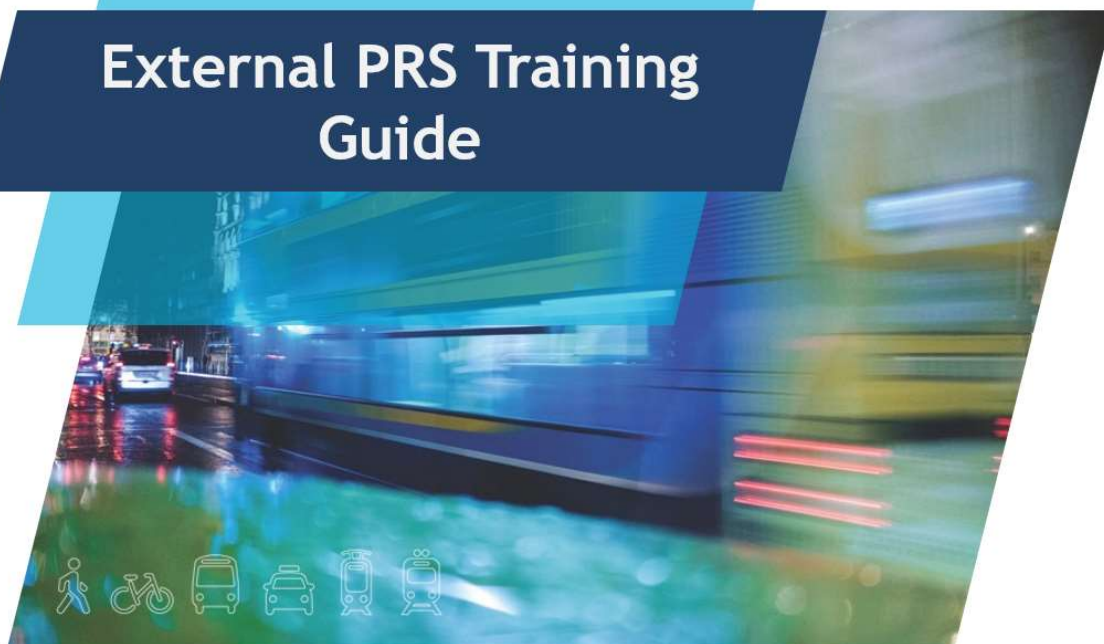


Product Version: © 2023 – PRS – 2.1.0.0



External PRS Training Guide



Version 1.7

Prepared by

Michael Connolly



REVISION & SIGNOFF SHEET

Document History

| Version | Author | Date | Description of Change |
|---------|------------------|------------|---|
| 0.1 | Ammiraju B | 26/12/2022 | First draft |
| 0.2 | Vishvas Sharma | 12/01/2023 | Initial Review and Updates |
| 0.3 | Matt Griffin | 17/01/2023 | Updated the alignment and font changes |
| 0.4 | Lidia Bator | 25/01/2023 | Updated content for existing functionalities (prior to Phase 2) |
| 0.5 | Ammiraju B | 30/01/2023 | Updated the document with review comments |
| 1.0 | Vishvas Sharma | 30/01/2023 | Document Formatting and Alignment |
| 1.1 | Vishvas Sharma | 21/02/2023 | Updated comments from Roy |
| 1.2 | Ammiraju B | 24/03/2023 | Updated comments from Selva |
| 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 |
| 1.5 | Vishvas Sharma | 20/05/2024 | Track Changes accepted and Resolved all the accepted comments |
| 1.6 | Michael Connolly | 28/06/2024 | Initial update to phase 2 stage 2 project changes |
| 1.7 | Michael Connolly | 02/07/2024 | Updated based off feedback |

APPROVERS LIST

| Name | Role | Approver/Reviewer | Approval/ Review Date |
|----------------|-------------------------|-------------------|--------------------------|
| Matt Griffin | PMO Manager | Reviewer | |
| Lidia Bator | Senior Business Analyst | Reviewer | |
| Vishvas Sharma | Senior Project Manager | Reviewer | |
| Kavya Kunduru | Test Lead | Approver | |

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1. INTRODUCTION

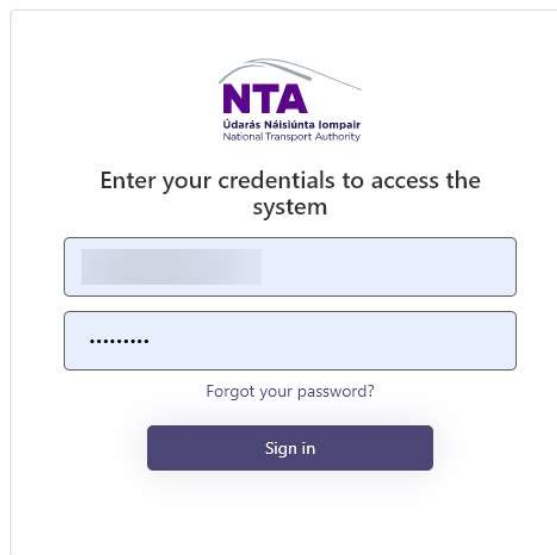
PRS (Project Reporting System) is designed to facilitate the submission, processing and monitoring of expenditure claims for projects funded by the National Transport Authority. It also allows to submit online Grant Application Form, Project Continuance Form and Allocation Adjustment Form and maintain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

2. LOGIN

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

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

Welcome to the PRS – NTA Capital Grant Management System



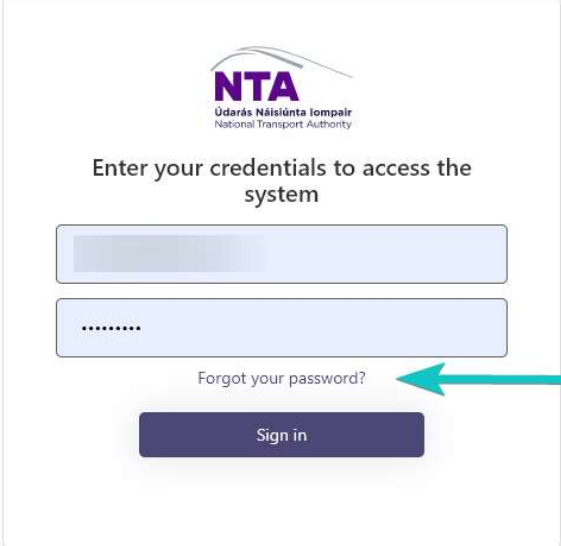
The login form is centered on the page. At the top is the NTA logo, which consists of a stylized bridge icon above the letters 'NTA' and the text 'Údarás Náisiúnta Iompair' and 'National Transport Authority'. Below the logo is the text 'Enter your credentials to access the system'. There are two input fields: the first is for the username and the second is for the password, with the password field masked with dots. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a dark blue button with the text 'Sign in'.

[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



NTA
Údarás Náisiúnta Iompair
National Transport Authority

Enter your credentials to access the system

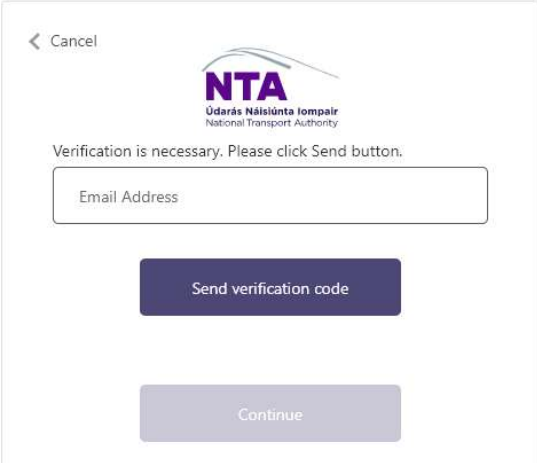
Forgot your password?

Sign in

NTA Privacy Statement

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.

Welcome to the PRS – NTA Capital Grant Management System



< Cancel

NTA
Údarás Náisiúnta Iompair
National Transport Authority

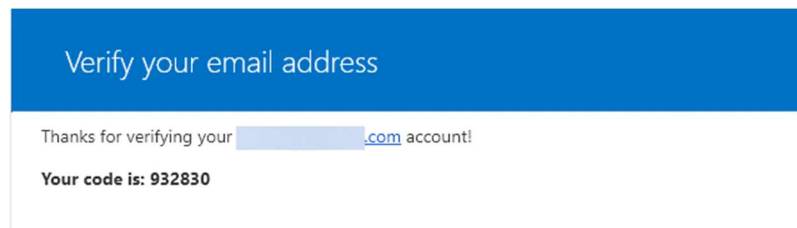
Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue

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.



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

Welcome to the PRS – NTA Capital Grant Management System

A mobile app screen with a back arrow and "Cancel" text at the top left. The NTA logo (Údarás Náisiúnta Iompair) is centered. Below the logo, it says "Verification code has been sent to your inbox. Please copy it to the input box below." There is a text input field with a blurred background. Below that is a label "Verification code" above another text input field. At the bottom are two buttons: "Verify code" and "Send new code", and a "Continue" button at the very bottom.

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

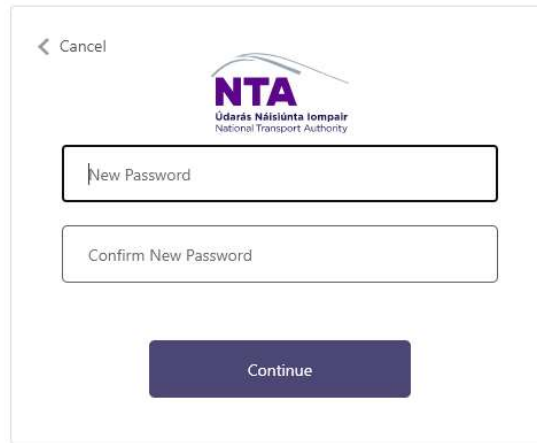
A mobile app screen with a back arrow and "Cancel" text at the top left. The NTA logo (Údarás Náisiúnta Iompair) is centered. Below the logo, it says "E-mail address verified. You can now continue." There is a text input field with a blurred background and ".com" at the end. At the bottom is a "Continue" button.

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.

Welcome to the PRS – NTA Capital Grant Management System



SYSTEM USERS

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

CLAIM PROPOSER

This user role is responsible for:

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

FINANCE OFFICER

This user role is responsible for:

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

SPONSORING AGENCY ADMINISTRATOR

This user role is allowed to:

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

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

This user role is responsible for:

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

PROJECT OR PROGRAMME MANAGER

This user role is responsible for:

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

DIRECTOR OR EQUIVALENT

This user role is responsible for:

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

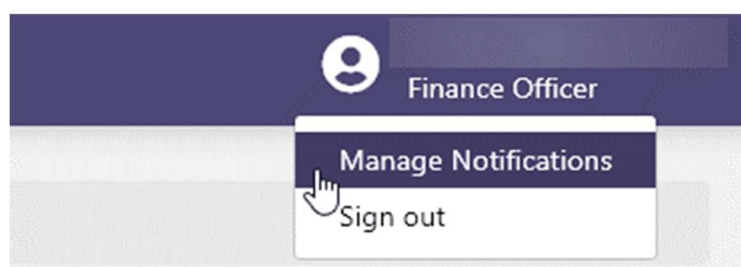
SPONSORING AGENCY READ ONLY

The sponsoring agency read only role allows users to access the system to view all data. These users do not have any ability to modify any existing data.

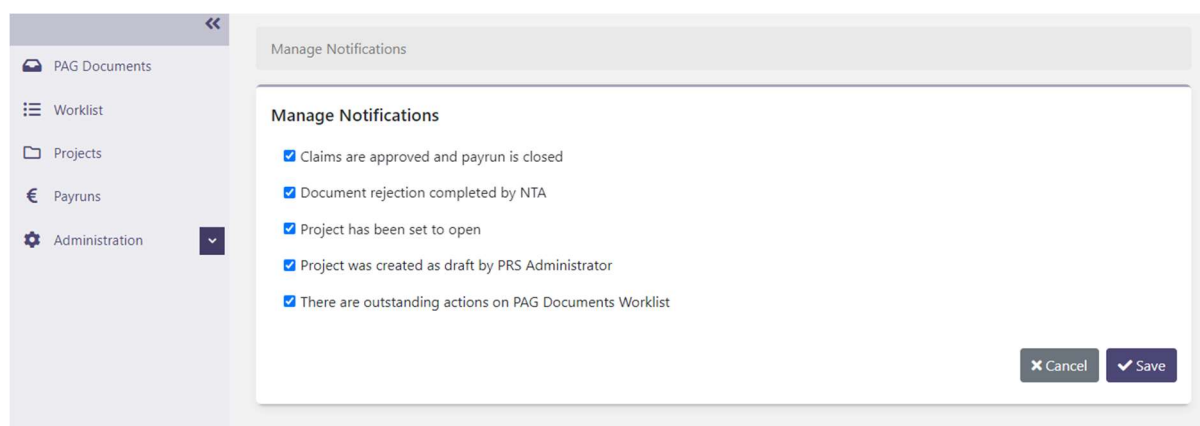
3. AUTOMATED EMAILS

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.



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 Manager 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]

HOLD POINT WAS NOT RELEASED (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent when a hold point on a project document deliverable is set to “Not Released”.

Who receives this email?

The email is sent to the project SA Project or Programme Manager and NTA Programme Manager.

NTA REVIEW COMPLETED FORM CAN BE SUBMITTED FOR APPROVAL (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent by internal users when a document is in “NTA Preview” status. If the document reviewer determines no further action is needed or if action is required, the relevant email will be sent to the document uploader.

Who receives this email?

The email is sent to the uploader of the document deliverable being reviewed.

GATEWAY APPROVED (NOT MANAGEABLE NOTIFICATION)

When is this email sent?

The email is sent automatically when a submitted Gateway Approval form has been Approved.

Who receives this email?

The email is sent to the project SA Project or Programme Manager, NTA Programme Manager and NTA Senior Programme Manager.

4. DASHBOARD

On login, the user will be brought to the Dashboard screen by default. With PAG Summary and Hold Point Summary sections

Dashboard

PAG Documents

Worklist

Projects

Payruns

Administration

Home

PAGs Summary

Project Code

Project Name

Project Type

Project Band

Deliverable Phase

Programme

Sub-Programme

Classification

Export Grid

Reset

Search

| Project Code | Project Name | Project Type | Project Band | Programme | Sub-Programme | Classification | % Completed |
|---------------------|--------------------------------|----------------------------|-------------------------|----------------------------------|-----------------|--------------------------|-------------|
| DRAFT/TAISC/24/0007 | test | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 5.26% |
| DRAFT/TAISC/24/0012 | GAF PAL Test | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 0% |
| DRAFT/TAISC/24/0017 | Rosie Test 2 | Capital Investment Project | Band 1 | B8.5 WALKING & CYCLING PROGRAMME | Regional Cities | Cycling and Walking | 0% |
| DRAFT/TAISC/24/0038 | GAF Project type change test 1 | ICT Project | Band 2 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 0% |
| TAISC/24/0010 | Tes Thresh | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 12.5% |
| TAISC/24/0011 | Rosie Test | Capital Investment Project | Band 3 (Eur 20-29.9 Mn) | B8.5 WALKING & CYCLING PROGRAMME | GDA | Cycling and Walking | 27.27% |
| TAISC/24/0008 | Rosie Test Phase 3 | Capital Investment Project | Band 3 | B8.5 PUBLIC TRANSPORT | Regional Cities | Cycling and Walking | 0% |

PAGS SUMMARY

On the Dashboard, the user will have access to the new PAG Summary section. In this grid, the user can see a quick breakdown of the Deliverables expected for each project.

The following filters are available:

- Project Code
- Project Name
- Project Type
- Project Band
- Deliverable Phase
- Programme
- Sub-Programme
- Classification

PAGs Summary

Project Code

Project Name

Project Type

Project Band

Deliverable Phase

Programme

Sub-Programme

Classification

Export Grid

Reset

Search

| Project Code | Project Name | Project Type | Project Band | Programme | Sub-Programme | Classification | % Completed |
|---------------------|--------------------------------|----------------------------|--------------|----------------------------------|-----------------|--------------------------|-------------|
| DRAFT/TAISC/24/0007 | test | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 5.26% |
| DRAFT/TAISC/24/0012 | GAF PAL Test | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 0% |
| DRAFT/TAISC/24/0017 | Rosie Test 2 | Capital Investment Project | Band 1 | B8.5 WALKING & CYCLING PROGRAMME | Regional Cities | Cycling and Walking | 0% |
| DRAFT/TAISC/24/0038 | GAF Project type change test 1 | ICT Project | Band 2 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 0% |

On clicking on a record, some useful information can also be retrieved such as:

- The number of deliverables in a particular status as shown below

PAGs Summary

Project Code: Project Name: Project Type: -- Select -- Project Band: -- Select --

Deliverable Phase: -- Select -- Programme: -- Select -- Sub-Programme: -- Select -- Classification: -- Select --

[Export Grid](#) [Reset](#) [Search](#)

| Project Code | Project Name | Project Type | Project Band | Programme | Sub-Programme | Classification | % Completed |
|---------------|----------------------|----------------------------|--------------|----------------------------------|---------------|--------------------------|-------------|
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 71.43% |

| Deliverable Phase | Draft | NTA Preview | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Completed |
|--|-------|-------------|-----------------|------------------|-------------------|----------------------|----------|-------------|
| Phase 1 - Scope and Purpose | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 2 - Concept Development & Option Selection | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 100% |
| Phase 3 - Preliminary Design | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 4 - Statutory Process | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 5 - Detailed Design & Procurement | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 33.33% |
| Phase 6 - Construction & Implementation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Phase 7 - Close-out & Review | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |

- A completion percentage of expected deliverables per deliverable phase.

PAGs Summary

Project Code: Project Name: Project Type: -- Select -- Project Band: -- Select --

Deliverable Phase: -- Select -- Programme: -- Select -- Sub-Programme: -- Select -- Classification: -- Select --

[Export Grid](#) [Reset](#) [Search](#)

| Project Code | Project Name | Project Type | Project Band | Programme | Sub-Programme | Classification | % Completed |
|---------------|----------------------|----------------------------|--------------|----------------------------------|---------------|--------------------------|-------------|
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 71.43% |

| Deliverable Phase | Draft | NTA Preview | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Completed |
|--|-------|-------------|-----------------|------------------|-------------------|----------------------|----------|-------------|
| Phase 1 - Scope and Purpose | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 2 - Concept Development & Option Selection | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 100% |
| Phase 3 - Preliminary Design | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 4 - Statutory Process | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 5 - Detailed Design & Procurement | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 33.33% |
| Phase 6 - Construction & Implementation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Phase 7 - Close-out & Review | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |

A completion percentage is also available for the entire project as below.

PAGs Summary

Project Code

Project Name

Project Type

Project Band

Deliverable Phase

Programme

Sub-Programme

Classification

Export Grid

Reset

Search

| Project Code | Project Name | Project Type | Project Band | Programme | Sub-Programme | Classification | % Completed |
|---------------|----------------------|----------------------------|--------------|----------------------------------|---------------|--------------------------|-------------|
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Bus Network Improvements | 71.43% |

| Deliverable Phase | Draft | NTA Preview | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Completed |
|--|-------|-------------|-----------------|------------------|-------------------|----------------------|----------|-------------|
| Phase 1 - Scope and Purpose | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 2 - Concept Development & Option Selection | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 100% |
| Phase 3 - Preliminary Design | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 4 - Statutory Process | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 100% |
| Phase 5 - Detailed Design & Procurement | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 33.33% |
| Phase 6 - Construction & Implementation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| Phase 7 - Close-out & Review | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |

HOLD POINTS SUMMARY

Scrolling down below the PAG Summary grid is the Hold Point Summary. This section will display a breakdown of projects with Hold point deliverables with a count of how many hold points have not been actioned, how many hold points have been released and how many have not been released.

The below filters are available to the user:

- Project Code
- Project Name
- Project Type
- Project Band
- Deliverable Phase

Hold Points Summary

Project Code

Project Name

Project Type

Project Band

Deliverable Phase

Export Grid

Reset

Search

| Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Not Actioned | Not Released | Released |
|---------------|--------------------------|----------------------------|--------------|---|--------------|--------------|----------|
| TAISC/24/0016 | Micks Hold Point Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 2 | 0 | 0 |
| TAISC/24/0018 | Rosie Test Schema 3 | Capital Investment Project | Band 2 | Phase 3 - Preliminary Design | 0 | 0 | 1 |
| TAISC/24/0019 | Micks Gatekeeper Quick | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0020 | Micks Gatekeeper Quick 2 | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose, Phase 2 - Concept Development & Option Selection | 0 | 0 | 2 |
| TAISC/24/0042 | Test Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose, Phase 3 - Preliminary Design, Phase 4 - Statutory Process, Phase 5 - Detailed Design & Procurement | 1 | 0 | 3 |
| TAISC/24/0044 | Rosie Test 1 June | ICT Project | Band 2 | Phase 1 - Initiation | 1 | 0 | 0 |

The below information is available in the results grid:

- Sponsoring Agency
- Project Code
- Project Name
- Project Type
- Deliverable Phase
- Not Actioned - number of hold points which have not been actioned
- Not Released - number of hold points that were not released
- Released - number of hold points that were released

When I click on a number, it will redirect me to the PAG Documents and the search results will be prefiltered based on the chosen project.

Hold Points Summary

| | | | |
|--------------------------------------|--------------------------------------|------------------------------|------------------------------|
| Project Code <input type="text"/> | Project Name <input type="text"/> | Project Type -- Select -- | Project Band -- Select -- |
| Deliverable Phase -- Select -- | | | |

| Export Grid | | | | | Reset | Search | |
|---------------|--------------------------|----------------------------|--------------|---|--------------|--------------|----------|
| Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Not Actioned | Not Released | Released |
| TAISC/24/0016 | Micks Hold Point Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 2 | 0 | 0 |
| TAISC/24/0018 | Rosie Test Schema 3 | Capital Investment Project | Band 2 | Phase 3 - Preliminary Design | 0 | 0 | 1 |
| TAISC/24/0019 | Micks Gatekeeper Quick | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0020 | Micks Gatekeeper Quick 2 | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose, Phase 2 - Concept Development & Option Selection | 0 | 0 | 2 |
| TAISC/24/0042 | Test Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose, Phase 3 - Preliminary Design, Phase 4 - Statutory Process, Phase 5 - Detailed Design & Procurement | 1 | 0 | 3 |
| TAISC/24/0044 | Rosie Test 1 June | ICT Project | Band 2 | Phase 1 - Initiation | 1 | 0 | 0 |

The hold point summary grid can be exported to an excel spreadsheet via the

[Export Grid](#) button above the grid.

Hold Points Summary

Project Code

Project Name

Project Type

Project Band

Deliverable Phase

Export Grid

Reset

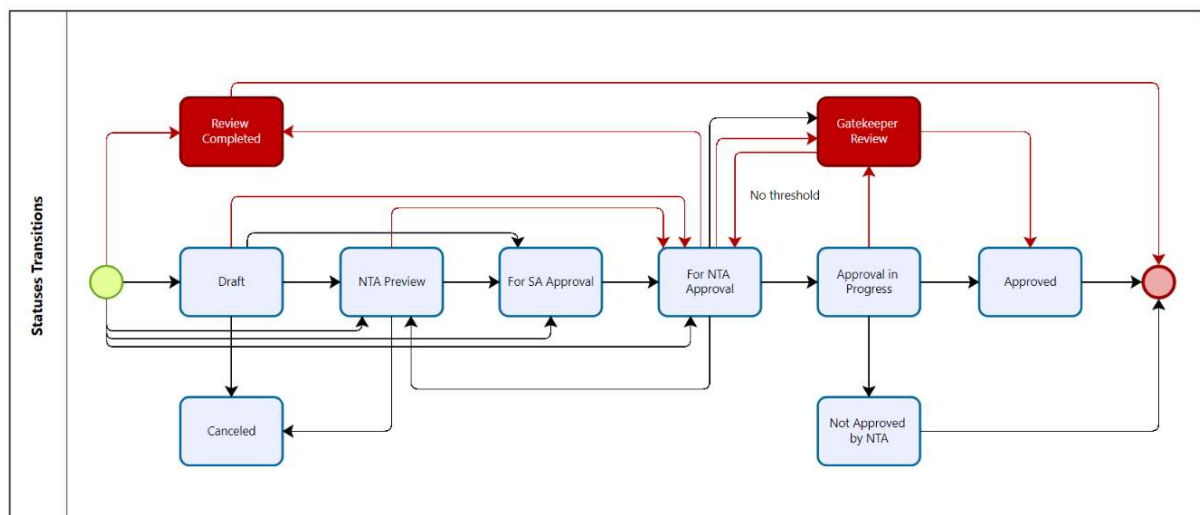
Search

| Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Not Actioned | Not Released | Released |
|---------------|--------------------------|----------------------------|--------------|---|--------------|--------------|----------|
| TAISC/24/0016 | Micks Hold Point Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 2 | 0 | 0 |
| TAISC/24/0018 | Rosie Test Schema 3 | Capital Investment Project | Band 2 | Phase 3 - Preliminary Design | 0 | 0 | 1 |
| TAISC/24/0019 | Micks Gatekeeper Quick | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0020 | Micks Gatekeeper Quick 2 | Capital Investment Project | Band 2 | Phase 1 - Scope and Purpose, Phase 2 - Concept Development & Option Selection | 0 | 0 | 2 |
| TAISC/24/0042 | Test Project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose | 0 | 0 | 1 |
| TAISC/24/0043 | Test Gateway project | Capital Investment Project | Band 1 | Phase 1 - Scope and Purpose, Phase 3 - Preliminary Design, Phase 4 - Statutory Process, Phase 5 - Detailed Design & Procurement | 1 | 0 | 3 |
| TAISC/24/0044 | Rosie Test 1 June | ICT Project | Band 2 | Phase 1 - Initiation | 1 | 0 | 0 |

5. PAG DOCUMENTS WORKLIST

User clicks on PAG Documents tab from the left-hand menu.

DOCUMENT STATUS WORKFLOW



PAG DOCUMENTS SEARCH.

The following search field filters are available to search Documents:

- Document ID
- Project Code
- Project Name

- Project Type
- Project Band
- Deliverable Phase
- Document Deliverable
- Document Status (Note: This will be pre-set based on role but can be changed)
- Hold Point Deliverable
- 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.

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

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

NTA PRS Sponsoring Agency Administrator

PAG Documents

Documents [Fill the Form](#)

Document ID: Project Code: Project Name: Project Type:

Project Band: Deliverable Phase: Document Deliverable: Document Status:

Hold Point Deliverable: Submission Date - From: Submission Date - To:

☐ Return records with comments not resolved

[Reset](#) [Search](#)

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

NTA PRS Director or Equivalent

PAG Documents

Documents [Fill the Form](#)

Document ID: Project Code: Project Name: Project Type:

Project Band: Deliverable Phase: Document Deliverable: Document Status:

Hold Point Deliverable: Submission Date - From: Submission Date - To:

☐ Return records with comments not resolved

[Reset](#) [Search](#)

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

NTA PRS Project or Programme Manager

PAG Documents

Documents [Fill the Form](#)

Document ID: Project Code: Project Name: Project Type:

Project Band: Deliverable Phase: Document Deliverable: Document Status:

Hold Point Deliverable: Submission Date - From: Submission Date - To:

☐ Return records with comments not resolved

[Reset](#) [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

Results 5

Export Grid

| Document ID | Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Document Deliverable | Document Status | Actions |
|--|---------------------|--------------|----------------------------|--------------|--|----------------------|-----------------|---|
| 68 | DRAFT/TAISC/24/0007 | test | Capital Investment Project | Band 1 | Phase 2 - Concept Development & Option Selection | Feasibility Report | NTA Preview |   |
| <div><div>Submitted By</div><div>michael.connolly84@gmail.com</div><div>Submission Date</div><div>07/05/2024 14:20</div><div>Related File(s)</div><div> sample3.pdf</div><div> TAISC-24-0007 - ID 68 - Feasibility Report.pdf</div><div>Document Description</div><div>-</div><div>Number of Comments not Resolved</div><div>0</div><div>Approval Details</div></div> <div> </div> | | | | | | | | |

DOCUMENT EDIT

Document and form Edit will be available where the status is Draft or NTA Preview

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

| Document ID | Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|---------------------|--------------|----------------------------|--------------|--|----------------------|-----------------|-------------------------------|
| 68 | DRAFT/TAISC/24/0007 | test | Capital Investment Project | Band 1 | Phase 2 - Concept Development & Option Selection | Feasibility Report | NTA Preview | ✖ ✓ |

Submitted By
michael.connolly84@gmail.com

Submission Date
07/05/2024 14:20

Related File(s)
[sample3.pdf](#)
[TAISC-24-0007 - ID 68 - Feasibility Report.pdf](#)

Document Description
-

Number of Comments not Resolved
0

Approval Details

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.

Hold Point Deliverable
-- Select --

Results 5

| Document ID | Project Code |
|-------------|---------------------|
| 68 | DRAFT/TAISC/24/0007 |

Submitted By
michael.connolly84@gmail.com

Submission Date
07/05/2024 14:20

Related File(s)
[sample3.pdf](#)
[TAISC-24-0007 - ID 68 - Feasibility Report.pdf](#)

Document Description
-

Number of Comments not Resolved
0

Approval Details

Submission Date - From

Submission Date - To

Upload Document

Deliverable Phase
Phase 2 - Concept Development & Option Selection

Document Deliverable
Feasibility Report

Document Description

Add Attachment(s) *

Drag & Drop file here or [Browse](#)

Uploaded Documentation

| File ID | File Name | Uploaded By | Upload Date | Actions |
|---------|-------------|-------------|---------------------|---|
| 23 | sample3.pdf | | 07/05/2024 14:20:13 | Download Delete |

✖ Cancel ✓ Submit for NTA Preview ✓ Submit for Final Approval

Comments

Comment

☐ Return records with comments not resolved

✖ Reset 🔍 Search 📄 Export Grid

| Document Deliverable | Document Status | Actions |
|----------------------|-----------------|-------------------------------|
| Feasibility Report | NTA Preview | ✖ ✓ |

During edit process, the below fields are locked from editing and cannot be changed:

- Deliverable Phase
- Document Deliverable

The Document description can be updated and further documents can be added using the Add Attachments area or removed using the trash can icon

Once all necessary changes have been made, the user can click on “Submit for NTA Preview” or “Submit for Final Approval”.

Upload Document

Deliverable Phase


Phase 2 - Concept Development & Option Selection

Document Deliverable

Feasibility Report



Document Description

Add Attachment(s) *



Drag & Drop file here or [Browse](#)

Uploaded Documentation

| File ID | File Name | Uploaded By | Upload Date | Actions |
|---------|-------------|------------------------------|---------------------|---|
| 23 | sample3.pdf | michael.connolly84@gmail.com | 07/05/2024 14:20:13 |   |

✕ Cancel

✓ Submit for NTA Preview

✓ Submit for Final Approval

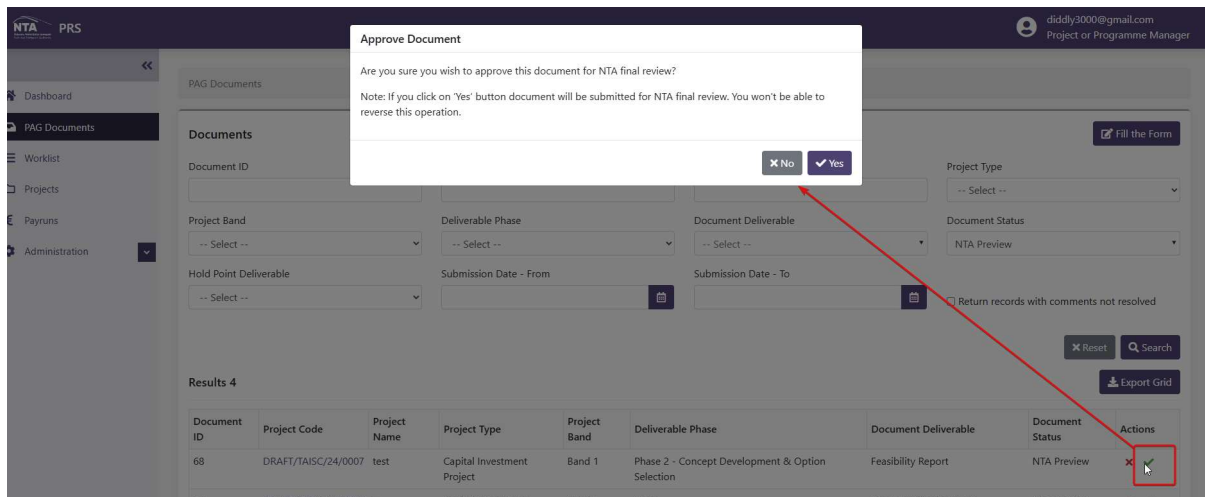
Comments

Comment

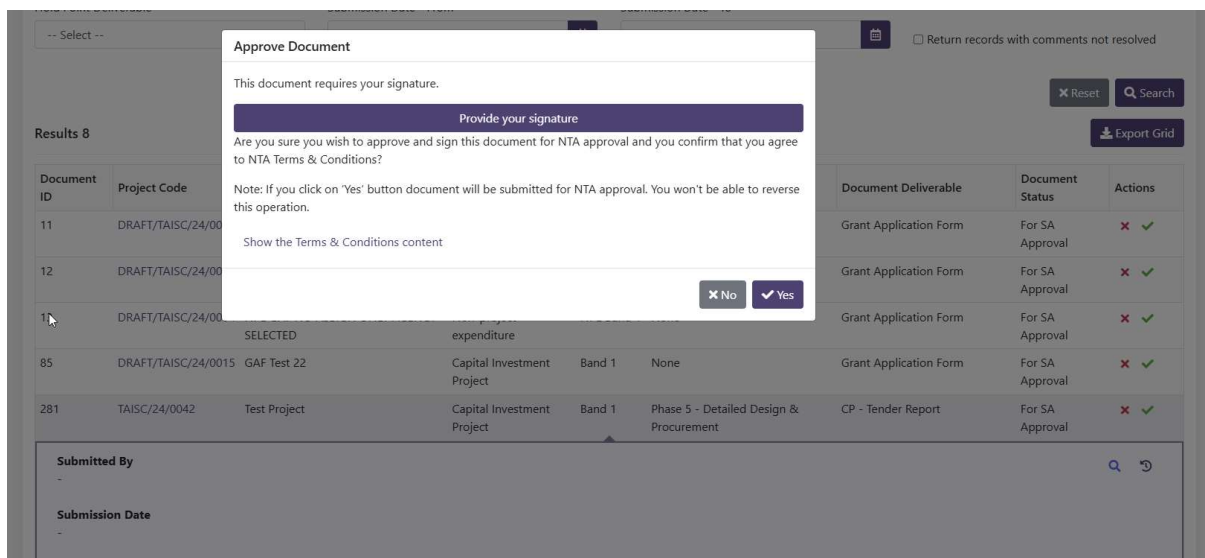
DOCUMENT APPROVAL

On clicking **Approve action icon**, depending on the status of the document the below scenarios may occur:

Documents in ‘NTA Preview’ status can be approved by the project or programme manager, director or equivalent or SA Administrator user and the status will be updated to ‘For NTA Approval’ where no SA signature is required.



Where a SA signature is required, the document will move from NTA Preview to 'For SA Approval' status to be Approved and signed with a signature by Project or Programme Manager or Director or Equivalent user. On clicking Approve the below screen will be displayed.



The user will click "Provide Signature" and will be taken to docusign to review and sign the document

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

TAISC-24-0042 - ID 281 - CP - Tender Report 1 of 2

DocuSign Envelope ID: 39BA2423-81C2-43E3-8952-2ED6899395EC

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

| Deliverable Phase: | Document Deliverable: |
|-----------------------|-----------------------|
| N/A | CP - Tender Report |
| Document Description: | |

Approvals:
Required - Sign Here

SIGN

Sign

Director or Equivalent
Director or Equivalent

Once signed, the user will be returned to the approval screen where they can approve. After approval, the status will move from “SA Approval” to “For NTA Approval”

DOCUMENT CANCELATION

After reviewed by the relevant user, any document of the Sponsoring Agency with relevant permissions can Cancel the document.

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

Results 12 Export Grid

| Document ID | Project Code | Project Name | Project Type | Project Band | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|---------------------|--|----------------------------|--------------|--|------------------------|-----------------|-------------------------------|
| 11 | DRAFT/TAISC/24/0002 | NPE TEST OSDS | Non-project expenditure | NPE Band 1 | None | Grant Application Form | For SA Approval | ✖ ✓ |
| 12 | DRAFT/TAISC/24/0003 | NPE GAF No AUTO ASSIGN | Non-project expenditure | NPE Band 1 | None | Grant Application Form | For SA Approval | ✖ ✓ |
| 13 | DRAFT/TAISC/24/0004 | NPE GAF NO ASSIGN ONLY AGENCY SELECTED | Non-project expenditure | NPE Band 1 | None | Grant Application Form | For SA Approval | ✖ ✓ |
| 68 | DRAFT/TAISC/24/0007 | test | Capital Investment Project | Band 1 | Phase 2 - Concept Development & Option Selection | Feasibility Report | NTA Preview | ✖ ✓ |

On clicking Reject action icon, the pop-up will appear on the screen with following:

- Are you sure you wish to cancel this document submission?
 - Note: If you click on 'Yes' button document will be cancelled. You won't be able to revert this operation.
- Yes – cancel the document
- No – popup window is closed and no changes are made











- ☐ No
 ☒ Yes

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**.

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

Document History

| Change Type | Change Date | Created By | Actions |
|-------------------|---|------------|---|
| -- Select -- |  | Created By |  |
| Document Approved | 13/06/2024 09:19:42 | |  |
| Document Updated | 07/06/2024 13:44:11 | |  |
| Document Rejected | 07/06/2024 13:43:51 | |  |
| Document Updated | 07/06/2024 13:20:51 | |  |
| Document Updated | 07/06/2024 12:16:01 | |  |
| Document Created | 08/05/2024 08:00:07 | |  |

 Close

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

History Details

Change Type

Document Approved

Change Date

08/05/2024 09:35:26

Created By



Details

BEFORE CHANGE

Document status

NTA Preview

AFTER CHANGE

Document status

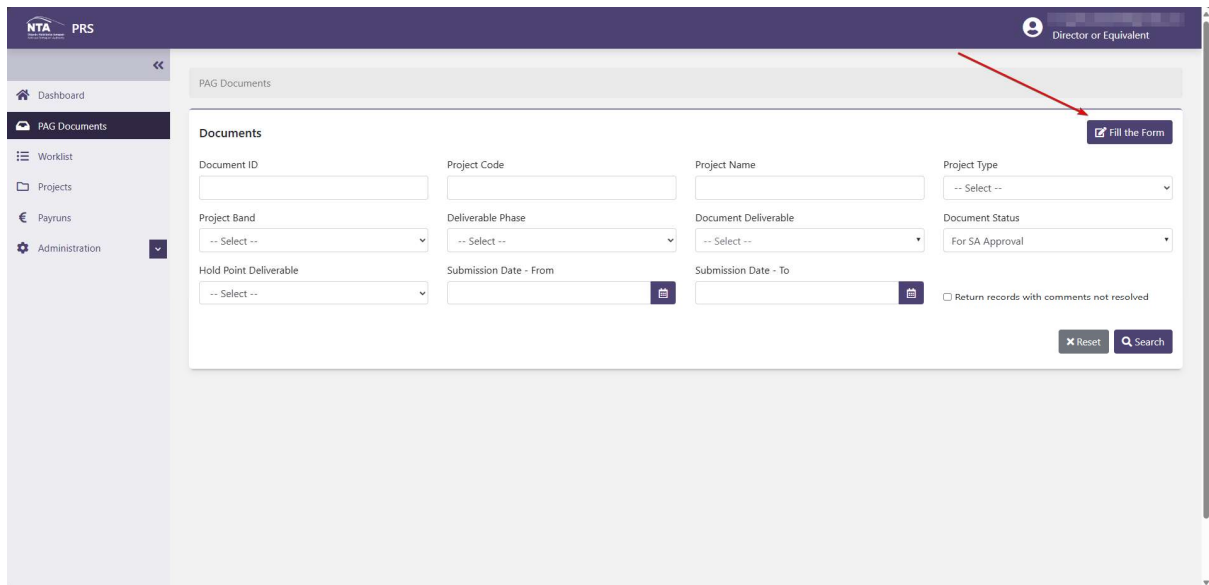
For SA Approval

 Close

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.



Click on the 'Fill the Form' button. The system shows an Online Form Selection pop-up 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.

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.

✕ Cancel

✎ Fill the Form

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.

✕ Cancel

✎ Fill the Form

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

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
 - ICT Project
 - Non-Project Expenditure
- 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)

The screenshot displays the 'Project Grant Application Form' interface. On the left is a sidebar with navigation links: Dashboard, PAG Documents (selected), Worklist, Projects, Payruns, and Administration. The main content area is titled 'PAG Documents / Project Grant Application Form' and 'Project Grant Application Form'. It features a progress indicator with 7 steps, where step 1 is active. Below this is 'Section 1 - Project Description and Full Description of Works Proposed'. A blue box contains instructions: 'A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.' The form includes several mandatory fields (marked with an asterisk): 'Project Name' (text input), 'Project Type' (dropdown), 'Agency Project or Programme Manager' (dropdown), 'Agency Director or Equivalent' (dropdown), 'Programme' (dropdown), 'Sub-Programme' (dropdown), and 'Classification' (dropdown). Below these is a large text area for 'Description'. At the bottom of the form section is a file upload area with the text 'Please upload supporting documentation where relevant for this section' and a 'Drag & Drop file here or Browse' button. The footer contains navigation buttons: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', and '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)

SECTION 3 – CONSISTENCY WITH PLANS

User can enter Consistency with plans in the following fields:

- Location
- Walking Kilometres
- 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]

NTA PRS

Director or Equivalent

PAG Documents / Project Grant Application Form

Project Grant Application Form

Section 3 - Consistency With Plans

Please identify the NTA Strategic Priority from the most recent NTA's Statement of Strategy to which the project aligns and provide a narrative on how it aligns. Reference to a Development Plan, Local Area Plan and or relevant Transport / Traffic Plan(s) of which the Project forms a part (if any) should be identified, where relevant.
If the project does not form part of any of the above plans this should be clearly noted. Details of how the proposed project is consistent with relevant statutory plans should be provided (if relevant).

Please also identify the location of the project 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*

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

SECTION 4 – FINANCIAL INFORMATION

User can enter financial information in the following fields:

➤ Single year project

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

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

NTA PRS

stiveack26@gmail.com
Project or Programme Manager

PRG Documents

Worklist

Projects

Payruns

Projects Search / Project Details / Documents / Project Grant Application Form

1234567

Section 4 - Financial Information

The application should clearly identify key indicative cost information. Please follow the NTA's Cost Management Guidelines for Capital Projects. It should be noted that should approval 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). All cost figures above should include irrecoverable VAT.

Please select if this project is a single year project (i.e. funding applied for and project completed within the current calendar year) or multi-annual project (i.e. project lifecycle over more than one calendar year).

☒ Single year project
☐ Multi-annual project

Indicative Overall Total Cost of Project / Programme [?]
(€ EUR) *

€ 400.00

Comments *

test

Is this project part of a previous NTA funded project/programme?

☒ Yes
☐ No

NTA contribution to Date (€ EUR) *

€ 100.00

Comments *

test

Has there been any co-funding/self-funding to date?

☒ Yes
☐ No

Co-funding/self-funding to date (€ EUR) *

€ 100.00

Comments *

test

Funding Sought from NTA (€ EUR) *
 (current calendar year only)

Co-funding/self-funding (€ EUR) *
 (current calendar year only)

€ 50.00

€ 100.00

Section Summary

| Year | Funding sought from NTA | Co-funding/self-funding | Calculated indicative overall total cost of project / programme |
|-----------------------|-------------------------|-------------------------|---|
| Previous Funding | €100.00 | €100.00 | €200.00 |
| Current Calendar Year | €50.00 | €100.00 | €150.00 |
| Total Estimated | €150.00 | €200.00 | €350.00 |

⚠ The Total Estimated €350.00 is not equal to the value provided in Indicative Overall Total Cost of Project / Programme field.

Back

Download the Form *

Cancel

Save as a Draft

Submit for NTA Preview

Submit for Final Approval

Next

Section Comments

Comment

Save Comment for this Section

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PAG Documents

Worklist

Projects

Payruns

Administration

PAG Documents / Project Grant Application Form

Project Grant Application Form

1

2

3

4

5

6

7

Section 4 - Financial Information

The application should clearly identify key indicative cost information. Please follow the NTA's Cost Management Guidelines for Capital Projects. It should be noted that should approval 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). All cost figures above should include irrecoverable VAT.

Please select if this project is a single year project (i.e. funding applied for and project completed within the current calendar year) or multi annual project (i.e. project lifecycle over more than one calendar year)

Single year project

Multi-annual project

Indicative Overall Total Cost of Project / Programme (€ EUR) *

€ XXX

Comments *

Please comment on your key assumptions relating to the "indicative overall total cost of project/programme" provided

Is this project part of a previous NTA funded project/programme?

Yes

No

NTA contribution to Date (€ EUR) *

€ XXX

Comments *

If NTA has contributed to date please advise which existing project/programme this was previously funded under

Has there been any co-funding/self-funding to date?

Yes

No

Co-funding/self-funding to date (€ EUR) *

€ XXX

Comments *

Please advise the source(s) of the co-funding/self-funding

Funding Sought from NTA (€ EUR) *

(current calendar year only)

€ XXX

Co-funding/self-funding (€ EUR) *

(current calendar year only)

€ XXX

Section Summary

| Year | Funding sought from NTA | Co-funding/self-funding | Calculated indicative overall total cost of project / programme |
|-----------------------|-------------------------|-------------------------|---|
| Previous Funding | €0.00 | €0.00 | €0.00 |
| Current Calendar Year | €0.00 | €0.00 | €0.00 |
| Total Estimated | €0.00 | €0.00 | €0.00 |

Back

Download the Form *

Cancel

Save as a Draft

Submit for NTA Preview

Submit for Final Approval

Next

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

PAG Documents

Worklist

Projects

Payruns

Administration

PAG Documents / Project Grant Application Form

Project Grant Application Form

1

2

3

4

5

6

7

Section 4 - Financial Information

The application should clearly identify key indicative cost information. Please follow the NTA's Cost Management Guidelines for Capital Projects. It should be noted that should approval 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). All cost figures above should include irrecoverable VAT.

Please select if this project is a single year project (i.e. funding applied for and project completed within the current calendar year) or multi annual project (i.e. project lifecycle over more than one calendar year)

Single year project

Multi-annual project

Indicative Overall Total Cost of Project / Programme (€ EUR) *

€ X.XX

Comments*

Please comment on your key assumptions relating to the "indicative overall total cost of project/programme" provided

Is this project part of a previous NTA funded project/programme?

Yes

No

NTA contribution to Date (€ EUR) *

€ X.XX

Comments*

If NTA has contributed to date please advise which existing project/programme this was previously funded under

Has there been any co-funding/self-funding to date?

Yes

No

Co-funding/self-funding to date (€ EUR) *

€ X.XX

Comments*

Please advise the source(s) of the co-funding/self-funding

Funding Sought from NTA (€ EUR) *

(current calendar year only)

€ X.XX

Co-funding/self-funding (€ EUR) *

(current calendar year only)

€ X.XX

Year *

-- Select --

Funding Sought from NTA for selected year (€ EUR) *

€ X.XX

Co-funding/self-funding for selected year (€ EUR) *

€ X.XX

+ Add Funding for Another Year

Section Summary

| Year | Funding sought from NTA | Co-funding/self-funding | Calculated indicative overall total cost of project / programme |
|-----------------------|-------------------------|-------------------------|---|
| Previous Funding | €0.00 | €0.00 | €0.00 |
| Current Calendar Year | €0.00 | €0.00 | €0.00 |
| | €0.00 | €0.00 | €0.00 |
| Total Estimated | €0.00 | €0.00 | €0.00 |

Comments*

Please provide commentary on the activity of the multi-annual funding such as when construction is due to commence, milestone payments due in a certain year, etc.

Back

Download the Form

Cancel

Save as a Draft

Submit for NTA Preview

Submit for Final Approval

Next

36

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

Project Grant Application Form

Section 5 - Current Year Project / Programme Phase

Project Band (based on Indicative Overall Total Cost of Project/Programme) *

Select current phase(s) of the project from dropdown list *

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

Navigation: < Back, Download the Form, Cancel, Save as a Draft, Submit for NTA Preview, Submit for Final Approval, Next >

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)

Projects Search / Project Details / Documents / Project Grant Application Form

Project Grant Application Form

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](#)

Navigation: < Back, Download the Form, Cancel, Save as a Draft, Submit for NTA Preview, Submit for Final Approval, Next >

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

The screenshot shows the 'Project Grant Application Form' interface. On the left is a sidebar with 'PAG Documents', 'Worklist', 'Projects', and 'Payruns'. The main content area has a breadcrumb trail: 'Projects Search / Project Details / Documents / Project Grant Application Form'. Below this is a progress indicator with seven numbered steps (1-7), where step 7 is highlighted. The section title is 'Section 7 - Contact Persons'. Underneath, it says '#1 Contact Person details'. There are four input fields: 'Contact Type*' (a dropdown menu), 'Name*', 'Job Title*', and 'Contact Number'. Below these is an 'Email Address*' field. At the bottom right of the form area is a button labeled '+ Add Another Contact Person'. At the very bottom of the page are several navigation buttons: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', 'Submit for Final Approval', and '> Next'.

FORM NAVIGATION

Cancelling the Grant Application Form filling:

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

This screenshot shows 'Section 1 - Project Description and Full Description of Works Proposed'. It includes a blue informational box with text about the required description. Below this are several dropdown menus for 'Project Name*', 'Project Type*', 'Agency Project or Programme Manager*', 'Agency Director or Equivalent*', 'Programme*', 'Sub-Programme*', and 'Classification*'. There is a large text area for 'Description*'. Below the description area is a section for uploading supporting documentation, with a 'Browse' link and a green arrow pointing to it. At the bottom of the page are the same navigation buttons as in the previous screenshot: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', 'Submit for Final Approval', and '> Next'.

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.

PAG Documents / Project Grant Application Form

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/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.

Project Name *

Project Type *

Agency Project or Programme Manager *

Agency Director or Equivalent *

Programme *

Sub-Programme *

Classification *

Description *

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

< Back Download the Form Cancel Save as a Draft Submit for NTA Preview Submit for Final Approval > Next

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 / Project Grant Application Form

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/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.

Project Name *

Project Type *

Agency Project or Programme Manager *

Agency Director or Equivalent *

Programme *

Sub-Programme *

Classification *

Description *

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

< Back Download the Form Cancel Save as a Draft Submit for 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.

Project Grant Application Form

Section 1 - Project Description and Full Description of Works Proposed

A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.

Project Name* Project Type* Agency Project or Programme Manager* Agency Director or Equivalent*

Programme* Sub-Programme* Classification*

Description*

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

[Back](#) [Download the Form](#) [Cancel](#) [Save as a Draft](#) [Submit for NTA Preview](#) [Submit for Final Approval](#) [Next](#)

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.

Projects Search / Project Details / Documents

Project Details

Project Type: Capital Investment Project

Code: DRAFT/08/23/0013

Name: Draft Project

Sponsoring Agency: Dublin Bus

Project Band: -

Project Phases: -

Project Status: Draft

Indicative Overall Total Cost of Project: €0.00

Estimate Project Completion Year: -

Start Year: 2023

Cost Centre: -

Location: -

Walking Kilometres: -

Cycling Kilometres: -

Summary

Claims Payruns Documents Multi Annual Project Spend

[Fill the Form](#) [Export Grid](#)

| Document ID | Document Deliverable | Document Status | Actions |
|-------------|------------------------|-----------------|-------------------------------------|
| Document ID | -- Select -- | -- Select -- | X |
| 1193 | Grant Application Form | Draft | X ✓ |

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

Project Grant Application Form

Section 1 - Project Description and Full Description of Works Proposed

A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.

Project Name* Project Type* Agency Project or Programme Manager* Agency Director or Equivalent*

Programme* Sub-Programme* Classification*

Description*

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

< Back Download the Form ✕ Cancel ✓ Save as a Draft ✓ **Submit for NTA Preview** ✓ Submit for Final Approval > Next

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.

Projects Search / Project Details / Documents

← close details panel

Project Details

Project Type: ICT Project

Code: DRAFT/08/23/0014

Name: NTA Preview Project

Sponsoring Agency: Dublin Bus

Project Band: -

Project Phases: -

Project Status: Draft

Indicative Overall Total Cost of Project: €0.00

Estimate Project Completion Year: -

Start Year: 2023

Cost Centre: -

Location: -

Walking Kilometres: -

Cycling Kilometres: -

Summary

Claims Payruns Documents Multi Annual Project Spend

Fill the Form Export Grid

| Document ID | Document Deliverable | Document Status | Actions |
|-------------|------------------------|-----------------|---------|
| Document ID | -- Select -- | -- Select -- | ✕ |
| 1194 | Grant Application Form | NTA Preview | ✕ ✓ |

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]

The screenshot shows the 'Project Grant Application Form' in the 'PAG Documents' section. The form is titled 'Section 1 - Project Description and Full Description of Works Proposed'. It includes a progress bar at the top with steps 1 through 7. Below the title, there is a blue box with instructions: 'A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.' The form fields include: Project Name*, Project Type* (dropdown), Agency Project or Programme Manager* (dropdown), Agency Director or Equivalent* (dropdown), Programme* (dropdown), Sub-Programme* (dropdown), and Classification* (dropdown). There is a large text area for 'Description*' and a section for 'Please upload supporting documentation where relevant for this section' with a 'Drag & Drop file here or Browse' button. At the bottom, there are several buttons: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', 'Submit for Final Approval' (highlighted with a green arrow), and 'Next >'.

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

The screenshot shows the 'Project Details' page in the 'Projects Search / Project Details / Documents' section. The page has a sidebar with 'PAG Documents', 'Worklist', 'Projects', and 'Payruns'. The main content area shows project details for 'ICT Project' with code 'DRAFT/08/23/0014'. The 'Name' is 'NTA Preview Project' and the 'Sponsoring Agency' is 'Dublin Bus'. The 'Project Band' is 'Band 1' and the 'Project Phases' are 'Phase 0: Initiated'. The 'Project Status' is 'Draft'. The 'Indicative Overall Total Cost of Project' is '€200.00'. The 'Estimate Project Completion Year' is '-'. The 'Start Year' is '2023'. The 'Cost Centre' is '-', 'Location' is '-', 'Walking Kilometres' is '-', and 'Cycling Kilometres' is '-'. There is a 'Summary' button. The 'Documents' tab is selected, showing a table with columns: Document ID, Document Deliverable, Document Status, and Actions. The table has one row with Document ID '1194', Document Deliverable 'Grant Application Form', Document Status 'For SA Approval', and Actions 'X'. There is a 'Fill the Form' button and an 'Export Grid' button.

Note: '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/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with appropriate supporting documentation requested by NTA.

Project Name * Project Type * Agency Project or Programme Manager * Agency Director or Equivalent *

Programme * Sub-Programme * Classification *

Description *

A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with appropriate supporting documentation requested by NTA.

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

Project Grant Application Form

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Section 1 - Project Description and Full Description of Works Proposed

A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with appropriate supporting documentation requested by NTA.

Project Name * Project Type * Agency Project or Programme Manager * Agency Director or Equivalent *

Programme * Sub-Programme * Classification *

Description *

A full and detailed description of the proposed project/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with appropriate supporting documentation requested by NTA.

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

Project Access Denied

You are not the designated Director or Equivalent/Project or Programme Manager for this project. So you no longer will be given access. Contact your Agency Administrator to get the access.

Close

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

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

PAG Documents / Project Grant Application Form

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/ scheme is required. The description should include the purpose, justification for and impact of the project. Please note that this section should specifically refer to the issue proposed to be solved, the objectives of the scheme, and the type of options to be considered. Where relevant, all applications must be accompanied with an appropriate supporting documentation requested by NTA.

Project Name * Project Type * Agency Project or Programme Manager * Agency Director or Equivalent *

Programme * Sub-Programme * Classification *

Description *

Please upload supporting documentation where relevant for this section

Drag & Drop file here or [Browse](#)

[< Back](#) [Download the Form](#) [Cancel](#) [Save as a Draft](#) [Submit for NTA Preview](#) [Submit for Final Approval](#) [Next >](#)

6. 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'**

Worklist

Claims

Claim Reference Number Project Code Project Name Category

Claim Status

[Reset](#) [Search](#)

Results

| Claim Reference Number | Project Code | Project Name | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|------------------------|---------------|-------------------|------------------|--------------|-------------|--------|-------------|-----------|-------------------------------------|
| 120 | TAISC/19/0001 | Jewellery & Books | 19/07/2021 08:06 | | | Draft | | €50.00 | □ ✓ |
| 116 | TAISC/19/0001 | Jewellery & Books | 06/07/2021 09:26 | | | Draft | | €10.00 | □ ✓ |
| 115 | TAISC/19/0001 | Jewellery & Books | 05/07/2021 15:49 | | | Draft | | €100.00 | □ ✓ |
| 114 | TAISC/19/0001 | Jewellery & Books | 05/07/2021 15:41 | | | Draft | | €1,600.00 | □ ✓ |

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

Claims

Claim Reference Number Project Code Project Name Category

Claim Status

Results

| Claim Reference Number | Project Code | Project Name | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|------------------------|---------------|-------------------|------------------|---------------|-------------|----------------------------------|-------------|---------|--|
| 117 | TAISC/21/0002 | OSDS QA 2 | 07/07/2021 09:24 | | | For Finance Officer verification | | €45.00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 113 | TAISC/21/0001 | OSDS QA | 01/07/2021 14:51 | | | For Finance Officer verification | | €200.00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 112 | TAISC/19/0001 | Jewellery & Books | 16/06/2021 15:55 | | | For Finance Officer verification | | €100.00 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 78 | TAISC/19/0001 | Jewellery & Books | 02/06/2021 20:22 | seed@seed.com | | For Finance Officer verification | | €259.70 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 77 | TAISC/19/0001 | Jewellery & Books | 02/06/2021 20:22 | seed@seed.com | | For Finance Officer verification | | €392.09 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 71 | TAISC/19/0001 | Jewellery & Books | 02/06/2021 20:22 | seed@seed.com | | For Finance Officer verification | | €144.02 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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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

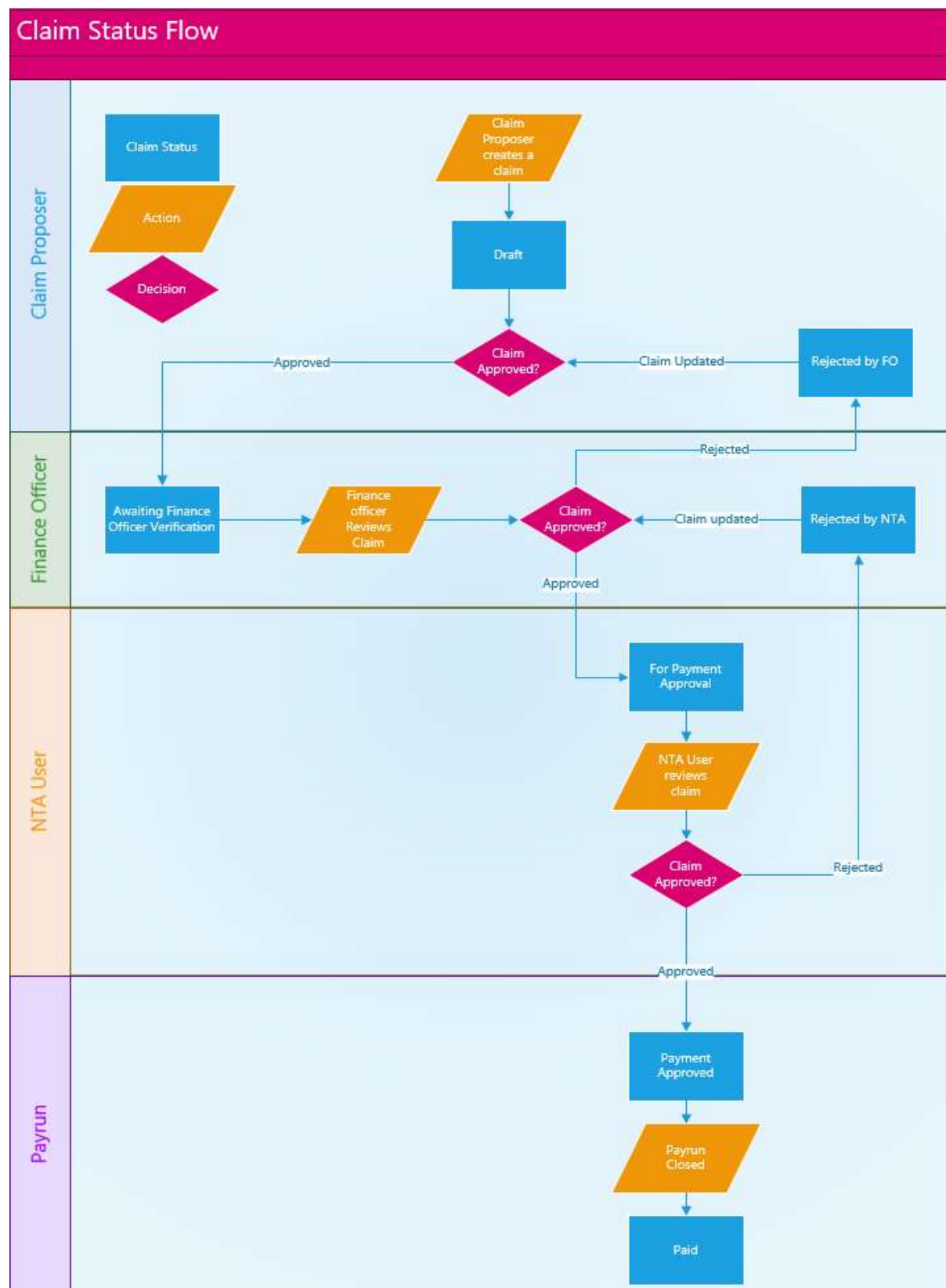
Claim Status

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):

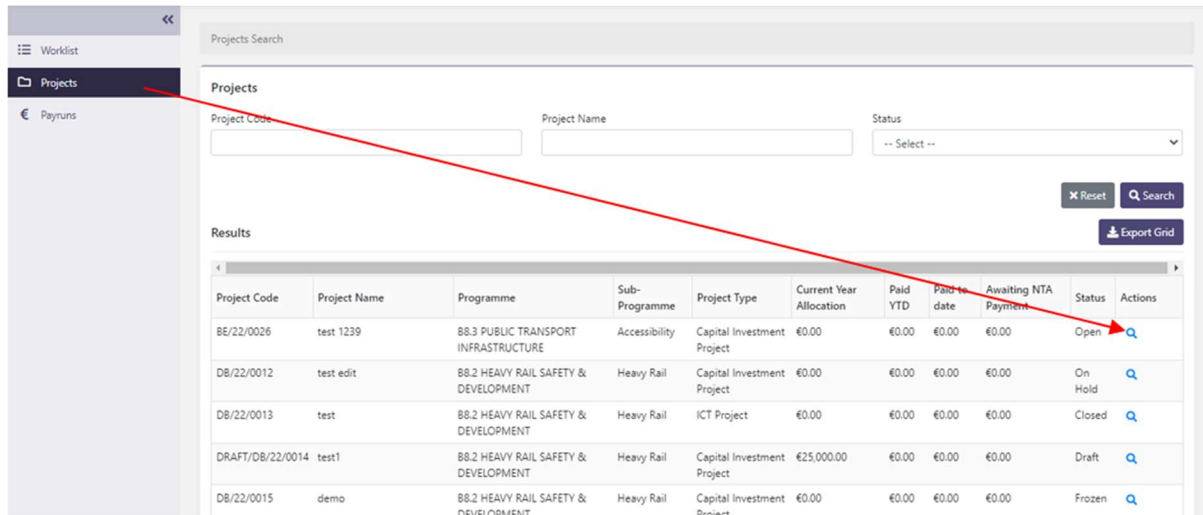
- Category Details

CLAIM 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

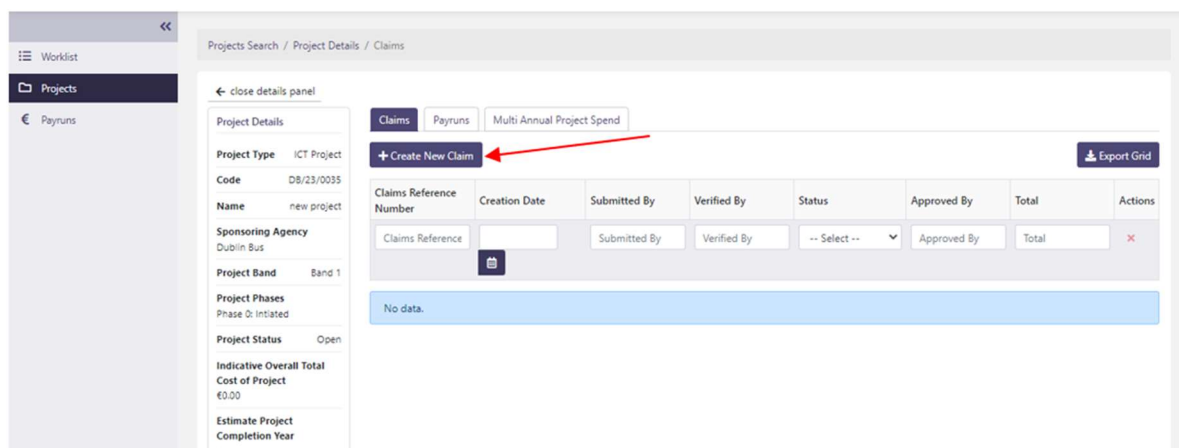
Project Code: Project Name: Status:

Reset Search Export Grid

Results

| Project Code | Project Name | Programme | Sub-Programme | Project Type | Current Year Allocation | Paid YTD | Paid to date | Awaiting NTA Payment | Status | Actions |
|------------------|--------------|--------------------------------------|---------------|----------------------------|-------------------------|----------|--------------|----------------------|---------|-------------------------|
| BE/22/0026 | test 1239 | B8.3 PUBLIC TRANSPORT INFRASTRUCTURE | Accessibility | Capital Investment Project | €0.00 | €0.00 | €0.00 | €0.00 | Open | Open |
| 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 | On Hold |
| DB/22/0013 | test | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | ICT Project | €0.00 | €0.00 | €0.00 | €0.00 | Closed | Closed |
| 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 | Draft |
| DB/22/0015 | demo | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Capital Investment Project | €0.00 | €0.00 | €0.00 | €0.00 | Frozen | Frozen |

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



Projects Search / Project Details / Claims

close details panel

Project Details

Project Type: ICT Project

Code: DB/23/0035

Name: new project

Sponsoring Agency: Dublin Bus

Project Band: Band 1

Project Phases: Phase 0: Initiated

Project Status: Open

Indicative Overall Total Cost of Project: €0.00

Estimate Project Completion Year: -

Claims Payruns Multi Annual Project Spend

+ Create New Claim Export Grid

| Claims Reference Number | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|-------------------------|---------------|--------------|-------------|--------------|-------------|-------|-------------------|
| Claims Reference | | Submitted By | Verified By | -- Select -- | Approved By | Total | X |

No data.

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:
 - Design/Planning
 - Construction/Implementation
 - Land/Property
 - Other


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

Add/Edit Claim

| | |
|---|-----------------------------|
| Claim Reference Number <i>Will be auto generated</i> | Total Claim Amount €0.00 |
|---|-----------------------------|

Claim Description

Add Attachment*


 Drag & Drop file here or [Browse](#)

#1 Category details

| | |
|---------------------------|-------------------------|
| Category* -- Select -- | Amount (€ EUR)* X.XX |
|---------------------------|-------------------------|

[+ Add Category Details](#)
[Cancel](#) [Save](#)

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



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


Category Details
Design/Planning €1,500.00
Construction/Implementation €3,000.00

Payrun Number
-

Approval Date
-


Paid Date
-

Claim Description
Claim description test

Document
 PDF Test File.pdf

Verification Date
-

Number of Comments
0



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

- Claim Reference Number
- Category Details
 - Add Category Details
 - 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 Amount

Will be auto generated

€4,500.00

Claim Description

Claim description test

Add Attachment *

PDF Test File.pdf

#1 Category details

Category *

Design/Planning

Amount (€ EUR) *

1500.00

Remove Category Details

#2 Category details

Category *

Construction/Implementation

Amount (€ EUR) *

3000.00

Remove Category Details

Add Category Details

Cancel

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 | Actions |
|------------------------|---------------|-------------------|------------------|----------------------------|-------------|----------------------------------|-------------|---------|---|
| 117 | TAISC/21/0002 | OSDS QA 2 | 07/07/2021 09:24 | [redacted] | | For Finance Officer verification | | €45.00 |    |
| 113 | TAISC/21/0001 | OSDS QA | 01/07/2021 14:51 | [redacted] | | For Finance Officer verification | | €200.00 |    |
| 112 | TAISC/19/0001 | Jewellery & Books | 16/06/2021 15:55 | [redacted] | | For Finance Officer verification | | €100.00 |    |

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

Comments

[+ Add Comment](#)

| Comment Number | Created By | Created Date | Comment | Actions |
|----------------|------------|------------------|--------------|---|
| 8 | [REDACTED] | 26/07/2021 12:10 | Test Comment |   |

1

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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 both your agency and the NTA

Comment *

This is a test comment

[X Cancel](#)

[✓ Save](#)

EDIT COMMENTS

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

Comments

[+ Add Comment](#)

| Comment Number | Created By | Created Date | Comment | Actions |
|----------------|------------|------------------|--------------|---|
| 8 | [REDACTED] | 26/07/2021 12:10 | Test Comment |   |

1

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Edit

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

+ Add Comment

| Comment Number | Created By | Created Date | Comment | Actions |
|----------------|------------|------------------|--------------|---|
| 8 | | 26/07/2021 12:10 | Test Comment | <div><div></div><div></div><div>History</div></div> |

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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 | | |
| Comment Created | 26/07/2021 12:10:58 | | |

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

| History Details | |
|------------------|----------------------|
| Change Type | Change Date |
| Comment Updated | 26/07/2021 12:14 |
| Created By | |
| <div></div> | |
| Details | |
| BEFORE CHANGE | AFTER CHANGE |
| Comment | Comment |
| Test Comment | Test Comment updated |
| <div>Close</div> | |

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.

Claims

Claim Reference Number Project Code Project Name Category

Claim Status

Results

| Claim Reference Number | Project Code | Project Name | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|------------------------|---------------|-------------------|------------------|--------------|-------------|--------|-------------|-----------|--|
| 120 | TAISC/19/0001 | Jewellery & Books | 19/07/2021 08:06 | | | Draft | | €50.00 | <input type="button" value="Approve"/> |
| 116 | TAISC/19/0001 | Jewellery & Books | 06/07/2021 09:26 | | | Draft | | €10.00 | <input type="button" value="Approve"/> |
| 115 | TAISC/19/0001 | Jewellery & Books | 05/07/2021 15:49 | | | Draft | | €100.00 | <input type="button" value="Approve"/> |
| 114 | TAISC/19/0001 | Jewellery & Books | 05/07/2021 15:41 | | | Draft | | €1,600.00 | <input type="button" value="Approve"/> |

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.

No

Yes

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.

Claims

Claim Reference Number Project Code Project Name Category

Claim Status

Results

| Claim Reference Number | Project Code | Project Name | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|------------------------|---------------|-------------------|------------------|----------------------------|-------------|----------------------------------|-------------|---------|---|
| 117 | TAISC/21/0002 | OSDS QA 2 | 07/07/2021 09:24 | [redacted] | | For Finance Officer verification | | €45.00 | <input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="Reject"/> |
| 113 | TAISC/21/0001 | OSDS QA | 01/07/2021 14:51 | [redacted] | | For Finance Officer verification | | €200.00 | <input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="Reject"/> |
| 112 | TAISC/19/0001 | Jewellery & Books | 16/06/2021 15:55 | [redacted] | | For Finance Officer verification | | €100.00 | <input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="Reject"/> |

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.

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**.


Results

| Claim Reference Number | Project Code | Project Name | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|------------------------|---------------|--------------|------------------|--------------|-------------|----------------------------------|-------------|-----------|---|
| 117 | TAISC/21/0002 | OSDS QA 2 | 07/07/2021 09:24 | [Redacted] | | For Finance Officer verification | | €4,500.00 |    |

Category Details
Design/Planning €1,500.00
Construction/Implementation €3,000.00

Payrun Number
-
Approval Date
-
Paid Date
-

Claim Description
Claim description test






Document
 PDF.pdf

Verification Date
-

Number of Comments
1

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

Claim History

| Change Type | Change Date | Created By | Actions |
|----------------|---------------------|------------|---|
| -- Select -- | | Created By |  |
| Claim Updated | 09/06/2021 15:55:34 | [Redacted] |  |
| Claim Rejected | 09/06/2021 15:15:31 | [Redacted] |  |
| Claim Approved | 09/06/2021 14:26:54 | [Redacted] |  |
| Claim Created | 09/06/2021 08:58:58 | [Redacted] |  |

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

[Redacted]

Change Date

09/06/2021 15:55

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

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

7. PROJECTS

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.

The screenshot shows the PRS system interface. On the left, a navigation pane lists 'PAG Documents', 'Worklist', 'Projects' (highlighted with a red arrow), 'Payruns', and 'Administration'. The main content area is titled 'Projects Search' and contains a 'Projects' search form. The form has three input fields: 'Project Code', 'Project Name', and 'Status' (a dropdown menu with '-- Select --'). Below the fields are 'Reset' and 'Search' buttons.

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
 - Draft
 - On Hold
 - Open
 - Closed
 - Frozen

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

Projects Search

Projects

Project Code

Project Name

Status

-- Select --

✕ Reset

🔍 Search

Results

| Project Code | Project Name | Programme | Sub-Programme | Project Type | Current Year Allocation | Paid YTD | Paid to date | Awaiting NTA Payment | Status | Actions |
|--------------|-------------------|--------------------------------------|---------------|----------------------------|-------------------------|----------|--------------|----------------------|--------|-------------------|
| LS/21/0001 | Project Example | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |
| LS/21/0002 | Project Example 2 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |
| LS/21/0003 | Project Example 3 | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |

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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

Project Code

Project Name

Status

-- Select --

✕ Reset

🔍 Search

Results

| Project Code | Project Name | Programme | Sub-Programme | Project Type | Current Year Allocation | Paid YTD | Paid to date | Awaiting NTA Payment | Status | Actions |
|--------------|-------------------|--------------------------------------|---------------|----------------------------|-------------------------|----------|--------------|----------------------|--------|-------------------|
| LS/21/0001 | Project Example | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |
| LS/21/0002 | Project Example 2 | B8.1 SUSTAINABLE URBAN TRANSPORT | GDA | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |
| LS/21/0003 | Project Example 3 | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Capital Investment Project | €1,000,000.00 | €0.00 | €0.00 | €0.00 | Open | 🔍 |

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

Projects Search / Project Details / Claims

← close details panel

Project Details

Project Type
Capital Investment Project

Code
CL/19/0001

Name
withdrawal

Sponsoring Agency
Clare County Council

Project Band
TestBand

Project Phases
N/A

Project Status
Open

Indicative Overall Total Cost of Project
€6,666.48

Estimate Project Completion Year
2035

Start Year
2019

Cost Centre
BusConnects Fleet

Location
-

Walking Kilometres
-

Claims Payruns Documents Multi Annual Project Spend

Export Grid

| Claims Reference Number | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|-------------------------|------------------|---------------|---------------|----------------------------------|---------------------------|---------|---------|
| Claims Reference # | | Submitted By | Verified By | -- Select -- | Approved By | Total | ✕ |
| 94 | 29/07/2021 15:52 | seed@seed.com | | For Finance Officer verification | | €724.77 | ✓ |
| 93 | 29/07/2021 15:52 | seed@seed.com | seed@seed.com | Paid | mconnolly@openskydata.com | €618.81 | ✓ |
| 92 | 29/07/2021 15:52 | seed@seed.com | | For Finance Officer verification | | €611.02 | ✓ |
| 91 | 29/07/2021 15:52 | seed@seed.com | | For Finance Officer verification | | €605.21 | ✓ |
| 90 | 29/07/2021 15:52 | seed@seed.com | | For Finance Officer verification | | €701.69 | ✓ |
| 89 | 29/07/2021 15:52 | seed@seed.com | seed@seed.com | Paid | seed@seed.com | €640.28 | ✓ |
| 88 | 29/07/2021 15:52 | seed@seed.com | | For Finance Officer verification | | €215.01 | ✓ |
| 62 | 29/07/2021 15:52 | seed@seed.com | seed@seed.com | Paid | seed@seed.com | €200.95 | ✓ |

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

← close details panel

Project Details

Project Type
Capital Investment Project

Code
DRAFT/TAISC/24/0015

Name
GAF Test 22

Sponsoring Agency
An Taisce

Project Band
Band 1

Project Phases
Phase 1 - Scope and Purpose

Project Status
Draft

Indicative Overall Total Cost of Project
€20,000.00

Estimate Project Completion Year
-

Start Year
2024

Cost Centre
-

Location
-

Walking Kilometres
-

Cycling Kilometres
-

Summary

Total Project Budget
€0.00

Current Year Allocation
€0.00

Current Balance
€0.00

Paid This Year
€0.00

Total Paid to Date
€0.00

Awaiting Payment
€0.00

Submitted
€0.00

○ Scheme and Management

○ Grant Application Details

Claims Payruns Documents Phases Summary Multi Annual Project Spend

Fill the Form Export Grid

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|-------------------|------------------------|-----------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | ✕ |
| 85 | None | Grant Application Form | NTA Preview | ✕ ✓ |

Submitted By
-

Submission Date
-

Related File(s)
TAISC-24-0015 - ID 85 - Grant Application Form.pdf

Document Description
-

Number of Comments not Resolved
0

Approval Details

Project Details

Project Type

The project type will be one of 2 options

- Capital investment project
- ICT Project
- Non-project expenditure

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
 - Phase 5: Detailed Design & Procurement
 - Phase 6: Construction & Implementation
 - Phase 7: Close-out & Review

- N/A
- For ICT Projects:
 - 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

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  or  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

Gatekeeper

The assigned gatekeeper for the project.

Project or Programme Manager

The assigned sponsoring agency project or programme manager.

Director or Equivalent

The assigned sponsoring agency director or equivalent.

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

Project Description

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

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

Projects Search / Project Details / Claims

← close details panel

Project Details

Project Type ICT Project

Code TAISC/24/0044

Name Rosie Test 1 June

Sponsoring Agency An Taisce

Project Band Band 2

Project Phases Phase 1 - Initiation

Project Status Open

Indicative Overall Total Cost of Project €1,000,000.00

Estimate Project Completion Year 2025

Claims Payruns Documents Phases Summary Multi Annual Project Spend

Export Grid

| Claims Reference Number | Creation Date | Submitted By | Verified By | Status | Approved By | Total | Actions |
|-------------------------|------------------|--------------|-------------|----------------------|------------------------|------------|---------|
| Claims Referen | | Submitted By | Verified By | -- Select -- | Approved By | Total | ✕ |
| 41 | 11/06/2024 10:37 | | | For Payment Approval | | €5,000.00 | |
| 40 | 11/06/2024 09:46 | | | Payment Approved | rlucey@openskydata.com | €20,000.00 | |
| 39 | 05/06/2024 15:17 | | | Payment Approved | rlucey@openskydata.com | €10,000.00 | |

1 1-1

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

Projects Search / Project Details / Payruns

← close details panel

Project Details

Project Type Capital Investment Project

Code TAISC/24/0018

Name Rosie Test Schema 3

Sponsoring Agency An Taisce

Project Band Band 2

Project Phases Phase 1 - Scope and Purpose

Project Status Open

Indicative Overall Total Cost of Project €100,000.00

Estimate Project Completion Year -

Claims Payruns Documents Phases Summary Multi Annual Project Spend

Export Grid

| Payrun Number | Paid Date | Claim Reference Number | Total Paid | Actions |
|---------------|------------------|------------------------|------------|---------|
| Payrun Number | | Claim Reference Number | | ✕ |
| 6 | 08/05/2024 15:52 | 35 | €2,000.00 | |

1 1-1

DOCUMENTS

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

- Deliverable Phase
- Document Deliverable
- Document Status
- Actions

Projects Search / Project Details / Documents

← close details panel

Project Details

Project Type
Capital Investment Project

Code
TAISC/24/0042

Name
Test Project

Sponsoring Agency
An Taisce

Project Band
Band 1

Project Phases
Phase 3 - Preliminary Design

Project Status
Open

Indicative Overall Total
Cost of Project
€70,000.00

Estimate Project
Completion Year
2024

Start Year
2024

Cost Centre
Accounts payable / receivable
& grant administration

Claims Payruns **Documents** Phases Summary Multi Annual Project Spend

Upload Document Fill the Form Export Grid

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|---|--|-------------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | ✕ |
| 281 | Phase 5 - Detailed Design & Procurement | CP - Tender Report | For SA Approval | ✕ ✓ |
| 280 | Phase 5 - Detailed Design & Procurement | CP - Gateway 5 Approval Request Form | For SA Approval | ✕ ✓ |
| 276 | Phase 7 - Close-out & Review | CP - Gateway 7 Approval Request Form | For NTA Approval | |
| 275 | Phase 7 - Close-out & Review | Project Completion Report | For NTA Approval | |
| 274 | Phase 4 - Statutory Process | Planning Outcome Report | For NTA Approval | |
| 273 | Phase 4 - Statutory Process | CP - Gateway 4 Approval Request Form | For NTA Approval | |
| 272 | Phase 4 - Statutory Process | Final documentation for planning/statutory consent | For NTA Approval | 📎 |
| 271 | Phase 3 - Preliminary Design | Preliminary Design Report | For NTA Approval | |
| 270 | Phase 3 - Preliminary Design | CP - Gateway 3 Approval Request Form | For NTA Approval | |
| 206 | None | Gateway Approval Form | Gatekeeper Review | |

1 2 3 > >> 1-3

The user will be able to click on a document to expand the record and view any details related to the documents already submitted.

I can see:

- **Submitted by** – user who submitted the document
- **Submission Date** – date of submission
- **Related Files** – Any uploaded files which are attached to the record. These can be downloaded on clicking the file name
- **Document Description**
- **Number of Comments not Resolved** – provides a count of comments which are not marked as resolved.
- **Approval Details**

Approval Details provides information for users which are required to provide a signature on a document or online form.

I can see:

- The user role and email address of the user which is required to provide a DocuSign signature.
- The date & time, if a user has already signed and approved.
- Approval comments

- Users which still need to provide a signature and Approve will have no date & time

206
None
Gateway Approval Form
Gatekeeper Review

Submitted By

Submission Date
24/05/2024 13:17

Related File(s)

TAISC-24-0042 - ID 206 - Gateway Approval Form.pdf

Document Description
-

Number of Comments not Resolved
0

Approval Details
NTA Senior Programme Manager -

DOCUMENT EDIT

Document and form Edit will be available where the status is Draft or NTA Preview

To do this, the user can select the 'Edit' icon on the right side of the details window.

close details panel

Project Details

Project Type
Capital Investment Project

Code
TAISC/24/0019

Name
Micks Gatekeeper Quick

Sponsoring Agency
An Taisce

Project Band
Band 2

Project Phases
Phase 1 - Scope and Purpose

Project Status
Open

Indicative Overall Total
Cost of Project
€500,000.00

Estimate Project
Completion Year
2024

Start Year
2024

Claims
Payruns
Documents
Phases Summary
Multi Annual Project Spend

Upload Document
Fill the Form
Export Grid

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|------------------------------|--------------------------|-----------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | ✕ |
| 287 | Phase 3 - Preliminary Design | CP - Final Business Case | NTA Preview | ✕ ✓ |

Submitted By

Submission Date
-

Related File(s)

sample3.pdf

Document Description
-

Number of Comments not Resolved
0

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.

NTA PRS

Dashboard
PAG Documents
Worklist
Projects
Payruns
Administration

Projects Search / Project Details

close details panel

Project Details

Project Type
Capital Investment Project
Code
TAISC/24/0019
Name
Micks Gatekeeper Quick
Sponsoring Agency
An Taisce
Project Band
Band 2
Project Phases
Phase 1 - Scope and Purpose
Project Status
Open
Indicative Overall Total Cost of Project
€500,000.00
Estimate Project Completion Year
2024
Start Year
2024
Cost Centre
Accessibility
Location
Location

Upload Document

Deliverable Phase
Phase 3 - Preliminary Design
Document Deliverable
CP - Final Business Case
Document Description

Add Attachment(s) *

Drag & Drop file here or [Browse](#)

Uploaded Documentation

| File ID | File Name | Uploaded By | Upload Date | Actions |
|---------|-------------|---------------------------|---------------------|---------|
| 165 | sample3.pdf | kn1ghtcrawler84@gmail.com | 28/06/2024 12:19:41 | |

Cancel
Submit for NTA Preview
Submit for Final Approval

Comments

Comment

Director or Equivalent

Document Status

Actions

NTA Preview

Once all necessary changes have been made, the user can click on “Submit for NTA Preview” or “Submit for Final Approval”.

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
 - Download action icon - allows to download the attachment
 - Remove action icon - allows to remove the attachment

Please upload supporting documentation where relevant for this section

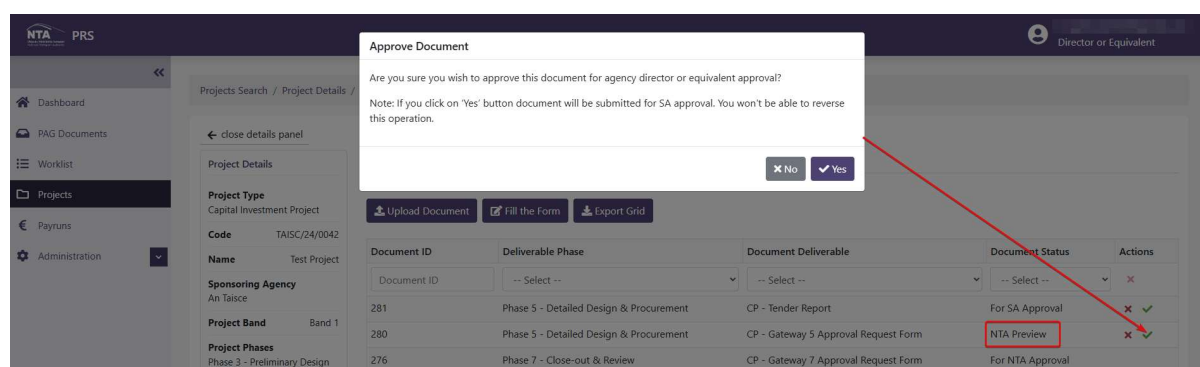
Drag & Drop file here or [Browse](#)

| File ID | File Name | Uploaded By | Upload Date | Actions |
|---------|-------------|-------------|---------------------|---------|
| 364 | test.docx | | 06/01/2023 16:51:28 | |
| 365 | testpdf.pdf | | 06/01/2023 16:51:28 | |

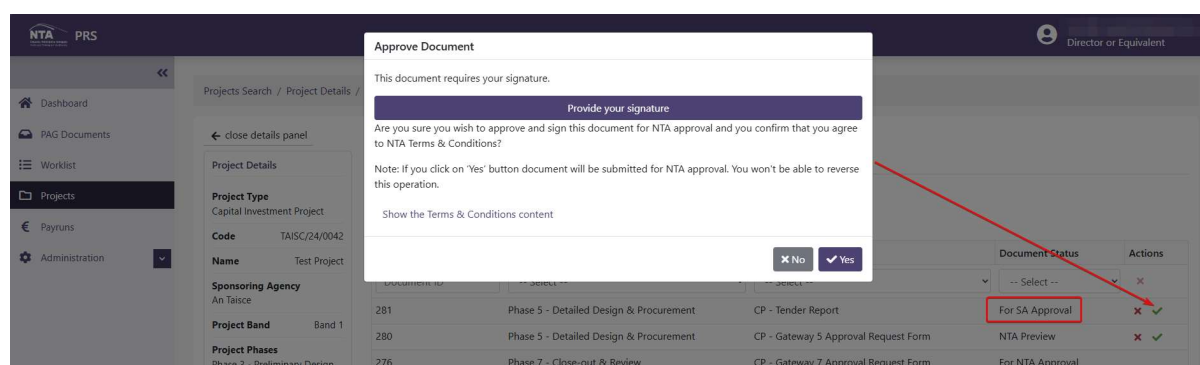
DOCUMENT APPROVAL

On clicking **Approve action icon**, depending on the status of the document the below scenarios may occur:

Documents in 'NTA Preview' status can be approved by the project or programme manager, director or equivalent or SA Administrator user and the status will be updated to 'For NTA Approval' where no SA signature is required.



Where a SA signature is required, the document will move from NTA Preview to 'For SA Approval' status to be Approved and signed with a signature by Project or Programme Manager or Director or Equivalent user. On clicking Approve the below screen will be displayed.



The user will

[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 |
|--------|---------|-----------|----------------------------|

Fill the Form

Export Grid


| Document ID | Document Deliverable | Document Status | Actions |
|-------------|----------------------------------|-----------------|---|
| Document ID | -- Select -- | -- Select -- |  |
| 1200 | Project Funding Continuance Form | Draft |   |
| 1199 | Project Funding Continuance Form | For SA Approval |   |
| 1197 | Grant Application Form | NTA Preview |   |

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

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

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

Cancel Document



Are you sure you wish to cancel this document submission?

Note: If you click on 'Yes' button document will be cancelled. You won't be able to revert this operation.

No

Yes

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 | ✖ ✔ |
| <div> <div>Submitted By</div> <div>-</div> </div> <div> <div>Submission Date</div> <div>-</div> </div> <div> <div>Related File(s)</div> <div> BE-19-0012 - Planner-Project Funding Continuance Form </div> </div> <div> <div>Number of Comments not Resolved</div> <div>0</div> </div> <div> <div>Approval Details</div> </div> | | | | | | | | |

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

| Document History | | | |
|--------------------|---------------------|------------|----------------|
| Change Type | Change Date | Created By | Actions |
| -- Select -- | | Created By | ✖ |
| Document Updated | 23/11/2022 12:40:55 | | 🔍 |
| Document Cancelled | 08/11/2022 07:02:35 | | 🔍 |
| Document Created | 07/11/2022 14:32:20 | | 🔍 |

✖ Close

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

History Details

Change Type

Document Updated

Created By



Change Date

15/12/2022 10:07:53

Details

BEFORE CHANGE

Status

NTA Preview

Section 6 description

-

Project contact person

-

AFTER CHANGE

Status

For SA Approval

Section 6 description

test

Project contact person

**Maggie: FinancialApprovals, 3567898764,
maggie567@demo.com, Admin, ;**

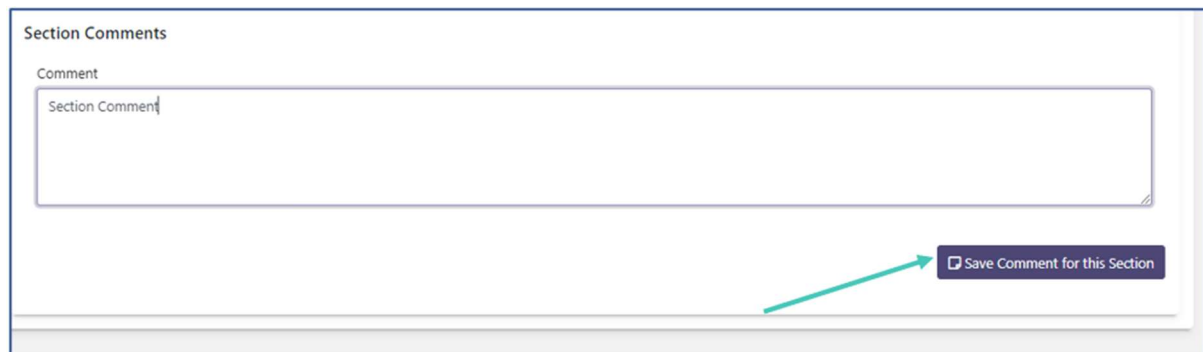
✕ Close

SECTION COMMENTS

User can provide comments with following field:

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

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



Section Comments

Comment

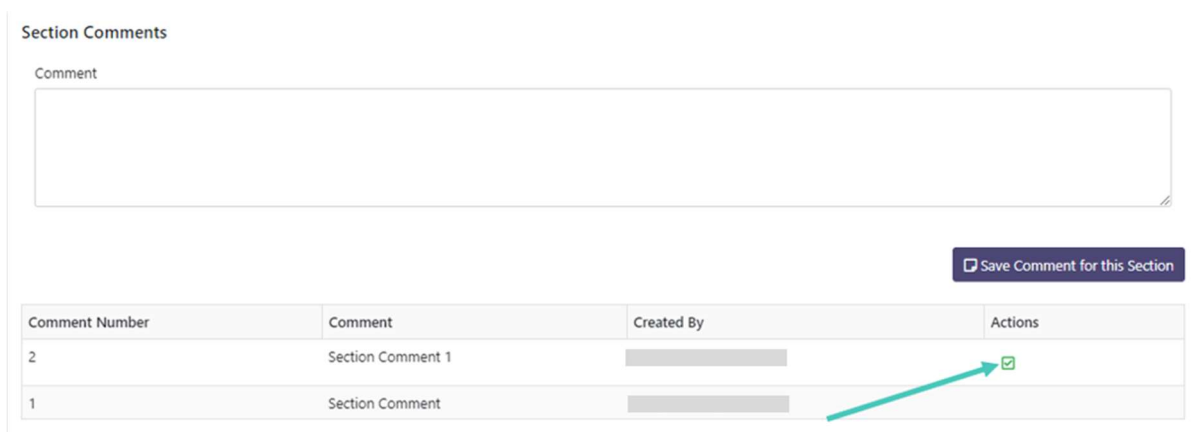
Section Comment

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 | | <input checked="" type="checkbox"/> |

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

Save Comment for this Section

| Comment Number | Comment | Created By | Actions |
|----------------|-------------------|------------|--------------|
| 2 | Section Comment 1 | | <div>✓</div> |
| 1 | Section Comment | | |

Created Date

06/01/2023 19:12

Resolved By

Resolution Date

06/01/2023 19:15

Resolution Comment

Resolved Section Comment

UPLOAD DOCUMENT

To upload a new document. select the **Upload Document** button.

Projects Search / Project Details / Documents

← close details panel

Project Details

Project Type
Capital Investment Project

Code
TAISC/24/0042

Name
Test Project

Sponsoring Agency
An Taisce

Project Band
Band 1

Project Phases
Phase 3 - Preliminary Design

Project Status
Open

Claims Payruns Documents Phases Summary Multi Annual Project Spend

Upload Document Fill the Form Export Grid

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|---|--------------------------------------|------------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | ✕ |
| 281 | Phase 5 - Detailed Design & Procurement | CP - Tender Report | For SA Approval | ✕ ✓ |
| 280 | Phase 5 - Detailed Design & Procurement | CP - Gateway 5 Approval Request Form | For SA Approval | ✕ ✓ |
| 276 | Phase 7 - Close-out & Review | CP - Gateway 7 Approval Request Form | For NTA Approval | |
| 275 | Phase 7 - Close-out & Review | Project Completion Report | For NTA Approval | |

The system will then present a pop-up asking the user to select a Deliverable Phase and Document Deliverable. I can add a document description if needed.

The allowed formats for uploaded documents are: .pdf, .doc, .docx, .txt, .jpg, .png and .bmp.

Upload Document

Deliverable Phase *

-- Select --

Document Deliverable *

-- Select --

Document Description

Add Attachment(s) *

Drag & Drop file here or [Browse](#)

✕ Cancel ✓ Save as a Draft ✓ Submit for NTA Preview ✓ Submit for Final Approval

Documents uploaded by external users will go to “For NTA Approval” status on ‘Submit for final approval’ where the document does not Require SA Director or Equivalent Signature.

If the document being uploaded has a Require SA Director or Equivalent Signature requirement, the status will be updated to “For SA Approval” status on ‘Submit for Final Approval’.

FILL THE FORM

Users can access the **Fill the Form** button to request a form to be Deferred from one project phase to another project phase or Removed from a Project phase.

This can be done by clicking the “Fill the Form” button.

The screenshot displays the NTA PRS system interface. On the left is a sidebar with navigation icons. The main area shows the 'Documents' tab selected, with a 'Fill the Form' button highlighted by a red box. Below this is a table with columns: Document ID, Deliverable Phase, Document Deliverable, Document Status, and Actions. The table contains three rows of data. A dropdown menu is open for the 'Deliverable Phase' column of the first row, showing options like 'Deliverable Phase Search' and 'roval Request Form'.

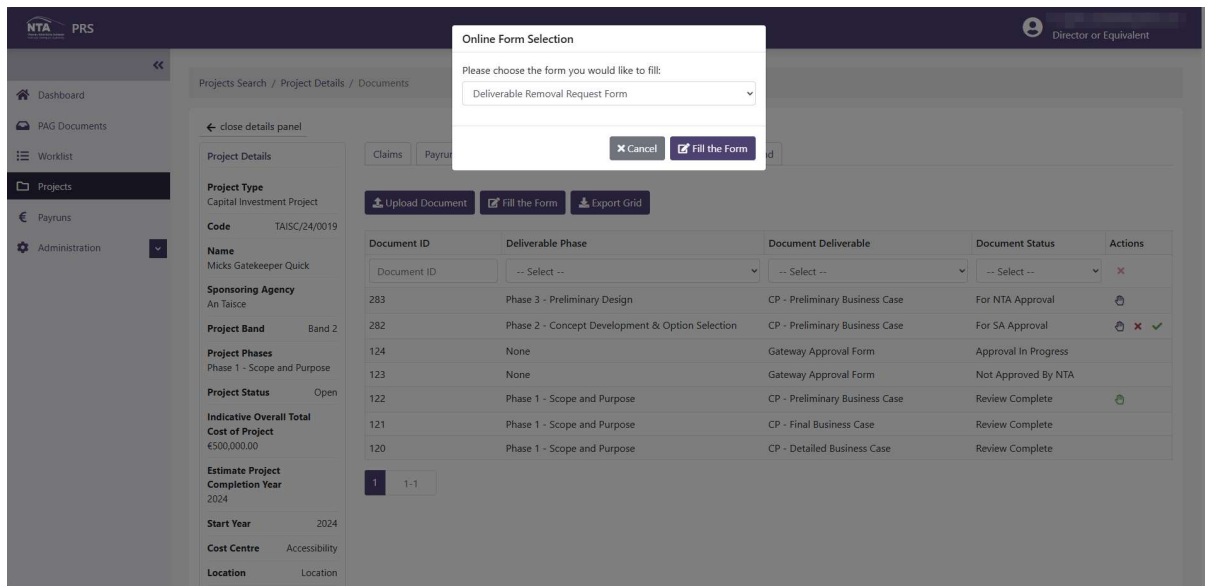
| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|-----------------------------|---|-----------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | X |
| 195 | Phase 1 - Scope and Purpose | Deliverable Phase Search roval Request Form | NTA Preview | |
| 194 | Phase 1 - Scope and Purpose | CP - Gateway 1 Approval Request Form | Review Complete | |
| 193 | None | Internal Document | Review Complete | |

The user can then choose from the below two options:

- Deliverable Removal Request form
- Deliverable Deferral Form

DELIVERABLE REMOVAL REQUEST FORM

To submit a Deliverable Removal Request form, the user will select the option from the dropdown and click on “Fill the Form” button to open the removal request form.



On the Deliverable Removal Request Form, the user can see the below fields:

- **Deliverable Phase** - displays a list of deliverable phases from the projects selected schema.
- **Document Deliverable** – will display all document deliverables which are expected for delivery based on the selected Deliverable Phase selection.
- **Removal Reason** – Text field for providing a removal reason.

The screenshot shows the 'Deliverable Removal Request Form' in the NTA PRS interface. The form has two dropdown menus: 'Deliverable Phase' and 'Document Deliverable', both currently set to '-- Select --'. Below these is a large text area for 'Removal Reason'. At the bottom of the form, there are five buttons: 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', and 'Submit for Final Approval'.

The Deliverable Removal Request form can be downloaded as a PDF or Word document via the “**Download this form**” button.

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Download the Form' button. A dropdown menu is open below this button, showing two options: 'PDF' and 'DOCX'.

Note:

- During the creation process, the PDF option is unavailable as it has not been saved at this point.
- The word file can be downloaded as an empty template only.
- Once the form is submitted, I can then download the PDF and Word files populated with data.

The user can submit the form via the “**Submit for Final Approval**” button.

Projects Search / Project Details / Documents / Deliverable Removal Request Form

Deliverable Removal Request Form

Deliverable Phase *
-- Select --

Document Deliverable *
-- Select --

Removal Reason *

Download the Form Cancel Save as a Draft Submit for NTA Preview Submit for Final Approval

Once the form has been submitted for final approval, the Deliverable Removal Request form status will be updated to “For NTA Approval” for NTA Review. Once approved, the deliverable will be marked as Removed in the Phase Summary tab. This deliverable will now no longer be required for delivery in this project phase.

Projects Search / Project Details / Phases Summary

← close details panel

Project Details

Project Type
Capital Investment Project

Code
TAISC/24/0019

Name
Micks Gatekeeper Quick

Sponsoring Agency
An Taisce

Project Band
Band 2

Project Phases
Phase 1 - Scope and Purpose

Project Status
Open

Indicative Overall Total Cost of Project
€500,000.00

Estimate Project Completion Year
2024

Start Year
2024

Cost Centre
Accessibility

Claims Payruns Documents **Phases Summary** Multi Annual Project Spend

Export Grid

| Deliverable Phase | Expected | Deferred | Removed | Draft | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|--|----------|----------|---------|-------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 4 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 100% | In progress |
| Phase 2 - Concept Development & Option Selection | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0% | In progress |
| Phase 3 - Preliminary Design | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0% | In progress |

| Document Deliverable | Deliverable Status | Mandatory? | Expected Delivery Date | Actions |
|--------------------------------------|--------------------|------------|------------------------|---------|
| CP - Detailed Business Case | Removed | Yes | - | |
| CP - Final Business Case | - | Yes | - | |
| CP - Gateway 1 Approval Request Form | - | No | - | |
| CP - Preliminary Business Case | For NTA Approval | Yes | - | |

Note:

A Deliverable Removal Request form cannot be submitted against a document deliverable which is already in ‘Approved’ or ‘Review Complete’ status.

DELIVERABLE DEFERRAL FORM

To submit a Deliverable Deferral form, the user will select the option from the dropdown and click on “Fill the Form” button to open the Deferral Request form.

The screenshot shows the NTA PRS interface. A modal window titled "Online Form Selection" is open, asking the user to "Please choose the form you would like to fill:". A dropdown menu shows "Deliverable Deferral Form" selected. Below the dropdown are "Cancel" and "Fill the Form" buttons. In the background, the "Project Details" page is visible, showing a sidebar with project information and a main table of "Document Deliverables".

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|--|----------------------------------|----------------------|---------|
| Document ID | -- Select -- | -- Select -- | -- Select -- | |
| 285 | None | Deliverable Removal Request Form | Review Complete | |
| 283 | Phase 3 - Preliminary Design | CP - Preliminary Business Case | For NTA Approval | |
| 282 | Phase 2 - Concept Development & Option Selection | CP - Preliminary Business Case | For SA Approval | |
| 124 | None | Gateway Approval Form | Approval In Progress | |
| 123 | None | Gateway Approval Form | Not Approved By NTA | |
| 122 | Phase 1 - Scope and Purpose | CP - Preliminary Business Case | Review Complete | |
| 121 | Phase 1 - Scope and Purpose | CP - Final Business Case | Review Complete | |
| 120 | Phase 1 - Scope and Purpose | CP - Detailed Business Case | Review Complete | |

On the Deliverable Deferral Form, the user can see the below fields:

- **Deliverable Phase** - displays a list of deliverable phases from the projects selected schema.
- **Document Deliverable** - will display all document deliverables which are expected for delivery based on the selected Deliverable Phase selection.
- **Expected Delivery Date** - Date picker to set the new expected delivery date.
- **Defer to Phase** – displays a list of deliverable phases to determine where the document is to be deferred to.
- **Deferral Reason** – Text field for providing a deferral reason.

The screenshot shows the "Deliverable Deferral Form" in the NTA PRS system. The form has the following fields:

- Deliverable Phase ***: A dropdown menu with "-- Select --" selected.
- Document Deliverable ***: A dropdown menu with "-- Select --" selected.
- Expected Delivery Date**: A date picker field.
- Defer to Phase ***: A dropdown menu with "-- Select --" selected.
- Deferral Reason ***: A large text area for providing a reason for deferral.

 At the bottom of the form, there are five buttons: "Download the Form", "Cancel", "Save as a Draft", "Submit for NTA Preview", and "Submit for Final Approval".

Once the form has been submitted, the Deliverable Deferral form status will be updated to “For NTA Approval” for NTA Review. Once approved, the deliverable will be marked as ‘Deferred’ in the Phase Summary tab.

| | | | | |
|--------|---------|-----------|----------------|----------------------------|
| Claims | Payruns | Documents | Phases Summary | Multi Annual Project Spend |
|--------|---------|-----------|----------------|----------------------------|










Export Grid

| Deliverable Phase | Expected | Deferred | Removed | Draft | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|--|----------|----------|---------|-------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 100% | In progress |
| Phase 2 - Concept Development & Option Selection | 1 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 100% | In progress |

| Document Deliverable | Deliverable Status | Mandatory? | | | | Expected Delivery Date | Actions |
|--------------------------------------|--------------------|------------|--|--|--|------------------------|---------|
| CP - Gateway 2 Approval Request Form | Removed | Yes | | | | - | |
| Feasibility Report | Deferred | Yes | | | | - | |
| Project Execution Plan | Deferred | Yes | | | | - | |
| Option Selection Report | Review Complete | Yes | | | | - | |

This deliverable will now no longer be required for delivery in its original Phase and the document deliverable will be added to the **'Defer to Phase'** specified in the form.

| Deliverable Phase | Expected | Deferred | Removed | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|--|----------|----------|---------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | In progress |
| Phase 2 - Concept Development & Option Selection | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | In progress |
| Phase 3 - Preliminary Design | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |
| Phase 4 - Statutory Process | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |

| Document Deliverable | Deliverable Status | Mandatory? | | | | Expected Delivery Date | Actions |
|--|--------------------|------------|--|--|--|------------------------|---|
| Final documentation for planning/statutory consent | - | Yes | | | | - |    |
| Planning Outcome Report | - | Yes | | | | - |   |
| CP - Gateway 4 Approval Request Form | - | Yes | | | | - |   |
| CP - Gateway 2 Approval Request Form | - | Yes | | | | 31/05/2024 |   |

Note:

A Deliverable Deferral form cannot be submitted against a document deliverable which is already in 'Approved' or 'Review Complete' status.

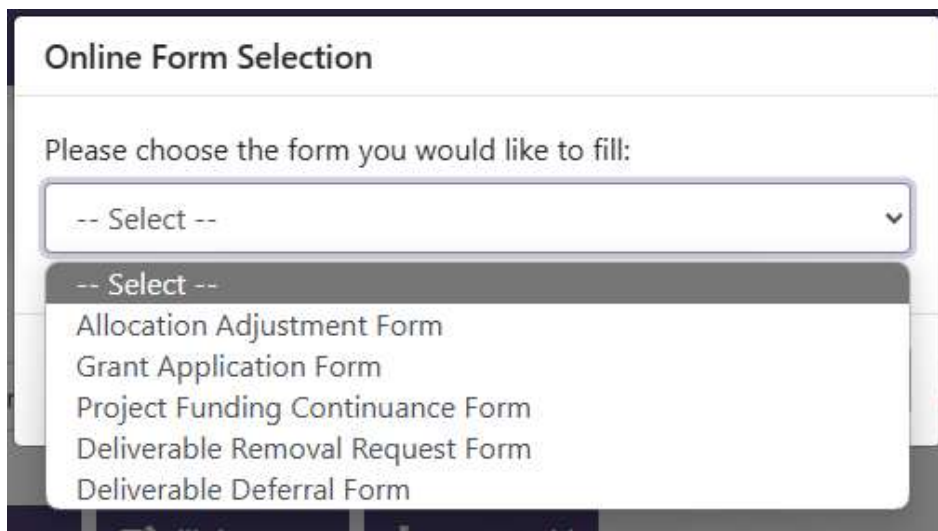
I also cannot defer a document from one phase to another phase where the same document deliverable exists in both phases.

PROJECT FUNDING CONTINUANCE FORM

As an External User with relevant permissions, to create a 'Project Funding Continuation 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 pop-up 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 Continuation Form
- Deliverable Deferral Form
- Deliverable Removal Request Form



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

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 / Project Funding Continuation Form

Project Funding Continuation Form

1 2 3

Section 1 - Current Costs

| | | |
|---|--|---|
| Cumulative grant funding paid to date (€ EUR) | Funding requested for current year (€ EUR) * | Self-funded amount (information only) (€ EUR) |
| € 0.00 | € X.XX | € X.XX |

[< Back](#)
[Download the Form](#)
[Cancel](#)
[Save as a Draft](#)
[Submit for NTA Preview](#)
[Submit for Final Approval](#)
[Next >](#)

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. Field is blocked if in current year the allocation on related project was already updated and is not set to 0.
- 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]

Projects Search / Project Details / Documents / Project Funding Continuation Form

Project Funding Continuation Form

1 2 3

Section 1 - Current Costs

| | | |
|---|--|---|
| Cumulative grant funding paid to date (€ EUR) | Funding requested for current year (€ EUR) * | Self-funded amount (information only) (€ EUR) |
| € 0.00 | € X.XX | € X.XX |

[< Back](#)
[Download the Form](#)
[Cancel](#)
[Save as a Draft](#)
[Submit for NTA Preview](#)
[Submit for Final Approval](#)
[Next >](#)

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

The screenshot shows the 'Project Funding Continuation Form' interface. On the left is a sidebar with navigation links: 'PAG Documents', 'Worklist', 'Projects' (highlighted), and 'Payruns'. The main content area has a breadcrumb trail: 'Projects Search / Project Details / Documents / Project Funding Continuation Form'. Below this, the form title 'Project Funding Continuation Form' is followed by a progress indicator with three steps: 1, 2 (active), and 3. The section header is 'Section 2 - Current Status of Project'. A light blue box contains the instruction 'Provide description of milestones reached to date.' Below this is a large text area labeled 'Description *'. At the bottom, there is a row of buttons: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', 'Submit for Final Approval', and '> Next'.

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

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

- 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)

The screenshot shows the 'Project Funding Continuation Form' interface for Section 3. The breadcrumb trail is the same. The progress indicator shows steps 1, 2, and 3 (active). The section header is 'Section 3 - Description of works to be undertaken with requested funding'. Below this is a large text area labeled 'Description *'. Underneath the text area is a prompt 'Please upload supporting documentation where relevant for this section' followed by a file upload area with a cloud icon and the text 'Drag & Drop file here or Browse'. At the bottom, there is a row of buttons: '< Back', 'Download the Form', 'Cancel', 'Save as a Draft', 'Submit for NTA Preview', 'Submit for Final Approval', and '> Next'.

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 pop-up 'Please choose the form you would like to fill' with following options on the drop-down below:

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

Online Form Selection

Please choose the form you would like to fill:

Allocation Adjustment Form

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

✕ Cancel

✎ Fill the Form

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

The system will show a screen with following fields:

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.

NTA PRS

Director or Equivalent

Projects Search / Project Details / Documents / Allocation Adjustment Form

Allocation Adjustment Form

Current Project Details

| Existing Allocation (€ EUR) | Paid This Year (€ EUR) | Submitted (€ EUR) | Awaiting Payment (€ EUR) |
|-----------------------------|------------------------|-------------------|--------------------------|
| €30,000.00 | €1,000.00 | €0.00 | €500.00 |

Adjustment Values

Adjustment Value (€ EUR)*

New Allocation (€ EUR)
 €30,000.00

Reason*

Please upload supporting documentation

Drag & Drop file here or [Browse](#)

[Download the Form](#)
[Cancel](#)
[Save as a Draft](#)
[Submit for NTA Preview](#)

PHASE SUMMARY

The Phase Summary tab can be selected to view a summary of document deliverables expected for the project and to view the status of which document deliverables have been delivered and are yet to be delivered for a project phase.

| Deliverable Phase | Expected | Deferred | Removed | Draft | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|--|----------|----------|---------|-------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 4 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 100% | In progress |
| Phase 2 - Concept Development & Option Selection | 4 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0% | In progress |
| Phase 3 - Preliminary Design | 3 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0% | In progress |
| Phase 4 - Statutory Process | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |
| Phase 5 - Detailed Design & Procurement | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |
| Phase 6 - Construction & Implementation | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |
| Phase 7 - Close-out & Review | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | Not Started |













The below column headers are available to the user:

- **Deliverable phase** -
- **Expected** - displays a count of the number of mandatory documents needed to complete that phase.
- **Deferred** - displays a count of deliverables which have been deferred for that phase.
- **Removed** - displays a count of deliverables which have removed for that phase.
- **NTA Preview** - displays a count of deliverables in this status.
- **For SA Approval** - displays a count of deliverables in this status.
- **Review Complete** - displays a count of deliverables in this status.
- **For NTA Approval** - displays a count of deliverables in this status.
- **Gatekeeper Review** - displays a count of deliverables in this status.
- **Approval in Progress** - displays a count of deliverables in this status.
- **Approved** - displays a count of deliverables in this status.
- **% Complete** - This is the percentage of mandatory deliverables for the phase which are in Approved or Review complete status.
- **Gateway Status** - will be 1 of the below values:
 - **Not Started** – when no documents for given phase and gateway were created.
 -
 - **In Progress** – when there are documents created for given phase and gateway.
 -







- **Completed** – when all Recommended deliverables were submitted and approved and when Gateway Approval Form is in 'Approved' status.

The user can click on a Deliverable phase record and expand this to see a breakdown of document deliverables for that phase.

| Deliverable Phase | Expected | Deferred | Removed | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|-----------------------------|----------|----------|---------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0% | In progress |

| Document Deliverable | Deliverable Status | Mandatory? |  |  |  | Expected Delivery Date | Actions |
|--------------------------------------|--------------------|------------|---|---|--|------------------------|---|
| CP - Gateway 1 Approval Request Form | Removed | Yes | | |  | - | |
| Feasibility Report | - | Yes | | | | - |   |
| Project Execution Plan | NTA Preview | No |  |  |  | - |    |

The expanded record will have a list of Document deliverables with the below information for each deliverable:

- **Document Deliverable** - Name of the document.
- **Deliverable Status** – Current document status.
- **Mandatory?** – If the document is mandatory it is required to complete the phase
- **Hold Point**  - if the document has a hand icon, it requires a hold point release from the gatekeeper.
- **Confidential**  - if the document has a lock icon, it is considered confidential and only nominated NTA Programme Manager, NTA Section Head or NTA Senior Project Manager can work on this document.
- **SA Director Signature Required**  - If the document has a signature icon, it will require a signature from the SA Director or Equivalent user assigned to the project.
- **Expected Delivery Date** – displays the expected delivery date for the document.
- **Actions** – one or more of the below action icons may be displayed:
 - **Request Removal**  - User can click this icon to request removal of the document deliverable from this phase.
 - **Request Deferral**  - User can click this icon to request deferral of the document deliverable from one project phase to another project phase.
 - **Hold Point**  - This will be visible if the document requires a hold point to be released and can be 1 of 3 colours. Only the nominated gatekeeper can click this icon to release a hold point.

- **If the Hand icon is Green** 🟢 - The hold point has been reviewed and released by the gatekeeper
- **If the Hand icon is Red** 🔴 - The hold point has been reviewed and not released by the gatekeeper
- **If the Hand icon is purple** 🟡 - The hold point has not been actioned by the gatekeeper.
-
- **Reject** ❌ - User can reject a document.
- **Approve** ✅ - User can approve a document.

The user can double click on any document deliverable record to upload a document against that deliverable. The Deliverable Phase and Document Deliverable will be auto populated and locked from editing.

GATEWAY APPROVAL FORM

Once a Deliverable Phase '% complete' is 100% and all documents with hold points for a phase have been released. The assigned NTA Programme Manager, NTA Senior Programme Manager or NTA Section Head will submit a gateway approval form. This form is created and reviewed by the NTA team and once approved, the Gateway status is updated from In progress to Completed.

Projects Search / Project Details / Phases Summary

← close details panel

Project Details

Project Type
Capital Investment Project

Code
TAISC/24/0042

Name
Test Project

Sponsoring Agency
An Taisce

Project Band
Band 1

Project Phases
Phase 3 - Preliminary Design


Project Status
Open

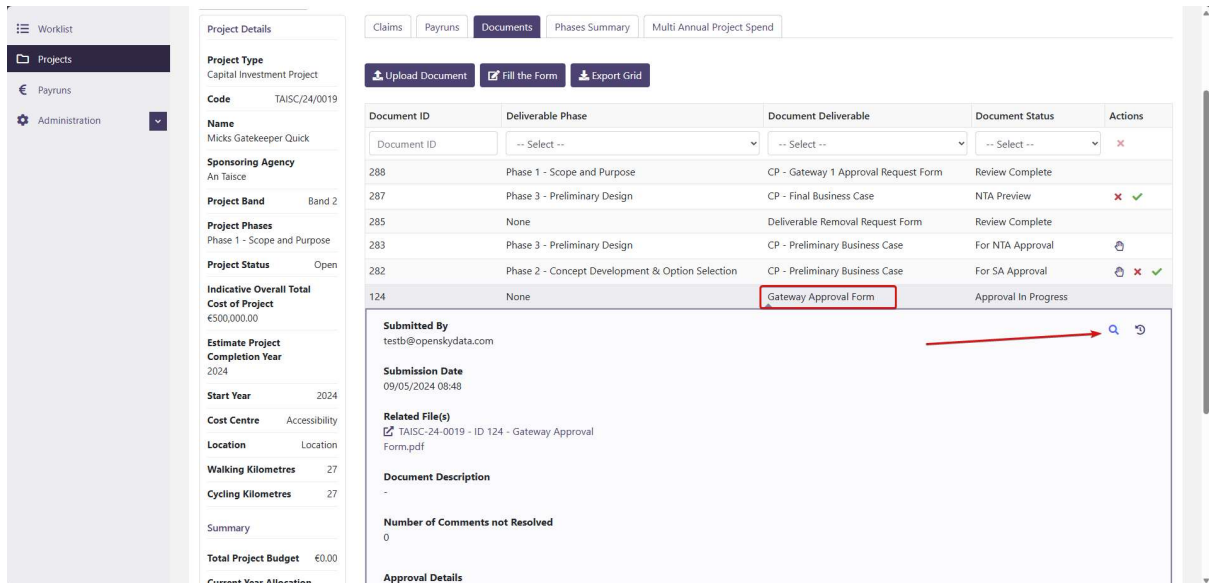
Indicative Overall Total Cost of Project
€70,000.00

Claims Payruns Documents **Phases Summary** Multi Annual Project Spend









Export Grid

| Deliverable Phase | Expected | Deferred | Removed | Draft | NTA Preview | For SA Approval | Review Complete | For NTA Approval | Gatekeeper Review | Approval in Progress | Approved | % Complete | Gateway Status |
|--|----------|----------|---------|-------|-------------|-----------------|-----------------|------------------|-------------------|----------------------|----------|------------|----------------|
| Phase 1 - Scope and Purpose | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 100% | Completed |
| Phase 2 - Concept Development & Option Selection | 3 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 100% | Completed |
| Phase 3 - Preliminary Design | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0% | In progress |
| Phase 4 - Statutory Process | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0% | In progress |

During the Gateway Approval process, sponsoring agency users can view the Gateway Approval form from the documents tab once it is created by selecting the  icon on the Gateway Approval form.

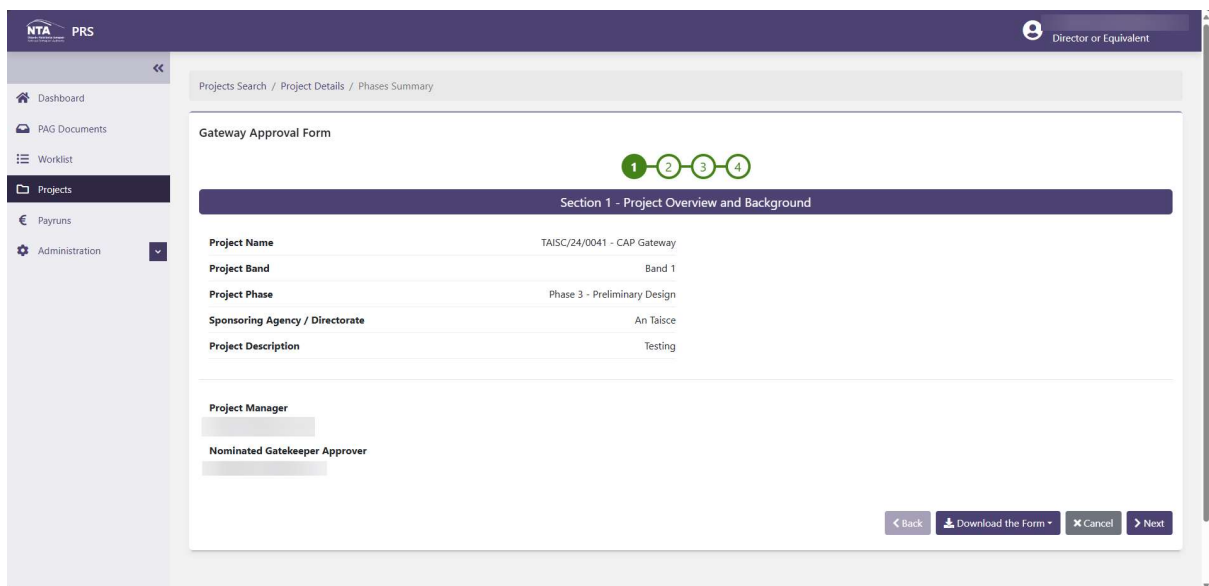


The screenshot shows the PRS system interface. On the left is a sidebar with 'Worklist', 'Projects', 'Payruns', and 'Administration'. The main area has tabs for 'Claims', 'Payruns', 'Documents', 'Phases Summary', and 'Multi Annual Project Spend'. The 'Documents' tab is active, showing a table of documents. The 'Gateway Approval Form' (ID 124) is highlighted with a red box. A red arrow points to a magnifying glass icon in the 'Actions' column for this document.

| Document ID | Deliverable Phase | Document Deliverable | Document Status | Actions |
|-------------|--|--------------------------------------|----------------------|---|
| 288 | Phase 1 - Scope and Purpose | CP - Gateway 1 Approval Request Form | Review Complete | |
| 287 | Phase 3 - Preliminary Design | CP - Final Business Case | NTA Preview |   |
| 285 | None | Deliverable Removal Request Form | Review Complete | |
| 283 | Phase 3 - Preliminary Design | CP - Preliminary Business Case | For NTA Approval |  |
| 282 | Phase 2 - Concept Development & Option Selection | CP - Preliminary Business Case | For SA Approval |    |
| 124 | None | Gateway Approval Form | Approval In Progress |   |

Submitted By: testb@openskydata.com
Submission Date: 09/05/2024 08:48
Related File(s): TAISC-24-0019 - ID 124 - Gateway Approval Form.pdf
Document Description: -
Number of Comments not Resolved: 0
Approval Details:

The form will be in a read only state and cannot be edited by external users.



The screenshot shows the 'Gateway Approval Form' in the PRS system. At the top, there are four numbered steps: 1 (active), 2, 3, and 4. Below this is 'Section 1 - Project Overview and Background'. The form contains the following fields:

- Project Name:** TAISC/24/0041 - CAP Gateway
- Project Band:** Band 1
- Project Phase:** Phase 3 - Preliminary Design
- Sponsoring Agency / Directorate:** An Taisce
- Project Description:** Testing
- Project Manager:** [Redacted]
- Nominated Gatekeeper Approver:** [Redacted]

At the bottom right, there are buttons: 'Back', 'Download the Form', 'Cancel', and 'Next'.

Users can navigate the form by clicking on the Next button or using the numbers on top of the form to quickly jump to a specific section of the form.

NTA PRS

knightcrawler84@gmail.com

Projects Search / Project Details / Phases Summary

Gateway Approval Form

Section 4 - Gateway Determination and Phase Approval

Section 2 - PAG Deliverables

Summary of Submitted Deliverables

The table below reflects the deliverables expected for this project that were submitted to date. Evidence of the actual deliverables are recorded on the grid below

| Deliverable Phase | Document Deliverable | Expected Delivery Date | Submission Date | Deliverable Status | Hold Point |
|------------------------------|--------------------------------------|------------------------|-----------------|--------------------|------------|
| Phase 3 - Preliminary Design | Preliminary Design Report | - | 02/07/2024 | Review Complete | |
| Phase 3 - Preliminary Design | CP - Gateway 3 Approval Request Form | - | 02/07/2024 | Review Complete | |

Summary of Deliverables not completed

The table below reflects the deliverables that were not completed.

No results found.

Back Download the Form * Cancel Next

<https://pms-qa.uatgendydata.com/projects/project/484tab/phasesSummary/gateway-approval-form/243/show/edit>

The form can also be downloaded in Microsoft Word or PDF format using the “Download the Form button”

NTA PRS

knightcrawler84@gmail.com

Projects Search / Project Details / Phases Summary

Gateway Approval Form

Section 3 - Recommendations

The table below reflects the recommendation of the Project manager on behalf of the team including any exceptions that should be noted.

#1 Recommendation Details

Recommendation

Requirements

Exceptions

PDF DOCX

Back Download the Form * Cancel Next

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 panel

Project Details

Project Type

Capital Investment Project

Code

CL/19/0001

Name

withdrawal

Sponsoring Agency

Clare County Council

Project Band

TestBand

Project Phases

N/A

Project Status

Open

Indicative Overall Total Cost of Project

€6,606.48

Estimate Project Completion Year

2035

Start Year

2019

Cost Centre

BusConnects Fleet

Location

-

Walking Kilometres

-

Claims

Payruns

Documents

Multi Annual Project Spend

Export Grid

| Year | Allocations as at Year End | Year End Spend | Balance |
|-------|----------------------------|----------------|---------------|
| 2019 | €822,040.88 | €0.00 | €822,040.88 |
| 2020 | €6,588,647.00 | €3,129.22 | €6,585,517.78 |
| 2021 | €1,249,646.00 | €3,747.83 | €1,245,898.17 |
| 2022 | €0.00 | €0.00 | €0.00 |
| Total | | €6,877.05 | |

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8. 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

Worklist

Projects

Payruns

Administration

Payruns

Payruns

Payrun Number

Project Code

Project Name

Claim Reference Number

Date Paid - From

Date Paid - To

Reset

Search

Projects Search / Project Details / Payruns

← close details panel

Project Details

Project Type: ICT Project

Code: 08/23/0031

Name: Allocation 16/1/23

Sponsoring Agency: Dublin Bus

Project Band: Band 1

Project Phases: Phase 0: Initiated

Project Status: Open

Indicative Overall Total Cost of Project: €0.00

Estimate Project Completion Year: -

Start Year: 2023

Cost Centre: Accessibility

Location: -

Walking Kilometres: -

Cycling Kilometres: -

Claims | **Payruns** | Multi Annual Project Spend

Export Grid

| Payrun Number | Paid Date | Claim Reference Number | Total Paid | Actions |
|--|--|---|------------|----------------------------------|
| <input type="text" value="Payrun Number"/> | <input type="text" value="Paid Date"/> | <input type="text" value="Claim Reference Number"/> | | <input type="button" value="X"/> |
| 26 | 18/01/2023 16:12 | 188 | €500.00 | <input type="button" value="⋮"/> |
| 24 | 16/01/2023 19:40 | 189 | €1,500.00 | <input type="button" value="⋮"/> |
| 22 | 16/01/2023 16:56 | 185, 186, 187 | €95,000.00 | <input type="button" value="⋮"/> |

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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:

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.

Payruns

Payrun Number Project Code Project Name Claim Reference Number

Date Paid - From Date Paid - To

Results

| Payrun Number | Paid Date | Claim Reference Number | Total Paid | Actions |
|---------------|------------|--------------------------------|------------|---|
| 3 | 02/06/2021 | 39, 40, 41, 42, 43, 44, 45, 46 | €4,697.41 |  |
| 2 | 02/06/2020 | 1, 2, 3, 4, 5, 6 | €2,911.82 |  |

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

Payrun Claims

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

14. ADMINISTRATION

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.

The screenshot shows the NTA PRS Sponsoring Agency Administrator interface. The left sidebar contains navigation links: PAG Documents, Worklist, Projects, Payruns, Administration (selected), and Manage Users (highlighted with a red arrow). The main content area is titled 'Administration / Manage Users' and contains a 'User Search' form. The form has three input fields: First Name, Last Name, and Email Address. Below the fields are 'Reset' and 'Search' buttons.

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
Worklist
Projects
Payruns
Administration
Manage Users

Administration / Manage Users

User Search

First Name

Last Name

Email Address

Reset

Search

Export Grid

Results

| Email Address | First Name | Last Name | Role | Actions |
|---------------|------------|-----------|---------------------------------|---------|
| | | R | Director or Equivalent | P |
| | | Jadczak | Sponsoring Agency Administrator | |
| | | abc | Director or Equivalent | P |
| | | jack | Project or Programme Manager | P |
| | | Demo | Sponsoring Agency Administrator | |

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MANAGE USER PROJECTS

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

PAG Documents
Worklist
Projects
Payruns
Administration
Manage Users

Administration / Manage Users

User Search

First Name

Last Name

Email Address

Reset

Search

Export Grid

Results

| Email Address | First Name | Last Name | Role | Actions |
|---------------|------------|-----------|---------------------------------|---------|
| | | R | Director or Equivalent | P |
| | | Jadczak | Sponsoring Agency Administrator | |
| | | abc | Director or Equivalent | P |
| | | jack | Project or Programme Manager | P |
| | | Demo | Sponsoring Agency Administrator | |

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

Manage User Projects ← Back to Manage Users

User Details

First Name: Ammi Email Address: ammirajub@gmail.com
 Last Name: R Role: Director or Equivalent

Assign New Project(s)

Project: -- Select -- ✓ Assign New Project(s)

Project Management Re-Assignment

Select projects below that you wish to re-assign and use 'Re-Assign to other User' search field to search for new system user. Remember that only users with the same permission level will be listed.

Re-Assign to other User
 Search: ✓ Re-Assign

Projects

| Project Code & Name | Programme | Sub-Programme | Project Management | Remove Access | Select for Re-Assignment |
|-------------------------|--------------------------------------|-------------------------|------------------------|---------------|--------------------------|
| BE/19/0012 / Planner | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | - | | - |
| CL/19/0001 / withdrawal | B8.1 SUSTAINABLE URBAN TRANSPORT | Regional / Cities | - | | - |
| CN/19/0001 / wireless | B8.3 PUBLIC TRANSPORT INFRASTRUCTURE | Integration and Support | - | | - |
| DB/22/0012 / test edit | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | - | | - |
| DB/22/0013 / test | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | - | | - |
| DB/22/0015 / demo | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Director or Equivalent | | <input type="checkbox"/> |
| DB/22/0018 / Demo1 | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Director or Equivalent | | <input type="checkbox"/> |

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:

- **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: ✓ 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-Assignment

Select projects below that you wish to re-assign and use 'Re-Assign to other User' search field to search for new system user. Remember that only users with the same permission level will be listed.

Re-Assign to other User

✓ Re-Assign

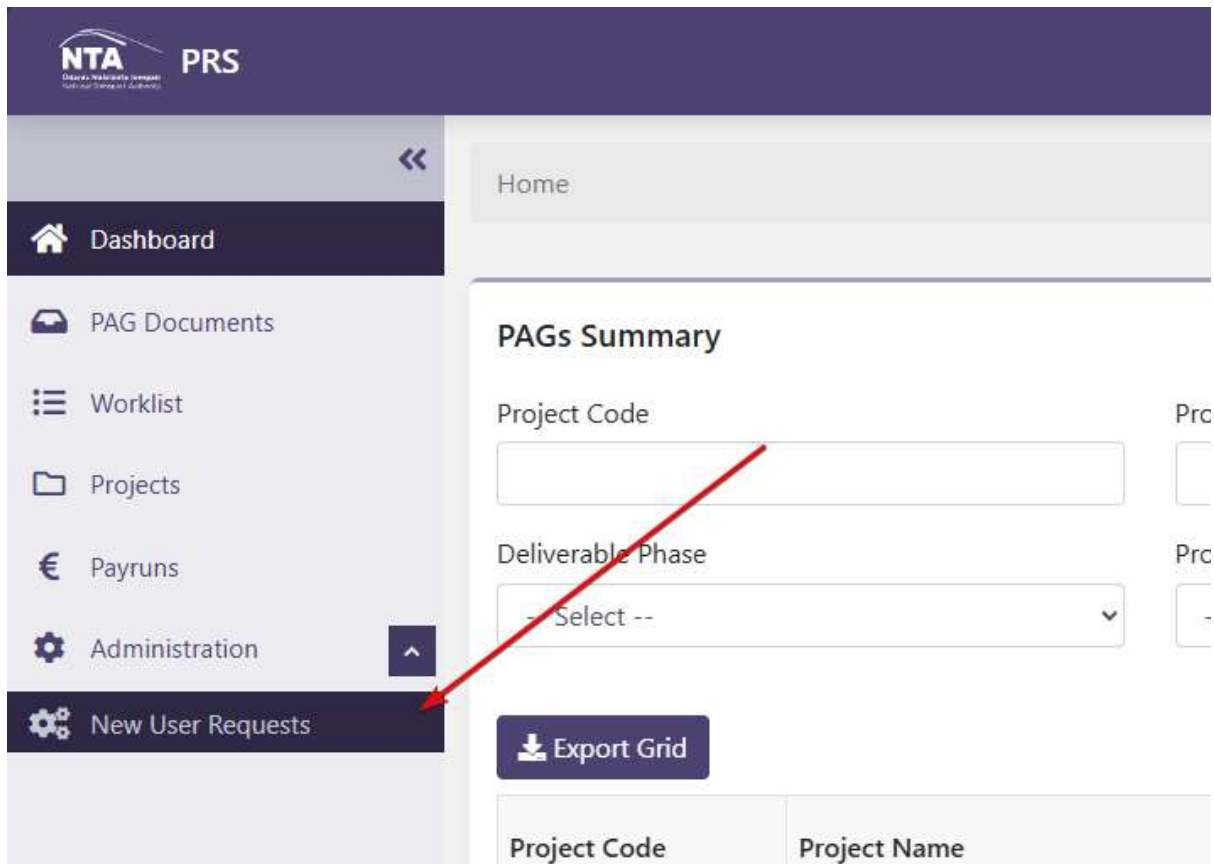
Projects

| Project Code & Name | Programme | Sub-Programme | Project Management | Remove Access | Select for Re-Assignment |
|---------------------|--------------------------------------|---------------|------------------------|---------------|-------------------------------------|
| DB/22/0013 / test | B8.2 HEAVY RAIL SAFETY & DEVELOPMENT | Heavy Rail | Director or Equivalent | | <input checked="" type="checkbox"/> |

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

NEW USER REQUESTS

All external user roles can access New User Requests in administration. This can be used to submit a request for a new user to be added to the system. Once Approved by the NTA team, the user will be added to the system.



DOCUMENTS FILTERING

After choosing the '**New User Requests**' from Administration section, system will show a screen with following tabs:

- Document ID
- First Name
- Last Name
- Email Address
- User Role
- Document Status
- Reset
- Search
- Export Grid (when search is performed)
- New User Request

When a search is performed results will be returned with the following fields:

- Document ID
- First Name
- Last Name

- Email Address
- User Role
- Document Status
- Actions
 - Approve
 - Reject

Administration / New User Requests

Documents filtering

+ New User Request

Document ID: First Name: Last Name: Email Address:

User Role: -- Select -- Document Status: -- Select --

Reset Search Export Grid

Results

| Document ID | First Name | Last Name | Email Address | User Role | Document Status | Actions |
|-------------|------------|-----------|---------------|-----------------------------|------------------|---------|
| 8 | test | r | [Redacted] | Claim Proposer | Submitted to NTA | ✗ |
| 7 | test | user | [Redacted] | Claim Proposer | Submitted to NTA | ✗ |
| 6 | g | g | [Redacted] | Finance Officer | Submitted to NTA | ✗ |
| 5 | fg | hh | [Redacted] | Sponsoring Agency Read Only | Draft | ✗ ✓ |
| 4 | dc | dc | [Redacted] | Claim Proposer | Approved | |
| 3 | Mick | test | [Redacted] | Claim Proposer | Cancelled | |

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If a result is selected, then this will expand the record with the following data:

- Submitted By
- Submission Date
- Related File(s)
- History icon

Results

Export Grid

| Document ID | First Name | Last Name | Email Address | User Role | Document Status | Actions |
|-------------|------------|-----------|---------------|----------------|------------------|---------|
| 8 | test | r | [Redacted] | Claim Proposer | Submitted to NTA | ✗ |

Submitted By: [Redacted]

Submission Date: 26/06/2024 08:37

Related File(s): sample3.pdf

History icon

If the “History Icon” is selected, this will open the “Document History” pop-up with the following fields will display:

- Change Type
- Change Date
- Created By
- Actions
 - Show Details button

- Close button

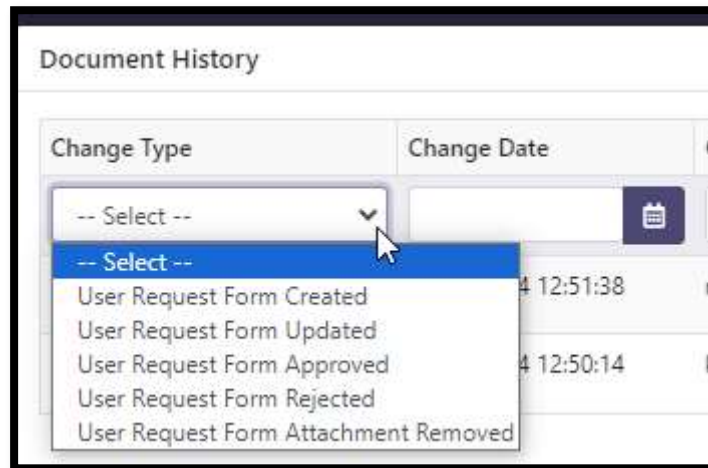
Document History

| Change Type | Change Date | Created By | Actions |
|---------------------------|---------------------|------------|---------|
| -- Select -- | | Created By | |
| User Request Form Created | 26/06/2024 08:37:22 | | |

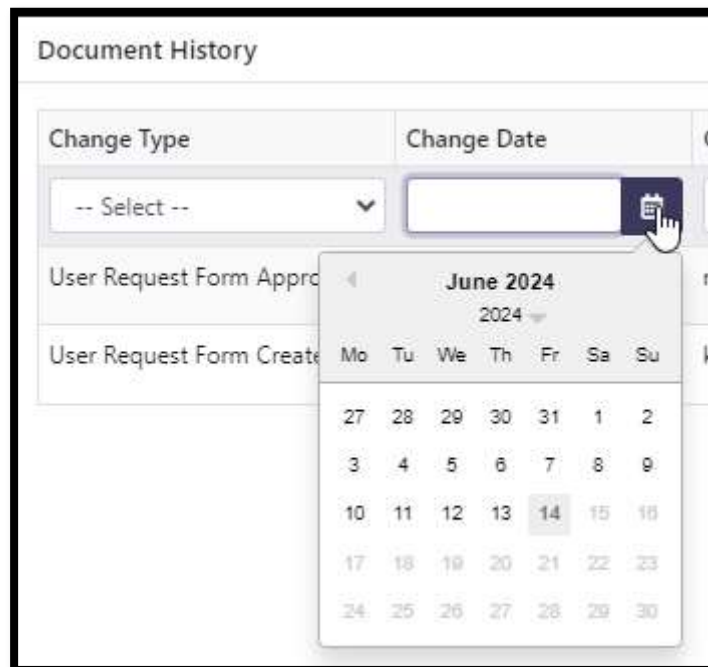
Close

The Change Type dropdown when selected will display the following options to filter by:

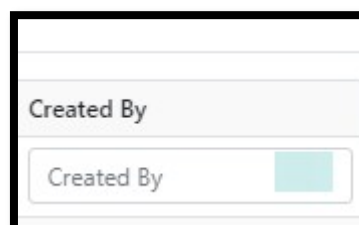
- User Request Form Created
- User Request Form Updated
- User Request Form Approved
- User Request Form Rejected
- User Request Form Attachment Removed



The Change Date filter will allow user to search by date it was changed:



The Created By will allow user to search by the user that made the changes:



The Actions column will have an option to allow user to clear the filters:



ADD NEW USER REQUEST

To add a new user request select the +New User Request button in the top right corner of the screen

| Document ID | First Name | Last Name | Email Address | User Role | Document Status | Actions |
|-------------|------------|-----------|---------------|-----------------------------|------------------|---------|
| 8 | test | r | | Claim Proposer | Submitted to NTA | ✗ |
| 7 | test | user | | Claim Proposer | Submitted to NTA | ✗ |
| 6 | g | g | | Finance Officer | Submitted to NTA | ✗ |
| 5 | fg | hh | | Sponsoring Agency Read Only | Draft | ✗ ✓ |
| 4 | dc | dc | | Claim Proposer | Approved | |
| 3 | Mick | test | | Claim Proposer | Cancelled | |

The system will show me a screen with following fields:

- **Email Address** - text field. E-mail address must be unique. Field is mandatory. Once user is saved, this field is no longer editable. The field accepts only whitelisted email domains.
- **First Name** - text field where I can input a new first name.
- **Last Name** - text field where I can input a new last name.
- **Contact Number** - text field. It allows a user to input only 0-9 digits, space, and hyphen '-'.
- **Job Title** – text field. Field is restricted to 100 characters.
- **Role** – mandatory drop-down with the below roles listed
 - Claim Proposer
 - Finance Officer
 - Project or Programme Manager
 - Director or Equivalent
 - Sponsoring Agency Administrator

- Sponsoring Agency Read Only

‘Please print the filled new user request form, provide sign-off from a senior official within the Sponsoring Agency for example; Chief Executive, Chief Financial Officer, or Director of Operations and upload it as supporting documentation.

file upload area. I am able to upload multiple files in *.msg, *.xls, *.xlsx, *.pdf, *.doc, *.docx, *.txt, *.jpg, *.png, *.dwg and *.bmp formats. A file is required to submit a new user request

Below this, I can see a description of each user role.

| Role | Description |
|--|--|
| Claim Proposer (uploader) | This user role is responsible for: Creating claims on specific projects and submitting them for Finance Officer/Director or Equivalent review |
| Finance Officer (approver) | This user role is responsible for: <ul style="list-style-type: none"> • Approving Claims to be processed by NTA • Rejecting Claims back to Claim Proposer/Project or Programme Manager for revision The Finance Officer should be a senior official within a Sponsoring Agency. |
| Project or Programme Manager | Role with the responsibility for organising, planning, overseeing and executing projects within the sponsoring agency. Project or Programme Manager will only see projects assigned to them. This role also has the ability to: Create claims on specific projects and submit them for Finance Officer/Director or Equivalent review. |
| Director or Equivalent | Role with authority or delegated authority for final sign off documents on the sponsoring agency's behalf. Director or Equivalent role will have visibility of the projects which they have been assigned. This role also has the ability to: <ul style="list-style-type: none"> • Approve Claims to be processed by NTA • Reject Claims back to Claim Proposer/Project or Programme Manager for revision |
| Sponsoring Agency Administrator | Role with expanded system administrative capabilities within the sponsoring agency; including, for example, the reassignment of Project or Programme manager for form approvals. Sponsoring Agency Administrator will have access to all functionalities (with the exception of forms approval and providing signatures and claim approval) in the PRS External Module and visibility of all projects. SA Administrator should have the same permission level to Claims and Payruns as Claim Proposer. |

Download the Form
Cancel
Save as a Draft
Save & Submit

Once all required information has been added, the user will click “Save & Submit” to be reviewed by the NTA team. The request will be visible in the results and updated to “Submitted to NTA” status.

After review, the status will be updated to:

- **Approved** - if accepted, the user will be automatically added to the system and the user being added will receive an email with instructions to setup their password for PRS.
- **Rejected** – If the request is rejected, the status will be updated to “Rejected” and a new request must be submitted again if necessary.

NTA PRS

Director or Equivalent

Dashboard

PAG Documents

Worklist

Projects

Payruns

Administration

New User Requests

Administration / New User Requests

Documents filtering

+ New User Request

Document ID

First Name

Last Name

Email Address

User Role

Document Status

-- Select --

-- Select --

Reset

Search

Export Grid

Results

| Document ID | First Name | Last Name | Email Address | User Role | Document Status | Actions |
|--|------------|-----------|------------------------|----------------|------------------|---------|
| 9 | mark | mooney | | Claim Proposer | Submitted to NTA | |
| <div><div>Submitted By</div><div></div><div><div>Submission Date</div><div>28/06/2024 14:30</div></div><div><div>Related File(s)</div><div>sample3.pdf</div></div></div> | | | | | | |
| 8 | test | r | ldbddb@openskydata.com | Claim Proposer | Submitted to NTA | |