CUSTOMER PORTAL TCP SCHEDULE & EMERGENCY SITE CONTACT

SLIDE 1

How to add a schedule, and how to add an emergency site contact to your application.

SLIDE 2

Schedules will be assessed and approved in conjunction, with the relevant districts traffic disruptions guidelines.

Note. The system will not allow you to submit an application, where the schedule start date is before, the application submitted date.

The applicant is able to add more than one schedule, to any application category within an application.

This may be due to work hours being different for daytime, night-time or weekend works.

SLIDE 3

An emergency site contact, must be a contact that is associated to your account.

Note. An emergency site contact can be created as a contact on your account, during the input of an application by clicking on, new, when in the emergency site contact panel.

An emergency site contact, can remain as a contact only on an account.

They will only be able to see the details on your account, if you invite them to register in the portal as part of your account.

If they are not invited, then they cannot see anything in your account.

More than one, Emergency Site Contact can be added to any application.

Note. The first entered emergency site contact, will be the contact displayed on the permit.

SLIDE 4

The upcoming demonstration, will show you how to add a schedule, and add an emergency site contact, to your application.

SLIDE 5

To add a new schedule click, create schedule item.

For a traffic control permit, a start and end date, along with start and end times, and days of the week, will be required for submission.

Enter the start date, and the end date.

Enter the days of the week, that the work will be conducted on.

Enter the start time, and the end time of the workday.

Once all fields have been completed, click submit.

The schedule will display in the schedule panel.

How to Add an Emergency Site contact.

Click create.

Click on the magnifying glass, to the right of the contact field.

A list of contacts that are associated to your account will display.

Note. If the person's name that you wish to nominate as the emergency site contact, is not displayed in the list, you can add them by clicking on, new, and completing their details.

Choose the relevant emergency site contact for the proposed application from this list, by placing a tick to the left of the person's name.

Then click, select.

Check the displayed details are correct, and click submit.

The emergency site contact will display in the emergency contacts panel.

SLIDE 6

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