

Working together effectively Ag obair go héifeachtach le chéile



Title:	Works Programme – Drafting and Submitting a Works Block
Reference:	05.1
Revision:	0
Date:	28/03/2017



Works Programme will show the following details

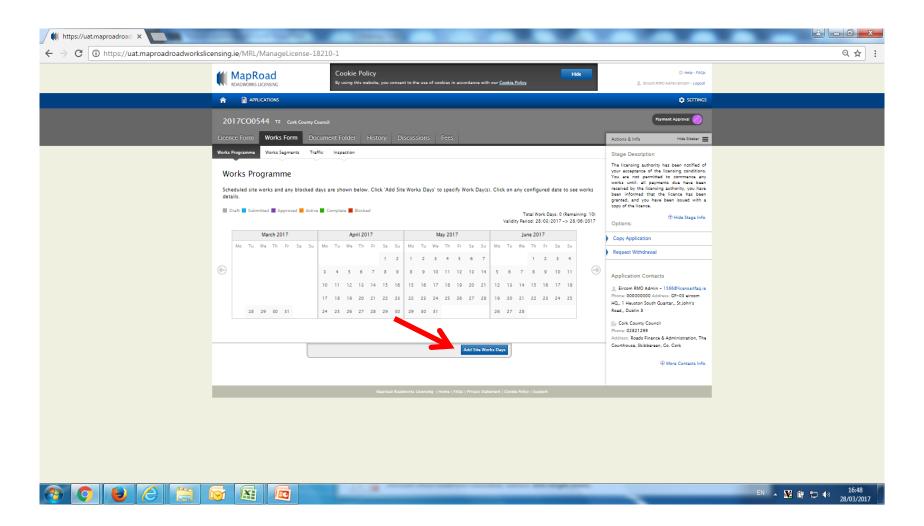
- Works Days submitted by Applicant
- Works Days Approved by the Local Authority
- Active Works Days
- Completed Works Days
- Blocked Works Days

When the applicant completes any of the above actions it will be visible on the Works Programme calendar and also the assigned user in the Local Authority will receive an email notification of same

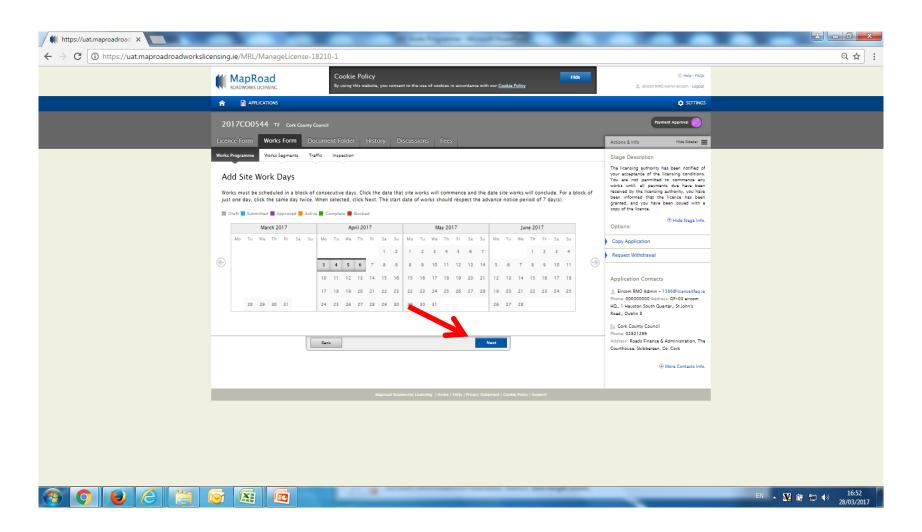
In addition you will be able to view the total no of Works Days and also the Validity Period of the licence.

Works Programme is available to submit prior and during the validity period.

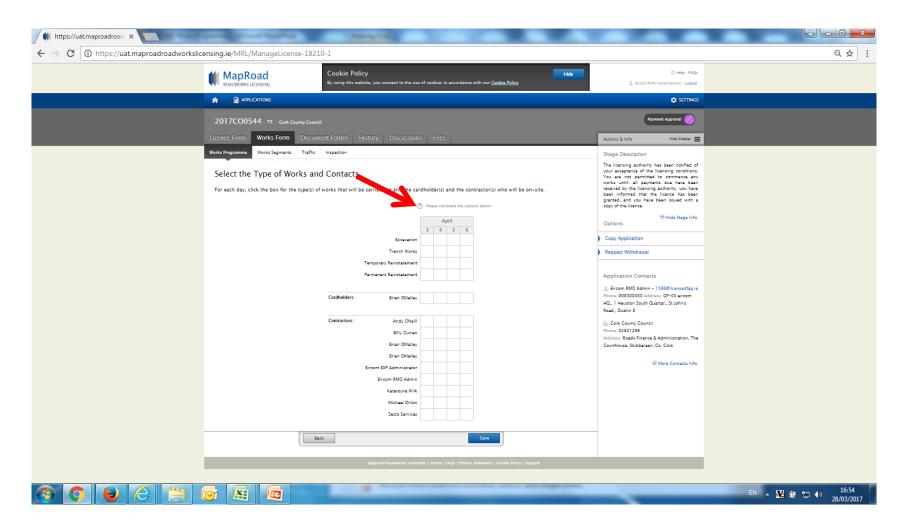
Please select "Add site work days" to commence.



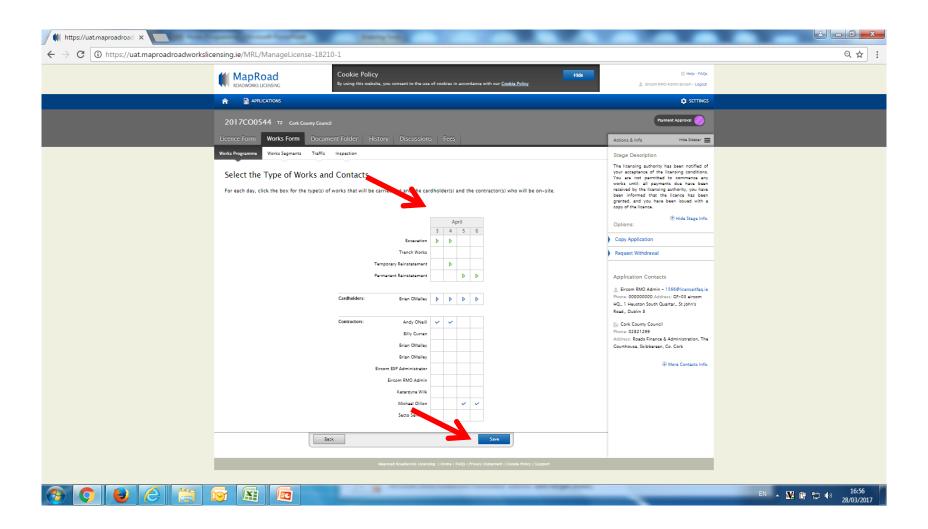
Select days required and select "Next".



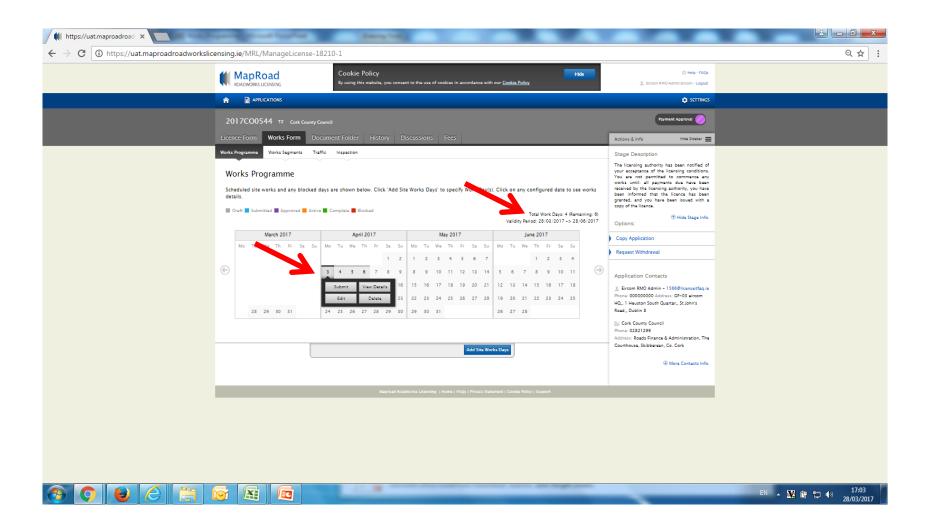
At lease one work type, one cardholder and one contractor must be selected for each day of work block submitted. Scroll over mandatory field icon for required details.



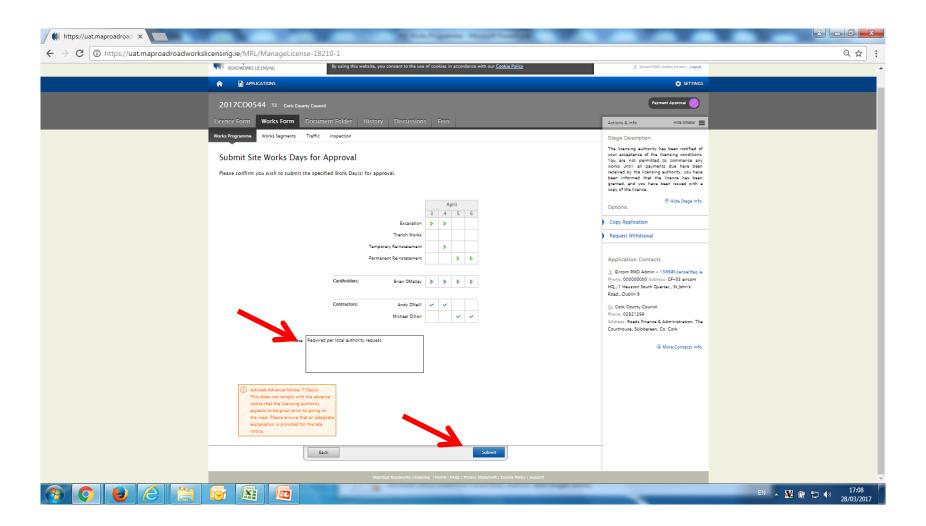
Mandatory field icon disappears when mandatory fields are completed. Select "save".



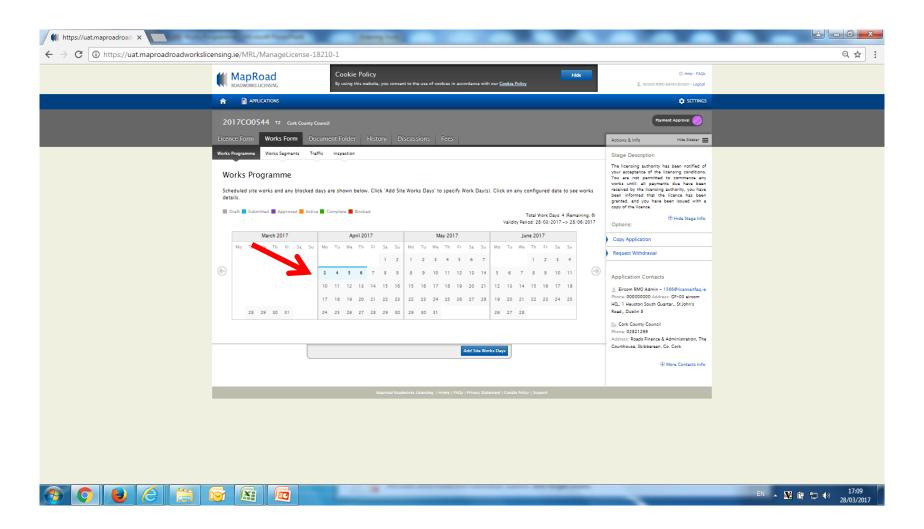
Right click drafted works block to select "submit" or alternatives. Note: Work Days count reduced by no of days submitted.



Should you break the required the seven days notification, you must complete the mandatory explanatory text box and select "Submit".



Works block defaults to submitted status. Local authority approval required.



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

