



MapRoad
ROADWORKS LICENSING

Title : How To Issue an Invoice/Receipt

Reference:

34

Revision:

1

Date:

24/03/17

To Issue an Invoice.

Select "Document Folder". Select Attach Document.

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL: <https://maproadworkslicensing.ie/MRL/ManageLicense-19134-2>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar shows the 'Document Folder' tab selected. The 'Documents' section contains a table of documents and two buttons: 'Attach Document' and 'Request Document'. Red arrows point to the 'Document Folder' tab and the 'Attach Document' button.

Documents

The Document Folder contains all documents relating to the licence. Use 'Request Document' to request any additional documentation required.

Published to applicant ★ | Not published ☆ | Deleted × | Delete ☒

Click on the Star option to publish/unpublish. Click on the X option to delete.

Date	File Name	Category	Uploaded By	Stage	Option
21/03/2017	2017DR0002.docx	Licence > Signed Licence Certificate	Aoife O'Neill - Dún Laoghaire-Rathdown County Council	Payment Approval	★ ☒
21/03/2017	2017DR0002.doc	Licence > Licence Certificate	Automated - MapRoad Roadworks Licensing	Payment Approval	
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application	
20/03/2017	CUD283D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application	
20/03/2017	Irish Water Insurance Cert 2017.pdf	Form Documents > Map	Eircom RMO Admin - Eircom	Application	

Attach Document **Request Document**

Stage Description

Please ensure that payment has been received or accounted for. The Processor or Approver can proceed to printing the licence and having it signed by the engineer or responsible officer before sending it to the applicant and granting the licence.

[Hide Stage Info.](#)

Licence Actions:

- [Grant Licence](#)
- [Refuse Licence](#)
- [Assign Licence](#)

Options:

Application Contacts

Eircom RMO Admin - eircom@rmo.ie
Phone: 000000000 Address: GF-03 eircom HQ., 1 Heuston South Quarter., St John's Road., Dublin 8

Dún Laoghaire-Rathdown County Council
Phone: 012054700
Address: County Hall, Marine Road, Dún Laoghaire, Co. Dublin

[More Contacts Info.](#)

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Select from the drop down menus;
Document type is Finance.
Select File type to Invoice. Select “Choose File”.

The screenshot shows the MapRoad Roadworks Licensing web application interface. A modal dialog titled "Upload File" is open, allowing a user to upload a document. The dialog contains the following fields and buttons:

- Document Type:** A dropdown menu currently set to "Finance".
- File Type:** A dropdown menu currently set to "-".
- Choose File:** A button to select a file from the local system.
- Attach File:** A button to attach the selected file to the document.
- Cancel:** A button to close the dialog without saving.

The background of the application shows a document folder for license 2017DR0002. It contains a table of documents:

Date	File Name	Comments	Document Type	Document Name	Document Type
21/03/2017	2017DR0002.docx	License > Road Opening Certificate	Application	2017DR0002.docx	Application
21/03/2017	2017DR0002.doc	License > License Certificate	Application	2017DR0002.doc	Application
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Application	Traffic Management Plan.pdf	Application
20/03/2017	CUD2833D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Application	Method Statement.pdf	Application
20/03/2017	Irish Water Insurance Cert:2017.pdf	Form Documents > Map	Application	Irish Water Insurance Cert:2017.pdf	Application

The right-hand side of the interface shows the "Stage Description" and "Licence Actions" for the document. The "Licence Actions" include Grant Licence, Refuse Licence, and Assign Licence. The "Application Contacts" section lists Eircom RMO Admin and Dún Laoghaire-Rathdown County Council.

Attach relevant invoice documentation by selecting the document and clicking “Open”.

The screenshot shows a web application interface for license management. The main content area displays a table of documents:

Date	File Name	Category	Author	Type
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application
20/03/2017	CUD2833D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application
20/03/2017	Irish Water Insurance Cert 2017.pdf	Form Documents > Map	Eircom RMO Admin - Eircom	Application

Overlaid on the left is a Windows File Explorer window titled "Open" showing the "Pictures library" with three Word documents. A tooltip for the selected document "2017DR0002" displays the following information:

- Type: Microsoft Office Word Document
- Size: 9.67 KB
- Date modified: 21/03/2017 13:42

In the center, a modal window for document upload is open, showing the following fields:

- Document Type: Finance
- File Type: Invoice
- Choose File: Drop a file here to upload, or: Choose File
- Buttons: Attach File, Cancel

The background web application interface includes a navigation menu with "LICENSING" and "SETTINGS", a user profile for "Aoife O'Neill - Area 1" (Road Opening Processor), and a "Payment Approval" status. The right sidebar contains sections for "Stage Description", "Licence Actions" (Grant Licence, Refuse Licence, Assign Licence), and "Application Contacts" for Eircom RMO Admin and Dún Laoghaire-Rathdown County Council.

Select "Attach File".

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL: <https://maproadworkslicensing.ie/MRL/ManageLicense-19134-2>. The page header includes the MapRoad logo and a Cookie Policy notice. The main content area is titled "Documents" and shows a list of documents for license 2017DR0002. An "Upload File" dialog box is open, allowing the user to attach a document. The dialog box contains the following information:

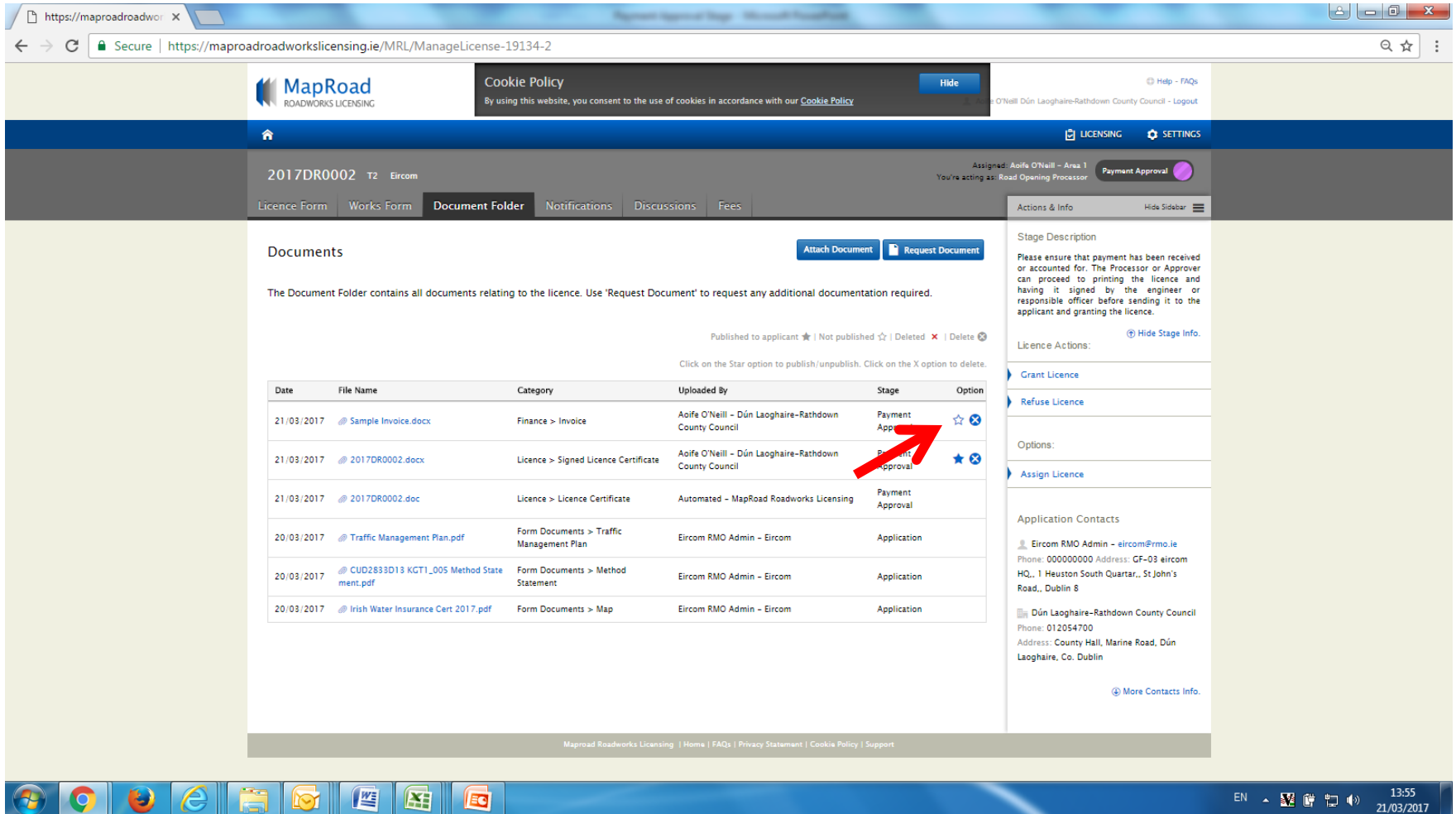
- Document Type: Finance
- File Type: Invoice
- Uploaded: Sample Invoice.docx
- Buttons: Attach File, Cancel

The document list below the dialog box is as follows:

Date	File Name	Category	Author	Type
21/03/2017	2017DR0002.docx	License > Road License C...		
21/03/2017	2017DR0002.doc	License > License Commis...		
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan		
20/03/2017	CUD2833D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application
20/03/2017	Irish Water Insurance Cert:2017.pdf	Form Documents > Map	Eircom RMO Admin - Eircom	Application

The right-hand sidebar contains sections for "Stage Description", "Licence Actions" (Grant Licence, Refuse Licence, Assign Licence), and "Application Contacts".

Select  icon to publish to applicant.



2017DR0002 T2 Eircom

Assigned: Aoife O'Neill - Area 1
You're acting as: Road Opening Processor

Payment Approval

Documents

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Published to applicant | Not published | Deleted | Delete

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Date	File Name	Category	Uploaded By	Stage	Option
21/03/2017	Sample Invoice.docx	Finance > Invoice	Aoife O'Neill - Dún Laoghaire-Rathdown County Council	Payment Approval	
21/03/2017	2017DR0002.docx	Licence > Signed Licence Certificate	Aoife O'Neill - Dún Laoghaire-Rathdown County Council	Payment Approval	
21/03/2017	2017DR0002.doc	Licence > Licence Certificate	Automated - MapRoad Roadworks Licensing	Payment Approval	
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application	
20/03/2017	CUD2833D13 KGT1_005 Method Statement.pdf	Form Documents > Method Statement	Eircom RMO Admin - Eircom	Application	
20/03/2017	Irish Water Insurance Cert 2017.pdf	Form Documents > Map	Eircom RMO Admin - Eircom	Application	

Stage Description

Please ensure that payment has been received or accounted for. The Processor or Approver can proceed to printing the licence and having it signed by the engineer or responsible officer before sending it to the applicant and granting the licence.

Licence Actions:

- Grant Licence
- Refuse Licence
- Assign Licence

Application Contacts

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Phone: 012054700
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Select "Confirm" to complete publishing.

The screenshot shows the MapRoad Roadworks Licensing web application interface. A modal dialog box titled "Publish Document" is centered on the screen, prompting the user to confirm making a document available to the applicant. The dialog has a "Confirm" button and a "Cancel" button. In the background, a table lists documents for license 2017DR0002. The table has columns for Date, File Name, Category, Applicant, and Action. The document "2017DR0002.docx" is highlighted, and its "Action" column shows "Payment Approval" with a star icon.

Date	File Name	Category	Applicant	Action
21/03/2017	Sample Invoice.docx			
21/03/2017	2017DR0002.docx	Licence > Signed Licence Certificate	Aoife O'Neill - Dún Laoghaire-Rathdown County Council	Payment Approval
21/03/2017	2017DR0002.doc	Licence > Licence Certificate	Automated - MapRoad Roadworks Licensing	Payment Approval
20/03/2017	Traffic Management Plan.pdf	Form Documents > Traffic Management Plan	Eircom RMO Admin - Eircom	Application
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20/03/2017	Irish Water Insurance Cert 2017.pdf	Form Documents > Map	Eircom RMO Admin - Eircom	Application

Icon identifies document is published to applicant.

The screenshot shows the MapRoad Roadworks Licensing interface. The main content area is titled 'Documents' and contains a table of documents. A red arrow points to a star icon in the 'Option' column of the second row, indicating that the document is published to the applicant.

Date	File Name	Category	Uploaded By	Stage	Option
21/03/2017	Sample Invoice.docx	Finance > Invoice	Aoife O'Neill - Dún Laoghaire-Rathdown County Council	Payment Approval	★ ✕
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Licence Actions: Grant Licence, Refuse Licence, Assign Licence

Application Contact: Eircom RMO Admin - Eircom@rmo.ie, Phone: 000000000, Address: GF-03 eircom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8

Receipt may be issued and published to applicant in identical process as outlined with relevant document type and document type and file type if required.

For any queries please contact the
RMO through

Support@mrl.jitbit.com