



MapRoad
ROADWORKS LICENSING

Title : Add a Document

Reference:

022

Revision:

1

Date:

05/04/17

MRL is designed to record and facilitate all documentation submitted in relation to Road Opening Licensing.

Documents may be uploaded on any live file at any stage.

Documentation cannot be uploaded to files in Archive.

On any application select the Document Folder.
Please select “Attach Document”.

The screenshot shows the MapRoad website interface for license 2017CO0540. The 'Document Folder' tab is selected, displaying a table of documents and an 'Attach Document' button. The table lists four documents with their dates, file names, categories, uploaders, and stages.

Date	File Name	Category	Uploaded By	Stage
24/03/2017	Works Particulars (24/03/2017-25/03/2017).pdf	Licence > Particulars	Eircom RMO Admin - Eircom	Licence Valid
24/03/2017	Ballybofey Stranorlar Bypass.JPG	Form Documents > Map	Eircom RMO Admin - Eircom	Application
24/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application
24/03/2017	CUD2833D13 KGT1_003 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application

The right sidebar contains the following information:

- Stage Description:** The licence is in the Guarantee Period.
- Options:** Hide Stage Info.
- Copy Application** (button)
- Application Contacts:**
 - Eircom RMO Admin - 1366@eircom.ie**
Phone: 000000000 Address: CF-03 eircom HQ., 1 Hauston South Quarter., St John's Road., Dublin 8
 - Cork County Council**
Phone: 02821299
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork
- More Contacts Info.** (button)

Complete mandatory fields.

The screenshot shows a web browser window with the URL <https://uat.maproadworkslicensing.ie/mrl/ManageLicense-18203>. The page header includes the MapRoad logo, a Cookie Policy notice, and navigation links for Home, My Profile, My Applications, and My Licences. The main content area displays a document folder for license 2017CO0540, with tabs for Licence Form, Works Form, Document Folder, History, Discussions, and Fees. An 'Upload File' dialog box is open, showing a form with fields for File Name, Category, and a file selection button. The dialog also includes 'Attach File' and 'Cancel' buttons. The background page shows a table of documents and a sidebar with application details.

Date	File Name	Category	Uploaded By	Stage
24/03/2017	Works Particulars (24/03/2017)	Form Documents	Ericom RMO Admin	Application
24/03/2017	Ballycofey Stranorlar Bypass	Form Documents	Ericom RMO Admin	Application
24/03/2017	Traffic Management Plan.pdf	Form Documents	Ericom RMO Admin	Application
24/03/2017	CUD2833D18 KGT1_003	Form Documents	Ericom RMO Admin	Application

Dropdown selections are generated depending on your Document Category selected. Please complete mandatory fields and select “Attach File”.

The screenshot displays the MapRoad web application interface. The browser address bar shows the URL <https://uat.maproadworkslicensing.ie/mrl/ManageLicense-18203>. The page header includes the MapRoad logo, a Cookie Policy notice, and navigation links for Home, Applications, and Settings. The main content area is titled "Document Folder" and shows a table of files. An "Upload File" dialog box is open, allowing the user to select a file type and upload a document. The dialog box contains the following fields:

- File Name: [Empty]
- Category: Road Works Images
- File Type: Miscellaneous
- Choose File: Uploaded: Sample Receipt.docx

The dialog box also includes a "Drop a file here to upload or" area and "Attach File" and "Cancel" buttons. The background page shows a table of files with columns for Date, File Name, Category, Uploaded By, and Stage. The table contains the following data:

Date	File Name	Category	Uploaded By	Stage
24/03/2017	Works Particulars (24/03/2017)			
24/03/2017	Ballycovey Stranorlar Bypass			
24/03/2017	Traffic Management Plan.pdf			
24/03/2017	CUD25833D18 KGT1_003			

The right sidebar contains information about the license, including a Stage Description, Options, Copy Application, and Application Contacts. The Application Contacts section lists two contacts: "Eircom RMO Admin - 1566@licensing.ie" and "Cork County Council".

New item is added and available in the Document Folder
Users are only notified of additional documentation if the user requests same. It is advisable to raise a discussion regarding same to notify authority of your recent submission.

The screenshot shows the MapRoad website interface for license 2017CO0540. The 'Document Folder' tab is active, displaying a table of documents. A red arrow points to the first row of the table.

Date	File Name	Category	Uploaded By	Stage
05/04/2017	Sample Receipt.docx	Attachments > Miscellaneous	Eircom RMO Admin - Eircom	Guarantee Period
24/03/2017	Works Particulars (24/03/2017-25/03/2017).pdf	Licence > Particulars	Eircom RMO Admin - Eircom	Licence Valid
24/03/2017	Ballybofey Stranorlar Bypass.JPG	Form Documents > Map	Eircom RMO Admin - Eircom	Application
24/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application
24/03/2017	CUD2833D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application

The right sidebar shows the 'Stage Description' as 'The licence is in the Guarantee Period.' and 'Application Contacts' for Eircom RMO Admin and Cork County Council.

For any queries please contact the
RMO through

Support@mrl.jitbit.com