



Australian Government

Department of Health and Aged Care

Office of the Gene Technology Regulator

OGTR Online Services Portal User Guide

Introduction

The OGTR Online Services Portal (the 'Portal') is part of a continuous improvement project at the OGTR, to streamline and improve interaction with the Gene Technology Scheme in Australia. A range of services and information will become available within the Portal as it is developed.

This guide assists you from the point of logging into the portal. It follows from the [OGTR Online Services Registration Guide](#). Individual guides are available for each of the services in the portal.

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Accessing the Portal

1. Login to the OGTR Online Services Portal using the [OGTR Online Services Portal Registration Guide](#) for assistance, starting from step three of the login process. Some steps may be skipped if you have selected to “Remember” options.
2. Accept the Terms and Conditions
 - a. Read and accept the Terms and Conditions by ticking “I agree to the terms and conditions” and selecting [Continue].

Note: You will need to agree to the Terms and Conditions each time you sign-in to the Portal.

Terms and Conditions

Last Updated: 20/01/2023

1. Terms of Use

1.1 Welcome to the OGTR Online Services Portal (the Portal). As a condition of Your use of the Portal, You must agree to these Terms of Use.

1.2 In these Terms of Use:

- a. The terms **You** and **Your** refer to:
 - i. the individual users of the **Portal** who are also Applicants;
 - ii. the individual users of the Portal who hold a **relevant authority** and are employed or otherwise engaged by an **Applicant** to use the **Portal** under; and
 - iii. where such engagement or employment exists, the **Applicant** that employs or otherwise engages the user of the Portal.
- b. **Access Credentials** means the secure and authenticated credentials individually provided to You by the Commonwealth once You have registered a Profile
- c. **Applicant** means an applicant under **GT legislation** .
- d. **APP** means the Australian Privacy Principles.
- e. **OGTR** means the Office of the Gene Technology Regulator ABN 15 862 053 538.
- f. **Commonwealth** means the Commonwealth of Australia as represented by **OGTR** and the **Department**.
- g. **Department** means the Department of Health and Aged Care ABN 83 605 426 759.
- h. **Forms** means any form made available on the portal for applicants to make applications under the Act.
- i. **GT Act** means the *Gene Technology Act 2000* (Cth).
- i. **GT legislation** means the *GT Act* and the *GT Regulations*.

I agree to the terms and conditions

Continue



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Navigation of the Portal

Once you have signed into the portal, you will be on the “Home” page. It will look much the same as the landing page for the portal (before you signed in), however you will see your name at the top right of the screen.

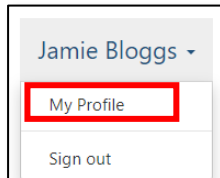
This is shown as “**Jamie Bloggs**” in the below example.

The screenshot shows the OGTR Online Services Portal interface. At the top left is the Australian Government logo and text: "Australian Government, Department of Health and Aged Care, Office of the Gene Technology Regulator". The page title is "OGTR Online Services Portal". In the top right corner, the user's name "Jamie Bloggs" is displayed in a blue box. Below the header is a navigation menu with "Home" and "Services" (highlighted with a red box). The main content area has the heading "About the OGTR Online Services Portal" and a paragraph explaining the portal's purpose. It lists "Services currently available for portal users:" with two categories: "Notifiable low risk dealings (NLRDs)" and "Certifications", each with sub-points. Below this is a paragraph about logging in and registering. The next heading is "Registering with the OGTR Online Services Portal" followed by a paragraph about registration requirements. The final heading is "Assistance" with a paragraph providing contact information: "For assistance with the portal, please contact the OGTR by phone 1800 181 030 or email ogtr@health.gov.au".



Accessing your User Profile page

You can access your “User Profile” page from your username in the top right corner of every page, this is “**Jamie Bloggs**” in the example.



1. From the dropdown, select “My Profile”
2. You will see your details visible on the screen.

Note: If any of the details require updating, please contact the OGTR using the clickable email link on the “My Profile” page, or by calling the number shown.

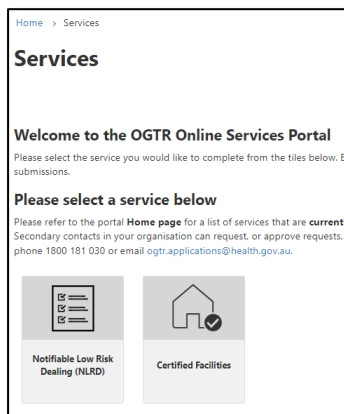
My Profile

If any of your profile information is incorrect, please contact the OGTR by phone 1800 181 030 (ask to speak to the Application Entry Point section) or email ogtr.applications@health.gov.au

Given name	<input type="text" value="Jamie"/>	Family name	<input type="text" value="Bloggs"/>
Primary email address	<input type="text" value="jamie.bloggs@test.com.au"/>		
Secondary email address	<input type="text"/>		
Primary phone number	<input type="text"/>	Secondary phone number	<input type="text"/>
Associated Organisation	<input type="text" value="Test Organisation"/>		

Accessing Portal Services

1. To access the different services available in the Portal, select [Services] from the tab menu.



2. From the “Services” page you can access different services available in the portal. For example, to access NLRD related service, select the Notifiable Low Risk Dealing (NLRD) tile.



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3. Services will have a dashboard available, that may have multiple tabs. In the NLRD example:
 - **“Draft submissions”** tab - shows forms that have not yet been submitted.
 - **“NLRDs”** tab – shows individual NLRDs and limited information about them including status, OGTR Identifier and expiry date.
 4. Services may also have buttons available, in the NLRD example:
 - The **“New submission”** button accesses the NLRD reporting form.
- See below for additional details on accessing the features of a service.

Home > Services > Notifiable Low Risk Dealings (NLRDs)

Notifiable Low Risk Dealings (NLRDs)

“Draft submissions” dashboard

“NLRDs”

New submission

Draft submissions | NLRDs

Show 5

Submission number	Modified date	Modified by
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	
SUB-000125	22/02/2023	Test User1
SUB-000124	22/02/2023	Test User1

Preparing a new Submission or Application

From a dashboard select the submission or application button, this will open a new submission or application form.



Please refer to the [Using the OGTR Online Services Portal](#) webpage for references to assist completing each service form.



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Accessing draft Submissions

Draft submissions can be accessed via the “Draft Submissions” dashboard on a service. This dashboard contains information about form submissions that have not been completed, including:

- Submission number
- Last modified date
- Name of the user who last modified the submission

Note: Columns may vary between services.

Home > Services > Notifiable Low Risk Dealings (NLRDs)

Notifiable Low Risk Dealings (NLRDs)

[+ New submission](#)

Draft submissions | NLRDs

Show 5

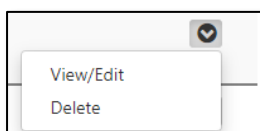
Submission number	Modified date	Modified by
<input type="text"/>	dd/mm/yyyy	
SUB-000125	22/02/2023	Test User1
SUB-000124	22/02/2023	Test User1

By default, submissions are sorted by the “Submission number” and can also be sorted by the “Modified date” column, by clicking on the heading.

Note: When you click the heading to sort, an arrow will appear showing you the direction of sorting (i.e. smallest to largest/oldest to newest). The arrow appears on the far right of each column. E.g. the image below shows the “Modified date” column being sorted from “oldest to newest”.

Submission number	Modified date	↓ Modified by
<input type="text"/>	dd/mm/yyyy	
SUB-000064	22/05/2023	John Doe
SUB-000065	02/06/2023	John Doe

To reopen an incomplete draft submission, you can click the down arrow on the right-hand side of the row. Click [View/Edit] to reopen the submission form at the page it was last saved. Click [Delete] if the submission is no longer required. You will need to confirm deletion on a second prompt screen.





Searching the Draft submissions dashboards

You can search dashboards by either “Free text field”, “Date picker”, or “Dropdown”.

The number at the bottom of the screen shows you how many records your search has found

SUB-000083	15/06/2023	Jane Doe	
Previous	1	Next	Showing 1 to 2 of 2 entries

Searching by “Free text field”

- In the below example, type *any part* of the submission number into the blank field at the top of this column:
 - Typing in “SUB-000089”, “000089”, or “8” will all give you the same result of “SUB-000089”.
 - You do not need to use wildcards in this search i.e. **00008***
 - Typing in “8” will give you all results with a “8” in the submission number (shown in image below)

<u>Submission number</u>	<u>Modified date</u>	<u>Modified by</u>
<input type="text" value="SUB-00008"/>	<input type="text" value="dd/mm/yyyy"/>	
SUB-000089	30/06/2023	John Doe
SUB-000087	15/06/2023	John Doe
SUB-000083	15/06/2023	Jane Doe

Previous 1 Next Showing 1 to 3 of 3 entries

Searching by “Date picker”

- Select a date by clicking on the “calendar” icon in the date field and selecting a date from the date picker. **Note:** You cannot type into the date field; you must use the date picker.

<u>Modified date</u>	
<input type="text" value="21/02/2023"/>	

February 2023

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Clear Today



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- The records will filter once the calendar is closed.

Note: You can combine multiple searches, i.e. search for both submission number and date at the same time (shown in image below).

Submission number	Modified date	Modified by
<input type="text" value="SUB-00008"/>	<input type="text" value="15/06/2023"/>	
SUB-000087	15/06/2023	John Doe
SUB-000083	15/06/2023	Jane Doe

Previous **1** Next Showing 1 to 2 of 2 entries

Searching by “Dropdown”

- As shown in the screenshot below, the downward arrow will be visible when a dropdown exists.
- Click the arrow and select the option you wish to filter the column by. **Note:** Only one option can be selected for each column at a time.

Submission number	Type	Modified date	Modified by
<input type="text"/>	<input type="text" value="Change"/>	<input type="text" value="dd/mm/yyyy"/>	
SUB-001208	New Change	31/01/2024	OGTR Test User
SUB-001201	Change	31/01/2024	OGTR Test User
SUB-001198	Change	23/01/2024	OGTR Test User

Previous **1** Next Showing 1 to 3 of 3 entries

Accessing completed Submissions

Submission records are only used while a submission is being drafted. After submission the record will no longer appear on the “Draft submissions” dashboard in a service. Instead, an application or notification will be visible on another dashboards. For example, the “NLRD” dashboard in the Notifiable Low Risk Dealing service contains information about **individual NLRD records** from completed submissions, including:

- OGTR ID (allocated once the form has been submitted)
- IBC Identifier
- Project Title
- IBC Name
- Status (e.g. Notified, Pending, Withdrawn, or Expired)
- Expiry Date (based on IBC assessment date)

Note: a “Pending” status refers to an NLRD that may have some additional checking to be completed by the OGTR. This can occur if, for example, the “Organisation proposing to undertake the dealing” has been manually entered, or is an organisation not yet known to the OGTR. Once manual checking has been finalised (during this time, the OGTR will reach out with any questions they may have) you should see the “Status” update to “Notified”.



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Searching a dashboard

You can search records on dashboards similarly to the Draft Submissions dashboard. Boxes at the top of columns indicate searchable fields, e.g. in the NLRD dashboard records may be searched by any of the columns.

Note: You can combine searches, i.e., search in multiple columns at the same time.

OGTR ID	IBC Identifier	Project Title	IBC Name	Status	Expiry Date
NLRD-12240	NLRD-1234	Test Project Title	Test Institutional Biosafety Committee	Pending	06/06/2028
NLRD-12239	NLRD-4356	Test Project Title	Test Institutional Biosafety Committee	Notified	01/06/2028

Searching by any of the text fields

To search by any of the “free text” fields, type *any part* of the ID/Identifier/Project title/IBC Name into the blank field at the top of the column:

- Typing in “345”, “NLRD”, or “3” will all give you the result of IBC Identifier “**NLRD-Identifier-00345**” (along with other results that contain those characters)
- You do not need to use wildcards in this search (e.g. IBC-ID-*)
- The number at the bottom right of the table shows you how many records your search has found

OGTR ID	IBC Identifier	Project Title	IBC Name	Status	Expiry Date
NLRD-13915	345	Test	IBC Org	Notified	15/10/2027
NLRD-13907	345	Test		Notified	15/10/2027
NLRD-13873	345	Test		Notified	10/02/2028
NLRD-13871	345	Test		Notified	29/06/2027
NLRD-13870	345	Test		Notified	15/02/2028
NLRD-13869	345	Test		Notified	10/02/2028
NLRD-13865	345	Test		Notified	12/06/2027
NLRD-13864	345	Test		Notified	26/10/2027
NLRD-13860	345	Test		Notified	15/02/2028
NLRD-13854	345	Test		Notified	15/02/2028

Showing 1 to 10 of 12 entries



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Searching by “Dropdown”

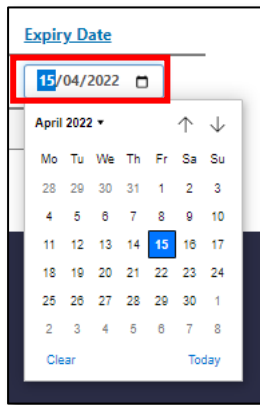
In the above screenshot, you can search by ‘Status’, using the dropdown to select from:

- Notified
- Pending
- Withdrawn (this is an administratively applied status used only in specific circumstances)
- Expired

Note: You can only search by one status at a time.

Searching by “Date picker”

1. Select a date by clicking on the “calendar” icon in the date field and selecting a date from the date picker. **Note:** You cannot type into the date field; you must select from the date picker.



2. The records will filter once the calendar is closed.

OGTR ID	IBC Identifier	Project Title	IBC Name	Status	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input data-bbox="1257 1323 1390 1361" type="text" value="15/04/2022"/>
NLRD-13937	IBC001	Project Title	IBC Org	Notified	15/04/2022
Previous	1	Next	Showing 1 to 1 of 1 entries		