

Paralinear Solutions Team 7

Deliverable 09: Training Manual



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This document contains an compilation of exercises on how to use the Gohvan Construction system. The exercises are a step-by-step process helping the users familiarize themselves with the functions of the system.

Contents

Document Introduction	8
1. System User Skill Requirements	9
Introduction:	9
1.1 Required Skills	9
1.2 Lack of Required Skills	9
Conclusion	9
2. Control Overview	10
Introduction:	10
2.1 General Controls	10
Conclusion:	10
3. Training Manual	11
Introduction:	11
3.1 Quotation	12
3.1.1 Create Quote	12
3.1.1.2 Create Quote Exercise	16
3.1.2 Search Quote	16
3.1.2.2 Search Client Quote Exercise	18
3.1.3 Capture Purchase Order	18
3.1.3.2 Capture Purchase Order Exercise	21
3.1.4 View Purchase Order	21
3.1.4.2 View Purchase Order Exercise	23
3.2 Administration	24
3.2.1 Create Health and Safety File	24
3.2.1.2 Upload Health and Safety File Exercise	27
3.2.2 Search Health and Safety File	27
3.2.2.2 Search Health and Safety File Exercise	28
3.2.3. Edit Health and Safety File	29
3.2.3.2 Edit Health and Safety File Exercise	
3.2.4 Delete Health and Safety File	34
3.2.5 Create Health and Safety Type	37
3.2.5.2 Create Health and Safety Type Exercise	
3.2.6 Search Health and Safety Type	40
3.2.6.2 Search Health and Safety Type Exercise	41

3.2.7 Edit Health and Safety Type	
3.2.7.2 Edit Health and Safety Type Exercise	45
3.2.8 Delete Health and Safety Type	46
3.2.9 Create Drawing Type	
3.2.9.2 Drawing Type Exercise	51
3.2.10 Search Drawing Type	52
3.2.10.2 Search Drawing Type Exercise	53
3.2.11 Edit Drawing Type	54
3.2.11.2 Edit Drawing Type Exercise	56
3.2.12 Delete Drawing Type	57
3.2.13 Upload Formal Drawing	59
3.2.13.2 Upload Formal Drawing Exercise	62
3.2.14 Search Formal Drawing	63
3.2.14.2 Search Formal Drawing Exercise	64
3.2.15 Edit Formal Drawing	65
3.2.15.2 Edit Formal Drawing Exercise	67
3.2.16 Delete Formal Drawing	68
3.2.17 Upload Second-cut Drawing	70
3.2.17.2 Upload Second Cut Drawing Exercise	73
3.2.18 Search Second-cut Drawing	74
3.2.18.2 Search Second-cut Drawing Exercise	75
3.2.19 Edit Second-cut Drawing	76
3.2.19.2 Edit Second Cut Drawing Exercise	78
3.2.20 Delete Second-cut Drawing	79
3.2.21 Search As-built document	
3.2.21.2 Search As-Built Document Exercise	
3.2.22 Create As-Built Document	
3.2.22.2 Create As-Built Document Exercise	85
3.2.23 Delete As-Built Document	
3.3 Construction	
3.3.1 Create TSS	Error! Bookmark not defined.
3.3.2 Search TSS	Error! Bookmark not defined.
3.3.3 Edit TSS	Error! Bookmark not defined.
3.3.4 Submit TSS Report	Error! Bookmark not defined.

3.3.5 Search Project	. Error! Bookmark not defined.
3.3.6 View Project	. Error! Bookmark not defined.
3.3.7 Edit Project	. Error! Bookmark not defined.
3.3.8 Capture Site-Go-Ahead	. Error! Bookmark not defined.
3.3.9 Search construction	. Error! Bookmark not defined.
3.3.10 Edit construction	. Error! Bookmark not defined.
3.3.11 Allocate Team Site	. Error! Bookmark not defined.
3.3.12 Search Allocated Team	. Error! Bookmark not defined.
3.3.13 Update Allocated Team	. Error! Bookmark not defined.
3.3.14 Delete Allocated Team	. Error! Bookmark not defined.
3.3.15 Upload Compliance Document	. Error! Bookmark not defined.
3.3.16 Search Compliance Document	. Error! Bookmark not defined.
3.3.17 Edit Compliance Document	. Error! Bookmark not defined.
3.3.18 Delete Compliance Document	. Error! Bookmark not defined.
3.3.19 Create site sign	. Error! Bookmark not defined.
3.3.20 View Site Progress description	. Error! Bookmark not defined.
3.3.21 Edit Site Progress description	. Error! Bookmark not defined.
3.3.22 Delete Site Progress description	. Error! Bookmark not defined.
3.3.23 Upload Complete site photos	. Error! Bookmark not defined.
3.3.24 Search Complete site photos	. Error! Bookmark not defined.
3.3.25 Edit Complete site photos	. Error! Bookmark not defined.
3.3.26 Delete Complete site photos	. Error! Bookmark not defined.
3.3.27 Upload Radio Frequency report	. Error! Bookmark not defined.
3.3.28 Search Radio Frequency report	. Error! Bookmark not defined.
3.3.29 Edit Radio Frequency report	. Error! Bookmark not defined.
3.3.30 Delete Radio Frequency report	. Error! Bookmark not defined.
3.3.31 Request Site Visit	. Error! Bookmark not defined.
3.3.32 Create Acceptance Document	. Error! Bookmark not defined.
3.3.33 Edit Acceptance Document	. Error! Bookmark not defined.
3.3.34 Search Acceptance document	. Error! Bookmark not defined.
3.3.35 Delete Acceptance Document	. Error! Bookmark not defined.
3.3.36 Confirm acceptance document	. Error! Bookmark not defined.
3.3.37 Capture Site Sign-off	. Error! Bookmark not defined.
3.3.38 Search Site Sign-off	. Error! Bookmark not defined.

3.3.39 Edit Site Sign-off	Error! Bookmark not defined.
3.3.40 Delete Site Sign-off	Error! Bookmark not defined.
3.3.41 Capture Commission report	Error! Bookmark not defined.
3.3.42 Search Commission report	Error! Bookmark not defined.
3.3.43 Edit Commission report	Error! Bookmark not defined.
3.3.44 Delete Commission report	Error! Bookmark not defined.
3.3.45 Create Site Type	Error! Bookmark not defined.
3.3.46 Search Site type	Error! Bookmark not defined.
3.3.47 Edit Site Type	Error! Bookmark not defined.
3.3.48 Delete Site Type	Error! Bookmark not defined.
3.4 Invoicing	234
3.4.1 Search Invoice	234
3.4.2 Send Invoice	235
3.4.3 Capture Proof of Payment	
3.4.4 Capture Claim	Error! Bookmark not defined.
3.4.5 Search Proof of Payment	
3.4.6 Search Invoice Type	241
3.4.6.2 Search Employee Exercise	
3.4.7 Create Invoice Type	
3.4.7.2 Create Invoice Type Exercise	245
3.4.8 Edit Invoice Type	245
3.4.8.2 Edit Invoice Type Exercise	
3.4.9 Delete Invoice Type	
3.4.9.2 Delete Invoice Type Exercise	
3.5 Human Resource	
3.5.1 Add Employee	
3.5.1.2 Create Employee Exercise	252
3.5.2 Edit Employee	252
3.5.2.2 Edit Employee Exercise	
3.5.3 Search Employee	255
3.5.3.2 Search Employee Exercise	
3.5.4 Delete Employee	
3.7.3.2 Delete Employee Exercise	
3.5.5 Upload Employee Document	

	3.5.5.2 Upload Employee Document Exercise	
	3.5.6 Edit Employee Document	
	3.5.6.2 Edit Employee Document Exercise	
	3.5.7 Search Employee Document	267
	3.5.7.2 Search Employee Document Exercise	
	3.5.8 Delete Employee Document	
	3.5.8.2 Delete Employee Document Exercise	270
	3.5.9 Create Account	270
	3.5.9.2 Create User Account Exercise	273
	3.5.10 Edit Account	273
	3.5.10.2 Edit User Account Exercise	275
	3.5.11 Search Account	276
	3.5.11.2 Search User Account Exercise	277
	3.5.12 Delete Account	277
	3.5.11.2 Delete User Account Exercise	279
	3.5.13 Create Employee Type	279
	3.5.13.2 Create Employee Type Exercise	
	3.5.14 Search Employee Type	
	3.5.14.2 Search Employee Type Exercise	
	3.5.15 Edit Employee Type	
	3.5.15.2 Edit Employee Type Exercise	
	3.5.16 Delete Employee Type	
	3.5.16.2 Delete Employee Type Exercise	
	3.5.17 Create Employee Skill	
	3.5.17.2 Create Employee Skill Exercise	291
	3.5.18 Search Employee Skill	291
	3.5.18.2 Search Employee Skill Exercise	
	3.5.19 Edit Employee Skill	
	3.5.19.2 Edit Employee Skill Exercise	295
	3.5.20 Delete Employee Skill	295
	3.5.20.2 Delete Employee Skill Exercise	297
3	.6 Team	298
	3.6.1 Create Team	298
	3.6.1.2 Create Team Exercise	

Team 7

3.6.2 Search Team	299
3.6.2.2 Search Team Exercise	
3.6.3 Edit Team	
3.6.3.2 Edit Team Exercise	
3.7 Inventory Management	
3.7.1 Add Line-Item	
3.7.1.2 Add Line-Item Exercise	
3.7.2 Search-Line Item	
3.7.2.2 Search Line-Item Exercise	
3.7.3 Edit line-item	
3.7.3.2 Edit Line-Item Exercise	
3.7.4 Delete Line-Item	
3.7.4.2 Delete Line-Item Exercise	
3.7.5 Create Unit Type	
3.7.5.2 Create Unit Type Exercise	
3.7.6 Search Unit Type	
3.7.6.2 Search Unit Type Exercise	
3.7.7 Edit Unit Type	
3.7.7.2 Edit Unit Type Exercise	
3.7.8 Delete Unit Type	
3.7.8.2 Delete Unit Type Exercise	
3.7.9 Create Package Type	
3.7.9.2 Create Package Exercise	
3.7.10 Search Package Type	
3.7.10.2 Search Package Type Exercise	
3.7.11 Edit Package Type	
3.7.11.2 Edit Package Type Exercise	
3.7.12 Delete Package Type	
3.7.12.2 Delete Package Type Exercise	
3.8 Reporting	
3.8.1 Generate Site Progress Report	
3.8.2 Generate Site Type Report	
3.8.3 Generate Team Site Completed Report	
3.8.4 Generate Employee Document Expiry Report	

Team 7

3.8.5 Generate Site Acceptance Document	
3.9 User Management	
3.9.1 Login	
3.9.1.2 Login Exercise	
3.9.2 Logout	
3.9.3 Reset Password	
3.9.3.2 Reset Password Exercise	
3.10 Client	
3.10.1 Add Client	
3.10.1.2 Add Client Exercise	350
3.10.2 Search Client	350
3.10.2.2 Search Client Exercise	352
3.10.3 Edit Client	352
3.10.3.2 Edit Client Exercise	356
2 10 4 Delete Client	256
3.10.4 Delete Clent	
3.10.3.2 Delete Client Exercise	
3.10.3.2 Delete Client Exercise Conclusion	
3.10.3.2 Delete Client Exercise Conclusion	
3.10.3.2 Delete Client Exercise Conclusion 4. Glossary Introduction	
 3.10.4 Delete Client 3.10.3.2 Delete Client Exercise Conclusion	
 3.10.4 Delete Client 3.10.3.2 Delete Client Exercise Conclusion	
3.10.4 Delete Client 3.10.3.2 Delete Client Exercise Conclusion	
3.10.3.2 Delete Client Exercise	
3.10.4 Delete Client Exercise	
3.10.4 Delete Client Exercise	
3.10.3.2 Delete Client Exercise Conclusion 4. Glossary Introduction 4.1 Glossary Conclusion 5. Sign-off by Team Introduction: 5.1 Team Sign-off Conclusion: 6. Sign-off by Client	
3.10.4 Delete Client 3.10.3.2 Delete Client Exercise	
3.10.3 2 Delete Client Exercise	
3.10.3.2 Delete Client Exercise	

Document Introduction

This document contains a compilation of training exercises, which can be used to supplement a new system user's training or on-boarding experience. This training manual contains a detailed explanation of all the system functionalities. It includes structured training exercises that guide new users how to use the system.



1. System User Skill Requirements

Introduction:

The section contains the required skills a system should have in order to successfully use the system.

1.1 Required Skills

The below skills are required to understand the fundamentals of the Gohvan Construction system.

- Users of the system must have basic idea of how to use computer hardware components.
 - > Understanding how to make use of both mouse and keyboard hardware components.
 - > Basic knowledge of how to turn a computer on / off.
 - Basic typing skills are required (keyboard layout)
- Users of the system need to familiarised themselves with the below software programs:
 - Internet Browsers (Google Chrome)
 - > Any PDF file reader (Adobe PDF Reader)
 - Screenshot tools (Snip & Sketch)
 - Microsoft Office Software (MS Word, MS Excel)
 - Be able to send and receive emails. (On browsers or dedicated programs [MS Outlook])
- User must have experience of using the Internet.
 - Users must have basic understanding of Internet browsing software such as Google Chrome, Mozilla Firefox or Internet Explorer.
 - Users must understand that they require a decent internet connection to make use of the system
 - Users should be able to connect to the internet either through a direct connection or wireless connection.
- Users must be able to use the system's mobile interface
 - > Be able to navigate the system using smartphones touch displays.
- Users need to be computer literate
 - Familiar with the controls on desktop interfaces (Textboxes, Drop Down Menus, Date pickers, Scroll Bars, Check Boxes, etc.)
 - Understand how the file system on their local machine works. (Need to understand where files are stored and where to retrieve files from)

1.2 Lack of Required Skills

Should a system user lack the necessary skills to operate the system. The system user should consult with their managers to organise training sessions. System user should also consult the User and Training Manuals compiled by the Paralinear Solutions Team. The contact details for the Paralinear Solutions Team are included in the manual. System users can contact the Paralinear Solutions Team for more extensive training sessions.

Conclusion

This section contained the necessary skills needed to navigate and use the Gohvan Construction system.

2. Control Overview

Introduction:

This section contains a brief overview of the system's common controls.

2.1 General Controls	
Control Name	Description
Label	Labels are used to display information.
Textbox	Textboxes are used to capture information from the user.
Button	Buttons are used to navigate the system or submit information.
Date Picker	Date pickers are used to help users select a date. It Ensures that the date format remains consistent and no human error can occur, regarding invalid data types.
Drop Down Menu	Drop down menus are used to limits a user's input information. Using drop down menus makes use of set list of options to be selected. Therefore, users cannot enter incorrect information
Table	Tables are used to display saved record from the system.

Conclusion:

This section contained a brief overview of the system's common controls

3. Training Manual

Introduction:

This section contains guided descriptions of the system's functionality. Exercises are included to help trainees navigate and use the system properly.



3.1 Quotation	
3.1.1 Create Quote	
Description:	This section will guide the user through the process of creating a new client quote.
Expected Learning Outcomes:	To be able to create a new client quote.
Prerequisites:	The user must have the required access to creating client quotes.
Other Information:	None



Team 7







Team 7



CONSTRUCTION CLEAR QUOTE Create Quote	
CLINT QUOTES Create Quote	
Pogran Management Design Richages Build Rackages Mast Lation Types Create Quote	
HIMMA RESOURCE Please ensure that the information provided for the quote is correct.	
CLENT Are you sure?	
SUPLERS	
3.1.1.1.8 The system will display a confirmation dialog. This dialog requires the user to	
sonfirm the guete they created is correct. Click the "Create" Butten (2) to continue and	,
confirm the quote they created is correct. Click the Greate Button (2) to continue and	
create the quote.	
Gyme Gohvan Construction VINCINT VI LOS OUT	
construction	-
CLIENT QUOTES Create Quote	
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Link THIMS Program Management Design Packages Build Packages Mast/Lattice Types Create Outle	
ADMINISTRATION	
Program management Line Items Opening Text, IS2, 2021-09-2770-01 42.atex X	
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R 15316.32 Per Site OOH/VALVE Which is Mask field in M	
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R 1315 2 Per Ste OOHVALVT R 4221 26 Per Ste OOHVALVT R 4221 26 Per Ste OOHVALVT R 4234 31 Per Ste OOHVALVT R 4334 31 Per Ste OOHVALVT R 4	

3.1.1.2 Create Quote Exercise

Create a new client quote using the following details:

Program management Line Items	GF Equip Cabinet handling fee ; Quantity = 1 ; Supplier = "Vodacom"
Design Package Line Items	GF Greenfield Design requirements Rural ; Quantity = 1 ; Supplier = "Vodacom"
Build Package Line Items	GF Site Prep, Clearing& Filling ; Quantity = 1 ; Supplier = "Vodacom"
Mast and Lattice Line Items	Select "15m Lattice" GF 15m Lattice Tower Erection-Rural ; Quantity = 1 ; Supplier = "Vodacom"

3.1.2 Search Quote

Description:	This section will guide the user through the process of searching for a quote.
Expected Learning Outcomes:	To be able to search for quote.

PARALINEAR

Prerequisites:	The user must have the required access to
	searching for quotes.
Other Information:	None

Gonvan Cons	struction
CONSTRUCTION	Projects Search Project
INVOICING	Test
LINE ITEMS	Test
ADMINISTRATION	Construction in progress
HUMAN RESOURCE	
ТЕАМ	2 2021-09-27 Test Greenneld Vodacom
CLIENT	View
SUPPLIERS	
REPORTS	Nissan Rosslyn
	Test Initial Invoice Generated
	3 2021-08-22 Pretoria North temp Vodacom
	View
	180
	s
3 1 2 1 1 Novia	ate and click "Client Quotes" button (1)
Gm Gohvan Constru	
CONSTRUCTION	
CLIENT QUOTES	Quotes Project Name
INVOICING	Z Status Check
LINE ITEMS	Date Created: 2021-10-15 3
ADMINISTRATION	Test
HUMAN RESOURCE	Date Created: 2021-10-16
SUPPLIERS	
REPORTS	
31212 The s	vstem will load the Client Quote Home Screen Thereafter, enter a word in
the keyword filt	er (1) to find the unit type you are looking for
Gm _Gohvan Co	nstruction
CONSTRUCTION	
	Quotes Project Name
	2 Status Check
	Date Created: 2021-10-15 3
LINETTEMS	
ADMINISTRATION	Test
HUMAN RESOURCE	Date Created: 2021-10-16
TEAM	
CLIENT	
SUPPLIERS	
REPORTS	
3.1.2.1.3 Once	you have found the desired employee type record you can clear the search
bar to return to	the client quote home screen default view.

3.1.2.2 Search Client Quote Exercise

Search for a client quote using the following details:

Search Criteria	Test

3.1.3 Capture Purchase Order

Description:	This section will guide the user through the process of capturing a Purchase Order.
Expected Learning Outcomes:	To be able to capture for Purchase Orders.
Prerequisites:	The user must have the required access to capturing purchase orders.
Other Information:	None





0	Gohvan Cons	struction					VINCENT YU LOG O
CONSTRUCTION		Test	Site Type: Greenfield		Date started: 2021-09-27	Client: Vodacom	
CLIENT QUOTES		Site Number: 2	Region: Test	Last	Updated: 2021-10-16	Status: Construction in progress	
INVOICING				Project Progress			
LINE ITEMS				Done	empiete		
ADMINISTRATION							
HUMAN RESOURCE		1				_	
TEAM		Technical Site	Ipload Purchase Order			l Teams	
CLIENT			Browse Test P0.pdf			_	
SUPPLIERS		View			Capcel Upload	Team	
REPORTS					4	ted Teams	
			_	_			
		Compliance Docume	nts Construction Progress	Complete Site Photos	Radio Frequency Reports	Invoices	
		View	View Progress	View	Upload	Generate Initial Invoice	
		Upload	Create		Update	Generate Final Invoice	
					View	Project Invoices	
		-					
3.1.3.1	.5 Once	you have o	confirmed the C	Juote. The	system will o	display an "Uploa	ad
Purcha	ase Orde	er" dialog. U	ise the file uplo	ad control	to browse yo	our local files to l	upload.
Select	the desi	red file and	click the Upic	bad buttor	(3)		
	Sonvan Constr	uction					VINCENT TO LOG OUT
CONSTRUCTION							
GEIENT QUOTES							
INVOICING						Client: Vodacom Status: Construction in progress	
INVOICING						Clent: Vodasom Status: Construction in progress	
INVOICING LINE ITEMS ADMINISTRATION						Client: Yodiscom Stalut: Construction in progress	
INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE						Clent Modecon Status Construction in progress	
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INVOCING LINE FEMI ADMINISTRATON ILINAN RESOLUCE LINAT SUPPLERS REPORTS		Elle Humber 2 Technical State View Compliance Documents View	In Procession of the second of	Confirm Are you sure? 3 No Ver 2 Outplete Site Photos	Cancel Upload Redio Frequency Reports Upload Cancel Cancel Concerner	Clerk Volacen Sklur Construction in progress	
INVOCING LINE (TEMIS ADMINISTRATION HADANN RESOLUCE TAM CLIENT REPORTS		Elle Humber 2 Technical Sill Technical Sill Sele View Compilance Documents View Uproof	In Pyrchase Order It Purchase	Confirm Are you sure? 3 No Yes 2 Complete Site Photos	Cancel Uplead Radio Frequency Reports Upload Cen	Clerit Videor	
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	6 The	Technical Str. View Compliance Documents View Upload	In Pyre Leanner Income Teal Ind Purchase Order Purchase Order Purchase Order Purchase Order I Purchase Orde	Confirm Are you sure? 3 No Yes 2	Cancel Upload Ca	Cheff Videon Biter Construction in progress	
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CONSTRUCTION					
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LINE ITEMS					
TEAM	Upload P Tochnen Sile Select Pu	urchase Order Succesful	ly created.		Terris.
CLIENT	Browse	Test PO pdr "Quote Confirm	ned and Purchase Order' has been si	uccessfully created.	
SUPPLIERS		Continue	2	pload	in terms
					Involces.
			"0		

3.1.3.1.7 Once confirmed the system will display a "Successfully Created" dialog. This dialog is used to notify the user that the purchase order was captured successfully.

3.1.3.2 Capture Purchase Order Exercise

Upload a Purchase Order using the following details:

Description:	This section will guide the user through the process of viewing an existing Purchase order on the system.
Expected Learning Outcomes:	To be able to view purchase orders.
Prerequisites:	The user must have the required access to viewing purchase orders.
Other Information:	None

3.1.4 View Purchase Order

Team 7

Gonvan Constructio	on				VINCE	IT YU LOG OUT
CONSTRUCTION	ects			Search Proj	ject	
LINE ITEMS		Test				
ADMINISTRATION		Lest Construction in p	progress			
HUMAN RESOURCE						
ТЕАМ		2 2021-09-27 Test C	Greenfield Vodacom			
CLIENT		View				
SUPPLIERS		Nissan Ro	sslyn			
		Test	warshaf			
-		TRUE INVOLUTION				
		3 2021-08-22 Pretoria North	h temp Vodacom			
		View				
		sds				
		-Jr dqu	N			
3.1.4.1.1 Navigat	e and click "Vie	ew Project" butt	ton (1)			
Gonvan Constru	uction					
CONSTRUCTION	Test	Site Type: Greenfield		Date started: 2021-09-27	Cli	ent: Vodacom
CLIENT QUOTES	Site Number: 2	Region: Test	Last Up	dated: 2021-10-16	Status: Construction	on in progress
INVOICING			Project Progress:			
LINE ITEMS			Done Incompl	lete		
ADMINISTRATION						
HUMAN RESOURCE						
ТЕАМ	Technical Site Survey	Quotations	Site Go Ahead	Project Drawing	Allocated Teams	
CLIENT						
SUPPLIERS	View	Create	Edit		Allocate Team	
REPORTS		Confirm Quote			View Allocated Teams	
	Compliance Documents	Construction Progress Co	omplete Site Photos	Radio Frequency Reports	Invoices	
	View	View Progress	View	Upload	Generate Initial Invoice	
	Upload	Create		Update	Generate Final Invoice	
				View	Project Invoices	
					1	
3.1.4.1.2 The sys	tem will displa	y the View Proj	ect Screer	n. Navigate a	nd click the "	Project
Invoices" button ((1) under the "I	nvoices card".				
Gonver Gohvan Cons	struction					
CONSTRUCTION	Invoicing For Test					
CLIENT QUOTES	Confirmed Quote For Project:			Total Amount:		
INVOICING	Test			R 95567.68		
LINE ITEMS	Date Created:	4 Downle	oad Quote	Vat Amount:		
ADMINISTRATION	Saturday, October 16, 2021	ٹ	5	к 14335.15 6		
HUMAN RESOURCE	Purchase Order					
теам						
CLIENT						
SUPPLIERS						
REPORTS						



Project name Test

3.2 Admi	nistration
3.2.1 Create Health and Safety File	
Description:	This section will guide the user through the process of adding a Health and Safety File.
Expected Learning Outcomes:	To be able to add a Health and Safety File.
Prerequisites:	The user must have the required access to add a new Health and Safety File.to the system.
Other Information:	None



3.2.1.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Button (2).

Gohvan C	Construction					MATTHEW	VELTMAN
FRUCTION							
T QUOTES	Health and S	afety Files				Search HS Files	
CING	HSFile ID 2	HSFile Name 3		HSFile Type	Created Date 5	+	
TEMS	1	Michael's License		License	2021-10-07T00:00:00	: 6	
NISTRATION	2	Test		test	2021-10-10T00:00:00	1	
N RESOURCE	3	Working at Heights License Certificate		License	2021-10-13T00:00:00	1	
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1.1.2 CIICK	on the plus						
Golvan Construction							MATTHEW VELTIN
Gohvan Construction	on the plus						MATTHEW VELTM
Gohvan Construction	Upload Health and Safe	ty File					MATTHEW VELTIN
Gohvan Construction	Upload Health and Safe	ty File					MATTHEW VELTM
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Golvan Construction	Upload Health and Safe Normal Type (3)	ny File		Tafa	2		MATTHEW VEIT
Golvan Construction	Upload Health and Safe None 1 Tree 3 File 7ge	nty File		Parties -	· 2		MATTHEW VEITM
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Golvan Construction	Upload Health and Safe Nere 1 Ter 1 Ter 1 Ter 1 Descriptor 3 Descriptor 3 Descriptor 7 Descriptor 7 Descriptor 7	ty File	A Equatorization	nena Seta	2 • 4 • 10		MATTHEW VEITM
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Golvan Construction	Upload Health and Saf Nere 1 Proc 3 Fir Type Decorptor 5 Decorptor 1 Decorptor 1 Decorpto	hty File	A Equipa Source Variant Table Variant Table	Nufez	2 		Mithee Kile
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Golvan Construction	Upload Health and Saf Vere 1 Tre 2 Employees 2 Employ	nty File	A Fugues Jourse Varioser Inter Varioser Neter	The Real			MoThem WLDM
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3.2.1.1.3 Enter the name of the Health and Safety File (2), select the Type of Health and Safety File (4), enters the description (6), select an employee/s that the Health and Safety File applies (11), upload the Health and Safety File pdf (13) and Finally click on the Submit button (14) to start the finalization of the form.

PARALINEAR

1.	
Confirm 1 Are you sure? 2 Van	
Vosloo	
Rossouw	
Tester	
Tester2	

3.2.1.1.4 Click on the Yes button to complete the process of uploading the form information.

on						
	Upload He	alth and Safety File				
		,,				
	une II					
	Name 1					2
1	ype: 3				The first rame	
	ElaTona					
	eie type				The first hose	4
	Description: 5					
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1	Employees 7	0	-			
		Employee D B	Employee Name 9	Employee Sumarne 10		
11		1	Michael	Van Der Walt		
	0	2	Michael	Vosioo		
	0	4	Amore Test Employee	Texter		
		-	(en any spec			
		5	AnotherTest	Tester2		
		5	AnotherTest Matthew	Tester2 Veltman		
		5 6 7	AnotherTest Matthew Amore 'The OP'	Tesse2 Veltman Rosover		
		5 6 7 8	AnotherTest Matthew Amore The OP Vincent	Tester2 Webnan Rossovw Yu		
		5 6 7 8	Ansthel ^T est Mathew Amov The OP Vincent	Tester2 Veltrae Rossouw Yu		
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	pheet HI Files 12 Choose File N	5 6 7 8 0 0 file chosen	Anstan ⁴ test Mattive Ansas 716 0P Viscent	Taska Valtnan Rossow Vu		13

ALT 3.2.1.1.3 If you choose to cancel the entering/completing the form you can click the Cancel button (15) and you will be directed to the Health and Safety Home screen.

PARALINEAR

Confirm 1 Are you sure? 2 Emp Van	The files description
Vosloo	
Rossouw	
Tester	
Tester2	

ALT 3.2.1.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety screen.

3.2.1.2 Upload Health and Safety File Exercise

1 3 7	
Health and Safety Name	Drivers Licenses
Health and Safety Type	License
Health and Safety Description	This Health and Safety file contains drivers' licenses for Matthew Veltman
Health and Safety Employee/s	Matthew Veltman
Health and Safety File	MatthewsLicense.pdf

3.2.2 Search Health and Safety File

Description:	This section will guide the user through the process of searching for a Health and Safety File.
Expected Learning Outcomes:	To be able to search a Health and Safety File.
Prerequisites:	The user must have the required access to search a new Health and Safety File.to the system.
Other Information:	None

Gr- (Gohvan Constructi	on					WATTHEW VELTMAN LOD OUT
CONSTRUCTION		Projects			Search Project		
CLIENT QUOTES							
INVOICING			Test				
	1		Test				
Handh and Coler	2		Intel Infold Created				
Health and Safety Typ	22	2 2021-09-27	Test Greenfield Vodacom				
Drawings			View				
Drawing type		N	issan Rossivn				
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			TSS completed				
		3 2021-08-22	Pretoria North temp Vodecom				
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			View				
222	1 1 Click	on the Administration b	utton (1) o	n tha ai	do noviant	ion har on the le	54 14 yu i ll
3.Z.Z.				n the si	ue-navigat		eil. Il Will
create	e a drop	down where you will the	n select th	e nealt	n and Sale	U Bullon (2).	
(Comm_	Gobyan Con	struction				MATTUEW	
	Gonvan con						
CUENT OLIOTER		Health and Safety Files				Search HS Files	
INVOICING		HSFile ID 2 HSFile Name 3		HSFIR Type	Created Date	+	
LINE ITEMS		1 Michael's License		License	2021-10-07T00.00.00	: 6	
ADMINISTRATION	N	2 Test		test	2021-10-10700:00:00	:	
HUMAN RESOLR	ICE	3 Working at Heights License Certificate		License	2021-10-13T00:00:00	1	
ТЕАМ							
CLIENT							
SUPPLIERS							
REPORTS							
			() 7				
			•••				

3.2.2.1.2 In order to search for a specific Health and Safety file you can enter the desired file's name in the search bar (1).

3.2.2.2 Search Health and Safety File Exercise

Search Bar name	License

3.2.3. Edit Health and Safety File

Description:	This section will guide the user through the process of editing for a Health and Safety File.
Expected Learning Outcomes:	To be able to edit a Health and Safety File.
Prerequisites:	The user must have the required access to edit a new Health and Safety File.to the system.
Other Information:	None



3.2.3.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Button (2).

Green Gohvan Co	onstruction			MATTHEW VELTMAN LOG OUT
	Health and Safety Files		Search H	i Files
INVOICING	HSFile ID 2 HSFile Name 3	HSFile Type	Created Date 5	+
LINE ITEMS	1 Michael's License	License	2021-10-07T00:00:00	÷ 6
ADMINISTRATION	2 Test	test	2021-10-10700:00:00	1
HUMAN RESOURCE	3 working at rengins due the Ceruindate	Donse	2021-10-13100.00.00	:
CLIENT				
SUPPLIERS				
REPORTS				
		• •		
3.2.3.1.2 Click	on the menu icon(6)			
Health and Safe	etv Files			Search HS Files
HSFile ID HSF	File Name	HSFile Type	Created Date	+
1 14	chaelis I icanza	licence	2021-10-07702-00-00	
	tidets Exertise	License	2021-10-07100.00.00	-
2 Tes	st	test	2021-10-10T00:00:00	Edit 1
3 Wo	rking at Heights License Certificate	License	2021-10-13T00:00:00	Delete 2
				Download 3
	— •• •• • • • • • • • • • • • • • • • •			
3.2.3.1.3 Click	k on the Edit button (1)			
Gom- Gohvan Construction				MATTHEW VELTOWN LOO OUT
CONSTRUCTION QUENT QUOTES	Edit Health and Safety File			
INVOICING LINE (TEMS	lana. McNarla License		2	
ADMINISTRATION HUMAN RESOURCE	тунк 3	544aa a		
TCHAI	Description: 5	To fact	4	
sumutitis aports	tasontari Michaela License	4	6	
	Employees 7	Terba hargi		
	England 0 8 England Ten 9	Employee Survanse 10		
	2 Michael	Vasioo Rossouw		
		Tecner Tecner2		
	1 Mattee 7 Anow The OF	Vetman Rossouw		
	I Vront	74		
	Choose File No file chosen		13	
	C Balanti Caroni		14	

PARALINEAR _____

3.2.3.1.4 Enter the name of the Health and Safety File (2), select the Type of Health and Safety File (4), enters the description (6), select an employee/s that the Health and Safety File applies (11), upload the Health and Safety File pdf (13) and Finally click on the Submit button (14) to start the finalization of the form.

	11	
	The files description	
	Confirm 1 Are you sure? 2	
	Emp	
	Van No 3 Yes 4	
	Vosloo	
	Rossouw	
	Tester	
	Tester2	
3.2.3.1.5 Click information.	on the Yes button to complete the process of uploading the form	
6		
Gonvan Construction		MATTHEW VELTMAN LOG OUT
CLIENT QUOTES	Upload Health and Safety File	
INVOICING	ure (1)	
LINE ITEMS ADMINISTRATION	lars'	
HUMAN RESOURCE	tor (3)	
ТЕЛМ	File Type	
CLENT Super LERS	Description (S)	
REPORTS	а. б Татаната	
	Employees 7	



PARALINEAR

The file's description	
Confirm 1	
Are you sure? 2 Emp	
Van No 3 Yes 4	
Vosico	
Rossouw	
Tester	
Tester2	
ALT 3.2.3.1.5 If you choose to cancel the submission the form you can click (3) and you will be directed to the Upload Health and Safety screen.	the No button

3.2.3.2 Edit Health and Safety File Exercise

Health and Safety Name	Drivers Licenses
Health and Safety Type	License
Health and Safety Description	This Health and Safety file contains drivers' licenses for Matthew Veltman and Michael Vosloo
Health and Safety Employee/s	Matthew Veltman Michael Vosloo
Health and Safety File	MatthewsLicense.pdf



3.2.4 Delete Health and Safety File

Description:	This section will guide the user through the
	process of deleting for a Health and Safety File.
	, , ,
Expected Learning Outcomes:	To be able to delete a Health and Safety File.
	,
Prerequisites:	The user must have the required access to delete
	a new Health and Safety File to the system
	a new neutrina safety file.to the system.
Other Information:	None



3.2.4.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Button (2).


ALT 3.2.4.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Health and Safety screen.



Description:	This section will guide the user through the process of creating for a Health and Safety File type
Expected Learning Outcomes:	To be able to create a Health and Safety File type
Prerequisites:	The user must have the required access to edit a new Health and Safety File type to the system.
Other Information:	None



Gere Gohvan Cor	nstruction		MATTHEW VELTMAN LOG O	υт
CONSTRUCTION	Health and Safety Type		Search HS Type	
CLIENT QUOTES				
	Health and Safety Type ID 2	Health and Safety Type Name		
ADMINISTRATION	3	License		
HUMAN RESOURCE	4	Certificate	1	
ТЕАМ				
CLIENT				
SUPPLIERS				
MEPONIS				
		(+) (5)		
275120	on the plus icon(5)			
3.2.3.1.2 UICK	on the plus icon(5)			
Gran Gohvan Co	onstruction		MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Health and Safety Type		Search HS Type	
CLIENT QUOTES	realitrate outery type			
INVOICING	Health and Safety Type ID	Health and Safety Type Name	+	
LINE ITEMS	2	test	I	
ADMINISTRATION	3	License	1	
HUMAN RESOURCE		Create Health and		
TEAM		What is the Health and Safety		
CLIENT SUBDI IEDS		Type Name Z		
REPORTS		3		
		4 Cancel Create 5		
		Ð		
3 2 5 1 3 Ent	or the Health and Sofat	(Type Name (3) then	click the create button(5)	
0.2.0.1.0 LIN				
Confirm				
Commit				
Are write out	w2			
Alle you au	~ 2			
3 No	Yes 4			
.				



3.2.5.1.4 Click on the Yes button to complete the process of uploading the form information. Gohvan Construction MATTHEW VELTMAN LOG OUT Gr. CONSTRUCTION Health and Safety Type INVOICING test ADMINISTRA Create Health and Safety Type 🔳 2 Cancel Create 5 Đ ALT 3.2.5.1.3 If you choose to cancel the submission of the form you can click the No button (3) and you will be directed to the Upload Health and Safety Type screen. Confirm Are you sure? 3 No Yes 4 ALT 3.2.5.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety Type screen.

3.2.5.2 Create Health and Safety Type Exercise

Health and Safety Type Name	Working at Heights Certificates

PARALINEAR

3.2.6 Search Health and Safety Type

Description:	This section will guide the user through the process of searching for a Health and Safety File type.
Expected Learning Outcomes:	To be able to search a Health and Safety File type
Prerequisites:	The user must have the required access to search a new Health and Safety File type to the system.
Other Information:	None



6 7 **	Gohvan Con	struction			MATTHEW VELTMAN	LOG OUT
CONSTRUCTION		Health and Safety Type		Search HS Type	0	
CLIENT QUOTES						
		Preasing and savely type to 2	Proventi and Survey 1354 Poetre			
		3	License	: 4		
HUMAN RESOURCE		4	Certificate	1		
TEAM					_	
CLIENT						
SUPPLIERS						
REPORTS						
			(†) (5)			
3.2.6.1	2 In or	der to search for a specific	Health and Safety file you	can enter t	the desi	red
5.2.0.1	nomo i	r the secret her (1)	Ficality and Callety me you	our ontor		
type s	name i	n the search par (1).				
2262	Coarch	Lloalth and Safaty Type	Evereice			
5.2.6.2	search	health and Safety Type	EXERCISE			

Search Bar name	License



Description:	This section will guide the user through the process of editing for a Health and Safety File type.
Expected Learning Outcomes:	To be able to edit a Health and Safety File type.
Prerequisites:	The user must have the required access to edit a new Health and Safety File type to the system.
Other Information:	None



ONSTRUCTION	nstruction		MATTHEW VELTMAN LOG OUT
	Health and Safety Type		Search HS Type
	Health and Safety Type ID 2	Health and Safety Type Name	+
INE ITEMS	2	test	: (4)
DMINISTRATION	3	License	E
UMAN RESOURCE	4	Certificate	E
EAM			
UPPLIERS			
EPORTS			
		(+ 3)	
3.2.7.1.2 CIICK	on the menu icon(4)		
Health and S	Safety Type		Search HS Type
		Harlin and Adda Tara Mara	
Health and Safety Type I		Health and Sahety Type Name	Ŧ
2		test	1
3		License	Edit HS Type
4		Certificate	Delete HS Type 2
	k on the Edit button (1)	
3.2.7.1.3 Clic		• /	
3.2.7.1.3 Clic			
3.2.7.1.3 Clic			
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3.2.7.1.3 Clic	dit Health and afety Type 1 dit Health and Safety Type 2 ame Health and Safety Type Name test 3		
3.2.7.1.3 Clic	Edit Health and Safety Type dit Health and Safety Type ame Health and Safety Type Name test		
3.2.7.1.3 Clic	dit Health and Safety Type dit Health and Safety Type ame Health and Safety Type Name test Cancel		
3.2.7.1.3 Clic	Edit Health and Safety Type 2 dit Health and Safety Type 2 ame 3 Health and Safety Type Name 3 Cancel Edit 5		
3.2.7.1.3 Clic	Edit Health and affety Type 2 dit Health and Safety Type 2 Health and Safety Type Name 3 Health and Safety Type Name 3 Cancel Edit 5		
3.2.7.1.3 Clic	dit Health and Safety Type dit Health and Safety Type 2 Health and Safety Type Name test Cancel Edit 5		

Edit Health and Confirm 1 Are you sure? 2 3 No Yes 4 Cancel Edit
3.2.7.1.5 Click on the Yes button to complete submission (4)
Succesfully edited. 1 "testt" has been successfully edited.2 Continue 3 3.2.7.1.6 Click on the continue button (3)
Edit Health and a Safety Type 2 Edit Health and Safety Type 2 Name 3 Health and Safety Type Name 3 Let 1 5
ALT 3.2.7.1.4 If you choose to cancel the submission of the form you can click the Cancel
button (4) and you will be directed to the edit Health and Safety Type screen.

Team 7



ALT 3.2.7.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety Type screen.

3.2.7.2 Edit Health and Safety Type Exercise

Health and Safety Type Name	First Aid Certificates



3.2.8 Delete Health and Safety Type

Description:	This section will guide the user through the process of deleting for a Health and Safety File type.
Expected Learning Outcomes:	To be able to delete a Health and Safety File type.
Prerequisites:	The user must have the required access to delete a new Health and Safety File type to the system.
Other Information:	None



CONSTRUCTION			MATTHEW VELTMAN LOC OUT
	Health and Safety Type		Search HS Type
CLIENT QUOTES	Health and Safety Type ID 2	Heath and Safety Type Name	+
LINE ITEMS	2	test	: (4)
ADMINISTRATION	3		:
HUMAN REBOURCE	4	Gerundate	:
CLIENT			
SUPPLIERS			
REPORTS			
		5	
3.2.8.1.2 Click	on the menu icon(4)		
Health and S	Safety Type		Search HS Type
(-		
Health and Safety Type	ID	Health and Safety Type Name	т
2		test	1
3		License	Edit HS Type
4		Certificate	Delete HS Type 2
·		Certificate	Delete HS Type
4		Certificate	Delete HS Type 2
3.2.8.1.3 Clic	ck on the Delete button (2)	Certificate	Delete HS Type 2
3.2.8.1.3 Clic	ck on the Delete button (2)	Certificate	Delete HS Type 2
3.2.8.1.3 Clic	ck on the Delete button (2)	Certificate	Delete HS Type
3.2.8.1.3 Clic	ck on the Delete button (2) test License	Certificate	Delete HS Type
3.2.8.1.3 Clic	ck on the Delete button (2) test License Edit Health and		Delete HS Type
3.2.8.1.3 Clic	ck on the Delete button (2) test License Edit Health and	Certificate	Delete MS Type
3.2.8.1.3 Clic	ck on the Delete button (2)	Certificate	Delete HS Type
3.2.8.1.3 Clic	test License Edit Health and Confirm 1 Are you sure? 2		Delete HS Type
3.2.8.1.3 Clic	test License Edit Health and Confirm 1 Are you sure? 2	Certificate	Delete HS Type
3.2.8.1.3 Clic	test License Edit Health and Confirm 1 Are you sure? 2 3 No Yes 4		Delete MS Type
3.2.8.1.3 Clic	test License		Delete MS Type
3.2.8.1.3 Clic	test License		Delete MS Type
3.2.8.1.3 Clic	test License		Delete MS Type
3.2.8.1.3 Clic	test License		Delete MS Type
3.2.8.1.3 Clic	test License		Delete MS Type

Team 7





3.2.9 Create Drawing Type

Description:	This section will guide the user through the process of creating for a Drawing type
Expected Learning Outcomes:	To be able to create a Drawing type
Prerequisites:	The user must have the required access to edit a new Drawing type to the system.
Other Information:	None



3.2.9.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawing Type Button (2).

Gera Gohvan Co	nstruction			MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Drawing Type		Search Drawing Type	0	
CLIENT QUOTES	President Toma (D. 2	Pravice Tone Name	+		
LINE ITEMS	2	test	: 4		
ADMINISTRATION	4	Formal Drawing	1		
HUMAN RESOURCE	5	Second-cut Drawing	1		
TEAM	6	Initial Drawing	i.	_	
CLIENT					
SUPPLIERS					
ner un ra					
		5			

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3.2.9.1.2 Clic	k on the plus icon(5)			
Gy Gohva	an Construction			MATTHEW VELTMAN LOG C
CONSTRUCTION CLIENT QUOTES	Drawing Type		Search Drawing Type	
INVOICING	Drawing Type ID	Drawing Type Name	+	
LINE ITEMS	2	test	÷	
ADMINISTRATION	4	Formal Drawing	÷	
HUMAN RESOURCE	5	Create Drawing	i	_
ТЕАМ		Type		
CLIENT		Drawing Type Name		
REPORTS		d terret		
		Contraction (2)		
		•		
3.2.9.1.3 Er	nter the Drawing Type	e Name (3) then click the cr	eate button(5)	
1	1			
Confir	m 🚺 🔰			
	-			
Are you s	sure?			
3 No	Yes 4			
3.2.9.1.4 Cl	lick on the Yes buttor	n to complete the process o	t uploading the form	
information.				



(gm. (Gohvan Cons	struction				MATTHEW VELTMAN	LOG OUT
CONSTRUCTION		Drawing Type			Search Drawing Type	ו	
CLIENT QUOTES							
INVOICING		Drawing Type ID	Drawing Type Name		+		
LINE ITEMS		4	Formal Drawing		:		
HUMAN RESOURCE		5					
TEAM			Create Drawing Type			_	
CLIENT			What is the Drawing Type Name 2				
SUPPLIERS			Drawing Type Name				
REPORTS			4 Cancel Create 5				
			Ð				
ALT 3.2.9	9.1.3 lf y	you choose to cancel th	ne submission o	f the form you	u can click th	e No	
button (3	3) and y	ou will be directed to th	ne Upload Drawi	ng Type scre	en.		
F		1					
		_					
Cor	nfirm (1					
Are v	ou sure?						
_							
(3) N	10	Yes 4					

ALT 3.2.9.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Drawing Type screen.

3.2.9.2 Drawing Type Exercise

Drawing Type Name	Formal Drawing

3.2.10 Search Drawing Type

Description:	This section will guide the user through the process of searching for a Drawing type.
Expected Learning Outcomes:	To be able to search a Drawing type
Prerequisites:	The user must have the required access to search a new Drawing to the system.
Other Information:	None



Gym-	Gohvan Con	struction			MATTHEW VELTMAN	LOG OUT
CONSTRUCTION		Health and Safety Type		Search HS Type	0	
CLIENT QUOTES						
INVOICING		Health and Safety Type ID 2	Health and Safety Type Name 3	+		
LINE ITEMS		2	test	: 4		
ADMINISTRATION		3	License	1		
HUMAN RESOURCE		4	Certificate	i.	_	
TEAM						
CLIENT						
SUPPLIERS						
REPORTS						
			5			
	-					
3.2.10	.1.2 ln o	rder to search for a specifi	c Drawing vou can enter th	e desired t	vpe's na	ame
in the	ooorob	bor (1)			.,	
in the	search	uai (1).				
3.2.10.	2 Searc	ch Drawing Type Exercise				

Search Bar name	Second Cut



-

3.2.11 Edit Drawing Type

Description:	This section will guide the user through the process of editing for a Drawing type.
Expected Learning Outcomes:	To be able to edit a Drawing type.
Prerequisites:	The user must have the required access to edit a new Drawing type to the system.
Other Information:	None



3.2.11.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawing Type Button (2).

Gom- Gohvan Con	struction			MATTHEW VELTMAN	.0G OUT
CONSTRUCTION	Drawing Type		Search Drawing Type	0	
CLIENT QUOTES	Drawing Type ID 2	Drawing Type Name	+		
LINE ITEMS	2	test	: 4		
ADMINISTRATION	4	Formal Drawing	1		
HUMAN RESOURCE	5	Second-cut Drawing	1		
ТЕАМ	6	Initial Drawing	1	-	
REPORTS					
		(†) (5)			



3.2.11.1.2 Click on the menu icon(4	.)	
Drawing Type		Search Drawing Type
Drawing Type ID	Drawing Type Name	+
2	test	1
4	Formal Drawing	Edit Drawing Type
5	Second-cut Drawing	Delete Drawing Type
6	Initial Drawing	1
3.2.11.1.3 Click on the Edit butto	on (1)	
Second-cut Drawing Ir Edit Drawing Type Edit Drawing Type Name Est 4 Cancel Edit 5	3	
3.2.11.1.4 Enter the Drawing Ty	pe Name (3) then click the edit button(5)
test License Edit Health and Confirm 1 Are you sure? 2 3 No Yes 4 Cancel Edit		
3.2.11.1.5 Click on the Yes butto	on to complete submission (4)	



3.2.11.2 Edit Drawing Type Exercise

Drawing Type Name Initi	itial Drawing
-------------------------	---------------

3.2.12 Delete Drawing Type

Description:	This section will guide the user through the process of deleting for a Drawing type.
Expected Learning Outcomes:	To be able to delete a Drawing type.
Prerequisites:	The user must have the required access to delete a new Drawing type to the system.
Other Information:	None



3.2.12.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawing Type Button (2).

CONSTRUCTION CLENT QUOTES INVOICING LINE ITEMS 2 ADMINISTRATION HRMANN RESOLUCE CLENT CLENT SUPPLERS REPORTS	ving Type	Drawing Type Name 3 · · · · · · · · · · · · · · · · · ·	Search Drawing Type	
CLENT QUOTES INVOICING LINE FIEMS 2 ADMINISTRATION 4 A ADMINISTRATION 5 TEAM 6 CLENT SUPPLETS REPORTS	hyer D (2)	Ecreming Type Name 3 · · · · · · · · · · · · · · · · · ·	+ : 4 : : :	
INVGICING Description of the second s	Υ _{ΠΡΗ} Ο (2)	Drowing Type Name 3 · · · · · · · · · · · · · · · · · ·	+ : (d) : : :	
LINE TEMS 2 ADMINISTRATION 4 HRANAN RESOURCE 5 TEAM CLENT RUPPLERS REPORTS		test Formal Drawing Initial Drawing	: (a) : :	
ADMINISTRATION 4 HEAMAN NESOLICE 5 C TEAM CLENT RUPPLERS REPORTS		Formal Drawing Initial Drawing Initial Drawing	1 1 1	
HAMAN INSOURCE 5 CLENT CLENT RUPPLERS REPORTS		Second-cut Drawing Initial Drawing	:	
CLENT SLIPPLERS REPORTS		Initial Drawing	:	
CLENT Supplers Heports				
SUFFLIERS REPORTS				
REPORTS				
		() ()		

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3.2.12.1.2 Click on the menu icon(4)		
Drawing Type		Search Drawing Type
Drawing Type ID	Drawing Type Name	+
2	test	1
4 	Formal Drawing Second-off Drawing	Edit Drawing Type
6	Initial Drawing	Detete Drawing Type
		1
3.2.12.1.3 Click on the Delete but	ton (2)	
r 1		
Confirm 1 Are you sure? 2		
3 No Yes 4 3.2.12.1.5 Click on the Yes button	to complete submission (4)	
	· · · · · ·	
Confirm 1 Are you sure? 2		
ALT 3.2.12.1.5 If you choose to ca button (3) and you will be directed	ancel the submission the form you car I to the Drawing Type screen.	n click the No

3.2.13 Upload Formal Drawing

Description:	This section will guide the user through the process of adding a new formal drawing.
Expected Learning Outcomes:	To be able to add a formal drawing
Prerequisites:	The user must have the required access to add a new formal drawing.to the system.
Other Information:	None



	ohvan Construction				MATTHEW VELTMAN LO
CONSTRUCTION	Projects			Search Project	
IENT QUOTES					
OICING			Test		
MINISTRATION			Test Initial Invoice Created		
MAN RESOURCE					
м		2 2021-09-27	Test Greenfield Vodacom		
NT			View 1		
UERS		Ν	lissan Rosslyn		
DRTS			Test		
			TSS completed		
		3 2021-08-22	Pretoria North temp Vodacom		
			View		
			sds		
			awqdqw		
2.13.1	.2 Click on the Vie	w Button (1) to op	en the specific pr	roject's tasks scree	en.
2.13.1 Gor- Goł NSTRUCTICH XINT GUIOTTS	.2 Click on the Vie van Construction	ew Button (1) to op Button (1) to op	en the specific pr	roject's tasks scree	ON.
2.13.1 Gor Goł Retructich Retructich Retructich Retructich	.2 Click on the Vie van Construction q 9th Runter 16	ew Button (1) to op w type constant gene constant Proper Program	en the specific pr	roject's tasks scree der Welen Ma 118 toujue	en.
2.13.1 Gor Gor Mattruction Mattruction Mattruction R mbus Managetruction	.2 Click on the Vie van Construction 9 Bite Norster 16	ew Button (1) to op w Button (1) to op w get deated begin better begin begin beg	en the specific pr	roject's tasks scree	ONTREWVESTIMM I
2.13.1 God Netruction ENF 0400TES INF 040T	.2 Click on the Vie van Construction 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	ew Button (1) to op w type coested gget Coested Fight Forget	en the specific pr	roject's tasks scree	en.
2.13.1 	.2 Click on the Vie van Construction Q Bite Nanzer 15	ew Button (1) to op the Button for the Button for	en the specific pr	roject's tasks scree	EN.
	.2 Click on the Vie van Construction	ew Button (1) to op the figure created grant Created Stre to Alward Capture Cap	en the specific provide the sp	roject's tasks scree	en.
2.13.1 	.2 Click on the Vie van Construction Cite Intereer 18 Technical Site Survey Edit Submit	ever Button (1) to op to type desided gene constants Freget Progets Freget Drawing Edit	en the specific provide the sp	roject's tasks scree	EN.
2.13.1 Correlation Annumerations	.2 Click on the Vie van Construction	ever Button (1) to op see Sur Syste Creation Stre Syste Creation Stre Son Alward Capture Est Construction Progress Construction Progress Construction Progress	Allocated Teams Allocated Teams Allocated Teams Create Allocated Teams Create Cre	roject's tasks scree	EN. Mattrew veltamm (d
2.13.1 	.2 Click on the Vie van Construction	ever Button (1) to op the type: Deschild Better Specific Constants Ster Sign Allowed Capture Capture Edit Construction Progress Construction Progress	Ben the specific pr Ben tankt 2271914 Last Update Outsitions Allocated Teams Allocated Teams View Allocated Teams View Allocated Teams Update Update	roject's tasks scree	EN. Matthew versions do
2.13.1 Control Control control Control control control Control co	2 Click on the Vie van Construction	ew Button (1) to op Ste tyse Created Ste tyse Created Ste tyse Created Ste Go Alward Capture Capture Capture Construction Progress Construction Progres	Advanted Teams Questioner Advanted Teams Create Advanted Teams Create Vew Advanted Teams Create Update Project Inscises Update Project Inscises	roject's tasks scree	EN. MATTREW VERTHAM (10
2.13.1 (()))))))))))))))))))))))))))))))))))	.2 Click on the Vie van Construction Carpetonical Site Survey Edit Subarit Complement Documents Veier Lippined	ever Button (1) to op Ste typ: Destifit gest Constant Ste Sig Alwood Construction Progress Construction Progress Create Ste Sig Construction Ste Sig Construction Ste Sign Con	en the specific pro	roject's tasks scree	EN. MATTHEW WEITHAM (0
2.13.1 (Control of the second	.2 Click on the Vie van Construction	ew Button (1) to op Ste fys: Created Ste fys: Created Ste Go Alead Capture Capt	Even the specific production Even denied 2021-03-14 Last Quoted Tourns Advocated Teams Advocated Teams Quotedorer Advocated Teams Quotedorer Quotedorer Quotedorer Advocated Teams Quotedorer Quotedore<	roject's tasks scree	EN.
2.13.1 Control Control Contro	2 Click on the Vie van Construction	ever Button (1) to op Ste type Gestift gest Constant Ste Ga Abeed Capture Capture Capture Constuction Progress Create Ste Ga Constant Create Ste Star Progress Create Ste Star Star Of Capture Capt	en the specific pro- des seniel 22315 15 14 as a seniel 2231 15 14	roject's tasks scree	EN. MATTHEW WEITHAM (10
2.13.1 (Control of the second	.2 Click on the Vie van Construction	ever Button (1) to op Stre type: Creasing Stre type: Creasing Stre Go Abeed Capture Capture Capture Capture Capture Capture Construction Progress Construction Progress Con	Even the specific production Even damed: 2221:034 Last space 2221:034 Las	roject's tasks scree	е п. 10

Team 7

Gr Gohvan Constru	ction			MATTHEW VELTMAN LOS OUT
CONSTRUCTION	Upload Formal Drawing			
CLIENT QUOTES	Name 1			
	N			
ADMINISTRATION	Time (deabled)		Z The desirings name	
HUMAN RESOURCE	(pr. lasered) 3			
TEAM	Formal Drawing		* 4	
CLIENT	Description: 5			
SLAPPLIERS	Description		6	
REPORTS		4	The disording's description	
	Upleed Drawing 7			
	Choose File No hie chosen	C Salanak	8	
		Cancel	9	
			10	
3.2.13.1.4 En	ter the name of the D	Prawing (2), enter the	description (6), upload the	e drawing pdf
13) and Finally Confirm	r click on the Submit bu	utton (14) to start the	finalization of the form.	
Are you sure?				
	~			
3 No	Yes 4			
3.2.13.1.5 Cli	ck on the Yes button	to complete the pro	cess of uploading the fo	rm



Gr Gohvan Const	ruction	MATTHEW VELTIMAN LOG OUT
CONSTRUCTION	Upload Formal Drawing	
CLENT QUOTES	Name: 1	
INVOICING		
LINE ITEMS	Narse	The description of the descriptio
HUMAN RESOURCE	Type: (disabled)	
TEAM	Formal Drawing	· (4)
CLENT	Description: 5	The final type
SUPPLIERS	Description	
REPORTS		4
	Upleed Drawing 7	The Searching Advectories
	Choose File No file chosen	8
	C Submit	9
	Cancel	10
ALT 3.2.13.1	.4 If you choose to cancel the	entering/completing the form you can click the
Cancel butto	n (15) and you will be directed	to the Project's task screen.
		-
Confirm		
Commit	•	
Ana unu sumo		
Mie you oure	2	
3 No	Yes A	
L		
ΔΙΤ32131	5 If you choose to cancel the	submission the form you can click the No.
hutton (2) on	d you will be directed to the Ur	lood Drowing ocroop
bullon (5) an	a you will be directed to the Op	iuau Drawing Screen.

3.2.13.2 Upload Formal Drawing Exercise

Formal Drawing Name	Vodacom Formal Drawing
Formal Drawing Description	This drawing pdf contains the formal drawing for the vodacom project
Formal Drawing File	Drawing.pdf

3.2.14 Search Formal Drawing

Description:	This section will guide the user through the process of searching a new formal drawing.
Expected Learning Outcomes:	To be able to search a formal drawing
Prerequisites:	The user must have the required access to search a new formal drawing.to the system.
Other Information:	None



3.2.14.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.14.1.2 In order to search for a specific Drawing you can enter the desired drawing's name in the search bar (1).

3.2.14.2 Search Formal Drawing Exercise

Drawing Name	Vodacom Formal Drawing



3.2.15 Edit Formal Drawing

Description:	This section will guide the user through the process of editing a new formal drawing.
Expected Learning Outcomes:	To be able to edit a formal drawing
Prerequisites:	The user must have the required access to edit a new formal drawing.to the system.
Other Information:	None



3.2.15.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



10

3.2.15.1.2 Click on the menu icon (6)

G	Gohvan Cons	struction					MATTHEW VELTMAN LOG OUT
CONSTRUCTION		Drawings				Search Drawings	
CLIENT QUOTES							
INVOICING		Drawing ID	Drawing Name	Drawing Type	Created Date	+	
LINE ITEMS		2	Formal Drawing test	Formal Drawing	2021-10-07T00:00:00	1	
ADMINISTRATION			reas proving por	Contactorency	20211010100200	Delete 2	-
TEAM						Download 3	
CLIENT							
SUPPLIERS							
REPORTS							
2015		(on the o	dit buttop (1)	to open the ou	hmission form	for aditing a	Formal
J.Z. IJ.			air bullon (1)	to open the su		ior equility a	Formai
drawing	j ior a s	pecilic pro	ojeci.				
G	Gohvan Cons	struction					MATTHEW VELTMAN LOG OUT
CONSTRUCTION							
CLIENT QUOTES		Edit Drawing					
INVOICING		Name: 1					
LINE ITEMS		Formal Drawing test				The Drawing's name	(2)
ADMINISTRATION		Type:(disabled) 3					1
HUMAN RESOURCE		Formal Drawing				Ŧ	4
ТЕАМ		Description: 5				The Drawing's type	
		Description * Formal Drawing test					
BEPORTS					4		6
		Upload Drawing 7				The file's description	-
		Choose File No file cho	osen				8
				C Submit			

3.2.15.1.4 Enter the name of the Drawing (2), enter the description (6), upload the drawing pdf (13) and Finally click on the Submit button (14) to start the finalization of the form.



Gr	Gohvan Construction	MATTHEW VELTMAN	LOG OU
CONSTRUCTION	Edit Drawing		
CLIENT QUOTES		,	
INVOICING	Name 1		
LINE ITEMS	Formal Drawing test The Desirg's name The Desirg	2	
ADMINISTRATION	Type:(disabled) 3		
HUMAN RESOURCE	Formal Drawing *	4	
TEAM	The Description:	-	
CLIENT	Decryton*		
SUPPLIERS	Formal Drawing test	6	
REPORTS	۸. The files description		
	Upinad Drawing 7		
	Choose File No file chosen	8	
	C Submit	9	
	Cancel	10	

ALT 3.2.15.1.4 If you choose to cancel the entering/completing the form you can click the Cancel button (15) and you will be directed to the drawing screen.



ALT 3.2.15.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Edit Drawing screen.

3.2.15.2 Edit Formal Drawing Exercise

Formal Drawing Name	Telkom Formal Drawing
Formal Drawing Description	This drawing pdf contains the formal drawing for the Telkom project
Formal Drawing File	Drawing.pdf

Team 7

3.2.16 Delete Formal Drawing

Description:	This section will guide the user through the process of delete a formal drawing.
Expected Learning Outcomes:	To be able to delete a formal drawing
Prerequisites:	The user must have the required access to delete a formal drawing.to the system.
Other Information:	None



3.2.16.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.16.1.2 C	Click on the	menu icon (6)				
Green Gohvar	n Construction				ма	TTHEW VELTMAN LOG OUT
CONSTRUCTION	Drawings				Search Drawings	
CLIENT QUOTES						
	Drawing ID	Drawing Name	Drawing Type	Created Date	+	
ADMINISTRATION	3	Test Drawing pdf	Formal Drawing	2021-10-10700:00:00	Edit 1	
HUMAN RESOURCE					Delete 2	
TEAM					Download 3	
CLIENT						
SUPPLIERS						
HEPORTS						
3.2.16.1.3 0	Click on the	delete button ((1)			
Confirm Are you sur 3 No	1 19? 2 Ves 4					
3.2.16.1.4 C	Click on the	Yes button to	complete the	process of dele	eting the item	
Confirm Are you sur 3 No	1 1e? 2 Yes 4					
ALT 3.2.16. button (3) a	1.4 If you c nd you will	hoose to cance be directed to	el the submise the Drawing s	sion the form yo creen.	ou can click the	No

Team 7

3.2.17 Upload Second-cut Drawing

Description:	This section will guide the user through the process of adding a new Second Cut drawing.
Expected Learning Outcomes:	To be able to add a Second Cut drawing
Prerequisites:	The user must have the required access to add a new Second Cut drawing.to the system.
Other Information:	None





6-	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES		,	
INVOICING	Test		
LINE ITEMS	Test		
ADMINISTRATION	India Mode Cleared		
TEAM	2 2021-09-27 Test Greenfield Vidacom		
CLIENT	View 1		
SUPPLIERS			
REPORTS	Nissan Rosslyn		
	Test TSS completed		
	3 2021-08-22 Pretoria North temp Vodacom		
	View		
	sha		
	twadaw.		
3.2.17	1.2 Click on the View Button (1) to open the specific project's tasks scree	n.	
Gam	Gobyan Construction with	THEW VELTMAN LOG O	ит
CONSTRUCTION			
CLIENT QUOTES			
INVOICING			
LINE ITEMS			
ADMINISTRATION	Technical Site Survey Site Go Ahead Project Drawing Allocated Teams Quotations		
TEAM	Edit Capture Formal Drawing Allocate Team Create		
CLIENT	Submit Edit Second Cut Drawing View Allocated Teams		
SUPPLIERS	Compliance Documents Construction Progress Complete Site Photos Radio Frequency Reports Invoices		
REPORTS	View Progress View Upload Project Invoices		
	Upload Create Update		
	View		
	Request Site Visit Site Acceptance Site Sign Off Commission Report		
	Edit Edit		
	View		
3.2.17	1.3 Click on the Second Cut Drawing button (1) to open the submission f	orm for	
upload	ing a Second Cut drawing for a specific project.		

Team 7
Gran Gohvan	Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Upload Secondcut Drawing		
CLIENT QUOTES	Name: 1		
LINE ITEMS	Name	2	
ADMINISTRATION	Type: (disubled)	The diawing's name	
HUMAN RESOURCE	Secondcut Drawing	· (4)	
CLIENT	Description: (\$	The file's type	
SUPPLIERS	Description		
REPORTS	A	The drawing's description	
	Uptrad Drawing 7	8	
	Choose He No tile chosen	9	
	Cancel	10	

3.2.17.1.4 Enter the name of the Drawing (2), enter the description (6), upload the drawing pdf (13) and Finally click on the Submit button (14) to start the finalization of the form.



3.2.17.1.5 Click on the Yes button to complete the process of uploading the form information.

Gr***	Gohvan Construction	TTHEW VELTMAN	LOG OU
CONSTRUCTION	Upload Secondcut Drawing		
CLIENT QUOTES	Name: 1		
LINE ITEMS	Name	2	
ADMINISTRATION	Type: (disabled)		
HUMAN RESOURC	Secondcut Drawing *	4	
CLIENT	Description: 5		
SUPPLIERS	Description	-	
REPORTS		6	
	Upload Drawing (7)		
	Choose File No file chosen	8	
) Submit	9	
	Cancel	10	

PARALINEAR

ALT 3.2.17.1.4 If you choose to cancel the entering/completing the form you can click the Cancel button (15) and you will be directed to the Project's task screen.



ALT 3.2.17.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Drawing screen.

3.2.17.2 Upload Second Cut Drawing Exercise

Second Cut Drawing Name	Vodacom Second Cut Drawing
Second Cut Drawing Description	This drawing pdf contains the Second Cut drawing for the vodacom project
Second Cut Drawing File	Drawing.pdf



3.2.18 Search Second-cut Drawing

Description:	This section will guide the user through the process of searching a new Second-cut drawing.
Expected Learning Outcomes:	To be able to search Second-cut drawing
Prerequisites:	The user must have the required access to search a Second-cut drawing.to the system.
Other Information:	None



3.2.18.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.18.1.2 In order to search for a specific Drawing you can enter the desired drawing's name in the search bar (1).

3.2.18.2 Search Second-cut Drawing Exercise

	0
Drawing Name	Vodacom Second-cut Drawing



3.2.19 Edit Second-cut Drawing

Description:	This section will guide the user through the process of editing a new Second Cut drawing.
Expected Learning Outcomes:	To be able to edit a Second Cut drawing
Prerequisites:	The user must have the required access to edit a Second cut drawing.to the system.
Other Information:	None



3.2.19.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.19.1.2 C	lick on the	menu icon (6)			
Gran Gohvan	Construction				MATTHEW VELTMAN LOO OUT
CONSTRUCTION	Drawings				Search Drawings
CLIENT QUOTES	- Constanting	Provide Manua	Descine Tree	Constant Data	
INVOICING	2	Formal Drawing test	Drawing Type Formal Drawing	Created Date 2021-10-07T00:00:00	
ADMINISTRATION	3	Test Drawing pdf	Formal Drawing	2021-10-10700:00:00	Edit 1
HUMAN RESOURCE					Delete 2
TEAM					Download 3
CLIENT					
SUPPLIERS					
Cut drawing	for a speci	fic project.			
Ger Gohvan	Construction				MATTHEW VELTMAN LOG OUT
CONSTRUCTION CLIENT QUOTES	Edit Drawing				
INVOICING	Name: 1				
LINE ITEMS	Formal Drawing test				2 The Drawing's name
ADMINISTRATION	Type:(disabled)				
HUMAN RESOURCE	Formal Drawing				· (4)
CLIENT	Description: 5				Tale Crawing II 1906
SUPPLIERS	Formal Drawing test				6
REPORTS				Å	The file's description
	Upload Drawing 7 Choose File No file	e chosen			8
			C Submit Cancel		9
					ů.
3.2.19.1.4 E	Inter the na	me of the Drav	wing (2), ente	r the description	(6), upload the drawing
pdf (13) and	Finally clic	k on the Subm	nit button (14)	to start the final	ization of the form.
P.					
	-				
Confirm					
Are you sur	er 2				
_					
3 No	Yes 4				

PARALINEAR _____

Gr	Gohvan Construction	MATTHEW VELTMAN	LOG OU
CONSTRUCTION	Edit Drawing		
CLIENT QUOTES		,	
INVOICING	Name 1		
LINE ITEMS	Formal Drawing test The Descriptionary The Description arease The De	2	
ADMINISTRATION	Type:(disabled) 3		
HUMAN RESOURCE	Formal Drawing *	4	
TEAM	Description: 4		
CLIENT	Decision*		
SUPPLIERS	Formal Drawing test	6	
REPORTS	ر . The Res description		
	Upicad Dawling 7		
	Choose File No file chosen	8	
	Ç Submit	9	
	Cancel	10	

ALT 3.2.19.1.4 If you choose to cancel the entering/completing the form you can click the Cancel button (15) and you will be directed to the drawing screen.



ALT 3.2.19.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Edit Drawing screen.

3.2.19.2 Edit Second Cut Drawing Exercise

Second Cut Drawing Name	Telkom Second Cut Drawing
Second Cut Drawing Description	This drawing pdf contains the Second Cut drawing for the Telkom project
Second Cut Drawing File	Drawing.pdf

Team 7

3.2.20 Delete Second-cut Drawing

Description:	This section will guide the user through the process of delete a Second Cut drawing.
Expected Learning Outcomes:	To be able to delete a Second Cut drawing
Prerequisites:	The user must have the required access to delete Second Cut drawing.to the system.
Other Information:	None



3.2.20.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.20.1.2 C	lick on the	menu icon (6)				
Gr Gohvan	Construction				MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Drawings				Search Drawings	
CLIENT QUOTES	Drawing ID	Drawing Name	Drawing Type	Created Date	+	
LINE ITEMS	2	Formal Drawing test	Formal Drawing	2021-10-07T00:00:00	1	
ADMINISTRATION	3	Test Drawing pdf	Formal Drawing	2021-10-10700:00:00	Edit 1	
HUMAN RESOURCE					Download 3	
CLIENT						
SUPPLIERS						
REPORTS						
3 2 20 1 3 0	lick on the	doloto button ((1)			
5.2.20.1.5 0			(')			
		1				
Confirm	1					
Are you sun	er (2)					
3 No	Yes 4	1				
		1				
3.2.20.1.4 C	lick on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm Are you sure	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm Are you sun	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm Are you sure 3 No	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm Are you sure 3 No	Click on the	Yes button to	complete the	process of dele	ting the item	
3.2.20.1.4 C Confirm Are you sure 3 No ALT 3.2.20.7	Click on the	Yes button to	complete the	process of dele	ting the item	

3.2.21 Search As-built document

Description:	This section will guide the user through the process of searching for a As-Built Document
Expected Learning Outcomes:	To be able to search a As-Built Document
Prerequisites:	The user must have the required access to search a new As-Built Document to the system.
Other Information:	None



3.2.21.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the As-Built Button (2).

Green Gohvar	Construction			MATTHEW VELTMAN
ONSTRUCTION	As-Built Docur	nents		Search AsBuilt
JENT QUOTES				
OICING	AsBuilt ID 2	AsBuilt Name	Created Date	+
EITEMS	4	Test AsBuilt	2021-10-12T12:43:39.077	: 5
MINISTRATION	46	Nissan As-Built	2021-10-16T08:16:51.27	÷
MAN RESOURCE				
м				
INT				
PLIERS				
ORTS				

PARALINEAR

3.2.21.1.2 In order to search for a specific Health and Safety file you can enter the desired As-built's name in the search bar (1).

3.2.21.2 Search As-Built Document Exercise

Search Bar name	Nissan

3.2.22 Create As-Built Document

Description:	This section will guide the user through the process of adding a As-Built Document.
Expected Learning Outcomes:	To be able to add a As-Built Document
Prerequisites:	The user must have the required access to add a new As-Built Document to the system.
Other Information:	None



3.2.22.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety As-Built Button (2).

ه المعالم المعا معالم المعالم ال	nstruction			MATTHEW VEL	TMAN LOG OUT
CONSTRUCTION	As-Built Docum	nents		Search AsBuilt	
CLIENT QUOTES	AsBuilt ID 2	AsBuilt Name	Created Date	+	
LINE ITEMS	4	Test AsBuilt	2021-10-12T12:43:39.077	: 5	
ADMINISTRATION	46	Nissan As-Built	2021-10-16T08:16:51.27	i	
HUMAN RESOURCE					
CLIENT					
SUPPLIERS					
			• 6		
3 2 22 1 2 010	k on the r	lus loop (7)	-		
5.2.22.1.2 Clic	k on the p				
Geran Gohvan Con	struction			MATTHEW VEL	TMAN LOG OUT
CLIENT QUOTES	Create As-Built	Document			
INVOICING	Project Name *		⊕Use 3		
LINE ITEMS	Name: 4				
HUMAN RESOURCE	Name			5	
TEAM	Description: 6			The Ad-Builds name	
CLIENT	Description			0	
REPORTS			∠ C Submit	The An-Builts description	
			Cancel	9	
3.2.22.1.3 Sele As-Built (5), er finalization of t	ect the pro nter the de he form.	oject name (2) t escription (7), ar	hen click the Use B nd Finally click on tl	utton (3). Enter the name ne Submit button (8) to st	of the art the
Confirm Are you sure?	1				
3 No	Yes 4				



3.2.22.1.4 Click on the Yes button to complete the process of uploading the form information. Once this happens the auto-generated as-built will be downloaded to your computer.



ALT 3.2.22.1.3 If you choose to cancel the entering/completing the form you can click the Cancel button (9) and you will be directed to the As-Built Document screen.



ALT 3.2.22.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the As-Built Document screen.

3.2.22.2 Create As-Built Document Exercise

Project name	Nissan Rosslyn
As-Built Document Name	Drivers Licenses
As-Built Document Description	This As-Built Document contains summarized information of the Nissan project

PARALINEAR

3.2.23 Delete As-Built Document

Description:	This section will guide the user through the process of deleting for a As-Built Document.
Expected Learning Outcomes:	To be able to delete As-Built Document
Prerequisites:	The user must have the required access to delete a As-Built Document.to the system.
Other Information:	None



3.2.23.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the As-Built Button (2).

Gohvan Const	truction			MATTHEW VE	IMAN
1	As-Built Docume	nts		Search AsBuilt	
	AsBuilt ID 2	AsBuilt Name	Created Date	+	
	4	Test AsBuilt	2021-10-12T12:43:39.077	÷ 5	
L	46	Nissan As-Bullt	2021-10-16708:16:51.27	I	



3.2.23.1.2 Click	k on the me	enu icon(5)		
Gym Gohvan	Construction			MATTHEW VELTMAN LOG OUT
CONSTRUCTION	As-Built Docu	ments		Search AsBuilt
CLIENT QUOTES	As Duilt ID	AsDuit Nama	Created Date	+
INVOICING	4	Test AsBuilt	2021-10-12T12:43:39.077	
ADMINISTRATION				Delete 1
HUMAN RESOURCE				Download 2
ТЕАМ				33.79 × 32.5
CLIENT				
BEPORTS				
REPORTS				
			0	
3.2.23.1.3 Click	k on the De	lete button (1)		
1		1		
Confirm				
Commi	•			
Are you sure	? 2			
3 No	Yes 4			
]		
3.2.23.1.4 Click	k on the Ye	s button to con	nplete the process of uploa	ading the form
information.				5
11		1		
Confirm	1			
Are you sure	? 2			
3 No	Yes 4			
ALT 3.2.23.1.4	If you choo	ose to cancel th	ne submission the form yo	u can click the No
button (3) and	you will be	directed to the	As-Built Document screer	٦.
]				







3.3 Cons	struction
3.3.1 Create TSS	
Description:	This section will guide the user through the process of creating a TSS.
Expected Learning Outcomes:	To be able to create a TSS
Prerequisites:	The user must have the required access to create a TSS to the system.
Other Information:	None



3.3.1.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).

Team 7

Gohvan Construction							
Projects				Searc	h Project		
		Test					
		Test Radic Prequency Complete	wi				
Hes Contraction of the Contracti		2021-09-27 Test Greetful	eld Vedacore				
		View					
		Nissan Rossly	n				
		Test Commission Report Commo	14.5				
	2 av	View	temp volacion				
		sds					
		dwądąw Prei Incise Serverted					
	4	2x21-10-08 des setes1	Voscom				
			91				
.1.2 Click on the	plus Icon (1)						
		Cre	eate TSS				
• • •		•	•	•	•	•	
0 0 0		3	0	U	0	Eleke and	
Site Pre- Accorr	adati Site prep/Mast	RF Install	Electrical	Construction	Construction		
She Pre- Accorr Details Approval or	adati Site prep/Mast details	RF Install	Electrical Details	Construction Details	Details	Attendees	Can
Site Pre-Accorr Details Approval or	adati Site prep/Mast n details	RF Install Proje	Details	Construction Details	Details	Attendees	Carr
Site Pite Accor Details Approval or	adati Site prepi/Mast n details	RF Install Proje	Bectrical Details	Construction Details	Details	Attendees	Care
Site Pre Accor Details Approval or Project Name *	adati Site prep/Mast details	RF Install Proje	Details	Construction Details	Details	Attendees	Carro
She Pre Accor Details Approval or Project Name * Base Station Number *	adati Site prep/Mast n details	Proje	Electrical Details	Construction Details	Details	2	Carro
Site Pre Accor Details Approval or Project Name * Base Station Number *	adati Site prep/Mast details	Proje	Eterrical Details	Cerestruction Details	Desais	Attendees	Gen
Site Pite Accorr Details Approval or Project Name * Base Station Number * Burrey See 10/16/2021	adati Site prep/Mast n details	RF Install Proje	Eterrical Details	Censtruction Details	Desils	2 4	Gan
Site Pre-Accor Details Approval or Project Name * Base Station Number * Burre, bee 10/16/2021	adati Site prep/Mast o details	RF Install Proje	ection of the section	Censtruction Details	Dessis	2 4	Carr
Site Pre Accor Details Approval or Project Name * Base Station Number * Buny, bas 10/16/2021	adati Site prep/Mast n details	RF Install Proje	e Details 6	Construction Details	Desils	2 2 5	Care
Site Pre- Accor Details Approval or Project Name * Base Station Number * Barrey See 10/16/2021 Site Name *	adati Site prep/Mast s details	RF Install Proje	e Details 6	Censtruction Details	Desils	2 4	Carr
Site Pre Accor Details Approval or Project Name * Base Station Number * Site Name *	adati Site prep/Mast n details	RFInstall Proje	e Details 6	Construction Details	Desils	2 2 7	Care
Site Pre-Accor Details Approval or Project Name * Base Station Number * Burre See 10/16/2021 Site Name * Site Type *	adati Site preprivlast s details	RFInstall Proje	Eterrical Details Client * E Details 6	n Construction Details	Desils	2 4	Care
Site Pre Accor Details Approval or Project Name * Base Station Number * Base Station Number * Site Name * Site Name * Site Location Details:	adati Site prep/Mast n details	RFInstall Proje	e Details 6	n	Desils	2 2 7 7	Care
Site Pre- Accor Details Approval or Project Name * Base Station Number * Site Name * Site Name * Site Type * Site Location Details:	adati Site preprivlast s details	RF Install Proje	e Details 6	n	Desils	2 4	Care
Site Pre Accor Details Approval or Project Name * Base Station Number * Site Name * Site Name * Site Name * Site Name * Site Location Details: Region *	adati Site preprivlast t details	RF Install Proje	Electrical Details Client * El Details 6 Site Descriptio Elte Location 4	n	Desils	2 2 7 7 2 9	Care
Site Pre- Accor Details Approval or Project Name * Base Station Number *	adati Site prepriviast s details	RF Install Proje	Eterrical Details Etct Details Client * Client * E Details Etc Descriptio Etc Location * Distance *	n	Desils	2 4	Care
Site Pre Accor Details Approval or Project Name * Base Station Number * Site Name * Site Name * Site Name * Site Location Details: Region * Travel time *	adati Site prepriviast t details	RF Install Proje	Electrical Details Ext Details Client *	n	Desils	2 2 7 7 2 9 2 11	Care
Site Pre- Accor Details Approval or Project Name * Base Station Number * Barrey See 10/16/2021 Site Name * Site Name * Site Location Details: Region * Travel time * Coordinates *	adati Site prepriviast s details	RF Install Proje	Electrical Details Client * Client * E Details Site Descriptio Site Location * Distance *	n	Desils	2 2 7 7 2 9	Care
Site Pre Accor Details Approval or Project Name * Base Station Number * Base Station Number * 10/16/2021 Site Name * Site Type * Site Location Details: Region * Travel time * Coordinates *	adati Site prepriviast s details	RF Install Proje	ect Details Client * Cli	n	Desils	2 4	Gar

site name (7), site type (8), site description (9), region (10), site location (11), travel time (12), Distance (13), Co-Ordinates (14). Finally click the Next button (15).



	2	3	0	6	0	0	8	0	0
te Iails	Pre- Approval	Accomadati	Site prep/Mast details	RF Install	Electrical Details	Construction Details	Construction Details	Risks and Attendees	Sav Can
				Containe	er Specifications	1			
Contai	ner Tune *			-	Size #			-	
				2				3)
Pair	nt 5			Spec	ial conditions 4	port 6			
Bric	k Cladding 7				Rock Fini	sh (8)			
Door D	inection *			9	Container D	escription		- 10)
				Pli	inth details 11				
Apro	^{on} 12			_					
				13 Back	Next 14				
10).	Then se	elect (if a	applicable	to site) Cr	Apron (12). Then	click the I	Next butto	on (14
(10).	Then se		applicable	to site)	Apron (reate TSS	12). Then	click the I	Next butto	on (14
(10).			applicable Site prep/Mast details	to site) Cr	Apron (reate TSS	12). Then	Click the I	Next butto	on (14 ©
(10).		elect (if a	Site prep.Mast details	to site) Cr ® RF install Site Pre	Apron (reate TSS Betricol Details	12). Then	Click the I	Pisis and Attendees	on (14 @
(10).	Pite Approval		Ste prep.Mast details	to site) Cr ® RF Install Site Pre	Apron (reate TSS Betrical Details Ste Prep No	12). Then Construction Details	Click the I	Rest butto Rest and Attendees	on (14 © Saver
(10).	Pite Approval	elect (if a	Ste prep.Mast details	to site) Cr @ RF Install Site Pre	Apron (reate TSS Betrical Details Site Prep No ast Details	12). Then Construction Details	Construction Details	Next butto	on (14
(10).	Pre- Approval	elect (if a	applicable Site prep/Mast details	to site) Cr PF Install Site Pre	Apron (reate TSS Betrical Details Site Prep No ast Details Maat Height	12). Then	Construction Details	Next butto	on (14 @ Save/ Carcel
Site Details	Pre- Approval	elect (if a	applicable Site prep/Mast details	to site)	Apron (reate TSS Betrical Details Site Prep No ast Details Maat Height	12). Then	Construction Details	Next butto Risks and Attendees	on (14 Bare/ Carcel
10)	(), Drick Then Se Then Se Pre- Approval Clean and Clear Site	elect (if a	applicable Steprop/Mast details	to site) Cr PF Install Site Pre Mas	Apron (reate TSS Betrical Details ste Prep No ast Details Matt Height t Accessories 6	12). Then	Construction Details	Next butto	on (14 Bare/ Carcel
10).	Pre- Approval Clean and Clear Site set Type * Navigation Light (Paint (eironmental Adaption	Accomadati on	applicable Site prep.Mast details	to site)	Apron (reate TSS Bestical Details Site Prep No ast Details Mast Height t Accessories 6 Fat Amaa Mast Notes	12). Then	Click the I	Next butto	on (14
10).	Pre- Approval Cheen and Cheer Site at Type * Navigation Light	2	applicable SteppMast details	to site) Cr Site Pre Mas	Apron (reate TSS Betrical Details Site Prep No ast Details Mast Height t Accessories 6 Fail Ansa Mast Notes	12). Then	Click the I	Next butto	on (14
(10). Ste Detais	Pre- Approval Cheen and Cheer Site st Type * Navigation Light recommental Adaption	2	applicable Site prep.Mast details	to site)	Apron (reate TSS Bestical Details Site Prep No ast Details Mast Height t Accessories 6 Fall Anea Mast Notes K	12). Then Construction Details	Click the I	Next butto	on (14
(10).	Pre- Approval Cheen and Cheer Site at Type * Navigation Light (Paint (2	applicable SteppMast details	to site)	Apron (reate TSS Betrical Details speration details Site Prep No ast Details Mat Height Mat Height Mat Holes Mat Notes	12). Then Construction Details	Click the I	Next butto	on (14 Gara
(10). (10). Ste Detain 1.6 S	Pre- Accroved Crean and Crear Site set Type * Newsgatton Light (Point (Select (i	alect (if a	applicable Stepre,Mast details	to site)	Apron (reate TSS Detrical Details ste Prep No ast Details Mart Height Mart Height Mart Height Mart Hotes Mart Notes	12). Then Construction Construction T ar site (2).	Click the I	Next butto	ep nc



applicable to site) support pole (10), Tray covers (13), RF in Sleeves (15). Then enter support pole quantity (11), Sleeve length (18), Sleeve size (19). Then click Next button (21)

Team 7



3.3.1.1.8 Enter AC supply (2), Power Available (3), Power Required (4). Select (if applicable to site) Generator Required (5). Enter Cable Size (7), Cable Length (8), In-Site Cable Route (10), In-Site Cable Type (11), In-Site Cable Route Length (12). Then select (if applicable to site) Consumption meter required (13), Site Light Required (14). The enter Site Light Position (15), Earthing Installation (17), Earthing Notes (18). Then click the Next Button (20).

PARALINEAR

18 October 2021

0	0	0	0	6	6	0	0	0	10
ike stalia	Pre- Approval	Accomedeti on	Site prep Mast details	RF Install	Details	Construction Details	Construction Details	Risks and Attendees	Save Cano
				Fencin	g and Security	1			
F	Fence Details *			. 3	Fence Type			- 4	
	Ferce Dimensions *			5	Surface Fini	sh *		- 6	
	Additional Extras *			. 7	Gete Type *			- 8	
	Gate Opening Direction *			9	Gate Dimen	sions *		10	
s	lite Security								
	Looks Required 11				Lock Type *			12	
	Sheckel Length *			13	Lock Che	in Required			
	Site Security Notes							15	
				16 Bac	k Next				
					17)			

Additional extras (7), Gate Type (8), Gate Opening Direction (9), Gate Dimensions (10). Then select (if applicable to the site) Locks required (11), Lock Chain required (14). Then enter Lock Type (12), Shackel Length (13) and Site security notes (15). Then click the Next button (17).

Team 7















PARALINEAR _____



PARALINEAR _____



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Team 7

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3.3.1.2 Create TSS Exercise

Project Name	Honda Towers
Base Station Number	400
Client	Vodacom
Survey Date	10/16/2021
Site Name	Honda Site
Site Type	Greenfield
Site Description	Greenfield site for Honda Site
Region	Centurion
Site Location	12 Happy road, Centurion, Gauteng
Travel Time	15
Distance	8

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Co-Ordinates	41.24.12.2.N 2.10.26.5.E
Site drawings available	True
CCA	True
BP Approval obtained	True
Landlord approval obtained	True
EIA	True
Landlord details	Mark Tale 0821783462
Special conditions	None
Container type	ARP 1 Door H&S Security
Size	Standard
Paint	True
Load support	True
Brick cladding	True
Rock finish	True
Door Direction	North
Container type	None
Apron	True
Clean and Clear Site	False
Site Prep Notes	Remove rubble
Mast Type	Lattice
Mast Height	20
Navigation Light	True
Fall Arrest	True
Paint	True
Environmental Adaption	Solar
Mast Notes	None
RF on Cable Tray	True
Cable Type	114
Cable Length	5
Bends	Yes

-
Bends Quantity	2
Mounting Type	Cantelvr Arms
Support Pole	True
Support Pole Quantity	1
Tray Covers	True
Tray Cover Quantity	2
Painted	True
RF in Sleeves	True
Sleeve Length	1
Sleeve Size	75mm
Ac Supply	Site DB
Power available	SP
Power Required	SP
Generator Required	False
Cable Size	16mm
Cable Length	20
In-Site Cable Route	Bosal
In-Site Cable Type	Conduit
In-Site Cable Route Length	18
Consumption Meter Required	True
Site Light Required	True
Site Light Position	North
Earthing installation	Existing
Earthing notes	None
Fence details	In-ground
Fence Type	Palisade
Fence Dimensions	10
Surface Finish	Semi-Galv
Additional extras	Razor Coil
Gate Type	Swing

Gate Opening direction	Inward
Gate Dimensions	3
Locks Required	True
Lock type	VCL
Shackel Length	25mm
Lock chain required	True
Site Security Notes	None
Clear Road	True
Access Road	Existing gravel
Road Suitability	Car
Site Access Notes	None
HAZ 10 ID Sign	True
HAZ Yellow EMS	False
HAZ 29 Blue EMS	False
Other signs	None
Signage notes	None
Risks Identified	None
Choose File	SiteDrawing.jpeg
Attendee Name	Michelle Winston
Attendee Company	Vodacom
Attendee Contact Details	0813411189

3.3.2 Edit TSS

Description:	This section will guide the user through the process of editing a TSS.
Expected Learning Outcomes:	To be able to edit a TSS
Prerequisites:	The user must have the required access to edit a TSS to the system.
Other Information:	None



3.3.2.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).

Gm Gohvan Construction				MATTHEW VELTMAN LOG OUT
			Search Project	
CLIENT QUOTES				
INVOICING		Test		
LINE ITEMS		Test		
ADMINISTRATION	Initial	Invoice Created		
HUMAN RESOURCE	2 2021-09-27 Tex	t Greenfield Vodacom		
ТЕАМ				
CLENT		View 1		
SUPPLIERS	Nissa	n Rosslyn		
REPORTS		Test		
	TS	IS completed		
	3 2021-08-22 Preto	ria North temp Vodacom		
		View		
		sds		
	9	awqdqw		
33212 Click on the View R	utton (1)			
J.J.Z. I.Z OIGK UIT LIE VIEW D				
G- Gohvan Construction			MAT	TTHEW VELTMAN LOG OUT
Gome Gohvan Construction	Site Type: Greenfield Region: Centurion	Date started: 2021-10-16 Last Updated: 2021-10-16	Client Volecom Status TSS Created	TTHEW VELTMAN LOG OUT
Gohvan Construction CONSTRUCTION CLEART RUITES INVOCMS	Site Type: Greenfield Region: Centurion Project 1	Dele startet: 2021-10-16 Last Updated: 2021-10-16 Progress:	Client Vodacom Status: TSS Created	THEW VELTMAN LOG OUT
Gonvan Construction CONSTRUCTION CLEAR QUOTES INVOICNS LINE FIEMS	Site Type: Greenfield Region: Centurion Project	Date started: 2021-10-16 Last Updated: 2021-10-16 Progress: incomplete	Client Vodecom Status: TSS Orealed	THEW VELTMAN LOG OUT
Gonvan Construction CONSTRUCTION CONSTRUCTION CONSTRUCTION CLEAR QUOTES INVOICING LINE TEAMS ADMINISTRATION	Site Type: Greenfield Region: Centurion Project	Dele started: 2021-10-16 Last Updated: 2021-10-16 Progress: Incorporte	Client: Vodacom Status: T3S Orealed	THEW VELTMAN LOO OUT
Gohvan Construction CONSTRUCTION CONSTRUCTION CLIENT GUOTES REVOICING LINE TEAMS ADMINISTRATION HEMMAN RESOURCE	Site Type: Greenfield Region: Centurion Project	Date started 2021-10-16 Last Updated: 2021-10-16 Progress: incomplete	MAI Client Vodecom Statue: TSS Created	THEW VEITMAN LOG OUT
CONSTRUCTION CUENT CRUTTES REVOICHING CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT CUENT	Site Type: Greenfield Region: Centurion Project T	Deter started: 2021-10-16 Last Updated: 2021-10-16	Client Vodecom Status: TSS Created	THEW VELTMAN LOG OUT
Gohvan Construction CONSTRUCTION CONSTRUCTION CLEAR GUOTES REVOICHS REVOICHS CLEAR CLE	Site Type: Greenfield Region: Centurion Project Quotations Site Go Ahee Create	Dele started: 2021-10-16 Last Updated: 2021-10-16 Progress: incomplete d Project Drawing Formal Drawing	Client: Vodecom Statue: TSS Created Allocated Teams Allocate Team	THEW VELTMAN LOG OUT
CLEAT SLOTTERS	Site Type: Greenfield Region: Centurion Project I Outations Create Confirm Quote	Date started: 2021-10-16 Last Updated: 2021-10-16	Allocated Teams	THEW VELTMAN LOG OUT
CONSTRUCTION CONSTRUCTION CLEAR QUOTES INVOICING LINE FEARS ADMINISTRATION HEAMAN RESOURCE TEAM CLEART SUPPLIERS REPORTS	Site Type: Greenfield Region: Centurion Project Quotations Create Confirm Quote	Deter started: 2021-10-16 Last Updated: 2021-10-16 Progress: Marcongiste Project Drawling Formal Drawling Second Cut Drawling	Client: Vodacom Statua: TSS Orealed Allocated Teams View Allocated Teams	THEW WEITMAN LOG OUT
Gohvan Construction CONSTRUCTION CLEAR CONSTRUCTION CLEAR CONSTRUCTION HIMMAN RESOURCE TEAM CLEAR REPORTS EDUCE TEAM CLEAR CLE	Stite Type: Greenfield Region: Centurion Project I Quotations Create Confirm Quote Construction Progress Complete Stite P	Date started: 2021-10-16 Last Updated: 2021-10-16 Progress: incomplete Project Drawing Formal Drawing Second Cut Drawing	Literit: Vodecom Statue: TSS Created Allocated Teams View Allocated Teams View Allocated Teams	THEW WEITMAN LOG OUT
CLEART CONSTRUCTION CLEART CRUCES INVOICING CLEART CRUCES INVOICING CLEART CRUCES TEAM CLEART SUPPLERB REPORTS COmpliance Documents Compliance Documents View	Site Type: Greenfield Region: Centurion Project Quotations Create Cantirm Quote Construction Progress View Progress View Progress	Deter started: 2021-10-16 Last Updated: 2021-10-16 Progress: Incomplet Project Drawling Formal Drawling Second Cut Drawling Hadio Frequency Reports Data	Allocated Teams Allocated Teams Invoices Generate Initial Invoice	THEW VELTMAN LOO OUT
CONSTRUCTION CONSTRUCTION CLEART OUTES INVOCING LINE ITAMS ADMINISTRATION HEAMAN RESOURCE TEAM CLEART SUPPLIESS REPORTS CUENT SUPPLIESS REPORTS	Site Type: Greenfield Region: Centurion Project Outations Create Construction Progress View Progress View Progress View Progress	Deter started: 2021-10-16 Last Updated: 2021-10-16 Progress: bromplet Project Drawing Formal Drawing Second Cut Drawing Notos Radio Frequency Reports Upload Update	Client: Vodacom Statue: TSS Created Allocated Teams Allocate Team View Allocated Teams Invoices Generate Initial Invoice	THEW WEITMAN LOO OUT
CONSTRUCTION CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS ADMINISTRATION FRAMMIN RESOURCE TCAM CLEART BUPPLERB REPORTS COMPLIANCE CLEART CL	Stite Type: Greenfield Region: Centurion Project Quotations Create Capture Canfirm Quote Edit Construction Progress View Progress View Create View	Date started: 2021-10-16 Last Updated: 2021-10-16 Progress: complete formal Drawing Second Cut Drawing Second Cut Drawing Upload Upload Uploat	Citent: Vodecom Statue: TSS Created Allocated Teams View Allocated Teams View Allocated Teams Invoices Generate Initial Invoice Generate Final Invoice	THEW WEITMAN LOG OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HRAMM RESOURCE TEAM CLENT SUPPLERS REPORTS COmpliance Documents View Upload Request Site Vieit	Site Type: Greenfield Region: Centurion Project Quotations Create Construction Progress View Progress View Progress View Create Site Acceptance Document Site Sign Of	Deter started: 2021-10-16 Last Updated: 2021-10-16 Progress: Mod Project Drawling Econyalite Second Cut Drawling Econd Cut Drawling Upload Upload Update View	Allocated Teams Allocated Teams Vew Allocated Teams Nvoices Generate Initial Invoice Generate Initial Invoice Generate Initial Invoice Enclote Invoices Stac Completed	THEW VELTMAN LOO OUT
Gohvan Construction Construction Cuent ouords Une trans Addensition Cuent Reports Reports Compliance Documents View Upload Repuest Site Vieit	Site Type: Creenfield Region: Centurion Project Quotations Create Construction Progress View Progress View Progress View Progress Site Acceptance Document Site Sign Of	Deter started: 2021-10-16 Last Updated: 2021-10-16 Progress: Incomplete Inco	Literit Vodecom Status: TSS Created Allocated Teams View Allocated Teams Invoices Cenerate Final Invoice Cenerate Final Invoice Project Invoices	THEW WEITMAN LOO OUT

-







3.3.2.1.6 Select container type (2), Size (3). Select (if applicable to site) Paint (5), Load support (6), brick cladding (7), Rock finish (8). Then enter Door direction (9) and container type (10). Then select (if applicable to site) Apron (12). Then click the Next button (14)







applicable to site) support pole (10), Tray covers (13), RF in Sleeves (15). Then enter support pole quantity (11), Sleeve length (18), Sleeve size (19). Then click Next button (21)

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3.3.2.1.9 Enter AC supply (2), Power Available (3), Power Required (4). Select (if applicable to site) Generator Required (5). Enter Cable Size (7), Cable Length (8), In-Site Cable Route (10), In-Site Cable Type (11), In-Site Cable Route Length (12). Then select (if applicable to site) Consumption meter required (13), Site Light Required (14). The enter Site Light Position (15), Earthing Installation (17), Earthing Notes (18). Then click the Next Button (20).

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3.3.2.1.10 Enter fence details (3), Fence Type (4), Fence dimensions (5), Surface finish (6), Additional extras (7), Gate Type (8), Gate Opening Direction (9), Gate Dimensions (10). Then select (if applicable to the site) Locks required (11), Lock Chain required (14). Then enter Lock Type (12), Shackel Length (13) and Site security notes (15). Then click the Next button (17).

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3.3.2.1.11 Select (if applicable to the site) clear road (3). Enter Access road (4), Road Suitability (5), Site Access Notes (6). Then select (if applicable to the site) HAZ 10 ID Sign (8), HAZ Yellow EMS (9), HAZ 29 Blue EMS. Then enter Other signs (11) and Signage Notes (12). Then click the Next Button (14).









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PARALINEAR _____













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3.3.2.2 Edit TSS Exercise

Project Name	Honda Towers
Base Station Number	400
Client	Vodacom
Survey Date	10/16/2021
Site Name	Honda Site
Site Type	Greenfield
Site Description	Greenfield site for Honda Site
Region	Centurion
Site Location	12 Happy road, Centurion, Gauteng
Travel Time	15
Distance	8
Co-Ordinates	41.24.12.2.N 2.10.26.5.E
Site drawings available	True
CCA	True
BP Approval obtained	True
Landlord approval obtained	True
EIA	True
Landlord details	Mark Tale 0821783462
Special conditions	None
Container type	ARP 1 Door H&S Security
Size	Standard
Paint	True
Load support	True
Brick cladding	True
Rock finish	True
Door Direction	North
Container type	None
Apron	True

Clean and Clear Site	False
Site Prep Notes	Remove rubble
Mast Type	Lattice
Mast Height	20
Navigation Light	True
Fall Arrest	True
Paint	True
Environmental Adaption	Solar
Mast Notes	None
RF on Cable Tray	True
Cable Type	114
Cable Length	5
Bends	Yes
Bends Quantity	2
Mounting Type	Cantelvr Arms
Support Pole	True
Support Pole Quantity	1
Tray Covers	True
Tray Cover Quantity	2
Painted	True
RF in Sleeves	True
Sleeve Length	1
Sleeve Size	75mm
Ac Supply	Site DB
Power available	SP
Power Required	SP
Generator Required	False
Cable Size	16mm
Cable Length	20
In-Site Cable Route	Bosal

In-Site Cable Type	Conduit
In-Site Cable Route Length	18
Consumption Meter Required	True
Site Light Required	True
Site Light Position	North
Earthing installation	Existing
Earthing notes	None
Fence details	In-ground
Fence Type	Palisade
Fence Dimensions	10
Surface Finish	Semi-Galv
Additional extras	Razor Coil
Gate Type	Swing
Gate Opening direction	Inward
Gate Dimensions	3
Locks Required	True
Lock type	VCL
Shackel Length	25mm
Lock chain required	True
Site Security Notes	None
Clear Road	True
Access Road	Existing gravel
Road Suitability	Car
Site Access Notes	None
HAZ 10 ID Sign	True
HAZ Yellow EMS	False
HAZ 29 Blue EMS	False
Other signs	None
Signage notes	None
Risks Identified	None

Choose File	SiteDrawing.jpeg
Attendee Name	Michelle Winston
Attendee Company	Vodacom
Attendee Contact Details	0813411189



3.3.3 Submit TSS Report

Description:	This section will guide the user through the process of submitting a TSS report
Expected Learning Outcomes:	To be able to submit a TSS report
Prerequisites:	The user must have the required access to submit a TSS report
Other Information:	None



3.3.3.1.1 Click on the construction button (1) then click on the Projects button (2)

Gr- Gohv	an Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES			
INVOICING	Test		
LINE ITEMS	Test		
ADMINISTRATION	Initial Invoice Created		
HUMAN RESOURCE			
ТЕАМ	2 2021-09-27 Test Greenfield Vodacom		
CLIENT	View 1		
SUPPLIERS	Nieses Dearlan		
REPORTS	Nissan Kossiyn		
	i est. 155 completed		
	3 2021-06-22 Pretoria North temp Vodacom		
	View		
	sds		
	Gawadaw		



3.3.3.1.2 Click	on the View B	utton (1)					
Gran Gohvan Cor	nstruction					MATTHEW V	ELTMAN LOG OUT
CONSTRUCTION	Honda Towers Site Number: 19	Site Type: Gre Regior: Centurion	enfield	Date started: 2021-10-16 Last Updated: 2021-10-16	SI	Client: Vodacom	
CLIENT QUOTES		Nugone descandar	Project Progress:				
LINE ITEMS			Done incom	piete			
ADMINISTRATION							
TEAM	Technical Site Superu	Quetations	Site Co Abead	Project Drowing	Allocated Teams		
CLIENT	Edit	Create	Capture	Formal Drawing	Allocate Team		
SUMMULENS REPORTS	Submit 1	Confirm Quote	Edit	Second Cut Drawing	View Allocated Teams		
	Compliance Documents	Construction Progress	Complete Site Photos	Radio Frequency Reports	Invoices		
	View	View Progress	View	Upload	Generate Initial Invoice		
	Upload	Create		Update	Generate Final Invoice		
				View	Project Invoices		
	Request Site Visit	Site Acceptance Document	Site Sign Off	Commission Report	Site Completed		
2 2 2 1 2 Click	on the submit	button (1)					
5.5.5.1.5 CIICK		bullon (1).					
Confirm	1						
Are you sure	8? 2						
3 No	Yes 4						
3 3 3 1 1 Click	the Ves butter	n (3) to sub	mit				
5.5.5.1.4 Click		1 (3) 10 500					
Confirm	1						
Are you sure	e? 2						
3 No	Yes 4						
AI T 2 2 2 1 4	Click no button	(3) the co-	acol the cul	mission			
ALI 3.3.3.1.4				5111351011.			

3.3.8.2 Search construction Exercise

Construction Site's Name	Nissan
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3.3.4 Search Project

Description:	This section will guide the user through the process of Viewing a project.
Expected Learning Outcomes:	To be able to view a project
Prerequisites:	The user must have the required access to view a project
Other Information:	None



3.3.4.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).

G	Sohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES		,	
INVOICING	Test		
LINE ITEMS	Test		
ADMINISTRATION	Commission Report Captured		
HUMAN RESOURCE			
ТЕАМ	2 2021-09-27 Test Greenfield Vodacom		
CLIENT	View		
SI IPPI IEPS			
	Nissan Rosslyn		
REPORTS	Test		
	Final Invoice Generalited		
	3 2021-08-22 Pretoria North Temporary Site Vodacom		
	View		
	sds		
	Ct nqdqw		



3.3.4.1.2 To search for a specific project enter a project name into the search bar (1)



3.3.5 View Project

Description:	This section will guide the user through the process of Viewing a project.
Expected Learning Outcomes:	To be able to view a project
Prerequisites:	The user must have the required access to view a project
Other Information:	None



~				
Gran Gohvan Con	struction		MATTHEW VELTMAN	LOG OU
CONSTRUCTION	Projects	earch Project		
CLIENT QUOTES				
INVOICING	Test			
LINE ITEMS	Test			
ADMINISTRATION	Initial Invoice Created			
HUMAN RESOURCE				
ТЕАМ	2 2021-09-27 Test Greenfield Vodacom			
CLIENT	view 1			
SUPPLIERS	Niesen Beeslyn			
REPORTS	างเธอนี่ที่ กับธอไม่ที่			
	real TSS completed			
	3 2021-06-22 Pretoria North temp Vodacom			
	View			
	sds			
	- awqdqw			
3.3.5.1.2 Click	on the View Button (1) to open the specific project's tas	ks screen.		

3.3.6 Capture Site-Go-Ahead

Description:	This section will guide the user through the process of Capturing a Site Go-Ahead.
Expected Learning Outcomes:	To be able to Capture Site Go-Ahead
Prerequisites:	The user must have the required access to Capture Site Go-Ahead
Other Information:	None

Gym- Gohv	an Construction Mathematical Ma	IEW VELTMAN	LOG OUT
	Projects Search Project		
Projects 2			
Contruction Sites	Test		
Allocated Teams	Test		
Compliance Document	Initial Invoice Created		
Radio Frequeny Reports			
Acceptance Documents	2 2021-09-27 Test Greenfield Vodacom		
Site Sign-Off	View		
Commission Reports			
Site Types	Nissan Rosslyn		
	Test		
	TISS completed		
	3 2021-08-22 Pretoria North temp Vodacom		
	View		
	sds		
	€ madaw		

3.3.6.1.1Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).

~			
Game-	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES			
INVOICING	Test		
LINE ITEMS	Test		
ADMINISTRATION	Initial Invoice Orwand		
HUMAN RESOURCE			
TEAM	2 2021-09-27 Test Greenfield Vodacom		
CLIENT	View 1		
SUPPLIERS			
REPORTS	Nissan Rosslyn		
	Test		
	T55 completed		
	3 2021-09-22 Prietoria North temp Vodacom		
	View		
	sds		
	awddaw		
3.3.6.1	.2 Click on the View Button (1) to open the specific project's tasks screen		

Gr	Gohvan Construction				MATTHEW VELTMAN LOG OUT
CONSTRUCTION	Site Number: 18	Region: dwa	Last Updated: 2021-10-16	Status: TSS Created	
CLIENT QUOTES			Project Progress:		
INVOICING			Done Incomplete		
LINE ITEMS					
ADMINISTRATION					
HUMAN RESOURCE	Technical Site Survey	Quotations Site	e Go Ahead Project Drawing	Allocated Teams	
TEAM	Edit	Create	Capture 1 Formal Drawing	Allocate Team	
CLIENT	Submit	Confirm Quote	Edit Second Cut Drawing	View Allocated Teams	
REPORTS					
	Compliance Documents	Construction Progress Compl	ete Site Photos Radio Frequency Reports	Involces	
	View	View Progress	View Upload	Generate Initial Invoice	
	Upload	Create	Update	Generate Final Invoice	
			View	Project Invoices	
	Request Site Visit	Site Acceptance Si	te Sian Off Commission Report	Site Completed	
		Document			
	Request		Edit	Complete Site	
			View		
3.3.6.1	1.3 Click on the Cap	ture Site Go-Al	head Button (1)		
60- Go	hvan Construction				MATTHEM VELTMAN LOD OUT
CLENT QUOTES	1 S Statuster 18	Type: temp Date started : Decision: duca Last Lindian	2021-10-16 Client Vodacom		
INVOICING		Carture Sta-Go-Ahead			
ADMINISTRATION	Site Contact Person Details Site Contact Person Name:	Site Contact Person	Number: 5		
HUMAN RESOURCE		4 e.g. 0736899528 Hint: Do not add the	Country Zip code (+27)		
TDMI OLENT	Physical Site Details 7		Area of Site: 9		
SUPPLIES	Type Of installation: 11	Ste Sze. 13	8 Toverrg 15		
REPORTS	Pencing 17	12	14 16		
	Additional Obs Datality		18		
	Signs installed: 19) Manhole Installed: 20	Control and 25		
		22 24	26		
	Equipment Housing Document: 27 Choose File No file chosen	28			
	Cooling System Details hem Code: 29 Se	rial Number: 31 Air Conditioner Descr	prion: 33 Air Conditioner Size 35		
	Cooling system document 37	32	34 36		
	Choose File No file chosen 31	•			
		Capture Site-Go-Alveed	(3	9	
		Cencel	4	0	
3.3.6.1	1.4 Enters the Site c	ontact person's	s Name (4), pho	ne number (6), S	Site Address (8),
Area o	of Site (10), Type of i	installation (12)), Site size (14),	Covering (16),	Fencing (18).
Then t	ick the Signs installe	ed (19) and ma	nhole installed (20) checkboxes	if applicable to
				(00)	

the Site. Then will need to enter Size of equipment housing (22), breaker size (24), Design load (26). Then will need to upload an equipment housing document (28). Then will need to enter the item code (30), Serial number (32), Air Conditioner Description (34) and Size (36) and upload the Cooling system document (38). Finally, the user can click the Capture Site Go-Ahead button.(40)

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3.3.6.2 Capture Site Go-Ahead Exercise

Site Contact Person's name	James Dean
Number	0813411552
Site address	21 happy road Centurion
Area of site	15
Type of installation	Temporary site for 6 months
Site Size	10
Covering	Slightly
Fencing	Yes, all around property
Signs installed	True
Manhole installed	True
Size of equipment housing	50
Breaker size	10

Design load	Yes
File	Fake.pdf
Item code	231
Serial number	4213
Air conditioner description	Already installed
Air conditioner size	20
File	Example.pdf



3.3.7 Search construction

Description:	This section will guide the user through the process of Search for a construction site
Expected Learning Outcomes:	To be able to search for a construction site
Prerequisites:	The user must have the required access to search for a construction site
Other Information:	None



3.3.7.1.1 Click on the construction button (1) then click on the Construction site button (2)

G r m	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Construction Sites Project Name		
CLIENT QUOTES)	
INVOICING	2 2. Test 3		
LINE ITEMS	Site Type Greenfield 4 Date Started: 2021-09-27 6		
ADMINISTRATION	Client Vodacom (5 Sta Location: Test 7		
HUMAN RESOURCE	3. Nissan Rosslyn		
TEAM	Site Type: temp Date Started: 2021-08-22		
CLIENT	Client: Vodacom Site Location: Pretonia North		
SUPPLIERS	4. sds		
REPORTS	Site Type: teles1 Date Started: 2021-10-08		
	Client: Vodacom Site Location: das		
	5. ads		
	Site Type: tetes1 Date Started: 2021-10.08 22		
	Cilent Vodecom Ste Location: das		
	•		
3.3.7.1	.2 Enter the desired construction site's name into the search bar (1)		

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3.3.7.2 Search construction Exercise

Construction Site's Name	Nissan
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3.3.8 Edit construction

Description:	This section will guide the user through the process of editing for a construction site
Expected Learning Outcomes:	To be able to edit for a construction site
Prerequisites:	The user must have the required access to edit for a construction site
Other Information:	None



3.3.8.1.1 Click on the construction button (1) then click on the Construction site button (2)

	G***	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
	CONSTRUCTION	Construction Sites Project Name		
	CLIENT QUOTES			
	INVOICING	2 2. Test 3	Î	
	LINE ITEMS	Site Type: Greenfield 4 Date Started: 2021-09-27 6		
	ADMINISTRATION	Client Vodscom 5 Site Location: Test 7		
	HUMAN RESOURCE	3. Nissan Rosslyn		
	TEAM	Site Type: temp Date Started: 2021-08-22		
	CLIENT	Client: Vodscom Site Location: Pretoria North		
	SUPPLIERS	4. sds		
	REPORTS	Site Type: tetes1 Date Started. 2021-10-08 22		
		Client: Vodacom Site Location: das		
		5. sds		
		Site Type: tetes1 Date Started: 2021-10-08 22		
		Client Vodscom Site Location: das		
			~	
1				
(3.3.8.1	.2 Click on the edit icon (8)		



3.3.8.1.4 Enters the Site contact person's Name (4), phone number (6), Site Address (8), Area of Site (10), Type of installation (12), Site size (14), Covering (16), Fencing (18). Then tick the Signs installed (19) and manhole installed (20) checkboxes if applicable to the Site. Then will need to enter Size of equipment housing (22), breaker size (24), Design load (26). Then will need to upload an equipment housing document (29). Then will need to enter the item code (31), Serial number (33), Air Conditioner Description (35) and Size (37) and upload the Cooling system document (40). Finally, the user can click the Capture Site Go-Ahead button.(42)



PARALINEAR

Gr- Gohvan Construction		MICTHEN VELTIMAN LOO OUT
CONTRUCTOR	0	
QUENT QUOTES	Test Sie Type Generikki Die saunde 2021 99 77 Cliert Voldkom Sie Numer 2 Region Twa Lanz Lautanet 2021-10-16 Status Counstruction in gruppes	
BACKING		
LINE ITEMS	2 Edit Ste Godwing	
ADMINISTRATION	Die Curract Reson Name (3) Bie Curract Reson Number (5)	
HUMHNI RESOLATCE	Per 3fev White De not add the Country Zep code (+Z) 6	
TOM	Project Borbank 7	
OLD/F	for 8 32	
9.01.05	Top Of metalation (11) DM Gar (13) Coverts (15)	
REPORTS	her 12 her 14 42 16	
	17 II	
	Additional Sha Details	
	Spantaske (19) EVenteinaske (20)	
	See Superstreams (21) Devier See (23) Despised (25)	
	Eulphent Housing Socurret: Uplace liev Equipment Housing Socurret: and	
	Vieie Egigdnet Housing 27 Choose File Ho File choose - 00	
	9	
	Cooleg System Details Internet Base System Details Internet Base Details Internet Base State Sta	
	42 (31) tw 33 tw 35 tm 37	
	Coding system document Upber Herr Coding system document (39)	
	40	
	Edit Construction Ello Constru	
	Carol 42	
	Quick the served butter (44) to served the former submission	
ALT 3.3.8.1.4	Click the cancel button (41) to cancel the forms submission	
1		
Confirm	1	
Ana unu aus	2	
Alle you our	* 2	
	<u> </u>	
3 No	Yes A	
_		
ALT 3.3.8.1.5	Click the no button (3) to cancel the forms submission	

3.3.8.2 Edit construction Exercise

Site Contact Person's name	James Dean
Number	0912411552
Number	0613411332
Site address	21 happy road Centurion
Area of site	15
Type of installation	Temporary site for 6 months
Site Size	10
Covering	Slightly
Fencing	Yes, all around property
Signs installed	True
Manhole installed	True

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Size of equipment housing	50
Breaker size	10
Design load	Yes
File	Fake.pdf
Item code	231
Serial number	4213
Air conditioner description	Already installed
Air conditioner size	20
File	Example.pdf



3.3.9 Allocate Team Site

Description:	This section will guide the user through the process of allocating a team site
Expected Learning Outcomes:	To be able to Allocate Team Site
Prerequisites:	The user must have the required access to Allocate Team Site
Other Information:	None



Projects		
		Search Project
NI QUOTES		
JCING	Test	
ITEMS	Test	
INSTRATION	Initial Invoice Created	
A 12201-09-27	Test Greenfield Vodacom	
NT	View 1	
PLERS N	issan Possivn	
DHTS	Test	
	TSS completed	
3 2021.08.22	Pretoria North temp Vorlacom	
9 and 90 as	i november hor set i se	
	View	
	sds	
	Wawqdqw	
3.9.1.2 Click on the View Button (1) to oper	n the specific project's	tasks screen.
- Gohvan Construction		MUTHEWVELTHM
ACTOR She Number 19 Region deas Lastityblevet 2021-19-16 ACTOR Project Progress:	Status: Quote Created	
a branchi and a strangen		
REDARZ Technical Sile Burrey Quotasians Sile Go Ahmed Project Denving	Allocated Teams	
View Creater Edit Formal Drawing	Allocate Team 1	
Compliance Documents Construction Progress Complete Site Photos Radio Frequency	Invoices	
Vew Vew Vew Vew Uplas	Generate initial	
Upland Deven	Oenerate Final Invoice	
100M	Project Invoices	
Request She Vast She Acceptance She Sign Off Commission Repo Document	t Site Completed	
Inquist Edit Edit Vew Vew	Complete Site	
3 0 1 3 Click on Allocato Toam button (1)		
3.3.1.3 Click of Allocate Team button (1)		
Allegate Team		
Allocate realfi		
Select Team *		
3 Cancel Confirm Allocation 4		
3 Cancel Confirm Allocation		
3 Cancel Confirm Allocation 4	n the site (2) and click	Confirm allocation

-



3.3.9.2 Allocate Team Site Exercise

Team name	Team 7
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3.3.10 View Allocated Team

Description:	This section will guide the user through the process of viewing an allocated team
Expected Learning Outcomes:	To be able to view allocated team
Prerequisites:	The user must have the required access to view allocated team.
Other Information:	None





Gohvan Construct	tion					
Pre	piecte				Sear	ch Project
	ojecis				aean	ch Ploject
			Test			
			Test			
·			Initial Invoice Cre	ated		
CE		2	2021-09-27 Test Gre	eenfield Vodacom		
			Mary			
			View			
			Nissan Ros	slyn		
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3.3.11 Delete Allocated Team

Description:	This section will guide the user through the process of viewing an allocated team
Expected Learning Outcomes:	To be able to view allocated team
Prerequisites:	The user must have the required access to view allocated team.
Other Information:	None



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3.3.11.1.3 Click on View Allocated Team button (1)



3.3.12 Upload Compliance Document

Description:	This section will guide the user through the process of uploading a compliance document
Expected Learning Outcomes:	To be able to Upload a compliance document
Prerequisites:	The user must have the required access to upload a compliance document
Other Information:	None





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3.3.12 Upload Compliance Document Exercise

Name	Nissan Compliance document
Description	Compliance document for Nissan project
File	Example.pdf



3.3.13Search Compliance Document

Description:	This section will guide the user through the process of searching for a compliance document
Expected Learning Outcomes:	To be able to search for a compliance document
Prerequisites:	The user must have the required access to search for a compliance document
Other Information:	None



create a drop down where you will then select the Projects Button (2).

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3.3.14 Edit Compliance Document

Description:	This section will guide the user through the process of editing for a compliance document
Expected Learning Outcomes:	To be able to edit for a compliance document
Prerequisites:	The user must have the required access to edit for a compliance document
Other Information:	None



create a drop down where you will then select the Projects Button (2).

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3.3.14 Upload Compliance Document Exercise

Name	Nissan Compliance document
Description	Compliance document for Nissan project



3.3.15 Create Site Progress description

Description:	This section will guide the user through the process of Creating a Site Progress description
Expected Learning Outcomes:	To be able to Create Site Progress description
Prerequisites:	The user must have the required access to Create Site Progress description
Other Information:	None



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B.15.1.2 Clic Gohvan Con NSTRUCTION NATING CICRAS C	k on the View struction Honda Towers Die Number: 19	Button (1) to	e open the to Project Progress: Diste Go Abeed	Date started: 2007-10-10 Last Updated: 2007-10-17	oject's tas	ks scree v Clert Volsem Salue 125 Salemiae	n.
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3.15.1.2 Clic Good Content Content интернотории систом си	k on the View Instruction Honda Towers Die Nurber: 19 Technical Site Survey View Compliance Documents View	Button (1) to Bits Type: Great Najon: Confusion Quotations Create Cuote Construction Progress View Progress	Camplede Stie Photos	Specific pro Detenteried: 2001-10-16 Let updated: 2002-1-0-17 deten Project Drawing Formal Drawing Second Dut Drawing Radio Frequency Reports Upload	Allocated Teams Allocated Teams View Allocated Teams View Allocated Teams Envoices	Ks scree M Refer: Volacom Solar: 155 Solarvite	n.
3.15.1.2 Clic Gofwan Con катистон	k on the View Instruction Honda Towers SRE Number: 19 Technical Site Survey View Compliance Documents View Uptoed	Button (1) to Sile Type: Great Payon: Conturion Quotations Creats Quote Confirm Quote Construction Progress View Progress View Progress Creats	Complete Site Photos Complete Site Photos Complete Site Photos View	Specific pro	Allocated Teams Allocated Teams View Allocated Teams View Allocated Teams Exocides Generate Initial Invoice Generate Fintal Invoice	ks scree	In.
3.15.1.2 Clic Gordon Con Katherton Kather	k on the View struction Honda Towers Die Nurber: 19 Technical Site Survey View Compliance Documents View Uptood	Button (1) to Site Type Great Region Conturion Quotations Create Quote Confirm Quote Quotes (Create Quote Create Quote Create Quote Create Quote Create Quote	Canglete Site Photos	Specific pro	Allocated Teams Allocated Teams View Allocated Teams View Allocated Teams Invoides Generate Initial Invoide Generate Initial Invoide	ks scree	n.
3.15.1.2 Clic Golvan Con Instruction Inst	k on the View struction Honda Towers Die Nurber: 19 Technical Site Survey View Compliance Documents View Uploed	Questions Questions Create Quote Construction Progress View Progress Create 1	Complete Ste Photos View	Specific pro	Allocated Teams Allocated Teams Allocate Team View Allocated Teams Invoices	ks scree	n.
3.15.1.2 Clic	k on the View Instruction Honda Towers Technical Site Survey View Compliance Documents View Uploed Request Site Visit	Button (1) to Ster Type: Great Nojon: Confurin Qualitations Create Qualit Construction Progress View Progress View Progress Create (1) Create (1)	Complete Site Sign Off	Specific pro	Allocated Teams Allocated Teams Allocate Team View Allocated Teams Generate Initial Invoice Generate Final Invoice Project Invoices Site Completed	ks scree	In.



Add Construction Progress 1
2 1
Description *
Upload Photo 4
Cancel Add progress 6
3.3.15.1.4 Enter the title (2), Description (3) and then upload a photo (4). Then submit the form by clicking the Add progress button (6)
Confirm 1
Are you sure? 2
3 No Yes 4
3.3.15.1.5 Click yes button (4) to accept the message.
Succesfully created. 1
"Site progress description" has been successfully created.
Continue 3
3.3.15.1.6 Click on the continue button (3)

PARALINEAR _____

Add Construction Progress 1	
(^{TEG} *	
Description *	
Upload Photo 4	
Cancel Add progress 6	
ALT 3.3.15.1.4 Click cancel button (5) to stop the form submission	
Confirm 1 Are you sure? 2 3 No Yes 4	
ALT 3.3.15.1.5 Click no button (3) to stop the form submission	

3.3.15 Create Site Progress description Exercise

Title	Fence poles preparation
Description	Digging holes
Photo	Digging.png



3.3.16 View Site Progress description

Description:	This section will guide the user through the process of Viewing a Site Progress description
Expected Learning Outcomes:	To be able to View Site Progress description
Prerequisites:	The user must have the required access to View Site Progress description
Other Information:	None



create a drop down where you will then select the Projects Button (2).

Gran Gohvan Con	struction			MATTHEW VELTMAN LOG
CONSTRUCTION	Projects		2	Search Project
INVOICING		Test		
LINE ITEMS		Test		
ADMINISTRATION		Initial Invoice Cre	alad	
ТЕАМ		2 2021-09-27 Test Gr	eenfield Vodacom	
CLIENT		View	1	
REPORTS		Nissan Ros	slyn	
		Test TSS complete	d	
		3 2021-08-22 Pretoria North	temp Vodacom	
		View		
		_sds		
		E wqdqw		
3.3.16.1.2 Clic	k on the View B	utton (1) to open the	e specific project's ta	isks screen.
Gm Gohvan	Construction			MATTHEW VELTMAN LOG OUT
	Construction Honda Towers	Site Type: Greenfield	Date started: 2021-10-16	MATTHEW VELTMAN LOG OUT
CONSTRUCTION CLIENT QUOTES	Construction Honda Towers Site Number: 19	Site Type: Greenfield Region: Centurion	Date started: 2021-10-16 Last Updated: 2021-10-17	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress
Gore Gohvan	Honda Towers Site Number: 19	Site Type: Greenfield Region: Centurion P	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress
CONSTRUCTION CUENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Honda Towers Site Number: 19	Site Type: Greenfield Region: Centurion	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE	Honda Towers Site Number: 19	Site Type: Greenfield Region: Centurion	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incompleta	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress
CONSTRUCTION CLIENT QUOTES INVOICINS LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM	Construction Honda Towers Site Number: 19	Site Type: Greenfield Region: Centurion P Quotations Site 6	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress:	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress
CONSTRUCTION COLLENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfield Region: Centurion P Quotations Site 0 Create Quote	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing apture Formal Drawing	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocate Team
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfield Region: Centurion P Quotations Site (Create Quote Confirm Quote	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing apture Formal Drawing Edit Second Cut Drawing	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocate Team View Allocated
CONSTRUCTION CLIENT QUOTES LINE ITEMS LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfield Region: Centurion P Quotations Create Quote Confirm Quote	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing apture Formal Drawing Edit Second Cut Drawing	MATTHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocate Team View Allocated Teams
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents	Site Type: Greenfield Region: Centurion P Quotations Site 0 Create Quote Confirm Quote Construction Progress Complete	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete Incomplete So Ahead Project Drawing Apture Formal Drawing Edit Second Cut Drawing s Site Photos Radio Frequency Reports	MATTHEW VELIMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocate Team View Allocated Teams
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View	Site Type: Greenfield Region: Centurion P Quotations Site 0 Create Quote Confirm Quote View Progress 1	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing apture Formal Drawing Edit Second Cut Drawing second Cut Drawing View Upload	MATTHEW VELIMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocated Team View Allocated Teams Invoices Generate Initial Invoice
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE CLIENT CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfield Region: Centurion P Quotations Site Q Create Quote Confirm Quote Construction Progress View Progress 1 Create	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing Edit Formal Drawing Edit Second Cut Drawing Second Cut Drawing View Upload Update	AITHEW VELTMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocate Team View Allocated Teams Invoices Generate Initial Invoice Generate Final
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfield Region: Centurion P Quotations Create Quote Confirm Quote View Progress Create Create	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete So Ahead Project Drawing Edit Formal Drawing Second Cut Drawing Second Cut Drawing Second Cut Drawing View Upload Update View	AUTHEW VELIMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Tearns Allocate Tearn View Allocated Tearns Invoices Generate Initial Invoice
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfield Region: Centurion P Quotations Create Quote Construction Progress View Progress I Create	Date started: 2021-10-16 Last Updated: 2021-10-17 roject Progress: Done Incomplete Incom	AITHEW VELITMAN LOG OUT Client: Vodacom Status: Construction in progress Allocated Teams Allocated Team View Allocated Teams Invoices Generate Initial Invoice Generate Final Invoices

Gom- Gohva	an Construction MATTHEW VELTMAN LOS OUT
CONSTRUCTION	Construction Progress Updates 1
CLIENT QUOTES	
INVOICING	Digging a hole 2
LINE ITEMS	Fence preparation 3
ADMINISTRATION	2021-10-17 (4)
HUMAN RESOURCE	
ТЕАМ	
CLIENT	
SUPPLIERS	
REPORTS	and the second
	Delete 6
3.3.16.1.4 Thi	s page shows all the Construction progress updates for a specific project



3.3.17 Delete Site Progress description

Description:	This section will guide the user through the process of Deleting a Site Progress description
Expected Learning Outcomes:	To be able to Delete Site Progress description
Prerequisites:	The user must have the required access to delete Site Progress description
Other Information:	None



3.3.17.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It create a drop down where you will then select the Projects Button (2).
🌀 Gohvan Con	struction				MATTHEW VELTMA	N LOG OUT
	Projects			Se	arch Project	
INVOICING			Tost			
LINE ITEMS			Test			
ADMINISTRATION		Init	tial Invoice Created			
HUMAN RESOURCE		2 2021-09-27 1	Fest Greenfield Vodacom			
TEAM			View 1			
SUPPLIERS						
REPORTS		NISS	an Rosslyn Test			
			TSS completed			
		3 2021-08-22 Pre	toria North temp Vodaco	m		
		113	View			
			sds			
	k on the View D	utton (1) to oner	the energie	io proio at'o tor		
3.3.17.1.2 CIIC	K on the view B	ullon (1) to oper	i the speci	ic project s tas	sks screen.	
Gm Gohvan	Construction				MATTHEW VELTMAN L	.0G OUT
CONSTRUCTION Gohvan	Construction Honda Towers	Site Type: Greenfie	eld	Date started: 2021-10-16	MATTHEW VELTMAN L	.og out /odacom
CONSTRUCTION CLIENT QUOTES	Honda Towers	Site Type: Greenfie Region: Centurion	eld Last U	Date started: 2021-10-16 pdated: 2021-10-17	MATTHEW VELTMAN U Client: V Status: Construction in p	.og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING	Honda Towers Site Number: 19	Site Type: Greenfie Region: Centurion	eld Lest U Project Progress:	Date started: 2021-10-16 pdated: 2021-10-17	MATTHEW VELTMAN U Client: V Status: Construction in r	.og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS	Honda Towers Site Number: 19	Site Type: Greenfir Region: Centurion	eld Project Progress:	Date started: 2021-10-16 pdated: 2021-10-17	MATTHEW VELTMAN U Client: V Status: Construction in j	.og our /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Honda Towers Site Number: 19	Site Type: Greenfit Region: Centurion	eld Project Progress:	Date started: 2021-10-16 pdated: 2021-10-17	MATTHEW VELTMAN U	.og our /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE	Construction Honda Towers Site Number: 19	Site Type: Greenfie Region: Centurion	eld Project Progress:	Date started: 2021-10-16 pdated: 2021-10-17	MATTHEW VELTMAN U	/odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM	Construction Honda Towers Site Number: 19 Technical Site Survey	Site Type: Greenfie Region: Centurion Quotations	eld Project Progress:	Date started: 2021-10-16 pdated: 2021-10-17 splete	MATTHEW VELTMAN U Client: V Status: Construction in p	og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfit Region: Centurion Quotations Create Quote	eld Project Progress: Dene incom Site Go Ahead Capture	Date started: 2021-10-16 pdated: 2021-10-17 spiele Project Drawing Formal Drawing	Allocated Teams Allocate Team	.og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfe Region: Centurion Quotations Create Quote Confirm Quote	eld Project Progress: Done Incom Site Go Ahead Capture Edit	Date started: 2021-10-16 pdated: 2021-10-17 npleta Project Drawing Formal Drawing Second Cut Drawing	Allocated Teams Allocated Teams View Allocated Teams	/odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View	Site Type: Greenfit Region: Centurion Quotations Create Quote Confirm Quote	eld Project Progress: Done incom Site Go Ahead Capture Edit	Date started: 2021-10-16 pdated: 2021-10-17 npiete Project Drawing Formal Drawing Second Cut Drawing	Allocated Teams Allocated Teams View Allocated Teams	og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents	Site Type: Greenfit Region: Centurion Quotations Create Quote Confirm Quote	eld Project Progress: Dene Incom Site Go Ahead Capture Edit Complete Site Photos	Date started: 2021-10-16 pdated: 2021-10-17 spiele Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports	AIIocated Teams Allocated Teams View Allocated Teams Invoices	/odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN REBOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View	Site Type: Greenfe Region: Centurion Quotations Create Quote Confirm Quote	eld Project Progress: Done incom Site Go Ahead Capture Edit Complete Site Photos	Date started: 2021-10-16 pdated: 2021-10-17 ppiete Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports Upload	Allocated Teams Allocated Teams View Allocated Teams Invoices Generate Initial Invoice	og out /odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfit Region: Centurion Quotations Create Quote Confirm Quote View Progress View Progress Create	eld Project Progress: Done Incom Site Go Ahead Capture Edit Complete Site Photos View	Date started: 2021-10-16 pdated: 2021-10-17 npiete Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports Upload Upload	Allocated Teams Allocated Teams View Allocated Teams Invoices Generate Initial Invoice	vodacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfer Region: Centurion Quotations Create Quote Confirm Quote View Progress View Progress Create	eld Project Progress: Done Incom Site Go Ahead Capture Edit Complete Site Photos View	Date started: 2021-10-16 pdated: 2021-10-17 mpiete Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports Upload Update View	AIIocated Teams Aliocated Teams View Aliocated Teams Invoices Generate Initial Invoice Generate Final Invoice	/odacom progress
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfe Region: Centurion Quotations Create Quote Confirm Quote View Progress 1 Create 1 Create	eld Project Progress: Done Incom Site Go Ahead Capture Edit Complete Site Photos View	Date started: 2021-10-16 pdated: 2021-10-17 spiele Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports Upload Update View	Allocated Teams Allocated Teams Allocated Teams View Allocated Teams Invoices Generate Initial Invoice Generate Final Invoice Project Invoices	And
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCE TEAM CLIENT SUPPLIERS REPORTS	Construction Honda Towers Site Number: 19 Technical Site Survey View Compliance Documents View Upload	Site Type: Greenfit Region: Centurion Quotations Create Quote Confirm Quote View Progress View Progress Create	eld Project Progress: Done Incor Site Go Ahead Capture Edit Complete Site Photos View	Date started: 2021-10-16 pdated: 2021-10-17 spiele Project Drawing Formal Drawing Second Cut Drawing Radio Frequency Reports Upload Update View	AIIOcated Teams AIIocated Teams AIIocated Teams View Aliocated Teams Invoice Generate Initial Invoice Generate Final Invoice Project Invoices	/odacom progress

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3.3.18 Upload Complete site photos Not complete

3.3.19 Search Complete site photos Not complete

3.3.20 Edit Complete site photos Not complete

3.3.21 Delete Complete site photos Not complete



3.3.22 Upload Radio Frequency report

Description:	This section will guide the user through the process of uploading a Radio Frequency report
Expected Learning Outcomes:	To be able to Upload a Radio Frequency report
Prerequisites:	The user must have the required access to upload a Radio Frequency report
Other Information:	None





Gom- Gohvan C	Construction MATTHEW VELTMAN
ONSTRUCTION	Projects Search Project
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NE ITEMS	Test
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UMAN RESOURCE	
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	View 1
PORTS	Nissan Rosslyn
	Test T55 completed
	3 2021-06-22 Pretoria North temp Vodacom
	View
	sds
	twwqdqw.
3.22.1.2 Cl	ick on the View Button (1) to open the specific project's tasks screen.
Game Cabura (
LIENT QUOTES	S Site Type: temp Date starter: 2021-0-16 Client: Vodecom Site Number: 18 Region: dwa Last Updated: 2021-10-16 Status: Team Allocated
NOICINS	Project Progress:
INE ITEMS	
UMAN RESOURCE	
EAM	Technical Site Survey Quotations Site Go Ahead Project Drawing Allocated Teams
LIENT	View Create Capture Formal Drawing Allocate Team
EPORTS	Confirm Quote Edit Second Cut Drawing View Allocated Teams
	Compliance Documents Construction Progress Complete Site Photos Radio Frequency Reports Invoices
	View Progress View Upload 1 Generate Initial Invoice
	Upload Create Upload Update Generate Final Invoice
	View Project Invoices
	Request Site Visit Site Acceptance Site Sign Off Commission Report Site Completed
	UOLUMMI
3.22.1.3 Cl	ick on the Upload button (1)
	Upload Rf report
	<i>E</i>
Select Rf Document:	choose a
Select Rf Document	chosen 3
Select Rf Document	chosen 3
Select Rf Document	Chosen 3 Cancel Upload 5



3.3.22 Upload Radio Frequency report Exercise

File Example.pdf	
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PARALINEAR

3.3.23 Search Radio Frequency report

Description:	This section will guide the user through the process of viewing a Radio Frequency report
Expected Learning Outcomes:	To be able to view a Radio Frequency report
Prerequisites:	The user must have the required access to view a Radio Frequency report
Other Information:	None





Com- Cobya	an Construction wattreweituus joo
CLIENT QUOTES	Projects Search Project
INVOICING	Test
LINE ITEMS	Test
ADMINISTRATION	Initial Invice Owand
HUMAN RESOURCE	
TEAM	2 2021-09-27 Test Greenfield Vodacom
CLIENT	view 1
SUPPLIERS	Nissan Rosslyn
REPORTS	Test
	TSS completed
	3 2021-08-22 Pretoria North temp Vodacom
	View
	sds
	t Swqdqw
3.3.23.1.2 (Click on the View Button (1) to open the specific project's tasks screen.
Gerra Gobyan Co	onstruction Nature Volume Logar
	e Six Toor Hous Date stated 201-5014 (Eart Walkrow
CLIENT QUOTES	General State Stat
LINE ITEMS	
ADMINISTRATION	
HUMAN RESOURCE	
GLIENT	Technical Site Survey Quotations Site Gr Alead Project Drawing Allocated Teams
SUPPLIERS REPORTS	View Coate Capture Formal Drawing Allocate Team
	Compared Documents Complete Sile Motos Read Incounty Incounts Read
	Vew Vew Upload denante Initial Invoice Ubload Costs Updata denante Initial Invoice
	Ven 1 Project Invices
	Request Sile Visit Site Acceptance Site Sign Off Commission Report Site Completed

3.3.23.1.3 Click on the View button (1) to open the file in a pdf viewer

View

View

Team 7

Complete Site

3.3.24 Edit Radio Frequency report

Description:	This section will guide the user through the process of editing a Radio Frequency report
Expected Learning Outcomes:	To be able to edit a Radio Frequency report
Prerequisites:	The user must have the required access to edit a Radio Frequency report
Other Information:	None



Team 7

Gran Gohvan Construction Matthew Veltama u
CONSTRUCTION Projects Search Project
CLENT QUOTES
INVOICING Test
ADMINISTRATION Initial Initial Initial Initial Initial
HUMAN RESOURCE
2 2021-09-27 Test Greenfield Volacom
CLENT VIEW 1
REPORTS Test
TSS completed
3 2021-08-22 Pretoria North temp Vodacom
View
sds
ter and ter an and ter and ter an and ter and
3.3.24.1.2 Click on the View Button (1) to open the specific project's tasks screen.
Come Construction NUTREWEINE IN
Construction 5 Six from Data same 2011-056 Clerit Voldoon
CUEH SUNTES Bits Number: 18 Region: Owe Last Updanet: 2021-10-16 Status: Endos Frequency Complexed WYSTONE Project: Programs:
Line (TPA)
ADMINISTRATION House Resource
Tour Technical Site Survey Quadrations Site So Alead Project Drawing Allocated Teams
euxer sueruste View Deate Capture Formal Drawing Allocate Team
Confirm Quote Edit Second Cut Drawing View Allocated Teams
Compliance Documents Construction Progress Complete Site Photos Redo Frequency Invoices
View View View Upload Oeneste Initial Invoice
Upload Overle Update (Update View Project Invoice
Request Site Visit Site Acceptance Site Sign Off Commission Report Site Completed
Binquest Edit Complete Bina
View
3.3.24.1.3 Click on the Update button (1)
Upload Rf report 1
Select Rf Document
4 Gancel Upload 5
3.3.24.1.4 Upload the document (3). Then click the Upload button (5)



3.3.24 Edit Radio Frequency report Exercise

	1	1	
Filo			Example pdf
FIIE			Example.pu



3.3.25 Request Site Visit

Description:	This section will guide the user through the process of Requesting a Site Visit
Expected Learning Outcomes:	To be able to Request a Site Visit
Prerequisites:	The user must have the required access to Request a Site Visit
Other Information:	None



Gr Gohvan Co	Instruction MATTHEW VEITMAN LOD OUT
	Projects Search Project
INVOICING	Test
LINE ITEMS	Test
ADMINISTRATION	Infail incise Created
TEAM	2 2021-09-27 Test Greenfield Vodacom
CLIENT	View 1
SUPPLIERS	Nissan Rosslyn
	Test TSS completed
	3 2021-08-22 Pretoria North temp Vodacom
	View
	sds
	t and a state of the state of t
3.3.25.1.2 Clic	ck on the View Button (1) to open the specific project's tasks screen.
Gr Gohvan Co	Distruction MATTHEW VELTMAN LOG OUT
CONSTRUCTION	
CLIENT QUOTES	Technical Site Survey Quotations Site Go Ahead Project Drawing Allocated Teams
LINE ITEMS	View Create Quote Capture Fermal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams
ADMINISTRATION	Compliance Documents Construction Progress Complete Site Photos Radio Frequency Reports Involces
TEAM	View View Upload Generate Initial Invoice
SUPPLIERS	Upload Create Update Generate Final Invoice
REPORTS	View Project Invoices
	Request Site Visit Site Acceptance Site Sign Off Commission Report Site Completed Document
	Request Size Inspection Create Size Acceptance Document Capture Sign 0ff Capture Commission Report Complete Site
	Confirm Acceptance Document Edit Commission Report
	View Commission Report
3.3.25.1.3 Clic	ck on the Request Site Inspection button (1)
Confirm	
Are you sur	e? 🤈
3 No	Yes 4







3.3.26 Create Acceptance Document

Description:	This section will guide the user through the process of creating an Acceptance document
Expected Learning Outcomes:	To be able to create an Acceptance document
Prerequisites:	The user must have the required access to create an Acceptance document
Other Information:	None





6	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES			
INVOICING	Test		
LINE ITEMS	Test		
ADMINISTRATION	Initial Invoice Created		
HUMAN RESOURCE	2 2021-09-27 Test Greenfield Vidsoom		
TEAM			
CLIENT	view 1		
SUPPLIERS	Nissan Rosslyn		
REPORTS	Test		
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	View		
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2 2 26	1.2 Click on the View Putter (1) to open the encoding project's tasks series	2	
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6- Go	hvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Silve Number 11 Registra dwa Lant Updated 2021-10-16 Sentus Radio Ferqueers Completed District Economics		
CLIENT QUOTES			
UNE ITEMS			
ADMINISTRATION			
TEAM	Technical Site Survey Quotations Site So Ahead Project Drawing Allocated Teams		
CLIENT	View Create Quote Capture Formal Drawing Allocate Team		
SUPPLIERS	Continn Guote E&t Second Cut Braving View Allocated Teams		
	Compliance Documents Construction Progress Complete Sile Photos Radio Frequency Invoices Reports		
	View Pogress View Upload Generate Initial Invoice		
	Upload Create Update Generate Final Invoice		

View Project Invoices

Report

Edit Commis Report View Co

Capture Sign Off
Edit Sign Off

Edit Sign Off
View Sign Off

3.3.26.1.3 Click on the Create site acceptance document button (1)

Request Site Inspection

	Create Site Acceptance Document	1	[^]
Name 2	Note 4		
s_Site_Accpetance	3		5
Site Snags 6			
Srag harn * 7	Snag Description*	Snag Note*	9
Add Smag 10			
	Create Site Acceptance Document		Ū
	Cancel		12
3.3.26.1.4 Enter the Name Snag Description (8), Snag snag items have been listed	(2), Note (5). Enter (if a Note (9) and then click d click the Create Site A	pplicable to the sit the Add Snag Bu Acceptance Docun	te) Snag Item (7), tton (10). Once all the nent (11).
Confirm 1			
Are you sure? 2			
3 No Yes 4			
3.3.26.1.5 Click the Yes but	tton (4) to submit the fo	rm.	



	Create Site Acceptan	ce Document		^
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Site Snags 6				
Stag ten * 7	Snag Description *	8	Sneg Note *	9
Add Shag				
	Create Site Acceptance	e Document		11
	Cancel			12
ALT 3.3.26.1.4 Click cance	el button (11) to s	stop the for	rm submissio	n
a.	1			
Confirm 1				
Are you sure? 2				
3 No Yes 4				
ALT 3.3.26.1.5 Click no bu	itton (3) to stop th	ne form sul	bmission	

3.3.26 Create Acceptance Document Exercise

Name	Nissan Acceptance Document
Notes	Acceptance document for the Nissan project
Snag Item	Fence broke
Snag Description	Car reversed into palisade fence, and it broke
Snag Note	Need new palisade fence

3.3.27 Search Acceptance document

Description:	This section will guide the user through the process of searching for an Acceptance document
Expected Learning Outcomes:	To be able to search for an Acceptance document
Prerequisites:	The user must have the required access to create an Acceptance document
Other Information:	None



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3.3.27 Search Acceptance document Exercise

,	
Name	Nissan

3.3.28 Confirm acceptance document

Description:	This section will guide the user through the process of confirming an Acceptance document
Expected Learning Outcomes:	To be able to confirm an Acceptance document
Prerequisites:	The user must have the required access to confirm an Acceptance document
Other Information:	None





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28.1.3 Cli Confirm Are you sur	<pre>www.image.com/image.c</pre>

PARALINEAR





3.3.29 Capture Site Sign-off

Description:	This section will guide the user through the process of Capturing a Site Sign-off.
Expected Learning Outcomes:	To be able to Capture Site Sign-off
Prerequisites:	The user must have the required access to Capture Site Sign-off
Other Information:	None



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	Request Site Valt Site Acceptance Site Sign Off Commission Report Site Completed Report Create Camples Site (and the second seco
	View Edit View
	Confirm View
3.3.29.1.3 Click	on the Capture Site Sign off Button (1)
U Select Site Size Off Door	pload Site Sign Off Document
Choose File No file	chosen 3
	4 Upload 5



3.3.29.2 Capture Site Sign-off Exercise

File Example.pdf



3.3.30 Search Site Sign-off

Description:	This section will guide the user through the process of Searching for Site Sign-off.
Expected Learning Outcomes:	To be able to Search for a Site Sign-off
Prerequisites:	The user must have the required access to Search for a Site Sign-off
Other Information:	None



3.3.30.1.1 Click on the construction button (1) then click on the Site Sign-Off button (2)

Gr*	Gohvan Construction	MATTHEW VELTMAN	LOG OUT
CONSTRUCTION	Site Sign Offs Project Name		
CLIENT QUOTES			
INVOICING	2 2. Test 3		
LINE ITEMS	Site Sign Off Name 2, Text, Site, Sign_Off, pdf		
ADMINISTRATION	Date Uploaded: 06-10-2021 5		
HUMAN RESOURCE	2. Test		
TEAM	Site Sign Off Name 2_Test_Site_Sign_Off puff		
CLIENT	Date Uploaded: 06 10 2021		
SUPPLIERS	2. Test		
REPORTS	Site Sign Off Name: 2.Test_Site_Sign_Off.pdf		
	Date Uploaded: 08-10-2021		
	2. Test		
	Site Sign Off Name: 2, Test_Site_Sign_Off pdf		
	Date Uploaded 06-10-2021		
	3. Nissan Rosslyn		
	v		

3.3.30.1.2 In order to search for a specific Site Sign-Off you can enter the desired Site	Э
Sign-Off's name in the search bar (1).	

3.3.30.2 Search Site Sign-off Exercise

Site Sign_Off name	Nissan
	INIS5411
-	

3.3.31 Edit Site Sign-off

Description:	This section will guide the user through the process of Editing a Site Sign-off.
Expected Learning Outcomes:	To be able to Edit a Site Sign-off
Prerequisites:	The user must have the required access to Edit a Site Sign-off
Other Information:	None



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3.3.31.2 Edit Site Sign-off Exercise

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File		Example.pdf

PARALINEAR _____

3.3.32 Capture Commission report

Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None




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NRT GAOTES Technical Site Survey Quotations Site Qo Ahead Project Drawing Allocated Teams NRT FLAM View Create Quote Capture Formal Drawing Allocated Teams NRT FLAM View Construction Progress Complete Site Photos Redid Frequency Reports Invoices NRT FLAM View Construction Progress View Upload Generate Initial Invoices Stre Acceptance Upload Create Site Site Sign Off Capture Commission Report Site Complete Site Request Site Upload Create Site Capture Sign Off Capture Commission Report Complete Site Request Site Uvex Sign Off Capture Sign Off Capture Sign Off Complete Site Complete Site View Sign Off Uvex Sign Off Capture Commission Edit Sign Off Capture Sign Off Complete Site View Sign Off Uvex Sign Off Capture Sign Off Edit Sign Off Capture Site Complete Site View Sign Off Uvex Sign Off Uvex Sign Off Edit Sign Off Capture Site Complete Site View Sign Off Uvex Sign Off Uvex Sign Off<	4.32.1.2 Click on the Vie	ew button(1)	
NT QUEIS Technical Site Survey Quotations Site Go Ahead Project Drawing Allocated Teams Conse View Create Quote Capture Formal Drawing Allocated Teams Allocated Teams Comfilm Quote Edit Second Cut Drawing Allocated Teams Allocated Teams Compliance Documents Construction Progress Complete Site Photos Radio Frequency Reports Dravices Nr View View View Progress View Upload Generate Final Invoice View Upload Create Site Sign Off Commission Report Site Complete Request Site Viait Site Acceptance Documents Capture Sign Off Capture Commission Report Complete Site View Comments Confirm Acceptance Documents Cite Site Sign Off Capture Commission Report Complete Site Request Site Confirm Acceptance Documents Cite Site Sign Off Commission Report Complete Site View Sign Off View Sign Off View Sign Off East Sign Off Commission Report Complete Site	4.32.1.2 Click on the Vie	ew button(1)	MATTHEW VELTMAN LO
Sices Image: size and size an	4.32.1.2 Click on the Vie	ew button(1)	MATTHEW VELTMAN LO
Introde Confirm Quote Edit Second Out Drawing Wew Allocated Teams MM RESOLUCE Compliance Documents Constituction Progress Complete Site Photos Radio Frequency Reports Invoices MM RESOLUCE View View View Progress View Upload Generate Initial Invoice MM RESOLUCE Upload Create View Upload Generate Initial Invoice MM RESOLUCE Upload Create View Upload Generate Initial Invoice MM RESOLUCE Upload Create View Upload Generate Initial Invoice MM RESOLUCE Upload Create View Upload Generate Initial Invoice MM RESOLUCE Upload Create Upload Edit Sign Off Site Completed Request Site Vieit Site Acceptance Document Capture Sign Off Capture Commission Complete Site Report Teat Sign Off Edit Sign Off Edit Sign Off Edit Commission Complete Site View Acceptance Document View Acceptance Document View Sign Off View Commission Report View Commission	Gohvan Construction	ew button(1) ev Quotations Site Go Abead Project Drawing Allocated Teams	MATTHEW VELTMAN LC
NA RESOLUCI NA RE	Gohvan Construction	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team	MATTHEW VELTMAN LO
Complete Site Protos Radio Frequency Reports Invoices View View Progress View Upload Generate Initial Invoice Upload Create View Update Generate Initial Invoice View Upload Create View Update Generate Initial Invoice View Upload Create View Update Generate Initial Invoice View Upload Create View Project Invoices Request Site Viait Site Acceptance Site Sign Off Commission Site Complete Site Request Site Viait Create Site Capture Sign Off Capture Commission Complete Site Report Confirm Acceptance Document View Sign Off Edit Commission Complete Site View Sign Off View Sign Off View Sign Off Wew Commission Complete Site	Construction	ew button(1) ev Quotations Site Co Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams	MATTHEW VELTMAN LO
NT View View Progress View Upload Generate Initial Invoice Upload Create Upload Upload Generate Initial Invoice New Upload Upload Upload Generate Initial Invoice Request Site Visit Site Acceptance Document Site Sign Off Commission Report Site Completed Request Site Create Site Inspection Create Site Acceptance Document Capture Sign Off Capture Commission Report Complete Site Utww Acceptance Document Utww Sign Off View Sign Off Edit Sign Off Edit Commission Report Camplete Site	Cohvan Construction Gohvan Construction Technical Site Surv Texns NR GOORG	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams	MATTHEW VELTMAN LC
Lunes Upload Create Upload Create Mines Upload Create Upload Upload Request Site Visit Site Acceptance Document Site Sign Off Commission Report Site Completed Request Site Visit Create Site Inspection Create Site Acceptance Document Capture Sign Off Capture Commission Report Completed View Sign Off View Sign Off Edit Sign Off Edit Commission Report Complete Site	Compliance Docume	ew button(1) ev Quotations Site Go Abead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams ents Construction Progress Complete Site Photos Radio Frequency Reports Invoices	MATTHEW VELTMAN LO
Request Site Visit Site Acceptance Document Site Sign Off Commission Report Site Completed Request Site Create Site Inspection Create Site Acceptance Document Capture Sign Off Capture Commission Report Complete Site View View Acceptance Document View Sign Off Capture Sign Off Capture Commission Report Complete Site View Acceptance Document View Sign Off View Sign Off View Sign Off View Sign Off	Congliance Docume View	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocated Teams Confirm Quote Edit Second Out Drawing View Allocated Teams ants Construction Progress Complete Site Photos Radio Frequency Reports Invoices View Progress View Upload Generate Initial Invoice	MATTHEW VELTMAN LO
Request Site Visit Site Acceptance Document Site Sign Off Commission Report Site Completed Request Site Inspection Create Site Acceptance Document Capture Sign Off Capture Commission Report Capture Sign Off View Acceptance Documents View Acceptance Documents View Sign Off Edit Sign Off Edit Commission Report Capture Sign Off View Acceptance Documents Confirm Acceptance Document View Sign Off View Commission Report Edit Ommission Report	Gohvan Construction Gohvan Construction Trechnical Site Surv Treatmical Site Surv View Compliance Docume View Upload	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams with Construction Progress Complete Site Photos Radio Frequency Reports Invoices View Upload Cererate Final Invoice Create Update Generate Final Invoice	MATTHEW VELTMAN LC
Request Site Inspection Create Site Acceptance Document Capture Sign Off Capture Commission Report Complete Site View Acceptance Documents View Sign Off Edit Sign Off Edit Commission Report Edit Commission Report Edit Commission Report Complete Site	A.32.1.2 Click on the View Compliance Docume Ministration	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocated Team Construction Progress Complete Site Photos Radio Frequency Reports Invoices View Progress View Upload Generate Initial Invoice Create View Project Invoices View Project Invoices	MATTHEW VELTMAN LO
Inspection Acceptance Document Edit Sign Off View Acceptance Documents View Sign Off Edit Commission Report Confirm Acceptance Document View Sign Off View Commission Report	A.32.1.2 Click on the Vie Grow Gohvan Construction Efficience Introducts I	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocated Teams Confirm Quote Edit Second Cut Drawing View Allocated Teams ents Construction Progress View Upload Generate Initial Invoice Create View Progress View Upload Generate Initial Invoice Create Site Sign Off Commission Report Site Completed	MATTHEW VELTMAN LO
View Acceptance View Sign Off Edit Commission Confirm Acceptance Document View Sign Off View Commission	A.32.1.2 Click on the Vie Gohvan Construction STRUCTION NT GLOTES INSTRUCTION MN RESOLUCION MN RESOLUCION	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Second Cut Drawing View Allocated Teams wits Construction Progress Complete Site Photos Radio Frequency Reports Invoices View Upload Cenerate Final Invoice Create View Upload Cenerate Final Invoice Create Site Acceptance Site Sign Off Commission Report Site Complete Site Capture Site Sign Off Capture Capture Capture Capture Capture Site Site Site Sign Off Capture Capture Capture Capture Capture Site Site Site Site Site Off Capture Capt	MATTHEW VELTMAN LC
Confirm Acceptance Document Report	A.32.1.2 Click on the Vie Golvan Construction RT QUOTES DORNO RTTARE MAIN RESOLUCE M NT PLERS Corrs Request Site Viel Request Site Viel Request Site Viel Request Site Viel	ev button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocated Teams Construction Progress Complete Site Photoe Radio Frequency Reports View Allocated Teams View Progress View Upload Cenerate Initial Invoice Create View Progress View Upload Cenerate Initial Invoice Cenerate Final Invoice Team View Distance Document Capture Sign Off Commission Report Capture Complete Site Sign Off Capture Commission Report Capture Complete Site Report Capture C	MOTHEW VELTMAN LO
	A.32.1.2 Click on the Vie Government of the surverse of the s	ew button(1) ev Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Create Quote Confirm Quote Edit Construction Progress View Upload Create View Progress View Upload Generate Final Invoice Create View View View Site Acceptance Documents View Sign Off Capture Site Off Report Commission Report View Sign Off	MATTHEW VELTMAN LO
	A.32.1.2 Click on the Vie Gohvan Construction STRUCTION AT GUOTES RCNG TTTALS INSTRUCTION MM RESOLUCIE MM RESOLUCIE MM RESOLUCIE MM RESOLUCIE MM RESOLUCIE MM RESOLUCIE MM Request Site View Request Site View Request Site View Request Site View	ev button(1) v Quotations Site Go Ahead Project Drawing Allocated Teams Create Quote Capture Formal Drawing Allocate Team Confirm Quote Edit Site Photos Radio Frequency Reports View Allocated Teams vita Construction Progress View Upload Generate Initial Invoice Create View Progress View Upload Generate Final Invoice Cenerate Final Invoice View Project Invoices Create Site Acceptance Document Capture Sign Off Capture Commission Report Capture Commission Report View Sign Off View Sign Off Commission Report View Commission Report View Sign Off View Sign Off View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Commission Report View Commission Report View Sign Off View Sign Off View Commission Report View Comm	MATTHEW VELTMAN LC

	Upload Commission report		
Select Commi	Select Commission Report Document: 2		
Choose File	No file chosen		
	4 Cancel Upload 5		
8.3.32.1.4 Uplo	ad the commission report document (3) then click the upload button (5)		
Commission Rep	Succesfully created. Commission Report* has been successfully created. 2 Continue 3		
Select Commi	Upload Commission report		
Choose File	No file chosen		
	4 Cancel Upload 5		
ALT 3.3.32.1.4 Cancel button (If you choose to cancel the submission of the form you can click the 4)		

3.3.32 Capture Commission report Exercise

File	Documer	t.pdf

3.3.33 Search Commission report

Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None





6			
Gorn- Gohvan Cor	struction		MATTHEW VELTMAN LO
CONSTRUCTION	Projects		Search Project
INVOICING		Test	_
UNE ITEMS		Test	
ADMINISTRATION		Initial Invoice Created	
HUMAN REBOURCE			
ТЕАМ		2 2021-09-27 Test Greenheid Vodacom	
LIENT		View 1	
UPPLIERS		Nissan Rosslyn	
		Test	
		TSS completed	
		3 2021-08-22 Pretoria North temp Vodacom	
		View	
		ada	
		sas twadaw	
	k on the View butten(1	1)	
0.4.33.1.2 Cild		1)	
Gom- Gohvan Cor	struction		MATTHEW VELTMAN LOD C
CONSTRUCTION			
CLIENT QUOTES	Technical Site Survey Quotations	Site Go Ahead Project Drawing	Allocated Teams
LINE ITEMS	View Create Quote	Capture Formal Drawing	Allocate Team
ADMINISTRATION	Confirm Quote	e Edit Second Cut Drawin	View Allocated Teams
HUMAN RESOURCE	Compliance Documents Construction Prog	ress Complete Site Photos Radio Frequency Rep	orts Invoices
TEAM	View View Progress	s View Upload	Generate Initial Involce
JUPPLIERS	Upload Create	Update	Generate Final Invoice
REPORTS		View	Project Invoices
	Request Site Visit Site Acceptance	ce Site Sign Off Commission Repo	nt Site Completed
	Document Remuest Site	Centure Sign Off	Complete Site
	Inspection Create Site	ment Edit Sign Off	Comprete Site
	View Acceptance Documents	Ce Edit Commission Report Report	
	Confirm Acceptar	nce View Commission	
	Document	Report	
2 22 4 2 016	k on the view commiss	sion report (1)	
3.33.1.3 010			

3.3.34 Edit Commission report

Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None



Team 7

Gm- Gohvan Construction		MATTHEW VELTMAN LOO OUT
CONSTRUCTION		Search Project
CLIENT QUOTES		
INVOICING	Test	
ADMINISTRATION	Test Initial invoice Created	
HUMAN RESOURCE		
ТЕАМ	2 2021-09-27 Test Greenfield	Vodacom
CLIENT	View 1	
SUPPLIERS	Nissan Rosslyn	
REPORTS	Test	
	TSS completed	-
	3 2021-08-22 Pretoria North temp	Vodacom
	View	
	ada	
	sas Cawadaw	
3 3 34 1 2 Click on the View	v button(1)	
Gyme- Gohvan Construction		MATTHEW VELTMAN LOG OUT
CLIENT QUOTES Technical Site Survey	Quotations Site Go Ahead	Project Drawing Allocated Teams
LINE ITEMS	Create Quote Capture	Formal Drawing Allocate Team
ADMINISTRATION	Confirm Quote Edit Se	econd Cut Drawing View Allocated Teams
HUMAN RESOURCE	Construction Progress Complete Site Photos Radi	Io Frequency Reports Invoices
TEAM View	View Progress View	Upload Generate Initial Invoice
SUPPLIERS Upload	Create	Update Generate Final Involce
REPORTS		View Project Invoices
Request Site Visit	Site Acceptance Site Sign Off Co	ommission Report Site Completed
Request Site	Create Site Capture Sign Off Ca	apture Commission Complete Site
Inspection		report Edit Commission
	Documents View Sign Off	Report
	Confirm Acceptance V Document	/iew Commission Report
2 2 2 4 1 2 Click on the adit	commission report (1)	
S.S.34. I.S CIICK ON THE Edit	commission report (1)	

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3.3.34 Edit Commission report Exercise

File Document.pdf	
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3.3.35 Create Site Type

Description:	This section will guide the user through the process of creating for a Site type
Expected Learning Outcomes:	To be able to create a Site type
Prerequisites:	The user must have the required access to create a new Site type to the system.
Other Information:	None



3.3.35.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Site Types Button (2).

Gom- Gohvan (Construction		MATTHEW VELTMAN
STRUCTION	Site Types		Search Site Type
NT QUOTES			0
HCING	ID 2 Site Type 3	Description 4	+
TEMS	1 Greenfield	Completely new site	: 5
NISTRATION	3 temp	temporary site	÷
AN RESOURCE	4 tetes1	gesfe3	I
	5 General	For Line items that are not allocated to a specific site.	:
NT			
NUERS			
ORTS			
		(+) (6)	



3.4.35.1.2 Click on the plus icon(5) Create Site Type 1 What is the Site Type Name 2 3 What is the Site Type Descrition 4 Description 5 Cancel 6 7 3.3.35.1.3 Enter the Drawing Type Name (3) and the description (5) then click the create button (7) Confirm Are you sure? 3. No 4 3.4.35.1.4 Click on the Yes button to complete the process of uploading the form information. Create Site Type 1 What is the Site Type Name 2 Site Type Name 3

ALT 3.3.35.1.4 If you choose to cancel the submission of the form you can click the Cancel button (6) and you will be directed to the Upload Drawing Type screen.

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What is the Site Type Descrition 4

5

7

Description

6 Cancel

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ALT 3.3.35.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Site Type screen.

3.3.35.2 Create Site Type Exercise

Site Type Name	Rooftop site
Site Type Description	Site is located on a building's roof



3.3.36 Search Site type

Description:	This section will guide the user through the process of searching for a Site type
Expected Learning Outcomes:	To be able to search for a Site type
Prerequisites:	The user must have the required access to search for a new Site type to the system.
Other Information:	None



3.3.36.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Site Types Button (2).

Gran Gohvan Co	nstruction	MATTHEW VELTMAN LO
CONSTRUCTION	Site Types	Search Site Type
CLIENT QUOTES		
	2 Jose type 3 Description 4	
MINISTRATION	3 temp temporary site	:
JMAN RESOURCE	4 teles1 gesfe3	1
AM	5 General For Line Items that are not allocated to a specific site.	:
LIENT		
IPPLIERS		
PORTS		
	() 6	

3.3.36.2 Search Site Type Exercise

Site Type Name	Rooftop site
----------------	--------------



3.3.37 Edit Site Type

Description:	This section will guide the user through the process of editing for a site type.
Expected Learning Outcomes:	To be able to edit a site type.
Prerequisites:	The user must have the required access to edit a site type to the system.
Other Information:	None



3.3.37.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Site Types Button (2).

onstruction	MATTHEW VELTMAN
Site Types	Search Site Type
u z sne type z Description 4	
3 temp temporar site	: 5
4 tetes1 ges/e3	-
5 General For Line Items that are not allocated to a specific site.	:
0	
	Site Types v 2 Site Type 3 Decorption 4 1 Greenfield Completely new site 4 3 temp temporary site 4 tetes1 gesfe3 5 General For Line items that are not allocated to a specific site.

Gr Gohvan Cons	struction		MATTHEW VELTMAN LOG OUT
CONSTRUCTION	Site Types	Searc	h Site Type
CLIENT QUOTES	D Cite Ture		+
LINE ITEMS	1 Greenfield	Completely new site	1
ADMINISTRATION	3 temp	temporary site	Edit Site Type
HUMAN RESOURCE	4 tetes1	gesfe3	Delete Site Type 2
ТЕАМ	5 General	For Line items that are not allocated to a specific site.	1
CLIENT	6 Rooftop	Site on a roof	:
SUPPLIERS			
REPORTS			
		•	
		v	
3 3 37 1 3 Click	on the Ed	it button (1)	
5.5.57.1.5 Clicr			
Edit Cita Tura			
Edit Site Type			
Edit Site Type Name	2		
Site Type Name Greenfield	3		
Edit Site Type Descriptio	m 4		
Description			
Completely new site	5		
6 Cancel Edit	7		
3.3.37.1.4 Ente	er the Edit T	ype Name (3) and description (5) then click t	he edit button (7)
		1	
Confirm			
Are you sure	2		
2 No	Yes A		
a	4	1	
		1	
3 3 37 1 5 Click	on the Ye	s button to complete submission (4)	



3.3.37.2 Edit Site Type Exercise

Site Type Name	Temporary Site
Site Type Description	The site is temporary

3.3.38 Delete Site Type

Description:	This section will guide the user through the process of deleting for a site type.
Expected Learning Outcomes:	To be able to delete a site type.
Prerequisites:	The user must have the required access to delete a new site type to the system.
Other Information:	None



3.3.38.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the site Type Button (2).

Gran	Gohvan Construction	TTHEW VELTMAN	LOS OUT
CONSTRUCTION	Site Types Search Site Type		
CLIENT QUOTES			
	1 Greefeld Consister see site		
ADMINISTRATION	3 temp temporary life		
HUMAN RESOUR	4 tetes1 gesfe3		
ТЕАМ	5 General For Line Items that are not allocated to a specific site.		
CLIENT			
SUPPLIERS			
REPORTS			
2 2 20	1.2 Click on the many icon(4)		
3.3.38	1.2 Click on the menu icon(4)		

Green Gohv	an Cons	structior	r			
CONSTRUCTION		Site Ty	ypes		Sea	rch Site Type
LIENT QUOTES		D	Site Type	Description		+
ITEMS		1	Greenfield	Completely new site		1
STRATION		3	temp	temporary site		Edit Site Type
N RESOURCE		4	tetes1	gesfe3		Delete Site Type 2
м		5	General	For Line Items that are not allocated to a specific site.		1
EPORTS						
				e		
8.38.1.3	Click	k on	the Del	ete button (2)		
			1			
Confi	rm	U	<u>ا</u> ا			
			_			
Are you	sure	20	2			
3 No		Yes				
J						
		_				
3.38.1.5	Click	c on	the Yes	button to complete sub	mission (4)	
				·	. /	
Confi	rm	1				
		-				
Are you	sure'	2	2			
-						
-						
3 No		Yes	4			
				1		
T 3.3.38	3.1.5	lf yo	u choo	e to cancel the submiss	sion the form you ca	an click th
ton (3) a	and	you \	will be d	irected to the site Type	screen.	



3.4 Invoicing					
3.4.1 Search Invoice					
Description: This section will guide the user through the process of creating a searching for an Invoice.					
Expected Learning Outcomes:	To be able to search for invoice.				
Prerequisites:	The user must have the required access to searching for invoice.				
Other Information:	None				

Gran	Gohvan Const	ruction					VINCENT YU LOG OUT
CONSTRUCTION		Create Quote Demo Proje	ect	Site Type: Greenfield	Date started: 2021-10-	17 Client: Vodacom	
CLIENT QUOTES		Site Number: 21	Region: Create Quote Demo	Project	Last Updated: 2021-10-17	Status: Initial Invoice Generated	
INVOICING				Project Progress			
LINE ITEMS					inpreve		
ADMINISTRATION							
HUMAN RESOURCE							
ТЕАМ		Technical Site Survey	Quotations	Site Go Ahead	Project Drawing	Allocated Teams	
CLIENT		View	Create Quote	Capture	Formal Drawing	Allocate Team	
SUPPLIERS			Confirm Quote	Edit	Second Cut Drawing	View Allocated Teams	
REPORTS			Comminguote	Lon	Second Cut brawing	View Allocated Teams	
		Compliance Documents	Construction Progress	Complete Site Photos	Radio Frequency Reports	Invoices	
		View	View Progress	View	Upload	Generate Initial Invoice	
		Upload	Create		Update	Generate Final Invoice	
					View	Project Invoices	
0444	l 1 Novie		the "Duele		" hutten (1) a		
3.4.1.1	. I inavig	ate and click	the Proje	ct invoices	button (1) C	on the view proje	ect screen,
	nvoices	uction.					
	Sonvan Constr						VINCENT TO LOG OUT
CONSTRUCTION	In	ivoicing For Create Quote	Demo Project				
INVOICING		Confirmed Quote For Project: Create Quote Demo Project		Total A	400051.27 2		
LINEITEMS		Date Created:	Downloa	ad Quote Vat Am	ount: 5		
ADMINISTRATION		Sunday, October 17, 2021	ىك	4 R	60007.69		
HUMAN RESOURCE		View Purchase Order					
ТЕАМ		6					
CLIENT	Ir	nitial Invoice					
SUPPLIERS	7	Percentage of Invoice 90% 8	Vat Amount:	Date S	ent: day. October 17, 2021		
REPORTS		Nett Amount:	Download 12 hvoice	e Cap	ure Proof of Payment		
		R 0	0		13		
		R 0					
			14				
3/11	2 The s	veten will log	d the Proj	oct Invoicir	na screen C	ontrole [7-1/] Di	enlay the
0.4.1.1 invoice	.z mes dotaile	Click the "Do	wolood In		(12) to do	wnload the invol	ico
invoice	ucialis.		willoau III		JII (12) từ đủ		

RUCTION	Invoicing For Create Quote Demo Pr	roject		
QUOTES	Confirmed Quote For Project:		Total Amount:	
ING	Create Quote Demo Project		R 400051.27	
FMS	Date Created:	Download Quote	Vat Amount:	
	Sunday, October 17, 2021	ك	R 60007.69	
STRATION	View Purchase Order	1 pening Create Quote Demo P	roject_8521_2021-10-17705 34 26.xlsx ×	
RESOURCE	Purchase Order	You have chosen to open:		
		Create Quote Demo Pr which is: XLSX file (191)	oject_8521_2021-10-17T05 34 26.xlsx (B)	
	Initial Invoice	from: blob:		
	Percentage of Invoice Vat A	mount: 2 Open with Excel (def	per Edition do with this file?	
ERS	90% R	0 Save File		
rs	Nett Amount: Do	Do this automatically fe	or files like this from now on.	
	R 0 0		3 OK Cancel	
	Total Amount:			
	R 0 0			

3.4.1.1.3 The system will prompt the user to save or open the invoice file. Click the "Ok" button (3) to save / open the file.

3.4.1.2 Search Employee Exercise

Search for invoice using the following details:

Project name	Nissan

3.4.2 Generate Invoice

Description:	This section will guide the user through the process of generating a new invoice.
Expected Learning Outcomes:	To be able to create invoice.
Prerequisites:	The user must have the required access to generating invoice.
Other Information:	None

	Gohvan Const	truction				
CONSTRUCTION		Create Quote Demo Pro	oject	Site Type: Greenfield	Date started: 2021-	10-17 Client: Vodacom
CLIENT QUOTES		Site Number: 21	Region: Create Quote Demo Pi	roject	Last Updated: 2021-10-17	Status: Radio Frequency Completed
INVOICING				Project Progres	35:	
LINE ITEMS				Done In	complete	
ADMINISTRATION						
HUMAN RESOURCE						
TEAM		Technical Site Survey	Ouotations	Site Go Ahead	Project Drawing	Allocated Teams
CLIENT			queranene		r roject branning	
SUPPLIERS		View	Create Quote	Capture	Formal Drawing	Allocate Team
REPORTS			Confirm Quote	Edit	Second Cut Drawing	View Allocated Teams
		Compliance Documents	Construction Progress	Complete Site Photos	Radio Frequency Reports	Invoices
		View	View Progress	View	Upload	Generate Initial Invoice
		Upload	Create		Update	Generate Final Invoice
					View	Project Invoices
3.4.2.1.	1 Navigat	e and click the	"Generate In	itial / Final Iı	nvoice" button	(1)



Gran	Gohvan Construction	VINCENT YU	LOG OUT
CONSTRUCT	N Create Quote Demo Project Site Type: Greenfield Date started: 2021-10-17 Cilent: Vodiacom		
CLIENT QUO	13 Site Number: 21 Region: Create Quote Denno Project. Last Updated: 2021-10-17 Status: Radio Frequency Completed		
INVOICING	Project Progress:		
LINE ITEMS	Done me Incomplete		
ADMINISTRA	Select a payment percentage (%) amount for the Initial Invoice		
HUMAN RES	RCE Insis Tex D		
TEAM			
CLIENT	Technical Sire. 1 Succesfully created.		
SUPPLIERS	6 Initial Invoice of 50% "has been successfully created.		
DEDADTS	13 Continue 2 ted Teams		
NEI ONTO	19 25%		
	Compliance Doc 20 88% ces		
	24 12%		
	tial invoice		
	Upload Create Update Generate Final Invoice		
	View Project Invoices		
3.4.	2.1.5 The system will display a Success Dialog (1), showing the successful	genera	tion

of the Invoice. Click "Continue" Button (2) to close the Success Dialog.

3.4.2.2 Generate Invoice Exercise

Create a new Invoice using the following details:

Project Name	Test
Invoice % Amount	50

3.4.3 Capture Proof of Payment

Description:	This section will guide the user through the process of capturing a new proof of payment.
Expected Learning Outcomes:	To be able to capture proof of payments.
Prerequisites:	The user must have the required access to capturing Proof of payment.
Other Information:	None



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0.1.0.1.1110	vigate and click the Pl	roject Invoices" button (1) on th	e view project screen,
under invoic	es		
Gerran Co	nstruction		VINCENT YU LOG OUT
CONSTRUCTION	Invoicing For Create Quote Demo Project		
CLIENT QUOTES	Confirmed Quote For Project:	Total Amount 2	
	Date Created:	Download Quote Vat Amount: 5	
ADMINISTRATION	Sunday, October 17, 2021	₹ 4 R 60007.69	
HUMAN RESOURCE	View Purchase Order Purchase Order		
TEAM	6		
CLIENT	Initial Invoice	Data Cant	
SUPPLIERS	90% 8 R 0	9 0 Sunday, October 17, 2021	
REPORTS	Nett Amount:	Capture Proof of Payment	
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	R 0 0		
	14		
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3.4.3.1.2 Th "Capture Pro	e system will load the " oof of Payment" button	[·] Project invoicing" screen (1). T (13)	hereafter click the
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3.4.3.1.2 The "Capture Pro- Construction CLIENT OLOTES RVOICING LINE ITEMS ADMINISTRATION HILMAN RESOLUCE	e system will load the " on for Payment" button onstruction Invoicing For Create Quote Demo Project Continued Quote For Project Create Quote Demo Project Date Created Sunday, October 17, 2021 View Purchase Order Purchase Order	Project invoicing" screen (1). T (13) Total Amount: R 400051:27 Download Quote Vet Amount: R 60007.69 sture Proof of Payment	hereafter click the
3.4.3.1.2 Th "Capture Pro- Governe Construction CONSTRUCTION CLEAR QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM	e system will load the " oof of Payment" button onstruction Invoicing For Create Quote Demo Project Corfirmed Quote For Project Carele Quote Demo Project Carele Quote Carele Sunday October 17, 2021 Vere Purchase Order Purchase Order Initial Invoice	t Total Amount: R 400051.27 Download Quote Vet Amount: R 60007.69 sture Proof of Payment	hereafter click the
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3.4.3.1.2 The Capture Prove Construction CLIENT QUOTES NVOICING LINE TEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT BUPPLIERS BUPPLIERS BUPPLIERS	e system will load the " onstruction Invoicing For Create Quote Demo Project Cortimed Quote For Project Create Quote Demo Project Date Created Sunday, October 17, 2021 View Purchase Order Initial Invoice Precentage of Invoice Office Transmer No file selected Not file selected	Project invoicing" screen (1). T (13) t Total Amount: Provenload Quote Vet Amount: Proof of Payment sture Proof of Payment f Cancel Capture	hereafter click the
3.4.3.1.2 The "Capture Pro- Construction CLIENT OLOTES INVOICING LINC ITEMS ADMINISTRATION HAMAN RESOLATES TEAM CLIENT RUPPLENS REPORTS	e system will load the " onstruction Invoicing For Create Quote Demo Project Corfirmed Quote For Project Corfirmed Quote For Project Corfirmed Quote For Project Data Create Unitial Invoice Percentage of Invoice Percent	Project invoicing" screen (1). T (13)	hereafter click the
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3.4.3.1.2 The "Capture Pro- Governments" Construction CLIENT CLIONE NUCICINO LINE (TEMIS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT CLIENT REPORTS	e system will load the " cof of Payment" button onstruction Invoicing For Create Quote Demo Project Create Quote Demo Project Date Created: Sunday, October 17, 2021 Vere Purchase Order Purchase Order Purchase Order Purchase Order R 0 Tetal Amount: R 0	Project invoicing" screen (1). T (13) t Total Amount R 400051.27 Download Quote R 60007.69 ture Proof of Payment ament 3 4 5 Cencel Cepture 4	hereafter click the
3.4.3.1.2 Th "Capture Pro- Governed Construction" CLENT QUOTES INVOICING LINE TEMS ADMINISTRATION HAMAN RESOURCE TEAM CLIDIT BUPPLERS REPORTS 3.4.3.1.3 Th	e system will load the " onstruction Invoicing For Create Quote Demo Project Create Quote For Project Create Quote Demo Project Date Created Sunday, October 17, 2027 View Purchase Order Purchase Order Purchase Order Receipt Number: 2 Select Proof Of Payment Dock Proveme. No file selected R 0 e system will then disp	Project invoicing" screen (1). T (13)	hereafter click the

Gome Gohvan	Construction			
CONSTRUCTION	Invoicing For Create Quote Demo F	Project		
CLIENT QUOTES	Confirmed Quote For Project:		Total Amount:	
INVOICING	Create Quote Demo Project		R 400051.27	
LINE ITEMS	Date Created:	Download Quote	Vat Amount:	
ADMINISTRATION	Sunday, October 17, 2021		R 60007.69	
HUMAN RESOURCE	View Purchase Order Purchase Order Beceint Mumber	Capture Proof of Payment		
TEAM	1234 C	Confirm		
CLIENT	Initial Invoice Percentage of Invoice Select Proof Of Payn	nent Document: Are you su	ıre?	
SUPPLIERS	90% Browse Team	7 - Rich Picture.pdf	Yes	
REPORTS	Nett Amount:	3	2	
	R 0	Cance	Capture	
	Total Amount:			
	R 0 0			

3.4.3.1.4 The system will then prompt you for confirmation. Click the "Yes" button (2) to continue.

Green Gohvan C	onstruction				
CONSTRUCTION	Invoicing For Stat	us Check			
LINE TITMS			Download Quote		
ADMINISTRATION	View Purchase Order Purchase Order		apture Proof of Payment	t	
TEAM	Initial Invoice	1245 C Select Proof Of Payment Do	Proof of payment s Receipt Number: 1245	successfully captured	
SUPPLIERS		Browse_ Team 7 - Rick	Has been successfully cap	pptured.	
REPORTS			Continue	cal capitre	
	R 67395.7				
3.4.3.1.5 The s	system will dis	splay a Succe	ess Dialog (1	1), showing the successful capturing	

of the proof of payment. Click "Continue" Button (2) to close the Success Dialog.

3.4.2.2 Generate Invoice Exercise

Create a new Invoice using the following details:

Project Name	Test
Receipt Number	123456
Proof of payment	A PDF File

3.4.4 Search Proof of Payment

Description:	This section will guide the user through the process of creating a searching for a proof of payment.
Expected Learning Outcomes:	To be able to search for proof of payments.
Prerequisites:	The user must have the required access to searching for proof of payments.

PARALINEAR

Team 7

Other Information:

None

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A.4.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, the view of the vi
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A.4.1.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, use the set of t
Added to the set of
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3.4.4.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, surface in the interview
3.4.4.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, under invoices Solvan Construction very very very very very very very very
3.4.4.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, under invoices Solven Construction we
3.4.4.1.1 Navigate and click the "Project Invoices" button (1) on the view project screen, under invoices Solve Construction very very very very very very very very
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SHALLING 90% R 8790.74 Staturday, October 16, 2021 Nett Amount: Download Fluit Invoke Date Fluid: Sunday, October 17, 2021 Total Amount: Receipt Number: Total Amount: Receipt Number: Digital Wood of Payment 3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the "Display proof of payment" button. Construction Vector V Log Construction Construction Vector V Log
3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the "Display proof of payment" button.
3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the "Display proof of payment" button.
3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the "Display proof of payment" button.
3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the "Display proof of payment" button.
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Construction VINCENT VI LOST CONSTRUCTION VINCENT VI LOST CONSTRUCTION CONSTRUCTION CONSTRUCTURA CONSTRUCTU
CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION CONSTRUCTION Invoicing For S' 1 Confirmed Quale For Projec
CONSTRUCTION Invoicing For S' 1 2 3
CLENT CLOTES Confirmed Quote For Project
INVOCING Status Check
LINE ITEMS Date Created: Saturday, October 16,1 The Date Created Saturday, October 16,1 Saturday, Octobe
ADMINISTRATION View Purchase Order
HEIMAN RESOURCE Purchase Order
TEAM
CLEAT Initial Invoice
REPORTS Nett Amount:
Total Amount.
34613 The system will display a PDF viewer which contains the uploaded Proof of

Team 7

3.4.6.2 Search Proof of payments Exercise

Search for proof of payment using the following details:

Project Name	Test

3.4.5 Search Invoice Type

Description:	This section will guide the user through the process of creating a searching for an Invoice Type.
Expected Learning Outcomes:	To be able to search for invoice types.
Prerequisites:	The user must have the required access to searching for invoice types.
Other Information:	None

	Projects				Search Project	
				Test		
				Test		
				Team Allocated		
			2 2021-09-27	Test Greenfield Vodacom		
				View		
			N	ssan Rosslyn		
				Test		
				Initial Invoice Generated		
			3 2021-08-22	Pretoria North temp Vodacom		
			3 2021-08-22	Pretoria North temp Vodacom		
			3 2021-08-22	Pretoria North temp Vodacom View		
1 Navių 2)	gate and	I click t	3 2021-08-22	Pretoria North temp Vodacom	ı (1), click "Invoic	е Турез"
1 Navig 2) ^{hvan Const}	gate and ruction Employees	l click t	3 2021-08-22	Pretora North temp Vodacam	I (1), click "Invoic Beach Employee	е Турез"
1 Navig 2) ^{hvan Const}	gate and ruction Employees	d click t	3 20210922	Pretora North temp Voldacem	I (1), click "Invoic Beerch Employee	е Types" vincent tu
Navi() an Const	gate and ruction Employees	d click t	2 2021-0822	Pretora North temp Voldacom	I (1), click "Invoic Search Employee	е Турез"
Navig 2) van Const	gate and ruction Employees Employees	antiat MVDW MDV	2 2021-0822	Pretor North temp Volacom	I (1), click "Invoic Search Employee + :	re Types"
Navig) /an Const	gate and ruction Employees 1 2 3	trettal MVDW A.R	2 2021-0922	Pretor North temp Volacom	u (1), click "Invoic Search Employee + : :	е Турез"
Navig 2) van Const	Construction Employees	Invitial MVDW AR TET	2 20210922	Pretors North temp Volacom	(1), click "Invoic Search Employee 2 + : : : :	е Турез"
Navig) an Const	Employees Truction Tr	eritial MVDW AR TET Tes	2 20210922	Pretors North temp Voldcom View Centrol Centr	I (1), click "Invoic Search Employee	е Турез" чисыт чи
Navig 2) van Const	Cate and cate and ruction Employees 1 2 3 4 5 6	I Click t britial MVDW MDV A.R TET Tes MT	2 20210922	Pretor North temp Volcom View View Comp Converting Comp Conver	I (1), click "Invoic Search Employee	е Турез"
Navig 2) van Const	Carte and cuction Employees 1 2 3 4 5 6 7	britial britial MVDW A.R TET Tes MT A.R	2 20210922	Pretors North Integra View View Composition Compositi	I (1), click "Invoic Bearch Employee	е Турез"
Navig 2) van Const	Cate and cution Employees 1 2 3 4 5 6 7 7	buttal MVDW AR TET Tes MT AR	2 20210922	Pretors North in temp volucions View View View View View View View View	I (1), click "Invoic Search Employee	е Турез"



3.4.6.1.2 The system will load the Invoice Types Home Screen. Thereafter, enter a word in the keyword filter (2) to find the invoice type you are looking for. Gohvan Construction Gran Test Employees 1 Initial Employee Type INC ITEMS TET Test Employee edited Tester Quality Control Officer 5 AnotherTest Tester2 Financial Officer FPORTS Ð 3.4.6.1.3 Once you have found the desired invoice types record you can clear the search bar to return to the Invoice type home screen default view.

3.4.6.2 Search Employee Exercise

Search for invoice type using the following details:

3.4.6 Create Invoice Type

Description:	This section will guide the user through the process of creating a new invoice type.
Expected Learning Outcomes:	To be able to create invoice types.
Prerequisites:	The user must have the required access to adding invoice types.
Other Information:	None

PARALINEAR _____

Gorean Gohvan Con	struction		VINCENT YU LOG OUT
CONSTRUCTION	Projects	Search Project	
	Test		
Invoices	Test		
Proof of Payments	ream Juiczeo		
ТЕАМ 2	2 2021-09-27 Test Greenfield Vo	dacom	
CLIENT	View		
SUPPLIERS	Nissan Rossivn		
REPORTS	Test		
	Initial Invoice Generated		
	3 2021-08-22 Pretoria North temp	Vodacom	
	View		
	and s		
0.4.7.4.4 Max			T
3.4.7.1.1 Nav	gate and click the "Involcing" drop dowl	n menu (1), click "invoice	Types"
button (2)			
Gonvan Con	struction		VINCENT YU LOG OUT
CONSTRUCTION	Invoice Types		
CLIENT QUOTES	1 Invoice "s Amount		
	1 90%		
	6 10%	1	
HUMAN RESOURCE	13 75%	:	
TEAM	19 25%	÷	
CLIENT	20 88%	÷	
SUPPLIERS	24 12%	÷	
REPORTS			
	()		
3.4.7.1.2 The	system will load the Invoice type Home	Screen, Thereafter click	the "Add"
Button (5)			

Gonvan C	onstruction		VINCENT YU	
CONSTRUCTION	Invoice Types			
CLIENT QUOTES				
INVOICING	Invoice Type ID	Invoice % Amount	+	
LINE ITEMS	1	90%	i	
ADMINISTRATION	6	10%	i	
HUMAN RESOURCE	13	1	1	
теам	19	Type	1	
CLIENT	20	Enter invoice type Amount.	1	
SUPPLIERS	24	only enter percentage(%) n	:	
REPORTS		Cancel Create		
		4 3		
		G		
34713Th	e system will load t	he "Add Invoice type" Dia	log (1) Thereafter enter the	
following: In	e system will load ti	int (2) Once complete elic	by (1). Therealter effect the	
	voice Type /o Amou		k the Cleate Button (4).	
Gonvan C	onstruction		v,	NCENT TO LOG
CONSTRUCTION	Invoice Types			
	Invoice Types	invoice % Assozat	+	
CONSTRUCTION CLIENT QUOTES INVOICING	Invoice Types	Invoice % Amount	+	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS	Invoice Types	avoice % Amount 90%	+	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Invoice Types Invoice Type 0 1 6 13	trusice % Amount 90% 10% -75%	+	
CONSTRUCTION CLIENT QUOTES INVOCIENTS LINE ITEMS ALMINISTRUATION HUMAN REDOURCE	Invoice Types Invoice Type D 3 6 13 19	avoice % Amount 90% 10% Create Invoice	+	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS AGMINISTRATION HIMMAN RESOURCE TEAM	Invoice Types Invoice Type D I I I I I I I I I I I I I I I I I I	Invester & Annuant 90% 10% Create Invoice 1 Confirm	+	
CONSTRUCTION CLUENT QUOTES INVOICING INVENTIONS ADMINISTRATION HEMAAN RESOURCE TEAM CLENT	Invoice Types	Invesion & Annount 90% 10% 7% Create Invoice	+	
CONSTRUCTION CLEAR QUOTES INVOICING LINE ITEME ADMINISTRATION HEMMAN RESOLUCE TEMM SUPPLERS	Invoice Types Invoice Type ID 1 6 13 19 20 24	trueter & Aenount 90% 10% 7% Create Invoice 1 Confirm Are you sure?	+	
CONSTRUCTION CLEART QUOTES INVOICING INVERTIGATION ADMINISTRATION HAMAAN RESOURCE TEAM CLEART GUPPLIERS REPORTS	Invoice Types Invoice Type ID I I G G I G G G G G G G G G G G G G G	sweeter's Annount 00% 10% 7% Create Invoice 1 Confirm Are you sure? 0 No Ver 2 Unant 2	+	
CONSTRUCTION CLEART QUOTES REVOICING LART ITTANG ADMINISTRATION HEIMAN RESOURCE TEAM CLEART BUPPLERS REPORTS	Invoice Types	twelde % Annuel 90% 10% 72% 72% 72% 72% 72% 72% 72% 72% 72% 72	+	
CONSTRUCTION CLURIT QUOTES REVORCING LINE ITEMS ADMINISTRATION FRIMAN RESOURCE TEAM CLENT SUPPLERS REPORTS	Invoice Types	Streder & Annual 90% 10% 70% (reate Invoice 1 Confirm Are you sure? 3 No version of the sure?	+ : : : : : :	
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CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMB ADMINISTRATION HRMAN RESOURCE TEAM CLIENT SUPPLERS REPORTS	Invoice Types	treate & Annual 90% 10% 70% Centen Invoice 1 Confirm Veryou sure?	*	
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CONSTRUCTION CLERAT OLOTES INFOCIONO LINE ITEMES ADMINISTRATION HUMAN RESOURCE TEAM CLERAT REPORTS REPORTS	Invoice Types	sverice & Annoret 50% 10% 7% foreate Invoice foreate Invoice		
CONSTRUCTION CLEAR QUOTES INVOICING LINE TITUMG ADMINISTRUTION HEIMMAN RESOLUTICE TEAM REPORTS REPORTS	Invoice Types	treate Annuel 10% 108 70 70 70 70 70 70 70 70 70 70 70 70 70		
CONSTRUCTION CLEAT QUOTES INVOICING INIT ITEMS ADMINISTRATION HEIMAN RESOURCE TEMA REPORTS REPORTS	Invoice Types	truers hanned 90% 108 The function 10 (10 (10 (10 (10 (10 (10 (10 (10 (10 (
CONSTRUCTION CLEAR QUOTES INVOICING LINE TITUS ADMINISTRATION HEIMAN RESOURCE ILEAR ELEAR ELEAR ELEAR SEPORTS 3.4.7.1.4 Thr	Invoice Types	over & Annuel 0% 10% To reate Invoice 1 Confirm Are you sue? 3 Confirm 2 Con	* * * * * * * * * * * * * *	

Gm Gohvai	n Construction			VINCENT YU LOG OUT
CONSTRUCTION	Invoice Types			
CLIENT QUOTES				
INVOICING				
LINE ITEMS	1	90%		
ADMINISTRATION	6	10%		
HUMAN RESOURCE :	13	75%		
TEAM	19	1 Create Invoice		
CHIENT.	20	Succesfully created.		
	24	"50" has been successfully created.		
REPORTS		Continue Carced		
3.4.7.1.5 T	he system will disp	olay a Success Dialog (1), sh	nowing the success	ful creation of
the Invoice	e type. Click "Conti	nue" Button (2) to close the S	Success Dialog.	

3.4.7.2 Create Invoice Type Exercise

Create a new Invoice type using the following details:

Invoice % Amount	50
------------------	----

3.4.7 Edit Invoice Type

Description:	This section will guide the user through the process of editing an existing Invoice type record.
Expected Learning Outcomes:	To be able to edit an Invoice type.
Prerequisites:	The user must have the required access to edit an Invoice type.
Other Information:	None

German Gohvan Cons	truction	VINCENT YU LOG OUT
CONSTRUCTION	Projects Search Project	
	Test	
Invoices Proof of Payments	Test Tean Alacated	
Invoice Types 2	2 2021-09-27 Test Greenfield Vodacom	
CLIENT	Vew	
SUPPLIERS REPORTS	Nissan Rosslyn	
	Test Initial Invoice Generated	
	3 2021-08-22 Pretoria North temp Vodacom	
	View	
	e sset	

PARALINEAR _____



Goran Gohvan	Construction			VINCENT YU LOG OUT
CONSTRUCTION	Invoice Types			
CLIENT QUOTES				
INVOICING	Involce Type ID	Invoice % Amount	+	
LINE ITEMS	1	90%		
ADMINISTRATION	6	10%		
HUMAN RESOURCE	13			
TEAM	20	Confirm		
GLIENT	24	Are you sure?		
SUPPLIERS	25	No Yes		
REPORTS		3 2		
		0		
3.4.8.1.4	he system will pron	npt you for confirmation (1) for	or editing the Invoice	type. Click
the "Yes" b	utton (2) to continu	е.		
Gm Gohvan	Construction			VINCENT YU LOG OUT
CONSTRUCTION):	Invoice Types			ì
CLIENT QUOTES				
INVOICING		Imole % Amount		
LINEITEMS		90%		
ADMINESTRATION	0	10%		
HUMAN RESOURCE	13	75%		
ТЕЛМ	19	0		
CLIENT	20	*60° has been successfully edited.		
SUPPLIERS.	25	Continue		
REPORTS		2		1
		÷		
3.4.8.1.5 T	he system will disp	lay a Success Dialog (1), she	owing the successful	editing of
the Invoice	Type. Click "Contin	nue" Button (2) to close the S	Success Dialog.	

3.4.8.2 Edit Invoice Type Exercise

Edit the Invoice type "50" using the following updated details:

	Original	Update
Invoice % Amount	50	60

3.4.8 Delete Invoice Type

Description:	This section will guide the user through the process of deleting an existing Invoice type
	record.

PARALINEAR

Team 7

Expected Learning Outcomes:	To be able to delete an Invoice type.
Prerequisites:	The user must have the required access to
	delete an Invoice type.
Other Information:	None



Gree Gohvar	n Construction			VINCENT YU LOG OUT
CONSTRUCTION	Invoice Types			
CLIENT QUOTES				
INVOICING	Invoice Type ID	Invoice % Amount	+	
LINE ITEMS	1	90%	:	
ADMINISTRATION	6	10%	:	
HUMAN RESOURCE	13	75%	:	
ТЕАМ	19	(1	:	
CLIENT	20	88 Confirm	:	
SUPPLIERS	24		:	
REPORTS		3 NO Ves 2	:	
		O		
3.4.9.1.3 T	he system will prom	pt you for confirmation (1)	for deleting the Invoi	ce type.
Click the "	Yes" button (2) to co	ntinue	.. <i>.</i> ..	
Gji Gohvar	n Construction			VINCENT YU LOG OUT
CONSTRUCTION				
CLIENT QUOTES	Invoice Types			
INVOICING	Invoice Type ID	Invoice % Amount	+	
LINE ITEMS	1	90%	:	-
ADMINISTRATION	6	10%	:	
HUMAN RESOURCE	13	75%	÷	
TEAM	19	1 25%	÷	
CLIENT	20	Succesfully deleted.	:	
	24	"60" has been successfully deleted.	1	
SUPPLIERS	25	Continue	i i	
REPORTS		2		
240447	be evetere will displ		owing the augesset	ul deleting of
3.4.9.1.4	ne system will displa	ay a Success Dialog (1), sr	nowing the successfu	a deleting of
the Invoice	e Type. Click "Contin	ue" Button (2) to close the	Success Dialog.	

3.4.9.2 Delete Invoice Type Exercise

Delete the Invoice type "60":

Invoice Type %	60
Amount	

3.5 Human Resource	
3.5.1 Add Employee	
Description:	This section will guide the user through the process of adding a new employee.
Expected Learning Outcomes:	To be able to add a new employee.
Prerequisites:	The user must have the required access to add a new employee to the system.
Other Information:	None



Gr- Goh	an Construction	WHENTYJ LOB OUT			
CONSTRUCTION	Create Employee Information				
CLIENT QUOTES	Employee Name				
LINE ITEMS	Employee Surname				
	Employee email				
TEAM	Phone Number				
CLIENT	4				
SUPPLIERS	cmpoyet mass 5				
	Employee D Number 6 Home Address 7				
	Employee Job 8				
	Employee Type				
	Employee Skill				
	10 Lat a Lat December 12				
	D 1 Devicer				
	C 2 Smp				
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	Create Employee Cared				
	1.	P			
3.5.1.1	.3 The system will load the "Add Employee" So	reen. Thereafter enter the following:			
Emplo	vee Name (1) Employee Surname (2) Employ	ee Email (3). Employee Phone			
Numb	er (4) Employee Initials (5) Employee ID Num	per (6) Employee Home Address (7)			
Emplo	(4), Employee militais (5), Employee 12 Nami	Employee Skills (10) Once complete			
	e "Create Employee" hutten (13)				
		VINCENT V9 L00 0/7			
CONSTRUCTION					
QUENT QUOTES	Create Employee Information				
	Employee Name				
ADMINISTRATION	Unaire Employee Sumarne				
HUMAN RESOURCE	Brown				
TEAM	CB@gmai.com				
CLIDHT	Phone Number				
REPORTS	Employee Initials				
	C8 1				
	Employee ID Number Home Address Committee 1478520369123 Arcadia Street Are you sure?				
	Employee Job				
	Engineer 3 2				
	Employee Type Quality Control Officer	•			
	Employee Skill				
	Skil D Skil Decoption				
	1 Developer				
	1 1 w				
	4 3059				
	Create Employee				
	Cancel				
3.5.1.1	.4 The system will then Load a Confirmation R	equired Dialog (1), then you will click			
the "Y	es" button (2) to confirm the creation of the em	lovee			
Gran	Gohvan Cons	struction			VINCENT YU LOG OUT
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CONSTRUCTION		Employee Types		Search Employee Type	
CLIENT QUOTES					
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LINE ITEMS		2	Administrator	i	
ADMINISTRATION		1	Director	1	
HUMAN RESOURCE		37	Draftsperson	i i	
ТЕАМ		39	1 milowee Type Edit Test	I	
CLIENT		33	Succesfully edited.	1	
SUPPLIERS		34	"Employee Type Edit Test" has been successfully edited.	i i	
REDORTS		35	Continue	1	
incroiting.		31	Quality Control Officer	1	
		36	Site Manager	:	
			θ		
			•		
3.5.1.1	.5 The	system will display a	Success Dialog (1), sl	howing the successfu	I creation of
the em	ployee.	Click "Continue" Bu	tton (2) to close the Su	iccess Dialog.	

3.5.1.2 Create Employee Exercise

Create an Employee using the following details:

Employee Name	Charlie
Employee Surname	Brown
Employee Email	CB@gmail.com
Employee Phone Number	0123456789
Employee Initials	СВ
Employee ID Number	0123456789123
Employee Home Address	22 Arcadia Street
Employee Job	Engineer
Employee Type	Site Manager
Employee Skill	test

3.5.2 Edit Employee

Description:	This section will guide the user through the process of editing an existing employee.
Expected Learning Outcomes:	To be able to edit an existing employee.
Prerequisites:	The user must have the required access to editing an existing employee to the system.
Other Information:	None

<u> </u>	nstruction				VINCENT YU LOG O	ит
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CLIENT QUOTES						
INVOICING			Те	st		
LINE ITEMS			т	est		
ADMINISTRATION			Initial Invo	ice Created		
Employees 2			2 2021-09-27 Test	Greenfield Vodacom		
Employee Type			v	iew		
Employee Skill			Nissan	Rosslyn		
User Accounts			T	est		
Employee Documents?			TSS or	mpleted		
			3 2021-08-22 Pretoria I	North temp Vodacom		
			V	iew		
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				daw		
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5.5.2.1.1 Nav	lyate anu			ources prop pown ((1) and then click the	;
Employees b	u((O)(2))					
Gonvan Col	nstruction				VINCENT	U LOG OUT
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CONSTRUCTION CLIENT QUOTES	Employees				Search Employee	
CONSTRUCTION CLIENT QUOTES INVOICING	Employees Employee ID	Initial	Full Name	Епаріоров Тура	Search Employee	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS	Employees Employee ID 1	Initial MVDW	Full Name Michael Van Der Walt	Employee Type Director	Search Employee + :	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS AGMINISTRATION	Employees Employee ID 1 2	Initial MVDW MDV	Full Name Michael Van Der Walt Michael Vosloo	Employee Type Director Director	Search Employee + : : :	
CONSTRUCTION CLEINT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCE	Employees Employee ID 1 2 3	Initial MVDW MDV A.R	Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw	Employee Type Director Director Director	Search Employee	
CONSTRUCTION CLEINT QUOTES INVOICING LINE TEMS ADMINISTRATION HUMAIN RESOURCE TEAM	Employees Employee ID 1 2 3 4	Institut MVDW MDV A.R TET	Full Name Full Name Michael Van Der Walt Michael Vosioo Amore Rossouw Test Employee Tester	Employee Type Director Director Director Quality Control Officer	Search Employee	
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CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ACMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS	Employees Imployee D 1 2 3 4 5 6 6	Institut MVDW MDV A.R TET TES TES	Full Name Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Engloyee Tester Another Test Tester2 Midthew Veltnan	Employee Type Director Director Director Quality Control Officer Financial Officer Director	Search Employee	
CONSTRUCTION CLIENT GNOTES INVOICINO LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Employees Instance ID 1 2 3 4 5 6 7 7	sotial MVDW MDV A.R TET TES TES MT A.R	Full Name Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Employee Tester AnotherTest Tester2 Matthew Veltman Matthew Veltman Voloceet Wi	Employee Type Director Director Director Quality Control Officer Financial Officer Director Director Administration	Search Employee	
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CONSTRUCTION CLEENT QUOTES INVOICINO LINE ITEMS ASMINISTRATION HRIMAN RESOURCE TEMM CLEENT SUPPLIERS REPORTS	Employees Instance ID I 2 3 4 5 6 7 7 8 9	Bottad MVDW A.R TET Tes MT A.R 4.R V CB	Full Name Full Name Michael Van Der Walt Michael Vosioo Amore Rossouw Test Employee Tester AnotherTest Tester2 AnotherTest Tester2 Matthew Veltman Amore The OP Rossouw Vincent Yu Charlie Brown	Employee Type Director Director Director Quality Control Officer Financial Officer Director Director Quality Control Officer Quality Control Officer	Search Employee	
CONSTRUCTION CLEENT QUOTES INVOICING LIRE TEMS ADMINISTRUTION HUMAIN RESOLUCE TEAM CLIENT SUPPLIERS REPORTS	Employees D 1 2 3 4 5 6 7 8 9	autiaa MVDW A.R TET TES MT A.R V CB	Full Name Full Name Michael Van Der Walt Michael Vosioo Amore Rossouw Test Employee Tester Another/Test Tester2 Matthew Vetiman Amore "The OP" Rossouw Vincent Vu Charlie Brown	Employee Type Director Director Quality Control Officer Financial Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	
CONSTRUCTION CLEINT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEINT SUPPLIERS	Employees Employee ID 1 2 3 4 5 6 7 8 9	Initial MVDW A.R TET Tes MT A.R V CB	Full Name Full Name Michael Van Der Walt Michael Vosioo Amore Rossouw Test Employee Tester AnotherTest Tester2 Matthew Veitman Amore "The OP" Rossouw Vincent Yu Charlie Brown	Employee Type Director Director Quality Control Officer Financial Officer Director Director Operations Manager Administrator Quality Control Officer	Search Employee	
CONSTRUCTION CLEINT QUOTES INVOICING LINE TEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEINT SUPPLIERS	Employees Inployee ID 1 2 3 4 5 6 7 8 9	Initial MVDW A.R TET TES MT A.R V CB	Full Name Full Name Michael Van Der Walt Michael Vosloo Artore Rossouw Test Engloyee Tester AnotherTest Tester2 Matthew Veltman Amore "The OP" Rossouw Vincent Yu Charlie Brown	Employse Type Director Director Quality Control Officer Financial Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	
CONSTRUCTION CLEINT QUOTES INVOICING LINE TEMS ADMINISTRATION HUMAIN RESOURCE TEAM CLEINT REPORTS	Employees Employee 1 1 2 3 4 5 6 7 8 9	Initial MVDW A.R TET TES MT A.R V CB	Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Einployee Tester Another Test Tester2 Matthew Veltman Amore "The OP" Rossouw Vincent Yu Charlie Brown	Employee Type Director Director Quality Control Officer Financial Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	
CONSTRUCTION CLEENT QUOTES INVOICINO LINE TIEMS AGMINISTRATION HUMAN RESOURCE CLEENT SUPPLIERS REPORTS	Employees Employee 1 1 2 3 4 5 6 7 8 9	autiad MVDW A.R TET Tes MT AR V CB	Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Employee Tester Another Test Tester 2 Another Test Tester 2 Matthew Velman Amore 'The OP' Rossouw Vincent Yu Charlle Brown	Employee Type Director Director Quality Control Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	
CONSTRUCTION CLEME GROUTES INVOICING LINE TEMS ASMINISTRATION HUMAN RESOURCE TEMM CLEMT SUPPLERS REPORTS	Employees Employee Employee Employee Employee Employee Employee Em	Bottad MVDW A.R TET Tes MT A.R V CB	Fuil Name Mitchael Van Der Walt Mitchael Vooloo Amore Rossouw Test Employee Tester AnotherTest Tester2 Matthew Velman Amore "The OP Rossouw Vincent Vu Charlie Brown the Employeee	Employee Type Director Director Quality Control Officer Financial Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	

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INVOICING	Earl Employee Information
LINE ITEMS	E industre name 1 Endustre annue 2
ADMINISTRATION	Employee email Phone Number
HUMAN RESOURCE	mvosko29@gmail.com 3 0823870672 4
TEAM	Employee Initials 5 Compliance Documents 6
CLIENT	TET View Employee Compliance Documents
SUPPLIERS	Employee ID Number 7 Hone Address 8
REPORTS	06/25/14587 14 La Peña Van Der Merke stitlet Dödrägne
	a monyees Job Description
	Employee Type
	Employee Skill
	10 SED SEDenses
	Edit Employee
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	13
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Green Gohvan Cor	nstruction vincentria colour
CONSTRUCTION	
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HUMAN RESOURCE	Employee email Phone Number
ТЕАМ	mresoszygymicom 04228700/2
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	006295145087 Are you sure? Merwe Street Eldonaigne
ALPORTS	Employees Job Description
	test 3 2
	Employee Type Quality Control Officer -
	Employee Skill
	Silo Siloutin
	Edit Employee
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3.5.2.1.4 Th	ne system will then Load a Confirmation Required Dialog (1), then you will click
the "Yes" hi	itton (2) to confirm the editing of the employee

18 October 2021

Team 7

Green Gohva	an Construction			VINCENT YU LOG OUT
CONSTRUCTION	Employee Types		Search Employee Type	
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INVOICING	Employee Type ID	Employee Type Description	+	
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ADMINISTRATION	,	Director	1	
HUMAN RESOURCE	37	Draftsperson	÷	
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CLIENT	33	Succesfully edited.	÷	
SUPPLIERS	34	"Employee Type Edit Test" has been successfully edited.	÷	
REPORTS	35	Continue	8	
	31	Quality Control Officer	1	
	36	Site Manager	÷	
		•		
		•		
3.5.2.1.5	The system will display	a Success Dialog (1), sh	nowing the successfu	ul editing of
the emplo	yee. Click "Continue" E	Button (2) to close the Su	ccess Dialog.	-

3.5.2.2 Edit Employee Exercise

Edit an Employee using the following details:

Employee Name	Charlie	Henry
Employee Surname	Brown	Ford
Employee Email	CB@gmail.com	HF@gmail.com
Employee Phone Number	0123456789	0840730123
Employee Initials	СВ	HF
Employee ID Number	0123456789123	9874563210987
Employee Home Address	22 Arcadia Street	45 Burnett Street
Employee Job	Engineer	Draftsperson
Employee Type	Site Manager	Developer
Employee Skill	test	test

3.5.3 Search Employee

Description:	This section will guide the user through the process of creating a searching for an employee.
Expected Learning Outcomes:	To be able to search for employees.
Prerequisites:	The user must have the required access to searching for employees.
Other Information:	None

PARALINEAR

Source water wate	*.5.3.1.2 The system will load the Employee Home Screen. Thereafter, enter a word in the	Gm Gohvan Co	onstruction					VINCENT YU LOG OUT
a words Image: Control of the second of	Second	CONSTRUCTION	Projects				Search Project	
Sector Image: Sector	Salt 2 The system will load the Employee Home Screen. Thereafter, enter a word in the	CLIENT QUOTES						
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P CB Charlle Brown Quality Control Officer E	• CB Charles Frown Country Control Officer :	PORTS	8	v	Vincent Yu	Administrator	:	-
	€ .5.3.1.2 The system will load the Employee Home Screen. Thereafter. enter a word in th		9	CB	Charlie Brown	Quality Control Officer		-
	€ .5.3.1.2 The system will load the Employee Home Screen. Thereafter. enter a word in th							_
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Gran	Gohvan Cons	truction					VINCENT YU LO	DG OUT
CONSTRUCTION		Employees				Test		
CLIENT QUOTES		1						
INVOICING		Employee ID	Initial	Full Name	Employee Type	+		
LINE ITEMS		4	TET	Test Employee edited Tester	Quality Control Officer	1		
ADMINISTRATION		5	Tes	AnotherTest Tester2	Financial Officer	1		
HUMAN RESOURCE								
ТЕАМ								
CLIENT								
SUPPLIERS								
REPORTS								
				•				
3.5.3.	1.3 Once	e you have	e fou	nd the desired employ	vee record you	can clear the s	search	bar
to retu	irn to the	e package	type	e home screen default	view.			

3.5.3.2 Search Employee Exercise

Search for employee using the following details:

Employee Name	Henry

3.5.4 Delete Employee

Description:	This section will guide the user through the process of deleting an existing employee record.
Expected Learning Outcomes:	To be able to delete an employee.
Prerequisites:	The user must have the required access to delete an employee.
Other Information:	None

Gran Gohvan Cons	truction	VINCENT YU LOG OUT
CONSTRUCTION	Projects Search Project	
CLIENT QUOTES		
INVOICING	Test	
LINE ITEMS	Test	
ADMINISTRATION	Initial Invoice Created	
HUMAN RESOURCE		
Employees 2	2 2021-09-27 Test Greenfield Vodacom	
Employee Type	View	
Employee Skill	Niegen Deselve	
User Accounts	NISSAII KOSSIYII	
Employee Documents?	Test TSS completed	
	3 2021-08-22 Pretoria North temp Vodacom	
	View	
	-7610	
	sds	
	cho dqw	

PARALINEAR _____

	Employees					Search Employee
	Employee ID	Initial	Full Name		Employee Type	+
	1	MVDW	Michael Van Der Walt		Director	1
	2	MDV	Michael Vosloo		Director	1
	3	A.R	Amore Rossouw		Director	1
	4	TET	Test Employee edited Tester		Quality Control Officer	: 1
	5	Tes	AnotherTest Tester2		Financial Officer	Edit Employee
	6	MT	Matthew Veltman		Director	Delete Employ
	7	AR	Amore "The OP" Rossouw		Operations Manager	1
	8	v	Vincent Yu		Administrator	1
	9	CB	Charlie Brown		Quality Control Officer	1
vigate	and click	< the a	ddition actions	e button (1),	the click the "	Delete
lavigate button	and click (2).	< the a	ddition actions	et button (1),	the click the "	Delete
lavigate button Construction	and click (2).	< the a	ddition actions	e button (1),	the click the "	Delete
avigate button	and click (2). yees	s the a	ddition actions	et button (1),	the click the "	Delete
vigate utton truction Emplo	and click (2). ves	< the a	ddition actions	et button (1), require Type. Director	the click the "	Delete
avigate outton nstruction	and click (2). yees weat wow wow	< the a	ddition actions	truelwere Type Director Director	the click the "	Delete
avigate button onstruction Employed 1 2 3	and click (2). yees www Mov AR	K the a	ddition actions	et button (1), resilver Type Director Director Director Director	the click the "	Delete
struction Emplo	and click (2). vees www Mov AR TET Tes	rill review Pill review Michael Vosico Arrowe Ressource Test Erropoyee at Andrefer Fascource	ddition actions	et button (1), cuestion (1), cues	the click the "	Delete
vigate utton struction Employer 1 2 3 4 5 6	and click (2). yees yees yees yees yees yees yees yee	st the a	ddition actions	button (1), button (1), button (1), cuelors type cuelors type cuelors type cuelors cuelors type cuelors t	the click the "	Delete
/igate utton truction Emplo 1 2 3 4 5 6 7	yees yees weby and and and and and and and and and and	C the a	Vivit dided Tester action actions vivit deed Tester action Tester Confirm Are you sure?	button (1), butto	the click the "	Delete
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Green	Gohvan Construction				
CONSTRUCTION	Employee Types Search Employee Type				
CLIENT QUOTES					
INVOICING	Employee Type ID Employee Type Description +				
LINE ITEMS	2 Administrator :				
ADMINISTRATION	1 Director :				
HUMAN RESOURCE	e 37 Drafsperson :				
TEAM	33 1 joannial diffuse				
CLIENT	34 Succesfully deleted.				
SUPPLIERS	35 "Employee Type Edit Test" has been successfully dieleted.				
REPORTS	31 Continue 2				
neronia	36 Site Manager				
	U				
3.5.4.1	1.4 The system will display a Success Dialog (1), showing the successful d	eleting	of		
the em	nployee. Click "Continue" Button (2) to close the Success Dialog.				

3.7.3.2 Delete Employee Exercise

Delete the employee "Henry":

Employee Name	Henry

3.5.5 Upload Employee Document

Description:	This section will guide the user through the process of uploading a new employee document.
Expected Learning Outcomes:	To be able to uploading employee document.
Prerequisites:	The user must have the required access to uploading employee documents.
Other Information:	None

Gr Gohvar	n Construction					VINCENT YU LOG OUT
CONSTRUCTION	Projects				Search Project	
CLIENT QUOTES						
INVOICING				Test		
LINE ITEMS				Test		
ADMINISTRATION				Initial Invoice Created		
Employees 2			2 2021-09-27	Test Greenfield Vodacom		
Employee Type				View		
Employee Skill			Nic	con Pocelyn		
User Accounts			Nis	Teet		
Employee Documents?				TSS completed		
			3 2021-08-22	Pretoria North temp Vodacom		
				View		
				sds		
			<i></i>	ddm		/
3.5.5.1.1 N	avigate and	click th	ne "Human res	ource" drop down n	nenu (1), click	"Employee"
button (2)						
Gran Gohvan	Construction					VINCENT YU LOG OUT
CONSTRUCTION	Employees				Search Employee	
CLIENT QUOTES						
INVOICING	Employee ID	Initial	Full Name	Employee Type	+	
LINE ITEMS	1	MVDW	Michael Van Der Walt	Director	1	
ADMINISTRATION	2	MDV	Michael Vosloo	Director	4	
HUMAN RESOURCE	3	A.R	Amore Rossouw	Director	1	
ТЕАМ	4	TET	Test Employee Tester	Quality Control Officer	: 1	
CLIENT	5	Tes	AnotherTest Tester2	Financial Officer	Edit Employee	
SUPPLIERS	6	MT	Matthew Veltman	Director	Delete Employee	
REPORTS	7	AR	Amore "The OP" Rossouw	Operations Manager		
	8	V	Vincent Yu	Administrator	1	
	9	CB	chanie Brown	Quality Control Officer	i	
				Ð		
25512T	-		· · _ ·	-		<i>"</i> • • •••
	he system w	haol Iliv	the Employee	Home Screen The	ereafter click th	ne "Add"
Button (6)	he system w	vill load	the Employee	e Home Screen. The	ereafter click th	ne "Add"



Gran G	ohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		
CLIENT QUOTES		
INVOICING	Edit Employee Information	
LINE ITEMS	Employee Name Test Employee Sumame Test Employee Test Empl	
ADMINISTRATION	Employee email Phone Number	
HUMAN RESOURCE	mvosloo29@gmail.com 3 0823870072 4	
TEAM	Employee Initials 5 Compliance Documents 6	
CLIENT	TET View Employee Compliance Documents	
SUPPLIERS	Employee ID Number 7 Home Address 8 000595145087 7 14 La Perla Van Der Merve Street Eldorainne 8	
REPORTS	Employees Job Description	
	test 9	
	Employee Type	
	10	
	Employee Skill	
	Skill ID Skill Description	
	Edit Employee	
	San Kong yang yang	
	Back [13]	
3551	3 The system will display the "Edit Employee" Screen, Navigate	to and click the
5.5.5.1 "\/iow/l	-5 The system will display the Edit Employee Screen. Navigate	
	Employee Documents button (0).	
G	Gonvan Construction	VINCENT YU LOG OUT
CONSTRUCTION	No Documents for employee	
CLIENT QUOTES		
INVOICING		
LINE ITEMS		
ADMINISTRATION		
HUMAN RESOURCE		
TEAM		
CLIENT		
SUPPLIERS		
PEROPTA		
heronia		
	. 1	
3.5.5.1	.4 The system will display the "Employee Documents" Screen a	nd then Click the
"Add" ł	putton (1) to begin the uploading document process.	-
7.00		

No Documents for employes Image: Contract of the employee Image: Contract of the employee	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	Gm Gohvan Construction	VINCENT YU LO	а оит
Statistical and the statistical and	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	CONSTRUCTION NO DOCUM	ents for employee	
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Statistic	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	INVOICING		
Winter	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	LINE ITEMS	1	
Name Image: State in the second s	3.5.5.1.5 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	ADMINISTRATION	Upload Employee Document for: AnotherTest Tester2	
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contraction contraction <td>S.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.</td> <td>Gmain Gohvan Construction</td> <td>VINCENT YU</td> <td>LOG OUT</td>	S.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	Gmain Gohvan Construction	VINCENT YU	LOG OUT
ELINE COORD ENERCENCE ENERCENCE ELINE COORD	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	CONSTRUCTION NO DOCUM	ients for employee	
INCEND INTERING ACMARGETHATION INAMARGETHATION	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	CLIENT QUOTES		
LINE TIME ACAMASTRATON INAMA NECONICE INAMA NECONICE <td>3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.</td> <td>INVOICING</td> <td></td> <td></td>	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	INVOICING		
ACAMAN RESOLUCE UDocument Name Upload Employee Document for: Another Test Tester2 UDocument Name Users UDocument Name Users UDocument Name Users UDocument Test Description of Document Users UDocument Users U	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	LINEITEMS		
HOLANA RESOURCE TAL DASHT DASHT DEVENT REPORT Browse Team 7 - Rich Picture pdf Distart	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	ADMINISTRATION	Upload Employee Document for: AnotherTest Tester2	
TEAL CLEAT C	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	HUMAN RESOURCE	Document Name Ingresora	
ELENT Text Description for Document SUPPLIERS ELENTI	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	TEAM	Test Doc Description of Document	
SUPPLIES DEFORTE Select Employee Document: Team 7 - Rich Picture.pdf: Cancel Upload Upload	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	CUENT	Test Description for Document Are you sure?	
REPORTS	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	SUPPLIERS	Select Employee Document:	
	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.	REPORTS	Browse Team 7 - Rich Picture.pdf	
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	3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the "Yes" button to continue.		•	
2 5 5 1 6 The eveter will prompt you for confirmation of uploading the applayee	document. Click the "Yes" button to continue.	3.5.5.1.6 The system	m will prompt you for confirmation of uploading the employee	
5.5.5. F.o. The system will prompt you for confirmation of uploading the employee		document. Click the	"Yes" button to continue.	
5.5.5.1.0 The system will prompt you for conjimation of uploading the employee		document. Click the	e "Yes" button to continue.	

PARALINEAR _____

Gran -	Gohvan Construction	VINCENT YU	LOG OUT
CONSTRUCTION	No Documents for employee		
CLIENT QUOTES			
INVOICING			
LINE ITEMS			
ADMUNISTRATION	Upload Employee Document for: AnotherTest Tester2		
HUMAN RESOURCE	Document Name Torisozzi (D)		
TEAM	Description of Document		
CLIENT	Test Description for Document "Test Doc" has been successfully created.		
SUPPLIERS.	Select Employee Document		
REPORTS	Browse_ Team 7-Rich Picture 2		
	Cancel Upload		
3.5.5.	1.7 The system will display a Success notification (1) Click the "Continue bu	itton t	0.

continue"

3.5.5.2 Upload Employee Document Exercise

Upload a new employee document using the following details:

Document Name	Test Document		
Expiry Date	2021/03/15		
Document description	Test document description		
File Upload	Test PDF (or any relevant .pdf file)		

3.5.6 Edit Employee Document

Description:	This section will guide the user through the process of editing an existing employee document.
Expected Learning Outcomes:	To be able to editing employee document.
Prerequisites:	The user must have the required access to editing employee documents.
Other Information:	None

Team 7

Gran C	Construction					VINCENT YU LOG OUT
CONSTRUCTION	Projects				Search Project	
CLIENT QUOTES						
INVOICING				Test		
LINE ITEMS				Test		
ADMINISTRATION				Initial Invoice Created		
HUMAN RESOURCE						
Employees 2			2 2021-09-27	Test Greenfield Vodacom		
Employee Type				View		
Employee Skill			N	issan Doselvn		
User Accounts			N	Test		
Employee Documents?				TSS completed		
			3 2021-08-22	Pretoria North temp Vodacom		
				View		
				sds		
0.5.0.4.4.N	· · · ·	P 1 0	41	dqw		"— 」 "
3.5.6.1.1 Nav	vigate and	CIICK IN	e "Human re	source" arop down i	menu (1), click	"Employee"
button (2)						
Gran Gohvan Co	onstruction					VINCENT YU LOG OUT
CONSTRUCTION	Employees				Search Employee	
CLIENT QUOTES	_					
INVOICING	Employee ID	Initial	Full Name	Employee Type	+	
LINE ITEMS	1	MVDW	Michael Van Der Walt	Director	1	
ADMINISTRATION	2	MDV	Michael Vosloo	Director	1	
HUMAN RESOURCE	3	A.R	Amore Rossouw	Director	: 1	
ТЕАМ	5	Tes	AnotherTest Tester2	Financial Officer	Edit Employee	
CLIENT	6	MT	Matthew Veltman	Director	Delete Employee	
SUPPLIERS	7	AR	Amore "The OP" Rossouw	Operations Manager		
REPORTS	8	v	Vincent Yu	Administrator	1	
	9	CB	Charlie Brown	Quality Control Officer	1	
				•		
				<u> </u>	<i>a</i>	" • • • •
3.5.6.1.2 The	e system w	ill load	the Employe	e Home Screen. Th	ereatter click th	ie "Add"
Button (6)						



Gm Gohvan Const	truction www.ewrw.uc	DG OUT
CONSTRUCTION		
CLIENT QUOTES		
INVOICING	Edit Employee Information	
LINE ITEMS	Employee Name Test Employee Sumame Test Employee Sumame	
ADMINISTRATION	Employee email 6 Phone Number	
HUMAN RESOURCE	mvosloo29@gmail.com 3 0823870072 4	
TEAM	Employee Initials 5 Compliance Documents 6	
SUPPLIERS	Employee ID Number 7 Home Address 0	
REPORTS	006295145087 14 La Perla Van Der Merwe Street Eldoraigne	
	Employees Job Description 9	
	Employee Type	
	Employee Skill	
	Skill ID Skill Description	
	Edit Employee 12	
	Back	
	13	
3.5.6.1.3 The	system will display the "Edit Employee" Screen. Navigate to and click the	
"View Employ	yee Documents" button (6).	
Greek Gohvan Cor	nstruction vincent vio	DG OUT
CONSTRUCTION	Remarkling Remarkling	
CLIENT QUOTES	Test for Test for the second s	
INVOICING	Test Doc Test Description for Document 2021-10-16	
LINE ITEMS	Edit Document	
ADMINISTRATION		
HUMAN RESOURCE		
TEAM		
CLIENT		
SUPPLIERS		
REPORTS		
35614 The	system will display the "Employee Documents" screen and click the	
"Additional A	system will display the Employee Documents screen and click the	
Gonvan Con	ISTRUCTION VINCENT VI LOG OUT	
CONSTRUCTION	No Documents for employee	
CLIENT QUOTES		
INVOICING		
LINEITEMS	0	
ADMINISTRATION	Upload Employee Document for: AnotherTest Tester2	
HUMAN RESOURCE	10/16/2021 3	
TEAM	Description of Document	
CLIENT	Chief Enders Descent	
SOPPLIERS	Select Employee Locument: 5 Browse, No file selected	
REPORTS	Drumpe. The life stretches.	
	7 Cancel Upload 6	
	•	
3.5.6.1.5 The	system will display a "Edit Document" dialog (1). Edit the following details:	
Document Na	ame (2), Expiry Date (3), Document Description (4), Use the file upload	
control (5) to	browse for the desired document. Once complete click the "Upload" button	
(6)		

Team 7

Gran	Gohvan Construction vivosition	YU L	OG OUT
CONSTRUCTION	No Documents for employee		
CLIENT QUOTES			
INVOICING			
LINE ITEMS			
ADMINISTRATION	Upload Employee Document for: AnotherTest Tester2		
HUMAN RESOURCE	E Document Name Bright To		
TEAM	Test Doc 1		
CLIENT	Test Description of Document Confirm		
SUPPLIERS	Are you sure? Select Employee Document:		
REPORTS	Browse Team 7 - Rich Picture.pdf 3 2		
	Cancel Upload		
	•		
3.5.6.	1.6 The system will prompt you for confirmation of editing the employee docun	ner	nt.
Click t	the "Yes" button to continue.		
Gran _	Gohvan Construction VINCE	IT YU	LOG OUT
CONSTRUCTION	No Documents for employee		
QUENT QUOTÉS			
INVOICING			
LINE ITEMS			
ADMUNISTRATION	Upload Employee Document for: AnotherTest Tester2		
HUMAN RESOURCE	Document Name Service #1		
TEAM	Test Doc 1		
CLIENT:	Test Description for Document Succesfully created.		
SUPPLIERS	Select Employee Document:		
REPORTS	Browse_ Team 7 - Rich Picture.		
	Carcial Upland		

3.5.6.1.7 The system will display a Success notification (1) Click the "Continue button to continue"

3.5.6.2 Edit Employee Document Exercise

Upload a new employee document using the following details:

	Original	Update
Document Name	Test Document	Edited Document
Expiry Date	2021/03/15	2021/10/16
Document description	Test document description	Edited document description
File Upload	Test PDF (or any relevant .pdf file)	Test PDF (or any relevant .pdf file)

PARALINEAR

3.5.7 Search Employee Document

Description:	This section will guide the user through the process of searching for an existing employee document.
Expected Learning Outcomes:	To be able to search employee documents.
Prerequisites:	The user must have the required access to searching employee documents.
Other Information:	None

Gran Gohvan Co	onstruction					VINCENT YU LOG OUT
CONSTRUCTION	Projects				Search Project	
CLIENT QUOTES					out on regul	
INVOICING				Test		
LINE ITEMS				Test		
ADMINISTRATION				Initial Invoice Created		
HUMAN RESOURCE						
Employees 2			2 2021-09-27	Test Greenfield Vodacom		
Employee Type				View		
Employee Skill			Ni	ssan Rosslyn		
User Accounts				Test		
Employee Documents?				TSS completed		
			3 2021-08-22	Pretoria North temp Vodacom		
				View		
				sds		
0.5.7.4.4 Max		- 12 - 1 - 41-			(4) -1-1-	" F
3.5.7.1.1 Na	vigate and	CIICK IN	e "Human res	source" arop aown	i menu (1), click	Employee
button (2)						
Gonvan Col	instruction					VINCENT YU LOG OUT
CONSTRUCTION	Employees				Search Employee	
CLIENT QUOTES						
INVOICING	Employee ID	Initial	Full Name	Employee Type	+	
LINE ITEMS	1	MVDW	Michael Van Der Walt	Director	1	
ADMINISTRATION	2	MDV	Michael Vosloo	Director	1	
HUMAN RESOURCE	3	A.R	Amore Rossouw	Director	: 1	
ТЕАМ	5	Tes	AnotherTest Tester2	Einancial Officer	Edit Employee	
CLIENT	6	мт	Matthew Veltman	Director	Delete Employee	
SUPPLIERS	7	AR	Amore "The OP" Rossouw	Operations Manager	i i i i i i i i i i i i i i i i i i i	
REPORTS	8	v	Vincent Yu	Administrator	1	
	9	CB	Charlie Brown	Quality Control Officer	1	
				•		
		30.1. 1			1 f t !' . ! . !'	
3.5.7.1.2 The	e system w	VIII load	the Employee	e Home Screen. I	nereatter click th	ne "Add"
Button (6)						

Green Gohvan Const	ruction				VINCENT YU LOG OUT
CONSTRUCTION					
CLIENT QUOTES					
INVOICING		Edit Employ	ee Information		
LINE ITEMS	Employee Name		Employee Surname 2		
ADMINISTRATION	Employee email		Phone Number		
HUMAN RESOURCE	mvosloo29@gmail.com		0823870072		
ТЕАМ	Employee Initials 5		Compliance Documents	6	
CLIENT	TET		View Employee Compliance I	Documents	
SUPPLIERS	Employee ID Number 006295145087		Home Address	8	
REPORTS	Employees Job Description		re car ena ren per merne oncer Eduragite		
	test 9				
	Employee Type				
				10	
	Employee Skill				
	skill ID	Skill Description			
		Edit I	Employee	12	
			Sack	13	
35713The	system will dis	nlay the "Edit	Employee" Scre	en Navinat	e to and click the
"View Employ	ee Documents	" button (6)		on. Navigat	
		5 Dullon (0).			
Gonvan Cor	istruction				VINCENT YU LOG OUT
CONSTRUCTION	Document Name	Document Description	Expiry Date	View Document	
CLIENT QUOTES	Test Doc	Test Description for Document	2021-10-16	۵	1
INVOICING					2 Edit Document
LINE ITEMS					Delete Document
ADMINISTRATION					
HUMAN RESOURCE					
TAN					
TEAM					
CLIENT					
SUPPLIERS					
REPORTS					
3.5.7.1.4 The	system will dis	play the "Emp	ployee Documen	ts" screen a	nd click the
"Additional A	tions" button a	nd then click	"Edit Document"	button	

3.5.7.2 Search Employee Document Exercise

Search for a "Charlie Brown" employee document using the following details:

Document Name Charlie Brown

3.5.8 Delete Employee Document

Description:	This section will guide the user through the process of deleting for an existing employee document.
Expected Learning Outcomes:	To be able to delete employee documents.
Prerequisites:	The user must have the required access to deleting employee documents.
Other Information:	None

PARALINEAR

	Construction					VINCENTIO
CONSTRUCTION	Projects				Search Project	
CLIENT QUOTES						
INVOICING				Test		
LINE ITEMS				Test		
ADMINISTRATION			Init	ial Invoice Created		
Employees 2			2 2021-09-27 T	fest Greenfield Vodacom		
Employee Type				View		
Employee Skill						
User Accounts			Niss	an Rosslyn		
Employee Documents?				Test TSS completed		
			3 2021-08-22 Pre	toria North temp Vodacom		
				View		
				sds		
				- dqw		
3.5.8.1.1 Na	avigate and	click th	ne "Human reso	ource" drop down n	nenu (1), click	"Employee"
button (2)	0			I		. ,
Gm Gohvan C	Construction					VINCENT YU LOG OUT
	Construction					VINCENT YU LOG OUT
CONSTRUCTION CLIENT QUOTES	Construction Employees				Search Employee	VINCENT YU LOG OUT
CONSTRUCTION CLIENT QUOTES	Construction Employees Employee ID	Initial	Full Name	Employee Type	Search Employee	VINCENT YU LOG OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS	Construction Employees Employee ID	Initial MVDW	Full Nume Michael Van Der Walt	Employee Type Director	Search Employee	VINCENT VJ LOB OUT
CONSTRUCTION CLEART QUOTES INVOICING LINE FTEMS ADMINISTRATION	Employees Employees	Initial MVDW MDV	Full Nume Michael Van Der Walt Michael Vosfoo	Employee Type Director Director	Search Employee	VINCENT VU LOB OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE TITEMS ADMINISTRATION	Employees Employee 10 1 2 3	Initial MVDW MDV A.R	Full Name Michael Van Der Walt Michael Vostoo Amore Rossouw	Employee Type Director Director Director	Search Employee	VINCENT VU LOB OUT
CONSTRUCTION CLEANT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMMAN RESOURCE	Employees Employees 1 2 3 4	Initial MVDW MDV A.R TET	Fell Name Michael Van Der Walt Michael Vosloo Amore Rossow Test Engelsyee Tester	Employee Type Director Director Director Director Quality Control Officer	Search Employee + : : : : :	VINCENT YU LOB OUT
CONSTRUCTION CLEANT GUOTES INVOICING LUNE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM	Employees Employee ID 1 2 3 4 5	Initial MVDW MDV A.R TET Tes	Full Name Michael Van Der Walt Michael Vostoo Amore Rossoow Test Empkyee Tester AnotherTest Tester2	Employee Type Director Director Director Director Quality Control Officer	Search Employee + : : : : : : : : : : : : : : : : : :	VINCENT VJ LOĐ OUT
CONSTRUCTION CLENT QUOTES INVOICING LUNE FIEMS ADMINISTRATION HUMAN RESOURCE TEAM CLENT	Employees Employees 1 2 3 4 5 6	Initial MVDW MDV A.R TET TES MT	Full Name Michael Van Der Walt Michael Vosioo Armore Rossouw Test Employee Tester AnotherTest Tester2 Matthew Veltman	Employee Type Director Director Director Quality Control Officer Financial Officer Director	Search Employee + : : : : : : : : : : : : :	VINCENT VJ LOG GUT
CONSTRUCTION CLENT QUOTES INVOICING LUNE (TEMS ADMINISTRATION HUMAN RESOURCE TLAM CLENT SUPPLETS	Construction Employees 1 2 3 4 5 6 7	Initial MVDW MDV A.R TET Tes MT A.R	Full Nume Full Nume Michael Van Der Walt Michael Vostoo Amore Rossoow Test Engelyee Tester AnotherTest Tester2 AnotherTest Tester2 Matthew Vettman Amore The OP? Rossoow	Employee Type Director Director Director Quality Control Officer Financial Officer Director Director Operations Manager	Search Employee + : : : : : : : : : : : : : : : : : :	VINCENT VJ LOG GUT
CONSTRUCTION CLEART GAOTES LINE TIEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEART CLEART REPORTS	Construction Employees 1 2 3 4 5 6 7 8	batia MVDW MDV A.R TET Tes MT A.R V	Full Nume Full Nume Michael Van Der Walt Michael Vasloo Michael Vasloo Amore Rossouw Test Engloyee Tester AnotherTest Tester2 Matthew VetIman Amore "The OP" Rossouw Vincent Yu	Employee Type Director Director Director Quality Control Officer Guality Control Officer Director Director Director Director Administrator	Search Employee	VINCENT VJ LOG OUT
CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEART SUPPLERS REPORTS	Construction Employees 1 2 3 4 5 6 7 8 9	autilai MVDW A.R A.R TET TES MT A.R V V CB	Full Hame Full Hame Michael Van Der Walt Michael Vasloo Michael Vasloo Amore Rossouw Amore Test Employee Tester Matthew Vetman Amore "The OP" Rossouw Vincent Yu Chaele Brown	Employee Type Employee Type Director Director Quality Control Officer Quality Control Officer Director Director Operations Manager Administrator Quality Control Officer	Search Employee + : : : : : : : : : : : : : : : : : :	VINCENT VJ LOĐ OUT
CONSTRUCTION CLEART QUOTES INVOICING LIARE TIEMS ADMINISTRUCTION ILME TIEMS ADMINISTRUCTION ILME TIEMS REPORTS	Employees Employees 1 2 3 4 5 6 7 7 8 9	Initial MVDW MDV A.R TET TES MT A.R V CB	Full Name Full Name Michael Vashoo Michael Vashoo Amore Rossow Test Employee Tester Another Test Tester2 Matthew Veltman Amore The OP* Rossow Vincent Yu Charlie Brown	Employee Type Director Director Director Quality Control Officer Pinancial Officer Director Operations Manager Administrator Quality Control Officer	Search Employee + : : : : : : : : : : : : : : : : :	VINCENT VU LOB OUT
CONSTRUCTION CLEAR QUOTES INVOICING LIKE ITEMS ADMINISTRATION ILEM ITEMS ADMINISTRATION ILEM ITEMS CLEAR CLEAR REPORTS	Employees D Employee D 1 2 3 4 5 6 7 8 9	Initial MVDW A.R TET TES MT A.R V CB	Fell Name Fell Name Michael Vasi Der Walt Michael Vosioo Amore Rossow Test Empkoyee Tester Another/Test Tester2 Another/Test Tester2 Matthew Veltman Amore "The OP" Rossouw Vincent Yu Charlie Brown	Employee Type Director Director Director Quality Control Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	VINCENT YU LOB OUT
CONSTRUCTION CLEENT QUOTES INVOICING LIENT FRANS ADMINISTRATICAI HAMAN INESOURCE LIENT CLEINT CLEINT REPORTS	Construction Employees 1 2 3 4 5 6 7 7 8 9	evitad MVDW A.R TET TES MT A.R V CB	Fell Name Fell Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Empkyee Tester Test Empkyee Tester AnotherTest Tester2 AnotherTest Tester2 Another Vettman Amore "The OP" Rossouw Vincent Yu Charlie Brown	Employue Type Director Director Director Quality Control Officer Director Director Operations Manager Administrator Quality Control Officer	Search Employee + : : : : : : : : : : : : :	VINCENT YU LOB OUT
CONSTRUCTION CLEART QUOTES INVOICING LIKE ITEMS ADMINISTRUTION ILEMATINI LESCURCE CLEART CLEART REPORTS	Construction Employees 1 2 3 4 5 6 7 7 8 9	evitad MVDW A.R TET Tes MT A.R V C.B	Full Name Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Engelsyee Tester AnotherTest Tester2 AnotherTest Tester2 Matthew Veltman Amore The OP' Rossouw Vincent Yu Charle Brown	Employue Type Director Director Director Quality Control Officer Operations Manager Administrator Quality Control Officer	Search Employee + : : : : : : : : : : : : :	VINCENT YU LOB OUT
CONSTRUCTION CLIENT QUOTES INVOICING LIENT QUOTES ACMINISTRATICM HUMANN RESOURCE CLIENT SUPPLEES REPORTS	Construction Employees 1 2 3 4 5 6 7 8 9	ential MVDW A.R TET Tes MT A.R V CB	Full Name Michael Van Der Walt Michael Vosloo Amore Rossouw Test Engelyse Tester Anothe/Test Tester2 Matthew Vethran Amore The OP' Rossouw Vincent Vu Chaele Brown	Employee Type Director Director Director Quality Control Officer Director Director Operations Manager Administrator Quality Control Officer	Search Employee + : : : : : : : : : : : : :	VINCENT YU LOB OUT
CONSTRUCTION CLENT QUOTES INVOICING LIENT GUOTES ADMINISTRUTION HUMAN RESOURCE CLENT RUPPLERS REPORTS	Construction Employees 1 2 3 4 5 6 7 7 8 9	evital MVDW A.R TET Tes MT A.R V C.B	Full Name Michael Van Der Walt Michael Vostoo Amore Rossoow Test Empkyee Tester AnotherTest Tester2 Matthew Vettman Amore "The OP" Rossoow Vincent Yu Charlie Brown	Employee Type Director Director Ouestion Guality Control Officer Director Operations Manager Administrator Quality Control Officer	Search Employee	VINCENT VJ LOĐ QUT
Gorvan C CONSTRUCTION LIENT GUOTTS INVOICING LIENT FRANK CLENT LIENT SUPPLEERS REPORTS 3.5.8.1.2 Th	Employees Employees 1 2 3 4 5 6 7 7 8 9 9	Initial MVDW A.R TET TES MT A.R V CB	Full Nume Full Nume Kichael Van Der Walt Kichael Vastoo Amore Rossow Test Employee Tester AnotherTest Tester2 Matthew Vellman Amore "The OP" Rossow Vincent Yu Chartle Brown Kince The OPT Rossow Kinc	Employee Type Director Director Quality Control Officer Girector Orector Orector Orector Operations Manager Administrator Quality Control Officer Home Screeen. The	Search Employee	vincent tvi Loo out

Green Goh	van Construction vwear vu useour
CONSTRUCTION	
CLIENT QUOTES	
INVOICING	Edit Employee Information
LINE ITEMS	Employee Name 1
ADMINISTRATION	Test Employee Tester
HUMAN RESOURCE	Employee email Phone Number most-so-Galemai (cm) 6 0623 0000 0000 0000 0000 0000 0000 000
ТЕАМ	Employee Initials
CLIENT	TET View Employee Compliance Documents
SUPPLIERS	Employee ID Number 7 Home Address 8
REPORTS	006295145067 14 La Perla Van Der Merwe Street Eldoraigne
	Employees Job Description
	Itesi Emolouwa Tune
	unipergent right
	Employee Skill
	11 Sill D Sill Decision
	Edit Employee
	Back
3.5.8.1.3	3 The system will display the "Edit Employee" Screen, Navigate to and click the
"View Fi	molovee Documents" hutton (6)
Game Gol	
CONSTRUCTION	Document Name Document Description Epipy Date View Document
CLIENT QUOTES	Test Doc edited Test Description for Document edited 2021-10-16
INVOICING	Edit Document
LINE ITEMS	Delete Document
ADMINISTRATION	2
HUMAN RESOURCE	
ТЕАМ	
CLIENT	
REPORTS	
	•
35814	The system will display the "Employee Documents" screen and click the
	The system will deplay the Employee becaments select and block the
"Addition	al Actions" button and then click "Doloto Document" button (2)

3.5.8.2 Delete Employee Document Exercise

Delete document for a "Charlie Brown" employee document using the following details:

If no documents appear that means there are no document on the system for that employee.

3.5.9 Create Account

Description:	This section will guide the user through the process of creating a new user account.
Expected Learning Outcomes:	To be able to create user accounts.
Prerequisites:	The user must have the required access to adding user accounts.
Other Information:	None

PARALINEAR

Gree Gohvan Co	onstruction				VINCENT YU LOG OUT
CONSTRUCTION	Projects			Search Project	ר
CLIENT QUOTES					
LINE ITEMS			Test		
ADMINISTRATION			Test Construction in progress		
Employees			2 2021-09-27 Test Greenfield Vodacom		
Employee Type			View		
User Accounts			Nissan Rosslyn		
2			Test		
					-
			3 2021-08-22 Pretoria North temp Vodacom		
			View		
			sds		
			dwqdqw		
			Final Invoice Generated		_
			4 2021-10-08 das tetes Vodacom		
3.5.9.1.1 Na	avigate and o	click the	"Human resource" dr	op down menu	(1), click "User
Account" bu	itton (2)			-	
Gran Gohvan	Construction				VINCENT YU LOG OUT
CONSTRUCTION	User Accounts			Searc	ch User Account
CLIENT QUOTES	1				
INVOICING	Employee ID 2	User Name	Email 4	Employee Type 5	6
LINE ITEMS	3	amoreross	amoreross16@gmail.com	Director	I
ADMINISTRATION	2	mvosloo29	mvosloo29@gmail.com	Director	:
HUMAN RESOURCE	6	Matthew17	matthewveltman17@gmail.com	Director	
ТЕАМ	9	Charlie	CB@gmail.com	Quality Control Officer	:
CLIENT			"		
SUPPLIERS					
REPORTS					
			8		
			•		
3.5.9.1.2 Th	ne system wi	ll load th	ne User Account Hom	e Screen. Ther	eafter click the "Add"
Button (8)	-				



Gonvan Const	ruction	VINCENT YU LOG OUT
CONSTRUCTION		
CLIENT QUOTES		
INVOICING	Creat Account	
LINE ITEMS	Employee*	
ADMINISTRATION	Create Account for:	
LI MAN DESCRIPCE	Role Type: Financial Officer	
HUMAN RESUURCE	3	
TEAM	amoreross16@gmail.com	
CLIENT	User Name: 5	
SUPPLIERS	AnotherTest	
REPORTS	Password: 6 Confirm Password: 7	
	Security Question:	
	Whta colour is the sky	
	Enter a custom question to your liking	
	Security Question Answer: 9	
	Enter an answer for your custom question	10
	Create User	
	Cancel	11
3.5.9.1.3 The	system will load the "Create User Account" scree m the employee drop down (1) and select the role	n (1). Thereafter select
ontor Lloorno	(1) (1) (2) (2) (2) (3)	rity question (9) Security
enter Userna	ne (5), Passworu (6), cominin passworu (7), Secu	nity question (6), Security
questions and	swer (9). Once complete click the "Create User Ac	count" button.
Gm Gohvan Const	ruction	VINCENT YU LOG OUT
CONSTRUCTION		
CLIENT QUOTES	Creat Account	
INVOICING		
LINE ITEMS	Employee *	
ADMINISTRATION	Create Account for: AnotherTest Tester2	
HUMAN RESOURCE	Role Type: Financial Officer	
TEAM	User Email	
CLIENT	amoreross16@gmail.com	
	User Name: Confirm	
SOPPLERS	AnotherTest Are you sure?	
REPORTS	Password: 3 No Yes	
REPORTS	Password 3 10 2 Password must in that h	
REPORTS	Password	
REPORTS	Password	
REPORTS	Password Password Password must match Password	
REPORTS	Password:	
REPORTS	Password: Password must match Security Question: Mita colour is the sky Enter a custom question to your liking Security Question Answer: Blue Enter an answer for your custom question	
REPORTS	Password:	
REPORTS	Password: 	
REPORTS	Password: 	
3.5.9.1.4 The	Password Password Password Password Password Passw	s" button (2) to confirm

Gran	Gohvan Cons	struction			VINCENT YU	LOG OUT
CONSTRUCTION		Employee Types		Search Employee Type		
CLIENT QUOTES						
INVOICING		Employee Type ID	Employee Type Description	+		
LINE ITEMS		2	Administrator			
ADMINISTRATION		1	Director			
HUMAN RESOURCE		37	Draftspe			
TEAM		39	1 create Employee			
CLIENT		33	Succesfully created.			
SUPPLIERS		34	"Employee Type Test" has been successfully created.			
REPORTS		35	Continue			
		31	Quality C Cancel Create			
		36	Site Manager			
			œ			
3.5.9.1	.5 The s	system will display a	Success Dialog (1), showing th	ne successful	creatior	n of
the Use	er Accol	unt" Click "Continue	" Button (2) to close the Succes	ss Dialog		

3.5.9.2 Create User Account Exercise

Create a User Account type using the following details:

User Name	HenryFord
Role Type	
Password	1234test
Confirm Password	What colour is the sky?
Security Question	Blue

3.5.10 Edit Account

Description:	This section will guide the user through the process of editing a new user account.
Expected Learning Outcomes:	To be able to edit user accounts.
Prerequisites:	The user must have the required access to editing user accounts.
Other Information:	None

Gr Gohvan Constru	truction	VINCENT YU LOG OUT
CONSTRUCTION	Projects Search Project	
CLIENT QUOTES		
LINE ITEMS	Test	
ADMINISTRATION	Test Construction in progress	
Employees	2 2021-09-27 Test Giveentield Vodacom	
Employee Type Employee Skill	Vew	
User Accounts	Nissan Rosslyn	
	1891 Initial Invoice Serverand	
	3 2021-08-22 Pretoria North teme Vodacom	
	View	
	sds	
	in registre Final Institute Denented	
	4 2021-1008 dis teler Volicom	
3.5.10.1.1 Nav	avigate and click the "Human resource" drop down m	enu (1), click "User
Account" butto	ton (2)	
Gran Gohvan Constr	struction	VINCENT YU LOG OUT
CONSTRUCTION	User Accounts Search U	ser Account
CLIENT QUOTES		
	Employee ID User Name Email Employee Type	+
ADMINISTRATION	2 mvosloo29 mvosloo29@gmail.com Director	: :
HUMAN RESOURCE	6 Matthew17 matthewvetman17@gmail.com Director	1
теам	8 VinceTest u15195059@gmail.com Administrator	:
CLIENT	5 AnotherTest123 amoreross16@gmail.com Financial Officer	
SUPPLIERS		Eait User
REPORTS		
	Ð	
3 5 10 1 2 The	e system will load the User Account Home Screen 1	bereafter click the
"Additional Act	ctions" button And then click "Edit User" button	
Green Gohvan Const	Instruction	VINCENT YU LOG OUT
CONSTRUCTION		
CLIENT QUOTES	Edit Employee Information	
INVOICING	User Name:	
LINE ITEMS	AnotherTest	
ADMINISTRATION	User Email: 2 amoreross16@gmail.com	
HUMAN RESOURCE	Password: 3 Confirm Password: 4	
TEAM	Password must match	
	Security Question: 5	
REPORTS	What colour is the sky Enter a custom question to your liking	
	Security Question Answer: 6	
	Blue — — Enter an answer for your custom question	
	Edit User	
	Cancel	8

3.5.10.1.3 The system will load the "Edit User Account" screen (1). Thereafter enter Username (1), email (2), password (3) Confirm password (4), Security question (5), Security questions answer (6). Once complete click the "Edit User Account" button (7). Gohvan Construction Gm Creat Account AnotherTest Tester2 Role Type: Financial Office Confirm Are you sure 3 No Yes 3.5.10.1.4 The system will then prompt you confirmation. Click "Yes" button (2) to confirm editing the user account with the entered details. Gohvan Construction Gran. VINCENT YU LOG OUT Create Employee Succesfully created. e Type Test' has been 36 Ð 3.5.10.1.5 The system will display a Success Dialog (1), showing the successful editing of the User Account". Click "Continue" Button (2) to close the Success Dialog.

3.5.10.2 Edit User Account Exercise

Edit an existing User Account using the following details:

	Original	Update
User Name	HenryFord	FordHenry
Password	1234test	Test124
Confirm Password	1234test	Test1234
Security Question	What colour is the sky?	What colour is the sky?
Security Question	Blue	Blue
Answer		

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3.5.11 Search Account

Description:	This section will guide the user through the process of searching for a user account.
Expected Learning Outcomes:	To be able to search user accounts.
Prerequisites:	The user must have the required access to searching user accounts.
Other Information:	None

CONTRACTOR
AUX CODES NOCIONE LIVE FILMS ADMESTRATION Fightings Tage Tage and Tage
Indication Test LME TIME Image: Second Sec
AMNOMINATION Test Projeves 0
Image: Second Secon
Erplayers Tree Count Count of
Ernplayer Byne Ernplayer Ball Uer Accourt 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Employee Sall Nissan Rosslyn Uter Account Test Istal Invice Samered Istal Invice Samered Istal Invice Samered Verv Verv Verv
Test bill invice Severed 3 2021-0-22 Pretrie Korth temp Vodecom Vere SdS dirighter Fard invice Severed
3 20210622 Pretoria North temp Vodacom Vere SdS dropdqv Frantrus Greenered
a 2021-08-22 Preforta North temp Vodacom Vew SdS dwgdqw Find Instate Statement
Vew sds dwgdqw Fair house Streamed
sds dwydgw Fraebraws Gwester
dwqdqw Final hosian Samanad
Find Inster Several
4 2021-19-08 das ref: Vodecom
3.5.11.1.1 Navigate and click the "Human resource" drop down menu (1), click "User
Account" button (2)
German Gohvan Construction VINCENT VI LOS COT
construction Lieger Accounts
INVOICING Employee ID User Name Email Employee Type +
LINE TEEMS 3 amoreross amoreross 16ggmail.com Director
LINE TITANS 3 amorenosis (@gmail.com Director 2 ADMINISTRATION 2 mvoiloo29@gmail.com Director 2
LINE TEXMS 3 amoreross amoreross 6@gmail.com Director it ADMINISTRATION 2 mvosloo29@gmail.com Director it RAMAN RESOurce 6 Matthew17 matthewetIman17@gmail.com Director it
LINE TIEMS 3 amorerosis 6@gmail.com Director 1 ADMINISTRATION 2 mosloo29@gmail.com Director 1 ADMINISTRATION 6 Matthew17 matthewetIman17@gmail.com Director 1 TEAM 8 VinceTest 1515959@gmail.com Administrator 1
Like (TEMS 3 amorerosis (aggmal.com Director ADMINISTRATION 2 mvosloo29@gmal.com Director NAMINISTRATION 6 Matthew17 matthewetIman17@gmall.com TEMA 8 VinceTest u151999@gmal.com CLINT 0 Chaile Oggmal.com
Like TEXMs 3 anorenosis (@gmail.com Director ADMINISTRATION 2 mvolo029@gmail.com Director 1 ADMINISTRATION 6 Mathen17 msolo029@gmail.com Director 1 REAMAN RESOURCE 6 Mathen17 mathewethman17@gmail.com Director 1 REAMAN RESOURCE 9 OnceTest 1519999@gmail.com Administrator 1 REAMAN RESOURCE 9 Chafle OB@gmail.com Quality Control Officer 1 REAMAN RESource 5 AnotherTest123 morenosis (@gmail.com Financial Officer 1
Like TITANS 3 anorross anorross16@gnal.com Diector 3 ADMINISTRATION 2 mvsloo29@gnal.com Diector 3 ADMINISTRATION 6 Mathew17 mathewetman17@gnal.com Diector 3 TEMM 6 Mathew17 mathewetman17@gnal.com Diector 3 CLINF 6 Mathew17 Gggnal.com Administrator 3 SIMPLIERS 0 Chalfer Signal.com Quality Control Officer 3
Like TIXMS 3 anorross anorross (§gmal.com Diecdr 3 ADMAINSTRATION 2 mvoloo29 mvoloo29@gmal.com Diecdr 3 ADMAINSTRATION 6 Mathew17 matheweitman17@gmal.com Diecdr 3 REAMAINSTRATION 6 Mathew17 matheweitman17@gmal.com Diecdr 3 REAMAINSTRATION 6 Mathew17 matheweitman17@gmal.com Mathew17 3 REAMAINSTRATION 6 0 Mathew17 Mathew17@gmal.com Mathew17 3 REAMAINSTRATION 6 0 0 10 3 3 3 REAMAINSTRATION 6 0 0 0 3 3 3 REAMAINSTRATION 6 0 0 0 0 3 3 REAMAINSTRATION 0 0 0 0 0 3 REAMAINSTRATION 0 0 0 0 0 0 <
Like TIME 3 anorross anorross (ägmal.com Diedor 3 ADMAINSTRATION 2 mvoidoo29 mvoidoo29@gmal.com Diedor 3 ADMAINSTRATION 6 Mathew17 matheweitman17@gmall.com Diedor 3 REAL 6 Mathew17 matheweitman17@gmall.com Diedor 3 REAL 6 MonoFest 01999@gmall.com Administrator 3 REAL 6 MonoFest 02@gmall.com Quality Control Officer 3 REAL 6 AnotherTest123 anoreoss16@gmall.com Pinancial officer 3
LIKE TEXMS 3 anorross morross16gma1com Director 1 ADMINISTRATION 2 mouloo29 mouloo29gma1com Director 1 HAMAN RESOURCE 0 Mathen17 mathewethma17/gma1com Director 1 REAM 0 NoreFret 1519599gma1com Administrator 1 REAM 0 NoreFret 08gma1com Qualify Control Officer 1 SUPPLIERS Fand Anorefret 08gma1com NoreFret 1
LIKE TIME 3 anorross monoross16@mal.com Director 1 ADMINISTRATION 2 monoloo29 monoloo29@mal.com Director 1 REMAIN RESOLUCE 6 Mathew17 mathewethmal 72@mall.com Director 1 REMAIN RESOLUCE 6 Mathew17 mathewethmal 72@mall.com Director 1 REMAIN RESOLUCE 9 OnoleTest 15959@mall.com Quality Control Officer 1 REMAIN RESOLUCE 6 AnoleTest 123 morross16@mall.com Pancial Officer 1 REMORTS Figure 1 AnoleTest 123 morross16@mall.com Pancial Officer 1
Like TIME 3 anorross monoross16gma1.com Director 1 ADMINISTRATION 2 monoloss29gma1.com Director 1 RAMAN RESOURCE 6 Mathen 17 matheweltman 17/gma1.com Director 1 REMAN RESOURCE 6 Mathen 17 matheweltman 17/gma1.com Director 1 REMAN RESOURCE 9 Onofest 1519999gma1.com Quality Control Officer 1 SIMPLISE 1 Nonferst123 anorross16gma1.com Plancial Officer 1 REMONS 5 Another Test123 anorross16gma1.com Plancial Officer 1
Like TIME 3 anorross morross (§gmal.com Director 1 ADMANSTRATION 2 mosloo29@gmal.com Director 1 RAMAN RESCURE 6 Mathew17 mathewethma17@gmal.com Director 1 IFAM 9 Onofest 1909@gmal.com Qualify Contol Officer 1 SIPPLERS 0 AntherTS123 anorross (§gmal.com Qualify Contol Officer 1 REPORTS 5 AntherTS123 anorross (§gmal.com Pinacla Officer 1
Like TIME 3 anoreosa moreosa (figmal.com Dieclor 1 ADMARSTRATION 2 mosloo29@mail.com Dieclor 1 RAMAR RESOURCE 6 Mathew17 matheweitman17@mail.com Dieclor 1 REAM 6 Mathew17 matheweitman17@mail.com Dieclor 1 1 REAM 6 Mathew17 distosa Dieglor Diallo Diallo Diellor 1 1 REMORS AnotherTest123 moreosa16@mail.com Pinacial Office 1
Image: second

Team 7

Gran	Gohvan Cons	truction						VINCENT YU	LOG OUT
CONSTRUCTION		User Accounts				Test	2		
CLIENT QUOTES		1							
INVOICING		Employee ID	User Name	Email	Employee Type	+			
LINE ITEMS		8	VinceTest	u15195059@gmail.com	Administrator	1			
ADMINISTRATION		5	AnotherTest123	amoreross16@gmail.com	Financial Officer	÷	_		
HUMAN RESOURCE									
ТЕАМ									
CLIENT									
SUPPLIERS									
REPORTS									
				•					
				Ð					
3.5.11	.1.4 On	ce you ha	ve found the	desired user a	ccount record y	ou can cle	ear th	e sea	arch
bar to	return to	o the Use	r Account ho	me screen defa	ault view.				

3.5.11.2 Search User Account Exercise

Search for an existing User Account using the following details:

User Name	HenryFord
-----------	-----------

3.5.12 Delete Account

Description:	This section will guide the user through the process of deleting an existing User Account record.
Expected Learning Outcomes:	To be able to delete a User Account.
Prerequisites:	The user must have the required access to delete a User Account.
Other Information:	None

Gran	Gohvan Constru	tion	VINCENT YU LOG OUT					
CONSTRUCTION		Projects	Search Project					
CLIENT QUOTES								
INVOICING		Test						
LINE ITEMS		Test						
ADMINISTRATION	1	Construction in progress						
Employees		2 2021-09-27 Test Greenfield Vodecom						
Employee Type		View						
Employee Skill		Nissan Rosslyn						
2		Test						
		Initial Invoise Generated						
		3 2021-06-22 Pretoria North temp Vodacom						
		View						
		sha						
		dwqdqw						
		Final Invoice Generated						
		4 2021-10-08 das teter Vodacom						
3.5.12	.1.1 Navi	gate and click the "Human Resource" drop do	wn menu (1), click "User					
Accou	nts" butto	on (2)						
G***_ (Gohvan Constru	ction	VINCENT YU LOG OUT					
CONSTRUCTION		Jser Accounts	Search User Account					
CLIENT QUOTES								
INVOICING	-	mployee ID User Name Email Employee Type	+					
LINE ITEMS	-	amoreross amoreross16@gmail.com Director	1					
ADMINISTRATION		mvosloo29 mvosloo29@gmail.com Director						
HUMAN RESOURCE		Matthew17 matthewettman17@gmail.com Director						
TEAM		Vince lest UI 5190098gmail.com Administrator	:					
CLIENT		AnotherTest123 amoreross16@gmail.com Financial Officer	Fdit Liser					
SUPPLIERS	_		Delete User					
REPORTS			2					
		•						
		v						
3.5.12	.1.2 Navi	gate and click the addition actions button (1), t	he click the "Delete User"					
button	(2).							

PARALINEAR _____



3.5.11.2 Delete User Account Exercise

Delete the User "FordHenry":

i ordinerity

3.5.13 Create Employee Type

Description:	This section will guide the user through the
	process of creating a new employee type.
Expected Learning Outcomes:	To be able to create employee types.
Prerequisites:	The user must have the required access to
	adding employee types.

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Other Information:

None



Team 7

CONSTRUCTION			
	Employee Types		Search Employee Type
CLIENT QUOTES			
INVOICING	Employee Type ID	Employee Type Description	+
INE ITEMS	2	Administrator	i
ADMINISTRATION	1	Director	i.
HUMAN RESOURCE	37	Drattsp. 1 Create Employee	i
теам	33	Financial Type	÷
CLIENT	34	Health ar What is the Employee Type Description	1
SUPPLIERS	35	Operation 2 Type Description	1
REPORTS	31	Quality C	1
	36	Site Man 4 Create 3	:
		O	
3 5 13 1 3 Th	e system will loa	d the "Add employee type" [Dialog (1) Thereafter enter the
ollowing: Err	nlovee Type Des	scription (2) Once complete	click the "Create" Button (4)
onowing. En	рюусс турс Бс		
Gam Gobyan Co	Instruction		VINCENT YU
Ger Gohvan Co	onstruction		VINCENTYU I
	Employee Types		Search Employee Type
Gome Gohvan Co Construction Clent quotes	Employee Types		Search Employee Type
CONSTRUCTION CLIENT QUOTES INVOICING	Employee Types	Employee Type Oscaription	Search Employee Type
Gonvan Co Constituction ELIANT GUOTES INVOICENS LIANE ITEMS	Employee Types Employee Types 2	Engloyee Type Desciption . Administrator	Search Employee Type
Gonvan Co Construction LINET GUATES LINE TIEMS LINE TIEMS ACLAINESTRATION	Employee Types Employee Type 0 2 1	Employee Type Description Administrator Director	Search Employee Type
Construction Client duotes Invoicing Line trems Addiningstration Haman Resource	Employee Types	Employee Type Description Administrator Director Director Director	Search Employee Type
Construction clush quotes Involution Line frems Addensestration Haman RESource TEAM	Employee Types	Engetypes Type Description Administrator Detector Datages Flances Health as Confirm	Search Employee Type
Gohvan Co construction clisht' quotes nivelicens clisht' quotes hamme fitsource clisht' clisht'	Instruction Employee Types Unperson Type ID 2 1 37 33 34 35	Encetyve Type Decorption Administrator Director Dealtape Feance Feance Feance T Confirm Areyou sure?	
CONSTRUCTION CALINIT CAUTUS ANDIGUES ANDIGUES AD	Instruction Employee Types Employee Type 0 2 1 3 3 3 4 3 5 3 3	Employee Type Description Administrator Director Director Planetes Health a Operate Employee Planetes Health a Operate Strate	Search Employee Type
CONSTRUCTION CLEANT QUOTES NIVOICING LINE TEMB HOMMAN RESOURCE CLEANT TEMM CLEANT REPORTS	Instruction Employee Types Employee Type D 2. 1. 37 33 34 35 31 36	Erretryve: Type Description Administrator: Director Darltspe Fleanes Health a Opensor Uneigne Bio Mar	Search Employee Type
CONSTRUCTION CLEARY GUOTES ANYOICTNO LINE TEAMS ADMINISTRATION HEAMINI RESOURCE CLEARY TEAM CLEARY BUPPLIERS BUPPLIERS	Instruction Employee Types Employee Type ID 2 1 3 3 3 4 4 25 31 36	Employee Type Description Administrator Deattor Deattor Finances Healtha Quertor Quertor Quertor Quertor Sine Mare	Seach Employee Type
CONSTRUCTION CLEART GUOTES ANDIGONG HIGH TEAMS ADDIMENSITIATION HIGHAN RESOURCE CLEART BUPPLERS BUPPLERS	Instruction Employee Types Employee Type II 2 1 2 3 3 3 4 35 31 35 31 36	Employees Type Description Administrator Director Director Director Prenares Healtha Operation Quality (Sine Marx	Search Employee Type
Сонтал Сс сонтпистон синт сиотта инистон ини инистон ини инистон	Instruction Employee Types Employee Type ID 2 1 3 3 3 4 3 5 3 1 3 6	Envelopeer Type Description Administrator Director Diafteer Flanance Health ar Operator Size Mar	Search Employee Type
Сонтал Сс сонятиистном силит филта инистал и	Instruction Employee Types Employee Typel D 2 1 37 33 34 35 35 31 36	Encatoree Type Description Administrator Derector Fleaters Health a Queenso Site Mar	Search Employee Type
CONSTRUCTION CLIENT QUOTES INVOICEND ADMENISTRATION ADMENISTRATION CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT CLIENT	Instruction Employee Types Employee Type ID 2 1 1 37 33 34 35 31 36	Encouvers Type Description Administrator Deretor Financia Grant Confirm Grant Administrator State Mark	Search Employee Type
CONSTRUCTION CLINIT QUOTES ADMINISTRUTION ADMINISTRUTION CLINIT C	Instruction Employee Types Corpersent 2 1 3 3 3 4 35 31 36	Excessive Type Oscurption Advanceduator Detector Finances Health a Operation Quality of Site Mar	Search Employee Type
CONSTRUCTION CLARIT QUOTES INVOICING LINE (TEMB ADMINISTRATION HEAMAN RECORRCE SUPPLIERS SUPPLIERS NEPORTS	Instruction Employee Types Unprove Type ID 2 1 3 3 3 4 3 5 5 6	Excerves Type Description Advanced and Description Tensors Ten	Search Employee Type
Gohvan Co Construction LINT QUOTES INVOICING I	te system will the	Dretove Type Description Administrator Dretor Preserve Preserv	teach Employee Type

Gran	Gohvan Cons	truction			VINCENT YU LA	OG OUT
CONSTRUCTION		Employee Types		Search Employee Type		
CLIENT QUOTES						
INVOICING		Employee Type ID	Employee Type Description	+		
LINE ITEMS		2	Administrator			
ADMINISTRATION		1	Director			
HUMAN RESOURCE		37	Draftspe			
TEAM		39	1 Nove			
CLIENT		33	Succesfully created.			
SUPPLIERS		34	"Employee Type Test" has been successfully created.			
REPORTS		35	Continue 2			
		31	Quality C Cancel Create			
		36	Site Manager			
			Ð			
3.5.13	.1.5 The	system will dis	splay a Success Dialog (1), sho	owing the successfu	I creatior	า
of the	employe	e type. Click "(Continue" Button (2) to close th	e Success Dialog.		

3.5.13.2 Create Employee Type Exercise

Create a new employee type using the following details:

Employee Type Description	Test Employee Type
---------------------------	--------------------

3.5.14 Search Employee Type

Description:	This section will guide the user through the process of creating a searching for an employee type.
Expected Learning Outcomes:	To be able to search for employee types.
Prerequisites:	The user must have the required access to searching for employee types.
Other Information:	None

Gm Gohvan C	Construction			VINCENT YU LOG OUT
CONSTRUCTION	Projects		Search Project	
CLIENT QUOTES				
INVOICING		Test		
LINE ITEMS		Test		
ADMINISTRATION		Initial Invoice Created		
HUMAN RESOURCE				
Employees		2 2021-09-27 Test Greenfield Vodacom		
Employee Type		View		
Employee Skill		Nissan Rosslvn		
User Accounts		Test		
Employee Documents?		TSS completed		
		3 2021-08-22 Pretoria North temp Vodacom		
		View		
		ada		
		Sus the dow		
3 5 1 / 1 1 N	avidate and click	the "Human Resource" drop d	own menu (1) click	
5.5.14.1.1	upos" button (2)	the fidman resource drop d		
	ypes bullon (2)			
Gonvan C	Construction			VINCENT YU LOG OUT
CONSTRUCTION	Employee Types		Search Employee Type	
CLIENT QUOTES	1			
INVOICING	Employee Type ID	Employee Type Description	+	
LINE ITEMS	2	Administrator	1	
ADMINISTRATION	1	Director		
HUMAN RESOURCE	3/	Urattsperson Employee Type Test	:	
ТЕАМ	33	Financial Officer	:	
CLIENT	34	Health and Safety Officer		
SUPPLIERS	35	Operations Manager	:	
REPORTS	31	Quality Control Officer	1	
	36	Site Manager	:	
		•		
3.5.14.1.1 Th	he system will loa	id the Employee Type Home S	creen. Thereafter, e	nter a
word in the k	(2) technickey (2) t	to find the unit type you are loc	oking for.	

Gran	Gohvan Construction			VINCENT YU	LOG OUT
CONSTRUCTION	Employee Types		Test 2		
CLIENT QUOTES					
INVOICING	Employee Type ID	Employee Type Description	+		
LINE ITEMS	39	Employee Type Test	1		
ADMINISTRATION					
HUMAN RESOURC					
TEAM					
CLIENT					
SUPPLIERS					
REPORTS					
		•			
		•			
3.5.14	.1.3 Once you have found the	e desired employee type record	d you can clear	the	
search	h bar to return to the package	type home screen default viev	۷.		

3.5.14.2 Search Employee Type Exercise

Search for employee type using the following details:

3.5.15 Edit Employee Type

Description:	This section will guide the user through the process of editing an existing employee type record.
Expected Learning Outcomes:	To be able to edit an employee type.
Prerequisites:	The user must have the required access to edit an employee type.
Other Information:	None



PARALINEAR _____

Employee Types Earth Employee Types Improve Types Improve Types	Employee Types Earch Employee Type Image Type Employee Image Type Employee Image Type Employee Type Employee Image Type Em	Employee Types		Search Employee Type
Image: trapper type transment Image: trapper type transment Image: trapper type trapper trapper trapper trapper t	Improve the province Improve the province Improve the province Improve the prove Improve the prov	Employee Type ID		
2 Advancement 1 1 Descent 1 2 Descent 1 3 Descent	2 Advectation # 1 Deschar # 2 Deschar # 3 Deschar # 4 Deschar # 5 Deschar # 6 Deschar # 6 Deschar # 6 Deschar		Employee Type Description	+
1 Deter 1 2 Depress Type Teil 1 0 3 Prescid offer Depress Type Teil 1 0 Depress Type Teil 1 Descont	1 Decks # <td>2</td> <td>Administrator</td> <td>1</td>	2	Administrator	1
10 Delegenon 1 10 Delegenon 1 10 Delegenon Delegenon 11 Delegenon 1 12 Delegenon 1 13 Delegenon 1 14 Hearth and Saling Officer 1 15 Operations Manager 1 16 Delegenon 1 17 Delegenon 1 18 Delegenon 1 20 Delegenon 1	3/ Delegenon i	1	Director	1
9 Exployer Type Test 9 Francial officer 9 Headh and Safety Officer 93 Operations Manager 10 Guidey Control Officer 11 Guidey Control Officer 12 Guidey Control Officer 13 Guidey Control Officer 14 Headh and Safety Officer 15 Guidey Control Officer 16 Bit Manager 17 Bit Manager 18 Exployer Type Manager 19 Exployer Type Manager 10 Bit Manager 11 Bit Manager 12 Bit Manager 13 Guidey Control Officer 14 Headh and Safety Officer 15 Bit Manager 16 Bit Manager 17 Bit Manager 18 Bit Manager 19 Exployer Type Manager 10 Bit Manager 11 Bit Manager 12 Bit Manager 13 Bit Manager 14 Bit Manager 15	9 Employee Type Test 10 Headth and Safely Officer 13 Guidely Officer 13 Guidely Officer 13 Guidely Officer 13 Guidely Officer 14 Headth and Safely Officer 15 Operations Manager 16 Site Manager 17 Guidely Officer 18 Site Manager 19 Site Manager 10 Site Manager 11 Site Manager 12 Advectority Type 13 Guidely Control Officer 14 Type Types 15 Site Manager 16 Type Types 17 Guide Type Types 18 Employee Type Manager 19 Employee Type Manager 10 Gueder 11 Gueder 12 Advectorier 13 Gueder 14 Employee 15 Gueder 16 Employee 17 Gueder 18	37	Draftsperson	:
3 Prevend offer attractoryse Type 34 reach address offer attractoryse Type 35 Operations Manager 1 36 Operations Manager 1 37 Operations Manager 1 38 Operations Manager 1 39 Bette Employee Type 1 30 State Manager 1 30 State Manager 1 avsigate and click the addition actions button (1), the click the "Edite per "button. onstruction Image: Type S State Manager Image: Type S State Manager 1 Image: Type S State Manager <	3 Parcal officer 4 Heath and Safky Officer 3 Operations Manager 3 Bit Manager 3 Bit Manager Parcel Addition Actions button (1), the click the "Edit by Button." Soutton: Soutton: Compose Type Secret Employee Type Imployee Type Secret Employee Type Imployee Type Imployee Type Imployee Type Manager Imployee Type Imployee Type Manager Imployee Type	39	Employee Type Test	: (2)
34 reath and safety officer 35 Operations Manager 31 Outly Control Officer 30 Site Manager avigate and click the addition actions button (1), the click the "Edit per button. onstruction Image: Site of the state of	Image: search registry Detect registry Detect registry 30 Operations Manager 1 31 Outling Control Officer 1 32 Ster Manager 1	33	Financial Officer	Edit Employee Type
3 Operations Manager 1 31 Quality Control officer 1 35 Site Manager 1 36 Site Manager 1 36 Site Manager 1 36 Site Manager 1 37 Control of Con	3 Operations Manager 1 1 Outling Control Officer 1 20 site Manager 1 20 site Manager<	34	Health and Safety Officer	Delete Employee Type
a duary duared under 3 ste Manager 3 ste Manager	a camp context 3 site Marager 3 site Marager avigate and click the addition actions button (1), the click the "Edit pe" button. construction Construction Employee Types Search Employee Type 1 Drector 2 Administrator 1 Drector 2 Administrator 1 Drector 2 Administrator 3 Greater 4 Greater 5 Greater	35	Operations Manager	
avigate and click the addition actions button (1), the click the "Edit pe" button. onstruction Implying Type Employee Type Barcher Type Imployee Type Type Imployee Type Type Imployee Type Type	Interview Interview Invigate and click the addition actions button (1), the click the "Edit pe" button. Instruction Improve Types Improve Types Search Employee Type Improve Type	36	Quality Control Officer	:
Employee Types Search Employee Type Employee Type ID Employee Type Description + 2 Administrator # 3 Director # 33 Financial # 34 Healthan 2	Employee Types Search Employee Type Imployee Type 0 Employee Type Beactgion + 2 Administrator # 1 Director # 37 Drafts 1 39 Employee Type 0 # 33 Financia # 34 Health Imployee Type Test 35 Operator #		•	
Employee Type ID Employee Type Description 2 Administrator 1 Director 37 Draft 9 Engloyee 33 Financial 34 Health on	Employee Type Docurption 2 Administrator 1 Director 37 Draft 1 39 Employee Type Description 33 Financia 34 Healthen 35 Operation	Navigate and clic ype" button. ^{Construction}	€ k the addition actions button (1), the click the "Edit /
2 Administrator 1 1 Director 1 37 Drafta 1 39 Employee 1 33 Financia 1 34 Health an 2	2 Administrator 1 1 Director 1 37 Dirafta 1 39 Employee 1 33 Financia 1 34 Health Top Enclosion 35 Operator 1	Navigate and clic ype" button. Construction Employee Types	€ •k the addition actions button (1), the click the "Edit / Search Employee Type
1 Director I 37 Draft 1 I 90 Employee Type I 33 Financia I 34 Health n 2	1 Director i 37 Drafts i 39 Employee i 33 Financia i 34 Health Imployee Type Test 35 Operation i	Navigate and clic ype" button. Construction Employee Types Employee Type D	the addition actions button of the second se	(1), the click the "Edit A Search Employee Type
37 Drafte 1 I 39 Employe Edit Employee 33 Financial 34 Health an Employee Type Text	37 Drafte 1 39 Employe 33 Financia 34 Health at 1 35 Operation	Navigate and clic ype" button. Construction Employee Types 2	the addition actions button of the second s	(1), the click the "Edit Search Employee Type
39 Employee # 33 Financial If Employee Type Description If 34 Health ar Type Description If Type If If If Type If If If	39 Engloye Engloye Financia 33 Financia Financia Edit Engloye Type Description E 34 Heath ar Type Description E 35 Operation E	Navigate and clic ype" button. Construction Employee Types 2 1	the addition actions button	(1), the click the "Edit / Search Employee Type
33 Financia Edit Employee Type Description 1 34 Health at Type Description 2	33 Financia Edit Engloyee Type Description E 34 Health ar Type Type Text E 35 Operation E	Navigate and clic ype" button. Construction Employee Types Employee Type 8 2 1 37	the addition actions button	(1), the click the "Edit Search Employee Type + : : :
Type Description Employee Type Test	35 Operation	Navigate and clic ype" button. Construction Employee Types 2 1 37 39	Explores Type Description	(1), the click the "Edit Search Employee Type + : : : : :
35 Operation		Navigate and clic ype" button. Construction Employee Type D 2 1 1 27 39 33 39	Exployee Type Description Complexe Type Description Complexe Type Description Complexe Type Description Complexe Type Co	(1), the click the "Edit Search Employee Type
Canada Edit	31 Quality Cancel Edit	Navigate and clic ype" button. Construction Employee Type D 2 1 37 39 33 34 35	Explorer Type Description Administrator Director Director Engloyer Type Description Call Employee Type Frances Bergioyee Type Type Type Tescription Call Employee Type Type Tescription Call Employee Type Type Tescription Call Employee Type Tescription Call Employee Type Tescription	(1), the click the "Edit of the second secon
31 Quality G Current Control Control	4 3	Navigate and clic ype" button. Construction Employee Types 2 1 2 1 39 33 34 35 31	Explores Type Description Explores Type Test Constrained Explores Type Test Constrained Exp	(1), the click the "Edit of Search Employee Type + E E E E E E E E E E E E E E E E E E
34 Health ar Type Description 2 : Engloyee Type Teat	Edit Engloyee Type Description 34 Type Description 35 Operation 2 ::	Navigate and clic ype" button. Construction Employee Types Employee Type B	the addition actions button of the second s	1), the click the "E Search Employee Type +
34 Health at Type Description Employee Type Test	34 Health at Employee Type Test 2 I 35 Operation I	vigate and clic e" button. struction Employee Types 2 1 37 39	the addition actions button of	1), the click the "Ed Search Employee Type + : : : : : :
35 Operation .*		evigate and clic be" button. postruction Employee Types 1 2 1 37 39 33 34	Exercises Type Description	(1), the click the "Edit Search Employee Type + i i i i i i i i i
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HUMAN RESOURCE	37	Employee	
TEAM	33	Financia Confirm	-
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3.5.15.1.4 100	e system will prompt	you for confirmation (1) for ea	lung the employee type.
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3.5.15.2 Edit Employee Type Exercise

Edit the employee type "Employee Type Test" using the following updated details:

	Original	Update
Employee Type Description	Employee Type Test	Employee Type Edited

PARALINEAR

3.5.16 Delete Employee Type

Description:	This section will guide the user through the process of deleting an existing employee type record.
Expected Learning Outcomes:	To be able to delete an employee type.
Prerequisites:	The user must have the required access to delete an employee type.
Other Information:	None

Gree Gohvan Con	struction			VINCENT YU LOG OUT		
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INVOICING		Test				
LINE ITEMS		Test				
ADMINISTRATION		Initial Invoice Created				
HUMAN RESOURCE						
Employees		2 2021-09-27 Test Greenfield Vodacom				
Employee Type 2		View				
Employee Skill		Nissan Rosslvn				
User Accounts		Test				
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		3 2021-08-22 Pretoria North temp Vodaco	m			
		View				
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3 5 16 1 1 Nav	vinate and click	the "Human Resource" dr	op down menu (1) click	"employee		
types" hutton ((2)			employee		
Girm Gohvan Con	struction			VINCENT YU LOG OUT		
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LINE ITEMS	2	Administrator	1			
ADMINISTRATION	1	Director	1			
HUMAN RESOURCE	37	Draftsperson	:			
ТЕЛМ	39	Employee Type Edit Test	: •			
CLIENT	33	Financial Officer	Edit Employee Type			
SUPPLIERS	34	Health and Safety Officer	Delete Employee Type			
REPORTS	35	Operations Manager	: 4			
	31	Quality Control Officer				
	30	Site Manager	:			
3.5.16.1.2 Navigate and click the addition actions button (1), the click the "Delete						
employee type" button (2).						

Team 7
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ADMINISTRATION		1	Director	1	
HUMAN RESOURCE		37	Draftsperson	i.	
ТЕАМ		39	Employee T 1 th Test	i .	
CLIENT		33	Financial Offic Confirm	1	
SUPPLIERS		34	Health and Sa	÷	
REPORTS		35	Operations Mt 3 No Yes 2	1	
		31	Quality Control Omder	1	
		36	Site Manager	1	
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			•	· · · · · ·	
3.5.16	.1.3 The	e system will j	prompt you for confirmation (1) fo	r deleting the empl	oyee type.
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ADMINISTRATION		1	Director	1	
HUMAN RESOURCE		37	Draftsperson	1	
TEAM		33	1 Januar Officer	1	
CLIENT		34	Succesfully deleted.	1	
SUPPLIERS		35	"Employee Type Edit Test" has been successfully deleted.	:	
REPORTS		31	Continue	1	
		36	Site Manager	1	
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3.5.16	.1.4 The	e system will o	display a Success Dialog (1), sho	wing the successfu	I deleting
of the	employe	e Type. Clicl	k "Continue" Button (2) to close th	ne Success Dialog.	

3.5.16.2 Delete Employee Type Exercise

Delete the employee type "Employee Type Edited":

Employee Type	Employee Type Edited
Description	

3.5.17 Create Employee Skill

Description:	This section will guide the user through the process of creating a new employee skill.
Expected Learning Outcomes:	To be able to create employee skills.

PARALINEAR

Prerequisites:	The user must have the required access to adding employee skills.
Other Information:	None



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HUMAN RESOURCE	4	tester Create Employee	1	
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SUPPLIERS		Skil Description		
REPORTS		Cancel Create		
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following Skill	Description (2) (The Create employee skill	Dialog (1). Therean	
	struction	blice complete click the Cl	eale Bullon (3).	VINCENT YU LOG OUT
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of the	employee skill Click "Con	tinue" Button (2) to clos	se the Success Dialog		

3.5.17.2 Create Employee Skill Exercise

Create a new employee skill using the following details:

Employee Skill Description	Test Employee Skill
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3.5.18 Search Employee Skill

Description:	This section will guide the user through the process of creating a searching for an employee skill.
Expected Learning Outcomes:	To be able to search for employee skills.
Prerequisites:	The user must have the required access to searching for employee skills.
Other Information:	None

	Instruction		VINCENT TO LOG OUT
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LINE ITEMS		Test	
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		d ddw	
3.5.18.1.1 Na	ivigate and click the "Human F	Resource" drop down mei	nu (1), click
<u>"Employee S</u>	kill" button (2)		
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Team 7

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3.5.18	.1.3 Ond	ce you hav	e found the de	sired employe	ee skill record	l you can clea	ar the	
search	n bar to i	return to th	e package type	e home scree	n default viev	V.		

3.5.18.2 Search Employee Skill Exercise

Search for employee type using the following details:

Employee Skill Description Employee Skill Test

3.5.19 Edit Employee Skill

Description:	This section will guide the user through the process of editing an existing employee skill record.
Expected Learning Outcomes:	To be able to edit an employee skill.
Prerequisites:	The user must have the required access to edit an employee skill.
Other Information:	None



PARALINEAR _____

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"Employee S	kill" button (2	2)		
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lick the "Ves	" button (2) to	continue	mation (1) for cutting the employee ski	
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CONSTRUCTION CLEAT QUOTES INVOICING LINE TEMS ADMINISTRATION HAMAIN RESOLRCE TEAM CLENT SUPPLIERS REPORTS	Skills	Skil Description Developer Skill Edit Test tentp test 1 Succesfully edited. "Skill Edit Test" has been succ tothing 2	Search Skill	
CONSTRUCTION CLIENT QUOTES INVOICING ADMINISTRATION HAMAN RESOLUTCE TEAM CLIENT CLIENT REPORTS	Skills search s s s s 4	Skil Description Developer Skill Edit Test test test tester Skill Edit Test' has been succ Continue 2	Search Skill	
CONSTRUCTION CLIENT QUOTES INVOICING ADMINISTRATION HAMAN RESOLUTION TEAM CLIENT CLIENT SUPPLIERS	Skills set 0	Skil Description Developer Skill Edit Test test tester Skill Edit Test has been succ Continue	Search Skil	
SONSTRUCTION LIGHT QUOTES NVOICINO IME ITEMS SUMINISTRATION RUMAN RESOURCE EAM LIGHT REPORTS B.5.119.1.5 The	Skills	Skil Description Developer Skill Edit Test temp test tester testester tester tester tester tester tester tester tester tester te	search Skill	q of

3.5.19.2 Edit Employee Skill Exercise

Edit the skill "Employee Skill Test" using the following updated details:

	Original	Update
Skill Description	Employee Skill Test	Employee Skill Edited

3.5.20 Delete Employee Skill

Description:	This section will guide the user through the process of deleting an existing employee skill record.
Expected Learning Outcomes:	To be able to delete an employee skill.

PARALINEAR

Prerequisites:	The user must have the required access to	
	delete an employee skill.	
Other Information:	None	



CONSTRUCTION	Skills		Search Skill	
CLIENT QUOTES				
NVOICING	Skill ID	Skill Description	+	
LINE ITEMS	1	Developer	÷	
ADMINISTRATION	6	Skill Edit Test	÷	
HUMAN RESOURCE	2	temp	i	
ТЕАМ	5	test 1	1	
ILIENT	4	tester Confirm	i.	
SUPPLIERS				
8 5 20 1 3 Th	e system will	et normativou for confir	mation (1) for deleting the	employee skill
.5.20.1.3 IN	e system will	prompt you for confir	mation (1) for deleting the	e employee skill.
	s" button (2) t	o continue.		
(G) Gohvan Co	netruction			
				VINCENT YU LOG OL
	Skills		Search Skill	VINCENT YU LOG OL
	Skills		Search Skill	
DINSTRUCTION LIENT QUOTES INVOICING	Skills	Bill Description	Search Skill	
ILENT QUOTES NVOICING NE ITEMS	Skills	Buil Description Developer	Search Skill + E	
UNITRUCTION LERIT QUOTES VOICINO NE ITEMB SIMENISTRATION	Skills 1 2	Skill Description Developer temp	Search Skill + E	
URNET QUOTES URNET QUOTES INVOICING INVOICING INVOICING UNIANN RESOURCE	Skills skilo 1 2 5	Bill Description Developer temp test	Search Skill + E E E E E E E E E E E E E E E E E	
USARTALICTION LIENT QUOTES INVOICING DAINIBTRATION LUMAIN RESOLUTIOE EAM	Skills Skills 1 2 5 4	Sall Decorption Developer temp test tester 1	Search Skill +	
ULENT CLORA	Skills Skills 1 2 5 4	Skill Description Developer Lemp Lest Lester 1 Succesfully deleted. "Skill fail Teat' has been succe	Search Skill +	
CONSTRUCTION 2LENT QUOTES NIVOCINIO UNE ITIME ADMINISTRATION REALAN RESOURCE ELENT 2LENT	Skills Skills 1 2 5 4	Shill Description Developer temp test tester Succesfully deleted. "skill Edit Test" has been succe	Search Skill + Search Skill study dekted,	
ELERT CALCERS LIERT CALCERS INVOICING UNRITERING LIERT CALCERS ELERT EEAM EEPORTS	Skills Skills 1 2 5 4	Skil Description Developer temp test test Succesfully deleted. 'Skill Edit Test' has been succe continee	Search Skill	
LUENT QUOTES LUENT QUOTES NIVOCINO LUENT TEMS ALMANISTRATION HAMAN RESOURCE TEAM LEINT LEINT REPORTS	Skills Skills 1 2 5 4	Bill Description Developer temp test tester Succesfully deleted. "Sull Edit Test" has been succe Continue	Search Skill	
CLENT QUOTES NIVOICENO LINE TEMIS ADMENISTRATION HEMANN RESOURCE TEMIA CLENT SUPPLIERS SUPPLIERS	Skills Skills 2 5 4	suit Deusription Developer temp test tester Succesfully deleted. "Suit test frest" has been succe	Search Skill	
CONSTRUCTION CLEAR QUOTES INVOICEND LINE ITTIMS ADMENISTRATION HEAMAN RESOURCE TEAMA CLEAR CLEAR REPORTS	Skills Skills 2 5 4	suit Deuroption Developer test test tester Succesfully deleted. "Suit Eat Teat' has been succe	Search Skill	
CLENT QUOTES NIVOCINO ADMINISTRATION HAMAN RESOURCE TEAM CLENT SUPPLERS REPORTS	Skills Skills 1 2 5 4	Sail Description Developer temp test test Succesfully deleted. "Sail Edit Teat" has been succe continue	Search Skill Search Skill	
CLENT QUOTES NIVOICINO LINE ITIME ADMINISTRATION HUMAN RESOURCE TEAM CLENT SUPPLIERS REPORTS	Skills Skills 1 2 5 4	Bail Description Developer temp test test tester Succesfully deleted. "sall bit Test" has been succe	Search Skill Search Skill	
CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS ADMINISTRATION HIJMAN RESOURCE TEAM CLEART SUPPLIERS REPORTS	Skills Skills 1 2 5 4	Bill Deuroption Developer temp test tester Succesfully deleted. 'Sall dat test' has been succe Continor 2	Search Skill	
ILENT QUOTES NEWTONOTES NEWTING SUMMETRATION ALIANT RESURCES REVORTS	Skills Skills 1 2 5 4	Still Deuroption Developer text text text Succesfully deleted. Said Edit Text' has been succe Containing	Search Skill	
NATRUCTION INTERNATION NETENAS NAME RESOLUTION INTERNATION INTERNATION POPULIERS POPULIERS POPULIERS 1 4 Th	Skills Skills 1 2 5 4	Sall Decorption Developer text text text text text text text te	study detect.	ccessful deleting

3.5.20.2 Delete Employee Skill Exercise

Delete the skill "Employee Skill Edited":

Skill Description Employee Skill Edited

3.6 Team		
3.6.1 Create Team		
Description:	This section will guide the user through the process of adding a new team.	
Expected Learning Outcomes:	To be able to add a new team.	
Prerequisites:	The user must have the required access to add a new team to the system.	
Other Information:	None	



Team 7

Green Gohvan Con	struction			VINCENT	U LOG OUT
CONSTRUCTION		New	Team Information	^	
CLIENT QUOTES	1	iicii		2	
INVOICING	Team Name *		Team Manager *	· .	
LINE ITEMS		Employee *	¥ € Add		
ADMINISTRATION					
HUMAN RESOURCE			Create Team		
ТЕАМ			Cancel		
CLIENT					
SUPPLIERS					
REPORTS					
				*	
3.6.1.1.3 The	system will Ic	ad the "Create T	Feam" Screen. 1	Thereafter enter the followir	ig:
Team Name (1), select a te	eam manager (2)), select an emp	loyee from Employee drop	U
down menu (3), Click the "/	Add" button (4) to	o add the select	ed employee to the team. T	⁻ he
selected empl	oyee will app	ear in a table (se	ee next step)		
Gran Gohvan Con	struction	х Х		VINCENT YU	LOG OUT
CONSTRUCTION					
CLIENT QUOTES		New T	eam Information		
INVOICING	Team Name * Brownies		Team Manager * Michael Vosloo	•	
LINE ITEMS		Employee *			
ADMINISTRATION	1 2	Vincent Yu	• Add		
HUMAN RESOURCE	Name	Surname	Status	_	
TEAM	Amore	Rossouw	test		
CLIENT	Matthew	Veltman	Active		
SUPPLIERS	Vincent	Yu	Active		
REPORTS			Create Team		
			Cancel	~	
3.6.1.1.4 Once	e vou are sat	isfied with the te	am. click the "C	reate Team" button (6)	

3.6.1.2 Create Team Exercise

Create a new team using the following details:

Team Name	Hello World
Team Manager	Michael Vosloo
Add Employee(s)	Amore Rossouw
	Matthew Veltman

3.6.2 Search Team

Description:	This section will guide the user through the process of searching for a team.
Expected Learning Outcomes:	To be able to search for a team.
Prerequisites:	The user must have the required access to
	search for a team.

PARALINEAR

Other Information:

None

Comm Cohyan	Construction		VINCENT VI
Gonvan	Construction		VINCENT YU L
	Projects	Search Project	
	Test		
	Test		
MINISTRATION	Assigned Team		
UMAN RESOURCE	2 2021-09-27 Test Greenfield Vodacom		
JENT	View		
PPLIERS	Nissan Rosslyn		
PORTS	Test		
	Assigned Team		
	3 2021-08-22 Pretoria North temp Vodacom		
	View		
	sds		
	the daw		
.6.2.1.1 Na	avigate and click the Team button (1)		
Gom Gohvan	Construction		VINCENT YU LOG
CONSTRUCTION	Teams	Search Team	
CLIENT QUOTES			
INVOICING	Filter: TActive Thactive	O Reset	
UNE ITEMS	2 Team Status: 🔗 Active	^	
ADMINISTRATION	Team Manager: Michael Vosloo		
IUMAN RESOURCE	BP site		
ГЕАМ	Taum Statum 🕜 Artika		
CLIENT	Team Manager: Michael Vosioo		
SUPPLIERS	test		
REPORTS		_	
	Team Status: 🕗 Active Team Manager Michael Vosloo	×	
	stownies		
	Team Status: 🤗 Active	^I	
	- cold in mininger, microsol a concor		
		v	
	•		
	V		
6010	a avatam will load the Team Llama Caraca. The	raaftar antar a war-	1 10 46 0

Green	Gohvan Construction	VINCENT YU	LOG OUT
CONSTRUCTION	Teams 1		
CLIENT QUOTES			
INVOICING	Filter: TActive Tinactive		
LINE ITEMS	HELLO WORLD		
ADMINISTRATION	Team Status 🔗 Active		
HUMAN RESOURCE	Team Manager: Michael Vosioo		
TEAM	HelloWorld		
CLIENT	Taux Statur 🕜 Jethia		
SUPPLIERS	Team Manager: Michael Vosico		
REPORTS	Hello World		
	Team Status: 🔗 Active		
	Team Manager: Michael Vosioo		
	e		
3.6.2.	1.3 Once you have found the desired client record you can click the "Edit /	View	/"
outton	to view or edit the team.		

3.6.2.2 Search Team Exercise

Search for a team using the following details:

Team Name	Hello World

3.6.3 Edit Team

Description:	This section will guide the user through the process of editing a team.
Expected Learning Outcomes:	To be able to edit a team.
Prerequisites:	The user must have the required access to edit a team.
Other Information:	None

Gran	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION	Projects Search Project	
CLIENT QUOTES		
INVOICING	Test	
LINE ITEMS	Test	
ADMINISTRATION	Assigned Feam	
	2 2021-09-27 Test Greenfield Vodacom	
	View	
SUPPLIERS		
REPORTS	Nissan Rosslyn	
	Test Assigned Team	
	3 2021-06-22 Pretoria North temp Vodacom	
	View	
	sde	
3.6.3.1	.1 Navigate and click the Team button (1)	
Gran	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		
CLIENT QUOTES	Teams Search Team	
INVOICING	Filter: ₹Active ₹Inactive • Reset	
LINE ITEMS	2 Team Status ⊘ Active	
ADMINISTRATION	Team Manager; Michael Vosloo	
HUMAN RESOURCE	BP site	
TEAM	Team Status: 🔗 Active	
CLIENT	Team Manager: Michael Vosloo	
REPORTS	Test	
	Team Status 🧭 Active	
	Bennis	
	Team Status 💟 Active 🗹 Team Manager: Michael Vosloo	
	×	
3.6.3.1	.2 The system will load the Team Home Screen. Thereafter, enter a wor	d in the
keywo	rd filter (1) to find the team you are looking for.	

Green	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION	Teams	1
CLIENT QUOTES	Filter TArtius Thartius	at
INVOICING		
LINE ITEMS	HELLO WORLD	
ADMINISTRATION	Team Status: 🔗 Active	
HUMAN RESOURC	Team Manager: Michael Vosloo	
TEAM	HelloWorld	
SUDPLIEDS	Team Status: 🔗 Active	
REPORTS	Team Manager: Michael Vosloo	
	Hello World	
	Team Status: 🕑 Active	
	reall Malaye, Mulder Volko	
	e	
3.6.3.	1.3 Once you have found the desired client record you can click the	"Edit / View"
buttor	to view or edit the team.	
Gran	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		<u>^</u>
CLIENT QUOTES	2 test	
INVOICING	Team Manager: Michael Vosioo	
LINE ITEMS	Status: 🔗 Active 3	
ADMINISTRATION	Employee 5 Date Assigned 6	
HUMAN RESOURC	Amore Rossouw 13/10/2021	
ТЕАМ	Deactivate Team 🧭	
CLIENT	Cancel	l l
SUPPLIERS		
REPORTS		
		U. C.
3.6.3.	1.4 The system will display the Team information screen. To change	the team's
status	, click the "Deactivate Team" button (7)	

Team 7

Gran	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		^
CLIENT QUOTES	test	
INVOICING	Team Manager: Amore Rossouw	
LINE ITEMS	Status: 🤗 Active	
ADMINISTRATION	Employee Date Assigned	
HUMAN RESOURCE	AnotherTest Tester2 11/10/2021	
TEAM	Michael Vosico 1 11/10/2021	
CLIENT	Michael Van Der Walt Confirm 12/10/2021	
SUPPLIERS	3 2	
REPORTS		_
		×
3.6.3.1	.5 The system will prompt you for confirmation. Click the "Y	es" button to continue.
6	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		^
CLIENT QUOTES	2 test	
INVOICING	Team Manager: Michael Vosloo	
LINE ITEMS	Status: 🔗 Active 3	
ADMINISTRATION	Employee 5 Date Assigned 6	
HUMAN RESOURCE	Amore Rossouw 13/10/2021	
ТЕАМ	Deactivate Team 🕖	
CLIENT	Cancel	
SUPPLIERS		
REPORTS		
		×
3.6.3.1	.6 ALT If you wish to terminate the operation, click the "Ca	ncel" button (8).
5.5.0.1		

Gran	Gohvan Construction	VINCENT YU LOG OUT
CONSTRUCTION		^
CLIENT QUOTES	test	
INVOICING	Team Manager: Amore Rossouw	
LINE ITEMS	Status: 🤣 Active	
ADMINISTRATION	Employee Date Assigned	
HUMAN RESOURCE	AnotherTest Tester2 11/10/2021	
ТЕАМ	Michael Vosico 1 11/10/2021	
CLIENT	Michael Van Der Walt Confirm 12/10/2021	
SUPPLIERS	Are you sure?	
REPORTS	3 No Yes 4	
		v
3631	7 ALT If you wish to stop the edit process, you can click the "No" h	utton (3) to
roturn	to the team information screen	

3.6.3.2 Edit Team Exercise

Edit a team using the following details:

Team Name	Hello World
Status	Inactive

3.7 Inventory Management	
3.7.1 Add Line-Item	
Description:	This section will guide the user through the process of creating a new line-item.
Expected Learning Outcomes:	To be able to create line-items.
Prerequisites:	The user must have the required access to adding line-item.
Other Information:	None

	Sohvan Construction		VINCENT YU LOG OUT
CONSTRUCTION	Projects		Search Project
CLIENT QUOTES			
		Test	
		Test	
Line Items		TSS completed	
Unit Types	0	Test Constitut Victoria	
Package Types	2 2021-09-27	rest Greenned Vodacom	
CLIENT		View	
SUPPLIERS	Ν	issan Rosslvn	
REPORTS		Test	
		TSS completed	
	3 2021-08-22	Pretoria North temp Vodacom	
		View	
0744	4 New Sector and all all the filling life one	" - I	
3.7.1.1	T Navigate and click the Line Items	arop down menu (1), d	SIICK LINE ITEMS DUTTON
(2)			
COMMAN	Gohvan Construction		VINCENT YU LOG OUT
CONSTRUCTION	Line Items	s	Search Line Item
INVOICING	1 Vendor Material Number 2 Line Rem Name 3	4 Unit Type	5 Price 6
LINE ITEMS	GOHVAN_VFZA_CW_NGA_196 GF Site Prep, Clearing& Filling	Per Site	R 13926.5
ADMINISTRATION	GOHVAN_VFZA_CW_NGA_218 GF Std Security Night shift - Non Std	shifts	R 1024.98
HUMAN RESOURCE	GOHVAN_VFZA_CW_NGA_217 GF Std Security day shift - Non Standard	shifts	R 512.49
теам	GOHVAN_VFZA_CW_NGA_179 GF High Security Night shift - Non Std	shifts	R 1742.46
CLIENT	GOHVAN_VFZA_CW_NGA_175 GF High Security Day shift - Non Std	shifts	R 871.23
SUPPLIERS	GOHVAN_VFZA_CW_NGA_173 GF Greenfield Design requirements Rural	Per Site	R 17310.77
REPORTS	GOHVAN_VFZA_CW_NGA_174 GF Greenfield Design requirements Metro	Per Site	R 12530.8
	GOHVAN_VFZA_CW_NGA_169 GF Equip Cabinet handling fee	Per Site	R 15316.32
	CONVAN_VEZA_CW_NGA_219 GF Tower Handling Fee	Per Site	N 4221.20 :
	OUHVAR_VFZA_CW_NOA_184 OF PM NOR-Standard Cub Fee	Per site	R 13/50.18
	CONVAR_YF2A_CVF_VAR_163 OF PM NOR-Staffunctions	per vices.	D 40348 18
	GOHVAN, VFZA, CW, NGA, 187 GF PM Rerenfield Rural	Pet sue Per Site	R 109868.14
	GOHVAN_VFZA_CW_NGA_185 GF PM Greenfield Metro	8 Per Site	R 88655.04
	GOHVAN_VFZA_CW_NGA_004 GF 15m Lattice Tower Erection-Rural	Per Site	R 44518.49
3711	2 The system will load the Line-Item	s Home Screen Theres	after click the "Add"
Button			
Bullon	(0)		

Gohvan Con	struction		VINCENT YU LOG OUT
CONSTRUCTION			
CLIENT QUOTES		Add Line Item informations	
INVOICING	Line Item Name		
LINE ITEMS	Vandar Material ID	SAD Material ID	
ADMINISTRATION	2	SAF Material ID	
HUMAN RESOURCE	Unit Type	Package Type 5	
TEAM		•	*
	Site Type 6		•
REPORTS	Price		
	R		٥
		Add Line Item	
	8	Cancel	
	9		
3.7.1.1.3 The	system will load the "A	dd Line-Item" Screen. There	eafter enter the following:
Line-Item Nam	e (1). Vendor Material	ID (2), SAP Material ID (3),	Select Unit Type (4).
Select Packag	e Type (5). Select Site	Type (6). Price of Line-Iten	n (7). Once complete click
the "Add Line-	Item" Button (8).		
Gonvan Cons	truction		
	struction		VINCENT YU LOG OUT
CONSTRUCTION			VINCENT YU LOG OUT
CONSTRUCTION CLIENT QUOTES		Add Line Item informations	VINCENT VU LOG OUT
	Line Item Name	Add Line Item informations	
CONSTRUCTION CLEMT COUTES INVOICING LINE ITEMS	Line Item Name Test	Add Line Item informations	
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Line Item Name Test Vendor Material ID Test1D	Add Line Item informations SAP Material ID	
CONSTRUCTION CLEXIT GUOTES INVGICING LINE TEMS ADMINISTRATION HEIMAIN RESOLUCE	Line Item Name Test Vendor Material ID TestD Unit Type	Add Line Item informations SAP Material ID IDTest Package Type	
CONSTRUCTION CLEART GUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOLUTION TEAM	Line Item Name Test Vendor Material ID TestD Unit Type Per Ste	Add Line Item informations SAP Material ID IDTest Package Type Confirm E	
CONSTRUCTION CLIENT COUDTES INVOICIND LINE ITEMS ADMINISTRUTION HEAMAN RESOLUCE TEAM CLIENT	Line Item Name Test Vendor Material ID TestID Unit Type Per Site Site Type Connol	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure?	
CONSTRUCTION CLEMY QUOTES INVOICING LINE TEMS ADMINISTRATION HISMAN RESOURCE TEAM CLEMT SUPPLERS	Line Item Name Test Vendor Material ID TestD Unit Type Per Site Site Site Type Genral	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 No Yes 2	
CONSTRUCTION CLENT COJOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOURCE TEAM CLENT SUPPLIERS REPORTS	Line Item Name Test Vendor Material ID TestID Unit Type Per Site Site Type General Price R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 No Yes 2	
CONSTRUCTION CLEART GUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEART BUPPLERS REPORTS	Line Item Name Test Vendor Material ID TestID Unit Type Per Ste Site Type General Price R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 to read	
CONSTRUCTION CLEMPT GUODES INVOICING LINE ITEMS AGMINISTRATION HUMAN RESOLUTION CLEMPT BUPPLIERS REPORTS	Line Item Name Test Vendor Material ID Test Unit Type Per Site Site Type General Price R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 No Yes	
CONSTRUCTION CLEENT COUDES INVOICIND LINE ITEMS ADMINISTRUTION HELMAN RESOLUCE TEAM CLEENT SUPPLIERS REPORTS	Line Item Name Teat Vendor Material ID TeatD Unit Type Per Site Site Type General Price R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 to rec Add Line Item	
CONSTRUCTION CLEMIT GUOTES INVOICING LINE ITEMS ADMINISTRUCTION HEAMAIN RESOLUTION CLEMIT SUPPLIERS REPORTS	Line Item Name Test Vendor Material ID TestID Unit Type Per Site Site Type General Price R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Ne you sure? 3 No Yes Add Line Item Cance	
CONSTRUCTION CLEART GUIDTES INVOICING LINE ITEMS AGMINISTRATION HILMAN RESOLUTION TEAM CLEART BUPPLERS REPORTS	Line Item Name Test Vendor Material ID TestID Unit Type Per Site Site Type General Price R 123	Add Line Item informations	
CONSTRUCTION CLEMPT GUODES INVOICIND LINE ITEMS AGMINISTRATION HUMAN RESOLUTION CLEMPT BUPPLIERS REPORTS	Line Item Name Test Vendor Material ID TestD Unit Type Per Site Site Type General Price R 123	Add Line Item informations	
CONSTRUCTION CLEMIT GUOTES INVOICIND LINE ITEMS ADMINISTRATION HIAMAN RESOLUCE TEAM CLEMIT SUPPLIESS REPORTS	Line Item Name Test Vendor Material ID TestD Unit Type Per Site Site Type General Proce R 123	Add Line Item informations SAP Material ID IDTest Package Type Confirm Are you sure? 3 No Trace Add Line Item Cancel Add Line Item Cancel to You formation Click "Yees"	hutton (2) to confirm
ССМЯТЯЦСТКИ СLENT QUOTES ВКОССКО LINE TEMS АСМИНЯТЯЦИТОМ НАМАЛ ИЕЗСИЛСЕ ТЕЛАМ СLENT ВИРРАЕЛЯ REPORTS 3.7.1.1.4 The so	Life Item Name Test Vendor Material ID Test Vendor Material ID Unit Type Per Site Site Type General Price R 123 System will then promp awy line-item with the er	Add Line Item informations	VNCENT VI LOCAUT

PARALINEAR _____

Gonvan Gohvan	Construction			VINCENT YU LOG
CONSTRUCTION	Line Items		Search Line Item	
CLIENT QUOTES				
INVOICING	Vendor Material Number	Line ttem Name	Unit Type Price +	
LINE ITEMS:	GOHVAN_VFZA_CW_NGA_196	GF Site Prep, Clearing& Filling	Per Site R 13926.5	
ADMINISTRATION	GOHVAN_VFZA_CW_NGA_218	GF Std Security Night shift - Non Std	shifts R 1024.98	
HUMAN RESOURCE	GOHVAN_VFZA_CW_NGA_217	GF Std Security day shift - Non Standard	shifts R 512.49	
ТЕАМ	GOHVAN_VFZA_CW_NGA_179	GF High Security Night shif 1 Stri	shifts R 1742.46	
CLIENT	GOHVAN_VFZA_CW_NGA_175	GF High Security Day shift - Nr Succesfully created.	shifts R 871.23	
SUPPLIERS	GOHVAN_VFZA_CW_NGA_173	GF Greenfield Design requirer "Test" has been successfully created.	Per Site R 17310.77	
REPORTS	GOHVAN_VFZA_CW_NGA_174	GF Greenfield Design requirerr	Per Site R 12530.8	
REFURIS	GOHVAN_VFZA_CW_NGA_169	GF Equip Cabinet handling fee	Per Site R 15316.32	
	GOHVAN_VFZA_CW_NGA_219	GF Tower Handling Fee	Per Site R 4221.26	
	GOHVAN_VFZA_CW_NGA_184	GF PM Non-Standard CLO Fee	Per Site R 13755.18	
	GOHVAN_VFZA_CW_NGA_183	GF PM Non-Standard Community forums	per week R 5885.42	
	GOHVAN_VFZA_CW_NGA_186	GF PM Non-Std Medicals&Inductions	Per Site R 40348.18	
	GOHVAN_VFZA_CW_NGA_187	GF PM Greenfield Rural	Per Site R 109868.14	
	GOHVAN_VFZA_CW_NGA_185	GF PM Greenfield Metro	Per Site R 88655.04	
	GOHVAN_VFZA_CW_NGA_004	GF 15m Lattice Tower Erection-Rural	Per Site R 44518.49	

3.7.1.1.5 The system will display a Success Dialog (1), showing the successful creation of the Line-Item. Click "Continue" Button (2) to close the Success Dialog.

3.7.1.2 Add Line-Item Exercise

Create a new line-item using the following details:

Line-Item Name	Test Line Item
Vendor Material ID	1234567890
SAP Material ID	0123456789
Unit Type	Per Site
Package Type	General
Site Type	Greenfield
Price	123

3.7.2 Search-Line Item

Description:	This section will guide the user through the process of creating a searching for a line- item.
Expected Learning Outcomes:	To be able to search line-items.
Prerequisites:	The user must have the required access to searching for line-items.
Other Information:	None

Team 7

Projects		4	Search Project		
	Test				
	Test				
	TSS completed				
	2 2021-09-27 Test Greenfield Vodacom				
	View				
	Nissan Rosslyn				
	Test				
	TSS completed				
	3 2021-08-22 Pretoria North temp Vodacom				
	View				
Navigate and click	the "Line Items" drop down mer	iu (1), c	IICK L	ine it	
an Construction	the "Line Items" drop down mer	iu (T), C	earch Line Item		ems'
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keyword filter (1) to find the line-item you are looking for.

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3.7.2.1.3	3 Once	e you have foun	id the desi	ired line-item re	cord you	can click	the "Additional
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3.7.2.2 Search Line-Item Exercise

Search for line-item using the following details:

Line-Item Name	Test Line Item
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3.7.3 Edit line-item

Description:	This section will guide the user through the process of editing an existing line-item record.
Expected Learning Outcomes:	To be able to edit a line-item .
Prerequisites:	The user must have the required access to edit a line-item .

PARALINEAR

Other Information:

None

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GOHVAN_VFZA_CW_NGA_218	GF Std Security Night shift - Non Std		shifts	R 1024.98	Edit Line Item
GOHVAN_VFZA_CW_NGA_217	GF Std Security day shift - Non Standard		shifts	R 512.49	Delete Line Item
GOHVAN_VFZA_CW_NGA_179	GF High Security Night shift - Non Std		shifts	R 1742.46	-
GOHVAN_VFZA_CW_NGA_175	GF High Security Day shift - Non Std		shifts	R 871.23	-
GOHVAN_VFZA_CW_NGA_173	GF Greenfield Design requirements Rural		Per Site	R 17310.77	
GOHVAN_VFZA_CW_NGA_174	GF Greenfield Design requirements Metro		Per Site	R 12530.8	
GOHVAN VEZA CW NGA 169	GF Equip Cabinet handling fee		Per Site	R 15316.32	
GOHVAN VEZA CW NGA 219	GF Tower Handling Fee		Per Site	R 4221.26	-
GOHVAN VEZA CW NGA 184	GF PM Non-Standard CLO Fee		Per Site	R 13755.18	-
GOHVAN VEZA CW NGA 183	GE PM Non-Standard Community forums		per week	R 5885 42	
GOHVAN VEZA CW NGA 186	GE PM Non-Std Medicals&Inductions		Per Site	R 40348 18	
COHVAN VEZA CW NGA 187	GE DM Greenfield Pural		Der Site	R 100868 14	
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an Construction	Edit Line 8 Price 10 13 R 13926.5	eltern information SAP Material ID 3 304360226 Package Type 5 General Cancel Pice Set Date 14 2021-ID-09		S Update Pri	
an Construction	B Prec D 13 R 13926.5	eltern information SAP Material ID GadaGo226 Package Type Cancel Precest Date 14 2021-10-09 -Item" Screen. T	hereaft	Dupdate Pri	10 t the fc
An Construction	B R 19925 Ad the "Edit Line Material ID (2)	eltern information SAP Material ID Bodds60226 Package Type General Pecestrate Pecestrate 14 2021-10-09 Item" Screen. T SAP Material ID	hereaft	© Update Pri er edit	10 t the fc
An Construction	R 19225	ettern information SAP Material ID Bodds60226 Package Type General Precest Date Precest Date T SAP Material ID Cancel Prece of Linee. T SAP Material ID C D C C C C C C C C C C C	hereaft	○ Update Pri er edit elect U	10 t the fc Init Type com
The system will loa Name (1), Vendor Charge Type (5), Set	R 19225 R 19225 Ad the "Edit Line Material ID (2), elect Site Type (ettern information SAP Material ID Bodds60226 Package Type General Pres st Date Pres st Date T SAP Material ID SAP Material ID 6), Price of Line-	hereaft (3), Se Item (9	er edit elect U). Onc	10 t the fc Init Type corr

Team 7

	Grun_	Gohvan Constructio	1	VINCENT VU	1.000
			Cliant Information		
			Client Name		
			Charlie Brown123		
			Email address		
	HUMAN RESOURCE		CB@gmai.com		
			Company Registration Number		
			1234567890		
			Telephone Number Vat Number 0123456789 14 59		
	SUPPLIERS		Fax Number		
			369852147 Are you sure?		
			Client Address	(2)	
			PO Box Street Address	-	
			22 Arcadia Street		
			Province City		
			Gauteng Pretoria		
			Zip Code		
			0052		
			Save		
			Canoni		
H					
	3.7.3.	1.4 The s	ystem will prompt you for confirm	nation (1) for editing the line-item. Click the	Э
1	"Yes"	button (2	to continue.		
	Connan	Coltura Const			
	G	Gonvan Const		<u> </u>	
			Cliant la	aformation	
			Olient Name		
			Charlie Brown		
			Email address		
		N	CB@amai.com		
		CE	Company Resistration Number		
			1234567800		
			Talashara Markar		
			1992454290	Vat Number	
			1123430703	1 47622307	
			Fax Number	Succesfully edited.	
			303005 141	*Charlie Brown' has been successfully edited.	
			Client Address:	Continue	
			PO Box	Street Address	
			22	Arcadia Street	
			Province	City	
			Gauteng	Pretoria	
			Zip Code		
			0052		
1					
			s	Save	
1					
			US		
\square					
	3.7.3.	1.5 The s	stem will display a Success Dial	log (1), showing the successful editing of	
1.	tha lin	o_itom C	lick "Continue" Button (2) to close	e the Success Dialog	
1		10-110III. U			

3.7.3.2 Edit Line-Item Exercise

Edit the line-item "Test Line-Item" using the following updated details:

	Original	Update
Line-Item Name	Test Line Item	Edited Line Item
Vendor Material ID	1234567890	1111111111
SAP Material ID	0123456789	888888888888888888888888888888888888888
Unit Type	Per Site	Per Site

PARALINEAR

Package Type	General	Build Package
Site Type	Greenfield	Test
Price	123	123

3.7.4 Delete Line-Item

Description:	This section will guide the user through the process of deleting an existing line-item record.
Expected Learning Outcomes:	To be able to delete a line-item .
Prerequisites:	The user must have the required access to delete a line-item .
Other Information:	None



(2)	5			()/					
Gohvan Con	struction						VINCE	NTYU LO	og out
CONSTRUCTION	Line Items			Search Line Item					
CLIENT QUOTES									
INVOICING	Vendor Material Number	Line Item Name	Unit Type	Price	1				
IE ITEMS	GOHVAN_VFZA_CW_NGA_196	GF Site Prep, Clearing& Filling	Per Site	R 13926.5	1				
MINISTRATION	GOHVAN_VFZA_CW_NGA_218	GF Std Security Night shift - Non Std	shifts	R 1024.98	Edit Line Item				
MAN RESOURCE	GOHVAN_VFZA_CW_NGA_217	GF Std Security day shift - Non Standard	shifts	R 512.49	Delete Line Iter	m			
	GOHVAN_VFZA_CW_NGA_179	GF High Security Night shift - Non Std	shifts	R 1742.46	1	2			
	GOHVAN_VFZA_CW_NGA_175	GF High Security Day shift - Non Std	shifts	R 871.23	1				
	GOHVAN_VFZA_CW_NGA_173	GF Greenfield Design requirements Rural	Per Site	R 17310.77	1				
	GOHVAN_VFZA_CW_NGA_174	GF Greenfield Design requirements Metro	Per Site	R 12530.8	1				
	GOHVAN_VFZA_CW_NGA_169	GF Equip Cabinet handling fee	Per Site	R 15316.32	1				
	GOHVAN_VFZA_CW_NGA_219	GF Tower Handling Fee	Per Site	R 4221.26	1				
	GOHVAN_VFZA_CW_NGA_184	GF PM Non-Standard CLO Fee	Per Site	R 13755.18	1				
	GOHVAN_VFZA_CW_NGA_183	GF PM Non-Standard Community forums	per week	R 5885.42	1				
	GOHVAN_VFZA_CW_NGA_186	GF PM Non-Std Medicals&Inductions	Per Site	R 40348.18	1				
	GOHVAN_VFZA_CW_NGA_187	GF PM Greenfield Rural	Per Site	R 109868.14	÷				
	GOHVAN_VFZA_CW_NGA_185	GF PM Greenfield Metro	Per Site	R 88655.04	÷				
	GOHVAN_VFZA_CW_NGA_004	GF 15m Lattice Tower Erection-Rural	Per Site	R 44518.49	1				
	GOHVAN_VFZA_CW_NGA_002	GF 15m Lattice RC Foundation Above ground (Hard rock-Geotech Report)	Per Site	R 60000.09	1				
	GOHVAN_VFZA_CW_NGA_001	GF 1Sm Lattice RC Foundation 150 KPA - 1m deeper x 1m Wider(Geotech Report)	Per Site	R 23343	1				
4.1.2 Nav	vigate and clic	k the addition actions button (1). the	e click	the "	Delete	Line	iter	n"
top(2)			. ,,						
I(O)(Z).									

	nvan Construction					
CONSTRUCTION	Line Items				Search Line Item	
CLIENT QUOTES	California					
INVOICING	Vendor Material Nur	niber Line Iter	n Name	Unit Type	Price	+
LINEITEMS	testVID	test		shifts	R 123	1
ADMINISTRATION	GOHVAN_VFZA_	CW_NGA_196 GF Site	Prep, Clearing& Filling	Per Site	R 13926.5	1
HUMAN RESOURCE	GOHVAN_VFZA_	CW_NGA_218 GF Std	Security Night shift - Non Std	shifts	R 1024.98	1
TEAM	GOHVAN_VFZA_	CW_NGA_217 GF Std	Security day shift - Non Standard	shifts	R 512.49	1
CU1047	GOHVAN_VFZA_	CW_NGA_179 GF Hig	th Security Night shift - Non Std	shifts	R 1742.46	E
GLIENI	GOHVAN_VFZA_	CW_NGA_175 GF Hig	th Security Day shift - Non Std	shifts	R 871.23	1
SUPPLIERS	GOHVAN_VFZA_	CW_NGA_173 GF Gre	Are you sure?	Per Site	R 17310.77	1
REPORTS	GOHVAN_VFZA_	CW_NGA_174 GF Gre	enfield Design requirements Metro	Per Site	R 12530.8	:
	GOHVAN_VFZA_	CW_NGA_169 GF Equ	aip Cabinet handling fee	Per Site	R 15316.32	1
	GOHVAN_VFZA_	CW_NGA_219 GF Tov	ver Handling Fee	Per Site	R 4221.26	:
	GOHVAN_VFZA_	CW_NGA_184 GF PM	Non-Standard CLO Fee	Per Site	R 13755.18	1
	GOHVAN_VFZA_	CW_NGA_183 GF PM	Non-Standard Community forums	per week	R 5885.42	
	GOHVAN_VFZA_	CW_NGA_186 GF PM	Non-Std Medicals&Inductions	Per Site	R 40348.18	+
	GOHVAN_VEZA	CW_NGA_187 GF PM	Greenfield Rural	Per Site	R 109868.14	
	GOHVAN VEZA	CW.NGA.185 GF.PM	Greenfield Metro	Per Site	R 88655.04	
	GOHVAN VEZA	CW NGA 004 GE 157	n Lattice Tower Fraction-Rural	Per Site	R 44518 49	
	COLDIAN VETA	CW NGA 003 05 15	Đ	Par Site	R 60000 00	
37413	The system will	prompt you	for confirmation (1) for delet	ting the line-it	tem Cl	iol
the "Yes"	button to continu	prompt you				11'K
Golton Goby		Ie				ICK
CONSTRUCTION		Je.				
	n Construction	Je.				
CLIENT QUOTES	n Construction	Je.	Search		viii: 01	
CLIENT QUOTES	n Construction	UC.	Search Unitige Pee	Line Item	viii. O1	
CUENT QUOTES INVOICING LINE ITEMS	In Construction	Lite: Item Name OF Site: Prep, Clearingk Filing	Search Militige Proc Per Ster R 1302	Line Item	vinc	
CUENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	In Construction Line Items Units Meeted Name OperAmJ, VF2A, CW, MAA, 198 OperAmJ, VF2A, CW, MAA, 218	Line Item Name OF Stat Security Night shift - Nen St	Search Uox Type Pore Par Star R 1932 ad abuts R 1022	Line Item + 24.5 i 498 i	vvc	ICK энт чи 100 олл
CLENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE	In Construction Line Items Vestor Manufacture GORWARL/972A_CWL96A_118 OORWARL/972A_CWL96A_218 OORWARL/972A_CWL96A_217	Live Iron Name OF Stie Pres, Cleaningk Filling OF Stie Recury Night shift - Non Sta OF Stid Security Nay shift - Non Sta	Search don Type Proce Per Sea dd adutts R 1302 ndard adutts R 1322	Line Item + 265 i 498 i 49 i	vac	IСК вят чу 100 вит
CULENTQUOTES INVOICING LINE ITEMS ADMINISTRATION HEAMIN HEISDURGE TEAM	Visite Construction Line Items Units Visite Convert OOHWALVFZA.CKL/NDA_116 Convert OOHWALVFZA.CKL/NDA_218 Convert OOHWALVFZA.CKL/NDA_217 Convert	Line tren taree OF Stee Free, Clearing& Filling OF Stee Free, Clearing& Filling OF Std Security Night shift - Non Ste OF Std Security Night shift - Non Ste OF Std Security Night shift - Non Ste	Search UtorType Pece PerSte R 1950 Id abilits R 1004 abilits R 1744 abilits R 1744	Line tem + 265 1 499 1 240 1	vic	ЮСК Вит Yu 1.00 ОИЛ
CALENT CAUTES INVOICING LARETTENS ADMINISTRATION IRAANI NISCURCE TEAN CLENT		Liter horn Kerner Liter horn Kerner OF Site Pren, Clearings Filling OF Sid Security Night shift - Non Sis OF Sid Security Night shift - Non Sis OF High Security Night shift - Non Sis OF High Security Day shift - Non Sis	Search Sourcesfully deleted. But Succesfully deleted. But Succesfully deleted.	Line Item + 26 5 ± 459 ± 424 ± 224 ± 223 ± 10177 ±	vic	
CALENT CAUTES INVOICING LANETTENES ADMINISTRATION INMAN RESOLUCE TEAM CLENT SUPPLIES	n Construction Line Items Vestar Moreid Ramber Oct-MAN, VFZA, CN, MAR, 196 Oct-MAN, VFZA, CN, MAR, 218 Oct-MAN, VFZA, CN, MAR, 217 Oct-MAN, VFZA, CN, MAR, 173 Oct-MAN, VFZA, CN, MAR, 173 Oct-MAN, VFZA, CN, MAR, 174	Liter horn Name Liter horn Name OF State Prenz, Clearingk Filling OF State Prenz, Clearingk Filling OF Stat Security Night shift - Non Sta OF Stat Security Night shift - Non Sta OF Hergh Security Night shift - Non Sta OF Greenfield Design requirements OF Greenfield Design requirements	Search Sat Type Price Per Site R 1350 ad abits R 1022 ad abits R 1022 ad abits R 1022 ad abits R 1022 ad abits R 1024 ad 1 Succesfully deleted. Ter Thas been successfully deleted. Ther Thas been successfully deleted. Ther Thas been successfully deleted.	Line Item	vic	ICK анти Los алт
CLENT CLUTS LINCICING LINE ITENS ADMINISTRATION HAMAN ISSOLACE TEAM CLENT SAPPLERS REPORTS	n Construction Line Items Wester Moreal Ramber OFHAM, VF2A, CN, MOA, 196 OFHAM, VF2A, CN, MOA, 217 OFHAM, VF2A, CN, MOA, 217 OFHAM, VF2A, CN, MOA, 217 OFHAM, VF2A, CN, MOA, 177 OFHAM, VF2A, CN, MOA, 173 OFHAM, VF2A, CN, MOA, 174 OFHAM, VF2A, CN, MOA, 174 OFHAM, VF2A, CN, MOA, 174	Liter hors Name Liter hors Name GF Side Prep, Clearing A Filling GF Side Security Night shift - Non Sid GF Sid Security Night shift - Non Sid GF High Security Night shift - Non Sid GF High Security Day shift - Non Sid GF Greenfield Design requirements GF Greenfield Design requirements GF Greenfield Design requirements GF Greenfield Design requirements	Search Start Type Pre- Per Sine R 1364 ad adulta R 1022 ad ad adulta R 1022 ad ad a	Line Item	vvc	ICK анти Los алт
CLENT CLUTS LINETTENS LINETTENS LINETTENS LINETTENS LINETTENS LINETTENS LINET LENT LINETES REPORTS	Defition to continue n construction Line Items Weeks Moreal Name OPHAN, VF2, CN, MOA, 196 OPHAN, VF2, CN, MOA, 196 OPHAN, VF2, CN, MOA, 179 OPHAN, VF2, CN, MOA, 179	Line hern Narre Line hern Narre GF Star Prep, Clearingk Filling GF Staf Security Night shift - Non Sta GF Staf Security Night shift - Non Sta GF Stafs Security Night shift - Non Sta GF Stafs Security Night shift - Non Sta GF Greenfield Design requirements GF GF Greenfield Design requirements GF G	Learch Sun Type Pre- Pre Sine R 1360 ad abits R 1020 ad abits R 1020	Line Item + 265 I 490 I 240 I 220 I 1077 I 1052 I 1022 I	vic	ICK מידיט נסימטי
CLEAT GLUOTES INVOICING LINE ITTUNS ADMINISTRATION HUMANI HERDIRCE TEAM CLEAT BAPPLERS REPORTS	Defition to continue n Construction Line Items Units	Lite: Intern Nove Lite: Intern Nove Lite: Intern Nove GF State Prop. Charing& Filling GF Stat Security Night shift - Non Stat GF High Security Night shift - Non Stat GF High Security Night shift - Non Stat GF Greenfield Design requirements GF GF Design Field Design F	Landiad abits R 1320 abits R	Line Item + 24.5 I 490 I 400 I	vvc	ICK מידיש נוסי מעד
CLENT CLUTS	n Construction Cline Items Line Items Verser Meered Ramee OPHVAN,VF2A,CN,VA0A,179 OPHVAN,VF2A,CN,VA0A,179 OPHVAN,VF2A,CN,VA0A,179 OPHVAN,VF2A,CN,VA0A,179 OPHVAN,VF2A,CN,VA0A,179 OPHVAN,VF2A,CN,VA0A,199 OPHVAN,VF2A,CN,VA0A,199 OPHVAN,VF2A,CN,VA0A,191	Lite Item Nove Lite Item Nove Lite Item Nove GF Star Fire, Clearingk Filling GF Std Security Night shift - Non Sta GF High Security Night shift - Non Sta GF High Security Night shift - Non Sta GF High Security Sing shift - Non Sta GF Ore offeld Design requirements GF Ore enfield Design requirements GF Ore enfield Design requirements GF Descrifted Descr	Search Surity Pre- Person R 1300 Maria R	Line Item + 26.5 I 498 I 498 I 498 I 498 I 1027 I 1027 I 1038 I 1032 I 1032 I 1032 I 1032 I 1032 I 1032 I 1034 I 10	vvc	ICK 100 007
CLENT CLUTS	Substruction Construction In Construction Line Items Under Memory Annual Particular Annual OPHVALUF2A_ENLINAL OPHVALUF2A_ENLINAL	Live Item Nore Live Item Nore Live Item Nore GF Std Security Night shift - Non Sta GF Std Security Night shift - Non Sta GF Std Security Night shift - Non Sta GF Arean Standard Duby Item GF Arean Standard CLD Fee GF PM Non-Standard CLD Fee GF PM	Search Autoryse Proce Presse R 1920 ad abits R 1920 abits R 1920 abit	Lune Item + 26.5 I 498 I 209 I 209 I 209 I 1097 I 1097 I 109 1097 I 109 109 109 I 109	vvc	ICK 181710 L00 007
CLENT CLUTS	Construction Construction Line Items Verter Mered Tasker OPHVALUF2_CTU.NOL_109 OPHVALUF2_CTU.NOL_119	Life bon Nore	Search Autryse Pres Presse R 1926 add abits R 1926 add abits R 1926 add abits R 1926 add abits R 1926 abits R 1926 abits R 1926 buccesfully deleted. Presse R 1926 Presse R 192	Lune Item + 26.5 I 498 I 209 I 209 I 209 I 1097 I 1097 I 109 1097 I 109 109 I 109 I 10	vic	ICK 101 100 007
CLENT CLUTS INVOCING LINE ITTNIS ADMINISTRATION IKANIN HERDIRGE CLENT CLENT REPORTS	Substruction Construction In Construction Line Items Under Memory Italian Image:	Life box Name	Search Autory Pre- Pre Star R 1922 ad abuts R 1922 ad abuts R 1922 add abuts R 1922 Star Buter Buter Buter B 1925 Star Buter B 1925 Star Buter B 1925 Pre Star R 1926 Pre Star R 1926	Lune Item + 26.5 I 4.98 I 4.98 I 2.44 I 2.24 I 1.077 I 1.02 I	vvc	ICK 841710 L00 007
CLENT CLUTS INVOCING LINE ITTNIS ADMINISTRATION IKANAN HISDRIFEI TEAM CLENT REPORTS REPORTS	Substruction Construction In Construction Line Items Understand Image: Im	Life box Name	Autor Star R 1922 Autor Star R 1923 Autor Star R 1923 Autor Star R 1923 Autor Star R 1923 Per Star R 1923 Autor Star R 1923 Per	Lune Item + 26.5 I 4.98 I 4.98 I 2.44 I 2.24 I 1.25 I	vvc	ICK 84170 L00 007
CLENT CLUTS INVOCING LINE ITHUS ACKINESTRATION HAMAN RESOURCE CLENT CLENT REPORTS	Construction In Construction Line Items Under Admend Itaste 00HAUX/F24_CRU300_110	Line Item Terme Line Item Terme CF Star Prep, Clearings Filling OF Star Prep, Clearings Filling OF Star Security Night shift - Non Sta OF Starsmithed Design requirements OF Greenfield Design requirements OF Desenfield Desenfield Desenfield OF Desenfield Desenfield Desenfield OF Desenfie	Autor Type Press Autor Type Press Autor Type Press Autor	Line Item 	vic	ECK 811 10 L00 007

3.7.4.1.4 The system will display a Success Dialog (1), showing the successful deleting of the line-item. Click "Continue" Button (2) to close the Success Dialog.

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3.7.4.2 Delete Line-Item Exercise

Delete the line-item "Edited Line Item" using the following details:

Line-Item Name Edited Line Item

3.7.5 Create Unit Type

Description:	This section will guide the user through the process of creating a new unit type.
Expected Learning Outcomes:	To be able to create unit types.
Prerequisites:	The user must have the required access to adding unit types.
Other Information:	None



Team 7

	an Construction			VINCENT YU LOG OUT
CONSTRUCTION	Unit Types		Search Unit Type	
CLIENT QUOTES				
INVOICING	Unit Type ID	Unit Type Name	+	
LINE ITEMS	20	shifts		
ADMINISTRATION	19	per week		
HUMAN RESOURCE	12	Per Set Connecto Librita Turne	:	
TEAM	11	Per Nig What is the Unit Type Name		
CLIENT	13	Per Moi Unit Type Name	-	
SUPPLIERS	6	Per Mel	1	
REPORTS	9	Per Loc 4 Create 3	1	
	15	Per Kilogram	1	
	10	Per Day	i	
	17	Per Cubic Meter	i	
	16	Per Bracket	1	
	8	Per Box	1	
	14	Per Block	i i	
	7	Per Bend	i	
3.7.5.1.3 T	The system will loa	d the "Add Unit type" Dialog	g (1). Thereafter enter the	
following:	Unit Type Name (2	Once complete click the "	Create" Button (1)	
Gonva Gohva	an Construction			INCENT YU LOG OUT
	an Construction Unit Types		Search Unit Type	INCENT YU LOO OUT
CONSTRUCTION CLIENT QUOTES INVOICING	Unit Types	Unit Type Name	Search Unit Type	INCENT YU LOG OUT
CONSTRUCTION CLENT QUOTES INVOICING LINE ITEMS	Unit Types		Search Unit Type	INCENT YU LOG OUT
CONSTRUCTION CLENT QUOTES RAVGICENS LIKE (TELNS ADMINISTRATION	Unit Types Unit Types Des Type ID 20 19	Uoit Type Name ehritte per week	Search Unit Type	NGENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CLUENT QUOTES INVOICENS LINE ITEMS ADMINISTRATION HEAMAN RESOLUTE	Unit Types Unit Types Unit Type 10 20 19 5	Uni Type Name alvitts per week Per Stile	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CLEAR QUOTES INVOICING LINE (TEM) ADMINISTRATION HRMAN RESOURCE	Unit Types Unit Types Unit Types 20 19 8 12	Unit Type Name shifts per week Per Site Per Site	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CLEMP QUOTES INVOICING LINE ITEMS ADMENISTRATION HRAMAN RESOLUTION TEMM	Unit Types Unit Types Unit Type10 20 19 5 5 12 12 13	Unit Type Nume shifts per week Per Site Per Site Per Site	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CLENT QUOTES INVOICEND LIKE ITEMD ADMINISTRATION HRAMAN RESOLUCE TEAM	an Construction Unit Types Unit T	ues Type hare white per webik Per Stat Per	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CLENT QUOTES INVOICCHS ADMINISTRUTION HARMAN RESOLUCE TEAM CLENT SUPPLERS	Unit Types	Unit Type have abilits per weak Per Site Per Site Site Site Site Site Site Site Site	Search Unit Type	NCENT YU LOG DUT
CONSTRUCTION CONSTRUCTION CLENT QUOTES INVOICNNO LINE ITEMS ADMINISTRATION HERMAN RESOURCE CLENT CLENT REPORTS	An Construction Unit Types Unit Types Unit Types D D D D D D D D D D D D D D D D D D D	Unil Type have alution per work Per date Per bas Per bas	Search Unit Type	NCENT YU LOG DUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICENS LINE TELMS ADMINISTRUCTION HERMAN RESOURCE CLIENT CLIENT REPORTS	An Construction Unit Types Unit Types D D D D D D D D D D D D D D D D D D D	Unit Type have alutts per works Per Sta Per Ke Per Ke Per Ke Per Ke Per Ke Per Ke Per Ke Per Ke Per Ke Per Ke	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CUENT QUOTES INVOICTING LINE (TEXM) IRAMAN RESOLUTION IRAMAN RESOLUTION REMAIN RESOLUTION REPORTS	An Construction Unit Types Unit Types Unit Types 20 20 20 20 20 20 20 20 20 20 20 20 20	Les: Type Name bits per veck Per da Per da Per da Per da Per da Per da Per da Per da	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CURRET QUOTES INVOICEND LINE (TEM) HAMMINISTRUCTION HAMMINISTRUCTION CURRET CURRET CURRET SUPPLIENS NEPORTS	An Construction Unit Types Unit T	Unit Type ture shifts per week Per file	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CUENT QUOTES INVOICING LINE (TEAM ADMINISTRUCTION CLIENT CLI	An Construction Unit Types Unit Types Uni	Unit Types hume shifts shifts per veek Per Site Per Site Per Site Per Kes	Search Unit Type	NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CUENT QUOTES INVOICING LIKE TEAM ADMINISTRUCTION CLENT CLE	An Construction Unit Types Unit Types Uni	Unit: Type Ruese ub/th:		NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CUENT QUOTES INVOICING LINE TEMB ADMINISTRUCTION CLENT CLE	An Construction Unit Types Unit Type 20 20 20 20 20 20 20 20 20 20 20 20 20	Uest Type have uest T	Clearer Dutton (4). Clearer Unit Type Clearer Unit T	NCENT YU LOG OUT
CONSTRUCTION CONSTRUCTION CUENT QUOTES INVOICNO LINE TELMO ADMINISTRATION HARMAN RESOURCE CLENT CLENT REPORTS REPORTS	An Construction Unit Types Unit Types Unit Type 20 10 20 10 10 10 10 10 10 10 10 10 10 10 10 10	Uest Type have Solution		

Team 7

COMMAN	Gohvan Construction			VINCENT YU LOG OUT
CONSTRUCTION	Unit Types		Search Unit Type	
CLIENT QUOTES				
INVOICING	Unit Type ID	Unit Type Name	+	
LINE ITEMS	25	Test Unit	1	
ADMINISTRATION	20	shifts	1	
HUMAN RESOURCE	19	per week.	:	
TEAM	5	(1)	1	
CLIENT	12	Pe Succesfully created.	÷	
010011500	n	Pe 'Test Unit' has been successfully created.	E	
	13	Pe Continue	i	
REPORTS	6	Per Meter	1	
	9	Per Lock	E	
	15	Per Kilogram	:	
	10	Per Day	÷	
	17	Per Cubic Meter	I	
	16	Per Bracket	:	
	8	Per Box	÷	
	14	Per Block	1	
3751	5 The system will display a 9	Success Dialog (1)	showing the successful of	reation of

3.7.5.1.5 The system will display a Success Dialog (1), showing the successful creation of the unit type. Click "Continue" Button (2) to close the Success Dialog.

3.7.5.2 Create Unit Type Exercise

Create a new unit type using the following details:

Unit Type Name Test Unit	
--------------------------	--

3.7.6 Search Unit Type

Description:	This section will guide the user through the process of creating a searching for a unit type.
Expected Learning Outcomes:	To be able to search for unit types.
Prerequisites:	The user must have the required access to searching for unit types.
Other Information:	None

Gomm Go	hvan Construction	VINCENT YU	log out
CONSTRUCTION	Projects Search Project		
CLIENT QUOTES			
	Test		
	Test		
Line Items	Assigned Team		
Unit Types 2	6 600 00.07 Test Anneld Notice		
Package Types	2 2021-09-27 rest ureemiero vooacom		
CLIENT	View		
SUPPLIERS	Nissan Rosslyn		
REPORTS	Test		
	Assigned Team		
	3 2021-08-22 Pretoria North temp Vodacom		
	View		

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3.7.6.1.1 Na	wigate and click	the "Line Items" drop do	wn menu (1), click "Unit types" but	tton
Gonvan C	Construction		VINCENT VJ LOG (ουτ
CONSTRUCTION	Unit Types		Search Unit Type	
CLIENT QUOTES	1 Unit Type ID	Unit Type Name	+	
	25	Test Unit	1	
ADMINISTRATION	20	shifts		
HUMAN RESOURCE	19	per week	: :	
теам	5	Per Site	1	
CLIENT	12	Per Set	E. C.	
	11	Per Night	E. C.	
PERIOTE	13	Per Mounting	E	
NEPOKI S	6	Per Meter	E	
	9	Per Look	1	
	15	Per Kilogram	1	
	10	Per Day	i	
	17	Per Cubic Meter	1	
	16	Per Bracket	i	
	8	Per Box	I.	
	14	Per Block		
3.7.6.1.2 Th	e system will lo	ad the Unit Type Home S	creen. Thereafter, enter a word in	the
kowword filto	(0) to find the		<i>r</i>	
Keyword fille	er (Z) to find the	unit type you are looking	for.	
Gran Gohvan C	Construction	unit type you are looking	тог.	LOG OUT
	Construction	unit type you are looking	tor. vincent vu Test	LOG OUT
CONSTRUCTION CUENT QUOTES	Unit Types	unit type you are looking	Test	LOG OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING	Unit Types	Unit type you are looking	Test +	LOG OUT
CONSTRUCTION CLEAT QUOTES INVOICING LINE ITEMS	Unit Types Package Type 10 26	Package Type Name Test Unit	Test	LOG OUT
CONSTRUCTION CLENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Unit Types Package Type ID 26	Package Type Name Test Unit	Test	LOG OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HRMAN RESOURCE	Unit Types Package Type ID 26	Package Type Name Test Unit	Test t for ackage Type Delete Package Type	LOG OUT
CONSTRUCTION CLEAR QUITES INVOICING LINE ITEMS ADMINISTRATION HRAMAN RESOURCE TEAM	Unit Types Pletage Type 0 26	Package Type Name Test Unit	Test I Edit Package Type Delete Package Type	LOG OUT
CLEAT CONSTRUCTION CLEAT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOURCE TEAM	Unit Types Platage Type 10 26	Package Type Name Test Unit	Test + I Edit Package Type Delete Package Type	L00 0UT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT	Unit Types Package Type 10 26	Package Type Name Test Unit	Test + Edit Package Type Delete Package Type	L00 0UT
CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS ADMINISTRATION HEAMAN RESOURCE TEAM CLEART SUPPLIERS	Unit Types Package Type ID 26	Package Type Name Test Unit	Test t t t t t t t t t t t t t	L00 0U7
CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS AGMAINISTRATION HRAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Unit Types Pathop Type ID 26	Package Type Name Test Unit	Test time to the second secon	L00 0U7
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HRAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Unit Types Package Type ID 26	Package Type Name Test Unit	Test t t t t t t t t t t t t t	L00 047
CONSTRUCTION CLENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Unit Types Pastage Type ID 26	Package Type Name Test Unit	Test t Edd Package Type Delete Package Type	L00 0VT
CONSTRUCTION CLEART QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLEART SUPPLIERS REPORTS	Unit Types Pestage Type ID 26	Package Type Name Test Unit	Test	100 QUT
CONSTRUCTION CLEAR QUITES INVOICING LINE ITEMS ADMINISTRATION HRAMAN RESOURCE TEAM CLEART SUPPLIERS REPORTS	Unit Types Pestage Type 0 26	Package Type Name Test Unit	Test t t t t t t t t t t t t	100 OUT
CONSTRUCTION CUENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOURCE TEAM CLENT SUPPLIERS REPORTS	Unit Types Pledage Type D 26	Package Type Name Test Unit	Test	100 OUT
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Gohvan C CONSTRUCTION CLEART QUOTES INVOICING LINE TIEMS AGMAINSTRUCTION HRAMAN RESOURCE TEAM CLEART SUPPLIERS REPORTS 3.7.6.1.3 On to return to t	Unit Types	unit type you are looking	tor.	L00 0UT

3.7.6.2 Search Unit Type Exercise

Search for unit type using the following details:

Unit Type Name	Test Init
Onit Type Name	

3.7.7 Edit Unit Type

Description:	This section will guide the user through the process of editing an existing unit type record.
Expected Learning Outcomes:	To be able to edit a unit type.

PARALINEAR

Prerequisites:	The user must have the required access to edit a unit type.
Other Information:	None



button (2) COHVAN Search Unit Type 1 Unit Type ID Unit Typ LINE ITEMS 20 shifts 2 19 per week Edit Unit Type 5 Per Site Delete Unit Type 12 Per Set 11 Per Night 13 Per Moun PPLIER Per Meter Per Lock 15 Per Kilogra 10 Per Day 17 Per Cubic M 16 Per Bracke Per Box Per Block Đ Per Bend

3.7.7.1.2 Navigate and click the addition actions button (1), the click the "Edit / View unit type" button.

COMMAN	Gohvan Cons	truction		VINCENT YU LOG OUT
CONSTRUCTION		Unit Types		Search Unit Type
CLIENT QUOTES				
INVOICING		Unit Type ID	Unit Type Name -	+
LINE ITEMS		25	Test Unit	1
ADMINISTRATION		20	shifts	1
HUMAN RESOURCE		19	pery 1	1
TEAM		5	Per Site Edit Unit Type	1
CLIENT		12	Per Set Edit Unit Type Name 2	1
SUPPLIERS		11	Per Nig Test Unit	1
REPORTS		13	Per Mo Cancel Edit	
		6	Per Met 4 3	
		9	PerLock	1
		15	Per Kilogram	-
		10	Per Day	
		17	Per Cubic Meter	
		16	Per Bracket	
		8	Pet Box	
3.7.7.1	.3 The s	system will load the "I	=dit Unit Type" Dialog (1). I	I hereafter edit the following
Unit Ty	/pe Nam	ne (2). Once complete	e click the "Edit" Button (7).	
Unit Ty	/pe Nam Gohvan Cons	ne (2). Once complete	e click the "Edit" Button (7).	VINCENT YU LOG OUT
	/pe Nam ^{Gohvan Cons}	ne (2). Once complete truction Unit Types	e click the "Edit" Button (7).	VINCENT YU LOG OUT
	/pe Nam ^{Gohvan Cons}	truction Unit Types	e click the "Edit" Button (7).	VINCENT YU LOG OUT
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CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICENT LINE ITEMS ADMINISTRATION	<mark>/pe Nam</mark> Gohvan Cons	truction Unit Types Unit Types 28 20 19	e click the "Edit" Button (7).	VINCENT V// LOG BUT Search Umit Type * : : : :
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	ype Nam Gohvan Cons	truction Unit Types Unit Types Unit Types Unit Types Unit Types Description	e click the "Edit" Button (7).	Search Unit Type

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	19 per week	1		
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	12 P Succesfully edited.	£		
SUPPLIERS	11 P "Test Unit123' has been successfully edited.	1		
	13 P Continue	1		
	6 Per Meter	1		
	9 PerLock	ł		
	15 Per Kilogram	1		
	10 PerDay	ł		
	17 Per Cubic Meter	:		
	16 Per Bracket	1		
	8 Per Box	I		
	14 Per Block	1		
3.7.7.1 the Uni	.5 The system will display a Success Dialog (1), show it Type, Click "Continue" Button (2) to close the Succ	wing the successful ess Dialog.	editing c	of

3.7.7.2 Edit Unit Type Exercise

Edit the unit type "Test Unit Type" using the following updated details:

	Original	Update
Unit Type Name	Test Unit Type	Edited Unit Type

3.7.8 Delete Unit Type

Description:	This section will guide the user through the process of deleting an existing unit type record.
Expected Learning Outcomes:	To be able to delete a unit type.
Prerequisites:	The user must have the required access to delete a unit type.
Other Information:	None

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s				
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	Assigned Team			
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	View			
	Nissan Rosslyn			
	Test			
	Assigned Team			
	3 2021-08-22 Pretoria North te	mp Vodacom		
	View			
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Gohvan Constru	te and click the "Line Items" drop (ction Jnit Types	down menu (1), click "Unit"	types" t	
1.1 Naviga	te and click the "Line Items" drop (ction Jnit Types ht Type D unt Type Name	down menu (1), click "Unit"	types" t	
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1.1 Naviga	te and click the "Line Items" drop of ction Jnit Types htt Type 10 unit Type Name 0 shifts 9 per week	down menu (1), click "Unit" Search Unit Type		
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Gohvan Constru	te and click the "Line Items" drop of ction Jnit Types NH Type Name 0 shifts 9 werek 6 per set 2 per set	down menu (1), click "Unit"		
Gohvan Constru	te and click the "Line Items" drop of ction Jnit Types htt Types Name of of of of of of of of of of	down menu (1), click "Unit"		
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Gohvan	Construction			
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	16	Per Bracket	1	
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.8.1.4 Th "Yes" bu "" Gohvan	ne system will pro utton (2) to contin Construction Unit Types	per Block pompt you for confirmation (1) pue.	for deleting the unit typ	De. Click
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C.8.1.4 Th "Yes" bu """ Gohvan Quota Ruction Ruction Rutio	Image: system will project to continue Construction Unit Types Image: system to the type ID Image: system to the type ID <td>Per Block</td> <td>for deleting the unit typ</td> <td>De. Click</td>	Per Block	for deleting the unit typ	De. Click
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7.8.1.4 Th "Yes" bu Coherent Coherent	Lat Intersection Construction Unit Types 20 10 5 12 10 13 6 9 15 10 17 16 8 14 14	Per Block	for deleting the unit typ	De. Click

3.7.8.2 Delete Unit Type Exercise

Delete the unit type "Edited Unit Type":

Unit Type Name Edited Unit Type

3.7.9 Create Package Type

Description:	This section will guide the user through the process of creating a new package type.
Expected Learning Outcomes:	To be able to create package types.

PARALINEAR

Prerequisites:	The user must have the required access to
	adding package types.
Other Information:	None

	Gohvan Constructio	on			VINCENT YU	LOG OUT
CONSTRUCTION	Pac	kage Types		Search Package Type		
CLIENT QUOTES						
INVOICING	Package	e Type ID	Package Type Name	+		
LINE ITEMS	4		15m Lattice	:		
ADMINISTRATION	5		15m Mono-Lattice	:		
HUMAN RESOURCE	6		15m Ter 1	:		
TEAM	7		20m Lattice Create Package Type	:		
CLIENT	8		20m Tree M What is the Package Type Name	:		
SUPPLIERS	9		25m Lattice Package Type Name 2	:		
REPORTS	10		25m Tree M	:		
	11		25m Monol 4 3	:		
	12		30m Lattice	:		
	13		30m Mono-Lattice	:		
	14		35m Lattice	:		
	15		35m Mono-Lattice	:		
	16		40m Lattice	:		
	17		45m Lattice	:		
	18		50m Lattice	:		
	Gohvan Constructio				VINCENT YU	LOG OUT
CLIENT QUOTES	Pac			Search Package Type		
INVOICING	Package	r Type ID	Package Type Name	+		
LINE ITEMS	4		15m Lattice			
ADMINISTRATION	5		15m Mono-Lattice			
HUMAN RESOURCE	6		15m Temp F			
TEAM	7		20m Lattice 1 3ate Package			
CLIENT	8		20m Tree M Confirm e			
SUPPLIERS	9		25m Lattice Are you sure?			
pepogre	10		25m Tree M - No Yes -			
REPORTS	n		25m Mono-			
	12		30m Lattice			
	13		30m Mono-Lattice			
	145		35m Lattice			
	15		35m Mono-Lattice			
	16		40m Lattice			
	17		45m Latice			
	18		50m Lattice			
3.7.9.1	.4 The syst	em will then prom	pt you formation. Click "Yes" bi	utton (2) to c	onfirm	
creatin	g the new p	backage type with	the entered details.			

CONVAN	Gohvan Construction	n			VINCENT YU	LOG OUT
CONSTRUCTION	Pack	age Types		Search Package Type		
CLIENT QUOTES						
INVOICING	Package T	Type ID P	ackage Type Name	+		
LINE ITEMS	4	1	5m Lattice	:		
ADMINISTRATION	5	1	5m Mono-Lattice	1		
HUMAN RESOURCE	6	1	5m Temp Spine	:		
ТЕАМ	7	2	^{0m} 1 ·	1		
CLIENT	8	2	Om Trr Succesfully created.	1		
SUPPLIERS	9	2	"Test123" has been successfully created.	1		
PEROPTR	10	2	5m Tri Continue 2	1		
REPURIS	11	2	5m Mono-Lattice	÷		
	12	3	0m Lattice	I		
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	14	3	5m Lattice	:		
	15	3	5m Mono-Lattice	i -		
	16	4	0m Lattice	÷		
	17	4	5m Lattice	:		
	18	5	Om Lattice 🛨	1		
3.7.9.1	.5 The syste	em will displav a S	Success Dialog (1), showing th	e successful	creatio	n of

the package type. Click "Continue" Button (2) to close the Success Dialog.

3.7.9.2 Create Package Exercise

Create a new package type using the following details:

Package Type Name

Test Package

3.7.10 Search Package Type

Description:	This section will guide the user through the process of creating a searching for a package type.
Expected Learning Outcomes:	To be able to search for package types.
Prerequisites:	The user must have the required access to searching for package types.
Other Information:	None

PARALINEAR _____

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CTION	Projects		Search Project	
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		3 2021-08-22 Pretoria North temp Vodacom		
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10.1.1 Na con (2) ^{дал} Gohvan C	avigate and click	the "Line Items" drop down m	enu (1), click "Unit ty	DES.
10.1.1 Na con (2) generation ustron xxotes	avigate and click	the "Line Items" drop down m	enu (1), click "Unit ty search Package Type 2	pes"
10.1.1 Na con (2) Gohvan C ucnow worts	avigate and click Construction Package Types	sas Define to the "Line Items" drop down m	eenu (1), click "Unit ty <u>Search Package Type</u> +	pes" VINCENT YU
10.1.1 Na con (2) game Gohvan C ucrow worts ms	avigate and click Construction Package Types	sas t the "Line Items" drop down m Puckage Type Name 15m Lattice	eenu (1), click "Unit ty search Package Type 2 +	pes"
10.1.1 Na con (2) ^{fram} Gohvan C uctron Rotes MS TRATION	avigate and click Construction Package Types 1 Peckage Type D 4 5	Extra figure lattice	eenu (1), click "Unit ty Search Package Type 2 + :	рез"
10.1.1 Na con (2) Gohvan C uction xuotes kas traation resoluce	Construction Package Types Peckage Type D 4 5 6	Example 2 Solutions Freedage Type Name Package Type Name 15m Lattice 15m Mono-Lattice 15m Temp Spine	enu (1), click "Unit ty	pes"
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10.1.1 Na con (2) gram Gohvan C uctron Ra Resource	avigate and click Construction Package Types 1 Peckage Type D 4 5 6 7 8 9 10 11 12	Eventual to a constraint of the second of t	enu (1), click "Unit ty	pes"
10.1.1 Na con (2) Gohvan C ustron na resource	avigate and click Construction Package Types 1 Peckage Type 0 4 5 6 7 8 9 10 11 12 13	Eventue Type Name	enu (1), click "Unit ty	pes"
10.1.1 Na con (2) Gohvan C uction Rotes Itaation Resoluce	Avigate and click Construction Package Types Peckage Type D 4 5 6 7 8 9 10 11 12 12 13 14	Eventspart Type Name Package Type Name P	enu (1), click "Unit ty	pes"
10.1.1 Na con (2) Gohvan C uction uction si station REBOLARCE	Avigate and click Construction Package Types 1 Package Type D 4 5 6 7 7 8 9 10 11 11 12 13 14 15	Events and a constraints of the second secon	enu (1), click "Unit ty	pes"
10.1.1 Na con (2) Gohvan C korton	avigate and click Construction Package Types 1 Package Types 4 5 6 7 8 9 10 11 12 13 14 15 16	Evenue Function of the functio	enu (1), click "Unit ty	pes"
10.1.1 Na con (2) Gohvan C uction MS ITRATION RESOURCE	Avigate and click Construction Package Types 1 Package Types 4 5 6 7 8 9 10 11 11 12 13 14 15 16 17	Ease Ease	enu (1), click "Unit ty	pes"

COMMAN	Gohvan Cons	struction			VINCENT YU LOG OUT
CONSTRUCTION		Package Types		Mast	
CLIENT QUOTES					
INVOICING		Package Type ID	Package Type Name	+	
LINE ITEMS		8	20m Tree Mast Monopole	: 2	
ADMINISTRATION		10	25m Tree Mast Monopole	:	
HUMAN RESOURCE					
TEAM					
CLIENT					
SUPPLIERS					
REPORTS					
			C		
3.7.10	1.3 Onc	e you have for	und the desired package ty	pe record you can clear tl	ne search
bar to	return to	the package t	vpe home screen default v	iew.	

3.7.10.2 Search Package Type Exercise

Search for package type using the following details:

Package Type Name Test package	
--	--

3.7.11 Edit Package Type

Description:	This section will guide the user through the process of editing an existing package type record.
Expected Learning Outcomes:	To be able to edit a package type.
Prerequisites:	The user must have the required access to edit a package type.
Other Information:	None



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	9		Thend (T); ellek Tackage	.) 00
Gome Gohvan	Construction			VINCENT YU LOG OUT
CONSTRUCTION CLIENT QUOTES	Unit Types		Search Unit Type	
INVOICING	Unit Type ID	Unit Type Name	1	
LINE ITEMS	25	Test Unit	:	
ADMINISTRATION	20	shifts	Edit Package Type	
HUMAN RESOURCE	19	per week	Delete Package Type	
ТЕАМ	5	Per Site	i	
CLIENT	12	Per Set	1	
SUPPLIERS	11	Per Night		
REPORTS	13	Per Mounting		
	9	Per I nok	:	
	15	Per Kilogram		
	10	Per Day		
	17	Per Cubic Meter		
	16	Per Bracket	1	
	8	Per Box	:	
	14	Per Block	:	
CONSTRUCTION	Package Types		Search Package Type	
CLIENT QUOTES	Package Type D	Packane Time Name	+	
	A Possage type to	rausaje tyje tvane		
	5	13m Lauce		
ADMINISTRATION			1	
	6	15m Temp C the		
HUMAN RESOURCE		15m Temp Te 1 20m Latition Edit Package Type	i i	
HUMAN RESOURCE	6 7 8	15m Temp 1 *e 20m Lattice Edit Package Type 20m Tree M Edit Package Type Name	1 1 1 1	
HUMAN RESOURCE TEAM CLIENT	6 7 8 9	15m Temp * *e 1 20m Lattice 20m Tree M Edit Package Type Name 25m Lattice 25m Lattice 25m Lattice		
HUMAN RESOURCE TEAM CLIENT SUPPLIERS	6 7 8 9 10	15m Temp Tem 20m Lattice 20m Tree M 25m Lattice 25m Lattice 25m Tree M 25m Lattice 25m Tree M		
HAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	6 7 8 9 10 11	15m Temp Tree 20m Latter 20m Tree M 20m Tree M 25m Latter 25m Latter 25m Latter 25m Tree M 25m Latter 25m Tree M 25m Tree Tree Tree M 25m Tree M 25m Tree M 25m Tree M 25m Tree M 25m Tree		
HAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	6 7 8 9 10 11 11 12	15m Temp 1 20m Lattor 20m Tree M 25m Lattor 25m Lattor 25m Tree M 25m Tr		
HAMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	6 7 8 9 10 11 12 13	15m Temp 1 20m Lation 20m Tee M 25m Lation 25m Lation 25m Tee M 25m Lation 25m Tee M 25m Tee M 25m Lation 25m		
HRAMN RESOURCE TEAM CLINT SJIPPLERS REPORTS	6 7 8 9 10 11 12 13 13 14	15m Temp 1 20m Lattice 20m Tree M 25m Lattice 25m Tree M 25m Lattice 25m Tree M 25m Lattice 30m Lattice 35m Lattice		
HRAMN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	6 7 8 9 10 11 12 13 13 14 15	15m Temp Temp 20m Latter 20m Tem Edit Package Type 20m Tree M 25m Latter 25m Tem 2 25m Tem 2 25m Tem 2 25m Tem 2 25m Latter 30m Latter 35m Latter 35m Latter 35m Latter 35m Latter 35m Latter	I I I I I I I I I I I I I I	
HEMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	6 7 8 9 10 11 12 13 13 14 15 15 16	1 Sm Terry Terry Chi Package Type 20m Terry Chi Package Type Name 20m Terry Chi Package Type N	i i i i i i i i i i i i i i i i i i i	
HUMAN RESOURCE TEAM CLINT SUPPLIERS REPORTS	6 7 8 9 10 11 12 13 13 14 15 16 16 17	15m Temp Edit Package Type 20m Lattice Edit Package Type Name 20m Lattice 15m Lattice 20m Tem M amediate 20m Lattice 35m Mono-Lattice 35m Lattice 45m Lattice 45m Lattice 45m Lattice	i i i i i i i i i i i i i i	
HAMAN RESOURCE	6 7 8 9 10 11 12 13 14 15 15 16 15 16 17 18	1 Sm Temperer 20m Latine 20m Tree M 20m		4 4b a

COHVAN	Gohvan Con	struction		VINCENT	YU LOG OUT
CONSTRUCTION		Package Types		Search Package Type	
CLIENT QUOTES					
INVOICING		Package Type ID	Package Typo Name	+	
LINE ITEMS		. 4	15m Lattice		
ADMINISTRATION		5	15m Mono-Lattice		
HUMAN RESOURCE		6	15m Temp Spine		
TEAM		7	20m Lattice		
CLIENT		8	20m Tree M E Confirm		
SUPPLIERS		g	25m Lattice		
REPORTS		10	25m Tree M 3 No Yes 2		
		n	25m Mono-		
		12	30m Lattice		
		13	30m Mono-Lattice		
		14	35m Lattice		
		15	35m Mono-Lattice		
		16	40m Lattice		
		17	45m Lattice		
0744	1 4 Tha		continuation (1) for		
3.7.11	.1.4 INE	e system will pror	mpt you for confirmation (1) in	or editing the package typ	be.
	ne "Yes	" <u> </u>	ntinuo		
		Dullon (2) to co			
Gran_	Gohvan Cons	struction		VINCENT VI	J LOG OUT
CONSTRUCTION	Gohvan Cons	struction Package Types		WICENT W	J LOG OUT
CONSTRUCTION CLIENT QUOTES	Gohvan Cons	Package Types Package Type D	Package Type Name	VNCDAT N Search Package Type +	J LOG OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS	Gohvan Cons	Package Types	Package Type Name 15m Lattice123	VINCENT V Search Package Type + :	J LOG OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION	Gohvan Cons	Package Types	Package Type Name 15m Lattice123 15m Mono-Lattice	Search Package Type	J LOG OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINESTRATION HUMAN RESOLUTION	Gohvan Cons	Package Types Package Types Package Type 0 4 5 6	Package Type Name Package Type Name 15m Lattice123 15m Kono-Lattice 15m Temp Spine	Search Package Type	J LOG OUT
CONSTRUCTION CLIENT GUOTES INVOICING LINE TELMS ADMINISTRATION HUMAN RESOLUCE TEAM	Gohvan Cons	Package Types Package Type D 4 5 6 7	Package Type Name 1 dm Lattice123 1 dm Terrp Spine 2 1 Tra	Search Package Type	U 100 OUT
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUTION TEAM CLIENT	Gohvan Cons	Package Types Package Type D 4 5 6 7 8	Package Type Name Package Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 2 1 1 Yean 2 2 2 1 Succesfully edited.	Search Package Type	J LOG OUT
CONSTRUCTION CLIENT GUODES INVOICING LINE ITEMS ADMINISTRATION HRIMAN RESOLUCE TEAM CLIENT	Gohvan Cons	Package Types Package Type 0 4 5 6 7 8 9	Peckaps Type Name Peckaps Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 21 1 5m 20m 25m 25m 25m 25m 25m 25m 25m 25m 25m 25	Search Package Type	J LOG OUT
CONSTRUCTION CLEART GUOTES INVOICING LINE ITEMS ADMINISTRATION HAMAN RESOLUCIC TEAM CLEART SUPPLIERS BEDOTTS	Gohvan Cons	Package Types Package Type 8 Package Type 8 4 5 6 7 8 9 10	Package Type Name Package Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 21 Succesfully edited. 15m Lattice123' has been auccessfully edited. 15m Lattice123' has been auccessfully edited. 15m Lattice123' has been auccessfully edited. 15m Lattice123' has been auccessfully edited. 15m Lattice123' has been auccessfully edited. 15m Lattice	Search Package Type	J LOG OUT
CONSTRUCTION CLENT QUOTES AVOICING LINE ITEMS ADMINISTRATION HEIMAN RESOLUCIO TEAM CLENT SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type ID 4 5 6 7 8 9 10 11	Peckage Type Name Peckage Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 21 Succesfully edited. 15m Lattice123' has been successfully edited. 25m Continue 25m Continue 25m Mono-Lattice	Search Package Type	J LOG OUT
CONSTRUCTION CLEAR TQUOTES AVOICING LINE ITEMS ADMINISTRATION HRUMAN RESOLUCIO TEAM CLEAR REPORTS	Gohvan Cons	Package Types Package Types Package Types 4 5 6 7 8 9 10 11 12	Peckage Type Name Peckage Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 21 25m 25m 25m 25m 25m 25m 25m	Search Package Type	J LOG OJT
CONSTRUCTION CLEAR QUOTES INVOICING LINE ITEMS ADMINISTRATION HAIMAN RESOLUCIE TEAM CLEAR SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type ID 4 5 6 7 8 9 10 11 12 13	Package Type Name Package Type Name 15m Lattice123 15m Mono-Lattice 15m Temp Spine 20m Succesfully edited. 21m 15m Lattice123' has been successfully edited. 25m 25m 25m 25m 25m 25m 25m 25m	Search Package Type + I	J 100 OUT
CONSTRUCTION CLEWY QUOTES INVOICING LINE ITEMS ADMINISTRATION HRIMAN RESOLUCE TEAM CLEWY SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type ID 4 5 6 7 8 9 10 11 12 13 14	Package Type Nome Package Type Nome Ism Lattice 123 Ism Mono-Lattice Ism Temp Spine	Search Package Type + i	J 100 OUT
CONSTRUCTION CLEAR QUOTES INVOICING LINE FIEMS ADMINISTRATION HAMAN RESOLUCE TEAM CLEAR SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type ID 4 5 6 7 8 9 10 11 12 13 14 15	Package Type Name Package Type Name Istm Lattice 123 Istm Mono-Lattice Istm Temp Spike	Search Package Type + i	J 100 0JT
CONSTRUCTION CLEAR QUOTES INVOICING LINE FIEMS ADMINISTRATION HAMAN RESOLUTION CLEAR SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type D 4 5 6 7 8 9 10 11 12 13 14 15 16	Package Type Hame Package Type Hame Ithm Lattice 123 Ithm Lattice 123 Ithm Mono-Lattice Ithm Temp Spine Ithm Cattice Ithm Temp Spine Ithm Te	Search Package Type + i	J 100 0JT
CONSTRUCTION CLIENT GUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCE TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Type 0 4 5 6 7 8 9 10 11 12 13 14 15 16 17	Package Type Name Package Type Name Package Type Name Item Lattice 123 Item Lattice 123 Item Spice Item Spice	Search Package Type + i	J 100 0JT
CONSTRUCTION CLIENT GUODES INVOICING LINE THEMS Administration Haman Resource TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type D 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	Packaps Type Name Packaps Type Name Packaps Type Name Tam Lattice 123 Tam Temp Spice Tam	Search Package Type + i	J 100 0JT
CONSTRUCTION CLIENT GUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCIC TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	Package Types Package Types Package Type 0 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 e system will disp	Packape Type Name Packape Type Name Packape Type Name If the Lattice 123 If the La	vecer ve search Pockage Type +	ing of

3.7.11.2 Edit Package Type Exercise

Edit the package type "Test package" using the following updated details:

	Original	Update
Package Type Name	Test Package	Edited Package

3.7.12 Delete Package Type

Description:	This section will guide the user through the process of deleting an existing package type record.
Expected Learning Outcomes:	To be able to delete a package type.

PARALINEAR

Prerequisites:	The user must have the required access to delete a package type.
Other Information:	None



3.7.12.1.1 Navigate and click the "Line Items" drop down menu (1), click "**package** types" button (2)

<u> </u>		(-/				
	CONVAN	Gohvan Cons	truction			VINCENT YU LOG OUT
	CONSTRUCTION		Unit Types		Search Unit Type	
	CLIENT QUOTES					
	INVOICING		Unit Type ID	Unit Type Name	1	
	LINE ITEMS		20	shifts	1	
	ADMINISTRATION		19	per week	Edit Unit Type	
	HUMAN RESOURCE		5	Per Site	Delete Unit Type	
	ТЕАМ		12	Per Set	1	
	CLIENT		11	Per Night	1	
	SUPPLIERS		13	Per Mounting	1	
	REPORTS		6	Per Meter	1	
			9	PerLock		
			15	Per Kilogram	1	
			10	Per Day	1	
			17	Per Cubic Meter	1	
			16	Per Bracket	1	
			8	Per Box	:	
			14	Per Block	1	
			7	Per Bend	:	
	3.7.12.	1.2 Nav	igate and click the ad	dition actions button (1), tl	ne click the "Delete	package

type" button.

CONVAN	Gohvan Cons	struction		VINCENT YU LOG OUT
CONSTRUCTION		Unit Types		Search Unit Type
CLIENT QUOTES				
INVOICING		Unit Type ID	Unit Type Name	+
LINE ITEMS		25	Test Unit123	:
ADMINISTRATION		20	shifts	1
HUMAN RESOURCE		19	per week	1
TEAM		5	Per Site 1	1
CLIENT		12	Per Set Confirm	:
SUPPLIERS		11	Per Night 3 2	1
REPORTS		13	Per Mountin; No Yes	1
		6	Per Meter	1
		9	Per Lock	1
		15	Per Kilogram	1
		10	Per Day	1
		17	Per Cubic Meter	-
		16	Per Bracket	1
		8	Per Box	:
			PEI DIOLA	
3.7.12.	.1.4 The	system will prompt y	ou for confirmation (1) for o	deleting the package type.
	"\\ "			
	ne res	button (2) to continu	le.	
	Gohvan Cons		le.	VINCENT YU LOO OUT
	Gohvan Cons	Tbutton (2) to continu truction Unit Types	le.	VINCENT YU LOG OUT
	Gohvan Cons	button (2) to continu truction Unit Types	Unit Type Name	VINCENT YU LOS OUT
	Gohvan Cons	button (2) to continu truction Unit Types unit Types	Unit Type Name	VINCENT YU LOG OUT
	Gohvan Cons	button (2) to continu truction Unit Types Unit Type ID 20 19	Unit Type Name shifts per week	VINCENT V/ LOG OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES REVOICING LINE ITEMS ADMINISTRATION	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 19 5	Let.	VNERT V LOG OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HAMAN RESOURCE	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 19 5 12	Los Type Name shifts per week Per Stre	VNERHT VU LOG OUT Search Unit Type
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ACMINISTRATION HUMAN RESOURCE TEMA	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 19 5 5 12 11	Unit Type Name shifts per week Per Site 1 succesfully deleted.	VNCERT YU LOS OUT
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOLUCE TEAM	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 20 19 5 5 12 11 13	that Type Name shifts per week Per Site Succesfully deleted. "Test Unit122" has been successfully deleted.	VNEERT YU LOG GUT Search Unit Type
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCIE TEAM CLIENT SUPPLIEFS	Gohvan Cons	button (2) to continue truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6	thit Type Name shifts per week Per Site Succesfully deleted. Test Unit127 has been successfully deleted. Test Unit127 has been successfully deleted.	VNEXHI Y LOG GUT Search Unit Type - - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE TIEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 6	Let.	VNERRY V LOG DUT Search Unit Type - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 9 9	Let: Type New thit Type New thits per week Per Site Succesfully deleted. Test Unit 122' has been successfully deleted.	VNERRY V LOG OUT Search Unit Type - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CONSTRUCTION CONSTRUCTION CLEAR QUOTES INVOICING LINE ITEMS ADMINISTRATION HAMAIN RESOURCE TEAM CLEAR SUPPLIERS REPORTS	Gohvan Cons	button (2) to continue truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 9 9 15	Let.	NNEXT LOCOLT Search Unit Type - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LIENT TEAM HAMAIN RESOURCE TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	button (2) to continue truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 6 9 9 15 10 17	IC.	VNENT VI LOO OUT Search Unit Type - - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCE TEAM CLIENT SUPPLIERS REPORTS	Gohvan Cons	button (2) to continue truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 6 9 9 13 13 6 7 10 17 16	IC.	VNENT VI LOC OUT Search Unit Type - - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOLUCE TEMM CLIENT SUPPLIERS REPORTS	Gohvan Cons	Dutton (2) to continu truction Unit Types Unit Types 20 19 5 12 11 13 6 9 15 10 17 16 8	Ust: Type Nume uhit Type Nume uhit Type Nume uhit Type Nume uhit Type Nume per week Per Site Succesfully deleted. "test Unit122" has been successfully deleted. "test Unit122" has been successfully deleted. "Per tool Per tool	Search Unit Type - - -
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOLUTION CLIENT SUPPLIERS REPORTS	Gohvan Cons	Dutton (2) to continu truction Unit Types Link Type ID 20 19 5 12 11 13 6 9 15 10 17 16 8 14	Les	Search Unit Type * 1 2 3 3 4 1 2 3 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 11 12 13 14 15 16 17 18 19 110 120 131 141 152 153 154 154 155 155 156 157 158 154 154 155
CONSTRUCTION CONSTRUCTION CLIENT QUOTES INVOICING LIENT TIEME ADMINISTRATION HUMAIN RESOLUTION TEAM CLIENT SUPPLIERS	Gohvan Cons	Dutton (2) to continu truction Unit Types Uwe Type 0 20 19 5 12 11 13 6 9 15 10 17 16 8 14 7	Unit Type Kane uhitTs per week Per Site 1 Scccesfully deleted. "test Unit127 has been successfully deleted.	NUMENT Type * 1 1 2 3 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 19 10 11 12 13 14 15 16 17 18 19 110 120 131 141 151 161 171 181 181 181 181 181 181 181 181 181 181 182
CONSTRUCTION CONST	Gohvan Cons	button (2) to continu truction Unit Types Unit Types 20 20 19 5 5 12 11 13 6 9 9 15 10 15 10 15 10 15 10 15 10 15 10 15 10 15 10 15 10 17 16 8 8 14 7 5 5 5 5 7 7 7 8 9 8 15 10 10 15 15 10 10 15 15 10 15 15 10 15 15 10 15 15 15 15 15 15 15 15 15 15 15 15 15	Ie.	Search Unit Type + -

3.7.12.2 Delete Package Type Exercise

Delete the package type "Edited Package":

Package Type Name Edited Package

3.8 Reporting

3.8.1 Generate Site Progress Report Not Complete

3.8.2 Generate Site Type Report

Description:	This section will guide the user through the process of generating a site type report.
Expected Learning Outcomes:	To be able to generate a site type report.
Prerequisites:	The user must have the required access to generating a site type report.
Other Information:	None



Team 7



3.8.2.2 Generate Site Type Report Exercise

Following the steps above generate a site type report.

3.8.3 Generate Team Site Completed Report

Not Complete

3.8.4 Generate Employee Document Expiry Report

Description:	This section will guide the user through the process of generating a site type report.
Expected Learning Outcomes:	To be able to generate a site type report.
Prerequisites:	The user must have the required access to generating a site type report.
Other Information:	None





3.8.4.1.3 The system will load the "Employee Document Report" Screen. This screen contains the controls used to display the report information. Click the "Download PDF" Button (17) to download.

3.8.4.2 Generate Employee Document Report Exercise

Following the steps above generate an employee document report.

3.8.5 Generate Site Acceptance Document

Description:	This section will guide the user through the process of generating a site acceptance document.
Expected Learning Outcomes:	To be able to generate a site acceptance document.
Prerequisites:	The user must have the required access to generating a site acceptance document.
Other Information:	None



Green Gohvan C	nstruction vincest	YU LOC
CONSTRUCTION	Crosto Cita Associanse Desument	
CLIENT QUOTES	Create Site Acceptance Document	
INVOICING	1 2 Nissan Roslyn_Site_Accpetance 2	
LINE ITEMS		
ADMINISTRATION	Site Snags	
HUMAN RESOURCE	Sing Yan' - 3 Sing Steary Series 4 Sing Yosh' - 3 Sing Yosh' - 3 Sing Yosh' - 3 Filk Fence Repair Damaged Fence Fencing required	
ТЕЛМ	Add Shing	
CLIENT	7 Item 8 Description 9 Note 10	
SUPPLIERS	Fix Fence Repair Damaged Fence Fencing required	
REPORTS	12	
	Create Site Acceptance Document	
	13 ,	
38512Th	system will load the "Create Site Accentance Document" Home Screen	
Thoroaftor o	ter the Name (1) Note (2) Snag Item (3) Snag Description (4) Snag Note	<u>,</u>
(5) Then cli	k the "Add Snag" button (6). This will add the snag to the snag table (7). Let	
the "Remove	Snad" button (11) if you want to remove a snad item. Once complete click	C
the "Create "	ite Acceptance Document" button (12)	
		in our
Gonvan Co		
CONSTRUCTION	Create Site Acceptance Document	
CLIENT QUOTES	Name Note	
INVOICING	Nissan Roslyn_Site_Accpetance Example	
LINE ITEMS	Site Snags	
ADMINISTRATION	Sag hen 1	
HUMAN RESOURCE	Fix Ferce Repar Damaged Ferce Fercing required	
TEAM .	Additional Item Description Confirm te	
CLIENT	Fix Fence Repair Damaged Fence Are you sure?	
SUPPLIERS	3 Nº Yes 2	
REPORTS	Create-un-Acceptance b-uniment	
3.8.5.1.4 Th	system will then Load a Confirmation Required Dialog (1), then you will click	ck
the "Yes" bu	con (2) to confirm the creation of the Client.	

3.8.5.2 Generate Site Acceptance Document Exercise

Following the steps above generate an employee document report with the below information.

Name	Nissan Roslyn Site Acceptance
Note	Example
Snag Item	Fix Fence
Snag Description	Repair damaged fence
Snag Note	Fencing Required

3.9 User Management

3.9.1 Login	
Description:	This section will guide the user through the process of Logging into the system
Expected Learning Outcomes:	To be able to Log into the system
Prerequisites:	The user must have a user account on the system
Other Information:	None



3.9.1.2 Login Exercise

Email/Username	Matthew17
Password	qwerty

3.9.2 Logout

Description:	This section will guide the user through the process of logging out of the system
Expected Learning Outcomes:	To be able to log out of the system
Prerequisites:	The user must be logged into the system
Other Information:	None



3.9.3 Reset Password

Description:	This section will guide the user through the process of resetting their password.
Expected Learning Outcomes:	To be able to reset their password
Prerequisites:	The user must have a user account on the system and know the accounts email.
Other Information:	None







3.9.3.1.5 Enter the number code you received through the SMS (2) then click the enter button (3)





	Please enter your new Password 2 Enter new Password 2 Rease etty for see Reands 3 Enter Cancel 4
3.9.3.1.7 Enter your new password (2) the	en click enter(3)
"Success!" 1 "Password Changed succesfully"2 Continue 3 3 9 3 1 8 Click the continue button (3)	
3.9.3.1.8 Click the continue button (3)	
	Reset Password 1 Email Address To criteria data in Sterares 2 Conform Cancel 4
ALT 3.9.3.1.2 Click the Cancel button (4)	returns the user to the login screen.



	3.9.3.2	Reset	Password	Exercise
--	---------	-------	----------	----------

Email address	Matthewveltman17@gmail.com
OTP	Received on your phone (e.g., 007245)
New Password	qwertyu

PARALINEAR



3.10 Client	
3.10.1 Add Client	
Description:	This section will guide the user through the process of adding a new client.
Expected Learning Outcomes:	To be able to add a new client.
Prerequisites:	The user must have the required access to add a new client to the system.
Other Information:	None



Add Client In	
	nformation
Client Name	
Email address 2	
Company Resistration Number	
Telephone Number	Vat Number 5
e.g 0736893528	3
Hint: Do not add the Country Zip code (+27)	
Fax Number 6	
Client Address:	
PO Box 7	Street Address 8
Province 9	uity 10
Zip Code 11	
e.g. 0052	
Please ensure that all fields ha	nave been filled out corectly 12
Add Cli	lient
Canc	cel 13
ty (10), Zip Code (11) and then C	PO Box (7), Street Address (8) lick the "Add Client" Button (12
City (10), Zip Code (11) and then C	PO Box (7), Street Address (8) lick the "Add Client" Button (12
ty (10), Zip Code (11) and then C	PO Box (7), Street Address (8) lick the "Add Client" Button (12
(10), Zip Code (11) and then C	PO Box (7), Street Address (8) lick the "Add Client" Button (12
(10), Zip Code (11) and then C on Add Client Inform Client Name Charlie Brown	PO Box (7), Street Address (8) lick the "Add Client" Button (12
Add Client Inform	PO Box (7), Street Address (8) lick the "Add Client" Button (12
(0), PAX Number (0), PAX Number (0), P y (10), Zip Code (11) and then C ton Client Name Charle Brown Email address CB@gmail.com Compary.Readstation Number	PO Box (7), Street Address (8) Click the "Add Client" Button (12
Client Name Charle Brown Email address Ceggmai.com Company Registration Number 1234567890	PO Box (7), Street Address (8) Flick the "Add Client" Button (12
Add Client Inform Client Name Charle Brown Email address CR@gmai.com Company Registration Number [1234567890 Telephone Number Vet N	PO Box (7), Street Address (8) Click the "Add Client" Button (12
Add Client Inform Client Name Charle Brown Email address CBggmai.com Company Registration Number 1234567890 Telephone Number Viat N	PO Box (7), Street Address (8) Click the "Add Client" Button (12
Add Client Inform Client Name Charlie Brown Email address CB@gmai.com Company Registration Number 123456789 Telephone Number 123456789 Werk Mark State Mark State	PO Box (7), Street Address (8) Click the "Add Client" Button (12
Add Client Inform Client Name Charle Brown Email address CB@gmail.com Company Registration Number 1234567890 Telephone Number 123456789 Hint: Do not add the Country Zip code (+27) Fax Number 309652147	PO Box (7), Street Address (8) click the "Add Client" Button (12
Add Client Inform Client Name Charle Brown Email address CR@genal.com Company Registration Number 1234567890 Telephone Number 123456789 Werk: Do not add the Country Zip code (+27) Fax Number 399852147 Client Address	PO Box (7), Street Address (8) click the "Add Client" Button (12
Add Client Inform Client Name Client Name Client Name Client Name Charle Brown Email address CB@gmail.com Company Registration Number 1234507890 Telephone Number 123450789 Telephone Number 1234507890 Telephone Number 123450789 Telephone Number 123450	PO Box (7), Street Address (8) click the "Add Client" Button (12
Client Name Client	PO Box (7), Street Address (8) click the "Add Client" Button (12
Add Client Inform Client Name See See See See See See See See See Se	PO Box (7), Street Address (8) click the "Add Client" Button (12
Add Client Inform Client Name	PO Box (7), Street Address (8) click the "Add Client" Button (12
International and the end of the second s	PO Box (7), Street Address (8) click the "Add Client" Button (12 mation
Indifficient (S), PAX Nutrible (S), P y (10), Zip Code (11) and then C tion Add Client Inform Client Name Charlie Brown Enail address CBggmai.com Company Registration Number 124567890 Teleptone Number Val N 0122456796 Hint: to not add the Country Zip code (+27) Fax Number 132656766 Val N 0122456769 Val N 022456796 Fax Number 132656796 Val N 0122456796 Val N 022456796 Val N 022456796 Val N 0300 Zip Code 0052	PO Box (7), Street Address (8) click the "Add Client" Button (12 mation
Add Client Inform Client Name Charle Brown Email address CB@gmail.com Company Registration Number 1234567890 Telephone Number 1234567890 Telephone Number 1234567890 Telephone Number 22 Province 22 Province 22 Province City Res Number 22 Province City Res	PO Box (7), Street Address (8) click the "Add Client" Button (12 mation
Add Client Inform Client Name Client Name Client Name Client Name Client Name Company Registration Number 1234567890 Telephone Number 1234567890 Val N 00252 Val N 0052 Add Client Address: P0 Box 22 Province 22 Add Client Add Client 0157	PO Box (7), Street Address (8) click the "Add Client" Button (12 mation
Truthiber (5), PAX Number (6), P ty (10), Zip Code (11) and then C ction Add Client Inform Client Name Charle Brown Email address CB@gmail.com Company Registration Number 1234567890 Telephone Number Val N 36952147 Client Address: P0 Box 22 Poince City Gauting Zip Code Object Add Client	PO Box (7), Street Address (8) click the "Add Client" Button (12

	Add Client Information
Client Name	
Charlie BRown	
Email address	
CB@gmail.com	
Company Registration Number	
1234567890	
Telephone Number	Vat Number
0123456789	1 147852369
Hint: Do not add the Country Zip code (+27)	Succesfully created.
Fax Number	"Charlie BRown" has been successfully created.
369852147	2
Client Address:	Conunse
PO Box	Street Address
22	Arcadia Street
Province	City
Gauteng	Pretoria
To Code	
0052	
	Add Client
	n (2) to close the Succ
	1 (2) to close the Succ
	Add Client Information
Clert Name Email address e.g. name@example.com	Add Client Information
Clert Name	Add Client Information
Client Name Email address e.g. name@example.com Company Registration Number	Add Client Information
Client Name Email address e.g. name@iseample.com Company Registration Number Teleptone Number	Add Client Information
Client Name Client Name Crial address e.g. name@example.com Company Registration Number Telephone Number e.gr 72nega9353 e.gr 72nega9353 e.gr 72nega9353	Add Client Information
Cliert Name Cliert Name Cronard Advess e.g. name@iesample.com Company Registration Number e.g.0726093528 Hritt Do na do the Country Zip code (+27) Fax Number Fax Num	Add Client Information
Client Name	Add Client Information
Client Name Client Name Enval address e.g. name@example.com Company Begistration Number e.g. 07746993508 ent Do not add the Dourley Zip code (+27) Pax Number	Add Client Information
Client Name Client Name Grand State State Company Registration Number Gonpany Registration Number Gonpany Registration Number Grand State State State Client Address:	Add Client Information
Client Name Client Name Client Name Client Name Company Registration Number Company Re	Add Client Information
Client Name	Add Client Information
Client Name Client Name Cernal address e.g. name@example.com Company Registration Number e.g. 0728999308 Hers Do not add the Dourny Zip code (+27) Fax Number Client Address: PO Bor Povince	Add Client Information Valt Number Direct Address City
Client Name Client Name Enval address e.g. nameljesample.com Company Begistration Number e.g. 0734093538 ent Do not ad othe Country Zip code (+27) Fax Number client Address: P0 Box Povince Povince Povince	Add Client Information
Client Name Client Name Genal address e.g. name@example.com Company Registration Number e.g. name@example.com Telephone Number e.g. name@example.com Client Address: P0 Box Client Address: P0 Box Downce Zp Code	Add Client Information
Clert Name Clert Name Cmrait address e.g. name@example.com Company Registration Number e.g. 073693535 Hitti Do not add the Country Zip code (+27) Fax Number Clert Address: Do Box Clert Address: Postore 20 Ode e.g. 0052	Add Client Information Vat Number Street Address Cty
Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Name Diert Na	Add Client Information Viti Number Different Address City
Client Name	Add Client Information
Client Name Client Name e.g. anralijesample.com Corpany Begistation Number e.g. anralijesample.com Corpany Begistation Number e.g. ar34693538 ext Do not ad the Country Zp code (+27) Fax Number Client Address: PO Box Province Province 2p Ocde e.g. 0052 Plase ext	Add Client Information
Client Name Email address e.g. name@example.com Company Registration Number e.g. name@example.com Company Registration Number e.g. 02669353 Poisse enailse Po lose Client Address: Po lose Province Zp toole e.g. 0012 Plesse enailse Plesse enailse Plesse enailse Plesse enailse Plesse enailse Plesse ena	Add Client Information Vit Number Vit Nu
Diert Name Diert Namber Diegonen Number Diegonen N	Add Clent Information

PARALINEAR _____

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CONSTRUCTION				
CLIENT QUOTES			Add Olient Information	
INVOICING		Client Name	Adu dient information	
LINE ITEMS		Charlie Brown		
		Email address		
ADMINISTRATION		CB@gmail.com		
HUMAN RESOURCE		Company Registration Number		
TEAM		1234567890		
CLIENT		Telephone Number	Vat Number	
SUPPLIERS		0123456789	147852369	
REPORTS		Hint: Do not add the Country Zip code (+27)	Confirm	
		369852147	Are you sure?	
			No Yes	
		Client Address:		
		PO Box	Street Address	
		22	Arcadia Street	
		Province	City	
		oauteng	Pretoria	
		Zip Code		
		0052		
			Add Client	
			Cancel	
0.40		. The week end alight	the "Ne" Dutter or the confirm	action dialografic continue

3.10.1.1.7 ALT: The user can click the "No" Button on the confirmation dialog to continue to the add client screen.

3.10.1.2 Add Client Exercise

Create a new Client using the following details:

Client Name	Charlie Brown
Email Address	CB@gmail.com
Company Registration Number	1234567890
Telephone Number	0123456789
VAT Number	147852369
FAX Number	369852147
PO Box	22
Street Address	Arcadia Street
Province	Gauteng
City	Pretoria
Zip Code	0052

3.10.2 Search Client

Description:	This section will guide the user through the process of searching for a Client.
Expected Learning Outcomes:	To be able to search for a client.
Prerequisites:	The user must have the required access to search for a client.
Other Information:	None

PARALINEAR

Gohvan Cor	nstruction				VINCENT YU
CONSTRUCTION	Projects			Search Project	
CLIENT QUOTES					
INVOICING			Test		
LINE ITEMS			Test		
ADMINISTRATION			Assigned Team		
HUMAN RESOURCE		2 2021-00-2	7 Teet Creenfield Vinderom		
ТЕАМ		2 2021/072			
			View		
SUPPLIERS			Nissan Rosslyn		
REPORTS			Test		
			Assigned Team		
		3 2021-08-22	Pretoria North temp Vodacom		
			View		
			sds		
			dqw		
3 10 2 1 1 Nav	idate and click t	the Client buttor	n (1)		
Gran Gohvan Cons	struction				VINCENT YU LOG OL
CONSTRUCTION				1	
CLIENT QUOTES	Clients			Search Clients	
INVOICING	Client Name	Email Address	Telephone Number		
LINE ITEMS	Vodacom	vodacom@vodacom.co.za	0823870072	÷	
ADMINISTRATION	Cell-C	cellc@gmail.com	085326526546	1	
HUMAN RESOURCE	MTN	mtn@gmail.com	08738392382323	i	
ТЕАМ					
CLIENT					
SUPPLIERS					
REPORTS					
			0		
3.10.2.1.2 The	system will loa	d the Client Hor	• ne Screen. Therea	fter, enter a word ir	1 the

	Gonvan Cons				VINCENT YU LOG O
CONSTRUCTION		Clients		МТ	Q
CLIENT QUOTES					
INVOICING		Client Name	Email Address	Telephone Number	
LINE ITEMS		MTN	mtn@gmail.com	08738392382323	. 1
			in agrig than control		2
ADMINISTRATION					Edit/View Client
HUMAN RESOURCE					Delete Client
TEAM					
CLIENT					
SUPPLIERS					
REPORTS					
				Α	
3.10.2.	1.3 Onc	ce you have to	ound the desire	d client record you can cli	ck the "Additional
Actions	s" buttor	n and then clic	ck the "Edit / Vie	ew" button to view or edit	the client details.
Green Go	huan Constructi				
<u> </u>	IIVall Collsci ucci	ion			VINCENT YU LOG (
CONSTRUCTION		ion			VINCENT 10 LOG (
CONSTRUCTION		ion			Vincent 40 1.00 (
CONSTRUCTION CLIENT QUOTES			Client Informatio	on .	VINCENTAU LOGI
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS		Client Name	Client Informatic	un	VINCENTAU LOSI
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION		Client Name MTN Email address	Client Informatic	on .	VINCENTAU LOSI
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION		Client Name MTN Email address mtn@gmail.com	Client Informatic	on	Vincent AU Los I
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE		Client Name MTN Email address mtn@gmail.com Company Registration Number	Client Informatic	on	VWCGRT70 LOSI
CONSTRUCTION CLIENT QUOTES INVOICING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEAM		Client Name MTN Email address mtn@gmail.com Company Registration Number 3313113	Client Informatic		Vincant for Loss
CONSTRUCTION CLIMPT QUIPTES INVOICING LINE ITEMS ADMINISTRATION HUMAIN RESOURCE TEAM CLIMPT		Client Name MTN Email address mtn@gmail.com Company Registration Number 33131313 Telephone Number 0473892938222	Client Informatic	on mber 222222	VWCGRT70 LOSI
CONSTRUCTION CLEINT GUOTES INVIGIONIS LINE TEMIS ADMINISTRATION HUMMIN RESOURCE TEMIN CLEINT BUPPLIES		Client Name MTN Ernal address mtn@gmail.com Company Registration Number 33131313 Telsphore Number G8793892982222 Fax Number	Client Informatic Viti Nu 4141	on mber 222222	VWG37T40 LOGA
OMSTRUCTION CLIMPT GAPTES INVOCIONS LINE FEMS AGAINMETEATION HALMAN RESOURCE TAAM CLEMPT BUPFLEES REPORTS		Client Name MTN Email address mm(mgmail.com Corpany.Registration Number 3313131 Telephone Number 067938923223 Fax Number 24425346443222	Client Informatic Vit Nu 4141	on 	VWCGRTPU LOSI
ONSTRUCTION CLIMP GAMPES INVOICING LINE FEMS ADMINISTRATION HAMAN RESOURCE TAAM CLIMP SUPPLERS REPORTS		Client Name MTN Email address mm/genail.com Company Registration Number 3313131 Telephone Number 04734392342323 Fisc Number 2343354443232 Client Address:	Client Informatic Vit Nu 4141	on noer 222223	VWCGRTPU COST
ONSTRUCTION CLIMP GAMPIES INVOICING LINE FIEMS ADMINISTRATION HUMAN RESOURCE TAM CUENT SUPPLERS REPORTS		Client Name MTN Email address mth@gmail.com Company.Registration Number 20131313 Telephone Number 0978892922222 Fax Number 23453546442222 Client Address: P0 Bix	Client Informatic	on Inter 222223	VWCGRTPU COST
ONSTRUCTION CLEMP QUOTES INVOCING LINE ITEMS ADMINISTRATION HUMAN RESOURCE TAM CLEMP REPORTS		Client Name MTN Email address mdriggmail.com Corpary Registration Number 23131313 Telephone Number 0873839232232 Fax Number 23425346443232 Client Address: P0 Box P0 Box 1234	Client Informatic	on Inther 222223 Address Address	VWCGRTPU COST
0043784/2760 (USH) QAPTES INVOICING UNE FEMS ADMINISTRATION HUMAN RESOURCE TAM ULINY BUPFLERS REPORTS		Client Name MTN Email address mdn@gmail.com Company Registration Number 3313131 Telephone Number 0873892382232 Pak Number 2343534443322 Client Address: Po Box Po Box 1234 Provine	Client Informatic	on Inther 222223 Address Exhisa Bitert	VWCGRTPU COST
004178/CT00 CLUH QATTS INVOCHS LIRE ITEM ADMINISTATION HUMAN RESOURCE TAM CLUM REPORTS		Client Name MTN Email address mdniggmail.com Company Registration Number 3313131 Telephone Number 0873895232222 Par. Number 2343534445222 Client.Address: Po Box Po Kor 1234 Province Kwa2ula-Natal	Client Informatic Vat Na 4141 Street. 7424 City Peter	on mber 222222 Address Address Address antia Eteret	UNICATIO (201
004178/CT00 CLUHY QUOTES IVER ITEMS LURE ITEMS ADMINISTRATION HUMAN RESOURCE TEMM QUENT BUPPLIES REPORTS		Client Name MTN Email address mdn@gmail.com Company Registration Number 33131310 Telephone Number 0873839282222 Pac Number 2342534644922 Client Address: P0 Box P0 Box P0 Box 1234 Province NasZul-Natal Zp Code	Client Informatic	on mber 222223 Address Leftiss Bitret	VMQ2TTU LOGI
ONSTRUCTION LUNY GARTES INVOICING LUNE ITEMS ADMINISTRATION HUMAN RESOLUCE TAAM GURNY BUPPLIES REPORTS		Client Name MTN Email address mtri@gmail.com Company Registration Number 33131310 Telephone Number 0873899282222 Res Number 23425346-43222 Client Address: P0 Box P0 Box P0 Box P0 Box P0 Box 29 Code 2042	Client Informatic Vat Na 4141 50ret. 7122 City Pretc	on mber 222223 Address Erklans Street	VINCENTRU LOS
004178/CT00 CLUH QADTE IVOCHS LINE ITEMS ADMINISTRATION HUMAN RESOURCE TEMM DUBYL REPORTS REPORTS		Client Name	Client Informatic vat Na 4141 50red. 7322 City Prec	on Inderes 222223	VMQ2TTU LOGI
004178/CT00 CLEMP (3/0718 I/WE FTINS LINE FTINS LI		Client Name KITN Email address mtrigigmail.com Company Registration Number astatistation Rumber 08738892882323 Fait Number 28425846443222 Client Address: P0 Box P0 Box P0 Box 1284 Province KwaZulu-Natal 20 Code 0642	Client Informatio	on mber 202323 Address Address Andress Andress	VMQXT10 LOSI
ONSTRUCTION LUNY QUOTES INVOICING LUNE ITTINS ADMINISTRATION HUMAN RESOURCE TEAM QUIDY REPORTS		Client Name KITN Email address mtrigigmail.com Company Registration Number 61738892882282 Fea Number 23425345443222 Client Address: P0 Box P0 601224 Province Kwa2Jul-Natal 20 Code 042	Client Informatio	on Inter 222223 Address Lebias Street Inter Inte	VMQXT10 LOSI
OMMETRICION CLIMIT GUOTES INFORMATION LINE FEMI ADMINISTRATION HILANIA RESOLUCIÓ TAAM CLIMIT DUPPLES REPORTS		Client Name MTN Email address mtrigligmail.com Company Registration Number astatistation Rumber 23425345443222 Client Address: P0 Box P0 Box P0 Box P0 Box 2425345443222 Client Address: P0 Box	Client Informatio	on mber 222223 Address Add	VWQXTTU LOOI
ONSTRUCTION LUNIT GUTES NYOGONG LINE FEMS ADMINISTRUCTION FLAM CUENT BUPFLESS REFORTS 	1.4 The	Client Name MTN Email address mtrigigmail.com Company Registration Number astatistation Rumber 23425345443222 Client Address: P0 Box P0 Box P0 Box 2425345443222 Client Address: P0 Box	Client Informatic var Na 4141 7427 7427 7427 7427 7427 7427 7427	n nter 222223 Address Street nta 1 1 1 1 1 1 1 1 1 1 1 1 1	pulated with the

3.10.2.2 Search Client Exercise

Search a client using the following details:

Client Name

If the client record is not found, this means that the client record does not exist and needs to be created.

MTN

3.10.3 Edit Client

Description:	This section will guide the user through the process of editing an existing Client record.
Expected Learning Outcomes:	To be able to edit a client.

PARALINEAR

Prerequisites:	The user must have the required access to edit for a client.
Other Information:	None



Convent of	Solvan Construction
CONSTRUCTION	
CLIENT QUOTES	
INVOICING	Client Name 1
LINE ITEMS	Charlie Brown123
ADMINISTRATION	Email address 2
HUMAN RESOURCE	Company Registration Number
ТЕАМ	1234567890
CLIENT	Telephone Number 4 Vat Number 5
SUPPLIERS	0123456789 147852369
REPORTS	369852147
	Client Address:
	PO Box 7 Street Address 8
	22 Arcadia Street
	Province 9 City 10 Gauteng Pretoria
	Zip Code 11
	0052
	Save 12
	Cancel
	13
3.10.3.1 system. Compar Number	.3 The system will load the "Edit Client" Screen populated with the details from the Thereafter you can edit the following: Client Name (1), Client Email address (2), ny Registration Number (3), Telephone Number (4), VAT Number (5), FAX r (6), PO Box (7), Street Address (8), select Province (9), City (10), Zip Code (11).
Once co	omplete click the "Save" button to save your changes.
	van Construction vecent will be a second secon
CLIENT QUOTES	Client Information
INVOICING	Clert Name
LINE ITEMS ADMINISTRATION	Charle Brown123 Email address
HUMAN RESOURCE	CR@gmai.com
TEAM	1234507900
CLIENT	Telephore Number Val Number
SUPPLIERS	Fax Number Confirm
	209852147 Are you ward
	Client Address: No Tra
	22 Arcadia Street
	Province City Gautering Pretoria
	Zip Code
	See and a second se
	Carol
3 10 3 1	A The system will prompt you for confirmation (1) for aditing the client. Click the
5.10.3.1 "Vee" hi	tton to continue
165 0	

Gohvan Co	nstruction				
STRUCTION					
INT QUOTES		Oliant Information			
DICING	Olient Name	Gient information			
EITEMS	Charlie Brown				
	Email address				
INISTRATION	CB@gmai.com				
AAN RESOURCE	Company Registration Number				
M	1234567890				
ыт	Telephone Number	Vat Number			
PLIERS	0123456789	1 147852369			
OFTS	Fax Number	Succesful	y edited.		
on a	369852147	"Charlie Brown	has been successfully edited.		
	Oliopt Address	Continue	2		
	Client Address:	Const Address			
	22	Arcadia Str	eet		
	Province	City			
	Gauteng	Pretoria			
	Zip Code				
	0052				
		Sava			
40.04.5 Th			1) chowing the		u oditio a o
10.3.1.5 Th e Client. Cli Gohvan Constru	e system will display ick "Continue" Buttor	v a Success Dialog (a Success Dialog (a (2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Gohvan Constru	e system will display ick "Continue" Buttor	a Success Dialog ((2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Gohvan Constru	e system will display ick "Continue" Buttor	a Success Dialog (a (2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru rouriza	e system will display ick "Continue" Buttor	a Success Dialog (a Success Dialog (a (2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru rowitz rowitz rowitz rowitz	e system will display ick "Continue" Buttor action	a Success Dialog (a Success Dialog (a (2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru Colica Golvan Constru Colica Co	e system will display ick "Continue" Buttor action	a Success Dialog (a Success Dialog (a (2) to close the Su	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 The e Client. Cli Golvan Constru Golvan Constru Calata Radia Ra	e system will display ick "Continue" Buttor iction	client information	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru Golvan Constru Collar Rucitation Rucitatio Ruci	e system will display ick "Continue" Buttor iction	client information	1), showing the	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru Golvan Constru Colora Rucras Rucra Rucras Rucra Rucras Rucras Rucras Rucra Rucras Rucras Rucra	e system will display ick "Continue" Buttor iction	client information	1), showing the	e successf	ul editing c
10.3.1.5 The e Client. Cli Golvan Constru Coole 200723 200724 200	e system will display ick "Continue" Buttor iction	client information	1), showing the	e successf	ul editing c
10.3.1.5 The e Client. Cli Golvan Constru Colta Calant	e system will display ick "Continue" Buttor ictor ictor Chert Name Cherte Brown 122 Ernal addres CB@gmai.com Compare Agentation Number 124407890 Telephone Number 12546789 Telephone Number 12546789 Telephone Number	client Information	1), showing the	e successf	ul editing c
10.3.1.5 Th e Client. Cli Golvan Constru Coole 200723 400 402 402 402 402 402 402 402 402 402	e system will display ick "Continue" Buttor ictor Cherl Name Cherle Brown 122 Email addess CBgipmai com Compare Agentation Number 12346/290 Telephone Number 12346/290 Telephone Number 12346/290	client information	1), showing the ccess Dialog.	e successf	ul editing c
10.3.1.5 The e Client. Cli Golvan Constru Coorts Co	e system will display ick "Continue" Buttor ictor Chert Name Cherte Brown 122 Email addess CBggmat.com Compagemat.com Talephone Number 12346/790 Telephone Number 12346/790 Telephone Number 12346/790 Telephone Number 12346/790 Telephone Number 12346/790	client information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 The e Client. Cli Golvan Constru Coole 200720	Client Name Charles Drawing Continue "Buttoor inction	client information	1), showing the ccess Dialog.	e successf	ul editing o
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10.3.1.5 Th e Client. Cli Golvan Constru Caracta Carac	Clert Name Charles Drawing Charles Drawing Cha	client information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 Th e Client. Cli Golvan Constru Carata Car	Client Name Charles Drawing Collect Name Charles Drawing Collect Name Collect Name	client information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 Th e Client. Cli Golvan Constru Carata Car	e system will display ick "Continue" Buttor ick "Continue" Buttor ickels Brownizz Enal iddess Collegeration Dates Brownizz Enal iddess Collegeration Dates Brownizz Enal iddess Collegeration Dates Brownizz Enal iddess Collegeration Dates Brownizz Enal iddess Collegeration Dates Brownizz Enal iddess Collegeration Dates Brownizz Dates Browniz Dates Brownizz Dates Browniz Dates Brownizz Dates Brow	client information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 The e Client. Cli Golvan Constru Carta	e system will display ick "Continue" Buttor ick "Continue" Buttor iction	client information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 The e Client. Cli	e system will display ick "Continue" Buttor ick "Continue" Buttor icklester Chelle Breen122 Email Biddes Collegeration Company Registration Number 12345/290 Telephone Number 12345/290	Clerit information	1), showing the ccess Dialog.	e successf	ul editing o
10.3.1.5 Th e Client. Cli Golvan Constru Ractas Rac	e system will display ick "Continue" Buttor ick "Continue" Buttor icklestreament Chefe Breen122 Email addess Collegeration Company Registration Number 1246/2010 Telephone Number 1246/2010 Telephone Number 1246/2010 Telephone Number 246/2010 Telephone Number 246/2010 Telephone Number 25/2010 Telephone Number 2010 Telephone Number	Clert information	1), showing the ccess Dialog.	e successf	ul editing o

Gohvan Cons	truction	
ENT QUOTES		
DICING		Client Information
FITEMS	Client Name 1 Charlie Brown123	
	Email address	
	CB@gmai.com	
AN RESOURCE	Company Registration Number	
A	1234567890	
et .	Telephone Number 4	Vat Number 5
LIERS	0123456789	147852369
IRTS	Fax Number 6	
	00002147	
	Client Address:	
	PO Box 7	Street Address 8
	22	Arcadia Street
	Province 9 Gauteng	City IU Pretoria
	Zip Code 11	
	0052	
		12
		Save
		Cancel 13

3.10.3.2 Edit Client Exercise

Edit the Client "Charlie Brown" using the following updated details:

	Original	Updated
Client Name	Charlie Brown	Henry Ford
Email Address	CB@gmail.com	HF@yahoo.com
Company Registration Number	1234567890	1234567890
Telephone Number	0123456789	0123456789
VAT Number	147852369	147852369
FAX Number	369852147	369852147
PO Box	22	79
Street Address	Arcadia Street	Burnett Street
Province	Gauteng	Gauteng
City	Pretoria	Pretoria
Zip Code	0052	0052

3.10.4 Delete Client

Description:	This section will guide the user through the process of deleting an existing Client record.
Expected Learning Outcomes:	To be able to delete a client.
Prerequisites:	The user must have the required access to delete for a client.
Other Information:	None

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Gohvan	Construction				VINCENT YU
CONSTRUCTION	Projects			Search Project	
CLIENT QUOTES					
INVOICING			Test		
LINE ITEMS			Test		
ADMINISTRATION			Assigned Team		
HUMAN RESOURCE		2 2031.00.27	Tast Crossfield Vadacam		
ТЕАМ		2 2021/09/27	rest Greenlierd Vodacom		
			View		
SUPPLIERS		N	issan Rosslyn		
REPORTS			Test		
			Assigned Team		
		5 5051 55 55	Drativia North tanya Viadaaan		
		3 2021-06-22	Pretona North temp vodacom		
			View		
			sds		
			dqw		
3.10.4.1.1 N	avigate and cli	ick the Client button	(1)		
Gommer Gohvan (Construction		· · ·		VINCENT YU LOG OL
CONSTRUCTION					
CLIENT QUOTES	Clients			Search Clients	
INVOICING	Client Name	Email Address	Telephone Number		
LINE ITEMS	Vodacom	vodacom@vodacom.co.za	0823870072	÷	
ADMINISTRATION	Cell-C	cellc@gmail.com	085326526546	÷	
HUMAN RESOURCE	MTN	mtn@gmail.com	08738392382323	:	
ТЕАМ	Charlie Brown	CB@gmai.com	0123456789	: •	
CLIENT	Rain	rain@showers.com	0735673529	Edit/View Client	
SUPPLIERS				Delete Client)
REPORTS					
			Ð		
3.10.3.1.2 N	avigate and cli	ick the addition action	ons button (1), the cli	ck the "Delete Cli	ent"

COMMAN	Gohvan Cons	truction					VINCENT YU	LOG OUT
CONSTRUCTION		Clients			Search Clients	٩		
CLIENT QUOTES		Client Name	Email Addraes	Talanhana Number				
INVOICING		Undersom	Entan Address	cecephone Number				
LINE ITEMS		Collec	vodacomgivodacom.co.za	08526526546		:		
ADMINISTRATION		LEINC	celloggmail.com	087320320340		:		
HUMAN RESOURCE		Charlie Brown	CB@amai.com	0123456780		:		
ТЕАМ		Rain	rain@showers.com Confirm	0735673529		:		
CLIENT			Are you sure?					
SUPPLIERS REPORTS			3 No VG 2					
3.10.4.	.1.4 The	system will pro	ompt you for confirmation	on (1) for de	eleting the o	client	. Click	the
"Yes" t	outton to	continue.						
Gran	Gohvan Cons	truction					VINCENT YU	LOG OUT
CONSTRUCTION CLIENT QUOTES		Clients			Search Clients	٩		
INVOICING		Client Name	Email Address	Telephone Number				
LINE ITEMS		Vodacom	vodacom@vodacom.co.za	0823870072		:		
ADMINISTRATION		Cell-C	cellc@gmail.com	085326526546		-		
HUMAN RESOURCE		MTN	mtn@gmail.com	08738392382323		:		
TEAM		Charlie BRown	CB@gmail.com	0123456789		1		
CLIENT			Succesfully deleted.					
SUPPLIERS			"Charlie BRown" has been successfully delete	d.				
REPORTS			Continue					
			œ					
3.10.4	1.5 The	system will dis	splay a Success Dialog	(1) showing	a the succe	essfu	l deleti	na
of the 0	Client C	lick "Continue"	Button (2) to close the	Success D	jalog.	50010		.9
				- 400000 D				

CONVAN	Gohvan Construction				VINCENT YU LOG OUT
CONSTRUCTION	Clients		Se	earch Clients	
CLIENT QUOTES					
INVOICING	Client Name	Email Address	Telephone Number		
LINE ITEMS	Vodacom	vodacom@vodacom.co.za	0823870072	:	
ADMINISTRATION	Cell-C	cellc@gmail.com	085326526546	:	
HUMAN RESOURCE	MTN	mtn@gmail.com	08738392382323	:	
TEAM	Charlie Brown	CB@gmai.com	0123456789	:	
CLIENT	Rain	rain@showers.com Co	nfirm 0735673529	:	
SUPPLIERS		Are	you sure?		
REPORTS		3	No Yes		
			e		
3.10.3	.1.6 ALT If you wis	sh to terminate the	delete process click th	e "No" button.	This will
close	he dialog and retu	in to the client scr			
	ne dialog and lett				

3.10.3.2 Delete Client Exercise

Delete the Client "Henry Ford":

Client Name	Henry Ford
Conclusion

This section contained guided descriptions of the system's functionality. Exercises are included to help trainees navigate and use the system properly.



4. Glossary

Introduction

This section contains the glossary. The glossary is a compilation of all important terminology and jargon related to the Gohvan Construction System.

4.1 Glossary					
	Term	Definition	Page Reference		
Α	Acceptance Document	An acceptance is a contractual agreement by an importer to pay the amount due for receiving goods at a specified date in the future.	196-204, 337-338		
	Account	An arrangement by which a user is given personalized access to a computer, website, or application, typically by entering a username and password.	270-279, 339 ,341		
	As-Built	Document compiled from site compliance document and site photos	81-87		
С	Client	A person or organization using the services of a lawyer or other professional person or company.	12, 16-18, 92, 106, 112, 131, 301, 303, 338, 347- 359		
	Commission Report	Commissions earn your staff members a percentage of the revenue generated from the products and pricing options they sell.	215-222		
	Complete Site Photos	Photos of the complete site	183		
	Compliance Document	Compliance Documentation means specific documents or information including records, reports, observations and verbal responses required to verify compliance with standards by a facility or program.	161, 164, 165, 167, 168, 171		
D	Drawing	A picture or diagram made with a pencil, pen, or crayon rather than paint.	49-80, 93, 99, 107, 109, 113, 131, 134, 224		
	Drawing Type	A drawing type is categorical group in which various drawings can belong to.	49-58, 224		
E	Employee	A person employed for wages or salary, especially at non-executive level.	17, 25, 27, 31, 33, 235, 242, 250- 270, 272, 279-297, 299, 335, 337-338		
	Employee Document	An employee file, or personnel record, is a group of documents that contain all relevant information about an employee's time in your business, from their job application to their resignation letter.	259, 261- 263, 265- 268, 270,		

Team 7

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			335, 337- 338
	Employee Skill	Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.	251-252, 254-255, 279, 288- 297
	Employee Type	An employee type is categorical group in which various employees can belong to.	17, 251-252, 254-255, 258,279- 288, 292- 293, 296
F	Formal Drawing	CAD drawing of developed from the previous drawings	51, 59-60, 62-68
Н	Health & Safety File	a record of information focusing on the management of health and safety on construction sites for contractors and sub-contractors	24-29, 31- 34, 36-48, 82-83
I	Invoice	a list of goods sent or services provided, with a statement of the sum due for these; a bill.	22, 234-249
	Invoice Type	An invoice type is categorical group in which various invoices can belong to.	236, 241- 249
Ρ	Package	a set of proposals or terms offered or agreed as a whole.	13-14, 16, 257, 284, 293, 307- 308, 312, 314, 324- 333
	Package Type	A package type is categorical group in which various packages can belong to.	257, 284, 293, 307- 308, 312, 314, 324- 333
	Proof of Payment	Proof of Payment means a copy of a cancelled check, an invoice or bill showing that the applicable amount has been paid or that no remaining balance exists, or other appropriate proof, acceptable to the Agency, that payment has been made for the related purchase.	237-241
	Purchase Order	A purchase order (PO) is an official document a buyer sends to a seller. The purchase order binds the buyer to a promise to pay the seller for designated products at a future date. The purchase order form itself specifies the types and quantities of each product. Purchase orders are beneficial to both parties involved.	18, 20-21, 23
Q	Quote	a quotation giving the estimated cost for a particular job or service.	12-20
R	Radio Frequency Report	Radio frequency (RF) is a measurement representing the oscillation rate of electromagnetic radiation spectrum, or electromagnetic radio waves, from	184, 186- 187, 189, 191

Team 7

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		frequencies ranging from 300 gigahertz (GHz) to as low as 9 kilohertz (kHz).	
S	Second-Cut Drawing	This drawing is compiled from the initial drawing.	53, 70-71, 73-79
	Site Progress Description	Description used to describe the site progress.	172, 175- 176, 179
	Site Sign- Off	Site approved or acknowledged something by or as if by a signature sign off on a memo.	206-207, 209-212, 214
	Site Type	A site type is categorical group in which various sites can belong to.	92, 106, 112, 131, 223, 225- 228, 230- 232, 307- 308, 312, 314, 334- 336
	Site Acceptance Document	Site Acceptance Test document signed by both parties in which those parties confirm that the Site Acceptance document has been successfully completed;	197-198, 202, 204, 337-338
Т	TSS (Technical Site Survey)	A technical site survey is the examination of a location or spot in order to obtain data or information. This information includes feasibility reporting and estimation of cost and the time required to perform a certain task.	91, 106, 110, 131, 135

Conclusion

This section contained the glossary. The glossary is a compilation of all important terminology and jargon related to the Gohvan Construction System.

Team 7

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5. Sign-off by Team

Introduction:

This section includes the sign off by all team members indicating that this is their own work.

 5.1 Team Sign-off

 This section includes the sign off by all team members indicating that this is their own work

 Mitchew Veltman

 19050608

 Vincent W

 Vincent W

 Vincent W

 UPON

 Vincent W

 Vincent Rossouw

 Vincent Rossouw

By signing this document, the Team Paralinear Solutions acknowledges the document as a whole and signs off that all work presented is their own.

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Team 7

6. Sign-off by Client

Introduction

This section serves as proof that the client has read through the deliverable presented and agrees with the content and work that has been provided

6.1 Client Sign-off

1 dWall x

Michael Van Der Walt Director

By signing this document, the client verifies that the deliverable 9 and content provided within are acceptable, up to standard and in relates to the business solution proposed from the Project proposal.

Conclusion

This concludes that the Client sign off section and the client's signature is present indicating that the work is acceptable and relates to the business solution that was proposed.

Document Conclusion

This document contained a compilation of training exercises, which can be used to supplement a new system user's training or on-boarding experience. This training manual contains a detailed explanation of all the system functionalities. It includes structured training exercises that guide new users how to use the system.

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