

User Guide 42 User Authentication Levels and Document Authentication in SPEAR

Purpose of this User Guide

The purpose of this User Guide is to outline the differences between the SPEAR authentication levels (user specific), and the way documents are authenticated/approved in SPEAR.

Who should read this?

Primary audience: **All SPEAR users**

Introduction

SPEAR is an application that enables Subdivision Act plans to be electronically submitted to the Responsible Authority, referred to referral authorities and tracked online from the initial planning stage through to certification and issuing of Statement of Compliance (SOC). As such, the main components of SPEAR are only accessible to surveyors (Applicant Contact), Responsible Authorities, referral authorities, Land Use Victoria and public objectors.

In SPEAR most documents/decisions that are attached must be finalised (approved).

This approval is called 'authentication' and is used to ensure that a suitably authorised SPEAR user has checked/approved the documents and decisions that have been attached by their organisation to a SPEAR application.

It is important to note that any document/decision which has been attached in SPEAR requiring authentication will not be visible to other user groups until it has been authenticated.

Authentication Levels in SPEAR

There are five authentication levels in SPEAR which determine the extent of a user's authority to authenticate (approve) documents and decisions.

These authentication levels are defined for each user by their Local Administrator and are linked directly to a user name (login).

The key authentication levels in SPEAR are:

1. Standard
2. One Click
3. Password Approval
4. Delegate Approval
5. Signing

Most documents or decisions in SPEAR will require authentication. If this is the case, then those documents or decisions will be flagged with an action to authenticate.

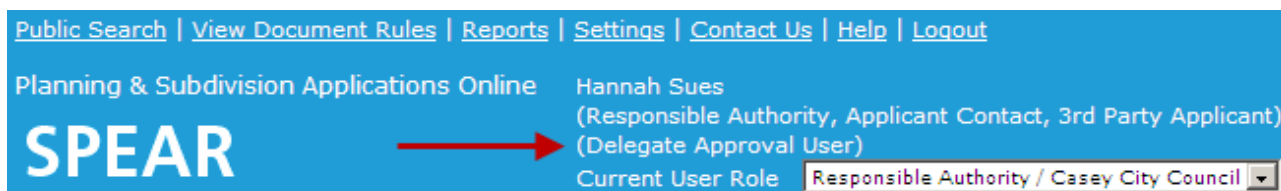
The required authentication for each document will be shown in the authentication prompt on the Details tab:

- 'Authenticate – Click'
- 'Authenticate – Password'
- 'Authenticate – Delegate'
- 'Authenticate – Sign'

If a user does not have the required authentication level, the prompts shown above will be 'greyed out' for that user. Someone else, with a higher authentication level will need to login to SPEAR to authenticate those documents/decision.

Other SPEAR users within the same organisation can be notified to authenticate documents and decisions if required.

A user can see their own authentication level, under their name in the blue SPEAR banner. A user's authentication level can be modified by the Local Administrator at an organisation.



The screenshot shows a blue header bar for the SPEAR application. On the left, it says "Planning & Subdivision Applications Online" and "SPEAR". On the right, it displays the user's name "Hannah Sues" and their role "(Responsible Authority, Applicant Contact, 3rd Party Applicant) (Delegate Approval User)". Below this, it shows the "Current User Role" as "Responsible Authority / Casey City Council" with a dropdown arrow. A red arrow points from the "SPEAR" logo to the user's role information.

Documents and decisions can be authenticated based on a user's authentication level as follows:

		Document/decisions: authentication requirement				
		View, attach and modify Authentication not required	Authenticate - Click	Authenticate - Password	Authenticate - Delegate	Authenticate – Sign Digital Signing Certificate Required
User Authentication Level	Standard	✓	N/A	N/A	N/A	N/A
	One Click	✓	✓	N/A	N/A	N/A
	Password	✓	✓	✓	N/A	N/A
	Delegate	✓	✓	✓	✓	N/A
	Signing	✓	✓	✓	✓	✓

Not all organisations have the same authentication level options to assign to their users:

		Organisation Authentication Levels				
		Applicant Contact	Responsible Authority	Referral Authority	Land Victoria	VCAT
User Authentication Level	Standard	✓	✓	✓	✓	✓
	One Click	✓	✓	✓	N/A	✓
	Password	✓	✓	✓	N/A	✓
	Delegate	N/A	✓	N/A	N/A	N/A
	Signing	✓	✓	N/A	N/A	N/A

How to Authenticate documents and decisions in SPEAR

'Authenticate – Click'

- Ensure that 'Authenticate – Click' is displayed in the drop-down box alongside the document in the Details tab and select 'go'.
- A confirmation message will be displayed confirming authentication of the document.
- The status of the document changes from 'Not Authenticated' to 'Supplied'.

'Authenticate – Password / Delegate'

- Ensure that 'Authenticate – Password' or 'Authenticate – Delegate' is displayed in the drop-down box alongside the document in the Details tab and select 'go'.
- At the password prompt, key in your SPEAR login password, and click 'authenticate'.
- A confirmation message will be displayed confirming authentication of the document.
- The status of the document changes from 'Not Authenticated' to 'Supplied'.

'Authenticate – Sign'

Users who have an authentication level of 'Sign' will also require a digital certificate to complete the 'Authenticate – Sign' action.

- Ensure that 'Authenticate – Sign' is displayed in the drop-down box alongside the document in the Details tab and select 'go'. The Sign Document screen will be displayed, select the items you wish to sign and click 'sign'. A download link will appear, click the downloaded '.signing' file to launch the signing application.

NOTE: If you use the legacy signing application, when you click the 'sign' button, the 'spearWebStartSigning.jnlp' file will be downloaded. Click the downloaded file and then click 'Run' when the Java 'SPEAR Web Start Signing' pop-up is displayed.

- A pop-up box will appear which identifies your digital certificate details. Click 'Sign'.
- A password box will appear. Type in your digital certificate password and click 'OK'.
- A confirmation message will be displayed confirming authentication of the document.
- The status of the document changes from 'Not Authenticated' to 'Digitally Signed'.

Digitally signed documents will be watermarked with the evidence of signing. For example, following the authentication (signing) of a plan of subdivision, the plan will display the following line of text in the lower margin of every page:

Signed by: <Licensed Surveyor> (Applicant Contact Organisation) Surveyor's Plan Version (#) <Date>

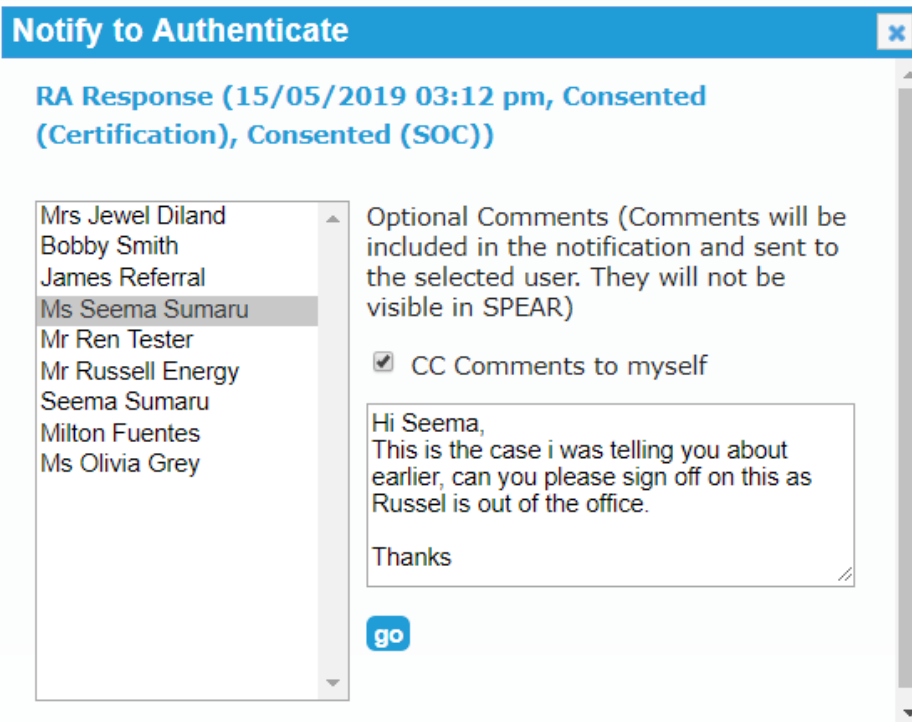
Multiple Authentications:

If there is a list of documents that require authentication, it is possible to authenticate them all at the same time.

- Select 'go' alongside one of the documents that requires authentication.
- All documents requiring authentication will be displayed. Tick the documents you wish to authenticate and click 'Authenticate Selected Document'.
- SPEAR will prompt you to password authenticate the relevant documents, and then digitally sign the remaining documents as per the process defined above for each authentication type.
- A confirmation message will be displayed confirming successful authentication of the selected documents.
- The status of the documents will change from 'Not Authenticated' to 'Supplied' (or 'digitally signed').

'Notify for Authentication'

- From the Details screen, select the 'Notify for Authentication' option in the drop-down list and click 'go'.
- The Notify to Authenticate screen will be displayed. Select a user to authenticate the document.



- You can leave a comment for the selected user with any information you feel relevant to the case and then click 'go'.
NOTE: Comments will not be stored within the SPEAR system.
- You will be returned to the Details tab with a message at the top of the screen indicating the request was forwarded to the relevant user.

Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website www.spear.land.vic.gov.au/SPEAR
- Contacting the SPEAR Service Desk on 9194 0612 or email spear.info@delwp.vic.gov.au