

Admin and TM Manager User Training Pack (Setup)

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Author: Brenden Morrell

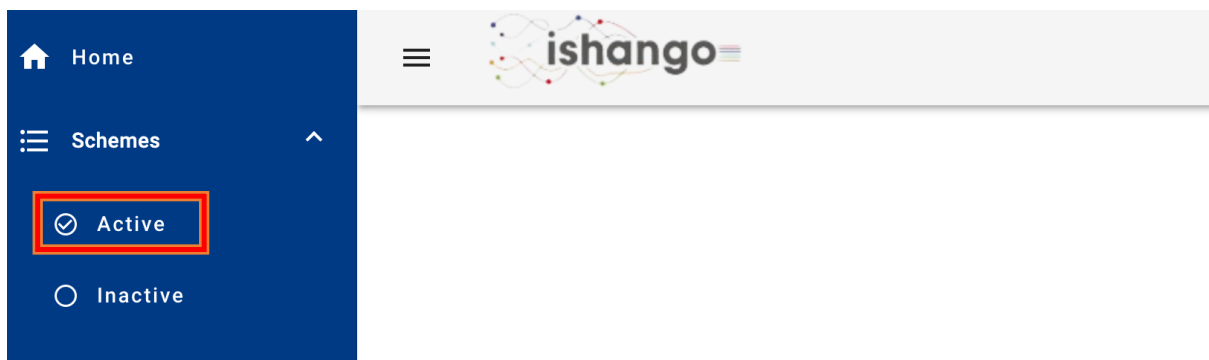
Creating a Scheme

Users with the Admin role have the highest level of permissions on the TTM app. With access to configure new schemes, view all areas of the system, and edit user role assignments.

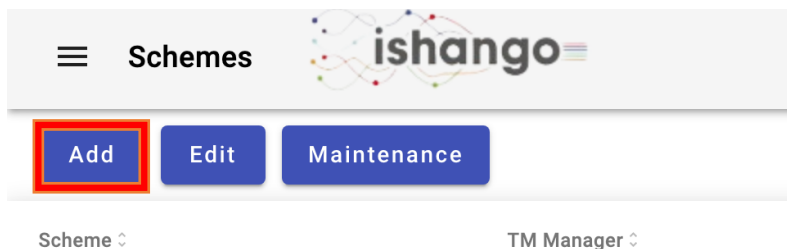
1. Log into the application using the following link:

<https://costain.tm.ishango.co.uk/>

2. Find the active/inactive scheme options below the home button of the top left of the system



3. Once selected choose the Add option to create a new scheme



4. Enter the basic details of the scheme under 'setup' (these details can be edited at any point)



5. Use the checkbox at the bottom of the setup page to confirm if the scheme is active or inactive.
6. Select 'Save' and return to the home page via the home button of the top left.
7. Return to the scheme (Saved to the inactive or active area and select it from the list.
8. The edit and maintenance options will now be visible on the newly created scheme. It is recommended to populate the maintenance fields before setting a scheme to active as this will ensure all dropdown options are available.

Add	Edit	Maintenance			
Scheme	TM Manager	Construction Manager	Project Manager	Scheme Sponsor	
M6 J21a to 26 SMA	Morrell, Brenden (+2 more)	Construction.manager, TM (+1 more)	Tom Kenyon	National Highways	
CCTV Reporting Test			Brenden	Sponsor 1	

9. Completing Maintenance:

Save New fields by clicking on the boxes as below and entering text.

Area

Area 1 × Area 2 ×

Configure a distribution list by inviting external users or adding users already onboarded onto the TM application. All users added to the list will be displayed and will be available to download form the maintenance page at any point through the scheme.

Email Distribution List

+ Add External Email + Add Existing User Email Remove from List

Email Address

No data to display

0 selected / 0 total

Download Email Distribution List

Upload any documentation that is relevant to the scheme

Documents

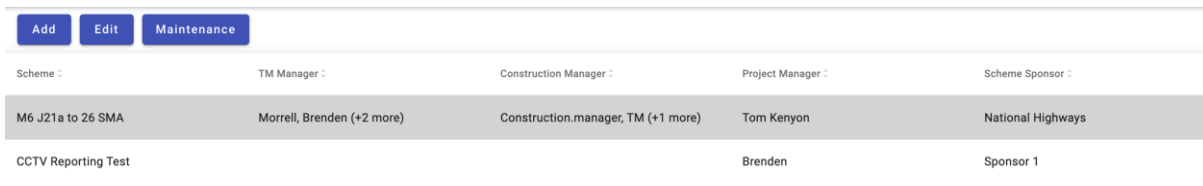
+ Add Scheme Documents

Return to the top of the maintenance page to save

Save

10. Scheme edit:

Return to the list of schemes and select the edit option. This allows for further configuration of a scheme details.



Scheme	TM Manager	Construction Manager	Project Manager	Scheme Sponsor
M6 J21a to 26 SMA	Morrell, Brenden (+2 more)	Construction.manager, TM (+1 more)	Tom Kenyon	National Highways
CCTV Reporting Test			Brenden	Sponsor 1

Select each of the tabs to configure the specific parameters of a scheme. For example, select the carriageways tab to configure carriageways that are within the scheme or select CCTV to add new CCTV users to the scheme.



Save	Setup	Carriageways	Roadspace	TSCO/ISU	CCTV
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Inviting and adding users to a scheme

Users with the admin role can configure specific user's role allocations. See the bellow summaries for each of the roles on the system.

Role	Details
Admin	User with the Admin role have the highest level of permissions on the TTM app. With access to configure new schemes, view all areas of the system and edit user role assignments.
TM Manager	TM managers have access to most areas within the TTM application aside from administration control and new scheme configuration
Road space Manager	The road space manager role provides access to the road space bookings area of the system. This role has unique permissions to set bookings to a 'booked' state prior to daily confirmation.
TSCO	The TSCO role allows the assigned user to login to the web app and complete shifts as a TSCO. This grants access to complete the various forms templates and audits that a TSCO will complete within a shift.
ISU	The ISU role will allow access to start a shift as an ISU user on the application. Users with this role will be able to complete the various forms setup within the ISU shift environment
CCTV Manager	The CCTV manager can review CCTV reporting data as well as complete the actions that a CCTV operator can.
CCTV Operator	The CCTV operator can complete camera checks, Record incidents and call logs
Contractor	The contractor role is an approval role within the daily confirmation of bookings. The contractors that have been added toa. Scheme will determine what contractors are available to assign to a booking.
TM Viewer	The TM viewer role allows limited access so some areas of the TTM application, for example, a member of public completing a survey.

Adding Users to a role example (CCTV)

The steps outlined below reference adding a CCTV Operator however the same steps apply to adding user to other roles is completed under the Road space and TSCO sections.



1. Login to the system <https://costain.tm.ishango.co.uk/>
2. Select the scheme that you wish to add the user to followed by the edit option.
3. Then navigate to the CCTV tab
4. Use the add button to add a CCTV User that is already using the system under another scheme
5. Select the 'Add new user' option to invite the user to the system for the first time
6. Select save to apply this to the system

Save

Setup Carriageways

CCTV Operators

Add **Remove** **Add New User**

First Name ↕	Last Name ↕
TM	CCTV Operator

0 selected / 1 total

Audit Maintenance


1. Select the audit option on the left menu



2. Then choose the Maintenance option



3. The Select one of the audits as below

☰ Audit Maintenance 

Edit Daily Vehicle POWER Check (CAR)

Edit Daily Vehicle POWER Check (TM Vehicle)

4. Enter or edit the questions for the audit
5. Use the Yes/No selector to define the intended correct answer for this question, if the correct answer is not given on the audit the system will request a comment
6. Use the Add section option to create new sections

7. Sections and individual questions can be removed from the audit via the remove buttons
8. Use the save button on the top left to apply any changes that have been made to the audit questions

Cancel Save

Frequency Required

Required* Daily Frequency* 1

Add New Section

Section Title* Vehicle checks

Question* General cleanliness

Correct Answer

Yes No

Remove Section Add Question

Remove

CCTV Maintenance

1. Login and select the CCTV tab on the left menu



2. Select the dropdown arrow next to CCTV and then choose the Maintenance option underneath



3. A selection of fields like the below example will be displayed. Entering text in each field will populate the dropdown options for the CCTV users on the application

Save

Breakdown Causes

Puncture Mechanical Medical incident RTC electrical abandoned vehicle

4. New fields can be added at any point
5. Select save to apply any recent changes to the CCTV fields

System Level Maintenance

System level maintenance applies to all schemes. Changes made here will populate dropdowns across all schemes set up on the system.

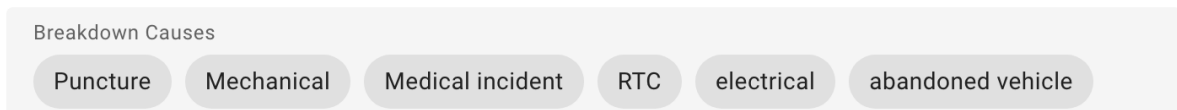
1. Login and select the System tab on the left menu



2. Select the dropdown arrow next to System and then choose the Maintenance option underneath



3. A selection of fields like the below example will be displayed. Entering text in each field will populate the dropdown options across the system for users on the application



4. New fields can be added at any point
5. Select save to apply any recent changes to the system fields