



MapRoad
ROADWORKS LICENSING

Title : Processing Stage

Reference:

23

Revision:

1

Date:

20/03/17

When a licence is submitted by an applicant all users in the Local Authority who have been assigned the role of Processor will receive an Email notification.

When an email notification is received click on the link to open the application

The screenshot shows a Gmail interface in a web browser. The browser's address bar displays the URL <https://mail.google.com/mail/u/0/#inbox/15aebc9841ed3b1b>. The Gmail header shows the sender as **niall.cronin@corkcoco.ie** and the subject as **FW: Application Ready for Processing**. The email content includes:

-----Original Message-----
From: Maproad Roadworks Licensing [mailto:donotreply@maproadroadworkslicensing.ie]
Sent: 20 March 2017 12:55
To: Niall Cronin
Subject: Application Ready for Processing

MRL - MapRoad Roadworks Licensing System

Hello Niall Cronin,
There has been some activity relating to the T2/3 - 2017DR0002.

Application Ready for Processing

The application was submitted by Eircom on the 20/03/2017.
Note: Test application for Training.

Please click the following link to open your licence: 2017DR0002 <http://scanmail.trustwave.com/?c=6600&d=8tDP2BwZuWgYPPRSb5g_QJINNZEZgrskKdJzw8uQ&s=67&u=https%3a%2f%2fmaproadroadworkslicensing%2eie%2fMRL%2fManagelicense-19134>

This is an automated response from MapRoad Roadworks Licensing. Please do not respond to this email. If you have received this email in error, please use the contact details provided on the website.

At the bottom of the email, there is a text box with the text "Click here to [Reply](#) or [Forward](#)".

The browser's taskbar at the bottom shows the Start button, several application icons (including Chrome, Firefox, and Word), and the system tray with the date and time: 12:58, 20/03/2017.

Select "Take Licence" as per below

The screenshot displays a web application interface for managing road works licences. The browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134>. The application header includes navigation tabs for 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. The current view is 'Works Segments', with sub-tabs for 'Works Details', 'Traffic', 'Assets Affected', and 'Standard Conditions'. The main content area shows the 'Works Segments' section with a 'Request Edit' button. Below this, the location description is 'Marine Road, Dun Laoghaire' and the road segment number is 'Not Specified'. A map shows the location of County Hall and Marine Road, with a blue line indicating the road segment. The sidebar on the right contains a list of actions, with 'Take Licence' highlighted. Other actions include 'Submit for Conditioning', 'Refuse Licence', 'Assign Licence', and 'Application Contacts'. The application contacts section lists Eircom RMO Admin and Dún Laoghaire-Rathdown County Council.

2017DR0002 T2 Eircom

Assigned: Unassigned Processing

You're acting as: Road Opening Processor

Licence Form Works Form Document Folder Notifications Discussions Fees

Works Segments Works Details Traffic Assets Affected Standard Conditions

Works Segments

[Request Edit](#)

The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.

Location Description: **Marine Road, Dun Laoghaire**

Road Segment Number: **Not Specified**

County Hall

Marine Road

Actions & Info

Stage Description

Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. 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. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category.

[Hide Stage Info.](#)

Licence Actions:

- [Submit for Conditioning](#)
- [Refuse Licence](#)
- Take 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

13:06 20/03/2017

In order to forward the licence to a “Conditioner” to condition the licence
select “Submit for Conditioning”

The screenshot displays a web application interface for managing a licence. The browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134>. The application header includes 'APPLICATIONS' and 'LICENSING' tabs, with the user 'Assigned: Niall Cronin' and 'You're acting as: Road Opening Processor'.

The main navigation bar includes 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. Below this, a sub-navigation bar shows 'Works Segments', 'Works Details', 'Traffic', 'Assets Affected', and 'Standard Conditions'. The 'Works Segments' section is active, displaying a 'Request Edit' button.

The 'Works Segments' section contains the following information:

- Location Description: **Marine Road, Dun Laoghaire**
- Road Segment Number: **Not Specified**

A map shows the location of County Hall and Marine Road. The map includes a zoom control and a layer selector.

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

- Stage Description:** Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. 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. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category. [Hide Stage Info.](#)
- Licence Actions:**
 - Submit for Conditioning** (highlighted)
 - Refuse Licence
- Options:**
 - Assign Licence
- Application Contacts:**
 - Eircom RMO Admin - eircom@rmo.ie
Phone: 0000000000 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

The Windows taskbar at the bottom shows the Start button, taskbar icons for various applications, and the system tray with the date and time: 13:19, 20/03/2017.

Select the relevant Licensing Area

The screenshot displays a web application interface for license management. The main page shows a license application for '2017DR0002' in a 'Processing' state. A modal dialog titled 'Submit for Conditioning' is open, prompting the user to confirm the application is ready for conditioners. The dialog includes a 'Licensing Area' dropdown menu with 'Area 1' and 'Area 2' as options. A red error message 'Please complete this mandatory field.' is visible next to the dropdown. The background shows a map of Marine Road and various application details.

Submit for Conditioning

Confirm the processing of this licence application is complete and is ready for the conditioners to assess if any special conditions need to be attached to the licence.

Licensing Area: - Please complete this mandatory field.

Note: Area 1
Area 2

Buttons: Confirm, Cancel

Background Application Details:

- 2017DR0002 T2 Eircom
- Assigned: Niall Cronin
- You're acting as: Road Opening Processor
- Processing (Green indicator)
- Stage Description: Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning.
- Application Contacts:
 - Eircom RMO Admin - eircom@rmo.ie
 - Phone: 0000000000 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

Select the appropriate Conditioner from the dropdown list

The screenshot displays a web application interface for license management. The main page shows details for a license application (2017DR0002) and a map of the excavation area. A modal dialog titled "Submit for Conditioning" is open, prompting the user to confirm the application is ready for conditioners to assess. The dialog includes a "Processing" status indicator and a "Conditioning" status indicator. A dropdown menu for "Assign User:" is open, showing a list of users. A red banner above the dropdown reads "Please select a user - Mandatory". The list of users includes:

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- Dun Laoghaire Rathdown County Council ESP Admin
- DLRD RMO Admin Account
- DLRD LGMA Admin Account
- Tony Bohan
- Ivan Clarke
- James Byrne
- Shu Wai Tung
- Richard Sheehy
- Colm Ennis

The background interface includes a navigation bar with "APPLICATIONS", "LICENSING", and "SETTINGS". The main content area has tabs for "Licence Form", "Works Form", "Document Folder", "Notifications", "Discussions", and "Fees". The "Works Segments" section shows a map of the excavation area with a "Request Edit" button. The "Stage Description" section provides instructions for the user to check the purpose and nature of the works. The "Application Contacts" section lists contact information for Eircom RMO Admin and Dun Laoghaire-Rathdown County Council.

Once the Licensing Area and user have been selected click on “Confirm”

The screenshot displays a web application interface for license management. The browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19134>. The application header includes navigation tabs for 'APPLICATIONS', 'LICENSING', and 'SETTINGS'. The user is logged in as 'Assigned: Niall Cronin' and is acting as a 'Road Opening Processor'. The application ID is '2017DR0002' and the status is 'Processing'. The main content area shows 'Works Segments' with a map of Marine Road. A modal dialog titled 'Submit for Conditioning' is open, prompting the user to confirm the application is ready for conditioners. The dialog includes fields for 'Licensing Area' (set to 'Area 1') and 'Assign User' (set to 'Tony Bohan'). There are 'Confirm' and 'Cancel' buttons at the bottom of the dialog. The background interface includes tabs for 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. The right sidebar shows 'Stage Description' and 'Licence Actions'.

For any queries please contact the
RMO through

Support@mrl.jitbit.com