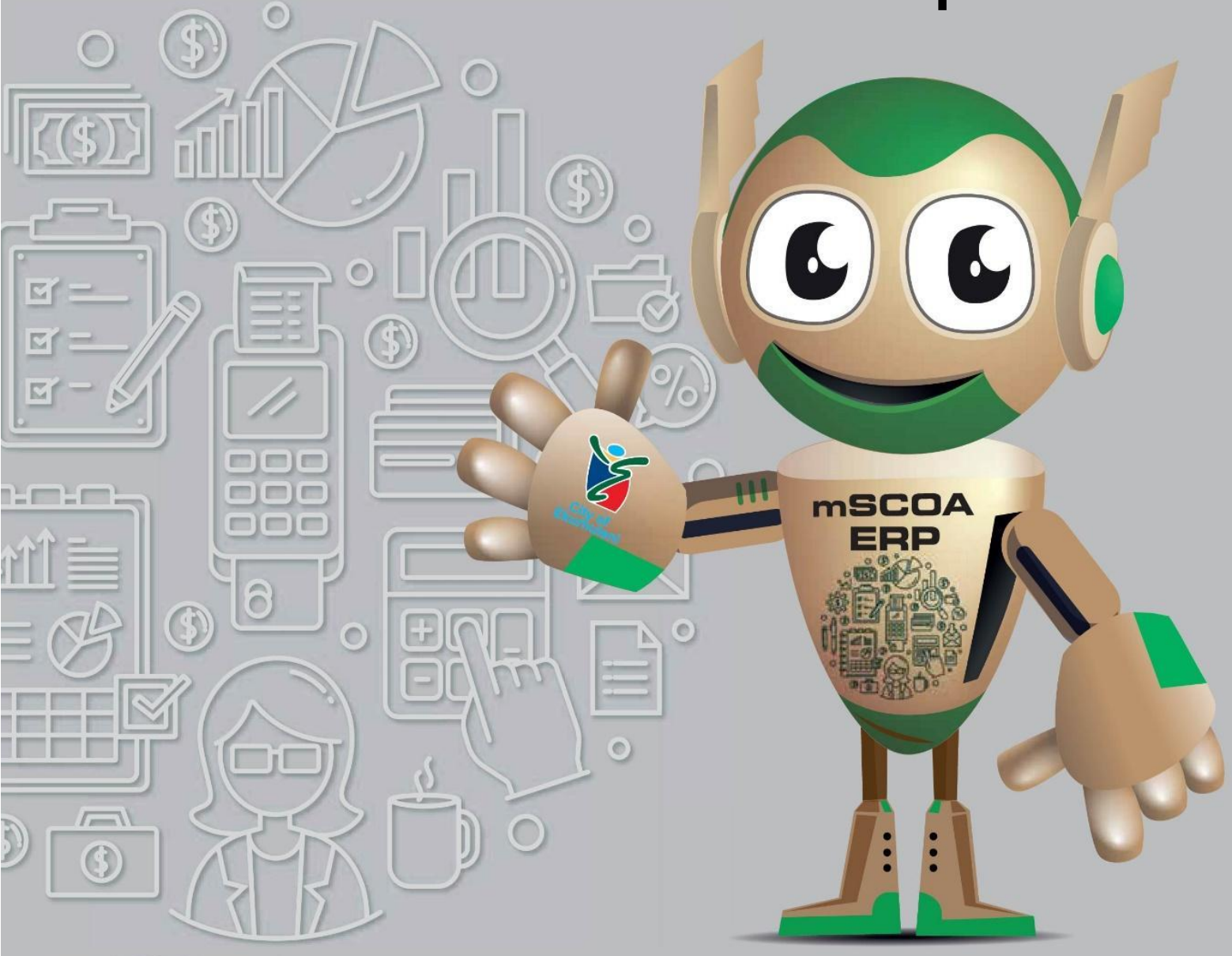
# ERP Functional USER MANUAL

# Training Manual

## Wayleave

## Roads and Stormwater Department




mSCOA COMPLIANT

OUR JOURNEY
TO A SMART DIGITAL CITY

# 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

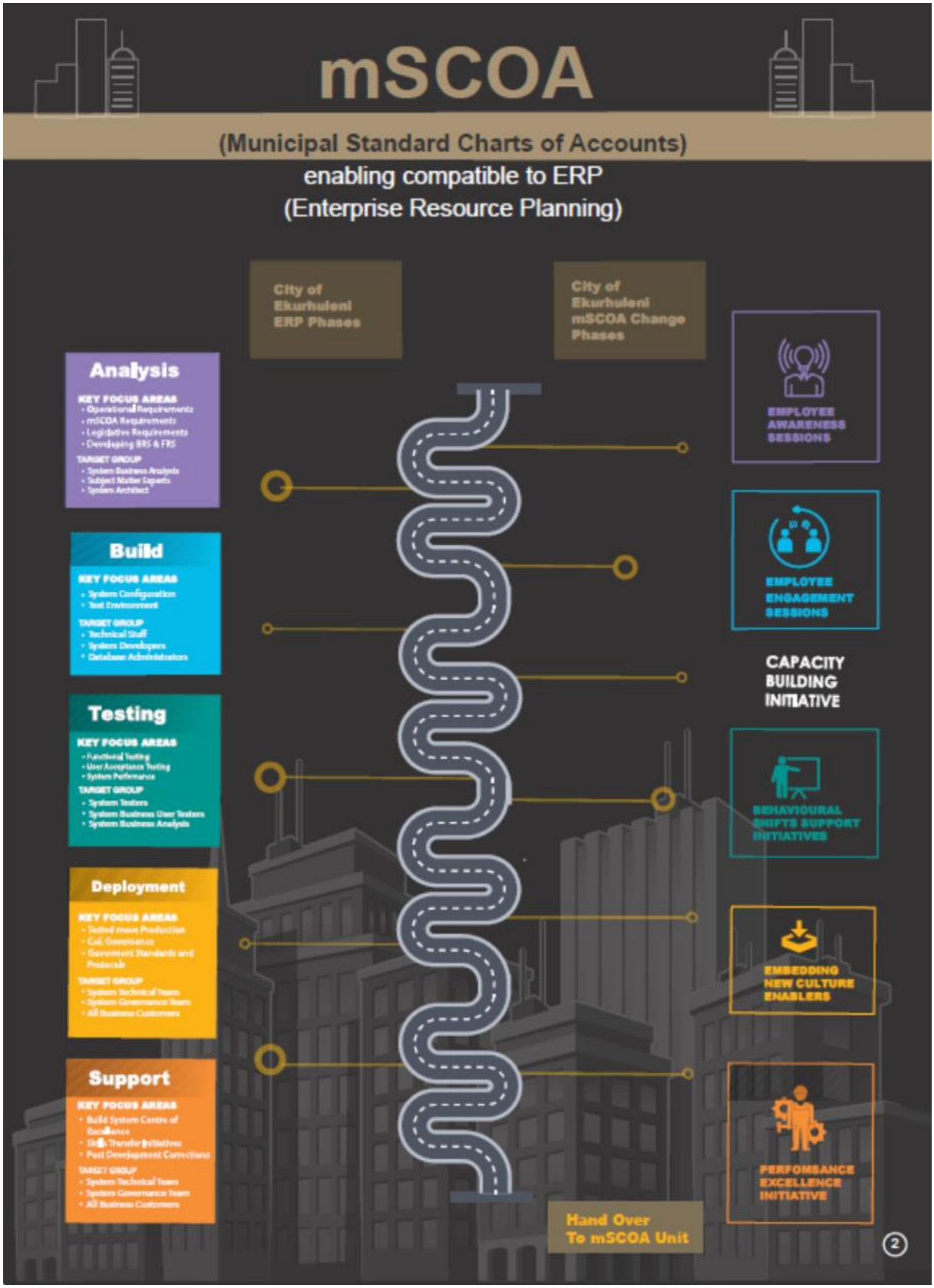
# 1 OVERVIEW

## 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 and 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*

## 1.2 mSCOA ERP


mSCOA
(Municipal Standard Charts of Accounts)
enabling compatible to ERP
(Enterprise Resource Planning)
City of Ekurhuleni ERP Phases
City of Ekurhuleni mSCOA Change Phases
Analysis
KEY FOCUS AREAS
• Operational Requirements
• mSCOA Requirements
• Legislative Requirements
• Developing BRS & FRS
TARGET GROUP
• System Business Analysts
• Subject Matter Experts
• System Architect
Build
KEY FOCUS AREAS
• System Configuration
• Test Environment
TARGET GROUP
• Technical Staff
• System Developers
• Database Administrators
Testing
KEY FOCUS AREAS
• Functional Testing
• User Acceptance Testing
• System Performance
TARGET GROUP
• System Testers
• System Business User Testers
• System Business Analysts
Deployment
KEY FOCUS AREAS
• Tested move Production
• CoE Governance
• Government Standards and Protocols
TARGET GROUP
• System Technical Team
• System Governance Team
• All Business Customers
Support
KEY FOCUS AREAS
• Build System Centre of Excellence
• Skills Transfer Initiatives
• Post Development Corrections
TARGET GROUP
• System Technical Team
• System Governance Team
• All Business Customers
EMPLOYEE AWARENESS SESSIONS
EMPLOYEE ENGAGEMENT SESSIONS
CAPACITY BUILDING INITIATIVE
BEHAVIOURAL SHIFTS SUPPORT INITIATIVES
EMBEDDING NEW CULTURE ENABLERS
PERFOMSANCE EXCELLENCE INITIATIVE
Hand Over To mSCOA Unit
2

# 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:

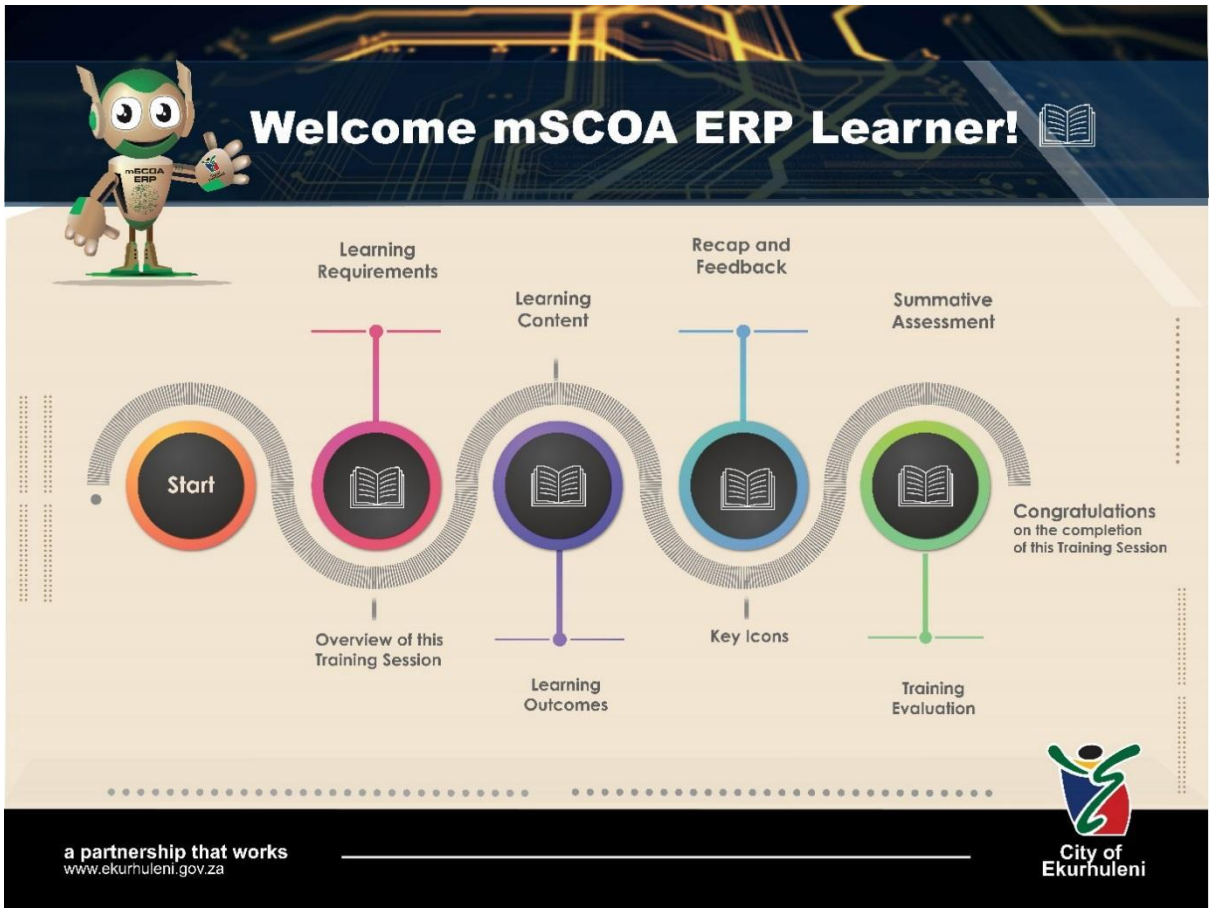
- Road and Stormwater department

# 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.

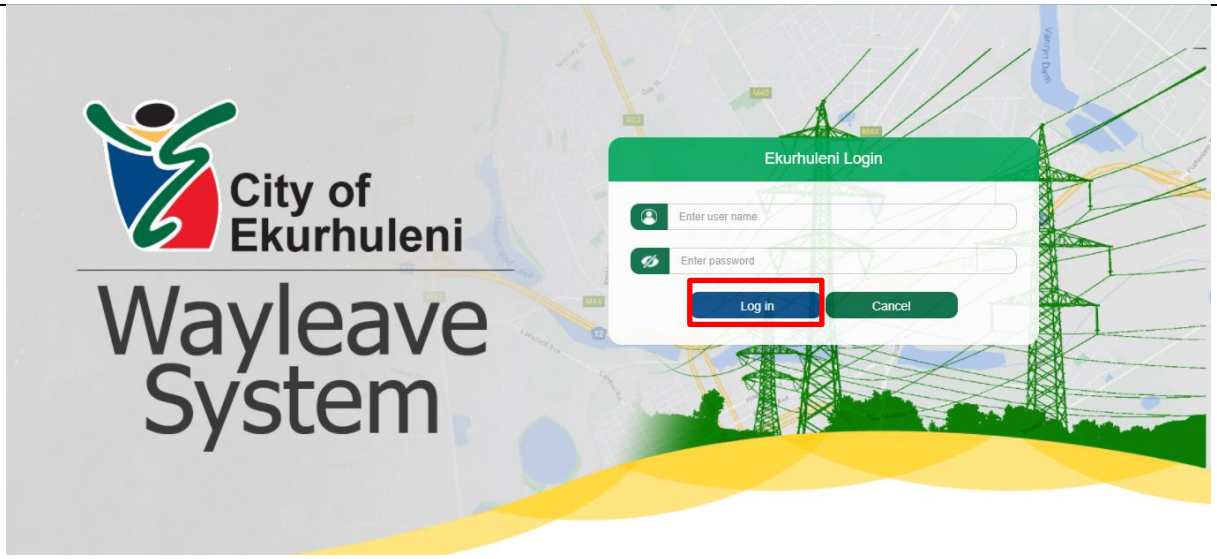
**Navigate**

On this screen:

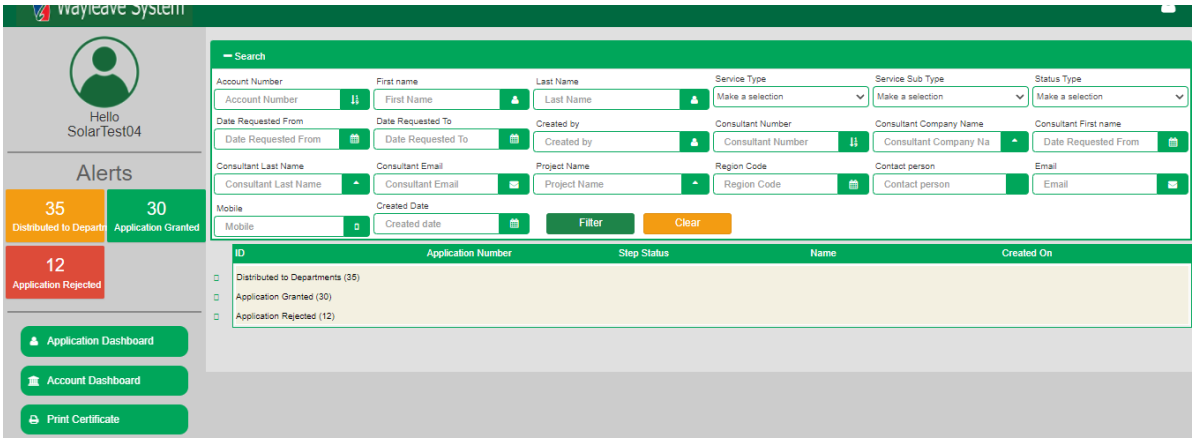
- Click **Ekurhuleni Login**
- A window will be displayed requiring your username and password
- Input your **Username** and **Password**
- Click the **Log in** button
- You will be navigated to the **Dashboard**

**Screen**

**Wayleave landing page**

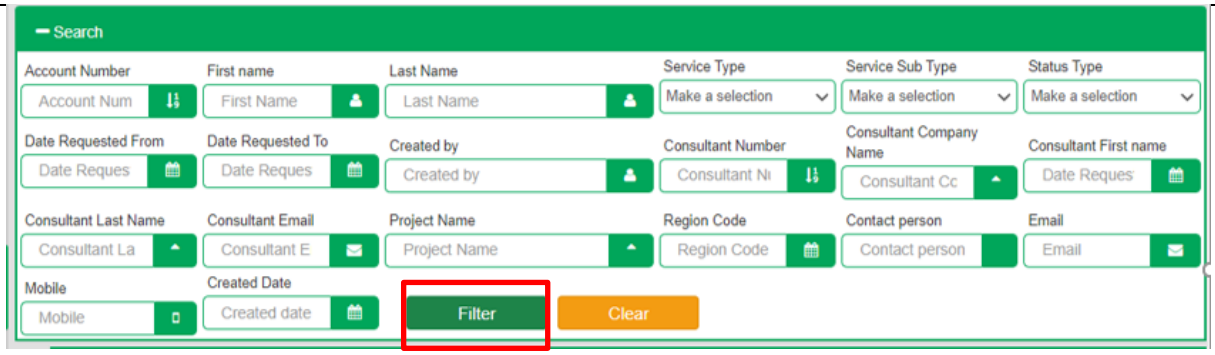



**Wayleave landing page – Ekurhuleni Login**




**Wayleave Dashboard**

| **Navigate** | |
|---|---|
| | On this screen:<br>• You are able to search for applications using various filters in the **Search** fields.<br>• Click on the **Filter** button to get searched results. |
| **Screen** | |
| | |




**Search Fields**

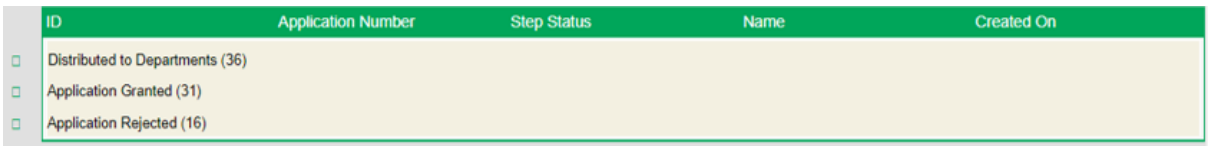
- Distributed to Department queue enables you to get a view of all applications which have already been distributed to the required departments for actioning.
- Application Granted queue enables you to get a view of all applications that have been approved.
- Application Rejected queue enables you to get a view of all applications that have been rejected.

**Navigate**

On this screen:

- To access an application, you will need to select dropdown arrow on the queue of choice.
- The list of applications in the queue of choice will display:
  - ID
  - Application number
  - Step Status
  - Name
  - Created on
- To select a particular application, click on the application **ID**.

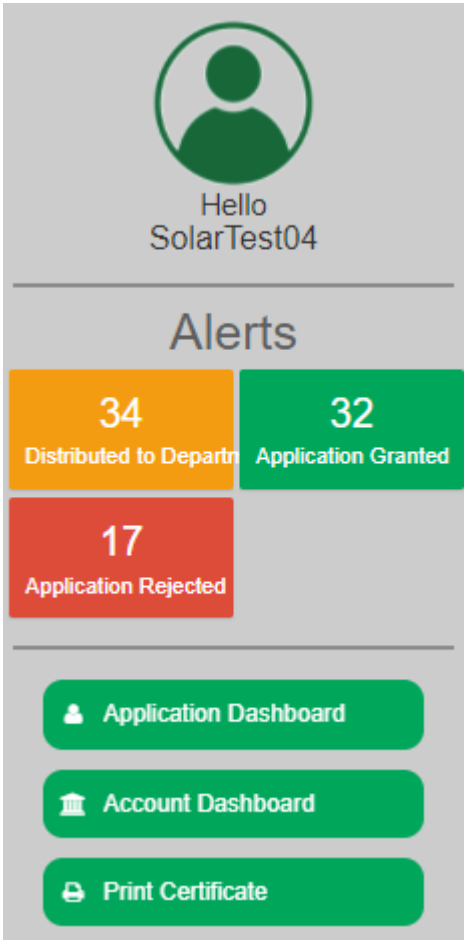
**Screen**




**Application Queues**

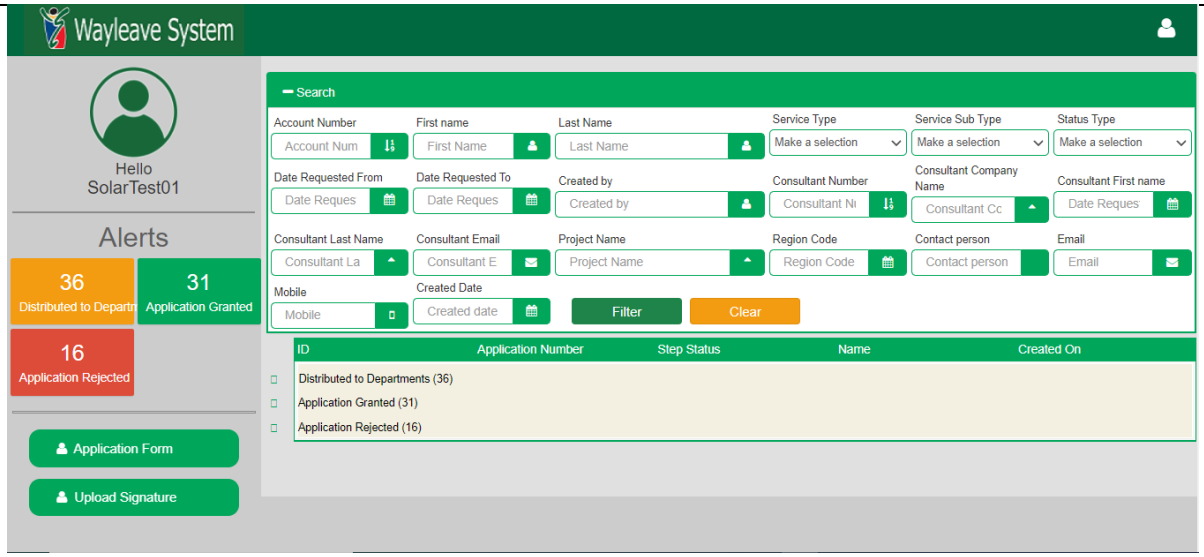
The Left Navigation Panel consists of:

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

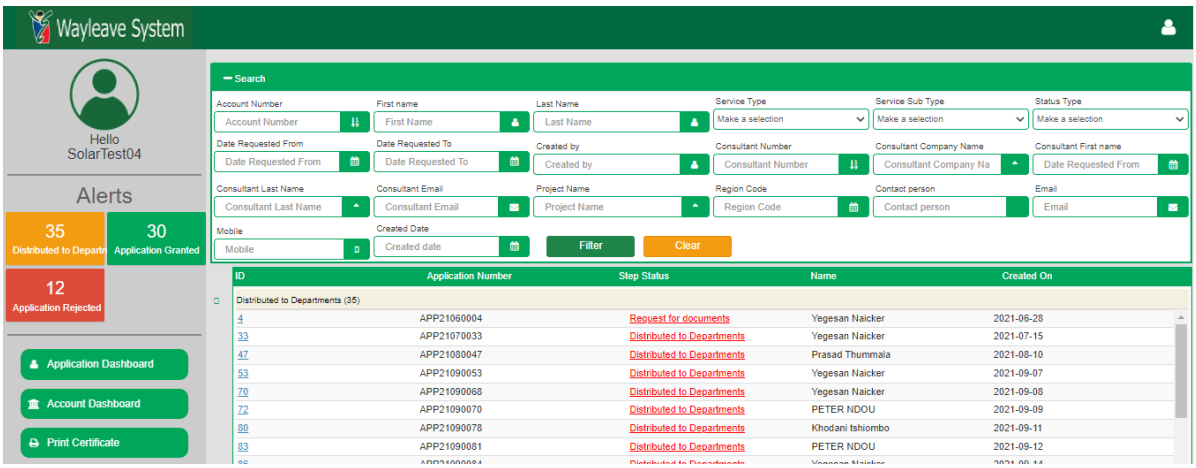
| | |
|---|---|
| | The types of Alerts are listed below:<br>- Distributed to Departments<br>- Application Granted<br>- Application Rejected<br>• Application Dashboard<br>• Account Dashboard<br>• Print Certificate |
| **Screen** | |
|  <br>**Left Navigation Panel** | |
| **You have now successfully completed 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:<br>• Click **Distributed to Departments** dropdown arrow, on the **Dashboard**.<br>• The list of applications in the **Distributed to Department** queue will display:<br>- ID<br>- Application number<br>- Step Status<br>- Name<br>- Created on<br>• To select a particular application, click on the application **ID**.<br>• You will be navigated to the **Wayleave Application** page. |
| **Screen** | |
| | |




**Dashboard**



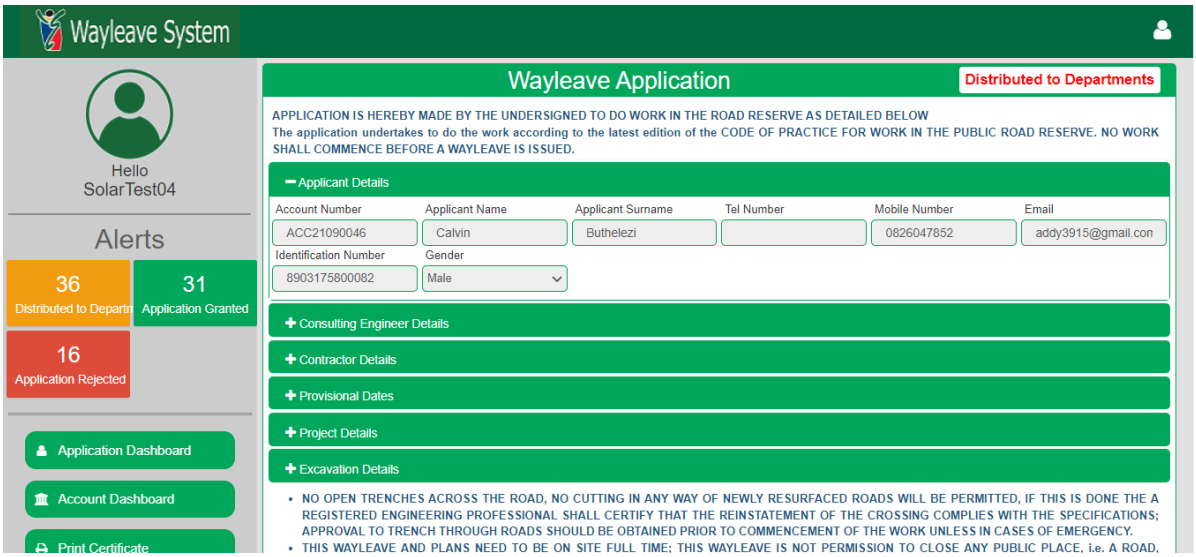

**Distributed Departments' Queue expanded**

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

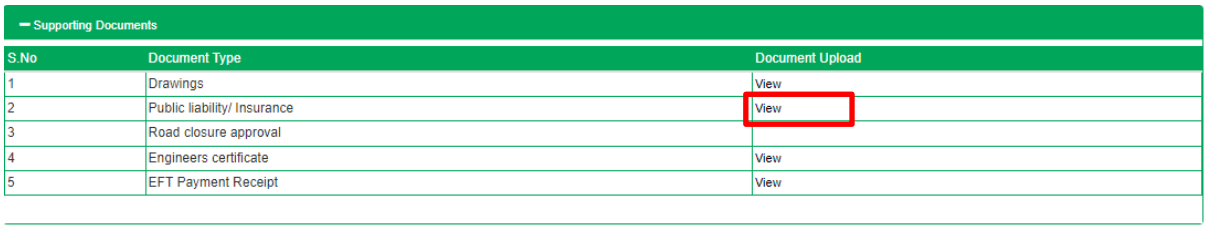
**Screen**




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 section**

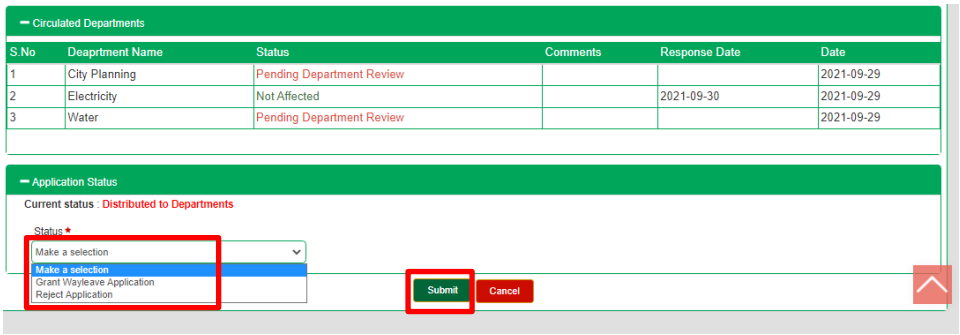
- You can view the table of Circulated Departments and whether they are affected by the Wayleave request or not
- There must be at least one department response before a final decision is made by Roads and Stormwater
- When opting for selecting the **Reject Application** status, a comment field will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

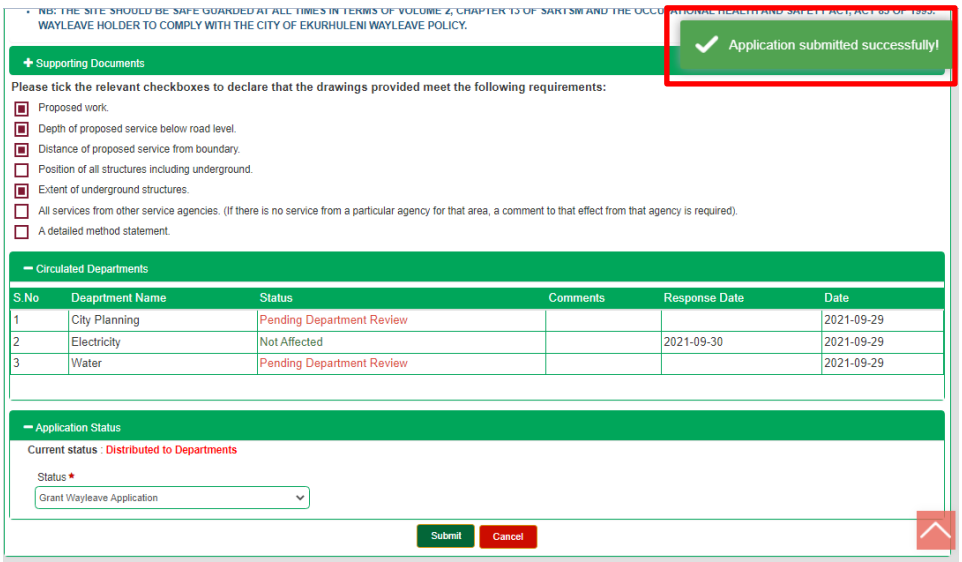
**Navigate**

On this screen:

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

**Screen**




**Notification**

**You have now successfully completed this sub-section**

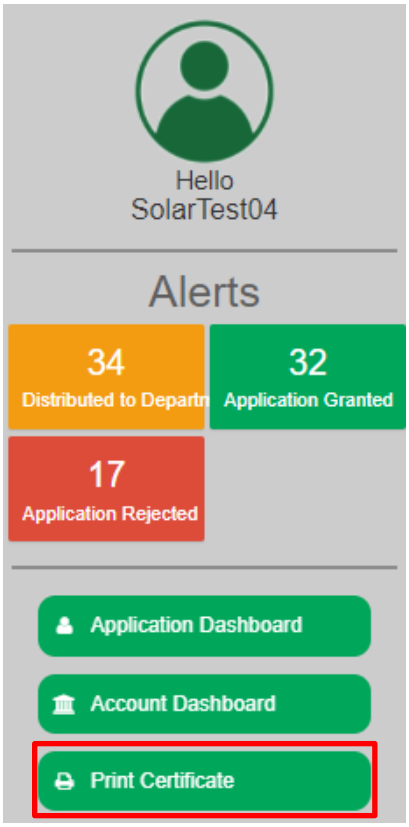
## 11 PRINTING CERTIFICATE

| | |
|---|---|
| | After completing this sub-section, you will be able to print a Wayleave Certificate |
| | The Printing Certificate item is accessible on the Navigation Panel |

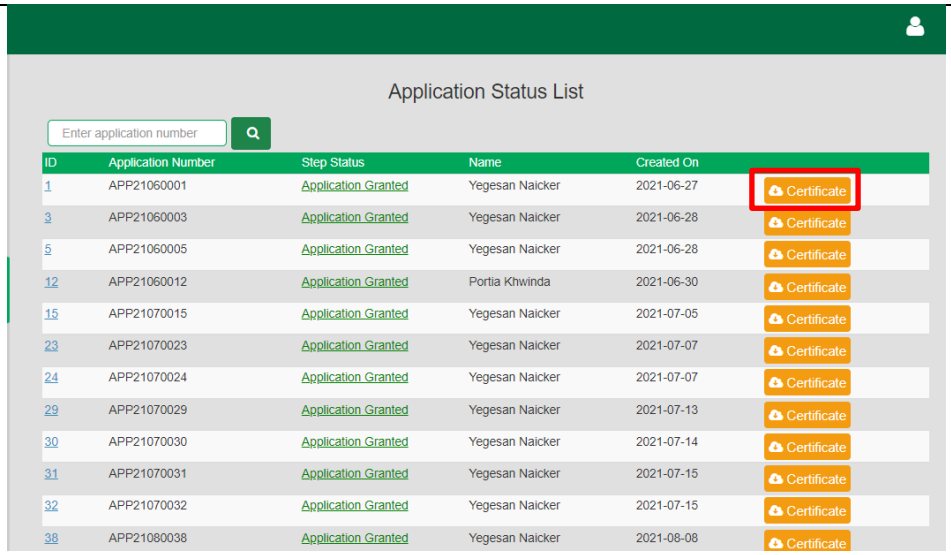
**Navigate**

| | |
|---|---|
| | On this screen:<br>• Click **Print Certificate** item<br>• You wil be navigated to the **Application Status List** page<br>• Click the **Certificate** button on the appliation of choice<br>• The certificate will be downloaded to your computer/desktop for viewing |

**Screen**




**Navigation Panel**

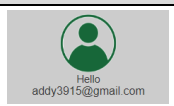



**Application Status List page**

**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 091110177**