West Coast Council – Public Requests Web App – User Guide

Welcome to the West Coast Council Public Requests Web App User Guide.

In this Document you will find information on how to Register, Login and submit a Public Request with the Web App

1. Register as a new User of the West Coast Council – Public Requests Web App

Go to https://wccpublicrequests.azurewebsites.net/ and click the Register button at the top of the screen.

To Register, fill out the following form and click the 'Register' button

Note: When Registering passwords must conform to the following requirements:

- Passwords must be at least 7 characters.
- Passwords must have at least one non alphanumeric character.

Register
User Registration Form

First Name

Joe

Last Name

Bloggs

Email

bloggsy@gmail.com

Password

••••••••••••

Confirm Password

••••••••••••

Register

Once you have successfully registered you will see this screen

Successful Registration

Please check your email. A verification link has been sent to you.

The system will send you an email containing a verification link to verify your registered email. Go to your email and click the verification link (remember to check your 'Junk' and 'Spam' folders if the verification email does not appear in your main 'Inbox'
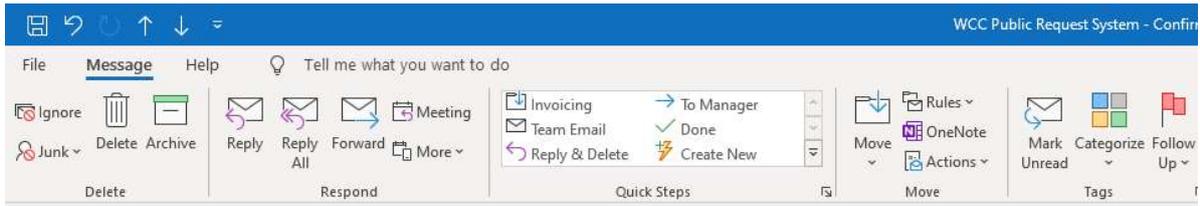
Once you have clicked on the verification link you will be redirected to the below page. You are now a register User

2. Login as a registered User

To Login click the Login link at the top of the screen. You will see the below form. Enter your registered email and password and click the 'Remember Me' button – this will keep you logged in on the device that you are using, then click the 'Login' button

3. Enter and Submit a Public Request

On the Home Page click the 'Submit a Request' button to view and search for Customer Requests

Publice Requests

Submit a Public Request by clicking the below Button. You must create a login by Registering an Account with the wcc Public Requests. Refer to Support Material to see instructions on how to do this.

Submit a Request »

Enter details of your Request filling out all the available user fields.

wcc Public Requests   Welcome gavinboyd@outlook.com.au   Logout

West Coast Council Public Request System

Title	First Name	Last Name	Customer Address	Input Non WCC Address
Mr	Joe	Bloggs	11 Sticht Street, Queenstown, Tas 7467	Input Non WCC Address

Request Type	Customer Phone No	Request Location	Email
Roads	Enter Phone No.	11 Sticht Street, Queenstown, Tas 7467	bloggsy@gmail.com

Request Description

#Enter details of your requests here#

Submit Request   **Zoom Map Location**   Upload an Image or Take Photo

If you do not wish to upload an associated file or photo you can now click the 'Submit Request' button to submit your request

If you do wish to upload a file or photo that relates to your Request, click the 'Upload and Image or Take Photo' link (Note: Take Photo is only available on compatible devices).

Click the 'Choose File' button to select a file from your PC and click Open.

Upload a file or take a photo (mobile device only) by using the controls below

Choose file   No file chosen

Upload

	321 KB
d (zipped) Fol...	349,228 KB
File	22 KB
	3,174 KB
	3,043 KB
	2,187 KB
	2,788 KB
	4,242 KB
	2,053 KB
	3,221 KB

	All Files (*.*)
	Open Cancel

Once you have chosen your file click the 'Upload' button.

Upload a file or take a photo (mobile device only) by using the controls below

Choose file | No file chosen

Upload

Once the 'Loading' pop up disappears your file has been uploaded. If all user fields are populated you can now submit your request by clicking on the 'Submit Request' button.

wcc Public Requests   Welcome gavinboyd@outlook.com.au   Logout

West Coast Council Public Request System

Title	First Name	Last Name	Customer Address	Input Non WCC Address
Mr	Joe	Bloggs	11 Sticht Street, Queenstown, Tas 7467	Input Non WCC Address

Request Type	Customer Phone No	Request Location	Email
Roads	Enter Phone No.	11 Sticht Street, Queenstown, Tas 7467	bloggsy@gmail.com

Request Description

#Enter details of your requests here#

Submit Request   Zoom Map Location   Upload an Image or Take Photo

If your Request has been submitted successfully you will see the below notification. You can now close the Web Page or click the blue button to enter another request.

Success - Your Request has been Submitted

Click here to enter another Request

You will receive receipt of your Request via email. Again, remember to check your 'Junk' and 'Spam' folders if the email does not appear in your main 'Inbox'.