

Working together effectively

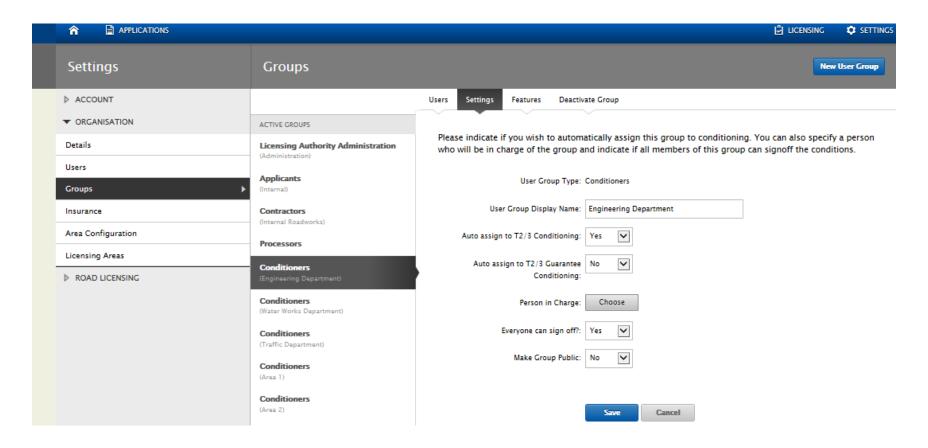
Ag obair go héifeachtach le chéile



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

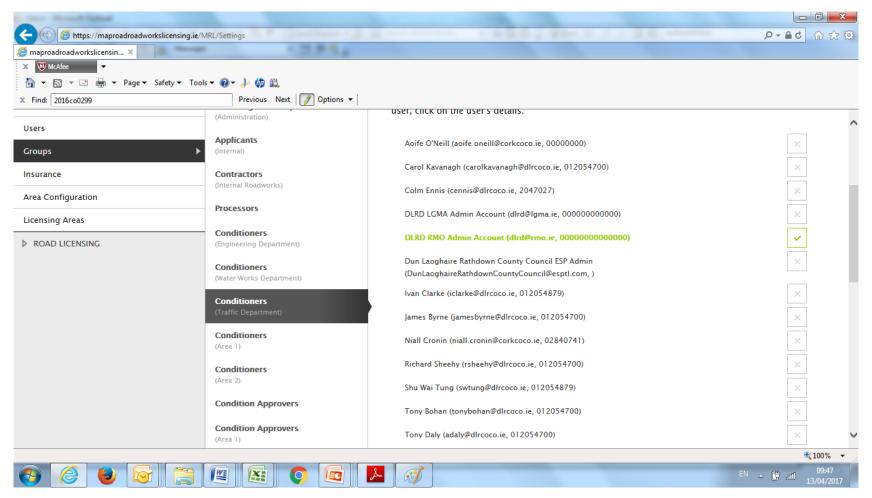
To set up a new conditioning department please contact the RMO on support@mrl.jitbit.com

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'



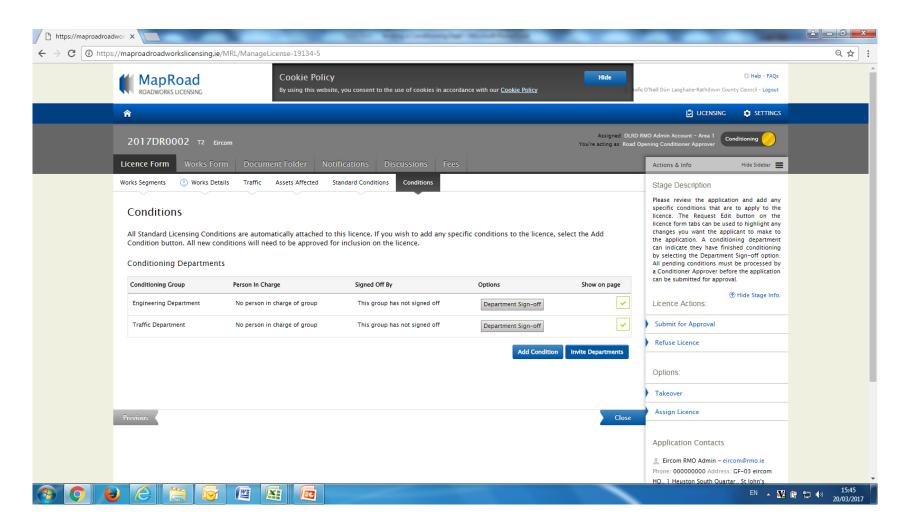
Although an authority may have multiple geographical conditioning areas (licensing areas) the conditioning departments apply to all areas and cannot be specific to licensing areas.

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

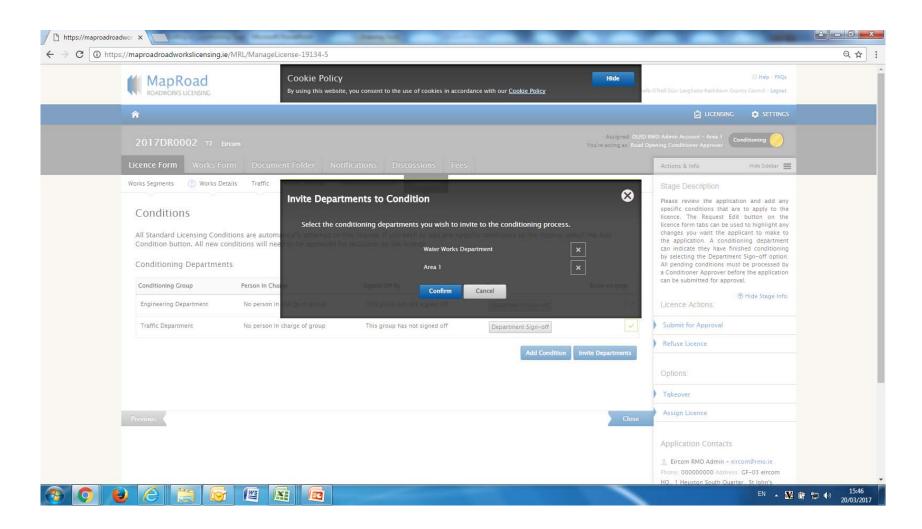


In the Conditioning Stage the Conditioner may invite Conditioning Departments for comment.

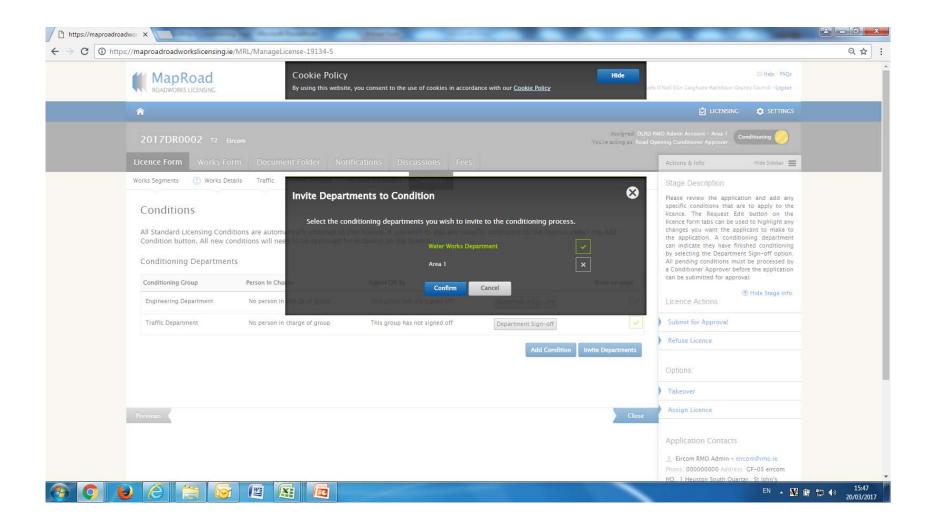
Please select "Invite Department"



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

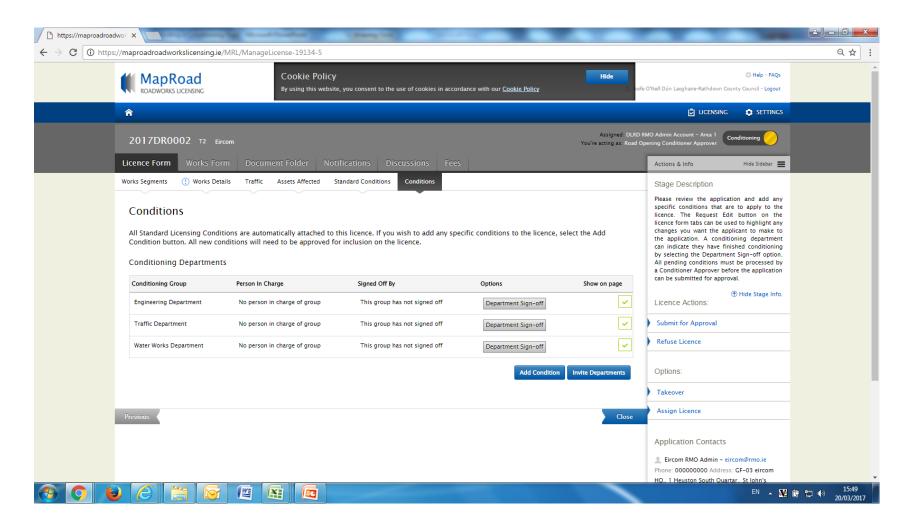


After selecting relevant conditioning department please select confirm.

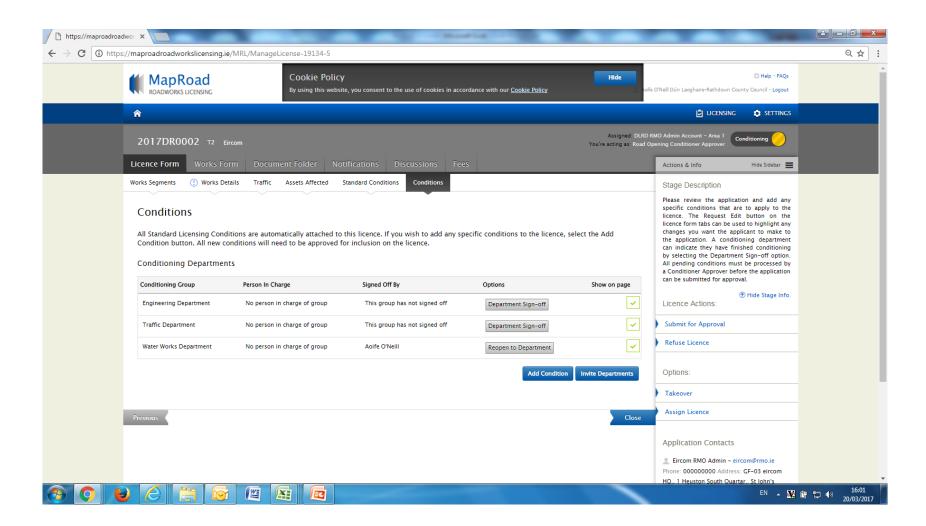


Departments invited are visible to view.

Status is shown as "Sign Off By: This group has not signed off" until relevant department signs off on same.



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



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

