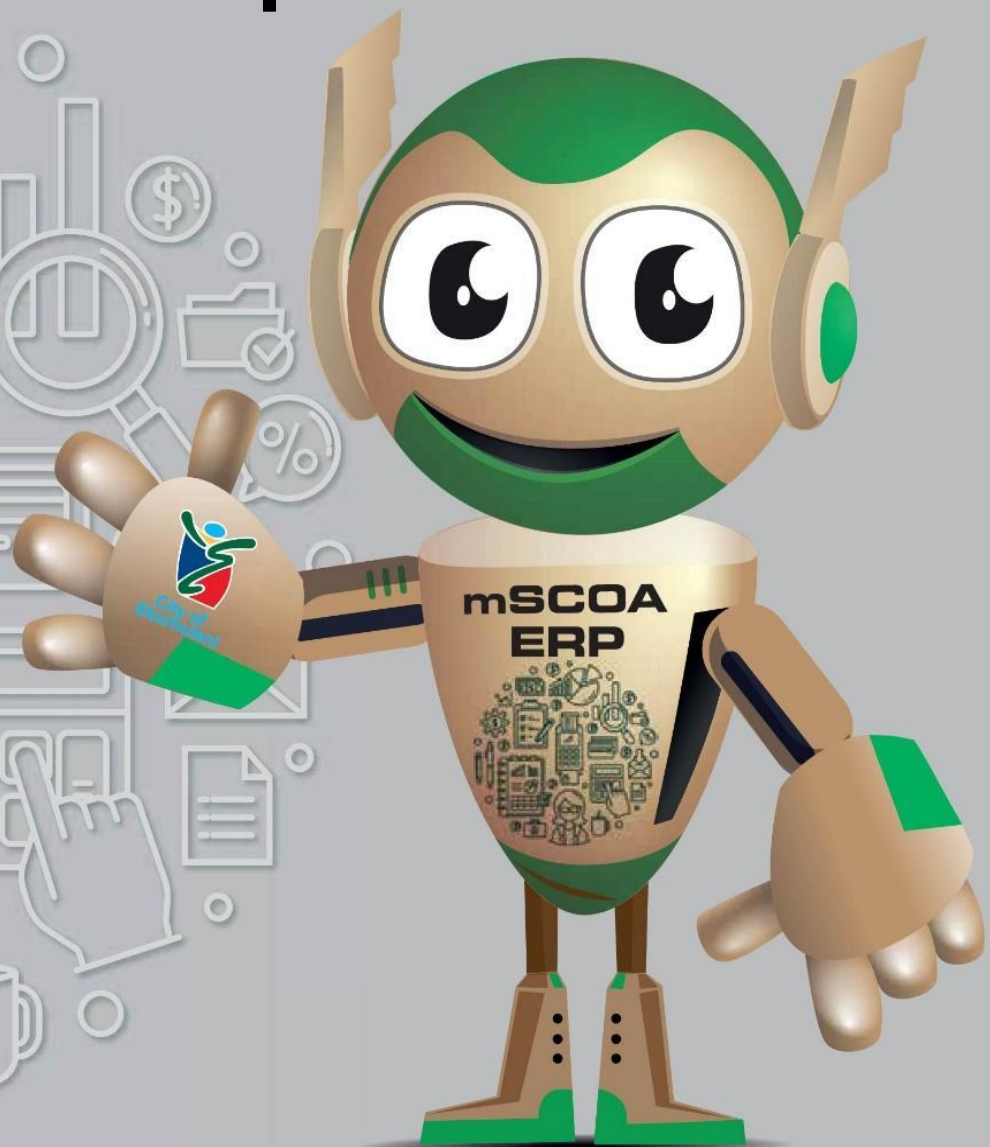


ERP Functional USER MANUAL

Training Manual Wayleave Department Users



OUR JOURNEY
TO A SMART DIGITAL CITY



City of
Ekurhuleni

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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.

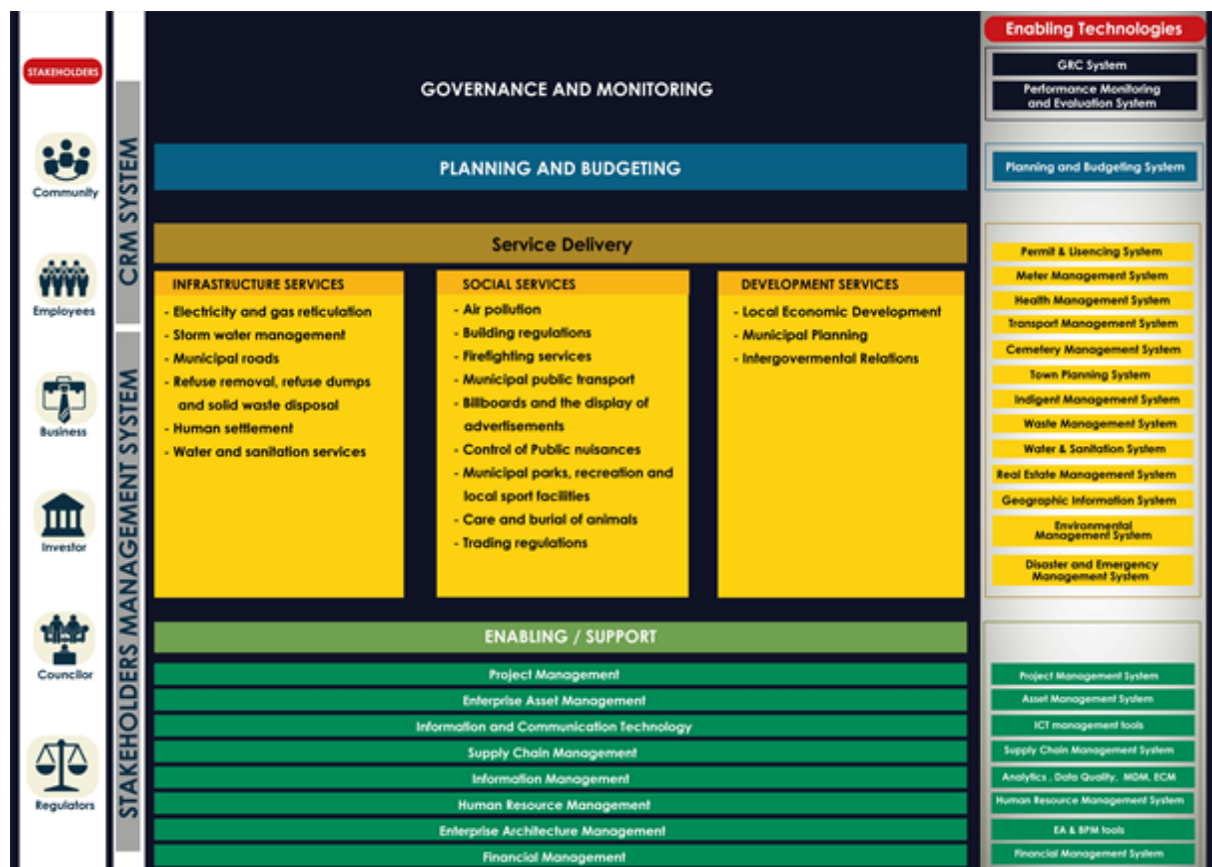
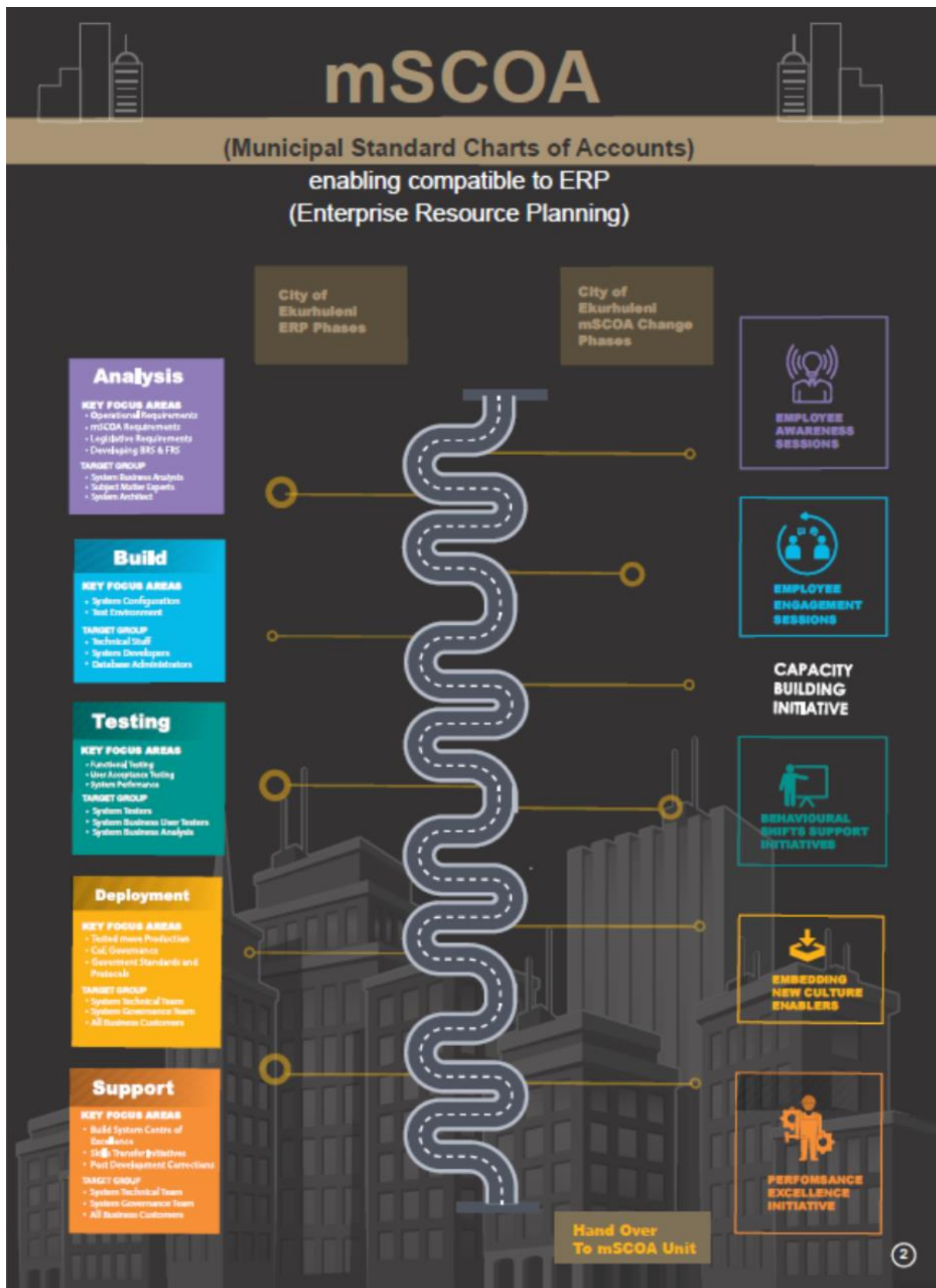


Figure 1 - City of Ekurhuleni Reference Model



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:

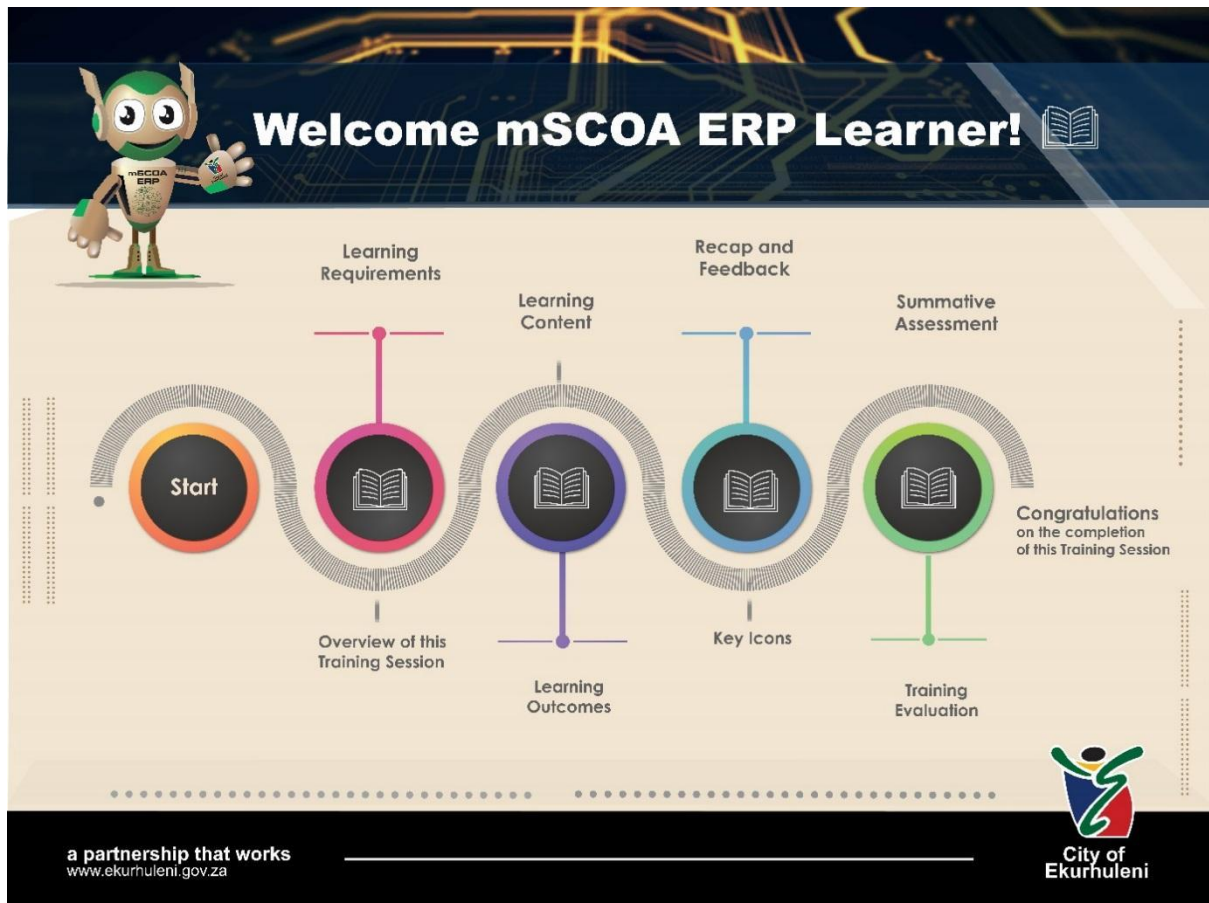
- Electricity department
- Water department
- City Planning department

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

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



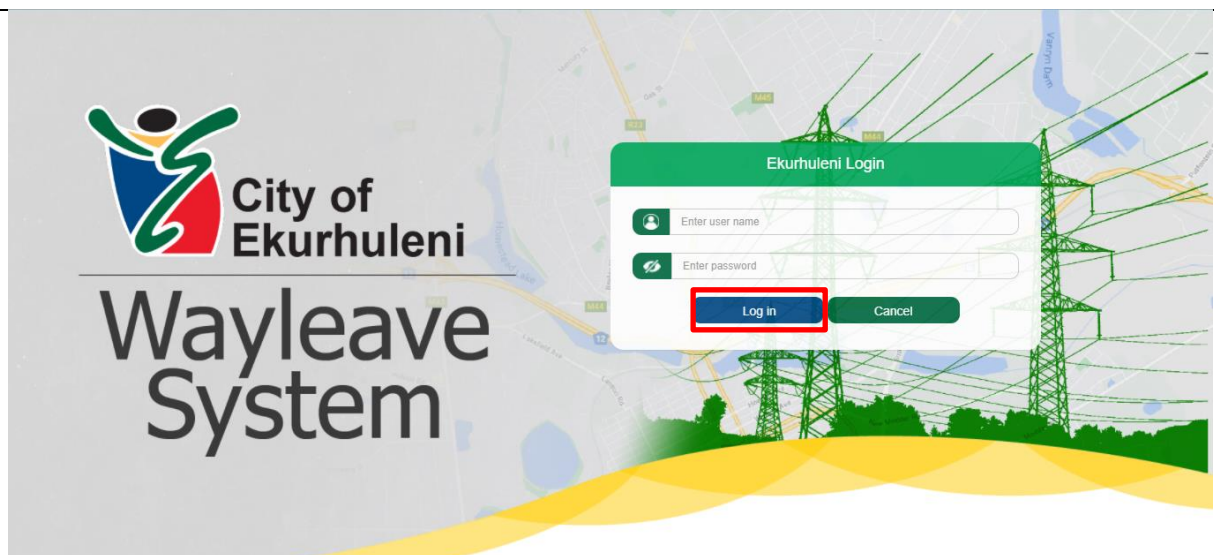
On this screen:

- 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
<input type="checkbox"/>	Distributed to Departments (28)			
<input type="checkbox"/>	Application Granted (28)			
<input type="checkbox"/>	Application Rejected (10)			

Wayleave Dashboard

Navigate

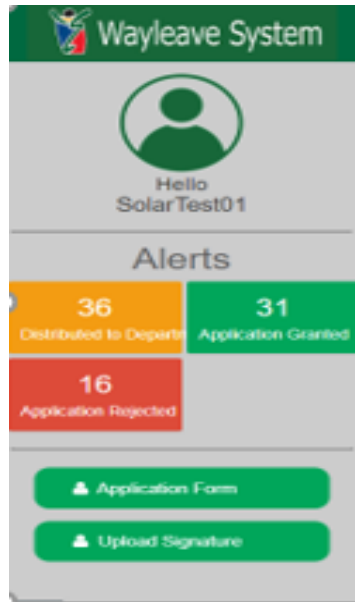


On this screen:

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

Screen

Screen



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 disclose if the Wayleave request will affect your department workings (pipelines/electricity cables/city land etc.) or not.

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 Departm

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 SolarTest01

Alerts

36

Distributed to Departm

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)				
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 Thummaia	2021-08-10
53	APP21090053	Distributed to Departments	Yegesan Naicker	2021-09-07
70	APP21090068	Distributed to Departments	Yegesan Naicker	2021-09-08
72	APP21090070	Distributed to Departments	PETER NDOU	2021-09-09
80	APP21090078	Distributed to Departments	Khodani tshiombo	2021-09-11

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 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



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



- When opting for selecting the **Affected** status, a comment field will be unhidden.
- It's mandatory to input a comment, explaining how the Wayleave request affects your department.

Navigate



On this screen:

- Select **Not Affected** status.
- Click the **Submit** button.
- A notification will be displayed stating : **Department status has been updated successfully!**

Screen

— Circulated Departments

Status ★

Make a selection

Make a selection

Not Affected

Affected

— Application Status

Current status : Distributed to Departments

Submit Cancel

• ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.

• NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF

✓ Department status has been updated successfully!

+ 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

Status ★

Not Affected

— Application Status

Current status : Distributed to Departments

Submit Cancel

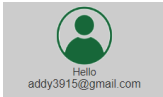




Notification

You have now successfully completed this sub-section

11 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.

12 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		

13 NEXT STEPS

You will be required to complete the following:

	Training Evaluation
	Assessment



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