



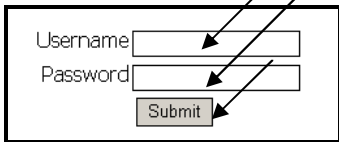
Weblink System Introductory Reference Card

To Access Weblink:

1. Open your *Internet Browser*.
2. Type `http://www.police.nsw.gov.au` in the *Address bar*. Then press *Enter*.



3. Click the [Registered Users](#) at the top left hand corner of the home page.
4. The Registered Users screen will be displayed.
5. Click [Weblink System - Pawnbrokers and Second-hand Dealers](#) and the *Weblink Welcome* screen will be displayed.
6. Click [Please click here to enter the site.](#) and the Weblink login screen will be displayed.
7. Type your *Username* and *Password* then click *Submit*.

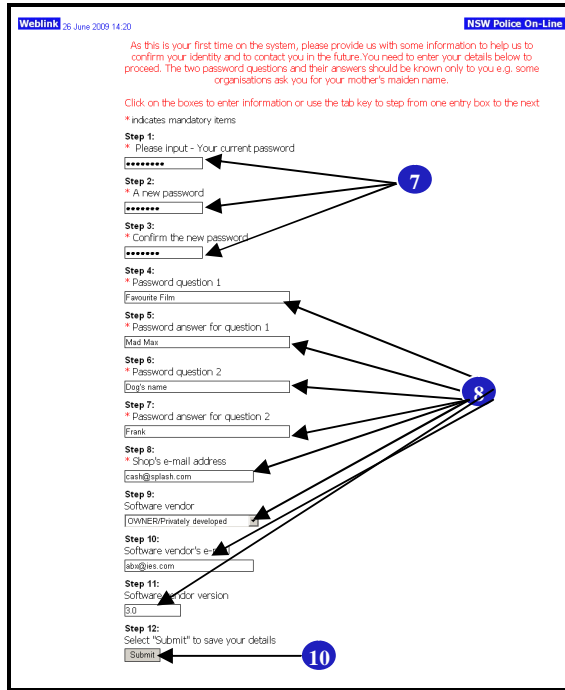


Note: Your *Username* and *Password* are case sensitive. No spaces are allowed.

The *Username* format is 2PSnnnnxx (i.e. the number *two* (2), the letters *P* and *S*, followed by the last 5 numbers of your licence number and the 2 digit branch number).

The following screen is only displayed the first time you access Weblink. You must change your password and register your details here. By *registering your details*, you can *reset your password* if you are locked out of the system or forget your password.

Example of completed screen (refer steps 7 to 10)



8. To change your password, enter the *current password* in the first box, then enter your *new password* in the second and third boxes.

Note: Passwords must be between 6 and 16 characters and include 1 number (eg. se3ure). A combination of upper and lower case is acceptable however avoid using spaces and symbols such as, %@# etc.

9. Enter registration details as requested.

Note: The *password questions* are for identification purposes. Choose questions (and answers) known only to you and are easy to remember (eg. Favourite film? Mad Max).

10. Click to print a copy of this page for future reference.

11. Click to enter the information in the system.

The *Weblink Home Page* will be displayed. Select the applicable options from the menu displayed on the left side of the screen by clicking the appropriate link.

It is recommended that a copy of the User Manual be printed as it provides instructions on **all** Weblink functions.

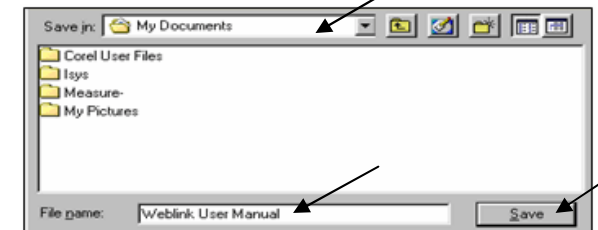
To View/Print/Save the User Manual:

Prior to logging into Weblink:

1. Display the *Weblink Welcome* screen (as shown previously).
2. Click [Help for Weblink Users](#)
3. Click the [User Manual V3.2](#) link from the menu in the middle of the screen.
4. Click *Open* to display the user manual.

Note: *Adobe Acrobat Reader* needs to be installed on your computer to view the manual. Ensure you have *Adobe Acrobat Reader* before downloading the manual. If not, go to the official *Adobe Acrobat site* and click the link to download it to your computer.

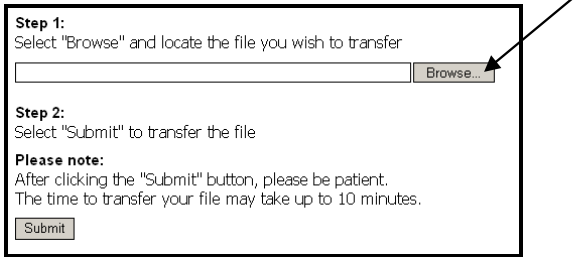
5. Click to print the manual.
6. To save the manual, select *File* then *Save As* from the menu. Select the location to save the manual then click *Save*.



Please Turn Over >>>>

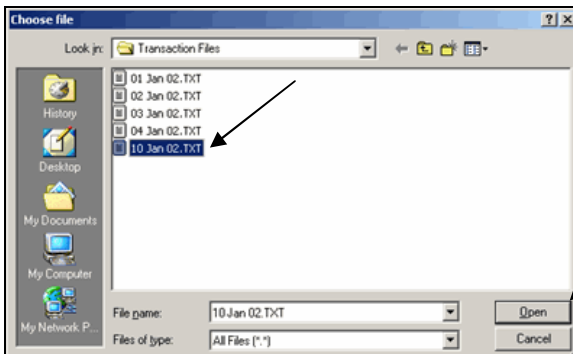
To Transfer a File to the NSW Police Force Database:

1. Click *Transfer File* on the left side of the screen.
2. Click *Browse*.

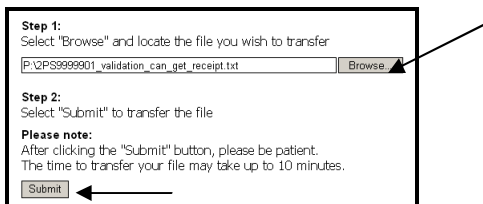


The *Choose File* dialogue box will be displayed.

3. Select the file to transfer. Click *Open*.



The full path of the file selected will be displayed automatically in the text box.




4. Click *Submit* to transfer the file.

When the file has been transferred successfully the following screen will be displayed.



Note: An error can still occur even though a receipt number is generated. Refer to pg 13 of the Pawnbrokers Dealers User Guide.

5. Click  to print this page or record the receipt number for reference purposes.

Note: A transaction file that does *not* contain a header in compliance with NSW Dealer System Software Specifications is rejected by the NSW Police Force system. This results in an *unsuccessful transfer*. This matter needs to be addressed with the software supplier.

The actual name of the transaction file is not that important. However, it is recommended that an appropriate naming convention is adopted for tracking and management purposes.

Dealers with multiple shops/branches, must log out and log back in to Weblink then complete steps 1 ~ 5 for each shop/branch.

Once the transferred file has been processed by NSW Police Force, dealers are sent a *Result File*. You must open and read the *Result File*. It lists any errors that need to be addressed.

It is your responsibility to keep a copy of the *Result File* and address all errors.

To Download a Result File Report from NSW Police Force:

1. Click [View Results](#) on the left side on the screen.

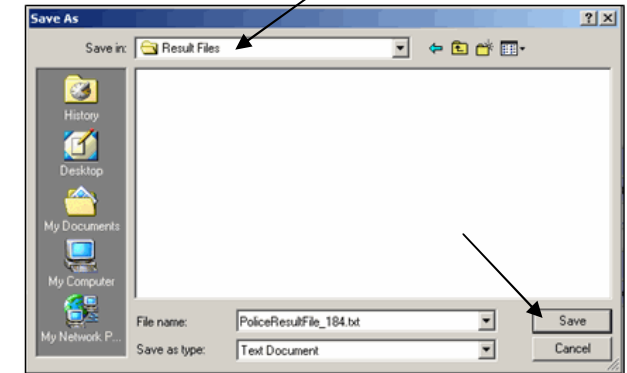
A status log of transferred transaction files will be displayed.

Files *Waiting for Police processing* do not have a *Result File* attached. However, files with *Police processing complete* will have a *Result File* attached.

Recently Uploaded Transaction Files			
Receipt No.	Date Uploaded	Status	Result File
184	13.25.05 30 Jan 2002	Police processing complete	PoliceResultFile_184.txt

Last Downloaded Results Files			
Receipt No.	Date Downloaded	Status	Result File

2. Right click the *Result File* link to download it. Then select *Save Target As...*
3. Select the location to save the file in and click *Save*.



When the download is complete, the *Download Complete* dialogue box will be displayed. Click *Open* to open the file and checks for errors then address the errors.

For further information, please contact the NSW Police Force Service Centre on (02) 9265 4711 and Quote your username.