

## Introduction – POC MODULE

RAAdAR (Register of Adopted Asset Requests) is the replacement application for CRAM. The **POC** module includes what was known as Binders 1, 2 and 5 in CRAM.

This handout shows the steps that the Admin personnel would complete, on the DNO side.

The Admin role has two processes to complete within the POC Module:

- Check Min info (within 5 working days)
- Register the application (provide a Project Number)

## Check Min Info

Log into the DNO application

- Click POC
- Click REGISTER

The POC Register lists all applications, colour coded with the most recent at the top. You can search the register to narrow down the results by opening up the search area (SHOW).

- Click on the required Enquiry No.

You can see the application status.

The first step for an application received in RAAdAR is for Admin to check that the application passes the minimum information check.

- Click 'Check Min Info' Register

In the 'Check Application Minimum Info' page:

Clicking the  button allows you to view all documents that the applicant has uploaded.

Clicking the  button allows you to view a copy of the completed Application form.

Once you've checked for the Minimum information:

- Choose either 'Approved' or 'Not Approved'

## Check Min Info – NOT APPROVED

- If 'Not Approved' is chosen, choose 'Reason for Failure' from the drop-down
- Type in any  to advise why you have failed the application

- Click

The 'Status' of the min info check will now be 'No'.

- The applicant will be issued a notification that they have failed the 'minimum Information' check
- The clock is automatically stopped
- The application will have to be re-submitted as a 'New' application

## Check Min Info - APPROVED

- Type in any

Click

The 'Status' of the min info check will now be 'Yes'.

- The applicant will be issued a notification to confirm that they have passed the 'minimum Information' check

## Register the Application

The next step is for the 'approved' application to be registered. This is where Admin creates an 'umbrella' project for the first enquiry from the ICP/IDNO and checks subsequent enquiries if they are for the same site and categorize them under the same umbrella project. To register the application:

- Click

- Click

- Click
- And from the drop-down,
- The designer will be auto allocated, based on postcode. However, if you wish you can reallocate at this stage, by clicking allocate next to the auto allocated designers name and selecting a new designer
- Type in the
- Click  and check if the project number already exists in RAAdAR

**Note:** If this request is the second application for the same request you must use a different project number – as you can only have one application in the design module.

- Type in the  this number is generated from SAP
- Contestable closing joint works, will be auto populated from the application form
- SPEN licensed area will be auto populated
- Choose the
- The   will be auto populated from the application form if applicable
- Add any additional
- Click

The Applicant will be sent an e-mail (automatically) advising them of the Project Number.

## What happens next?

>Design Engineer completes Technical Information check >Design Engineer issues POC Quotation to ICP>For a Metered application, the applicant would then review the POC Quote, they have 3 months to accept the quotation or 6 months if a request is made for the POC to be extended. If they accept the quote they must make payment on accepting the quotation> Engineer confirms receipt>ICP issues the Design>Admin do the min info check (shown next)

**Note:** if the engineer fails the technical min info checks, once the ICP re-sends the info it reverts back to the POC *Admin* check, even though it passed initially.

## Introduction - DESIGN MODULE

The **DESIGN** module includes what was known as Binders 4, 6 (signed agreements), and phased design approvals in CRAM.

The Admin role has one process to complete within the Design Module:

- Check Min info (within 5 working days)

## Check Min Info

Log into the DNO application

- Click DESIGN
- Click REGISTER

The Register lists all applications, colour coded with the most recent at the top. You can search the register to narrow down the results by opening up the search area (SHOW).

- Click on the required hyperlink

You can see the application status. The first step for an application received in RADAR is for

Admin to check that the application passes the minimum information check.

## 1-Check & Register App

Admin

- Click

In the 'Design Acceptance' page:

- Click on the required button to view the attached documents and application form

### Documents

View All

Application Form

Based on the information received you need to decide whether to approve the application.

- Click Yes if you have received the required information

POC Formal Offer Acceptance Received :  Yes  No

Minimum Applications Information Received :  Yes  No

- If No Choose a reason for failure from the drop-down box, if required
- Type in any additional comments

Save

- Click

Back

- Click

A notification will be sent to the ICP to advise whether the application has passed or not, if it has failed then they will be asked to re-submit.

If it has passed then the application will be automatically registered, using the same project number as the POC project number.

The next step is for the Design Engineer to review the design.



## DNO Guide

# Admin

## POC & Design Module

