

USER INSTRUCTIONS
FOR
PERMISSION TO WORK SYSTEM

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Login Page

Web address: <http://sheffield.technologyforge.com/ptw>

The screenshot shows a web browser window displaying the Sheffield City Council Permission To Work System login page. The page features the Sheffield City Council logo at the top left. Below the logo is a warning message: "Warning: Unauthorised use of this system is prohibited. You should only login if you have permission to do so. This system uses cookies, by logging in, you are consenting to our use of cookies. You may be able to disable cookies in your browser, but doing so will mean that the site will not function correctly." Underneath the warning is a "Login Details" section with two input fields: "Username" and "Password". To the left of these fields is a "Submit" button. Below the input fields are two hyperlinks: "Forgotten Password" and "New User Request". At the bottom of the page, there is a copyright notice: "Copyright ©2011-2013 The Technology Forge Ltd." Three blue arrows point from callout boxes to the "Forgotten Password" link, the "New User Request" link, and the "Submit" button.

If you have forgotten your password, click on hyperlink to follow the process of retrieving password.

If you are a new user on the system, click on hyperlink to follow the process of gaining access.

Existing Users - Enter Username and Password and press Submit Button to login

Forgotten Password Page

Forgotten Password

Please enter your Username to submit a request for a new password. If you need further assistance please contact the Transport & Facilities Management Team on 0114 273 5621 who will be happy to assist you.

Warning

Unauthorised use of this system is prohibited. You should only login if you have permission to do so. This system uses cookies, by logging in, you are consenting to our use of cookies. You may be able to disable cookies in your browser, but doing so will mean that the site will not function correctly.

Login Details

Username

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Enter your Username and click Submit Request to send an email to the System Administrator to reset your Password.

If you have forgotten your Username ring the name on top of the screen.

New User Request Page

http://sheffield.technologyforge.com/ptwdemo/index.php?type=newUser

Sheffield City Council

New User

Please enter your Username, Phone and E-mail address and you will be contacted shortly regarding your login details.

Warning

Unauthorised use of this system is prohibited. You should only login if you have permission to do so. This system uses cookies, by logging in, you are consenting to our use of cookies. You may be able to disable cookies in your browser, but doing so will mean that the site will not function correctly.

Contact Details

Name

Phone

Email

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Enter all details requested to enable System Administrator to give access and be able to contact you. Click Submit Request button after completing all the fields.

Home Page

Sheffield City Council

Home PTW Help

You are logged in as: AAPTWeb [Logout](#)

[Home](#)

Welcome to the Sheffield City Council Permission To Work (PTW) System

PTW is a mandatory requirement for property managers and building users who will disturb the fabric of buildings or land in conjunction with any proposed works or planned events.

The above proposed works cannot be carried out without PTW approval.

In the case of emergencies, contact the Transport & Facilities Management Team on 0114 273 5621.

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Home tab gives details of the Permission to Work process. This page will also be used to inform users of any system updates.

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Help Page

The screenshot shows a web browser window with the URL <http://sheffield.technologyforge.com/ptwdemo/help.php>. The page features the Sheffield City Council logo and a navigation menu with tabs for Home, PTW, and Help. The Help tab is highlighted, and a blue arrow points from a callout box to it. The main content area displays the text: "Help Page" and "This page is currently under construction. Please contact the Transport & Facilities Management Team on 0114 273 5621 who will be happy to assist you." The footer contains the copyright notice: "Copyright ©2011-2013 The Technology Forge Ltd." The Windows taskbar at the bottom shows the time as 11:54 on 03/06/2014.

Help tab gives details of system support and will also provide useful links to other relevant information.

About Page

Sheffield City Council

Home PTW Help

You are logged in as: AAPTWeb [Logout](#)

View
About

[Home](#) > [Help](#) > About

About Permission To Work

Current code version: 1.14
Current database version: 1.11

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Main Line: 0113 288 2575
Help Desk: 0113 288 2595

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About hyperlink within the Help tab gives details of the System Version and the Developers details.

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PTW Page

The screenshot shows the Sheffield City Council PTW List page. The browser address bar shows the URL: <http://sheffield.technologyforge.com/ptwdemo/ptwList.php?type=1>. The page has a navigation menu with 'Home', 'PTW', and 'Help'. A search bar is located at the top right, and a 'Show Filter' button is below it. The main content area displays a table of PTW records with columns for Action, PTWID, Type, Location, Title, Owner, and Status. A 'Recent Items' list is on the left, and a 'New Request' button is also present. Callout boxes provide additional context: 'Allows you to search for PTW's with more options' points to the search bar; 'Allows you to navigate through the various pages' points to the navigation menu; 'View - Shows PTW's in various stages.' points to the 'View' dropdown; 'Recent Items - Shows last 15 PTW's looked at.' points to the 'Recent Items' list; 'Hyperlink to apply for a new PTW.' points to the 'New Request' button; and 'Summary view of last 12 PTW's' points to the table header.

Allows you to search for PTW's with more options

Allows you to navigate through the various pages

View – Shows PTW's in various stages.

Recent Items – Shows last 15 PTW's looked at.

Hyperlink to apply for a new PTW.

Summary view of last 12 PTW's

Action	PTWID	Type	Location	Title	Owner	Status
Edit	PTW00116	Reception Parcel Delivery	00090 - Meersbrook Bank Primary School / 2081 - Meersbrook Bank Primary 3-11	Roof Repairs and drainage work	Garvey Stewart	Complete
Edit	PTW00111	Asbestos Works	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Beta Test 2	Garvey Stewart	Issued
Edit	PTW00106	Reception Parcel Delivery	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Weekend Test Title	Chapman Melvyn	For Completion
Edit	PTW00105	Asbestos Works	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Samsung test ptw edit	MacBeath-Singer Katy	New
Edit	PTW00103	Please Select Type	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	TEST PTW	Garvey Stewart	For Approval
Edit	PTW00102	Asbestos Works	00701 - Carbrook Offices / 00701A - Carbrook Offices	PTW Test Wrong	Garvey Stewart	Cancelled
Edit	PTW00101	Please Select Type	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	PTW Test Title Asbestos Job Edited	Garvey Stewart	Cancelled
Edit	PTW00015	Reception Parcel Delivery	00779 - Hunters Bar Junior School and Hunters Bar Infant School / 2060 - Hunters Bar Infant 4-7	Final Beta Plus	Chapman Melvyn	Approved
Edit	PTW00010		00061 - Rainbow Forge Primary School and The Lodge Youth Club / EST00009 - The Lodge Youth Club	Refurbishment	Biggin Cherie	New
Edit	PTW00009	Reception Parcel Delivery	03966 - Stocksbridge Childrens Centre / EST00003 - Stocksbridge Childrens Centre	Upgrade Fire Alarm System	Ahmed Imran	For Completion
Edit	PTW00008	Asbestos Works	03022 - Abbey Lane Cemetery / 03022A - Abbey Lane Cemetery Chapel	me	Argile Jennifer	Issued
Edit	PTW00007		ARC23196 - Moonshine Lane / ARC - 01 - Main Building	Fire alarm / electrical upgrade	Veale Martin	Issued

PTW tab – New Request Page

The screenshot shows a web browser window displaying the Sheffield City Council PTW (Permit to Work) system. The page is titled "New Request" and contains a form for submitting a new request. The form fields include:

- Location:** A search box with a "Find" button.
- Site:** A text input field.
- Establishment Title:** A text input field.
- Details/Location:** A large text area for providing project details.
- Notes:** A text area for additional information.
- Commence Date:** A date picker.
- Cost:** A text input field.
- Health And Safety:** A list of checkboxes for risk assessments: Fire, Legionella, Asbestos, Gas, and Electricity.

At the bottom of the form are "Save" and "Cancel" buttons. The page also features a navigation menu (Home, PTW, Help) and a user login status (You are logged in as: aaptwweb Logout).

Instructional callouts are provided for several key elements:

- Enter Title for the project, e.g. Window Replacement Programme.** (Points to the "Details/Location" field)
- Enter any additional information, e.g. Building Regulation Approval already in Place.** (Points to the "Notes" field)
- Enter approx. cost. (Optional)** (Points to the "Cost" field)
- Enter Location PTW is being applied for.** (Points to the "Location" search box)
- Enter details, e.g. Building Block A, Rooms 001, 002, 003. Replace windows from timber frame to UPVC double glaze.** (Points to the "Details/Location" field)
- Enter proposed start date.** (Points to the "Commence Date" field)
- If the proposed work is an action from one of the following risk assessments or inspections, select appropriate tick box.** (Points to the "Health And Safety" checkboxes)
- Click Save to submit request. A email will be sent to the requesting site to confirm request and the PTW ID.** (Points to the "Save" button)

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PTW tab – New PTWs View

By clicking Edit, site users will be able to see details of the desired PTW request.

Click New PTWs hyperlink on the PTW tab and the New Request submitted will appear.

Sheffield City Council

Home **PTW** Help

You are logged in as: aaptweb [Logout](#)

View

- All PTWs
- New PTWs
- PTWs For Approval
- PTWs For Completion
- Completed PTWs

Actions

- New Request

Recent Items

- PTW00002
- PTW00003
- PTW00004
- PTW00005
- PTW00006
- PTW00007
- PTW00008
- PTW00009
- PTW00015
- PTW00101
- PTW00102
- PTW00103
- PTW00105
- PTW00106
- PTW00111

Home > PTWs

PTW List (filtered)

[Show Filter](#)

Items 1 - 2 of 2 | 12 per page

Action	PTWID	Type	Location	Title	Owner	Status
Edit	PTW00105	Asbestos Works	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Samsung test ptw edit	MacBeath-Singer Katy	New
Edit	PTW00010		00061 - Rainbow Forge Primary School and The Lodge Youth Club / EST00009 - The Lodge Youth Club	Refurbishment	Biggin Cherie	New

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PTW tab – Edit PTW View

Sheffield City Council

Home PTW Help

You are logged in as: aaptwweb Logout

Home > PTWs > Edit PTW

Edit PTW

PTW Data

PTW ID	PTW00010
Status	New
Site	00061 - Rainbow Forge Primary School and The Lodge Youth Club
Establishment	EST00009 - The Lodge Youth Club
Type	
Owner	Biggin Cherie
Title	Refurbishment
Details/Location	Block 2 CAD room 007
Notes	Redecoration and new furniture

Save Cancel For Approval For Completion Set Owner

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While the PTW Request is in the 'New' Status, site users are able to edit the PTW Request adding any addition details.

PTW tab – Edit PTW View

The screenshot displays the 'Edit PTW' interface for Sheffield City Council. The page title is 'Edit PTW' and the breadcrumb trail is 'Home > PTWs > Edit PTW'. The user is logged in as 'aaptwweb'. The form contains the following fields:

- PTW ID:** PTW00016
- Status:** A dropdown menu with 'New' selected and 'Cancelled' highlighted by a blue arrow.
- Site:** New
- Establishment:** CTP0029 - Banneroaie Centre
- Type:** A dropdown menu.
- Owner:** A text input field.
- Title:** Window Programme 2014
- Details/Location:** Block A , Rooms 001, 002, 003. replace timber windows with UPVC Windows
- Notes:** Building Regs already in place

At the bottom of the form, there are buttons for 'Save', 'Cancel', 'For Approval', 'For Completion', and 'Set Owner'. A callout box points to the 'Cancelled' option in the Status dropdown, stating: 'Site Users can also cancel a request by selecting 'Cancelled' on the status and by clicking Save to apply changes.'

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PTW tab – Filter View

The screenshot shows a web application interface for managing PTW (Permit to Work) requests. The browser address bar shows the URL: <http://sheffield.technologyforge.com/ptwdemo/ptw/List.php?gens1&filt=1>. The page title is "PTW".

The interface includes a navigation menu with "Home", "PTW", and "Help" tabs. The user is logged in as "aaptweb".

The "PTW List" section features a "Filter Data" panel with the following search options:

- PTW ID: Text input field
- Type: Dropdown menu (set to "(None)")
- Title: Text input field
- Owner: Text input field with a "Clear" button
- Checklist Item: Text input field
- Location: Text input field with a "Find" button
- Site: Text input field
- Establishment: Text input field
- Submitted Date: Range selector (From/To)
- Commence Date: Range selector (From/To)
- Status: Checkboxes for New, Issued, For Approval, Approved, Refused, For Completion, Complete, and Cancelled.

A callout box states: "Allows users to search for PTWs by giving various search options to view by."

The table below shows the results of the search, with 12 items displayed out of 18 total items.

Action	PTWID	Type	Location	Title	Owner	Status
Edit	PTW00116	Reception Parcel Delivery	00090 - Meersbrook Bank Primary School / 2081 - Meersbrook Bank Primary 3-11	Roof Repairs and drainage work	Garvey Stewart	Complete
Edit	PTW00111	Asbestos Works	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Beta Test 2	Garvey Stewart	Issued
Edit	PTW00106	Reception Parcel Delivery	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Weekend Test Title	Chapman Melvyn	For Completion
Edit	PTW00105	Asbestos Works	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	Samsung test ptw edit	MacBeath-Singer Katy	New
Edit	PTW00103	Please Select Type	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	TEST PTW	Garvey Stewart	For Approval
Edit	PTW00102	Asbestos Works	00701 - Carbrook Offices / 00701A - Carbrook Offices	PTW Test Wrong		Cancelled
Edit	PTW00101	Please Select Type	00042 - Abbey Lane Primary School / EST00013 - Abbey Lane Primary 4-11	PTW Test Title Asbestos Job Edited	Garvey Stewart	Cancelled
Edit	PTW00016		00051 - Bannerdale Centre / CYP0029 - Bannerdale Centre	Window Programme 2014		New
Edit	PTW00015	Reception Parcel Delivery	00779 - Hunters Bar Junior School and Hunters Bar Infant School / 2060 - Hunters Bar Infant 4-7	Final Beta Plus	Chapman Melvyn	Approved
Edit	PTW00010		00061 - Rainbow Forge Primary School and The Lodge Youth Club / EST00009 - The Lodge Youth Club	Refurbishment	Biggin Cherie	New
Edit	PTW00009	Reception Parcel Delivery	03966 - Stocksbridge Childrens Centre / EST00003 - Stocksbridge Childrens Centre	Upgrade Fire Alarm System	Ahmed Imran	For Completion
Edit	PTW00008	Asbestos Works	03022 - Abbey Lane Cemetery / 03022A - Abbey Lane Cemetery Chapel	me	Arglie Jennifer	Issued

PTW tab – PTW Data view

Sheffield City Council

Home | **PTW** | Help

You are logged in as: aaptwwb [Logout]

Home > PTWs > Edit PTW

Edit PTW

PTW Data

PTW ID: PTW00003

Status: Complete

Site: 00051 - Bannerdale Centre

Establishment: CYP0029 - Bannerdale Centre

Type: Reception Parcel Delivery

Owner: Ahmed Imran

Title: Window Program Melvyn Paying Again!

Details/Location: Building B Block 04 Elevation 20. Renew all windows to UPVC, I think.

Notes: We have building regs and sample asbestos surveys from last window works.
PTW Granted

Buttons: Save, Cancel, For Approval, For Completion, Set Owner

Items 1 - 7 of 7 | 12 per page

Action	Description	Owner	Last Comment	Completed Date	Status
Edit	Comment	Open Package	Ahmed Imran	12/02/2014	Done
Edit	Comment	Unpack Contents	PTW Web	06/02/2014	Deferred
Edit	Comment	Check Contents	PTW Web	06/02/2014	Done
Edit	Comment	Sign for parcel	PTW Web	12/02/2014	Deferred
Edit	Comment	Repack parcel	PTW Web	12/02/2014	Done
Edit	Comment	Deliver to owner	PTW Web	12/02/2014	Deferred
Edit	Comment	Check all OK	PTW Web	12/02/2014	Deferred

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PTW tab – Add Document

Sheffield City Council

Home PTW Help

You are logged in as: ia57585 Logout

View: Home > PTWs > PTW > Add Document

Documents

Actions: Edit_PTW

Add Document

PTW Data

PTW ID	PTW00116
Status	Complete
Site	00090 - Meersbrook Bank Primary School
Building	2081 - Meersbrook Bank Primary 3-11

Choose a file, enter details of document, then select 'Load' to upload the selected file.

Document Details

File: Browse

Description:

Load Cancel

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Click after the file destination has been selected using the 'Browse' Button and also the 'Description' field has been completed to upload the file.

Type details of the file to be uploaded, e.g. 'Approved CAD Plans for extension'.

Click the 'Browse' button to select the destination of the file to be uploaded from your computer