

About this guide

This guide covers the following:

- · Managing bookmarks and favourites in Google, Microsoft Edge and Firefox browsers
- Frequently asked questions.

Managing bookmarks and favourites

The Contractor Booking System (CBS) is accessed via the Endeavour Energy Enterprise Customer Portal.

This section of the guide provides detailed, step-by-step instructions on how to delete an existing URL link and add a new one to the Endeavour Energy Enterprise Customer Portal, across various browsers.

Accessing the Enterprise Customer Portal from a bookmarked URL will ensure a seamless experience when accessing the Contractor Booking System (CBS).

Note: Please delete an old bookmark/favourite before proceeding to add a new bookmark/favourite.



Google Chrome Browser

Steps to remove/delete an existing bookmark and replace with a new bookmark link in Google Chrome

DELETE BOOKMARK

					- 6_×
				☆	D 1 4 (:
			۲	Set Chrome as your default I	browser
		-		New tab	Ctrl+ <mark>T</mark>
			다	New window	Ctrl+N
			₽	New Incognito window	Ctrl+Shift+N
			-	Person 1	Not signed in >
			®u	Passwords and autofill	>
			3	History	>
			2 ±	Downloads	Ctrl+J
☆	Bookmark this tab	Ctrl+D	☆	Bookmarks and lists	>
the second	Bookmark all tabs	Ctrl+Shift+D	Ð	Extensions	>
٥	Show bookmarks bar	Ctrl+Shift+B	Ø	Delete browsing data	Ctrl+Shift+Del
-Car	Show all bookmarks		Q	Zoom –	100% + []
07	Bookmark manager	Ctrl+Shift+O			
	Import bookmarks and settings		e ©	Print Search with Google Lens	Ctrl+P



- 1. Select the menu (3 dots) icon
- 2. Select Bookmarks and lists >

3. Select Bookmark manager

(instructions to delete bookmark in Chrome are continued on the <u>next page</u>)



Support Materials - Contractor Booking System (CBS)

DELETE BOOKMARK (continued)



4. Locate the **bookmark** to delete

5. Click on the **menu** (3 dots) icon to the right of the saved bookmark

6. Click Delete



ADD NEW BOOKMARK

					- 0 _	
				\$	D 1 4	
			9	Set Chrome as your default	browser	
				New tab	Ctrl+	
		0		New window	Ctrl+N Ctrl+Shift+N	
			Rew Incognito window			
			-	Person 1	Not signed in	
			Θu	Passwords and autofill	>	
			3	History	>	
		- 6	2 ±	Downloads	Ctrl+	
☆	Bookmark this tab	Ctrl+D	☆	Bookmarks and lists	>	
the state	Bookmark all tabs	Ctrl+Shift+D	Ð	Extensions	>	
	Show bookmarks bar	Ctrl+Shift+B	Û	Delete browsing data	Ctrl+Shift+De	
the second	Show all bookmarks		Q	Zoom –	100% + :	
5	Bookmark manager	Ctrl+Shift+O				
			C	Vont	Ctrl+	

The next steps are to **add** a new bookmark

- 1. Select the menu (3 dots) icon
- 2. Select Bookmarks and lists >
- 3. Select Bookmark manager
- 4. Ensure Bookmarks bar is selected

5. Click on the menu (3 dots) icon on the right-hand corner of the screen

(instructions to add bookmark in Chrome are continued on the <u>next page</u>)





Support Materials - Contractor Booking System (CBS)



Microsoft Edge Browser

Steps to remove/delete an existing bookmark and replace with a new bookmark link in Microsoft Edge

DELETE BOOKMARK





- 1. Select the menu (3 dots) icon
- 2. Select Favourites

(instructions to delete bookmark in Edge are continued on the <u>next page</u>)



DELETE BOOKMARK (continued)



3. Locate the favourite to delete

4. Click Delete

The next steps are to **add** a new bookmark

- 1. Click on the Favourites icon
- 2. Select Open favourites page
- 3. Select Add favourite

4. Enter bookmark Name

(e.g. Endeavour Energy Customer Portal)

5. Enter URL

https://dsp.endeavourenergy.com.au/ prweb/PRAuth/ECP

6. Click Save

ADD NEW BOOKMARK









Firefox Mozilla

Steps to remove/delete an existing bookmark and replace with a new bookmark link in Microsoft Edge

DELETE BOOKMARK

	Sync and save data	-	1	E Sign In Ctrl+	
	Sync and save data	⊌	දි Sign	E	
•	New tab New window New private window	Ctrl+T Ctrl+N Ctrl+Shift+P			
(Bookmarks History			>	
			5	ර	=
	 Book Recent bookmarks Getting Started Get Involved Get Help Customize Firefox 	marks			



1. Click on the **menu** (3 vertical lines) icon located in the top right-hand corner of your screen

2. Select Bookmarks

3. If the bookmark is listed in Recent bookmarks, **right-click** on the bookmark and select **Delete Bookmark**

The next steps are to add a new bookmark

1. Click on the **menu** (3 vertical lines) icon located in the top right-hand corner of your screen

2. Select Bookmarks

(instructions to add a bookmark in Firefox are continued on the <u>next page</u>)

ADD NEW BOOKMARK





ADD NEW BOOKMARK (continued)





🍅 Library						
$\leftarrow \ \rightarrow$	🕸 Organize -	IP Views - 41 Import and Backup -				
> () Hi	Add <u>B</u> ookmarl					
坐 Do 🔊 Tag	Add F <u>o</u> lder					

Organize ·	If yiews - ↓1 Import and Backup -	,O Search
story wnloads	Add bookmark	Location X
ps Bookmarks	Name	
Bookmarks Toolbi Bookmark 8	Ωμε.	
OTHER DOORTHINKS	Jags Separate tags with commas	~
	Use tags to organize and search for bookmarks from the Keyword	address bar
9	Use a single keyword to open bookmarks bireby from th	e address dar
	0	Save Cancel

- 3. Select Manage Bookmarks
- 4. Select Organize
- 5. Select Other Bookmarks

6. Select Add Bookmark

7. Enter bookmark Name

(e.g. Endeavour Energy Customer Portal)

8. Enter URL

https://dsp.endeavourenergy.com.au/ prweb/PRAuth/ECP

- 9. Enter a keyword (this is optional)
- 10. Click Save



Frequently asked questions

When do I need to make the change to how I access the Contractor Booking System?

All users will be requested to access the Contractor Booking System (CBS) via the Enterprise Customer Portal asap. The link to the Enterprise Customer Portal is here.

Why do I have to keep authenticating to access the system?

Each time you access the Enterprise Customer Portal, you will be asked to authenticate your session; this keeps you and our business safe and aligns with our cybersecurity policy.

Why are new browser tabs opened when I click on a tile on my landing page?

This is by design; the Enterprise Customer Portal will be used to access all Endeavour Energy applications in the future, each application will require their own browser.

Can I still use the old URL to access the Contractor Booking System?

The old Contractor Booking System (CBS) URL will be deactivated; we encourage all users to access the Contractor Booking System using the Enterprise Customer Portal and this <u>new link</u>.

Who do I contact if I need assistance?

If you experience any issues accessing the Contractor Booking System (CBS) please contact Mauro Tommaselli for assistance:

M: 0435 961 282

E: mauro.tommaselli@endeavourenergy.com.au