



Using REST Professional to Record Pool Compliance Certificates

Due to a change in legislation, all properties in NSW with a swimming pool or spa pool must have a valid certificate of compliance or relevant occupation certificate before they can be sold or leased from 29 April 2016.

For more information please see [NSW Fair Trading Swimming Pools](#) & [NSW Government's Swimming Pool Register](#).

Where to record pool compliance details in REST Professional

1. Access the Property Details screen
2. Click the Information Tab
3. Enter the Pool Type, Pool Fence and Last Inspection Date fields
4. Add a comment if required
5. Click OK – F12 to save

The screenshot shows the 'Property Details' window in REST Professional. The 'Information' tab is selected. The 'Other' section is highlighted with a red box and contains the following fields:

- Pool: In ground (dropdown)
- Pool Fence: Yes (dropdown)
- Last Inspection Date: 13/05/16
- Comments: Inspected by ABC Complacency

1. Go to Other > Export Data

The screenshot shows the 'Export Data' dialog box with the following settings:

- Output:** Export to: New Template; Merge with: Properties
- Filter:** Email address: All; Mobile number: All; Account types: No internal acc.
- Selection:** Status: Active; Range: Start at Alpha Index, Finish at Alpha Index
- Template:** Name: Pool Compliance Report; Description: Pool Type, Pool Fence & Inspection Date

2. Choose Export to New Template

3. Choose Merge with Properties

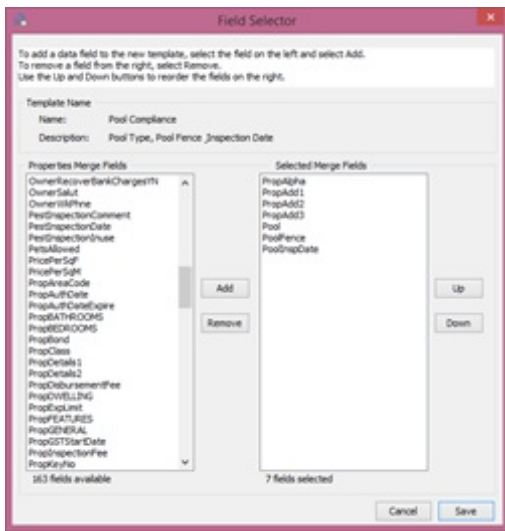
4. Choose additional filters as required eg, Property Type

5. Enter a Name & Description for the report

6. Click Select Fields – F9

7. In the Field Selector screen, select from the Properties Merge Fields list:

- Property Alpha and/or Property Address
- Pool
- Pool Fence
- Pool Insp Date



8. Click Save

9. Back on the Export Data screen, click Start

10. The Report launches in Excel

11. Use Excel filters to refine your report

	A	B	C	D	E	F	G	H	I
1	PropAlpha	PropAdd1	PropAdd2	PropAdd3	Pool	PoolFence	PoolInspDate		
2	AQUA19	19 Aqua Place		Brisbane QLD 4000	None				
3	ARCH34	34 Archer Street		ANNANDALE NSW 2038	In ground	Yes	13-May-16		
4	BAY23/04	4/23 Bay Street		BALMAIN NSW 2041	None				
5	BEACH96	96 Beach Street		COOGEE BEACH NSW 2034	In ground	No			
6	BILLY22/6	6/22 Billyard Avenue		Elizabeth Bay NSW 2011	None				
7	BLAND5	5 Bland Street		Kiama NSW 2533	In ground	Yes	22-Apr-16		
8	BROS25/11	11/25 Brosnan Place		BRIGHTON LE SANDS NSW 2216	None				
9	BROS25/3	3/25 Brosnan Place		BRIGHTON LE SANDS NSW 2216	None				
10	BROS25/5	5/25 Brosnan Place		BRIGHTON LE SANDS NSW 2216	None				
11	CHANDOS8/1	1/8 Chandos Street		ST LEONARDS NSW 2065	None				
12	CHANDOS8/2	2/8 Chandos Street		ST LEONARDS NSW 2065	None				
13	CROWN42	42 Crown Street		SURRY HILLS NSW 2010	None				
14	EVIAN20	20 Evian Street		Brisbane QLD 4000	None				
15	FRANKLIN25	25 Franklin Street		Brisbane QLD 4000	None				
16	GALL24	24 Gallimore Avenue		BALMAIN EAST NSW 2041	Above ground	Yes	01-Jan-16		
17	GIBSON40	40 Gibson Street (Common Area)		NORTH SYDNEY NSW 2060	None				
18	GIBSON40/1	1/40 Gibson Street		NORTH SYDNEY NSW 2060	None				
19	GIBSON40/2	2/40 Gibson Street		NORTH SYDNEY NSW 2060	None				
20	GIBSON40/3	3/40 Gibson Street		NORTH SYDNEY NSW 2060	None				
21	GIBSON40/4	4/40 Gibson Street		NORTH SYDNEY NSW 2060	None				
22	HOSK14/28	28/14 Hosking Street		BALMAIN EAST NSW 2041	None				
23	HUDSON10	10 Hudson Street (Common Area)		ST LEONARDS NSW 2065	None				

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