

CUSTOMER PORTAL RCP ACTIVITY, STRUCTURE & WORKS

SLIDE 1

How to add an activity structure or works category to your application.

In this presentation we will be using the example of advertising signs and devices sub-category for the proposed road corridor permit application.

SLIDE 2

When adding an activity, structure or works category for road corridor, there are a total of thirty two sub-categories under the category of road corridor.

Note. A list of all sub-categories, can be found in the customer portal knowledge base, under activity, structure or works heading.

SLIDE 4

The upcoming demonstration, will show you how to add, an Activity, Structure or Works category for road corridor, to your application.

SLIDE 5

To add an activity structure or works category to your application, click on the, Add Activity Structure or Works button. Click on the magnifying glass at the end of the, Type of Activity Structure or Works field.

There are 2 options, to find the activity structure or works that you wish to apply for.

1. All Category Names are in alphabetical order, and you can scroll down to find what you are applying for.

2. You can use the search field, on the top right of the panel. Type a word, or part of a word, to find what you are applying for. Within each sub-category, there is a number of keywords, that can be used in the search field to help you.

The keywords for an, other activity or structure type application are, other, activity, structure, type, pothole or survey.

Place a tick in the box beside the category name and click select.

The type of activity structure or works field, will now be populated with your choice.

SLIDE 6

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.