RoSyWeb

RoSyDIG

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.

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

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

Anmod om anden periode		x
Fra dato:	25-08-2016	
Til dato:	31-08-2016	
Årsag:		
	OK	Annuller

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"

Anmod om annullering af sag		x
Årsag:		
	OK	Annuller

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.

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.

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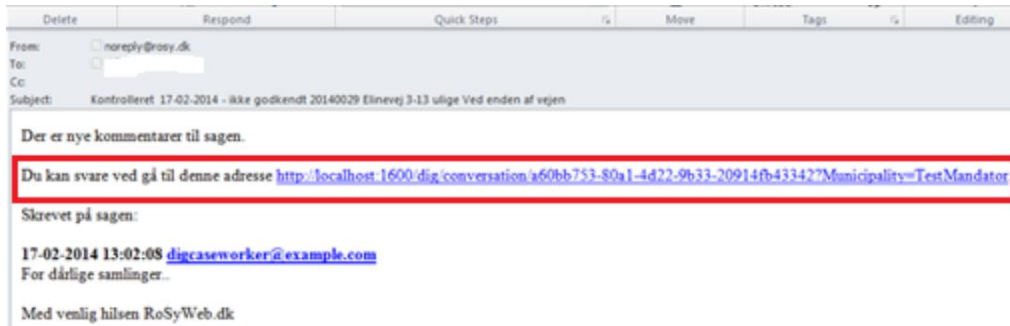
Mail with a link to reply to the municipality
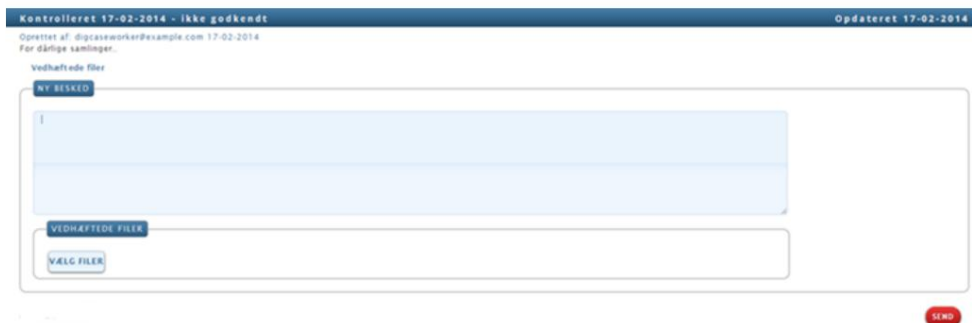
Page in RoSyDIGWEB where you can reply to the municipality's message and attach files (by clicking the button "Choose files")

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.

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

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.