Street Manager Tips & Tricks

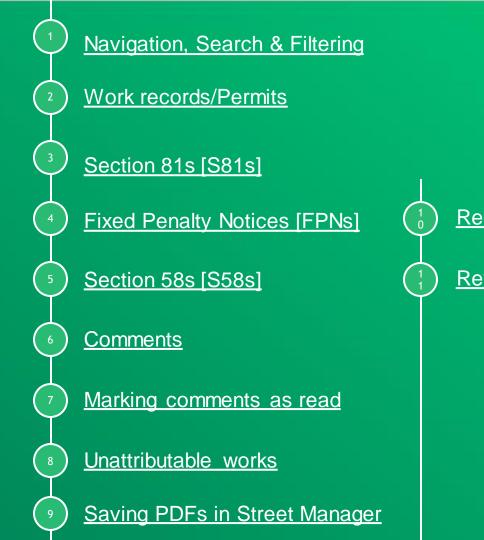
Last updated: 8th July 2020

Introduction



Over the past few months, the Street Manager team has been collating a 'hole' heap of tips & tricks for your organisation to take advantage of when using the system.

Please get in touch with us if you have found any other hints and tips either via the Business Change App or email to Streetmanager@dft.gov.uk.



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Reinstatements

Revoking a permit



Navigation, Search & Filtering

You can find the Street Manager Business Rules via the GitHub website:



Business Rules

You can bookmark commonly used filters so that you do not need to define filters every time you login to Street Manager:



Google Chrome



Internet Explorer

You can find a list of commonly used filters that will support you in your role as either an authority or promoter:



Common Filters



Work records/Permits



By right clicking the 'view on map' button and selecting 'open in new tab', you can view the map and permit details side by side.



You can now upload more than one file at any one time, within a 10MB limit:



Uploading Multiple Files

Street Manager only supports the special characters hyphen and underscore. When creating a historic works for an EToN reference that contains special characters then replace the special characters with a hyphen or an underscore and ensure that the exact EToN reference is included in the historical permit works description field.

VIRGIN MEDIA	~
listorical permit reference number	
nter the full EToN reference (External Tra refix and applicable district number	nsfer of Noticing). It must include organisation
NK100-NEMTRE-NL-624396-1	
listorical permit location description	
Outside 166	^

There is a guide to the S81 journey as designed by the Street Manager project team:

Section 81s



S81 Journey

Pending enhancements to the S81 process, please follow the below tips:



Authority

- 1) To add a S81 type inspection, there is a link to add, or schedule, this type of inspection within the S81 works record page. This inspection type should only be used when carrying out an inspection on a S81 that has been previously reported.
- 2) Until such time that reassignment functionality is available, if a recorded S81 has been assigned to the incorrect promoter, the S81 record must be cancelled and a new one created to the correct promoter.



Promoter

To help the HA and SU identify a permit associated to a S81, when updating the S81 works record to 'mark S81 as fixed', the works record number (if applicable) of the works must be included in the additional details box.



Both

To make a comment related to a recorded S81, choose the topic type of general and insert the S81 works reference in the text box. Additional comment types (including Section 81) will be available in street Manager before July 1st 2020.

Did you know...?





FPNs received

To check for Fixed Penalty Notices issued/received, click on the FPN tile which will display all FPN's. Completing the date filter will limit the results. The export functionality is available on this tile for further analysis.

Fixed Penalty Notices

No files ha	we been uploaded yet
Add a co	omment
Topic	
FPN	*
MU3029	8532081-FPN-20 - this is a comment regarding a particular FPN reference

FPN Comments

When making a comment relating to a particular FPN, insert the FPN number into the comment box.

Section 58s

Did you know...?

Until such time as an exportable list view of activities becomes available in Street Manager, it is strongly recommended Highway Authorities send details of Section 58 restrictions to utility companies via email and are discussed at local coordination meetings.

Please note: Section 58 is currently available as an 'activity type' when raising a permit. It is highly recommended not to use the permit journey to raise Section 58s as this activity type will be removed from the list in the near future.



You can find the process in practice of adding an activity to record a S58 restriction:



Adding an activity to S58s



Comments

Pending functionality to withdraw a previously issued inspection, in instances where an inspection has been issued incorrectly or where a previous inspection outcome has been subsequently withdrawn an inspection type comment should be issued citing the inspection reference i.e. BR6101000208581-INSP-02 stating the reason for withdrawal.

A subsequent Routine inspection may be issued as a correction. It is highly recommended where a routine inspection is used as a correction, the initial inspection reference is cited in the additional comments section to be included within the inspection information.

Did you know...?

Any comments on a works record should follow the guide below:		Subject of comment	торіс туре
Subject of comment	Topic type	All matters related to an FPN	FPN
All matters related to a Permit	General	All matters related to an inspection	Inspection
Justification for extension after a duration challenge	Duration challenge	Works/materials/plant/SLG present after end date	Overrun warning
Ongoing discussions re duration challenge	Duration challenge	All matters related to a Section 74	Section 74
HA imposed changes discussion	Imposed variation	All matters related to a Forward Plan	Forward plan
All matters related to a S81/Unattributable	Section 81	All matters related to change requests	Change request

Marking comments as read

Did you know...?

If the HA sends a comment and marks it as read, then it is forever read by that person. This means that the promoter cannot then use this functionality to manage their workflow.

Interim solution...

Mark as read should only be used by the recipient organisation to allow them to manage their work, otherwise filter by unread is useless.

The only place you can see an internal comment is in the comments tile on the homepage.





Pending functionality to support the issuing of unattributable works in Street Manager, a temporary solution is to utilise the Section 81 flow.

You can view how this works in principle, from creation to receiving & processing:



Unattributable works

Did you know...?



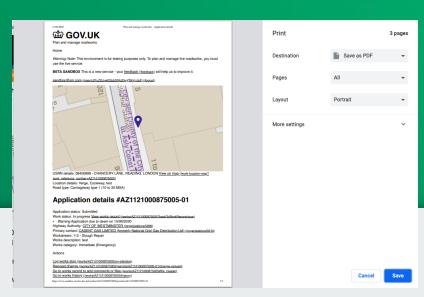
Photos should be uploaded to the record to support the identification of unattributable works.



Saving PDFs from Street Manager

Street Manager does not have "print" functionality, however if evidence of a permit (or FPN, PMR etc) is required, you can use your browser's "print" function to convert to PDF.

To try this, please Print the page and change the printer to the PDF option. If you cannot see this, please speak with your IT/Technical Support team to look at options to convert web pages to PDF.







This document provides interim solutions for three scenarios:

- 1) Subsumed and combined sites
- 2) Site submitted as interim in error
- 3) Works stopped with no excavation when planned with excavation



Reinstatements

Revoking a permit (known issue)

Did you know...?

If a permit is revoked, the reason for revocation doesn't pull through.

Interim solutions...



The interim solution is to copy the reason for revocation before submission and pasting it as a general comment (visible to HA and utility).

Alternatively, the revoke reason is visible on the export of all revoked permits.