Location Intelligence
Infrastructure Asset Management

Confirm®

Street Works

v26.30a.AM

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October 02, 2026

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Street Works

The Street Works folder

The Confirm Street Works functionality provides the tools for sending and receiving Street Works Notices, Permits, Comments and Inspections.

Reports can be run on the Street Works being carried out, and the stages that the work has reached, as well as on the Inspections carried out and the results.

The Fixed Penalty Notices functionality is an additional module within Street Works which provides the ability to log Offences which can then result in a Fixed Penalty Notice (FPN) being issued to the offender(s).

The Events and Diversion Routes functionality is an additional module within Street Works which provides the ability to log Event records, such as Temporary Traffic Orders, football matches and carnivals on the Street Works Register. These Event records will therefore appear alongside Street Works on the overlapping works functionality for coordination purposes.

The Confirm Task Processor is used to export Street Works records to the appropriate recipients and the EToN Web Service is used to import data into Confirm.

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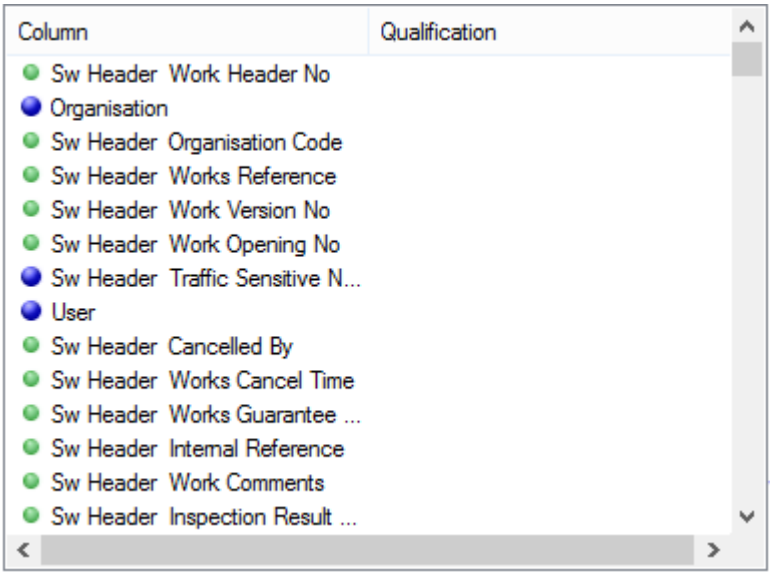
Find Street Works

The 'Find Street Works' option opens the Street Works filter which can be used to find Works, Events and Diversions that have already been created in Confirm. The filter has two tabs which group Works and Street options. The filter can be accessed from the menu or from the 'Find' button on the Street Works screen.

Expert Filtering

The 'More' button opens the 'Data Query Qualification' window which provides expert filtering options. These allow the user to filter on a wider range of data items. The qualification screen is the same as those available in the Confirm Reporting module.

Clicking on the items in the list presents filtering options depending on the data type. The text qualification screens provide an option to filter based on a Like, Not Like, Contains and Does Not Contain.



New Street Works (EToN 4 and above)

Before using EToN 4, EToN 5 or EToN 6 for Street Works, Confirm must be configured.

Details on configuration for EToN 4 can be found here **Implementing EToN 4**.

Details on configuration for EToN 5 can be found here **Implementing EToN 5**.

Details on configuration for EToN 6 can be found here **Implementing EToN 6**.

Implementing EToN 4

Before attempting to use EToN 4, Confirm must be configured. To do this, please follow these steps:

System Settings

In order for Confirm to know that EToN 4 is to be used, the EToN 4 Implementation Date field on the Street Work System Settings needs to be set. This date lets Confirm know when the EToN 1-3 cut off date is. Any new Street Works or Works created prior to this date that needs progressing to a new Phase after this date, will trigger the EToN 4 wizards and forms.

If the Implementation Date is not set then Confirm assumes EToN 4 is not implemented and will continue to operate as per EToN 1-3.

There are a number of other System Settings which need to be populated when using the new functionality. These are details below:

Street Works System Settings:

- Work Tolerance - This is used by the Info option on the Notice to tell Confirm which Works to show in the overlapping works area.
- Provisional Street - This Street will be used if a Notice is received without a valid USRN.
- Provisional Street Type - This tells Confirm which Street Record Type is used for Provisional Streets.
- EToN 4 Implementation Date - This tells Confirm when the switch-over to EToN 4 starts.

Street Works Notice Default System Settings:

- Site Status (this is not visible to the User when creating Notices, but is set in the database by Confirm)
- Traffic, Position, Depth, Excavation Type With Excavation, Excavation Type Without Excavation, and Interim Construction Method.

Street Works Initiation System Settings:

- Send Delay - If you are exporting Notices with the EToN Agent, this will be used as a time delay (so an operative is able to correct a mistake)

Seed Numbers

Notices entered directly into Confirm

If a Notice is being created and the 'From Organisation' IS flagged as a 'Notice Initiator' (on the Organisation screen), Confirm checks the current Users Work Group for Seed Numbers for this Organisation. Please refer to the **Work Group Organisation** section in the System Administration manual.

Note: In previous EToN versions, Highway Authorities may have only been Importing Notices and only Exporting Comments and Inspections. With EToN 4 the Highway Authority Organisations will still need to be configured with Seed Numbers as 'Directions' and 'Duration Challenges' are no longer Works Comments - these are now Notices.

If a Notice is being created (e.g. a Paper Notice is being entered) and the 'From Organisation' is NOT flagged as a 'Notice Initiator', Confirm checks the current Users Work Group for **Street Works Seed Numbers**.

Notices imported via the Confirm EToN Web Service

The Web Service has a User specified in its configuration file. It is this Users Work Group which will be checked for **Street Works Seed Numbers**.

Organisation Lookup

Organisations within Confirm that are switching over to EToN 4 will need their EToN Version field set to 4.0.

The EToN Version field is used when a Street Works Notice is being created. The From Organisation selected on the Notice must be an EToN Version 4 Organisation in order to use the new Street Works Notice wizards. The From Organisation is defaulted as the Organisation set on the Action Officer of the currently logged in User, or of the Job if the Notice is being created from a Job. If the From Organisation is not EToN Version 4 then a warning is produced with the option to switch to the EToN 1-3 Notice form.

The Primary Recipient of the Street selected on the Notice must be an EToN Version 4 Organisation. This is defaulted as the Highway Authority Interest Organisation on the selected Street.

The Initiation Flag must be ticked on the Organisation(s) that owns Confirm, and not ticked for any other Organisation(s). For example if the User works for Chatham Council, any Organisation record within Chatham Councils Confirm database, which represents Chatham Council, must have the Initiation Flag ticked. This allows Confirm to determine if a Notice is to be sent from Confirm via EToN (in the case of Works Promoters) or whether a paper notice is being entered on behalf of a Utility (in the case of Highway Authorities).

EToN 4 uses Web Services to transfer data rather than in previous EToN versions where text files were generated. Each Organisation using EToN Version 4 must have the Web Service field set to the URL of the Organisations Web Service so that Confirm knows where to transmit data. This URL will be provided by each Organisation. Your IT department should be able to advise you of your URL (by browsing the EToN.asmx page in IIS) an example of this would be: http://confirm.co.uk/ConfirmEToNWebService/EToN.asmx

It is essential to make sure that the Organisations involved in a Notice exist in both the Works Promoter and Highway Authority databases. This means the Organisation that the Notice is being sent by and the selected Streets Highway Authority must have exchanged Operational District (OD) data successfully before trying to send and receive Notices.

OD Batch implementation

Confirm is able to import and export Operational District (OD) data. When a Highway Authority implements EToN 4 the Organisation's details can be made available in two ways:

Method 1: Export an OD XML file

Highway Authority must do the following:

1. Populate the Highway Authority Organisation details in Confirm.
2. Use the 'Export to OD Batch XML...' option on the 'Other' button on the Organisation window (this will be validated to make sure it is in a correct format).
3. Submit this to the NSG Concessionaire (Intelligent Addressing) who will make this available for download.

Works Promoters need to complete the following:

1. Import the Highway Authority OD information (using the Confirm **NSG Batch Loader** to import with the Gazetteer data or separately).
2. Create an **Organisation Recipient Group** on page 278 containing all of the Highway Authorities that are using EToN 4 that they will work with.
3. From the Organisation screen, trigger the Works Promoter data to be exported via EToN.
4. Run the Task Processor which will export the OD data to the chosen Highway Authorities Web Service.

Method 2: Use EToN to Send the OD data

This method can be used if Works Promoter's Web Services are running:

Highway Authority must do the following:

1. Populate the Highway Authority Organisation details in Confirm.
2. Use 'Export via EToN' on the 'Other' button on the Organisation window.
3. Select the Organisations that need to receive the details using the Batch Recipients window.
4. Run the Task Processor which will export the OD data to the chosen Organisations' Web Services.

Works Promoters need to complete the following:

1. Ensure the EToN Web Service is running. The Works Promoters EToN Web Service will receive the OD data and import it into the database automatically.

Implementing EToN 5

Before attempting to use EToN 5, Confirm must be configured. If migrating from EToN 1-3 then please follow all the steps in **Implementing EToN 4** before reading this section.

Further to the EToN 4 configuration please follow these additional steps:

System Settings

In order for Confirm to know that EToN 5 is to be used, the EToN 5 Implementation Date field on the Street Work System Settings needs to be set. This date lets Confirm know when EToN 5 comes into effect. Any new Street Works or Works created prior to this date that needs progressing to a new Phase after this date, will trigger the EToN 5 wizards and rules.

If the Implementation Date is not set then Confirm assumes EToN 5 is not implemented.

There are a number of other System Settings which need to be populated when using the new functionality. These are details below:

Street Works System Settings:

- EToN 5 Implementation Date - This tells Confirm when EToN 5 comes into effect.

Street Works Notice Default System Settings:

- The Unattributable Works and Street Works Licences sections of the Street Works Notice Default System Settings lookup need to be set correctly. The default settings are listed here: **Street Works Notice Default System Settings** on page 306.

Organisation Lookup

Organisations within Confirm that are switching over to EToN 5 will need their EToN Version field set to 5.0.

The "Attach. URL" field on the Additional tab specifies a prefix to allow others to access document links attached to the Organisation's Notices.

The "Permit scheme" field defines which permit scheme is in force for the Organisation.

Implementing EToN 6

Before attempting to use EToN 6, Confirm must be configured. To do this, please follow these steps:

System Settings

In order for Confirm to know that EToN 6 is to be used, the EToN 6 Implementation Date field on the Street Work System Settings needs to be set. This date lets Confirm know when EToN 6 comes into effect. Any new Street Works or Works created prior to this date that needs progressing to a new Phase after this date, will trigger the EToN 6 wizards and rules.

Organisation Lookup

Organisations within Confirm that are switching over to EToN 6 will need their EToN Version field set to 6.0.

To use Notification Attachments, the "Attach. URL" field on the Additional tab needs to be populated with a prefix to allow others to access document links attached to the Organisation's Notices.

Document Exchange

The Document Exchange features in Confirm Street Works allow the user to associate proprietary information with Notices. This information might include photographs of the site or specific features that require attention, or documents containing large volumes of text such as detailed work instructions.

These associated files (known as Linked files) need to be made available to all those involved in the works, so they must be published to a repository that can be accessed by all parties involved. Street Works facilitates this by allowing the user to define a FTP site where these files can be stored.

Configuring Confirm for uploading

In order to upload documents the FTP site administrator needs to create an account with read/write access. They would usually also want to enable the site for read access via HTTP which allows all interested parties to view the documents in a convenient manner.

Once a FTP site has been set up Confirm must be configured to access it.

Settings required for transmitting documents to the FTP server are found on the **Street Works Initiation System Settings** on page 299.

Configuring Confirm to view an Organisation's linked documents

Notices from other Organisations may contain document links that point to their own document repository. In order to view these documents, the 'Attach. URL' setting in each Organisation's information record must be correctly configured. Normally the user does not need to configure these

settings because Organisation records are automatically created from the NSG Import import process and EToN OD transactions. Please refer to the **Organisation Additional tab**.

Adding and viewing linked documents

The Document Links window is available at the top of the Street Works Notice form. This form allows the user to attach document links to a Notice, transmit them for storage on the FTP server, and view existing links associated with the Notice. Please refer to the **Links button** on page 71 for more information.

New Planned & New Immediate Street Works Wizards

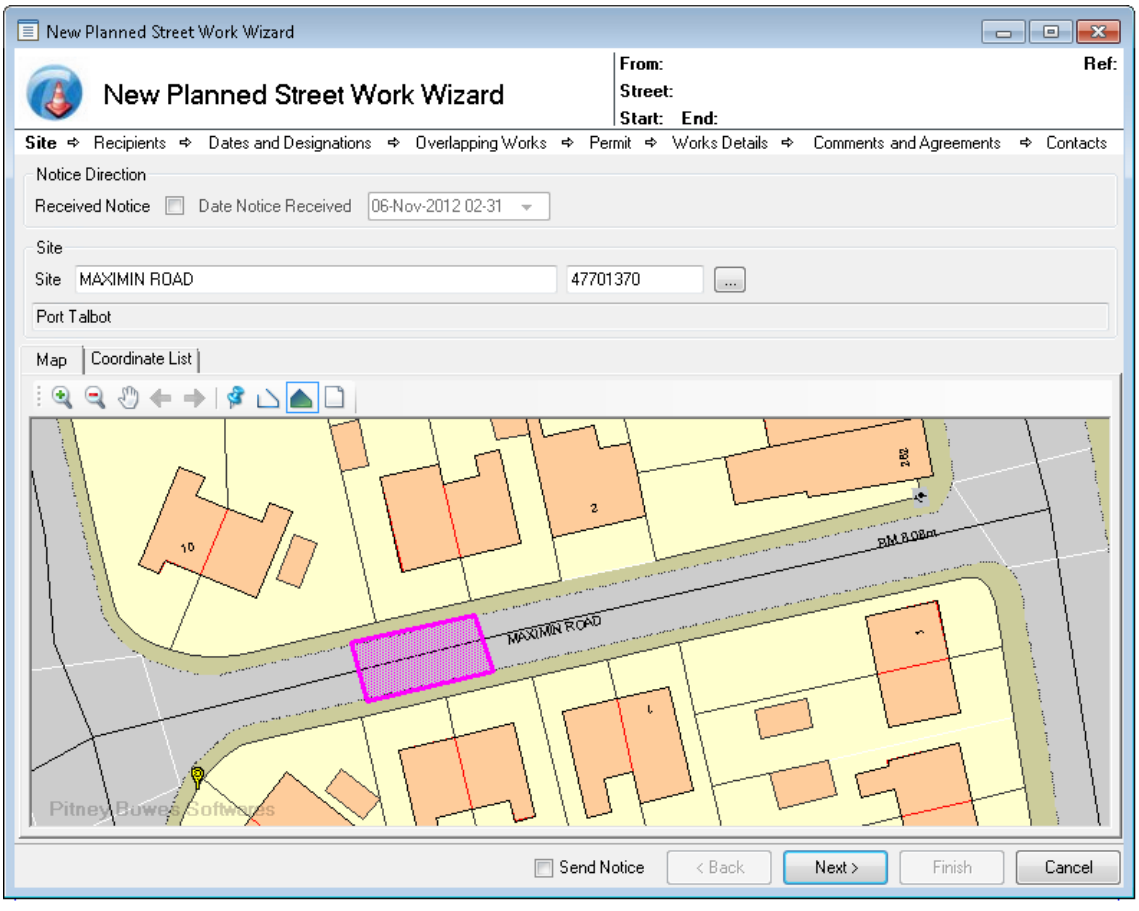
There are two Wizards available to create Street Works. New Planned Street Works and New Immediate Street Works both are available from the Confirm Explorer or the New button on the Street Works screen. Both Wizards are very similar, with just minor differences if the New Immediate Street Works Wizard is selected. These differences are highlighted below when they occur.

Summary information related to the Works being created is displayed at the top of the Wizards as the User progresses through the steps.

The Wizards have seven steps which are shown in a row at the top. The current step is highlighted in bold.

Step 1 - Site

The first step defines where the Works have come from and the Site that they are connected with.



Notice Direction: Check the 'Received Notice' flag if the Notice has been received and is currently being entered manually. Once checked, the 'Date Notice Received' will be active and defaulted to the current date. Set this field to the date that the Notice actually arrived. This cannot be set in the future.

The 'Send Notice' option will be replaced by the date entered here on all subsequent steps of the Wizard.

Site: Enter, or select from the pick list, the Street for these Works. The pick list references the Street Gazetteer. If a Site is selected then the Map will zoom to that Site (if it exists on the map).

If the entered Site is not applicable to Street Works then a warning will be shown. If there is a single cross-referenced Site that is applicable then this will be substituted in the Site field. If there is more than one cross-referenced Site then the Central Site Register Lookup will be shown with the alternatives listed. An appropriate Street Works allowable Site must be selected before the Wizard can continue.

Map: The Map will be available when Confirm Module 0425 is installed. It will show the Map based on the Workspace defined by the System Administrator. When a Site is entered, the Map will zoom to that Site.

The Map will automatically show the Site location. The User can draw a representation of the Works as a point, set of line segments or a region.



In. Select this then click on the Map for a closer view of the selected area.



Out. Select this then click on the Map for a wider view of the selected area.



Select this then click and drag on the Map to see the surrounding areas.

If the User pans the Map away from the Site, then a 'Goto Site' button will appear that will return the Map to the Site location immediately.

If the User pans away from a draw Works then the 'Goto Works' button will appear that will return the Map to the Works location immediately.



Returns the Map pan and zoom state to the last view. Confirm will hold a list of 10 previous Map states.



ward. Move to the forward in the list of Map states. If the User clicks Back, then Forward, the Map will return to the starting view.



A Works represented by a single coordinate. Select this and click on the Map to define a Point Works.



A Works represented by a chain of coordinates. Select this then click multiple times on the Map to define a set of connected lines. When the desired shape has been entered, double click to finalise.



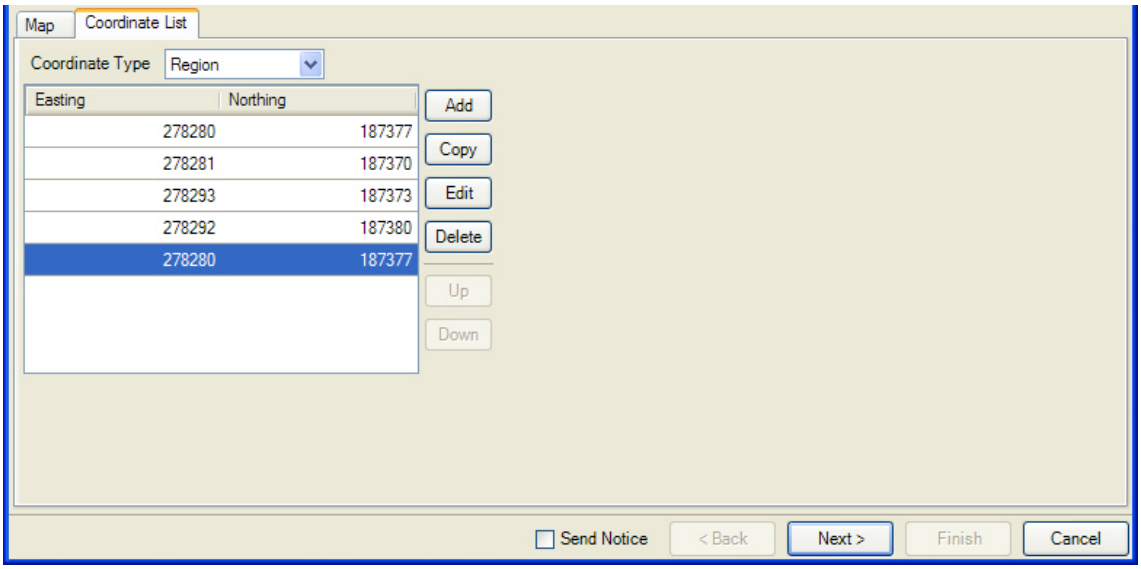
gion. A Works represented by an enclosed area. Select this then click multiple

times on the Map to define a region representing the Works. When the desired shape has been entered, double click to finalise.



If the wrong shape has been entered on the Map, click this to clear it.

If the User draws a different shape when one already exists, then the original shape will be cleared when the new one is finalised. When the User is satisfied with their Works representation they can click Next.



Coordinates:

The Coordinate tab can be used to view and edit Works coordinates manually. If Mapping Module 0425 is not installed then Confirm will show only the Co-ordinate List view shown above.

Coordinates for the Works must be supplied before the Wizard will allow progress to Step 2. These can be supplied in two ways:

If a 'Map' button is visible then click to open a separate Map window and re-gister the location of the Works. The 'Map' button will only be shown if mapping Module 0425 is not installed and another Map Viewer module is available.

Select the 'Add' or 'Edit' button and manually provide an Easting and Northing.

When the Map has been used to record the location of the Works, the 'Co-ordinate Type' field will be set (based on the shape recorded) and each point recorded will be listed in the grid.

If the coordinates are being manually added, the 'Coordinate Type' must be set to:

'Point' - Only one set of coordinates will be required before the Wizard can progress.

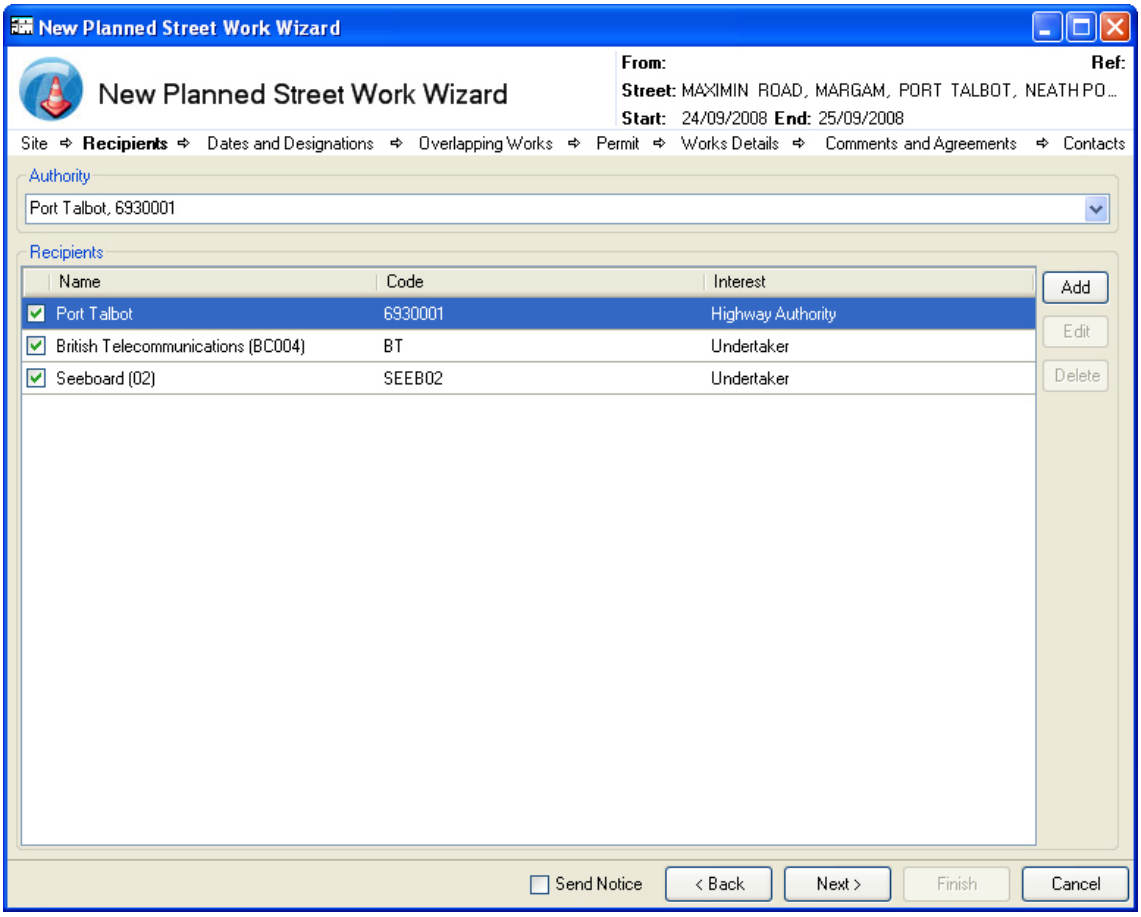
'Line' - A minimum of two coordinates must be supplied before the Wizard can progress.

'Region' - A minimum of three coordinates must be supplied before the Wizard can progress. The Start (First) and End (Last) point must match.

The coordinates can be manually edited with the available buttons, or by re-turning to the Map and relocating the Works.

Step 2 - Recipients

The second step defines who the Notice will be sent to.



Authority: The Highways Authority Interest for the Site selected in the previous step will be displayed in this field. If the selected Site does not have a Highways Authority Interest, or if there is more than one Highways Authority Interest, then this field will be blank by default. Record Start Date and Record End Date must overlap with the date Notice is created for an Interest with Interest Type as 'Highway Authority' to be added to the Works. If the selected Site does not have any Interests then this field will default to the Naming Authority of the Site.

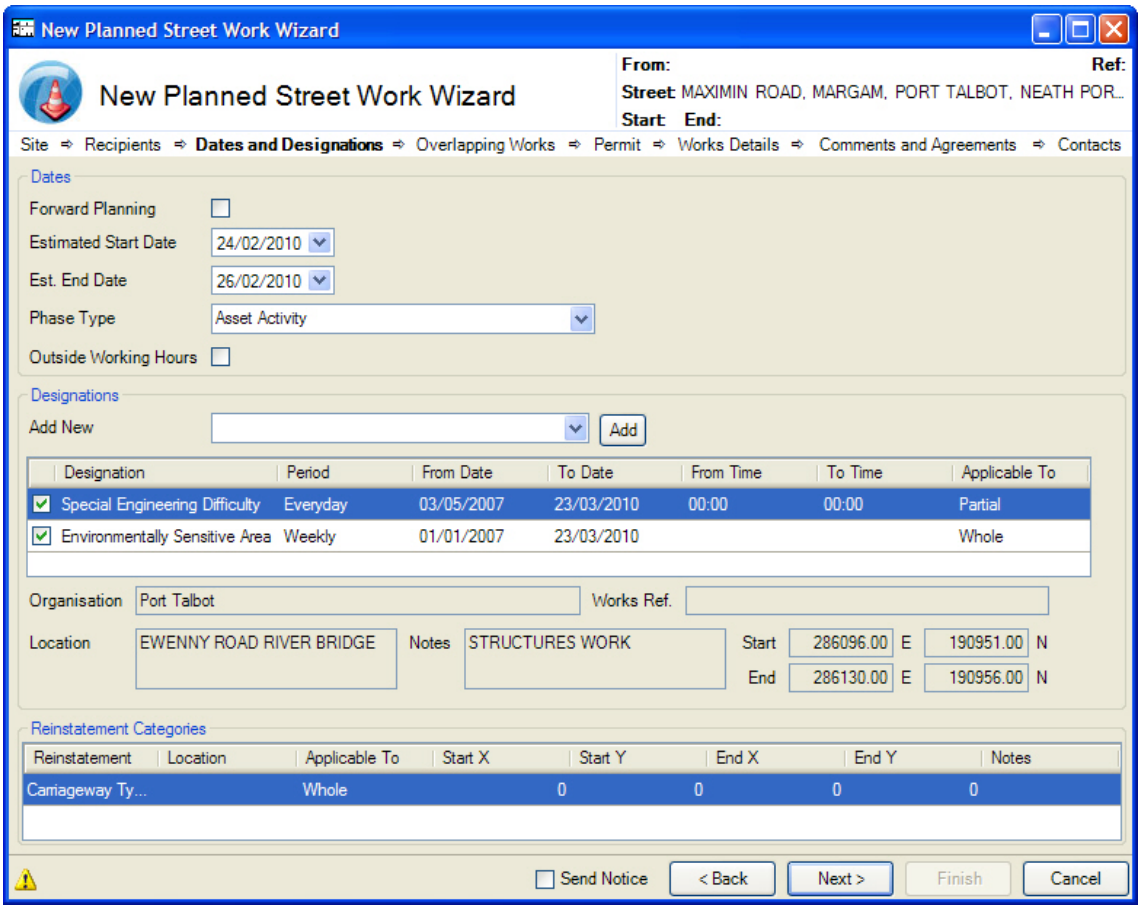
If no Recipient is specified in this field then it is not possible to save the Initial Notice with the Send Flag ticked.

Recipients: The Live Interests recorded against the selected Street will be displayed here as the Recipients of the Notice. The Interest's Record Start Date and Record End Date must overlap with the date the Notice was created or received for an Interest to be added to the Works. If the Notice being entered needs to go to additional Recipients, these can be added. Additional Recipients that have been added to the Wizard can be removed.

The Interests on the Site cannot be removed from the Recipient list, however a different 'Primary Recipient' can be selected by changing the 'Authority' drop-down shown above. Only one Recipient can be selected as the 'Primary Recipient' and this Organisation must be configured for EToN 4 or above. The pick list references the **Organisation lookup**.

Step 3 - Dates & Designations

The third step defines when the Works are to take place and provides further information about any restrictions which may be in place.



Forward Planning: Check this to indicate that the Notice being created is for planning purposes. This option is available if this is either the first Notice for a Planned Works, or only Forward Planning Information Notices have been sent.

This checkbox is inactive for the New Immediate Street Works Wizard.

When checked, the Permits Step is inactive.

Estimated Start Date / Actual Start Date: If this is a New Planned Works then enter the Estimated Start Date for these Works or use the date picker. If this is a New Immediate Works then this box will be labelled Actual Start Date.

Note: The date entered will be validated when the Wizard is progressed.

Est End Date: Enter the Estimated End Date for these Works or use the date picker. The End Date may not be before the Estimated Start Date / Actual Start Date.

Note: The date entered will be validated when the Wizard is progressed.

Phase Type: Select from the drop down list the Phase that these Works are in 'Asset Activity', 'Interim To Permanent', 'Remedial' or 'Core Sampling'. Works can include multiple phases of the same type.

If 'Forward Planning' is ticked this field will be set to 'Asset Activity' and cannot be changed.

'Core Sampling' is only available if the Works is EToN 5 or above.

Outside Working Hours:	Check this to indicate that these Works are taking place outside of Working Hours. Leave unchecked if the Works are within normal hours.

Existing Designations for the selected Street and during the selected dates will be displayed. To display all of the specific Designation information from the Street Gazetteer highlight the relevant record in the Designation list. Only those Designations which are applicable are automatically ticked. This can be overridden by ticking all those relevant to the Works being entered. Mandatory Designations must be ticked in order to progress through the Wizard. Mandatory Designations are ones with the following:

- Applicable to - Whole Street.
- Period - Everyday.
- Effect From and To - Blank to imply the Designation applies at all times, or the specified dates must overlap with the Work's dates.

Note: Record Start Date and Record End Date - The specified dates must overlap with the Works Date for any Designation to be applicable to a Street.

Optional Designations will produce warnings if they are unticked but will allow the Notice to be created.

If 'Forward Planning' is ticked, the Designations section will be greyed out.

Note: The Designations with Dft Reference as 5,7,15 and 23-30 for the selected Street will not be displayed on the Street Works Wizards as they are no longer valid as per EToN 6 Specifications.

Add New:

Select an additional Designation to add to this Works and click the 'Add' button. The drop down list references the **Designation lookup**.

Note: This will not add the additional Designation to the Street Gazetteer, it is simply added for this Works. If it is to be added permanently it will need to be added via the Street Register | Other button | Interests.

Step 4 - Overlapping Works

If there are existing Works, Events or Diversions in the database which overlap by Street and date (plus the 'Works Tolerance' setting either side of the Works Dates as set in the Street Works System Settings), these will be displayed here. This allows the User to decide if the Works are in fact a duplicate, or if the proposed dates should be altered before finishing the Wizard. All Streets on every Site of the Works, Event or Diversion are compared to see if they overlap, not just the Street of the Primary Site.

The User can double-click on the individual Works, Event or Diversion to view the details.

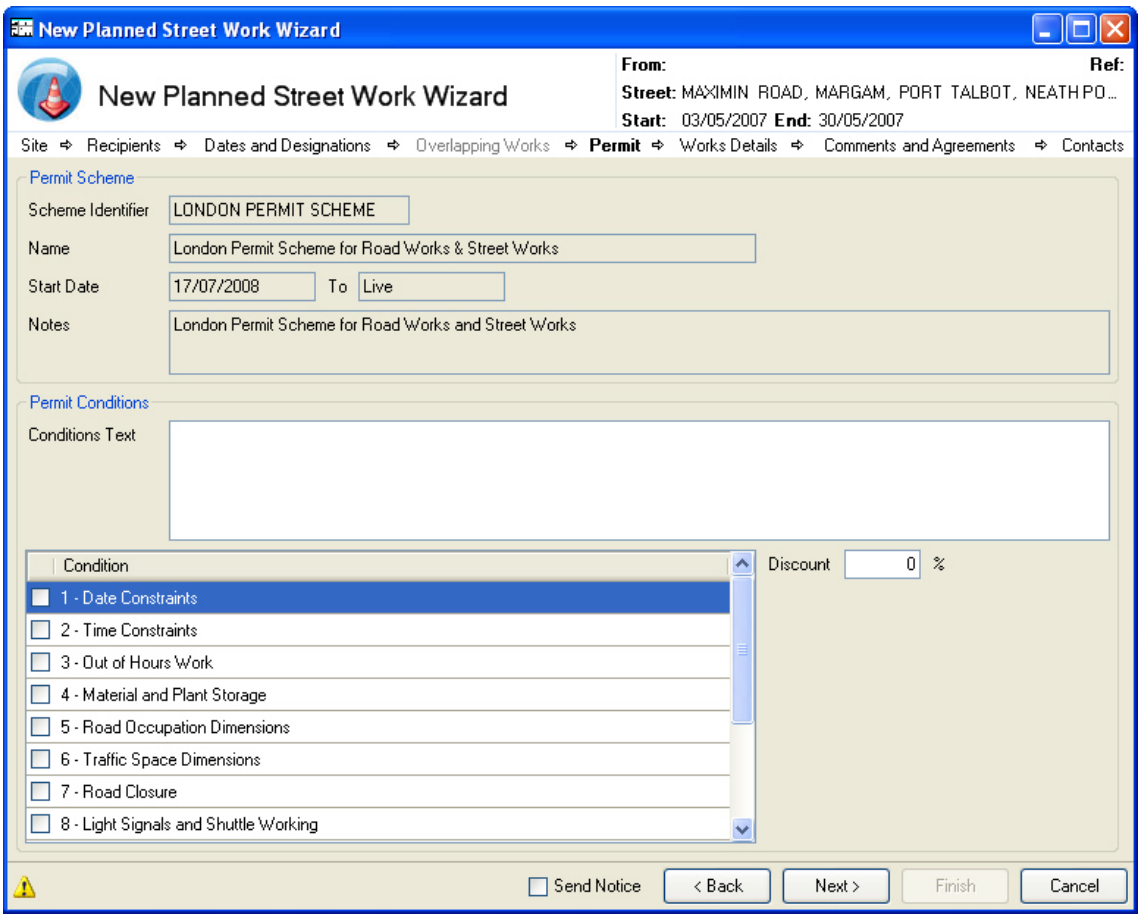
If there are no Overlapping Works then this step will be skipped and the Wizard will progress onto the fifth step.

Note: Overlapping Works can always be checked from the Notice screen by clicking the 'Info' button.

Step 5 - Permit

This is a conditional step if Confirm detects that a Permit Scheme is in force for the selected Street. This step only becomes available if:

- The selected Street's Highway Authority Interest is EToN Version 5 or above, as specified in the **Organisation lookup**.
- The selected Street's Highway Authority Interest has a Permit Scheme specified in the **Organisation lookup**.
- The dates of the Works are within the Live Dates of the **Permit Scheme**.
- The Implementation Date for EToN 5, as specified in the **Street Works System Settings**, is set to a date in the past.



Permit Scheme

These fields display details about the Permit Scheme which was detected on the Street, none of the fields can be edited on this step.

Scheme Identifier:	Displays the Identifier from the **Permit Scheme lookup**.
Name:	Displays the Permit Scheme's Name field.
Start Date / To:	Displays the Permit Scheme's Dates that the Permit Scheme is in force.
Notes:	Displays the Notes entered against the Permit Scheme in the Permit Scheme Lookup.

Permit Conditions

Conditions Text:	This field must be completed if one or more Conditions are ticked. Supply any information about the Conditions that will be applied to the new Works.
Condition:	Displays all the related Permit Condition Types against the Permit Scheme. All are unticked by default. The Condition Types that apply to the new Works should be ticked before clicking 'Next'. At least one Condition must be ticked if there is anything in the Condition Text field.

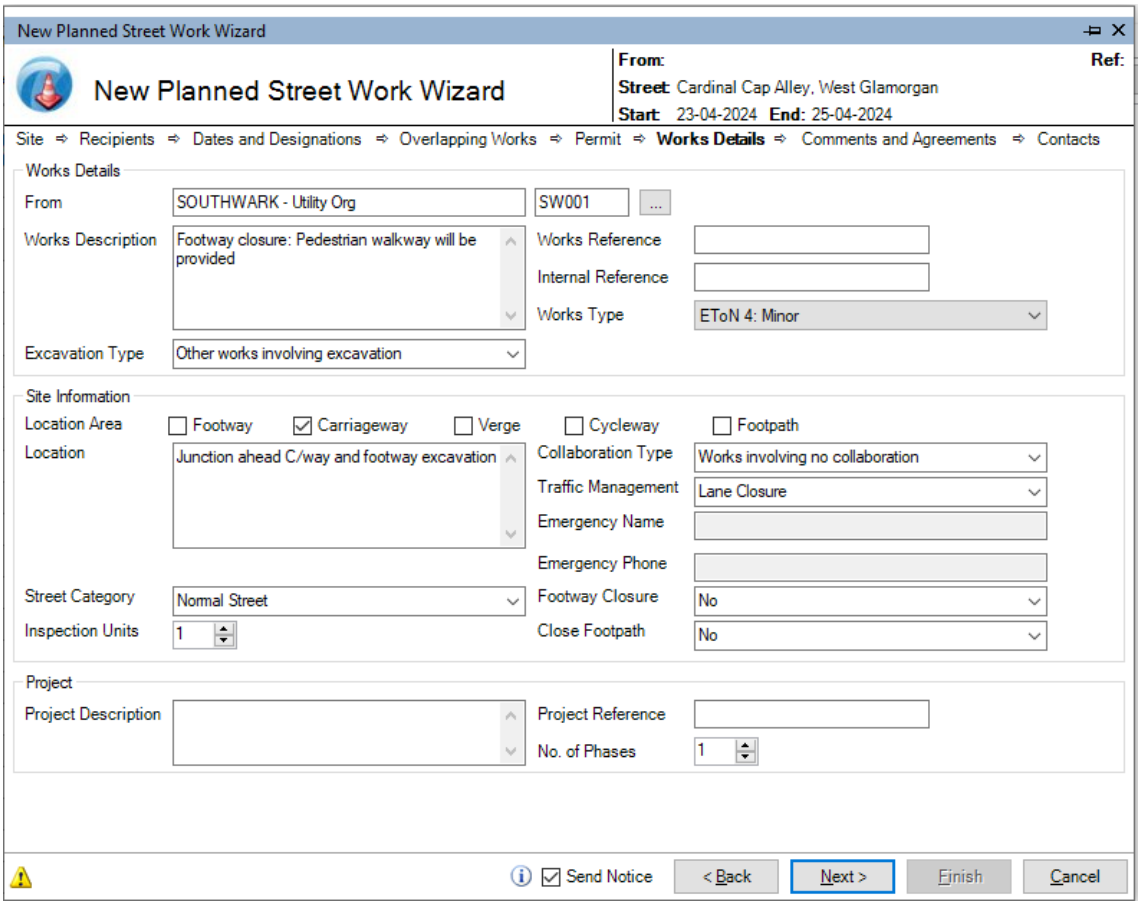
Discount:	Optional percentage field. Enter a discount percentage for working collaboratively or for applying for multiple Permit Applications.
Notes:	Displays the Notes entered against the Permit Scheme in the Permit Scheme Lookup.

The supplied Conditions and Discount values can be altered when performing certain Actions on Permits, these are detailed below:

Current State	New Action	Result
PAA	PAA	Conditions and Condition Text remain, Discount is removed (as the process is being started again).
PAA	Permit Application	Conditions and Condition Text remain, Discount is removed.
Permit Application	Alter the Site on the Wizard to one with another Permit Scheme	Conditions, Condition Text and Discount remain.
Permit Application	Alter the Site on the Wizard to one with no Permit Scheme	Conditions, Condition Text and Discount are removed.
Any Permit	Copy as New Planned	Keeps Conditions Types and Text, clears Discount.

Step 6 - Works Details

The Works Details step defines further essential information about the Works.



From: Enter or select from the pick list the Organisations that is sending this Notice. By default, this will be populated by the Organisation entered against the current User's Action Officer. The selected Organisation must be configured to transmit data using EToN 4 and above.

If the Organisation is not an 'initiator' then the Notice is being entered in Register mode and less strict validation will apply as if a paper Notice was being manually entered.

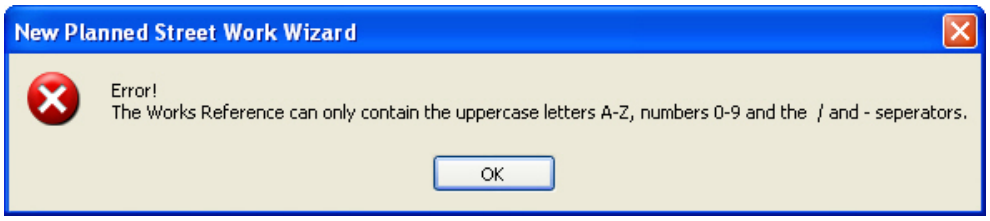
Works Description: Enter a description for the Works being entered.

Excavation Type: Select the Excavation Type for the Works being entered. Excavation Type is a mandatory field. It is used to indicate whether or not the Works will involve breaking up the Street and, where applicable, the reason for the exemption of Section 74 charges. The options available depend on the EToN Version of the Works.

DfT Ref.	EToN Version	Excavation Type Name	When to use
1	4, 5	Works with excavation (single promoter)	Used for normal chargeable works in publicly maintainable Streets
2	4, 5	Works with excavation (primary promoter)	
3	4, 5	Works in footpath or bridleway	Used for any Works (which may involve breaking up the Street) in Streets that are exempt from the Section 74 regulations.
4	4, 5	Works within pedestrian planning order	

DfT Ref.	EToN Version	Excavation Type Name	When to use
5	4, 5	Works within traffic order	
6	4, 5	Laying apparatus only	Used for Works that are exempt from the Section 74 regulations.
7	4, 5	Works for road purposes	
8	4, 5, 6	Replacing poles, lamps, columns or signs	
9	4, 5, 6	Pole testing	
10	4, 5, 6	Replacing manhole or chamber covers	
11	4, 5	Works requiring opening not breaking up	
12	4, 5, 6	Works not involving excavation	
13	6	Culvert/Ditch/Tunnel Work No Excavation	
14	6	Open Cut/Machine Cut	Used for normal excavation Works.
15	6	Road Breaker	
16	6	Minimum Dig/Thrust Boring	
17	6	Slab Working	
18	6	Other works involving excavation	

Works Reference: Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators. If invalid characters are entered, this message will occur when the 'Next' button is clicked.



Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current User's Work Group.

Internal Reference: Optionally supply an Internal Reference for the Works being entered.

Works Type: The Works Type will be calculated from the duration supplied in step 3. The Works can be increased in severity but cannot be reduced e.g. A 3 day Works will default to Minor, but can be overridden to either Standard or Major, by picking from the drop down list.

If 'Forward Planning' was checked in step 3, then Minor, Standard and Major are available for EToN 6 and above Works. If the Works is EToN 4-5 then only Major will be available.

If the New Immediate Street Works Wizard was run, the Works Types available will be those which have the 'Immediate - Urgent' or 'Immediate - Emergency' DfT Reference.

Works Type is a mandatory field.

This drop down references the **Street Work Type lookup**.

Location Area: Displays all the Location Area Type as checkboxes i.e., Footway, Carriageway, Verge, Cycleway, Footpath. All are unticked by default.

Note: Location Area is a mandatory field for Street Manager Permits.

For ConfirmWorkzone, if no checkbox is selected and permit is created then Carriageway is ticked by default on Work details page of Permit in Confirm and if checkbox is selected and permit is created then selected options are ticked on Work details page of Permit in Confirm.

For Unattributable Works, Defective Apparatus and Connect - Carriageway is ticked by default.

For EToN works, no Location Area checkbox is ticked by default.

For Forward Planning Information Notice, no Location Area checkbox is ticked by default, and are disabled.

Location: Supply a textual location for the Works being entered.

Note: For TTRO Applications, add text {ttro} or [TTRO] or (TtRo) in Location textbox.

Street Category: Enabled only for EToN 6 and above Works. This is used to indicate why Works on the Street are exempt from S74 charges.

A default Street Category is set from the Street Works Notice Default System Settings.

Collaboration Type: Enabled only for EToN 6 and above Works. This is used to indicate whether or not collaborative trench sharing will occur for this Works.

A default Collaboration Type is set from the Street Works Notice Default System Settings.

Note: If the Works has an Excavation Type of 'Works Involving No Excavation' then Collaboration Type must be 'Trench Sharing (Secondary Promoter)'.

A message will occur if the Collaboration Type is 'Trench Sharing (Primary Promoter)' and Excavation Type is not one of the following options:

DfT Ref.	Excavation Type
14	Open Cut/Machine Cut
15	Road Breaker
16	Minimum Dig/Thrust Boring
17	Slab Working
18	Other works involving excavation

Traffic Management: Select from the drop down list the type of Traffic Management that is planned to be used for the Works being entered, and the impact on vehicular traffic. A default Traffic Management is set from the Street Works Notice Default System Settings. Traffic Management is a mandatory field.

Note: If the Traffic Management field is set 'Road Closure', Works Type will be set to Major works.

Note: If the Traffic Management field is set to 'Traffic Control (Multi-Way Signals)' or 'Traffic Control (Two-Way Signals)' then 'Emergency Name' and 'Emergency Phone' fields will be enabled and needs to be filled.

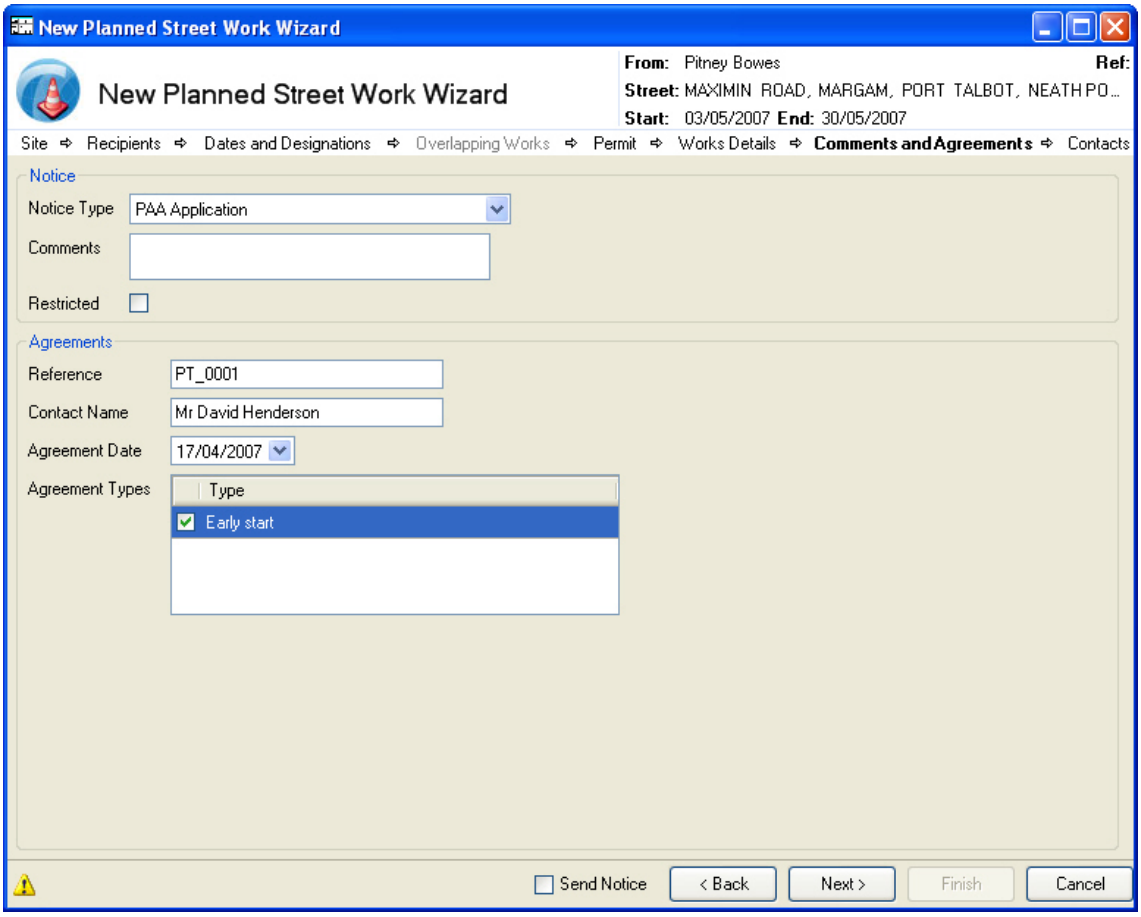
A warning message will be displayed if the Works Type is changed to any value other than Major and this Traffic Management field is set to 'Road Closure'. This will not occur for Immediate Works.

The drop down references the **Traffic Management lookup**.

Footway Closure:	Select an option as ' Yes, a pedestrian walkway will be provided or Yes, an alternative route will be provided' from dropdown to indicate that the Works being entered will affect pedestrians as Footways will be closed.
Close Footpath / Parking Restrictions (EToN):	For Street Works Permit, Close Footpath is available. For EToN Permit Parking Restrictions will be available.
Inspection Units:	Will default to '1' and may be amended. A value between 0-999 can be specified. If 'Forward Planning' is checked, this will be set to 1 and cannot be changed.
Project Description:	Street Works can be grouped by entering Project information. A Project can involve related Works in two or more different Streets. Where this is the case, all Initial Notices should contain the same Project Reference and Description. Supply a textual Description of the Project.
Project Reference:	Supply a Reference for the Project. This must be an alphanumeric string containing only A-Z, 0-9, '/', '-'. Spaces and any other symbols are not permitted. **Note:** When exported, this reference will be prefixed with the DfT Ref 2.
No. of Phases:	Enter the number of Phases that the Works will have. A value between 0-99 can be specified.

Step 7 - Comments & Agreements

The sixth step allows entry of any Comments or Agreements for the Works.



Notice Type:	A Notice Type will be entered based on the information entered so far. The drop down lists all applicable Notice Types configured in the **Notice Type lookup**.
Comments:	Optionally supply any Comments for this Notice.
Restricted:	Check this to indicate that the Notice is for Works which should be restricted e.g. the details are commercially sensitive. This field is not for indicating that the Works are on a Restricted Street.

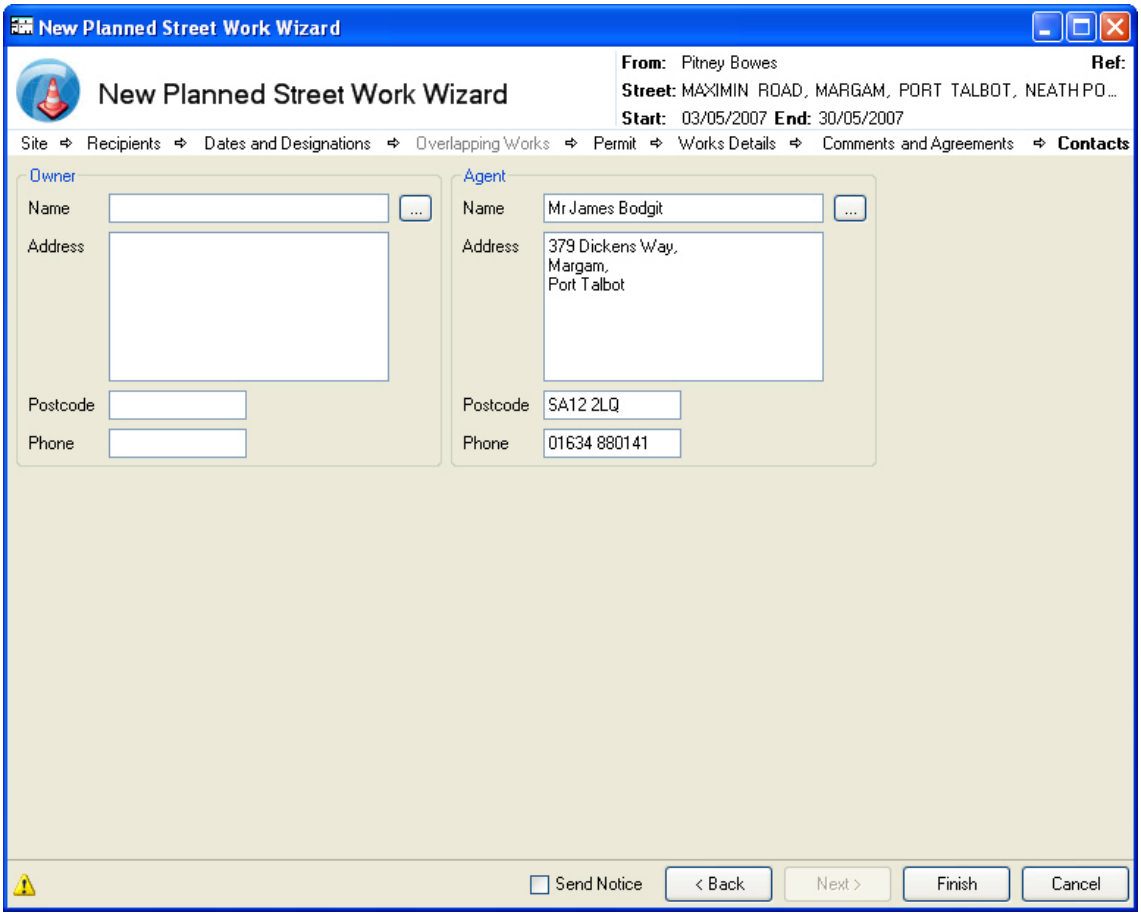
Where an Agreement is required for the Works, the Type will be displayed in the Agreement Types field. Warnings will have been issued to the User throughout the steps if the entered values will lead to the necessity for an Agreement. If no Agreement Type is displayed, and no warnings have been received throughout the Wizard steps, then this section may be ignored.

The Agreement details will all be hidden if 'Forward Planning' is checked in step 3.

Reference:	Supply a Reference number for the Agreement. This must be an alphanumeric string containing only A-Z, 0-9, '/', '-'. Spaces and any other symbols are not permitted.
Contact Name:	Supply the name of the person with whom the Agreement was made.
Agreement Date:	Enter or use the date picker to supply the date that the Agreement was made.
Agreement Types:	Any required Agreements will be listed. All those which have been agreed should be ticked. Leaving Agreements which Confirm has calculated to be required will cause warning messages to pop up to ensure that the User is sure that they wish to proceed as Fixed Penalty Notices could be generated.

Step 8 - Contacts

The final stage of the Wizard is to add the Owner and Agent for the Notice.



Owner:	This will be blank by default. Select from the pick list or manually enter new details if a different Owner is required. If this remains blank, Confirm will set the Owner to the details set against the From Organisation
Agent:	The Agent specified against the From Organisation will be entered by default. Select from the pick list or manually enter new details if a different Agent is required.

Recipient Details

The Recipient Details screen is opened by clicking the 'Add' or 'Edit' button from any of the Recipient stages of the Wizards.

Organisation:	Type in or use the pick button to select the required additional recipient. The pick list references the **Organisation lookup**.
Interest:	Enter the Interest that the selected Organisation has in the Works. The drop down list references the Interest lookup.

Edit Coordinates

Coordinates can be manually added or modified by clicking the 'Add' or 'Edit' button from any Wizard which contains a 'Coordinate' section.

Supply/edit the Easting (E) and Northing (N) values and click 'Ok'.

Note: The Wizard will validate that the coordinates entered and check that the Easting is within 80000 to 656100 and the Northing is within 5000 to 657700.

Send Notice

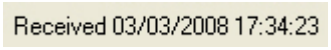


The 'Send Notice' checkbox appears on all Wizards where a Notice is being created. Check this to transmit the Notice from the database to the recipients. Uncheck this before clicking 'Finish' if the Notice is not to be sent immediately.

An information icon will be displayed next to the 'Send Notice' checkbox when there are details that the User should see about sending the Notice. If the User hovers their mouse pointer over the icon, a pop-up message will provide further details.



If a 'paper Notice' is entered into Confirm and a 'Date Notice Received' value is supplied, the 'Send Notice' option will be hidden and replaced with the Date supplied.



If a mistake has been made when the previous Wizard was run, untick the 'Send Notice' setting on the Street Works Notice screen. It will then be possible to select the same Wizard from the 'Actions' menu so it can be re-run and the details corrected.

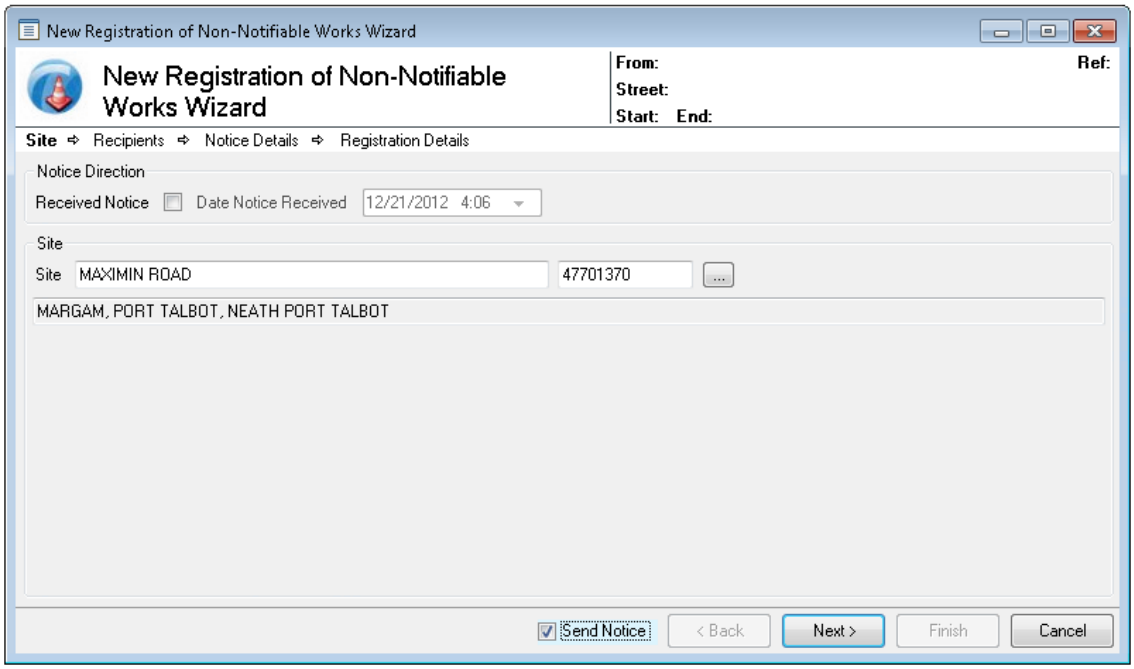
Note: This will not be possible if the Notice has already been sent by the EToN Agent. The 'Send Delay' setting on the Street Works Initiation System Settings can be used to set a number of minutes to delay the sending of Notices, setting this will allow Users some time to correct their mistake.

New Registration of Non-Notifiable Works

This Wizard is used to supply reinstatement details for Works where advanced notification is not required.

Step 1 - Site

The first step defines where the Works have come from and the Site that they are connected with.

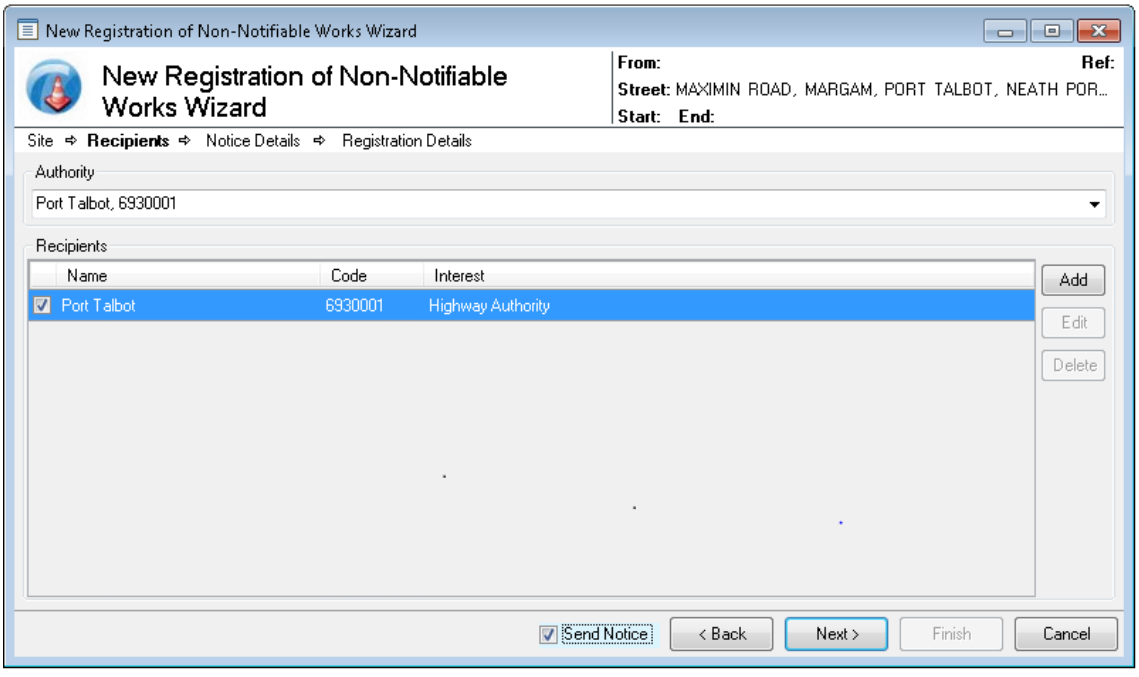


Notice Direction: Check the 'Received Notice' flag if the Notice has been received and is currently being entered manually. Once checked, the 'Date Notice Received' will be active. Set this field to the date that the Notice actually arrived. This cannot be set in the future. The 'Send Notice' option will be replaced by the date entered here on all subsequent steps of the Wizard.

Site: Enter, or select from the pick list, the Street for these Works. The pick list references the Street Gazetteer.

Step 2 - Recipients

The second step defines who the Notice will be sent to.

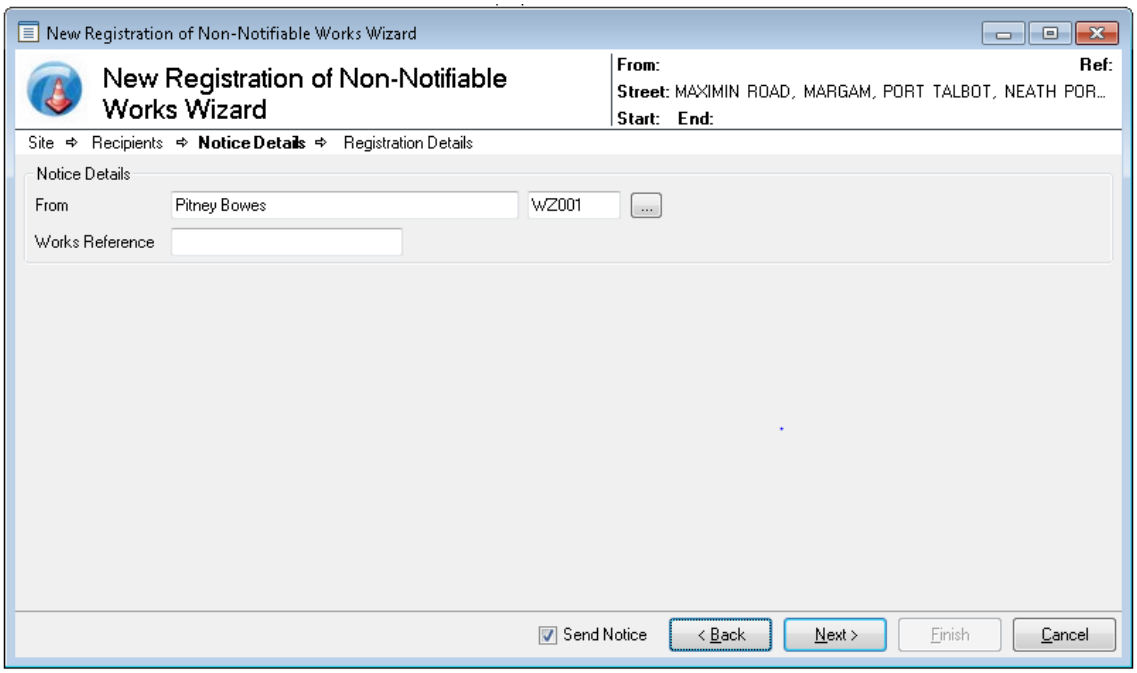


Authority: The Highways Authority Interest for the Street selected in the previous step will be displayed in this field.

Recipients: The Interests recorded against the selected Street will be displayed here. This type of Notice can only be sent to one Recipient. To select the Recipient (if different) select from the Authority drop down list. The Interest's Record Start Date and Record End Date must overlap with the date the Notice was created or received for an Interest to be added to the Works.

Step 3 - Notice Details

The third step defines who the Works are from and the Works Reference.



From: Enter or select from the pick list the Organisations that is sending this Notice. By default, this will be populated by the Organisation entered against the current User's Action Officer. The selected Organisation must be configured to transmit data using EToN 4 (or above).

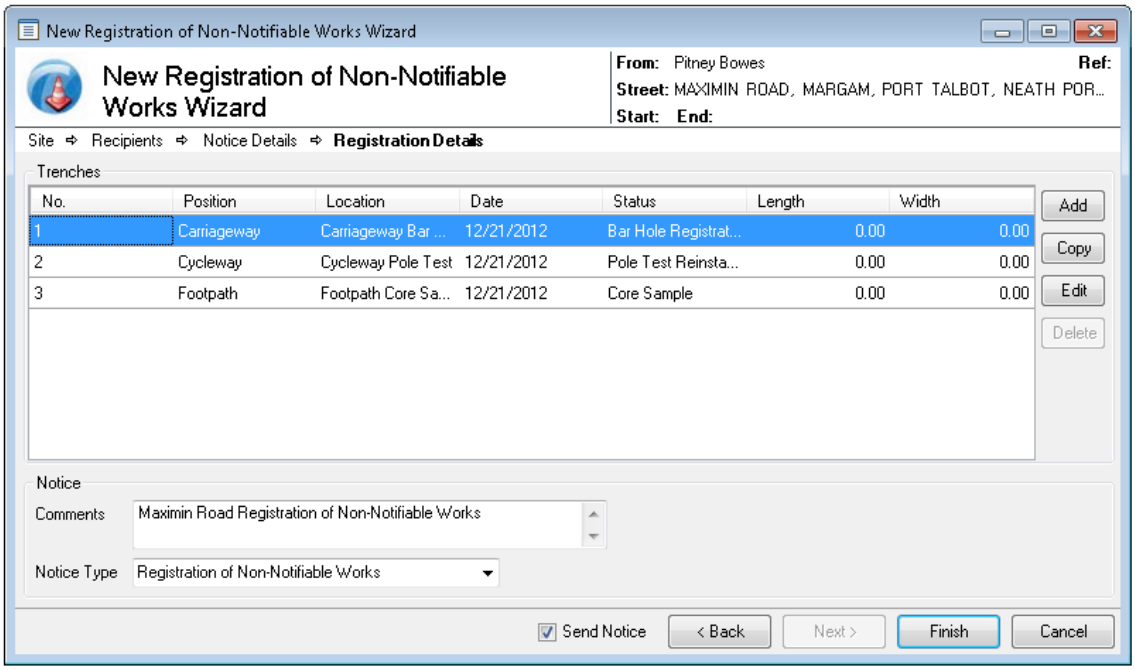
If the Organisation is not an 'initiator' then the Notice is being entered in Register mode and less strict validation will apply as if a paper Notice was being manually entered.

Works Reference: Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators.

Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current Users Work Group for the supplied 'From' Organisation.

Step 4 - Registration Details

There can be multiple Bar Hole, Pole Test or Coring sites on a single Notice (Street).



Trenches

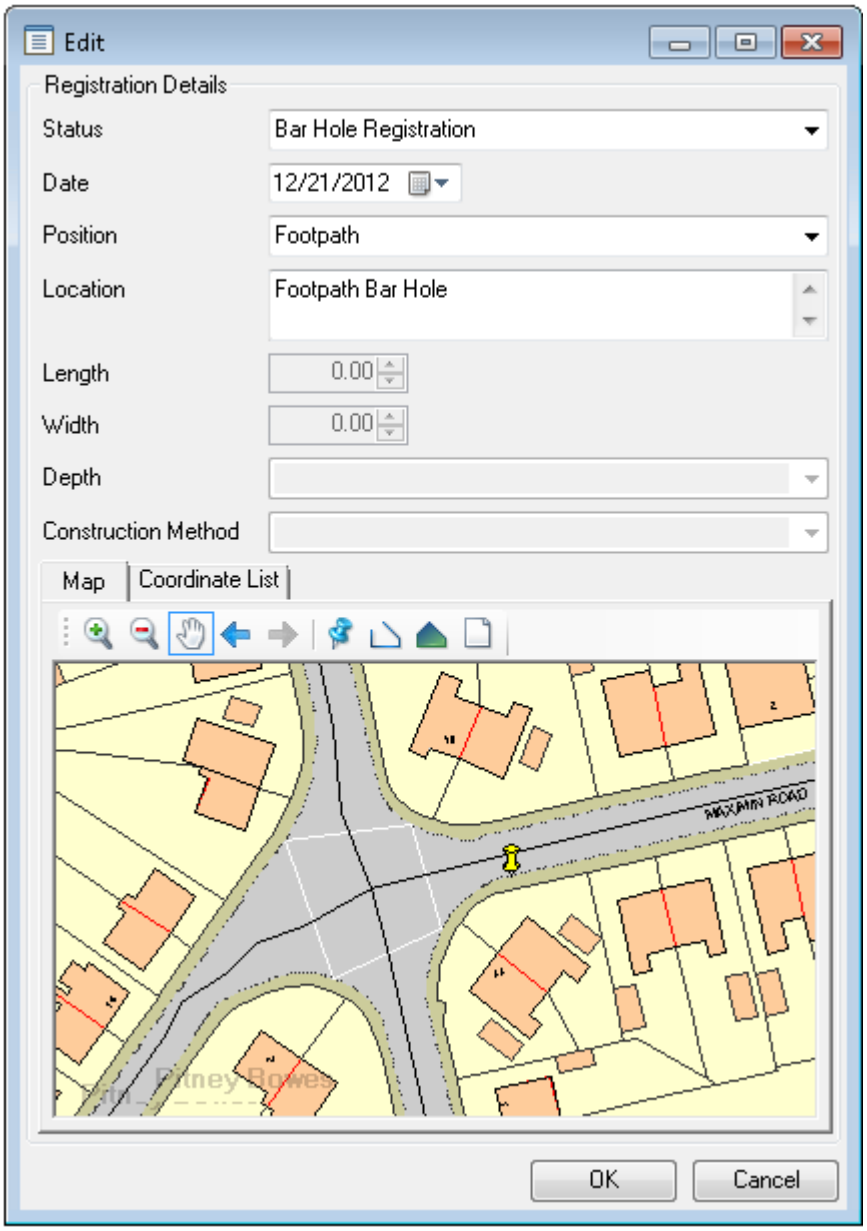
The first time this is opened, a default Trench will be displayed. This must be edited and completed before additional Trenches can be added or the Wizard 'Finished'.

Additional entries can be added by clicking the 'Add' button. Existing entries may be edited by clicking on the Edit button to display the Registration details screen.

Notice

Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the Organisation screen.
Comments:	Optional field for providing any Comments.
Notice Type:	Defaults to 'Registration of Non-Notifiable Works'.
Inspection Units:	Enter the number of Inspection Units for this Registration. This field is not displayed for EToN 6+ Works.

The Registration Details screen is opened from the 'Add' or 'Edit' button:



Status:	Select from the drop down list. The list references the **Site Status Lookup**.
Date:	Enter the date of this Registration.
Position:	Select from the drop down list. The list references the **Position Lookup**.
Location:	Free text field to detail the Location of the Reinstatement.
Length & Width:	These fields are not relevant to this Wizard and will be inactive.
Depth:	These fields are not relevant to this Wizard and will be inactive.
Construction Method:	These fields are not relevant to this Wizard and will be inactive.
Map:	The Map will be available when Confirm Module 0425 is active. It will show the selected Site. The user can draw a representation of a new Bar Hole/Pole Test as a point, set of line segments or a region.  Zoom In. Select this then click on the Map for a closer view of the selected area.



Zoom Out. Select this then click on the Map for a wider view of the selected area.



Pan. Select this then click and drag on the Map to see the surrounding areas.



Back. Returns the Map pan and zoom state to the last view. Confirm will hold a list of 10 previous Map states.



Forward. Move to the forward in the list of Map states. If the user clicks Back, then Forward, the Map will return to the starting view.



Point. A Bar Hole/Pole Test represented by a single coordinate. Select this and click on the Map to define a point.



Line. A Bar Hole/Pole Test represented by a chain of coordinates. Select this then click multiple times on the Map to define a set of connected lines. When the desired shape has been entered, double click to finalise.



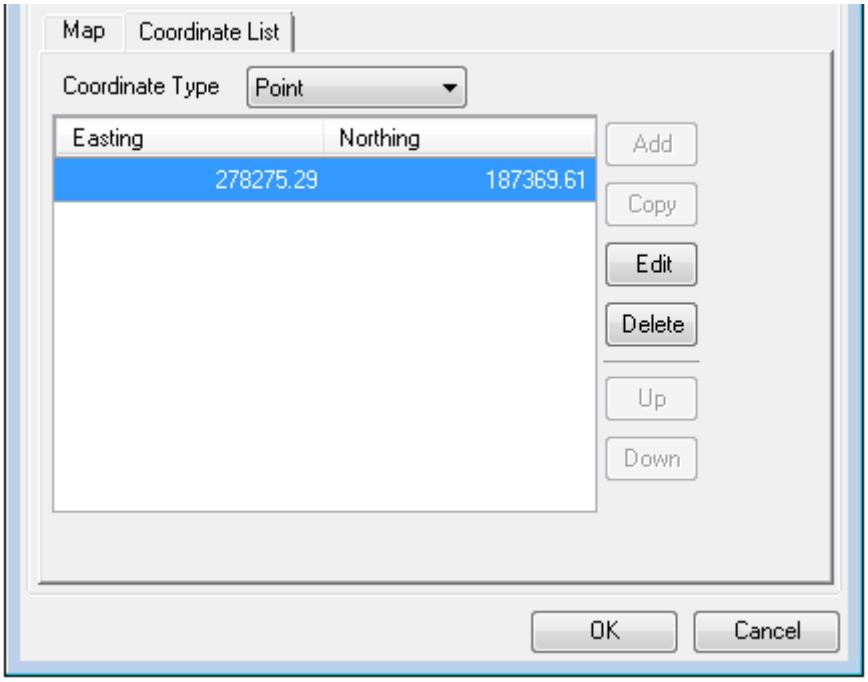
Region. A Bar Hole/Pole Test represented by an enclosed area. Select this then click multiple times on the Map to define a region representing the Trench. When the desired shape has been entered, double click to finalise.



Clear. If the wrong shape has been entered on the Map, click this to clear it.

If the user draws a different shape when one already exists, then the original shape will be cleared when the new one is finalised.

Coordinates: If the Mapping module 0425 is not active then the User will be presented with the Coordinate List:



In the same way as the Initial Notice Wizard, this area allows for coordinates to be registered, however this time it is for Bar Hole / Pole Tests. The coordinates can be entered in two ways:

1. If a 'Map' button is visible then click to open a separate Map window and register the location of the Bar Hole / Pole Test. This button is only available when certain Map viewers are installed.
2. Select the 'Add' or 'Edit' button and manually provide an Easting and Northing for the Trench

When the Map has been used to record the location, the 'Coordinate Type' field will be set (based on the shape recorded) and each point recorded will be listed in the grid.

If the coordinates are being manually added, the 'Coordinate Type' must be set to one of the following:

'Point' - Only one set of coordinates will be required.

'Line' - A minimum of two coordinates must be supplied.

'Region' - A minimum of four coordinates must be supplied. The Start (First) and End (Last) point must match.

The coordinates can be manually edited with the available buttons, or by returning to the Map and relocating the Works.

Click 'OK' to return to the Wizard and then click 'Finish' to create the Notice.

The following fields are defaulted on the resulting Notice once the Wizard has been completed:

Field	Value
Sequence Number	1.
Issued Date	The current Date and Time of the User.
Work Type	EToN 4: Minor. This label may change depending on the Street Works Type for a DfT Minor Works.
Description	Bar Hole/Pole Testing.

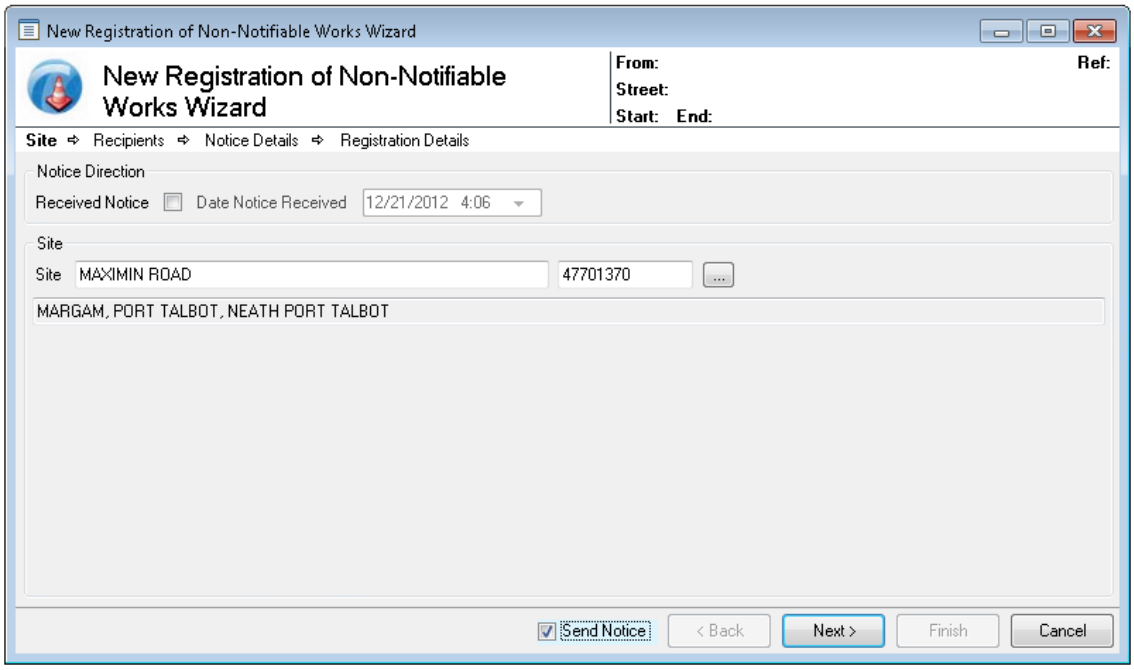
Field	Value
Excavation Type	Not Applicable.
Traffic Management	Not Applicable.
Works Status	Permanent Reinstatement - Bar Holes.
Start Date	The earliest date of all the Trench Dates.
End Date	The latest date of all the Trench Dates.
Actual End Date	The latest date of all the Trench Dates.
Owner / Agent	Defaults to the From Organisation Owner and Agent details.
Occupation Record Status	Closed.

New Registration of Non-Notifiable Works

This Wizard is used to supply reinstatement details for Works where advanced notification is not required.

Step 1 - Site

The first step defines where the Works have come from and the Site that they are connected with.

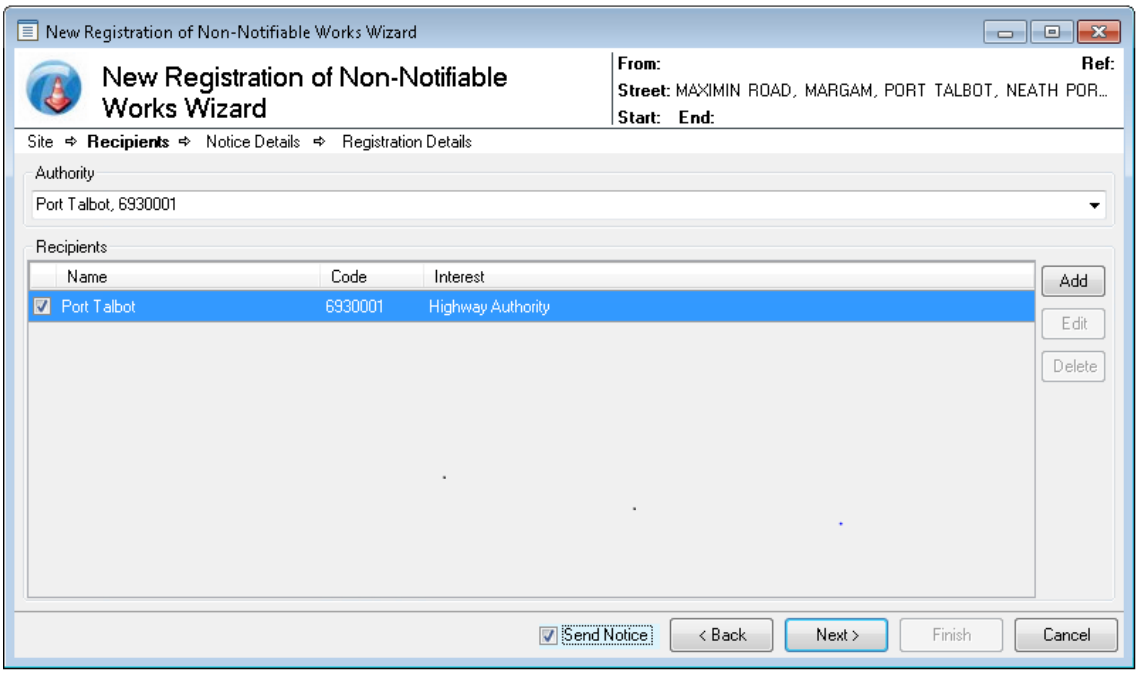


Notice Direction: Check the 'Received Notice' flag if the Notice has been received and is currently being entered manually. Once checked, the 'Date Notice Received' will be active. Set this field to the date that the Notice actually arrived. This cannot be set in the future. The 'Send Notice' option will be replaced by the date entered here on all subsequent steps of the Wizard.

Site: Enter, or select from the pick list, the Street for these Works. The pick list references the Street Gazetteer.

Step 2 - Recipients

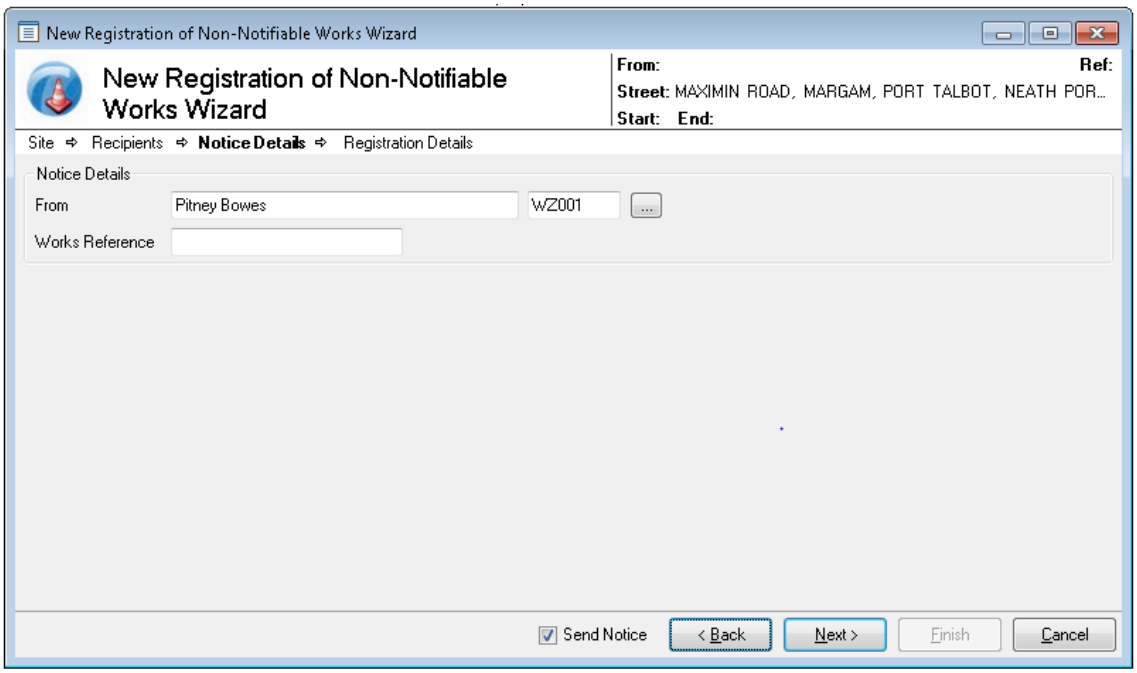
The second step defines who the Notice will be sent to.



Authority:	The Highways Authority Interest for the Street selected in the previous step will be displayed in this field.
Recipients:	The Interests recorded against the selected Street will be displayed here. This type of Notice can only be sent to one Recipient. To select the Recipient (if different) select from the Authority drop down list. The Interest's Record Start Date and Record End Date must overlap with the date the Notice was created or received for an Interest to be added to the Works.

Step 3 - Notice Details

The third step defines who the Works are from and the Works Reference.



From: Enter or select from the pick list the Organisations that is sending this Notice. By default, this will be populated by the Organisation entered against the current User's Action Officer. The selected Organisation must be configured to transmit data using EToN 4 (or above).

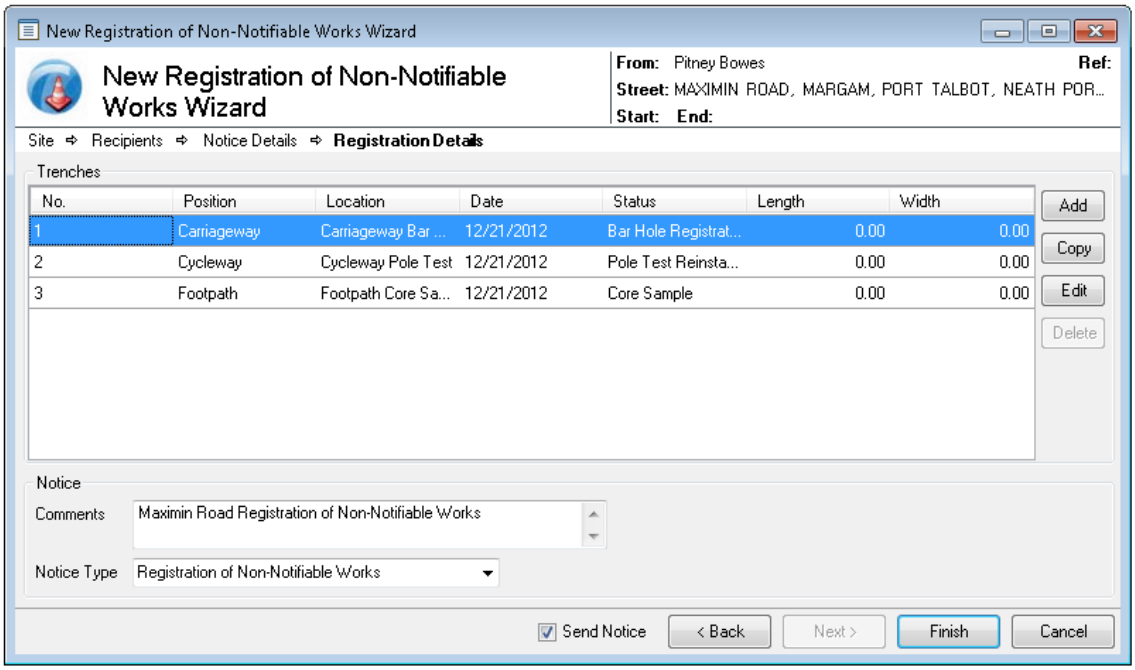
If the Organisation is not an 'initiator' then the Notice is being entered in Register mode and less strict validation will apply as if a paper Notice was being manually entered.

Works Reference: Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators.

Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current Users Work Group for the supplied 'From' Organisation.

Step 4 - Registration Details

There can be multiple Bar Hole, Pole Test or Coring sites on a single Notice (Street).



Trenches

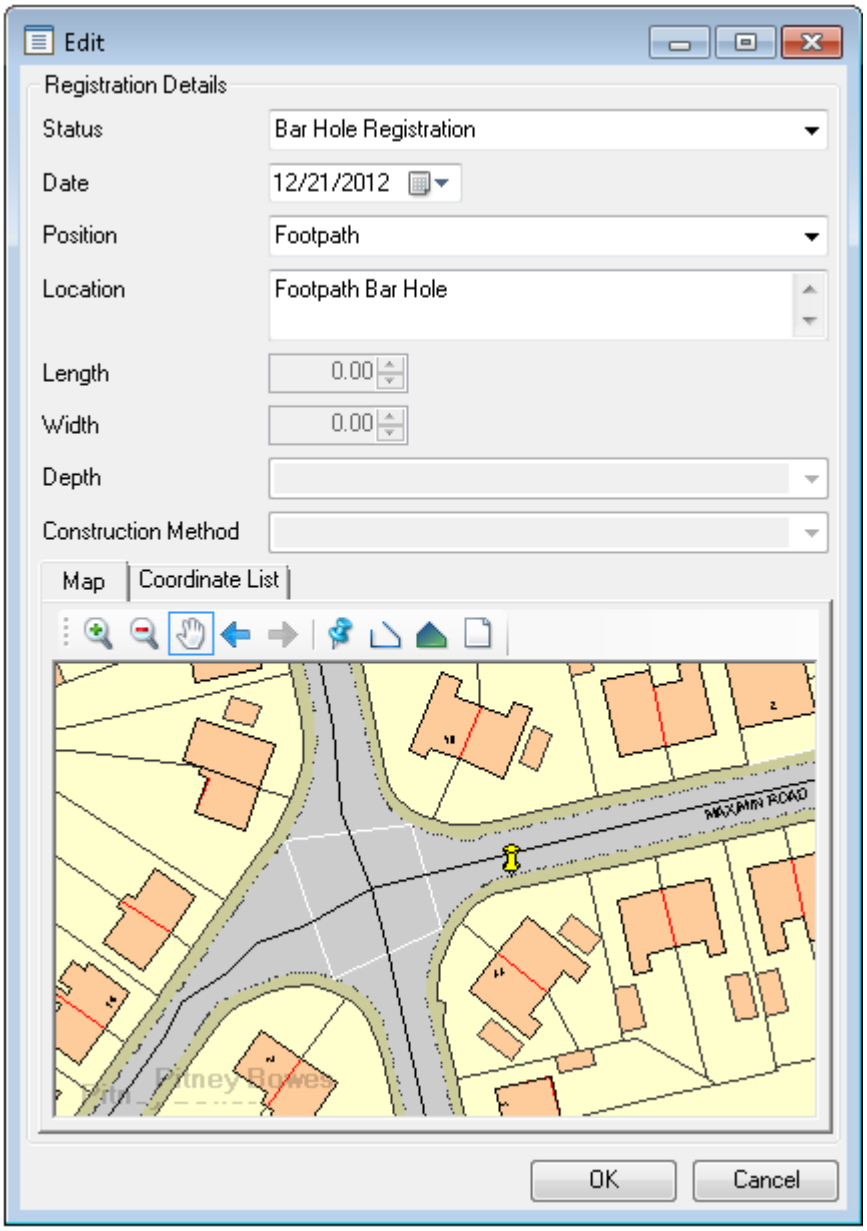
The first time this is opened, a default Trench will be displayed. This must be edited and completed before additional Trenches can be added or the Wizard 'Finished'.

Additional entries can be added by clicking the 'Add' button. Existing entries may be edited by clicking on the Edit button to display the Registration details screen.

Notice

Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the Organisation screen.
Comments:	Optional field for providing any Comments.
Notice Type:	Defaults to 'Registration of Non-Notifiable Works'.
Inspection Units:	Enter the number of Inspection Units for this Registration. This field is not displayed for EToN 6+ Works.

The Registration Details screen is opened from the 'Add' or 'Edit' button:



Status:	Select from the drop down list. The list references the **Site Status Lookup**.
Date:	Enter the date of this Registration.
Position:	Select from the drop down list. The list references the **Position Lookup**.
Location:	Free text field to detail the Location of the Reinstatement.
Length & Width:	These fields are not relevant to this Wizard and will be inactive.
Depth:	These fields are not relevant to this Wizard and will be inactive.
Construction Method:	These fields are not relevant to this Wizard and will be inactive.
Map:	The Map will be available when Confirm Module 0425 is active. It will show the selected Site. The user can draw a representation of a new Bar Hole/Pole Test as a point, set of line segments or a region.  Zoom In. Select this then click on the Map for a closer view of the selected area.



Zoom Out. Select this then click on the Map for a wider view of the selected area.



Pan. Select this then click and drag on the Map to see the surrounding areas.



Back. Returns the Map pan and zoom state to the last view. Confirm will hold a list of 10 previous Map states.



Forward. Move to the forward in the list of Map states. If the user clicks Back, then Forward, the Map will return to the starting view.



Point. A Bar Hole/Pole Test represented by a single coordinate. Select this and click on the Map to define a point.



Line. A Bar Hole/Pole Test represented by a chain of coordinates. Select this then click multiple times on the Map to define a set of connected lines. When the desired shape has been entered, double click to finalise.



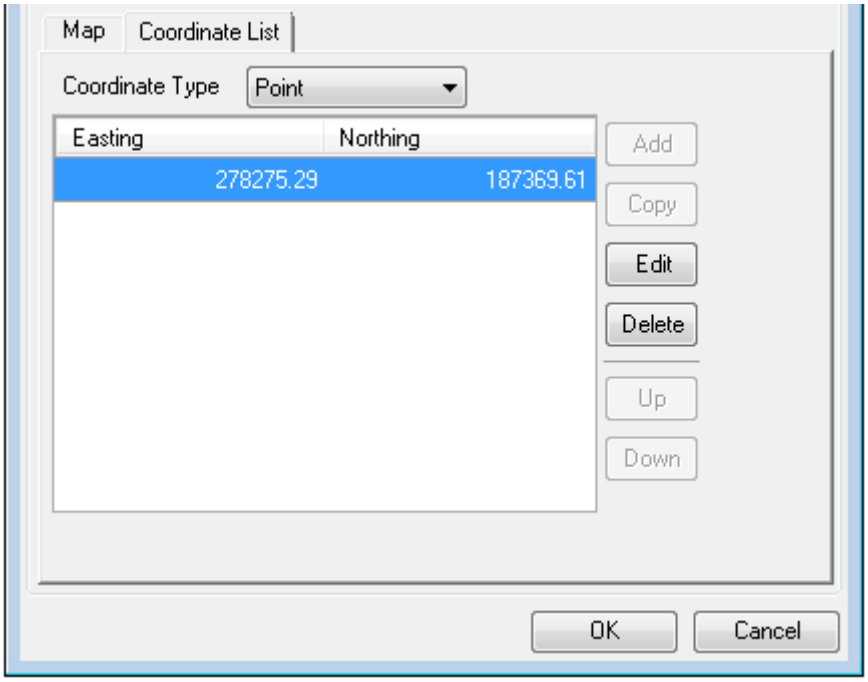
Region. A Bar Hole/Pole Test represented by an enclosed area. Select this then click multiple times on the Map to define a region representing the Trench. When the desired shape has been entered, double click to finalise.



Clear. If the wrong shape has been entered on the Map, click this to clear it.

If the user draws a different shape when one already exists, then the original shape will be cleared when the new one is finalised.

Coordinates: If the Mapping module 0425 is not active then the User will be presented with the Coordinate List:



In the same way as the Initial Notice Wizard, this area allows for coordinates to be registered, however this time it is for Bar Hole / Pole Tests. The coordinates can be entered in two ways:

1. If a 'Map' button is visible then click to open a separate Map window and register the location of the Bar Hole / Pole Test. This button is only available when certain Map viewers are installed.
2. Select the 'Add' or 'Edit' button and manually provide an Easting and Northing for the Trench

When the Map has been used to record the location, the 'Coordinate Type' field will be set (based on the shape recorded) and each point recorded will be listed in the grid.

If the coordinates are being manually added, the 'Coordinate Type' must be set to one of the following:

'Point' - Only one set of coordinates will be required.

'Line' - A minimum of two coordinates must be supplied.

'Region' - A minimum of four coordinates must be supplied. The Start (First) and End (Last) point must match.

The coordinates can be manually edited with the available buttons, or by returning to the Map and relocating the Works.

Click 'OK' to return to the Wizard and then click 'Finish' to create the Notice.

The following fields are defaulted on the resulting Notice once the Wizard has been completed:

Field	Value
Sequence Number	1.
Issued Date	The current Date and Time of the User.
Work Type	EToN 4: Minor. This label may change depending on the Street Works Type for a DfT Minor Works.
Description	Bar Hole/Pole Testing.

Field	Value
Excavation Type	Not Applicable.
Traffic Management	Not Applicable.
Works Status	Permanent Reinstatement - Bar Holes.
Start Date	The earliest date of all the Trench Dates.
End Date	The latest date of all the Trench Dates.
Actual End Date	The latest date of all the Trench Dates.
Owner / Agent	Defaults to the From Organisation Owner and Agent details.
Occupation Record Status	Closed.

New Unattributable Works & New Defective Apparatus

The New Unattributable Works and New Defective Apparatus Wizards are available from the Confirm Explorer and the New button on the Street Works screen.

These Wizards allow a Highway Authority to notify Promoters of Works or potential Works for which they do not currently have a Promoter Works Reference. The Authority can send these notifications to the suspected Promoter. The suspected Promoter can then either send a Non-Acceptance Notice back to the Authority if the Works / Apparatus is not their responsibility, or send an Acceptance Notice if the Works / Apparatus is their responsibility along with their own Works Reference.

Both Wizards have the same steps and fields. The following images show the New Unattributable Works Wizard.

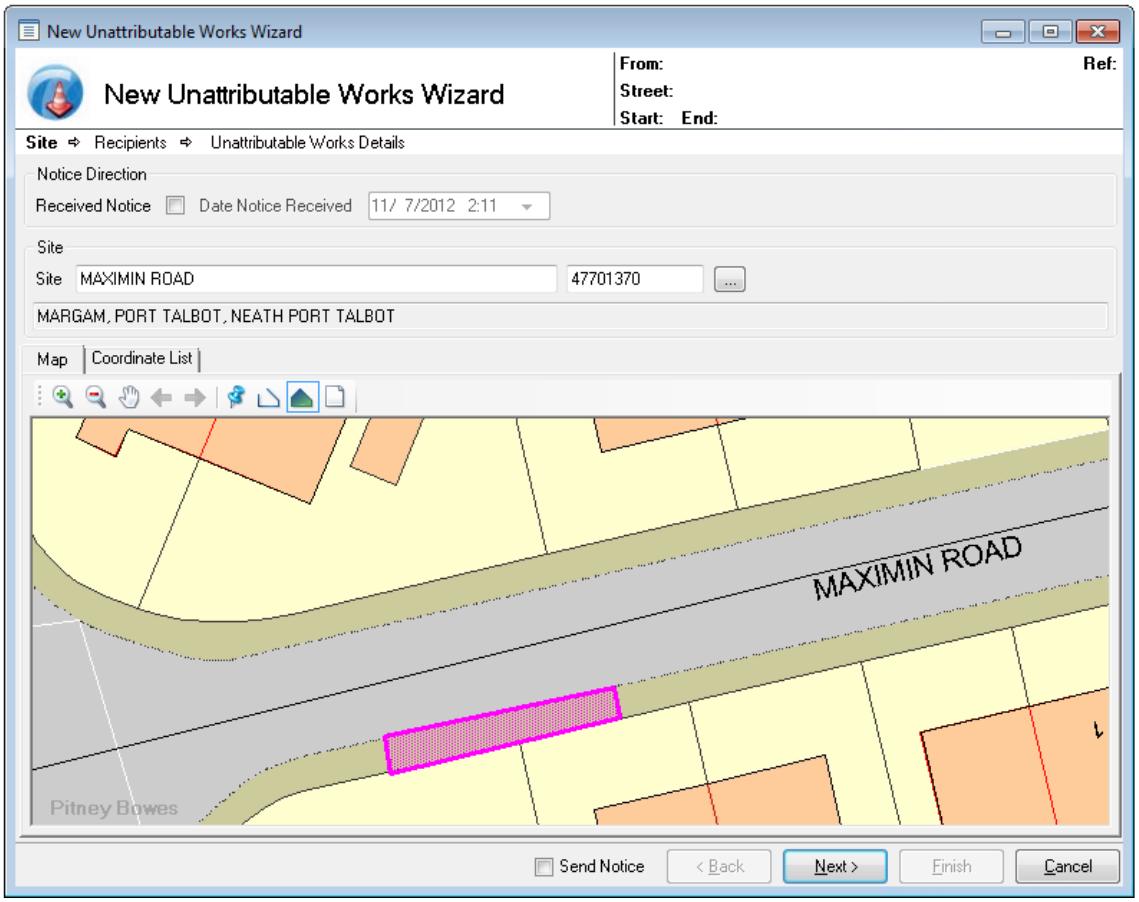
Note: Security for these Wizards is governed by the 'Find Street Works' option in the User Security screen.

Note: Unattributable Works will only be created if the EToN 5 Implementation Date is set to a date in the past.

Note: Defective Apparatus will only be created if the EToN 6 Implementation Date is set to a date in the past. These settings can be found in the **Street Works System Settings**.

Step 1 - Site

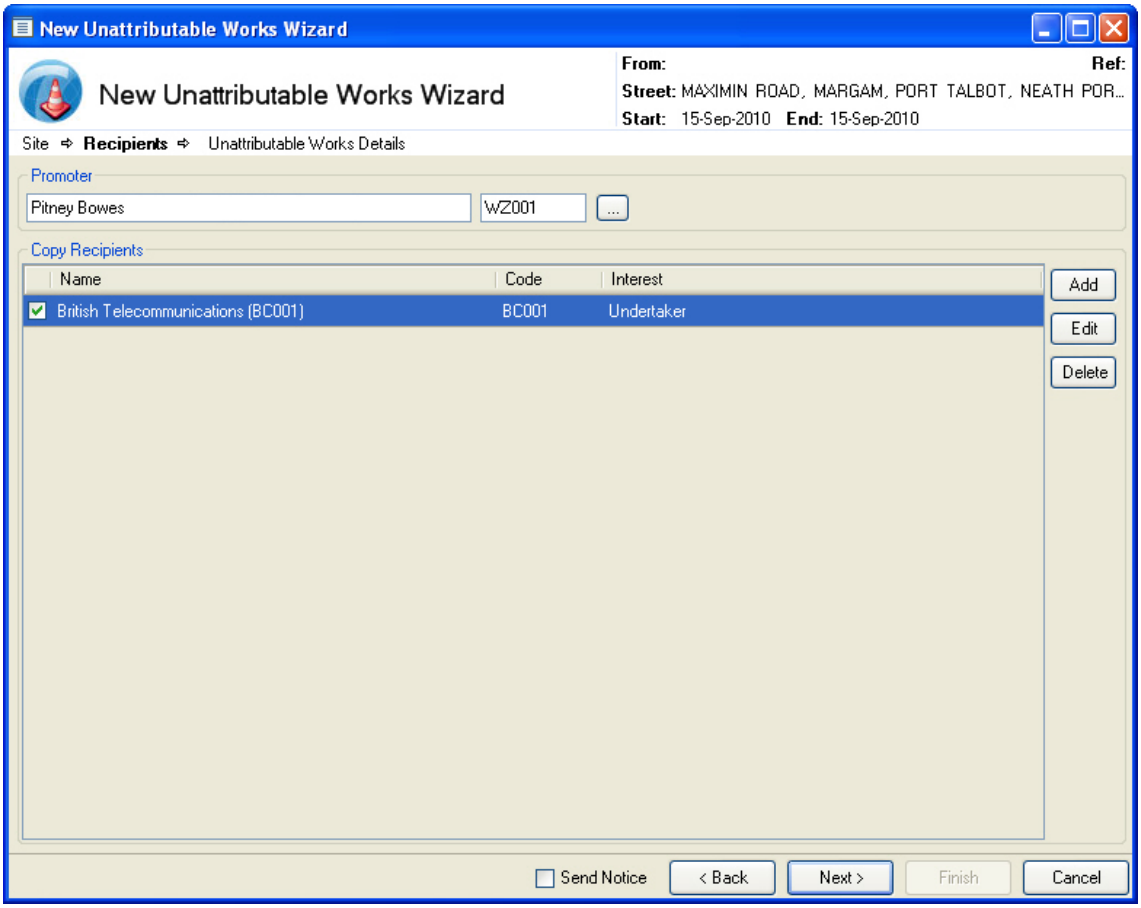
This is the same as the Site step on the **New Planned / Immediate Street Works Wizards**.



The Wizard will prevent the User from progressing to the next step if a Provisional Street has been selected (as determined by the Streets Record Type and the Provisional Street Type specified in the **Street Works System Settings**).

Step 2 - Recipients

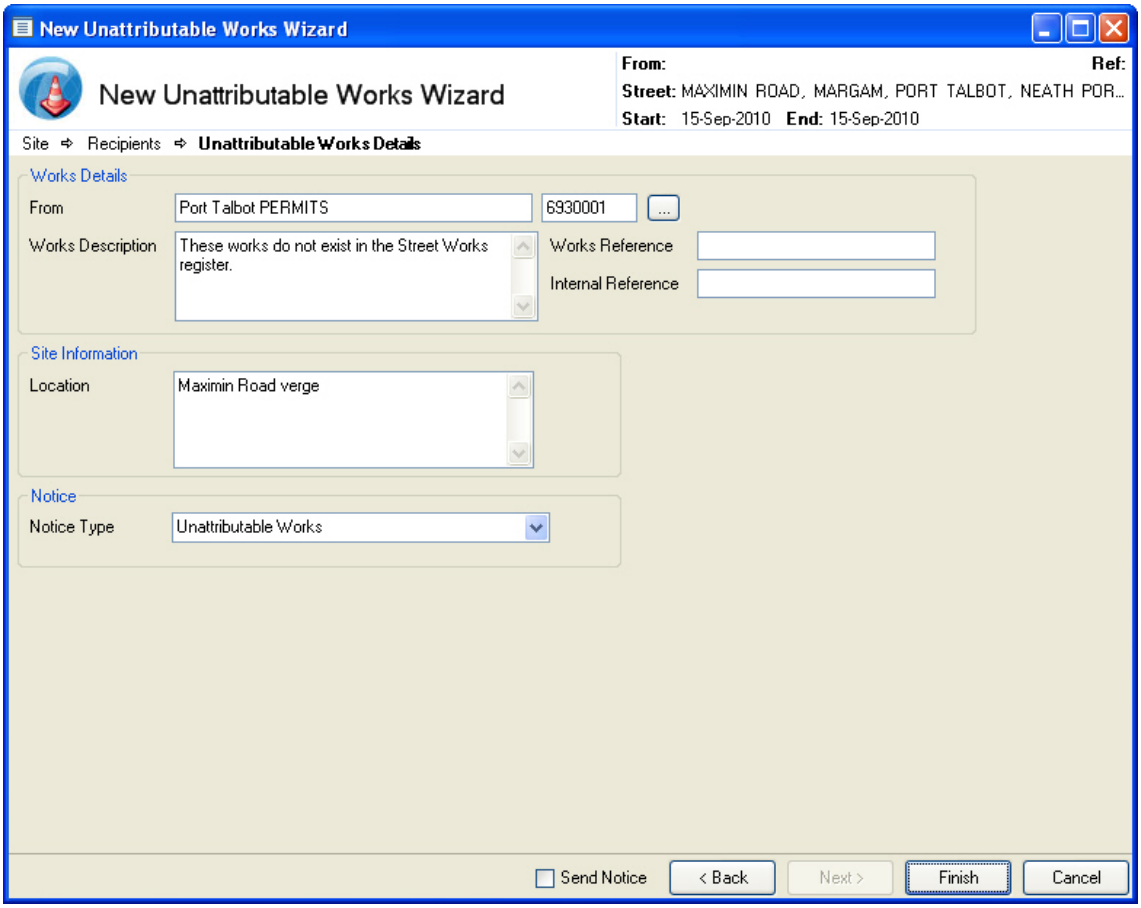
This step defines the Recipients of this Notice.



Promoter:	Blank by default. Select the suspected Promoter for the Works / Apparatus with the pick button. The Pick button references the Organisation Lookup. For Unattributable Works, the selected Organisation must be an EToN 5 or above Organisation (as determined by the Organisations 'EToN Version' in the Organisation Lookup) in order to progress the Wizard. For Defective Apparatus, the selected Organisation must be an EToN 6 Organisation. The Organisation which is selected in the Promoter field is not added to the Copy Recipients List. The suspected Promoter can be left blank if the Send Notice flag is not ticked.
Copy Recipients List:	Displays all Interests of the selected Site, except for any with the Initiation Flag ticked. If the New Unattributable Works / Defective Apparatus Wizard is a paper Notice then the Copy Recipients List will be blank by default. For an Interest to be added to the Unattributable Works/Defective Apparatus, the Record Start Date and Record End Date must overlap with the date Notice was created or received.

The Wizard will prevent the User from progressing to the next step if the 'Send Notice' flag is ticked and the suspected Promoter is blank.

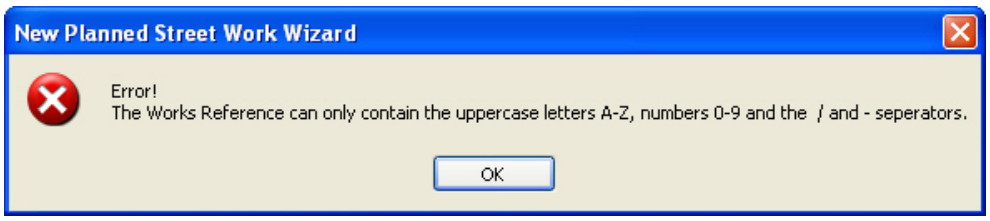
Step 3 - Unattributable Works / Defective Apparatus Details



From: The From Organisation will default to the Highway Authority Street Interest if it has the 'Notice Initiation' flag ticked on the Organisation screen. This will default to blank if a Paper Notice is being entered.

Works Description: A free text field for supplying a description of the Works.

Works Reference: Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators. If invalid characters are entered, this message will occur when the 'Next' button is clicked.



Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current User's Work Group.

Internal Reference: Optionally supply an Internal Reference.

Location: Supply the Location details for the Works / Apparatus which have been found.

Notice Type: Defaults to Unattributable Works (1900) or Defective Apparatus (1901) depending upon the Wizard opened.

Click 'Finish' to create the Notice.

For Unattributable Works, Confirm will check the EToN 5 Implementation Date (set in the **Street Works System Settings**). If the date set has not past and the 'Send Notice' flag is ticked then an error message will appear and the Wizard will have to be finished with the flag unticked. The same error message will appear if the User attempts to tick the 'Send Notice' flag on the Street Works screen.

For Defective Apparatus, Confirm will check the EToN 6 Implementation Date and will work as mentioned above.

This table details where fields are defaulted from when the Notice is created:

Field	Default
Works Type	Defaults to the Works Type specified in the Unattributable Works & Defective Apparatus section of the **Street Works Notice Default System Settings**. If this field is blank then it will default to the Works Type field on the same System Settings. If this is blank an error is produced when trying to save the New Unattributable Works / Defective Apparatus Wizard.
Works Status	Will default from the Notice Type / Works Status Lookup rules for the Unattributable (1900) or Defective Apparatus (1901) Notice. If these are blank then it will default to the Works Status specified in the Unattributable Works & Defective Apparatus section of the **Street Works Notice Default System Settings**.
Excavation Type	Defaults to the 'Excavation Type With Excavation' field in the **Street Works Notice Default System Settings**.
Traffic Management	Defaults to the 'Traffic' field in the **Street Works Notice Default System Settings**.
Inspection Units	Defaults to '0' and 'Estimated'.
Estimated Start / Estimated End Dates	Defaults to the logged date of the Unattributable Works (1900) / Defective Apparatus (1901) Notice.
Occupation Record	No Occupation Record will be created for Unattributable Works or Defective Apparatus Notices.
Duration / Overrun	Will default to '0' (zero).
Owner / Agent	No Owner or Agent details are supplied for Unattributable Works or Defective Apparatus Notices.

New Street Works Licence

Highway Authorities can create Street Works Licence Notices which are broadcasted to Statutory Undertakers to tell them that Works will be taking place. These Statutory Undertakers may have apparatus in the specified area and may want to contact the party doing the Work.

The New Street Works Licence Wizard is available from the Confirm Explorer and the Street Works screen 'New' button.

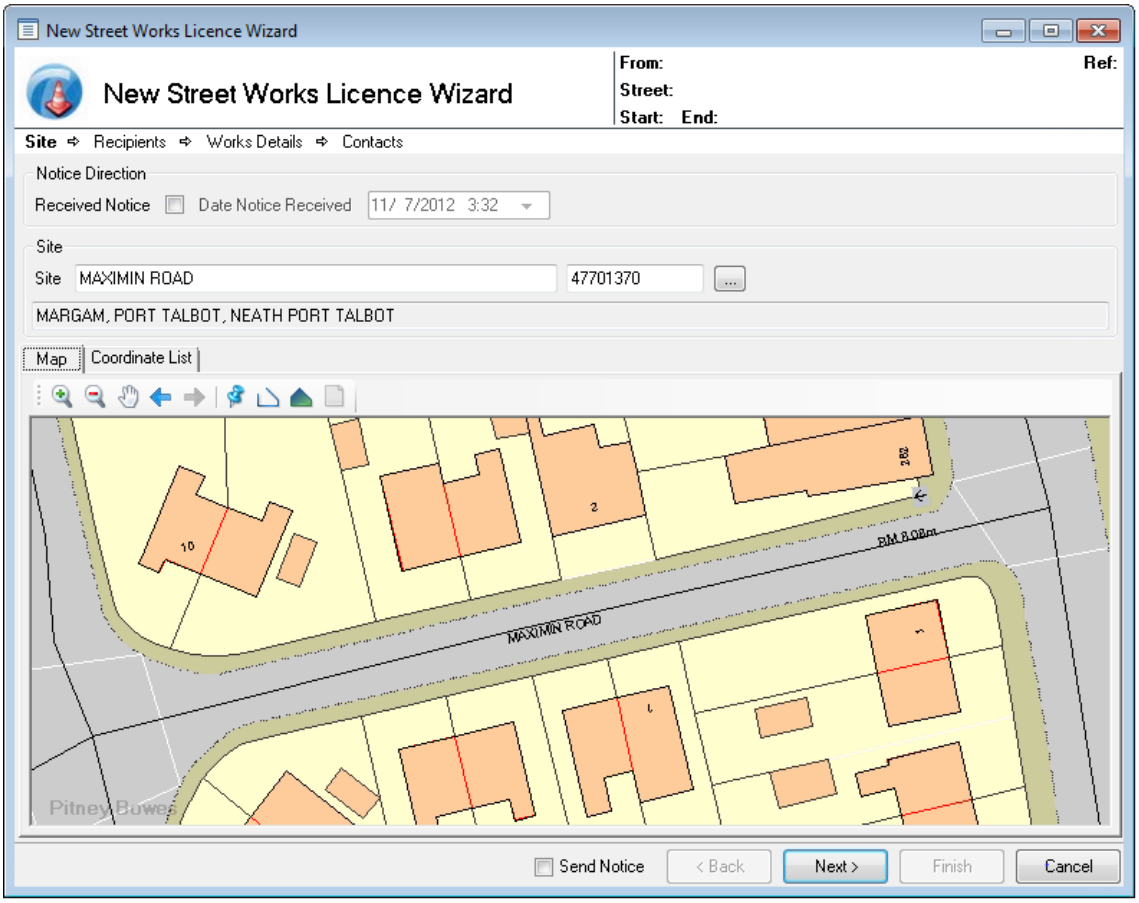
Note: Security for this option is governed by the 'Find Street Works' option in the User Security screen.

Note: Licence Notices can only be sent if the EToN 5 Implementation Date is appropriately set. This can be found in the **Street Works System Settings**.

The Wizard has the following Steps:

Step 1 - Site

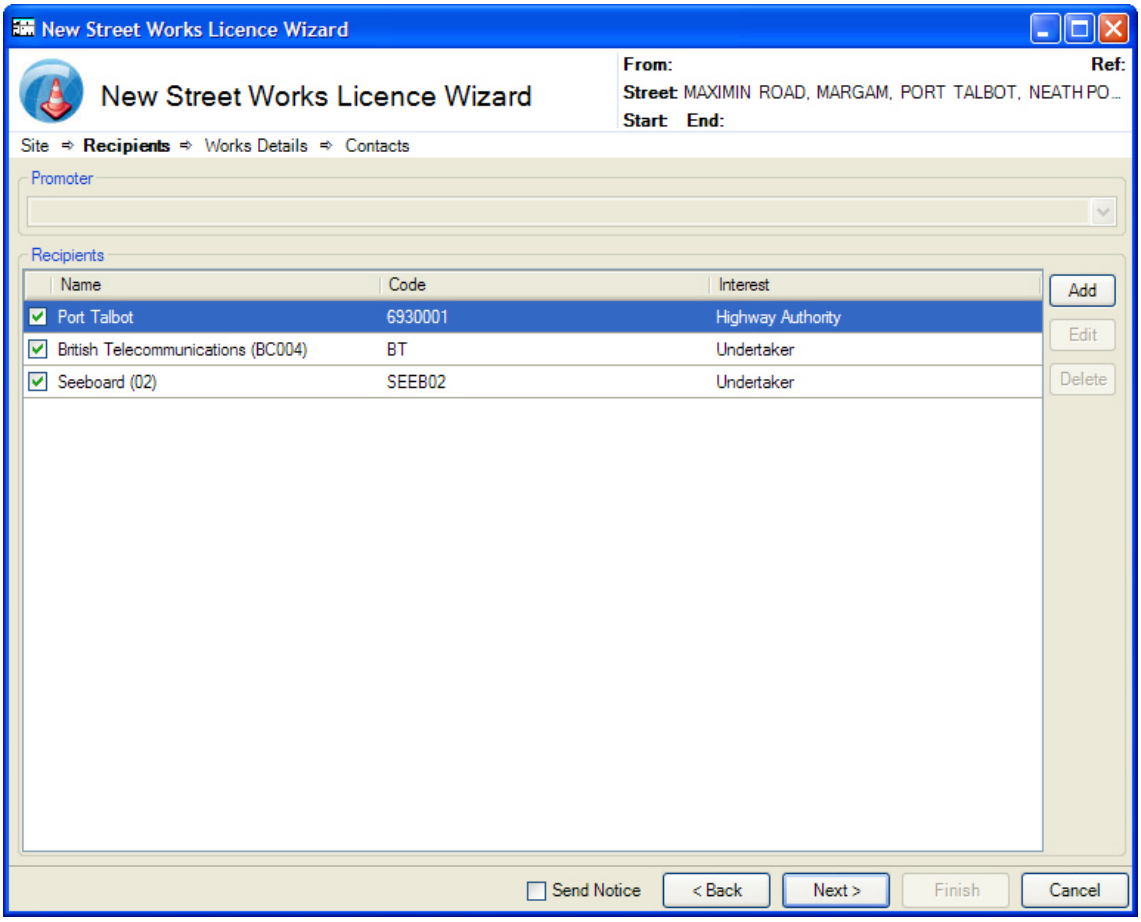
This is the same as the Site step on the **New Planned / Immediate Street Works Wizards**.



The Wizard will prevent the User from progressing to the next step if a Provisional Street has been selected (as determined by the Streets Record Type and the Provisional Street Type specified in the **Street Works System Settings**).

Step 2 - Recipients

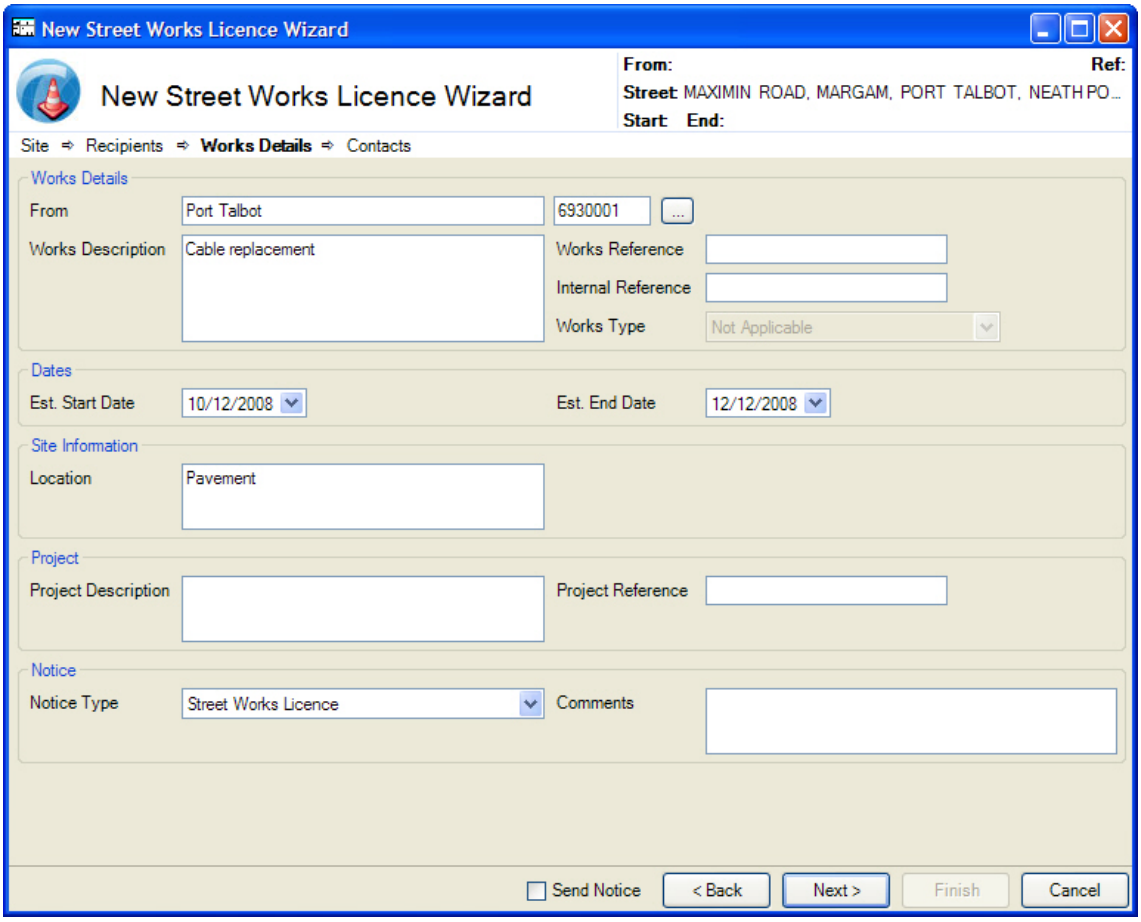
This step defines the Recipients of this Notice.



Promoter:	Blank and greyed out.
Recipients List:	Displays all Interests of the selected Site, except for any with an Interest of 'Highway Authority'. If multiple with an Interest of 'Highway Authority' then the one with the 'Notice Initiation' flag ticked is excluded. If more than one with an Interest of 'Highway Authority' and the 'Notice Initiation' flag ticked then none of them are removed. For an Interest to be added to the Licence Works, the Record Start Date and Record End Date must overlap with the date Notice was created or received.

The User will be warned when progressing the Wizard if there are any Recipients which are not EToN 5.

Step 3 - Details



Works Details

From:	Supply the Organisation that is broadcasting this Street Works Licence. This field defaults to the Highway Authority Interest from the selected Street. If multiple Interests are found then the record with the 'Notice Initiation' flag ticked is selected.
Works Description:	Supply the Works Description details.
Works Reference:	Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators. If invalid characters are entered, a warning message will occur when the 'Next' button is clicked. Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current User's Work Group.
Internal Reference:	Optionally supply an Internal Reference for the Works. This will not be transmitted via EToN.
Works Type:	Defaults to the Work Type specified in the Licences section of the **Street Works Notice Default System Settings**.

Dates

Est. Start Date:	Supply the Estimated Start Date for the Works. This is blank by default.
Est. End Date:	Optionally supply the Estimated End Date for the Works. This may be left blank.

Site Information

Location:	Supply the Location of the Works.

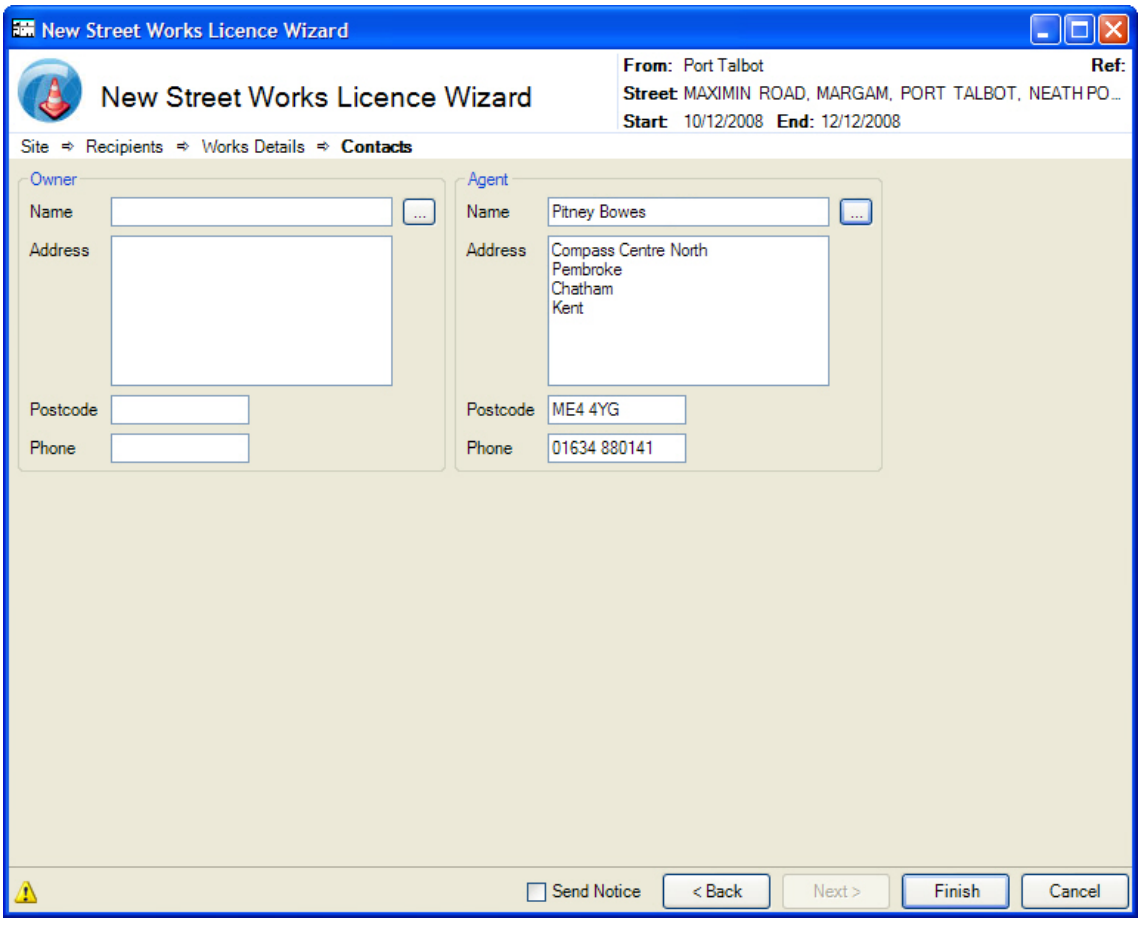
Project

Project Description:	Optionally supply a Project Description for the Works.
Project Reference:	Optionally supply a Reference for the Project that this Works is connected with.

Notice

Notice Type:	Defaults to 'Street Works Licence' (1800).
Comments:	The Notification Comments for the Licence. This field is mandatory for EToN 5 Licences, and optional for EToN 6 and above Licences.

Step 4 - Contacts



Owner:	Supply the Owner for the Works. These fields are blank by default and must be supplied.
Agent:	Optionally supply the Agent for the Works.

Click 'Finish' to create the Licence.

The following fields are defaulted when the Notice is created:

Field	Default
Work Status	Will default from the Notice Type / Works Status Lookup rules for the 1800 Notice. If these are blank then it will default to the Work Status specified in the Street Works Licences section of the **Street Works Notice Default System Settings**.
Excavation Type	Default to the 'Excavation Type With Excavation' field in the **Street Works Notice Default System Settings**.
Traffic Management	Defaults to the 'Traffic' field in the **Street Works Notice Default System Settings**.
Inspection Units	Defaults to '0' and 'Estimated'.
Occupation Record	No Occupation Record will be created for Street Works Licences.
Duration / Overrun	Defaults to '0' (zero).
Promoter	Defaults to the supplied Owner's 'Name'.

Street Works Notice

The Street Works Notice screen is opened once a Wizard has been completed, or the Find Street Works option has been used. This screen displays the details of the current version of the Notice. The Notice can be progressed by using the options available in the 'Actions' menu.

Open SM button will launch the Notice in Street Manager.

Note: This requires Street Manager Web URL field on the Street Manager Settings screen to be populated with the Street Manager home page.

The Notice information is split up onto tabs and grouped into sections. Each section on the first tab may be contracted by clicking on the double arrow on the right hand side of the section header bar, and expanded by clicking on the arrow again.

View SM Conditions button will display the conditions for the current active Street Manager Permit and any linked Change Requests. Clicking "View More" on a Change Request will display the conditions linked to the Change Request in Street Manager.

Note: This button is only available for Street Works linked to Street Manager. If the latest Notice in Confirm has not been exported to Street Manager, the displayed condition details from Street Manager not reflect the most up-to-date information.

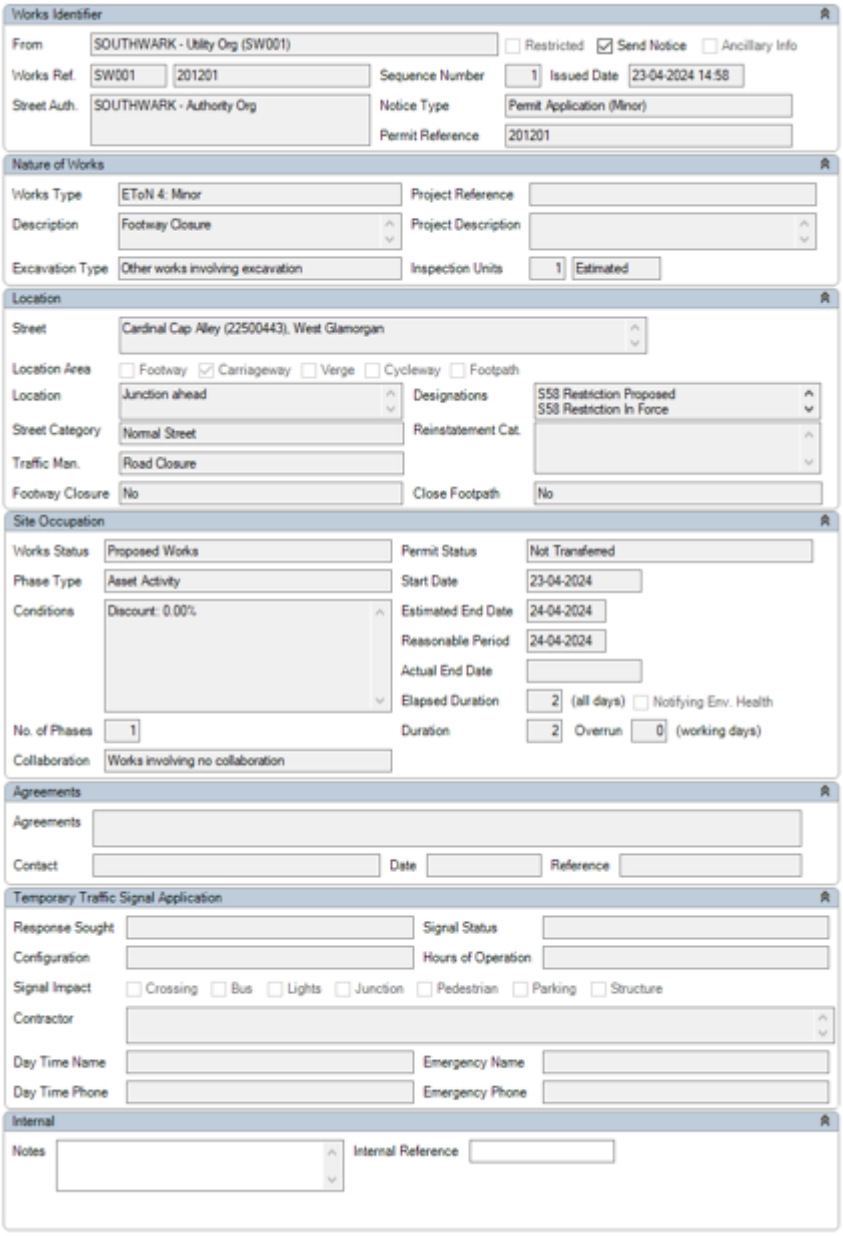
Works Identifier

All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section. The Works tab displays further information as detailed below:

From:	The name of Organisation that is the Promoter Organisation is displayed here. The Organisation Code is displayed in brackets.
Works Ref.:	The DfT Ref 2 (for the From Organisation) is displayed in the first part of the Reference field. The second part of the field will display the unique Works Reference for this Organisation. This reference will have either been entered manually in the Wizard, or assigned by Seed Numbers set up for this Organisation. Seed numbers are set for the Organisation in the Work Group of the User who created the Notice. When Notices are imported, this will be the User specified in the Web Service.

Street Auth.:	The Organisation selected as the Street Authority when the Notice was created in the Wizard will be displayed here.
Restricted:	This flag will be set if selected when the Notice was raised. It is to indicate that the information should be restricted from public view.
Send Notice:	This will be set if the 'Send Notice' checkbox was checked when the last Action was run on this Notice. Once a Notice has been sent it is greyed out and cannot be edited. This tells Confirm whether this Notice should be transmitted to the Recipients. If the Notice was manually entered e.g. a 'paper Notice', then this field will not be shown. If a mistake has been made when the previous Wizard was run, untick the 'Send Notice' setting here. It will then be possible to select the same Wizard from the 'Actions' menu so it can be re-run and the details corrected. **Note:** This will not be possible if the Notice has already been sent. The 'Send Delay' setting on the **Street Works Initiation System Settings** on page 299 can be used to set a number of minutes to delay the sending of Notices, setting this will allow Users some time to correct their mistake.
Sequence Number:	The current version number of the Works will be entered here. This will increase for every Action performed. Historical versions can be viewed in the **History tab**.
Issued Date:	The date that the Notice was created will be displayed here.
Notice Type:	The current Notice Type will be displayed. This allows the User to see at what stage the Works are at.
Permit Reference:	The current Permit Reference for the Works will be displayed here.

Street Works Notice - Works tab



Works Identifier

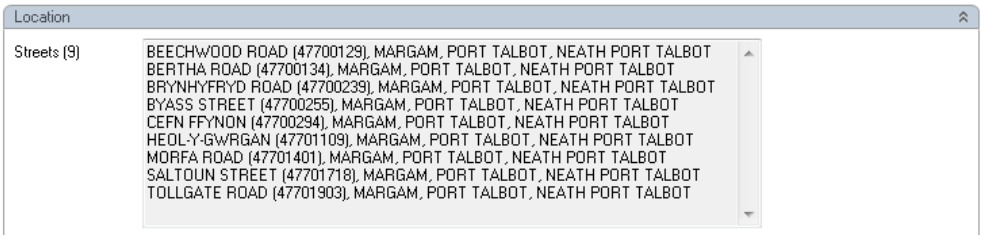
All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section.

Nature of Works

Works Type:	The Works Type for the Works will be displayed here.
Description:	The textual Description which was supplied when the Notice was created will be displayed here.
Excavation Type:	The current Excavation Type will be displayed here.
Project Reference & Project Description:	Any Project Details which were supplied when the Notice was created will be displayed here.

Inspection Units:	The current Inspection Units will be displayed here. This value may change when Registrations are recorded for the Works. Next to the number field, Confirm will display if the Inspection Units are 'Estimated' or 'Confirmed'.
Lane Rental	Indicates if Lane Rental is applied on the Site, applicable on a Permit Application.

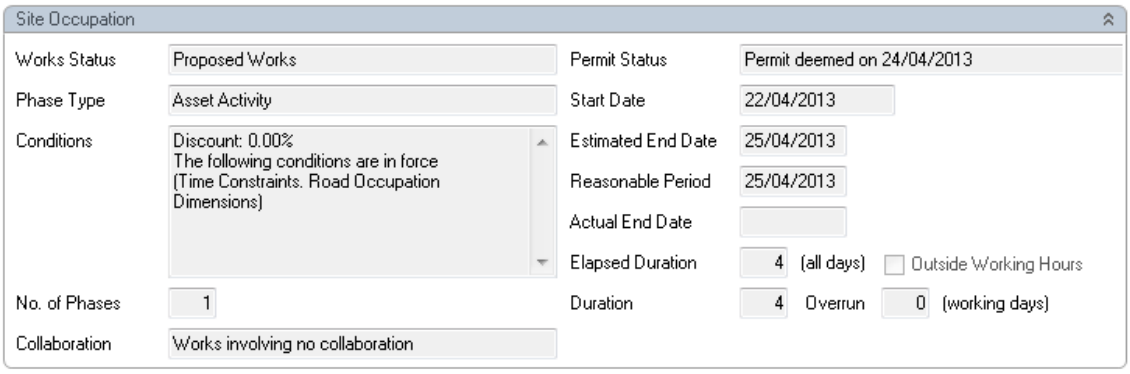
Location

Street(s):	The Street which the Works relate to is displayed here. The Site Code (USRN), Locality, Town and County are also displayed. If the current record is an Event, Diversion or Notifiable Works then the Streets field will expand as follows:  The number next to the Streets field indicates how many Streets are associated to the currently displayed record.
Location Area:	The checkbox selected for Location Area when the Notice was created will be displayed here.
Location:	The textual Location which was supplied when the Notice was created will be displayed here.
Street Category:	The current Street Category will be displayed here.
Traffic Man.:	The Traffic Management selected when the Notice was created will be displayed here.
Footway Closure:	This indicates the Works affect pedestrians on the selected Street.
Close Footpath/ Parking Restrictions:	For Street Works Permit, Close Footpath is available. For EToN Permit Parking Restrictions will be available. This indicates the Works affect Parking on the Street.
Designations:	Any Designations which were selected or added to the Notice when it was created will be displayed here.
Reinstatement Cat.:	The Reinstatement Category(s) of the Street the Works is on is displayed here.

Site Occupation

Works Status:	The current Works Status will be displayed here to detail the current Occupational status of the Works.
Phase Type:	The Phase Type of the Works will be displayed here.
Directions / Conditions:	If the Street is one where a Permit Scheme is in force, then this field is labelled 'Conditions' rather than 'Directions' (shown in the image below). 'Directions' - Any Directions which have been received for the current Phase of the Works will be displayed here along with the supplied comment text.

	'Conditions' - The Condition Text specified on the Notice when it was created will be displayed here . The Discount is displayed at the top of the Condition text and the Condition Types that were ticked are shown in brackets after the Condition Text.
No. of Phases:	The number of Phases that the Works will have will be displayed here.
Collaboration Type:	The current Collaboration Type will be displayed here.
Permit Status:	This field displays the current status of the Permit Application along with the date by which the Permit will become Deemed/Granted. This field will be set to 'N/A' if the Street is not one which has a Permit Scheme. A Permit Notice will have a Permit Status of 'Not Transferred' until such time as when it has been successfully sent to the Primary Recipient. Once this has occurred the Deemed Date is calculated based on the transferred date (Export Creation date) of the Permit Notice. For incoming Permit Notices, the Deemed Date is calculated based on the delivery date (Import Creation Date) of the Permit Notice. The Permit Status for Ignored Permit Notices will be 'Notice Ignored'. The Permit Status for Paper Permit Notices will be 'Not Transferred'.
Start Date:	Displays the date that the Works are Estimated to Start or actually Started (depending on the stage that the Works are at). The Start Time is also displayed for Immediate Works and Actual Start Notices (only for Promoter Works). The Start Time is not displayed if the Time is midnight (00:00).
Estimated End Date:	Displays the date that Works are Estimated to End.
Reasonable Period:	Displays the Reasonable Period of the current Phase of the Works. The Reasonable Period date is derived from the Actual Start Date, and takes into account a period that is at least the number of working days specified in the 'Min. Reasonable Period' field on the Street Works System Settings. Overrun charging will start after the Reasonable Period has elapsed. The Reasonable Period date will be the greater of: The Estimated Start Date plus the number of working days specified in the 'Min. Reasonable Period' (the Estimated Start Date is included in the calculation if it is a working day), or The Estimated End Date of the Works.
Actual End Date:	Displays the date that Works actually Ended.
Elapsed Duration (all days):	Displays the total number of days that have elapsed since the start of the works.
Outside Working Hours:	This indicates that the Works are being completed outside of normal Working Hours.
Duration / Overrun (working days):	Displays the number of working days that the Works are for (if Proposed) or the number of working days the Works have been in progress for. The second field displays if there has been any Overrun in working days.
Cancelled Status:	If the Works has been Cancelled then the Cancelled Status is displayed here. If the Works has not been Cancelled then this field is not displayed.



Agreements

Agreements:	Any Agreements which have been arranged for the Works will be displayed here.
Contact:	The Name of the Contact for the Agreement will be displayed here.
Date:	The Date which the Agreement was made will be displayed here.
Agreement Ref.:	The Agreement Reference will be displayed here.

Temporary Traffic Signal Application

This section will only be displayed if the EToN 6 Implementation Date on the Street Works System Settings is populated with a date in the past.

Response Sought:	The type of response that the Promoter for Temporary Traffic Signals is seeking will be displayed here.
Configuration:	The Signal Configuration which was supplied when the Temporary Traffic Signal Application Notice was created will be displayed here.
Signal Status:	Displays the current Status of the Temporary Traffic Signal Application. This field will be set to 'Pending' once a Temporary Traffic Signal Application has been created, and will update to 'Approved' or 'Not Approved' once the Traffic Signal Application Response has been created.
Hours of Operation:	Displays the Hours of Operation of the Temporary Traffic Signal Application.
Signal Impact:	Displays the affects of the Temporary Traffic Signal: • Crossing • Bus • Lights • Junction • Pedestrian • Parking • Structure
Contractor:	The Signal Contractor's Name, Address and Postcode will be displayed here.
Day Time Name:	Displays the Contact Name for the Temporary Traffic Signal Application.
Day Time Phone:	Displays the Contact Phone number for the Temporary Traffic Signal Application.

Emergency Name:	Displays the Emergency Contact Name for the Temporary Traffic Signal Application.
Emergency Phone:	Displays the Emergency Contact Phone number for the Temporary Traffic Signal Application.

Internal

The two fields in this section can be edited directly without using one of the 'Action' menu items. Enter the required text and then select the Save button.

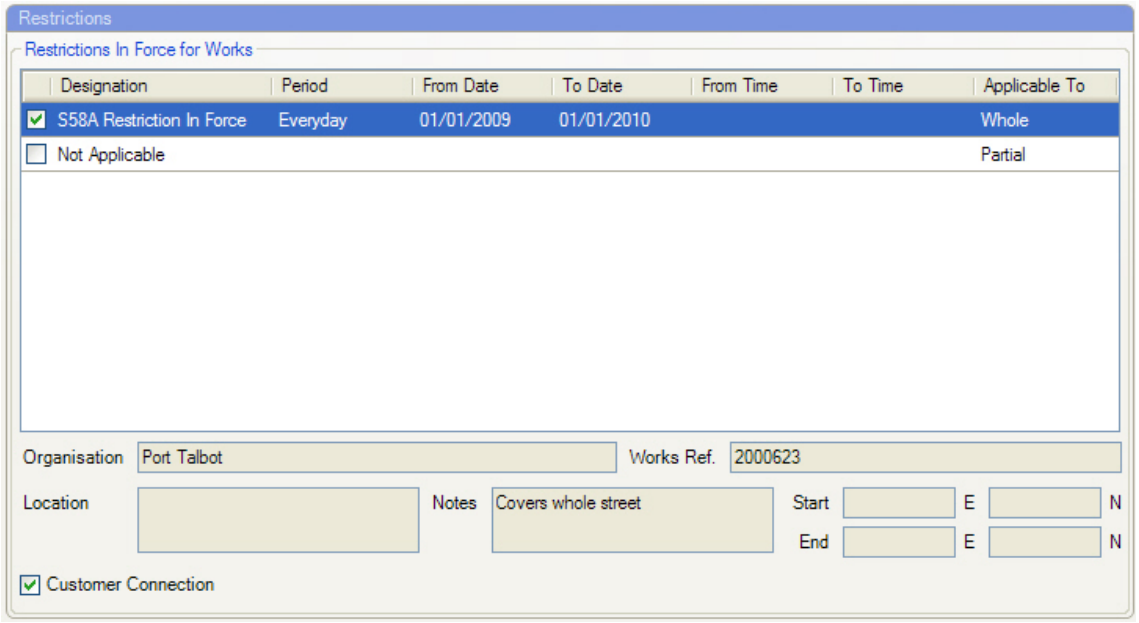
Notes:	This is a free text field for supplying internal Notes which will not be transmitted via EToN.
Internal Reference:	This is a free text field for supplying an Internal Reference for the Notice which will not be transmitted via EToN.

Street Works Notice - Coordination tab

The Coordination tab is only displayed for a Works if the Street Authority of the Works has the Initiation Flag ticked (as found on the Organisation Lookup Additional Tab). The Coordination tab is also displayed on Previous Notices and shows the details that were saved against the Notice at the time - that is, not the current Notices Coordination tab details.

The details against the Coordination tab are carried forward when subsequent Notices are created against a Works, but the details are not carried forward when subsequent Phases are created against a Works.

Restrictions



Restrictions In Force for Works:	This section displays S58 and S58A Restrictions In Force restrictions on the Street whose dates overlap with the Works dates. The Not Applicable option is always available. The details of each Restriction are displayed in the lower half of the section when the Restriction is highlighted. This section allows the User to manually specify which 'Restriction In

Force', if any, that apply to the Works. Only one Restriction (or 'Not Applicable') may be ticked.

The fields below Restrictions list will show details of the selected Restriction.

When a Notice is created, or received via the Web Service, and the Street has only one 'Restriction In Force' whose dates overlap the Works dates, then that Restriction will be automatically ticked if the Notice has either a Customer Connection Inside Restriction or Other Works In Restriction agreement.

Customer Connection: The Customer Connection tick box allows the User to manually specify whether the Works is a Customer Connection Works or not.

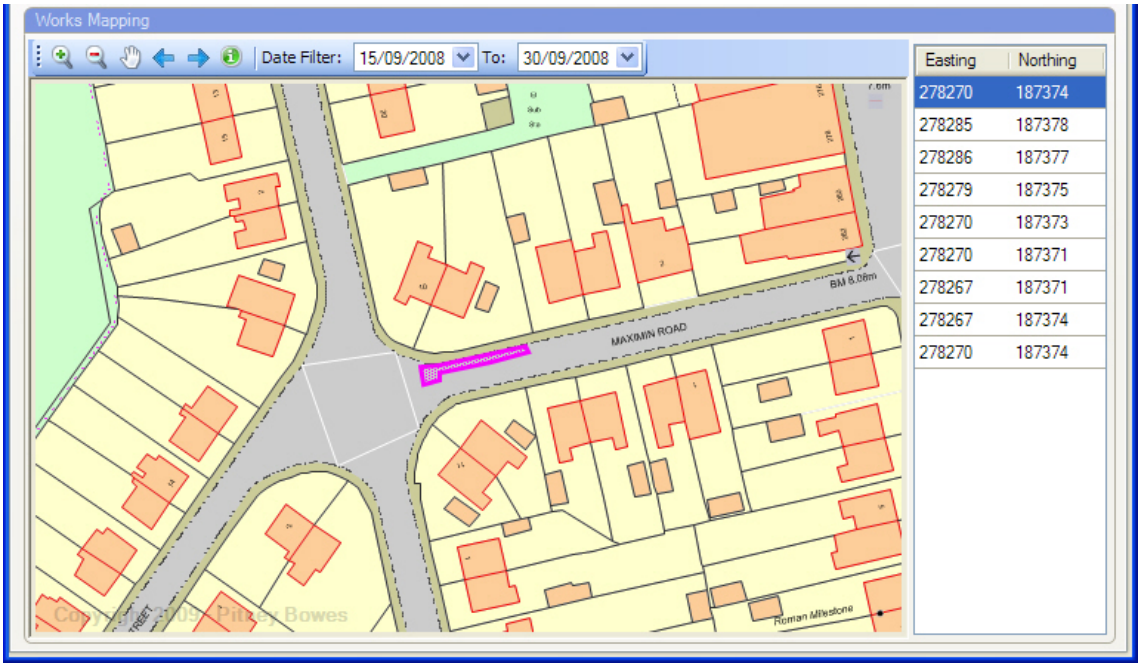
When a Notice is created, or received via the Web Service, where the Notice has a Customer Connection Inside Restriction agreement, then the Customer Connection tick box is automatically ticked.

Street Works Notice - Map tab

This tab is only available if Mapping Module 0425 is installed.

Works Mapping

Works Mapping shows the representation of the Works, centred on the current Site. The Works is shown in pink and any defined Trenches will be shown in blue.



There are several buttons that can be used to examine the Map:



Zoom In. Select this then click on the map for a closer view of the selected area. The user can click and drag out a rectangle to zoom to a particular area of interest.



Zoom Out. Select this then click on the map for a wider view of the selected area.



Pan. Select this then click and drag on the map to see the surrounding areas.



Back. Returns the map pan and zoom state to the last view. Confirm will hold a list of 10 previous map states.



Forward. Move to the forward in the list of map states. If the user clicks Back, then Forward, the map will return to the starting view.



Information Tool. Displays information about any selectable objects clicked on the map.



Date-filtering will selectively show information on Date-Filter enabled map layers. Any entities on those map layers that have relevant dates between the dates specified here will be shown on the map. Any other entities will not be shown.

This feature can be used to look for overlapping Street Works or other entities when reviewing a Street Works. If overlaps with other entities exist then the user can use these Date-Filtering dates to search for a better time slot and then they can send a notification to the Promoter, such as a Directions on Timing Notice.

If the user changes the start date then the 'To' date will move according to the current length of the Works. The length is derived using the rules governing Street Works such as the Reasonable Period. If the user changes the 'To' date then the start date will remain unchanged, allowing the user to examine the map over a narrower or wider time period.

Note: Changing the date-filtering parameters on the screen DOES NOT modify the Street Works in any way. It is simply a map filtering tool.

Date-Filtering is configured from the **Map Workspace Manager**.

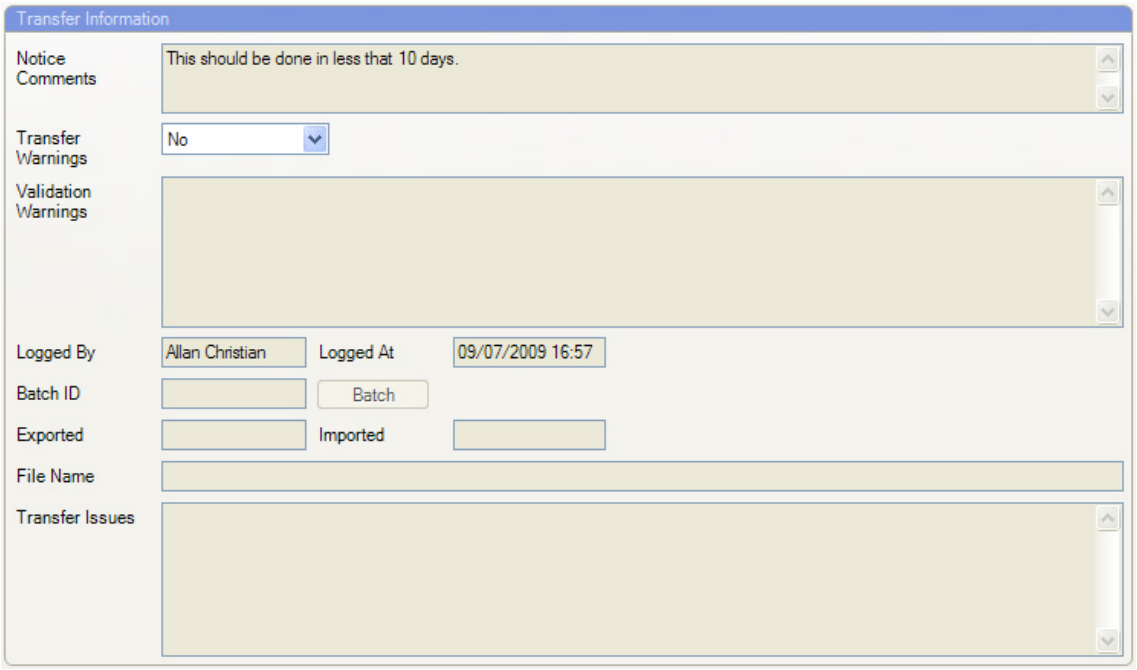
The 'Easting' and 'Northing' columns show all the points that make up the defined Works.

Street Works Notice - Transfer tab

Works Identifier

All tabs display the From Organisation, Works Reference, and Street in a 'Works Identifier' section.

Transfer Information



Notice Comments: The current Comments for the Notice will be displayed here. These could have been imported or be populated by one of the Actions.

Transfer Warnings: If a Notice has been imported or created and there have been certain issues with the data then this field will be set to 'Yes'. Notices can be reviewed and this field can be manually updated. Select from:

'No' - Indicates that the Notice complies with the validation checks that Confirm ran when it was imported or created.

'Yes' - Indicates that Confirm has identified a problem in the Notice. The Validation Warnings field will contain details of the problem(s).

'Checked' - The user can select this to indicate that they have checked the Notice manually.

Validation Warnings: The Validation Warnings field shows warnings generated during the import or creation of the Street Works Notice.

Validation Warnings are stored for Promoter Notices (e.g. Planned, Immediate, Bar Hole Registration etc) if the Primary Recipient of the Works has the Initiation Flag ticked. Refer to the **Organisation Lookup Additional tab**.

Validation Warnings are stored for Authority Notices (e.g. Unattributable, Licences etc) if the 'From' Organisation of the Works has the Initiation Flag ticked.

Validation Warnings are always stored for Notices imported via the EToN Web Service, regardless of the Initiation Flag's state.

When Validation Warnings are stored, the Transfer Warnings field is set to 'Yes'.

Changing the Transfer Warnings field to 'No' or 'Checked' does not remove the Validation Warnings, but it will remove the WARNINGS label on the History Tab for that Notice.

Send and receive warnings and errors for EToN 1-3 Notices will also be stored and appear in the Validation Warnings field.

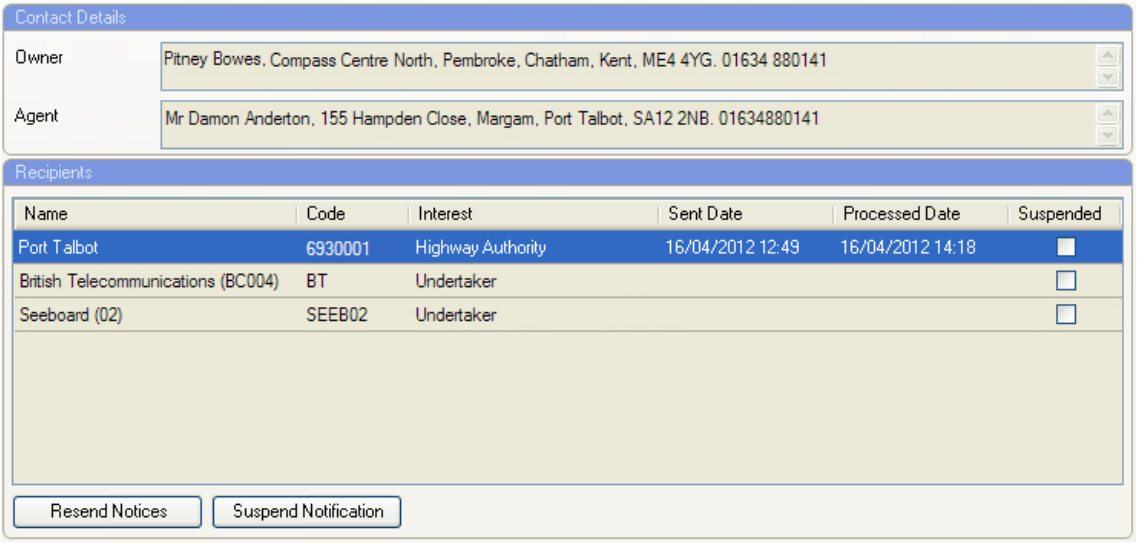
Logged By:	This will display the User Name for the User that logged the Notice in Confirm. **Note:** If the Notice is received via the EToN Web Service, the Logged At date will be the date the Notice was imported, and the User will be the User configured in the EToN Web Service web.config file.
Logged At:	This will display the date that the Notice was imported or created in Confirm.
Batch ID:	This will display the Batch details for the import or export of the Notice.
Batch:	This button will open the **'Street Works Batch' screen** for the associated Batch ID.
Exported:	This field shows the date and time of when the Batch was first sent to any one of the Recipients of this Notice.
Imported:	If the Batch has been received from another party then this field with show the date and time of receipt.
File Name:	The filename and path to the Batch file will be shown in this field. If any errors were encountered while saving the File then the error message will be displayed here.
Transfer Issues:	EToN 4 and above warnings and errors occurring when the Notice is Exported will appear in the Transfer Issues field. It is possible to have Transfer Issues as well as Validation Warnings.

Street Works Notice - Contacts tab

Works Identifier

All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section.

Contact Details



Owner:	The Owner Contact will be displayed here.
Agent:	The Agent Contact will be displayed here.

Recipients

Displays all Recipients for the Notice. The list cannot be edited.

Name:	Name of the Recipient.
Code:	Organisation code of the Recipient.
Interest:	Shows the Interest that the Recipient has in the Works.
Sent Date:	The date and time that the current Notice was first sent to the Recipient.
Processed Date:	The date and time that the current Notice was received by the Recipient's Web Service.
Suspended:	This checkbox will be ticked if transmission of this Notice to the Recipient has been suspended. The Suspend button described below will enable and disable transmission of this Notice to the selected Recipient.

Buttons

Resend Notices: Selecting a Recipient and then clicking the 'Resend Notices' button forces all Notices, Comments and Inspections (EToN 6 only) from the current Notice onwards to be resent. Earlier Notices, Comments or Inspections will not be resent.

Only one Recipient can be highlighted at a time.

This button will only be active if:

- The Notice is from an Initiating Organisation (where Initiation Flag is ticked in the Organisation lookup).
- The 'Update' User Security on the Find Street Works option is ticked for the currently logged in User.
- The Works is EToN 4 or above.
- If there are Recipients for the Notice.

Suspend/Re-enable Notification: Selecting a Recipient and then clicking the 'Suspend Notification' button will suspend notification to that Recipient from the current Notice onwards. 'Save' must then be clicked to suspend the Recipient.

Notification of all future Notices and Comments on the same Works to that Recipient will also be suspended, and the Suspended flag for the Recipient will be checked. Once the Notifications are suspended, the 'Resend Notices' button will be inactive and it is not possible to Resend the Notice(s) to the same Recipient.

If a Recipient is suspended then the button appears as 'Re-enable Notification'. Clicking the button and saving the Notice will enable the 'Resend Notices' button for the selected Recipient. To send any Notices, Comments and Inspections (EToN 6 only) that have not yet been sent to this Recipient then the 'Resend Notices' button should be clicked from the first Notice that needs to be sent.

Note: 'Suspend Notification' does not suspend EToN 6+ Inspections to a Recipient.

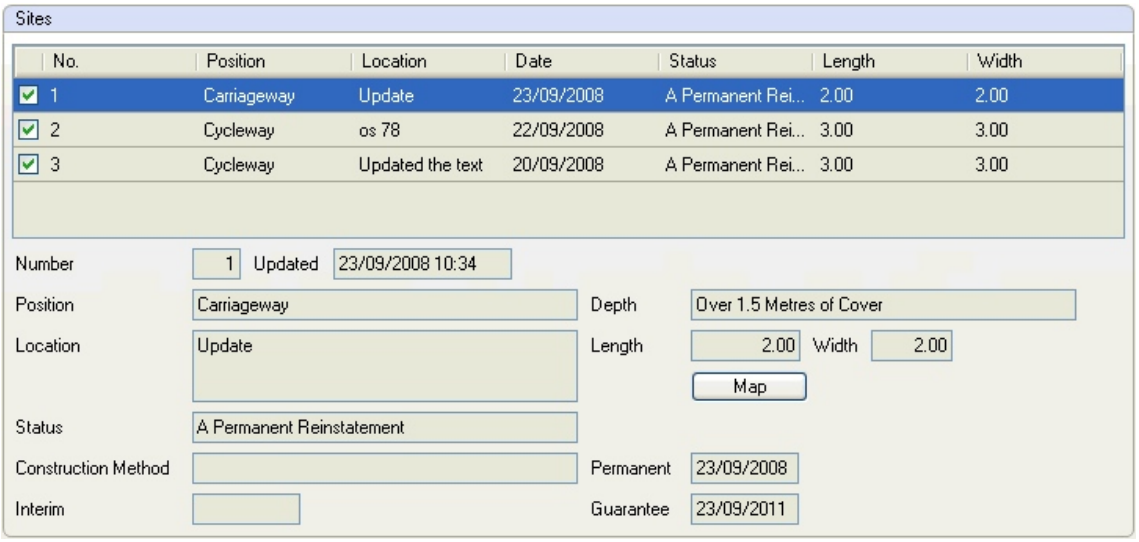
Street Works Notice - Sites tab

Works Identifier

All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section.

Sites

This section of the Notice will remain blank until a 'Registration Notice' has been created/imported. The list shows the numbered Sites associated with the current Works. The boxes on the left will be ticked if the Sites are directly involved in the Works. If a duplicate Notice marked as 'NOT PROCESSED' is received then its numbered Sites will be combined with this list such that existing numbered Sites will remain unchanged and extra numbered Sites will be added to the list with their assigned numbers, but will remain unticked. These unticked Sites are not included in the current Works.



Number:	A number will be assigned for each Site that is registered for the Works. This number will be displayed here.
Updated:	The Date and Time when the last update was performed on the currently selected Site will be displayed here. Registrations can be updated when the Registration of Reinstatement Wizard is run.
Position:	The Position that was selected when the Site was entered will be displayed here.
Location:	The textual Location that was supplied when the Site was entered will be displayed here.
Status:	The Site Status for the Site will be displayed here.
Construction Method:	If the Site Status of the Site is an 'Interim' then a Construction Method for that reinstatement will have been required by the Wizard. This will be displayed here.
Depth, Length & Width:	The Depth selected and the measurements supplied with the Site will be displayed here.
Interim:	If the Site is an Interim Reinstatement, the date that this was registered will be displayed here.
Permanent:	If the Site is a Permanent Reinstatement, the date that this was registered will be displayed here.

Guarantee:	If the Site had a Depth selected which is flagged as 'Is Excavation', a Guarantee date will be calculated and displayed here.

The 'Map' button can be used to open the Map and display the coordinates supplied for the currently highlighted Site. If the Works has not had a 'Registration Notice' supplied then the Notice will have no Sites and this button will be greyed out. To see the location of the whole Works, use the Map button available on the toolbar of the screen.

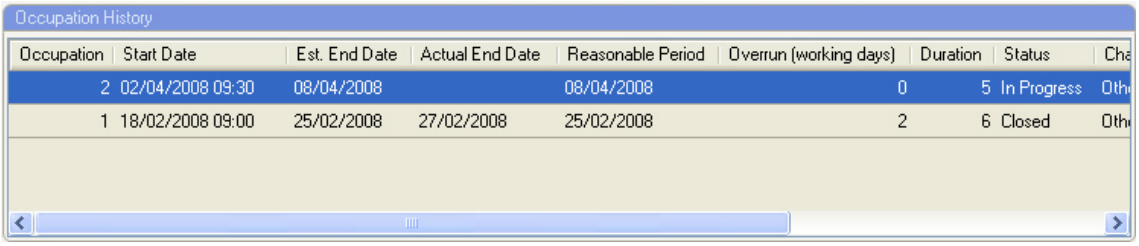
Street Works Notice - Occupation tab

Works Identifier

All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section.

Occupation History

The Occupation History is displayed in a list. This details all openings which have been created during the life of the Works.



Occupation:	Incrementing index of Occupations.
Start Date:	The Estimated or Actual Start Date of the opening.
Estimated End Date:	The Estimated End Date of the opening.
Actual End Date:	The Actual End Date of the opening.
Reasonable Period:	The Reasonable Period date is derived from the Actual Start Date, and takes into account a period that is at least the number of working days specified in the 'Min. Reasonable Period' field on the **Street Works System Settings**. Overrun charging will start after the Reasonable Period has elapsed. The Reasonable Period date will be the greater of: • The Estimated Start Date plus the number of working days specified in the 'Min. Reasonable Period' (the Estimated Start Date is included in the calculation if it is a working day), or • The Estimated End Date of the Works.
Overrun (working days):	Shows the Overrun in Working Days. This is calculated from the Reasonable Period and the Actual End Date. An opening in progress, with no Actual End Date, will not show an Overrun.
Duration:	Shows the "Prescribed Period" in Working Days. This is calculated from the Actual Start Date and the Reasonable Period. It is not the actual Duration of the opening.
Status:	The Status field on this window refers to the Occupation Status of the opening. This Status can have one of the following four values: Proposed, In Progress, Clear, Closed, or Abandoned.

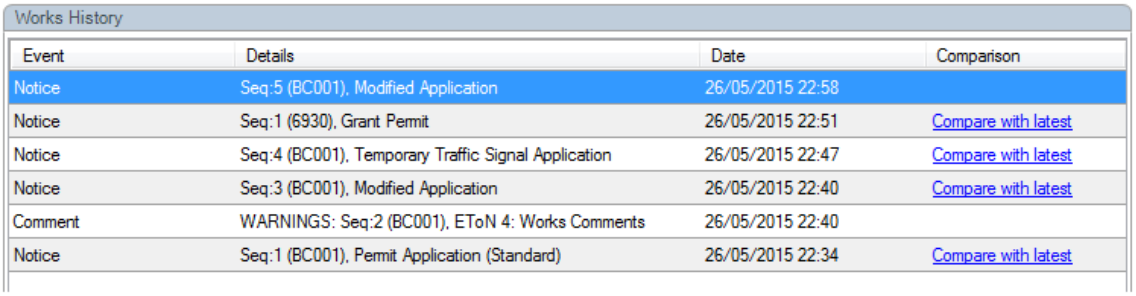
Charge Group:	Derived from the Charge Group field on the Street Work Type Lookup entered for this Works.
Logged At:	This will display the date that the Occupation Record was imported or created in Confirm.
Logged By:	This will display the User Name for the User that logged the Occupation Record in Confirm.

Street Works Notice - History tab

Works Identifier

All tabs display the From Organisation, Works Reference and Street in a 'Works Identifier' section.

Works History



The Works History section displays all transactions that have affected the Works. All Notice versions, Comments, Inspections and Fixed Penalty Notices will be displayed. Each record can be double-clicked, opening the relevant screen so that further information can be viewed.

The format of the text for Notices and Comments in the Details column is:

[Status:] Sequence Number (Sending Organisation Code), Notice Type

The format of the text for the Inspections in the Details column is:

[Status:] Sequence Number (Sending Organisation Code), Inspection Category, Inspection Outcome

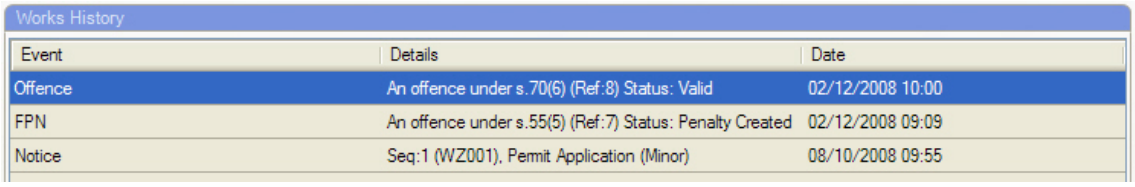
Status:	**'WARNINGS'** - An imported Notice is considered invalid if there are any details displayed in the 'Validation Warnings' field. If the Notice is thought to be OK the User can change the 'Transfer Warnings' drop down on the Transfer tab to 'Checked', which will remove the 'WARNINGS ' text on the History tab. **'IGNORED'** - An imported Notice is stored in Confirm but not processed on import. This will occur if a duplicate Notice is imported. The Notice displayed on the Works tab will be the Notice which was last successfully processed.
Sequence Number:	There is a separate sequence order for Notices and Comments for the Promoter, Authority and any Interested Party Organisations. Paper Notices are given a sequence number of zero.

Comparison

A 'Compare with latest' option is available against each Notice within the History tab. Clicking this button will display a list of fields that have changed between the selected Notice and the latest Notice for that Works. This can then be used to see what changed between Notice versions.

Candidate Offences and FPNs

Candidate Offences and FPNs are displayed separately in the Works History list as shown below. Candidate Offences are listed as 'Offence' in the Event column, and FPNs will be listed as 'FPN'.



The Penalty Status of the Offence is shown in the Details column.

Street Works (Previous)

Double-clicking on a Notice record in the History section opens the Street Works (Previous) screen. This can then be used to see what changed between Notice versions.

This screen is primarily for information only. The Map button can be used to view the location details which were supplied on this Notice rather than the current Notice.

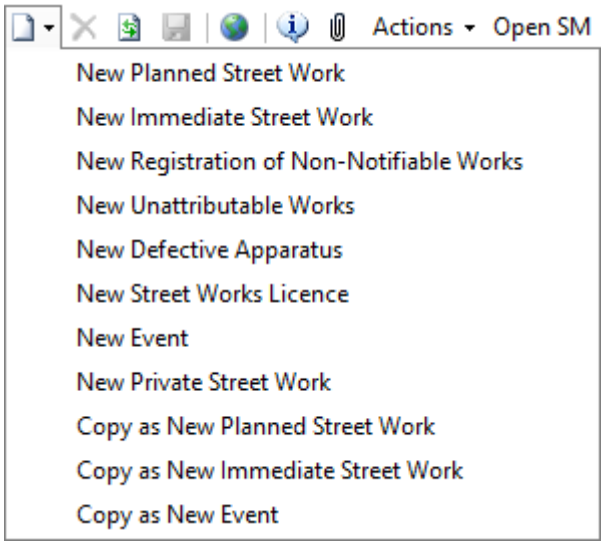
The Contacts tab contains a 'Resend Notices' button that works in exactly the same way as the button on the main **Street Works Notice - Contacts tab** on page 63.

Toolbar Options

The following options are available from the toolbar of the Street Works Notice screen.

New button

The 'New' button provides several options to create new Street Works and Events. The options which begin with 'New...' are the same as opening the selected Wizard from the Confirm Explorer. The options which begin with 'Copy...' allow the User to create a new Street Works or Event based on the currently selected record. The Wizard will open as if a new Notice or Event was being created, however the fields on the Wizard, where possible, will be pre-populated from the currently selected record. All values can be modified before the Wizard is completed.



The options available within the New button depend on what the type of record which is currently displayed in the Street Works Notice screen.

Current Record	Available options
Street Works - Includes Planned, Immediate, Bar Hole Registration and Unattributable Works:	New Planned Street Work New Immediate Street Work New Bar Hole / Pole Test Registration New Unattributable Works New Street Works Licence New Event Copy as New Planned Street Work Copy as New Immediate Street Work Copy as New Event
Street Works Licences:	New Planned Street Work New Immediate Street Work New Bar Hole / Pole Test Registration New Unattributable Works New Street Works Licence New Event Copy as New Planned Street Work Copy as New Immediate Street Work Copy as New Licence Copy as New Event
Events:	New Planned Street Work New Immediate Street Work New Bar Hole / Pole Test Registration New Unattributable Works

Current Record	Available options
	New Street Works Licence
	New Event
	Copy as New Event
Diversions:	New Planned Street Work
	New Immediate Street Work
	New Bar Hole / Pole Test Registration
	New Unattributable Works
	New Street Works Licence
	New Event

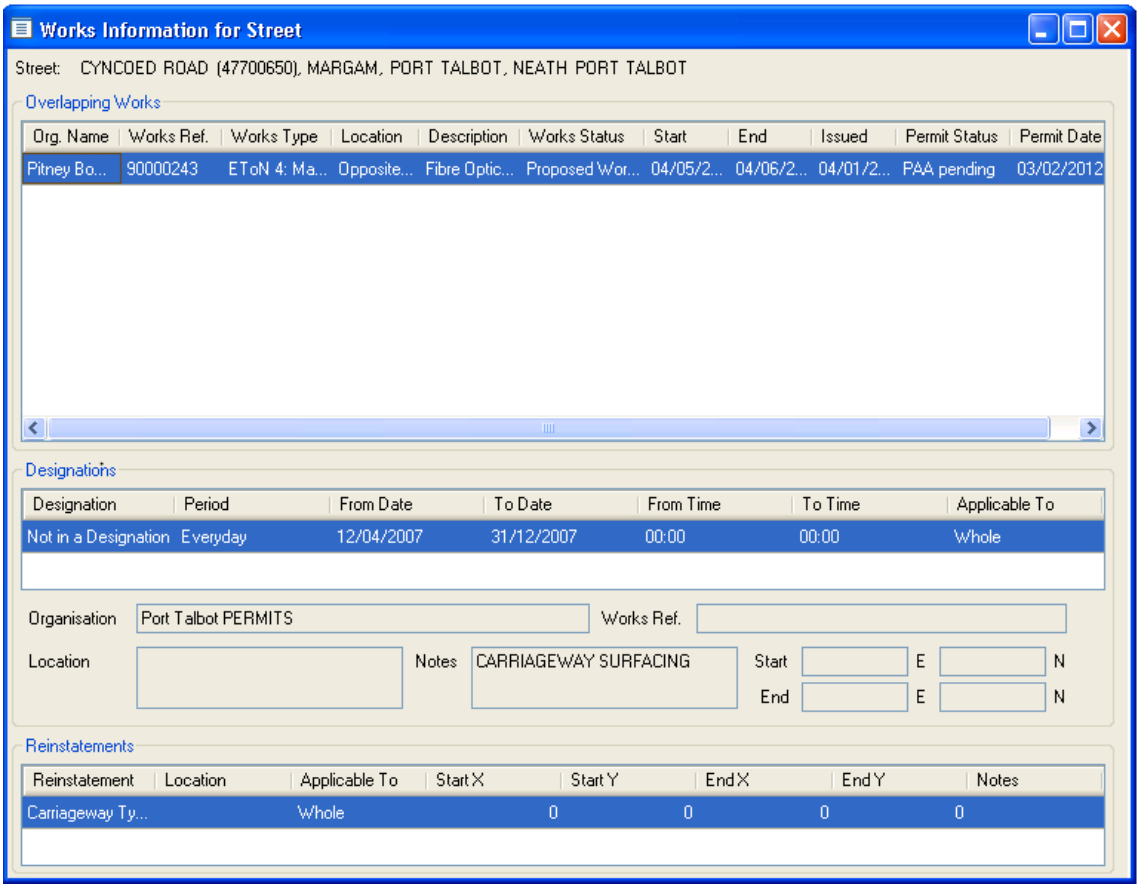
Info button



The 'Info' button provides details of any other Works, Event or Diversion being carried out in the Street (in the same way as the 'Overlapping Works' section of the Wizards). The Works, Events or Diversions selected have a Site on the same Street and within the number of days set in the Work Tolerance field of the **Street Works System Settings** on page 296.

The user can double-click on individual Overlapping Works to view their details.

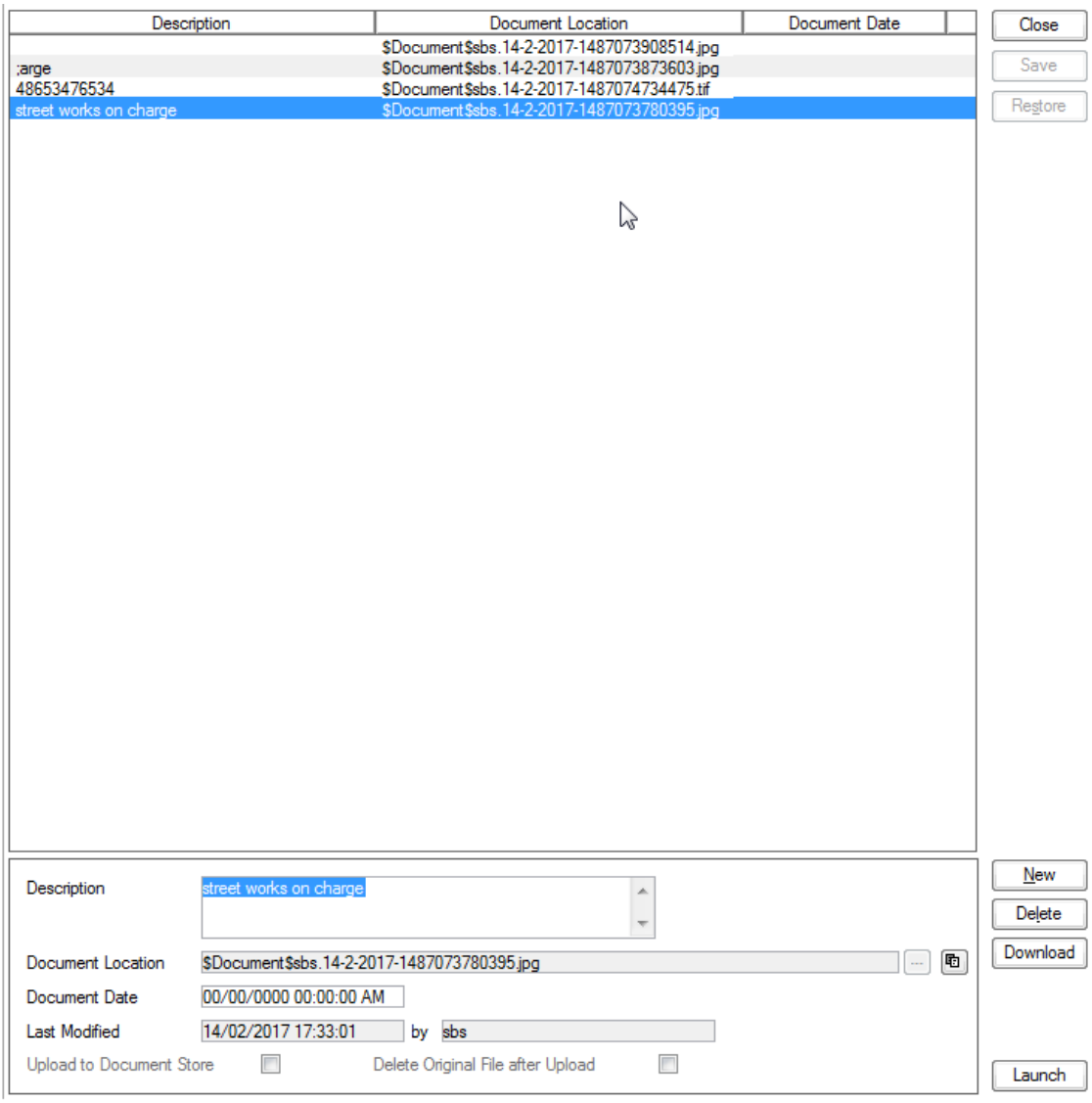
All Designations and Reinstatements applicable to the selected Street will also be displayed if the Record Start Date and Record End Date of the Designations and Reinstatement overlap with the date Notice was created or received.



Links button

Document Links can be created to point to any file in the system, allowing relevant photographs or text documents to be associated with a record.

Click the Links button  todisplay the Document Links form, listing the documents linked to the corresponding record. If there are already Document Links associated with the record then the Links button will be highlighted with a border 
.



The screen lists the currently linked files. The fields below the list give specific information about the selected Link.

Note: For Documents Links created from Street Works Notice, Inspections and Fixed Penalty Notices an extra column will be displayed. This column will notify whether this document was received via EToN or not. This column will not be displayed for Document Links on Features, Enquiry or Jobs.

To add new Links:

Click on the New button and enter the document details .

Description	A free text field used to annotate the file.This field is required while publishing a document from Street Works, otherwise it is optional.
Document Location	Enter or select the path to the required document. Copy Button: This button will copy the fully-qualified path of the Document Location to the clipboard, resolving any location prefixes.

Document Date	A date and time for the Link. This defaults to the current system time but can be edited freely.
Last Modified (by)	The date and time when this Link was last modified, and the User who made the change. This cannot be edited.
Upload to Document Store	This is only available if a 'Document Store Folder' or a 'Web Service URL' has been specified in the **Document Link System Settings** screen. If this is ticked, the Document will be transferred from its current location to a central document store when the screen is saved. After uploading the file to a central document store the 'Document Location' value will be changed to reflect the new location of the document, and depending on the type of document store being used the location may be prefixed with either '$Document Store$' if the central document store is set to 'Folder', or '$Document URL$' if set to 'Web (PUT)' or 'Web (POST)'. This prefix will be applied to all links uploaded to a Folder document store, but this may not be true for a 'Web' document store if no part of the returned URL matches the 'Document Link URL Prefix'. For more information on Document Stores see **Document Link System Settings**.
Delete Original File after Upload	This is only available if Upload to Document Store is ticked. If this is ticked, the local file will be deleted after it has been successfully transferred to the Document Store.
Download	Allow to browse to an accessible location and download the attachment.
Identification Image	This is only available when viewing Feature Document Links, where the Feature belongs to a Feature Group for which an image is shown on the Feature screen. By default, the first appropriate Document Link in the list will be used as the image. This field may be ticked to override this behaviour and choose a specific image for display. The Description of the Document Link record will be updated to show that this has been done. For more details see **Feature Identification Image**.
Dead	*This option is only available when viewing Job Type or Site Document Links.* This option is enabled only when 'Reference' is selected in the 'Document Copy To' option. When checked, it will prevent any further linking while creating or updating Jobs.
Document End Date	*This option is only available when viewing Job Type or Site Document Links.* By default, the Current Date is populated when the 'Dead' field is checked. Once populated, it will automatically end date the document after the specified date.
Document Copy To	*This option is only available when viewing Job Type or Site Document Links.* The options are: • None • Copy • Reference By default, 'None' is selected, No document link is copied to the Job. If 'Copy' is selected, both the document link and the document itself is copied to the specified Document path of the Job, with the description of the copied document link including the suffix 'Copied from Job Type/Site'.

	If 'Reference' is selected, only the document link is copied to the Job and the document is referenced from the actual Document path, with the description of the copied document link including the suffix 'Referenced from Job Type/Site'. **Note:** The Job Standard Document functionality will only be available when the Document Store setting is set to "Folder".

Once the details for one or more Links have been entered, click Save to store the details.

Document Location Prefixes

If a document was selected for transfer to a central document store, or was a Street Works link that was published, then part of the path or URL to that file is often replaced with a prefix. There are several prefixes in use and each has a different value.

$Document$	This is used for photos uploaded from a hand held device via the Confirm connector. Its value is equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document Store$	This is used for documents uploaded to a central document store that is set to be a 'Folder' type. Its value is also equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document URL$	This is used for documents uploaded to a central document store that is set to be a 'Web (PUT)' or 'Web (POST)' types. Its value is also equivalent to the 'Document Link URL Prefix' setting in the Document links System Settings screen.
ORG_PREFIX	This is specific to Street Works document links and is used when a document is Published. It's value is dependant on the Organisation that the document link is related to. The value is equivalent to the 'Attach. URL' setting in the Organisation screen, for the Organisation that the link is related to.

To modify an existing Link:

Click the link in the list and modify the Description or Document Location as required, then click Save.

To view a currently linked file:

With the required file highlighted, click on the 'Launch' button. The associated program is launched and the file displayed.

To delete a Link:

Click the link in the list, then click the 'Delete' button. The link will be removed from the list, but the file will not be deleted.

Security of Linked items:

There is a generic User Security option which can be used to selectively prevent Users from either adding, deleting or modifying (e.g. changing the Description or Document Location) items linked to entities in Confirm. This option appears in the Security section of the menu when configuring privileges on the User Security and Group Security screens.

Street Works Notice Types

Document links can be sent along with an EToN 5 or above Street Works Notice as attachments. Please refer to the Document Exchange section for more information about document linking.

An attachment is sent in the form of a URL to the document. As such, the actual document must exist in a location that is accessible to all recipients of the Notice before the Notice is sent. This is what the Publish button is for. It copies the document to a specified location, ensuring that it is accessible to the recipients of the Notice and can be viewed when the Notice is received.

Documents links are exported to the Notice recipients for the following Notice types:

Promoter Notices	EToN Version	Authority Notices	EToN Version
Forward Planning Information	5 & 6	Unattributable Works	6
New Activity	5 & 6	Defective Apparatus Works	6
Activity Confirmation	5 & 6	Street Work Licences	6
Works Data Alteration	5 & 6	Direction on Timing	6
Registration of Reinstatement	5 & 6	Direction on Placing Apparatus	6
Registration of Non-Notifiable Works	5 & 6	Undue Delay	6
Work Stop	6	Refuse PAA/Permit/Variation	6
Temporary Traffic Signal Application	6	Modification Request	6
Work Comments	6	Revoke Permit (Proposed Works)	6
Completion of Non-Notifiable Works	6	Authority Imposed Variation	6
Fixed Penalties Notices Comments	6	Revoke Permit (In Progress Works)	6
		Fixed Penalties Notices	6
		Fixed Penalties Notices Withdrawal	6
		Fixed Penalties Notices Comments	6
		Inspection	6
		Work Comments	6

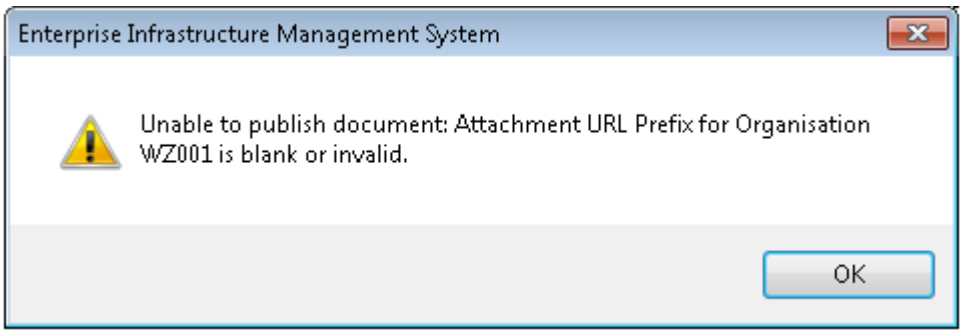
Publish button:

This button will post the selected document to the FTP site specified in the Street Works Initiation System Settings. The button will be inactive under the following conditions:

- If the document has already been transferred to a central document store.
- If the document has already been published.
- If the Organisation is not currently set to use EToN 5 or above.
- The Works is EToN 1 - 4 (Notice attachments are only valid for EToN 5 or above notices.)

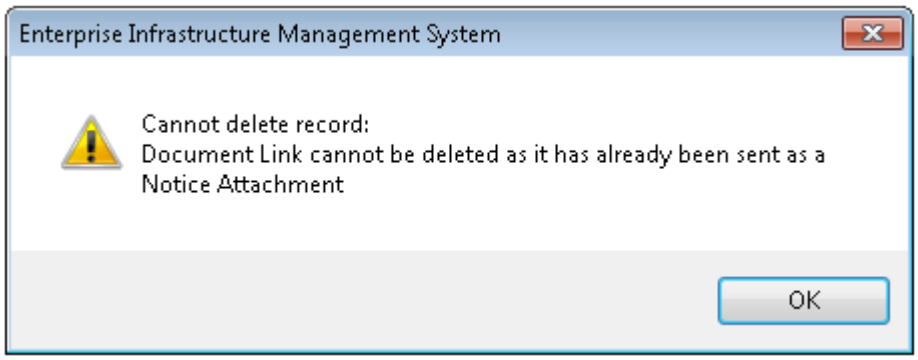
Once a file has been published, the path of the document's location will be replaced with the 'ORG_PREFIX' prefix, allowing it to be viewed from the Organisation's document repository.

If the sending Organisation's 'Attach. URL' field is not correctly configured then clicking the Publish button will generate a message:

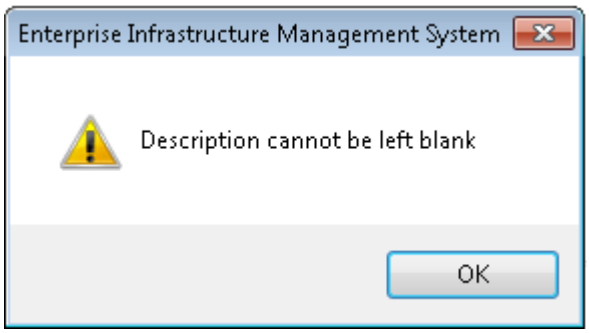


Once the document has been published deleting the document link will also cause the published version to be deleted. However, if the Notice has also been sent then the words 'Attach. Sent' will appear below the Publish button and it will no longer be possible to modify or delete the link.

The following message will be displayed if the User tries to delete an already Published document Link.



The following message will be displayed if the User tries to publish a Document link with blank Description.



Actions

The 'Actions' menu is used to progress Notices in Confirm. The options available will be listed and alter depending on the stage or phase of the Works and the Authority / Promoter of the Works. This is determined by which Organisation has the 'Notice Initiation' flag ticked, e.g. if the Authority

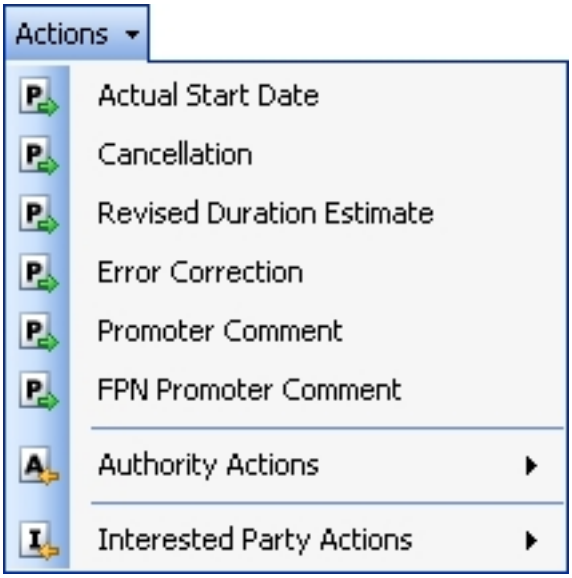
Organisation of a Notice has the 'Notice Initiation' flag ticked then the main Action options are the Authority Actions.

The 'Actions' are subdivided into three groups:

	Promoter Actions
	Authority Actions
	Interested Party Actions

Paper Notices

It is possible to create Notices and Comments on behalf of another Organisation. These are called Paper Notices and Comments. The Actions menu will display Paper Action options in sub folders, e.g. if the Promoter Organisation of a Notice has the 'Notice Initiation' flag ticked then the Paper Action options will be in Authority Actions and Interested Party Actions sub folders.



The following Paper Action options will not be available if the main Action options are for an Interested Party Organisation:

Promoter Actions:	Registration *
	FPN Promoter Comment
Authority Actions:	New Inspection *
	Programmed Inspection *
	New Offence
	FPN Authority Comment

* These Actions are available if the Interested Party Organisation has an Interest Type of Highway Authority.

Partition Promoter and Authority Actions

If an internal Works Promoter has direct access to the Highway Authority's Confirm, and therefore the 'Notice Initiation' flag is ticked for both the Promoter and Authority Organisations, then the Actions menu will display both Promoter and Authority Actions. This can lead to a situation where the Works Promoter can Grant / Refuse their own Works.

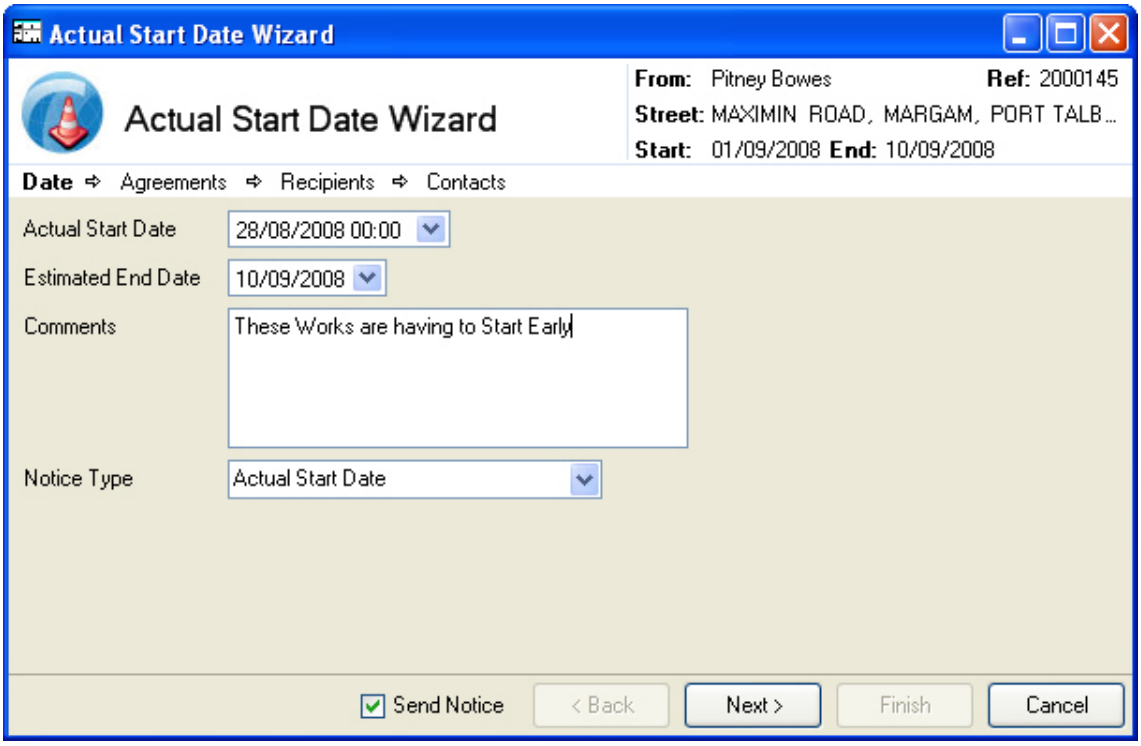
This can be prevented by ticking the 'Partition Promoter and Authority Actions' setting on the Street Works Initiation System Settings. The Works Promoter then only gets the Promoter Actions displayed. The Authority gets Authority Actions displayed as well as a sub folder of Promoter Actions. We determine which Actions a User can see based on whether their Action Officer's Organisation matches the Promoter or Authority Organisation for the Works.

Promoter Actions

Actual Start Wizard

Selecting Actual Start Date from the Promoter Actions menu will display the Actual Start Date Wizard. This is used to create the Start Notice which tells the Authority that the Works are In Progress. If you are using EToN 5 then this Wizard will appear differently as described below.

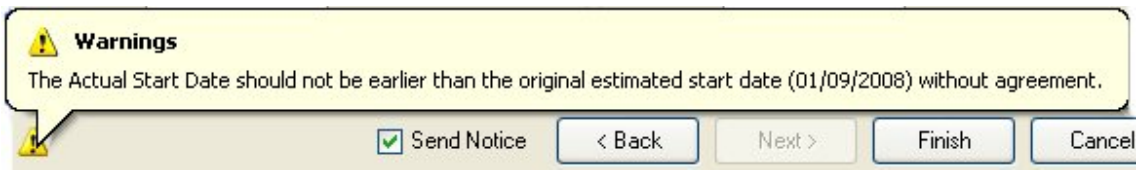
Step 1 - Date



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Actual Start Date:	Defaults to Works Estimated Start Date. This may be edited to a past date. It is not possible to enter a date in the future since Actual Start Date Notices may not be sent before the Actual Start Date.

Estimated End Date:	EToN 4 only. Enter or pick from the date picker a new Estimated End Date for the Works. For EToN 5 Works this field is not visible, and Confirm will automatically calculate a new Estimated End Date based on the duration of the Works, taking into account weekends and public holidays (non-working days). For Permit Works, Confirm will not modify the Estimated End Date if the Street has a 'Traffic Sensitive' designation or if the Work's Street has a Reinstatement Category of any of the following: • Carriageway Type 6 - 125 MSA • Special Type - Over 30 MSA • Carriageway Type 1 - 10 to 30 MSA • Carriageway Type 2 - 2.5 to 10 MSA A Street is deemed to be Traffic Sensitive if any part of the Street is recorded as Traffic Sensitive in the Street ASD at the time of the first Notice for a Works Phase. Attributes of the Traffic Sensitive Designation, such as time restrictions, seasonality and spatial location, are not considered when determining the Traffic Sensitive status of the Street. In addition the Designations supplied against the Works are not considered in this decision.
Comments:	Optional free text field to provide Comments.
Notice Type:	Defaults to 'Actual Start Date'. Any other EToN 4+ **Notice Types** configured with the 'Actual Start Date' DfT reference will be available for selection.

When 'Next' is selected, the User will be warned if the Actual Start date is incompatible with the Street Works Type and if Agreements are required.



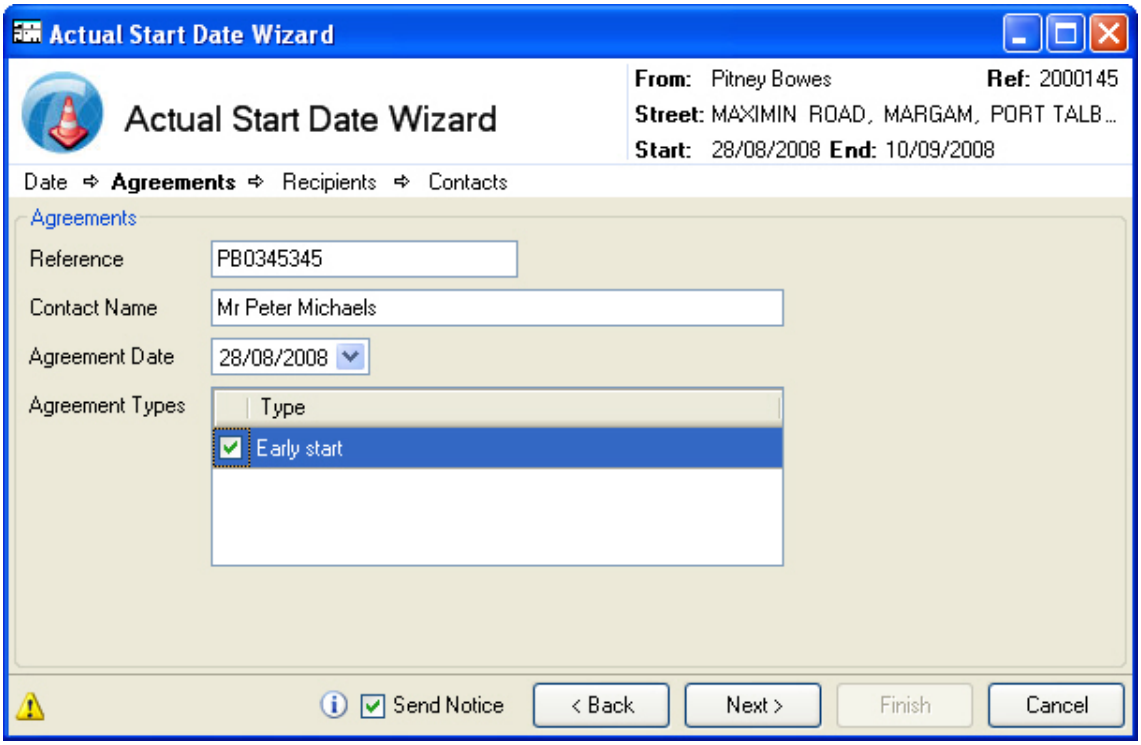
If the Works had a Duration of 0 working days, i.e. only occurred on non working days, and the selected Actual Start Date is a working day then the following warning will appear:

"This Works previously only included non-working days, but the selected Actual Start Date has been changed to be a working day. The duration of this Works has therefore been changed to 1 working day."

This will change the duration of the Works from 0 to 1 working day.

Step 2 - Agreements

If you are using EToN 5 or if the dates entered do not require any Agreements, this step will be skipped.

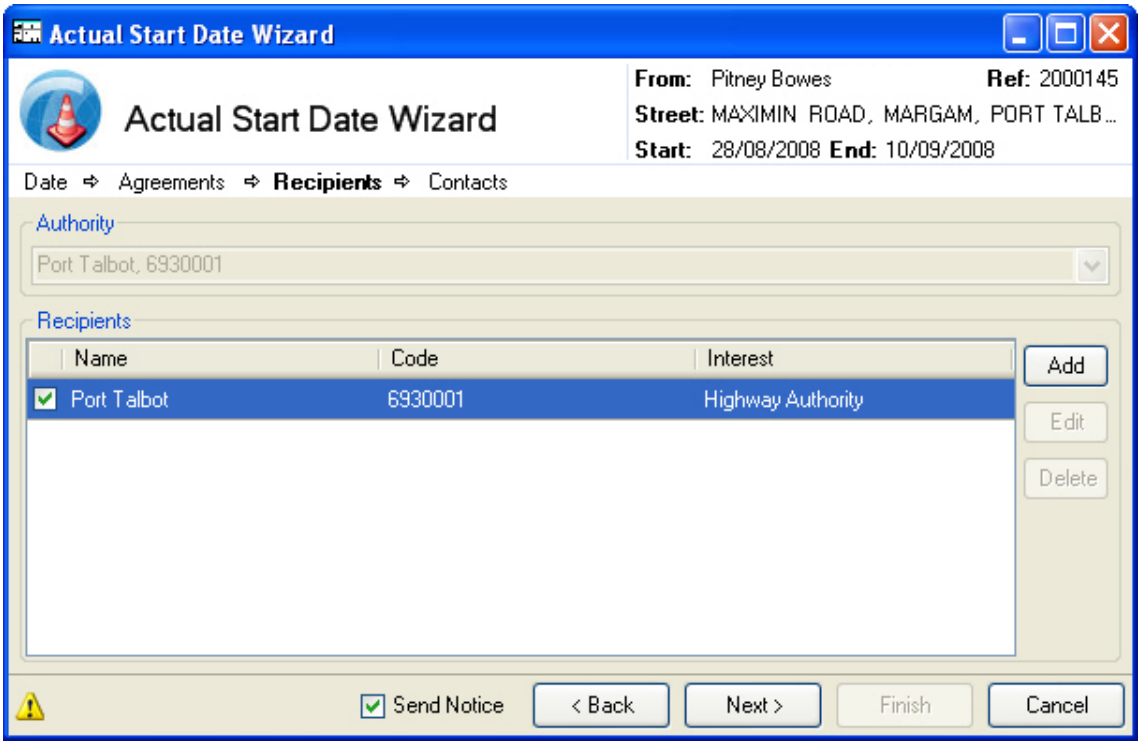


Reference:	Supply a Reference number for the Agreement.
Contact Name:	Supply the name of the person with whom the agreement was made.
Agreement Date:	Enter or use the date picker to supply the date that the Agreement was made.
Agreement Types:	Any required Agreements will be listed. All those which have been agreed should be ticked. Leaving Agreements which Confirm has calculated to be required will cause warning messages to pop up to ensure that the User is sure that they wish to proceed as Fixed Penalty Notices could be generated.

The example shown requires an Early Start Agreement so Confirm warns the user with the Warning icon in the bottom left hand corner. If the User hovers their mouse pointer over the icon, a pop-up is shown with further details.

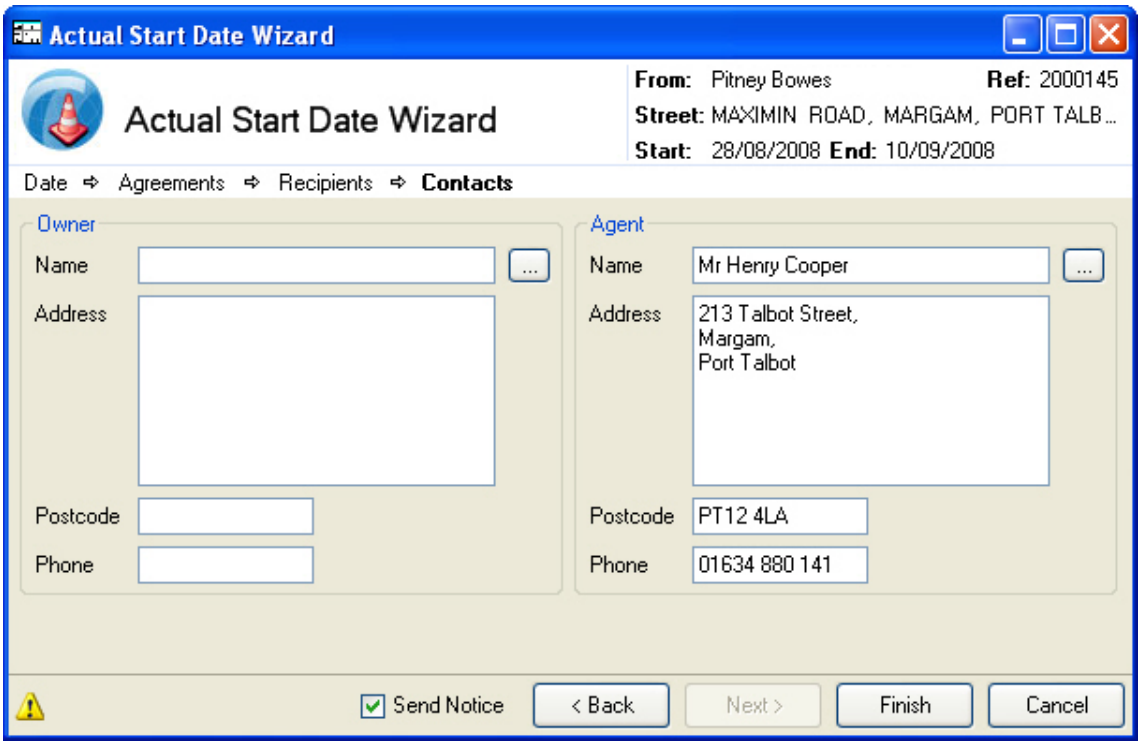
Step 3 - Recipients

All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.



Step 4 - Contacts

The Contacts which were selected for the Owner and Agent of the Notice can be changed here.



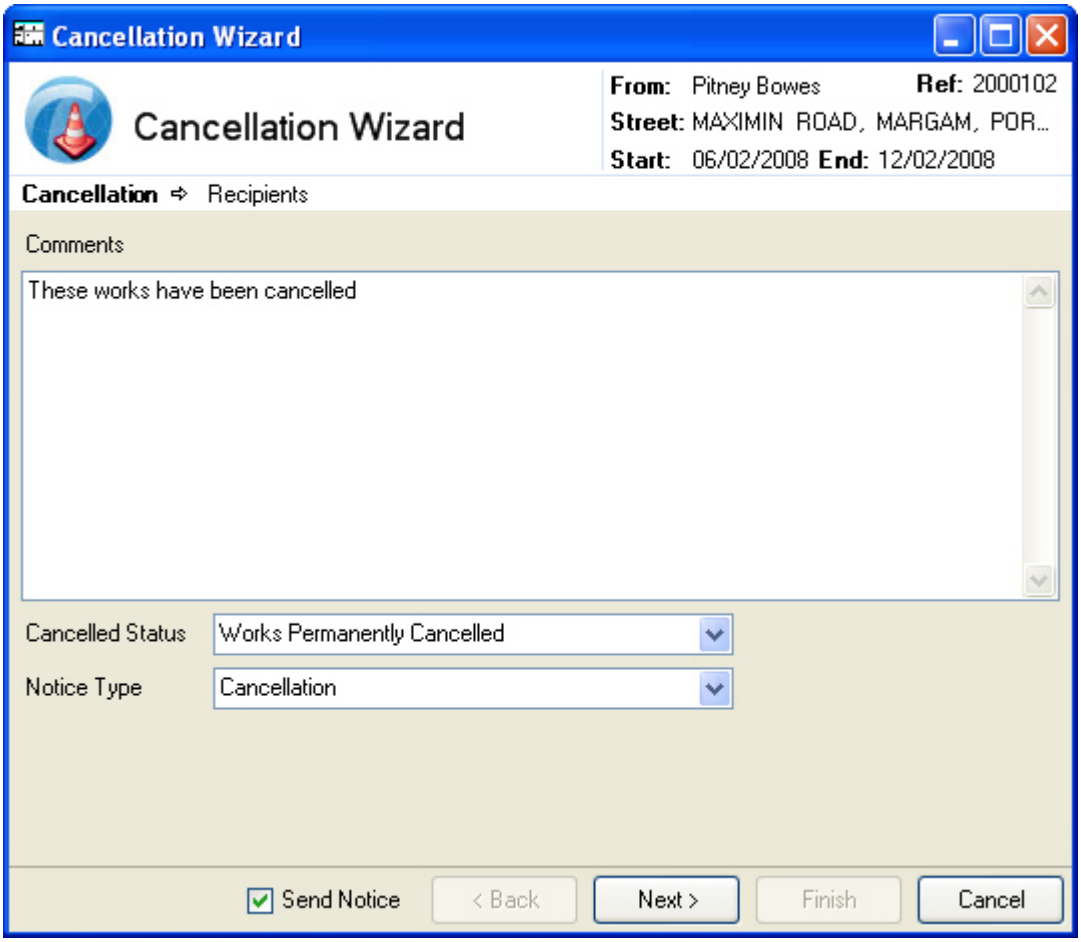
Click 'Finish' to create the Notice.

Cancellation Wizard

It may be necessary for Promoters to Cancel Works from time to time. This could be where a Notice has been issued by mistake e.g. the wrong Street was selected and possibly the wrong Highway Authority. Another reason to Cancel Works could be due to unforeseen resource constraints, logistical problems or weather conditions etc.

Highway Authorities may also need to Cancel Unattributable Works and Street Works Licence Notices which they have created.

Step 1 - Cancellation



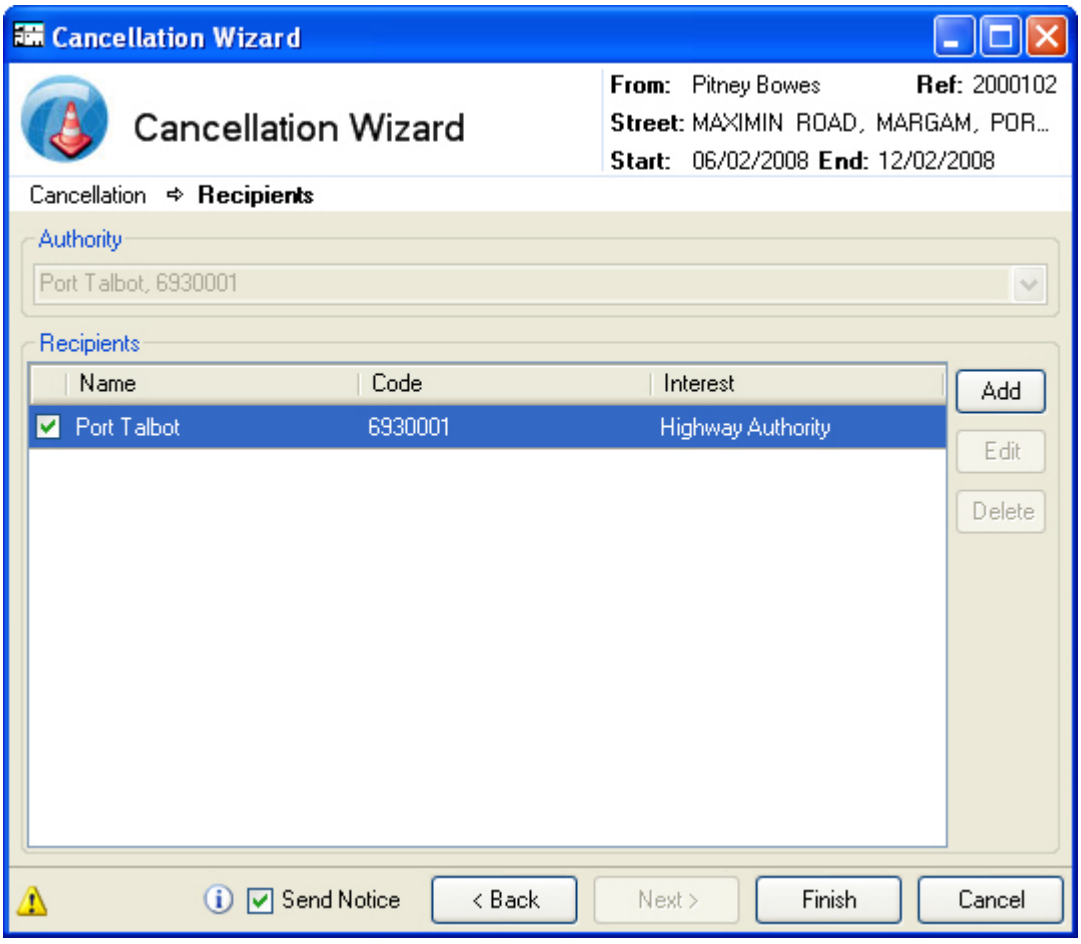
Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Comments:	Supply justification text to detail the reason for this Cancellation.
Cancelled Status:	Optionally select a Cancelled Status to provide further information about why the Works are being Cancelled. Select from: • 'Works Permanently Cancelled'. • 'Works postponed - Re-scheduled'. • 'Works postponed - Future date not known'. 'Works postponed - Re-scheduled' is only available for EToN 4 Works. The Cancellation Status is not available when cancelling: • Unattributable Works. • Street Works Licences.

- A subsequent Phase of an EToN 4 or 5 Works or Permit Works (it is available when Cancelling the first phase).
- EToN 6 and above Works.
- Private Street Notices.

Notice Type: Defaults to 'Cancellation'. Any other **Notice Types** configured with the 'Cancellation' DfT reference will be available for selection.

Note: From v25.10 onwards, new cancellation reasons are available in the drop down for Cancellation of Permits. This is to facilitate new Cancellation reasons provided by Street Manager. For complete list of cancell reason, see **here**

Step 2 - Recipients



The existing recipients of the Cancellation Notice will be displayed and additional recipients can be added.

Click 'Finish' to create the Notice and view it in the Notice screen.

Confirmation / Permit Variation Application / Modified Application / Permit Application Major Wizard

Depending on the Works currently selected, this Wizard will have a different title.

Confirmation Wizard

For EToN 5 Works the 'Confirmation' Wizard is used to confirm that Proposed Major, Minor, or Standard Works are definitely going to occur. For EToN 4 Works, only Proposed Major Works can be confirmed.

The Wizard contains all of the steps which the **New Planned and New Immediate Works Wizards** have.

Each of the steps should be reviewed to make sure the correct information has been entered.

Permit Variation Application Wizard

If the current Works is one where a Permit Application has been made, the Wizard is called 'Permit Variation Application Wizard' and is available even if the Application is still 'Pending'. The 'Permit Variation Application' Action item is not available for Revoked or Refused Permit Applications.

The Wizard is identical to the New Planned/Immediate Works Wizard shown when making a Permit Application. All details are carried forward except the Discount. The Permit Date (the date at which the Permit Variation Application will be considered Deemed) is set to 2 days after the Notice creation date. The Notice Type will be set to Variation Application.

When the Wizard is progressed, a warning is shown if the Variation is being applied for when the existing Permit has less than 20% of its duration or two days (whichever is the greater) left to run. In other words, a Variation cannot be applied for near the end of the Works.

Note: The 20% is rounded up and is calculated in terms of the Permits duration in Working Days.

Modified Application Wizard

For EToN 6 Works the 'Permit Variation Application Wizard' is renamed to be 'Modified Application Wizard'.

Permit Application Major Wizard

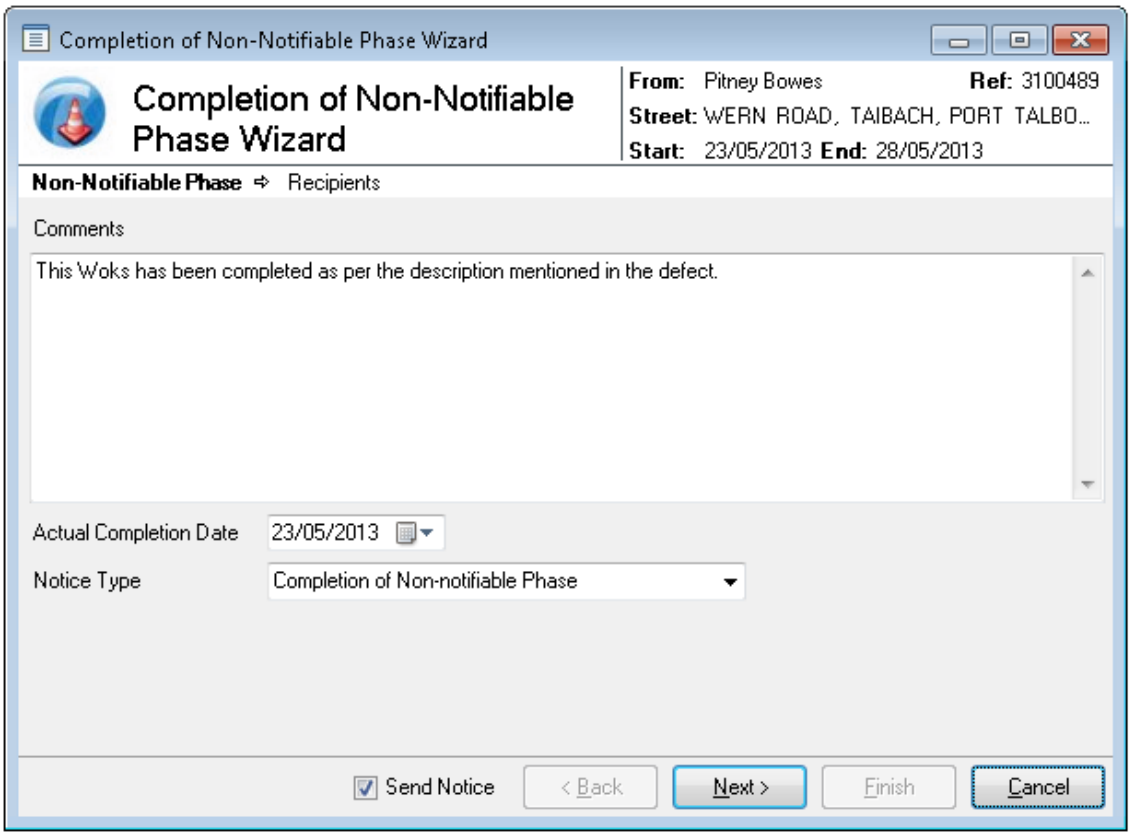
The 'Permit Application Major Wizard' is used to confirm that Proposed Major Permit Works are definitely going to occur. The Wizard contains all of the steps which the New Planned and New Immediate Street Works Wizards have.

Each of the steps should be reviewed to make sure the correct information has been entered.

Completion of Non-Notifiable Phase Wizard

The Completion of Non-Notifiable Phase Wizard is available in the 'Action' menu when a Works Status has 'Works Stopped' or 'Abandoned Works' and has an Inspection against it. This option can be used to create a notification of Works that do not involve excavation and have been completed by a promoter where there is no requirement for a New Activity notification.

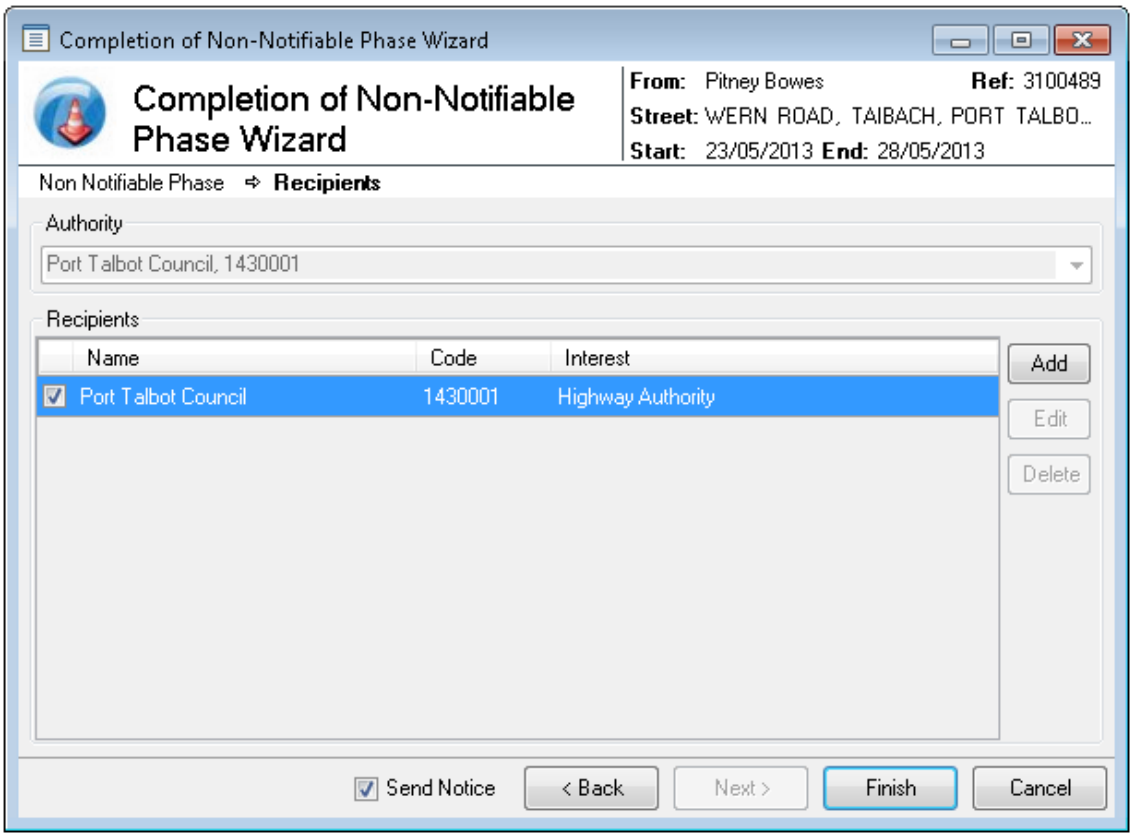
Step 1 - Non Notifiable Phase



Comments:	Optional free text field to provide Comments.
Actual Completion Date:	The Works Actual Completion Date is displayed. This can be edited and is a required field.
Notice Type:	Defaults to 'Completion of Non-notifiable Phase'.

Step 2 - Recipients

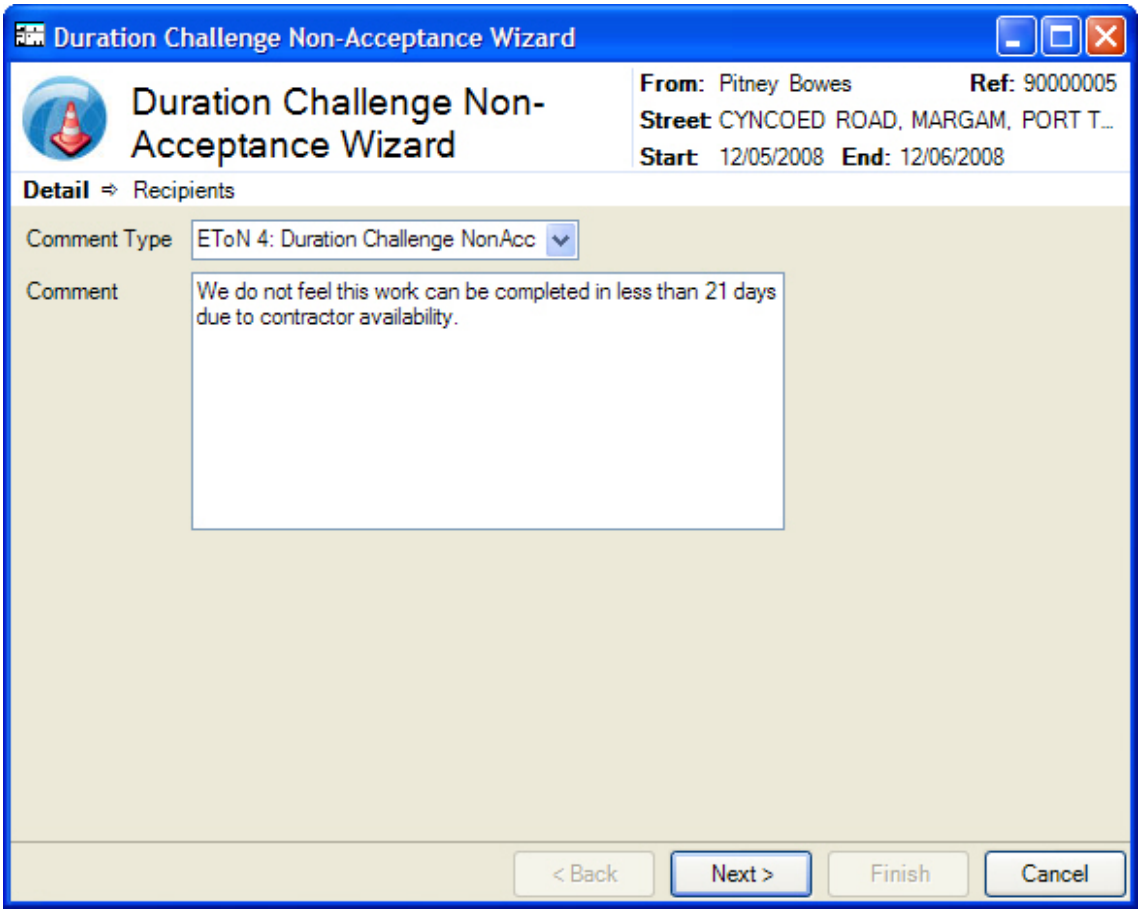
All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.



Duration Challenge Non-Acceptance

Duration Challenge Non-Acceptance is a Promoter Action and can be generated in response to an Authority **Duration Challenge**. Select Duration Challenge Non-Acceptance from the Actions menu to launch the wizard. This Action is available for EToN works only.

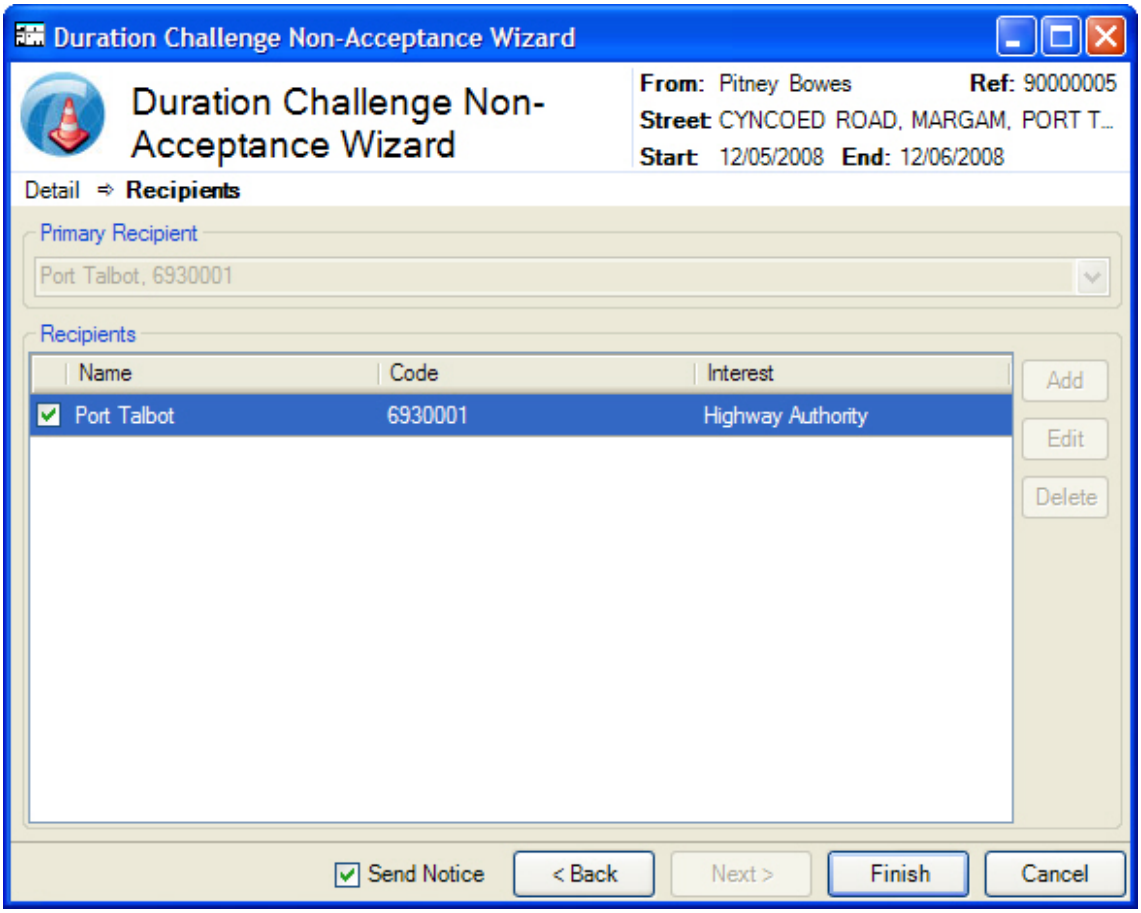
Step 1 - Detail



Comment Type:	A mandatory field that defaults to 'EToN 4: Duration Challenge Non-Acceptance'.
Comment:	A mandatory field for the entry of justification text regarding the Non-Acceptance.

Step 2 - Recipients

The next step lists all of the Recipients for the Notice. Existing Recipients cannot be removed and new ones cannot be added.



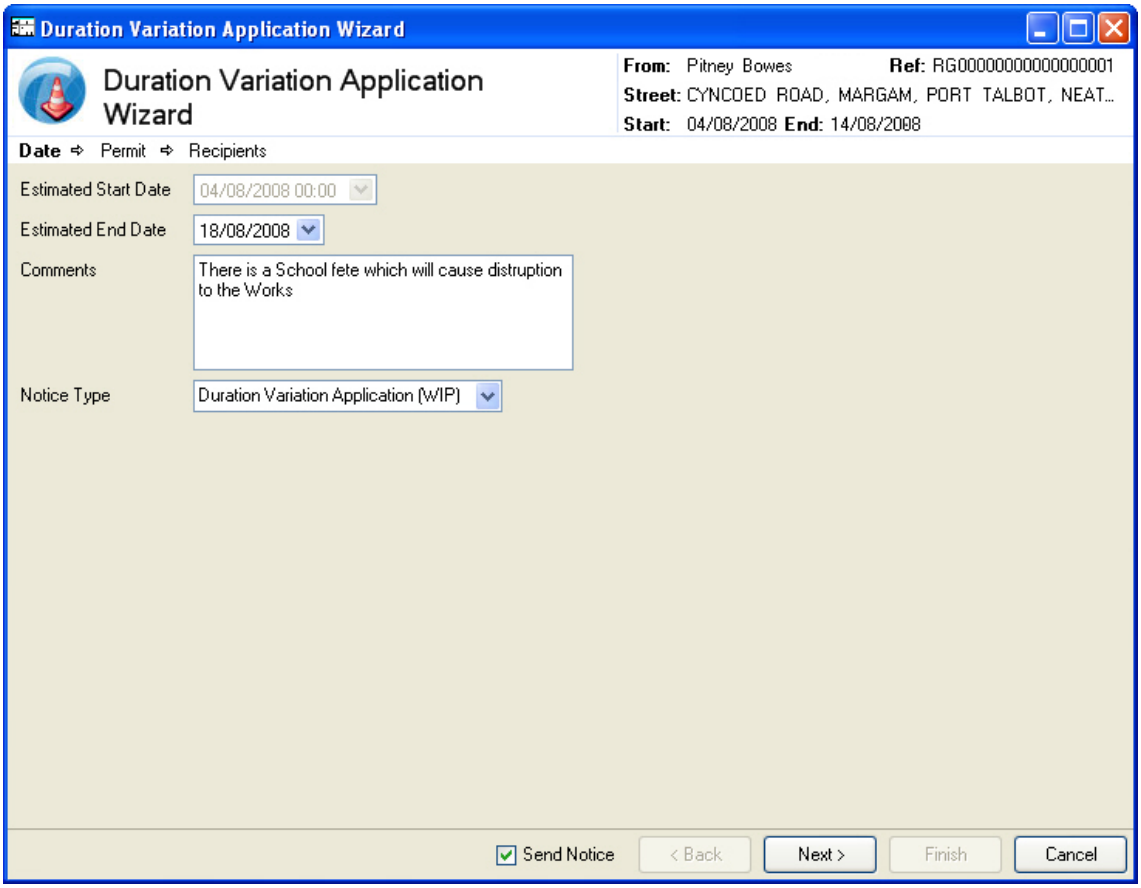
Click 'Finish' to create the Notice.

Duration Variation Application Wizard

Selecting 'Duration Variation Application' from the Promoter Actions menu will display the Duration Variation Application Wizard. This is used to modify the duration of Works which have already been created. This Action is available on any Permit Works which are In Progress.

The wizard is similar to the Revised Duration Estimate Wizard available for non-Permit Works.

Step 1 - Date

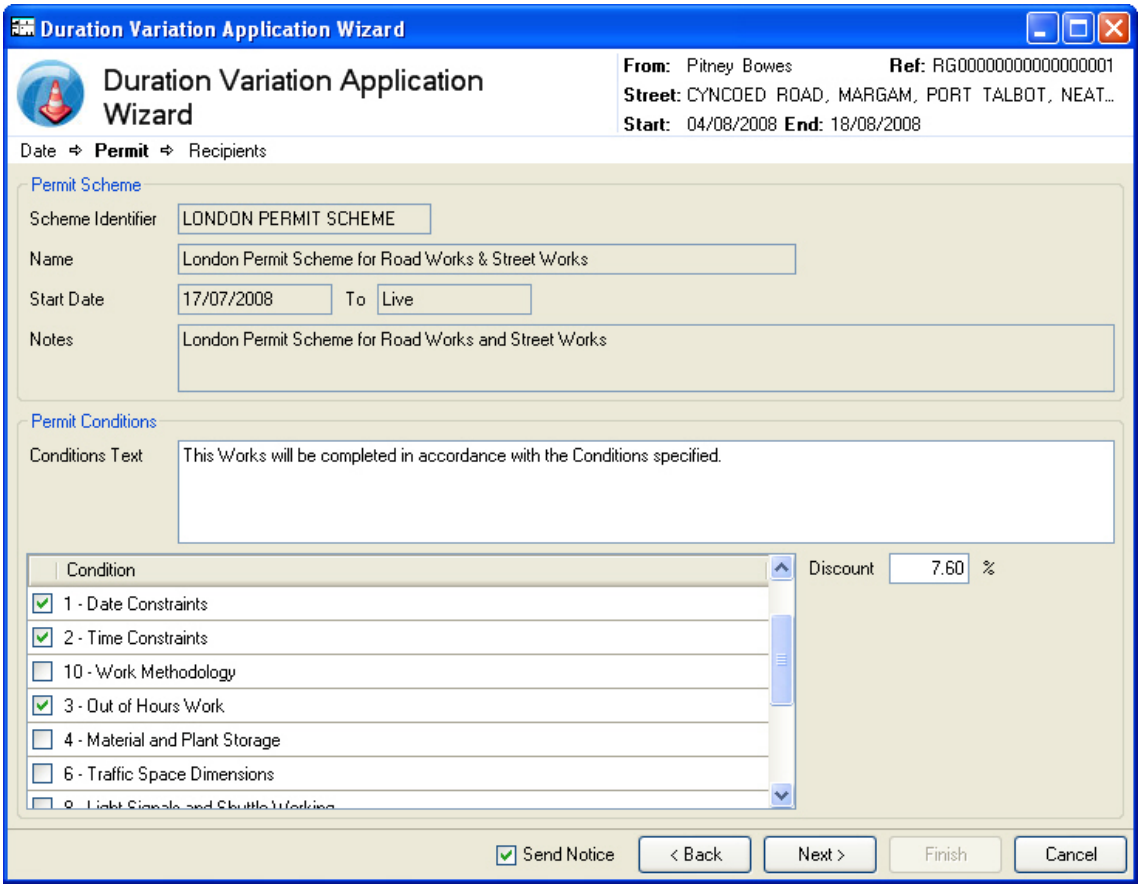


Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the Organisation screen.
Estimated Start Date:	Set to the Works Start Date and cannot be changed.
Estimated End Date:	Enter or pick from the date picker a new Estimated End Date for the Works.
Comments:	Mandatory field for supplying justification text about the cause of the duration change.
Notice Type:	Defaults to 'Duration Variation Application (WIP)'.

Note: When 'Next' is clicked, if the new Estimated End Date implies a duration longer than the limit for the current Works Type (for example. a Minor to a Major), a warning will be displayed.

Step 2 - Permit

The second step shows the Permit details for the Works. The Permit Conditions details can be edited.



Permit Scheme

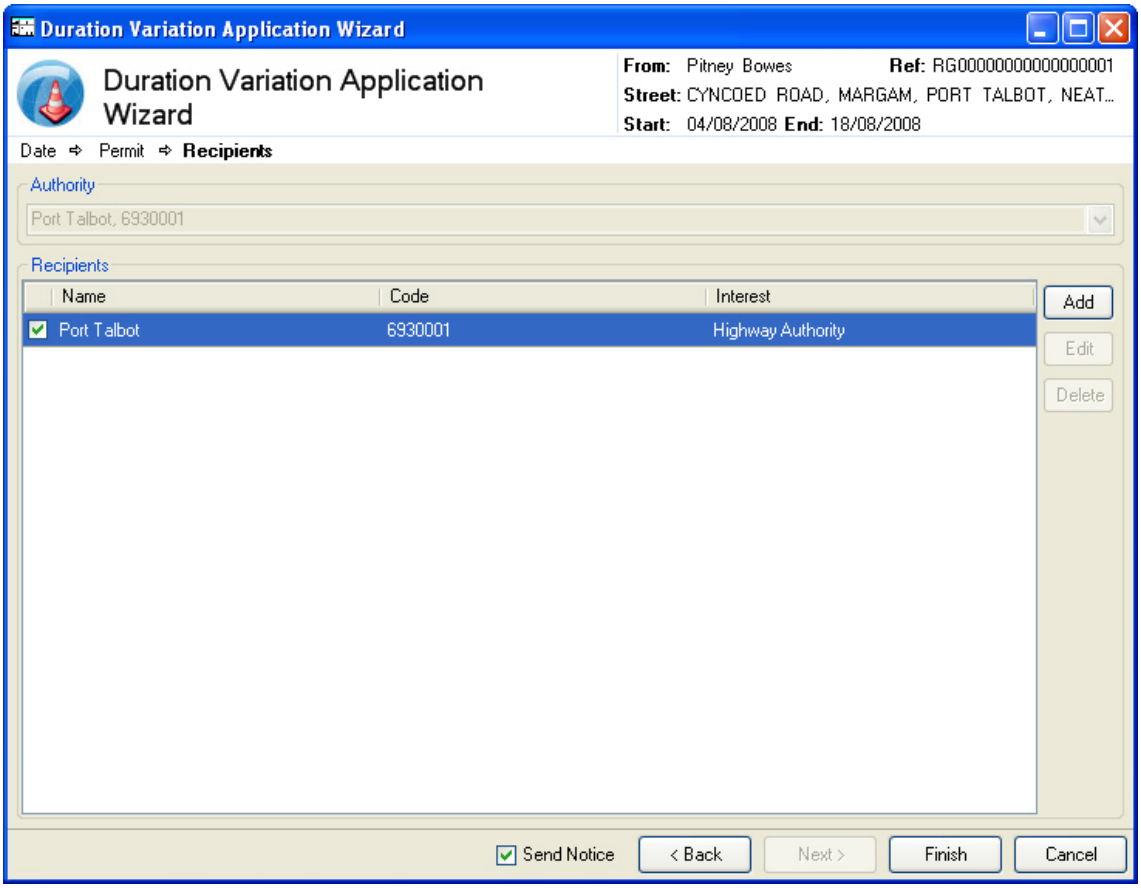
These details will be populated from the Permit Scheme details and cannot be edited.

Permit Conditions

Conditions Text:	Optional free text field. 500 characters. Supply any information about the Conditions that will be applied to the Works.
Conditions:	Displays all the related Permit Condition Types against the Permit Scheme. The Conditions ticked when the Works were created are ticked by default and my be changed.
Discount:	Defaults to zero. Enter a discount percentage for working collaboratively or for applying for multiple permit applications.

Step 3 - Recipients

All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.



Click 'Finish' to create the Notice. A warning is shown if the Variation is being applied for when the existing Permit has less than 20% of its duration or two days (whichever is the greater) left to run.

Note: The 20% is rounded up and is calculated in terms of the Permits duration in Working Days.

Error Correction / Works Data Variation Wizard

Depending on the Works currently selected, this Wizard has a different title but performs the same type of function - to make changes to existing data supplied on Notices.

Selecting 'Error Correction' from the Action button menu opens the Error Correction Wizard. This allows changes to be made to the allowable fields of a Notice.

Selecting 'Works Data Variation' from the Action button menu opens the Works Data Variation Wizard. This option is available on any Permit Works that is ready to start (i.e. not PAAs) or is already In Progress.

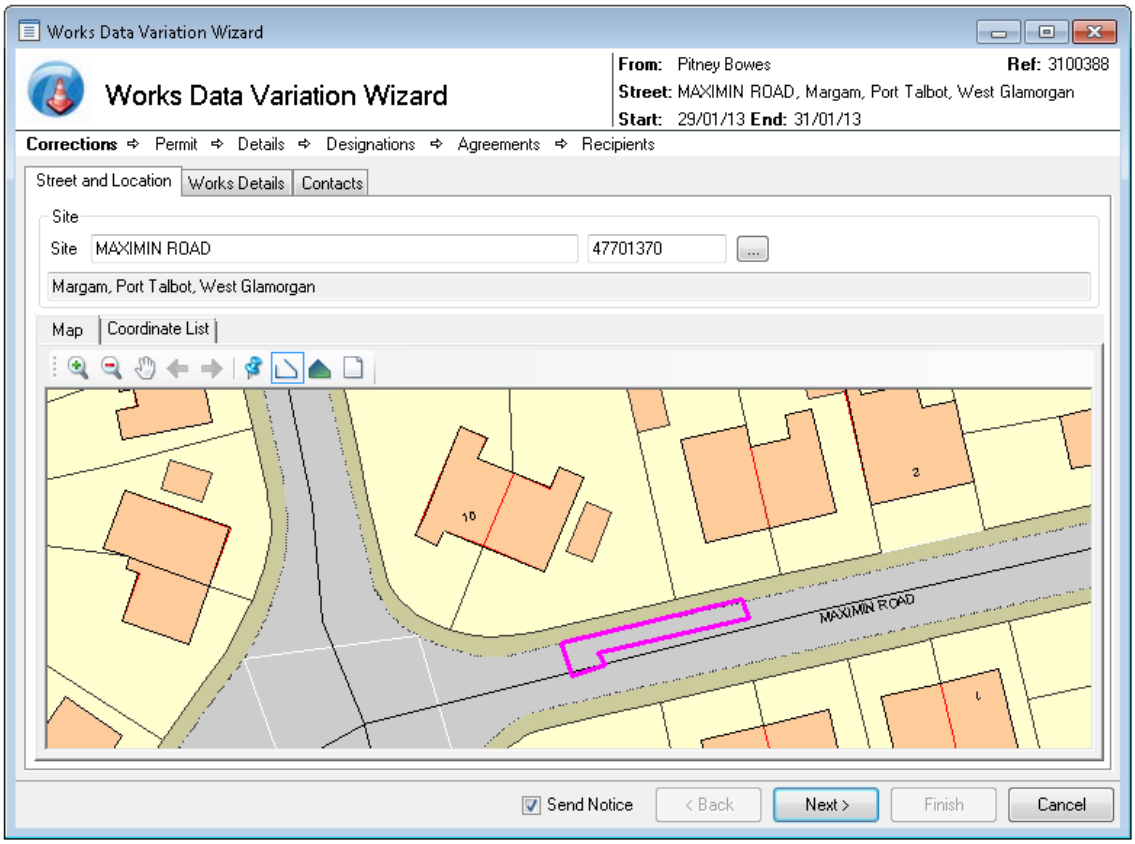
Step 1 - Corrections

Step 1 displays all of the fields that can be edited, they are grouped on tabs.

Received

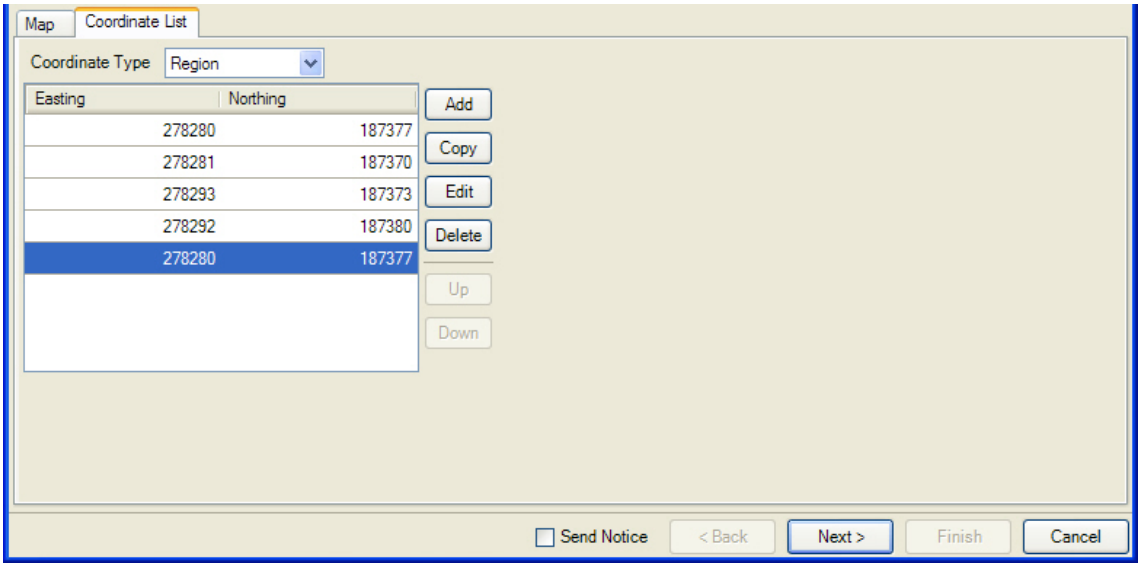
Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.

Street and Location tab



The Site and Coordinates can be modified using the same methods as when the Notice was created with the Wizard. If Mapping Module 0425 is installed then the User will see the current Works and they can draw a new Works onto the Map with the Point, Line and Region tools. If a new Works location is defined then the old one will be overwritten.

If Mapping Module 0425 is not installed then Confirm will default to the Coordinate List view:



Works Details tab

The Works Description, Location, Traffic Management, Footway Closure, Parking Restriction, Outside Working Hours, Project Reference and Project Description fields can all be modified. For EToN 6 Works the Street Category and Collaboration Type can also be modified.

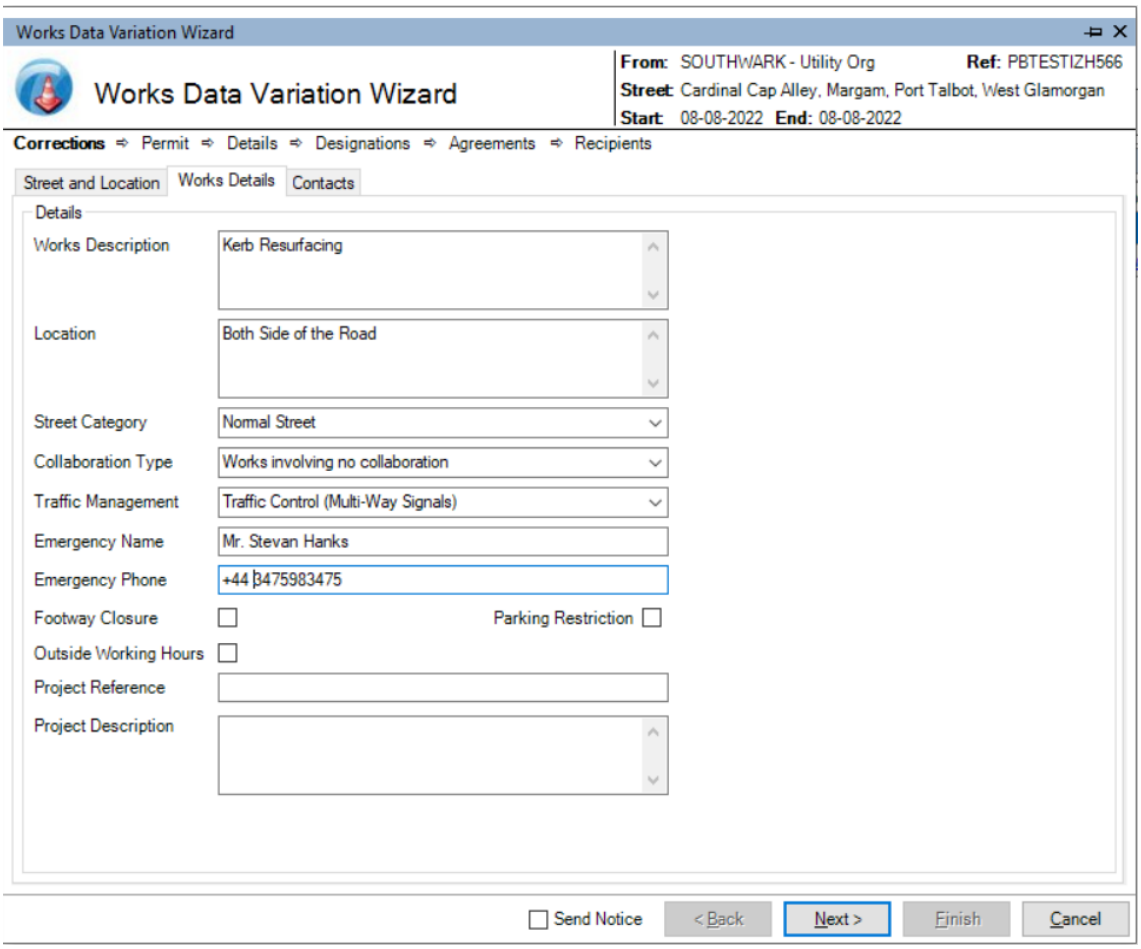
A message will occur if the Works Type is not Major and the Traffic Management field is set to 'Road Closure'. This will not occur for Immediate Works.

If the Works is EToN 6, a message will occur if the Works has an Excavation Type of 'Works Involving No Excavation' and the Collaboration Type is set to anything other than 'Trench Sharing (Secondary Promoter)'.

If the Works is EToN 6, a message will occur if the Collaboration Type is 'Trench Sharing (Primary Promoter)' and the Works does not have one of the following Excavation Types:

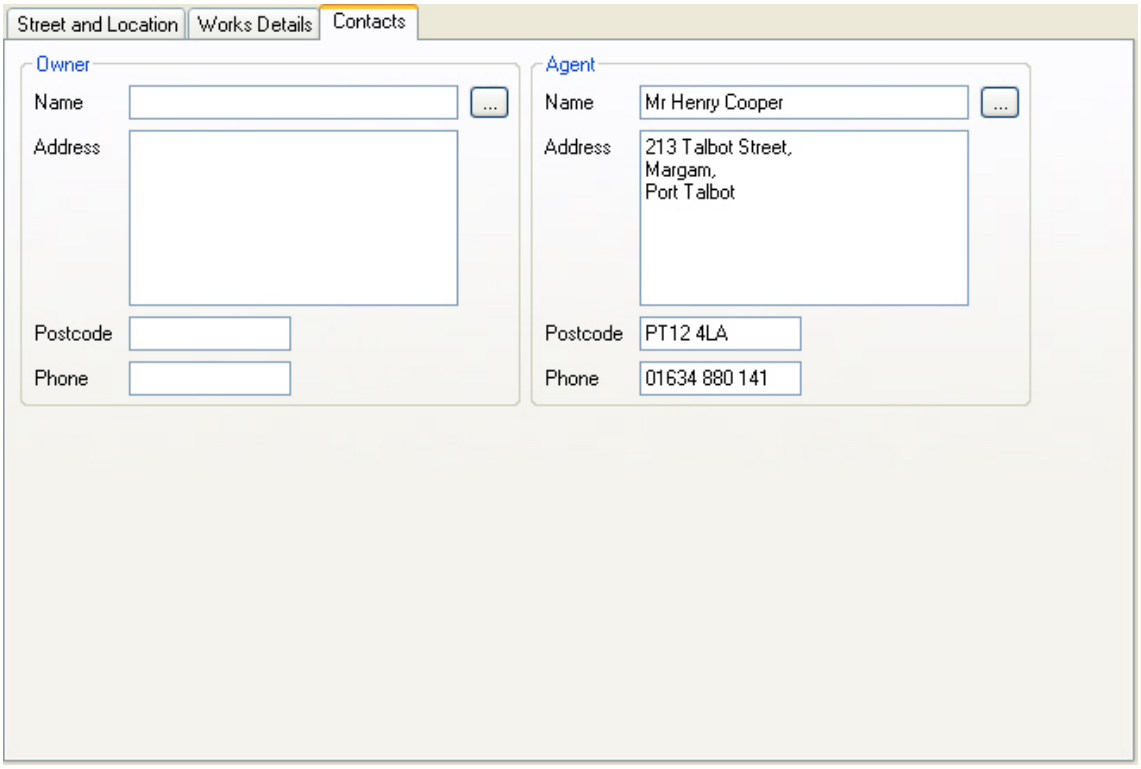
Note: If the Traffic Management is selected as 'Traffic Control (Multi-Way Signals)' or Traffic Control (Two-Way Signals)' then 'Emergency Name' and 'Emergency Phone' fields will be enabled.

DfT Ref.	Excavation Type
14	Open Cut/Machine Cut
15	Road Breaker
16	Minimum Dig/Thrust Boring
17	Slab Working
18	Other works involving excavation

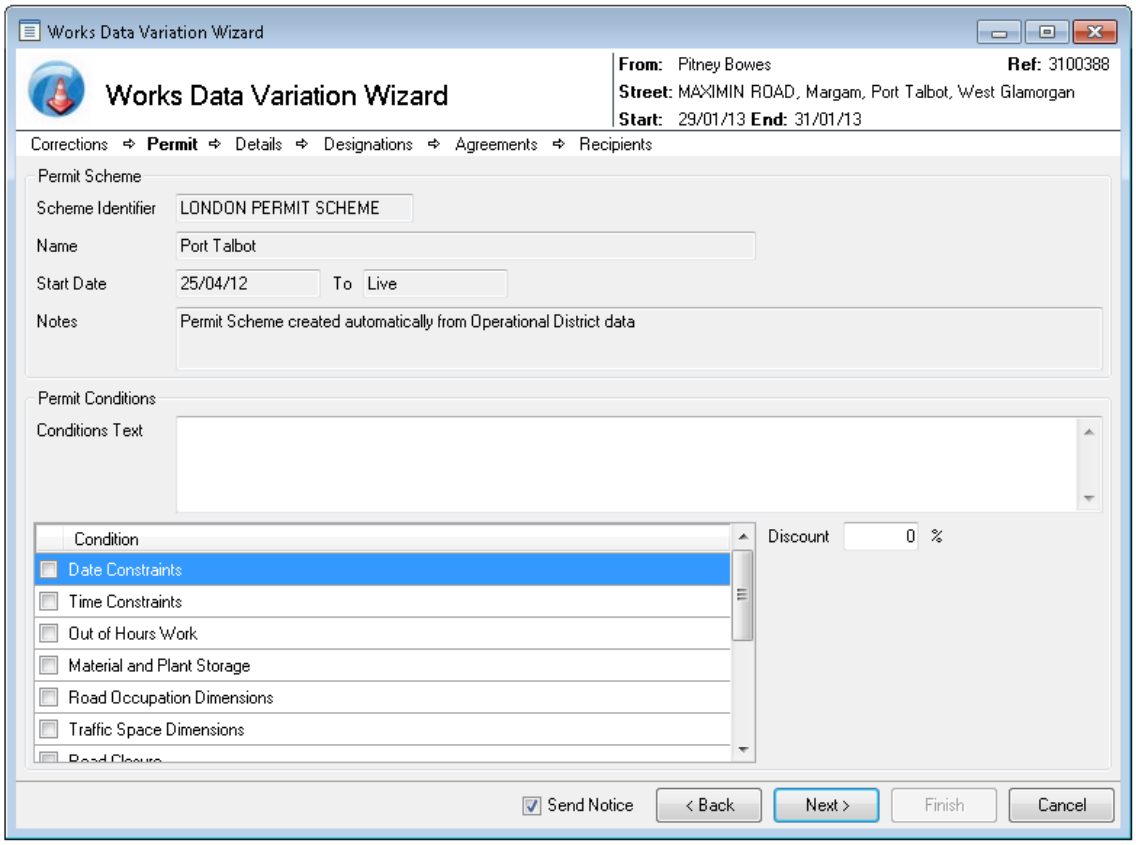


Works Contacts tab

The Contacts which were selected for the Owner and Agent of the Notice can be changed here.



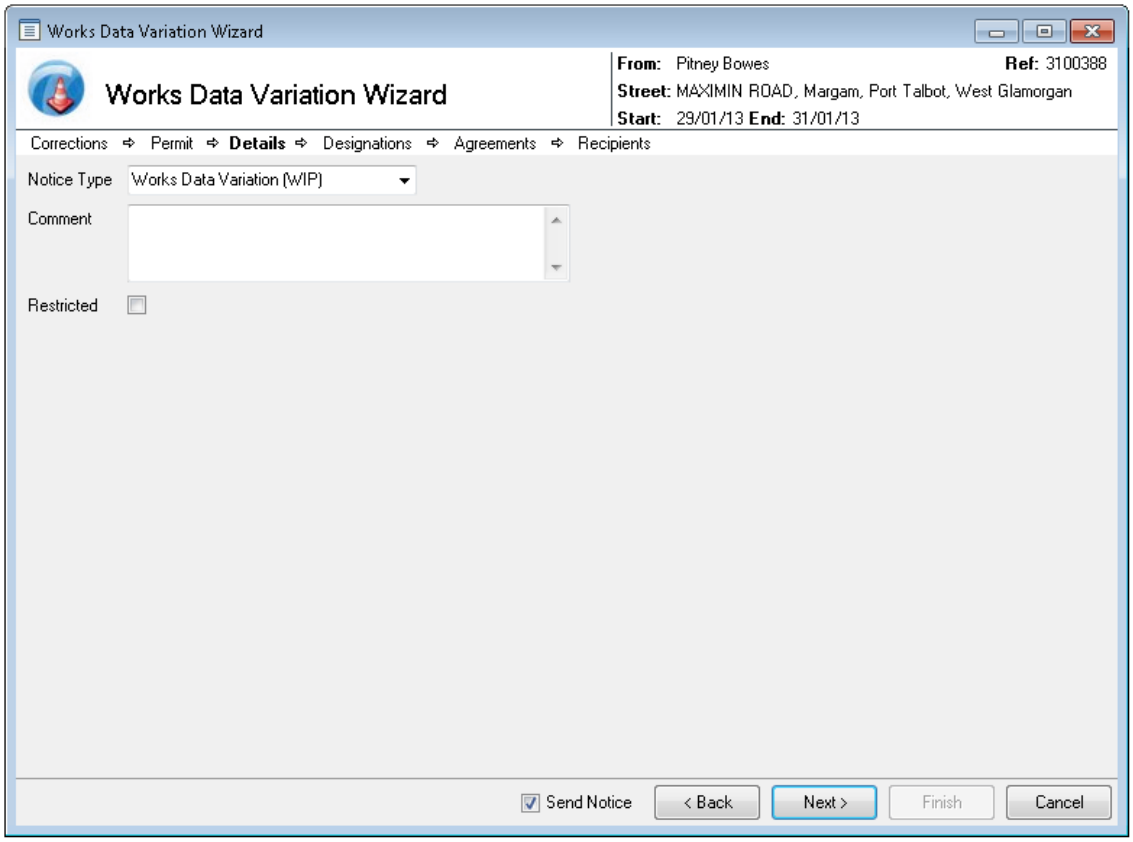
Step 2 - Permit



This step will only be enabled for EToN 6 and above Permit Works.

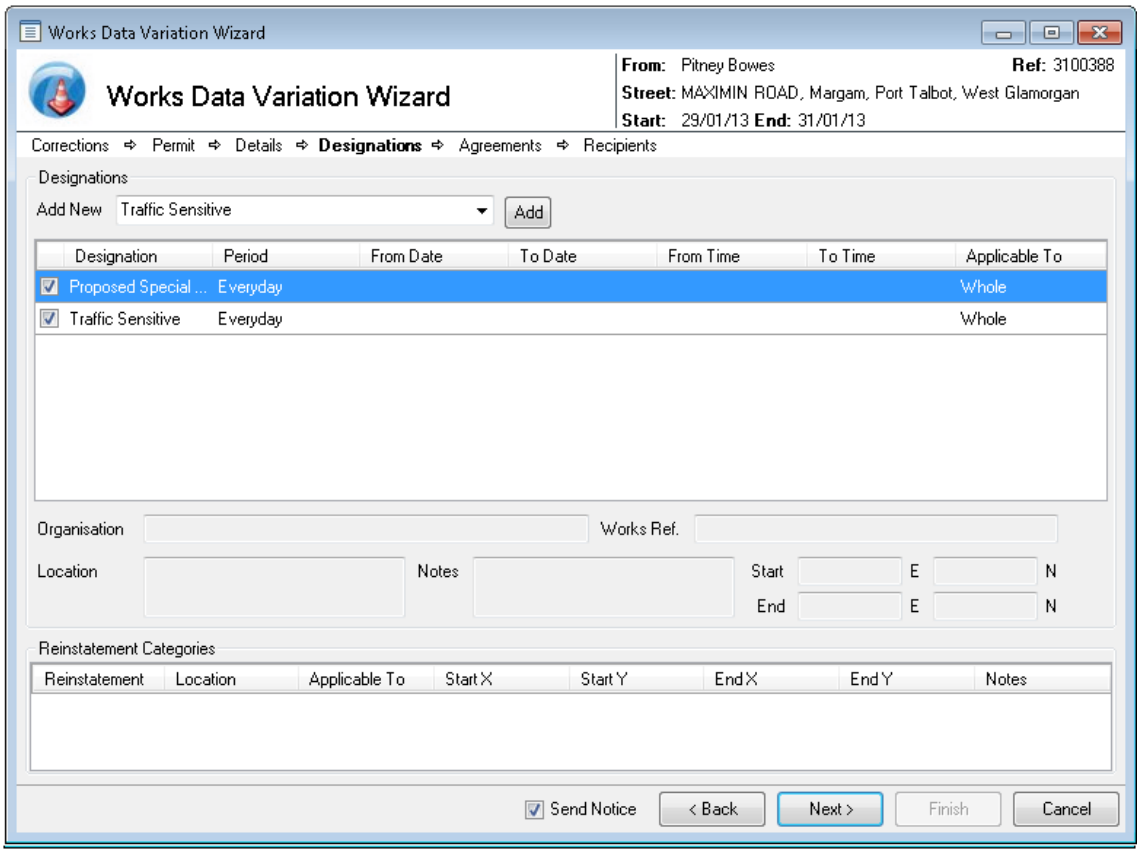
The Conditions Text, Permit Condition Types and Discount fields can be modified.

Step 3 - Details



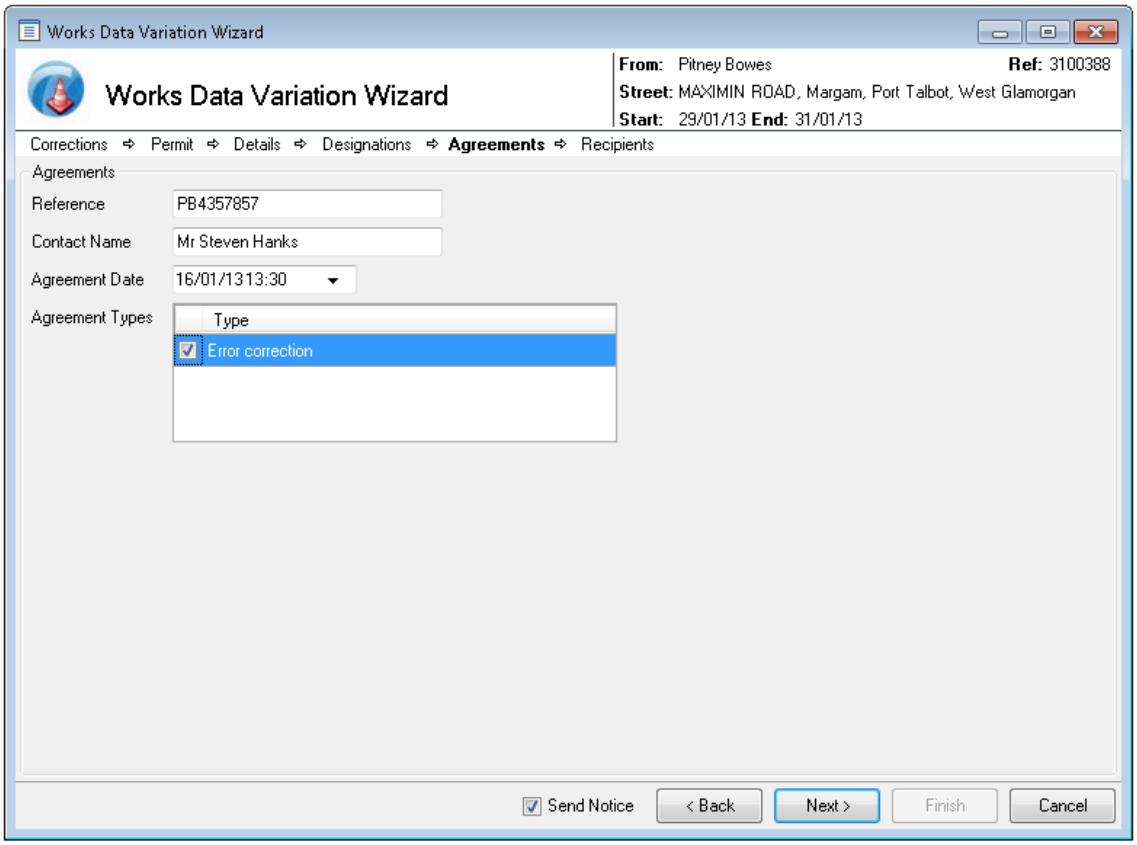
Notice Type:	This will default to 'Error Correction' for non Permit or 'Works Data Variation' for Permit Works.
Comment:	Comments may be added.
Restricted:	The Restricted flag will default to the selection on the Notice and may be changed.
Permit Discount:	Defaults to 0%. Allows the entry of a Discount for the Permit Works. This field will be hidden for non-Permit Works, and is only displayed if the current Permit Application has either been Granted or Deemed. For EToN 6 and above Permit Works, this field would not be displayed on the Details step and is displayed along with the other Permit information on the Permit step.

Step 4 - Designations



Additional Designations can be added to the Notice on this tab using the same methods as when the Notice was created with the Wizard. Existing Designations cannot be modified. If the Street is changed for this Notice then the Designations will be updated to match the new Street.

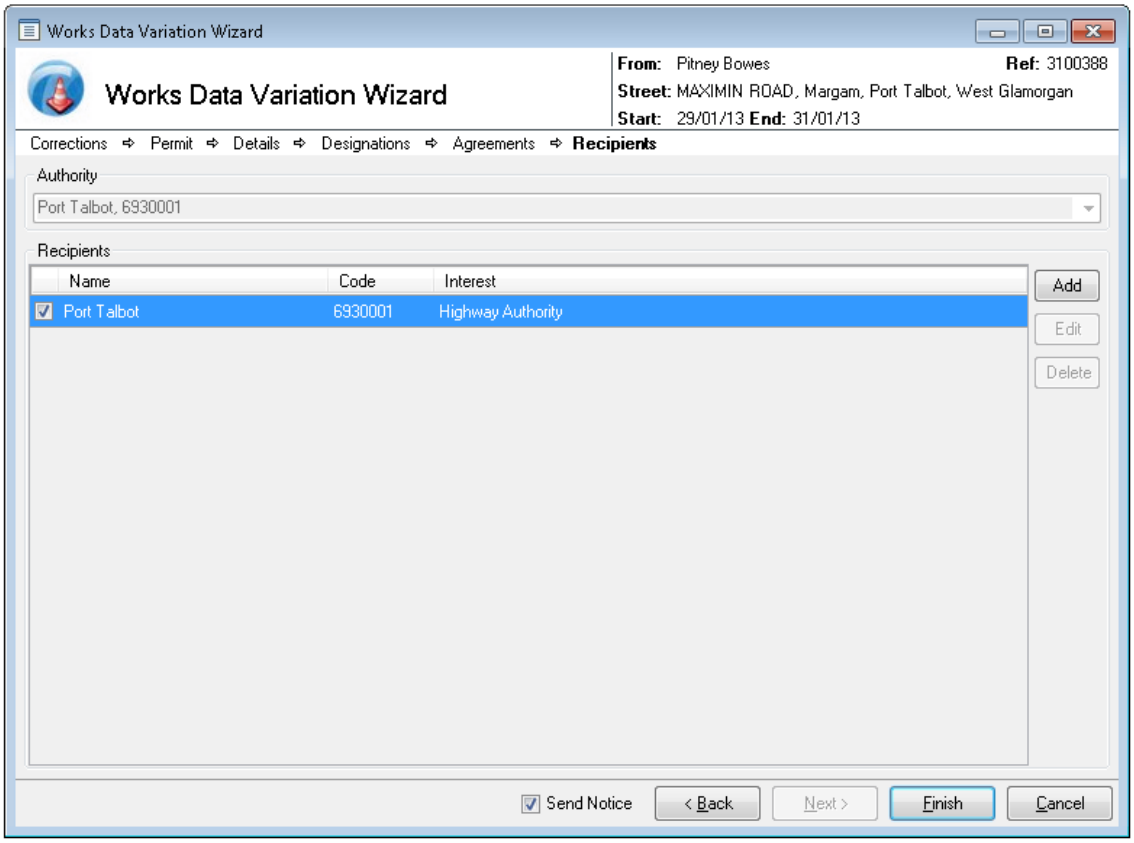
Step 5 - Agreements



Depending on the details being changed on the Error Correction Notice, an Agreement may be required. If a field requiring an Agreement is changed, Confirm will display the 'Error Correction' Agreement Type.

If necessary supply a 'Reference', 'Contact Name', 'Agreement Date' and tick the 'Agreement Type'.

Step 6 - Recipients



Existing Recipients will be displayed, and may not be amended. New Recipients may be added, edited and deleted.

Click 'Finish' to create the Notice and view it in the Street Works screen.

A warning is shown if the Works Data Variation is being made for a Permit Works, when the Permit has less than 20% or two days (whichever is the greater) of its duration left to run.

Note: The 20% is rounded up and is calculated in terms of the Permits duration in Working Days.

Forward Planning Information Wizard

The Forward Planning Information (FPI) Wizard is available in the 'Action' menu when a previous FPI Notice has been created. This option can be used to create additional FPI Notices which will be sent to the Highway Authority to aid coordination. This option will no longer be available once an Initial Notice has been created.

FPI Notices can be cancelled using the **Cancellation Wizard** on page 81.

The Wizard contains all of the steps which the **New Planned and New Immediate Works wizards** have however specific fields will be inactive.

Each of the steps should be reviewed and the correct information should be entered.

Click 'Finish' to create the Notice.

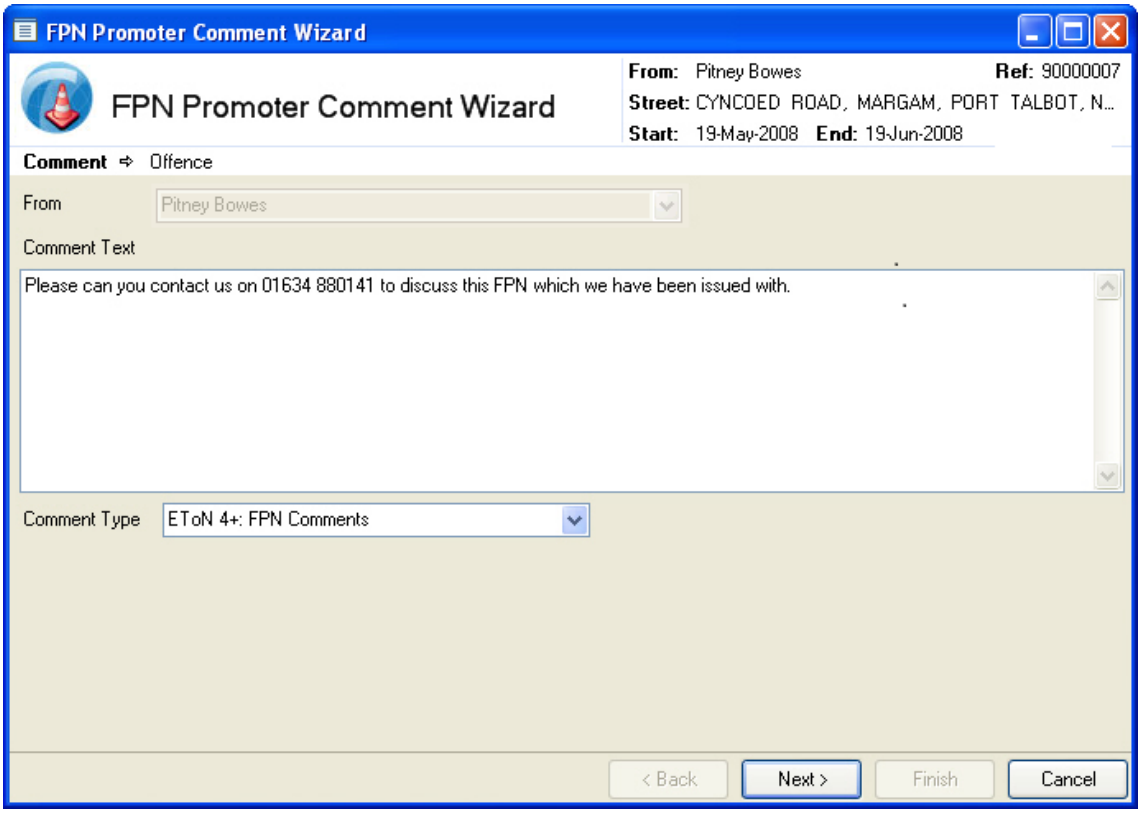
FPN Promoter Comment Wizard

The FPN Comment Wizard is opened from the 'Actions' menu when the 'FPN Authority Comment' or 'FPN Promoter Comment' options are selected. The tile of the Wizard will change according to the option selected.

FPN Comments are used as a mechanism for private communications between Works Promoters and Highway Authorities. FPN Comments are not sent to other Interests on the Street.

Step 1 - Comment

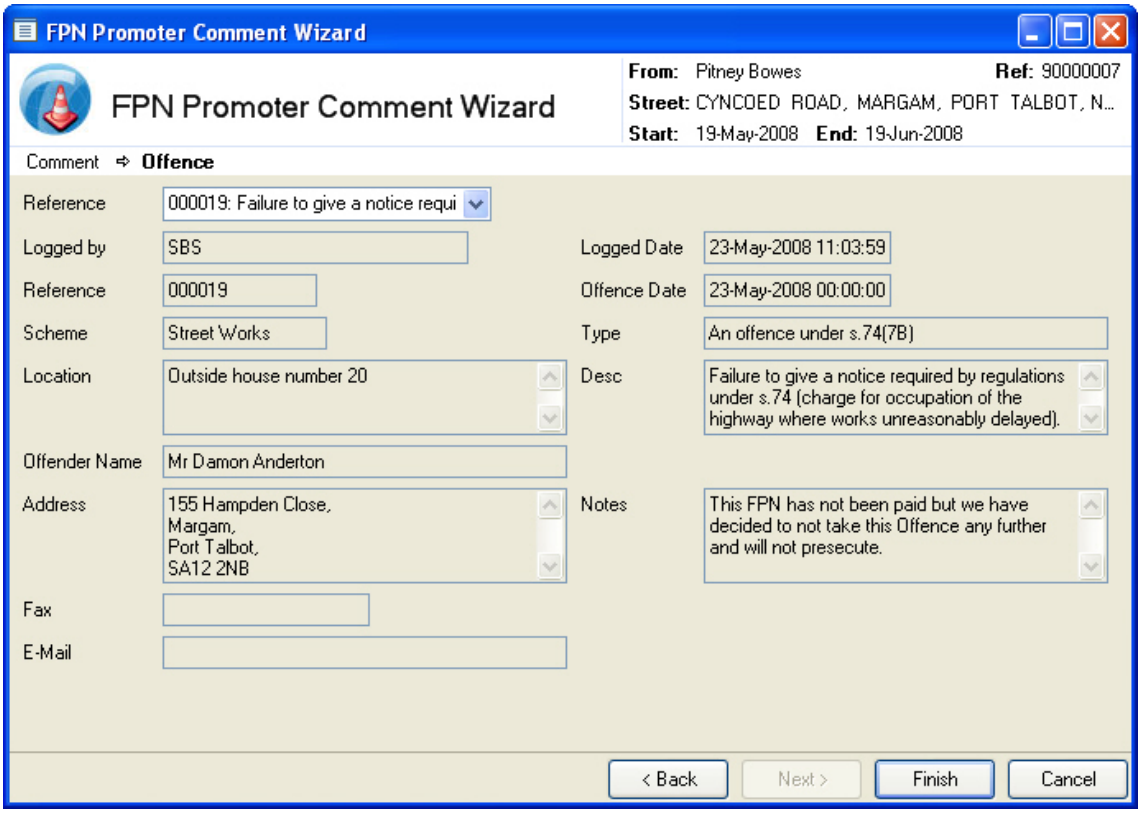
The first step is the same regardless of the menu option selected.



Date Notice Received:	If this Comment is being entered as a paper Notice, enter the date on which the Comment was actually received. This tells Confirm that the Comment is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority / Works Promoter is set as an 'Notice Initiator' on the **Organisation screen**.
Comment Text:	Free text field for supplying Comment details.
Comment Type:	Lists the Comment Types defined in the Comment Type Lookup. Defaults to 'EToN4: Works comment' if available. Other Comment Types may be available in the drop down list if other **Comment Types** have been created linking to the EToN 4+ Works Comment DfT reference.

Step 2 - Offence

An Offence does not need to exist in Confirm in order for an FPN Comment to be created and sent. If an Offence has already been raised against this Works Reference, it can be linked to the Comment. The 'Reference' field displays all Offences which have been raised and linked to the current Works. Selecting an existing Offence populates the other fields on the Wizard from the Offence record.



Click 'Finish' to create the Comment.

Initial Notice Wizard

The Initial Notice Wizard is only available when the current Notice is a 'Forward Planning Information' Notice. The Wizard contains all of the steps which the **New Planned and New Immediate Works wizards** have.

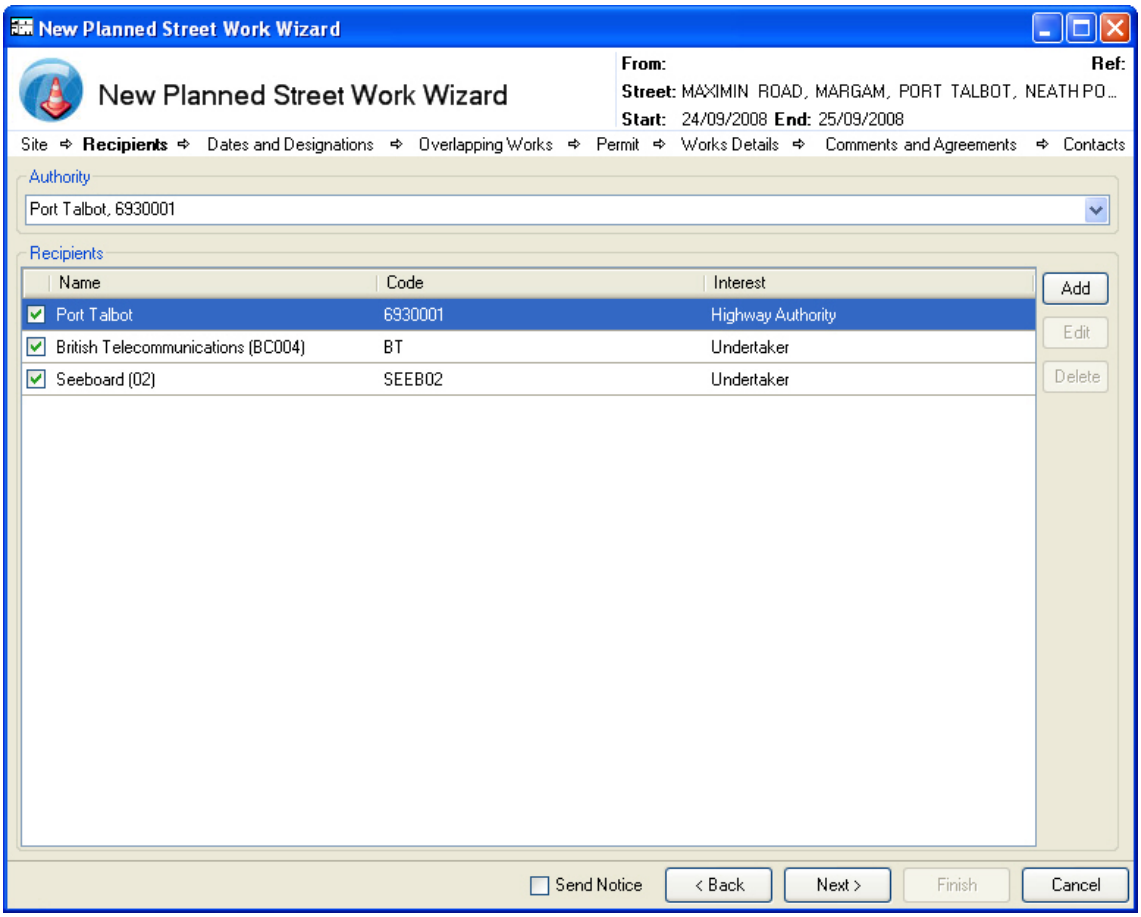
The steps which were hidden or greyed out when the Forward Planning Information Wizard was run will be active now, e.g. Designations and Agreements. Each of the steps should be reviewed and updated to make sure the correct information has been entered.

Click 'Finish' to create the Notice.

New Immediate / Planned Phase / PAA Wizard

The 'New Immediate Phase', 'New Planned Phase', and 'PAA Application' Action items are used to start a new Phase of the current Works. These Actions become available depending on a number of criteria, including the Excavation Type of the Phase and the presence of a Full Registration Notice, and whether the first Phase of a Works has been Cancelled or Closed as 'No Excavation'.

The Wizard contains all the steps of the **New Planned and New Immediate Works wizards** and will default all fields to the details from the current Notice. Street, From Organisation and Works Reference fields cannot be changed for a new Phase. Phase Type will be set depending on the previous Phase.



Authority Field

The Authority field of New Phase differs slightly from the New Planned Wizard. It will display the Primary Recipient of the last Phase of the Works, unless:

- The Organisation has the Dead Flag ticked.
- The Valid To date of the Organisation is in the past. The Valid To date is set on the **Organisation lookup**.
- The Organisation is no longer an Interested Party on the Street.
- The Interest's Record Start Date and Record End Date does not overlap with the date the Notice was created or received.

If any of these criteria are met then the 'Authority' field will default to the Highway Authority Street Interest. If there are more than one Highway Authority Street Interest, or none, then the 'Authority' field will be left blank.

The Authority field is editable and presents a drop-down list containing all Recipients of the Works regardless of Interest Type, and which do not have their Dead flag ticked or have a Valid To date in the past.

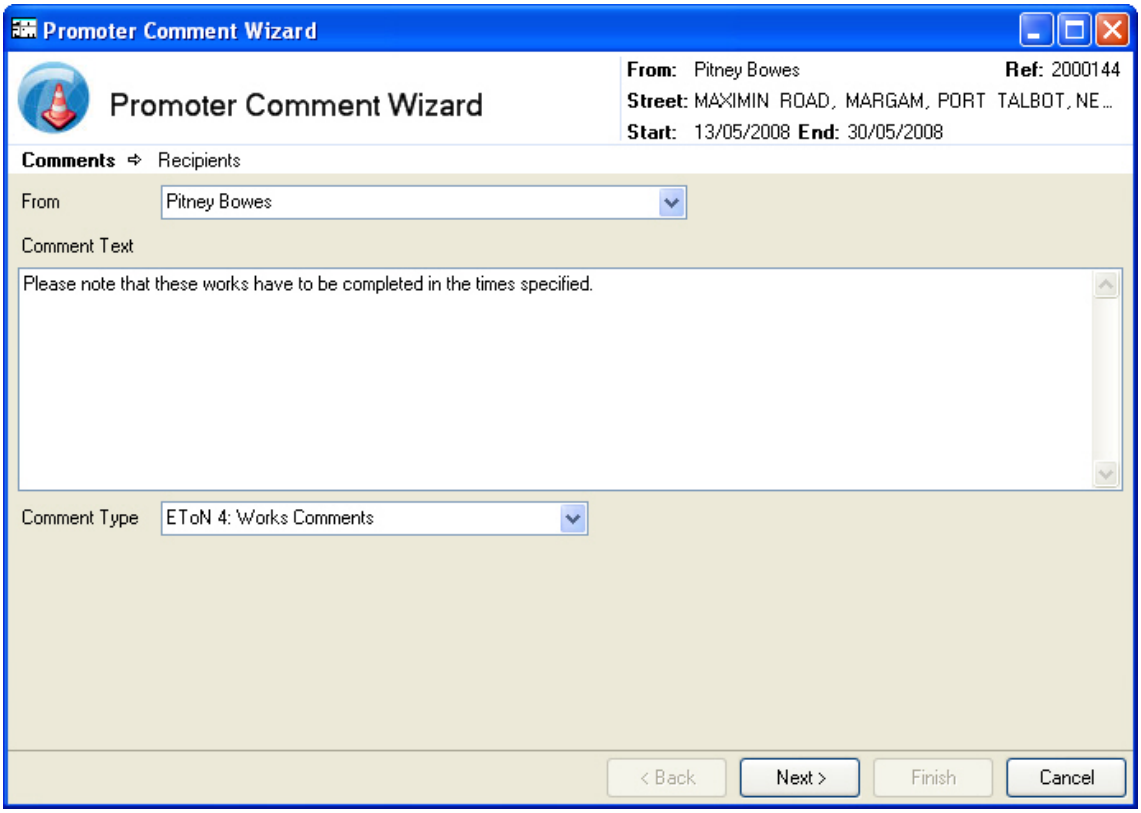
Click 'Finish' to create the Notice. It is not possible to finish the Wizard with the Send Notice tick box ticked if there is no Organisation specified in the Authority field. An error will be presented if this is the case.

Promoter Comment Wizard

The Comments Wizard is opened from the 'Actions' menu when the 'Authority Comment', 'Promoter Comment' or 'Interested Party Comment' options are selected. The title of the Wizard will change according to the option selected.

Step 1 - Comments

The first step is the same regardless of the menu option selected.



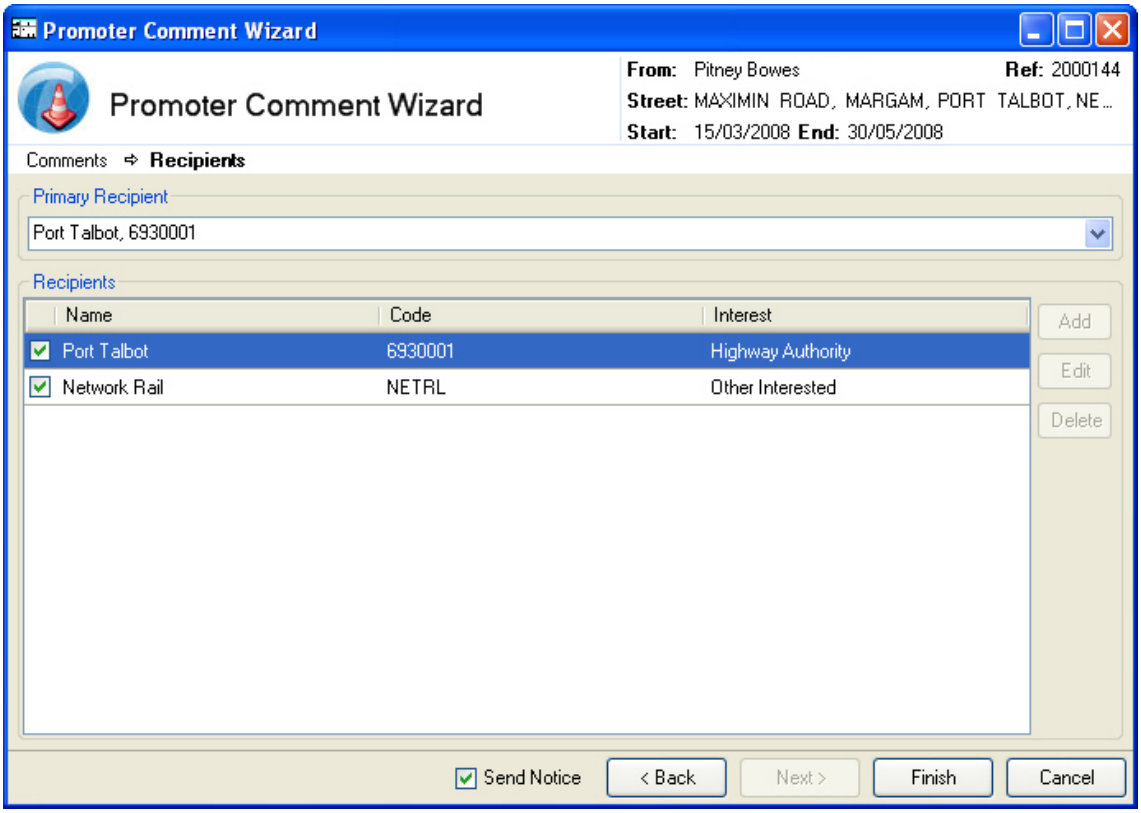
From:	The defaults depends on the which Comment Wizard is opened. The Promoter Comment Wizard will default to the Promoter of the Works. The Authority Comment Wizard will default to the Street Authority of the Works. The Interested Party Comment Wizard has no default, but it is possible to select any other Copy Recipient on the Works.
Comment Text:	Free text field for supplying Comment details.
Comment Type:	Lists the Comment Types defined in the Comment Type Lookup. Defaults to 'EToN4: Works Comment' if available. Other Comment Types may be available in the drop down list if other **Comment Types** have been created linking to the EToN4+ Works Comment DfT reference.

Note: Duration Challenges and Informal Overrun Notices have their own options in the Action menu.

Step 2 - Recipients

The recipients displayed will vary depending on who is generating the Comment (which Action option was selected). The Recipient list cannot be modified.

- Promoter Comment Wizard will send Comments to the Street Authority and all other Interests listed on the Notice.
- Authority Comment Wizard will send Comments to the Promoter and all other Interests listed on the Notice.
- Interested Party Comment Wizard will send Comments to the Promoter, the Authority, and all other Interests listed on the Notice.



Primary Recipient: The Primary Recipient field is mandatory and the user will be prevented from saving the Comment without a Recipient specified.

Recipients: List of other recipients to receive the Comment. Recipients may be unticked so that the Comment is not sent to them.

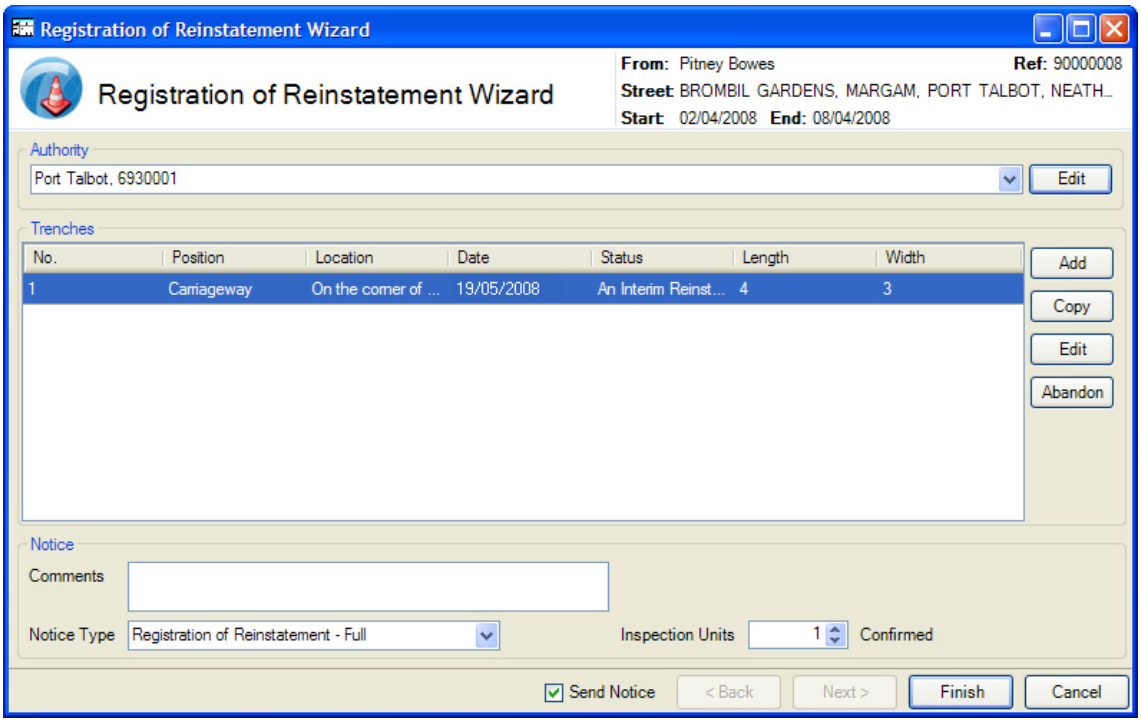
Recipients which have their Dead flag ticked or a Valid To date in the past will not be displayed in the Primary Recipient field or in the list of Recipients.

Click 'Finish' to create the Comment.

Registration of Reinstatement Wizard

The Registration of Reinstatement Action is available depending on the Excavation Type of the Phase and once the Phase is at an In Progress Works Status.

Selecting 'Registration of Reinstatement' from the Promoter Actions menu will display the Registration of Reinstatement Wizard. This Wizard displays the currently available information concerning the Sites on the Works.



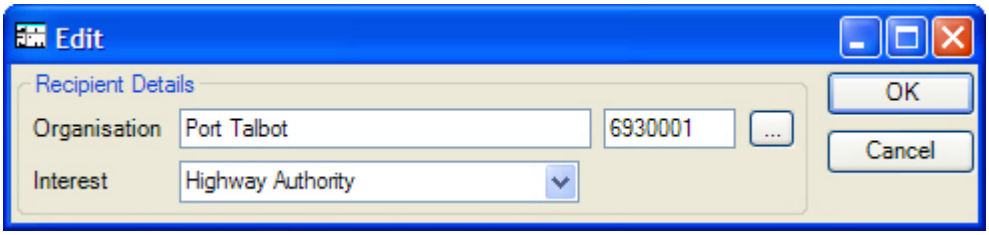
Authority Field

The Authority field displays the Primary Recipient of the Notice. The Authority field is a drop-down list which contains all other Recipient of the Works that have an Interest Type of Highway Authority, and which do not have their Dead flag ticked or have a Valid To date in the past (found on the **Organisation screen**). The Authority field is editable and it is possible to either select a different Organisation already in the Authority field, or use the Edit button to select a different Organisation.

It is not possible to Finish the Wizard with the Send Notice check box ticked without an Organisation specified in the Authority field. An error will be presented if that is the case.

Edit Button

The Edit screen is opened by clicking the 'Edit' button. Once an Organisation has been specified in the Edit screen and the OK button is clicked, it is placed in the Authority field. The new Organisation will be added as a Recipient of the Registration Notice when it is saved. It is possible to use the Edit button multiple times, but when the Registration Notice is saved, only the Organisation specified in the Authority field will be added as a Recipient of the Registration.



Organisation:	Type in or use the pick button to select a new Organisation to be populated in the Authority field. The pick list references the **Organisation lookup**.
Interest:	Enter the Interest that the selected Organisation has in the Works. The drop down list references the **Interest lookup**.

Trenches

The first time this is opened, a default Trench will be displayed. This must be edited and completed before additional Trenches can be added or the Wizard 'Finished'

If there have already been Registration Notices created for this Works, all existing Trenches will be displayed. Once the first default Trench has been edited, additional entries can be added by clicking the 'Add' button. Existing entries may be edited by clicking on the Edit button to display the Registration details screen.

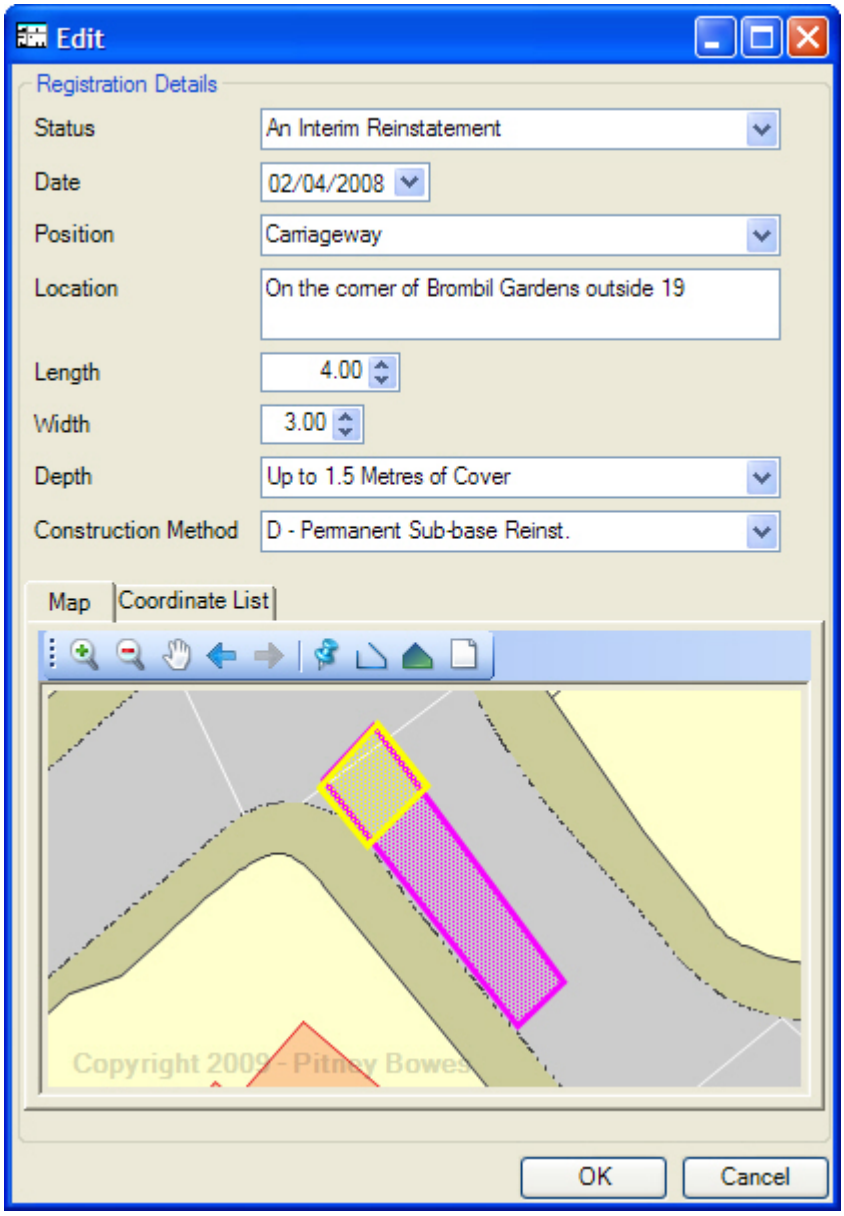
Notice

Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Comments:	Optional field for providing any Comments.
Notice Type:	Defaults to 'Registration of Reinstatement - Full'. Any other EToN 4+ **Notice Types** configured with the 'Registration - Full' or 'Registration - Partial' DfT reference will be available for selection.
Inspection Units:	Enter the number of Confirmed Inspection Units for this Registration. A value between 0-999 can be specified.

Click on 'Finish' to create the Notice.

Registration Details

Existing Registrations can be edited and additional records added for the Works:



Status: Select from the drop down list. The list contains the **Site Statuses** which are not Proposed.

Date: Enter the reinstatement date of this Trench. This defaults to the current date but can be edited. This cannot be set in the future. The User will be warned if a date is supplied which is outside the Works dates for the current phase.

Position: Select from the drop down list. The list references the **Position lookup**.

Location: Free text field, which defaults from the Notice. This may be edited.

This field is inactive if the Status is either Combined or Subsumed, and is defaulted to the Status Name.

Length & Width: Enter the dimensions of the trench in these fields. These fields are inactive if the Status is either Combined or Subsumed.

Note: Users without the 'Validation Override' User Security option will not be able to Finish the Wizard if either the Length or Width fields is greater than 10 meters as a Fixed Penalty Notice would be created.

This field is inactive if the Status is set to Bar Hole Registration.

Depth: Select from the drop down list. This field is inactive if the Status is either Combined or Subsumed. The list references the **Depth lookup**.

This field is inactive if the Status is set to Bar Hole Registration.

Construction Method: Available when the Status is Interim. In this case the Construction Method should be selected from the drop down list.

Note: Where the Status is set for a Permanent Reinstatement the Construction Method is assumed and therefore no entry is required.

This field is inactive if the Status is set to Bar Hole Registration.

Map: The Map will be available when Confirm module 0425 is active. It will show a map based on the Workspace defined by the system Administrator.

The map will automatically show the Site and Works and any existing Trenches. The Works is shown in Pink and Trenches in yellow. The first default Trench will directly overlay the Works before it is edited. The user can draw a representation of a new Trench as a point, set of line segments or a region.



In. Select this then click on the map for a closer view of the selected area.



Out. Select this then click on the map for a wider view of the selected area.



Select this then click and drag on the map to see the surrounding areas.



Returns the map pan and zoom state to the last view. Confirm will hold a list of 10 previous map states.



ward. Move to the forward in the list of map states. If the user clicks Back, then Forward, the map will return to the starting view.



A Trench represented by a single coordinate. Select this and click on the map to define a point Trench.



A Trench represented by a chain of coordinates. Select this then click multiple times on the map to define a set of connected lines. When the desired shape has been entered, double click to finalise.



gion. A Trench represented by an enclosed area. Select this then click multiple times on the map to define a region representing the Trench. When the desired shape has been entered, double click to finalise.



If the wrong shape has been entered on the map, click this to clear it.

If the user draws a different shape when one already exists, then the original shape will be cleared when the new one is finalised. If the user does not have Mapping Module 0425 installed then they will be presented with the Coordinate List:

Coordinates: In the same way as the Initial Notice Wizard, this area allows for coordinates to be registered, however this time it is for each trench. The coordinates can be entered in two ways:

Select the 'Map' button and register the location of the trench (when either of the Map Viewer modules are active)

Select the 'Add' or 'Edit' button and manually provide an Easting and Northing for the trench

When the map has been used to record the location, the 'Coordinate Type' field will be set (based on the shape recorded) and each point recorded will be listed in the grid.

If the coordinates are being manually added, the 'Coordinate Type' must be set to one of the following:

'Point' - Only one set of coordinates will be required.

'Line' - A minimum of two coordinates must be supplied.

'Polygon' - A minimum of three coordinates must be supplied. The Start (First) and End (Last)point must match.

The coordinates can be manually edited with the available buttons, or by returning to the map and relocating the Works

Registration of Reinstatement Transactions

The following tables show the EToN fields used when exchanging Reinstatement Notices, and where the contents of the fields are derived from inside Confirm. These tables can be useful when trying to diagnose EToN errors arising when sending Reinstatement Notices.

Common EToN fields

EToN Schema Field Name	Confirm Screen	Tab Name	Field Name	Comments
NotificationFromOrg	Organisation (The Works Promoter)	Additional	DfT Ref 1	
NotificationFromDist	Organisation (The Works Promoter)	Additional	Last 3 digits of DfT Ref 2	
RecipientOrg	Organisation (Street Authority)	Additional	DfT Ref 1	
RecipientOrg	Organisation (Street Authority)	Additional	Last 3 digital of DfT Ref 2	
NotificationType	Street Works	Works	Notice Type	The External Reference of Notice

ETon Schema Field Name	Confirm Screen	Tab Name	Field Name	Comments
				Types is shown as an enumerated value. This is because it is not a one-to-one map. E.g. Initial Notice (Ext Ref 0200, maps to multiple Notice Types with different Notice Periods in Confirm).
NotificationSequenceNumber	Street Works	Works	Sequence Number	
VersionCreatedDatim	Street Works	Works	Issued Date	
NotificationComments	Street Works	Transfer	Notice Comments	
NotificationAttachment	Street Works			Imported as Document Links for the Notice.
WorksReference	Street Works	Works	Works Ref.	

Registration of Reinstatement specific fields

ETon Schema Field Name	Confirm Screen	Tab Name	Field Name	Comments
SiteNumber	Street Works	Sites	Number	
SiteLocation	Street Works	Sites	Position	
Reinstate-	Street Works	Sites	Status	A derived field. For Site Status of either: 'Site combined with another site' or 'Site subsumed by 3rd party re-

ETON Schema Field Name	Confirm Screen	Tab Name	Field Name	Comments	
ment-Type				instatement', this field would be 'Permanent Reinstatement (2)' otherwise it is a map from ETON 3 to ETON 4+.	
				ETON 4+ Value	**ETON 3 External Reference**
				1: Interim	2: Interim Reinstatement
				2: Permanent	3: Permanent Reinstatement
				3: Remedial - Guarantee Period Reset	10: Remedial Reinstatement (Guarantee Reset)
				4: Remedial - guarantee period not reset	11: Remedial Reinstatement (Not Guarantee Reset)
				5: Bar Hole Registration	E45 (ETON 4+)
				6: Pole Test Reinstatement	E46 (ETON 6+)
				7: Core Sample	E47 (ETON 6+)
Reinstatement-Date	Street Works	Sites	Date		
SiteDepth	Street Works	Sites	Depth	A derived field.	
				Site Status	
				Site combined with another site	3: Site com-

ETon Schema Field Name	Confirm Screen	Tab Name	Field Name	Comments	
					bined with another site
				Site subsumed by 3rd party reinstatement	4: Site subsumed by third party reinstatement
				Bar hole.	Not supplied
				Everything else looks at the Depth field.	1: <= 1.5m of cover 2: > 1.5m of cover.
InterimConstructionMethod	Street Works	Sites	Construction Method	Only applies to Interim Reinstatements.	
ReinstatementLength	Street Works	Sites	Length	Not supplied for Bar Hole, Combined or Subsumed Trenches.	
ReinstatementWidth	Street Works	Sites	Width	Not supplied for Bar Hole, Combined or Subsumed Trenches.	
LocationFeatureType	Street Works	Sites	Map	Indicates whether the Coordinates are a Point, Line or Region.	
LocationCoordinates	Street Works	Sites	Map	The individual Coordinate locations.	
LocationDescription	Street Works	Sites	Location	Not supplied for Combined or Subsumed Trenches.	
NotificationAttachment	Street Works			Imported as Document Links for the Trench.	

Revert Actual Start & Revert Work Stop Wizards

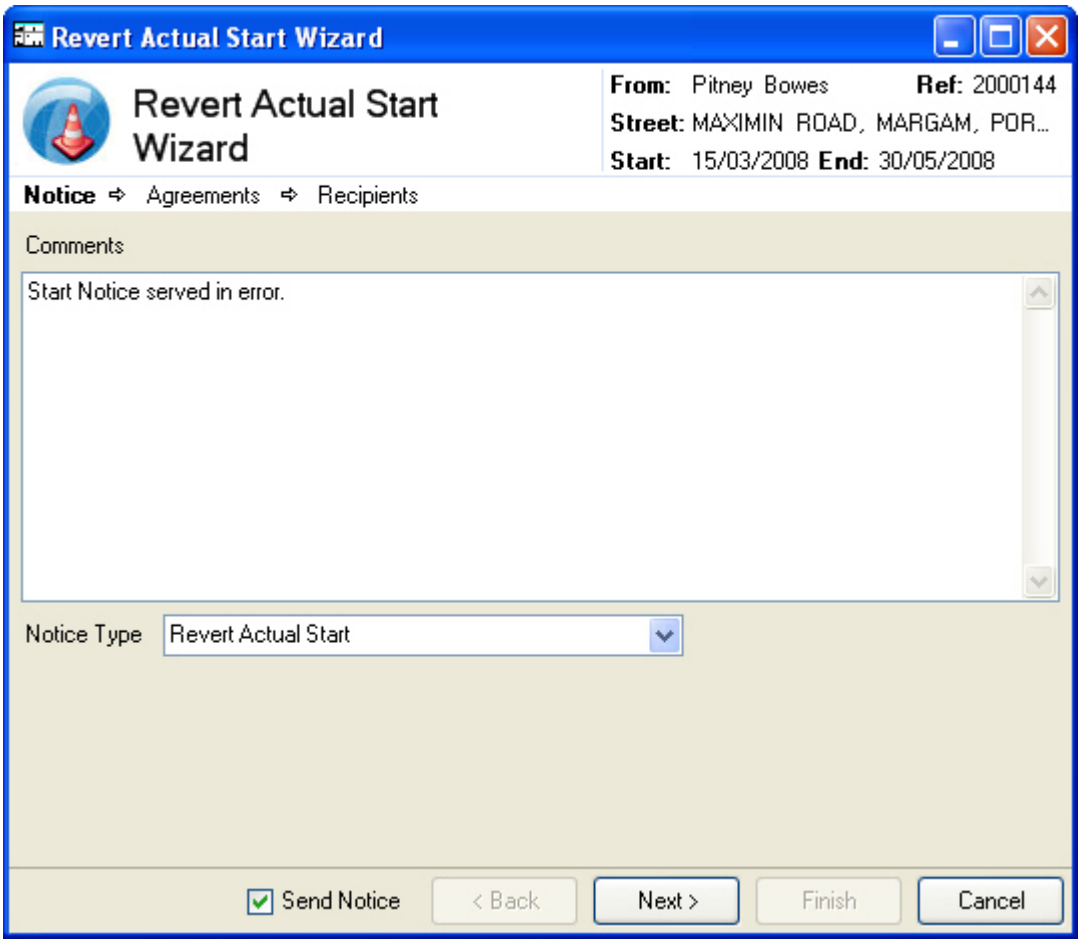
The Revert Actual Start Wizard enables the Works Promoter to undo a Start Notice which has been sent in error. The 'Revert Actual Start' Action item is only available when a Works has started and the status of the works is 'In Progress'.

The Revert Work Stop Wizard enables the Works Promoter to undo a Stop Notice which has been sent in error. The 'Revert Work Stop' Action item is only available when a Works has been stopped and the status of the works is 'Works Stopped'.

Reverting either Start or Stop Notices only changes the status of the Works and does not effect the current Works Start and End dates.

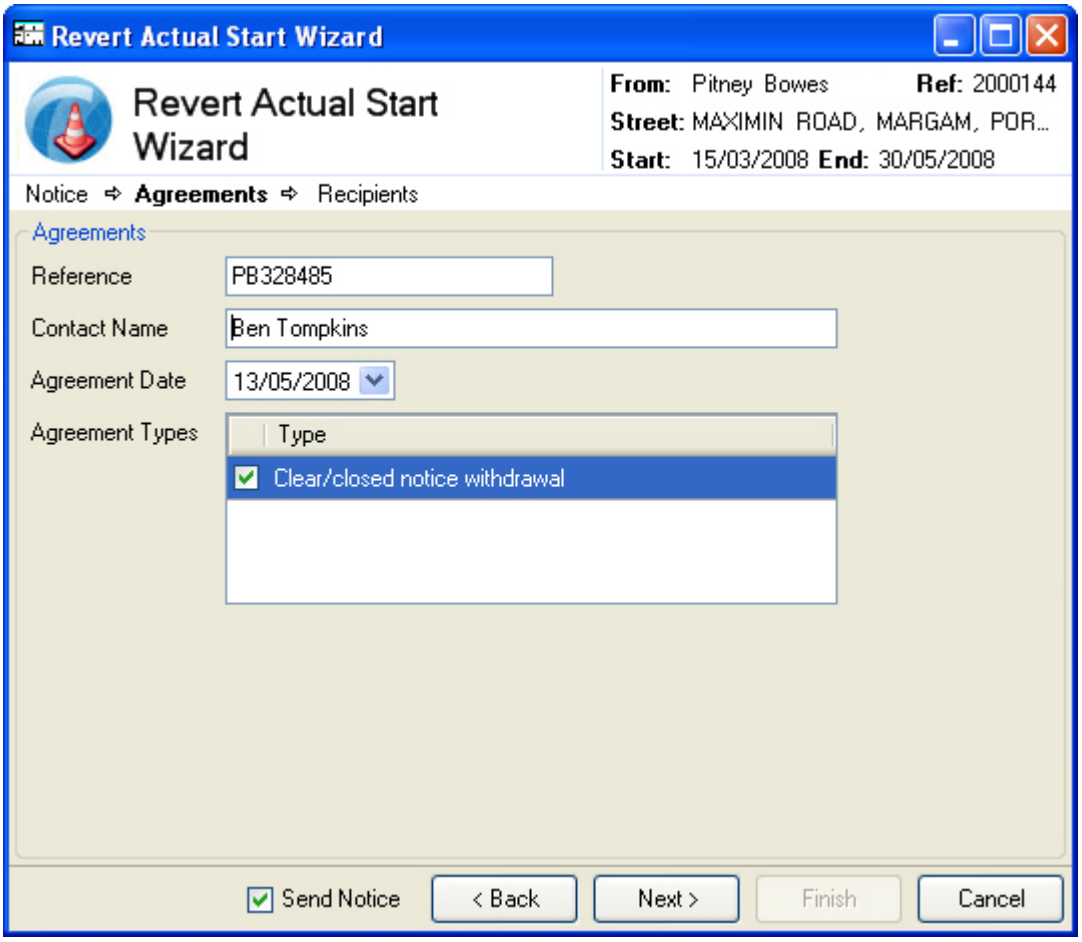
Both Wizards have the same steps and fields. The following images show the Revert Actual Start Wizard.

Step 1 - Notice



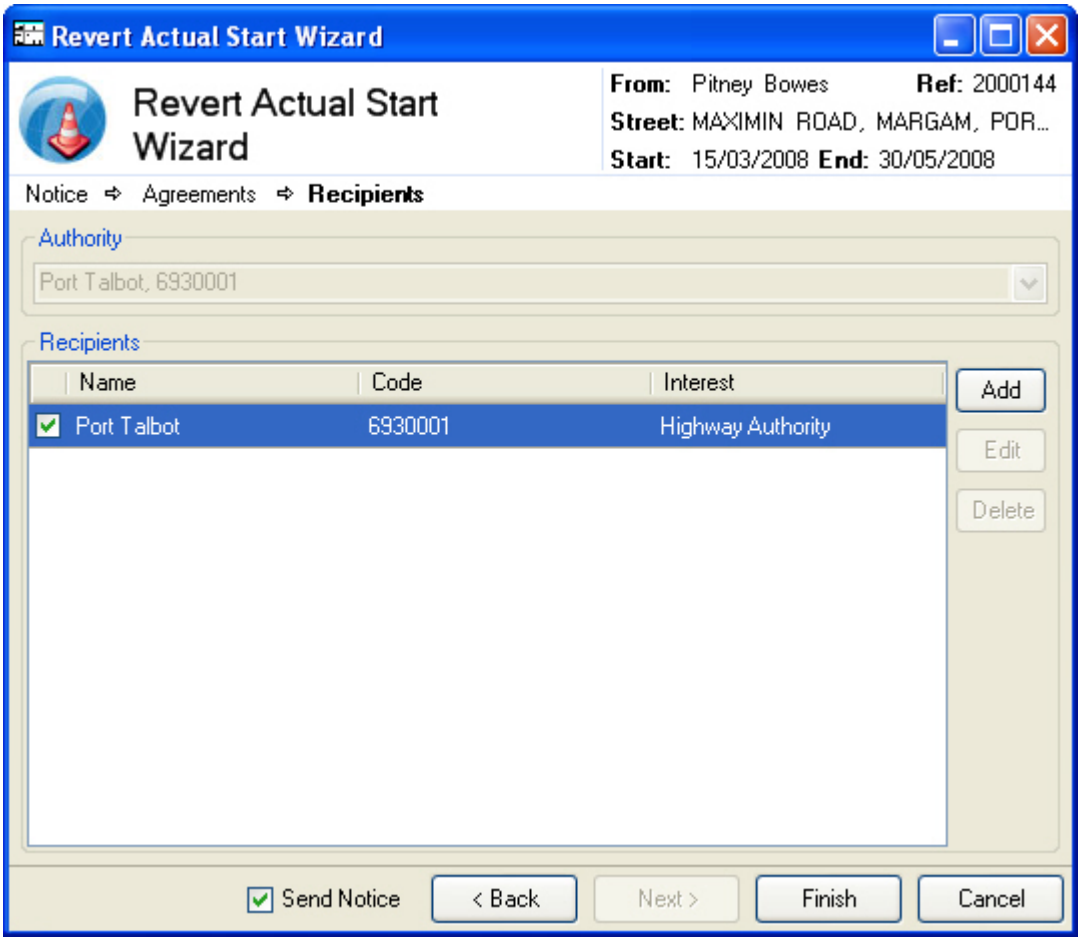
Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on **Organisation screen**.
Comments:	Mandatory free text field for supplying justification text for the Revert Notice.
Notice Type:	Defaults to the Start or Stop Revert Notice Type depending on the Wizard being used.

Step 2 - Agreements



Reference:	Free text field to supply the Agreement Reference for the Revert Notice.
Contact Name:	Supply the name of the person with whom the agreement was made.
Agreement Date:	Enter or use the date picker to supply the date that the Agreement was made. The date supplied cannot be set to a date in the future.
Agreement Types:	Any required Agreements will be listed. All those which have been agreed should be ticked. Leaving Agreements which Confirm has calculated to be required will cause warning messages to pop up to ensure that the User is sure that they wish to proceed as Fixed Penalty Notices could be generated.

Step 3 - Recipients



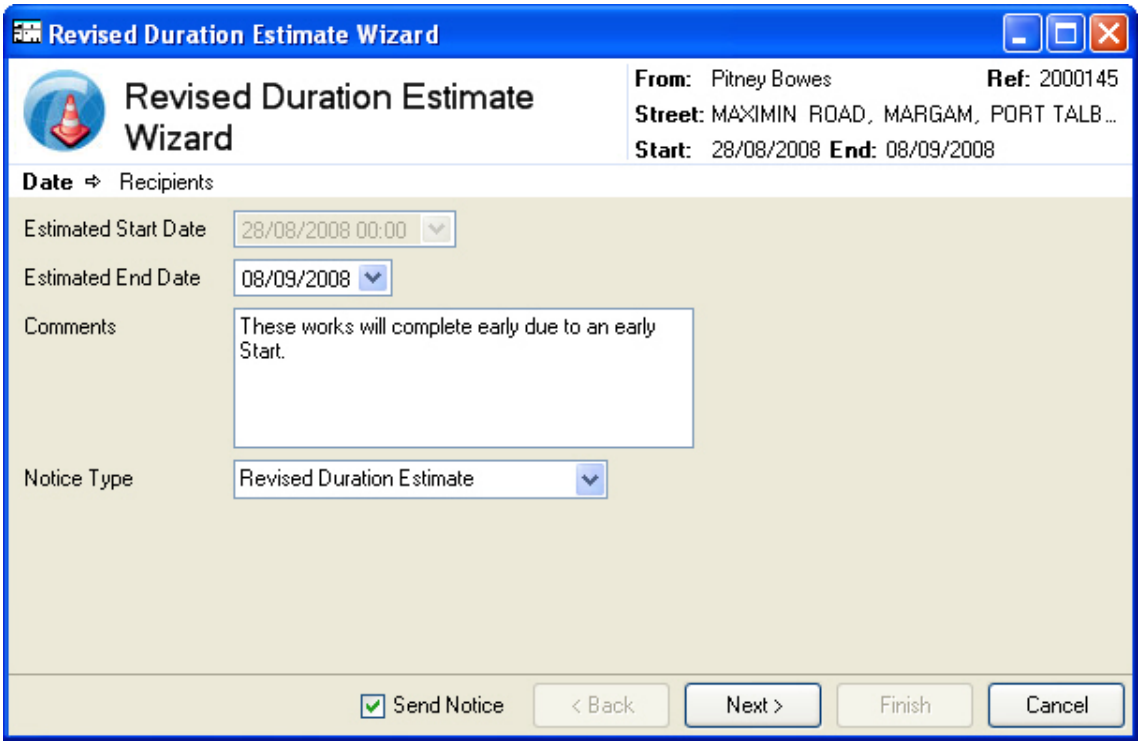
All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.

Click 'Finish' to create the Notice and display the summary information in the Notice screen. The Status of the Works will be reverted from 'In Progress' to 'Proposed Works' for a Revert Actual Start and from 'Works Stopped' to 'In Progress' for a Revert Work Stop.

Revised Duration Estimate Wizard

Selecting the 'Revised Duration Estimate' option from the Promoter Actions menu displays the Revised Duration Estimate Wizard. This is used to modify the duration of Works which have already been created.

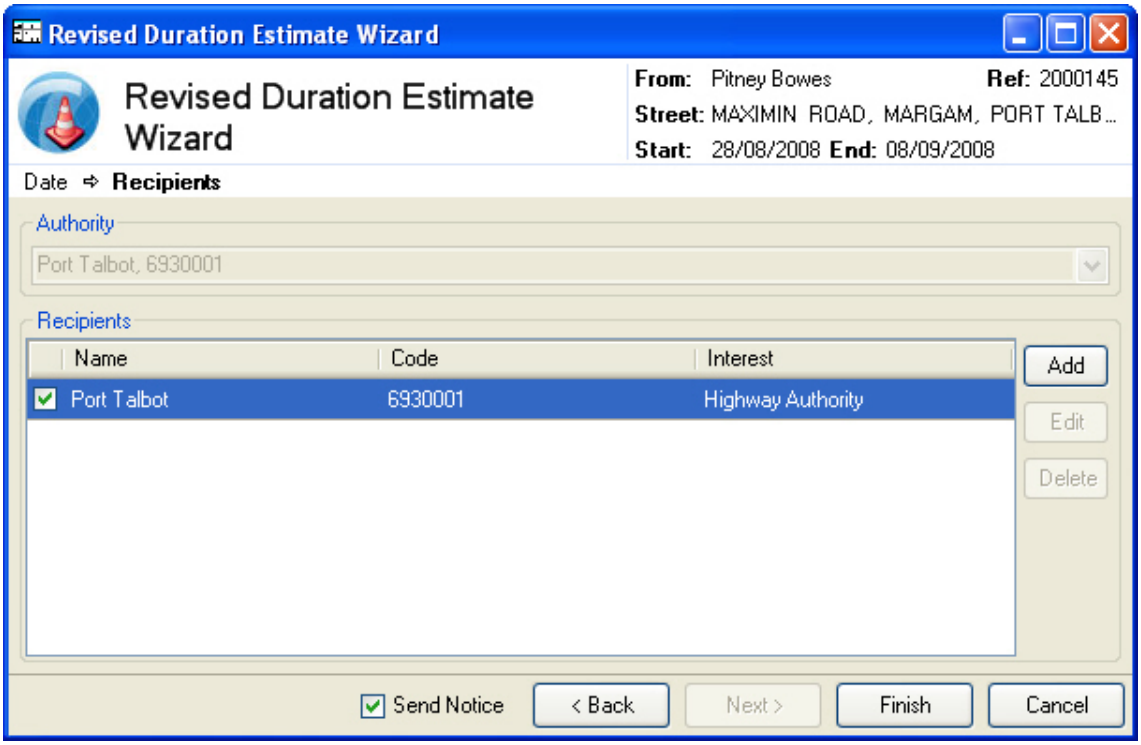
Step 1 - Date



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Estimated Start Date:	Displays the Estimated Start Date for the Works. This cannot be edited.
End Date:	Enter or pick from the date picker a new End Date for the Works.
Comments:	Enter text to justify why the Works are going to need a longer duration.
Notice Type:	Defaults to 'Revised Duration'. Any other EToN 4+ **Notice Types** configured with the 'Revised Duration' DfT reference will be available for selection.

When 'Next' is clicked, if the new Estimated End Date implies a duration longer than the limit for the current Works Type (for example. a Minor to a Major), a warning will be displayed.

Step 2 - Recipients



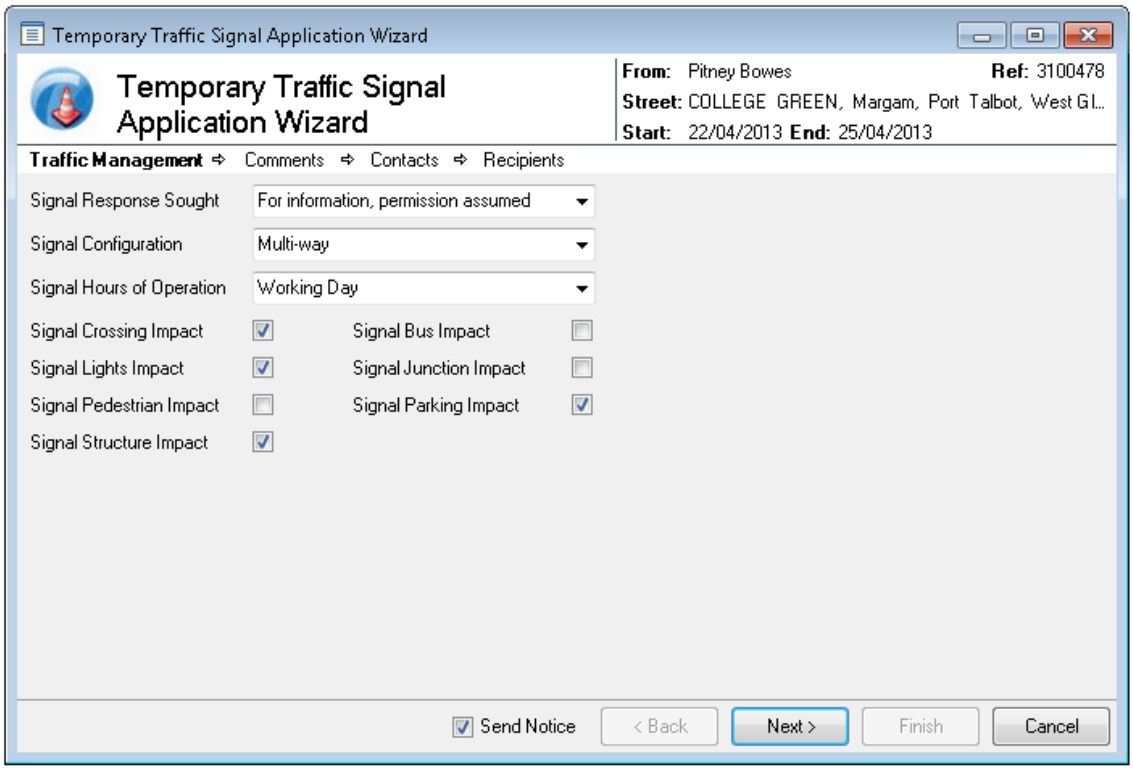
All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.

Click 'Finish' to create the Notice.

Temporary Traffic Signal Application

This Wizard is used to apply for a Temporary Traffic Signal Application.

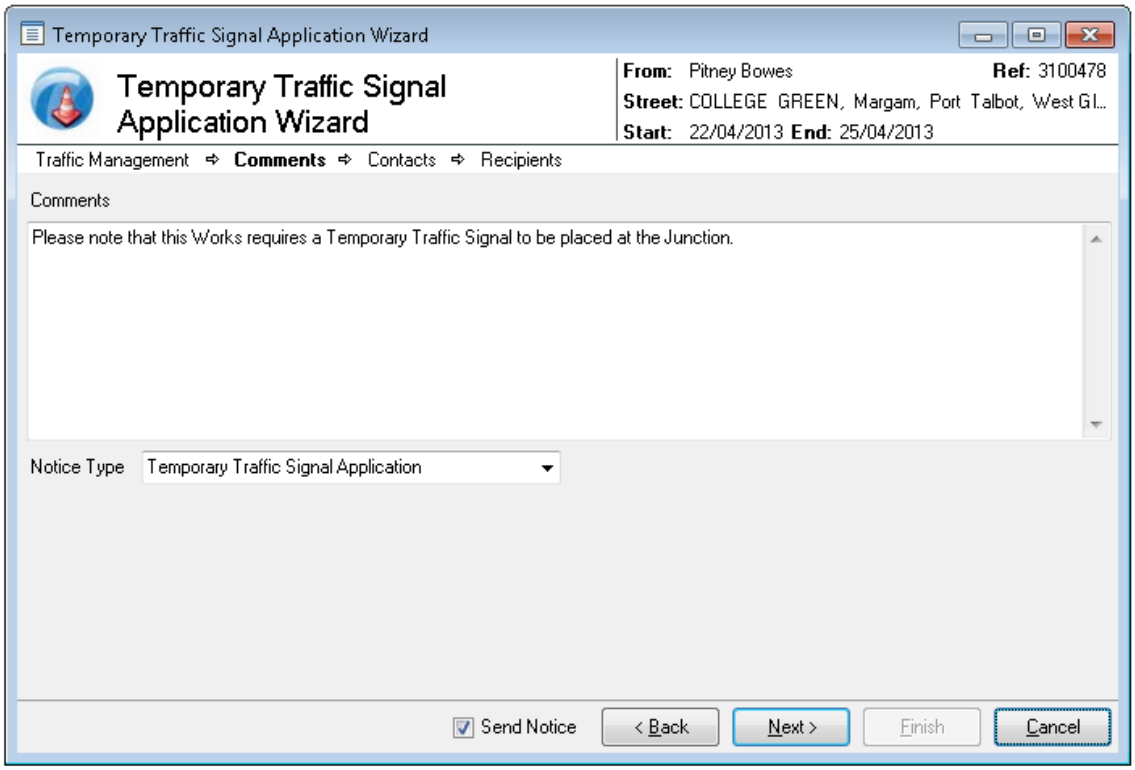
This Action is available for EToN works only.



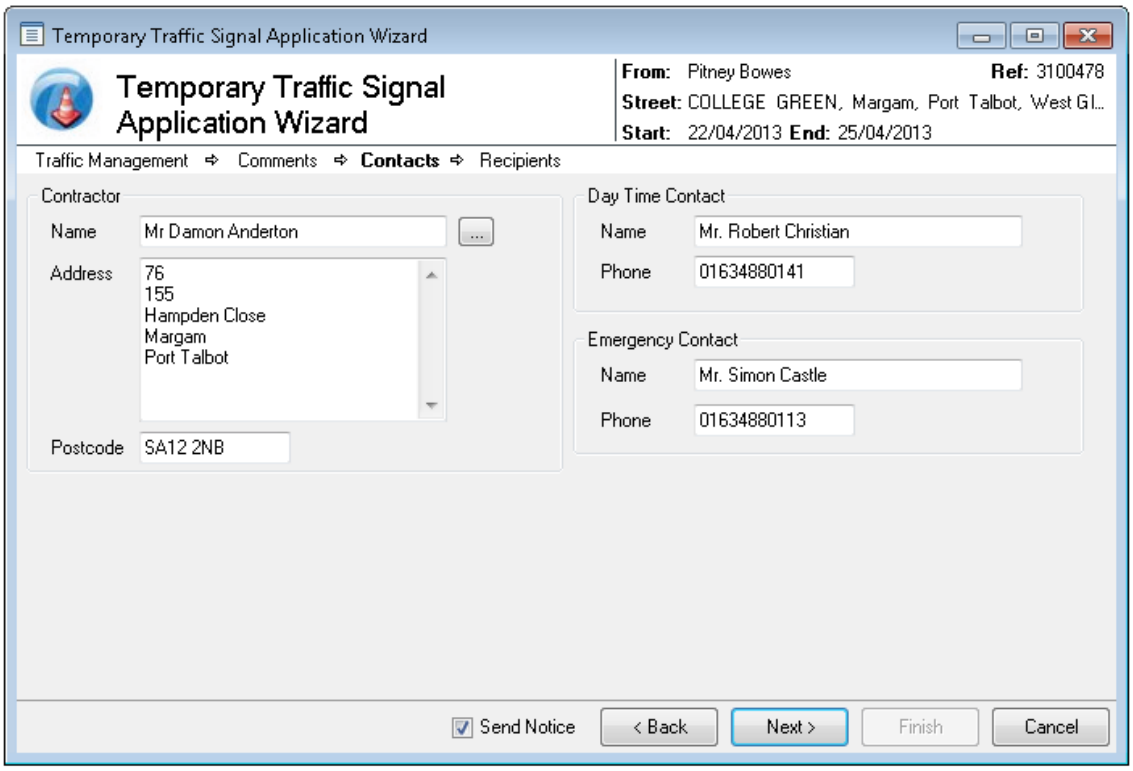
Step 1 - Traffic Management

Signal Response Sought:	This is a mandatory field. It is used to indicate the type of approval requested by the Promoter.
Signal Configuration:	This field must be provided if Signal Response Sought is 'For Information, permission assumed' or 'Permission sought'.
Signal Hours of Operation:	This field is used to indicate the time of day when the Temporary Traffic Signal is under operation.
Signal Crossing Impact:	This field is used to indicate whether or not the Signal affects a level crossing or tramway.
Signal Bus Impact:	This field is used to indicate whether or not the Signal affects a bus lane or bus stop.
Signal Lights Impact:	This field is used to indicate whether or not the Signal affects existing permanent Traffic Signals.
Signal Junction Impact:	This field is used to indicate whether or not the Signal affects a road junction.
Signal Pedestrian Impact:	This field is used to indicate whether or not the Signal affects an existing pedestrian/controlled/school crossing or entrance.
Signal Parking Impact:	This field is used to indicate whether or not the Signal affects parking/meter bays.
Signal Structure Impact:	This field is used to indicate whether or not the Signal is in the vicinity of a bridge or similar structure.

Step 2 - Comments



Comments:	Free text to enter additional information required in an Application such as Signal dates and times.
Notice Type:	Defaults to 'Temporary Traffic Signal Application'.

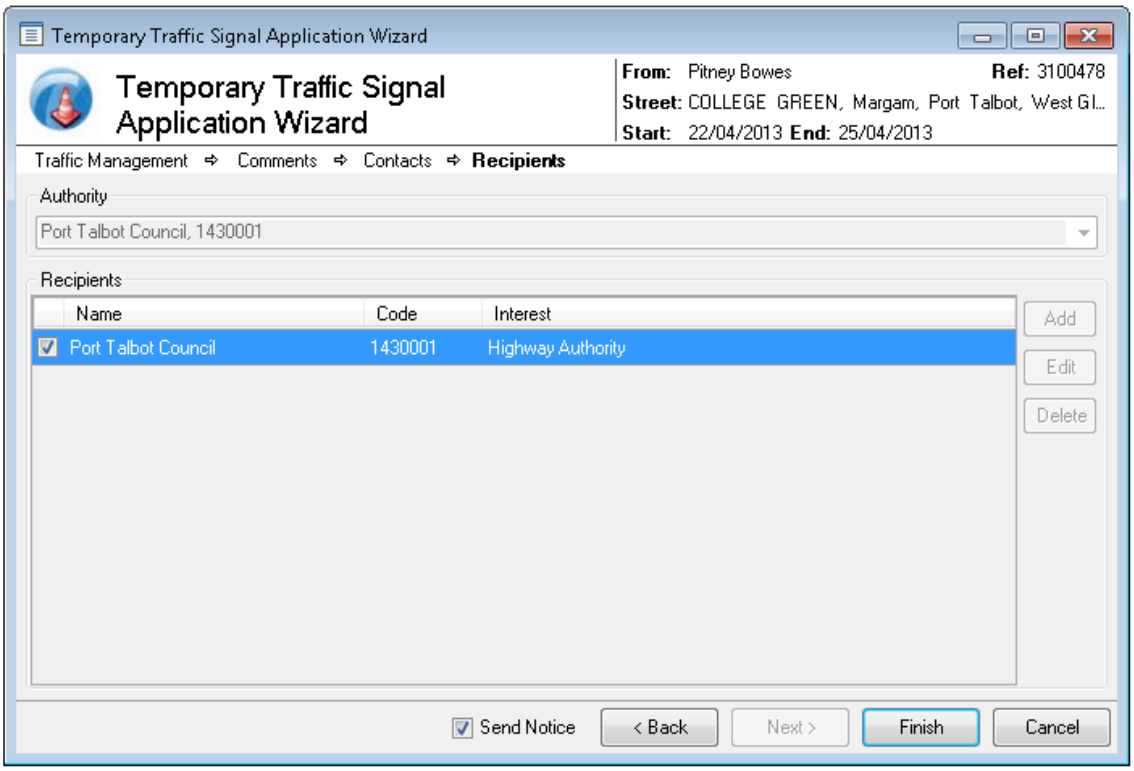


Step 3 - Contacts

Contractor:	This will be blank by default. Select from the pick list or manually enter the details for the Signal Supplier. Name is a mandatory field unless Signal Configuration is 'Stop/go boards'.
Day Time Contact:	Enter the details of the Day Time Contact.
Emergency Contact:	Enter the details of the Emergency Contact. Phone is a mandatory field unless Signal Hours of Operation is 'Working Day'.

Step 4 - Recipients

The next step lists all of the Recipients for the Notice. Existing Recipients cannot be removed and new ones cannot be added. Temporary Traffic Signal Applications are only sent to the Primary Recipient.



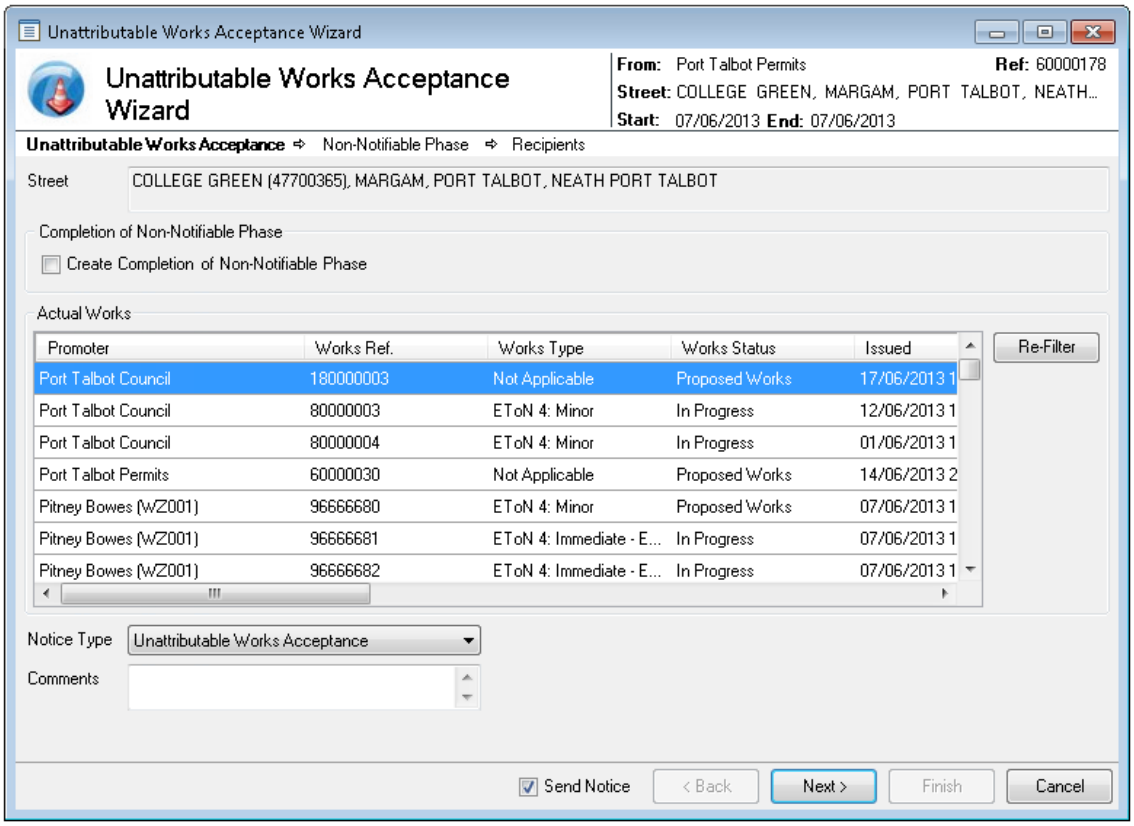
Click 'Finish' to create the Notice.

Unattributable Works & Defective Apparatus
Unattributable Works and Defective Apparatus Acceptance Wizard

The Unattributable Works / Defective Apparatus Acceptance Wizard allows the Promoter to Accept an Unattributable Works / Defective Apparatus Notice. Promoter can either create a new Completion of Non-Notifiable Works or select the actual Works to which it should correspond.

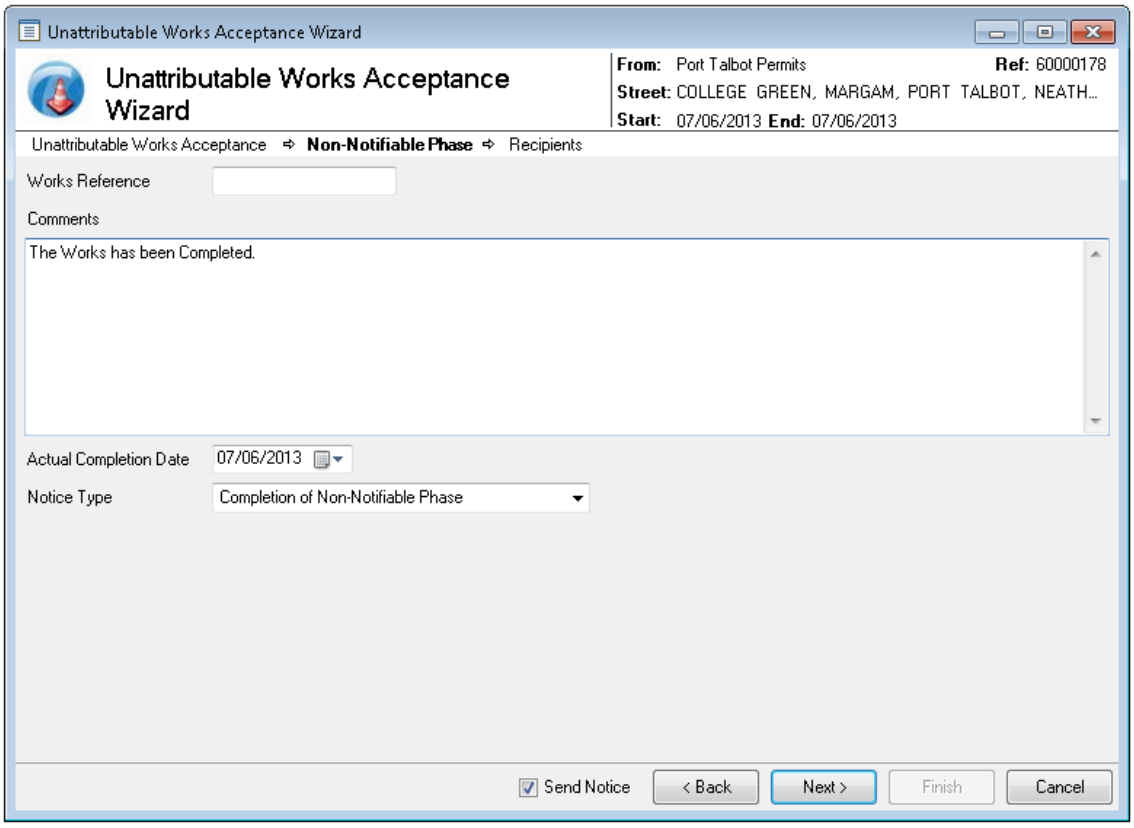
Step 1 - Unattributable Works / Defective Apparatus Acceptance

This step allows the Promoter to select the Works corresponding to the Acceptance Notice from a list of Street Works in their system. Promoter can either create a new Completion of Non-Notifiable Works or select the actual Works to which it should correspond.

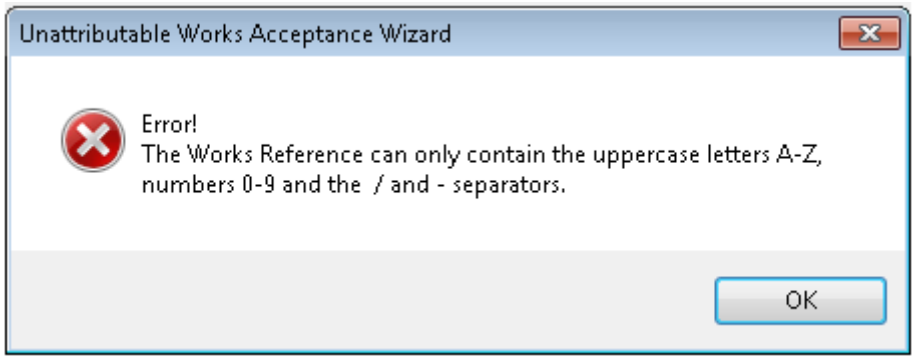


Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the Organisation screen.
Completion of Non-Notifiable Works:	If ticked, this allows the User to create a Completion of Non-Notifiable Works against the Unattributable Works / Defective Apparatus. This will also disable the Actual Works list.
Actual Works list:	Displays a list of Street Works which are on the same Street as the Unattributable Works / Defective Apparatus. The User should select a Works that corresponds to the Acceptance Notice then click Next to progress on to the Recipients Step. It is not possible to progress to the Next step without selecting a Works first.
Re-Filter:	If the Street Works is not listed, this button can be used to filter for other Works. The button references the Find Street Works filter. The filter should have the Street field pre-populated with the Street from the Unattributable Works / Defective Apparatus. The filter can be edited by the User, and clicking OK will display the new results in the Street Works List.
Notice Type:	Defaults to 'Unattributable Works Acceptance' or 'Defective Apparatus Acceptance' depending upon the Wizard opened. Any other **Notice Types** configured with the 'Unattributable Works Acceptance' or 'Defective Appraataus Acceptance' DfT reference will be available for selection.
Comments:	Optional free text field.

Step 2 - Completion of Non-Notifiable Works



Work Reference: Supply a reference for the Works being entered. The combination of Organisation Code and Works Reference must be unique and can only contain uppercase letters A-Z, numbers 0-9 and the / and - separators. If invalid characters are entered, this message will occur when the 'Next' button is clicked.



Leave this field blank for Confirm to generate a Works Reference based on the Seed Numbers configured against the current User's Work Group.

Comments: Optional free text field.

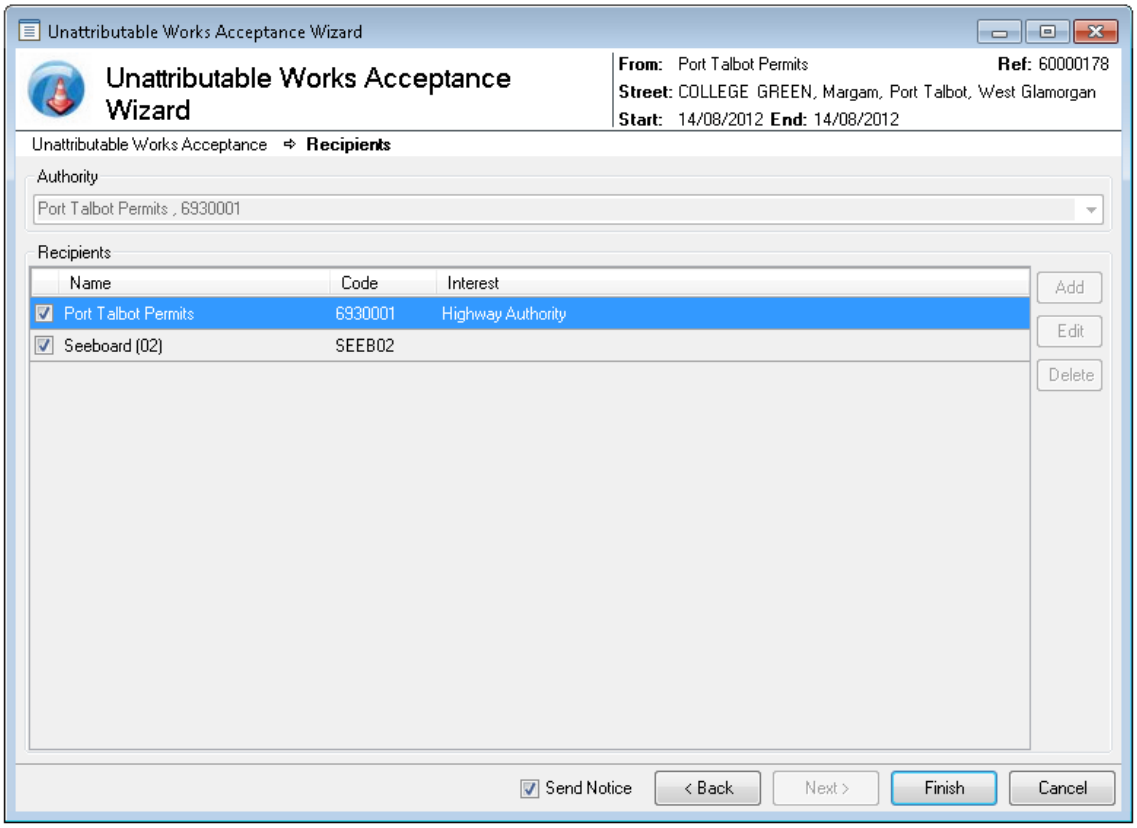
Actual Completion Date: The Works Actual Completion Date is displayed. If this is left blank, then Completion of Non-Notifiable Works is created with Send flag unchecked.

For Paper Completion of Non Notifiable Phase, Actual Completion Date is mandatory field.

Notice Type: Defaults to 'Completion of Non-Notifiable Phase'. Any other **Notice Types** configured with the 'Completion of Non-Notifiable Phase' DfT reference will be available for selection.

Step 3 - Recipients

The final step of the Wizard displays the Recipients. These cannot be modified and are for information only.



Authority:	The Highway Authority that sent in the Unattributable Works / Defective Apparatus Notice will be displayed here.
Recipients:	All Organisations which were sent the Unattributable Works / Defective Apparatus Notice will be displayed here excluding any which have the 'Notice Initiation' flag set in the current database.

Click 'Finish' to create the Notice.

On creation of an Unattributable Works / Defective Apparatus Acceptance (2000) Notice, the Completion of Non-notifiable Works thus created or selected Actual Work's Work Reference is linked in Confirm to the Unattributable Works / Defective Apparatus. The Works Reference will be displayed in the 'Project Reference' field on the Acceptance Notice, and the Works can be viewed using the 'View Linked Works' option on the Action Menu.

If the Unattributable Works / Defective Apparatus Acceptance Notice has Completion of Non-Notifiable Works checkbox ticked and 'Send Notice' flag unticked, Send flag for linked Completion of Non-Notifiable Works will also be unticked.

If the Unattributable Works / Defective Apparatus Acceptance Notice has its 'Send Notice' flag unticked and an Unattributable Works / Defective Apparatus Non-Acceptance Notice is created in its place, the link to the actual Works Reference is removed.

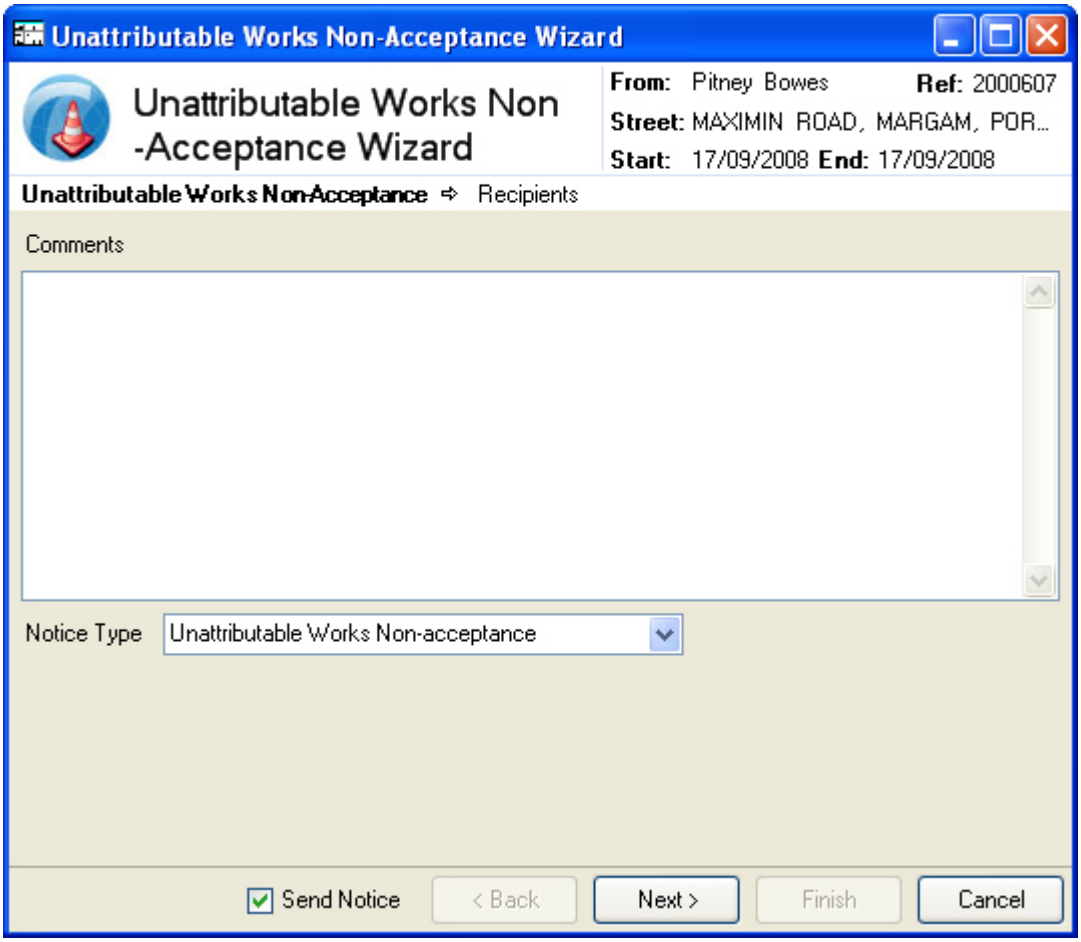
On receipt of an Unattributable Works / Defective Apparatus Acceptance Notice, if the actual Works Reference does not correspond to a Works within Confirm then the Works Reference will be displayed in the 'Project Reference' field on the Acceptance Notice, but the 'View Linked Works' option on the Action Menu will not be available until the corresponding Works is received.

Any Inspections against the Unattributable Works / Defective Apparatus Works will not be moved over to the actual Works.

Unattributable Works and Defective Apparatus Non-Acceptance Wizard

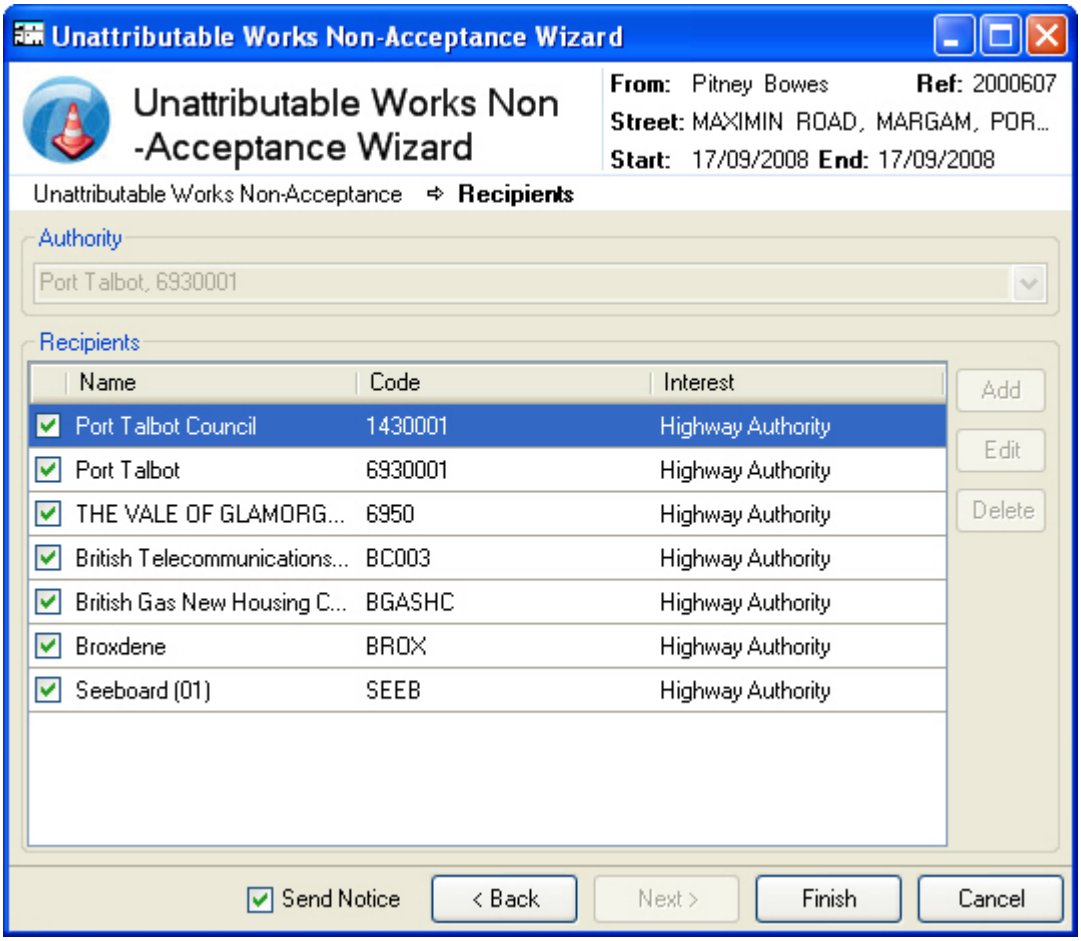
Unattributable Works and Defective Apparatus Notices can be sent to a Promoter by an Authority who believes that the Works are theirs. If the Works Promoter disputes that the Works are theirs, a Non-Acceptance can be sent to the Highway Authority. From an Unattributable Works / Defective Apparatus Notice, select the 'Unattributable Works / Defective Apparatus Non-Acceptance' option from the 'Actions' menu. The following wizard will open:

Step 1 - Unattributable Works / Defective Apparatus Non-Acceptance



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Comments:	Optional free text field for entering justification text as to why the Unattributable Works /Defective Apparatus Notice is not being accepted.
Notice Type:	Defaults to 'Unattributable Works Non-acceptance' or 'Defective Apparatus Non-acceptance' based upon Wizard opened. Any other **Notice Types** configured with the 'Unattributable Works Non-acceptance' or ' Defective Apparatus Non-acceptance' DfT reference will be available for selection.

Step 2 - Recipients



The final step of the Wizard displays the Recipients. These cannot be modified and are for information only.

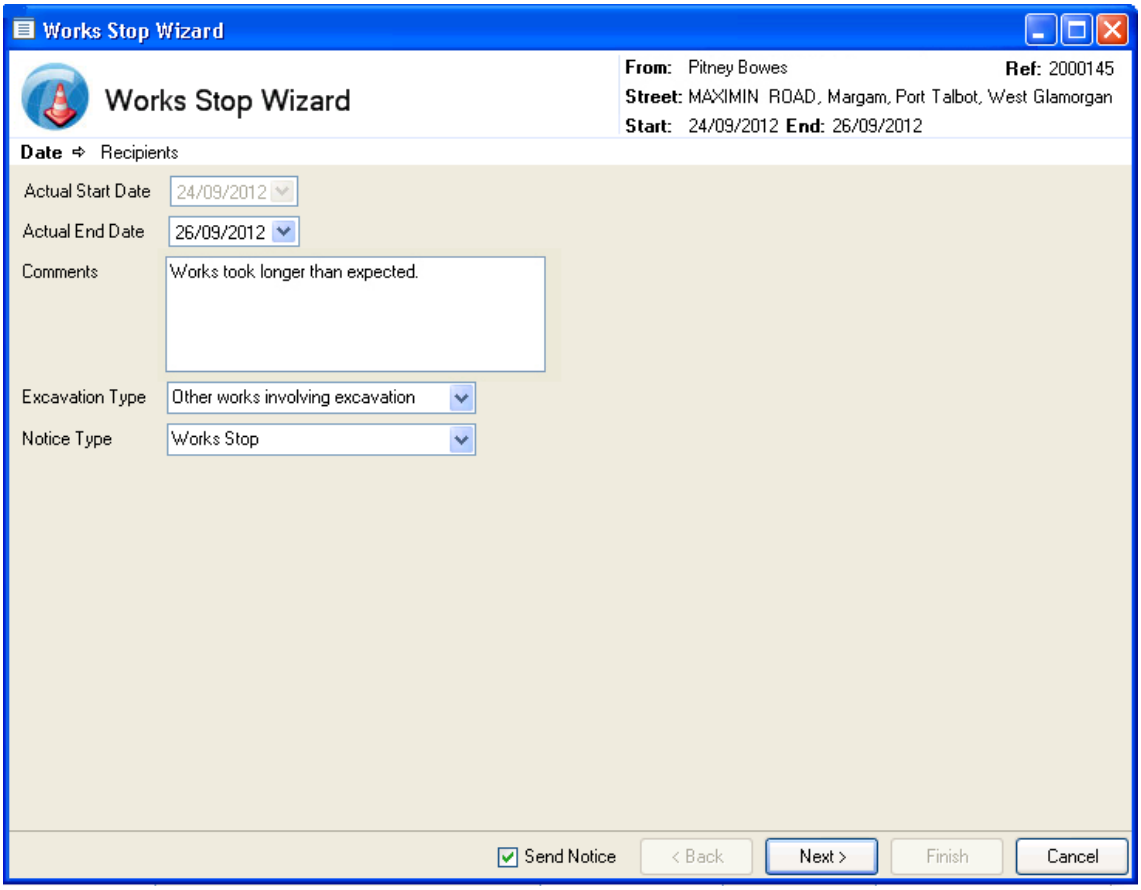
Authority:	The Highway Authority that sent in the Unattributable Works Notice will be displayed here.
Recipients:	All Organisations which were sent the Unattributable Works / Defective Apparatus Notice will be displayed here excluding any which have the 'Notice Initiation' flag set in the current database.

Works Stop Wizard

Works Stop is only available on the 'Actions' menu for In Progress Works. This is used to tell the Authority that the Promoter has stopped work.

Selecting 'Works Stop' from the Promoter Actions menu displays the Works Stop Wizard.

Step 1 - Date



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Actual Start Date:	Displays the Actual Start Date for the Works. This cannot be edited.
Actual End Date:	The Works Estimated End Date is displayed. This can be edited.
Comments:	Optional free text field to provide Comments.
Excavation Type:	Defaults to the Excavation Type entered on the Notice. This may be changed by picking from the drop down list. The drop down list references the **Excavation Type lookup**. The options within the drop down list will be different for EToN 4-5 Works, and EToN 6+ Works.
Notice Type:	Defaults to 'Works Stop'. Any other EToN 4+ **Notice Types** configured with the 'Works Stop' DfT Reference will be available for selection.

Note: A warning message is displayed whilst creating a Works Stop Notice against a Works which has a Excavation Type of 'No Excavation', and the Works has a Registration Notice (Partial / Full) for the current Phase.

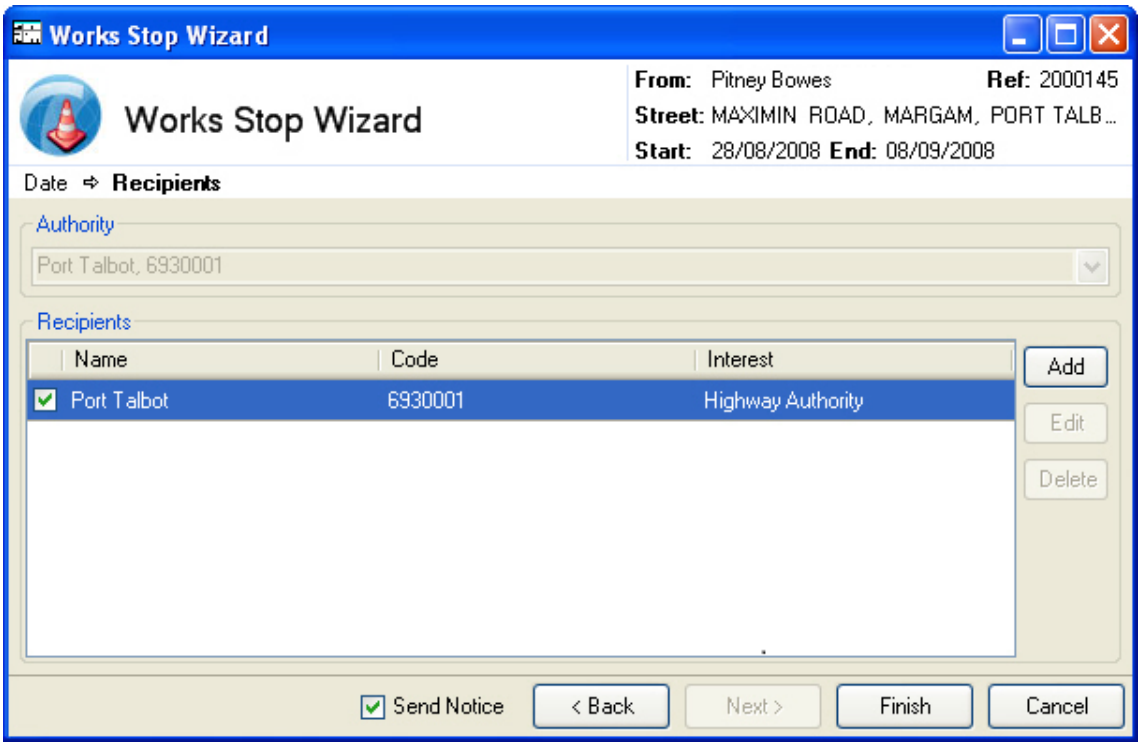
Also, if Excavation Type is 'Other Works not involving excavation' (Dft Ref. 12) and there has been no previous phase involving excavation, then Actual Inspection Units would be set to 0.

If the Works is EToN 6, a message will occur if the Works has a Collaboration Type set to 'Trench Sharing (Secondary Promoter)' and Excavation Type is not set to 'Works Involving No Excavation'.

If the Works is EToN 6, a message will occur if the Works has a Collaboration Type of 'Trench Sharing (Primary Promoter)' and Excavation Type is not one of the following options:

DfT Ref.	Excavation Type
14	Open Cut/Machine Cut
15	Road Breaker
16	Minimum Dig/Thrust Boring
17	Slab Working
18	Other works involving excavation

Step 2 - Recipients



All Recipients for the Works will be listed. The 'Add' button can be used to add Recipients but existing Organisations cannot be modified.

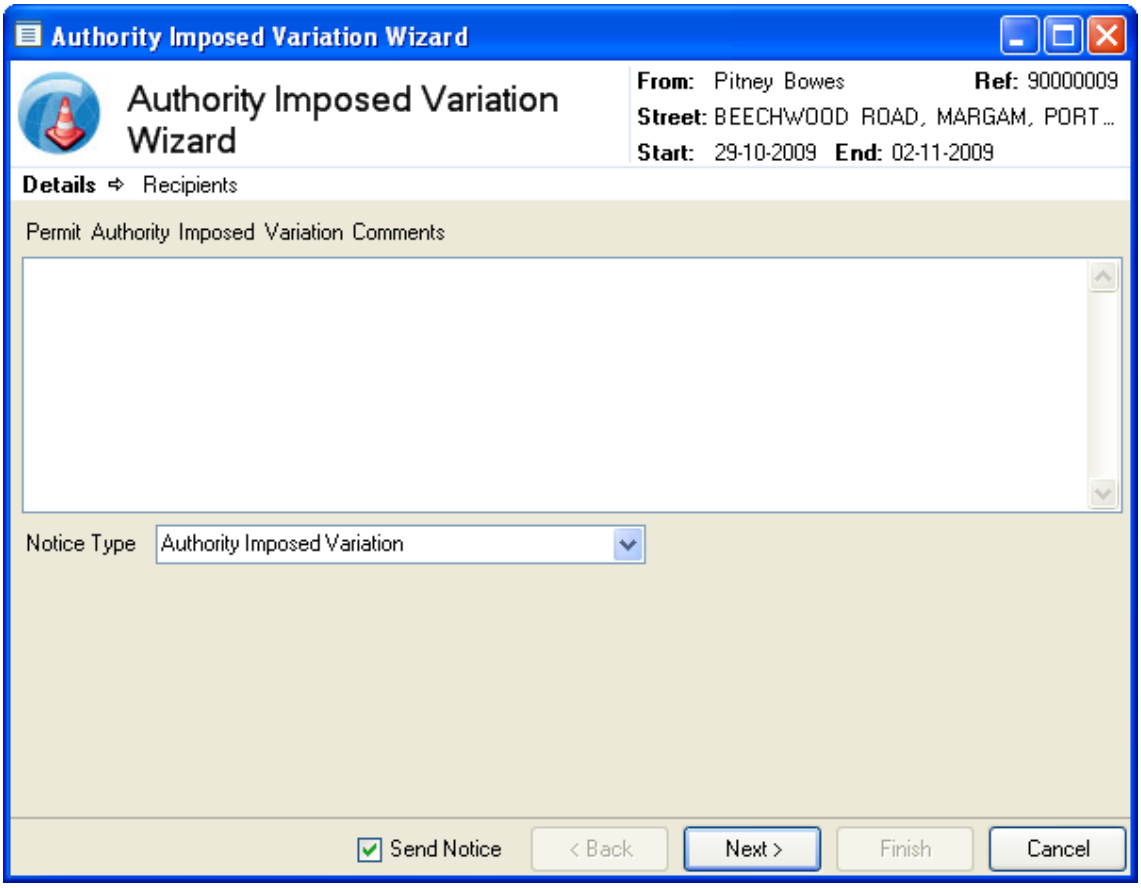
Click 'Finish' to create the Notice.

Authority Actions

Authority Imposed Variation Wizard

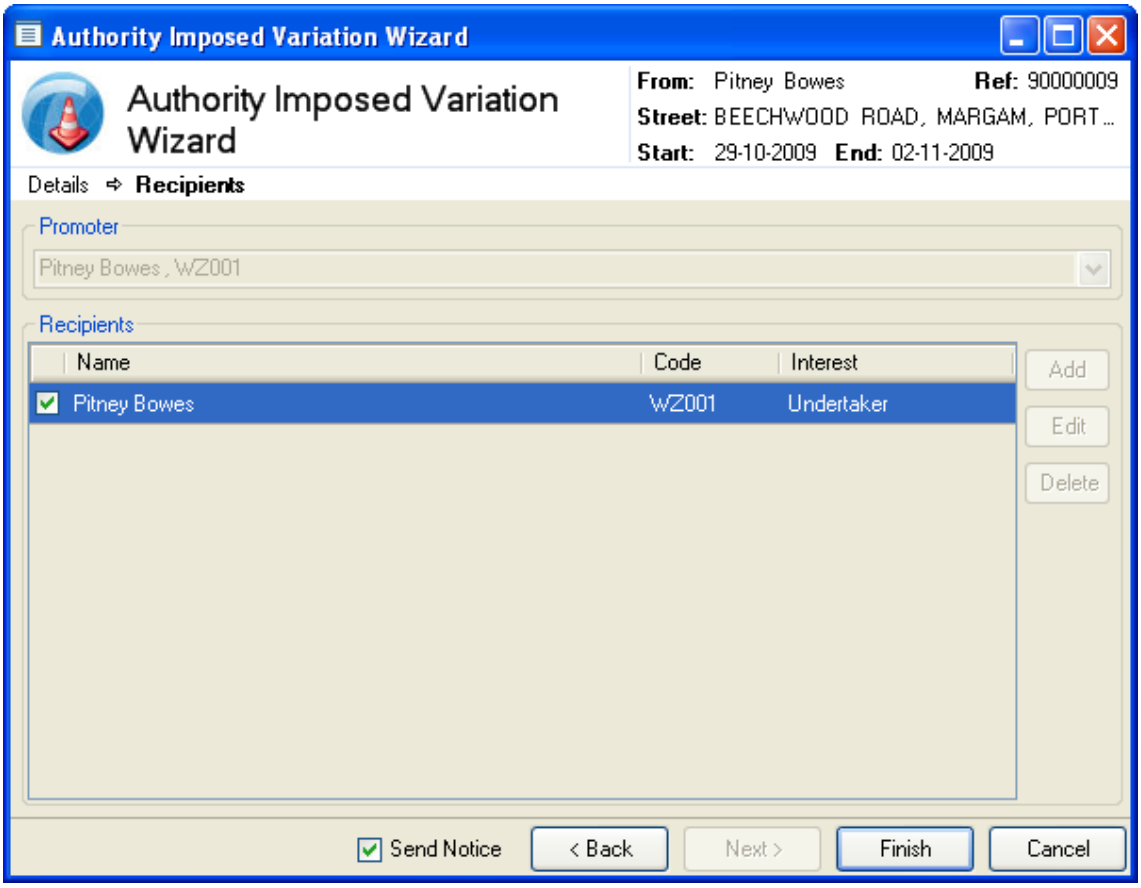
Note: It is not possible to create an Authority Imposed Variation for an Application that has not been received via EToN.

Step 1 - Timing



Date Notice Received:	If this Notice is being entered as a paper Notice, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Permit Authority Imposed Variation Comments:	The details of the variation can be optionally entered here.
Notice Type:	Defaults to the 'Authority Imposed Variation' Notice Type.

Step 2 - Recipients



Step 2 lists all of the current Recipients. The Recipient list cannot be modified.

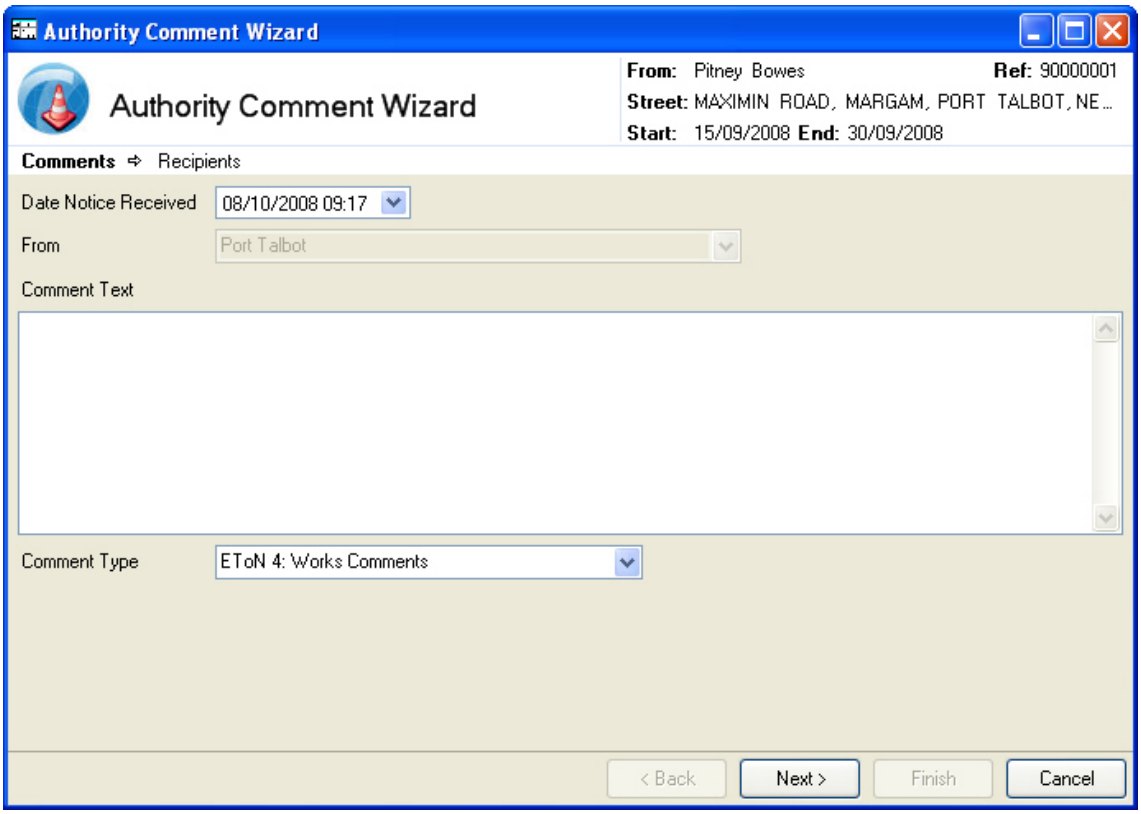
Click 'Finish' to create the Notice and view it in the new Street Works form.

The Authority Imposed Variation notice will be displayed in the Notice screen. The Conditions field will be appended to the bottom with:

"Authority Imposed Variation: <Permit Authority Imposed Variation Comments>"

Authority Comment Wizard

The Comments Wizard is opened from the 'Actions' menu when the 'Authority Comment', 'Promoter Comment' or 'Interested Party Comment' options are selected. The title of the Wizard will change according to the option selected.

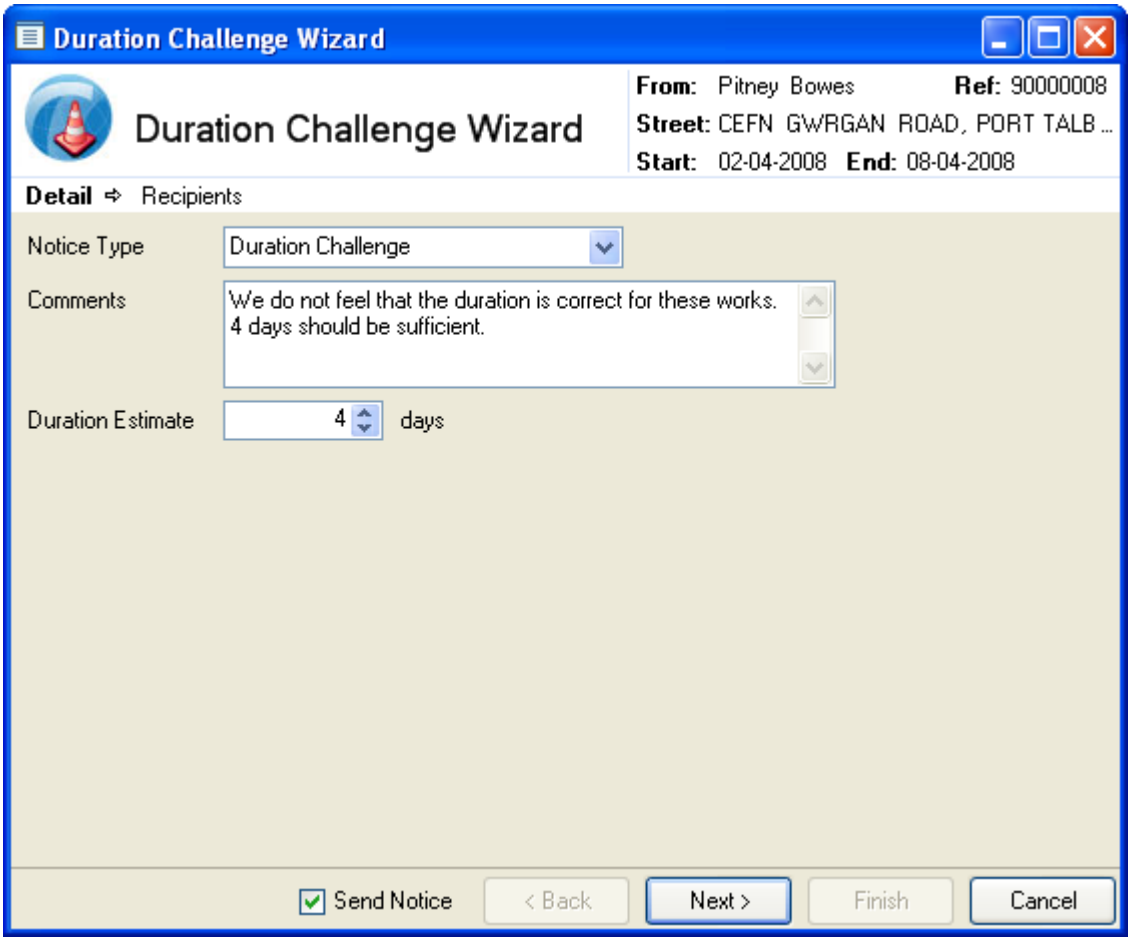


Please refer to the Promoter **Comment section** for full details.

Duration Challenge Wizard

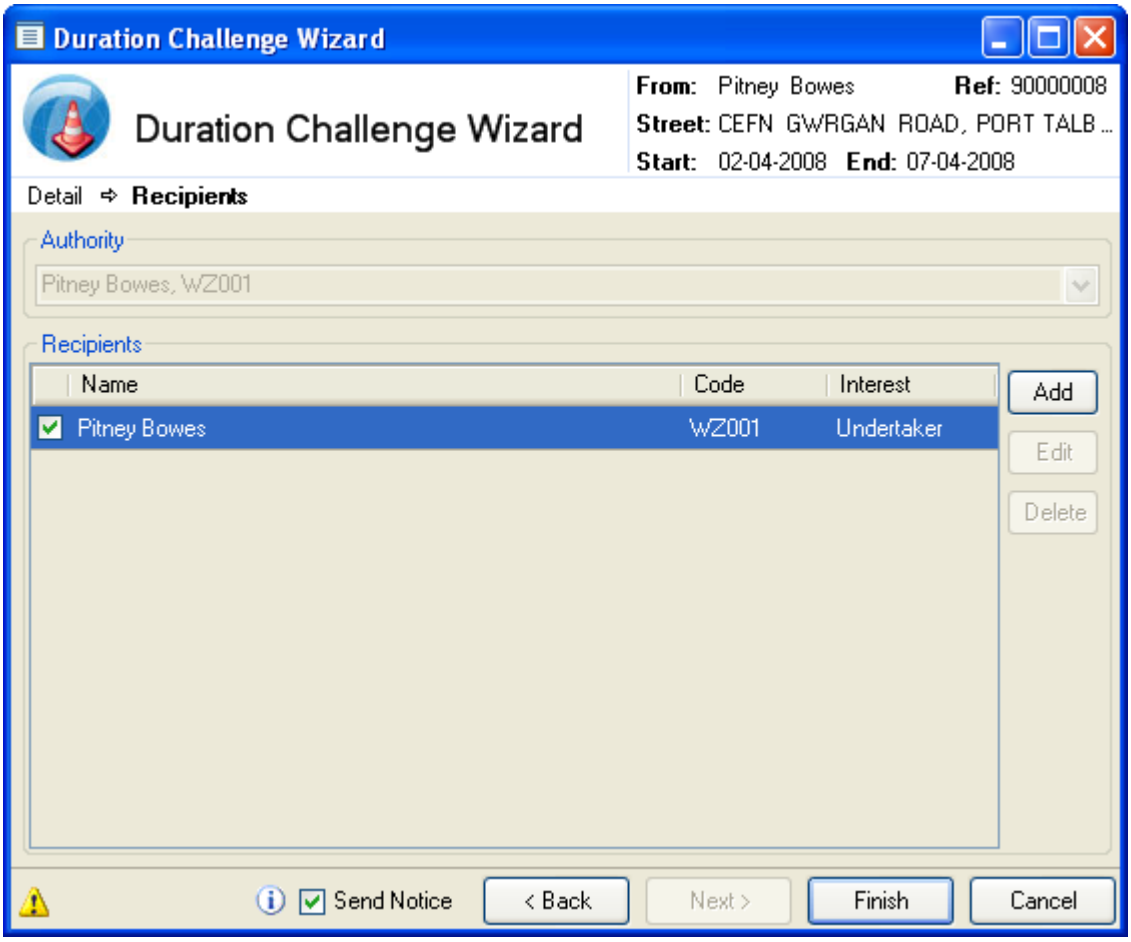
Select Duration Challenge from the Actions menu to launch the Duration Challenge Wizard.

Step 1 - Detail



Date Notice Received:	If this Notice is being entered as a Paper Notice, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Notice Type:	Defaults to 'Duration Challenge'.
Comments:	Mandatory field for the entry of justification text regarding the Duration Challenge.
Duration Estimate:	The revised duration is entered here as a number of days.

Step 2 - Recipients



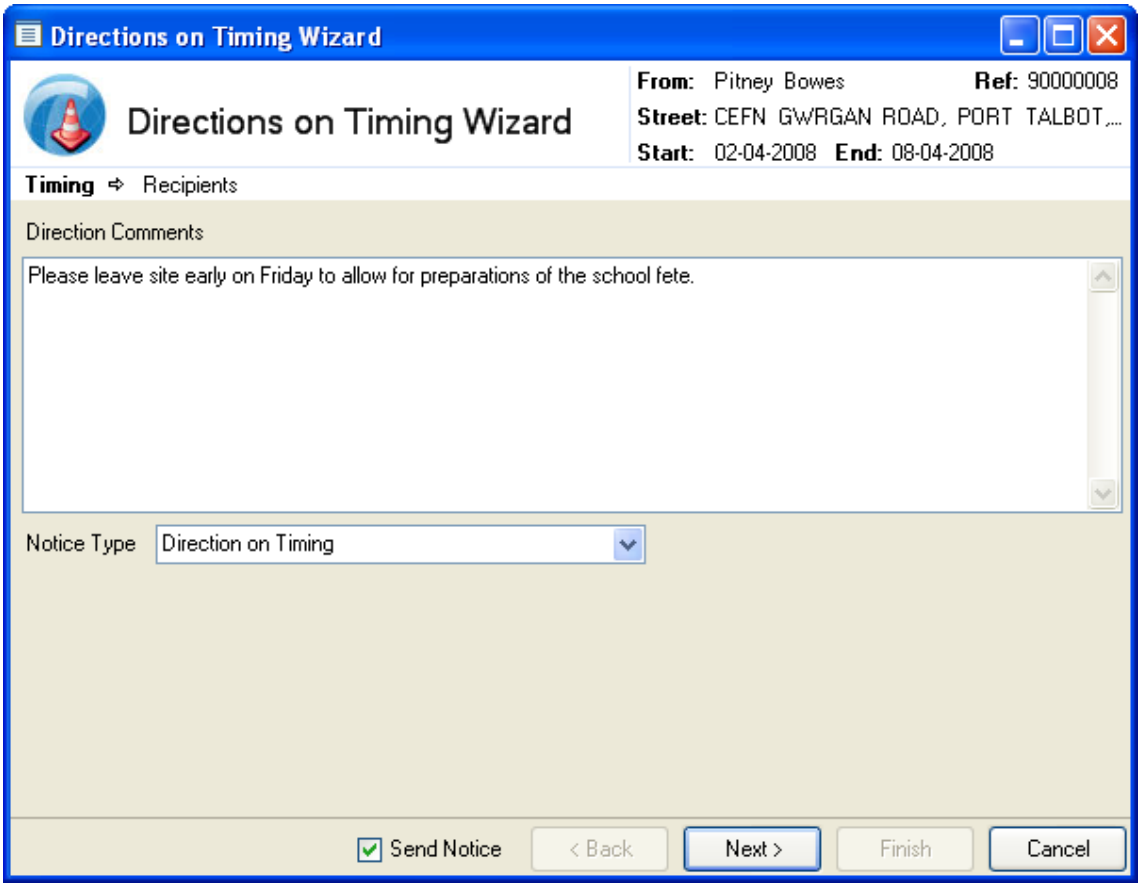
The next step lists all of the Recipients for the Notice. Existing Recipients cannot be removed but new ones can be added with the 'Add' button.

Click 'Finish' to create the Notice.

Directions on Timing Wizard

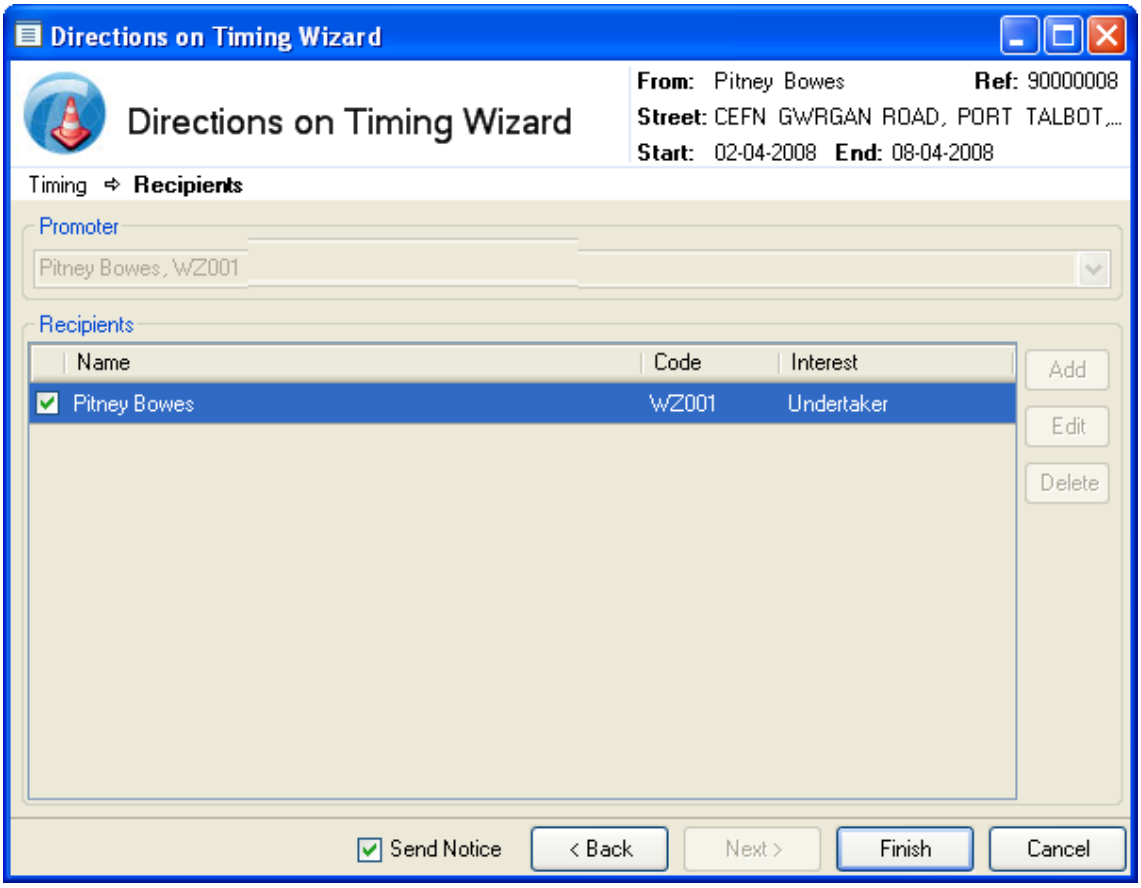
Select the Directions on Timing option from the Actions menu to launch the Directions on Timing Wizard for the issue of a Section 56 Notice.

Step 1 - Timing



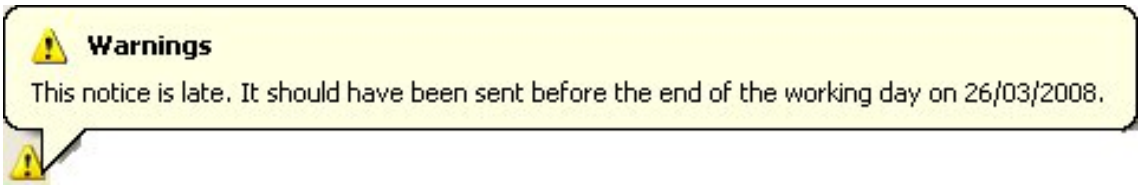
Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the Organisation screen.
Direction Comments:	Optional free text field for the entry of direction details.
Notice Type:	Defaults to 'Directions on Timing'.

Step 2 - Recipients



Step 2 lists all of the current Recipients. The Recipient list cannot be modified.

Confirm will warn the User if they are serving the Direction on Timing Notice within the required timescale.



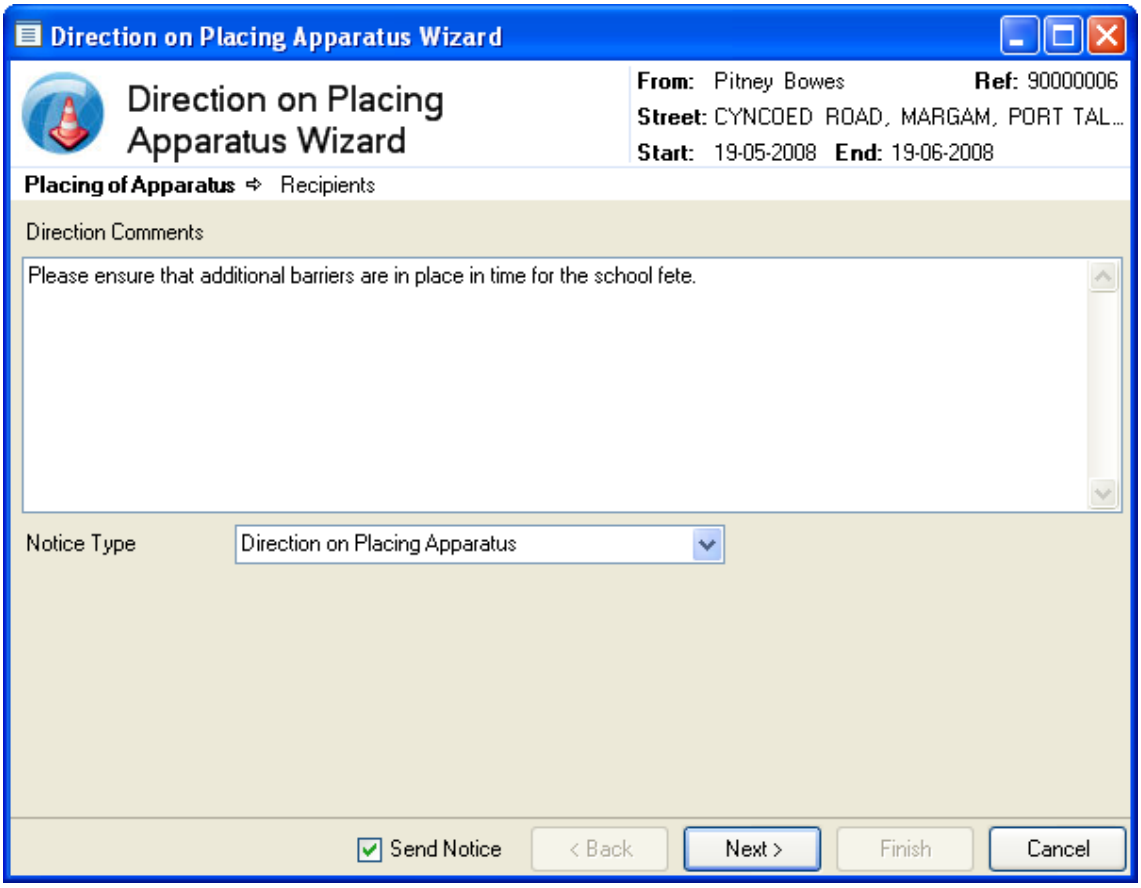
Click 'Finish' to create the Notice and view it in the new Street Works form.

Note: The option to send a Direction of Timing continues to be available in the 'Action' button menu, although only one Direction needs to be sent in any phase of a Works. The ability to create a new Direction is intended to allow the Authority to vary Directions or to revoke them, by sending a new, updated, Direction.

Direction on Placing Apparatus Wizard

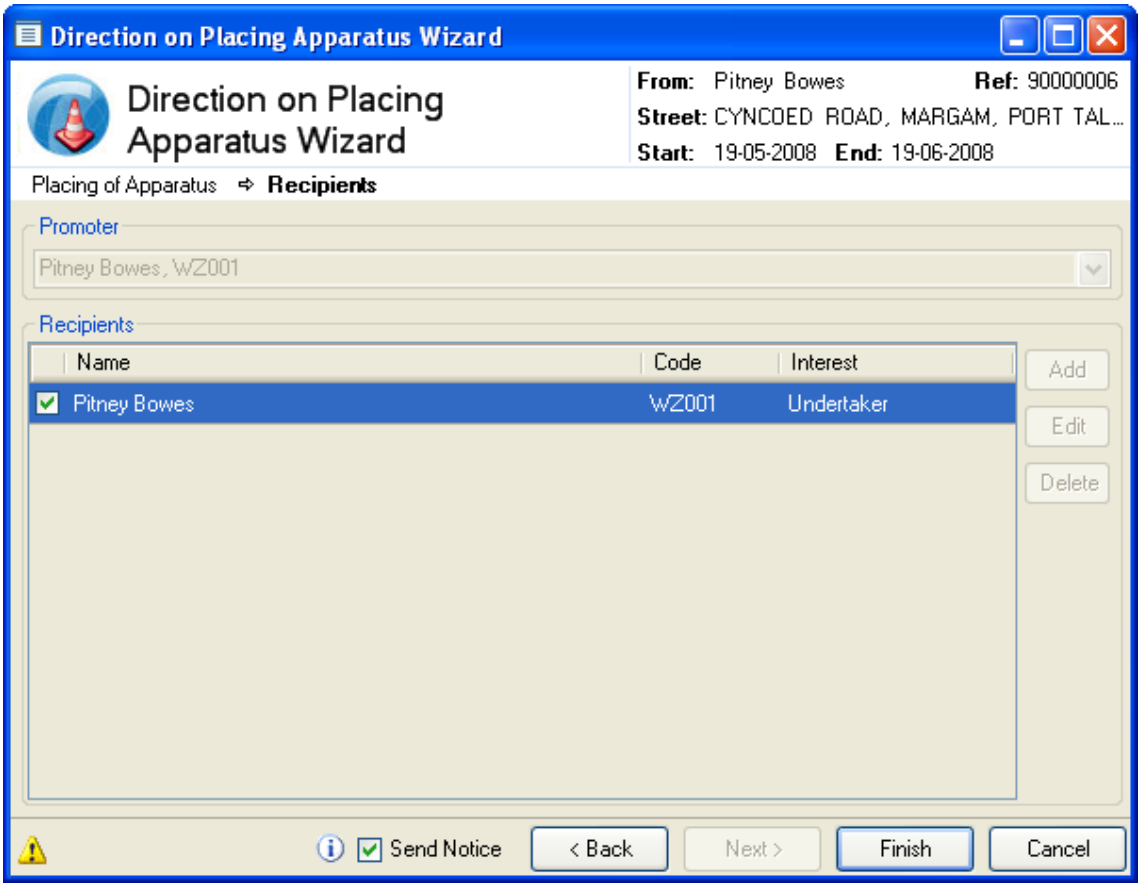
Select Direction on Placing Apparatus from the Action menu to launch the Direction on Placing Apparatus Wizard.

Step 1 Placing of Apparatus



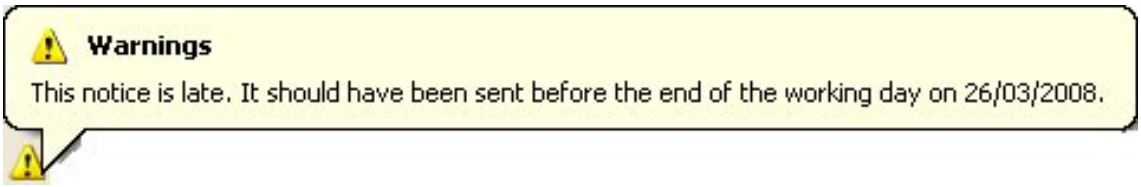
Date Notice Received:	If this Notice is a paper Notice being entered into the system, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the Organisation screen.
Direction Comments:	Optional free text field for the entry of direction details.
Notice Type:	Defaults to 'Directions on Placing Apparatus'. Other options may be available in the drop-down list if other EToN 4+ **Notice Types** have been created linking to the Directions on Placing Apparatus DfT reference.

Step 2 - Recipients



The next step lists all current recipients. The Recipient list cannot be modified.

Confirm will warn the User if they are serving the Direction on Timing Notice within the required timescale.

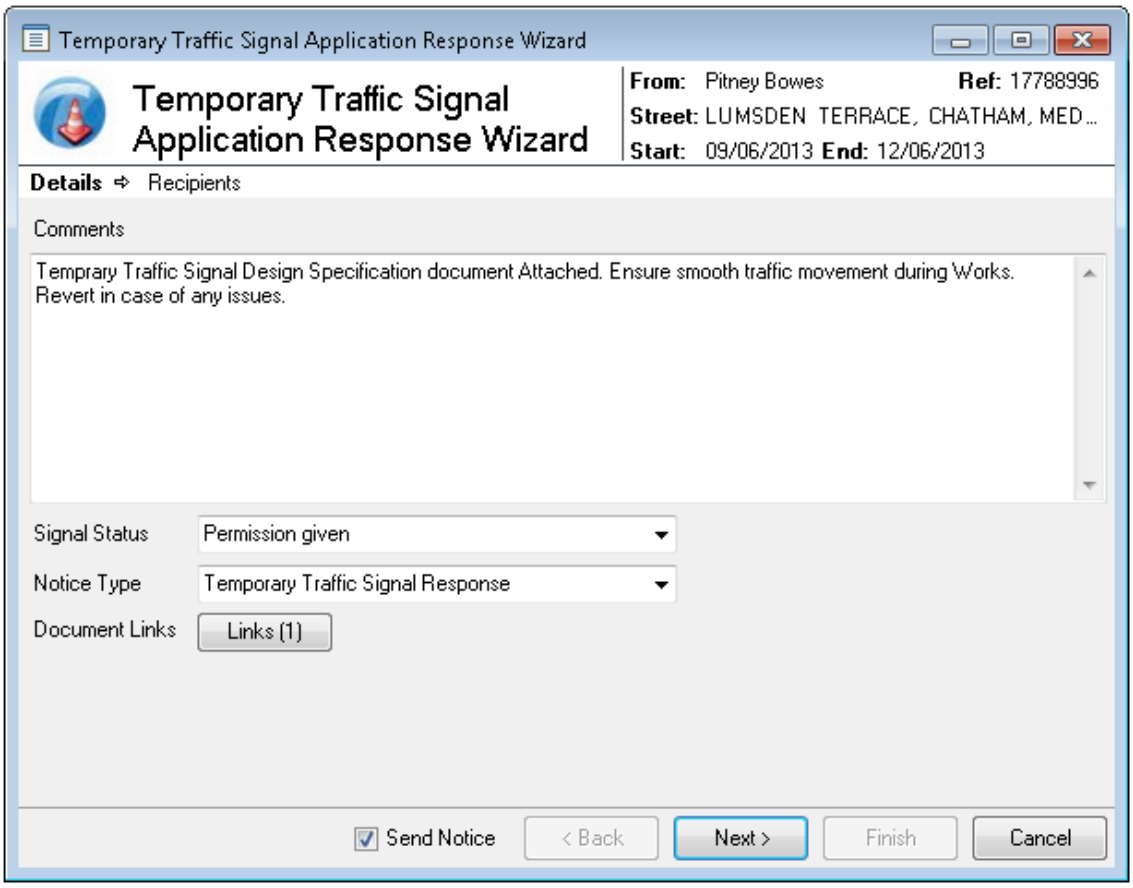


Click 'Finish' to create the Notice and view it in the Notice screen.

Temporary Traffic Signal Application Response

This Wizard is used to respond to any pending Temporary Traffic Signal Applications for the Works.

Note: It is not possible to respond to a Temporary Traffic Signal Application that has not been received via EToN.



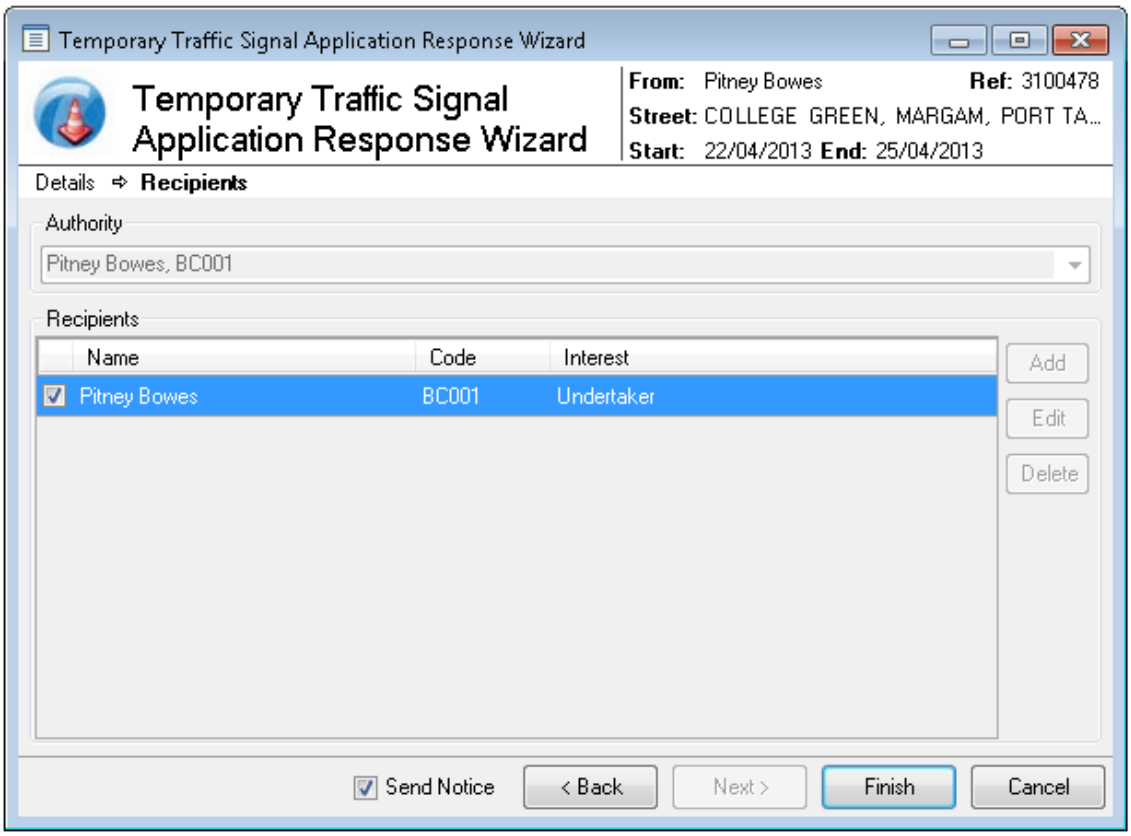
Step 1 - Details

Comments:	Free text field which may be used to supply information such as any conditions of the Acknowledgement, or ask for changes if required.
Signal Status:	This field is used to indicate whether the Application is approved or requires changing.
Document Links	This button will open the Document Link screen to add Notification Attachments with Temporary Traffic signal Response notice.
Notice Type:	Defaults to 'Temporary Traffic Signal Response'.

Note: Attachment is mandatory when Signal Status is 'Permission given' for Signal Response Sought 'Request Design with Response'. If no published Notification Attachments exist, then an error will be displayed.

Step 2 - Recipients

The next step lists all of the Recipients for the Notice. Existing Recipients cannot be removed and new ones cannot be added. Temporary Traffic Signal Application Responses are only sent to the Promoter of the Works.



Click 'Finish' to create the Notice.

FPN Authority Comment Wizard

The FPN Comments Wizard is opened from the 'Actions' menu when the 'FPN Authority Comment' or 'FPN Promoter Comment' options are selected. The title of the Wizard will change according to the option selected.

FPN Comments are used as a mechanism for private communications between Works Promoters and Highway Authorities. FPN Comments are not sent to other Interests on the Street.

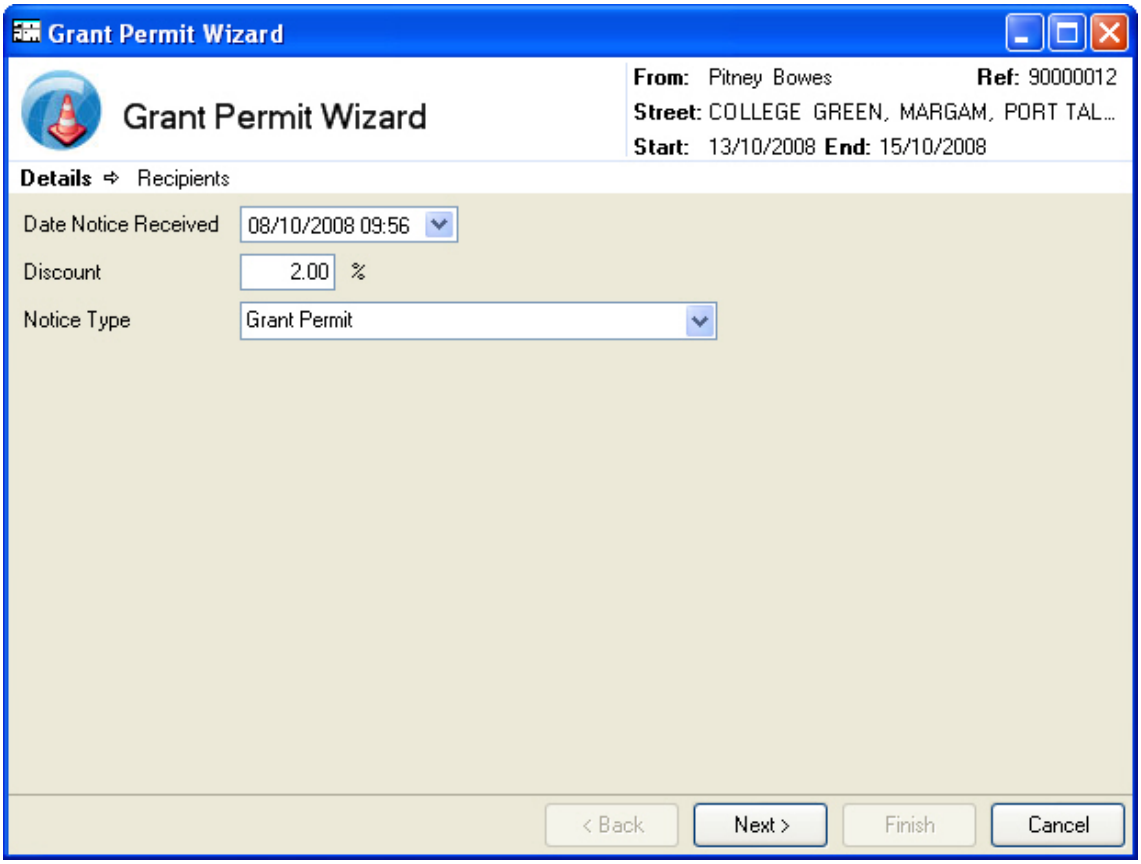
Please refer to the FPN Promoter Comment section for further details.

Grant Permit/PAA/Variation Wizard

This wizard is used to Grant the most recent Permit Application, PAA or Variation Notice for the Works. The title of the Wizard will change appropriately.

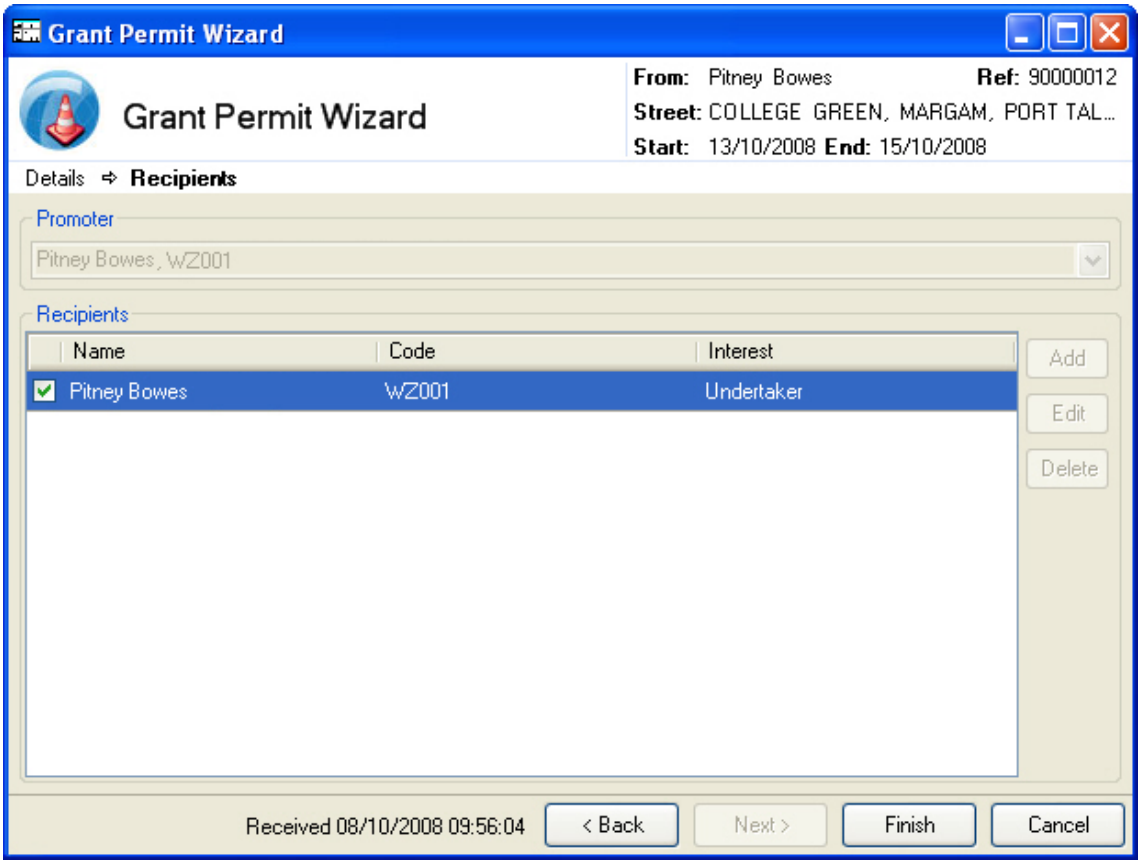
Note: It is not possible to Grant a Permit, PAA or Variation for an Application that has not been received via EToN.

Step 1 - Details



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Authority is set as an 'Initiator' on the **Organisation screen**.
Discount:	This field will default from the Discount from the application but can be modified. If the Grant Permit or PAA is being made after the Deemed Date then a warning is produced saying the Permit is deemed, and the Discount will be set to 100%.
Notice Type:	Defaults to 'Grant Permit', 'Grant PAA' or 'Grant Permit Variation' depending on the Wizard type.

Step 2 - Recipients



This step is for information only and details the Promoter and Recipients. The Recipient list cannot be modified.

When 'Finish' is clicked, the Works Status and the Permit Date will be updated.

Note:

1. If current Permit is deemed and the wizard is complete then a warning is displayed and the Permit Status will not be updated.
2. If multiple open Applications for a single Works exist then creating a single Grant will grant all the open Applications. For example:

   ~ A single Grant PAA will grant all the PAA Notices on a Works.

   ~ A single Grant Variation will grant all the Variation Notices on a Works.

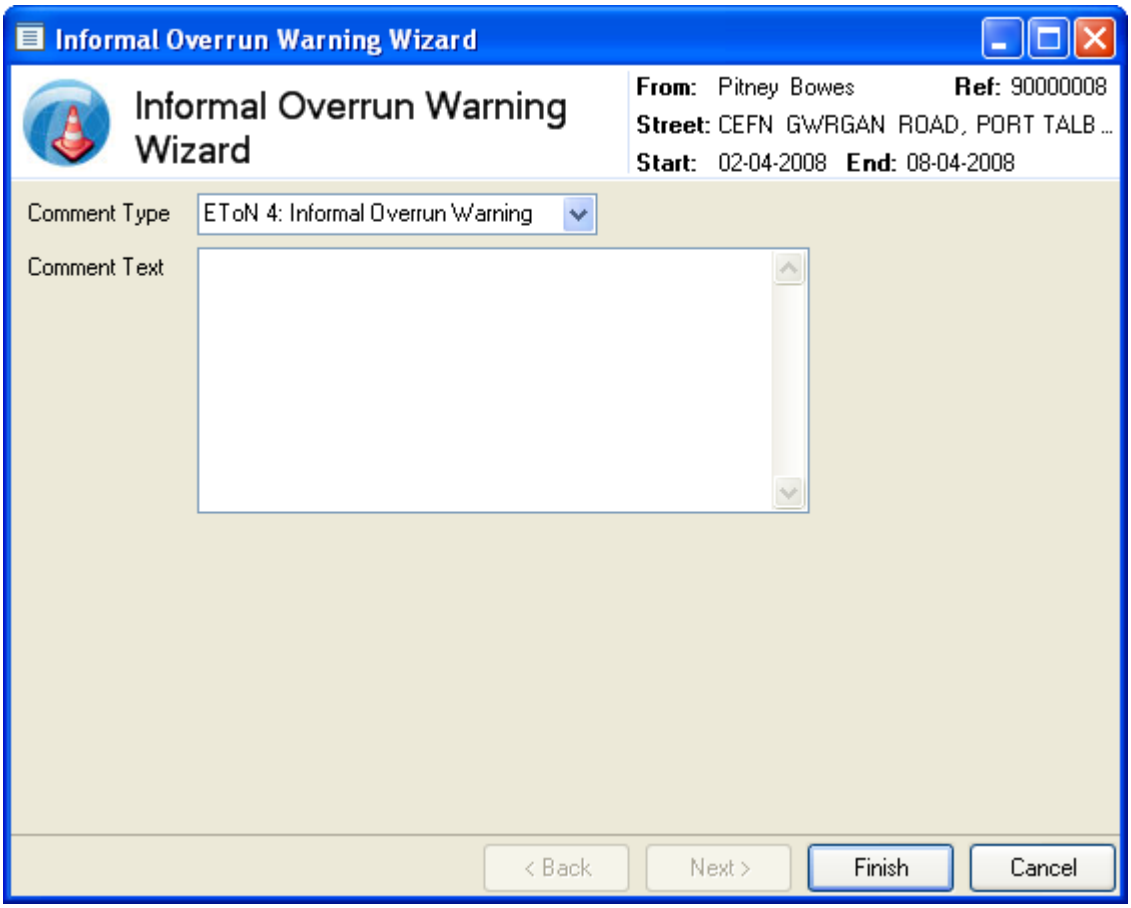
   ~ A single Grant Permit will grant a Permit Application and any Variations on a Works.

3. It is not possible to create a Grant PAA for a Works which already has a Permit Application.
4. It is not possible to create a Grant Variation for a Works unless a Grant Permit Notice has been created.

Informal Overrun Warning Wizard

Select Informal Overrun Warning from the Actions menu to launch the Informal Overrun Warning Wizard. An Informal Overrun is used to send a warning to a Promoter that they have started to attract overrun charges.

This Action is available for EToN works only.



Date Notice Received:	If this Notice is a paper Notice being entered into the system, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Comment Type:	Defaults to 'Informal Overrun Warning'.
Comment Text:	Free text field for entering details about the overrun.

Click 'Finish' to create the Notice and view it in Notice screen.

New Inspection

Inspection results can be entered for the current Notice by selecting 'New Inspection' from the Action menu. This opens the same screen as for EToN 3 Notices.

Please refer to the **Inspections section** for further details.

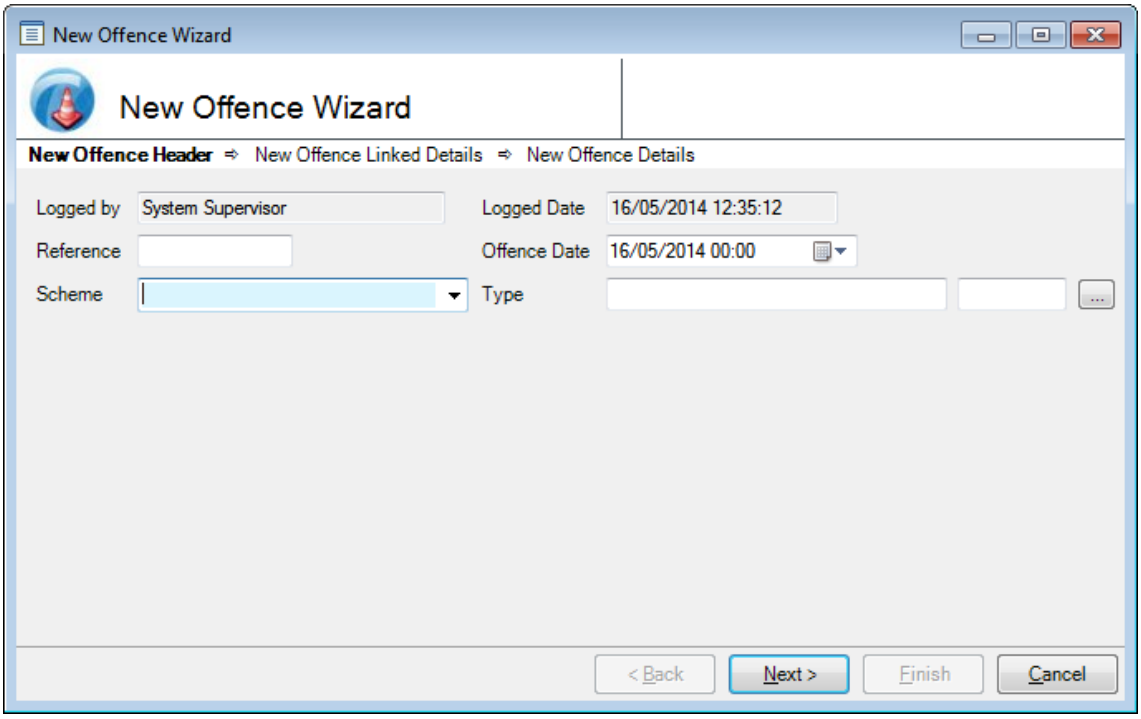
Once an Inspection has been recorded, it will appear in the Works History section of the Notice.

New Offence

The New Offence Wizard can be accessed from the 'New' button on the Offence & Fixed Penalty Notices screen, the 'Action' menu on the Street Works Notice screen or from the 'New Offence' option in the Confirm Explorer. This wizard is used to record an Offence that has occurred. At this point the Offence may not result in an FPN.

This Wizard will only be available if the current User has 'Add' privileges to the 'Find Offence' option.

Step 1 - New Offence Header



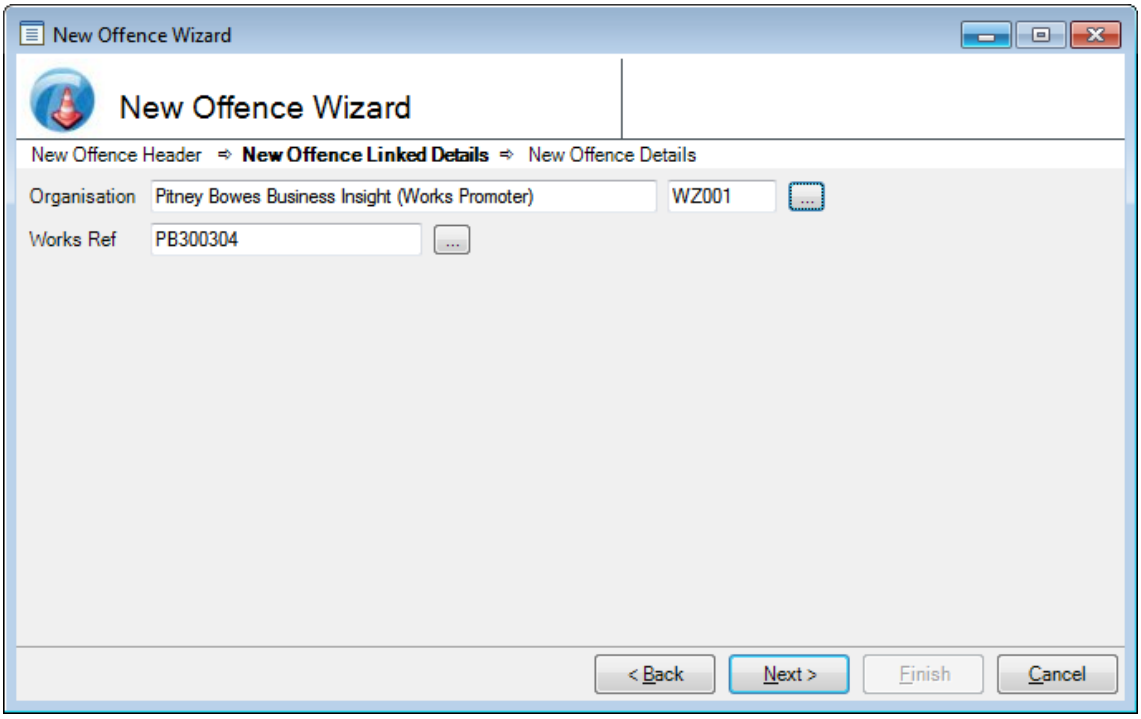
Logged By & Logged Date:	These fields will be set automatically by Confirm and cannot be edited.
Reference:	Optionally enter an Offence reference number. If left blank, Confirm will generate a number in the format specified in the **Penalty System Settings** on page 248.
Offence Date:	This is a mandatory field. Defaults to the current date but can be edited.
Scheme:	Select the Penalty Scheme under which the offence was committed. The drop down list references the **Penalty Scheme lookup**.
Type:	This is a mandatory field. Select the type of Offence which was committed. The pick list references the **Offence Type lookup** and displays only the Types which are linked to the selected Penalty Scheme.

Step 2 - New Offence Linked Details

This step varies depending on the Penalty scheme chosen in Step 1.

Street Works Penalty Scheme

Records the details required to identify the works that the Offence is regarding.



Organisation: Select the promoter Organisation that has committed the Offence. If a Works Ref is provided instead then the Organisation field will be populated automatically with the From Organisation of the Works.

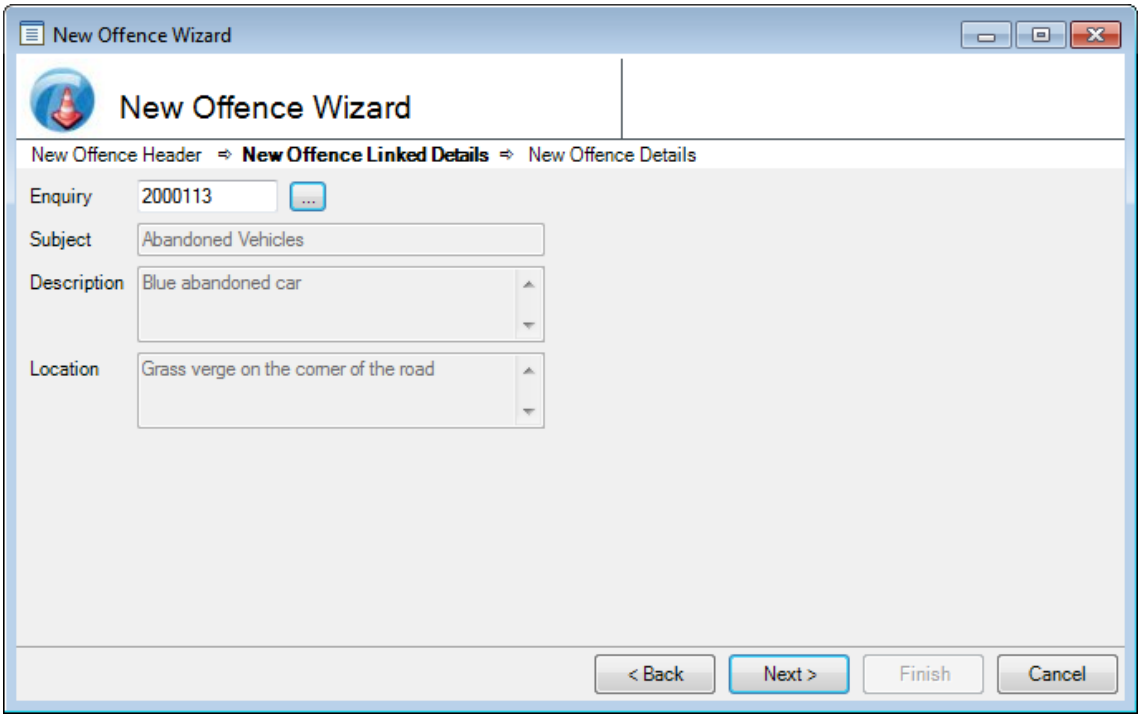
This is a mandatory field if the Offence Type has a Street Works related Penalty Scheme.

Works Ref: Optionally select the Works Reference to which the Offence is related. The Organisation field will be populated automatically with the From Organisation of the Works. Leaving this field blank is used to indicate that the Promoter is working without a Notice, Fixed Penalty Notices raised against these Offences cannot be transferred via EToN. In order to transfer such Offences via EToN the Offence should be linked to an Unattributable Works instead.

It is not possible to select a Works Reference if the Promoter or Highway Authority Organisations for the Works do not have the 'Notice Initiation' flag ticked on the Organisation screen.

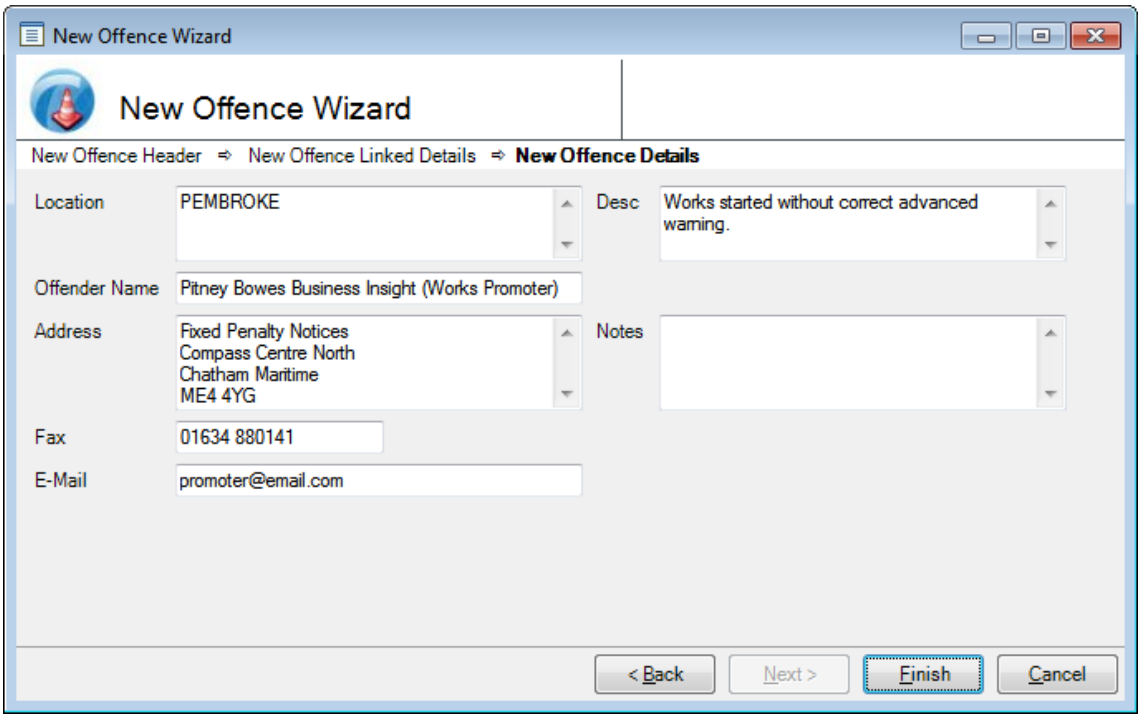
Enquiry Penalty Scheme

Records the details required to identify the Enquiry that the Offence is regarding.



Enquiry:	Enter the Enquiry number this offence relates to.
Subject: Description: Location:	These fields are defaulted from the Enquiry when the Enquiry number has been entered.

Step 3 - New Offence Details



Location: Free text field for describing the location of the Offence.

	Street Works: defaulted from the Site and Location details on the chosen notice. **Enquiry** defaulted from the Site and Location details of the chosen Enquiry.
Description:	Free text field for describing the details of the Offence. **Street Works:** left blank by default. **Enquiry:** defaulted from the Enquiry description.
Offender Name: *	This is a mandatory field. Enter the name of the Offender to which the Offence and possible FPN will be addressed to. **Street Works:** defaulted from the Organisation details. **Enquiry:** defaulted from the Contact of the Enquiry.
Address: *	This is a mandatory field. Enter the address for the Offender. **Street Works:** defaulted from the Organisation details. **Enquiry:** left blank by default.
Notes:	Free text field for entering any further notes for the Offence.
Fax: *	Enter the Fax number for the Offender. **Street Works:** defaulted from the Organisation details. **Enquiry:** defaulted from the Enquiry Fax number.
Email: *	Enter the email address for the Offender. **Street Works:** defaulted from the Organisation details. **Enquiry:** defaulted from the Enquiry Email address.

* - For Offences which have had a Works Reference supplied, these fields will be populated from the From Organisations details. If the Works is an Unattributable Works then this will be populated from the Promoter Organisations details. If no Works Reference is supplied for a Street Works Offence then this will be populated from the selected Organisations details.

Once the mandatory fields have been populated, the 'Finish' button will be available. Click this to complete the wizard and create an Offence with 'Valid' Status. Click 'Back' to edit any details which have already been entered.

Refuse Permit/PAA/Variation & Modification Request Wizards

Depending on the Action selected, this Wizard has a different title but performs the same type of function - to refuse a Permit Application and to suggest amendments to the Promoter of the Works.

Select Refuse Permit/PAA/Variation from the Actions menu to launch the Refuse Permit/PAA/Variation Wizard.

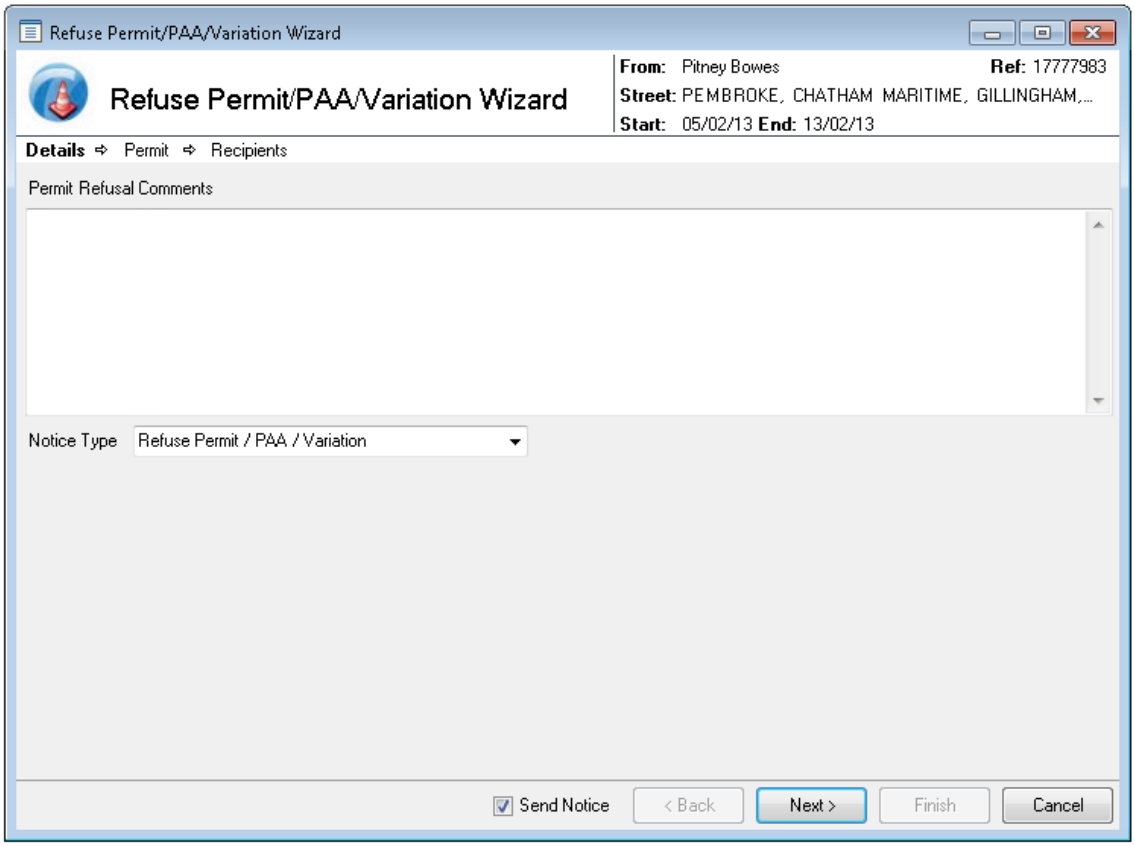
Select Modification Request from the Actions menu to launch the Modification Request Wizard. This Action will only be available for EToN 6 and above Permit Works.

The Modification Request should be used when additional conditions need to be attached to a Permit Application but where these conditions would not have any significant impact on the nature or duration of the works. If any significant changes are required then the Permit Application should be Refused, explaining the reasons why it cannot be granted in its current form.

The conditions specified on a Modification Request should never contradict the other attributes of the Permit Application. For example, it would not be appropriate to impose a Condition that required a 'Minimum Dig' approach where the Works Description is stating 'Open Cut'. In these cases a Refusal should be issued and the Notification Comments used to describe the changes required.

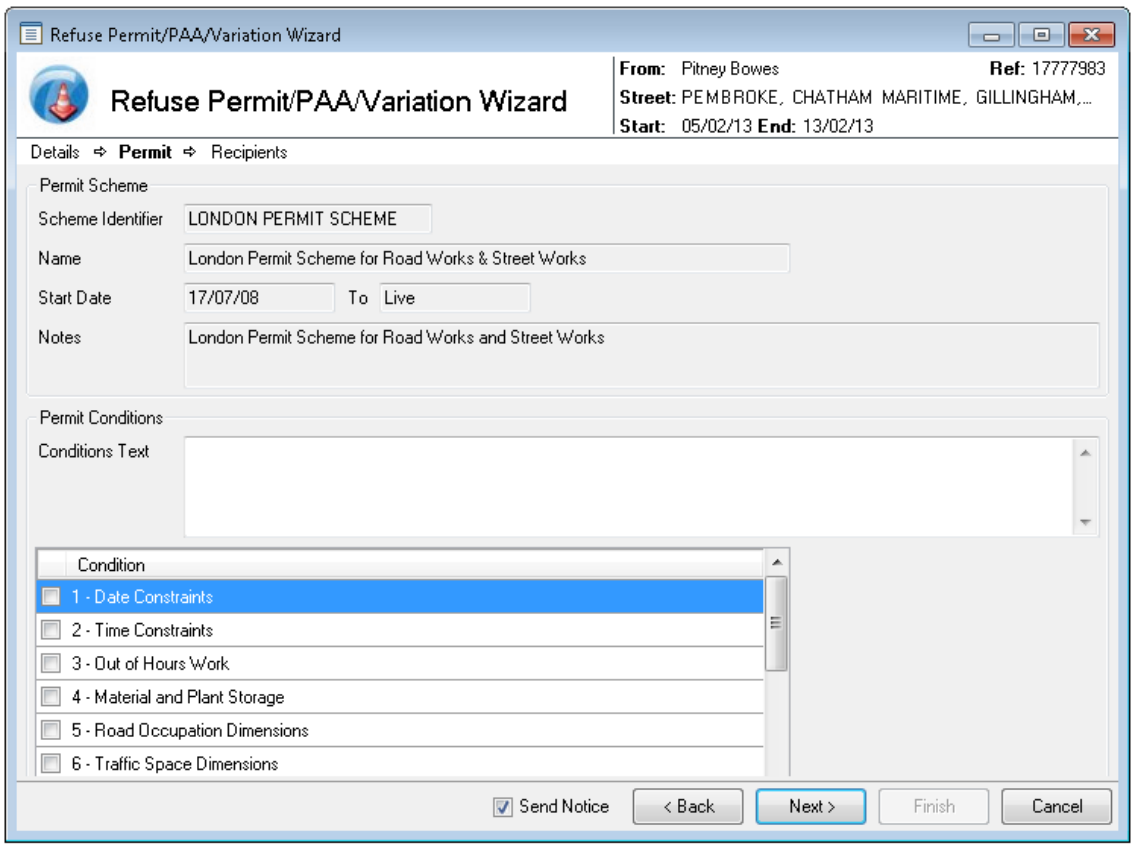
Note: It is not possible to issue a Refusal or Modification Request for a Permit, PAA or Variation if the Application has not been received via EToN.

Step 1 Details



Date Notice Received:	If this Notice is being entered as a Paper Notice, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Permit Refusal Comments / Modification Request Comments:	Optional field for the entry of justification text regarding the Notice.
Notice Type:	Defaults to the 'Refuse Permit/PAA/Variation' or 'Modification Request' Notice Type.

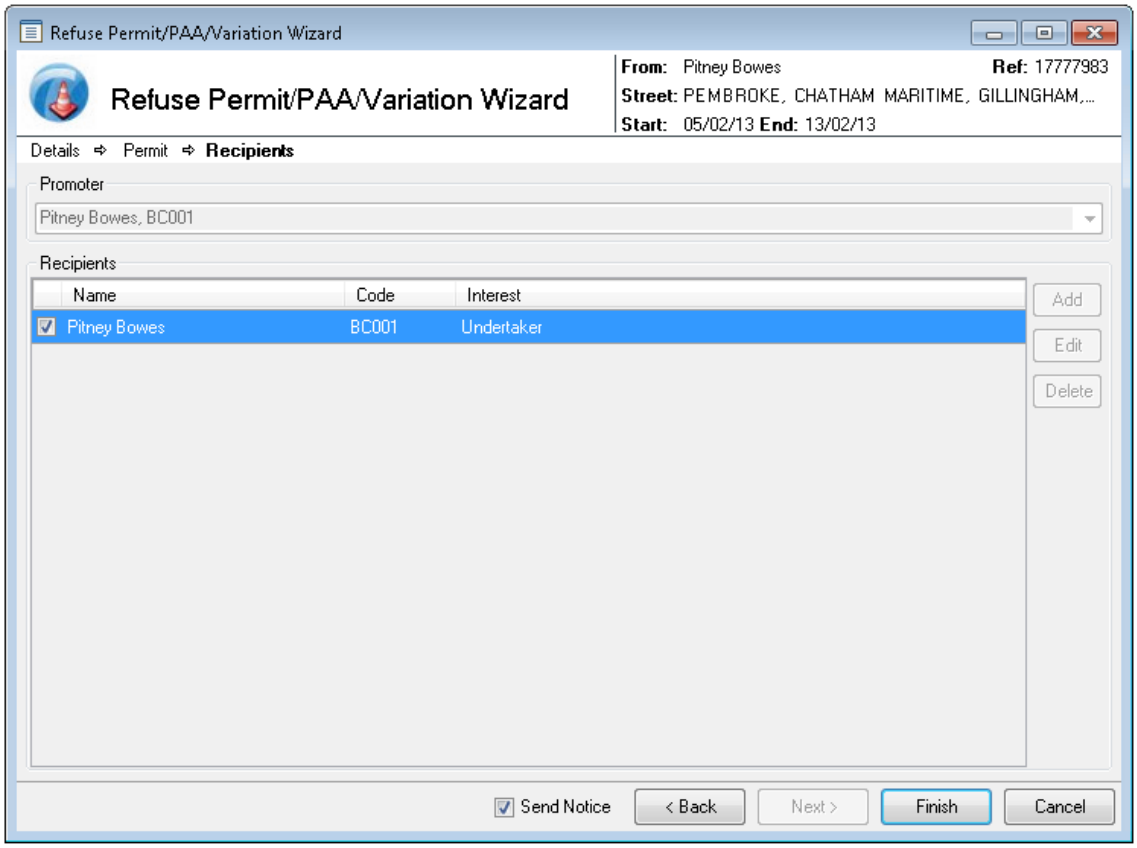
Step 2 - Permit



This step will only be available for EToN 6 and above Permit Works.

The Conditions Text and Permit Condition Types can be modified and sent back to the Promoter of the Works.

Step 3 - Recipients



The next step lists all of the Recipients for the Notice. This step is for information only - the Recipients cannot be modified.

Click 'Finish' to create the Notice.

The Notice will be displayed in the Street Works Notice screen. The 'Conditions' field will be replaced with:

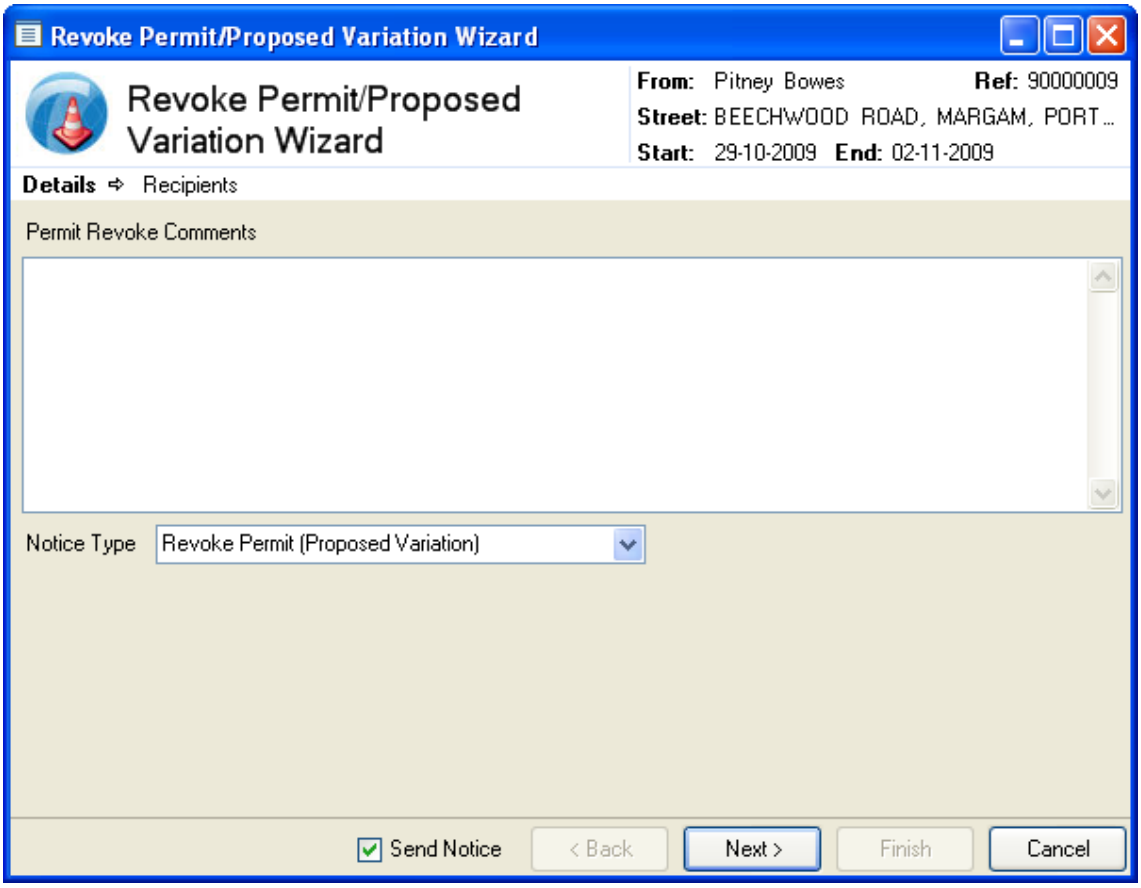
- **Refuse Permit Notice**: 'Refused Permit: <Permit Refusal Comments>'
- **Modification Request**: 'Modification Request: <Modification Request Comments>'

Note: If the PAA/Permit Application/Variation has been Deemed, the Refusal/Modification Request Wizard will log a warning to say that it is too late. Creating a Refusal/Modification Request once it is late will not affect the Permit Status or Deemed Date.

Revoke Permit/Proposed Variation Wizard

Works must have a Granted or Deemed Permit in order to Revoke, and the Notice Type of this wizard depends on Work Status.

Step 1 Details



Revoke Permit (Proposed Variation) [Notice Type 1615]

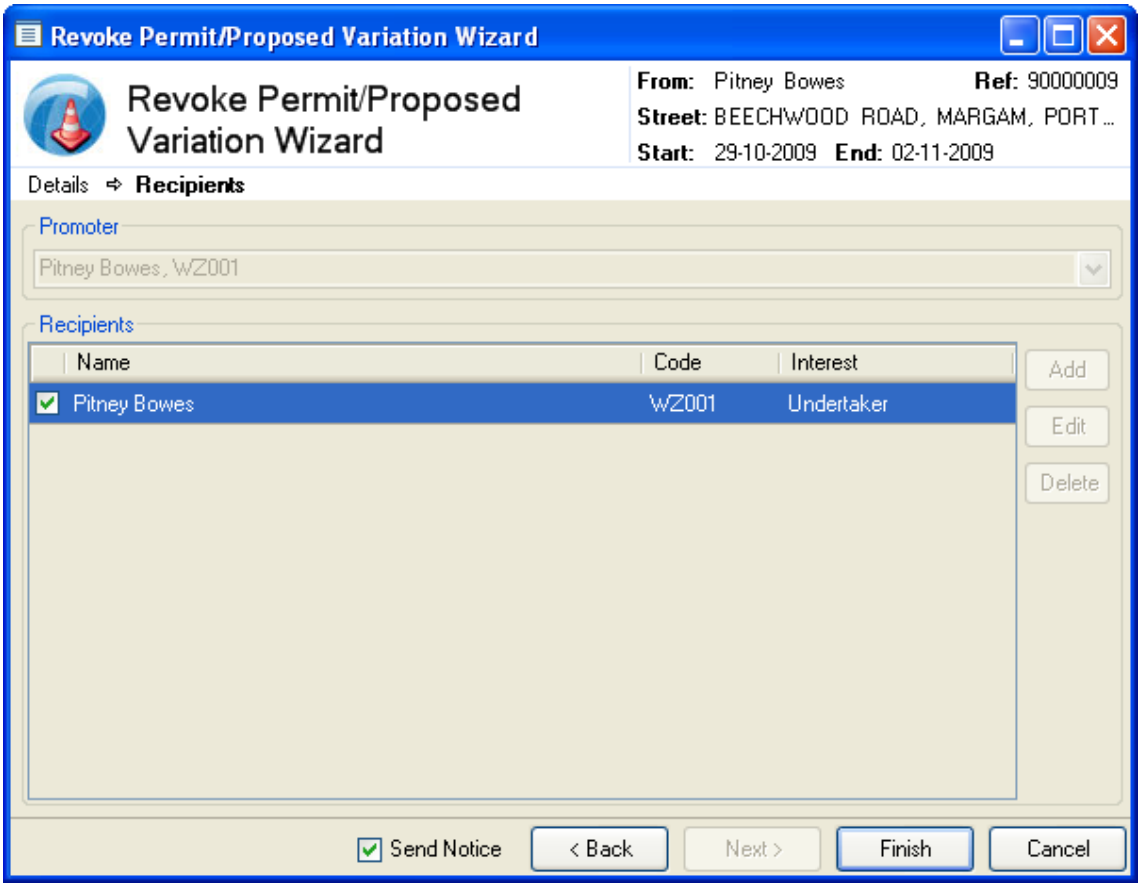
Date Notice Received:	If this Notice is a paper Notice being entered into the system, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Permit Revoke Comments:	Optional free text field for the entry of information about the revoke.
Notice Type:	Defaults to 'Revoke Permit (Proposed)'.

Revoke Permit (Works in Progress) [Notice Type 1617]

Date Notice Received:	If this Notice is a paper Notice being entered into the system, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the **Organisation screen**.
Permit Revoke Comments:	Optional free text field for the entry of information about the revoke.
Deadline:	The deadline date for when the Works must be finished. Defaults to blank, but is mandatory.
Notice Type:	Defaults to 'Revoke Permit (WIP)'.

Step 2 - Recipients

The next step lists all current Recipients. The Recipient list cannot be modified.



Click 'Finish' to create the Notice and view it in the Notice screen.

The Revoke Permit Notice will be displayed in the Notice screen, and depending on the Notice Type, the Conditions field will be replaced with:

Revoke Permit (Proposed Work): <Permit Revoke Comments>

Or

Revoke Permit (Works in Progress) - <Deadline date> : <Permit Revoke Comments>

Unattributable Works & Defective Apparatus

Unattributable Works Wizard

The 'Unattributable Works' option is available in the 'Action' menu when a previous Unattributable Notice has been created but not sent.

Please refer to the **New Unattributable Works section** for details.

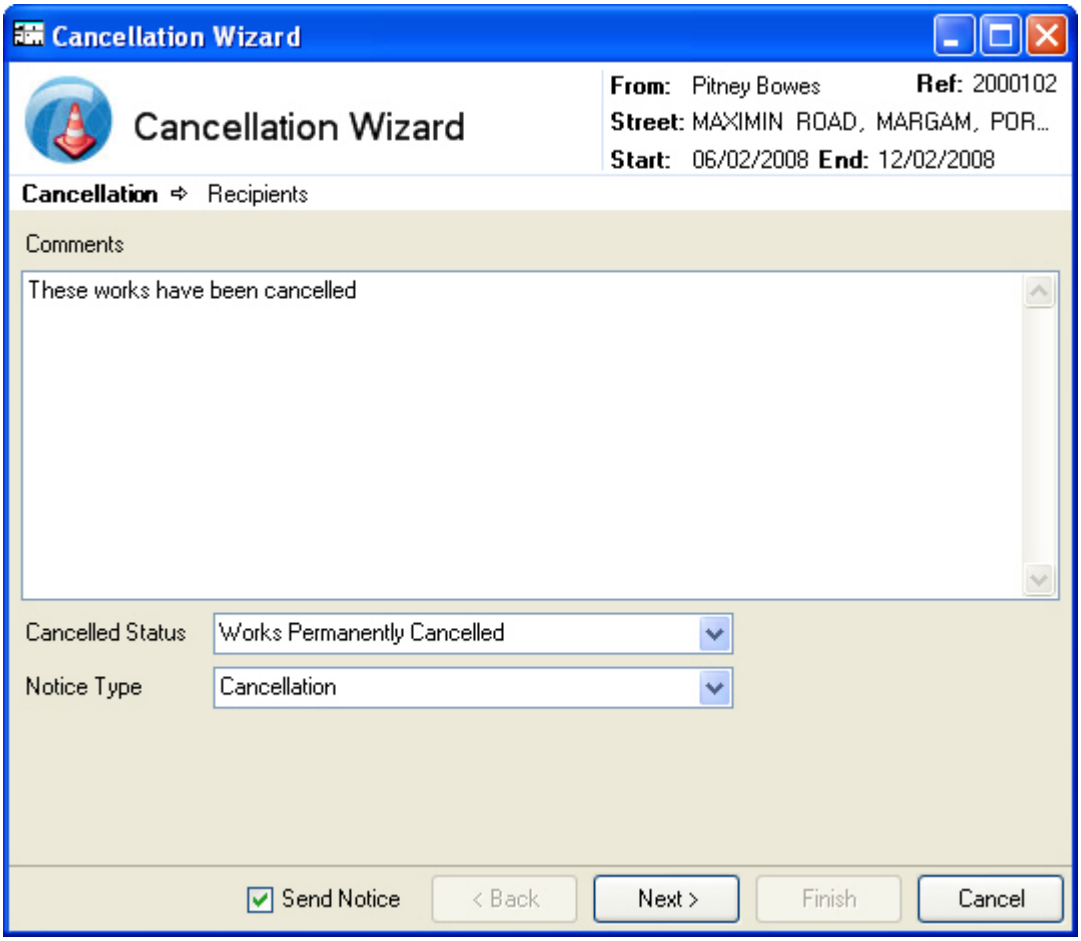
Unattributable Works Notices arising from Adhoc Inspections sent from ConfirmConnect® result in slightly different behaviour. Please refer to **Unattributable Works Notices created from ConfirmConnect®** on page 155 for further details.

Cancellation Wizard

It may be necessary for Promoters to Cancel Works from time to time. This could be where a Notice has been issued by mistake e.g. the wrong Street was selected and possibly the wrong Highway Authority. Another reason to Cancel Works could be due to unforeseen resource constraints, logistical problems or weather conditions etc.

Highway Authorities may also need to Cancel Unattributable Works and Street Works Licence Notices which they have created.

Step 1 - Cancellation

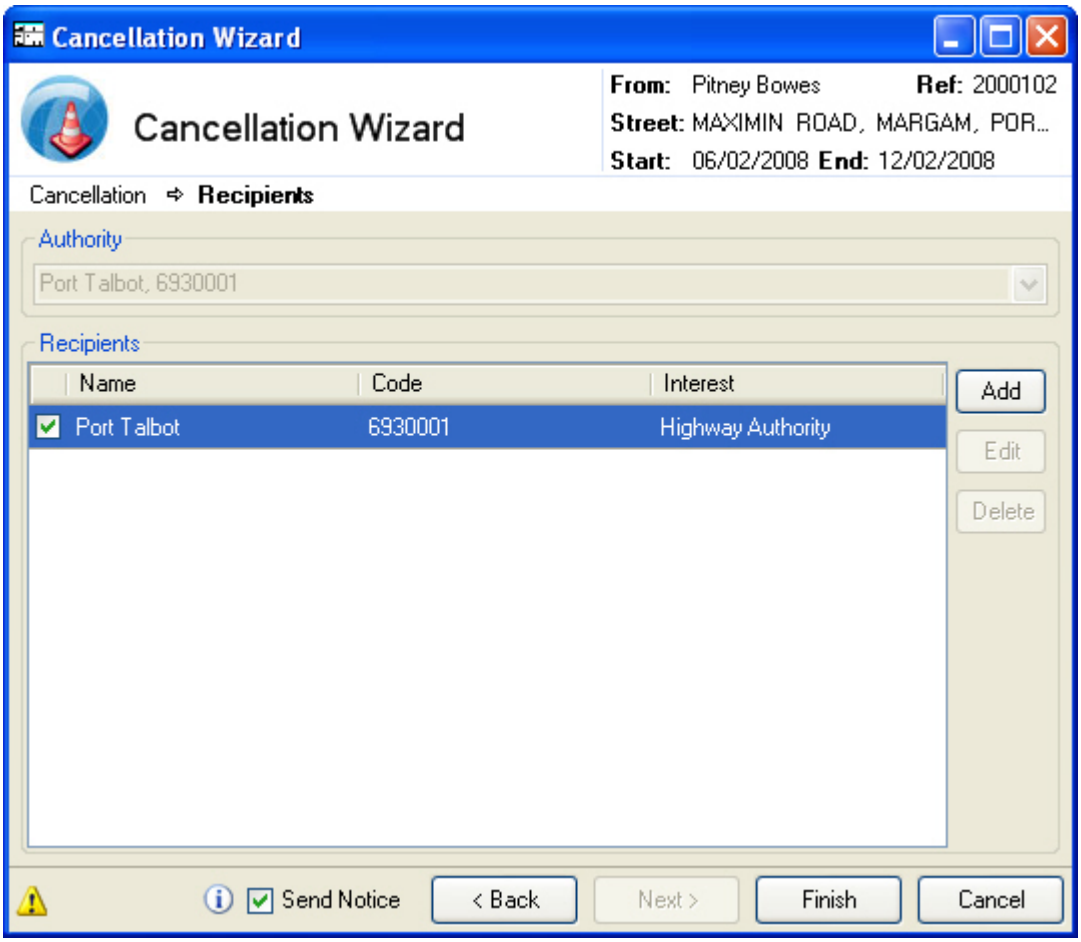


Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Comments:	Supply justification text to detail the reason for this Cancellation.
Cancelled Status:	Optionally select a Cancelled Status to provide further information about why the Works are being Cancelled. Select from: • 'Works Permanently Cancelled'. • 'Works postponed - Re-scheduled'. • 'Works postponed - Future date not known'. 'Works postponed - Re-scheduled' is only available for EToN 4 Works. The Cancellation Status is not available when cancelling: • Unattributable Works. • Street Works Licences. • A subsequent Phase of an EToN 4 or 5 Works or Permit Works (it is available when Cancelling the first phase). • EToN 6 and above Works. • Private Street Notices.

Notice Type: Defaults to 'Cancellation'. Any other **Notice Types** configured with the 'Cancellation' DfT reference will be available for selection.

Note: From v25.10 onwards, new cancellation reasons are available in the drop down for Cancellation of Permits. This is to facilitate new Cancellation reasons provided by Street Manager. For complete list of cancell reason, see **here**

Step 2 - Recipients



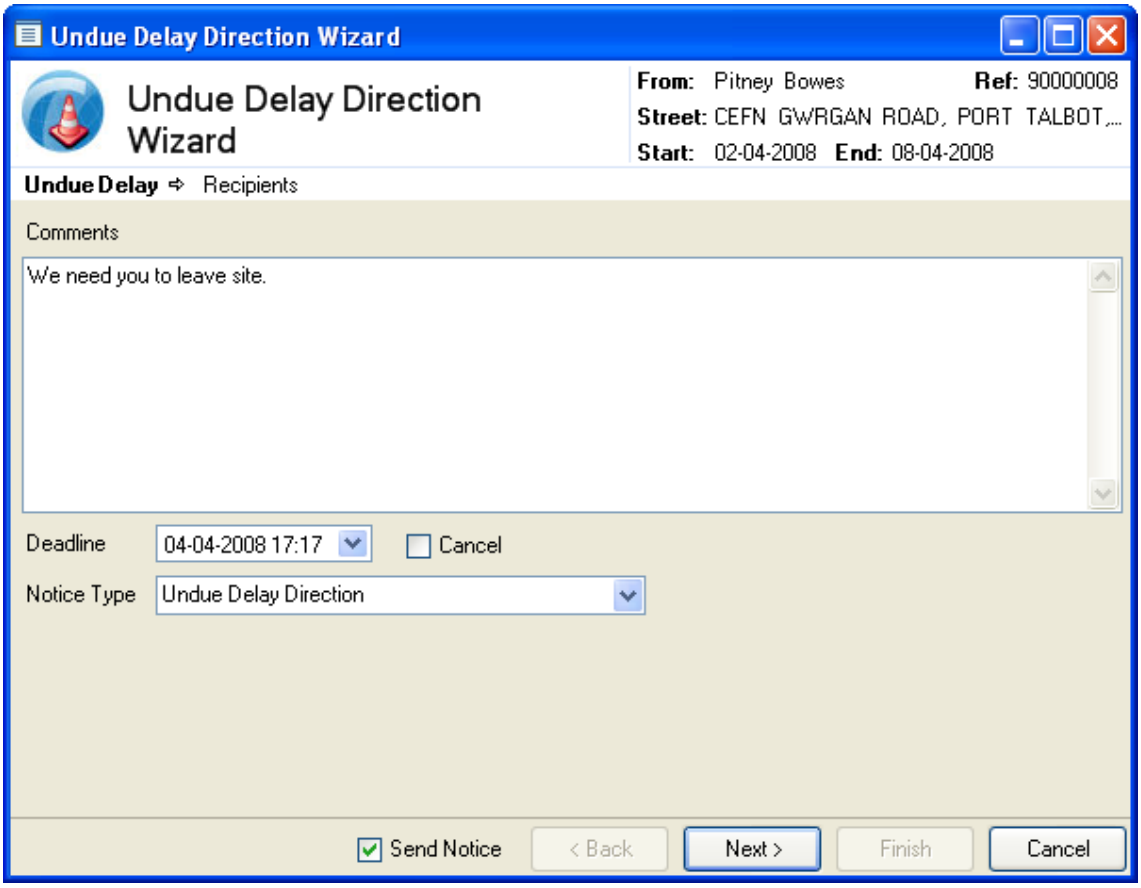
The existing recipients of the Cancellation Notice will be displayed and additional recipients can be added.

Click 'Finish' to create the Notice and view it in the Notice screen.

Undue Delay Direction Wizard

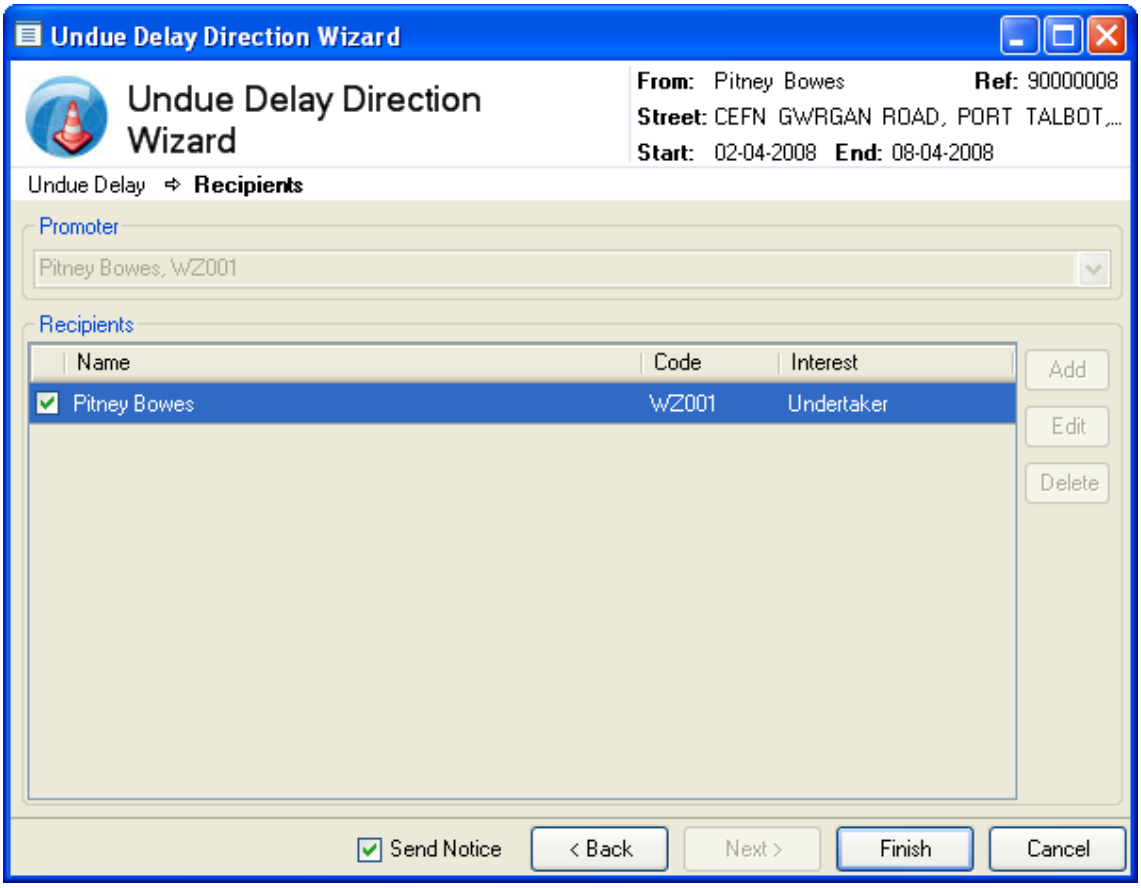
Select Undue Delay Direction from the Actions menu to launch the Undue Delay Direction Wizard.

Step 1 Undue Delay



Date Notice Received:	If this Notice is a paper Notice being entered into the system, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Highway Authority is set as an 'Initiator' on the Organisation screen.
Comments:	Optional free text field for the entry of direction details.
Deadline:	Select the deadline date for complying with the Undue Delay Notice.
Cancel:	Check this to cancel a previously sent Undue Delay Notice. The Deadline field will be greyed out.
Notice Type:	Defaults to 'Undue Delay Direction'.

Step 2 - Recipients



The next step lists all current Recipients. The Recipient list cannot be modified.

Click 'Finish' to create the Notice and view it in the Notice screen.

View Linked Events

It is possible to navigate between Events and Street Works that have been linked together via the Linked Works step of the Events Wizards. These Events and Street Works will have a ‘View Linked Works / Events’ Action, which when clicked will open a new Street Works Notice screen and display all of the linked records.

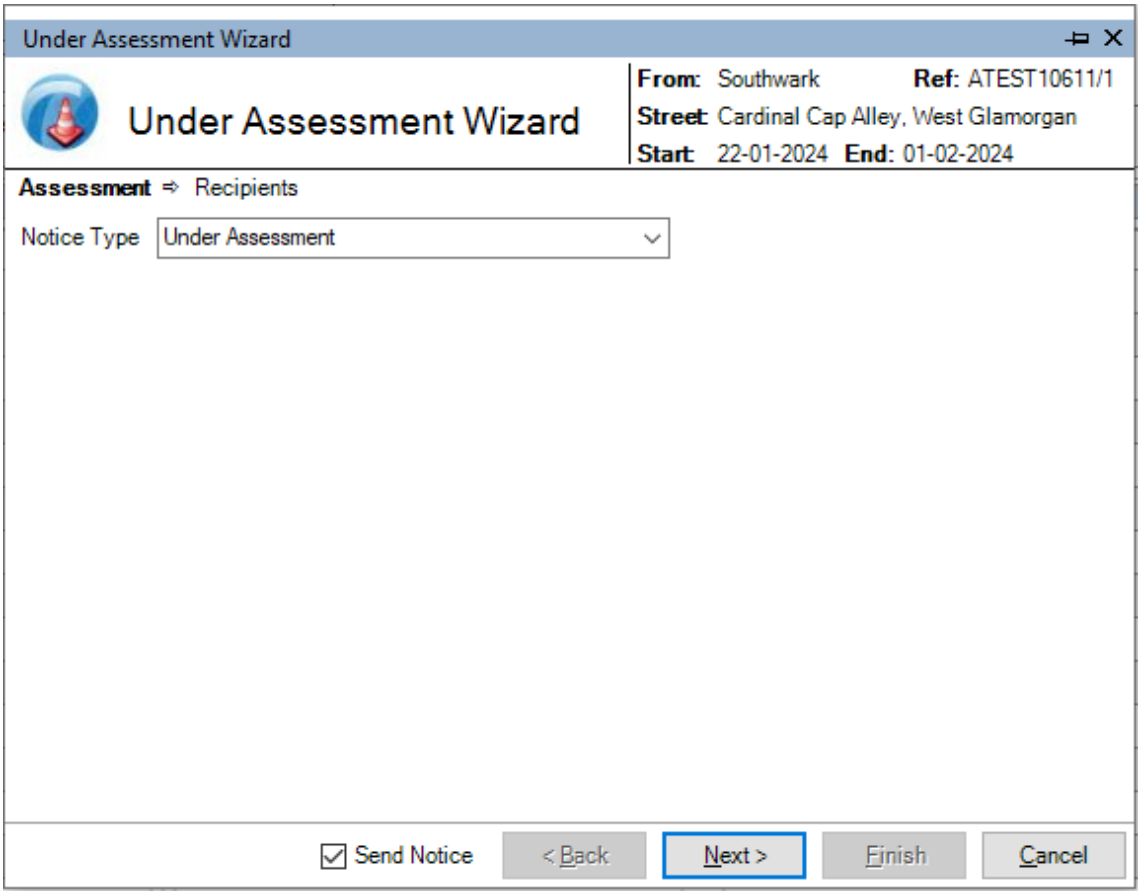
For further details on how to link Events and Street Works together please refer to the Linked Works step of the **New Events Wizard**.

Under Assessment Wizard

This wizard is used to mark Permit Application as being 'Under Assessment'.

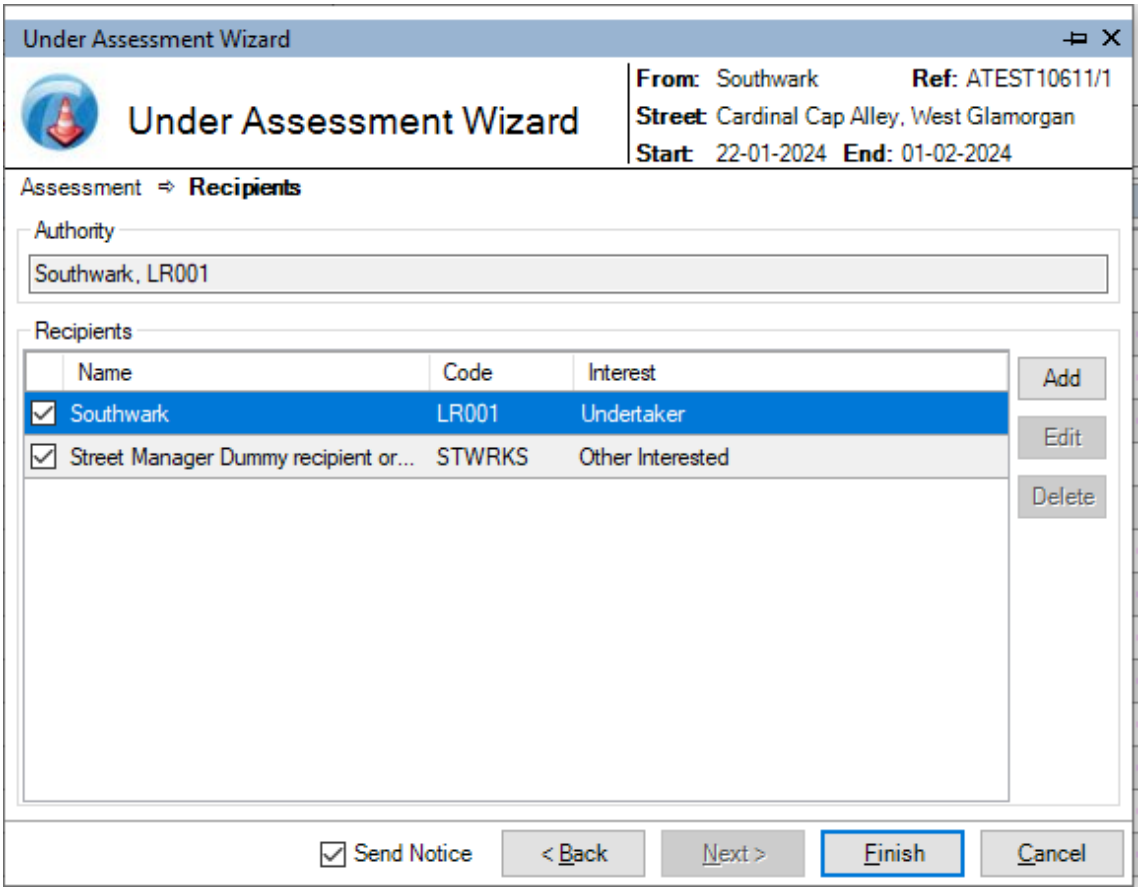
Under Assessment indicates the review status of a Permit Application. This helps Highway Authority and Work Promoters to stay informed and organized, thereby, improves efficiency and transparency of Street Works Application.

Step 1 - Assessment



Notice Type: Defaults to 'Under Assessment'.

Step 2 - Recipients



This step is for information only and details the Promoter and Recipients. The Recipient list cannot be modified.

When 'Finish' is clicked, the Permit Status and the Permit Date will be updated.

Interested Party Actions

Interested Party Comment Wizard

The Comments Wizard is opened from the 'Actions' menu when the 'Authority Comment', 'Promoter Comment' or 'Interested Party Comment' options are selected. The title of the Wizard will change according to the option selected.

Please refer to the Promoter **Comment wizard** section for full details.

Unattributable Works Notices created from ConfirmConnect®

Progressing Unattributable Works

Unattributable Works Notices arising from Adhoc Inspections sent from ConfirmConnect® will initially not have a 'Send Notice' flag available on the Notice screen.

In order to progress the Notice, the user must use the 'Action' menu to edit the current notice using the **Unattributable Works wizard**. The wizard will refresh the Copy Recipients from the Street's Interest records and the Send Notice flag will be available which the user can then tick. The Send Notice flag will default to unticked, so the user must remember to tick the flag to progress the Notice.

After the Unattributable Works Wizard has been finished, a Send Notice flag will be available on the Notice screen as usual, and a new version of the Unattributable Works will be generated which will be detected by the EToN Agent in the normal manner.

Inspections Form

Adhoc Inspections sent from ConfirmConnect® will have their Status set to 'Not to be exported'.

Changes made to the Organisations listed on the Send To screen will be reflected on the Recipients step of the Unattributable Works wizard. Changes to the Recipients step in the wizard will not be shown in the Send To screen.

Closing the Send To screen after updating the Recipients Organisations will also generate a warning asking the user to confirm that they would like the Inspection's Status to be set to 'To Be Processed'. Please see the **Street Work Inspection - step-by-step** on page 193 for further details.

Recipients

This section explains the rules that Confirm uses for Recipients when creating Notices:

1. The "Initiator of the Works" is allowed to add Copy Recipients. The "Initiator of the Works" is the Sender (the From Organisation) of the first Notice.
2. The "Respondent to the Works" cannot change (add/edit/delete) Recipients. The "Respondent to the Works" is the receiver (the Primary Recipient - not Copy Recipients) of the first Notice.
3. "Copy Recipients" are interested parties who will receive copies of Notices sent between the Initiator and the Respondent. They cannot change (add/edit/delete) Recipients.
4. If the existing Streets Interests change, then all the additional Recipients will be added automatically to the next Notice created by the "Initiator of the Works", and the old recipients will be retained.
5. Only Live Interests, according to the Interest's Record Start Date and Record End Date, will be added as Recipients to the Notice. The date the Notice was created or received is used to determine whether the Interest is Live.
6. If the "Initiator of the Works" changes the Street (and therefore changing the Primary Recipient / Copy Recipients) then all the additional Recipients will be added and the old recipients will be retained.
7. If the Initiator of the Works creates a new Initial Notice on a Street where all the Street Interests have either the Dead Flag ticked or an expired Valid To date, then the Naming Authority of the Street will be used as a default Recipient for the Works.
8. Where Recipients have been added to a Notice created by the "Initiator of the Works", these Recipients will be automatically added to all previous Notice versions of the Works sent from the "Initiator of the Works". However Street Works Transfer will not send the previous Notice versions to the new Recipients automatically. Previous Notice versions can be manually sent to the new Recipients by using the Resend Notice button on the **Contacts tab of the Notice**.
9. On receipt of a Notice from the "Initiator of the Works" which has a new Copy Recipient, the new Copy Recipient is automatically added to all previous Notices versions sent from the Respondent of the Works. However the Respondent's Street Work Transfer will not send the previous Notice versions to the new Recipients automatically. Previous Notice versions can be manually sent to the new Recipients by using the Resend Notice button on the **Contacts tab of the Notice** .
10. It is only possible for the "Initiator of the Works" to delete existing Recipients at the beginning of a Phase. It is possible to delete a Recipient that was newly added on the Wizard by mistake.
11. Street Works Transfer will never send Notices to Recipients with either the Dead Flag ticked or which have an expired Valid To date (as found on the **Organisation Lookup**).

The exceptions to these rules are the following:

1. The Bar Hole / Pole Test Registration, Registration of Reinstatement, Informal Overrun Warning, Fixed Penalty Notice and Fixed Penalty Notice Comments Wizards are only sent to the Primary Recipient, and therefore do not have any Copy Recipients.

2. The Registration of Reinstatement Wizard does allow the User to edit the Primary Recipient of the Notice.
3. Works Comments do not allow the ability to add Recipients, but it is possible to untick Recipients so the Works Comment is not sent to them.

New Event

Events & Diversion Routes

The Events and Diversion Routes module provides the functionality in Confirm for logging new Event records, such as football matches, marathons and road space bookings, and Diversion Routes on the Street Works Register. These Event and Diversion records will then appear alongside Street Works on the Overlapping Works Step of the Street Works Wizards, Works Information form and Reports. Overlapping Works Alerts will also be triggered where appropriate.

New Event Wizard

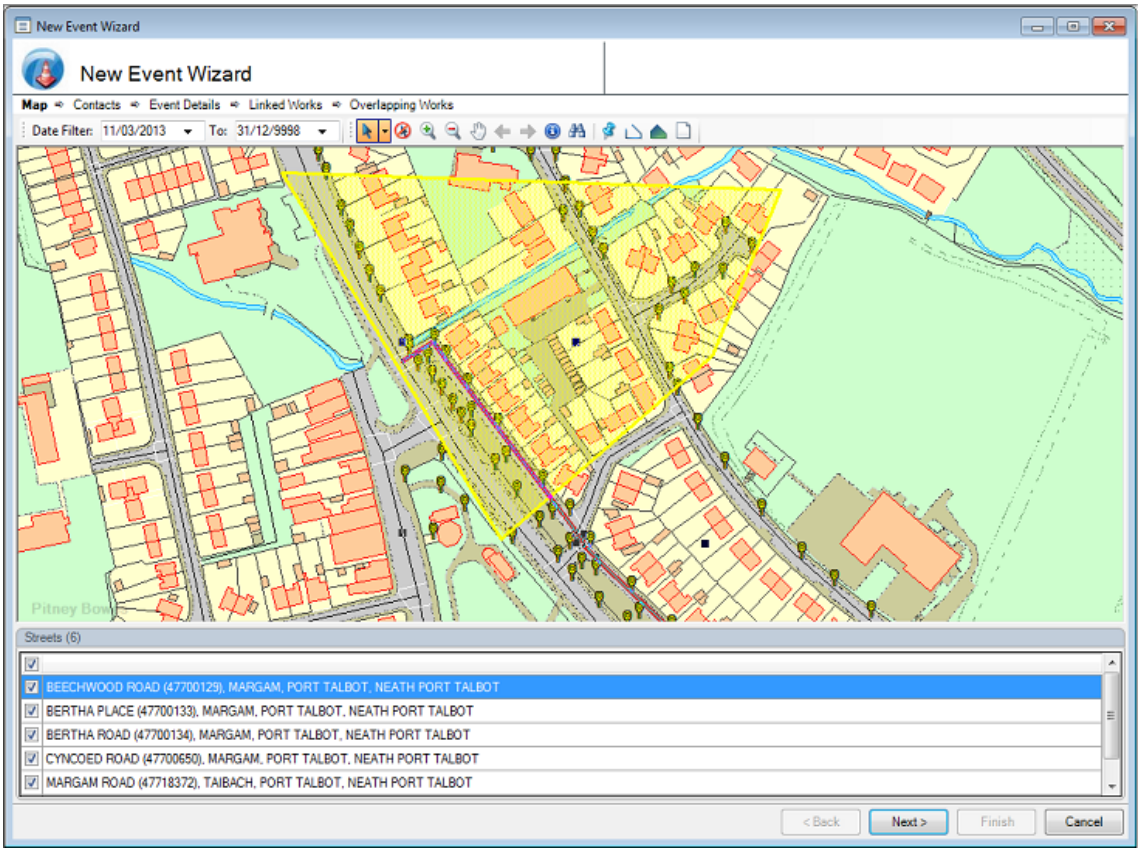
The New Event Wizard allows a new Event record to be created on the Street Works Register (e.g. football matches, marathons, carnivals etc.).

The New Event Wizard is available when the following modules are active within Confirm and the User has 'Add' access to the 'Find Street Works' option:

- SWR - Events and Diversion Routes (3460)
- Map Module (0425)

The New Event Wizard has five steps:

Step 1 - Map



Use the point, line or polygon tools to draw the new event. Streets with a Record Type containing 'Applicable to Street Works' that are on or near the drawn event will be displayed in the Streets

list, as shown above. All Streets will be selected by default. Change the selection as required ensuring at least one Street has been selected before moving onto the next step.

Streets are identified from any Registered Site or Feature layer contained in your map workspace. This is done by checking Site Code in the map layer for each feature and Street in the selection.

You can modify the Search Tolerance in which Streets are retrieved and shown in this list by modifying the entry in the **Map System Settings screen**.

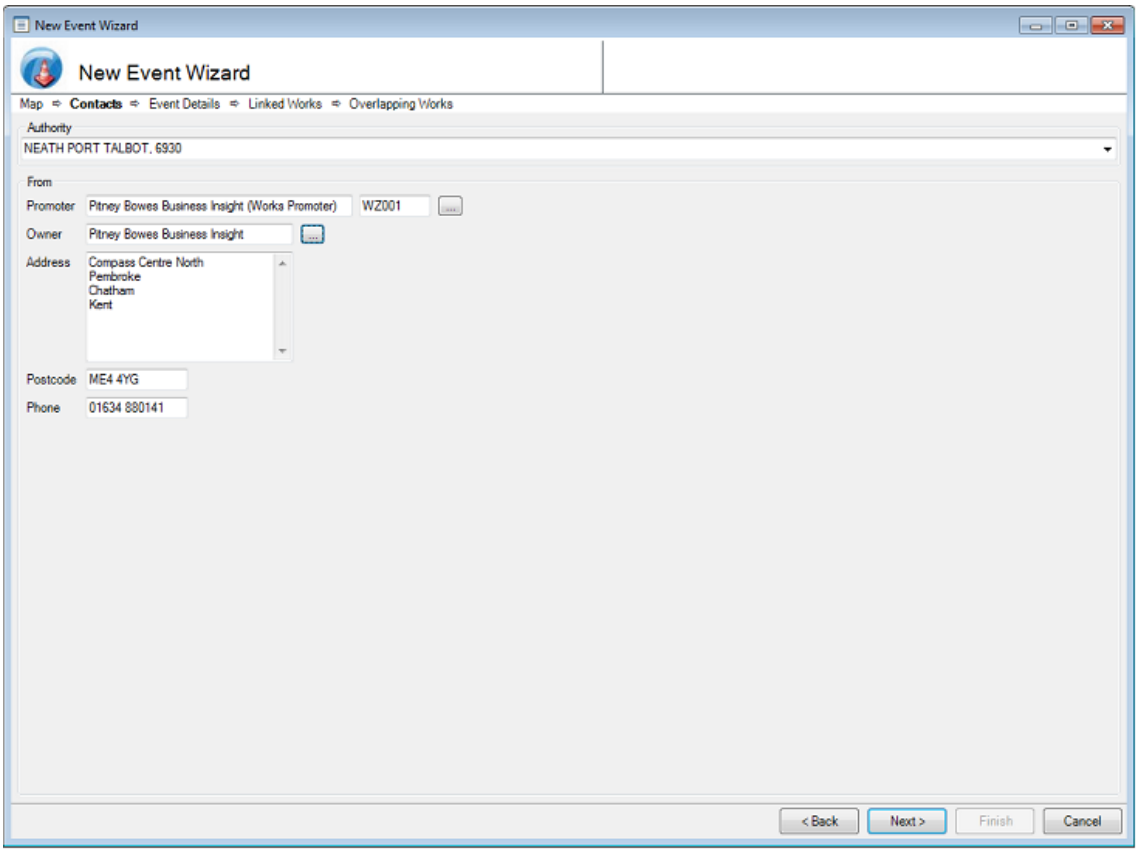
Note: A Site layer is one which contains a Site_Code column and a Feature layer is one which contains both Site_Code and Central_Asset_Id columns.

The available Map tools are mostly the same as shown on the **New Planned and New Immediate Street Works Wizards**, please refer to this section for further information. The user can use the 'Date Filter' to affect what is displayed on the map. The 'Date Filter' is described on the **Street Works Notice - Map Tab section**.

One additional tool is available on the New Event Wizard:

	Go To Street	Selecting this will open the Central Street Register Filter. This Filter allows the User to specify a Street, which will move the Map according to the selected Streets Centroid Coordinates.

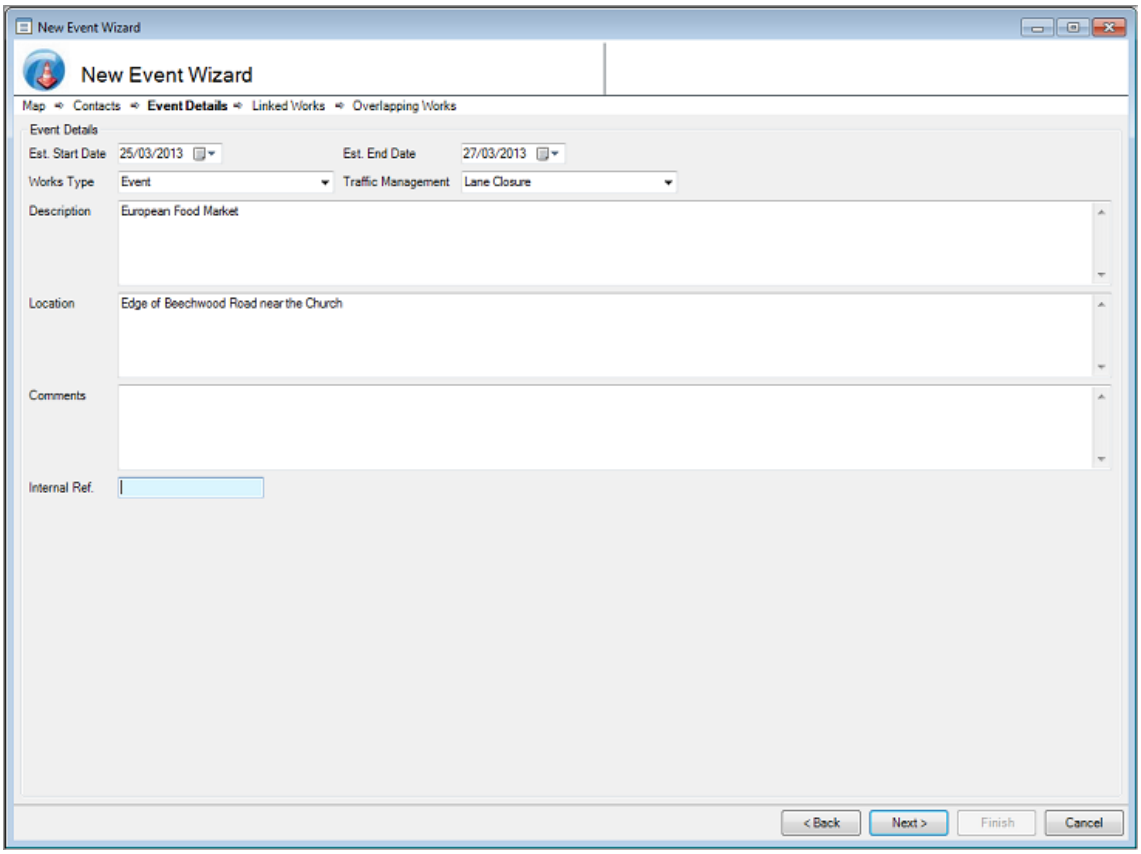
Step 2 - Contacts



Authority: This drop down will be populated with a list of Street Interests with an Interest Type of Highway Authority for all Streets that were ticked in the Streets section while drawing the Event on the Map. If none of the Streets have an Interest Type of Highway Authority then the Streets Naming Authority will be displayed instead.

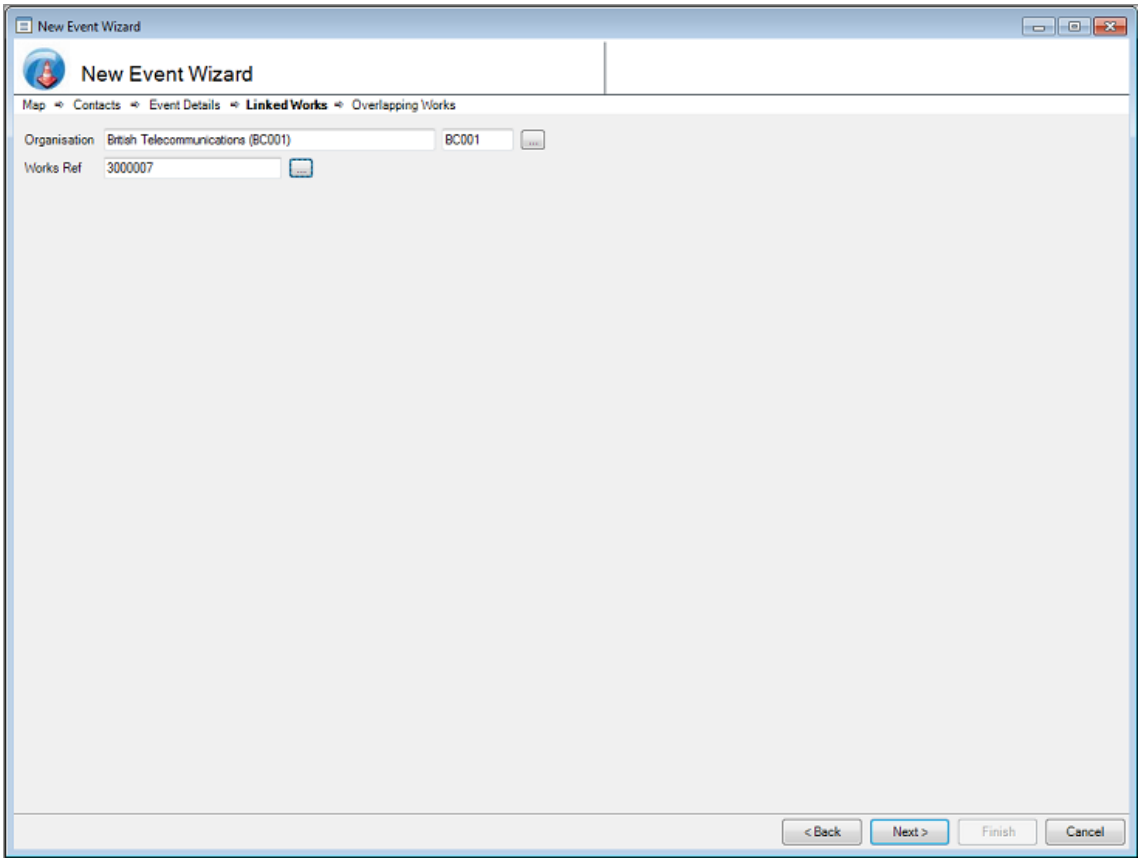
Promoter:	Enter or select from the pick list the Organisation that owns the Event. This field can also be defaulted from the 'Promoter' field on the **Street Works Notice Default System Settings**.
Owner, Address, Postcode & Phone:	Optionally supply contact details for the Owner of the Event. These fields will be defaulted from the Owner details against the specified Promoter Organisation. The pick button references the Contacts Lookup.

Step 3 - Event Details



Est. Start Date:	Supply the Estimated Start Date for the Event. This is blank by default.
Est. End Date:	Supply the Estimated End Date for the Event. This is blank by default.
Works Type:	This drop down references the Street Works Type lookup. Only Street Work Types which have a Classification field of Event and Notifiable Works will be displayed. If there are more than one Street Work Type within this drop down then the default will be in alphabetical order by Street Work Type Name.
Traffic Management:	This drop down references the Traffic Management lookup. This field will be defaulted to the value set against the Traffic Management field on the Street Works Notice Default System Settings.
Description:	Enter a description for the Event being entered.
Location:	Supply a textual location for the Event being entered.
Comments:	Optionally supply Notice Comments for the Event.
Internal Ref.:	Optionally supply an Internal Reference for the Event.

Step 4 - Linked Works



If the Works Type selected on Event Details step is one with a Classification of Notifiable Works then the Linked Works step is displayed. This step will be skipped if the Works Type does not have a Classification of Notifiable Works. The Linked Works step optionally allows an Event to be linked to a Street Works, which then provides a quick method of navigating between them.

Organisation:	Optionally select the Promoter Organisation of the Street Works that is to be linked to the Event. If a Works Ref is provided instead then the Organisation field will be populated automatically with the From Organisation of the Works.
Works Ref:	Optionally select the Works Reference to which the Event is to be linked to. The Organisation field will be populated automatically with the From Organisation of the Works.

Step 5 - Overlapping Works

The Overlapping Works step of the Wizard displays any Street Works, Event or Diversion whose Dates and Streets overlap with the new Events Dates and Streets that are ticked in the Streets section on the Map step. The Overlapping Works step will always be displayed even if there are no Overlapping Works returned.

Click 'Finish' to create the Event.

The new Event will be displayed in the Street Works Notice screen. A number of fields are defaulted from the Street Works Notice Default System Settings, e.g. Position, Depth and Site Status, while other fields are left blank, e.g. Sequence Number, Batch Number and the Sites Tab. The Streets field will display all of the Streets ticked within the 'Streets' section on the Map step of the Wizard.

The Owner fields are set to the values specified in the New Events Wizard, unless these values were blank in which case the Owner fields will default as follows:

- If the Work Type Classification is 'Events' the Owner fields will be defaulted to blank.
- If the Work Type Classification is 'Notifiable Works' the Owner fields will be defaulted to the Promoter Organisations Owner details.

The Agent fields are always defaulted to blank regardless of the Work Type Classification (Events or Notifiable Works).

Automatic Progression of Events

Events are not transferred via EToN, but are automatically progressed in Confirm by Street Works Transfer, to an 'In Progress' and 'Works Stopped' Status based on the Events Start and End Dates. If the Estimated Start Date of a Proposed Event is today or earlier then the Street Works Transfer will create an Actual Start Notice for it. This will set the Status of the Event to 'In Progress'. If the Estimated End Date of an 'In Progress' Event is before today or earlier then the Street Works Transfer will create a Works Stop Notice for it. This will set the Status of the Event to 'Works Stopped'.

Copying Events

A Street Works or Event can be copied using the Copy As Event option, which is available from the 'New' button on the Street Works screen. Clicking this option will open the 'Copy As New Event Wizard'. The Wizard has exactly the same steps and fields as the 'New Event' Wizard, except the fields will be pre-populated from the Street Works or Event that is being copied.

The Works Type field on the 'Copy As New Event' Wizard will be defaulted to the first option in the drop down menu if copying a Street Works. If copying an Event, the Works Type field will default to be the same as the Event.

If copying a Street Works then the Works Reference of the Street Works will be populated in the Works Ref field on the Linked Works step. If copying an Event which has been linked to a Street Works then the Works Ref field on the Linked Works step will be populated with the same Works Reference.

There is an additional field called Copy Diversions on the Events Details step. If copying a Street Works, or an Event which does not have Diversions linked to it, then this field is unticked and inactive. If the Street Works or Event being copied does have Diversions linked to it, then this field is ticked by default but may be changed. Clicking the 'Finish' button when the field is ticked will also copy the Diversions on to the new Event. The copied Diversions will have their Location, Description, Comments and Internal Ref. copied, but the Dates (Start and End), Logged By, Logged At and Works Reference will be reset accordingly.

Actions

The following 'Actions' are available when viewing an Event record:

Edit Event Wizard

It is possible to edit existing Events at a Proposed or In Progress Status by selecting the Edit Event Action. Events that are at a Closed Status cannot be edited.

The following can be edited on the Edit Events Wizard:

1. The digitisation of the Event.
2. The affected Streets in the Streets section.
3. Authority - If the digitisation of the Event or Streets in the Streets section are changed then the options within the Authority field will be updated to display the new Streets Highway Authority Street Interests, or if there are none then the new Streets Naming Authority Organisations.

4. Owner Contact details. Promoter cannot be edited.
5. Works Type - This can only be changed to another Street Work Type with the same Classification as the Events current Work Type.
6. Start Date - This is only editable for Events at a Proposed Status. This field is inactive for Events at an In Progress Status. The Start Date field changes name depending on the Status of the Event. For Events at a Proposed Status, the field is called 'Est. Start Date'. For Events at an In Progress Status, the field is called 'Act. Start Date'.
7. Est. End Date.
8. Comments - This field is carried forward from the Event and may be edited. This is different to how the Comments field on Street Works Notices behaves, as this is not carried forward from one Notice to another.
9. Traffic Management, Description, Location and Internal Ref.
10. Linked Works - If the Works Type has a Classification of Notifiable Works then the Linked Works step is displayed. The Event can be linked to a Street Works if it does not already have one, or linked to a different Street Works if it does have one, or an existing link can be removed.

The 'Overlapping Works' step will display an updated list of overlapping Street Works, Events and Diversions according to the new Streets selected and the updated Dates.

Clicking the 'Finish' button will create new Notices against the Event. The type of new Notice will depend on the Events Status and the information that has been changed:

- Events at a Proposed Status will have a new Forward Planning Information Notice created.
- Events at an In Progress Status will have a new Error Correction Notice created.
- Events at an In Progress Status where the Dates are edited will also have a new Revised Duration Estimate Notice created.

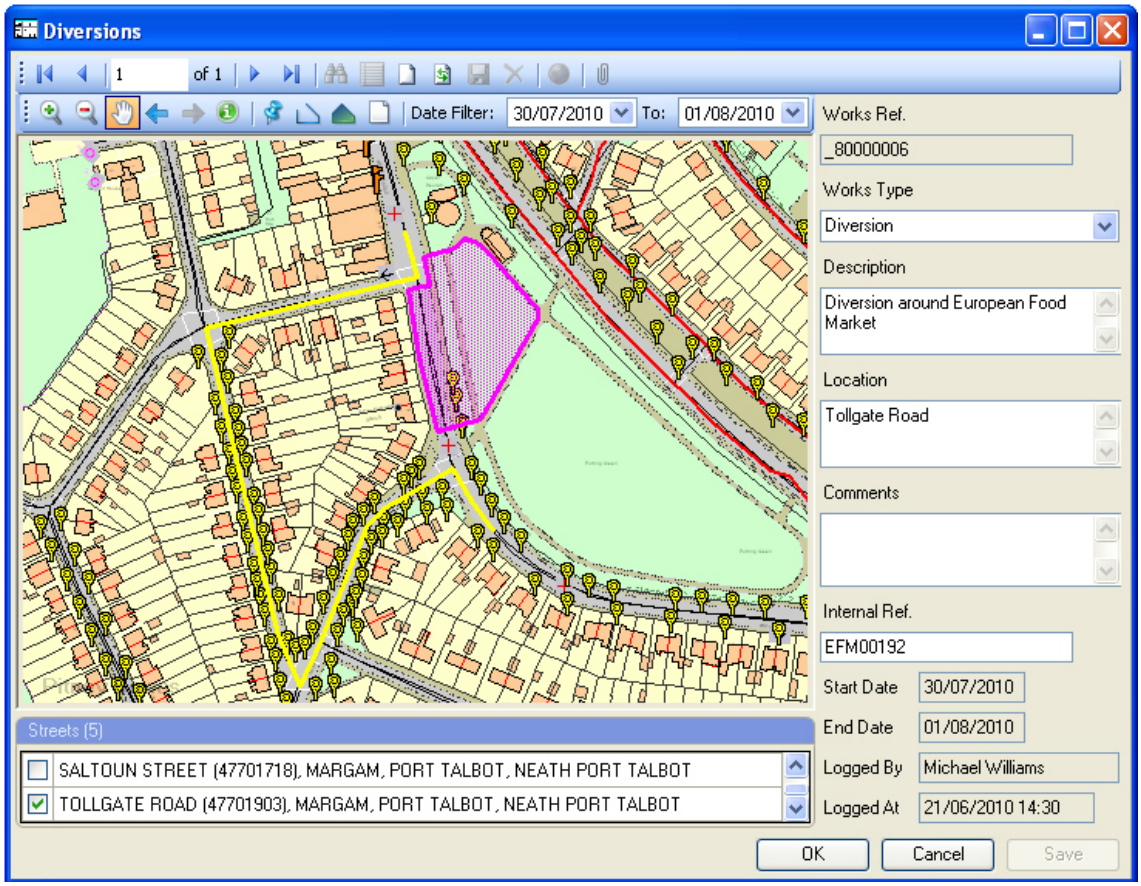
Diversions

The Diversions screen allows a new Diversion for an Event (with a Street Work Type Classification of Events or Notifiable Works) to be created.

This screen can be opened from the Authority Action menu on an Event in the Street Works Notice screen. It is available for Events, which are at a 'Proposed' or 'In Progress' Status. The Diversions Action is not available for Street Works Notices.

The following modules must be turned on in order to use this screen:

- SWR - Events and Diversion Routes (3460)
- Map (0425)



The Diversions form has two main sections:

Map

The Map will centre according to the Event's location and will be highlighted in yellow by default. The user can draw a representation of the Diversion as a point, set of line segments or a region, these are displayed in yellow and the Event will change to purple.

Once the Diversion is drawn the Streets section will appear at the bottom of the screen. Any Street (that has a Street Record Type that is 'Applicable to Street Works') which is clicked on or near to (subject to the tolerance specified in the Search Tolerance (metres) field on the Map System Settings) will be automatically included in the Streets section as ticked. The User can then untick / tick any Street to include it as a Street that is affected by the Diversion. The checkbox in the heading row can be used to tick or untick all Streets. To aid Street selection when a Street is highlighted, ticked or unticked the Street is selected on the Map.

A Diversion must have at least one Street, which is Applicable to Street Works, ticked in the Streets section on in order to save a Diversion otherwise the User will be prevented from saving.

Note: The Wizard will only pick up Streets from layers which have been 'Registered' in the Map Workspace Manager. The ‘Registered’ layer must contain a ‘site_code’ field.

The available map tools are mostly the same as shown on the **New Planned and New Immediate Street Works Wizards**, please refer to this section for further information. The user can use the 'Date Filter' to affect what is displayed on the map. The 'Date Filter' is described on the **Street Works Notice - Map Tab section**.

After a Diversion record has been saved, if the screen is reopened, the map will centre on the Diversion rather than the Event.

Diversion fields

Works Ref:	The Works Reference of the Diversion. This field is set when the Diversion is saved. It cannot be edited.
Works Type:	This drop down references the Street Work Type lookup. Only Street Work Types which have a Classification field of Diversion will be displayed. If there are more than one Street Work Type within this drop down then the default will be in alphabetical order by Street Work Type Name.
Description:	Enter a description for the Diversion being entered.
Location:	Supply a textual location for the Diversion being entered.
Comments:	This field is blank by default. Optionally supply Notice Comments for this Diversion.
Internal Ref.:	Optionally supply an Internal Reference for the Diversion.
Start Date:	The Start Date of the Diversion. The Start Date is defaulted from the Events Start Date. This field is inactive.
End Date:	The End Date of the Diversion. The End Date is defaulted from the Events End Date. This field is inactive.
Logged By:	The User Name of the last User to create / edit the Diversion. This field is inactive.
Logged At:	The date and time of when the last User created / edited the Diversion. This field is inactive.
OK:	The OK button will save a new Diversion. Warning messages will be displayed if any mandatory fields or coordinates have not been specified. Once all the mandatory information has been supplied then the Diversion will be saved, and the Diversion form will close.
Cancel:	The Cancel button will close the Diversion screen. Any unsaved changes made will cause a warning message to be displayed, promoting the User to save their changes first before closing the Diversion screen.
Save:	The Save button will save a new Diversion and leave the Diversions screen open. Warning messages will be displayed if any mandatory fields or coordinates have not been specified. Once all the mandatory information has been supplied then the Diversion will be saved.

Diversions are not transferred via EToN.

Editing an Existing Diversion

It is possible to edit existing Diversions at a 'Proposed' or 'In Progress' Status by selecting the 'Diversion' Action. Diversions that are at a 'Closed' Status cannot be edited.

The following fields can be edited:

1. The digitisation of the Diversion
2. The affected Streets in the Streets section
3. Works Type
4. Description
5. Location
6. Comments
7. Internal Ref.

Editing any of these fields will enable the Save button. Saving the changes will create a new Notice against the Diversion. The type of new Notice will depend on the Diversions Status:

- Diversions at a 'Proposed' Status will have a new Forward Planning Information Notice created.
- Diversions at an 'In Progress' Status will have a new Error Correction Notice created.

Additional Diversions

It is possible to create multiple Diversion Routes against an Event. Clicking the New button will display a blank record. Each new Diversion will be saved as a separate record in Confirm with its own unique Works Reference.

Viewing a Diversion in the Notice screen

When a Diversion has been created or edited, a number of the fields in the Street Works Notice screen are set from defaults or from the Event that the Diversion was created from.

Field	Set from
From	Promoter of the Event.
Street Auth.	Primary Recipient of the Event.
Works Ref	DFT Ref 2 of the Street Auth. Organisation and the Works Reference will be automatically generated from the Work Group Seed Numbers Organisation Tab.
Sequence Number	Set to 0.
Send Flag	Is not displayed.
Description	Description field as set on the Diversion.
Location	Location field as set on the Diversion.
Notice Type	New Diversions will default to Forward Planning Information. Edited Diversions will be set to either 'Forward Planning Information or 'Error Correction' depending on the Diversion's Status.
Works Type	Works Type field as set on the Diversion.
Works Status	Defaulted to Proposed Works.
Street	Set to the first Street that is ticked in the Streets section on the Diversions screen, and that is clicked on or near to (subject to the tolerance specified in the Search Tolerance (metres) field on the Map System Settings) when drawing the Diversion on the map.
Start Date	Start Date of the Event.
Estimated End Date	Estimated End Date of the Event.
Inspection Units	Set to 0.
Excavation Type	Set to 'Not Applicable'.
Traffic Man.	Defaulted to the Traffic field on the Street Works Notice Default System Settings.
Internal Ref.	Internal Ref. field as set on the Diversion.
Transfer Tab	The Batch ID field is blank and the Transfer Warnings field should be set to 'No'.
	Notice Comments field as set on the Diversion.
Contacts Tab	There are no Recipients on the Diversion.
	The 'Resend Notice' and 'Suspend Notification' buttons are inactive.

Field	Set from
	The Owner and Agent details are blank for Diversions.
Sites Tab	There are no Sites on the Diversion.
Occupation Tab	An Occupation record will be created for the Diversion, and the Dates will match the Dates on the Event it is linked to. The Status will be defaulted to 'Proposed', and the Charge Group will be defaulted to 'No Charges'.
Action button	The Actions button will display an option to view the Event which is linked to the Diversion.
Info tool	The Info tool will display any Street Works, Event or Diversion which overlaps with any of the Streets on the Diversion's Sites, not just the Street on the Diversion's primary Site.

Automatic Changes to Diversions

Changes made to an Events Dates or Status are cascaded to all linked Diversions. Other changes made to an Event (e.g. updating an Events Description or Location) are not cascaded to the linked Diversions. The Edit Event Wizard can be used to edit an Events Dates, while the Status of an Event is progressed by Street Works Transfer. The Notices created against the linked Diversions depends on the Events Status:

Proposed Events

Changing the Estimated Start Date and/or Estimated End Date of the Event using the Edit Event Wizard will create a Forward Planning Information Notice against all linked Diversions with the updated Dates.

When the Street Works Transfer scheduled task creates an Actual Start Notice against an Event, all linked Diversions will also have an Actual Start Notice created against them.

In Progress Events

Changing the Estimated End Date of the Event using the Edit Event Wizard will create a Revised Duration Estimate Notice against all linked Diversions with the updated Date.

When Street Works Transfer creates a Works Stop Notice against an Event, all linked Diversions will also have a Works Stop Notice created against them.

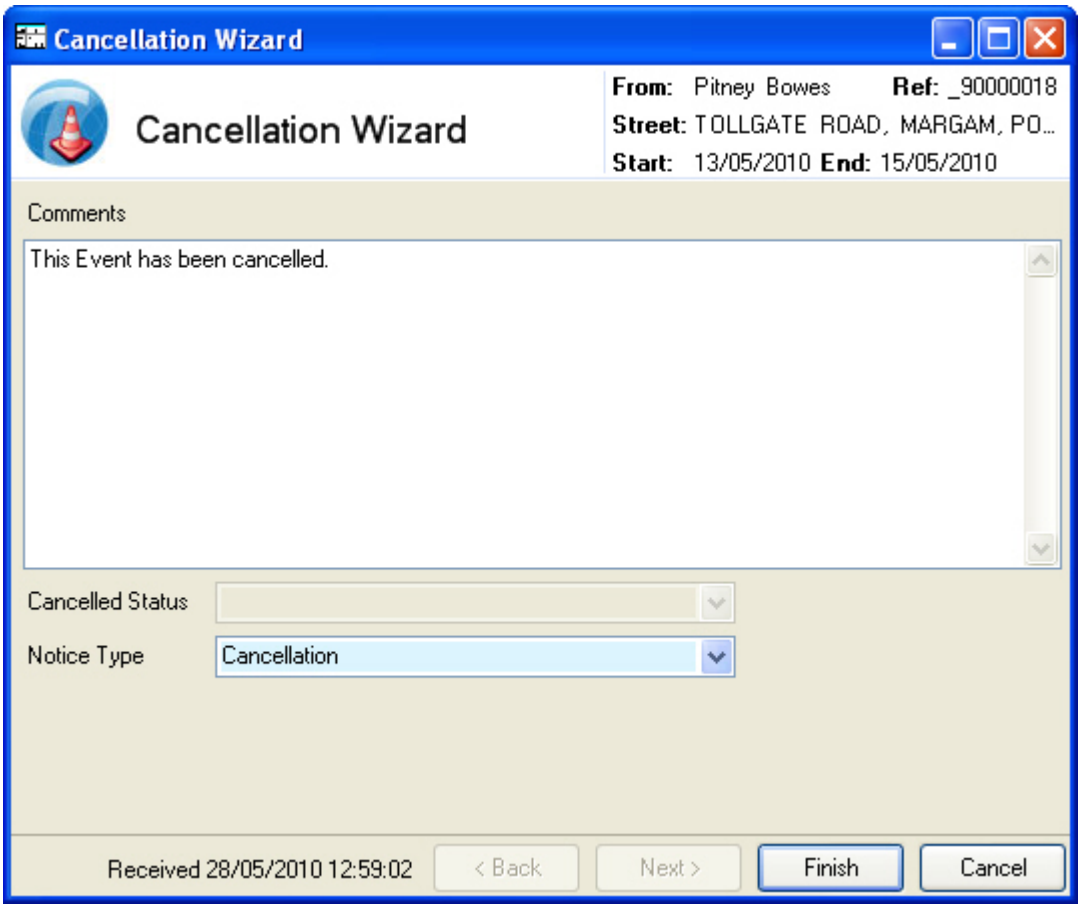
Diversions created against an 'In Progress' Event are automatically progressed to an 'In Progress' Status when saving the Diversion.

Cancelling Events

Cancelling a 'Proposed' or 'In Progress' Event using the Cancellation Wizard also creates a Cancellation Notice against all linked Diversions.

Cancellation Wizard

It is possible to cancel existing Events at a Proposed or In Progress Status by selecting the Cancellation Action. Events that are at a Closed Status cannot be cancelled.



The Cancellation Wizard has one Step with the following fields:

Comments:	This field is carried forward from the Event and may be edited. This is different to how the Comments field on Street Works Notices behaves, as this is not carried forward from one Notice to another.
Notice Type:	Defaults to 'Cancellation'. Any other **Notice Types** configured with the 'Cancellation' DfT reference will be available for selection.

Clicking the 'Finish' button will create a new Cancellation Notice against the Event. The Cancellation Notice will set the Work Status of the Event to Abandoned and the Site Status of all the Events Sites to 'Abandoned. The Action button will also be inactive.

If the Event had linked Diversions against it, then these Diversions will also have a new Cancellation Notice created against them.

If the Referential Integrity Agent is active, Cancelled Events and Diversions will be deleted from the Map.

View Linked Works / Events

It is possible to navigate between Events and Street Works that have been linked together via the Linked Works step of the Events Wizards. These Events and Street Works will have a ‘View Linked Works / Events’ Action, which when clicked will open a new Street Works Notice screen and display all of the linked records.

For further details on how to link Events and Street Works together please refer to the Linked Works step of the **New Events Wizard**.

New Private Streets

Private Street Notices

The new Private Street Notice Wizard provides the functionality in Confirm for logging new Private Street Notice records. These Notices are submitted for information purpose only.

New Private Street Works Wizard

The New Private Street Wizard allows a new Private Street record to be created on the Street Works Register.

The New Private Street Wizard is available when the User has 'Add' access to the 'Find Street Works' option.

Private Street Notice does not need to be assessed, or acknowledged, by Highway Authority. It is submitted for information purposes only.

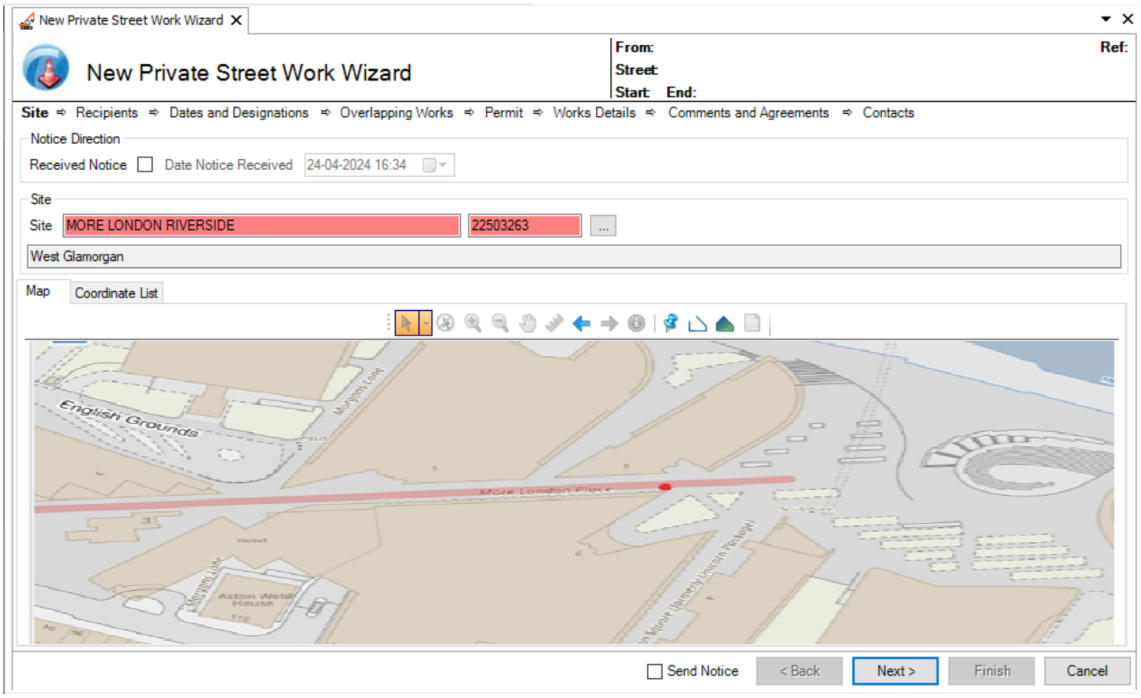
On the Private Street Notice, there is no requirement to log work start, stop, or register reinstatement, and no inspections would be logged there by Highway Authority.

Note: Private Street Permit Application can be submitted by Promoters, only on USRNs that are fully or partially private.

The Wizards have seven steps which are shown in a row.

Step 1 - Site

The first step defines where the Works have come from and the Site that they are connected with.



Notice Direction: Check the 'Received Notice' flag if the Notice has been received and is currently being entered manually. Once checked, the 'Date Notice Received' will

be active and defaulted to the current date. Set this field to the date that the Notice actually arrived. This cannot be set in the future.

The 'Send Notice' option will be replaced by the date entered here on all subsequent steps of the Wizard.

Site: Enter, or select from the pick list, the Street for these Works. The pick list references the Street Gazetteer. If a Site is selected then the Map will zoom to that Site (if it exists on the map).

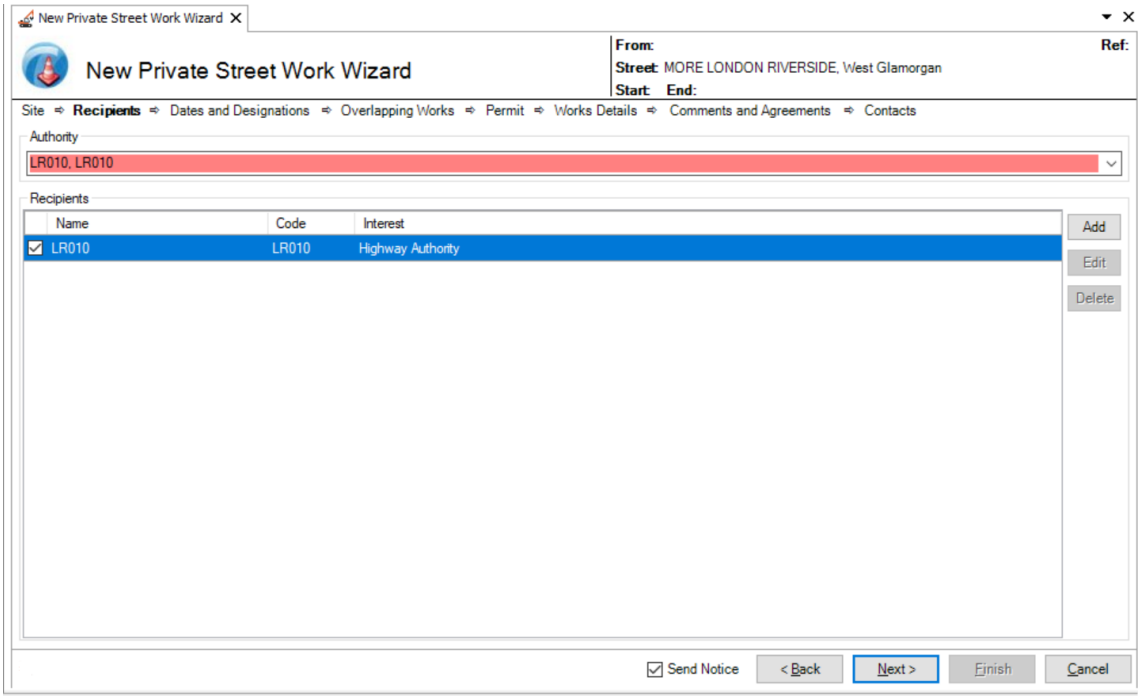
An appropriate Private Street Notice allowable Site must be selected before the Wizard can continue.

Map and Coordinates: Use the point, line or polygon tools to draw the new Private Street Notice.

The available Map tools and the Coordinates tab functionality are mostly the same as shown on the New Planned and New Immediate Street Works Wizards, please refer to this section for further information. The user can use the 'Date Filter' to affect what is displayed on the map.

Step 2 - Recipients

The second step defines who the Notice will be sent to.



Authority: The Highways Authority Interest for the Site selected in the previous step will be displayed in this field. If the selected Site does not have a Highways Authority Interest, or if there is more than one Highways Authority Interest, then this field will be blank by default. Record Start Date and Record End Date must overlap with the date Notice is created for an Interest with Interest Type as 'Highway Authority' to be added to the Works. If the selected Site does not have any Interests then this field will default to the Naming Authority of the Site.

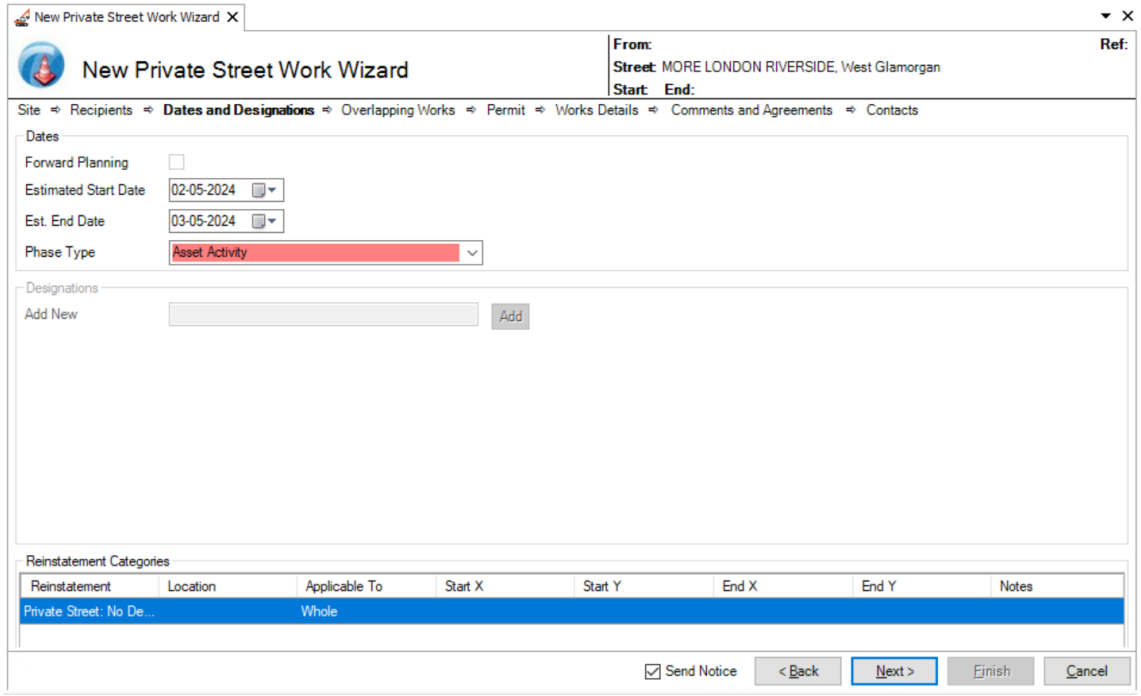
If no Recipient is specified in this field then it is not possible to save the Initial Notice with the Send Flag ticked.

Recipients: The Live Interests recorded against the selected Street will be displayed here as the Recipients of the Notice. The Interest's Record Start Date and Record End Date must overlap with the date the Notice was created or received for an Interest to be added to the Works. If the Notice being entered needs to go to additional Recipients, these can be added. Additional Recipients that have been added to the Wizard can be removed.

The Interests on the Site cannot be removed from the Recipient list, however a different 'Primary Recipient' can be selected by changing the 'Authority' drop-down shown above. Only one Recipient can be selected as the 'Primary Recipient' and this Organisation must be configured for EToN 4 or above. The pick list references the **Organisation lookup**.

Step 3 - Dates & Designations

The third step defines when the Private Street notice Works is to take place. information about any restrictions which may be in place.



Forward Planning: Forward Planning is not applicable in case of Private Street Works so this checkbox will be disabled for this Wizard.

Estimated Start Date: Enter the Estimated Start date for these Notice or use the date picker.

Note: The date entered will be validated when the Wizard is progressed

Est End Date: Enter the Estimated End Date for these Works or use the date picker. The End Date may not be before the Estimated Start Date.

Note: The date entered will be validated when the Wizard is progressed.

Phase Type: Select from the drop down list the Phase that these Works are in 'Asset Activity', 'Interim To Permanent', 'Remedial' or 'Core Sampling'. Works can include multiple phases of the same type.

If 'Forward Planning' is ticked this field will be set to 'Asset Activity' and cannot be changed.

'Core Sampling' is only available if the Works is EToN 5 or above.

Step 4 - Overlapping Works

If there are existing Works in the database which overlap by Street and date(plus the 'Works Tolerance' setting either side of the Works Dates as set in the Street Works System Settings), these will be displayed here. This allows the User to decide if the Works are in fact a duplicate, or if the proposed dates should be altered before finishing the Wizard. All Streets on every Site of the Works, Event or Diversion are compared to see if they overlap, not just the Street of the Primary Site.

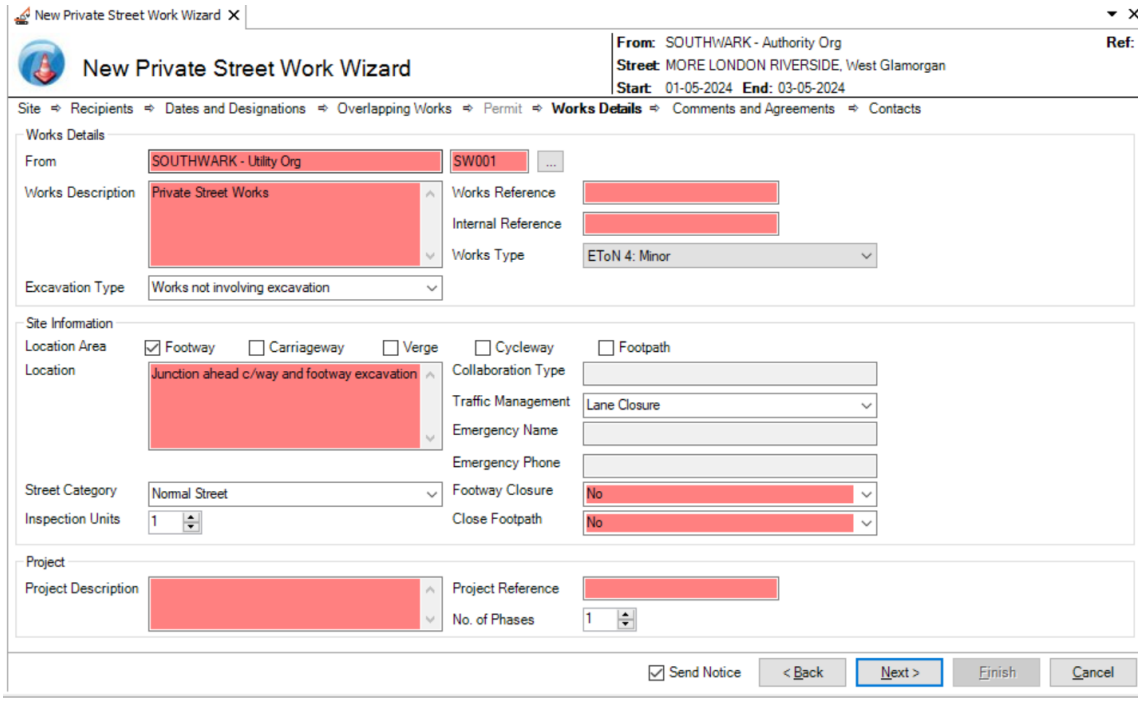
The User can double-click on the individual Works to view the details.

If there are no Overlapping Works then this step will be skipped and the Wizard will progress onto the fifth step.

Note: Overlapping Works can always be checked from the Notice screen by clicking the 'Info' button.

Step 5 - Works Details

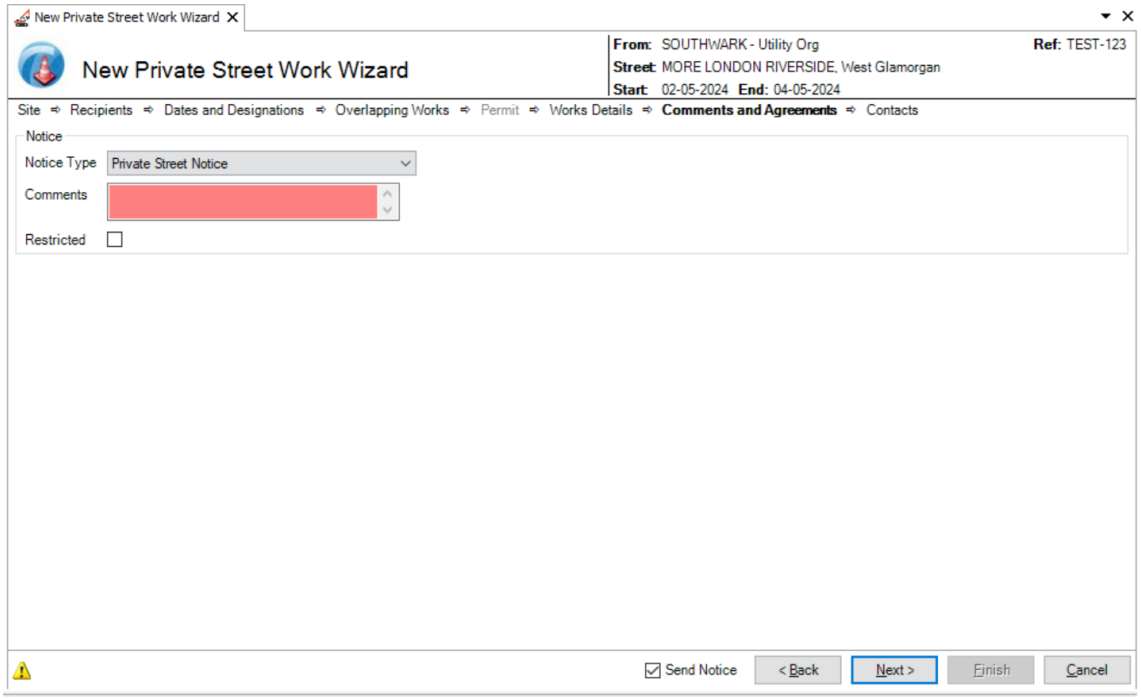
The Works Details step defines further essential information about the Works.



The fields shown on the Works screen are same as shown on the New Planned and New Immediate Street Works Wizards, please refer to this section for further information.

Step 6 - Comments & Agreements

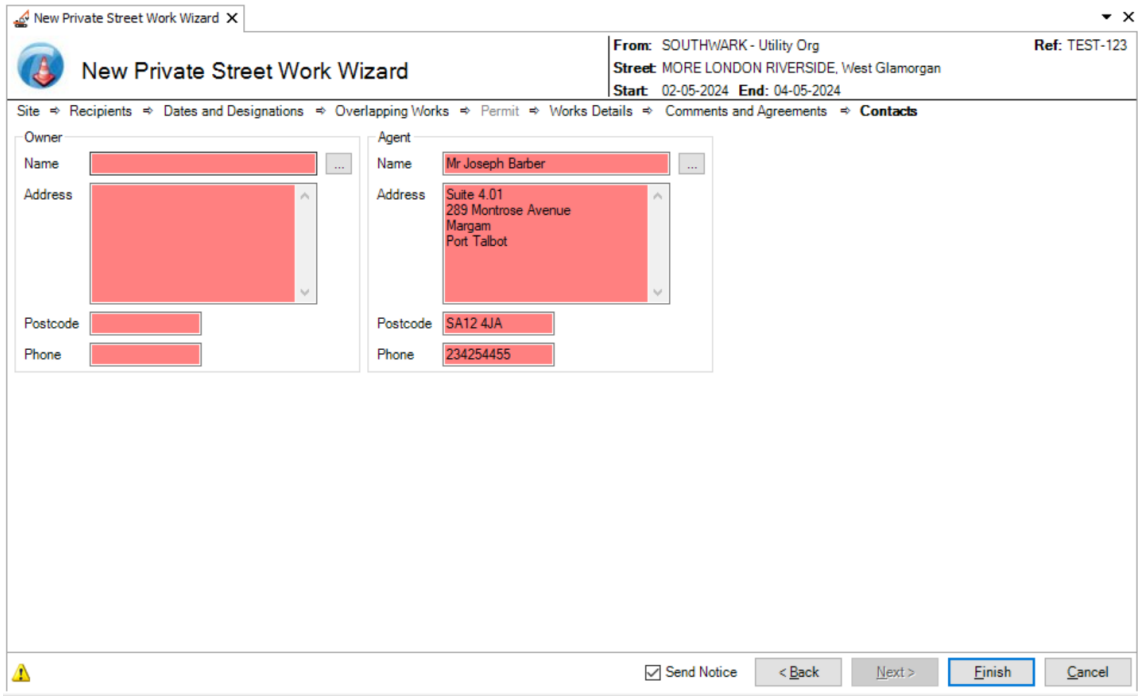
The sixth step allows entry of any Comments or Agreements for the Works.



Notice Type:	A Notice Type will be entered based on the information entered so far. The drop down lists all applicable Notice Types configured in the **Notice Type lookup**.
Comments:	Optionally supply any Comments for this Notice.

Step 7 - Contacts

The final stage of the Wizard is to add the Owner and Agent for the Notice.



Owner:	This will be blank by default. Select from the pick list or manually enter new details if a different Owner is required. If this remains blank, Confirm will set the Owner to the details set against the From Organisation
Agent:	The Agent specified against the From Organisation will be entered by default. Select from the pick list or manually enter new details if a different Agent is required.

Actions

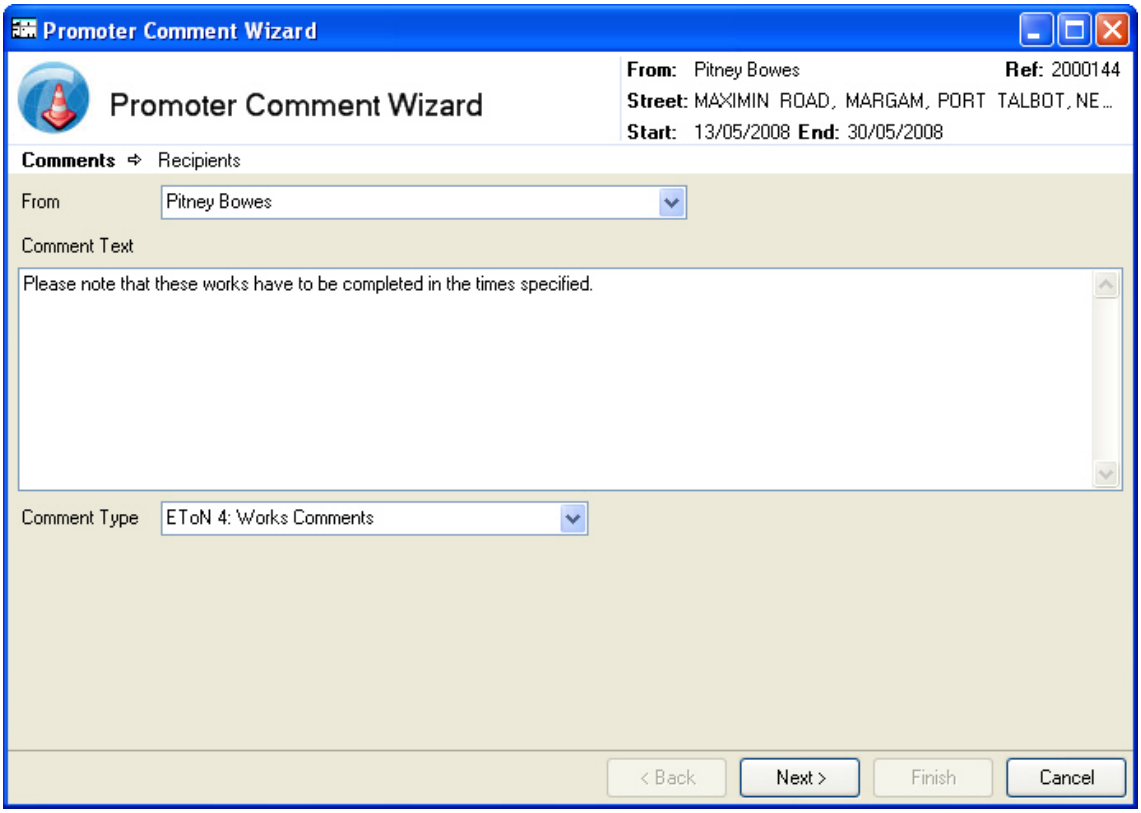
The following 'Actions' are available when viewing the Private Street Notice:

Promoter Comment Wizard

The Comments Wizard is opened from the 'Actions' menu when the 'Authority Comment', 'Promoter Comment' or 'Interested Party Comment' options are selected. The title of the Wizard will change according to the option selected.

Step 1 - Comments

The first step is the same regardless of the menu option selected.



From:	The defaults depends on the which Comment Wizard is opened. The Promoter Comment Wizard will default to the Promoter of the Works. The Authority Comment Wizard will default to the Street Authority of the Works. The Interested Party Comment Wizard has no default, but it is possible to select any other Copy Recipient on the Works.
Comment Text:	Free text field for supplying Comment details.
Comment Type:	Lists the Comment Types defined in the Comment Type Lookup. Defaults to 'EToN4: Works Comment' if available. Other Comment Types may be available

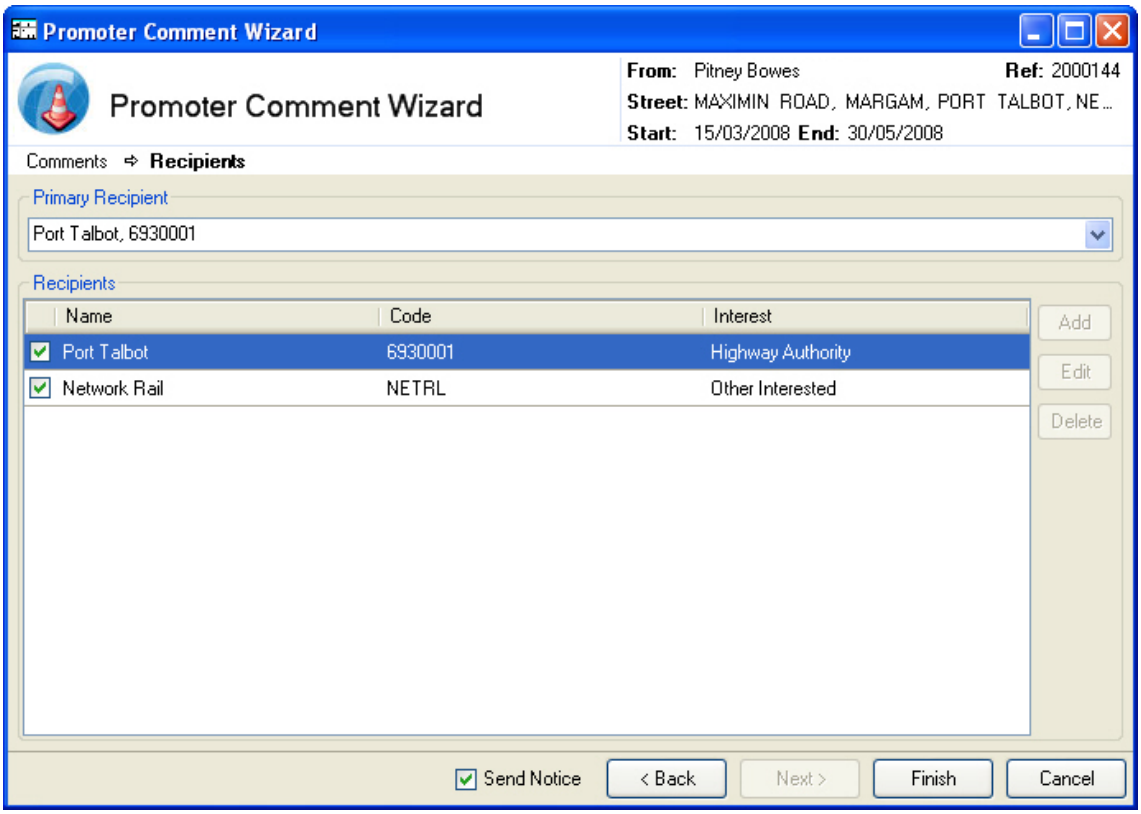
in the drop down list if other **Comment Types** have been created linking to the EToN4+ Works Comment DfT reference.

Note: Duration Challenges and Informal Overrun Notices have their own options in the Action menu.

Step 2 - Recipients

The recipients displayed will vary depending on who is generating the Comment (which Action option was selected). The Recipient list cannot be modified.

- Promoter Comment Wizard will send Comments to the Street Authority and all other Interests listed on the Notice.
- Authority Comment Wizard will send Comments to the Promoter and all other Interests listed on the Notice.
- Interested Party Comment Wizard will send Comments to the Promoter, the Authority, and all other Interests listed on the Notice.



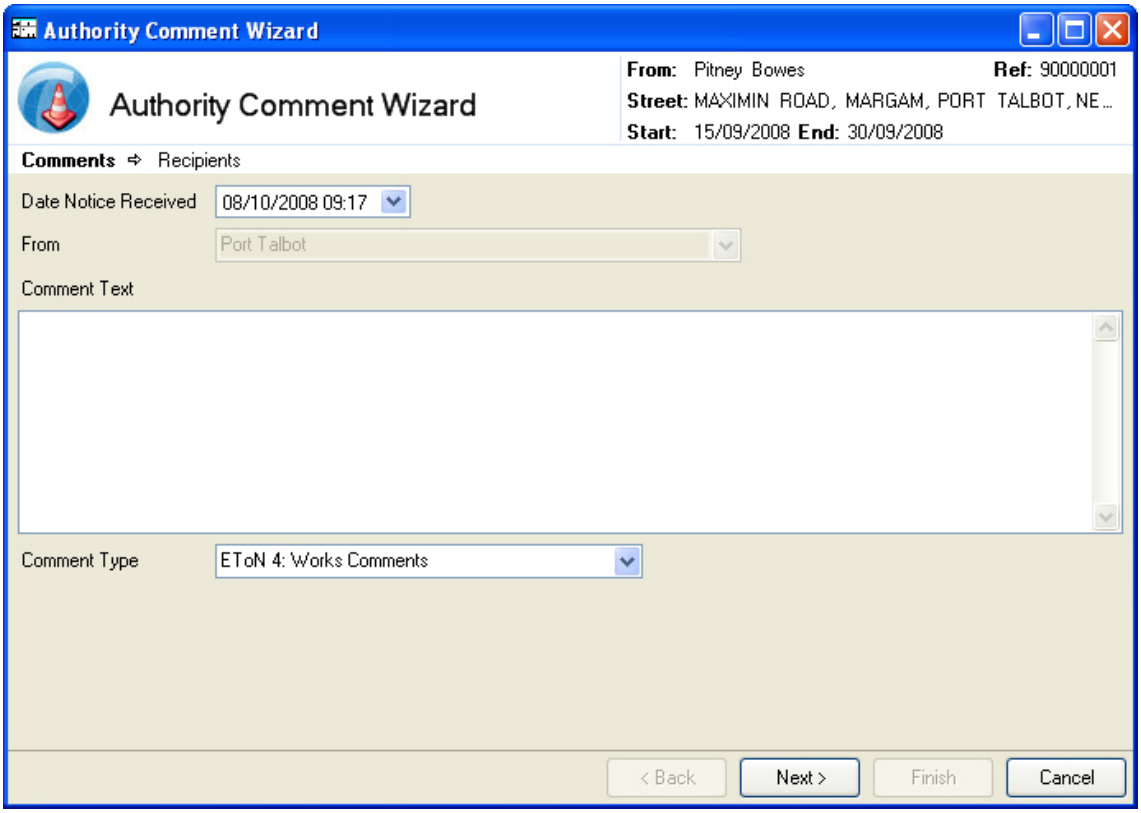
Primary Recipient:	The Primary Recipient field is mandatory and the user will be prevented from saving the Comment without a Recipient specified.
Recipients:	List of other recipients to receive the Comment. Recipients may be unticked so that the Comment is not sent to them.

Recipients which have their Dead flag ticked or a Valid To date in the past will not be displayed in the Primary Recipient field or in the list of Recipients.

Click 'Finish' to create the Comment.

Authority Comment Wizard

The Comments Wizard is opened from the 'Actions' menu when the 'Authority Comment', 'Promoter Comment' or 'Interested Party Comment' options are selected. The title of the Wizard will change according to the option selected.



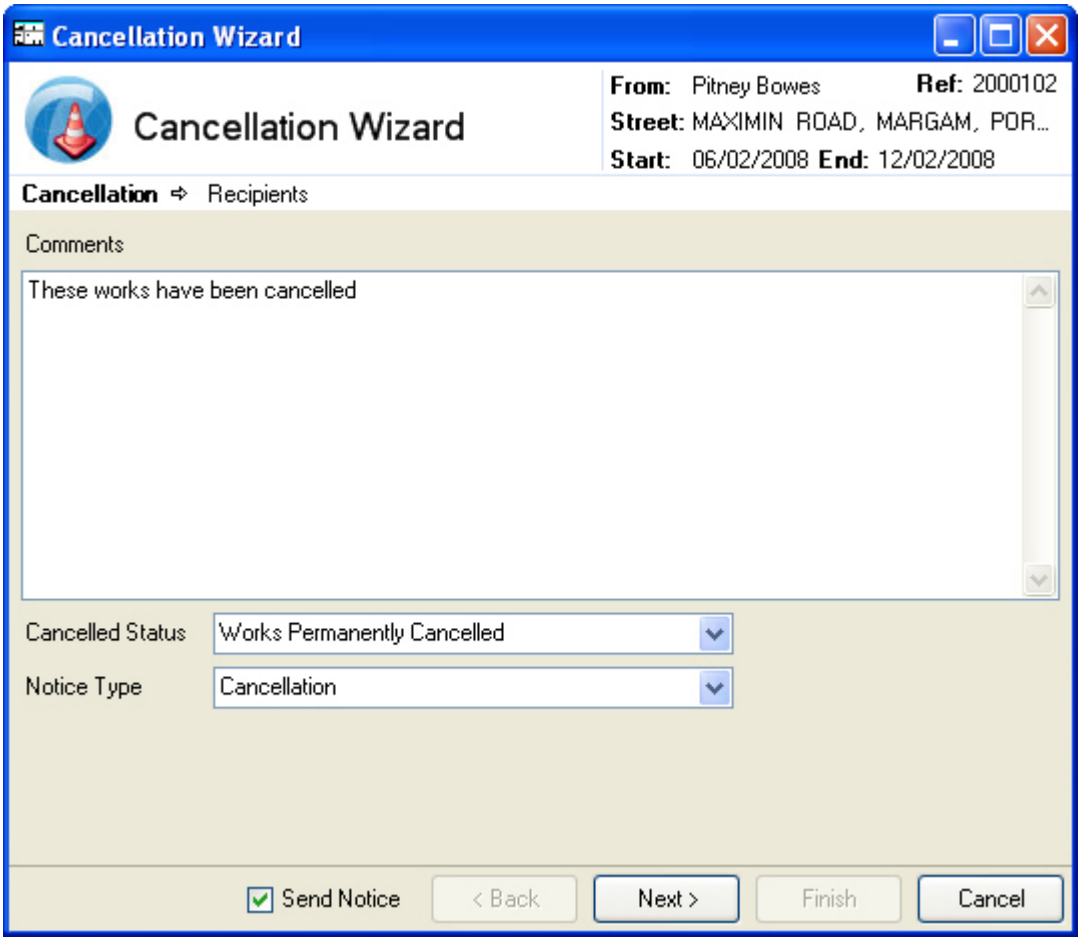
Please refer to the Promoter **Comment section** for full details.

Cancellation Wizard

It may be necessary for Promoters to Cancel Works from time to time. This could be where a Notice has been issued by mistake e.g. the wrong Street was selected and possibly the wrong Highway Authority. Another reason to Cancel Works could be due to unforeseen resource constraints, logistical problems or weather conditions etc.

Highway Authorities may also need to Cancel Unattributable Works and Street Works Licence Notices which they have created.

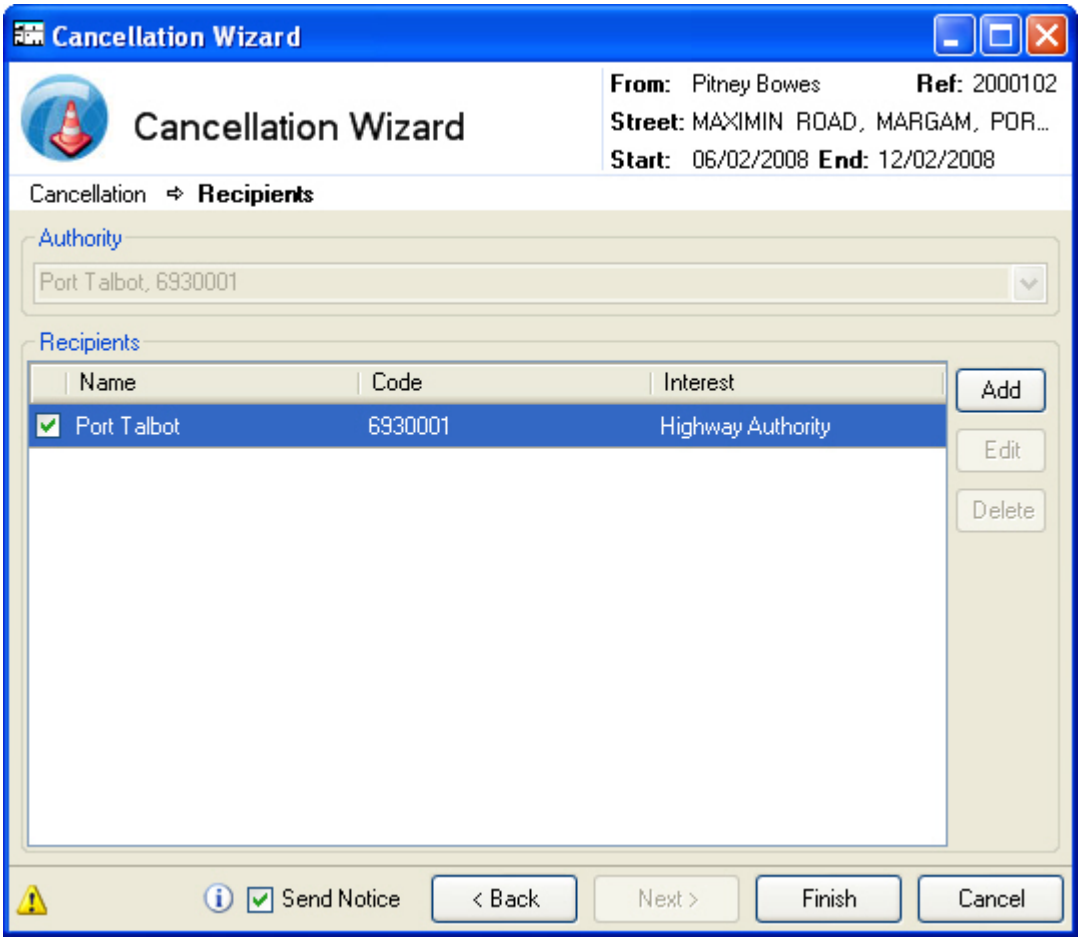
Step 1 - Cancellation



Date Notice Received:	If this Notice is a paper Notice being entered into Confirm, enter the date on which the Notice was actually received. This tells Confirm that the Notice is to be saved in the system and not sent. This field will be hidden if Confirm detects that the Notice Promoter is set as an 'Initiator' on the **Organisation screen**.
Comments:	Supply justification text to detail the reason for this Cancellation.
Cancelled Status:	Optionally select a Cancelled Status to provide further information about why the Works are being Cancelled. Select from: • 'Works Permanently Cancelled'. • 'Works postponed - Re-scheduled'. • 'Works postponed - Future date not known'. 'Works postponed - Re-scheduled' is only available for EToN 4 Works. The Cancellation Status is not available when cancelling: • Unattributable Works. • Street Works Licences. • A subsequent Phase of an EToN 4 or 5 Works or Permit Works (it is available when Cancelling the first phase). • EToN 6 and above Works. • Private Street Notices.
Notice Type:	Defaults to 'Cancellation'. Any other **Notice Types** configured with the 'Cancellation' DfT reference will be available for selection. **Note:** From v25.10 onwards, new cancellation reasons are available in the drop down for Cancellation of Permits. This is to facilitate new Can-

cellation reasons provided by Street Manager. For complete list of cancell reason, see **here**

Step 2 - Recipients



The existing recipients of the Cancellation Notice will be displayed and additional recipients can be added.

Click 'Finish' to create the Notice and view it in the Notice screen.

Street Works Location

The Street Works Location form allows Notices to be searched by Site and Location. The information is presented in a lookup type format and the required Notice may be picked by clicking on it in the list.

When the Street Work Location lookup form is first opened it will contain a list of Street Works Notices that comply with the 'Start Date From & To' defaults set in the Street Works System Settings. The way in which the data is displayed is set by the 'Lookup Style' setting in the Street Works System Settings. It is also possible to display the filter before opening this screen by setting the 'Use Filter on Opening' setting in the **Street Works System Settings**.

Refresh button

Click on the refresh button to view the Street Works Notice filter and re-select Notices

Detail button

Click on the Detail button to view the currently selected Notice in the Street Works Notice form. You will be returned to the Street Work Location Lookup on closing the Street Works Notice form.

Street Works Comment

Existing Comments can be viewed in the Street Work Comment form and new EToN 1-3 Comments can be created. EToN 4 and above Comments must be created from the **Actions** on page 76 on the Notice screen.

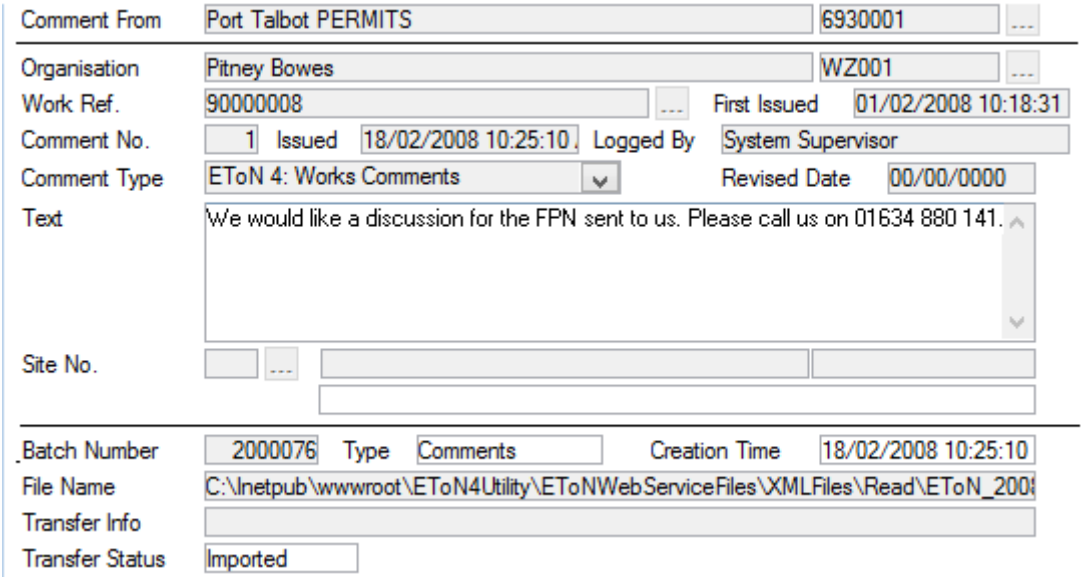
Open SM and Open Inspection in SM buttons will launch Street Manager and retrieve the Notice and Inspection respectively.

Note: This requires Street Manager Web URL field on the Street Manager Settings screen to be populated with the Street Manager home page. Additionally, to launch the Inspection, the Comment must have a Comment Type with one of the following DTLR ref numbers:

- E45100 - Inspection Accepted
- E45200 - Inspection Disputed
- E45300 - Promoter accepts failed inspection

Comments are sent either to all Recipient parties of the Works or just to the Authority. A System Setting, 'Only Send Comments to Highway Authority' on the **Street Works Initiation System Settings** on page 299 controls this.

The Notice linked to the Comment may be viewed by clicking on the 'Notice' button.



Comment From:	Defaults to the issuing Organisation. Enter an Organisation to find received Comments. The pick list references the **Organisation Lookup**.
Organisation:	This field shows the Works Promoter Organisation of received Comments. Select from the pick list when creating new Comments. The pick list references the **Organisation Lookup**.
Work Ref.:	The Work Reference for which the Comment is sent. The pick list references all the current Work Refs for the Organisation entered above.
First Issued:	This will show the date and time when the first Notice (in this Works Ref.) was received. Cannot be edited.

Comment No.:	A number will be assigned by Confirm when the Comment is saved. Comments are sequentially numbered within the Works Ref. **Note:** These are not Seed Numbers. Seed numbers are not seen in any forms or Reports relating to Comments.
Issued:	The current date and time is entered as a record of when the Comment was created. This field may not be edited.
Logged/by:	Date and time, and current User when the Comment was entered. These fields may not be edited.
Comment Type:	Select from the drop down list. The drop down list references the **Comment Type lookup**.
Revised Date:	This field is only editable for Comment Types that have 'Relevant Date' flagged in the Comment Type Lookup. Currently this should be only Comment Type Code 9 - "Section 74 Duration Challenge". Where a Revised Date is entered, this will create a new Notice version in the selected Notice, carrying all the same details as the previous Notice, but with the 'Proposed End Date' amended to the 'Revised Date' as entered in the Comment, and the following text in the Transfer Info field: "This version of this Notice was created by Confirm following the issuing of a 'Section 74 Duration Challenge' Works Comment". **Note:** Occupation tracking takes place based on the 'Proposed End Date' in the current version of the Notice. Care must therefore be taken that subsequent Notices sent by the Utility do not return the Proposed End Date to that originally challenged. The Revised Duration Report will identify records where the Revised Date is amended in subsequent Notices.
Text:	A free text entry field. The Comment cannot be saved unless some text is entered.
Site No:	If the Comment refers to a specific Site (as opposed to the whole Works), enter (or select from the pick list) the Site to which this Comment relates. If the Comment relates to the whole Notice - leave this field blank. The pick list references the Sites numbers associated with the Works Ref. entered above.
Read By:	A read only field, as soon as the Comment is read, it gets updated with the Username who has marked the status as read.
Read Time:	A read only field, as soon as the Comment is read, it gets updated with the date and time when the comment is being read.

The fields below the grey line will be completed automatically when this Comment is sent. Details of the Batch Number, Batch Type and File Name (and path) will be entered together with the date and time when the Batch was created.

Note: Once a Comment has been sent the details of the Batch are completed and the Comment cannot be edited in any way.

Print button

Use the 'Print' button to print an Appendix D (of the Coordination CoP) formatted Report of the Comment that is suitable for faxing.

Notice button

Use the 'Notice' button to view the Notice to which the Comment relates.

Mark as Read button

Use the 'Notice' button to mark the status of Comments as 'Read' by the Users in Confirm. As soon as the Comment is read, 'Read' field gets updated with the Username who has marked the status as read and 'Read Time' with the date and time when the comment is being read.

‘Mark as Read’ Action will be enabled till the Comment is read.

Only users from the Organisation that received the Comment will be able to mark the Comment as read. If user from same Organization tries to mark Comment as read, then a pop up will appear with a message.

Note: For EToN works, it will be seen as 'Launch', use the 'Launch' button to view the related Batch files. The system will search all the directories specified in the **Street Works System Settings** on page 296 for the Batch file identified in the currently displayed record.

Send To button

Use the 'Send To' button to open the Batch Recipients screen. The Batch Recipients screen displays the Recipients of the Comment, along with any warnings or errors that occurred whilst sending the Comment to a particular Recipient. The Processed Date column displays the Date and Time that the Comment was received by the Recipient's Web Service. The Batch Recipients screen is disabled for editing.

The Send To button is only disabled for Paper Comments, and for EToN 1-3 Comments which have not yet been exported.

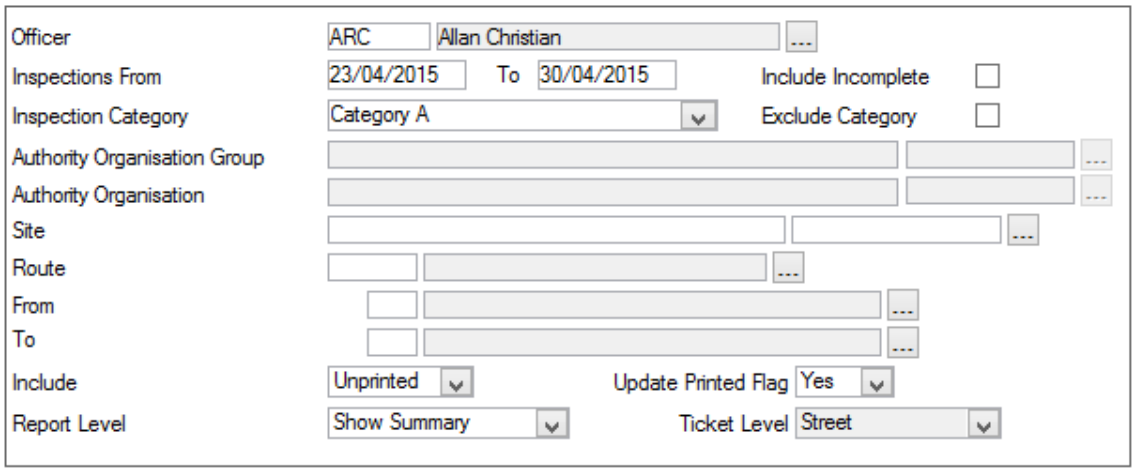
Inspection Sampling

(Register)

The Inspection Sampling utility will select Works from the Street Works library, and the Programmed Inspections library based on the following criteria:

- The number of Inspections, in each Inspection Category, for each Organisation - as entered in the Annual Program Lookup.
- The proportion of Inspections that should have been completed to date less the number of Inspection already completed, or pending, in this year, in each Category, for each Organisation.
- A selection will be made of a number of Inspections to bring the selected Inspection Officer up to date in each Category, provided this doesn't exceed the number of Inspections entered against the Officer in the Action Officer library.

Note: The inspection Sampling utility will also delete any expired Inspections from the Officer's diary, if the 'Delete when Expired' flag is set against this Inspection Item in the Programmed Inspections form.



Officer:	Select from the pick list. The pick list references the **Action Officer lookup**.
Inspections From:	Defaults to the current date. May be amended.
To:	The date is set by adding the number of 'Inspection Window' days to the 'From' date. This may be amended. The Inspection Window is set in the **Inspection System Settings** on page 318.
Inspection Category:	Select from the drop down list. The drop down list reference the **Inspection Category** on page 310. **Note:** After the 1st April 2023, Sampling Inspection utility will create Inspections for Category B and C without setting the Sampling flag.
Include Incomplete:	Check this to include all Notices irrespective of their Incomplete status. If checked, this will include all Notices irrespective of their Incomplete status. If this is not checked, Notices that have the Incomplete status set to 'Yes' will be excluded. Street Works Notices that have the ‘Transfer Warnings’ field (on the Transfer tab) set to 'Yes' are treated as Incomplete. Ignored notices will also be excluded if this is not checked.

Exclude Category:	Check here to exclude the Category entered in the 'Exclude from Sampling' field of the **Inspection System Settings** on page 318. This will ensure the Inspections of that Category are not included in the random sampling.
Authority Organisation Group:	Setting this will restrict the creation of Programmed Inspections to only Works where the Works Authority is a member of the specified group. This field is only active if the 'Annual Program Grouping Level' in the **Inspection System Settings** on page 318 is set to a value of 'Authority Organisation Group' or 'Authority Organisation'.
Authority Organisation:	Setting this will restrict the creation of Programmed Inspections to only Works where the Works Authority matches the specified Highway Authority Organisation. This field is only active if the 'Annual Program Grouping Level' in the **Inspection System Settings** on page 318 is set to a value of 'Authority Organisation'.
Street:	Select from the pick list. The pick list references the Street Register.
Route:	Select a Route from the Pick list to restrict the selection of Inspection to Streets in that Route. The pick list references the Street Route Lookup **Street Register\Street Lookups\Operational Lookups**
From\To:	Select Streets in the Route to limit the selection to the Street within that range in the Route.
Include:	Select from: 'Unprinted' - To select only Inspections that have no previously been printed. 'Printed' - To select only Inspections that have been previously printed. 'Both' - To select from all Inspections
Update Printed Flag:	Is checked by default. Uncheck this to leave the selected Inspections with an 'Unprinted' status, and therefore subject to a future selection of 'Unprinted' Inspections.
Report Level:	Select From: 'Show Summary' - To display the selected Inspection prior to saving them. 'Print Ticket' - To display and print Inspection tickets.
Ticket Level:	Shows the current Inspection Ticket Level set from the Inspection System Settings. It determines what is actually eligible for Inspection and the level of detail on the Inspection output.

Click on OK to run the utility.

For a list of the rules that apply when Programmed Inspections are sampled, refer to **Programmed Inspection Generation Rules** on page 203

Sample Inspection Target

Used to retrieve the Sample Inspections Target details from Street Manager.

Note: Relies on the Street Manager Settings being populated in Confirm Web Settings.

The Import Samples option also allows you to import Sample Inspections on an ad hoc basis.

Note: Confirm Task Processor service is also scheduled to import Street Manager Sample Inspections daily.

Inspection Samples can be generated by clicking on the Generate Samples button. The current month of the quarter will determine how many are generated; 33% at month 1, 66% at month 2 and 100% at month 3.

Note: Update or Add access to Inspection Sampling is required to enable the Generate Samples button.

Quarters can be started and Ended by clicking the Start Quarter and End Quarter buttons respectively. These buttons will be available only if user have Update or Add access to 'Start Or End Quarter (Security)'.

API Notifications

Street Manager offers near real-time notifications for events related to work within the service. The API Notifications solution allows integrators to receive immediate updates on work record events as they happen. When an eligible event occurs, a notification with event details is sent out. Eligible events include any occurrences related to a work record.

Key Features :

- A new Subscribe/Unsubscribe button has been added in the Confirm Enterprise Web Settings, controlled by user security permissions.- A new Subscribe/Unsubscribe button has been added to the Web Settings in Confirm Enterprise, controlled by user security permissions.
- Hovering over the button displays a tooltip with helpful information.
- Clicking the button starts the subscription or unsubscription process for a tenant.
- Once completed, logs are generated, and a success message is displayed.
- Database configuration is set up for a single tenant, both for the client and task processor.
- API Notification will be used to import events related to work.
- A new agent, STREET MANAGER NOTIFICATION AGENT, has been created to import events using API Notification.
- The Task Processor handles imports for events unrelated to work (e.g., S58, Sample Inspections) and manages exports from Confirm to Street Manager.
- The Task Processor will also manage exports from Confirm to Street Manager.

Subscribe/Unsubscribe Process :

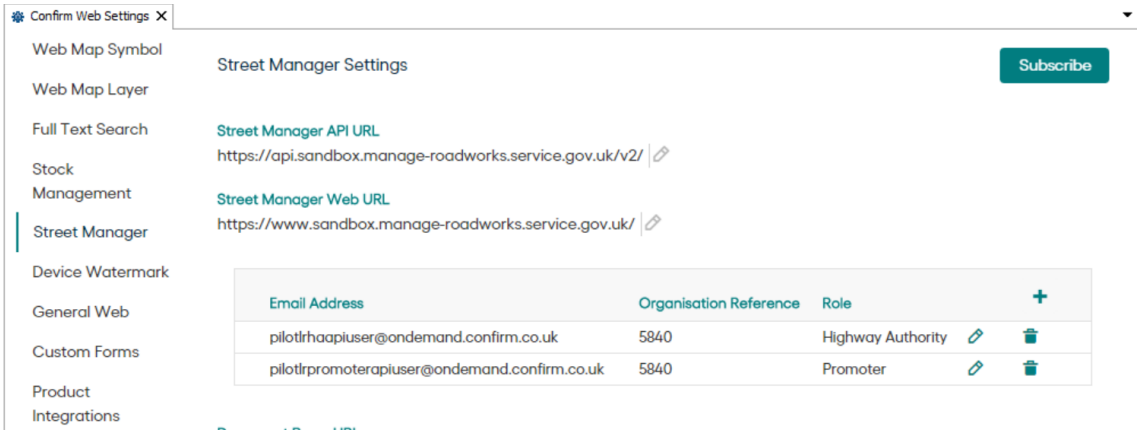
When the Subscribe/Unsubscribe button is clicked in Confirm, the following process occurs :

Subscribe Action:

- Clicking the Subscribe button generates a dynamic URL that includes tenant information.
- Upon registration, Street Manager sends a request JSON containing a confirmation link.
- The registered URL must be able to handle the incoming request and automatically activate the confirmation link by interpreting the JSON data.
- Once the confirmation link is clicked, the subscription process is complete. This event is logged in the log file.
- After successful subscription, the system_settings table is updated with SM_Event_Import_By_API set to 'Y'.
- The Street Works Task Processor will stop processing permit notices, and the newly registered URL will handle permit events.

Unsubscribe Action:

- Clicking Unsubscribe updates the SM_Event_Import_By_API setting in the system_settings table to 'N', stopping the API Notification from importing permit events.
- The import of notices is redirected back to the Street Works Task Processor.


Confirm Web Settings
Web Map Symbol
Web Map Layer
Full Text Search
Stock Management
Street Manager
Device Watermark
General Web
Custom Forms
Product Integrations
Street Manager Settings
Subscribe
Street Manager API URL
https://api.sandbox.manage-roadworks.service.gov.uk/v2/
Street Manager Web URL
https://www.sandbox.manage-roadworks.service.gov.uk/
Email Address
Organisation Reference
Role
pilotlrhaapiuser@ondemand.confirm.co.uk
5840
Highway Authority
pilotlrpromoterapiuser@ondemand.confirm.co.uk
5840
Promoter

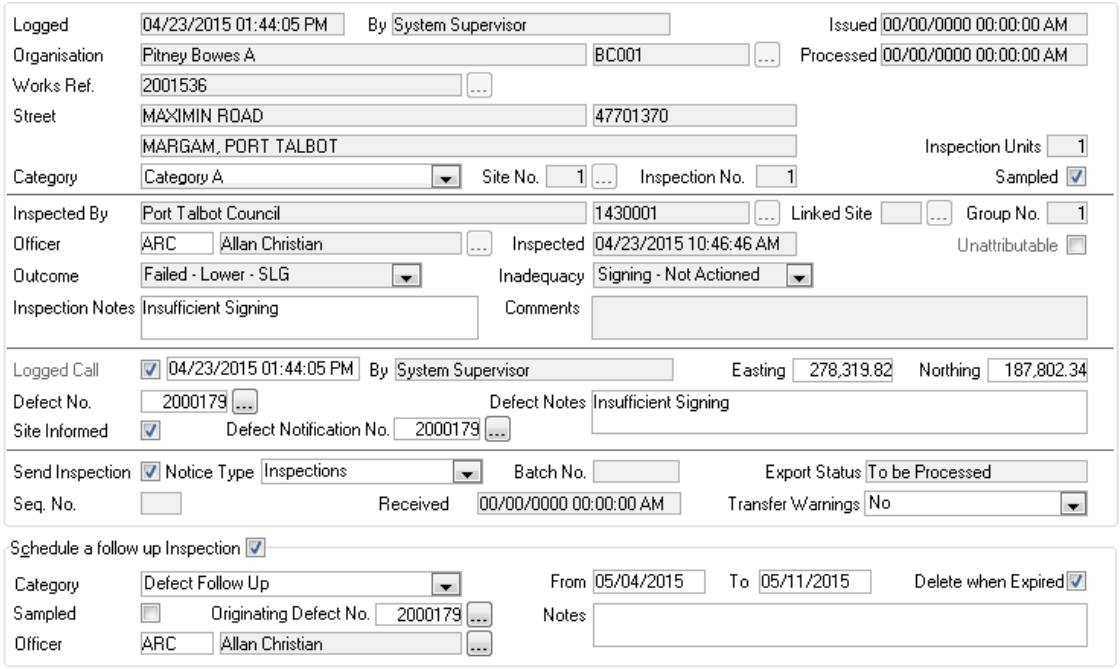
Inspection

The Inspection screen provides the means of logging the results of an Inspection, and for progressing the Inspection. The information entered into the Inspection screen will often be taken from the Inspection Sample print-out, which will have been completed on site.

Open SM button will launch the Notice in Street Manager.

Note: This requires Street Manager Web URL field on the Street Manager Settings screen to be populated with the Street Manager home page.

The Inspection screen displays the results of an Inspection carried out by the Highway Authority. These may be entered manually from Inspection Reports, or may be received electronically. Where Inspections are received electronically, Confirm will validate these by reference to the Inspection Lookups, and settings.



Logged\By:	(Register) The date on which the Inspection was uploaded from ConfirmConnect® or manually entered into Confirm. (Initiation) The date the Inspection was received into Confirm. This will be updated if the Inspection is edited.
Seq. No.:	The Sequence Number of EToN 6+ Inspections will be displayed here.
Organisation:	The Organisation for whom the Inspection was carried out. The pick list references the **Organisation lookup**.
Works Ref.:	The Works Reference of the Street Works.
Inspection Units:	The current Inspection Units will be displayed here.

Street:	The Street will be entered when the Site Number is entered.
Category:	The Category of Inspection that was carried out. This will be entered by default, when the Site No. is entered, if the Inspection was Programmed.
Sampled:	This checkbox is to indicate whether this Inspection should count against the Annual Programme of Inspections. The check will default from the Programmed Inspection - and may be edited.
Unattributable:	This is checked if Works being inspected is either 'Unattributable Works' or 'Defective Apparatus'. For EToN 5 Inspections, when set this will enable the 'Send To' button. For EToN 6 Inspections, this will always be disabled and set as per the Works being inspected. **Note:** Before Unattributable Works/ Defective Apparatus Inspection results can be sent a Notice must first be created in Confirm that conforms to Paragraph E3.7.4 (Works Comments Information) of the Coordination Code of Practise.
Site No.:	The Site Number for the item of Work inspected. The Site No. field will be defaulted to 1 and disabled if an Inspection Category with the Whole Works Inspection checkbox ticked is selected.
Inspection No.:	Each Inspection within an Organisation, Works Ref. and Site will be sequentially numbered, effectively counting the number of Inspections on a Site. The system will automatically assign the number when the record is saved.
Linked Site:	Where this Inspection was carried out as a result of a primary Inspection on another Site in the Notice, the Site number of the primary Inspection Site will be entered here. **Note:** The primary Site may be changed if a Defect is found on a linked Site and not on the primary Site. In that case the Site on which the Defect is found becomes the primary Site and all others Inspected on the Notice become linked to the new primary Site. The Linked Site field will be disabled if an Inspection Category with the Whole Works Inspection checkbox ticked is selected.
Group No.:	Inspections relating to Sites on the same Notice will be grouped and assigned the same number. The group is derived from the Linked Site field - so that Sites that are linked are deemed to be in the same Group. Groups are sequentially numbered for the same Notice.
Inspected By:	The Authority carrying out the Inspection. This will default to the Highway Authority of the selected Works Ref. You may change this by selection from the pick list. The pick list references the **Organisation lookup**.
Officer:	Enter the Officer who carried out the Inspection. This will be entered by default, when the Site No. is entered, if the Inspection was Programmed.
Inspected:	(Register) Displays the date when the Inspection was carried out on the ConfirmConnect®. If Inspection is created manually, specify the date when the Inspection was carried out. (Initiation)

Set to <InspectedDate> and <InspectedTime> within the received Inspection XML.

Outcome: The Inspection Outcome from the **Outcome lookup**. The list will display all Outcomes that are valid for selected Inspection Category.

If the selected Inspection Category has blank DfT Ref 1 and DfT Ref 2 in the Inspection Category Lookup, then all Outcomes will be displayed. Selecting an Inspection Category with an invalid combination of DfT Ref 1 and DfT Ref 2, according to the EToN Technical Specification, will result in no Outcomes being displayed.

Easting & Northing: Optional fields giving a geographical reference for the location of the Inspection. These values will be used to plot the location of the Inspection on a Map when linked with the Mapping module.

Inspection Notes: (Register)

An optional free text field. Any notes entered here will appear on the Defective Work Notification and may be used to filter in the Defective Street Works Notification filter.

(Initiation)

Where the Inspection has been electronically received, any error messages associated with the transfer will be displayed in this field.

Note: Where an electronic Inspection has errors, the 'Transfer Warnings' field will show 'Yes'.

Note: This field is not transferred via EToN.

Comments: The Notification Comments for the Inspection will be displayed here.

Note: The Comments field is mandatory when Inspection Categories with DfT Ref 1 of 14, 15 or 16 and Inspection Outcomes with DfT Ref 2 as 2, 3, 8 or 9 are selected.

Logged Phone Call: Check to indicate that the logged phone call has been made. This is compulsory for Signing Lighting and Guarding Inadequacies, and High Risk Reinstatement Inadequacies.

The date will default to the current date and may be edited.

The 'By' field will be populated with the current User and may not be edited.

Site Informed: Check to indicate that site personnel have been informed directly or not.

Defect Notification No.: This field is only available if a 'failed' Outcome is selected in the Outcome field. Confirm will assign a number when the Inspection record is saved.

If a follow up Inspection is scheduled from a defective Inspection the 'Defect Notification No.' is used to populate the 'Defect No.' field and the Programmed Inspection's 'Originating Defect No.'. All subsequent Inspections will be given a new 'Defect Notification No.'.

Defect No.: Set from the 'Defect Notification No.' if a follow up Inspection has been created. This same 'Defect No.' is then used for all subsequent Inspections where there is a Programmed Inspection for that Site and Works. This means the original Defect and all follow up Inspections that relate to it will have the same 'Defect No.' which will help identify a chain of Inspections.

The 'Defect No.' is retained even when the Inspection is cancelled/passed because it is set from the initial 'Defect Notification No.' in a series of Inspections rather than the previous one.

Inadequacy: Where Inspections are manually entered the Inadequacy will be automatically set by selection of an Outcome, based on the Outcome\Inadequacy relationships set up in the **Outcome lookup**. The Inadequacy may be changed by selection from the drop down list.

Where the Inspection is electronically received, and the Inadequacy is found to be incompatible with the Outcome, based on the Outcome\Inadequacy relationships set up in the Outcome Lookup, the Inspection will be flagged as 'Incomplete'.

Defect Notes: A free text field. Any notes entered here will appear on the Defective Work Notification and may be used to filter in the Defective Street Works Notification filter.

Note: An entry must be made in the Defect Notes when:

- The Outcome is an HA Actioned one (as defined by the 'Authority Actioned' checkbox in the Outcome Lookup).
- The Outcome has a DfT Ref 2 of 5.
- The Inspection Category has a DfT Ref 1 as 1 and the Inspection Outcome has a DfT Ref 2 populated.
- If any Unacceptable Inspection Items have blank Notes.

Note: Defect Notes will be disabled for Inspection Categories with DfT Ref 1 as 14, 15 and 16.

Send Inspection: Enabled only for EToN 6+ Inspections. Check this to transmit the Inspection to the Recipient.

Note: If the selected Inspection Category has blank DfT Ref 1 and DfT Ref 2 then the Send Inspection checkbox will be unchecked and disabled.

Notice Type: Enabled only for EToN 6+ Inspections. Defaults to the 'Inspections' Notice Type.

Batch No.: Records the number of the Batch in which the Inspection was exported, or imported.

Export Status: (Register)

The Export Status will be set to one of the following values:

To be Processed - The Inspection has not been sent or printed yet.

Printed - An Inspection Report has been printed for this Inspection. Inspections with this Export Status will not be electronically transferred.

Not to be Exported - This Status will be set in the following conditions:

- Confirm is in Initiation mode. This is the case when Confirm has Module 3420 (SWR - Street Works Initiation) enabled and not Module 3400 (SWR - Street Works Register).
- When an Unattributable Inspection has no recipients. Updating the Inspection and clicking Save displays the following warning: “Do you wish to update the Export Status on the associated Inspection?”. Clicking Yes to this message will update the Status to 'To be Processed'. Clicking No to this message will leave the Status as 'Not To Be Exported'.
- When an Adhoc Inspection is transferred from the Device. Adding a recipient will update the Status to 'To be Processed'.

- If the Inspection has been imported into Confirm via EToN.
- Passed Inspections that have an 'Apply Charge' of 'Never' specified on their Inspection Category.

Exported - Indicates that the Street Works Transfer Agent has successfully sent the Inspection via EToN to the recipient's Web Service.

To be Re-exported - The system will set this status when the Resend Inspection Batch utility includes this Inspection or the Inspection is manually updated.

Export Failed - The Inspection could not be exported. A possible reason for this could be the Street Works Transfer Agent is unable to contact the recipient's Web Service. The Street Works Transfer Agent will try to resend it again.

Transfer Warnings: (Initiation)

This will be set for electronically received Notices:

'No' - Indicates that the Notice complies with the checks the Confirm ran against it.

'Yes' - Indicates that Confirm has identified a problem in the Notice. The Transfer Info field will contain details of the problem.

This field is editable. A further selection may be made:

'Checked' - To indicate that an Inspection with Transfer Warnings has been checked.

Issued: (Initiation)

Set to <VersionCreatedDatim> within the received Inspection XML.

Received: (Initiation)

The date on which the Inspection was received into Confirm. This date will not be updated if the Inspection is edited.

Processed: (Register)

The date on which the Inspection was successfully received by the recipient's Web Service.

The following fields are for scheduling a further Inspection on these Works:

Schedule a follow up Inspection: This box will be checked, and the following fields will become available if a 'failed' Outcome is selected in the Outcome field.

Category: Select the Category of the next Inspection from the drop down list. The drop down list references the **Category lookup**.

Inspection Categories with the Whole Works Inspection checkbox ticked are not displayed if the Site Number of the Inspection is not 1.

From\To: Entered by default from the 'Schedule Inspection' entry in the **Inspection System Settings**. This may be edited.

Officer: Defaults to the Officer who carried out the initial Inspection. May be edited.

Notes: An optional free text field.

Sampled: This checkbox is to indicate whether the follow up Inspection should count against the Annual Programme of Inspections.

Delete when Expired:	Checked by default. This is to indicate that the Inspection may be deleted during an Inspection Sampling if the due date has passed without an Inspection taking place.
Originating Defect No.:	Will be entered automatically, from the 'Defect No.' allocated to the Inspection, when the record is saved.

Street Work Inspection - step-by-step

Pre-requisites for Street Works Inspections:

- Street Works Lookups are complete.
- Inspection Lookups are complete.
- Street Works Notices have been correctly input into the Street Works register.

Sampling

To calculate the annual sample size, where three years of Inspection information is present in Confirm, run the Annual Programme Batch.

Where the system has not been in use three years, and therefore there is not enough data present in Confirm to make the calculation, the calculation will have to be done manually, and the results entered into the Annual Program Lookup.

Carrying out Inspections

Use the Inspection Sampling utility to select Street Works to inspect. Use the Report Level 'Print Tickets' to produce Inspection sheets.

Carry out the Inspection and complete the Inspection sheets.

Use the Inspection screen to enter the results of the Inspection.

Use the Defective Work Notification utility to produce the Defect notifications.

Producing Statements

At the end of each month, or each quarter, use the Create Statements utility to list all Inspections carried as a Statement.

Use the Statement screen to view the Inspections that the batch utility has included. Any Inspections that have been incorrectly included can be deleted.

Use the Statement Print report to produce both the invoice (select Summary in the Report Level field of the filter) and the detailed list of Inspections (select Detail in the Report Level field of the filter).

Another button

Click the 'Another' button to enter another Inspection result for a different Site in the same Inspection, in which the Category and\or Outcome are different. The Site No. field is cleared to allow the new Site number to be entered, the Category and Outcome fields default to the previous entry - but may be edited. The Notes fields are cleared. All other fields remain the same.

Note: The 'Another' button is disabled if the Category of the Inspection has the Whole Works Inspection checkbox ticked.

Copy button

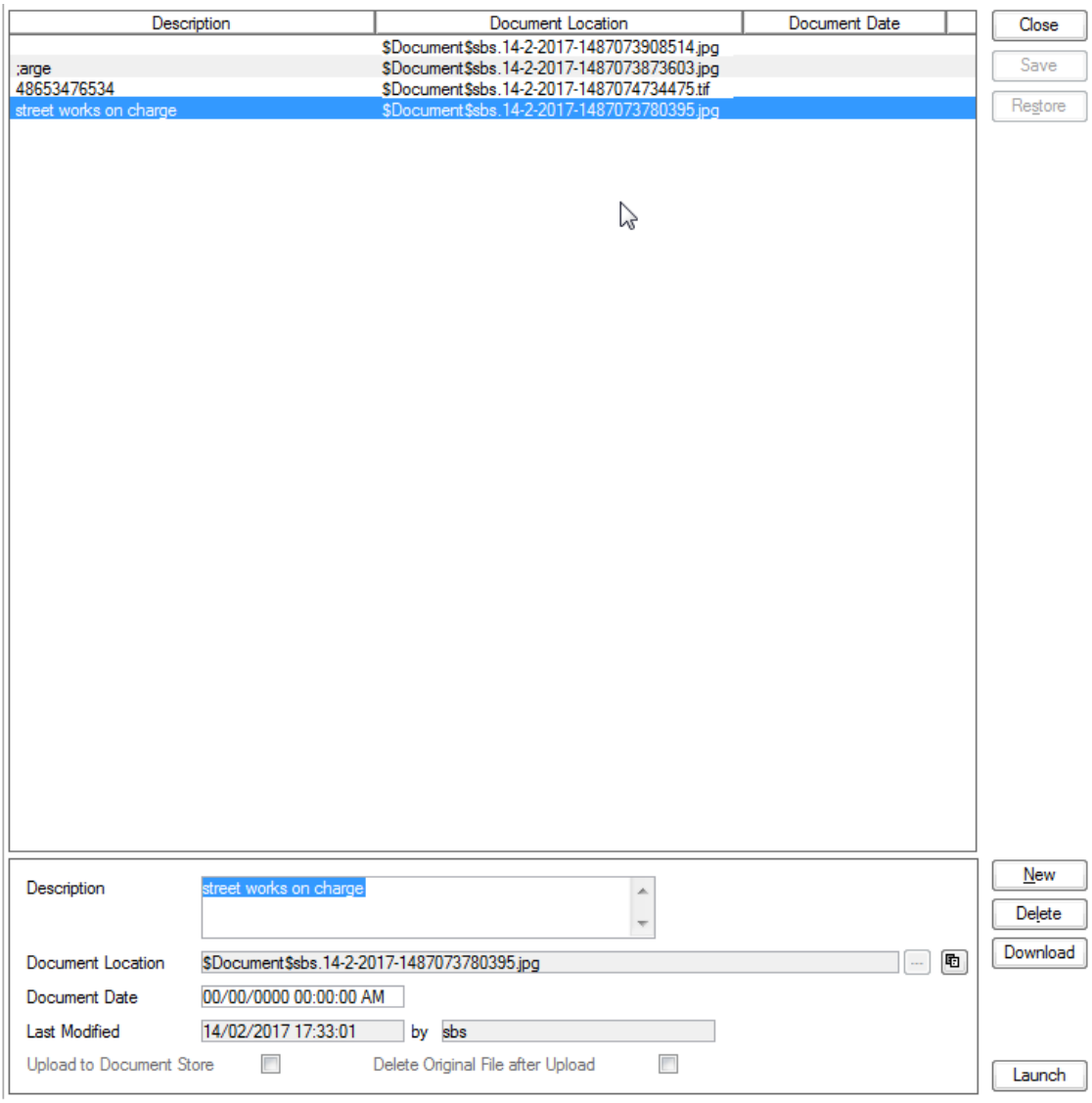
Click the 'Copy' button to enter another Inspection result for a different Site in the same Inspection, in which the Category and Outcome are the same. Only the Site No. field is cleared for the entry of the new Site Number - all other fields are copied across as they appear for the original record, including Item details.

Note: The 'Copy' button is disabled if the Category of the Inspection has the Whole Works Inspection checkbox ticked.

Links button

Document Links can be created to point to any file in the system, allowing relevant photographs or text documents to be associated with a record.

Click the Links button  todisplay the Document Links form, listing the documents linked to the corresponding record. If there are already Document Links associated with the record then the Links button will be highlighted with a border 
.



The screen lists the currently linked files. The fields below the list give specific information about the selected Link.

Note: For Documents Links created from Street Works Notice, Inspections and Fixed Penalty Notices an extra column will be displayed. This column will notify whether this document was received via EToN or not. This column will not be displayed for Document Links on Features, Enquiry or Jobs.

To add new Links:

Click on the New button and enter the document details .

Description	A free text field used to annotate the file.This field is required while publishing a document from Street Works, otherwise it is optional.
Document Location	Enter or select the path to the required document. Copy Button: This button will copy the fully-qualified path of the Document Location to the clipboard, resolving any location prefixes.

Document Date	A date and time for the Link. This defaults to the current system time but can be edited freely.
Last Modified (by)	The date and time when this Link was last modified, and the User who made the change. This cannot be edited.
Upload to Document Store	This is only available if a 'Document Store Folder' or a 'Web Service URL' has been specified in the **Document Link System Settings** screen. If this is ticked, the Document will be transferred from its current location to a central document store when the screen is saved. After uploading the file to a central document store the 'Document Location' value will be changed to reflect the new location of the document, and depending on the type of document store being used the location may be prefixed with either '$Document Store$' if the central document store is set to 'Folder', or '$Document URL$' if set to 'Web (PUT)' or 'Web (POST)'. This prefix will be applied to all links uploaded to a Folder document store, but this may not be true for a 'Web' document store if no part of the returned URL matches the 'Document Link URL Prefix'. For more information on Document Stores see **Document Link System Settings**.
Delete Original File after Upload	This is only available if Upload to Document Store is ticked. If this is ticked, the local file will be deleted after it has been successfully transferred to the Document Store.
Download	Allow to browse to an accessible location and download the attachment.
Identification Image	This is only available when viewing Feature Document Links, where the Feature belongs to a Feature Group for which an image is shown on the Feature screen. By default, the first appropriate Document Link in the list will be used as the image. This field may be ticked to override this behaviour and choose a specific image for display. The Description of the Document Link record will be updated to show that this has been done. For more details see **Feature Identification Image**.
Dead	*This option is only available when viewing Job Type or Site Document Links.* This option is enabled only when 'Reference' is selected in the 'Document Copy To' option. When checked, it will prevent any further linking while creating or updating Jobs.
Document End Date	*This option is only available when viewing Job Type or Site Document Links.* By default, the Current Date is populated when the 'Dead' field is checked. Once populated, it will automatically end date the document after the specified date.
Document Copy To	*This option is only available when viewing Job Type or Site Document Links.* The options are: • None • Copy • Reference By default, 'None' is selected, No document link is copied to the Job. If 'Copy' is selected, both the document link and the document itself is copied to the specified Document path of the Job, with the description of the copied document link including the suffix 'Copied from Job Type/Site'.

	If 'Reference' is selected, only the document link is copied to the Job and the document is referenced from the actual Document path, with the description of the copied document link including the suffix 'Referenced from Job Type/Site'. **Note:** The Job Standard Document functionality will only be available when the Document Store setting is set to "Folder".

Once the details for one or more Links have been entered, click Save to store the details.

Document Location Prefixes

If a document was selected for transfer to a central document store, or was a Street Works link that was published, then part of the path or URL to that file is often replaced with a prefix. There are several prefixes in use and each has a different value.

$Document$	This is used for photos uploaded from a hand held device via the Confirm connector. Its value is equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document Store$	This is used for documents uploaded to a central document store that is set to be a 'Folder' type. Its value is also equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document URL$	This is used for documents uploaded to a central document store that is set to be a 'Web (PUT)' or 'Web (POST)' types. Its value is also equivalent to the 'Document Link URL Prefix' setting in the Document links System Settings screen.
ORG_PREFIX	This is specific to Street Works document links and is used when a document is Published. It's value is dependant on the Organisation that the document link is related to. The value is equivalent to the 'Attach. URL' setting in the Organisation screen, for the Organisation that the link is related to.

To modify an existing Link:

Click the link in the list and modify the Description or Document Location as required, then click Save.

To view a currently linked file:

With the required file highlighted, click on the 'Launch' button. The associated program is launched and the file displayed.

To delete a Link:

Click the link in the list, then click the 'Delete' button. The link will be removed from the list, but the file will not be deleted.

Security of Linked items:

There is a generic User Security option which can be used to selectively prevent Users from either adding, deleting or modifying (e.g. changing the Description or Document Location) items linked to entities in Confirm. This option appears in the Security section of the menu when configuring privileges on the User Security and Group Security screens.

Street Works Notice Types

Document links can be sent along with an EToN 5 or above Street Works Notice as attachments. Please refer to the Document Exchange section for more information about document linking.

An attachment is sent in the form of a URL to the document. As such, the actual document must exist in a location that is accessible to all recipients of the Notice before the Notice is sent. This is what the Publish button is for. It copies the document to a specified location, ensuring that it is accessible to the recipients of the Notice and can be viewed when the Notice is received.

Documents links are exported to the Notice recipients for the following Notice types:

Promoter Notices	EToN Version	Authority Notices	EToN Version
Forward Planning Information	5 & 6	Unattributable Works	6
New Activity	5 & 6	Defective Apparatus Works	6
Activity Confirmation	5 & 6	Street Work Licences	6
Works Data Alteration	5 & 6	Direction on Timing	6
Registration of Reinstatement	5 & 6	Direction on Placing Apparatus	6
Registration of Non-Notifiable Works	5 & 6	Undue Delay	6
Work Stop	6	Refuse PAA/Permit/Variation	6
Temporary Traffic Signal Application	6	Modification Request	6
Work Comments	6	Revoke Permit (Proposed Works)	6
Completion of Non-Notifiable Works	6	Authority Imposed Variation	6
Fixed Penalties Notices Comments	6	Revoke Permit (In Progress Works)	6
		Fixed Penalties Notices	6
		Fixed Penalties Notices Withdrawal	6
		Fixed Penalties Notices Comments	6
		Inspection	6
		Work Comments	6

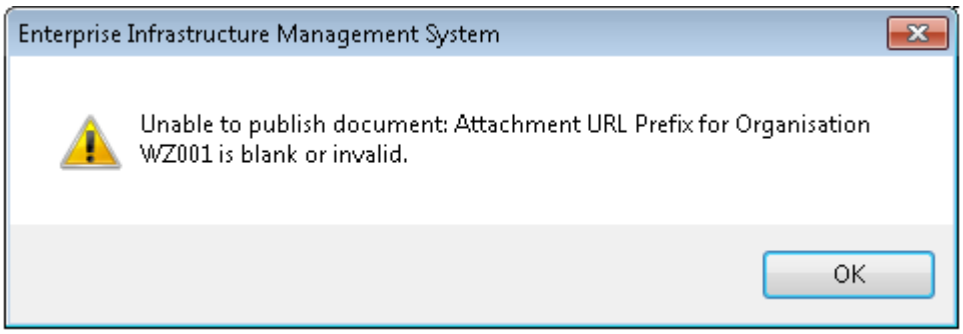
Publish button:

This button will post the selected document to the FTP site specified in the Street Works Initiation System Settings. The button will be inactive under the following conditions:

- If the document has already been transferred to a central document store.
- If the document has already been published.
- If the Organisation is not currently set to use EToN 5 or above.
- The Works is EToN 1 - 4 (Notice attachments are only valid for EToN 5 or above notices.)

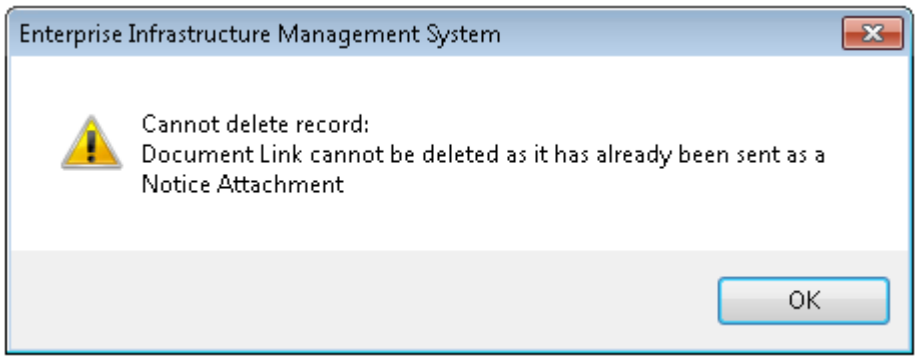
Once a file has been published, the path of the document's location will be replaced with the 'ORG_PREFIX' prefix, allowing it to be viewed from the Organisation's document repository.

If the sending Organisation's 'Attach. URL' field is not correctly configured then clicking the Publish button will generate a message:

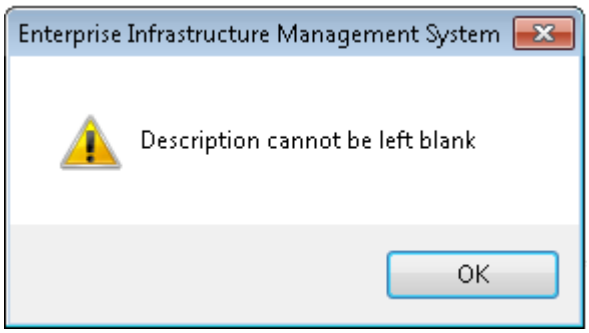


Once the document has been published deleting the document link will also cause the published version to be deleted. However, if the Notice has also been sent then the words 'Attach. Sent' will appear below the Publish button and it will no longer be possible to modify or delete the link.

The following message will be displayed if the User tries to delete an already Published document Link.



The following message will be displayed if the User tries to publish a Document link with blank Description.



Defect button

Click the 'Defect' button to display a print of the current Defective Works Notification.

Note: The Defect button is only active where a Defect number is entered into the 'Defect Notification No.' field.

Send To button

For Inspections, which has not been flagged as an 'Unattributable' and has a Batch Number, the 'Send To' button opens the Batch Recipients screen. This screen displays the Recipients for the Inspections.

The Transfer Issues section displays warnings and errors that occurred when the Inspection was exported. The Processed Date column displays the Date and Time that the Inspection was received by the Recipient's Web Service.

All other options on the screen are disabled.

For Inspections, which has been flagged as 'Unattributable', the 'Send To' button opens the Inspection Recipients screen.

Use the pick button to select an individual Organisation to send the Inspection to.

If Organisation Recipient Groups have been set up, then these can be added with the 'Batch' button.

Individual Organisations can be added and removed with the 'Add' and 'Remove' buttons.

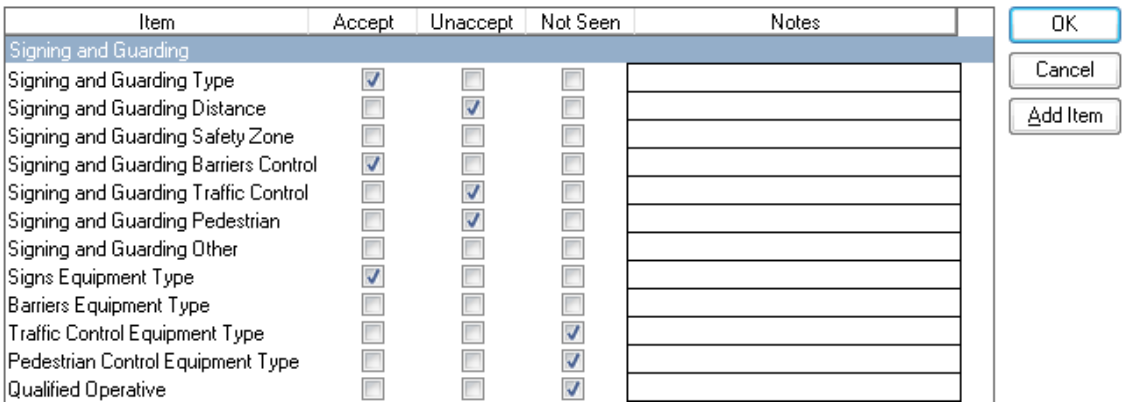
Notice button

Opens the Street Works Notice for the current Inspection.

Items button

Click to display the Inspection Items form, which lists the Inspection criteria, linked to this Inspection Category in the **Inspection Category lookup**.

The Items button is disabled for Inspection Categories with DfT Ref 1 (INSP CATEGORY CODE) 1, 14, 15 and 16.



Click in the boxes to indicate the results of the Inspection. Notes may be added by clicking in the text box to the right of the Item (double click to display a text entry window). Click OK to save the Inspection Items.

Note: Unacceptable Inspection Item Notes must be supplied if the Inspection Outcome is Failed and Defect Notes are not supplied.

Outcomes set against Items are validated against the overall Outcome set in the Inspection screen.

If the Inspection Outcome has been set to Passed, then all Inspection Items are set to Acceptable.

If the Inspection Outcome has been set to Abortive, then all Inspection Items are set to Not Seen.

Add Button

The 'Add button will display Inspection Items not already listed in the Items window. Any of these Items may be selected and added to the Item associated with this Inspection Outcome.

Items in a Reinstatement Group*, cannot be mixed with Items in a Signing, Lighting and Guarding Group* in the same Inspection Group**.

If the selection of Item outcomes is found to be inconsistent with the overall Outcome, a message will be displayed detailing the inconsistent Items.

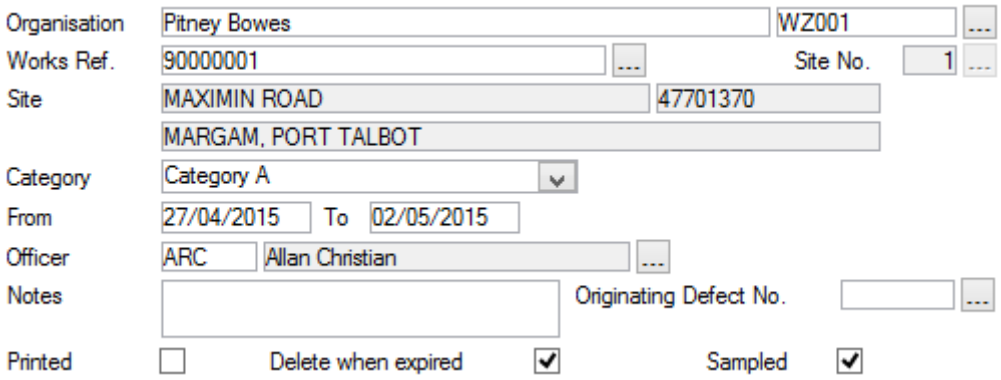
*The Inspection Group Lookup defines Signing, Lighting and Guarding Groups by a check in the 'Signing, Lighting & Guarding' check box. Unchecked Groups are Reinstatement Groups. Items are placed in Groups in the Inspection Items Lookup.

**Inspection Groups consist of Inspections in the same Notice which all carry the same Group number.

Programmed Inspections

(Register)

The Programmed Inspection screen can be used to display Inspections that have been programmed and not yet done. Inspections may be programmed by scheduling an Inspection in the Inspection form when a 'failed' inspection is logged. Inspections may also be scheduled by Inspection Sampling or by entering the relevant details into the Programmed Inspections screen. The Programmed Inspections screen may also be accessed by clicking on the 'Program' button on the EToN 1-3 Street Works form or the 'Programmed Inspection' Action on the EToN 4+ Street Works screen.



To programme an Inspection enter the details of the Work into the screen.

Organisation:	Select from the pick list. The pick list references the **Organisation Lookup**.
Works Ref.:	Enter, or select from the pick list, the Work Reference. The pick list references all Work References entered in the Street Works screen.
Site No.:	Enter, or select from the pick list, the appropriate Site Number. The pick list will automatically filter for Site Numbers associated with the selected Organisation and Work Reference. The Site No. field will be defaulted to 1 and disabled if an Inspection Category with the Whole Works Inspection checkbox ticked is selected.
Street:	Will be entered automatically when the Site Number is selected.
Category:	Select the Category of Inspection to be carried out. The drop down list references the **Category Lookup**.
From\to:	Enter the range of dates during which the Inspection is to be carried out.
Officer:	Select from the Pick list. The pick list references the Action Officer lookup.
Notes:	An optional free text field.
Originating Defect:	Where this has been scheduled as a result of a 'failed' Inspection, the Defect Number assigned to the original Inspection will be entered.
Printed:	The printed flag will be automatically checked when an Inspection sheet is printed for this Inspection.

Delete when Expired:	Not checked by default. Check this to indicate that the Inspection may be deleted during an Inspection Sampling if the due date has passed without an Inspection taking place. Expired Programmed Inspection will be deleted if this flag is ticked.
Sampled:	Check this to indicate that the Inspection is part of a Sample (the checkbox will be automatically checked where an Inspection Category A, B or C is selected). **Note:** This will be disabled for Categories B and C where Performance Based Inspections are being managed by Street Manager.

Programmed Inspection Generation Rules

The creation of Programmed Inspections using the Inspection Sampling utility is done using the following rules. It selects Works from the Street Works register that fulfil the criteria specified on the filter, and then checks these against the Programmed Inspections and Actual Inspections library to ensure that a new Programmed Inspection can be created.

The procedure for generating Inspections is as follows:

1. The first step is to calculate the number of Programmed Inspections that can be created for each Inspection Category per Promoter Organisation (and Authority Organisation/Group if Annual Programs have been configured at an Organisation/Group level) in the specified year. This value is obtained by subtracting any pending or completed Inspections for that Organisation in the specified year from the number of Inspections that should have been completed to date (see the Annual Sample value in the **Annual Program lookup**).
2. Once the number of Inspections has been determined, Programmed Inspections are created for each of the Inspection Categories. This is done by first selecting all eligible Works, which are those whose dates fall within those specified on the filter (Sample Period) and match the Relative To and the Days From and To values for the Inspection Category currently being processed. The results will exclude any Works (if the Ticket Level is set to Works please see below for details on how other Ticket Levels work) that already have a Programmed Inspection of any Category, or any that have an Actual Inspection of the same Category.
3. Once the Works that are suitable for Inspection have been determined, a random selection is made until the number of Inspections is equal to the total number required for that Category, or the maximum number of Inspections the specified Action Officer is allowed to perform is reached (the No. of Inspections field on the Action Officer lookup determines the maximum allowed), whichever is the lowest value.

Inspections generated for each Works depend on the 'Ticket Level' set on the Inspection Sampling Utility:

Ticket Level	Programmed Inspections will be conditionally generated for:
Inspection	Each Site of the Works.
Street	Each Street of the Works.
Works	The Works itself (a single Inspection for the whole Works).

However Inspections for the Site, Street, or Works are only generated if:

1. There is not already a Programmed Inspection of any Inspection Category currently against it, and
2. There is no Inspection of the same Inspection Category.

When checking for Inspections of the same Category, the check is only performed against Notices created after the date referenced by the Relative To field of the current Inspection Category. For example, for an Inspection Category that relates to 'Works Actual Start Date', there must be no

Inspection after the Start Date of the Works, so any Inspections of the same Category that exist before this date will not prevent another being created.

Note:
- For Inspection Categories with the Whole Works Inspection checkbox checked, the Inspection Sampling utility will only create Programmed Inspections against Site Number 1 regardless of the Ticket Level specified.
- Incomplete flag on the Sample Inspection screen also has affect on Generation of Sample Inspections. Checking this flag includes all Notices irrespective of their Incomplete status. If this is not checked, Notices that have the Incomplete status set to 'Yes' will be excluded. Incomplete Status Notices that have the ‘Transfer Warnings’ field (on the Transfer tab of the Street Works Notice) set to 'Yes' are treated as Incomplete. Ignored notices will also be excluded if this is not checked

Print Blank Inspection

(Register)

To print a blank Inspection sheet which may be used, on Site, to carry out an unscheduled Inspection

Inspection Category:	Leave Blank to print a blank sheet in each Category, or select from the drop down list. The drop down list references the Inspection Category Lookup.

Print Blank Inspection

(Register)

To print a blank Inspection sheet which may be used, on Site, to carry out an unscheduled Inspection

Inspection Category:	Leave Blank to print a blank sheet in each Category, or select from the drop down list. The drop down list references the Inspection Category Lookup.

Defective Work Notification

The Defective Work Notification utility provides a batch utility for printing Defective Work Notifications.

Defective Work Notifications will not show individual Items, but will carry the Defect Notice Message Text defined for the Outcome in the Inspection Outcome Lookup.

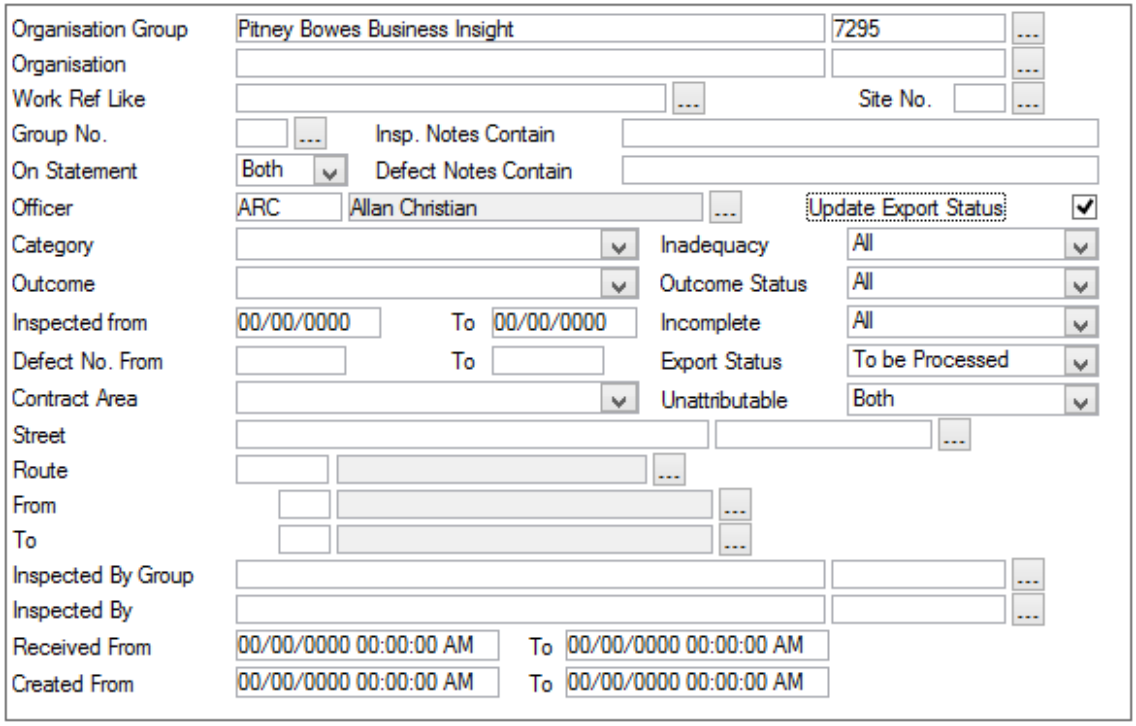
Filter options include:

Notes Contain:	References the Notes field of the Inspections form.
Inspected from\to:	References the 'Inspected' field of the Inspection form.

Inspection Report

The Inspection Report provides a list of Defects, with the associated Items.

Note: Printing an Inspection Report will update the Export Status of all the included Inspection to 'Printed', if the 'Update Export Status' box is checked. Note that Inspections carrying the 'Printed' Export Status will not be electronically transferred.



Filter options include:

Outcome Status:	Outcome Status is set for each Outcome in the Inspection Lookup. Select an Outcome Status from the drop down list to report on all Outcomes of the same Status.
Inadequacy:	Select an Inadequacy from the drop down list to report on all Inspections carrying the selected Inadequacy
Export Status:	Select an Export Status to report on all Inspections carrying the same Export status.
Notes Contain:	References the Notes field of the Inspections form.
Inspected from\to:	References the 'Inspected' field of the Inspection form.

Street Works Statements

(Register)

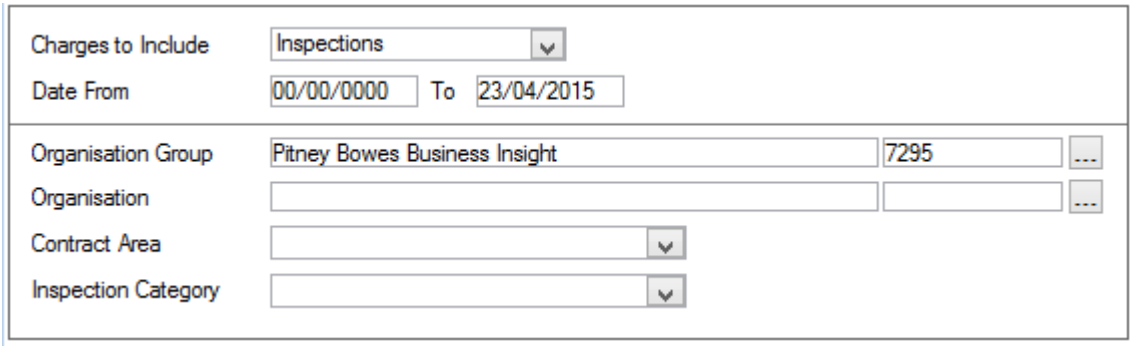
The Street Works Statements folder provides the tools for calculating the costs of the Inspections that have taken place over a given period (based on the cost per Inspection entered in the Inspection Category lookup), and Granted Permit Applications and PAAs (based on the cost entered in the Permit Scheme lookup).

The Statement may then be printed to provide a summary of costs, and a detailed list of the Inspections and Permits included.

Create Statements

(Register)

The Create Statements utility will create Statements for all Inspections and Permits that are not already on a Statement.



Charges to Include: User can select from two options:

- Permits: The Create Statements utility will create Statements for the following Notice Types that are not already on a Statement - Permit Application Major (where the Phase Type is 'Asset Activity'), Grant Permit and Grant Variation Notices.
- Inspections: The Create Statements utility will create Statements for all Inspections that are not already on a Statement. Inspections with an Outcome of 'Abortive' will not be included.

If Permits is selected then the Charges are determined from the Permit Scheme of the Works. Please see below for further detail.

Date From & To: The 'To' field defaults to the current date. The Dates may be edited.

When running the Create Statements utility the date of the item depends on whether it is an Inspection or a Permit. For Inspections, the date used is the Inspected Date. For Permits, the date used is the Notice Issued Date.

Contract Area: A Contract Area may be selected.

Note: Only Inspections on Streets with a Contract Area to which the User has Work Group access will be included by the Create Statements utility.

See **Site Register\Sites** for information on assigning Contract Areas to Sites (Streets).

See **System Administration\Security\Users** for information on assigning Users to Work Groups.

Click OK to view the preview. Save the preview to create the Statement(s). Each Statement will be assigned a Statement Number once it is saved.

Permit Charges

Factors influencing the Charge are:

- The type of Permit Application
- Whether the Works is on a Traffic Sensitive Street
- The Street Reinstatement Category
- The Duration of the Works (Major Works only)
- The presence of a Traffic Regulation Order (TRO) (Major Works only)

A Street is determined to be Traffic Sensitive if any part of the Street is recorded as Traffic Sensitive in the Street ASD at the time of the first Notice for a Works Phase. Attributes of the Traffic Sensitive Designation, such as time restrictions, seasonality and spatial location, are not considered when determining the Traffic Sensitive status of the Street. In addition the Designations supplied against the Works are not considered in this decision.

When Designations and Reinstatements are considered only records that were live at the time the Notice was sent are considered. This is determined by the Record Start Date and Record End Date fields for the ASD records.

PAA Notices can only be charged if the Works has received a Permit Application (Major) Notice against them. Confirm will pick up the Permit Application (Major) Notice with Phase Type as 'Asset Activity' in the Statement and apply a PAA charge for it.

Where a Permit Application (Major) Notice has been created following multiple PAAs for the same Works then the Permit Application (Major) Notice is charged only once at the PAA rate.

A TRO is determined to be present if the Traffic Management of the Notice is 'Road Closure'.

The Discount of the Permit Notice is determined differently depending on who is running the Create Statements utility. If an Authority is running the utility:

- Permit Application (Major) Notices - Discount is found on the last Grant PAA.
- Grant Permit Application and Grant Variation Notices - Discount obtained from the Notices.

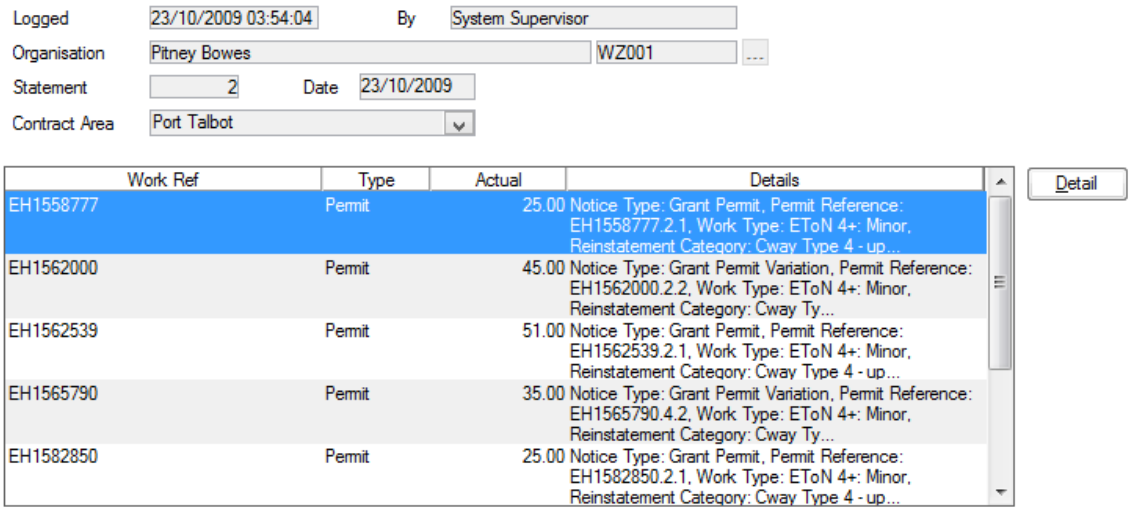
If a Promoter is running the Create Statements utility:

- Permit Application (Major) Notices - Discount is found on the last Grant PAA.
- Grant Permit Application and Grant Variation Notices - Discount is obtained from the Notices because it is carried forward from the last Application created.

Statement

(Register)

The Statement screen displays Statements created by the Create Statements utility. The Statement Items and their detail are displayed for each Statement.



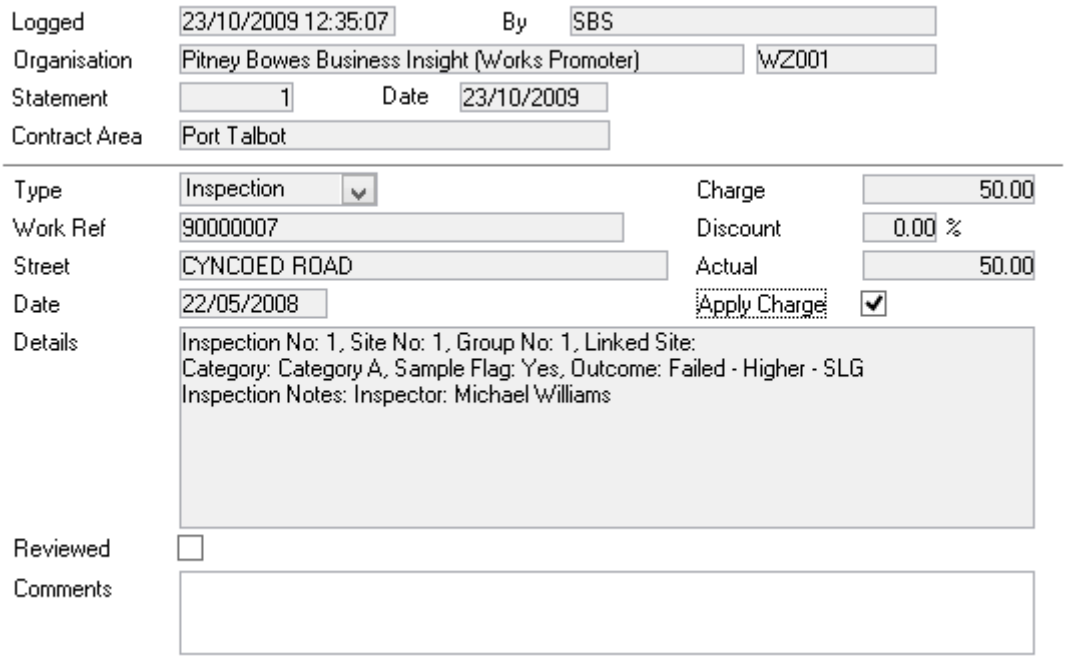
Click on the 'Detail' button to display the Statement Item screen.

Statement Item

(Register)

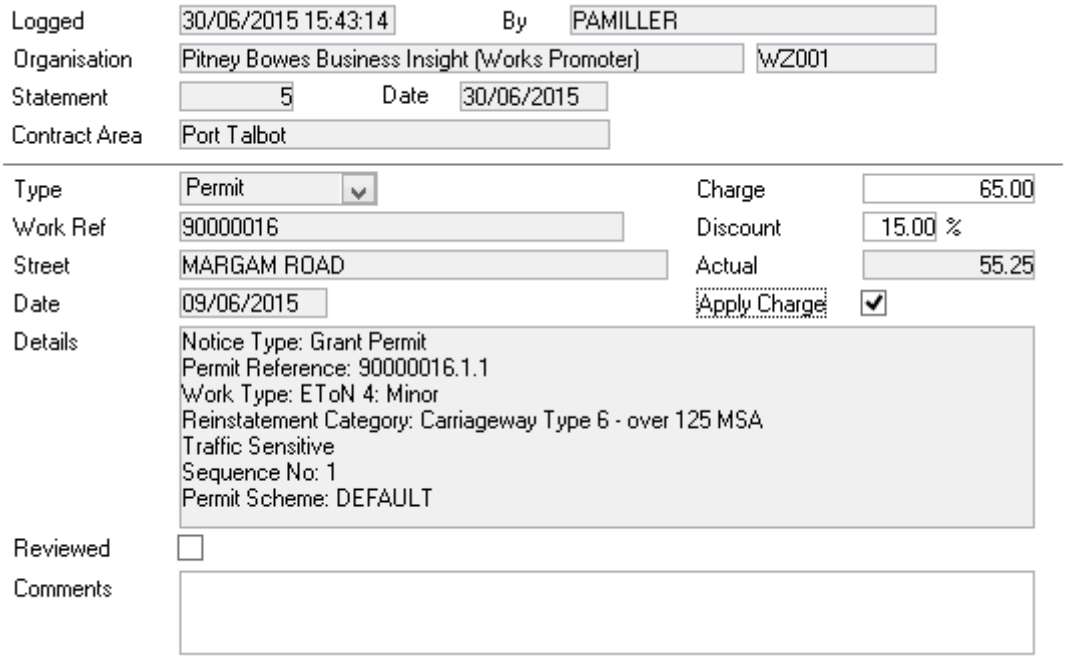
The Statement Item screen displays details of the Inspection or Permit Statement Item.

This screen differs depending on whether the Item Type is 'Inspection' or 'Permit'. The Reviewed and Comments fields are visible for both types.



When the Type is Inspection, the Statement Item screen contains an additional 'Apply Charge' field. This will be checked by default for the primary Site and unchecked by default for Linked Sites.

Note: When a Inspection Statement Item is deleted, all its linked Statement Items are also deleted.



If the Type is Permit then 'Charge', 'Discount', and 'Apply Charge' are also editable fields.

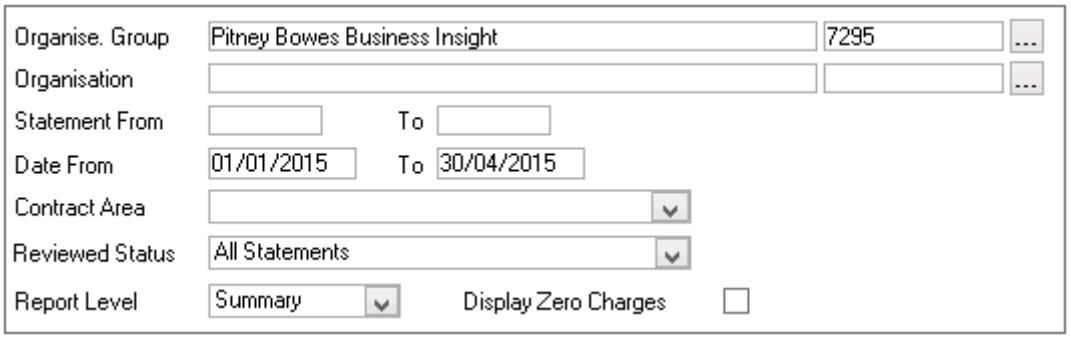
Editing the Discount will update the Actual Charge straight away using the formula Actual Charge = Charge - (Charge * Discount%)

A Statement Item that has been incorrectly added onto a Statement by the Create Statements utility can be removed by clicking on the 'Delete' button.

Statement Items that have had their details verified can have their Reviewed check box ticked, and any notes regarding the change can be added to the Comments field.

Statement Print

(Register)



The Statement Print utility will print the selected Statement(s) in two formats selected from the Report Level field.

Report Level: Select from:

'Summary' - The output depends on the Statement Item Type:

(Inspections) - Will provide a list for each unique combination of Statement Number and Organisation, broken down by Category, giving the total number of Inspections, and total charge for each Category. These columns are then

totalled for each unique combination of Statement Number and Organisation giving the total number of Inspections and total charges.

(Permits) - Will provide a list for each unique combination of Statement Number and Organisation, broken down by Notice Type, giving the total number of Permits and total charge for each Notice Type. These columns are then totalled for each unique combination of Statement Number and Organisation giving the total number of Permits and total charges.

'Detail' - The output depends on the Statement Item Type:

(Inspections) - Will list each Inspection with details of the Category, Actual Charge, and listing Defects where Defects have been recorded.

(Permits) - Will list each Permit with details of the Notice Type, Works Type, Permit Reference, Reinstatement Category, Traffic Sensitivity, Charge, Discount, and the Actual Charge.

Reviewed Status: Select from the following options:

- All Statements - Finds all Statements regardless of whether their Statement Items have had their Reviewed check box ticked.
- Statements with all Items reviewed - Finds only Statements whose Statement Items have had their Reviewed check box ticked.
- Statements with Item reviews outstanding - Finds Statements whose Statement Items do not all have their Reviewed check box ticked.

Display Zero Charges: Check this to include Inspections and Permits for which no charge is made.

Street Works Transfer

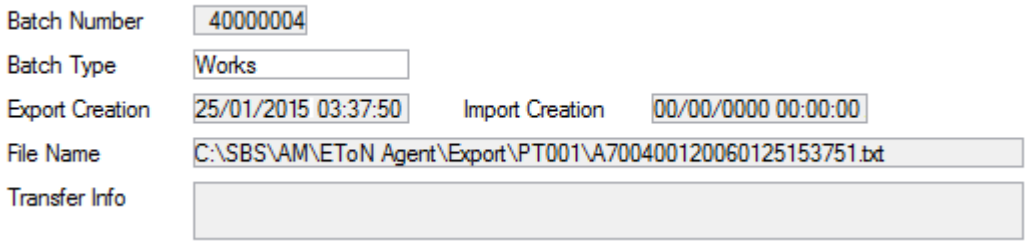
The Street Works Transfer folder contains the Street Works Batch library, which stores the details of all the batches in which Notices have been received or sent, and Comments sent and received.

Other utilities will resend transfer batches, or provide facilities for faxing the information.

Street Works Batch

Each file that is imported or exported constitutes a Street Work Batch. A Batch can contain Notices, Inspections, Comments, Fixed Penalty Notices, Penalty Withdrawals, Operational Districts or Restrictions.

The Street Works Batch screen allows all of these Batches to be listed:



Batch Number, Batch Type and File Name (and path) will be entered together with the date and time when the Batch was either imported or exported.

Batch Number:	Assigned automatically from the **Street Works Seed numbers**.
Batch Type:	This will be display one of the following options: • Works • Works (Faxed) • Comments • Inspections • Operation Districts • Designations • Penalties • Penalty Withdrawals.
Export Creation:	The date the Notification was successfully exported by Confirm Task Processor.
Import Creation:	The date the Notification was received into Confirm via the EToN Web Service.
File Name:	The name and path to the file location will be shown in this field. If the Batch was exported via Email then the File Name will display 'Sent via Email'. If any errors were encountered while saving the File then the error message will be displayed here.
Transfer Info:	This will display warnings and errors generated on import of a Batch.

Launch button

Use the 'Launch' button to view the related Batch files. The system will search all the directories specified in the **Street Works Systems Settings** for the Batch file identified in the currently displayed record.

Notice Reprocessor

The Notice Reprocessor is used to ‘replay’ any EToN transactions which may have been rejected when originally sent.

An example of this could be the ‘Sender’ or ‘Primary Recipient’ Organisation not existing in the receiving database. The OD data may have then been imported so the receiver may want to now import these rejected Notices.

The Notice Reprocessor can be accessed via the Confirm Client. Alternatively it can also be accessed as a stand alone application.

This section explains how to install and upgrade the stand alone version of the Notice Reprocessor, and also how to run it within Confirm and as a stand alone application.

Installing and Upgrading the Stand Alone version of the Notice ReProcessor

INSTALLING THE NOTICE REPROCESSOR

Step One

Copy and unzip the NoticeReprocessor.zip file to a chosen location on the Web Server, or a machine that has access to the EToN Web Service and the files to be processed.

Step Two

Open the ‘NoticeReProcessor.exe.config’ file in a text editor and navigate to the 'connectionStrings' section. Then modify the Connection String value (appropriate to your DBMS) as required:

a. Sample SQL Server

```
<add name="SqlConnectionString" connectionString="data source=ConfirmServerName;Integrated
Security=false;Initial Catalog=ConfirmDBName;password=sbs;User ID=confirm;"
providerName="System.Data.SqlClient"/>
```

b. Sample Oracle

```
<add name="OracleConnectionString" connectionString="Data Source=TNSName;User
Id=confirm;Integrated Security=no;Password=sbs;" providerName="System.Data.OracleClient"/>
</connectionStrings>
```

Step Three

Enter the name of the database connection string modified in the above step in the following entry:

```
<add key="DatabaseInstance" value="SqlConnectionString" />
```

Step Four

Enter a valid Confirm User ID and password which the application will log with in this section:

```
<add key="Username" value="SBS" />

<add key="Password" value="" />
```

Step Five

Save your changes and close the ‘NoticeReProcessor.exe.config’ file.

UPGRADING THE NOTICE REPROCESSOR

With every release of the EToN Web Service, a new Notice ReProcessor is supplied. This should be used in place of any previous versions. To upgrade:

1. Backup the previous NoticeReprocessor.exe.config file.

2. Unzip the new version to the install directory.

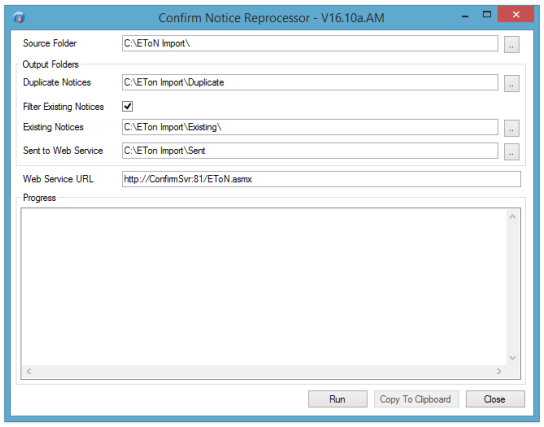
3. Replace the new NoticeReprocessor.exe.config file with the backed up version.

LOGGING

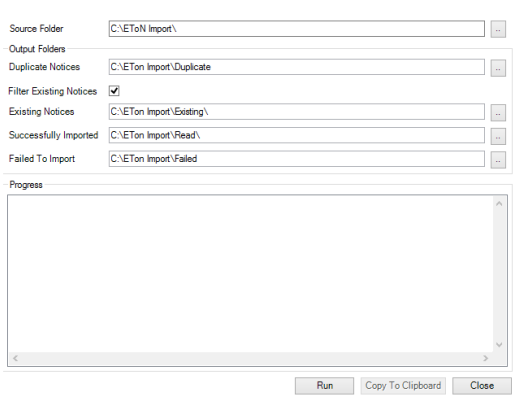
When the utility is run, log files are written to the same location as the NoticeReProcessor.exe. These files are named Trace.log and errorTrace.log and contain the information reported in the 'Progress' window.

Running the Notice Reprocessor

Stand Alone Reproccesor



Confirm Client Reproccesor



STARTING THE REPROCESSOR

1. For the stand alone version double click on the NoticeReprocessor.exe file located in the install directory.
2. The Confirm Client version can be found by navigating to Street Works | Street Works Transfer folder and selecting the 'Notice Reprocessor' utility.

When running the Reprocessor for the first time the directory information will need to be completed. For the client version the directories will be saved and remembered for each user.

Source Folder: Enter the path or use the pick button to select the location where the Notices to be reprocessed are stored.

Duplicate Notices: Enter the path or use the pick button to select the location where duplicated Notices will be placed. The Works Reference, Sequence Number and Sender Organisation are used to determine duplicates and the first notification file is imported.

Filter Existing Notices: Defaults to checked. When checked, the utility runs a check on all files which are not Duplicates to see if the Notice already exists in the Confirm database. The Works Reference, Notice Type and Sequence Number are checked to identify existing files which will be moved to the specified ‘Existing Notices’ folder.

Note: Filtering is not applied for Comments, Inspections, Restrictions, Operation District Data, Fixed Penalty Notices

Existing Notices: Enter the path or use the pick button to select the location where Notices that already exist in the Confirm database will be placed. These files will not be re-submitted to the Web Service.

Successfully Imported (Client version only): Enter the path or use the pick button to select the location where Notices that have been successfully reprocessed will be placed. The files will be stored in sub directories off this folder using the date naming format to show when it was reprocessed e.g. 2013\02\14.

Failed to Import (Client version only): Enter the path or use the pick button to select the location where Notices that have failed EToN Schema validation will be placed.

Sent to Web Service (Stand alone version only): Enter the path or use the pick button to select the location where Notices that have been successfully passed to the Web Service will be placed.

EToN Web Service URL (Stand alone version only): Supply the URL of the Web Service where the Notices will be resent to.

Note: For EToN 3 Import, Please create the following folder within the **Source** folder:

- **Read** - Location where the text files which are successfully imported are stored.
- **Partial** - Location where the text files which are imported with errors/warnings are stored. There will be additional '.err' files which will contain the information about errors/warnings that are encountered.
- **Invalid** - Location where the text files which failed to import will be placed.

RUNNING THE REPROCESSOR

Before running the Notice Reprocessor, all the required entities i.e Sites, Street Work Lookups, Offence Lookups, Actions Officers should exist in Confirm.

The Reprocessor is started by clicking the ‘Run’ button.

All files (.txt and.xml) located in the 'Source' directory at the time that the utility is run will be reprocessed. The Notice Reprocessor will process the XML Files first and then process the Text files. The files must be imported in a strict date order. If further source files arrive during the current run these will not be processed until the next run.

The ‘Progress’ window displays summary information for a run including a 'Successfully Resent' message for each file that was processed including file name and Works Reference. Client Application log file will contain all the logs of the System.

Note: If using the stand alone version 'Successfully Resent' means that the Notice has been sent to the EToN Web Service again, it does not mean that they have necessarily been read into the Confirm database. The EToN Web Service Administrator should check any emails which will have been generated to see if any were rejected again.

The ‘Progress’ window will also display error messages such as:

1. If the Notice fails Schema validation.

2. If the Notice cannot be saved to the 'Successfully Imported' or 'Failed to Import' folders.

Move for Reprocessor

The MoveForReprocessor is a simple utility which does the following things:

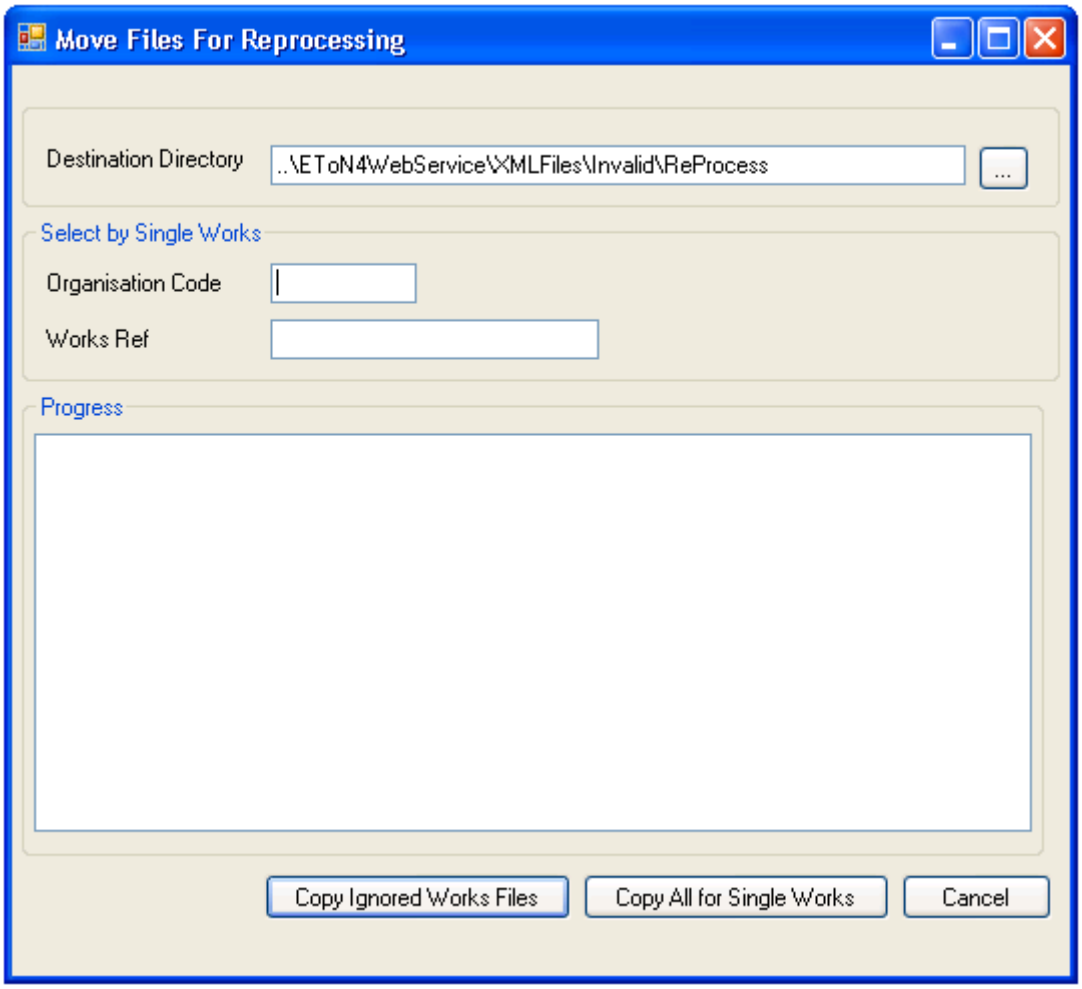
1. Search through a folder of XML files and find files where the Work's Notices are all set to Ignored.

2. Search through a folder of XML files and find the files for a particular Works Reference.

Once it has found the XML files required it copies them to a Destination Directory. The **Notice Reprocessor Utility** can then be pointed at this Destination Directory and reprocess the Notices via the Web Service.

To use the MoveForReprocessor, it would need to be installed in the same place as the Notice Reprocessor, and have access to the XML Notice Files.

Once installed open the MapInfo.Confirm.Windows.MoveForReprocessing.exe. It will look like this:



Destination Directory:	Specify the path where the XML files it selects will be copied to.
Copy Ignored Works Files button:	Click this button in order to get the MoveForReprocessor to search for Works in the Database which only consist of Ignored Notices. It will then find the XML files for these Works and copy them to the Destination Directory.
Copy All for Single Works button:	Click this button in order to get the MoveForReprocessor to search for the XML files for a particular Works and copy them to the Destination Directory. The 'Organisation Code' and 'Works Ref' fields will need to be supplied when using this button.

There is some configuration required within the MapInfo.Confirm.Windows.MoveForReprocessing.exe.config file to use the MoveForReprocessor:

<connectionStrings>:	Specify the Database connections details in the appropriate section (SQL Server or Oracle).

DatabaseInstance:	Specify the name of the Database connection in the DatabaseInstance field.
Username and Password:	Specify the Username and Password which the MoveForReprocessor will use to connect to the Database.
ReProcessNotices-Directory:	Specify the path where the XML files it selects will be copied to.

Resend Inspection Batch

(Register)

Inspections which have been sent can be resent using the Resend Inspection Batch utility.

The filter parameters are used to select the Inspections which need to be resent.

Selecting an Inspection to resend has the effect of clearing the Batch information from the relevant Inspection, and setting an Export Status of 'To be Re-exported'.

Filter options include:

Outcome Status:	Outcome Status is set for each Outcome in the Inspection Lookup. Select an Outcome Status from the drop down list to report on all Outcomes of the same Status.
Inadequacy:	Select an Inadequacy from the drop down list to report on all Inspections carrying the selected Inadequacy
Export Status:	Select an Export Status to report on all Inspections carrying the same Export status.

Street Works Comment Fax List

The Street Works Comment Fax List will produce an Appendix D (of the Coordination CoP) formatted report of the selected Comments that is suitable for faxing.

Street Works Notice Fax List

The Notice Fax list produces a Street Works Notice list that follows the format of the fax pro-forma in Appendix E vII. This list is similar to the one that the EToN Agent automatically faxes if FTP fails. The filter is similar to the **Resend Notice to Recipients filter**, and offers the same filter options.

Note: This list displays one site per page.

Fixed Penalty Notices

The Fixed Penalty Notices module provides the functionality in Confirm for logging an Offence which can then result in a Fixed Penalty Notice (FPN) being issued to the offender(s). An FPN gives the offender the opportunity to discharge their liability to prosecution for an Offence by paying a fine within a certain date. Depending on the type of Offence, the fine may be discounted if paid early.

In Confirm, FPNs are used to penalise statutory undertakers for Street Works offences.

Note: "Street Works Offence and Fixed Penalty Report" and "Street Works Fixed Penalty Financial Summary" options are only available with Street Works.

Find Offence

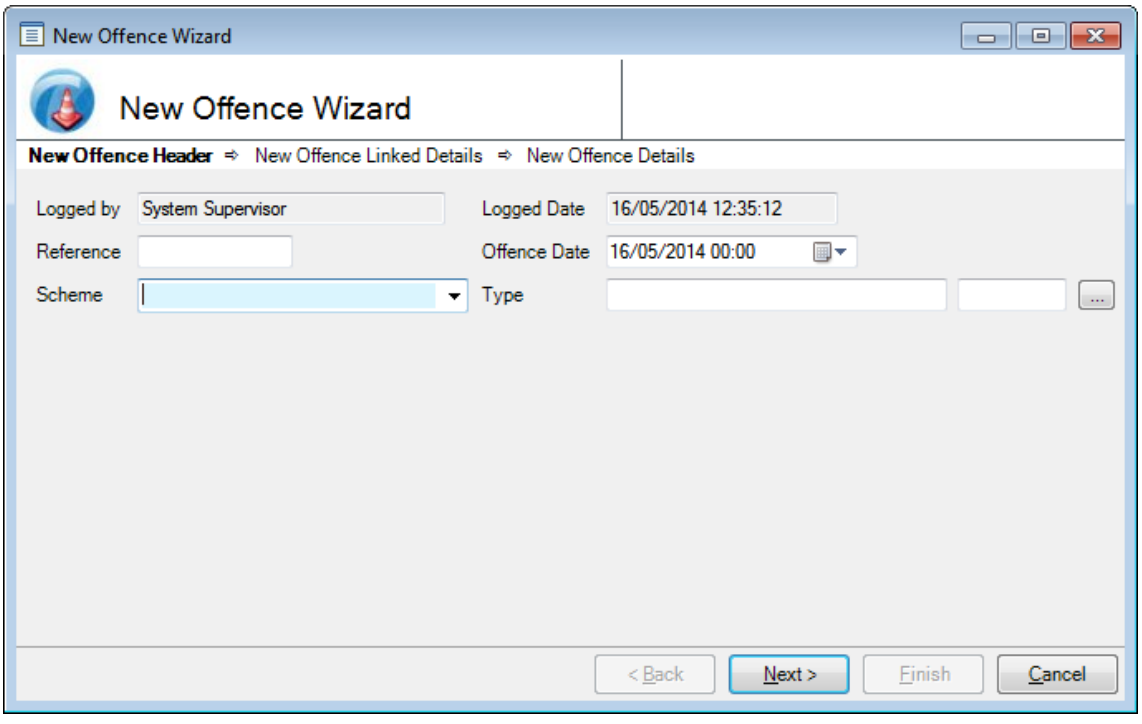
The Find Offence option opens the Offence filter which can be used to find records that have already been created. It can be accessed from the menu or from the Find button on the Offences & Fixed Penalty Notices screen.

New Offence

The New Offence Wizard can be accessed from the 'New' button on the Offence & Fixed Penalty Notices screen, the 'Action' menu on the Street Works Notice screen or from the 'New Offence' option in the Confirm Explorer. This wizard is used to record an Offence that has occurred. At this point the Offence may not result in an FPN.

This Wizard will only be available if the current User has 'Add' privileges to the 'Find Offence' option.

Step 1 - New Offence Header



Logged By & Logged Date:	These fields will be set automatically by Confirm and cannot be edited.

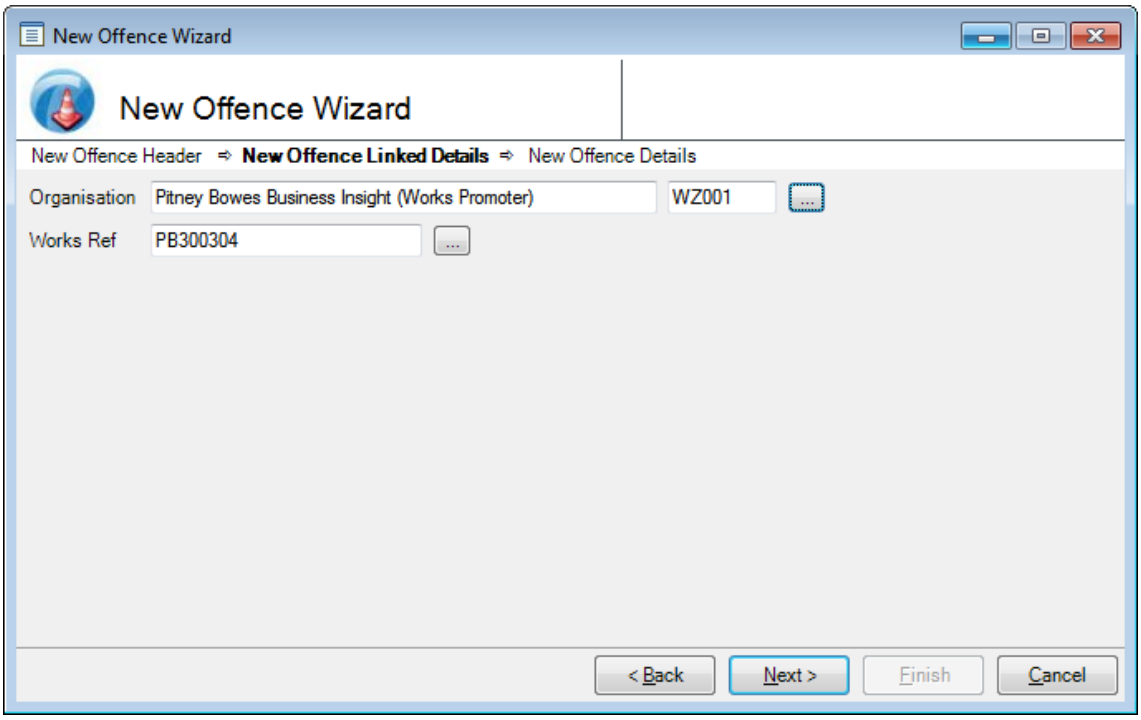
Reference:	Optionally enter an Offence reference number. If left blank, Confirm will generate a number in the format specified in the **Penalty System Settings** on page 248.
Offence Date:	This is a mandatory field. Defaults to the current date but can be edited.
Scheme:	Select the Penalty Scheme under which the offence was committed. The drop down list references the **Penalty Scheme lookup**.
Type:	This is a mandatory field. Select the type of Offence which was committed. The pick list references the **Offence Type lookup** and displays only the Types which are linked to the selected Penalty Scheme.

Step 2 - New Offence Linked Details

This step varies depending on the Penalty scheme chosen in Step 1.

Street Works Penalty Scheme

Records the details required to identify the works that the Offence is regarding.

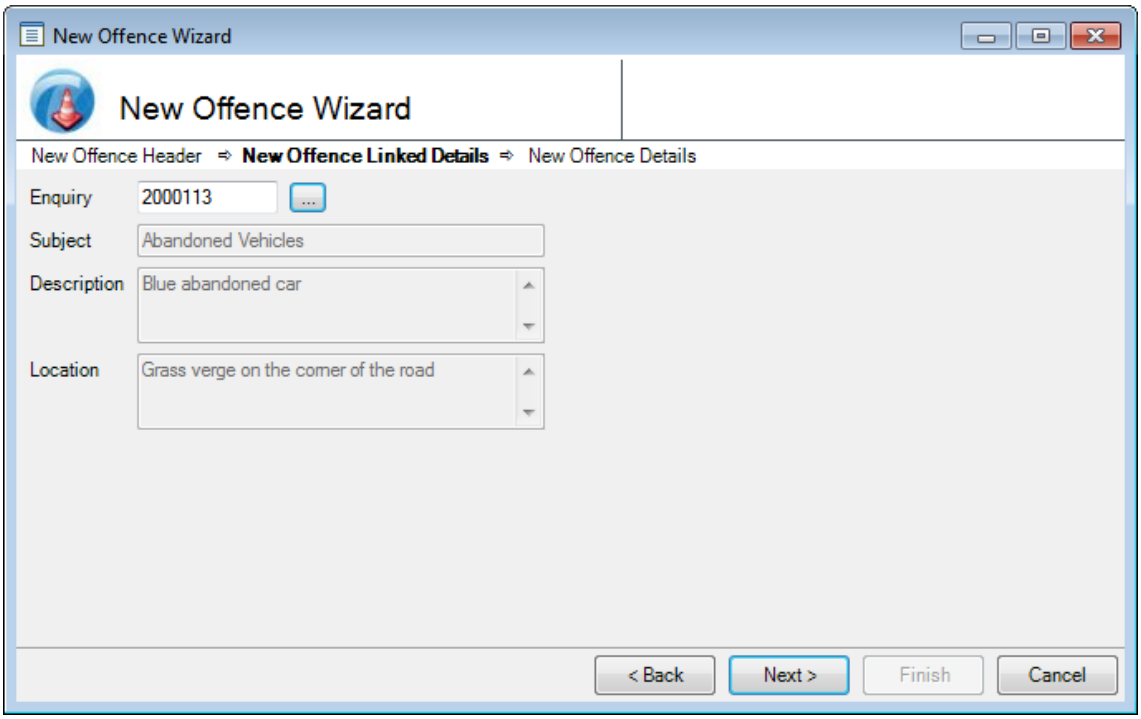


Organisation:	Select the promoter Organisation that has committed the Offence. If a Works Ref is provided instead then the Organisation field will be populated automatically with the From Organisation of the Works. This is a mandatory field if the Offence Type has a Street Works related Penalty Scheme.
Works Ref:	Optionally select the Works Reference to which the Offence is related. The Organisation field will be populated automatically with the From Organisation of the Works. Leaving this field blank is used to indicate that the Promoter is working without a Notice, Fixed Penalty Notices raised against these Offences cannot be transferred via EToN. In order to transfer such Offences via EToN the Offence should be linked to an Unattributable Works instead.

It is not possible to select a Works Reference if the Promoter or Highway Authority Organisations for the Works do not have the 'Notice Initiation' flag ticked on the Organisation screen.

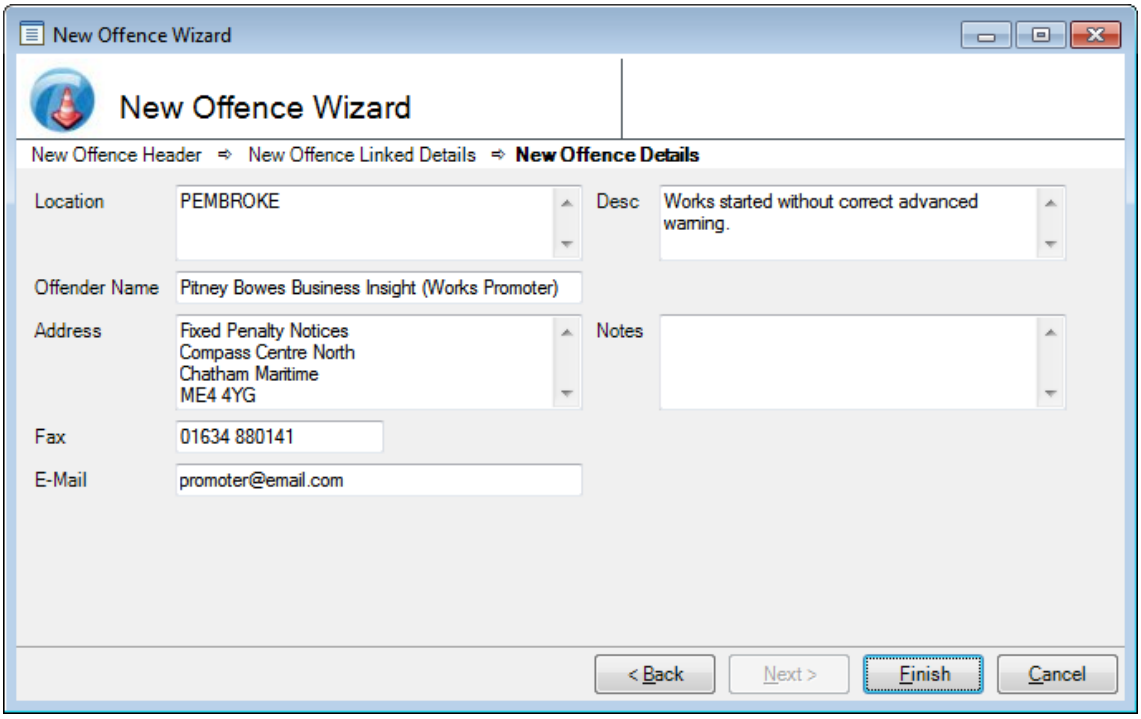
Enquiry Penalty Scheme

Records the details required to identify the Enquiry that the Offence is regarding.



Enquiry:	Enter the Enquiry number this offence relates to.
Subject: Description: Location:	These fields are defaulted from the Enquiry when the Enquiry number has been entered.

Step 3 - New Offence Details



Location: Free text field for describing the location of the Offence.

Street Works: defaulted from the Site and Location details on the chosen notice.

Enquiry defaulted from the Site and Location details of the chosen Enquiry.

Description: Free text field for describing the details of the Offence.

Street Works: left blank by default.

Enquiry: defaulted from the Enquiry description.

Offender Name: * This is a mandatory field. Enter the name of the Offender to which the Offence and possible FPN will be addressed to.

Street Works: defaulted from the Organisation details.

Enquiry: defaulted from the Contact of the Enquiry.

Address: * This is a mandatory field. Enter the address for the Offender.

Street Works: defaulted from the Organisation details.

Enquiry: left blank by default.

Notes: Free text field for entering any further notes for the Offence.

Fax: * Enter the Fax number for the Offender.

Street Works: defaulted from the Organisation details.

Enquiry: defaulted from the Enquiry Fax number.

Email: * Enter the email address for the Offender.

Street Works: defaulted from the Organisation details.

Enquiry: defaulted from the Enquiry Email address.

* - For Offences which have had a Works Reference supplied, these fields will be populated from the From Organisations details. If the Works is an Unattributable Works then this will be populated

from the Promoter Organisations details. If no Works Reference is supplied for a Street Works Offence then this will be populated from the selected Organisations details.

Once the mandatory fields have been populated, the 'Finish' button will be available. Click this to complete the wizard and create an Offence with 'Valid' Status. Click 'Back' to edit any details which have already been entered.

Automatic Creation of Offences

'Candidate' Offences will be created within Confirm automatically by the EToN Web Service when a Notice is imported, and when a 'Paper' Notice is manually created.

The following rules apply for determining whether Candidate Offences are created:

- The Fixed Penalty Notices Module must be enabled in the Confirm Licence which the EToN Web Service is using.
- The Fixed Penalty Notices Lookups must be in place within Confirm.
- Candidate Offences are only created for Works where the Highway Authority Organisation of the Notice has the Initiation Flag ticked in the Organisation Lookup.
- Candidate Offences are not created for Self Promoted Works.
- Candidate Offences are not created for Permit Works.
- Candidate Offences are not created for Notices marked as Ignored.
- Candidate Offences are not created for Events, Diversions or Notifiable Works.

Below is a list of Candidate Offences that could be created:

Offence Type	Reason for Candidate Offence	Example Transfer Warnings Message
An offence under s.54(5)	Initial Notice for Major Works received without Early Start Agreement when it is required.	This Notice requires Agreement - Early Start. This Notice is liable to cause an Offence - 'An offence under s.54(5).'.
An offence under s.54(5)	Initial Notice for Major Works received with Coordinates that are not consistent with Street's location.	Coordinates are not consistent with the Streets location. This Notice is liable to cause an Offence - 'An offence under s.54(5).'.
An offence under s.54(5)	Initial Notice for Major Works received without a mandatory Designation.	The Designation 'Parking bays and restrictions' is required for this Site. This Notice is liable to cause an Offence - 'An offence under s.54(5).'.
An offence under s.55(5)	Confirmation Notice for Major Works received without Early Start Agreement when it is required.	This Notice requires Agreement - Early Start. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Confirmation Notice for Major Works received with Coordinates that are not consistent with Street's location.	Coordinates are not consistent with the Streets location. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.

Offence Type	Reason for Candidate Offence	Example Transfer Warnings Message
An offence under s.55(5)	Confirmation Notice for Major Works received without a mandatory Designation.	The Designation 'Parking bays and restrictions' is required for this Site. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Confirmation Notice for Major Works received with Provisional Street.	This notice is liable to cause an Offence - 'An offence under s.55(5).'. You must not use a Provisional Street when sending a Confirmation Notice.
An offence under s.55(5)	Initial or Confirmation Notice for non Major Works received without Early Start Agreement when it is required.	This Notice requires Agreement - Early Start. This notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Initial or Confirmation Notice for non Major Works received with Coordinates that are not consistent with Street's location.	Coordinates are not consistent with the Streets location. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Initial or Confirmation Notice for non Major Works received without a mandatory Designation.	The Designation 'Parking bays and restrictions' is required for this Site. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Notice received with a Work Type that is not consistent with the Works Duration.	The Work Type is inconsistent with the duration. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Error Correction Notice received without Error Correction Agreement when it is required.	This Notice requires Agreement - Error Correction. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.55(5)	Confirmation Notice for Major Works is received without 'Extension to s54 or s55 validity period' Agreement when it is required.	This Notice requires Agreement - Extension to s54 or s55 validity period. This Notice is liable to cause an Offence - 'An offence under s.55(5).'.
An offence under s.57(4)	Initial Notice for Immediate Works is received late i.e. not within 2 hours of Actual Start Date.	This Notice is liable to cause an Offence - 'An offence under s.57(4).'. This Notice is late. It should have been sent before 2/5/2013 at 10:00 AM.
An offence under s.57(4)	Initial Notice for Immediate Works received with Coordinates that are not consistent with Street's location.	Coordinates are not consistent with the Streets location. This Notice is liable to cause an Offence - 'An offence under s.57(4).'.

Offence Type	Reason for Candidate Offence	Example Transfer Warnings Message
An offence under s.57(4)	Initial Notice for Immediate Works received with Designation 'Early Notice of Immediate activities' but the 'Telephoned prior to starting Imm. Works' Agreement is not supplied.	This Notice requires Agreement - Telephoned prior to starting Imm. works. This Notice is liable to cause an Offence - 'An offence under s.57(4).'.

Once the Candidate Offence has been raised, it must be 'Validated' in the Highway Authority system before a Fixed Penalty Notice can be created for it and sent to the Works Promoter (Offender).

Note: Fixed Penalty Notices sent via EToN will not be sent to any 'Copy' Recipients, they will only be sent to the Works Promoter.

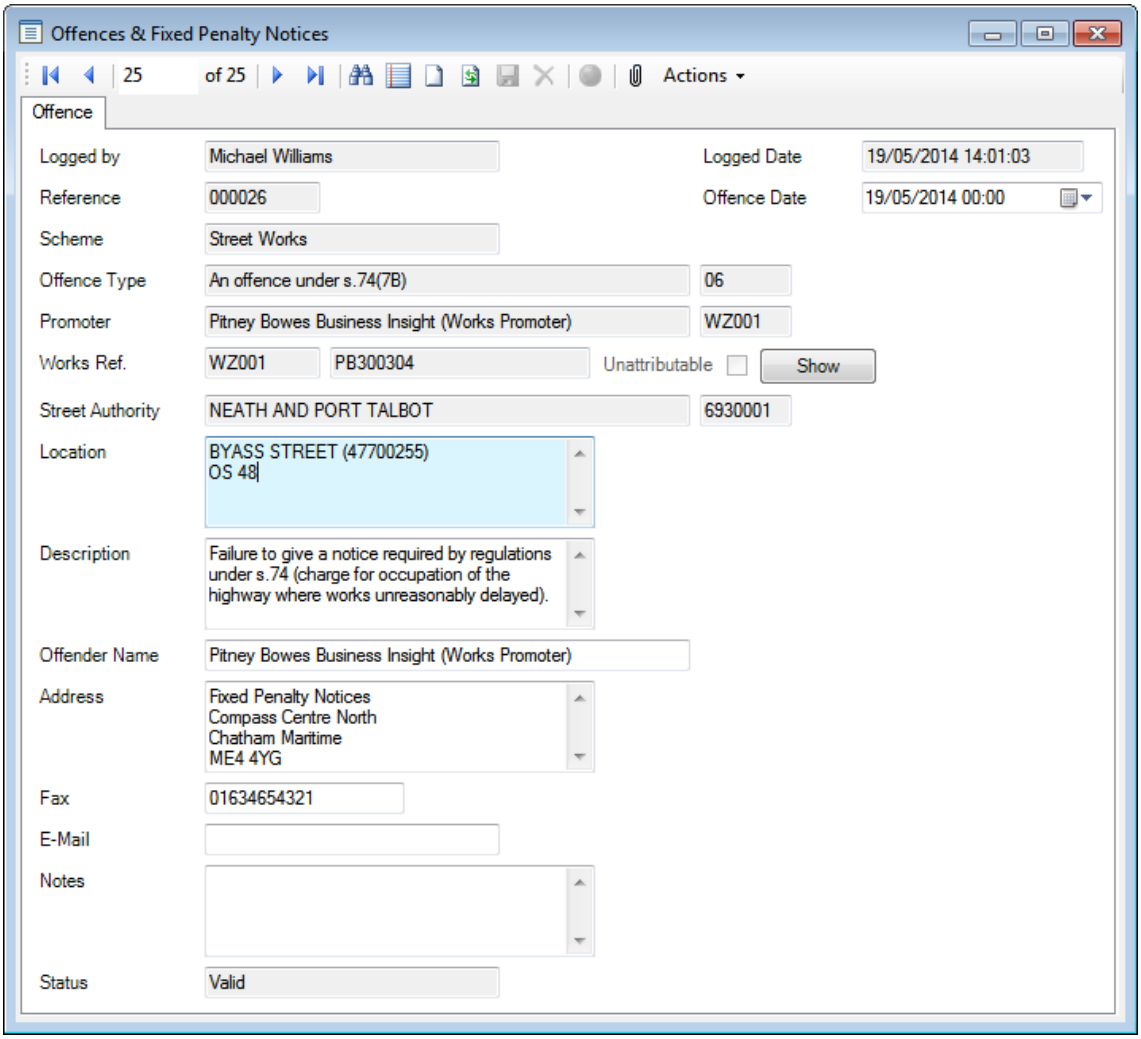
It is possible to edit some of the fields on a Candidate Offence to be more specific about the problem, but once a Fixed Penalty Notice is generated against the Offence, these details cannot be changed. The Notes field is the only field that remains editable.

Offence & Fixed Penalty Notices

The Offence & Fixed Penalty Notice screen is opened after the 'Find Offence' menu item has been used, or after the 'Finish' button has been clicked on the 'New Offence Wizard'. It displays Offences and Fixed Penalty records, which have been created.

Offences are progressed and modified using the options available on the 'Actions' button and the current Status is displayed at the bottom of the screen.

Offence tab



Logged By:	Displays the User that logged the Offence record.
Logged Date:	Displays the Date that the Offence was logged.
Reference:	Displays the Reference that was supplied in the New Offence Wizard or the reference that was generated using the format specified in the **Penalty System Settings** on page 248.
Offence Date:	Displays the Date that the Offence was committed.
Scheme:	Displays the Penalty Scheme that this Offence is related to.
Offence Type:	Displays the Offence Type that this Offence is related to.
Enquiry:	Available with an Enquiry Scheme. An Enquiry Reference is displayed (if supplied). The 'Show' button will display the associated Enquiry.
Subject:	Available with an Enquiry Scheme. The Enquiry Subject is displayed.
Promoter:	Available with a Street Works Scheme. The Promoter Organisation is displayed.
Works Ref:	Available with a Street Works Scheme. A Street Works Notice Reference is displayed (if supplied). The 'Show' button will display the associated Works.

Unattributable:	Available with a Street Works Scheme. Tickbox to display whether the Offence is raised against an Unattributable Works or Defective Apparatus. This is inactive and cannot be changed.
Street Auth.	Available with a Street Works Scheme. The Street Authority Organisation is displayed.
Location:	The Location of where the Offence took place is displayed here.
Desc:	The Description of the Offence that took place is displayed here.
Offender Name:	Displays the name of the Offender to whom the Offence and possible FPN is addressed.
Address:	Displays the Address details for the Offender.
Fax:	Displays the Fax number of the Offender.
E-Mail:	Displays the email address of the Offender.
Notes:	Free text field for recording any further information regarding the Offence.
Status:	The current Status of the Offence is displayed here. It can be changed by using the 'Actions' button options.

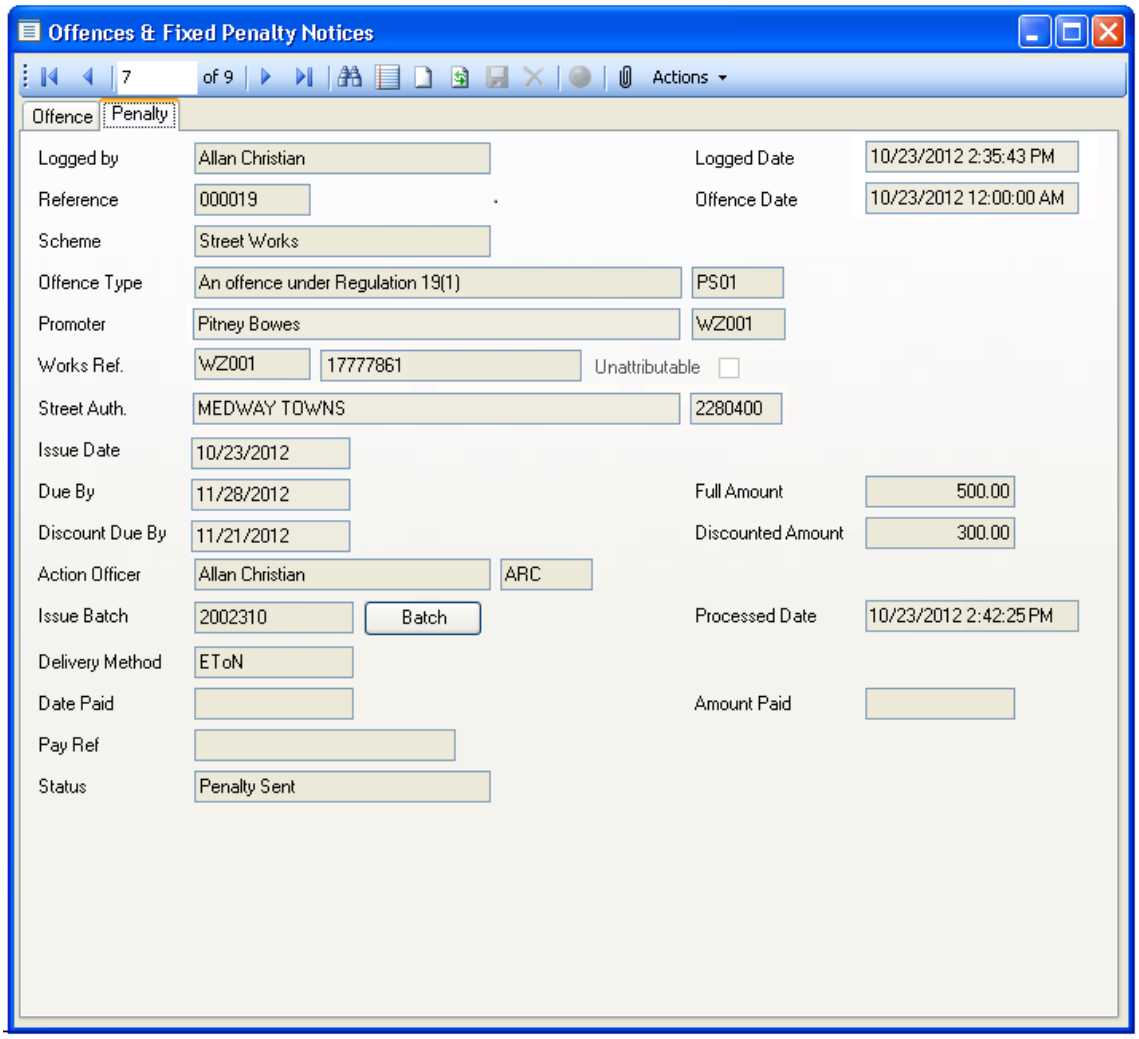
The following fields are editable on Offences that are at a Valid or Candidate Offence Status:

- Offence Date
- Location
- Desc
- Offender Name
- Address
- Fax
- E-Mail

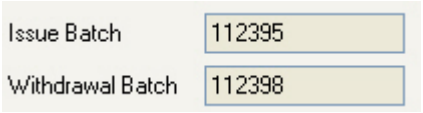
The Notes field is always editable on the Offence.

Penalty tab

The Penalty tab appears once an Offence has had a Fixed Penalty Notice generated for it (the 'Create FPN' Action item has been used). This tab displays some of the same information as on the Offence tab, with the following additions:



Issue Date:	Displays the date that the FPN was issued.
Due By:	Displays the date that the FPN is due to be paid by. This is calculated from the settings specified in the **Offence Type lookup**.
Amount:	Displays the Amount that the Offender has to pay to resolve this FPN.
Discount Due By:	Displays the date that a discounted amount can be accepted.
Discounted Amount:	Displays the Discount Amount that the Offender can pay if they pay early.
Action Officer:	Displays the Representations Officer specified on the **Offence Type**. This is the Action Officer who will deal with any formal representations requested by the Offender.
Issue / Withdrawal Batch:	Available for Street Works only. These fields are only visible if the Delivery Method for the FPN was EToN. These fields display the Batch numbers that the FPN was Issued / Withdrawn with.



The 'Batch' buttons will open the **Street Works Batch** screen for the associated Batch numbers that the FPN was Issued / Withdrawn with.

Processed Date:	Processed Date: These fields are only visible if the Delivery Method for the FPN was EToN and the FPN or FPN Withdrawal was transferred successfully. These fields display the date and time when the FPN or FPN Withdrawal was received by the Recipient's Web Service.
Delivery Method:	Displays the method by which this FPN was delivered to the Offender by.
Date Paid:	Displays the date that the FPN was paid.
Pay Ref:	Displays a Payment Reference (if supplied).
Amount Paid:	Displays the amount that the Offender paid to resolve this FPN.

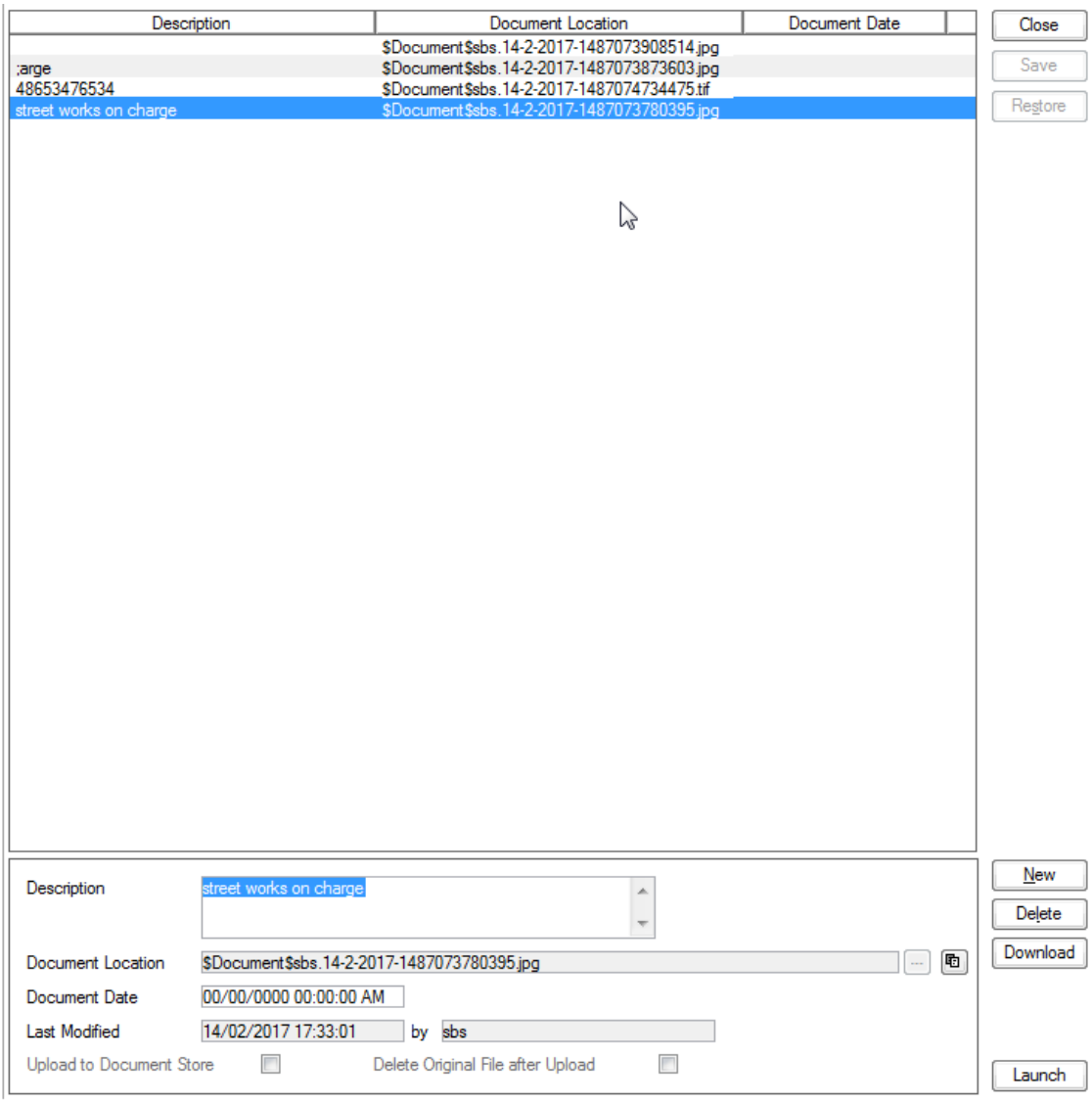
Toolbar Options

The following options are available from the toolbar of the Offence and Fixed Penalties Notice screen.

Links button

Document Links can be created to point to any file in the system, allowing relevant photographs or text documents to be associated with a record.

Click the Links button  todisplay the Document Links form, listing the documents linked to the corresponding record. If there are already Document Links associated with the record then the Links button will be highlighted with a border 
.



The screen lists the currently linked files. The fields below the list give specific information about the selected Link.

Note: For Documents Links created from Street Works Notice, Inspections and Fixed Penalty Notices an extra column will be displayed. This column will notify whether this document was received via EToN or not. This column will not be displayed for Document Links on Features, Enquiry or Jobs.

To add new Links:

Click on the New button and enter the document details .

Description	A free text field used to annotate the file.This field is required while publishing a document from Street Works, otherwise it is optional.
Document Location	Enter or select the path to the required document. Copy Button: This button will copy the fully-qualified path of the Document Location to the clipboard, resolving any location prefixes.

Document Date	A date and time for the Link. This defaults to the current system time but can be edited freely.
Last Modified (by)	The date and time when this Link was last modified, and the User who made the change. This cannot be edited.
Upload to Document Store	This is only available if a 'Document Store Folder' or a 'Web Service URL' has been specified in the **Document Link System Settings** screen. If this is ticked, the Document will be transferred from its current location to a central document store when the screen is saved. After uploading the file to a central document store the 'Document Location' value will be changed to reflect the new location of the document, and depending on the type of document store being used the location may be prefixed with either '$Document Store$' if the central document store is set to 'Folder', or '$Document URL$' if set to 'Web (PUT)' or 'Web (POST)'. This prefix will be applied to all links uploaded to a Folder document store, but this may not be true for a 'Web' document store if no part of the returned URL matches the 'Document Link URL Prefix'. For more information on Document Stores see **Document Link System Settings**.
Delete Original File after Upload	This is only available if Upload to Document Store is ticked. If this is ticked, the local file will be deleted after it has been successfully transferred to the Document Store.
Download	Allow to browse to an accessible location and download the attachment.
Identification Image	This is only available when viewing Feature Document Links, where the Feature belongs to a Feature Group for which an image is shown on the Feature screen. By default, the first appropriate Document Link in the list will be used as the image. This field may be ticked to override this behaviour and choose a specific image for display. The Description of the Document Link record will be updated to show that this has been done. For more details see **Feature Identification Image**.
Dead	*This option is only available when viewing Job Type or Site Document Links.* This option is enabled only when 'Reference' is selected in the 'Document Copy To' option. When checked, it will prevent any further linking while creating or updating Jobs.
Document End Date	*This option is only available when viewing Job Type or Site Document Links.* By default, the Current Date is populated when the 'Dead' field is checked. Once populated, it will automatically end date the document after the specified date.
Document Copy To	*This option is only available when viewing Job Type or Site Document Links.* The options are: • None • Copy • Reference By default, 'None' is selected, No document link is copied to the Job. If 'Copy' is selected, both the document link and the document itself is copied to the specified Document path of the Job, with the description of the copied document link including the suffix 'Copied from Job Type/Site'.

	If 'Reference' is selected, only the document link is copied to the Job and the document is referenced from the actual Document path, with the description of the copied document link including the suffix 'Referenced from Job Type/Site'. **Note:** The Job Standard Document functionality will only be available when the Document Store setting is set to "Folder".

Once the details for one or more Links have been entered, click Save to store the details.

Document Location Prefixes

If a document was selected for transfer to a central document store, or was a Street Works link that was published, then part of the path or URL to that file is often replaced with a prefix. There are several prefixes in use and each has a different value.

$Document$	This is used for photos uploaded from a hand held device via the Confirm connector. Its value is equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document Store$	This is used for documents uploaded to a central document store that is set to be a 'Folder' type. Its value is also equivalent to the 'Document Store Folder' setting in the Document links System Settings screen.
$Document URL$	This is used for documents uploaded to a central document store that is set to be a 'Web (PUT)' or 'Web (POST)' types. Its value is also equivalent to the 'Document Link URL Prefix' setting in the Document links System Settings screen.
ORG_PREFIX	This is specific to Street Works document links and is used when a document is Published. It's value is dependant on the Organisation that the document link is related to. The value is equivalent to the 'Attach. URL' setting in the Organisation screen, for the Organisation that the link is related to.

To modify an existing Link:

Click the link in the list and modify the Description or Document Location as required, then click Save.

To view a currently linked file:

With the required file highlighted, click on the 'Launch' button. The associated program is launched and the file displayed.

To delete a Link:

Click the link in the list, then click the 'Delete' button. The link will be removed from the list, but the file will not be deleted.

Security of Linked items:

There is a generic User Security option which can be used to selectively prevent Users from either adding, deleting or modifying (e.g. changing the Description or Document Location) items linked to entities in Confirm. This option appears in the Security section of the menu when configuring privileges on the User Security and Group Security screens.

Street Works Notice Types

Document links can be sent along with an EToN 5 or above Street Works Notice as attachments. Please refer to the Document Exchange section for more information about document linking.

An attachment is sent in the form of a URL to the document. As such, the actual document must exist in a location that is accessible to all recipients of the Notice before the Notice is sent. This is what the Publish button is for. It copies the document to a specified location, ensuring that it is accessible to the recipients of the Notice and can be viewed when the Notice is received.

Documents links are exported to the Notice recipients for the following Notice types:

Promoter Notices	EToN Version	Authority Notices	EToN Version
Forward Planning Information	5 & 6	Unattributable Works	6
New Activity	5 & 6	Defective Apparatus Works	6
Activity Confirmation	5 & 6	Street Work Licences	6
Works Data Alteration	5 & 6	Direction on Timing	6
Registration of Reinstatement	5 & 6	Direction on Placing Apparatus	6
Registration of Non-Notifiable Works	5 & 6	Undue Delay	6
Work Stop	6	Refuse PAA/Permit/Variation	6
Temporary Traffic Signal Application	6	Modification Request	6
Work Comments	6	Revoke Permit (Proposed Works)	6
Completion of Non-Notifiable Works	6	Authority Imposed Variation	6
Fixed Penalties Notices Comments	6	Revoke Permit (In Progress Works)	6
		Fixed Penalties Notices	6
		Fixed Penalties Notices Withdrawal	6
		Fixed Penalties Notices Comments	6
		Inspection	6
		Work Comments	6

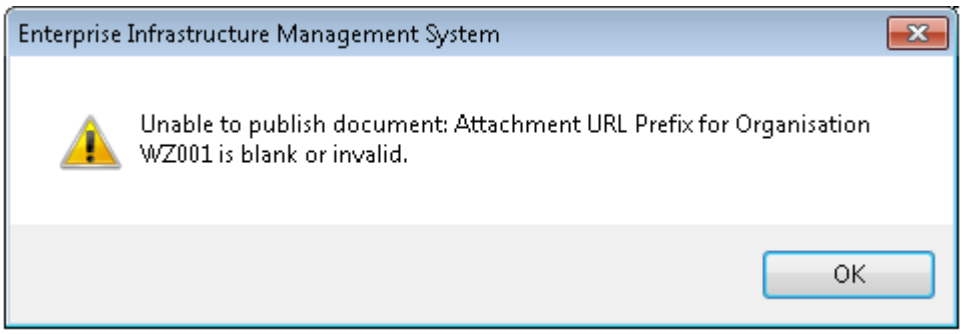
Publish button:

This button will post the selected document to the FTP site specified in the Street Works Initiation System Settings. The button will be inactive under the following conditions:

- If the document has already been transferred to a central document store.
- If the document has already been published.
- If the Organisation is not currently set to use EToN 5 or above.
- The Works is EToN 1 - 4 (Notice attachments are only valid for EToN 5 or above notices.)

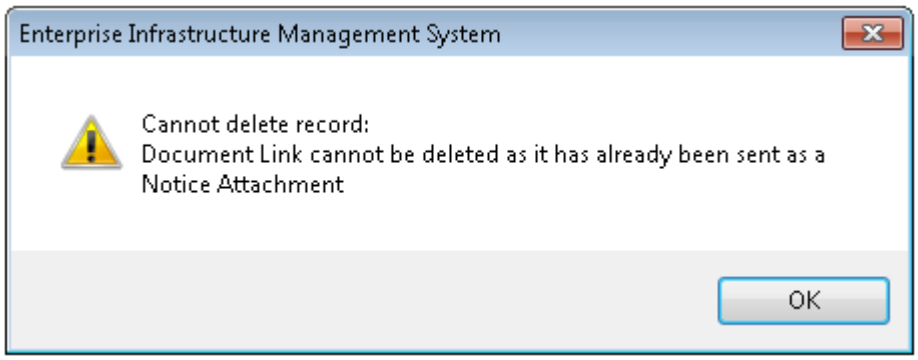
Once a file has been published, the path of the document's location will be replaced with the 'ORG_PREFIX' prefix, allowing it to be viewed from the Organisation's document repository.

If the sending Organisation's 'Attach. URL' field is not correctly configured then clicking the Publish button will generate a message:

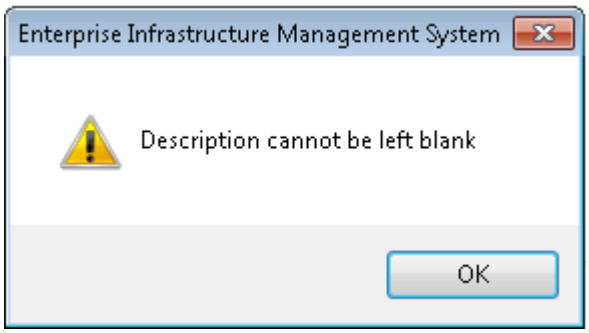


Once the document has been published deleting the document link will also cause the published version to be deleted. However, if the Notice has also been sent then the words 'Attach. Sent' will appear below the Publish button and it will no longer be possible to modify or delete the link.

The following message will be displayed if the User tries to delete an already Published document Link.

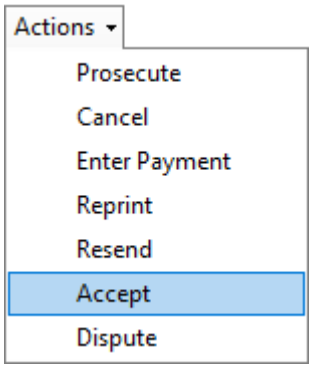


The following message will be displayed if the User tries to publish a Document link with blank Description.



Actions

Depending on the current Status of the Offence/FPN, various Actions can be performed.



The following table details which Actions are available from which Status and what the Status will be once the Action has been completed:

Current Status of the Offence	'Action' button Option													
	Validate	Take No Action	Gave Warning	Prosecute	Cancel	Create Penalty	Accept	Dispute	Enter Payment	No Further Action	Revert To Valid	Revert to Penalty Sent	Reprint	Resend
Valid		Y	Y	Y	Y	Y								
Penalty Sent Queue				Y	Y*					Y			Y	Y
Penalty Sent				Y	Y*		Y	Y	Y	Y			Y	Y
Accepted				Y	Y				Y	Y				
Disputed				Y	Y		Y		Y	Y				
Prosecute											Y***			
No Action Taken											Y			
Warning Given											Y			
Resolved												Y		
No Further Action													Y	
Cancelled											Y***		Y****	Y****
Status after Action completed														
	Valid	No Action Taken	Warning Given	Prosecute	Cancelled	Penalty Sent Queue **	Accepted	Disputed	Resolved	No Further Action	Valid	Penalty Sent	No Change	Penalty Sent Queue / No Change *****

* A Withdrawal Notice will be created automatically if the Offence has an FPN created against it.

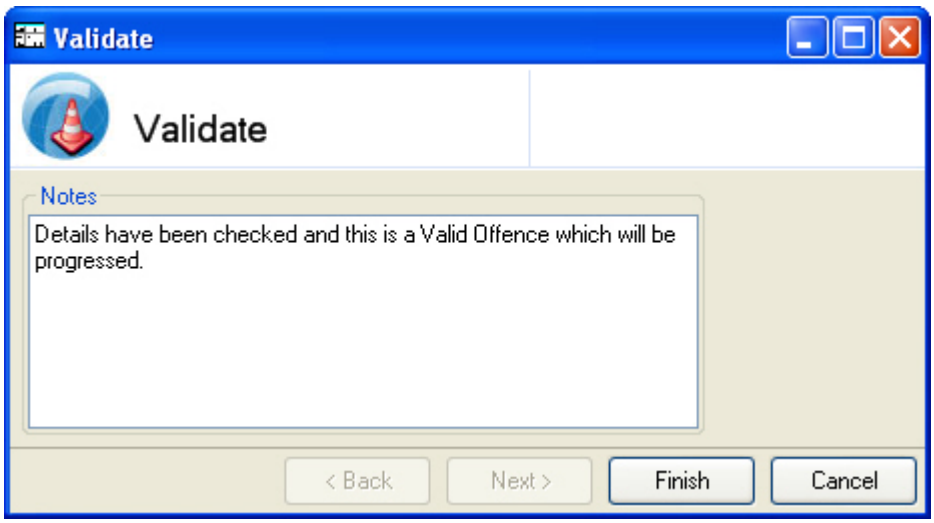
** The Status will be set to 'Penalty Sent'. However, if the Delivery Method of the FPN is EToN or Email then the Status will be set to 'Penalty Sent Queue'. Street Works Transfer will then move the Status onto 'Penalty Sent' after sending.

*** 'Revert To Valid' is only available for Offences which do not have an FPN created against them.

**** 'Reprint' and 'Resend' are only available for Offences which do have an FPN created against them.

***** The Status will be set to 'Penalty Sent Queue'. Street Works Transfer will then move the Status onto 'Penalty Sent' after sending. If the current Status is 'Cancelled' then the Status will not be updated when using the Resend Action.

Validate Offence Wizard

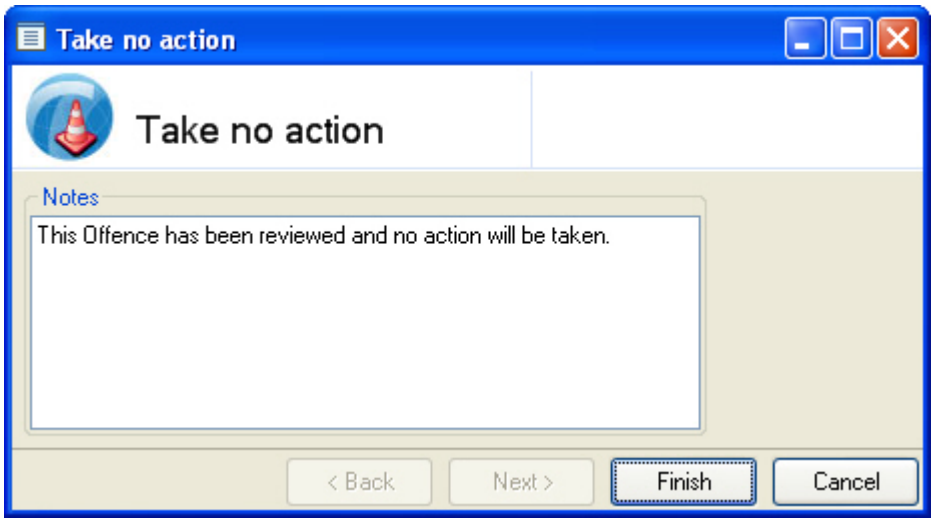


Select this option to Validate the current 'Candidate' Offence. The 'Valid' Status is used to show that this Offence has been reviewed and the details are confirmed as correct.

'Candidate' Offences are created automatically by the EToN Web Service when Notices are imported and there is something about the details supplied which could cause an FPN.

Notes can be edited / supplied for this change of Status.

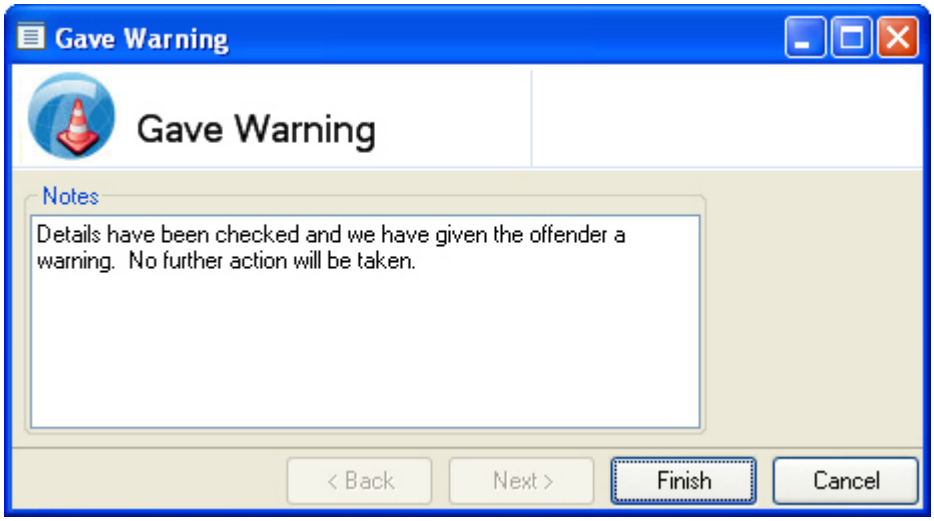
Take No Action Wizard



Select this option to update the Status of the Offence to 'No Action Taken'. This Status is used to show that this Offence has been reviewed and a decision has been made to not take the matter any further.

Notes can be edited / supplied for this change of Status.

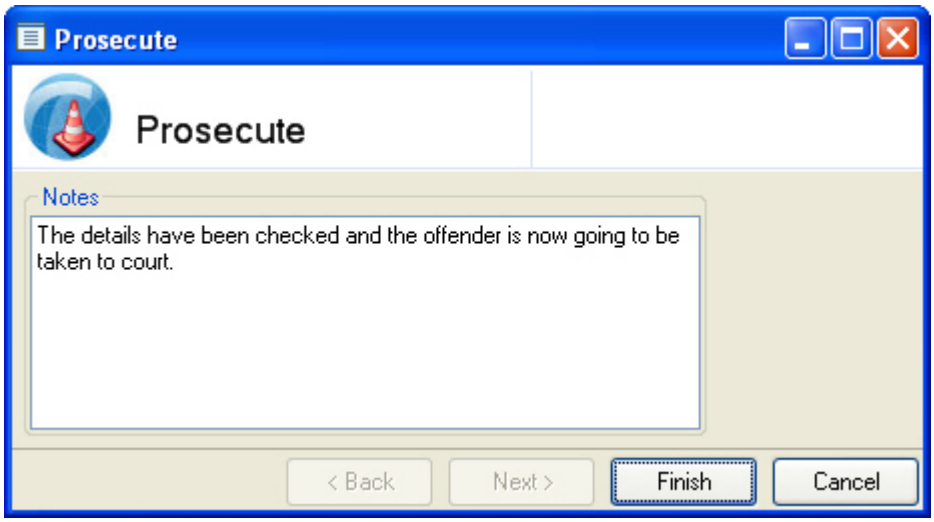
Gave Warning Wizard



Select this option to update the Status of the Offence to 'Gave Warning'. This Status is used to show that Offender has been given a warning about their Offence and this particular Offence will not be taken any further.

Notes can be edited / supplied for this change of Status.

Prosecute Wizard



Select this option to update the Status of the Offence to 'Prosecution'. This Status is used to show that this Offence has not been resolved with an FPN and now the matter will be taken to court.

Notes can be edited / supplied for this change of Status.

Cancel Wizard



Select this option to Cancel the current Offence. The 'Cancelled' Status is used to show that this Offence has been reviewed and a decision has been made to Cancel it e.g. the details were incorrect.

Notes can be edited / supplied for this change of Status.

A Withdrawal Notice will be created when cancelling an Offence that has had a Fixed Penalty Notice created against it. The following warnings may appear if there are any issues with the Offence Type Stylesheet used to create the Withdrawal Notice:

"This Offence cannot be cancelled because the Withdrawal Stylesheet is blank for Offence Type ({0})."

"This Offence cannot be cancelled because the Withdrawal Stylesheet does not exist for Offence Type ({0})."

"The Withdrawal Notice cannot be printed as there is a problem with the Withdrawal Stylesheet - <error>"

New Penalty Wizard

Select this to open the New Penalty Wizard to raise a Fixed Penalty Notice (FPN) for the current Offence.

Issue Date:	Enter the date that the FPN was issued. This will default to today's date, but can be edited.
Delivery Method:	Select the delivery method for this FPN: 'Post' - The FPN is to be printed out and sent via post to the Offender(s). 'Fax' - The FPN is to be printed out and sent via fax to the Offender(s). Note: Confirm will use the stylesheets specified on the Offence Type to generate the printed version of the FPN. 'Email' - The FPN is to be emailed to the Offender(s). 'EToN' - The FPN is to be transmitted to the Offender(s) electronically using the Street Works EToN format (only available when the **Penalty Scheme** 'Related Entity' is 'Street Works' and has a linked Street Works). The FPN will be sent to the FPN Url specified against the Works Promoter **Organisation record**. **Note:** Once the Delivery Method has been saved, it is not possible to edit it. If a mistake is made, the FPN would need to be Cancelled.

Email:	This field is only available if the 'Email' Delivery Method is selected. By default it is populated from the offending Organisation's 'Delivery Email' field on the Fixed Penalty Notice Delivery tab of the Organisation screen.
Officer:	Enter the Action Officer that is responsible for raising this FPN. This will default to the currently logged in Action Officer (if the User is linked to an Action Officer record). The pick list references the **Action Officer lookup**.

Click 'Finish' to raise the FPN. Depending on the Delivery Method selected, the FPN will either be displayed in a Print Preview screen, or will be transmitted to the Offender(s) electronically.

If the Delivery Method is 'Email' then the following rules will apply:

- Confirm will attempt to send the Penalty email once. If the email is sent successfully the Penalty is given the 'Penalty Sent' status.
- If any Penalty email cannot be sent then Confirm will raise an 'alarm' email which will be sent that to the configured notification address.
- If a Penalty cannot be sent then the Offence will be reset to the 'Valid' status and the Penalty would need to be generated again by using the 'New Penalty' Action. The previous Penalty details will be retained and the Offence and Penalty tabs will be available. This ensures the Penalty dates are reset accordingly and provides the ability to correct the email address if it was previously entered incorrectly or delivery set to an alternative means.
- If a Penalty Withdrawal fails to send then the Offence will be reset to the 'Penalty Sent' status and would need to be cancelled again.
- Any sent Penalties and Withdrawals can be re-sent manually by using the 'Re-Print' action and attaching the file to a separate email.

Possible Warnings

The following warnings may appear depending on the Delivery Method selected:

Delivery Method	Warning
All	It is not possible to create a penalty with this issue date. The time allowed for creating a penalty for the offence has elapsed.
	Action Officer is a required field.
	Issue Date is a required field.
	Delivery Method is a required field.
EToN	The Description is a required field.
	The Location is a required field.
	The Description of the Offence cannot be more than 500 characters for Fixed Penalty Notices to be sent via EToN.
	The Location of the Offence cannot be more than 200 characters for Fixed Penalty Notices to be sent via EToN.
	FPN Delivery URL for Organisation is blank or invalid.
Email	FPN Delivery Email address is blank or invalid.
Fax	FPN Delivery Fax Number is blank or invalid.

The following warnings may appear if there are any issues with the Offence Type Stylesheets used when creating the FPN:

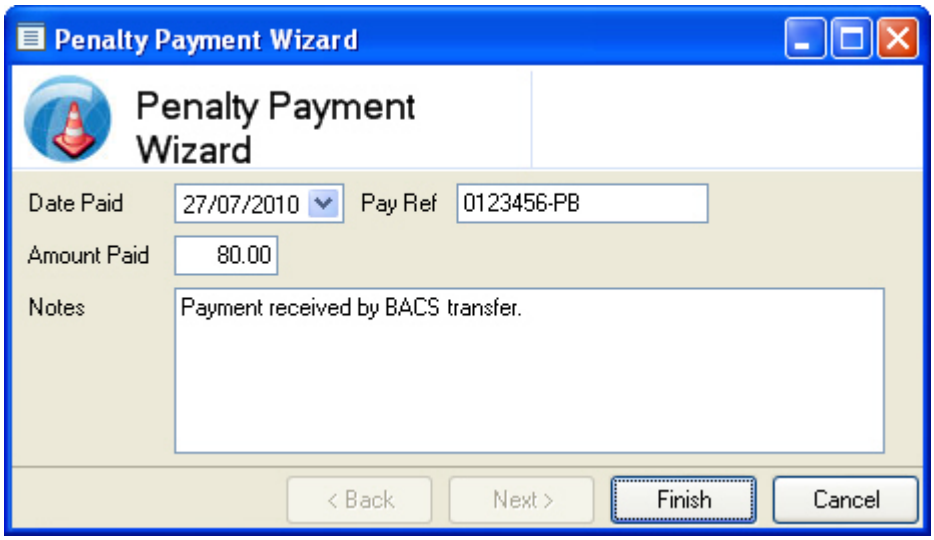
"A Fixed Penalty Notice cannot be created because the Issue Stylesheet is blank for Offence Type ({0})."

"A Fixed Penalty Notice cannot be created because the Issue Stylesheet does not exist for Offence Type ({0})."

"The Fixed Penalty Notice cannot be printed as there is a problem with the Issue Stylesheet - <error>."

Enter Payment Wizard

Select this Action item to enter the Payment details for an FPN directly in Confirm.



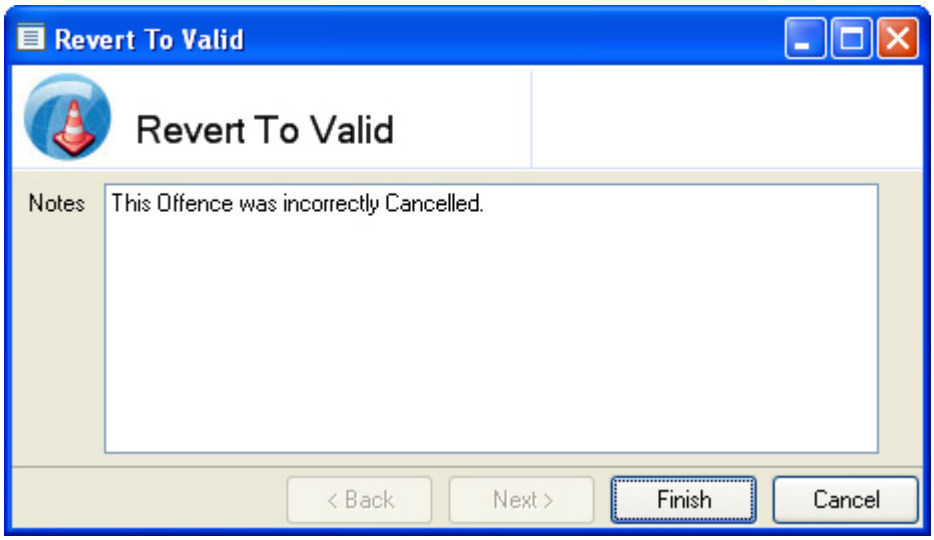
Date Paid:	This is a mandatory field. Enter the date that the Payment was made.
Amount Paid:	This is a mandatory field. Enter the amount paid for this FPN. This defaults to the amount due for the current day.
Pay Ref:	Optionally enter a Payment Reference for this transaction.

Click 'Finish' to complete the wizard. Confirm will check the details entered and either save the details to the database or present a message detailing why it could not be saved e.g. the discount amount has been supplied but the discount period has elapsed.

A late Payment can only be entered by Users who have access to the 'Can Accept Late Payments' option in the **User Security screen**.

If the FPN Payment Web Service is being used to enter Payment details the same rules will be enforced regarding the values which can be accepted.

Revert to Valid / Revert To Penalty Sent Wizard



This Action allows for certain Fixed Penalty Actions to be undone.

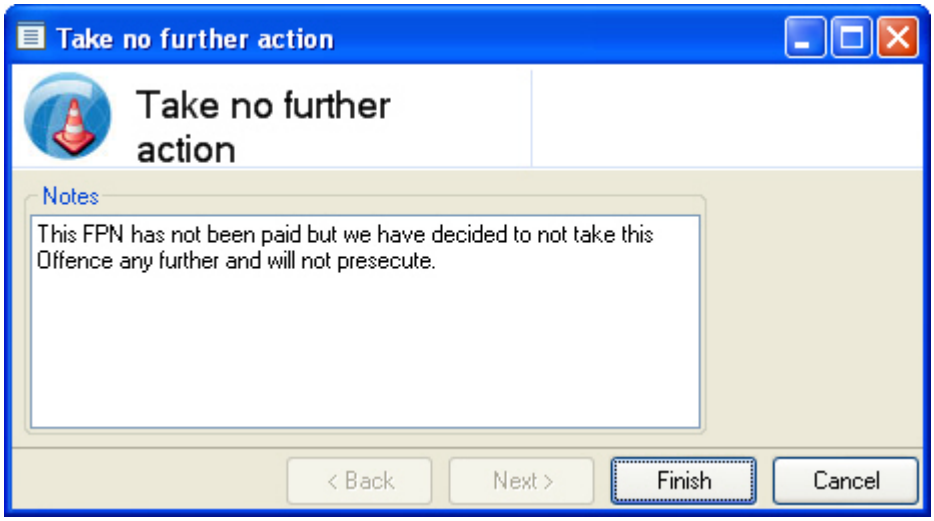
For Offences without Penalties, this action will return an Offence to the 'Valid' state - effectively cancelling any of the following actions:

- Take no Action
- Gave Warning
- Prosecute
- Cancel

For Offences with Penalties, where a payment action has been selected in error, this action will return an Offence to the 'Penalty Sent' state.

Notes can be edited / supplied for this change of Status.

Take No Further Action Wizard



Select this option to update the Status of the Offence to 'No Further Action'. This Status is used to show that this Offence/FPN has been progressed but no further action will be taken.

Notes can be edited / supplied for this change of Status.

Reprint

Select this option to 'Reprint' a Fixed Penalty Notice or Withdrawal Notice which has already been processed.

The Status will not be updated. Note: In order for this to occur, the **Offence Type** of the current Offence must have a Stylesheet specified.

Resend

Select this option to 'Resend' an FPN or FPN Withdrawal which has already been processed.

The Resend Action is only available if an FPN has been created for the Offence and the FPN Delivery Method is EToN. Also the Authority Organisation must have the 'Notice Initiation' flag ticked.

The Status will be set to 'Penalty Sent Queue', unless the current Status is 'Cancelled' in which case the Status will not be updated. The Status will move from 'Penalty Sent Queue' onto 'Penalty Sent' after sending.

Note: In order for this to occur, the Offence Type of the current Offence must have a Stylesheet specified.

Accept

Select this option to 'Accept' an FPN.

The Accept Action is only available for Promoter.

This action is applicable for Street Manager only. For EToN users, Accept is not displayed.

Dispute

Select this option to 'Dispute' a FPN.

The Dispute Action is only available for Promoter.

This action is applicable for Street Manager only. For EToN users, Dispute is not displayed.

Offence and Fixed Penalty Notice Report

This report displays Offence and Fixed Penalty details. For Offences that have no associated Fixed Penalty, the Penalty details will be blank. The report is available from the Confirm Explorer and from the list button on the Offences and Fixed Penalty Notice screen.

There are three report levels available on the filter:

'Detail' - This option provides details of each Offence that has been logged. The user can double-click on Offence records (when the report has been run at the 'Detail' level) to open the 'Offences and Fixed Penalty Notice' screen.

'Internal Summary' - This option lists the number of Offences and Fixed Penalties for each Penalty Scheme, broken down by Offence Type.

For Offences that have not resulted in a Fixed Penalty, the number of Offences at each of the following status values is shown:

- Pending (Candidate, Valid)
- No Action Taken
- Cancelled
- Warning Given
- Prosecution

For those Offences where a Fixed Penalty has been issued, the number of Fixed Penalties at each of the following status values is shown:

- Outstanding (Created, Queued, Sent) broken down into Discount and Full periods, and Late
- No Further Action
- Cancelled

- Paid (Resolved) broken down into Discount and Full periods, and Late
- Prosecution

'External Summary' This is similar to the Internal Summary, but is intended to be shown externally, and so only shows Offences with an actual outcome. This means the counts for Offences Pending, No Action Taken and Cancelled are not displayed. For Offences where a Fixed Penalty has been issued, the information supplied is the same as the Internal Summary.

Fixed Penalty Financial Summary

This report displays Fixed Penalty summary counts and payment totals. The report is available from the Confirm Explorer. The user must have appropriate Fixed Penalty Notices User security settings to access this report.

The report will show the number of Fixed Penalties at each of the following status values:

- Outstanding (Created, Queued, Sent) broken down into Discount and Full periods, and Late
- No Further Action
- Cancelled
- Paid (Resolved) broken down into Discount and Full periods, and Late
- Prosecution

Payment amounts are shown for Paid Fixed Penalties, showing the total payments that have been made for each category, and also for Outstanding Fixed Penalties, showing the payments that would be made if all Fixed Penalties were to be paid on the current date.

Street Works Offences and Penalties Report

This report displays Offence and Fixed Penalty details specific to Street Works. The report displays Offence and Fixed Penalty information by Organisation Group. The report is available from the Confirm Explorer and from the list button on the Offences and Fixed Penalty Notice screen.

There are three report levels available on the filter:

'Detail' - This option provides details of each Offence that has been logged. The user can double-click on Offence records (when the report has been run at the 'Detail' level) to open the Offences and Fixed Penalty Notice screen.

'Internal Summary' - This option lists the number of Offences and Fixed Penalties for each Penalty Scheme, broken down by Offence Type.

For Offences that have not resulted in a Fixed Penalty, the number of Offences at each of the following status values is shown:

- Pending (Candidate, Valid)
- No Action Taken
- Cancelled
- Warning Given
- Prosecution

For those Offences where a Fixed Penalty has been issued, the number of Fixed Penalties at each of the following status values is shown:

- Outstanding (Created, Queued, Sent) - broken down into Discount and Full periods, and Late
- No Further Action
- Cancelled
- Paid (Resolved) - broken down into Discount and Full periods, and Late
- Prosecution

'External Summary' - This is similar to the 'Internal Summary', but is intended to be shown externally, and so only shows Offences with an actual outcome. This means the counts for Offences Pending, No Action Taken and Cancelled are not displayed. For Offences where a Fixed Penalty has been issued, the information supplied is the same as the 'Internal Summary'.

Street Works Fixed Penalty Financial Summary

This report displays Fixed Penalty summary counts and payment totals specific to Street Works related Penalties. The report is available from the Confirm Explorer. The user must have appropriate Fixed Penalty Notices User security settings to access this report. The user must have appropriate Fixed Penalty Notices User security settings to access this report.

The report will show the number of Fixed Penalties at each of the following status values:

- Outstanding (Created, Queued, Sent) broken down into Discount and Full periods, and Late
- No Further Action
- Cancelled
- Paid (Resolved) broken down into Discount and Full periods, and Late
- Prosecution

Payment amounts are shown for Paid Fixed Penalties, showing the total payments that have been made for each category, and also for Outstanding Fixed Penalties, showing the payments that would be made if all Fixed Penalties were to be paid on the current date.

Fixed Penalty Lookups

This folder contains the lookups required to configure the Offences and Fixed Penalty Notices functionality.

Penalty Scheme

This screen is used to manage details of any Penalty Schemes that are being operated in Confirm.

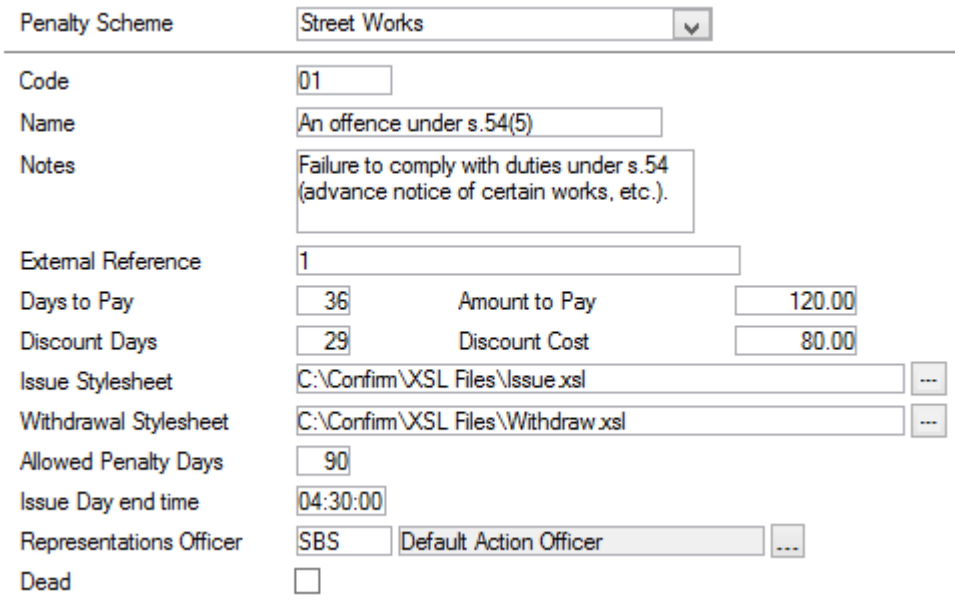
Code:	Enter a Code for this Penalty Scheme.
Name:	Enter a Name for this Penalty Scheme.
Related Entity:	The Related Entity setting tells Confirm which wizard screen layout and rules to use when an Offence is created. Select from the following options: 'Enquiry' - The wizard will display fields allowing the selection of an Enquiry. 'Street Works' - The wizard will display fields for specifying the Organisation and Works Reference that the Offence is related to. The FPN Delivery Method 'EToN' will be available when creating a Penalty. 'None' - The FPN will not be linked to a Confirm entity.
Dead:	Tick this to prevent new records from being created using this Penalty Scheme. Confirm will ask if all the linked Offence Types are also to be flagged as 'Dead' when the Scheme is saved.

All details can be modified for existing Schemes but these changes will have no affect on any existing Offences, only newly created records.

All live Offence Types that have been linked to the current Penalty Scheme will be displayed at the bottom of the screen.

Offence Type

Penalty Schemes contain Offence Types to detail the actual Offence that has occurred, the requirements for the Offender to resolve the matter and the setup within Confirm.



Penalty Scheme:	Select the Penalty Scheme that the Offence Type will be related to.
Code:	Supply a code that matches the Offence Code provided by the relevant act (if one exists).
Name:	Enter a Name for this Offence Type, ideally supply the name given in the relevant act.
Notes:	Free text to supply any further detail on this Offence Type.
External Reference:	Supply the code for this Offence Type that will be exported against this type of Offences.
Days to Pay:	Supply the number of days that the Offender has to pay the FPN.
Amount to Pay:	Supply the amount that the Offender has to pay for this type of FPN.
Discount Days:	Some Offence Types allow for a 'Discount' period where the Offender can pay a lesser amount if they pay early. If this is the case for the current Offence Type, supply the number of days for which the discount is valid.
Discount Cost:	Supply the amount that an Offender is required to pay if they pay their FPN early within the number of days specified above.
Issue/Withdrawl Stylesheet:	The Issue and Withdrawal stylesheets are templates that will be used to format completed FPNs that are sent to the Offenders. **Note:** If stylesheets are not specified then printing and emailing will not work.
Allowed Penalty Days:	Specify the number of days that an authority has to issue a Penalty for this Offence Type. This value is usually determined by the Penalty Scheme.
Issue Day end time:	Optionally supply an end time, which will be used as the cut-off time for setting the Issued Date to the current day. If an FPN is being issued past this time then the Issue Date will be set to the next working day. **Note:** If this is not provided then the Confirm working day end time is used for this purpose.

	Please see the System Administration\Security manual for details.
Representations Officer:	The Representations Officer is the Action Officer who will deal with any formal representations requested by the Offender.
Dead:	It is not possible to Delete Offence Types which have been used to create Offence records. To prevent any further records being created with this Offence Type, tick the Dead flag.

Changes can be made to the Offence Type fields but these changes will not affect any existing Offence records, only newly created records.

The following table details the Offence Types for Street Works which can result in an FPN:

OFFENCE CODES AND DESCRIPTION		
Code	**Offence**	**Brief Description**
01	An offence under s.54(5).	Failure to comply with duties under s.54 (advance notice of certain works, etc.).
02	An offence under s.55(5).	Beginning to execute works in contravention of s.55 (notice of starting date).
03	An offence under s.55(9).	Failure to give notice in accordance with s.55(8) (notice to be given on s.55 notice ceasing to have effect).
04	An offence under s. 57(4).	Failure to give notice in accordance with s.57 (notice of emergency works).
05	An offence under s.70(6) consisting of a failure to comply with subsection (3) or (4A).	Failure to comply with requirements to give notice of completion of reinstatement.
06	An offence created by regulations made under s.74(7B).	Failure to give a notice required by regulations under s.74 (charge for occupation of the highway where works unreasonably delayed).
07	An offence created by regulations made under section 74A(11)	Failure to give a notice required by regulations under s.74A (charge determined by reference to duration of works).
PS01	An offence under Regulation 19(1)	Undertaking specified works on a specified street without a permit where an applicable Permit Scheme requires one.
PS02	An offence under Regulation 20(1)	Breaching a permit condition.

Offence and Fixed Penalty Notice Alert Type

(FPN Alerts - Module 2710)

Alerts can be configured to send messages for Offences and Fixed Penalty Notices when specified criteria is met.

See **Alerts\Offence and Fixed Penalty Alert Type** for more information.

Penalty System Settings

Number of further days to accept late Payments by post	Specify a tolerance number of days in which Payments for FPNs delivered by Post will be accepted. This is to allow for any delay in postal services. The Payment web service will also check this setting when validating the Payment. If attempts are made to enter Payment details outside of the allowed tolerance an error will be presented unless the User has security to accept late Payments. A User Security setting is available. Only the view option will have any effect.
Number of digits for generated Offence Reference	Specify the number of digits (max 6) which will be used when Confirm generates an Offence reference. **Note:** This will not be used if the Offence reference is being entered manually.

FPN Email

The following settings are used to define the structure and content of FPN Emails generated by the Street Works Transfer Agent.

From Address:	The From email address used when emails are sent to the recipient.
Subject Line:	FPN email subject line. Text in this field will be appended with Offence Reference Number of the Offence when the email is sent.
Message Body Issue:	Text that will appear in the body of the FPN email.
Message Body Withdrawal:	Text that will appear in the body of the FPN Withdrawal email.

Street Works Reports

The Street Works Reports fall into two broad categories:

Street Work Reports which call on the information stored in the Street Works form (that is - information about the progress of Street Works)

Inspection Reports dealing with the Inspections carried out on the Street Works.

The Street Works Notice screen with the appropriate Works may be launched from Street Works reports that include Street Works level detail - this is done by double clicking on the required Works.

The majority of Street Works reports allow filtering by both the Promoter and Authority Organisation and Organisation Group.

Street Work Report

The Street Work report will list all Notices recorded in the system, giving Location, and Status, with start, complete, reinstate and guarantee dates, for each Site in the Notice(s).

Filter options include picking by dates and selecting from completed works only, Cancelled works only and Historical (that is, superseded notices).

Street Work Combined Report

This report shows all the versions of a Street Works Notice followed by the Inspections and Comments associated with them. There is an option to include or exclude Inspection Items.

Street Work Occupation Report

(SWR - Highway Occupation Tracking module)

The Street Work Occupation Report will display the details held in the Street Works Occupation form for each of the selected records, and may be used as the basis for an overrun calculation.

The report will display details of each selected Notice with work opening numbers and Occupation Status. The actual start date, actual end date and proposed end date are shown with Actual Duration and over run days.

The information is given by Organisation, charge group, and Reinstatement Category, giving totals at each level.

Current Highway Occupation Report

(SWR - Highway Occupation Tracking module)

The Highway Occupation Report will display the details, and in particular, the location, held in the Street Works Occupation form for each of the selected records. The report filter defaults to an Occupy Status of 'In Progress', but any status may be selected including 'Closed'.

The report will display the Work Ref and Work Type, The current Work Status, the actual start, reasonable end, and actual end dates, and show the street and location of the works.

The information is given by Organisation.

Revised Duration Report

The Revised Duration Report will display records in which the Est End date is altered in the selected Version(s) from the preceding version.

The report will list each Notice and Version in which a change has taken place, with the previous version if 'Show Previous' is checked in the filter. The Current Est End Date, and the previous Est End Date is shown for each record.

Street Work Interim Report

This Report is similar to the Street Works Reports, and uses the same filter. However, it is intended to highlight Interim Reinstatements that have not been completed with a Permanent Reinstatement. Therefore, where Interim works are selected by date, Works that were subsequently Completed will be excluded.

Street Work Exception Report

This report will compare the Street Designations (in the Gazetteer) and the Designations provided on Notices. The Notices which do not match the Gazetteer will be displayed.

Street Work Report by Position

This report will list all Works recorded in the system, giving Position, Description, together with the Organisation code, and Start, Completion and reinstatement dates.

Street Work Reinstatement List

(Register)

This report will identify those Notices in which an Interim or a Permanent Reinstatement has been carried out. Interim and Permanent reinstatement dates are given in separate columns.

Work Co-ordination

Displays Streets and Notices where Work is in progress. Select a range of dates in the filter to display Work in progress between those dates.

Traffic Management

Displays the selected Streets and Notices with details of the method of Traffic Management.

Notice Summary

(Register)

This report summarises and gives totals for all the selected Notices in terms of Notices, Streets and Trenches.

Notice Agreements Report

This report is used to display the Agreements which have been entered against Street Works Notices.

Paper Notice List

This report is used to print out Notice in a Paper format which can then be faxed to the recipients.

Two report levels are available:

'Notices' - Use this to retrieve all Notice Types, including Highway Authority records.

'Registrations' - Use this option to only retrieve reinstatement Registration Notices (including Bar Hole registrations).

If a Permit Notice is printed, the report title shows "TRAFFIC MANAGEMENT ACT 2004" and "PERMIT APPLICATION INCLUDING RESPONSES" instead of "NEW ROADS AND STREET WORKS ACT 1991" and "NOTICE OF WORKS INCLUDING RESPONSES".

If a Permit Notice is printed, the Conditions Text and Condition Types are appended to the Works Description at the bottom of the report.

This same list is also available from the list button on the Street Works Notice screen.

Note: This list will only retrieve EToN 4 and above Notices.

Notice Recipients Report

This report is used to display Notice Recipients, their Batches, and when they were sent or received.

Officer Inspection Analysis

Provides a summary, for each Officer and Inspection Category, of the Inspections carried out for each Organisation. The Inspections are broken down to show the percentage of inspections cancelled, passed and failed.

Organisation Inspection Analysis

Provides a summary, for each Organisation and Inspection Category, of the Inspections carried out by each Officer. The Inspections are broken down to show the percentage of inspections cancelled, passed and failed.

Organisation Group Inspection Analysis

Provides a summary, for each Organisation Group and Inspection Category, of the Inspections carried out by each Officer. The Inspections are broken down to show the percentage of inspections cancelled, passed and failed.

Inspection Outcome Analysis

Gives information of Inspection carried for each Organisation, with the outcomes. These are presented as percentages and can form the basis of a quarterly report to the Organisations on their performance. The report provides a Summary level which simply gives the Outcomes and the appropriate percentages (of the total inspections carried out for that Organisation), and a Detail level which shows each Site number and the Outcome, as well as totals and percentages.

Inspection Inadequacy Analysis

Provides a summary, for each Organisation and Inspection Category, of the Inadequacies (Reinstatement, Signing Equipment, Signing not Actioned, Signing Other) recorded in Inspections. The information is broken down to show the percentage in each Inadequacy.

Inspection Defect List

The Inspection Defect List shows details of site location and defect notes; sorted and grouped by Street. The report also shows dates of subsequent work following an Inspection so that remedial work can be monitored.

Annual Program List

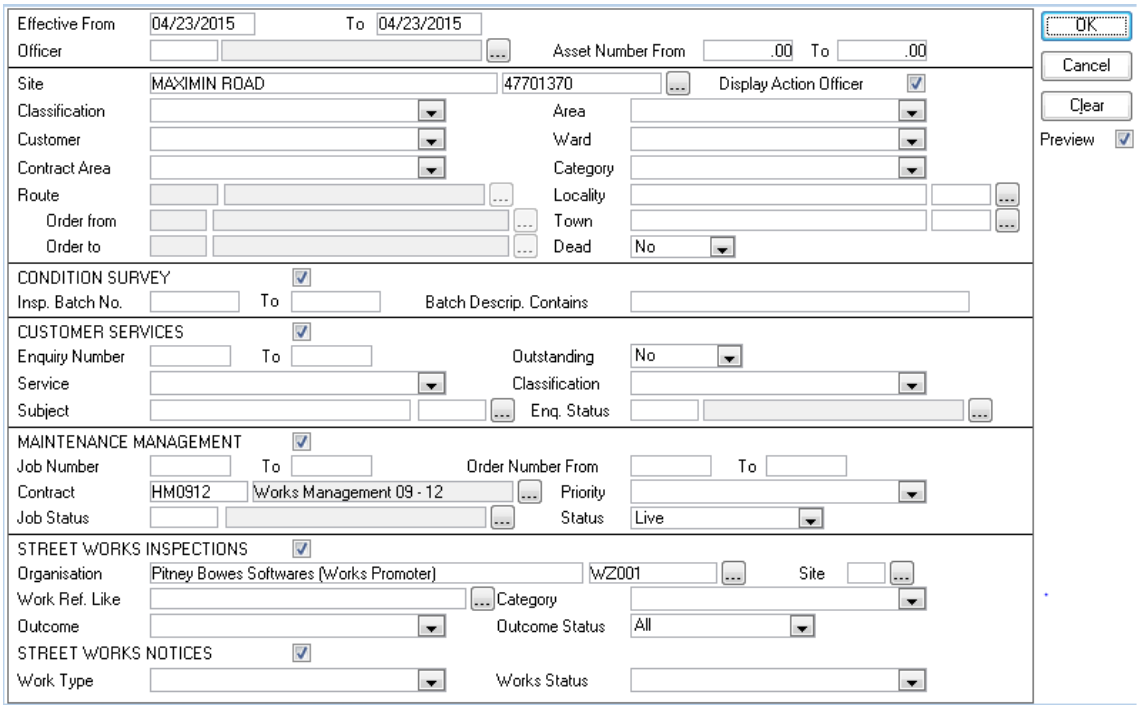
(Register)

Provides a list of Organisations and Inspection Categories and details the total number of Inspections for the selected Finance Year, the numbers of inspections Pending (that is, listed in the Programmed Inspections), Inspected, and Target (that is the number of Inspections which must be carried out to bring Inspections up to date)

Site History Report

Street History Report

The Street History Report will give details of all activities on the selected Site(s).



The report will return data on the selected Site(s) for the date range specified in the 'Effective From and To' fields. And Action Officer and Plot numbers may also be optionally entered.

The second section of the filter makes a general selection of site based on the filter selections in the section. All fields are optional and leaving the fields blank will return results for all live Sites in the database.

Condition Survey

Check this to return a list of all inspections carried out, and Defects raised, within the date range specified at the top of the filter. The date referenced is the 'Inspected' date entered on the Inspection Batch Feature.

Selection may be limited by Batch number ranges and or Batch description.

Customer Services

Check this to return the details of Enquiries raised within the date range specified at the top of the filter. The date referenced is the 'Logged' date for the Enquiry. The report will show Enquiry Number, Logged By and date, Service, Subject, Classification, Location, Description and Contact. The default selection is for archived (not outstanding) Enquiries. This may be changed by selecting 'Both' or 'Yes' from the 'Outstanding' filter drop down list. The selection may be limited by Service, Subject, Classification or Status.

Maintenance Management

Check this to return the details of Jobs on the selected Features. Jobs will be included if they overlap with the date range specified at the top of the filter, in other words if they are raised during or before the specified date range, and if they have an Actual Completion Date during or after the date range, or no Actual Completion Date.

Note: This means that Jobs in Confirm that are very old or no longer relevant, but have no Actual Completion Date, will show on the report, until they have been Archived.

The filter default is for selection of Live Jobs; this may be changed by selection from the 'Status' drop down list. The selection may be limited by Job or Order number ranges, Contract, Priority and Job Status. The report shows Description, Location, Officer, Priority, Status and Date.

Street Works Inspections

Check this to return Inspection details within the date range specified at the top of the filter. The date referenced is the 'Inspected' date. The report includes Inspection Date, Inspection Notes and Defect notes, and Signing Lighting and Guarding Inadequacies. The selection may be limited by Organisation and Ref Number, Site number, Category, Outcome and Outcome Status.

Street Work Inspection Unit Report

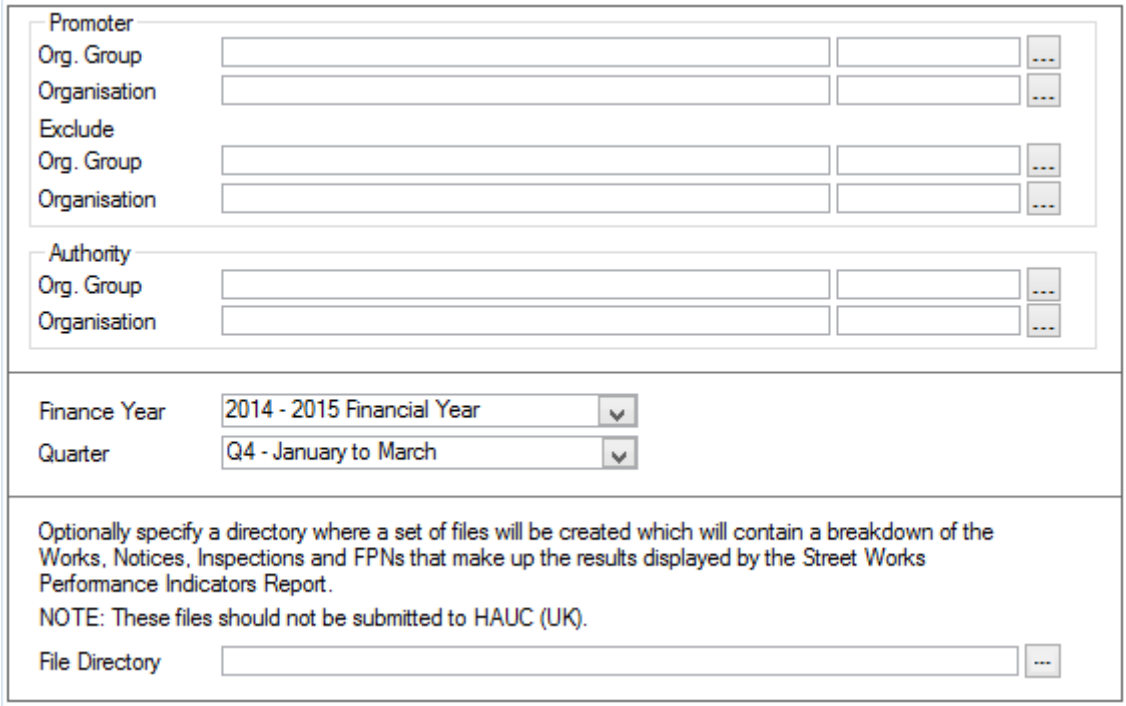
This report will show Inspection Units for all the organisations selected in the filter, totalled by Organisation, and by Organisation Groups.

Street Works Performance Indicators Report

This report provides TMA Performance Indicators and is intended to be run by Highway Authorities to assess their performance, the performance of Utilities working in their area and the performance of their own works department, although in the latter case some of the Indicators will not apply.

The report shows statistical data for a particular financial quarter. It is broken down by Works Promoter Organisation Group and where appropriate further broken down by Street Work Type. Total values for all Utility Promoters and for all Highway Authority Promoters are also shown.

The results should be submitted to HAUC (UK) by each Authority; Utility companies will not be required to submit data. Due to the nature of the data, and in particular the statistics on payment of Fixed Penalty Notices, which may not be available until 35 days after the Penalty is issued, reports are not submitted until the middle of the following quarter to allow all relevant Notices to be processed. The submission dates have been set as 15th of August, November, February and May, or the first working day after this date.



Finance Year: The values are taken from the Confirm **Finance Year** configuration, and the selected value is used to determine which year the selected quarter relates to.

Quarter: The financial quarters are based on the standard government financial year (April to June, July to September, October to December, and January to March).

File Directory: This is an optional field to create a set of files in the provided path, which will contain a breakdown of the Works Phases, Notices, FPNs and Inspections that make up the results displayed by the Street Works Performance Indicators Report.

The exported file for TPI 9 will also contain a 'Reason' column which will specify why a record was or was not counted in the Performance Indicators Report.

These exported files can be used to match the results displayed in the Performance Indicators Report.

- **TPI 1 - 8 and 13** - TPI1-8&13.xls

- **TPI 9** - TPI9.xls
- **TPI 10 - 12** - TPI10-12.xls
- **TPI 14** - TPI14.xls
- **TPI 15 -19** - TPI15-19.xls

Note: These files should not be submitted to HAUC (UK).

Authority Org. Group or Authority Organisation must be provided in order to run the report.

The report itself consists of 19 Performance Indicators, labelled TPI 1-19. They are divided into 3 groups and each is described in more detail in the following sections:

- **Occupancy Performance Indicators** on page 255 (TPIs 1-8) - Works in different phases of occupancy.
- **Coordination Performance Indicators** on page 257 (TPIs 9-13) - Works that have suffered coordination problems and those that have had Fixed Penalty Notice issued as a result.
- **Inspections Performance Indicators** on page 259 (TPIs 14-19) - Works that have had Inspections carried out on them and where these resulted in a failure.

The 'Export' button on the report can be used to extract all detailed data from the report to produce a comma separated file for submission. The file contains the following seven columns without any column headings:

Column 1	Primary Noticing Authority's Organisation Reference. This is taken from the Authority Organisation specified on the filter screen when running the Export.
Column 2	Promoter Organisation Group's Organisation Reference.
Column 3	Year e.g. 2011, 2012.
Column 4	Quarter i.e. 1, 2, 3 or 4.
Column 5	TPI Number i.e. 1, 2, 3 up to 19.
Column 6	The External Reference of the Street Work Type for those TPIs which are reported per Street Work Type. For those that are not reported per Street Work Type (TPIs 10-12 and 14-19) this value will be exported as 0.
Column 7	The actual Value / Count for this TPI.

Occupancy Performance Indicators

The Occupancy Performance Indicators provide statistics related to the occupancy carried out on Works within the Quarter of the financial year. All statistics on occupancy are included based on the Works Phases where the days to be counted will be between the ActualStartDate on the ‘Actual Start’ Notice (or the New Activity Notice for Immediate and Permit Immediate Works) and the ActualEndDate on the ‘Works Stop’ Notice, inclusive of both Start and End dates within a quarter.

TPI1	Works Phases Started	A count of all Works Phases that had an Actual Start date within the Quarter.
TPI2	Works Phases Completed	A count of all Works Phases that were completed within the Quarter.
TPI3	Days of Occupancy	This includes Works Phases that started within the quarter, ended within the Quarter, or were in progress throughout the Quarter. Only days within the Quarter will be counted.
TPI4	Average Duration of Completed Works Phases	The average duration of all the Works Phases contributing to TPI2.
TPI5	Works Phases Completed after the Reasonable Period	A count of all Works Phases in TPI2 where the Actual End Date was after the Reasonable Period.

TPI6	Overrun Days	A sum of the number of days by which the Works Phases in TPI5 overran.
TPI7	Number of Phase 1 Registrations	A count of Works Phases completed, (as in TPI2), but only where the Phase was the first Phase of the Works, and was closed with one of the following Excavation Types: • 1 - Works with excavation (single promoter) • 2 - Works with excavation (primary promoter) • 3 - Works in footpath or bridleway • 4 - Works within pedestrian planning order • 5 - Works within traffic order • 7 - Works for road purposes • 8 - Replacing poles, lamps, columns or signs • 10 - Replacing manhole or chamber covers
TPI8	Number of Phase 1 Permanent Registrations	From amongst the set of Works Phases identified in TPI7, this Indicator is a count of Works where all sites on the final Full Registration Notice for the Works Phase have a Reinstatement Type value of either '2 – Permanent' or '5 - Bar hole'.

Investigating Performance Indicator Results

The following table describes how Performance Indicator figures can be investigated and explained by examining the detailed data using other Confirm reports.

TPI1	Works Phases Started	TPI1 can be reproduced using the Street Work Occupation Report. On the filter of this report, the Actual Start From and To dates should be entered as the beginning and end of the Quarter of interest. An Organisation Group can also be entered to investigate results for a specific Organisation Group. The report must be run twice, once with Occupation Status set to 'Both (Clear/Closed)' and again with it set to 'In Progress' if there is a chance that any Works Phases which began in the Quarter may still be incomplete.
TPI2	Works Phases Completed	TPI2 can be reproduced using the same report, with Occupation Status set to 'Both (Clear/Closed)' and the Actual End From and To dates entered as the beginning and end of the Quarter. **Note:** The Street Work Occupation Report does not select Works which have a Registration Notice with a Site Status set as 'Site subsumed by 3rd party reinstatement' or 'Site combined with another site'. If there is any such Works in the Quarter, and the results of the Street Works Occupation Report do not match the TPI2 results, then verify the results by adding those completed Works Phases manually.
TPI3	Days of Occupancy	TPI3 can be reproduced using the same report, but note that TPI3 includes Works Phases that started

		within the Quarter, ended within the Quarter, or were in progress throughout the Quarter, so the report may need to be run twice. On the filter, specify the following: • Occupation Status should be set to 'Both (Clear/Closed)'. • Actual Start To date set to the end of the Quarter. • Actual End From date set to the start of the Quarter. The report should be run again if there is a chance that any Works Phases which began in the Quarter may still be incomplete, specifying the following on the filter: • Occupation Status of 'In Progress'. • Actual Start To date set to the end of the Quarter. **Note:** This will show the Works Phases that contribute towards TPI3, but the calculated Actual Duration includes days outside the Quarter which is not the case with TPI3 as this only counts days within the Quarter, so will not necessarily match exactly.
TPI4	Average Duration of Completed Works Phases	TPI4 can be calculated as the total Actual Duration figure shown on the report for TPI2, divided by the number of Works Phases (i.e. the TPI2 value).
TPI5	Works Phases Completed after the Reasonable Period	TPI5 can be calculated as the number of Works Phases shown on the report for TPI2 where the Actual End date is later than the Reasonable Period End date.
TPI6	Overrun Days	TPI6 is the total number of days difference between the Actual End and Reasonable Period End dates for those Works Phases contributing to TPI5. **Note:** The Street Works Occupation Report shows Overrun days as working days only, whereas TPI6 calculates Overrun days including all calendar days.
TPI7	Number of Phase 1 Registrations	The results here are a subset of the results obtained by TPI2. Those results have to be manually checked to eliminate Notices that were not first Phase Reinstatements and to only include those with the correct Charge Categories.
TPI8	Number of Phase 1 Permanent Registrations	The results here are a subset of the TPI7 results. Those results would have to be further refined to only include Reinstatements that have a Reinstatement Type value of either '2 – Permanent' or '5 - Bar hole'.

Coordination Performance Indicators

The Coordination Performance Indicators relate to issues that have arisen as a result of problems in coordinating the Works related to timing, or some other issue that has resulted in a Fixed Penalty Notice being issued. In some cases Works may be included in more than one count e.g. an incorrectly timed Notice that resulted in an FPN.

TPI9	Incorrectly Timed Notices	This Indicator is a count of Notices that did not comply with legislative requirements on timing. Notices issued by Authorities will not be included in the count (e.g. Directions and Permit Responses), only the following Notice Types will be analysed: • 0200 - Initial Notice • 0210 - PAA (Major) / Permit Application (Non-major) • 0300 - Confirmation Notice • 0310 - Permit Application • 0400 - Actual Start Date • 0600 - Works Stop • 0700 - Partial Registration • 0701 - Full Registration Incorrectly timed Notices that have 'Agreements' for Early Starts (Agreement Type 5) or Extension to Validity Period (Agreement Type 11) will not be included in the count. Each Notice is considered in isolation; for example, an incorrectly timed Initial Notice without an Early Start Agreement will be included in the Indicator report even if a subsequent Notice for the same Phase does have an associated Early Start Agreement.
TPI10	FPNs Given	A count of all FPNs issued. The Issue Date of the FPN will be used to determine whether the FPN is included in the Quarter.
TPI11	FPNs Paid	A count of all FPNs included in TPI10 that were paid.
TPI12	FPNs Withdrawn	A count of all FPNs included in TPI10 that were subsequently withdrawn.
TPI13	Early Start Agreements	A count of all Works Phases with an Actual Start Date in the selected Quarter (i.e. all Works Phases contributing to TPI1) where there is an Early Start Agreement associated with the Actual Start Notice, or any of the preceding Notices for the same Phase.

Investigating Performance Indicator Results

The following table describes how Performance Indicator figures can be investigated and explained by examining the detailed data using other Confirm reports.

TPI9	Incorrectly Timed Notices	The complexity of the TPI9 results means that reproducing the results used to supply the TPI9 count has to be done manually, with each Notice Type processed independently. The initial data for the Notices to be checked can be obtained by running the 'Street Works Notice List' for each Notice Type, selecting 'All Versions' and appropriate dates in the filter, then saving these results. The saved results can then be used to help determine if the Notice is late. For Initial Notices (0200 - 0310) the Notice is late if the difference between the Issued Time (the date and time the Notice was received) and the Work Start Date is less than the Notification Period for that Notice Type. The value used by Confirm is taken from the 'Notification Period' values in the Notice Type lookup.

		For Actual Start Notices (0400) it is considered late if the Issue Time is more than one day later than the Actual Start. For Urgent or Emergency Works the Notice is considered late if the Issue Time is more than 2 hours after the Work Start, or Actual Start time. Works Stop Notices (0600) are considered late if the Issue Time is greater than one day after the Work Completion Date. Registration Notices (0700 - 0701) are the most complex of all the Notices to determine if they are late. Here all of the Site details for the current Notice must be obtained from the database, and also the Site details from the previous Registration Notice where the Site is a newer version of one sent on a previous Notice. The Notice is considered late if the Notice Issue Time is more than 10 working days after the Site Extant Date, except where the Site Registration is a new version but none of the details have changed (i.e. has already been checked on the previous Registration Notice).
TPI10	FPNs Given	TPI10 can be reproduced from the Street Works Offence and Fixed Penalty Report. On the filter, the Report Level should be selected as Detail, and the Issue From and To date should be entered as the beginning and end of the Quarter of interest. An Organisation Group can also be entered to investigate results for a specific Organisation Group. The records returned are those contributing to TPI10.
TPI11	FPNs Paid	TPI11 is the number of FPNs found above which have a 'Resolved' Status, and show a value in the Amount Paid column.
TPI12	FPNs Withdrawn	TPI12 is the number of FPNs found above which have a 'Cancelled' Status.
TPI13	Early Start Agreements	TPI13 can be reproduced using the Street Work Occupation Report as used for TPI1, in conjunction with the Notice Agreements Report to check each Works Phase for the presence of an Early Start Agreement. The Notice Agreements Report can be run for a particular Works Reference, or can be run for an Organisation Group with a date range specified. It should be borne in mind when specifying the date range, that for an Actual Start Notice within the Quarter, the preceding Notice with the Early Start Agreement may have been in the previous Quarter.

Inspections Performance Indicators

The Inspections Performance Indicators provide statistics related to the Inspections carried out on Works since the beginning of the financial year. All statistics on Inspections are included based on the date the Inspection was carried out, not the date at which it was recorded if this is different.

TPI14	Agreed Sample Inspections	TPI14 for an Organisation Group is based on the sum of Category A, B and C Annual Sample values found on the Annual Program for the Finance Year. It is calculated as the number of Inspections expected to have been carried out in the year to date assuming a consistent rate, i.e.: • 25%, 50%, 75%, 100% of the sum for Q1, Q2, Q3, Q4 respectively.
TPI15	Sample Inspections Recorded as Chargeable	The total of all 'Sample' Category A, B and C Inspections for the year to date that have been recorded as Inspections that could be charged for.

Reinstatements

The Indicators TPI 16 and 17 are specifically related to Reinstatements.

TPI16	Sample Category B and C Inspections	A count of all ‘Sample’ Category B and C Inspections that have been carried out in the year to date, up to the end of the Quarter that is being reported. The count will not include any sample Inspections that were selected, but subsequently cancelled, recorded as not having been carried out, or marked as abortive.
TPI17	Sample Category B and C Failures	This is based on an analysis of the Inspections included in TPI16, and will provide a count of all those 'Sample' Category B and C Inspections carried out that have an Outcome recorded as a failure.

Safety

The Indicators TPI 18 and 19 are specifically related to site safety (Category A) Inspections.

TPI18	Sample Category A Inspections	A count of all 'Sample' Category A Inspections that have been carried out in the year to date, up to the end of the Quarter that is being reported.
TPI19	Sample Category A Failures	This is based on an analysis of the Inspections included in TPI18, and will provide a count of all those 'Sample' Category A Inspections carried out that have an Outcome recorded as a failure.

Investigating Performance Indicator Results

The following table describes how Performance Indicator figures can be investigated and explained by examining the detailed data using other Confirm reports.

TPI14	Agreed Sample Inspections	TPI14 can be reproduced using the Annual Program List, specifying the Finance Year of interest on the filter. TPI14 will be the Promoter Organisation Group Total, adjusted using the appropriate percentage depending which Quarter is being reported on.

TPI15	Sample Inspections Recorded as Chargeable	TPI15 can be reproduced using the Inspection List, available from the Inspections screen. On the filter, the Inspected From date should be entered as the beginning of the Finance Year and the Inspected To date as the end of the Quarter of interest. An Organisation Group can also be entered to investigate results for a specific Organisation Group. An Inspection in the returned list counts towards TPI15 if it satisfies the following criteria: • The Inspection Category is Category A, B or C. • The Outcome is not a Cancelled one. • The Inspection is Sampled. **Note:** If non-sampled Inspections are present this cannot be seen from the list except by using Save As or copying the data and pasting into Excel. Alternatively this can be seen from the Inspection screen itself.
TPI16	Sample Category B and C Inspections	TPI16 is the number of Inspections found above which are Category B or Category C.
TPI17	Sample Category B and C Failures	TPI17 is the number of Inspections in TPI16 with an Outcome of Failed.
TPI18	Sample Category A Inspections	TPI18 is the number of Inspections found above which are Category A.
TPI19	Sample Category A Failures	TPI19 is the number of Inspections in TPI18 with an Outcome of Failed.

Permits KPI 1: Permit Response Report

This is the first mandatory KPI report from the Code of Practice for Permits.

This report finds Applications (PAAs, Permit Applications and Variations) based on the criteria specified on the filter, and displays totals of Permits that have been:

- Granted
- Refused
- Deemed - Permits which were not responded to before the Application's Permit Date expired.
- Superseded - Permits which had a subsequent Application or Notice against it before the Application's Permit Date expired.

Applications which were Cancelled before a response was sent and before the Application's Permit Date expired are not included in the report. If there are multiple Applications corresponding to a Cancellation, then only the last Application will be considered as Cancelled. All preceding Applications will be considered as Superseded.

Paper Applications, Grants and Refuses will not be included in the report.

The 'Permit To' date is a mandatory field and defaults to today's date. The Permit Date is the date when the Application has to be responded by and not when the Works are actually taking place. This is to ensure Applications are only counted once when the report is run over contiguous periods.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

Permits KPI 2: Permit Conditions Report

This is the second mandatory KPI report from the Code of Practice for Permits.

This report finds Grant Notices for PAAs, Permit Applications and Variations, based on the criteria specified on the filter, and displays the number of Conditions that were applied to the Applications that were Granted, broken down by the Application Type and Condition Type. The report will not count Deemed Permits or Late Grants in its calculations.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

Permits KPI 3: Approved Permit Extensions Report

This is the third optional KPI report from the Code of Practice for Permits.

This report finds Modified Applications and Duration Variation Applications based on the criteria specified on the filter, and displays totals of those Applications that extend the Work's duration relative to the previous Application. If the new dates specified on the Application have the same number or less working days between the Works Start and End dates then this Application will not be counted. The report will display:

- The number of Permits issued
- The number of extension requests as a percentage of Permits issued
- The number of approved extensions as a percentage of extension requests

Note: A Revoked Permit with subsequent Variation or Modified Application Granted, will be counted in addition to original Granted Permit.

Paper Applications will not be included in the report.

The 'Permit To' date is a mandatory field and defaults to today's date. This is to ensure Applications are only counted once when the report is run over contiguous periods.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

Permits KPI 4: Reduced Application Period Report

This is the fourth optional KPI report from the Code of Practice for Permits.

This report finds Applications (PAAs, Permit Applications and Variations) based on the criteria specified on the filter.

The report shows the number of Applications which reduced the notification period (ones which required an Early Start Agreement). It also shows the number of Applications with a reduced notification period which supplied an Early Start Agreement. Multiple Applications for the same Works are considered in isolation when calculating if enough notification period was provided or not.

The report will not include Immediate Works, Duration Variation Applications or Works Data Variations in its calculations, because these Applications never require an Early Start Agreement.

The 'Permit To' date is a mandatory field and defaults to today's date. This is to ensure Applications are only counted once when the report is run over contiguous periods.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

Permits KPI 5: Restriction Agreement Report

This is the fifth optional KPI report from the Code of Practice for Permits.

This report finds Works Phases which either Started or Cancelled within the criteria specified on the filter, and that have a 'Restriction In Force' which overlaps with the Works Phase dates.

It then looks at whether an Agreement was required (either Customer Connection during Restriction or Other Works during Restriction) using the information supplied on the **Coordination Tab** of the Works. If an Agreement is required a 'Restriction In Force' restriction will have been ticked. Where this is the case the report will then check to see if the Works does have either the Customer Connection during Restriction or Other Works during Restriction Agreement supplied against it.

If an Agreement is not required then this could be due to the following reasons:

- The Works was a Customer Connection (the 'Customer Connection' tick box on the Coordination Tab was ticked).
- The Works is an Immediate Works (based on the Work Type of the Works).
- The Conditions specified on the Restriction do not apply to the Works. This is assumed to be the case if:

1. The 'Customer Connection' tick box is not ticked.
2. And the Work Type is not Immediate.
3. And either a 'Restriction In Force' is not ticked OR the 'Not Applicable' tick box is ticked.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

Permits KPI 7: Permit Conditions Inspection Report

This is the seventh optional KPI report from the Code of Practice for Permits.

This report finds Street Works Inspection with Inspection Category as 'Permit Conditions' based on the criteria specified on the filter. The report will display:

- The number of Permits issued.
- The number of Sampled Inspections with Inspection Category as 'Permit Conditions'.
- The number of Sampled Inspection for all Inspection Categories.

The 'Permit To' date is a mandatory field and defaults to today's date. This is to ensure Applications are only counted once when the report is run over contiguous periods.

The report can be run at either Summary Level (displays the totals by Organisation Group) or Detail Level (displays the totals by Organisation).

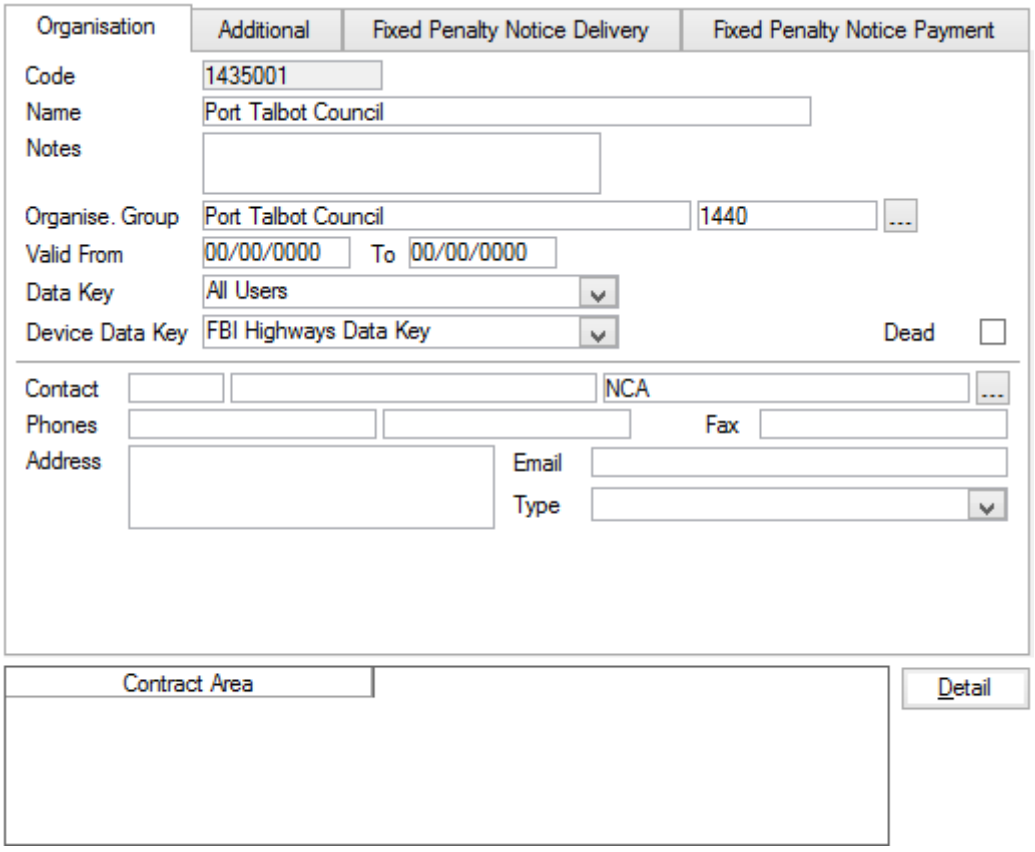
Street Works Lookups

The Street Work lookups provide the libraries of information for completion of the Street Work forms and Wizards.

Most of the necessary data is prescribed by Street Works legislation, therefore DfT reference fields are provided for library entries. It is these references which are then used when transferring data between Street Works Systems.

Organisation

Organisation records are created to store information about the Street Naming Authority, Highway Authority and Utility companies. Each record contains contact details and information about how data can be transferred to them. Organisation records are automatically created from the NSG Import import process and EToN OD transactions.



Code:	Up to 8 alphanumeric characters.
Name:	Up to 50 characters.
Notes:	A free text field.
Group:	Enter of Select from the pick list. The pick list references the Organisation Group lookup. **Note:** When an Organisation is exported via EToN all Organisations part of the same Group will be exported.
Valid From/To:	Dates when this record is valid.

Data Key: Set a Data Security Key in order to make this record available to Users with rights to this Data Security Key through their Data Security Group.

Select from the drop down list. The drop down list references the Data Security Key library.

System Administration\Security

Device Data Key: (Confirm Connector)

Optionally specify a Data Key to restrict which Users will have this lookup available on a mobile device.

Please see **the ConfirmConnect® manual** for further details.

Contact: The Contact can be entered directly into the fields, or picked from the Contact lookup. The Contact does not have to be present in the Contact lookup in order to be entered into these fields. Contact details manually entered will be automatically entered into the Contact lookup when the Organisation is saved.

If the Contact Lookup Adaptor module is active Confirm can link to an external Contact/Customer database when searching for a Contact. The external Contact database will merge with the results of the Confirm Contact Lookup, updating any details where the Contacts are the same as each other (identified by having the same Contact Reference). Once a Contact has been selected in the form and saved, the selected Contact will be updated within Confirm with the details from the external database if it already exists, if not then a new Contact will be created.

Phone: Optional text fields.

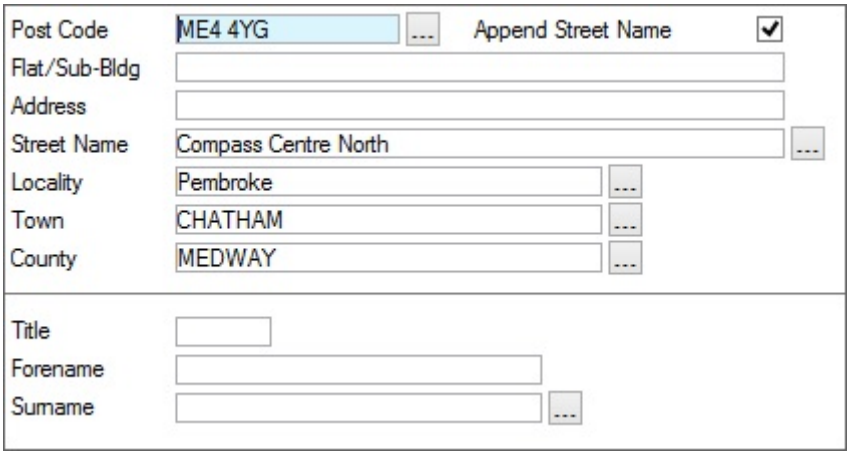
Fax:

E Mail:

Note: When exporting the Organisation details via EToN or to an OD XML file, the Phone Number is mandatory and must be supplied in a valid format e.g. 01634 880141.

Address: If the Contact Name was selected from the Contact Lookup, then associated Address information will be automatically entered into this Address field.

If no Address is entered, or the Contact was not entered from the Contact lookup, then placing the cursor in the Address field will launch the Address form.



Type the Address details into the fields. Click on OK to place the Address information into the Address field of the Organisation screen.

Note: When exporting the Organisation details via EToN or to an OD XML file, the Address must have a valid Postcode, and a minimum of 2 lines and a maximum of 5 lines specified.

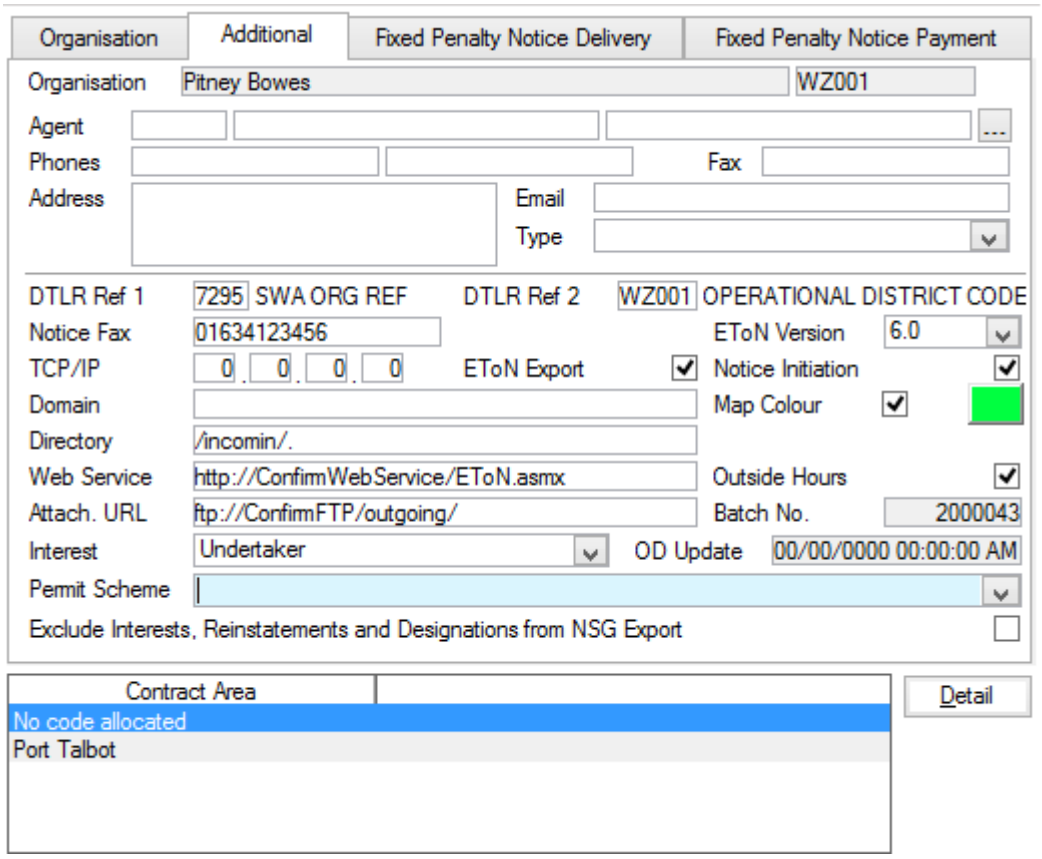
Type: Optional field.

If the Contact Name was selected from the Contact Lookup, then associated Type information will be automatically entered into this field.

If no Type is entered, or the Contact was not entered from the Contact lookup, select an appropriate Type from the drop down list. The drop down list references the Customer Type lookup.

Asset Maintenance\Maintenance Lookups

Additional Tab



Agent: An Agent can be optionally entered against an Organisation where that Organisation is using an external agent to carry out the work, and/or send the Notices.

Details are entered as for 'Contact' on the Organisation tab.

DfT Ref 1: Must be populated for electronic transfer of Notices with the DfT Organisation reference, which must be four numbers.

Note: A warning will be displayed if the DfT Ref 1 of an Organisation, which is linked to Street Works or Fixed Penalty Offences, is edited.

DfT Ref 2: Must be populated for electronic transfer of Notices with the DfT Operational District Reference, which must be 2 letters, followed by 3 numbers.

Note: The Operational District Reference must be unique throughout Confirm. If it is not, Confirm will not be able to correctly handle electronic transfer of Notices.

Note: A warning will be displayed if the DfT Ref 2 of an Organisation, which is linked to Street Works or Fixed Penalty Offences, is edited.

Notice Fax: Enter the Fax number which this Organisation can receive Notices on if there is a problem sending via EToN.

Note: This field is mandatory when exporting the Organisation details via EToN or to an OD XML file.

TCP/IP: The return TCP/IP address for Notices from this Organisation.

Domain & Directory: If no TCP/IP address is entered, a Domain and Directory may be entered for Notices.

Web Service: Enter the URL which this Organisation uses to import EToN 4 and above transactions.

Note: This field is mandatory when exporting the Organisation details via EToN or to an OD XML file.

Attach. URL: Document Links Prefix. This is a URL address (e.g.http://confirm.co.uk), which defines where the Organisation stores document links associated with their Notices. It is used as a prefix for links on the Document Link window when viewing Notices from this Organisation. This is only applicable to EToN 5 and above. Please refer to **Links button** on page 71.

Interest: Select the Interest Type for this Organisation.

For EToN 4 (and above), Organisations whose Interest has the 'Send Notice' flag set will be included by default in Recipients steps of the various Street Works Wizards. For older EToN Versions the Interest's 'Send Notice' flag directly controls whether an Organisation will receive an EToN notification.

Site Register\Interest Lookup

Note: The Interest specified here will tell the EToN schemas what details are expected to be present. Please refer to the '**Operational District (OD) transactions** on page 275' for further details. Also, this Interest will be sent in the OD transaction so must exist in the destination system.

Permit Scheme: Select a Permit Scheme which the current Organisation (Permit Authority) operates for Street Works. It defaults to blank. The drop down lists all Permit Schemes created using the **Permit Scheme lookup**.

ETon Export: (SWR - EToN Agent - Export module)

Check this box for all Organisations who are to receive Inspections via EToN. Export of Inspections can only be made to Organisations for whom this box is checked. This option applies to Organisations of any EToN Version, i.e. EToN 1-6.

In addition, check this box for all EToN 1-3 Organisations who are to receive Comments. Export of Comments can only be made to Organisations for whom this box is checked. This option only applies to Organisations on EToN 1-3. Organisations on EToN 4 or above always receive Comments.

Note: Ext Ref 2 must be completed also.

ETon Version: Select the ETon Version which this Organisation is capable of receiving. Select from Versions:

'2.0' - '2.0' or above must be selected in order to send Comments via ETon.

'3.0' - This must be selected in order to send Inspection Results via ETon.

'4.0' - This must be set for all Organisations which transfer ETon transactions via a Web Service. The Import of an OD Batch file / transaction will automatically set this to '4.0'.

'5.0' - This must be set for all Organisations which transfer ETon transactions via a Web Service. This must be selected if Works Promoters are required to apply for a Permit before starting Works.

'6.0' - This must be set for all Organisations which transfer ETon transactions via a Web Service. This must be selected if Authorities are required to send Inspections via Web Service as XML.

Note: In order for an Organisation to be allowed to apply for a Permit for Works in Confirm, the ETon Version needs to be '5.0', the Interest needs to be set to 'Permit Authority' and the Permit Scheme needs to be set to a Permit Scheme created in Permit Scheme lookup.

Notice Initiation: The 'Notice Initiation' flag must be ticked on the Organisation(s) that owns Confirm, and not ticked for any other Organisation(s) e.g. if the User works for Chatham Council, any Organisation records within Chatham Council's Confirm database, which represent Chatham Council, must have the 'Notice Initiation' flag ticked. This allows Confirm to determine if a Notice is to be sent from Confirm via ETon (in the case of Utilities) or whether a paper Notice is being entered on behalf of a Utility (in the case of Authorities).

Map Colour: (Entity Information module)

Select a colour from the palette that will be used to colour Street Works for this Organisation on the Map.

Outside Hours: Check this flag to indicate whether the Organisation can receive Notices during non-working hours (08:00am to 16:30pm). If unchecked the ETon Agent will not attempt to resend any failed Notices in non-working hours to the Organisation.'

Batch No: If the current Organisation has been exported, the ETon Batch Number will be displayed here. All Organisations part of the same Organisation Group will be included on the same Batch.

OD Update: This displays the date and time that this Organisation record was last updated from an import of an OD transaction.

Permit Scheme: If appropriate, select a Permit Scheme in use by the Organisation. This list will be updated from the OD import.

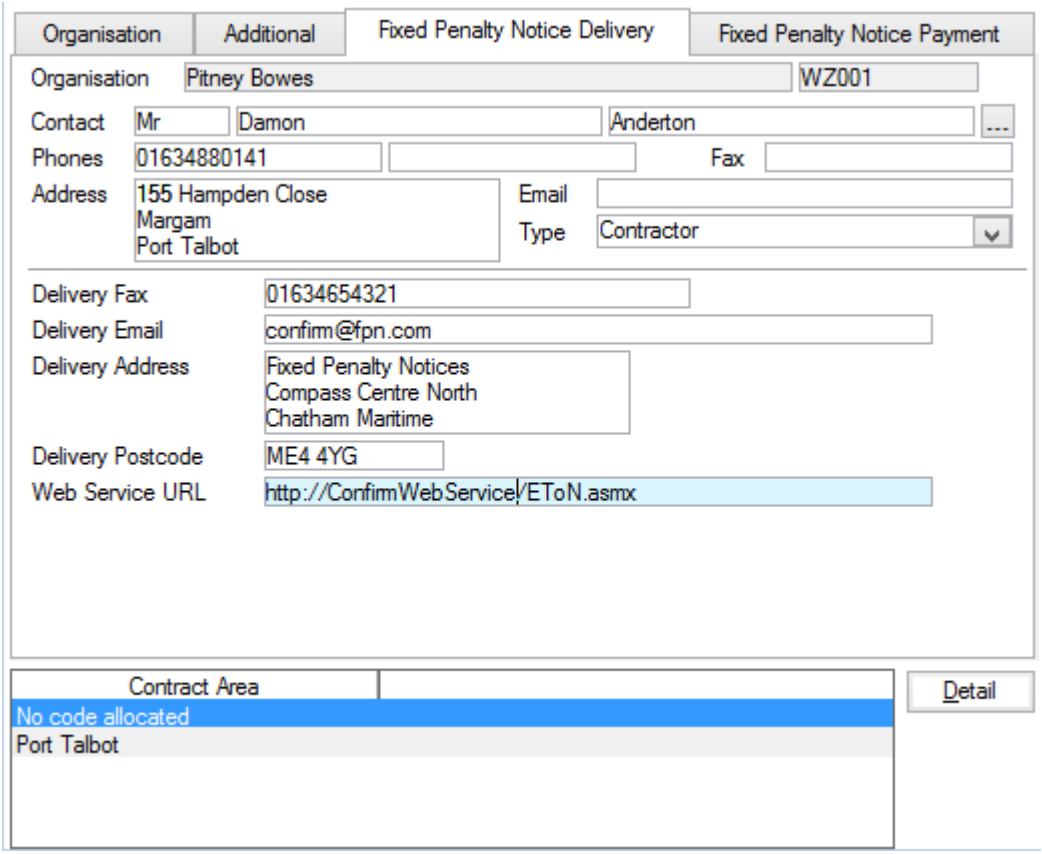
This list of available Permit Schemes will not include the 'Dummy' Permit Scheme specified on the **Street Works Notice Default System Settings** on page 306.

Exclude Interests...: Use this option to exclude the selected Organisation's Interests, Designations, and Reinstatements when Exporting the Gazetteer. An Organisation's Interests and Designations are defined when creating the Interest or Designation for a Site.

Fixed Penalty Notice Delivery tab

The Fixed Penalty Notice Delivery tab on the Organisation screen is used to store the contact and delivery details for the receipt of a Fixed Penalty Notice. This tab is available when Module 3400 (Street Works Register) or 3420 (Street Works Initiation) is active.

The OD Batch import process will populate this information automatically.



Contact details: Enter the Contact which will deal with FPNs for the current Organisation. All details as per the Organisation tab.

Note: These details are subject to the same requirements as the Contact specified on the Organisation tab when exporting the Organisation details via EToN or to an OD XML file.

The following fields need only be completed by Organisations which have a 'Works Promoter' Interest Type. Please refer to the '**Operational District (OD) transactions** on page 275' section for further details.

Delivery Fax: Supply the Fax number which printed FPNs should be sent to.

Note: This field is mandatory when exporting the Organisation details via EToN or to an OD XML file.

Delivery Email: Supply an Email address where an electronic version of the FPN will be sent.

The contents of FPN emails is configured from a series of settings in the Street Works Transfer configuration XML file: StreetWorksTransfer.exe.config. Refer to the Street Works Transfer Install document for information on these settings.

If an FPN Email cannot be sent (e.g. incorrect Email address, Mail Server error etc.) then an 'alarm' notification Email will be generated and sent to the standard notification address. (This is configured in the StreetWorksTransfer.exe.config file.) Refer to the Street Works Transfer Install document for information on these settings.

Delivery Address: Supply the postal Address which printed FPNs should be sent to.

Note: When exporting the Organisation details via EToN or to an OD XML file, the Address must have a minimum of 2 and a maximum of 5 lines specified. To enter additional lines, use CTRL + Enter when in the field.

Delivery Postcode: Supply the Postcode for the above Address.

Note: This field is mandatory when exporting the Organisation details via EToN or to an OD XML file and must be set to a valid Postcode.

Web Service URL: Enter the URL which FPNs sent via EToN should be sent to. This can be the same as the Web Service specified on the Additional tab.

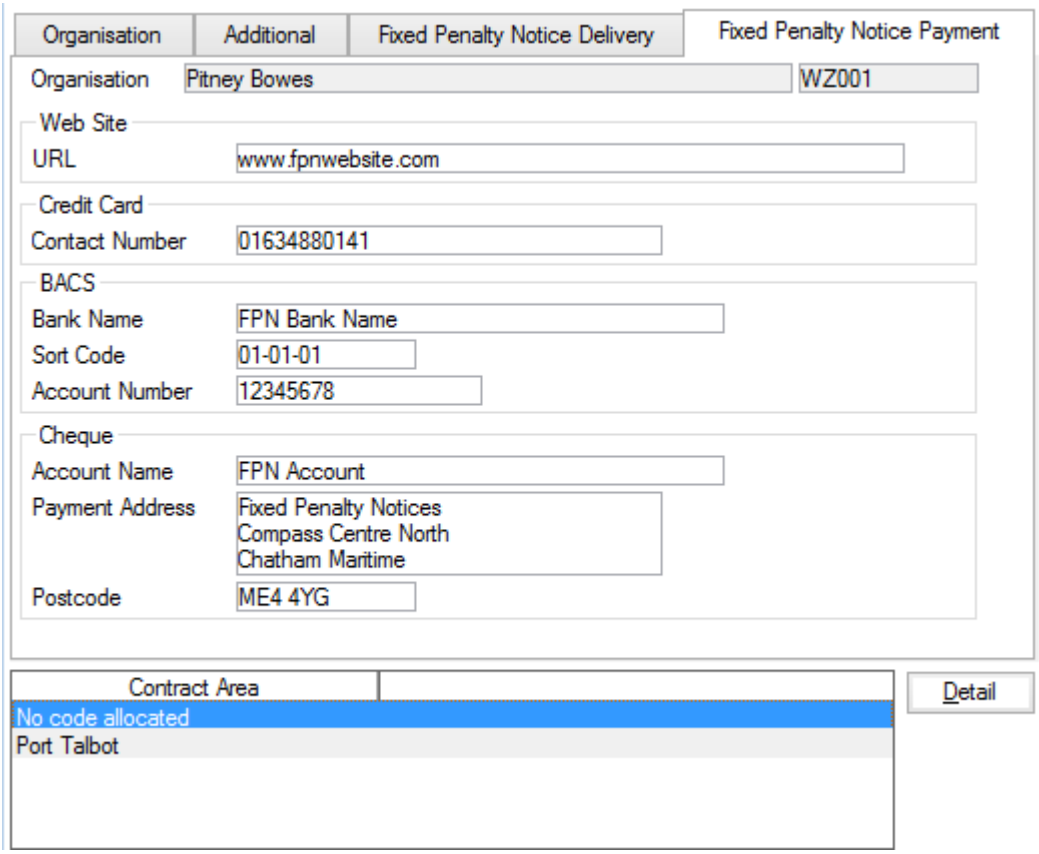
Note: If this is not set, Fixed Penalty Notices created against this Organisation will not be processed by the EToN Agent.

Fixed Penalty Notice Payment tab

This tab is used to store the FPN payment details for 'Highway Authority' Organisations. This tab is available when Module 3400 (Street Works Register) or 3420 (Street Works Initiation) is active. Please refer to '**Operational District (OD) transactions** on page 275' for further details.

These details should be supplied for all Organisations receiving payment of FPNs on your behalf. This will typically be your own Organisation record(s).

Note: In the example shown in this Help file, these details would not normally be populated as this Organisation is a Works Promoter Interest Type.



URL: If the current Organisation has a Web Site on which the Offender can pay their FPN, supply the URL here.

Contact Number: Supply the Phone Number which should be used by the Offender for paying for FPNs via a Credit Card.

Bank Name: Supply the Bank Name to which FPN Payments can be made.

Note: When exporting the Organisation details via EToN or to an OD XML file this must be 1-40 characters.

Sort Code: Supply the Sort Code for the Bank Account to which FPN Payments can be made.

Note: When exporting the Organisation details via EToN or to an OD XML file this must contain 6 digits.

Account Number: Supply the Account Number for the Bank Account to which FPN Payments can be made.

Note: When exporting the Organisation details via EToN or to an OD XML file this must contain 8 digits.

Account Name: Supply the Account Name to which Cheques should be made payable for FPN Payments.

Note: When exporting the Organisation details via EToN or to an OD XML file this must be 1-40 characters.

Payment Address: Supply the Payment Address details to which Cheques should be sent for FPN Payments.

	Note: When exporting the Organisation details via EToN or to an OD XML file, the Address must have a minimum of 2 and a maximum of 5 lines specified. To enter additional lines, use CTRL + Enter when in the field.
Postcode:	Supply the Postcode for the above Payment Address. **Note:** This field is mandatory when exporting the Organisation details via EToN or to an OD XML file and must be set to a valid Postcode.

Export button

You may use an XSL stylesheet used to transform the standard EToN Notice (works batch) and Comments to a non-standard version.

Organisation:	Copied from the Organisation record, and may not be edited.
Sequence:	Set by Confirm and may not be edited.
Description:	An optional free text field.
Stylesheet:	Enter the path to the Stylesheet, or use the pick button to browse for the file.
Forward Web Service:	Enter the URL for the Web Service which data will be sent to rather than the Street Authorities Web Service. **Note:** This will only function if a Stylesheet has been provided.

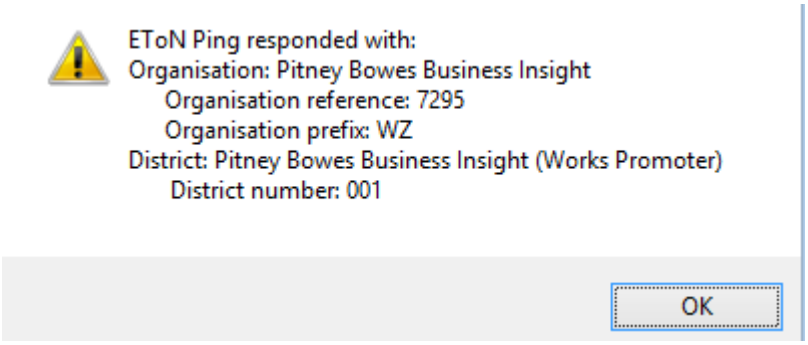
Note: XSL transformations may be applied to import files also. This is not Organisation specific, and the XSL file is identified in the Import Transformation screen. See System Administration\SystemConfiguration\Import Transformations.

Other button

This button is available if the current Organisation's EToN Version is set to '4.0' or above (on the Additional tab). This button provides the following options:

Ping

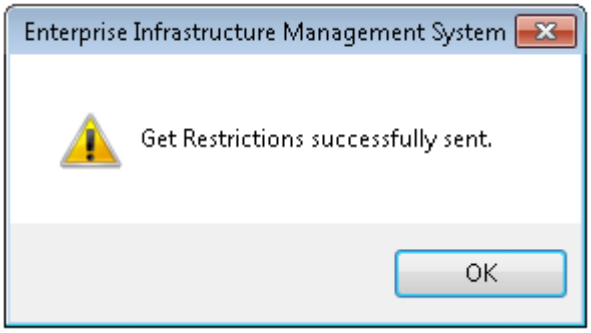
This is used to send an 'EToNPing' request to the current Organisation's web service (specified on the Additional tab) to see if it is currently running and can receive EToN 4 (or later) transactions. The DfT Ref 1 and 2 will be sent with the request to the web service to tell it which District to return the details for. If the request is successfully processed, the following screen will be displayed (with the relevant Organisation details entered).



Note: The 'Notice Initiation' flag must be set for all Organisations in the Confirm database which EToNPing requests will be received for. If this is not set, the requesting system will be presented with an error 'EToNping: WebService does not initiate for District'.

Get Restrictions

This is used to send a 'GetRestrictions' request to the currently selected Organisation's web service. This will request that their current Restrictions (Section 58s) are sent to the requesting system. If the request is successfully processed, the following message will be displayed.



With the 'Get Restrictions' option, Confirm will send the Organisation details specified against the currently logged in Action Officer. If this option is used when the User is not linked to Organisation a warning message is given and the request is not sent.

Note: The Restrictions will not appear in the database immediately. This relies on the system that the request was sent to sending the data out. If the system is another Confirm system, this will be done the next time the Task Processor runs Street Works Transfer.

Highway Authorities create Restrictions by adding additional Designations to the relevant Streets. Please see the **Site Register > Site> Other > Designations** for further details.

Export to OD Batch XML

This option is used to create an OD Batch XML file which can be submitted with the Highway Authority's Gazetteer submission. Utility companies will then download and import this data before sending Notices to the Highway Authority.

Organisation Group:	The Organisation Group will be set from the Organisation which was selected when the 'Export to OD XML' option was selected.
Organisation:	The current Organisation will be set. To export all Organisations for the Group, remove the Organisation value entered here.
OD Filename:	Supply the path and filename that the OD file should be saved to. **Note:** The filename must be in the format shown in the above example in order to pass validation i.e. 7295_OD.xml. 7295 should be replaced with the Organisation DfT Ref 1.
OD Version:	Select the EToN version of the output XML file. The options available depend on EToN versions of the organisations in the current group. • If there is a mix of EToN 4,5 and 6 Organisations then only EToN 4 will be in the list and it will be greyed out to indicate a mix of EToN sources. • If there is a mix of EToN 5 and 6 Organisations and then the user may choose between EToN 4 or 5 output data as appropriate for the recipient. So if the recipient is EToN 4 they can still receive an OD Batch XML file for EToN 5 or 6 Organisations. • If all the Organisations are EToN 6 then the user may choose between EToN 4,5 or 6 output data as appropriate for the recipient. So if the recipient

is ETon 4 or 5 they can still receive an OD Batch XML file for ETon 6 Organisations.

Click 'OK' to run the process. This will pass the Organisation data through the ETon schemas to validate the data starting with the current one. If any problems are found, these will be reported on the preview screen. Please refer to the '**Operational District (OD) transactions** on page 275' section for further details about the required fields which would cause errors.

'Export Via ETon' should not be used until the data passes validation and the following message is displayed:



Note: If the process was run for the whole Organisation Group, all Organisations will be listed at the bottom of the preview.

Click the XML button to save the XML file in the location supplied in the export filter. Confirm will prompt the user to see if they wish to launch the created file. This button can be used even if the export has failed validation, which is useful to review the data which is being exported.

Export Via EToN

This option is used by Promoters to send their Organisation data to all Highway Authorities that they deal with. Before running this, please use the '**Export to OD Batch XML** on page 273' option for the whole Organisation Group to make sure that the data passes the schema validation. Please refer to the '**Operational District (OD) transactions** on page 275' section for details of the required fields.

If any of the Organisation in the selected Organisation Group has error which will prevent the transfer over EToN, is displayed. It will display all the errors in the Organisations of selected Organisation Group.

If all Organisations in the selected Organisation Group have no errors, this screen will be displayed which can be used to add in the Highway Authorities who should be sent this OD data.

If Organisation Recipient Groups have been created, these can be used to add on multiple Organisations to the recipients list. Click the 'Batch' button to open the 'Organisation Recipient Group Lookup', select the required Group and click 'OK' to add all of the Organisations within that Group.

Organisation Recipient Group on page 278

Click 'Save' to create the Batch. This will now be flagged for export and will be processed the next time Street Works Transfer runs. All Organisations part of the same Organisation Group will be assigned to the same Batch and will be exported.

If the 'Export Via EToN' option has already been selected, a message will be presented to the user:



Select 'Yes' to send the existing Batch to NEW Organisations added to the Batch Recipients screen. Select 'No' to send the Batch to ALL Organisations displayed on the Batch Recipients screen (even those who have been sent the data before).

The Transfer Issues section displays warnings and errors that occurred when the Batch was exported. The Processed Date column displays the Date and Time that the OD data was received by the Recipient's Web Service.

Validate OD

This option is used to validate all Organisations of the selected Organisation Group. This displays the error(s) which prevents the transfer over EToN. If there is no error, it says 'No Error'.

23/04/2015 **Organisation Validation List** **Page 1 of 1**

Organisation Group - British Telecom (BT)

Name	Code	Valid From	Valid To	Dead	EToN Version	Description of Problem
British Telecommunications (BC001)	BC001	01/01/2006	31/12/2016	No	6.0	The External Reference of the Interest must be one of 1 to 7, E42 or E49.
British Telecommunications (BC003)	BC003	01/01/2006	31/12/2016	No	4.0	The External Reference of the Interest must be one of 1 to 7, E42 or E49. Directory must be supplied. Owner Address is not valid: At least 2 Address lines must be supplied. Notice Fax must be supplied. Owner Phone must be supplied. Either TCP/IP or Domain must be supplied. Web Service must be supplied.
British Telecommunications (BC004)	BT	01/01/2006	31/12/2016	No	4.0	The External Reference of the Interest must be one of 1 to 7, E42 or E49. Directory must be supplied. Notice Fax must be supplied. Either TCP/IP or Domain must be supplied. Web Service must be supplied.
British Telecommunications (BC009)	BC004	01/01/2006	31/12/2016	Yes	3.0	Organisation must be EToN Version 4.0 or later.

Detail button

Contract areas can be (optionally) added to this record. This will restrict this Organisation to Users with rights to the Contract Area, if 'Restrict Organisations by Contract Area' is set in the **Street Systems Defaults**.

Operational District (OD) transactions

Confirm is able to export OD data via EToN and to an OD Batch XML file. Both methods pass the data through the EToN schemas to make sure that it is valid before sending the data. If any expected fields are missing the exports will fail.

The Confirm Organisation screen carries an Interest field which must be set when exporting OD information. The Interest selected tells the EToN Schema what other fields are expected. The following table lists the Interest Types and whether they are treated as a Street Authority or Works Promoter:

Interest Type	Interest Type Ref	DfT OD Export Ref	Treated As
Street Authority	1	1	Street Authority
Private Street Manager	3	4	
Transport Authority	4	5	
Bridge Authority	5	6	
Sewer Authority	6	7	
Street Naming Authority	7	8	
Permit Authority	E49	9	
Highway Authority (Works Promoter)	E42	2	Works Promoter
Utility	2	3	
Other Interested	8	Cannot be exported	NA

The "Other Interested" Interest Type cannot be exported in an OD Export, and will result in export errors.

The following table lists all of the OD fields, where they are populated from in Confirm and which ones are required depending on the Interest type selected.

EToN Schema Field Name	Confirm Field Name	Organisation Screen Tab	Street Authority	Works Promoter	Comments
DistrictName	Name	Organisation	Mandatory	Mandatory	
VersionCreatedDatim	NA	NA	NA	NA	
DistrictID	DfT Ref 2	Additional	Mandatory	Mandatory	Exported without prefix.
DistrictFunction	Interest	Organisation	Mandatory	Mandatory	
DistrictClosedDate	Valid To		Optional	Optional	
DistrictFTPserverName	Domain	Additional	Conditional	Conditional	At least one must be provided if DistrictFTPdirectory is supplied.
DistrictFTPserverIPaddress	TCP/IP		Conditional	Conditional	
DistrictFTPdirectory	Directory		Optional	Optional	
DistrictNotificationsURL	Web Service		Mandatory	Mandatory	

EToN Schema Field Name	Confirm Field Name	Organisation Screen Tab	Street Authority	Works Promoter	Comments
AttachmentURLprefix	Attach URL		Optional	Optional	EToN 5 and above only.
DistrictFaxNumber	Notice Fax		Mandatory	Mandatory	
DistrictPostalAddress	Address	Organisation	Mandatory	Mandatory	Address must have a minimum of 2 and a maximum of 5 lines.
DistrictPostCode	Post Code		Mandatory	Mandatory	Must be a valid Post Code, in a valid format.
DistrictTelephoneNumber	Phones (1)		Mandatory	Mandatory	
OutOfHoursArrangements	Outside Hours	Additional	Mandatory	NA	Applies to Street Authorities only.
FPNdeliveryURL	Web Service URL	Fixed Penalty Notice Delivery	NA	Mandatory	Applies to Works Promoters only.
FPNdeliveryFaxNumber	Delivery Fax		NA	Mandatory	Details should be provided for at least one method.
FPNdeliveryAddress	Address		NA	Mandatory	Both address and post code values must be provided in case the authority is not able to send by any other method.
FPNdeliveryPostCode	Post Code		NA	Mandatory	Address must have a minimum of 2 and a maximum of 5 lines.
					Post Code must be valid and in a correct format.
FPNpaymentURL	Web Site	Fixed Penalty Notice Payment	Mandatory	NA	Applies to Street Authorities only. Details should be provided for at least one method, i.e. payment via BACS, website, cheque (post or in person) or credit card (telephone or in person).
FPNpaymentTelephoneNumber	Contact Number		Mandatory	NA	
FPNpaymentBankName	Bank Name		Mandatory	NA	
FPNpaymentSortCode	Sort Code		Mandatory	NA	Sort Code and Account Numbers must be valid. Address must have a minimum of 2 and a maximum of 5 lines.
FPNpaymentAccountNumber	Account Number		Mandatory	NA	
FPNpaymentAccountName	Account Name		Mandatory	NA	
FPNpaymentAddress	Payment Address		Mandatory	NA	Post Code must be valid and in a correct format.

EToN Schema Field Name	Confirm Field Name	Organisation Screen Tab	Street Authority	Works Promoter	Comments
FPNpaymentPostCode	Post Code	Fixed Penalty Notice Delivery	Mandatory	NA	
FPNcontactName	Contact		Mandatory	NA	Applies to Street Authorities only.
FPNcontactAddress	Address		Mandatory	NA	Address must have a minimum of 2 and a maximum of 5 lines.
FPNcontactPostCode	Address, Post Code		Mandatory	NA	Post Code must be valid and in a correct format.
FPNcontactTelephoneNumber	Phones		Mandatory	NA	

Organisation Group

All Organisations which are created in Confirm must be assigned to an Organisation Group. These are useful for filtering and reporting purposes.

When exporting Operational District (OD) data via EToN, all Organisations will be exported which are part of the same Group.

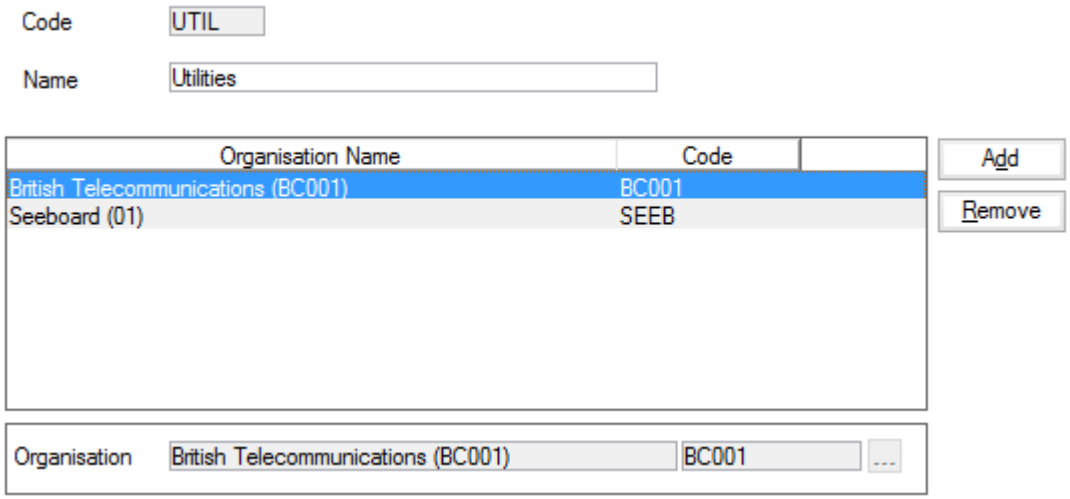
Code:	Up to 8 characters
Name:	Up to 50 characters

Organisation Recipient Group

Recipient Groups are groups of Organisations which can be used for Unattributable Street Works Inspections, for sending Operational District (OD) data and to set the recipient Organisations for Section 58 Site Designations.

For Unattributable works, once created, the 'Batch' button can be used on the Inspection Recipient screen (from Inspection - 'Send To' button) to add the Organisations from the selected group to the list of Organisations to whom the Inspection should be sent.

For OD data and Restrictions the 'Batch' button can be used on the Batch Recipients screen to add on Organisations.



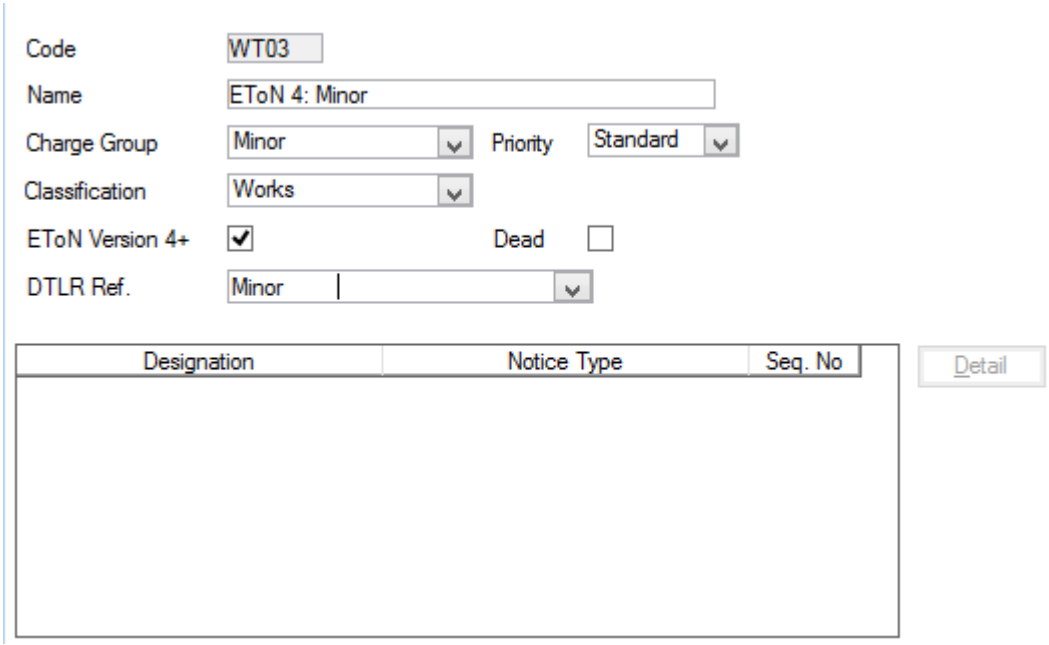
Code: Up to 4 characters.

Name: Up to 40 characters.

Organisation: Use the Pick button to add Organisations to the recipient group. Extra Organisations can be added with the 'Add' button. They can be removed by highlighting the Organisation and using the 'Remove' button.

Street Work Type

The Street Work Type Lookup stores the different categories of Work that can occur as defined by the Street Works legislation, together with the Charge Codes for overdue work. This lookup also allows the creation of Street Work Types for Events (e.g. sports matches and carnivals), Diversions and Notifiable Works (e.g. Road Space Bookings and Temporary Traffic Orders).



Code: Up to 4 alphanumeric characters

Name: Up to 40 alphanumeric characters.

Charge Group: (SWR - Highway Occupation Tracking module)

Select the appropriate Charge Group from the drop down list. This field should be set to the values given in the 'Street Work Type Charge Groups' table.

This field must be set to 'No Charge' if the Classification is set to 'Diversion', 'Event' or 'Notifiable Works'.

Priority: Select from the drop down list, the Priority that will be applied by default to manually entered Notices for which this Street Work Type is selected.

This field must be set to 'Standard' if the Classification is set to 'Diversion', 'Event' or 'Notifiable Works'.

Classification: The Classification field defines the type of Street Work Type. Select from:

'Works' - This option is the default for all newly created Street Work Types. Only these types can be used when creating new Street Work records.

'Diversion' - Only Street Work Types which have this Classification can be used by the 'Diversions' screen when creating Diversion records. Diversions can be created and linked against 'Event' and 'Notifiable Works' Street Work Type Classifications.

'Event' - Only Street Work Types which have this Classification can be used by the 'New Event Wizard' when creating Events.

'Notifiable Works' - Only Street Work Types which have this Classification can be used by the 'New Notifiable Works Wizard'.

EToN Version 4+: This should be ticked for Notice Types which are applicable to EToN 4 (or later). Once ticked, the 'Detail' button will be greyed out. If this is ticked for an existing Street Work Type, the User will be warned that all records within the Notice Period lookup will be removed (if any exist).

This field must be ticked if the Classification is set to 'Diversion', 'Event' or 'Notifiable Works'.

Dead: Tick this to prevent records from being created with this Street Work Type. It will, however still be available in filters.

DfT Ref.: Select the appropriate DfT reference for this Street Work Type. The contents of this drop down will alter if the 'EToN Version 4+' flag is ticked to only show those values appropriate to EToN 4 (or later).

This field must be blank if the Classification is set to 'Diversion', 'Event' or 'Notifiable Works'.

Street Work Type Charge Groups

(SWR - Highway Occupation Tracking module)

DfT Code	Street Work Type	Charge Group
1	Major	Other (Major/Std)
2	Standard	Other (Major/Std)
3	Minor with Excavation	Minor or Emergency*
4	Minor without Excavation	No Charges

DfT Code	Street Work Type	Charge Group
5	Urgent	Emergency
6	Special Urgent	Emergency
7	Emergency	Emergency
8	Remedial Dangerous	Remedial
9	Remedial Other	Remedial
10	Section 58	No Charges
11	Under Licence (Private)	No Charges
12	Statutory Right (Private)	No Charges
13	Works for Road Purposes	No Charges

* At the moment the Code of Practice has separate Charge Groups for Minor Works and Emergency/Urgent Works, but the charges themselves are the same. So while Confirm provides separate Charge Groups you may set the Charge Group for 'Minor with Excavation' to Emergency (rather than Minor). This will put all works with the same charges together in the Highway Occupation Tracking report.

Detail button - Notice Period

Each EToN 1-3 Street Work Type has a list of Notice Types and Designations associated with it to indicate the normal sequence of Notices given the Designation of the Street.

To add combinations of Designations and Notice Types, click on the 'Detail' button. The Notice Period form is displayed.

Street Work Type:	Copied from the Street Work Type form
Designation:	Select from the drop down list. The drop down list references the Designation Lookup. **Street Register\Street Lookups\Gazetteer Lookups**
Notice Type:	Select from the drop down list. The drop down list references the **Notice Type lookup**.
Sequence No:	The Notice Periods (combinations of Designation and Notice Type) are numbered to give an order of precedence, which reflects the order in which they would be sent.
Auto Generate..:	(Initiation) Check this box to automatically generate the next notice in the sequence (as defined by the sequence numbers), when a Notice with this Designation/Notice Type combination is saved. **Note:** Street Works Initiation System Settings must also be set to 'Create Superseding Notices' 'Automatically' or 'On Prompting'

EToN 1-3 Works Types and related Notice Types

Notice Type		One month	Seven day	Three day	Whereabouts	Two hours before	Two hours after	Section 70	Section 74	Registration	Section 58	Section 85
DfT Code	**Works Type**	**1**	**2**	**3**	**4**	**5**	**6**	**9**	**11**	**0**	**12**	**13**
1	Major	10	20					30	30	30		
2	Standard		10					20	20	20		
2	Standard + TSS*	10	20					30	30	30		
3	Minor Excavation				10			20	20	20		
3	Minor Excavation + TSS*	10	20					30	30	30		
4	Minor no Excavat. + TSS*			10								
5	Urgent						10	20	20	20		
5	Urgent + TSS*					10		20	20	20		
6	Special Urgent						10	20	20	20		
7	Emergency						10	20	20	20		
8	Remedial Dangerous						10	20	20	20		
9	Remedial Other				10			20	20	20		
9	Remedial Other + TSS			10				20	20	20		
13	Work for Road Purposes										10	10

*TSS = Traffic Sensitive Street

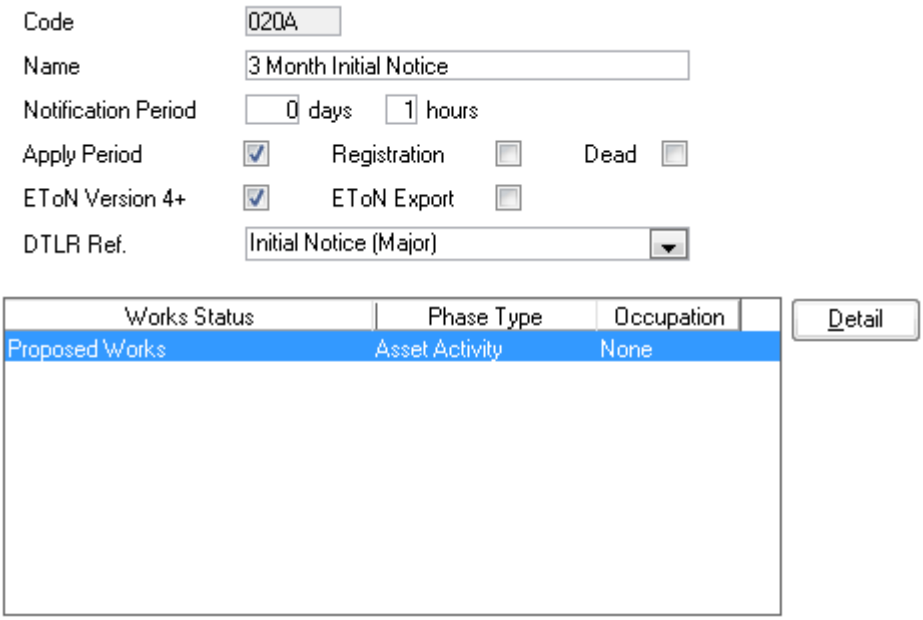
Note: All Work Types must have a (None) and a Traffic Sensitive Designation Notice Period Set. Where there is no Traffic Sensitive option in the above table (e.g. Major) then the TSS entries will be identical to the (none) entries)

Notice Type

The New Roads and Street Works Act allows for different Notice Types to be created. This lookup stores the different types. It is likely that the standard Notice Types will already be present in the database.

Additional Notice Types can be created if required. Each new type must be correctly assigned to a DfT reference as this is what will be used when Notices are transmitted to other systems.

The Street Works Wizards (for EToN 4) will make selections based on the DfT Ref setting. Creating new Notice Types will result in a greater choice in the relevant drop-down lists.



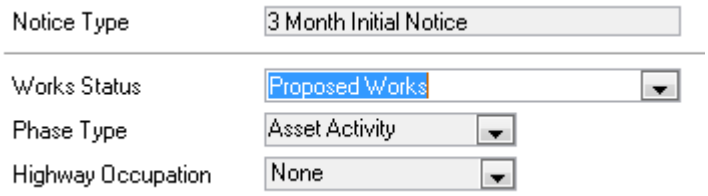
Code:	Up to 4 alphanumeric characters.
Name:	Up to 40 alphanumeric characters.
Notification Period:	Enter a number of days, and/or hours notice period for this Notice Type. For EToN 4 or above, this is not required for validation of notification periods. Confirm calculates this from the DfT ref. Notification periods can be configured with more days than the legislation requires. If this is done, Confirm will present a warning, when creating a Notice, if the Est. Start Date is earlier than the number of days set for the Notice Type. **Note:** Setting fewer days than required by the CoP will have no effect - the required period, determined from the DfT ref., will be used to determine whether an Early Start Agreement is required.
Apply Period	Check this to have the system calculate a Start Date for a Notice, based on the Notice Type, and the Notification Period set for that Notice Type. This has no function for EToN 4 (or later) Notice Types.
Registration:	Check this box on the 'Registration' Notice Type, that is, the Notice is a Registration Notice. This has no function for EToN 4 (or later) Notice Types.
Dead:	Check this to prevent new Street Works from being created with this Type. It will not be available in the pick list for new Street Work Notices. It will, however still be available in all filters.
EToN Version 4+:	Check this to tell Confirm that this Notice Type is EToN 4 (and above) only.
EToN Export:	Check this to tell Confirm that Notices created with this Notice Type are to be exported via EToN. This has no function for EToN 4 (or later) Notice Types.
DfT Ref:	Select the appropriate reference for this Notice Type. The drop down values will change if the EToN Version 4+ setting is checked. Setting the DfT ref affects the Notice Type selection process in the Notice Wizards. No changes should be made to the combinations of Notice Type and DfT reference already set up unless a mistake has been made.

Detail button - Notice Type Work Status

(SWR - Highway Occupation Tracking module)

This module provides a detail level to this lookup in which each Status is assigned a "Highway Occupation", which when combined with the Notice type to which the status is applied will 'start' and 'stop' the clock for charging purposes.

Click on the Detail button to display the Notice Type Work Status form:



Notice Type:	Copied from the Notice Type.
Work Status:	Select from the pick list. This pick list references the Work Status Lookup, displaying only 'Works' types statuses.
Highway Occupation:	Select the appropriate Occupation from the drop down list. What entries should be made and the value of the 'Highway Occupation' field is shown in the table below:

EToN 1-3 Notice Type Work Statuses

Notice Type: Works Status:	Registration	One month	Seven day	Three day	Whereabouts	Two hours before	Two hours after	Section 70	Section 74
Proposed works		None	None	None	Started	Started	Started		Update
Interim reinstate. complete	None				None	None	None	None	
Perm. reinstate. proposed		None	None	None	Started	None	None		Update
Perm. reinstate. complete	None				None	None	None	None	

Notice Type: / Works Status:	Regis-tration	One month	Seven day	Three day	Where-abouts	Two hours before	Two hours after	Section 70	Section 74
Remedi-al rein-state. pro-posed				None	Started	Started	Started		Update
Works closed (perm. rein-state)	Closed				Closed	Closed	Closed	Closed	Closed
Aban-doned works		None	None	None	Aban-don	Aban-don	Aban-don		Aban-don
In pro-gress					Started	Started	Started		Started
Works clear (in-terim re-instate)	Clear				Clear	Clear	Clear	Clear	Clear
Perm. rein-state. - barholes	None				None	None	None	None	

Where a cell is blank then no Notice Type Works Status entry should be made, as such Notice Type/Works Status combinations don't correspond to valid notices. In Confirm you will not be able to create or save such Street Works.

Note: DfT codes that are not used in EToN II are not shown. No Notice Type Works Status entries should be made for these.

Work Status

The Work Status Lookup stores the Work Status Codes and related Site Statuses as defined by the Street Works legislation.

Code:	Up to 4 alphanumeric characters
Name:	Up to 40 alphanumeric characters.
Status Flag:	Select from: Proposed Work, Interim Work, Completed Work or Abandoned Work. This selection groups Statuses for reporting purposes.
Required Site Status:	Select the Required Site Status to be applied for notices Carrying this Work Status. The Site Status then available for selection in a Notice will be only those with a Sequence number at or above the selected Required Site Status

The pick list references the Site Status lookup

DfT Ref: The DfT reference for this Works Status Code.

EToN 1-3 Related Work and Site Statuses

Works Status DfT code		Required Site Status DfT code	
1	Proposed Works	1	A Site Of Proposed Works
2	Interim Reinstate Complete	2	An Interim Reinstate
10	Works Clear (Interim Reinstate)	2	An Interim Reinstate
3	Permanent Reinstate Proposed	5	A Permanent Reinstate Proposed
4	Permanent Reinstate Complete	3	A Permanent Reinstate
6	Works Closed (Permanent Reinstate)	6	Site Closed
9	In Progress	1	A Site Of Proposed Works
7	Abandoned Works	8	Site Abandoned
5	Remedial Reinstate Proposed	2	An Interim Reinstate
11	Permanent Reinstate - Barholes	3	A Permanent Reinstate

Site Status

The Site Status Lookup stores the Site Status Codes as defined by the Street Works legislation.

Code: Up to four alphanumeric characters.

Name: Up to 40 characters.

Status Flag: Select from: Proposed Work, Interim Work, Completed Work, Abandoned Work, Combined and Subsumed.

This selection groups Statuses for reporting purposes.

Sequence: Set a sequence that defines the order in which the Site Statuses would normally be used. More than one Site Status may carry the same sequence number to indicate that any Site Status at that sequence number may be used at that stage.

Remedial: Applicable to EToN 4 (and above) only. Provides a default for Remedial Works.

Reset Guarantee Period: Check this to have the application of this Status to a Notice recalculate the Guarantee Period. Normally only applied to Site Status Code 9 - Remedial Reinstate (Resets Guarantee date)'.

DfT Ref: The DfT reference for this Site Status Code.

EToN 1-3 Site Status and Sequence table:

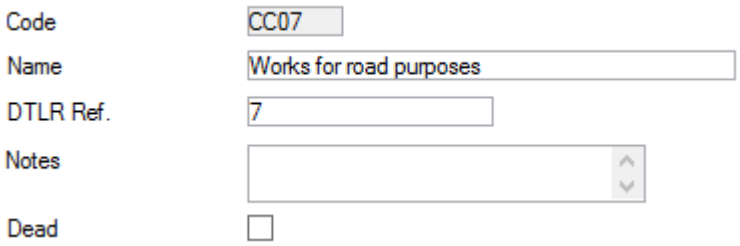
DfT code	Site Status	Sequence
1	A Site of Proposed Works	10
2	An Interim Reinstate	20
5	A Permanent Reinstate Proposed	30
3	A Permanent Reinstate	40
6	Site Closed	50
7	Site Closed (No Excavation)	50
8	Site Abandoned	99
11	Remedial Reinstate Proposed	10
9	Remedial Reinstate (Resets Guarantee date)	20
10	Remedial Reinstate (Does Not Reset Guarantee date)	20

EToN 4 (and above) Site Status table:

DfT code	Site Status
1	A Site of Proposed Works.
2	An Interim Reinstatement.
3	A Permanent Reinstatement.
5	A Proposed Permanent Reinstatement.
6	Site Abandoned.
9	Remedial Reinstate (Resets Guarantee date).
10	Remedial Reinstate (Does Not Reset Guarantee date).
11	Remedial Reinstate Proposed.
E45	Bar Hole Registration.
E46	Pole Test Reinstatement.
E47	Core Sample.
E4Depth3	Site combined with another site.
E4Depth4	Site subsumed by 3rd party reinstatement.

Excavation Type

Excavation Types are used for EToN 4 and above Street Works Notices to indicate whether or not the Works will involve breaking up the Street and, where applicable, the reason for the exemption of Section 74 charges.



Code:	Up to 4 alphanumeric characters.
Name:	Up to 40 alphanumeric characters.
DfT Ref:	Supply the DfT reference for this Excavation Type.
Notes:	Optional free text field to supply further information.
Dead:	Check this to prevent new Works from being created using this Excavation Type.

The following table details the Excavation Types and when they should be used:

DfT	EToN Version	Name	When to use
1	4,5	Works with excavation (single promoter)	Used for normal chargeable works in publicly maintainable Streets
2	4,5	Works with excavation (primary promoter)	
3	4,5	Works in footpath or bridleway	Used for any Works (which may involve breaking up the Street) in Streets that are exempt from the Section 74 regulations.
4	4,5	Works within pedestrian planning order	
5	4,5	Works within traffic order	
6	4,5	Laying apparatus only	Used for Works that are exempt from the Section 74 regulations.
7	4,5	Works for road purposes	
8	4,5,6	Replacing poles, lamps, columns or signs	
9	4,5,6	Pole testing	
10	4,5,6	Replacing manhole or chamber covers	
11	4,5	Works requiring opening not breaking up	
12	4,5,6	Works not involving excavation	
13	6	Culvert/Ditch/Tunnel Work No Excavation	
14	6	Open Cut/Machine Cut	Used for normal excavation works.
15	6	Road Breaker	

DfT	EToN Version	Name	When to use
16	6	Minimum Dig/Thrust Boring	
17	6	Slab Working	
18	6	Other works involving excavation	

Traffic Management

The Traffic Management Lookup stores the Site Traffic Management Codes as defined by the Street Works legislation.

Code:	Up to 4 alphanumeric characters.
Name:	Up to 30 alphanumeric characters.
DfT Ref:	Select from the drop down list, the appropriate DfT reference for this Site Traffic Management Code.

Position

The Position Lookup stores the Street Location Codes as defined by the Street Works legislation.

Code:	Up to 4 alphanumeric characters
Name:	Up to 30 alphanumeric characters.
DfT Ref:	Select from the drop down list, the appropriate DfT reference for this Street Location Code.

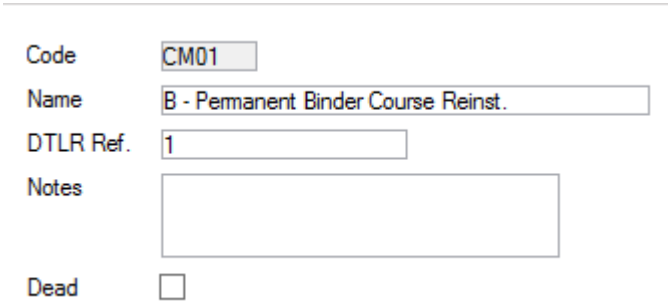
Depth

The Depth Lookup stores the Site Depth Codes as defined by the Street Works legislation.

Code:	Up to 4 alphanumeric characters.
Name:	Up to 30 alphanumeric characters.
Warranty Period:	Enter the Warranty Period for this Site Depth Code as given in the Street Works legislation.
Is Excavation:	Tick this if excavation will have occurred for this type of Depth.
DfT Reference:	Supply the DfT reference for this Site Depth Code.
EToN Version:	Select from the drop down list which EToN versions this Depth is applicable to.

Construction Method

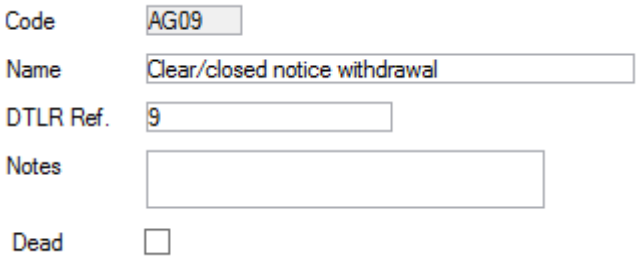
The **Reinstatement Wizard** uses Construction Methods when recording Interim Reinstatements.



Code:	Up to 4 alphanumeric characters.
Name:	Up to 40 alphanumeric characters.
DfT Ref:	Supply the DfT reference for this Construction Method.
Notes:	Optional free text field to supply further information.
Dead:	Check this to prevent new Works from being created using this Construction Method.

Agreement Type

Agreement Types are required for use with Noticing. They contain information about the consents that should be obtained before submitting particular Notices.



Code:	Up to 4 alphanumeric characters.
Name:	Up to 40 alphanumeric characters.
DfT Ref:	Supply the DfT reference for this Agreement Type.
Notes:	Optional free text field to supply further information.
Dead:	Check this to prevent new Works from being created using this Agreement Type.

The following table contains the standard Agreement Types:

DfT	Name
1	Use of a provisional USRN
2	Customer connection during a restriction
3	Other work during a restriction
4	Consent to place apparatus in a protected street
5	Early start

DfT	Name
6	Timings for non-Immediate remedial works
7	Confirm specified telephone number called (where applicable) prior to starting Immediate works
8	Revised Reasonable Period following a dispute over a revised duration estimate (applicable in a revised notice)
9	Works status correction
10	Error correction
11	Extension to s54 or s55 validity period

Permit Scheme

Permit Schemes can be run by Highway Authorities (Permit Authorities) on Streets in their jurisdiction. This lookup allows the creation of a Scheme which can then be applied to Streets.

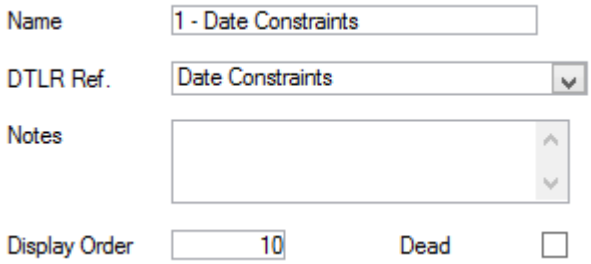
Scheme Identifier:	A short Identifier.
Name:	The name of the scheme.
Start Date:	The date when the Permit Scheme is due to become live.
To:	The end date of the Permit Scheme.
Notes:	Free text field.
Immediate Condition Text:	This field is currently unused.
Collaborative Working Discount:	Discount applied to charges under certain conditions.
Multiple Application Discount:	Discount applied to charges under certain conditions.

The remaining options define the costs charged for various Notice Types under certain Reinstatement Categories on this scheme.

Cat 0-2 or TS:	Reinstatement Categories 0-2 or when the Traffic Sensitive Designation is present on the Street.
Cat 3-4 Non-TS:	Reinstatement Categories 3-4 and when the Traffic Sensitive Designation is not present on the Street.

Permit Condition Type

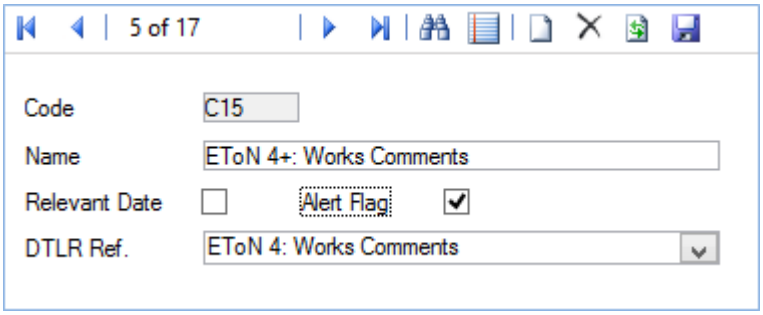
Permit Schemes can impose Conditions on which Street Works must be completed e.g. Outside of Working Hours. This lookup is used to store the different Condition Types which can appear on a Permit.



Name:	Supply the name of the Permit Condition Type - Up to 50 characters.
DfT Ref:	Supply the Code supplied by the DfT for this Condition Type.
Notes:	Free text field for supplying further details on the Condition Type.
Display Order:	Affects the order in which the Condition Type appears on the Permit Scheme and Notice. A value of 1 will appear at the top of the displayed list, whereas 9999 will appear at the bottom. Blank records will be listed before numbered ones.
Dead:	Tick this to prevent this Condition Type from being used for new records.

Comment Type

The Comment Type Lookup stores the Comment Type Codes as defined by the Street Works legislation.



Code:	Up to 4 alphanumeric characters.
Name:	Up to 30 alphanumeric characters.
Relevant Date:	Check this box to allow entry of a revised date for the Comment. This is only applicable to DfT Comment type code 9.
Alert Flag:	(EToN Alert Agent module) Check this box to trigger an Alert of the Alert Event type 'Comment'.
DfT Ref.:	Select from the drop down the appropriate DfT reference for this Comment Type Code.

Contacts

The Contacts library contains the details of regular Customers. They can then be entered quickly into the Customer Enquiry form by selection from a pick list referencing the Contact library.

Where the Customer Accounts module is present, all Customers in the Customer Account library are added automatically to the Contacts Lookup.

Note: The Contact library is intended to hold the details of those who regularly raise Enquiries. You do not have to have entered a Customer in the Contacts lookup in order to enter their details into the Customer Enquiry form. Nor will entering them into the Customer Enquiry form add them to the Contact list.

Any fields for which there is no information can be left blank.

Address:	The Address field references the Property detail of the Site library, if the CS - Address/Property link module is active. **Site Register\Site - Other button**
Contact Reference:	An optional free text field.
Customer Type:	Select from the drop down. The drop down list references the Customer Type Lookup in the Customer lookups. **Customer Services\Customer Lookups** The Customer Type associated with this Contact will be entered by default into the Customer Enquiry form if this Contact is selected as the Customer.

Finance Year

The Finance Year library stores Finance Years with start and end dates (dates are inclusive). These are used when creating Finance Periods to place the Period within a particular year. Budgets can be reported on by the year as defined in the Finance Year library and by the Periods that are included in it.Finance Years are also needed when creating Annual Samples for Street Works Inspections.

Code:	Up to four alphanumeric characters
Name:	Up to thirty characters
Start:	The date on which the Year commences. No Finance Period that is included in this year may have a start date earlier that the one entered here.
End:	The date on which the year ends. When Finance Periods are assigned to the year, this field will default to the end date of the latest period included in the Year.

Non Working Days

The Non Working Days lookup lists the dates that should be excluded from date calculations e.g. followups and Overrun calculations. Weekends are automatically excluded so do not need to be entered in the Non Working Days library.

Non Working Date:	Enter the date.
Name:	Up to 30 characters

Street Works Alert Type

(EToN Alert Agent module)

The Street Works Alerts system will send an Alert to the selected person, notifying of the selected event, giving the message outlined in the lookup, as well as the details of the Notice, Inspection or Comment to which the Alert relates.

See **Alerts\Street Works Alert Type** for more information.

Follow Up

The Follow Up library contains a list of time-scales which will be used to calculate dates for the progression and completion of various items in Confirm e.g. Jobs, Street Works and Enquiries.

Confirm, by default contains one Follow Up 'D1 - One Day', which is used in the Routine Maintenance Priority, and in System Settings where a Follow Up is required.

Follow Up Code:	Up to 4 alphanumeric characters.
Name:	Up to 30 characters.
Number of Months:	Up to 4 numbers. Supply the number of calendar months to calculate the date. This will take into account where the literal date would be incorrect i.e. a one month follow up from 30th January would become 28th February and not 30th February. **Note:** If the Follow Up is in use by a Condition Survey Inspection Type then it will not be possible to alter the months, days or hours fields. **Condition Survey\Condition Survey Lookups**
Number of Days:	Up to 4 numbers. Number of days will be counted sequentially, including weekends and Non Working Days, unless 'Working Days' is checked
Number of Hours:	Up to 2 numbers, to 2 decimal places. Minutes are represented as decimal fractions of an hour. So 30 minutes should be entered as 0.50. Hours will be counted sequentially through 24 hours per day, unless the start and end times for the working day have been set in the General System Settings.
Working Days:	Check this to show that the 'Number of Days' excludes weekends and dates entered in the Non Working Days lookup. This field is disabled if a 'Number of Months' is supplied.

Street Works Seed Numbers

Seed numbers are set within each Work Group for:

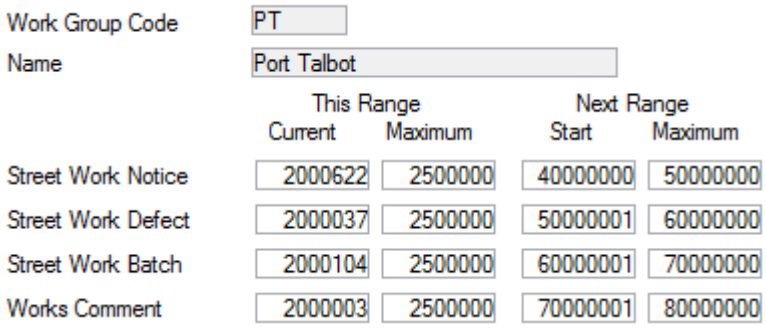
- Street Work Notice
- Defect
- Street Work Batch
- Works Comment

Two ranges are available allowing you to issues two batches of non-contiguous numbers.

Bear in mind that:

- Only Work Groups who will be dealing with Street Works will need Seed numbers.
- Each Work Group must have a unique range of numbers, but if you issue one range to start with, which proves to be too few numbers, you can later come back and use the second range. You can also amend the 'Maximum' number to make room for a range of numbers for a new Work Group.

The total range of numbers is from 1 to 99999999. These numbers need to be distributed amongst the Work Groups working with Street Works.



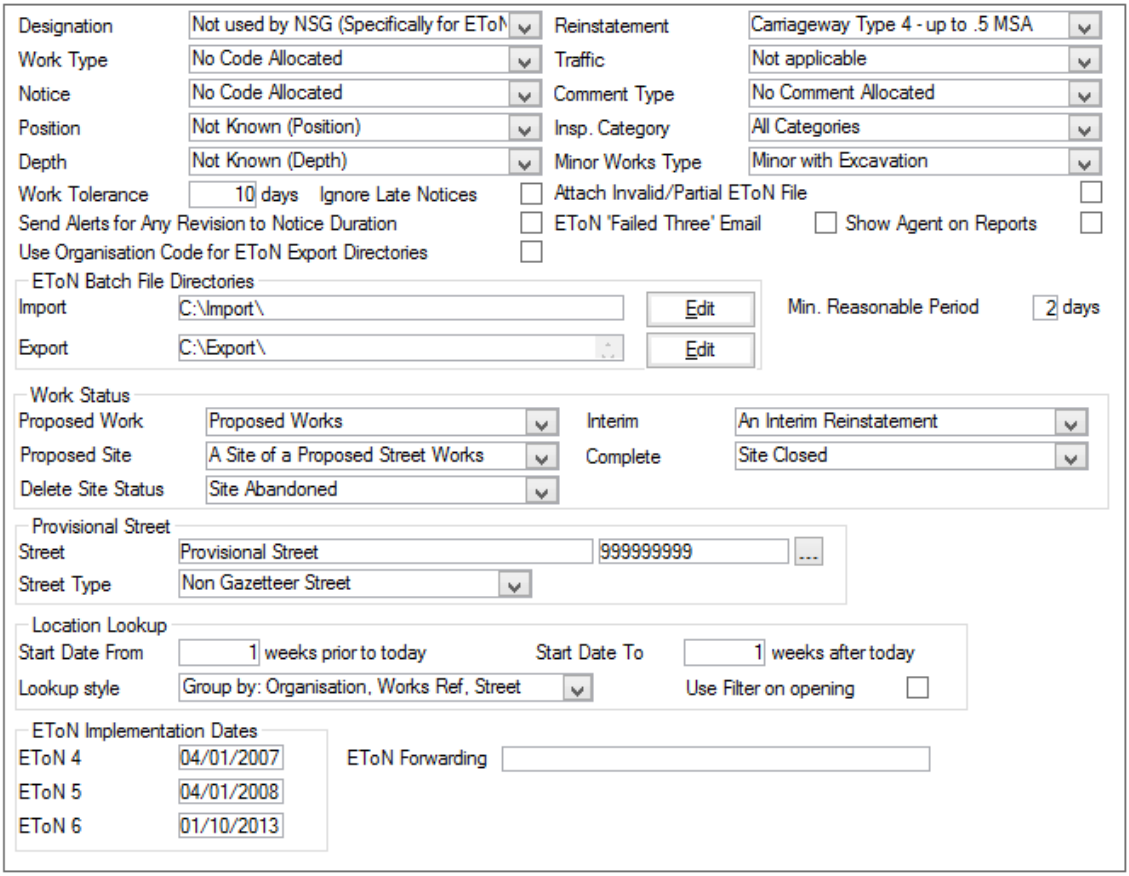
Work Group Code:	Enter a Work Group Code, or use the 'Find' button to recall all Work Groups. **System Administration\Security**
Name:	The Work Group name will be displayed.
Street Work Notice:	This will uniquely number each Street Work Header (as defined by an Organisation and Work Ref) within the system when Notices are imported. Enter the number ranges for this Work Group.
Defect:	Each Street Work Defect will carry a unique number. Enter the number ranges for this Work Group.
Street Work Batch:	Each Export batch will carry a unique number. Enter the number ranges for this Work Group.
Works Comment:	Comments will be sequentially numbered within each Work Group. **Note:** This is not related to the Comment Number, which is seen in the Comment form. Seed numbers are not shown against Comments

Note: Seed Numbers will be automatically set by the system if none have been manually set at the time that the first seed number in any category is required.

For Notices which are created directly in Confirm (i.e. not imported), please refer to the **Work Group Organisation** section in the System Administration manual.

Street Works System Settings

The Street Works System Settings form sets defaults for Street Works:



The following fields will set default entries for Street Work form when an electronic Notice cannot be read for these fields: Designation, Work Type, Notice, Position, Depth, Traffic and Minor Works Type. In each field, select from the drop down list. The drop down lists reference the Lookups of the same name in each case. (Designation Lookups are held in the **Street Register\Street Lookups\Gazetteer Lookups**. All the other Lookups are found in **Street Works Lookups** on page 264)

Reinstatement: This should be set to "Carriageway Type 4 - up to 0.5 MSA" (DfT code 4).

This sets the default Reinstatement category (Section 74) for streets that don't have a reinstatement category defined by the National Street Gazetteer. The drop down list references the Reinstatement lookup.

(SWR - Highway Occupation Tracking module)

If this is not set then streets that do not have a reinstatement category defined will not be reported on by the Highway Occupation Tracking Report.

Comment Type: Select a Comment Type to be used when electronically transferring Comment where no Comment Type can be found.

Insp. Category: Select an Inspection Category to be used when electronically transferring Inspection results where no Inspection Category Code has been entered in the Inspection Category Lookup.

Work Tolerance:	Defines which range of works on the same Street to display in the Street Information form. If 5 days is set, the Street Information form will display all other works taking place within five days of the current date.
Ignore Late Notices:	Check this to ignore Notices that arrive later than the end of the next working day after the works was updated to Clear or Closed. Leave unchecked to have these late Notices flagged as invalid and an error file produced.
Send Alerts for any Revision :	For use with the Revised Duration Alert Event: Leave the flag unchecked to send an email Alert only when the Est End date is advanced. Check the flag to send an Alert on any change of Est End date. Street Works Alerts are created and stored in the **Street Works Alert Type lookup**.
Attach Invalid/Partial EToN...:	Check this to make the EToN Agent attach the original file to the email response if it is found to be Invalid or Partially valid.
EToN 'Failed Three' Email:	Check this to make the EToN Agent send an email to the System Supervisor if the FTP Manager has failed to send an EToN file three times and the file is now in the 'Failed_Three' directory.
Show Agent on Reports:	When active the Street Works reports will show either the Agent on a Notice or, if the report is grouped by Organisation, the Organisation's Agent name.
Min. Reasonable Period:	Confirm uses this Period to calculate the Reasonable Period date. It is measured in working days. The default value for this field, as specified by UK legislation, is 2 working days. After changing this field it is necessary to restart the EToN Web Service for the change to take effect. Refer to the **Street Works Notice - Occupation tab** on page 66 for an explanation on how the Reasonable Period is derived.
Import / Export:	To easily access imported and exported batch files there is a 'Launch' button on the following Batch screens: • Street Works Notices/Permits • Inspections • Comments • Restrictions (found on Street Designations) • Organisations • Fixed Penalty Notices For imported batch files Confirm only needs to know the location of the root Import directory. Confirm will search the following sub folders off the root directory: • Read • Partial • Invalid **Note:** Imported batch files that have been read and additionally split by date into sub folders are also searched using the batch file name to locate them. For exported batch files Confirm only needs to know the location of the root Export directory. Confirm will search the following sub folders off the root directory: • Failed_One • Failed_Two • Failed_Three

- Archived
- Sent
- Failed

These will set a status for the work (in each trench) according to the dates that have been set in the Street Work form

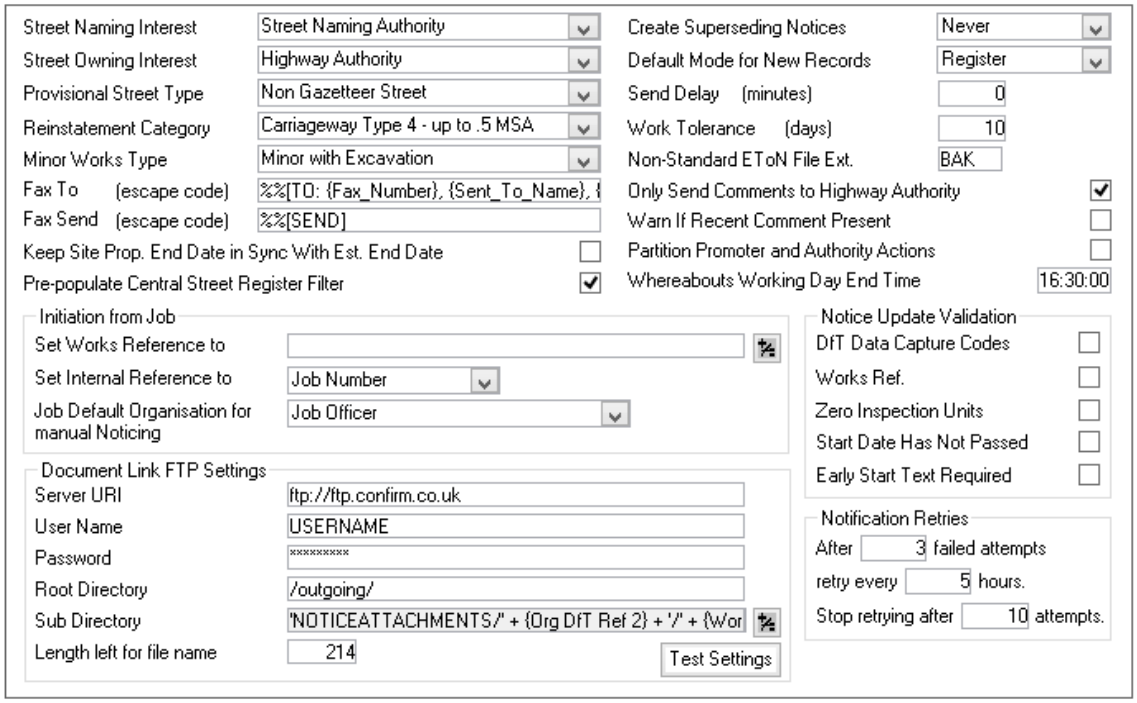
Proposed Work:	The status that will be used when the form is first opened.
Proposed Site:	The status that will be used when the form is first opened.
Interim:	The status that will be applied if an Interim Date is entered and saved.
Complete:	The Status that will be set when a Permanent date is entered and saved.
Delete Site Status:	Select a Site Status to be used when a Cancelled Site has been received.
Street:	Provides a default entry when an electronic Notice has not provided a Street, the Street entry cannot be read, or the Site Code (USRN) is not identified as a Street in Confirm.
Street Type:	Select the Street Type applied to Provisional Street(s)

These fields set the defaults for the **Street Works Location lookup**.

Start Date From / To:	These fields provide the date range for the Street Works Notices which will be displayed by default in the Street Works Location lookup. If these fields carry zero, then all Notices will be displayed in the Street Works Location lookup.
Lookup Style:	Select from: 'Group by: Organisation, Work Ref, Street' - This will display the Works ref before the Street. 'Group by: Organisation, Street' - This will order by Organisation and then by Street. The works Reference and the current Site Status are also displayed.
Use Filter on opening:	Check this to display the Street Works Notice filter as soon as the Street Works Location lookup is opened.
EToN 4:	Enter the date that EToN 4 will begin to be used. This will tell Confirm when it can create EToN 4 Notices, but this is still dependant on other conditions such as an Organisation's EToN version.
EToN 5:	Enter the date that EToN 5 will begin to be used. This will tell Confirm when it can create EToN 5 Notices, but this is still dependant on other conditions such as an Organisation's EToN version.
EToN 6:	Enter the date that EToN 6 will begin to be used. This will tell Confirm when it can create EToN 6 Notices, but this is still dependant on other conditions such as an Organisation's EToN version.
EToN Forwarding:	If a Web Service address is populated in this field, the EToN Agent will not send EToN 4 and above transactions, e.g. Street Works Notices and Comments, to Recipients Web Service addresses directly. Instead it will send transactions to the Web Service address specified here. The Confirm EToN Forwarding Web Service will then forward the transactions on to the correct Recipient's Web Service address. **Note:** Inspections for EToN 4+ Street Works will not be exported via the EToN Forwarding Web Service.

Street Works Initiation System Settings

Street Works Initiation System Settings are applicable to Notice Initiation and define defaults for Notice creation. Document Link FTP settings are also set on this screen.



Street Naming Interest:	Select, from the drop down, the type of record which should be used to define the Street Naming Interest.
Street Owning Interest:	Select, from the drop down, the type of record which should be used to define the Street Owning Interest.
Provisional Street Type:	Select, from the drop down, the Street Record Type that is used to identify a Provisional Street. Once set Confirm will allow the Street to be changed on a Notice, once the correct Street have been located.
Reinstatement Category:	This should be set to "Carriageway Type 4 - up to 0.5 MSA" (DfT code 4).This sets the default Reinstatement category (Section 74) for streets that dont have a reinstatement category defined by the National Street Gazetteer. The drop down list references the Reinstatement lookup. (SWR Highway Occupation Tracking module) If this is not set then streets that don't have a reinstatement category defined will not be reported on by the Highway Occupation Tracking Report.
Minor Works Type:	You may set a Work Type that will issue a warning, when the Notice is saved, if the duration of the minor works is longer than 3 days. No warning will be given if the field is left blank.
Fax to \ Fax Send:	Entries in these fields define the way in which the back-up fax will be sent if the Task Processor transfer fails. The entries that should be made will be advised by Confirm.
Keep Site Prop End date in:	Check this to update the Site Proposed End Date(s) in line with the Estimated End date for the Notice.

Pre-populate Central Street... :	When set, the filter opened by the Site pick button will pre-populate with the details entered in the Location field. In order for this to occur, the details in the Location field must be on separate lines. When the pick button is clicked Confirm will search the values from the last line up to see if any of them match the Locality, Town or County. The 'Name Like' field on the filter will be populated with the second line of the Location field. If this line contains any comma characters, only the text occurring after the last comma will be used. **Example:** The following example demonstrates how the filter will be pre-populated with the data in Location Text field. The following Location Text: *Opposite the garage* *3, Northway Terrace* *Port Talbot* *Mid Glamorgan* Would set the fields on the Filter as follows: Name Like: *Northway Terrace* Locality: Town: *Port Talbot* County: *Mid Glamorgan*
Create Superseding Notices:	Select from the drop down: 'Automatically' - will create superseding notices where the Notice Type is one which a Notice Period for which Auto Generate Next Notice has been checked in the Street Work Type Lookup. 'On Prompting' - will generate a message when a suitable record is saved, asking whether the superseding Notice should be created. 'Never' - no superseding notices will be created.
Default Mode for New Records:	Select from: 'Initiation' - Where Users are initiating Notices. 'Register' - Where Users are entering received Notices.
Send Delay:	Set a number of minutes by which to delay the sending of the Notice after it is saved. The number of minutes entered here will be added to the current date/time when the Notice is saved. This setting will also be applicable for Actual Start Date notice. Tolerance will be allowed for Actual Start Time as per this setting or default to 60 seconds if not set.
Work Tolerance:	Defines which range of works on the same Street to display in the Street Information form. If 5 days is set for instance, the Street Information form will display all other works taking place within five days of the current date.
Non Standard EToN file ext:	Nonstandard EToN files may be imported by the EToN Agent if there is an Import Transformation XSL to change them into standard format files. If this system setting has a value it will be used to rename the nonstandard file e.g. if the file extension is bak the nonstandard file will become AB123.txt.bak

Only send Comments :	Check this to send Comments only to the highway authority that is concerned with the Sites on a Notice
Warn if Recent Comments... :	Check this to generate the following warning if a User attempts to update a Notice on which a Comment has been received: "Warning a Comment has been received since this Notice was last updated. Do you want to view the Comment?". The User may proceed with the update without viewing the Comment.
Partition Promoter and Authority Actions:	Checking this will remove access to Authority Actions from all Works where the following conditions are met: The Promoter Organisation for the Works - • Is the same as the one set on the current User's linked Action Officer • Has the Interest set to 'Highway Authority Work Promoter' • Has the 'Notice Initiation' checked Note: this setting does not restrict access to Authority Actions on other Promoter Works within Confirm.
Whereabouts Working Day... :	If a Street Works Notice Type is set to 'Whereabouts' and the Logged time is after 12:00:00 but before this setting (16:30:00) the Start Date, by default, is set to the Logged Date plus the Notification Period.

Initiation from Job

Set Works Reference to:	The Job Number is as the Works Reference by default. The configurable expression for Works Reference is not currently implemented when creating the Notice from Workzone. If a subsequent Notice against a Job is created from Workzone, a unique Works Reference is generated by appending "-nnnnnnn" to the Job Number
Set Internal Reference to:	The Internal Reference field can be automatically set to one of two values when raising a Notice from a Job. Select from: 'Customer Reference' - The Internal Reference field will be set to value of the Customer Reference field of the Job. 'Job Number' - The Internal Reference field will be set to the Job number.
Job Default Organisation... :	Configures how the From Organisation is set when a new Notice is created. Select from: 'Job Officer' - The From Organisation is set from the Action Officer of the Job. 'Logged in User's Officer' - The From Organisation is set from the currently logged in User's Action Officer.

Notice Update Validation

You may set the relevant checkboxes to impose the following validation:

DfT Data Capture Codes:

Check this to have all the following validations carried out on Work and Site status combinations. This will rely on Confirm being configured with the correct DfT codes.

1. If the Works Type is (NOT USED) (10), UNDER LICENCE (PRIVATE) (11) or STATUTORY RIGHT (PRIVATE) (12) log an error if Notice Type - EToN Export is ticked.
2. If the Works Status is PERMANENT REINSTATEMENT PROPOSED (3) log an error if no Site on the Notice has a Site Status A PERMANENT REINSTATEMENT PROPOSED (5).
3. If the Works Status WORKS CLOSED (PERMANENT REINSTATEMENT) (6) or WORKS CLEAR (INTERIM REINSTATEMENT) (10) and the Notice Type is REGISTRATION (0) log an error if the last Site visit does not have a Works Status WORKS CLOSED (PERMANENT REINSTATEMENT) (6) or WORKS CLEAR (INTERIM REINSTATEMENT) (10) and the Notice Type is not SECTION 74 (11).
4. If it is not a new Notice check the Works Type to see if it has changed. If it has log a warning if the Works Status is NOT PROPOSED WORKS (1), PERMANENT REINSTATEMENT PROPOSED (3) or REMEDIAL REINSTATEMENT PROPOSED (5).
5. If the Works Status is REMEDIAL REINSTATEMENT PROPOSED (5) log an error if the Works Type is not REMEDIAL DANGEROUS (8) or REMEDIAL OTHER (9).
6. If the Works Status REMEDIAL REINSTATEMENT PROPOSED (5) log an error if the none of the Site Statuses are REMEDIAL REINSTATEMENT PROPOSED (11).
7. If the Works Status is changed to WORKS CLOSED (PERMANENT REINSTATEMENT) (6) look at the previous versions of the Notice and make sure that there is not one with a Works Status WORKS CLEAR (INTERIM REINSTATEMENT) (10) without a later version where the Works Status is PERMANENT REINSTATEMENT PROPOSED (3).
8. If the Works Status is WORKS CLOSED (PERMANENT REINSTATEMENT) (6) log an error if the Status of any Site is not A PERMANENT REINSTATEMENT (3), SITE CLOSED (6), SITE CLOSED (NO EXCAVATION) (7), SITE ABANDONED (8) or REMEDIAL REINSTATEMENT (RESETS THE GUARANTEE PERIOD) (9).
9. If the Works Status IN PROGRESS (9) log a warning if today's date is before any of the Site Dates and clear the Notice - Send Notice check box.
10. If the Works Status WORKS CLEAR (INTERIM REINSTATEMENT) (10) log an error if the Status of any Site is not AN INTERIM REINSTATEMENT (2), A PERMANENT REINSTATEMENT (3), SITE CLOSED (6), SITE CLOSED (NO EXCAVATION) (7), REMEDIAL REINSTATEMENT (RESETS THE GUARANTEE PERIOD) (9) or REMEDIAL REINSTATEMENT (DOES NOT RESET THE GUARANTEE PERIOD) (10).

Works Ref:

When this check box is ticked it will validate that the length of the second part of Works Ref is 19 characters (if it is editable). The first part will be 5 characters if it is a valid Organisation Operational District Code.

The following message will be displayed if the Works Ref fails the validation: "Cannot Proceed. Works Ref. must contain 24 characters" and the user will need to amend the Works Ref before proceeding.

Zero Inspection Units:

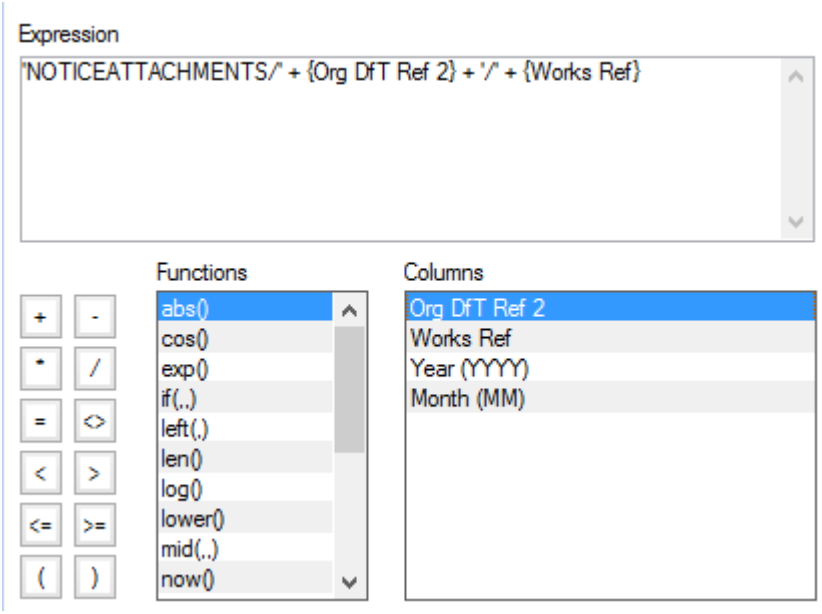
When this is checked if the Inspection Units are estimated and the units value is 0, the following warning is given. "Warning Inspection Units are zero. Do you wish to proceed?" Users may proceed without amending the Inspection Units.

Start Date Has not Passed:	Check this to generate the following error message if the Start Date is prior to the current system date and the Status Flag of the Works Status is Proposed: "Start Date should be todays date or later." Users will not be able to proceed with the Notice until an appropriate Start Date is entered.
Early Start Text Required:	Check this to ensure early start authorisation text is required on a Notice.

FTP Settings

These settings define the location of a FTP server where linked documents can be stored. Please refer to Street Works Document Links for more information about linking document to Notices.

Server URI:	The FTP Address for a server where linked files are to be uploaded. The standard 'ftp://' prefix is essential. For example; "ftp://ftp.docexchange.co.uk"
User Name:	The user name of an FTP account configured by the FTP site administrator which has read/write access. Write access is required to upload files.
Password:	The password for the user account as defined by the FTP site administrator.
Root Directory:	Root directory location where the files should be written on the FTP server. This must be the full root path and not just the path seen when the User logs into the FTP site themselves. For example; a user logging into the FTP site themselves may be defaulted to start at "/root/EToN." They may change directory to "DocumentLinks" to see the documents. Confirm, however must be given the full root path in the Root Directory setting; i.e "/root/EToN5/DocumentLinks" As with FTP systems, paths are always case-sensitive. A final slash separator is automatically appended to the end of this path.
Sub Directory:	Sub Directory is a configurable field that is appended to the Root Directory when Confirm builds the path for accessing files. The field takes the form of a string expression where character segments can be combined with valid placeholder strings derived from properties of the corresponding Notice. This facility allows documents to be stored in an organised manner on the server. As with FTP systems, paths are always case-sensitive. This field can be edited manually but it is recommended that the Expression Editor is used.



This editor contains many components, most of which are not valid for use in the Sub Directory field. The only items you may use are the valid placeholders in the Columns list, slashes (/, a button on the left), string components (bounded by single quotes), and the concatenation symbol (+, also a button on the left.) Do not use any of the Functions as they will not be accepted.

When files are read or written to the FTP server, a path will be constructed where the placeholders in curled braces are substituted with corresponding strings.

A valid example of a Sub Directory expression might be:

{Org DfT Ref 2} + '/' + {Works Ref}

Which when evaluated, would result in a Sub Directory path something like: "PT001/9000010"

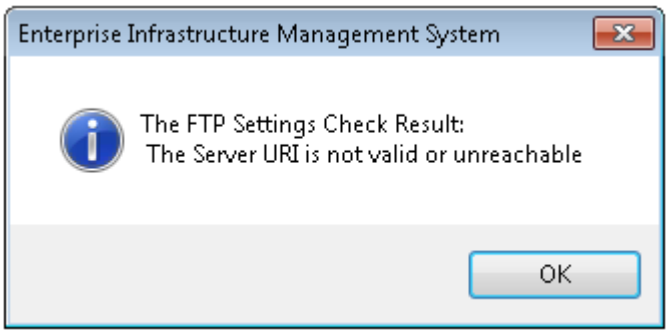
The placeholders available in the Columns list are:

- Org DfT Ref 2 - The DFT ref 2 for the organisation the document is being published from.
- Works Ref - The Works Ref number this document is linked to.
- Year (YYYY) - The current year in YYYY format.
- Month (MM) - The current month in MM format.

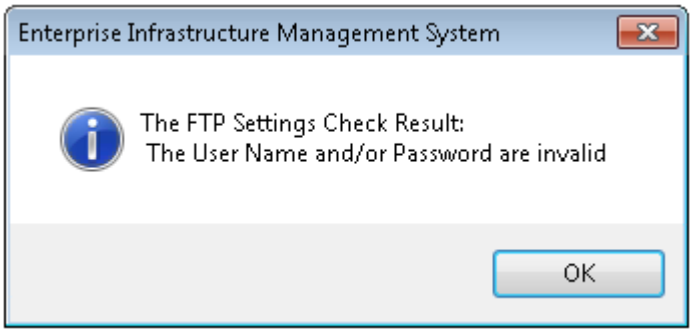
Test Settings button:

The Test button performs some validation on the FTP details. The validation checks three things:

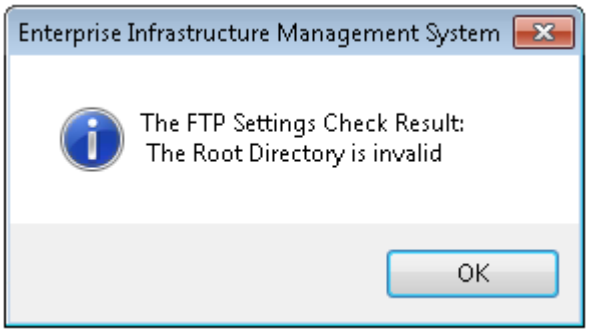
1. Server URI. The system will contact the remote server. If the URI is invalid, or if the server cannot be contacted for some reason, then the following error will be generated. There are many possible reasons for this, including system firewalls. Ensure the client and server firewalls allow FTP traffic through.



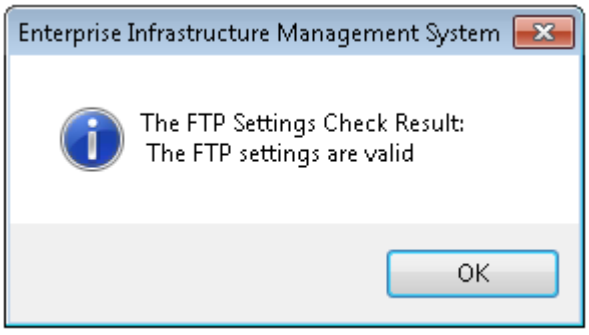
2. Username and Password. The system will log on to the remote server. If it is unable to do so because of the login credentials, then it will generate the following message. The test is unable to tell whether it is the Username or Password that is incorrect.



3. Root Directory. The system will check for the existence of the Root Directory. If the directory is incorrect or does not exist then the following error will be generated. Check the notes on Root Directory above to ensure that the full path has been entered correctly.



If all the details are correct and the tests all pass, then the following success message will be displayed:



Notification Retries

Street Works Transfer will attempt to resend the following on each cycle until they are successfully received by the Recipients System:

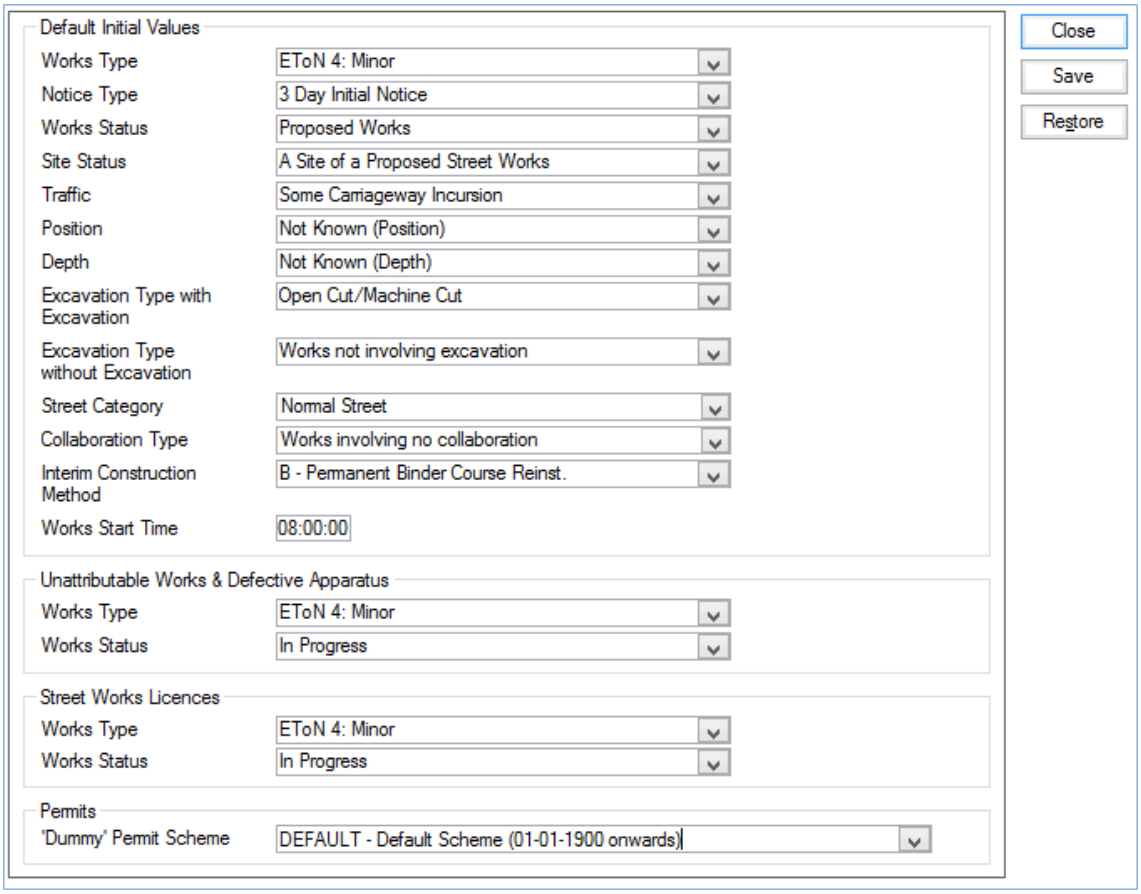
- ETon 4+ Notices and Comments
- Fixed Penalty Notices
- OD
- Restrictions

ETon 1-3 Notices, Comments and Inspections (any version) are not affected by these settings.

It is possible to instruct Street Works Transfer to pause between retries using the Notification Retries facility and/or after a certain number of Retries stop sending them permanently which will prevent repeated failures from occurring.

After:	Gives the initial number of times Street Works Transfer will try to resend a notification which has failed on the first attempt. After this number of retries, Street Works Transfer will temporarily stop retrying.
Retry every:	This field gives the number of hours for which the Street Works Transfer will temporarily stop resending the notification. When the Retry time elapses then Street Works Transfer will attempt to resend the notification before pausing for the Retry period again, until the number of retries is equal to the 'Stop retrying' value. The default for 'After' is 1. The default for 'Retry every' is 0. These settings indicate Street Works Transfer will continue to attempt to send the notification on every cycle without a break.
Stop retrying:	This field gives the total number of attempts after which the Street Works Transfer will stop trying to resend the failed notifications. The default for 'Stop retrying' is 0. This indicates that Street Works Transfer will continue to send the failed notifications indefinitely. The User can attempt to resend a failed notifications by using the Resend functionality. Street Works Transfer will only attempt to resend the failed notification once more if the 'Stop retrying' value has been exceeded. The Street Works Transfer will also wait until the 'Retry every' period has elapsed before resending the failed notification.

Street Works Notice Default System Settings



Default Initial Values

These fields will set default entries for Street Works Notices when they are created. In each field, select from the drop down list. The drop down lists reference the Lookups of the same name in each case. Care should be taken when setting these values. The options selected should be valid combinations.

The Works Type field only displays Street Work Type records if they meet the following criteria:

1. The DfT Reference is populated
2. The 'Dead' flag is not ticked
3. The Classification field is set to 'Works'

The Works Status field only displays Works Status records with a populated DfT Reference.

Note: These settings are used by the EToN Web Service. If changes are made to these settings, please ensure that the Web Service is stopped and started so that the changes are picked up.

Unattributable Works

(SW Initiation module)

These fields set the defaults for Unattributable Works Notices that are created automatically.

Works Type: Select the default Works Type that will be used when a dummy Notice is created to attach Inspection results (when the Works Reference is not already in the Confirm database).

This Works Type field only displays Street Work Type records if they meet the following criteria:

1. The DfT Reference is populated
2. The 'Dead' flag is not ticked
3. The Classification field is set to 'Works'
4. 'EToN Version 4+' is ticked

Works Status: Select the default Work Status that will be used when an Unattributable Notice is created to attach Inspection results (when the Works Reference is not already in the Confirm database).

The Works Status field only displays Works Status records with a populated DfT Reference.

Street Works Licences

Works Type: Select the default Works Type that will be used when a Street Works Licence is created from the New Street Works Licence wizard.

This Works Type field only displays Street Work Type records if they meet the following criteria:

1. The DfT Reference is populated
2. The 'Dead' flag is not ticked
3. The Classification field is set to 'Works
4. 'EToN Version 4+' is ticked

Works Status: Select the default Work Status that will be used when a Street Works Licence is created.

The Works Status field only displays Works Status records with a populated DfT Reference.

Permits

'Dummy' Permit Scheme: This field will be pre-populated with a default 'Dummy' Permit Scheme.

This selected Permit Scheme will be used when a Permit related Notice (for example a PAA or Permit Application) is received via the Web Service, but the recipient Organisation does not have a Permit Scheme specified.

The User cannot choose a Dummy Permit Scheme that is already in use by an Organisation.

Events and Diversions

(Events and Diversion Routes module)

Promoter: Optionally select the default Organisation that will be used in the Promoter field when creating a new Event in the New Event Wizard.

Street Works Transfer System Settings

The Street Works Transfer Agent is responsible for sending Street Works notifications to a Web Service for EToN Version 4 and above, and for Street Works Inspections for EToN Version 6.

The Street Works Transfer Agent must be configured to ensure Street Works notifications are being exported from Confirm. The following settings have been moved from the StreetWorksTransferAgent.exe.config file to the Street Works Transfer System Settings.

Note: The Street Works Transfer System Settings are populated with default values when Confirm is upgraded. Unless modified the default values will be used.

General Settings

The following settings define the directory structure for sending EToN notifications.

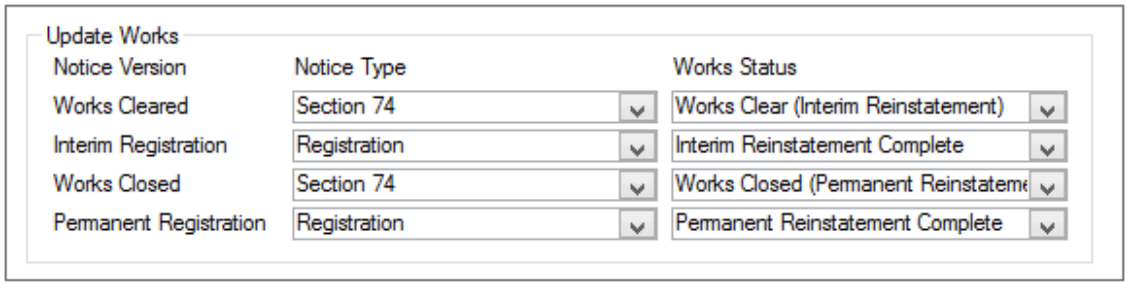
Note: If the paths are not specified then the Street Works Transfer Agent will not save the XML files for outgoing notifications.

Temp Files Directory:	Directory to temporarily store EToN notifications while they are being processed. If this is not set then the default Temp directory of the system is used.
Sent Files Directory:	Successfully sent EToN notifications are moved to this directory.
Failed Files Directory:	Unsuccessfully sent EToN notifications are moved to this directory.
Agent Override:	When checked Notices that are exported from Confirm will have their Agent Contact details overridden with the Promoter Organisation's Agent Details rather than those entered on the Notice.

Street Works Connector System Settings

(3540 - SWR Works Management Connector module)

The following settings are used by the Street Works Connector's 'UpdateWorks' operation. They configure how the Connector will process interim and permanent reinstatements with regards to which Notice Type and Works Status to use on automatically generated Notices:



Notice Version:	Select from the drop down lists the Notice Type and Works Status that will be generated. For further details, please refer to the Street Works Connector specification document. For the latest version please contact Confirm.

Inspection Lookups

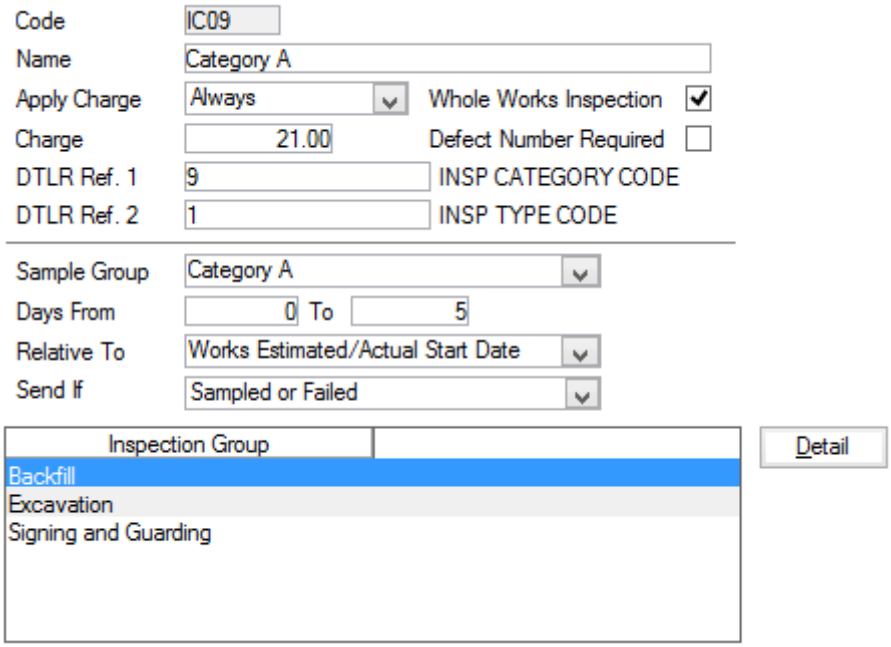
The Inspection lookups provide the libraries of information for carrying out Street Work Inspection, or validating incoming Inspection results.

Most of the necessary data is prescribed by Street Works legislation therefore DfT reference fields are provided for library entries.

Inspection Category

The Inspection Category lookup stores the Inspection Types and links them with Sample Groups (Inspection Categories as defined by the Street Works legislation)

The Inspection Groups are linked with the appropriate Inspection Categories in this lookup to provide automatic selection of the correct Inspection Items when an Inspection Category is selected for an Inspection.



Code:	Up to 4 characters.
Name:	Up to 30 characters.
Apply Charge:	Select from the drop down list how charges should be applied for this Inspection Category.
Whole Works Inspection:	This checkbox should be ticked for Inspection Categories that represent an Inspection for the whole Works rather than for a particular Site. The Site Number field on the Programmed Inspections and Inspections screens will be set to 1 and disabled if an Inspection Category is selected with the Whole Works Inspection checkbox ticked. Programmed Inspections downloaded to ConfirmConnect® that have a Category with the Whole Works Inspection checkbox ticked will not have Linked Sites. **Note:** This should only be checked for Category A, Apparatus, Occupation and Permit Conditions. If this is checked for any other Inspection Category, it will stop the Inspection Items for the same from getting exported.
Charge:	Supply the charge that is to be applied each time an Inspection in this Category is carried out. Confirm will use this figure supplied to generate the charges for Inspections in the Street Works Statement. This field is not available if the 'Apply Charge' field is set to 'Never'.

Defect Number Required:	Tick this to present the user with a message if the Defect Number is blank when an Inspection result is saved. Usually this should only be ticked for Defect Follow Up Inspection Categories. In the case of a successful Follow Up Inspection the Defect Number will be the Originating Defect Number.
DfT Ref 1:	Supply the DfT reference for this Inspection Category Code.
DfT Ref 2:	Supply the DfT reference for this Inspection Type Code.
Sample Group:	Where this Inspection Category will be subject to a calculation for the Annual Programme, it must be added to a Sample Group.
Days From\To:	Set the time when a Street Works may be selected for an Inspection in this Category by setting a number of days before or after (days before are set by entering a minus number) the event given in the Relative To field.
Relative To:	Set the event which triggers the count of days set in Days From\To fields. The events are defined by the dates set in the various date fields of the Street Works form. Select from: • 'Site Guarantee Expiry' - References the Guarantee date. • 'Site Interim Reinstatement' - References the Interim date. • 'Site Interim/Permanent Reinstatement' - References the Interim or Permanent date. If an Interim Date is supplied then this is used, otherwise the Permanent Date is used. • 'Works Actual Start Date' - References the Start Date', but only for Works where the current occupation is 'In Progress'. • 'Works Estimate/Actual Start Date' - References the Start Date value. • 'Works Estimated/Actual End Date' - References the 'Estimated End Date' or 'Actual End Date' If the 'Estimated End Date' is supplied then this is used, otherwise the 'Actual End Date' is used.
Send If:	This field will govern the default behaviour of the Send Inspection Flag for the Inspections. Select from: • 'Never' - Indicates the Send Inspection flag for all Inspections will always be unchecked. • 'Always' - Indicates the Send Inspection flag for all Inspection will always be checked. • 'Sampled or Failed' - Indicates the Send Inspection flag will only be checked if the Inspection has 'Sampled' flag checked or if Inspection Outcome is 'Failed'. • 'Failed' - Indicates the Send Inspection flag will only be checked if the Inspection has Inspection Outcome as 'Failed.

Inspection Groups

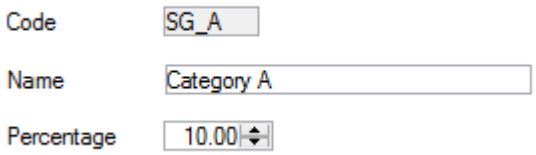
Click on the 'Detail' button to add Inspection Groups.

Inspection Category:	Copied from the Inspection Category form.
Inspection Group:	Select from the drop down list. The drop down list references the **Inspection Group** on page 313.

Sample Group

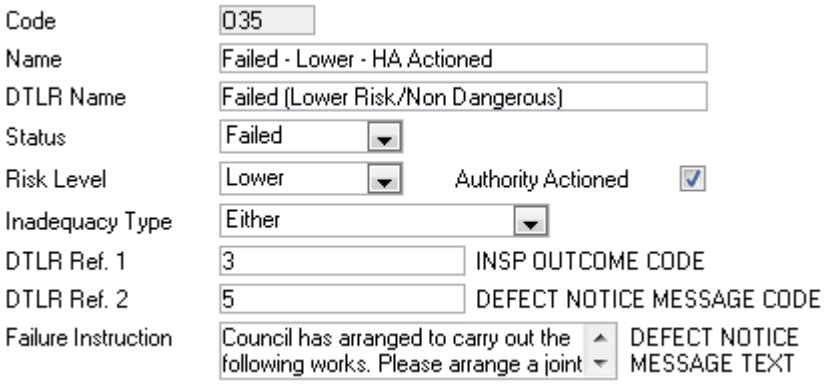
(Register)

Sample Groups list those Inspection Categories that will be included in the allocation of Inspections when the Annual Sample is calculated. Each Sample Group is assigned a percentage of the total Inspections.



Code:	Up to 4 alphanumeric characters.
Name:	Up to 30 alphanumeric characters.
Percentage:	Enter the percentage of the total Inspections to be assigned to this Sample Group.

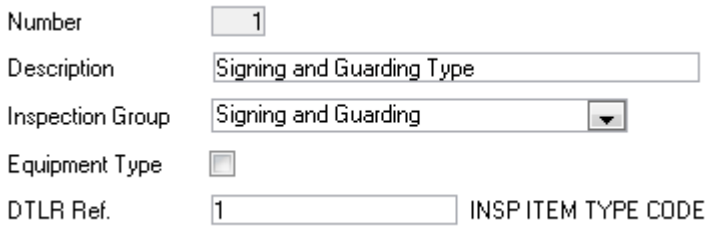
Inspection Outcome



Code:	Up to 4 characters.
Name:	Up to 40 characters.
DfT Name:	This will be used to describe the Outcome on the Defective Work Notification and Inspection Report.
Status:	Select from: 'Failed' - To indicate that a defect has been found. Outcomes with this Status will allow the scheduling of a further inspection in the Inspection form. 'Passed' - To indicate that an Inspection with this outcome has passed. 'Cancelled' - To indicate that an Inspection with this Outcome was not carried out. Inspections with a 'Cancelled' Outcome will not deduct the Inspections from the Annual Programme of Inspections in the assigned Inspection Category.

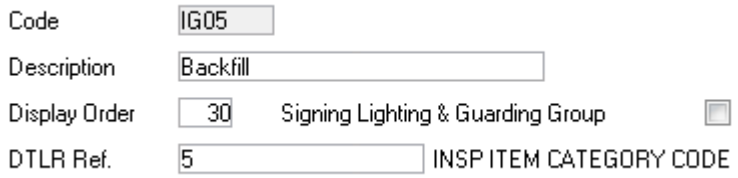
Risk Level:	This field is only editable where a 'Failed' Status has been selected. Select from: 'Higher', or 'Lower' to indicate the Risk Level
Authority Actioned:	Check this for 'Failed' outcomes in which the Authority Action was required.
Inadequacy Type:	Select from: 'Not Applicable' - For a 'no outcome' type outcome - the 'Abortive' outcome for instance. 'Reinstatement' - Where the Outcome is 'Failed' and relates to a reinstatement. 'Signing, Lighting & Guarding' - Where the Outcome is 'Failed' and relates to signing, lighting or guarding. 'Either' - Where the Outcome is 'Failed' and relates to either reinstatement or signing, lighting or guarding.
DfT Ref 1:	Supply the DfT reference for this Inspection Outcome Code.
DfT Ref 2:	Supply the DfT reference for this Defect Notice Message Code.
Failure Instruction:	Enter the Defect Notice Message Text. This will appear on a Defective Works Notification.

Inspection Item



Number:	Up to 4 characters.
Description:	Up to 40 characters.
Inspection Group:	Select from the drop down list. The drop down list references the Inspection Group Lookup.
Equipment Type:	Check this for Inspection Type Items (currently: Signs, Barriers, Traffic Control, and Pedestrian Control Equipment). Setting this flag will determine the way in which a Defect will be treated when applied in this Item.
DfT Ref:	Supply the DfT reference for this Inspection Item Type Code

Inspection Group



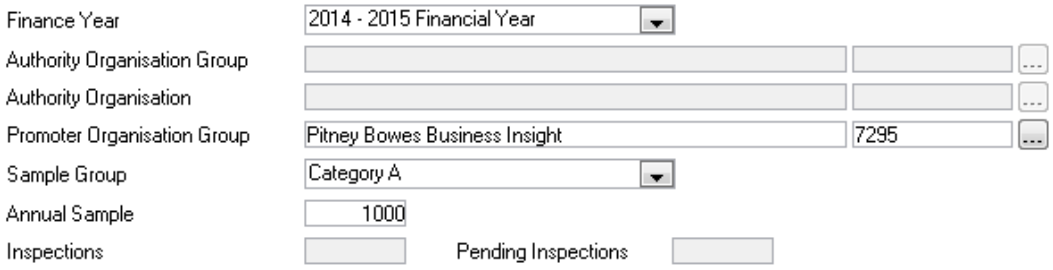
Code:	Up to 4 characters.
Name:	Up to 30 characters.
Display order:	Enter a number to order Inspection Groups in reports and in the Inspection Items list.
Signing Lighting & Guarding Group:	Check this box for Groups concerned with Signing, Lighting or Guarding.
DfT Ref:	Supply the DfT reference for this Inspection Item Category Code.

Annual Program

(Register)

The Annual Program lookup stores information about the numbers of Inspections per Promoter Organisation Group in each Sample Group for each Finance Year. Depending on the Annual Program Grouping Level on Inspection System Settings, Annual Programs may also be defined on as per Authority Organisation Group or per Authority Organisation basis.

The Annual Program may have been derived by running the Annual Program Batch, or the information may be manually entered into this form.



Finance Year:	Select the Finance Year for which the Annual sample is being set. The drop down list references the **Finance Year lookup**.
Authority Organisation Group:	Select the Authority Organisation Group for which the Annual sample is being set. This will be active/inactive depending upon the Annual Program Grouping Level on**Inspection System Settings** on page 318. The pick list references the **Organisation Group lookup**.
Authority Organisation:	Select the Authority Organisation for which the Annual sample is being set. This will be active/inactive depending upon the Annual Program Grouping Level on **Inspection System Settings** on page 318. The pick list references the **Organisation Group lookup**.

Promoter Organisation Group:	Select the Promoter Organisation Group for which the Annual sample is being set. The pick list references the . The pick list references the **Organisation Group lookup**.
Sample Group:	Select the Sample Group for which the Annual sample is being set. The drop down list references the Sample Group Lookup.
Annual Sample:	Enter the number of chargeable Inspections due in this financial year, for this Organisation Group, in this Sample Group. Where an Annual Program Batch has been run and saved, this figure will have been entered automatically.
Inspections:	The system will record the number of completed Sampled Inspections that have an Outcome type of 'Passed' or 'Failed'. This field is not editable.
Pending Inspections:	The system will record the number of Sampled Programmed Inspections due within this Annual Program. This field is not editable.

Annual Program Batch

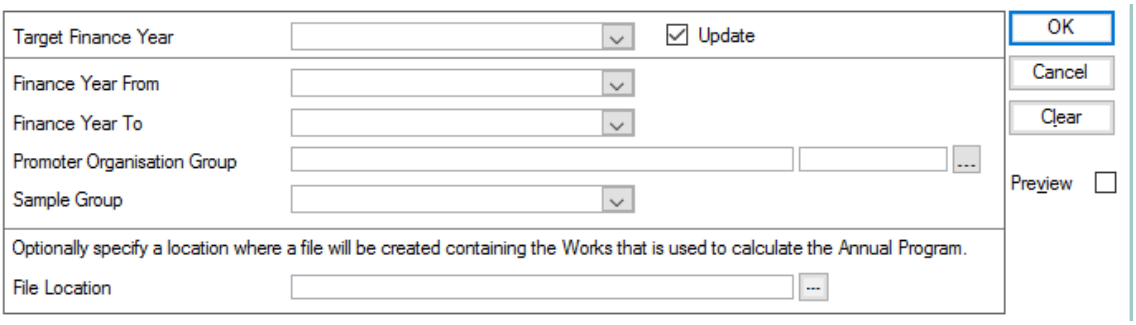
(Register)

The Annual Program batch utility will calculate the required number of Inspections for the selected year, based on

- The year in which the Works are included is based on the latest site reinstatement date of the first full permanent registration notice received for the works.
- Works which have Excavation Type other than 'Works for Road Purpose' (Dft Ref = 7).
- The most recent ActualInspectionUnits supplied for the Works are used, also if they are specified in Notice received outside the specified duration.

The Inspections will be distributed to Sample Groups based on the percentages set in the Sample Group Lookup.

Since current regulations specify that sample calculations should be based on the last three years worth of Works, there will need to be at least three years worth of data in the system to allow the calculation to take place.



Target Finance Year:	Select the Finance year for which the calculation is being made.
Update:	If Checked, will recalculate Annual Program for Target Finance Year.
Finance Year From:	Select the Finance year that defines the beginning of the period on which that calculation will be based.
Finance Year To:	Select the Finance year that defines the end of the period on which that calculation will be based.

Promoter Organisation Group:	Select an Organisation Group to limit the calculation to that Group. The pick list references the **Organisation Group lookup**.
Sample Group:	Select a Sample Group to limit the calculation to that Group. The drop down list references the Sample Group lookup.
File Directory:	Specifying a directory will export files containing full data for the specified year range. These files can be used to verify Annual Program calculations output.

Click on OK to run the utility. A report will be displayed detailing the Inspections in each Organisation and Sample Group. Save the preview to enter the appropriate numbers in the Annual Program lookup.

Action Officer

Action Officers have responsibility for certain actions carried out within Confirm. For instance: Jobs are assigned to Action Officers, and each stage (Status) of the Job's life is associated with an Action Officer.

Action Officers can be linked to Users, so that when a User logs in to Confirm they are recognised as a particular Action Officer. Action Officers need not be users - they can be created independently of User logins.

Code:	Up to four alphanumeric characters
Inactive:	Tick this to prevent new records from being assigned to the current Action Officer. Confirm will not allow an Action Officer to be 'Inactive' if it is used on the Enquiry Subject or Enquiry Subject Site records. If an Action Officer needs to be active again, untick this setting. If the linked User is also 'Inactive' Confirm will request that the User is activated first before the Action Officer can be.
Name:	Up to 30 characters
Telephone Number:	(Optional) Up to 20 alphanumeric characters
External Ref.	(Optional) Up to 20 alphanumeric characters. A reference used by external systems to identify this Action Officer
Corresponds to User:	(Optional) Select a User to link this Action Officer to. By linking an Action Officer to a User, Confirm will know which Action Officer to use by default when using various entry screens within Confirm. The User ID can be typed directly into the field or the pick button can be used to search for a User to link the Action Officer to. **System Administration\Security** **Note:** Contractor Users are not able to remove the value in this field.
Work Group:	Where the Action Officer is linked with a User - the Work Group to which the User belongs is entered and the field cannot be edited. Where an Action Officer is not linked with a User - a Work Group must be selected. The drop down list references the Work Groups list.

System Administration\Security

Enquiries Data Key: Setting this value gives Enquiries assigned to this Action Officer additional security.

Where an Enquiry is assigned to an Action Officer with this Data Key set, only Users with Data Key access to the Enquiry Subject and the assigned Action Officer's Enquiries Data Key will be able to view the Enquiry.

Inspecting Officer: (Performance Monitoring module)

Where Monitoring Batches are created automatically at Request Checking, the Action Officer associated with the last Job Status log on the Job is used to determine who should be the Inspecting officer based on the entry in this field.

Device Settings

Default Priority: (Optional - ConfirmConnect® - Condition Survey)

Enter the Priority that will be assigned to Jobs raised through the 'Fast Defect' functionality in Condition Survey on the device.

Device Data Key: (Confirm Connector)

Optionally specify a Data Key to restrict which Users will have this lookup available on the device. Please see **the Confirm Connect manual** for further details.

Note: This lookup will still be transferred, it will simply be hidden from the User when logged into the device.

Device Job Officer: (Jobs in the Field module)

Check this to set the current Action Officer as an Officer which will have 'Job' tasks sent to the device when they transfer their tasks.

Task Redirect Officer: Redirect Tasks to the selected Officer in case of absence. It is only possible to redirect to an Officer in the same Workgroup.

Note: It is possible to redirect multiple Officers to the same Officer. If the Officer has other Officers redirecting to them, it will not be possible to redirect this Officer to another. Use the Action Officer List to view any existing Officer Redirects.

Street Works Settings

Route: (Optional - Street Works module)

Select a Route. The pick list references the Site Route lookup.

Site Register\Site Lookups\Operational Lookups

Note: The Route provides a default entry for Inspection Sampling in Street Works. It is not relevant in any other context.

No of Inspections: (Optional - Street Works module)

Enter the maximum number of Sampled Programmed Inspections an Action Officer may have outstanding at any time. This limit does not include non

Sampled Programmed Inspections, such as Defect Follow Up Inspections, which are already assigned to the Action Officer.

Note: Street Manager Performance Based Inspection Sampling for Category B and C will be downloaded and automatically assigned to an Officer using the following rules: -

- If the Sampled Inspection's Site is in a Route, which is assigned to one or more active Officers, then the Officer with the highest remaining number of Inspections will be allocated this Inspection.
- Should more than one Officer, have the same remaining number of Inspections, the inspection will be allocated by Officer Code.
- If the Sampled Inspection's Site is not in a Route or there are no Officers assigned to a Route, that covers the Site, then the Officer will be set to the **Sample Inspection Default Action Officer** (Confirm Web Settings).

  Note: An empty value is treated as 0 and the first Inspection allocated to the Officer is exceeding their quota.

Organisation: (Optional - Street Works module)

Enter an Organisation to provide a default entry in the 'From' field of the Street Work Notice window for this Action Officer

Note: The default is only provided where the Action Officer is linked to a User, since the identification of the Action Officer is made by reference to the User who is currently logged in.

Labour Type: (Optional - Works Management module)

Select the Labour Type for the Action Officer if they are the member of a Gang. The pick list references the Labour lookup.

Works Management\Works Costing\Works Costing Lookups

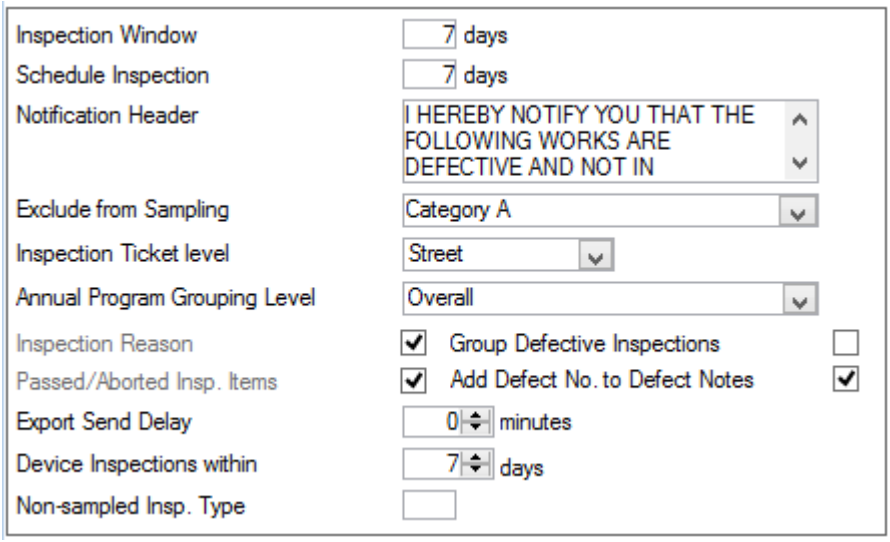
Cost per hour: (Optional - Works Management module)

This will override the Cost per hour specified in the linked Labour Type. Cost per hour on Action Officer is multiplied with Cost per hour multiplier on the Labour Type Lookup to determine the Action Officer’s labour rate.

Action Officers can be assigned an area of specialism defined by Feature Groups, with the Asset Specialist module. Please see the **Specialist** section for details.

Inspection System Settings

The Inspection System Settings provide defaults for forms and operations within the Street Works module.



Inspection Window: (Register)

Provides a default entry for the 'Inspection To' date in the Inspection Sampling filter. The number of days entered as the Inspection Window is added to the 'Inspection From' date to provide the date range.

This value is sent to ConfirmConnect®.

It is used to calculate the 'Inspection To' date when scheduling Follow Up Inspections on the device. If it is set to a value such as '7' then the 'Inspection To' field will be set to the 'Inspection From' date plus 7 days.

Schedule Inspection: (Register)

Provides a default date for the follow up inspection in the Inspection form. The number of days entered in the Schedule Inspection field will be added to the Inspected date to provide the follow up Inspection date.

This value is also sent to ConfirmConnect® devices.

It is used to schedule Follow Up Inspections on the device.

Notification Header: Provides the header text for a Defective Works Notification.

Exclude from Sampling: (Register)

Enter here the Category of Inspection to be excluded when the Exclude Category checkbox is checked in the Inspection Sampling filter.

The drop down list references the Inspection Category Lookup library, for all those Categories that have a Sample Group set.

Inspection Ticket Level: (Register)

The Inspection Ticket Level setting will be used by the Inspection Sampling Filter. Its purpose is twofold. Firstly, it determines what is actually eligible for Inspection (see **Inspection Sampling** on page 183 for further details). Secondly, it determines the level of detail displayed about the Works on the Inspection print out, see below:

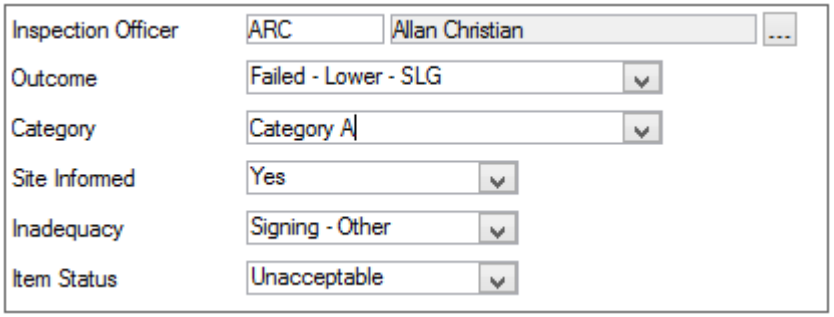
'Inspection' - The Inspection print out will display only the Site which has been selected for Inspection. If Programmed Inspections are transferred to ConfirmConnect® there will be no linked Sites shown.

	'Street' - The Inspection print out will display all Sites for the Street which has been selected for Inspection. If Programmed Inspections are transferred to ConfirmConnect® then Inspections for linked Sites will also be transferred. 'Works' - The Inspection print out will display all Sites on all Streets on the Works which has been selected for Inspection. If Programmed Inspections are transferred to ConfirmConnect® then Inspections for linked Sites will also be transferred.
Annual Program Grouping Level	This setting determines the level at which new Annual Programs are generated/entered. Select from: 'Overall' - If this option is selected a single Annual Program will be generated/entered for all Authority Organisations. This is the default option. 'Authority Organisation' - If this option is selected new Annual Programs will be generated/entered for a particular Authority Organisation. 'Authority Organisation Group' - If this option is selected the new Annual Programs will be generated/entered for a particular Authority Organisation Group.
Inspection Reason:	(Register) Check this to automatically display the Inspection Item form when the Save button is used on failed Inspections in the Inspection form.
Group Defective Inspection:	Check this to have the system automatically suggest the same Defect number for an Inspection in the same Header (same Organisation and Works Ref), in the same category, on the same date.
Passed/Aborted Insp. Items:	If this setting is ticked and the Inspection Outcome Status is 'Passed' then there must be at least one Item on the Street Works Inspection that is flagged as 'Acceptable'. If this setting is ticked and the Inspection Outcome Status is 'Cancelled' then the user is warned if there are no Inspection Items. They can then either save the Inspection with no Items or add them. The setting is used with ConfirmConnect®.
Add Defect No. to Defect Notes:	When ticked, the Defect Number will be concatenated with the Defect Notes and exported in an EToN inspection_batch file as either the Defect_SLG_Default_Text data (if the Inspection Inadequacy is 'Signing - Equipment' or 'Signing - Other') or Site_Comment_Text if it is not.
Export Send Delay:	(Register) Enter a number of minutes by which to delay the sending of Inspection results. The delay is based on the logged date and time for the last entered (or amended and saved) Inspection in an Inspection Group.
Device Inspections within:	This setting allows Programmed Inspections scheduled for the future to be transferred to a device. If it is set to a value such as '7' all Inspections where the From and To dates are transferred plus those up to 7 days in the future. If it is set to '0' then all Programmed Inspections for an Officer are transferred.
Non-sampled Insp. Type:	When set, this value will be used in the exported EToN file for the Insp_Type_Code when a Category A, B or C Inspection is non-sampled.

Inspection Import System Settings

(Initiation)

The Inspection Import System Settings will set default entries for the Inspection window when electronically transferred Inspections cannot be read for these fields.



Inspection Officer:	For the 'Officer' field. The pick list references the **Action Officer lookup**.
Outcome:	For the 'Outcome' field. The pick list references the **Inspection Outcome lookup**.
Category:	For the 'Category' field. The pick list references the **Inspection Category lookup**.
Site Informed:	Select from: 'Yes' or 'No'
Inadequacy:	Select from: 'Signing - Equipment', 'Signing - Not Actioned', 'Signing - Other', 'Reinstatement', and 'None'
Item Status:	Select from: 'Acceptable', 'Unacceptable' or 'Not Seen'

FAQ

This section will cover some of the frequently asked questions in the Street Works module.

Inspection FAQs

Inspections

- **Inspections Step-by-Step Guide**

  For a guide on Street Works Inspections, including how they are setup, created and reported on, please see **Street Work Inspection - Step by Step** section for more information.

- **Programmed Inspection Generation Rules**

  For information regarding the rules of how Programmed Inspections are generated using the Inspection Sampling utility, please see **Programmed Inspection Generation Rules** section for more information.

- **Inspection Export Statuses**

  Street Works Inspections are exported as xml files using the Street Works Transfer Agent. All Street Works Inspections which have an Export Status of 'To Be Processed' are picked up by the Street and exported on the next scheduled run. The Export Status of an Inspection can be found on the Inspection screen in Confirm. Please refer to the **Street Works Inspection/Export Status** section for more information on different Export Statuses.

- **Why is my Inspection still at 'To Be Processed' or 'To Be Re-Exported'?**

  There are number of reasons why an Inspection can have an Export Status of 'To Be Processed' or 'To Be Re-Exported'. Please check the following details against the Works Promoter Organisation:

  1. DFT Ref 1 and 2 - Should not be blank.
  2. EToN Version - Should be EToN 4+.
  3. EToN Export tickbox - Should be checked.
  4. Dead Flag - Should be unchecked.
  5. Valid To Date - Should be blank or set to a future date.

Configuring EToN 6 Inspections

A number of Lookups within Confirm require specific records in order to generate EToN 6 Inspections. The tables below will list these Lookups and the records required.

Notice Type

The following Notice Type must exist in the **Notice Type** lookup:

Code	Name
2600	EToN 6 Inspections

Inspection Category

The following Inspection Categories must exist in the **Inspection Category** lookup. The combination of INSP CATEGORY CODE (DfT Ref 1) and INSP TYPE CODE (DfT Ref 2) identifies the Inspection Category:

Inspection Category	INSP CATEGORY CODE (DfT Ref 1)	INSP TYPE CODE (DfT Ref 2)
Category A	9	1
Category B	10	1
Category C	11	1
Defect Follow Up	13	2
Defect Follow Up Completion	13	4
Defect Joint Inspection	13	6
Investigatory	13	3
Occupancy	14	7
Permit Conditions	15	7
Apparatus	16	7
Routine	13	7
Third Party Report	13	5
Non Categorized Inspection	1	7

Inspection Outcome

The following Inspection Outcomes must exist in the **Inspection Outcome** lookup. The combination of INSP OUTCOME CODE (DfT Ref 1) and DEFECT NOTICE MESSAGE CODE (DfT Ref 2) identifies the Inspection Outcome:

Inspection Outcome	INSP OUTCOME CODE (DfT Ref 1)	DEFECT NOTICE MESSAGE CODE (DfT Ref 2)
Abortive	4	BLANK
Failed Higher HA Actioned	2	5
Failed Lower HA Actioned	3	5
Failed Higher Reinstatement	2	3
Failed Lower Reinstatement	3	4
Failed Higher SLG	2	1
Failed Lower SLG	3	2
Passed	1	BLANK
Failed Higher	2	BLANK
Failed Lower	3	BLANK
Works Stopped	5	BLANK
Works In Progress	6	BLANK
Works In Progress No c-way Incursion	7	BLANK
Works Stopped - Apparatus Remaining	8	BLANK
Non Compliance	9	BLANK

Inspection Category / Inspection Outcome Mapping

The list of Inspection Outcomes displayed depends on the selected Inspection Category. These relationships are predefined in the software as per the EToN specification and can be seen in the following table:

Inspection Outcome	Inspection Outcome INSP OUTCOME CODE (DfT Ref 1)	Inspection Category INSP CATEGORY CODE (DfT Ref 1)
Abortive	4	1, 9, 10, 11, 13
Failed Higher HA Actioned	2	1, 9, 10, 11, 13
Failed Lower HA Actioned	3	1, 9, 10, 11, 13
Failed Higher Reinstatement	2	1, 9, 10, 11, 13
Failed Lower Reinstatement	3	1, 9, 10, 11, 13
Failed Higher SLG	2	1, 9, 13
Failed Lower SLG	3	1, 9, 13
Passed	1	1, 9, 10, 11, 13, 15, 16
Failed Higher	2	16
Failed Lower	3	16
Works Stopped	5	14
Works In Progress	6	14
Works In Progress No c-way Incursion	7	14
Works Stopped - Apparatus Remaining	8	14
Non Compliance	9	15

Inspection Group

The following Inspection Groups must exist in the **Inspection Group** lookup:

Description	INSP ITEM CATEGORY CODE (DfT Ref)
Backfill	5
Excavation	4
Reinstatement	3
Signing and Guarding	2

Inspection Item

The following Inspection Items must exist in the **Inspection Item** lookup:

Description	INSP ITEM TYPE CODE (DfT Ref)
Signing and Guarding (Signs)	1
Signing and Guarding Distance	2
Signing and Guarding Safety Zone	3
Signing and Guarding Barriers	4
Signing and Guarding Traffic Control	5
Signing and Guarding Pedestrian Control	6

Description	INSP ITEM TYPE CODE (DfT Ref)
Sign Light and Guard Other	7
Excavation	8
Backfill Apparatus Surround	9
Backfill Material	10
Backfill Compaction	11
Backfill Sub-Base	12
Backfill Base (Roadbase)	13
Backfill Binder Course (Basecourse)	14
Backfill Surface Course (Wearing Course)	15
Backfill Other	16
Reinstatement Edge Depression	17
Reinstatement Edge Cracking	18
Reinstatement Trips	19
Reinstatement Surface Depression	20
Reinstatement Crowning	21
Reinstatement Texture Depth	22
Reinstatement Surface Regularity	23
Reinstatement Other	24
Structure	25
As Laid Profile	26
Profile and Structure Other	27
Signs Equipment Type	28
Barriers Equipment Type	29
Traffic Control Equipment Type	30
Pedestrian Control Equipment Type	31
Qualified Operative	32

Inspection Item / Inspection Group Mapping

Inspection Items are mapped to Inspection Groups. The table below shows the Inspection Items and their respective Inspection Groups.

Description	Inspection Item INSP ITEM TYPE CODE (DfT Ref)	Inspection Group INSP ITEM CATEGORY CODE (DfT Ref)
Signing and Guarding (Signs)	1	2 - Signing and Guarding
Signing and Guarding Distance	2	2 - Signing and Guarding
Signing and Guarding Safety Zone	3	2 - Signing and Guarding
Signing and Guarding Barriers	4	2 - Signing and Guarding
Signing and Guarding Traffic Control	5	2 - Signing and Guarding

Description	Inspection Item INSP ITEM TYPE CODE (DfT Ref)	Inspection Group INSP ITEM CATEGORY CODE (DfT Ref)
Signing and Guarding Pedestrian Control	6	2 - Signing and Guarding
Sign Light and Guard Other	7	2 - Signing and Guarding
Excavation	8	4 - Excavation
Backfill Apparatus Surround	9	5 - Backfill
Backfill Material	10	5 - Backfill
Backfill Compaction	11	5 - Backfill
Backfill Sub-Base	12	5 - Backfill
Backfill Base (Roadbase)	13	5 - Backfill
Backfill Binder Course (Basecourse)	14	5 - Backfill
Backfill Surface Course (Wearing Course)	15	5 - Backfill
Backfill Other	16	5 - Backfill
Reinstatement Edge Depression	17	3 - Reinstatement
Reinstatement Edge Cracking	18	3 - Reinstatement
Reinstatement Trips	19	3 - Reinstatement
Reinstatement Surface Depression	20	3 - Reinstatement
Reinstatement Crowning	21	3 - Reinstatement
Reinstatement Texture Depth	22	3 - Reinstatement
Reinstatement Surface Regularity	23	3 - Reinstatement
Reinstatement Other	24	3 - Reinstatement
Structure	25	3 - Reinstatement
As Laid Profile	26	3 - Reinstatement
Profile and Structure Other	27	3 - Reinstatement
Signs Equipment Type	28	2 - Signing and Guarding
Barriers Equipment Type	29	2 - Signing and Guarding
Traffic Control Equipment Type	30	2 - Signing and Guarding
Pedestrian Control Equipment Type	31	2 - Signing and Guarding
Qualified Operative	32	2 - Signing and Guarding

Inspection Category / Inspection Group Mapping

Inspection Categories are mapped to Inspection Groups. The table below shows the Inspection Categories and their respective Inspection Groups which are configured on the **Inspection Category** lookup.

Inspection Category	Inspection Group INSP ITEM CATEGORY CODE (DfT Ref)
Category A	2 - Signing and Guarding
	4 - Excavation
	5 - Backfill
Category B	3 - Reinstatement
Category C	3 - Reinstatement
Defect Follow Up	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Defect Follow Up Completion	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Defect Joint Inspection	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Investigatory	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Occupancy	BLANK
Permit Conditions	BLANK
Apparatus	BLANK
Routine	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Third Party Report	2 - Signing and Guarding
	3 - Reinstatement
	4 - Excavation
	5 - Backfill
Non Categorised Inspection	BLANK

EToN 6 Inspections Mapping

This document aims to provide mapping between Inspection screen in Confirm and XML that is sent out to recipients via Street Works Transfer Agent.

XML Field name	Mapped Field name	Notes
NotificationType	N/A	Always set to 2600.
NotificationSequenceNumber	N/A	Only available when an attempt to transfer the Inspection has been made, displayed on History Tab of Notice Browser.
VersionCreatedDatim	Logged	
OrgannisationID (Sender)	Inspected By	DfT Ref.1 of selected Organisation.
DistrictID (Sender)	Inspected By	DfT Ref.2 of selected Organisation.
OrganisationID (PrimaryRecipient)	Organisation	DfT Ref.1 of selected Organisation.
DistrictID (PrimaryRecipient)	Organisation	DfT Ref.2 of selected Organisation.
NotificationComments	Comments	
NotificationAttachment	N/A	Path of the attachment(s), if any.
AttachmentDescription	N/A	Description on Links button.
WorksReference	Works Ref.	
InspectionResultNumber	Inspection No.	
InspectionCategory	Category	DfT Ref.1 of selected Inspection Category.
InspectionType	Category	DfT Ref.2 of selected Inspection Category.
InspectorName	Officer	
InspectionDate	Inspected	Date part of Inspected Field.
InspectionTime	Inspected	Time part of Inspected Field.
InspectionOutcome	Outcome	Dft Ref. 1 of selected Inspection Outcome.
SiteInformed	Site Informed	
InspectionLoggedCallDatim	Logged Call	
SampleSite	Site No.	
LocationFeatureType (Works)	Always set to 'P'	Only Transferred for Inspection Categories: • 14- Occupany. • 15- Permit Conditions. • 16- Apparatus.
LocationCoordinates (Works)	Easting,Northing	

XML Field name	Mapped Field name	Notes
SiteNumber	Site No.	
DefectNoticeMessageCode	Outcome	Dft Ref. 2 of selected Inspection Outcome.
DefectSlgDefaultFlag	• Set to 1 when Inspection Outcome is Failed HA Actioned (Higher/Lower) and Failed SLG (Higher/Lower). • Not Transferred for other Inspection Outcomes.	
DefectSlgDefaultText	• Defects Notes - When Inspection Outcome is Failed HA Actioned (Higher/Lower) and Failed SLG (Higher/Lower). • Not Transferred for other Inspection Outcomes.	
SiteComment	• Defects Notes - When Inspection Outcome is Abortive,Passed or Non Compliance. • Defects Number - When Inspection Outcome is Failed HA Actioned (Higher/Lower) and Failed SLG (Higher/Lower). • Defect Notes + Defect Number - When Inspection Outcome is Failed Reinstatement(Higher/Lower).	
LocationFeatureType (Site)	Always set to 'P'	Only Transferred for Inspection Categories: • 1 – Non Categorised Inspections. • 9 - Category A. • 10 - Category B. • 11 - Category C. • 13 – Other SLG / Reinstatement (i.e. A, B and C)
LocationCoordinates (Site)	Easting,Northing	

Inspection Items

Tag in XML	Field in Inspection Item Screen	Notes
InspectionItem	Item	Dft Reference of selected Inspection Item.
InspectionItemStatus	• 1 - Acceptable • 2 - Not Acceptable • 3 - Not Seen • 4 - Not Applicable	As per option selected for each Inspection Item.
InspectionDefectReason	Notes	

Alerts

For issues regarding not receiving Email Alerts, please review the following list:

- **Scheduled Tasks**

  Ensure the **Alerts and Notification Agent** is configured and running for sending Email Alerts for Notices, Comments, Inspections, Offences, and Fixed Penalty Notices.

- **Alert Types**

  Ensure the Alert Types are correctly configured to trigger the Alert and send it to the correct destination. The filter options against the Alert Type, such as EToN Version, Follow up, Notice Type etc. should be checked as they determine whether an Alert will be triggered. For further information on these filter options please see the 'Street Works Alert Type' and 'Offence and Fixed Penalty Notice Alert Type' Lookups.

  Street Works Alert Types

  Offence and Fixed Penalty Notices Alert Types

- **Notify**

  Ensure the Action Officer or User specified in the 'Notify' field on the Alert Type has a valid Email address.

- **Message Preference**

  The User who is set as the recipient for the Alert Type must have the 'Message Preference' field set to Email or Both. This field can be checked on the User Security Lookup.

  User Security

- **Street Work Comment Alerts**

  Street Work Alert Types with an Entity Type of 'Comment' refer to the Comment Type Lookup. Only Comment Types with the 'Alert Flag' checked will generate Email Alerts. If a Comment Type has the Alert Flag unchecked then no Alerts will be triggered for that Comment Type.

  Comment Type

- **Creating New Alert Types**

  Creating new Alert Types can potentially trigger large numbers of Email Alerts to be generated for existing records in the Database. Please contact Confirm Support for assistance in preventing this from occurring.

Restrictions

- **How can I check whether a Restriction has been sent via the Street Works Transfer?**

  On the Designation Screen, the Send To button will be enabled for Restriction records. This will show all the Restriction's Recipients and their Sent Date. If the Sent Date has been populated it has been sent by Street Works Transfer to that Recipient, otherwise it has not been transferred yet.

  The Send To button now also displays the Batch Failure records explaining why a Restriction may not be exported to a Recipient.

  See **Street Designations** for more information.

Performance based Inspection Sampling

- **If a Promoter has no sample inspections assigned to them in Street Manager and we carry out an Inspection on them, will it go to Street Manager and if it does what will it go as?**

  When the Street Manager rejects these Inspections, Confirm will recognise it automatically and will resend them to Street manager as routine on the next run. Inspection comments will also be appended with the resend information.

- **Will the Confirm restrict the creation of Sampled Cat B/Cat C Inspections from the Programmed Inspection screen?**

  Programmed Inspection Screen will no longer be able to generate sampled B and C inspections.

- **If a Routine Inspection is already programmed in Confirm, will it be superseded with a Sample Inspection if Street Manger generates a Sample for the same permit?**

  Routines will not be treated as sampled in Street Manager.

  The following are the criteria for an Inspection to be included in the sample list, per category:

  1. Category A - undertaken during the progress of the Works.
  2. Due to short-term nature of category A sites, Street Manager will determine the target and track the progress towards it but will not generate samples.
  3. Inspectors are expected to select category A sites at random, with the use of API and/or in-house tools and procedures.
  4. Category A Sample inspection can be recorded once the Inspection quarter has been started and the target number set.
  5. Caution: Category A Sample inspections cannot be recorded once the target has been reached or the quarter has been stopped.
  6. Category B - Undertaken within the six months following interim or permanent reinstatement date i.e. the reinstatement date specified when added. Work records eligible for this category would be those with a reinstatement carried out less than six months ago and would expire from sampling when the latest reinstatement was six months old or greater.
  7. Category C - Undertaken within the three months preceding the end of the guarantee period for permanent reinstatement only. Work records eligible for this category would be those with a guaranteed end date coming up within the next 3 months and would expire when the end date is reached.

- **Will Confirm clear out any pre–April 2023 Sample Inspections that have not had an Inspection outcome recorded?**

  It is advisable for customers to send out all the pending Inspections before April 2023 to Street Manager. If the 'Delete on Expire' flag is checked then we are planning to delete them. But things

are still in progress. Once Street Manager generates samples, all the old samples will be removed in Confirm.

- **If Cat A's are not included how are these generated? How do we add them as sampled if now the check box will be deactivated? If we are generating in Street Manager and were to decide to have the inspectors undertake and record their Inspections directly into Street Manager would Confirm pick that up and still be used for the reporting?**

  Using what's going on from Confirm Connect. Also can be done manually by creating Programmed Inspections. Street Manager will treat Cat A as sampled even if it is sampled or not.We are planning to follow the same process we were doing earlier. Our utility will do that based on the Streets, Routes assigned for the Action officers. Maximum Inspection allowed etc.

- **How is the invoicing/charging going to work if we don't have the agreements from the utilities?**

  Inspection Units must be discussed and agreed amongst Authority and Promoters before starting the quarters in the Street Manager interface.

- **Will we still be able to do additional Cat A/B/C beyond the sample numbers or will we need to select a Routine option?**

  Yes. But Street Manager will reject them after they passed their Targets and Confirm will resend them again as Routine on the next run.

- **How Performance Based Inspection Sampling process looks like in Street Manager?**

  Routines will not be treated as sampled in Street Manager.

  The following are the criteria for an Inspection to be included in the sample list, per category:

  1. Category A - undertaken during the progress of the Works.
  2. Due to short-term nature of category A sites, Street Manager will determine the target and track the progress towards it but will not generate samples.
  3. Only the HA admin can add, edit and remove Promoters from the Performance Based Inspections list, as well as view, set and update their quarterly Targets.
  4. Separate targets for A, B and C categories need to be set for a Promoter, before samples can be generated and outcomes recorded for that Promoter.
  5. Any number of Promoters can be added to the system, but the number of Works selected for Sample Inspections, at any single time, is limited to 4000.

  Example: at the start of the quarter

  A Promoter was set, with a target of 10 Cat B Inspections.

  1. Depending on the choice made by the HA admin, assuming enough eligible Works records available:
  2. Requesting up to 33% would results in 3 Sample Inspections being generated.
  3. Requesting up to 66% would results in 6 Sample Inspections being generated.
  4. Requesting up to 100% would results in 10 Sample Inspections being generated.

  Example: during the course of a quarter

  A Promoter was set, with a target of 10 Cat B Inspections.

  1. 5 Cat B Inspections have already been conducted, during the quarter, and their outcomes recorded as: “Pass”, “Fail - Low” or “Fail - High"
  2. Depending on the choice made by the HA admin, assuming enough eligible Works records available:
  3. Requesting up to 33% would results in no additional Samples.
  4. Requesting up to 66% would results in 1 Sample Inspection being generated.
  5. Requesting up to 100% would results in 5 Sample Inspections being.

Example: at the end of the quarter

A Promoter was set, with a target of 10 Cat B inspections.

1. 10 Cat B Inspections have already been conducted, during the quarter, and their outcomes recorded as: “Pass”, “Fail - Low” or “Fail - High”.
2. System will not generate any further Cat B Sample Inspections for that Promoter, as the target was met in full.

- **When Street Manager user interface will be switching onto the new Performance based Inspection process?**

  Street Manager will be switch to their new Interface for Performance based Inspection process on 30th March 2023. Street Manager admin users can then enter their Promoters, set their Targets and start the quarter later.

- **What will happen to the additional Category B and C that are send on a Works post April 2023?**

  Street Manager will reject those additional inspections and Confirm will resend it again as routine. Inspection comments section will be appended with the resent information.

- **Will Street Manager rejects any Category A Inspection that exceeds the Target specified for Promoter post 1st April?**

  Yes, Street Manager will reject those Inspections and Confirm will resend it again as routine. Inspection comments section will be appended with the resent information.

- **What is expected from customers on 1st April?**

  Authorities are expected to enter their Promoters and enter their Inspection units after an agreement with their Promoters, set the target and start the quarter. They can then use Confirm Inspection target screen to generate Sample Inspections and Import them into Confirm as Programmed Inspections.

Street Works - FAQ

- **What is Ancillary Information functionality**?

  Ancillary information is additional information that can be added after a Permit is submitted by the Promoter.

- **How does the Ancillary Information Work flow managed in Confirm?**

  Now the User can View, Add and Remove Ancillary Details within Confirm Enterprise like in Street Manager.User can navigate to 'Ancillary Details' section from Action menu.

- **What happens when an Ancillary Information is created / added on a Permit?**

  Once Ancillary Information is added on a Permit from Confirm, it will automatically be updated in Street Manager and imported from Street Manager as a comment in Confirm Enterprise after running the Street Works Agent.

- **Can the Ancillary Information work flow be customized to specific project requirements?**

  No, Confirm Ancillary Information work flow strictly follows the guidelines provided by the Street Manager.

- **How can Confirm stakeholders stay updated on the progress of the Ancillary Information Work flow?**

  A new check box as ‘Ancillary Info’ is available on the Works Tab of the Permit Notice, informing Users that Ancillary Detail is present on the Permit Notice.

Further navigating from Action menu, User can see each Ancillary Information present on the Permit with its Status. History is also updated of Permit on Confirm Enterprise.

- **Can a User later add update Ancillary Information on top of already created Ancillary Information on a Permit in Confirm?**

  No, existing Ancillary Information can't be updated but new Ancillary Information can be created on a Permit.

- **How many Ancillary records can be added to a Permit Application in total?**

  A maximum of 20 Ancillary Information records can be added on a Permit Application.

- **What happens when an Ancillary record is removed in Confirm?**

  The Status of Ancillary Information record will be updated with 'Removed' and in addition Removal Date and Removal Reason will be added on the record.

- **What if the USRN selected during adding Ancillary Information does not exists in the Database and Ancillary details are added?**

  If USRN does not exist in the Database then it will take the Provisional Street set in the system for that USRN.

- **How many coordinates can be added to the Map section while adding an Ancillary record?**

  A maximum of 10 coordinates can be added to the Map section while adding an Ancillary record.

- **What is Current Traffic Management update functionality in Confirm?**

  The type of Traffic Management currently present on the Work Site can be entered as part of the Permit Application.

- **How does the Current Traffic Management update Work flow managed in Confirm?**

  User can now view and update Current Traffic Management within Confirm Enterprise like in Street Manager. User can navigate to 'Traffic Management' from Action menu. Clicking the pencil icon at the top of the Traffic Management section makes the Current Traffic Management drop-down editable.

- **Can a highest Traffic Management option be updated from Confirm?**

  Yes, a highest Traffic Management option can be updated from Confirm while creating a new phase or by Work Data Variation or by Modified Application for a Permit.

- **Can User update the Emergency Contacts of a Highest Traffic Management in Confirm?**

  Yes, Emergency Contacts of the Highest Traffic Management can be updated from Confirm while creating a new phase or by Work Data Variation or by Modified Application for a Permit, if 'Traffic Control(Multi-Way Signals)' or 'Traffic Control(Two-Way Signals)' is selected.

- **What happens when a Current Traffic Management update is triggered?**

  Once the Current Traffic Management is updated, it will automatically be updated in Street Manager and will be imported from Street Manager as a Notice in Confirm Enterprise after running the Street Works Transfer Agent.

- **How can Confirm stakeholders stay updated on the progress of the Current Traffic Management update Work flow?**

  On navigating from Action menu, the User can see Current Traffic Management present on the Permit and History is also updated of Permit on Confirm Enterprise.

- **Can a User later update Current Traffic Management update on top of already updated Current Traffic Management in Confirm while the Work is In Progress?**

Yes, User can later update Current Traffic Management.

- **Can a User later update Current Traffic Management update on top of already updated Current Traffic Management in Confirm while the Work is Stopped or Cancelled?**

  No, User cannot update Current Traffic Management while the Work is Stopped or Cancelled or not In Progress.

- **Can a User update the Emergency Contacts for an existing or new Permit that has Traffic Management set other than 2-way or Multi ways signals?**

  No, the User cannot update the Emergency Contacts, if Traffic Management set other than 2-way or Multi ways signals.

- **How is Inspection response work flow triggered in Confirm?**

  Users can see all the Inspections and a ‘reply’ icon will be available at the end of each record. On clicking the ‘reply’ icon a pop-up screen will open with the options available for the User to select.

- **Who can respond to Inspections?**

  On each Inspection where the Outcome of the Inspection is 'Failed', Promoter User can respond either as 'Disputed' with reason provided or as 'Accepted' by clicking on the 'reply' icon. On the Inspection where the Promoter has responded, Highway Authority User can respond to it with 'Promoter accepts failed Inspection' by clicking on the 'reply' icon.

- **What is the Inspection responses work flow in Confirm?**

  User can view the Inspection Details and respond to each Inspection present on the Permit Notice within Confirm Enterprise like in Street Manager. User can navigate to 'Inspection Response' from the Action menu.

- **What are the Inspection categories that can be responded via Confirm?**

  Inspection categories that can be responded via Confirm are Category A, Category B, Category C, Third Party Report, Routine - Live site, Routine - Reinstatement, Defect Follow Up, Defect Follow Up Completion, Apparatus, Unattributed Works.

- **Can a Confirm User respond to an historic Inspection record?**

  Yes,a Confirm User respond to an historic Inspection record.

- **How a Confirm stakeholder stays updated with the inspection response work flow?**

  Once the Response is sent, the Response status will be displayed in the 'Response Status' field and 'reply' icon would disappear if no further action required on the Inspection. On expanding the Inspection details further, Promoter or Highway Authority Response details will be displayed.

- **What is the Start and End Quarter work flow in Confirm?**

  The ability of administrator Users to Start and End Quarter for their Performance based Inspection process via Confirm.

  Users can start the Quarter on or after the first day of the Quarter. Once the Quarter is started all the expired Sample Inspections will be removed from Confirm on next ‘Sample Inspection’ import. On Starting the Quarter, the Start Quarter button disappears, and the End Quarter button will appear. End Quarter button will be in disabled mode till the end date of the Quarter is reached.

- **When and where a User can see these Start and End Quarter options in Confirm?**

  A new Start or End Quarter option is available on Sample Inspection Target screen in Confirm. User can Start the Quarter on or after the first day of the Quarter and can End Quarter on last day or after the end of the Quarter. Start and End Quarter option will be available only for Users who have access to ‘Start Or End Quarter (Security)’ under User Security.

- **Are these options driven from User security?**

  Update or Add access to Start or End Quarter is required to enable the Start Quarter or End Quarter button.

- **Where can I find more information or support regarding the Ancillary Information, Current Traffic updates, Inspection responses and Start and End Quarter Work flow in Confirm?**

  For more information or assistance with the Ancillary Information Work flow in Confirm, please refer the Confirm Interface with Street manager release notes help documentation along with the field mapping or reach out to the support team.