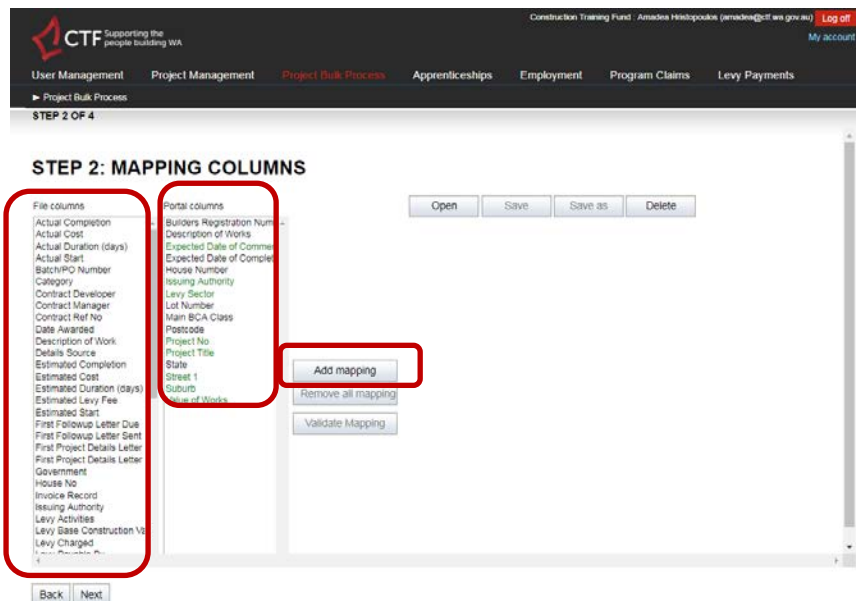
Govt Issued Contract?	Govt Authority Contract Issued By	Govt Contract Number	BATCH REFERENCE	Levy Type	Levy Reference Number	Property Lot	House No	Property Address	Property Suburb	Property State	Property Postcode	Comp Name
lead_govcontract	lead_govcontractissuedby	lead_govcontractnumber		lede_type				lead_companyaddress3	lead_companycity	lead_companystate		PO_cc
		BAC18/0271	10733A	NEW	1199512	13	3314	Caves Road	WILYABRUP	WA	6282	Sarum Holdin
		BAC18/0281	10733A	NEW	1194413	147	7	Dotterell Crescent	GEOGRAPHE	WA	6280	South Hornt
		BAC18/0288	10733A	NEW		50	645	Vasse - Yallingup Road	ANNIEBROOK	WA	6280	Michae Simpse

MAPPING COLUMNS

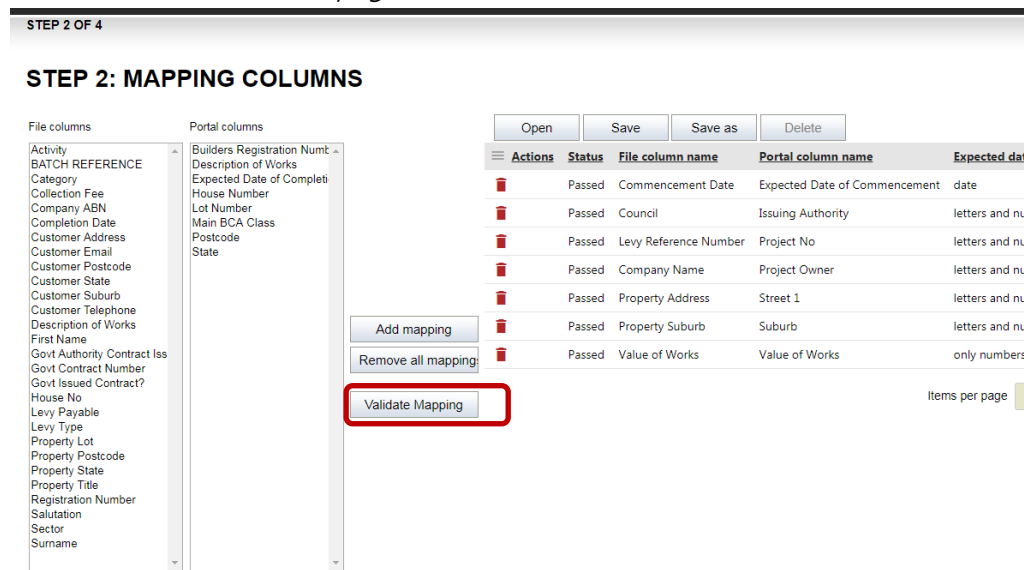
File Column fields are read from the first row in the file uploaded. Portal Columns are all the fields that can be mapped .

All green fields are mandatory and require data in each of these fields **upload will fail if there is no data in upload cells for mandatory fields**

PROCESS > Select File column to map to Portal column. *As a minimum, map all green portal fields* > Select File column name > click Portal column to match > click add mapping



PROCESS > Click Validate Mapping > All Status should equal Passed. *If status for field = Failed, see trouble shoot page;* > click Next




Actions	Status	File column name	Portal column name	Expected data type
	Passed	Commencement Date	Expected Date of Commencement	date
	Passed	Council	Issuing Authority	letters and nu
	Passed	Levy Reference Number	Project No	letters and nu
	Passed	Company Name	Project Owner	letters and nu
	Passed	Property Address	Street 1	letters and nu
	Passed	Property Suburb	Suburb	letters and nu
	Passed	Value of Works	Value of Works	only numbers

DATA VALIDATION

The portal will suggest actions for you to undertake based on potential matches in the system for existing project owners or asking to create a new value.

PROCESS > Click Check values > *validated column all equal to Yes* > click next


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My account

User Management
Project Management
Project Bulk Process
Apprenticeships
Employment
Program Claims
Levy Payments

▶ Project Bulk Process

STEP 3 OF 4

- Click "Check Values"
- List of data conflict will be shown on left column. Action is required for these items.
- Select an action if you would like the portal value to overwrite file column value.
- Please take note, the value for Issuing Authority must be the same as the existing value suggested in the Portal. Should the suggested Portal value be not relevant to your organisation, please contact CTF immediately. ****Do not continue to upload the data****
- New value for Project Owner can be accommodated. Upon completion of "Check Values", select an Action and click "Assign Values" button to proceed.

STEP 3: DATA VALIDATION

Values from uploaded file

Validated	Issuing Authority	Levy Sector	Estimated Cost	Estimated Start	Project No	Project name	Street 1	Sub
Yes	City of Stirling	Housing	128000	10/06/2018 12:00:00 AM	1210379	25	Princess Road	DOI
Yes	City of Stirling	Housing	152000	30/06/2018 12:00:00 AM	1210452	319	Tenth Avenue	ING
Yes	Town of Claremont	Housing	50000	3/07/2018 12:00:00 AM	1159915	2356	Scott Street	CLA
Yes	City of Stirling	Housing	190975	20/07/2018 12:00:00 AM	1212605	31507	Sylvia Street	BAL
Yes	City of Stirling	Housing	253155	22/06/2018 12:00:00 AM	1212557	32827	Grand Promenade	DOI
Yes	Town of Claremont	Housing	502654	6/07/2018 12:00:00 AM	1203739	150592	Mengler Avenue	CLA
Yes	City of Stirling	Housing	144900	26/06/2018 12:00:00 AM	1171244	172025	Dallington Crescent	BAL

Assign values
Check values

Back
Next

PROCESSING

PROCESS > Click Process button

STEP 4: PROCESSING

Process

Upload status	Project Builder	Issuing Authority	Estimated Cost	Estimated Start	Pr
No	APH Contractors Pty Ltd	Construction Training Fund	130000	1/05/2018 12:00:00 AM	11'
No	Create value when saving record : Southern Built Homes	Construction Training Fund	478467	4/07/2018 12:00:00 AM	11'
No	Ventura Home Group P L T/A Smart Homes For Living Pty Ltd T/A Ventura Homes	Construction Training Fund	500000	10/07/2018 12:00:00 AM	BA
No	Create value when saving record : John Craig & Darryl King	Construction Training Fund	500000	1/08/2018 12:00:00 AM	11'
No	Create value when saving record : Sarah Wilson	Construction Training Fund	29000	1/07/2018 12:00:00 AM	11'
No	Create value when saving record : Peter Brown & Kellee Brown	Construction Training Fund	40000	13/12/2017 12:00:00 AM	11'
No	Create value when saving record : Bunbury Classic Pools	Construction Training Fund	24800	18/06/2018 12:00:00 AM	11'

Back

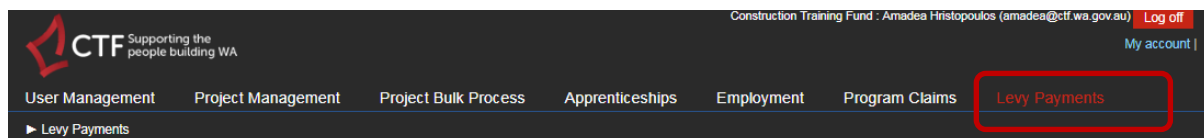
Once complete and if successful, upload status becomes Yes

STEP 4: PROCESSING

Upload status	Project Builder	Issuing Authority	Estimated Cost	Estimated Start	Pr
Yes	APH Contractors Pty Ltd	Construction Training Fund	130000	1/05/2018 12:00:00 AM	11'
Yes	Create value when saving record : Southern Built Homes	Construction Training Fund	478467	4/07/2018 12:00:00 AM	11'
Yes	Ventura Home Group P L T/A Smart Homes For Living Pty Ltd T/A Ventura Homes	Construction Training Fund	500000	10/07/2018 12:00:00 AM	BA
Yes	Create value when saving record : John Craig & Darryl King	Construction Training Fund	500000	1/08/2018 12:00:00 AM	11'
Yes	Create value when saving record : Sarah Wilson	Construction Training Fund	29000	1/07/2018 12:00:00 AM	11'
Yes	Create value when saving record : Peter Brown & Kellee Brown	Construction Training Fund	40000	13/12/2017 12:00:00 AM	11'
Yes	Create value when saving record : Bunbury Classic Pools	Construction Training Fund	24800	18/06/2018 12:00:00 AM	11'

Paying Bulk Project Batch









PROCESS Go to Levy Payments Tab > Find batch in list of payment > click eye icon against batch for payment



PAYMENTS

Filter Options

Request Contains Pending

Actions	Request	Name	Total Amount	Status
	INV-02202-P8V4C9	25 - Levy Request Const300720181258	9207.11	New
	INV-02152-Y6G3K7	Receipt Pay Project - Levy Request 123456PR	900.00	New
	INV-02198-R8L7K8	Housing - Levy Request Ama-123456	400.00	New
	INV-02203-X3W5T7	Central Avenue - 11/06/2018 - Levy Request Const300720181333	665.38	New
	INV-02204-N1Y4K3	Norwood Pass - 18/06/2018 - Levy Request Const300720181435	187.60	New
	INV-02211-W3Q1G0	25 - Levy Request Const310720181334	8375.63	New
	INV-02145-Y0Z4M7	FFO TEST 1 - Levy Request TEST-CTF-101	500.00	Received At FFO
	INV-02146-P2T7M6	FFOTEST2 - Levy Request TEST-CTF-102	540.00	Received At FFO
	INV-02196-D4F2K1	Belgravia Street - 30/07/2018 - Levy Request Const300720181153	800.00	New

Items per page 25

[Hide Batch Projects...](#)

Batch of projects appear in list > Select payment method type (see methods of payment for process)

PROJECTS

Request INV-02202-P8V4C9 25 - Levy Request Const300720181258

Projects Total 9207.11

Actions	Batch/PO No	Project No	Project Name	Levy Charged	Levy Received	Levy Balance
✓	Const300720181258	1138852	1138852BH	0	0	404.33
✓	Const300720181258	1138853	1138853WA	0	0	117.78
✓	Const300720181258	1138854	1138854GB	0	0	720.00
✓	Const300720181258	1138855	1138855HA	0	0	1530.73
✓	Const300720181258	1200005	1200005BR	0	0	44.40
✓	Const300720181258	1203739	150592	0	0	1005.31
✓	Const300720181258	1203740	170086-88	0	0	2082.53
✓	Const300720181258	1149976	1714209	0	0	427.15
✓	Const300720181258	1171244	172025	0	0	289.80
✓	Const300720181258	1149978	1814112	0	0	489.21
✓	Const300720181258	1149965	1814277	0	0	547.61
✓	Const300720181258	1159915	2356	0	0	100.00
✓	Const300720181258	1210379	25	0	0	256.00
✓	Const300720181258	1212605	31507	0	0	381.95
✓	Const300720181258	1210452	319	0	0	304.00
✓	Const300720181258	1212557	32827	0	0	506.31

[Hide Payment Section ...](#)

Credit Card Payment






EFT Payment (Bank Transfer)

METHODS OF PAYMENT

Credit Card Payment

PROCESS > Click Credit Card Payment box > takes you to payment gateway > enter credit card details and click "pay now"

An Eway transaction receipt will be emailed to you on verification of payment details.

<p>Transaction</p> <p>Merchant Details</p> <hr/>  <p>Metisc</p> <p>eWAY - your online payment gateway</p> <hr/> <p>Customer Details</p> <p>First Name</p> <p>Last Name</p> <p>Email</p> <p>Address</p> <p>City</p> <p>State/ Province/ Region</p> <p>Postcode</p> <p>Country</p> <p>Phone #</p> <hr/> <p>Product Invoice Information</p> <p>Invoice Number</p> <p>Invoice Description</p> <p>Levy payments for CTF Project - Levy Request Const070720181011</p>	<p>Payment</p> <p>Purchase Amount \$200.00 (SAUD)</p> <hr/> <p>Credit Card Details</p> <p>  </p> <p><input type="text" value="Card Number"/></p> <p><input type="text" value="Name on Card"/></p> <p>Expiry Date</p> <p>Month <input type="text" value="2018"/> Year <input type="text" value="2018"/></p> <p><input type="text" value="CCV"/> </p> <hr/> <p style="text-align: right;"> Cancel PAY NOW </p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EFT Payment

PROCESS > Click EFT Payment (Bank Transfer) button > transaction ID / reference box appears > click "Yes" button to generate levy payment request to make payment on

EFT Levy Payment

This action will create an EFT Levy Payment Request with the following details.
Do you want to proceed?

Invoice

EFT Transaction Number*

Amount*

FEATURES

Save as

Save mapping will allow you to upload the same column headings and automatically map each time, saving time on mapping each import.

Go to Save As in Mapping Columns screen > name your mapping > click Save

STEP 2: MAPPING COLUMNS

File columns Portal columns

Activity Builders Registration Numt
 BATCH REFERENCE Description of Works
 Category Expected Date of Completi
 Collection Fee House Number
 Company ABN Lot Number
 Completion Date Main BCA Class
 Customer Address Postcode
 Customer Email State
 Customer Postcode
 Customer State
 Customer Suburb
 Customer Telephone
 Description of Works
 First Name
 Govt Authority Contract Iss
 Govt Contract Number
 Govt Issued Contract?
 House No
 Levy Payable
 Levy Type
 Property Lot
 Property Postcode
 Property State
 Property Title
 Registration Number
 Salutation

Open Save Save as Delete

Actions	Status	File column name	Portal column name	Exp
	Passed	Commencement Date	Expected Date of Commencement	date
	Passed	Council	Issuing Authority	lette
	Passed	Levy Reference Number	Project No	lette
	Passed	Company Name	Project Owner	lette
	Passed	Property Address	Street 1	lette
	Passed	Property Suburb	Suburb	lette

Mapping Name* Mapping1

Save Cancel

To use saved mapping

Upload file > click next > go to Open > select from my mappings > click open

STEP 2 OF 4

STEP 2: MAPPING COLUMNS

File columns Portal columns

Activity Builders Registration Numt
 BATCH REFERENCE Description of Works
 Category Expected Date of Completi
 Collection Fee House Number
 Company ABN Lot Number
 Completion Date Main BCA Class
 Customer Address Postcode
 Customer Email State
 Customer Postcode
 Customer State
 Customer Suburb
 Customer Telephone
 Description of Works
 First Name
 Govt Authority Contract Iss
 Govt Contract Number
 Govt Issued Contract?
 House No
 Levy Payable
 Levy Type
 Property Lot
 Property Postcode
 Property State
 Property Title
 Registration Number
 Salutation
 Sector
 Surname

Mapping1 Open Save Save as Delete

Actions	Status	File column name	Portal column name	Expected date
	Passed	Commencement Date	Expected Date of Commencement	date
	Passed	Council	Issuing Authority	letters and nu
	Passed	Levy Reference Number	Project No	letters and nu
	Passed	Company Name	Project Owner	letters and nu
	Passed	Property Address	Street 1	letters and nu
	Passed	Property Suburb	Suburb	letters and nu

My mappings Mapping1

Open Cancel

TROUBLE SHOOT – INDIVIDUAL PROJECTS

I can not view payment in levy payments?

- Are all mandatory fields completed?
 - Batch / PO No (pre-populated)
 - Street 1
 - Suburb
 - Project Title
 - Issuing Authority
 - Expected Date of Commencement
 - Value of Works
 - Levy Sector

To add any of the above mandatory fields return to Project management tab, click pencil on project you wish to update details on and save.

- In Levy Payments view, ensure the eye symbol has been clicked.
- Filter Option Settings are set to All

TROUBLE SHOOT – BULK UPLOADS

File will not upload?

Please ensure your upload complies with the following file requirements:

- Only file with these extensions will be accepted. .csv, .txt, .xls and .xlsx
- Please note that the Portal expects the first row to be the column headers. It will be used to perform header mapping in Step 2
- Your file has to contain only plain text value and not macros or formulas
- For Excel file, only spreadsheet named Sheet1 will be extracted
- The values in the file should not contain sub-totals or totals rows
- Upon clicking "Upload" button, your file will be read by the Portal. A grid will be shown with the data uploaded. Please validate the data in the grid.
- Datasheet **is** text?

I have more data than the Mandatory Fields, can I map more?

Yes – you can map to all the portal columns available if you have the data in your worksheet

I don't have a project number?

The project no. can be a permit number, a levy form number, or a unique reference to identify that project. It can contain letters and numbers.

Expected Data for Mandatory fields

STEP 2: MAPPING COLUMNS

File columns

- Activity
- BATCH REFERENCE
- Category
- Collection Fee
- Company ABN
- Completion Date
- Customer Address
- Customer Email
- Customer Postcode
- Customer State
- Customer Suburb
- Customer Telephone
- Description of Works
- First Name
- Govt Authority Contract Iss
- Govt Contract Number
- Govt Issued Contract?
- House No
- Levy Payable
- Levy Type
- Property Lot
- Property Postcode
- Property State
- Property Title
- Registration Number
- Salutation
- Sector
- Surname

Portal columns

- Builders Registration Num
- Description of Works
- Expected Date of Completi
- House Number
- Lot Number
- Main BCA Class
- Postcode
- State

Open Save Save as Delete

Actions	Status	File column name	Portal column name	Expected data
	Failed	Commencement Date	Expected Date of Commencement	date
	Passed	Council	Issuing Authority	letters and nu
	Passed	Levy Reference Number	Project No	letters and nu
	Passed	Company Name	Project Owner	letters and nu
	Passed	Property Address	Street 1	letters and nu
	Passed	Property Suburb	Suburb	letters and nu
	Failed	Value of Works	Value of Works	only numbers

Items per page

Buttons: Add mapping, Remove all mapping, Validate Mapping

Mandatory Field	Data Type	Example
Expected Date of Commencement	Date	30/07/2018
Issuing Authority	Letters and Numbers	City of Perth
Levy Sector	Letters Only	Housing Commercial Engineering Construction Resources Services
Project No	Letters and Numbers	123456ABC
Project Title	Letters and Numbers	Job 1234
Street 1	Letters and Numbers	Belgravia Street
Suburb	Letters and Numbers	Belmont
Value of Works	Numbers Only	450635