

Using SPSV Online Services



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1. Introduction

As the holder of an SPSV driver licence, you are required to notify the National Transport Authority ('the Authority') whenever you take over the operation of a licensed vehicle.

If you own and operate only one vehicle, and that vehicle is never operated by anyone else, you need notify the Authority only once in relation to that vehicle. If, however, a vehicle is operated by more than one driver, each driver must notify the Authority each and every time they commence operating that vehicle.

The Driver Links module of SPSV Online Services, described in this document, provides an easy and quick way of keeping this operational data up to date. You can use SPSV Online Services to:

- Check that you are linked to the correct vehicle
- Change the date and time at which the link expires
- Break the link
- Create a new link
- Set up one or more future links
- Amend the details of future links
- See the details of past links

Note: As an alternative, you can update the operational data using the Authority's smartphone app (Taxi Industry App) or the mobile phone SMS facility.

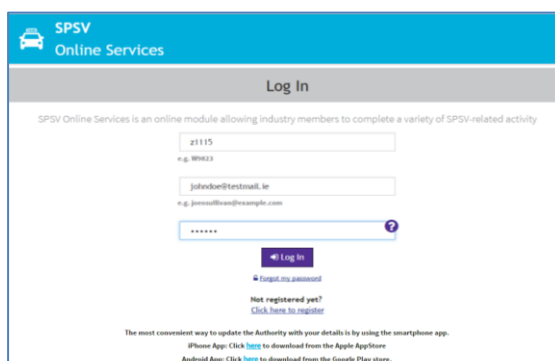
You can also use SPSV Online Services to:

- Review all past driver links activity
- View all notifications from the Authority relating to your licence, and
- Update your contact details.

2. Logging In

To log in to SPSV Online Services:

1. Open a web browser (such as Internet Explorer, Safari, Mozilla Firefox, or Chrome) on your computer or other device connected to the internet.
In the address bar, type <https://spsvonline.nationaltransport.ie>. Alternatively, visit www.nationaltransport.ie/taxi-and-bus-licensing/taxi/ and select 'Complete a driver link'.
The login screen is displayed.



The screenshot shows the 'Log In' page of SPSV Online Services. The page has a blue header with the SPSV logo and 'Online Services' text. Below the header, there is a 'Log In' title and a description: 'SPSV Online Services is an online module allowing industry members to complete a variety of SPSV-related activity'. The login form consists of three input fields: a license number field (with example '21115' and 'e.g. W9823'), an email address field (with example 'johndoe@testmail.ie' and 'e.g. johndoe@testmail.com'), and a password field (with a masked password '*****' and a help icon). Below the password field is a 'Log In' button. There are also links for 'Forgot my password' and 'Not registered yet? Click here to register'. At the bottom, there is a note about the smartphone app: 'The most convenient way to update the Authority with your details is by using the smartphone app. iPhone App: Click [here](#) to download from the Apple AppStore. Android App: Click [here](#) to download from the Google Play store.'

2. Enter your SPSV driver licence number, your email address and your password.
Click *Log In*. The driver link dashboard is displayed – see section 3, Managing an Active Link.

If you have forgotten your password, click *Forgot my password* and follow the instructions on screen.

If your email address has changed since you last provided it to the Authority, enter here the last email address you provided to the Authority and, once you are successfully logged in, use the *Update Contact Details* option to update your email address – see section 9, Update Contact Details.

3. Managing an Active Link

Whenever you log in to SPSV Online Services, you are brought to the driver link dashboard.

The screenshot shows the 'Active Link' dashboard. On the left is a sidebar with navigation options: Driver Links (expanded), Active Link, Create New Link, Future Links, Historical Links, Activity Log, Notifications, Update My Details, and More. The main content area is titled 'Active Link' and is divided into two columns: 'Driver' and 'Vehicle'. The 'Driver' column shows a placeholder for a profile picture, Licence No: Z1115, Name: JOHN MURPHY, Licence Status: Active, Expiry Date: 20/04/2016, and Area: GALWAY. The 'Vehicle' column shows Licence No: T12345, Registration No: 09CN6132, Make: VOLKSWAGEN, Model: PASSAT, Colour: BLUE, and Licence Status: ACTIVE. Below these columns, a 'Link' section shows Start Date: 10/11/2015 at 15:20 and End Date: Open-Ended. At the bottom of the link section are two buttons: 'Edit Link' and 'Break Link'.

If you have an active link ...

If you have an active link to an SPSV, the driver link dashboard shows details of your driver licence, details of the vehicle with which you are currently linked, the time at which the link started, and the date/time at which it is scheduled to end (if an end date/time was specified).

You can edit the link (to change the scheduled end date/time) or break the link with immediate effect.

Edit Link

To change the scheduled end date/time of the link, click *Edit Link*. You can then click the calendar icon to choose a date and use the up/down arrows to choose the time at which the link is to end. If the link is to remain in force indefinitely, click the *No End Date* checkbox.

The 'Edit Link' modal form shows the 'Start Date' as 11/11/2015 at 12:24. It features a 'Link' icon with a right-pointing arrow. The 'End Date' section has a date input field (dd/mm/yyyy), a time input field (HH:MM), and a 'No End Date' checkbox. At the bottom are 'Save Link' and 'Cancel' buttons.

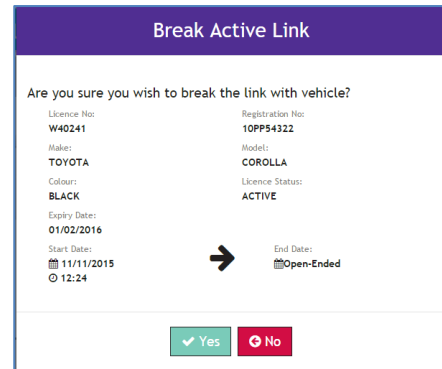
If *No End Date* was previously checked, and you wish to specify an end date, you must first click the *No End Date* checkbox to clear it.

When the details are correct, click *Save Link*.

Note: If you selected 'No End Date', your link will be saved as 'Open-Ended'. This means that the link will continue to exist so long as both licences remain in active status, and neither the vehicle nor the owner of the vehicle licence are changed. If any of these actions occur, the link will be broken.

Break Link

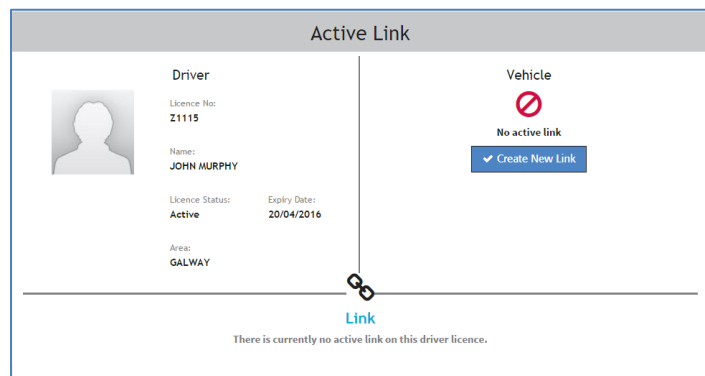
To break the link to the vehicle shown, click *Break Link*. You are then asked to confirm that this is what you want to do.



A confirmation screen titled "Break Active Link" with a purple header. The main text asks, "Are you sure you wish to break the link with vehicle?". Below this, vehicle details are listed in two columns: Licence No: W40241, Registration No: 10PP54322, Make: TOYOTA, Model: COROLLA, Colour: BLACK, Licence Status: ACTIVE, Expiry Date: 01/02/2016, Start Date: 11/11/2015, and End Date: Open-Ended. A right-pointing arrow is between the two columns. At the bottom, there are two buttons: a green "Yes" button with a checkmark and a red "No" button with a cross.

If you do not currently have an active link ...

If you do not currently have an active link, the driver link dashboard just shows details of your driver licence, and gives you the option of creating a new link. To create a new link, click *Create New Link* and continue as described in section 4, Creating a New Link.



A dashboard titled "Active Link" with a grey header. It is split into two panels. The left panel, labeled "Driver", shows a driver's profile with a silhouette icon, Licence No: Z1115, Name: JOHN MURPHY, Licence Status: Active, Expiry Date: 20/04/2016, and Area: GALWAY. The right panel, labeled "Vehicle", shows a red circle with a diagonal line through it and the text "No active link" and a blue "Create New Link" button. At the bottom, there is a blue "Link" icon and the text "There is currently no active link on this driver licence."

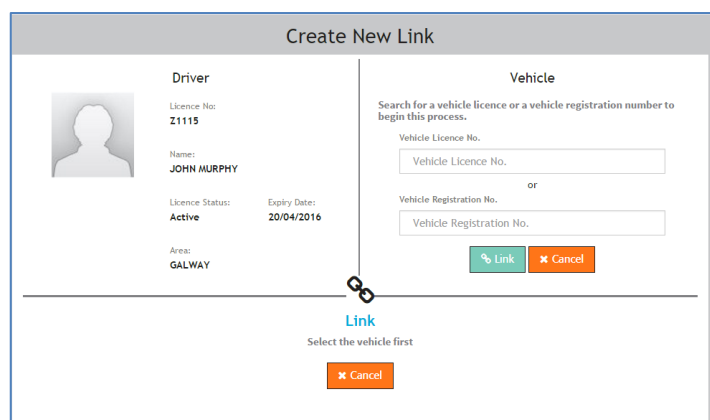
4. Creating a New Link

You can create a new link to an SPSV either by choosing the *Create New Link* option from the menu on the left of the screen or, if you do not currently have an active link, by clicking the *Create New Link* button on the driver link dashboard.

Creating a new link has the effect of breaking any other link that you currently have, and also of breaking any link that is currently active for the vehicle. It is therefore important to create a link only when you take over the operation of a vehicle; no other driver is permitted to operate the vehicle as an SPSV when it is linked to you.

When you choose *Create New Link*, the Create New Link screen is displayed.

Here you specify the vehicle *either* by entering its SPSV licence number *or* its registration number. Click *Link*.



A screen titled "Create New Link" with a grey header. It is split into two panels. The left panel, labeled "Driver", shows the same driver details as the previous screen. The right panel, labeled "Vehicle", has a search instruction: "Search for a vehicle licence or a vehicle registration number to begin this process." Below this are two input fields: "Vehicle Licence No." and "Vehicle Registration No.", separated by "or". At the bottom of the right panel are "Link" and "Cancel" buttons. At the bottom of the screen, there is a blue "Link" icon and the text "Select the vehicle first" with a red "Cancel" button.

Check that the vehicle details shown are correct. If they are not, click *Change* and enter the correct SPSV licence number or registration number.

If the vehicle details are correct, specify the Start Date and End Date for the link. To establish the link immediately, use the *Now* checkbox; to make the link open-ended, use the *No End Date* checkbox.

To specify a precise start date/time in the future, click the calendar icon, choose the date and use the up/down arrows to choose the time at which the link is to become active. Specify a precise end time for the link in the same way. Note that you can not create links that begin more than seven days in the future.

When all the details of the new link are correct, click *Save Link*.

If the link you create has the effect of breaking another driver link, you will be asked to confirm the action.

5. Future Links

You can create links that become active at a future date/time, as described in the previous section.

To view the future links that have been created for your driver licence, choose the *Future Links* option from the menu on the left of the screen. The Future Links screen is displayed with a list of the scheduled links.

Valid From	Valid To	Licence No.	Registration No.	
14/11/2015 09:00	Open-Ended	W27103	10PP54322	View Details
11/11/2015 16:00	13/11/2015 08:55	W40241	10PP54322	View Details

To the right of any listed link, click *View Details* to see the details of the link. The Future Link screen is displayed. You can edit this link or break it exactly as described in section 3, Managing an Active Link.

It is possible to create multiple future links, should you wish to operate several vehicles throughout the course of the next week. Note that links can be made concurrently. This means that you can create one link to end at 18:00 and the next to begin at 18:00, without the one link breaking the other.

6. Historical Links

You can view your link history by choosing the *Historical Links* option from the menu on the left of the screen. The Historical Links screen is displayed with a list of your past links to SPSVs.


Historical Links				
Export				
Valid From	Valid To	Licence No.	Registration No.	
11/11/2015 12:24	11/11/2015 12:53	W40241	10PP54322	View Details
10/11/2015 15:20	11/11/2015 12:22	T12345	09CN6132	View Details
09/11/2015 16:46	10/11/2015 15:13	T41505	10PP54322	View Details
01/04/2015 15:36	01/04/2015 15:41	W40241	10PP54322	View Details
31/03/2015 15:33	31/03/2015 17:02	W27103	10PP54322	View Details
31/03/2015 15:16	31/03/2015 15:23	W40241	10PP54322	View Details
31/03/2015 15:14	31/03/2015 15:16	W27103	10PP54322	View Details
31/03/2015 14:23	31/03/2015 14:35	W27103	10PP54322	View Details
31/03/2015 12:22	31/03/2015 12:24	W27103	10PP54322	View Details
31/03/2015 11:30	31/03/2015 12:22	W27103	10PP54322	View Details

To the right of any listed link, click *View Details* to see the details of the link.

Historical links cannot be edited.

[Back](#)

Historical Link



Driver

Licence No:
Z1115

Name:
JOHN MURPHY

Licence Status:
Active

Expiry Date:
20/04/2016

Area:
GALWAY

Vehicle

Licence No:
W27103

Registration No:
10PP54322

Make:
TOYOTA

Model:
COROLLA

Colour:
BLACK

Licence Status:
ACTIVE

Expiry Date:
01/05/2016

Start Date:
31/03/2015
15:33

Link

➔

End Date:
31/03/2015
17:02

7. Activity Log

To see a list of driver links changes associated with your SPSV driver licence, choose the *Activity Log* option from the menu on the left of the screen. The Activity Log screen is displayed with a list of the changes associated with your driver links.

Activity Log				
Change Date	Change Type	User	Method	
11/11/2015 15:28	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:28	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:26	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:26	Link Broken	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:25	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:25	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 15:23	Link Created	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:53	Link Broken	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:30	Link Edited	JOHN MURPHY	SPSV Online	View Details
11/11/2015 12:24	Link Created	JOHN MURPHY	SPSV Online	View Details

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

To the right of a listed item, click *View Details* to see its details.

These details cannot be edited.

Activity Details

Change Type:
Update to personal details

User:
JOHN MURPHY

Change Date:
11/11/2015 15:55

Method:
SPSV Online

Details

Phone No 1 (Before change)
087 1234567

Phone No 2 (Before change)
01 123456

Email Address (Before change)
johnmurphy@testmail.ie

Address Line 1 (Before change)
1 EXAMPLE ROAD

Address Line 2 (Before change)
.

Address Line 3 (Before change)
.

Town (Before change)
THURLES

County (Before change)
TIPPERARY

Postcode (Before change)
.

Phone No 1 (After change)
087 1234567

Phone No 2 (After change)
01 123456

Email Address (After change)
johnmurphy@testmail.ie

Address Line 1 (After change)
2 EXAMPLE ROAD

Address Line 2 (After change)
.

Address Line 3 (After change)
.

Town (After change)
THURLES

County (After change)
TIPPERARY

Postcode (After change)
.

Close

8. Notifications

To see a list of notifications from the Authority regarding your driver link activity, choose the *Notifications* option from the menu on the left of the screen. The Notifications screen provides you with access to copies of all driver link notifications sent to you by the Authority. The list shows the reason for the notification and the method used for delivering it (email or post).

Notifications				
Date Sent ▾	Reason ↕	VLN ↕	Via ↕	
13/11/2015 08:57	EXPIRED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 16:02	EXPIRED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:28	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:28	EDITED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:26	NEW DRIVER LINK CREATED DLH	W27103	EMAIL	View PDF Delivery Details
11/11/2015 15:26	BROKEN DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:25	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:25	EDITED DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 15:23	NEW DRIVER LINK CREATED DLH	W40241	EMAIL	View PDF Delivery Details
11/11/2015 12:53	BROKEN DRIVER LINK DLH	W40241	EMAIL	View PDF Delivery Details
First Previous 1 2 3 4 Next Last				

To the right of a listed item, click *View PDF* to see the notification in full.

Click *Delivery Details* to see details of how it was delivered.

Notification Delivery Details

Date Sent:
11/11/2015 15:28

Notification type:
EDITED DRIVER LINK DLH

Medium:
EMAIL

johnmurphy@testmail.ie

Related to:
W40241

Close

File preview

SPSV Online Services

Driver Link: new link created

JOHN MURPHY
1 EXAMPLE ROAD

THURLES
TIPPERARY

11 November 2015

Driver licence number: **Z1115**

Licence status: **Active**

Licence expiry date: **20 April 2016**

You have created a new driver link on SPSV Online Services system. Please see details for this link below. You are now entitled to operate this vehicle as an SPSV during the dates and times listed below.

Driver licence number	Z1115
Vehicle licence number	W40241
Vehicle registration number	10P54322
Link start date:	11/11/2015 16:00
Link end date:	13/11/2015 08:55
Method	SPSV Online

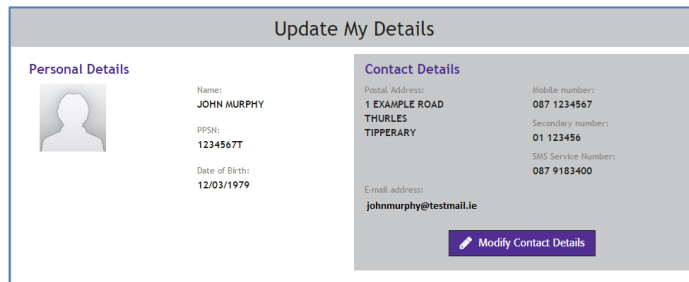
If any of the details listed above are incorrect, check that a link has been created to the correct vehicle at the date/time you specified. Update the link details if necessary by choosing the Edit option on the Link details screen. If the details displayed are still incorrect, please contact the industry information line on 0761 064 000.

Print **Save** **Close**

9. Update Contact Details

To change the contact details for your SPSV driver licence on the SPSV register, choose the *Update My Details* option from the menu on the left of the screen. The Update My Details screen is displayed.

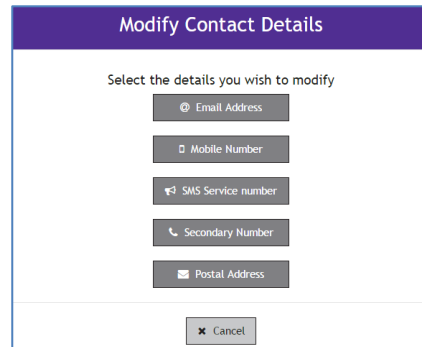
Click *Modify Contact Details*.



On the Modify Contact Details screen, click on the item you want to change.

You are then shown the information currently held on your driver record, and asked to provide the new contact details.

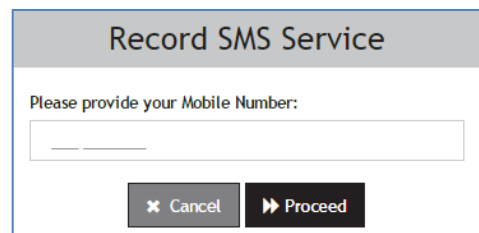
If you change your email address, the new email address you provide will be used in future for logging into SPSV Online Services and for communications from the Authority.



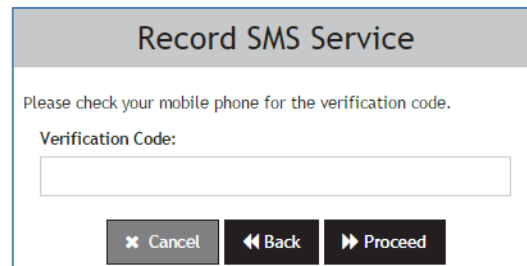
If you change any of your contact details, you will be advised to inform your local PSV office of the change.

To set up the SMS Service, which enables you to create and end links using text messages, select SMS Service.

The Record SMS Service screen is displayed. Enter the mobile phone number you wish to use.



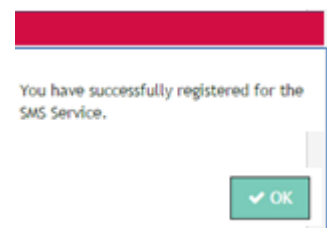
A verification code is then sent to your phone. Enter this code and click *Proceed*.



Note: code format must match exactly.

If you do not receive a verification code, contact 0761 064 000.

You then receive a message confirming your registration.



10. Logging Out

To log out from SPSV Online Services, click the Log Out button at the top right of the screen.

