



Title: Inviting a Conditioning Dept	
Reference:	30
Revision:	2
Date:	20/03/17

To set up a new conditioning department please contact the RMO on support@mrl.jitbit.com

A conditioning department can be invited automatically to condition both T2s and T3s. Conditioning departments can be manually invited on T1's. (In the Conditioning Stage, in the 'Conditions' tab there is an option to 'invite departments')

The screenshot displays a web application interface with a dark blue header containing a home icon, 'APPLICATIONS', 'LICENSING', and 'SETTINGS'. Below the header, there are two main sections: 'Settings' on the left and 'Groups' on the right. The 'Settings' section has a sidebar with 'ACCOUNT', 'ORGANISATION', and 'ROAD LICENSING'. Under 'ORGANISATION', 'Groups' is selected. The 'Groups' section shows a list of 'ACTIVE GROUPS' including 'Licensing Authority Administration', 'Applicants', 'Contractors', 'Processors', and 'Conditioners' (Engineering Department). The 'Conditioners' group is selected, and its settings are shown in a modal window. The modal has tabs for 'Users', 'Settings', 'Features', and 'Deactivate Group'. The 'Settings' tab is active, showing a form with the following fields: 'User Group Type' (Conditioners), 'User Group Display Name' (Engineering Department), 'Auto assign to T2/3 Conditioning' (Yes), 'Auto assign to T2/3 Guarantee Conditioning' (No), 'Person in Charge' (Choose), 'Everyone can sign off?' (Yes), and 'Make Group Public' (No). 'Save' and 'Cancel' buttons are at the bottom.

Although an authority may have multiple geographical conditioning areas (licensing areas) the conditioning departments apply to all areas and cannot be specific to licensing areas.

To add a new conditioner within a conditioning department, the group can be selected and the user name ticked and saved.

The screenshot shows a web browser window at the URL <https://maproadroadworkslicensing.ie/MRL/Settings>. The browser's address bar and search bar are visible. The application interface has a left-hand navigation menu with the following items: Users, Groups (selected), Insurance, Area Configuration, and Licensing Areas. Under 'Licensing Areas', 'ROAD LICENSING' is expanded. The main content area is divided into sections for different departments: (Administration), Applicants (Internal), Contractors (Internal Roadworks), Processors, Conditioners (Engineering Department), Conditioners (Water Works Department), Conditioners (Traffic Department) (highlighted), Conditioners (Area 1), Conditioners (Area 2), Condition Approvers, and Condition Approvers (Area 1). A list of users is displayed on the right, each with a checkbox. The 'DLRD RMO Admin Account (dlrd@rmo.ie, 0000000000000)' has a green checkmark in its checkbox. Other users listed include Aoife O'Neill, Carol Kavanagh, Colm Ennis, DLRD LGMA Admin Account, Dun Laoghaire Rathdown County Council ESP Admin, Ivan Clarke, James Byrne, Niall Cronin, Richard Sheehy, Shu Wai Tung, Tony Bohan, and Tony Daly. The Windows taskbar at the bottom shows various application icons and the system clock indicating 09:47 on 13/04/2017.

In the Conditioning Stage the Conditioner may invite Conditioning Departments for comment.
Please select “Invite Department”

MapRoad ROADWORKS LICENSING

Cookie Policy

2017DR0002 T2 Eircom

Assigned: DLRD RMO Admin Account - Area 1
You're acting as: Road Opening Conditioner Approver

Conditioning

Licence Form Works Form Document Folder Notifications Discussions Fees

Works Segments Works Details Traffic Assets Affected Standard Conditions **Conditions**

Conditions

All Standard Licensing Conditions are automatically attached to this licence. If you wish to add any specific conditions to the licence, select the Add Condition button. All new conditions will need to be approved for inclusion on the licence.

Conditioning Departments

Conditioning Group	Person In Charge	Signed Off By	Options	Show on page
Engineering Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>
Traffic Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>

[Add Condition](#) [Invite Departments](#)

Previous [Close](#)

Stage Description

Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.

Licence Actions:

- [Submit for Approval](#)
- [Refuse Licence](#)

Options:

- [Takeover](#)
- [Assign Licence](#)

Application Contacts

Eircom RMO Admin - eircom@rmo.ie
Phone: 000000000 Address: GF-03 eircom
HO - 1 Heuston South Quarter, St John's

All Departments available to select are listed.
Please select relevant department.

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134-5>. The page header includes the MapRoad logo and a Cookie Policy notice. The main content area shows a license form for license number 2017DR0002, with tabs for Licence Form, Works Form, Document Folder, Notifications, Discussions, and Fees. A modal dialog box titled "Invite Departments to Condition" is open, prompting the user to "Select the conditioning departments you wish to invite to the conditioning process." The dialog lists "Water Works Department" and "Area 1" as selectable options, each with a close button (X). Below the list are "Confirm" and "Cancel" buttons. The background page shows a table of "Conditioning Departments" with columns for "Conditioning Group", "Person In Charge", and "Department Sign-off". The table lists "Engineering Department" and "Traffic Department", both with "No person in charge of group" and "This group has not signed off" status. The right sidebar contains "Stage Description", "Licence Actions" (Submit for Approval, Refuse Licence), "Options" (Takeover, Assign Licence), and "Application Contacts" (Eircom RMO Admin).

After selecting relevant conditioning department please select confirm.

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134-5>. The page displays the MapRoad Roadworks Licensing interface. A modal dialog box titled "Invite Departments to Condition" is open, prompting the user to "Select the conditioning departments you wish to invite to the conditioning process." The dialog shows a table with the following content:

Conditioning Group	Person In Charge	Signed Off By	Department Sign-off
Water Works Department			<input checked="" type="checkbox"/>
Area 1			<input type="checkbox"/>
Engineering Department	No person in charge of group	This group has not signed off	<input type="checkbox"/>
Traffic Department	No person in charge of group	This group has not signed off	<input type="checkbox"/>

The dialog box includes "Confirm" and "Cancel" buttons. The background page shows the "Licence Form" tab selected, with a "Conditions" section and a "Conditioning Departments" table. The "Water Works Department" is highlighted in the dialog. The page also displays a "Cookie Policy" banner, a "Licensing" menu, and a "Stage Description" on the right side.

Departments invited are visible to view.
Status is shown as “Sign Off By: This group has not signed off” until relevant department signs off on same.

The screenshot shows the MapRoad Roadworks Licensing web application. The main content area is titled 'Conditions' and contains the following text:

All Standard Licensing Conditions are automatically attached to this licence. If you wish to add any specific conditions to the licence, select the Add Condition button. All new conditions will need to be approved for inclusion on the licence.

Conditioning Departments

Conditioning Group	Person In Charge	Signed Off By	Options	Show on page
Engineering Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>
Traffic Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>
Water Works Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>

Below the table are buttons for 'Add Condition' and 'Invite Departments'. At the bottom left is a 'Previous' button and at the bottom right is a 'Close' button.

The right sidebar, titled 'Actions & Info', contains the following sections:

- Stage Description:** Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.
- Licence Actions:** Submit for Approval, Refuse Licence
- Options:** Takeover, Assign Licence
- Application Contacts:** Eircom RMO Admin - eircom@rmo.ie, Phone: 000000000, Address: GF-03 eircom HO., 1 Heuston South Quarter, St John's

The browser address bar shows the URL: https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134-5. The system tray at the bottom right shows the date and time: 15:49, 20/03/2017.

When Conditioning Group have signed off on application status identifies user who signed off on same. Option remains to reopen to Department.

The screenshot shows the 'Conditions' page in the MapRoad system. The page title is '2017DR0002 T2 Eircom'. The user is acting as 'Road Opening Conditioner Approver'. The page contains a table of conditioning departments and their sign-off status.

Conditioning Group	Person In Charge	Signed Off By	Options	Show on page
Engineering Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>
Traffic Department	No person in charge of group	This group has not signed off	Department Sign-off	<input checked="" type="checkbox"/>
Water Works Department	No person in charge of group	Aoife O'Neill	Reopen to Department	<input checked="" type="checkbox"/>

Buttons: Add Condition, Invite Departments, Previous, Close

Right sidebar: Stage Description, Licence Actions (Submit for Approval, Refuse Licence), Options (Takeover, Assign Licence), Application Contacts (Eircom RMO Admin - eircom@rmo.ie)

Please submit any queries to the
RMO through

Support@mrl.jitbit.com