

ERP Functional USER MANUAL

Training Manual

Wayleave Roads and Stormwater Department



OUR JOURNEY
TO A SMART DIGITAL CITY



City of
Ekurhuleni

TABLE OF CONTENTS

| | | |
|------------|--|-----------|
| 1 | OVERVIEW | 2 |
| 1.1 | INTRODUCTION | 2 |
| 1.2 | mSCOA ERP..... | 3 |
| 2 | GENERAL SYSTEM INFORMATION..... | 4 |
| 3 | LEARNING REQUIREMENTS..... | 5 |
| 4 | LEARNING EXPECTATIONS..... | 5 |
| 5 | LEARNING JOURNEY | 6 |
| 6 | KEY AREAS OF LEARNING..... | 7 |
| 7 | LEARNING OUTCOMES..... | 7 |
| 8 | KEY ICONS WITHIN THE LEARNING MATERIAL..... | 8 |
| 9 | LOGGING INTO WAYLEAVE AND VIEWING THE DASHBOARD | 9 |
| 10 | ACTIONING DISTRIBUTED APPLICATIONS..... | 13 |
| 11 | PRINTING CERTIFICATE..... | 17 |
| 12 | HELPFUL HINTS | 19 |
| 13 | ASSESSMENTS OF SPECIFIC LEARNING OUTCOMES..... | 20 |
| 14 | NEXT STEPS..... | 20 |

1 OVERVIEW

1.1 INTRODUCTION

City of Ekurhuleni (COE) has a mandate to promote the Smart City concept for transformation, growth, development and ensure that all Ekurhuleni's citizens derive sustainable benefit from technology development. The Information and Communication Technology (ICT) department has a responsibility to ensure that ICT goals are aligned to and support the City's mission and strategic objectives of becoming a Smart, Creative and Developmental City, and that optimum business value is realized from ICT related investment services and assets. Information and Communication Technology (ICT) is one of the key strategic enabling department within the City. It uses and leverage on the implementation of technology to enable the City to deliver services effectively and efficiently.

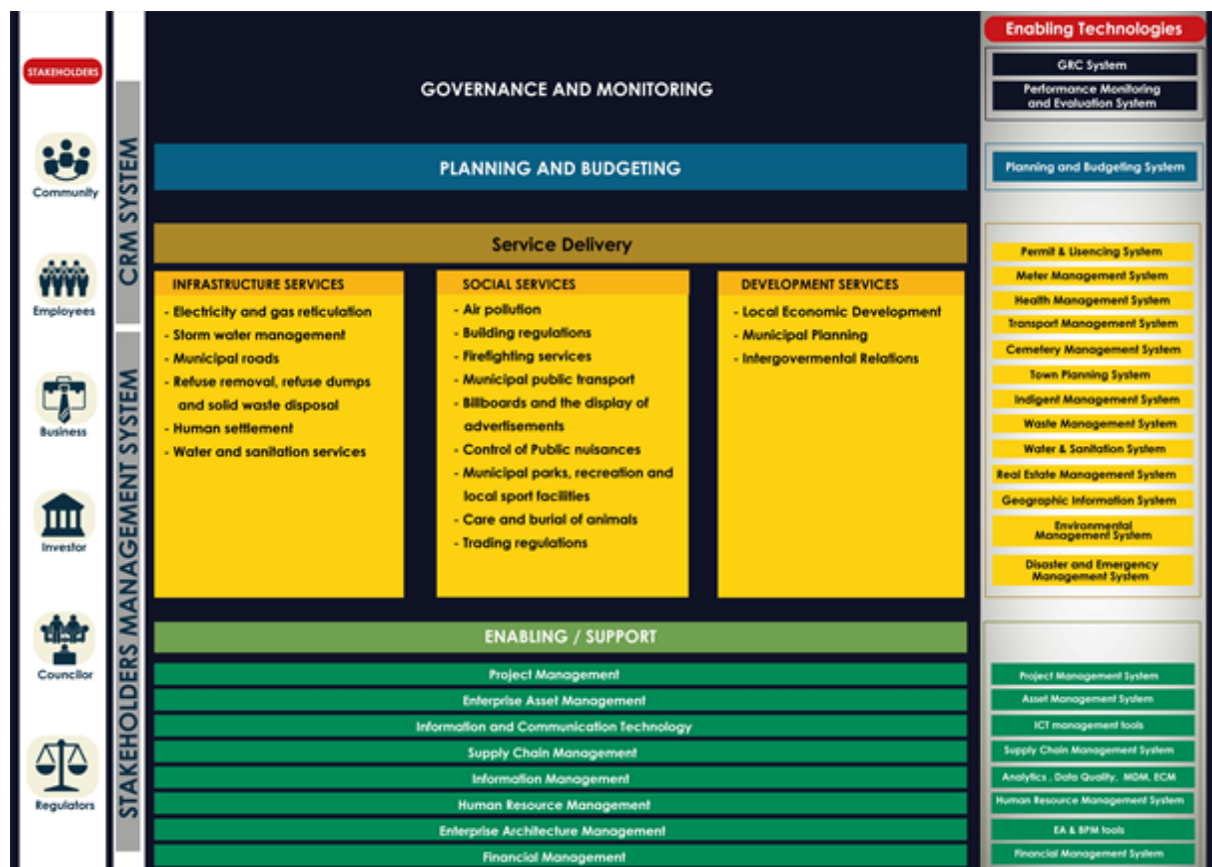
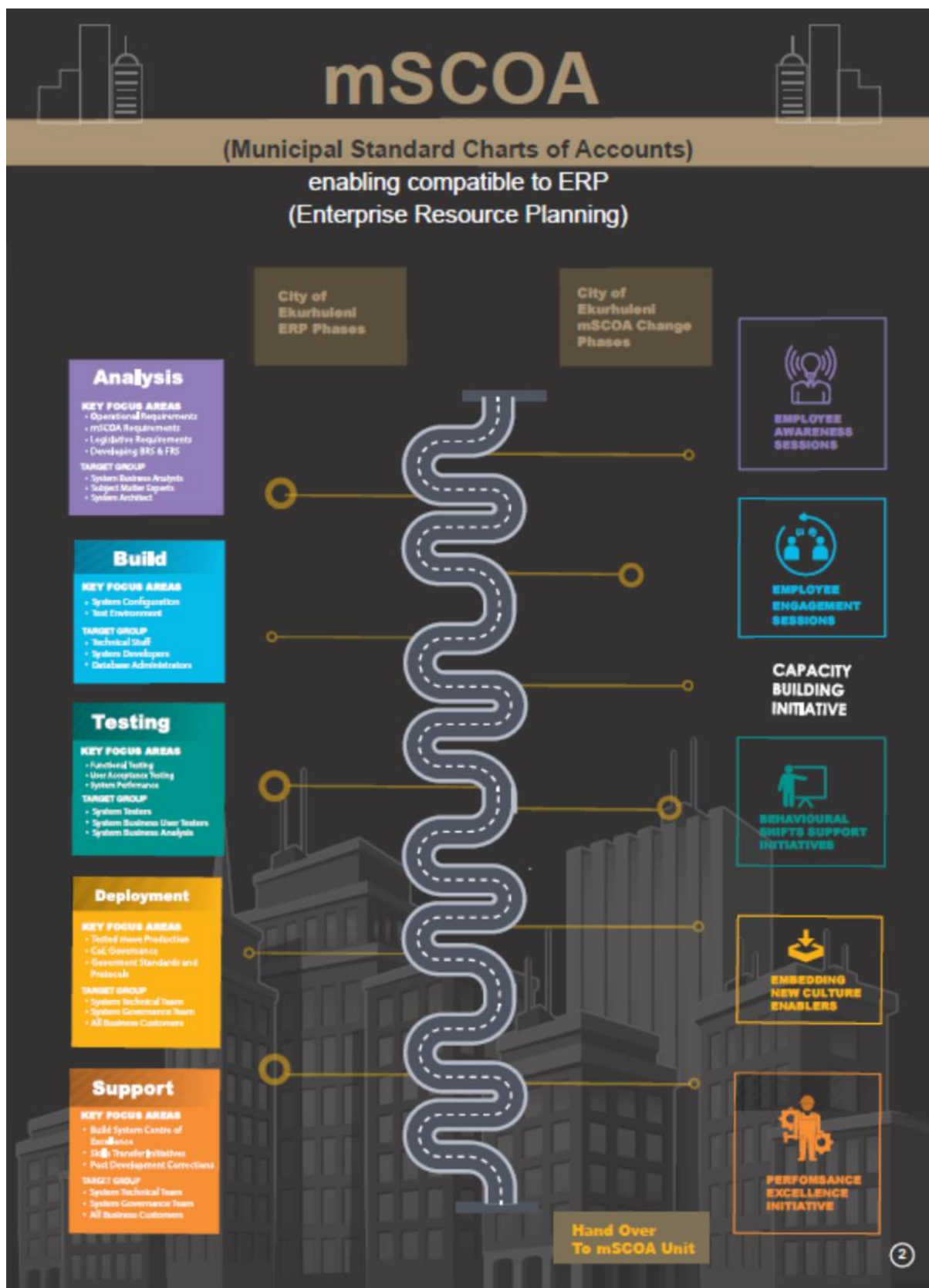


Figure 1 - City of Ekurhuleni Reference Model



2 GENERAL SYSTEM INFORMATION

The E-Wayleave Management Solution is developed and supported web-based Wayleave Solution.

In addition to automating the entire wayleave application process from receiving to approval of the application, the system enables full integration with all other key areas of business. The E-Wayleave Management Solution automates the entire process of a wayleave application, from the commencement of the application process until the final approval of the application is given. Each step of the process can be monitored and controlled by providing users with their required access rights and business process rules. The E-Wayleave Management Solution is the link between external consultants, contractors, and the internal business departments.

- All information is transparent, and everyone is always aware of where each application is in the process and what additional information is required. The E-Wayleave Management Solution is now giving added value of increasing service delivery and transparency between all stakeholders.

3 LEARNING REQUIREMENTS

It is expected that learners have the following pre-requisites:

- Computer literacy
- A good understanding of the Wayleave System.
- Learners with special learning needs are required to inform their manager and the trainer.

This User Guide is intended for the following audience:

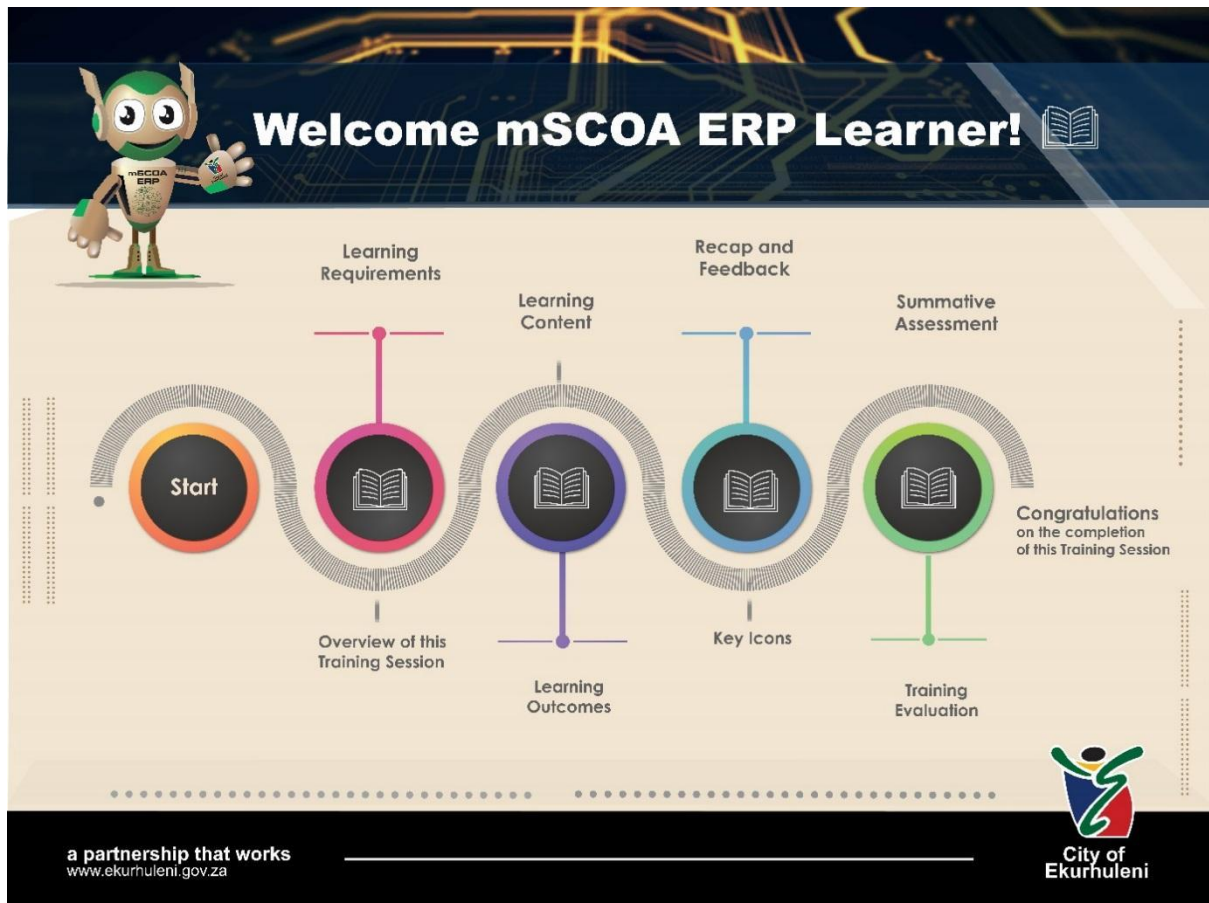
- Road and Stormwater department

4 LEARNING EXPECTATIONS

Understand System Concepts:

- System login
- Approving/ Rejecting a Wayleave application

5 LEARNING JOURNEY



6 KEY AREAS OF LEARNING





| | |
|---|---|
| 1 | LOGGING INTO WAYLEAVE AND VIEWING THE DASHBOARD |
| 2 | ACTIONING DISTRIBUTED APPLICATIONS |
| 3 | PRINTING CERTIFICATE |

7 LEARNING OUTCOMES

At the end of this module, you will be able to:

- Navigate the Wayleave system
- View documents and payments
- Learn how to access information in the system and actioning applications.

8 KEY ICONS WITHIN THE LEARNING MATERIAL

| | |
|---|-------------------|
|  | Note |
|  | Activity |
|  | Information |
|  | Learning Outcomes |

9 LOGGING INTO WAYLEAVE AND VIEWING THE DASHBOARD



After completing this sub-section, you will be able to login to Wayleave and view the Dashboard.



The process begins when the department user opens the Google chrome web browser and inputs the following link in the search panel;
<http://102.130.114.194:9006/> , where they will be navigated to the City of Ekurhuleni Wayleave System Landing page.

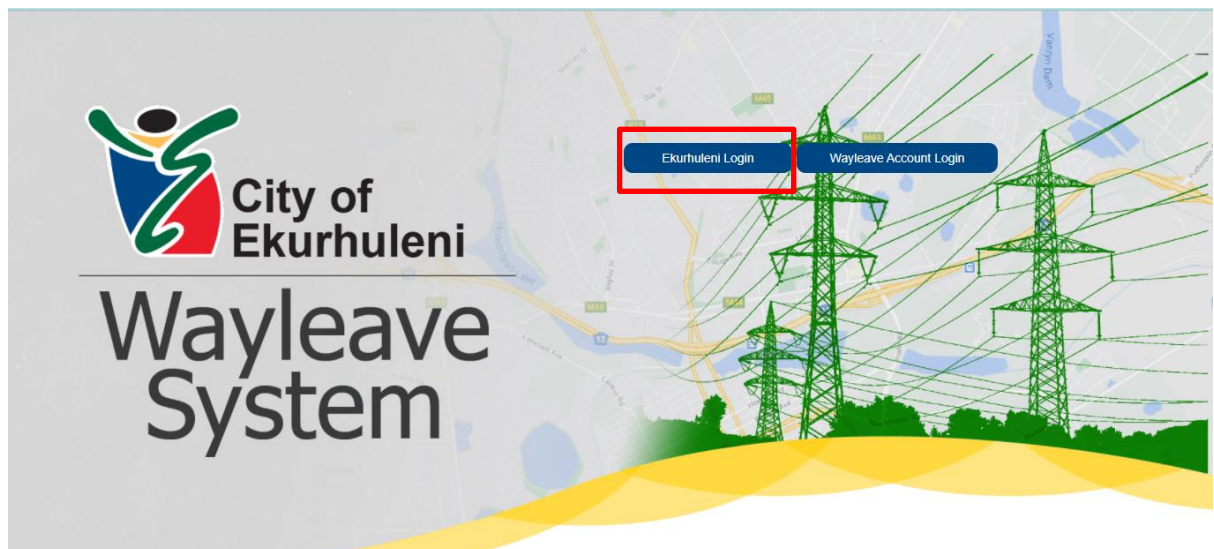
Navigate



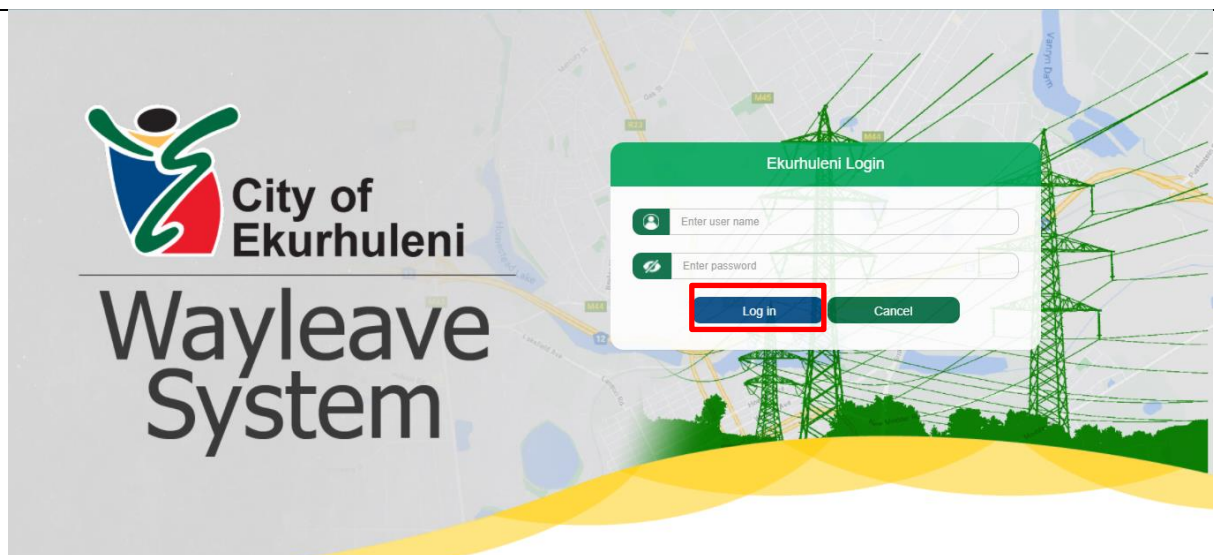
On this screen:

- Click **Ekurhuleni Login**
- A window will be displayed requiring your username and password
- Input your **Username** and **Password**
- Click the **Log in** button
- You will be navigated to the **Dashboard**

Screen



Wayleave landing page



Wayleave landing page – Ekurhuleni Login

| ID | Application Number | Step Status | Name | Created On |
|---------------------------------|--------------------|-------------|------|------------|
| Distributed to Departments (35) | | | | |
| Application Granted (30) | | | | |
| Application Rejected (12) | | | | |

Wayleave Dashboard

Navigate

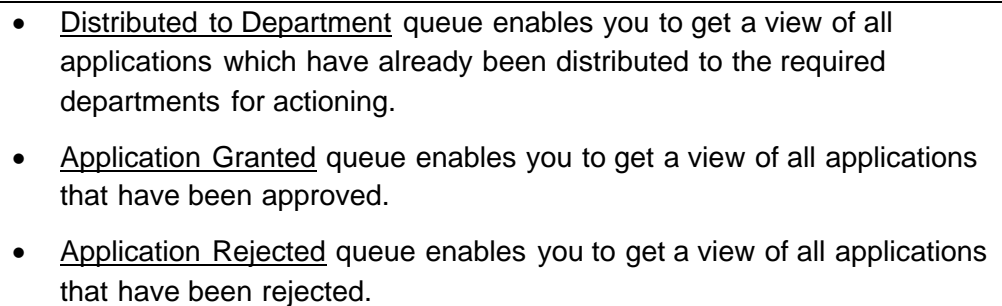


On this screen:

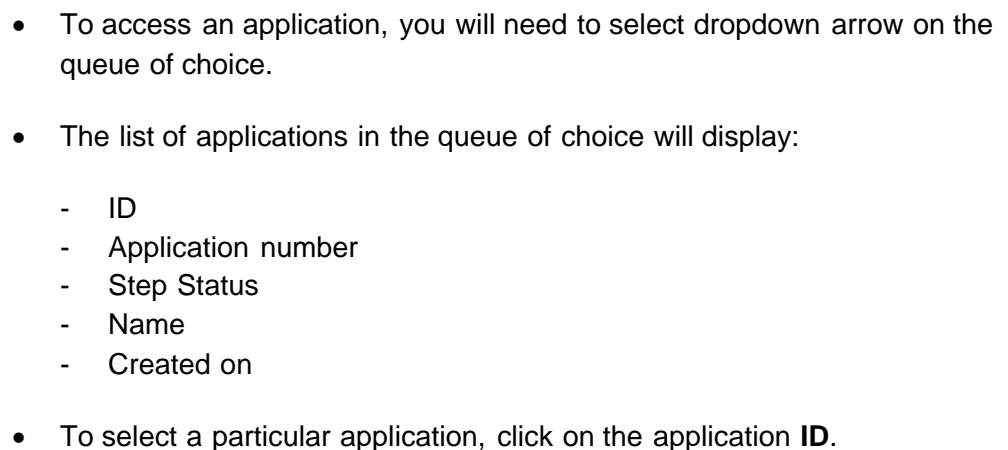
- You are able to search for applications using various filters in the **Search** fields.
- Click on the **Filter** button to get searched results.

Screen

Search Fields

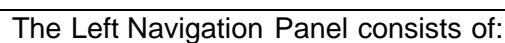


On this screen:



| | ID | Application Number | Step Status | Name | Created On |
|--------------------------|----|---------------------------------|-------------|------|------------|
| <input type="checkbox"/> | | Distributed to Departments (36) | | | |
| <input type="checkbox"/> | | Application Granted (31) | | | |
| <input type="checkbox"/> | | Application Rejected (16) | | | |

Application Queues



- The User Icon which will navigate you back to the dashboard.
- The Alerts which display the total count of applications.

| | |
|---|--|
| | <p>The types of Alerts are listed below:</p> <ul style="list-style-type: none"> - Distributed to Departments - Application Granted - Application Rejected <ul style="list-style-type: none"> • Application Dashboard • Account Dashboard • Print Certificate |
| Screen | |
| <div data-bbox="608 642 1069 1579" data-label="Image"> </div> <p>Left Navigation Panel</p> | |
| You have now successfully completed this sub-section | |

10 ACTIONING DISTRIBUTED APPLICATIONS



After completing this sub-section, you will be able to action a distributed application.



The **Distributed to Departments'** Queue is accessible on the **Dashboard**



To action the applications as the department user, you would need to select if the Wayleave application is Granted or Rejected

Navigate



On this screen:

- Click **Distributed to Departments** dropdown arrow, on the **Dashboard**.
- The list of applications in the **Distributed to Department** queue will display:
 - ID
 - Application number
 - Step Status
 - Name
 - Created on
- To select a particular application, click on the application **ID**.
- You will be navigated to the **Wayleave Application** page.

Screen

Hello SolarTest01

Alerts

36

Distributed to Departments

31

Application Granted

16

Application Rejected

Application Form

Upload Signature

Search

Account Number

First name

Last Name

Service Type

Service Sub Type

Status Type

Date Requested From

Date Requested To

Created by

Consultant Number

Consultant Company Name

Consultant First name

Consultant Last Name

Consultant Email

Project Name

Region Code

Contact person

Email

Mobile

Created Date

Filter

Clear

| ID | Application Number | Step Status | Name | Created On |
|---------------------------------|--------------------|-------------|------|------------|
| Distributed to Departments (36) | | | | |
| Application Granted (31) | | | | |
| Application Rejected (16) | | | | |

Dashboard

Hello SolarTest04

Alerts

35

Distributed to Departments

30

Application Granted

12

Application Rejected

Application Dashboard

Account Dashboard

Print Certificate

Search

Account Number

First name

Last Name

Service Type

Service Sub Type

Status Type

Date Requested From

Date Requested To

Created by

Consultant Number

Consultant Company Name

Consultant First name

Consultant Last Name

Consultant Email

Project Name

Region Code

Contact person

Email

Mobile

Created Date

Filter

Clear

| ID | Application Number | Step Status | Name | Created On |
|---------------------------------|--------------------|----------------------------|------------------|------------|
| Distributed to Departments (35) | | | | |
| 4 | APP21060004 | Request for documents | Yegesan Naicker | 2021-06-28 |
| 33 | APP21070033 | Distributed to Departments | Yegesan Naicker | 2021-07-15 |
| 47 | APP21080047 | Distributed to Departments | Prasad Thummala | 2021-08-10 |
| 53 | APP21090053 | Distributed to Departments | Yegesan Naicker | 2021-09-07 |
| 79 | APP21090068 | Distributed to Departments | Yegesan Naicker | 2021-09-08 |
| 72 | APP21090070 | Distributed to Departments | PETER NDOU | 2021-09-09 |
| 88 | APP21090078 | Distributed to Departments | Khodani Ishiombi | 2021-09-11 |
| 93 | APP21090081 | Distributed to Departments | PETER NDOU | 2021-09-12 |

Distributed Departments' Queue expanded

To view details pertaining to the application, click on the respective subtitle.

The subtitles in the application are as thus:

- Application Details
- Consulting Engineer Details
- Contractor Details
- Provisional Dates
- Project Details
- Excavation Details
- Supporting Documents



Screen

Wayleave System

Hello
SolarTest04

Wayleave Application

Distributed to Departments

APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO DO WORK IN THE ROAD RESERVE AS DETAILED BELOW
The application undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. NO WORK SHALL COMMENCE BEFORE A WAYLEAVE IS ISSUED.

Applicant Details

| | | | | | |
|-----------------------|----------------|-------------------|------------|---------------|--------------------|
| Account Number | Applicant Name | Applicant Surname | Tel Number | Mobile Number | Email |
| ACC21090046 | Calvin | Buthelezi | | 0826047852 | addy3915@gmail.com |
| Identification Number | Gender | | | | |
| 8903175800082 | Male | | | | |

Consulting Engineer Details

Contractor Details

Provisional Dates

Project Details

Excavation Details

- NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.
- THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, i.e. A ROAD.

Alerts

36

Distributed to Departm

31

Application Granted

16

Application Rejected

Application Dashboard

Account Dashboard

Print Certificate



To view Supporting Documents:

- You need to click **View** on the row displaying the Document of choice.
- The document will be downloaded to your computer/desktop

Screen

| Supporting Documents | | |
|----------------------|-----------------------------|-----------------|
| S.No | Document Type | Document Upload |
| 1 | Drawings | View |
| 2 | Public liability/ Insurance | View |
| 3 | Road closure approval | |
| 4 | Engineers certificate | View |
| 5 | EFT Payment Receipt | View |

Supporting Documents section



- You can view the table of Circulated Departments and whether they are affected by the Wayleave request or not
- There must be at least one department response before a final decision is made by Roads and Stormwater
- When opting for selecting the **Reject Application** status, a comment field will be unhidden.
- Its's mandatory to input a comment, explaining why the Wayleave application is rejected

Navigate



On this screen:

- Select **Granted Wayleave Application** status.
- Click the **Submit** button.
- A notification will be displayed stating : **Application submitted successfully!**

Screen

— Circulated Departments

| S.No | Department Name | Status | Comments | Response Date | Date |
|------|-----------------|---------------------------|----------|---------------|------------|
| 1 | City Planning | Pending Department Review | | | 2021-09-29 |
| 2 | Electricity | Not Affected | | 2021-09-30 | 2021-09-29 |
| 3 | Water | Pending Department Review | | | 2021-09-29 |

— Application Status

Current status : Distributed to Departments

Status *

Make a selection

Make a selection

Grant Wayleave Application

Reject Application

Submit Cancel

• NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 4, CHAPTER 13 OF SAKT SW AND THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGS. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

+ Supporting Documents

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.

☒ Depth of proposed service below road level.

☒ Distance of proposed service from boundary.

☐ Position of all structures including underground.

☒ Extent of underground structures.

☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

☐ A detailed method statement.

— Circulated Departments

| S.No | Department Name | Status | Comments | Response Date | Date |
|------|-----------------|---------------------------|----------|---------------|------------|
| 1 | City Planning | Pending Department Review | | | 2021-09-29 |
| 2 | Electricity | Not Affected | | 2021-09-30 | 2021-09-29 |
| 3 | Water | Pending Department Review | | | 2021-09-29 |

— Application Status

Current status : Distributed to Departments

Status *

Grant Wayleave Application

Submit Cancel

✓ Application submitted successfully!

Notification

You have now successfully completed this sub-section

11 PRINTING CERTIFICATE



After completing this sub-section, you will be able to print a Wayleave Certificate



The Printing Certificate item is accessible on the Navigation Panel

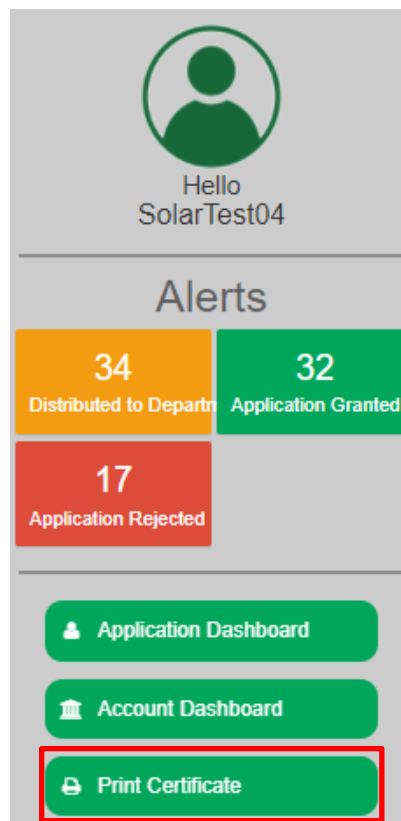
Navigate



On this screen:

- Click **Print Certificate** item
- You will be navigated to the **Application Status List** page
- Click the **Certificate** button on the application of choice
- The certificate will be downloaded to your computer/desktop for viewing

Screen



Navigation Panel

Application Status List

| ID | Application Number | Step Status | Name | Created On | |
|--------------------|--------------------|-------------------------------------|-----------------|------------|-----------------------------------|
| 1 | APP21060001 | Application Granted | Yegesan Naicker | 2021-06-27 | <div><div></div>Certificate</div> |
| 3 | APP21060003 | Application Granted | Yegesan Naicker | 2021-06-28 | <div><div></div>Certificate</div> |
| 5 | APP21060005 | Application Granted | Yegesan Naicker | 2021-06-28 | <div><div></div>Certificate</div> |
| 12 | APP21060012 | Application Granted | Portia Khwinda | 2021-06-30 | <div><div></div>Certificate</div> |
| 15 | APP21070015 | Application Granted | Yegesan Naicker | 2021-07-05 | <div><div></div>Certificate</div> |
| 23 | APP21070023 | Application Granted | Yegesan Naicker | 2021-07-07 | <div><div></div>Certificate</div> |
| 24 | APP21070024 | Application Granted | Yegesan Naicker | 2021-07-07 | <div><div></div>Certificate</div> |
| 29 | APP21070029 | Application Granted | Yegesan Naicker | 2021-07-13 | <div><div></div>Certificate</div> |
| 30 | APP21070030 | Application Granted | Yegesan Naicker | 2021-07-14 | <div><div></div>Certificate</div> |
| 31 | APP21070031 | Application Granted | Yegesan Naicker | 2021-07-15 | <div><div></div>Certificate</div> |
| 32 | APP21070032 | Application Granted | Yegesan Naicker | 2021-07-15 | <div><div></div>Certificate</div> |
| 38 | APP21080038 | Application Granted | Yegesan Naicker | 2021-08-08 | <div><div></div>Certificate</div> |

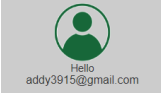




Application Status List page

You have now successfully completed this sub-section

12 HELPFUL HINTS



- Be able to find useful guidelines throughout the application:

| Screen | Navigate |
|---|---|
|  | Clicking on the user icon on the left navigation panel enables the user to return to the dashboard. |
|  | The user profile enables you to view your account details and sign out. |
|  | The red arrow icon enables you to return to the top of the page. |
|  | The filter button enables you to filter the system to provide the searched results. |
|  | The clear button enable you to reset the search fields. |

13 ASSESSMENTS OF SPECIFIC LEARNING OUTCOMES

| Description of Learning Outcomes | | |
|---|---------------|-----------------|
| Were you able to? | Yes Tick ✓ | No Tick ✓ |
| LOGGING INTO WAYLEAVE AND VIEWING THE DASHBOARD | | |
| ACTIONING DISTRIBUTED APPLICATIONS | | |
| PRINTING CERTIFICATE | | |

14 NEXT STEPS

You will be required to complete the following:

| | |
|---|---------------------|
|  | Training Evaluation |
|  | Assessment |



© 2020 City of Ekurhuleni

All rights reserved

Published by:
Communications and Brand Management
Department
Private Bag X1069,
Germiston,
1400,
South Africa

Find us on:

- 🌐 www.ekurhuleni.gov.za
- 🐦 @CoE_Ekurhuleni
- 🐦 @CoE_Call_Centre
- 📘 www.facebook.com/CityOfEkurhuleni

Ekurhuleni Call Centre: 0860 54 3000
Helpline: 011 458 0911/10177