NZ **TRANSPORT** AGENCY
WAKA KOTAHI

OPermit

OPermit

4.7.47

Overweight and High Productivity Motor Vehicle Permitting System

User Guide

BRIDGE WEIGHT LIMIT 3

H

Contents

1. Chapter 1: Read This First

Welcome to the Overweight and HPMV Permitting (OPermit) System application. This guide tells you how to use the system.

1.1 What is OPermit?

The OPermit system has three core functions;

1. Performs 3 checks to confirm the vehicle being permitted has dimensions and axle masses that comply with the current legislation from the Vehicle Dimension and Mass Rule (VDAM).
   a. The first check the system carries out is whether a permit Is required. OPermit checks the vehicle details on an application for an Overweight Permit exceed at least one of the mass limits from VDAM General Mass (Class 1) Limits and the load carried is an indivisible load. Where the application is for a permit for a Higher Productivity Motor Vehicle (HPMV) OPermit checks the gross mass of the vehicle exceeds the 44T limit and that the load carried is divisible.
   b. The second vehicle check is to ensure the gross mass on the vehicle does not exceed the Gross Combined Mass from the Certificate of Loading and the mass on each unit in the vehicle does not exceed the Units Gross Vehicle Mass manufacturers rating. They system also checks the width and height dimensions of the vehicle and load do not exceed the legislated limits.
   c. The final check is carried out for HPMV Permits. OPermit checks the mass on the vehicle does not exceed the maximum masses allowed by the current legislation.

2. Simulates the movement of a given overweight vehicle over a specific state highway route that takes into account the loading on the pavement and the movement of the vehicle across bridges (of different types and restrictions) on the route. The system also takes into account the direction of travel across a given bridge on the route.

   Each bridge is associated with one or more structural engineering 'elements' that the system must evaluate with the vehicle data in order to assess whether the vehicle exceeds allowable criteria for the bridge element in question. Multiple 'element' calculations may be performed for a given vehicle/bridge on any given route. This process is repeated for all bridges on the complete route and the result of the calculations is aggregated in to a result that will indicate to the Permit Issuing Officer (PIO) whether the vehicle should be authorised to proceed on the route specified.

   The system will provide extensive reporting of the results of the analysis phase as well as another set of reports related to permit statistics. If the route is disallowed for the vehicle, the PIO has the option of repeating the calculations with different input parameters such as a different vehicle unit configuration or possibly a different route avoiding a problematic bridge. The process may therefore be iterative involving post-application consultation between the PIO and the Company requesting the permit.

3. Finally, the OPermit system will produce the Permit document for either the Overweight Permit or HPMV Permit.

   The Permit document will detail the permitted vehicle, it's Gross Mass, route, and any Special Instructions or Conditions that the permit holder must comply with.

1.2   What is the Purpose of this Guide?

The purpose of this guide is to provide the reader with step-by-step guidance on how to use OPermit.

Note: This is the master document for the user guide and can be tailored for different roles as follows:

Generic tasks

The generic tasks that comprise functionality for both PIO's and the System Administrator are:

- Create Permit (including copy and view)
- Search for Permit
- Maintain HVI (Heavy Vehicle Inventory)
- Maintain Routes
- Generate Report

Permits

The permits that can be issued via OPermit are;

- Overweight – Single Trip, Multiple Trip, Continuous or Area Permits
- HPMV (High Productivity Motor Vehicle) – Higher Mass Permits

1.3   What are the Assumptions?

We assume that you will use this guide at your workstation while you are using OPermit to perform the task described.

We also assume that you will use Microsoft Internet Explorer 6.0 or higher as your web browser.

1.4   How to Use this Guide
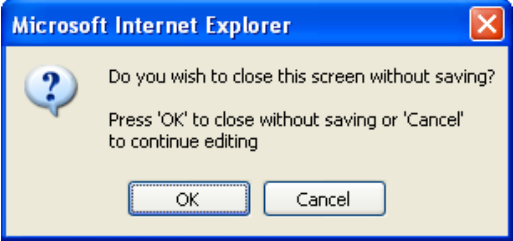
If you are a new user, we recommend that you:

- Get familiar with the Create Permit process.
- Create your first permit by following the instructions in the manual.

If you are an experienced user you can just refer to the relevant section for the function you are using.

1.5 Conventions Used in this Guide

This guide uses the following conventions to make it easy to read and understand:

Buttons	Where the user is required to click a button on a screen to perform a function this is shown like the following example: Save Where a button in a dialog (pop-up) box needs to be clicked to progress, this is denoted in square brackets. For example: Click [OK] to continue
Links	Sometimes you need to click a link on a page to progress. These links are also enclosed in square brackets, for example: Click [>Save and Close] Click [>Home] Click [>Delete this Group]
Key Names	Key names are enclosed in square brackets, for example: Press [Return]
Enter	The term *'enter'* in this guide means that you must type in the information or command and then press [Enter] or [Next Field].
Field Names	The term *field* in this guide applies to areas on the screen into which you enter information. All field names are shown in this guide as they appear on the screen.
Characters you enter	Information that you type in is printed in **bold** as shown in the following example: Type **http://www.nzta.govt.nz** in the URL address box
Messages shown on screen	Messages that appear on screen are printed as shown in the following example: The username and password you have entered do not match. Please try again Where messages are variable or dependent upon system-generated characters, these are printed in italics as shown in the following example: Matching records found [*nn*] Where a message is displayed on the screen as a dialog (pop-up) box this will be shown like this example: **Microsoft Internet Explorer** Do you wish to close this screen without saving? Press 'OK' to close without saving or 'Cancel' to continue editing OK Cancel
Tips	If we want to share a tip with you in this document we'll highlight it in the margin with a ☞ symbol.

1.6   Other Documentation – Policies and Procedures

Advanced users of OPermit should refer to the OPermit Permit Manual (ISBN 0-478-041111-X) for specific policies and procedures related to the issuing of overweight permits. This is can be downloaded from the NZTA website from the following URL:

> **http://www.nzta.govt.nz/technical/view_manual.jsp?content_type=manual&=edit&primary_key=23&action=edit**

1.7   We Welcome Your Comments

We value comments from OPermit users. As we write, revise, and evaluate our work, your opinions are the most valuable input we receive. Please complete the Reader's Comment Form at the back of this guide to tell us what you like or dislike about the documentation.

2. Chapter 2: Logging In and Out of OPermit

2.1 Introduction

This section describes why and how you Login.

Why Login to OPermit

Access to OPermit is restricted to those individuals that are authorised to create or change permits. The Login process identifies valid users of the OPermit system.

When to Login

Each time you need to use OPermit, you will need to Login.

Before You Start

Before you Login, you should have open your My Applications (ZENworks Application Window) window which holds all icons that you currently use to access different systems / applications.

If you are an external user (ie Opus / MWH who controls Permit issuance for and on behalf of the NZTA) then access is via Citric.

2.2 Context and Task Flow

The following figure(s) shows a process flow diagram for the Logging In process. It indicates the sequence in which you would normally perform the tasks described in this chapter. Notice that you must perform some tasks while other tasks are optional.
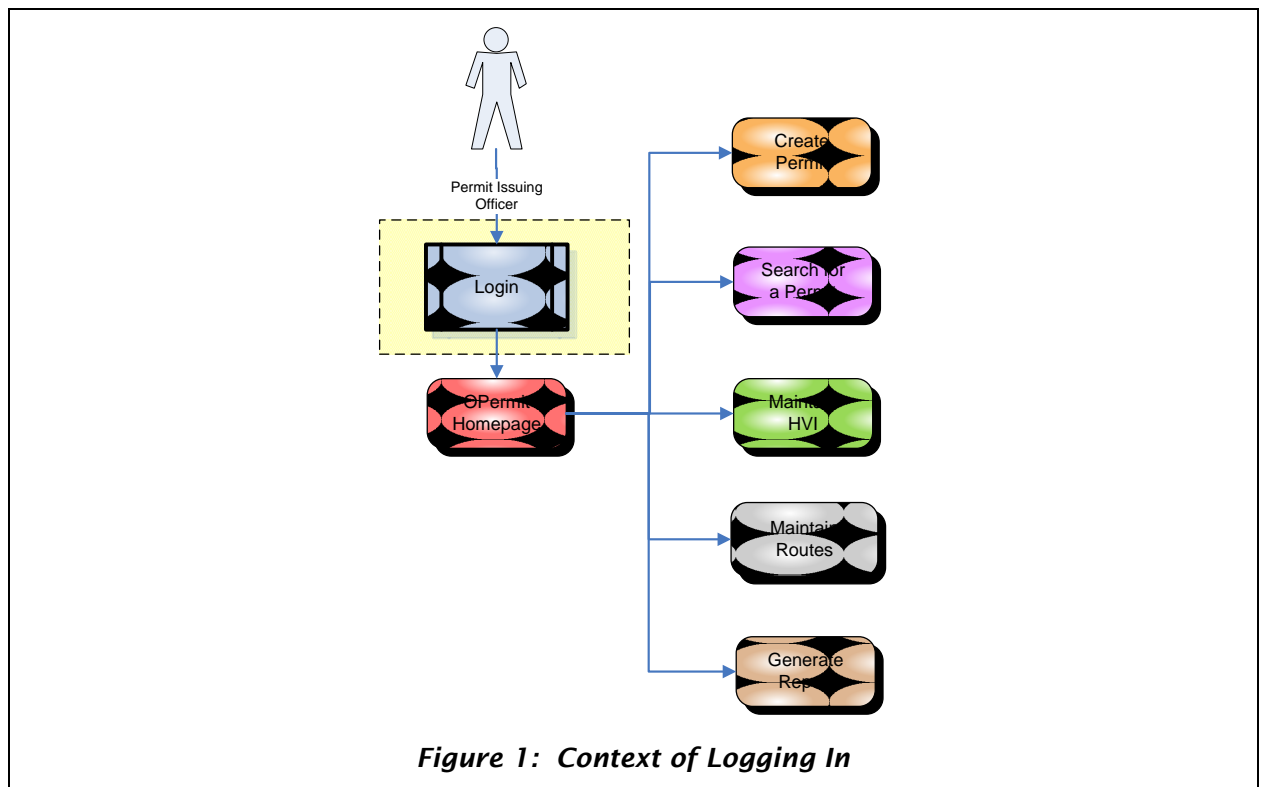
Figure 1: Context of Logging In

2.3 Logging In / Logging Out

How to Log In

The following section describes the main work flow for Logging In to OPermit.

Login page	Step	Action	Result/Notes
	1	From your NZTA My Applications (ZENworks Application Window) window click on the OPermit icon	The OPermit login page displays.

OPermit login page

Sign on	Step	Action	Result/Notes
Enter username/ password	2	Sign onto OPermit by entering your: • OPermit username • OPermit Password	The OPermit Home Page displays, showing a list of your pending applications.

OPermit login page – username/password entered

OPermit home page

OPermit Home page - showing pending applications list

Note: The pending (open) applications for that PIO are displayed in **descending date order**, with the most recently created application at the **top** of the list. Applications that are closed (i.e have been issued as permits, or expired, or withdrawn / cancelled) will not be displayed here. |
| *Insufficient access rights* | If you have not been set up by NZTA with access to the OPermit system, the following error message will display:

<div align="center">You do not have the sufficient rights to access OPermit.
Please contact OPermit administrator if you believe this to
be incorrect.</div> |

Incorrect login	If you enter an incorrect user id or password the following message will be displayed: Username and Password do not match. Please try again. **OPermit Home** page - an error message message
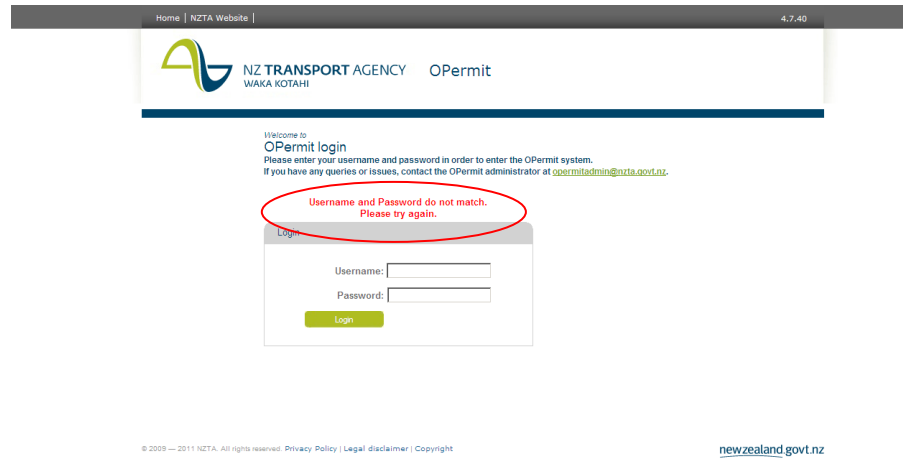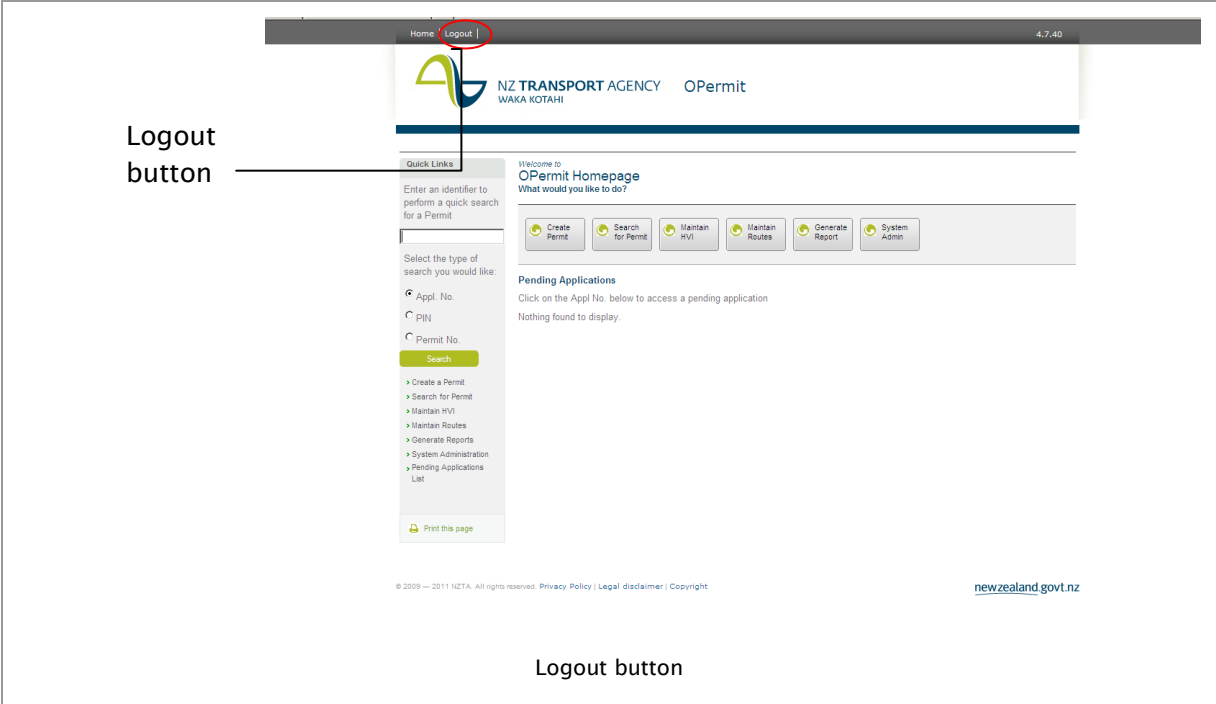
How to Log out

At any stage you can logout of OPermit from by clicking on the [Logout] button in the NZTA OPermit page banner.

Logout button —

Logout button

About Timeouts

If you leave your desk without logging off OPermit will automatically timeout out after a certain length of time. You might also lose your connection to OPermit due to technical issues.

Although you shouldn't lose any information you have entered, this can never be guaranteed. Therefore, you should always save your work as you go to ensure that the data you enter is not lost.

3.   Chapter 3:   OPermit Home page

3.1   Introduction

This section describes the layout of the OPermit Home page and the functionality that is available to you.

3.2   Context and Task Flow

The following figure shows a high-level process flow diagram for the OPermit Home page. It indicates the main functionality that is available from the home page, which is described in this chapter.
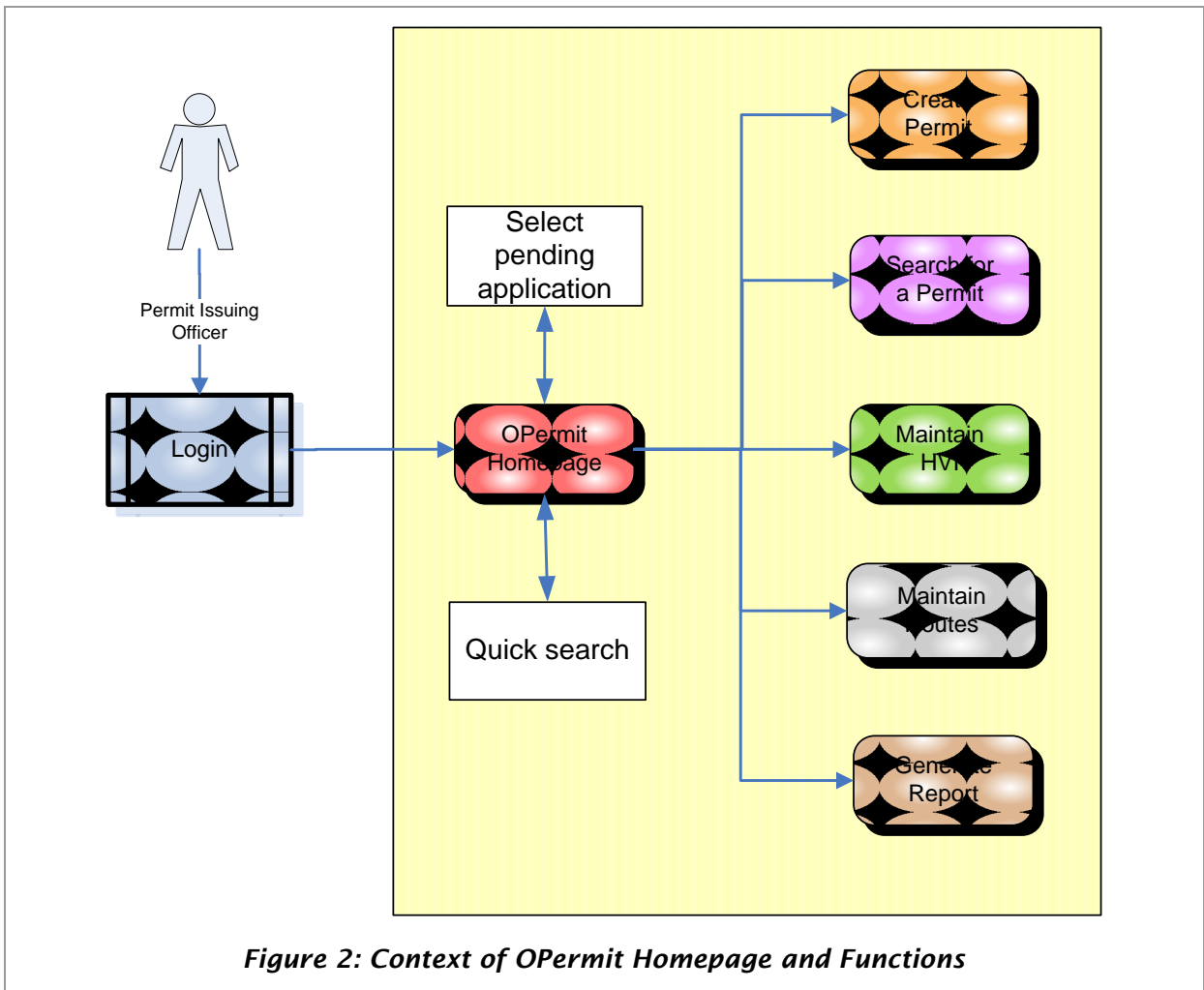
Figure 2: Context of OPermit Homepage and Functions

3.3   OPermit Home page

Page Layout

The OPermit Home page is comprised of the following components:

- OPermit functions
- Quick Links panel
- Pending Applications list

OPermit Home page - showing pending applications list

Summary of functionality

You will be able to perform the following tasks:

1. Select an OPermit function (see section 3.4);
2. Use a quick search function to search for a specific application, PIN, or permit (see section 3.5);
3. Select a saved application from your Pending Applications list (see section 3.6);
4. Use a quick link to perform other functions (see section 3.7)
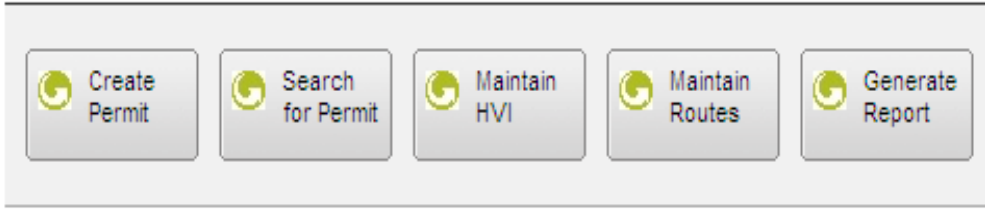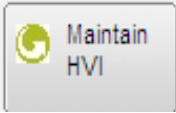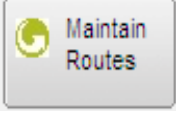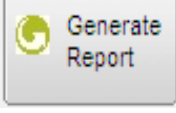
3.4 Select an OPermit function

Summary of functionality

This allows you to select a specific function you wish to perform, and will redirect you to that set of screens.

How to Select a Function

Follow these steps to select an OPermit function:

Step	Action	Result/Notes
1	From the OPermit home page place your cursor over the button that corresponds to the function you wish to perform.	Your cursor will change to a hand shape like this:
	OPermit home page - functions	
2	Click the button to select the required function.	
3	**IF**…**you select**…	**THEN**…
		You will be redirected to the Create Permit workflow (see Chapter 4).
		You will be redirected to the Search for Permit workflow (see Chapter 6).
		You will be redirected to the Maintain HVI workflow (see Chapter 7).
		You will be redirected to the Maintain Routes workflow (see Chapter 8).
		You will be redirected to the Generate Reports workflow (see Chapter 9).

3.5   Quick Search function

Summary of functionality
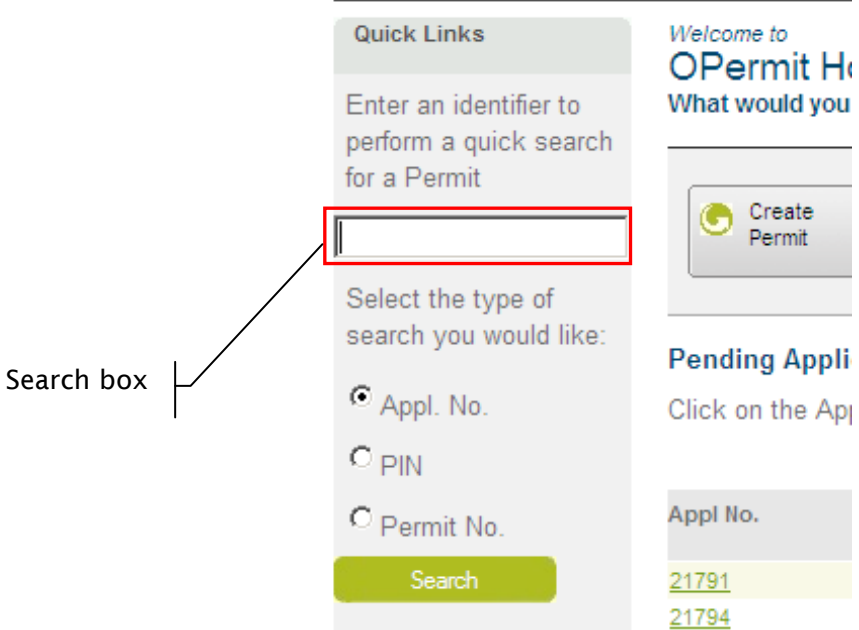
Sometimes you might want to view the details for a specific:

- Application,
- PIN, or
- Permit.

This function allows you to do that, as long as you know the relevant identifying number.

How to Perform a Quick Search

Follow these steps to use the Quick Search function.

Step	Action	Result/Notes
1	From the OPermit home page, check that your cursor is in the search box located in the Quick Links panel.	**Note:** the Quick Links panel is on the left hand side of the screen
	Search box *OPermit home* page: Quick Links panel	
2	Enter the identifier of the item you are searching for and click the appropriate radio button.	**Notes:** • The exact data value must be entered. • No wildcard characters are allowed.

OPermit home page: Quick Search criteria
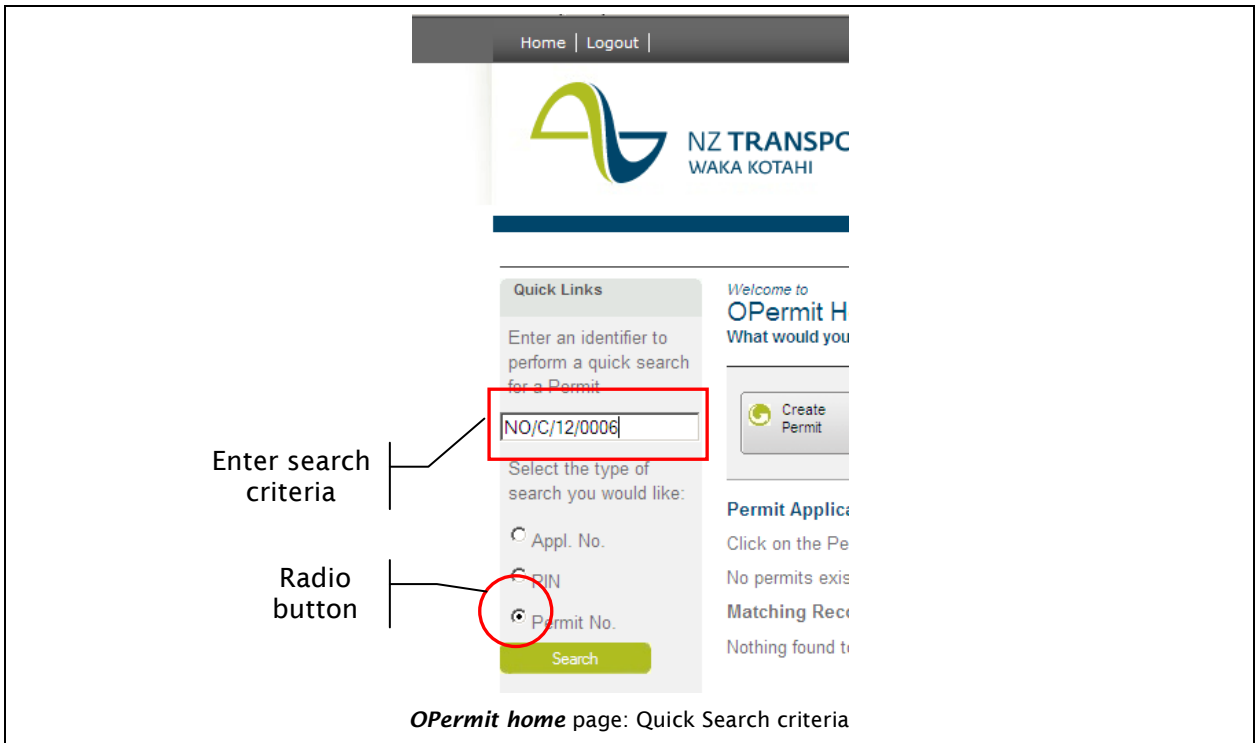
3	Click the [Search] button to start the search.	A list of all the items that match your search criteria will display. ⇒ Display a message telling you the number of items that were found **NOTE:** The first column displayed changes depending on the search criteria

OPermit home page: Quick Search results
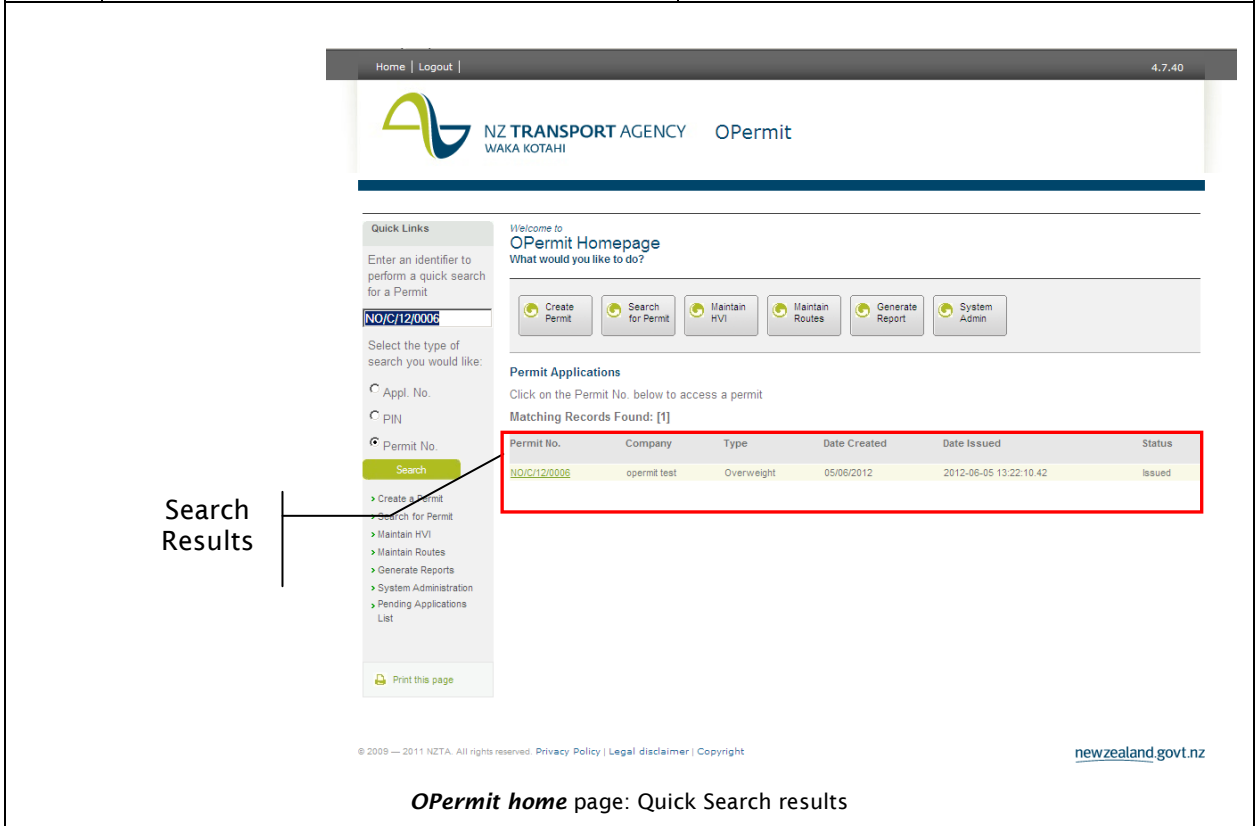
| | **TIP:**
Sometimes the list of items is too large to fit on one screen. OPermit will show you this by displaying the number of pages that make up the list at the bottom of the page like this:

<div align="center">1 2 3 4 5 6 7 8 9 10 >></div>

If you can't find the item you are looking for on your current page, click the number of the page you want to navigate to. |
|---|---|
| **4** | To view an item, place your cursor over the item and click the link | Your cursor will change to a hand shape like this: |

3.6   Pending Applications list

Summary of functionality

When you login to OPermit for the first time a list of your pending applications will display on the home page. Each time you return to the home page from another OPermit function this list will normally display your pending applications.

If you perform 'Search' from the Quick Links the search results will display instead of your pending applications.   **Note:** When you use the home page Quick Search function this is the **only** way you can return to your pending applications list.
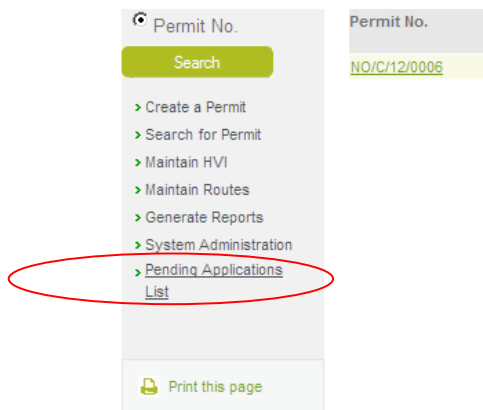
OPermit home page: Link to Pending Applications List

To display your pending application list choose the 'Pending Application List' link on the far left of the page.

You can use the list to search for, select and view a previously saved application. It displays:

Column heading	Description
Appl. No.	The application number
Company	The name of the company that requested the application

Date Created	The date the application was created
Status	The current status of the application
Referred	Indicates whether or not the application has been referred to the company for more information.

How to Select a Pending Application

Follow these steps to select a pending application.

Step	Action	Result/Notes
1	To view an application, place your cursor over the application number in the Pending Applications list and click the link.	Your cursor will change to a hand shape like this:

Pending Applications

Click on the Appl No. below to access a pending application

Appl No.	Company	Type	Date Created	Status	Referred
21823	opermit test	Overweight	05/06/2012	Processing	No
21825	Fastfreight Transport Limited	Overweight	05/06/2012	Processing	No
21826	E J Reed & Co Ltd	Overweight	05/06/2012	Processing	No

OPermit home page: Selecting an item to view

TIP:

Sometimes a list is too large to fit on one screen. The number of pages that make up the list will display at the bottom of the page like this:

1 2 3 4 5 6 7 8 9 10 >>

If you can't find what you are looking for on your current page, click the number of the page you want to navigate to.

| 2	IF…the application has a status of…	THEN…
a)	…**Appl Incomplete**	The *Search for Company* page will display. 1. Click the [Next] button to continue; or 2. Click the [Return to Home] link to return to the *OPermit Home* Page

Quick Links

> Copy Route
> Save and Close
> Return to Home

🖨 Print this page

Search for Company page: Sample Company details page for Appl Incomplete application

b)	...**Processing, Failed Analysis, Ref Apprv Engr, or Ref Bridge Engr**	The *Permit Summary* page of the Create Permit workflow will display. 1. Click the **Process** button to run the structural analysis; or 2. Click the **Prev** button to jump back to the Routes page. 3. You may also click the tab **Company Vehicle Route Summary** of a previous page to view/change the data.

Permit Summary Details page

3.7   Quick Links

Summary of Functionality

The Quick Links panel on the *OPermit home* page provides you the ability to select an OPermit function, to return to your pending applications list, or to print the current page.

OPermit home page: Quick Links
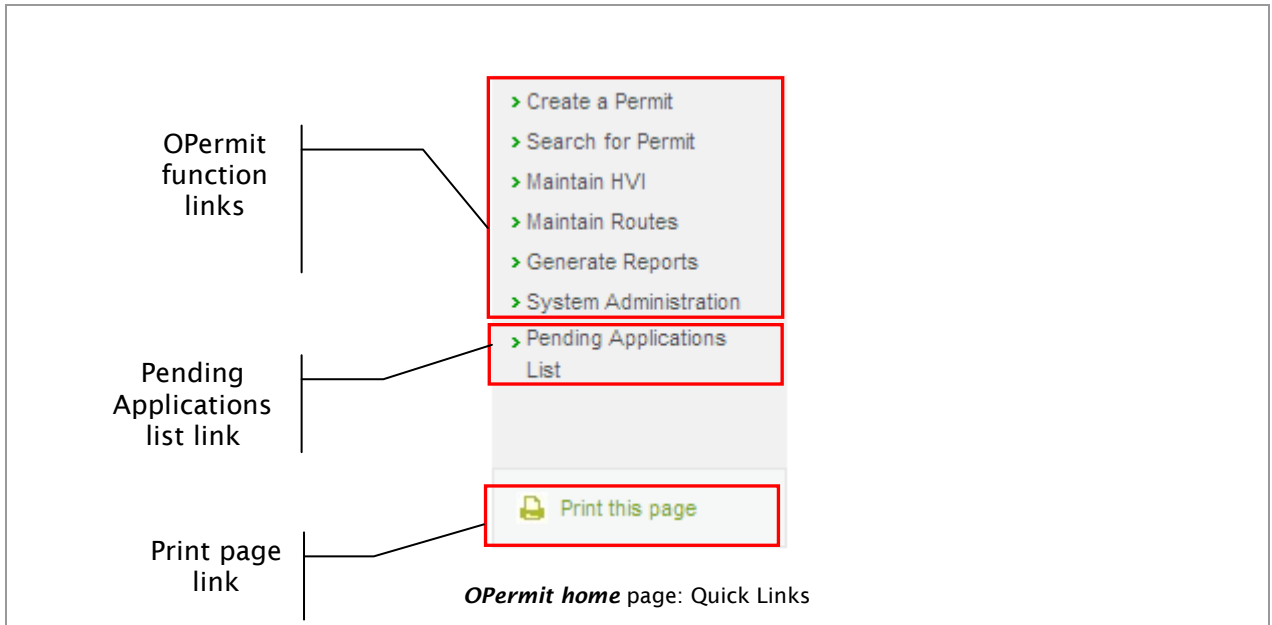
How to Use Quick Links

Follow these steps to use these quick links.

Step	Action	Result/Notes
1	To select a quick link, place your cursor over the appropriate link.	Your cursor will change to a hand shape like this:
2	Click the link.	You will be redirected to the appropriate workflow.

4. Chapter 4: Create a Permit

4.1 Introduction

This section describes why, when and how you Create a Permit.

Why Create a Permit

Companies that wish to operate overweight vehicles as defined in the Vehicle Dimensions and Mass Rule 2002 are required to apply for a permit. Companies may apply for permits for overweight indivisible loads (an Overweight Permit) or high mass High Productivity Motor Vehicle (a HPMV Permit).

This chapter describes the procedures required to create a permit.

When to Create Permit

On receipt of the appropriate overweight permit application form or HPMV permit application form, a PIO may create the required permit.

Note: PIO's cannot delete permits. You may withdraw an application or cancel an issued permit.

Before You Start

Before you Create a Permit, you should have the following documents available:

Mandatory

- Current Overweight Permit Application Form OR
- Current HPMV HM Permit Application Form

These forms are used by a company to complete all information required by NZTA to process permit applications (refer NZTA's Overweight Permit Manual or HPMV Manual). You will enter the information on this form into OPermit to issue a permit.

Optional

- Form TNZ 803 – Heavy Vehicle Inventory Form

This form is used by a company to provide information on a new vehicle they wish to record, for which an overweight permit is to be issued (refer NZTA's Overweight Permit Manual). You will enter the information on this form into OPermit which will be stored in the Heavy Vehicle Inventory (HVI).

You should have also completed the following:

- Logged into the OPermit application for the first time, or
- Returned to the *OPermit Home* page from another function within OPermit.

4.2 Context and Task Flow

The following figure(s) shows a high-level process flow diagram for the Create Permit process. It indicates the sequence in which you would normally perform the tasks described in this chapter. Notice that you must perform some tasks while other tasks are optional.
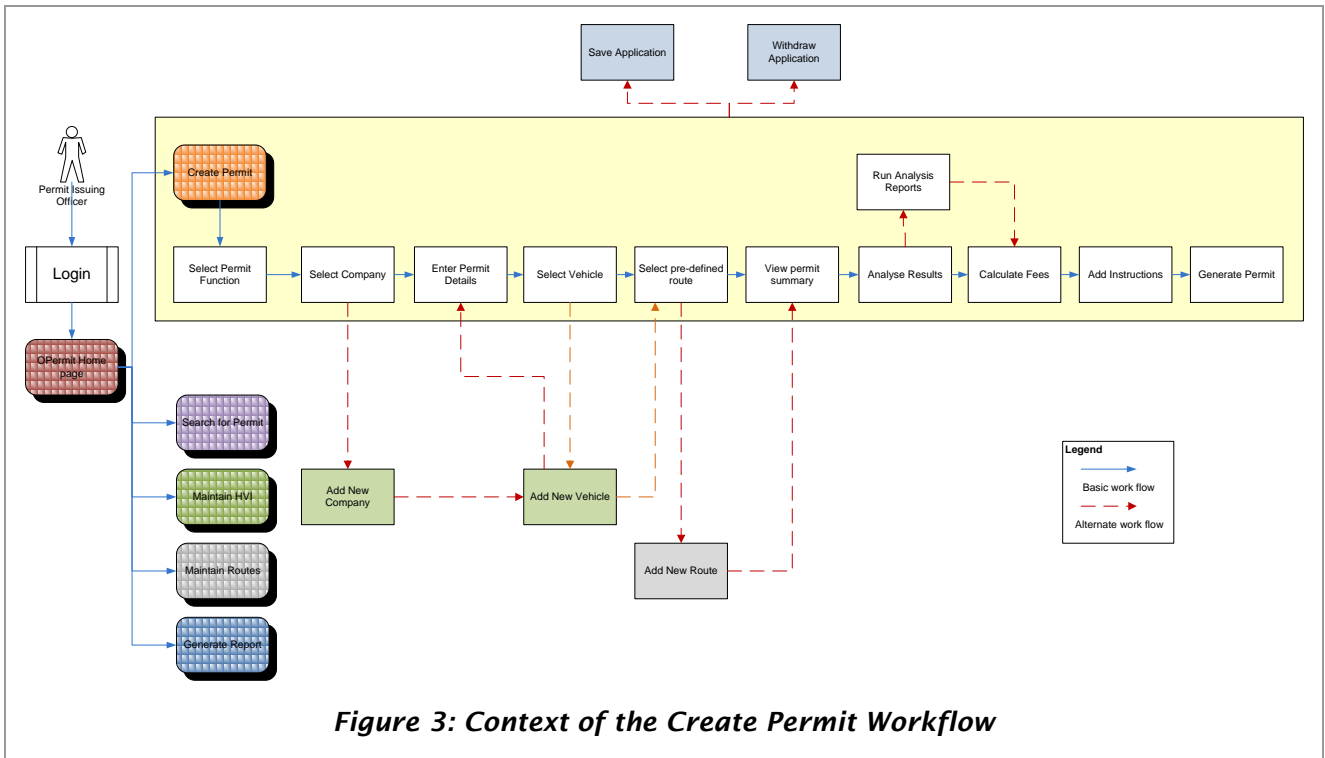
Figure 3: Context of the Create Permit Workflow

4.3   Create Permit Page Layouts

The Create Permit process comprises of a number of linked screens.

Some of the screens in the Create Permit workflow are screens that will comprise part of another workflow. For example the screens where you select a route, view the description of a route or copy/edit a route are all screens from the Maintain Route workflow.

Each screen within the Create Permit function will contain the following **basic components**:

Screen component	Description
Breadcrumbs	Navigation tool 1. Shows you where you are/how you got there. 2. Provides quick links to other OPermit screens.
Application Details panel	Provides information about the application: • Application Number – automatically generated; • Date/Time created – automatically generated; • Application Status – usually automatically generated, but in certain circumstances can be changed by the user. • Referred to company checkbox – manually selected by the user. • Name of OPermit user that loaded the application – automatically populated.
Quick Links panel	Provides links to other functions relevant to the function being performed.
Screen tabs	Navigation tool - each tab represents either a group of data to be entered or a function to be performed.

IF…**the tab colour is**…	THEN…

	Grey	This is the current screen
	Green	This screen can be accessed and edited
	White	This screen cannot be accessed; a previous page needs to be completed.
[Prev] button Prev	Link button that redirects you to the previous page in the workflow.	
[Next] button Next	Link button that redirects you to the next page in the workflow.	
[Save] button Save	Clicking this button will save the data values on the screen.	

The screen may also include one of the following components:

Screen component	Description
Data entry panel	Data fields which are entered to add new data. 3. Fields that are mandatory are denoted with a '*'.
Search panel	Enter search criteria to find data in OPermit such as a company, vehicle or route.
[Search] button Search	Clicking this button initiates a search.
[Clear Search] button Clear Search	Clicking this button clears the search criteria.
Search results panel	This is a list of the results that match your search criteria. Where a list contains too many items to display on the page, you can navigate to another page.
[Process] button Process	Link button on the Summary page only; when clicked this commences the structural analysis for the vehicle and route selected.

4.3.1.1   **Sample Create Permit screen**

Breadcrumbs

Application Details

Quick Links

Screen tabs

Workflow steps

Additional functions

Search panel

Search results

Search for Company page

4.4   How to use the Create a Permit work flow

The following section describes the main work flow for creating a permit in OPermit.

Step 1:   Select the Create Permit function
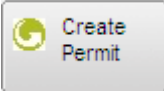
You should have the *OPermit home* page open.
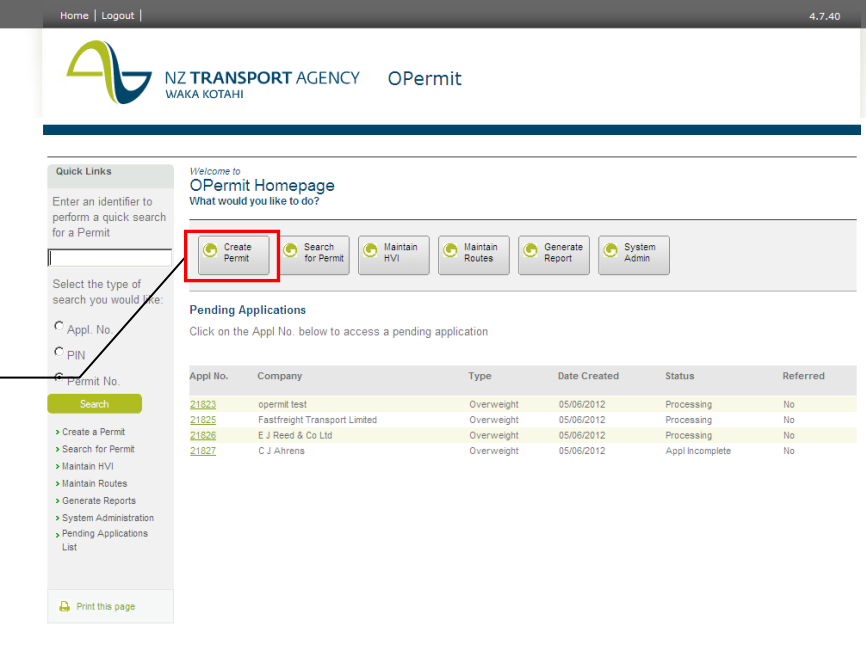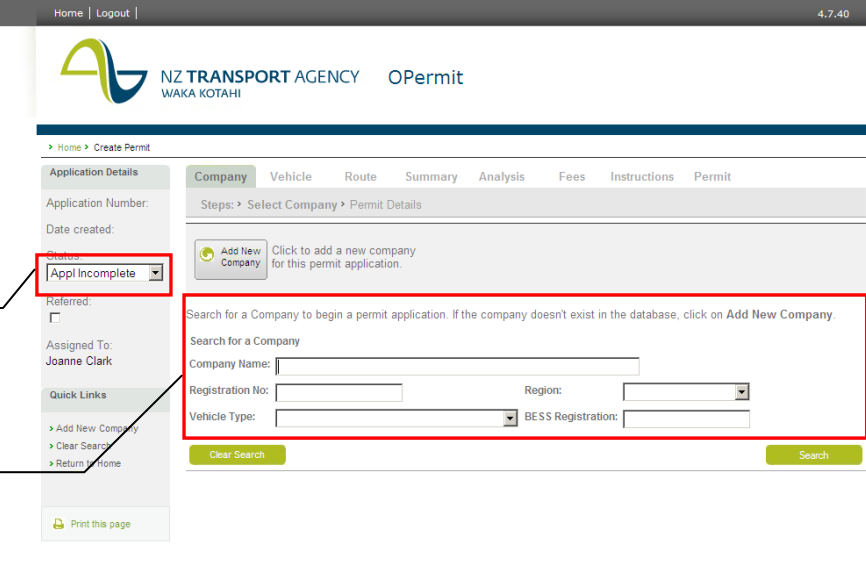
OPermit Home Page

Follow these steps to go to begin the Create Permit workflow.

Step	Action	Result/Notes
1	From the **OPermit home** page click the ![Create Permit] button.	The **Search for Company** page will display. **Note:** The status of the application defaults to "Appl Incomplete" at the start of the process.

OPermit Home page – selecting the Create Permit function

Search for company page – application status

Step 2: Search for and Select the Company

This is **step 2** of the Create Permit process. Here you will:

1. Search for and select the company you are creating the permit for; or
2. Add the details for the new company. (First time the Company has applied for a Permit).

You will have completed step 1 and have the *Search for Company* page open

Search for Company page

4.4.1.1 Search for and Select a Company

Step	Action	Result/Notes
1	Enter your search criteria and click the Search button.	OPermit will display the number of records found. ⇒ The results of the search are displayed below in the search results panel. **Notes:** • Partial words are permitted for Company Name. • Registration No is the registration number for a unit. • BESS Registration must be numeric (no letter or special characters) • Companies are listed in alphabetical order.
☞	**TIP:** Leaving all the fields blank will select all companies in OPermit.	
☞	**TIP:** You can narrow your search by entering or selecting more than one search criteria. For example, entering the letter "F" as Company Name and selecting "Hamilton" will restrict the search to all companies that start with "F" within the Hamilton region.	

2	IF…	THEN…
	No records match…	A message to that effect will be displayed. **Note:** You can either: 1. Change your search criteria and search again, or 2. Add a new company (see section 4.4.1.2 below).

Search for Company page: viewing the search results – matching records found

3	Select the company you wish to create a permit for by clicking the appropriate radio button and click the ![Next] button.	The *Permit Details* screen will display.

☞ **TIP:** If you can't find the company you are looking for on your current page, click the number of the page you want to navigate to.

1 2 3 4 5 6 7 8 9 10 >>

Click to select company

Search for Company page – selecting the company from the search results

Permit Details page
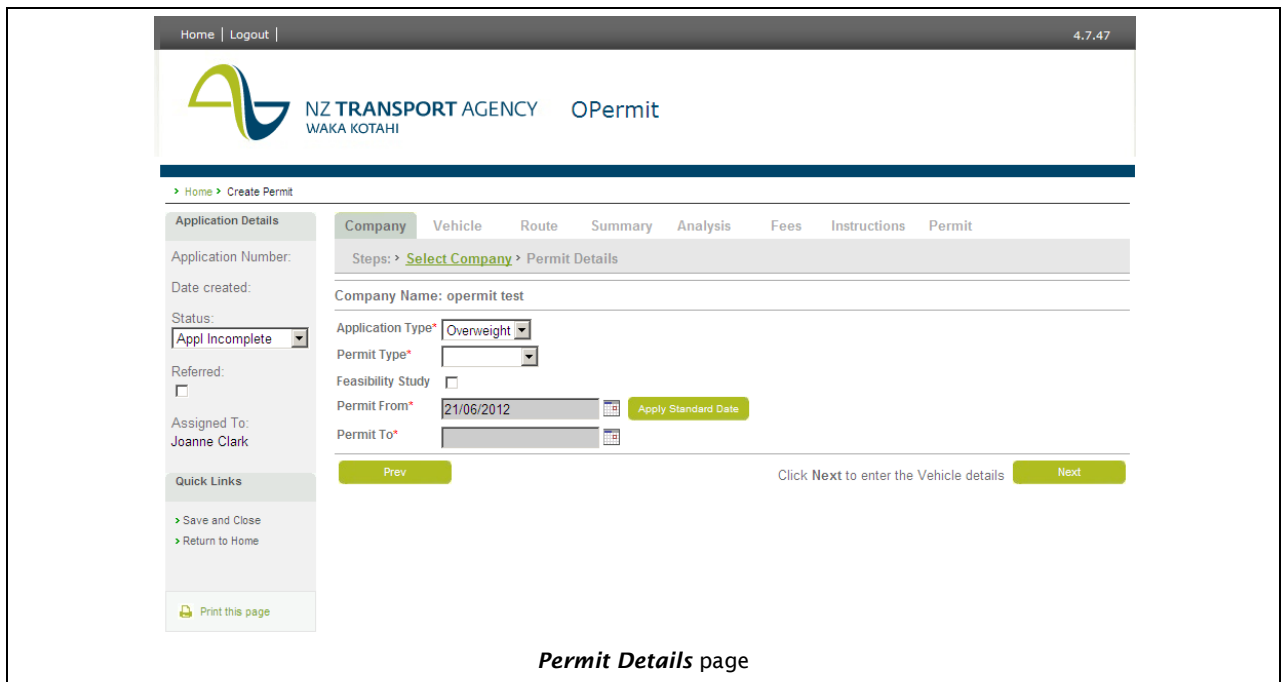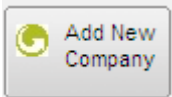
4.4.1.2 Can't find the Company you want?

If you were not able to find the company you want to create the permit for, you can add a missing company by creating a new company. When you initiate this OPermit takes you from the Create Permit workflow into the Maintain HVI workflow.

You can add the company; add the units and vehicle to their heavy vehicle inventory (HVI). When you have completed adding the company OPermit will return you to the Create Permit workflow at Step 3: Enter the Permit Details.

To add a new company you

Step	Action	Result/Notes
1	From the *Search for Company* page click the **Add New Company** button.	OPermit will display the *HVI:Company* page from the Maintain HVI workflow. ⇒ The empty company details fields will display ready for you to input the company details **Notes:** • The breadcrumbs on the page let you know which workflow you have accessed this page from. In this instance they will display *>Home>Create Permit>Add new Company* • The HVI screen tabs display defaults to the Company tab. The Unit tab and Vehicle tab are not enabled as no units or vehicles exist yet for the Company you are about to create.

Add New Company button

Breadcrumbs

HVI Tabs

Search for Company page

HVI:Company page
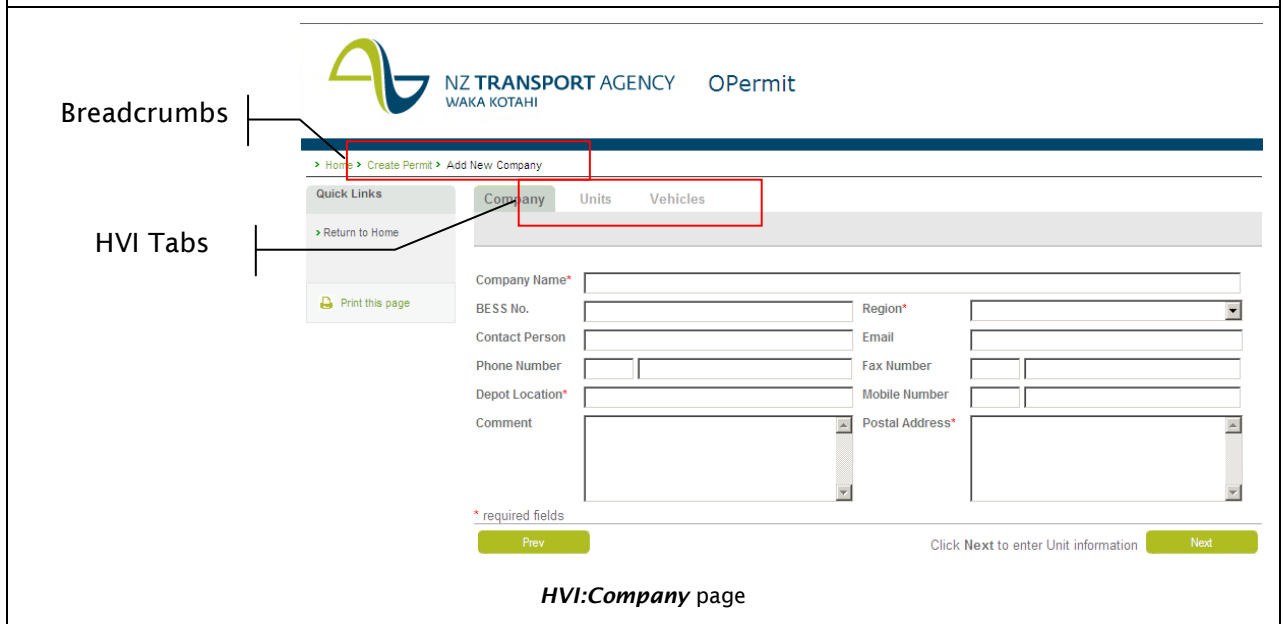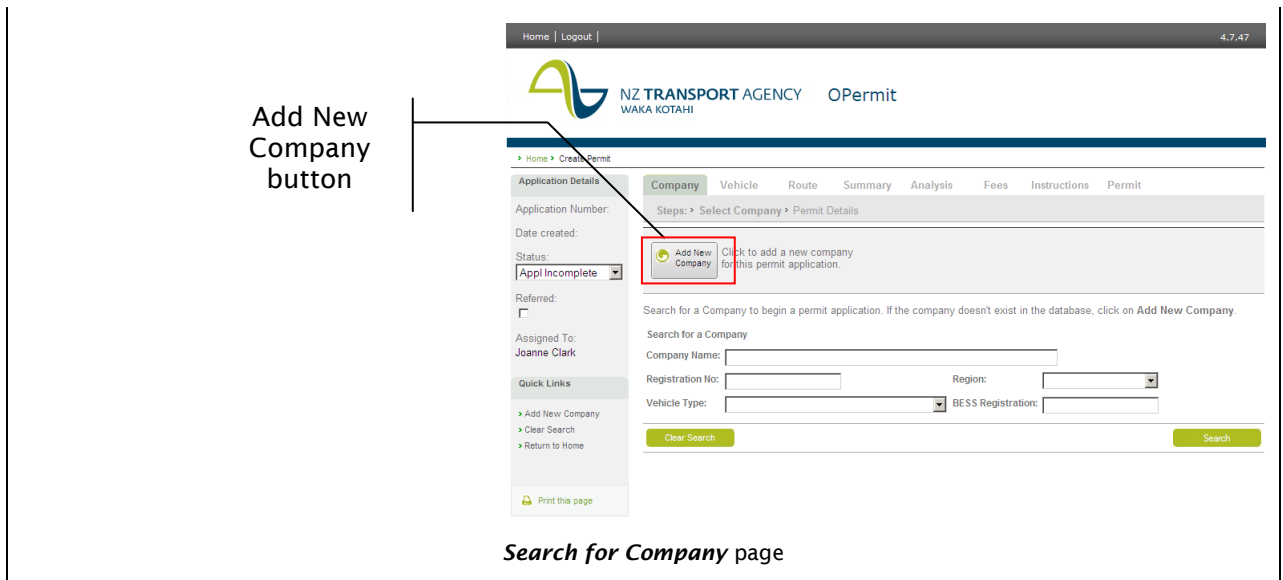
To find out how to add the new company and some units and vehicle(s) to its heavy vehicle inventory please refer to Chapter 7: Maintain HVI – section 7.3.1.3 Add a Company.

Step 3:   Enter the Permit Details

This is **step 3** of the Create Permit process. Here you will:

1.   Select the Application type and Permit Type

2.   Select the Feasibility Study option (if required);

3.   Select the Permit From and Permit To dates.

You have completed steps 1 and 2 and have the *Permit Details* page open.

Permit Details page
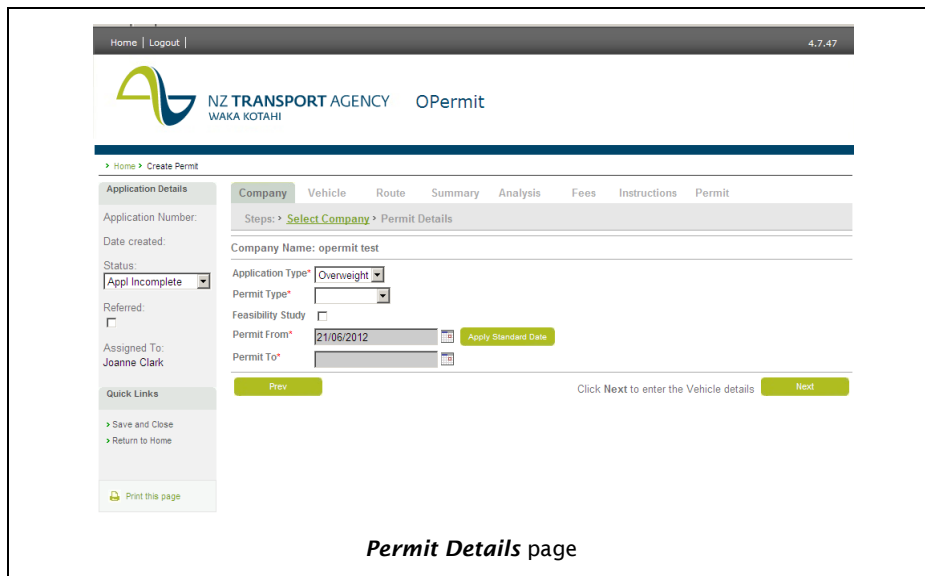
Follow these actions to select the application type, the permit type, feasibility study (if required) and select the dates the permit is valid for.

Step	Action	Result/Notes
1	From the Application Type drop-down box select the type of permit application you are processing.	Note: Valid Application types are: • Overweight • HPMV .
☞	TIP: Refer to NZTA's Overweight Permit Manual for further information on Overweight Permits and NZTA's HPMV Manual for further information on HPMV Permit.	
2	From the Permit Type drop-down box select the type of permit you will issue.	Note: The permit types available in the drop-down box will depend on the Application Type you have selected.
☞	TIP: For further information about types of permits, refer to; NZTA's Overweight Permit Manual for Overweight applications NZTA's HPMV Manual for HPMV applications.	

Permit type drop down box

Permit Types: Overweight Applications

Permit type drop down box

Permit Types: HPMV Applications

3	IF…	THEN…
	This is a Feasibility Study only…	Click the Feasibility Study checkbox. **Notes:** - This will allow you to load all permit details to; - Check the vehicle dimensions and mass is within legal limits - Check the eligibility of a vehicle configuration to travel on a specified route. - Permits generated as the result of a feasibility study **cannot be issued** to companies as legal permits.
	Clicking Feasibility Study checkbox	

4	Click the calendar icon ⬚ to select the Permit From and Permit To dates.	A calendar highlighting the current month/day will be displayed. **Note**; The 'To' date will default to today's date but is adjustable.
5	Select the required dates by moving your cursor over and clicking the appropriate date.	The calendar will disappear once you have selected the required date and OPermit populates the relevant field. **Notes:** • The Permit From date defaults to today's date. • The 'To' date cannot be before 'Today'. 'From' date cannot be before 'To' date.

☞ **TIP:** You can use the ⬚⬚ or ⬚⬚ buttons on the calendar to navigate to other months.

Select dates from calendar

> Home > Create Permit

Application Details | Company | Vehicle | Route | Summary | Analysis

Application Number: | Steps: > Select Company > Permit Details

Company Name: A New Company

Application Type* Overweight

Permit Type* Continuous

Feasibility Study ☐

Permit From* 07/06/2012 [Apply Standard Date]

Permit To* 07/06/2014

[Prev]

Select Date, Please. - Window...

June 2012

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Clear

Calendar icon

Selecting permit dates

6	**IF**…	**THEN**…
	You are processing a HPMV Application type or Overweight application type with a permit type of Continuous or Area. Click the [Apply Standard Date] button.	OPermit allows you opt to select this default expiry date instead of selecting the date from the calendar. OPermit calculates and loads the standard <u>Permit To</u> date for the selected application and permit type.

	Click to apply default Permit 'To' date Apply a standard expiry date	
7	Click the [Next] button to continue.	The **Select Vehicle** page will display. ⇒ The list of vehicles for the selected company will be displayed.
	Select Vehicle page	

Step 4: Select the Vehicle

This is **step 4** of the Create Permit process. Here you will search for and select the vehicle configuration you are creating the permit for.

You will have completed steps 1-3 of the create permit workflow and have open the *Select Vehicle* page.

Select Vehicle page
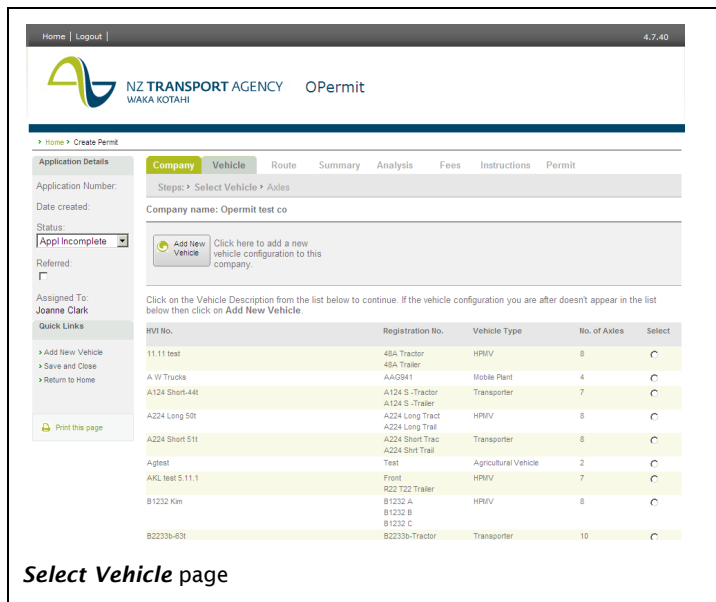
Follow these actions to select a vehicle for the Permit

Step	Action	Result/Notes
1	From the list of displayed vehicles, select the vehicle you require by clicking the appropriate radio button and click the ![Next] button.	The ***Vehicle Permit Details*** page will be displayed. **Note:** Some of the fields will be pre-populated.

Click to select vehicle to use in Permit

Select Vehicle page – Selecting the vehicle to permit
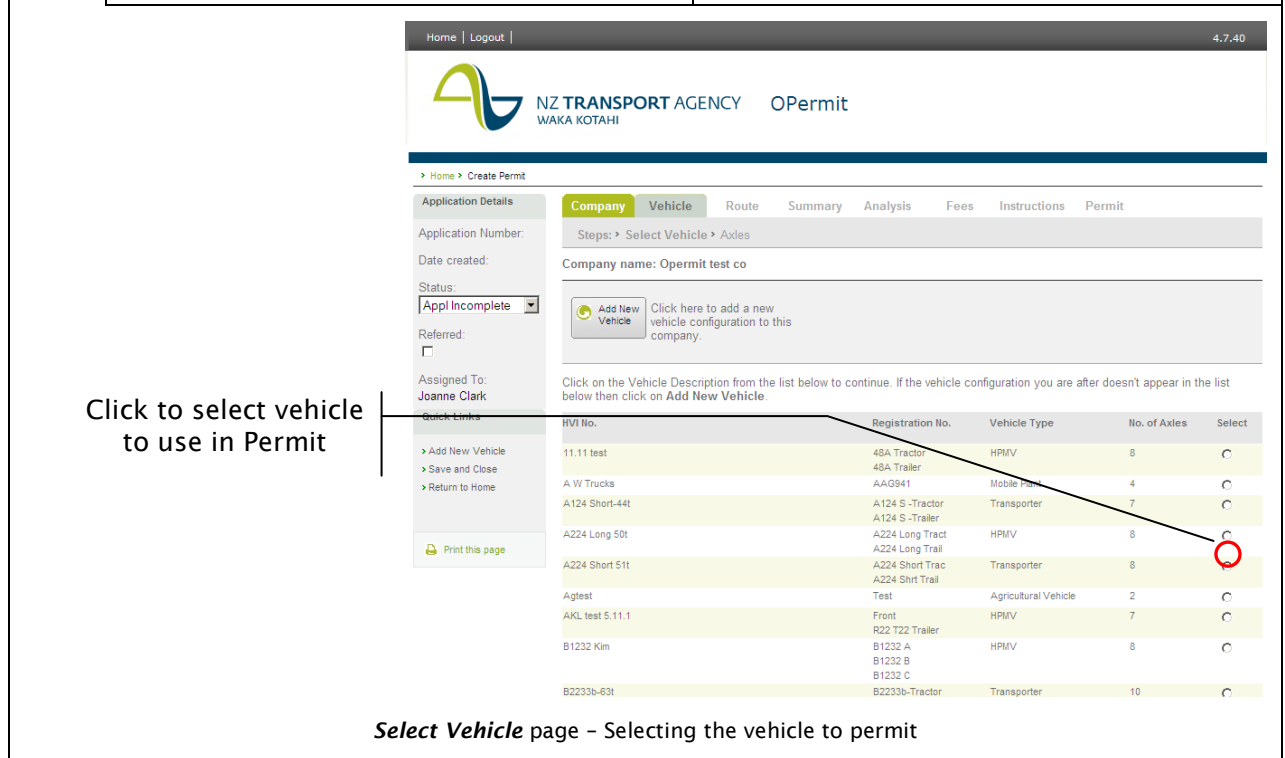
4.4.1.3 Can't find the Vehicle you want?

If you were not able to find the vehicle you want to create the permit for, you can add a vehicle by creating a new vehicle. When you initiate this OPermit takes you from the Create Permit workflow into the Maintain HVI workflow.

You can select the units from existing company units to create the vehicle and add it to their heavy vehicle inventory (HVI). When you have completed adding the vehicle OPermit will return you to the Create Permit workflow at Step 5: Enter the Vehicle Permit Details.

To initiate adding a new vehicle you must

Step	Action	Result/Notes
1	From the *Select Vehicle* page click the Add New Vehicle button.	OPermit will display the *HVI: Select Units* page from the Maintain HVI workflow. ⇒ A list of all units for the company is displayed **Note:** The breadcrumbs on the page let you know which workflow you have accessed this page from. In this instance they will display *>Home>Create Permit>Add new Vehicle*

HVI: Select Units page

To find out how to add the new vehicle to the heavy vehicle inventory please refer to Chapter 7: Maintain HVI – section 7.3.1.6 Add a New Vehicle.

Important Note: You cannot create a new unit from the Create Permit workflow. If the vehicle you are creating includes a unit that is not in the Companys HVI a new unit will have to be created first.   To create the unit you will have to exit this work flow and from the OPermit Home page initiate the Maintain HVI workflow. When you return to the OPermit Home page your application will be lost.

☞ **TIP:** If you don't want to lose the application you have started you can click the
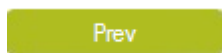
Prev button on the Select Vehicle page (at the bottom of the list of vehicles). OPermit will return you to the Permit Details page. On this page you can click the [>Save and Close] link in the Quick Links panel. OPermit will save the application to your pending list so you can return to it later after you have completed adding the new unit and vehicle to the HVI in the Maintain HVI workflow.

> Refer to Chapter 7: Maintain HVI for detail on how to add a new unit.

Step 5: Enter the Vehicle Permit Details

This is **step 5** of the Create Permit work flow. Here you will:

Enter the vehicle dimensions and axle masses from the application form

OPermit will calculate and analyse the dimensions, parameters and masses against policy limits

You will have completed steps 1-4 of the create permit workflow and you have the Vehicle Permit Details page open.

Vehicle Permit Details page

Follow these actions to complete the details about the vehicle being permitted

Step	Action	Result/Notes
1	Enter the relevant vehicle information from the Application form into the matching data entry fields.	**Notes:** You may update any of the pre-populated fields. You can use the [Use Standard Track Widths] option to re-calculate the track widths if required. This information is 'Permit specific' and will not alter the skeleton vehicle data stored in the HVI for re-usage.
2	**IF**	**THEN** …

	You are processing an HPMV application	⇒ You will need to complete two extra fields 1. Apply Vehicle Design; AND 2. AWF Type. **Note:** If you select the AWF limit as User Defined then you will also need to complete the fields for; User Defined*
	Apply Vehicle Design AWF limit = User Defined User Defined fields	 *Vehicle Permit Details* **page – where AWF Limit is User Defined**
☞	**TIP:** A red asterisk beside the field label means you must enter information in this field.	
3	IF …	THEN

You are processing an HPMV application and the HPMV Vehicle design you select in the 'Apply Vehicle Design' field is different to the configuration of the vehicle selected for the Permit from the HVI …	OPermit will display an error message.
	
	⇒ You can either;
	
	  1. Go back and change your vehicle selection from the HVI;or
	
	  2. change the vehicle design you have selected.
	
	⇒ Click the [Next] button to continue once you have corrected the data.
	
	Notes:
	
	• OPermit will display the error message as soon as you select the HPVM Vehicle Design in the 'Apply Vehicle Design' field.
	
	• The vehicle to be permitted MUST be one of the pre-defined HPMV Vehicle Designs
	
	• Check you have entered the correct information as supplied on the application form. If you have you will have to refer the application to the Company.

☞ **TIP:** You can set the application as referred to the company and save and close it to return to processing it later. To find out how to do this please refer to Section 4.6.1.4 Refer an application to the Company (Putting the application on Hold).

Permit Details page –selected vehicle design do not match the configuraton of the vehicle selected from the HVI

4	Click the [Next] button	The vehicles AI, VAI, GM and VGI displays
		$\Rightarrow$ Any error messages will display
		Notes:
		• OPermit will;
		1. Check the axle set types you entered meet the rules for axle sets.
		2. Analyse the mass applied for on individual axles against policy limits.
		3. Calculate and analyse;
		a. the sum of the masses applied for on each axle set
		b. the sum of masses on every possible combination of axles (including the GM (Gross Mass)
		c. the Axle Index and Vehicle Parameters
		against policy limits.
		4. Calculate and check the Gross Mass Unit (GMU) does not exceed the GVM for each unit in the vehicle.
		5. Check the GM for the vehicle does not exceed the GCM from the Cert. of Loading.
		• You must correct any errors before you can leave this page and go to the next step of the Create Permit workflow.
☞	**TIP:** Before clicking 'Next' you are able to view the GM, VAI, VGI results by clicking the '[>Calculate AI and totals]' link from the Quick Links panel.– this is not mandatory though.	
☞	**TIP:** If you want to see if the vehicle requires a permit click on the [>Verify Permit Required] link in the Quick Links panel – this is not mandatory.	
☞	**TIP:** If you are processing a HPMV application type and want to see if the vehicle masses is within the VDAM policy click on the [>Perform Policy Checks] link in the Quick Links panel – this is not mandatory.	

Click links to Pre-check on AI/VAI or if permit is required or if masses comply with policy.

AI displays

GM/VAI/VGI displays

Vehicle Permit Details page – checking the AI and Totals

5	IF…	THEN…
a)	There is an error in inputs or one or more checks fails …	1. An error message will display. 2. The status of the application will change to "**Exceeds Policy**" and you cannot proceed any further until all the errors have been resolved.

☞ **TIP:** The troubleshooting section of this document provides an index of errors and how to resolve them.

Error Messages

Status

Status has changed to "Exceeds Policy"

b)	All checks and analysis are OK…	The *Select Route* page will be displayed.

Select Route page
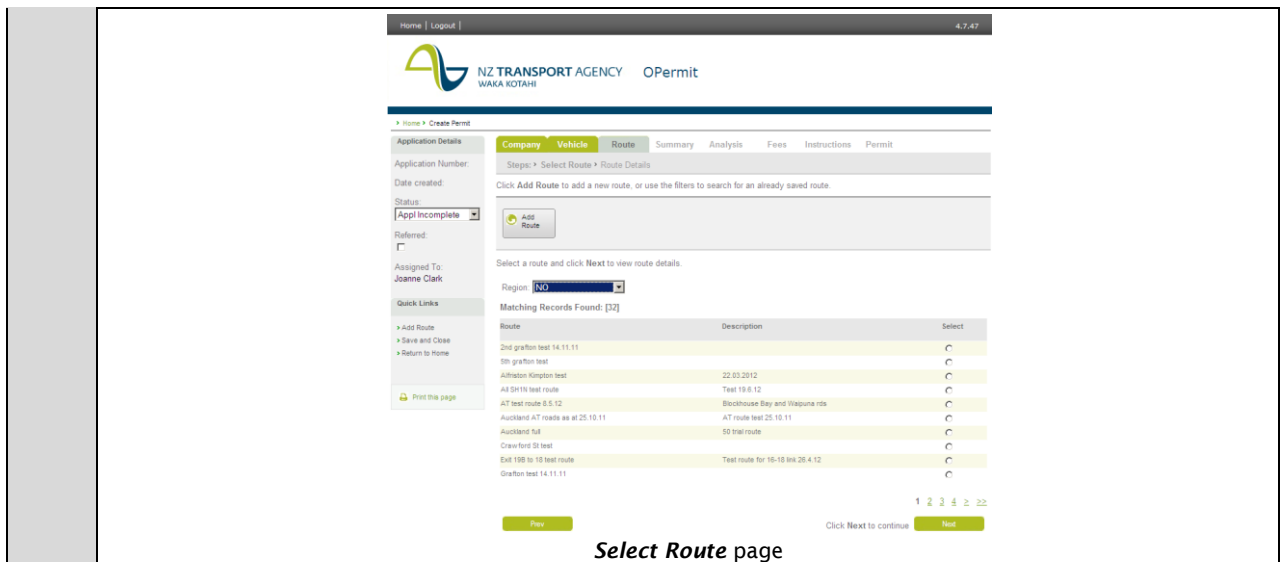
4.4.1.4   What if the Application Exceeds Policy Limits?

When the application has failed the analysis you can either:

1.   Adjust the vehicle data and re-run the calculations (repeat step 5 above);

2.   Put the application on hold and check with the company (refer to section 4.6.1.4 on how to set the application as referred) ; or

3.   Withdraw the application. (refer to section 4.6.1.7 on how to withdraw an application)

Step 6:   Select the Route

This is **step 6** of the Create Permit process. Here you will:

1.   Search for, view, and use a pre-defined route matching the route on the application form; or

2.   Copy/edit a pre-defined route;

3.   Add a new pre-defined route; or

4.   Create a one-off route for this permit only (Create Permit process only).

4.4.1.5   Search for and use a predefined route

Here you will find out how to find and use a route that has been predefined that you want to reuse for this Permit. Note: When you simple select to use a predefined route you cannot edit/change the route in anyway.

You will have completed steps 1-5 of the create permit workflow and you have the *Select Route* page open.

Select Route page
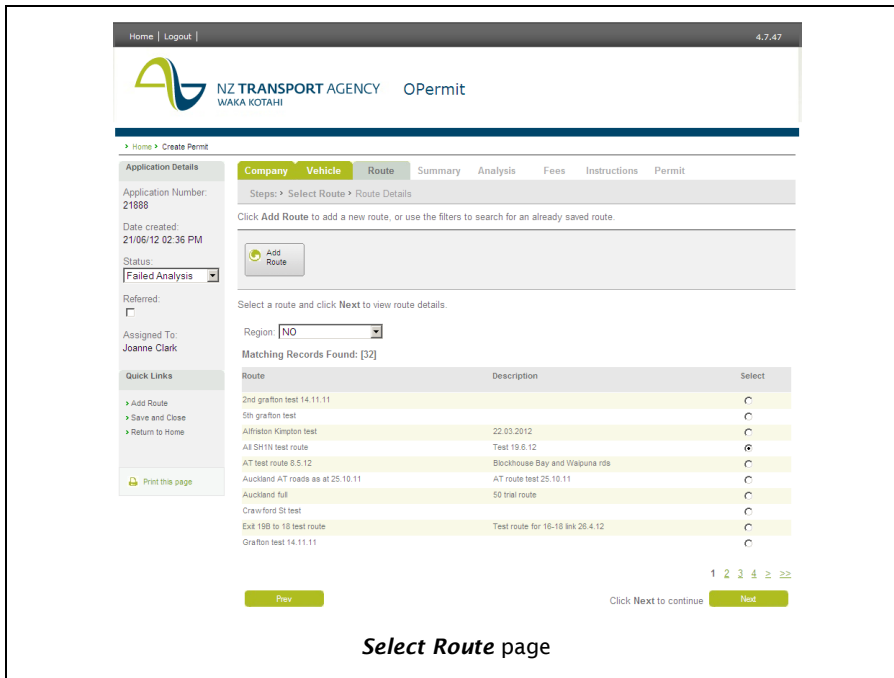
Follow these steps if you wish to use an existing pre-defined route.

Step	Action	Result/Notes
1	Check that the region displayed is the correct region.	**Note**: • The correct region is the region the route is located in.
2	**IF**…	**THEN**…
	The incorrect region is displayed…	Select the correct region from the Region drop-down box. ⇒ OPermit will display the list of pre-defined routes for the region you have selected. **Note:** OPermit lists the routes in alphabetical order.

Select Route page – searching for the route

3	Select the pre-defined route you wish to use by clicking the radio button corresponding to the route, then click the **Next** button.	The *Route Details* page will display. ⇒ Details of the pre-defined route you selected will be displayed. **Notes:** • The route is displayed in View mode only for the Create Permit workflow – none of these fields can be changed. • The Route Details page is a Maintain Routes workflow screen. It becomes an editable screen if you enter the Maintain Routes workflow.
☞	**TIP:** If you can't find the route you are looking for on your current page, click the number of the page you want to navigate to. 1 2 3 4 5 6 7 8 9 10 >>	

Click to select the route

Select Route page – selecting the route

Route Details page – viewing the route

4	View the route information to confirm it is correct and click the ![Next] button	OPermit will display the *Permit Summary* page.

Application Details

Application Number:
21852

Date created:
11/06/12 02:23 PM

Status:
Processing

Referred:

Assigned To:
Joanne Clark

Quick Links

> Save and Close
> Return to Home
> Copy Application
> Full Copy Application

Print this page

| Company | Vehicle | Route | Summary | Analysis | Fees | Instructions | Permit |

Company Name: Opermit test co
BESS No.:
Contact Person:
Phone Number: 04 1111111
Depot Location: Test island
Comment:

Region: Wellington
Email:
Fax Number:
Mobile Number:
Postal Address: 1234

Application Type: Overweight
Permit Type: Continuous
Load Type: Indivisible
Feasibility Study: No
Permit From: 11/06/2012
Permit To: 11/06/2014

HVI No.: A124 Short-44t
Registration Nos: A124 S -Tractor   Vehicle Type: Transporter
A124 S -Trailer
Gross Combined Mass from COL: 120000   Max Speed: 90 (km/h)
Overall Dimensions (m)
Width: 2.0
Height: 4.0
Length:
Load Description: wool scour machinery

Axle Position: Type: Axle Set: Tyre Size: Suspn: Track(Out): Track(In): Weight: Spacing: Axle Index:

1	S	IN	Standard	H	2.3		7.0	0.0	1.3
2	T	T	Standard	AD	2.47		7.0	3.5	0.95
3	T	T	Standard	AD	2.47		7.0	1.33	0.95
4	T	Q	Standard	H	2.4		7.0	6.0	1.17
5	T	Q	Standard	H	2.4		7.0	1.25	1.17
6	T	Q	Standard	H	2.4		7.0	1.25	1.17
7	T	Q	Standard	H	2.4		7.0	1.25	1.17

Vehicle Parameters - GM: 49.00 VAI: 1.30 VGI: 1.29 Crit. WB: 14.58

Route Name: 5th grafton test Region: NO
Route Description:

[Group 1: Contains 1 section]

Highway: From   Junc: Ref-Stn: Disp: To   Junc: Ref-Stn: Disp:
SH1N   363   0.0   2A9
Route Section Comment: Warkworth to Silverdale
Misc. Bridges

[Group 2: Contains 1 section]

Highway: From   Junc: Ref-Stn: Disp: To   Junc: Ref-Stn: Disp:
SH16   160   169
Route Section Comment: Parnell to Wellsford
Misc. Bridges

[Group 3: Contains 1 section]

Highway: From   Junc: Ref-Stn: Disp: To   Junc: Ref-Stn: Disp:
SH17   175   179
Route Section Comment: Albany to 1 SH1N Tunnel
Misc. Bridges

Permit Summary page

4.4.1.6   Can't find the Route you want?

If you were not able to find the route you want to create the permit for, you can either;

1. Select, copy and edit a predefined route

2. Create a one-off route specifically for this permit

When you initiate 1 and 2 OPermit takes you from the Create Permit workflow into the Maintain Routes workflow. When you have completed the route OPermit will return you to the Create Permit workflow at Step 7: Review a Summary of the Application.

4.4.1.6.1 Copy and edit a pre-defined route

If you have a pre-defined route that you wish to edit, you can select the route, copy it and then edit it. This option is ideal when making small adjustments to an existing route to save inputting all the main details again. They will automatically be replicated instead and available for update. When you have finished editing, you can save the route as a one off specific to this Permit or you can save it to your Pre-defined routes list so you can use it again for other Permits you create.

When you copy a route OPermit will copy the existing route's data to a new route, which you can then amend as necessary.

You will have the *Route Details* page open for the pre-defined route you wish to copy and edit.

Follow these actions to initiate a copy and edit route

Step	Action	Result/Notes

Copy Route button
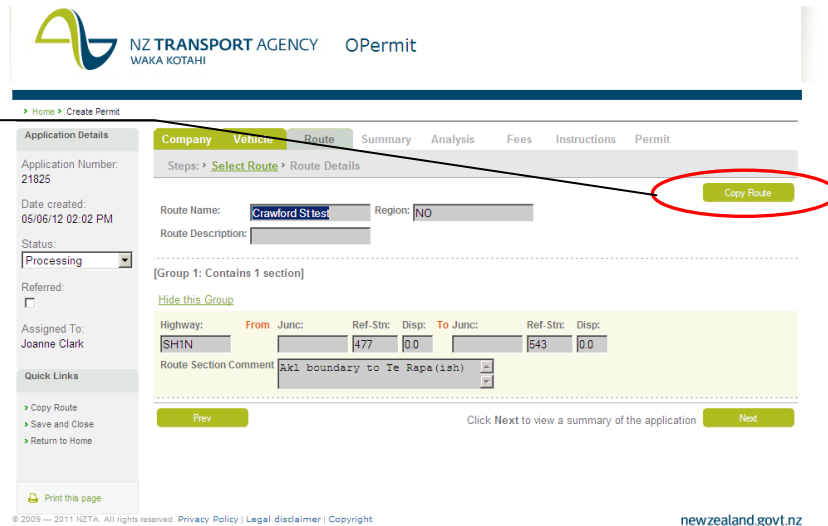
Route Details page

1	To copy a pre-defined route, click the **Copy Route** button.	OPermit copies the route and takes you to the Maintain Routes workflow ***Route Details*** screen.
		⇒ The route data for the selected route will be displayed in editable mode.
		Notes:
		• Because you are in the Create Permit workflow the screen will display the Create Permit workflow tabs
		• You are able to select the route as a one off route for use in this Permit only. This option is not available if the page was accessed via the Maintain Route workflow.
		• The breadcrumbs on the page let you know which workflow you have accessed this page from. In this instance they will display *>Home>Create Permit*

Breadcrumbs

Tabs for Create Permit workflow

Select Route type – unique to Create Permit workflow

Route Details page – copying Route in the context of the Create Permit workflow
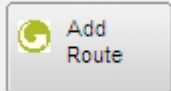
To find out <u>how to copy and edit</u> the route please refer to Chapter 8: Maintain Routes – section 8.3 Copy a Pre-defined route.
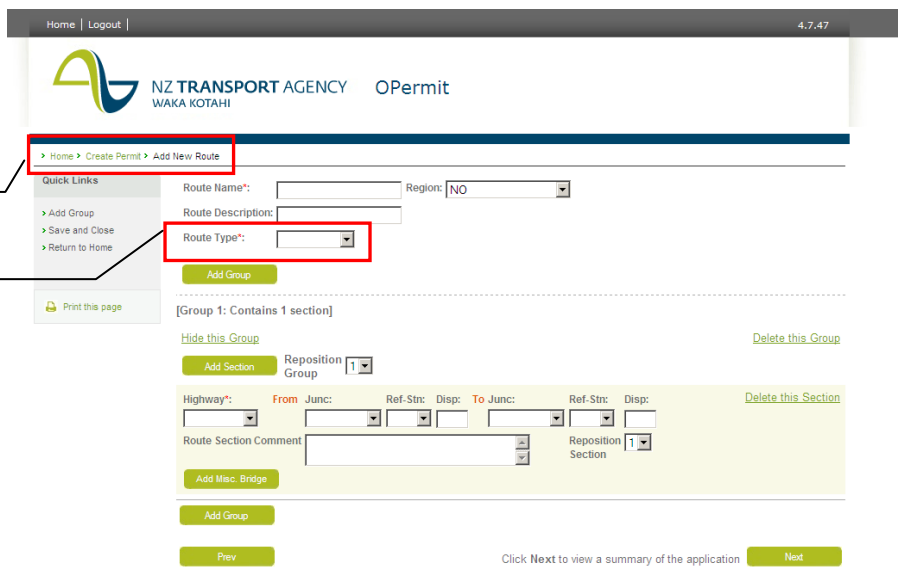
4.4.1.6.2 Add a new, one off route for this Permit

This allows you to create a new route that is available to use specifically for the permit you are creating. You will not be able to use this route again for a different Permit as you cannot save it to your list of pre-defined routes.

Follow these steps to initiate adding a new route.

Step	Action	Result/Notes
From the *Select Route* page		

Select Route page

1	To add a pre-defined route, click the ⟳ Add Route button.	OPermit will display the *Route Details* page from the Maintain Routes workflow.
		⇒ The route details fields will be blank, ready for you to enter the details of the new route
		Notes:
		• You are able to select the route as a one off route for use in this Permit only. This option is not available if the page was accessed via the Maintain Route workflow.
		• The breadcrumbs on the page let you know which workflow you have accessed this page from. In this instance they will display *>Home>Create Permit>Add New Route*

Breadcrumbs

Select Route type – unique to Create Permit workflow

Route Details page

To find out how to <u>create new routes</u> refer to Chapter 8: Maintain Routes – section 8.3 Add Route.

Step 7: Review a Summary of the Application

This is **step 7** of the Create Permit process. Here you will:

1. Review the application details; and

2. Initiate the Structural Modelling of the route.

You will have completed steps 1-7 of the Create Permit workflow and have the *Permit Summary* page open.

The Summary page provides you with a "snapshot" of all the application data you have entered. Use it to review what you have entered. Nothing is editable on this page.

***Permit Summary* page**

After reviewing the Permit details you can opt to:

1. Initiate Structural Modelling & continue processing the application; or
2. Go back and edit the application; or
3. Save and close the application to complete later; or
4. Withdraw the application

4.4.1.7   Initiate Structural Modelling

Once you are satisfied the application data is correct you can initiate the structural modelling of the application route. To do follow these steps to initiate structural modelling;

Step	Action	Result/Notes

1	Click the [Process] button to start the structural modelling of the application route.	The **Permit Summary** page will turn green and the message "Please wait…" will be displayed. On completion of Structural modelling the **Permit Analysis** page will display.
		Note:
		• The "Please wait…" message will remain on the screen until the structural modelling has completed. This may take some time to complete.
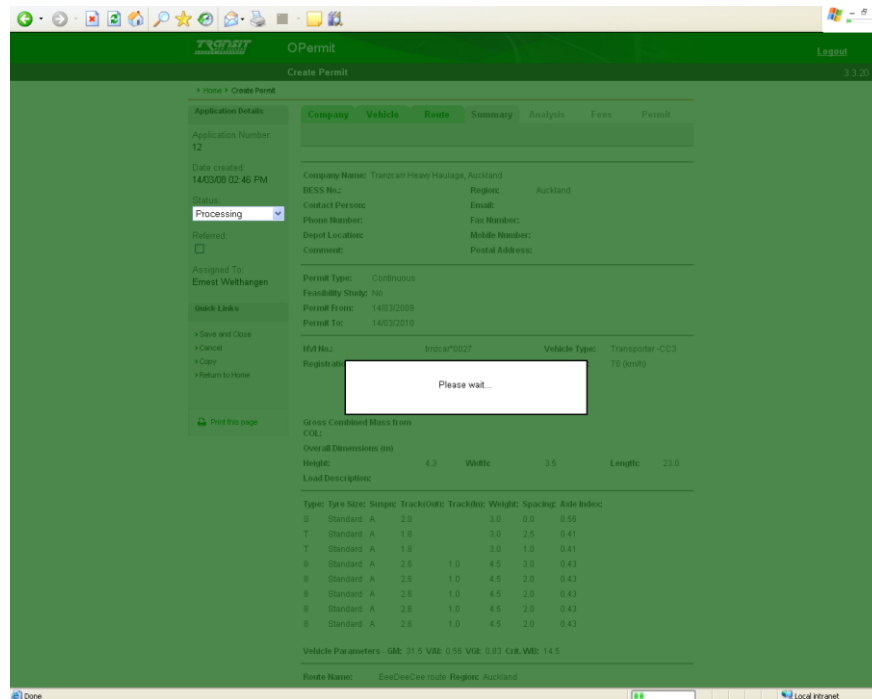
Permit Summary page - Structural modelling in progress

☞	**TIP:** Before you click the [Process] button make sure that the "Referred" checkbox is not ticked.

If it is checked the following warning message will display:
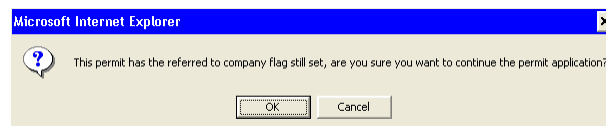
To continue:

1. Click [OK].
2. Uncheck the "Referred" tickbox.

3. Click the [Process] button to start the structural modelling.

2	Analysis has completed	The **Analysis Results** page will display.
		⇒ The result of the analysis and any analysis messages will display.

Analysis Results page: Analysis = "Failed"

4.4.1.8 Want to change something in the application?

If you are not satisfied the application data is correct and need to go back and change something,

BEFORE you click the [Process] button you can do the following steps;

Starting from the *Permit Summary* page:

Permit Summary page

Step	Action	Result/Notes
1	Click on the appropriate tab for the details you wish to amend (i.e. Company, Vehicle and/Route data)…	The appropriate pages will display for the selected tab with editable fields.
2	Edit the details you want to amend	**Note:** Once you have finished all your changes you will need to step through to the Route page (by clicking 'Next') to return to the *Permit Summary* page. This enables you to check other data to ensure it was not affected by your changes.

Company	Vehicle	Route	Summary	Analysis	Fees	Instructions	Permit

Permit Summary Page - tabs

Step		
3	Complete Step 7: Review Summary Page.	
☞	You can still edit the application details if you need to after the structural modelling has been completed.	

4.4.1.9   Want to save or withdraw the application?

Sometimes you might need to save and close the application to come back to complete it at a later date. Sometimes the circumstances will require the application to be withdrawn and not issued as a Permit.

To find out how to do these refer to section 4.6 Other Create Permit workflow activities, later in this Chapter.

Step 8:   Analyse the results

This is **step 8** of the Create Permit process. Here you will:

1. Check any messages and errors displayed;

2. Refer the application back to the Company if required (refer to section 4.6.1.4 on how to set the application to referred)

3. Edit the application if required (refer to section 4.6.1.1 on how to go back and edit the application)

4. Refer the analysis outcome and application to a bridge engineer if required;

5. Run the analysis reports;

6. Confirm that all warnings/errors have been checked (before proceeding).

Important Note:

The Analysis page will display a "heads-up" message advising if the analysis passed or failed Where the analysis fails the status of the application will automatically change to "Failed Analysis" (see example screen below).

4.4.1.10 Check and confirm analysis messages and errors

Here you will find out how to check the analysis messages and any errors and then confirm the application before continuing on to step 9.

You will have completed steps 1-7 of the Create Permit workflow and have the *Analysis Results* page open.

Analysis Results page: Analysis = "Failed"

To check and confirm the analysis results do the following steps

Step	Action	Result/Notes
1	Check the Analysis outcome message.	
2	**IF**…**result is**…	**THEN**…
a)	"Failed"	The application status will be "Failed Analysis".
b)	"Passed"	The application status will be "Processing".

3	Once you are confident you are able to progress with the application without referring to the Company or an engineer **Then** Enter any comments and select the tick box to confirm all error have been investigated and any necessary referral to engineers have been done. Click the **Next** button.	The *Fees* page will be displayed. ⇒ The status reverts to "Processing". **Notes:** • Do not click the **Next** button if you are referring the application to the Company or Engineers – you can enter comments and set the status, closing and saving the application – refer to section 4.4.1.11 What if Analysis has Failed? • OPermit will display the following message if either the tick box or comments are not completed: **Microsoft Internet Explorer** ⚠ You should confirm all errors have been investigated and necessary parties consulted OK • In the Comments box enter details of what was done to resolve the errors in the comments box. Comments you may have added earlier will still appear here. You can leave them if still relevant or amend as required.
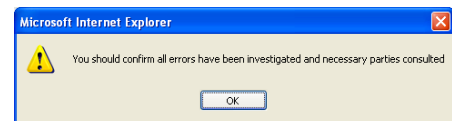
Fees page

4.4.1.11   **What if the Analysis has failed?**

If the analysis has failed you may need to;

1.   Check the application to the Company; AND/OR

2.   Refer the application to an engineer; AND/OR

3.   Edit some of the application details

4.4.1.11.1   Referring application to the Company (Putting it on hold)

To find out how to put the application on hold while you refer it to the Company, go to section 4.6.1.4 Refer an application to the Company (Putting the application on Hold.

4.4.1.11.2   Referring application to Expert (Engineer)

Go to section 4.6.1.6 to find out how to put the application on hold while you refer it to the engineer.

4.4.1.11.3   Edit some of the application details

As a result of discussion with the Company and/or the engineers you may need to change some of the details in the application. Go to section 4.6.1.1 to find out how to go back and edit the application.

NOTE: After you have done this you will need to re-run the Structural Analysis from the *Permit Summary* page and re analyse the results.

4.4.1.12   How to run the Analysis Reports

When an application is referred to an Approving Engineer or Structural Engineer they may request further information. The following reports are available:

Report name	Description
Pavement Loading	The Pavement Loading Report (formerly named the Loading Report) is a report displaying vehicle, route data and pavement results. This report can be used to escalate a Permit Application to a Pavement Engineer for evaluation.
Element Comparison	The Element Comparison Report (formerly the Process Report) is a report displaying the vehicle, axle, route, bridge and element information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation.
Summary	The Summary Report is a report displaying vehicle, axle, route and bridge information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation.
Detail	The Detail Report is a report displaying vehicle, axle, route, bridge, and element information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation.

You will have found and have the application open on the *Analysis Results* page

Analysis Results page
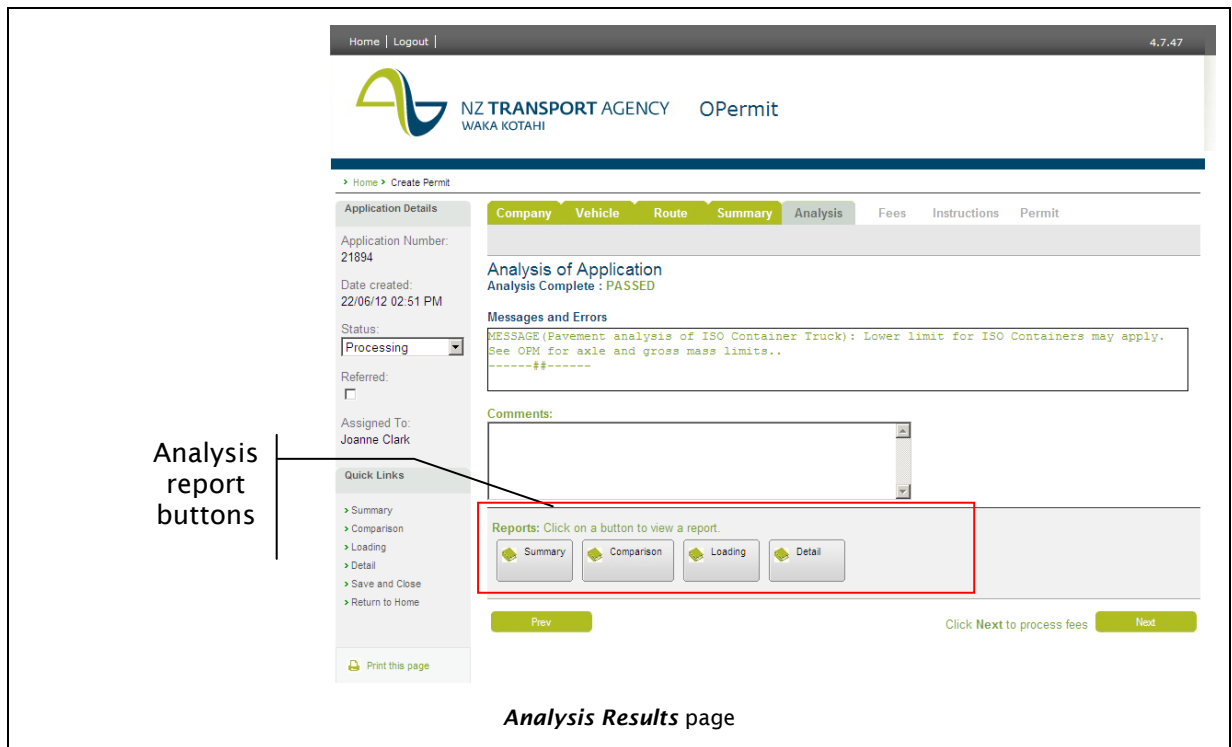
Follow these steps to run the Analysis Reports.

Step	Action	Result/Notes
1	Click the appropriate report button to select the required report.	The interactive report will display on-screen in a separate window.
2	Close the report window when you have finished.	The Analysis page is still open.

You can find how to use the analysis report screens in Chapter 5: How to Use the Analysis Report Screens.

Step 9:   Enter and confirm fees

This is **step 9** of the Create Permit process. Here you will:

1. Confirm that the company is up to date with fees;
2. Confirm if the company is to be invoiced for this permit;
3. Enter the fees required for this permit.
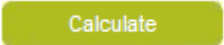
You will have completed steps 1-8 of the create permit workflow and have the *Fees* page open

Fees page

To enter and confirm fees follow these steps
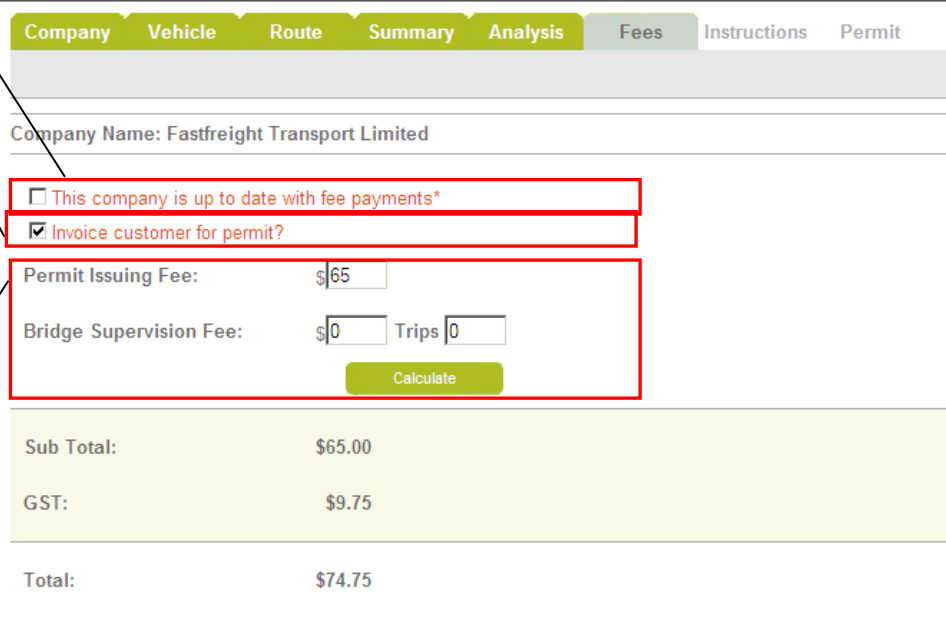
Step	Action	Result/Notes
1	**IF…**	**THEN…**
	The company is up-to-date with their fees…(or is in an acceptable state, companies around the country may pay permit by permit or yearly instead – this info is to be known and understood by this PIO)	Click the fee confirmation tick box if PIO agrees situation is in order ☐ This company is up to date with fee payments* **Note:** This is a mandatory field. OPermit generates the following message if not done:
2	Enter the fees required for this permit.	**Note:** Refer to NZTA's Overweight Permit manual for details of the latest fees.
3	**IF …**	**THEN …**
	The company is to be invoiced for this permit …	Click the Invoice Company for fee tick box ☑ Invoice customer for permit? **Note**: ⇒ Ticking this box sends the details of this permit through to Finance so they know to invoice the Company.

4	Click the [Calculate] button.	OPermit will calculate the GST due on the fees and provide a grand total.
	 Create Permit – Fees page	
5	Click the [Next] button.	The *Instruction* page is displayed.
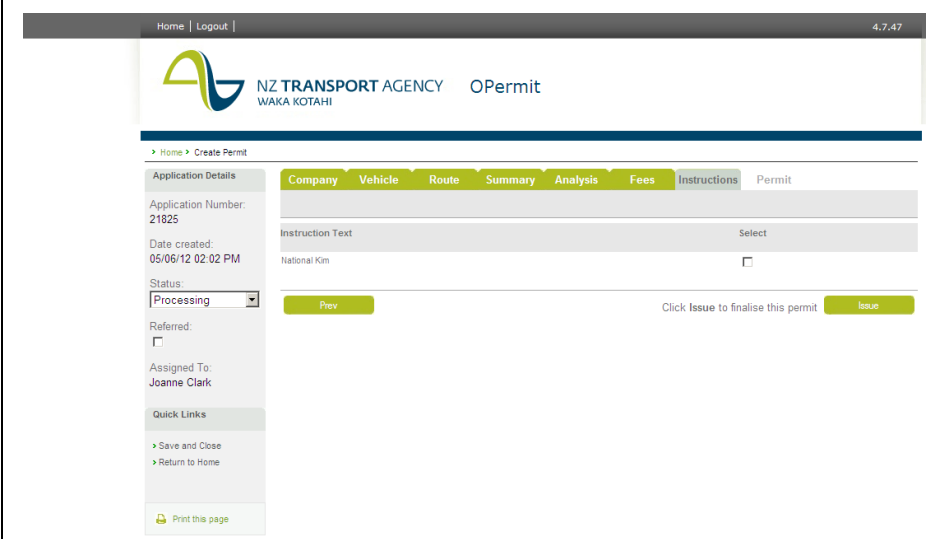
Step 10:   Add Permit Instructions
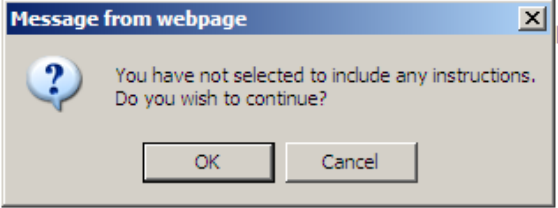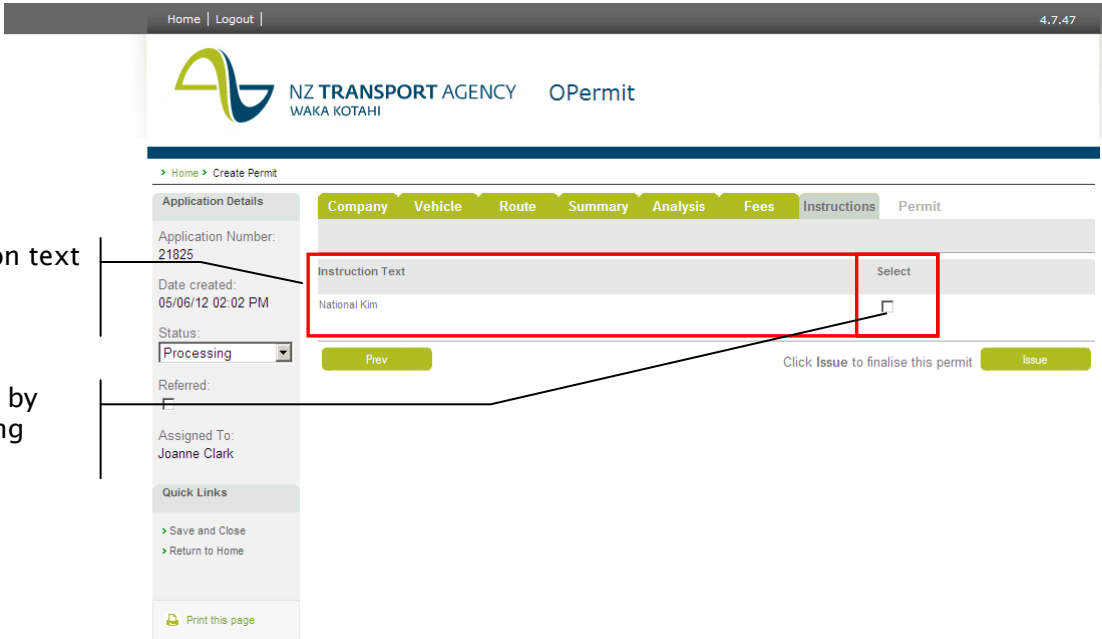
This is **step** 10 of the Create Permit process. Here you will select the Special Instructions and Comments you want to appear on the final permit document.

You will have completed steps 1-9 of the Create Permit workflow and have the *Instructions* page open.

Instructions page

To select the Special Instructions and Comments do the following steps;

Step	Action	Result/Notes
1	Select the tick box next to each instruction you want included on the Permit	**Note**: You do not have to select any instructions, however if you do not select one or more instructions OPermit will prompt you by displaying this reminder; You can either; Click Cancel and select instructions OR Click OK – OPermit will take you to the next page in the process

Instructions page

Step	Action	Result/Notes
2	Click on the [Issue] button to finalise and issue the Permit.	The *Generate Permit* page is displayed. ⇒ OPermit generates a Permit Identification Number (PIN), and a Permit Number or Feasibility Permit Number. ⇒ The status changes to "Issued". **Important Note:** **Once issued the permit can no longer be changed.** It may only be viewed and copied.

Step 11:   Generate Permit

This is **step 11** of the Create Permit process. Here you can:

1. Generate and edit the final permit document;

2. Review the application data;

4.4.1.13 Generate Permit page layout

The following screenshot shows the main components of the Generate Permit page:

Generate Permit page
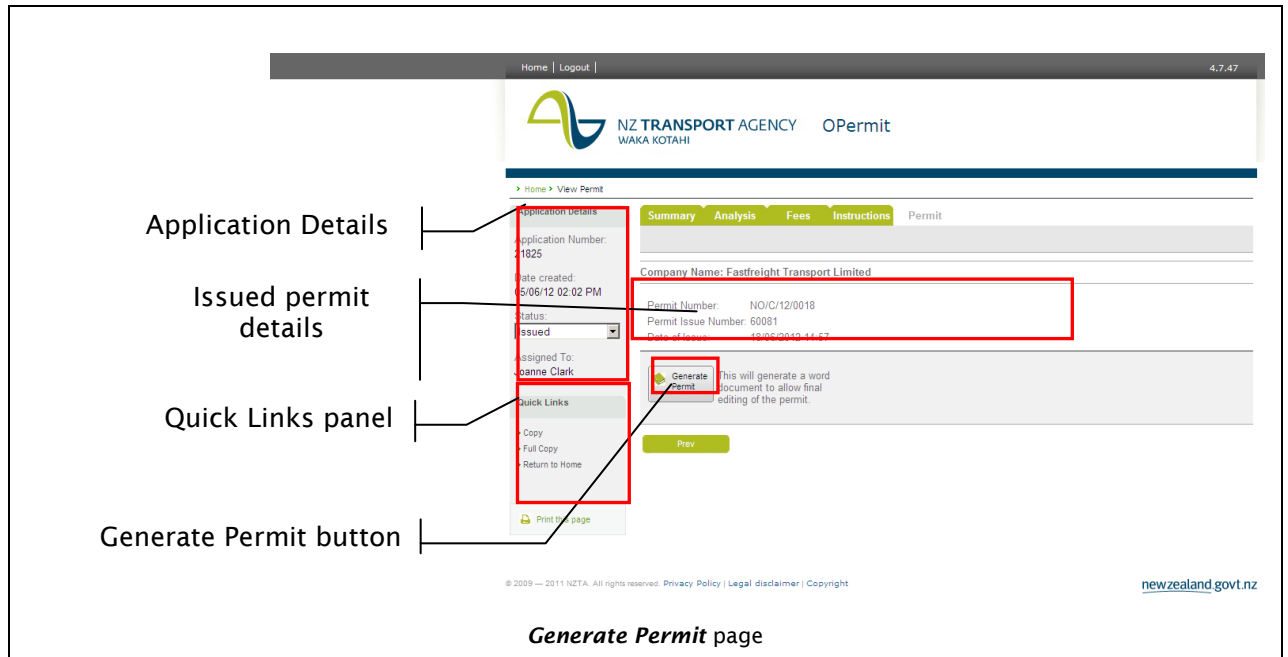
4.4.1.14 How to Generate the permit document

OPermit provides you with the ability to open or save the permit document as a Microsoft Word file. Follow these steps to generate and edit the permit document.

Note: Before this stage the data to be on the permit is held internally (unedited version) for audit purposes if required.

Note: If you move away from this page without first completing the steps to "Generate Permit" - only you can generate a permit for this application. The "generate permit" button for this application is not displayed to other users. If for any reason the Permit document needs to be recreated at a later time – only the System Administrator or you or another PIO assigned to your O will have the ability to do this.

Step	Action	Result/Notes

| 1 | On the *Generate Permit* page click the [Generate Permit] button. | OPermit will remind you that you must PDF the document before you electronically send it anywhere
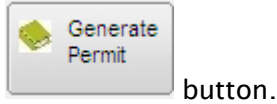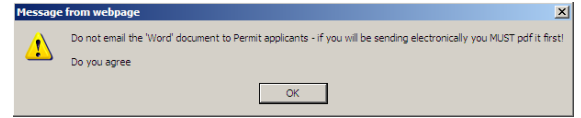
Click OK

A dialog box asking if you wish to open or save the file will be displayed:
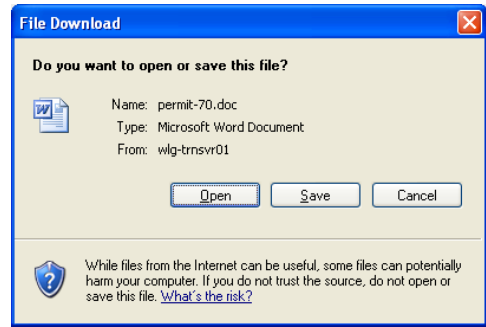
 |
|---|---|---|
| 2 | **IF**…**you wish to**… | **THEN**… |
| a) | Open the file to view it… | • Click [Open].

⇒ OPermit opens Word and displays the permit.

• You may now edit the document as required.

Important Note:

Feasibility Study permits are watermarked "Feasibility Study". They cannot be issued as legal permits. |
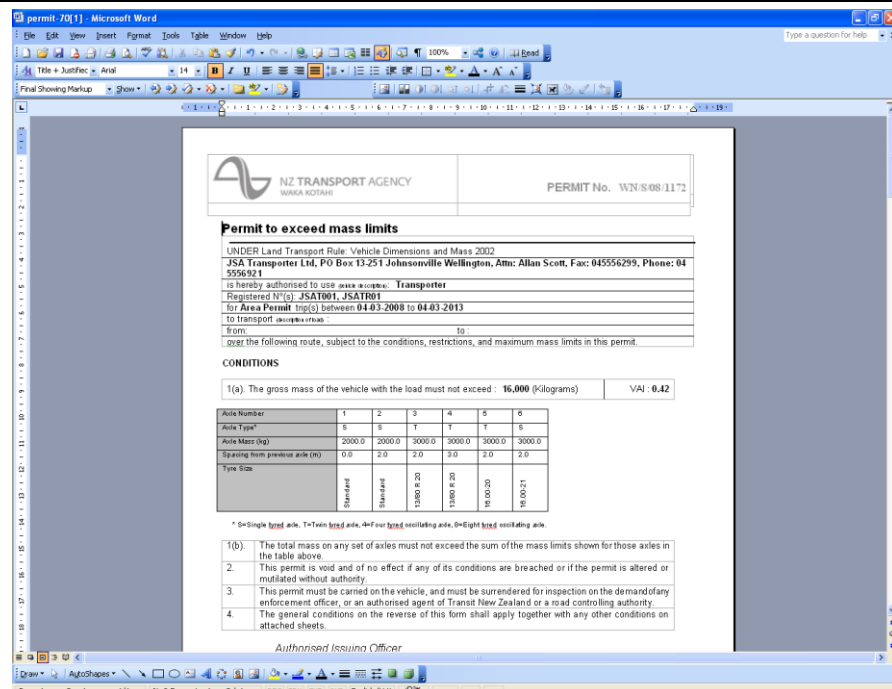
Issued Permit (displayed in Microsoft Word)
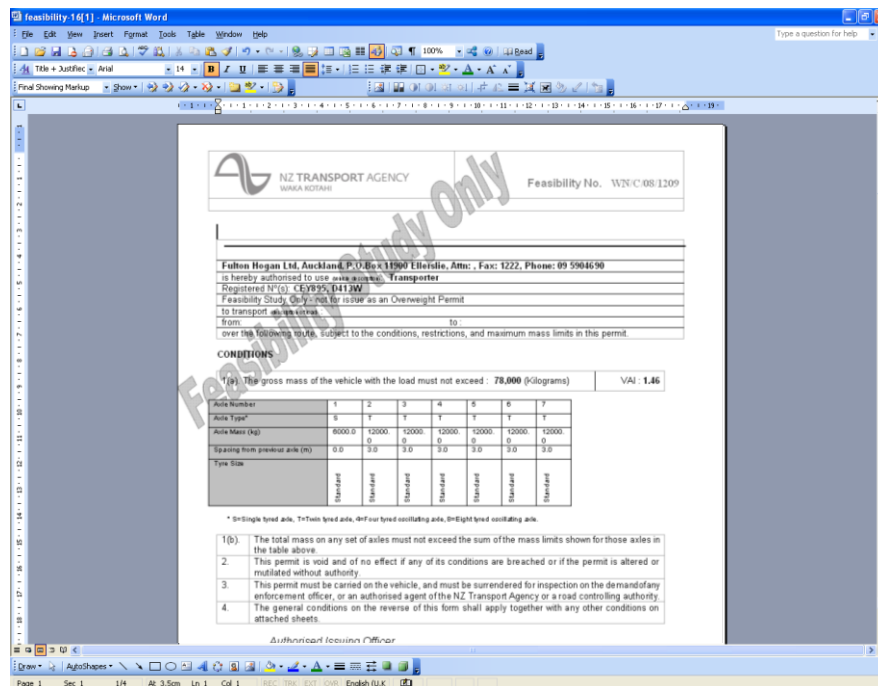
Feasibility study permit (displayed in Microsoft Word)

b)	Save the file to view and edit it later…	• Click Save.
		⟹ You are prompted to select the directory/folder you wish to save the document to.
		• Select the appropriate folder and click Save.
		⟹ You may open the document at any time to edit it.
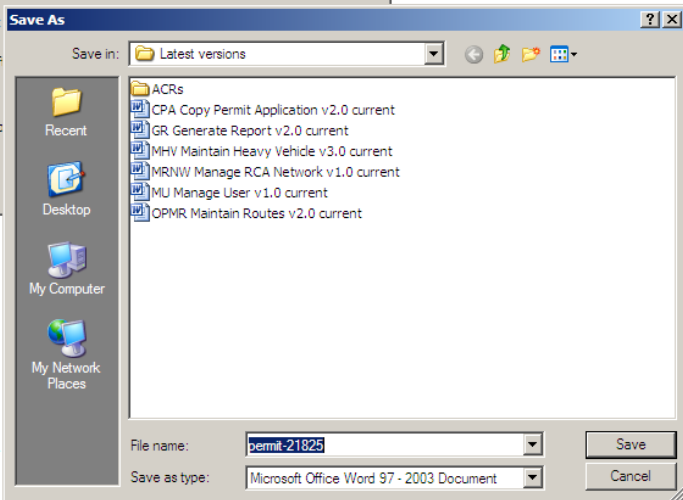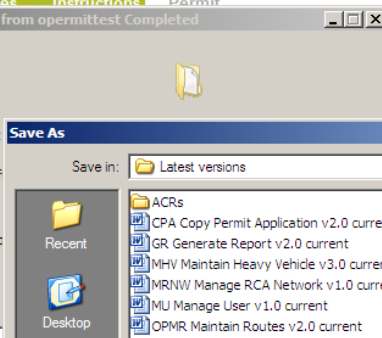
Saving permit to directory

4.5   How to do a Feasibility Study

What is a Feasibility Study?

Feasibility Studies are a permit for either an overweight vehicle or a high productivity vehicle (HPMV). The permit is not a formal document and cannot be issued to companies as legal permits.

When to do a Feasibility Study?

A feasibility study is used to test the feasibility of a vehicle configuration to meet the current road restrictions for a given route.

Feasibility Study workflow

The workflow for a feasibility study is the same as the Create Permit workflow. You can access the workflow either by selecting the Create Permit function or from the Maintain HVI function, just as if processing a permit application.

You will have logged into OPermit and have the *OPermit home* page open.

OPermit home page
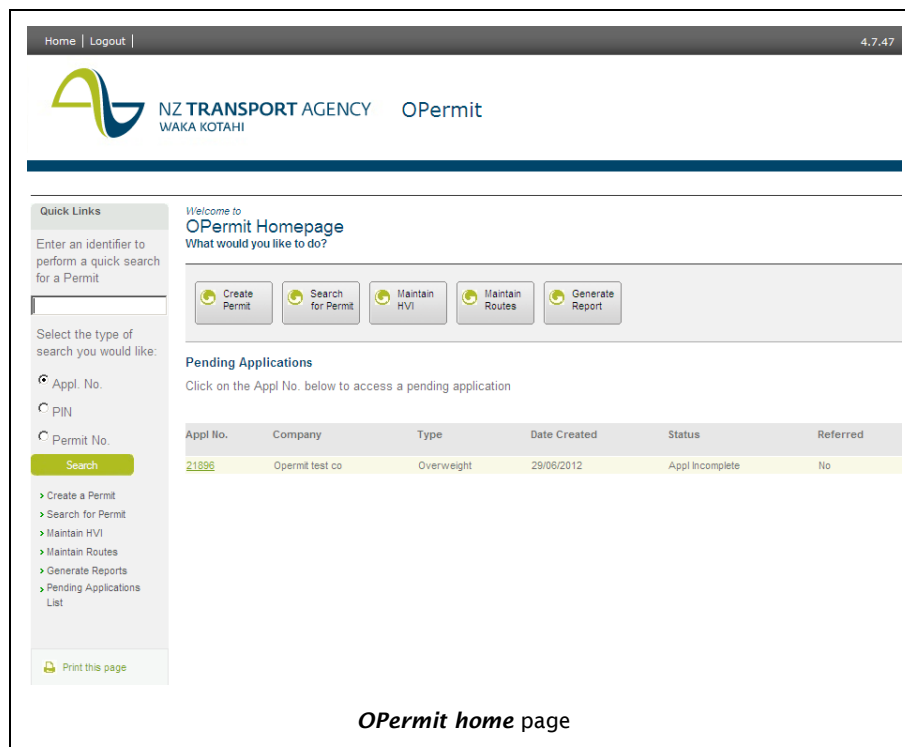
Follow these steps to complete a feasibility study for an overweight application type;

Step	Action	Result/Notes
1	Referring to section 4.4 How to use the Create a Permit workflow, complete the following steps; Step 1:Select the Create Permit Function AND Step 2:Search for and Select the Company;	You will have the *Permit details* page displayed

Permit details page

2	Referring to section 4.4 How to use the Create a Permit workflow, complete the following step; Step 3: Enter the Permit Details and make sure you tick the Feasibility Study tick box.	 Feasibility Study tick box - ticked
3	Referring to section 4.4 How to use the Create a Permit workflow, complete the following step; Step 4: Select the Vehicle. Click the [Next] button	OPermit will 1. Check the axle set types meet the axle sets rules. 2. Analyse the mass on individual axles, axle sets and combinations of axles against policy limits. 3. Analyse the Axle Index and Vehicle Parameters and check against policy limits. 4. Check the Gross Mass Unit (GMU) does not exceed the GVM for each unit in the vehicle. ⇒ Any errors or violations will display
4	IF …	THEN …

	You want to bypass OPermit performing the check to confirm the axle sets rules have been fulfilled …	⇒ Tick the 'Bypass Axle Set Checks?' tick box and click the **Next** button **Notes:** • OPermit will not do the check of the axle set types against the axle set rules. WARNING: If you have not entered correct axle set types OPermit will not provide an error message. • OPermit will still perform the checks 2-4 noted in step 3 above.
	  Bypass Axle Set Checks? Tick box	
4	**IF** …	**THEN** …
	You are processing an HPMV application type and the vehicle design you selected for the field 'Apply Vehicle Design' does not match the configuration of vehicle you selected from the HVI …	⇒ You can either; 3. not select a vehicle design; or 4. change your vehicle selection from the HVI;or 5. change the vehicle design you have selected. ⇒ Click the **Next** button again • OPermit will perform the policy checks etc. **Notes:** ⇒ The error for a vehicle mismatch will display as soon as you have made your selection of the HPVM Vehicle design in the field "Apply Vehicle Design". OPermit will perform no other policy checks until this error is corrected.

HPMV Vehicle design

Errors

Permit Details page –selected vehicle design do not match the configuraton of the vehicle selected from the HVI

5	IF …	THEN …
	The status is 'Exceeds Policy'	The tick box 'Check here ☐ to acknowledge violations and continue' will display. ⇒ Tick the tick box ⇒ Click the [Next] button You can now continue on and process the application as a feasibility study permit. **Notes**: • You do not need to correct any of the errors that caused the application to exceed policy. • A feasibility study is not a legal permit. As such it MUST NOT be issued to a company.

Errors

Status

Acknowledge violations tick box

Permit details page – showing errors and feasibility check box for acknowledging violations

6	Referring to section 4.4 How to use the Create a Permit workflow, complete the following steps;	A feasibility permit can be viewed and printed.
	Step 6: Select Route	**Notes**:
	Step 7: Review a Summary of the Application	• The Permit document will display the watermark 'Feasibility Study'.
	Step 8: Analyse the results	• This document is not a legal permit and must not be issued or sent to a company.
	Step 9: Enter and Confirm the Fees	
	Step 10: Add Permit Instructions	
	Step 11: Generate Permit	

4.6   Other Create Permit workflow activities

4.6.1.1   Review or Edit Previously Entered Data

Step	Action	Result/Notes
1	Click on a tab to display the relevant data.	**Notes:**

Notes:

- Prior to a Permit being issued you can view Company, Vehicle, Route and Summary tabs.
- After a Permit has been issued you can view Summary, Analysis, Fees, Instructions and Permit tabs - all data is displayed in **View** mode only – it cannot be changed.

Current page being viewed

Pending applications (i.e. not issued) – reviewing previously entered data

Active tabs

Current page being viewed

Issued Permits – reviewing previously entered data

4.6.1.2   Save and Close

You may decide at any time to save your application.

Step	Action	Result/Notes
1	Click the [>Save and Close] link on the Quick Links panel	OPermit saves the application data and redirects you to the OPermit Home page.

Create Permit – Save and Close

4.6.1.3 Cancel data entry

You may decide to cancel entering the application data. If you have not previously saved the application, all data will be lost and the application will not appear in your pending list. If you have previously saved the application, any changes you have made since saving it will be lost.

Step	Action	Result/Notes
1	Click the [>Return to Home] link on the Quick Links panel, or [>Home] link in the navigation breadcrumbs along the top of the page	OPermit displays the following message: • Click [OK] to close the application ⇒ OPermit redirects you to the OPermit Home page or • Click [Cancel] to cancel the action.

Home link

Return to home link

4.6.1.4 Refer an application to the Company (Putting the application on Hold)

You would put an application on Hold whenever you need to check something with the Company applying for the permit.

Step	Action	Result/Notes
1	Select the 'Referred' check box in the Quick Links panel and Click [>Save and Close] Select Click	The status will change to "Exceeds Policy – Referred" and the **OPermit Home** page will display. **Notes;** • The application is saved and assigned an application number

	TIP: Noting down the application number will help you locate the application later.

	TIP: You can print the page with the vehicle information by clicking [Print this page] in the Quick Links Panel 🖨 Print this page . This will help you to discuss the application with the Company contact person as you will have all the vehicle information and error messages at hand.
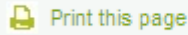
Status column

Referred column

Pending Applications

Click on the Appl No. below to access a pending application

Appl No.	Company	Type	Date Created	Status	Referred
21823	opermit test	Overweight	05/06/2012	Processing	No
21825	Fastfreight Transport Limited	Overweight	05/06/2012	Processing	No
21826	E J Reed & Co Ltd	Overweight	05/06/2012	Processing	No
21827	C J Ahrens	Overweight	05/06/2012	Appl Incomplete	No
21829	Opermit test co	Overweight	06/06/2012	Failed Analysis	No
21831	Opermit test co	Overweight	06/06/2012	Failed Analysis	No
21832	C & B Transport 2010 Ltd	Overweight	06/06/2012	Failed Analysis	No
21833	C & B Transport 2010 Ltd	Overweight	06/06/2012	Failed Analysis	No
21851	Opermit test co	Overweight	11/06/2012	Exceeds Policy	Yes
21852	Opermit test co	Overweight	11/06/2012	Exceeds Policy	Yes

OPermit Home page – pending applications list

4.6.1.5 Removing an Application from Hold

To remove applications from Hold do the following;

Starting from this page:

OPermit Home page

Step	Action	Result/Notes
1	Click the Appln. No. for the application you wish to remove the hold from	The Search for Company page will display. ⇒ The Company the application is for will be populated as the Company name

Click the Appln. No	**Pending Applications** Click on the Appl No. below to access a pending application	

Appl No.	Company	Type	Date Created	Status	Referred
21888	opermit test	Overweight	21/06/2012	Failed Analysis	No
21889	T Croft Limited	Overweight	21/06/2012	Appl Incomplete	No
21890	Opermit test co	Overweight	21/06/2012	Exceeds Policy	Yes

2	Click the [Referred] tick box to remove the tick	**Notes**: • The application is no longer referred. • The application status is still 'Exceeds Policy' • You will need to select **Next** to move through each page until you get to the ***Vehicle Axles*** page and can correct the input.
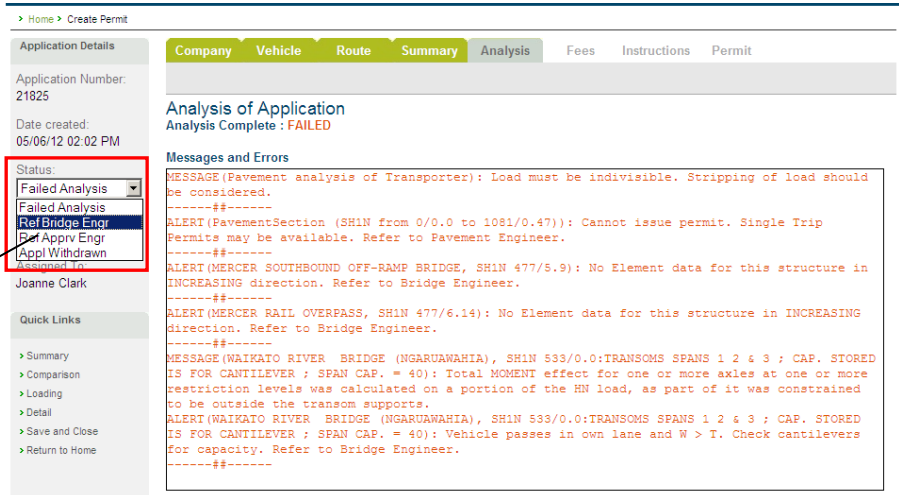
4.6.1.6 Change status of application to refer it to an expert

You may decide that expert analysis of the application will be required by an Bridge Engineer or a Approving engineer. You should change the status of the application to reflect this decision.

Follow these steps to change the status.

Step	Action	Result/Notes
1	Select the appropriate status from the drop-down box in the Quick Links panel.	**Notes:** Referral statuses are: • Ref Apprv Engineer = Referred to Pavement Approving Engineer • Ref Bridge Engineer = Referred to Bridge Engineer

Create Permit – Select new status

2	Optionally, add comments regarding the referral into the Comments box.	**Note:** This is highly recommended to keep track of actions, responses and information.

| 3 | Click the [>Save and Close] link in the Quick Links panel. | OPermit saves the application to your Pending Applications list.

Note:
You can come back later to make any recommended changes to the application data. |

4.6.1.7 Withdraw an application
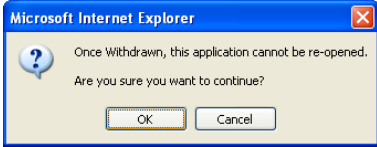
From time to time you may need to withdraw an application. If the application has an application number it can be withdrawn, else the PIO can just cause to cancel and all entered data will be lost. If the application has been previously saved or "issued" it can no longer be withdrawn, it has to be cancelled.

This may be for a variety of reasons such as:

1. The vehicle for which the permit is being created has been damaged.

2. The company for which the permit was to be issued is no longer in operation.

3. The company has requested the application be withdrawn.

4. The attempt to input data supplied by company was unsuccessful and was agreed to be removed.

Locate the permit you wish to withdraw. Refer to Chapter 6 Search for a Permit/Application for how to do this.

Open the permit and follow these steps to withdraw a permit.
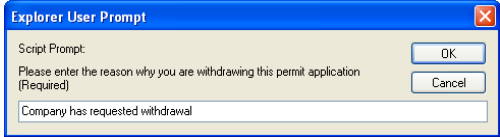
Step	Action	Result/Notes
1	From the Status drop-down box select "Appl Withdrawn".	OPermit will display the following message: Microsoft Internet Explorer Once Withdrawn, this application cannot be re-opened. Are you sure you want to continue? OK Cancel • Click [OK] to withdraw the application; or • Click [Cancel] to cancel the action.

Withdraw application – change status

2	IF…you…	THEN…
	Click [OK]…	• A dialog box will display requesting you enter a reason for withdrawing the application. **Note:** **This is recorded for audit purposes.** • Enter a reason in the space provided, for example: ABC Transport, John Smith, advised the Permit was no longer required as another Company has retained the business • Click [OK] to continue. ⇒ The application will no longer display on your pending applications list.

4.6.1.8   **Cancel an issued permit**
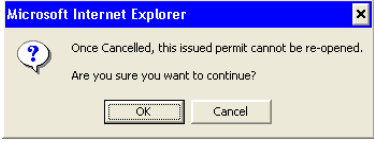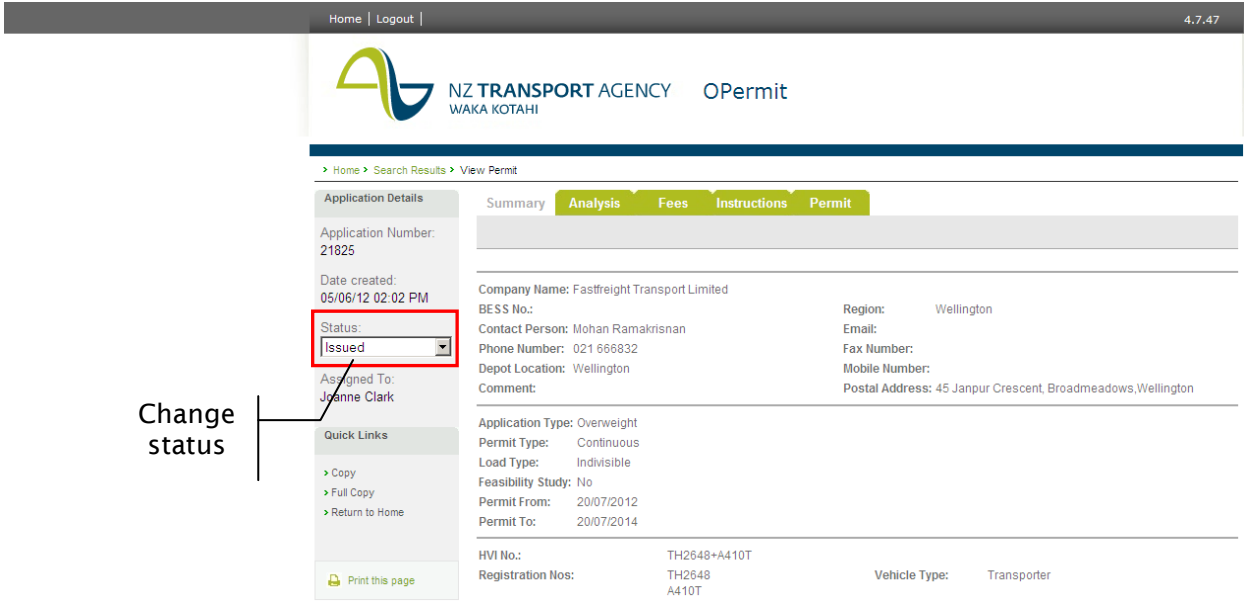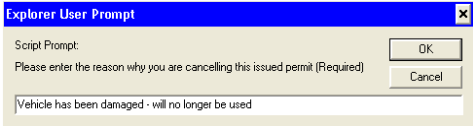
From time to time you may need to cancel an issued permit. This may be for a variety of reasons – for example:

1.   The vehicle for which the permit was issued has been damaged.

2.   The company for which the permit was issued is no longer in operation.

3.   An error was made with the permit and it needs to be re-issued.

4. Details provided were found to be incorrect.

5. Bridge/ Highway details have changed which now invalidate the permit

Locate the permit you wish to cancel. Refer to Chapter 6 Search for a Permit/Application for how to do this.

Open the permit and follow these steps to cancel a permit.

Step	Action	Result/Notes
1	From the Status drop-down box select "Permit Cancelled".	OPermit will display the following message: - Click [OK] to cancel the permit; or - Click [Cancel] to cancel the action.
2	**IF…you…**	**THEN…**
	Click [OK]…	- A dialog box will display requesting you enter a reason for withdrawing the application. **Note:** This is recorded for audit purposes. - Enter a reason in the space provided, for example: - ABC Ltd is no longer operating as advised by Sam Jones. - Click [OK] to continue.

4.6.1.9 Copy an application/issued permit

OPermit provides you with the ability to copy an application or issued permit.

Important note:
You can only copy applications in your default region that do not have a status of "Appln Incomplete", or issued permits.

Locate the permit you wish to copy. Refer to Chapter 6 Search for a Permit/Application for how to do this.

Follow these steps to copy a permit.

Step	Action	Result/Notes
1	From the search results list of Permits, select the Permit you wish to copy and click the [>Copy] or [>Full Copy] link.	OPermit will display a warning message to check the data carefully.

Search Results panel

Select Permit

Copy links

Search for Permit Application page – Select and copy

Copy Summary page - Copy warning message

2	Click the [Next] button to progress to the next page.	**Note**: • The new application created can now be edited; the previous information is pulled through to make the re-creation process simpler and quicker. All previous rules and processes apply. The original application / permit copied is totally unaffected. • If application date is in the past. It has to be brought forward to today.

5. Chapter 5: How to Use the Analysis Report Screens

This section explains how to use the Analysis report screens. You will use the Report screens as part of the Create Permit process when you need extra detail on the analysis or are referring the application and analysis outcome to an engineer. You may wish to;

1. Search for, view and filter a report

2. Copy/paste report data

3. Produce a PDF report

4. Export report data to a csv file

The report screens have been provided so that you may view the report details on-screen in an interactive format. The following screenshot shows an example of one of these reports.

Report screen

The following points should be noted with regards to all of the report screens:

1. The top section of the screen displays the report header including the report title, the current date and time, the Permit application number and the Schema Version. The Schema Version relates to the format of the reporting data extracted from the analysis database for the reporting system. If the reporting system does not recognise the schema version a warning message will be displayed. This is to alert the system users to the fact that the reporting system might need to be updated in line with changes to the analysis database.

2. The report section tabs allow you to view various sections of the report. By clicking on the hyperlink in any tab you will be able to view the associated report section.

3. The report screens can be displayed in maximized windows or 'floating' windows. When the windows are resized the report elements will be resized and repositioned accordingly.

4. You can use the keyboard shortcut Ctrl++ to increase the font size, or Ctrl+- to decrease the font size.

5. You can copy entire reports or sections of reports and paste the details into programs such as MS Word or MS Excel.

6. All Reports have a 'PDF Reports' tab which allow you to produce and save PDF versions of the reports.

7. All Reports can be exported to a CSV file

5.1.1.1 Copying and Pasting Report Data

- If you want to copy and paste details from a report screen to a **Word Document** then follow these steps:

Step	Action	Result/Notes
1	Open the report, if required.	
2	IF…	THEN…
a)	You want to copy the entire report…	1. Right-click on the screen and select 'Select All' from the shortcut menu. ⇒ This will select all the text on the screen. 2. Right-click again anywhere on the selected text and select 'Copy' from the shortcut menu. ⇒ This will copy the screen information to the clipboard. 3. Open a new blank Word Document and paste the data into the new document. **Note:** • The data from all tabs has been copied to the new document. 'Select All' selects all of the data in each tab, not just the active tab.
b)	You want to copy a section of the report…	1. Click and drag on the screen to highlight the text you want to copy. 2. Right-click again anywhere on the selected text and select 'Copy' from the shortcut menu. ⇒ This will copy the selected information to the clipboard. 3. Open a new blank Word Document and paste the data into the new document. ⇒ This time only the text you selected will be copied to the document.

- If you want to copy and paste details from a report screen to an **Excel Workbook** then follow these steps:

Step	Action	Result/Notes
1	Open the report, if required.	
2	IF…	THEN…

a)	You want to copy the entire report…	1. Right-click on the screen and select 'Select All' from the shortcut menu. ⇒ This will select all the text on the screen. 2. Right-click again anywhere on the selected text and select 'Copy' from the shortcut menu. ⇒ This will copy the screen information to the clipboard. 3. Open a new blank Excel Workbook and paste the data into the new workbook. **Notes**: • The data from all tabs has been copied to the new workbook. 'Select All' selects all of the data in each tab, not just the active tab. • Pasting results into Excel in this way can have varying results, and you may need to apply formats to the data to make it more readable.
	☞ **TIP:** Instead of pasting the data you can also use the 'Paste Special' command to paste the data – this will allow you to choose the format for pasting the data.	
b)	To copy a section of the report…	1. Click and drag on the screen to highlight the text you want to copy. 2. Right-click again anywhere on the selected text and select 'Copy' from the shortcut menu. ⇒ This will copy the selected information to the clipboard. 3. Open a new blank Excel Workbook and paste the data into the new workbook. ⇒ This time only the text you selected will be copied to the workbook.

5.1.1.2 Producing PDF Reports

All Report screens have a PDF Reports tab which allows you to produce full PDF reports (which contain all of the details from the report) or filtered PDF reports (where you can choose which sections/details to include).

The following screen shot displays the PDF Reports tab for the Pavement Loading Report.

PDF Reports Tab
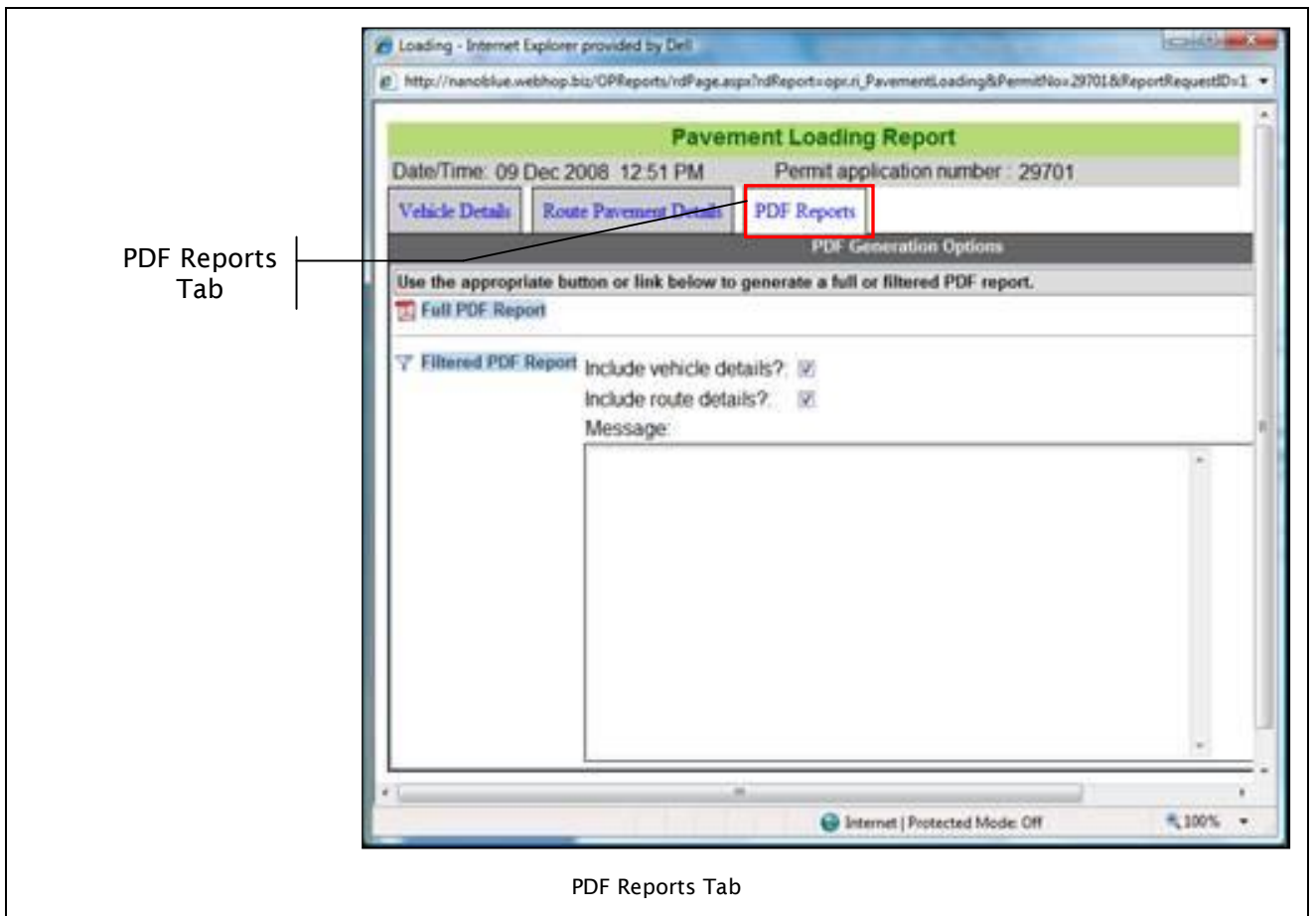
PDF Reports Tab

To produce PDF reports follow these steps:

- Create the report:

Step	Action	Result/Notes
1	Open the report if required.	
2	Click on the PDF Reports tab to activate the tab.	The PDF Reports tab will be activated, displaying hyperlinks for creating full PDF reports or filtered PDF reports.
3	To produce a full report, click on the ![pdf icon] button or the **Full PDF Report** hyperlink.	A PDF report should be generated and displayed in a new window. **Note:** These reports can take some time to be produced, depending on the amount of data included in the permit application.
4	When the report is displayed, the Adobe Reader toolbar should also be displayed.	This allows you to save and print the file.
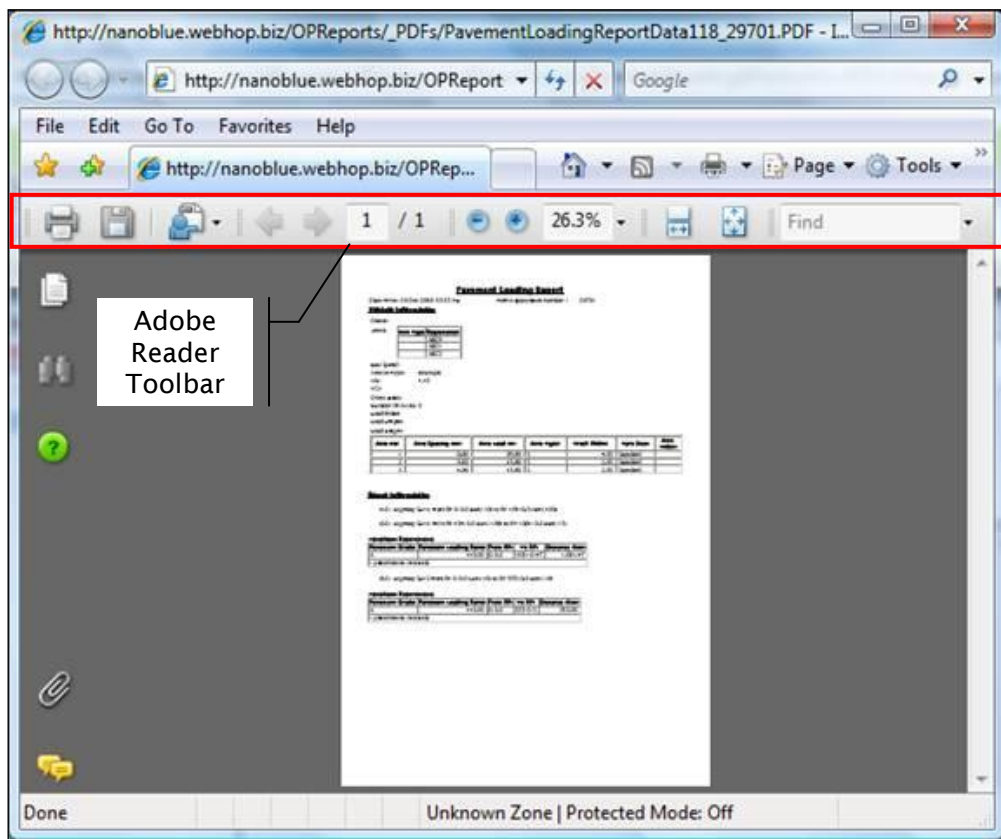
PDF Reports tab

5.1.1.3 Exporting Analysis Reports to csv (Comma Separated Value) format

If you want to export the reports into a csv file do the following steps;

Step	Action	Result/Notes
1	Open the report required.	
2	Click on the ⊞ in the top, left hand corner of the report. (It's located just left of the Date/Time)	OPermit will open the Reports Development System in a separate, floating, window.

Pavement Loading Report

Date/Time: 18 Jun 2012 1:38:20 PM   Permit application number : 21825   Schema Version: 1

Vehicle Details | Route Pavement Details | Pavement Messages | PDF Reports

Vehicle Information

Owner: Fastfreight Transport Limited

Units:

Unit Type	Registration
Tractor	TH2648
Trailer	A410T

Max Speed: 90

Vehicle Type: Transporter

VAI: 1.30

VGI: 1.170

Gross Mass: 42.00

Number Of Axles: 6

Load Width: 2.00

Load Length:

Load Height: 4.00

Axle No:	Axle Spacing (m):	Axle Load (t):	Axle Type:	Track Width:	Tyre Size:	Axle Index:
1	0.000	7.00	S	2.150	Standard	1.30
2	3.600	7.00	T	1.900	Standard	0.95
3	1.350	7.00	T	1.900	Standard	0.95
4	4.000	7.00	T	1.900	Standard	1.06
5	1.500	7.00	T	1.900	Standard	1.06
6	1.500	7.00	T	1.900	Standard	1.06

Click to export the Report to a csv file

OPermit Reports Development System

Datasets in PavementLoadingReportData34530_21513.xml

Type All   Bridge All   Exclude Empty Datasets?   Apply

Type	ID	Entries
PermitAndVehicleDetails	1	1
Registrations	1	2
Axles	1	6
PavementSummary	1	1
PavementRouteSections	1	1
SectionPavement	SH1N	1

Opermit Reports Development System – Pavement Loading Report

3	Select the data set you want to export to csv by clicking on the appropriate link from the table listing the types of data sets available	Opermit will open another floating window with a link to allow you to export the data to a csv file.

Type	ID	Entries
PermitAndVehicleDetails	1	1
Registrations	1	2
Axles	1	6
PavementSummary	1	1
PavementRouteSections	1	1
SectionPavement	SH1N	1

☞ **TIP:** You can filter the links in the table by by selecting from the Type drop down list and Bridge drop down list and clicking Apply button.

☞ **TIP:** You can choose to include any empty data sets by selecting the Exclude Empty Datasets? ☑ tickbox.

OPermit Reports Development System

Export to CSV

Entries for Dataset PavementSummary[1] in
PavementLoadingReportData34530_21513.xml

TotalPavementsChecked	PavementMessages	PavementMessagesLen
1	Cannot issue permit. Single Trip Permits may be available. 	63

Export to CSV screen – Pavement Loading Report; Pavement Summary Data

4	Clck on the Export to CSV link	You will be asked if you wish to open of save this file.
		Click open
		An excel spreadsheet will open with the data populated as a flat file.
		You can send this to Regional Bridge Consultants if they request the data in this format.
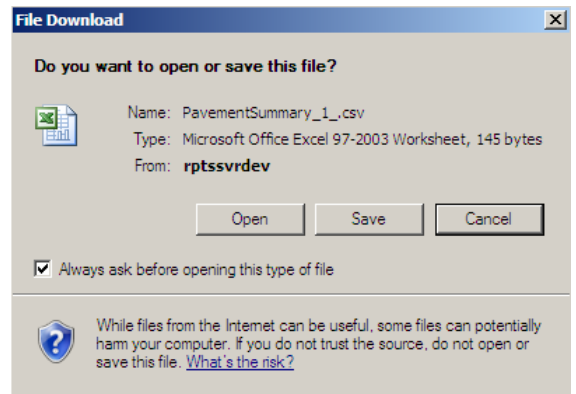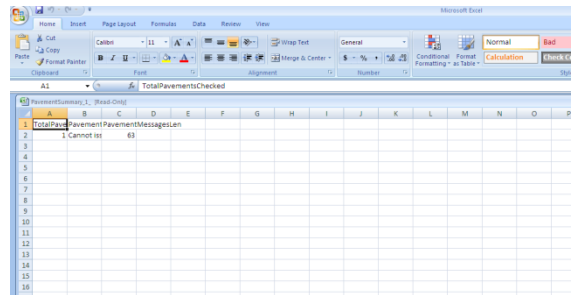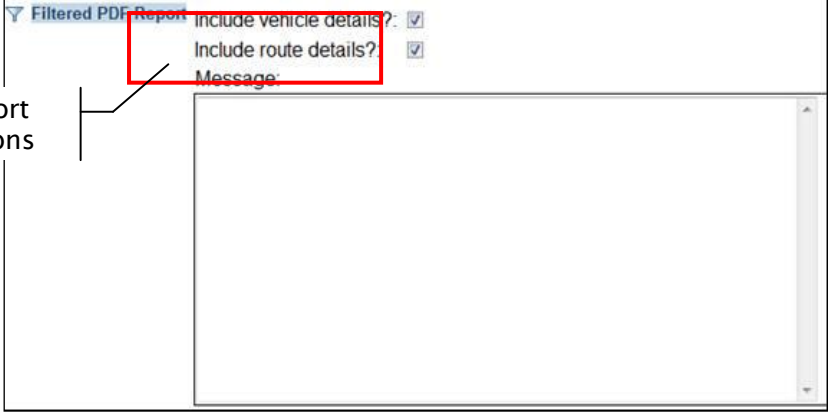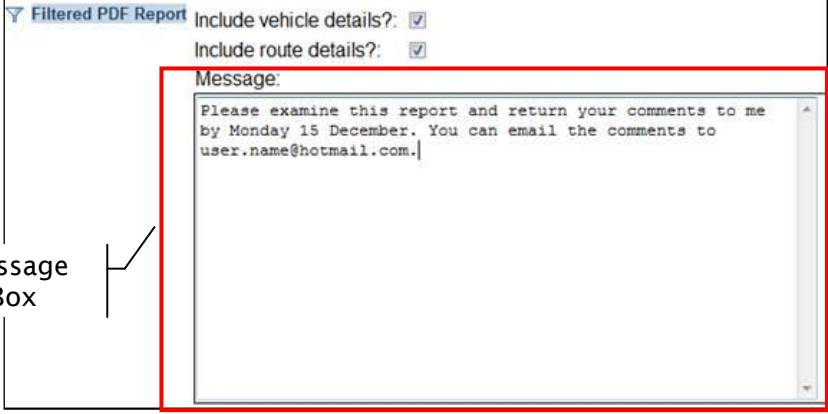
- Filter the report (optional).

  You may wish to filter the report before printing or saving it. To do this, follow these steps:

Step	Action	Result/Notes
1	Specify which sections you want to include in the report by placing your cursor over any of the checkboxes and clicking to select or deselect the box.	**Note:** The options will vary depending on the current report screen. The following screenshot displays the options for the Pavement Loading report.

PDF Reports – Pavement Loading report: selecting sections to include in report

Step	Action	Result/Notes
2	You can include a specific message with the report by type this into the Message Box.	**Note:** The message will be displayed on the first page of the report.

PDF Reports – Adding message to filtered report

Step	Action	Result/Notes
3	Once you have selected the details you want to include and entered any appropriate messages, click on the ⧨ button or **Filtered PDF Report** hyperlink to generate the report.	A PDF report should be generated and displayed in a new window. **Note:** These reports can take some time to be produced, depending on the amount of data included in the permit application.

4	When the report is displayed, The first page of the report will display the options you selected and your custom message (if any) as shown below.	Note: The Adobe Reader toolbar should also be displayed. This allows you to save and print the file, as shown above.

PDF Reports – Front page of report

- Production of reports for a large number of bridges

For reports that show bridges – ie the Summary, Element Comparison and Detail Reports – then where there are a larger number of bridges report production can take many minutes. In these cases the reporting system will initiate production of the report as a batch job. Whilst the batch job is being run, the user interface will show the progress of the batch job on a status page. This page automatically updates every 15 seconds. Once the report is completed the PDF file will be opened in the browser window as usual. The figure below shows the layout of the batch report status page.

Batch Report Status Page

- <u>Printing and/or saving the report</u>

1	IF…**you wish to**…	THEN…
a)	Save a copy of the PDF report…	Click on the 💾 button in the Adobe Reader toolbar. • You will be prompted to specify a location and filename for the file.
b)	To print a copy of the PDF report…	Click on the 🖨 button in the Adobe Reader toolbar. • The Print dialog box will allow you to specify all of the printing options.

5.1.1.4 Using the Paging Controls for Long Reports

Some reports produce many pages of information. For example, the Element Comparison Report – Bridges Results tab may contain records for dozens or hundreds of bridges. A paging control is included in these report screens so that you can easily view the records.

The paging controls are described below. *Note, depending on your workstation and network performance there may be a second or so delay when changing pages.*

Control	What happens when I click this?
≪	Go to the first page
‹	Go to the previous page
Page 1 of 23	Displays current page number and total number of pages in report, also allows you to type in a specific page number to go to
›	Go to the next page
≫	Go to the last page

To view these controls follow these steps:

Step	Action	Result/Notes
1	If required, open the report.	
2	Click on the Bridges Details tab to view the report.	The report is displayed.
3	IF…	THEN…

	A report has many bridges included…	This screen has a paging control which allows you to view different pages of the report as shown below.
		Note:
		The paging controls will only be displayed if there is more than one page in the report. If there is only one page of information then they will not be displayed
	PDF Reports – Paging controls	
	Note: Whenever you produce a PDF report, all pages will be included regardless of which page you are currently viewing on the screen.	
4	**IF…you wish to…**	**THEN…**
a)	View all of the pages in a sequential order…	Click on the ⊙ button. ⇒ The next page will be displayed.
b)	Move backwards through a report…	Click on the ⊙ button. ⇒ The previous page will be displayed.
c)	Move directly to the last page in a report…	Click on the ⊙ button. ⇒ The last page will be displayed
d)	Move directly to the first page in a report…	Click on the ⊙ button. ⇒ The first page will be displayed
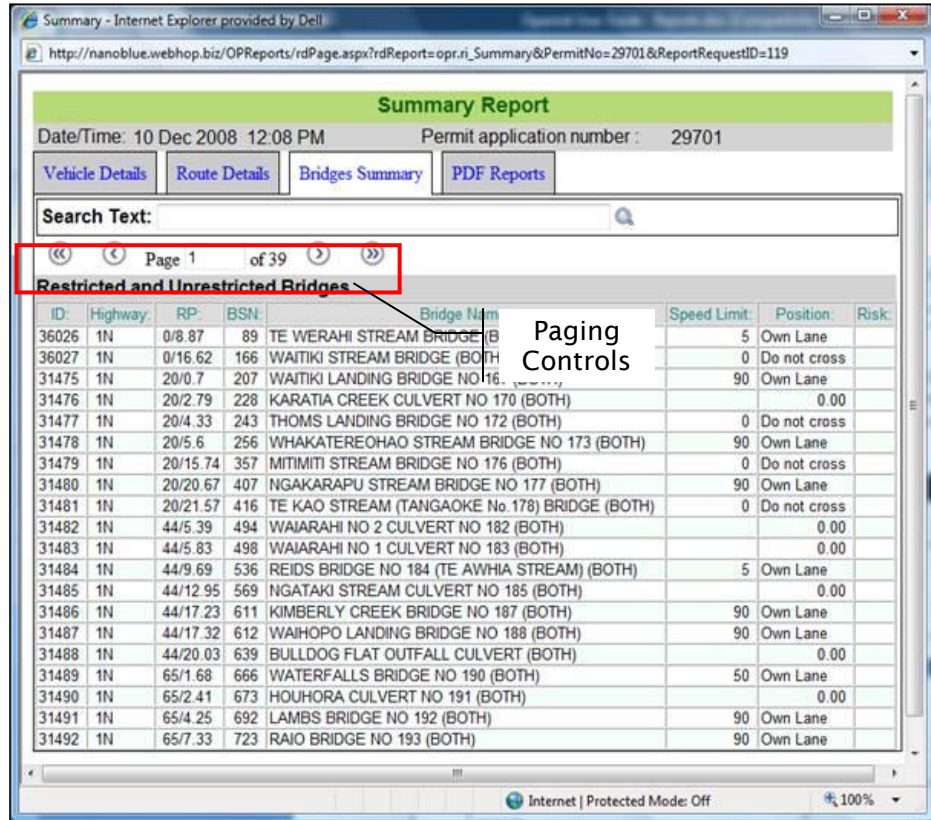
e)	Move directly to a specific page…	• Type the number of the page into the page number box ![Page 1 of 23] • Press [Enter]. ⇒ The appropriate page will be displayed.

5.1.1.5 Filtering and Searching for Text

Some reports may include dozens or hundreds of related records. For example, the Element Comparison Report – Bridges Results tab may have many records for large reports.

PDF Reports – Search controls

PDF Reports – Filter controls

In order to view only the specific records you want, filtering and searching controls have been added to the report screen.

To view these controls follow these steps:

Step	Action	Result/Notes
1	If required, open the report.	
2	Click on the Bridges Results tab to view the report.	This screen includes a search text control and a 'Filtered View X' button. **Note:** The first time the Element Comparisons report is opened a filter has already been applied to display only bridges with restrictions.

Search text and filter button

Report screen
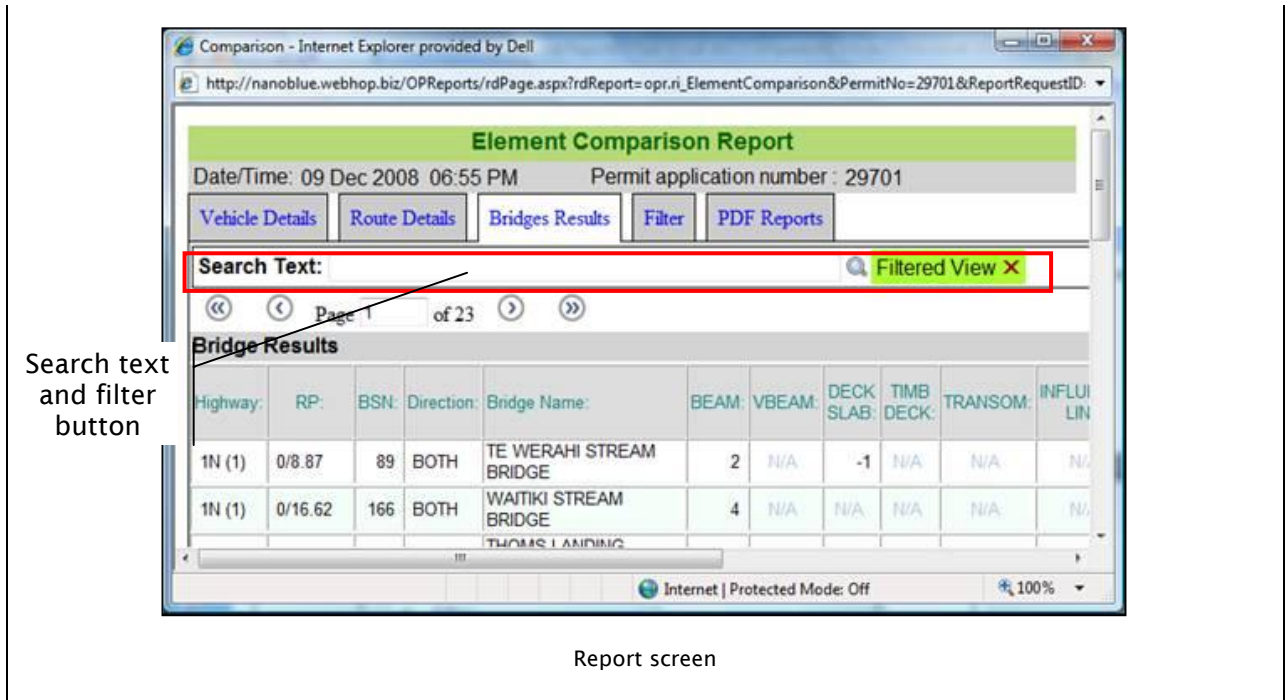
5.1.1.6 Searching functions

Use the search text box if you want to search all of the results for a particular word or phrase then you can. This is described below.

Note: You can search for a specific word or phrase, however the results will only contain records where an exact match, ignoring letter case, was found for the text you have typed.

Enter your search text here   Click here to search the bridges

Search Text: TE KAO

Click here to clear the bridges search text (button only appears after you have performed a search)
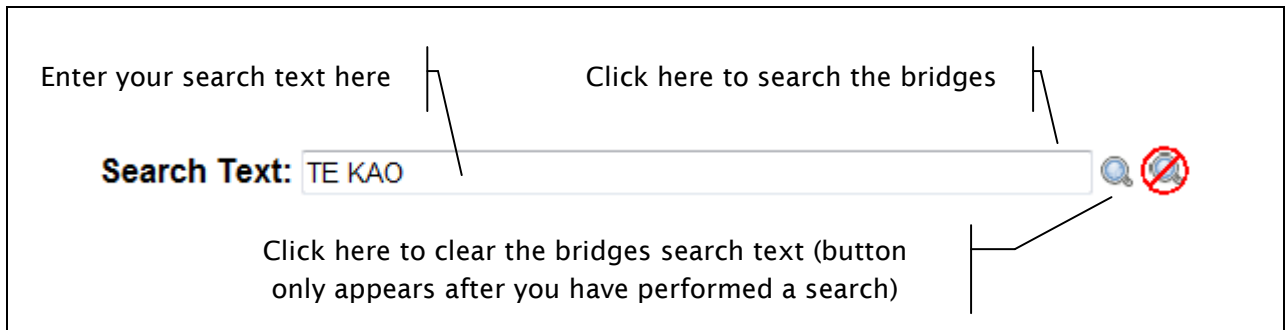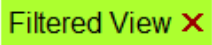
Follow these steps to use the Search functions

Step	Action	Result/Notes
1	IF…**you wish to**…	THEN…

a)	Search the Bridges Results for a specific piece of text…	- Enter the text in the 'Search Text:' box. - Click on the magnifying glass button to perform your search. ⇒ The Bridges list will be filtered to only include those rows matching your search text. ⇒ If no matching rows were found then none will be displayed. **Note:** The Clear Search Text button will also appear on the screen.
b)	Clear your search…	Click on the Clear Search Text button. ⇒ The Bridges Results list will now contain all rows matching the current filter, the Search Text box will be empty and the Clear Search Text button will disappear.
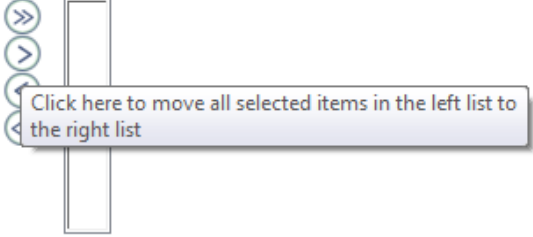
5.1.1.7   Filtered view

If a filter has been applied to the data then the Bridges Results screen will display the Filtered View button.

Step	Action	Result/Notes
1	To clear the filter, click on the X in this button. Filtered View ✕	The Bridges Results list will now contain all rows in the report, the Filtered View button will disappear and if you check the Filter tab you will see that all of the filter details have been cleared. **Note:** If you have used the search text controls to filter the data then the 'Search Text' filter will still be in effect.

Follow these steps to use the Filter Controls.

Step	Action	Result/Notes
1	**Populate the lists** as follows:	

	IF…you wish to…	THEN…
a)	Move all of the items to the right list…	Click on the ⟫ button. ⇒ The list on the left will be empty ⇒ The list on the right will contain all items.
b)	Move all of the items to the left list…	Click on the ⟪ button. ⇒ The list on the right will be empty, ⇒ The list on the left will contain all items.
c)	Move a single item from the left list to the right list…	• Select the item • Click on the ⟩ button. **Note:** You can also do this by double-clicking on the item.
d)	Move a single item from the right list to the left list…	• Select the item • Click on the ⟨ button. **Note:** You can also do this by double-clicking on the item.
e)	Move several contiguous items from one list to another…	• Select the first item • Hold down the Shift key and select the last item. • Click on the ⟩ or ⟨ button. ⇒ All of the selected items will be moved to the other list.

Critical Restrictions:

20 km/h Own Lane
50 km/h Own Lane
Crawl Central
Crawl Own Lane
Do Not Cross
Missing Value
Unrestricted

Click here to move all selected items in the left list to the right list

Moving contiguous items

f)	Move several non-contiguous items from one list to another…	• Select the first item • Hold down the Ctrl key and select the other items. • Click on the ⟩ or the ⟨ button. ⇒ All of the selected items will be moved to the other list.

Critical Restrictions:

20 km/h Own Lane
50 km/h Own Lane
Crawl Central
Crawl Own Lane
Do Not Cross
Missing Value
Unrestricted

Click here to move all selected items in the left list to the right list
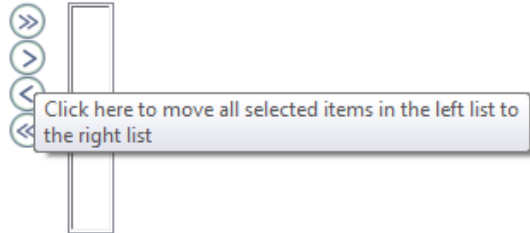
Moving non-contiguous items

2	**Apply the filter** When you have selected the items you want to filter on, click on the Apply button. Apply	You should see the following results: • The screen is cleared and an 'Applying the Filter...' message appears • The report is re-created on the screen and the Bridges Results tab is activated • The list of bridges only includes those that match your criteria • The 'Filtered View X' button is displayed
3	**Clear the filter** To clear a filter, activate the Filter tab and click on the **Clear Filter** button.	You should see the following results: • The screen is cleared and a 'Clearing the Filter...' message appears • The report is re-created on the screen and the Bridges Results tab is activated • The list of bridges includes all items • The 'Filtered View X' button is not displayed **Note:** This is exactly the same as using the **Filtered View X** button on the Bridges Index tab.
4	**Default Filter** To apply the default filter and show the Restricted Bridges, click on the **Restricted Bridges** button in the Filter tab.	**Notes:** 1. This is the default filter that is first applied when this report is displayed. 2. The filter settings are displayed below, but remember that the options displayed will depend on the restrictions and errors found for the bridges in the data.

Critical Restrictions:

Unrestricted

20 km/h Own Lane
50 km/h Own Lane
Crawl Central
Crawl Own Lane
Do Not Cross
Missing Value

Critical Restriction Error:

No error
Refer to bridge consultant
Refer to system administrator

Default filter control

5	**Clear all filter settings** To clear all filter settings: i) Click on the Clear Search Text button in the Bridges Results screen if it is visible (if not then no Search Text filter is applied). ii) Click on the X in the Filtered View ✗ button in the Bridges Results screen if it is visible (if not then no filter is applied).	You will now be viewing all of the data for the report, not a filtered set of records.

5.1.1.8 Combining the Filter Controls and Search Text Controls

You can use a combination of the Filter settings and the Search Text controls to filter the Bridges Results records.

Note: Remember that the Search Text will only find records in the data set returned by the filter, and the filter options lists will only be populated from the records found by the Search Text. A sample result is shown below.
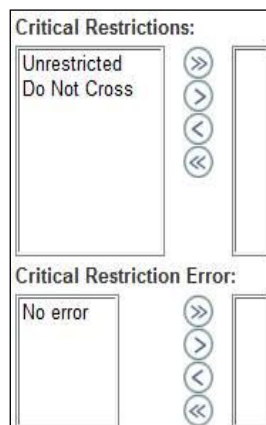
Report screen

Notes:

1. This screenshot demonstrates the result of using a Search Text filter and the Filter screen at the same time.
   ⇒ A search was performed using the text 'Waitiki', then the filter was cleared.
   ⇒ After clearing the filter, only a few options were available.
2. Why is this? This is because the bridges found by the search for 'Waitiki' only had restrictions of 'Unrestricted' and 'Do Not Cross' and no errors were present. Therefore, these are the only items that can be used for further filtering the results.

General notes:

1. Whenever a full PDF report is produced, all of the bridges will always be included regardless of any Search Text or Filters you have applied.
2. Whenever a filtered PDF report is produced, if you include the Bridge Details section then only records that match the current filter and any Search Text will be included. This is useful if you want to send a report to an engineer that has been specifically filtered for them. The current filter will be shown on the first page of the report and the Search Text will be displayed at the beginning of the Bridge Details section.

5.2   Pavement Loading Report

The Pavement Loading Report (formerly named the Loading Report) is a report displaying vehicle, route data and pavement results. This report can be used to escalate a Permit Application to a Pavement Engineer for evaluation. This report contains the following tabs:

- Vehicle Details: displays the Vehicle Information report
- Route Pavement Details: displays the Route Information report including pavement restrictions
- PDF Reports: allows PDF reports to be generated

The following screenshot shows the Pavement Loading Report with the Route Pavement Details tab activated.
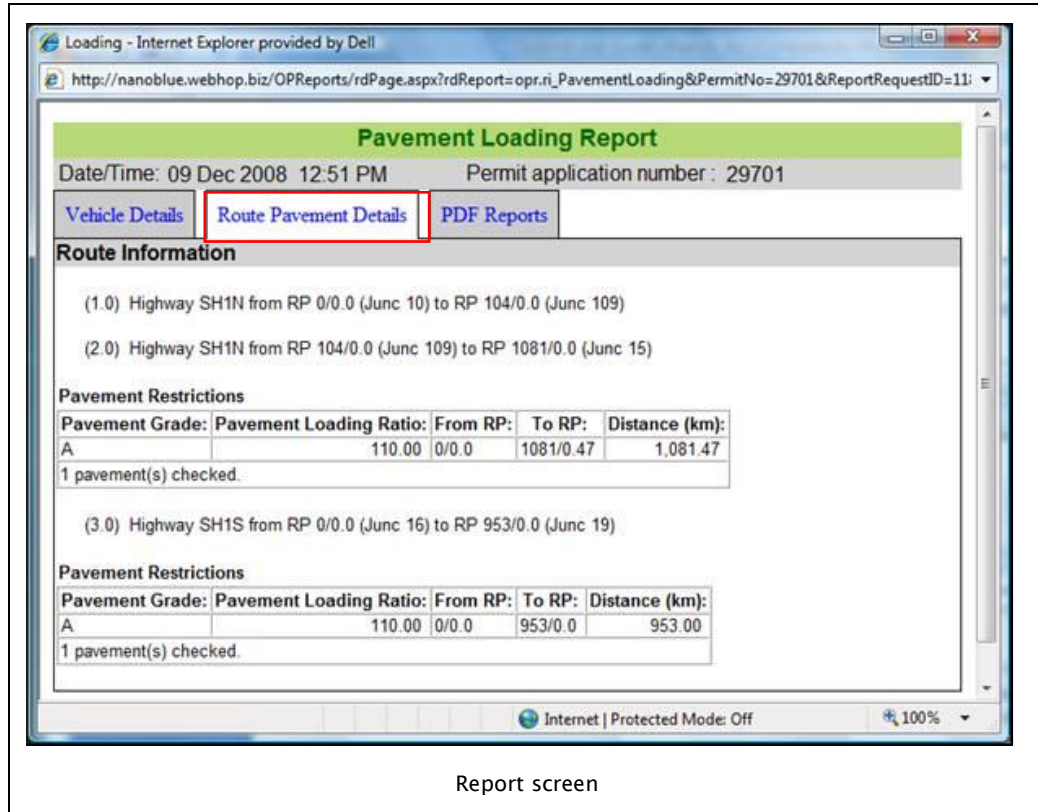
Report screen

To use this report follow these steps:

Step	Action	Result/Notes
1	If required open the Pavement Loading Report.	
2	Click on the Vehicle Details tab to view the report.	
3	Click on the Route Pavement Details tab to view the report.	
4	Click on the PDF Reports tab.	You can use the links/settings in this screen to produce PDF reports.

5.3   Element Comparison Report

The Element Comparison Report (formerly the Process Report) is a report displaying the vehicle, axle, route, bridge and element information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation. This report contains the following tabs:

- Vehicle Details: displays the Vehicle Information report
- Route Details: displays the Route Data report
- Bridges Results: displays the Bridge Results report
- Filter: allows you to apply filters to the Bridge Results report
- PDF Reports: allows PDF reports to be generated

To use this report follow these steps:

Step	Action	Result/Notes
1	If required open the Element Comparison Report.	
2	Click on the Vehicle Details tab to view the report.	
3	Click on the Route Details tab to view the report.	
4	Click on the Bridges Details tab to view the report.	This screen has a number of controls which allow you to filter the data and view different pages of the report: • A Search Text box • Paging Controls • Filter tab **Note:** • The first time this report is opened a filter has already been applied to display only bridges with restrictions. • For full details of using the search, paging and filter controls refer to the previous sections of this document.
5	Click on the Filter tab to view the filtering controls.	These controls allow you to filter the list based on Critical Restrictions and Critical Restriction Errors. **Note:** • Critical Restriction Errors are errors related to individual bridges which prevent the data for the bridge being displayed correctly in the report, e.g.: missing data. • For full details of using the filter screen refer to the previous section of this document.
6	The PDF Filter tab can be used to produce the PDF reports. To produce a full PDF report, click on the Full PDF Report hyperlink.	**Note:** When the full PDF report is produced, all of the bridges will always be included regardless of any Search Text or Filters you have applied.

7	To produce a filtered PDF report, select the sections you want to include and click on the Filtered PDF Report Hyperlink.	**Notes:** • When the filtered PDF report is produced, if you include the Bridge Details section then only records that match the current filter and any Search Text will be included. This is useful if you want to send a report to an engineer that has been specifically filtered for them. • The current filter will be shown on the first page of the report and the Search Text will be displayed at the beginning of the Bridge Details section.

5.4   Summary Report

The Summary Report is a report displaying vehicle, axle, route and bridge information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation. This report contains the following tabs:

- Vehicle Details: displays the Vehicle Information report
- Route Details: displays the Route Data report
- Bridges Summary: displays the Bridge Summary report
- PDF Reports: allows PDF reports to be generated

To use this report follow these steps:

Step	Action	Result/Notes
1	If required open the Summary Report.	
2	Click on the Vehicle Details tab to view the report.	
3	Click on the Route Details tab to view the report.	
4	Click on the Bridges Summary tab to view the report.	This screen has a number of controls which allow you to filter the data and view different pages of the report: • A Search Text box • Paging Controls **Notes:** • No filter controls are included in this screen. • For full details of using the search and paging controls refer to the previous sections of this document.
5	The PDF Filter tab can be used to produce the PDF reports. To produce a full PDF report, click on the Full PDF Report hyperlink.	**Note:** When the full PDF report is produced, all of the bridges will always be included regardless of any Search Text you have applied.

6	To produce a filtered PDF report, select the sections you want to include and click on the Filtered PDF Report Hyperlink.	**Notes:** • When the filtered PDF report is produced, if you include the Bridge Details section then only records that match the Search Text will be included. This is useful if you want to send a report to an engineer that has been specifically filtered for them. • The Search Text will be displayed at the beginning of the Bridge Details section.

5.5   Detail Report

The Detail Report is a report displaying vehicle, axle, route, bridge, and element information. This report can be used to escalate a Permit Application to a Bridge Engineer for evaluation. This report contains the following tabs:

- Vehicle Details: displays the Vehicle Information report
- Route Details: displays the Route Data report
- Bridges Index: displays the Bridges Index report and provides access to the Bridge Details report with element details
- Filter: allows you to apply filters to the Bridges Index report
- PDF Reports: allows PDF reports to be generated

This report screen also provides access to the Bridge Details report screen via hyperlinks on the Bridges Index tab. The Bridge Details screen contains the following tabs:

- Bridge Details: details of the specific bridge being viewed
- Elements: details of the bridge elements, e.g.: Beams, Influence Lines, Vbeams, etc
- PDF Reports: allows PDF reports to be generated

a.   Detail Report

To use the Detail report, follow these steps:

Step	Action	Result/Notes
1	If required, open the Details Report.	
2	Click on the Vehicle Details tab.	The vehicle details are shown.
3	Click on the Route Details tab.	The route details are shown.
4	Click on the Bridges Index tab to view the bridge details.	This screen has a number of controls which allow you to filter the data and view the table pages. • A Search Text box • Paging Controls • Filter tab **Note:** For full details of using the search, paging and filter controls refer to the previous sections of this document.

5	Click on the Filter tab to view the screen.	This screen allows you to filter on the following fields: • Critical Restrictions • Bridge Analysis Failure Reason • Include Elements Not Applicable to Direction of Travel? (Yes/No) **Notes:** • Although the filter options in this screen are different to those previously described, the screen still functions in a similar way. • By default, directional details on elements of a bridge that relate to a direction not analysed are not displayed. ⇒ For example, elements properties that are relevant to INCREASING travel for a bridge where the direction of travel is DECREASING will not normally be displayed. • To display these, check the Include Elements Not Applicable to Direction of Travel? box and apply the filter.
6	**Produce full PDF report** To produce a full PDF report, click on the Full PDF Report hyperlink.	**Notes:** • When the full PDF report is produced, all of the bridges will always be included regardless of any Search Text you have applied. • The details for all of the Bridge Elements will also be included in the report. • These reports can take a long time to be produced.
7	**Filtered PDF report** To produce a filtered PDF report, select the sections you want to include and click on the Filtered PDF Report Hyperlink.	**Notes:** • When the filtered PDF report is produced, if you include the Bridge Details section then only records that match the Search Text will be included. This is useful if you want to send a report to an engineer that has been specifically filtered for them. • The Search Text will be displayed at the beginning of the Bridge Details section.

b. Bridge Details Report

To view and use the Bridge Details report follow these steps (make sure that you have the Detail report open as the Bridge Details report can only be accessed from this screen):

Step	Action	Result/Notes
1	If required, open the Detail report.	
2	Click on the Bridges Index tab.	• The BSN numbers are hyperlinks. • The Elements hyperlinks. **Note:** If an element code is struck-through, eg ~~V~~, then that bridge does not have elements of that type.

Detail Report

Step	Action	Result/Notes
3	To view the Bridge Details for a bridge: i) Move your mouse over the BSN number for the bridge. ii) Click on the associated hyperlink.	A new screen will open showing the Bridge Details report for the selected bridge **Notes:** • Where a bridge does not have a valid BSN then the BSN field will be displayed as ID=*nnn* where *nnn* is the Bridge ID number, also known as the Asset Number. • The Detail report is still open in its own window. • Clicking on an element code will open the same Bridge Details report but will additionally position the view to the first element of that type. The element codes indicate the presence or otherwise of <u>B</u>eam, <u>I</u>nfluence Line, <u>V</u>Beam, <u>T</u>ransom, Ti<u>M</u>ber-Deck and <u>D</u>eck-slab elements.

Brdge Details Report

4	**Bridge Details tab** Click on the Bridge Details tab.	This tab shows the Bridge Details report for the selected bridge.
5	**Elements tab** When the Bridge Details screen is first loaded the Elements tab is activated. This tab displays all of the relevant details for all of the elements on the selected bridge.	This screen includes a Search Text box so that you can search all of the elements for a specific word or phrase **Note:** When you use the Search Text box in this screen the summary data for each element is searched.
6	**IF**…	**THEN**…
	The bridge does not have any elements of a specific type…	An informational message such as: 'There are no Influence Line elements for Bridge xxx' will display.
7	Click on the PDF Reports tab.	This tab allows you to produce a filtered report for the current bridge or all bridges. **Notes:** • By default a report will be produced for all bridges in the Detail report • If you wish to produce a report only for the current bridge make sure the 'Only selected bridge?' option is ticked.

8	To return to the Detail report, either close the Bridge Details screen or use the Windows taskbar at the bottom of your screen to activate the Detail report.	

Additional Notes

1. You can view both the Detail report and Bridge Details report at the same time by arranging them in side by side windows (see below)

Viewing Bridge Details and Detail reports simulatneously
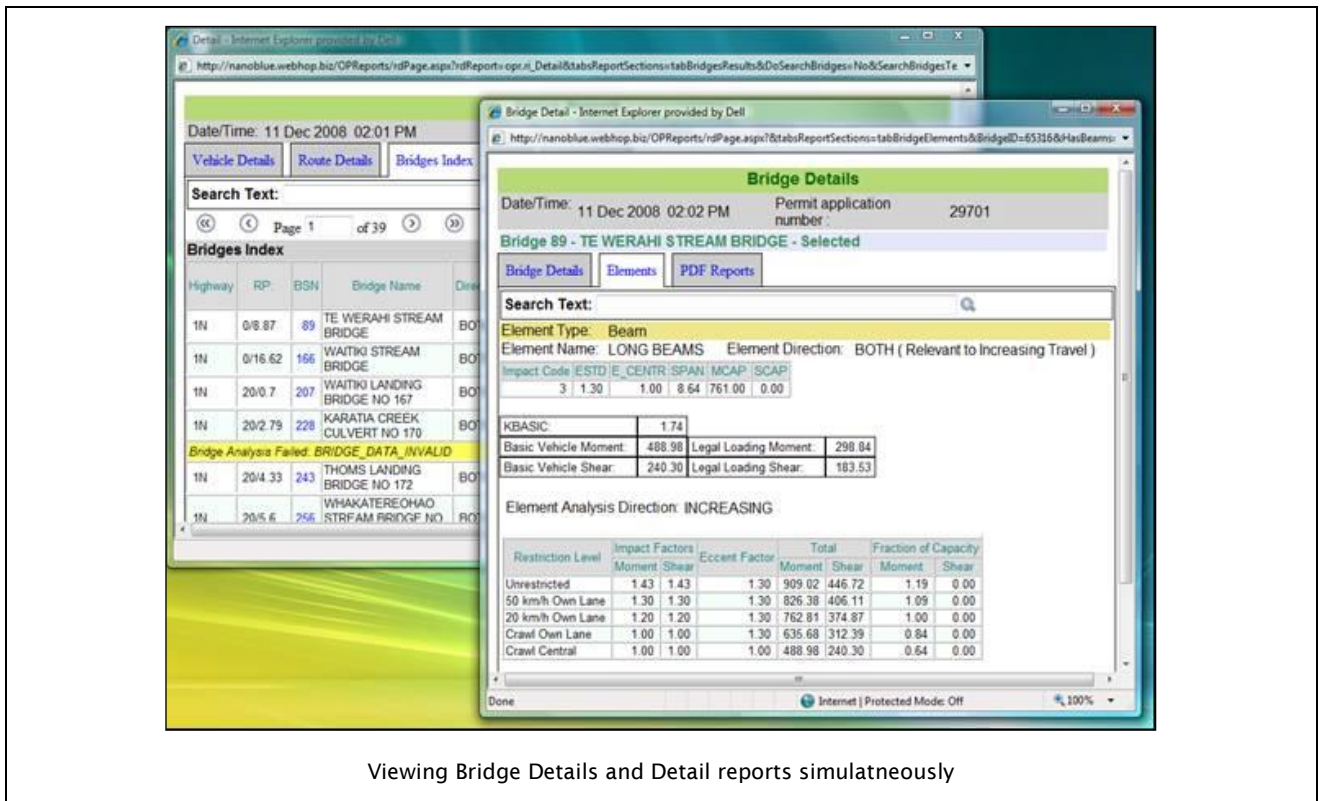
2. If you have multiple monitors then you could view the Detail Report in one monitor while the Bridge Details report could be loaded in another monitor.
3. Whenever you click on a hyperlink in the Detail report then the Bridge Details report will be updated to show the details for the last hyperlink you clicked on.

6.   Chapter 6:   Search for a Permit/Application

6.1   Introduction

This section describes why and how you Search for a Permit or Application.

Why search for a Permit

Sometimes you may want to view an issued permit to:

1. Check the details of the issued permit for compliance purposes.

2. Copy the details from an issued permit to create a new one.

Before You Start

Before you Search for a Permit, you should have one or more of the following bits of information about the permit available. For a basic search either;

1. Company Name

2. Application number

3. Permit number (or part of a permit number)

4. Permit Identification Number (PIN)

For an advanced search either the above or one of the following additional options;

1. BESS Number

2. Registration Number

3. Region

4. Vehicle type

5. Status

6. Dates of Permit Issued and or Application created

7. Permit Type

You should also have completed the following:

1. Logged into the OPermit application for the first time, or

2. Returned to the OPermit Home Page from another function within OPermit.

6.2   Context and Task Flow

The following figure shows a high-level process flow diagram for the Search Permit process. It indicates the sequence in which you would normally perform the tasks described in this chapter. Notice that you must perform some tasks while other tasks are optional.
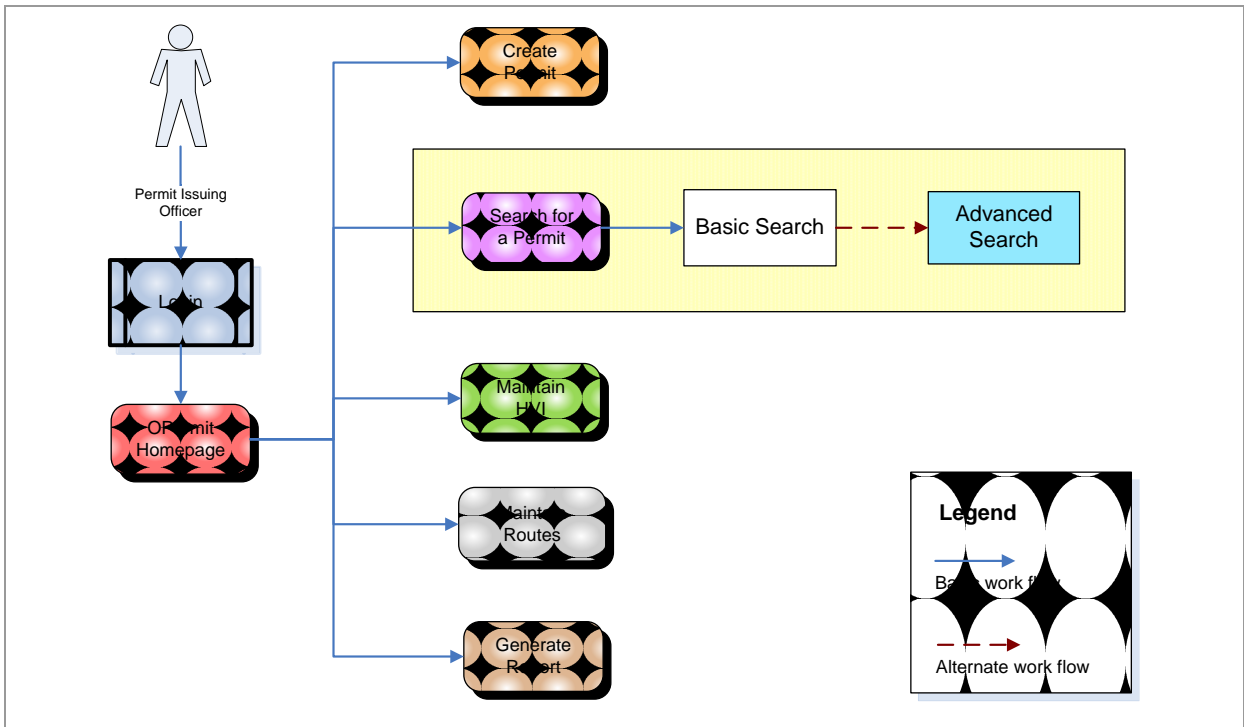
6.3   Ways to Search for an Application/Permit

There are three ways of searching for a permit:

1. Quick Search – us this function if you know the Permit number or Application No or PIN of the application/permit you are looking for How to perform a quick search is explained in Chapter 3 OPermit Home page, section 3.5 Quick Search function

2. Basic Search – use this function to quickly search for a permit

3. Advanced Search – use this function to narrow down your list by entering more search criteria.

6.4   Basic Search function

Follow these steps to do a Basic Search.

Step	Action	Result/Notes
1	From the OPermit home page click the button	The Basic Search screen will display

Search for Permit/Application page – Basic Search
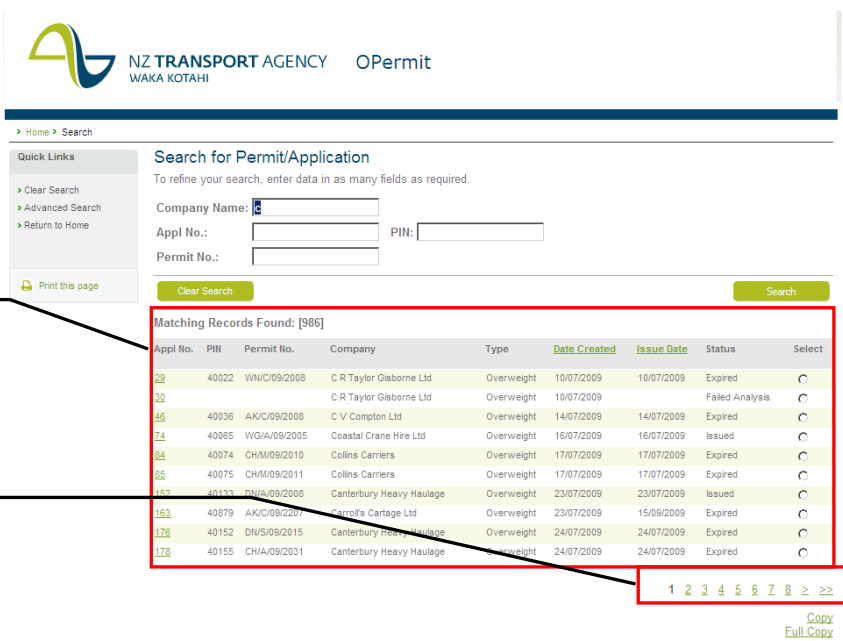
2	Enter one or more of the following data items as parameters for the search: 1. Company Name – can be all or part of the name. 2. Application Number – must be numeric. 3. PIN – Permit Identification Number 4. Permit Number	**Notes:** 5. Wildcards '%' and '_' may be used for searching using Company Name. 6. Exact matching must be used for the other search fields.
3	Click the [Search] button.	A list of matching records will be displayed.
☞	**TIP:** You can reorder the list by clicking on Date Created or Issue Date headers.	
☞	**TIP:** You can change your search criteria by typing over your previous entry.	
☞	**TIP:** You can clear the search criteria by clicking on the [Clear Search] button or the [<Clear Search] link in the Quick Links panel.	

Basic Search page – Search results

4	To View a permit/application click the corresponding application number	.OPermit will display as follows; ⇒ Where the status of the permit/application is "Application Incomplete" the *Company Details* page will display. ⇒ Otherwise the *Summary* page will display.

6.5   Advanced Search function

Follow these steps to do an Advanced Search.

Step	Action	Result/Notes
1	From the OPermit home page click the button	The Basic Search screen will display
2	From the Quick Links Panel click on the [>Advanced Search] link	The Advanced Search screen will display.

Advanced Search link

Basic Search page – Advanced Search link

Step	Action	Result/Notes
3	Enter data in as many as required to narrow your search and click the button	A list of matching records will be displayed.

☞ **TIP:** You can reorder the list by clicking on Date Created or Issue Date headers.

☞ **TIP:** You can change your search criteria by typing over your previous entry.

☞ **TIP:** You can clear the search criteria by clicking on the button or the [<Clear Search] link in the Quick Links panel.

Advanced Search page

7. Chapter 7: Maintain HVI

7.1 Introduction

This section describes why and how you maintain the Heavy Vehicle Inventory (HVI).

Why Maintain HVI

The HVI is an inventory of heavy vehicles that operate with overweight or HPMV permits. Each vehicle is made up of one or more units. The HVI lists the information required to combine units to make up vehicles.

Each vehicle configuration is assigned a unique identifier, which can assist in locating vehicles that require new or additional permits.

Note: skeleton vehicles are stored in the system to enable quick and simple re-use avoiding complete data input on every application.

When to Maintain HVI

The HVI should be maintained when:

1. A new company has been added to OPermit;

2. Companies submit form TNZ 803 (see Appendix C-3 of NZTA's Overweight Permit Manual) to add a new vehicle to the HVI;

3. A new unit is purchased, borrowed, advised as owned by a company;

The applying company has completed an application for a new vehicle arrangement (skeleton) is to be stored/ issued by the applying company.

> **Important Note:** PIO's cannot delete companies, units or vehicles. If the company, vehicle or unit no longer exists you may withdraw an associated application or cancel and associated permit.

Before You Start

A company may request a new vehicle be added to the HVI. They will provide the necessary information on form TNZ 803 Heavy Vehicle Inventory Form.

7.2 Context and Task Flow

The following figure shows a high-level process flow diagram for the Maintain HVI process. It indicates the sequence in which you would normally perform the tasks described in this chapter. Notice that you must perform some tasks while other tasks are optional.
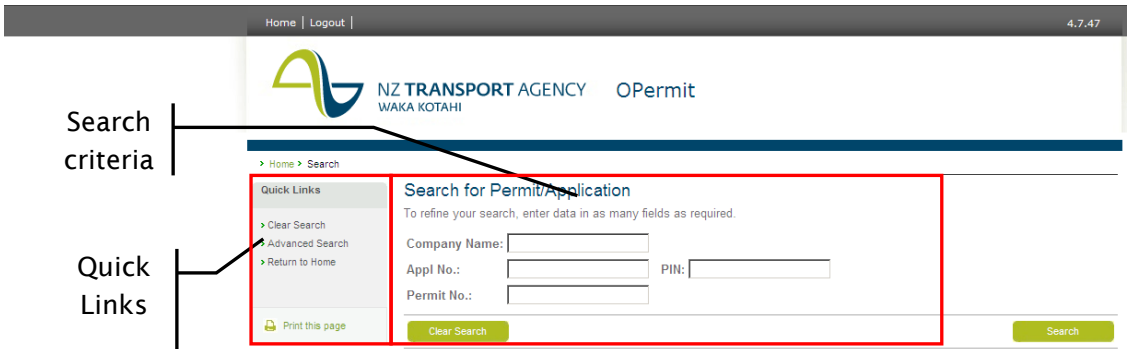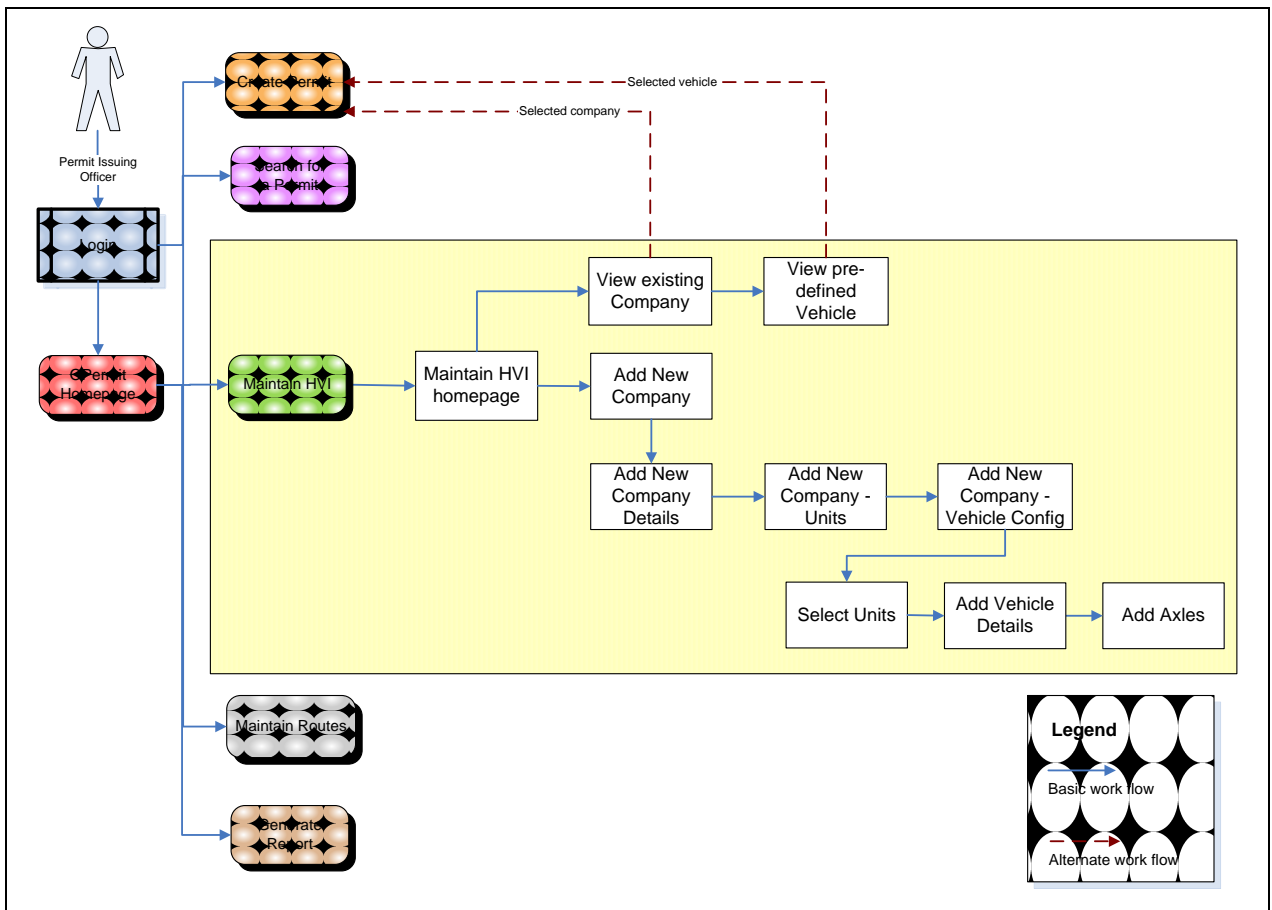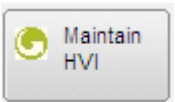
Basic Maintain HVI Workflow

7.3   How to Use the Maintain HVI workflow

Maintaining the HVI allows you to:

1.   View company details, and associated vehicles and units;

2.   View new units;

3.   Add new vehicles;

4.   Add a new company.

Step 1:   Select the Maintain HVI Function

Step	Action	Result/Notes
1	From the *OPermit home* page click the Maintain HVI button	The *Search for Company* page will display. **Note:** • This page is very similar to the *Search for Company* page in the Create Permit workflow. It has the same function as this page in the Create Permit workflow – however it takes you on a different path because you are in a different workflow.

Step 2:   View Company's details and their HVI

This is **step 2** of the Maintain HVI workflow. Here you will:

1. Search for; and
2. View a company; and .
3. View their HVI (Units and Vehicles).

7.3.1.1   Search for a Company

Step	Action	Result/Notes
1	Enter your search criteria and click the [Search] button.	OPermit will display the results of the search. **Notes:** • Leaving all the fields blank will select all companies in OPermit. • Partial words are permitted for Company Name. • BESS Registration must be numeric (no letter or special characters). • In the search results Companies are listed in alphabetical order by Company Name.
	☞ TIP: You can narrow your search by entering or selecting more than one search criteria. For example, entering the letter "F" as Company Name and selecting "Hamilton" will restrict the search to all companies that start with "F" within the Hamilton region.	
	☞ TIP: You can reorder the Search Results list by clicking on [>Region].	

☞	**TIP:** You can create a Permit for the Company by clicking the relevant radio button vehicle then click the [<Create a Permit Application for selected Company] link at the bottom of the page. This will take you to the Create Permit workflow, displaying the *Permit Details* page. (Refer to Chapter 4, Step 3 Enter the Permit Details.
☞	**TIP:** If you can't find the company you are looking for on your current page, click the number of the page you want to navigate to. 1 2 3 4 5 6 7 8 9 10 >>

Search for Company page – search results

2	IF…	THEN…
	No records match…	A message to that effect will be displayed. **Note:** You can either continue searching for the company by changing your search criteria or add a new company by clicking on the button. Full details on adding a new company can be found in Chapter 7 Maintain HVI, section 7.3.1.3 Add a Company.
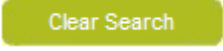
☞	**TIP:** You can change your search criteria by typing over your previous entry.
☞	**TIP:** You can clear the search criteria by clicking on the button or the [<Clear Search] link in the Quick Links panel.

7.3.1.2   View a Company

Step	Action	Result/Notes
1	Select the company whose inventory you wish to view by clicking the name of the company.	The *View Company* page will display. ⇒ Details for the company you have selected will be displayed. **Note:** • All fields will be displayed in **View** mode only (i.e. they cannot be changed). • The breadcrumbs will signify you are viewing this page in the Maintain HVI workflow.

☞ **TIP:** You can move between the three tabs, Company, Units, Vehicles, in any order. When viewing this data there is no process flow that needs to be followed – there is free movement between tabs.

☞ **TIP:** If you can't find the company you are looking for on your current page, click the number of the page you want to navigate to.

<p style="text-align:center">1 2 3 4 5 6 7 8 9 10 >></p>

Click the link to view company details

Matching Records Found: [541]

Select a Company from the list below by clicking on the name to edit the company details, or mark a company in the **Select** column and click the **Create Permit** link to start a new permit application.

Company Name	Region	DepotLocation	Select
A F Porter Heavy Haulage Ltd	Hamilton	Hamilton	○
A F Porter Heavy Haulage	Hamilton	Hamilton	○
A F Porter Ltd	Dunedin	Cromwell	○
A F Porter Ltd (Christchurch)	Christchurch	Christchurch	○
A L Tuffley Ltd T/A Southland Machine Hire	Marlborough Roads	Invercargill	○
A V Martyn & Co [1968] Ltd	Christchurch	Timaru	○

Search for Company page: Search results – Selecting a company to view it's details and inventory

Breadcrumbs

Company details

HVI:Company page - Company details

2	IF…**you wish to**…	**THEN**…

a)	View the units for this company…		Click the **Units** tab.
			⇒ OPermit displays the *View Units* page.
			Note:
			The details in this are view only – you cannot edit them.

HVI:Units page

b)	View the vehicles for this company…		Click the **Vehicles** tab.
			⇒ OPermit displays the *View Vehicle* page.

☞ **TIP:** You can create a Permit for the Company from this tab. Select the relevant vehicle then click the [<Create a Permit Application for selected vehicle] link at the bottom of the page. This will take you to the Create Permit workflow, displaying the *Permit Details* page. (Refer to Chapter 4, Step 3 Enter the Permit Details.

HVI:Vehicles page

7.3.1.3   **Add a Company**

If you were not able to find the company you want to maintain the HVI for you can add a missing company. In this section you will find out how to;

1. Initiate adding a company
2. Enter the company details

Note: You may have entered this workflow from the Create Permit workflow. If this is the case your screen content may differ very slightly to what is shown in this section. Any significant differences will be noted here.

7.3.1.3.1 Accessing the *HVI:Company* page

You can access the *Add New Company* page from the *Search for Company* page; either from Create Permit work flow or Maintain HVI work flow.

To access the HVI:Company page where you will enter the information about the Company do the following steps

Step	Action	Result/Notes
1	From the *Search for Company* page click the [Add New Company] button.	The *HVI:Company* page will display. ⇒ The empty company details fields will display ready for you to input the company details **Notes:** • The breadcrumbs on the page let you know which workflow you have accessed this page from. If you accessed the page from; o Create Permit work they will display *>Home>Create Permit>Add new Company* o Maintain HVI work flow they will display *>Home>Maintain Heavy Vehicle Inventory>Add new Company* • The HVI screen tabs display defaults to the Company tab. The Unit tab and Vehicle tab are not enabled as no units or vehicles exist yet for the Company you are about to create.

HVI:Company page - Company Details

7.3.1.3.2 Entering the Company Details

The first tab in the HVI is the Company tab – here you will enter the details of the company.

NOTE: The complete the process of adding a company you must provide company details in the Company tab, add one or more units to the company HVI (Units tab) and add one or more vehicles to the company HVI (Vehicles tab).

To enter the company details follow these steps

Step	Action	Result/Notes

1	Enter the relevant company information into the matching data entry fields and click the [Next] button.	The *Add New Unit* page will display.
		No units will be listed as this is a new company and units will need to be added to their inventory
		Notes:
		Mandatory fields are:
		Company Name
		Region
		Phone Number (including area code)
		Depot Location
		Postal Address
		After you click the [Next] button you will have to add new unit and vehicle before you can save the company details

☞ **TIP:** Enter as much information as possible. This will help you to distinguish between companies with similar names.
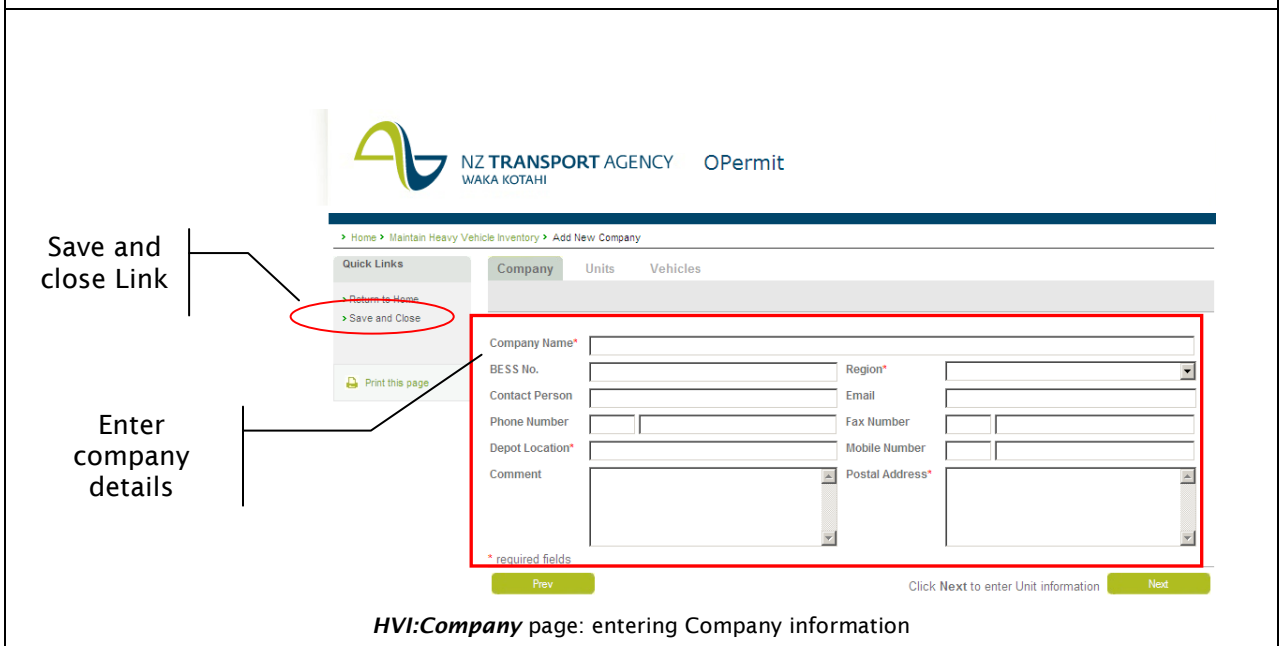
☞ **TIP:** If you are in the Maintain HVI work flow: To save the company details, click the [>Save and Close] link on the Quick Links panel to save and return to the OPermit homepage. If you are in the Create Permit work flow you must finish to process of adding new company, units and vehicles and return to the Create Permit screens before you can save.

☞ **TIP:** To cancel your changes click the [>Return to Home] link in the Quick Links panel or the [Prev] button.

Caution: All your new company input will be lost when you do this.

HVI:Company page: entering Company information

HVI:Units page

2	Add units to the company...	Refer to Chapter 7 Maintain HVI, section 7.3.14 Add a new unit, for how to do this.
3	Add vehicles to the company...	Refer to Chapter 7 Maintain HVI, section 7.3.1.6 Add a new vehicle, for how to do this.
4	Click the [Save and Close] button to save.	You are returned to the work flow you were in before adding the Company. Either; 1. Create Permit - Step 3: Enter the Permit Details – *Permit Details* page. OR 2. Maintain HVI – the list of company vehicles on the *HVI:Vehicle* page. **Note**: The Company and Vehicle details you have just created will be copied through to the Create Permit work flow.

Step 3:   View Unit Details

This is **step 3** of the Maintain HVI workflow. Here you will:

1.   View the units belonging to the selected company; and/or

2.   Add new units.

From the *HVI:Units* page, follow these steps to view the unit details

HVI:Units page
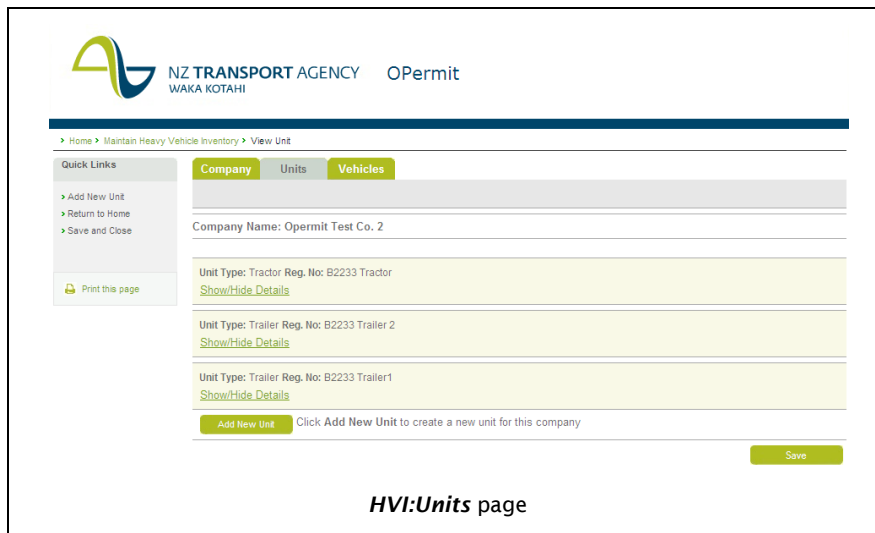
Step	Action	Result/Notes
1	Click the [Show/Hide details] link for the unit you wish to view the details of.	OPermit displays the unit details.

☞ **TIP:** To hide the Unit details click the [Show/Hide details] link for each unit you wish to hide.

View Units page - displaying a units details
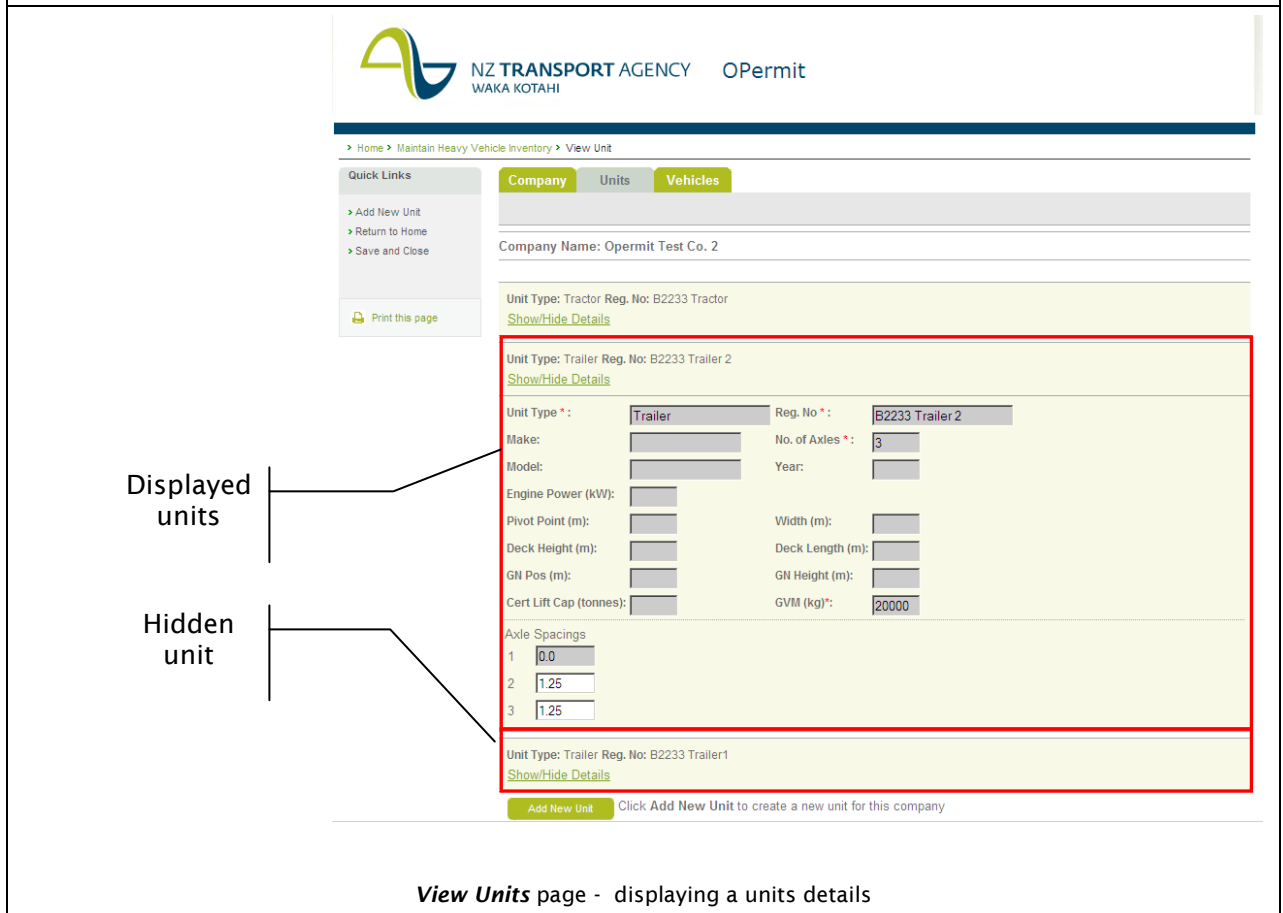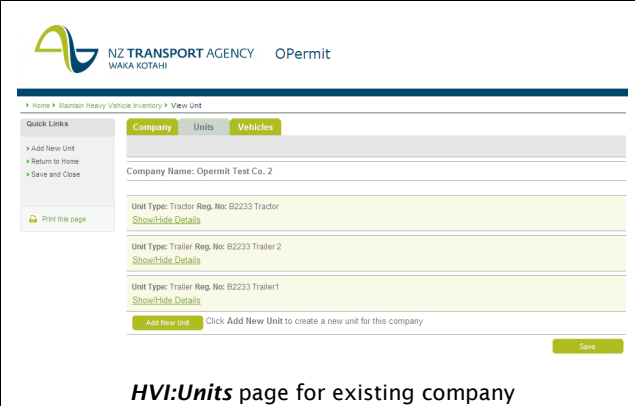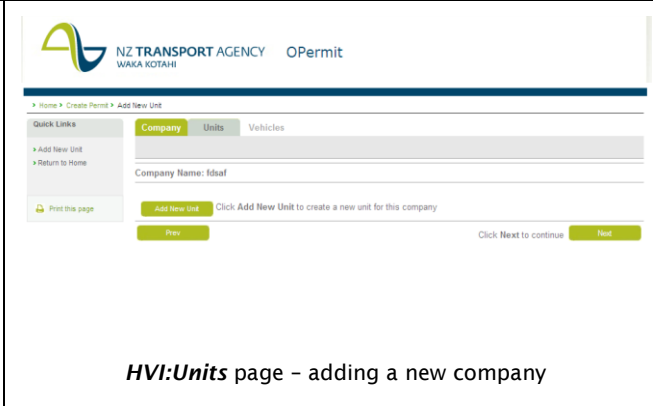
7.3.1.4   Add a new unit

Follow these steps to add a new unit to an existing company.

You can add a vehicle from within the Maintain HVI work flow; adding a new unit for a new company or for an existing company. (Note: You can't add a new unit to the HVI from within the Create Permit workflow).

Starting on the HVI:Units page

HVI:Units page for existing company

HVI:Units page – adding a new company

Do the following steps to add a new unit to the HVI;

Step	Action	Result/Notes
1	Click the [Add New Unit] button.	OPermit displays a new unit details panel. ⇒ The fields for the unit information will appear ready for you to enter the details of the unit
☞	**TIP:** You will find the button at the bottom of the list of units (bottom of page). You may have to scroll down the page to find it if there are a lot of units in the companys HVI.	
2	In the new unit panel enter the relevant unit information in the matching data entry fields.	**Notes:** • Mandatory fields are: o Unit type o GVM o Reg No o No of axles • GVM must be entered as kilograms.
	☞ **TIP:** It's a good idea to try and add as much detail as possible – this will help you to identify differences between similar units.	

Hidden units

New unit panel

HVI:Units page - Adding new units

3	When you enter the No. of axles	The Axle Spacing fields will display.
		Notes:
		The number of axle spacing fields will correspond with the number of axles you entered. In the example below 3 has been entered in the No. Axles field and 3 Axle Spacing fields have been displayed.
	☞ **TIP:** You can change the number of axle spacing fields that appear by changing the value you have entered into the No. of Axles field.	

HVI:Units page: adding a new unit - Axle Spacing fields are displayed

4	Click the **Save** button.	The following dialog box will display:
		• Click [OK] to add the unit to the company list; and remain in system on this page, or
		• Click [Cancel] to remain on this page with the newly added unit info still open and unsaved.
		Important Notes:
		1. Saved units can be used to create new vehicles.
		2. If at this point you click the Vehicle tab <u>without</u> saving, the new unit details you have entered will be lost.
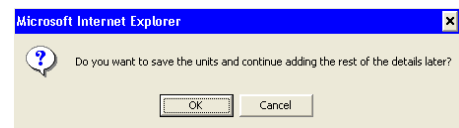
☞ **TIP:** To add more than one new unit, keep repeating steps 1 and 2 until you have added all new units and are ready t save the changes to the HVI.

☞ **TIP:** You can cancel your changes, before you save them by navigating away from the Add Unit screen. **NOTE**: Once saved details for units cannot be changed.

	TIP: You can save your changes and return to the OPermit homepage by clicking the [>Save and Close] link in the Quick Links Panel.

Step 4: View Vehicle List

This is **step 4** of the Maintain HVI workflow. Here you will:

1. View the vehicles belonging to the selected company; and/or

2. Add new vehicles.

Step	Action	Result/Notes
1	Click the **Vehicle** tab.	The *HVI: Vehicle* page displays. ⇒ The summary list of vehicles for the selected company will display.

	TIP: You can create a Permit for the Vehicle by clicking the relevant radio button vehicle then click the [<Create a Permit Application for selected Vehicle] link at the bottom of the page. This will take you to the Create Permit workflow, displaying the Permit Details page. (Refer to Chapter 4, Step 3 Enter the Permit Details.

HVI: Vehicle page

7.3.1.5 View vehicle details

Step	Action	Result/Notes

1	From the vehicle list click the HVI No. of the vehicle you wish to view; e.g.	OPermit will display the *Select Units* page. ⇒ This page shows the units that make up the selected vehicle configuration. **Note**: The page is view only – you cannot edit any of the units that make up the vehicle.
☞	**TIP:** You can create a permit for this vehicle by clicking the [<Create Permit/Appl for this vehicle] link in the Quick Links panel. This will take you to the Create Permit workflow, displaying the Permit Details page. (Refer to Chapter 4, Step 3 Enter the Permit Details.	

Select Units page - viewing Units for vehicle

2	Click the [Vehicle Details] link.	OPermit displays the *Vehicle Details* page. ⇒ This page displays the HVI No, Vehicle Type, Registration Nos (of the units) and Max Speed (when recorded). **Notes:** • Although Max Speed is a mandatory field, there is a chance it may not have been recorded. This can be rectified during the Create Permit process but will be specific for the permit being created. • The page is view only – you cannot edit any of the vehicles details.
☞	**TIP:** You can create a permit for this vehicle by clicking the [<Create Permit/Appl for this vehicle] link in the Quick Links panel. This will take you to the Create Permit workflow, displaying the Permit Details page. (Refer to Chapter 4, Step 3 Enter the Permit Details.	

Vehicle Details page

3	Click the **Axles** tab.	OPermit displays the *Axles* page.
		⇒ Each axle position is listed with it's axle type, tyre, suspension, Track(in) and Track(out), and the type of axle set it belongs in
		Note:
		The page is view only – you cannot edit any of the axles for the vehicle.

☞ **TIP:** You can return to the vehicle details by clicking the [Vehicle] tab.

☞ **TIP:** You can return to the list of company vehicles by clicking the [Vehicle] tab then the [>Select Units] link and finally the [Prev] button.

☞ **TIP:** You can create a permit for this vehicle by clicking the [<Create Permit/Appl for this vehicle] link in the Quick Links panel. This will take you to the Create Permit workflow, displaying the Permit Details page. (Refer to Chapter 4, Step 3 Enter the Permit Details.

Axles page

7.3.1.6   Add a new vehicle

Follow these steps to add a new vehicle to an existing company.

You can add a vehicle from;

- the Create Permit workflow (Step 4: Select the Vehicle, section 4.4.1.3 Can't find the Vehicle you Want?; OR
- from within the Maintain HVI work flow; adding a new unit for a new company or for an existing company.

Starting from the *HVI:Vehicle* page
HVI:Vehicle page – when adding a vehicle for an existing company	*HVI:Vehicle* page – when adding a vehicle for new company

Follow these steps to add a new vehicle

Step	Action	Result/Notes
1	Click the [Add New Vehicle] button.	OPermit will display the *Select Units* page. ⇒ Any existing units that the company has stored in the HVI will display
2	Select the units that will make up the vehicle.	**Note:** Units are selected by entering the number corresponding to the position the unit has in the vehicle combination. e.g. 1 = first unit in the vehicle e.g. tractor 2 = second unit in the vehicle e.g. trailer

Select units page – selecting order of units in vehicle

3	Click the [Next] button	The *Vehicle Details* page will display.
		• The Registration Nos of the units will be displayed.
		Note:
		Where more than two units are selected you need to scroll down to see all of them.
4	Enter the relevant vehicle information in the matching data entry fields.	**Notes:**
		• Mandatory fields are:
		o HVI No
		o Vehicle Type
		o Max speed
		• The **HVI No.** is used to uniquely identify each vehicle that you create. <u>Ensure that you enter something meaningful</u> that you will find relatively easy to remember.
		• The **Vehicle Type** is the type of vehicle that the units make up.
		• The **Max Speed** is the maximum speed the vehicle may travel on the open road.

Add vehicle details

Vehicle Details page - Adding vehicle details

5	Click the [Next] button to continue.	The *Axles* page will be displayed.

| 6 | Enter the relevant axle information for the vehicle in the matching data entry fields. | **Notes:**

1. **Type** is the axle type:
  o S = Single standard-tyred
  o SL = Single large-tyred
  o T = Twin-tyre
  o 4 = Four-tyred oscillating
  o 8 = Eight-tyred oscillating

2. **Tyre Size** is the type of tyre that will be used on each axle.

3. **Suspension** is the type of suspension used per axle:
  o A = Air Bag
  o AD = Air Bag on Driving Axle
  o B = Walking Beam
  o BL = Walking Beam with Leaf Spring
  o H = Hydraulic
  o HD = Hydraulic on Driving Axle
  o L = Leaf Spring
  o LD = Leaf Spring on Driving Axle
  o O = Other
  o R = Wire Rope

4. **Track (Out)** is the outer track width
  o **For all axles this value must be greater than zero.**

5. **Track (In)** is the inner track width
  o **For "S" and "T" axles this must be left blank.**
  o **For all other axle types this must be greater than zero.**

6. **Axle Set is the type of axle set the axle belongs in**
  o IN = Individual
  o T = Tandem
  o TS = Twin Steer
  o TRI = Tri-axle
  o Q = Quad-axle |

Axles page - Adding axles information
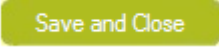
7	IF…	THEN…
a)	…you want to use the Standard Track Widths…	**1.** Click the [Use Standard Track Widths] option on the screen. ⇒ The following dialog box will appear: **2.** Click [OK] to continue. ⇒ OPermit will load the default inner and outer tracks for the specified axle type/tyre size combination if available. **Notes**; • This information can be overturned • If data has already been manually typed in, using this option will overwrite it • If using this option did not fill the required fields this is because the standard information is not available and must be entered manually.

8	Click the **Save and Close** button to save the vehicle configuration to the HVI.	• The following dialog box is displayed: • Click [OK] to continue. ⇒ OPermit saves the new vehicle configuration to the HVI If you were in the Create Permit workflow and you were; ⇒ Creating a new company then the Permit Details page will display (You can return to Chapter 4, Step 3 Enter Permit Details ⇒ Adding a new vehicle then the Select Vehicle page will display (You can return to Chapter 4, Step 4 Select the Vehicle) OR you are redirected to the *HVI:Vehicle* page
☞	**TIP:** You can create a permit for this vehicle by clicking the [<Create Permit/Appl for this vehicle] link in the Quick Links panel on the *HVI:Vehicle* page. This will take you to the Create Permit workflow, displaying the Permit Details page. (Refer to Chapter 4, Step 3 Enter the Permit Details.	
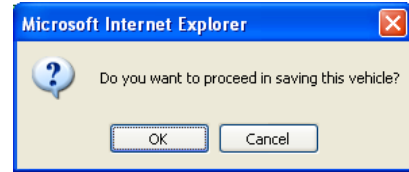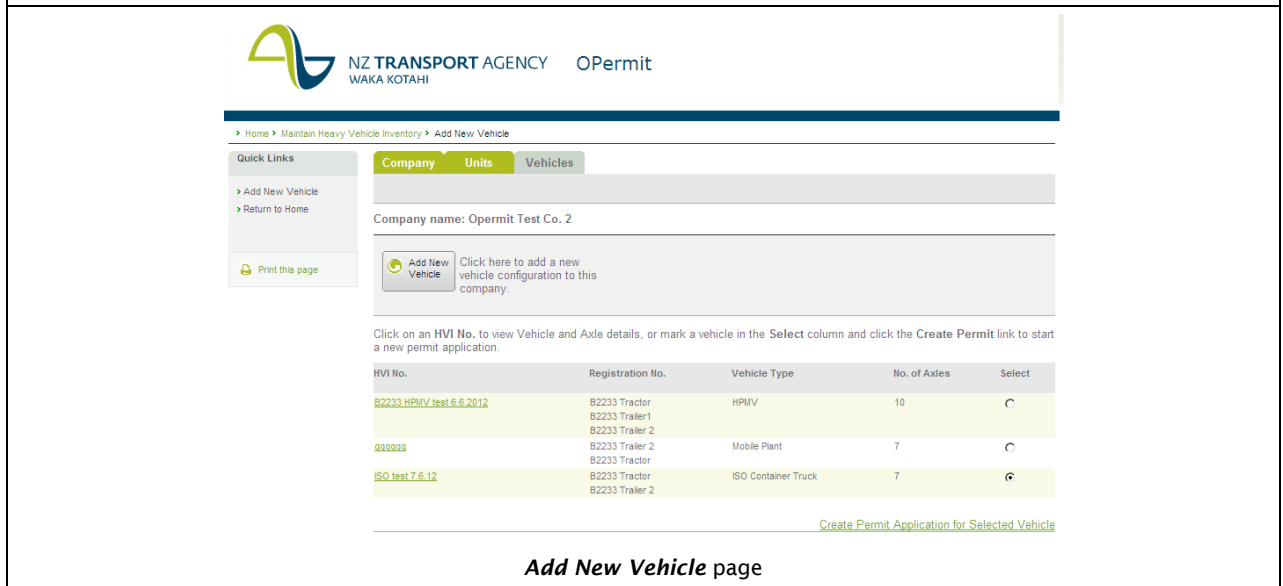
Add New Vehicle page

8. Chapter 8: Maintain Routes

8.1 Introduction

This section describes why and how you Maintain Routes.

Why use Maintain Routes

You will want to use Maintain Routes when you want to look at any pre-defined routes or to set up some standard routes for future usage.

When to use Maintain Routes

Use the Maintain Routes function when you need to:

1. View a pre-defined route
2. Add a new route to the OPermit database
3. Copy a pre-defined route and save with a new name

Important Note: PIO's cannot delete or change a pre-defined route.

Before You Start

Before you access Maintain Routes, you should have completed the following:

1. Logged into the OPermit application for the first time, or

2. Returned to the OPermit Home Page from another function within OPermit.

8.2 Context and Task Flow

The following figure shows a high-level process flow diagram for the main Maintain Routes process. It indicates the sequence in which you would normally perform the tasks described in this chapter. Notice that you must perform some tasks while other tasks are optional.
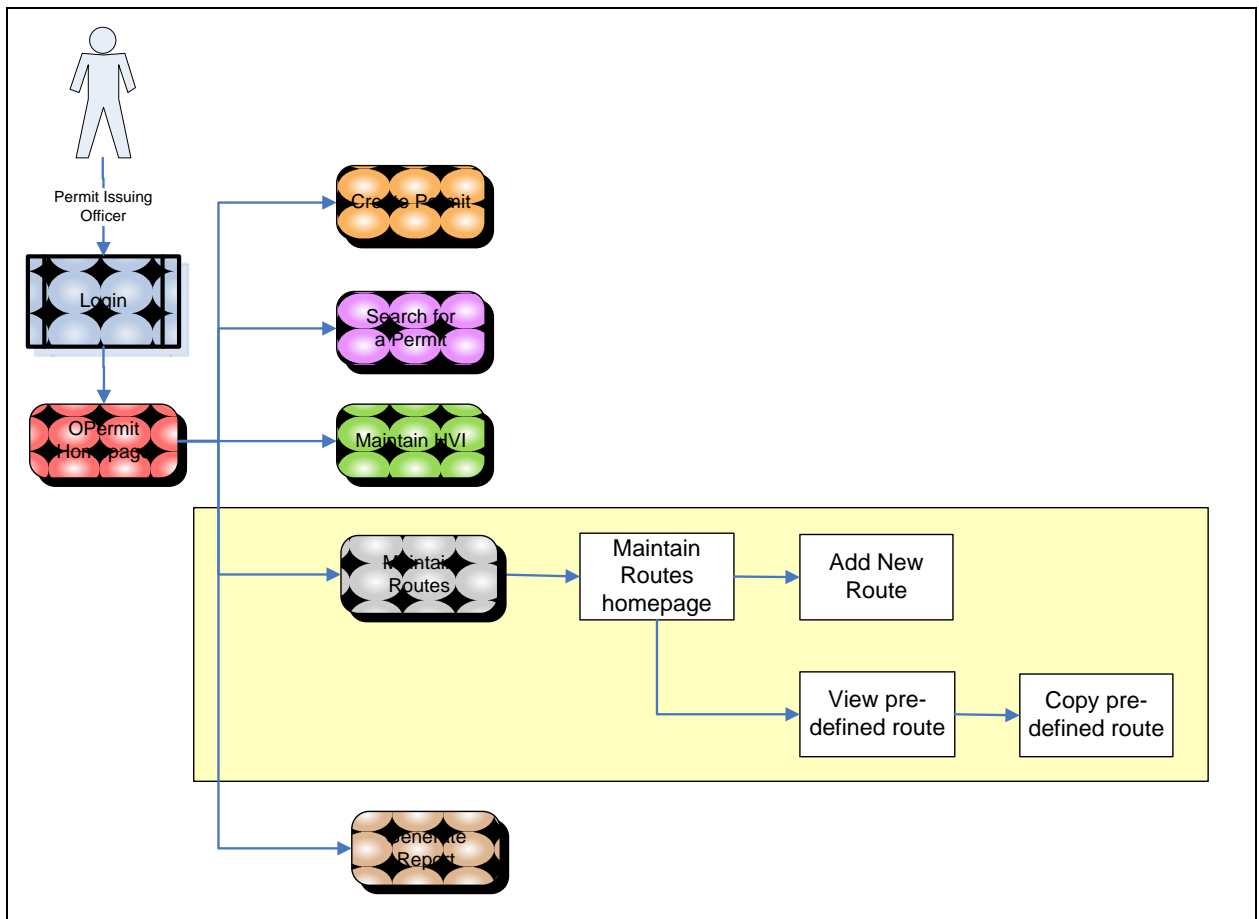
Basic Maintain Routes Workflow

8.3 How to Use the Maintain Route work flow
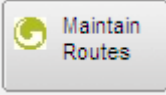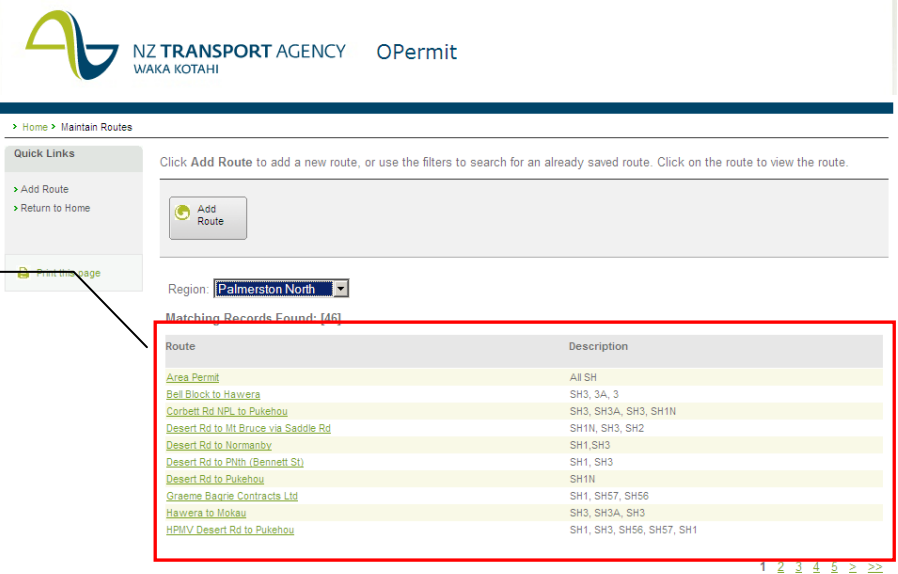
The following section describes the work flow for Maintain Route in OPermit.

Select the Maintain Routes Function

Follow these steps to go to access the Maintain Routes functionality.

Starting from the *OPermit home* page

OPermit home page

Step	Action	Result
1	Click the ⟳ Maintain Routes button.	The *Maintain Routes home* page will display. ⟹ showing the routes that may be viewed/copied by you.

NZ **TRANSPORT** AGENCY OPermit
WAKA KOTAHI

> Home > Maintain Routes

Quick Links

› Add Route
› Return to Home

🖶 Print this page

Click **Add Route** to add a new route, or use the filters to search for an already saved route. Click on the route to view the route.

⟳ Add Route

Region: Palmerston North ▾

Matching Records Found: [46]

List of routes

Route	Description
Area Permit	All SH
Bell Block to Hawera	SH3, 3A, 3
Corbett Rd NPL to Pukehou	SH3, SH3A, SH3, SH1N
Desert Rd to Mt Bruce via Saddle Rd	SH1N, SH3, SH2
Desert Rd to Normanby	SH1,SH3
Desert Rd to PNth (Bennett St)	SH1, SH3
Desert Rd to Pukehou	SH1N
Graeme Bagrie Contracts Ltd	SH1, SH57, SH56
Hawera to Mokau	SH3, SH3A, SH3
HPMV Desert Rd to Pukehou	SH1, SH3, SH56, SH57, SH1

1 2 3 4 5 > >>

Maintain Routes home page

View pre-defined route
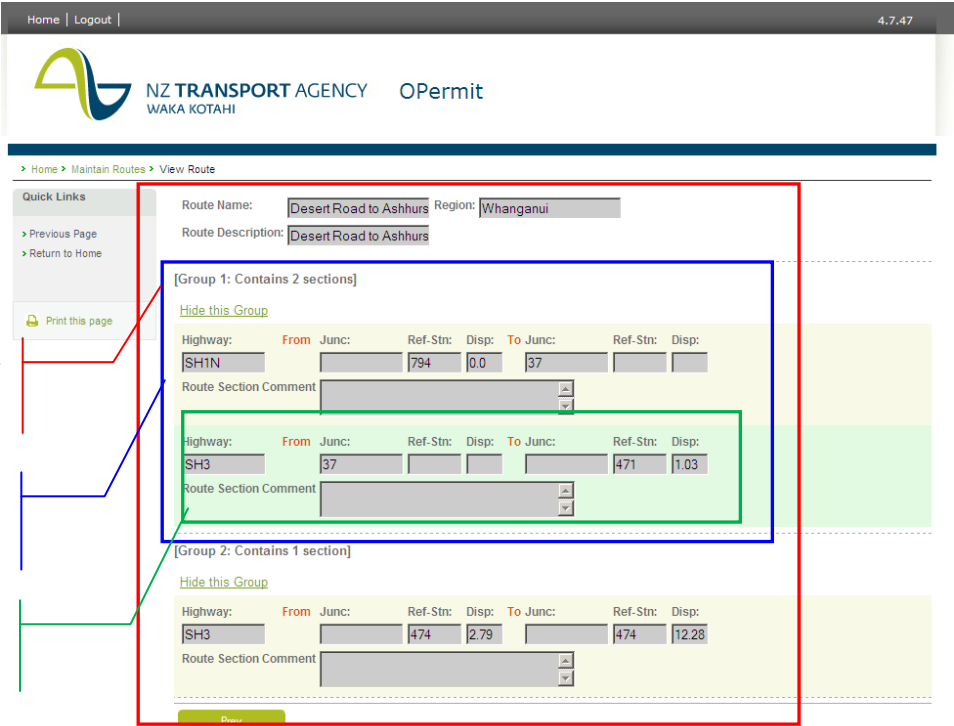
From time to time you may wish to use a route that has been pre-defined (stored) on the database.

Follow these steps to view a pre-defined route:

Step	Action	Result
1	Select the route you wish to view by clicking its name; e.g. Bombay - Ruakaka over bridge bombay - tristan back over bridge Bombay to Hikurangi	The **View Route Details** page will display. This screen is made up of three components: • <u>Section</u> – a part of the selected highway which is defined by junctions and/or reference stations. • <u>Group</u> – a collection of one or more contiguous sections of the selected highway. • <u>Route</u> – a collection of one or more groups. The groups do not have to be contiguous. **Note:** all fields displayed will be non-editable.
☞	**TIP:** To view the details of a different route you can return to the list of routes on the **Maintain Routes home** page by clicking the [Prev] button.	

View Route Details page

Copy a pre-defined route

Note: you may only copy pre-defined routes within your region.
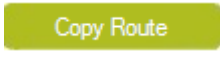
You have selected the route you wish to copy from the Maintain Routes home page and are currently on the **View Route details** page.

Copy Route button

NOTE: This button only displays when you are viewing a route in your Region

View Route details page

Follow these steps to copy a pre-defined route.

Step	Action	Result
1	Click the [Copy Route] button.	The *Add New Route* page will display. **Note:** this looks the same as the *View Route Details* page but allows you to **edit** the route details.

Add New Route page

2	Complete/select the following fields:	**Notes**:
		• Route Name – max *no of characters* must be entered
		• Route name is a unique field and the system will not allow a duplicate to be entered.
		• Region – defaults to your home region
		• Route Description – max *no of characters* may be entered
3	Check the displayed state highway information and amend if required by selecting the appropriate value from the drop down boxes.	**Notes:**
		• You must enter either a Junction **OR** a Reference Station + Displacement (i.e. you cannot have both).
		• You must ensure that the **To** value of a section matches the **From** value of the subsequent section within a group.
4	You can add a comment for that section describing the section.	**Notes**:
		• This comment will appear on the Permit document. Try to enter something that is meaningful about the start and finish of the section. E.g. McNabs Cnr to Raes Junction.

Add New Route page – editing the route

5	IF…**you want to**…	**THEN**…
a)	Add a group…	Click the [Add Group] button. ⇒ A new group is added to the route under all other groups (see figure below).

Add group button

New group

Add New Route page - adding a group

b)	Add a section to a group…	Click the **Add Section** button and follow steps 2 to 3 above. • A new section is added to the bottom of the sections within that group.

Quick Links

› Add Group
› Save and Close
› Return to Home

🖶 Print this page

Route Name*: Happy Route   Region: Palmerston North ▾
Route Description: Palmerston North to Mas

[Add Group]

[Group 1: Contains 2 sections]

Hide this Group   Delete this Group

Add group button

[Add Section] Reposition Group [1 ▾]

New section

Highway*:   From Junc: Ref-Stn: Disp: To Junc: Ref-Stn: Disp: Delete this Section
[SH1N ▾]   [37 ▾]   [▾] [   ]   [▾] [995 ▾] [0.0]
Route Section Comment [Sam St Depot to High St]   Reposition [1 ▾]
                                                        Section

[Add Misc. Bridge]

Highway*:   From Junc: Ref-Stn: Disp: To Junc: Ref-Stn: Disp: Delete this Section
[▾]   [▾]   [▾] [   ]   [▾] [▾]   [   ]
Route Section Comment [   ]   Reposition [2 ▾]
                                                        Section

[Add Misc. Bridge]

[Group 2: Contains 1 section]

Hide this Group   Delete this Group

[Add Section] Reposition Group [2 ▾]

Highway*:   From Junc: Ref-Stn: Disp: To Junc: Ref-Stn: Disp: Delete this Section
[SH57 ▾]   [570 ▾] [▾] [   ]   [▾] [50 ▾]   [0.0]
Route Section Comment [High st to Johns Road]   Reposition [1 ▾]
                                                        Section

Add new Route page –adding a section

c)	Add a miscellaneous bridge to a route...	1. Click the [Add Misc. Bridge] button

⇒ The *Miscellaneous Bridge* page displays.

Important note:

Only the miscellaneous bridges for your default region will be displayed. If you are creating a pre-defined route for another region you will not be able to add the correct miscellaneous bridges to it.

2. Click the tick box next to the bridge(s) you wish to add.

3. Click the [Select] button.

⇒ You are returned to the *Add New Route* page.

Add New Route page – adding a miscellaneous bridge

Add Misc Bridge button

Tick box to select bridge

List of bridges

Miscellaneous Bridge page – selecting a miscellaneous bridge

Miscellaneous bridges

Add New Route page – miscellaneous bridges added

d)	Hide a displayed group…	Click the [Hide this Group] link	
		• The displayed group is collapsed.	
e)	Show a hidden group…	Click the [Show this Group] link	
		• The hidden group is expanded.	

Add New Route page –displaying and hiding groups)

f)	Delete a group…	• Click the [Delete this Group] link
		⇒ The following dialog box displays:
		⇒ Click [OK] to continue.
		⇒ The selected group is deleted from the screen.
g)	Delete a miscellaneous bridge from the route…	Click the [Delete this Bridge] link
		⇒ The following dialog box displays:
		⇒ Click [OK] to delete the selected bridge from the section, or
		⇒ Click [Cancel] to cancel the action.

h)	Want to save the new route …	Click the [Save and Close] button

Click the **Save and Close** button

- The following dialog box is displayed:

Microsoft Internet Explorer

Do you wish to save this Route?

Press 'OK' to save or 'Cancel' to continue editing

[OK]   [Cancel]
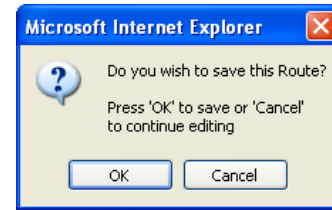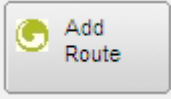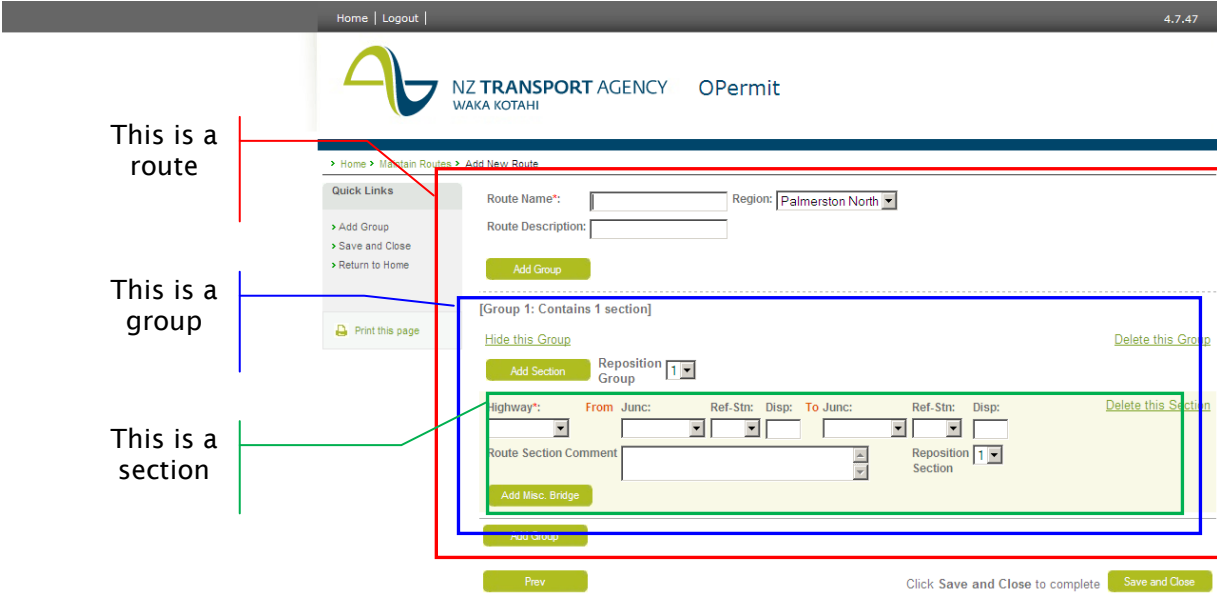
- Click [OK] to continue.

  ⇒ The route is saved and the user is returned to the Maintain Routes home page

Important Note:

Once this has been done the saved route **cannot be modified** by the PIO.

Add Route

Follow these steps to add a new route

Step	Action	Result
1	From the ***Maintain Routes home*** page click the button	The ***Add New Route*** page displays. **Note:** This does not display any pre-defined data. As a default a single empty section is opened up in a single group.
	 Add New Route page	
2	Enter the following fields:	Notes: • <u>Mandatory</u> o Route Name – max *no of characters* may be entered o Region – defaults to your home region • <u>Optional</u> o Route Description – max *no of characters* may be entered

3	Enter the required state highway information.	**Notes:** • You must enter either a Junction **OR** a Reference Station + Displacement (i.e. you cannot have both). • Where there are two or more sections within a group you must ensure that the **To** value of one section matches the **From** value of the subsequent section (see fig nn below).

These Junctions match

Add New Route page – showing continuous sections

☞ **TIP:** You will find the   button at the bottom of the list of units (bottom of page). You may have to scroll down the page to find it.find an explanation of Route Groups and Sections earlier in this document – refer to section 4.4.1.10 Understanding Route Groups and Sections.

4	Enter a comment for that section.	**Note:** Use this if you want to describe the route for reference.

☞ **TIP:** The Route Section Comment for each section will appear on the Permit. To help users of the Permit understand the Route try to enter the Route Section Comments in the following format;

SH code, from local name to local name

e.g. SH8 from Raes Junction to Ettrick.

5	IF…you want to…	THEN…
a)	Add a group…	Click the **Add Group** button. ⇒ A new group is added to the route below the existing groups.

Add New Route page - adding a group

b)	Add a section to a group…	Click the **Add Section** button and follow steps 2 to 3 above. • A new section is added to the bottom of the list of sections within that group.

Quick Links

> Add Group
> Save and Close
> Return to Home

🖶 Print this page

Route Name*: [   ]   Region: [Palmerston North ▾]
Route Description: [   ]

[Add Group]

- -

[Group 1: Contains 2 sections]

Hide this Group   Delete this Group

Add section
button

[Add Section]   Reposition [1▾]
                   Group

Highway*:   **From** Junc: Ref-Stn: Disp: **To** Junc: Ref-Stn: Disp: Delete this Section
[SH56 ▾]   [▾]   [▾]   [   ]   [575▾] [▾]   [   ]
Route Section Comment [   ]   Reposition [1▾]
                                          Section

[Add Misc. Bridge]

Highway*:   **From** Junc: Ref-Stn: Disp: **To** Junc: Ref-Stn: Disp: Delete this Section
This is a new   [▾]   [▾]   [▾] [   ]   [▾]   [▾]   [   ]
section   Route Section Comment [   ]   Reposition [2▾]
                                                          Section

[Add Misc. Bridge]

[Group 2: Contains 1 section]

Show this Group   Delete this Group

[Add Group]

[Prev]   Click **Save and Close** to complete [Save and Close]

Add New Route page - adding a section

| c) | Add a miscellaneous bridge to a route... | 1. Click the [Add Misc. Bridge] button

⇒ The **_Miscellaneous Bridge_** page displays.

Note: only the bridges for your region will be displayed.

2. Search for the bridge(s) you wish to add (use the pagination function to navigate if required)

  1 2 3 4 5 6 7 8 9 10 >>

3. Click the tickbox next to the bridge(s) you wish to add.

4. Click the [Select] button.

⇒ You are returned to the **_Add New Route_** page. |

List of bridge(s)

Tick to select bridge(s)

Miscellaneous Bridge page – selecting a miscellaneous bridge

Miscellaneous bridges added

Add New Route page – miscellaneous bridge added

d)	Hide a displayed group...	• Click the [Hide this Group] link. ⇒ The displayed group is collapsed.
e)	Show a hidden group...	Click the [Show this Group] link ⇒ The hidden group is expanded.
f)	Delete a group...	• Click the [Delete this Group] link. ⇒ The selected group is deleted from the screen.
g)	Delete a section...	• Click the [Delete this Section] link. ⇒ The following dialog box displays: • Click [OK] to continue. ⇒ The selected section is deleted.

h)	Delete a miscellaneous bridge…	• Click the [Delete this Bridge] link. ⇒ The following dialog box displays: **Microsoft Internet Explorer** ? Do you wish to delete a bridge? Press 'OK' to delete or 'Cancel' to continue editing [OK] [Cancel] • Click [OK] to delete the selected bridge from the section, or • Click [Cancel] to cancel the action.
i)	Want to save the new route…	• Click the **Save and Close** button. ⇒ The following dialog box displays: **Microsoft Internet Explorer** ? Do you wish to save this Route? Press 'OK' to save or 'Cancel' to continue editing [OK] [Cancel] • Click [Cancel] to cancel the action – the user stays in the *Add New Route* page; or • . Click [OK} to save the new route - the route is saved and the user is returned to the *Maintain Routes home* page
	Maintain Routes home page	

9. Chapter 9: Generate report

9.1 Introduction

This section describes how to generate a statistical report. There are currently two reports you may generate:

1. Issued Permits Report: displays all issued permits for the specified criteria.

2. Company Current Permits Report: displays all current permits for the specified criteria, by company.
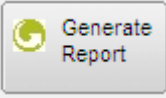
9.2 Context and Task Flow

The following figure shows a high-level process flow diagram for the Generate Permit function. It indicates the main functionality that is available, which is described in this chapter.
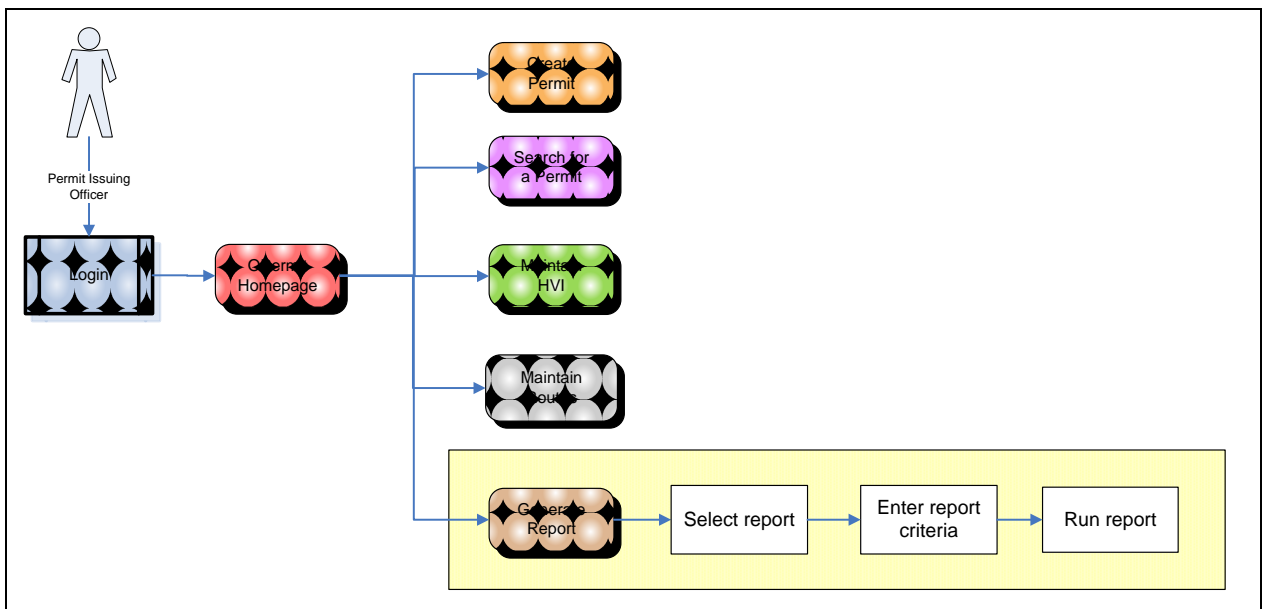
How to Access the Statistical reports

Follow these steps to generate a report

Step	Action	Result
1	From the *OPermit home* page click the ![Generate Report] button.	The *Reports* page displays.

Report page

	2	**IF... you wish to run the...**	**THEN...**
a)		Company Current Permits Report	Go to section below.
b)		Issued Permits Report	Go to section below.
	3	To return to the OPermit home page, click the [>Home] breadcrumb link OR the [>Return to Home] link in the Quick Links panel.	The *OPermit Home* page displays.

Generate Company Current Permits Report
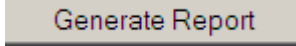
Follow these steps to generate a Company Current Permits report.

Step	Action	Result

1	From the drop-down boxes select the following criteria • Region • Company • (Optionally) enter the BESS number for the company. • Tick the checkbox if you would like OPermit to produce an Excel version of the report.	**Notes:** • The Company field is hidden and will display after you have selected the region. • You may only select one region or company at a time. • Entering a BESS number will help OPermit with its search for any matching permit(s) as it helps to narrow down the criteria. • The default report format is a PDF document.

Select Region

Select Company

Enter BESS number

Excel checkbox

Reports page - Entering Company Current Permits report criteria
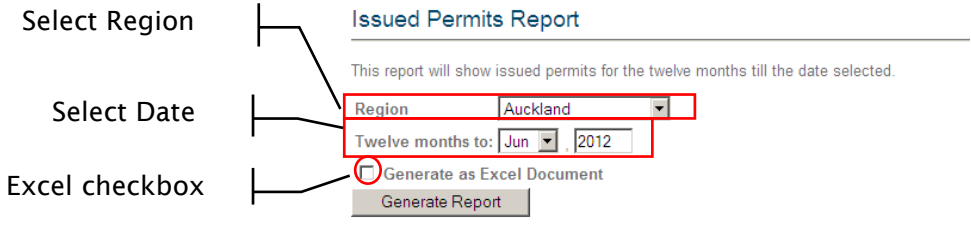
☞ **TIP:** If you want to run a report across the country and/or for all companies, select "All" from the drop-down box.

2	Click the [Generate Report] report button to run the report.	The report will display in a separate screen. **Notes:** • It may take a few minutes for the report to run. • See **Appendix B** for sample reports.

Generate Issued Permits Report

Follow these steps to generate an Issued Permits report.

Step	Action	Result

1	Enter the; • Region you wish to run the report for • (Optionally) select the date from which to run the report • Tick the checkbox if you would like OPermit to produce an Excel version of the report.	**Notes:** • You may only select one region at a time. • Entering a date will help OPermit by narrowing the search. • By default OPermit will select the 12 months prior to and including the current month. • The default report format is a PDF document.
	Select Region ⎯⎯⎯⎤ **Issued Permits Report** This report will show issued permits for the twelve months till the date selected. Select Date ⎯⎯⎯⎤ Region Auckland ▼ Twelve months to: Jun ▼ 2012 Excel checkbox ⎯⎯⎯⎤ ☐ Generate as Excel Document Generate Report *Reports* Page - Entering Company Current Permits report criteria	
2	Click the Generate Report report button to run the report.	The report will display in a separate screen. **Notes:** • It may take a few minutes for the report to run. • See Appendix B for sample report
☞	**TIP:** If you want to run a report across the country and/or for all regions, select "All" from the drop-down box.	

10. Appendix A: Glossary

This section provides the reader with a list of terms and definitions used in this user guide.

Term	Definition
Application	Companies must apply for permission to operate vehicles on New Zealand roads that exceed the legal mass limits as defined in the Vehicle Dimensions and Mass Rule 2002. Companies are required to complete form TNZ 804 (Appendix C of NZTA's Overweight Permit Manual), supplying the appropriate information. Such an application is deemed to be open until such time as the permit is issued, withdrawn or rejected.
Area Permit	An overweight permit that covers all travel on a specified network of roads by a vehicle that is eligible for continuous permits, and carries an indivisible load. See: **Continuous Permit**
Axle Groups	A series of axles where all the axle spacings are less than 2.4 metres. Refer to Appendix D of NZTA's Overweight Permit Manual. See: **Axle Spacing, Spaced Axle**
Axle Index (AI)	The ratio of weight on an axle, to the **reference axle weight** for that axle. See also: **Vehicle Axle Index (VAI)**
Axle Spacing	The longitudinal distance between the centre lines of any two adjacent axles.
Axle Sets	A set of axles that met specific rules about the distance from the first axle to last axle in the set, tyre sizes and the type of axles. The types of axle sets are; IN – individual T – Tandem TRI – Tri-axle Q – Quad-axle Refer to Appendix D for the rules for each axle set.
Axle Type	Axle types may be one of the following: • Single-tyred • Twin-tyred • Four-tyred oscillating • Eight-tyred oscillating Refer to Appendix A of NZTA's Overweight Permit Manual for a full definition under the entry "*Axle*". See also: **Axle Groups, Spaced Axle**
BESS	**Bridge Engineering Self Supervision.** The attainment of BESS registration authorises suitably qualified individuals to self-supervise crossings on identified bridges which would normally be supervised by an Engineer.
Bridge Engineering Supervision	This is supervision provided to ensure that the effects of a vehicle crossing a bridge are kept within the capacity of the bridge. OPermit provides a means by which structural analysis can be conducted to determine if a vehicle may exceed the stress levels on a bridge when operating unsupervised. See: **BESS**
Blockage	Any event or obstruction along the state highway network which may cause disruption to travel along the route e.g. road works.

Term	Definition
Bridge Data System (BDS)	NZTA's authoritative source of all bridge structural information.
Bridge Loading Ratio (BLR)	An indicator of the extent to which the gross load on the whole or any part of a particular vehicle will load the main structural members of a particular bridge. Refer to Appendix D5 of NZTA's Overweight Permit Manual for method of calculation.
Certificate of Loading (COL)	A document issued by a Certificate of Fitness testing authority, such as Vehicle Testing New Zealand, on which is stated the maximum permissible loading for a vehicle.
Company	Vehicle owner or applicant applying for an overweight permit. See: **Application**
Company Vehicle List	Vehicle configuration data stored in the HVI that "belongs" to a specific company. See also: **Heavy Vehicle Inventory (HVI)**
Continuous Permit	An overweight permit that covers the movement of a vehicle that is used frequently in a specific area or on a specific route. The vehicle's load is constant and not considered to be divisible.
Critical Wheel Base	The wheelbase giving the VGI for a vehicle. See also: **Vehicle Gross Index (VGI), Wheelbase**
Deck Capacity Factor (DCF)	The proportion of the standard Rating Load the a bridge deck is allowed to carry when a vehicle is travelling: • Under an overweight permit; and • Under normal vehicle operating conditions It is used to determine the DLR of a bridge deck. See also: **Deck Grade, Deck Loading Ratio**
Deck Grade	A measure of the ability of a bridge deck to carry overweight vehicles. See also: **Deck Capacity Factor, Deck Loading Ratio**
Deck Loading Ration (DLR)	An indicator of the extent to which the axles of a vehicle will load a particular bridge deck. It is used as the first check on bridge decks. Refer to Appendix D4 of NZTA's Overweight Permit Manual for method of calculation. See also: **Deck Capacity Factor, Deck Grade**
Displacement	The distance from a reference station travelled in a specific direction to the point measured. See also: **Junction, Reference Station**
Feasibility Study	A type of overweight permit which is not a formal document but is used to test the feasibility of a vehicle configuration to meet the current road restrictions for a given route. These are not to be issued to a company. See also: **Overweight Permit**
Gross Index (GI)	The ratio of weight on any groupings of axles, to the reference weight for that grouping. Refer to NZTA's Overweight Permit Manual for method of calculation. See also: **Vehicle Gross Index (VGI)**
Gross Vehicle Mass (GVM or GM)	The maximum permitted mass of the vehicle specified either by the manufacturer or determined by the Director of the Land Transport New Zealand.
Heavy Vehicle Inventory (HVI)	An inventory of heavy vehicles that operate under overweight

Term	Definition
	permits.
Junction	This is where one road intersects with State Highway. That road may itself be another State Highway.
Legal Mass Limits	The mass limits as stated in Section 4 of the Vehicle Dimensions and Mass Rule 2002 which are used to determine if a vehicle is overweight. Refer to Section 2.1 of NZTA's Overweight Permit Manual.
Multiple Trip	Permits issued for separate movements of one particular vehicle over the same route with similar payloads within a limited time period.
Overweight Permit	A permit issued by a road controlling authority to allow the movement on a public road of a heavy motor vehicle that exceeds the mass limits stated in Section 4 of the Vehicle Dimensions and Mass Rule 2002. See: **Feasibility Study.**
Overweight Vehicle	A vehicle which exceeds any of the mass limits stated in Section 4 of the Vehicle Dimensions and Mass Rule 2002. A vehicle in excess of the legal axle weight limits.
Pavement Grade	A measure of the ability of a road pavement to carry overweight vehicles. There are four grades – A, B, C, and D – which allow for progressively reducing axle weights. Refer to section 12.2 of NZTA's Overweight Permit Manual. See also: **Pavement Loading Ratio**
Pavement Loading Ratio (PLR)	An indicator of the extent to which the axles of a particular vehicle will load a particular load pavement. Refer to Appendix D3 of NZTA's Overweight Permit Manual for method of calculation. See also: **Pavement Grade**
Payload	Any load carried by a vehicle that is not permanently attached to a vehicle.
Permit Application	See: **Application**
Permit Issuing Officer (PIO)	The person who issues the overweight permit on behalf of the road controlling authority.
Permit Number	Sequential unique identifier associated with each permit. It is the number that is printed on each issued permit.
PIN	**Permit Identification Number** Sequential unique identifier associated with each permit. It can be used to display the base data (i.e. Company/Vehicle/Route) that was used to issue that permit.
Policy Limits	See **Legal Mass Limits**.
Pre-defined Route	Routes that have been defined and saved to OPermit by PIO's or the System Administrator. They may be used in a permit, or copied, changed and saved as another route.
Reference Axle Weight	The nominal allowable weight given to an axle which takes into account the axle type and spacing. In general terms this is equivalent to the legal axle weight limit.
Reference Gross Weight	The nominal allowable weight given to any grouping of axles.
Restrictions	The analysis calculations will result in provision of restriction levels that will be output to the PIO and the Permit holder guiding them on what they can and cant do and where they can and can't go.

Term	Definition
Road Controlling Authority (RCA)	The authority, body or person having control of the road; and includes any person acting under and within terms of any delegation or authorisation given by a controlling authority. Single Trip Permits issued for a continuous movement by one vehicle
Single Trip	A continuous movement under permit by one vehicle. Where a single trip permit is issued a return journey for the same vehicle may require two single trips to be issued.
Spaced Axle	An axle that is 2.4 metres or more from the nearest axle. See also: **Axle Group**
Standard Track Widths	The system has been built with the ability to store and use standard track widths (see track width description below). The user of standard widths has been added to assist the PIO in data entry.
TOPS	**Transit Overweight Permitting System.** Legacy system used to analyse and issue overweight permits. This has been replaced by OPermit.
Track Width	This is the distance between either outer tracks or inner tracks on an axle. Further information can be found in the Overweight Permit Manual.
Transporter	A vehicle specifically designed to carry a payload.
Unit	The individual components stored in the HVI that when combined make up a vehicle. Each unit is owned by a company and is identified by its registration number. See also: **Vehicle**
Vehicle	The combination of individual units for which an overweight permit has been issued. A vehicle can be made up of one or more units and can be identified by its HVI number, which is allocated by the PIO when adding the vehicle to the HVI; e.g. a transporter can be made up of a tractor plus one or more trailers. Refer to Appendix A3 of NZTA's Overweight Permit Manual of for a diagram of current vehicle types. See also: **Unit**
Vehicle Axle Index (VAI)	The maximum **Axle Index** for the vehicle. It is an indicator of the extent to which axles of a particular vehicle are loaded, taking into account the type of axle involved. It is calculated by OPermit when the permit is being created. Refer to Appendix D of NZTA's Overweight Permit Manual for method of calculation.
Vehicle Configuration	See: **Vehicle**
Vehicle Gross Index (VGI)	The maximum **Gross Index** for a vehicle. It is an indicator of the effect of the gross load of a vehicle on bridges. It is calculated by OPermit when the permit is being created. Refer to Appendix D of NZTA's Overweight Permit Manual for method of calculation.
Vehicle Parameters	Each vehicle will have a number of measurements and varying information about it. These will be classified as "vehicle parameters" that may or may not impact or contribute to analysis results.
Vehicle Fitness Testing (VFT)	Single or multiple trip permits that are issued for the purposes of transporting a vehicle to an accredited vehicle testing station. Refer to Section 3.3.6 of NZTA's Overweight Permit Manual for conditions of issue.

Term	Definition
Wheelbase	The distance from the centre of the first axle to the centre of the last axle in a grouping of axles. See: **Critical Wheelbase**
Wheel Track	The distance between the centres of the left-side and right-side wheels of a pair of wheels.

11. Appendix B: Report Examples

This section provides the user with examples of the reports that will be produced from OPermit.

11.1 Company Current Permits Report

11.2   Issued Permits Report

NZ TRANSPORT AGENCY
WAKA KOTAHI

Issued Permit Report

Region: AK
Generated: Wednesday, 15 October 2008
End Date: Oct, 2008

Auckland

Permit Type	Nov '07	Dec '07	Jan '08	Feb '08	Mar '08	Apr '08	May '08	Jun '08	Jul '08	Aug '08	Sep '08	Oct '08	Total
Area Permitxxxyz	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Continuous	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Multiple Trip	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Single Trip	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

End of Report

12. Appendix C: Troubleshooting

This section aims to answer some of the common problems that a user may experience when using OPermit.

12.1 Contacting the Service Desk

The Service Desk contact Number – 0800 805 263

The Service Desk contact email - Service@nzta.govt.nz

12.2 Logging on

Q: I'm trying to log onto OPermit and I get the following message: You do not have the sufficient rights to access OPermit. Please contact OPermit administrator if you believe this to be incorrect.
A: You do not have sufficient access rights to use OPermit. Contact the System Administrator to have your access set up or reinstated.

Q: I'm trying to log onto OPermit and I get the following message: Username and Password do not match. Please try again.
A: The user name and password you used is incorrect. Please try again. Should you continue to experience problems contact the System Administrator who can check and confirm if you are using the correct username for OPermit.

 If all appears in order you may be ordered to the Helpdesk to reset your single sign on password.

12.3 OPermit home page

Q: I'm using the Quick Search to locate an application/permit to copy but it doesn't display.
A: Check that the search criteria you have entered are correct and try again. If this doesn't work, try using the Search Panel and enter more criteria to narrow down your search.

12.4 Create Permit

Searching/Opening Applications/Permits

Q: I'm using the Quick Search to locate a permit but it doesn't display.

A: You need to specify the exact permit number. Check that the permit number you have entered is correct and try again.

Q: When I open an application that hasn't been issued as a permit I get the following message:

> The originally chosen company has been deleted, please select another.

A: The company you specified when you first entered the application has been deleted by the System Administrator. If company is correct, you will need to add it and any associated vehicle configurations to the HVI before you can use it again.

Q: When I open an application that hasn't been issued as a permit I get the following message:

> The originally chosen vehicle has been deleted, please select another.

A: The vehicle configuration you specified when you first entered the application has been deleted by the System Administrator. If the vehicle configuration is correct, you will need to add it to the HVI before you can use it again.

Q: When I open an application that hasn't been issued as a permit I get the following message:

> The originally chosen route has been deleted, please select another.

A: The pre-defined route you specified when you first entered the application has been deleted by the System Administrator. You can use the [Add Route] function within Create Permit to add the route details again. If you choose to add it as a "one-off" then it cannot be deleted although it will not exist in your pre-defined list for future usage.

HPMV Vehicle Design

Q: When I apply a HPMV vehicle design I get the following message:

> **The mismatches listed below have been found between the design and the selected vehicle.**
> **You must either choose a different design or change the vehicle configuration.**
>
> - **The unit at position 1 has 1 axles in this vehicle; in the design it has 3**
> - **The unit at position 2 has 2 axles in this vehicle; in the design it has 4**
>
> .

A: The vehicle design you have selected does not have the same number of axles, and/or units as the vehicle you have selected from the companys Heavy Vehicle Inventory. The message will detail exactly what the issue is (in the example above both the units have incorrect number of axles for the design you have selected.

To fix this you must either;

Change the HPMV vehicle design you have selected OR

Select a different vehicle from the HVI

When this error occurs you will have a business process to follow where you;

Check you have chosen the correct vehicle from the HVI and HPMV vehicle design as per the

application form – correct your entry if you have made a mistake OR if they are correct Refer to the company about these details on their application form.

Axle Set Types

For full detail on the axle set rules please refer to either the Quick Reference for axle set rules or Appendix D.

Q:.When entering the axle information the following message displayed;

TRI axle sets must contain 3 axles: axle set starting at position 4 only contains 2

A: The number of axles in the set rule has not been met.

In the example message you have entered TRI axle set type against only 2 adjacent axles, instead it should be 3.

You will need to enter the same axle set type against the correct number of adjacent axles for the type of axle set.

.

☞ **TIP:** The message will tell you how many axles the axle set should contain, which axle positions are at fault and how many you have assigned to the axle set.

Q:.When entering the axle information the following message displayed;

The axle numbers <4, 5> are outside the distance limits for the axle set type you have selected (TRI). Please re-select the axle set type or re-enter appropriate spacing from prev.

A: The distance rule for the axle set type you have entered has not been met. You will need to either change the axle set type or change the spacings.

.

☞ **TIP:** The message will tell you; which axle positions are at fault and the axle set type at fault.

Q:.When entering the axle information the following message displayed;

Q axle sets must not have axles spaced more than 2.00m: axle at position 5 is spaced 5.50m

A: The minimum distance rule for the axle set type you have entered has not been met. You will need to either change the axle set type or change the spacings.

.

☞ **TIP:** The message will tell you; what the axle set type minimum distance allowed is and which axle position is at fault.

Permit Not Required

Q:.When entering the axle information for an <u>Overweight</u> Application Type the following message displayed;

The permit axle weights entered do not require a permit

A: The system has checked the axle masses you entered against the VDAM policy and found that no individual axle, axle set or combination of axle exceeds the Class One limits. A Permit is not required.

Q:.When entering the axle information for an <u>HPMV</u> Application Type the following message displayed;

The permit axle weights entered do not require a permit

A: The system has checked the gross mass of the vehicle against the VDAM policy and found that the GM does not exceed the limit to qualify for an HPMV permit. A Permit is not required.

HPMV Mass Limits

Q:.When entering the axle information for an <u>HPMV</u> Application Type the following message displayed;

The Axle at position 5 is greater than the allowable mass (6.00)

A: The system has checked the individual axle masses of the vehicle against the VDAM policy and found that mass entered for an individual axle has exceeded the mass limits allowed.

You will have to reduce the mass on the axle.

Note: This message will display for each and every axle position at fault – therefore more than one of these messages may display.

☞**TIP:** The message will tell you; which axle position is at fault and the maximum mass allowed on the axle.

Q:.When entering the axle information for an <u>HPMV</u> Application Type the following message displayed;

The Axle Set of type TS starting at position 1 with mass: 30.00, is greater than the allowable mass: (10.80)

A: The system has checked the axle set masses of the vehicle against the VDAM policy and

found that mass entered for an axle set has exceeded the mass limits allowed.

You will have to reduce the mass on the axle set.

Note: This message will display for each and every axle set at fault – therefore more than one of these messages may display.

☞ TIP: The message will tell you; which axle set type is at fault, the position if the 1st axle in the set, the mass on the set (i.e. sum of masses on each axle in the set) and the maximum mass allowed for the axle set.

Q:.When entering the axle information for an HPMV Application Type the following message displayed;

The Axle Combination from position 3 to 8 with mass: 42.00, is greater than the allowable mass: (36.00)

A: The system has checked, for every possible combination of axles, the mass on the combination against the VDAM policy and found that mass entered for an axle combination has exceeded the mass limits allowed.

You will have to reduce the mass on the axle combination.

Note: This message will display for each and every combination of axles at fault – therefore more than one of these messages may display.

☞ TIP: The message will tell you; which axle positions are in the combination that is at fault (first axle position – last axle position), the mass on the combination (i.e. sum of masses on each axle in the combination) and the maximum mass allowed for the combination.

Important Note: OPermit checks all these mass limits when you click on the [Next] button on the *Vehicle Axles* page. You may find you get a long list of messages when you do this. E.g.

Application Details

Application Number:

Date created:

Status:
Exceeds Policy ▼

Referred:
☐

Assigned To:
opermittest3

Quick Links

› Save and Close
› Return to Home
› Calculate AI and Totals
› Verify Permit Required
› Perform Policy Checks

🖶 Print this page

| Company | Vehicle | Route | Summary | Analysis | Fees | Instructions | Permit |

Steps: › Select Vehicle › Axles

The GMU (40.00) of the Axles 1 to 4 exceeds the allowable GVM for that unit (28.00): Registration number: A224 Long Tract
The GMU (32.00) of the Axles 5 to 8 exceeds the allowable GVM for that unit (30.00): Registration number: A224 Long Trail
The VAI of the Vehicle (3.00) exceeds the policy limit (1.18)
The Axle at position 1 is greater than the allowable mass (5.40)
The Axle at position 2 is greater than the allowable mass (5.40)
The Axle at position 5 is greater than the allowable mass (6.00)
The Axle at position 6 is greater than the allowable mass (6.00)
The Axle at position 7 is greater than the allowable mass (6.00)
The Axle at position 8 is greater than the allowable mass (6.00)
The Axle Set of type TS starting at position 1 with mass: 30.00, is greater than the allowable mass: (10.80)
The Axle Set of type Q starting at position 5 with mass: 32.00, is greater than the allowable mass: (22.00)
The Axle Combination from position 1 to 8 with mass: 72.00, is greater than the allowable mass: (48.00)
The Axle Combination from position 1 to 7 with mass: 64.00, is greater than the allowable mass: (45.00)
The Axle Combination from position 2 to 8 with mass: 57.00, is greater than the allowable mass: (44.00)
The Axle Combination from position 1 to 6 with mass: 56.00, is greater than the allowable mass: (42.00)
The Axle Combination from position 2 to 7 with mass: 49.00, is greater than the allowable mass: (42.00)
The Axle Combination from position 3 to 8 with mass: 42.00, is greater than the allowable mass: (36.00)
The Axle Combination from position 1 to 5 with mass: 48.00, is greater than the allowable mass: (40.00)
The Axle Combination from position 2 to 6 with mass: 41.00, is greater than the allowable mass: (39.00)
The Axle Combination from position 4 to 8 with mass: 37.00, is greater than the allowable mass: (34.00)
The Axle Combination from position 1 to 4 with mass: 40.00, is greater than the allowable mass: (29.50)
The Axle Combination from position 1 to 3 with mass: 35.00, is greater than the allowable mass: (26.50)

HVI No. A224 Long 50t

Apply Vehicle Design: A224 ▼

Gross Combined Mass from Col (kg) *: 120000   Max Speed *: 90 ▼

Overall Dimensions (m)
Width *: 2.0   Height *: 4.0   Length:

Load Description:

Load Type *: Divisible ▼   AWF Limit *: None ▼

Use Standard Track Widths

Axle Position	Type	Tyre Size	Suspn	Track (Out)	Track (In)	Weight	Spacing	Axle Set Type	Axle Index
1	S ▼	Standard ▼	H ▼	2.05		15.0	0.0	TS ▼	3.0
2	S ▼	Standard ▼	H ▼	2.05		15.0	1.61	TS ▼	3.0
3	T ▼	Standard ▼	AD ▼	1.85		5.0	4.0	T ▼	0.68
4	T ▼	Standard ▼	AD ▼	1.85		5.0	1.3	T ▼	0.68
5	T ▼	Standard ▼	H ▼	2.06		8.0	4.2	Q ▼	1.31
6	T ▼	Standard ▼	H ▼	2.06		8.0	1.33	Q ▼	1.31
7	T ▼	Standard ▼	H ▼	2.06		8.0	1.33	Q ▼	1.31
8	T ▼	Standard ▼	H ▼	2.06		8.0	1.33	Q ▼	1.31

Vehicle Parameters - GM: 72.00 VAI: 3.00 VGI: 2.07 Crit. WB: 1.61

Prev   Click **Next** to continue   Next

☞ **TIP:** If you get a long list of messages work through the list from top to bottom when you adjust your data entry – you may find as you resolve one, others later in the list may no long be an issue; to check try clicking the [>Perform Policy Checks] link in the Quick Links panel after adjusting the mass on an axle.

Vehicle Checks

Q:.When entering the axle information the following message displayed;

The GMU (40.00) of the Axles 1 to 4 exceeds the allowable GVM for that unit (28.00): Registration

number: A224 Long Tract
A: The system has checked the Gross Mass Unit (GMU) on the units against the GVM recorded for the units in the Heavy Vehicle Inventory (HVI) and found that the GMU is exceeds the GVM. You will have to reduce the mass on the unit. **Note**: This message will display for each and every unit at fault – therefore more than one of these messages may display.
☞ **TIP:** The message will tell you; what the mass is on the units axles and the axle position, what the units GVM is and the registration number of the unit at fault.

Q:.When entering the axle information the following message displayed; **The GM of the Vehicle (72.00) exceeds the GCM (10.00)**
A: The system has checked the Gross Mass (GM) on the vehicle against the GCM entered for the vehicle and found that the GM is exceeds the GCM. You will have to reduce the mass on the vehicle.
☞ **TIP:** The message will tell you; what the GM is and what the GCM has been entered as.

Q:.When entering the axle information the following message displayed; **The GVM is undefined for the unit with Registration number: ETN601. Please update the GVM in Maintain HVI.**
A: The GVM has not been entered for the unit in the HVI. You will need to contact the OPermit System Administrator to have this rectified.

Routes

Q: I'm creating a route and I want to add some miscellaneous bridges but the bridges I was expecting to see aren't displayed.
A: You may only select miscellaneous bridges from your default region so it's possible that the state highways you have selected do not belong to your default region. Contact the System Administrator for assistance.

Q: The one-off route I created doesn't show on my list of routes.
A: It's possible you viewed a route from your list of pre-defined routes **after** you created the one-off route. Unfortunately the data you entered has been lost as one-off routes are not saved to your list of routes. They are only valid for the specific permit they are created for.

You will need to either copy a pre-defined route or add a new route, and select the one-off route type again.

Structural Modelling Analysis

Q: I'm trying to process the application but the analysis won't run. I get returned to the Summary page where the following message displays:

<p style="color:red; text-align:center">Analysis Error – AnalysisDirection not initialized</p>

A: The reason for the error is because a direction of a bridge on the route is not as expected (i.e. not "Increasing", "Decreasing" or "Both").

Please report this issue to the System Administrator so that the bridges in BDS can be checked/corrected.

Issuing the Permit

Q: When I try to issue a permit I get the following message:

<p style="color:red; text-align:center">The permit cannot be issued when it has been referred</p>

A: You previously ticked the "Referred" flag. Uncheck this box and click the

 button again.

Q: I've issued a permit but made some errors with the application information. Now I can't change it – what should I do?
A: You will have to **cancel** the issued permit (even if you didn't actively send it out – this will ensure the data on the Opermit system is left clean) and re-issue another permit to replace it.

Revoking Permits

Q: I want to reject an application/revoke a permit – how do I do this?
A: Use the [>Withdraw Application] and [>Cancel Permit] functions from the Quick Links respectively.

12.5   Maintain HVI

Q: I'm using Registration Number to search for a company by that uses that unit but it's not displaying.
A: You need to enter the **exact** Registration Number for the unit. Check what you've entered is correct and try again.

Q: I've finished viewing a company and want to get back to my original company search results.

A: Click the [>Maintain Heavy Vehicle Inventory] breadcrumb link.

Q: The vehicle configuration I'm creating has a different number of axles to the one specified by the company.

A: It's possible that the unit(s) that make up the vehicle configuration were originally loaded with a different number of axles, or that the vehicle has an adjustable number of axles.

Contact the System Administrator to have the number of axles amended in the HVI.

Q: I've made an error entering the details for a unit/vehicle and I've saved it to the database – how do I get this fixed?

A: You can ask the System Administrator to either fix the existing unit or vehicle, or to delete it. Contact the System Administrator in the first instance.

Q: I want to update some of the Company details but all the data only appears to be un-editable ?

A: The initial build will be provided with all details uneditable once saved and confirmed. However this is tagged as an area for immediate enhancement to allow many of the Company details to become editable in the future (ie Postcode, Address, Fax no, Phone no, Mobile no, Contact details, Comments). It is hoped this aspect will be improved as a matter of urgency to allow the PIO to maintain the lower level Company details.

In the meantime, the System Administrator would need to be advised of what the update was so they could affect it.

Q: One of the Companies has borrowed a unit and/or vehicle from another listed Company, how will I make sure it is reflected in the system ?

A: Although duplicate entry of units is not permitted within a particular Company, the system will allow input of a unit against a different Company. Ie one unit can exist more than once in the system as long as the owning Company is different in each case.

Q: I'm viewing the units for a company but none of the details are showing.

A: We hide the details but you can see a summary of each unit the company owns. Just click the [Show/Hide Details] link below the summary of the unit you want to view and the details will be displayed.

12.6   Maintain Routes

Q: I've made an error entering a pre-defined route and have saved it already – how do I get this fixed?

A: You can ask the System Administrator to either fix the existing unit or vehicle, or to delete it. Contact the System Administrator in the first instance

Q: I'm creating a route and I want to add some miscellaneous bridges but the bridges I was expecting to see aren't displayed.

A: You may only select miscellaneous bridges from your default region so it's possible that the state highways you have selected do not belong to your default region.

Contact the System Administrator for assistance.

Q: Can I copy a one-off route from an application/permit and store it permanently?

A: No, this is not possible. One-off routes are applicable to the permit only.

If you wish to set up a route as a permanent route, use the function to add it to your list of pre-defined routes.

12.7 Generic

Q: My screen doesn't look the same as the screen shots in this User Guide.

Q: The system is not behaving as described in this User Guide.

A: If something looks different or acts differently to what you are expecting/have previously experienced, it's possible that an upgrade to your web browser software or your operating systems may have been implemented recently. Check with your IT department. This could also mean that the User Guide has not recently been updated or requires an amendment. This should be followed up with the System Administrator.

Q: When I try to delete or update a record at any point in the system, I get the following error:

Optimistic Locking Error : The same record was updated by another user

A: This happens when 2 or more users are trying to update or delete the same record concurrently. Getting this message means another user has updated/deleted the record prior to your commit. In order to get the recent change, you need to go back to home and reselect this record again.

Q: What do I do if the screen appears to freeze at any point when running the Application ?

A: The server on which the Application runs may have 'gone down'. This can be checked with the HelpDesk. Once the server is back up, the screen will un-freeze and progress can continue.

13. Appendix D: Rules for Axle Sets

The following are the rules for axle sets.

13.1 Individual Axles (IN)

No. of Axles in the Set: One

Minimum Spacing: 1.0 m

Maximum Distance: Any distance greater than 1.0 m.

Axle Types: Single axle with standard tyre (S)

Single axle with large tyre (SL)

Twin-tyred axle with any tyre

4 axle with any tyre

8 axle with any tyre

13.2 Tandem Axle Set (T)

No. of Axles in the Set: Two

Minimum spacing (between axles): 1.0 m

Maximum distance from 1st to last axle: 2.0 m

Axle Types: 2 single axles with standard tyres (S)

2 single axles with large tyres (SL)

2 twin-tyred axles with any tyres

2 single axles with a standard tyre & large tyre

2 oscillating (4s) axles with any tyres

2 oscillating (8s) axles with any tyres

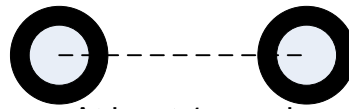Additional: Twin-steer axles are not allowed
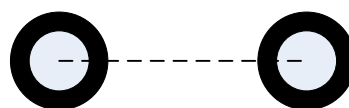
At least 1m and
less than or
equal to 2m

13.3 Twin-Steer (TS)

No. of Axles in the Set: Two

Minimum spacing (between axles): 1.0 m

Maximum distance from 1st to last axle: 2.0 m

Axle Types: 2 single axles with standard tyres (S)

2 single axles with large tyres (SL)

| | 2 single axles with a standard tyre & large tyre |
| Additional: | Oscillating (4s & 8s) axles are not allowed |

At least 1m and
less than or
equal to 2m

13.4   Tri-Axle Set (TRI)

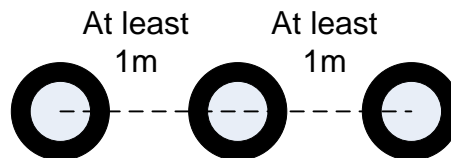| No. of Axles in the Set: | Three |
Minimum spacing (between axles):	1.0 m
Minimum distance from 1st to last axle:	2.0 m
Maximum distance from 1st to last axle:	3.0 m
Axle Types:	3 single axles with large tyres (SL)
	3 twin-tyred axles with standard tyres
	3 twin-tyred axles with large tyres
	3 oscillating (4s) with any tyre
	3 oscillating (8s) with any tyre
Additional:	All axles in the set must have the same tyre size.
	All axles in the set must have a equal number of tyres

At least   At least
1m   1m

At least 2m and less
than or equal to 3m

13.5   Quad-Axle Set (Q)

No. of Axles in the Set:	Four
Minimum spacing (between axles):	1.0 m
Minimum distance from 1st to last axle:	3.75 m
Maximum distance from 1st to last axle:	4.0 m
Axle Types:	4 single axles with large tyres (SL)
	4 twin-tyred axles with standard tyres
	4 twin-tyred axles with large tyres
	4 oscillating (4s) with any tyre
	4 oscillating (8s) with any tyre
Additional:	All axles in the set must have the same tyre size.

All axles in the set must have a equal number of tyres

At least 1m   At least 1m   At least 1m

At least 3.75m and less than or
equal to 4m
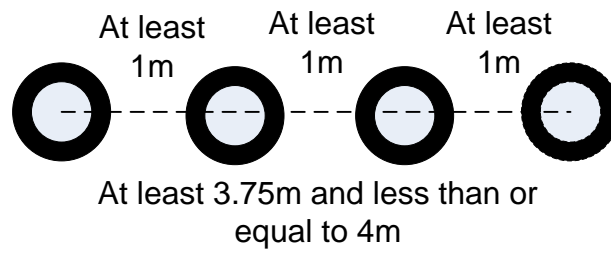
14.   Reader's Comment Form

OPermit	<Book Title, First/Second/Third/etc. Edition>
	<Software Version #>
	<Part No. >

NZTA welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision. Please tell us...

- Read the introduction to a chapter before going on to the tasks.
- Use the step-by-step instructions in the How To section for each task.
- Go straight to the How To section if you know why and when to perform the task.
- Dip in and out of the guide, as appropriate, once you are familiar with the application.
- <Document Reference 1>
- <Document Reference 2>
-
- <Task 1 Name>
- <Task 2 Name>
- <Task 3 Name>
-
-
- <Event 1>
- <Event 2>
-
- <Prerequisite Action 1>
- <Prerequisite Action 2>
-
- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this guide?
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If you find any errors or have any other suggestions for improvement, please indicate the topic, chapter, and page number below:

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