



Portal user guide – Manage devices

Device suppliers may wish to add, view, edit or remove devices from the Schedule of Approved Devices under the program.

Access

What access to I need?

DM Admin

What else do I need?

Information about the devices that you wish to update.

Managing your devices in the portal

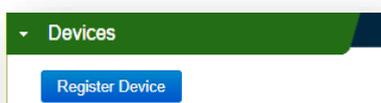
This user guide will assist you in:

- Adding a new device
- Viewing or amending existing devices
- Changing a partially subsidised device to the fully subsidised Schedule
- Removing devices

Adding a new device

Step 1

Login to the portal and navigate to the Devices tab, click the **Register Device** button.



Step 2

Enter the required information for the device in the text boxes or using the drop down menus:

- Date of effect

- Trading name
- Model
- Category
- Type
- Schedule
- Compatible with app, remote control, remote programming
- Rechargeable batteries
- Fitting range

Step 3

Certify the device meets the minimum specifications as outlined in Schedule 3 of the [Deed of Standing Offer](#).

The registered Manufacturer confirms that this device meets the minimum specifications for the nominated device schedule and category as outlined in Schedule 3 of the Deed of Standing Offer.

Click **Submit Device** if only adding one device.

Step 4

If adding multiple device(s), click **Submit Another**. You will then need to enter details of additional device(s).

Repeat as required, when details of the final device are added click **Submit Device**.

An email confirming all devices added is sent.

Viewing or amending existing devices

Step 1

Login to the portal and navigate to the Devices tab and search for the device you wish to update by searching for the device (Search for the device / enter device code)

Devices

Register Device

Find a device

Status: Please Select

Device Code: Enter the device code

Type: Please Select

Category: Please Select

Date of Effect From: Day Month Year

Date of Effect To: Day Month Year

Trading Name: Please Select

Schedule: Please Select

Model: Enter the device model

Date of Submission: Day Month Year

Date of Approval From: Day Month Year

Date of Approval To: Day Month Year

Date of Withdrawal: Day Month Year

Find Clear

Step 2

Click device code hyperlink to open the [Device Details](#) screen

Home > Device search results > Device details

Device Details

Device Code: B275

Status: Approved

Date of Effect: 01/02/2016

Device Manufacturer: AUSTRALIA PTY LTD

Trading Name*: AUSTRALIA P

Model*: Muse i2400 mini BTE 312

Step 3

Click **Edit** button

You will be able to edit:

- the Model* field (the title/identifier given to a device– each model name must be unique)
- Schedule (fully subsidised or partially subsidised)
- if it is compatible with app, remote control, remote programming
- if it uses rechargeable batteries
- the fitting range

Click **Save** to confirm changes.

Details of edits made to a device display in the Device History tab.

Note – Do not edit the Schedule* field from a partially subsidised to a fully subsidised device. See next step on how to do this.

Changing a partially subsidised device to the fully subsidised Schedule

If you accidentally register a device on the Partially Subsidised device schedule instead of the Fully Subsidised device schedule, please email hearing@health.gov.au with the device details and we can amend it to the correct Schedule on your behalf.

If the device has been available for some time, and has been fitted to clients, you can follow the below steps to withdraw the partially subsidised device and register a new device on the fully subsidised schedule.

Step 1

Login to the portal, navigate to the Devices tab and search for the device you wish to change a partially subsidised to the fully subsidised Schedule, Click **Find**.

From the search results, click the device code hyperlink.

Home > Device search results

Find a device

Status: Approved

Device Code: Enter the device code

Type: Please Select

Category: Please Select

Date of Effect From: Day Month Year

Date of Effect To: Day Month Year

Trading Name: Please Select

Schedule: Please Select

Model: Enter the device model

Date of Submission: Day Month Year

Date of Approval From: Day Month Year

Date of Approval To: Day Month Year

Date of Withdrawal: Day Month Year

Find Clear

Search Results for 238 matching device

Device Code	Date of Effect	Date of Submission	Status
B275	01/02/2016	01/02/2016	Approved
B277	01/02/2016	01/02/2016	Approved

Step 2

Click the **Edit** button and tick the Withdraw Device tick box

In the fields provided - select a Date of Withdrawal*, Withdrawn By* and Reason for Withdrawal* for the partially subsidised device and click **Save**.

Withdraw Device

Date of Withdrawal*: Day Month Year

Withdrawn By*: Manufacturer

Reason for Withdrawal*: Please Select

Step 3

Open the Devices tab and click the **Register Device** button.

Follow the steps outlined in procedure 1. Enter the details of the device, tick the statement of declaration box then click **Submit Device**. This will create a new device code, registering the device against the fully subsidised Schedule.

Remove a device

Step 1

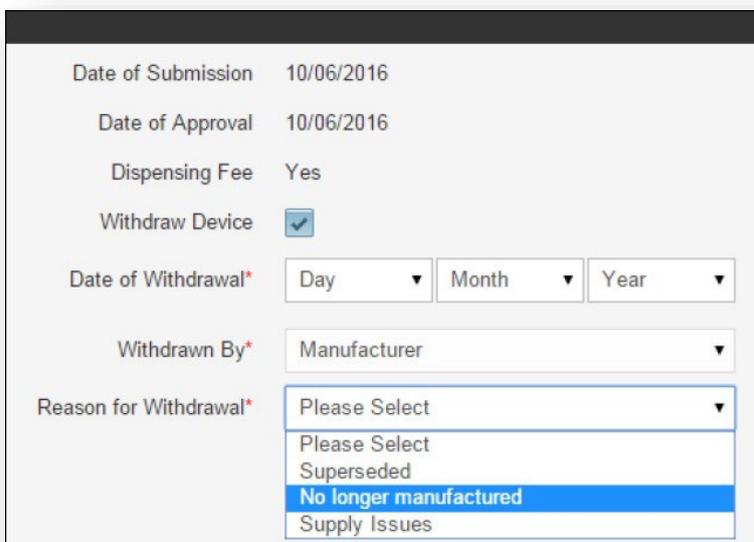
Log into the portal, open the devices tab and navigate to the device you wish to withdraw by searching for the device (Search for the device / enter device code).

Step 2

Click the **Edit** button and tick the Withdraw Device tick box

In the fields provided - select a Date of Withdrawal*, Withdrawn By* and Reason for Withdrawal* and click **Save**.

Note – date of withdrawal must be in the future



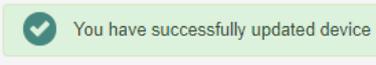
The screenshot shows a form with the following fields and values:

Date of Submission	10/06/2016
Date of Approval	10/06/2016
Dispensing Fee	Yes
Withdraw Device	<input checked="" type="checkbox"/>
Date of Withdrawal*	Day: [dropdown], Month: [dropdown], Year: [dropdown]
Withdrawn By*	Manufacturer [dropdown]
Reason for Withdrawal*	[dropdown menu open with options: Please Select, Please Select, Superseded, No longer manufactured , Supply Issues]

Step 3

Click the **Save** button

You will receive a prompt advising the device has been updated.



When the selected date has passed, the device status will automatically update to 'Withdrawn'

Adjustments

If you require an adjustment to the date of withdrawal, please email the program at hearing@health.gov.au