

Guide to Your Digging Permits

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1. User interface The user interface consists of:

1. A menu
2. An overview table
3. Details of the case 4.
- Buttons with functions (actions)
5. A correspondence function.

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with 6 buttons: 'Alle sager', 'Ansøgninger', 'Tilladelser', 'Færdigmeldte', 'Godkendte sager', and 'Ikke godk. sager.'. On the right is a table titled 'Alle sager' with columns: 'Vej(e)', 'Løbenummer', 'Kommune', 'Ansøgnings c', 'Startdato', 'Slutdato', 'Status', 'Updated', and 'Bemærkninger'. The table contains 4 rows of data. Below the table is a pagination bar showing 'Side 1 af 1' and 'Vis 1 - 4 of 4'. Below the table is a section titled 'SAG' with details for a case. Below that is a section titled 'HANDLINGER' with buttons 'Anmod om ny periode' and 'Anmod om annullering'. Below that is a section titled 'KORRESPONDANCE MED SAGSBEHANDLER' with a button 'Skriv ny meddelelse til sagsbehandler'.

Vej(e)	Løbenummer	Kommune	Ansøgnings c	Startdato	Slutdato	Status	Updated	Bemærkninger
JERNBANEGADE (10 - 2)	20160003	Demo	18-08-2016	22-08-2016	23-08-2016	Tilladelse	18/08/2016	
ABILDVEJ (2 - 16)	20160004	Demo	18-08-2016	18-08-2016	19-08-2016	Ansøgning	18/08/2016	
GALDBJERG KOHAVEVE	20160006	Demo	29-08-2016	15-09-2016	16-09-2016	Annulleret	30/08/2016	
KONGEBAKKEN (2 - 4)	20160007	Demo	29-08-2016	07-09-2016	08-09-2016	Under forberedelse	30/08/2016	

1.1. Menu On

your digging permits there is a menu with 6 buttons:

- All cases
- Permissions
- Reported as completed
- Approved cases
- Unapproved cases
- Warranty cases

The screenshot shows a 'Menu' sidebar with 6 buttons: 'Alle sager', 'Tilladelser', 'Færdigmeldte', 'Godkendte sager', 'Ikke godk. sager.', and 'Garantisager.'.

Each of the buttons filters the cases as you can see in the overview table on the right.

1.1.1. All cases

Here you have an overview of all your cases - i.e. files with all kinds of status your files from other municipalities that use RoSyDIGWEB

1.1.2. Permissions

By clicking on the "Permits" button, you will see an overview of the permits you have received from the municipalities that have RoSyDIGWEB.

1.1.3. Completed

Here you have the overview of your completed cases.

1.1.4. Approved cases

In the overview of approved cases, you will find two different statuses – Approved and Approved/awaiting wear and tear, respectively. The two statuses are related to the completion notification procedure being in two stages. In the first stage, completion is reported when restoration with a base layer has taken place. When the municipality approves this notification of completion, it receives the status Approved/awaiting wear and tear. The case is given the status Approved when the wear layer has been notified as complete and the municipality has approved this notification of completion. See more details in Pkt. 3)

1.1.5. Unapproved cases

In this overview you will find the cases that have been rejected by the municipality. When a case is rejected, you will receive a message via email with a link to RoSyDIGWEB, so you can respond to the municipality's message. (see more about correspondence with the municipality in Point 3)

1.1.6. Garantisager

When, after 2 years from the date of completion of notification, a warranty inspection is carried out, the municipality will also send an email through Rosy with a feedback if the restoration cannot be approved.

The status of the given permission is thereby changed to "Warranty case". The permit is no longer reported as complete. This means that you do not need to apply for a new digging permit.

You can see these cases by clicking on the "Warranty cases" button.

1.2. Overview table

Here you can see an overview of the type of cases you have selected via one of the six buttons in the menu.

Below the summary table, the details of the selected case, available functions (actions) and correspondence are displayed.

1.3. Details of the case

Here is a description of the details of the case. That is where the excavation work is carried out, when it must be carried out, line owner, contractor and possibly project coordinator.

SAG

Gravearbejde vedr. Andet på ABILDVEJ 2 - 16 i perioden 18-08-2016 - 19-08-2016.
Ledningsejer: Peter A/S
Entreprenør: Peter Gravearbejde Aps
Projektkoordinator:-

1.4. Functions (Actions)

Under the case details there are a number of buttons. How many buttons are available depends on the status of the case.

If the case has the status application, it is possible to request a new period and request cancellation.

If the case has the status permit, you can see the permit document, complete registration and request a new period and request cancellation.

For cases that have been notified, approved or warranty cases, there is simply the button "See authorization document", that are available.

1.4.1. Request for a new period

If the excavation work cannot be carried out within the period stated in the permit document, you can apply to the municipality for a new period.

You do this by marking the case in the summary table and then clicking on the button "Request new period".

In the "Request another period" window, indicate from date to date and the reason for the request



Click OK.

Now the request is sent to the municipality and will appear in their case processing system.

You will receive the municipality's response via email. For approved requests, a new digging permit with the new digging period is attached to the email.

1.4.2. Cancellation request

If the digging application or digging permit is to be cancelled, you can request this from the municipality by selecting the case in the overview table and then clicking on the button "Request cancellation"



Enter the reason for the cancellation request and click ok. The request is now sent to the municipality. You will receive the municipality's response to the request via email.

2. Sorting columns

You have the option of having data placed in alphabetical order, depending on what you would like to see. Eg. divided in municipalities or in status

This is done by clicking on the arrow that appears after each text in the headings, after which the order changes.

Løbenummer ↕
20160003
20160004
20160006
20160007

3. Completion notification and approval in two steps

To complete reporting a case, you must mark the case in the overview table and click on the "Complete report" button, which you will find under "Actions".

If excavation work has been carried out in an asphalt area, the permit must in future be declared complete the first time with "Bearing layer" in the fields "Restored with" and the second time when "Wearing layer" has been laid a year later.

Færdigmelding

Ansøgningsdato: 20-01-2014

Startdato: 20-01-2014

Slutdato: 22-01-2014

Midlertidig færdigmeldt: null

Detaljer: Tilladelse20140004.pdf

Reference: 20140004

Gravested: ØREODDEN

Bemærkning: Som aftalt

Ikke som planlagt: ☐

Retableret med: -- Vælg venligst --

Retableret areal: -- Vælg venligst --

Ikke angivet

VEDHÆFTEDE FILER

- Bærelag
- Slidlag
- Bærelag + slidlag

Færdigmeld Midlertidig

When the municipality receives the first report of completion from you, where you have restored with a bearing layer, the report of completion is approved with the text - "Approve pending wear layer". This status will also appear on your completion notification page under "Approved cases"

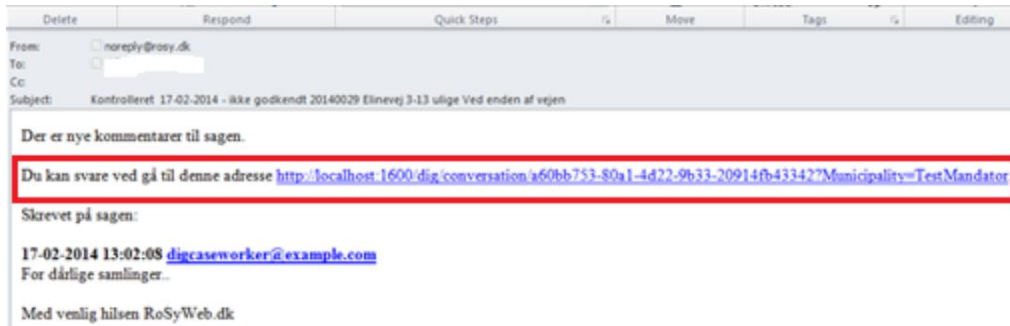
When the wear layer has been laid out after one year, you can complete the report a second time (by clicking on the "complete report" button and selecting "Wear layer" in the field "Restored with"). If everything has been carried out in accordance with the terms of the excavation permit, the notification of completion will be finally approved and will stand as approved with you.

Godkendte sager										
	Vej(e)	Løbenummer	Kommune	Ansøgnings d	Startdato	Slutdato	Status	Updated	Tilladelse	Bemærkning
Færdigmeld	Abelsvej (6 - 8)	20140132	Svendborg Kommune	24-02-2014	24-02-2014	28-02-2014	Godkendt/afventer slidlag	25/02/2014	Tilladelse20140132.pdf	

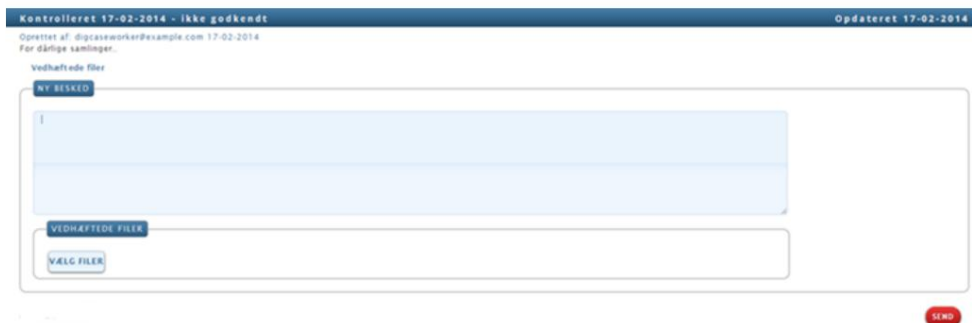
Side 1 af 1 af 1 af 1 30r Vis 1 - 1 of 1

4. Correspondence with the municipality

If the municipality cannot approve a restoration, you will receive a message via email. In this email there is a link. When you click on the link, you will get access to reply to the municipality. Attach any files (images, etc.).



Mail with a link to reply to the municipality



Page in RoSyDIGWEB where you can reply to the municipality's message and attach files (by clicking the button "Choose files")

The correspondence that takes place between the road authority and the applicant will be stored in the excavation permit and will be retrieved in case of doubt.

Detaljer	Opfølgning	Kort	Bemærkninger	Diverse	Dokumenter	Kontrol	Korrespondance	Faktura	Log
Modtager			Oprettet				Opdateret		Emne
alf@alf-jensen.dk			17. februar 2014 13:02				17. februar 2014 13:02		Kontrolleret 17-02-2014 - ikke godkendt Åbn
alf@alf-jensen.dk			6. februar 2014 11:45				6. februar 2014 11:45		Manglende materiale Åbn
alf@alf-jensen.dk			6. februar 2014 11:34				6. februar 2014 11:37		Kontrolleret 06-02-2014 - ikke godkendt Åbn
Opret korrespondance									

The checks carried out at the excavation site will be included in the excavation permit

Detaljer	Opfølgning	Kort	Bemærkninger	Diverse	Dokumenter	Kontrol	Korrespondance	Faktura	Log
Kontrolleres af: Senest: Årsag: Bemærkning:					Kontrolleret af: Dato: Resultat: Bemærkning: Vedhæftet:				
Opret kontrolbestilling Ændre Slet					Registrer kontrol				
TIDLIGERE KONTROL									
Kontrolleret af digcaseworker@example.com digcaseworker@example.com					Dato 06-02-2014 06-02-2014		Resultat ikke godkendt Godkendt midlertidigt		Bemærkning Der er dårlige samlinger

5. Good advice for reporting completion

To complete registration, a code must be used together with the email address used in the application.

You will receive the code in an email together with the receipt for the digging application.

The code is linked to the email address under which the application was submitted.

On www.rosyweb.dk, by clicking on the button "I want to see my digging permits" you can access the completion notification page

When a digging permit is to be completed, you must use the code and email address. The road authority cannot see the codes, so REMEMBER - save it.

If you have not applied for a digging permit via www.rosyweb.dk before, you have not received a code. You will receive a code as soon as you apply for a permit through www.rosyweb.dk

When there are several people in a company applying, it is a good idea to make a joint list on which the code is indicated, together with the email address used. This may be appropriate in the event that a colleague needs to be notified.

You can also choose to always use a common email address in the company, which also only has one code. Then everyone can go in and see what is going on in relation to the entire company.