



Agent Training 6
Entry Notice

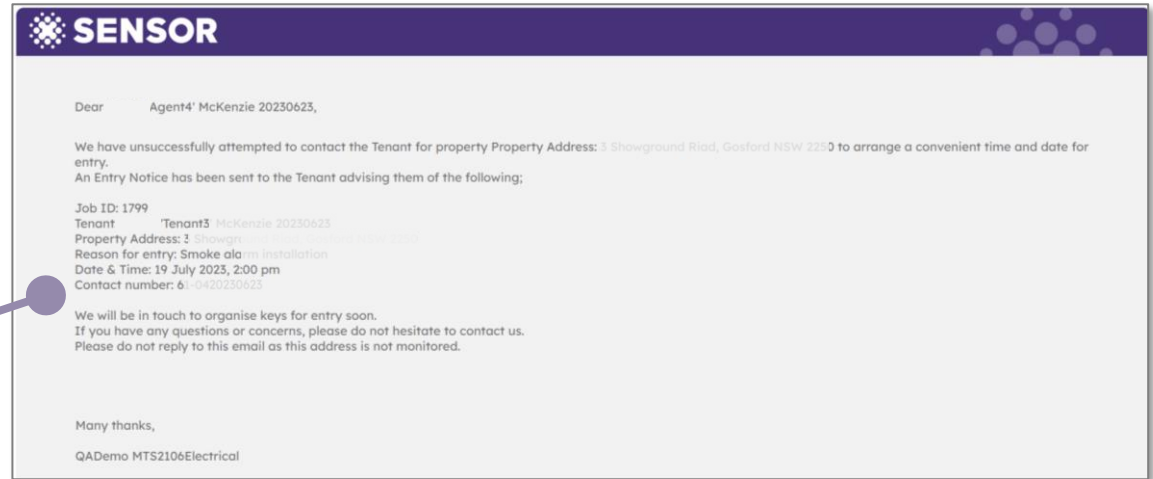
Agent Training 6

Entry Notice

1. REQUEST ENTRY NOTICE (EN)

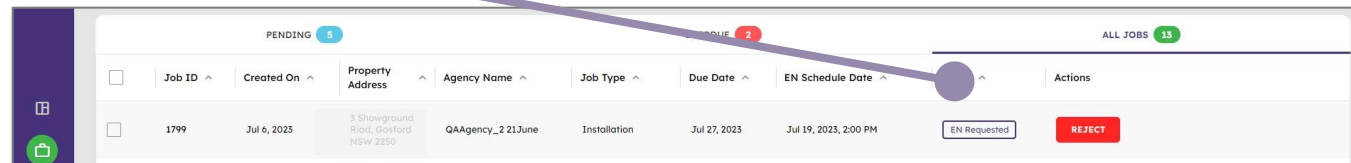
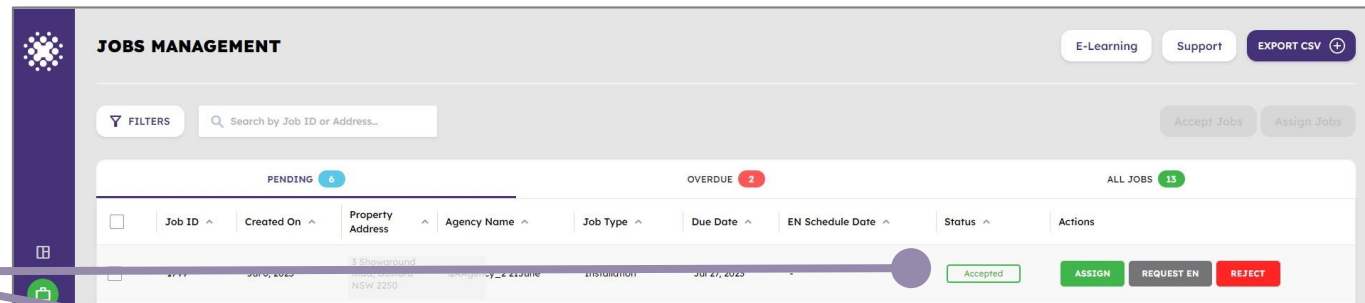
Contractors can request an Entry Notice (EN) if they have not been able to contact the tenant to perform a Sensor job. They can request this from their Sensor Trade Portal OR the Sensor Hub App.

2. The AGENT will receive an email advising that an EN has been requested.



3. JOBS MANAGEMENT

This screen will show a change in job status to EN REQUESTED, and the job will appear in the PENDING tab for you to action.



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4. JOBS MANAGEMENT – Agent can Accept or Reject EN

JOBS MANAGEMENT

E-Learning Support ADD JOB (+)

SEARCH BY Job ID or Address... Assign Contractor

PENDING 2 OVERDUE 0 ALL JOBS 15

Job ID	Property Address	Contractor	Job Type	Created On	Due Date	EN Schedule Date	Status
761	52 Koala Cres, West Gosford, NSW, 2250	Sam Butcher	Installation	Jun 30, 2025	Jul 21, 2025	-	EN Requested
757	77 Boolarri Road, West Gosford, NSW, 2250	-	Installation	Jun 30, 2025	Jul 21, 2025	-	Pending

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5. REJECT EN
A reason is required before you can reject an EN. The reason provided will be sent in an email to the Contractor.

Are you sure you want to Reject EN for: Job ID #761?

Reason for this action

Type your reason here...

Cancel Reject EN

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6. EN SCHEDULED

The status of the job changes to EN scheduled and displays the date/time.

The screenshot shows the 'JOBS MANAGEMENT' dashboard. At the top right, there are buttons for 'E-Learning', 'Support', and 'ADD JOB'. Below this is a search bar with the text 'Search by Job ID or Address...'. The dashboard is divided into sections for 'PENDING' (2), 'OVERDUE' (0), and 'ALL JOBS' (3). A table lists jobs with columns for Job ID, Property Address, Contractor, Job Type, Start On, Due Date, EN Schedule Date, Status, and Actions. One job is highlighted with a status of 'EN Scheduled' and a 'CLOSE JOB' button.

Job ID	Property Address	Contractor	Job Type	Start On	Due Date	EN Schedule Date	Status	Actions
1799	3 Showground Road, Gosford NSW 2250	QADemo MTS2106Electrical	Installation	Jul 6, 2023	Jul 27, 2023	Jul 19, 2023, 2:00 PM	EN Scheduled	CLOSE JOB

7. TENANT IS NOTIFIED by email.

The screenshot shows an email notification. The recipient is 'Tenant3' McKenzie 20230623'. The email content is as follows:

Dear Tenant3' McKenzie 20230623,

Your Landlord has approved the installation of the Sensor Global smoke detection system in your home. This new system utilises the very latest in smoke-detection technology and will significantly increase the protection of you and your family from smoke or fire.

We have engaged the services of QADemo MTS2106Electrical to install the Sensor Global smoke detection system in your home. They have attempted to make contact with you to arrange a convenient time and date for installation, however, they have been unable to do so.

We are now issuing an Entry Notice to allow us to gain access to your home

Your tradesperson will attend your home at 19 July 2023, 2:00 pm.

If you have any questions or concerns, please contact us on 61 047

Please do not reply to this email as this address is not monitored.

Kind regards,
QAAgency_2 21June

On the day of the installation, arrange a key or access to the property as per your normal procedures.