

Street Manager Tips & Tricks: Uploading multiple Files/Attachments

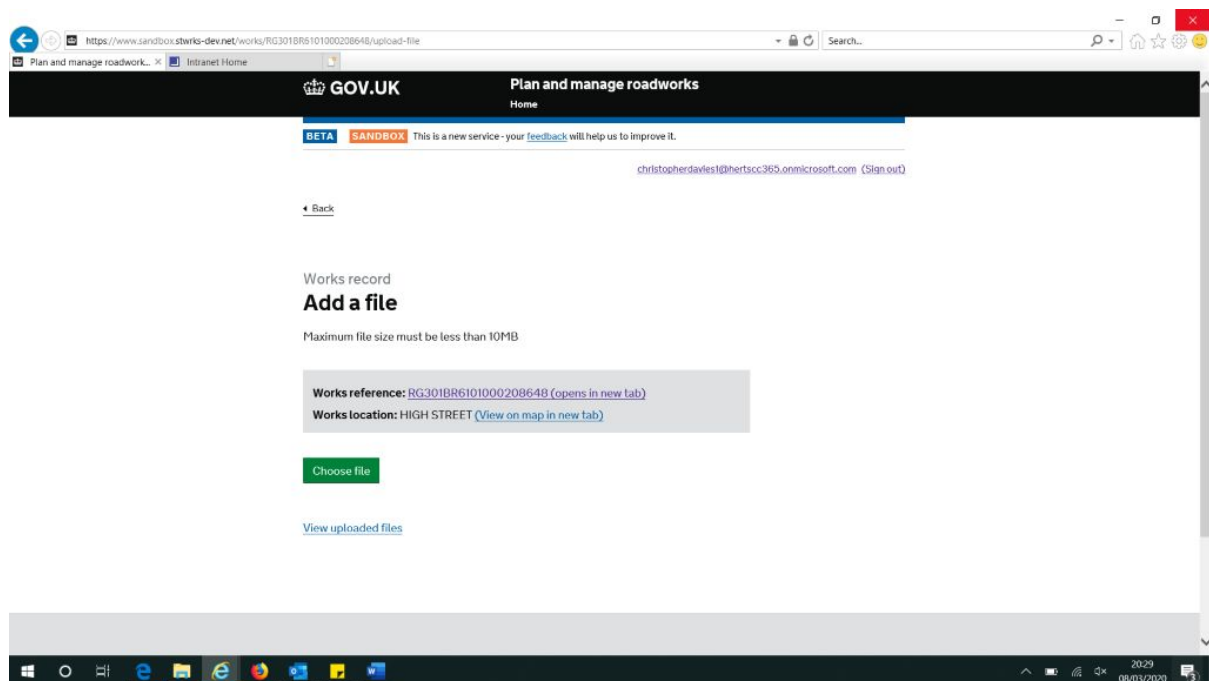
Did you know Street Manager supports the upload of multiple attachments at the same time.

Attachments can be uploaded when submitting a PAA/Permit Application, issuing an Inspection/FPN/Section 81, or can be uploaded to the works record at any time.

Each file must be 10MB or less.

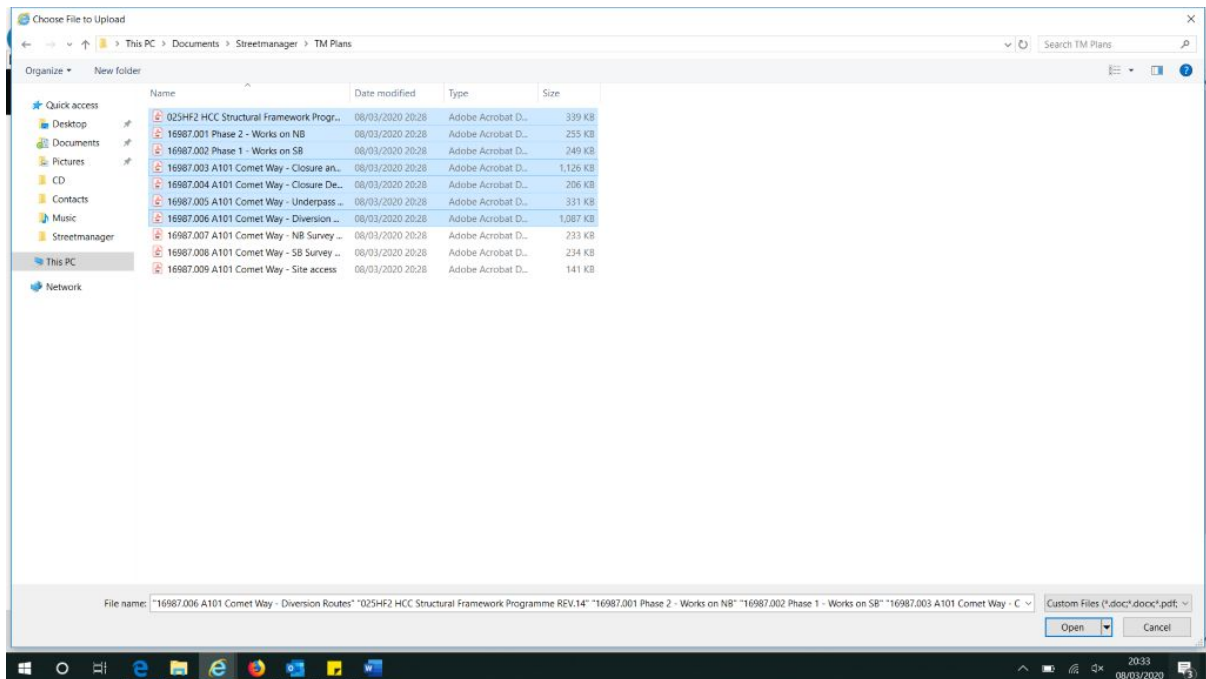
Example – Adding Multiple Attachments to Works Record

1. Scroll to the header **Additional Files** in the works record and click **Add File**

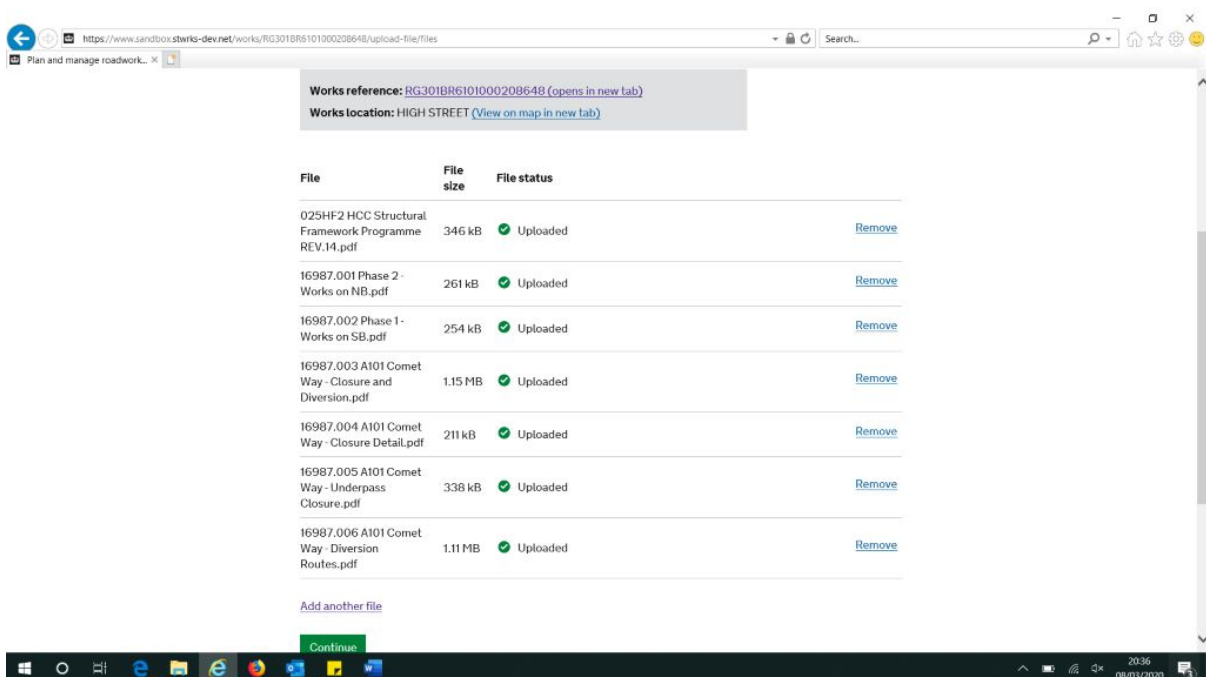


2. Click **Choose File** and locate file(s) on your device you wish to upload

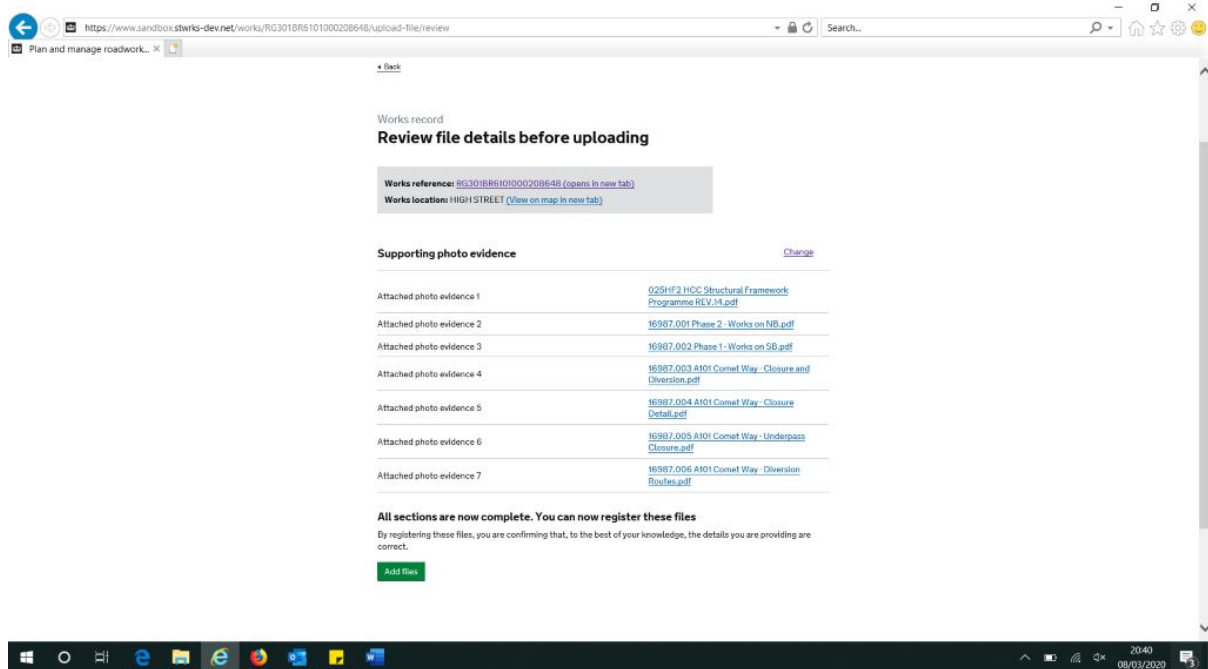
3. Select the file(s) you wish to attach and click Open



4. The selected files will be uploaded onto the works record at the same time. At this point you can click to continue, remove a file or add another.



- When clicking **Continue** you will get to **Review files before uploading** screen, click Change if you need to remove or add another file. Click **Add Files** to upload the files to the works record.



Works record

Review file details before uploading

Works reference: [RG301BR6101000208648](#) (opens in new tab)
Works location: [HIGH STREET](#) (View on map in new tab)

[Change](#)

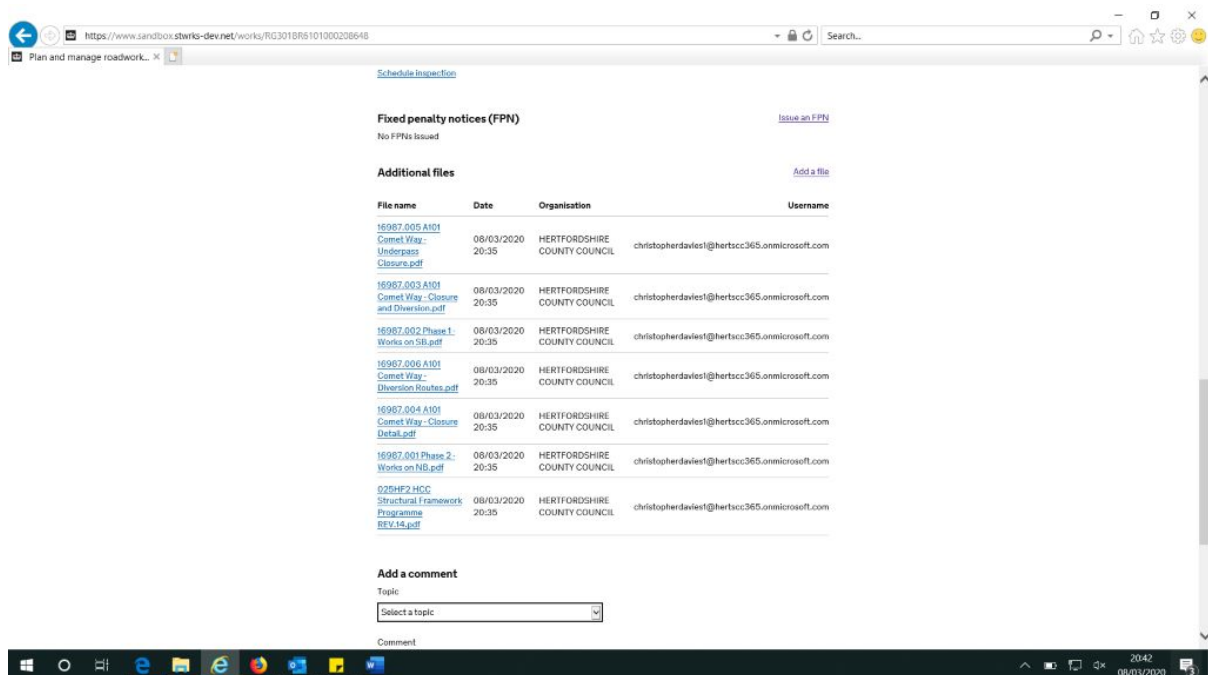
Supporting photo evidence

Attached photo evidence	File name
Attached photo evidence 1	025HF2 HCC Structural Framework Programme REV.14.pdf
Attached photo evidence 2	16987.001 Phase 2 - Works on NB.pdf
Attached photo evidence 3	16987.002 Phase 1 - Works on SB.pdf
Attached photo evidence 4	16987.003 A101 Comet Way - Closure and Diversion.pdf
Attached photo evidence 5	16987.004 A101 Comet Way - Closure Detail.pdf
Attached photo evidence 6	16987.005 A101 Comet Way - Underpass Closure.pdf
Attached photo evidence 7	16987.006 A101 Comet Way - Diversion Routes.pdf

All sections are now complete. You can now register these files
By registering these files, you are confirming that, to the best of your knowledge, the details you are providing are correct.

[Add files](#)

- When clicking **Add Files** you will be redirected to the works record where you will be able to see the files have been successfully uploaded.



[Schedule inspection](#)

Fixed penalty notices (FPN)

No FPNs issued

[Issue an FPN](#)

Additional files

[Add a file](#)

File name	Date	Organisation	Username
16987.005 A101 Comet Way - Underpass Closure.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
16987.003 A101 Comet Way - Closure and Diversion.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
16987.002 Phase 1 - Works on SB.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
16987.006 A101 Comet Way - Diversion Routes.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
16987.004 A101 Comet Way - Closure Detail.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
16987.001 Phase 2 - Works on NB.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com
025HF2 HCC Structural Framework Programme REV.14.pdf	08/03/2020 20:35	HERTFORDSHIRE COUNTY COUNCIL	christopherdaviest@hertcc365.onmicrosoft.com

Add a comment

Topic

Select a topic

Comment

Temporary Traffic Signal Application (TTSA)

Pending functionality to support an electronic TTSA within Street Manager the attachment functionality can be used to upload a copy of an authority's TTSA along with supporting TM plan(s) (where necessary) when/or after applying for a PAA/PA.