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RAND WATER

User Training Manual: Rand Water Wayleave Management System

Version 1.3

Prepared by:

GESS (Pty) Ltd

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

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3	GESS Division Manager

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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.

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

Reference / Drawing Number	Name	Description	Version	Accept Terms and Conditions: ☐
Reference Links ⑥				
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.

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

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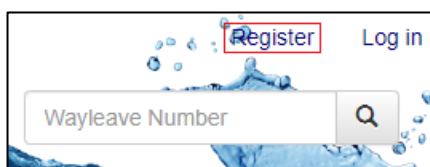
2.   Populate the 'Email Address', 'Password' and 'Confirm Password' fields (*Illustrated below*).

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'.

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.
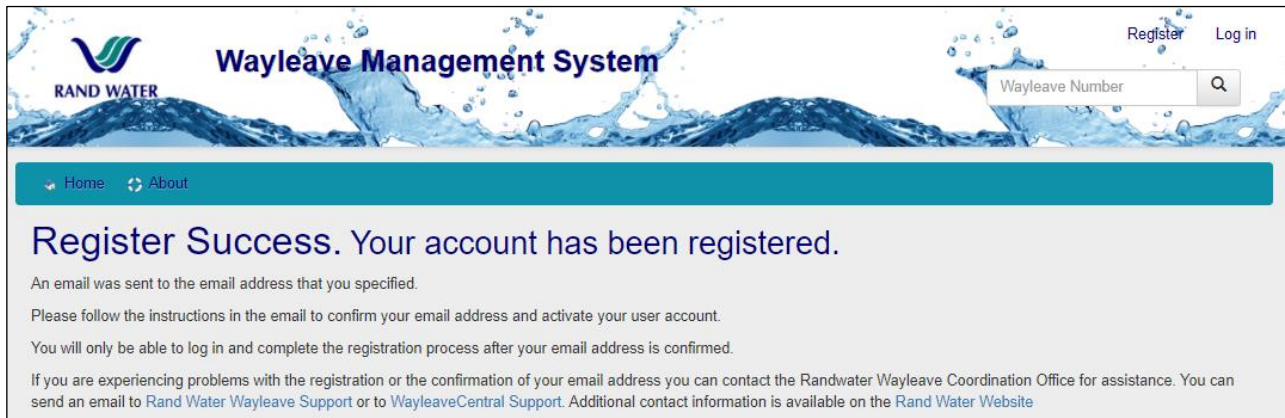
3.2   Activating Account

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.
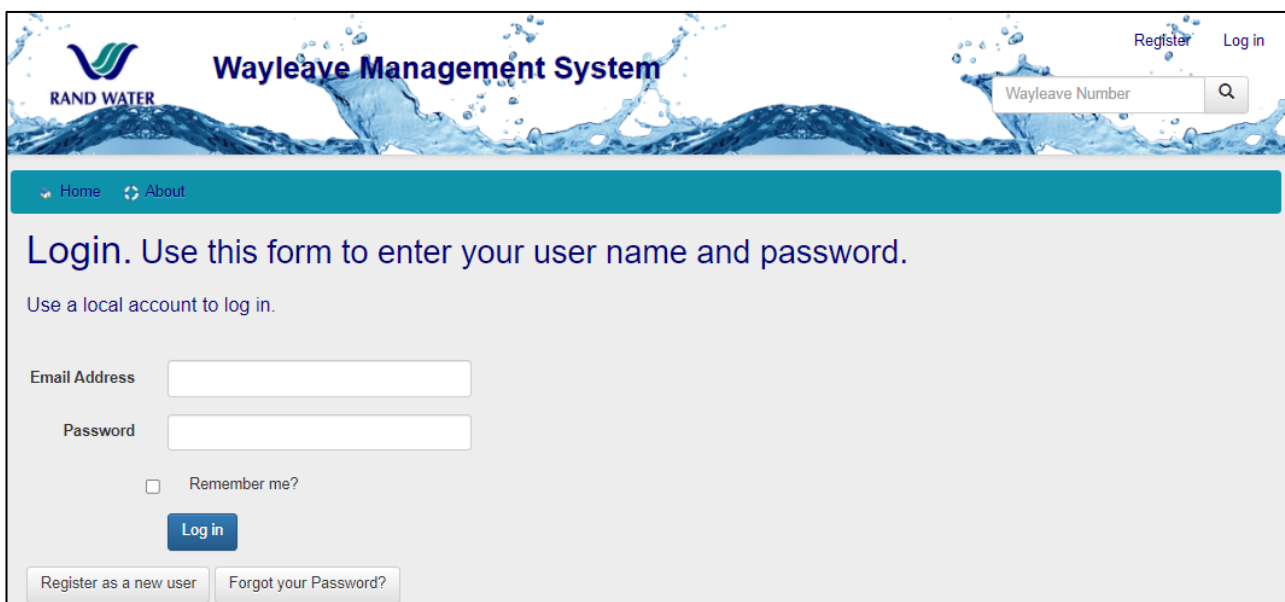
3.4 Profile completion (Existing users and New users)

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.'

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 Goverment, Provincial Goverment 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 Goverment, Provincial Goverment 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 Goverment, Provincial Goverment 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*).

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.
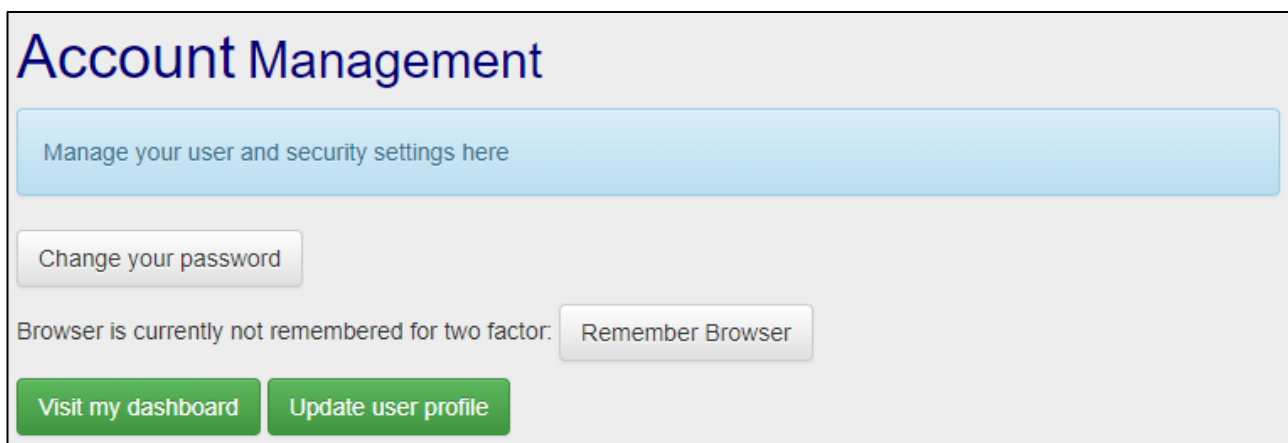
3.5.3   Map search functionality

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

Search   Clear

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
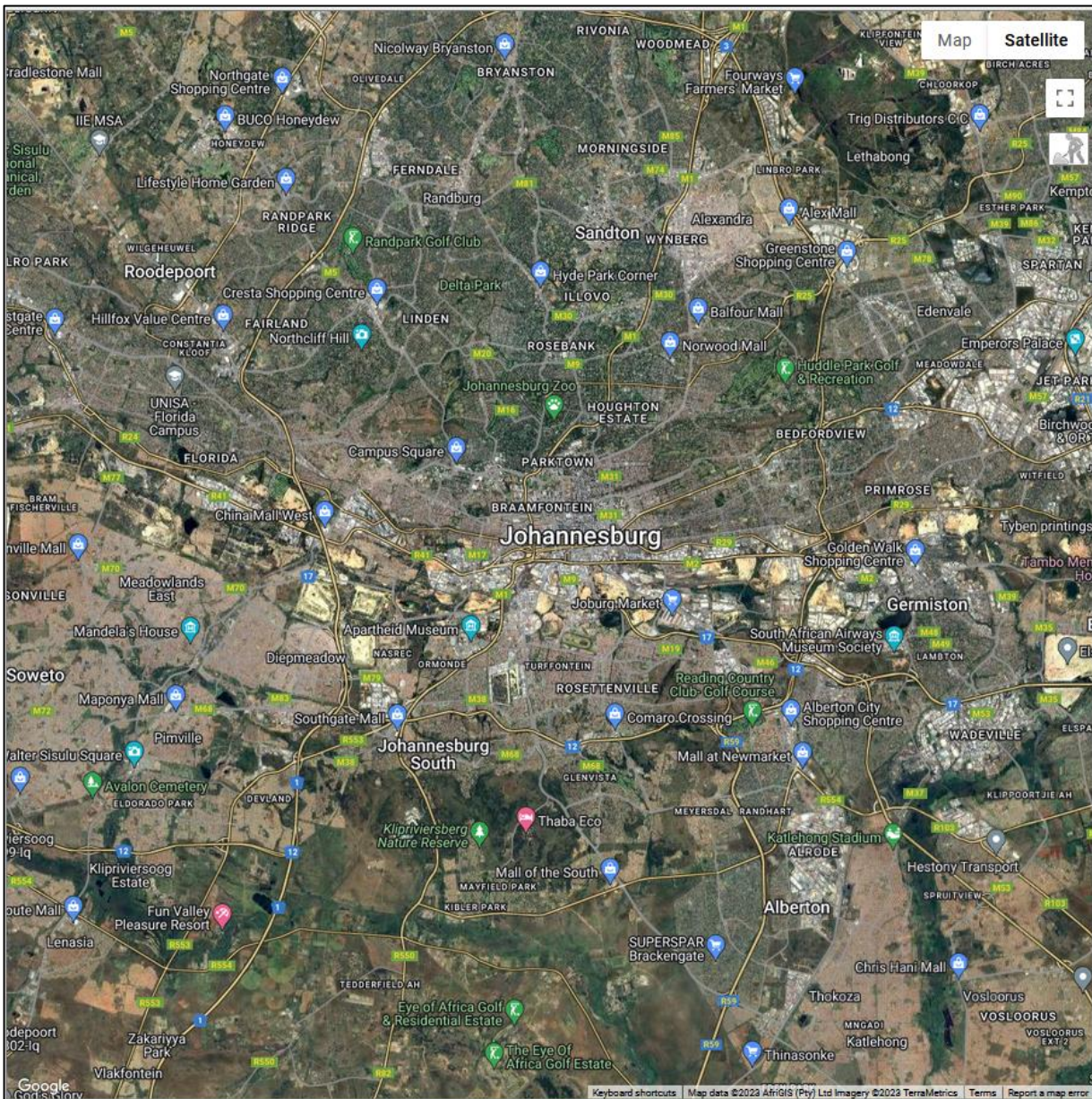
3.5.4 Employer management screen

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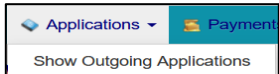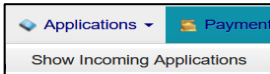
The requirements of the documents to be submitted will increase as the phases progress towards the Wayleave Approval, with more details to be submitted as it is practically available.

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.

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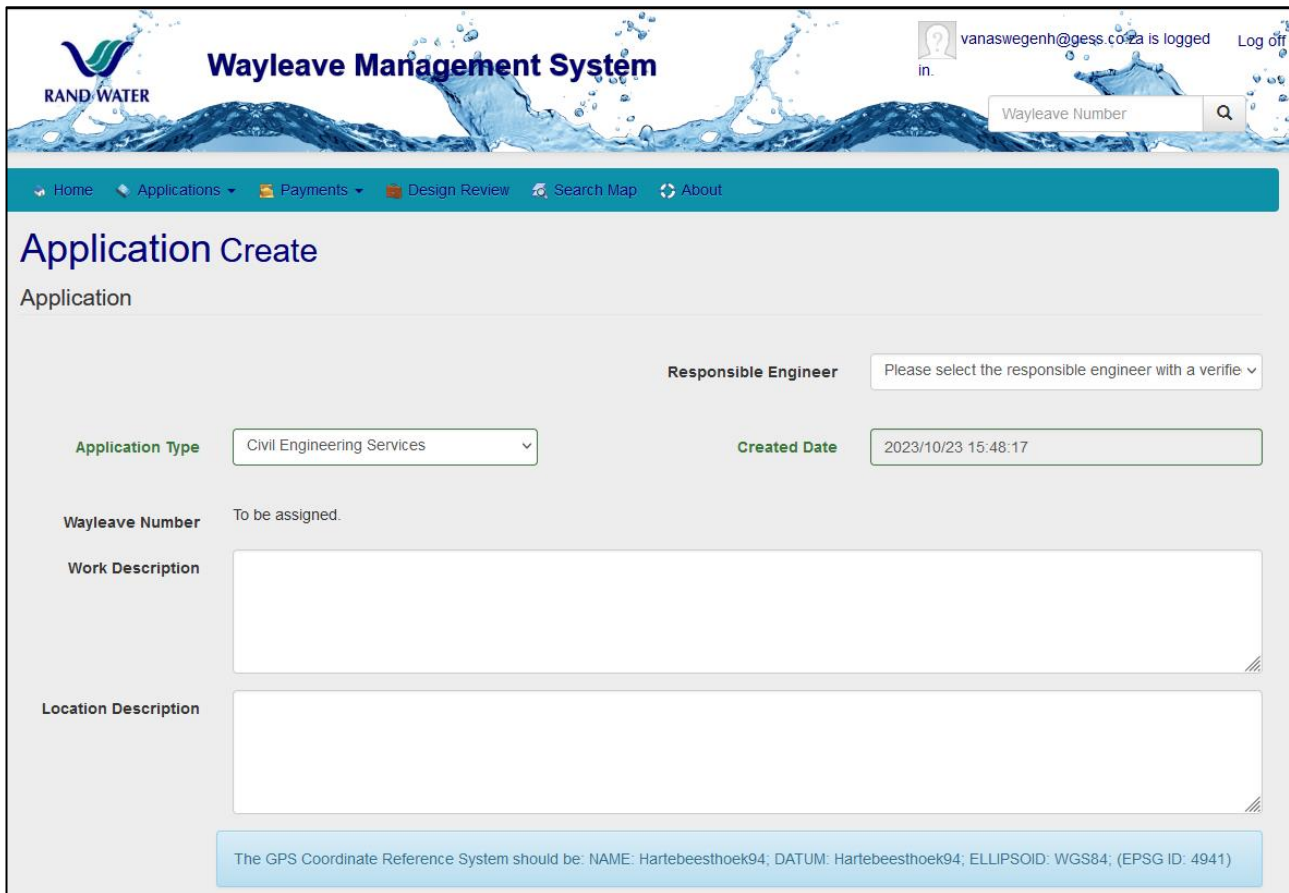
The Progress for each wayleave application is shown under the Progress column of the Application Index. The Application Status description is shown, e.g. IncomingWayleave CREATED, together with the Feedback Request count ( ) if there are any, with the number on the left indicating answered requests and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

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.

4.2.1 Responsible Engineer

Select the responsible engineer for this project. At the creation screen it is possible to select a place holder 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.

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.

4.2.3 Created Date

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.

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.

Add Point | Delete Point

Location Type LineString

Location Coordinates

Add Point | Delete Point | Clear Points

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 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).

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.

4.2.8 Submission or Approval Requires Payment

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 . 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 [Private Company - (Pty) Ltd   ⌄]

Trading As [   ]

Registration Number [   ]

VAT Number [   ]

Website [   ]

COMPANY CONTACT ⌃

Search for an existing contact using name, surname or email [   ] [🔍]

Title [Mr   ⌄]

First Name [   ]

Surname [   ]

Initials [   ]

Telephone Number [   ]

Fax Number [   ]

Cell Number [   ]

Email [   ]

PHYSICAL ⌃

☐ Is Billing Address

Building/Street Number [   ]

Street [   ]

Suburb [   ]

City/Town [   ]

Province [Gauteng   ⌄]

Code [   ]

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

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*

PHYSICAL ⌃

☐ Is Billing Address

Building/Street Number

Street

Suburb

City/Town

Province Gauteng ⌄

Code

POSTAL ⌃

☐ Is Billing Address

Building/Street Number

Street

Suburb

City/Town

Province Gauteng ⌄

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.

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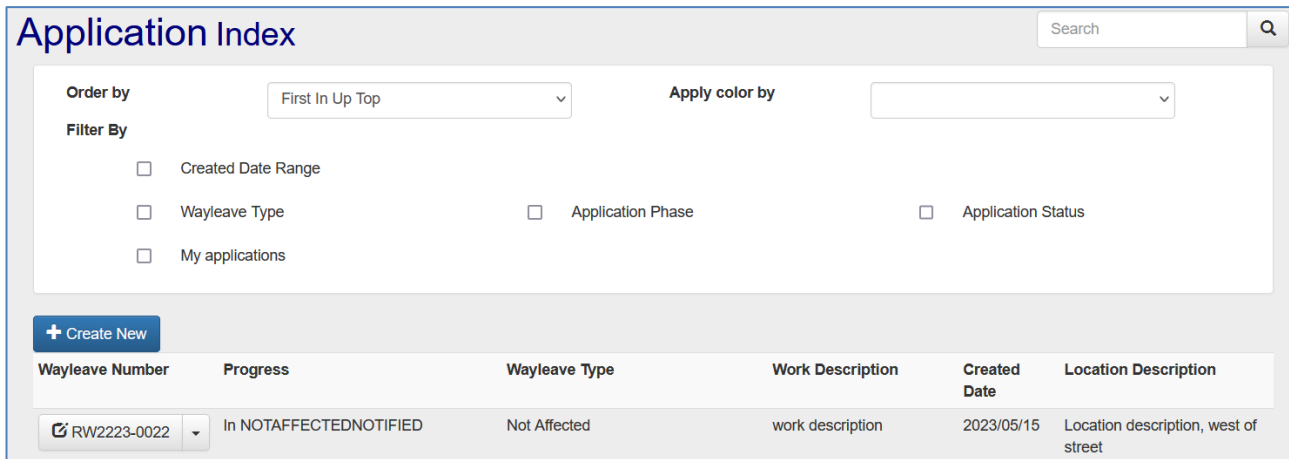
The Date Submitted and Revision Number will be assigned as attributes to the uploaded file and stored/used for record keeping, reporting and versioning control.

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.

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" [Search] 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.

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.

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.

Apply color by	
	Application Phase
	Wayleave Type
	Application Status
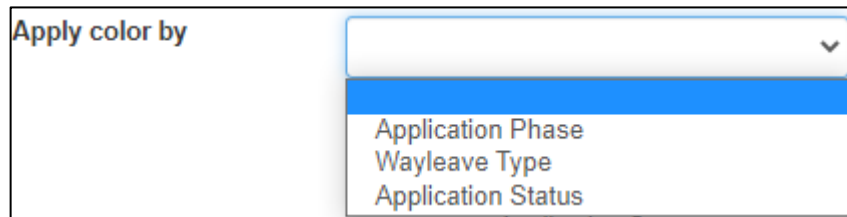
4.3.4   Filtering

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.

Order by	First In Up Top	Apply color by	
Filter By			
☐ Created Date Range			
☐ Wayleave Type	☐ Application Phase	☐ Application Status	
☐ My applications			

(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.

	Start		End	
☑ Created Date Range				
☐ Wayleave Type				
☐ My applications				

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

(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.

(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.

(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.

(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.
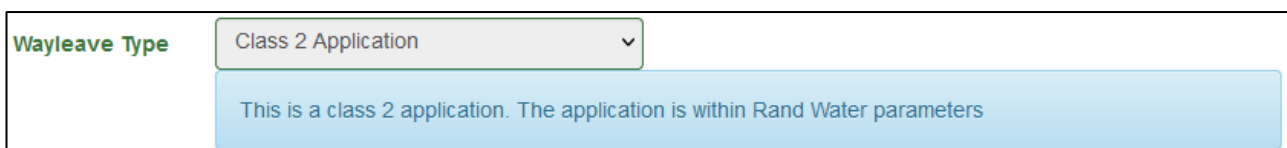
4.4.1   Responsible engineer

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.

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 ⌕ Edit Contact or ⌕ Edit Company 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 Done 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 ⌕ Create New Company button or the ⌕ Create New Contact 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

Done

Name	Jelani Wayleaves and Planning
Company Type	Private Company - (Pty) Ltd
Trading As	Jelani
Registration Number	1234/00000/00
VAT Number	
Website	

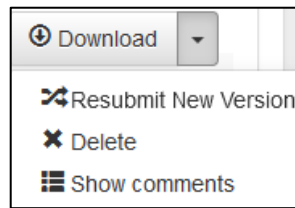This screen shows how editing an entry looks.

This screen shows how creating a new entry looks.

4.4.4 Application Documents

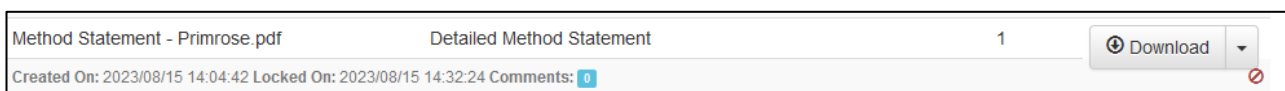This section will contain all documents applicable to the application.

A single document will show the following.

renenwal - 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

⊕ Download ▾
⤭ Resubmit New Version
✖ Delete
☰ Show comments

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.

4.4.5   Feedback Requests

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

FEEDBACK REQUESTS ⌃

PROCESSING 4/4 ⌄

APPROVAL-MONITORING 2/2 ⌄
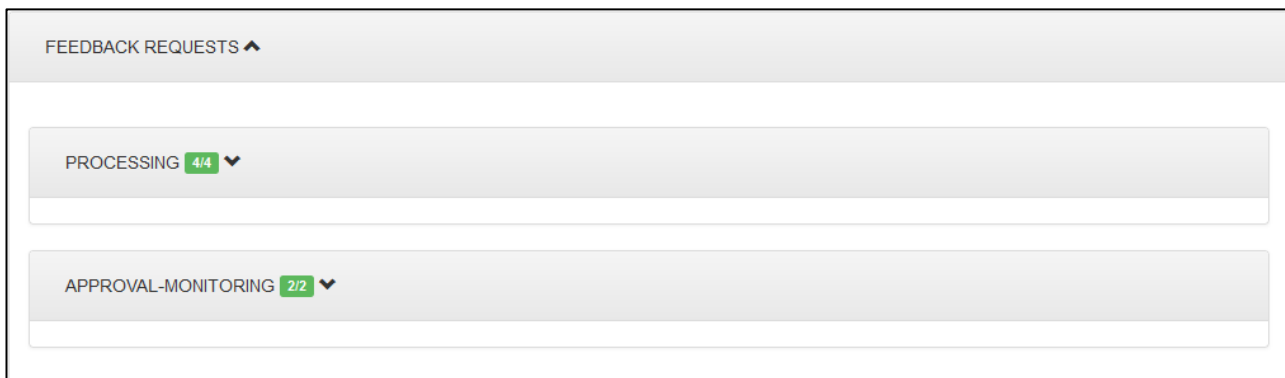
The feedback requests are organised according to the phase the application was in when the request was sent out. The numbers to the left of the application phase names indicate how many requests have been answered against how many requests have been sent out.

The list once expanded can be used to view results of the feedback request and see more information about the request. Click on the 🖶 Print 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.

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.

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.

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.

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.
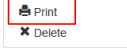
- **I accept the indemnity terms of Rand Water** After the documents have been added the user should read the indemnity terms of the application available on the home page and then click on the button to start the process.

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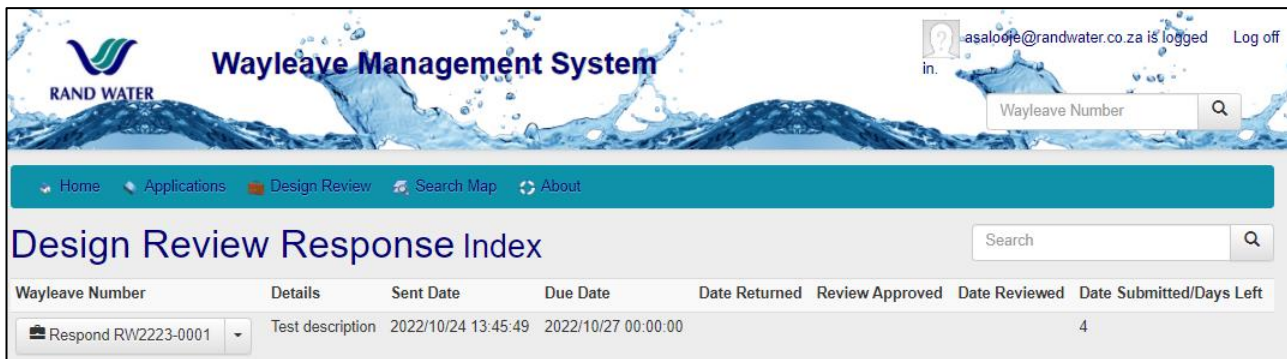
An expanded **Application View** page will load showing the overview information of the specific wayleave. This is therefore not a printable display that loads, but rather an overview/summary of the selected wayleave application.
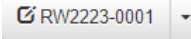
5.   DESIGN REVIEW

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.

This Respond RW2223-0001 ▾ indicates an unanswered review and this ☑ RW2223-0001 ▾ 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.

Home   Applications   Design Review   Search Map   About

Design Review Response Edit

View Application Details

Wayleave Approval Reference: RW2223-0001

Name: Adil Saloojee

Technical Review

Sent Date: 2022/10/24

Date Reviewed: 2022/10/24

Pipeline Protection

SPATIAL DATA ⌄

QUESTIONS ⌃

		Sent date 2022/10/24
1	Pipeline Protection	
1.1	Complies with Wayleave Conditions	⊙ ⊗ ⊘
2	Master Planning	
2.1	Complies with IDP/IBWSMP/AIDR	⊙ ⊗ ⊘
2.2	Will pipeline be duplicated in the same servitude in the near future	⊙ ⊗ ⊘
3	Pipeline Assets	
3.1	Condition of asset acceptable	⊙ ⊗ ⊘
3.2	Improvement plans	⊙ ⊗ ⊘
3.3	Maintenance strategy	⊙ ⊗ ⊘
3.4	Renovation program	⊙ ⊗ ⊘

REMARKS: ⌃

Remarks:

Source | ✂ ⧉ ⬚ ⬚ ⬚ | ↰ ↱ | 🔍 ⧉ | ☰ | ABC ▾ | **B** *I* U S x₂ x² | Iₓ | ☰ ☰ | ⇥ ⇤ | ❞ | ☰ ☰ ☰ ☰ | ◄¶ ¶► | ⚭ ⚮ ⚑
A▾ A▾ | ⊞ ☰ ☺ Ω ▤
Styles ▾ | Format ▾ | Font ▾ | Size ▾ | ⤢ ⬚ | ?

This comment section is required if the reviewer has marked any question as Not Ok. This needs to be filled out with a description of what needs to be done to get the application ready. Next the reviewer will need to give the approval status to the document. Either the review is in order, with no questions marked as Not Ok, or the review is not in order with some questions marked as Not Ok.

Once this option has been selected the reviewer can then **Submit Review as Final** or if they haven't;
finished everything yet they can **Save** 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

Application Access Rights Management   that will appear below the Date fields of the application which the user can't edit.

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

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.
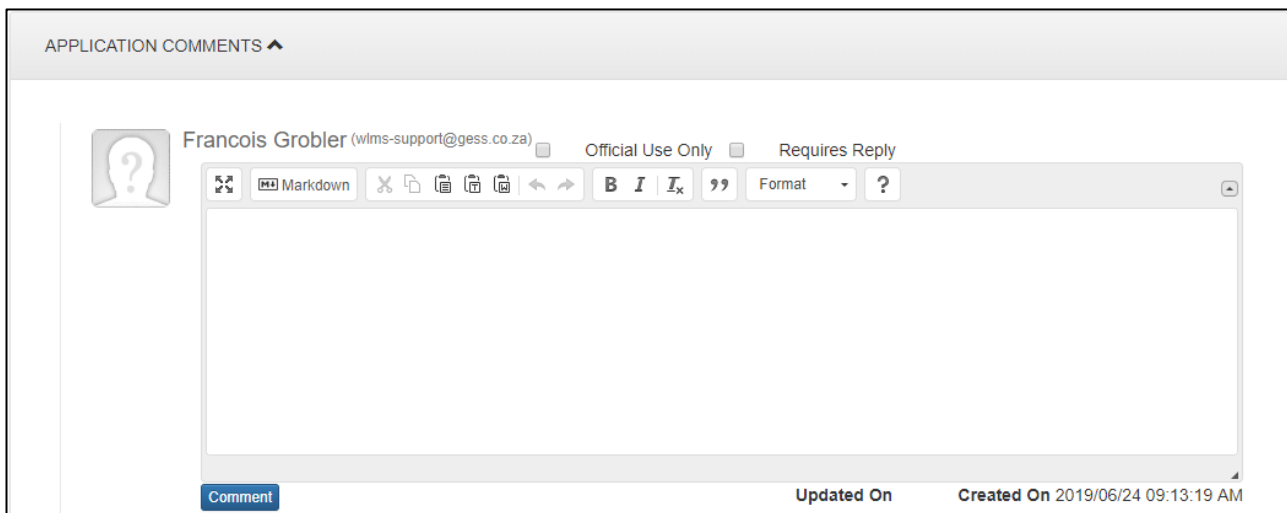
7.3   Comments

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.

☑ RW2223-0028 ▾	In MEMORANDUMREQUESTED 3/3 ②	Township Development Application work	2023/05/16 work
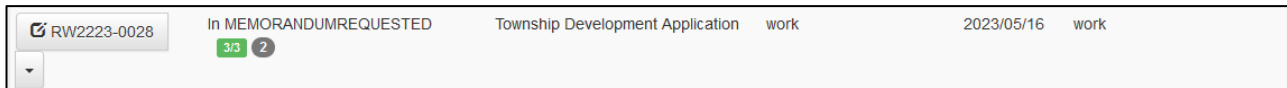
2. Navigate to the tab 'Application Comments', in the text editor box type the comment. If the comment is for the service coordinator only, tick 'Official Use Only' and if the comment requires a reply, tick 'Requires Reply'. When complete populating the text editor, click on 'Comment' to send the comment.

APPLICATION COMMENTS ⌃

Francois Grobler (wlms-support@gess.co.za) ☐   Official Use Only ☐   Requires Reply

⤢ Ⓜ Markdown   ✂ ▢ ▣ ▣ ▣ ↶ ↷   **B** *I* I̶ₓ ❞ Format ▾ ?

Comment   Updated On   Created On 2019/06/24 09:13:19 AM

(b)   *Document Comments*

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

☑ RW2223-0028 ▾	In MEMORANDUMREQUESTED 3/3 ②	Township Development Application work	2023/05/16 work

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

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

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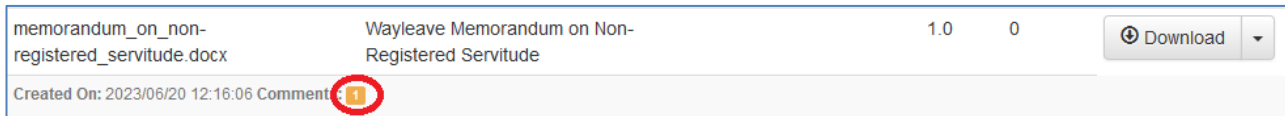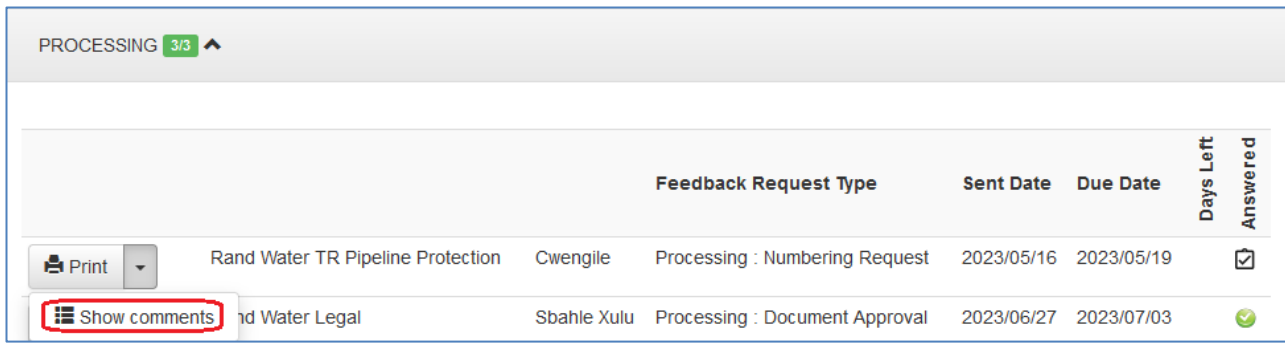

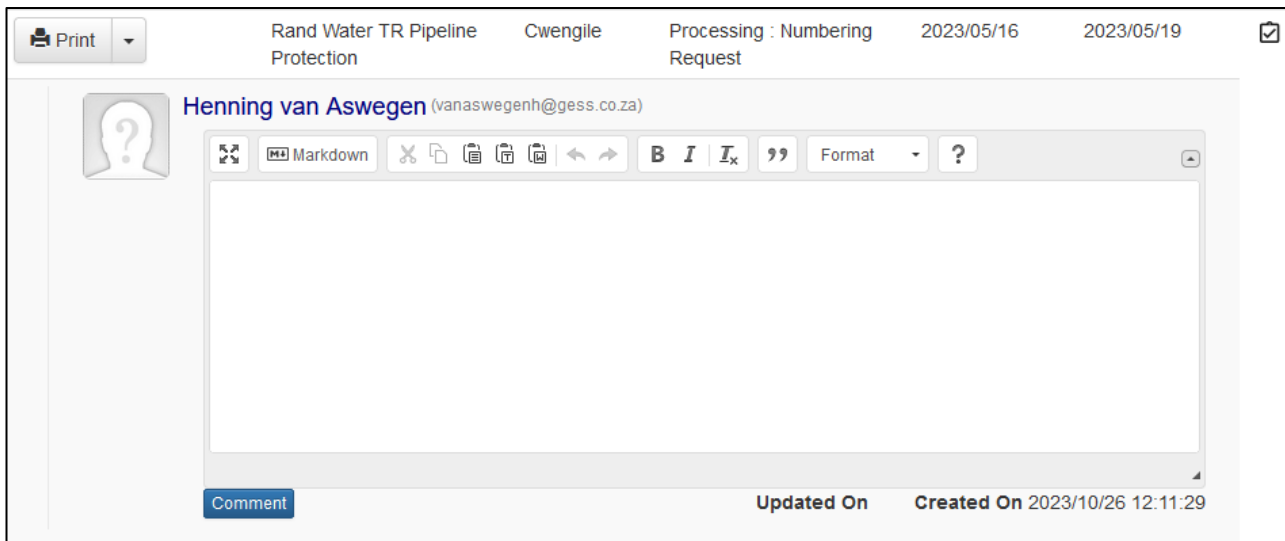**(c)** *Feedback request Comments*

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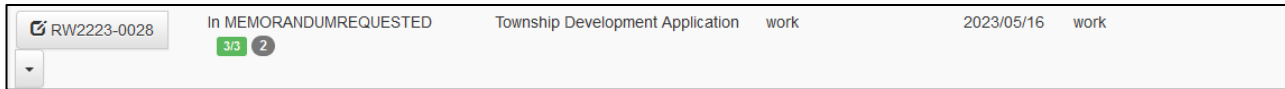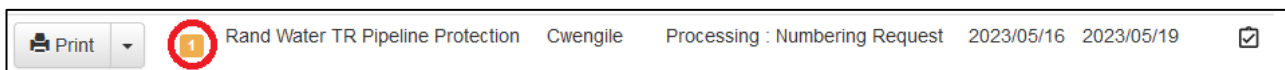

2. Navigate to Feedback Request and click on the down arrow next to the desired feedback request and then click on Show comments.

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

4. 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.

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

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.

7.6   Assigned Person

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

ASSIGNED PERSON ︿

Email wlms-support@gess.co.za

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