

Australian Government

Department of Agriculture, Fisheries and Forestry



How do I archive my import inspection requests and bookings?

This task card demonstrates how to archive and restore import inspection request and bookings in the Biosecurity Portal using your Digital ID via the myID pathway, and also via the Other User email and password pathway.

NOTE: Refer to "How do I login to the Biosecurity Portal?" on how to register and login to the Portal.

NOTE: The Portal works best with the latest version of Google Chrome, Safari and Microsoft Edge. Internet Explorer and Mozilla Firefox are not supported.

You <u>must</u> allow pop-ups on your browser before proceeding.

Archiving import inspection requests and bookings

Archive an Entry ID

Browse to the Biosecurity Portal landing page - https://biosecurity.awe.gov.au/

Login using your Digital ID or email and password. If you have not registered, refer to "How do I register to use the Biosecurity Portal?" task card.

You can archive an inspection request or booking to remove them from your transactional views. To archive a record:

- **Browse** to the Inspections page
- **Find** your Entry ID in the corresponding view ie: Inspection requests, Upcoming bookings or Historical bookings

TIP: In the Inspection Requests, Upcoming Bookings and Historical Bookings views you can:

- Filter by any column (in-column filtering function)
- Sort by any column
- Search by Entry ID on the Inspection requests view and
- Search by Entry ID or Booking ID in the Upcoming bookings view and Historical bookings view.
- Select the arrow down button to the right of the list under 'Actions' and click Archive.
- The selected record will be moved to the Archived View: Archives inspection requests or bookings.

Home > Inspections									
Inspections									
Request an import > inspection									
Inspection requests select a value from the dropdown to view your inspection request, historical bookings, or upcoming bookings. You ga cancel modify or archive your inspection request / booking from the "inspection requests" view or "Upcoming bookings" view. View inspection request view or "Upcoming bookings" view.									
Search	٩								
Entry ID 🕇	Request ID	Request Date	Status	Actions					
SWR566708	IR-X0H55-82T5-05833	27/10/2022 10:50	Requested (not booked)						
SWR566708	IR-Z7P0L-K9P7-08490	27/10/2022 10:52	Requested (not booked)	Cancel					
SWR566709	IR-V1T3L-Q8N0-43042	27/10/2022 10:53	Requested (not booked)	×					

Figure 1: Entry ID selection for archiving

How do I archive my import inspection requests and bookings? Page 1 of 2





Australian Government

Department of Agriculture, Fisheries and Forestry



Reinstate an Archived Record

- Browse to the Inspections page
- Select the Archived View
- Find your record in the corresponding view ie: Archived inspection requests or Archived bookings.
- Select the down arrow to the right of the list under "Actions" and click Restore
- The selected record will be moved back to the corresponding active view based on the status of the item when re-instated.

Home > Inspections					
Inspections					
Request an import > inspection					
Inspection requests					
Select a value from the dropdown to view your inspection requests, historical bookings, or upcoming bookings.					
You can cancel, modify, or archive your inspection request / booking from the 'Inspection requests' view or 'Upcoming bookings' view.					
View: Inspection requests 🕶 Archived View					

Figure 2: Archived View

Home > Inspections > Archived items								
Archived items								
Restoring an item will move it back to its corresponding view. View: Archived inspection requests V								
Search Q								
Entry ID 🕇	Request ID	Request Date	Status	Actions				
SWR566708	IR-X0H55-82T5-05833	27/10/2022 10:50	Requested (not booked)	Restore				

Figure 3: Restore an Archived Item

