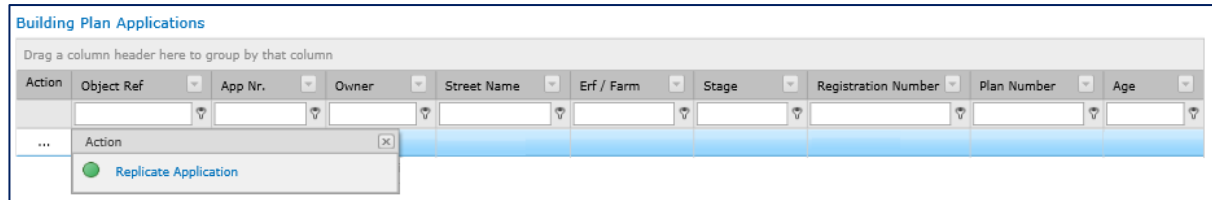


Application Replication

Replicate Existing Application

Once an application is registered and all its supporting documentation loaded, you have to option to replicate it. This functionality was developed to minimize mundane administrative work for large projects and developments. Sans form note



The screenshot shows a table titled 'Building Plan Applications' with columns: Action, Object Ref, App Nr., Owner, Street Name, Erf / Farm, Stage, Registration Number, Plan Number, and Age. A context menu is open over the 'Action' column, showing a green button labeled 'Replicate Application'.

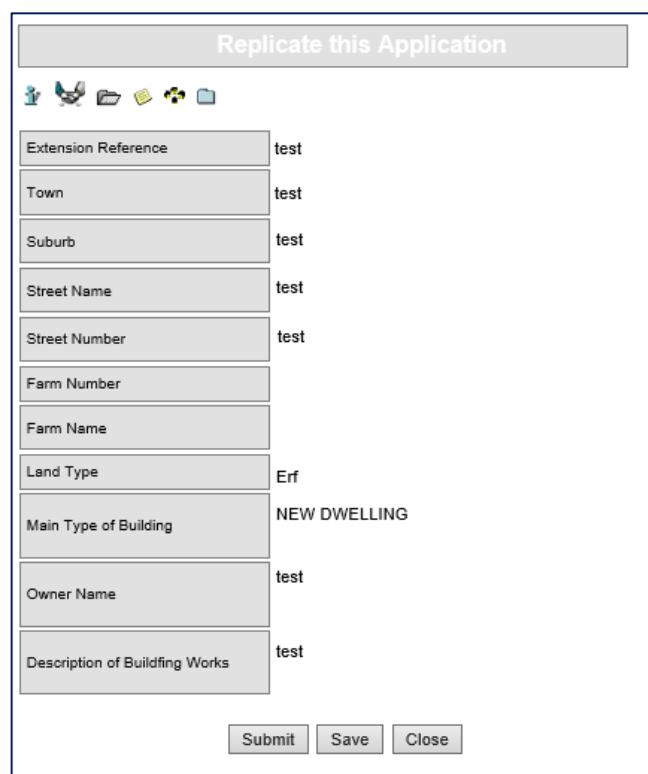
Step one: Load the first application as per usual. Ensure that the correct supporting documents have been uploaded successfully. Note, in the case of application replication your completed SANS Forms must contain a list of all land unit numbers in order to be accepted by the local municipality.

Step Two: In the Building Plan Applications Web Part a new Action will be available against an application allowing you to replicate it.

Select the Replicate Application option. A task will open, similar to the one on the left, where it will show the details of the application you are going to replicate.

Once you submit the task: The Application and all the Supporting Documents from the original application will be replicated.

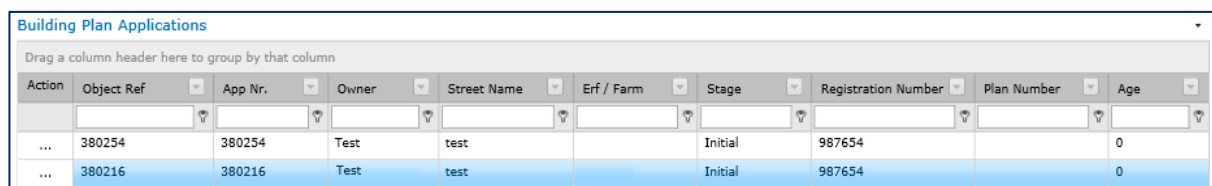
The new application will appear above the original one, it will default to 'Initial' Stage regardless of the stage of the Original Application. See below



The screenshot shows a form titled 'Replicate this Application' with various input fields and their values:

Field	Value
Extension Reference	test
Town	test
Suburb	test
Street Name	test
Street Number	test
Farm Number	
Farm Name	
Land Type	Erf
Main Type of Building	NEW DWELLING
Owner Name	test
Description of Building Works	test

At the bottom, there are three buttons: Submit, Save, and Close.

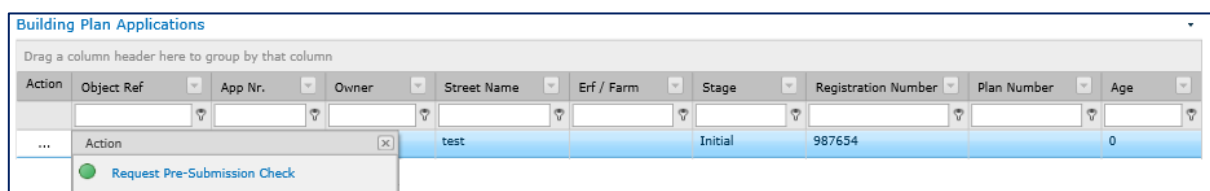


The screenshot shows the 'Building Plan Applications' table with two rows of data:

Action	Object Ref	App Nr.	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	380254	380254	Test	test		Initial	987654		0
...	380216	380216	Test	test		Initial	987654		0

Step Three: Edit the replicated application via the Action button in order to update the Property Details such as erf number.

Step Four: Request a Pre-Submission Check and allow the process to continue as per normal.



The screenshot shows the 'Building Plan Applications' table with the same two rows of data. A context menu is open over the 'Action' column, showing a green button labeled 'Request Pre-Submission Check'.