



## **User Training Manual: Rand Water Wayleave Management System**

Version 1.4

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## 1. HOME PAGE

The home page can be accessed by typing <https://wayleave.randwater.co.za/> on the address bar of an internet browser and pressing enter.

The Recommended browser is Google Chrome.

The content of the home page will appear as illustrated in the image below.

**Wayleave Management System**

Register Log in

Wayleave Number

Home About

# Welcome to Rand Water Wayleave Management System

You are now on Rand Water WayleaveCentral. This web site is dedicated to managing Wayleaves and Wayleave Applications for Rand Water. A guide of what to do is available below.

**This site was designed to be used by Professional Engineers during Engineering Design for Planning, Design and Construction.**

To follow up or for queries you can contact  
Lindiwe Gamede - Office no 011 682 0962, Email: [lgamede@randwater.co.za](mailto:lgamede@randwater.co.za)

For escalations you can contact  
Cwengile Ma-awu - Civil Technologist, Office no. 011 682 0649, Email: [cmaawu@randwater.co.za](mailto:cmaawu@randwater.co.za)  
or Zesha Ramrathan - Civil Technologist, Office no. 011 682 0134, Email: [zramrath@randwater.co.za](mailto:zramrath@randwater.co.za)  
or Peleka Mashele - Manager, Office no. 011 682 0260, Email: [pmashele@randwater.co.za](mailto:pmashele@randwater.co.za)

For outgoing wayleaves you can contact  
Portia Kubheka - Building Projects Clerk, Office no. 011 682 0773, Email: [pkubheka@randwater.co.za](mailto:pkubheka@randwater.co.za)

### Application Process

**1 Getting Started**

First you need to get registered on this web site, by clicking on the Register link above. The registration process will require a valid e-mail address, to confirm a communication channel to you. When you completed the registration, a confirmation e-mail will be sent to you to complete the process.

Users are able to register and login to their profiles. They can create, manage, submit and review Wayleave applications or perform applicable administrative functions on the website.

A list of useful resources is also included, such as the standard conditions of Rand Water and default form templates.

Other resources are provided which project managers can ignore, like the question list for the class 3 review.

## 1.1 Rand Water Reference Links to Documents

6 Reference Links				
Reference / Drawing Number	Name	Description	Version	Accept Terms and Conditions: <input type="checkbox"/>
0	Design Review Question List	Design Review Question List	2022-10-18	
1.0	User Training Manual - RandWater Wayleave Management System Website Content_v1.1 20221012.docx	User training document	2022/10/26	
2.0	District Superintendents Details 2022.xlsx	Contact details of all district superintendants	2022/10/18	
3.0	Requirements and Standard Conditions for crossing Rand Water services - 31 March 2022.pdf	Standard conditions and terms.	2022/03/31	

All reference documents are listed on the home page to be downloaded and accessed.

Accepting the Terms and Conditions is mandatory to download any of the reference documents.

6 Reference Links				
Reference / Drawing Number	Name	Description	Version	Accept Terms and Conditions: <input checked="" type="checkbox"/>
0	Design Review Question List	Design Review Question List	2022-10-18	<a href="#">Navigate</a>
1.0	User Training Manual - RandWater Wayleave Management System Website Content_v1.1 20221012.docx	User training document	2022/10/26	<a href="#">Download</a>
2.0	District Superintendents Details 2022.xlsx	Contact details of all district superintendants	2022/10/18	<a href="#">Download</a>
3.0	Requirements and Standard Conditions for crossing Rand Water services - 31 March 2022.pdf	Standard conditions and terms.	2022/03/31	<a href="#">Download</a>

## 2. GENERAL

Selected Wayleave resources are open to the public, which includes new and existing users. These resources include social media for Wayleave Central and useful documentation about wayleave or wayleave-related information. For example, the “District Superintendent Details 2022” in XLSX file format.

### 2.1 About Rand Water Wayleave Management Services

New and existing users may obtain additional information about the Wayleave system on the About page, which is illustrated in the image below.

A detailed description of Rand Water is also available on the about page. Other internal web links are also provided on the About page as well as the website Copyright Specifications and Version Information.

**Wayleave Management System**

Register Log in

Wayleave Number

Home About

# ABOUT RAND WATER

Rand Water is the largest bulk water utility in Africa and is one of the largest in the world, providing bulk potable water to more than 11 million people in Gauteng, parts of Mpumalanga, the Free State and North West – an area that stretches over 18 000 km<sup>2</sup>.

**RAND WATER IS THE LARGEST WATER UTILITY IN AFRICA**

Our customers base includes metropolitan municipalities, local municipalities, mines and large industries in Gauteng and surrounding areas. We have a global reputation for providing water of high quality that ranks among the best in the world. We have consistently met and exceeded national Standards and international guidelines on water quality. Our geographical expansion has seen us provide water and sanitation services in Mpumalanga, Free State and North West province. With respect to expansion on the continent, we are guided by bilateral and regional trade agreements entered by South African government with a view to pursuing opportunities that exist in those new markets.

**OUR VISION**

To be a provider of sustainable, universally competitive water and sanitation solutions for Africa.

**OUR MISSION**

To consistently meet the expectations of our customers, partners and the government by strengthening our capacity to:

- Attract, develop and retain leading edge skills in water services
- Sustain a robust financial performance
- Develop and sustain globally competitive capabilities in core areas
- Enter into and sustain productive partnerships; and
- Develop, test and deploy cost-effective technologies

**OUR VALUES**

- Equity
- Integrity
- Spirit of partnership
- Excellence
- Caring

**Links**

- Home
- Contact
- WayleaveCentral Product

**Version Information**

- Product: WayleaveCentral
- Assembly Version: 5.1
- Assembly Build: 8690
- Assembly Revision: 26871
- Deployment Number: 464
- Created On: 2023/10/17 14:55:44
- Build Type: Retail Release
- Database Version: 5.9.8
- Database Version Date: 2022/01/12 16:01:15

**Copyright ©**

Copyright for components in this software is owned by:

- Graphic Engineering Solutions & Services (Pty) Ltd
- Rand Water
- Open Source Contributors

### 3. ACCOUNT REGISTRATION, ACTIVATION AND LOGIN FOR NEW USERS

New users to the Rand Water Wayleave Management System are required to successfully register and have their email address verified prior to utilizing the Rand Water Wayleave services.

Users who are already registered may Login by entering their user credentials.

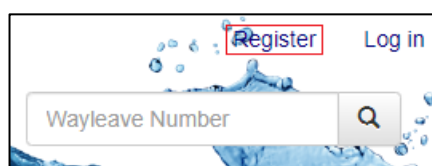
New users will be directed to the profile page on login to supply needed information about themselves and the business entity that they work for, before they are allowed to participate in the process.

#### 3.1 Register

In order to register, the new user will be required to accurately provide an email address (this will serve as the user's account name), a password and re-entering the password.

Register as a new user by doing the following:

1. Click on 'Register' at the Top-Right side of the Home Web Page.



2. Populate the 'Email Address', 'Password' and 'Confirm Password' fields (*Illustrated below*).

*Note: Should any entered data not be compliant, a red text box containing an error message will appear above the heading 'Registration Form'. Apply applicable corrections and click on 'Register'.*



3. Click on 'Register'. The content of the registration window is illustrated in the image below.

**Wayleave Management System**

Register Log in

Wayleave Number

Home About

## Security User Create

**Welcome to the Wayleave Management System registration process**

Please complete the following fields to start the process.  
Afterwards you will receive an email to verify the supplied email address. Once that is done and you log in for the first time, the second part of the process will start.

**Note: Very Strong Passwords are required.**

Very Strong Password requirements are:

1. must contain at least 1 non alphanumeric character `~!@#%&*()-_+=[{}]\|:;'"<>./?`
2. must contain at least 1 uppercase character `A-Z`
3. must contain at least 1 lowercase character `a-z`
4. must contain at least 1 number `0-9`
5. must be at least 6 characters long

Registration Form

Email Address

A confirmation email will be sent to this email address to activate your account.

Password

Very strong password

Your password can be forced in 5389762 years, 2 months at a rate of 2800 million passwords per second.

Confirm password

Very strong password

Register

Upon successful registration, the user will see an onscreen message stating that the account was registered successfully. The newly registered user will receive instructions via their registered email on how to activate their account.

**Wayleave Management System**

Register Log in

Wayleave Number

Home About

## Register Success. Your account has been registered.

An email was sent to the email address that you specified.

Please follow the instructions in the email to confirm your email address and activate your user account.

You will only be able to log in and complete the registration process after your email address is confirmed.

If you are experiencing problems with the registration or the confirmation of your email address you can contact the Randwater Wayleave Coordination Office for assistance. You can send an email to Rand Water Wayleave Support or to WayleaveCentral Support. Additional contact information is available on the Rand Water Website

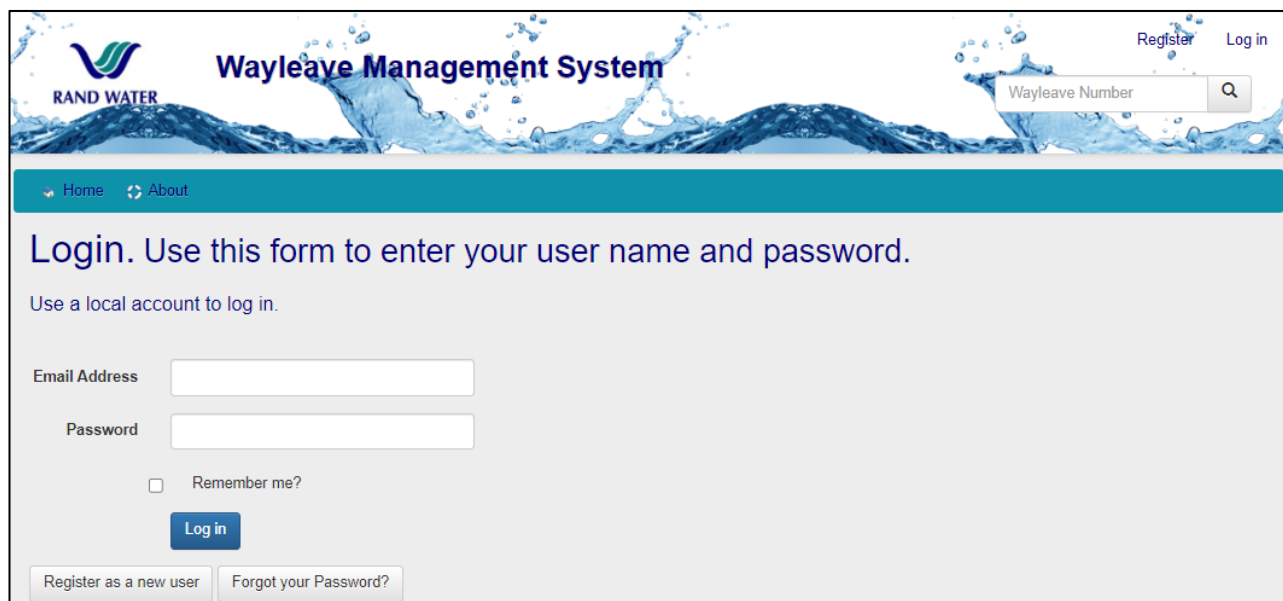
### 3.2 Activating Account

Access the registered email account (entered during registration) and open the system-generated e-mail. The e-mail contains further instructions on how to validate the e-mail address and the newly registered user account.

The account activation email will contain an “Activate My Account” link. Click the link and the user’s web browser should automatically open a webpage indicating that the action was completed successfully. This will activate the user’s account. The system-generated e-mail also contains a link that loads the Login webpage.

### 3.3 Login

Access the email used to activate your account and click on the Login link or enter the URL: <https://wayleave.randwater.co.za/account/login/> in the internet browser’s address bar. In the web page that appears (*Illustrated below*), populate the fields ‘Email’ and ‘Password’, and click on ‘Log In’. The fields are case sensitive, therefore should be case identical to the entered registration details.



The screenshot displays the login interface for the Wayleave Management System. At the top, there is a header with the 'RAND WATER' logo on the left, the title 'Wayleave Management System' in the center, and 'Register' and 'Log in' links on the right. Below the header is a search bar labeled 'Wayleave Number' with a magnifying glass icon. A teal navigation bar contains 'Home' and 'About' links. The main content area features the heading 'Login. Use this form to enter your user name and password.' followed by the instruction 'Use a local account to log in.' The login form includes an 'Email Address' field, a 'Password' field, and a 'Remember me?' checkbox. A blue 'Log in' button is positioned below the fields. At the bottom of the form, there are two links: 'Register as a new user' and 'Forgot your Password?'.

### 3.4 Profile completion (Existing users and New users)

Upon first time login for a user which has not logged in before the profile screen will appear which must be completed before the user can continue to utilize the system. The options selected here will also further dictate how the user will interact with the system. The user can either choose to only want public information available on wayleaves, like a client/service owner for example, or whether they will participate in the process as either an applicant, design reviewer or any other Rand Water employee participating in the wayleave process.

**Wayleave Management System**

RAND WATER

wms-automation@gess.co.za is logged in. Log off

Wayleave Number

Home Search Map About

## Security User Profile Edit

Update your profile

**Welcome**

The user profile system has determined that there are problems/outstanding items on your profile.

Please have a look at the following:

- Your personal profile data is not yet complete.

### My information

I would like information about wayleave(s) that affect me.  
(I am either a Contractor, Property owner or other interested party)

I am participating in the wayleave application process.  
(I am an Applicant responsible for the application (or capturing on behalf of the applicant), a Client/Service owner, a Design reviewer or other Rand Water employee participating in the process)

Name


Surname

Contact number

Alternate email address (Optional)

Date of birth (Optional)

Change Avatar



Click to select

The above screenshot demonstrates choosing the first option which disables the My Employer (3.4.2) and My Registrations (3.4.3) section.

As previously stated, this option is only selected if information about a specific wayleave is required. The user will not be able to create new wayleaves.

Home Search Map About

## Security User Profile Edit

Update your profile

**Welcome** ✕

The user profile system has determined that there are problems/outstanding items on your profile.

Please have a look at the following:

- Your personal profile data is not yet complete.

### My information

I would like information about wayleave(s) that affect me.  
 (I am either a Contractor, Property owner or other interested party)

I am participating in the wayleave application process.  
 (I am an Applicant responsible for the application (or capturing on behalf of the applicant), a Client/Service owner, a Design reviewer or other Rand Water employee participating in the process)

**Name**


**Surname**

**Contact number**

**Alternate email address (Optional)**

**Date of birth (Optional)**

**Change Avatar**



Click to select

### My employer information

I work for a company or organisation eg. (Pty) Ltd, SOC Ltd, NPC, Ltd, Inc, International company, Partnership, Business Trust or Consortium.

I work for either National Government, Provincial Government or a municipality.

I am a sole proprietor.

### My registrations information

I am/or use a registered professional engineer that will be responsible for applications and wayleave execution

[Save and Close](#)

The screenshot above shows the second option selected. This option will be the setting most users choose. This option will open the relevant section and allow participation in the wayleave process.

### 3.4.1 My Information

This section is completed with the Name, Surname and Contact Number as mandatory. Further this is where the user chooses between being an applicant or if they need to participate in the process.

I would like information about wayleave(s) that affect me.  
(I am either a Contractor, Property owner or other interested party)

I am participating in the wayleave application process.  
(I am an Engineer responsible for the application (or capturing on behalf of the engineer), a Service owner, a Design reviewer or other official participating in the process)

If the user chooses to participate in the process, two further sections will open which the user has to complete.

### 3.4.2 My Employer information

The user will now need to enter the business entity that they are working for. They must first choose the type of entity (company/government/private).

My employer information

I work for a company or organisation eg. (Pty) Ltd, SOC Ltd, NPC, Ltd, Inc, International company, Partnership, Business Trust or Consortium.

I work for either National Government, Provincial Government or a municipality.

I am a sole proprietor.

Once this is done the user will need to search for the company via the company registration number (xxxx/xxxxxx/xx) or company name.

If they choose government, they will have to search through the name of the relevant department or municipality or if they are a sole proprietor through their ID number.

My employer information

Please enter the registration number of the primary company that you work for in the format xxxx/xxxxxx/xx and select the best fit from the results.  
If nothing is found click on "No company found. Create new company" that will appear below the field.

I work for a company or organisation eg. (Pty) Ltd, SOC Ltd, NPC, Ltd, Inc, International company, Partnership, Business Trust or Consortium.

I work for either National Government, Provincial Government or a municipality.

I am a sole proprietor.

Current employer

9 more characters needed

[Employer](#)

If the business entity doesn't exist, the user can then choose to register the entity on the system by selecting the hyperlink "No company found Create new company".

After this is done the user should clear the field and enter the number again to search for the newly added company. Below is how a successfully completed employer information is supposed to look.

Please note that upon subsequent iterations a new button will appear that will allow users to add linked employers. This is for engineers that work for themselves but are hired by different companies.

During this process it is not possible to create new companies, rather the user can only join existing companies.

### 3.4.3 My registrations information

This section of the profile is completed by either a) users with a professional engineering registration at ECSA.

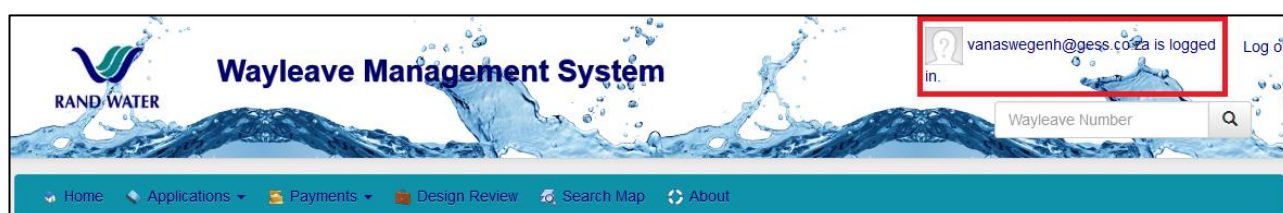
This information can usually be found on the relevant certificate from ECSA. Please note that this section matches information with what ECSA has available and if that doesn't match then the system will not

allow the user to access those options only available to registered engineers. The user can see the status of the match on the dashboard. It usually takes the system about 10 minutes to retrieve the data from ECSA. After that period the user can refresh their screen to see what the result of the match was.

Please note it is strongly encouraged those users who are engineers register with their own accounts, so the Engineer email is usually the same as the current account. However, if that is not possible an account will be created for the email that was specified in that field. An email will be sent to the email address to complete the process.

### 3.5 Dashboard

After successfully logging in, the user's dashboard will appear. The dashboard summarises the user's application and shows their personal details (Name, Contact Number and Current Employer). The user may update their profile and user settings from the dashboard. To enter the dashboard from another wayleave webpage, click on the avatar at the top right (*Illustrated below*).



## My Dashboard

Update user profile    Manage security account    [Click here to search the map](#)

### Your Current Information

Name	Henning van Aswegen
Contact number	0828887001
Current employer	Graphic Engineering Solutions and Services

[Manage/View your current Employer](#)

### Registrations associated with me

Registration Number	Registered Names	Registration Type	Registration Status
123456789	Henning van Aswegen	ECSA	Not Valid

[Revalidate this ECSA registration](#)

#### 3.5.1 View and Update User Profile

To Update your own User Profile, click on [Update user profile](#) which will load the Profile Update page. The user can select whether he/she is either just an Applicant or alternatively an Engineer/Service Owner/Design Reviewer in the Wayleave Application Process. The user can further update/correct the following profile information via this page: Name & Surname, Contact Number, Alternative email address, Date of birth, Avatar image. If the user has made an error in their registration information this is where it can be updated.

After the page has been saved the user can use the [Revalidate this ECSA registration](#) button to force the system to attempt a revalidation on the previously rejected information. Please see the previous section (3.4). for instructions on how the User Profile operates.

### 3.5.2 Manage User Settings

Click on [Manage security account](#) to manage your user account settings in terms of changing your Login Password as shown below.

**Account Management**

Manage your user and security settings here

Change your password

Browser is currently not remembered for two factor: [Remember Browser](#)

[Visit my dashboard](#) [Update user profile](#)

### 3.5.3 Map search functionality

Click on [Click here to search the map](#) to view the general map that allows users to search granted wayleaves. Below is the screen which shows after navigating to the map search. The first section is used to narrow the number of results that will appear in the second section after clicking on the [Search](#) button.

MAP SEARCH BAR [^](#)

Key words

**Application phase**

Initial-Review  Processing  Approval-monitoring

Applicant search Engineer search

**Approved date range**

After and on this start date Before and on this end date

**Submitted date range**

After and on this start date Before and on this end date

**Estimated start date range**

After and on this start date Before and on this end date

**Estimated end date range**

After and on this start date Before and on this end date

**Application reason**

Application Affecting Rand Water Property  Application with Environment or Legal Effect

Class 2 Application  Class 3 Application

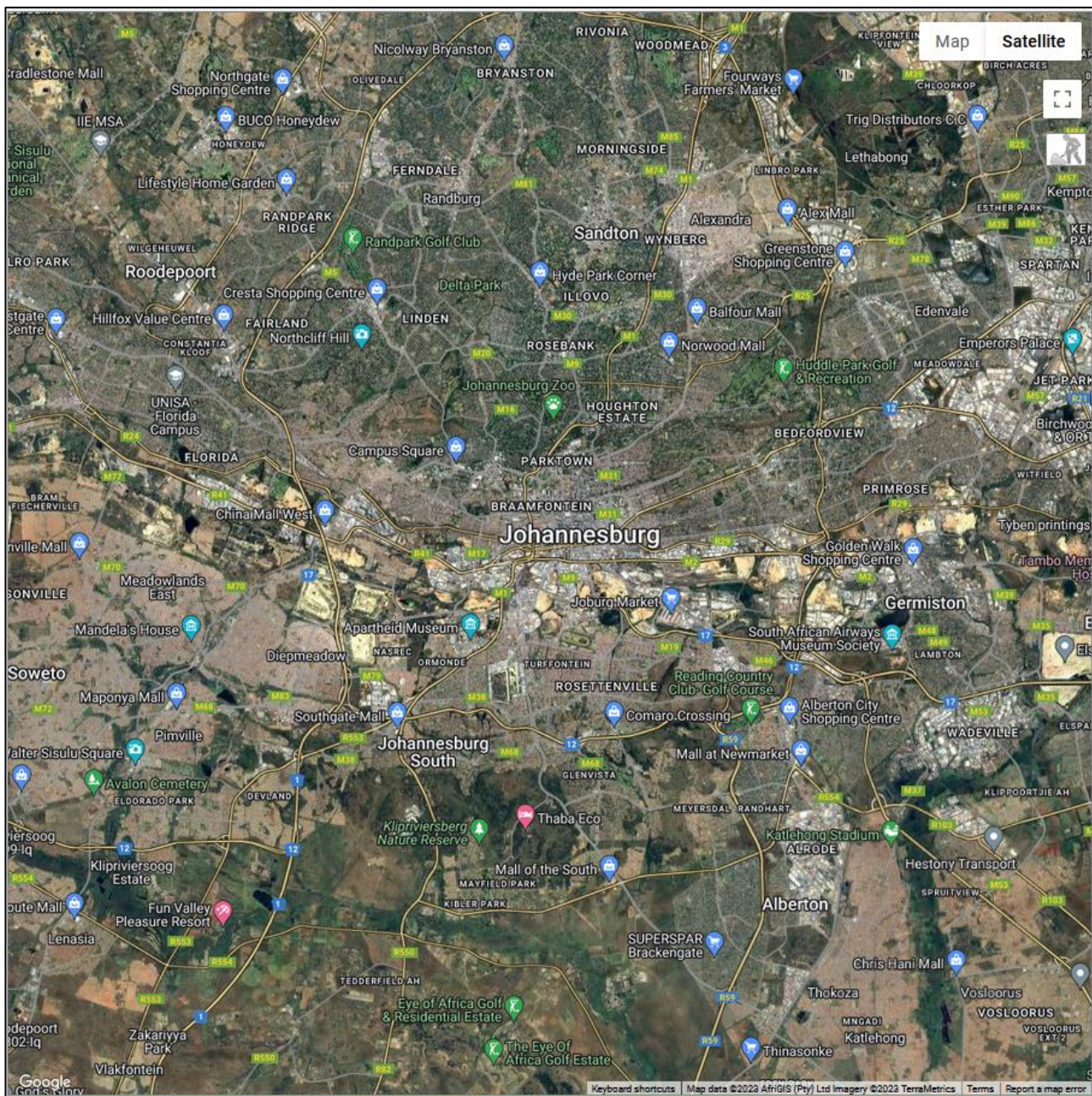
Default application  Not Affected

Objected Application  Pipe Line deviation

Township Development Application

[Search](#) [Clear](#)





### 3.5.4 Employer management screen

Click on [Manage/View your current Employer](#) to access the employer management screen. This screen can be used to view information regarding the company as well as manage items related to the company. Documents that are shared across the company's applications can be managed on this screen. Users who have linked to the company can also be seen here.

Only company administrators can make changes on this screen. If other users need to make changes they can contact the company administrator as shown below.

In order to change/update any values of this company please contact your company administrator Peleka Mashele at [pmashele@randwater.co.za](mailto:pmashele@randwater.co.za).

## Company Management

Transfer Ownership

Name	Graphic Engineering Solutions and Servi	Trading As	GESS
Company Type	Private Company - (Pty) Ltd		
Registration Number	2002/005191/07	VAT Number	4710205735
Website	www.gess.co.za		

Open Company

### COMPANY CONTACTS ^

Create New

Title	First Name	Surname	Initials	Identity Number	Cell Number	Email
-------	------------	---------	----------	-----------------	-------------	-------

### LINKED USERS ^

FirstName	Surname	BirthDate	ContactNumber	Email
Francois	Grobler		082 577 9697	wlms-support@gess.co.za
Henning	van Aswegen		0828887001	wlms-automation@gess.co.za

Remove user

### COMPANY - DOCUMENTS ^

- Please select a document type -

Name	Description	Version	Document Type	CreatedOn	Expires On
------	-------------	---------	---------------	-----------	------------

Company Applications

Back To My dashboard

#### 4. OUTGOING APPLICATIONS/PROJECTS

There are two types of applications that can be done on the Wayleave system. This manual will cover the second type of application called an outgoing application/project.

This type of application is only available to users who have a verified Rand Water email.

The outgoing wayleave application/project is done by Rand Water when wishing to perform work on a servitude owned by an external service owner.

The application on the system will be for a single project with multiple applications to different service owners along the project's affected area. This application is only available to users on the Rand Water domain.

A Rand Water project requiring wayleaves for parts of the project will be submitted via the online system by the project manager responsible for the project in question.

Once the submission as detailed in this application is done, the relevant person from Pipeline Protection will apply to the relevant external service owner for a wayleave on behalf of Rand Water to allow the project to continue.

The project manager will be able to see the results of these applications as the service inquiry feedback request on the system. Relevant documents from the service owner will also be attached to the project application on the wayleave system.

Finally, when a portion of the project has been completed the project manager will attach the closeout form for the wayleave in question to the project on the system.

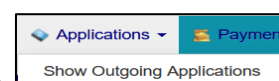
Required documents on the project may expand as dependant on the service owner requirements.

The process consists of 2 Phases: Review and Processing.

- 1) **Review-** During this phase the project manager will submit the project to Pipeline Protection. Pipeline Protection will then prepare the project for submission to the various external service owners.
- 2) **Processing** – During this phase, the project is submitted to external service owners. Any communication between the project manager, pipeline protection, and the external service owner occurs to get the approval. After approval from the owner the areas where the approval was granted can proceed with construction. Finally, the closeout of the project also occurs during this phase.

##### 4.1 General

After logging in, select the Applications menu tab with the following dropdown



which will load the **Application Index** page. The index/list will reflect all current projects submitted to

Pipeline Protection. The system will only show outgoing projects when selecting this page. Project managers will be able to view all projects submitted to Pipeline Protection.

The screenshot shows the 'Application Index' page with a navigation bar at the top containing 'Home', 'Applications', 'Search Map', and 'About'. Below the navigation bar is a search box and a title 'Application Index'. There are two dropdown menus: 'Order by' set to 'First In Up Top' and 'Apply color by'. A 'Filter By' section contains four checkboxes: 'Created Date Range', 'Wayleave Type', 'Application Phase', and 'Application Status'. A '+ Create New' button is located above the table. The table has the following data:

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2324-0006	Out COMPLETED 6/6 2	Default application	PROPOSED (M11) 900mm STEEL PIPELINE FROM BRAKPAN RESERVOIR SITE TO SELCOURT RESERVOIR SITE. added m...	2023/08/17	From Brakpan reservoir to selcourt reservoir
RW2223-0035	Initial APPLICATION	Default application	blah	2023/06/05	blah
RW2324-0061	Out UPDATED	Default application	Extension on pipeline A5 Several new valves to be installed	2024/01/23	44 Lane street West of KFC.

The ordering of the application can be altered but the default setting for the Rand Water wayleave system will work on a basis of first in shows up top. This is basically the application with the longest period of no action from the current date which will be at the top.

The Progress for each wayleave project is shown under the Progress column of the Application Index. The status description is shown, e.g. Out CREATED, together with the Feedback Request count which in this case will indicate the amount of communication with external stake holders (2/2). The number on the left indicates communications that had responses and the number on the right indicating the total number of communications. This (2) indicates the phase the project is currently in.

Wayleave Number	Progress
RW2324-0006	Out COMPLETED 6/6 2

## 4.2 Application/Projects Create

To create a new project, click on the Create New button, (). All the project related details excluding the project specific information is to be entered in this form. The following is a list of all

the application data field names, including a brief description of their purpose and the content to be captured/entered thereto.

**Wayleave Management System**

vanaswegenh@gess.co.za is logged in. Log off

Wayleave Number

Home Applications Payments Design Review Search Map About

## Application Create

Application

**Responsible Engineer** Please select the responsible engineer with a verify

**Application Type** Civil Engineering Services

**Created Date** 2023/10/23 15:48:17

**Wayleave Number** To be assigned.

**Work Description**

**Location Description**

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

#### 4.2.1 Responsible Engineer

Select the responsible engineer for this project. Although it is possible to select a place holder engineer, the project manager is encouraged to select the correct engineer for the project.

<b>Responsible Engineer</b>	Please select the responsible engineer with a verify <input type="text"/>
<b>Created Date</b>	Please select the responsible engineer with a verified ECSA registration
	Test Person - Registration number 123456789
	Place Holder - Registration number default-000000

#### 4.2.2 Application Type

From this drop down the user must select the appropriate application type which matches the application being applied for.

For the outgoing application/project the “Outgoing Applications” type must always be selected.

#### 4.2.3 Created Date

<b>Created Date</b>	2022/10/20 10:21:18
---------------------	---------------------

The “*Created Date*” is the date assigned by the system to the project on the date it was created by the project manager. This date in conjunction with the other dates within the system will be used for project progress tracking, turnaround time management and reporting.

#### 4.2.4 Work Description

The project manager must provide a summary description of what the work for the project will involve.

Work Description	
------------------	--

E.g. the Work Description could read as follows: *Installation of new valves along pipeline B6..*

#### 4.2.5 Location Description

The project manager must provide details regarding the physical location(s) of where the work is to be undertaken. Information such as the affected streets, suburb and the main point of reference or address (e.g. erf number) should all be stated within this text block. Although there is provision for location coordinates further down in the form, the project manager could provide such coordinate information under this Location Description field, especially when it relates to multiple segregated work areas and locations for the project.

Location Description	
----------------------	--

### 4.2.6 Co-ordinates

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

**Reference Point**

The Reference Point is used to locate the Works on a Map, and to lookup the location information from the GIS. Information such as the Farm Number, Erf Number, Township, and Township Extension is obtained from the GIS using the Reference Point Coordinates.

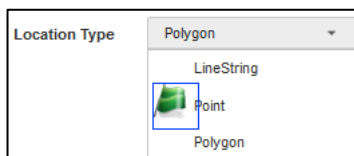
**Location Type** LineString

**Location Coordinates**

Add Point Delete Point Clear Points

Add Point Delete Point

#### a) Location Type






Location types relate to the geographical method used to define, mark, and record the actual wayleave works location on a map. The applicant/user must select the location type that will best represent the actual wayleave works location on a map. This field will be populated based on the user's action on the map.

- Point – A single point on a map, for instance for an advertisement sign installation.

- Line – A line string with a start and end point, for instance for a pipeline.
- Polygon – Multiple points following on each other to define an area, (the starting point and very end point will meet up / close the mapped path), for instance for an intersection upgrade, or road construction.

To add location coordinates: (GPS Coordinates):

1. Use one of the following icons to add the relevant geography on the map. Use this button  on the map for point. To draw a line string use this  button on the map, and for a polygon use this button .

**a. Polygon coordinate points must be entered in an anti-clockwise sequence otherwise the entry will be invalid and rejected.**

2. Please take extra precaution to ensure that manually entered co-ordinates are correct if using that feature.
3. For line strings and polygons, repeat the two above steps until all the points are entered/created.

***Note:** Currently only a single Location with associated Location Type is supported. Multiple locations require multiple and separate Wayleave applications.*

Please see below example of Location Coordinates Populated by selecting the Line String on the Satellite Map (green line string visible).



**Reference Point**

The Reference Point is used to locate the Works on a Map, and to lookup the location information from the GIS. Information such as the Farm Number, Erf Number, Township, and Township Extension is obtained from the GIS using the Reference Point Coordinates.

**Location Type** LineString

**Location Coordinates**

```
-25.53096644701993 28.115073524127
-25.53278649726667 28.116833053241
-25.537162249733303 28.11464437068
-25.5427769194607 28.1121981960633
-25.547694379711874 28.11043866694
```

Add Point Delete Point Clear Points


-25.537162249733303 28.1134856563

Add Point Delete Point

## b) Reference Point

The reference point is a single point on the map, used to represent the specific reference location of a wayleave. This point is normally on one of the same coordinates, or within the area covered by the Location Type and defined Location Coordinates. The location of the Construction Camp or Onsite Office is often used as reference point.

### To add the Reference Point:

1. Click the button  to draw the reference point on the map.
2. Please take extra precaution to ensure that manually entered co-ordinates are correct if using that feature.

#### 4.2.7 Estimated Start & End Dates

State the Estimated Start Date of when the start of works is envisaged. State the Estimated End Date of when the end/completion of works is envisaged.

Estimated Start Date: 2023/03/01

Estimated End Date: 2023/04/29

Submission Requires Payment:  No

Approval Requires Payment:  No

APPLICATION CONTACTS ▲

CLIENT/SERVICE OWNER ▲

#### 4.2.8 Application Contacts

Application contacts are the contact information required by an application.

This is divided into groups / contact types as determined by Rand Water Pipeline Protection.

The current configured types are:

- Client/Service Owner
- Applicant

These types further consist of either a company's information or a person's information. This is selected by selecting either one of the following radio buttons  Company  Person.

A company's information consists of the company details and a contact person or representative's information. A type can be configured to appear later during the process. The Client/Service owner and Applicant types will currently appear during application creation phase. .

##### (a) Company

CLIENT/SERVICE OWNER ▲

The client of the applicant that will have final control over the installed wayleave. Rand Water will continue communication with this entity after the applicant has installed the wayleave.

Company  Person

Search for an existing company using name or registration number

Name:

Company Type: Private Company - (Pty) Ltd ▼

Trading As:

Registration Number:

VAT Number:

Website:

COMPANY CONTACT ^

Search for an existing contact using name, surname or email

Title  ▼

First Name

Surname

Initials

Telephone Number

Fax Number

Cell Number

Email

PHYSICAL ^

Is Billing Address

Building/Street Number

Street

Suburb

City/Town

Province  ▼

Code

POSTAL ^

Is Billing Address

Building/Street Number

Street

Suburb

City/Town

Province  ▼

Code

It is possible to retrieve entered contact data by using this Search block.

Search for an existing company using name or registration number	dark	Q
	Dark Fibre Africa (1234/000000/00)	

However, note that information retrieved this way will link the previous entry to the current application which means that edits on previous applications will reflect on the current application and vice versa. To avoid this behaviour, complete the required fields as normal.

**(b) Person**

CLIENT/SERVICE OWNER ^

The client of the applicant that will have final control over the installed wayleave. Rand Water will continue communication with this entity after the applicant has installed the wayleave.

Company  Person

Search for an existing contact using name, surname or email  Q

**Title**

**First Name**

**Surname**

**Initials**

**Telephone Number**

**Fax Number**

**Cell Number**

**Email**

PHYSICAL ^

Is Billing Address

**Building/Street Number**

**Street**

**Suburb**

**City/Town**

**Province**

**Code**

POSTAL ▲	
<input type="checkbox"/>	Is Billing Address
Building/Street Number	<input type="text"/>
Street	<input type="text"/>
Suburb	<input type="text"/>
City/Town	<input type="text"/>
Province	Gauteng ▼
Code	<input type="text"/>

**(c) Client / Service Owner**

For the outgoing application/project the client service owner will always be Rand Water.

**(d) Applicant**

The project manager from Rand Water that will be responsible for the project.

**(e) Required information**

For all listed contacts, the following information also needs to be entered:

- Company Details (if company selected)
- Person Contact details (if person selected this will be the only required block)
- Physical Address Details
- Postal Address Details

**(f) Contact Reference**

The purpose of this field is for the user to populate a project number, reference number or description for the specific wayleave application. This is not a compulsory field.

Client/Service Owner Reference	<input type="text"/>	Applicant Reference	<input type="text"/>
--------------------------------	----------------------	---------------------	----------------------

Upon populating all the above wayleave application related information, click on the “Next” button which will save the application data to the system and allocate a Wayleave Number for the application. The user will be taken to the Application Edit screen to allow the user to create/submit the application after ensuring all the information is correct.

Due to this being an outgoing project further information is required after the initial creation.

You cannot continue with the workflow because:

1. The item: "Project Name" requires a valid value.
2. The item: "Project Number" requires a valid value.
3. The item: "SAP/Network No" requires a valid value.
4. The item: "Responsible surveyor" requires a valid value.
5. The item: "Stage of Project" requires a valid value.
6. The item: "Affected Municipalities" requires a valid value.
7. Your application has not been submitted for processing.

Complete the below additional fields and save the application ( [Save](#) ).

OUTGOING PROJECTS ^

<p><b>Project Name</b> <input style="width: 100%;" type="text" value="M11 Pipeline"/>  <span style="background-color: #ADD8E6; padding: 2px;">The name of the project</span></p> <p><b>SAP/Network No</b> <input style="width: 100%;" type="text" value="1234567 1234"/>  <span style="background-color: #ADD8E6; padding: 2px;">The network number of the application</span></p> <p><b>Stage of Project</b> <input style="width: 100%;" type="text" value="Construction"/>  <span style="background-color: #ADD8E6; padding: 2px;">The current stage of the project</span></p>	<p><b>Project Number</b> <input style="width: 100%;" type="text" value="P320"/>  <span style="background-color: #ADD8E6; padding: 2px;">The number of the project</span></p> <p><b>Responsible surveyor</b> <input style="width: 100%;" type="text" value="surveyor@randwater.co.za, Surveyor pe"/>  <span style="background-color: #ADD8E6; padding: 2px;">Responsible surveyor</span></p> <p><b>Affected Municipalities</b> <input style="width: 100%;" type="text" value="Tshwane, Ekurhuleni, Emfoleni, Midvaal"/>  <span style="background-color: #ADD8E6; padding: 2px;">Affected municipalities</span></p>
---	---

Once the additional information has been supplied and the application saved, click on the workflow button

[Create outgoing application](#)

After the application has been created the initial list of required documents will be inserted as required by the project.

### 4.3 View or Edit Application/Project

Search for or scroll to the wayleave application to be edited and select it by clicking on the wayleave number  in the left column. The editable wayleave application will then load and can be updated, saved, or submitted to the next processing / workflow step.

Application Edit - Initial-Review

APPLICATION ^

Application Type: Outgoing applications  Created Date: 2024/01/23 11:46:00

Wayleave Type: Default application

This is the default wayleave type. Rand Water will apply the type as the application proceeds through the process.

Wayleave Number: RW2324-0061

Work Description: Extension on pipeline A5  
Several new valves to be installed

Location Description: 44 Lane street  
West of KFC.

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

#### 4.3.1 Application / Required Documents

After creating a project, a second step is required which is the uploading of required documents.

Select **Edit** of the project as listed in the Application Index screen, and the required documentation items will be displayed at the bottom of the editable project form. See the below screen capture and example of what the required project documents section in the application/projects form looks like.

APPLICATION DOCUMENTS ^

Name	Document Type	Reference / Drawing Number	Version	Revision
Locality Plan		Outstanding		<input type="button" value="Attach"/> <input type="text"/>
Layout Plan		Outstanding		<input type="button" value="Attach"/> <input type="text"/>
Google Earth KMZ File		Outstanding		<input type="button" value="Attach"/> <input type="text"/>
Cross Section		Outstanding		<input type="button" value="Attach"/> <input type="text"/>
Long Section		Outstanding		<input type="button" value="Attach"/> <input type="text"/>

Submission of the project for processing will not be allowed until all the required documents for the project is uploaded to the system. The applicant will also be able to upload any other additional supporting documents by clicking on the **Add New Document** button.

Upon clicking on the **Attach** button, a file upload screen (as seen below) will load where the applicant/user can enter a file description, version and drawing reference number for the file to be uploaded. Next, click on the **Browse** button in this screen whereupon a popup window will open allowing the user to browse to the file location. Click on the file and then on the **Open** button which will then upload the selected file to the system.

The screenshot shows a web form titled "Application Documents". At the top, there is a light blue bar with the text "A letter describing the wayleave in detail." Below this, there are three input fields: "Description" (a large text area), "Version" (a single-line text box), and "Reference / Drawing Number" (a single-line text box). A light blue box contains the text: "File types allowed are: docx,xlsx,pdf,dwg,ctb,images. The Maximum file size allowed is 7MB. Please note that if no file is submitted, then the current file will be used if it exists." Below this is the "Upload File" section, which features a large dashed border area with the text "Drag & drop files here ...". To the left of this area are two buttons: "Select file..." and "Select file to upload". Below the upload section are three more input fields: "Date Submitted", "Revision" (with the value "0" entered), and "Date Approved". At the bottom left of the form are two buttons: "Attach" and "Close".

The user will be required to complete the following information as per the file upload screen and regarding the uploaded file:

- Description
- Version
- Reference / Drawing Number

The Date Submitted and Revision Number will be assigned as attributes to the uploaded file and stored/used for record keeping, reporting and versioning control.

Note that documents can now have an additional field, expiry date. **Expires On** .

This field will not be seen on all documents and most likely not on any of the required documents. This field is the date on which for example the approval document is no longer valid. The uploader must enter this date if it is visible in the form before uploading the document. The system will email those involved



with the application/project within a set period of the expiration date and once more on the expiration date. Note that the workflow can't proceed once a document attached to an application/project, that has an expiry date, has expired.

Before submission to Pipeline Protection for further processing all the required documents must be attached. This is shown below.

You cannot continue with the workflow because:  
1. Some Required Documents are still outstanding.

Once this has been completed the project manager must use this workflow button (see 4.3.8) to send the project to Pipeline Protection.

Send to Pipeline Protection

### 4.3.2 Responsible engineer

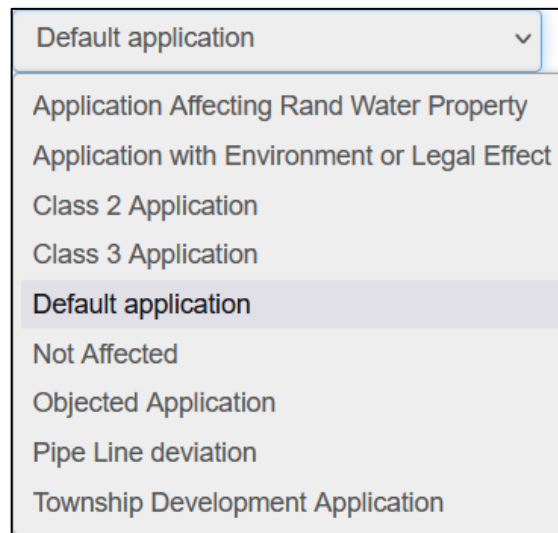
Only users with a valid registration attached and selected as the responsible engineer will be able to change engineers on an application. The list of engineers will be limited to those attached to the company.

### 4.3.3 Wayleave type



Each wayleave has a wayleave type displayed. This field's value cannot be changed.


<b>Wayleave Type</b>	Default application <input type="button" value="v"/>
	This is the default wayleave type. Rand Water will apply the type as the application proceeds through the process.

Rand Water pipeline protection controls what type is assigned to the application with the following types available.



#### 4.3.4 Application Contacts

Contact information can be edited. As described in 4.2.9 selecting a company or person from the dropdown will link the current application with that specific entry. Hence using the  or  button will edit the information in the current application and all other applications linked to that specific entry.

Note after the information has been edited click on the  button before saving the application.

If it is desired a completely new entry can be created which will only affect the current application.

This can be done by clicking on the  button or the  button. After creating a new entry, it is entirely possible to link this entry in future applications.

APPLICANT ^

The entity responsible for the initial application. The applicant will be in contact with Rand Water during the process and will handle the installation of the wayleave.

Company  Person

Search for an existing company using name or registration number

**Name**

**Company Type**

**Trading As**

**Registration Number**

**VAT Number**

**Website**

The above screen image shows how editing an entry looks.

APPLICANT ^

The entity responsible for the initial application. The applicant will be in contact with Rand Water during the process and will handle the installation of the wayleave.

Company  Person

Search for an existing company using name or registration number

**Name**

**Company Type**

**Trading As**

**Registration Number**

**VAT Number**

**Website**

The above screen image shows how creating a new entry looks.

#### 4.3.5 Application/Project Documents

This section will contain all documents applicable to the application.

APPLICATION DOCUMENTS ^

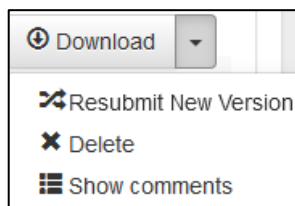
Add New Document

Name	Document Type	Reference / Drawing Number	Version	Revision	
LA MONTRAE ENG RW.pdf	Locality Plan		1	2	Download
Created On: 2023/08/15 12:20:07 Submitted On: 2023/08/15 12:20:07 Locked On: 2023/08/15 14:32:24 Comments: 0					
DFA3388 - LA MONTRAE ENGINEERING PTY LTD.kml	Google Earth KMZ File		1	1	Download
Created On: 2023/08/15 12:18:04 Locked On: 2023/08/15 14:32:24 Comments: 0					
LA MONTRAE ENG RW-LAYOUT PLAN.pdf	Layout Plan		1	1	Download
Created On: 2023/08/15 12:18:27 Locked On: 2023/08/15 14:32:24 Comments: 0					
JELANI DFA3388 - LA Montrae Engineering Primrose - App A.pdf	Detailed Wayleave Application Letter		A	1	Download
Created On: 2023/08/15 12:21:03 Locked On: 2023/08/15 14:32:24 Comments: 0					
Combined documents.pdf	Consolidated Documents PDF				Download
Created On: 2023/08/15 12:22:39 Submitted On: 2023/08/15 12:22:39 Comments: 0					
reduced costs.jpeg	GIS Annotation			1	Download
Created On: 2023/08/15 12:28:58 Locked On: 2023/08/15 14:32:24 Comments: 0					

A single document for example will show the following.

renewal - signed2.pdf	Wayleave Approval Letter	2.0	6	Download
Created On: 2023/08/15 14:59:43 Submitted On: 2023/08/15 14:59:43 Expires On: 2024/04/30 Comments: 0				

Documents can be deleted, downloaded, or have a new version submitted on. This is the act of replacing a document with another version.



After certain milestones documents will be locked. This prevents any further interaction with the document.

Method Statement - Primrose.pdf	Detailed Method Statement	1	Download
Created On: 2023/08/15 14:04:42 Locked On: 2023/08/15 14:32:24 Comments: 0			

Locked documents can be opened on a document-by-document basis by Rand Water Pipeline Protection.

### 4.3.6 Feedback Requests

Feedback requests are used by the project manager to track the status of applications made to external service owners during the project.

FEEDBACK REQUESTS ^

INITIAL-REVIEW 2/2 v

PROCESSING 7/7 v

The feedback requests are organised according to the phase the application was in when the request was sent out.





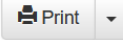

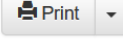

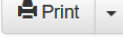

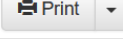

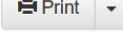

The numbers to the left of the application phase names indicate how many requests have been answered against how many requests have been sent out.

The list once expanded can be used to view results of the feedback request and see more information about the request. The user will also be notified by email once the service owner responded.

Click on the  to view the outcome.

PROCESSING 7/7 ^

Hide expired service impact requests

	Feedback Request Type	Sent Date	Due Date	Response Date	Days Left Answered		
 Print v	ESKOM	Eskom 1	Processing : Service Impact	2023/11/09	2023/11/14	2023/11/17	
 Print v	Rand Water TR Assets	Treble Mgidi	Processing : Service Impact	2023/11/09	2023/11/14	2023/11/17	
 Print v	Rand Water TR Pipeline Protection	Lindiwe	Processing : Service Impact	2023/11/09	2023/11/14	2023/11/20	
 Print v	TELKOM	Test Person	Processing : Service Impact	2023/11/09	2023/11/14	2023/11/20	
 Print v	Rand Water TR Assets	Treble Mgidi	Processing : Service Impact	2023/11/16	2023/11/21	2023/11/20	
 Print v	Rand Water TR Pipeline Protection	Lindiwe	Processing : Service Impact	2023/11/16	2023/11/21	2023/11/20	
 Print v	Rand Water TR Planning	Khanya	Processing : Service Impact	2023/11/16	2023/11/21	2023/11/27	



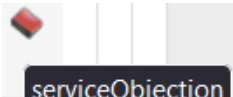
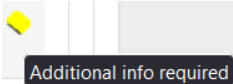
This is how the request itself looks.by using the  button.

Document Type	Name	Version	Revision
Service Inquiry Approval Document	Initial-B16 Wayleave Application Letter-R54 Road 14-11-2023....pdf	1.0	1

View Document

Back

Possible results:

- 
 This result will usually have an expiry date.
- 
- 
- 

#### 4.3.7 Saving changes

Changes on the application must be saved before continuing. There is an option of saving and closing the screen or simply saving and continuing with the current screen.

Remember to save first if you made any changes before clicking on any other buttons or links.

Save and Close Save

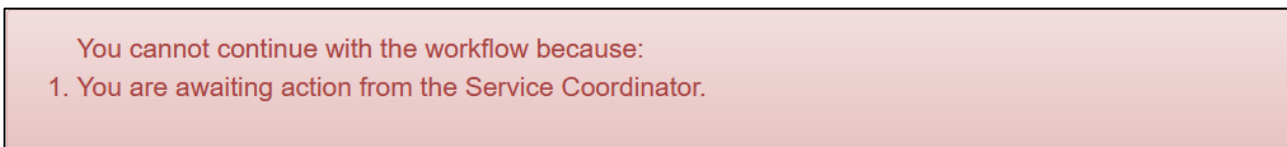
Changes requiring saving relates to any changes on the fields of the application. Fields are the white blocks on the screen in which data / text is entered.

#### 4.3.8 Workflow

Workflow execution at the bottom of the screen pushes the application/project through the configured workflow process. There are two panels available. The top panel is for workflow actions that don't depend on the sequential flow of the application/project and the bottom panel is for the workflow actions that would sequentially follow on the current status of the application/project.




In the bottom panel there are either buttons displayed to advance the application, an error message stating what is required to progress or alternatively the following message. is displayed




The above message indicates that either there are no more workflow steps available or that actions are required from users other than the logged in user.

Project on hold

Any application/project can be placed on hold using the “Suspend until further notice” workflow button (  ) in the top panel.

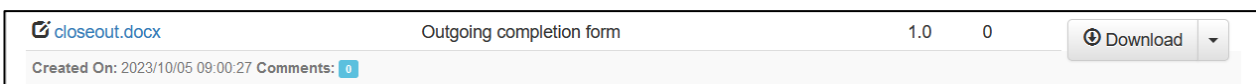


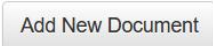
This will prevent any further operation on the application/project. Email correspondence will be sent out once the button is pressed. To resume the application/project use the “Resume Project” button workflow button (  ) in the bottom panel. Further correspondence will be sent on the resumption of the application/project.



#### 4.3.9 Close out forms

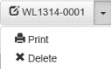
Once the project starts to wrap up the Project Manager must generate the closeout form.



The user can download and complete the closeout forms for each affected service owner and then upload the completed forms to the application via the  button..

Openserve Close out form.pdf	Outgoing completion form	1.0	1	Download
Created On: 2023/10/04 10:18:57 Submitted On: 2023/10/04 10:18:57 Comments: 0				
Eskom close out form.pdf	Outgoing completion form	1.0	1	Download
Created On: 2023/10/04 10:22:44 Submitted On: 2023/10/04 10:22:44 Comments: 0				

#### 4.4 Delete Application

Search for or scroll to the wayleave application to be Deleted and select the  (Delete) button which appears after clicking on the dropdown arrow to the right of the wayleave number.

An Application Delete page will load showing the application information summary and asking the user: “Are you sure you want to delete this?” If the user then selects the Delete button at the bottom of the page, the application will be deleted.

#### 4.5 Search and Filter Applications/Projects

Applications/Projects can be shortlisted using the search tools. After selecting the ordering and filter settings, the ‘Apply Filter’ button must be clicked to apply the settings.

The searching, sorting, and filtering settings available for existing applications are explained in this section.

### Application Index

Q

Order by First In Up Top

Filter By

Created Date Range

Wayleave Type

My applications


Apply color by

Application Phase

+ Create New

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2324-0006	Out COMPLETED <span style="color: green; font-weight: bold;">6/6</span> <span style="border: 1px solid black; border-radius: 50%; padding: 0 2px;">2</span>	Default application	PROPOSED (M11) 900mm STEEL PIPELINE FROM BRAKPAN RESERVOIR SITE TO SELCOURT RESERVOIR SITE. added m...	2023/08/17	From Brakpan reservoir to selcourt reservoir
RW2223-0035	Initial APPLICATION	Default application	blah	2023/06/05	blah

##### 4.5.1 Search box

In the Search Text Box, enter any number or text related to an existing application/project you wish to search for and click on the “magnifying glass”  button.

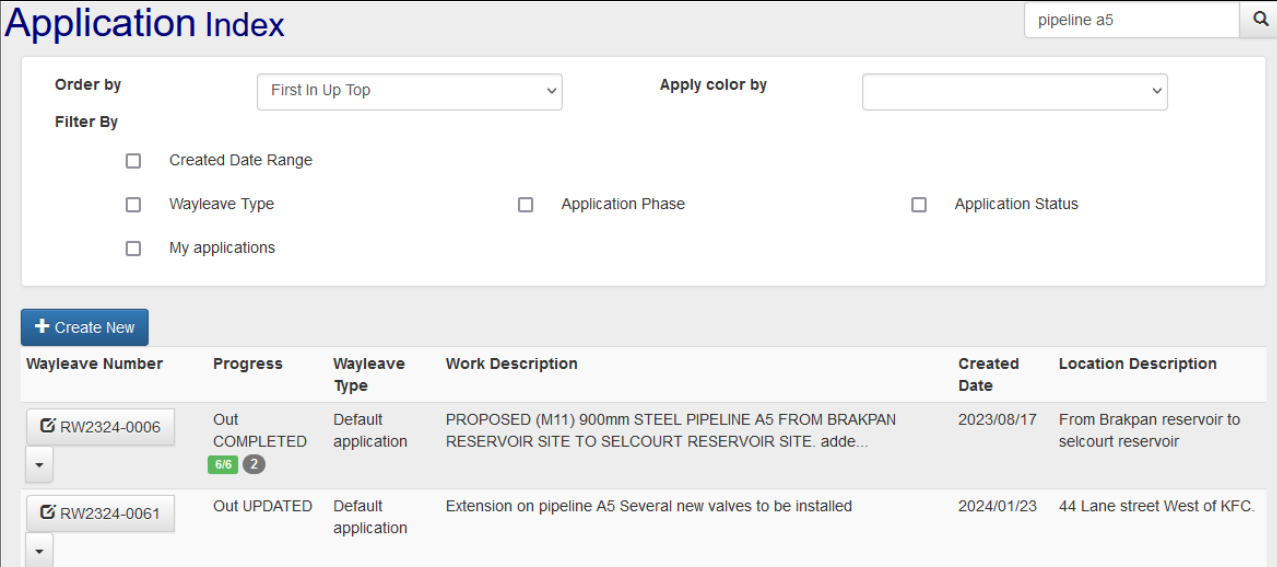
The index/list of applications/projects will then be filtered to show only those applications/project containing the entered search data. Note that search results will also be restricted to only the viewable applications/projects for the logged in user.



Any application/project contained text (alpha and numeric) can be searched for via either of the two search boxes as circled below.

The upper search box is visible all the time while navigating through different menus, while the Application Index Search box is only available when selecting any of the screens available on the Applications tab.

In the below example we searched for any application/project containing “*pipeline a5*” in either the application type, Work Description, location description or contact information, with two application/project results returned to choose from and view.



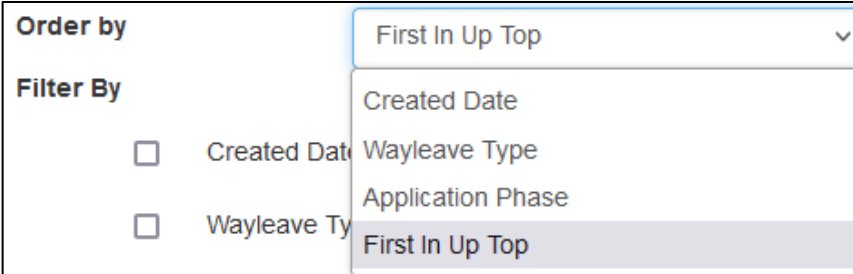
The screenshot shows the 'Application Index' interface with a search bar containing 'pipeline a5'. Below the search bar are filters for 'Order by' (set to 'First In Up Top') and 'Apply color by'. Under 'Filter By', there are checkboxes for 'Created Date Range', 'Wayleave Type', 'Application Phase', 'Application Status', and 'My applications'. A '+ Create New' button is visible. The results table has the following data:

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2324-0006	Out COMPLETED	Default application	PROPOSED (M11) 900mm STEEL PIPELINE A5 FROM BRAKPAN RESERVOIR SITE TO SELCOURT RESERVOIR SITE. adde...	2023/08/17	From Brakpan reservoir to selcourt reservoir
RW2324-0061	Out UPDATED	Default application	Extension on pipeline A5 Several new valves to be installed	2024/01/23	44 Lane street West of KFC.

In the above example the first two results were selected due to the work description containing the search term.

#### 4.5.2 Ordering

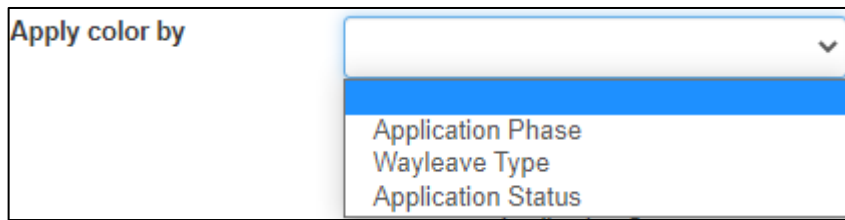
The index of applications/projects shown can also be Ordered by Created Date, Application Reason or Application Phase.



The image shows a close-up of the 'Order by' dropdown menu. The current selection is 'First In Up Top'. The dropdown list includes the following options: 'Created Date', 'Wayleave Type', 'Application Phase', and 'First In Up Top' (which is highlighted).

### 4.5.3 Colour Code

A highlight colour can be applied to displayed applications/projects based on their matching Application Phase, their Application Reason or Application Status. Colours need to be configured by the administrators before it can be used here.



### 4.5.4 Filtering

The index can further be Filtered by Created Date Range, Application Reason, Application Phase or Application Status. After the filter options are selected the **Apply Filter** button to apply the selected filters.

The **Clear filter** button is used when a new set of options need to be selected.

#### (a) Created Date Range

The 'Created Date Range' tool allows the user to list applications/projects only created in the selected start and end dates in the format (YYYY/MM/DD). The dates are selected from a calendar pop-up wizard.

#### (b) Wayleave Types

Existing applications/projects will be filtered to show those applicable to the selected application reason(s) like those listed in the image below. More than one application reason may be selected.

However, note that for outgoing applications/projects the default wayleave type must always be selected.

**(c)** *Application Phase*

Existing applications/projects will be filtered to show those applicable to the selected application phase(s) like those listed in the image below. More than one application phase may be selected. Also note that the third phase is not applicable to outgoing applications/projects and will return no results if selected.

**(d)** *Application Status*

Existing applications/projects will be filtered to show those applicable to the selected application status(es) like those listed in the image below. More than one application status may be selected. For outgoing applications/projects only those statuses with an “Out\_” prefix should be selected.

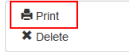
Select status(es). ☐

<input type="checkbox"/> Initial_APPLICATION	<input type="checkbox"/> In_FIOREQUESTED	<input type="checkbox"/> In_PIPELINEDEVIATION
<input type="checkbox"/> In_CREATED	<input type="checkbox"/> In_REGISTEREDSERVITUDE	<input type="checkbox"/> In_CLASS3APPROVALGENERATED
<input type="checkbox"/> Out_CREATED	<input type="checkbox"/> In_NONREGISTEREDSERVITUDE	<input type="checkbox"/> In_APPLICATIONAPPROVED
<input type="checkbox"/> In_SUBMITTED	<input type="checkbox"/> Out_CLOSEDOUT	<input type="checkbox"/> In_CLASS2APPROVALSECONDSIGN ED
<input type="checkbox"/> Out_COMPILED	<input type="checkbox"/> Out_SECTIONRENEWALGENERATED	<input type="checkbox"/> In_CLASS3DOCUMENTSACCEPTED
<input type="checkbox"/> In_NOTAFFECTEDSTAMPED	<input type="checkbox"/> Out_NOTIFYOFAPPROVALS	<input type="checkbox"/> In_PIPELINESIGNMEMORANDUM
<input type="checkbox"/> In_AFFECTEDSTAMPED	<input type="checkbox"/> Out_COMPLETED	<input type="checkbox"/> In_CLASS3APPROVALFIRSTSIGNED
<input type="checkbox"/> In_OBJECTEDSTAMPED	<input type="checkbox"/> Out_SECTIONRENEWALSIGNED	<input type="checkbox"/> In_CLASS3APPROVALNOTINORDER
<input type="checkbox"/> Out_APPLICATIONCOMPLETE	<input type="checkbox"/> In_FIOCORRECT	<input type="checkbox"/> In_PIPELINENOTIFYDEPARMENTS
<input type="checkbox"/> Out_INCOMPLETE	<input type="checkbox"/> In_FIOINCORRECT	<input type="checkbox"/> In_PIPELINENOTIFYONSIGN
<input type="checkbox"/> In_NOTAFFECTEDNOTIFIED	<input type="checkbox"/> In_TOWNAPPROVALSIGNED	<input type="checkbox"/> In_CLASS3APPROVALSECONDSIGN ED
<input type="checkbox"/> In_AFFECTEDANNOTATED	<input type="checkbox"/> In_TOWNAPPROVALNOTINORDER	<input type="checkbox"/> In_PIPELINEACCEPTSUBMITTEDDOCU MENTS
<input type="checkbox"/> In_OBJECTEDANNOTATED	<input type="checkbox"/> In_MEMORANDUMREQUESTED	<input type="checkbox"/> In_PIPELINEREQUESTQCP
<input type="checkbox"/> Out_FILENUMBERREQUIRED	<input type="checkbox"/> In_SITEVERIFICATIONREQUESTED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALGE NERATED
<input type="checkbox"/> In_OBJECTEDANNOTATIONNOTREAD Y	<input type="checkbox"/> In_TOWNAPPLICANTNOTIFIED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALFIR STSIGNED
<input type="checkbox"/> In_AFFECTEDANNOTATIONNOTREAD Y	<input type="checkbox"/> In_MEMORANDUMAPPROVED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALNO TINORDER
<input type="checkbox"/> In_CONSTRUCTIONCOMPLETE	<input type="checkbox"/> Out_RENEWED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALSE CONDSIGNED
<input type="checkbox"/> In_REQUIRESNEWAPPLICATION	<input type="checkbox"/> In_SITEVERIFICATIONCOMPLETED	<input type="checkbox"/> In_CONSTRUCTIONREADYTOSTART
<input type="checkbox"/> In_OBJECTEDNOTIFIED	<input type="checkbox"/> In_MEMORANDUMSUBMITTEDTOLEG AL	<input type="checkbox"/> In_CONSTRUCTIONNOTICE
<input type="checkbox"/> Out_SECTIONAPPROVALGENERATED	<input type="checkbox"/> In_STAGE2DOCSREQUESTED	<input type="checkbox"/> In_SITEINSPECTIONREQUESTED
<input type="checkbox"/> In_OBJECTEDSITEVERIFICATIONREQ UESTED	<input type="checkbox"/> In_DOCS2SUBMITTED	<input type="checkbox"/> In_APPROVALEXPIRED
<input type="checkbox"/> Out_SECTIONAPPROVALSIGNED	<input type="checkbox"/> In_CLASS2	<input type="checkbox"/> In_SITECOMPLIED
<input type="checkbox"/> In_OBJECTEDSITEVERIFICATIONCOM PLETED	<input type="checkbox"/> In_CLASS3	<input type="checkbox"/> In_SITENOTCOMPLIED
<input type="checkbox"/> In_OBJECTEDREAPPLY	<input type="checkbox"/> In_CLASS2STAGE4DOCSREQUESTE D	<input type="checkbox"/> In_DOCSRENEWALSUBMITTED
<input type="checkbox"/> In_AFFECTEDPROCESSINGSTARTED	<input type="checkbox"/> In_CLASS3TECHNICALREVIEWREQU ESTED	<input type="checkbox"/> In_SENTTOSURVEY
<input type="checkbox"/> Out_READYTOAPPLY	<input type="checkbox"/> In_CLASS3TECHNICALREVIEWRESU BMISSION	<input type="checkbox"/> In_APPROVALREVOKED
<input type="checkbox"/> Out_SUBMITTED	<input type="checkbox"/> In_CLASS3TECHNICALMEETREQUES TED	<input type="checkbox"/> In_STAGE5DOCSREQUIRED
<input type="checkbox"/> In_FIOREQUIRED	<input type="checkbox"/> In_CLASS3TECHNICALREVIEWRESU BMISSION	<input type="checkbox"/> In_NOCHANGERENEWALISSUED
<input type="checkbox"/> In_LEGAL	<input type="checkbox"/> In_CLASS2DOCUMENTSACCEPTED	<input type="checkbox"/> In_RENEWALREQUIRESNEWAPPLICA TION
<input type="checkbox"/> In_ENVIRONMENTAL	<input type="checkbox"/> In_CLASS3STAGE3+4DOCSREQUES TED	<input type="checkbox"/> In_FIRSTLETTERSENT
<input type="checkbox"/> In_TOWNSHIPANDRELATED	<input type="checkbox"/> In_CLASS2MEETREQUESTED	<input type="checkbox"/> In_DOCS5SUBMITTED
<input type="checkbox"/> In_RANDWATERPROPERTY/AFFECTE D	<input type="checkbox"/> In_CLASS2APPROVALGENERATED	<input type="checkbox"/> In_NOTACTIONED
<input type="checkbox"/> In_FIOFILENUMBERREQUIRED	<input type="checkbox"/> In_CLASS2MEETCOMPLETED	<input type="checkbox"/> In_STAGE5DOCSCORRECT
<input type="checkbox"/> In_LEGALNOTIFIED	<input type="checkbox"/> In_CLASS2APPROVALFIRSTSIGNED	<input type="checkbox"/> In_STAGE5DOCSINCORRECT
<input type="checkbox"/> In_ENVIRONMENTALNOTIFIED	<input type="checkbox"/> In_CLASS2APPROVALNOTINORDER	<input type="checkbox"/> In_REVISEDAAPPROVALISSUED
<input type="checkbox"/> In_TOWNFILENUMBERREQUIRED	<input type="checkbox"/> In_DOCS3+43SUBMITTED	<input type="checkbox"/> In_SECONDLETTERSENT
<input type="checkbox"/> In_PROPERTY/AFFECTNOTIFIED	<input type="checkbox"/> In_AFFECTEDAPPLICATIONREADY	<input type="checkbox"/> In_COMPLETIONCERTIFIED
<input type="checkbox"/> Out_INPROGRESS	<input type="checkbox"/> In_AFFECTEDAPPLICATIONREADY	<input type="checkbox"/> In_LITIGATIONHOLD

(e) *My application*

This will show only application/projects that the current user created.

4.6 **Print Application**

Search for or scroll to the wayleave application to be Printed and select the (Print)  button which appears after clicking on the dropdown arrow to the right of the wayleave number.

An expanded **Application View** page will load showing the overview information of the specific project. This is therefore not a printable display that loads, but rather an overview/summary of the selected project.

## 5. WLMS GENERAL FEATURES

The latest release of WLMS has new added features for users. Users can now manage their profile, generate a PDF file of their application, and add comments to their applications.

Service Coordinators may also now configure their work state (in the office or out of the office).

User can also now link applications together.


### 5.1 Profile

Please see section 3 for a full explanation of the new profile system

### 5.2 Generate PDF

Applications in the Processing and Post-Approval phase have a tool that can generate a PDF file that contains all documents submitted for the application.

To generate a PDF, open the desired application from the 'Application Index' web page.

 RW2223-0001	IncomingWayleave STAGE1DOCUMENTSREQUIRED	Default application	Test description	2022/10/20	Test location
---	--	---------------------	------------------	------------	---------------

Navigate below the 'Workflow History' tab and click on the button 'Generate PDF'.

FEEDBACK REQUESTS ^

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Remember to save first if you made any changes before clicking on any other buttons or links.

Save and Close Save

**Next Steps Available**

Push your application through the application process by following the workflow actions below.

Request application PDF
Cancel application

A link will be sent to the user once the PDF has been generated. The time taken to generate the PDF is dependent on the number and nature of uploaded documents. For example, PDF files that have drawing layers with the same naming convention may generate an error. The email sent will contain the PDF download link.

### 5.3 Comments

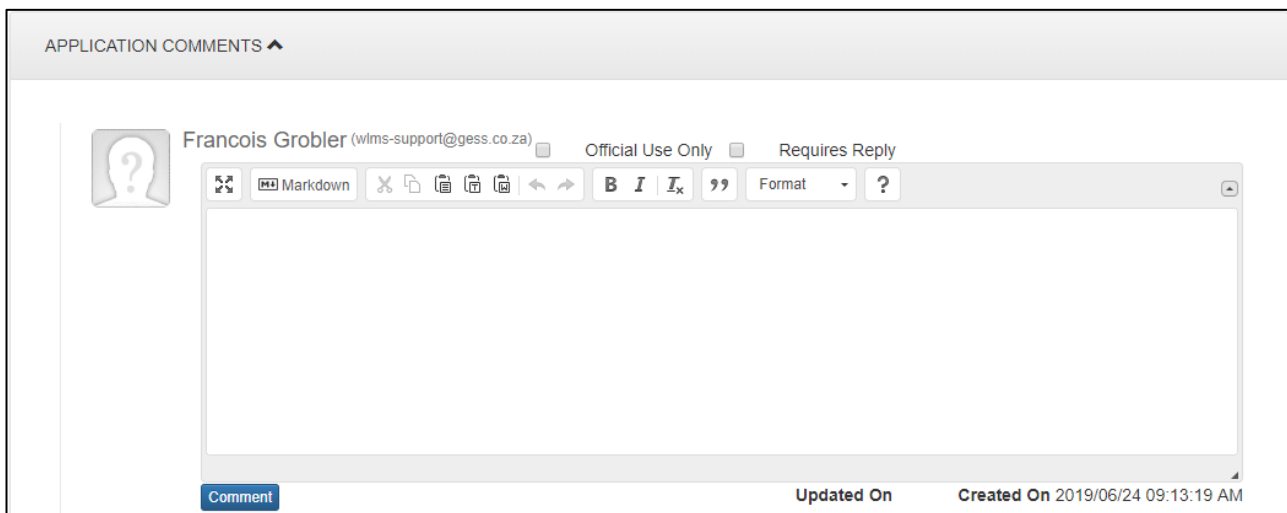
Users may now add comments within the wayleave application. The comment may be for the entire wayleave application, for an uploaded document or for a specific feedback request.

#### (a) Application Comments

1. To add a comment for an entire application, open the desired application from the 'Application Index' web page.

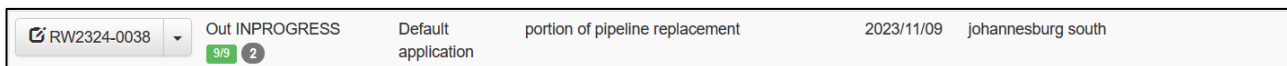


2. Navigate to the tab 'Application Comments', in the text editor box type the comment. If the comment is for the service coordinator only, tick 'Official Use Only' and if the comment requires a reply, tick 'Requires Reply'. When complete populating the text editor, click on 'Comment' to send the comment.



#### (b) Document Comments

1. To add a comment for a document, open the desired application from the 'Application Index' web page.



- Navigate to Application Documents and click on the dropdown arrow next to the desired document and then click on 'Show comments'.

APPLICATION DOCUMENTS ^

Add New Document

Name	Document Type	Reference / Drawing Number	Version	Revision	
M11_COORDINATES.pdf	Locality Plan			1	Download
Created On: 2023/08/17 14:49:23 Comments: 0					
M11.kmz	Google Earth KMZ File			1	Download
Created On: 2023/08/17 14:49:51 Comments: 0					
Outgoing Wayleave Request Form .pdf	Layout Plan			1	Download
Created On: 2023/08/17 14:50:23 Comments: 0					
PM Outgoing Wayleave Checklist.pdf	Cross Section			1	Download
Created On: 2023/08/17 14:51:39 Comments: 0					
M11 ApplicationLetter v2 -signed.pdf	Stakeholder Application Letter		1.0	3	Resubmit New Version Open Delete <b>Show comments</b>
Created On: 2023/08/18 10:27:11 Submitted On: 2023/08/18 10:27:11 Comments: 0					
ApplicationLetter.docx	Stakeholder Application Letter		1.0	0	

- In the text editor box that appears, type the comment, and then click on Comment.

PM Outgoing Wayleave Checklist.pdf Cross Section 1 Download

Created On: 2023/08/17 14:51:39 Comments: 0

Henning van Aswegen (vanaswegenh@gess.co.za)

Markdown

Format

Comment

Updated On Created On 2024/02/09 15:46:42

- After the comment has been posted the document will show that a comment has been posted here.

PM Outgoing Wayleave Checklist.pdf Cross Section 1 Download

Created On: 2023/08/17 14:51:39 Comments: 1

### (c) Feedback request Comments

- To add a comment for a feedback request, open the desired application from the 'Application Index' web page.

RW2324-0038 Out INPROGRESS Default application portion of pipeline replacement 2023/11/09 johannesburg south

9/9 2

- Navigate to Feedback Request and click on the down arrow next to the desired feedback request and then click on Show comments.

PROCESSING 4/4 ^							
Hide expired service impact requests							
			Feedback Request Type	Sent Date	Due Date	Response Date	Days Left Answered
Print	ESKOM	Eskom 1	Processing : Service Impact	2023/08/18	2023/08/23	2023/08/22	♦
Show comments	OM	Eskom 1	Processing : Service Impact	2023/08/22	2023/08/25	2023/08/22	♦

- In the text editor box that appears, type the comment and then click on Comment.

	ESKOM	Eskom 1	Processing : Service Impact	2023/08/18	2023/08/23	2023/08/22	♦
Print	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-left: 10px;"> <b>Henning van Aswegen</b> (vanaswegenh@gess.co.za)         </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span>Markdown</span> <span>✂</span> <span>📄</span> <span>📁</span> <span>📧</span> <span>🔍</span> <span>↩</span> <span>↪</span> <b>B</b> <i>I</i> <u>U</u> <span>”</span> <span>Format</span> <span>?</span> </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span style="border: 1px solid red; padding: 2px 5px;">Comment</span> <span>Updated On Created On 2024/02/09 16:21:22</span> </div> </div>						

- After the comment has been posted the feedback request will show that a comment has been posted here.

	ESKOM	Eskom 1	Processing : Service Impact	2023/08/18	2023/08/23	2023/08/22	♦
Print	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span style="border: 1px solid red; padding: 2px 5px;">1</span> </div>						

## 5.4 Linked applications

Users can now link applications together through this section in the application edit screen.

LINKED APPLICATIONS ^			
			<a href="#">Create New</a>
Wayleave Number	Reference	Consulting Engineer	Application Reason

Users can use this button [Create New](#) to create a new link. The system will only show active wayleaves and access rules are still enforced.



Link to another application <input type="checkbox"/>	
Wayleave Number	wl2021-00
	<b>WL2021-0001</b>
	WL2021-0002
	WL2021-0003
	WL2021-0004
	WL2021-0005
	WL2021-0006

If users try to link to a wayleave which they don't have access to, they can request access through the dropdown menu. This will then give the owners of the wayleave the choice of giving access to the user requesting it. Typically, a wayleave that a user doesn't have access to will be a wayleave created by another company.

## 5.5 Wayleave numbering

Any numbers including a Rand Water file reference number or drawing number required by the application will be shown here. These numbers are applied internally by Rand Water.

WAYLEAVE NUMBERING ^			
File Reference Number	22/3/4/1-J1-347/21	Drawing number	6547890
	This value will be supplied by the relevant Rand Water department when needed.		This drawing number will be supplied by the relevant Rand Water department when needed.

## 5.6 Assigned Person

The person at Rand Water currently processing this application will be shown here.

ASSIGNED PERSON ^	
Email	wms-support@gess.co.za
	The person at Rand Water who is working with your application.