

Online Reporting Platform (ORP)

Complete Initial Attestation

04 JULY 2025



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Complete Initial Attestation

This guide demonstrates how a Candidate completes initial attestation.

Audience

- Review team Leader
- Review Team Member

Pre-requisites

- Candidate's Availability up to date
See user guide: Manage Gateway Review Availability
- Gateway Unit Analyst initiated contact with Candidate

Email notifications

You may receive email notifications from Shibumi related to this process. To avoid missing communications flag Shibumi as a trusted sender in your email application.

Support

For support email gateway.helpdesk@dtf.vic.gov.au.

Steps

Step What to Do

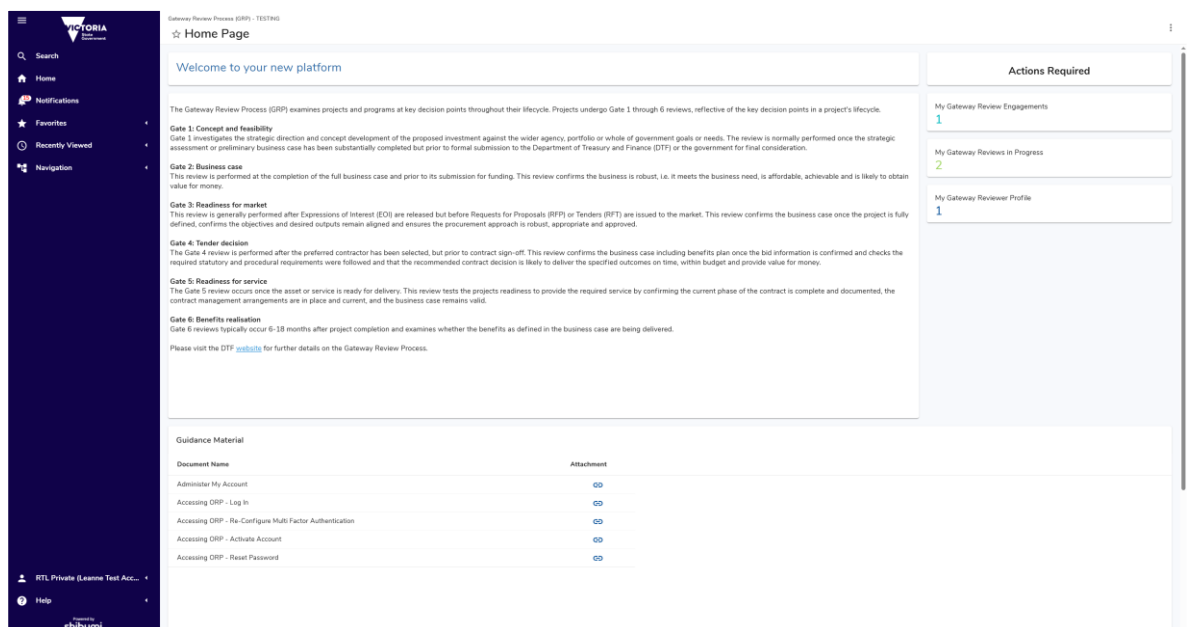
1. Have you accessed ORP and been directed to **Summary** screen via emailed link?

Yes Go to step 5.

No Go to next step.

2. Login to **ORP**.

Home Page displays:



Home Page

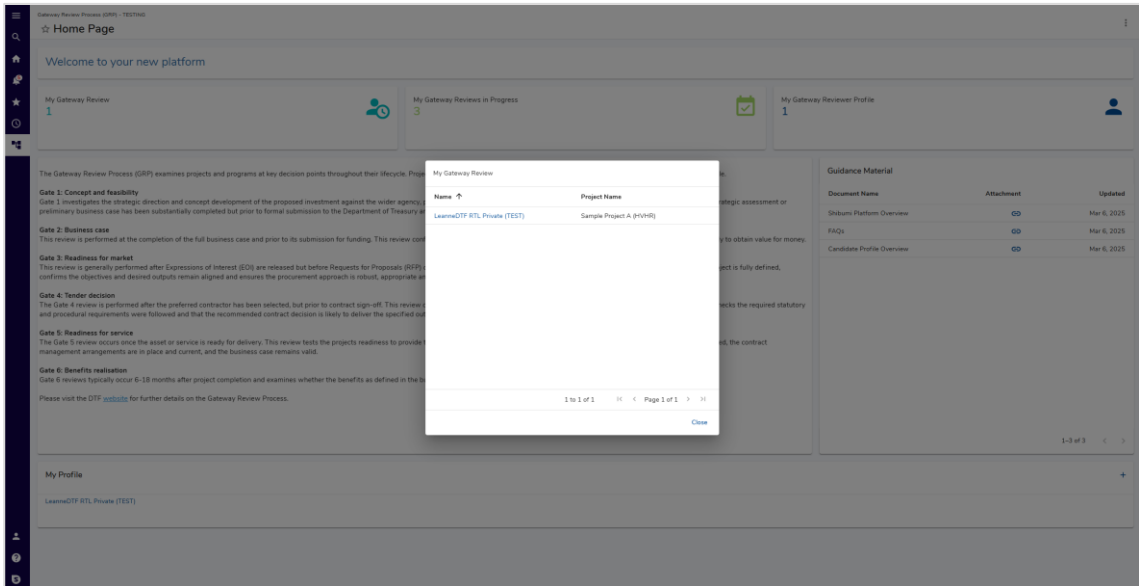
Access to the home page is managed by the Gateway Unit. If you do not see a screen like above contact a Gateway Unit Analyst. Note: Information displayed is unique to your Role, and what Projects and Gates you're assigned to.



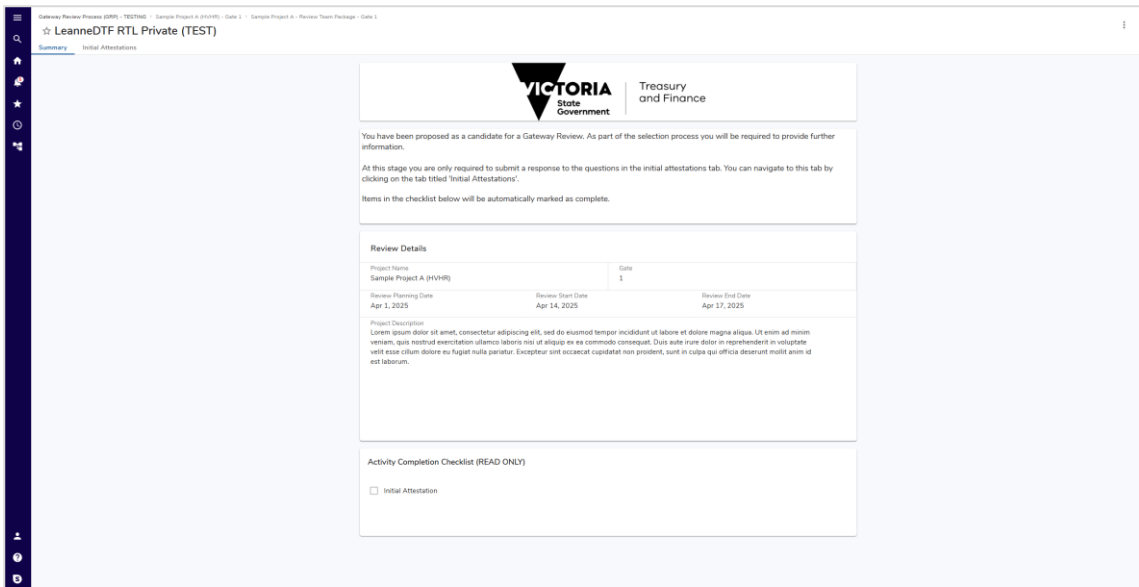
Show/Hide Left Navigation Menu

Click hamburger menu, represented by three horizontal lines, top left of screen to show/hide left navigation menu.

3. Click: **My Gateway Review**
- My Gateway Review** screen displays:



4. Select relevant **Project**.
- Summary** screen displays:



5. Review **Summary**.

6. In top navigation menu, click: **Initial Attestations**

Initial Attestations screen displays:

Gateway Review Process (ORP) - TESTING - Sample Project A (PHWR) - Gate 1 - Sample Project A - Review Team Package - Gate 1

☆ LeanneDTF RTL Private (TEST)

Summary Initial Attestations

GU Analyst Contact Details

GU Analyst Name LeanneDTF GU Analyst (TEST)

GU Analyst Contact leannedtf@guanalyst@gmail.com

Total Number of Days 5

1. Review Details

Project Name	Gate	
Sample Project A (PHWR)	1	
Review Planning Date	Review Start Date	Review End Date
Apr 1, 2025	Apr 14, 2025	Apr 17, 2025

Project Overview (Public Information)

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2. Please confirm if:

Are you interested in participating in this Gateway Review? *

Are you available for the proposed review period? *



Adding and Editing data

Hover over a panel or field and click  to edit.

Where button is crossed out, this denotes fields you are not permitted to edit.



Saving data

After clicking edit, buttons to Save or Cancel data selection and entry displays on the top right of a panel being edited.

Cancel Save



Data will be lost if not saved before navigating to new screen or closing ORP.

ORP will prompt "There are unsaved changes." to avoid data loss.

Once data is saved, you may navigate away from any screen or close ORP and return to continue work later.



Asterisk denotes mandatory field.

7. Complete panels

- **1. Review Details**
- **2. Please confirm if**

8. Click: **Save**

9. In panel **3. Submit Response**, click: **Submit**

 Submit button will not enable until panels 1 and 2 complete and saved.

 Next steps

- Gateway Unit Analyst reviews submission and progresses selection



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