

# 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: Road Management Office Email: Support@mrl.jitbit.com

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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 <u>Section-4.1</u> and <u>Section-7.2</u> 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

		_
L	Enter email address     *Required	
[	Enter password	
	*Required Disable Timeout Login	

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

u	
	2 Enter email address
	*Required
	🔒 Enter password
	Disable Timeout
	Privacy Statement Version 2.0 Build 539

# 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

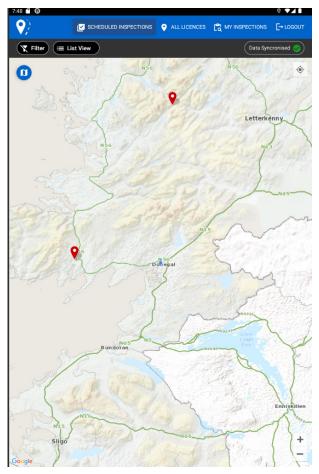
**Note:** T4 licences - T4s will not be displayed in the MapRoad Licensing App where the excavation marker does not exist

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.

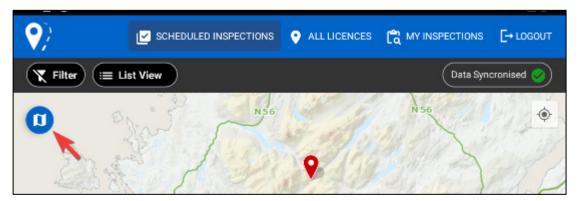
From the Scheduled Inspections tab, you can also: (Follow the arrow marks):

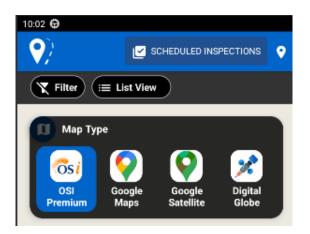
- Navigate the Maps
- Filter the Licences
- Toggle Map View and List View
- Data Synchronisation or Offline Tolerance
- Current Location
- Logout

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# 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"



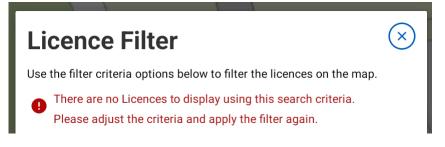
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Licence Filt				$\bigotimes$
Use the filter criteria opt	ions below to filter the licences on th	ie map.		
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Reinstated Area: Select 'Greater Than' o 'less than or equal to'	or 'Less Than' and enter a Value to fill the value.	er Surfaces with a rein	stated area 'greater than or	equal to' or (m2)
Applicant Organisation(	(s):			
Reinstatement Typ	ies:			•
Licence Type(s):				•
Only show licences	s you are the Tagged Inspector.			
	Reset	y 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.



#### **Reset/Remove Filter**

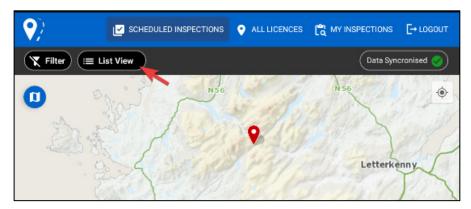
You can reset/remove the applied filter by:

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

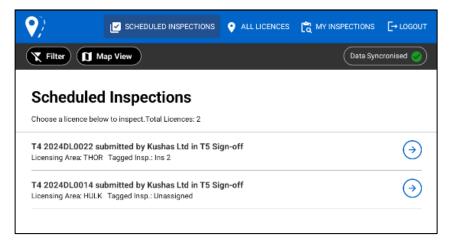
# **Toggle Map View and List View**

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.

<u>Example</u>

- 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.

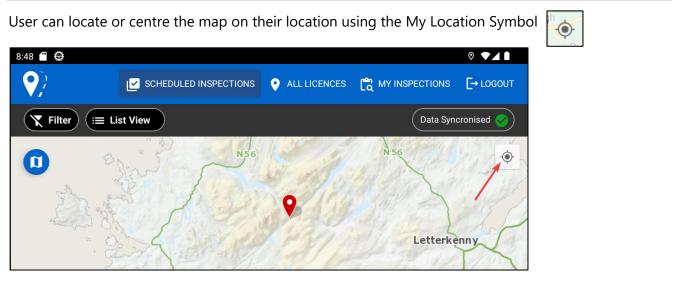
The Data Synchronisation button mainly shows:

- 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 <u>Section-7.2</u> for more details.

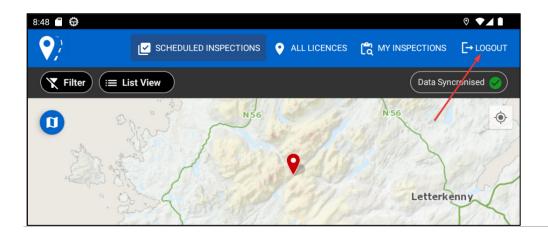
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# **Current Location**



# Logout

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



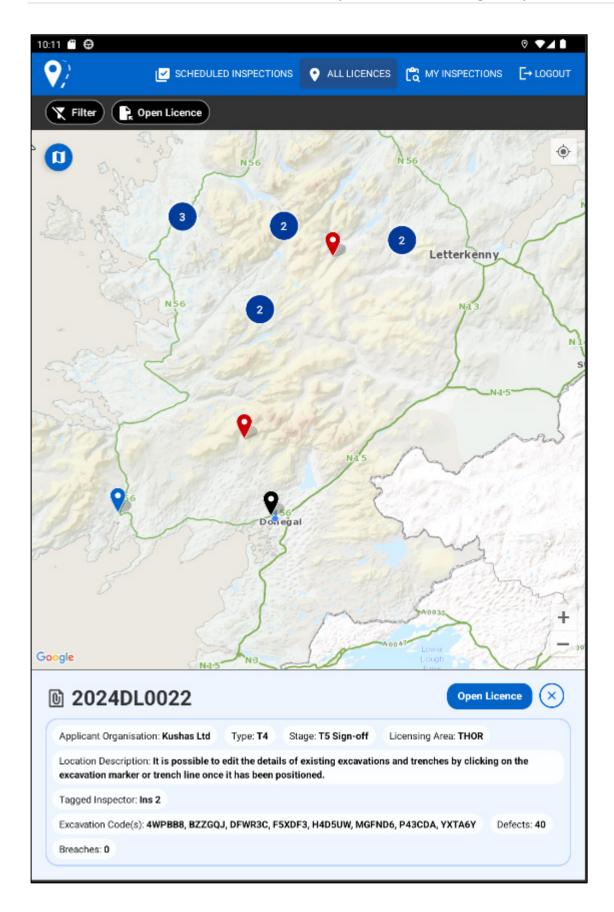
## 4.2. ALL LICENCES

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 <u>allows several functionalities</u>:

- 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.

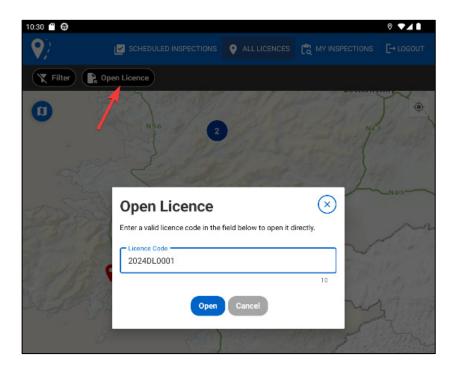
0:25 🗂 🖨				0
•		• ALL LICENCES		[→ LOGOUT
Tilter	Open Licence			
Licence Filt	ter			$\times$
Use the filter criteria opt	tions below to filter the licences on th	ie map.		
Please note the All Licer time	nces filter will show filter options bas	ed on the licences you	are viewing on the map at	any one
Licensing Area:				•
Reinstated Area: Select 'Greater Than' o 'less than or equal to'	ar 'Less Than' and enter a Value to filt the value.	er Surfaces with a rein	stated area 'greater than o	requal to' or (m2)
Applicant Organisa	ation(s):			•
Reinstatement Typ	Des:			•
Licence Type(s):				•
Stage(s):				•
	Reset	y Filter Cancel	)	

# **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".

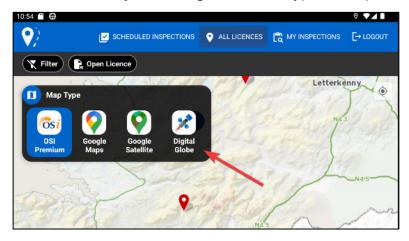
Clicking on the "Open Licence" button:

- 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.

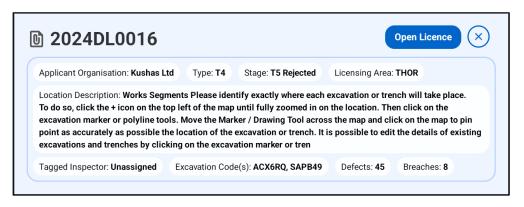


## **Licence Info Panel**

By clicking the licence marker, a <u>Licence Info Panel</u> 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.



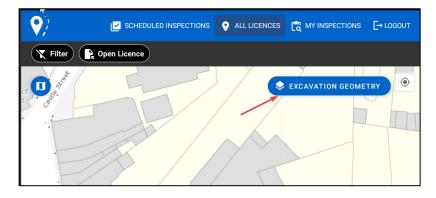
**Open Licence Button** – Tapping this button will open the corresponding licence as below:

11:17	⊘ • DL0016 shas Ltd	~~
Works Segn     T5 Rejected	Location Desc.: Works Segments Please identify exactly where each Tagge	ed Insp.:
	excavation or trench will take place. To do so, click the + icon on the top left Una	ssigned

## **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.

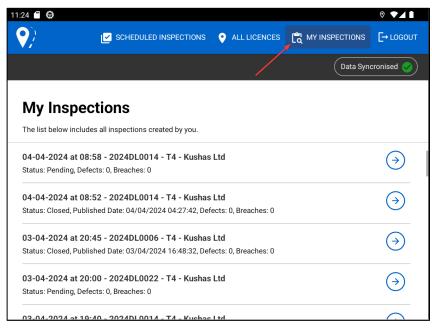
## Mobile App

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.

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Applicant	Tasks 🔍 Search	n 📃 Progran	nmes		My Inspections ★	Licensing Tasks	🖒 Reports 🕒	Settings 🌻 Logout	
My Inspections My Inspections My Inspections created by you. Click on the inspection in the list to manage that inspection.									
Viewing 13 pages o	of 242 results.			1 2 3 4 5	5 6 7 8	9 • •			
Viewing 13 pages o	of 242 results.	E Applicant	F Inspection Date			9	🚊 Date Published	🛓 Inspection Status	
Licence Code		Applicant Kushas Ltd	Inspection Date           04/04/2024				E Date Published	Enspection Status	
Licence Code	E Licence Type			No. of Breaches			Date Published		
Licence Code 2024DL0014 2024DL0014	Licence Type	Kushas Ltd	04/04/2024	<ul> <li>▶ No. of Breaches</li> <li>▶ No. of Breaches</li> <li>0</li> </ul>				Pending	
Licence Code 2024DL0014 2024DL0014 2024DL0006	Licence Type T4 T4	Kushas Ltd	04/04/2024 04/04/2024	▶ No. of Breaches ▶ 1 0 0 0 0 0			04/04/2024	Pending Closed	
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# 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:

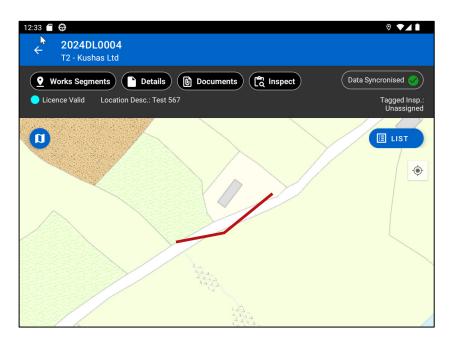
- Work Segments Tab
- Licence Details Tab
- Licence Documents Tab
- Inspect Tab

Licence details that are also visible:

- Licence Code
- Licence Type
- Applicant
- Licence Stage

- Location Description
- Tagged Inspector (Refer <u>Section-6</u> 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:

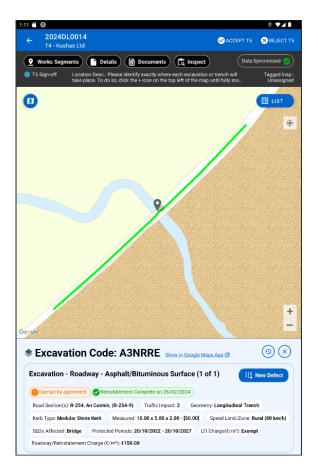


## 5.1. WORK SEGMENT TAB

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

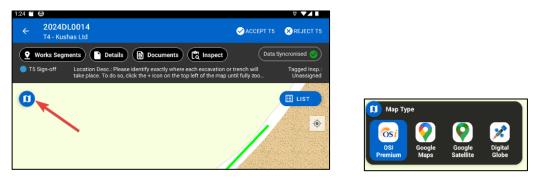
## Map View

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



# Navigate Map Types

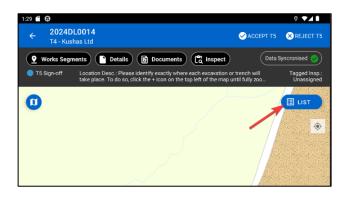
Map type can be changed by clicking icon indicated below:



# **Toggle Map View and List View**

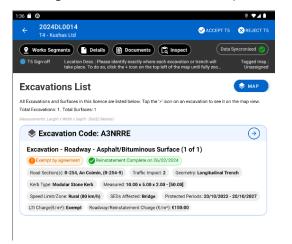
By clicking the 'List' button located at the top right side of the map, you can view all excavation details for the licence.

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



# **List View**

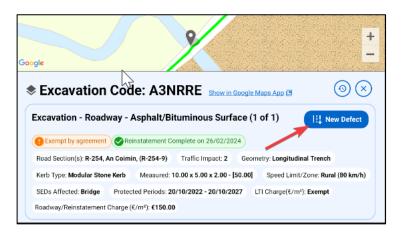
Clicking the List button on the Map will show the excavations in a List View:



## 5.2. EXCAVATION PANEL - MAP VIEW

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

- a) It contains all details of the excavation required for Inspection
- b) If an excavation contains an open defect, there will be a 'Defect' indication displayed in the excavation details section
- c) **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

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← 2024DL0006 T4 - Kushas Ltd	
🔮 Works Segments 📄 Details 📵 Documents 🕞 Inspect	Data Syncronised 🤡
T5 Rejected Location Desc : 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 zo	
Create Defect	
Enter the details of a defect found during the inspection. There will be a separate defect created elected.	I for every surface
Category	-
This field is required. Please select a value.	
Туре	*
This field is required. Please select a value.	
Severity	-
This field is required. Please select a value.	
Add Defect Image(s): Add new image(s) or select image(s) from the inspection.	Add Image
Comment:	
	٥
excavations - Map View	List View
lick a marker or trench line to view the surface(s) details, then click the 'Select' utton on a surface to add it to this defect.	Toggle List View or Map View
	١

#### Show in Google Maps App

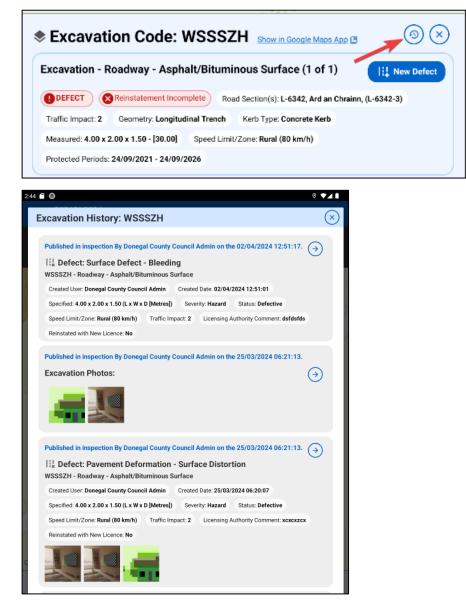
Clicking the "**Show in Google Maps App**" link will navigate to Google Maps and show the excavation location.



## 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

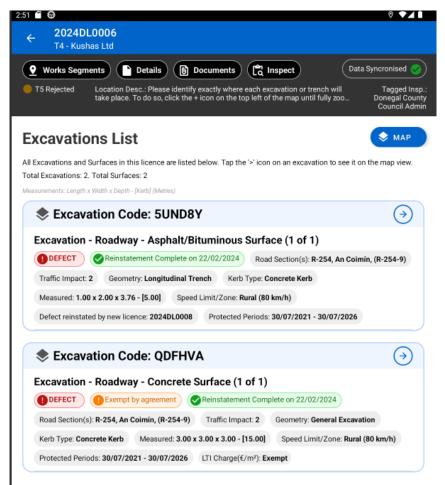
- b) Excavation History will not show any Inspection details whether it has excavation/defects/breaches or a standalone Inspection details
- c) The Offline Tolerance feature is not supported in Excavation History

#### 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

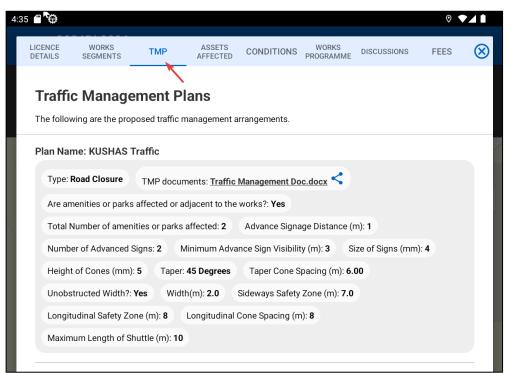
## **Licence Details**

4:27	•							0	21
	LICENCE DETAILS	WORKS SEGMENTS	TMP	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	$\otimes$
	The followin	g information h	as been prov	ided in relatior	to the location	and works to b	e carried out.		
	Works	Details							
	Nature of	f Emergency: <b>Ele</b>	ectrical	Nature of Work	s: <b>dsfdsfds</b>				
	Validity P	eriod: Start Date	e: 20/02/202	4 End Date: 21	1/02/2024, Start	Time: 07:15 E	nd Time: 07:15		
	Applican	t Reference: <b>1a2</b>	b3c4d E	Billing Reference	ce: <b>5e6f7g8h9i</b>				
	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								
		ctor	Name <sup>-</sup>	KUSHAS TMP	Mobile: 123	4567890			

## Works Segments

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ſ	LICENCE DETAILS	WORKS SEGMENTS	ТМР	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	$\otimes$	
	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									
L	Locus Of The Work (Excavations List):									
	Excavation	Code Coordinat (GPS)	es Ro	ad Name(s)	No. of Surfac	es Highest Impact		kcavation rea(m²)		
	5UND8Y	Point (54. -8.09337)		254, An Coimín, -254-9)	1	2	2.	0		
	QDFHVA	Polyline (5 -8.08933)		254, An Coimín, -254-9)	1	2	9.	0		

#### <u>TMP</u>



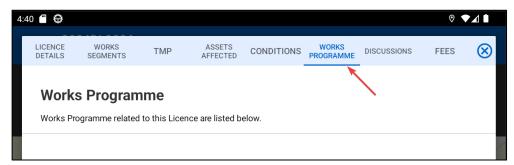
#### **Assets Affected**

4:3	8 🗂 🖨							0	
	LICANCE	WORKS SEGMENTS	TMP	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	$\otimes$
	Assets Affected Assets affected by the planned works are listed below.								
	There are currently no assets affected.								

#### **Conditions**

4:39	Φ							⊘ ◄			
	CENCE	WORKS SEGMENTS	TMP	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	⊗		
	Conditions The Conditions that apply to this licence are described below.										
	Sche	dule Part	1 – Inte	erpretati	on						
	A. th	e "Applicant" c	r "Licence	Holder" mea	n the applican	t for this lice	nce.				
		e "application" erewith.	means the	application	for this Licenc	e including a	all documenta	tion provide	ed		
C. "Approved Certifier" means a person, nominated by the Licence Holder who possesses a Roac Opening & Reinstatement Advanced Level Registration Card.								bad			
	D "G	uarantee Perio	d" means i	the period di	iring which the	Licence Ho	lder is respon	sible for			

#### **Works Programme**



#### **Discussions**

LICENCE DETAILS	WORKS SEGMENTS	TMP	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	6
Any queri applicant	ssions			ussed internally	with your colle	agues or directly	with the	

#### **FEEs**

4:44	• 🗖 🗘							0	ZŪ
	LICENCE DETAILS	WORKS SEGMENTS	TMP	ASSETS AFFECTED	CONDITIONS	WORKS PROGRAMME	DISCUSSIONS	FEES	$\otimes$
	Fees	L.							
	Category. 7	ing fees are calcu These fees are NC of fees/invoice.							•
1									
	Licensin	ng Fee/Adminis	tration					€4.	00
	Type: A	pplication Fee	Unit: T4						
							Т	otal: €4.0	00

## 5.6. DOCUMENTS TAB

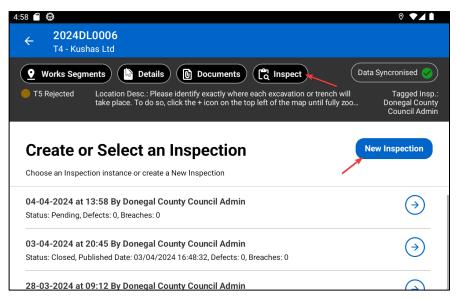
From the documents folder, you can browse and download documents associated with the licence:

- 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

				◊ ◄⊿ ▮
← 2024DL T4 - Kusha				
• Works Segme	ents Details	Documents	a Inspect	Data Syncronised 🥪
T5 Rejected			e each excavation or trench o op left of the map until fully	
			$\mathbf{X}$	
Documen	te			
Documen	113			
			e' icon to view or the 'Share' ftware installed on your devi	
	file directly you must ha			
available. To view a	file directly you must ha			ice.
available. To view a	file directly you must ha			ice.
available. To view a Select a Collectio 2024DL000	file directly you must ha	we the appropriate so		ice.
available. To view a Select a Collectic 2024DL000 Licence Certifica	file directly you must ha	we the appropriate so		ice.

#### 5.7. INSPECT TAB

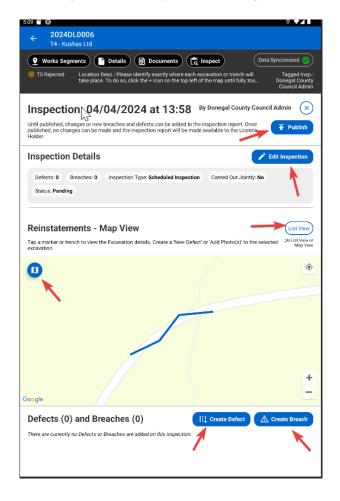
Inspect Tab shows/lists the Inspections that are created for the selected Licence and also allows you to create a New Inspection:



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 <u>Section-7.4</u> 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":

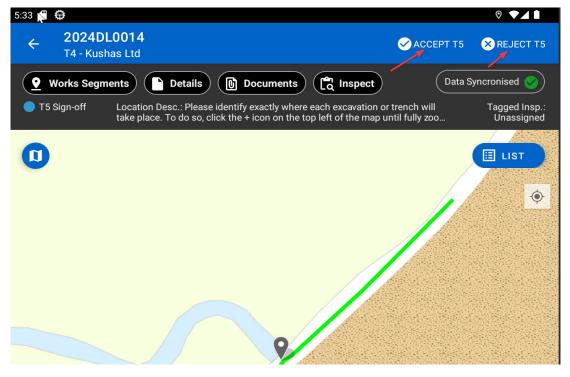
5:28 🗂 🕀		⊘ ▼⊿ ∎	
← 2024DL0014 T4 - Kushas Ltd	✓ ACCEPT T5	× REJECT TS	
Vorks Segments Details Documents	La Inspect Data Sy	ncronised 🥑	529 € Ø         0 ♥ ✔↓↓           ←         2024DL0014         Ø ACCEPT TS         Ø REJECT TS           1/4 - Kushas Ltd         Ø ACCEPT TS         Ø REJECT TS
T5 Sign-off Location Desc.: Please identify exactly where exit take place. To do so, click the + icon on the top		Tagged Insp.: Unassigned	Works Segments     To Sign-off     To Sig
Inspection: 03/04/2024 at 19:40 Until published, changes or new breaches and defects can be added can be made and the inspection report will be made available to the L (Published: By Donegal County Council Admin on the 03/04/2024 16	to the inspection report. Once publishi		Google +
Closed: By Donegal County Council Admin on the 04/04/2024 04:27			Defects (1) and Breaches (1)
Inspection Details			Description: Breach Direction - 0304-2024 - 1003 Severity Immediate & Serieus Hazard & Status: Taken Back Created User Danegal County Council Admin Created Data 2004/2024 1217:28 Direction Imach Direction - 0304-3024 - 1003
Defects: 1 Breaches: 1 Inspection Type: Scheduled Inspe	ction Carried Out Jointly: Yes		Licensing Authority Comment: Breach comment - 0304-2024 - 1003
Status: Closed Inspection Reference: 0304-2024 - 1003 F	Person met on site: Shashi - 0304-202	4 - 1003	Condition Type: Schedule Part 2 - Standard Conditions
Comment: Ins comment - 0304-2024 - 1003			Condition Content: •Prior to commencement of and during the roadworks the Licence Holder shall inspect the locus in accordance with 5.3 of the Quidelines.
			Show Full Condition
			1:1 Defect: Pavement Deformation - Surface Distortion A3NRRE - Roadway - Asphalt/Bituminous Surface
Reinstatements - Map View		List View	Created User: Donegal County Council Admin Created Date: 03/04/2024 15:15:18
Tap a marker or trench to view the Excavation details.		Toggle List View or	Specified: 10.00 x 5.00 x 2.00 (L x W x D [Metres]) Severity: Hazard Status: Taken Back Speed Limit/Zone: Rural (80 km/h) Traffic Impact: 2
		Map View	Speed Limit/Zone: Rural (80 km/h) irathic Impact: 2 Licensing Authority Comment: 0304-2024 - 1003 - Def - comment Reinstated with New Licence: No
0		٠	

#### 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 Licensing Tasks Use the Task Lists below to view and m	anage licences.						
BEING PROCESSED	Map View						
0 Processing							
2 Emergency	Viewing 1 pages	of 1 results.				1 🕨 🕅	
LICENCE REQUESTS	Licence C	E Organis	Licensing	Location Description	Days in S	ANP End	🛓 Nature of Em
2 Edit Requested	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
0 Extension Requests							

Licensing Tasks Licensing Tasks Use the Task Lists below to view	and manage licences.								
BEING PROCESSED 0 Processing	• Map View							Certifica	tion not required:
2 Emergency	Viewing 1 pages								vs per page: 20
LICENCE REQUESTS	Licence C	🚊 Туре	Traffic I	Organis	Licensing	Location Description	Days since Publ	Licence S	Tagged Inspe
2 Edit Requested	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
<ul><li>0 Extension Requests</li><li>0 Withdrawal Requests</li></ul>	2024DL0005	Τ4	2	Kushas Ltd	THOR	Please identify exactly where each excavation or trench will take place. To	47	T5 Certification Rejected	Donegal County Council Admin
ONDITIONING	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

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

Settings > Yo	our Organisation	ns > Licensing >	> Licensing Expertise	Category
<u> </u>	<u> </u>		5 1	<u> </u>

			د	Donegal County Council Admin   Donegal County Council Help   FAQs			
🏫 🗎 Applicant Tasks 🔍 Search 📃 Pr	ogrammes	My Inspections 🔺	Licensing Tasks 🖻 🛛 Reports 🕑	Settings 🗘 Logout 🖡			
Settings > Your Organisation > Licensing > Licensing Expertise Category          Manage Expertise Categories       • View Inspectors         Manage Expertise Categories       • View Inspectors         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.       Item 1							
<b>≥</b> Description	🛓 Is Default	E 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 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 manufe it. Add an Expertise Category using the Create option to the right.								
Viewing 1 pages of 3 results.								
🛓 Description	🛓 Is Default	E No of Licences	E 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	Create Expertise Category								
Use the form below to create a new Expertise Category. To if no Surface Type is selected, all surface types will be inclu		lanation, select Team(s) and configure at lea	ast one criterion. If a criterion is not select	ed all of those options will be included. For exan	ple,				
Expertise Category Explanation:			?						
Team(s):	Select								
Select Criteria:									
Choose Licensing Area(s):	Select								
Reinstatement Area Criteria:	Select								
Reinstatement Type(s):	Select								
Surface Type(s):	Add								
Licence Type(s):	□ T2	□ T3	□ T4	□ T2'					
Applicant Organisation Type(s):	Utility Company		Contractor						
Include or Exclude the selected Applicants:	Select								
	Save Cancel								

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

Team(s):	Select							
	Choose Team(s):							
	Choose to either Include or Exclude and then select one or more Applicants. Click an option below to click a selected option to de-select it.							
	accounting	Approval	Conditioning Approval					
	□ conditioning approver dep	Conditioning Department	Default Applicant Team					
	Finance Manager LA	✓ Inspect Aprpover	✓ Inspectors					
	Performance Manager	Processors	RoadWorks					
	Test Ins App	Traffic Flow	Water Works					
	Confirm Cancel							

• **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):	Select		
		click a selected option to de-selec	it it.	licants. Click an option below to select it,
		V District 1	District 2	
		Testing it	✓ THOR	
		Confirm Cance	el	

• **Reinstatement Area Criteria** - Reinstatement Area has the option to choose 'Criteria' and 'Area'

<u>Criteria Options:</u> Greater than, Greater or Equal than, Lesser than and Lesser or Equal than.

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

Reinstatement Area Criteria:	Select
	Choose Reinstatement Area:
	Click an option below to select criteria.
	Criteria: Greater or Equal than 🐱
	Area (m2): 2
	<b>Confirm</b> Cancel

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

Reinstatement Type(s):						
	Reinstatement Types:					
	Choose to either Include of click a selected option to d		e or more Applicants.	Click an option below to select it,		
	Permanent	🗌 LA Reinstatem	ent 🗆	] Temporary		
	U Works Not Done					
	Confirm	Cancel				

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

Au		
Select Surface Type:		
Select Surface Type to add.		
Part of Road:	- ~	?
	-	
	Roadway	
	Footway / Off Road Cycleway	
	Verge	
	Manhole	
	T T4	D T21

- 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)

	de: oplicants. Click an option below to sele
Exclude	
Clare County Council	Eircom Limited
Riddle	Wexford County Council
	and then select one or more Ap it.

#### **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:

Settings > Your Organisation > Licensing > Licensing Expertise Category
Manage Expertise Categories     View Inspectors
View Inspectors
Configured Expertise Caterogies and assigned Inspectors within each are listed below.
5
Default: Donegal County Council Admin, Ins 1, Ins 2, Sol Don 1
District 1:
Donegal County Council Admin, Ins 1, Ins 2, Sol Don 1
THOR Category:
Donegal County Council Admin, Ins 1, Ins 2, Ins App1, Sol Don 1

## 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.

				negal Council Admin   Degal County Council Degal Help   FAQs
🏫 🗎 Applicant Tasks 🔍 Search 📃 Programmes	My Inspections 🔺	Licensing Tasks	🖻 Reports 🕑 Settings	🗘 Logout 🗣
2024DL0014 - T4 - Kushas Ltd • Licence Form • Documents • History • Discussions • Fees				
Works Form: 2024DL0014 – T4 – Kushas Ltd		ſ		
	You're acting as: Insp	ector Approver	Tagged Inspector: Ins 1 - HULK	
Works Segments Works Programme Traffic () Inspection			Licence Actions:	=
Inspection			Accept T5	
Details of inspections carried out and Published Breaches / Defects are listed below. Click on an Inspection in the tabl new one click 'New Inspection'. An Inspection / Survey can be requested by clicking 'Inspection/Survey Request'.	le below to manage it o	or to create a	Reject T5	
new one click new inspection. An inspection / survey can be requested by clicking inspection/survey request.				
() There is an excavation on a street that has an active Protected Period. Go to the Works Segments tab for more information.			Options:	
New Inspec	ction Inspection/Sur	Vov Boguost	Assign Licensing Area	
New inspec	inspection/surv	vey Request	Tag Inspector	
Viewing 1 pages of 12 results.			Stage Description: The Licene has indicated that works are	ce Holder 🔹 🗸

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):	Select	
Submitted Date Range:	FROM	> TO
	Search	Clear Search

#### 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
- **<u>Reason</u>** 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

8:06 🗘 🗂	◊ ◄⊿ ▮
SCHEDULED INSPECTIONS  ALL LICENCES  MY INSPECTIONS	[→ LOGOUT
Tilter Map View	cronised 🥪
Scheduled Inspections	
Choose a licence below to inspect. Total Licences: 4	
T4 2024DL0022 submitted by Kushas Ltd in T5 Sign-off Licensing Area: THOR Tagged Insp.: Ins 2	$( \rightarrow )$
T4 2024DL0018 submitted by Kushas Ltd in T5 Sign-off Licensing Area: District 1 Tagged Insp.: Unassigned	$( \Rightarrow )$
8:00 🖨 🖷	© ▼⊿ I
← 2024DL0014 T4 - Kushas Ltd	× REJECT T5
Works Segments     Details     Documents     Can Inspect	yncronised 🥑
T5 Sign-off Location Desc.: 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 zoo	igged Insp.: Ins 1
Inspection: 04/04/2024 at 17:23 By Donegal County Council	Admin 🗙
Until published, changes or new breaches and defects can be added to the inspection report. Once published, no changes can be made and the inspection report will be made available to the Licence Holder.	<b>Publish</b>
Inspection Details	lit Inspection
Defects: <b>0</b> Breaches: <b>0</b> Inspection Type: Scheduled Inspection Carried Out Jointly: No	
Status: Pending	

8:08 🖨 🧉				⊚ ▼⊿ ∎
•	SCHEDULED INSPECTIONS	• ALL LICENCES		E→ LOGOUT
Tilter	lap View		Data Syne	cronised 🥑
Licence Filt	ter			$\times$
Use the filter criteria opt	ions below to filter the licences on th	ie map.		
Licensing Area:	J.			•
Reinstated Area: Select 'Greater Than' o 'less than or equal to't	or 'Less Than' and enter a Value to filt the value.	er Surfaces with a rein:	stated area 'greater than or	(m2)
Applicant Organisation(	s):			•
Reinstatement Typ	es:			•
Licence Type(s):				•
Only show licences	s you are the Tagged Inspector.			
	Reset Appl	y Filter Cancel	)	

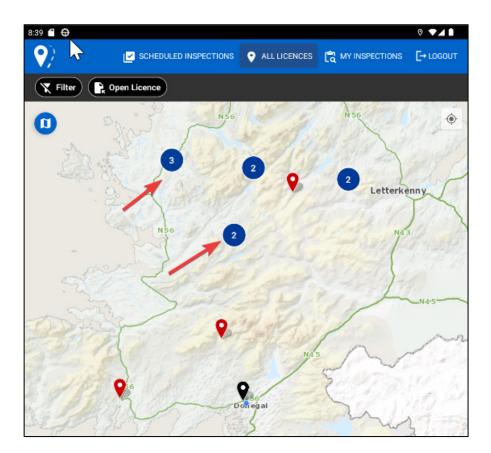
# **7. EXTENDED FEATURES**

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 potions
- 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

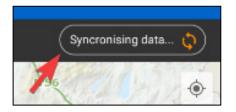
When tapped. the "**Data Synchronisation button**" will display an Outgoing Actions Queue and expand/show the queue list. The queued list gets cleared once the device gets back online and processes the actions in the queue.

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".

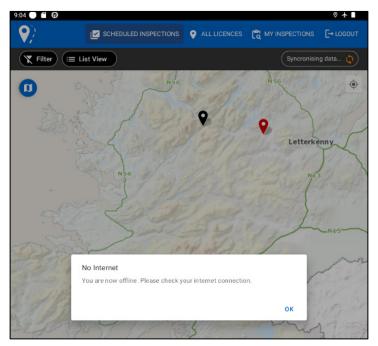


Any actions or a request performed in the app during this Offline period and provided it is supported by Offline feature will appear in the "Activity Queue".

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:

8:38 💮 🧉 🖨	0  ।
	C MY INSPECTIONS C→ LOGOUT
Tilter 🔚 List View	Syncronising data 🗘
Activity Queue	
Syncronising latest data	φ
Loading My Inspections	Q
Loading inspection under 2024DL0014 on 05/04/2024 08:37:20	Q
Loading Excavations under 2024DL0014	¢.
Loading Details under 2024DL0014	Q.
Loading Documents under 2024DL0014	¢)
Lette	Lon de Doire Sync Now
	Strabane
Doiting al	3 Omagh

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.

8:38 🖬 🖨	◎ ▼⊿ 🕯
	● ALL LICENCES 😭 MY INSPECTIONS [→ LOGOUT
Tilter 🔚 List View	Syncronising data 🔷
Activity Queue	
Loading Details under 2024DL0014	\$
Loading Documents under 2024DL0014	φ
	Sync Now
	P P Derry/ Londonderry/ Doire

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:

9:17 🖪 🖨				© 3G⊿1
•	SCHEDULED INSPECTIONS	• ALL LICENCES		[→ LOGOUT
Tilter 📰 Li	st View		Data Syn	cronised 🧭
Activity Que	ue ms e		1	
The queue is empty,	all data is syncronised and up to dat	ie.		
		9	9	Sync Now
. 9	en fallent	Stor 6	Letterk	enny

## 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.

Reject T5	$\otimes$
Confirm that additional planned works are required and give a brief explanation to the licence holder.	
C Licensing Area	
Central	*
Reject Reason	
Incorrect Record	•
Note	0
Please complete this mandatory field	0
Submit Cancel	

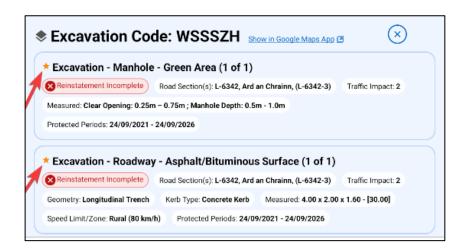
## 7.4. EXCAVATION DETAILS AND PHOTOS

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,

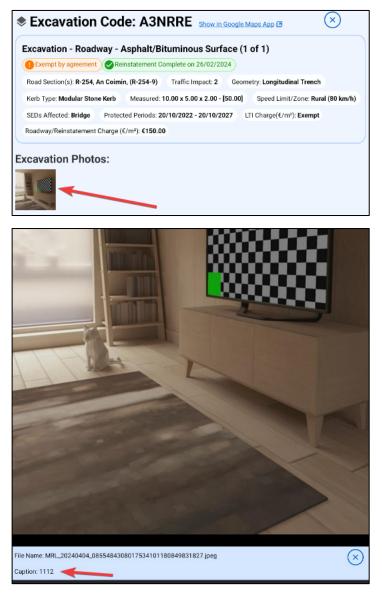
- Changes to surface (Planned vs Actual)
- New surfaces
- New excavations
- Changes to Excavation



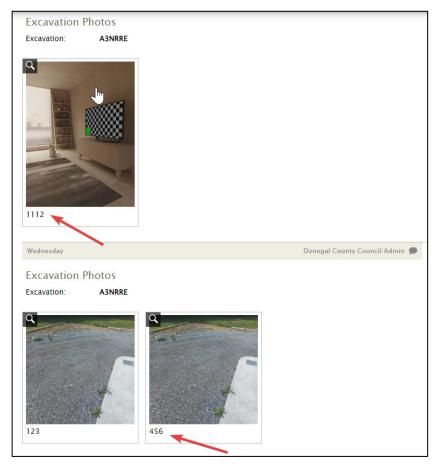
Excavation photos that are displayed in the Excavation panel include the **Filename** and **Caption** for each Excavation photo.

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

#### **Excavation Photo in Mobile App:**



#### **Excavation Photo in Mobile App:**



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