Transport Standards Portal Navigating My Account

Version: 1.1

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1   Transport Standards Portal

1.1   General

All Transport standards and related technical documents that fall under the remit of the Transport *Standards Management Framework* are published on this website, where users can view and download them, save a copy to their favourites and elect to receive alerts when they are updated or changed. Users can also participate in consultation comment when draft documents are published on the portal for stakeholder feedback. The Transport Standards Portal also now hosts the Concessions Portal, where users can submit concessions requests, track their progress and download Notices of Concessions.

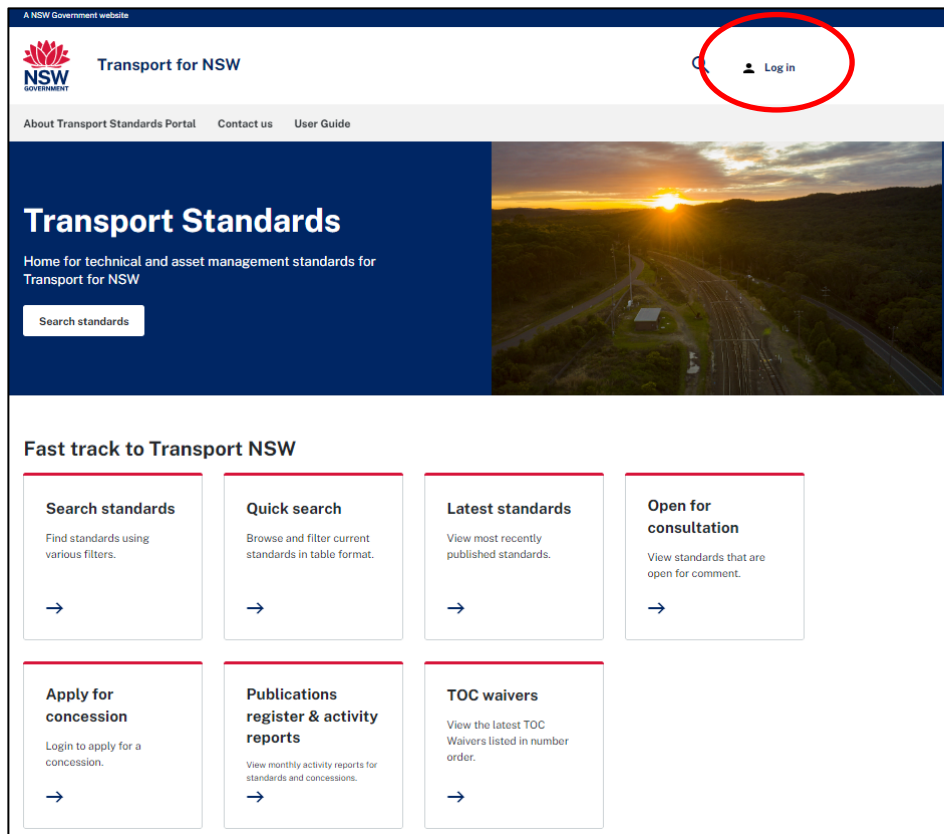CTRL + Click on the link below to open the portal. The home page is shown in Figure 1.

https://standards.transport.nsw.gov.au/

Figure 1 – Transport Standards (Home page)

By default, users will not be logged into their Transport Standard Portal account. To use the full functionality of this website, users need to be registered as a Standards User and be logged in to their account. This also applies to TfNSW employees, who can use a single sign on login once they have registered. Apart from all of the functions, there are some documents that are restricted to TfNSW employees which will not be visible on the website unless logged in using a Transport email address.

Additionally, individuals who have to endorse concession requests as either Asset Stewards or Asset Custodians will also need to update their registration profile to reflect this role.

Refer to the *Transport Standards Portal Registration – Internal* (for TfNSW employees) and *Transport Standards Portal Registration - External* guides for instructions on how to register an account.

1.2 Search for a document

It is recommended that you read the following user guide to better understand searching for standards on the Transport Standards Portal.

Transport Standards Portal User Guide – Search and Search Tips

1. Click the **Search standards** button to land on the **Find a standard** page or use the **Fast Track to Search standards** link.

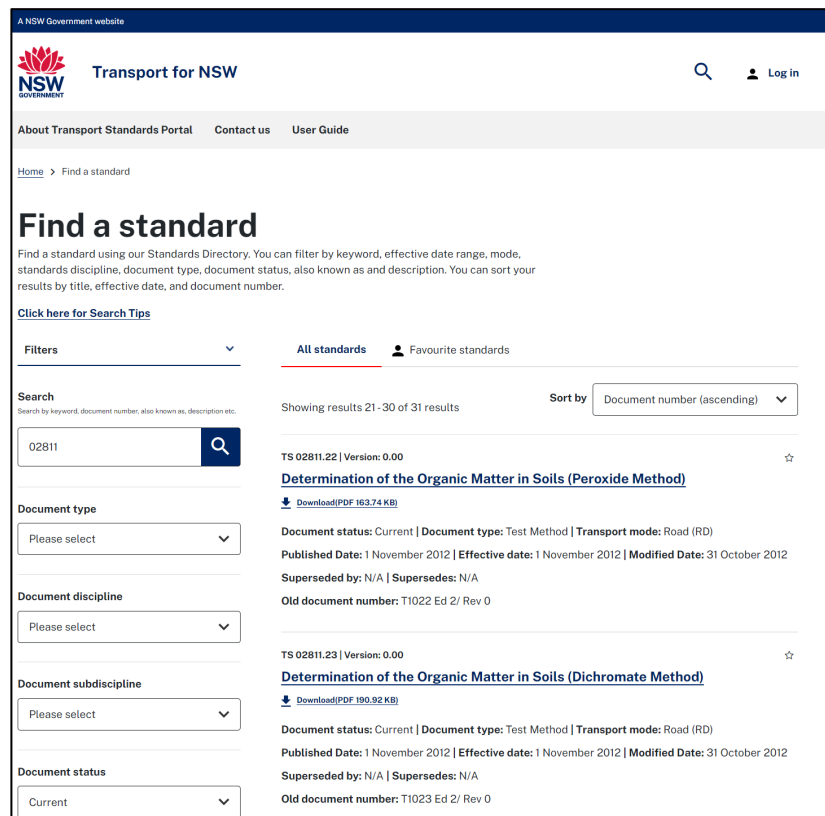2. The **Find a standard** page will open as seen in Figure 2.

Figure 2 – Find a standard (All standards)

Documents published on the Transport Standards portal have been assigned a new document number/standard designation that starts with TS. Migrated documents from other Transport websites have been imported into the portal with no change and can be

identified by a version number 0.0. Where documents have been or created since the portal launch in September 2022, version numbering has recommenced at 1.0.

Previous or old document numbers are still visible on the search records. Search for an old document number, a new document number (designation), a title, or a keyword.

Only current publications are shown in the default search results. To search for include other document statuses (withdrawn, superseded or obsolete) change the document status filter accordingly. A number of filters are available to help narrow down your search and will apply once the Apply filter button is selected.

1.3 Standard download

You can download a version of a document at any time after completing a search.

A link to complete a download is available directly under the document name in the list returned by the search as seen in Figure 3.
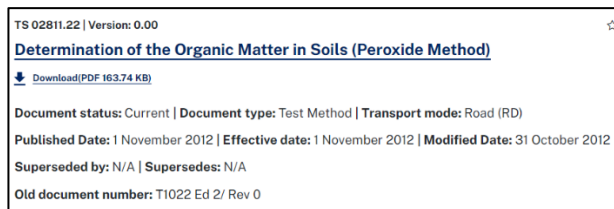

Figure 3 – Find a standard (Download)

2 My account – Features for logged-in users

2.1 Add / Remove a standard from Favourite standards

When searching for standards, logged-in users can quickly add documents to their favourites by clicking on the star icon to the right of the standard record in the search results list or on the standard's product information page.

1. Click on the **star** symbol to the right of the standard to **save** a standard to **Favourite standards**. It will change from being white with an outline to solid black.

2. The added standard will now be available under the **Favourite standards** on the **Find a standard** page (see Figure 4).
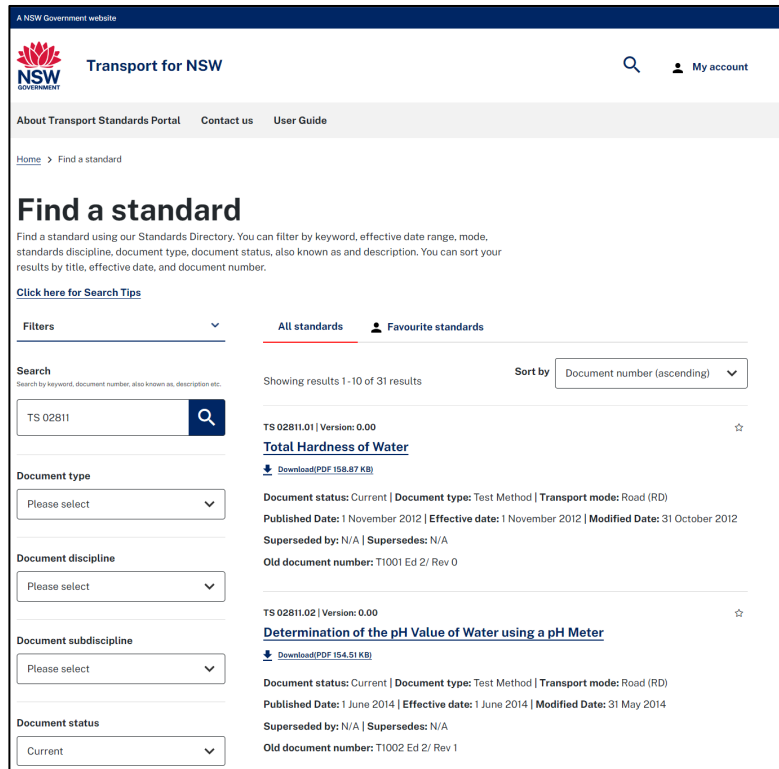
Figure 4 – Find a standard (Favourite standards)

3. Click on the **star** symbol to the right of the standard to **remove** from saved standards. In the product information page there are two options for removing a standard from Favourites (see Figure 5).
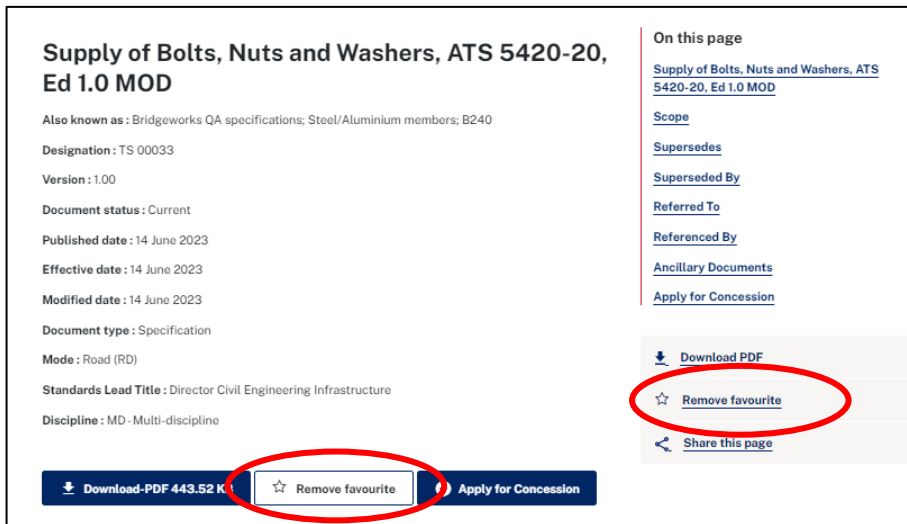

Figure 5 – Removing a favourite standard

2.2   Add / Remove a standard from receiving alerts

Adding a standard to Favourites will also add it to your notifications list so you will automatically start receiving alerts when the standard has a change in status (for example when a revision of the standard commences, when it is superseded by another document, withdrawn or made obsolete. The standards will appear in My Favourites as a solid black bell next to a solid black star.

1.   Remove: Click on the bell symbol to deselect it and stop receiving notifications about that standard. It will change from a solid black bell to white with a cross line through it. Your document will still remain in favourite unless the star icon is also deselected.
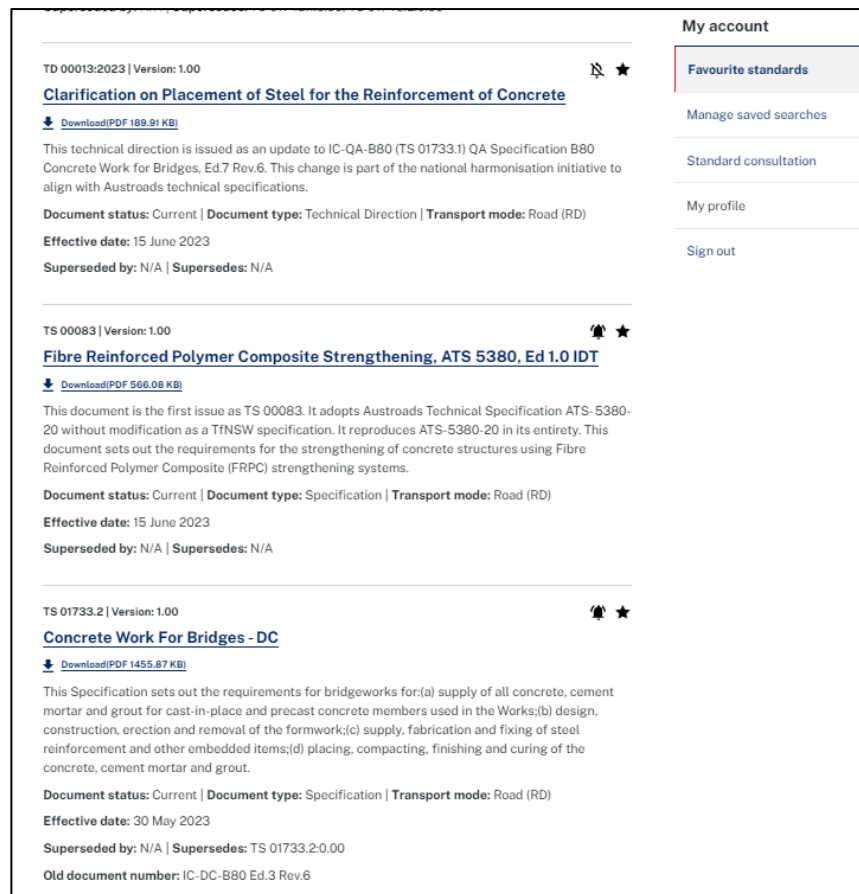

Figure 6 – Standard alerts

2.   Add: You can opt back in to the alert by clicking on the bell symbol again to select it.

2.3   Favourite standards

To access your list of favourites:

1.   Click on **My account** and select **Favourite standards** from the menu.

2.   Scroll the list of **Favourite standards** on the left side of the page.

3.   Click the name of the standard you want to open.

2.4   Saved searches

The Transport Standards Portal allows users to save and manage search criteria. By creating quick search filters, users can quickly find all standards that meet your required criteria.

2.4.1   Create saved searches

Undertake a search through **Find a standard**, using the search terms and filters until you create the results list that you are looking for. If you will use this search again or frequently, creating a saved search can be a useful time saver.

1. From Find a standard page, complete a search using the filters for your new search.

2. Click Apply filters.

3. Click the **Save search** button below the Saved Searches section on the left side of the page.

4. The **Save quick search** page will open.

Figure 7 – Create saved searches

5. Enter a name for the search and click **Save search**.

6. Your list of saved searches will appear at the bottom of the Find a Standard screen when you are logged in.

2.4.2   My account – Manage saved searches

From My account you can manage your Saved searches to either edit the search criteria or delete them altogether.

1. From the My account page, click on Manage saved searches (see Figure 8).

2. Scroll the list of Saved searches and choose either:

    • Edit (Pencil symbol), or
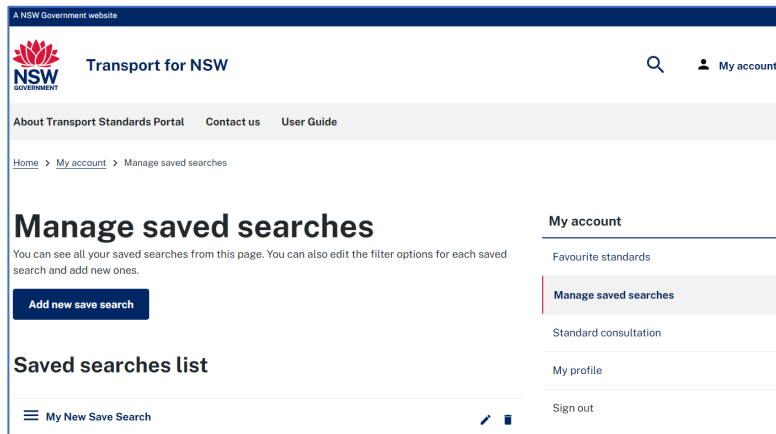
- Remove (Trash can symbol).

Figure 8 – Manage saved searches (Saved searches list)

When you select **Remove** a **Saved search,** a screen will pop up (see Figure 9) and give you the option to **Remove** or **Do not remove.**
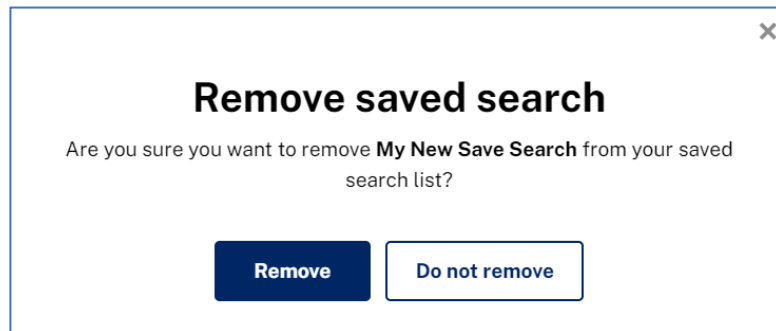

Figure 9 – Remove saved search

2.4.3   Apply saved searches

To run a search from a saved search:

1. Click Search standards on the portal home page to navigate to Find a standard page.

2. Scroll down past the search filters until you reach Saved searches.

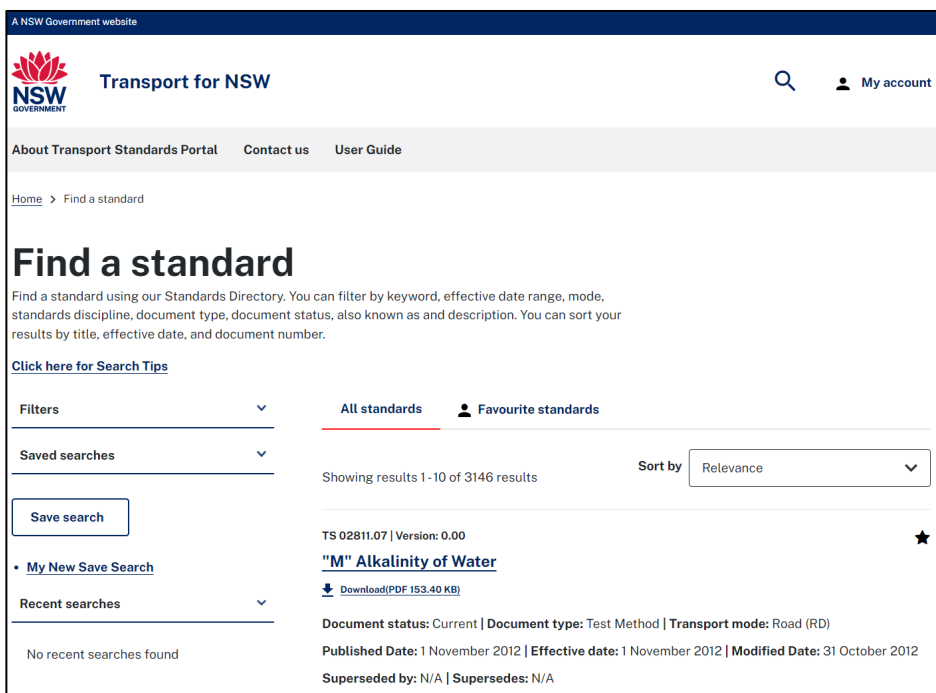3. Click on the name of the saved search you want to run (see Figure 10).

Figure 10 – Saved searches (Apply search)

2.5 Standard Consultation

For guidance on the **Open for Consultation** functionality, use the link below for more instructions.

Transport Standards Portal User Guide – Standard Consultation Comments

2.6 My Concessions

The **My concessions** option (see Figure 11) in the My account function list provides direct access to all concessions raised by the **Requester**.

Note: If no **concession requests** have been entered, the user will not see the **My concessions** option in the **My account** list.
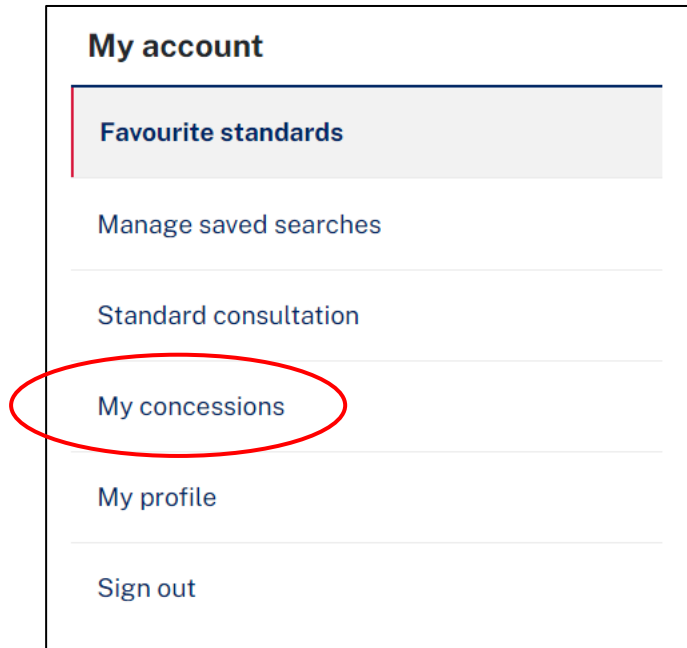
Figure 11 – My account / My concessions

To open the list of My Concession Requests, follow these steps:

1. Left-click on **My concessions** to open the **My Concession Requests** screen (see Figure 12).

2. The list displayed is all concessions in progress, endorsed, approved, or withdrawn.
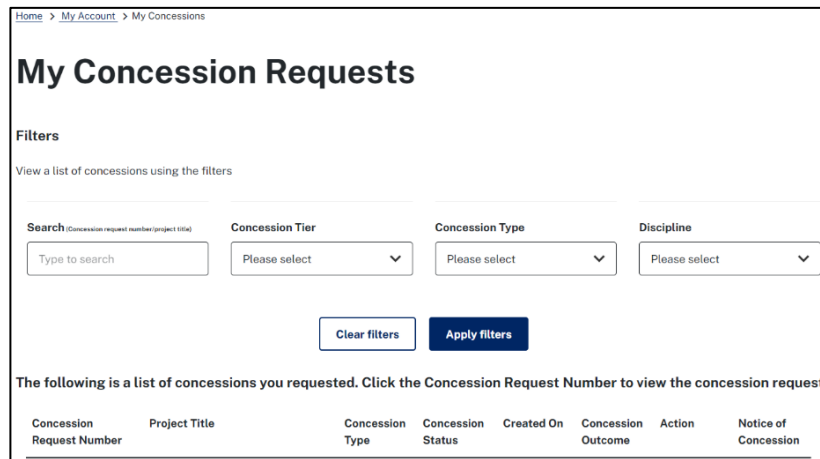

Figure 12 – My Concession Requests (screen)

2.7   My Endorsements

The **My endorsements** option in the My Account function list (see Figure 13) provides direct access to all endorsements the current **Endorser** logged in has pending or completed.

Note: The **My Endorsements** page is only visible to Endorser roles (Asset Steward and Asset Custodian), after the **Endorser** has been assigned their first Concession to action.
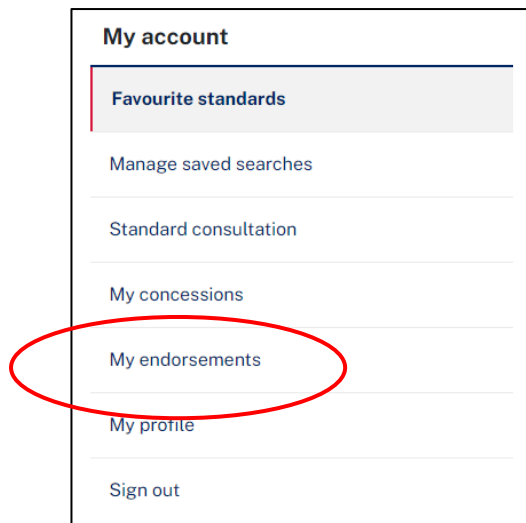

Figure 13 – My Account / My Endorsements

To open the list of My Concession Requests, follow these steps:

1.   Click on My account, then **My Endorsements**.

2.   The **Concessions for Endorsement** screen see (Figure 14) will load with all pending and previous **endorsements**.
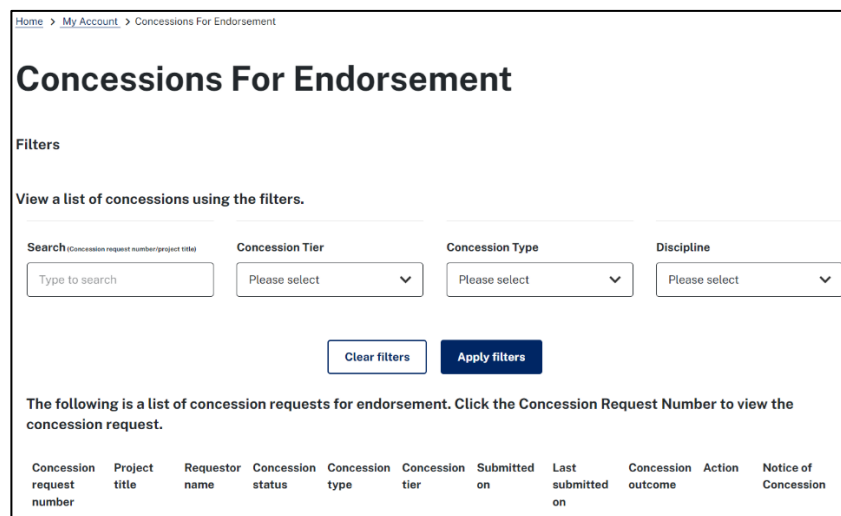

Figure 14 – Concessions for Endorsement (screen)

2.8 Additional Information for each Transport Standard

Each standard on the Transport Standards Portal has additional information to assist you in understanding the context of the standard you are viewing.

To open the addition information page (see Figure 15), complete your search and click on the standard's name. The following page will open for any standard on the portal.

The links on the right side of the page lead to further information provided below the standard opened. This information is updated regularly and enables you to understand the standard's context.
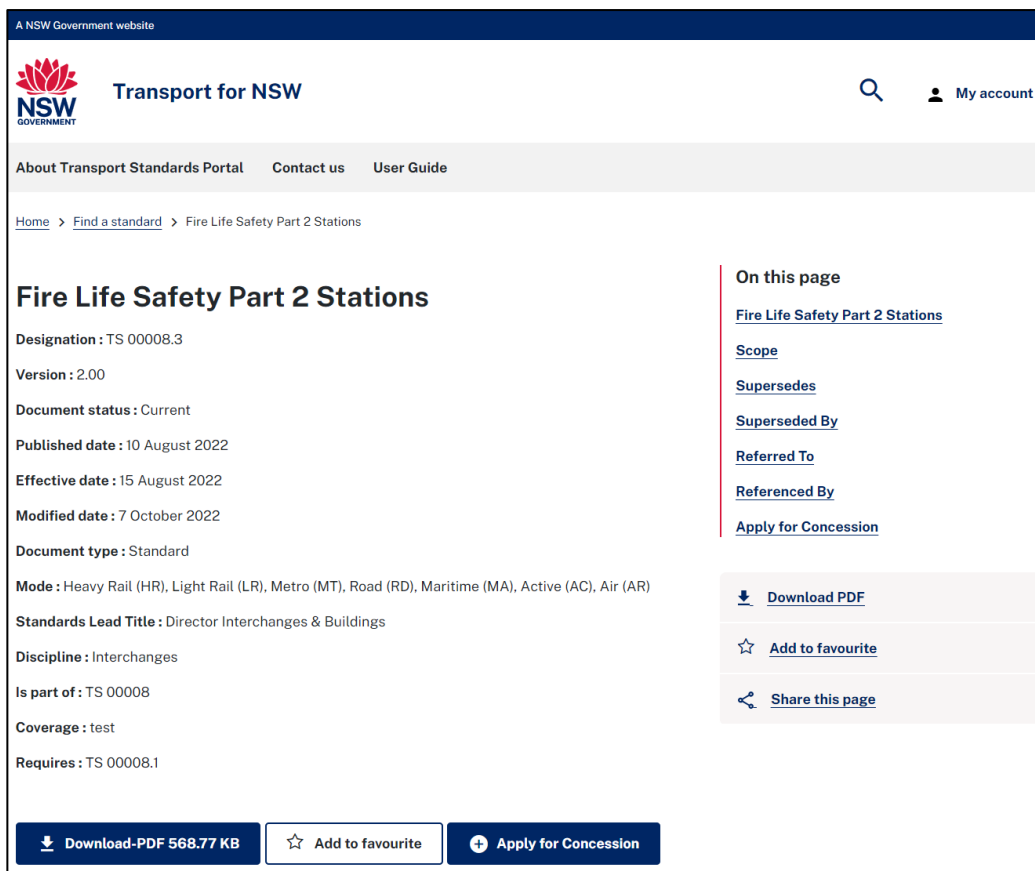

Figure 15 – Standard (Additional Information)

2.8.1 Supersedes and Superseded By

To understand **Supersedes** and **Superseded By** the following example is to help understand the two perspectives (Figure 16).

If three versions of a standard exist, namely versions 1.0, 1.01 and 2.00.

- Version 1.01 **supersedes** (replaces) version 1.0.

- Version 1.01 is **superseded by** (replaced) by version 2.0.

Figure 16 – Transport Standard (Supersedes)

3. Clicking on the **Supersedes** link will display the previous version(s) of the standard (Figure 17). Clicking on the **Superseded By** link will display a more recent version of the standard.

Figure 17 – Transport Standard (Supersedes / Superseded Information)

2.8.2   Referred to and referenced by

Most Transport Standards contain a list of documents which are referenced within the body of that standard. In most Asset Standards this is found in Section 3 Referenced documents. For standards that are version 1.0 and higher, the Transport documents referred to in a standard have been listed in **Referred To** on the relevant product information page (see Figure 18).

Figure 18 – Transport Standard (Referred To)

Referenced By is a list of other standards that reference this document (see Figure 19).

Figure 19 – Transport Standard (Referenced By)

2.8.3 Ancillary documents

Ancillary Documents will only appear in the right hand menu if anciallry documents accompany the publication record. For modified adoptions of Austroads specifications, for example, a "redline" comparison between the Transport MOD publication and the original ATS specification is included as an ancillary file to the record so users can readily see our variations (see Figure 20).

Figure 20 – Transport Standard (Ancillary Documents)

Other ancillary document examples include release statements, links to associated frameworks and links to relevant websites. Ancillary files can be updated without the standard needing to be revised but are not standalone artefacts.

2.9   Contact Us

The **Contact us** page allows you to send the Standards Development and Publishing team any questions, comments, concerns or recommendations about asset standards, requests for an extension of the consultation comment period, and queries about concessions by completing the form below.

From the Home page, click on **Contact us** as shown (see Figure 21).
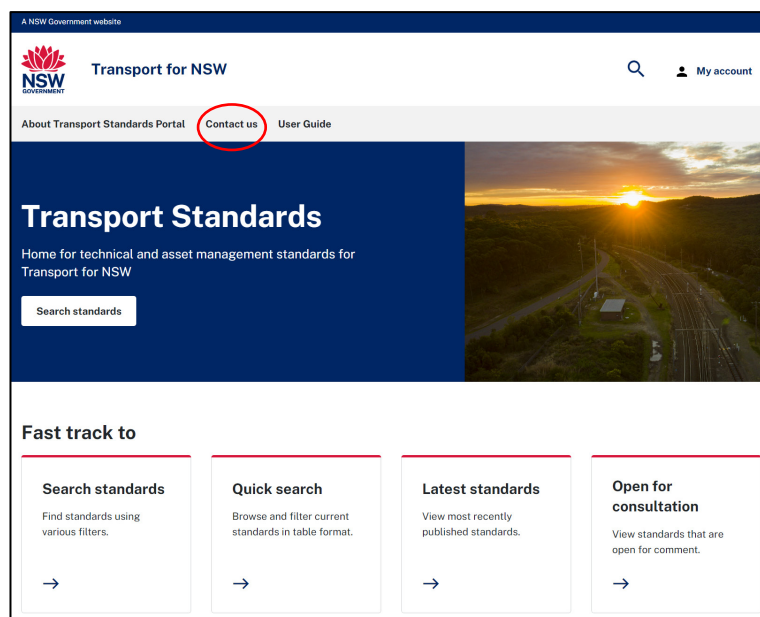
Figure 21 – Transport Standards (Home page – Contact us)

On the **Contact us** page, provide the required details as shown.

What is your message about? 4 options are provided.

- General.

- Request extension on consultation.

- Reopen and provide consultation comment.

- Concessions query.

- Other.

General / Other can be used for **support** relating to difficulties using the **Transport Standards Portal** or feedback on the platform.

- Provide your first name, last name, email address and detailed description in the Message box to allow for follow up.

Request extension on consultation means that the user would like to review and update more comments and hence requires an extended consultation period.

Reopen to provide consultation comment means that the user has submitted their comments but would like to request the submitted comments to be reopened so they can provide more comments.

- Tick the terms and conditions and privacy policy and click the **Submit** button.

- The request will be submitted to the Transport Standards Portal admin, who will direct the message to the correct member of the team.

Figure 22 – Transport Standards (Contact us)

Appendix A   Search a Standard

A.1   Table of values accepted in Search a standard.

Table 1 – Accepted Search Values

Filter	Description
Search	Search by keyword, document number, also known as description etc.
Document type	Select a document type: Engineering Advice Engineering Instructions Factsheet Form Framework Guide Manual Miscellaneous Publication Model Plan Policy Procedure Reference Material Specification Standard Standard Drawing Supplement to Australian Standard Supplement to Austroads Guide Technical Direction Technical Information Template Test Method TOC Waiver
Document discipline	Select a Discipline: All disciplines AM - Asset Management CD - CADD CG - Configuration CI - Civil CQ - Construction Quality CY - Competency DR - Drainage EL - Electrical EN - Environment FL - Fleet

	GT - Geotechnology HF - Human Factors IN - Interchanges & Buildings ITS - Intelligent Transport Systems MD - Multi-discipline MT - Materials Technology PM - Project Management PV - Pavements RD - Road Design RK - Risk RS - Rolling Stock SC - Signals and Control Systems SE - Systems Engineering SV - Survey SY - Security TAO - Technically Assured Organisation TE - Technology TR - Track TR - Traffic UD - Urban Design WS - Wayfinding and Signage
Document subdiscipline	Select a subdiscipline (ACS 2.0): All Aids to Navigation Audio/Visual Information Systems Bridges Buildings & Access Buses Car Parks Communications Network Backbone Systems Compressed Air Systems Condition Monitoring Systems Corridor Drainage & Culverts Corridors (Road, Rail & Waterways) Earthworks & Geotech Electrical Substation Equipment Electrolysis & Bonding Facilities Feeders Fencing & Barriers Ferries Fire & Life Safety Systems Fixed Plant Fleet Systems & Equipment (on board) Fuel & Oil Systems Furniture & Fixtures Gas Systems

	Guidance & Delineation
	Hardware
	HV Distribution
	Hydraulic Systems (Water, Sewer, Drainage)
	Information Technology Network Systems
	Interchanges (Stations, Stops & Wharves)
	Land
	Level Crossings
	Licenses (Non Software)
	Light Rail Vehicles
	Locomotives
	LV Distribution
	LV Power & Lighting Systems
	Mechanical Systems (HVAC)
	Minor Plant & Equipment
	Miscellaneous Structures
	Mobile Plant
	Network & Building Management Systems
	Network Communications Systems
	Network Support System
	Office Equipment
	Overhead & Gantry Structures
	Overhead & Trackside Traction
	Rail Cars & Vans
	Rail Control Systems
	Rail Signalling Equipment
	Retaining Structures
	Road Tolling Systems
	Road Vehicles & Trailers
	Roads
	Security Systems
	Service Routes
	Slab Structures
	Small Heritage Objects
	Software
	Special Trackwork
	Ticketing Systems
	Tower Structures
	Track
	Track Machines & Vehicles
	Traffic Control Systems
	Traffic Information Systems
	Traffic Monitoring Systems
	Traffic Regulatory Systems
	Traffic Separation
	Trains
	Tunnels

	Urban Design & Landscaping Vertical Transportation Systems Vessels Wagons Wayfinding & Facility Signage Wireless Systems
Document status	Select a document status: All Superseded Withdrawn Obsolete
TfNSW Transport mode	Select Transport Mode: Heavy Rail (HR) Light Rail (LR) Metro (MT) Road (RD) Maritime (MA) Active (AC) Air (AR)
Date published from:	Enter Published from: Day Month Year
Date published to:	Enter Published to: Day Month Year
Clear All Filters	Click the link to reset search criteria filters

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Document history

Revision	Effective date	Summary of changes
1.0	October 2023	A new guide to demonstrate the functionality of the **My Account** the Transport Standards Portal
1.1	September 2024	Additional content related to My Concessions and My Endorsements screens