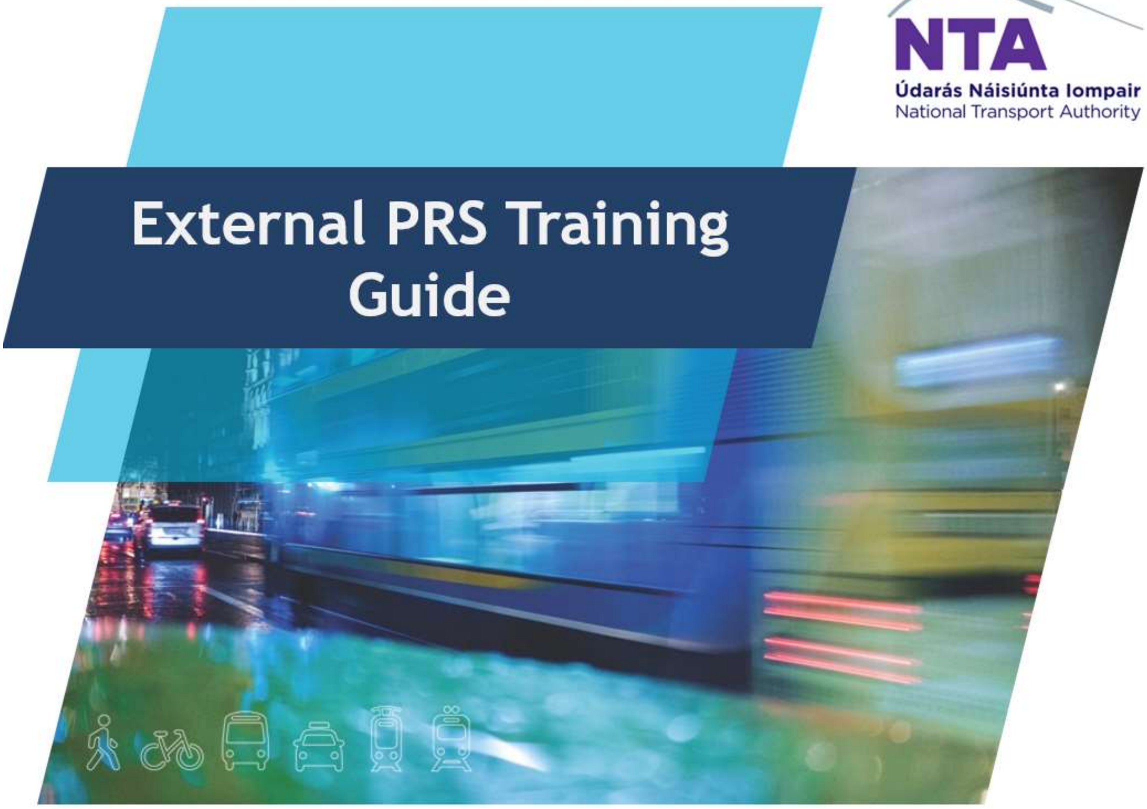
Product Version: © 2023 – PRS – 2.1.0.0

NTA
Údarás Náisiúnta Iompair
National Transport Authority



Version 1.7

Prepared by

Michael Connolly

opensky

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REVISION & SIGNOFF SHEET

Document History

Version	Author	Date	Description of Change
0.1	Ammiraju B	26/12/2022	First draft
0.2	Vishvas Sharma	12/01/2023	Initial Review and Updates
0.3	Matt Griffin	17/01/2023	Updated the alignment and font changes
0.4	Lidia Bator	25/01/2023	Updated content for existing functionalities (prior to Phase 2)
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	

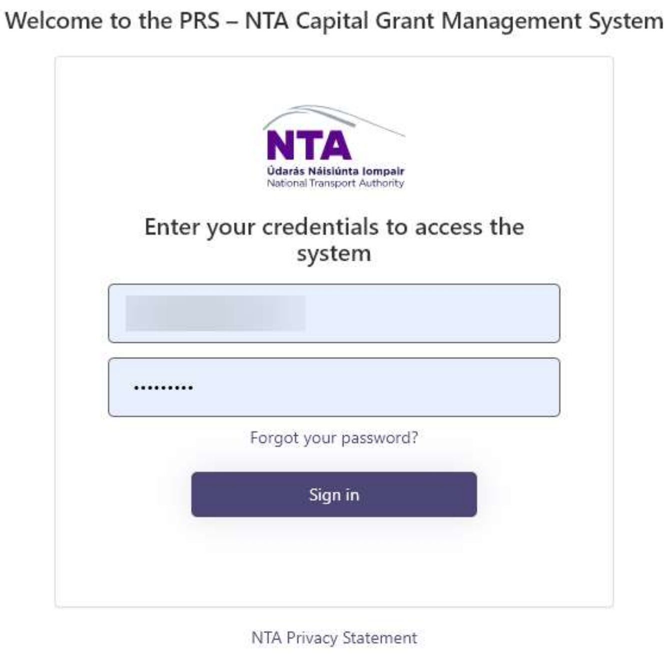
TABLE OF CONTENTS

1. INTRODUCTION

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

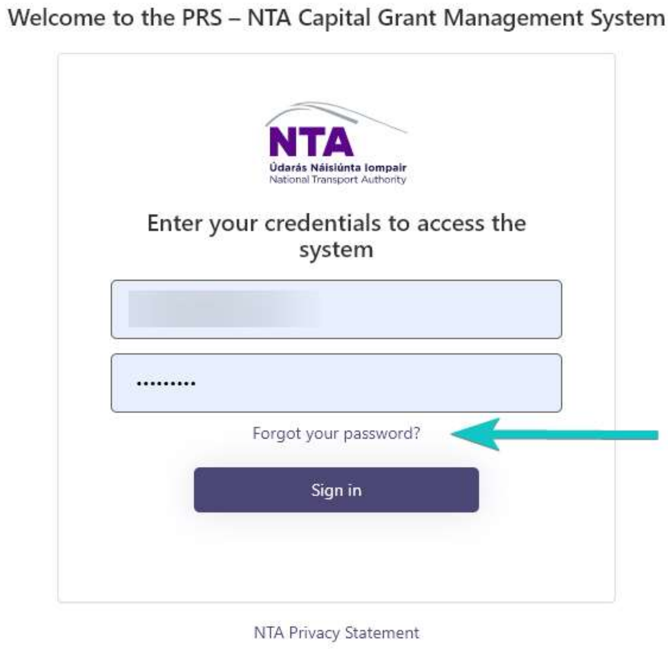
2. LOGIN

To log in the user must navigate to the home page URL https://prs.nationaltransport.ie . Here they will be prompted to sign in via Username & Password.

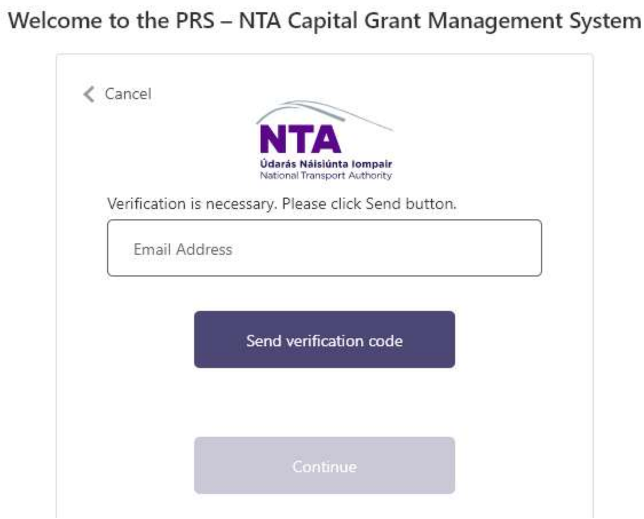


PASSWORD RESET

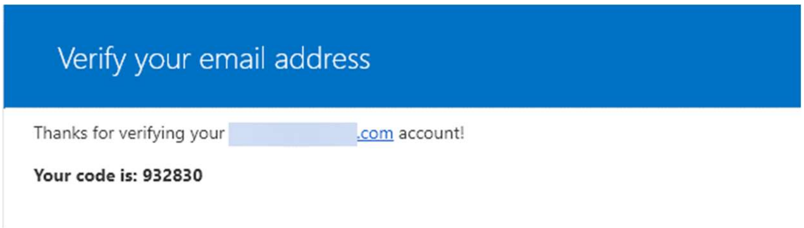
In the event where the user cannot access the site via their current credentials, they have the option to reset their password via the ‘**Forgot your Password**’ link.



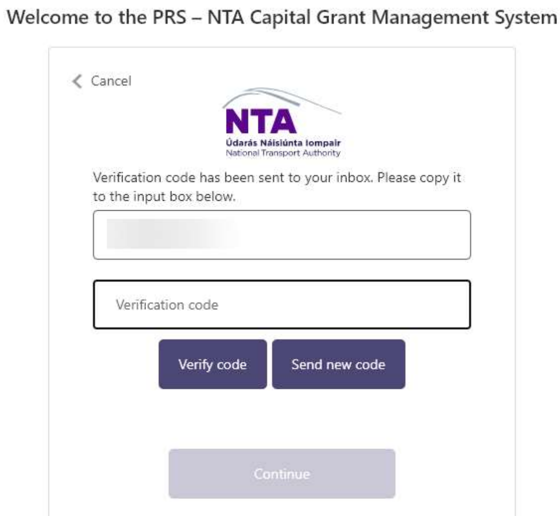
Clicking this link will redirect the user to the password reset screen. The user will be instructed to enter the email address associated with their PRS account and click the ‘**Send Verification Code**’ button.



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.

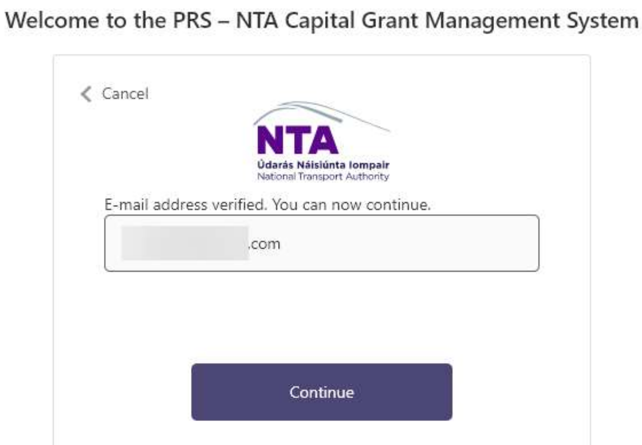


The user can then either type or copy/paste the code they receive into the verification code field and click the ‘**Verify code’** button.



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

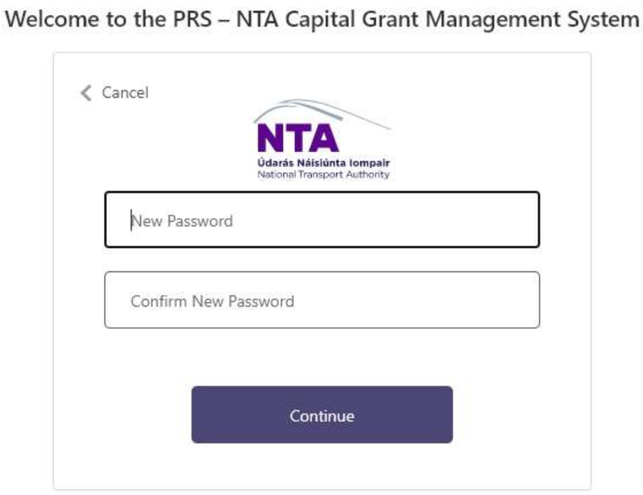
Once a valid code is entered and the user has clicked verify the user is allowed to continue to the password reset screen.



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: % [&“, “:+=\/()<>] and space.

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



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

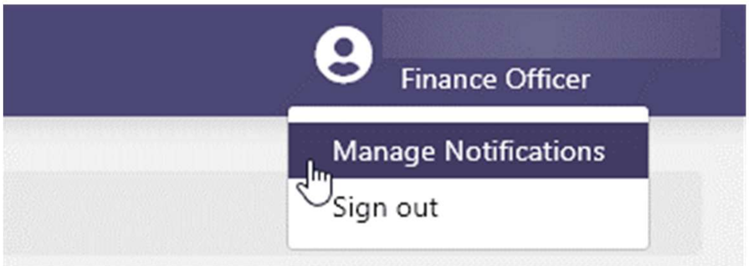
SPONSORING AGENCY READ ONLY

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.

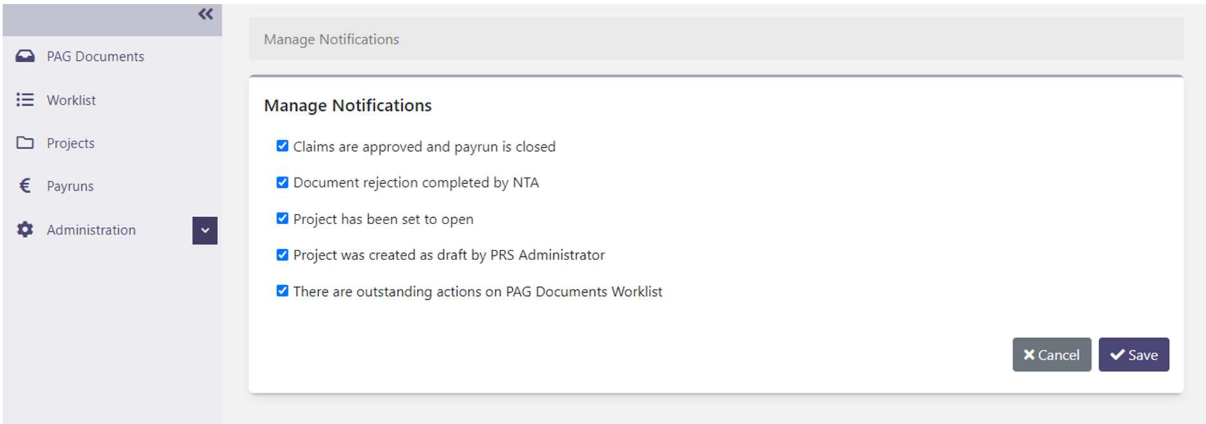
3. AUTOMATED EMAILS

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 Manage or NTA Programme Manager

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

REMITTANCE SENT (NOT MANAGEABLE NOTIFICATION)

When is this email sent?
The email is sent when a remittance has been sent.

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

PROJECT ALLOCATION UPDATES (NOT MANAGEABLE NOTIFICATION)

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

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

PROJECT CREATED (NOT MANAGEABLE NOTIFICATION)

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

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

PAYRUN CLOSED (MANAGEABLE NOTIFICATION)

When is this email sent?
The email is sent when a system administrator or capital finance officer has closed a payrun.

Who receives this email?
The email is sent to the Sponsoring Agency Financial Officers and Claim Proposers with CC to the projects NTA Programme Manager and NTA Senior Programme Manager.

DOCUMENT REJECTION COMPLETED BY NTA (MANAGEABLE NOTIFICATION)

When is this email sent?
The email is sent when a document has been rejected by the NTA User.

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

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

When is this email sent?
The email is sent when a Project is created and saved as Draft by NTA Administrator.

Who receives this email?

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

PROJECT HAS BEEN SET TO OPEN (MANAGEABLE NOTIFICATION)

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

Who receives this email?

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

OUTSTANDING ACTIONS ON PAG DOCUMENTS WORKLIST (MANAGEABLE NOTIFICATION)

When is this email sent?
The email is sent who have outstanding actions on PRS.

Who receives this email?

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

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

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.

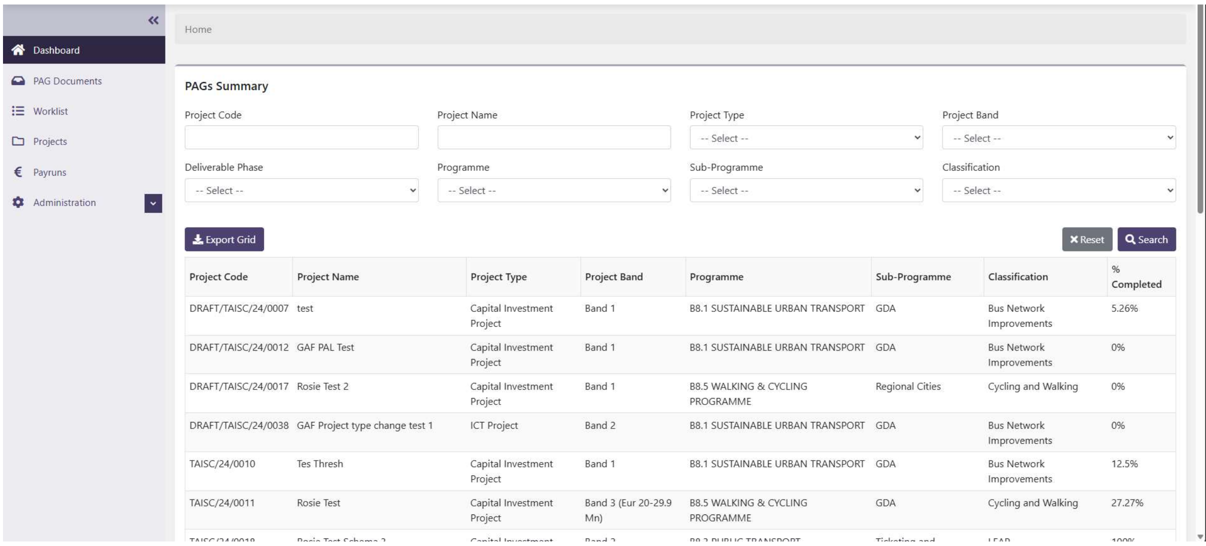
GATEWAY APPROVED (NOT MANAGEABLE NOTIFICATION)

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

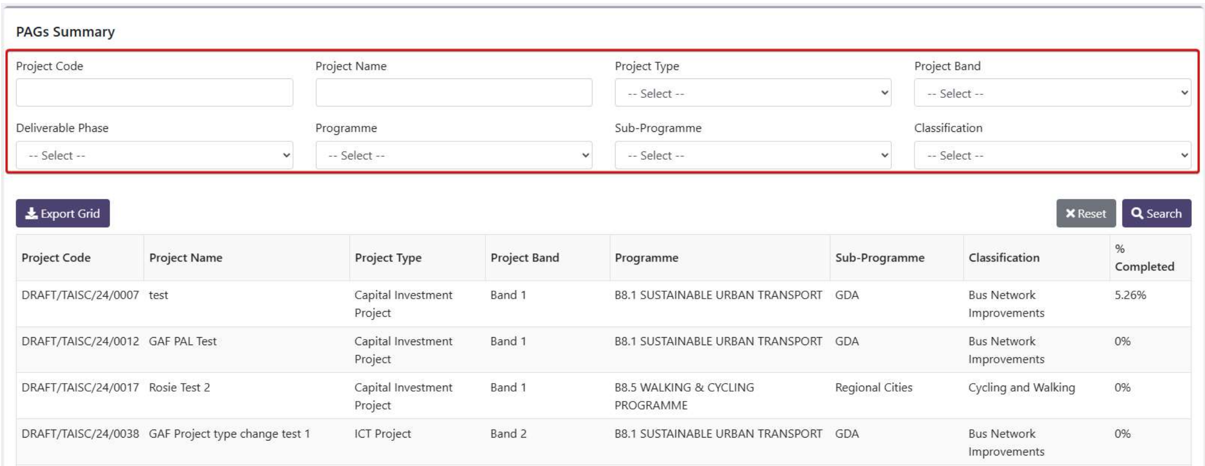


PAGS SUMMARY

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.

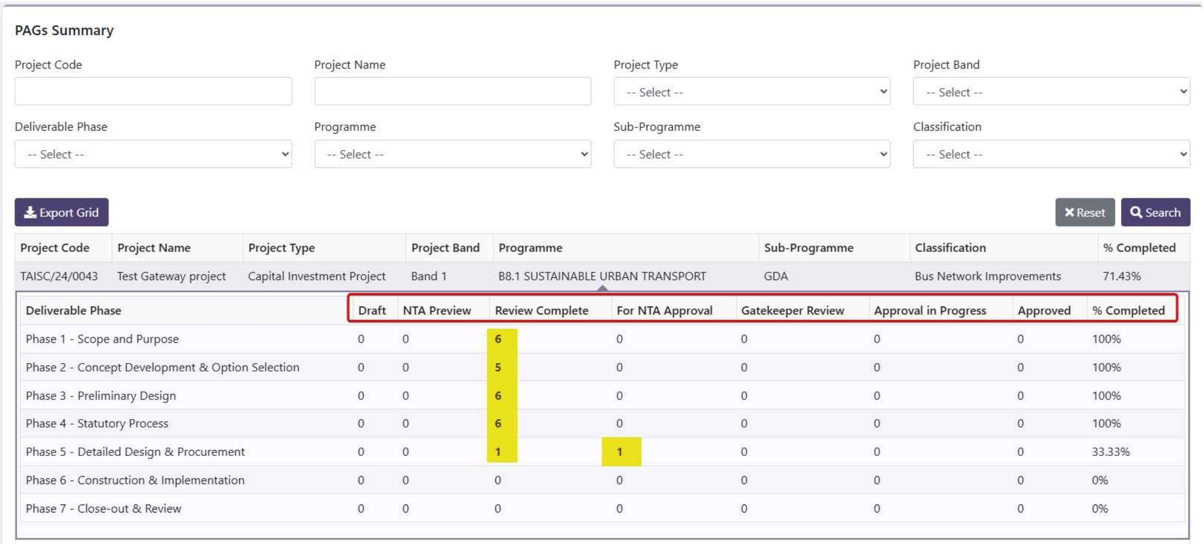
The following filters are available:

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



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 --

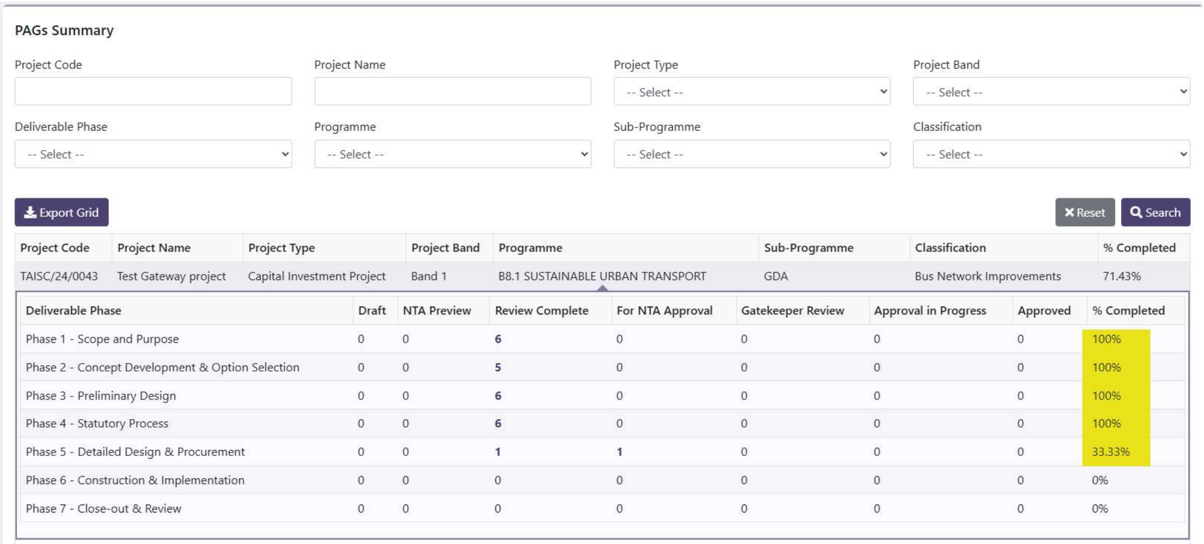
Deliverable Phase: -- Select -- | Programme: -- Select -- | Sub-Programme: -- Select -- | Classification: -- Select --

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: -- 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%

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: -- Select -- | Project Band: -- Select --

Deliverable Phase: -- Select --

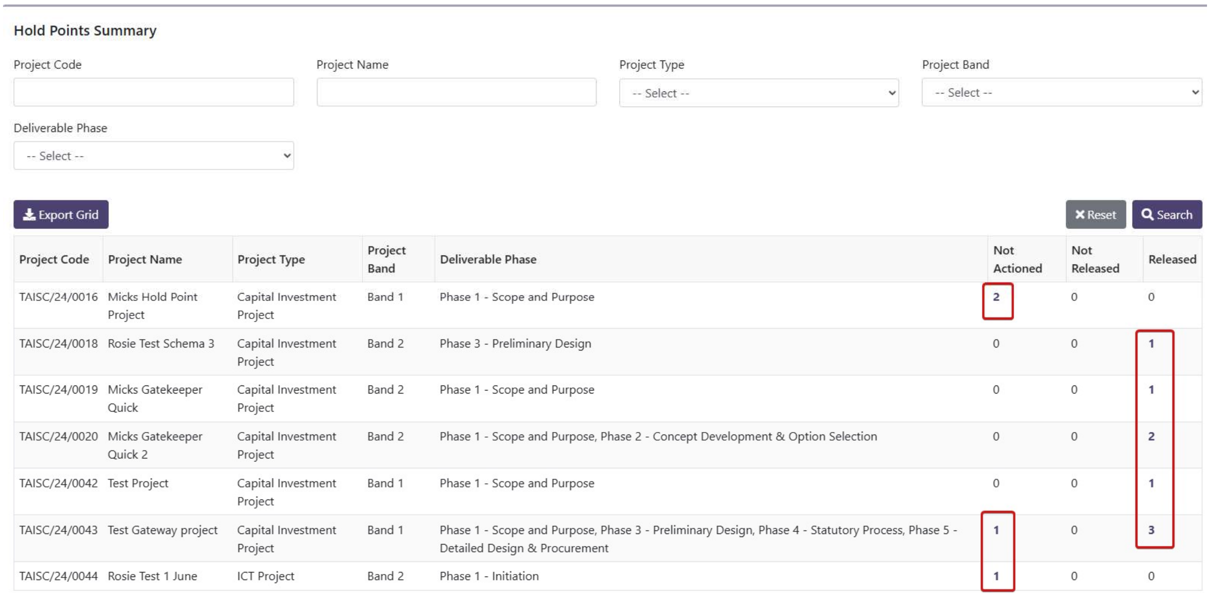
Export Grid | Reset | Search

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 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

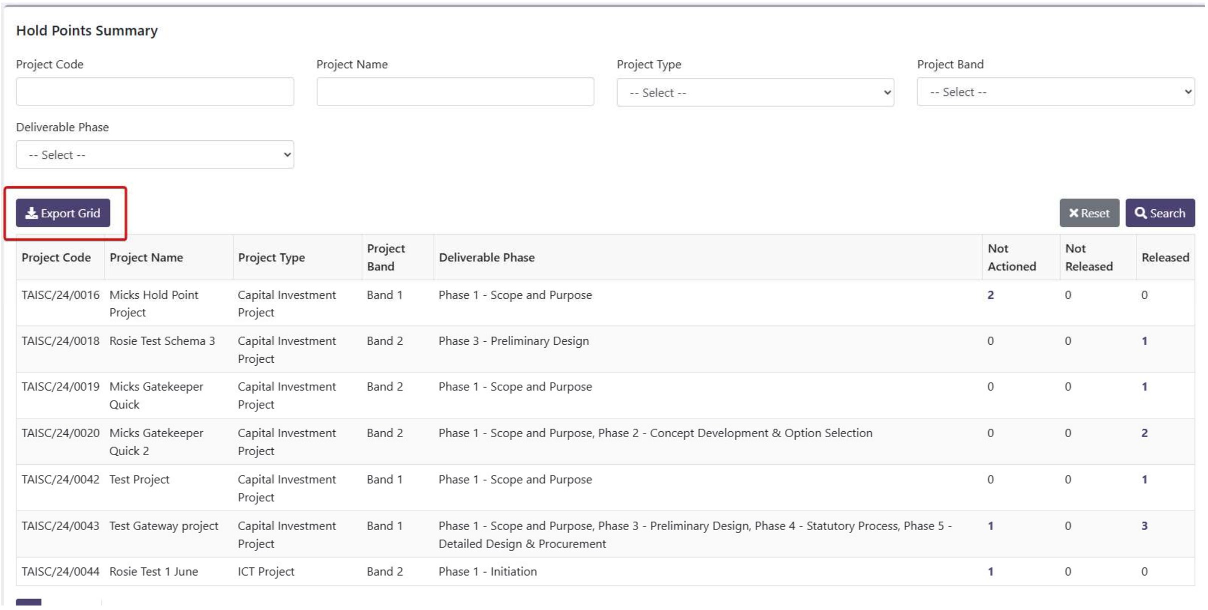
When I click on a number, it will redirect me to the PAG Documents and the search results will be prefiltered based on the chosen project.



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 

button above the grid.


Hold Points Summary

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

Deliverable Phase: -- Select --

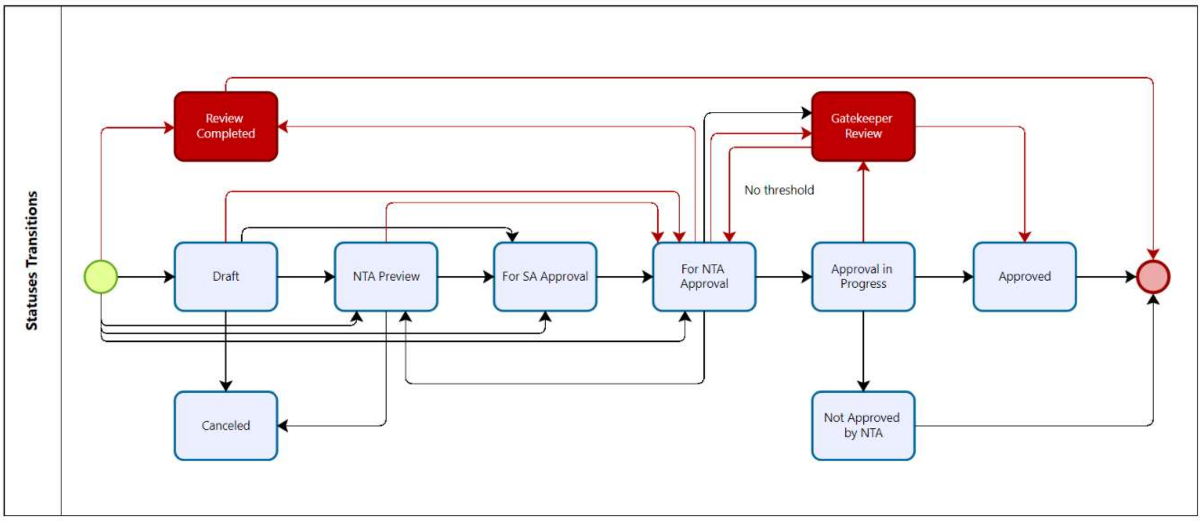
Export Grid | Reset | Search

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

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:

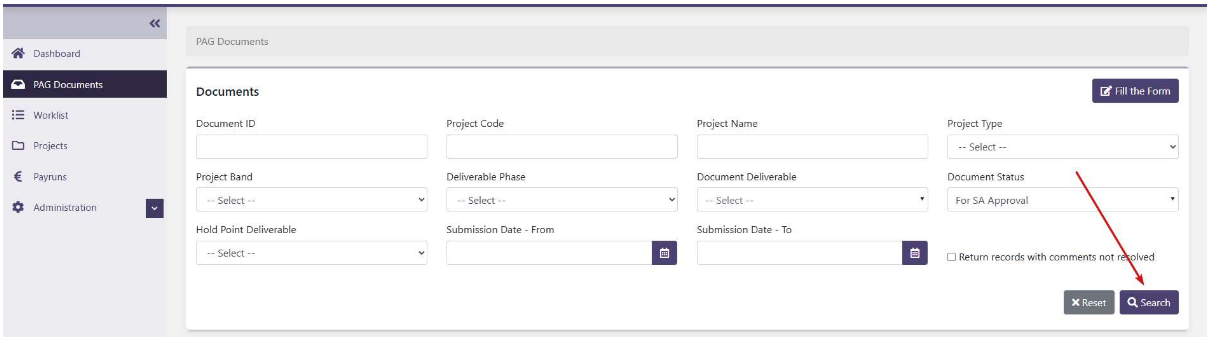
- Document ID
- Project Code
- Project Name

- 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:

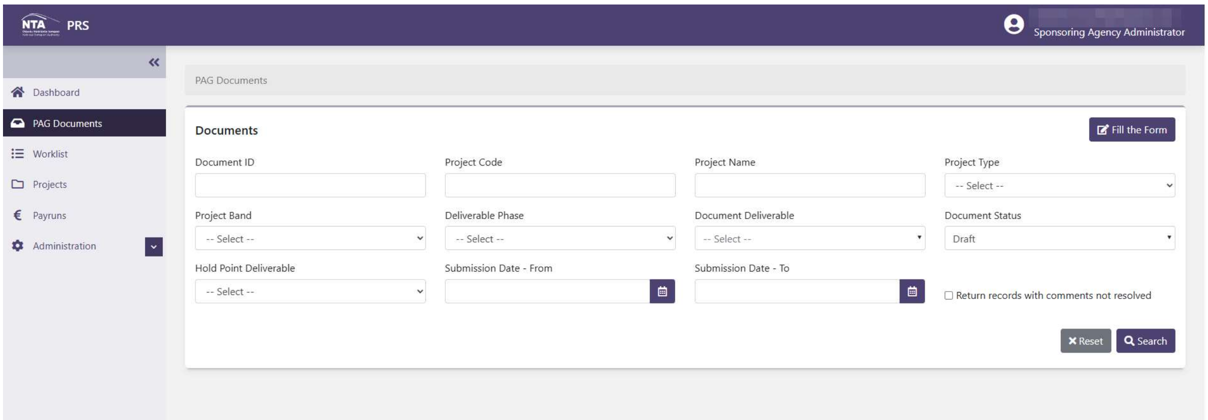
- Reset – Clear all search fields.
- Search – Display Results.

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

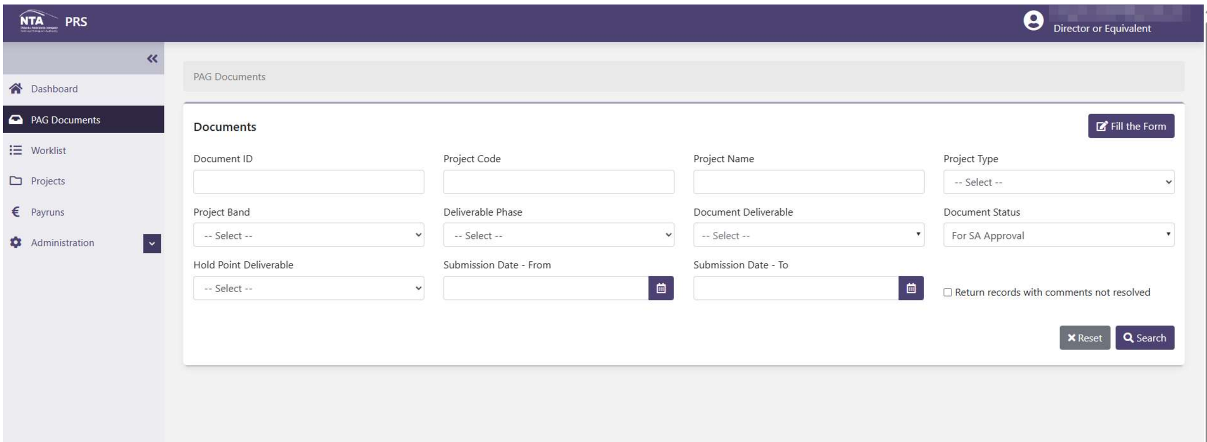


By default, the document status will be preselected depending on the role the user has logged into.

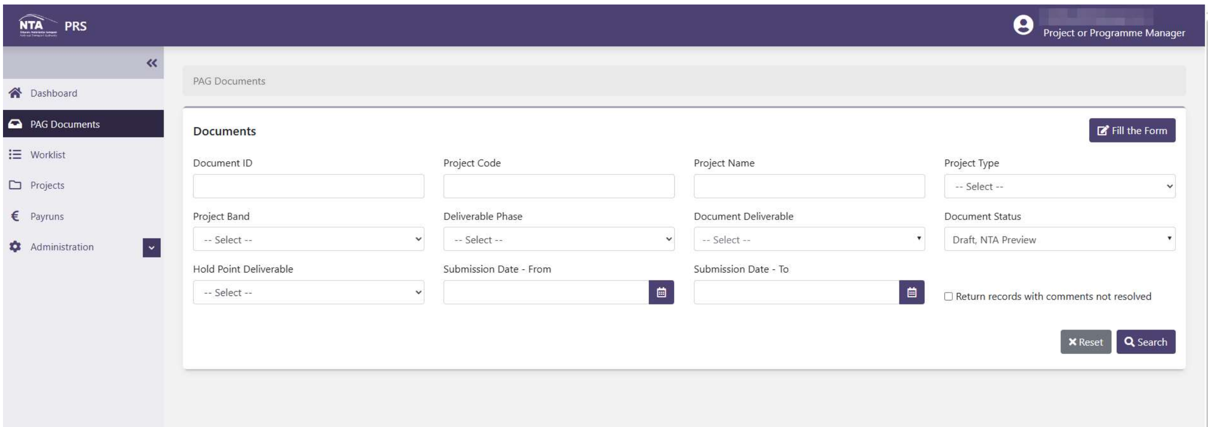
- For Sponsoring Agency Administrator, the Document status will be pre-set to '**Draft**'



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



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



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

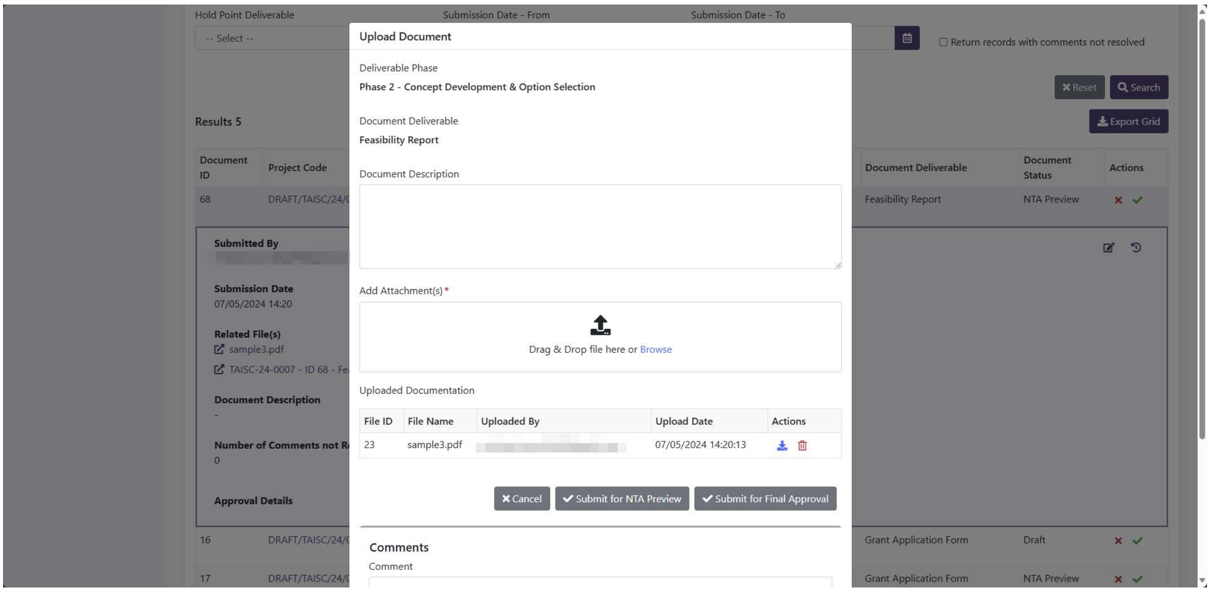
- Submission Date
- Related Files
- Number of Comments not Resolved
- Approval Details
- Edit Action Icon
- History Icon

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.

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.

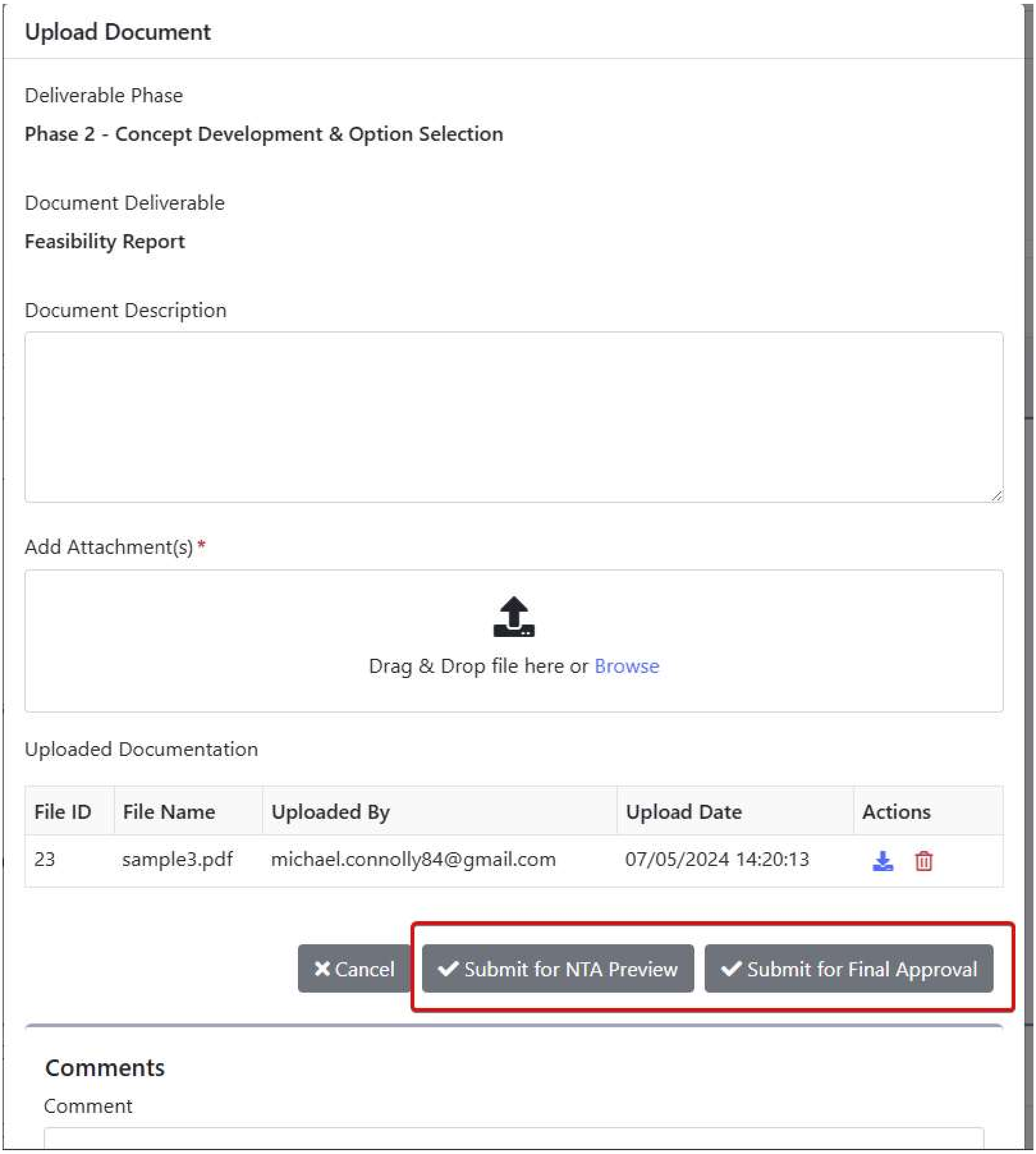


During edit process, the below fields are locked from editing and cannot be changed:

- 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

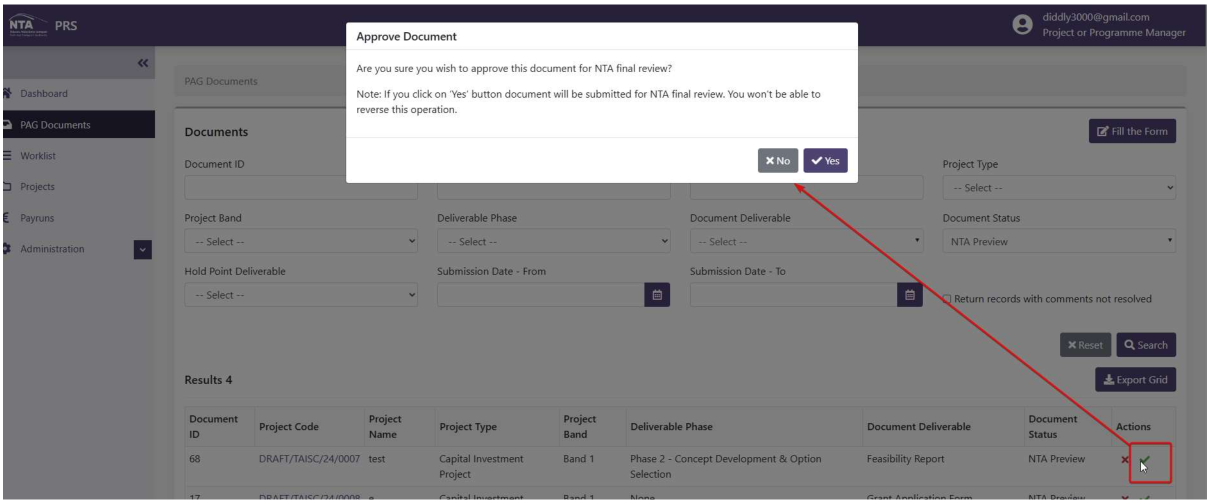
Once all necessary changes have been made, the user can click on "Submit for NTA Preview" or "Submit for Final Approval".



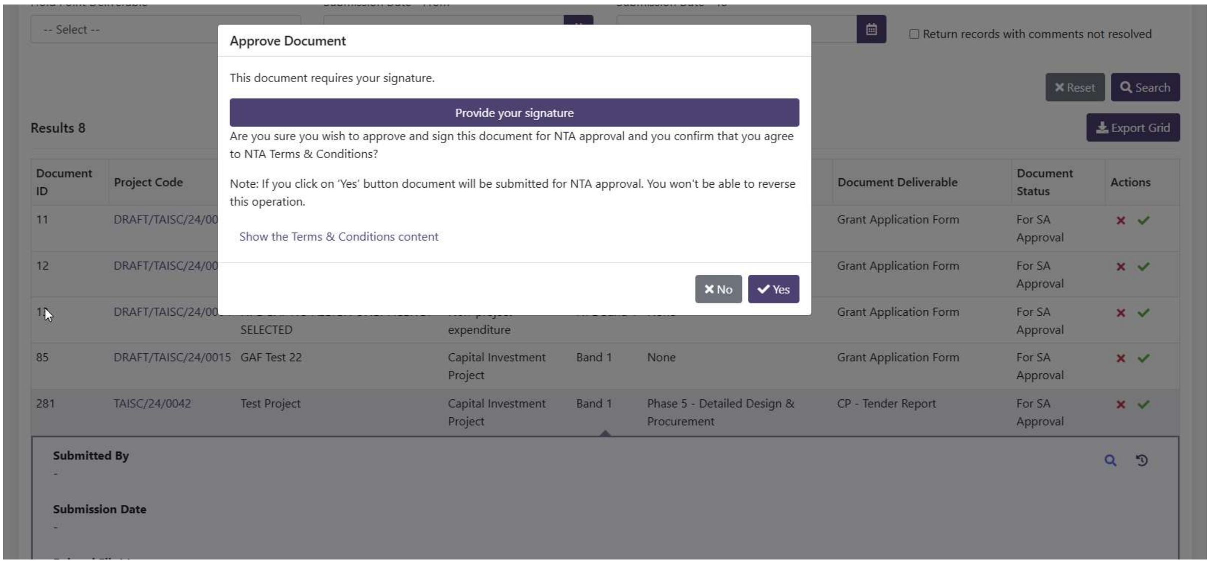
DOCUMENT APPROVAL

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

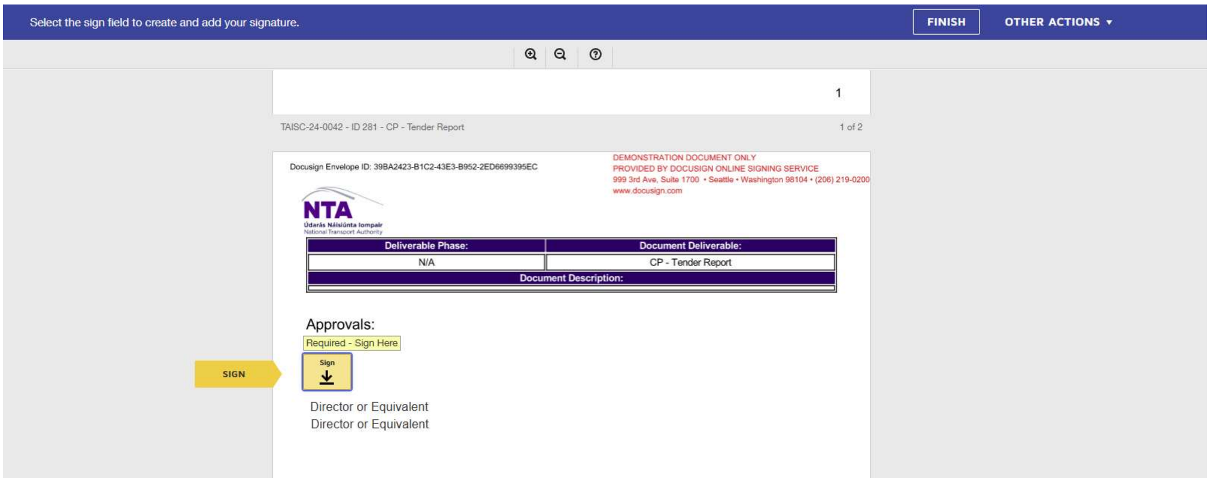
Documents in 'NTA Preview' status can be approved by the project or programme manager, director or equievelant or SA Administrator user and the status will be updated to 'For NTA Approval' where <u>no SA signature is required</u>.



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

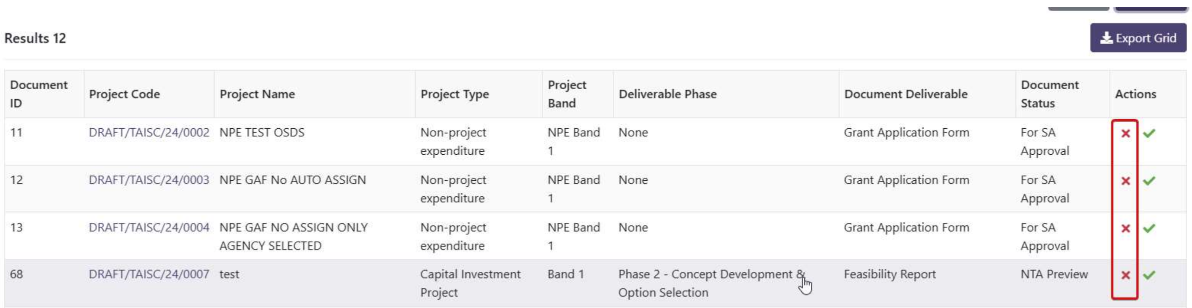


Once signed, the user will be returned to the approval screen where they can approve. After approval, the status will move from “SA Approval” to “For NTA Approval”

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.



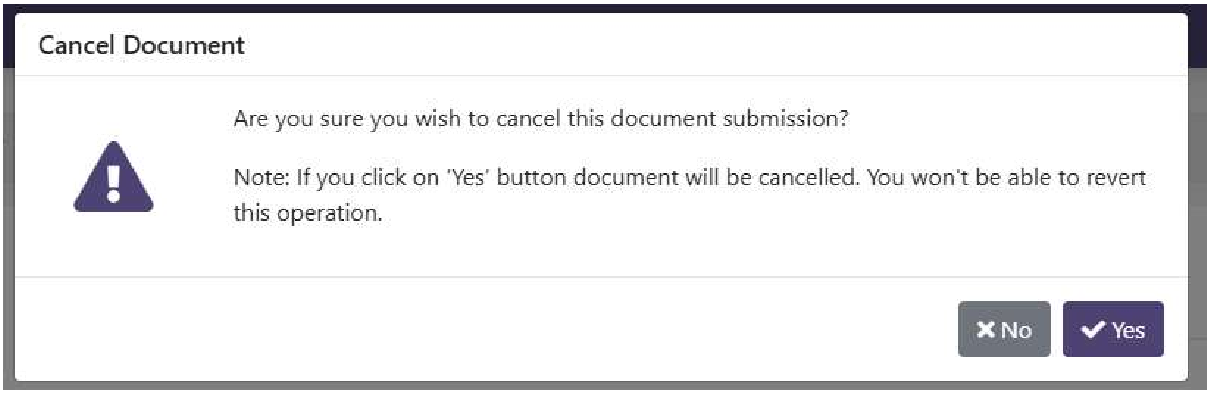
Results 12

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:

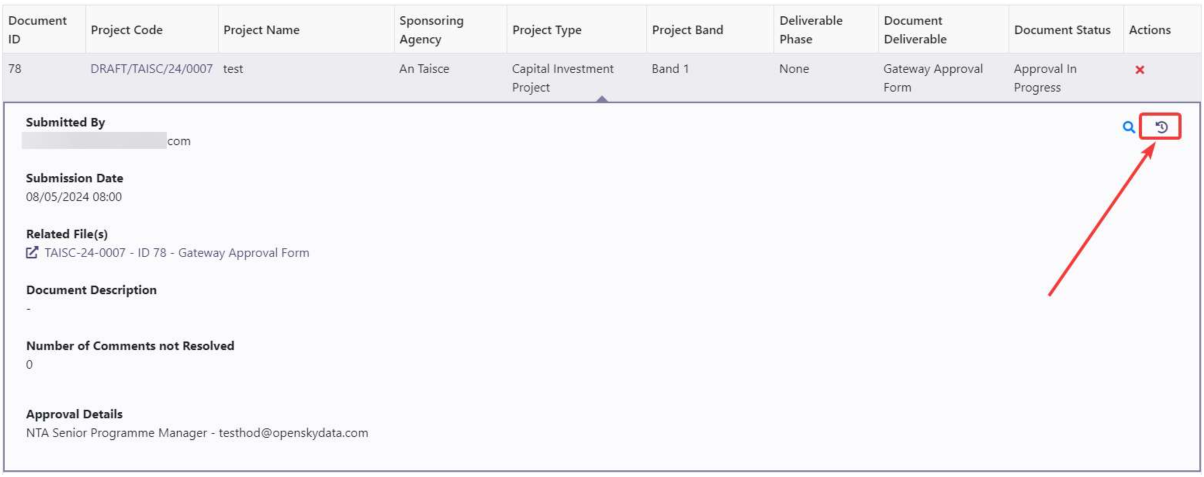
- Are you sure you wish to cancel this document submission?
  - Note: If you click on ‘Yes’ button document will be cancelled. You won't be able to revert this operation.
- Yes – cancel the document
- No – popup window is closed and no changes are made



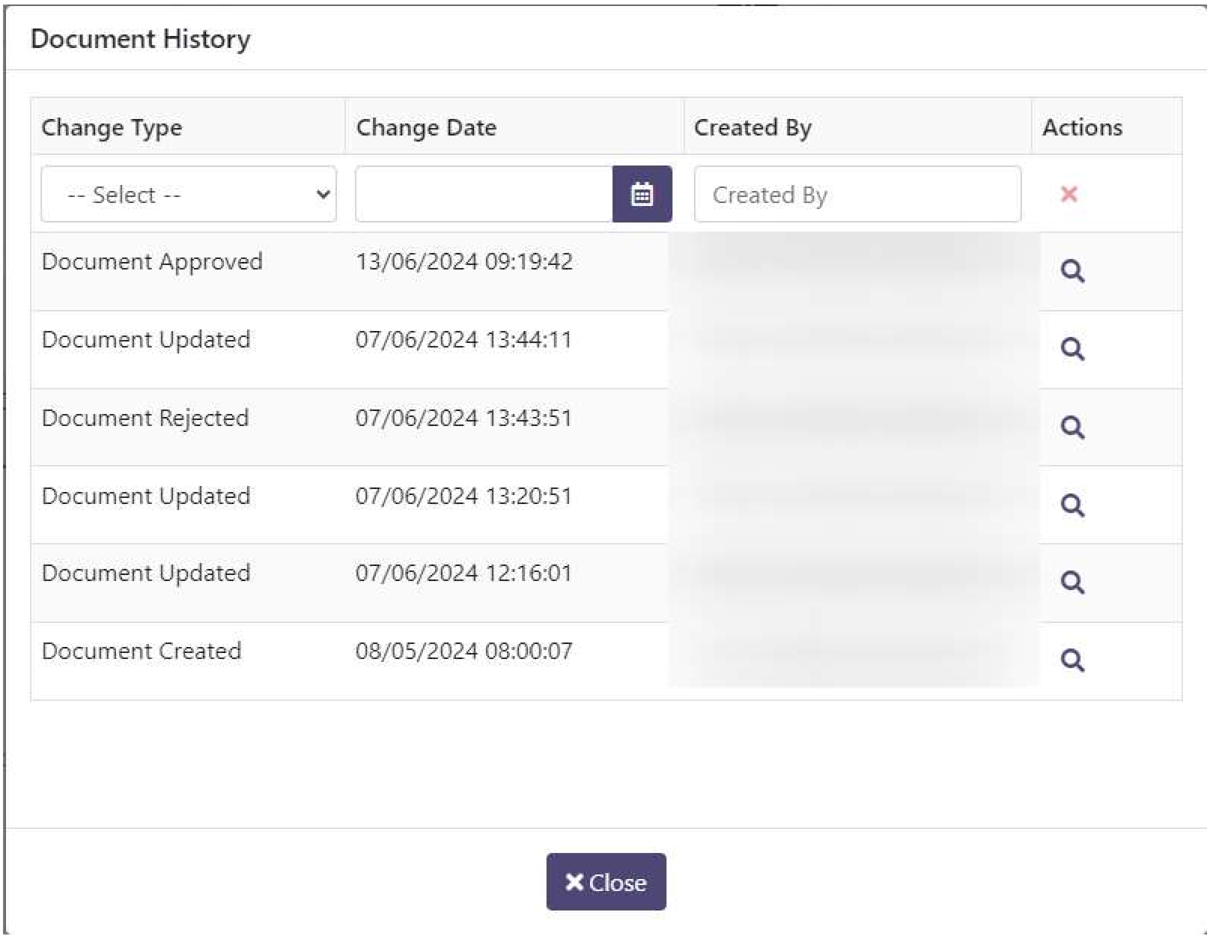
- Documents in ‘SA Approval’ status which are cancelled are returned to ‘NTA Preview’ status.
- Documents in ‘NTA Preview’ status are updated to ‘Cancelled’ status

DOCUMENT HISTORY

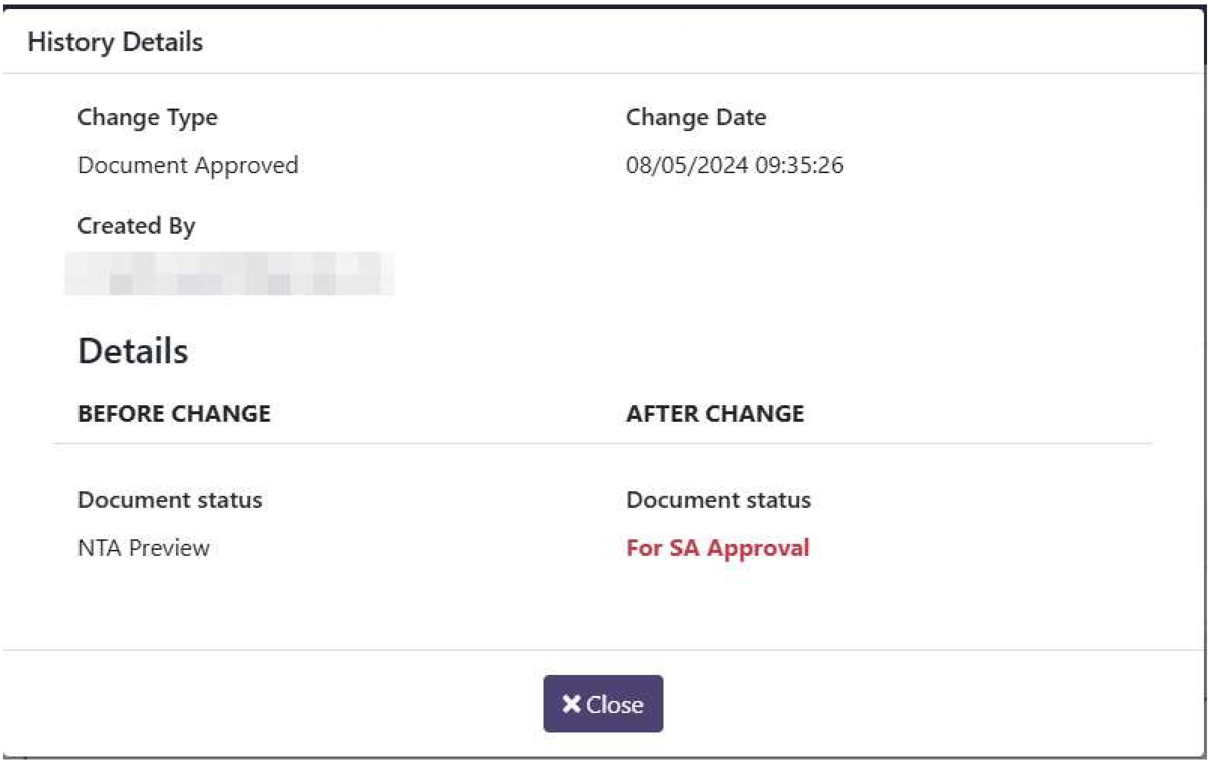
All actions taken on a document are recorded in an audit history. To view this the user needs to expand the details of the document by selecting the line item & clicking the **History icon** under **actions**.



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



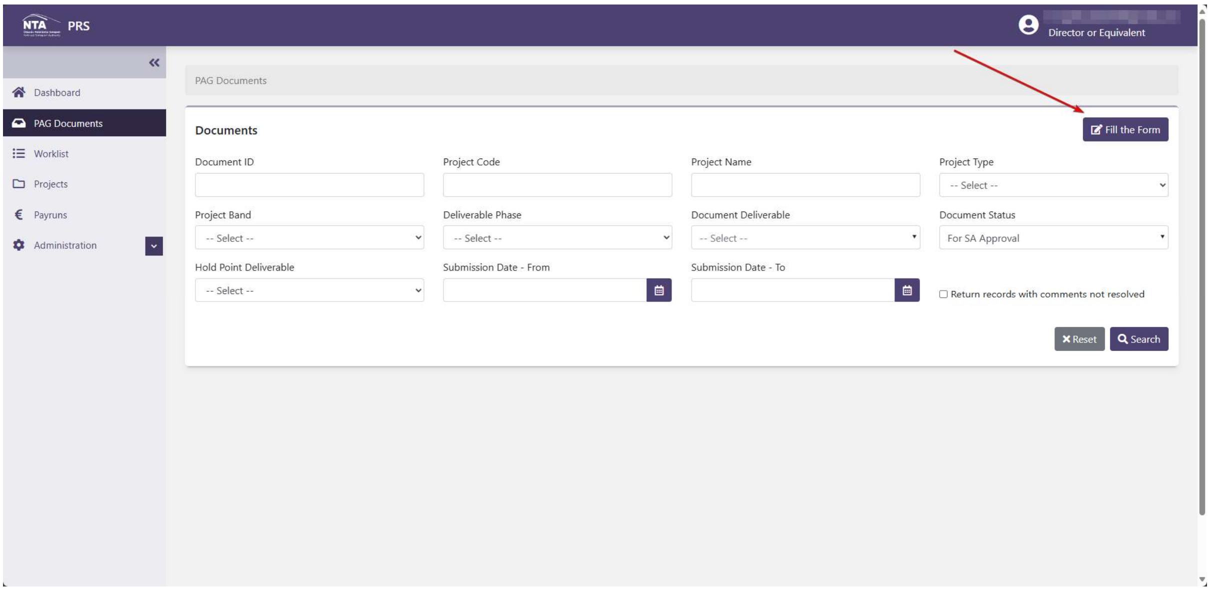
Clicking on the ‘**Magnifying Glass’** icon screen will show another pop-up detailing what changes were made in greater detail.



FILL THE FORM

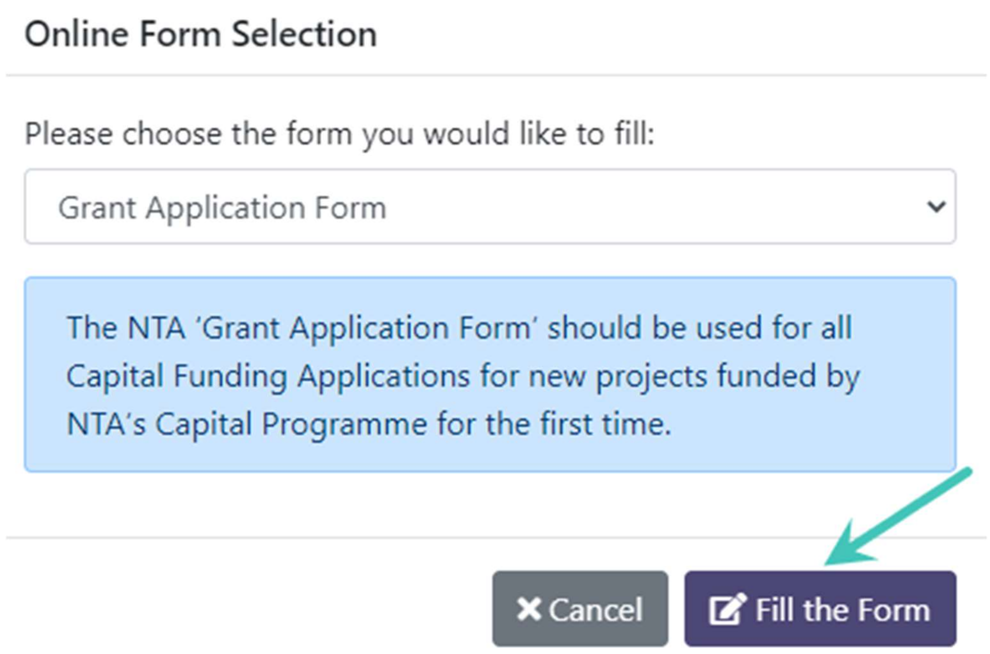
GRANT APPLICATION FORM

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.

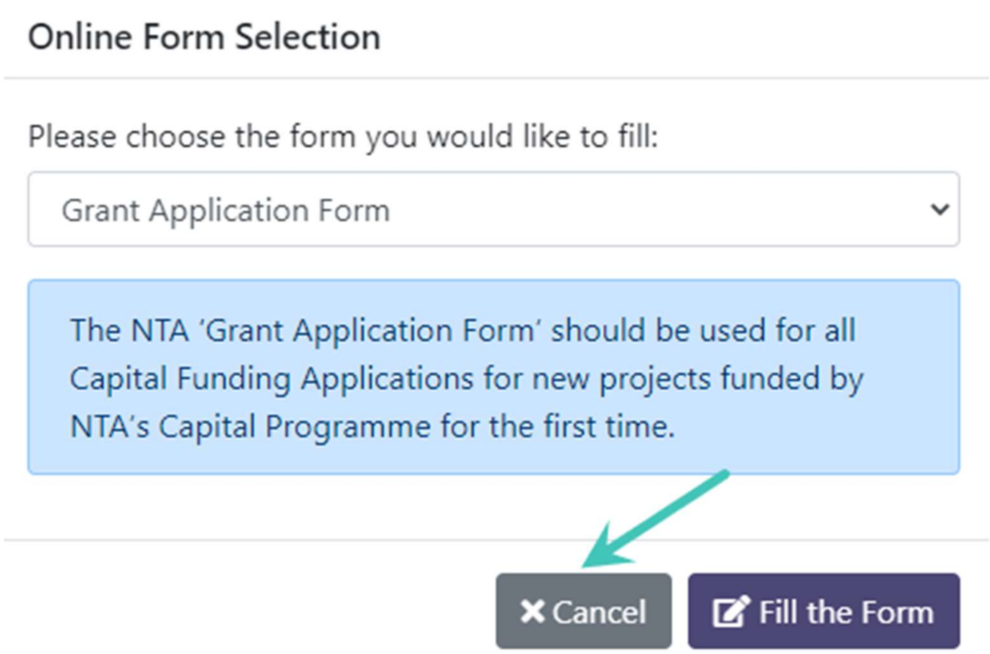


Click on the ‘Fill the Form’ button. The system shows an Online Form Selection pop-up with ‘Please choose the form you would like to fill’ and following options on the drop-down below:

- Grant Application Form – pre-selected
    - Click on the ‘Fill the Form’ button.



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

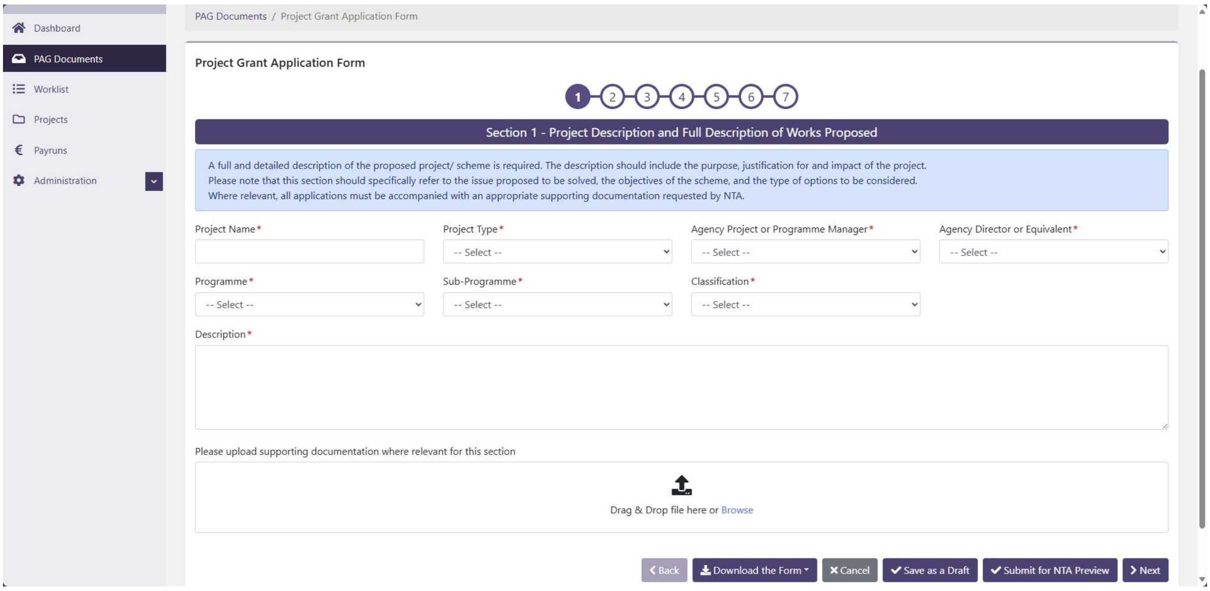


After clicking on the 'Fill the Form' button system shows a Grant Application Form with 7 sections.

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)

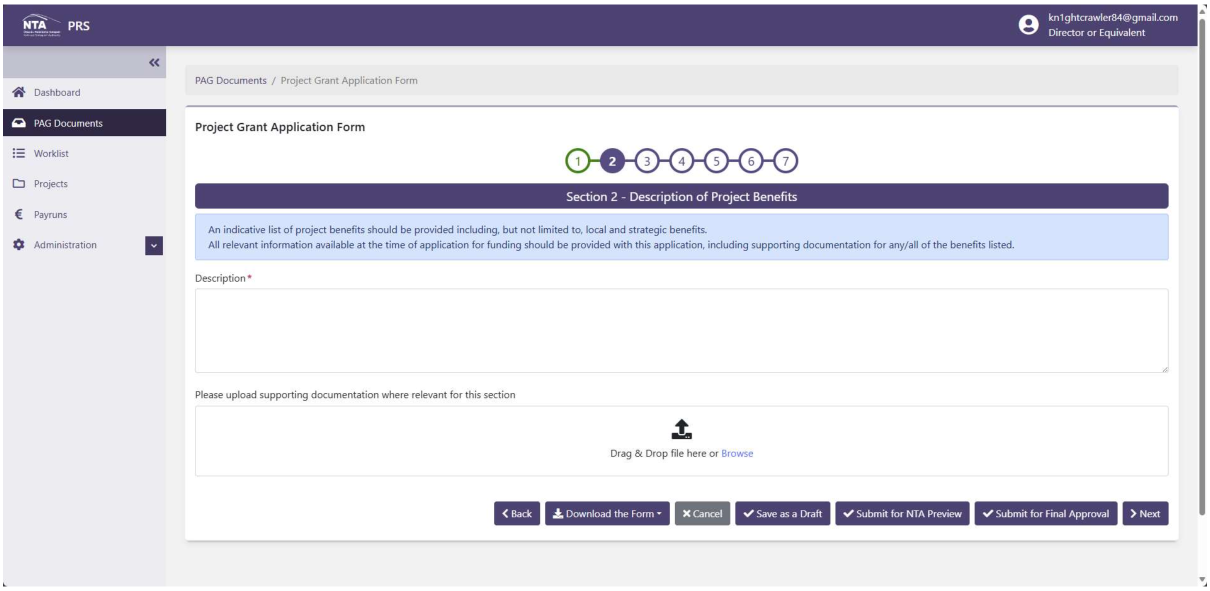


SECTION 2 – DESCRIPTION OF PROJECT BENEFITS

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)



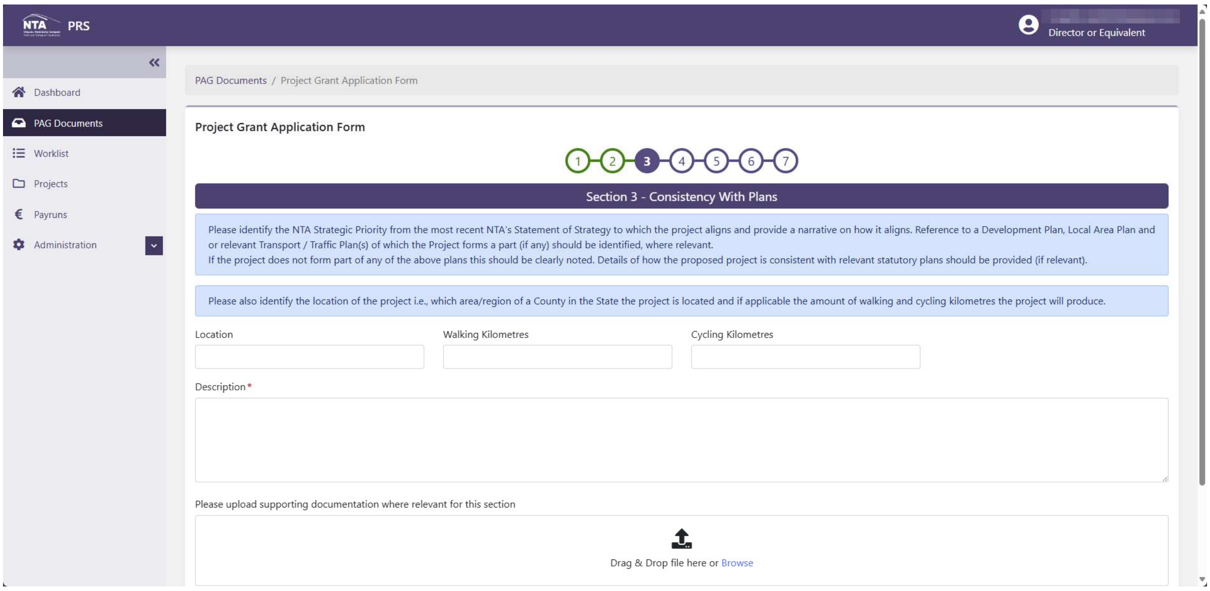
SECTION 3 – CONSISTENCY WITH PLANS

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]

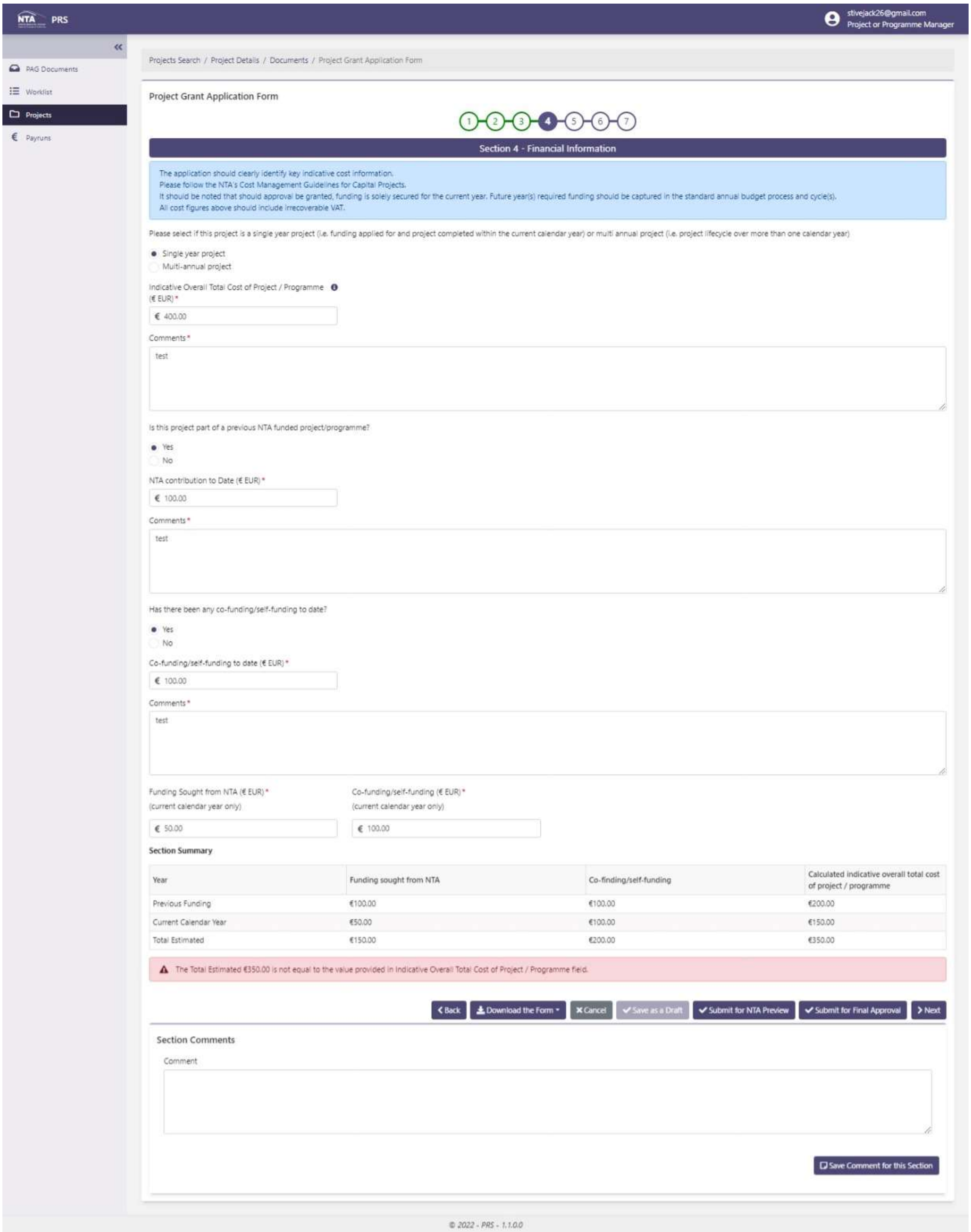


SECTION 4 – FINANCIAL INFORMATION

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
stivejack26@gmail.com
Project or Programme Manager
PAG Documents
Worklist
Projects
Payruns
Projects Search / Project Details / 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) *
€ 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)
€ 50.00
Co-funding/self-funding (€ EUR) *
(current calendar year only)
€ 100.00
Section Summary
Year
Funding sought from NTA
Co-finding/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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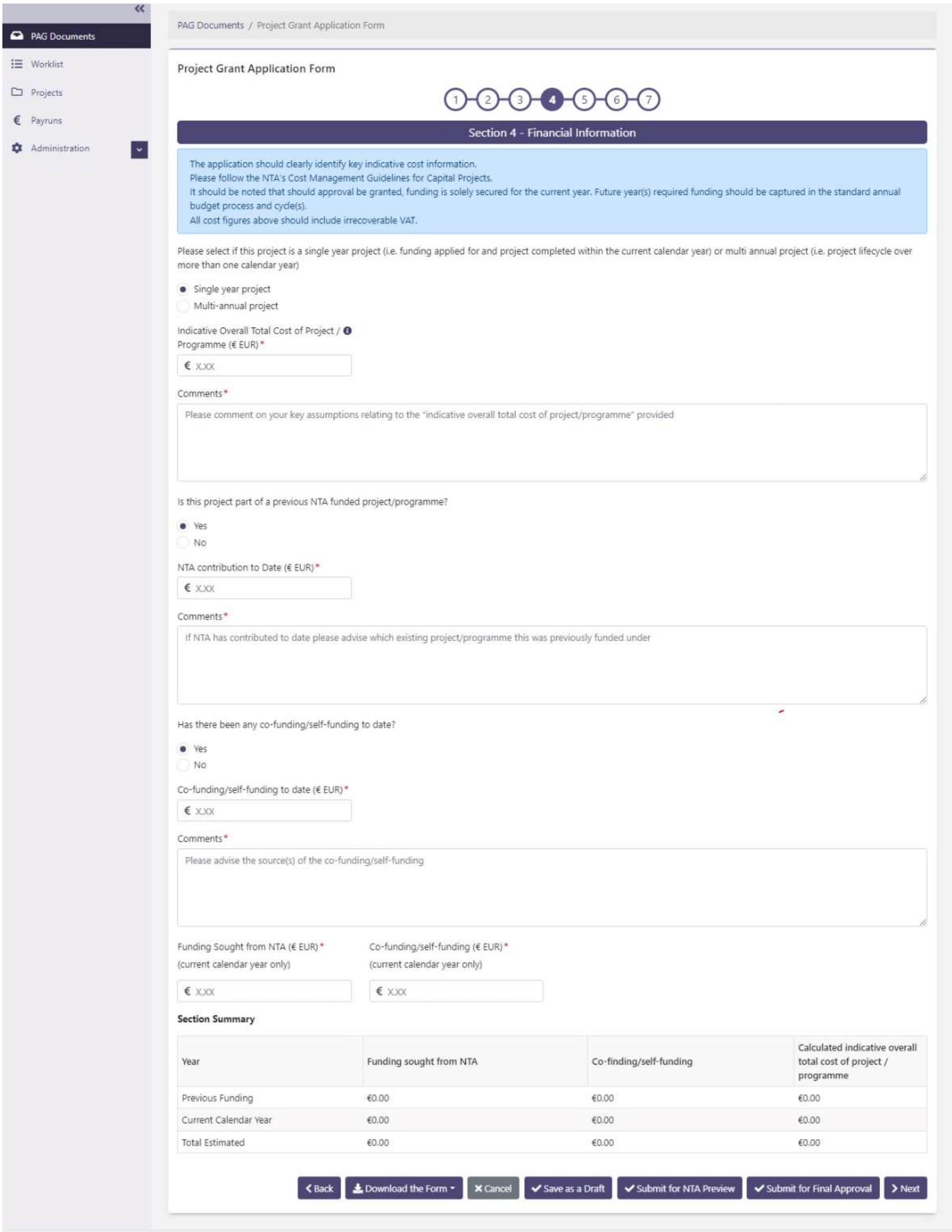


PAG Documents
Worklist
Projects
Payruns
Administration

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)*

€ 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)

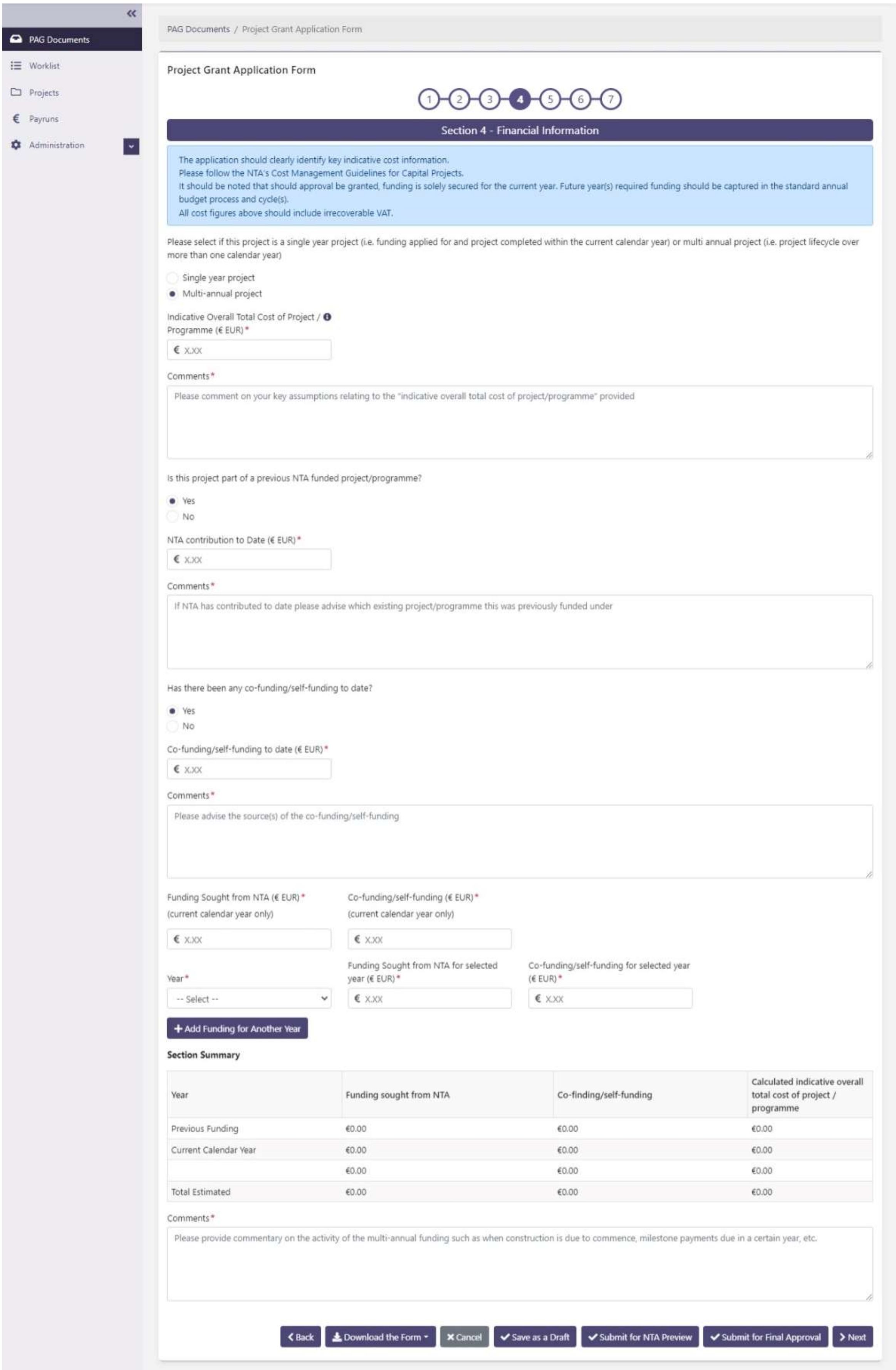
€ X.XX

Section Summary

Year	Funding sought from NTA	Co-finding/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

- **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-finding/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.

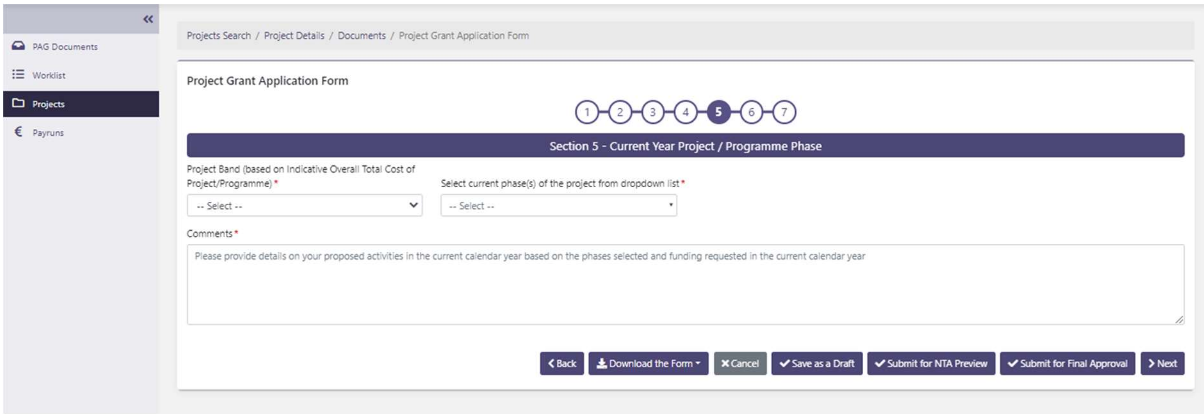
Back | Download the Form | Cancel | Save as a Draft | Submit for NTA Preview | Submit for Final Approval | Next

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)

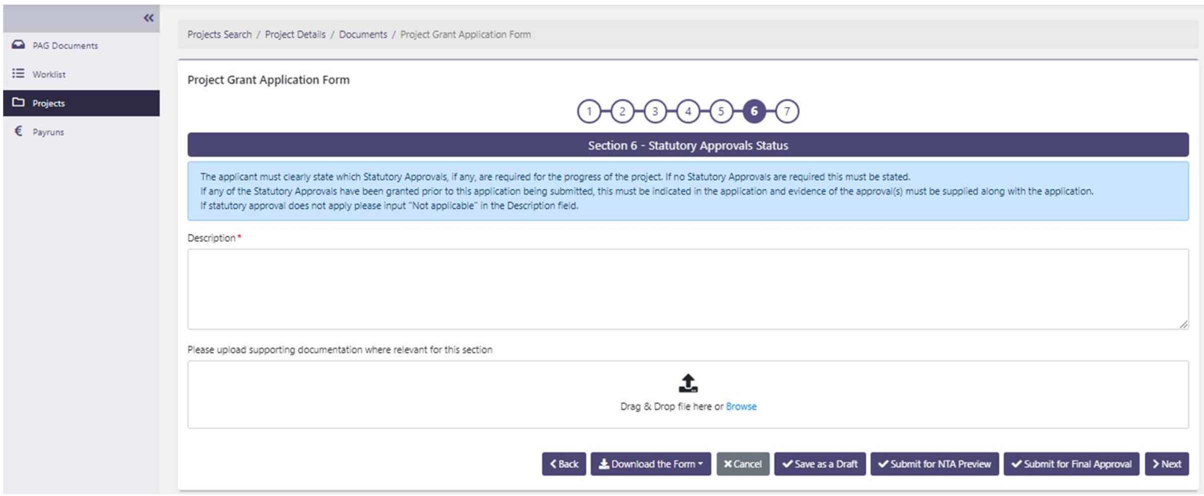
[Note: Project Band and Project Phase are available when Project Type selected as Capital Investment Project/ICT Project in Section-1]



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)

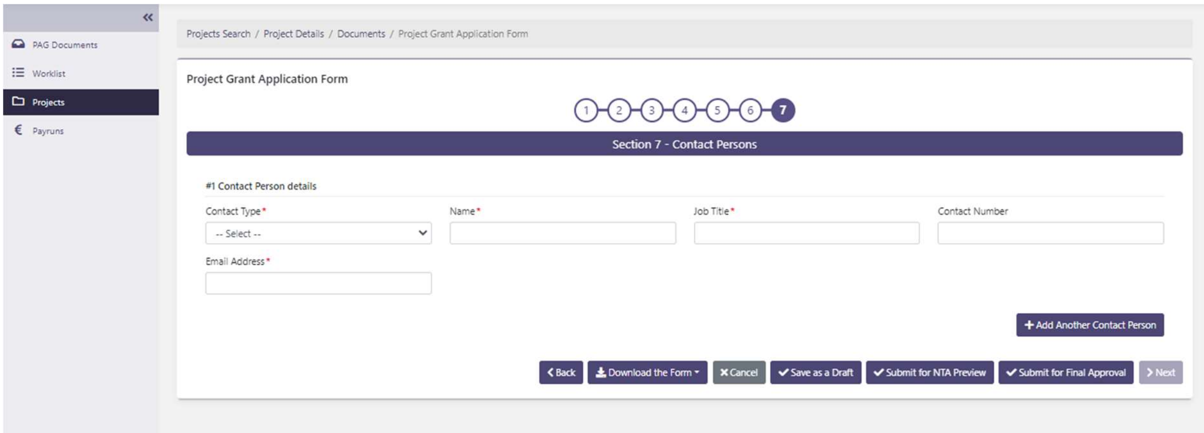


SECTION 7 – CONTACT PERSONS

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

- Contact Type
- Name
- Job Title
- Contact Number

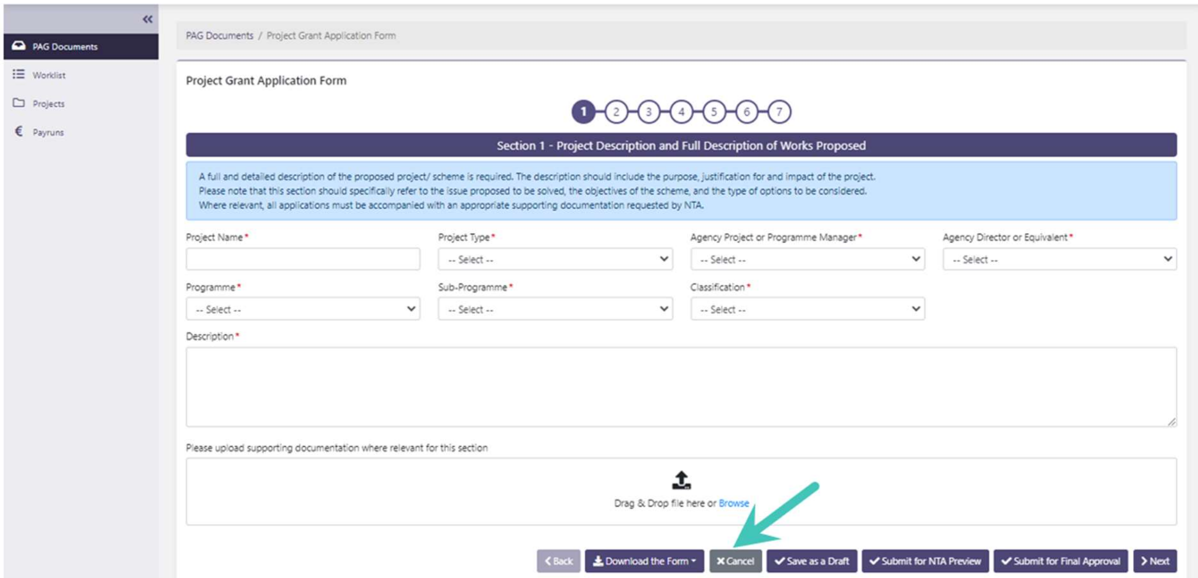
- Email Address
- Add Another Contact Person



FORM NAVIGATION

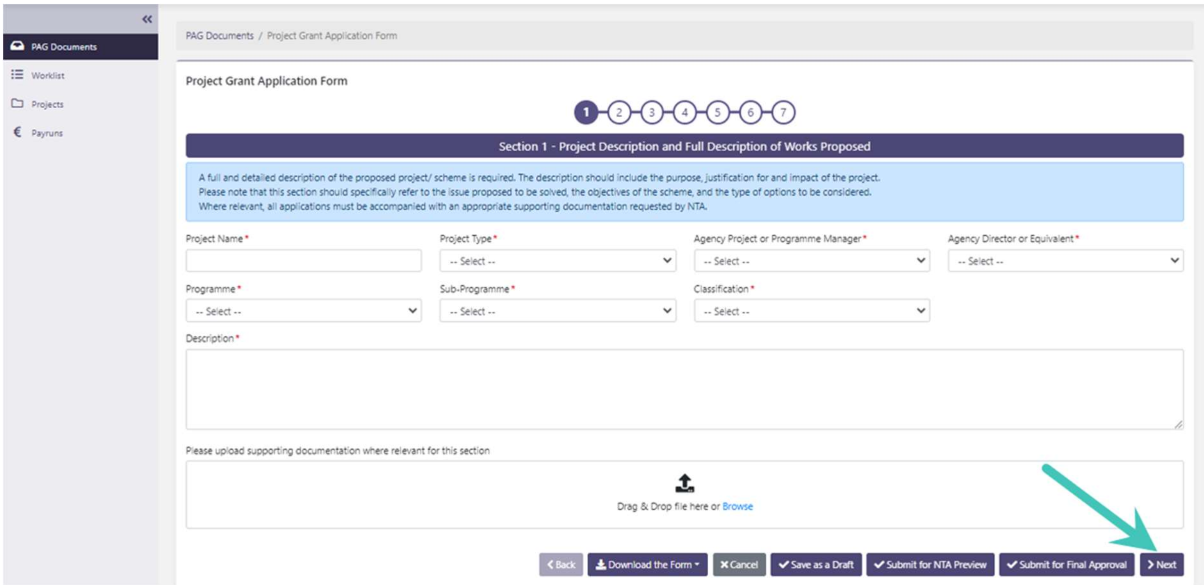
Cancelling the Grant Application Form filling:

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

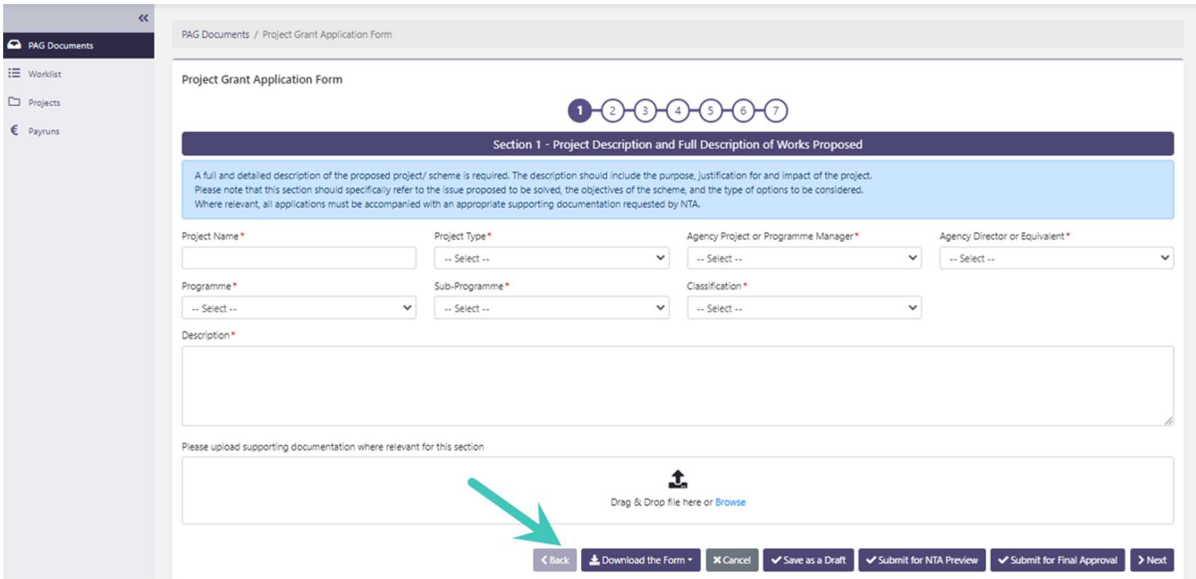


Navigate between the Sections in Grant Application Form:

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.

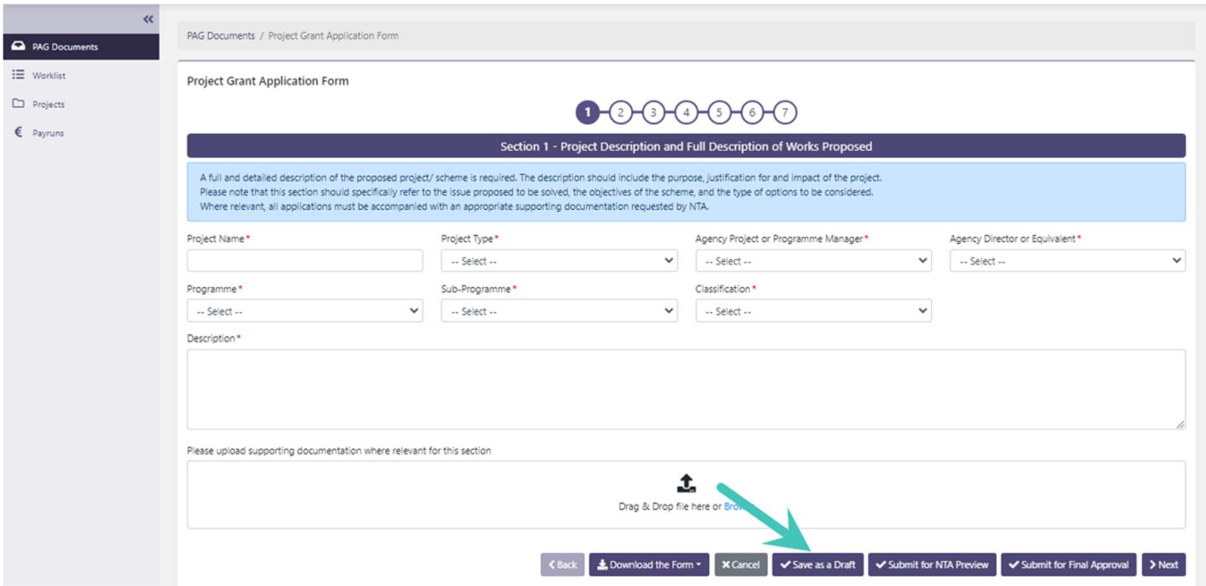


User can click on the '**Back**' button to go to previous Section. Clicking the '**Back'** button will also perform an implicit save of the form.

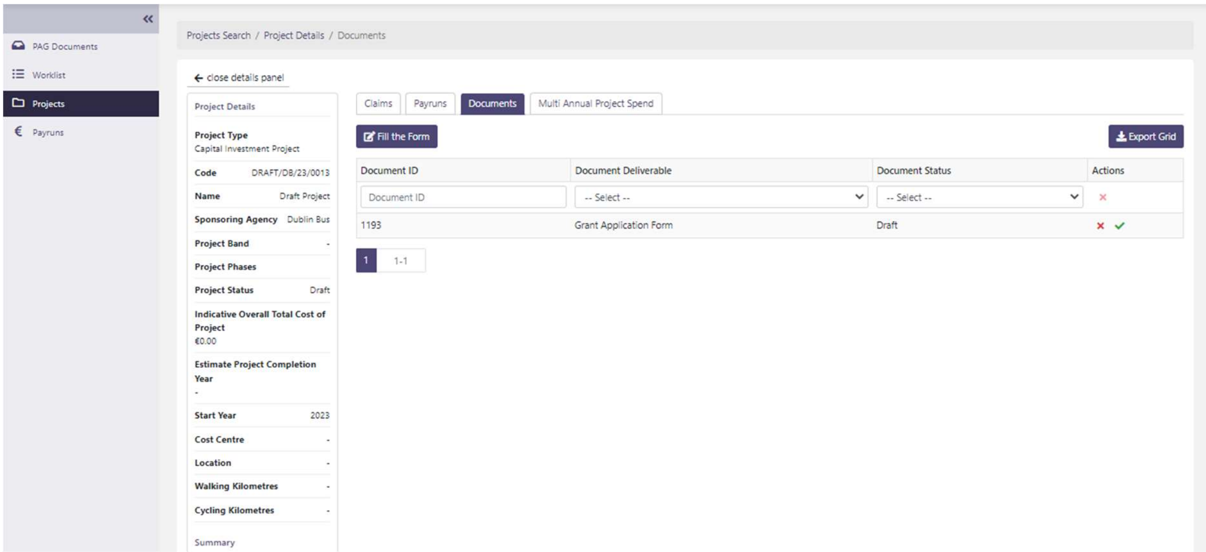


*[Note: **Back** button will be inactive when the user is in the first section, **Next** button will be inactive in the last section]*

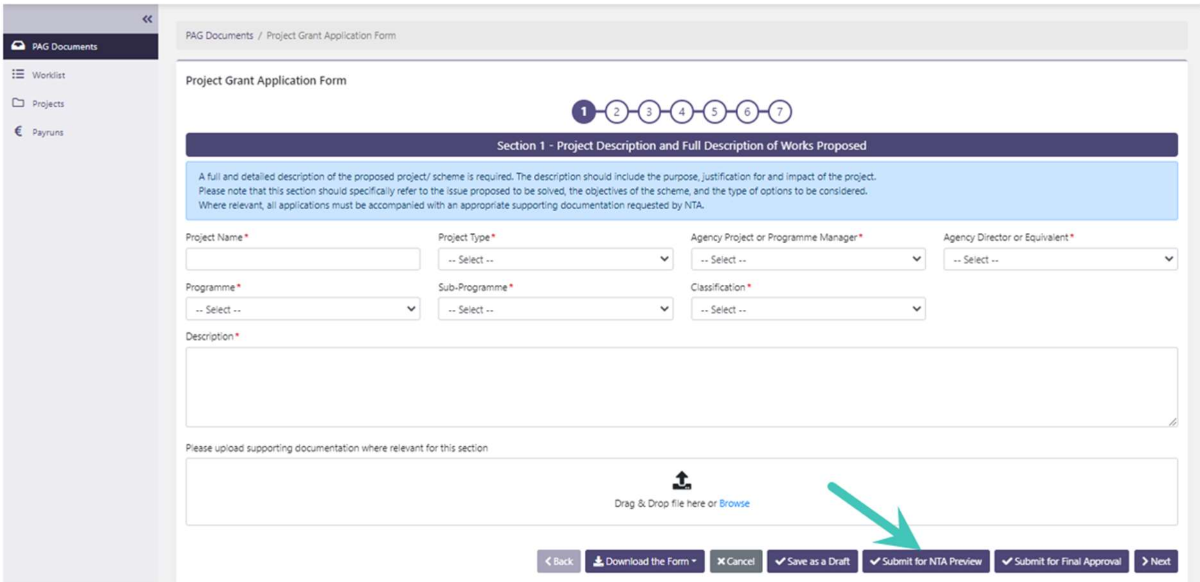
User can save the document in draft by clicking on '**Save as Draft**' button.



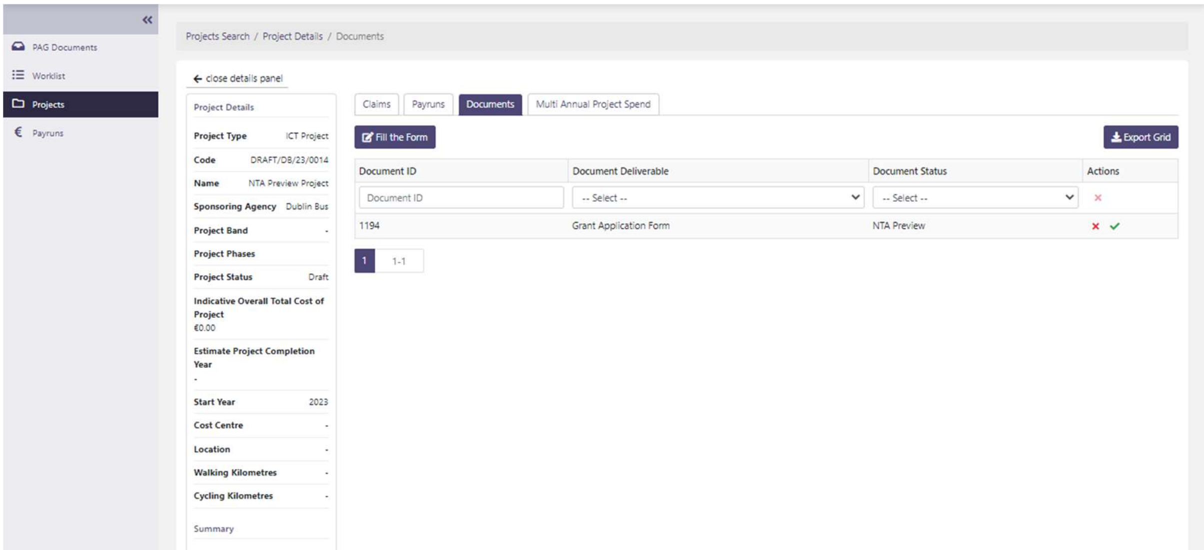
After clicking on the Save as Draft button, new Project is created, and document is saved in 'Draft' status. Documents in Draft status are not visible to NTA.



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

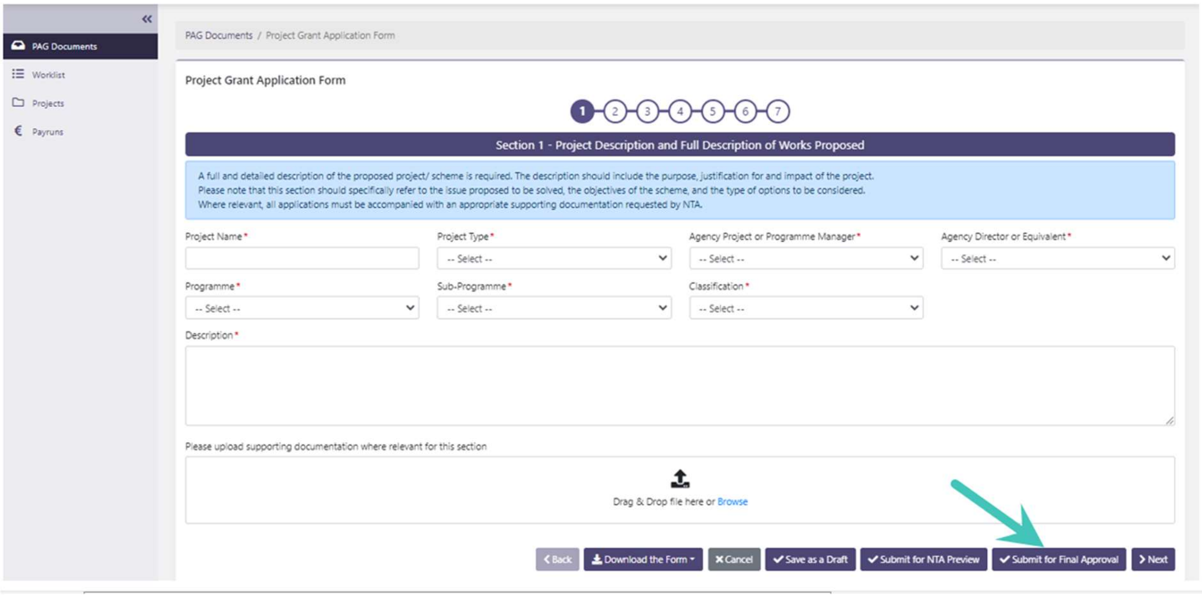


After clicking on the Submit for NTA Preview button, new Project is created, and document is saved in ‘NTA Preview’ status. Documents in NTA Preview status are visible to NTA.

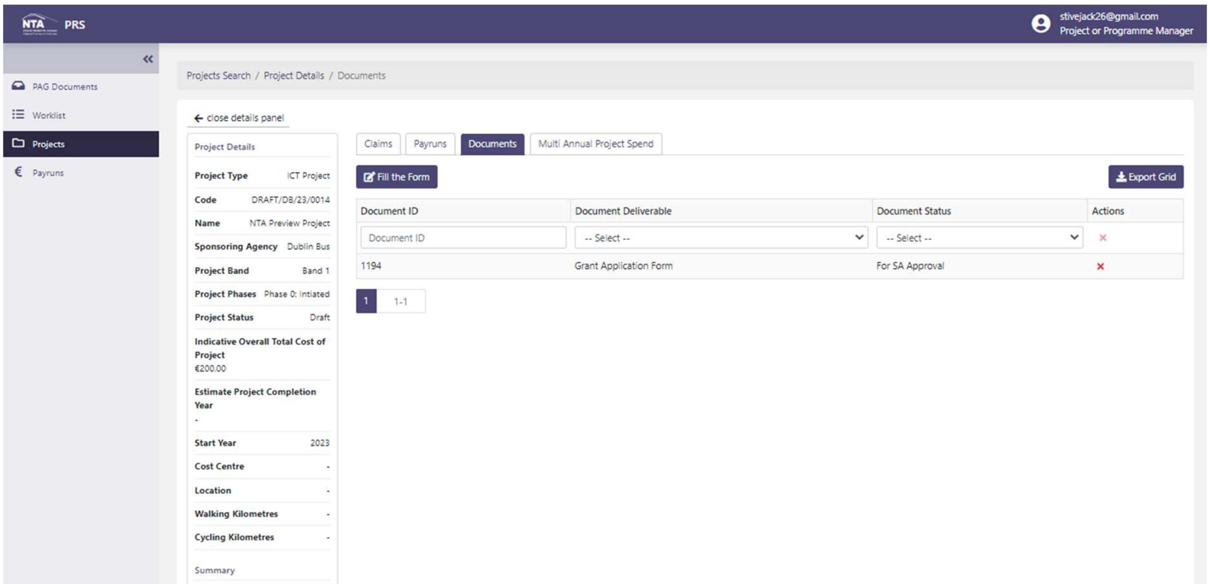


User can submit the form as final for Agency and NTA Approval by clicking on ‘**Submit for Final Approval’** button**.**

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



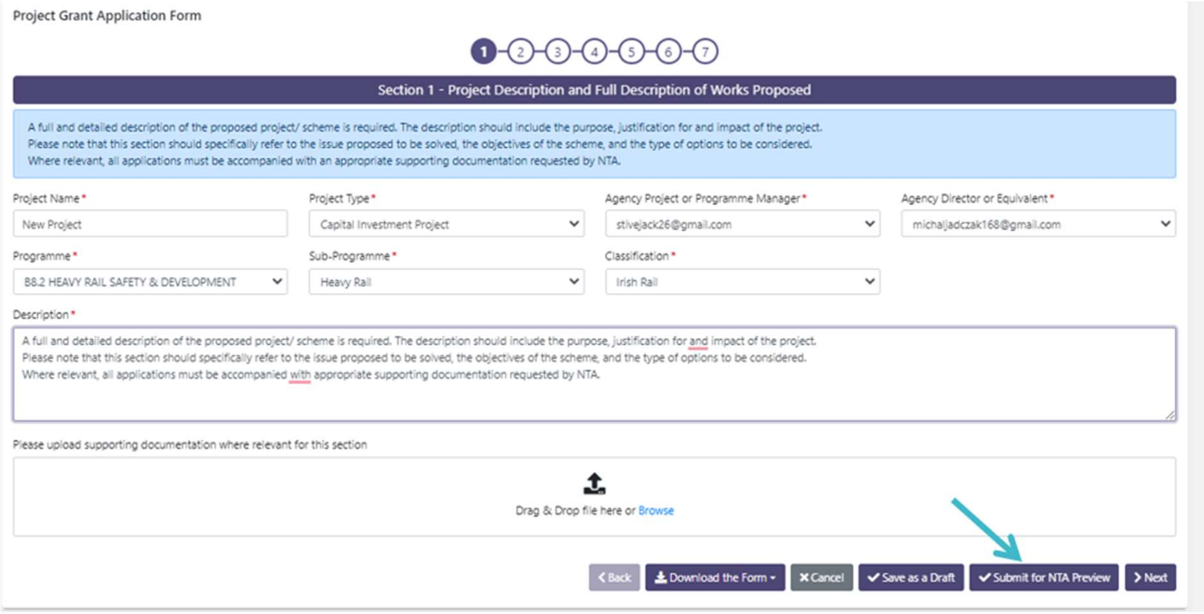
After clicking on the Submit for Final Approval button, new Project is created, and document is saved in 'For SA Approval' status.

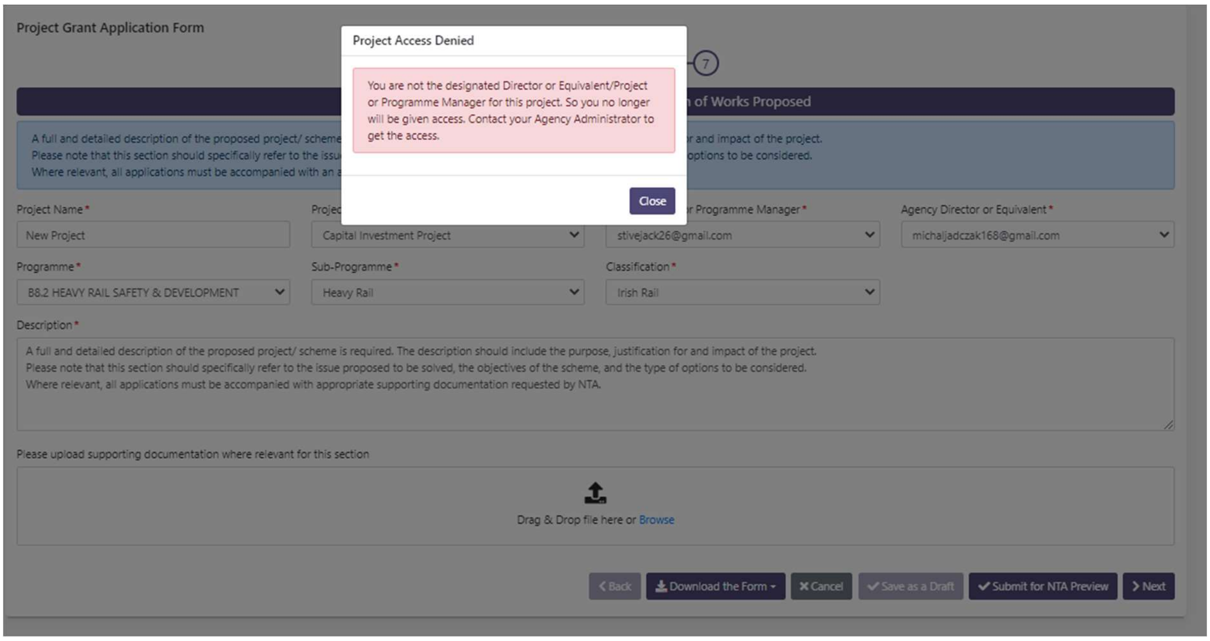


Note: '**Submit for Final Approval**' button is only visible if the designated 'Project or Programme Manager' or 'Director or Equivalent' chooses themselves as the designated Project or Programme Manager/Director or Equivalent. If the user chooses another Project or Programme Manager/Director or Equivalent, 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.

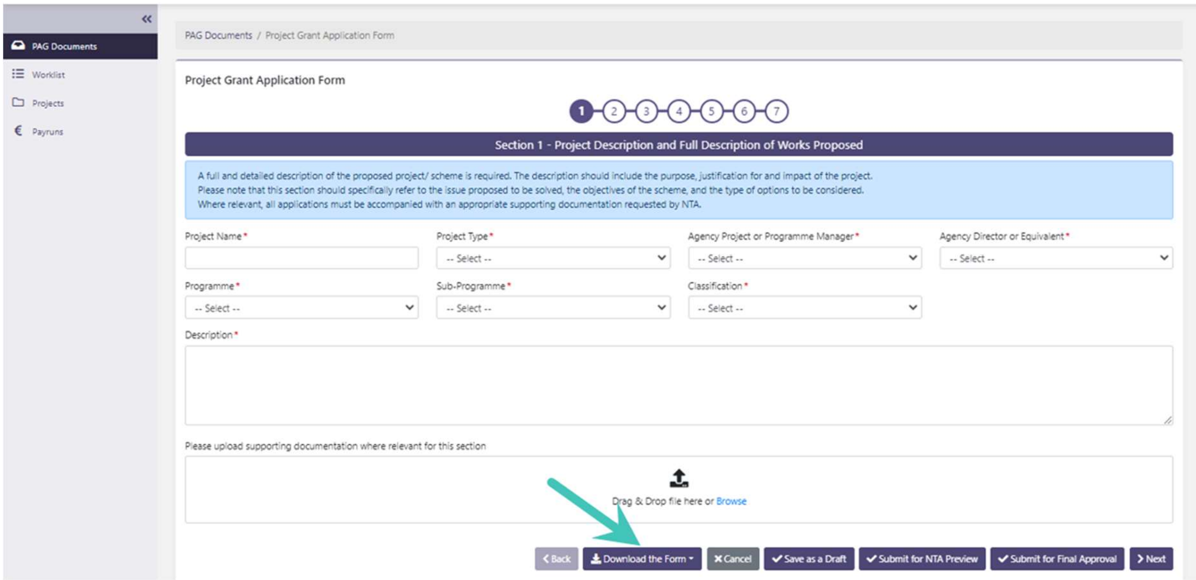
If access is required or the designated Project or Programme Manager/Director or Equivalent need to be reassigned, the user can contact Agency Administrator to get the access.





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

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

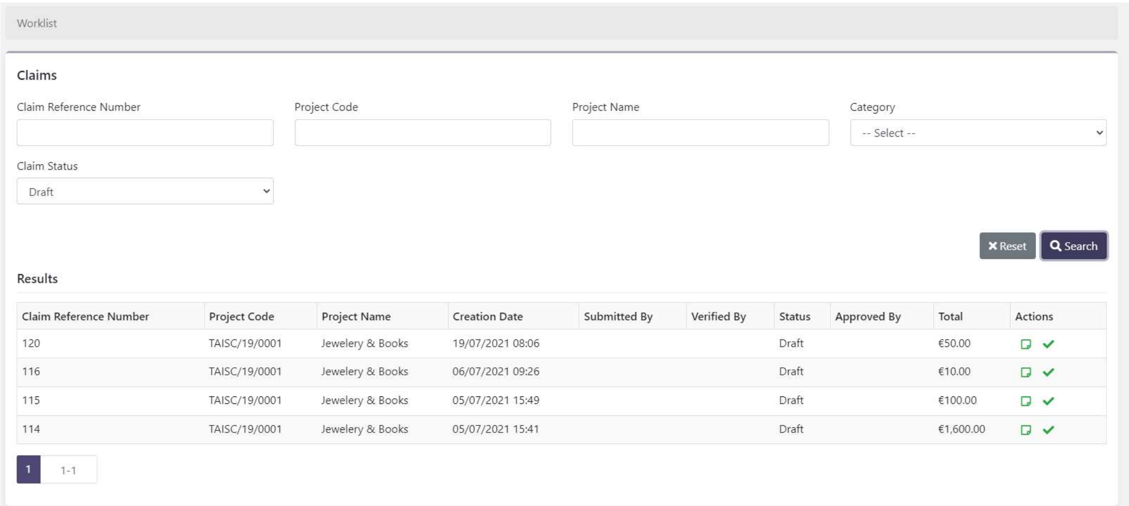


6. WORKLIST (CLAIMS)

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: -- Select --

Claim Status: Draft

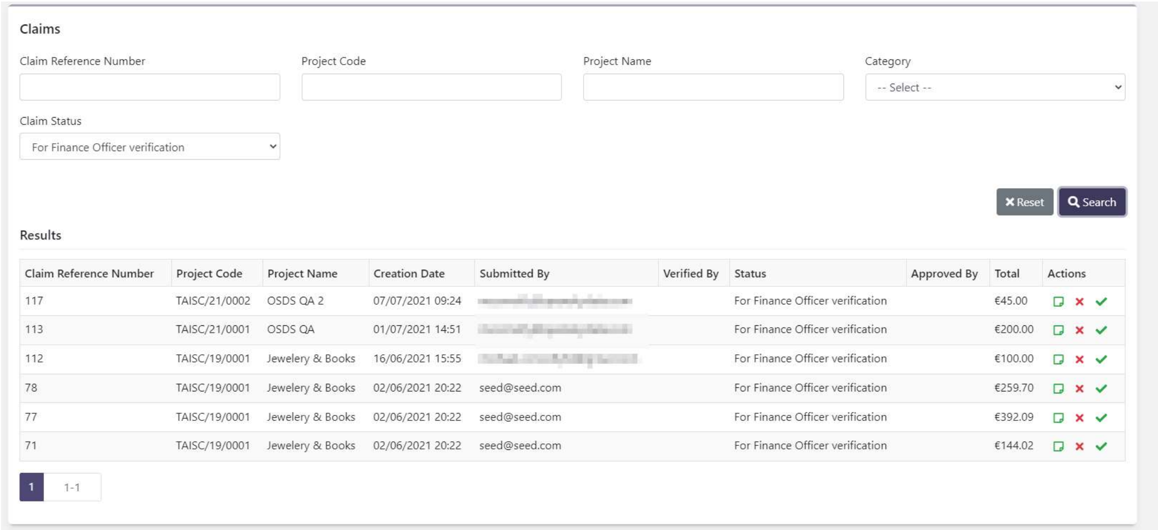
Reset | Search

Results

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

1 1-1

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



CLAIMS SEARCH

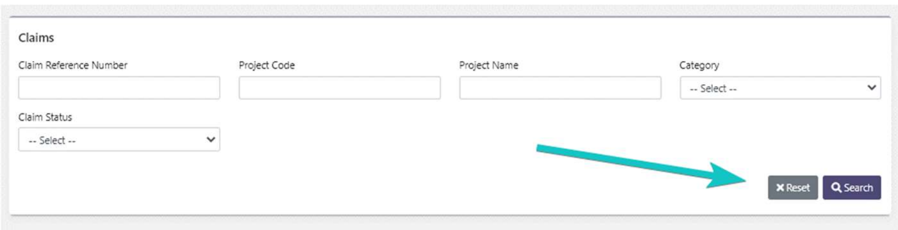
The following search fields are available to search claims:

- 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.

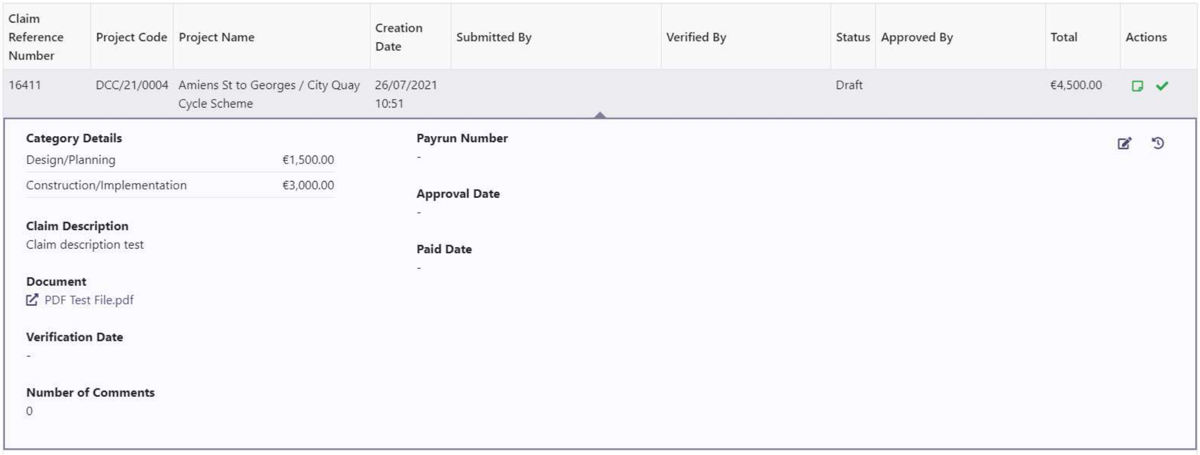


VIEW CLAIM DETAILS

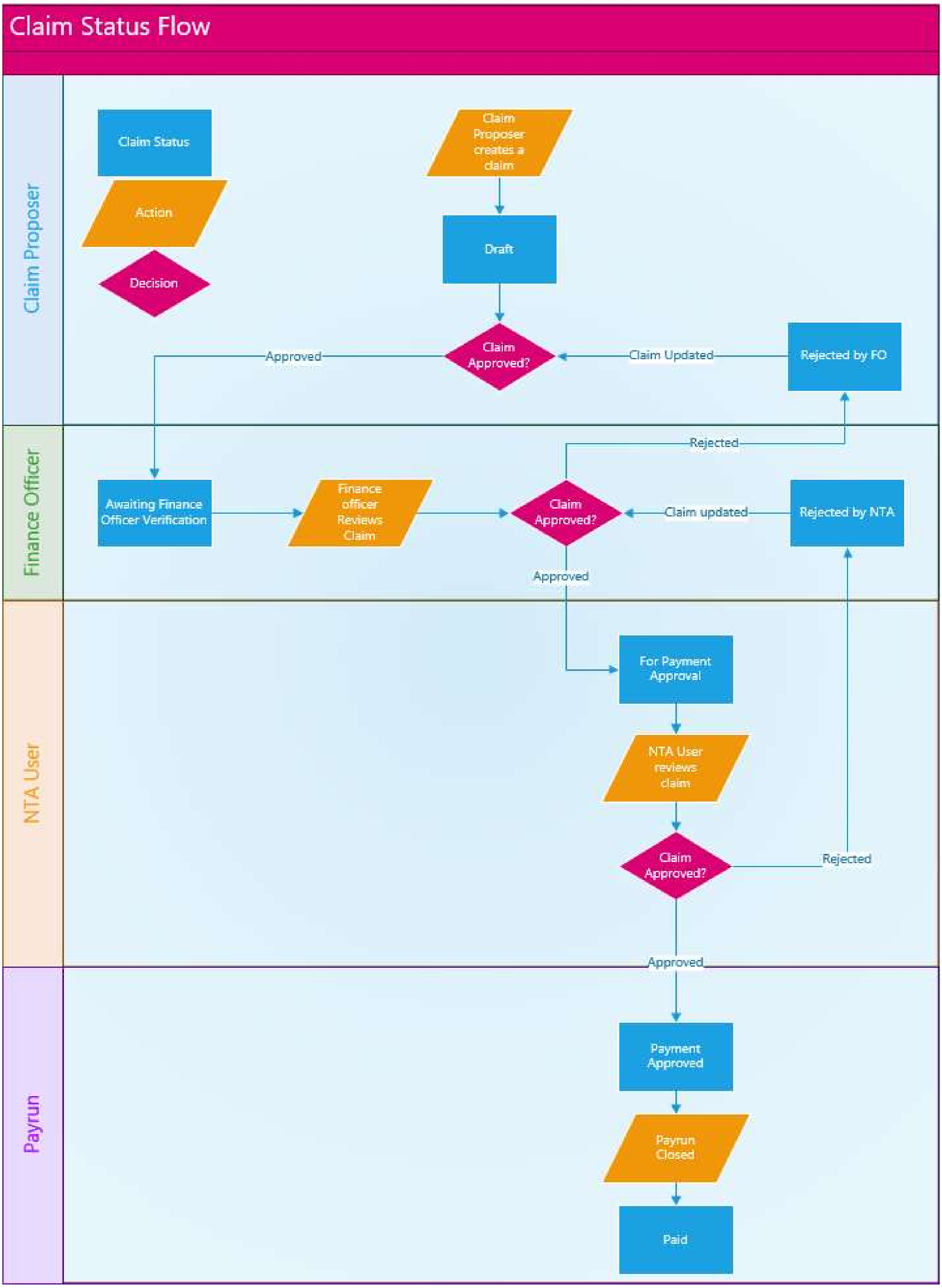
Once a search has been performed and results are returned the user can view the claim details by simply clicking anywhere on the line item. This will show the user the following details (where available):

- Category Details

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

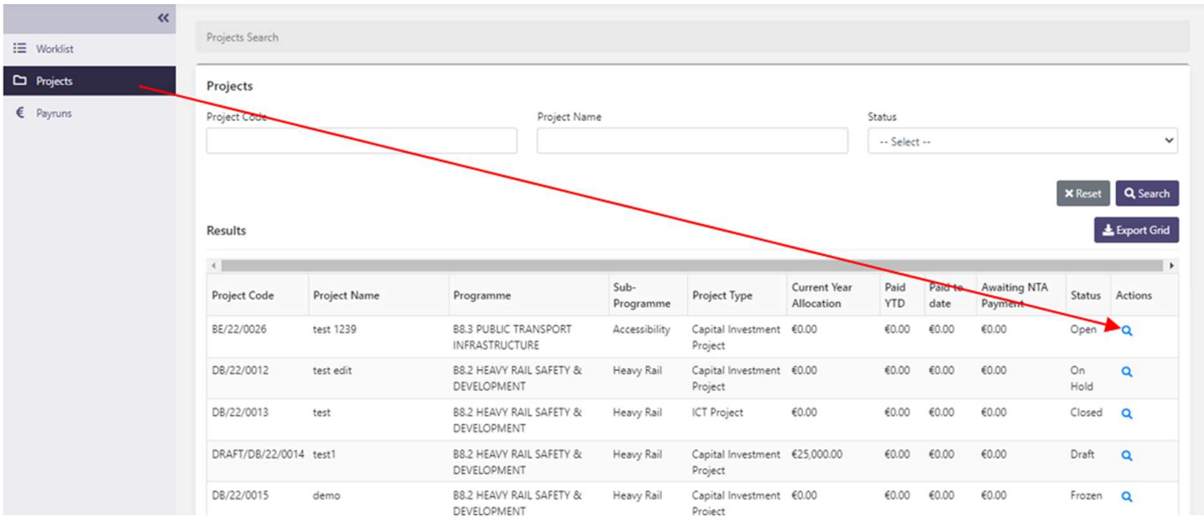


CLAIM STATUS WORKFLOW

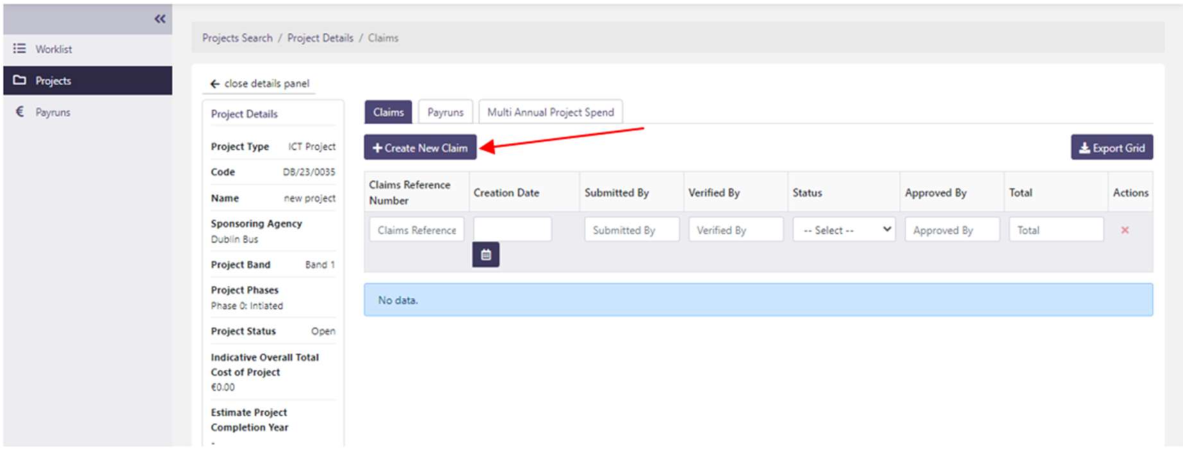


CREATE A CLAIM

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.



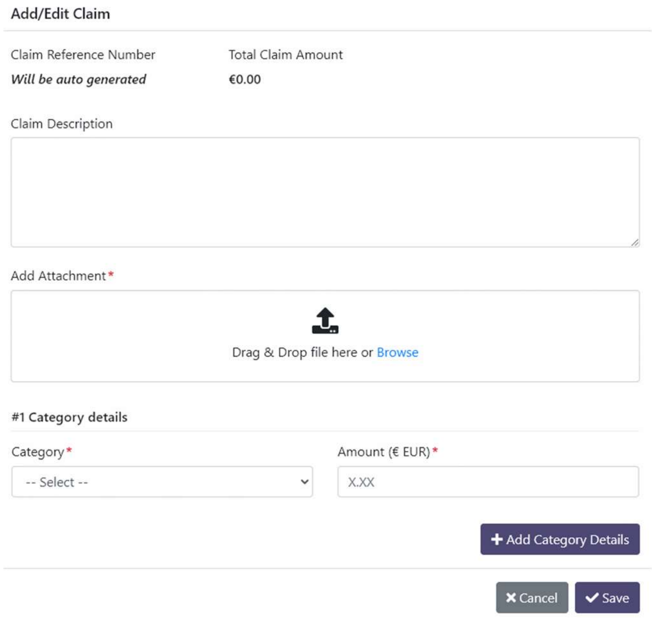
This will then open the project dashboard which will display all related claims by default, as well as allowing the user to select the **+Create New Claim** button.



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.*



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

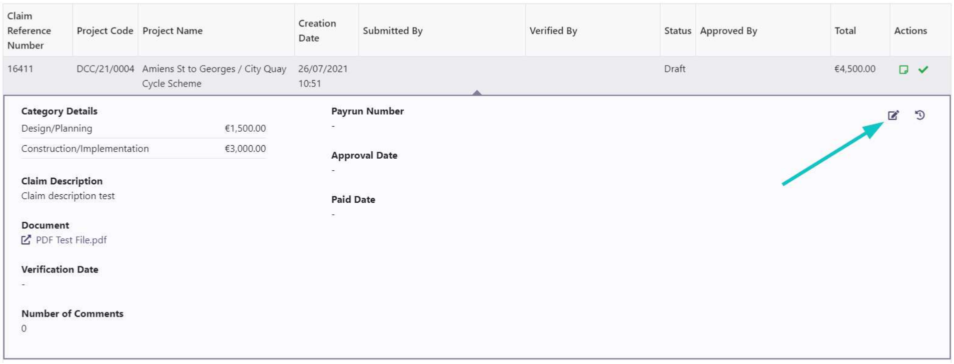
- Cancel - Cancels the process and claim will not be saved.
- Save – *Saves the claim in 'Draft' status. The Claim can be saved only if the Allocation on the relevant project is >0. If there is not enough allocation on the project (i.e., Current Year Allocation on project is €10,000 and I input € 100,000 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.

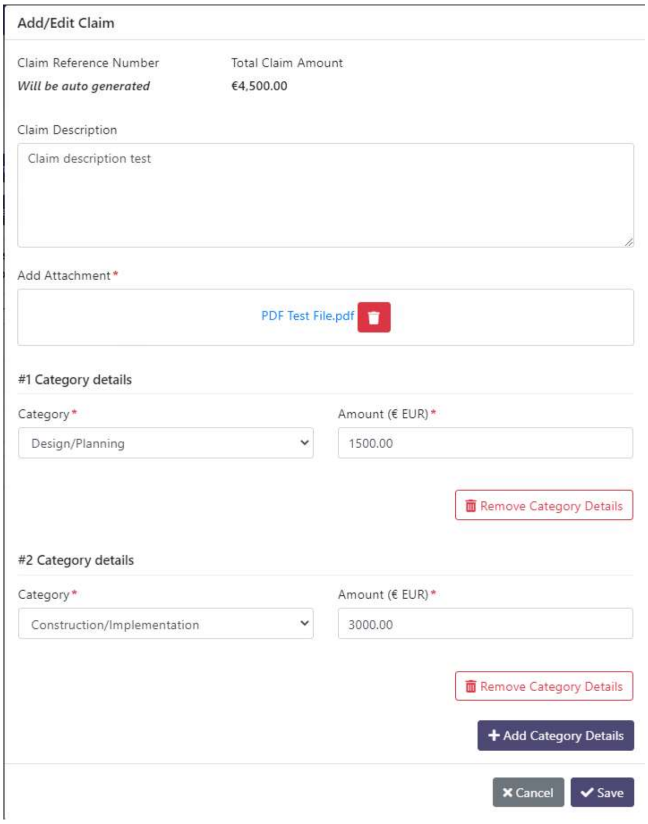


This will open a pop-up to edit the following details:

- 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.



CLAIMS COMMENTS

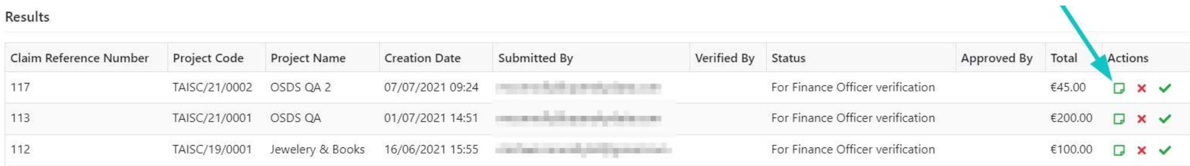
Throughout the claims process comments may be added. These may be notes on approval/rejection, or simply general comments by the Claims Proposer or Finance Officer.

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.

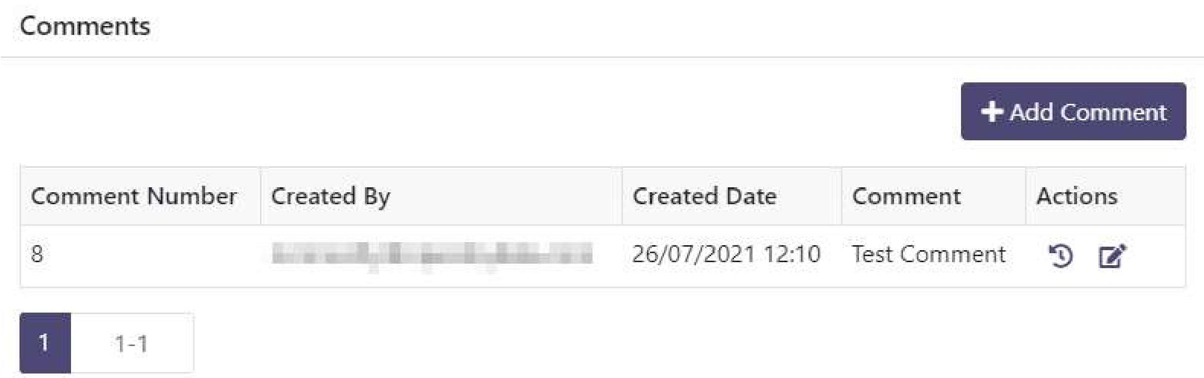
To view the comments related to a claim the user performs a search and clicks on the **comments** icon under **actions**.



Results

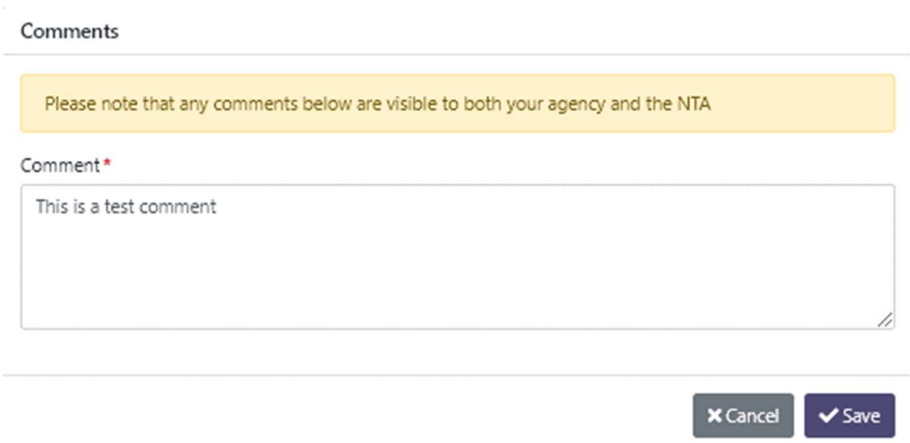
Claim Reference Number	Project Code	Project Name	Creation Date	Submitted By	Verified By	Status	Approved By	Total	Actions
117	TAISC/21/0002	OSDS QA 2	07/07/2021 09:24	[illegible]		For Finance Officer verification		€45.00	
113	TAISC/21/0001	OSDS QA	01/07/2021 14:51	[illegible]		For Finance Officer verification		€200.00	
112	TAISC/19/0001	Jewelery & Books	16/06/2021 15:55	[illegible]		For Finance Officer verification		€100.00	

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



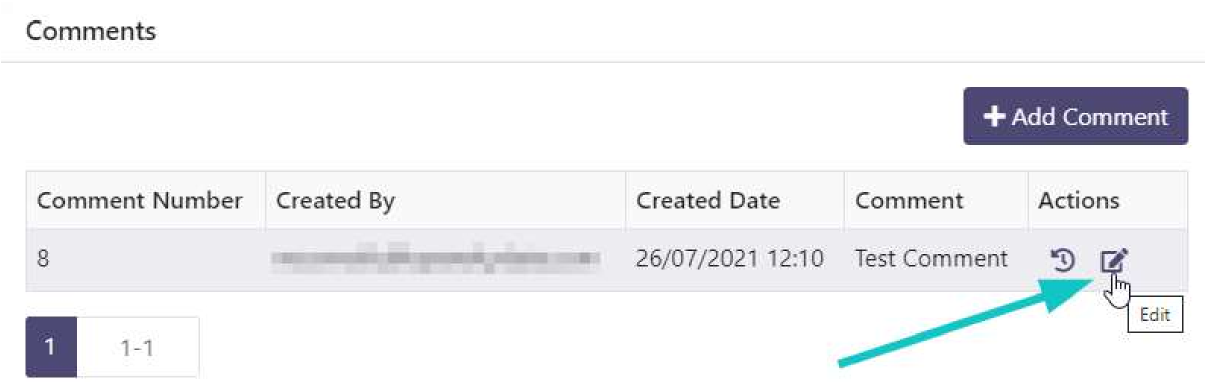
ADD COMMENTS

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.

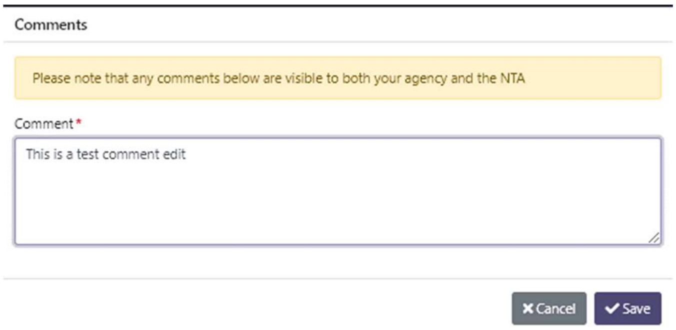


EDIT COMMENTS

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**.

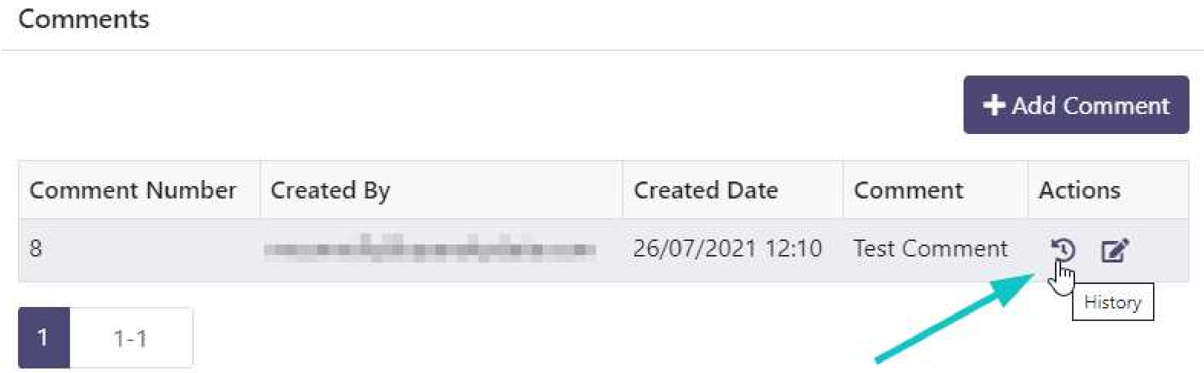


This will display a pop-up allowing the user to edit the comment details.

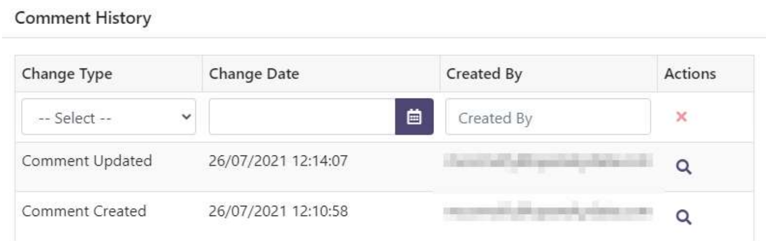


COMMENTS HISTORY

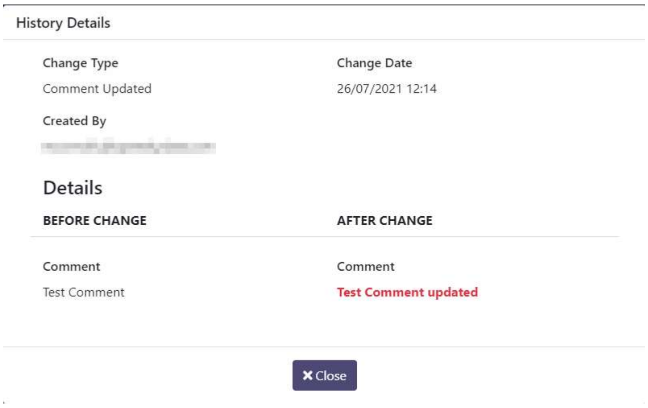
All edits made to comments are recorded in an audit history. To view this the user needs to open the comment pop-up and click the **history icon** under **actions**.



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



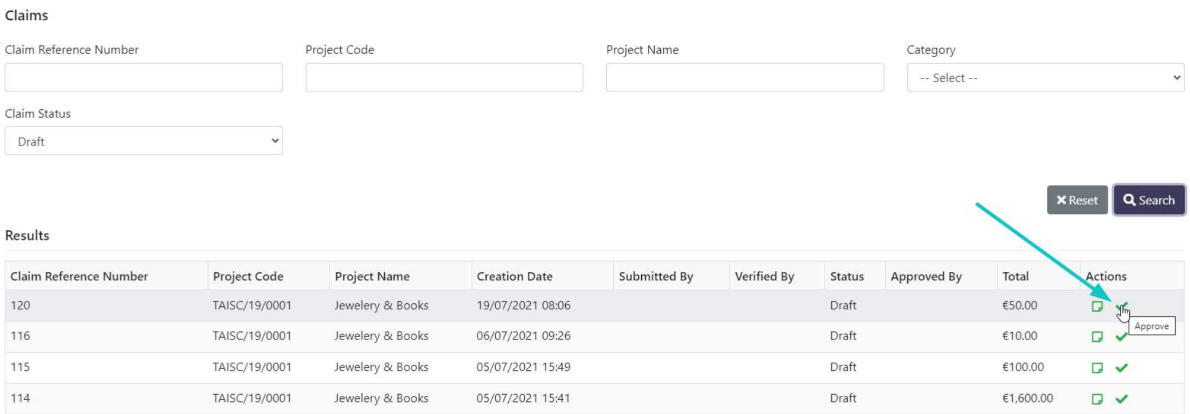
The user can then click on the **view** icon under **actions.** This will display a 'before and after' view of any comment changes:



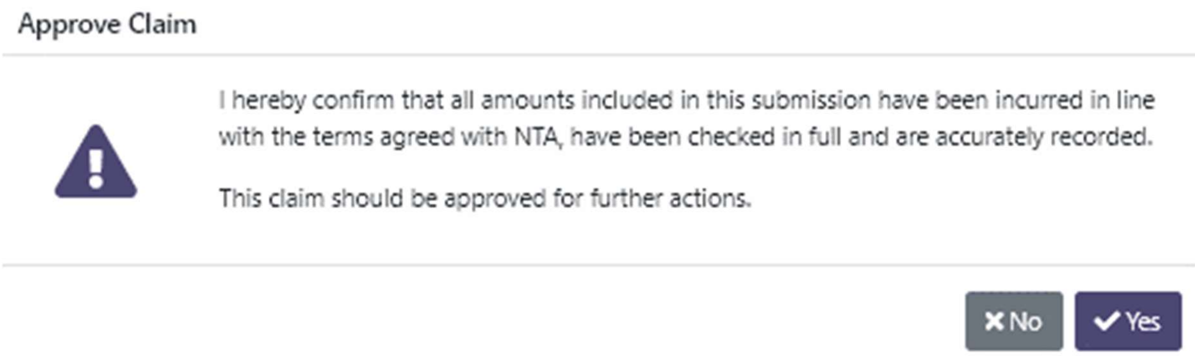
CLAIMS APPROVAL (CLAIMS PROPOSER)

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.



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.

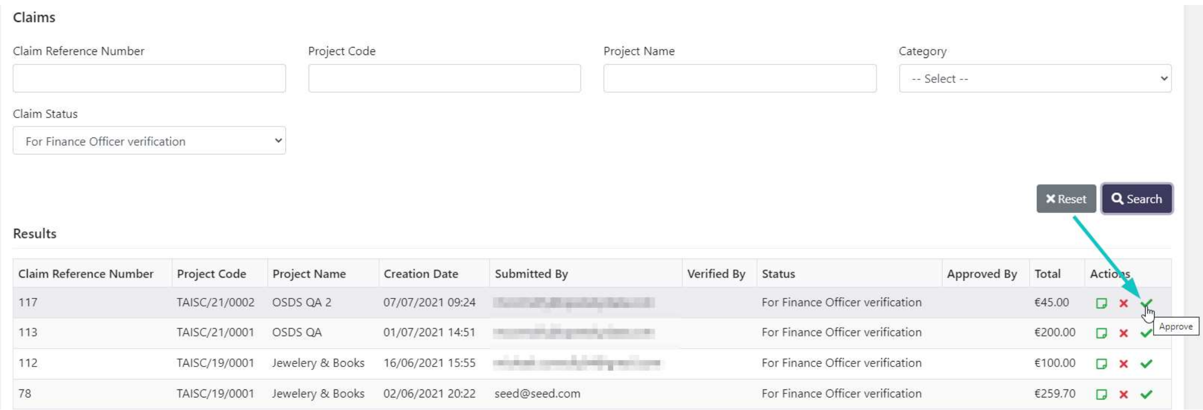


CLAIMS APPROVAL (FINANCE OFFICER)

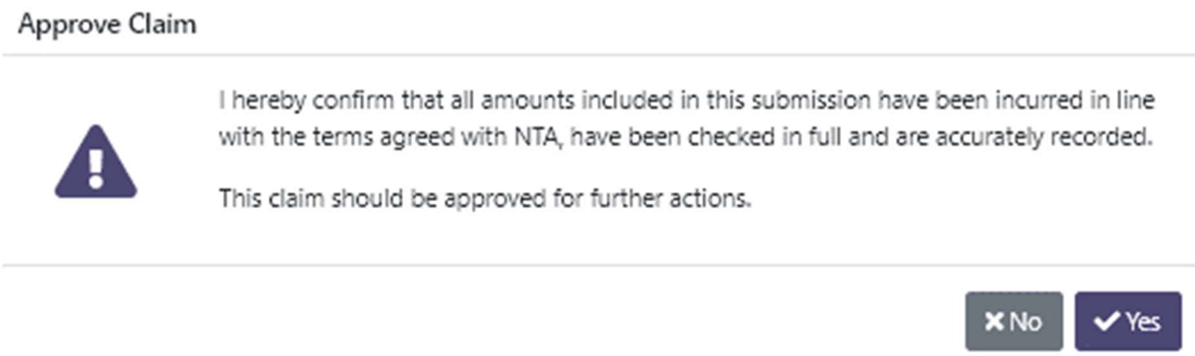
After the Claim Proposer has created and approved the draft claim it is moved to **For SA Approval** status.

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

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



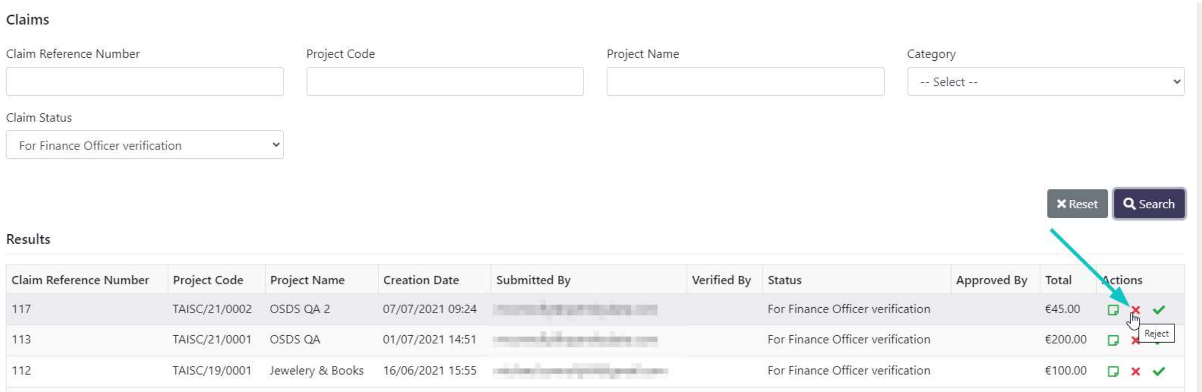
The system will display an alert before moving the status, allowing the user to cancel the action or to agree and proceed. Once **Yes** is clicked the status of the claim will move to **For Payment Approval** status and will be reviewed by Internal PRS users.



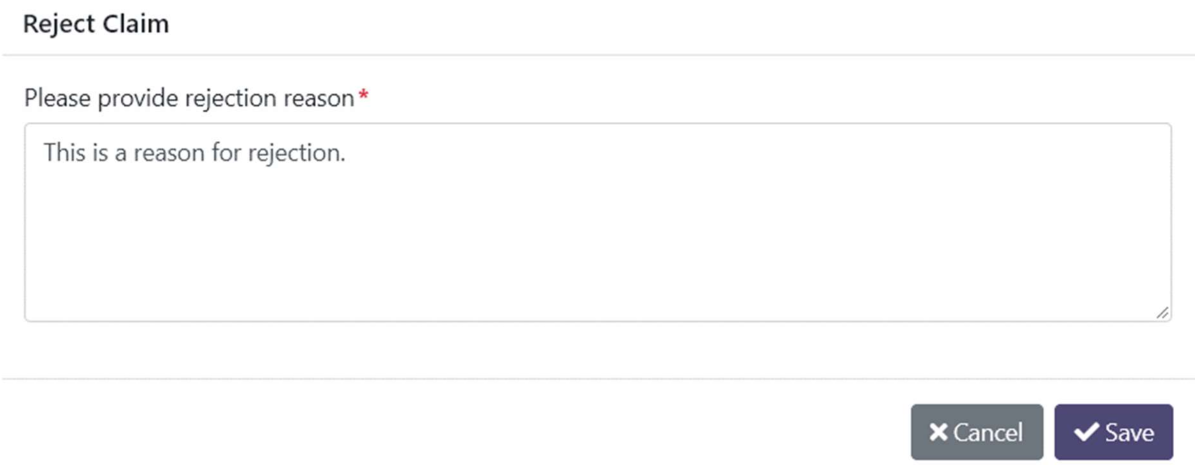
CLAIMS REJECTION

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.



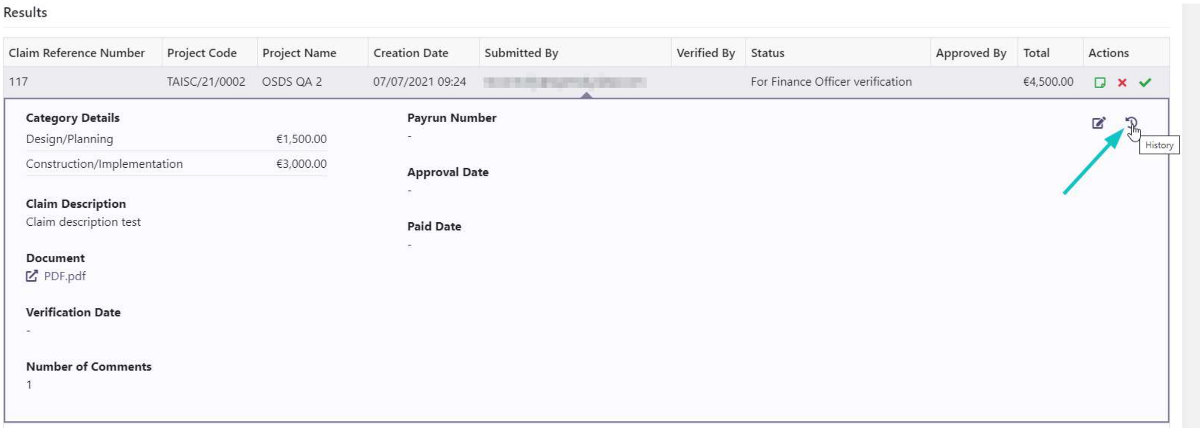
The system will display a pop-up requiring the user to provide a rejection reason before moving the status, allowing the user to cancel the action or to save and proceed. Once the rejection reason is provided and **Save** is clicked the status of the claim will move to **Rejected by SA** status.



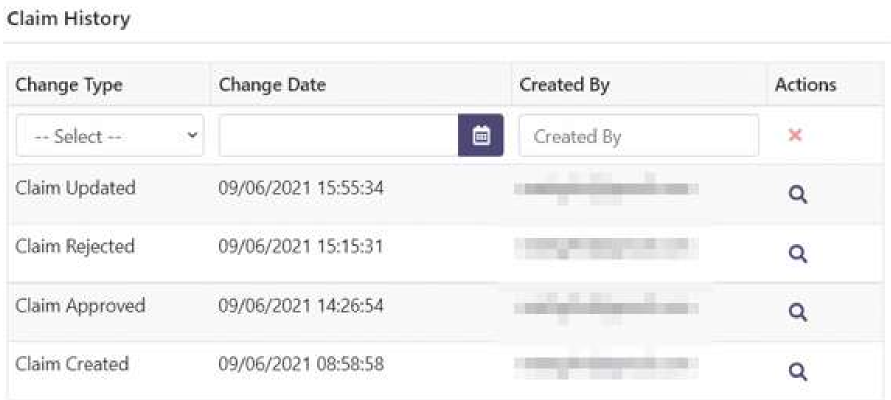
The record can then be accessed again by the Claim Proposer to review any comments from the Finance Officer or Director or Equivalent user, make any changes that may be required and approve once again to send to the Finance Officer or Director or Equivalent user again to review changes.

CLAIMS HISTORY

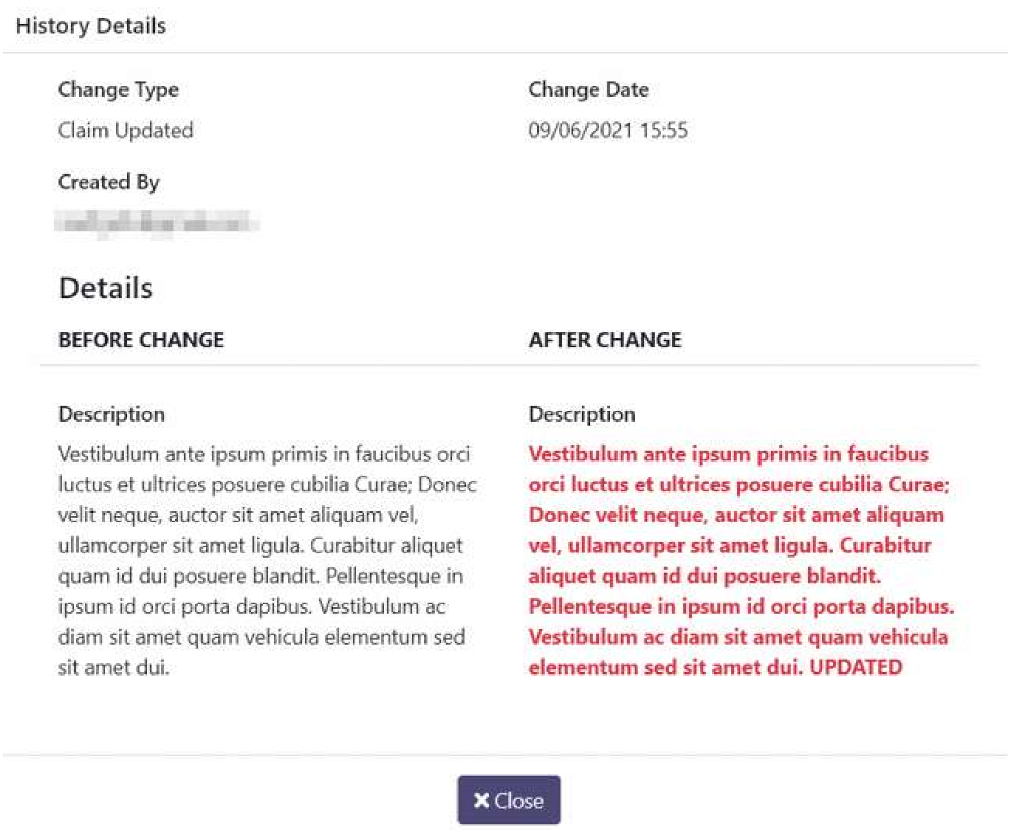
All actions taken on a claim are recorded in an audit history. To view this the user needs to expand the details of the claim by selecting the line item & clicking the **history icon** under **actions**.



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

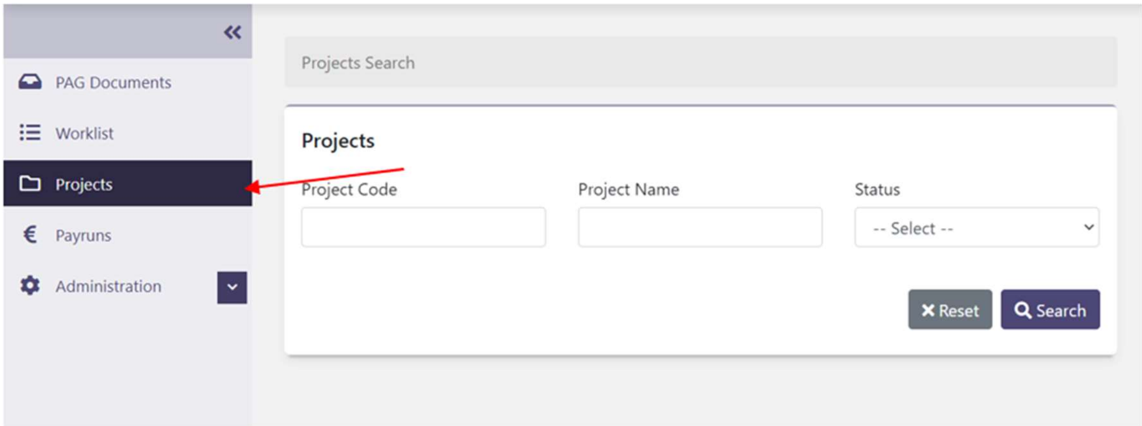


Clicking on the '**Magnifying Glass'** icon will present another pop-up detailing what changes were made in greater detail.



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.



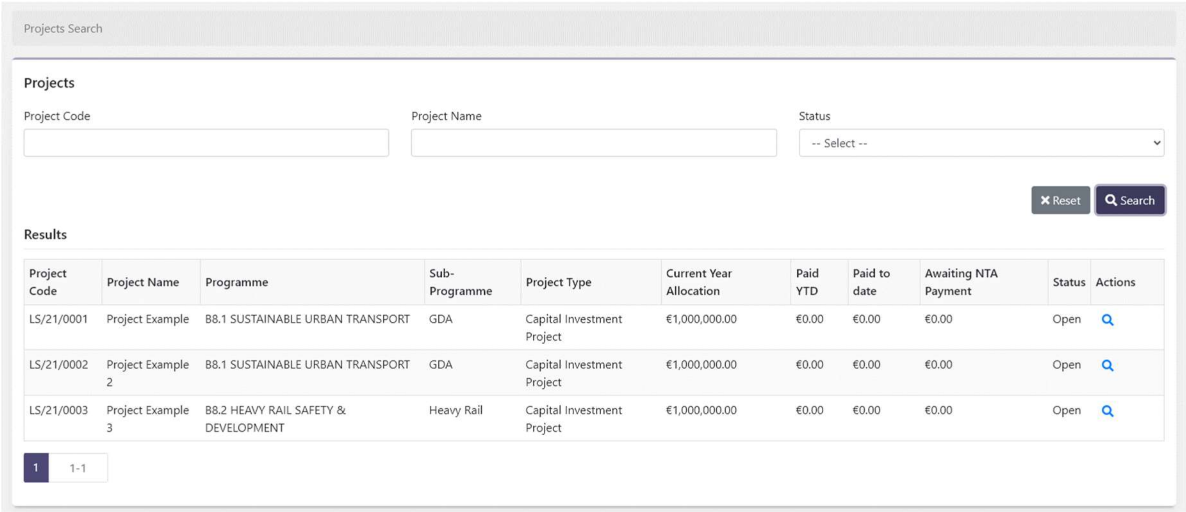
PROJECT SEARCH

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

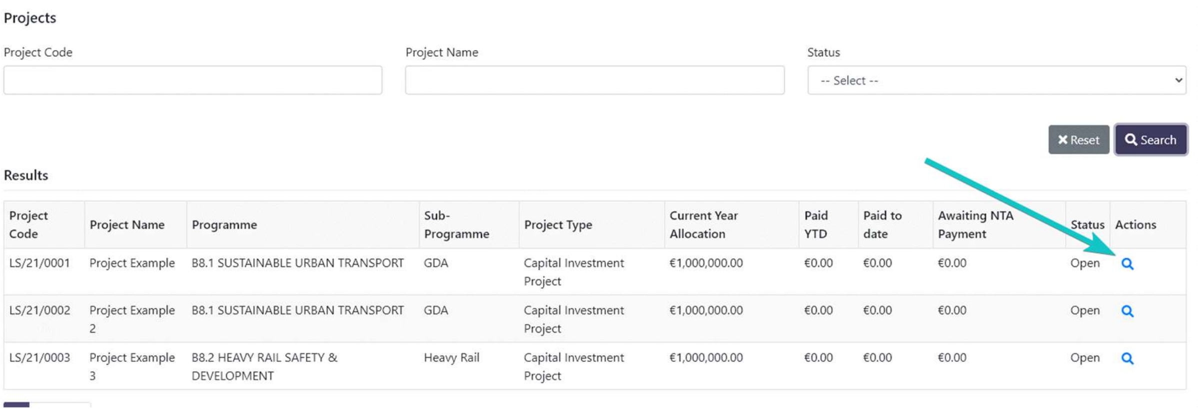
Alternatively, the user can click the search icon with no data in the search fields to see all available projects.



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	

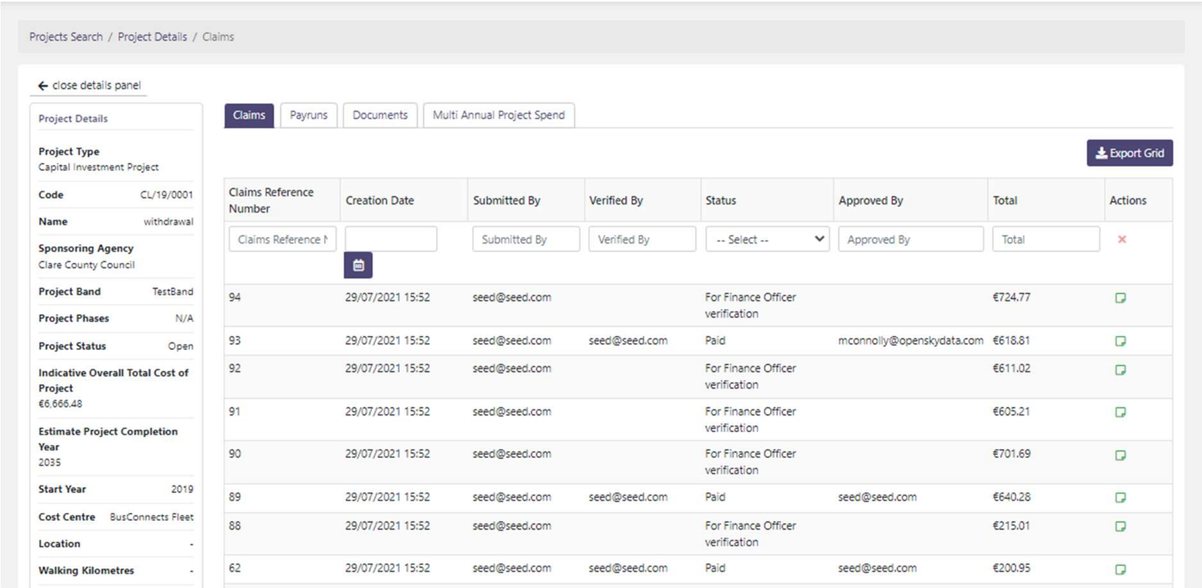
PROJECT NAVIGATION

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.



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	

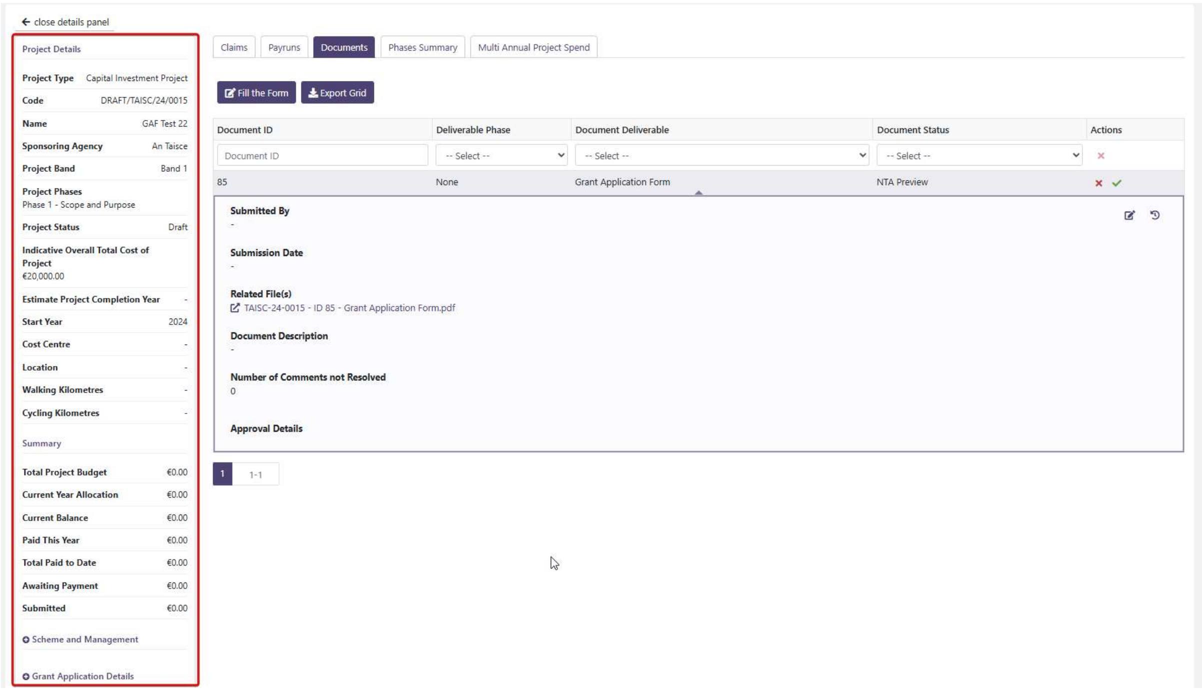
The system then displays the project dashboard which contains all project details, associated claims, payruns, documents & project spends.



PROJECT DETAILS PANEL

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

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



Project Details

Project Type
The project type will be one of 2 options

- Capital investment project
- ICT Project
- 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

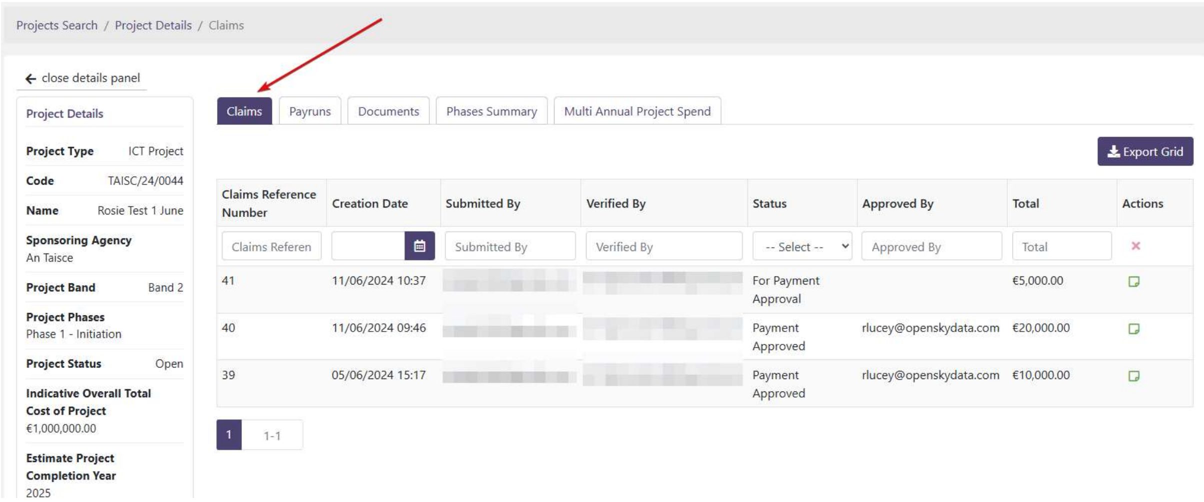
Original Indicative Overall Total Cost of Project
This is the original Indicative overall total cost of the project excluding any updates or changes to the original value.

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:

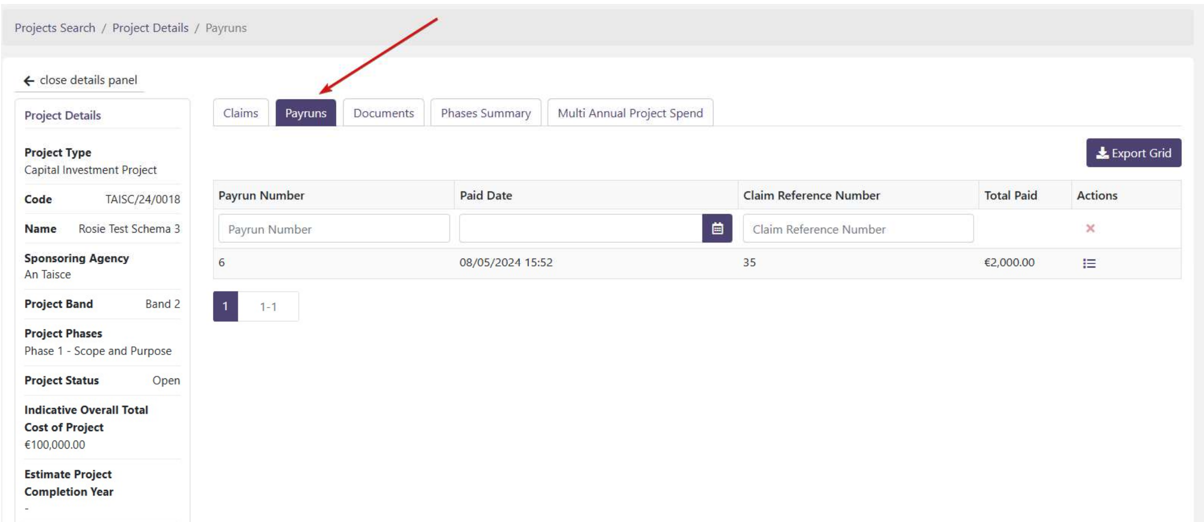
- Claims Reference Number
- Category
- Creation Date
- Submitted by
- Verified by
- Status
- Approved by
- Total



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

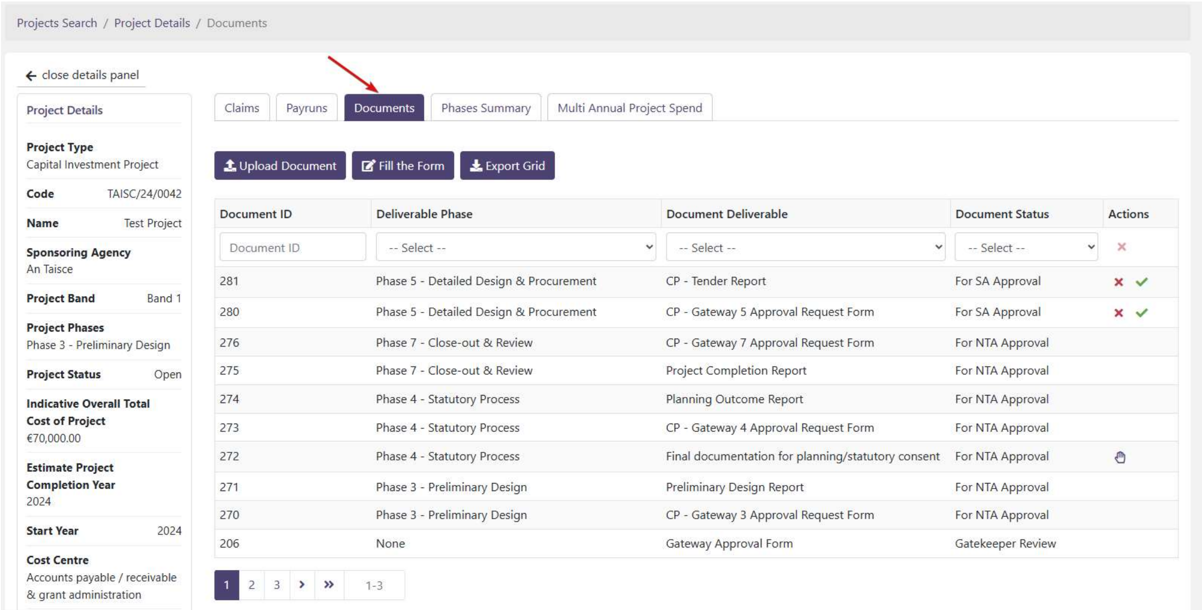


DOCUMENTS

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



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:

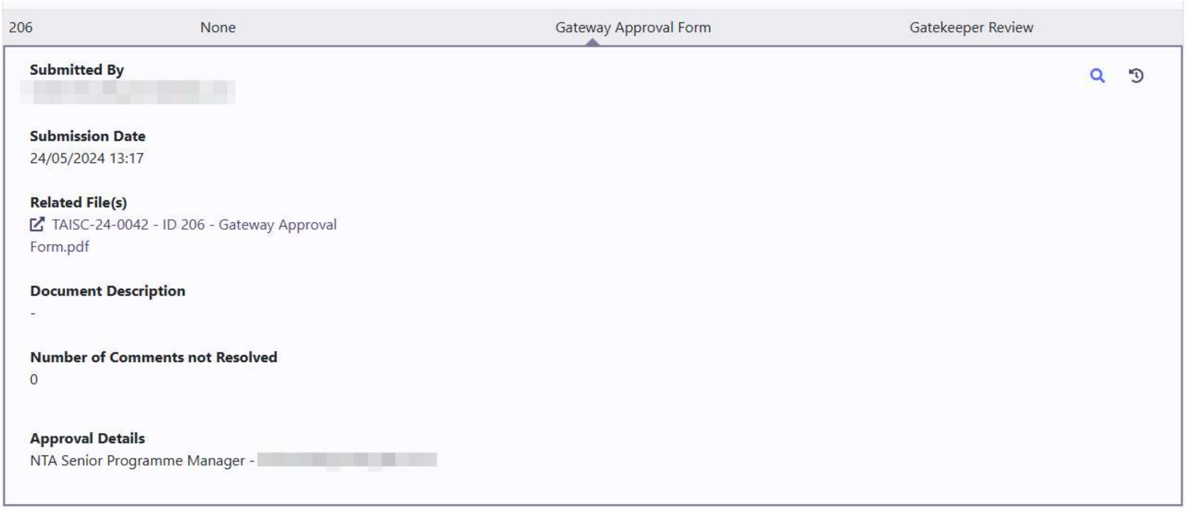
- **Submitted by** – user who submitted the document
- **Submission Date** – date of submission
- **Related Files** – Any uploaded files which are attached to the record. These can be downloaded on clicking the file name
- **Document Description**
- **Number of Comments not Resolved** – provides a count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

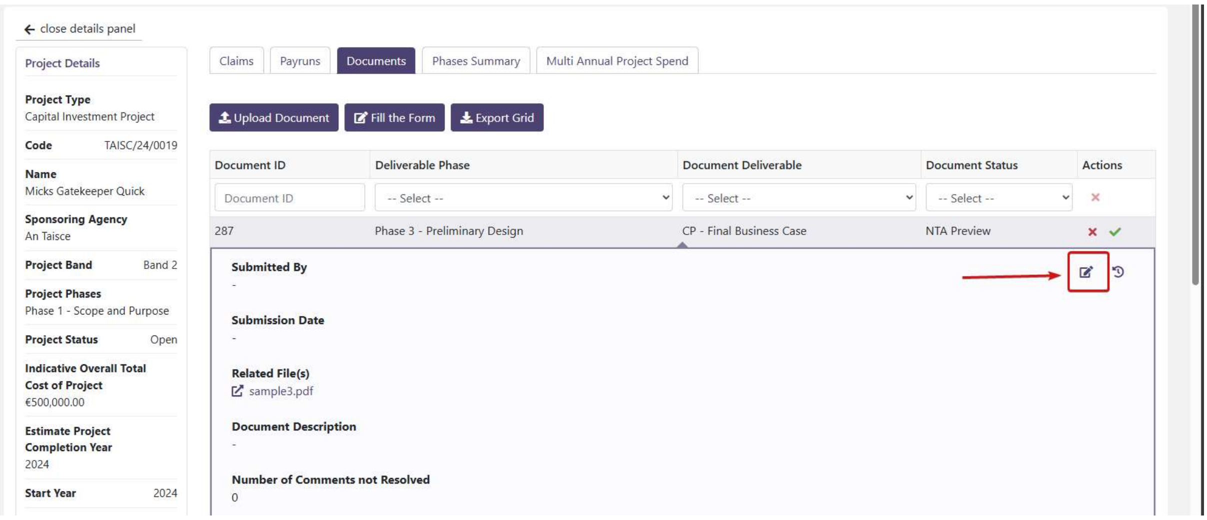
- Users which still need to provide a signature and Approve will have no date & time



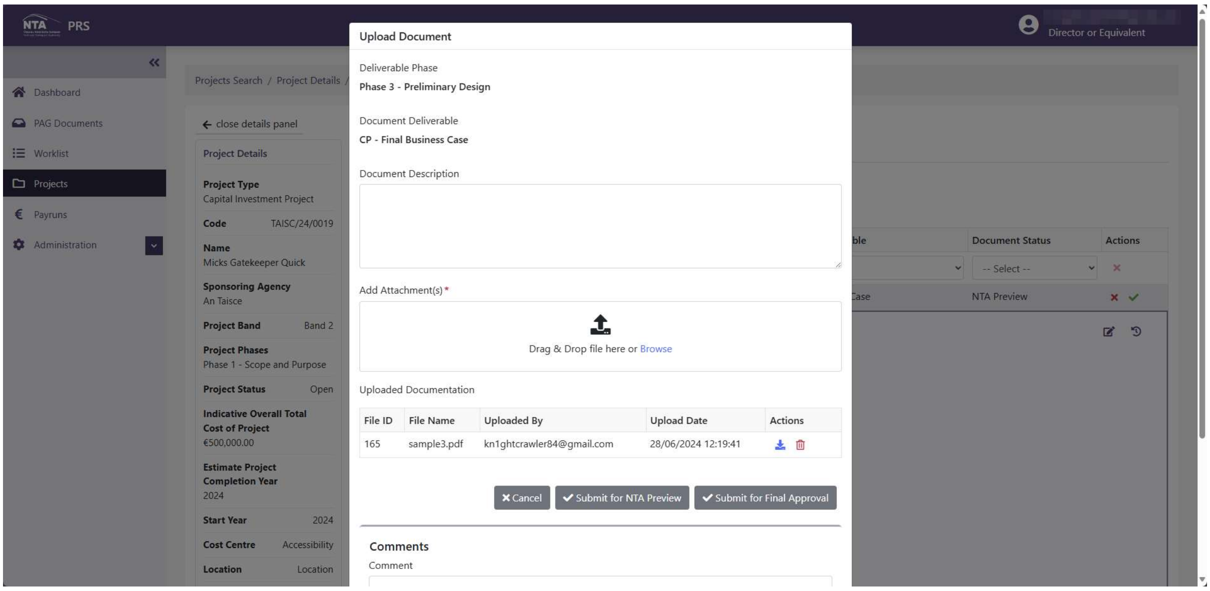
DOCUMENT EDIT

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.



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.

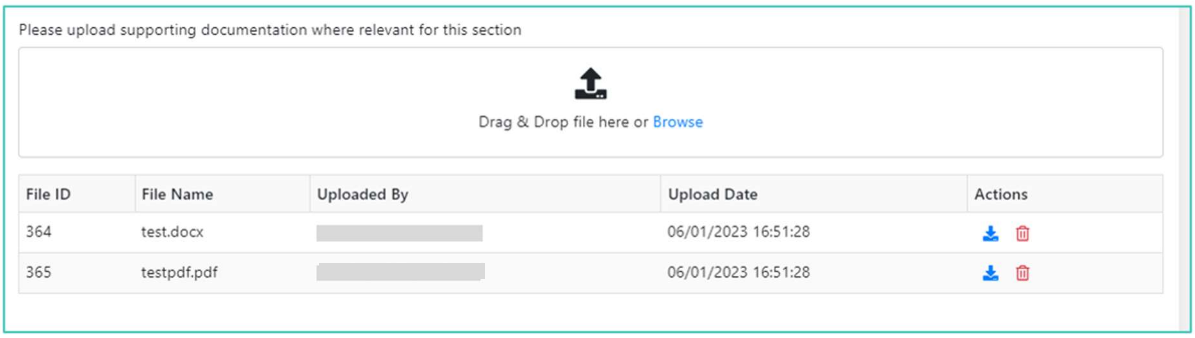


Once all necessary changes have been made, the user can click on “Submit for NTA Preview” or “Submit for Final Approval”.

UPLOADED DOCUMENTS GRID

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

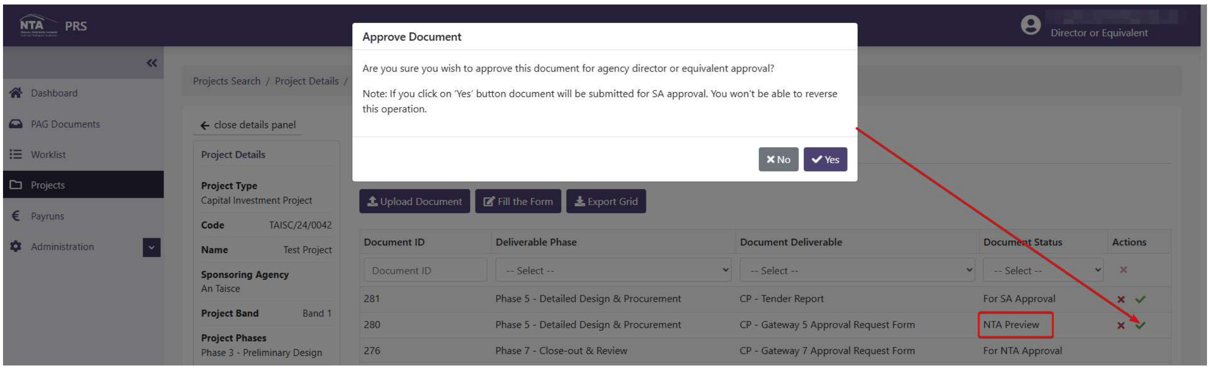
- File ID
- File Name
- Uploaded By
- Upload Date
- Actions
    - Download action icon - allows to download the attachment
    - Remove action icon - allows to remove the attachment



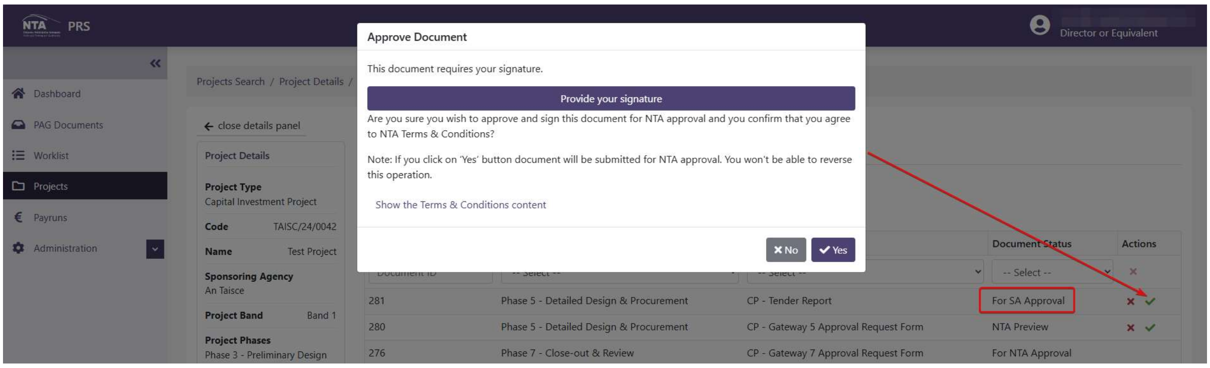
DOCUMENT APPROVAL

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 equievelant 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.

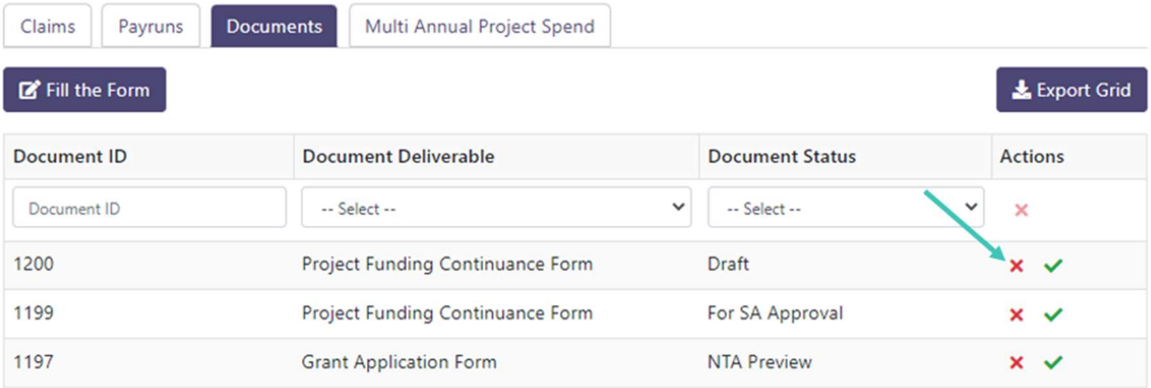


The user will

[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

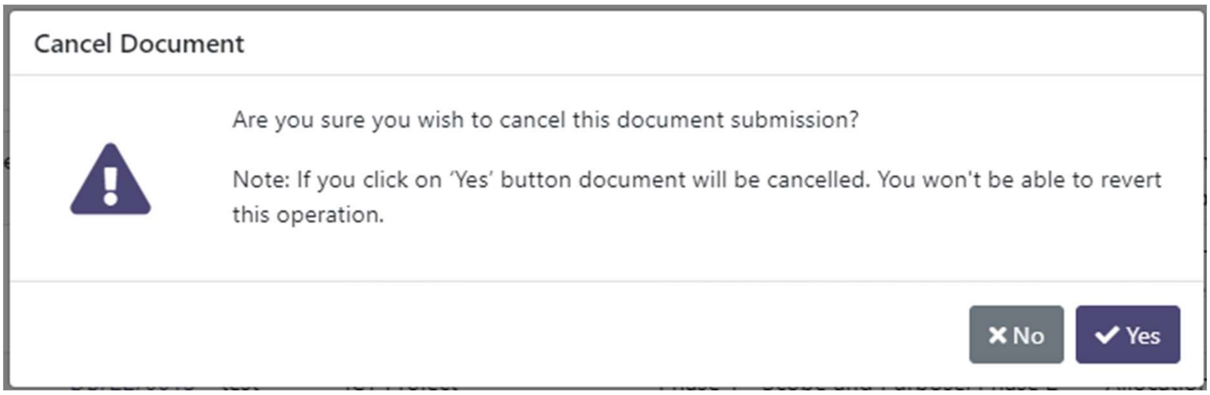
Any document in the form submission External user (**Sponsoring Agency Administrator, Project or Programme Manager, Director or Equivalent)** with relevant permissions can cancel the Document.



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

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

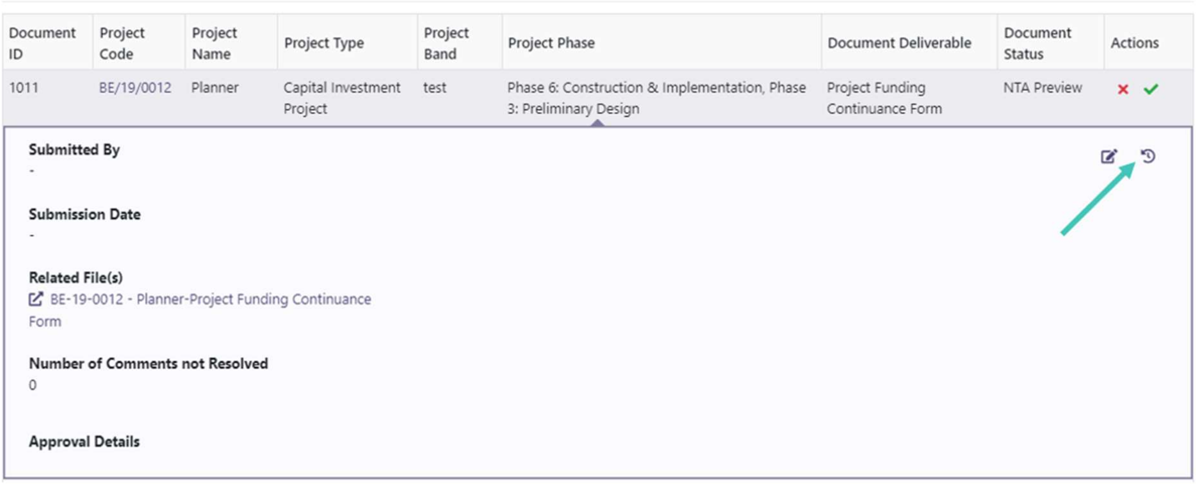
- No – User can cancel the operation
- Yes – User can confirm the document cancellation



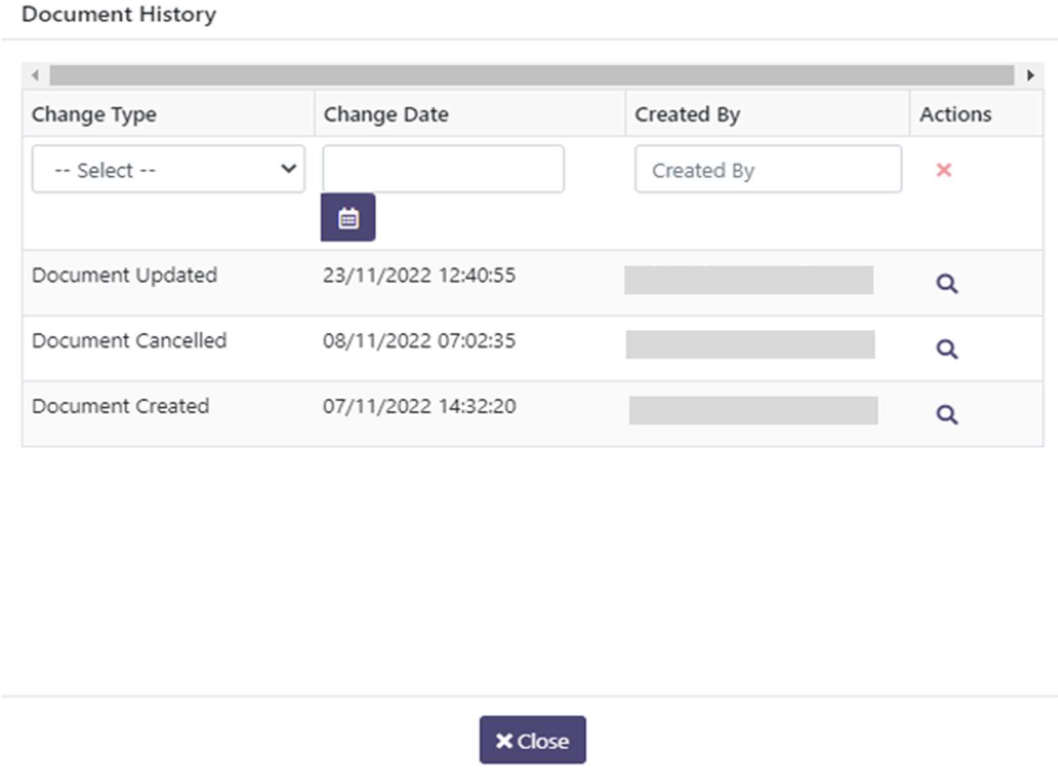
Once the "Yes" button is clicked, the document status will change based on the previous status.

DOCUMENT HISTORY

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



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



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

Change Date

15/12/2022 10:07:53

Created By

Details

BEFORE CHANGE	AFTER CHANGE
Status	Status
NTA Preview	**For SA Approval**
Section 6 description	Section 6 description
-	**test**
Project contact person	Project contact person
-	**Maggie: FinancialApprovals, 3567898764, maggie567@demo.com, Admin, ;**

✖ Close

SECTION COMMENTS

User can provide comments with following field:

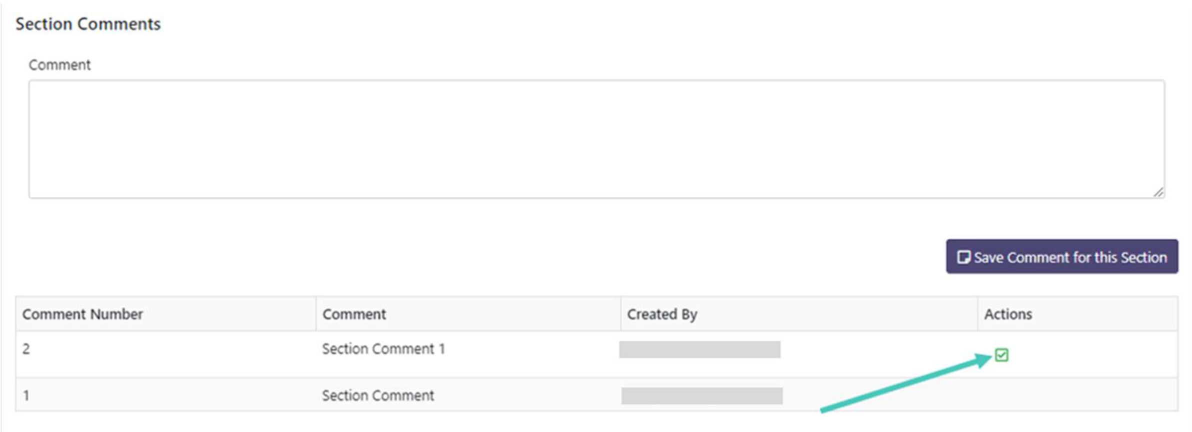
- Comment – Text field restricted to 5000 characters
- Save comment for this Section button

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.

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

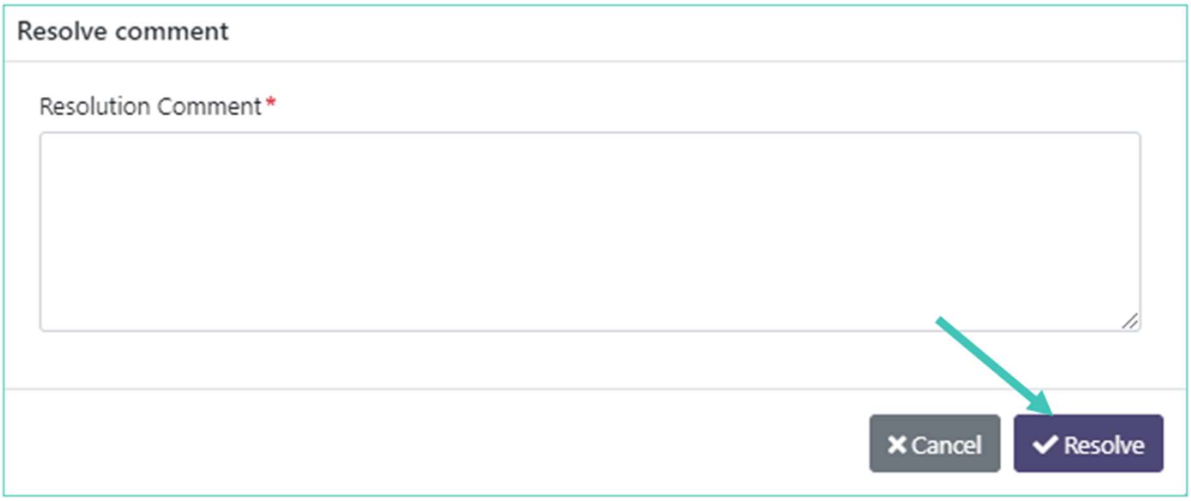
- Comment Number
- Comment
- Created By
- Created Date
- Actions

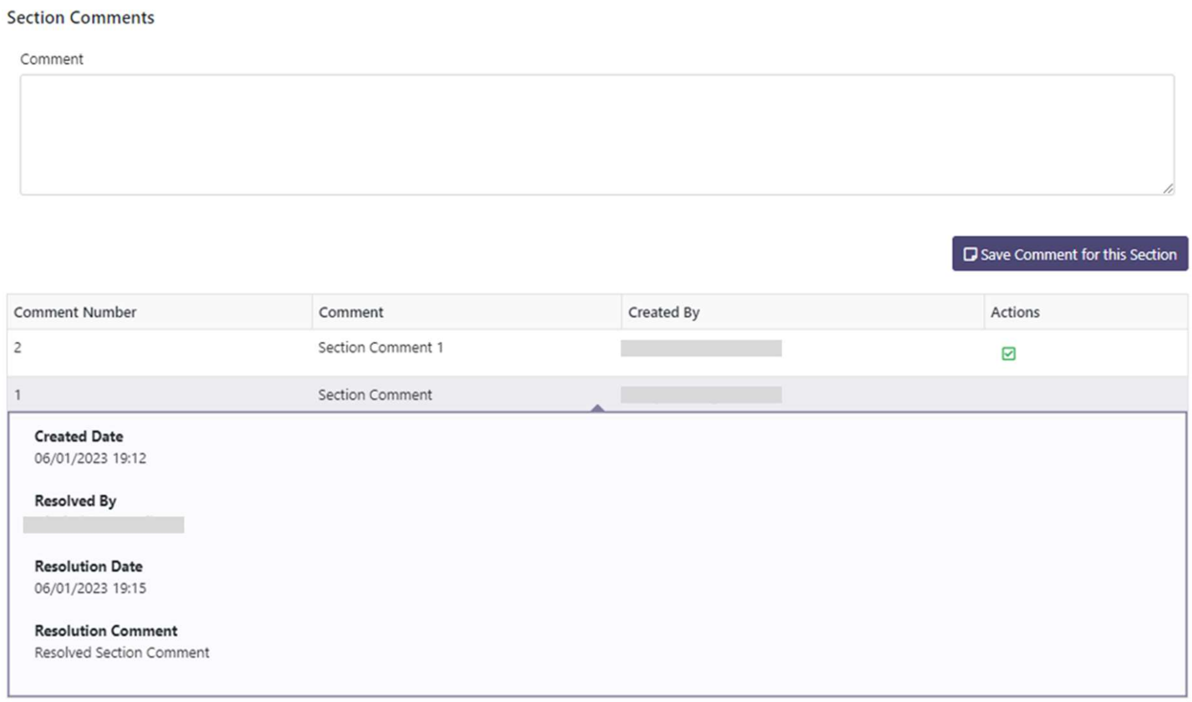
User can resolve the comment by clicking on the Resolve action icon.



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.

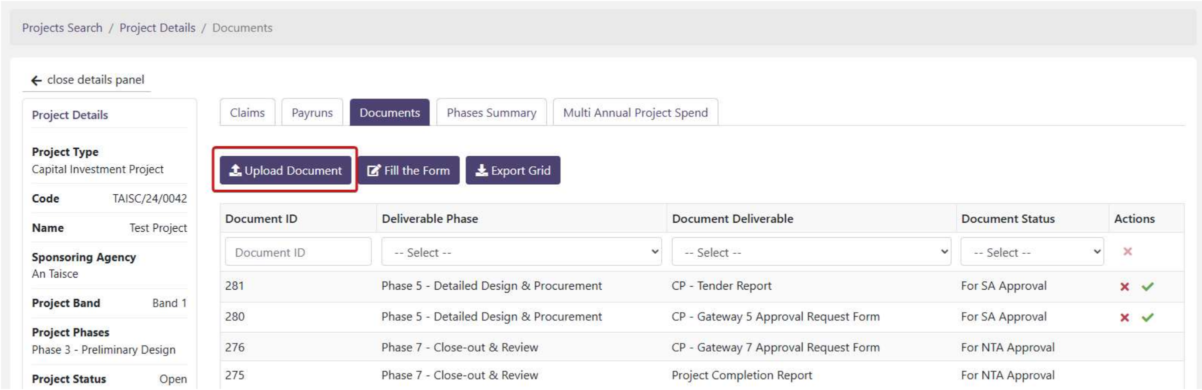
- Created Date
- Resolved By
- Resolution Date
- Resolution Comment





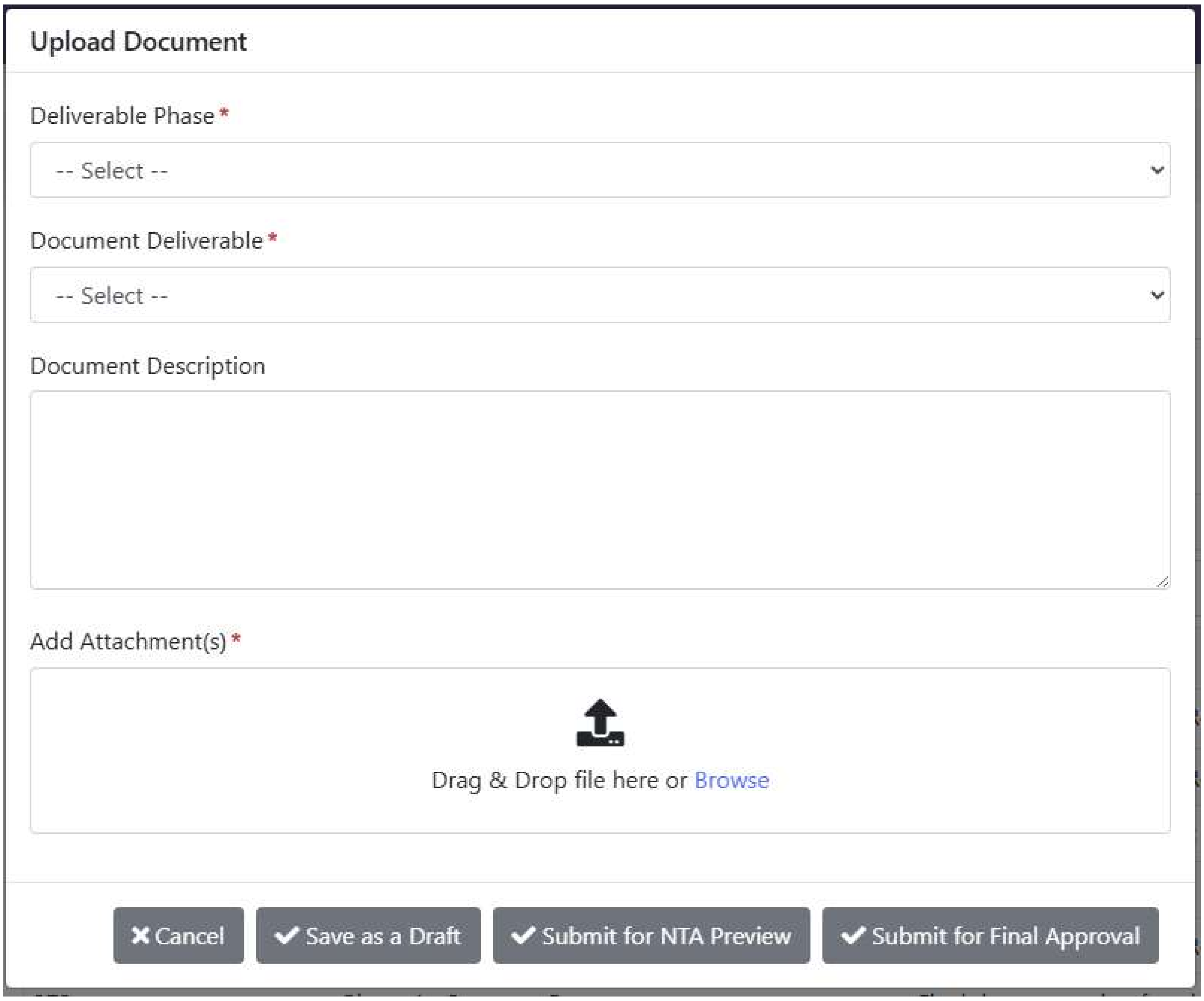
UPLOAD DOCUMENT

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



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.



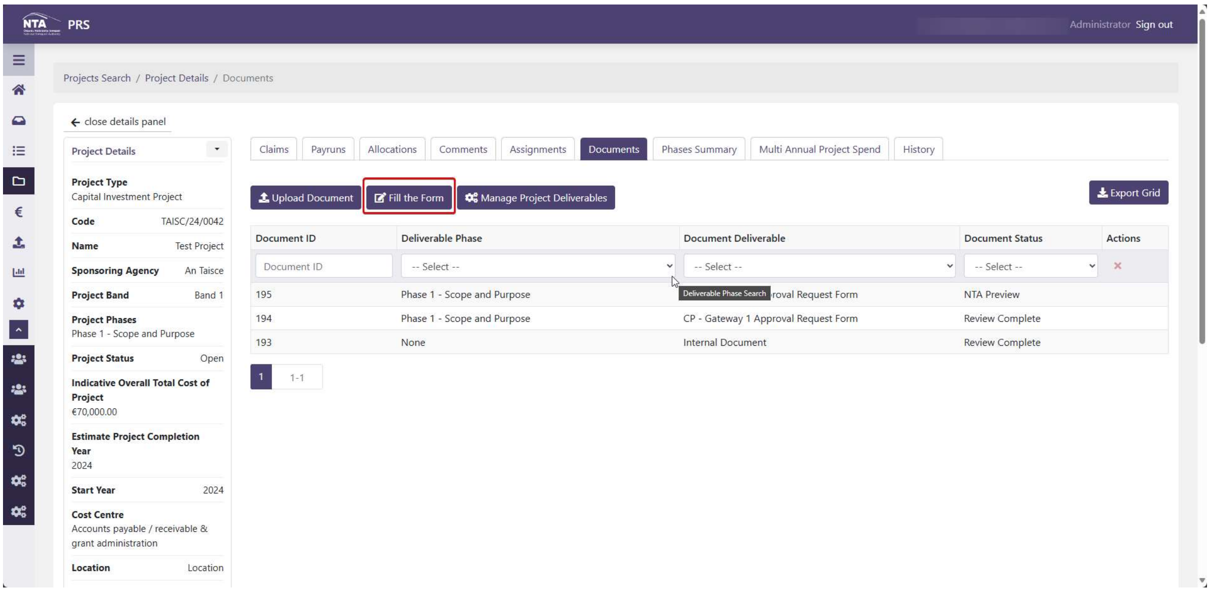
Documents uploaded by external users users will go to “For NTA Approval” status on ‘Submit for final approval’ where the document <u>does not</u> Require SA Director or Equivalent Signature.

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.

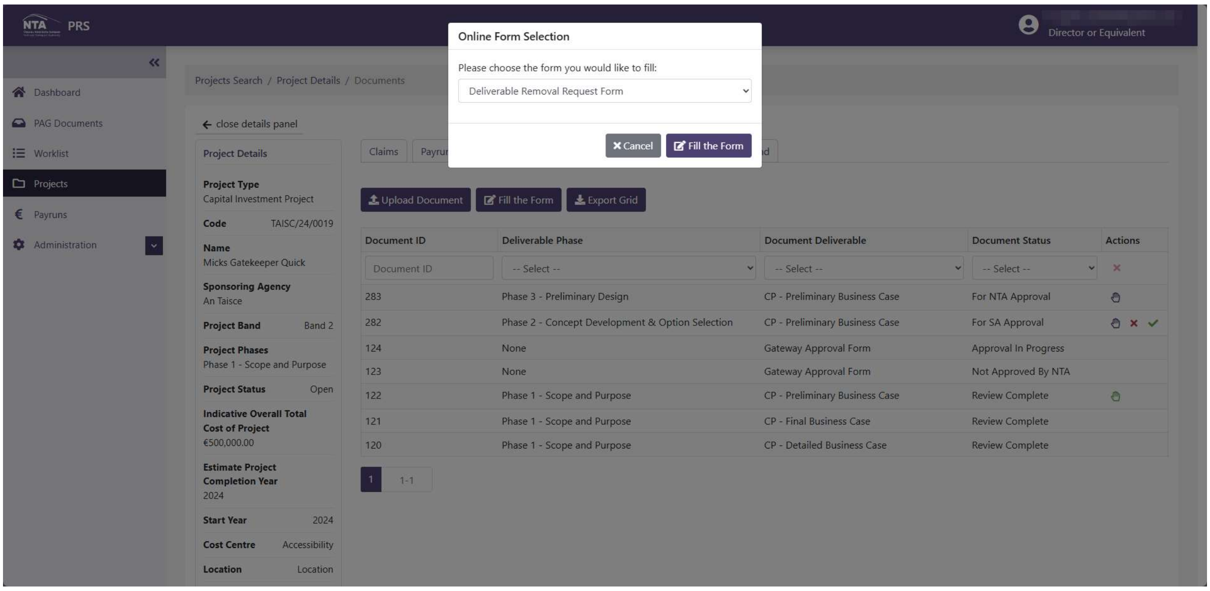


The user can then choose from the below two options:

- Deliverable Removal Request form
- Deliverable Deferral Form

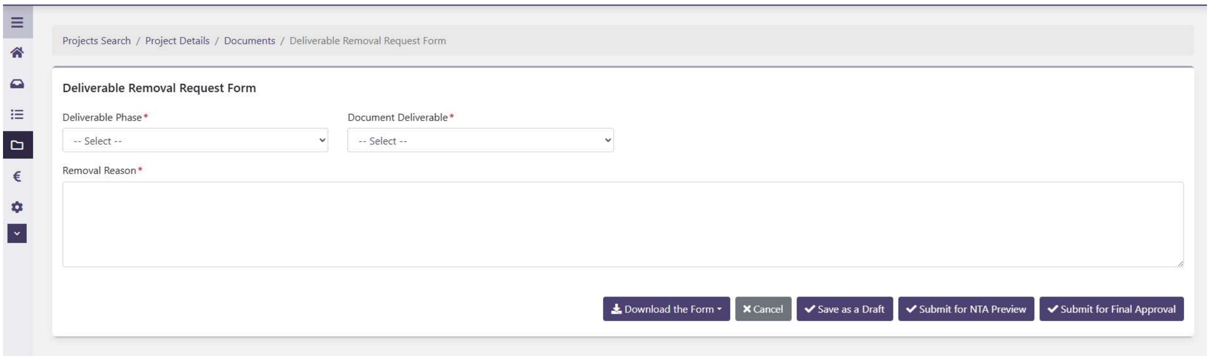
DELIVERABLE REMOVAL REQUEST FORM

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.

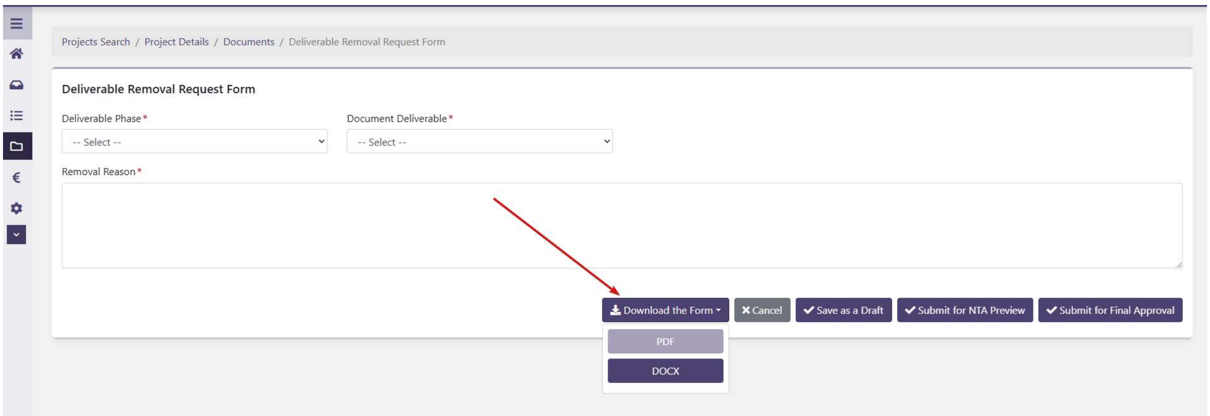


On the Deliverable Removal Request Form, the user can see the below fields:

- **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.



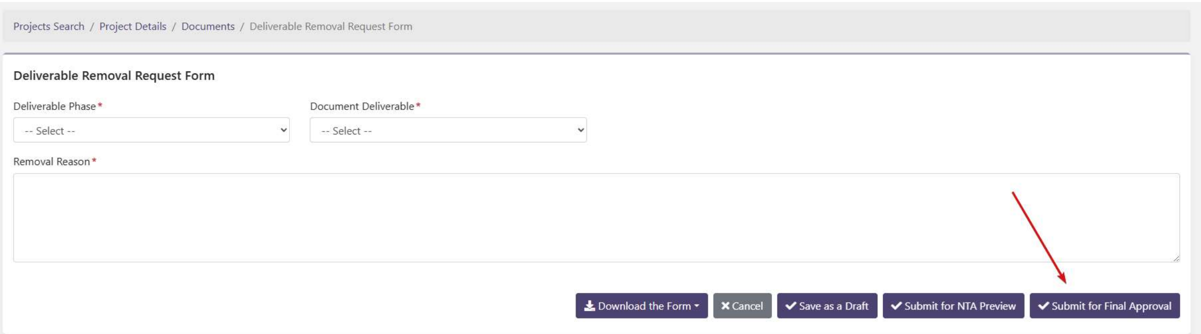
The Deliverable Removal Request form can be downloaded as a PDF or Word document via the “**Download this form**” button.



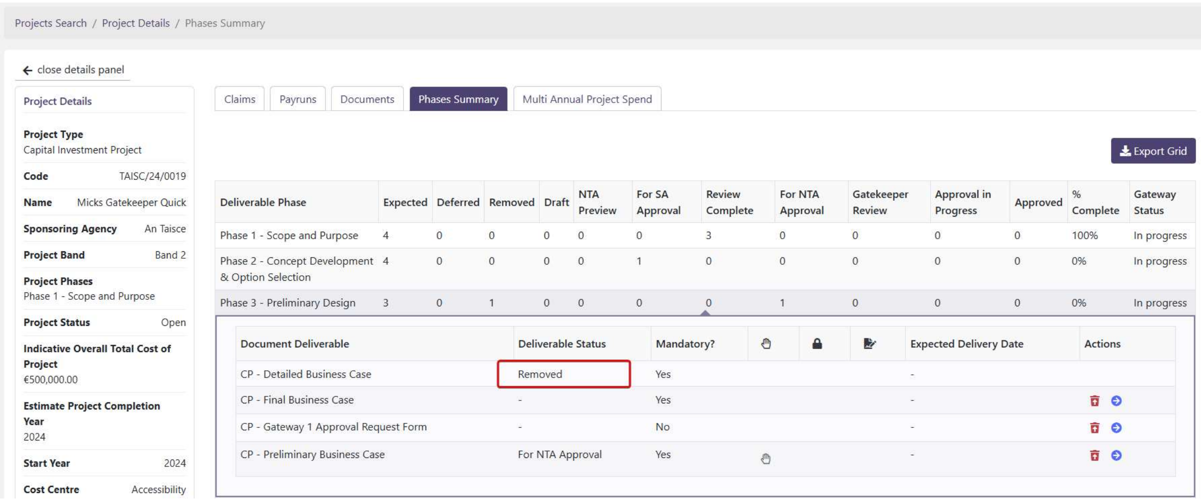
Note:

- *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.



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.

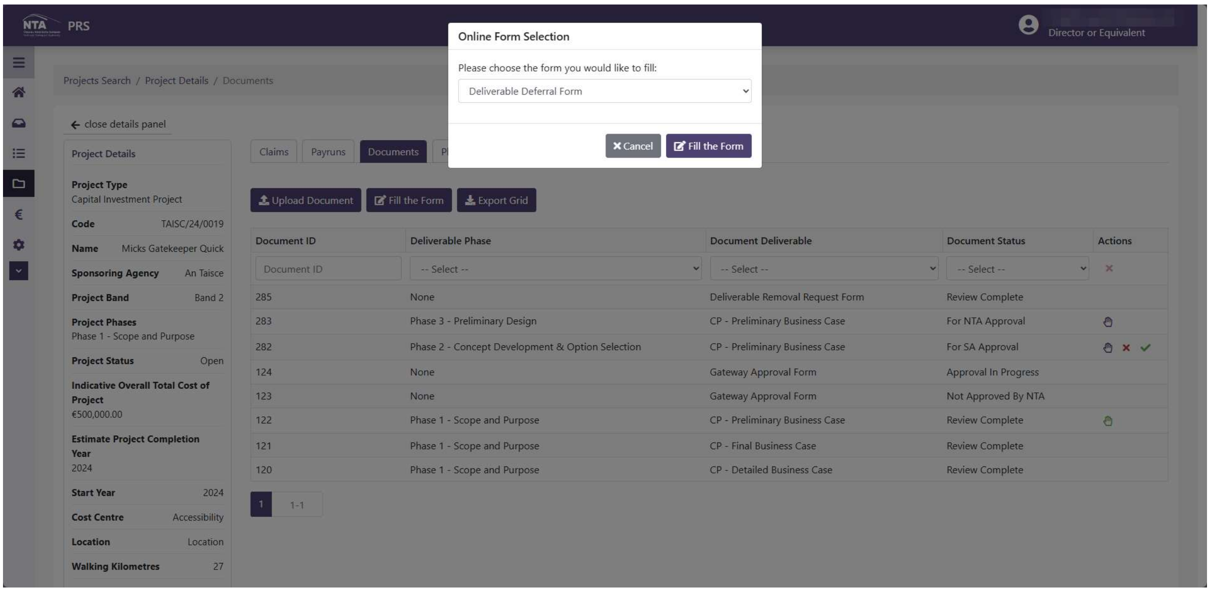


Note:

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

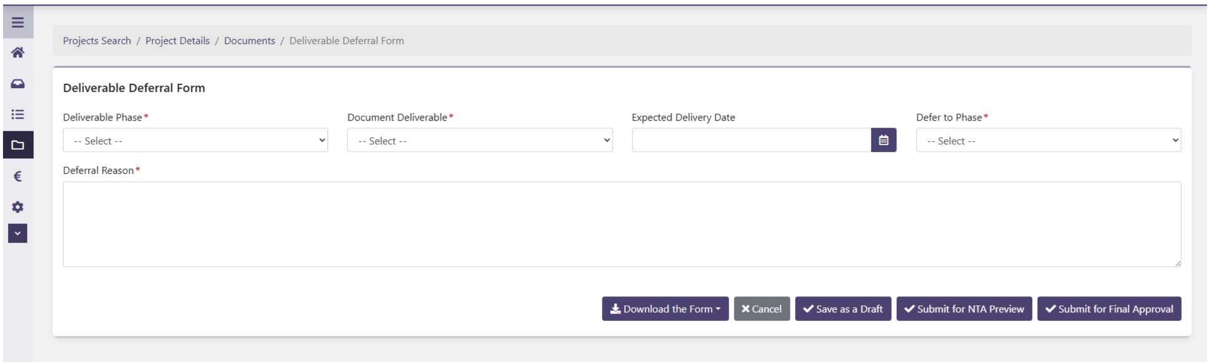
DELIVERABLE DEFERRAL FORM

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.



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.



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.

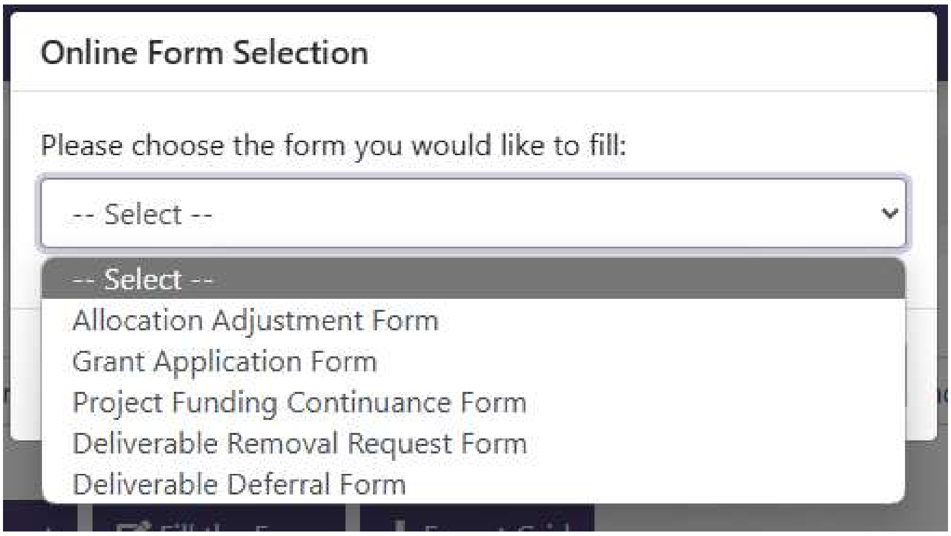
I also cannot defer a document from one phase to another phase where the same document deliverable exists in both phases.

PROJECT FUNDING CONTINUANCE FORM

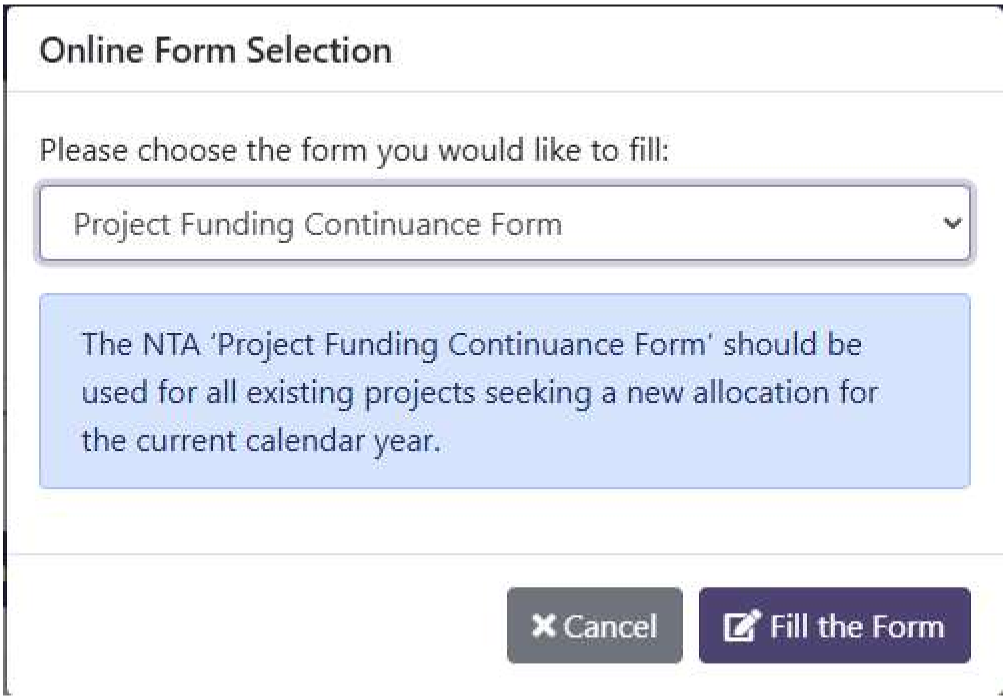
As an External User with relevant permissions, to create a 'Project Funding Continuance Form' go to the Projects section and search for the chosen project and navigate to Documents tab.

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

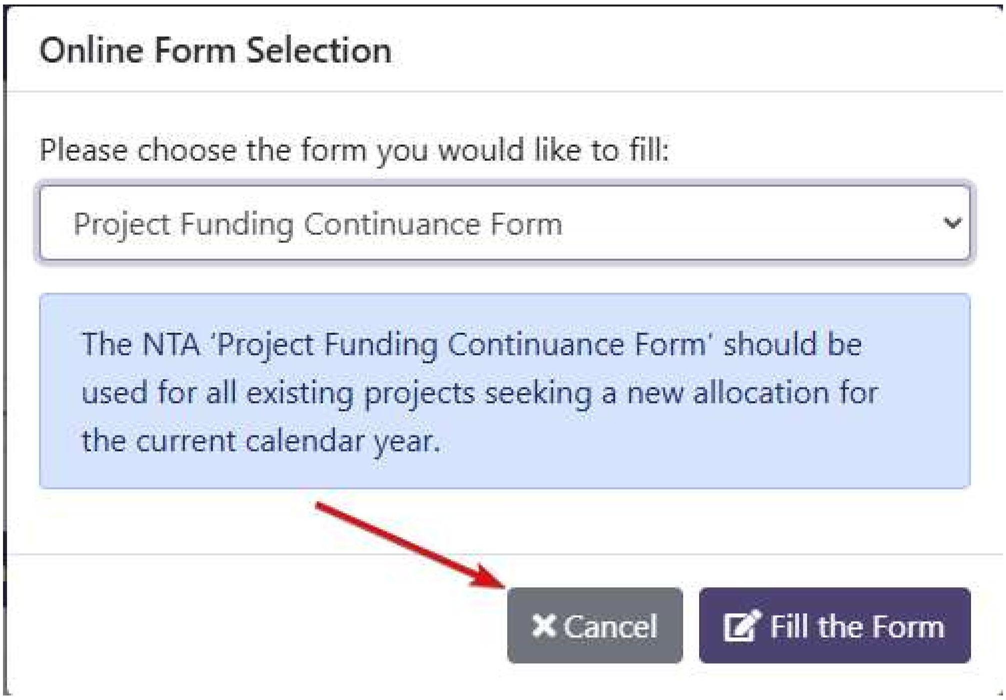
- Allocation Adjustment Form
- Grant Application Form
- Project Funding Continuance Form
- Deliverable Deferral Form
- Deliverable Removal Request Form



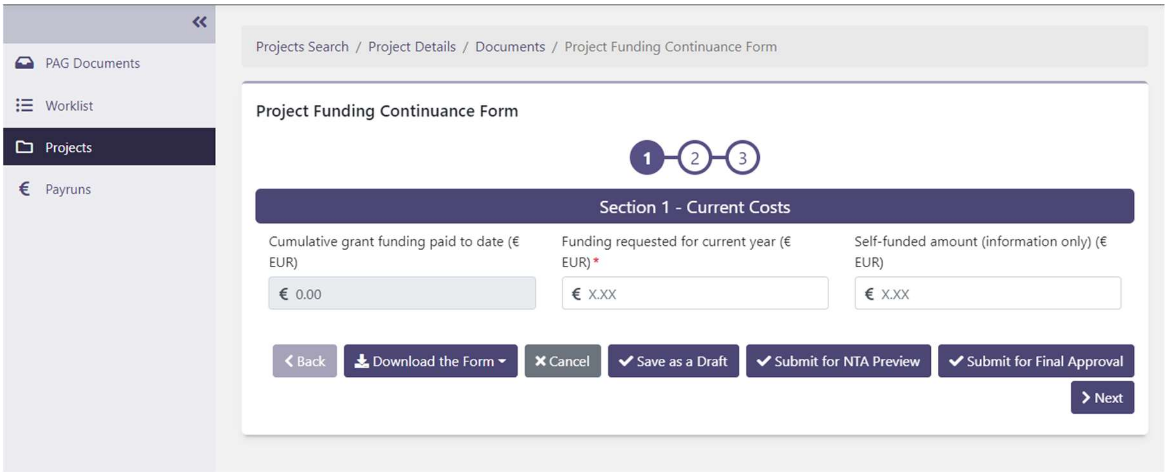
Select **'Project Funding Continuance Form'** from Online Form Selection drop-down and click on Fill the Form button.



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



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

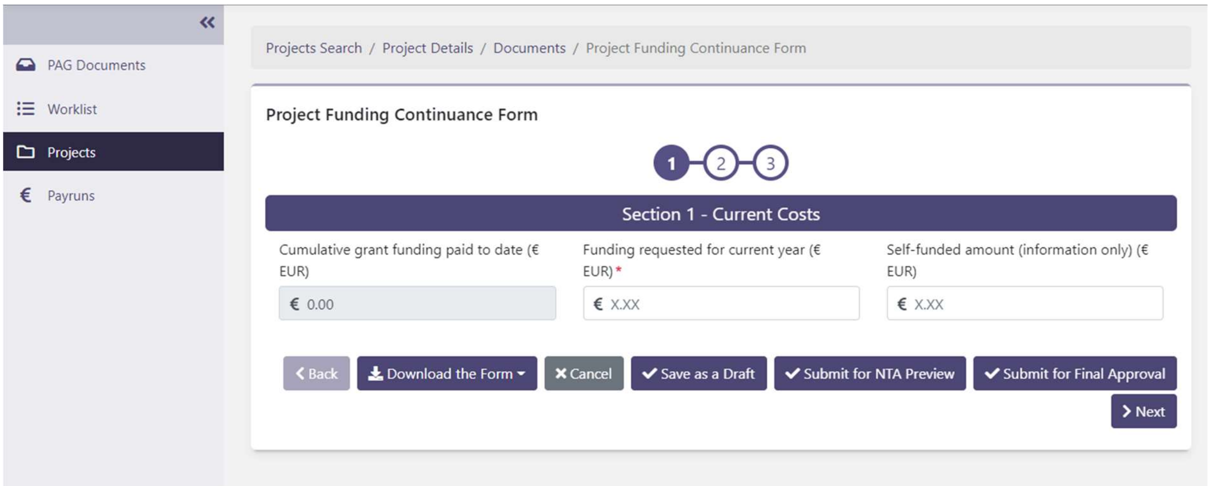


SECTION 1 – CURRENT COSTS

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.

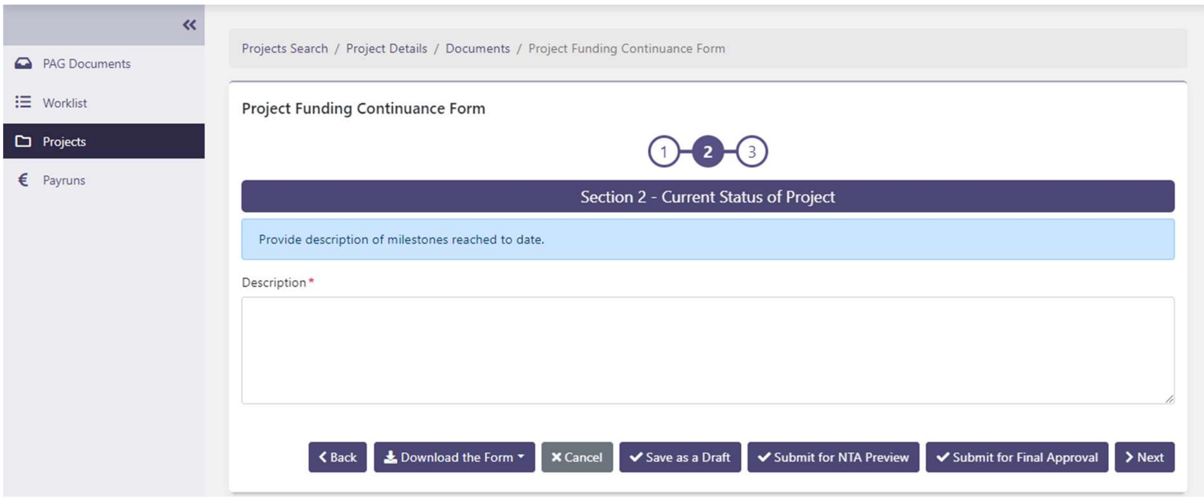
[Note: Funding requested for current year field is blocked if in current year the allocation on related project was already updated and is not set to 0]



SECTION 2 – CURRENT STATUS OF PROJECT

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

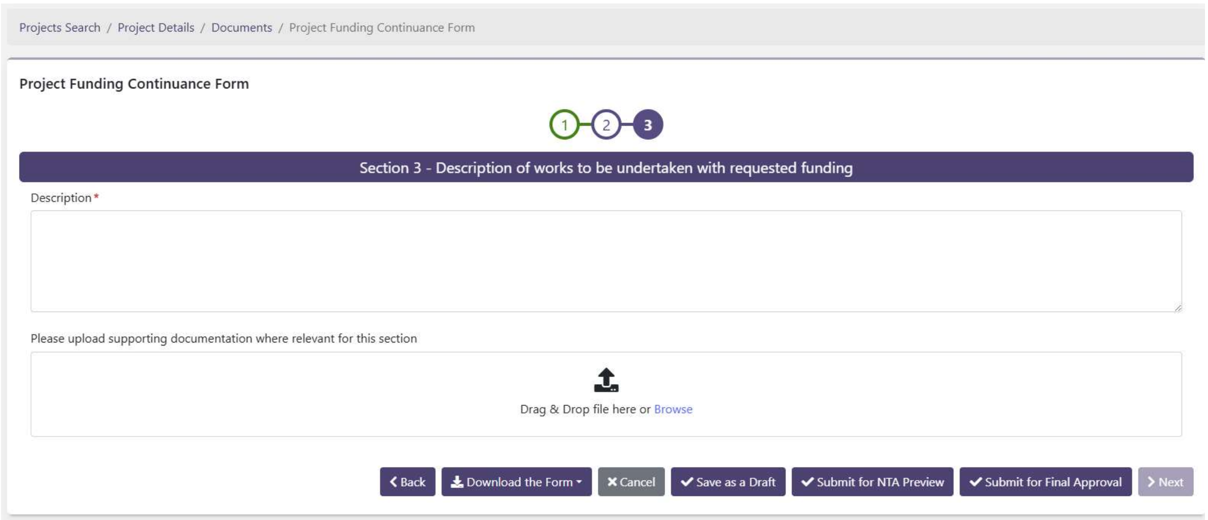
- Description – Field is restricted to 5000 characters



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)

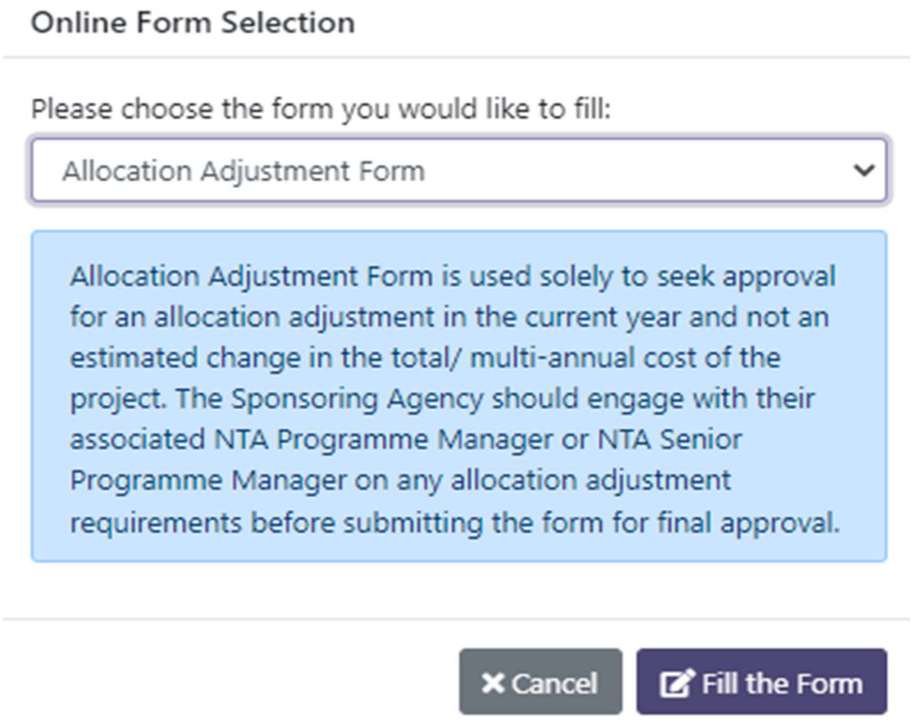


ALLOCATION ADJUSTMENT FORM

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



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:

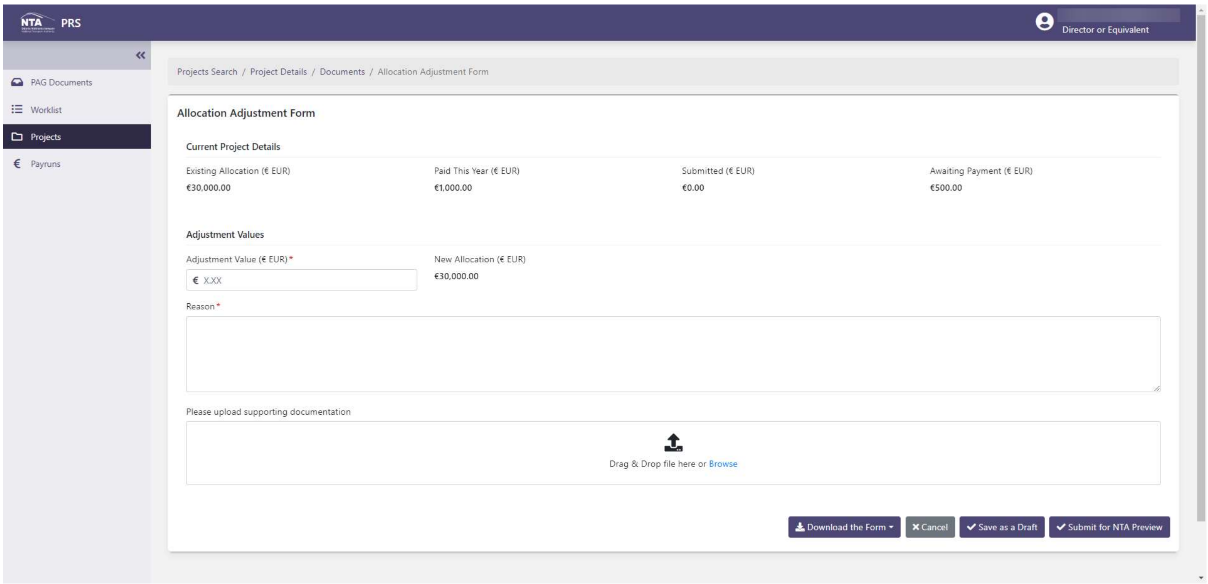
In Current Project Details section:

- 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.

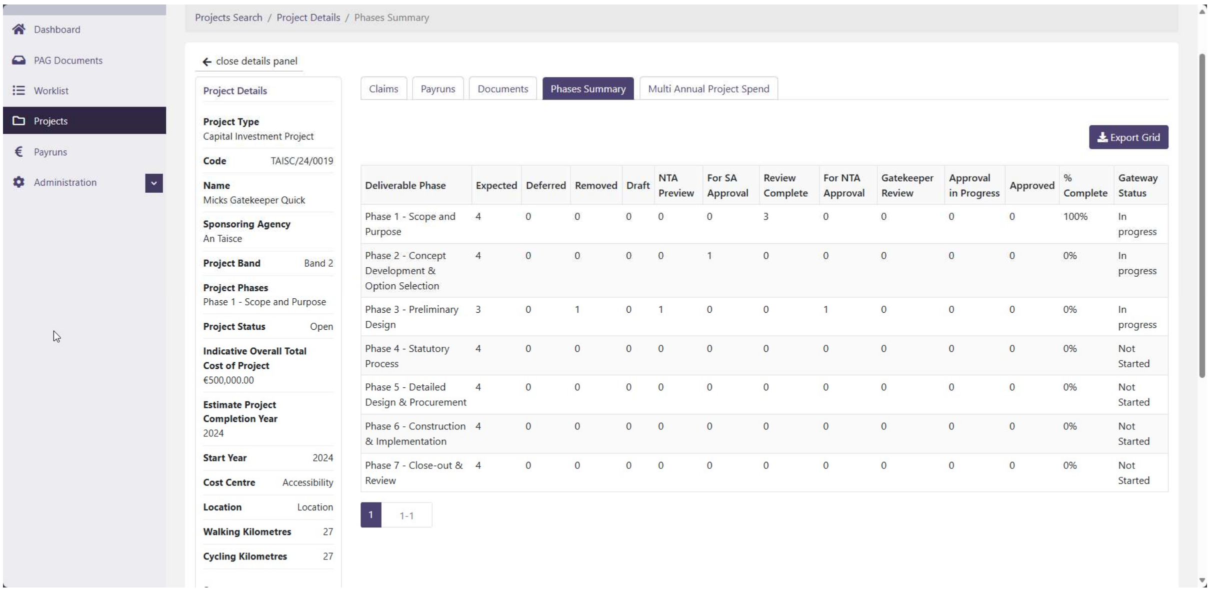
- Awaiting Payment - showing Awaiting Payment value visible on the project dashboard. This information wasn't visible on this form previously.

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.



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.



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				-	

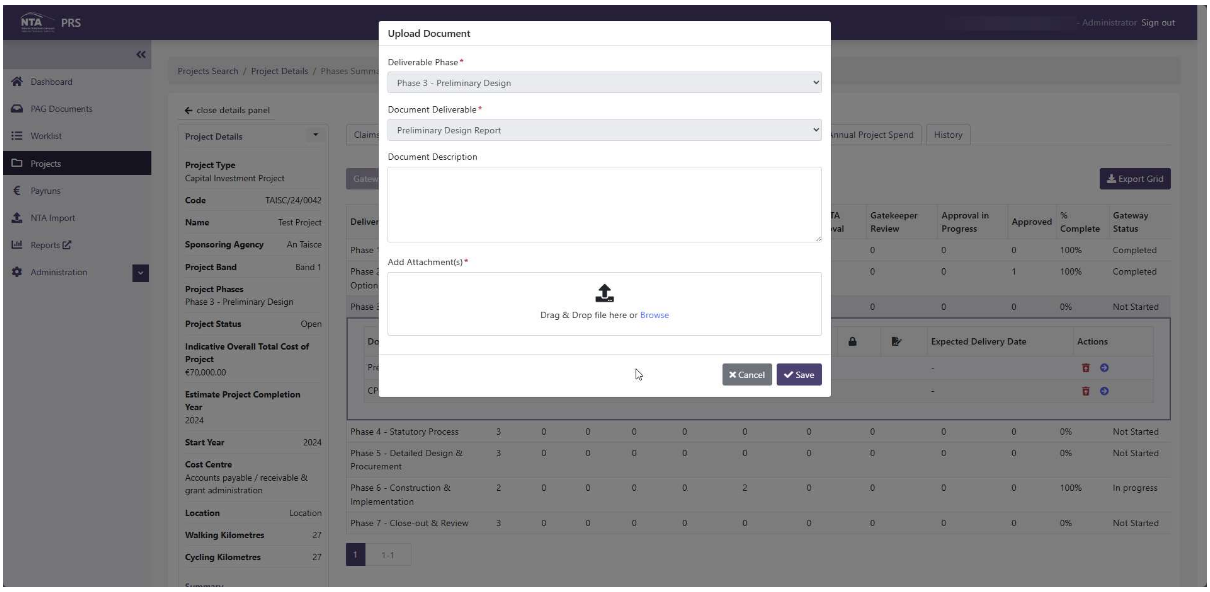
The expanded record will have a list of Document deliverables with the below information for each deliverable:

- **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.
-

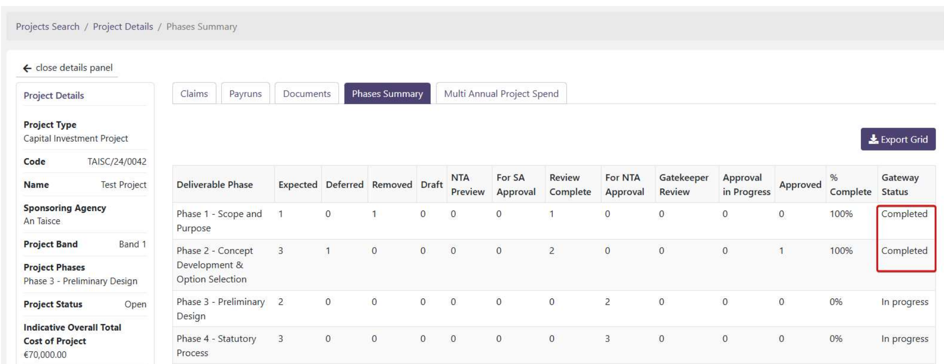
  - **Reject** ✖ **-** User can reject a document.
  - **Approve** ✔ - User can approve a document.

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.

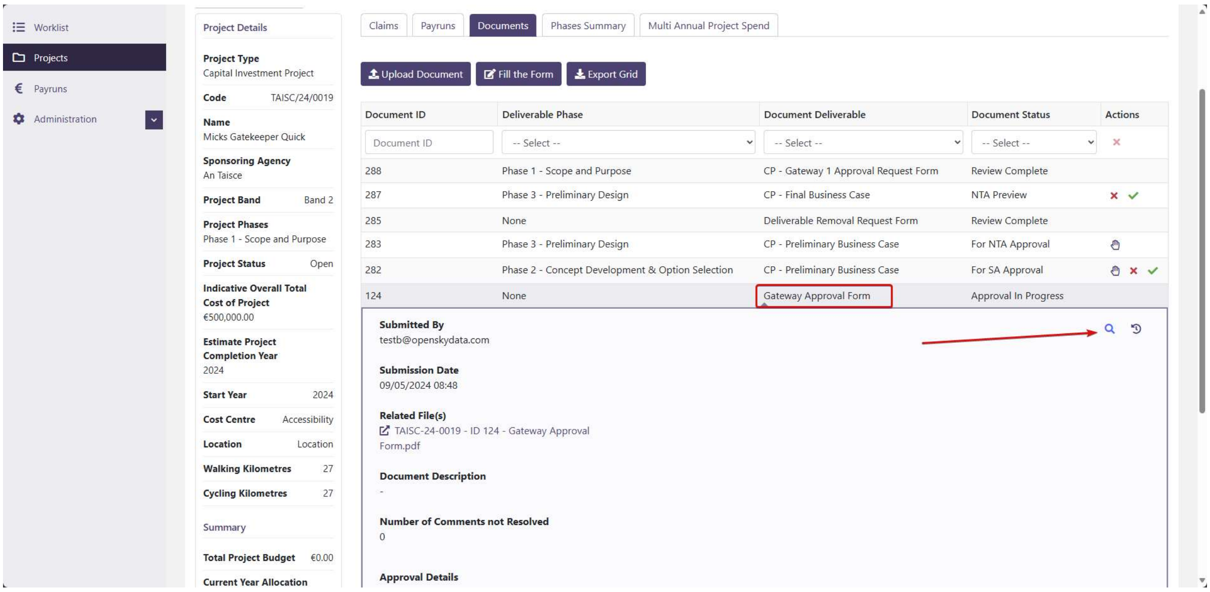


GATEWAY APPROVAL FORM

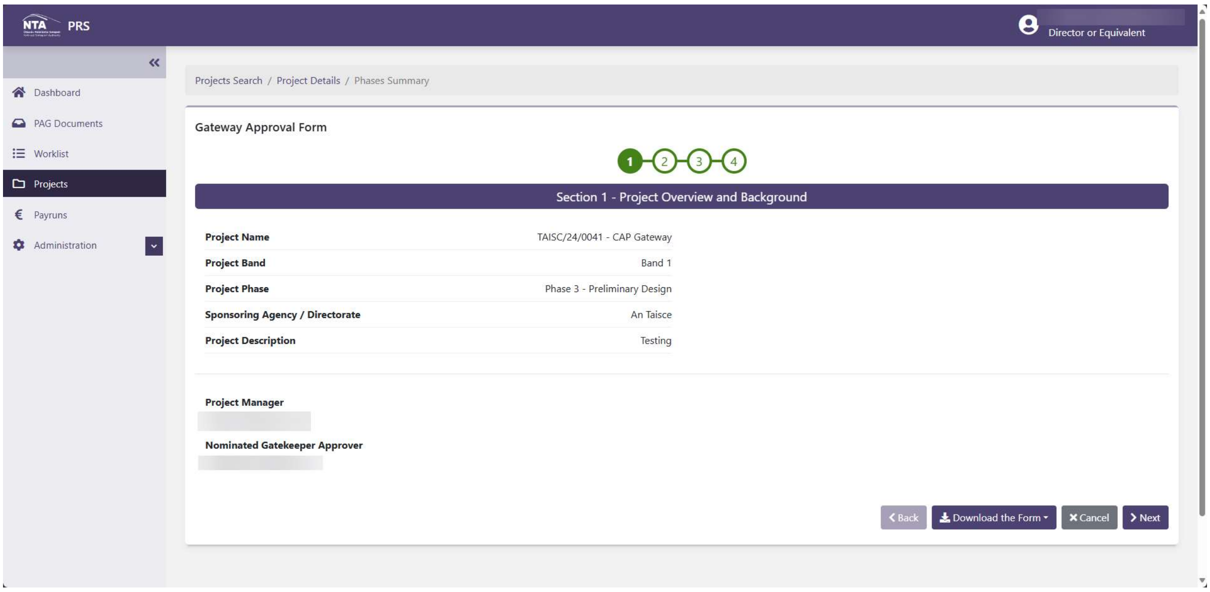
Once a Deliverable Phase '% complete' is 100% and all documents with hold points for a phase have been released.The assigned NTA Programme Manager, NTA Senior Programme Manager or NTA Section Head will submit a gateway approval form. This form is created and reviewed by the NTA team and once approved,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



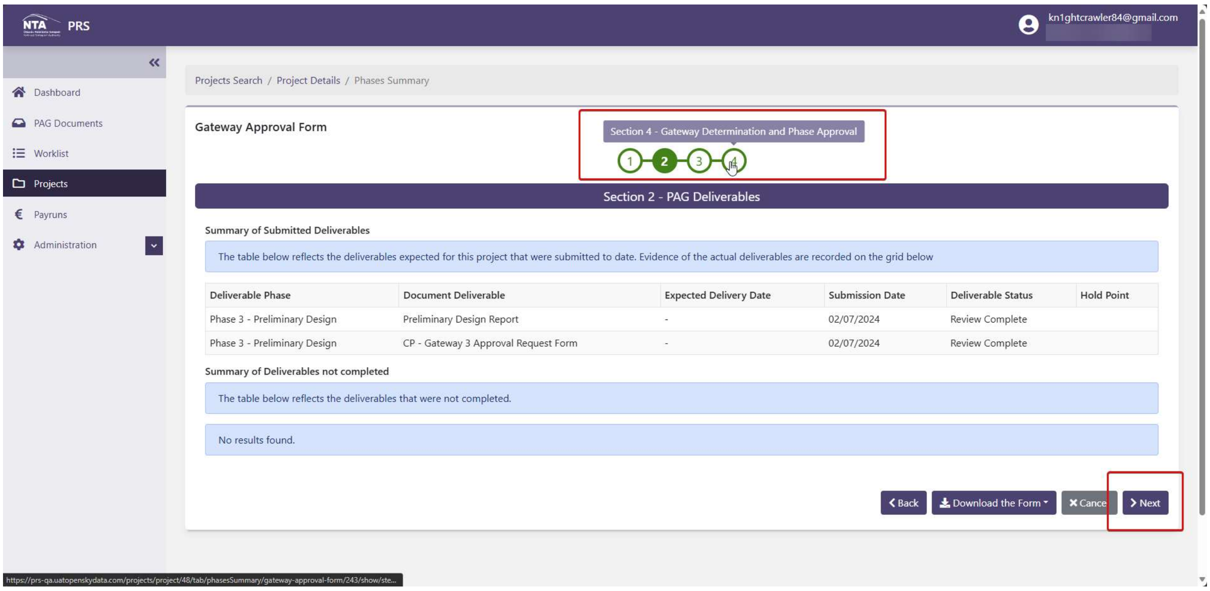
During the Gateway Approval process, sponsoring agency users can view the Gateway Approval form from the documents tab once it is created by selecting the icon on the Gateway Approval form.



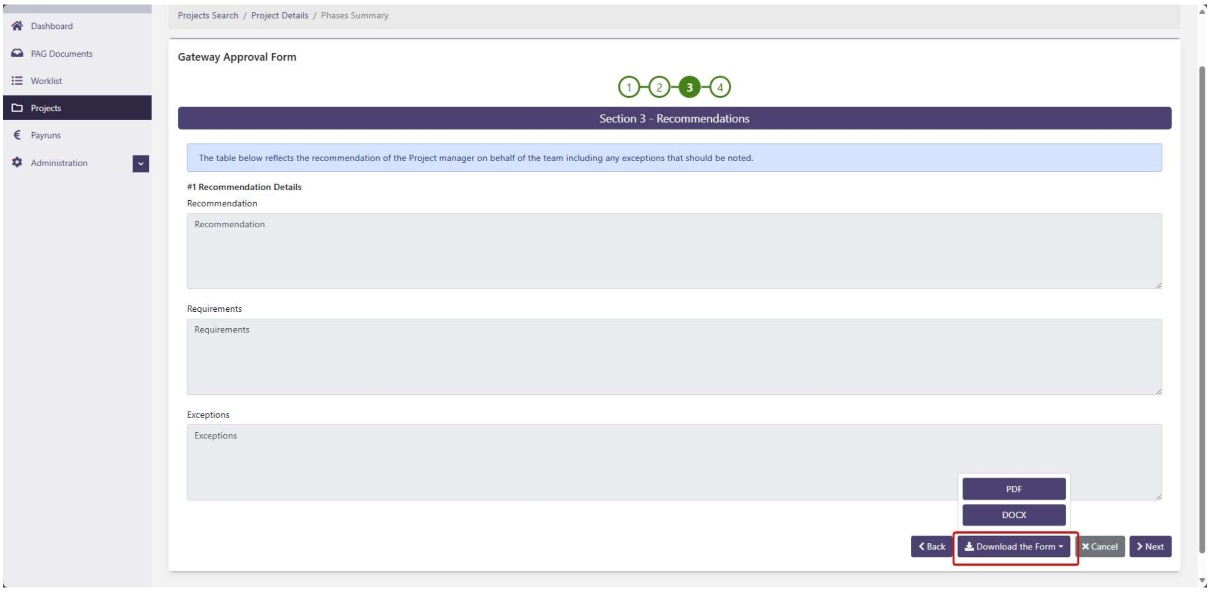
The form will be in a read only state and cannot be edited by external users.



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.



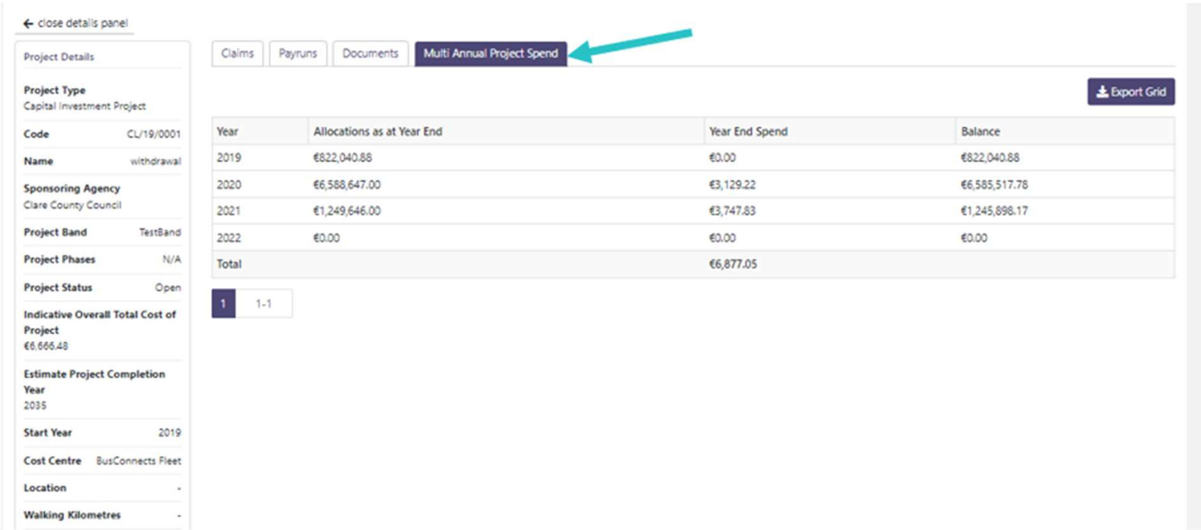
The form can also be downloaded in Microsoft Word or PDF format using the "Download the Form button"



REVIEW MULTI ANNUAL PROJECT SPEND

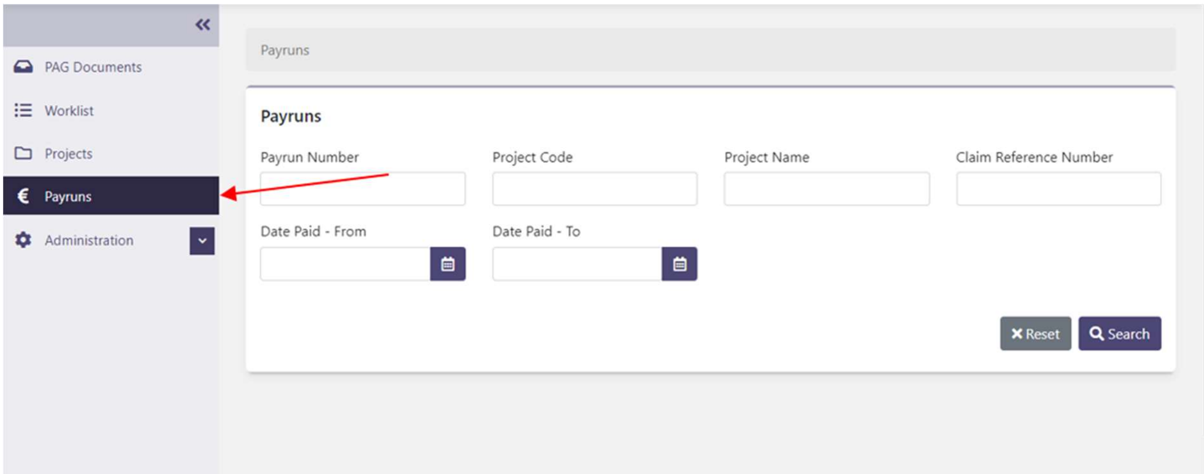
The multi annual project spend tab, offers users the ability to view project allocations, year end spend and balance on a per year basis.

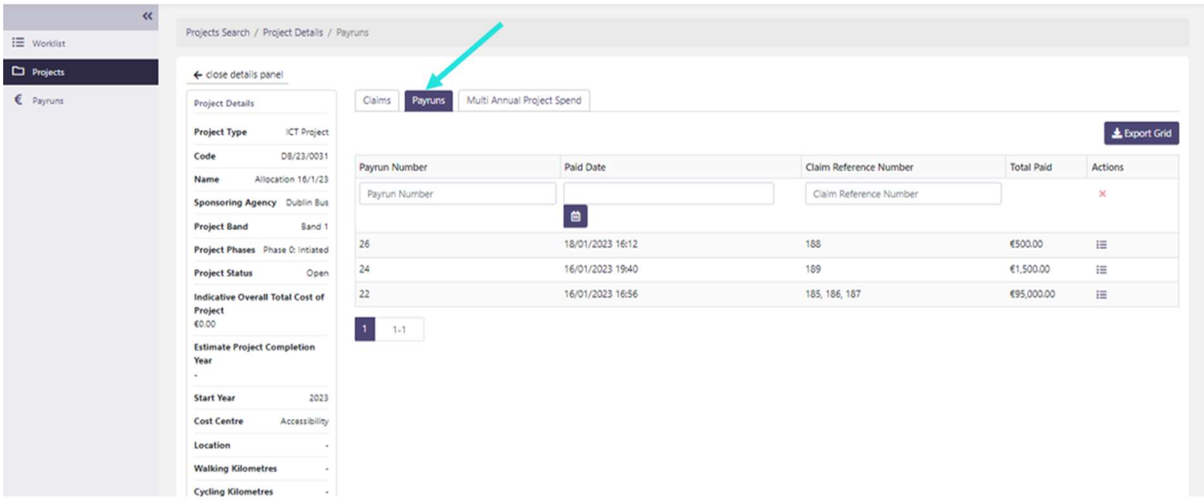
To view the multi annual project spend for a project, select the last tab at the top of the page. This will give an overview of Allocations at year end, year-end spend and the remaining balance. This will be split by year.



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.





PAYRUNS SEARCH

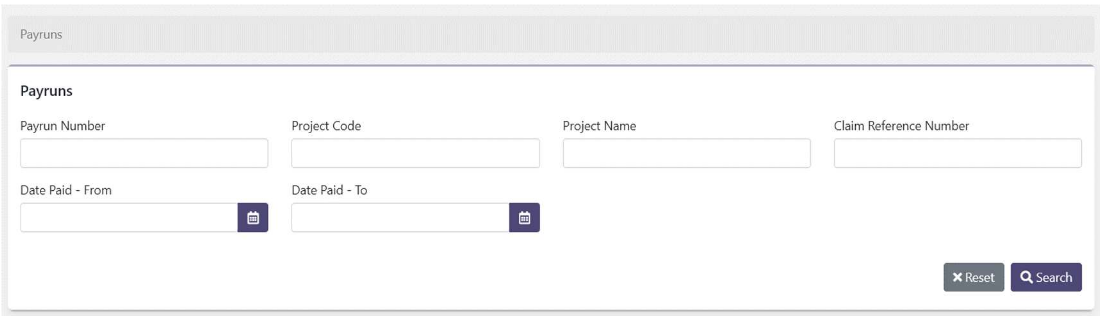
The following search fields are available to search payruns:

- 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:

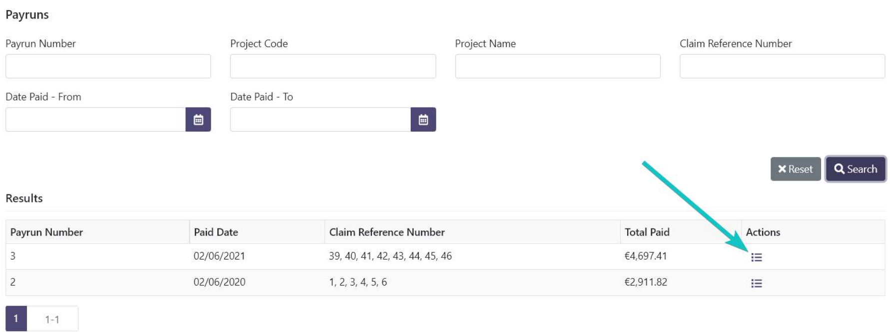
- Reset – Clear all search fields.
- Search – Display Results.

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

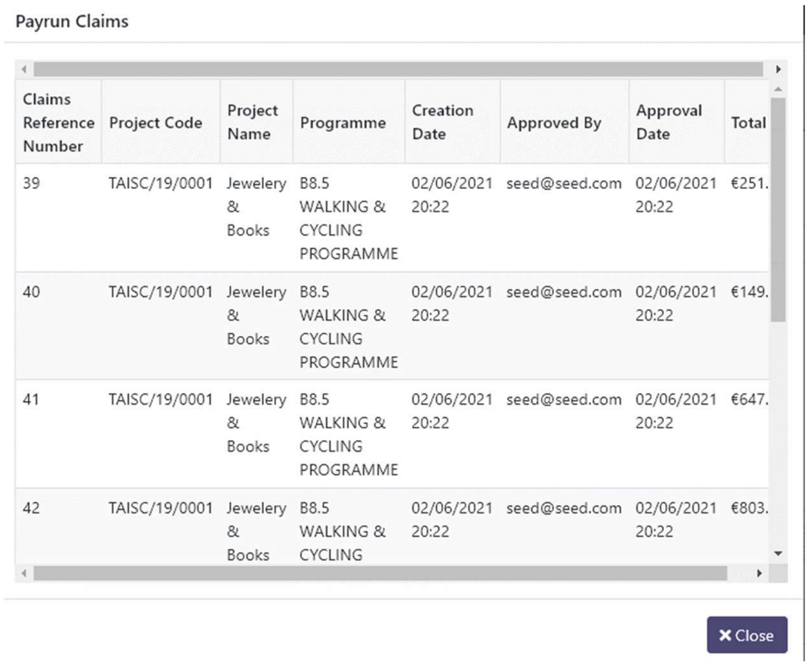


VIEW CLAIMS IN PAYRUN

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



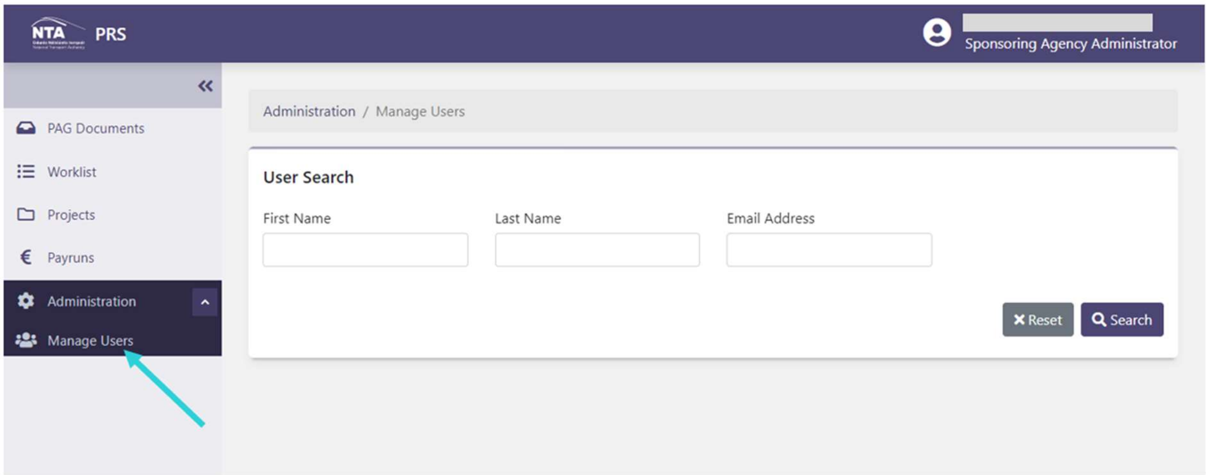
Clicking on this will present the user with a pop-up to view all claims contained within the payrun.



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.



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

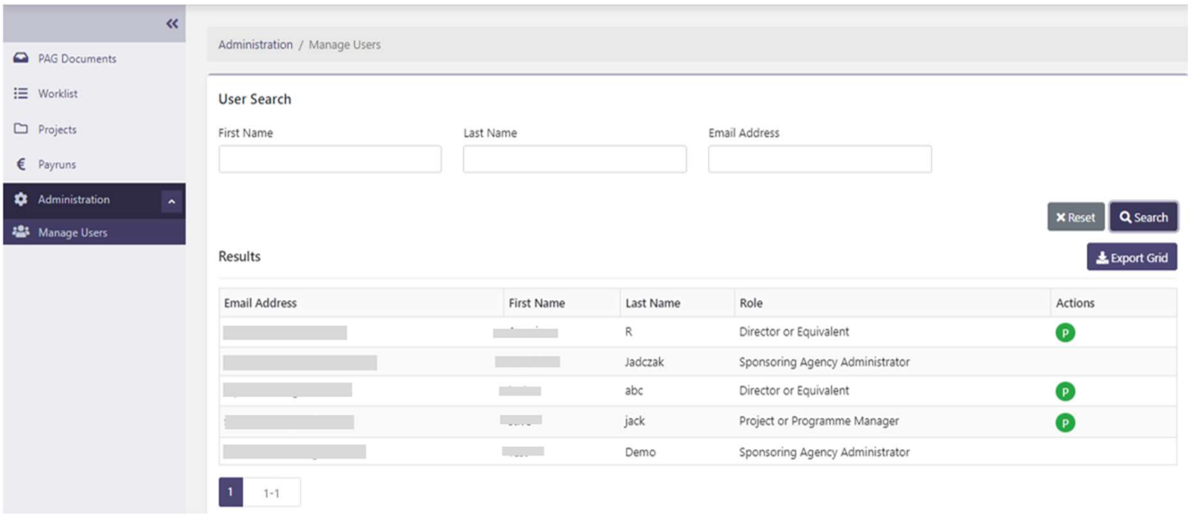
Once the desired search criteria are set the user has 2 options:

- 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.

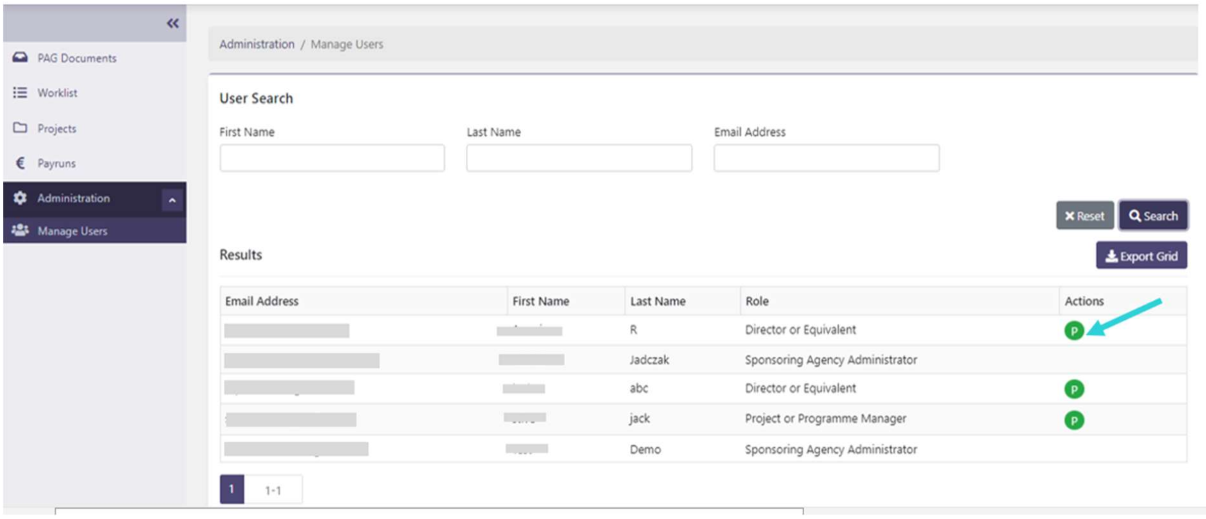
The grid will give an overview of all relevant details for the users with following details:

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

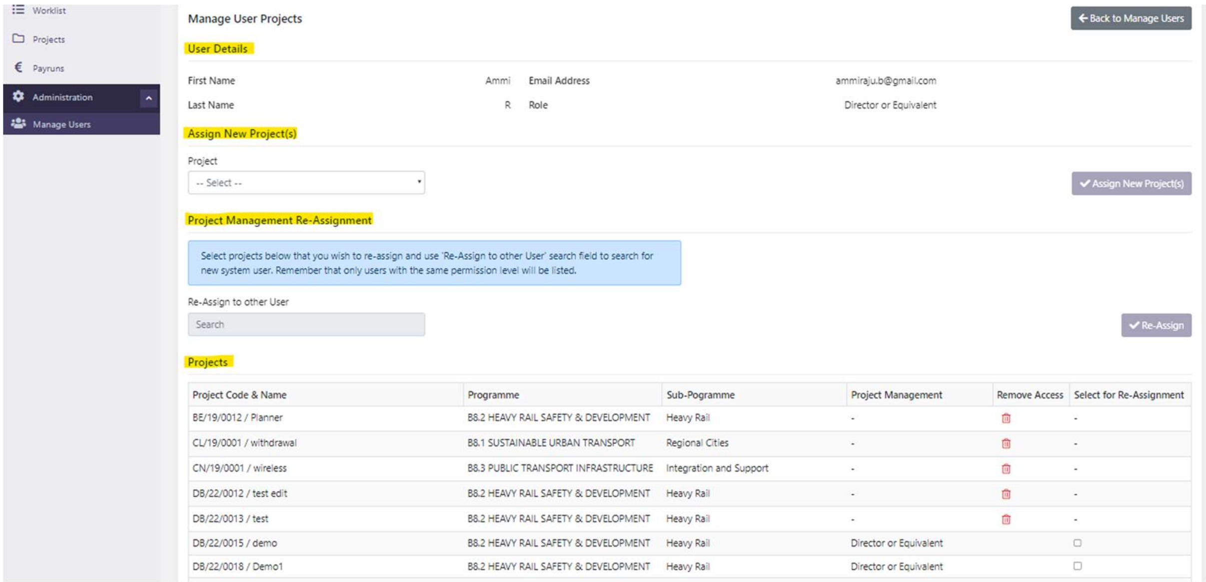


MANAGE USER PROJECTS

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

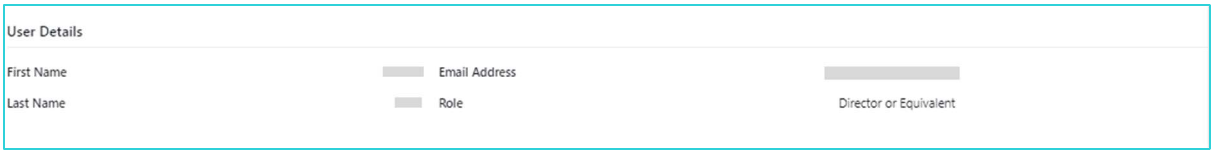


This will open a screen allowing the Sponsoring Agency Admin to manage **User Projects, Assign New Project(s), Project Management Re-Assignment, Projects.**



The following fields will be displayed in the **'User Details'** section grid:

- First Name
- Last Name
- Email Address
- 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)**

[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.

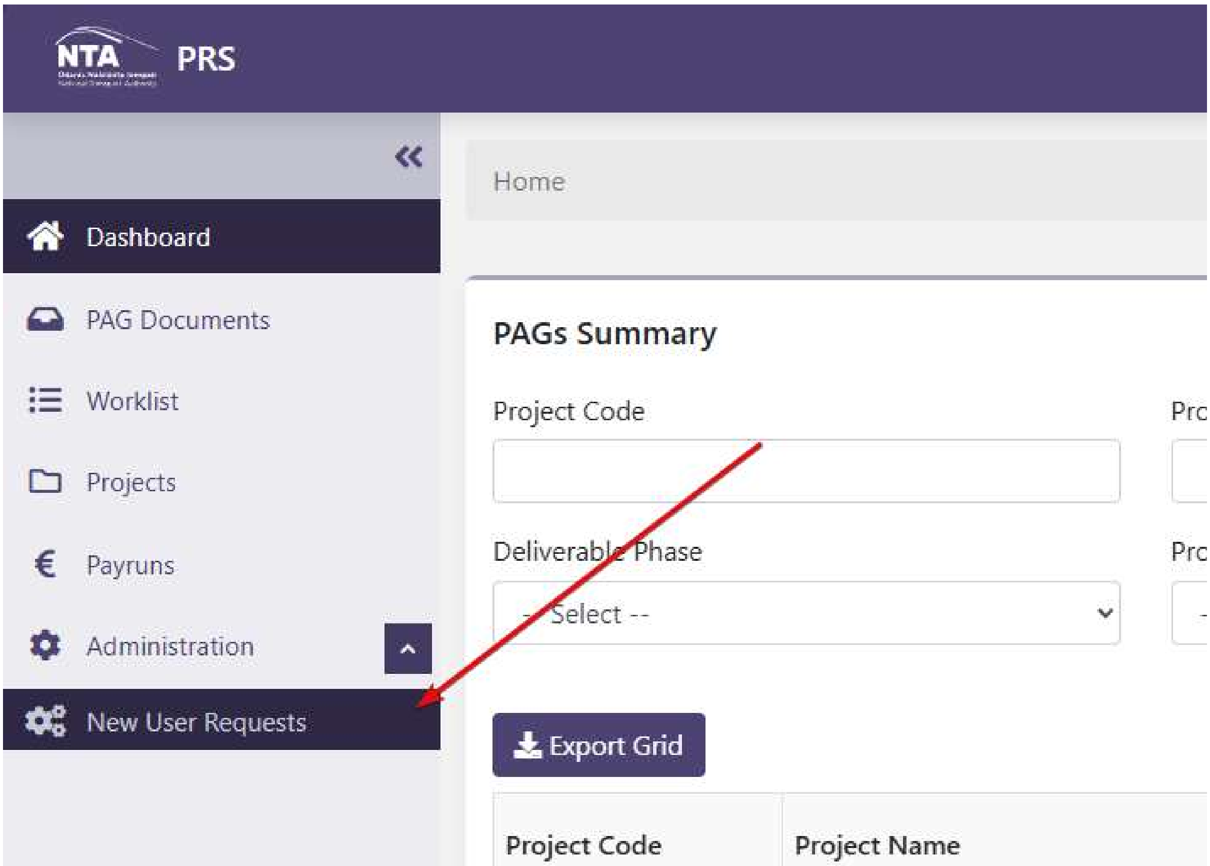
To reassign a project to another user:

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

- 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

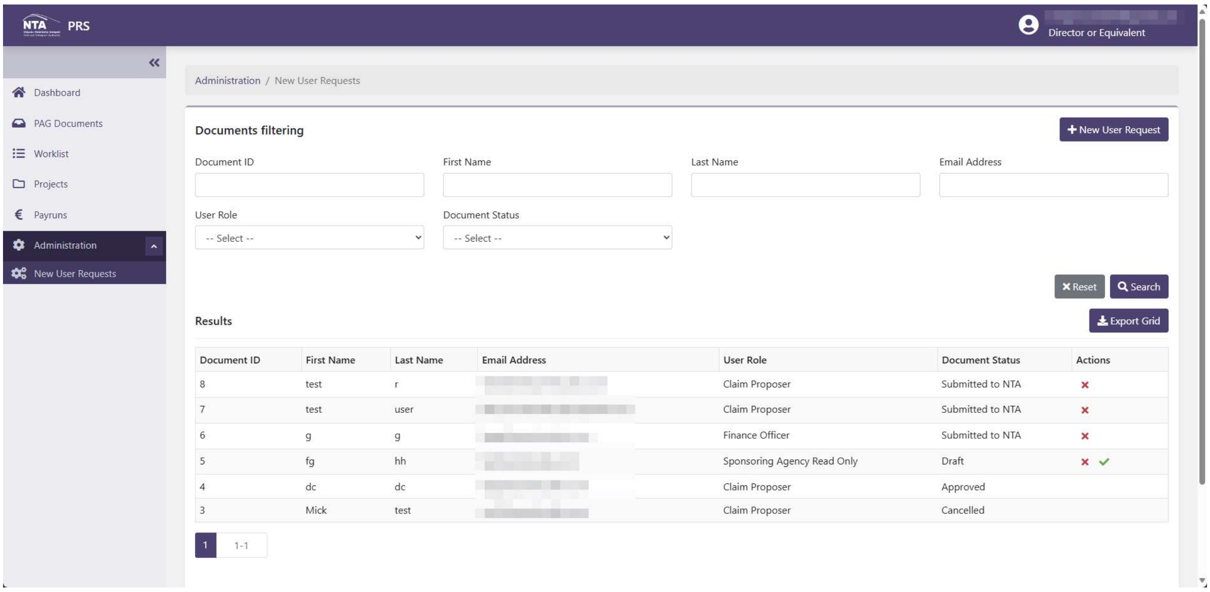
After choosing the ‘**New User Requests**’ from Administration section, system will show a screen with following tabs:

- 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:

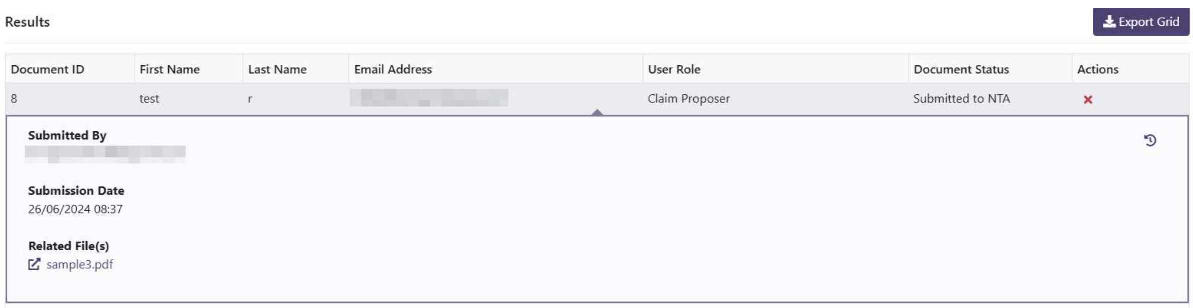
- Document ID
- First Name
- Last Name

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



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

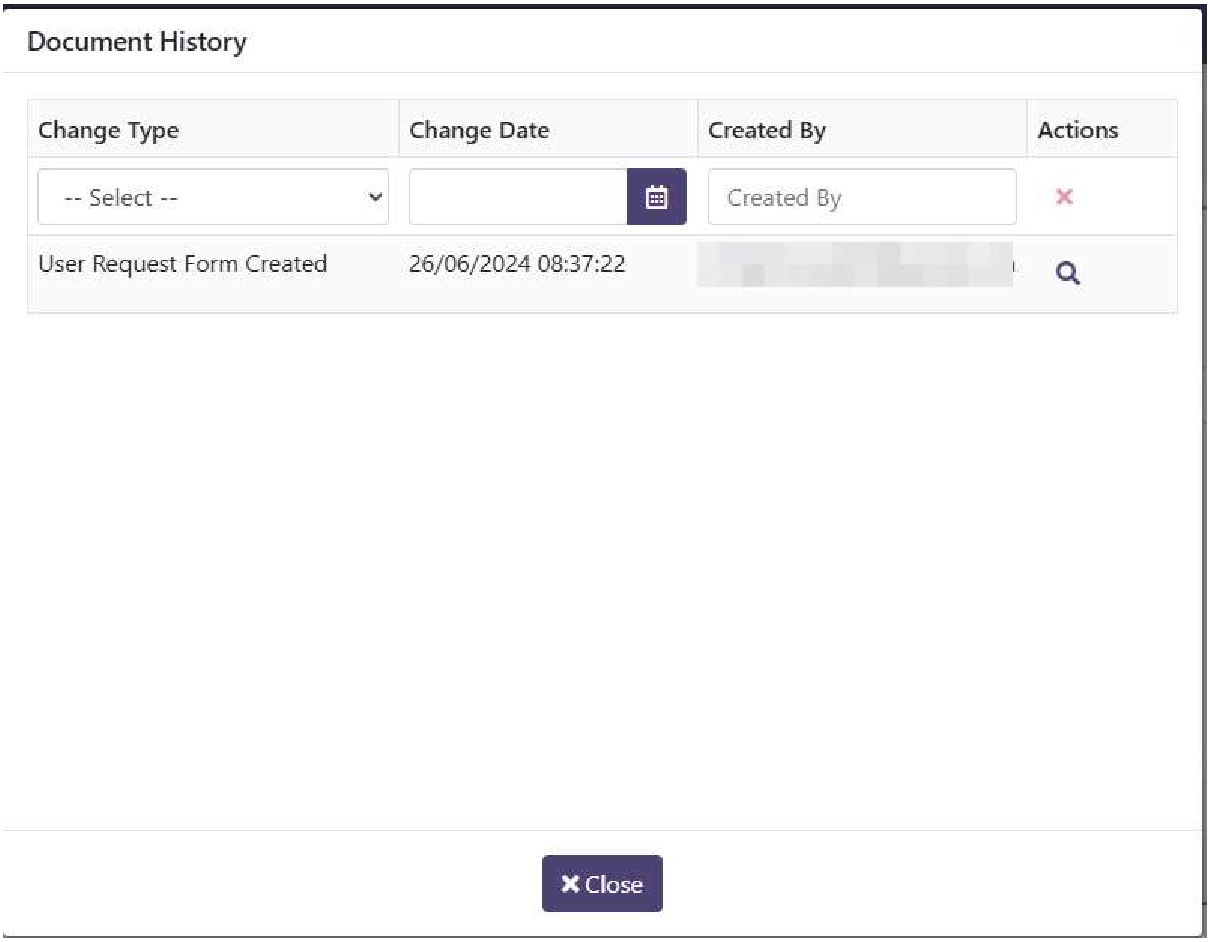
- Submitted By
- Submission Date
- Related File(s)
- History icon



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

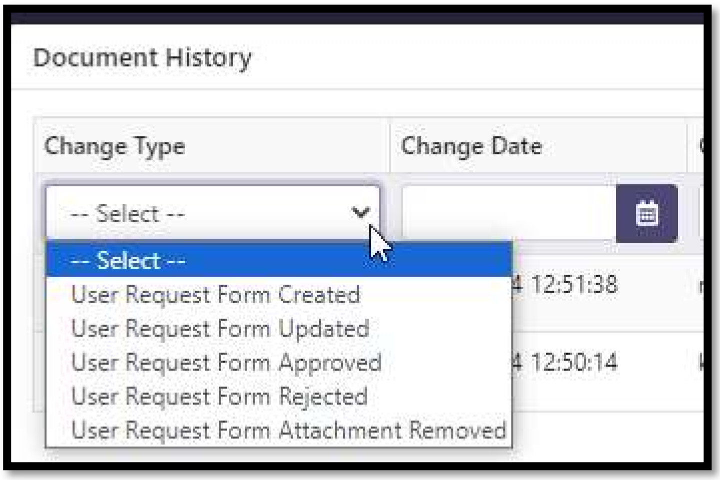
- Change Type
- Change Date
- Created By
- Actions
    - Show Details button

- Close button

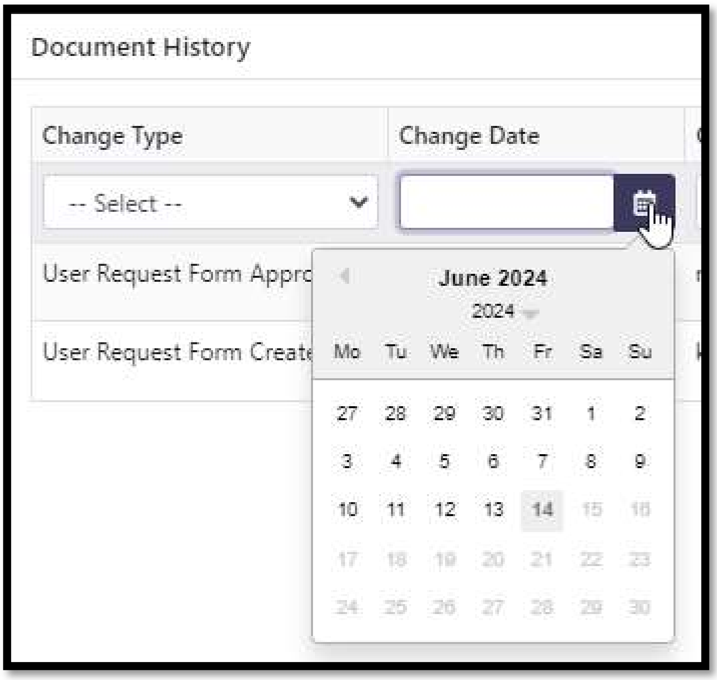


The Change Type dropdown when selected will display the following options to filter by:

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

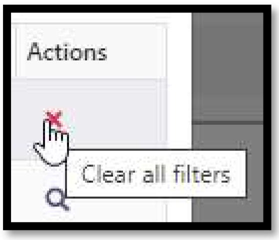


The Change Date filter will allow user to search by date it was changed:



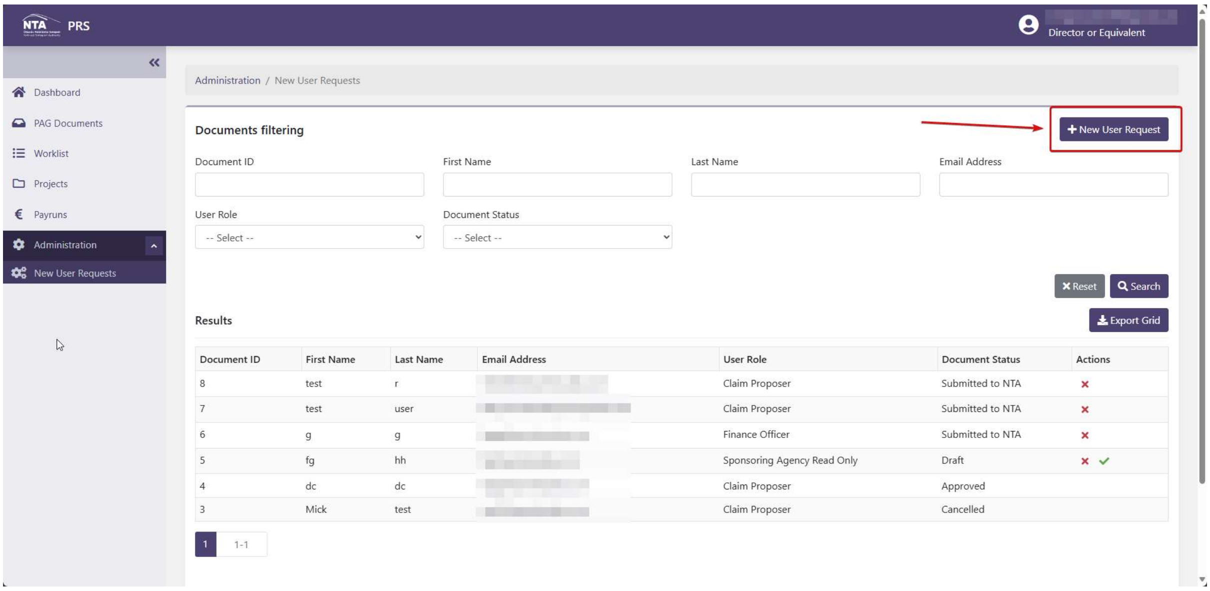
The Created By will allow user to search by the user that made the changes:

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



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

o 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.

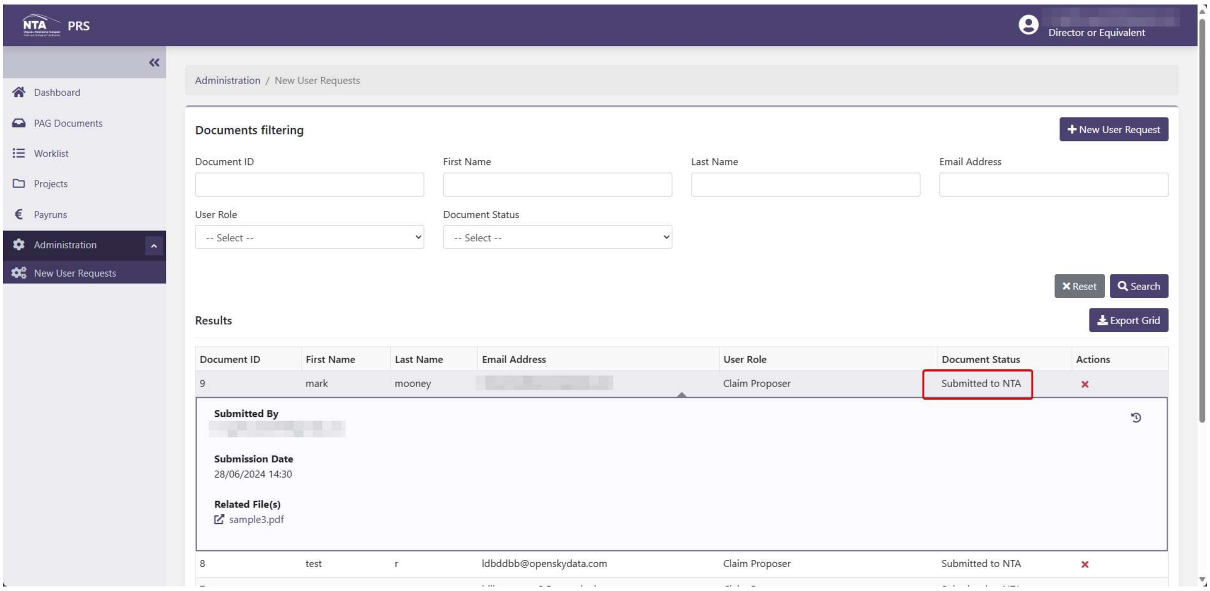
Role	Description
Claim Proposer (uploader)	This user role is responsible for: Creating claims on specific projects and submitting them for Finance Officer/Director or Equivalent review
Finance Officer (approver)	This user role is responsible for: • Approving Claims to be processed by NTA • Rejecting 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: • 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
-- Select --
Document Status
-- Select --
Reset
Search
Results
Export Grid
Document ID
First Name
Last Name
Email Address
User Role
Document Status
Actions
9
mark
mooney
Claim Proposer
Submitted to NTA
Submitted By
Submission Date
28/06/2024 14:30
Related File(s)
sample3.pdf
8
test
r
ldbddbb@openskydata.com
Claim Proposer
Submitted to NTA