



## Notices

Portal Users for an organisation can access notices within the Organisation Portal. Notices alert you to important information that relate to your card holders and applicants.

## Viewing notices

To view notices:

1. Navigate to the Notices.
2. Click to summarise results by Day, Week, Month, or Ungrouped. This will show your results grouped in different ways (all notices posted for a day, all notices posted for a week, all notices posted for a month or ungrouped). Select the option that best suits your organisation.
3. View Results by subject, clicking on what is available, which will be one or more of the following:
  - Click Card due to expire.
  - Click Card issued
  - Click On time renewal submitted
4. Expand the subject to view the notices by clicking the arrow beside the subject.
5. Each notice will appear on a separate line with the details of the individual. Click the binoculars icon to view their current information in the blue card register.

The screenshot shows the 'Organisation Portal' interface. On the left is a sidebar with navigation links: 'blue card register', 'Payment History', 'Organisation', 'Notices' (selected), 'My account', 'Support', and 'Logout'. The main content area is titled 'Notices' and includes a search bar and a 'View results' dropdown. Below this is a table summarizing results by date range (01/01/2021 - 07/01/2021) with a total of 14 notices. The table has columns for Subject, Importance, and Number of applicants. Two subjects are listed: 'Card due to expire' (Medium importance, 53 applicants) and 'Card issued' (Medium importance, 1 applicant). The 'Card issued' subject is expanded, showing a list of individuals with columns for Name, Reference, Card Issue Number, Card Type, Card Expiry, Date of birth, and Notice date. Two individuals are listed: Cassandra Monica Mackessy and Gerard Julio Nonemaker. At the bottom, there is a pagination bar showing 'Go to page: 1' and 'Items per page: 20'.

**TIP:** When viewing a notice, it is important to remember that after that notice was issued the individual could have since applied, been issued a card or been delinked from the organisation. The blue card register provides current information, whereas the notice will display the information that was relevant at the time the notice was issued.

A click of the binoculars icon beside the individual will quickly take you to their current information in the blue card register. If someone has delinked or let their card expire without submitting a renewal application, they will no longer appear in your register. If they still propose to work with your organisation you will need to [Creating a Link - Quick Reference Guide](#)

The cards due to expire notices will appear at the 10 week, 4 week, 2 week and 2 day mark before the card expiry date.


Click on the binoculars icon beside their details to view the individual in your blue card register and see the card expiry date. You may find that, since a notice was issued, that the individual has now renewed their card.

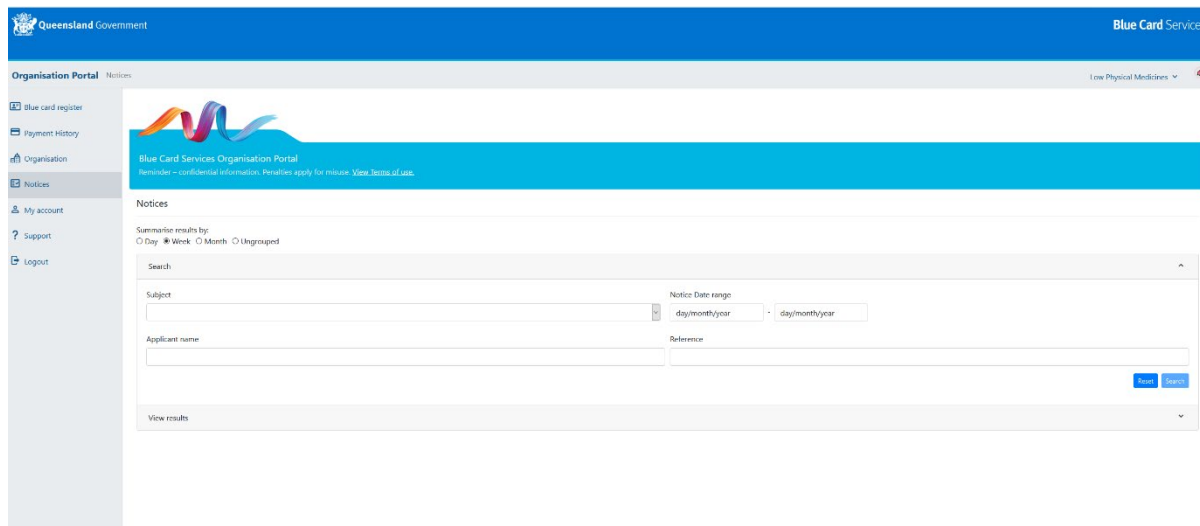
The on-time renewal submitted notices will include the details of the current card holder who has submitted their renewal on time.

## Searching notices

You can also search your notices if you are looking for something specific.

To search notices:

1. Navigate to the  Notices.
2. Search by:
  - Subject
  - Notice date range
  - Applicant name, or
  - Reference



The screenshot shows the 'Blue Card Services Organisation Portal' search page. The header includes the Queensland Government logo and 'Blue Card Services'. A left sidebar contains navigation links: 'Blue card register', 'Payment History', 'Organisation', 'Notices' (selected), 'My account', 'Support', and 'Logout'. The main content area has a blue banner with the portal name and a reminder. Below this, the 'Notices' section includes a 'Summarise results by:' dropdown with options for 'Day', 'Week' (selected), 'Month', and 'Ungrouped'. A search form contains four input fields: 'Subject', 'Notice Date range' (with a date range selector), 'Applicant name', and 'Reference'. 'Sum' and 'Search' buttons are at the bottom right of the form. A 'View results' link is at the bottom left.

3. Click Search and your results will appear under ‘View results’

This function will be useful to manage your obligations. For example, if you are wanting to check to see which staff members have submitted their renewal application in the last week, you could choose to summarise the results by week and search by ‘On time renewal submitted.’

You can also search and view information to [manage your blue card register](#).

## Need help?

Call us on **1800 113 611** or **07 3211 6999**, email [organisationportal@bluecard.qld.gov.au](mailto:organisationportal@bluecard.qld.gov.au) or visit [www.qld.gov.au/bluecardorgportal](http://www.qld.gov.au/bluecardorgportal). If you need an interpreter, contact **Language Loop** on 1800 512 451.