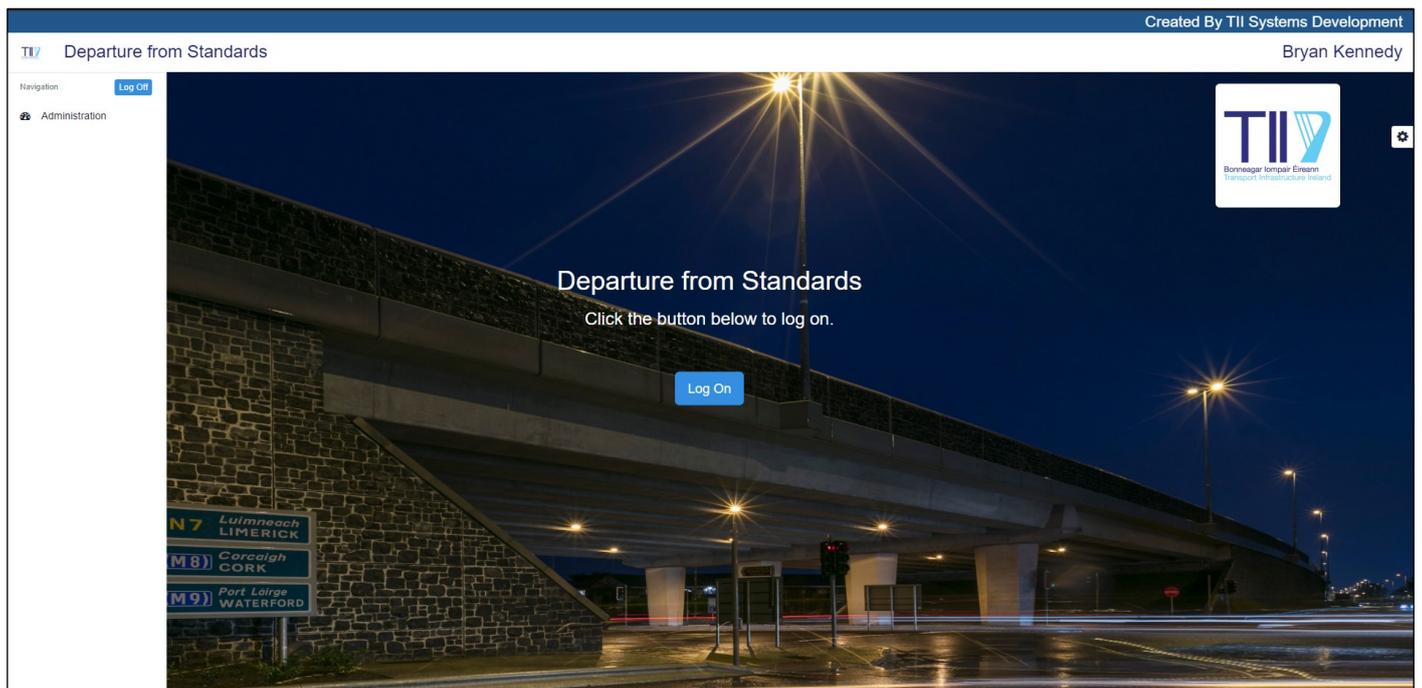
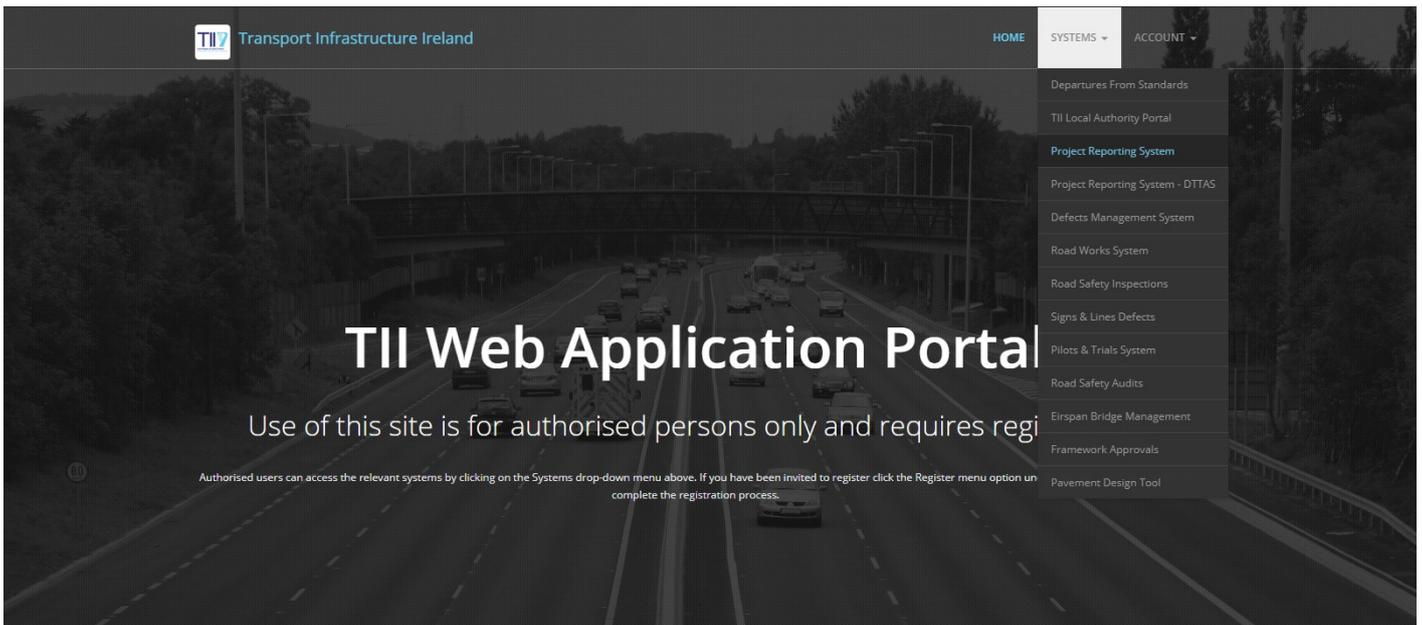
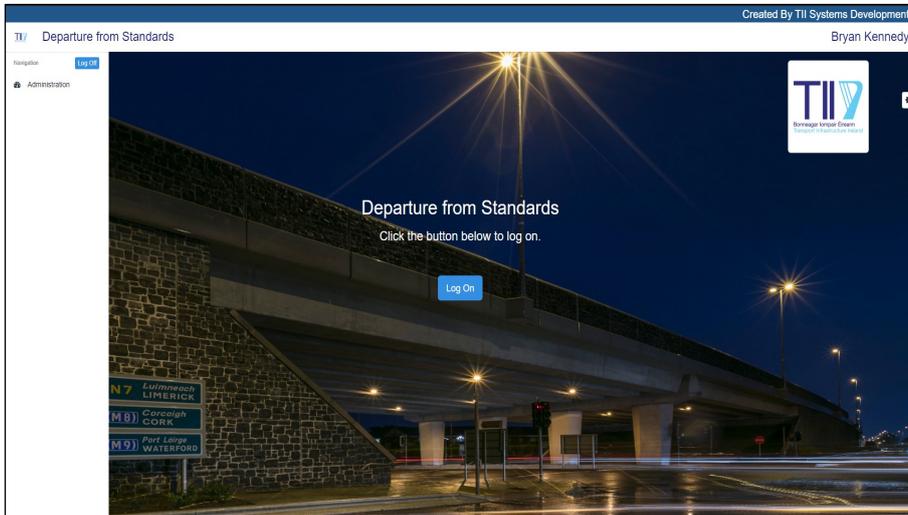




TII DEPARTURES FROM STANDARD PORTAL USER MANUAL



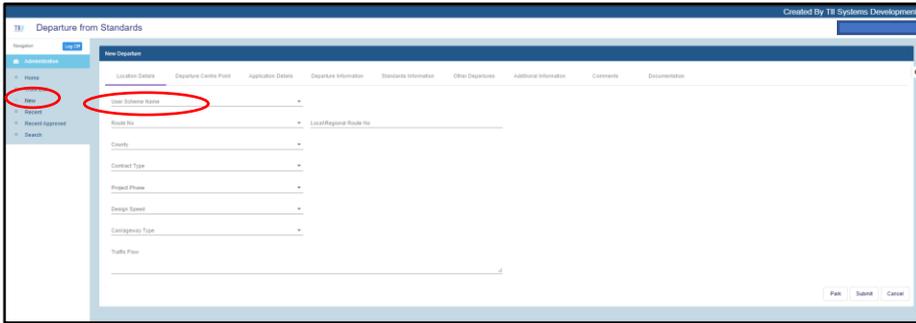


All users of the Portal are required to register to use the portal: only registered Users can log in. To register email infodeps@tii.ie. The link to the Departures Portal is <https://dfs.tii.systems/login>. Alternatively the portal can be accessed through the TII Publications page. Users should notify infoDEPS@tii.ie if their registration details change, for example if they change employer. User Groups are setup for the National Roads Projects by emailing infoDEPS@tii.ie. If a User leaves a project they should email infoDEPS@tii.ie that they no longer require access.

Home Screen

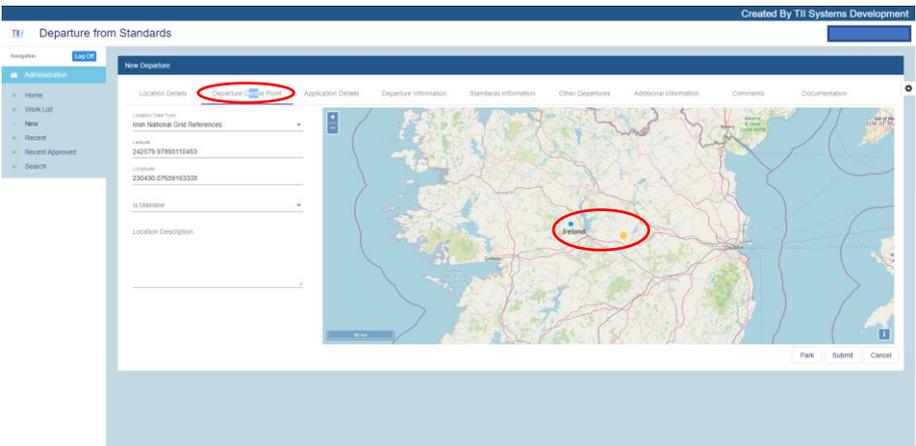


The screen on the left left hand side will be displayed as the Home Screen for the Departures Portal. Users must request assignment to the relevant National Roads Project Group which they do by emailing infoDEPS@TII.ie once this is done they are able to submit Departure applications and view all applications for that Project Group. The menu on the left hand side of the page can be used to navigate through existing Departure applications or submit a new Departure application.



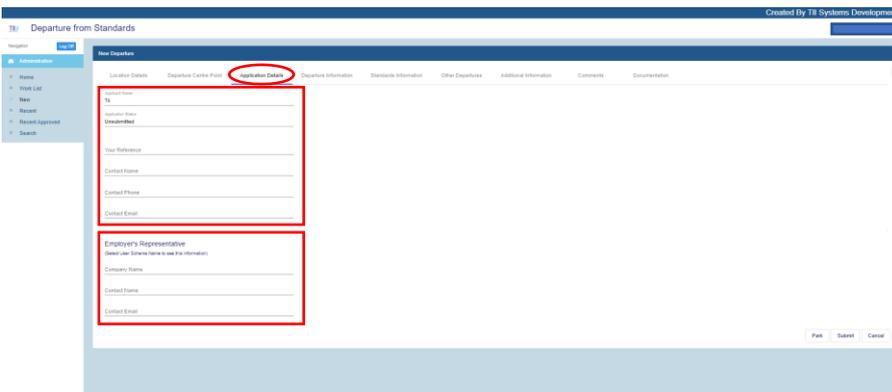
Location Details Tab

To submit a NEW Departure Applications users should click the new button on the home screen. This will open the screen shown on the left hand side. In this screen the applicant shall fill out the required information using the pull-down menus provided.



Departure Centre Point Tab

The applicant must complete the required field in the Departure Centre Point Tab. The easiest way to populate the Latitude and Longitude is to select the location using the map provided and then double click on the appropriate location.



Application Details Tab

The applicant must complete the fields shown in the red box on the top of the screen shown to the left hand side. The information in the red box at the bottom of the screen is automatically populated with information provided by the applicant when setting up the Project Group.

Departure Information Tab

The applicant must complete the fields in the screen shown on the left-hand side. The applicant shall first select the appropriate Stream from the pull-down list available under Publication Streams. Once the appropriate Stream has been selected the applicant shall then select the appropriate Publication from the available pull-down list. It should be noted that only the Publications associated with the Stream will be displayed in the pull-down list of Publications. The other fields should also be completed by referring to the appropriate Publication the applicant wishes to Departe from. All of these fields are mandatory and must be completed in order for the applicant to submit the application.

The screenshot shows the 'Departure from Standards' application form with the 'Departure Information' tab selected. The 'Publication Streams' dropdown menu is open, showing a list of streams. The stream 'TII 1000 0001 Rural Road Link Design' is selected. Below the dropdown, there are two more dropdown menus for 'Publication' and 'Applicable Paragraph from [X] Publication'. The 'Applicable Paragraph from [X] Publication' dropdown is currently empty. The form also includes fields for 'Stream Code' and 'Description of Departure Application'. The 'Publish', 'Submit', and 'Cancel' buttons are visible at the bottom right.

Standard Information Tab

The applicant shall complete the fields shown in the screenshot on the left hand side. The standard required should be taken from the appropriate TII Publication. The standard provided should give a brief description of the standard to be provided by the applicant in their proposed design. The justification shall provide information in relation to the need for the applicant to depart from the TII Publication. All of these fields are mandatory and must be completed in order for the applicant to submit the application.

The screenshot shows the 'Departure from Standards' application form with the 'Standard Information' tab selected. The 'Standard required from relevant [X] Publication' dropdown is open, showing a list of standards. The standard 'Standard required from relevant [X] Publication' is selected. Below the dropdown, there are two text input fields: 'Standard Description' and 'Justification'. The 'Standard Description' field contains the text 'Description of Standard being provided'. The 'Justification' field contains the text 'Details in relation to the justification for applying a Departure from Standard'. The 'Publish', 'Submit', and 'Cancel' buttons are visible at the bottom right.

The screenshot shows the 'New Departure' form with the 'Other Departures' tab selected. The form has a dark blue header with the title 'New Departure'. Below the header is a navigation bar with tabs: Location Details, Departure Centre Point, Application Details, Departure Information, Standards Information, **Other Departures**, Additional Information, Comments, and Documentation. The main content area is titled 'Other departures and relaxations at the same location' and contains a large text input field. Below the input field is a label 'Applicant Reference Number' followed by another text input field. At the bottom right of the form are three buttons: 'Park', 'Submit', and 'Cancel'.

Other Departures Tab

This section of the application form as shown on the left-hand side. It allows the applicant to list any additional or other Departure applications and relaxations at the same location as the current application.

The screenshot shows the 'New Departure' form with the 'Additional Information' tab selected. The form has a dark blue header with the title 'New Departure'. Below the header is a navigation bar with tabs: Location Details, Departure Centre Point, Application Details, Departure Information, Standards Information, Other Departures, **Additional Information**, Comments, and Documentation. The main content area is titled 'Additional Information' and contains a large text input field. At the bottom right of the form are three buttons: 'Park', 'Submit', and 'Cancel'.

Additional Information Tab

This allows the applicant to submit additional information in relation to the Departure Application which may not have been submitted as part of the Standard Information. It also allows the applicant to submit additional information or clarification that may be requested by TII when a Departure Application is REJECTED.

The screenshot shows the 'Departure from Standards' form with the 'Comments' tab selected. The form has a dark blue header with the title 'Departure from Standards' and a sub-header 'Created by: TII Systems Development'. Below the header is a navigation bar with tabs: Location Details, Departure Centre Point, Application Details, Departure Information, Standards Information, Other Departures, Additional Information, **Comments**, and Documentation. The main content area is titled 'There are no comments' and contains an 'Add Comment' button. At the bottom right of the form are three buttons: 'Park', 'Submit', and 'Cancel'.

Comments Tab

This section of the application form allows the applicant and TII to provide comments in relation to an application. This section is also automatically populated with the recommendation once TII have reviewed the proposed application and made a recommendation on it.

Documents Tab

In this section of the online application form the applicant can upload the Departure application's supporting documentation. Prior to any documents being uploaded the applicant must **PARK** their application.

Whilst the application is parked the applicant will see the worklist (which contains all the Departures applications they are working on) as shown on the left-hand side. They will need to select the appropriate Departure application and then the Document Tab to add the appropriate documentation to their application. Applicants shall note that once they click the Add Document button it can take a minute for a document to upload so please do not click the button multiple times as multiple copies of the document will be uploaded. Once the Document appears in the list and the applicant is finished uploading all documentation, they should click the Submit button. The Worklist Screen will appear again.

