Some hints and tips on system usability

1. **How to remove a row of standard cost capital items if only one row is entered -** If you want to remove a row of standard cost capital you can use the “delete” function to remove the whole row. However, if there is only one row of standard cost capital this function is not enabled – you can:

   - click the “Add a new Row” button – a new blank row will appear,
   - the delete function will be available on both rows and you can remove the row which you want to delete.

   Alternatively

   - remove the entries from the “quantity” and “map letter” boxes;
   - set the entry in the Standard Cost Items box to “Select Item”;
   - set the entry in the “Year Claimed” to select year.

2. **Display of Validation Error Messages -** Where errors exist, messages are displayed in a pink banner at the top of the screen that the error exists on, as well as displaying on the Validation Errors screen.

   Sometimes when you correct the information which caused the error, the error message remains on the pink banner until you select ‘save and continue’ or access the summary screen.

3. **Uploading Supporting Documents –** If you press ‘upload new document’ on the supporting documents screen and then complete all the detail requested on the ‘Supporting documents’ pop-up box, the ‘Upload new document’ button at the bottom of the pop-up should be enabled. However, if it isn’t, just click on it twice and the document will upload.

4. **Submission Success screen - supporting documents link -** Once you have submitted your application you will be presented with the submission success screen which may inform you that outstanding documents can be uploaded via the Supporting Documents screen.

   This function is not currently available and any supporting documents you have not uploaded as part of your application must be sent to your local office by e-mail or alternatively be posted or hand delivered.

5. **Web based navigation –** As this is a web based application which includes validations within its internal navigation, it is important to remember that you

should not use browser navigation as you may lose information that you have entered on the application.

What we mean by browser navigation is the back and forward keys, save icon, etc.

6. **Communications Log -** Every time you press the Schedule of Works (SoW) button on the application summary screen a new SoW will be created and stored in your communications log showing the date and time it was created. In addition, you will receive an e-mail to tell you that. If you want to view a previously created SoW you can access it through your communications log.

7. **How to add a land parcel that is not contained in the list on the 'Allocate options to land' screen -** If the 'Select Land' drop-down does not contain the Land Parcel that the proposed work is to be carried out in, the 'Add New Land' link should be selected. Please enter an OS grid reference in the box indicated for this. The OS grid ref should be in the format XX/123/456. You must ignore the Land Parcel ID box as validation will not let you submit if you add a land parcel.