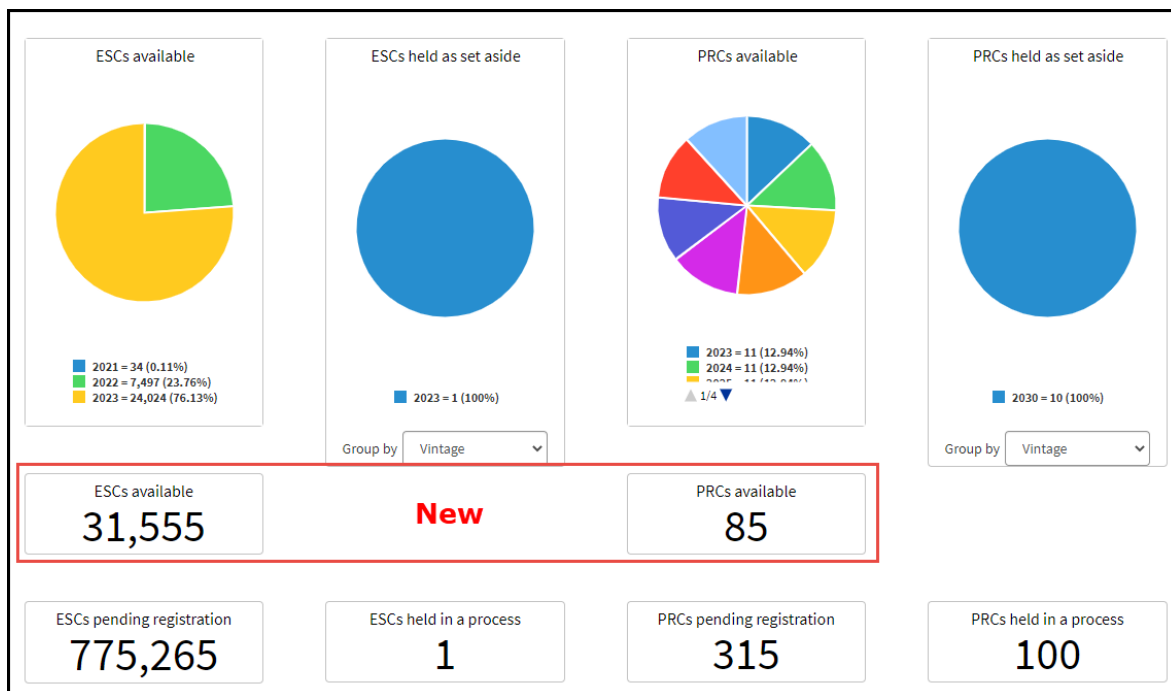


## April 2023 enhancements

My Certificates widget now includes display to present the total number of available PRCs and ESCs

We have added new visual charts to the **My Certificates** widget. You will now be able to view a total number of available PRCs and ESC

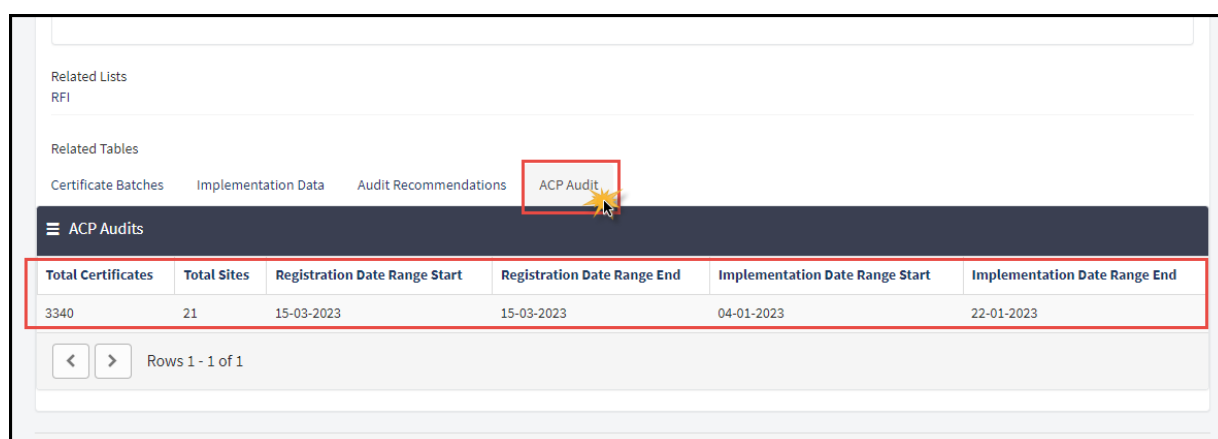


## ACP Audit information now available in post submission screen

We have made the following ACP audit case information available in the post submission screen of the Audit case record for post-registration audits and spot audits:

- Total Certificates
- Total Sites
- Registration Date Range Start
- Registration Date Range End
- Implementation Date Range Start
- Implementation Date Range End

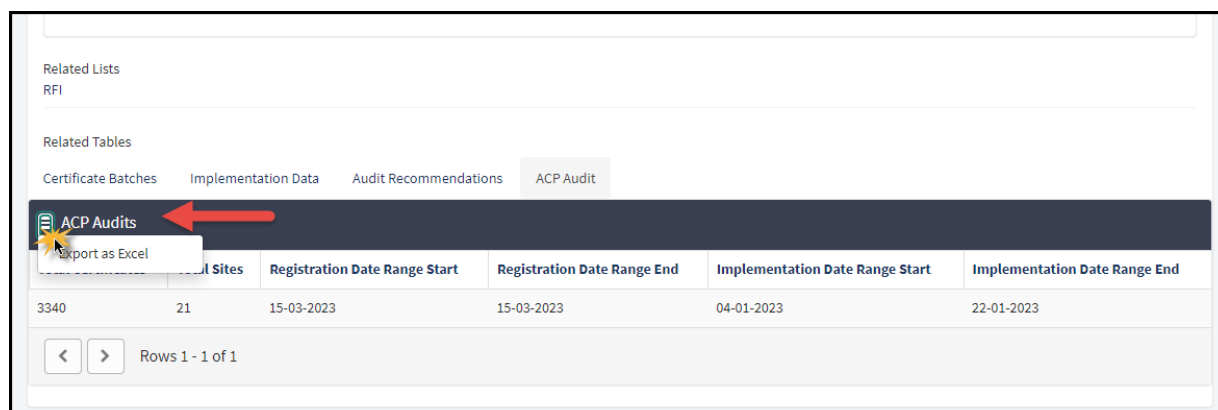
When you access an ACP Audit case through the My Cases option on the Tessa home page, you will see that the ACP Audit tab, in the related table section, now contains Audit case information.



ACP Audits					
Total Certificates	Total Sites	Registration Date Range Start	Registration Date Range End	Implementation Date Range Start	Implementation Date Range End
3340	21	15-03-2023	15-03-2023	04-01-2023	22-01-2023

< > Rows 1 - 1 of 1

The ACP Audit information can also be exported using the menu option on the left.



ACP Audits					
Total Certificates	Total Sites	Registration Date Range Start	Registration Date Range End	Implementation Date Range Start	Implementation Date Range End
3340	21	15-03-2023	15-03-2023	04-01-2023	22-01-2023

< > Rows 1 - 1 of 1

# Last Audit date added to Certificate Registrations and Implementation Data

We have added a new field on the Certificate Registrations that displays the last audit date.

When a new ACP audit case is created, if the Certificate Registration case has already been subject to an Audit and the Audit has been completed, an audit date will now appear to the right of the Certification Registration.

Select Certificate Registrations for

Column Headings: Case Number - Legacy Case Number - Case Type - Date of Case Creation - Last Audit Date

CS0018155	Certificate Registration	01-05-2023 16:59:19	
CS0018154	Certificate Registration	01-05-2023 16:57:36	
CS0018153	Certificate Registration	01-05-2023 16:56:16	
CS0018152	Certificate Registration	01-05-2023 16:54:28	
CS0018089	Certificate Registration	19-04-2023 12:21:56	01-05-2023
CS0018039	Certificate Registration	31-03-2023 10:10:43	
CS0018020	Certificate Registration	29-03-2023 08:51:26	17-04-2023

The Last Audit date field will also display in the Implementation data tab, under the related tables section, of the ACP Audit post submission screen.

Related Tables

Certificate BatchesImplementation DataAudit RecommendationsACP Audit

Implementation Data

variables	M&V Professional	Operating measuring period start date	Operating measuring period end date	Operating period energy model type	Site constants	Last Audit Date
						24-04-2023
						24-04-2023
						24-04-2023

You can also export the last audit date as part of the implementation data export.

ewViewHelpContent ManagerACROBAT

Wrap Text

General

Conditional Formatting

Format as Table

NormalBadGoodNeutral

InsertDeleteFormat

AutoSumFillClear

Sort & FilterFind & Select

	AH	AI	AJ	AK	AL	AM
nal	Operating measuring period start date	Operating measuring period end date	Operating period energy model type	Site constants	Last Audit Date	
					24-04-2023	
					24-04-2023	

## Reorder how certificates appear in ACP audit case form

We have re-ordered the way the Certificate Registrations appear in the drop down list of the ACP Audit form. The newest Certificate Registrations will now appear at the top of the list. This change will make it easier and quicker to select the Certificate Registrations to be included in the Audit.

Select Certificate Registrations for ?

Column Headings: Case Number - Legacy Case Number - Case Type - Date of Case Creation - Last Audit Date ✕

CS0018155	Certificate Registration	01-05-2023 16:59:19	
CS0018154	Certificate Registration	01-05-2023 16:57:36	
CS0018153	Certificate Registration	01-05-2023 16:56:16	
CS0018152	Certificate Registration	01-05-2023 16:54:28	
CS0018089	Certificate Registration	19-04-2023 12:21:56	01-05-2023
CS0018039	Certificate Registration	31-03-2023 10:10:43	
CS0018020	Certificate Registration	29-03-2023 08:51:26	17-04-2023

We have also added headers to the field to make it easier to identify what each of the columns are in the drop down.

Select Certificate Registrations for ?

Column Headings: Case Number - Legacy Case Number - Case Type - Date of Case Creation - Last Audit Date ✕

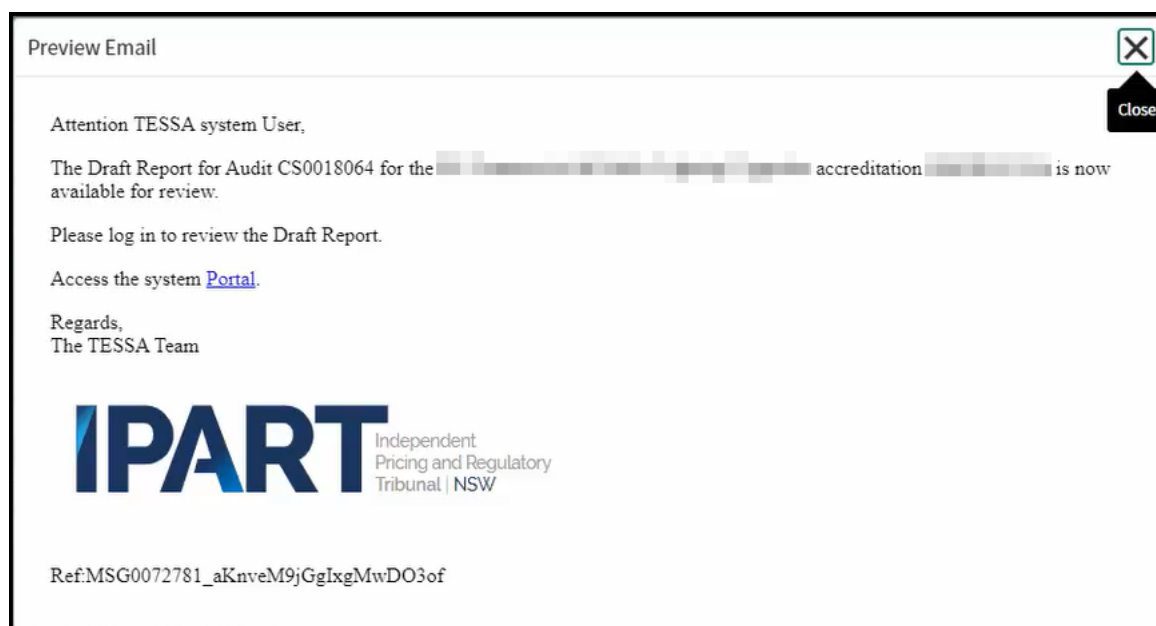
CS0018155	Certificate Registration	01-05-2023 16:59:19	
CS0018154	Certificate Registration	01-05-2023 16:57:36	
CS0018153	Certificate Registration	01-05-2023 16:56:16	
CS0018152	Certificate Registration	01-05-2023 16:54:28	
CS0018089	Certificate Registration	19-04-2023 12:21:56	01-05-2023
CS0018039	Certificate Registration	31-03-2023 10:10:43	
CS0018020	Certificate Registration	29-03-2023 08:51:26	17-04-2023

## Email notification changes

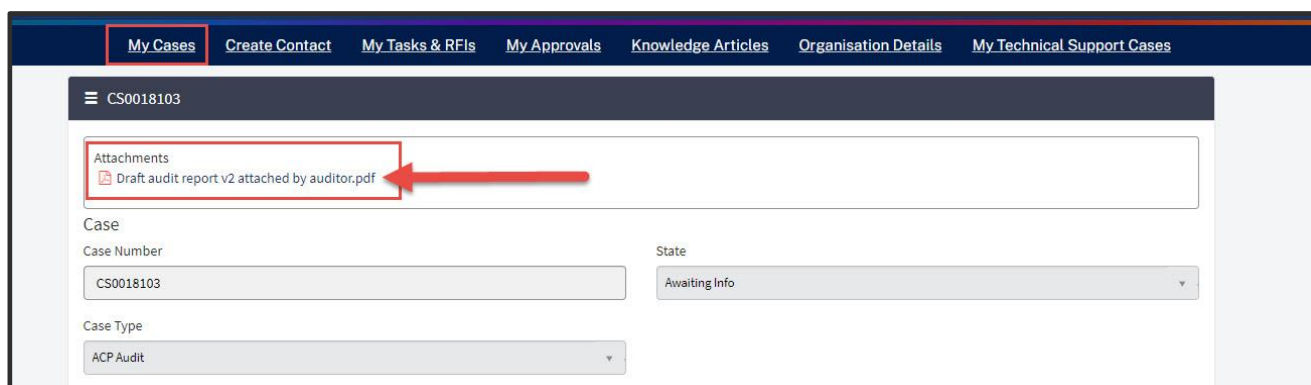
We have made a change to email notifications sent to ACPs and Auditors.

The change means that when a draft Audit report has been approved by IPART, an email notification will be sent to the ACP and Auditor.

The email is to notify the ACP and Auditor that the draft report has been approved, and is ready for viewing in the Tessa Portal

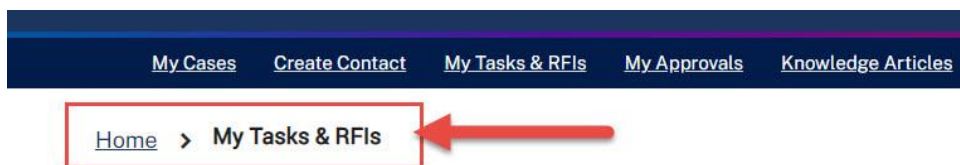
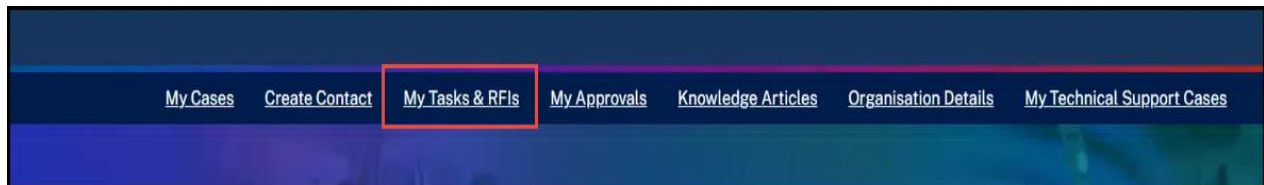


Once logged in to the Portal, the ACP or Auditor can open the Audit case through the My Cases section, and a copy of the approved draft report will be available for them to open and view at the top of the post case submission form.



## Requests for Information (RFIs) now displayed on My Tasks & RFIs page

The My tasks menu on the Tessa landing page has been renamed to **My Tasks & RFIs**



We have also made a change so that all your tasks and RFIs can now be viewed in the **My Tasks & RFIs** screen. All Tasks and RFIs including RFIs awaiting response and RFIs which have been responded to will display.

You can now click on an RFI to view the details of the RFI and your response.

☰ My Tasks & RFIs						
Case	Task number	Case Type	Account	Subject	State	Created ▾
CS0018144	RFI0010269	Application for Amendment	The Test ACP Organisation 1 Pty Limited	RFI: RFI0010269	Awaiting Response	28-04-2023 16:52:33
CS0018145	RFI0010267	Certificate Forfeit	The Test ACP Organisation 1 Pty Limited	RFI: RFI0010267	Responded	28-04-2023 16:51:51
CS0018106	CSTASK0011497	ACP Audit	The Test ACP Organisation 1 Pty Limited	Request for Auditor Allocation and Documents	Closed	21-04-2023 14:46:12
CS0018099	CSTASK0011480	ACP Audit	The Test ACP Organisation 1 Pty Limited	Request for Auditor Allocation and Documents	Closed	21-04-2023 11:44:44
CS0018097	CSTASK0011479	ACP Audit Recommendations	Auditor Org Pty Ltd Testing	Request for Responses for ACP Audit Recommendations	Open	21-04-2023 11:38:16
CS0018072	CSTASK0011368	ACP Audit	The Test ACP Organisation 1 Pty Limited	Request for Auditor Allocation and Documents	Closed	14-04-2023 13:08:47
CS0018019	CSTASK0011245	ACP Audit Recommendations	Auditor Org Pty Ltd Testing	Request for Responses for ACP Audit Recommendations	Submitted	28-03-2023 17:11:50
CS0018001	RFI0010241	Application for Accreditation	The Test ACP Organisation 1 Pty Limited	RFI: RFI0010241	Responded	27-03-2023 16:15:35