MyDAS2 – Registering multiple offices

Creating an account for multiple users across more than one team

Introduction

MyDAS2 supports multi-user accounts. This requires an initial user to register and then invite other colleagues to register in MyDAS2 as part of a multi-user account. Multi-user accounts mean colleagues within a team can access each other's applications. Multiple teams can be set up within one multi-user account.

Getting started – worked example

'TP Planning' is an organisation established in Gladstone. They have two other offices located in Ipswich and Kingaroy. Pat in Gladstone has been asked to register TP in MyDAS2.

Pat goes to the MyDAS2 login screen and selects '**Registration**'. This step will register Pat as a user in MyDAS2. However, by selecting the '**create an account for multiple users**' option in this step, MyDAS2 will know to create a new task for Pat (once logged into MyDAS2) to complete the organisation registration process by providing the organisation's ABN, email, name and address. Once Pat has replied to the MyDAS2 organisation verification email, Pat will be able to add colleagues to the account.

By registering first, Pat automatically becomes the MyDAS2 account administrator for TP.

Organisation structure

Pat registered TP using the main Gladstone office contact details. Gladstone is therefore the **parent organisation** in MyDAS2. Pat will then set up the other offices by using '**Register sub-organisation**' on the My Organisation tab.

It is recommended that Pat sets up a Gladstone sub-organisation under the Gladstone parent organisation (see section on 'Access' below).

User management

After selecting the organisation on the **My Organisation** tab, Pat will use '**Manage user membership**' to invite colleagues to become **members** of the relevant sub-organisation. Users can be members of more than one sub-organisation, or a member of the parent and any sub-organisations.

Pat starts by registering Sandy and Alex in the Gladstone sub-organisation. They each receive an email from MyDAS2 allowing them to login with a temporary password. Their username (email address) and contact details have already been set up by Pat. Once they have logged in and updated their passwords, each member will need to complete the MyDAS2 registration acceptance task. Completing this task will also let Pat know that they are now registered.

Pat then sets up the other teams with Dom at Kingaroy, and Chris and Toni at Ipswich.

Access

Setting up a multi-user account in this way allows colleagues to have access to their team's applications and share a common postal address for their office location.

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Members of the parent organisation such as Pat can access all applications across the whole account. Members of a sub-organisation can access applications belonging to their sub-organisation only. So for example, Sandy and Alex can see each other's application in MyDAS2, but not those belonging to Dom, Chris or Toni.

In this scenario, it is not expected that Pat will work with applications on a regular basis. However, if this situation changes, Pat can be added as a member of the Gladstone sub-organisation (or other sub-organisations if required). While this is not necessary to allow Pat to prepare or manage an application, by adding Pat to the Gladstone sub-organisation it allows Sandy and Alex access to Pat's applications too. Pat would therefore be a member of the Gladstone parent organisation as well as the Gladstone sub-organisation.

Application contact details

When a user prepares an application in MyDAS2 their registration details become the default contact information for that application. They will be the recipient of future MyDAS2 tasks and MyDAS2 correspondence on that application.

If a different member wants to take over an application and receive the MyDAS2 tasks and correspondence, the account administrator will need to update the '**application contact details**'.

Other considerations

The account administrator has the same access rights as an organisation member as well as some extra features, screens and fields.

If the administrator wishes to share or pass on administrator privileges to a colleague, they can user the **profile** settings to update their colleague's '**user type**' from member to administrator.

Related user guides:

MyDAS2 – registration (registering a single-user account)
MyDAS2 – registering an organisation (creating an account for multiple users)