Working together effectively

Ag obair go héifeachtach le chéile

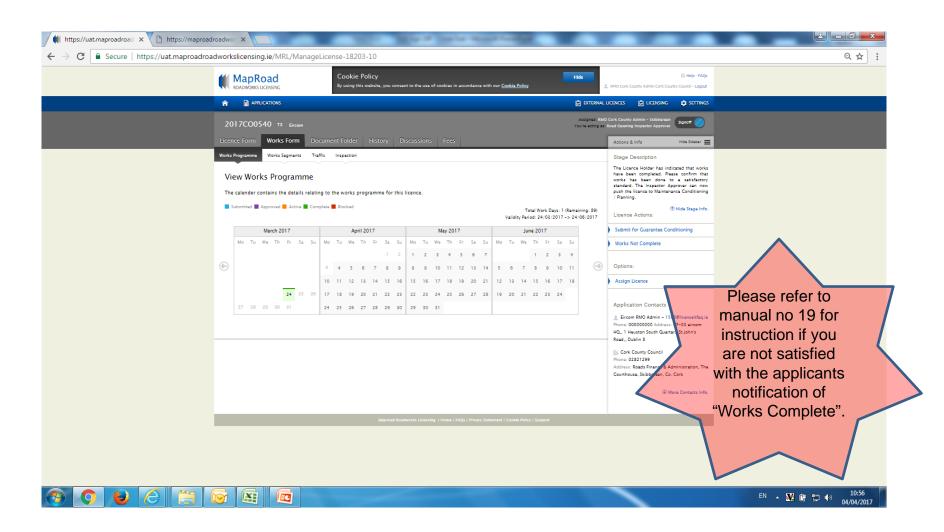


Title: Sign Off – Close Out		
Reference:	18	
Revision:	1	
Date:	08/03/17	

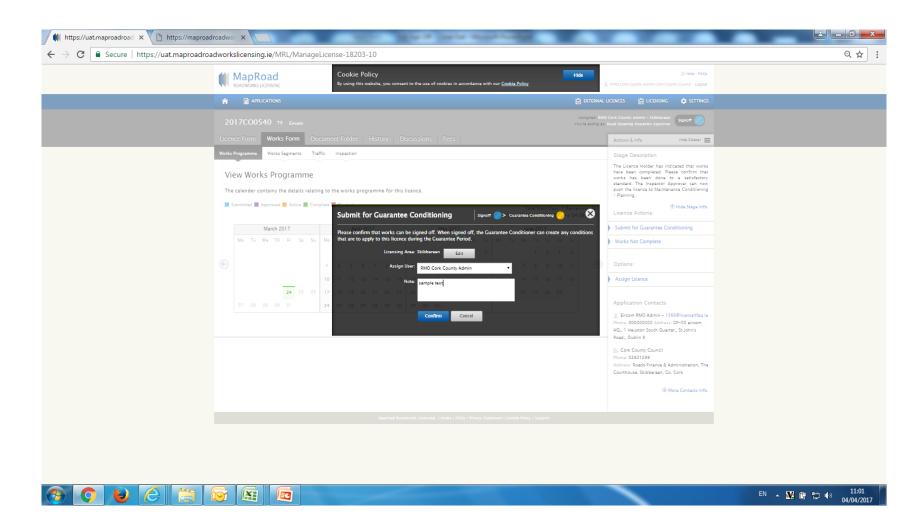


The Road Opening License has been Granted. The applicant has marked Works Complete or alternatively Works Not Complete to progress the licence to Sign Off stage.

Select "Submit for Maintenance Conditioning" to progress

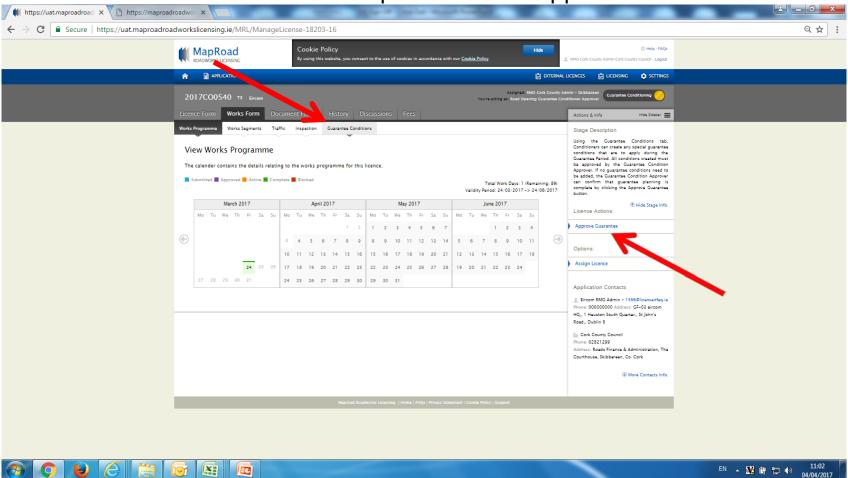


Please complete mandatory fields and select "Confirm" to progress to Guarantee Conditioning.

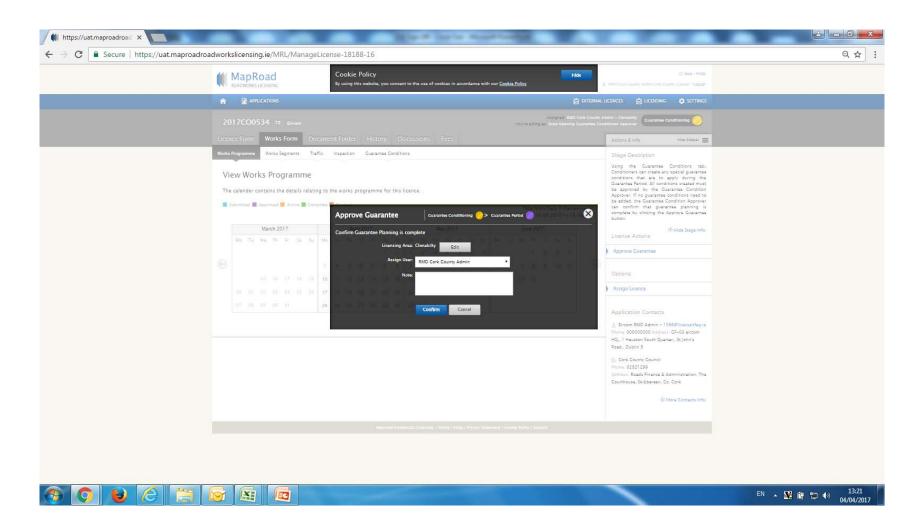


The licence is now in "Guarantee Conditioning" stage. Conditions may be added under Guarantee Conditions Tab. If Guarantee Conditions are added the application will enter Guarantee Agreement for applicants agreement prior to entering the Guarantee Period.

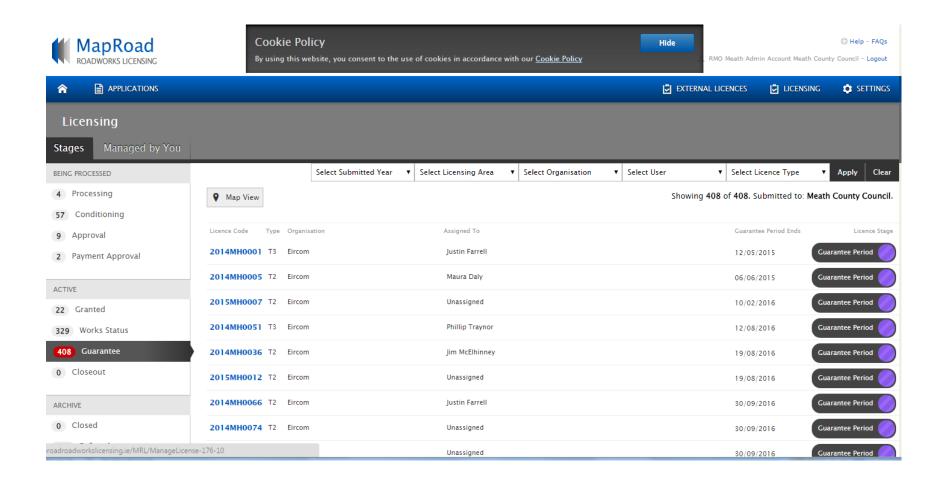
If no conditions are added please select "Approve Guarantee"



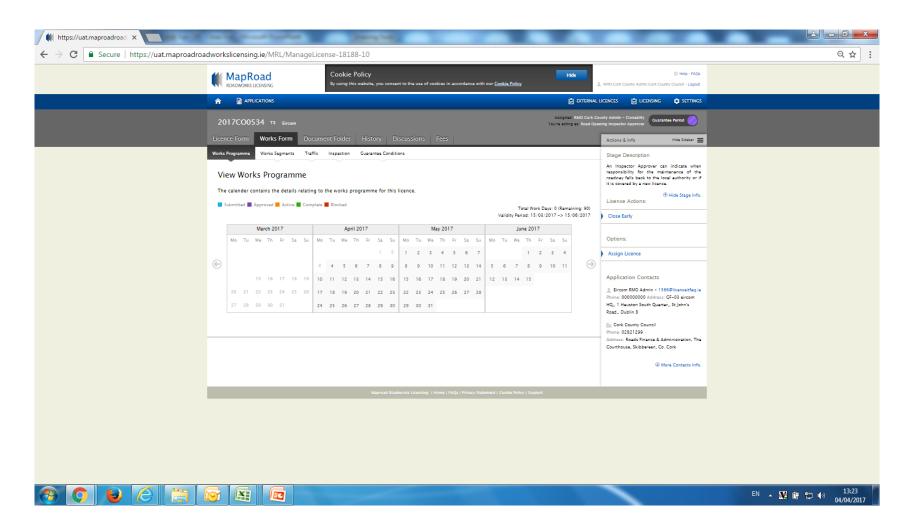
The Licence progresses to the Guarantee Period stage.



Licences in the Guarantee Period Stage are listed in order of earliest Guarantee Period End Date.

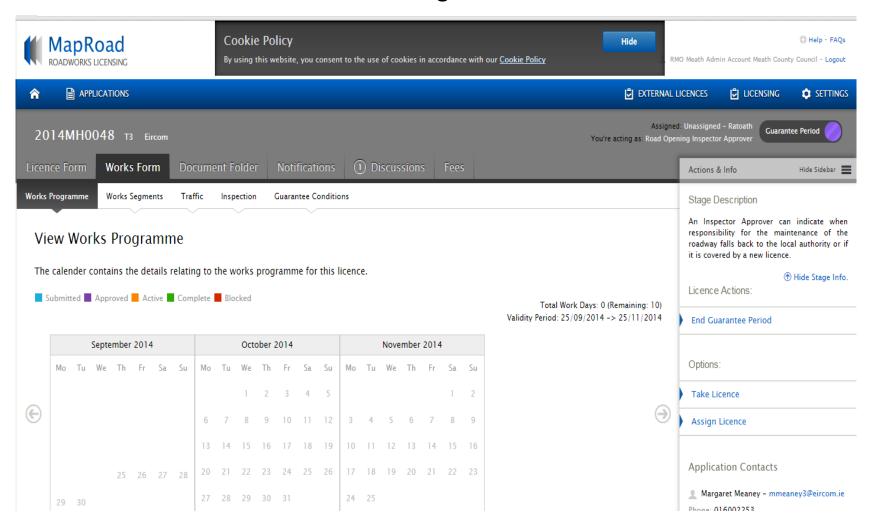


Authority can hit "Close early" to end Guarantee Period stage. The "Close Early" is primarily used when works did not take place on the issued licence.

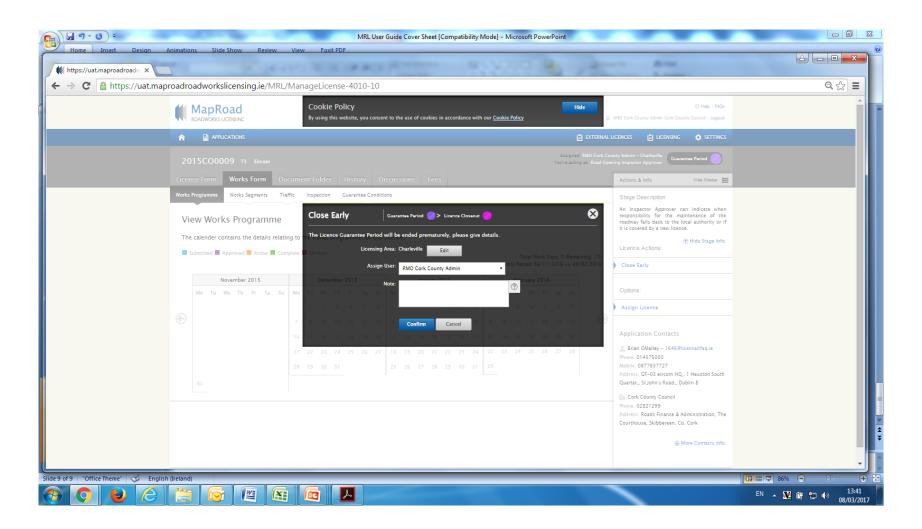


Alternatively when the Guarantee Period ends the Licence Action button is now "End Guarantee Period".

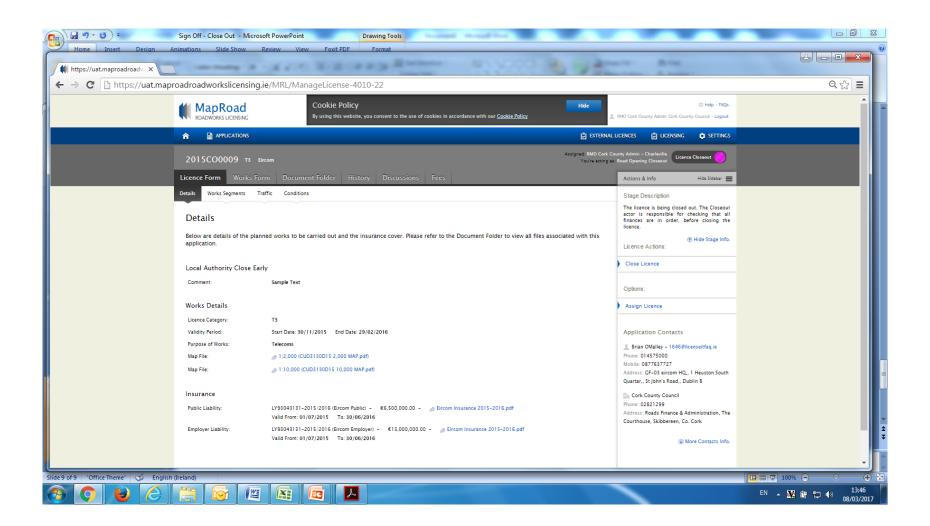
A manual action is required by the authority to exit the Guarantee Period Stage.



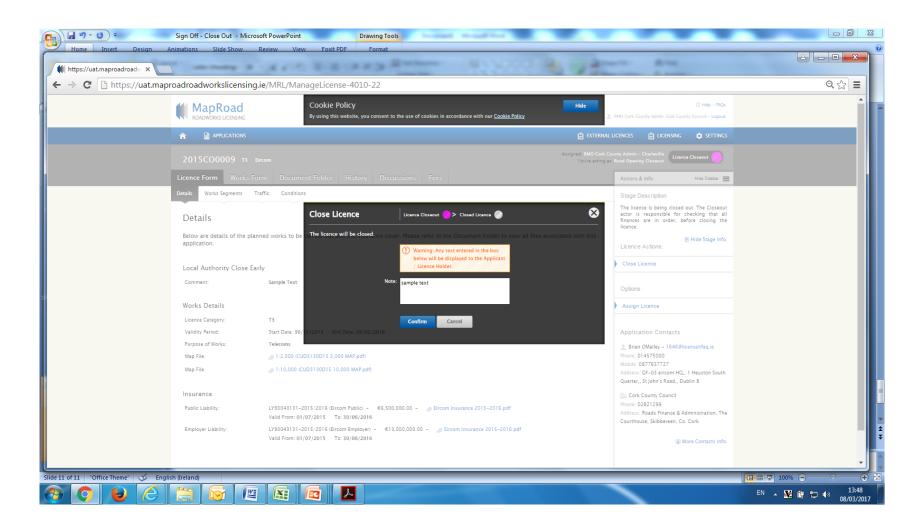
Authority must detail reason for close early – The note text box is a mandatory field.



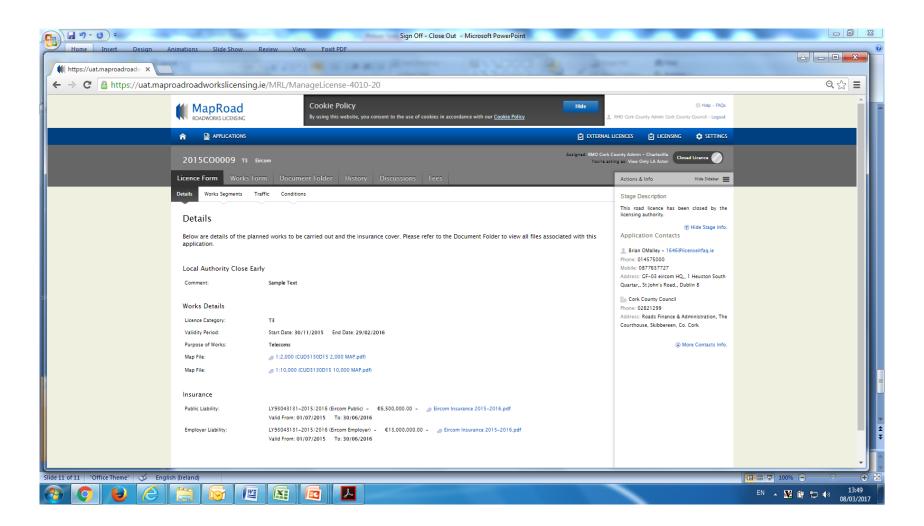
Final invoice may be issued if appropriate. Hit "Close Licence" to progress.



Text entered will be visible to the applicant. This is a mandatory field.



Licence progresses to Closed Licence stage – This stage is classified as Archive.



Please submit any queries to the RMO through Support@mrl.jitbit.com