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<image>

Version 1.2

Prepared by

Ammiraju B



YOUR VISION.REALISED.

REVISION & SIGNOFF SHEET

Document History

Version	Author	Date	Description of Change
0.1	Ammiraju B	26/12/2022	First draft
0.2	Vishvas Sharma	12/01/2023	Initial Review and Updates
0.3	Matt Griffin	17/01/2023	Updated the alignment and font changes
0.4	Lidia Bator	25/01/2023	Updated content for existing functionalities (prior to Phase 2)
0.5	Ammiraju B	30/01/2023	Updated the document with review comments
1.0	Vishvas Sharma	30/01/2023	Document Formatting and Alignment
1.1	Vishvas Sharma	21/02/2023	Updated comments from Roy
1.2	Ammiraju B	24/03/2023	Updated comments from Selva

APPROVERS LIST

Name	Role	Approver/Reviewer	Approval/ Review Date
Matt Griffin	PMO Manager	Reviewer	17/01/2023
Lidia Bator	Senior Business Analyst	Reviewer	25/01/2023
Vishvas Sharma	Senior Project Manager	Reviewer	30/01/2023
Kavya Kunduru	Test Lead	Approver	30/01/2023

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1. PRS V2 KEY BENEFITS

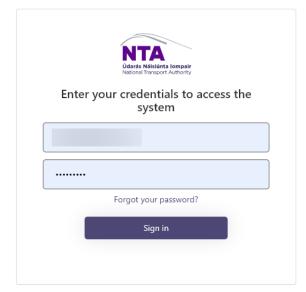
Key benefits for external system users include:

- Automated emails
- Improved data auditing
- Multi annual project spend tab to view projects yearly spend and allocations history at a glance
- Improved reporting with access to all data instead of on a yearly basis only
- Improved search functionality

2. LOGIN

To log in the user must navigate to the home page URL. Here they will be prompted to sign in via Username & Password.

Welcome to the PRS - NTA Capital Grant Management System



NTA Privacy Statement

PASSWORD RESET

In the event where the user cannot access the site via their current credentials, they have the option to reset their password via the 'Forgot your Password' link.

	National Transport Authority	
Enter	your credentials to access th system	ıe
•••••		
	Forgot your password?	
I	Sign in	

Welcome to the PRS – NTA Capital Grant Management System

Clicking this link will redirect the user to the password reset screen. The user will be instructed to enter the email address associated with their PRS account and click the 'Send Verification Code' button.

Cancel	NTA Odarás Nálsiúnta Iompair National Transport Authority
Verification	is necessary. Please click Send button.
Email A	ddress
	Send verification code

Welcome to the PRS - NTA Capital Grant Management System

Once the user clicks the 'Send Verification Code' button an email will be sent to the entered email address and the user will be redirected to a verification page. Please note that this email verification code will expire after 5 minutes.

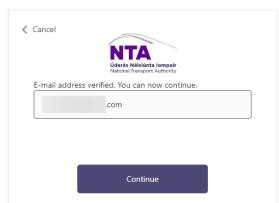
Verify your email address
Thanks for verifying your
Your code is: 932830

The user can then either type or copy/paste the code they receive into the verification code field and click the '**Verify code**' button.

Údarás Nálsiúnta Iompair National Transport Authority	
Verification code has been sent to your inbox. Please to the input box below.	e copy it
Verification code	
Verify code Send new code	

Alternatively, if no email was received the user can click the '**Send new code**' button to receive a new code.

Once a valid code is entered and the user has clicked verify the user is allowed to continue to the password reset screen.



Welcome to the PRS – NTA Capital Grant Management System

Here the user can enter a new password & confirmation before continuing to the login screen. The password must conform to the following standard:

• The following characters are not allowed: % [&", ":+=V()<>] and space.

- Allowed characters '@', '.', dash and underscore cannot be starting characters.
- Allowed characters '@', '.', dash and underscore cannot be ending characters.

🗶 Can	cel NTA <u>Udarás Nálslúnta Iompair</u> National Transport Authonity	
	New Password	
	Confirm New Password	
	Continue	

Welcome to the PRS - NTA Capital Grant Management System

SYSTEM USERS

The external PRS system is accessed by 5 types of user roles: Claim Proposers, Finance Officers, Project or Programme Managers, Director or Equivalents and Sponsoring Agency Administrators.

CLAIM PROPOSER

This user role is responsible for:

Creating claims on specific projects and submitting them for Finance Officer review

FINANCE OFFICER

This user role is responsible for:

- Approving Claims to be processed by NTA
- Rejecting Claims back to Claim Proposer for revision

SPONSORING AGENCY ADMINISTRATOR

This user role is allowed to:

- Create claims on specific projects and submit them for Finance Officer review
- Create documents Grant Application Form/Project Funding Continuance Form/Allocation Adjustment Form

- Edit documents if they are in Draft or NTA Preview status and provide comments on them
- Approve documents if they are in Draft or NTA Preview status
- Cancel document submission
- Export details from grids to excel spreadsheet

This user role is responsible for:

• Manage Users assignment to the Projects. This applies only to the 'Project or Programme Manager' and 'Director or Equivalent' roles. Claim Proposer and Finance Officers have access to all projects by default

PROJECT OR PROGRAMME MANAGER

This user role is responsible for:

- Creating documents Grant Application Form/Project Funding Continuance Form/Allocation Adjustment Form
- Editing documents and providing comments on them
- Cancelling document submission
- Approving documents if they are in Draft or NTA Preview status
- Cancelling Document in the 'For SA Approval' status and changing the status to 'NTA Preview'

DIRECTOR OR EQUIVALENT

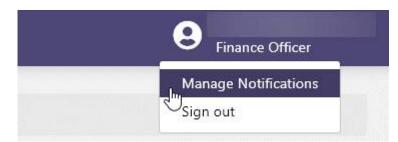
This user role is responsible for:

- Creating documents Grant Application Form/Project Funding Continuance Form/Allocation Adjustment Form
- Editing documents and providing comments on them
- Cancelling document submission Approving documents if they are in Draft, NTA Preview or For SA Approval status. In the last status user is also responsible for providing eSignature on the document
- Cancelling Document in the 'For SA Approval' status and changing the status to 'NTA Preview'

3. AUTOMATED EMAILS

Throughout the PRS system, users will receive automated emails for various actions in the system. Below is a description when an automated email is sent and to whom it will be sent to.

All users can enable certain email notifications in the **Manage Notifications** section of the user's profile below.



From here select required options and click save.

**	
PAG Documents	Manage Notifications
₩ Worklist	Manage Notifications
D Projects	☑ Claims are approved and payrun is closed
€ Payruns	☑ Document rejection completed by NTA
🌣 Administration 🗸	☑ Project has been set to open
	Project was created as draft by PRS Administrator
	There are outstanding actions on PAG Documents Worklist
	★ Cancel Save

CLAIM REJECTED BY FINANCE OFFICER (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a claim has been rejected by the Finance Officer

Who receives this email?

This email is sent to the Claim Proposer and Sponsoring Agency Administrator for the Sponsoring Agency for which the claim has been rejected. The email will also include the rejection reason provided by the finance officer user who had rejected the claim.

CLAIM REJECTED BY NTA (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a claim has been rejected by a NTA Section Head, NTA Senior Programme Manage or NTA Programme Manager

Who receives this email?

This email is sent to all Claim Proposers, Finance Officers, and Sponsoring Agency Administrator for the Sponsoring Agency for which the claim has been rejected. The email will also include the rejection reason provided by the NTA user who had rejected the claim.

REMITTANCE SENT (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a remittance has been sent.

Who receives this email?

This email is sent to all Finance Officers, Claim Proposers and Sponsoring Agency Administrator for the Sponsoring Agency for which the remittance has been sent.

PROJECT ALLOCATION UPDATES (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a system administrator has updated the project allocation.

Who receives this email?

This email will be sent to the Sponsoring Agency Financial Officer and Sponsoring Agency Administrator, NTA Programme Manager and NTA Senior Programme Manager of the project.

PROJECT CREATED (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a system administrator has created a new project.

Who receives this email?

The email is sent to the Sponsoring Agency Financial Officers and Sponsoring Agency Administrators with CC to the projects NTA Programme Manager and NTA Senior Programme Manager.

PAYRUN CLOSED (MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a system administrator or capital finance officer as closed a payrun.

Who receives this email?

The email is sent to the Sponsoring Agency Financial Officers and Claim Proposers

with CC to the projects NTA Programme Manager and NTA Senior Programme Manager.

DOCUMENT REJECTION COMPLETED BY NTA (MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a document has been rejected by the NTA User

Who receives this email?

When rejection was completed during NTA approval process the notification will be send to all users that were involved in document approval process.

PROJECT WAS CREATED AS DRAFT BY PRS ADMINISTRATOR (MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a Project is created and saved as Draft by NTA Administrator

Who receives this email?

When the Project saved as Draft email is send to Sponsoring Agency Administrators with CC to NTA Programme Manager / NTA Senior Programme Manager with subject: 'New Draft Project Created on PRS'.

PROJECT HAS BEEN SET TO OPEN (MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a Project status changed to Open by Administrator/CPO Analyst/CPO Management

Who receives this email?

Once the project status changes from On Hold or directly to Open, there will be an email notification send to Project or Programme Managers, Director or Equivalent, Sponsoring Agency Administrator with CC to NTA Programme Manager / NTA Senior Programme Manager with subject: 'New Project Activated on PRS'.

OUTSTANDING ACTIONS ON PAG DOCUMENTS WORKLIST (MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent who have outstanding actions on PRS.

Who receives this email?

Individuals who have outstanding actions on PRS (Project or Programme Manager, Director or Equivalent).

[Note: This should only be for outstanding actions on forms]

4. PAG DOCUMENTS WORKLIST

When logging onto the external site the default landing page will be the Worklist. User has to click on PAG Documents tab from the left-hand menu.

PAG DOCUMENTS SEARCH.

The following search field filters are available to search Documents:

- Document ID
- Project Code
- Project Name
- Project Type
- Project Band
- Project Phase
- Document Deliverable
- Document Status (Note: This will be pre-set based on role but can be changed)
- Submission Date-From
- Submission Date-To
- Return records with comments not resolved

Once the desired search criteria are set the user has 2 options:

- Reset Clear all search fields.
- Search Display Results.

If all search fields are blank and the user clicks on 'Search' button, all the data available will be displayed to the user.

PAG Documents	FAG Documents			
PAG Documents				
Worklist	Documents			🕼 Fill the Form
Projecta	Document ID	Project Code	Froject Name	Froject Type
Payruns				Select
	Froject Band	Project Phase	Document Deliverable	Document Status
	- Sclect 👻	Select 👻	Select 🗸	Select
	Submission Date - From	Submission Date - To		
			_ Return records with comments not	
	8		resolved	
				<u> </u>

By default, the document status will be preselected depending on the role the user has logged into.

• For Sponsoring Agency Administrator, the Document status will be pre-set to 'Draft'

NTA PRS				Sponsoring Agency Administr	rator
PAG Documents	PAG Documents				
 Worklist Projects Payruns 	Documents Document ID	Project Code	Project Name	Project Type	1
Administration	Project Band	Project Phase	Document Deliverable	Document Status	-
	Submission Date - From	Submission Date - To	Camments not resolved	🗙 Reset 🛛 🔍 Search	1

 For Director or Equivalent the Document status will be pre-set to 'For SA Approval'

NTA PRS							B irecto	r or Equivaler
FAG Documents	FAG Documents							
Worldist	Documents						ß	Fill the Form
I Projects	Document ID		Project Code		Project Name		Project Type	
Payruns							Select	Ŷ
	Project Band		Project Phase		Document Deliverable		Document Status	
	Select	*	Select	*	Select	~	For SA Approval	
	Submission Date - From		Submission Date - To					
			(11)		Return records with commer resolved	its not		
	-		-		rescived			
							× Reset	Q Search

• For Project or Programme Manager the Document status will be pre-set to 'Draft, NTA Preview'

NTA PRS				Project or Programme Manager
🔍 PALi Documents	PAG Documents			
🗮 Worklist	Documents			🖬 Fill the Form
C Projects	Document ID	Project Code	Project Name	Project Type
€ Payruns				Select 🗸 🗸
	Project Dand	Project Phase	Document Deliverable	Document Status
	Select 🗸	Select 👻	Select 🗸 👻	Draft, NTA Preview
	Submission Date - From	Submission Date - To		
			Return records with comments not resolved	
				× Reset Q, Search

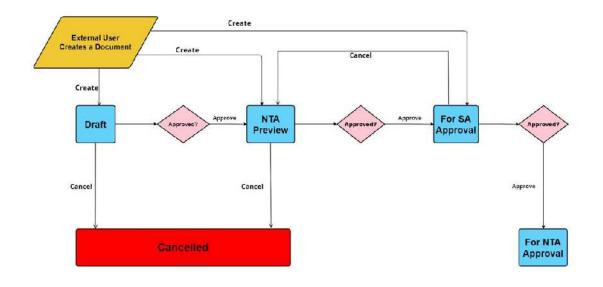
VIEW DOCUMENT DETAILS

Once a search has been performed and results are returned the user can view the document details by simply clicking anywhere on the line item. This will show the user the following details:

- Submitted By
- Submission Date
- Related Files
- Number of Comments not Resolved
- Approval Details
- Edit Action Icon
- History Icon

lesults 628								L Exp	ort Gri
Document ID	Project Code	Project Name	Project Type	Project Band	Project Phase	Document Deliverable	Document Status	Act	ions
1011	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form	NTA Preview	×	~
05	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form	NTA Preview	×	~
	n Date e(s) 012 - Planner-P ? Comments no		ontinuance Form					đ	G
504	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form	NTA Preview	×	~
77	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Allocation Adjustment Form	Draft	×	~
8	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Allocation Adjustment Form	NTA Preview	×	~
6	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Allocation Adjustment Form	Cancelled		

DOCUMENT STATUS WORKFLOW



5. WORKLIST (CLAIMS)

When logging onto the external site the default landing page will be the Worklist. This is where all claims associated with the logged in users' projects will be located.

By default, this list will be pre-filtered depending on the role you have assigned.

Claims									
Jaim Reference Number		Project Code		Project Name			Category		
							Select		
Jaim Status									
Draft tesults	<u>×</u>							×	Reset Q Sec
	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	X	Reset Q Sec
tesults		Project Name Jewelery & Books	Creation Date 19/07/2021 08:05	Submitted By	Verified By	Status Draft	Approved By	-	
tesults Claim Reference Number	Project Code			Submitted By	Verified By		Approved By	Total	Actions
tesults Claim Reference Number 120	Project Code IAISQ/19/0001	Jewelery & Books	19/0//2021 08:05	Submitted By	Verified By	Øraft	Approved By	Total C50.00	Actions

For Claim Proposer the Claim status will be pre-set to 'Draft'

• For Finance Officer the Claim Status will be pre-set to 'For Finance Officer Verification'

laim Reference Number		Project Code	e	Project Name	1	C	ategory				
							Scleet				
Taim Status											
For Finance Officer verifica	ation	*									
								14		_	
								× Rese	* C	a, Sea	rch
la sulla s											
tesults											
	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actio	ons	
Claim Reference Number	Project Code	Project Name	Creation Date 07/07/2021 09:24	Submitted By	Verified By	Status For Finance Officer verificati		Total €45.00		ons × v	,
Claim Reference Number		A REAL PROPERTY AND A REAL			Verified By		ion		D		
Claim Reference Number 117 113	IAI5C/21/0002	OSDS OA 2	07/07/2021 09:24		Verified By	I or Linance Officer verificati	ion	€45.00	0	× ~	/
Claim Reference Number 117 113 112	IAISC/21/0002 IAISC/21/0001	OSDS QA 2 OSDS QA	07/07/2021 09:24 01/07/2021 14:51 16/06/2021 15:55		Verified By	For Finance Officer verificati	ion ion	€45.00 €200.00	0	×	1
Claim Reference Number 117 113 112 78 77	IAISC/21/0002 IAISC/21/0001 IAISC/19/0001	OSUS QA 2 OSUS QA Jewelery & Books Jewelery & Books	07/07/2021 09:24 01/07/2021 14:51 16/06/2021 15:55		Verified By	For Finance Officer verificati For Finance Officer verificati For Finance Officer verificati	ion ion ion	€45.00 €200.00 €100.00		× × × ×	1 1 1

CLAIMS SEARCH

The following search fields are available to search claims:

- Claim Reference Number
- Project Code
- Project Name
- Category
- Claim Status (Note: This will be pre-set based on role but can be changed)

Once the desired search criteria are set the user has 2 options:

- Reset Clear all search fields.
- Search Display Results.

If all search fields are blank and the user performs a search the results will display all data available to the user.

Claims				
Claim Reference Number	Project Code	Project Name	Category	
			Select	~
Claim Status				
Select	~			
			× Re	set Q , Search

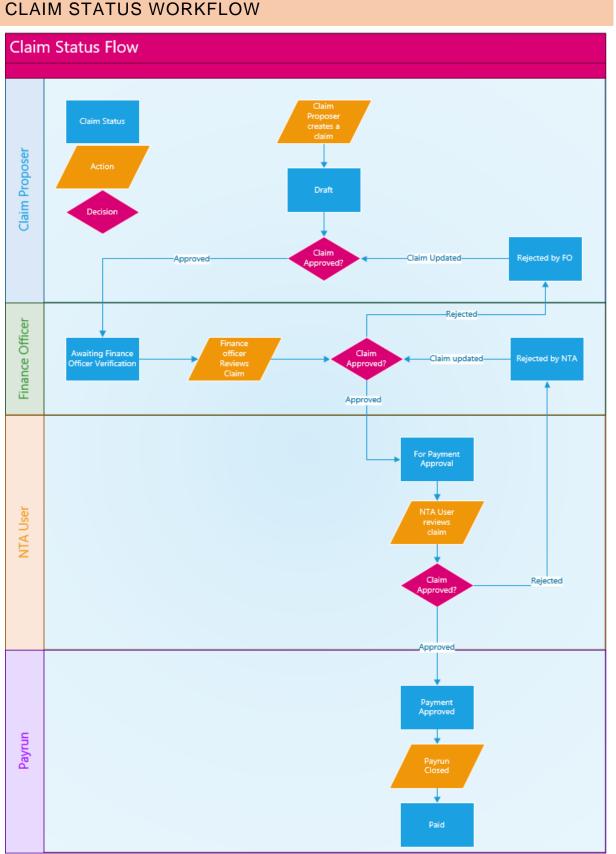
VIEW CLAIM DETAILS

Once a search has been performed and results are returned the user can view the claim details by simply clicking anywhere on the line item. This will show the user the following details (where available):

• Category Details

- Claim Description.
- Document it can be downloaded to user local machine.
- Verification Date date when claim was verified by Finance Officer.
- Number of Comments added against the claim.
- Payrun Number populated when Claim is already Paid.
- Approval Date date when claim was approved by NTA for payment.
- Paid Date date when payrun was closed.

Claim Reference Number	Project Cade	Project Name	Creation Date	Submitted By	Verified By	Status Approved By	Total	Actions
16411	DOC/21/0004	Amiens St to Georges / City Quay Cycle Scheme	26/07/2021 10:51			Draft	C4,500.00	• •
Category	Details		Payr	un Number				z "D
Design/Pla	anning	€1,500.00						
Constructi	ion/Implementati	ion €3,000.00	Арр	roval Date				
Claim Des	cription							
Claim des	cription test		Paid	Date				
Documen								
Verificatio	on Date							
Number o 0	of Comments							



CLAIM STATUS WORKFLOW

CREATE A CLAIM

As a **Claims Proposer** or **Sponsoring Agency Administrator** navigate to the projects section on the left navigation pane, search for a project and click to view the desired project via the actions menu.

Worldist	Projects Search										
Projects	Projects										
Payrurn	Project Conte		Project Nam	e.			Status				
							Select	t+-			
									2		0.0
									8	× Reset	Q Sea
	Results										Export G
	1					-	-				
	r Project Code	Project Name	Programme	Sub- Programme	Рюјест Туре	Current Year Allocation	Paid VTD	Paid in date	Awaiting NTA	Status	Actions
		Project Name test 1239	Programme B83 PUBLIC TRANSPORT INFRASTRUCTURE		Project Type Capital Investment Project	Allocation				Status Open	Actions
	Project Code	1.1.233	88.3 PUBLIC TRANSPORT	Programme	Capital Investment	Allocation	DLA	date	Payment		1.1.1
	Project Code BE/22/0026	test 1239	B8.3 PUBLIC "RANSPORT INFRASTRUCTURE B8.2 HEAVY RAIL SAFETY &	Programme	Capital Investment Project Capital Investment	Allocation	0.00	date €0.00	Payment €0.00	Open On	a
	Project Code 8£/22/0026 D5/22/0012	test 1239 test edit	BB 3 PUBLIC "RANSPORT INFRASTRUCTURE BB2 HEAVY RAIL SAFETY & DEVELOPMENT BB2 HEAVY RAIL SAFETY &	Programme Accessibility Heavy Rail	Capital Investment Project Capital Investment Project	Allocation €C.00 €C.00 €C.00	00.03 00.03	date €0.00 €0.00	Paymen: €0.00 €0.00	Open On Hold	a

This will then open the project dashboard which will display all related claims by default, as well as allowing the user to select the **+Create New Claim** button.

~	Projects Search / Project Details	/ Claims							
Whyklict									
Projects	← close details panel								
Payruns	Project Details	Claims Payruns	Nulti Annua Pr	oject Spend					
	Project Type ICT Project	+ Create New Claim	•					1	🛓 Export Grid
	Code D3/25/0035 Name new project	Claims Reference Number	Creation Date	Submitted By	Verified By	Status	Approved By	Iotal	Action
	Sponsoring Agency Dublin Dus	Claims Reference		Submitted By	Verified By	Select Y	Approved By	Tota	*
	Project Band Band 1		8						
	Project Phases Phase D: Intiated	No data							
	Project Status Open								
	Indicative Overall Total Cost of Project E0.00								
	Estimate Project Completion Year								

A pop-up will then be displayed to the user, allowing the user to enter the following information:

- Claim Reference Number automatically generated incremental number.
- Category Details mandatory drop-down with following values:
 - o Design/Planning
 - o Construction/Implementation
 - o Land/Property
 - o Other

- Amount mandatory field which accepts negative and positive amounts with up to 2 decimal places. Field is restricted to 20 characters and does not accept A-Z characters and special characters other than full stop.
- Add Category Details Adds another row of category details and amount
- Remove Category Details *Removes a row of category details and amount. User cannot remove all rows and must have at least one.*
- Claim Description non-mandatory free text field restricted to 2000 characters.
- Add Attachment User can 'Drag & Drop file from local machine or Browse' upload area. Accepted file types are *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats with a maximum size of 40 MB.

Add/Edit Claim		
Claim Reference Number	Total Claim Amo	unt
Will be auto generated	€0.00	
Claim Description		
Add Attachment*		
		•
	1	
	Drag & Drop fil	e here or Browse
#1 Category details		
Category*		Amount (€ EUR)*
Select	÷	x.xx
		+ Add Category Details
		🗙 Cancel 🛛 🛩 Save

Before continuing the user has two options via buttons at the bottom of the page:

- Cancel Cancels the process and claim will not be saved.
- Save Saves the claim in 'Draft' status. The Claim can be saved only if the Allocation on the relevant project is >0. If there is not enough allocation on the project (i.e., Current Year Allocation on project is €10,000 and I input € 100,000 or €10,001 in Amount field) User will receive an error message saying 'Claim cannot be submitted. Please verify if Amount you input is lower or equal Current Year Allocation on this Project'

EDIT CLAIM DETAILS

Claims will be available for the **Sponsoring Agency Administrator, Claims Proposer** or **Finance Officer** to edit. Only records in the following statuses will be available for editing:

- Draft
- For Finance Officer verification
- Rejected by FO
- Rejected by NTA

To do this the user performs a search and expands the details of the claim they wish to edit. Once expanded the user can select the '**Edit**' icon on the right side of the details window.

teference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
5411	DOL/21/0004	Amiens St to Georges / City Quay Cycle Scheme	26/07/2021 10:51			Draft		64,500,00	ы ч
Category	/ Details		Payr	un Number					8 3
Design/P	larining	€1,500.00						1	20.00
Construct	toryimplementat	on €3,000.00		oval Date					
			Abb	OVAI LABOR				/	
	escription						/		
Claim der	scription test		Paid	Date					
Docume	nt								
12 ⁸ PDF 1	est File pot								
	lon Date								
Verificati									
Verificati -									
	of Comments								

This will open a pop-up to edit the following details:

- Claim Reference Number
- Category Details
 - o Add Category Details
 - o Remove Category Details
- Amount
- Claim Description
- Add Attachment

Once all desired details are updated the user clicks **Save** to complete the edit.

Note: Required fields cannot be left blank when editing a claim. If details are not known the user can cancel the pop-up and edit later.

Add/Edit Claim			
Claim Reference Number	Total Claim Amo	unt	
Will be auto generated	€4,500.00		
Chim Description			
Claim description test			
Add Attachment*			
	PDF Test Fi	ile.ndf	
#1 Category details			
Category *		Amount (€ EUR) *	
Design/Planning	~	1500.00	
			*
			Remove Category Details *
#2 Category details			
Category "		Amount (€ EUR)*	
Construction/Implementation	n 👻	3000.00	
			Remove Category Details
			+ Add Category Details
			X Cancel V Save

CLAIMS COMMENTS

Throughout the claims process comments may be added. These may be notes on approval/rejection, or simply general comments by the Claims Proposer or Finance Officer.

Comment visibility

- Claim comments from external users can be viewed by internal users but cannot be edited.
- Claim comments from external users can be edited by other external users. (All edits are captured in the comment history.).

VIEW COMMENTS.

To view the comments related to a claim the user performs a search and clicks on the **comments** icon under **actions**.

Results								1			
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Acti	ons	
117	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24	mental problem or		For Finance Officer verification		€45.00	D	×	~
113	TAISC/21/0001	OSDS OA	01/07/2021 14:51	second, it and plain con-		For Finance Officer verification		£200.00		×	~
112	IAISC/19/0001	Jewelery & Books	16/06/2021 15:55	carbon second perpensions.		For Finance Officer verification		€100.00		×	-

This will display a pop-up of all existing comments related to the claim.

Comments			_	
	a		_	dd Comment
	Created By	Created Date	Comment	Actions
8		26/07/2021 12:10	lest Comment	9 🗹
1 1-1				

ADD COMMENTS

To add a comment the user simply selects the **+Add Comment** button which will display a pop-up allowing the user to enter a comment along with the option to cancel or save.

Co	mments
	Please note that any comments below are visible to both your agency and the NTA
Cor	mment*
Т	his is a test comment
	18
	Cancel Save

EDIT COMMENTS

Once a comment has been submitted the user has the option to edit their comment. To do this the user needs to open the comment pop-up and click the **edit icon** under **actions**.

Comments			+	dd Comment
Comment Number	Created By	Created Date	Comment	Actions
8	$(a_1,a_2,a_3,a_4,a_5,a_6,a_6,a_6,a_6,a_6,a_6,a_6,a_6,a_6,a_6$	26/07/2021 12:10	Test Comment	3
1 1-1				Edir

This will display a pop-up allowing the user to edit the comment details.

Comments						
Please note th	at any comments	below are visible	to both your age	ency and the NT/	Ą	
Comment*						
This is a test co	nment edit					
						//
					X Cancel	✓ Save

COMMENTS HISTORY

All edits made to comments are recorded in an audit history. To view this the user needs to open the comment pop-up and click the **history icon** under **actions**.

 Comments

 Comment Number
 Created By
 Created Date
 Comment
 Actions

 8
 26/07/2021 12:10
 Test Comment
 Image: Comment
 Image: Comment

 1
 1-1
 1-1
 Image: Comment
 Image: Comment
 Image: Comment

This will then display a filterable overview of all changes made to the comment.

Change Type	Change Date	Created By	Actions
Select	×]	Created By	×
Comment Updated	26/07/2021 12:14:07	Control of Street and	۹
Comment Created	26/07/2021 12:10:58	record dispersion	9

The user can then click on the **view** icon under **actions.** This will display a 'before and after' view of any comment changes:

hange Type	Change Date
omment Updated	25/07/2021 12:14
reated By	
and the production of the	
Details	
EFORE CHANGE	AFTER CHANGE
omment	Comment
est Comment	Test Comment updated

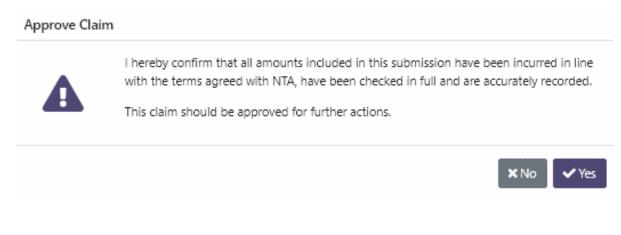
CLAIMS APPROVAL (CLAIMS PROPOSER)

Once a claim has been created it is left in draft status. To move the claim to For Finance Officer Verification status the Claim Proposer must approve the draft record first.

To do this the user selects the **approve icon** under the **actions** section for the record.

Claims									
Claim Reference Number		Project Code		Projecti Name			Category		
							Select		
Claim Status									
Draft									
								×	Revet Q, Search
Results Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Resel Q. Search
Results Claim Reference Number 120	Project Code IAISC/19/0001	Project Name Jewelery & Books	Creation Date 19/07/2021 08:05	Submitted By	Verified By	Status Draft	Approved By		Actions
Claim Reference Number				Submitted By	Verified By		Approved By	Total	Actions
Claim Reference Number	TAISC/19/0001	Jewelery & Books	19/07/2021 08:05	Submitted By	Verified By	Draft	Approved By	Total e.o.oo	Actions

The system will display an alert before moving the status, allowing the user to cancel the action or to agree and proceed. Once **Yes** is clicked the status of the claim will move to **For Finance Officer Verification** status.



CLAIMS APPROVAL (FINANCE OFFICER)

After the Claim Proposer has created and approved the draft claim it is moved to **For Finance Officer Verification** status.

When the Finance Officer logs in they are automatically brought to the Worklist section with the claims status of **For Finance Officer Verification** pre-set. Here they can see all claims awaiting review.

To approve a claim the user simply selects the **Approve icon** under the **actions** section for the record.

Claim Reference Number		Project Code	e .	Project Name	•	Calego Se	ny Nect			
laim Status For Finance Officer verifica	ation	~								
								× Rese	• •	, Search
	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By		Actio	, Seanth
Claim Reference Number	Project Code TAISC/21/0002	Project Name OSDS QA 2	Creation Date 07/07/2021 00:24	Submitted By	Verified By	Status For Finance Officer weißfastion	Approved By		Actio	
		-			Verified By		Approved By	Total	Actic	3
	TAISC/21/0002	OSDS QA 2	07/07/2021 00:24		Vesified By	For Finance Officer verification	Approved By	Total C45.00	Actio	.

The system will display an alert before moving the status, allowing the user to cancel the action or to agree and proceed. Once **Yes** is clicked the status of the claim will move to **For Payment Approval** status and will be reviewed by Internal PRS users.

Approve Claim



I hereby confirm that all amounts included in this submission have been incurred in line with the terms agreed with NTA, have been checked in full and are accurately recorded.

This claim should be approved for further actions.



CLAIMS REJECTION

Any claim in the status **For Finance Officer Verification** can also be rejected after review by the finance Officer and sent back to the Claim Proposer for further support/clarification.

To Reject a claim the user simply selects the **Reject icon** under the **actions** section for the record.

laim Reference Number		Project Code	2	Project Name		Catego			
aam Kererence Number		Project Coat	E.			10 II	elect		
ilaim Status									
For Finance Officer verifica	ation	*							
								Concernance of	
2me ulte								× Rese	t 🛛 🔍 Searc
Results	25 -5002 -5						10 I I I		
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	t Q Searc
Claim Reference Number	Project Code TAISC/21/0002	Project Name OSDS 04 2	Creation Date 07/07/2021 09:24	Submitted By	Verified By	Status For Finance Officer verification	Approved By		
Results Claim Reference Number 117 113		•			Verified By		Approved By	Total	

The system will display a pop-up requiring the user to provide a rejection reason before moving the status, allowing the user to cancel the action or to save and proceed. Once the rejection reason is provided and **Save** is clicked the status of the claim will move to **Rejected by FO** status.

Reject Claim	
Please provide rejection reason *	
This is a reason for rejection.	
	4
	★ Cancel ✓ Save

The record can then be accessed again by the Claim Proposer to review any comments from the Finance Officer, make any changes that may be required and approve once again to send to the Finance Officer again to review changes.

CLAIMS HISTORY

All actions taken on a claim are recorded in an audit history. To view this the user needs to expand the details of the claim by selecting the line item & clicking the **history icon** under **actions**.

1/0002 0505	QA 2	07/07/2021 09:24	the second s					
		33.1	and the second second		For Linance Officer verification		44,500.00	D × ✓
		Payrun Num	iber					C 2
€1.3	500.00	2						1
€3.0	000.00	Approval Da	ste					
		-					/	
		Paid Date						
		-						
		€1.500.00	€1.500.00 - €3.000.00 Approvel De - Paid Dete	€1.500.00 - €3.000.00 Approval Date - Paid Date	€1.500.00 - €3.000.00 Approval Date - Paid Date	€1.500.00 - €3.000.00 Approvel Date - Paid Date	€1.500.00 - €3.000.00 Approval Date - Paid Date	€1.500.00 - €3.000.00 Approvel Date - Poid Date

Clicking the history icon will present the user with a pop-up covering all changes to the claim.

Change Type	Change Date	Created By	Actions
Select	×) [Created By	×
Claim Updated	09/06/2021 15:55:34	and the state of t	Q
Claim Rejected	09/06/2021 15:15:31		Q
Claim Approved	09/06/2021 14:26:54	and photographic and	٩
Claim Created	09/06/2021 08:58:58	and the second second	Q

Clicking on the '**Magnifying Glass'** icon will present another pop-up detailing what changes were made in greater detail.

History Details Change Type Change Date Claim Updated 09/06/2021 15:55 Created By mail only the state of a Details **BEFORE CHANGE** AFTER CHANGE Description Description Vestibulum ante ipsum primis in faucibus orci Vestibulum ante ipsum primis in faucibus luctus et ultrices posuere cubilia Curae; Donec orci luctus et ultrices posuere cubilia Curae; velit neque, auctor sit amet aliquam vel, Donec velit neque, auctor sit amet aliquam ullamcorper sit amet ligula. Curabitur aliquet vel, ullamcorper sit amet ligula. Curabitur quam id dui posuere blandit. Pellentesque in aliquet quam id dui posuere blandit. ipsum id orci porta dapibus. Vestibulum ac Pellentesque in ipsum id orci porta dapibus. diam sit amet quam vehicula elementum sed Vestibulum ac diam sit amet quam vehicula

× Close

elementum sed sit amet dui. UPDATED

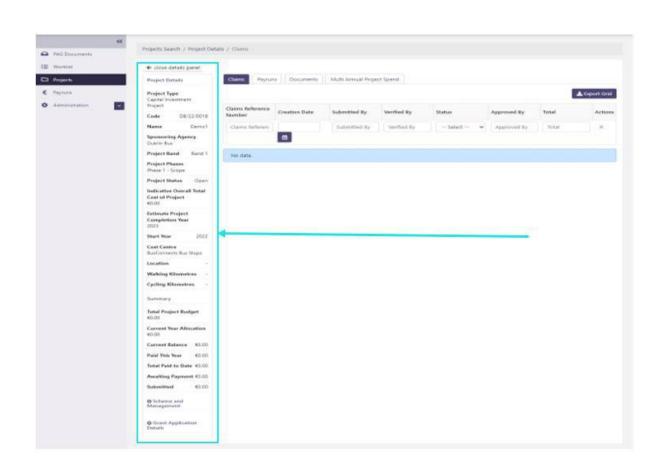
6. PROJECTS

PROJECT DETAILS PANEL

sit amet dui.

On the left-hand side will be a Project details panel which will contain all important information for the selected project. This is split into 4 sub-sections

- Project Details
- Summary
- Scheme and Management
- Grant Application Details



Project Details

Project Type

The project type will be one of 2 options

- Capital investment project
- ICT Project

Code

The unique code assigned to the project. This is a combination of the sponsoring agency, the year the project was created followed by a 4-digit number. Example NTA/21/0001

Name Project name

Sponsoring Agency

The sponsoring agency assigned to the project

Project Band

The current band which the project is currently in. This can be one of the following:

• Band 1

- Band 2
- Band 3

Project Phase

The current phase which the project is currently in. This can be one of the following:

- For Band 1 Capital Investment Projects
 - Phase 1: Scope and Purpose
 - Phase 2-5: Combined
 - Phase 6-7: Combined
- For Capital Investment Projects
 - Phase 1: Scope and Purpose
 - o Phase 2: Concept Development & Option Selection
 - Phase 3: Preliminary Design
 - Phase 4: Statutory Process
 - Phase 5: Detailed Design & Procurement
 - Phase 6: Construction & Implementation
 - Phase 7: Close-out & Review
 - **N/A**
- For ICT Projects:
 - o Phase 0: Concept
 - Phase 1: Initiation
 - Phase 2: Planning
 - o Phase 3: Procure
 - Phase 4: Analysis & Design
 - Phase 5: Build & Test
 - Phase 6: Deploy/Rollout
 - Phase 7: Hand over & BAU
 - Phase 8: Post Project Benefits Review
 - o N/A

Project Status

The current project status can be one of the following:

- Draft
- On Hold

- Open
- Closed
- Frozen

Indicative Overall Total Cost of Project

The current estimated overall cost of the project.

Estimate Project Completion Year

The current estimated project completion year

Start Year

The year the project is proposed to start.

Cost Centre

The assigned cost centre assigned to the project. For example:

- Rural Hackney Service
- Leap Capital Projects
- Public Transport contracts & licensing (Bus & Rail)

Location

Location details provided during submission of the Grant Application Form. This information is filled only for the Capital Investment Projects

Walking Kilometres

Walking Kilometres details provided during submission of the Grant Application Form. This information is filled only for the Capital Investment Projects

Cycling Kilometres

Cycling Kilometres details provided during submission of the Grant Application Form. This information is filled only for the Capital Investment Projects

Summary

Total Project Budget

This is the total project budget assigned to the project.

Current Year Allocation

The projects overall budget for the current year.

Current Balance

The remaining balance for the current year of the project. This will be the 'Current Year Allocation' minus the total value of claims for the project in For Payment Approval, Payment Approved or Paid status.

If a Claim in 'For Payment Approval' status is subsequently rejected by the NTA user, the claim amount value will be re-allocated back to the Current Balance.

Paid This Year

The total value of claims for the project in 'Paid' status for the current year.

Total Paid to Date

The total value of claims for the project in 'Paid' status for the entire duration of the project.

Awaiting Payment

The total value of claims in 'Payment Approved' status.

Submitted

The total value of claims in "For Payment Approval" status.

Scheme and Management (Can be expanded or minimised using the ^o or ^o icons)

Programme

The current programme of the project

Sub-Programme

The current sub-programme of the project

Classification The current classification of the project

NTA Programme Manager The assigned NTA programme manager user

NTA Senior Programme Manager

The assigned NTA senior programme manager user

NTA Section Head

The assigned NTA section head user

Project or Programme Manager

The assigned sponsoring agency project or programme manager.

Director or Equivalent

The assigned sponsoring agency director or equivalent.

Grant Application Details (Can be expanded or minimised using the • or • icons)

Project Description

Original Indicative Overall Total Cost of Project

This is the original Indicative overall total cost of the project excluding any updates or changes to the original value.

Original Estimate Project Completion Year

Original estimated project completed year excluding and updates made to the original value

Projects in the PRS system are generated by the NTA team and accessible by Sponsoring Agencies users via the projects section on the left navigation pane.

PAG Documents	Projects Search		
Worklist	Projects		
☐ Projects	Project Code	Project Name	Status
E Payruns			Select 🗸
Administration	~		
			× Reset Q Search

PROJECT SEARCH

When the projects section is selected the user is presented with a search screen. The following criteria is available for searching:

- Project Code
- Project Name
- Status
 - o Draft
 - On Hold
 - o Open
 - Closed
 - o Frozen

Alternatively, the user can click the search icon with no data in the search fields to see all available projects.

Projects										
Project Code			Project Name			Status				
						Sc	lect			
									3C Reset	Q Search
Results									A DESPI	Search
Project Code	Project Name	Programme	Sub Programme	Project Type	Current Year Allocation	Paid YTD	Paid to date	Awaiting NTA Payment	Status	Actions
15/21/0001	Project Example	IBM SUSTAINABLE URBAN, IRANSPORT	GOM	Capital Investment Project	£1,000,000.00	60.00	60.00	¥0.00	Open	Q
		881 SUSTAINABLE URBAN TRANSPORT	GDA	Capital Investment	€1,000,000.00	60.00	€0.00	€0.00	Open	Q
LS/21/0002	Project Example 2	BAT SOSTATIANSCE UNDAN TRANSPONT		Proje: I						

PROJECT NAVIGATION

Once the user has performed a search and found the desired project the user can click on the 'magnifying glass' icon located on the right side of the page to open the project dashboard.

roject Code		P	roject Name			Status So	loct			
esults Project			Sub-			MI 192953			× Reset	Q Searc
	Project Name	Programme		Project Type	Current Year Allocation	Paid YTD	Paid to date	Awaiting NTA Payment	Status	Actions
ode	Project Name Project Example	Programme BS.1 SUSTAINABLE URBAN TRANSPORT	Programme GDA	Project Type Capital Investment Project	Current Year Allocation £1,000,000,00	Paid YTD €0.00	Paid to date €0.00	Awaiting NTA Payment €0.00	Status Opcn	Actions Q
5/21/0001 5/21/0001			Programme	Capital Investment	Allocation	DITY	date	Payment		q

The system then displays the project dashboard which contains all project details, associated claims, payruns, documents & project spends.

ojects Search / Project Details /	Claims							
sjeets searen y mojeet betans y v	Cidinis							
- close details panel								
Project Details	Claims Payruns	Documents I	Multi Annual Project Spend					
Project Type Capital Investment Project								🛓 Export Grid
Code CL/19/0001	Claims Reference Number	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
Name withdrawal	Claims Reference N		Submitted By	Verified By	Select 🗸	Approved By	Total	×
ponsoring Agency Clare County Council		Ö						
Project Band TestBand	94	29/07/2021 15:52	seed@seed.com		For Finance Officer		€724.77	
Project Phases N/A					verification			
Project Status Open	93	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	mconnolly@openskydata.com	€618.81	D
ndicative Overall Total Cost of Project	92	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€611.02	D
5,666.48	91	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€605.21	D
/ear 2035	90	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€701.69	D
itart Year 2019	89	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	seed@seed.com	€640.28	D
Cost Centre BusConnects Fleet	88	29/07/2021 15:52	seed@seed.com		For Finance Officer		€215.01	D
ocation -			_		verification			_
Walking Kilometres -	62	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	seed@seed.com	€200.95	D

VIEW CLAIMS

When opening the project dashboard, the claims tab will be opened by default. This will show all claims within the project but can be filtered if required. The following search fields are available for filtering:

- Claims Reference Number
- Category
- Creation Date
- Submitted by
- Verified by
- Status
- Approved by
- Total

		1							
← close details p	anel								
Project Details		Claims Payruns	Documents Mu	Iti Annual Project Spend					
Project Type Capital Investmen	t Project								🛓 Export Grid
Code	CL/19/0001	Claims Reference	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
Name	withdrawal							10/225.0	
Sponsoring Ager Clare County Cour		Claims Reference 1	8	Submitted By	Verified By	Select 👻	Approved By	Totai	×
Project Band	TestBand	94	29/07/2021 15:52	seed@seed.com		For Finance Officer		€724.77	D
Project Phases	N/A					verification			
Project Status	Open	93	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	mconnoily@openskydata.com	€618,81	P
Indicative Overal Project	I Total Cost of	92	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€611.02	D
66.665.48 Estimate Project	Completion	91	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€605.21	C
Year 2035		90	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€701.69	D
Start Year	2019	89	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	seed@seed.com	€640.28	C
Cost Centre Bu	Connects Fleet	88	29/07/2021 15:52	seed@seed.com		For Finance Officer		€215,01	D
Location	20					verification			

VIEW PAYRUNS & ASSOCIATED CLAIMS

To view any payruns associated with the project, select the Payruns tab at the top of the page. By default, this will show all payruns associated with the project but can be filtered with the following search fields:

- Payrun Number
- Paid Date
- Claim Reference Number
- Total Paid

Worldist	Projects Search / Project Details / P	ajrura				
Projects	🗲 close details parel					
Payrune	Project Netails	Claims Paynurs Multi Ar	nusl Project Sperd			
	Project Type ICT Project					≜ Export
	Code D8/25/0081	Payron Number	Paid Date	Claim Reference Number	Total Paid	Actions
	Name Allocation 16/1/22				To dat 7 and	
	Sporsoring Agency Dublin Bus	Payrur Number		Claim Reference Number		×
	Project Band 5 and 1		8			
	Project Phases Phase 2 Intiatad	26	18/01/2023 16:12	188	€500.00	=
	Project Matus Open	24	16/01/2023 19:40	189	€1,500.00	=
	Indicative Overall Total Cest of	22	16/01/2023 16:55	165, 186, 187	€95,000.00	=
	Project 60.00	1 1-1				
	Estimate Project Completion Year					
	Start Year 2023					
	Cost Certre Accessibility					
	Location -					
	Walking Kilometres -					
	Cycling Kilometres -					

DOCUMENTS TAB

To view any Documents associated with the project, select the Documents tab at the top of the page. By default, this will show all documents associated with the project but can be filtered with the following search fields:

- Document ID
- Document Deliverable
- Document Status
- Actions

Worklist	← diose details panel						
Projects	Project Details	Claims Payruns Document	Multi Annual Project Spend				
Paynurs	Project Type Capital Insectment Project	C fill the Form					± Eq
	Code 28AFT/08/23/0016	Document ID	Document Deliverable		Document Status		Actions
	Name Download the form 5/1/23	Document ID	Select	*	- Select	~	×
	Sponsoring Agency Dublin Bus	1199	Project Funding Continuence Form		Tor SA Approval		× .
	Project Band -	1197	Grant Application Form		NTA Preview		× ~
	Project Phases						
	Project Status Draft	1 1-1					
	Indix above Overall Total Cost of Project 60.00						
	Estimate Project Completion Year						
	Start Year 2023						
	Lost Centre						

REVIEW MULTI ANNUAL PROJECT SPEND

The multi annual project spend tab, offers users the ability to view project allocations, year end spend and balance on a per year basis.

To view the multi annual project spend for a project, select the last tab at the top of the page. This will give an overview of Allocations at year end, year-end spend and the remaining balance. This will be split by year.

Project Details	Claims Pa	iyruns 🔋 Documents 🔹 Multi Annual Project Spend 🧹		
Project Type Capital Investment Project				🛓 Export Grid
Code CL/19/0001	Year	Allocations as at Year End	Year End Spend	Balance
Name withdrawal	2019	€822,040.88	€0.00	€822,040.88
Sponsoring Agency	2020	€6,588,647.00	€3,129.22	€6,585,517.78
Clare County Council	2021	€1,249,646.00	€3,747.83	€1,245,898.17
Project Band TestBand	2022	€0.00	€0.00	€0.00
Project Phases N/A	Total		€6,877.05	
Project Status Open				
indicative Overall Total Cost of	1 1-1			
Project E6.666.48				
Project				
Project 6666648 Estimate Project Completion Fear 1035				
Project 66.666.48 Estimate Project Completion Year 2035				

7. PAYRUNS

Payruns are available via the Payrun tab on the left navigation pane or within a specific project via the tab on the project dashboard. Payruns group all claims approved for payment in a biweekly period.

Payruns			
Payruns			
Payrun Number	Project Code	Project Name	Claim Reference Number
Date Paid - From	Date Paid - Tu		
			× Reset Q Search
-			
	Payrun Number	Payrun Number Project Code	Payrun Number Project Code Project Name Date Paid - From Date Paid - To

	"					
/ork/ist	Projects Search / Project Details / R	ayruns				
Projects	& dese cetals panel					
grune	Project Details	Claims Paynurs Muti An	nual Project Spend			
	Project Type ICT Project					± Export
	Code 08/23/0831	Payrun Number	Paid Date	Oalm Reference Number	Total Paid	Actions
	Name Anocatos 6/1/23 Sponsoring Agency Dublin Bus	Peyrun Number	1	Claim Retelence Number		н
	Project Band Band 1		a			
	Project Phases Shaze & Initiated	25	18/01/2023 16:12	158	€500.00	i≡
	Project Status Open	24	16/01/2023 19:40	159	€1,503.00	IΞ
	Indicative Overall Total Cost of Project	22	16/01/2023 16:56	155, 186, 187	€95.000.00	iΞ
	60.00	1 1-1				
	Estimate Project Completion Year -	and the state				
	Start Vear 2023					
	Cost Centre Accessibility					
	Lecation -					
	Walking Silometres -					
	Cyding Kilometres -					

PAYRUNS SEARCH

The following search fields are available to search payruns:

- Payrun Number
- Project Code
- Project Name
- Claim Reference Number
- Date Paid From
- Date Paid To

Once the desired search criteria are set the user has 2 options:

- Reset Clear all search fields.
- Search Display Results.

If all search fields are blank and the user performs a search the results will display all data available to the user.

Psyruns			
Payruns			
Payrun Number	Project Code	Project Name	Claim Reference Number
Date Paid - From	Date Paid - To		
			🗙 Reset 🖉 🔍 Search

VIEW CLAIMS IN PAYRUN

Once a successful search is performed the user can click on the **View Claims** button under the **actions** section of the claim.

ayrun Number	Project Code	Project Name	Claim B	Interence Number
late Pai≃ - From	Date Paid - T			
besults				X Resol
besults Payrun Number	Poid Date	Oaim Reference Number	Total Paid	X Resot Q Sec Actions
	Poid Date 02/05/2021	Claim Reference Number 39.40.41,42,43,44.45.45	Total Paid e0.597.41	

Clicking on this will present the user with a pop-up to view all claims contained within the payrun.

0							
Claims Reference Number	Project Code	Project Name	Programme	Creation Date	Approved By	Approval Date	Total
39	IAISC/19/0001	&	88.5 WALKING & CYCLING PROGRAMME	6V 78	seed@seed.com	02/06/2021 20:22	€251.
40	TAISC/19/0001	શ	B8.5 WALKING & CYCLING PROGRAMME		seed@seed.com	02/C6/2021 20:22	€149.
11	TAISC/19/0001	,	B8.5 WALKING & CYCLING PROGRAMME	1 A A	seed@seed.com	02/C6/2021 20:22	€647.
42	TAISC/19/0001	Colline a compare	B8.5 WALKING & CYCLING		seed@seed.com	02/C6/2021 20:22	€803.
0							11 F.

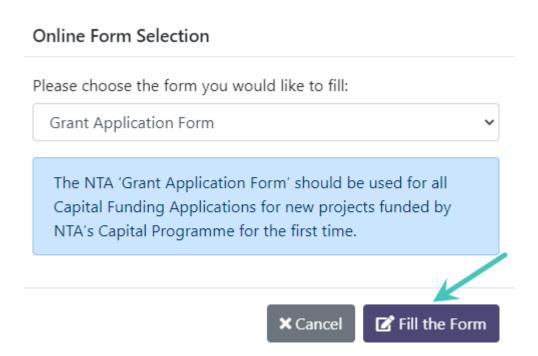
8. FILL THE FORM – GRANT APPLICATION FORM

As an External User with relevant permissions, to create a 'Grant Application Form' go to 'PAG Documents' and click on 'Fill the Form' button on the top right corner of the page.

PAG Documents	PAG Documents			
Worldist	Documents			Cat' Fill the For
Projects	Document ID	Project Code	Project Name	Project Type
Payruns				Select
	Project Band	Project Phase	Document Deliverable	Document Status
	- Select 👻	Select 👻	Select 🗸 🗸	Seloct
	Submission Date - From	Submission Date - To		
			Return records with comments not	
			resolved	

Click on the 'Fill the Form' button. The system shows an Online Form Selection popup with 'Please choose the form you would like to fill' and following options on the drop-down below:

- Grant Application Form pre-selected
 - Click on the 'Fill the Form' button.



If the user wants to cancel the Grant Application Form, click on the 'Cancel' Button.

Online Form Selection

Please choose the form you would like to fill:

Grant Application Form

The NTA 'Grant Application Form' should be used for all Capital Funding Applications for new projects funded by NTA's Capital Programme for the first time.

After clicking on the 'Fill the Form' button system shows a Grant Application Form with 7 sections.

SECTION 1 – PROJECT DESCRIPTION AND FULL DESCRIPTION OF WORKS PROPOSED

× Cancel

🗹 Fill the Form

User can enter Project description and full description of the works proposed in the following fields:

- Project Name Mandatory free text field, restricted to 100 characters
- Project Type mandatory drop-down with following values listed:
 - o Capital Investment Project
 - o ICT Project
- Agency Project or Programme Manager Mandatory drop-down with agency users with 'Project or Programme manager' role
- Agency Director or Equivalent- Mandatory drop-down with agency users with 'Director or Equivalent' role
- Programme
- Sub-Programme
- Classification
- Description Restricted to 5000 characters

• Field to upload file - (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40 MB)

PAG Documents	PAG Documents / Project Grant Application Form						
📰 Worklist	Project Grant Application Form						
C Projects	1 -2-3-4-5-6-7						
€ Payruns		Section 1 - Project Descr	iption and	Full Description of Works Proposed			
	A full and detailed description of the proposed pro Please note that this section should specifically refe Where relevant, all applications must be accompan	r to the issue proposed to be solved, the objectives	of the scher	ne, and the type of options to be considered.			
	Project Name*	Project Type*		Agency Project or Programme Manager*		Agency Director or Equivalent *	
		Select	~	Select	~	Select	~
	Programme *	Sub-Programme*		Classification *			
	Select 💊	Select	~	Select	~		
	Description *						
							- 11
	Please upload supporting documentation where releva	ant for this section					
				<u>t</u>			
		Dr	ag & Drop fi	e here or Browse			
		∢ Back ▲ Dow	nload the Fo	m ▼ 🛛 🗶 Cancel 🛛 ✔ Save as a Draft 🛛 ✔ Su	bmit for M	NTA Preview Submit for Final Approval	> Next

SECTION 2 – DESCRIPTION OF PROJECT BENEFITS

User can enter description of project benefits in the following fields:

- Description Restricted to 5000 characters
- Field to upload file (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40 MB)

PAG Documents	PAG Documents / Project Grant Application Form
H Worklist	Project Grant Application Form
D Projects	1-2-3-4-5-6-7
€ Payruns	Section 2 - Description of Project Benefits
	An indicative list of project benefits should be provided including, but not limited to, local and strategic benefits. All relevant information available at the time of application for funding should be provided with this application, including supporting documentation for any/all of the benefits listed.
	Description *
	Please upload supporting documentation where relevant for this section
	Drag & Drop file here or Browse
	< Back ▲ Download the Form * X Cancel ✓ Save as a Draft ✓ Submit for NTA Preview ✓ Submit for Final Approval → Next

SECTION 3 – CONSISTENCY WITH PLANS

User can enter Consistency with plans in the following fields:

- \circ Location
- o Walking Kilometres
- o Cycling Kilometres
- Description Restricted to 5000 characters
- Field to upload file (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40 MB)

[Note: Location, Walking Kilometres, Cycling Kilometres fields are available when Project Type selected as Capital Investment Project in Section-1]

PAG Documents	PAG Documents / Project Grant Application Form	
🗮 Worklist	Project Grant Application Form	
Projects	1-2-3-4-5-6-7	
€ Payruns	Section 3 - Consistency With Plans	
	Please identify the NTA Strategic Priority from the most recent NTA's Statement of Strategy to which the project aligns and provide a narrative on how it aligns. Reference to a Development Plan, Local Area Plan and or relevant Transport / Traffic Plan(s) of which the Project forms a part (if any) should be identified, where relevant. If the project does not form part of any of the above plans this should be clearly noted. Details of how the proposed project is consistent with relevant statutory plans should be provided (if relevant).	
	Please also identify the location of the project ie, which area/region of a County in the State the project is located and if applicable the amount of walking and cycling kilometres the project will produce.	
	Location Walking Klometres Cycling Klometres	
	Description *	
	Please upload supporting documentation where relevant for this section	
	Drag & Drop file here or Browse	

SECTION 4 – FINANCIAL INFORMATION

User can enter financial information in the following fields:

- > Single year project
 - Indicative Overall Total Cost of Project/Programme
 - Comments
 - Is this project part of a previous NTA funded project/programme?
 - o Yes
 - NTA Contribution Date
 - Comments
 - o No

- Is this project part of a previous NTA funded project/programme?
 - o Yes
 - Co-funding/self-funding to date
 - Comments
 - **No**
- Funding Sought from NTA (current calendar year only)
- Co-funding/self-funding (current calendar year only)
- Section Summary

[Note: If 'Total Estimate' for 'Total Indicative Project/Program Cost' is not equal to 'Total Indicative Project/Program Cost', the error message will appear under the

table]

NTA PRS	-5			stivepack561gmail.com Project or Programme Mana
**	Projects Search / Project Details / Documents	/ Project Scort Apolication Form		
PAG Documents				
Workflist	Project Grant Application Form			
Projecta		0-0-	3-6-5-6-0	
Payruna		Section	4 - Financial Information	
	The application should pleary identify key in Please fittion the NTR's Cost Management O It should be noted that should approval be a All cost figures above should include integra	luidelines for Capital Projects granted, funding is solely secured for the current year. Future (earls) required funding should be captured in the standard annual	budget process and cycle(s).
	Please select if this project is a single year proje	et (i.e. funding applied for and project completed within the c	urrent calendar year) or multi annual orcject (i.e. orcject lifecycle o	ver more than one calendar year)
	Single year project Multi-annual project			
	Indicative Overail Total Cost of Project / Progra (€ C.JR) *	mme O		
	€ 400.00			
	Commerts*			
	is this project part of a previous NTA funded pr	oject/programme?		
	() No			
	NTA contribution to Date (€ EUR)*			
	€ 100.00			
	Comments*			
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	€ 50.00	€ 102.00		
	Section Summary			
	Vear	Functing sought from NTA	Co-finding/tell-funding	Calculated indicative overall total cost of project / programme
	Previous Funding	6.0203	£102.03	#200.00
	Current Calendar Year	45 0.00	€103.00	¢150.00
	Total Estimated	£150.00	4202.00	6350.00
	The Total Estimated 4350.00 is not equal	al to the value provided in Inclicative Overall Total Cost of Proje	et / Programme Field. et the Form = X Cancel Saver as a Draft Solomit if	or MTA Preview 🗸 Solamili for Final Approval 🗦 Nec
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> Multi-annual project

- Indicative Overall Total Cost of Project/Programme
- Comments
- Is this project part of a previous NTA funded project/programme?
 - o Yes
 - NTA Contribution Date
 - Comments
 - o No
- Is this project part of a previous NTA funded project/programme?
 - o Yes
 - Co-funding/self-funding to date
 - Comments
 - o No
- Funding Sought from NTA (current calendar year only)
- Co-funding/self-funding (current calendar year only)
- Add funding for another year
 - o Year
 - o Funding Sought from NTA for selected year
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- Section Summary

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SECTION 5 – CURRENT YEAR PROJECT/PROGRAMME PHASE

User can enter Current year Programme/project Phase in the following fields:

- Project Band (based on Indicative Overall Total Cost of Project/Programme)
- Select current phase(s) of the project from dropdown list
 - For Capital Investment Projects (or matching the values in Manage PAG Settings):
 - Phase 1: Scope and Purpose
 - Phase 2: Concept Development & Option Selection
 - Phase 3: Preliminary Design
 - Phase 4: Statutory Process
 - Phase 5: Detailed Design & Procurement
 - Phase 6: Construction & Implementation
 - Phase 7: Close-out & Review
 - N/A
 - For ICT Projects (or matching the values in Manage PAG Settings):
 - Phase 0: Concept
 - Phase 1: Initiation
 - Phase 2: Planning
 - Phase 3: Procure
 - Phase 4: Analysis & Design
 - Phase 5: Build & Test
 - Phase 6: Deploy/Rollout
 - Phase 7: Hand over & BAU
 - Phase 8: Post Project Benefits Review
 - N/A
- Description Restricted to 5000 characters
- Field to upload file (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40MB)

[Note: Project Band and Project Phase are available when Project Type selected as Capital Investment Project/ICT Project in Section-1]

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C Paylors	Section 5 - Current Year Project / Programme Phase
	Project Band (based on Indicative Overall Total Cost of Project/Programme) * Select current phase(s) of the project from dropdown list *
	Select Comments*
	Please provide details on your proposed activities in the current calendar year based on the phases selected and funding requested in the current calendar year

SECTION 6 – STATUTORY APPROVALS STATUS

User can enter Statutory Approval Status in the following fields:

- Description Restricted to 5000 characters
- Field to upload file- (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40MB)

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C Projects	1-2-3-4-5-5-7
€ Payruns	Section 6 - Statutory Approvals Status
	The applicant must clearly state which Statutory Approvals; if any, are required for the progress of the project. If no Statutory Approvals are required this must be stated. If any of the Statutory Approvals have been granted prior to this application being submitted, this must be indicated in the application and evidence of the approval(s) must be supplied along with the application. If statutory approval does not apply please input "Not applicable" in the Description field.
	Description*
	Please upload supporting documentation where relevant for this section
	Drag & Drop file here or Browse

SECTION 7 – CONTACT PERSONS

User can enter Contact person's details in the following fields:

- Contact Type
- Name
- Job Title
- Contact Number

- Email Address
- Add Another Contact Person

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€ Payruns			Section 7 - Contact Persons	
	#1 Contact Person details			
	Contact Type*	Name*	Job Title*	Contact Number
	Email Address*			
				+ Add Another Contact Person
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FORM NAVIGATION

Cancelling the Grant Application Form filling:

User can click on 'Cancel' button at the bottom of the page.

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Navigate between the Sections in Grant Application Form:

User can click on the 'Next' button to go to next Section.

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[Note: **Back** button will be inactive when the user is in the first section, **Next** button will be inactive in the last section]

User can save the document in draft by clicking on 'Save as Draft' button.

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After clicking on the Save as Draft button, new Project is created, and document is saved in 'Draft' status. Documents in Draft status are not visible to NTA.

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	Location -				
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User can save the document for NTA Preview by clicking on '**Submit for NTA Preview**' button.

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After clicking on the Submit for NTA Preview button, new Project is created, and document is saved in 'NTA Preview' status. Documents in NTA Preview status are visible to NTA.

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User can submit the form as final for Agency and NTA Approval by clicking on **'Submit for Final Approval'** button.

[Note: Must fill all mandatory fields before submitting the form]

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After clicking on the Submit for Final Approval button, new Project is created, and document is saved in 'For SA Approval' status.

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	Start Year 2023 Cost Centre -				
	Location - Walking Kilometres -				
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	Summary				

<u>Note:</u> 'Submit for Final Approval' button is only visible if the designated 'Project or Programme Manager' or 'Director or Equivalent' chooses themselves as the designated Project or Programme Manager/Director or Equivalent. If the user chooses another Project or Programme Manager/Director or Equivalent, they will no longer have access to the 'Submit for Final Approval' button.

Similarly, if the user clicks on the '**Submit for NTA Preview**' button while choosing another Project or Programme Manager/Director or Equivalent as designated, they will no longer have access to it.

If access is required or the designated Project or Programme Manager/Director or Equivalent need to be reassigned, the user can contact Agency Administrator to get the access.

Project Grant Application Form

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User can download the form by clicking on 'Download the Form' button.

[Note: user can download the form in *.docx or *.pdf format]

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Please note that th	is section should specifically refer t	t/ scheme is required. The description sh o the issue proposed to be solved, the of limits an appropriate supporting docume	bjectives of the scher	ne, and the type of options to be co					
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		- Select -	~	Seect	v	Select			
Programme*		Sub-Programme *		Class fication *					
Select	~	Select	~	Seect	~				
Description*									
Pieze upicad suppor	ting documentation where relevan	ter this section							
Piezce upicad suppor	ting documentation where relevan	for this section							

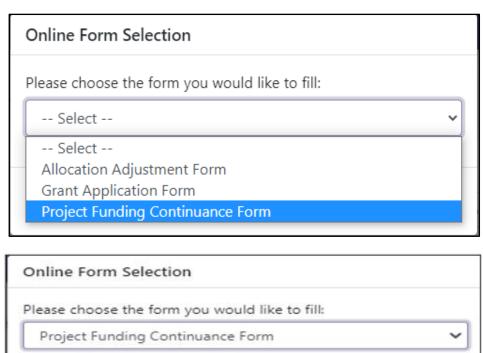
9. FILL THE FORM – PROJECT FUNDING CONTINUANCE FORM

As an External User with relevant permissions, to create a 'Project Funding Continuance Form' go to the Projects section and search for the chosen project and navigate to Documents tab.

Click on the 'Fill the Form' button. The system shows an Online Form Selection popup with 'Please choose the form you would like to fill' and following options on the drop-down below:

- Allocation Adjustment Form
- Grant Application Form
- Project Funding Continuance Form

Select '**Project Funding Continuance Form**' from Online Form Selection drop-down and click on Fill the Form button.



The NTA 'F	Project Funding Continuance Form' should be
used for a	Il existing projects seeking a new allocation for
the curren	t calendar year.

User can cancel the Project Funding Continuance Form by clicking on the '**Cancel**' Button'.

Online Form Selection	
Please choose the form you would like to fill:	
Project Funding Continuance Form	~
The NTA 'Project Funding Continuance Form' should be used for all existing projects seeking a new allocation fo the current calendar year.	r
× Cancel G Fill the	Form

After clicking on the 'Fill the Form' button system shows a '**Project Funding Continuance Form'** with 3 sections.

 PAG Documents Worklist Project Funding Continuance Form 1 - 2 - 3 E Payruns Section 1 - Current Costs Cumulative grant funding paid to date (€ EUR) * EUR 	**	Projects Search / Project Details / Document	s / Project Funding Continuance Form	
Project Funding Continuance Form 1 - 2 - 3 EVR Cumulative grant funding paid to date (€ EUR)* EUR)* EUR	PAG Documents		- ,	
E Payruns Cumulative grant funding paid to date (EUR) EUR) EUR) EUR) EUR) EUR)	■ Worklist	Project Funding Continuance Form		
Cumulative grant funding paid to date (€ EUR) Funding requested for current year (€ EUR) Self-funded amount (information only) (€ EUR)	Projects		1-2-3	
EUR) EUR)* EUR)	E Payruns			
6 000 6 YYY 6 YYY				Self-funded amount (information only) (€ EUR)
E 0.00 E		€ 0.00	€ X.XX	€ X.XX
		< Back ▲ Download the Form →	Cancel Save as a Draft Submit for	or NTA Preview Submit for Final Approv
K Back Lownload the Form K Cancel Save as a Draft Submit for NTA Preview Submit for Final Appro				> Ne

SECTION 1 – CURRENT COSTS

User can enter the Current costs fields which are mentioned below

- Cumulative grant funding paid to date read only information with sum of all paid Claims on this project to date.
- Funding requested for current year- Field is restricted to 16 Characters and does not approve '0' amount.
- Self-funded amount- Field is restricted to 16 Characters and approve '0' amount.

[Note: Funding requested for current year field is blocked if in current year the allocation on related project was already updated and is not set to 0]

PAG Documents Worklist	Projects Search / Project Details / Document	s / Project Funding Continuance Form	
Projects Payruns		1-2-3	
		Section 1 - Current Costs	
	Cumulative grant funding paid to date (€ EUR)	Funding requested for current year (€ EUR) *	Self-funded amount (information only) (€ EUR)
	€ 0.00	€ X.XX	€ X.XX
	K Back ▲ Download the Form -	Cancel Save as a Draft Submit	for NTA Preview Submit for Final Approx
			> Ne

SECTION 2 – CURRENT STATUS OF PROJECT

User can enter the Current Status of Project fields which are mentioned below

• Description - Field is restricted to 5000 characters

**	
PAG Documents	Projects Search / Project Details / Documents / Project Funding Continuance Form
■ Worklist	Project Funding Continuance Form
Projects	1-2-3
€ Payruns	Section 2 - Current Status of Project
	Provide description of milestones reached to date.
	Description*

SECTION 3 – DESCRIPTION OF WORKS TO BE UNDERTAKEN WITH REQUESTED FUNDING

User can enter the Current Status of Project fields which are mentioned below

- Select Current Phase(s) multi-selectable drop-down with phases relevant to this project
- Description Field is restricted to 5000 characters
- Field to upload file- (User can be able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats and able to upload single attachment with maximum size of 40 MB)

PAG Documents	Projects Search / Project Details / Documents / Project Funding Continuance Form
Worklist	Project Funding Continuance Form
D Projects	(1-(2)-(3)
€ Payruns	Section 3 - Description of works to be undertaken with requested funding
	Select Current Phase(s)*
	Select •
	Description *
	Please upload supporting documentation where relevant for this section
	1
	Drag & Drop file here or Browse
	Cancel Save as a Draft ✓ Submit for NTA Preview ✓ Submit for Final Approval Next

10. FILL THE FORM – ALLOCATION ADJUSTMENT FORM

As an External User with relevant permissions, to create a 'Project Funding Continuance Form' go to the Projects section and search for the chosen project and navigate to Documents tab.

Click on the 'Fill the Form' button. The system shows an Online Form Selection popup 'Please choose the form you would like to fill' with following options on the dropdown below:

- Allocation Adjustment Form
- Grant Application Form
- Project Funding Continuance Form

Online Form Selection

Please choose the form you would like to fill:

Allocation Adjustment Form

Allocation Adjustment Form is used solely to seek approval for an allocation adjustment in the current year and not an estimated change in the total/ multi-annual cost of the project. The Sponsoring Agency should engage with their associated NTA Programme Manager or NTA Senior Programme Manager on any allocation adjustment requirements before submitting the form for final approval.

★ Cancel C Fill the Form

Select 'Allocation Adjustment Form' from Online Form Selection drop-down and click on Fill the Form button, after clicking on the 'Fill the Form' button system shows an Allocation Adjustment Form.

The system will show a screen with following fields:

- Existing Allocation It is non editable value with Current Year Allocation saved on the project while filling the form
- Adjustment Value Restricted to 16 characters
- New Allocation (€ EUR) field will calculate the value based on the Existing Allocation + Adjustment Value.
- Reason Restricted to 2000 characters

**			
PAG Documents	Projects Search / Project Details / Documents /	Allocation Adjustment Form	
i≣ Worklist	Allocation Adjustment Form		
C Projects	Existing Allocation (€ EUR)	Adjustment Value (€ EUR) *	New Allocation (€ EUR)
€ Payruns	€0.00	€ XXX	€0.00
	Reason *		
			1
		▲ Download the Form ▼ ★ Cancel ✔ Save as a Draft	Submit for NTA Preview Submit for Final Approval

13. FORMS MANAGEMENT

As an external user with relevant permissions, user would like to review, edit, cancel, and approve all documents related with a chosen project.

DOCUMENTS TAB

As an External user with relevant permissions navigate to the projects section on the left navigation pane, search for a project and click to view the desired project via the action's menu.

0											
A0 Docements	Projects Search										
Worklist	Projects										
D Projects	Project Cocle		Projec	L Narne			Slatus				
Payrans							Select	+>)			
	Results										Export Gri
	Project Code	Project Name	Programme	Sub-Programme	Project Type	Current Year Allocation	Palu YTD	Paid lu date	Awaiting NTA	Status	Actions
	Project Code BE/19/0012	Project Name Planner	Programme B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Sub-Programme Heavy Rail	Project Type Capital Investment Project					Status Open	Actions
			B8.2 HEAVY RAIL SAFETY &		Capital Investment	Allocation	YTD	rsate	thermost .		Actions
	BE/19/0012	Panner	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Невчу Кай	Capital Investment Project Capital Investment	Allocation €0.00	91D	rtate 69,659.63	E0.DD	Open	Actions
	BE/19/0012 CL/19/00C1 CN/19/0001	Panner withdrawar wireless	BB2 HEAVY RAIL SAFETY & DEVELOPMENT BB3 TSUSTAINABLE URBAN TRANSPORT BB3 PUBLIC TRANSPORT	Heavy Rail Regional Cities Integration and	Capital Investment Project Capital Investment Project Capital Investment	ABACATION €0.00 €0.00 €0.00 €0.00	¥10 €0.00 €0.00	care (9,659.63 (5,877.05	E0.D0 E0.D0	Open Open Open	Actions

In the dashboard user can choose the 'Documents tab'.

	Projects Search / Project Details /	Documents					
PAG Documents							
Warilist	← diose details panel						
Projects	Project Details	Claims Payruns Documen	Multi Annual Project Spend				
Reynans.	Project Type Capital Investment Project	Fill the Form					± Бро
	Code DRAFT/D8/23/0016	Document ID	Document Deliverable		Document Status		Actions
	Name Download the form 6/1/23	Document ID	Select	*	- Select	~	×
	Spensoring Agency Dublin Bus	1199	Project Funding Continuance Form		For SA Approval		× 🗸
	Project Band -	1197	Grant Application Form		NTA Preview		× ×
	Project Phases						
	Project Status Diaft	1 1-1					
	Indicative Overall Total Cost of Project E0.00						
	Estimate Project Completion Year						
	Start Year 2023						
	Cost Centre						

This will then open the project dashboard which will display all related documents by default, as well as allowing the user to select the **Fill the Form and Export grid** buttons and document grid.

AS Documents	Project's Search / Project Details /	locuments			
E Worklast	← close details pane				
🗅 Projects	Project Details	Claims Payruns Documer	Multi Annual Project Spend		
E Payruna	Project Type Capital Investment Project	12 Fill the Form			±.60
	Code DRAFT/D8/25/0016	Document ID	Document Deliverable	Document Status	Actions
	Name Download the form 6/1/23	Document ID	Select Y	Select	¥ ×
	Sponsoring Agency Dublin Bus	1199	Project Funding Continuance Form	For SA Approval	× ~
	Project Band •	1197	Grant Application Form	NtA Preview	× ×
	Project Phases				
	Project Status Draft	1 1-1			
	Indicative Overall Total Cost of Project 60.00				
	Estimate Project Completion Vear				
	Start Year 2013				

After clicking the '**Export Grid**' button user can export all returned records to excel spreadsheet and download.

After clicking the '**Fill the Form**' button a pop-up will be displayed to the user, allowing the user to select and fill any of the following form from the dropdown:

- Grant Applicatin Form
- Project Funding ContinuanceForm
- Allocation Adjustment Form

Online Form Selection	
Please choose the form you would like to fill:	
Select	~
Select	
Allocation Adjustment Form	
Grant Application Form	
Project Funding Continuance Form	

User can view the following searchable columns in the Document grid:

- Document ID
- Project Phase
- Document Deliverable
- Document Status
 - Approved
 - o Cancelled
 - o Draft
 - Not Approved by NTA
 - o NTA Preview
 - For NTA Approval
 - For SA Approval
 - Approval in Progress
- Action Icons
 - \circ Cancel
 - o Approve

When a user clicks on a record in the grid, the record's details are expanded. Once expanded, the user can see the following details.

- Submitted by
- Submission Date
- Related files(s)
- Number of Comments not Resolved
- Approval Details
- Edit Action Icon User can able to edit the document which is in 'Draft or NTA Preview' status.
- History Action Icon

Claims Payruns Documents Multi Ar	nnual Project Spend		
C Fill the Form			🛓 Export Grid
Document ID	Document Deliverable	Document Status	Actions
Document ID	Select 🗸	Select 🗸	×
1199	Project Funding Continuance Form	For SA Approval	× 🗸
1197	Grant Application Form	NTA Preview	× ×
Submitted By			E D
Submission Date - Related File(s) C* DRAFT-DB-23-0016 - Download the form 6 Application Form.pdf Number of Comments not Resolved 0 Approval Details	/1/23-Grant		

DOCUMENT EDIT

Document Edit will be available for the **Sponsoring Agency Administrator**, **Project or Programme Manager and Director or Equivalent** to edit. Only records in the following statuses will be available for editing:

- Draft
- NTA Preview

To do this the user performs a search and expands the details of the document they wish to edit. Once expanded the user can select the '**Edit**' icon on the right side of the details window.

Document ID	Document Deliverable	Document Status	Actions
Document ID	Select	Select	×
1199	Project Funding Continuance Form	For SA Approval	x v
			~ ~
Submitted Dy - Submission Date	Grant Application Form	NTA Preview	x 🗸
- Submission Date	Grant Application Form		×

After clicking on the Edit Action Icon, the screen will show the form fields, Uploaded documents grid (if any files have already been uploaded) and Section comments.

TA PRS						Stivejack26@gmail.com Project or Programme Man			
"	c								
PAG Documents	Frojects Searc	ch / Project Details / Documer	nts / Project Grant Application Form						
Worldist	Drainet Cra	nt Application Form							
Projects	Project Gra	and Application Form	• • • •	~ ~	0000				
			1-2-(3)-(4	9-0-0-0				
Peyluns			Section 1 - Project Description	on and I	Full Description of Works Proposed				
	Please not	A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NIX.							
	Project Name	-	Project Type*		Agency Project or Programme Manager*	Agency Director or Equivalent*			
	Test Project		Capital Investment Project	*	stivajack26@gmail.com 👻	The second s			
	Programme*		Sub-Programme*		Classification *				
	88.2 HEAV	Y RAIL SAFETY & DEVELOP	Heavy Rai	*	irish Rail 🗸				
	Description*								
	Flease upload	supporting documentation wh	ere relevant for this section						
	Flease upload	I supporting documentation wh	ere relevant for this section	1	<u>t</u>				
	Please upload	d supporting documentation wh			hare of Browse				
	Filease upload	I supporting documentation wh Hile Name				Actions			
			Drág Sz		here or Browse	Actions			
	File ID	File Name	Drag &		here or Browse Upload Date				
	File ID 364	File Name test.docx	Drag s. Uploaded By ammiraju.b@gmail.com	Drop file	Upload Date 06/01/2023 16/51:28	± 0 ± 0			
	File ID 364 365	File Name test.docx	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil com ammiraju.b@gmoil com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	± 0 ± 0			
	File ID 364 365 Section C	File Name test.cocx testpdf.pdf Comments	Drag & Uploaded By ammiraju b@gmoil.com ammiraju.b@gmoil.com	Drop file	here of Efouse upload Date 05/01/2023 16:51:28 05/01/2023 16:51:28	L D L D Isw ✓ Submit for Final Approval > Next			

UPLOADED DOCUMENTS GRID

User can see a list with already uploaded documents on the grid with following fields:

- File ID
- File Name
- Uploaded By
- Upload Date
- Actions
 - o Download action icon allows to download the attachment
 - o Remove action icon allows to remove the attachment

		tation where relevant for this section		
		Drag & I	Drap file here or Browse	
File ID	File Name	Uploaded By	Upload Date	Actions
364	test.docx		06/01/2023 16:51:28	🕹 🗊
	testpdf.pdf		06/01/2023 16:51:28	🛓 🛈

SECTION COMMENTS

User can provide comments with following field:

- Comment Text field restricted to 5000 characters
- Save comment for this Section button

To add a comment to the section the user simply enters the comment in 'Comment' field and click on the 'Save comment for this Section' button.

Section Comments	
Comment	
Section Comment	
	li li
	Save Comment for this Section

After clicking on the 'Save comment for this Section' button a new entry added to the grid with following fields.

- Comment Number
- Comment
- Created By
- Created Date
- Actions

User can resolve the comment by clicking on the Resolve action icon.

ection Comments			
Comment			
			and the second se
			Save Comment for this Section
mment Number	Comment	Created By	Save Comment for this Section
omment Number	Comment Section Comment 1	Created By	C Save Comment for this Section

After Clicking on Resolve action Icon, user will see a pop-up with 'Resolution Comment' text field. Once enter the resolution comment and click on 'Resolve' button, resolution comment added to the comment grid with following fields.

- Created Date
- Resolved By
- Resolution Date
- Resolution Comment

12
I ✓ Resolve

omment			
			Save Comment for this Sec
omment Number	Comment	Created By	Actions
on ment number	Section Comment 1	Created by	
			M
	Section Comment		
Created Date 06/01/2023 19:12			
Resolved By			
Nestrice by			
Resolution Date			
06/01/2023 19:15			

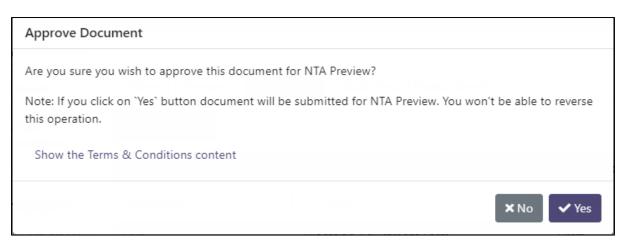
DOCUMENT APPROVAL

To approve the document, user clicks on **Approve action icon**. On clicking **Approve action icon**, the pop-up will appear on the screen with a message based on the document status and following two buttons:

- No User can cancel the operation
- Yes User can approve the document

🗹 Fill the Form			📥 Export Grid
Document ID	Document Deliverable	Document Status	Actions
Document ID	Select	✓ Select	×
1204	Allocation Adjustment Form	Draft	×V
1198	Allocation Adjustment Form	For SA Approval	× ~
1196	Project Funding Continuance Form	NTA Preview	× ×

To approve the document, which is in 'Draft' status, user clicks on 'Yes' button in the pop-up screen. On clicking 'Yes' button, the status will change to 'NTA Preview'.



To approve the document, which is in 'NTA Preview' status, user clicks on 'Yes' button in the pop-up screen. On clicking 'Yes' button, the status will change to 'For SA Approval'.

Approve Document
Are you sure you wish to approve this document for agency director or equivalent approval?
Note: If you click on `Yes` button document will be submitted for SA approval. You won't be able to reverse this operation.
× No

To approve the document, which is in 'For SA Approval' status, user must be in designated 'Director or Equivalent' role. After clicking the Approve icon, a pop-up will appear; on that pop-up, the user clicks the 'Provide your Signature' button and provides signs. After signing, clicks the 'Yes' button in the pop-up window. The status will change to 'For NTA Approval' after you click the 'Yes' button.

[Note: While approving the document do an extra validation to check if there are unresolved comments on the document. If there are unresolved comments must resolve those comments]

Approve Docur	nent
This document re	equires your signature.
	Provide your signature
Are you sure you to NTA Terms & (wish to approve and sign this document for NTA approval and you confirm that you agr Conditions?
Note: If you click	on 'Yes' button document will be submitted for NTA approval. You won't be able to reve
this operation.	
Show the Terms	s & Conditions content
	× No

DOCUMENT CANCELLATION

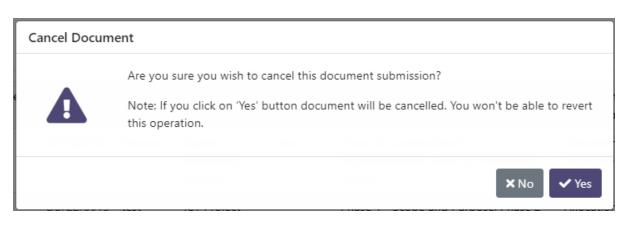
Any document in the form submission External user (**Sponsoring Agency Administrator, Project or Programme Manager, Director or Equivalent)** with relevant permissions can cancel the Document.

Claims Payruns	Documents Multi Annual Project Spend		
C Fill the Form	Document Deliverable	Document Status	Lexport Grie Actions
Document ID	Select	✓ Select	~ ×
1200	Project Funding Continuance Form	Draft	× ×
1199	Project Funding Continuance Form	For SA Approval	× 🗸
1197	Grant Application Form	NTA Preview	×

To cancel a document the user simply selects the **Cancel icon** under the **actions** section for the record.

On clicking **Cancel action icon**, the pop-up will appear on the screen with a message and following two buttons:

- No User can cancel the operation
- Yes User can confirm the document cancellation



Once the "Yes" button is clicked, the document status will change based on the previous status.

DOCUMENT HISTORY

All actions taken on a document are recorded in an audit history. To view this the user needs to expand the details of the document by selecting the line item & clicking the **history icon** under **actions**.

ocument)	Project Code	Project Name	Project Type	Project Band	Project Phase	Document Deliverable	Document Status	Actions
011	BE/19/0012	Planner	Capital Investment Project	test	Phase & Construction & Implementation, Phase 3. Preliminary Design	Project Funding Continuance Form	NTA Preview	×
Submitte	ed By							e 9
Submissi	ion Data							
-	ION DATE						/	
Related F								
	-0012 - Plannei	-Project Fun	ding Continuance					
E BE-19 Form								
C BE-19 Form	-0012 - Plannei							

Clicking the history icon will present the user with a pop-up covering all changes to the document.

Document History

<			
Change Type	Change Date	Created By	Actions
Select	~ []	Created By	×
Document Updated	23/11/2022 12:40:55		Q
Document Cancelled	08/11/2022 07:02:35		٩
Document Created	07/11/2022 14:32:20		Q

× Close

Clicking on the '**Magnifying Glass'** icon will present another pop-up detailing what changes were made in greater detail.

Change Type	Change Date
Document Updated	15/12/2022 10:07:53
Created By	
Details	
BEFORE CHANGE	AFTER CHANGE
Status	Status
NTA Preview	For SA Approval
Section 6 description	Section 6 description
*	test
Project contact person	Project contact person
ō	Maggie: FinancialApprovals, 3567898764 maggie567@demo.com, Admin, ;

14. MANAGE EXTERNAL USERS ASSIGNMENT

MANAGE USERS

To manage users as Sponsoring Agency Administrator the user can navigate to the administration section via the dashboard of the left navigation pane.

NTA PRS				Sponsoring Agency Administrator
RAG Documents	Administration / Manage	: Users		
 ₩ Worklist Projects Anymuns 	User Search First Name	Last Name	Email Address	
Administration Manage Users				X Reset Q Search

After the user clicks into the administration section, they are presented with a search screen. The following criteria can be used for a full or partial search:

- First Name
- Last Name
- Email Address

Once the desired search criteria are set the user has 2 options:

- Reset Clear all search fields.
- Search Display Results.
- Export Grid Exports all results to an excel file.

If all search fields are blank and the user performs a search the results will display all data available to the user.

The grid will give an overview of all relevant details for the users with following details:

- Email Address
- First Name
- Last Name
- Role
- Actions

**					
PAG Documents	Administration / Manage Users				
i≣ Worklist	User Search				
D Projects	First Name	Last Name		Email Address	
€ Payruns					
Administration					
😫 Manage Users					× Reset Q Sear
	Results				📥 Export G
			Last Name	Role	Actions
	Email Address	First Name	Last Manie	() ()	
	Email Address	First Name	R	Director or Equivalent	0
	Email Address				
	Email Address		2	Director or Equivalent	
	Email Address		R Jaciczak	Director or Equivalent Sponsoring Agency Administrator	0

MANAGE USER PROJECTS

To view and manage a user's assigned projects, the user selects the **Assigned Projects** icon under **actions**.

	Last Name		Emeil Address	
	Last Name		Email Address	
				X Reset Q Search
				🛓 Export Grid
	First Name	Last Name	Role	Actions
	and the second second	R	Director or Equivalent	04
	1	Jadczak	Sponsoring Agency Administrator	
	minutes	abc	Director or Equivalent	0
		jack	Project or Programme Manager	0
		Demo	Sponsoring Agency Administrator	
5	s		R Jadczak Jadczak Jack	R Director or Equivalent Jadczak Sponsoring Agency Administrator abc Director or Equivalent jack: Project or Programme Manager

This will open a screen allowing the Sponsoring Agency Admin to manage **User Projects, Assign New Project(s), Project Management Re-Assignment, Projects.**

Project Management Re-Assignment Select projects below that you wish to re-assign and use "Re-Assign to other User' search field to search for new system user. Remember that ony users with the same permission level will be listed. Re-Assign to other User Search Project Code & Name Programme B82 HEAVY RAIL SAFETY & DEVELOPMENT Heavy Rail CL19/0001 / withdrawal B83 SUBSTRUCTURE B82 HEAVY RAIL SAFETY & DEVELOPMENT Heavy Rail DR/22/0012 / test delt B82 HEAVY RAIL SAFETY & DEVELOPMENT B82 HEAVY RAIL SAFETY & DEVELOPMENT Heavy Rail DR/22/0012 / test delt B82 HEAVY RAIL SAFETY & DEVELOPMENT	ack to Manage Use
First Name Ammi Enail Address amminiquub@gmail.com 1 Ext Name Role Director or Equivalent Seget New ProjectSi Project Froject Select no. Select project Solow that you wish to re-assign and use Re-Assign to other User' search field to search for new system user. Remember that only users with the same permission level will be listed. Project Select project Solow that you wish to re-assign and use Re-Assign to other User' search field to search for new system user. Remember that only users with the same permission level will be listed. Project Cole & Name Programme Sub-Pogramme Sub-Pogramme Project Cole & Name Programme Sub-Pogramme Sub-Pogramme Project Louis & Bal SubSTAINABLE URBAN TRANSPORT Regional Citles CU190001 / withdrawal 8k1 SUSTAINABLE URBAN TRANSPORT Be2/190012 / test delt 8k2 HEAVY RAIL SAFETY & DEVELOPMENT Heavy Rail - CU190001 / withdrawal 8k3 2HEAVY RAIL SAFETY & DEVELOPMENT Be2/20012 / test delt 8k3 2HEAVY RAIL SAFETY & DEVELOPMENT Be2/20012 / test delt 8k3 2HEAVY RAIL SAFETY & DEVELOPMENT Heavy Rail -	
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The following fields will be displayed in the 'User Details' section grid:

- First Name
- Last Name
- Email Address
- Role

User Details		
First Name	Email Address	
Last Name	Role	Director or Equivalent

• Assign New Project(s)

The dropdown will contain a list of all projects the user is not already assigned to. This can be used to give the user access to projects.

To assign a project:

- 1. Select 1 or more projects from the list of available projects
- 2. Select Assign New Project(s)

Assign New Project(s)	
Project 3E/22/0026 - test 1239	Assign New Project(s)

[Note: If user select project and decide to assign, user will have access to selected projects but will not be assigned in their Project Management section]

• Project Management Re-Assignment

The user can assign projects to other users. However, they can only reassign a user of the same role. For example, if the user being modified is a programme manager, programme manager can only assign the project to another programme manager user.

To reassign a project to another user:

- 1. Select a project or projects using the Select for Re-Assignment tick box
- 2. Search for another user using the **Re-Assign to other User** search field
- 3. Select Re-Assign button

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DB/22/0013 / test		Programme B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	B8.2 HEAVY RAIL SAFETY & Heavy Rail	B8.2 HEAVY RAIL SAFETY & Heavy Rail Director or Equivalent	Programme Sub-Pogramme Project Management Access B8.2 HEAVY RAIL SAFETY & Heavy Rail Director or Equivalent

- The following fields will be displayed in the 'Projects' section grid:
 - Project Code & Name
 - Programme
 - Sub-Programme
 - Project Management
 - Remove Access
 - Select for Re-Assignment