



Overview

The Document Preview function enables users to see a preview of a document or file before choosing to download it to their device. This will reduce the need to download files just to view them, improving efficiency and enhancing cyber security.

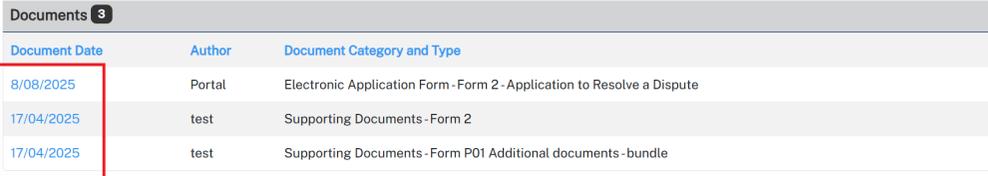
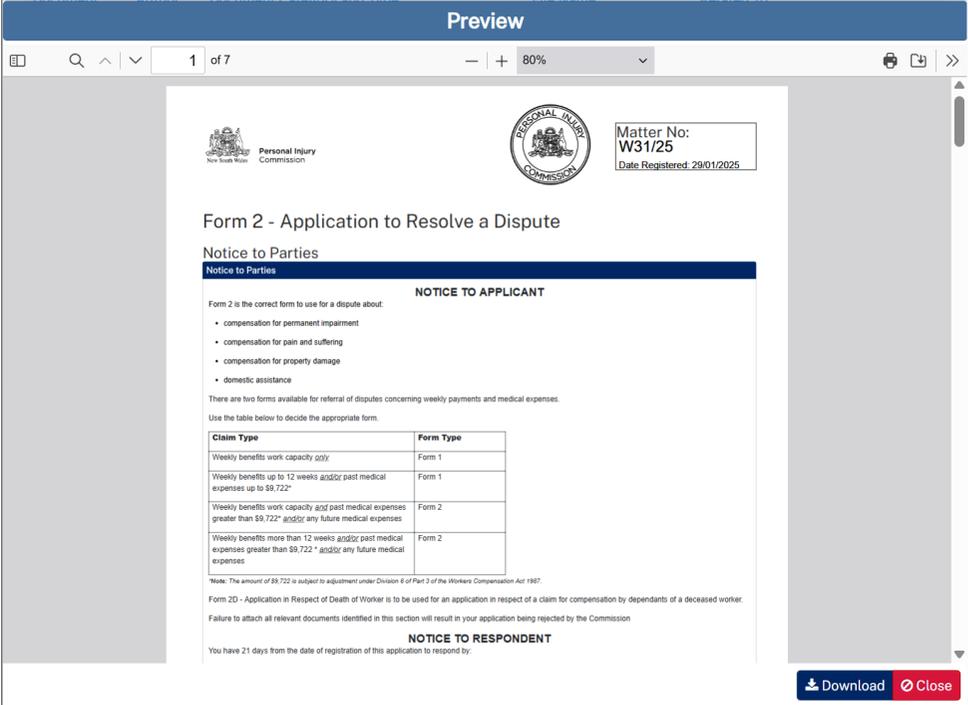
When a document is opened that has a file type of **PDF, PNG, JPEG, JPG, GIF, EML or MSG**, the document will open in a Preview screen.

To download a document, click on the “download” button on the bottom right of the Preview screen.

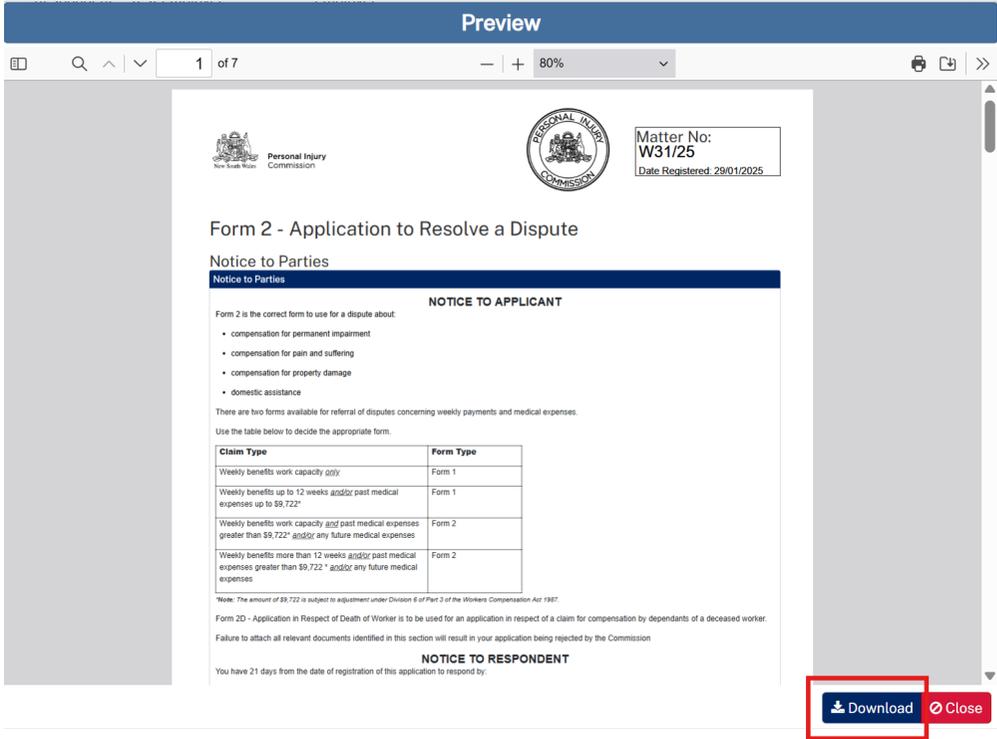
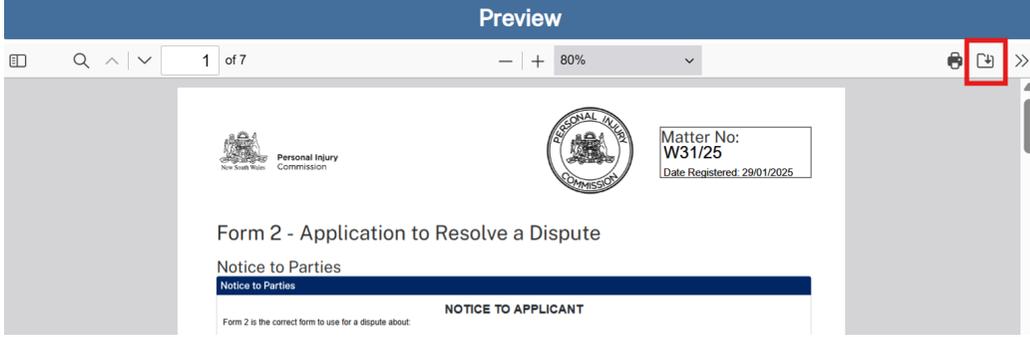
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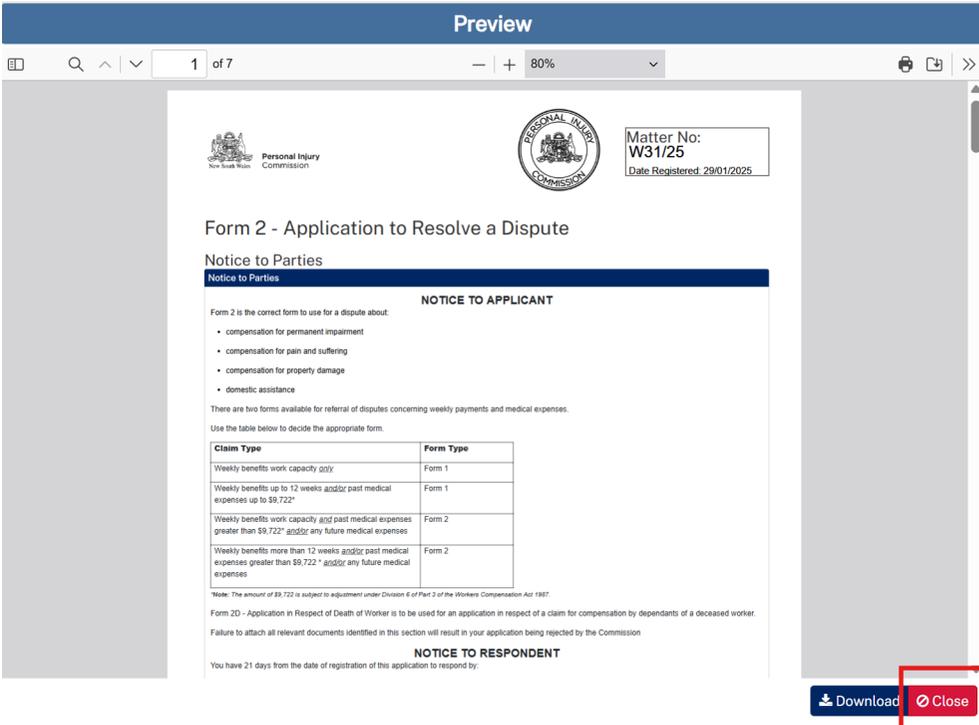
1 How to Preview a Document

Function	Screenshot												
<p>1. Click on the link for the document in blue.</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Document Date</th> <th>Author</th> <th>Document Category and Type</th> </tr> </thead> <tbody> <tr> <td>8/08/2025</td> <td>Portal</td> <td>Electronic Application Form - Form 2 - Application to Resolve a Dispute</td> </tr> <tr> <td>17/04/2025</td> <td>test</td> <td>Supporting Documents - Form 2</td> </tr> <tr> <td>17/04/2025</td> <td>test</td> <td>Supporting Documents - Form P01 Additional documents - bundle</td> </tr> </tbody> </table>	Document Date	Author	Document Category and Type	8/08/2025	Portal	Electronic Application Form - Form 2 - Application to Resolve a Dispute	17/04/2025	test	Supporting Documents - Form 2	17/04/2025	test	Supporting Documents - Form P01 Additional documents - bundle
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<p>2. If the document has the file type PDF, PNG, JPEG, JPG, GIF, EML or MSG, the document will be opened in a Preview screen</p>	 <p>The screenshot shows a preview of a document titled "Form 2 - Application to Resolve a Dispute". The document content includes:</p> <ul style="list-style-type: none"> Notice to Parties NOTICE TO APPLICANT Form 2 is the correct form to use for a dispute about: <ul style="list-style-type: none"> • compensation for permanent impairment • compensation for pain and suffering • compensation for property damage • domestic assistance There are two forms available for referral of disputes concerning weekly payments and medical expenses. Use the table below to decide the appropriate form. Claim Type vs Form Type table: <table border="1"> <thead> <tr> <th>Claim Type</th> <th>Form Type</th> </tr> </thead> <tbody> <tr> <td>Weekly benefits work capacity only</td> <td>Form 1</td> </tr> <tr> <td>Weekly benefits up to 12 weeks and/or past medical expenses up to \$9,722*</td> <td>Form 1</td> </tr> <tr> <td>Weekly benefits work capacity and past medical expenses greater than \$9,722* and/or any future medical expenses</td> <td>Form 2</td> </tr> <tr> <td>Weekly benefits more than 12 weeks and/or past medical expenses greater than \$9,722* and/or any future medical expenses</td> <td>Form 2</td> </tr> </tbody> </table> <p>*Note: The amount of \$9,722 is subject to adjustment under Division 6 of Part 3 of the Workers Compensation Act 1987.</p> <p>Form 2D - Application in Respect of Death of Worker is to be used for an application in respect of a claim for compensation by dependants of a deceased worker.</p> <p>Failure to attach all relevant documents identified in this section will result in your application being rejected by the Commission.</p> NOTICE TO RESPONDENT You have 21 days from the date of registration of this application to respond by. <p>At the bottom right, there are "Download" and "Close" buttons.</p>	Claim Type	Form Type	Weekly benefits work capacity only	Form 1	Weekly benefits up to 12 weeks and/or past medical expenses up to \$9,722*	Form 1	Weekly benefits work capacity and past medical expenses greater than \$9,722* and/or any future medical expenses	Form 2	Weekly benefits more than 12 weeks and/or past medical expenses greater than \$9,722* and/or any future medical expenses	Form 2		
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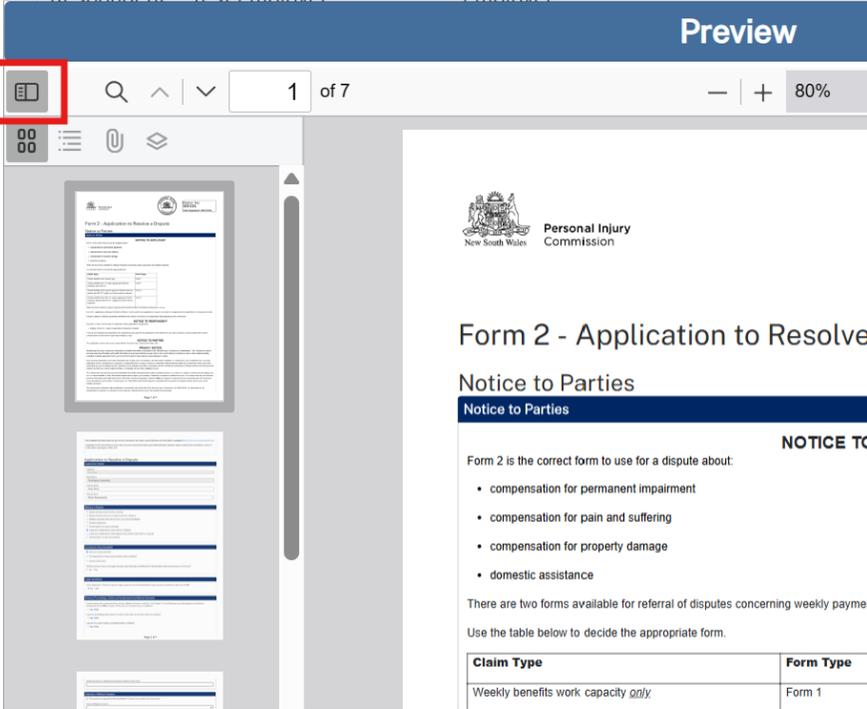
2 How to Download a Document

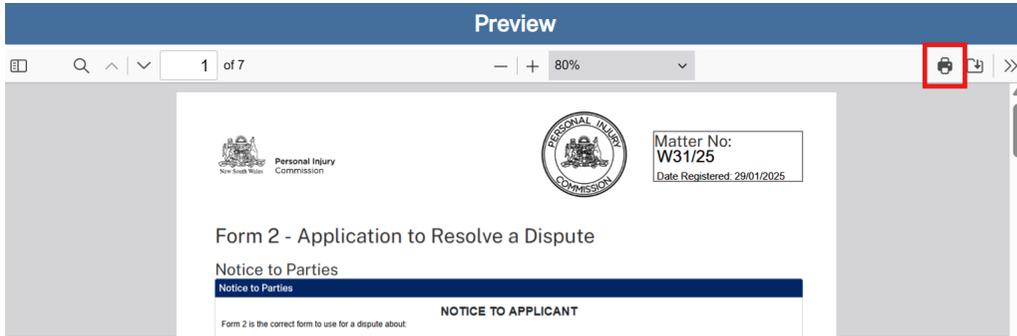
Function	Screenshot
<p>1. From the Preview screen, click the Download button on the bottom right of the screen</p>	 <p>The screenshot shows a document preview interface. At the top, there is a blue header with the word 'Preview'. Below the header, there is a search bar and navigation icons. The main content area displays the document text, including the 'Personal Injury Commission' logo, 'Matter No: W31/25', and 'Date Registered: 29/01/2025'. The document title is 'Form 2 - Application to Resolve a Dispute'. The section 'Notice to Parties' is highlighted in blue. Below this, there is a 'NOTICE TO APPLICANT' section with a bulleted list of compensation types and a table for selecting the appropriate form based on claim type. At the bottom right of the preview area, there are two buttons: 'Download' and 'Close'. A red box highlights the 'Download' button.</p>
<p>2. There is also a Save button on the top right of the screen that can also be used to download the document</p>	 <p>This screenshot is identical to the one above, showing the same document preview. However, a red box highlights the 'Save' icon (represented by a document with a checkmark) in the top right corner of the preview area, next to the 'Download' and 'Close' buttons.</p>

3 How to Close the Preview Screen

Function	Screenshot										
<p>1. Click the Close button on the bottom right of the screen</p>	 <p>The screenshot shows a PDF document titled "Form 2 - Application to Resolve a Dispute" from the Personal Injury Commission. The document includes a "Notice to Parties" section with a "NOTICE TO APPLICANT" and a "NOTICE TO RESPONDENT". A table lists claim types and corresponding form types. At the bottom right, there are "Download" and "Close" buttons, with the "Close" button highlighted by a red box.</p> <table border="1" data-bbox="1310 699 1617 842"> <thead> <tr> <th>Claim Type</th> <th>Form Type</th> </tr> </thead> <tbody> <tr> <td>Weekly benefits work capacity only</td> <td>Form 1</td> </tr> <tr> <td>Weekly benefits up to 12 weeks and/or past medical expenses up to \$9,722*</td> <td>Form 1</td> </tr> <tr> <td>Weekly benefits work capacity and past medical expenses greater than \$9,722* and/or any future medical expenses</td> <td>Form 2</td> </tr> <tr> <td>Weekly benefits more than 12 weeks and/or past medical expenses greater than \$9,722* and/or any future medical expenses</td> <td>Form 2</td> </tr> </tbody> </table>	Claim Type	Form Type	Weekly benefits work capacity only	Form 1	Weekly benefits up to 12 weeks and/or past medical expenses up to \$9,722*	Form 1	Weekly benefits work capacity and past medical expenses greater than \$9,722* and/or any future medical expenses	Form 2	Weekly benefits more than 12 weeks and/or past medical expenses greater than \$9,722* and/or any future medical expenses	Form 2
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4 Summary of Functions Available in the Preview Screen

Function	Screenshot				
<p>Use the Toggle Sidebar button to open the Sidebar to navigate between pages</p>	 <p>The screenshot shows the 'Preview' screen of a document viewer. The top navigation bar is blue with the word 'Preview' in white. Below it is a toolbar with a search icon, up/down arrows, a page indicator '1 of 7', and zoom controls set to '80%'. A red box highlights the 'Toggle Sidebar' button, which is represented by a document icon with a vertical line. The sidebar is open on the left, showing a list of document pages. The main content area displays the 'Form 2 - Application to Resolve Notice to Parties' document from the Personal Injury Commission of New South Wales. The document title is 'Form 2 - Application to Resolve Notice to Parties' and the section is 'NOTICE TC'. The text explains that Form 2 is used for disputes about compensation for permanent impairment, pain and suffering, property damage, and domestic assistance. A table below lists claim types and their corresponding form types.</p> <table border="1" data-bbox="1563 906 1966 965"> <thead> <tr> <th>Claim Type</th> <th>Form Type</th> </tr> </thead> <tbody> <tr> <td>Weekly benefits work capacity <i>only</i></td> <td>Form 1</td> </tr> </tbody> </table>	Claim Type	Form Type	Weekly benefits work capacity <i>only</i>	Form 1
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Weekly benefits work capacity <i>only</i>	Form 1				
<p>Use the Find in Document button to search for words in the document</p>	 <p>The screenshot shows the 'Preview' screen with the 'Find in Document' button highlighted by a red box. The button is a magnifying glass icon. Below the toolbar, a search bar is visible with the text 'Find in document...'. To the right of the search bar are options for 'Highlight All', 'Match Case', 'Match Diacritics', and 'Whole Words'. The document content is the same as in the previous screenshot, but the section is 'NOTICE TO APPLICANT'. The document title is 'Form 2 - Application to Resolve a Dispute' and the section is 'NOTICE TO APPLICANT'. The text explains that Form 2 is used for disputes about compensation for permanent impairment, pain and suffering, property damage, and domestic assistance.</p>				

Function	Screenshot
Use the Print button to print the document	 <p>The screenshot displays a document preview window titled "Preview". At the top, there is a navigation bar with a search icon, a page indicator "1 of 7", and a zoom level of "80%". On the right side of this bar, a printer icon is highlighted with a red square. The document content includes the "Personal Injury Commission" logo, a "Matter No: W31/25" box with "Date Registered: 29/01/2025", and the title "Form 2 - Application to Resolve a Dispute". Below the title, there is a section for "Notice to Parties" with a sub-section "NOTICE TO APPLICANT". A note at the bottom states "Form 2 is the correct form to use for a dispute about:".</p>