

Background

A document marked internal to the organisation is not visible to the applicant or external organisations (except councils that are part of a Regional Assessment Panel), and as required can be removed to restore visibility.

Are there types of documents that cannot be marked internal to organisation?

Yes. Documents uploaded outside of your organisation, for example plans uploaded by an applicant, cannot be marked as 'internal to organisation'.

Included instructions

- [Mark a document internal to organisation](#)
- [Re-hide system generate emails](#)
- [Order documents by Internal to Organisation](#)
- [Remove internal to organisation](#)

Mark a document internal to organisation

1. Click on the **document** (not the file name) to show more details.
2. Click on **Internal to Organisation**.
3. **UPDATE DOCUMENTS** to keep the change.

Development Approval for Development Application: 22000116

[Summary](#) | **[Documents](#)** | [Fees](#) | [Required Notifications](#) | [Insurance](#) | [Statistics](#) | [Decision](#) | [Clocks](#) | [Related Actions](#)

Search by keyword

Where was the document uploaded?

Application

Planning Consent

Building Consent

Development Approval

Additional document filters

Decision Documents

P&D Code Rules

Snapshots

Invoices

Plans

	Document	Type	Date Created	Superseded	Internal to Org
<input checked="" type="checkbox"/>	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		
<input type="checkbox"/>	CodeRules-Valuation0209075003-AssessmentStart-95033.pdf	P&D Code Rules - at Assessment Start	26 Apr 2022 14:26		
<input type="checkbox"/>	CodeRules-Valuation0209075003-Verif-95024.pdf	P&D Code Rules - at Verification	26 Apr 2022 14:21		
<input type="checkbox"/>	DapSubmissionSnapshotAppl22000116-95019.pdf	Application Snapshot	26 Apr 2022 14:14		
<input type="checkbox"/>	Plans_test-95017.docx	Floor Plans	26 Apr 2022 14:13		
<input type="checkbox"/>	Stamped_plans-95018.docx	CITB Payment Reference	26 Apr 2022 14:13		

Selected Document

Document
Plans_test-95049.docx

Document Type
Stamped Plans - Dev Approval

Description

Date Created
26 Apr 2022 14:57

Superseded

Internal to Organisation

4. The **Internal to Org** column shows Yes and the Visible to Applicant updates from Yes to No .

	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant
<input type="checkbox"/>	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	<input checked="" type="checkbox"/>

How to... Mark a document for internal organisation viewing only



Re-hide system generated emails

- To re-hide system generated emails click on the **Hidden by default filter System Generated Emails**.

Development Approval for Development Application: 22000116

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

Search by keyword

Search by Category

Search by Type

Where was the document uploaded?
 Application
 Planning Consent
 Building Consent
 Development Approval

Additional document filters
 Decision Documents
 P&D Code Rules
 Snapshots
 Invoices
 Plans

Hidden by default
 Superseded
 System Generated Emails

	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant
<input type="checkbox"/>	AVariationRequestHasBeenSubmittedForPlanningConsentForApplicationId22000116_Address_215HuttStAdelaideSa5000-95190.html	Email	28 Apr 2022 17:50			✗
<input type="checkbox"/>	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	✗

- Click on the **Hidden by default filter System Generated Emails** again to hide the emails.

Development Approval for Development Application: 22000116

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

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Hidden by default
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	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant
<input type="checkbox"/>	AVariationRequestHasBeenSubmittedForPlanningConsentForApplicationId22000116_Address_215HuttStAdelaideSa5000-95190.html	Email	28 Apr 2022 17:50			✗
<input type="checkbox"/>	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	✗

The system generated emails are hidden.

How to...

Mark a document for internal organisation viewing only



Order documents by Internal to Organisation

4

1. Click on the **Internal to Org** heading.

Development Approval for Development Application: 22000116

Summary Documents Fees Required Notifications Insurance Statistics Decision Clocks Related Actions

Search by keyword

Search by Category

Search by Type

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Additional document filters
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 Invoices
 Plans

Hidden by default
 Superseded
 System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	✗	

2. Click on the **Internal to Org** heading again.

Superseded	Internal to Org ↑	Visible to Applicant
		✗

The documents are displayed in order of 'Yes' **Internal to Org**.

Document	Type	Date Created	Superseded	Internal to Org ↓	Visible to Applicant
<input type="checkbox"/> Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	✗
<input type="checkbox"/> Stamped_plans-95034.docx	Stamped Plans	26 Apr 2022 14:27		Yes	✗

Remove internal to organisation

By removing the internal to organisation, the document becomes visible to the applicant, accredited professional and referral bodies.

1. Click on the **document** (not the file name) to show more details.
2. Click on **Internal to Organisation** to remove.
3. **UPDATE DOCUMENTS** to keep the change.

Development Approval for Development Application: 22000116

[Summary](#) | **[Documents](#)** | [Fees](#) | [Required Notifications](#) | [Insurance](#) | [Statistics](#) | [Decision](#) | [Clocks](#) | [Related Actions](#)

Search by keyword

Search by Category

Search by Type

Where was the document uploaded?

Application

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Development Approval

Additional document filters

Decision Documents

P&D Code Rules

Snapshots

Invoices

Hidden by default

Superseded

System Generated Emails

	Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input checked="" type="checkbox"/>	Plans_test-95049.docx	Stamped Plans - Dev Approval	26 Apr 2022 14:57		Yes	✗	
<input type="checkbox"/>	CodeRules-Valuation0209075003-AssessmentStart-95033.pdf	P&D Code Rules - at Assessment Start	26 Apr 2022 14:26			✗	
<input type="checkbox"/>	CodeRules-Valuation0209075003-Verif-95024.pdf	P&D Code Rules - at Verification	26 Apr 2022 14:21			✗	
<input type="checkbox"/>	DapSubmissionSnapshotAppl22000116-95019.pdf	Application Snapshot	26 Apr 2022 14:14			✗	
<input type="checkbox"/>	Plans_test-95017.docx	Floor Plans	26 Apr 2022 14:13			✔	
<input type="checkbox"/>	Stamped_plans-95018.docx	CITB Payment Reference	26 Apr 2022 14:13			✔	

6 items

Selected Document

Document
Plans_test-95049.docx

Document Type
Stamped Plans - Dev Approval

Description

Date Created
26 Apr 2022 14:57

Superseded
No

Internal to Organisation

Uploaded By
epn.test8@sa.gov.au

4. The **Internal Org** column shows Yes and the Visible to Applicant updates from ✗ No to ✔ Yes .

5. Complete the **Re-hide system generate emails** instructions.