



Street Manager Transition Guidance Contractors



How can Contractors get on Street Manager

NOTE: This guidance covers Contractor services only. If you are also delivering Promoter services, you will need to obtain Promoter login as any other Promoter organisation.

DEFAULT



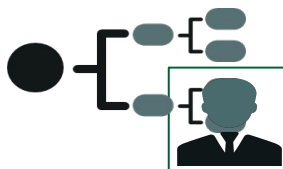
OPTION 1: USING THE CONTRACTORS' FUNCTIONALITY IN STREET MANAGER

Each LHA / Utility should discuss and agree approach with Contractor

DfT validates Contractor and sets them up as a Contractor organisation in Street Manager using the Contractors' functionality

Contractor admin provides access to users in the organisation

All Contractor users have visibility of works related to **all** LHAs/Utilities they work with **



OPTION 2: LHA / UTILITY SETS UP INDIVIDUAL PEOPLE AS CONTRACTORS

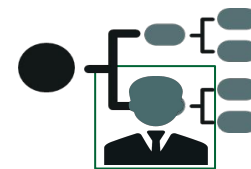
Each LHA / Utility should discuss and agree approach with Contractor and communicate this to DfT Street Manager via email if this option is the preferred

If a LHA/Utility wants to restrict access, they can add individual contractor people as part of their organisation

LHA/Utility admin sets up individual contractor user accounts associated with a real email - as if they are setting up individuals working in their own organisation

Individual contractor people have visibility **only** of the works related to the LHA/Utility that has set them up as part of their organisation in Street Manager **

LIMITED ACCESS



OPTION 3: LHA / UTILITY SETS UP CONTRACTOR AS AN ADMIN

Each LHA / Utility should discuss and agree approach with Contractor and communicate this to DfT Street Manager via email if this option is the preferred

If a LHA/Utility wants to restrict access, they can add individual contractor people as Admins.

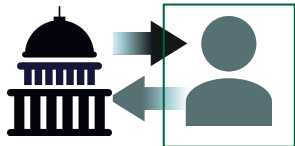
The Admin (from Contractor organisation) then sets up the users from the Contractor organisation

Individual contractor people have visibility **only** of the works related to the LHA/Utility that has set them up as part of their organisation in Street Manager **

LIMITED ACCESS

What do you need to do now

IF YOU ARE A CONTRACTOR



Talk to the LHAs and Utilities you work with and discuss if Option 1 would work for you

For Option 1:

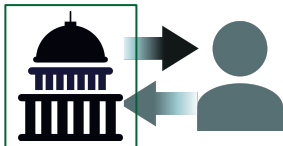
- Ask your LHA/Utility to raise a support request to add a Contractor and provide the Contractor Primary contact details (full name, email, job title, contact number)
- Street Manager will contact the Primary contact and send them the additional Contractor onboarding pack including T&Cs that need to be signed and additional information that needs to be provided
- Street Manager will give access to the designated Contractor admin(s), who can then provide access to the users in the Contractor organisation

For Options 2 and 3:

Ask your LHA/Utility to contact Street Manager via streetmanager@dft.gov.uk with the contractor's organisation name and the environment that you will be using (Sandbox, Production or Both)

What do you need to do now

IF YOU WORK WITH A CONTRACTOR



Talk to the Contractors you work with and discuss if option 1 would work for you

For Option 1:

- Raise a support request to add a Contractor and provide the Contractor Primary contact details (full name, email, job title, contact number)
- Street Manager will contact the Primary contact and send them the additional Contractor onboarding pack including T&Cs that need to be signed and additional information that needs to be provided
- Street Manager will give access to the designated Contractor admin(s), who can then provide access to the users in the Contractor organisation

For Options 2 and 3:

Contact Street Manager via streetmanager@dft.gov.uk with the contractor's organisation name and the environment that they will be using (Sandbox, Production or Both)

Permissions

By March 2020, we will have developed functionality to limit visibility and access of a Contractor user to a specific workstream.

More details will be communicated soon.

If you are a LHA or Utility and want to onboard your contractors using Option 2 or Option 3 to manage their visibility and access, please email us on streetmanager@dft.gov.uk