



# **MapRoad Licensing Inspections App Release Summary**

**Version: 2.0**  
**Release Date: 18<sup>th</sup> April 2024**

**For general enquiries and support queries, please use the following details:**

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## 1. INTRODUCTION

The MapRoad Licencing Inspections App has been developed to allow inspectors to record the results of onsite roadworks inspections in real time using an Android tablet.

The Version 2.0 is an extended version that replaces Version 1 and provides overall Licensing Inspection functionality to allow for T5-Sign off inspections.

This document outlines the features available in MapRoad Licensing Inspections Version-2.0.

## 2. APP ACCESS AND DEVICES

### App Access & Recommended Device

Before using the app, your organisation must be enabled by the RMO. The RMO will confirm your user devices are of the correct specification and will then provide you with the application details. The application must be downloaded from the Google Playstore.

The mobile application is designed to work on an Android Tablet with a 10.5" – 1080p display.

It is recommended that the Tablet is equipped with a SIM card to ensure constant mobile internet connectivity.

Some licence activities will be queued when device is Offline and loaded back once Online.

Refer to [Section-4.1](#) and [Section-7.2](#) for more information about Offline Tolerance and Data Synchronisation

**Recommended Device:** The Samsung Tab A8 with SIM (LTE) card.

**Minimum Android version Required:** Android 11

**Minimum App version :** Version 2.0

**Supported Android versions:** Android 11, 12 & 13

### User Access

In order to use the mobile app, you must have the '**Inspector**' or '**Inspector Approver**' Role.

## 3. LOGIN

### Login

In order to login to the app you must use your MapRoad Licensing login credentials

- Email Address
- Password

Additional features in the Login screen are added in version 2,

- Disable Timeout – Delay the app logout time
- Privacy Statement – Privacy Policies associated with the app can be seen here
- Version and Build Number of the App

## 4. LICENCE STAGES AND MAIN TABS

The main screen of the MapRoad Licensing Inspections app consists of a map showing Scheduled Licences that are from the Validity to Closeout stages:

- Licence Valid
- Validity Expired
- T5 Certification
- T5 Certification Rejected

- T5 Rejected
- T5 Sign-off
- Guarantee Period
- Closeout Certification
- Closeout Certification Rejected
- Closeout Certification Sign-off
- Closeout Sign-off

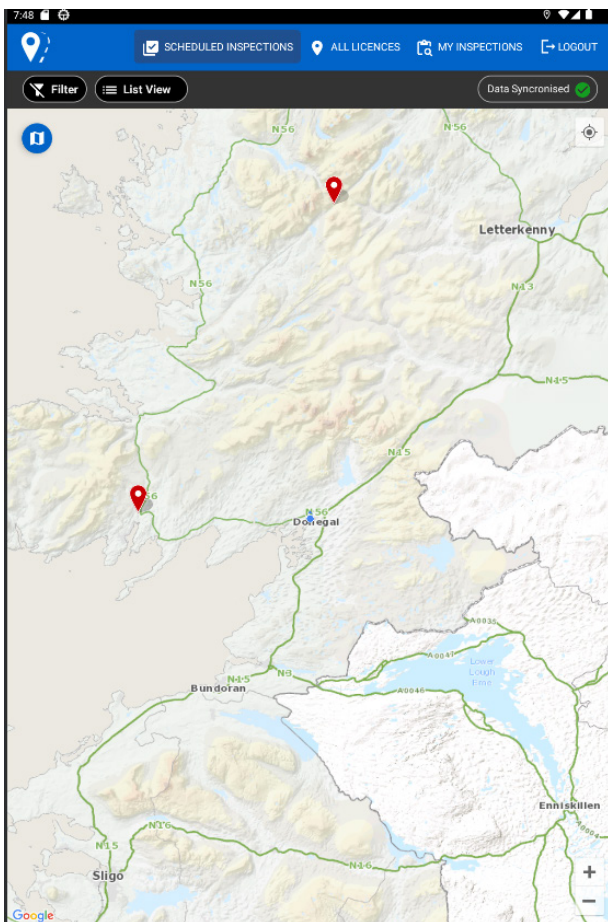
**Note:** T4 licences - T4s will not be displayed in the MapRoad Licensing App where the excavation marker does not exist

MapRoad Licensing App contains 3 main tabs:

- Scheduled Inspections
- All Licences
- My Inspections

Each of these Tabs has its own functionalities, behaviours and options.

Schedule Inspections tab is a default tab after logging into the MapRoad Licensing App.



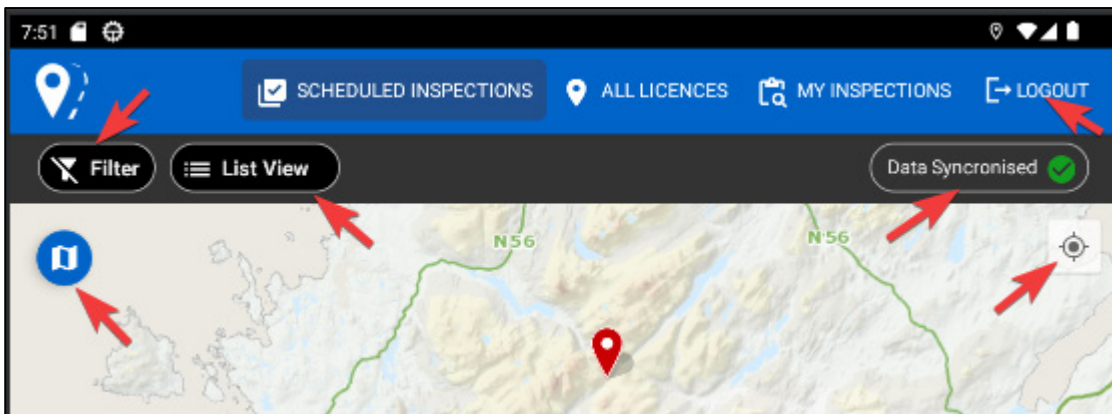
## 4.1. SCHEDULED INSPECTIONS

Scheduled Inspection Tab is a default tab that will be accessible after successfully logging into the app with a Map View.

Only the licence in **T5 Sign-off, Closeout Certification Sign-off and Closeout Sign-off** will be shown in the Schedule Inspections.

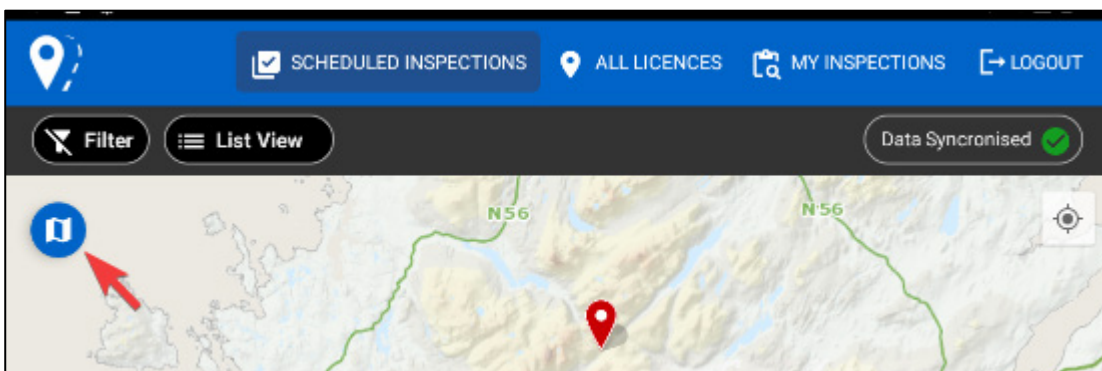
From the Scheduled Inspections tab, you can also: (Follow the arrow marks):

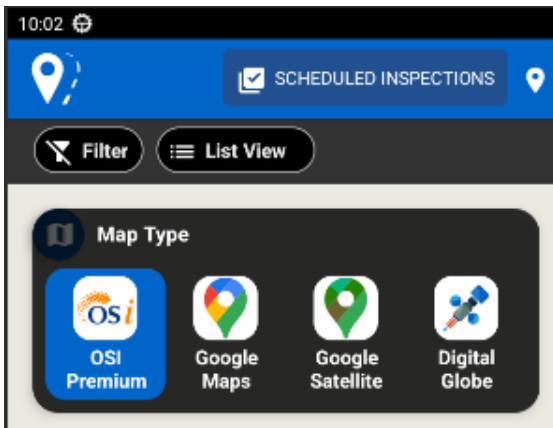
- Navigate the Maps
- Filter the Licences
- Toggle Map View and List View
- Data Synchronisation or Offline Tolerance
- Current Location
- Logout





### Navigate the Maps

Switch between available map layers by clicking the 'Map Layer' symbol and selecting one of the available options.





To navigate the map, you can:

- Swipe to move the map around
- Centre the map on your location using the My Location Symbol: 
- Pinch to Zoom
- Double Tap to Zoom
- Use the Zoom Buttons: 

## Filter

You can select from the following filters:

- Licence Area
- Reinstatement Area – Greater Than / Less Than
- Applicant Organisation
- Reinstatement Types
- Licence Types

Additionally, there is a check box that will allow you to “only show licenses on which you are Tagged Inspector”

9:57

SCHEDULED INSPECTIONS ALL LICENCES MY INSPECTIONS LOGOUT

Filter List View Data Synchronised

### Licence Filter

Use the filter criteria options below to filter the licences on the map.

Licensing Area:

**Reinstated Area:**  
Select 'Greater Than' or 'Less Than' and enter a Value to filter Surfaces with a reinstated area 'greater than or equal to' or 'less than or equal to' the value.

(m2)

Applicant Organisation(s):

Reinstatement Types:

Licence Type(s):

Only show licences you are the Tagged Inspector.

Reset Apply Filter Cancel

### **Filter Criteria**

The map will update to display only licences that meet the filter criteria.

- The filter icon will be highlighted in blue to indicate there are active filters being applied

If there are no licences that meet the filter criteria, a warning will display and the filter will not apply.

### Licence Filter

Use the filter criteria options below to filter the licences on the map.

**!** There are no Licences to display using this search criteria.  
Please adjust the criteria and apply the filter again.

### **Reset/Remove Filter**

You can reset/remove the applied filter by:

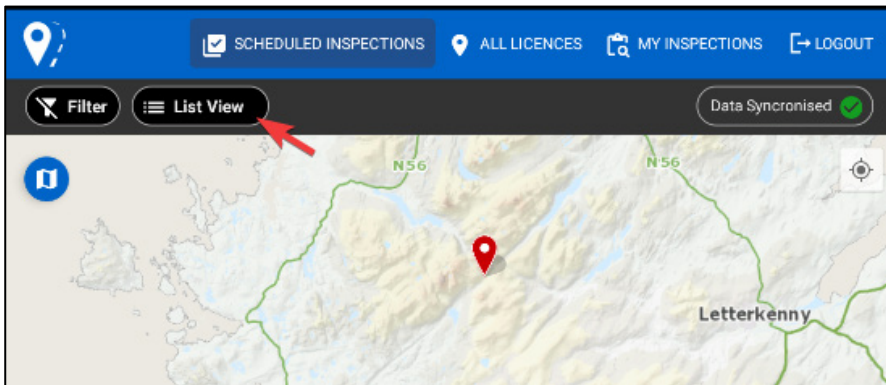
- Selecting the filter button
- Clicking the 'Reset' button
- Clicking the 'Apply Filter'

### **Toggle Map View and List View**

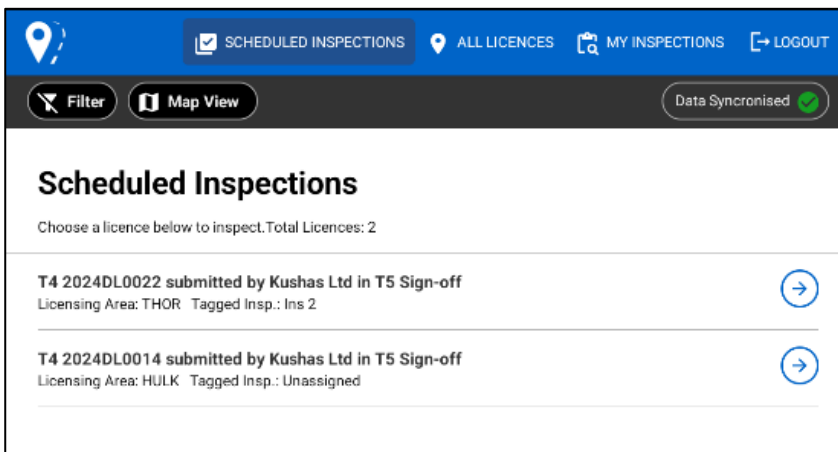
MapRoad Licensing App offers an extended view for user to toggle between the “**Map View and List View**”



Tapping the 'List' button will display any licences that are visible on the map, in a list. It will only include filtered items if there is a filter applied.



Similarly, Toggling to Map View will show the licence markers on the Map and Toggling these views will retain the applied filter.



## Data Synchronisation or Offline Tolerance

MapRoad Licensing Inspections App has a special functionality to support regardless of whether the device is online or offline, to queue any actions/requests that are being sent to the server.

### Example

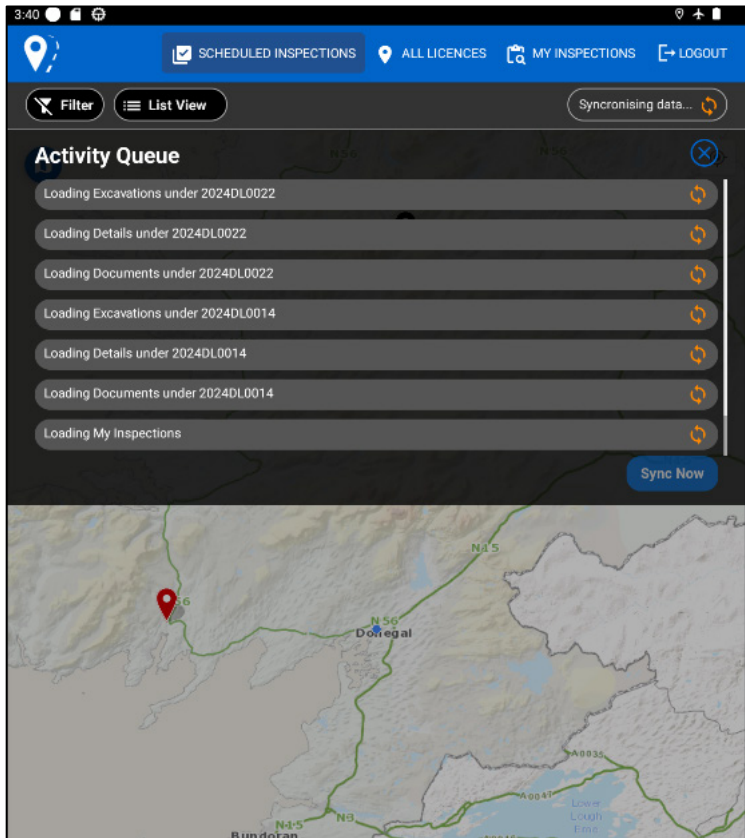
- Saving a Form (Edit / Add)
- Deleting an item
- Uploading images
- Resolving a Defect

The "**Data Synchronisation button**" will display an Outgoing Actions Queue when tapped to expand/show the queue list. The queued list gets cleared once the device gets back online.

The Data Synchronisation button mainly shows:

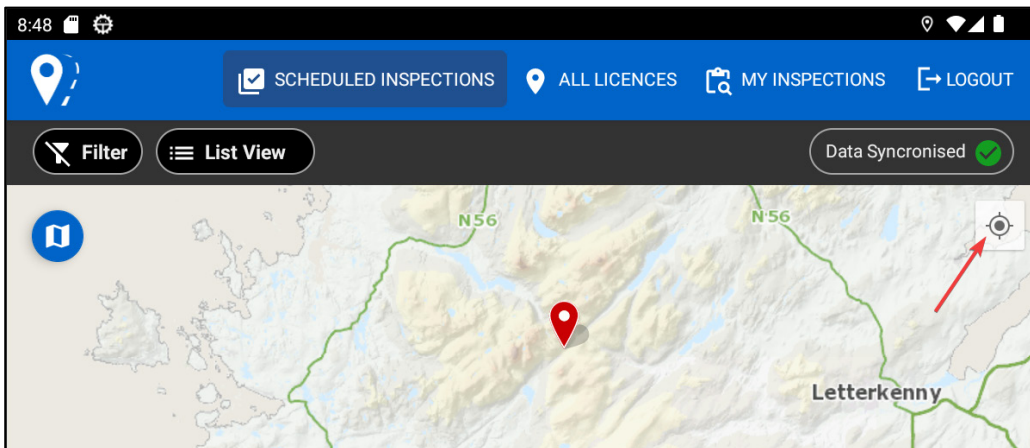
- A Loading Indicator to show there are queued items
- An Indication that there is nothing in the queue
- An Indication that the queue is complete

Refer to [Section-7.2](#) for more details.



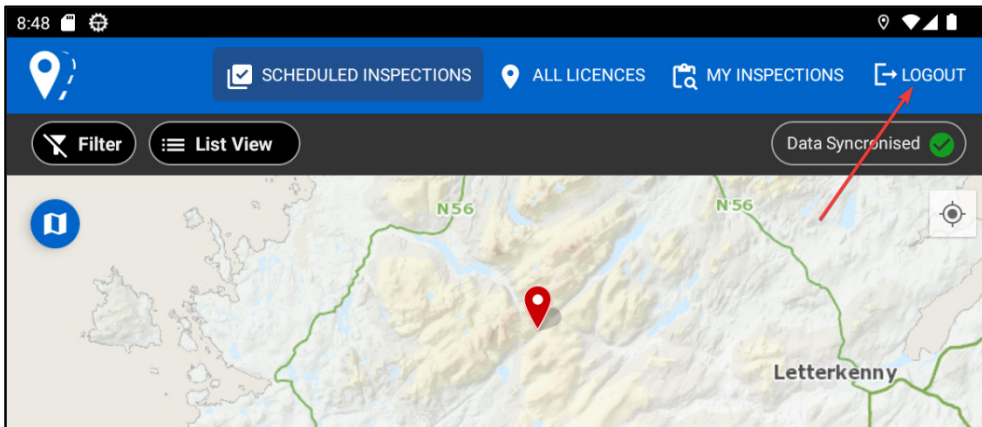
## Current Location

User can locate or centre the map on their location using the My Location Symbol



## Logout

Use the logout button to logout completely from the mobile app.



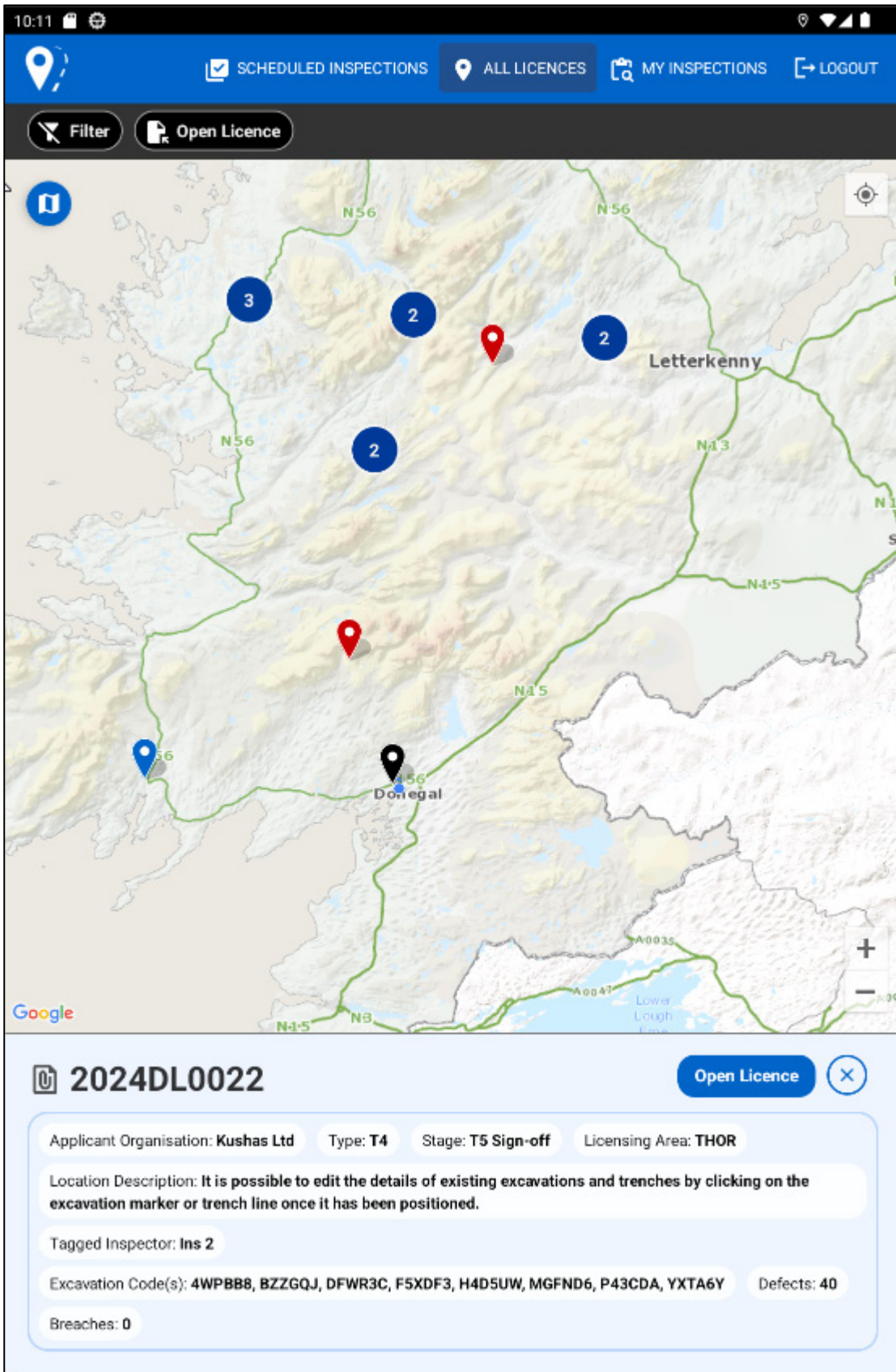
## 4.2. ALL LICENCES

The All Licences tab will look and function similarly to the Scheduled Inspections tab which displays a Map that shows the location of licences. Main functions are:

- Displaying a Map
- Filter Options
- Open Licence
- Show Excavation Geometry

All licences Tab will display licences that are in stages from **“Granted and Closed”**. This will allow you to identify a licence based solely on the location and allows several functionalities:

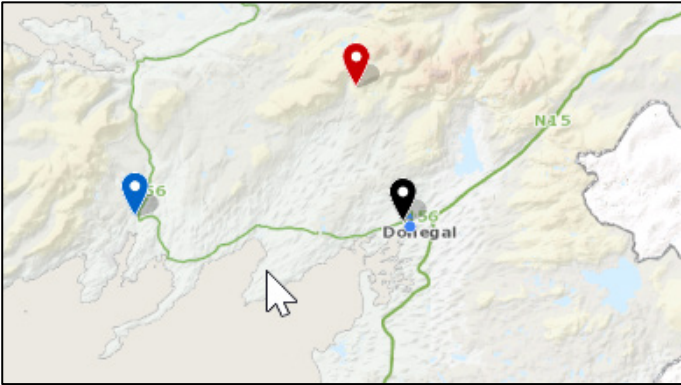
- Colour Coded Licence Markers display at all zoom levels – if the number of results is too high - "Please zoom in and/or use filter"
- Toggle to show geometry (at high zoom)
- Tapping on Licence Marker - Show licence info panel and Open Licence button
- Navigating back to All Licences main page from opened Licence – to display other licences
- Clustering of Licences in close proximity – Increase zoom level to see individual licence marker



## Licence Markers

All licences hold three colours for licences markers that indicates different meaning:

- Blue Indicates – Selected licence marker or the licence
- Red Indicates – Licence has defects/breaches
- Black Indicates – T5-SignOff stage licence and ready for Inspection or to be inspected



## Filters

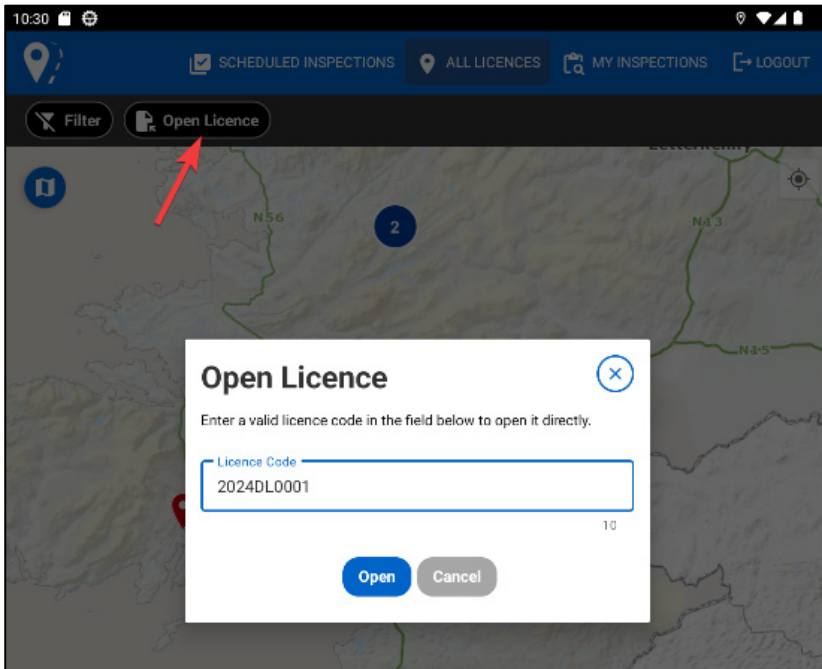
Filters in All Licences are the same as in Scheduled Inspections excluding the specific checkbox to filter to Tagged Inspector.

## Open Licence

Open Licence button in the top left corner of the All Licence tab will allow you to search for the specific licence using the "Licence Code".

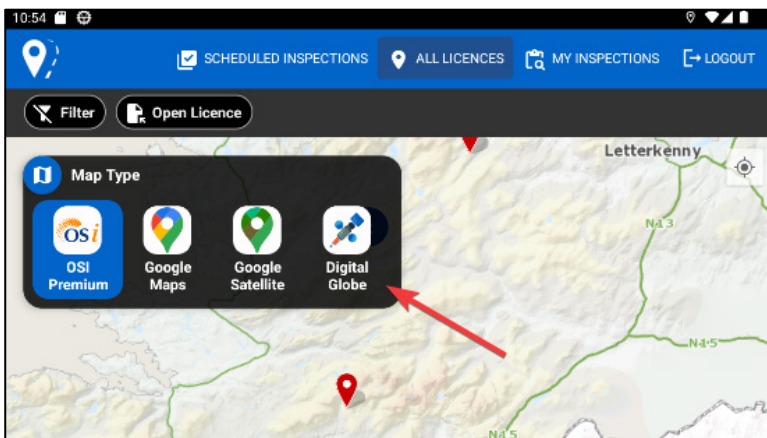
Clicking on the "Open Licence" button:

- a) pop-up windows appear
- b) prompting for Licence Code
- c) complete Licence Code must be given
- d) no partial licence code is allowed for search



## Navigate Maps

All licences allow you to navigate between types of Maps.



## Licence Info Panel

By clicking the licence marker, a Licence Info Panel appears at the bottom of the 'All Licence' page with the following information:

*Licence Code, Applicant Organisation, Licence Type, Licence Stage, Licensing Area, Location Description, Tagged Inspector, Excavation Code(s), Defects, Breaches*

*Licence Info Panel also holds the - **Open Licence button**.*

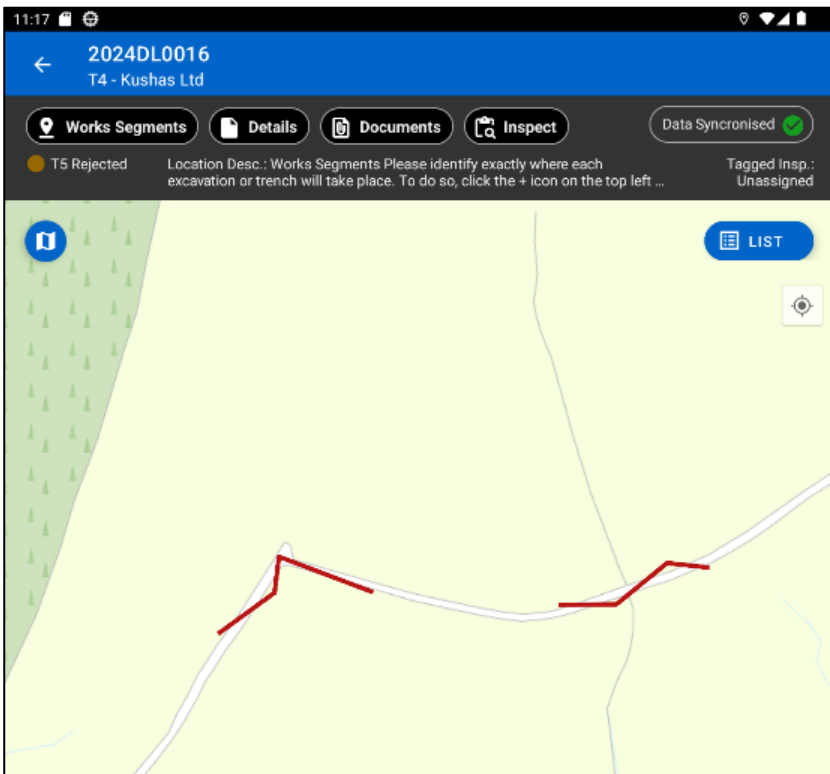
2024DL0016
Open Licence
X

Applicant Organisation: **Kushas Ltd**    Type: **T4**    Stage: **T5 Rejected**    Licensing Area: **THOR**

Location Description: **Works Segments Please identify exactly where each excavation or trench will take place. To do so, click the + icon on the top left of the map until fully zoomed in on the location. Then click on the excavation marker or polyline tools. Move the Marker / Drawing Tool across the map and click on the map to pin point as accurately as possible the location of the excavation or trench. It is possible to edit the details of existing excavations and trenches by clicking on the excavation marker or tren**

Tagged Inspector: **Unassigned**    Excavation Code(s): **ACX6RQ, SAPB49**    Defects: **45**    Breaches: **8**

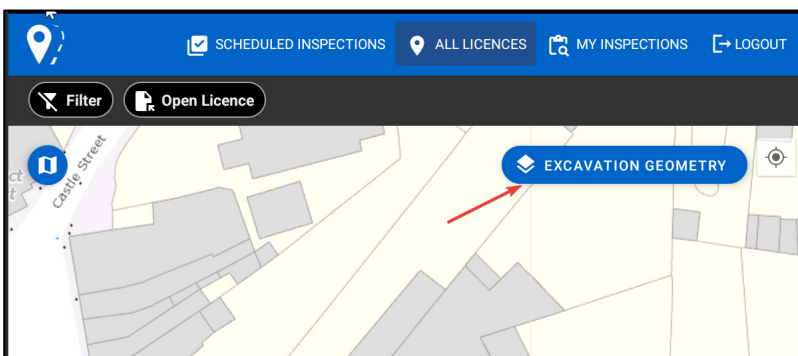
**Open Licence Button** – Tapping this button will open the corresponding licence as below:



## Excavation Geometry

Excavation Geometry will be displayed once the user has reached a sufficient zoom level. Toggle to display individual excavation geometries.

Selecting a geometry will highlight all related geometries and give the option to open the licence/create a defect.



## Offline Tolerance

All Licences does not support Offline Tolerance or Data Synchronisation. The following will occur if:

- the device is offline and the user tries to go to "All Licences" - the message will display "*Device is Offline ...*" and the page will not be loaded
- the user is already on All Licences and the device is offline – a message will be displayed
- the user taps a marker on the map within All licences and the device is offline - it will not load the licence and will display a message

Refer [Section-7.2](#) for more details.

### 4.3. MY INSPECTIONS (WEB APP AND MOBILE APP)

This is a new feature that lists all licences where the user has created/conducted an inspection.

This list will be available in both the MapRoad Licensing Inspections Mobile App and MRL Web App.

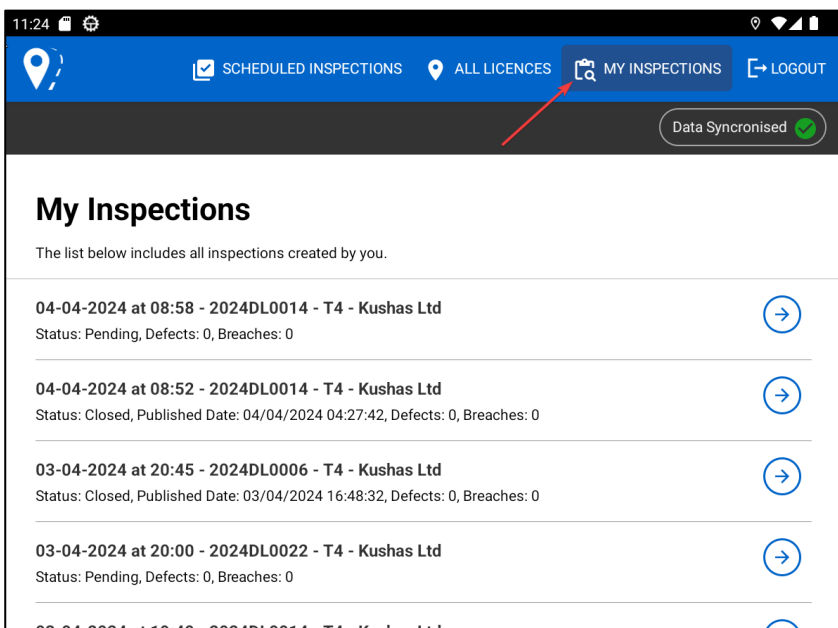
## Mobile App

My Inspection Tab in the mobile app offers to view and action only the licences for which the Inspector has created/conducted Inspections in List View.

The list gives the following information,,

*Inspection Date/Time, Licence Code, Licence Type, Applicant, Inspection Status, No.of Breaches, No.of Defects, Inspection Published Date/Time*

Clicking the arrow next to each Inspection list will take the user to the corresponding Licence's Manage Inspection page:



My Inspection in mobile app has a Data Synchronisation or Offline Tolerance support that allows you to view the queued actions when the device is offline.



## Web App

My Inspections in the MRL web app contain all inspections created/conducted by you. Click on the inspection in the list to manage that inspection.

The list gives the following information:

*Licence Code, Licence Type, Applicant, Inspection Date, No.of Breaches, No.of Defects, Inspection Reference, Date Published and Inspection Status*

Clicking on each Inspection list will take the user to the corresponding Licence's Manage Inspection page.

*Note: Pending Inspections are now only available to the Inspectors who created those inspections.*

Licence Code	Licence Type	Applicant	Inspection Date	No. of Breaches	No. of Defects	Inspection Reference	Date Published	Inspection Status
2024DL0014	T4	Kushas Ltd	04/04/2024	0	0			Pending
2024DL0014	T4	Kushas Ltd	04/04/2024	0	0		04/04/2024	Closed
2024DL0006	T4	Kushas Ltd	03/04/2024	0	0		03/04/2024	Closed
2024DL0022	T4	Kushas Ltd	03/04/2024	0	0			Pending
2024DL0014	T4	Kushas Ltd	03/04/2024	1	1	0304-2024 - 1003	03/04/2024	Closed
2024DL0004	T2	Kushas Ltd	02/04/2024	1	1	fdsfds	02/04/2024	Open
2024DL0006	T4	Kushas Ltd	28/03/2024	1	1		29/03/2024	Open

## 5. LICENCE VIEW FEATURES

Licence view is an expanded feature that allows to manage Inspection and view licence/excavation details that are similarly viewed in the MRL webapp.

This screen will show the main tabs below:

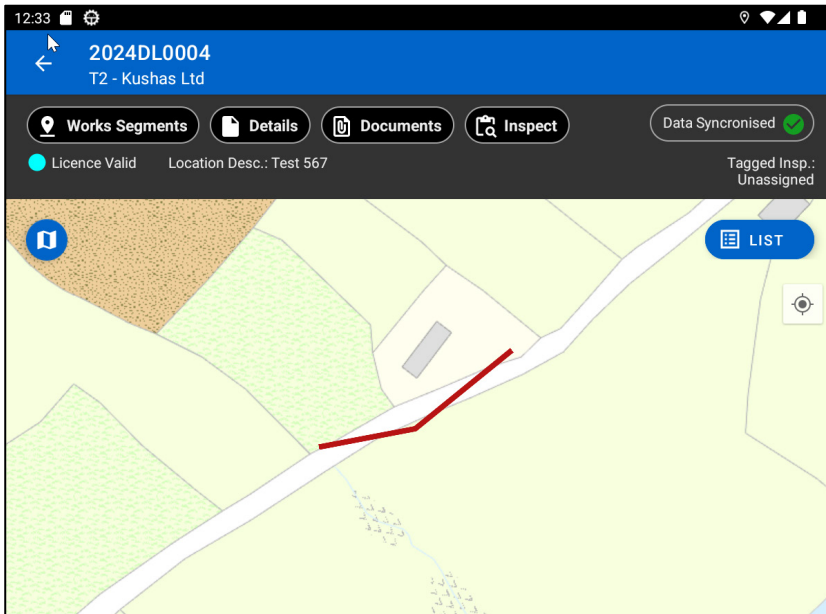
- [Work Segments Tab](#)
- [Licence Details Tab](#)
- [Licence Documents Tab](#)
- [Inspect Tab](#)

Licence details that are also visible:

- [Licence Code](#)
- [Licence Type](#)
- [Applicant](#)
- [Licence Stage](#)

- [Location Description](#)
- [Tagged Inspector](#) (Refer [Section-6](#) for more details)
- [Data Synchronisation](#)

Clicking on licences or Inspections in the main tabs will take the user to the Licence view page shown below based on the click response:

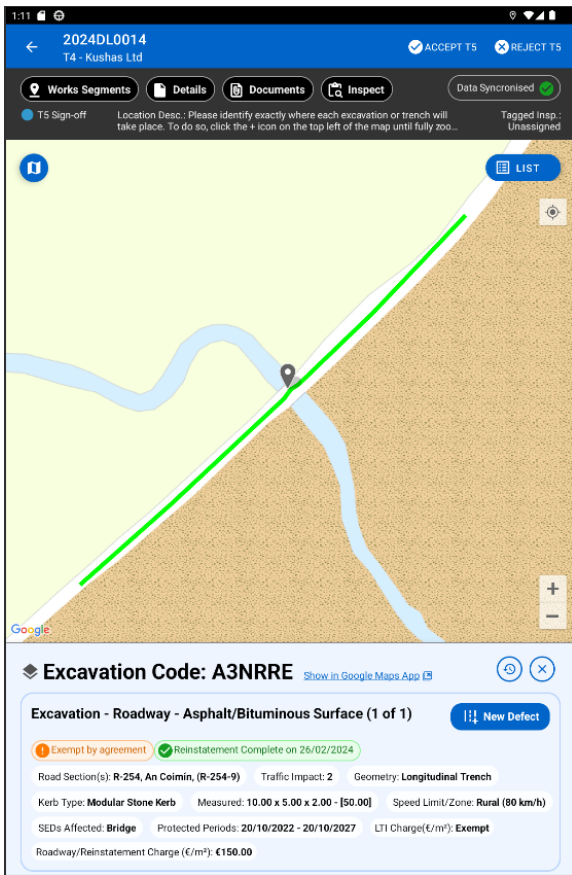


## 5.1. WORK SEGMENT TAB

Work Segment Tab in Map View is the default screen when viewing the licence screen.

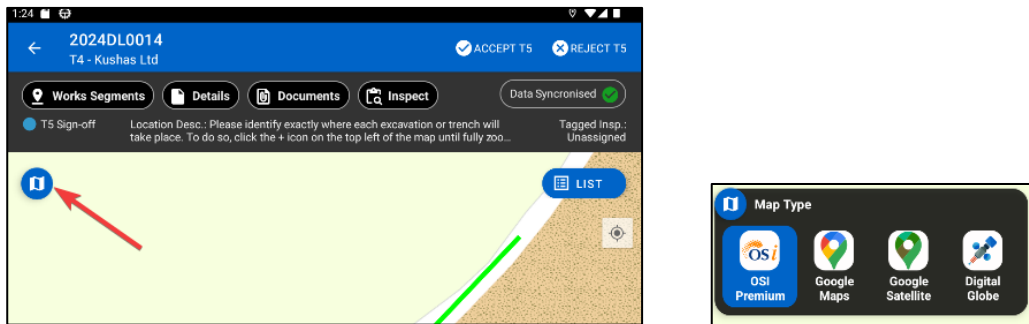
### Map View

Clicking on the geometry of Excavations will show the Excavation Panel at the bottom of the screen.



## Navigate Map Types

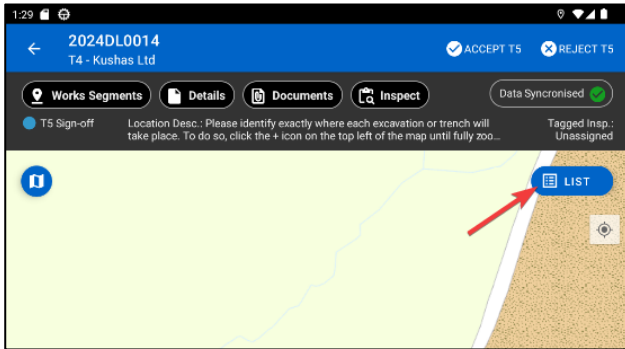
Map type can be changed by clicking icon indicated below:



## Toggle Map View and List View

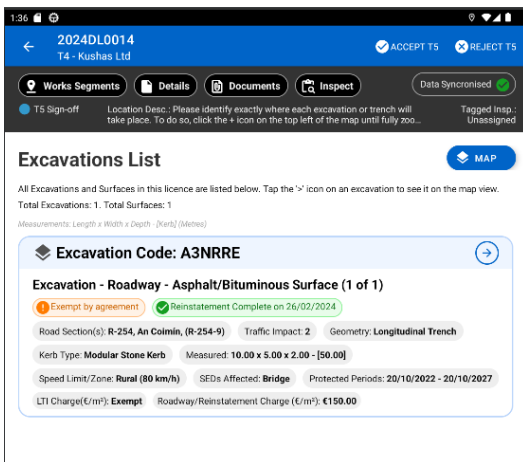
By clicking the 'List' button located at the top right side of the map, you can view all excavation details for the licence.

Details for each excavation on the licence are displayed in the list.



## List View

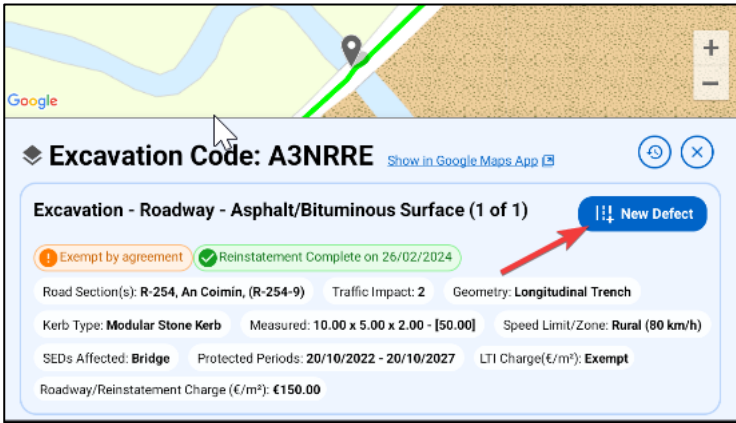
Clicking the List button on the Map will show the excavations in a List View:



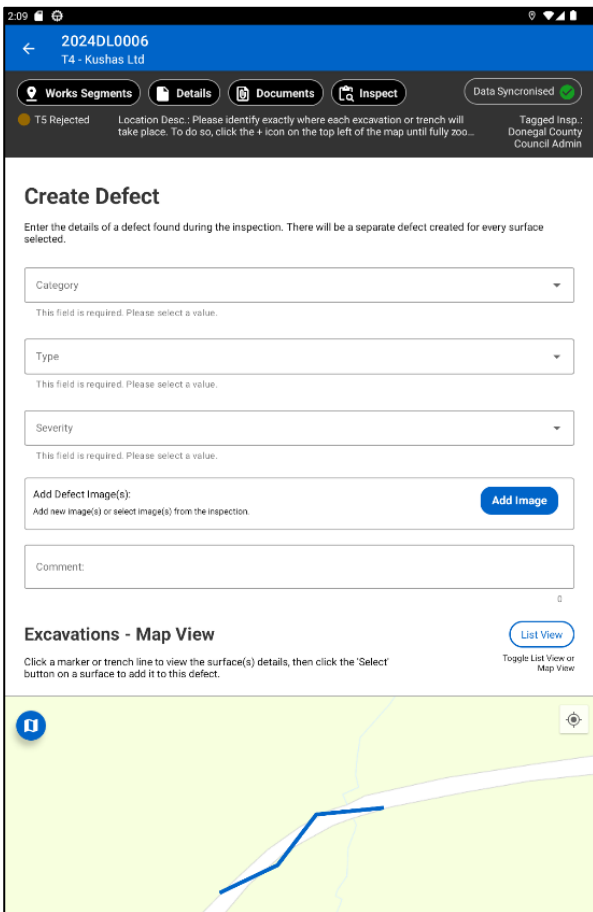
## 5.2. EXCAVATION PANEL - MAP VIEW

Clicking on the geometry of Excavations will show the Excavation Panel at the bottom of the screen:

- It contains all details of the excavation required for Inspection
- If an excavation contains an open defect, there will be a 'Defect' indication displayed in the excavation details section
- New Defect Button** - If you have identified an excavation for which you wish to add a defect, you can use the 'New Defect' button to jump directly to the 'Create Defect' screen

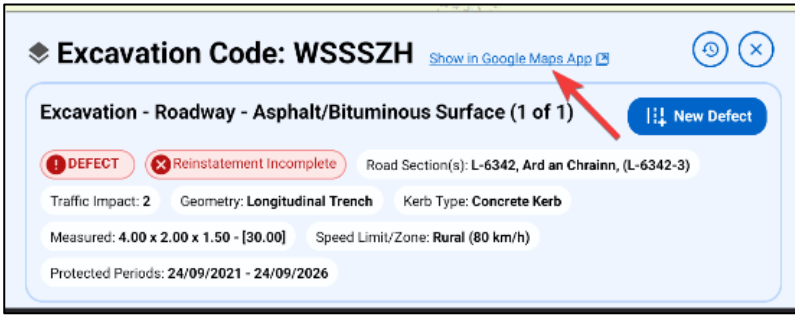


- d) If there already is a pending inspection then it shows the list of inspections. This allows the user to select a pending inspection to which the new defect will be related
- e) If there are no Pending inspections it will go directly to the [Create Defect screen](#)



**Show in Google Maps App**

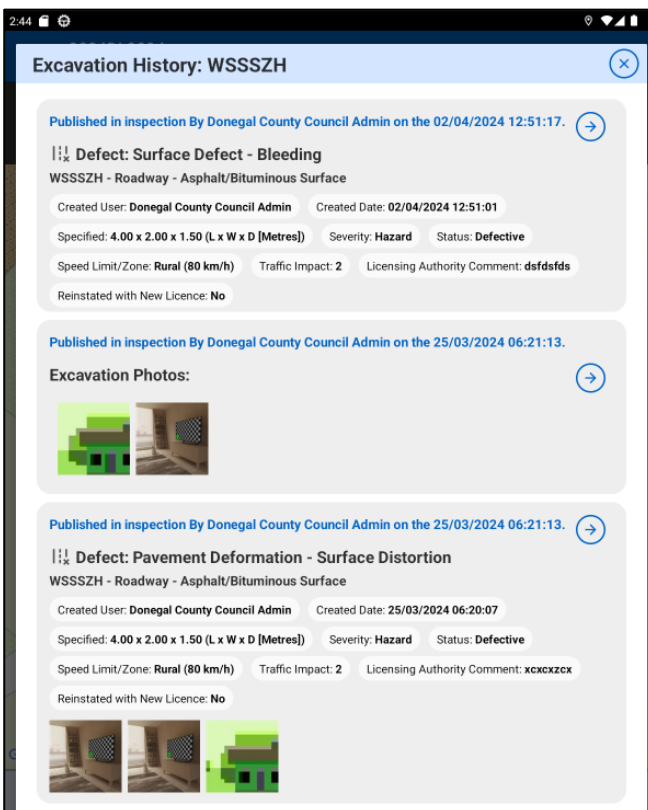
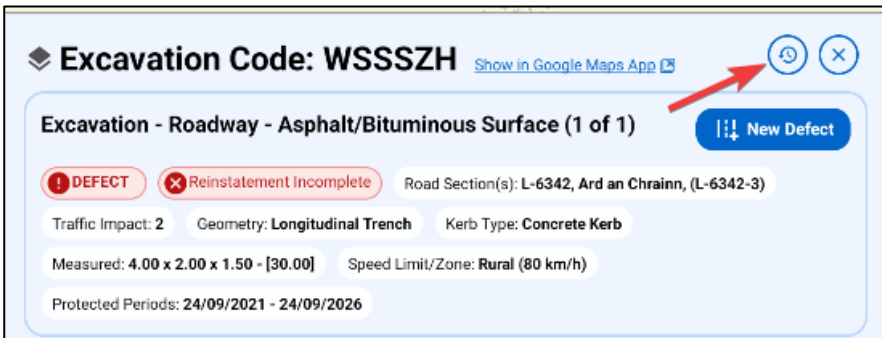
Clicking the “[Show in Google Maps App](#)” link will navigate to Google Maps and show the excavation location.



### 5.3. EXCAVATION HISTORY

The Excavation History is present in the top right corner of the Excavation Panel as shown in image.

A popup window opens once the Excavation History icon is clicked, listing all Excavation history details:



a) Excavation History will only show the Excavation related or linked details Example: defects, photos

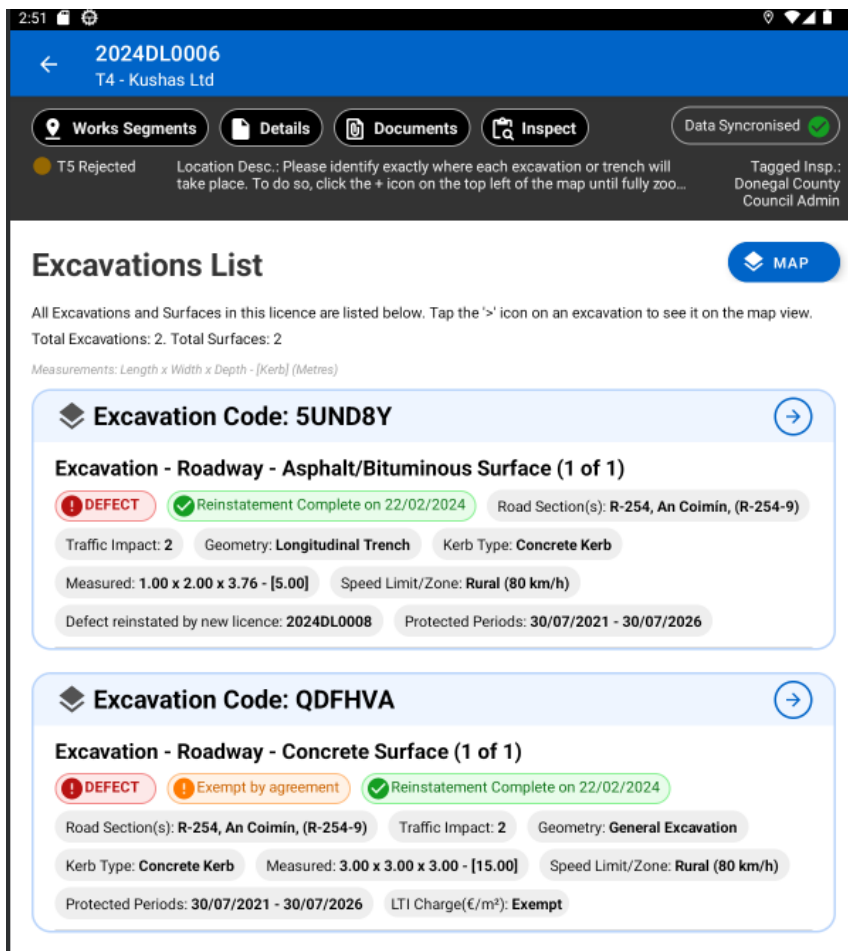
- b) Excavation History will not show any Inspection details whether it has excavation/defects/breaches or a standalone Inspection details
- c) The Offline Tolerance feature is not supported in Excavation History

## 5.4. EXCAVATION PANEL IN LIST VIEW

Excavation Panel in List View lists all Excavations and Surfaces for the selected licence.

Clicking the arrow in each Excavation Panel will take the user to the main screen of the Licence and show the Excavation Map View.

Details about **“Total Excavation and Total Surfaces”** are also shown at the top of the List View:



## 5.5. DETAILS TAB

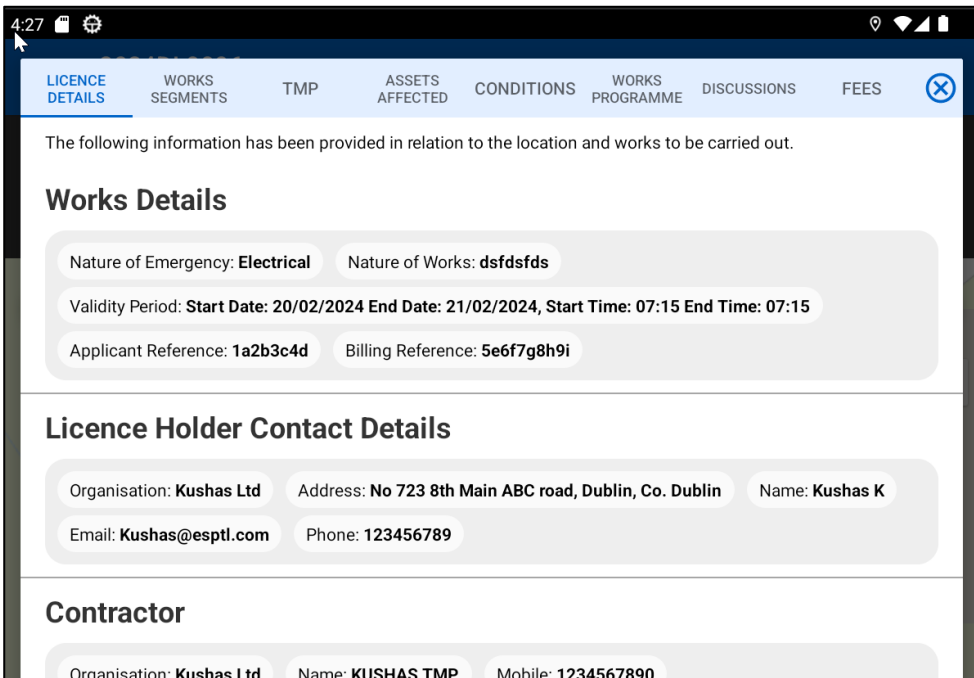
The Details Tab in the Licence view page shows all necessary Licence details useful for the Inspector to view when inspecting.

Clicking on the Details tab causes a popup window to appear that shows the following details:

- [Licence Details](#)

- Works Segments
- TMP
- Assets Affected
- Conditions
- Works Programme
- Discussions
- FEES

**Licence Details**



The following information has been provided in relation to the location and works to be carried out.

**Works Details**

Nature of Emergency: **Electrical**    Nature of Works: **dsfdfs**

Validity Period: **Start Date: 20/02/2024 End Date: 21/02/2024, Start Time: 07:15 End Time: 07:15**

Applicant Reference: **1a2b3c4d**    Billing Reference: **5e6f7g8h9i**

**Licence Holder Contact Details**

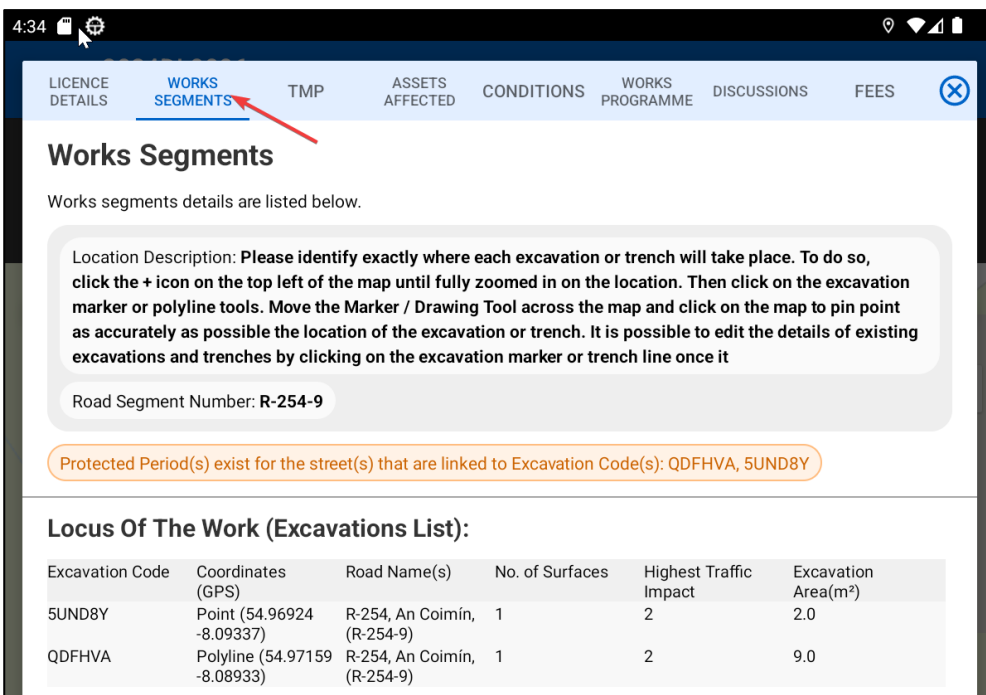
Organisation: **Kushas Ltd**    Address: **No 723 8th Main ABC road, Dublin, Co. Dublin**    Name: **Kushas K**

Email: **Kushas@esptl.com**    Phone: **123456789**

**Contractor**

Organisation: **Kushas Ltd**    Name: **KUSHAS TMP**    Mobile: **1234567890**

**Works Segments**



Works segments details are listed below.

Location Description: **Please identify exactly where each excavation or trench will take place. To do so, click the + icon on the top left of the map until fully zoomed in on the location. Then click on the excavation marker or polyline tools. Move the Marker / Drawing Tool across the map and click on the map to pin point as accurately as possible the location of the excavation or trench. It is possible to edit the details of existing excavations and trenches by clicking on the excavation marker or trench line once it**

Road Segment Number: **R-254-9**

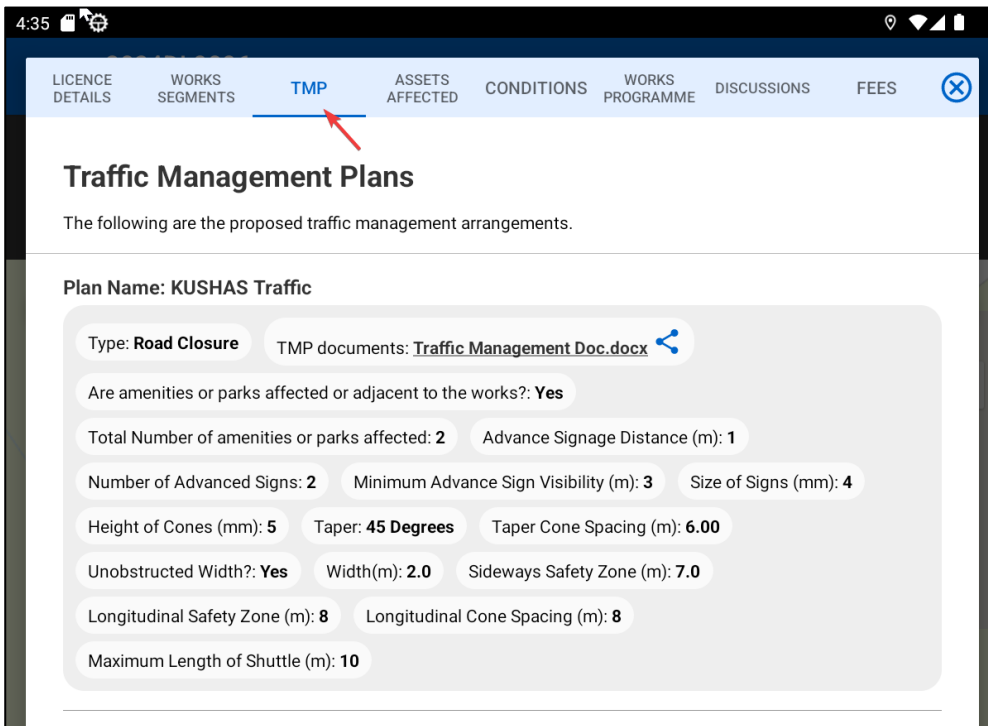
Protected Period(s) exist for the street(s) that are linked to Excavation Code(s): **QDFHVA, 5UND8Y**

**Locus Of The Work (Excavations List):**

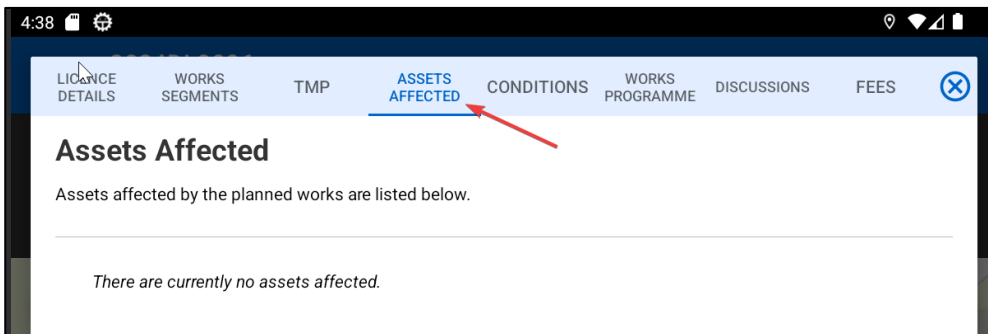
Excavation Code	Coordinates (GPS)	Road Name(s)	No. of Surfaces	Highest Traffic Impact	Excavation Area(m <sup>2</sup> )
5UND8Y	Point (54.96924 -8.09337)	R-254, An Coimín, (R-254-9)	1	2	2.0
QDFHVA	Polyline (54.97159 -8.08933)	R-254, An Coimín, (R-254-9)	1	2	9.0



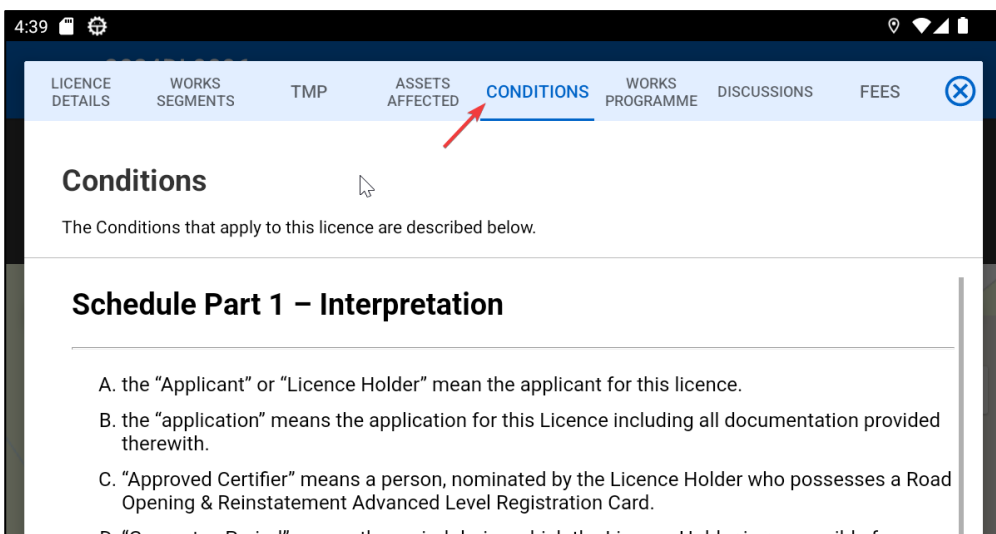
**TMP**



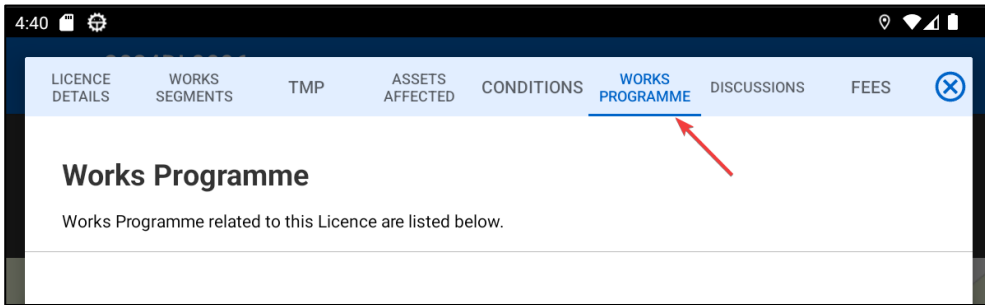
**Assets Affected**



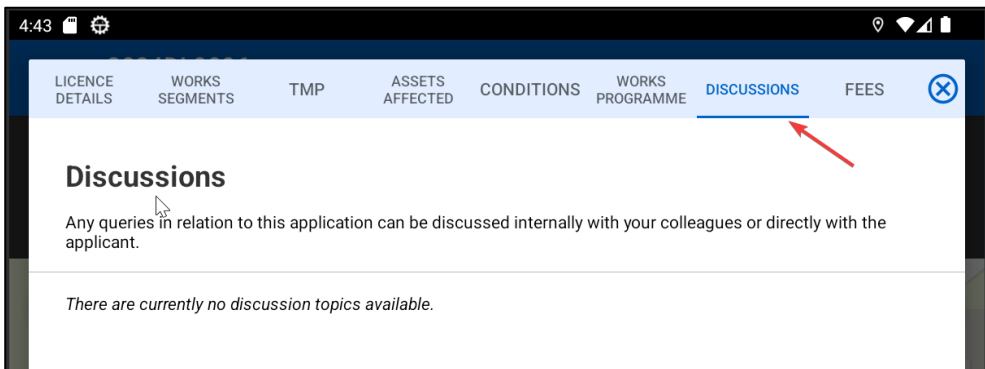
**Conditions**



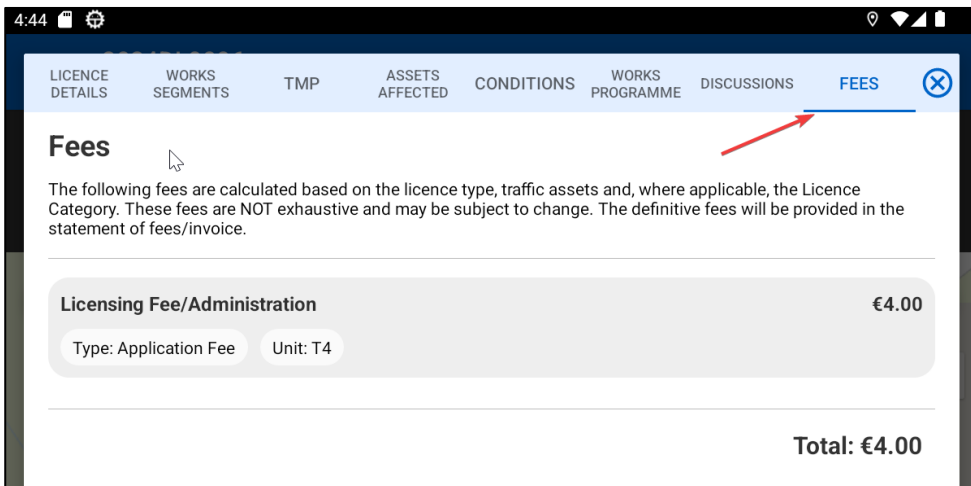
## Works Programme



## Discussions



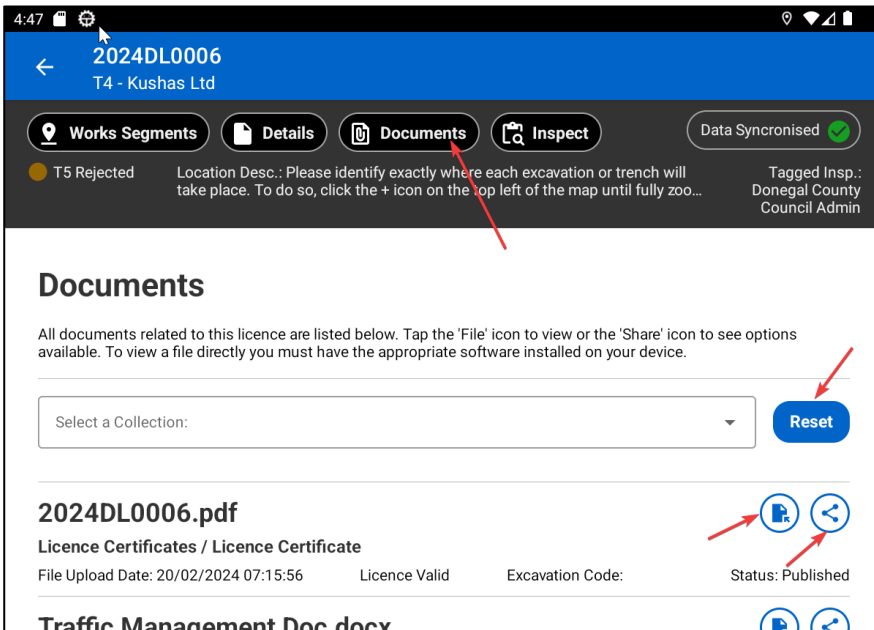
## FEEs



## 5.6. DOCUMENTS TAB

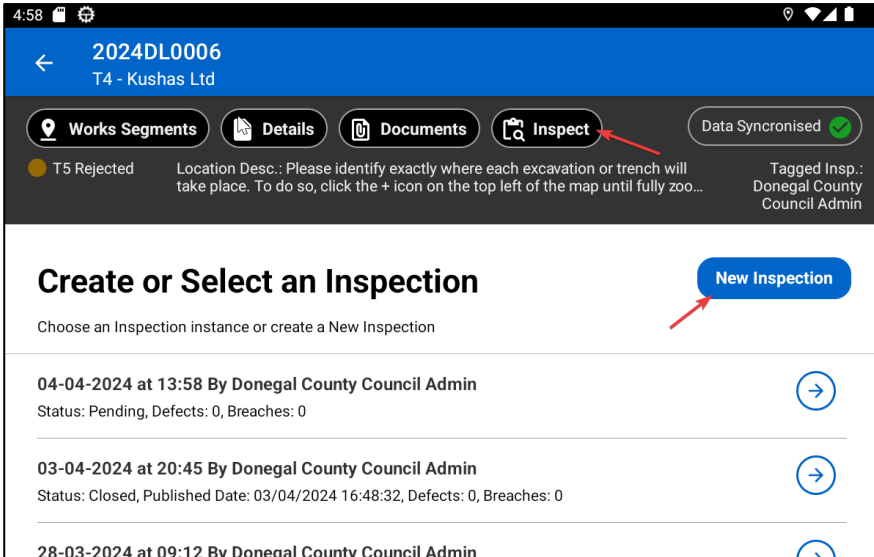
From the documents folder, you can browse and download documents associated with the licence:

- All the documents related to the selected Licence will be listed here
- Click on the "File" icon to view the document or "Share" icon to share the document through an external source"
- The Reset button will allow you to reset the selected Collection filter



## 5.7. INSPECT TAB

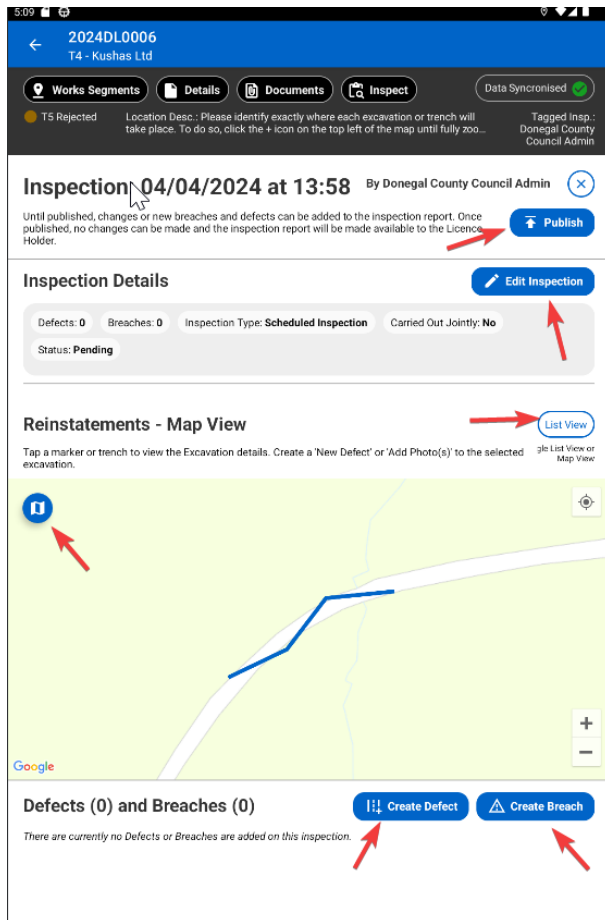
Inspect Tab shows/lists the Inspections that are created for the selected Licence and also allows you to create a New Inspection:



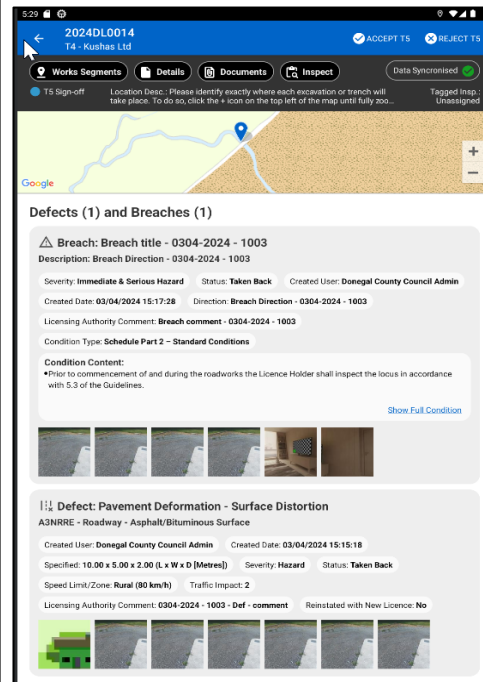
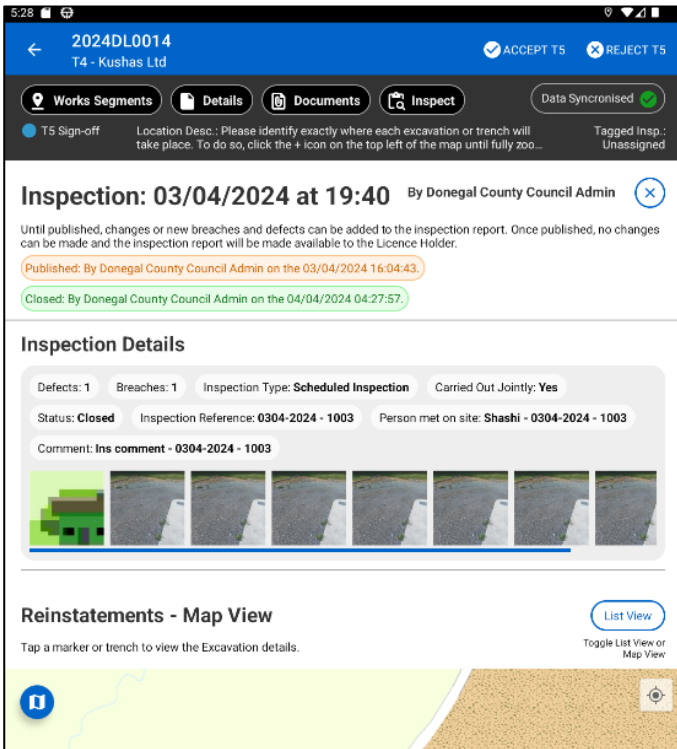
Clicking the **“New Inspection”** button in the top right corner in the Inspect Tab will take you to the Manage Inspections screen. This screen shows details about:

- **Overall Inspection Details** – Clicking the **“Publish button”** will publish the inspection
- **Inspection Details** – Clicking the **“Edit Inspection button”** will allow you to edit the created inspection
- **Reinstatement in Map View and List Vie** – **Toggle between Map View and List View** to view the Reinstatement of Excavation geometry

- [Excavation Details Panel and Photos](#) – Clicking the excavation marker in the Map View will show the Excavation details along with the Excavation Photos. Refer to [Section-7.4](#) for more details about Excavation details and Photos
- [Defects and Breaches](#) – Clicking the **“Create Defect”** and **“Create Breach”** buttons will allow you to create a new defect and breach
- The **“Take Back Defect”** and **“Take Back Breach”** buttons in the “Defects and Breaches” section allows you to Take back the created defect and breach
- The **“Reissue”** button available in the “Defects and Breaches” section allows you to Reissue the defect and breach
- [Navigate the Map types](#) – Clicking the Map icon will allow you to change the Map types

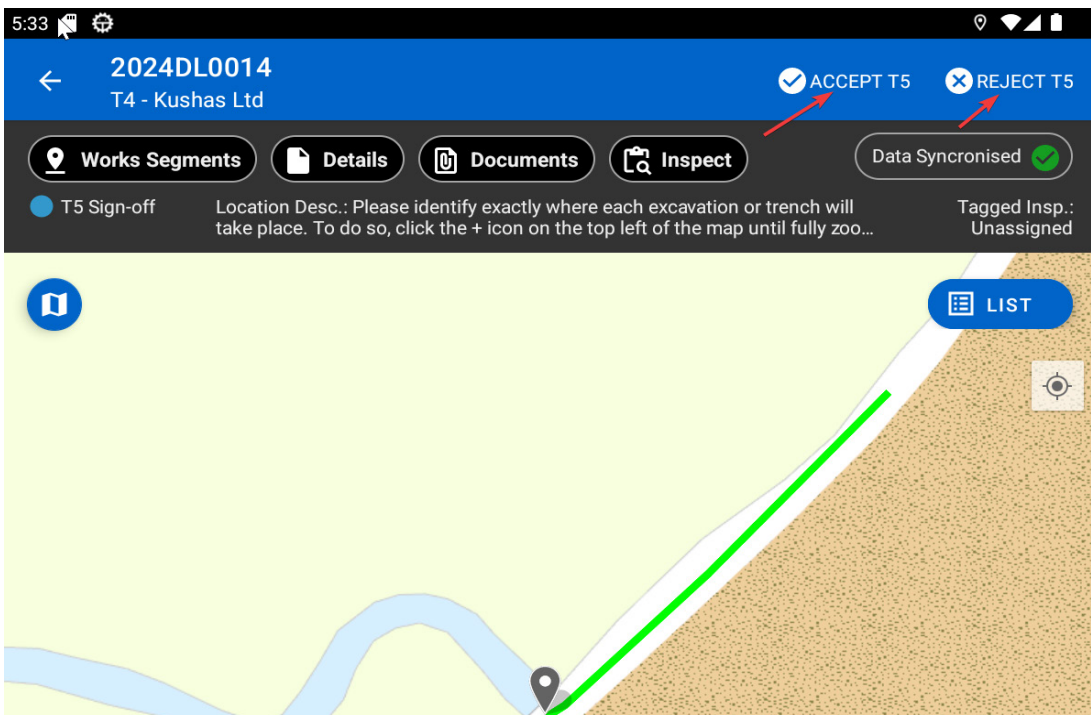


The **Created Inspection with defects and breaches** can be opened from the Inspections list shown in the “Inspect Tab”:



## 5.8. ACCEPT T5 AND REJECT T5

Clicking the 'Accept T5' button will initiate the licence action process for Accepting a T5.  
 Clicking the 'Reject T5' button will initiate the licence action process for rejecting a T5.  
 These options will be visible in the Main screen of Licence view panel screen.



*Note: All stage actions for inspectors for all stages are available.*

## 6. LICENSING EXPERTISE CATEGORY

The Licensing Expertise Category is a new and unique feature that automatically directs the licences to specific users or teams of users based on the expertise criteria and the team to which the user belongs.

### 6.1. WORKFLOW

#### Current Workflow:

- When pushing the licence to the Granted stage the user must assign the licence manually to a specific user OR leave the licence Unassigned

#### New Workflow:

- The Licensing Expertise Category introduces a new feature called '**Tagged Inspector**'
- This will replace the Licence Assignment in the current flow from Licence Valid to Closeout Signoff stages
- The **license will appear automatically for users** with the Inspector/Inspector Approver role under the name 'Tagged Inspector', if they belong to a 'Licensing Expertise Category' that matches the defined criteria
- **Licensing Task → Inspection:** Updated to display the licences list based on the Licensing Expertise Category. A new column is added to show Assigned / Tagged Inspector
- **Licensing Task → Emergency:** A **new Emergency Task List** has been added to show T4s that used to appear in the Processing menu

Licensing Tasks

Use the Task Lists below to view and manage licences.

BEING PROCESSED

0 Processing

**2 Emergency**

LICENCE REQUESTS

2 Edit Requested

0 Extension Requests

Map View

Viewing 1 pages of 1 results.

Licence C...	Organisa...	Licensing ...	Location Description	Days in S...	ANP End ...	Nature of Em
2024DL0018	Kushas Ltd	District 1	Please identify exactly where each excavation or trench will take place. To do so, click the + icon on the top left ...	31	08/03/2024	Road Surface

Licensing Tasks

Use the Task Lists below to view and manage licences.

BEING PROCESSED

- 0 Processing
- 2 Emergency

LICENCE REQUESTS

- 2 Edit Requested
- 0 Extension Requests
- 0 Withdrawal Requests

CONDITIONING

Map View

Certification not required:

Viewing 1 pages of 9 results.

Rows per page: 20

Licence C...	Type	Traffic I...	Organis...	Licensing...	Location Description	Days since Publ...	Licence S...	Tagged Inspe...
2024DL0002	T2	2	Kushas Ltd	THOR	Please identify exactly where each excavation or trench will take place. To ...	47	T5 Certification	Donegal County Council Admin
2024DL0005	T4	2	Kushas Ltd	THOR	Please identify exactly where each excavation or trench will take place. To ...	47	T5 Certification Rejected	Donegal County Council Admin
2024DL0006	T4	2	Kushas Ltd	THOR	Please identify exactly where each excavation or trench will take place. To ...	47	T5 Rejected	Donegal County Council Admin

### Overview of Licensing Expertise Category:

- a) Once the Licence enters Licence Valid Stage, it is assigned to a Licence Expertise Category
- b) The assigned Licensing Area no longer has any effect on the users related to this licence
- c) The Expertise Category is assigned to determine the relevant Inspectors to review this licence
- d) Only the users with an Inspector/Inspector role on the teams or the main actor role in the teams associated with the Licence Expertise Category for the specific licence will be automatically Tagged as a "Tagged Inspector"
- e) The Tagged Inspector will be "Auto Removed" once the licence moves from T5 Signoff to Guarantee Period

## 6.2. HOW TO CONFIGURE

Licensing Expertise categories must be configured by the **Bureau user and Local Authority** user in the MRL web application. This may be done at the following path:

*Settings > Your Organisations > Licensing > Licensing Expertise Category*

MAPROAD Licensing

Donegal County Council Admin | Donegal County Council | Help | FAQs

Applicant Tasks | Search | Programmes | My Inspections | Licensing Tasks | Reports | Settings | Logout

Settings > Your Organisation > Licensing > Licensing Expertise Category

Manage Expertise Categories | View Inspectors

Manage Expertise Categories Create

Licensing Expertise Categories which have been configured for your organisation are listed below. Select a row to see available options. Click a category in the list below to manage it. Add an Expertise Category using the Create option to the right.

Viewing 1 pages of 3 results.

Description	Is Default	No of Licences	No of Inspectors
Default	Yes	1	4
District 1	No	3	1
THOR Category	No	9	5

The Licensing Expertise Category has two main features:

- [Manage Expertise Categories](#)
- [View Inspectors](#)

## Manage Expertise Categories

Manage Expertise Categories allows you to create a new Expertise Category as well as list the already configured category in a table format:

### Manage Expertise Categories

Licensing Expertise Categories which have been configured for your organisation are listed below. Select a row to see available options. Click a category in the list below to manage it. Add an Expertise Category using the Create option to the right.

+ Create

Viewing 1 pages of 3 results.

⏪ ⏩ 1 ⏪ ⏩

Description	Is Default	No of Licences	No of Inspectors
Default	Yes	1	4
District 1	No	3	1
THOR Category	No	9	5

## Create Expertise Category

Clicking the "Create" button in the Manage Expertise Categories tab will navigate to the "Create Expertise Category" screen.

Use the form below to create a new Expertise Category:

- To create a category, you must enter an Explanation, select Team(s) and configure at least one criterion
- If a criterion is not selected all of those options will be included
- For example, if no Surface Type is selected, all surface types will be included in the Expertise Category



**Create Expertise Category**

Use the form below to create a new Expertise Category. To create a category you must enter an Explanation, select Team(s) and configure at least one criterion. If a criterion is not selected all of those options will be included. For example, if no Surface Type is selected, all surface types will be included in the Expertise Category.

Expertise Category Explanation:  ?

Team(s):

---

Select Criteria:

Choose Licensing Area(s):

Reinstatement Area Criteria:

Reinstatement Type(s):

Surface Type(s):

Licence Type(s):  T2  T3  T4  T2'

Applicant Organisation Type(s):  Utility Company  Contractor

Include or Exclude the selected Applicants:

- **Expertise Category Explanation** – Any valid text explaining the category
- **Team(s)** – Select one or more Role Teams:

Team(s):

**Choose Team(s):**

Choose to either Include or Exclude and then select one or more Applicants. Click an option below to select it, click a selected option to de-select it.

<input type="checkbox"/> accounting	<input type="checkbox"/> Approval	<input type="checkbox"/> Conditioning Approval
<input type="checkbox"/> conditioning approver dep	<input type="checkbox"/> Conditioning Department	<input type="checkbox"/> Default Applicant Team
<input type="checkbox"/> Finance Manager LA	<input checked="" type="checkbox"/> Inspect Approver	<input checked="" type="checkbox"/> Inspectors
<input type="checkbox"/> Performance Manager	<input type="checkbox"/> Processors	<input type="checkbox"/> RoadWorks
<input type="checkbox"/> Test Ins App	<input type="checkbox"/> Traffic Flow	<input type="checkbox"/> Water Works

- **Licensing Area** - allows you to choose the licensing area that is already set in the "Licensing Area". This can be found under:

*'Settings > Your Organisation > Licensing > Licensing Area'*

Select Criteria:

Choose Licensing Area(s):

**Choose Area(s):**

Choose to either Include or Exclude and then select one or more Applicants. Click an option below to select it, click a selected option to de-select it.

<input checked="" type="checkbox"/> District 1	<input type="checkbox"/> District 2	<input type="checkbox"/> HULK
<input type="checkbox"/> Testing it	<input checked="" type="checkbox"/> THOR	

- **Reinstatement Area Criteria** - Reinstatement Area has the option to choose 'Criteria' and 'Area'
- Criteria Options: Greater than, Greater or Equal than, Lesser than and Lesser or Equal than.

*Note: No Excavation is not supported/Removed as there is no requirement to have a criteria for Reinstatement Area = "No Excavation Area"*

- **Reinstatement Types** - Permanent, LA Reinstatement, Temporary and Works Not Done  
*'Works Not Done' Type will not include 'Non-Excavation -> Completed' cases*

- **Surface Types** - Surface Types allows to select 'Part of the Road' available in MRL webapp

- **Licence Types** - Supported Licence Types - T1, T2, T4 and T2 of T1
- **Applicant Organisation Type** - Utility company and Contractor are the applicant organisation types available for selection
- **Applicant Organisations (Include/Exclude)**

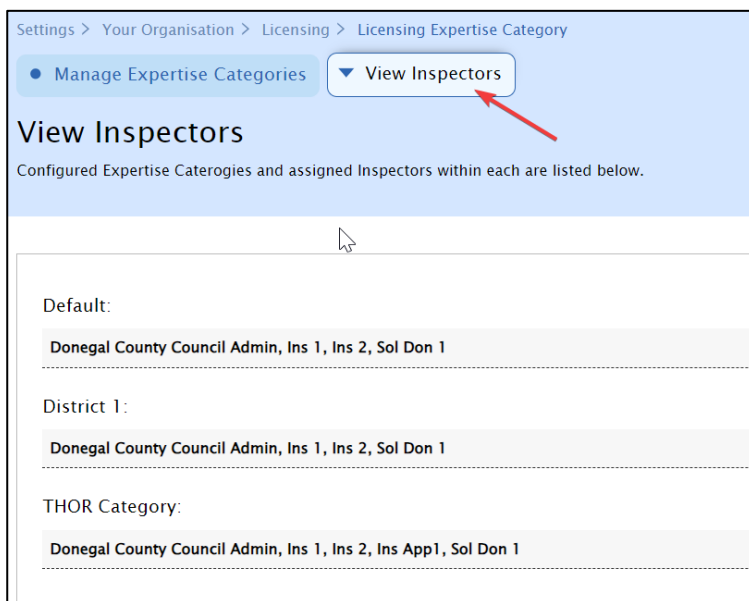
**About Default Categories**

The MRL system will be set up with the following Licensing Expertise Categories in LIVE.

- **DCC:** Setup to match the matrix provided by Dublin City Council
- **All other LAs (Default):** One Licencing Expertise Category for each Licencing Area + Team (with Active Inspector User). This will ensure that LA's can continue working as they have been without any disruption
- **All LAs: Special Category:** This category will show licences that do not fit into any of the configured Licencing Expertise Categories. This will ensure that all licences can be displayed to a user (group of users)

## View Inspectors

The View Inspector Tab will list the configured Expertise Categories and the assigned Inspector for each category:



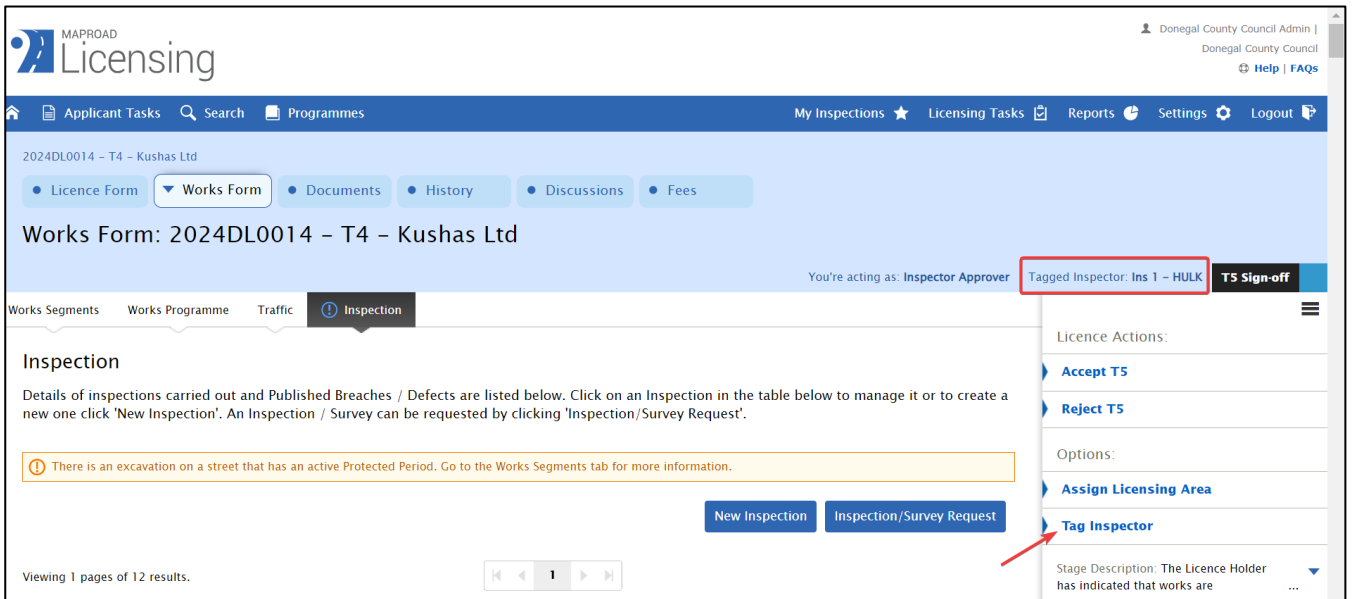
### 6.3. TAGGED INSPECTOR IN WEBAPP

The 'Assigned User' is renamed to 'Tagged Inspector' from post Granted stages that relate to the Licence Expertise Category.

The 'Tagged Inspector' will be displayed in the Licences at the top right corner, next to Licence Stage.

The Tagged Inspector can be manually changed or re-tagged using the option "**Tag Inspector**" in the right pane options.

'Tag Inspector' feature applies to both the **Inspector and Inspector Approver** roles as the main actor role in Licensing Expertise Category.



The functionality is similar to the actual 'Assigned User' but with the new Tagged Inspector logic that only shows users with a main actor role (**Inspector Approver or Inspector**) on teams assigned to Licensing Expertise Category(s) specific to that licence.

'Tagged Inspector' will be displayed across all tabs in the licence post Granted stage.

Example – In Search:

Assigned User(s)/Tagged Inspector(s):

Submitted Date Range:  >

## Take Licence or Take Over

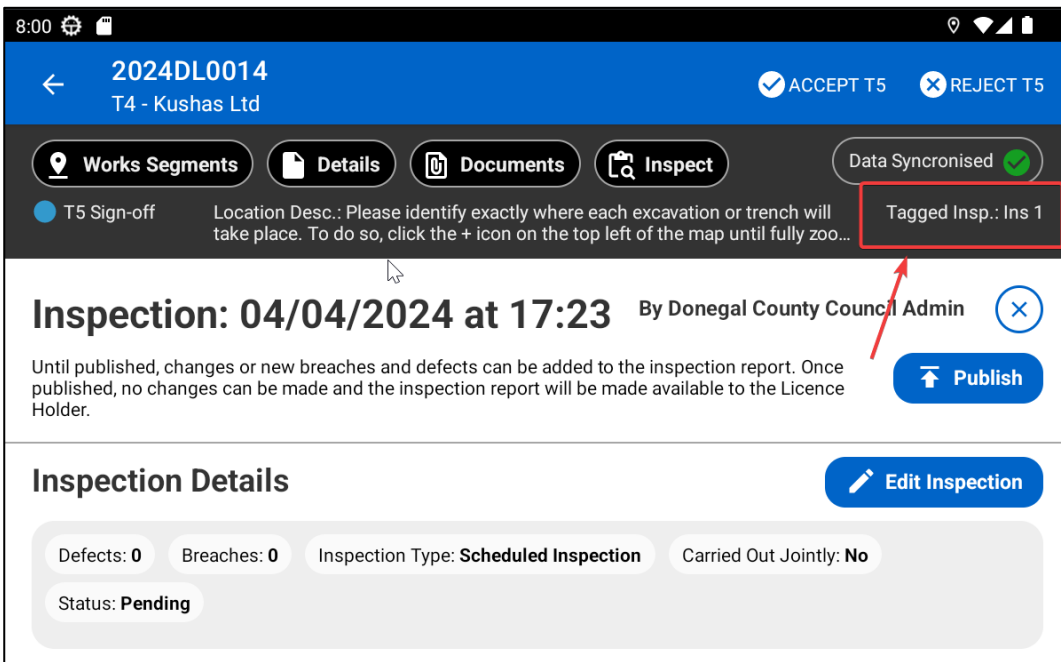
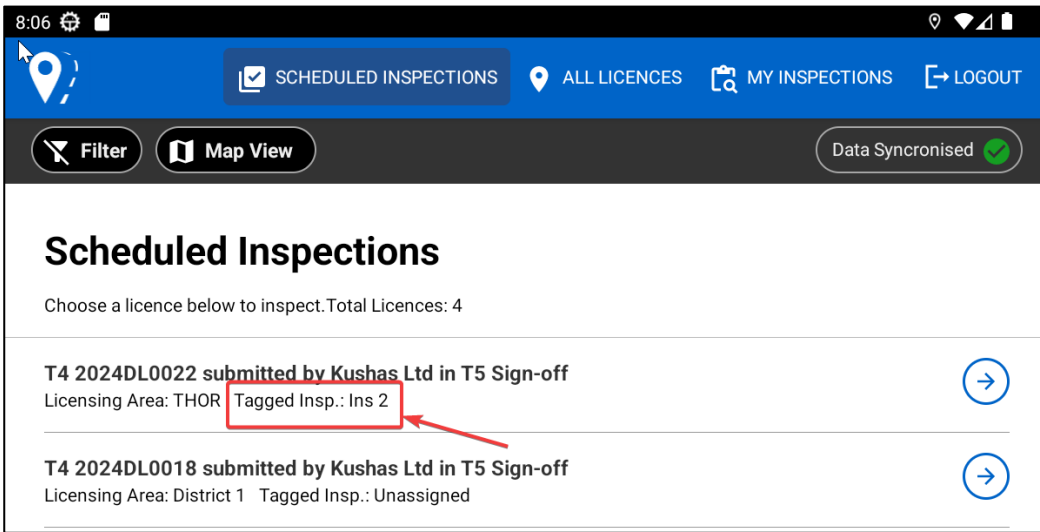
- Take Licence or Take Over **will not be shown** for the Licensing Expertise related licence stages
- The 'Tag Inspector' functionality must be used to Tag themselves for any licence action
- **Reason** - Take Licence functionality and wording are more related to the Application stages where a user has to be assigned to do stage actions etc. This does not apply to the Licensing Expertise stages

## 6.4. TAGGED INSPECTOR IN MOBILE APP

Similar to webapp, 'Tagged Inspector' will be visible on each Licence. Example under,

- Scheduled Inspections Licence in List View

- Licence View – In the right top corner
- Filter in Scheduled Inspection Ability to filter the licences for an Inspector is 'tagged' on



8:08

SCHEDULED INSPECTIONS ALL LICENCES MY INSPECTIONS LOGOUT

Filter Map View Data Synchronised

### Licence Filter

Use the filter criteria options below to filter the licences on the map.

Licensing Area:

**Reinstated Area:**  
Select 'Greater Than' or 'Less Than' and enter a Value to filter Surfaces with a reinstated area 'greater than or equal to' or 'less than or equal to' the value.

Applicant Organisation(s):

Reinstatement Types:

Licence Type(s):

Only show licences you are the Tagged Inspector.

Reset Apply Filter Cancel

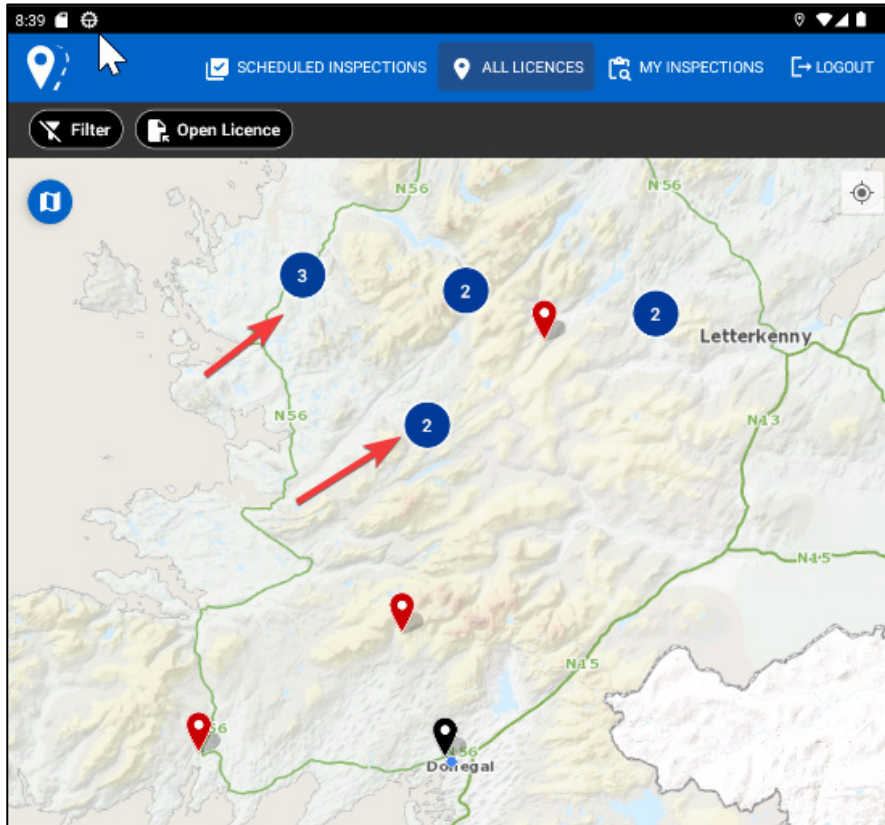
## 7. EXTENDED FEATURES

As part of Phase 2.0 development, some features provided an extended value to the MRL web application and MapRoad Licensing Inspections mobile application. They are described below.

### 7.1. CLUSTERS AND LICENCE POINTS

In order to help with navigation, licences in close proximity to each other are shown as a cluster.

- Increase the zoom level to see the individual licence portions
- Click a colour coded licence point/markers to view the licence



## 7.2. OFFLINE TOLERANCE OR DATA SYNCHRONISATION

The MapRoad Licensing Inspections App has special functionality to support its use when the device is online or offline. This allows it to queue specific actions/requests that are required to be sent to the server.

### Example

- Saving a Form. (Edit / Add)
- Deleting an item
- Uploading images
- Resolving a Defect

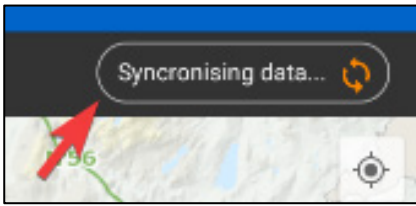
When tapped, the **"Data Synchronisation button"** will display an Outgoing Actions Queue and expand/show the queue list. The queued list gets cleared once the device gets back online and processes the actions in the queue.

The Data Synchronisation button shows:

- A Loading Indicator to show when there are queued items
- An Indication that there is nothing in the queue
- An Indication that the queue is complete

Once the user device goes offline without internet connectivity, the Data Synchronisation button changes to "Synchronising Data" and a flyout message pops up saying:

*"Lost internet connectivity. Some features might not work".*

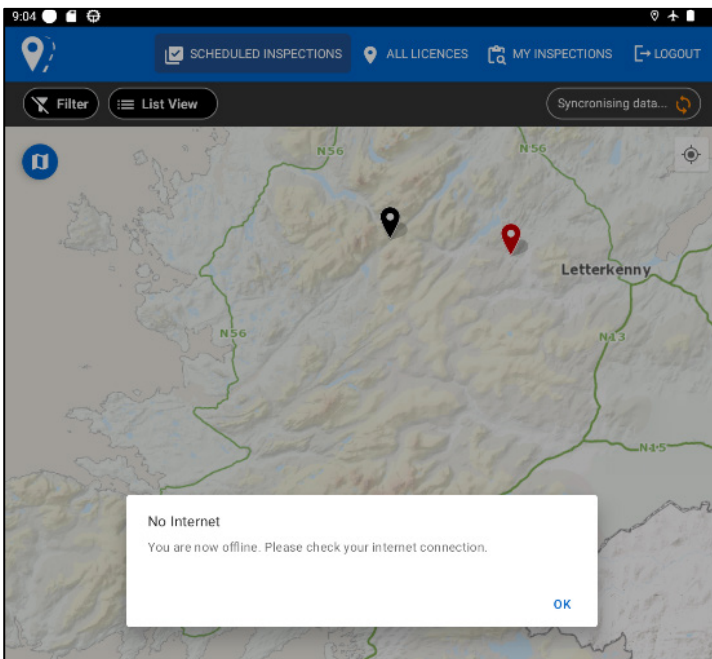


Any actions or a request performed in the app during this Offline period and provided it is supported by Offline feature will appear in the "Activity Queue".

If the action or request is not supported in Offline Tolerance mode, a flyout message appears saying:

*"No internet. You are now offline. Please check your internet connection"*

Example : The "All Licences" tab is not supported in the Offline Tolerance feature and so the message below appears when the 'All Licences' tab is clicked.



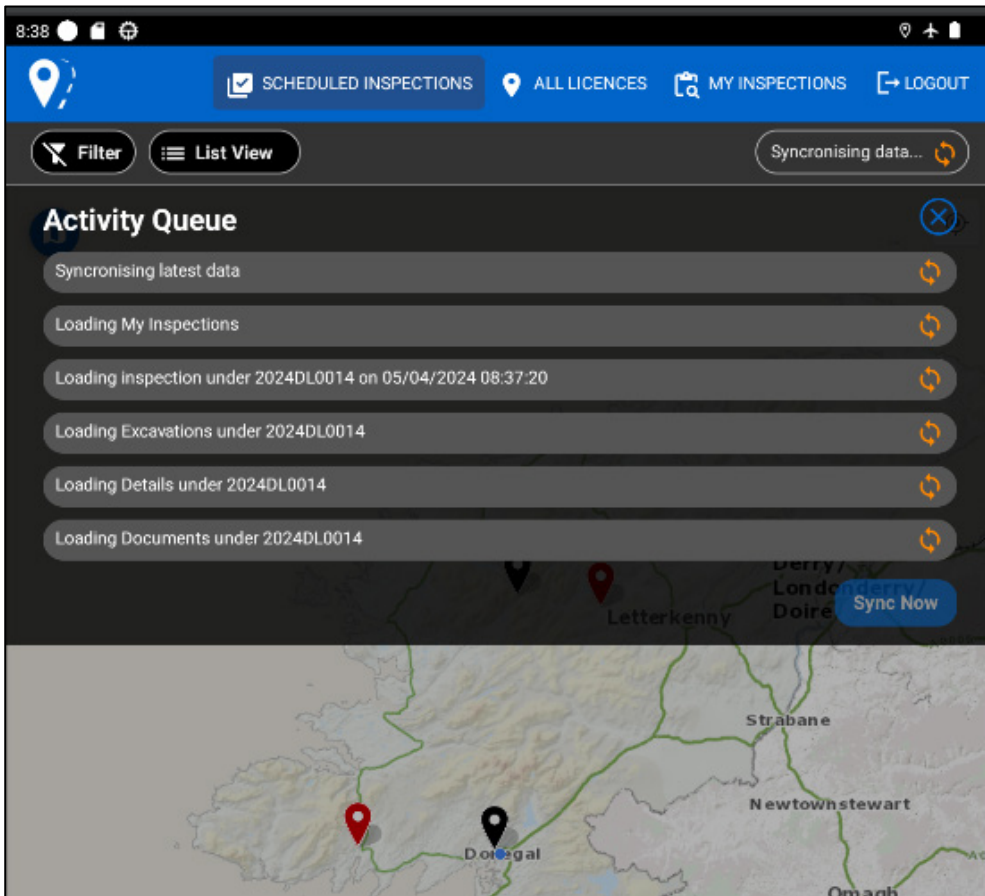
## **Activity Queue**

The Activity queue is seen when you tap to expand the Data Synchronization button.

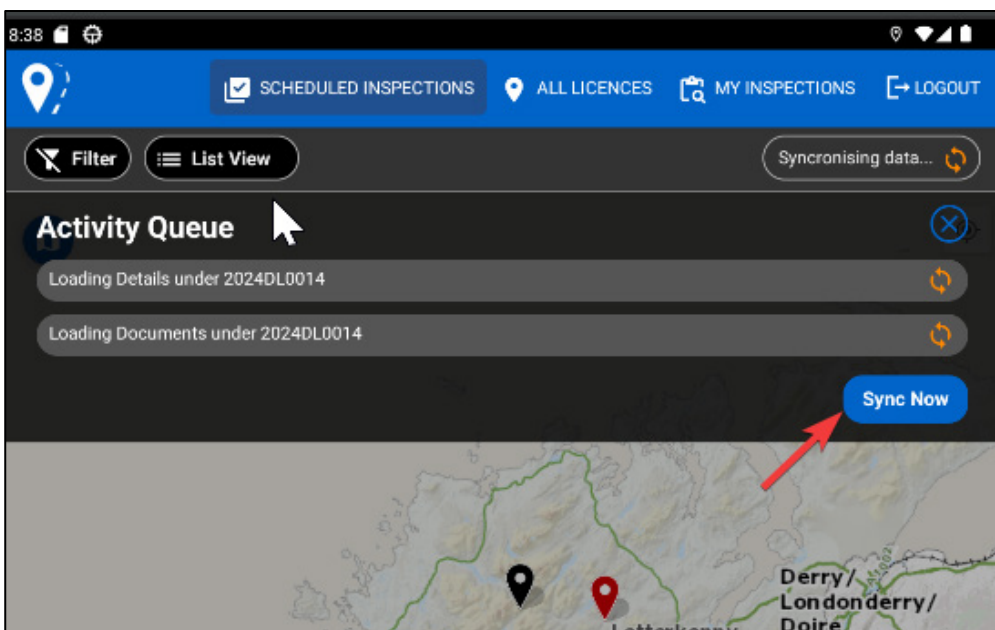
It starts loading all the offline supported actions and requests with a message **"Synchronising latest Data"**.

It also has the disabled **"Sync now"** button at the lower right corner in the screen below:



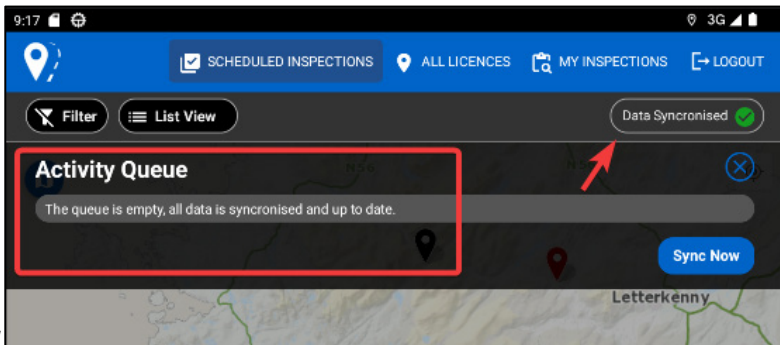


Once the device gets back Online or internet connectivity is restored, the "Sync Now" button is enabled and it starts syncing the actions automatically. Sync Now can also be manually clicked to load the queues actions immediately.



Once all actions are loaded, the Activity Queue will be empty and displays the message:

"The queue is empty, all data is synchronised and up to date" and it displays Data Synchronised button with green tick:



### 7.3. INCORRECT RECORDS

The incorrect records are captured by the Reject T5 process within the Scheduled Inspections T5 Signoff stages.

When the Inspector rejects the licence, they can select "Incorrect Record" as the reason and enter a comment regarding the incorrect details that the Applicant needs to rectify.

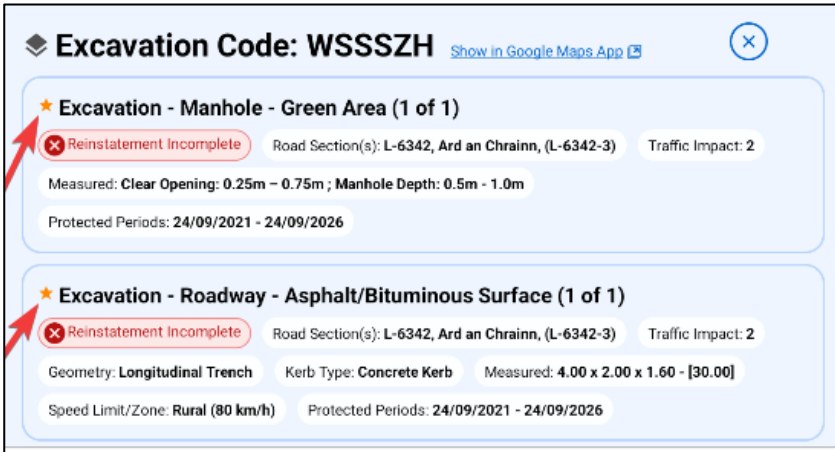
### 7.4. EXCAVATION DETAILS AND PHOTOS

The Excavation panel will show you the Excavation details and Photos in a licence.

It allows the users to view the details of the Excavation and its surface statuses, changes and updates.

Indicators will be displayed for any,

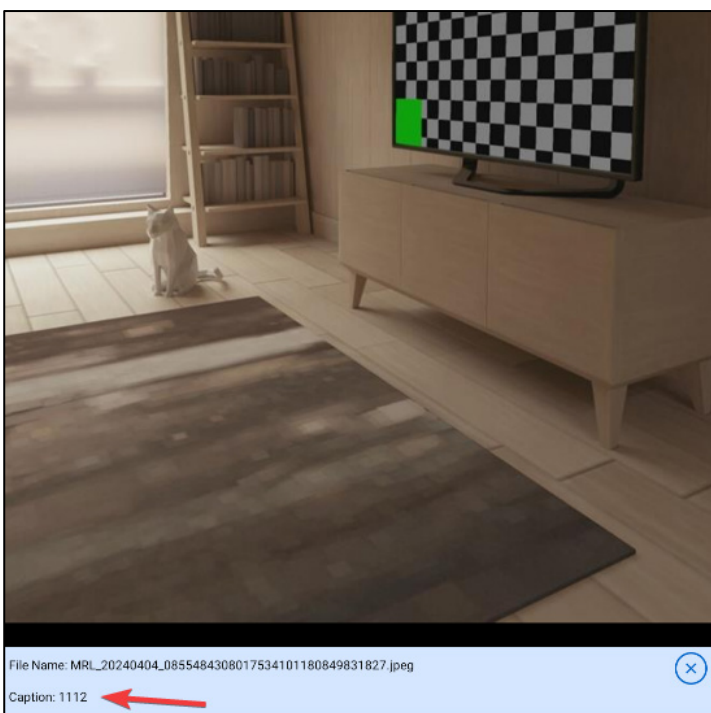
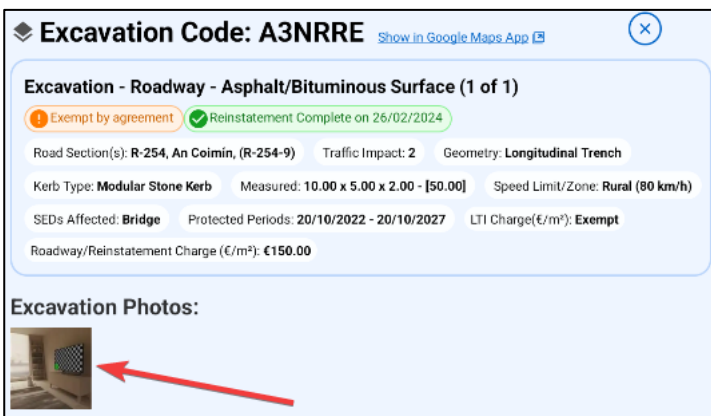
- Changes to surface (Planned vs Actual)
- New surfaces
- New excavations
- Changes to Excavation



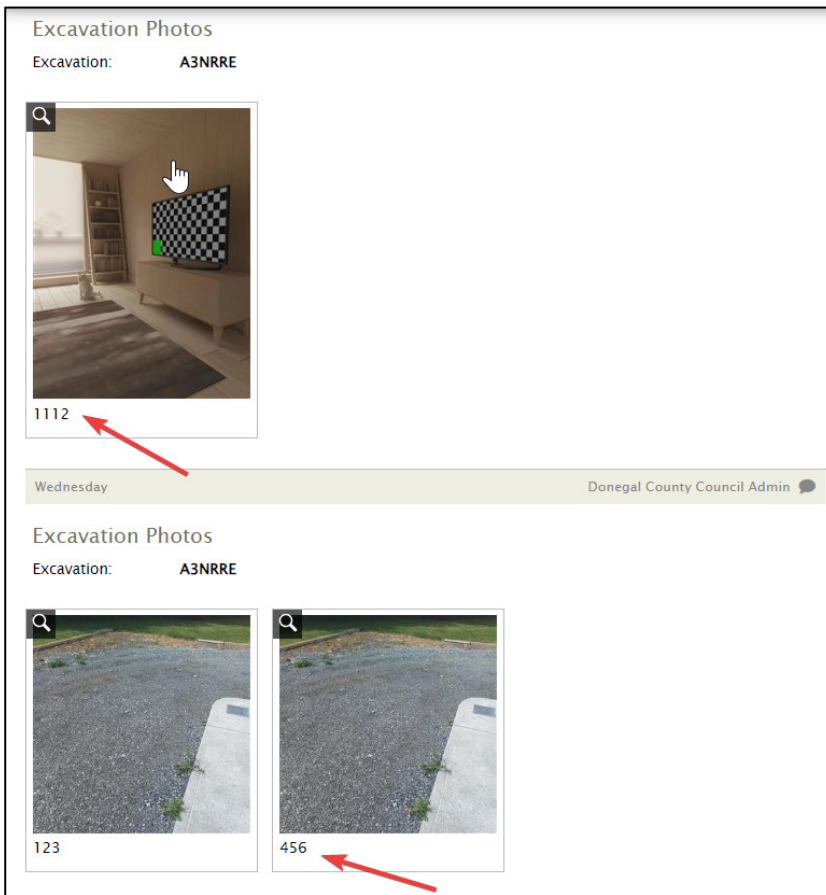
Excavation photos that are displayed in the Excavation panel include the **Filename** and **Caption** for each Excavation photo.

This is applicable in the MRL web application and the MapRoad Licensing Inspections App.

**Excavation Photo in Mobile App:**



**Excavation Photo in Mobile App:**



-----End of Document-----