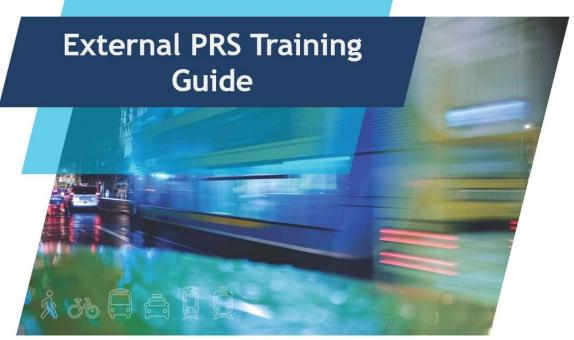
Product Version: © 2023 – PRS – 2.1.0.0





Version 1.5

Prepared by

Ammiraju B



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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)
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1.0	Vishvas Sharma	30/01/2023	Document Formatting and Alignment
1.1	Vishvas Sharma	21/02/2023	Updated comments from Roy
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1.3	Michael Connolly	04/04/2023	Updated comments from Roy in Navigation section
1.4	Michael Connolly	21/11/2023	Updated to reflect changes made in PRS Phase 2 Stage 1 Enhancements

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

Name	Role	Approver/Reviewer	Approval/ Review Date
Vishvas Sharma	Senior Project Manager	Reviewer	30/01/2023
Kavya Kunduru	Test Lead	Approver	30/01/2023

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1. INTRODUCTION

PRS (Project Reporting System) is designed to facilitate the submission, processing and monitoring of expenditure claims for projects funded by the National Transport Authority. It also allows to submit online Grant Application Form, Project Continuance Form and Allocation Adjustment Form and mainain approval workflow with secure online eSignature.

2. LOGIN

To log in the user must navigate to the home page URL

<u>https://prs.nationaltransport.ie</u> . Here they will be prompted to sign in via Username & Password.

	NTA Udarás Náisiúnta Iompair National Transport Authority	
Enter	your credentials to system	access the
<u> </u>	Forgot your passwor	d?
	Sign in	

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.

Welcome to the PRS - NTA Capital Grant Management System

		TA is Náisiúnta lompa nai Transport Authori		
Enter		dentials t system	o access	the
	Forgot	your passwo	rd?	_
		Sign in		

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 Udarás Nálslúnta Iompair	
Verification is r	National Transport Authonity necessary. Please click Send butto	on.
Email Addr	ress	
	Send verification code	
	Serie Vernication 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.

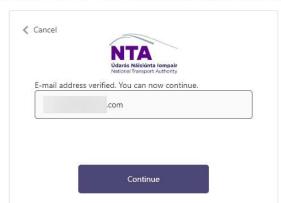
Verify your email a	ddress	
Thanks for verifying your	.com account!	
Your code is: 932830		

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

Cancel	1			
		rás Náislúnta Iompair		
Verificat	ion code has bee	nal Transport Authority n sent to your in	box. Please co	py it
to the in	put box below.	- 14-2		
	2 1028 52			
Verit	ication code			
	Verify code	Send nev	v 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.

		NTA Údarás Náislúnta Ion National Transport Auth	npair konty	
Ne	w Password			
Co	nfirm New Pas	sword		
		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'

CREATING CLAIMS ON SPECIFIC PROJECTS AND SUBMITTING THEM FOR REVIEW.DIRECTOR OR EQUIVALENT

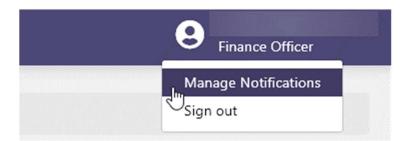
This user role is responsible for:

- 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'
- Approving Claims to be processed by NTA

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.

**	Manage Notifications
PAG Documents	Manage Mouncations
Hereit Worklist	Manage Notifications
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 has 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			
PAG Documents				
i Worklist	Documents			C Fill the Form
D Projects	Document ID	Project Code	Project Name	Project Type
€ Payruns				Select 🗸
	Project Band	Project Phase	Document Deliverable	Document Status
	Select 👻	Select 👻	Select 🗸	Select •
	Submission Date - From	Submission Date - To		
	ë	8	Return records with comments not resolved	
	_	_		
				× Reset Q Search

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					9	Sponsoring Agency Administrator
PAG Documents	**	PAG Documents				
E Worklist		Documents				Fill the Form
Projects		Document ID	Project Code	Project Name		Project Type
PayrunsAdministration	~	Project Band	Project Phase	Document Deliverable		Select 🗸
		Select 👻	Select 🗸	Select	•	Draft
		Submission Date - From	Submission Date - To	Return records with comments not resolved		
						X Reset Q Search
						X Reset Q Search

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

					S Direc	tor or Equivalent
PAG Documents						
Documents					G	Fill the Form
Document ID	Project Cod	e	Project Name		Project Type	
					Select	~
Project Band	Project Pha	e	Document Deliverable		Document Status	
Select	✓ Select	~ ~	Select	~	For SA Approval	•
Submission Date - From	Submission	Date - To				
	ė		Return records with comment resolved	s not		
					× Reset	Q Search
	Documents Document ID Project Band Select Submission Date - From	Documents Document ID Project Cod Project Band Project Phase Select Submission Date - From	Documents Document ID Project Code Project Band Project Phase Select Submission Date - From Submission Date - To	Documents Document ID Project Code Project Name Project Band Project Phase Document Deliverable Select Select Select Submission Date - From Submission Date - To	Documents Document ID Project Code Project Name Project Band Project Phase Document Deliverable Select Select Select Submission Date - From Submission Date - To	PAG Documents Project Documents Document ID Project Code Project Name Project Type Project Band Project Phase Document Deliverable Document Status Select Select For SA Approval Submission Date - From Submission Date - To Return records with comments not

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

NTA PRS				Project or Programme Manager
RAG Documents	PAG Documents			
 Worklist Projects 	Documents			C Fill the Form
€ Payruns	Document ID	Project Code	Project Name	Project Type Select
	Project Band	Project Phase Select V	Document Deliverable Select	Document Status Draft, NTA Preview
	Submission Date - From	Submission Date - To	Return records with comments not resolved	¥ Reset Q Search

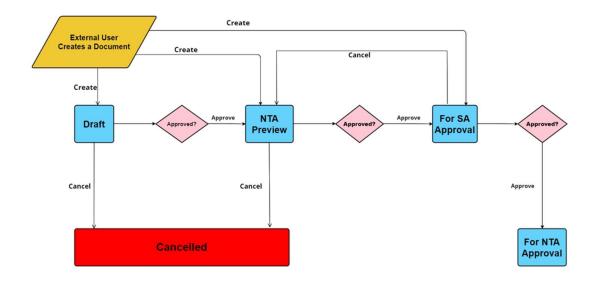
VIEW DOCUMENT DETAILS

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

								Exp	
ocument ID	Project Code	Project Name	Project Type	Project Band	Project Phase	Document Deliverable	Document Status	Act	ion
011	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)		ontinuance Form					ľ	1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 - 1900 -
A	Andre He								
Approval [Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form	NTA Preview	×	,
	BE/19/0012	Planner Planner	Capital Investment Project Capital Investment Project		Phase 6: Construction & Implementation, Phase 3: Preliminary Design Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form Allocation Adjustment Form	NTA Preview Draft	×	
04	BE/19/0012 BE/19/0012			test					•

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.

 For Claim Proposer, and Project or Programme Manager the Claim status will be pre-set to 'Draft'

Claims									
Claim Reference Number		Project Code		Project Name			Category		
							Select		
Ilaim Status									
Draft	~								
Draft	Ŷ							_	
Draft								×	Reset Q Sear
Draft	Ŷ							×	Reset Q Sear
Draft	~							×	Reset Q Sear
esults	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	X	Reset Q Sear
		Project Name Jewelery & Books	Creation Date 19/07/2021 08:06	Submitted By	Verified By	Status Draft	Approved By	_	
lesults Claim Reference Number	Project Code			Submitted By	Verified By		Approved By	Total	Actions
lesults Claim Reference Number 120	Project Code TAISC/19/0001	Jewelery & Books	19/07/2021 08:06	Submitted By	Verified By	Draft	Approved By	Total €50.00	Actions

• For Finance Officer and Director or Equivalent user the Claim Status will be pre-set to '**For SA Approval**'

laim Reference Number		Project Code	9	Project Name		Cat	tegory			
							Select			
Claim Status										
For Finance Officer verifica	ition	~								
								× Rese		X Sea
								A Rese	αιις	🗸 Sea
Results										
Results								_		
	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actio	ns
Claim Reference Number	Project Code TAISC/21/0002	Project Name OSDS QA 2	Creation Date 07/07/2021 09:24	Submitted By	Verified By	Status For Finance Officer verificatio		Total €45.00		ns × v
Claim Reference Number 117 113					Verified By		in		D	
Claim Reference Number 117 113	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24		Verified By	For Finance Officer verificatio	in in	€45.00		×
Claim Reference Number 117	TAISC/21/0002 TAISC/21/0001	OSDS QA 2 OSDS QA	07/07/2021 09:24 01/07/2021 14:51		Verified By	For Finance Officer verificatio For Finance Officer verificatio	in in	€45.00 €200.00		× •
Claim Reference Number 117 113 112	TAISC/21/0002 TAISC/21/0001 TAISC/19/0001	OSDS QA 2 OSDS QA Jewelery & Books	07/07/2021 09:24 01/07/2021 14:51 16/06/2021 15:55	nesenti di geneti dei sono consultati geneti dei sono consultati consultati di generati	Verified By	For Finance Officer verificatio For Finance Officer verificatio For Finance Officer verificatio	in in in	€45.00 €200.00 €100.00		× • × •

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	
laim Status				
Select	~			
			× Rese	t Q Sear

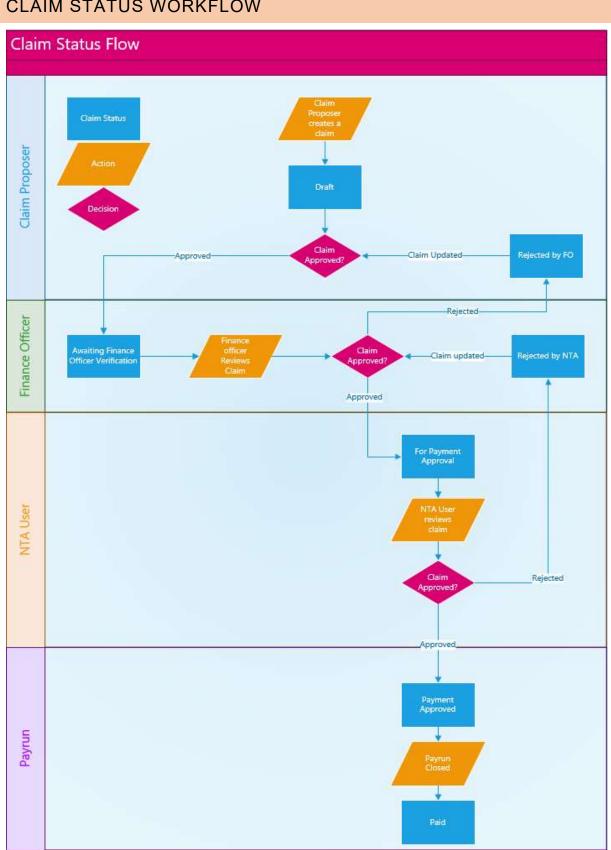
VIEW CLAIM DETAILS

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 Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Act	ions
16411	DCC/21/0004	Amiens St to Georges / City Quay Cycle Scheme	26/07/2021 10:51			Draft		€4,500.00	D	*
Category			Payru	ın Number					ľ	Ð
Design/Pla Constructi	nning on/Implementati	€1,500.00 ion €3,000.00								
			Appro-	oval Date						
Claim Des Claim desc	ription ription test		Paid	Date						
Document PDF Test Verificatio	at File.pdf		-							
-										
Number o 0	f Comments									



CLAIM STATUS WORKFLOW

CREATE A CLAIM

As a **Claims Proposer, Project or Programme Manager** 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.

**	Projects Search										
∃ Worklist	Projects search										
⊐ Projects	Projects										
É Payruns	Project Code		Project Nam	e			Status				
							Selec	t			
	Results Project Code BE/22/0026	Project Name test 1239	Programme 88.3 PUBLIC TRANSPORT	Sub- Programme Accessibility	Project Type Capital Investment	Current Year Allocation €0.00	Paid YTD €0.00	Paid te date €0.00	Awaiting NTA Payment	-	Q Search Export Grid Actions
			INFRASTRUCTURE		Project						
	DB/22/0012	test edit	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Capital Investment Project	€0.00	€0.00	€0.00	€0.00	On Hold	٩
	DB/22/0013	test	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	ICT Project	€0.00	€0.00	€0.00	€0.00	Closed	Q
	DRAFT/DB/22/0014	test1	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Capital Investment Project	€25,000.00	€0.00	€0.00	€0.00	Draft	Q
	DB/22/0015	demo	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Capital Investment Project	€0.00	€0.00	€0.00	€0.00	Frozen	Q

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.

Worklist	Projects Search / Project Detail								
Projects	← close details panel								
Payruns	Project Details	Claims Payruns	Multi Annual Pre	oject Spend					
	Project Type ICT Project	+ Create New Claim	•					1	🛓 Export Grid
	Code D8/23/0035	Claims Reference	Creation Date	C. L	10-10-10	G ()	1	Total	Action
	Name new project	Number	Creation Date	Submitted By	Verified By	Status	Approved By	Iotai	Action
	Sponsoring Agency Dublin Bus	Claims Reference		Submitted By	Verified By	Select 💙	Approved By	Total	×
	Project Band Band 1		8						
	Project Phases Phase 0: Intlated	No data.							
	Project Status Open								
	Indicative Overall Total Cost of Project €0.00								
	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.

Claim Reference Number	Total Claim Amo	unt
Will be auto generated	€0.00	
Claim Description		
		2
Add Attachment*		
		L
	Drag & Drop fil	e here or Browse
#1 Category details		
		Amount (€ EUR) *
#1 Category details Category*		
	~	Amount (€ EUR)*
Category*	~	

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' Error will not appear if Claim is a negative one.

EDIT CLAIM DETAILS

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

- Draft
- For SA Approval
- Rejected by SA
- 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.

Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
16411	DCC/21/0004	Amiens St to Georges / City Quay Cycle Scheme	26/07/2021 10:51		•	Draft		€4,500.00	• •
Claim De	anning ion/Implementat	€1,500.00 ion €3,000.00		un Number oval Date Date				_	E I
Documer PDF Te Verificati - Number 0	est File.pdf								

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		
Claim Description			
Claim description test			
Add Attachment*			
	PDF Test Fi	le.pdf	
#1 Category details			
Category *		Amount (€ EUR)*	
Design/Planning	~	1500.00	
			The move Category Details
#2 Category details			
Category*		Amount (€ EUR) *	
Construction/Implementation	~	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											
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Act	ions	J
117	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24	recent data prototors con		For Finance Officer verification		€45.00		×	~
113	TAISC/21/0001	OSDS QA	01/07/2021 14:51	constrainty in gravity in the second		For Finance Officer verification		€200.00		×	~
112	TAISC/19/0001	Jewelery & Books	16/06/2021 15:55			For Finance Officer verification		€100.00		×	~

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

Comments

Comment Numb	er Created By	Created Date	Comment	Actions
8	 Konselly Reportsplate and 	26/07/2021 12:10	Test Comment	9 🗹

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.

Comments	
Please note that any comments below are visible to bo	oth your agency and the NTA
Comment *	
This is a test comment	
	X Cancel V 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

Comment Number	Created By	Created Date	Comment	Actions
8	$(\alpha_1,\ldots,\alpha_{n-1}) \in [0,\infty] \times [0$	26/07/2021 12:10	Test Comment	3 6

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

Comments	
Please note that any comments below are visible to both your agency	and the NTA
Comment*	
This is a test comment edit	
	//
	★ 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	reconcileiterareleiteiterare	26/07/2021 12:10	Test Comment	90

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

Comment History			
Change Type	Change Date	Created By	Actions
Select	~	Created By	×
Comment Updated	26/07/2021 12:14:07	Acceleration of the second second	٩
Comment Created	26/07/2021 12:10:58	warmen die geweiken	Q

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

ry Details		
hange Type	Change Date	
omment Updated	26/07/2021 12:14	
reated By		
e sen di fin production sub-		
Details		
EFORE CHANGE	AFTER CHANGE	
omment	Comment	
est Comment	Test Comment updated	
	× Close	

CLAIMS APPROVAL (CLAIMS PROPOSER)

Once a claim has been created it is left in draft status. To move the claim to **For SA Approval** 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.

Claim Reference Number		Project Code		Project Name			Category		
							Select		~
Claim Status									
Draft	~								
Develo								×	Reset Q Search
Results									
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
	Project Code TAISC/19/0001	Project Name Jewelery & Books	Creation Date 19/07/2021 08:06	Submitted By	Verified By	Status Draft	Approved By	Total €50.00	2 Jr.
Claim Reference Number				Submitted By	Verified By		Approved By		
Claim Reference Number	TAISC/19/0001	Jewelery & Books	19/07/2021 08:06	Submitted By	Verified By	Draft	Approved By	€50.00	Anna

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 SA Approval** status.

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 APPROVAL (FINANCE OFFICER)

After the Claim Proposer has created and approved the draft claim it is moved to **For SA Approval** status.

When the Finance Officer or Director or Equivalent user logs in they are automatically brought to the Worklist section with the claims status of **For SA Approval** 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.

Elaim Reference Number		Project Code	e	Project Name		Catego	iry lect			
laim Status							aect			
For Finance Officer verifica	ation	~								
								× Rese	at 🕻	Q Search
Results								× Rese	at C	Q Search
	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By		et C	
Claim Reference Number	Project Code TAISC/21/0002	Project Name OSDS QA 2	Creation Date 07/07/2021 09:24	Submitted By	Verified By	Status For Finance Officer verification	Approved By			
Claim Reference Number					Verified By		Approved By	Total	Actic	115
Results Claim Reference Number 117 113 112	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24		Verified By	For Finance Officer verification	Approved By	Total €45.00	Actic	×

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 SA Approval** can also be rejected after review by the finance Officer or Director or Equivalent users 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.

Claim Reference Number		Project Code	2	Project Name		0	Category		
							Select		
Claim Status									
For Finance Officer verifica	ation	~							
								× Rese	et Q , Search
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By		Approved By	Total	et Q Search Actions
	Project Code TAISC/21/0002	Project Name OSDS QA 2	Creation Date 07/07/2021 09:24	Submitted By	Verified By	Status For Finance Officer verificat			Actions
		-			Verified By		tion	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 SA** status.

Reject Claim

Please provide rejection reason*	
This is a reason for rejection.	
	h
	★ Cancel ✓ Save

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

laim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
17	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24	and a distance of the local distance of		For Finance Officer verification		€4,500.00	🛛 🗙 🗸
Category Details			Payrun Nun	ber					B R
Design/Planning		€1,500.00	-						His
Construction/Implement	ation	€3,000.00	Approval Da	to					/ _
			-					/	
Claim Description									
Claim description test			Paid Date						
Document			ē.						
PDF.pdf									
Verification Date									
Number of Comments									

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		Q
Claim Rejected	09/06/2021 15:15:31		Q
Claim Approved	09/06/2021 14:26:54	and the second second	Q
Claim Created	09/06/2021 08:58:58	I HARD REPORT OF	Q

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

History Details

Change Type Claim Updated

Created By

industrian advector

Details

BEFORE CHANGE

Description

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec velit neque, auctor sit amet aliquam vel, ullamcorper sit amet ligula. Curabitur aliquet quam id dui posuere blandit. Pellentesque in ipsum id orci porta dapibus. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. AFTER CHANGE

Change Date

09/06/2021 15:55

Description

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec velit neque, auctor sit amet aliquam vel, ullamcorper sit amet ligula. Curabitur aliquet quam id dui posuere blandit. Pellentesque in ipsum id orci porta dapibus. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. UPDATED

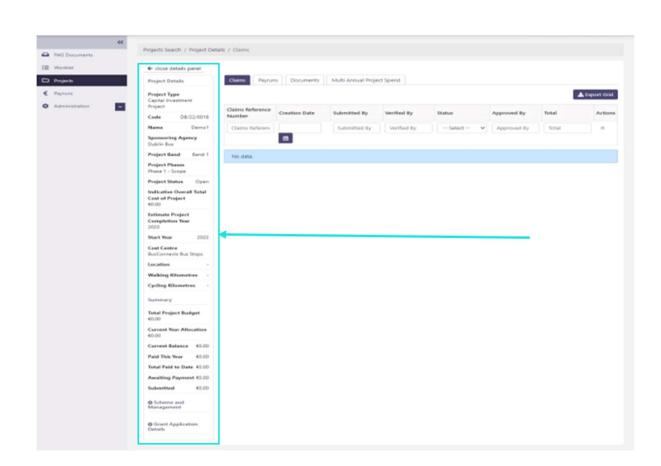
× Close

6. PROJECTS

PROJECT DETAILS PANEL

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 Band 2 and 3 Capital Investment Projects
 - Phase 1: Scope and Purpose
 - Phase 2: Concept Development & Option Selection
 - Phase 3: Preliminary Design
 - Phase 4: Statutory Process
 - o Phase 5: Detailed Design & Procurement
 - Phase 6: Construction & Implementation
 - Phase 7: Close-out & Review
 - **N/A**
- For ICT Projects:
 - o Phase 0: Concept
 - o 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
 - 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 commences on PRS.

Cost Centre

The assigned NTA cost centre assigned to the project.

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 approved project budget assigned to the project.

Current Year Allocation

The projects allocation for the current year.

Current Balance

The remaining balance for the current year allocation 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 NTA programme of the project

Sub-Programme

The current NTA sub-programme of the project

Classification

The current NTA 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 o or o icons)

Project Description

Description of the project provided during submission of the Grant Application Form

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.

*	Projects Search		
PAG Documents	Projects Search		
🔁 Worklist	Projects		
🗅 Projects 😽	Project Code	Project Name	Status
€ Payruns			Select 🗸
Administration			X 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
 - o On Hold
 - o Open
 - \circ 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		P	roject Name			Status				
						Se	lect			
esults										
Project Code	Project Name	Programme	Sub- Programme	Project Type	Current Year Allocation	Paid YTD	Paid to date	Awaiting NTA Payment	Status	Actions
			GDA	Capital Investment	€1,000,000.00	€0.00	€0.00	€0.00	Open	Q
LS/21/0001	Project Example	B8.1 SUSTAINABLE URBAN TRANSPORT		Project						
LS/21/0001 LS/21/0002	Project Example Project Example 2	B8.1 SUSTAINABLE URBAN TRANSPORT	GDA	Project Capital Investment Project	€1,000,000.00	€0.00	€0.00	€0.00	Open	۹

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.

Projects										
roject Code		Ρ	roject Name			Status				
						Se	lect			
									× Reset	Q Searc
esults										
Project			Sub-		the second s					
Code	Project Name	Programme	Programme	Project Type	Current Year Allocation	Paid YTD	Paid to date	Awaiting NTA Payment	Status	Actions
	Project Name Project Example	Programme B8.1 SUSTAINABLE URBAN TRANSPORT		Project Type Capital Investment Project					Status Open	Actions Q
Code			Programme	Capital Investment	Allocation	YTD	date	Payment		

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

ojects Search / Project	Details / C	laims									
- close details panel											
Project Details		Claims	Payruns	Documents	Multi An	nual Project Spend					
Project Type Capital Investment Proje	ct										🛓 Export Grid
	/19/0001	Claims Ret	erence	Creation Date		Submitted By	Verified By	Status	Approved By	Total	Actions
	ithdrawal	Claims R	eference 1			Submitted By	Verified By	Select V	Approved By	Total	×
ponsoring Agency lare County Council				8			10.0000		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
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	mconnolly@openskydata.com	€618.81	
ndicative Overall Total Project	Cost of	92		29/07/2021 15:	52	seed@seed.com		For Finance Officer verification		€611.02	
E6,666.48 Estimate Project Compl	letion	91		29/07/2021 15:	52	seed@seed.com		For Finance Officer verification		€605.21	•
ear 035		90		29/07/2021 15:	52	seed@seed.com		For Finance Officer verification		€701.69	
itart Year	2019	89		29/07/2021 15:	52	seed@seed.com	seed@seed.com	Paid	seed@seed.com	€640.28	D
Cost Centre BusConn	ects 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	

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

🗲 close details pa	anel								
Project Details		Claims Payruns	Documents N	fulti Annual Project Spend					
Project Type Capital Investment	t Project								🛓 Export Grid
Code	CL/19/0001	Claims Reference	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
Name	withdrawal			La como da	1.	1			1
Sponsoring Agen Clare County Coun		Claims Reference 1	8	Submitted By	Verified By	Select Y	Approved By	Total	×
Project Band	TestBand	94	29/07/2021 15:52	seed@seed.com		For Finance Officer		€724.77	Ø
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	
Indicative Overall Project	Total Cost of	92	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€611.02	D
€6.665.48 Estimate Project (Completion	91	29/07/2021 15:52	seed@seed.com		For Finance Officer verification		€605.21	D
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	P
Cost Centre Bus	sConnects Fleet	88	29/07/2021 15:52	seed@seed.com		For Finance Officer		€215.01	D
Location	-					verification			
Walking Kilometr		62	29/07/2021 15:52	seed@seed.com	seed@seed.com	Paid	seed@seed.com	€200.95	P

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

rklist						
jects	← close details panel					
runs	Project Details	Claims Payruns Multi Ar	nual Project Spend			
	Project Type ICT Project					± Expo
	Code 08/23/0031	Payrun Number	Paid Date	Claim Reference Number	Total Paid	Actions
	Name Allocation 16/1/23	Payrun Number		Claim Reference Number		×
	Sponsoring Agency Dublin Bus Project Band Band 1		8			
	Project Phases Phase 0: Intiated	26	18/01/2023 16:12	188	€500.00	II
	Project Status Open	24	16/01/2023 19:40	189	€1,500.00	10
	Indicative Overall Total Cost of Project	22	16/01/2023 16:56	185, 186, 187	€95,000.00	II
	60.00	1 1-1				
	Estimate Project Completion Year					
	Start Year 2023					
	Cost Centre Accessibility					
	Location -					
	Walking 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

Documents					
rklist	← close details panel				
ects	Project Details	Claims Payruns Docum	Multi Annual Project Spend		
runs	Project Type Capital Investment Project	C Fill the Form			± Exp
	Code DRAFT/DB/23/0016	Document ID	Document Deliverable	Document Status	Actions
	Name Download the form 6/1/23	Document ID	Select	✓ 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 €0.00				
	Estimate Project Completion Year -				
	Start Year 2023				
	Cost 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.

- close details pan	el					
Project Details		Claims	Payruns Do	ocuments Multi Annual Project Spend		
Project Type Capital Investment P	roject					🛓 Export Gr
Code	CL/19/0001	Year	Allocati	ions as at Year End	Year End Spend	Balance
Name	withdrawal	2019	€822,04	0.88	€0.00	€822,040.88
Sponsoring Agency		2020	€6,588,6	547.00	€3,129.22	€6,585,517.78
Clare County Council	1	2021	€1,249,6	546.00	€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					
ndicative Overall To Project 66,666.48	otal Cost of	1 1-1				
Estimate Project Co Year 2035	ompletion					
Start Year	2019					
Cost Centre BusC	onnects Fleet					
location						
Walking Kilometres						

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.

	«				
PAG Documents		Payruns			
Hereit Worklist		Payruns			
Projects		Payrun Number	Project Code	Project Name	Claim Reference Number
€ Payruns	•				
Administration	~	Date Paid - From	Date Paid - To		
			Ë		
					X Reset Q Search

	«					
klist	Projects Search / Project Details / P	ayruns				
ects	← close details panel					
ins	Project Details	Claims Payruns Multi Ar	nual Project Spend			
	Project Type ICT Project					📥 Exp
	Code D8/23/0031	Payrun Number	Paid Date	Claim Reference Number	Total Paid	Actions
	Name Allocation 16/1/23		Para Date		Total Para	
	Sponsoring Agency Dublin Bus	Payrun Number		Ciaim Reference Number		×
	Project Band 8 Band 1		8			
	Project Phases Phase 0: Intiated	26	18/01/2023 16:12	188	€500.00	i≡
	Project Status Open	24	16/01/2023 19:40	189	€1,500.00	i≡
	Indicative Overall Total Cost of	22	16/01/2023 16:56	185, 186, 187	€95,000.00	i=
	Project €0.00	1 1-1				
	Estimate Project Completion Year -					
	Start Year 2023					
	Cost Centre Accessibility					
	Location .					
	Walking Kilometres -					
	Cycling 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.

Payruns			
Payruns			
Payrun Number	Project Code	Project Name	Claim Reference Number
Date Paid - From	Date Paid - To		
	iii ii		
			x Reset Q 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	Clair	m Reference Number
ate Paid - From	Date Paid - T	o		
				
		_	~	× Reset Q. Sea
lesults		-		🗙 Reset 🛛 🔍 Sea
tesults Payrun Number	Paid Date	Claim Reference Number	Total Paid	X Reset Q Sea
		_	Total Paid €4,697.41	

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

C							
Claims Reference Number	Project Code	Project Name	Programme	Creation Date	Approved By	Approval Date	Total
39	TAISC/19/0001	&	B8.5 WALKING & CYCLING PROGRAMME		seed@seed.com	02/06/2021 20:22	€251.
40	TAISC/19/0001	&	B8.5 WALKING & CYCLING PROGRAMME		seed@seed.com	02/06/2021 20:22	€149.
41	TAISC/19/0001	&	B8.5 WALKING & CYCLING PROGRAMME		seed@seed.com	02/06/2021 20:22	€647.
42	TAISC/19/0001	Jewelery & Books	WALKING &		seed@seed.com	02/06/2021 20:22	€803.

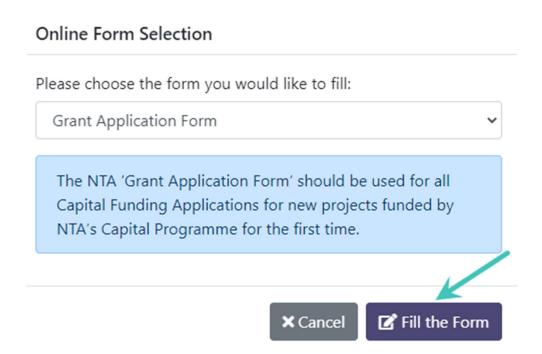
8. FILL THE FORM – GRANT APPLICATION FORM

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			
Hereit Worklist	Documents			Fill the Form
D Projects	Document ID	Project Code	Project Name	Project Type
€ Payruns				Select 🗸
	Project Band	Project Phase	Document Deliverable	Document Status
	Select 🗸	Select 🗸	Select 🗸	Select •
	Submission Date - From	Submission Date - To		
	e		Return records with comments not resolved	
				X Reset Q Search

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:
 - 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 A	oplication Form						
He Worklist	Project Grant Application Fo	rm						
Projects				1-2-3-4	9-5-6-7			
€ Payruns			Section 1 - Proje	ect Description and	Full Description of Works Proposed			
		ould specifically refer to the is	sue proposed to be solved, the	e objectives of the schem	ose, justification for and impact of the project. e, and the type of options to be considered. NTA.			
	Project Name*	Pro	ject Type*		Agency Project or Programme Manager*		Agency Director or Equivalent*	
			- Select	~	Select	~	Select	~
	Programme*	Sut	o-Programme*		Classification *			
	Select	× .	- Select	~	Select	~		
	Description *							
	Please upload supporting documentation where relevant for this section							
		Drag & Drop file here or Browse						
			K Back	A Download the Form	n ▼ 🛛 🗙 Cancel 🛛 ✔ Save as a Draft 🗸 ✔	Submit for I	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
₩orklist	Project Grant Application Form
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
	KBack ★ Download the Form * ★ Cancel ✓ Save as a Draft ✓ Submit for NTA Preview ✓ Submit for Final Approval > New

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 A	plication Form				
i≣ Worklist	Project Grant Application Fo	m				
Projects € Payruns		0-2-3-6-7				
C 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 (f 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 i.e., 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 Kilometres Cycling Kilometres				
	Description *					
		R				
	Please upload supporting docume	tation 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
 - o 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]

<form></form>	Projects Search / Project Details / Docur	ments / Project Grant Application Form		
<image/>				
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	It should be noted that should approva	al be granted, funding is solely secured for the current year. Future	year(s) required funding should be captured in the standard annual	budget process and cycle(s).
Millianda piget: Millianda piget: RE REP:	Please select if this project is a single year	project (i.e. funding applied for and project completed within the	urrent calendar year) or multi annual project (i.e. project lifecycle o	ver more than one calendar year)
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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?
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 - NTA Contribution Date
 - Comments
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- Is this project part of a previous NTA funded project/programme?
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- Funding Sought from NTA (current calendar year only)
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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]

~	Projects Search / Project Details / Documents / Project Grant Application Form
PAG Documents	
Worklist	Project Grant Application Form
Projects	1-2-3-4-5-6-7
	Section 5 - Current Year Project / Programme Phase
	Project Band (based on indicative Overall Total Cost of Project/Programme) * Select current phase(p) 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
	KBack ▲ Download the Form * ★ Cancel ✓ Save as a Draft ✓ Submit for NTA Preview ✓ Submit for Final Approval > New

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)

PAG Documents	Projects Search / Project Details / Documents / Project Grant Application Form
i≣ Worklist	Project Grant Application Form
D Projects	1-2-3-4-5-6-7
€ 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

RAG Documents	Projects Search / Project Details / Documents / Project	Grant Application Form					
i≡ Worklist	Project Grant Application Form						
D Projects	()-(2-(3-(4)-(5-(6)-(7)						
€ Payruns	Section 7 - Contact Persons						
	#1 Contact Person details						
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	Select V						
						+ Add Another Contact Person	
		< B4	ck 🛓 Download the Form 🔹 🗙 Car	cel 🗸 Save as a Draft	✓ Submit for NTA Preview	✓ Submit for Final Approval > Next	

FORM NAVIGATION

Cancelling the Grant Application Form filling:

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

PAG Documents	PAG Documents / Project Grant Application Form						
Worklist	Project Grant Application Form						
Projects		0	-2-3-(4-5-6-7			
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	Select 🗸	Select	*	Select	~		
	Description *						
	Please upload supporting documentation where relevan	it for this section					le
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Navigate between the Sections in Grant Application Form:

User can click on the '**Next**' button to go to next Section. Clicking the '**Next'** button will also perform an implicit save of the form.

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User can click on the '**Back**' button to go to previous Section. Clicking the '**Back**' button will also perform an implicit save of the form.

PAG Documents	PAG Documents / Project Grant Application Form			
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	Please upload supporting documentation where relevant f			h
			Cancel C	r NTA Preview 🗸 Submit for Final Approval 🔵 Next

[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.

1	Project Grant Application Form			
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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.

PAG Documents	Projects Search / Project Details / D	locuments			
Worklist	← close details panel				
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	Project Band -	_			
	Project Phases	1 1-1			
	Project Status Draft				
	Indicative Overall Total Cost of Project €0.00				
	Estimate Project Completion Year				
	Start Year 2023				
	Start Year 2023 Cost Centre -				
	Cost Centre -				
	Cost Centre - Location -				

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

Worklist							
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	Description*						
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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.

AG Documents		ocuments				
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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]

Project Grant Application Form							
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Select	~	Select	~	Select	~		
Description *							
Please upload supporting documentat	ion where relevant fi	or this section					
			Drag & Drop fil	e here or Browse			

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

NTA PRS							ck26@gmail.com or Programme Manager
PAG Documents Worklist	Projects Search / Project Details / D	ocuments					
Projects Payruns	Project Details Project Type ICT Project	Claims Payruns Documen	ts Multi Annual Project Spend				≜ Export Grid
	Code DRAFT/DB/23/0014 Name NTA Preview Project Sponsoring Agency Dublin Bus	Document ID	Document Deliverable	v	Document Status	~	Actions ×
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	Project Status Draft Indicative Overall Total Cost of Project €200.00						
	Estimate Project Completion Year -						
	Start Year 2023 Cost Centre - Location -						
	Location - Walking Kilometres - Cycling Kilometres -						
	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

	1-2-3)-4-5-6-7	
	Section 1 - Project Description	and Full Description of Works Proposed	
A full and detailed description of the proposed project. Please note that this section should specifically refer to Where relevant, all applications must be accompanied	the issue proposed to be solved, the objectives of the	scheme, and the type of options to be considered.	
Project Name *	Project Type*	Agency Project or Programme Manager*	Agency Director or Equivalent *
New Project	Capital Investment Project	✓ stivejack26@gmail.com	michaljadczak168@gmail.com
Programme *	Sub-Programme *	Classification *	
B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	▼ Irish Rail ~	
Description *			
A full and detailed description of the proposed project/ Please note that this section should specifically refer to t Where relevant, all applications must be accompanied w	the issue proposed to be solved, the objectives of the s (th appropriate supporting documentation requested b	cheme, and the type of options to be considered.	
		+	
	Drag & Dr	op file here or Browse	<u>\</u> .
		KBack 🛓 Download the Form - 🗙 Cancel 🗸	Save as a Draft Submit for NTA Preview Next

Project Grant Application Form	Project Access Denied				
A full and detailed description of the proposed proje Prease note that this section should specifically refer Where relevant, all applications must be accompanie	to the issue	So you no longer of Works I y Administrator to	of the project.	_	
Project Name*	Projec	Close or Programme	Manager*	Agency Director or Equivalent*	
New Project	Capital Investment Project	✓ stivejack26@gmail.com	~	michaljadczak168@gmail.com	~
Programme *	Sub-Programme *	Classification*			
B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	V Irish Rail	~		
Description*					
Please note that this section should specifically refer t	t/ scheme is required. The description should include the other issue proposed to be solved; the objectives of the s with appropriate supporting documentation requested	cheme, and the type of options to be c			
Please upload supporting documentation where relevan	nt for this section				
	Drag & D	top file here or Browse			
		K Back 🛓 Download the Fo	rm - X Cancel √S	ave as a Draft Submit for NTA Preview	> Next

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

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

		C	-2-3-(4-5-6-7			
		Section 1 - Projec	t Description and	Full Description of Works Pr	oposed		
A full and detailed description of the Please note that this section should s Where relevant, all applications must	specifically refer to	the issue proposed to be solved, the o	objectives of the scher	ne, and the type of options to be co			
Project Name*		Project Type*		Agency Project or Programme M	anager*	Agency Director or Equivalent*	
		Select	~	Select	~	Select	
Programme*		Sub-Programme *		Classification *			
Select	~	Select	*	Select	~		
Description *							
Please upload supporting documentatio	in where relevant t	or this section					
Please upload supporting documentatio	n where relevant f	or this section	Drag & Drop fi	e here or Browse			

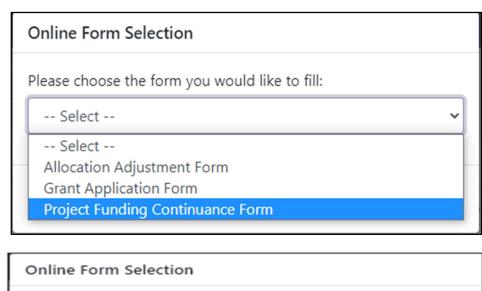
9. FILL THE FORM – PROJECT FUNDING CONTINUANCE FORM

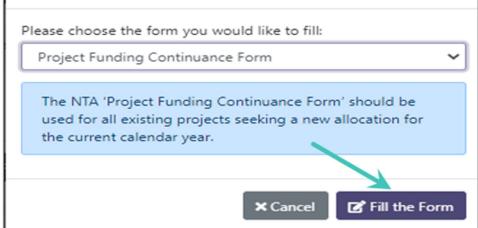
As an External User with relevant permissions, to create a 'Project Funding Continuance Form' go to the Projects section and search for the chosen project and navigate to Documents tab.

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.





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 for the current calendar year.
× Cancel Fill the Form

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

**	Projects Search / Project Details / Documents	A Project Funding Continuance Form	
PAG Documents	Frojects Search / Froject Details / Documents	roject running continuance ronn	
Worklist	Project Funding Continuance Form		
Projects		1-2-3	
Payruns		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

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 / Documents Project Funding Continuance Form	5 / Project Funding Continuance Form	
Projects		1-2-3	
Payruns		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 V	¢ Cancel ♥ Save as a Draft ♥ Submit f	or NTA Preview Submit for Final Appro

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
Here Worklist	Project Funding Continuance Form
C 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
	Drag & Drop file here or Browse
	Cancel Save as a Draft Submit for NTA Preview Submit for Final Approval Next Next Next Submit for Final Approval Next Next Next Submit for NTA Preview Submit for Final Approval Next Next Submit for NTA Preview Submit for Final Approval Next Next Submit for NTA Preview Submit for Final Approval Next Submit for NTA Preview Submit for Final Approval Next Submit for NTA Preview Submit for Final Approval Next Submit for Final Approval Submit for Final

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.

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:

In Current Project Details section:

- Existing Allocation showing non editable value with Current Year Allocation saved on the project at the moment of filling the form
- Paid This Year showing Paid This Year value visible on the project dashboard. This information wasn't visible on this form previously.

- Submitted showing Submitted value visible on the project dashboard. This information wasn't visible on this form previously.
- Awaiting Payment showing Awaiting Payment value visible on the project dashboard. This information wasn't visible on this form previously.

In Adjustment Values section:

- Adjustment Value (€ EUR) mandatory free text field. Currency in this field is euro by default. Field is restricted to 16 characters. It does not accept A-Z characters and special characters other than full stop '.'. Field does not approve 0 amount. Negative values are allowed, however New Allocation cannot be lower than sum of amounts on all claims related with this project that are in For Payment Approval, Payment Approved and Paid statuses in current year.
- New Allocation (€ EUR) field will calculate the value based on the Existing Allocation + Adjustment Value.
- Reason mandatory free text field. Field is mandatory and restricted to 2000 characters
- Please upload supporting documentation where relevant for this section' file upload area. I am able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats. I am able to upload single attachment with maximum size of 40MB.

A PRS				B Director or Equivalent
AG Documents	Projects Search / Project Details / Documents / A	llocation Adjustment Form		
Norklist	Allocation Adjustment Form			
rojects	Current Project Details			
layruns	Existing Allocation (€ EUR) €30,000.00	Paid This Year (€ EUR) €1,000.00	Submitted (€ EUR) €0.00	Awaiting Payment (€ EUR) €500.00
	Adjustment Values			
	Adjustment Value (€ EUR) *	New Allocation (€ EUR) €30,000.00		
	Reason *			
	Please upload supporting documentation			
			Drag & Drop file here or Browse	
			≛ Downloa	d the Form • X Cancel V Save as a Draft V Submit for NTA Preview

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.

PAG Documents	Projects Search										
🗄 Worklist	Projects										
D Projects	Project Code		Projec	t Name			Status				
E Payruns							Select				
	Project Code	Project Name	Programme	Sub-Programme	Project Type	Current Year	Paid	Paid to	Awaiting NTA	Status	Actions
						Allocation €0.00	YTD €0.00	date €9.659.63	Poyment €0.00		
	BE/19/0012	Planner	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Capital Investment Project	Allocation €0.00	¥TD €0.00	date €9,659.63	Reyenent €0.00	Open	
			B8.2 HEAVY RAIL SAFETY &		Capital Investment					Open	
	BE/19/0012	Planner	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Capital Investment Project Capital Investment	€0.00	€0.00	€9,659.63	€0.00	Open	٩
	8E/19/0012 CL/19/0001	Planner withdrawal	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT B8.1 SUSTAINABLE URBAN TRANSPORT B8.3 PUBLIC TRANSPORT	Heavy Rail Regional Cities Integration and	Capital Investment Project Capital Investment Project Capital Investment	€0.00 €0.00	€0.00 €0.00	€9,659.63 €6,877.05	€0.00 €0.00	Open Open	a a

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

PAG Documents	Projects Search / Project Details /				
Worklist	← close details panel				
Projects	Project Details	Claims Payruns Documen	ts Multi Annual Project Spend		
Payruns	Project Type Capital Investment Project	C Fill the Form			🛓 Expo
	Code DRAFT/DB/23/0016	Document ID	Document Deliverable	Document Status	Actions
	Name Download the form 6/1/23	Document ID	Select	✓ 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 ©0.00				
	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.

**					
PAG Documents	Projects Search / Project Details / D	ocuments			
Vorklist	← close details panel				
Projects	Project Details	Claims Payruns Document	Multi Annual Project Spend		
Payruns	Project Type Capital Investment Project	C Fill the Form			± 6xp
	Code DRAFT/DB/23/0016	Document ID	Document Deliverable	Document Status	Actions
	Name Download the form 6/1/23	Document ID	Select	✓ Select	× ×
	Sponsoring Agency Dublin Bus	1199	Project Funding Continuance Form	For SA Approval	x 🗸
	Project Band -	1197	Grant Application Form	NTA Preview	× 🗸
	Project Phases				
	Project Status Draft	1 1-1			
	Indicative Overall Total Cost of Project €0.00				
	Estimate Project Completion Year				
	Start Year 2023				

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
 - \circ Approved
 - Cancelled
 - o Draft
 - Not Approved by NTA
 - o NTA Preview
 - For NTA Approval

- For SA Approval
- Approval in Progress
- Action Icons
 - o Cancel
 - 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 Docume	Multi Annual Project Spend		
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 -			6 1
Submission Date			
Related File(s)	nload the form 6/1/23-Grant		
Number of Comments not Re 0	esolved		
Approval Details			

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.

ocument ID	Document Deliverable	Document Status	Actions
Document ID	Select	✓ Select	~ ×
199	Project Funding Continuance Form	For SA Approval	× 🗸
		NTA Preview	
Submitted By - Submission Date -	Grant Application Form	N IA Přeview	× ~
Submitted By - Submission Date	nload the form 6/1/23-Grant	N IA Přeview	

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 Ma
	«			_		
PAG Documents	Projects Searc	h / Project Details / Documen	nts / Project Grant Application Form			
Worklist	Project Gra	int Application Form				
Projects	Project dra	in Application ronn		\sim		
	- .		1-2-(3-6	\$-6-0-7	
Payruns			Section 1 - Project Descripti	ion and	Full Description of Works Proposed	
	Please note	e that this section should specifi		olved, the	should include the purpose, justification for objectives of the scheme, and the type of c mentation requested by NTA.	
	Project Name	•	Project Type *		Agency Project or Programme Manager*	Agency Director or Equivalent*
	Test Project		Capital Investment Project	~		← repexes409@gmail.com
	Programme*		Sub-Programme *		Classification *	
	B8.2 HEAVY	RAIL SAFETY & DEVELOP	Heavy Rail	~	Irish Rail	~
	Description *					
	Dissourted	in months doe months	on relevant for this paction			
	Please upload	d supporting documentation wh		1		
	Please upload	I supporting documentation who			shere or Browse	
	File ID	File Name	Drag &		Upload Date	Actions
	File ID 364	File Name test.docx	Drag 8 Uploaded By ammiraju.b@gmail.com		upload Date 06/01/2023 16:51:28	± @
	File ID	File Name	Drag &		Upload Date	
	File ID 364	File Name test.docx	Drag & Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	upload Date 06/01/2023 16:51:28	± © ± ©
	File ID 364 365	File Name test.docx testpdf.pdf	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	± © ± ©
	File ID 364 365 Section C	File Name test.docx testpdf.pdf & Back	Drag 8 Uploaded By ammiraju.b@gmail.com ammiraju.b@gmail.com	& Drop file	Upload Date 06/01/2023 16:51:28 06/01/2023 16:51:28	Leview ✓ Submit for Final Approval > Net

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

			1	
		Drag & Dro	p file here or Browse	
File ID	File Name	Uploaded By	Upload Date	Actions
364	test.docx		06/01/2023 16:51:28	≛ û
365	testpdf.pdf		06/01/2023 16:51:28	≟ û

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.

Se	ection Comments
	Comment
	Section Comment
	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.

Section Comments Comment			
			Save Comment for this Section
Comment Number	Comment	Created By	Actions
2	Section Comment 1		
1	Section Comment		

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

Resolve comment	
Resolution Comment*	
	× Cancel < Resolve

Section Comments			
Comment			
			li.
		G	Save Comment for this Section
Comment Number	Comment	Created By	Actions
2	Section Comment 1		
1	Section Comment		
Created Date 06/01/2023 19:12 Resolved By			
Resolution Date 06/01/2023 19:15 Resolution Comment			
Resolved Section Comment			

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'.

Approve Document

Are you sure you wish to approve this document for NTA Preview?

Note: If you click on `Yes` button document will be submitted for NTA Preview. You won't be able to reverse this operation.

Show the Terms & Conditions content

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'.

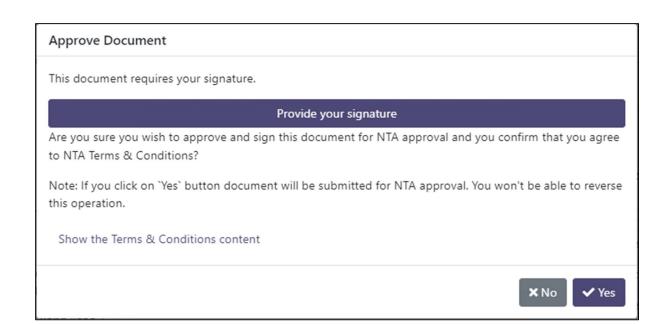
× No

✓ Yes

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.
Show the Terms & Conditions content
🗙 No 🗸 Yes

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]



DOCUMENT CANCELLATION

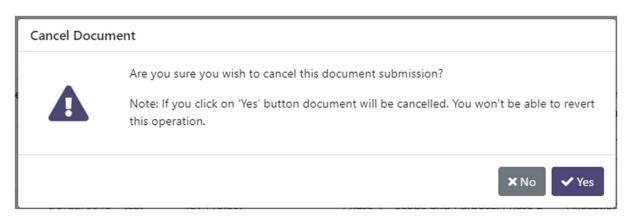
Any document in the form submission External user (**Sponsoring Agency Administrator, Project or Programme Manager, Director or Equivalent)** with relevant permissions can cancel the Document.

Claims Payruns	Documents Multi Annual Project Spend		
C Fill the Form	Document Deliverable	Document Status	Ł Export Grid
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**.

Document ID	Project Code	Project Name	Project Type	Project Band	Project Phase	Document Deliverable	Document Status	Actions
1011	BE/19/0012	Planner	Capital Investment Project	test	Phase 6: Construction & Implementation, Phase 3: Preliminary Design	Project Funding Continuance Form	NTA Preview	×
Submitte	ed By							E 9
Submissi	ion Date						/	
- Related I	File(s)							
		r-Project Fund	ding Continuance					
Number 0	of Comments	not Resolved	ł					
	Dataila							
Approva	Details							

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

Document History

4			
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		Q
Document Created	07/11/2022 14:32:20		Q

X Close

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

History [Details	
Chan	ge Type	Change Date
Docu	ment Updated	15/12/2022 10:07:53
Creat	ted By	
Det	ails	
BEFO	RE CHANGE	AFTER CHANGE
Statu	s	Status
NTA	Preview	For SA Approval
Secti	on 6 description	Section 6 description
-		test
Proje	ct contact person	Project contact person
-		Maggie: FinancialApprovals, 3567898764, maggie567@demo.com, Admin, ;

× Close

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
**				
PAG Documents	Administration / Manage User	ſS		
Hereit Worklist	User Search			
Projects	First Name	Last Name	Email Address	
€ Payruns				
Administration				× Reset Q Search
😤 Manage Users				A Reset
\sim				

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				
Worklist	User Search				
Projects	First Name	Last Name	E	mail Address	
Payruns					
Administration	~				× Reset Q Searc
Manage Users					* Reset
Manage Users	Results				
Manage Users	Results Email Address	First Name	Last Name	Role	
Manage Users		First Name	Last Name R	Role Director or Equivalent	🛓 Export Gri
Manage Users					LEXPORT Grid
Manage Users			R	Director or Equivalent	L Export Gri Actions
Manage Users			R Jadczak	Director or Equivalent Sponsoring Agency Administrator	لی Export Gri Actions اک

MANAGE USER PROJECTS

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

**	Administration / Manage Users				
PAG Documents					
i Worklist	User Search				
D Projects	First Name	Last Name	E	mail Address	
€ Payruns					
Administration					
🐸 Manage Users					× Reset Q, Search
	Results				🛓 Export Grid
	Email Address	First Name	Last Name	Role	Actions
		· · · ·	R	Director or Equivalent	0
			Jadczak	Sponsoring Agency Administrator	
		-	abc	Director or Equivalent	Ø
			jack	Project or Programme Manager	0
			Demo	Sponsoring Agency Administrator	
	1 1-1				

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

Worklist	Manage User Projects					+ Back to Manage User
] Projects	User Details					
Payruns	First Name	Ammi Email Address				
Administration				ammiraju.b@gmail.com		
Manage Users	Last Name	R Role		Director or Equivalent		
Manage Osers	Assign New Project(s)					
	Project					
	Select •					 Assign New Project
	Project Management Re-Assignment					
	Select projects below that you wish to re-assign and u new system user. Remember that only users with the s	use 'Re-Assign to other User' search field to search for same permission level will be listed.				
	new system user. Remember that only users with the					✔ Re-Assi
	new system user. Remember that only users with the s					✔ Re-Assi
	new system user. Remember that only users with the s Re-Assign to other User Search		Sub-Pogramme	Project Management	Remove Access	✓ Re-Assi Select for Re-Assignme
	new system user. Remember that only users with the s Re-Assign to other User Search Projects	same permission level will be listed.		Project Management		
	new system user. Remember that only users with the s Re-Assign to other User Search Projects Project Code & Name	same permission level will be listed. Programme	Sub-Pogramme		۵	Select for Re-Assignme
	new system user. Remember that only users with the s Re-Assign to other User Search Projects Project Code & Name BE/19/0012 / Planner	same permission level will be listed. Programme 88.2 HEAVY RAIL SAFETY & DEVELOPMENT	Sub-Pogramme Heavy Rall Regional Cities		Û Û	Select for Re-Assignme
	new system user. Remember that only users with the s Re-Assign to other User Search Projects Project Code & Name BE/19/0012 / Planner CL/19/0001 / withdrawal	Programme 88.2 HEAVY RAIL SAFETY & DEVELOPMENT 88.1 SUSTAINABLE URBAN TRANSPORT	Sub-Pogramme Heavy Rall Regional Cities			Select for Re-Assignme -
	new system user. Remember that only users with the s Re-Assign to other User Search Projects Project Code & Name BE/19/0012 / Planner CL/19/0001 / withdrawal CN/19/0001 / wireless	Programme B8.2 HEAVY RAIL SAFETY & DEVELOPMENT B8.1 SUSTAINABLE URBAN TRANSPORT B8.3 PUBLIC TRANSPORT INFRASTRUCTURE	Sub-Pogramme Heavy Rall Regional Cities Integration and Support Heavy Rall	•		Select for Re-Assignme - -
	new system user. Remember that only users with the s Re-Assign to other User Search Projects Project Code & Name BE/19/0012 / Planner CL/19/0001 / wireless DB/22/0012 / test edit	Programme B6.2 HEAVY RAIL SAFETY & DEVELOPMENT B6.3 PUBLIC TRANSPORT INFRASTRUCTURE B6.2 HEAVY RAIL SAFETY & DEVELOPMENT	Sub-Pogramme Heavy Rall Regional Cities Integration and Support Heavy Rall Heavy Rall	•		Select for Re-Assignme

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 BE/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

Project Management Re-Assignmen	t				
Select projects below that you wish to r other User' search field to search for ne only users with the same permission lev	w system user. Remember that				
Re-Assign to other User					
.com					→ Re-Assign
Projects					
Project Code & Name	Programme	Sub-Pogramme	Project Munagement	Remove Access	Select for Re- Assignment
DB/22/0013 / test	B8.2 HEAVY RAIL SAFETY & DEVELOPMENT	Heavy Rail	Director or Equivalent		

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