

Deployment of formalities at a future date

Authorities sometimes need to make changes to their licence formalities that come into effect at a future date such as, for example, an increase in a fixed licence fee at the beginning of a new financial year. Formalities in ELMS can be prepared in advance and deployed so that the change comes into effect on the required date and the existing version remains valid until then.

To 'future deploy' formalities, log in to ELMS as an administrator and edit the formality to make the required changes. In the new version details box give some brief explanatory notes so that these form-related changes will be communicated to applicants with applications in progress three days before the change is due to go live, or sooner if that time is not available.

Next, set the required 'go live' date as in the screen below and save. It is important that this version is NOT suspended otherwise it will become unavailable on 1 April.

New version details

Applicants are to be notified of change?
 Yes No

If applicants are to be notified of the change, write a paragraph that explains it in clear English. This will be displayed to the applicants. (Maximum length: 500 characters)

Fee increases from 01 April 2011

Date version valid from DD/MM/YYYY

Newly deployed service is to be suspended?
 Yes No

By ticking this box you are confirming that the details recorded above have been localised and are ready for deployment.

[Save](#) [Cancel](#) [View History](#)

The latest update date will appear and the formality will be shown as 'has not been deployed' and note the version valid date is 01 April i.e. for 'future deployment'. (NB. for this example today's date is 03 February 2011.)

Recently updated formalities for local authority : Online Services							
Formality	Service name	Department	Ready?	Last update	Last deploy	Version valid	Actions
Skip licence (1520001) (LGSL:521)	Application to place a skip on a public road or highway (15200010001)	Test dept	Yes	Thu, 03 February 2011 09:32	Has not been deployed	Fri, 01 April 2011	Edit Deploy
Motor salvage operator registration (990002) (LGSL:866)	Application to register as a motor salvage operator (9900020001)	Test dept	Yes	Wed, 02 February 2011 15:22	Wed, 02 February 2011 15:23	Wed, 02 February 2011	Edit Deploy

Deploy the formality and the last deploy date will change accordingly and the version valid indicates that this version will come into effect on 1 April with the previous version valid until then.

Recently updated formalities for local authority : Online Services							
Formality	Service name	Department	Ready?	Last update	Last deploy	Version valid	Actions
Skip licence (1520001) (LGSL:521)	Application to place a skip on a public road or highway (15200010001)	Test dept	Yes	Thu, 03 February 2011 09:32	Thu, 03 February 2011 09:33	Fri, 01 April 2011	Edit Deploy
Motor salvage operator registration (990002) (LGSL:866)	Application to register as a motor salvage operator (9900020001)	Test dept	Yes	Wed, 02 February 2011 15:22	Wed, 02 February 2011 15:23	Wed, 02 February 2011	Edit Deploy