



How to register your company

User Manual

April 2017

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Company Registration





Step 5
it O Outside UAE O Free Zone, other emirates
port (Please attach supporting documents) Rease attach supporting documents)

Office Telephone

Business License issued* Dubai Economic Departme

Goods and Passenger Trans O Rental or Driving Institute (F

License Activity*

O Other

United Arab Emirates \sim Area code* Office Telephone * Fax number'



Register as company 1) Company Information as per license **Company Administrator Profile Information** User Name Title: \sim First Name Middle Name Last Name Mobile Number Choose a Nationality United Arab Emirates 50 V Company Admin Mobile N Email ID * Registered Address Preferred Communication Language Preferred Communication Medium Arabic O English SMS O Email

Step 6

- Company registration consists of 3 levels.
- Level 1: The user must fill out company related information such as company name and business license number.

- After filling all the company information required, attach all supporting document.
- Supporting documents: Copy of business license, copy of passport, copy of company business card
- Note: This step will not be required if your license activity type is: Dubai Economic **Department – Other.**

- Level 2: Enter the company administrator's details including the username that will be used when logging in.
- Username guidelines:

My information can be passed to third party organization

Yes O No

- Must be at least 6 characters.
- It can contain letters [A, B, C], numbers [1, 2, 3], and Periods [.]
- Special characters are not allowed [&, *,% \$, #,@]

Company Registration





 <u>Level 3</u>: Enter the security code shown in the image and click on the 'proceed' button.

- <u>A message is displayed, stating:</u> Your company registration request has been sent and is awaiting approval. Once the company is approved/rejected an **email** will be sent to the entered administrator's email address.
- Approvals take between 2-3 business days.

- We have sent an email to verify your account. Please check your email inbox and click on the activation link to be able to choose your password as shown in above screen
- Password must be a minimum of 8 characters including at least 1 alphabet, 1 number and 1 special character. Example : password@123

Company Registration – DED Other





- Step 2 Register as company Authentication Code You've received a code for activation in your e-mail inbox Check your e-mail and re-type the code in the field belox XXXX 0 No e-mail yet? Resend it nos < Back to entering details
- In case your license is issued from Dubai Economic Department -Other, after completing step 6 of the registration, which is entering the security code, you will receive an authentication code via email to verify your account.

Enter the 4-digit code received by email and click on the 'choose password and proceed' button.

Company Registration – DED Other



End of user manual.







How to create a business user

User Manual

April 2017

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Benefits of creating a business user

- 1) The company admin must create a business user to be able to access eNOC and ROWPS.
- 2) The company admin user can create as many business users as needed.
- 3) The business user can also access all RTA offered services.

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Business User Registration





Sten 7



Home / Create Business User	
Dashboard	Create Business Llser
+ Linked Services	@
+ Manage my account	User created successfully !
	Create another user
+ Manage my account	Ver created successfully! Create another user

Choose password and finis	sh registration. You are almost finis	ihed!.
Jsername *	First Name	Last Name

Email ID *	Ref	ference Number
XXXXXXX XXXXXXX	< I	UM_BUSINESSUSER
assword*	Re-enter Password*	

	dubai,ae	Dashboard 📕 Logout 🕩
home not a construct the services Barries & Corporate Services	🕒 Open Data 🛛 🧟 Contact Us	عربي 🖻 👀 🛞 🛞
Q How may we help you today?		
Home / Confirm Registration		
Confirm User Registration	n	
Your account has been successfully created.		

Step 9

 The business user has been created successfully! An email will be sent to the business user to allow them to activate their account and choose their password.

- We have sent an email to the business user email address to verify the account. Please check your email inbox and click on the activation link to be able to choose your password as shown in above screen.
- Password must be a minimum of 8 characters including at least 1 alphabet, 1 number and 1 special character. Example : password@123

- After choosing your password, your registration process is complete and you can now login!
- To login with your business user, please logout for the admin user account and click on

End of user manual.



طريقة تسجيل حساب الشركات

دليل المستخدم

أبريل 2017 جميع الحقوق محفوظة لهيئة الطرق والمواصلات © 2017



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تسجيل حساب رئيسي





تسجيل حساب رئيسي



		الخطوة 5			
	الرخصة التجارية صادرة من• () دائرة التنمية الاقتصادية بديني () خارج الإمارات ﴿	المنطقة الحرة، الإمارات الأخرى			đ
دوع الطبرية •	مائف العمل الامارات العربية المتحدة	الرمز» هاتف العمل»	رقم الفاكس»	a (1) a (2)) بيا بيا
تاريخ الإصدار.	البريد الإكتروني للشركة ،	اختر الإمارة من القائمة	صندوق البريد»	اسم الا	م الم نب:
	أرفق الملفات	رفع الملغات مستنداه نمیتوه انسون اشیه) سنه ممروز میتومه انیزمه انتیایه) به عامه معروف میتو اسی آمیم	فليفاطر والقرار	اخترالو	ر الجن س ال
الفاخس . وق الدريد :		المتوادر المتوادر المتوادر المتوادر المكر المتدا	لحر يقه. مام البانيان المنظور منها بسال المام الإمام الإستناب المواجدة بعال المن سكن راف	ما هي اللغ التربية يمكن مشا	اللغة ربية مشار ، 0
الفاخس » وق الديرد »		ć	المعلم المروم من مرام من مرام المرام المرام المرام المعرفي (محسما الجسم) للمدير موضحه الجسم المعام المعام المع المعام المعام المعام (من مرام مرام المعام	ي بينك المراج برم الارد المراجع) بينك المراجع المراجع المراجع المراجع	ا بنانه المراب وبرا مرابع المرابع ال المرابع المرابع

- تسجيل الشركات ينقسم إلى 3 أجزاء.
- الجزء الأول: يجب على المستخدم تعبئة البيانات الخاصة بالشركة : اسم الشركة ورقم الرخصة التجارية.

- بعد الانتهاء من إدخال معلومات الشركة يجب إرفاق جميع الوثائق التالية:
- قائمة المستندات المطلوبة لتسجيل الشركة: نسخة مختومة للرخصة التجارية, نسخة مصورة من جواز مدير الشركة, بطاقة العمل للمدير موضحة الاسم, المسمى الوظيفي وعلامة الشركة
- ملاحظة: هذه الخطوة غير مطلوبة إذا كانت الرخصة صادرة من دائرة التنمية الاقتصادية بدبي

	الخطوة 6			
3 2 1		نىر كات	جيل النأ	تس 💼
			، كما في الرخصة	1 بيانات الشركة
			فدم	ييانات المستد
				اسم المستخدم*
الإسم الآخير"	لإسم الثاني	·	الإسم الأول*	اللقب: 🗸
رقم الهاتف المتحرك 🗸 🗸 رقم الهاتف المتحرك	يّة المتّحدة	الهاتف الجوال: الدمارات العرب	~	اختر الجنسية
	العنوان المسجل		وني*	وال البريد الإلكتر
ىلة لعمليات التراسل : O البريد الإلكتروني	ما هي الوسيلة المفض الرسائل القصيرة (ي عمليات التراسل : بة	ما هي اللغة المفضلة ف @ العربية 🔿 الانجليز،
			ك مع شركاء أخرين:	یمکن مشارکة معلومات ی نمم 🔿 لا

- الجزء الثاني: يجب إدخال معلومات اسم المستخدم الرئيسي بما فيه اسم المستخدم الذي سيتم استخدامه عند تسجيل الدخول.
 - شروط اسم المستخدم:
 - يجب أن لا يقل عن 6 حروف.
- یمکنك استخدام حروف [A, B, C]،أرقام [1, 2, 3] ونقاط
 [.]
 - یمکنك استخدام رموز خاصة. [&, *, ^, % \$, #,@]



تسجيل حساب رئيسي





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انتهى دليل المستخدم.

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دليل المستخدم

RTA

طريقة تسجيل حساب فرعي

<u>English</u>



لماذا تحتاج الى إنشاء حساب فرعي

- يجب على المستخدم الرئيسي إنشاء حساب فرعي للتمكن من التقديم للحصو ل
 على خدمة شهادات عدم الممانعة في حرم الطريق و خدمة تصاريح حرم الطريق .
 - 2) يستطيع المستخدم الرئيسي إنشاء حسابات فرعية حسب الحاجة .
 - 3) إمكانية الحساب الفرعي في الوصول إلى جميع خدمات الهيئة المتوفر ة.



تسجيل حساب فرعي



عندما يقوم المستخدم الرئيسي بتسجيل الدخول سيتم إعادة توجيهه إلى لوحة التحكم

الخطوة 3

مرحباً, User! اهد تيدي اوجه التحكم الخاص بك عام ووقع هيئة الطرق والمواصلات التي تجمع كل الخدمات في اهد تيدي البط حسانات يردي المفط الرناة

المزاد الدلكتروني اشترك في المزاد الإلكتروني

F

?

خدمات الترخيص تدريعي خدمات الترخيص بخطوات

هيل الموردين

?

إدارة الد

- وكلمة المرور وانقر على 'تسجيل الدخول'
- **ملاحظة:** تم إنشاء اسم المستخدم الرئيسي عندما قمت بتسجيل شركتك

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تسجيل حساب فرعي



 تحت إدارة الحساب اضغط على خيار 'إنشاء حساب فرعي'

- في هذه الخطوة، سيقوح المستخدم بإدخال تفاصيل الحساب الفرعي بما في ذلك اسم المستخدم الذي سيتم استخدامه عند تسجيل الدخول.
 - شروط اسم المستخدم:
 - يجب أن لا يقل عن 6 حروف.
 - يمكنك استخدام حروف [A, B, C]،أرقام [1, 2, 3] ونقاط
 [.]
 - یمکنك استخدام رموز خاصة. [&, *, ^, % \$, #,@]

 في حالة استخدام الحساب الفرعي للوصول إلى خدمات شهادة عدم الممانعة أو تصاريح الإعلان يرجى التأكد من إضافة الخدمة من 'أدوار المستخدم' كما هو موضح أعلاه

الخطوة 6

ما هي الوسيلة المفضلة لعمليات التراسل :

الرسائل القصيرة 〇 البريد الإلكترونى



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تسجيل حساب فرعى



- يجب أن لا تقل كلمة المرور عن 8 حروف، شرط أن
- تحتوى على حرف ورقم ورمز خاص واحد على الأقل . مثال: (password@123)

- لقد اخترت كلمة المرور وتمت عملية التسجيل. تستطيع تسجيل الدخول
- لتسجيل الدخول إلى الحساب الفرعي يرجى الخروج من مستخدم الحساب الرئيسي والضغط على 💄 تسجيل الدخول اعلاه.

انتهى دليل المستخدم.





Right of Way Permit System

User Guide





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Viewing meetings

RTA Right of Way Permit System

Overview

RTA requires companies and individuals to seek permits from the Right Of Way department for activities such as major and minor road diversions, building construction and demolition, and so on. Based on different permit types, companies and individuals may have to pay fees to get the final approval letter. The RTA Right of Way Permit System (ROWPS) web application allows customers to apply for permits, and facilitates internal users to process those permit applications.

Contractors and consultants who have an account in RTA portal can log in to the RTA ROWPS web application and request for permits.

Public users are users who can only request for public permits without logging in. Their involvement in the RTA ROWPS web application is only limited to requesting for ROW permits.

COVERNMENT OF DURA			NEGARITEANTE ADVANTAGONT
			dubai.aa Login 💄
Home About Briver & C	ar Owner Rublic Transport Business & Corpor Services Services	rate 🕘 Open Data 🚽 🧟	کر Contact Us
Q Type here what you are	looking for		
Login to ROW S System The button is for customer login. After s or review old one.	ervices Permits	Enquiry Not sure which permit to ask us anything related t Name	o apply and what documents are required? You can to Right of Way services and we will respond back.
Customer Login	Forget Password	Contact	Email
Processor Access	O How to Register	Your Query	
		Send	
	Figure 1		

RTA ROWPS Login Page

In the RTA ROWPS web application login page, you can:

- Log in to the RTA ROWPS web application as a customer or a processor
- Reset password
- Register as an individual user or a company user
- Enquire the Right of Way section about permits and documents

Logging in to the RTA ROWPS web application

Only the users registered with RTA can login to the RTA ROWPS web application. Different users have different dashboards customized to accommodate their functions. You can log in to the RTA ROWPS web application using your RTA user name and password.

To log in to the application:

1. Open the RTA ROWPS web application in a web browser (https://rowpermits.rta.ae). The RTA ROWPS web application login page appears.

COVENNENT OF DURA	
	dubei.ee Login 🚢
Home P RTA & Driver & Car Owner & Q Public Transport & Business & Corporate Services	🚨 Dpen Data 🚽 🖳 Us 🕼 🛞 🛞 🔶 🚑 🛩
Q Type here what you are looking for	
Login to ROW Services Permits System The button is for outsomer logn. After successful logn, user can apply for new application or review old one. Customer Login	Enquiry Not sure which permit to apply and what documents are required? You can ask us anything related to Right of Way services and we will respond back. Name Contact Email
Processor Access O How to Register	Your Query Send

Figure 2 RTA ROWPS Login Page

2. Click Customer Login.

You will be redirected to the RTA website where you have to log in using your credentials.

3. After logging in to the RTA website, you will be redirected to the ROWPS web Application home page.

Enquiring RTA

In the Enquiry Section of the RTA ROWPS web application login page, you can send your query to the Right of Way section through an email.

COVIEDMENT OF BLEM			
n Hone n About n n Driver & Car Owner n S Services Q Type here what you are looking for	Public Transport Business & Cor Services Services	porate 💽 Open Data 🤦 💇 Us	علين ڪ 🛞 🕲 🕲 م
Login to ROW Service System This button is for customer login. After successful login, or review old one. Customer Login	s Permits user can apply for new application <u>Erract Password</u> How to Register	Enquiry Not sure which permit to apple ack us anything related to Righ Name Contact Your Query Send	y and what documents are required? You can be of Way services and we will respond back.

Figure 3 Enquiring RTA

Overview

Customers can view the permit applications submitted by them. They can apply for new ROWPS permits, filter and view current permits, and view statuses of all the permits submitted by them. In addition, they can request for renewal or refund or deposit in case of expired permits.

RTA ROWPS Dashboard

When you as a customer log in to the RTA ROWPS web application, the customer dashboard appears which contains tools that help you to perform customer functions efficiently. Customer functions include applying for new permits, tracking permit application statuses, and making payments

The following figure shows an example of the customer dashboard.



There are several functions on the dashboard that you can perform such as viewing the

applications assigned to you, tracking the status of other applications and viewing the details of permits. These functions are listed in the following table:

- > Navigate through the records
- > Search for a permit application
- Preview a permit application
- View discussions
- ➢ Pay fees
- > Track a permit application
- > Apply for a permit

Navigating through Records

When you view the list of permit applications, the dashboard displays a list of 10 permit applications at a time. You can navigate through the records using the pagination controls at the bottom-right of the dashboard.



ROWP5-09022018-0009	Major Road Diversion	09-02-2018		Q
ROWP5-09022018-0008	Major Road Diversion	09-02-2018	-	Q
ROWPS-09022018-0006	Right of Way	09-02-2018	•	Q
ROWP5-09022018-0005	Right of Way	09-02-2018	•	Q
	← « 1 2	3 4 5 × →		

Figure 4 Pagination controls

Using the pagination controls, you can do the following:

- To go to the previous page, click "
- To go to the next page, click
- To view the next 5 pages, click \rightarrow
- To view the previous 5 pages, click +
- To go to a specific page, click the page number.

Searching for a permit application

Instead of viewing a list of permit applications and then locating the one required, you can directly search for a permit application.

1. In the screen where permit applications are listed, click the Filter icon.



- 2. Specify any of the following to search for permit applications:
 - Permit number
 - Company name
 - Permit type
 - Permit status from the drop-downs.
 - Start and end dates between which the permit was applied for
- 3. Click the **Filter** button.

Previewing the permit application

To preview a permit application, in the screen where permit applications are listed, select

Q

Viewing Discussions

In the preview mode, click the **Discussions** button to view discussions related to the application.



The following screen is an example of discussion that appears when you click the Discussions icon.

Discussions	Х
iew discussions related to this application	
ROW dept external comment eng 1 (Consultants)	
1/19/2018 2:38:31 PM	
Entered by : roweng3 (Yogesh.agarwal@rolta.com)	
Comments : ROW dept external comment eng 1	
Reply 2	
1/19/2018 2:54:15 PM	
Replied Message : reply from roweng1	
Reply 1	
1/19/2018 2:51:37 PM	

To reply to the discussion, click Reply, enter your response and then click the Submit button.

Paying the fees

A voucher is sent to the customers, if any fees is pending from them. Customers can use the details in the voucher to pay the fees to ROWPS through Revenue Management System. Once the payment is approved, the status is updated accordingly in ROWPS.

Tracking permit applications

You can track permit applications submitted by you.

To track permit applications:

1. On the right side of customer dashboard, click Permits to expand it.



- 2. To view all of the permit applications submitted by you, click **Permit Status**. A list of permit applications appear in the dashboard in tabular format.
- 3. To view only the current permit applications submitted by you, click **Current Applications**. A list of permit applications appear in the dashboard in tabular format.

Application Statuses

The list of permit applications in the dashboard appear in a tabular format. The status column displays the current status of the application submitted by you.

				dub	ei.aa	Logout 🛔
Home RTA RTA	Driver & Car Owner Public Trans	sport Business & Corporate Services	🕘 Open Data 🚽 🙅 Co	ntact 🧕 🞯	\odot	وبين 🖴 🤆
Type here wh	at you are looking for					
Dashboard	55					
Permits		POW Servic	oc Pormit	C SVC	tom	
Notification (10)		NOW Service	es remit	5 J Y 5	tem	
Meetings	Dashboard > Perm	it Status				
	Permit Sta	tus				
	Add New Permit					
						Y Filt
	Request Number	Permit Type	Application Date	Status	Preview	Action
	TSPS-27012018-0883	Traffic Courits	27-01-2018	0	Q	:
	TSP5-27012018-0882	Heavy Construction	27-01-2018	0	Q	:
	TSPS-27012018-0880	Heavy Construction	27-01-2018	0	Q	:
		Marian Parasi Physical and	26-01-2018	0	Q	:
	TSPS-26012018-0876	major Road Diversion		_	-	:
	TSPS-26012018-0876 TSPS-26012018-0872	Major Road Diversion	26-01-2018	0	Q	
	TSPS-26012018-0876 TSPS-26012018-0872 TSPS-24012018-0861	Major Road Diversion Traffic Counts	26-01-2018 24-01-2018	0	Q	1
	TSP5-26012018-0876 TSP5-26012018-0872 TSP5-24012018-0861 TSP5-24012018-0860	Major Road Diversion Major Road Diversion Traffic Counts Major Road Diversion	26-01-2018 24-01-2018 24-01-2018	000	ada	1
	TSPS-26012018-0876 TSPS-26012018-0872 TSPS-24012018-0860 TSPS-24012018-0860 TSPS-24012018-0859	Major Road Diversion Major Road Diversion Traffic Counts Major Road Diversion Major Road Diversion	28-01-2018 24-01-2018 24-01-2018 24-01-2018	0000	aaaa	
	TSPS-26012018-0676 TSPS-26012018-0672 TSPS-24012018-0680 TSPS-24012018-0680 TSPS-24012018-0659 TSPS-24012018-0654	Major Road Diversion Major Road Diversion Traffic Counts Major Road Diversion Major Road Diversion Construction Sites	26-01-2018 24-01-2018 24-01-2018 24-01-2018 24-01-2018	00000	aaaa	

Applying for permits

To apply for permits:

1. On the right side of customer dashboard, click Permits to expand it.



2. Click New Permits.



- 3. In the box that represents the permit type you want to apply for, select **Request a permit now**.
- 4. At any point in the application process, you can temporarily save the application to revisit it later. To temporarily save an application, click **Save** at the bottom of the page.
- 5. In the Permit Details section, enter the required information.

Tune*		Sub Type*			
Construction Sites		Temporary	Access to Co	nstruction Site:	5 🗸
Application Date*		Requested	Duration*		
19-12-2017		From		То	
Nearest Police Station*		Related RC)W Permit		
Internet City Police Station	\sim				≡C
Description*					

- 6. Click Next.
- 7. In the Applicant Information section, Information will be populated using the company trade license.

1	2	3	4 5	6
Fields i	marked with (*) are mandatory			
	1 Permit Details			
	2 Applicant Informa	ation		
	Type* Company		Trade License 987654	
	Expiry Date*		Company Name (Eng)	
	Company Name (Ar)*		Company Description*	
	Address		Emirate * Abu Dhabi	~
	Phone		Mobile	
	Fax:		Email:	

- 8. Click Next.
- 9. In the Location Information section, do the following:
 - a. Enter the required information: Plot in case of buildings and coordinates if there is no plot. In case of Vehicular permits, enter source road, destination road and the intermediate roads.

3

C

b. In the embedded interactive map, add a work area by clicking and then drawing a polygon on the map.



- c. To save the work area, click
- d. To clear the work area, click

RTA ROWPS



Plot Number		Community Name	
		ABU HAIL	~
Community Number		Street	
126			
Road Type		Position X	
Main Road	\sim		

Position Y



3	Location Informat	ion
Plot Number		
Source Road*		Destination Road*
Al Khail Rd.	~	Sheikh Zayed Road From Ic 5 To Jebel Ali 🛛 🗸
Intermediate I	Road*	
Hessa Street		~
Add Mo	re	
No.	Intermediate Road	Action
1	Hessa Street	

- 10. Click Next.
- 11. In the Contact Information, enter the required information.

4 Contact Information	
Contact Person Name(En)*	Contact Person Name(Ar) *
Email.*	Phone
Mobile *	SMS Language* ENGLISH ✔
Contact Type* SMS V	
	Previous Next

12. Click Next.

- 13. In the Project Information section, enter the required information. Based on the permit type, you may have to enter certain details, which may not be required for other permit types. For example:
 - You may have to specify whether you have an approved traffic impact study or not. If yes, you will have to provide the TIS reference number other else you will have to provide the land use details.
 - You may have to provide the NOC application number if available. ROWPS system will check automatically the validity of the NOC and TIS applications numbers
 - You may require reserving parking, then you have to provide the number of slots and whether it require removing parking devices or parking signs.
 - You will have to enter the vehicle dimensions and also the plate information for all vehicles and trailers.

roject Number		Project Name	
lient Name			
Do you have an approved T ● Yes ◎ No	Fraffic Impact St	ıdy?	
TIS Reference Number			
Validate			
Do you have a related E-NG Yes O No	OC (https://noc.	rta.ae) to your proposed wor	k?
Inter the e-NOC Number			
Validate .			
Does your work require bo	oking/ reservati	on of parking clots?	
Yes O No		on or parking slots.	
● Yes ○ No			
Yes No			
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- 14. Click Next.
- 15. In the Upload Documents section, upload the required documents by selecting a document type from the dropdown, and then browsing and locating the document to upload.

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- To delete any uploaded document, click.
- 16. Click Submit. A new page with application number is displayed upon successful submission.

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Type here what you are looking for our application has been successfully submitted!	
our application has been successfully submitted!	
Here is your reference Number : ROWPS-13022018-2011	
Here is your reference Number : ROWP5-13022018-2011	
Here is your reference Number : ROWP5-13022018-2011	
Here is your reference Number : ROWPS-13022018-2011	
Here is your reference Number : ROWPS-13022018-1701	
Please note down the unique reference number indicated above for all future reference.	
Any Question?	
If you have any questions regarding this transaction please contact us on 800 90 90 90	

Temporary Applications

At any point in the permit application process, you can temporarily save the application to revisit it later.

To view a temporary application:

1. On the right side of the dashboard, click **Permits** to expand it.



2. Click Temporary Applications.

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	39	Major Road Diversion	08-02-0016	õ
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	18	Major Road Diversion	06-02-0018	õ
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	22	Construction Sites	06-02-0018	ã
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	30	Major Road Diversion	06-02-0018	Q
	9	Construction Sites	06-02-0018	Q
	3	Major Road Diversion	02-02-0018	Q
	17	Construction Sites	02-02-0018	Q
	5	Major Road Diversion	02-02-0018	Q
	14	Major Road Diversion	02-02-0018	Q
	16	Major Road Diversion	02-02-0018	Q
	2	Major Road Diversion	01-02-0018	Q
	9	Heavy Construction	31-01-0018	Q
	10	Major Road Diversion	31-01-0018	Q
	В	Construction Sites	30-01-0018	Q
	7	Major Road Diversion	29-01-0018	Q
	5	Heavy Construction	29-01-0018	Q
	4	Construction Sites	29-01-0018	Q
	2	Henry Construction	27-01-0018	Q
	3	Heavy Construction	27-01-0018	Q
	4	Major Road Diversion	26-01-0018	Q

3. Click in the same row as the temporary application that you want to view. The temporary application details are displayed. You can now proceed to complete the application process.

Viewing system notifications

Customers can view system notification that is sent to them every time an action is performed on their permit. The Notification tab on the right side of the dashboard allows you to view these notifications.

Notification		
Description Date	e Detail	Delete
RTA ROWPS : New Application Submission Confirmation - ROWPS-140220/B-0004 14-02	2-2018 Q	O
RTA ROWPS : New Application Submission Confirmation - ROWPS-14022018-0003 14-02	2-2018 Q	0
RTA ROWPS ; Application Discussion for - ROWPS-14022018-0002 14-02	2-2018 Q	0
RTA ROWPS: New Application Submission Confirmation - ROWPS-14022018-0002 14-02	2-2018 Q	0
RTA ROWPS ; New Application Submission Confirmation - ROWPS V022018-0002 14-02	2-2018 Q	0
RTA ROWPS : New Application Submission Confirmation - ROWPS-14022078-0001 14-02	2-2018 Q	0
RTA ROWPS : New Application Submission Confirmation - ROWPS-14022018-0012 14-02	2-2018 Q	0
RTA ROWPS: Application Discussion Reply for - ROWPS-12022018-0002 13-02	2-2018 Q	0
RTA ROWPS : Application Discussion for - ROWPS-12022018-0002 13-02	2-2018 Q	0
RTA ROWPS : New Application Submission Confirmation - ROWPS-13022018-0011 13-02	2-2018 Q	0

On the right side of dashboard, Click Notification.

To vie

To delete the notification, click. 3.

Viewing meetings

Customers can view the details of the meeting scheduled with the ROWPS engineers. They can view meeting details by date, week, month or by timeline.

The calendar supports the following views:

- Day
- Work Week
- Week
- Month

• Timeline

On the right side of dashboard, Click Meetings.

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By default, the current date is displayed. To view other dates, click		and select a date.

To navigate ahead and back in any of the selected views, use the	<	and	>	buttons.
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