

How To Declare Using the On-screen Grids



On-screen Grids

- Questions that require you to populate a grid will generally allow you to choose between two different options of completing the grid:
 - On-screen – where users enter data using the on-screen table populated (this option is recommended if you are declaring 100 rows or less).
 - Using a system-generated Excel template (requires you to download and update the system’s Excel – recommended if you will be declaring more than 100 rows).
- You will need to decide whether you are going to work on-screen or in an Excel template before you start entering data. (Switching between the two midway, will cause any changes made to be lost).

Important notes:

- If you start populating the on-screen grid and then decide to switch to Excel template, you will lose any data you have entered on-screen and vice-versa.

1 Select On-screen* to enter data directly or select Excel template to download and complete template. * If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.

On-screen (Recommended if you have 100 rows or less)
 Excel template (Recommended if you have more than 100 rows)

Select your preferred option to declare

Rule of thumb – Use the Excel template if you have more than 100 rows to declare. **If you try to add more than 100 rows on-screen, the PDF Download will be limited to 100.**

- If you select Excel, do not update and/or upload any prior Excel templates used for previous declarations or any Excel sent as part of the Renewal Pack as an error message will populate, and you will be unable to complete the Section.

Select On-screen* to enter data directly or select Excel template to download and complete template. * If you have more than 100 rows and use On-Screen, your PDF download will be limited to 100.

On-screen (Recommended if you have 100 rows or less)
 Excel template (Recommended if you have more than 100 rows)

Error Message:

Asset Registry File (2023.2)

DOWNLOAD DATA ENTRY SPREADSHEET

Download a new version of the base Excel template with realtime Record Data added. It is safe to do this multiple times.

INVESTMENT NSW TMF DECLARATIONS - PROPERTY.XLSM

If no file has been downloaded then use the "DOWNLOAD DATA ENTRY SPREADSHEET" button above to extract the data entry spreadsheet. If a file has been uploaded before, then it might contain edits. Download the previously updated version to ensure those changes are not lost.

Asset Registry Validated - (This is a system automated check based on the excel you've uploaded.)

Yes
 No

Asset Registry Record Type Validated - (This is a system automated check based on the excel you've uploaded.)

2

Asset Registry Version Validated - (This is a system automated check based on the excel you've uploaded.)

2022.2

1 It seems you have either uploaded the in-correct registry file type or an older copy of the Assets registry file. If you have loaded an old version, please ensure that you download a fresh version, make amendments and upload again. If you have loaded the wrong type, use the delete icon to remove and upload the correct Assets registry file type.

How-To Declare Using the On-Screen Grid (100 rows or less)

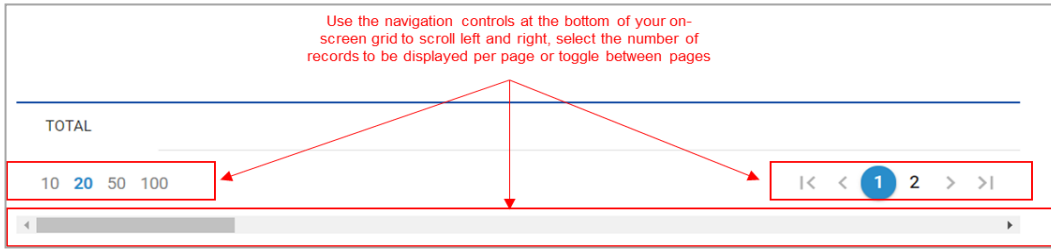
1. Select “On-screen”. The system will automatically retrieve last year’s information. (Please allow up to 1 minute for the system to update. If this does not occur, please click “Generate Registry Grid” to manually retrieve last year’s information).
 - If there is no data from last year, the grid will be blank.

2. To add new record, select the “Add New Record” button.

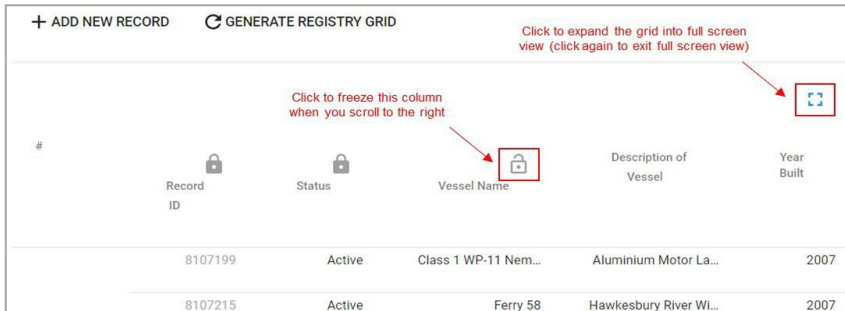
#	Record ID	Status	Agency Asset ID	Level / Floor	Street Number and Street Name
	8098712	Active	888020	0	Hernani
	8098655	Active	888019	0	Peat Island
	8098598	Active	888018	0	Lot 15 DP1009486 4...
	8098541	Active	888017	23,26,24	580 George Street

Tip: When adding a new record, click on Status (column) to bring the new record to the top. Leave the Status field last and proceed to complete all the other fields first – this will ensure the new record stays at the top.

3. To locate a specific record or group of records in your on-screen grid, you can:
 - Hold **Ctrl + F** on your keyboard to search for a keyword (e.g. address, name, etc.). Note: when working on-screen, this will only search the records displayed on the page.
 - Click on the column heading to sort any column in the grid in ascending or descending order.
4. Review and update any changes to each asset/record loaded from the previous year’s declaration.
5. **Do NOT delete the data for any previously declared records** from the on-screen grid:
 - Instead, under the Status column, select **Inactive** for assets that have been sold, retired, or acquired by another agency.
 - Any Property assets declared as **Inactive**, will require you to **manually update** the **Building, Contents, Consequential Loss and Contents - Artwork** value fields with a **zero (0)** value.
6. **Only new entries can be deleted.** Ensure you delete all values in that row.
7. To navigate your on-screen grid:
 - Use the navigation controls at the bottom of the grid to scroll left and right, select the number of records to be displayed per page, or toggle between pages.

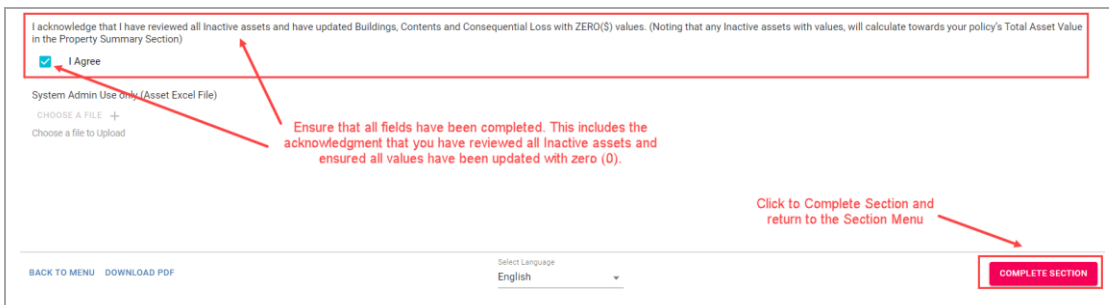


- Use "Tab" on your keyboard to move across to the next field in the grid.
- Expand the grid into full screen view by clicking on the blue box at the top of the grid
- Freeze the columns in the grid by clicking on the lock icon for a particular column (sequentially from left to right only).

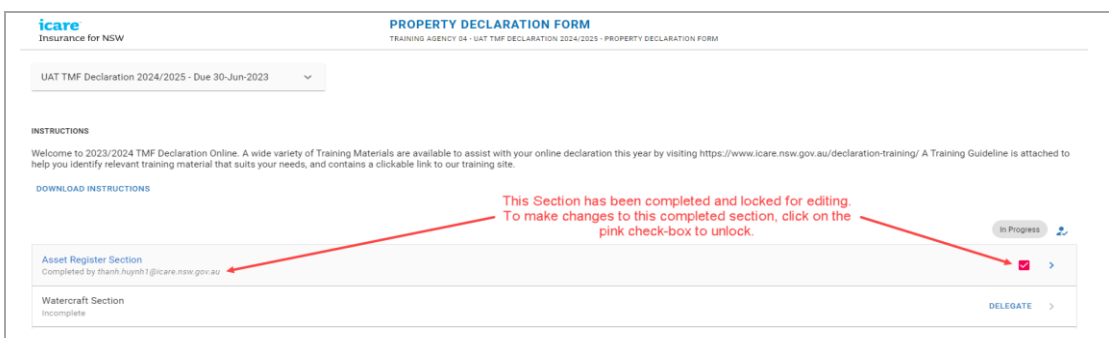


Completing the Section

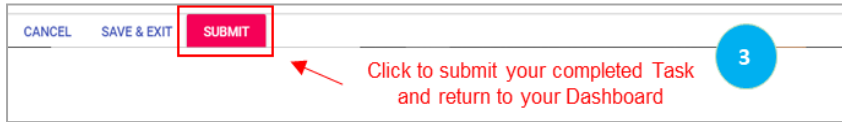
1. The **Complete Section** button will appear on the bottom right of your screen when you have completed all the required questions and fields. Click this to finish your section and return to the Section Menu. (This includes the acknowledgment that you have reviewed all Inactive assets and ensured all values have been updated with zero values.)



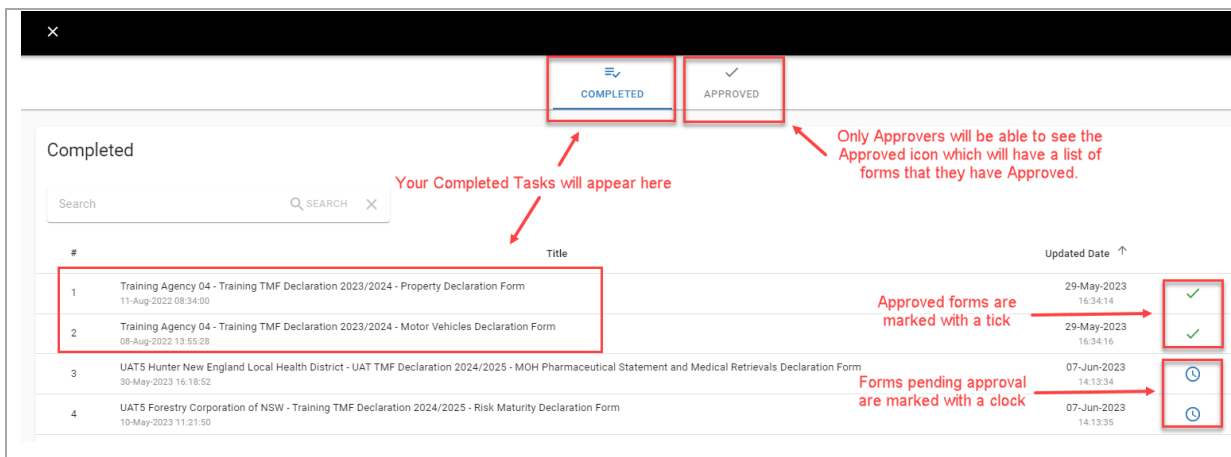
2. A completed section will be flagged with a pink checkbox – this indicates that the section has been completed, and the section will be locked.
3. **Uncheck the pink checkbox if you need to edit** any content in a completed section.



- Click **Submit** once you have completed all the sections within your Assigned Task/s.
- The **Submit** button will not appear in the section menu until all sections within your Assigned Tasks are completed before the task can be submitted as **Complete**.



- When a Coordinator submits a completed task, this task (i.e. a completed form) will go to the Approver for review and approval. The Approver will receive an email advising them that they have a new task pending their review and approval.



Always Save a Copy of Your Work

- It is recommended that **PDF copies** of all sections and forms **are retained by each Delegate and Coordinator prior to submitting** information for final approval.
- When using the Download PDF button, Delegates will receive a PDF of the specific section of the form which they have completed.



- 'Download PDF' will generate the contents of the entire Declaration Form, including all the Sections within it, as a PDF document.
- If you are attaching any file to your TMF Declaration, please keep a copy. This includes the Excel spreadsheets that have been generated from the Ventiv system.

Please note: the PDF document will only include data that was entered on-screen, noting that if you used on-screen grids to declare assets, vehicles, etc. that the PDF is limited to only printing 100 rows.

If you require further assistance with this, please contact your icare Client Engagement Manager or email declarations@icare.nsw.gov.au.