

Contractor Training Pack

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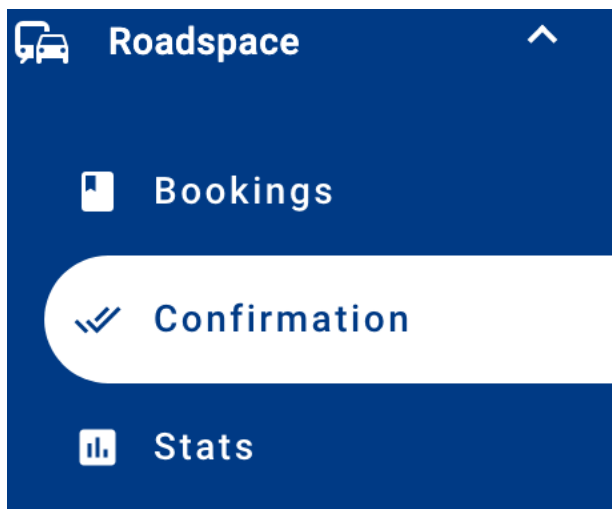
Approving Bookings

Users with the contractor role will be responsible for applying daily approval to road space bookings. Email notifications with embedded links to the bookings will be triggered when a booking is awaiting contractor's approval. The below steps show how a contractor can find the approve a booking without using the link.

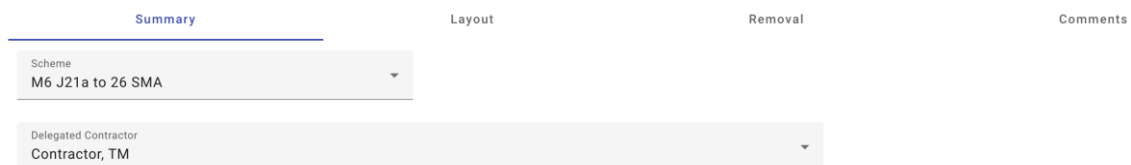
1. Log into the application using the following link:

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

2. Under the road space heading on the left menu choose the 'Confirmation' option to see all of the shifts awaiting daily confirmation.



3. Select a booking from the list displayed followed by the 'view booking' button
4. A summary of the booking will be displayed as well as the 'layout, Removal and comments that have been attached during the approval process



5. Within the summary section scroll down to view the NAP and TM confirmation
6. Select Yes/No and scroll to the bottom of the page to confirm the approval
7. Complete

Confirm N.A.P.

Confirm TM