



User Training Manual: Rand Water Wayleave Management System

Version 1.3

Prepared by:
GESS (Pty) Ltd



Revision: 1
Prepared On: 10 October 2022
Prepared By: Henning van Aswegen

GESS (Pty) Ltd
Office E Building B
Lombardy Corporate Park
1 Cole Road
Shere, Pretoria
0084

Document Reference Number:

HVA-RW-WLMS-20221010-01

DOCUMENT REFERENCE

AUTHOR INITIALS	CLIENT ABBR (3-4 characters)	DATE (YYYYMMDD)	DOC NO	FULL REFERENCE
HVA	RW-WLMS	20221010	01	HVA-RW-WLMS-20221010-01

DOCUMENT CHANGE CONTROL

Date	Author	Version	Change Reference
10 October 2022	Henning van Aswegen	1.0	Draft Created
28 October 2022	Henning van Aswegen	1.1	Update uncaught references to City of Tshwane
23 October 2023	Henning van Aswegen	1.2	Further refinement of wording and new screenshots
22 January 2024	Henning van Aswegen	1.3	Reconciliation of comments from Rand Water. Split reference to outgoing projects to separate manual.

REVIEWERS

Name / Committee	Review Date	Position / Document Description	Version Reviewed
R Hein	02 February 2024	PM	1.3

DOCUMENT DISTRIBUTION LIST

Copy No.	Recipients
1	Client Administrator Contact
2	Service Coordinator Contact
3	GESS Division Manager

CONTENTS

1.	HOME PAGE	1
	1.1 Rand Water Reference Links to Documents	2
2.	GENERAL.....	3
	2.1 About Rand Water Wayleave Management Services	3
3.	ACCOUNT REGISTRATION, ACTIVATION AND LOGIN FOR NEW USERS	4
	3.1 Register	4
	3.2 Activating Account.....	5
	3.3 Login.....	5
	3.4 Profile completion (Existing users and New users)	6
	3.4.1 My Information.....	8
	3.4.2 My Employer information	8
	3.4.3 My registrations information	9
	3.5 Dashboard.....	10
	3.5.1 View and Update User Profile	11
	3.5.2 Manage User Settings.....	11
	3.5.3 Map search functionality	11
	3.5.4 Employer management screen	13
4.	APPLICATIONS	14
	4.1 General.....	14
	4.2 Application Create.....	15
	4.2.1 Responsible Engineer	16
	4.2.2 Application Type.....	16
	4.2.3 Created Date	17
	4.2.4 Work Description	17
	4.2.5 Location Description.....	17
	4.2.6 Coordinates	18
	4.2.7 Estimated Start & End Dates	21
	4.2.8 Submission or Approval Requires Payment	21
	4.2.9 Application Contacts.....	21
	4.2.10 Required Documents.....	25
	4.3 Search and Filter Applications	27
	4.3.1 Search box	27
	4.3.2 Order by.....	28
	4.3.3 Colour Code	29
	4.3.4 Filtering.....	29
	4.4 View or Edit Application	32

	Page No.
4.4.1 Responsible engineer.....	32
4.4.2 Wayleave type.....	32
4.4.3 Application Contacts.....	33
4.4.4 Application Documents.....	34
4.4.5 Feedback Requests	35
4.4.6 Saving changes.....	36
4.4.7 Workflow.....	36
4.4.8 Follow up workflows	37
4.5 Delete Application	37
4.6 Print Application	37
5. DESIGN REVIEW.....	38
5.1 Design Review Response Index.....	38
5.2 Design review.....	38
6. APPLICATION ACCESS RIGHTS MANAGEMENT	41
7. WLMS GENERAL FEATURES	42
7.1 Profile	42
7.2 Generate PDF.....	42
7.3 Comments.....	42
7.4 Linked applications.....	46
7.5 Wayleave numbering	46
7.6 Assigned Person.....	46

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

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

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 profiles, create, manage, submit and review Wayleave applications or applicable administrative functions on the website. A list of useful resources is also included, such as the standard conditions of Rand Water, default form templates and a list of applicable Design Review Questions that will be checked on Class 3 application submissions.

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	<input type="button" value="Navigate"/>
1.0	User Training Manual - RandWater Wayleave Management System Website Content_v1.1 20221012.docx	User training document	2022/10/26	<input type="button" value="Download"/>
2.0	District Superintendents Details 2022.xlsx	Contact details of all district superintendants	2022/10/18	<input type="button" value="Download"/>
3.0	Requirements and Standard Conditions for crossing Rand Water services - 31 March 2022.pdf	Standard conditions and terms.	2022/03/31	<input type="button" value="Download"/>

2. GENERAL

Selected Wayleave resources are open to the public, which includes new and existing users. These resources include social media for the Wayleave Central and useful documentation about wayleave or wayleave-related information. For example, the “District Superintendent Details 2022” in XLXS 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 km².

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

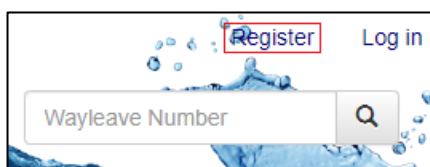
New users to the Rand Water Wayleave Management System are required to successfully register and have their email address verified prior to utilizing the Rand Water Wayleave services. Users who are already registered may Login by entering their user credentials. New users will be directed to the profile 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), password and a re-enter the password.

Steps to Register as a New User:

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.

3. Click on 'Register'.

 A screenshot of the 'Security User Create' registration form. The form is titled 'Security User Create' and includes a welcome message: 'Welcome to the Wayleave Management System registration process'. It instructs the user to complete the following fields to start the process. A note states: 'Note: Very Strong Passwords are required.' Below this, the requirements for a very strong password are listed:

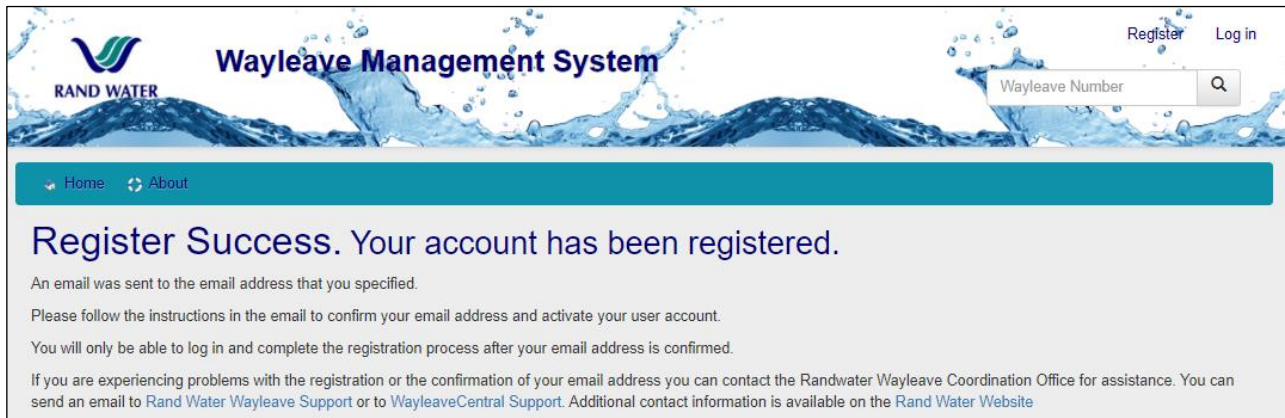
1. must contain at least 1 non alphanumeric character
2. must contain at least 1 uppercase character
3. must contain at least 1 lowercase character
4. must contain at least 1 number
5. must be at least 6 characters long

 The registration form fields are:

- Email Address:** wlms-automation@gess.co.za
- Password:** A password field with a strength indicator showing 'Very strong password' in green. A blue box below it states: 'Your password can be forced in 5389762 years, 2 months at a rate of 2800 million passwords per second.'
- Confirm password:** A password field with a strength indicator showing 'Very strong password' in green.

 A blue 'Register' button is located at the bottom of the form.

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.



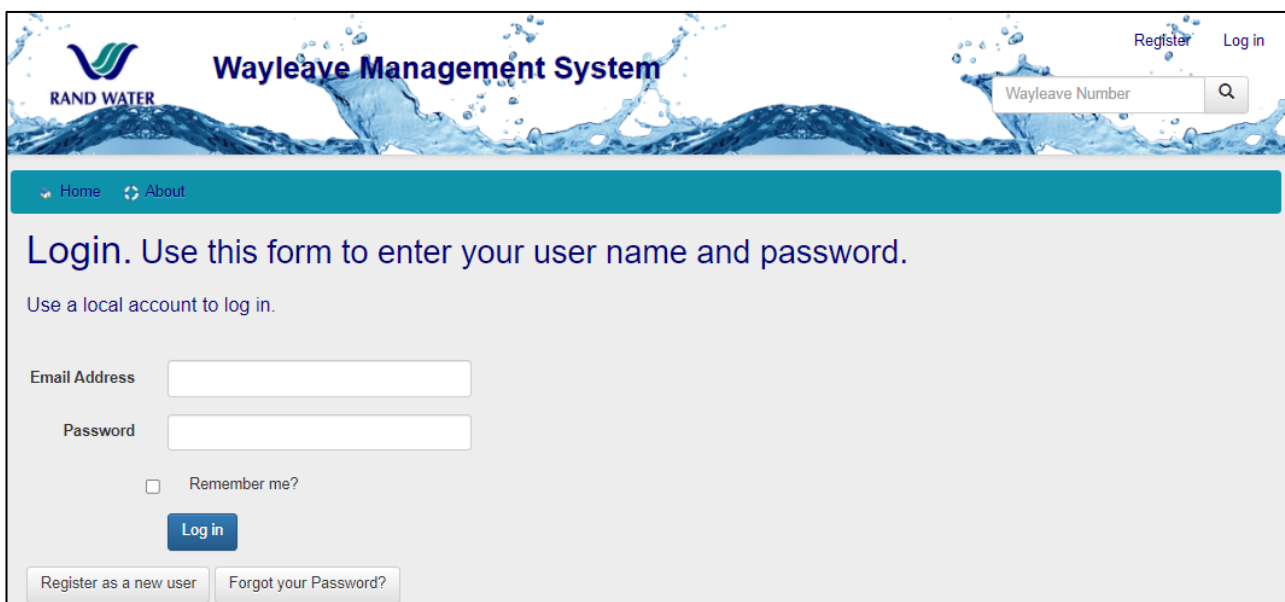
3.2 Activating Account

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 the webpage which 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.



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 dictate how the user will further 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

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

[Save and Close](#)

The above screenshot demonstrates choosing the first option: “I would like information about wayleave(s) that affect me.”

This option 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. 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 (Department of Health), 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 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 it doesn't match, 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 that 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(s) 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 in red block 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](#)

My Applications

Total number of Applications	Number of editable Applications	Number of viewable Applications
22	0	0

Number of Applications by phase

Total		
22		
Approval-monitoring	Initial-Review	Processing
7	10	5

Number of Applications by wayleave type

Total		
22		
Class 2 Application	Class 3 Application	Default application
2	2	7

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.

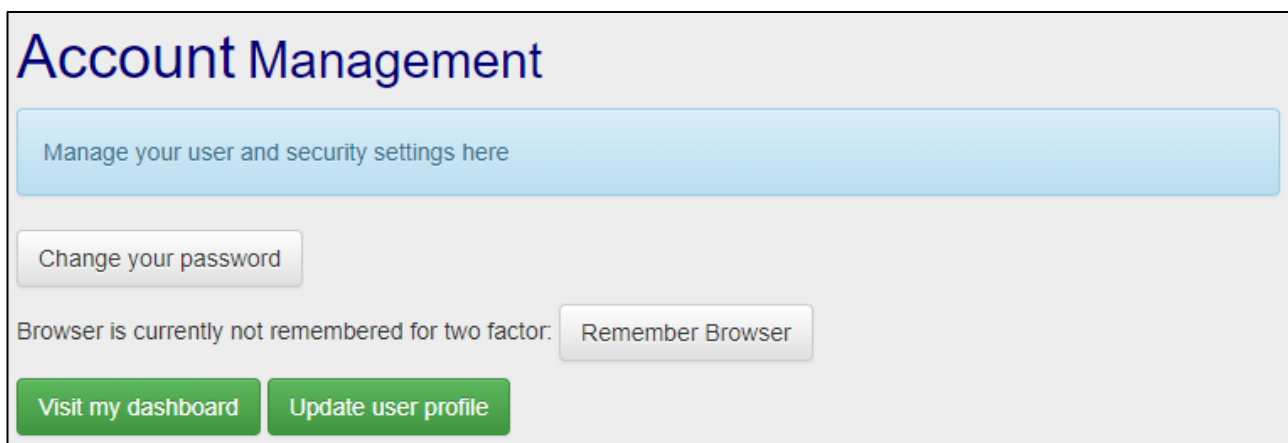
The user can further update/correct the following profile information via this page: Name & Surname, Contact Number, Alternative email address, Date of birth, Avatar image.

If the user 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 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.



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 down 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

Class 2 Application

Default application

Objected Application

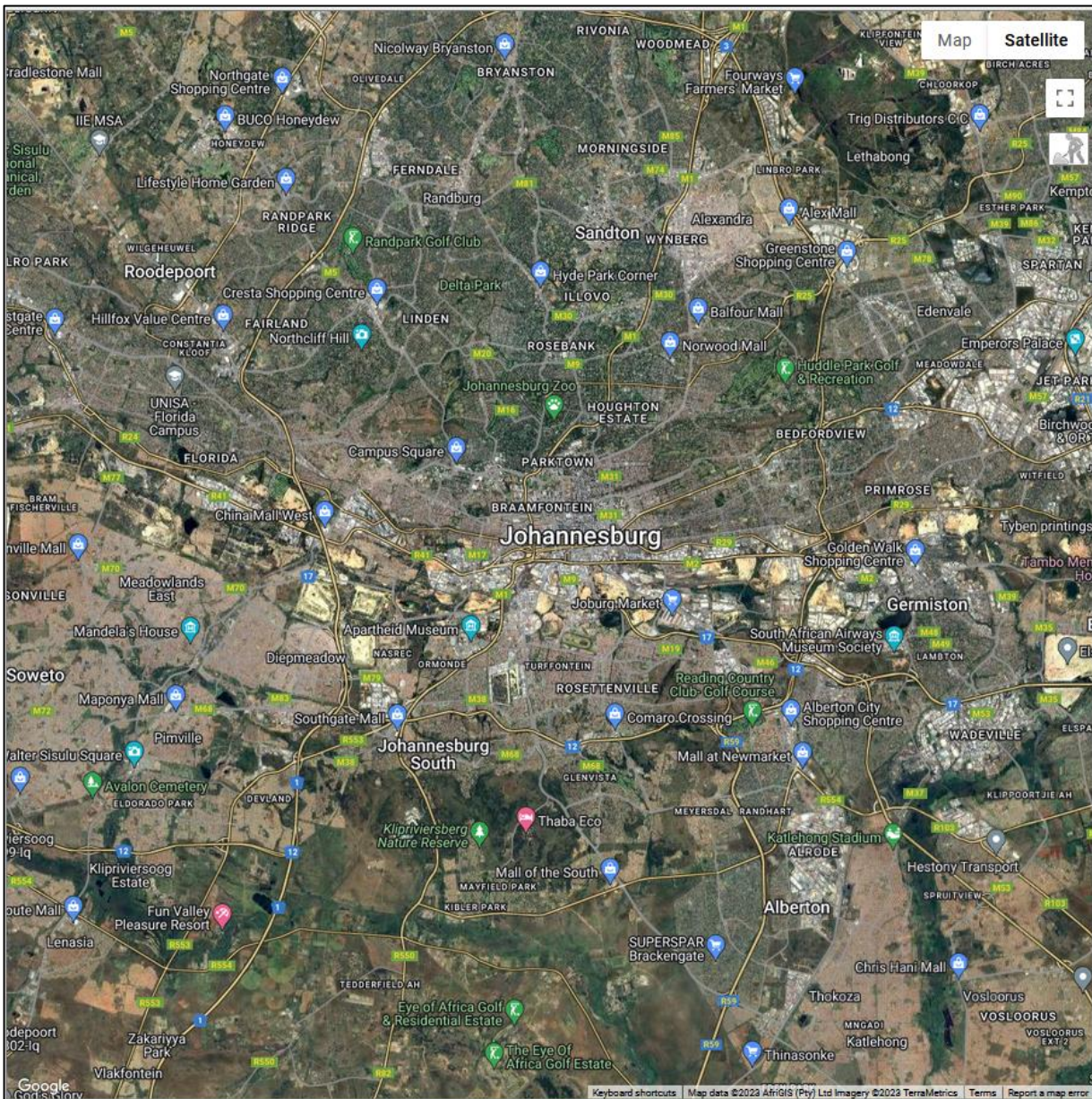
Township Development Application

Application with Environment or Legal Effect

Class 3 Application

Not Affected

Pipe Line deviation



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.

Company Management

[Transfer Ownership](#)

Name	<input type="text" value="Graphic Engineering Solutions and Servi"/>	Trading As	<input type="text" value="GESS"/>
Company Type	<input type="text" value="Private Company - (Pty) Ltd"/>		
Registration Number	<input type="text" value="2002/005191/07"/>	VAT Number	<input type="text" value="4710205735"/>
Website	<input type="text" value="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. APPLICATIONS

There are two types of applications that can be done on the Wayleave system. This manual will cover the first type of application called an **Incoming Application**.

The incoming wayleave application is from an applicant that wishes to make alterations on a servitude owned by Rand Water. This type of application is only available to users who are not on the Rand Water domain.

The applicant submits a wayleave application to Rand Water. The authorities verify the details and issue a wayleave. The applicant can be inspected until completion to ensure that the Rand Water terms of the wayleave are followed, and no encroachment occurs.

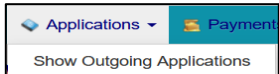
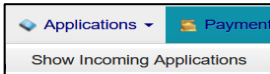
The requirements of the documents to be submitted will increase as the phases progress towards the Wayleave Approval, with more details to be submitted as it is practically available.

The application process consists of 3 Phases: Review, Processing, and Post-approval.

- 1) **Review** – During this phase Rand Water will do an initial review of your application and decide what processing flow the application will need to go through.
- 2) **Processing** – During this phase your application will be processed according to the decided upon processing flow and additional reviewing will also occur. The verification of the site can also happen during this phase.
- 3) **Post-approval** – During this final phase verification of the decided upon construction occurs. After this has been done, as-built documents are submitted to Rand Water and the wayleave is finalised.

4.1 General

After logging in, select the Applications menu tab with the dropdown dependant on whether the user is

on the Rand Water domain  or not .

This will load the **Application Index** page.

The index/list will reflect all current wayleave applications already captured to the system by the logged-in user.

The system will restrict the wayleaves based on the logged in user, with users from one company unable to view applications submitted by users from another company.

Users from the same company will be able to view the application(s) submitted by other users of the same company.

Home Applications Search Map About

Application Index

Search

Order by: Created Date

Apply color by:

Filter By:

- Created Date Range
- Wayleave Type
- My applications
- Application Phase
- Application Status

+ Create New

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2223-0022	In NOTAFFECTEDNOTIFIED	Not Affected	work description	2023/05/15	Location description, west of street
RW2223-0023	In SUBMITTED	Objected Application	Work description	2023/05/15	Location description
RW2223-0026	In RANDWATERPROPERTYAFFECTED	Application Affecting Rand Water Property	test	2023/05/16	test
RW2223-0033	In CREATED	Default application	Application to be worked there	2023/05/30	WHERE it will done
RW2223-0035	Initial APPLICATION	Default application	blah	2023/06/05	blah
RW2223-0025	In TOWNAPPLICANTNOTIFIED	Township Development Application	completely new data	2023/05/15	location

1/1 2

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 being displayed at the top.

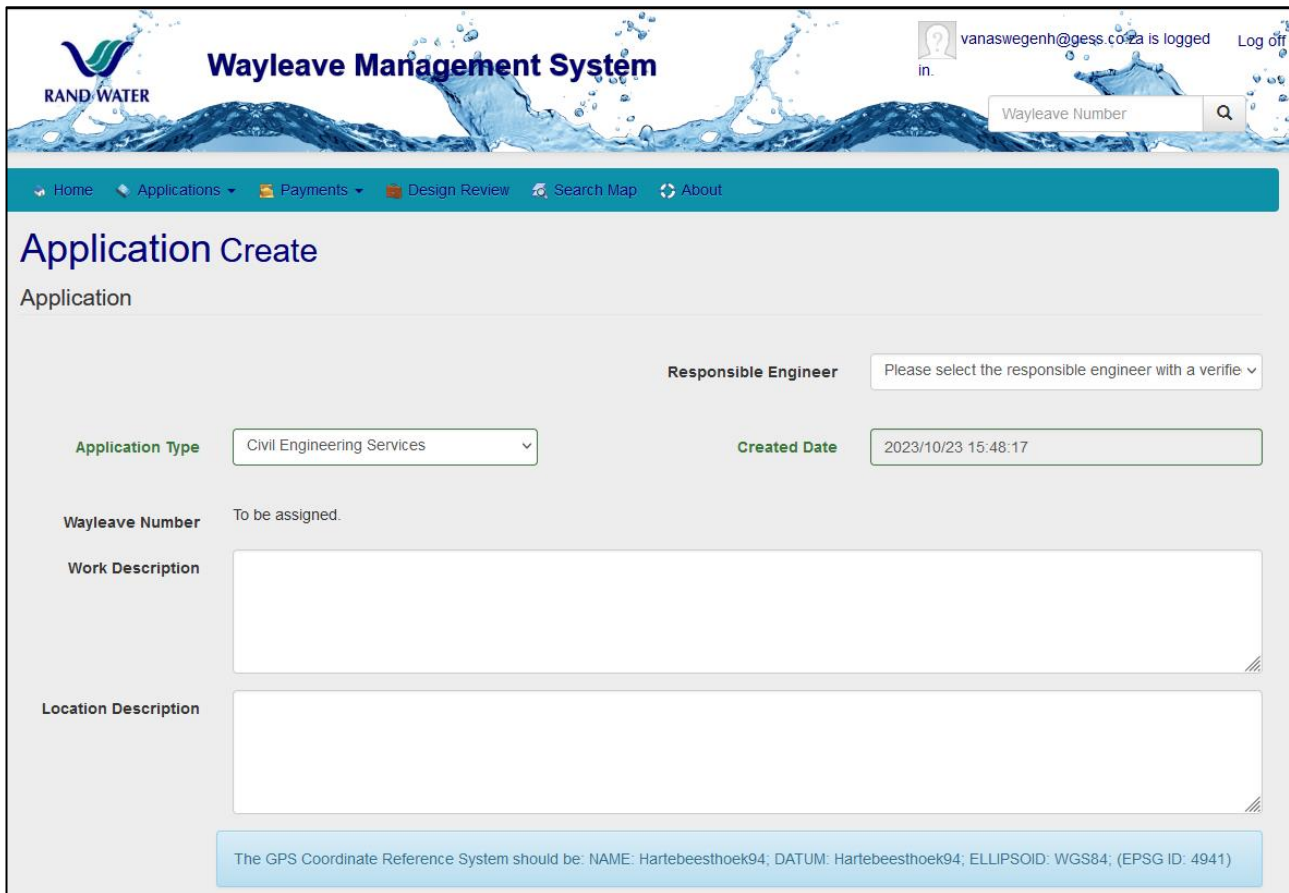
The Progress for each wayleave application is shown under the Progress column of the Application Index. The Application Status description is shown, e.g. IncomingWayleave CREATED, together with the Feedback Request count (2/2) if there are any, with the number on the left indicating answered requests and the number on the right indicating total requests, and Phase (3) the phase the application is currently in.

Wayleave Number	Progress
RW2223-0030	In STAGE5DOCSCORRECT 2/2 3

4.2 Application Create

All the application related details including the wayleave specific information is to be entered under this section of the application 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.



Application Create

Application

Responsible Engineer Please select the responsible engineer with a verified

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. At the creation screen it is possible to select a placeholder until it is determined that the engineer is needed in both the class 2 and class 3 applications. An engineer is required when it becomes necessary to submit technical documentation.

Responsible Engineer	Please select the responsible engineer with a verified <input type="text"/>
Created Date	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.

Examples of application types are:

- Civil Engineering Services
- Telecommunication Services
- Electrical Engineering Services
- Township Development and Rezoning

- Environment Applications

Don't select the outgoing application type as this is specifically used by Rand Water itself for their application to other service providers.

Application Type	Civil Engineering Services
Wayleave Number	
Work Description	

Civil Engineering Services
 Civil Engineering Services
 Electrical Engineering Services
 Environmental Applications
 Outgoing applications
 Telecommunication Services
 Township Development & Rezoning

4.2.3 Created Date

Created Date	2022/10/20 10:21:18
---------------------	---------------------

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

4.2.4 Work Description

The applicant must provide a summary description of what the work for the application will involve.

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

E.g. for an application type related to Telecommunication Services, the Work Description could read as follows: *Installation of new fibre optic telecommunication cables inside the road reserve.*

4.2.5 Location Description

The applicant/user 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 applicant/user could provide such coordinate information under this location description field, especially when it relates to multiple segregated work areas and locations for the same wayleave.

Location Description

4.2.6 Coordinates

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 Type




- Polygon
- LineString
- Point
- Polygon

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 coordinates 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 28.11348565633

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 coordinates 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	<input type="text" value="2023/03/01"/>	Estimated End Date	<input type="text" value="2023/04/29"/>
Submission Requires Payment	<input checked="" type="radio"/> No	Approval Requires Payment	<input checked="" type="radio"/> No
APPLICATION CONTACTS ▲			
CLIENT/SERVICE OWNER ▲			

Apr 2023							May 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

4.2.8 Submission or Approval Requires Payment

Submission Requires Payment <input checked="" type="radio"/> No	Approval Requires Payment <input checked="" type="radio"/> No
---	---

Submission Requires Payment

This item is for information purposes and intended to inform the applicant/user whether a *submission processing fee* is applicable and payable. The Rand Water fee structure has been approved and will be implemented once integration with SAP has been completed.

Approval Requires Payment

This item is for information purposes and intended to inform the applicant/user whether any payment will be required upon final approval of the *construction wayleave application*.

4.2.9 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
- Contractor

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. Further a type can be configured to appear later during the process. The Client/Service owner and Applicant types will currently appear during application creation with the Contractor type added during the Approval-Monitoring 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

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 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 application will reflect and vice versa. To avoid this behaviour, complete the 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

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

(c) Client / Service Owner

The Client / Service Owner is the person or company that commissioned the Applicant and will be responsible for maintenance of the wayleave after the applicant hands it over and who pays for the design and construction project. (NOT The agent/person/company that completes the application form on behalf of the Client / Service owner or Applicant)

(d) Applicant

The person or company that will do the actual wayleave on behalf of the Client. They will normally not be involved in the maintenance of the wayleave.

(e) Contractor

The contractor can only be added in the Approval-Monitoring application phase. The Contractor is the party that executes the construction activities as designed by the Applicant, under supervision of the Applicant.

(f) 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

(g) 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		Applicant Reference	
-----------------------------------	--	---------------------	--

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. The user must click the ([Create application](#)) workflow button at the bottom of the application to progress. After the application has been created the initial list of required documents will be inserted as required by the application type.

Any outstanding actions to be taken before submission will be listed at the bottom of the application edit screen.

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

4.2.10 Required Documents

There are certain applicable required documentation to be submitted/uploaded by the applicant during the entire process with a determined set required during the initial steps.

After creating a wayleave application and upon selecting **Edit** of the application as listed in the Application Index, the required documentation items will be displayed at the bottom of the edited application form.

See the below screen capture and example of what the required application documents section in the application form looks like.

APPLICATION DOCUMENTS ^				
Add New Document				
Name	Document Type	Reference / Drawing Number	Version	Revision
	Locality Plan	Outstanding		Attach
	Google Earth KMZ File	Outstanding		Attach
	Layout Plan	Outstanding		Attach
	Detailed Wayleave Application Letter	Outstanding		Attach

Submission of the application for processing will not be allowed until all the required documents for the application 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.

Application Documents

A letter describing the wayleave in detail.

Description

Version

Reference / Drawing Number

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.

Upload File

Drag & drop files here ...

Select file...

Date Submitted

Revision

Date Approved

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

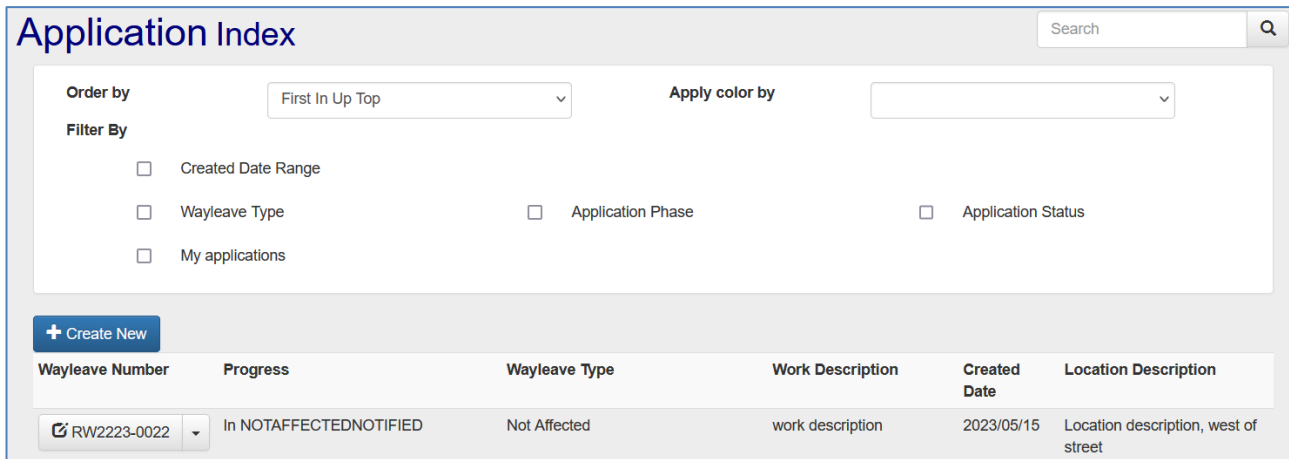
The Date Submitted and Revision Number will be assigned as attributes to the uploaded file and stored/used for record keeping, reporting and versioning control.

Note that documents can now have an expiry date. **Expires On** . This is the date on which for example the insurance is no longer valid. The user must enter this date before uploading the document. The system will email the user 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 has expired.

4.3 Search and Filter Applications

Applications 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.



The screenshot shows the 'Application Index' interface. At the top right is a search box with a magnifying glass icon. Below it are two dropdown menus: 'Order by' (set to 'First In Up Top') and 'Apply color by'. Under 'Filter By', there are four checkboxes: 'Created Date Range', 'Wayleave Type', 'Application Phase', and 'Application Status'. A '+ Create New' button is located below the filters. Below the filters is a table with the following columns: 'Wayleave Number', 'Progress', 'Wayleave Type', 'Work Description', 'Created Date', and 'Location Description'. The table contains one row with the following data: 'RW2223-0022', 'In NOTAFFECTEDNOTIFIED', 'Not Affected', 'work description', '2023/05/15', and 'Location description, west of street'.

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2223-0022	In NOTAFFECTEDNOTIFIED	Not Affected	work description	2023/05/15	Location description, west of street

4.3.1 Search box

In the Search Text Box, enter any number or text related to an existing wayleave application you wish to search for and click on the "magnifying glass" button. The index/list of wayleave applications will then be filtered to show only those wayleave applications containing the entered search data. Note that search results will also be restricted to only the viewable wayleaves for the logged in user.

Any wayleave contained text (alpha and numeric) can be searched for via either of the two search boxes. 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 wayleaves containing “*fibre*” in either the Application Type, Work Description, Location Description or Contact Information, with three Wayleave results returned to choose from and view.

The screenshot shows the 'Application Index' interface with a search bar containing 'fibre'. The 'Order by' dropdown is set to 'First In Up Top'. The 'Filter By' section includes checkboxes for 'Created Date Range', 'Wayleave Type', 'Application Phase', 'Application Status', and 'My applications'. Below the filters is a '+ Create New' button and a table of search results.

Wayleave Number	Progress	Wayleave Type	Work Description	Created Date	Location Description
RW2324-0001	In OBJECTEDAPPLICATIONRETRACTED	Objected Application	Trenching and installation of new fibre	2023/07/05	Boksburg: 8 Rudo Nel - modified
RW2324-0002	In OBJECTEDSITEVERIFICATIONCOMPLETED	Objected Application	Installation of new Fibre optic telecommunication cables inside the road reserve.	2023/08/15	Barbara Rd, Trek Str, Techno Rd, Brollo road Klopper park Gauteng +- 1.4 km of cables
RW2324-0003	In STAGE5DOCSCORRECT 6/6 3	Class 2 Application	1) Road drill 2) Trenching and Excavation 3) Installation of duct	2023/08/15	Work in the road reserve at 43 Wessels Rd, Rivonia, Gauteng

In the above example the first two results were selected due to the work description containing the search term, while the third result was selected due to one of the company contacts being Dark Fibre Africa.

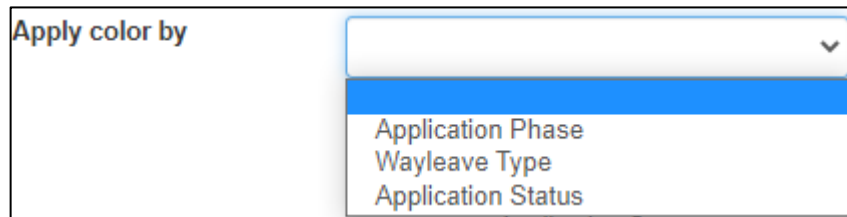
4.3.2 Order by

The index of wayleave applications 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).

4.3.3 Colour Code

A highlight colour can be applied to displayed wayleaves 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.



4.3.4 Filtering

The index can further be Filtered by Created Date Range, Application Reason, Application Phase or Application Status. After the filter options are selected, click 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 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) Application Reason

Existing Applications 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.

The screenshot shows a dialog box titled "Select type(s)." with a close button in the top right corner. The dialog contains a list of application reasons, each with an unchecked checkbox:

- 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

A "Done" button is located at the bottom right of the dialog.

(c) Application Phase

Existing Applications 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.

The screenshot shows a dialog box titled "Select phase(s)." with a close button in the top right corner. The dialog contains a list of application phases, each with an unchecked checkbox:

- Initial-Review
- Processing
- Approval-monitoring

A "Done" button is located at the bottom right of the dialog.

(d) Application Status

Existing Applications 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.


Select status(es). ☐

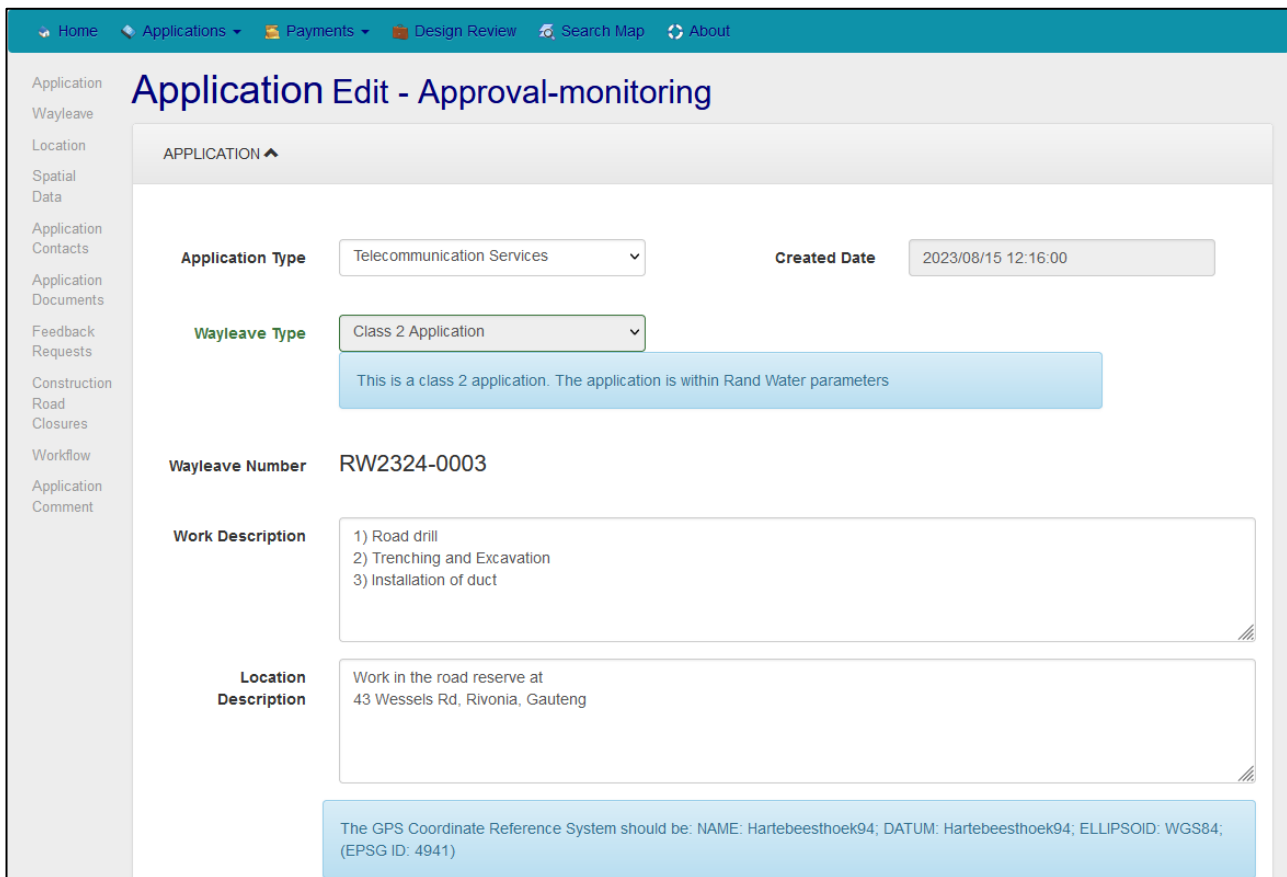
<input type="checkbox"/> Initial_APPLICATION	<input type="checkbox"/> In_FIOREQUESTED	<input type="checkbox"/> In_PIPELINEDEVIATION
<input type="checkbox"/> In_CREATED	<input type="checkbox"/> In_REGISTEREDSERVITUDE	<input type="checkbox"/> In_CLASS3APPROVALGENERATED
<input type="checkbox"/> Out_CREATED	<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
<input type="checkbox"/> Out_COMPILED	<input type="checkbox"/> Out_SECTIONRENEWALGENERATED	<input type="checkbox"/> ED
<input type="checkbox"/> In_NOTAFFECTEDSTAMPED	<input type="checkbox"/> Out_NOTIFYOFAPPROVALS	<input type="checkbox"/> In_CLASS3DOCUMENTSACCEPTED
<input type="checkbox"/> In_AFFECTEDSTAMPED	<input type="checkbox"/> Out_COMPLETED	<input type="checkbox"/> In_PIPELINESIGNMEMORANDUM
<input type="checkbox"/> In_OBJECTEDSTAMPED	<input type="checkbox"/> Out_SECTIONRENEWALSIGNED	<input type="checkbox"/> In_CLASS3APPROVALFIRSTSIGNED
<input type="checkbox"/> Out_APPLICATIONCOMPLETE	<input type="checkbox"/> In_FIOCORRECT	<input type="checkbox"/> In_CLASS3APPROVALNOTINORDER
<input type="checkbox"/> Out_INCOMPLETE	<input type="checkbox"/> In_FIOINCORRECT	<input type="checkbox"/> In_PIPELINENOTIFYDEPARTMENTS
<input type="checkbox"/> In_NOTAFFECTEDNOTIFIED	<input type="checkbox"/> In_TOWNAPPROVALSIGNED	<input type="checkbox"/> In_PIPELINENOTIFYONSIGN
<input type="checkbox"/> In_AFFECTEDANNOTATED	<input type="checkbox"/> In_TOWNAPPROVALNOTINORDER	<input type="checkbox"/> In_CLASS3APPROVALSECONDSIGN
<input type="checkbox"/> In_OBJECTEDANNOTATED	<input type="checkbox"/> In_MEMORANDUMREQUESTED	<input type="checkbox"/> ED
<input type="checkbox"/> Out_FILENUMBERREQUIRED	<input type="checkbox"/> In_SITEVERIFICATIONREQUESTED	<input type="checkbox"/> In_PIPELINEACCEPTSUBMITTEDDOCU
<input type="checkbox"/> In_OBJECTEDANNOTATIONNOTREAD	<input type="checkbox"/> In_TOWNAPPLICANTNOTIFIED	<input type="checkbox"/> MENTS
<input type="checkbox"/> Y	<input type="checkbox"/> In_MEMORANDUMAPPROVED	<input type="checkbox"/> In_PIPELINEREQUESTQCP
<input type="checkbox"/> In_AFFECTEDANNOTATIONNOTREAD	<input type="checkbox"/> Out_RENEWED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALGE
<input type="checkbox"/> Y	<input type="checkbox"/> In_SITEVERIFICATIONCOMPLETED	<input type="checkbox"/> NERATED
<input type="checkbox"/> In_CONSTRUCTIONCOMPLETE	<input type="checkbox"/> In_MEMORANDUMSUBMITTEDTOLEG	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALFIR
<input type="checkbox"/> In_REQUIRESNEWAPPLICATION	<input type="checkbox"/> AL	<input type="checkbox"/> STSIGNED
<input type="checkbox"/> In_OBJECTEDNOTIFIED	<input type="checkbox"/> In_STAGE2DOCSREQUESTED	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALNO
<input type="checkbox"/> Out_SECTIONAPPROVALGENERATED	<input type="checkbox"/> In_DOCS2SUBMITTED	<input type="checkbox"/> TINORDER
<input type="checkbox"/> In_OBJECTEDSITEVERIFICATIONREQ	<input type="checkbox"/> In_CLASS2	<input type="checkbox"/> In_PIPELINEDEVIATIONAPPROVALSE
<input type="checkbox"/> UESTED	<input type="checkbox"/> In_CLASS3	<input type="checkbox"/> CONDSIGNED
<input type="checkbox"/> Out_SECTIONAPPROVALSIGNED	<input type="checkbox"/> In_CLASS2STAGE4DOCSREQUESTE	<input type="checkbox"/> In_CONSTRUCTIONREADYTOSTART
<input type="checkbox"/> D	<input type="checkbox"/> In_CLASS3TECHNICALREVIEWREQU	<input type="checkbox"/> In_CONSTRUCTIONNOTICE
<input type="checkbox"/> In_OBJECTEDSITEVERIFICATIONCOM	<input type="checkbox"/> ESTED	<input type="checkbox"/> In_SITEINSPECTIONREQUESTED
<input type="checkbox"/> PLETED	<input type="checkbox"/> In_DOCS42SUBMITTED	<input type="checkbox"/> In_APPROVALEXPIRED
<input type="checkbox"/> In_OBJECTEDREAPPLY	<input type="checkbox"/> In_CLASS3TECHNICALMEETREQUES	<input type="checkbox"/> In_SITECOMPLIED
<input type="checkbox"/> In_AFFECTEDPROCESSINGSTARTED	<input type="checkbox"/> TED	<input type="checkbox"/> In_SITENOTCOMPLIED
<input type="checkbox"/> Out_READYTOAPPLY	<input type="checkbox"/> In_CLASS3TECHNICALREVIEWRESU	<input type="checkbox"/> In_DOCSRENEWALSUBMITTED
<input type="checkbox"/> Out_SUBMITTED	<input type="checkbox"/> BMISSION	<input type="checkbox"/> In_SENTTOSURVEY
<input type="checkbox"/> In_FIOREQUIRED	<input type="checkbox"/> In_CLASS2DOCUMENTSACCEPTED	<input type="checkbox"/> In_APPROVALREVOKED
<input type="checkbox"/> In_LEGAL	<input type="checkbox"/> In_CLASS3STAGE3+4DOCSREQUES	<input type="checkbox"/> In_STAGE5DOCSREQUIRED
<input type="checkbox"/> In_ENVIRONMENTAL	<input type="checkbox"/> TED	<input type="checkbox"/> In_NOCHANGERENEWALISSUED
<input type="checkbox"/> In_TOWNSHIPANDRELATED	<input type="checkbox"/> In_CLASS2MEETREQUESTED	<input type="checkbox"/> In_RENEWALREQUIRESNEWAPPLICA
<input type="checkbox"/> In_RANDWATERPROPERTYAFFECTE	<input type="checkbox"/> In_CLASS2APPROVALGENERATED	<input type="checkbox"/> TION
<input type="checkbox"/> D	<input type="checkbox"/> In_CLASS2MEETCOMPLETED	<input type="checkbox"/> In_FIRSTLETTERSENT
<input type="checkbox"/> In_FIOFILENUMBERREQUIRED	<input type="checkbox"/> In_CLASS2APPROVALFIRSTSIGNED	<input type="checkbox"/> In_DOCS5SUBMITTED
<input type="checkbox"/> In_LEGALNOTIFIED	<input type="checkbox"/> In_CLASS2APPROVALNOTINORDER	<input type="checkbox"/> In_NOTACTIONED
<input type="checkbox"/> In_ENVIRONMENTALNOTIFIED	<input type="checkbox"/> In_DOCS3+43SUBMITTED	<input type="checkbox"/> In_STAGE5DOCSCORRECT
<input type="checkbox"/> In_TOWNFILENUMBERREQUIRED	<input type="checkbox"/> In_AFFECTEDAPPLICATIONREADY	<input type="checkbox"/> In_STAGE5DOCSINCORRECT
<input type="checkbox"/> In_PROPERTYAFFECTNOTIFIED		<input type="checkbox"/> In_REVISEDAPPROVALISSUED
<input type="checkbox"/> Out_INPROGRESS		<input type="checkbox"/> In_SECONDLETTERSENT
		<input type="checkbox"/> In_COMPLETIONCERTIFIED
		<input type="checkbox"/> In_LITIGATIONHOLD

(e) My application

This will show only applications that the current user created.

4.4 View or Edit Application

Search for or scroll to the wayleave application to be edited and select it by clicking on the wayleave number  RW2324-0003 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 - Approval-monitoring

APPLICATION ▲

Application Type Telecommunication Services **Created Date** 2023/08/15 12:16:00

Wayleave Type Class 2 Application

This is a class 2 application. The application is within Rand Water parameters

Wayleave Number RW2324-0003

Work Description

- 1) Road drill
- 2) Trenching and Excavation
- 3) Installation of duct

Location Description

Work in the road reserve at
43 Wessels Rd, Rivonia, Gauteng

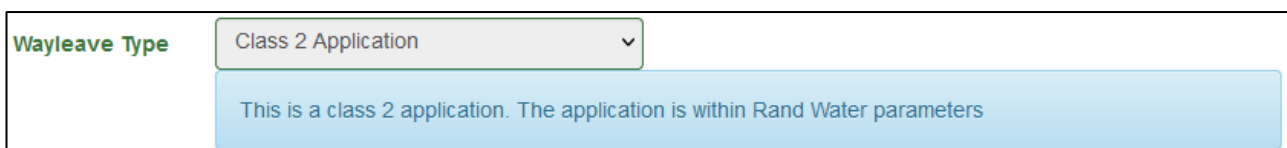
The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

4.4.1 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.

4.4.2 Wayleave type

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








Wayleave Type Class 2 Application

This is a class 2 application. The application is within Rand Water parameters

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

- 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


4.4.3 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. As such 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	<input style="width: 90%;" type="text" value="Jelani Wayleaves and Planning"/>
Company Type	<input style="border-bottom: 1px solid black;" type="text" value="Private Company - (Pty) Ltd"/>
Trading As	<input style="width: 90%;" type="text" value="Jelani"/>
Registration Number	<input style="width: 90%;" type="text" value="1234/00000/00"/>
VAT Number	<input style="width: 90%;" type="text"/>
Website	<input style="width: 90%;" type="text"/>

This screen 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

This screen shows how creating a new entry looks.

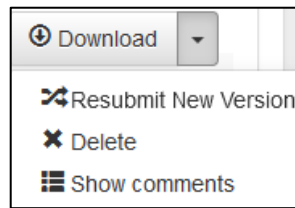
4.4.4 Application Documents

This section will contain all documents applicable to the application.

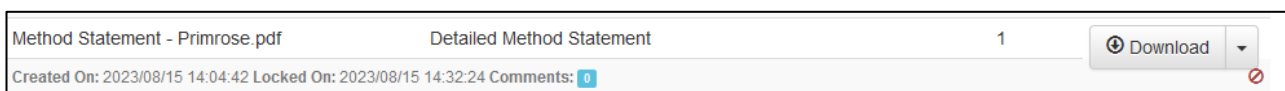
APPLICATION DOCUMENTS ▲

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

A single document will show the following.



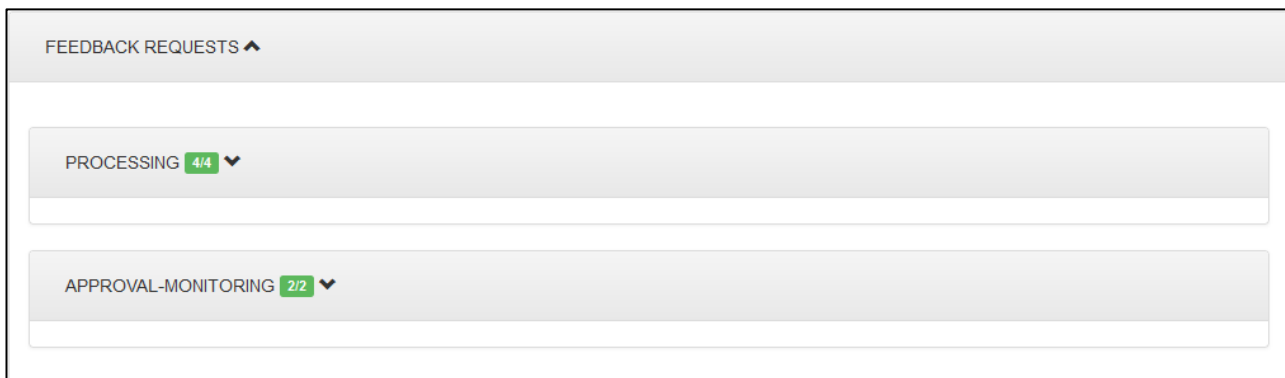
Documents can be deleted, downloaded, or have a new version submitted on. This is the act of replacing a document with another version. After certain milestones documents will be locked. This prevents any further interaction with the document.



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

4.4.5 Feedback Requests

Any feedback requests that have been created on the application can be viewed in this section.



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. Click on the  to view the result of the request.

The result screen will differ depending on whether it was a design review, numbering request, document approval, or service inquiry request.

APPROVAL-MONITORING 2/2						
			Feedback Request Type	Sent Date	Due Date	Days Left Answered
Print	Rand Water Land Services	Test 2 Person	Approval-monitoring : Document Approval	2023/08/15	2023/08/21	
Print	Rand Water Pipeline Protection	Peleka Mashele	Approval-monitoring : Document Approval	2023/08/15	2023/08/21	

4.4.6 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 is any changes on the fields of the application. Fields are the white blocks on the screen in which data / text is entered.

4.4.7 Workflow

Workflow execution at the bottom of the screen pushes the application 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 and the bottom panel is for the workflow actions that would follow on the current status of the application.

Cancel application

I accept the indemnity terms of Rand Water

In the bottom panel there is either workflow buttons available to advance the application, an error message stating what is required to progress, see 4.2.10, or the following message.

You cannot continue with the workflow because:



1. You are awaiting action from the Service Coordinator.

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


4.4.8 Follow up workflows

See 4.4.7 for a description of the workflow process.

The following button clicks are required from the user before Rand Water starts processing the application.

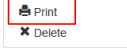
- 
 After the documents have been added the user should read the indemnity terms of the application available on the home page and then click on the button to start the process.
- 
 At any point if a user is required to submit more documents to Rand Water, they should use this button once all documents are submitted.

4.5 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.

4.6 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.

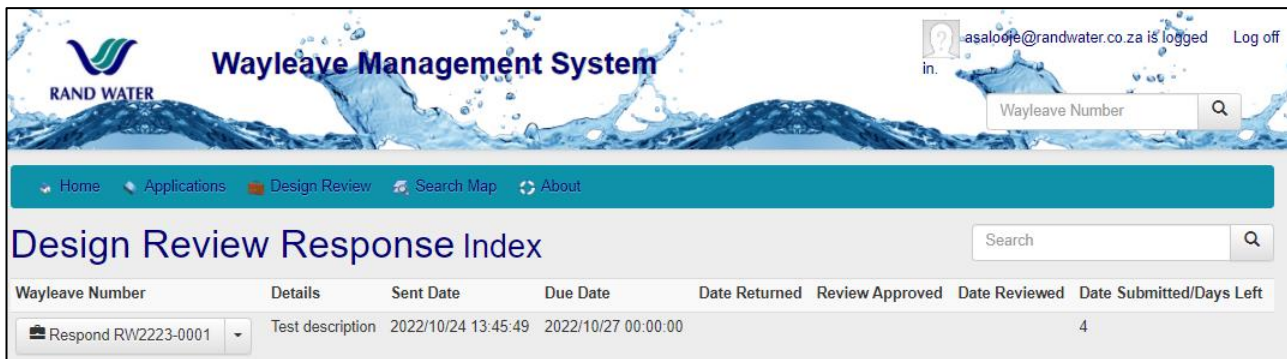
An expanded **Application View** page will load showing the overview information of the specific wayleave. This is therefore not a printable display that loads, but rather an overview/summary of the selected wayleave application.

5. DESIGN REVIEW


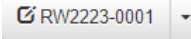
Design reviews are one of the feedback requests that the system can send out typically targeted to a pre-configured destinations. These feedback requests are managed from here  [Design Review](#).

5.1 Design Review Response Index

This is where outstanding reviews are shown. This is also where reviews which have not yet been submitted as completed are shown.






The screenshot shows the 'Wayleave Management System' interface. At the top, there is a navigation bar with 'Home', 'Applications', 'Design Review', 'Search Map', and 'About'. Below this is a search bar and a table titled 'Design Review Response Index'. The table has the following columns: 'Wayleave Number', 'Details', 'Sent Date', 'Due Date', 'Date Returned', 'Review Approved', 'Date Reviewed', and 'Date Submitted/Days Left'. A dropdown menu is open for 'Respond RW2223-0001', showing a 'Test description' with a 'Sent Date' of '2022/10/24 13:45:49' and a 'Due Date' of '2022/10/27 00:00:00'. The 'Date Submitted/Days Left' column shows '4'.

This  indicates an unanswered review and this  indicates an answered review but which has not yet been submitted as completed.

5.2 Design review



Below is how the review screen looks. The reviewer must complete all questions by either clicking on the

Not Applicable answer  the Not Ok answer  or the Ok answers .

The Not Applicable answer is used when the checklist question has no bearing on the current project, for example a traffic control plan for sign installation away from the road.

The Not Ok answer is if the engineer sees that a requirement has not been met.

The Ok answer is for when the enigneer is happy that the requirement has been met in their application.

Once this option has been selected the reviewer can then  or if they haven't; finished everything yet they can  the review for later completion.


Once the review has been submitted as final the process will continue on the review approval status.

If the review is not in order the application will need to be fixed and then resubmitted to the reviewer for review to see if the points raised were addressed or if the review was in order the application can continue.

6. APPLICATION ACCESS RIGHTS MANAGEMENT

It is now possible to grant users who are not part of your company, view rights and editing rights on the applications that you submitted. View rights and editing rights gives the relevant user access to your application dependant on what right you granted them.

The application will show up in their list of applications and can be accessed through this menu item

 Applications

Please note that editing rights include view rights so it is not needed to grant the user both. Only the engineer of the application can access the needed screens through this button



that will appear below the Date fields of the application which the user

can't edit.

Application Access Rights

RW2223-0001

Please take note of the following:
The default rule for access to an application is that the application owner always has full access. In addition, all users attached to the company of the owner will have full access. Unless specific access was granted by the owner, the default rule will apply.

[+ Create New](#)
[+ Create New](#)

You and the following users have edit rights	You and the following users have view rights												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">wms-support@gess.co.za</td> <td style="width: 40%;">Default rule applies</td> <td style="width: 40%;">2022/10/20 14:17:00</td> </tr> <tr> <td>wms-automation@gess.co.za</td> <td>Default rule applies</td> <td>2022/10/20 14:17:00</td> </tr> </table>	wms-support@gess.co.za	Default rule applies	2022/10/20 14:17:00	wms-automation@gess.co.za	Default rule applies	2022/10/20 14:17:00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">wms-support@gess.co.za</td> <td style="width: 40%;">Default rule applies</td> <td style="width: 40%;">2022/10/20 14:17:00</td> </tr> <tr> <td>wms-automation@gess.co.za</td> <td>Default rule applies</td> <td>2022/10/20 14:17:00</td> </tr> </table>	wms-support@gess.co.za	Default rule applies	2022/10/20 14:17:00	wms-automation@gess.co.za	Default rule applies	2022/10/20 14:17:00
wms-support@gess.co.za	Default rule applies	2022/10/20 14:17:00											
wms-automation@gess.co.za	Default rule applies	2022/10/20 14:17:00											
wms-support@gess.co.za	Default rule applies	2022/10/20 14:17:00											
wms-automation@gess.co.za	Default rule applies	2022/10/20 14:17:00											

[Back](#)

Editing rights are granted on the left and viewing rights are granted on the right.

The engineer can create a new user access list by clicking [Create New](#)

Add user to list

Username

[Create](#) [Cancel](#)

The engineer types in the email address of an account that has been registered on the system before and adds it to the list. If this option is chosen, the default access rule of all users in company is overridden with only the engineer plus the newly added users. The engineer will always have access regardless of other users granted access.

7. 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.

7.1 Profile

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

7.2 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 ▲

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

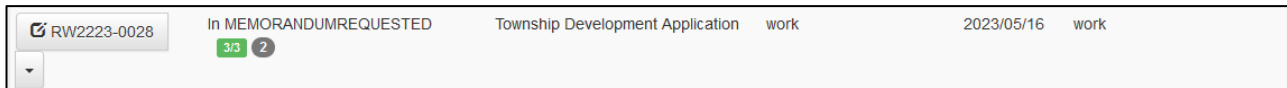
A link will be sent to the user once the PDF has been generated. The time taken to generate the PDF is dependent on the number and nature of uploaded documents. For example, PDF files that have drawing layers with the same naming convention may generate an error. The email sent will contain the PDF download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

7.3 Comments

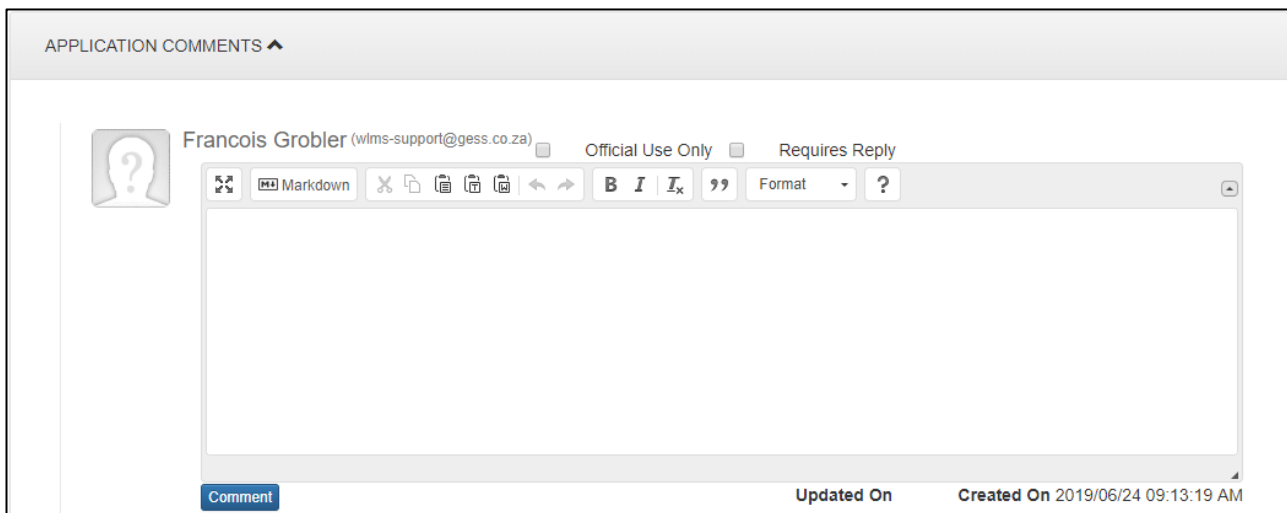
Users may now add comments within the wayleave application. The comment may be for the entire wayleave application, for an uploaded document or for a specific feedback request.

(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	
before.JPG	Locality Plan		1		Download
Created On: 2023/05/16 15:25:18 Locked On: 2023/05/16 15:36:14 Comments: 0					
before.JPG	Google Earth KMZ File		1		Download
Created On: 2023/05/16 15:25:32 Locked On: 2023/05/16 15:36:14 Comments: 0					
before.JPG	Layout Plan		1		Download
Created On: 2023/05/16 15:25:55 Locked On: 2023/05/16 15:36:14 Comments: 0					
before.JPG	Detailed Wayleave Application Letter		1		Download
Created On: 2023/05/16 15:26:11 Locked On: 2023/05/16 15:36:14 Comments: 0					
before.JPG	GIS Annotation		1		Download
Created On: 2023/05/16 15:28:09 Locked On: 2023/05/16 15:36:14 Comments: 0					
memorandum_on_non-registered_servitude.docx	Wayleave Memorandum on Non-Registered Servitude		1.0	0	Download
Created On: 2023/05/16 15:34:23 Locked On: 2023/05/16 15:36:14 Comments: 0					
memorandum_on_non-registered_servitude.docx	Wayleave Memorandum on Non-Registered Servitude		1.0	0	Download
Created On: 2023/06/20 12:16:06 Comments: 0					
memorandum_on_non-registered_servitude.docx	Wayleave Memorandum on Non-Registered Servitude		1.0	0	Download
Created On: 2023/06/20 12:18:09 Comments: 0					


- Resubmit New Version
- Open
- Delete
- Show comments

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

memorandum_on_non-registered_servitude.docx Wayleave Memorandum on Non-Registered Servitude 1.0 0 Download

Created On: 2023/06/20 12:16:06 Comments: 0

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

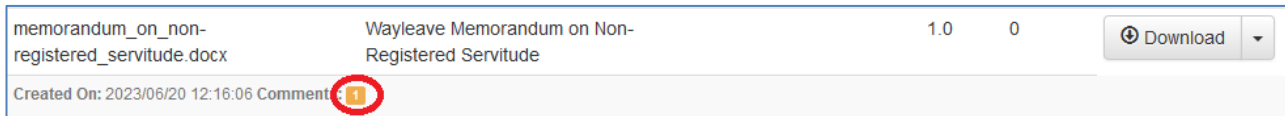
Markdown  Normal ?

This is fine

body p

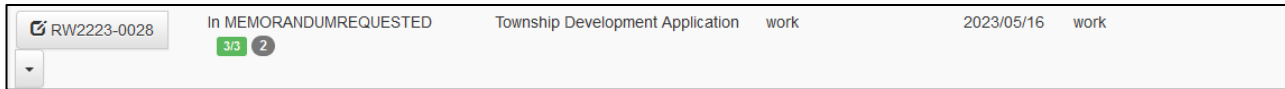
Comment Updated On Created On 2023/10/26 12:03:04

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

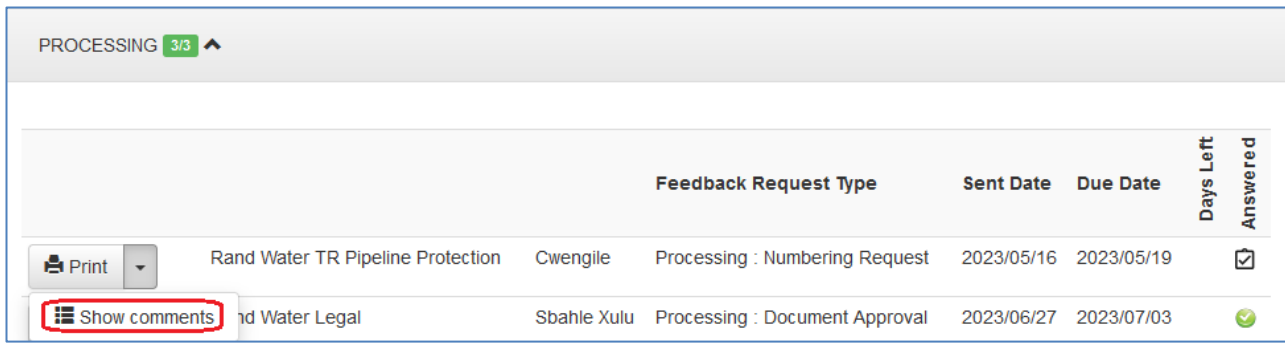


(c) Feedback request Comments

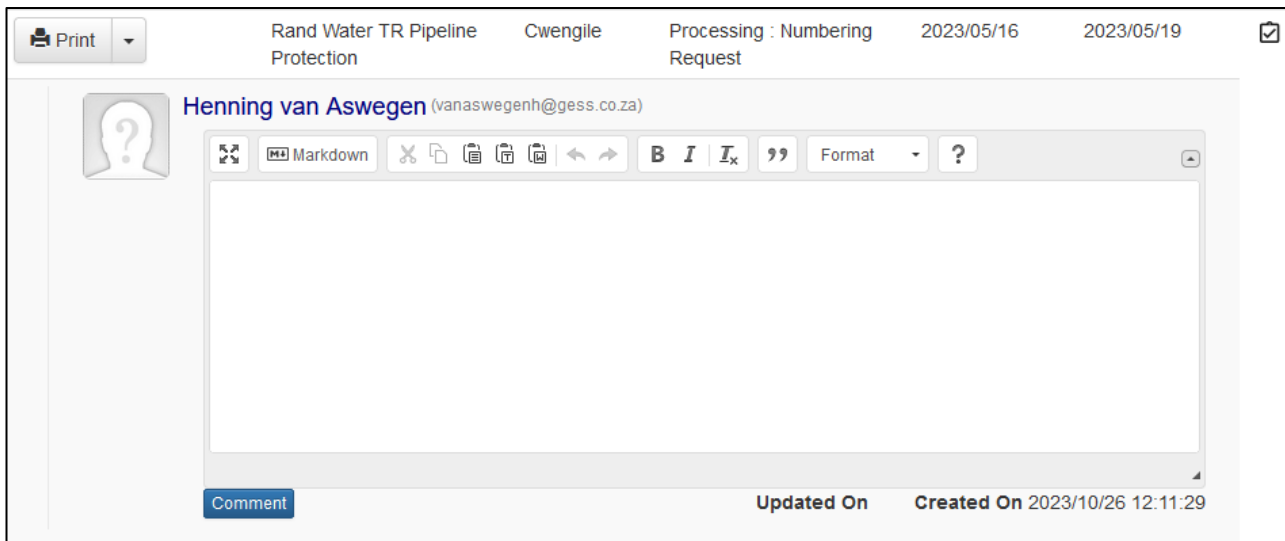
- To add a comment for a feedback request, open the desired application from the 'Application Index' web page.



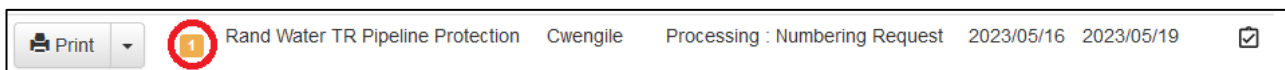
- Navigate to Feedback Request and click on the down arrow next to the desired feedback request and then click on Show comments.



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



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




7.4 Linked applications

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

LINKED APPLICATIONS ^

Wayleave Number	Reference	Consulting Engineer	Application Reason
-----------------	-----------	---------------------	--------------------

Create New

Users can use this button  to create a new link. The system will only show active wayleaves and access rules are still enforced.

Link to another application

Wayleave Number

- wl2021-00
- WL2021-0001**
- 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 user doesn't have access to a wayleave created by another company.

7.5 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
 This value will be supplied by the relevant Rand Water department when needed.

Drawing number: 6547890
 This drawing number will be supplied by the relevant Rand Water department when needed.

7.6 Assigned Person

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

ASSIGNED PERSON ▲

Email

wims-support@gess.co.za

The person at Rand Water who is working with your application.