



Paralinear Solutions

Team 7

Deliverable 09: Training Manual

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System Name: Gohvan Construction system

Type of System: Complete Business Solution

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.

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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 Paralineer Solutions Team. The contact details for the Paralineer Solutions Team are included in the manual. System users can contact the Paralineer 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

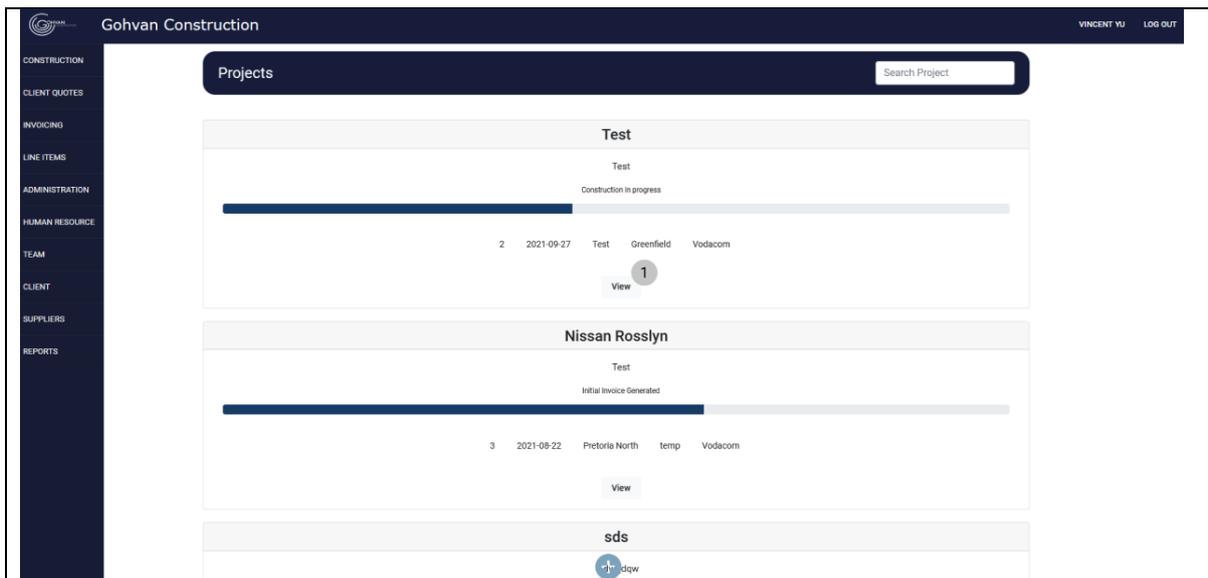
Introduction:

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

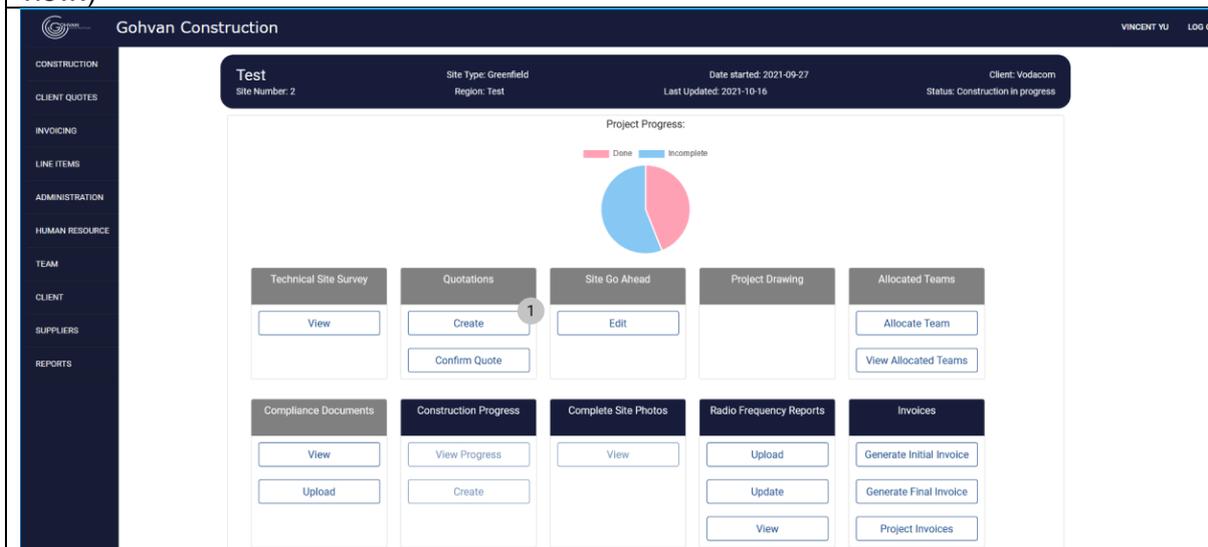
3.1 Quotation

3.1.1 Create Quote

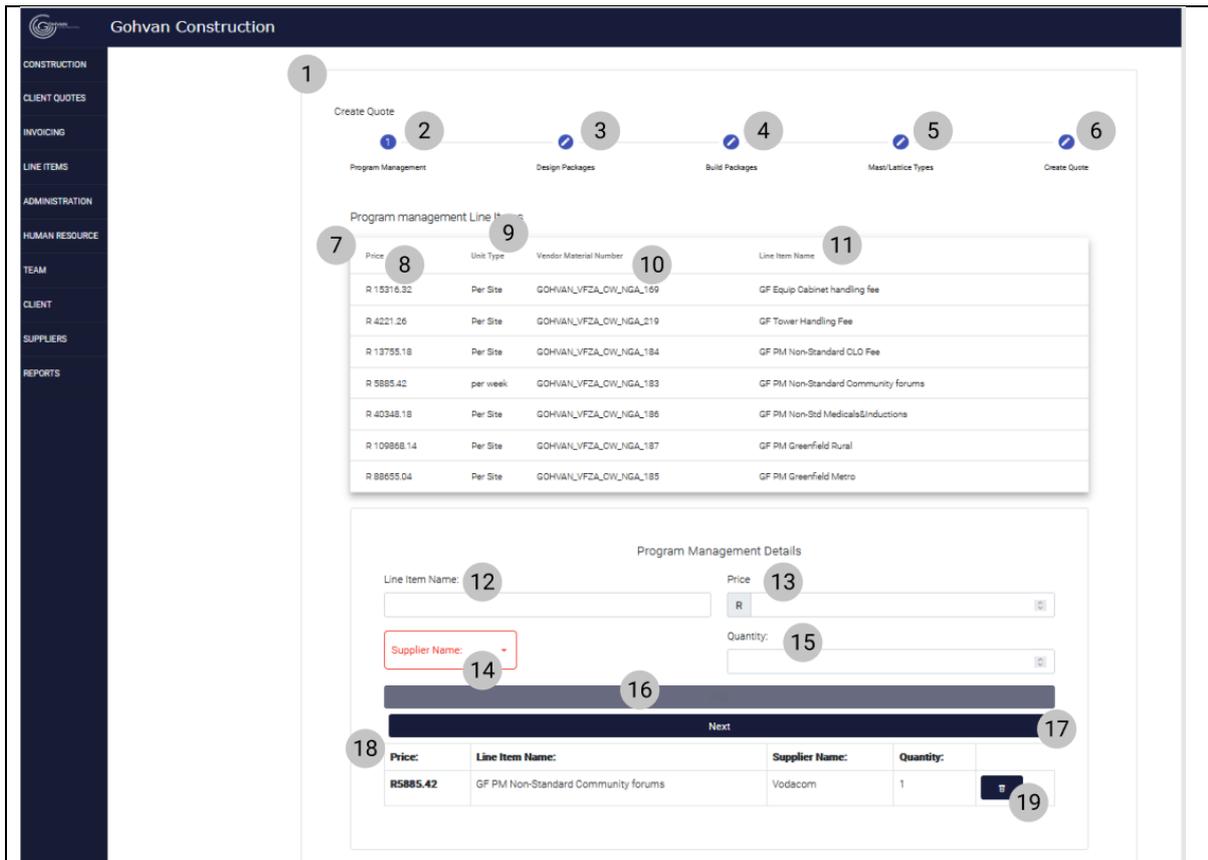
Description:	This section will guide the user through the process of creating a new client quote.
Expected Learning Outcomes:	To be able to create a new client quote.
Prerequisites:	The user must have the required access to creating client quotes.
Other Information:	None



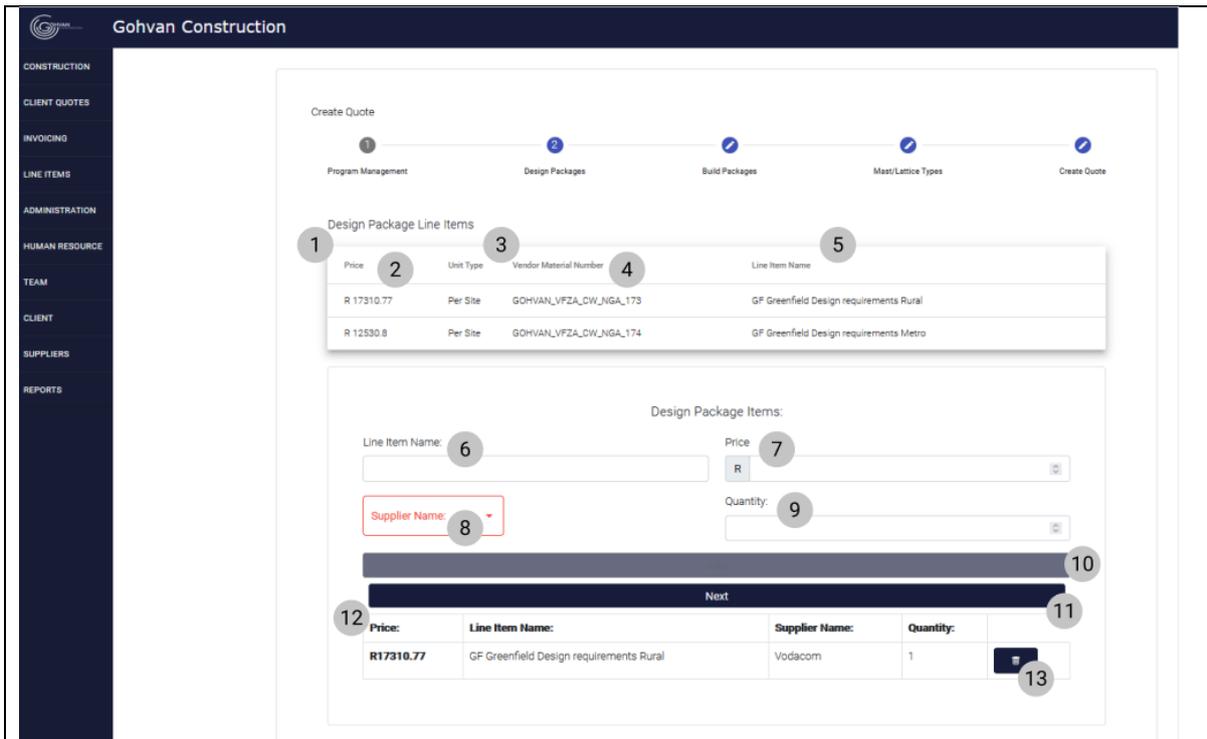
3.1.1.1.1 Navigate and click the “View Project” Button (Click on the desired project to view.)



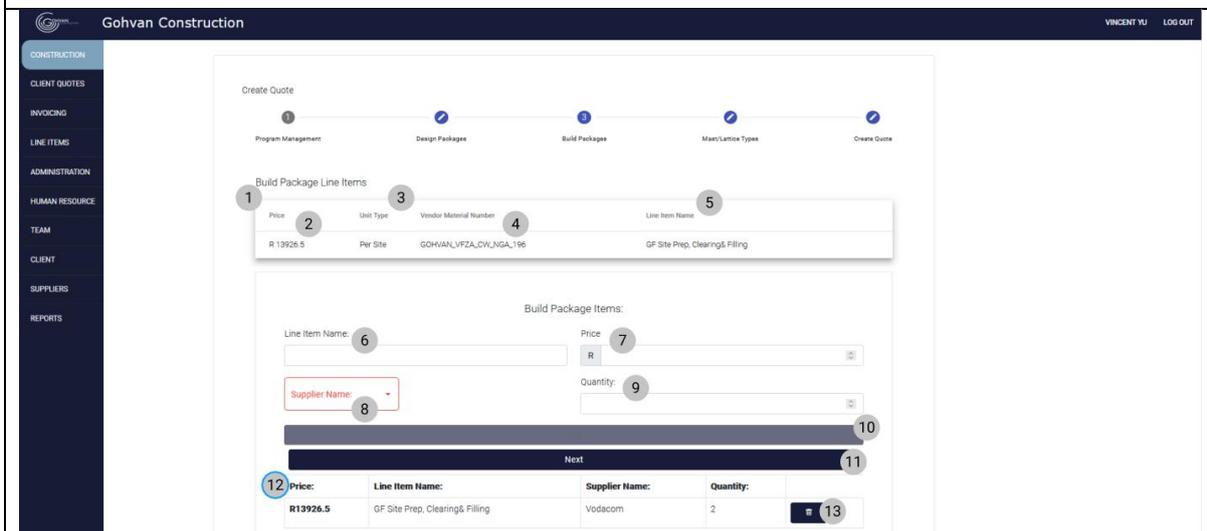
3.1.1.1.2 The system will load the View Project Screen. Thereafter click the “Create” Button (1) under the Quotations Card.



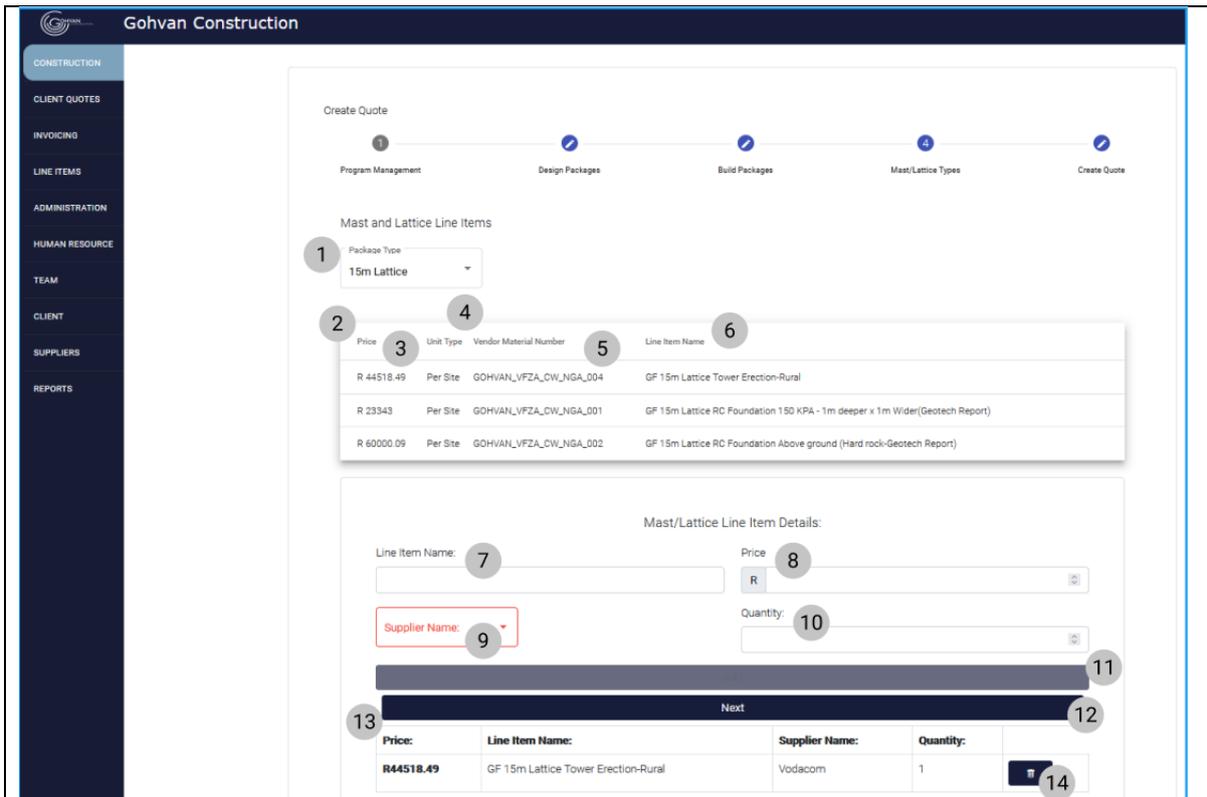
3.1.1.1.3 The system will load the “Create Quote” Screen (1). Thereafter select line-item(s) (7), select the supplier (14), enter the desired quantity (15) and click the “Add” button (16) to add the line-item to the quote. Once you have selected all the Program Management Line-items (18) for the quote click the “Next” button (17) to move to the next tab “Design Packages”



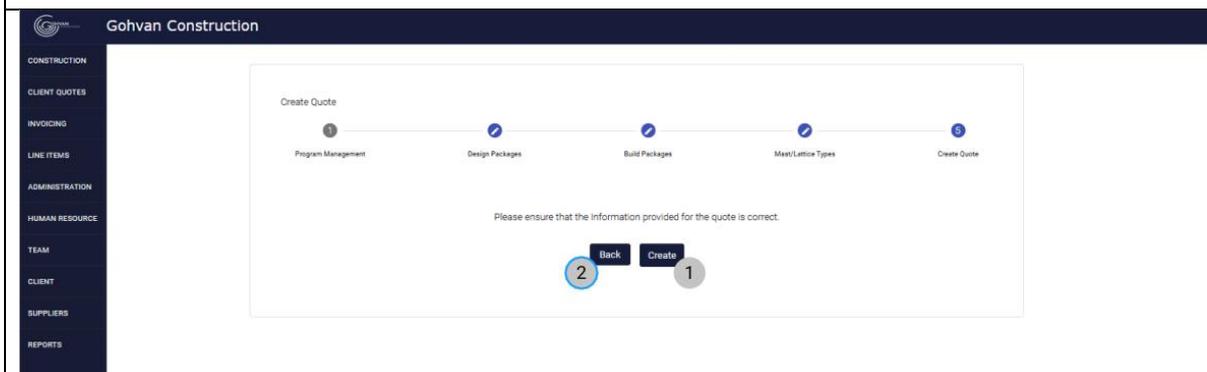
3.1.1.1.4 The system will load the Design Packages Tab. Thereafter select line-item(s) (1), select the supplier (8), enter the desired quantity (9) and click the “Add” button (10) to add the line-item to the quote. Once you have selected all the Design Packages Line-items (12) for the quote click the “Next” button (11) to move to the next tab “Build Packages”



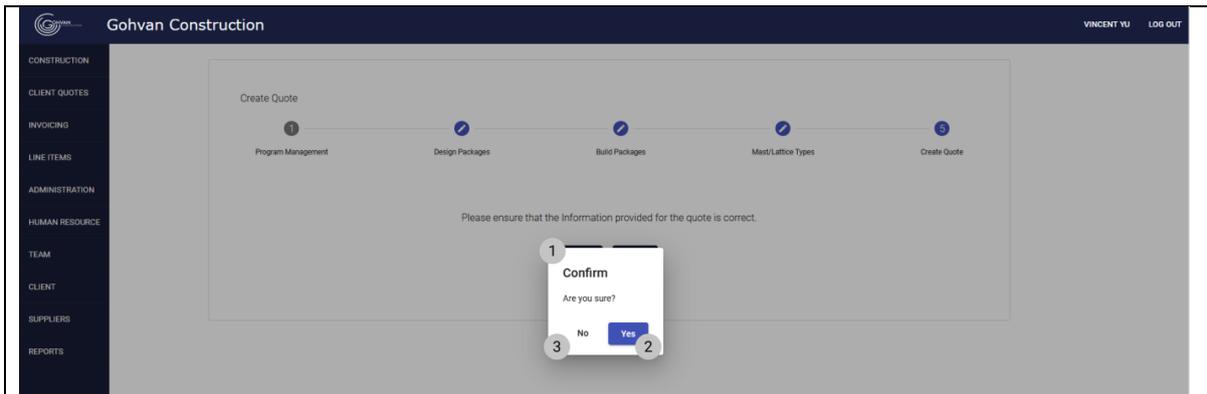
3.1.1.1.5 The system will load the Build Packages Tab. Thereafter select line-item(s) (1), select the supplier (8), enter the desired quantity (9) and click the “Add” button (10) to add the line-item to the quote. Once you have selected all the Design Packages Line-items (12) for the quote click the “Next” button (11) to move to the next tab “Mast / Lattice Type”



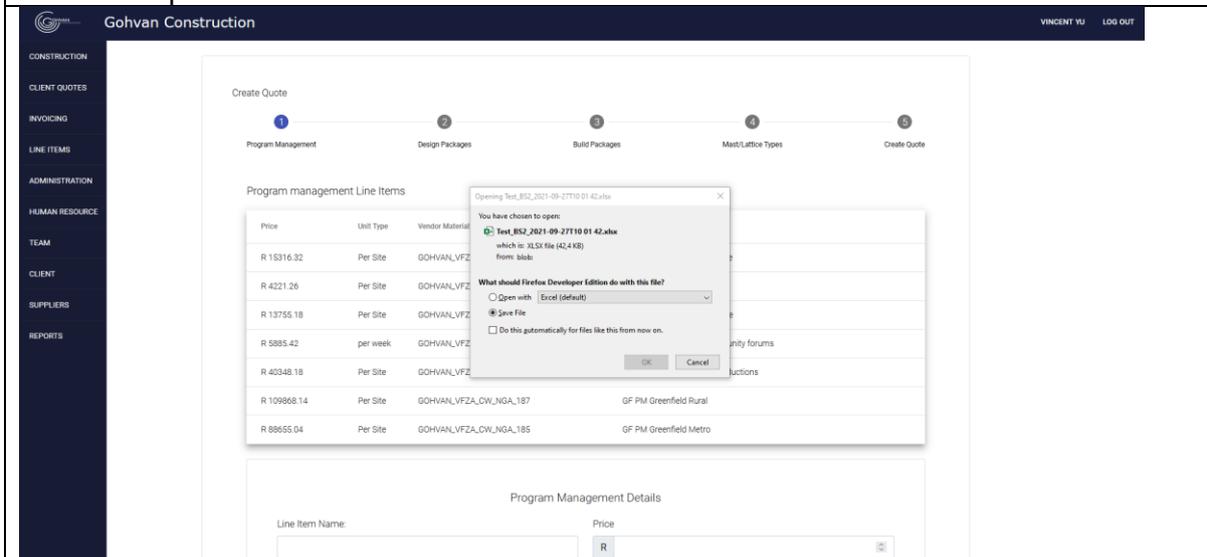
3.1.1.1.6 The system will load the Mast /Lattice Type Tab. Then use the Lattice Type drop down (1) to select the lattice type. The system will populate the Line-item table to the line-items from the selected Mast / Lattice Type. Thereafter select line-item(s) (2), select the supplier (9), enter the desired quantity (10) and click the “Add” button (11) to add the line-item to the quote. Once you have selected all the Mast / Lattice Type Line-items (13) for the quote click the “Next” button (12) to move to the next tab “Create Quote”



3.1.1.1.7 The system will display the “Create Quote” Tab. This is the final tab of creating a quote. Click the “Create” button (1) to continue.



3.1.1.1.8 The system will display a confirmation dialog. This dialog requires the user to confirm the quote they created is correct. Click the “Create” Button (2) to continue and create the quote.



3.1.1.1.9 The user’s browser will prompt the user to download the quote. Select “Save File” to download the quote to your local file system.

3.1.1.2 Create Quote Exercise

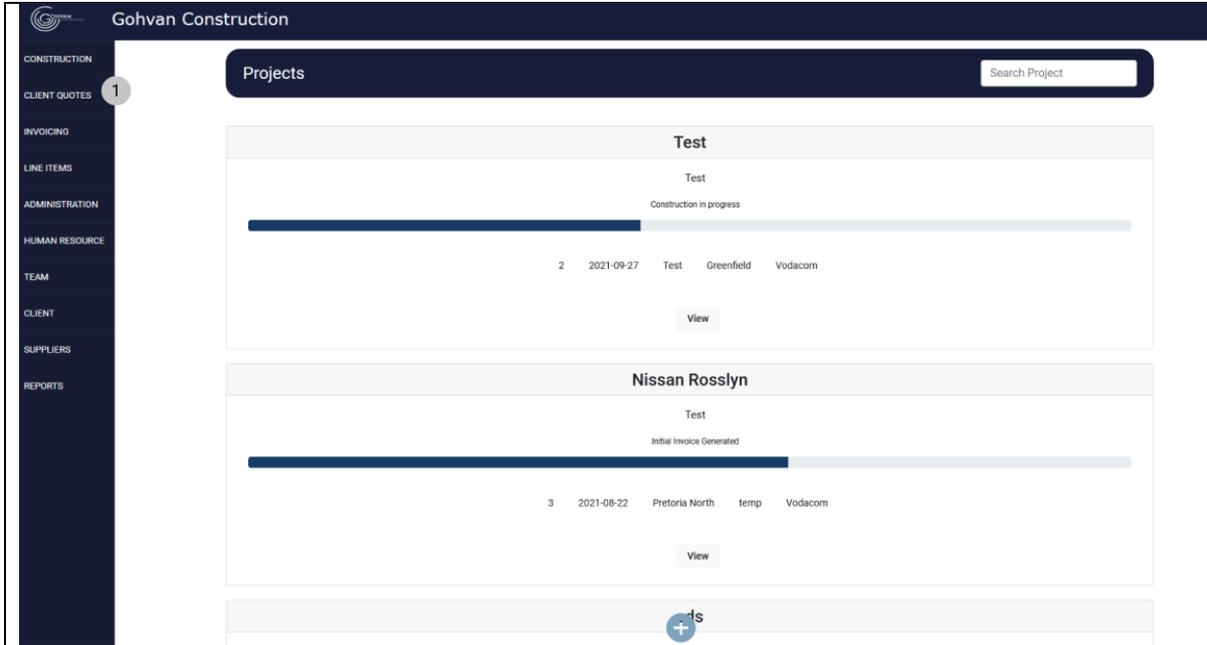
Create a new client quote using the following details:

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”

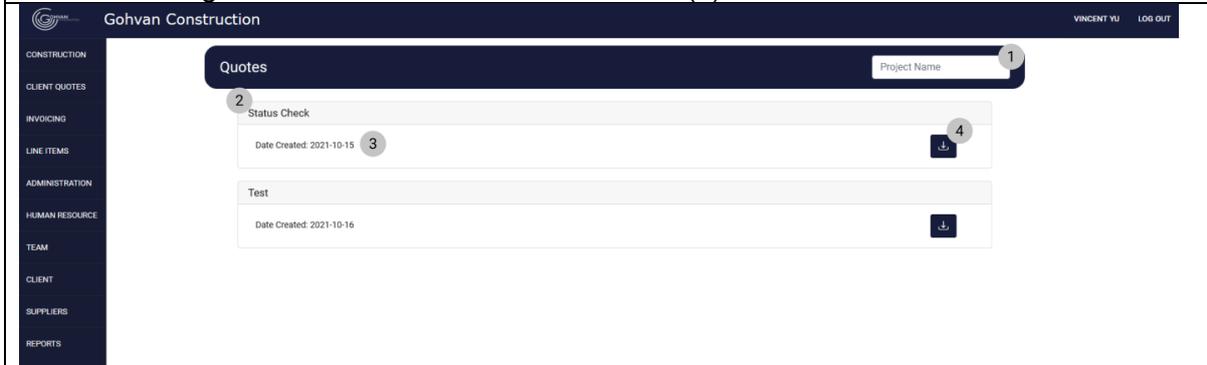
3.1.2 Search Quote

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.

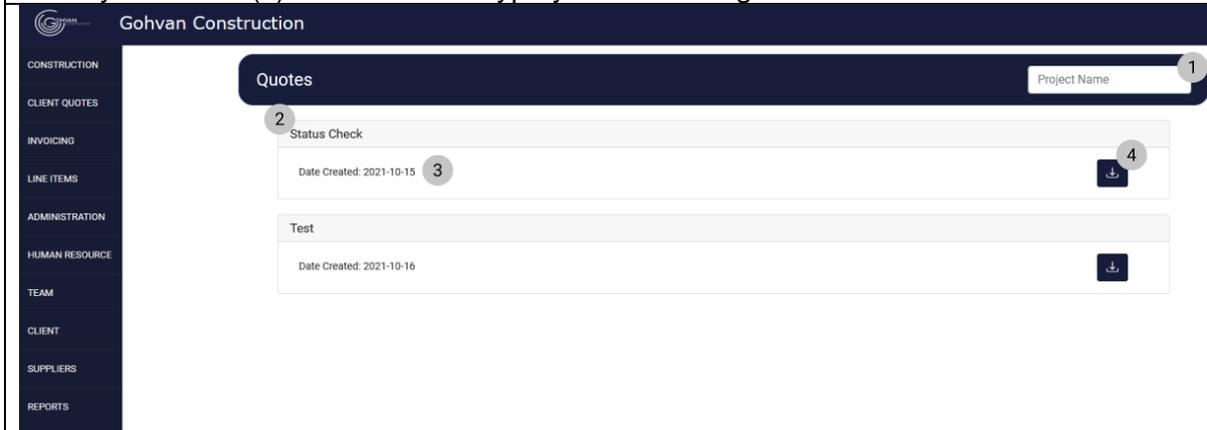
Prerequisites:	The user must have the required access to searching for quotes.
Other Information:	None



3.1.2.1.1 Navigate and click “Client Quotes” button (1)



3.1.2.1.2 The system will load the Client Quote Home Screen. Thereafter, enter a word in the keyword filter (1) to find the unit type you are looking for.



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.

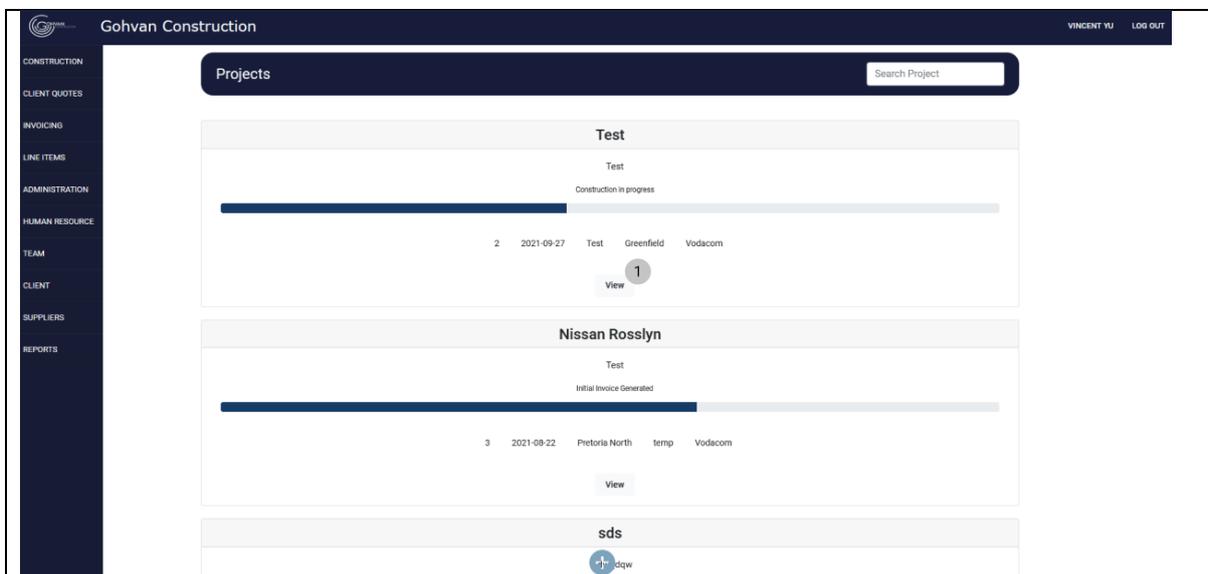
3.1.2.2 Search Client Quote Exercise

Search for a client quote using the following details:

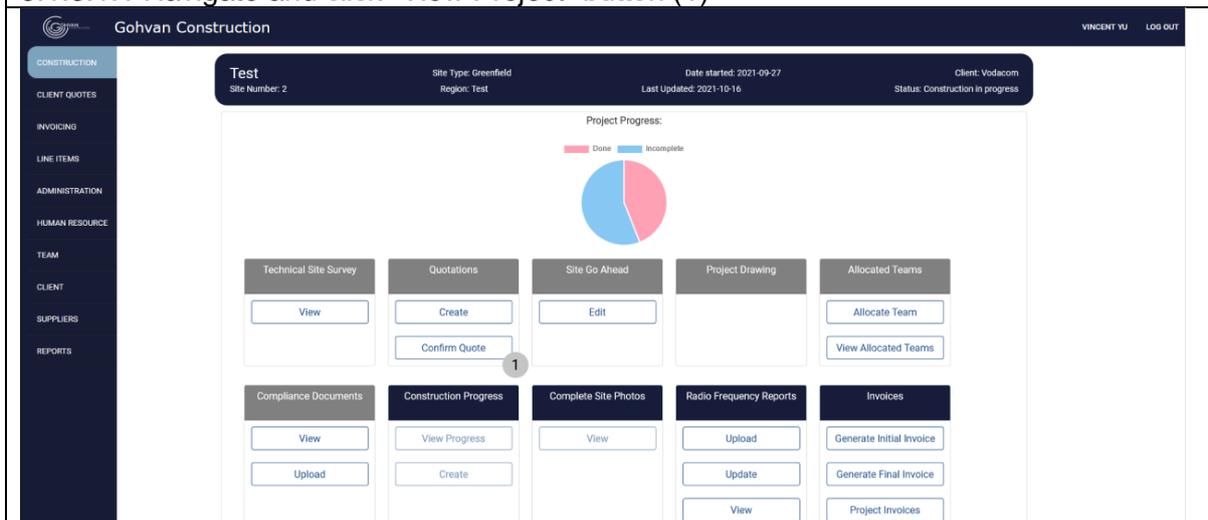
Search Criteria	Test
------------------------	------

3.1.3 Capture Purchase Order

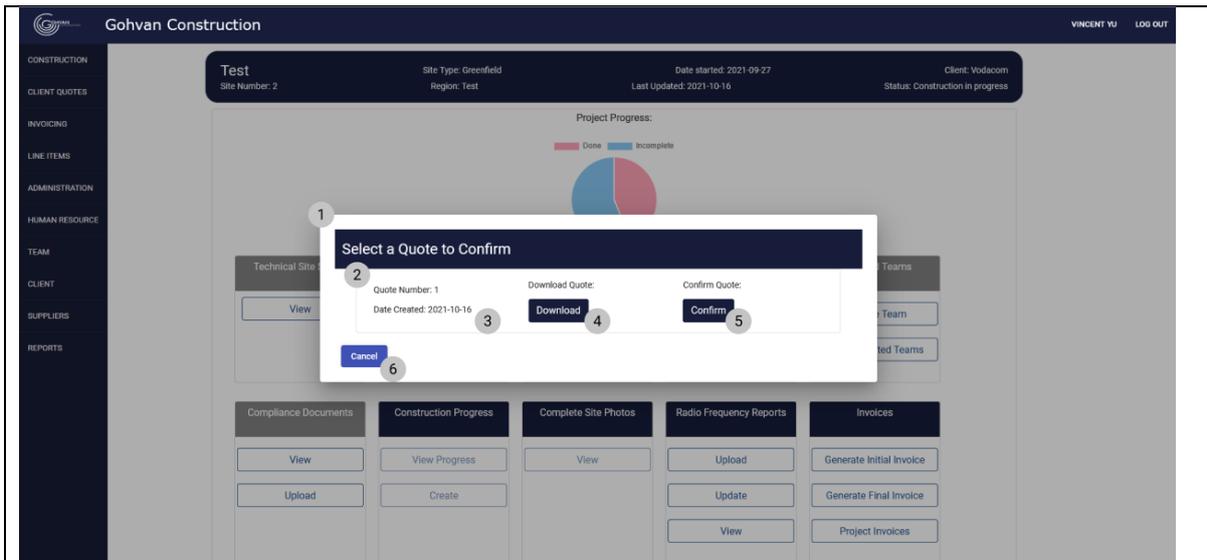
Description:	This section will guide the user through the process of capturing a Purchase Order.
Expected Learning Outcomes:	To be able to capture for Purchase Orders.
Prerequisites:	The user must have the required access to capturing purchase orders.
Other Information:	None



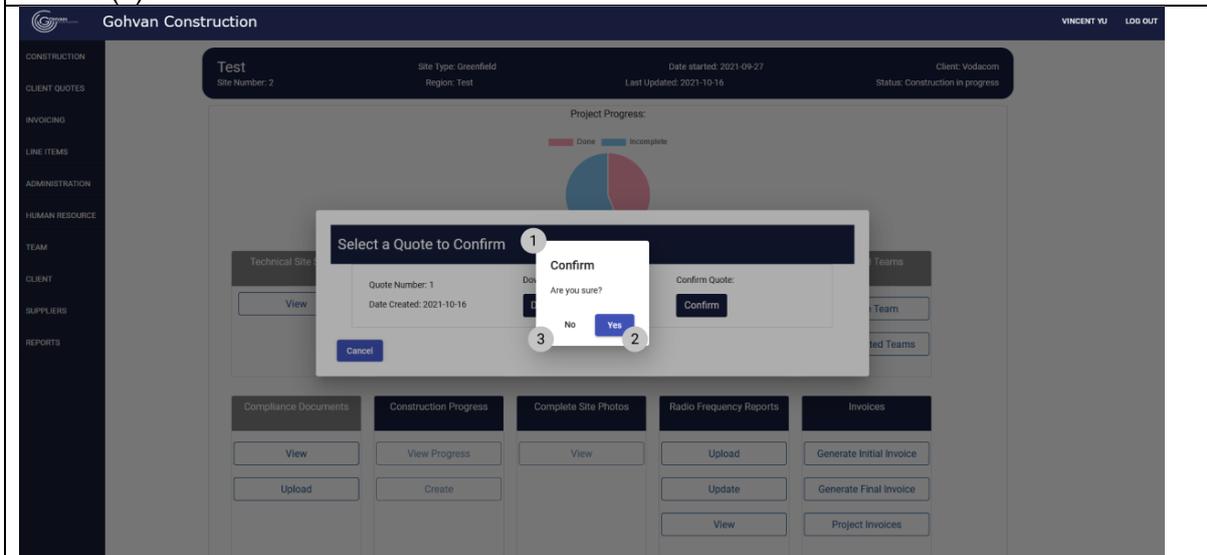
3.1.3.1.1 Navigate and click “View Project” button (1)



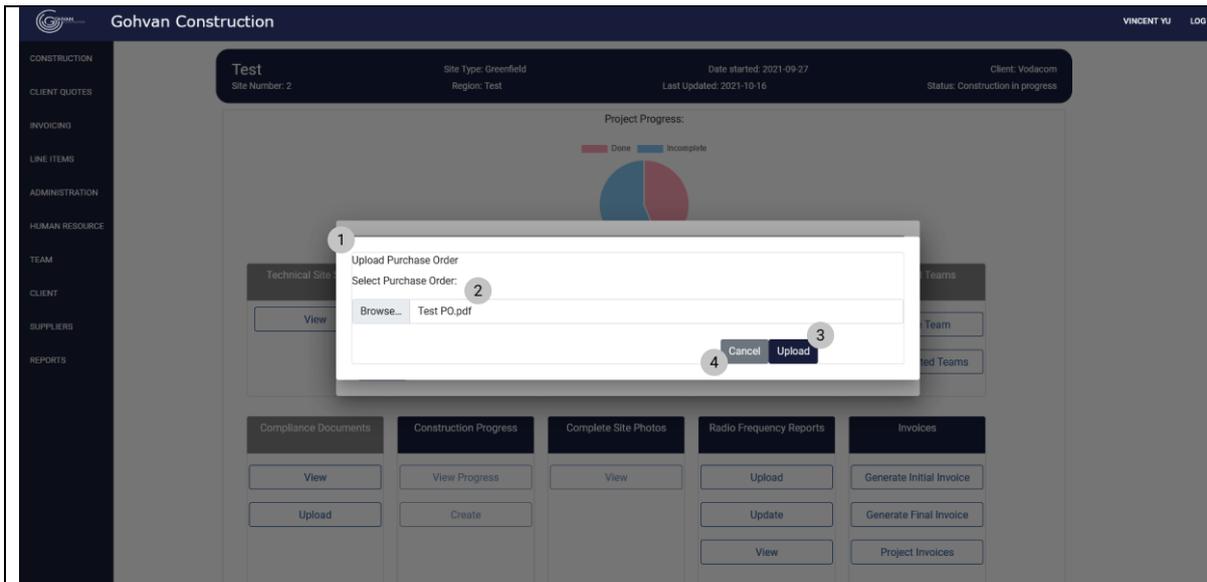
3.1.3.1.2 The system will display the View Project Screen. Navigate and click the “Confirm Quote” button (1).



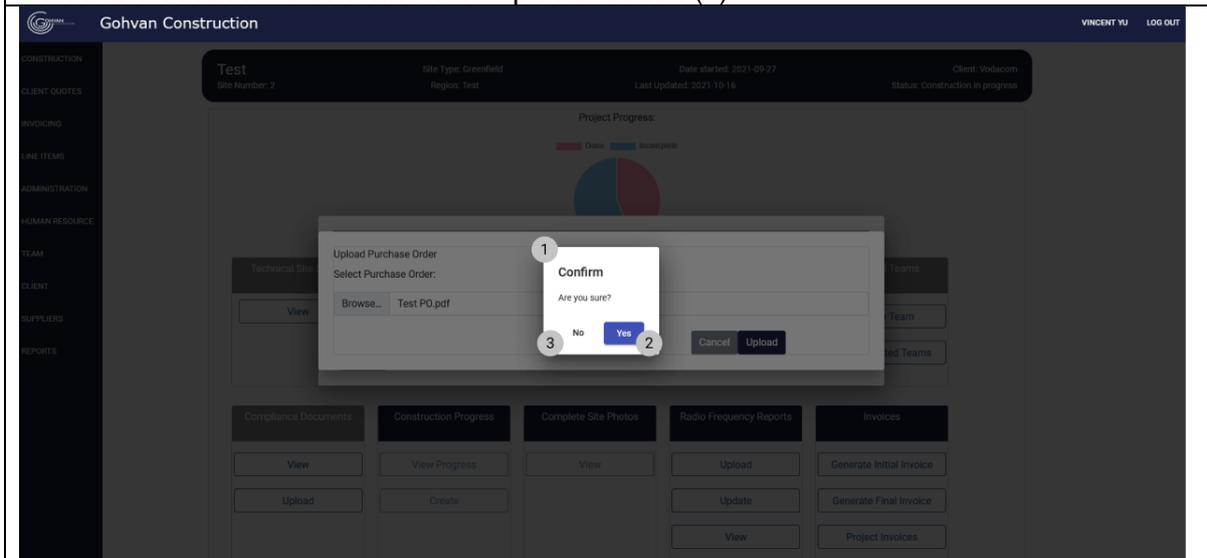
3.1.3.1.3 The system will display the “Select a quote to confirm” dialog. Click the “Confirm” button (5).



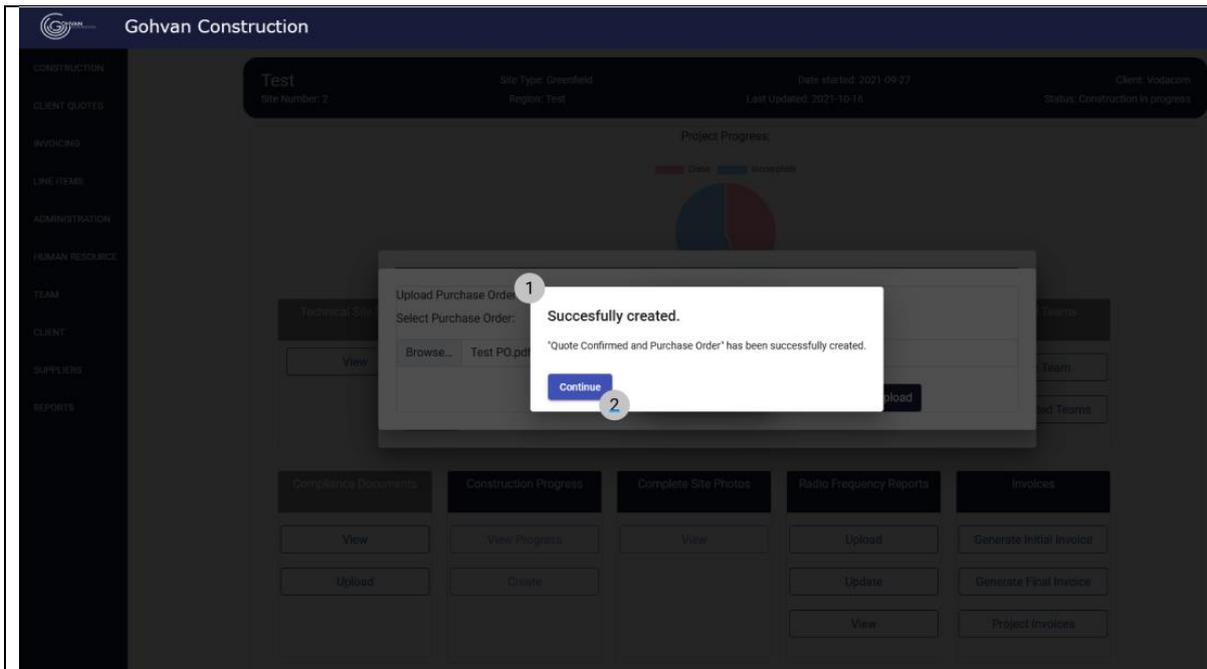
3.1.3.1.4 The system will display a confirmation dialog. Click the “yes” button (2) to continue.



3.1.3.1.5 Once you have confirmed the Quote. The system will display an “Upload Purchase Order” dialog. Use the file upload control to browse your local files to upload. Select the desired file and click the “Upload” button (3)



3.1.3.1.6 The system will display a confirmation dialog. Click the “yes” button (2) to continue.



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.

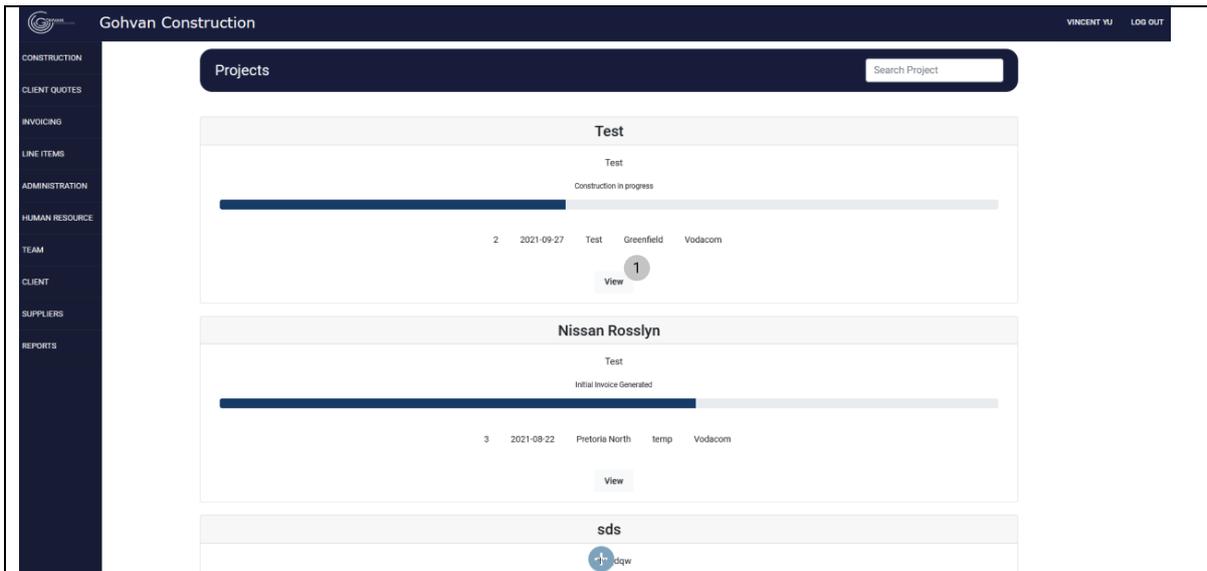
3.1.3.2 Capture Purchase Order Exercise

Upload a Purchase Order using the following details:

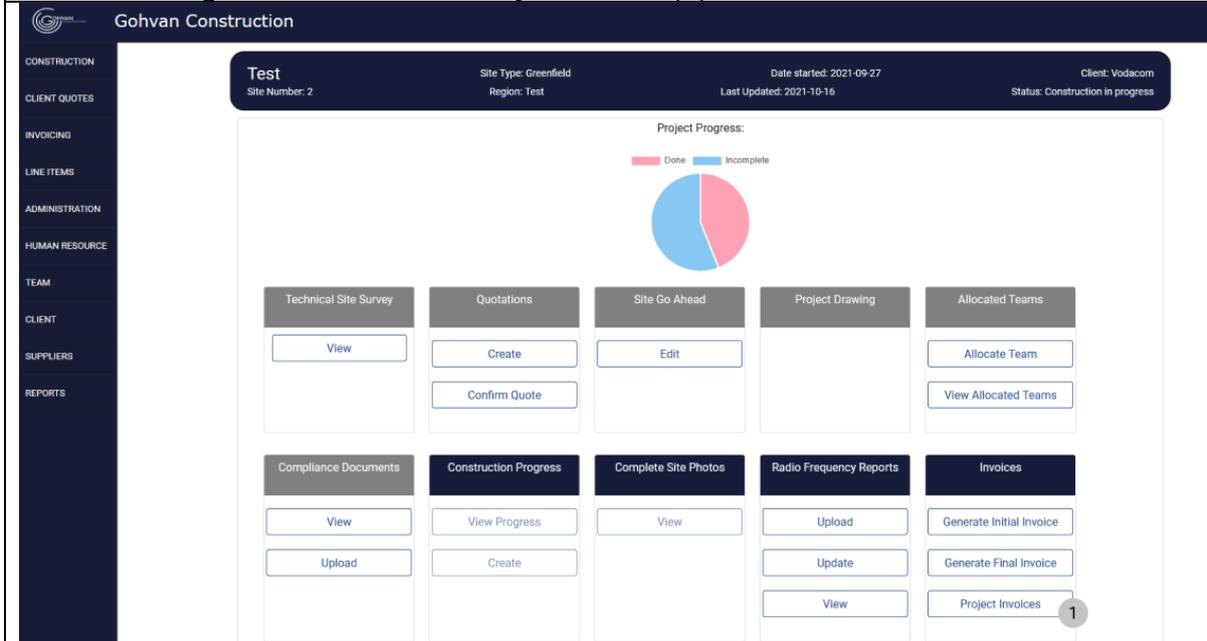
File to Upload	Test PO.pdf (or any .pdf file)
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3.1.4 View Purchase Order

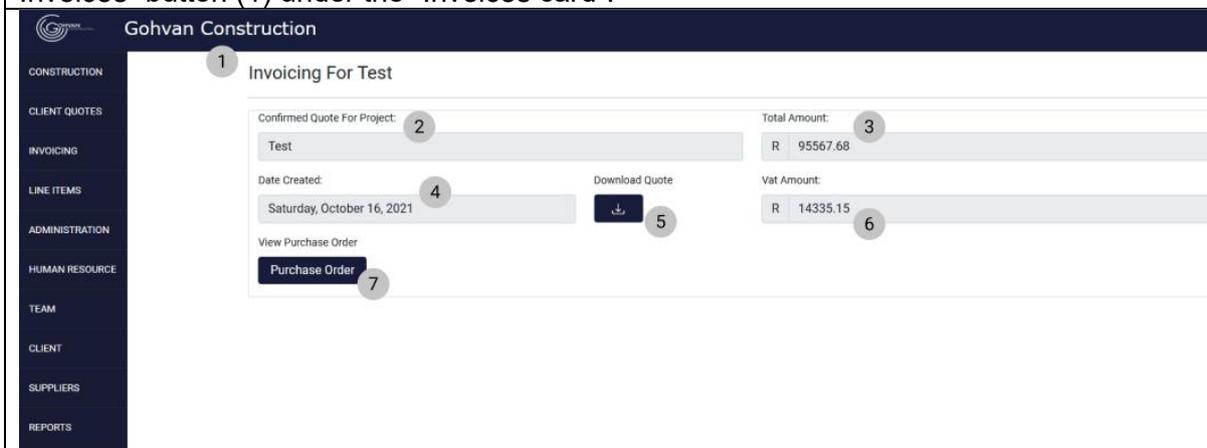
Description:	This section will guide the user through the process of viewing an existing Purchase order on the system.
Expected Learning Outcomes:	To be able to view purchase orders.
Prerequisites:	The user must have the required access to viewing purchase orders.
Other Information:	None



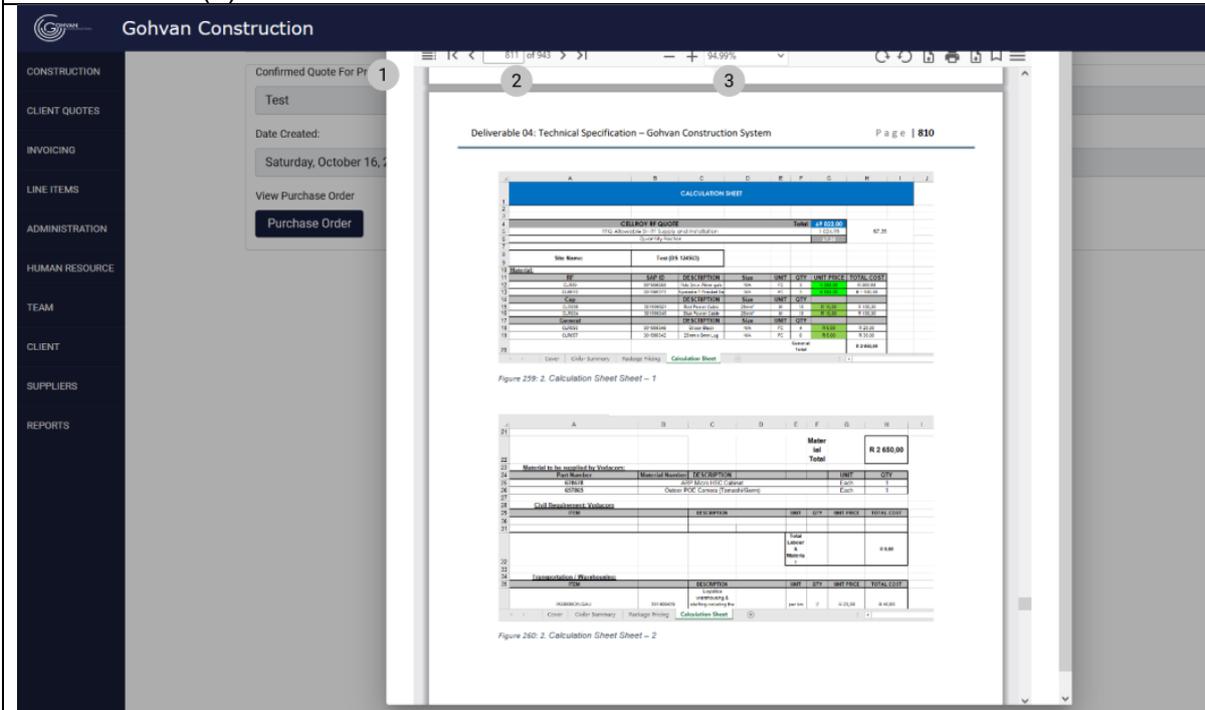
3.1.4.1.1 Navigate and click “View Project” button (1)



3.1.4.1.2 The system will display the View Project Screen. Navigate and click the “Project Invoices” button (1) under the “Invoices card”.



3.1.4.1.3 The system will display the “Project Invoicing” page. Click the “View purchase Order” button (7).



3.1.4.1.4 The system will display a PDF viewer (1) displaying the selected Purchase Order.

3.1.4.2 View Purchase Order Exercise

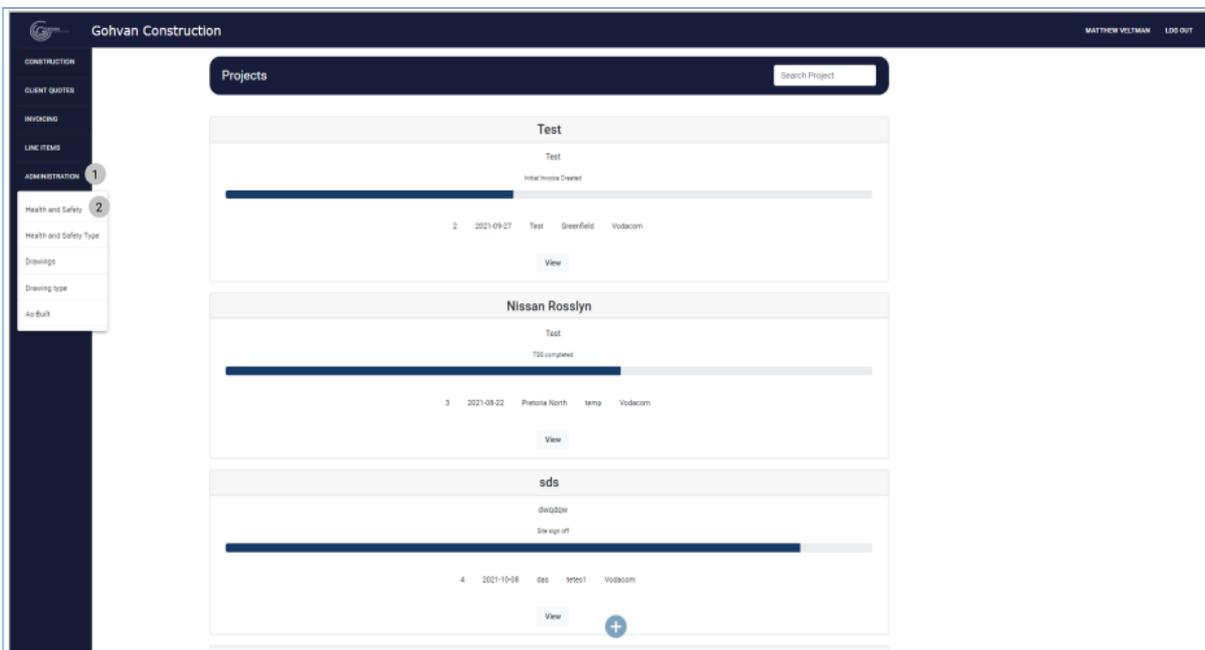
View a Purchase Order using the following details:

Project name	Test
---------------------	------

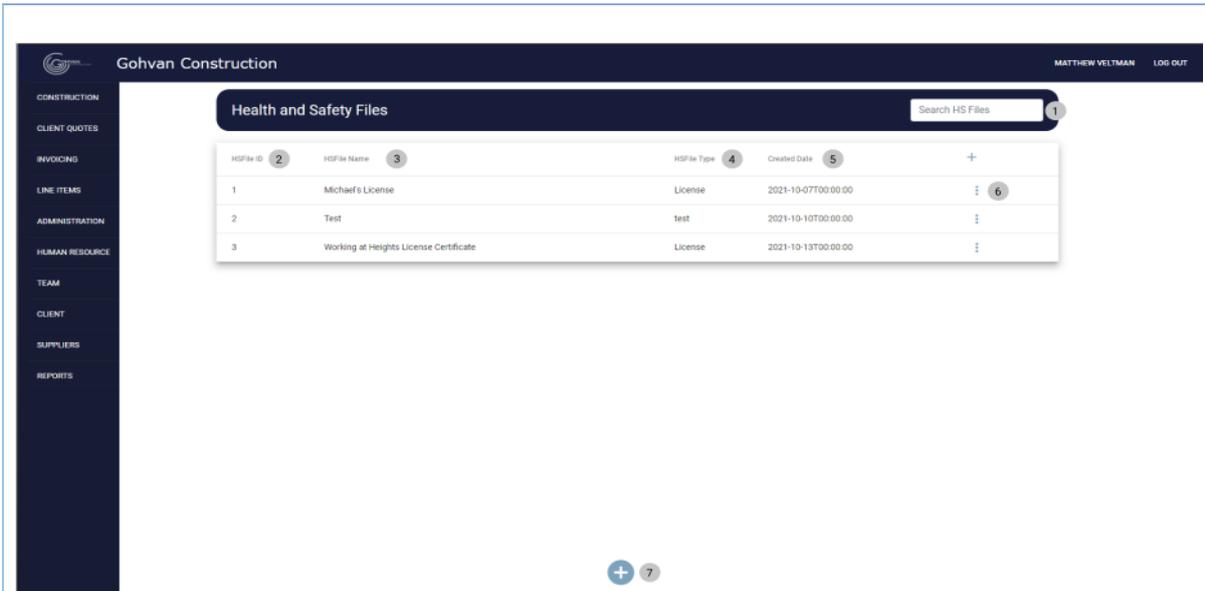
3.2 Administration

3.2.1 Create Health and Safety File

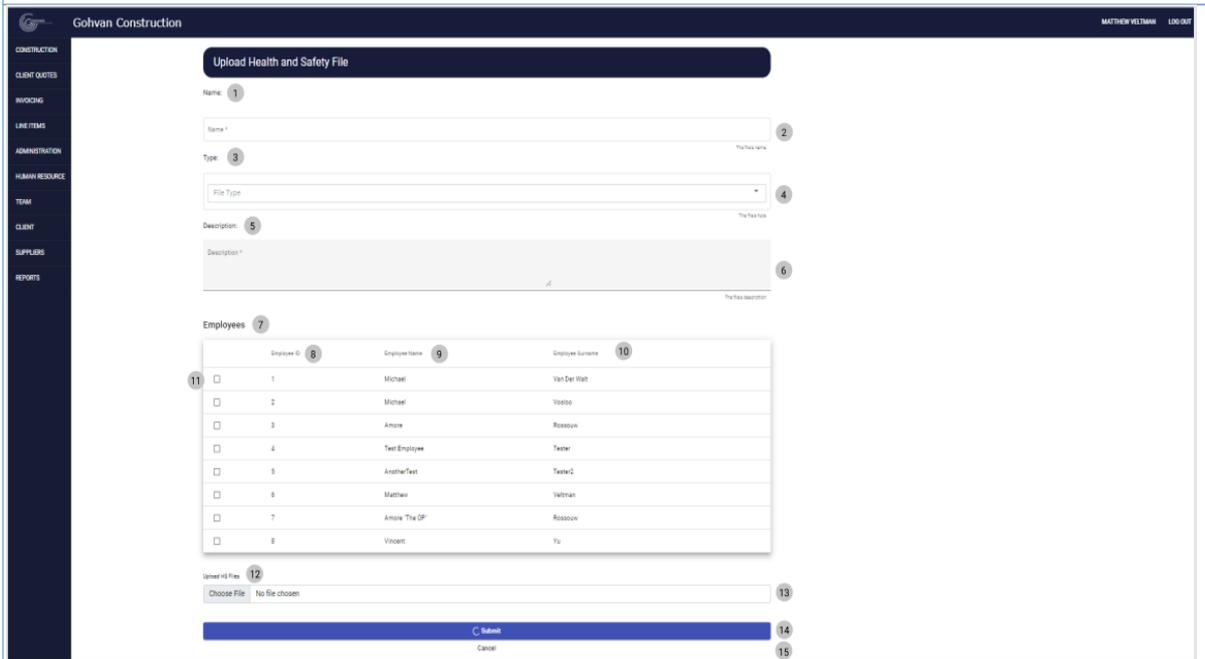
Description:	This section will guide the user through the process of adding a Health and Safety File.
Expected Learning Outcomes:	To be able to add a Health and Safety File.
Prerequisites:	The user must have the required access to add a new Health and Safety File.to the system.
Other Information:	None



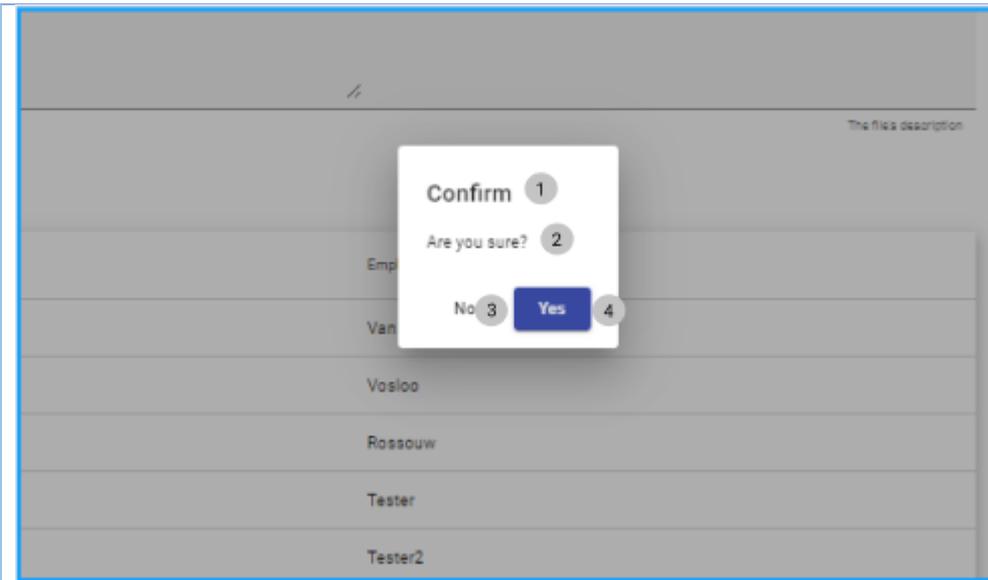
3.2.1.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Button (2).



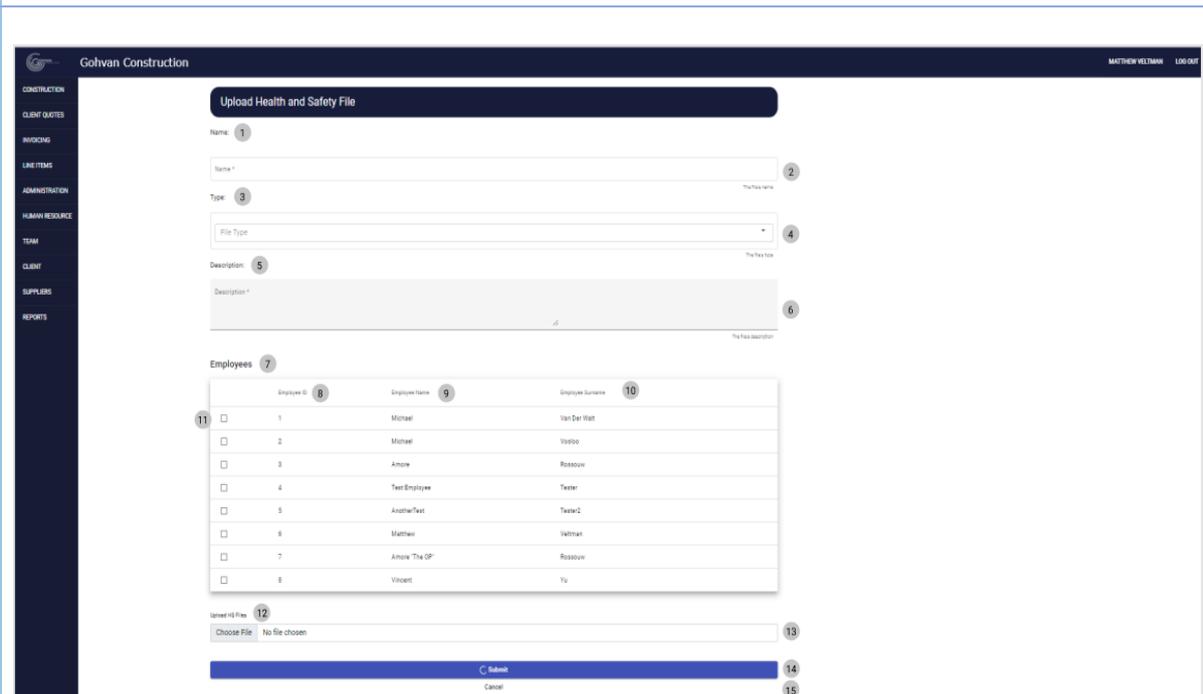
3.2.1.1.2 Click on the plus Icon (7)



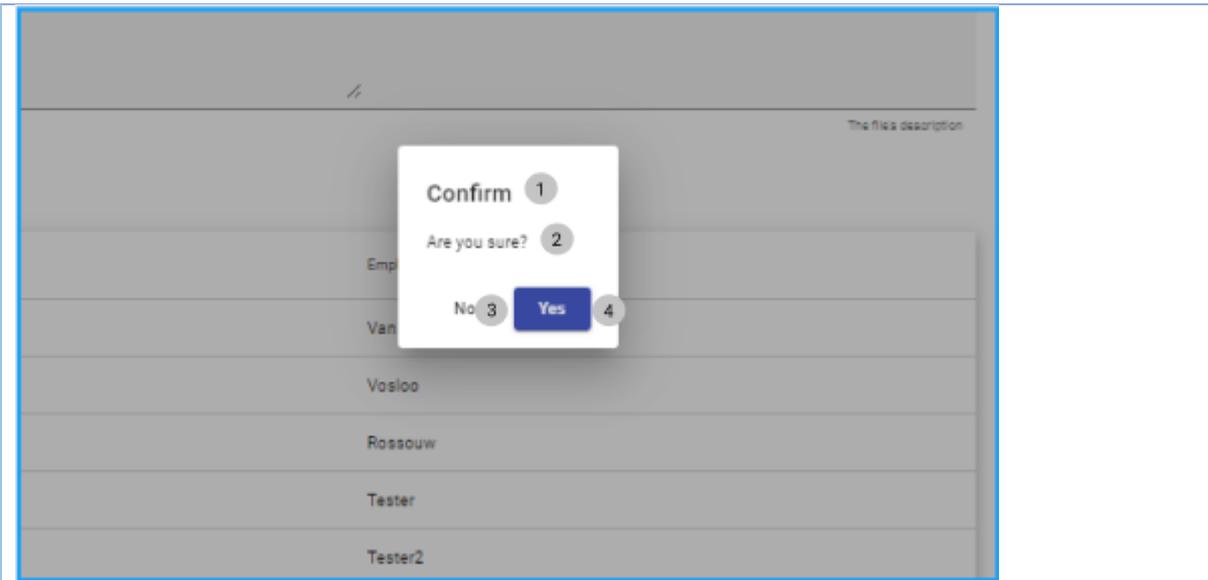
3.2.1.1.3 Enter the name of the Health and Safety File (2), select the Type of Health and Safety File (4), enters the description (6), select an employee/s that the Health and Safety File applies (11), upload the Health and Safety File pdf (13) and Finally click on the Submit button (14) to start the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



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



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.



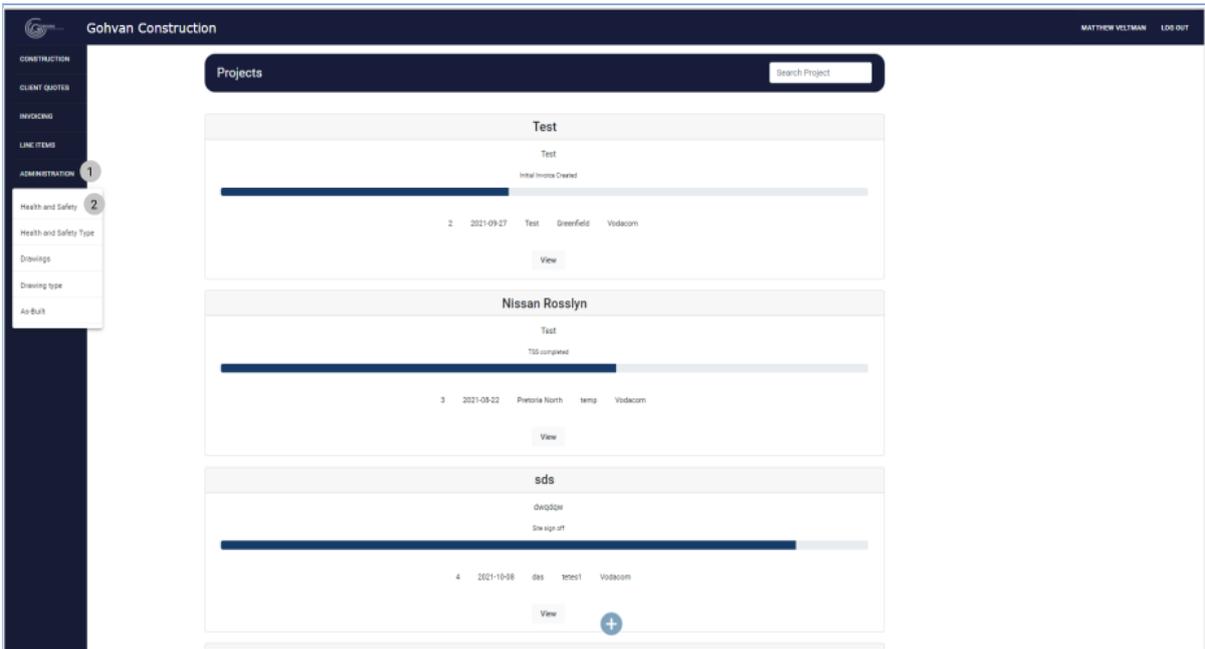
ALT 3.2.1.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety screen.

3.2.1.2 Upload Health and Safety File Exercise

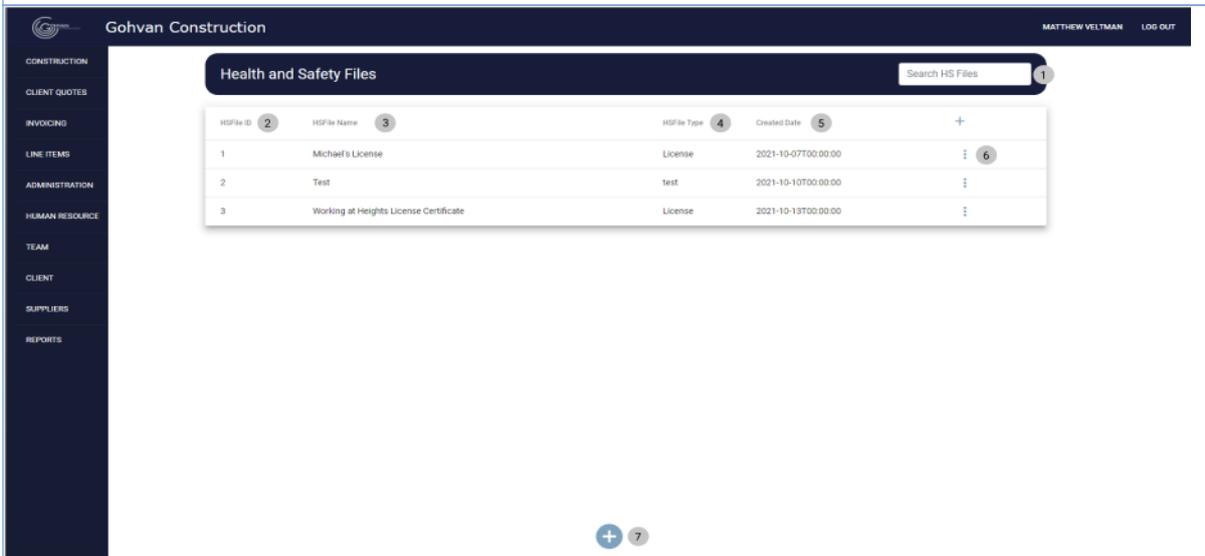
Health and Safety Name	Drivers Licenses
Health and Safety Type	License
Health and Safety Description	This Health and Safety file contains drivers' licenses for Matthew Veltman
Health and Safety Employee/s	Matthew Veltman
Health and Safety File	MatthewsLicense.pdf

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



3.2.2.1.1 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).



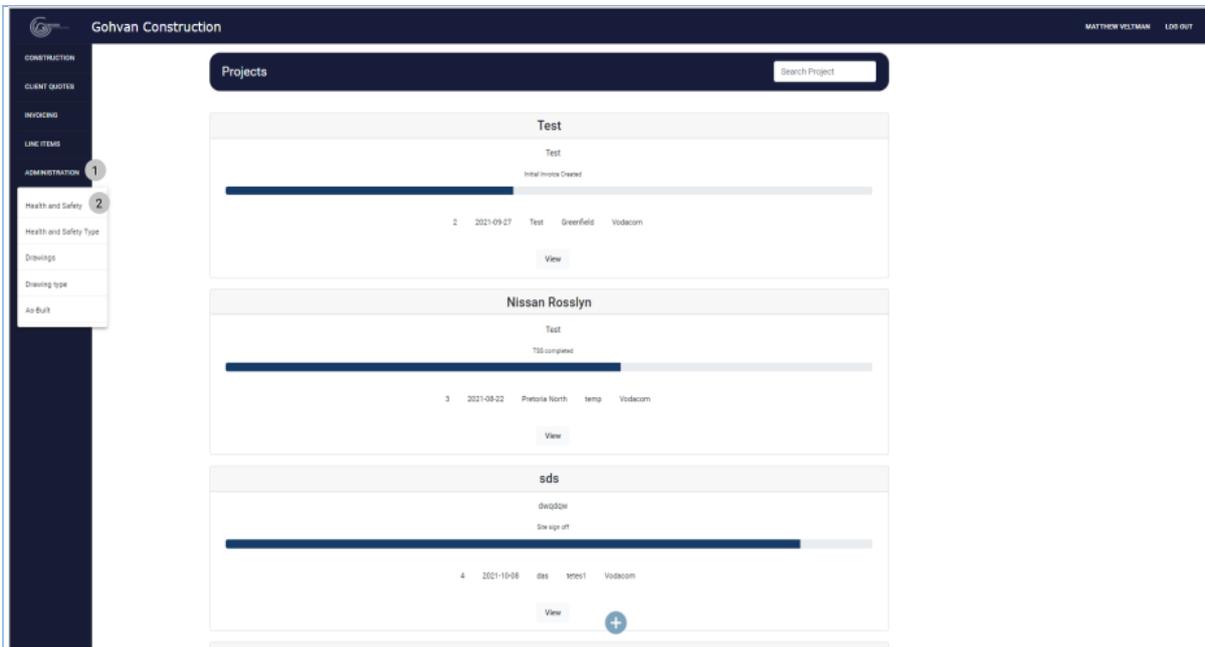
3.2.2.1.2 In order to search for a specific Health and Safety file you can enter the desired file's name in the search bar (1).

3.2.2.2 Search Health and Safety File Exercise

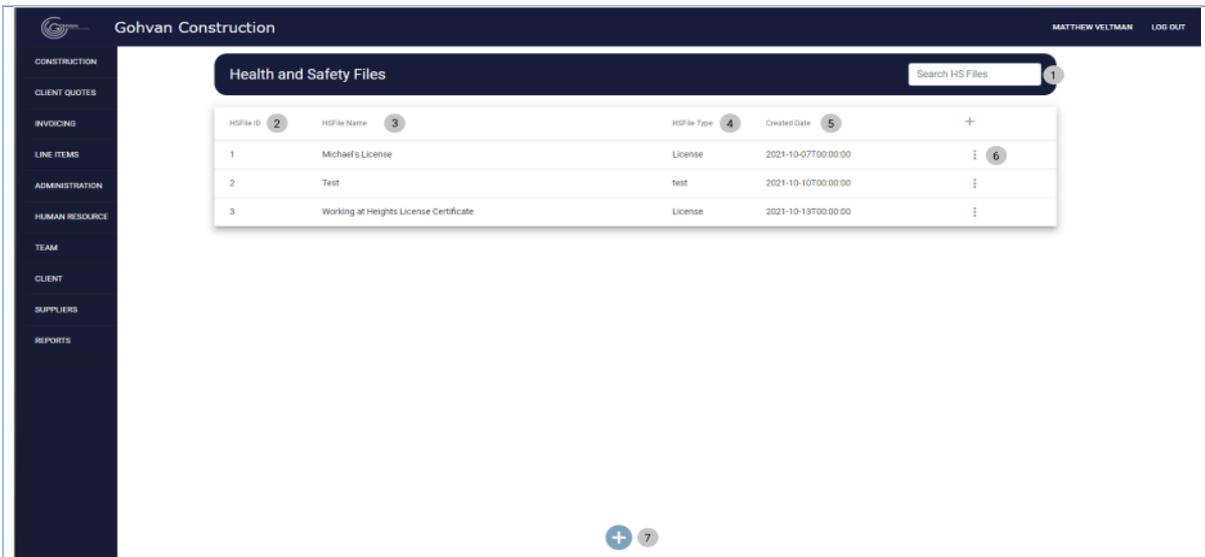
Search Bar name	License
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3.2.3. Edit Health and Safety File

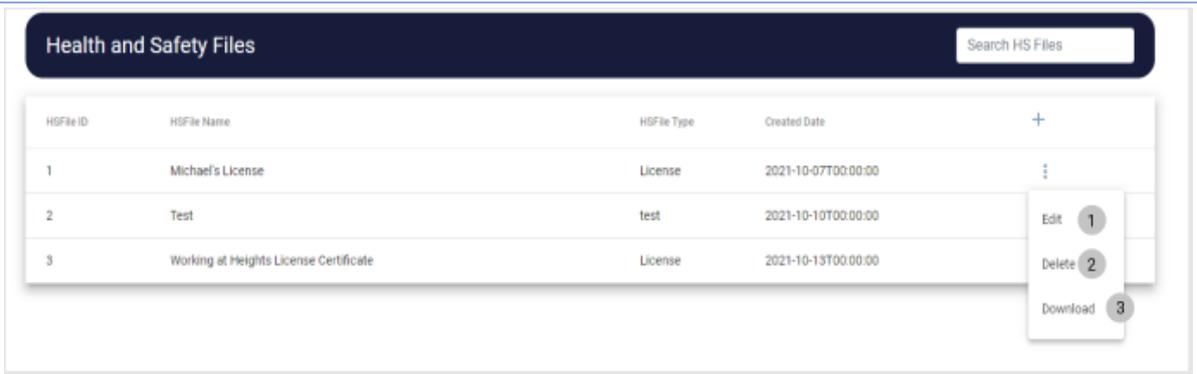
Description:	This section will guide the user through the process of editing for a Health and Safety File.
Expected Learning Outcomes:	To be able to edit a Health and Safety File.
Prerequisites:	The user must have the required access to edit a new Health and Safety File.to the system.
Other Information: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



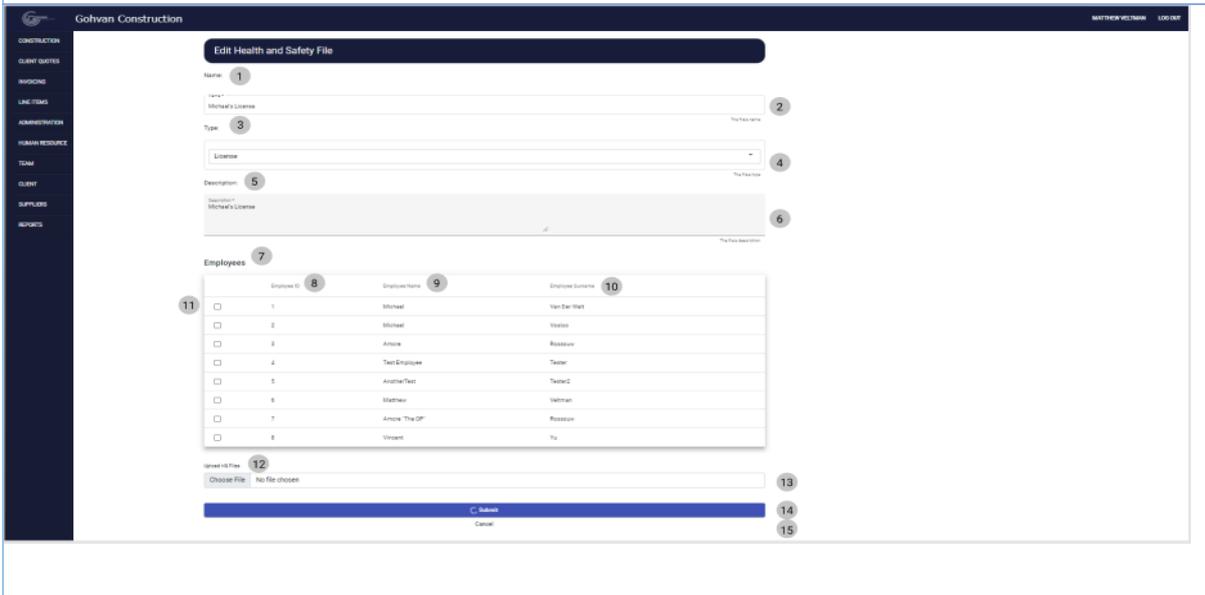
3.2.3.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Button (2).



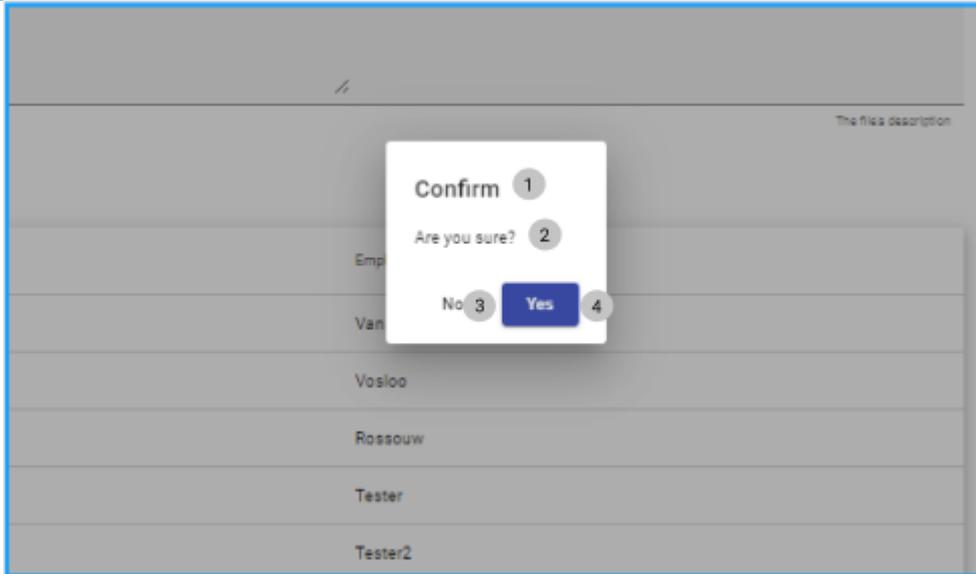
3.2.3.1.2 Click on the menu icon(6)



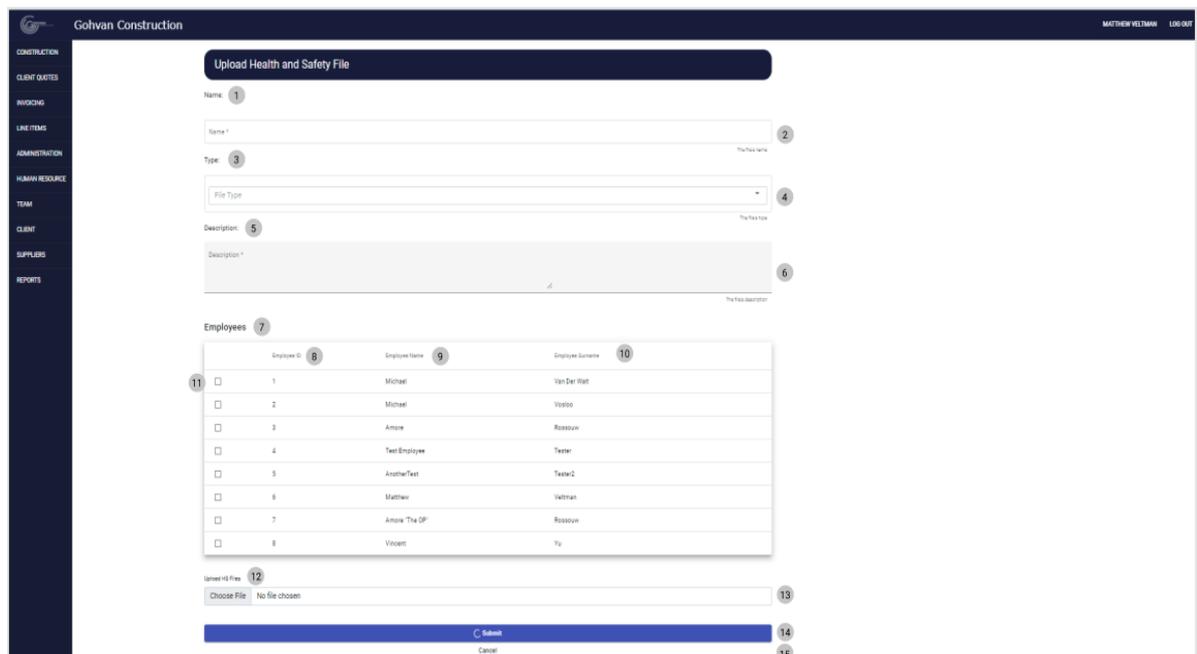
3.2.3.1.3 Click on the Edit button (1)



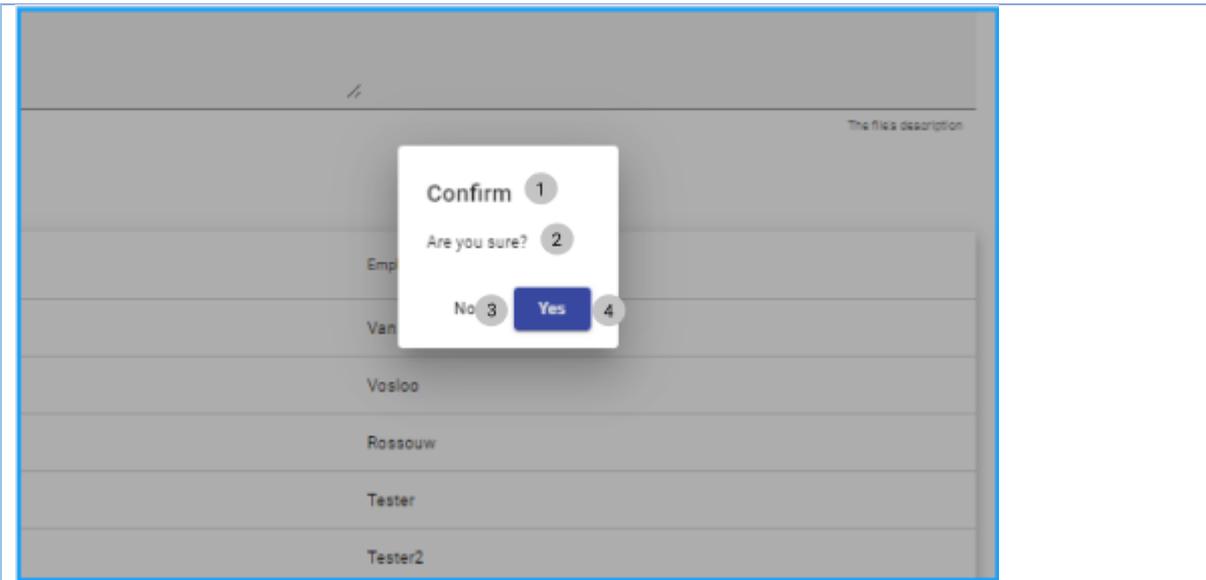
3.2.3.1.4 Enter the name of the Health and Safety File (2), select the Type of Health and Safety File (4), enters the description (6), select an employee/s that the Health and Safety File applies (11), upload the Health and Safety File pdf (13) and Finally click on the Submit button (14) to start the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



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



ALT 3.2.3.1.4 If you choose to cancel the entering/completing the form you can click the Cancel button (15) and you will be directed to the Health and Safety Home screen.



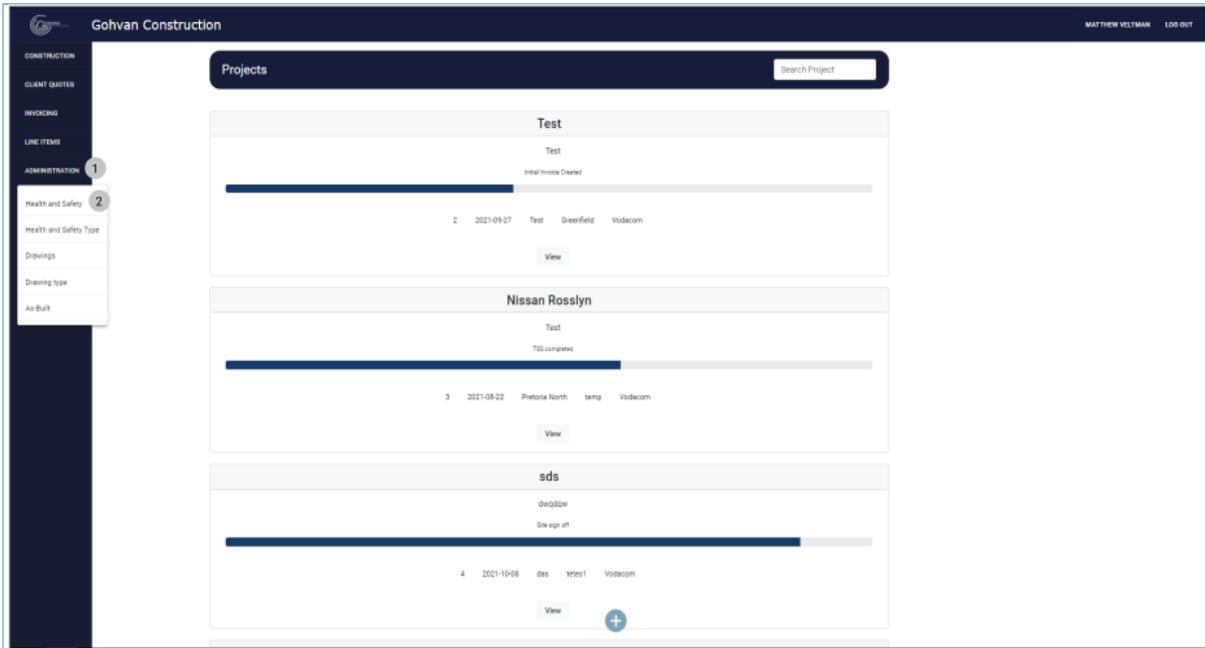
ALT 3.2.3.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety screen.

3.2.3.2 Edit Health and Safety File Exercise

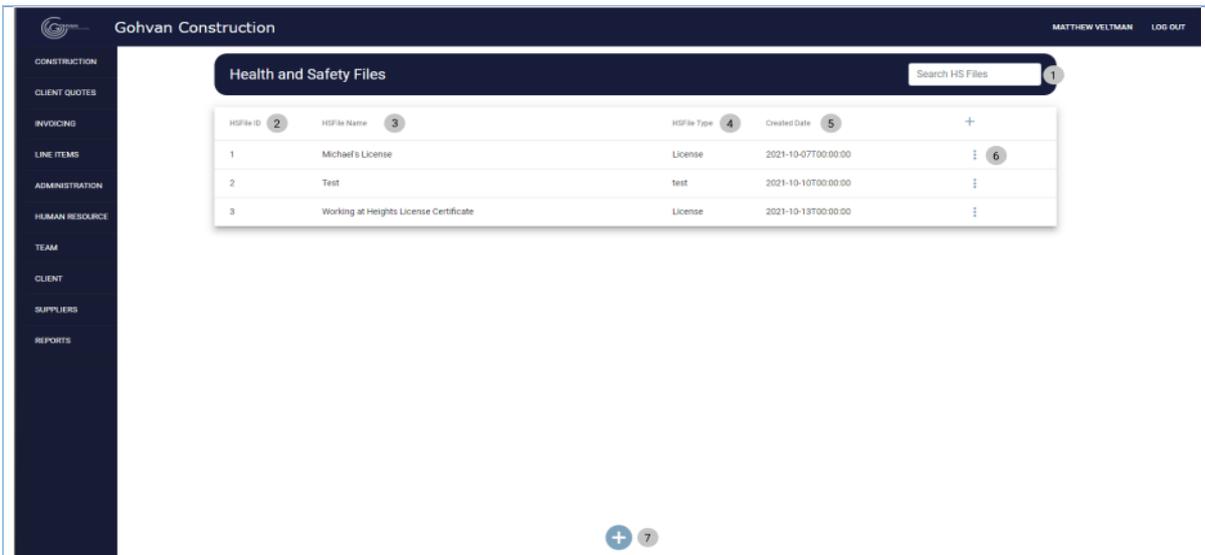
Health and Safety Name	Drivers Licenses
Health and Safety Type	License
Health and Safety Description	This Health and Safety file contains drivers' licenses for Matthew Veltman and Michael Vosloo
Health and Safety Employee/s	Matthew Veltman Michael Vosloo
Health and Safety File	MatthewsLicense.pdf

3.2.4 Delete Health and Safety File

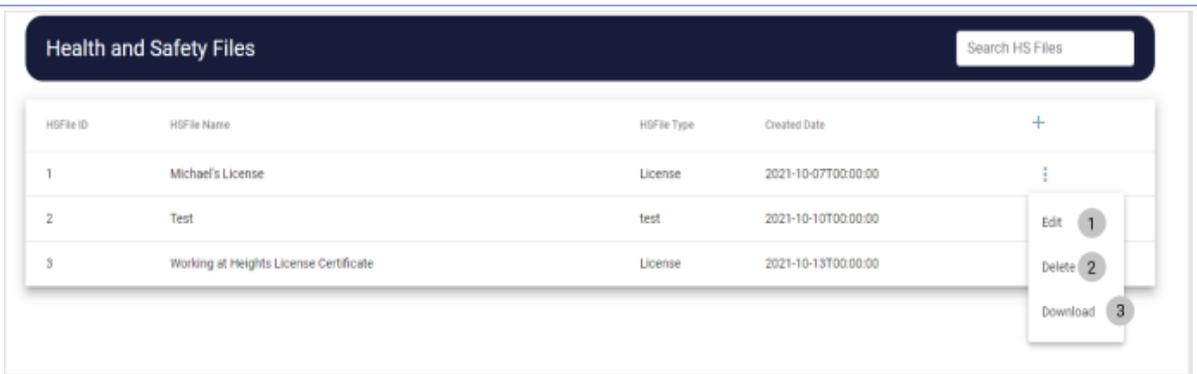
Description:	This section will guide the user through the process of deleting for a Health and Safety File.
Expected Learning Outcomes:	To be able to delete a Health and Safety File.
Prerequisites:	The user must have the required access to delete a new Health and Safety File.to the system.
Other Information:	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).



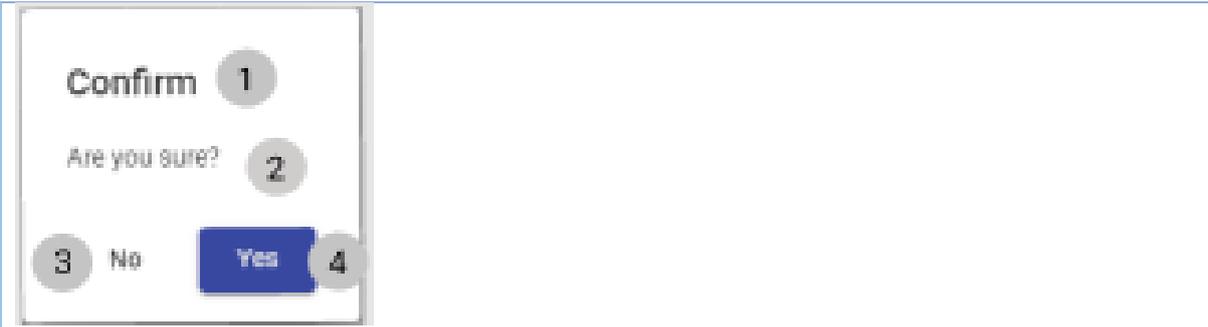
3.2.4.1.2 Click on the menu icon(6)



3.2.4.1.3 Click on the Delete button (1)



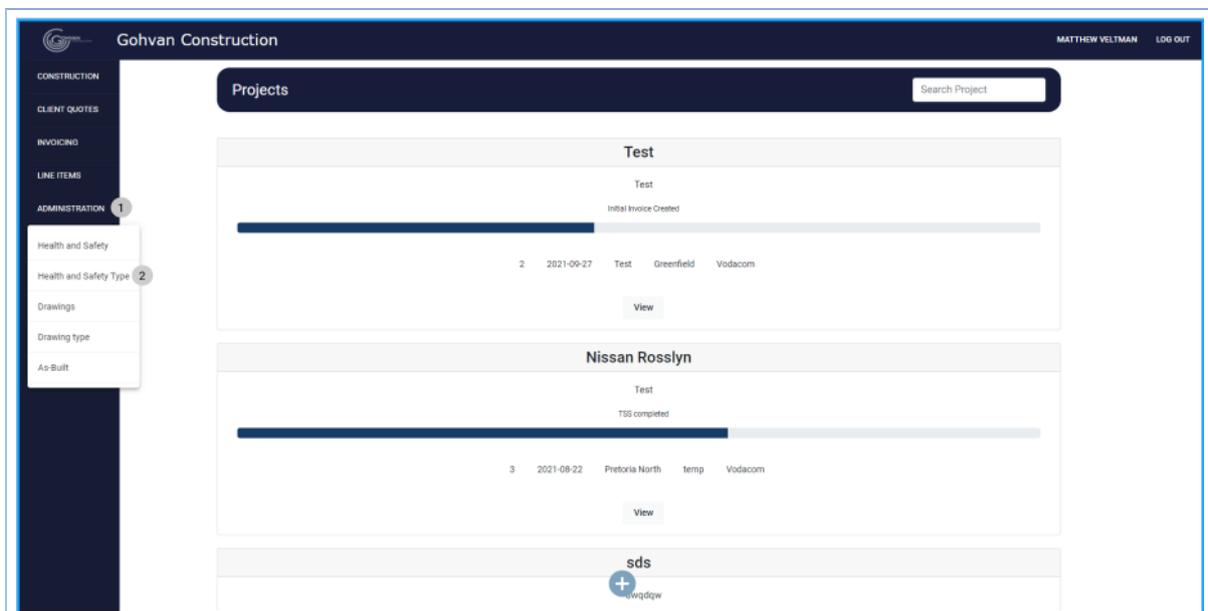
3.2.4.1.4 Click on the Yes button to complete the process of uploading the form information.



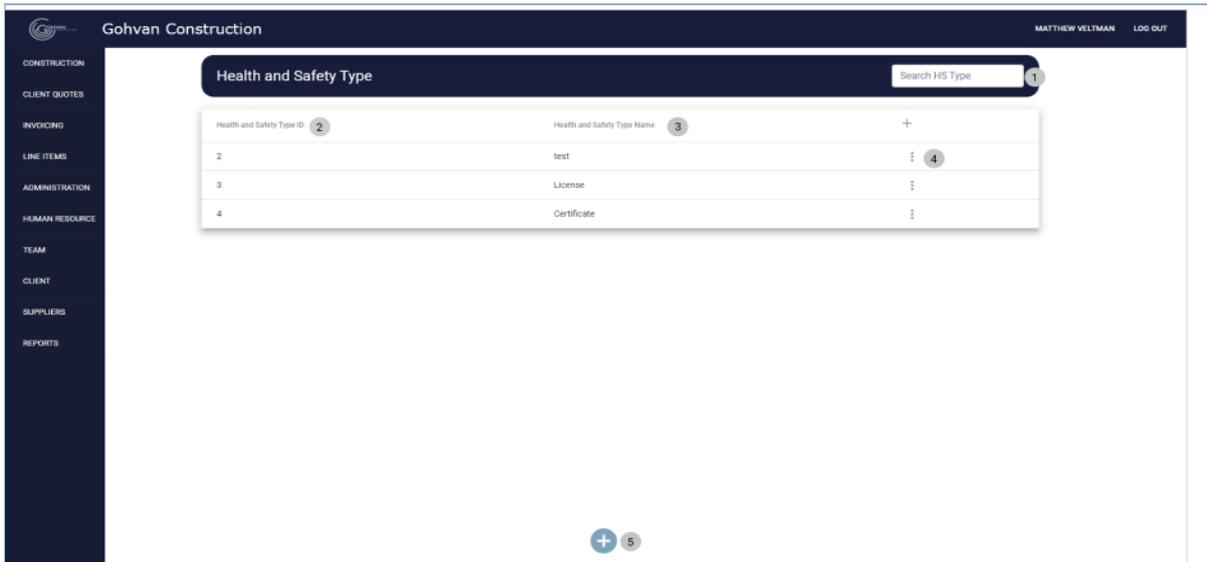
ALT 3.2.4.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Health and Safety screen.

3.2.5 Create Health and Safety Type

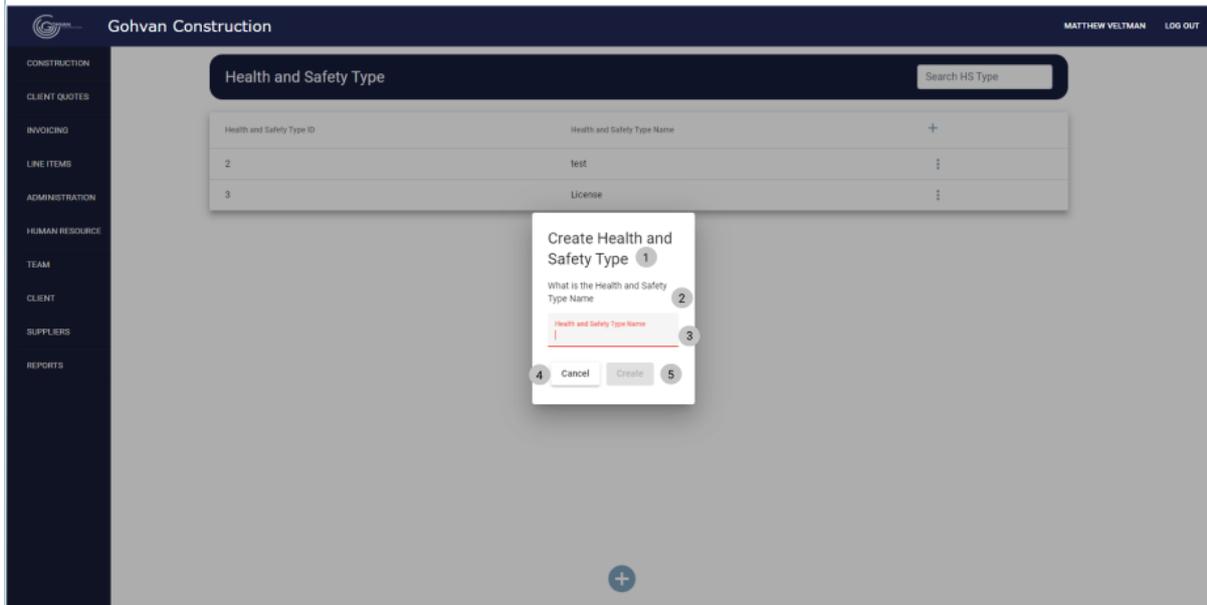
Description:	This section will guide the user through the process of creating for a Health and Safety File type
Expected Learning Outcomes:	To be able to create a Health and Safety File type
Prerequisites:	The user must have the required access to edit a new Health and Safety File type to the system.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



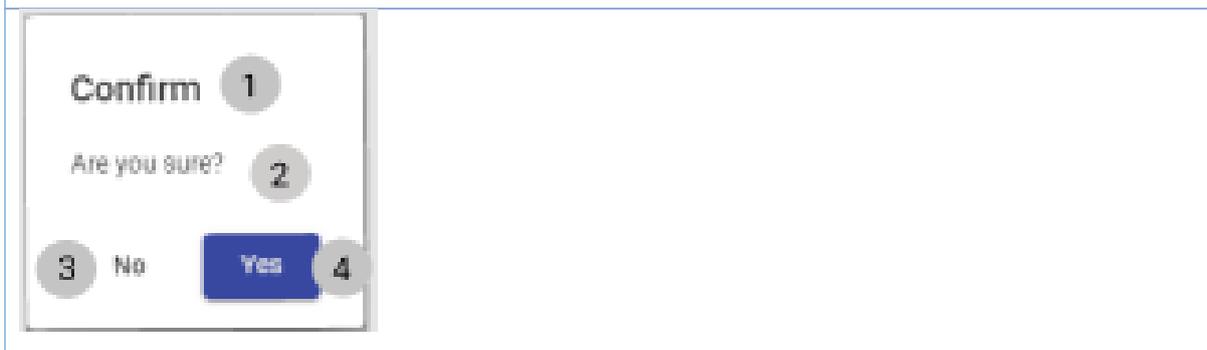
3.2.5.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Type Button (2).



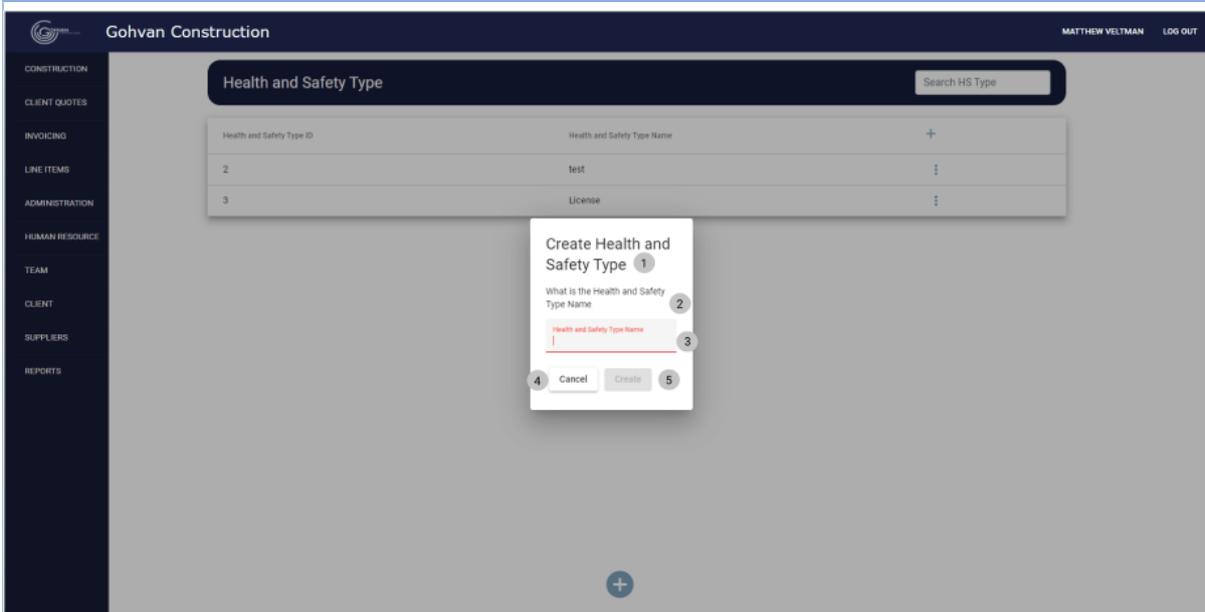
3.2.5.1.2 Click on the plus icon(5)



3.2.5.1.3 Enter the Health and Safety Type Name (3) then click the create button(5)



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



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.



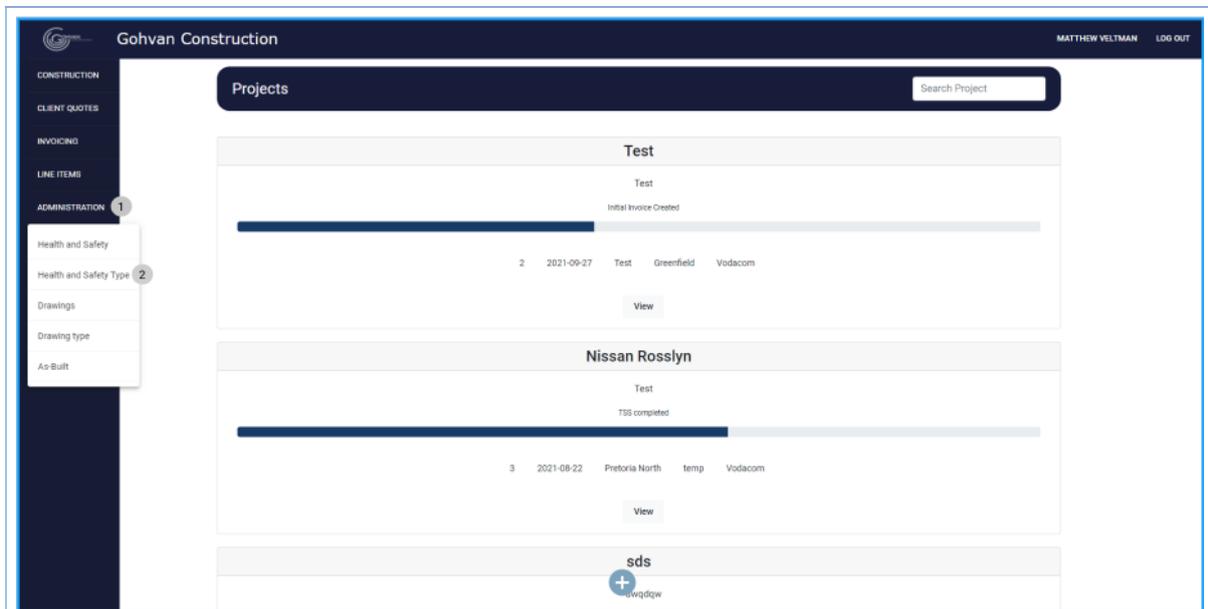
ALT 3.2.5.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety Type screen.

3.2.5.2 Create Health and Safety Type Exercise

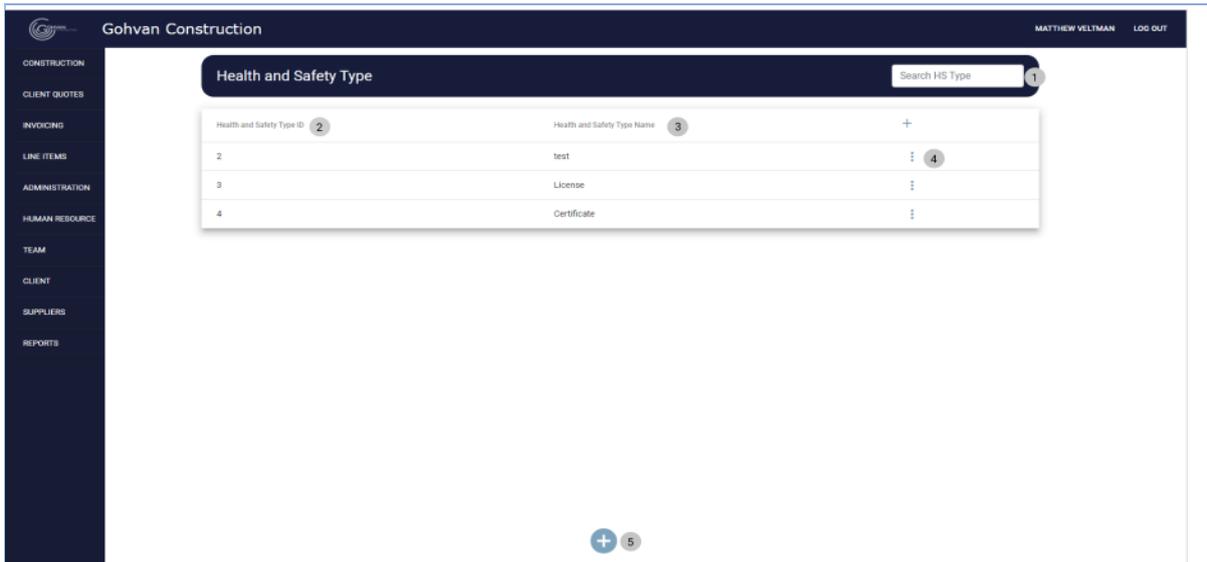
Health and Safety Type Name	Working at Heights Certificates
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3.2.6 Search Health and Safety Type

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



3.2.6.1.1 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 Type Button (2).



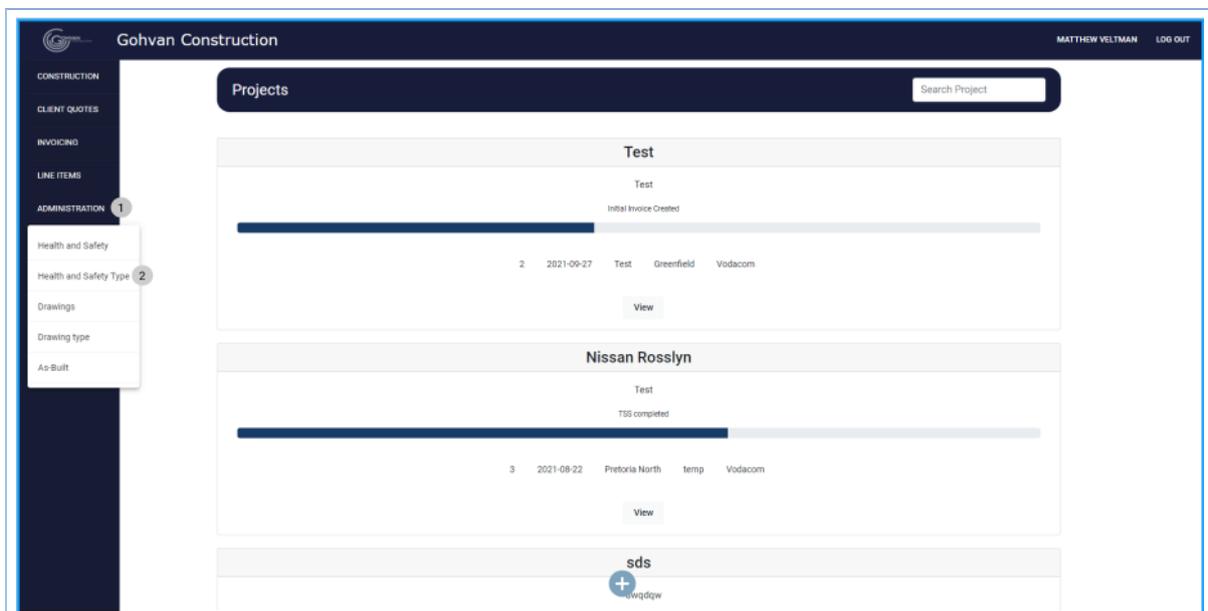
3.2.6.1.2 In order to search for a specific Health and Safety file you can enter the desired type's name in the search bar (1).

3.2.6.2 Search Health and Safety Type Exercise

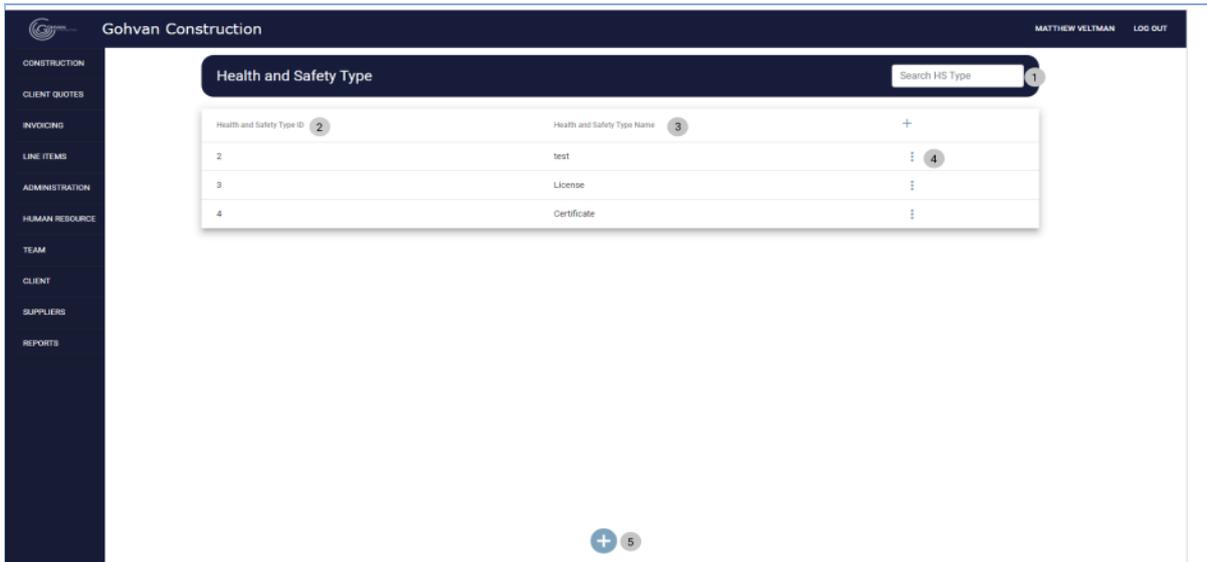
Search Bar name	License
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3.2.7 Edit Health and Safety Type

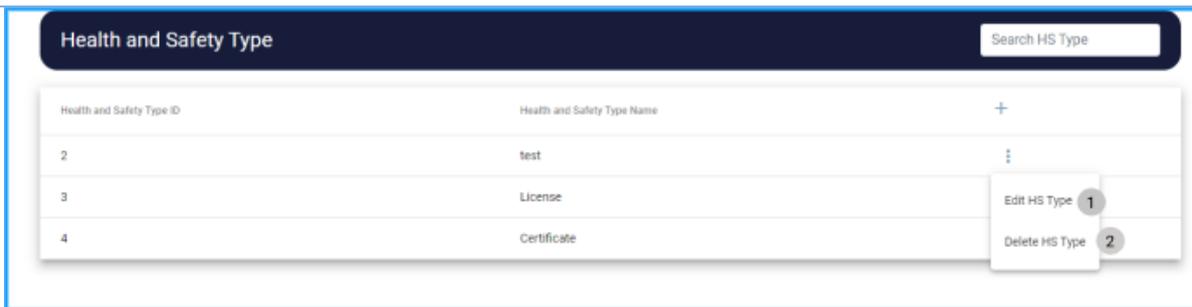
Description:	This section will guide the user through the process of editing for a Health and Safety File type.
Expected Learning Outcomes:	To be able to edit a Health and Safety File type.
Prerequisites:	The user must have the required access to edit a new Health and Safety File type to the system.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



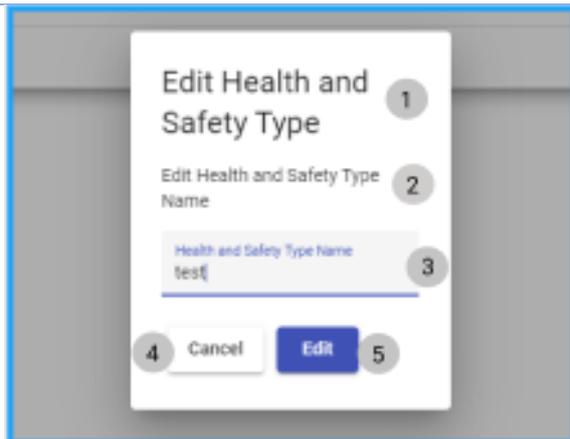
3.2.7.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Type Button (2).



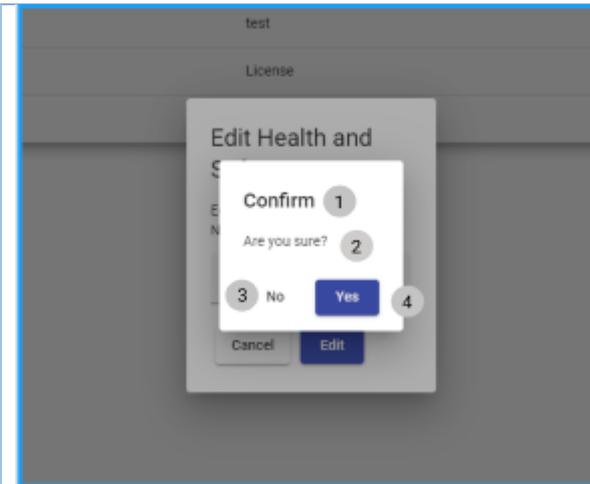
3.2.7.1.2 Click on the menu icon(4)



3.2.7.1.3 Click on the Edit button (1)



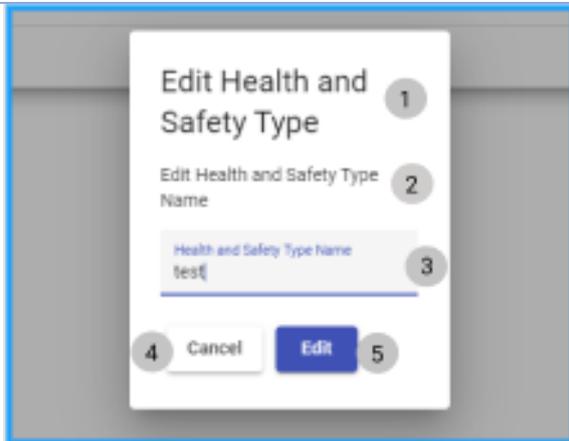
3.2.7.1.4 Enter the Health and Safety Type Name (3) then click the edit button(5)



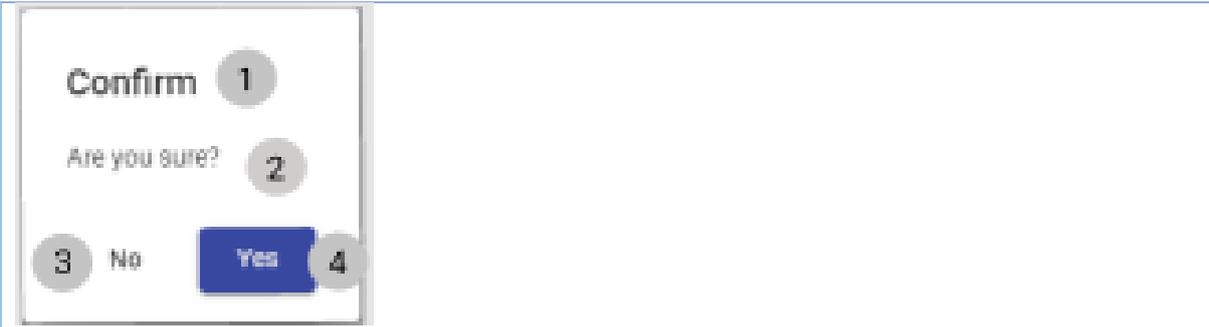
3.2.7.1.5 Click on the Yes button to complete submission (4)



3.2.7.1.6 Click on the continue button (3)



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.



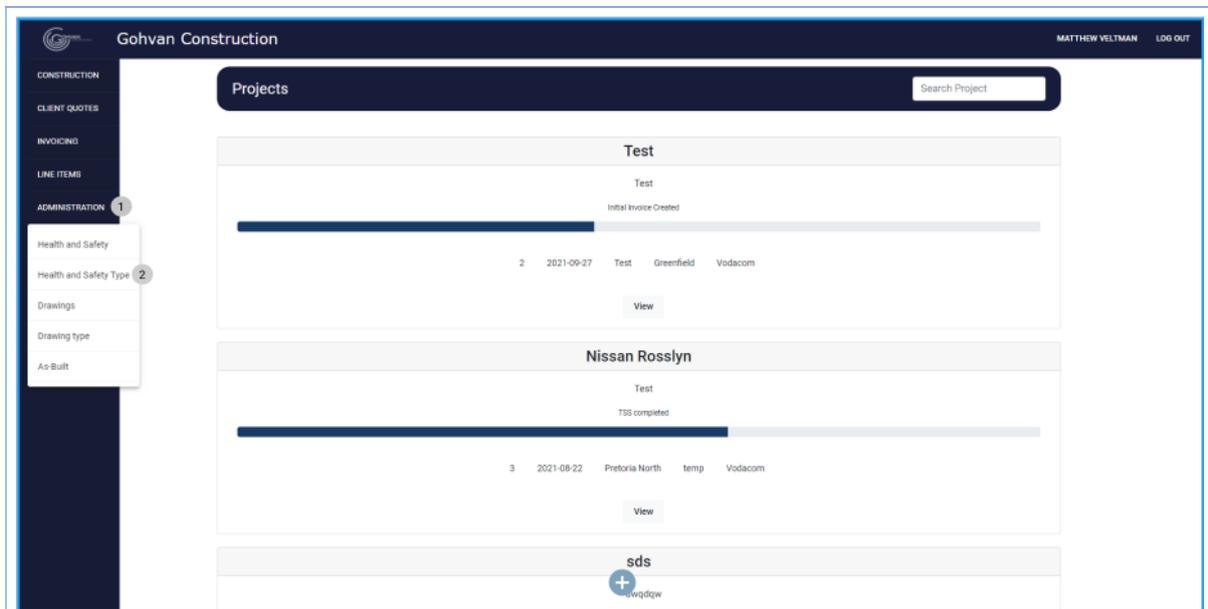
ALT 3.2.7.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Health and Safety Type screen.

3.2.7.2 Edit Health and Safety Type Exercise

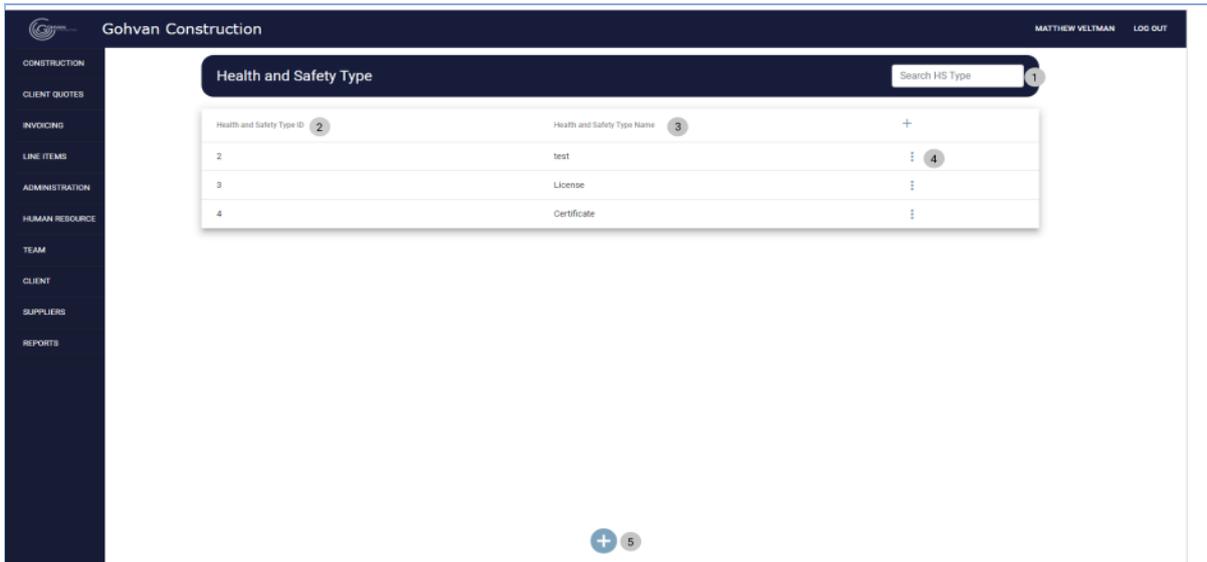
Health and Safety Type Name	First Aid Certificates
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3.2.8 Delete Health and Safety Type

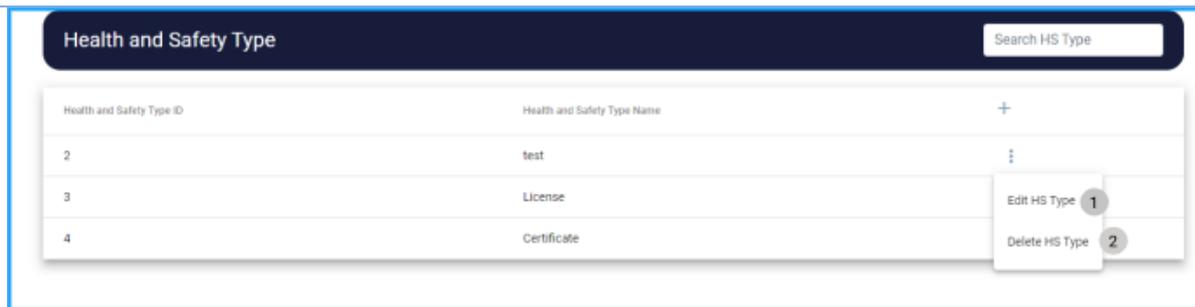
Description:	This section will guide the user through the process of deleting for a Health and Safety File type.
Expected Learning Outcomes:	To be able to delete a Health and Safety File type.
Prerequisites:	The user must have the required access to delete a new Health and Safety File type to the system.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



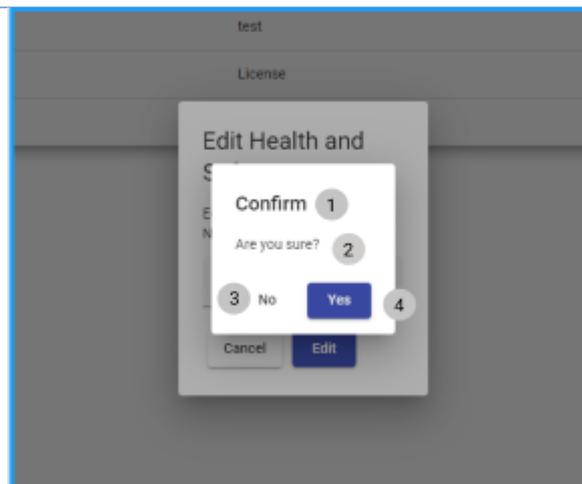
3.2.8.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Health and Safety Type Button (2).



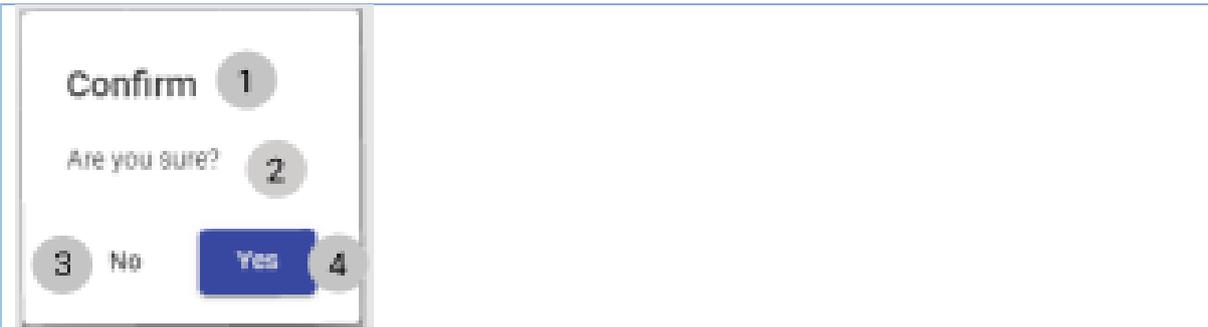
3.2.8.1.2 Click on the menu icon(4)



3.2.8.1.3 Click on the Delete button (2)



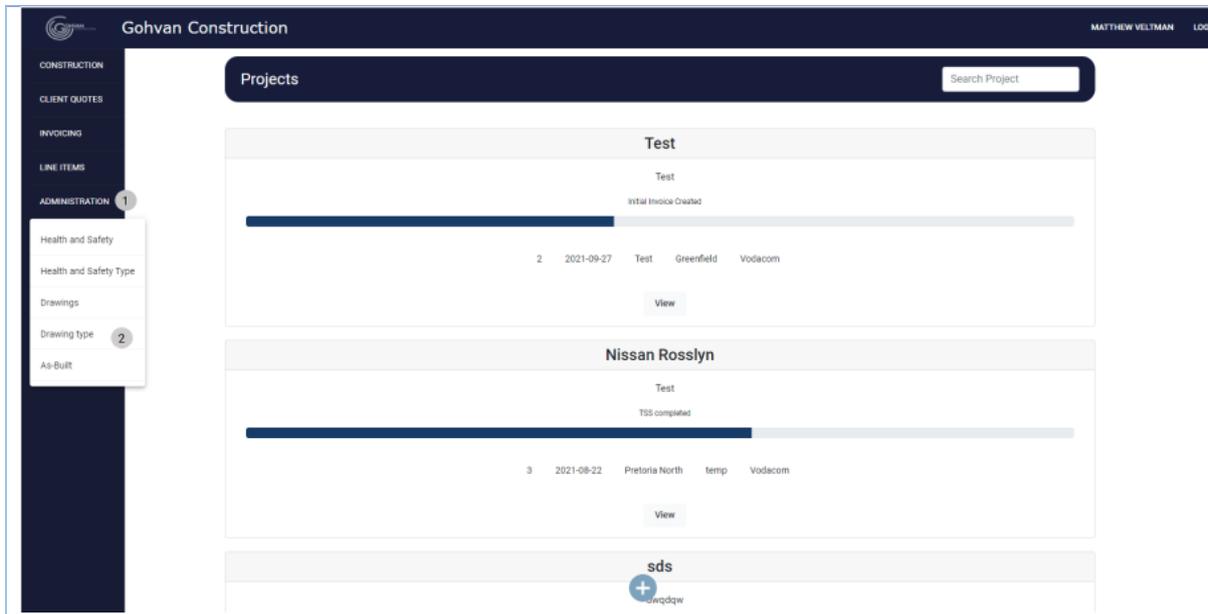
3.2.8.1.5 Click on the Yes button to complete submission (4)



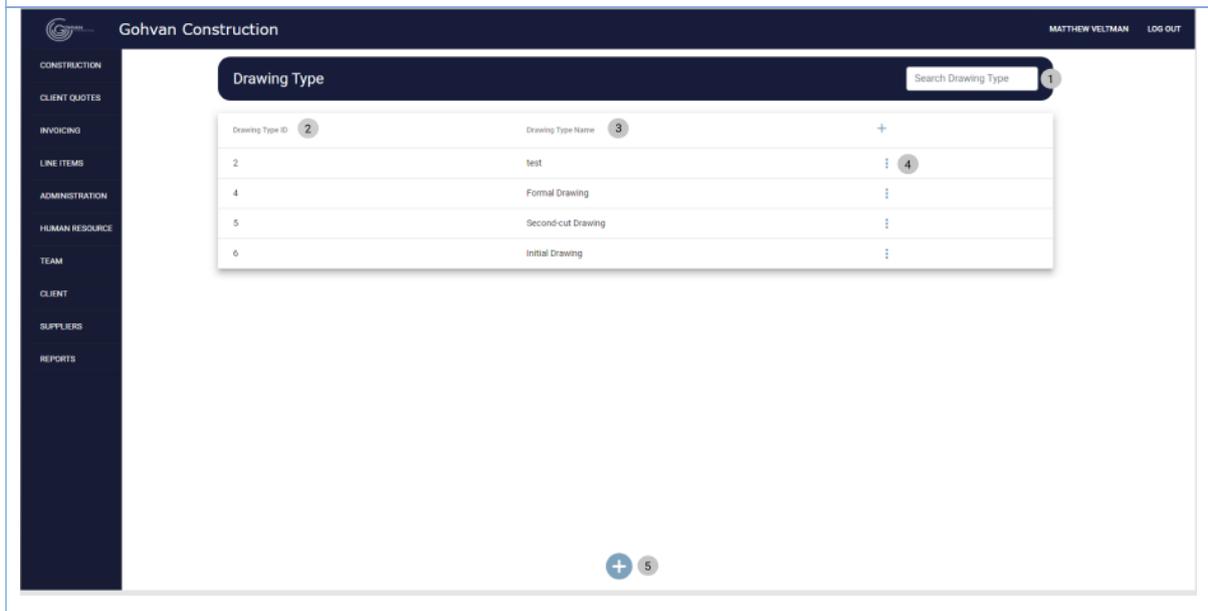
ALT 3.2.8.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Health and Safety Type screen.

3.2.9 Create Drawing Type

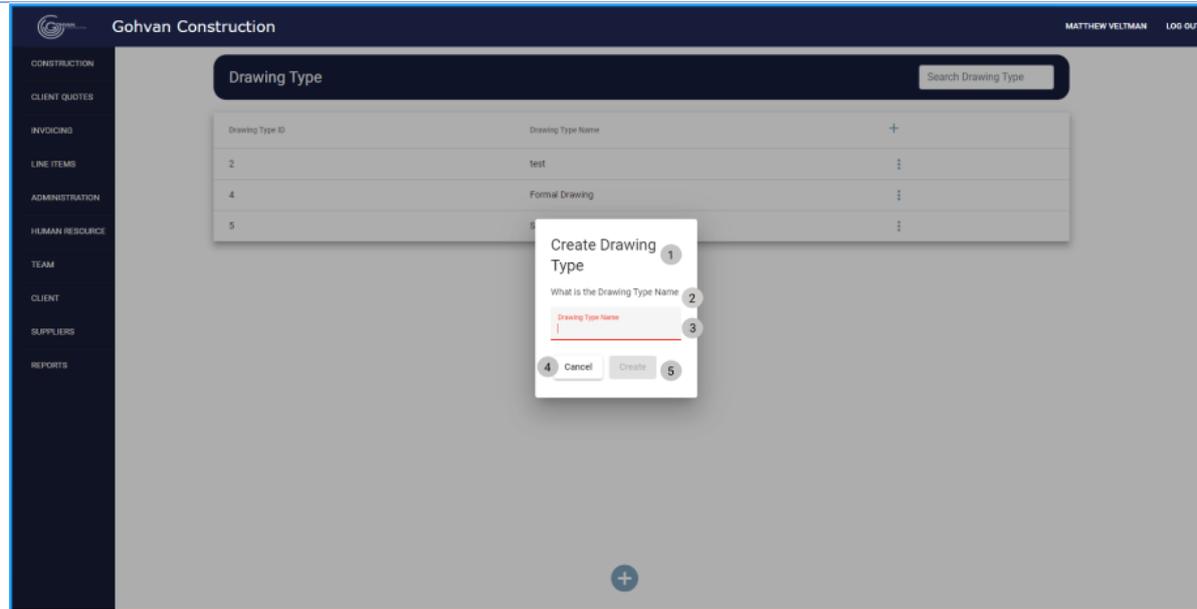
Description:	This section will guide the user through the process of creating for a Drawing type
Expected Learning Outcomes:	To be able to create a Drawing type
Prerequisites:	The user must have the required access to edit a new Drawing type to the system.
Other Information:	None



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).



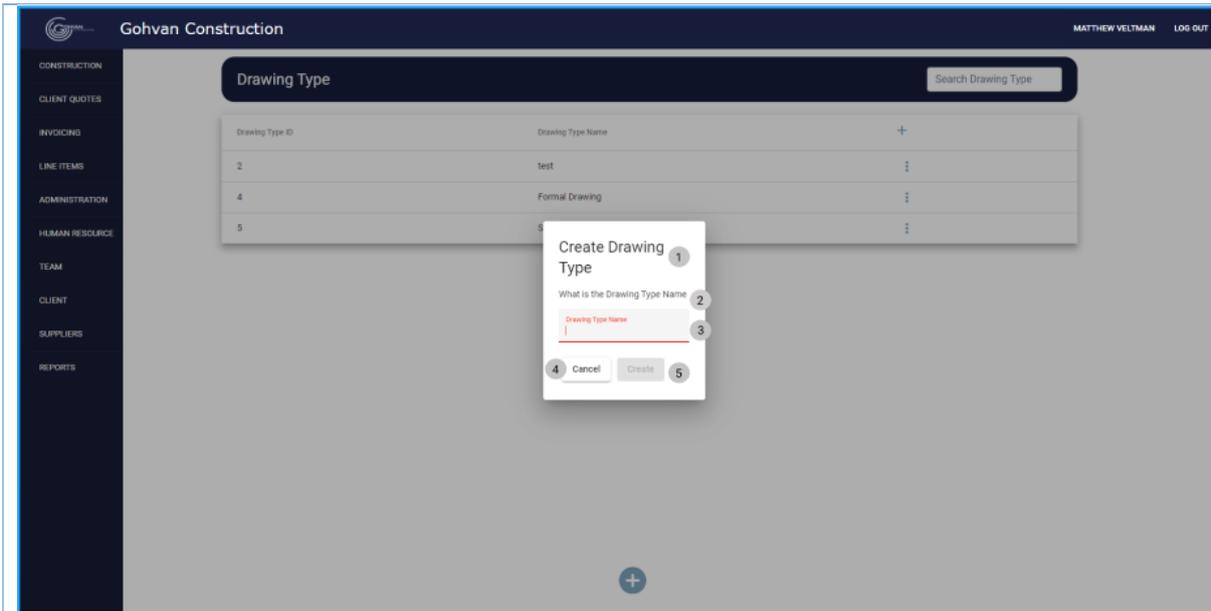
3.2.9.1.2 Click on the plus icon(5)



3.2.9.1.3 Enter the Drawing Type Name (3) then click the create button(5)



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



ALT 3.2.9.1.3 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 Drawing Type screen.



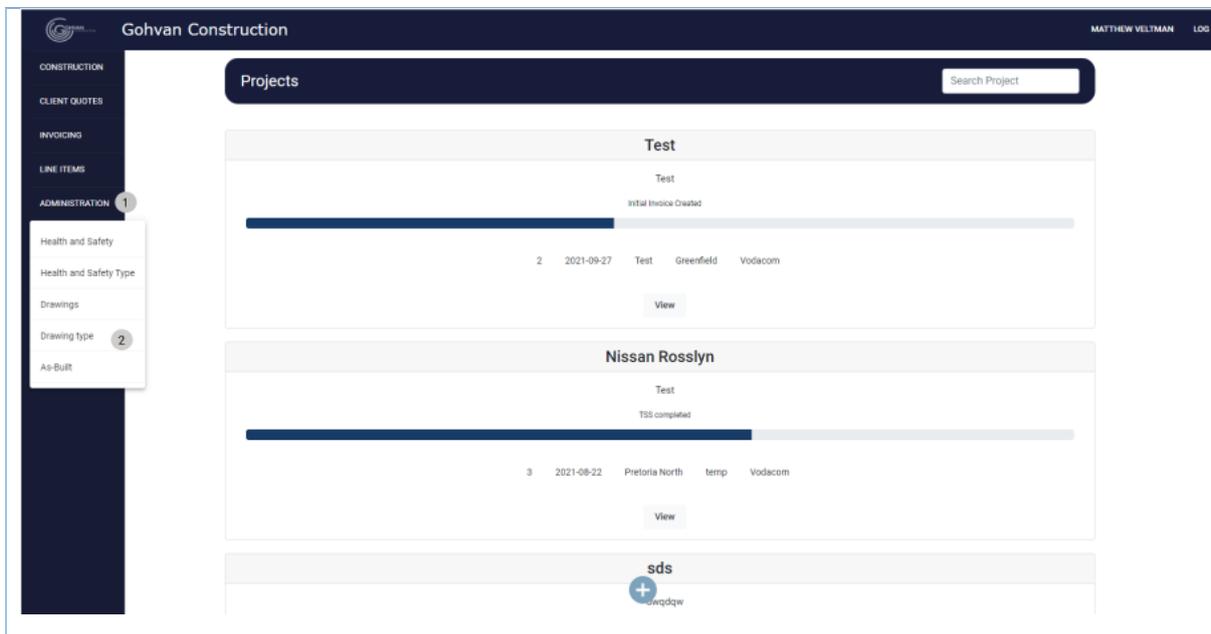
ALT 3.2.9.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Drawing Type screen.

3.2.9.2 Drawing Type Exercise

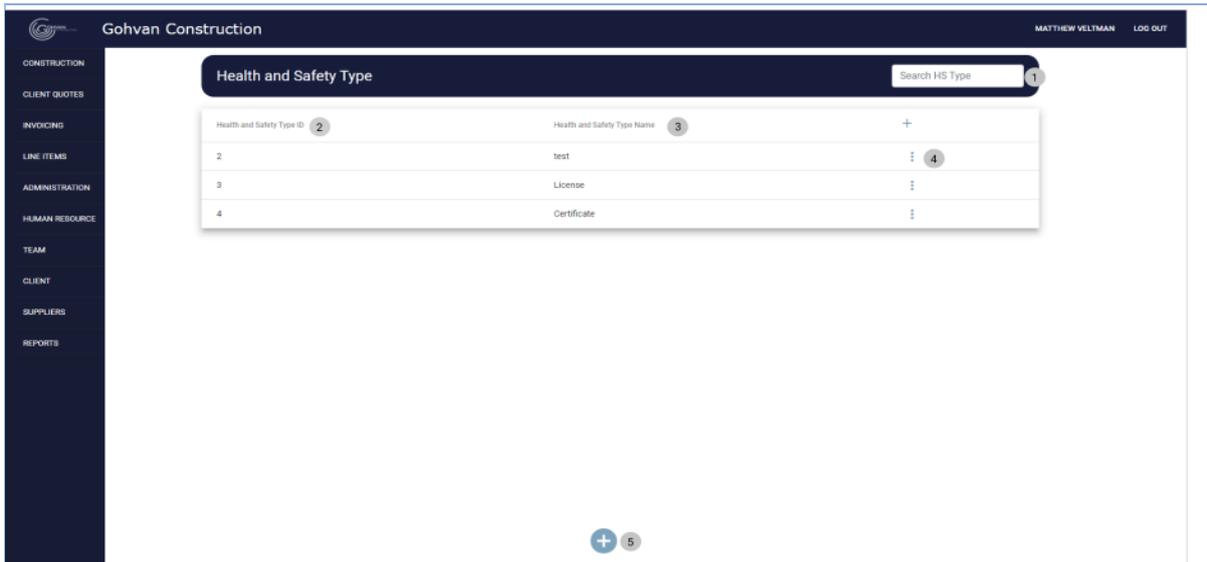
Drawing Type Name	Formal Drawing
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3.2.10 Search Drawing Type

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



3.2.10.1.1 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).



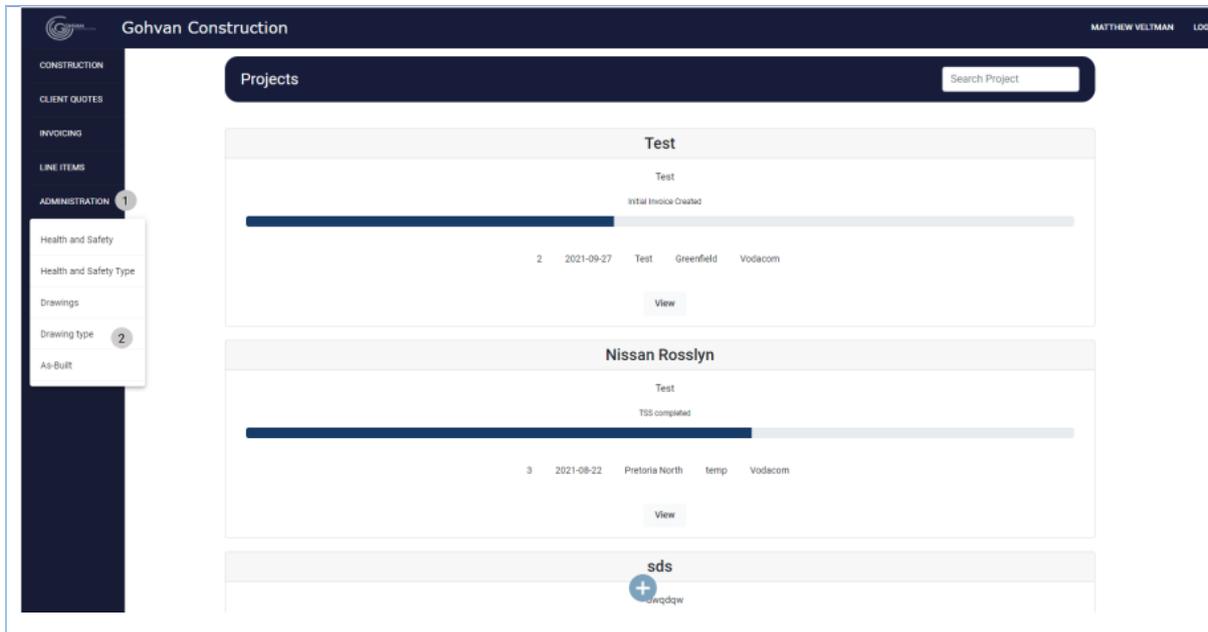
3.2.10.1.2 In order to search for a specific Drawing you can enter the desired type’s name in the search bar (1).

3.2.10.2 Search Drawing Type Exercise

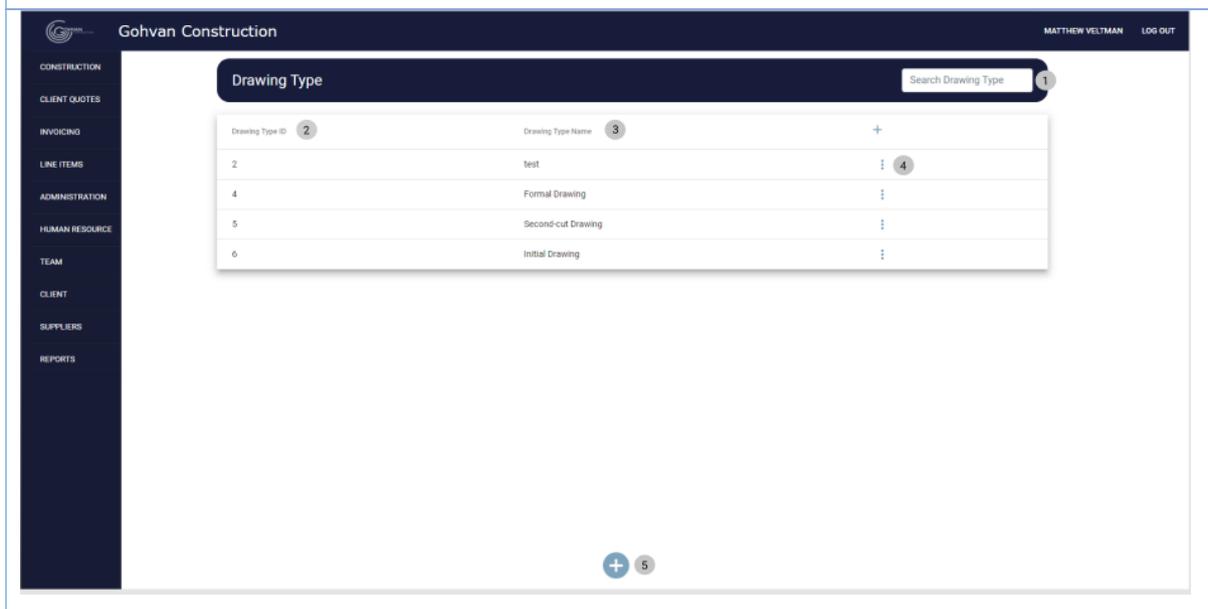
Search Bar name	Second Cut
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3.2.11 Edit Drawing Type

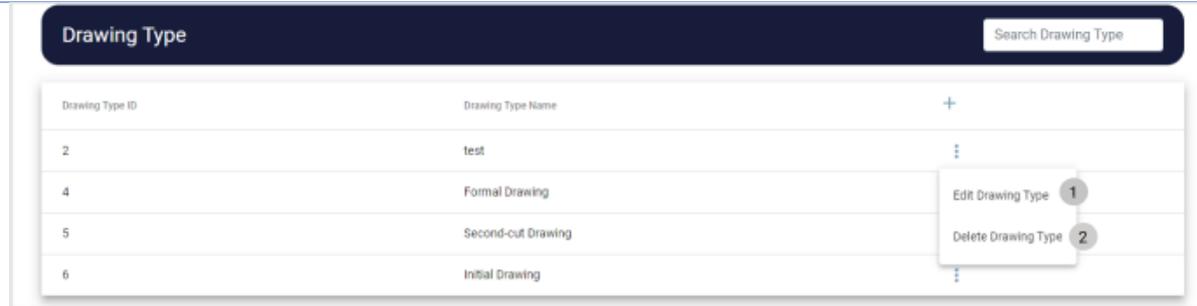
Description:	This section will guide the user through the process of editing for a Drawing type.
Expected Learning Outcomes:	To be able to edit a Drawing type.
Prerequisites:	The user must have the required access to edit a new Drawing type to the system.
Other Information:	None



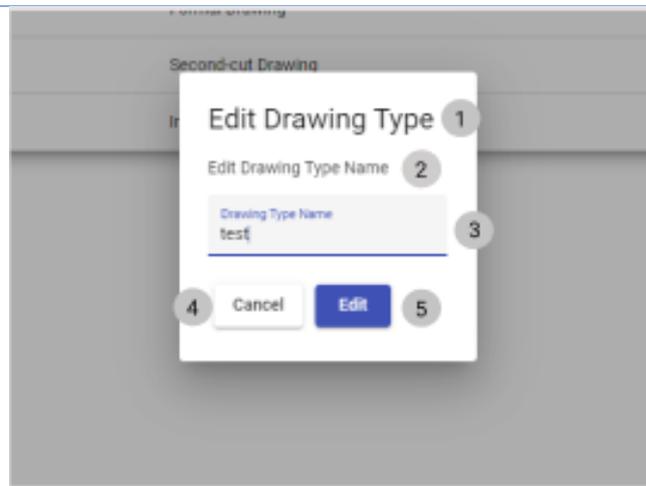
3.2.11.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawing Type Button (2).



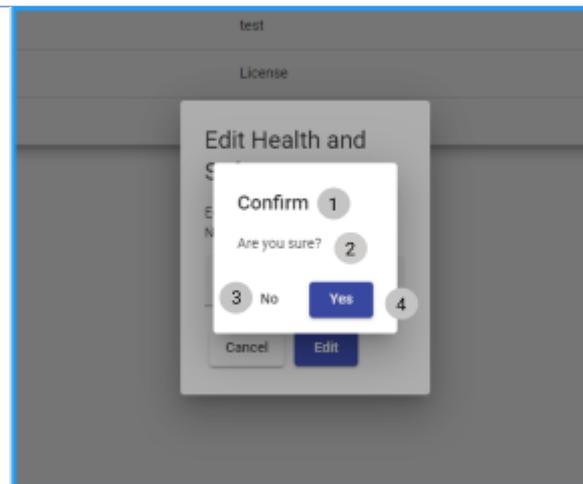
3.2.11.1.2 Click on the menu icon(4)



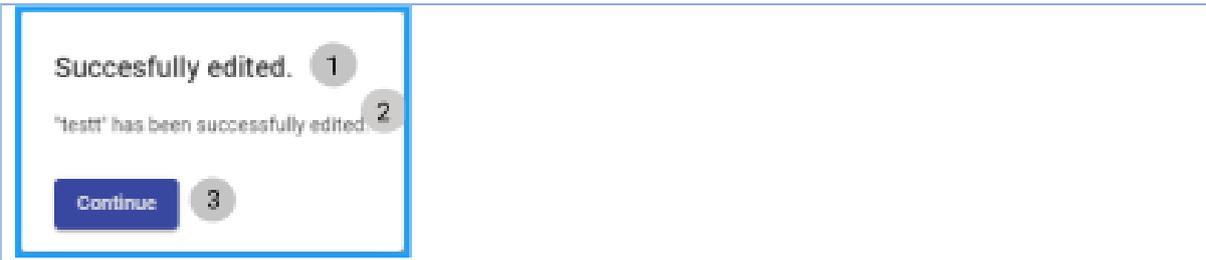
3.2.11.1.3 Click on the Edit button (1)



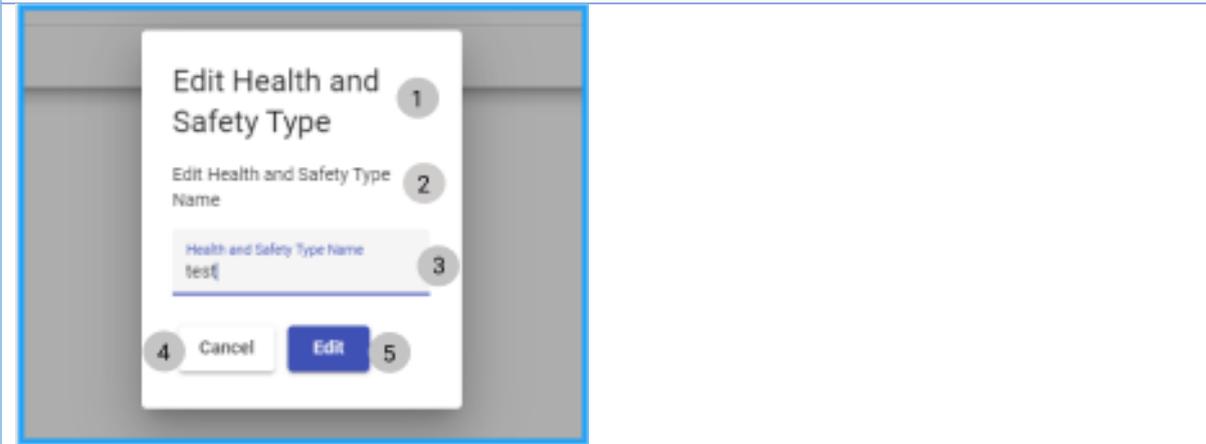
3.2.11.1.4 Enter the Drawing Type Name (3) then click the edit button(5)



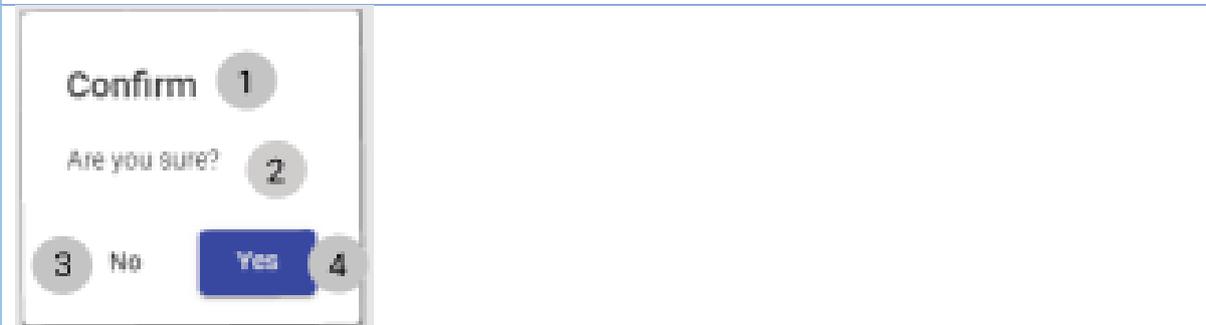
3.2.11.1.5 Click on the Yes button to complete submission (4)



3.2.11.1.6 Click on the continue button (3)



ALT 3.2.11.1.4 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 Drawing Type screen.



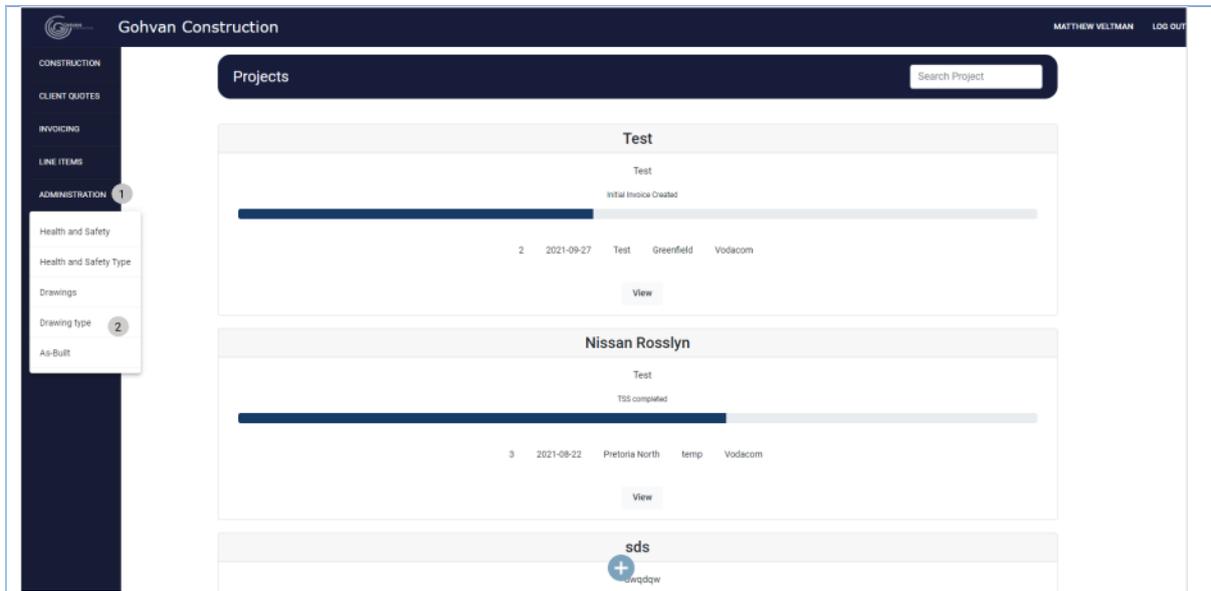
ALT 3.2.11.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the edit Drawing Type screen.

3.2.11.2 Edit Drawing Type Exercise

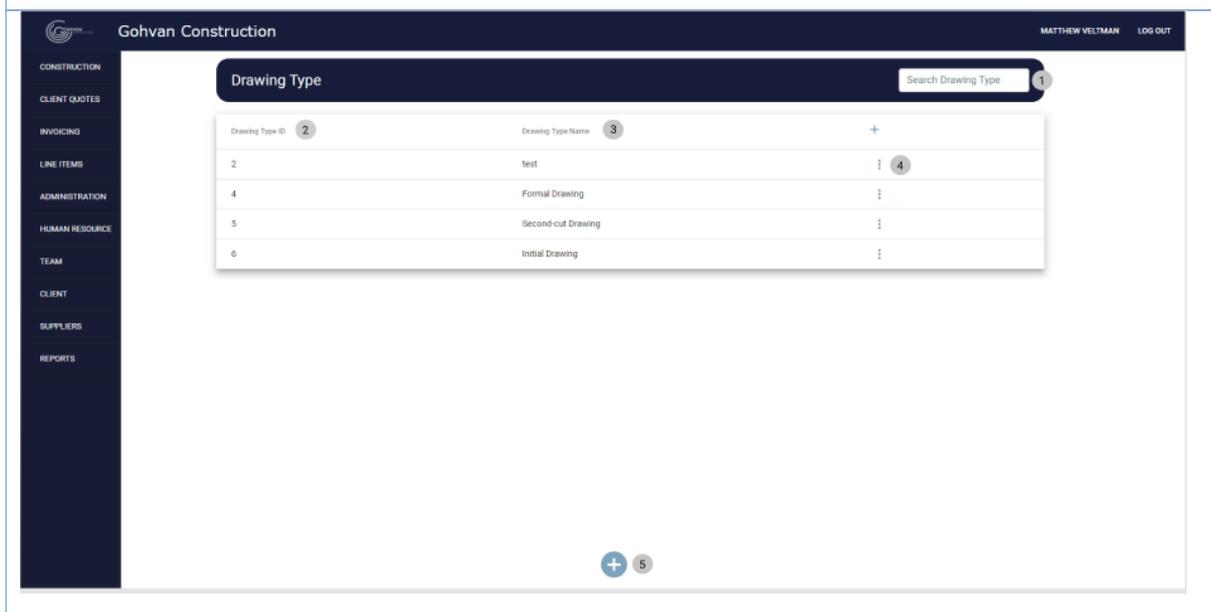
Drawing Type Name	Initial Drawing
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3.2.12 Delete Drawing Type

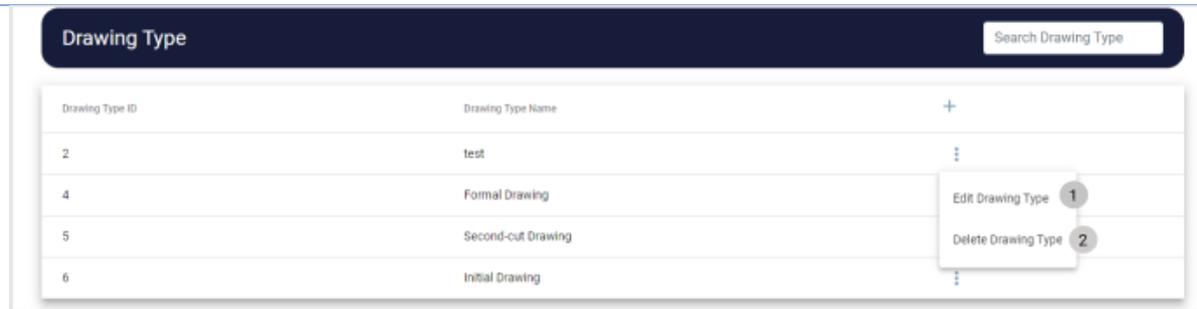
Description:	This section will guide the user through the process of deleting for a Drawing type.
Expected Learning Outcomes:	To be able to delete a Drawing type.
Prerequisites:	The user must have the required access to delete a new Drawing type to the system.
Other Information:	None



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).



3.2.12.1.2 Click on the menu icon(4)



3.2.12.1.3 Click on the Delete button (2)



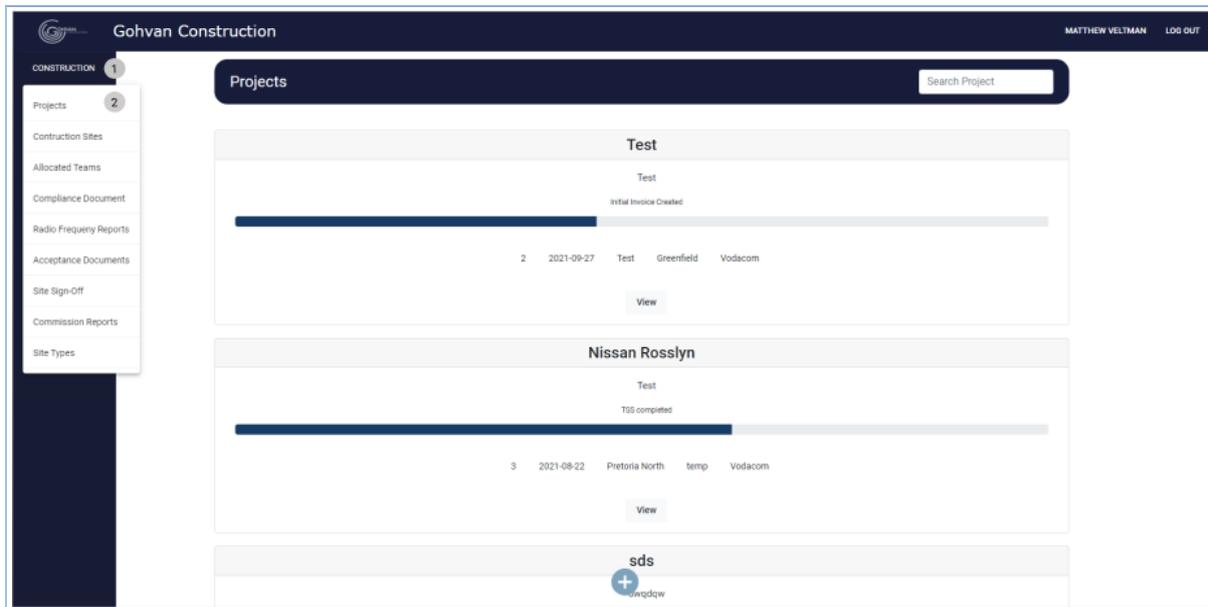
3.2.12.1.5 Click on the Yes button to complete submission (4)



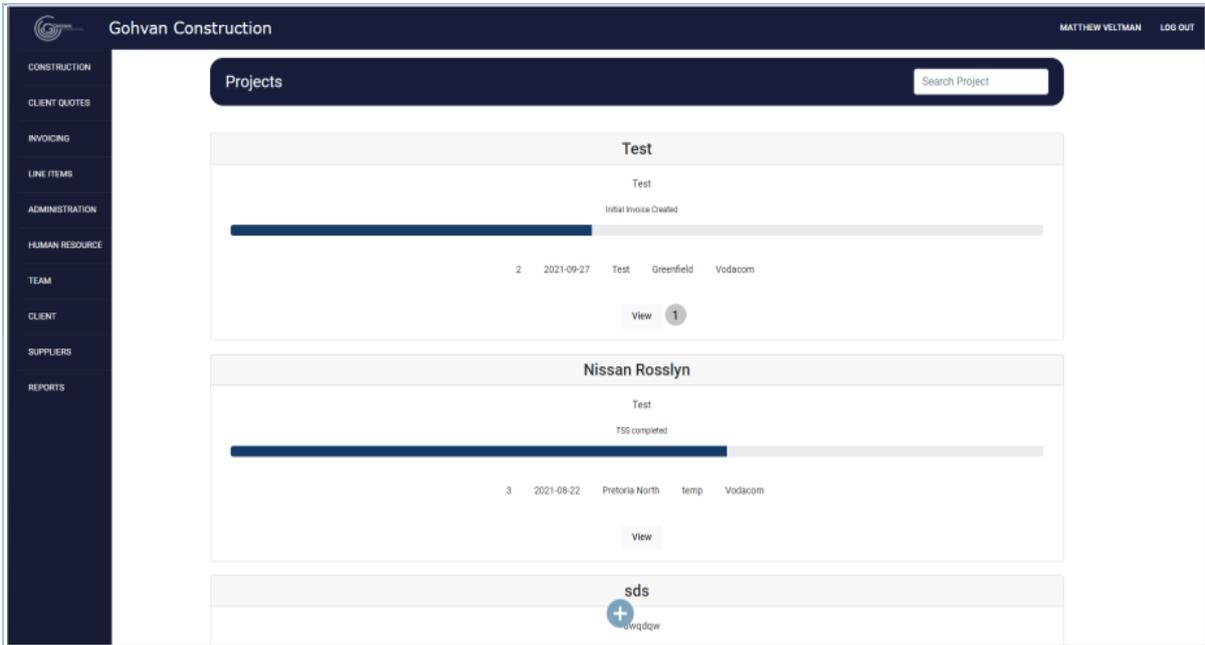
ALT 3.2.12.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Drawing Type screen.

3.2.13 Upload Formal Drawing

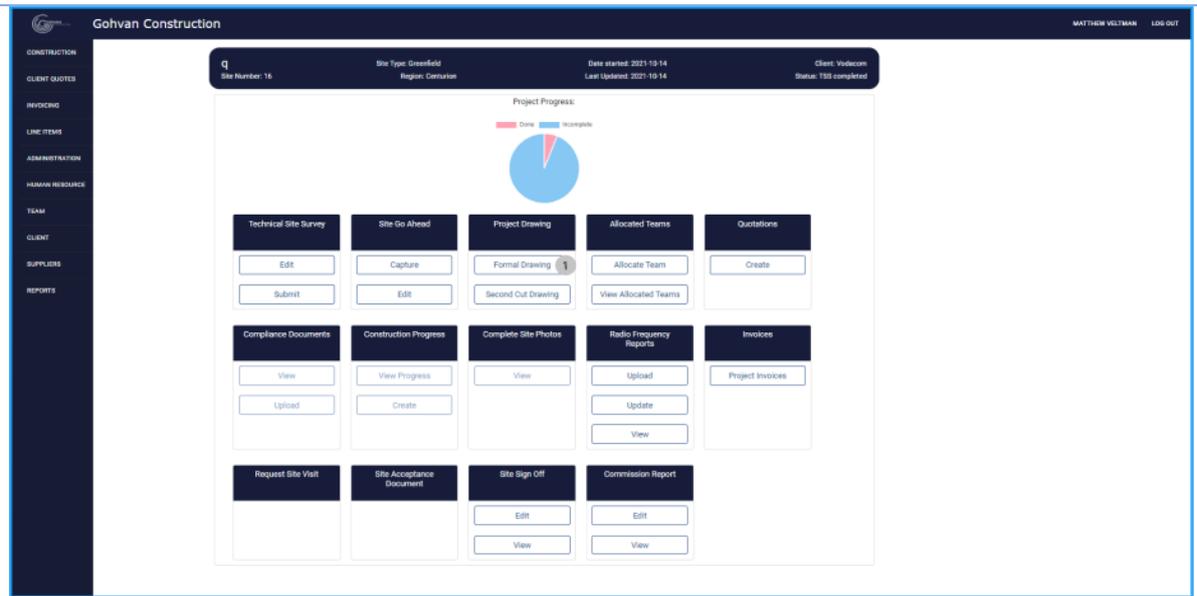
Description:	This section will guide the user through the process of adding a new formal drawing.
Expected Learning Outcomes:	To be able to add a formal drawing
Prerequisites:	The user must have the required access to add a new formal drawing.to the system.
Other Information:	None



3.2.13.1.1 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).



3.2.13.1.2 Click on the View Button (1) to open the specific project's tasks screen.



3.2.13.1.3 Click on the Formal Drawing button (1) to open the submission form for uploading a Formal drawing for a specific project.

3.2.13.1.4 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.

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

ALT 3.2.13.1.4 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.

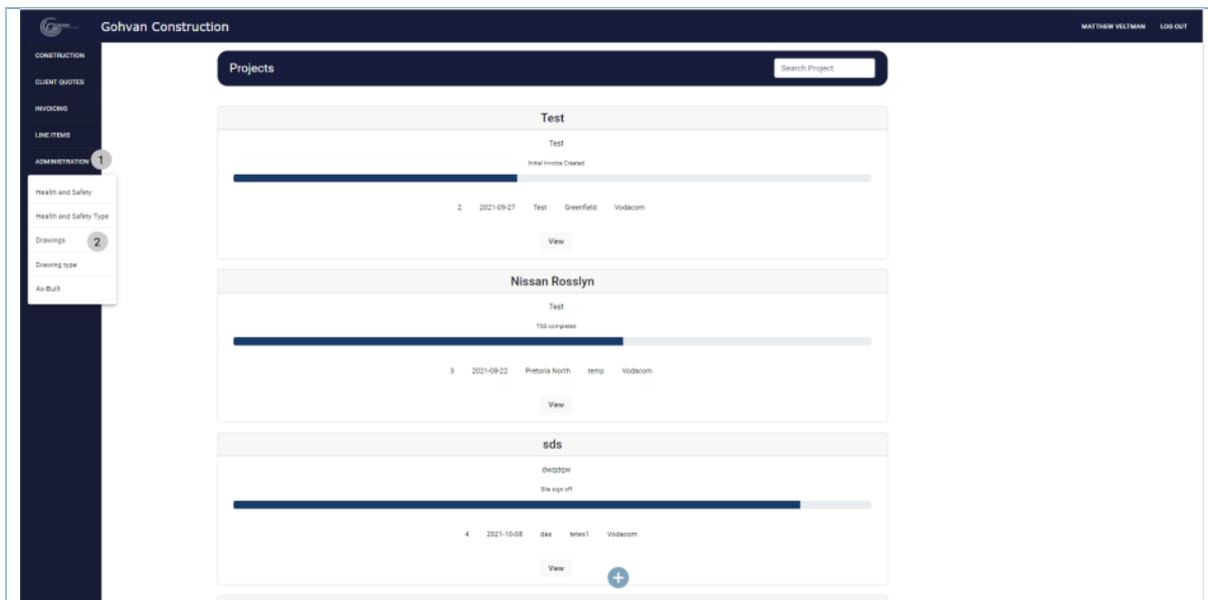
ALT 3.2.13.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Drawing screen.

3.2.13.2 Upload Formal Drawing Exercise

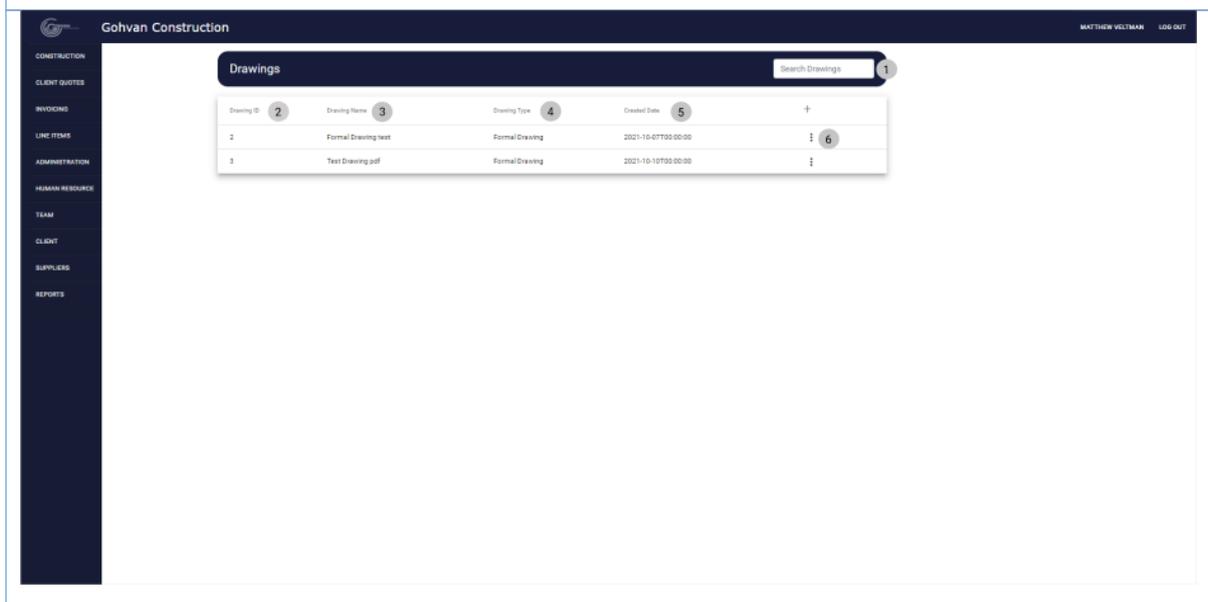
Formal Drawing Name	Vodacom Formal Drawing
Formal Drawing Description	This drawing pdf contains the formal drawing for the vodacom project
Formal Drawing File	Drawing.pdf

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).



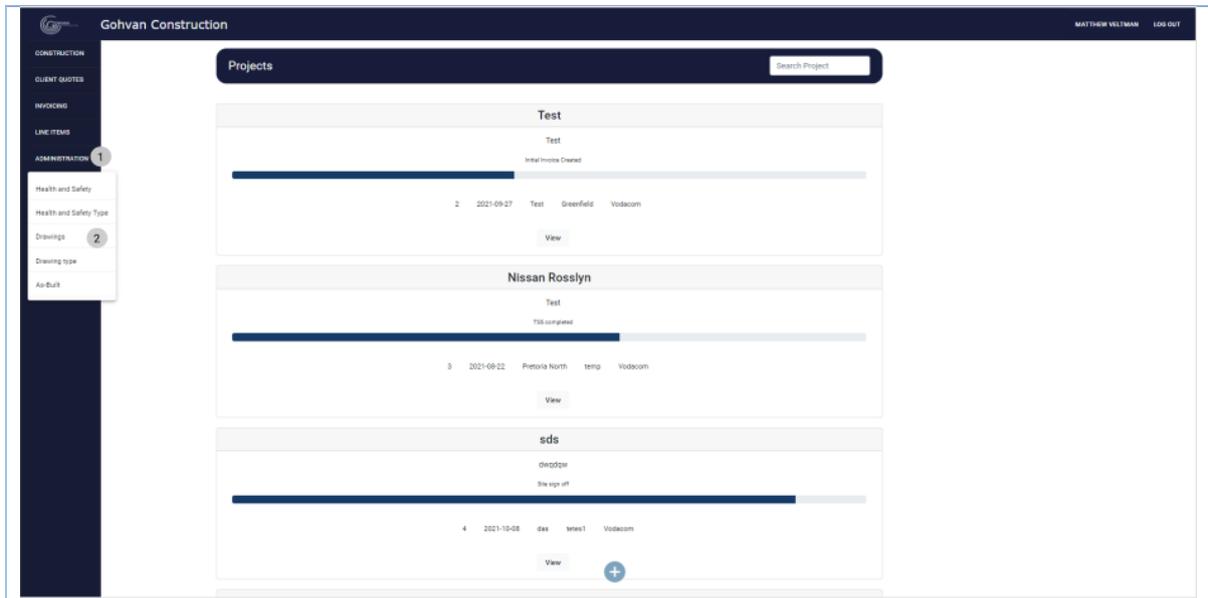
3.2.14.1.2 In order to search for a specific Drawing you can enter the desired drawing's name in the search bar (1).

3.2.14.2 Search Formal Drawing Exercise

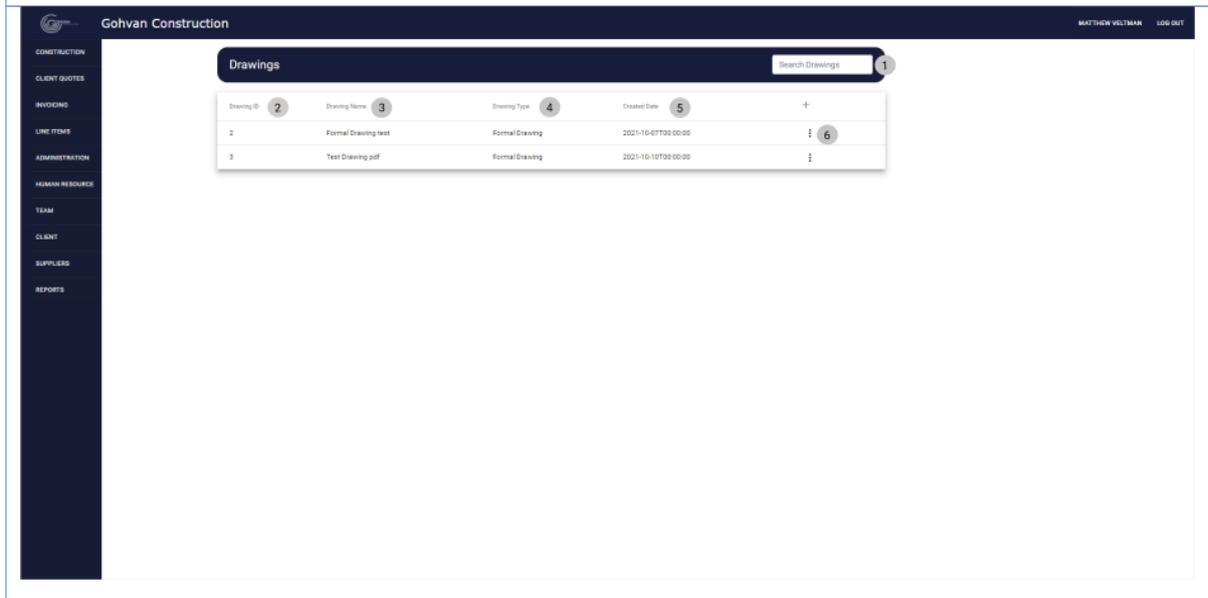
Drawing Name	Vodacom Formal Drawing
--------------	------------------------

3.2.15 Edit Formal Drawing

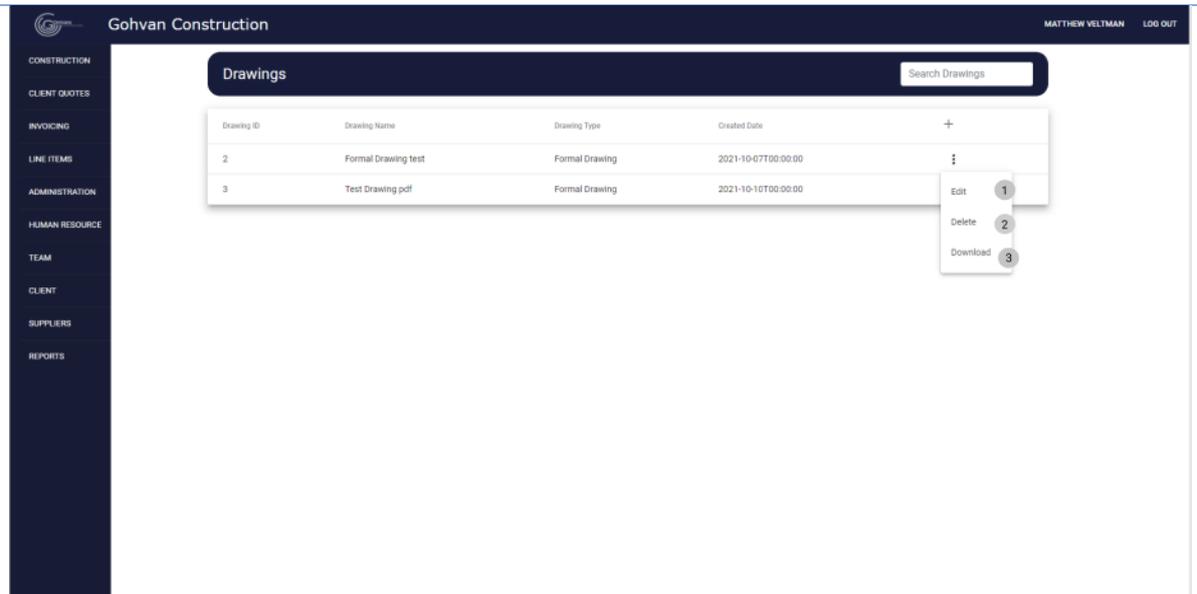
Description:	This section will guide the user through the process of editing a new formal drawing.
Expected Learning Outcomes:	To be able to edit a formal drawing
Prerequisites:	The user must have the required access to edit a new formal drawing.to the system.
Other Information:	None



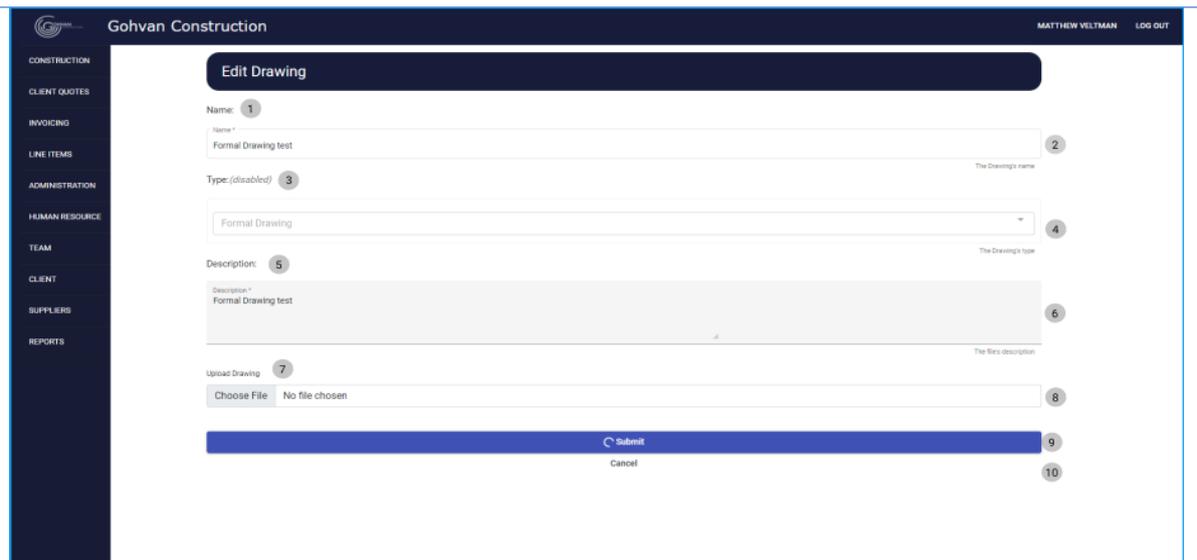
3.2.15.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.15.1.2 Click on the menu icon (6)



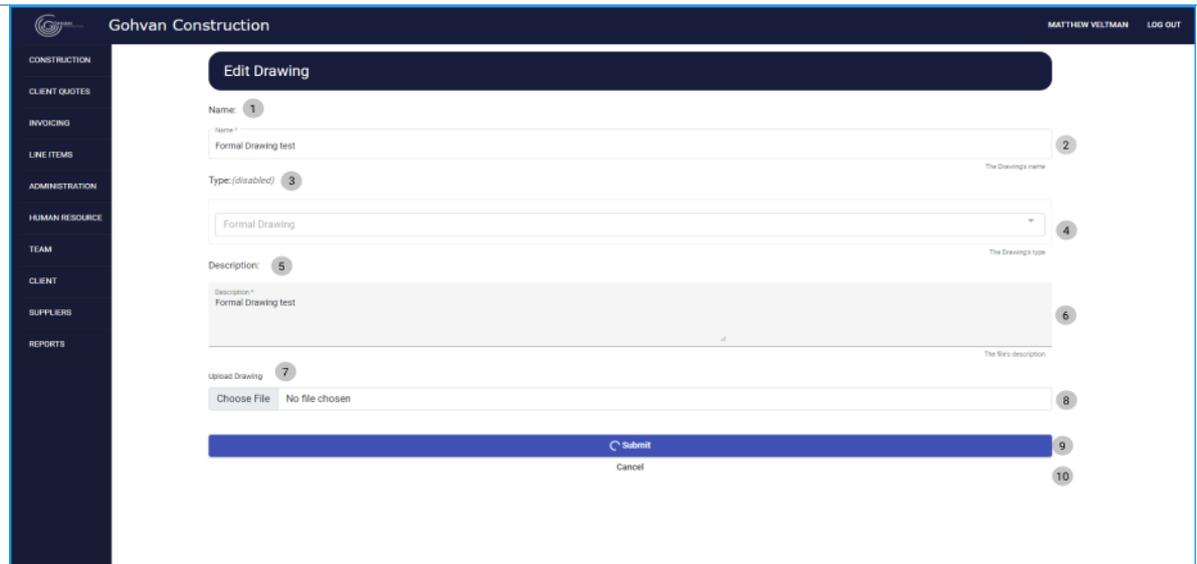
3.2.15.1.3 Click on the edit button (1) to open the submission form for editing a Formal drawing for a specific project.



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.



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



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.



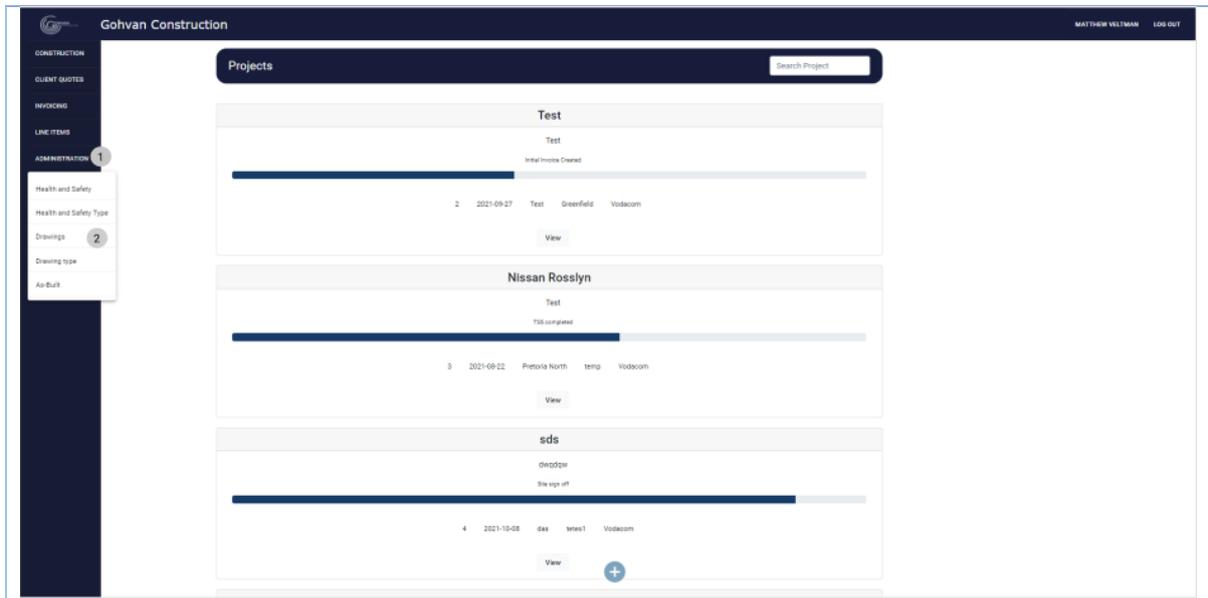
ALT 3.2.15.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Edit Drawing screen.

3.2.15.2 Edit Formal Drawing Exercise

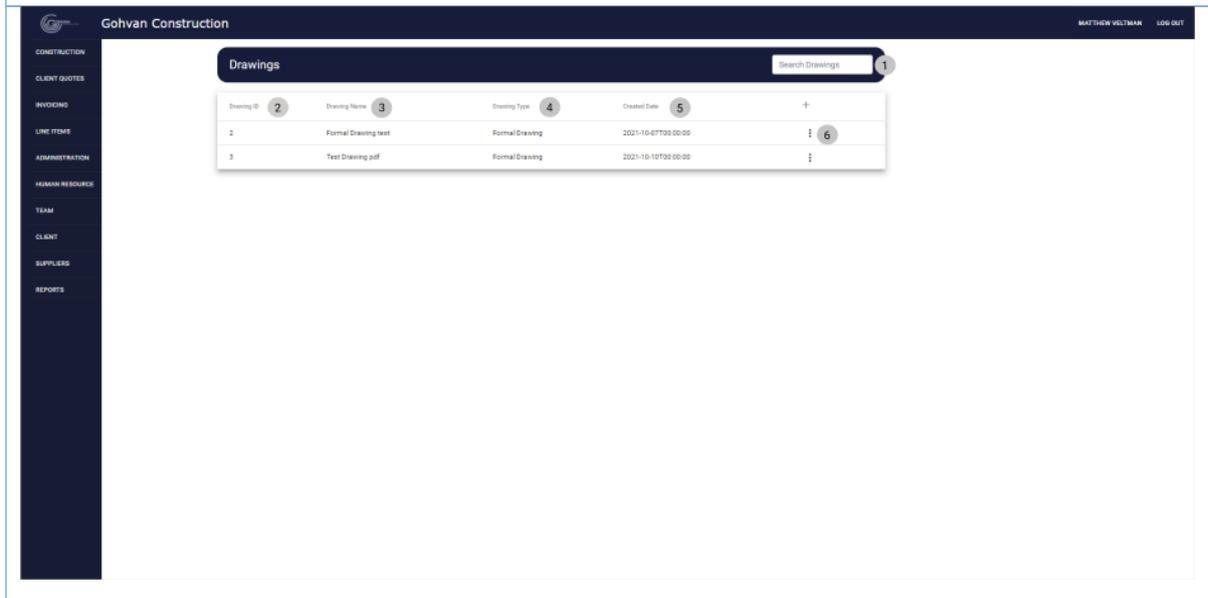
Formal Drawing Name	Telkom Formal Drawing
Formal Drawing Description	This drawing pdf contains the formal drawing for the Telkom project
Formal Drawing File	Drawing.pdf

3.2.16 Delete Formal Drawing

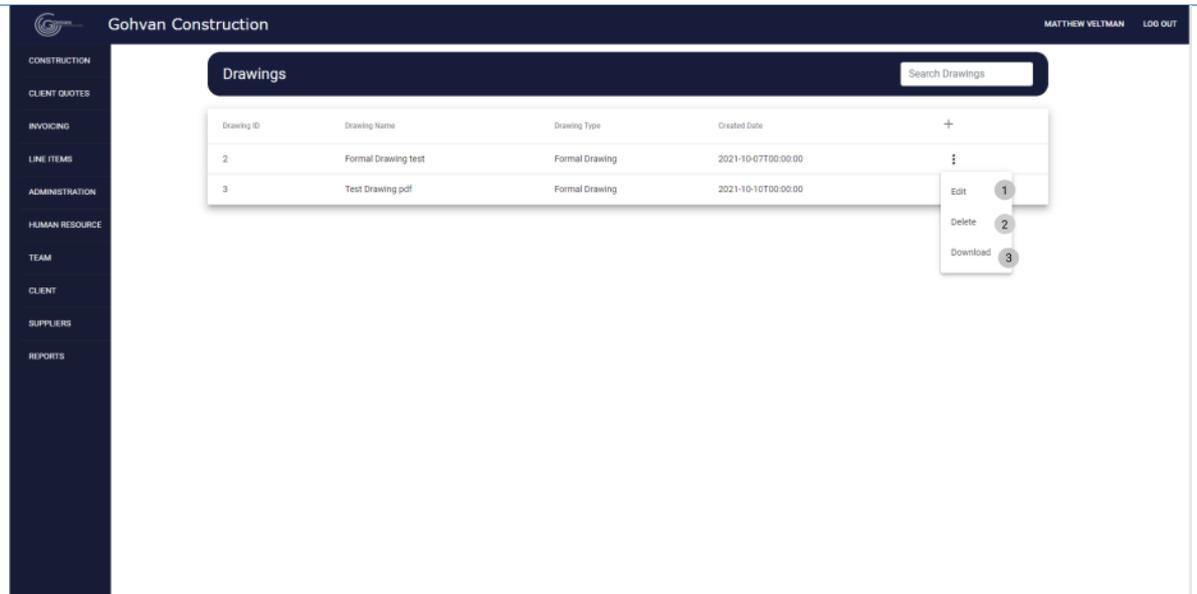
Description:	This section will guide the user through the process of delete a formal drawing.
Expected Learning Outcomes:	To be able to delete a formal drawing
Prerequisites:	The user must have the required access to delete a formal drawing.to the system.
Other Information:	None



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 Click on the menu icon (6)



3.2.16.1.3 Click on the delete button (1)



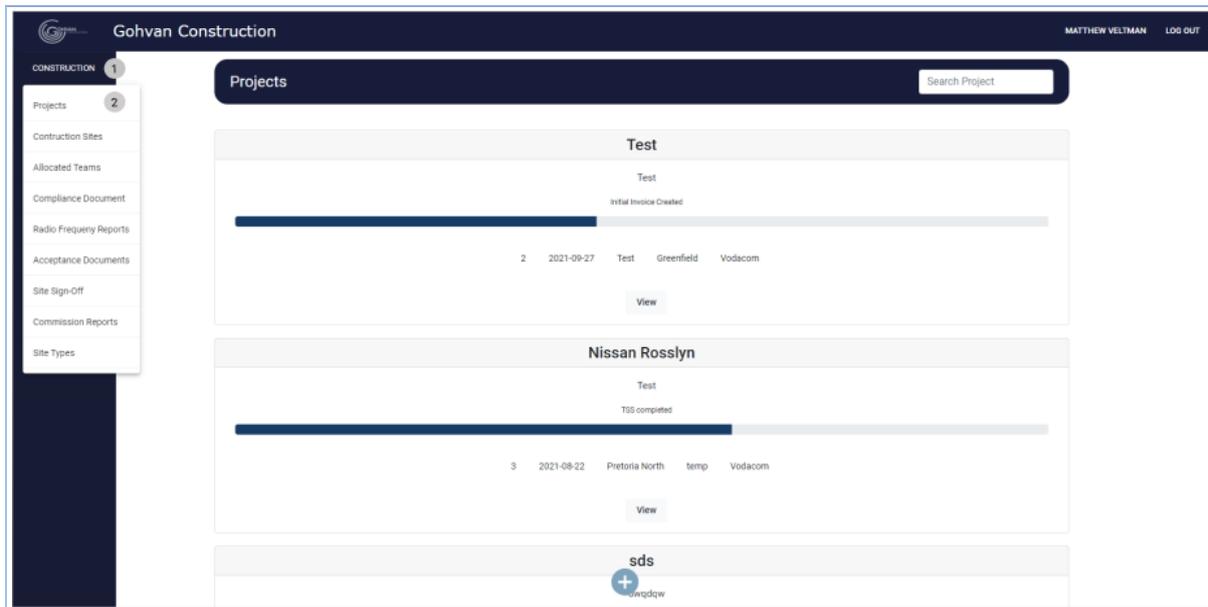
3.2.16.1.4 Click on the Yes button to complete the process of deleting the item



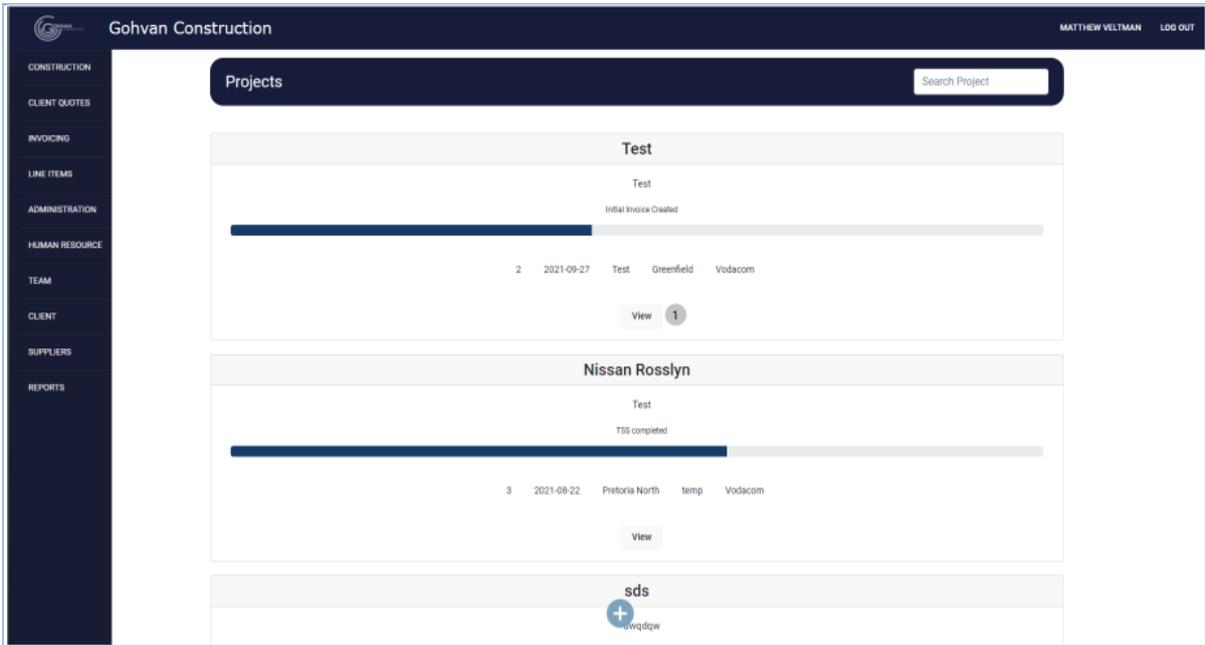
ALT 3.2.16.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Drawing screen.

3.2.17 Upload Second-cut Drawing

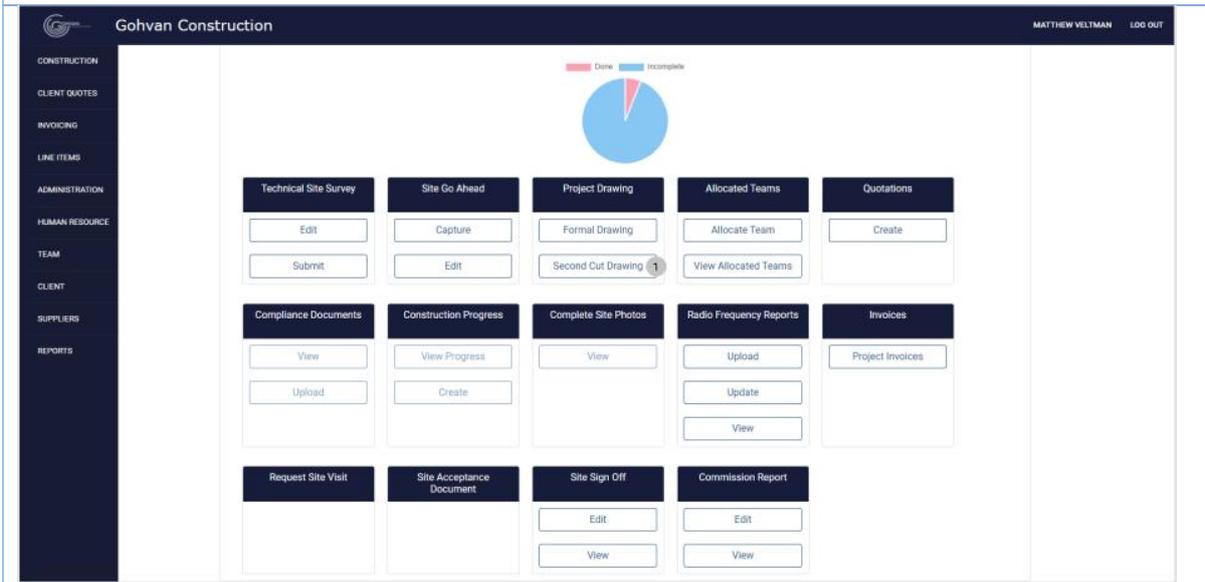
Description:	This section will guide the user through the process of adding a new Second Cut drawing.
Expected Learning Outcomes:	To be able to add a Second Cut drawing
Prerequisites:	The user must have the required access to add a new Second Cut drawing.to the system.
Other Information:	None



3.2.17.1.1 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).



3.2.17.1.2 Click on the View Button (1) to open the specific project's tasks screen.



3.2.17.1.3 Click on the Second Cut Drawing button (1) to open the submission form for uploading a Second Cut drawing for a specific project.

The screenshot shows the 'Upload Secondcut Drawing' form. It has a dark blue header with the Gohvan Construction logo and user name 'MATTHEW VELTMAN'. A sidebar on the left lists menu items: CONSTRUCTION, CLIENT QUOTES, INVOICING, LINE ITEMS, ADMINISTRATION, HUMAN RESOURCE, TEAM, CLIENT, SUPPLIERS, and REPORTS. The form fields are: 'Name' (1) with a text input (2); 'Type: (disabled)' (3) with a dropdown menu (4) showing 'Secondcut Drawing'; 'Description' (5) with a large text area (6); and 'Upload Drawing' (7) with a 'Choose File' button (8) and 'No file chosen' text. At the bottom are 'Submit' (9) and 'Cancel' (10) buttons.

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.

The confirmation dialog box has a title 'Confirm' (1) and the question 'Are you sure?' (2). It features two buttons: 'No' (3) and 'Yes' (4). The 'Yes' button is highlighted in blue.

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

This is an identical copy of the screenshot above, showing the 'Upload Secondcut Drawing' form with numbered callouts 1-10.

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.



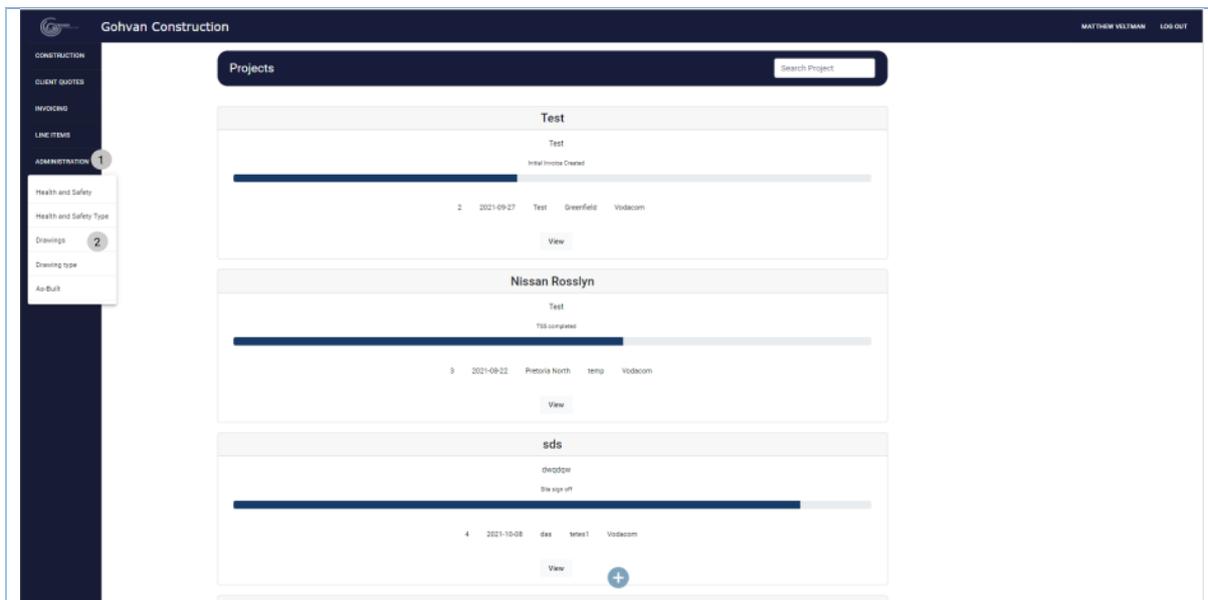
ALT 3.2.17.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Drawing screen.

3.2.17.2 Upload Second Cut Drawing Exercise

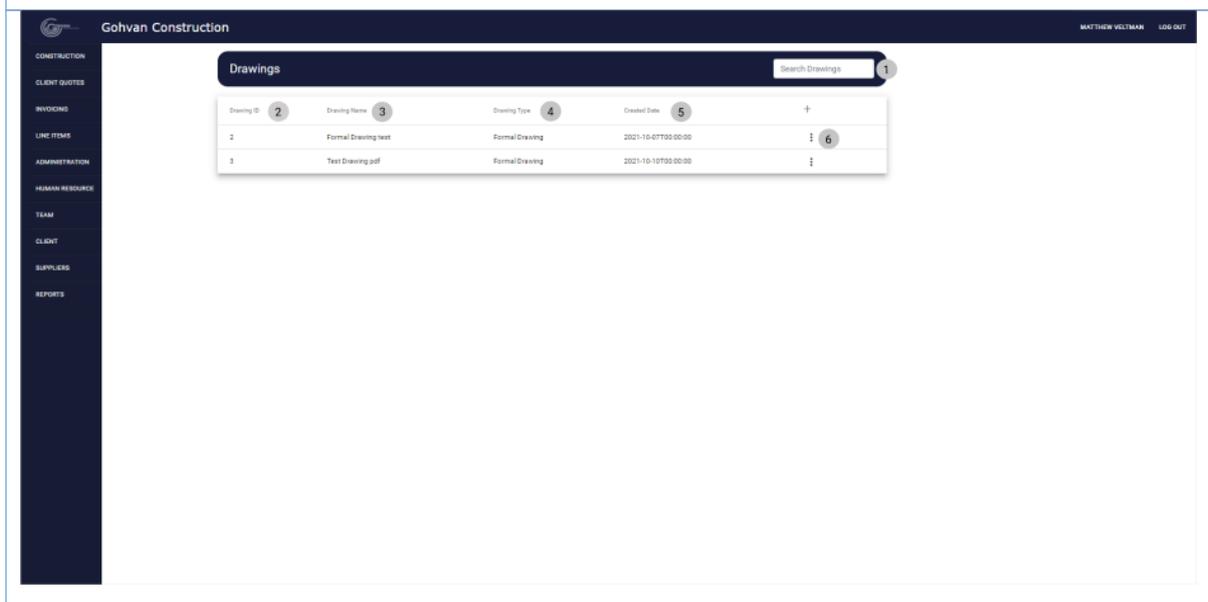
Second Cut Drawing Name	Vodacom Second Cut Drawing
Second Cut Drawing Description	This drawing pdf contains the Second Cut drawing for the vodacom project
Second Cut Drawing File	Drawing.pdf

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).



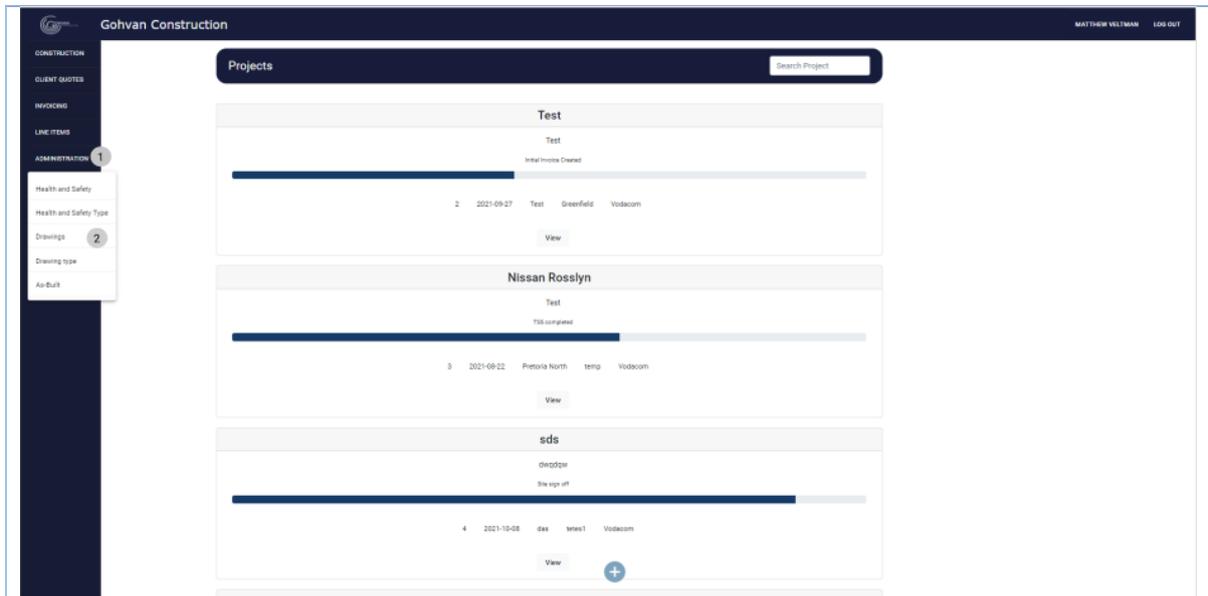
3.2.18.1.2 In order to search for a specific Drawing you can enter the desired drawing's name in the search bar (1).

3.2.18.2 Search Second-cut Drawing Exercise

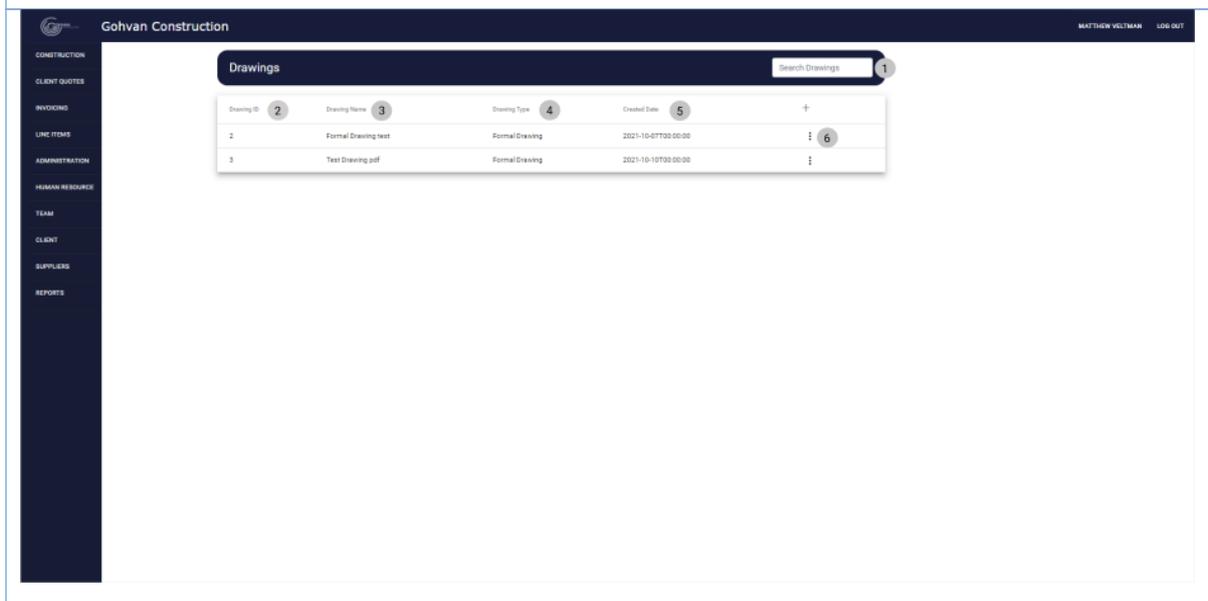
Drawing Name	Vodacom Second-cut Drawing
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3.2.19 Edit Second-cut Drawing

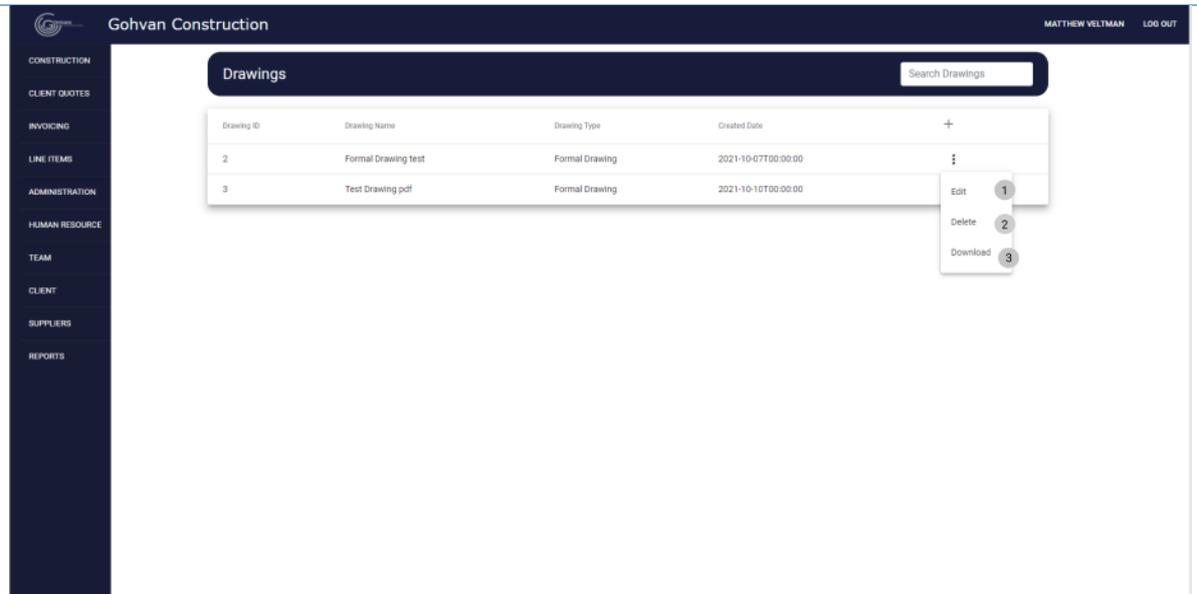
Description:	This section will guide the user through the process of editing a new Second Cut drawing.
Expected Learning Outcomes:	To be able to edit a Second Cut drawing
Prerequisites:	The user must have the required access to edit a Second cut drawing.to the system.
Other Information:	None



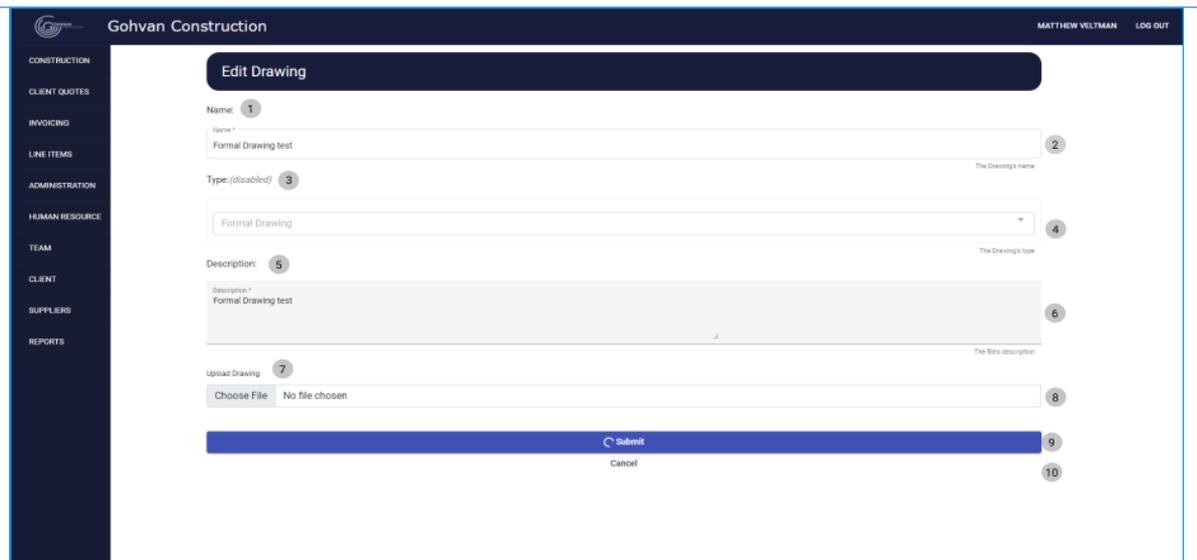
3.2.19.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Drawings Button (2).



3.2.19.1.2 Click on the menu icon (6)



3.2.19.1.3 Click on the edit button (1) to open the submission form for editing a Second Cut drawing for a specific project.



3.2.19.1.4 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.



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

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.

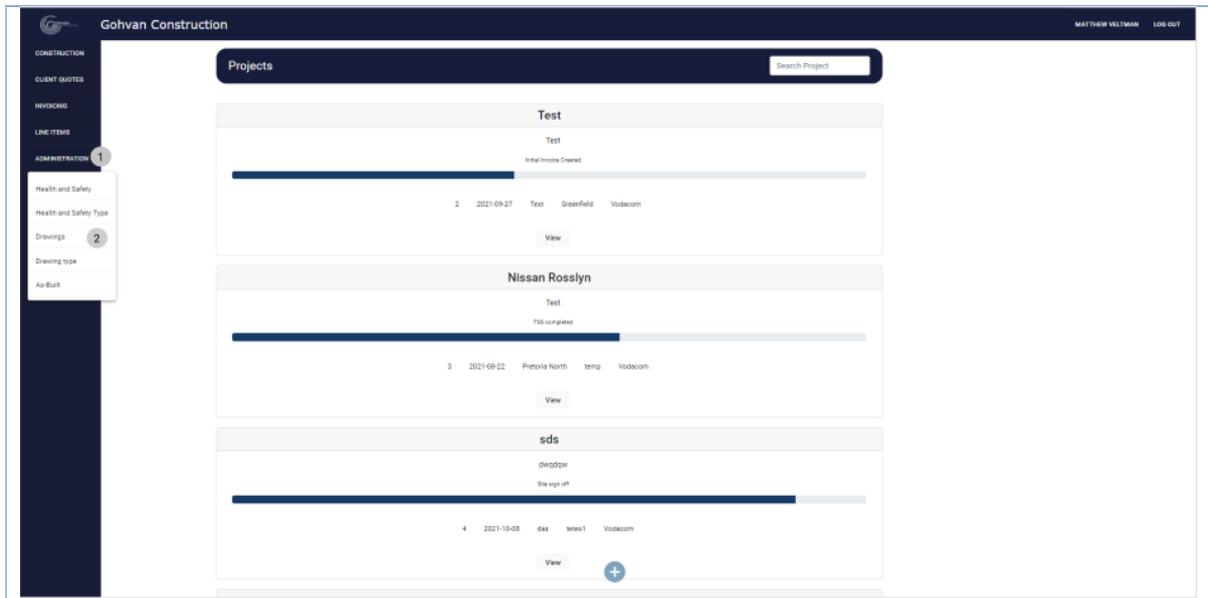
ALT 3.2.19.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Edit Drawing screen.

3.2.19.2 Edit Second Cut Drawing Exercise

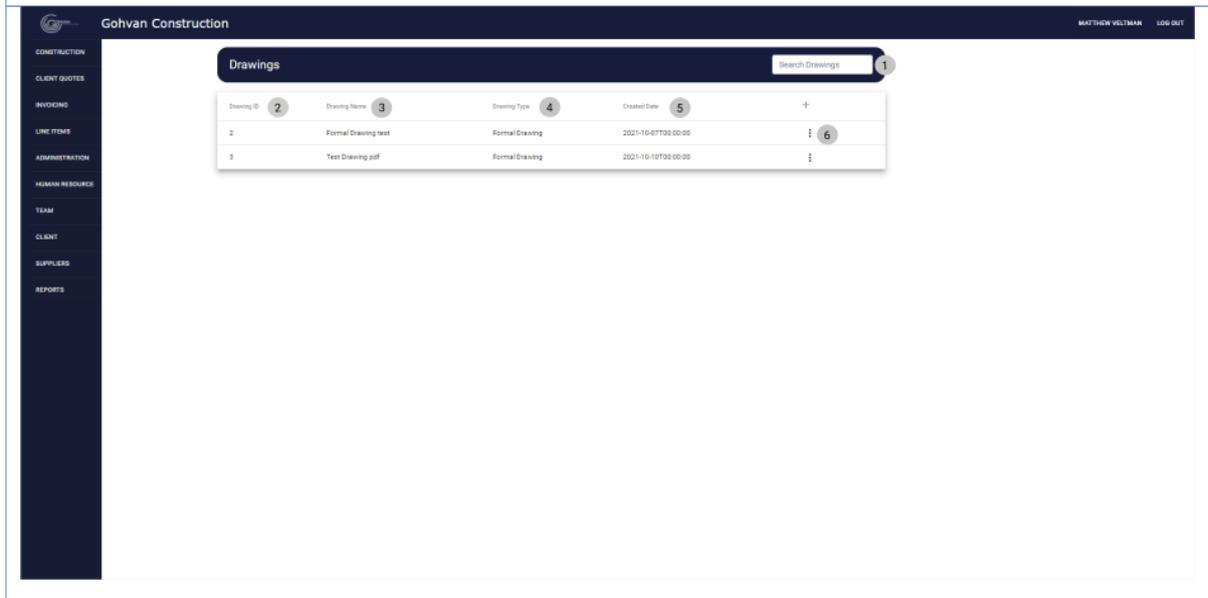
Second Cut Drawing Name	Telkom Second Cut Drawing
Second Cut Drawing Description	This drawing pdf contains the Second Cut drawing for the Telkom project
Second Cut Drawing File	Drawing.pdf

3.2.20 Delete Second-cut Drawing

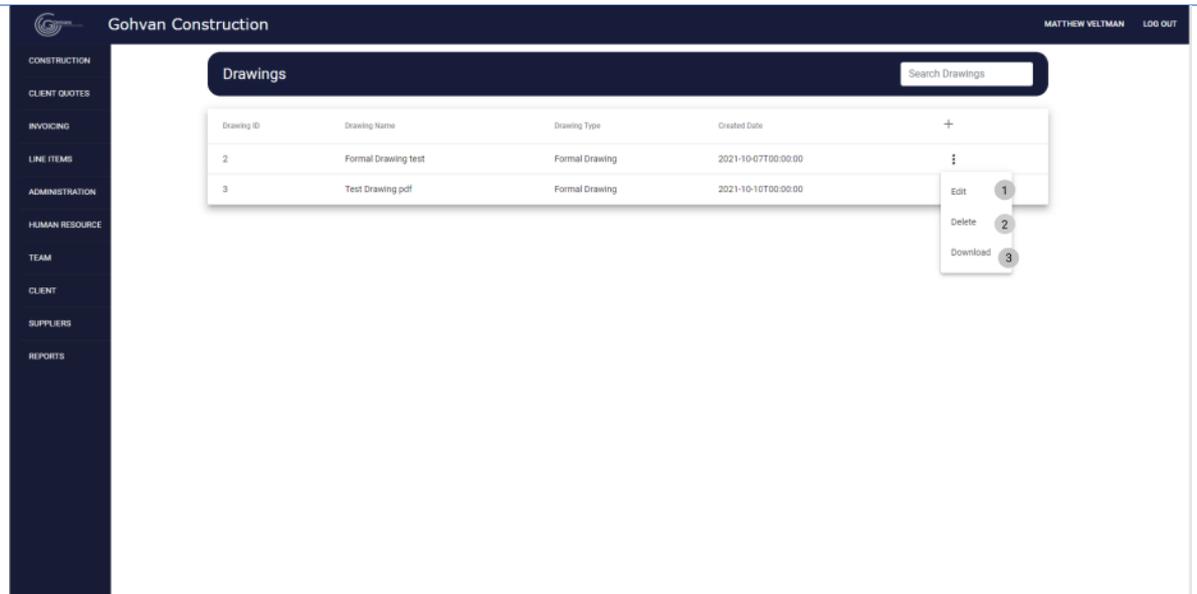
Description:	This section will guide the user through the process of delete a Second Cut drawing.
Expected Learning Outcomes:	To be able to delete a Second Cut drawing
Prerequisites:	The user must have the required access to delete Second Cut drawing.to the system.
Other Information:	None



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 Click on the menu icon (6)



3.2.20.1.3 Click on the delete button (1)



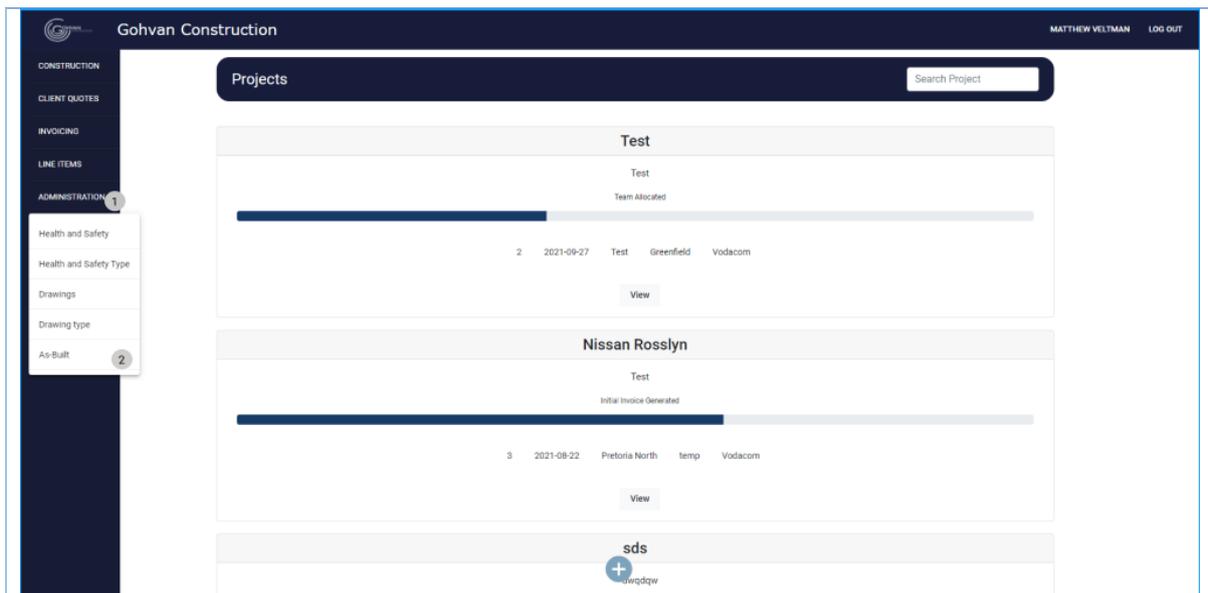
3.2.20.1.4 Click on the Yes button to complete the process of deleting the item



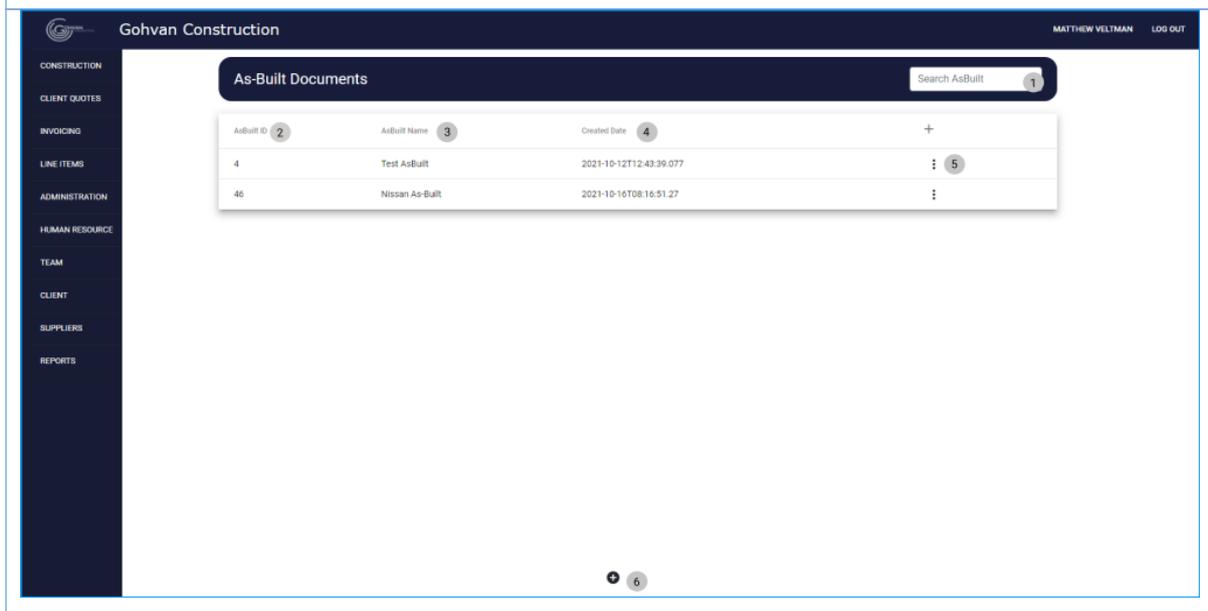
ALT 3.2.20.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Drawing screen.

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).



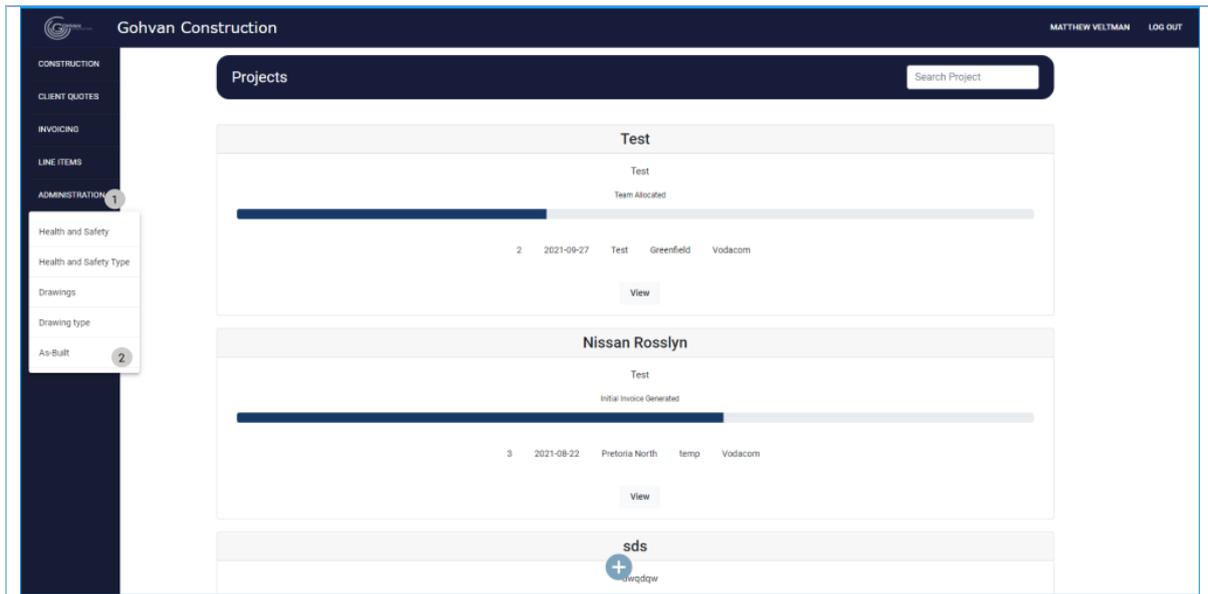
3.2.21.1.2 In order to search for a specific Health and Safety file you can enter the desired As-built's name in the search bar (1).

3.2.21.2 Search As-Built Document Exercise

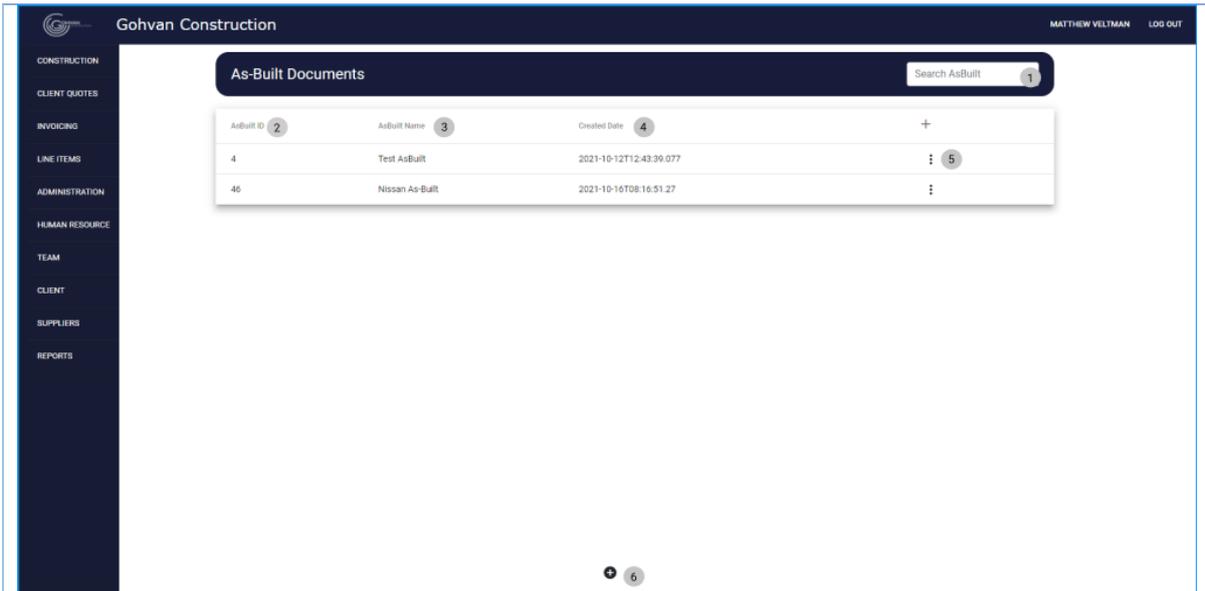
Search Bar name	Nissan
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3.2.22 Create As-Built Document

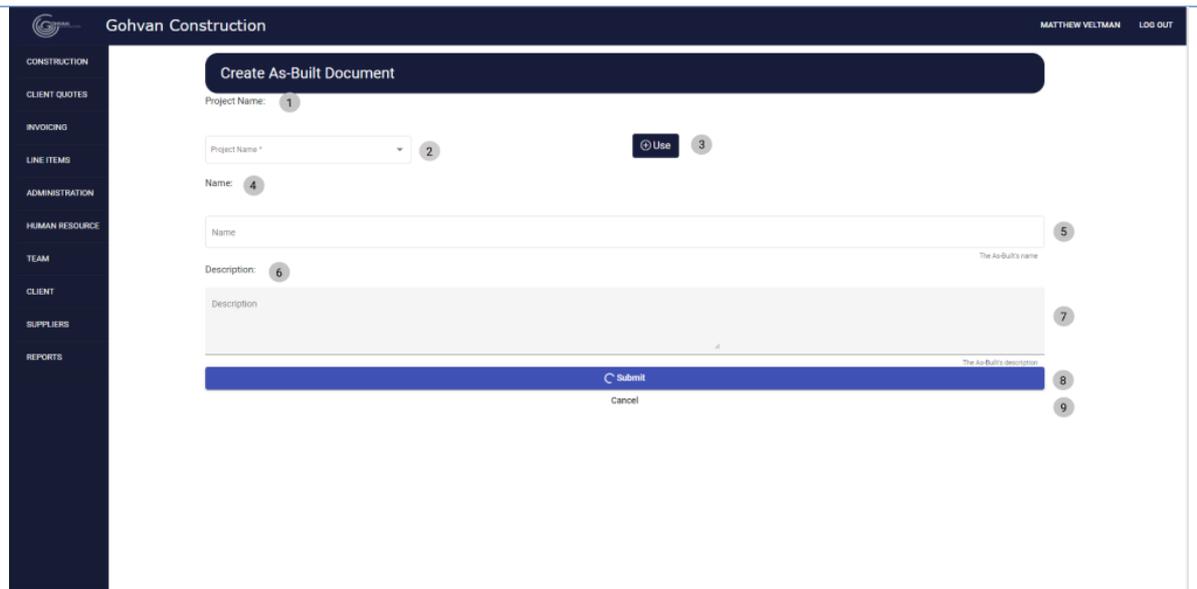
Description:	This section will guide the user through the process of adding a As-Built Document.
Expected Learning Outcomes:	To be able to add a As-Built Document
Prerequisites:	The user must have the required access to add a new As-Built Document to the system.
Other Information:	None



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).



3.2.22.1.2 Click on the plus Icon (7)



3.2.22.1.3 Select the project name (2) then click the Use Button (3). Enter the name of the As-Built (5), enter the description (7), and Finally click on the Submit button (8) to start the finalization of the form.



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.

The screenshot shows the 'Create As-Built Document' interface. It features a dark sidebar on the left with navigation options like CONSTRUCTION, CLIENT QUOTES, and INVOICING. The main content area has a title bar 'Create As-Built Document' and a 'Project Name' field with a dropdown arrow (2). Below it is a 'Name' field (4) and a 'Description' field (6). A 'Use' button (3) is positioned to the right of the Project Name field. At the bottom, there are 'Submit' (8) and 'Cancel' (9) buttons. Small text labels like 'The As-Built's name' and 'The As-Built's description' are visible next to their respective fields.

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.

The dialog box contains the text 'Confirm' (1) and 'Are you sure?' (2). At the bottom, there are two buttons: 'No' (3) and 'Yes' (4). The 'Yes' button is highlighted in blue.

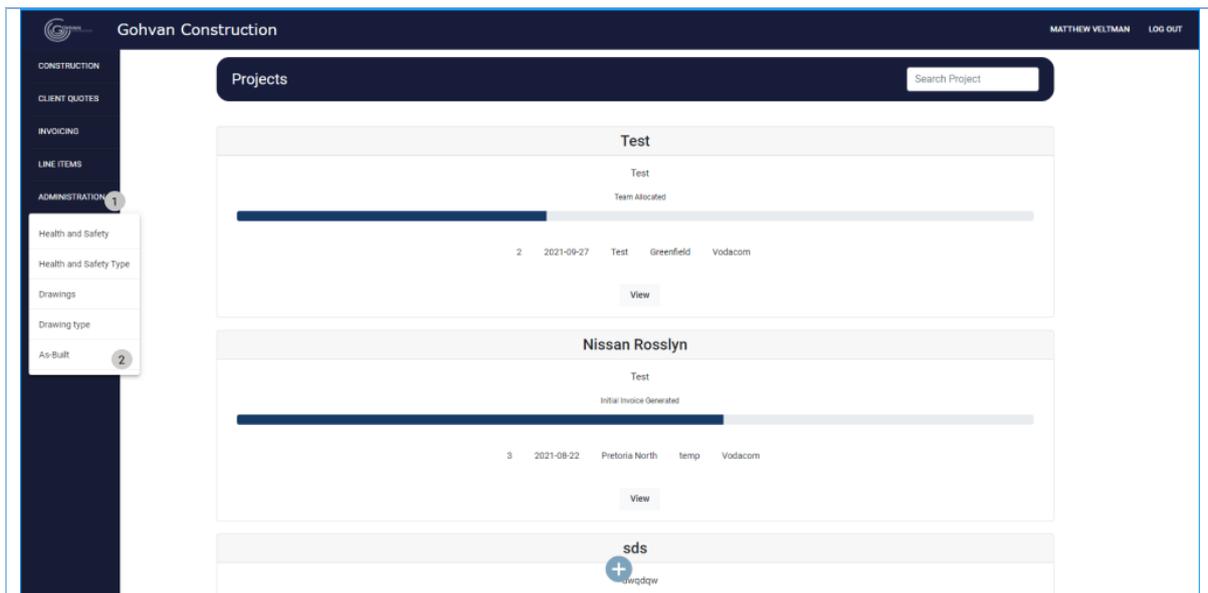
ALT 3.2.22.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the As-Built Document screen.

3.2.22.2 Create As-Built Document Exercise

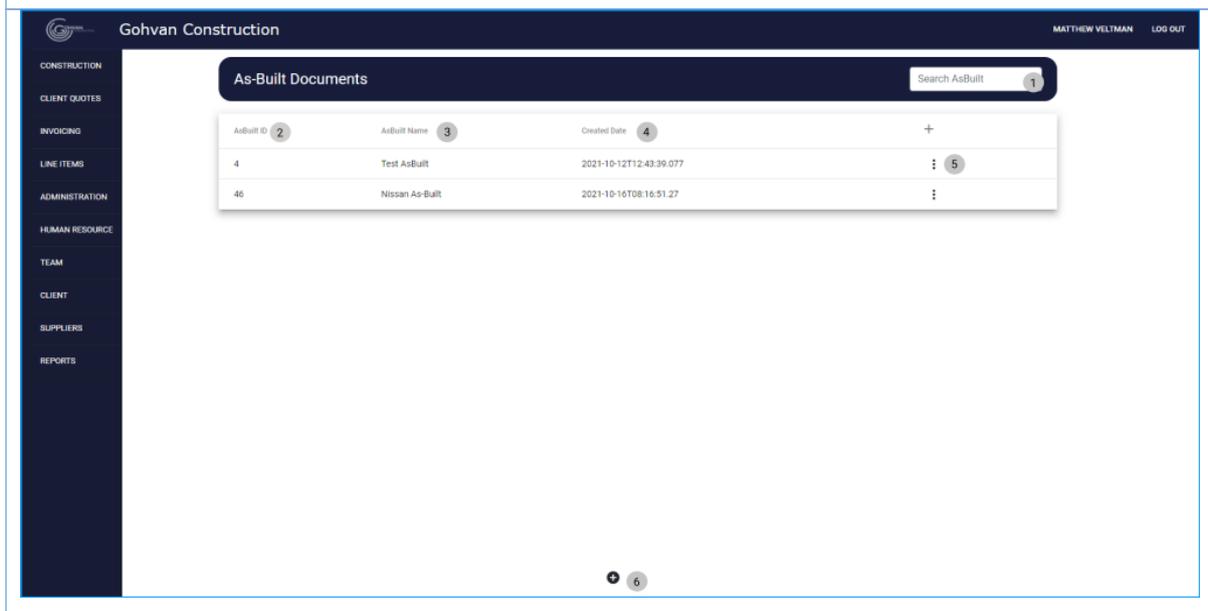
Project name	Nissan Rosslyn
As-Built Document Name	Drivers Licenses
As-Built Document Description	This As-Built Document contains summarized information of the Nissan project

3.2.23 Delete As-Built Document

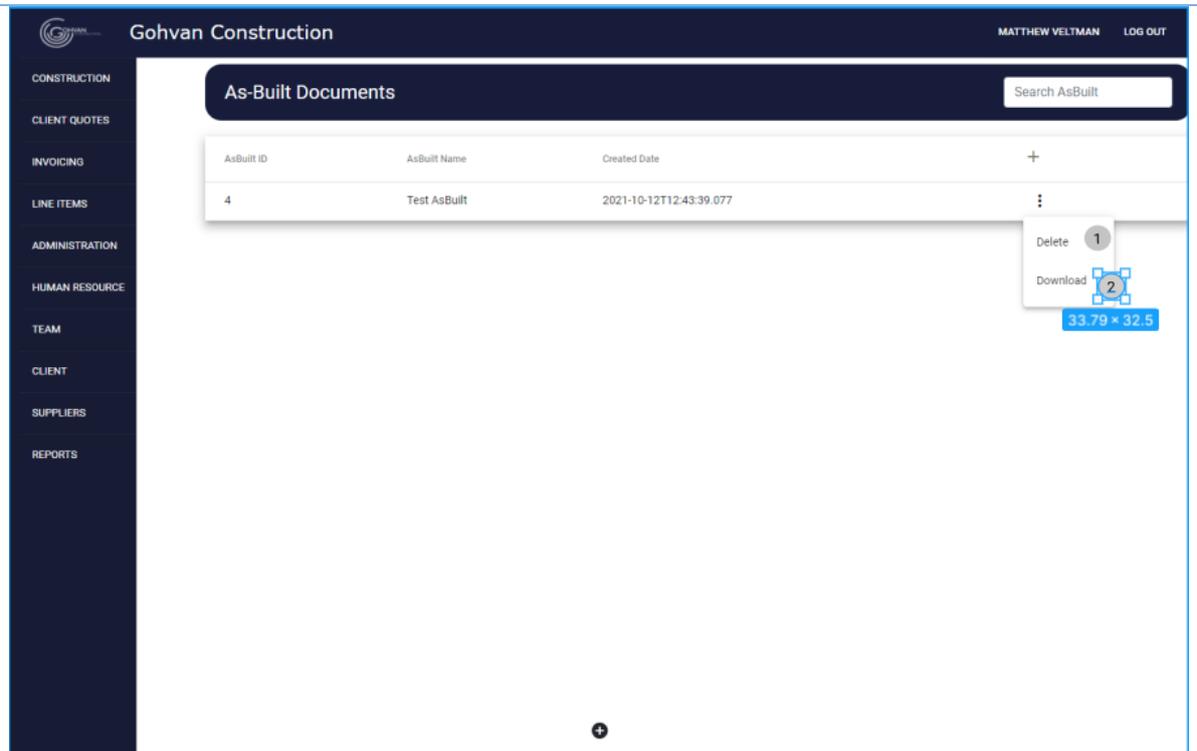
Description:	This section will guide the user through the process of deleting for a As-Built Document.
Expected Learning Outcomes:	To be able to delete As-Built Document
Prerequisites:	The user must have the required access to delete a As-Built Document.to the system.
Other Information:	None



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).



3.2.23.1.2 Click on the menu icon(5)



3.2.23.1.3 Click on the Delete button (1)



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



ALT 3.2.23.1.4 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.



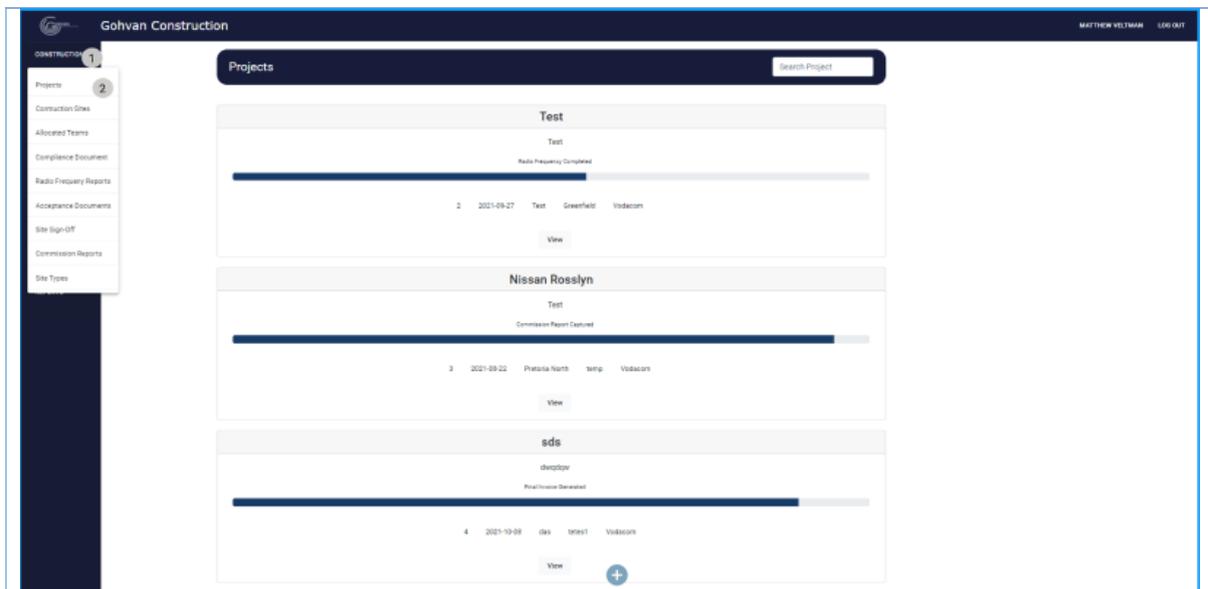




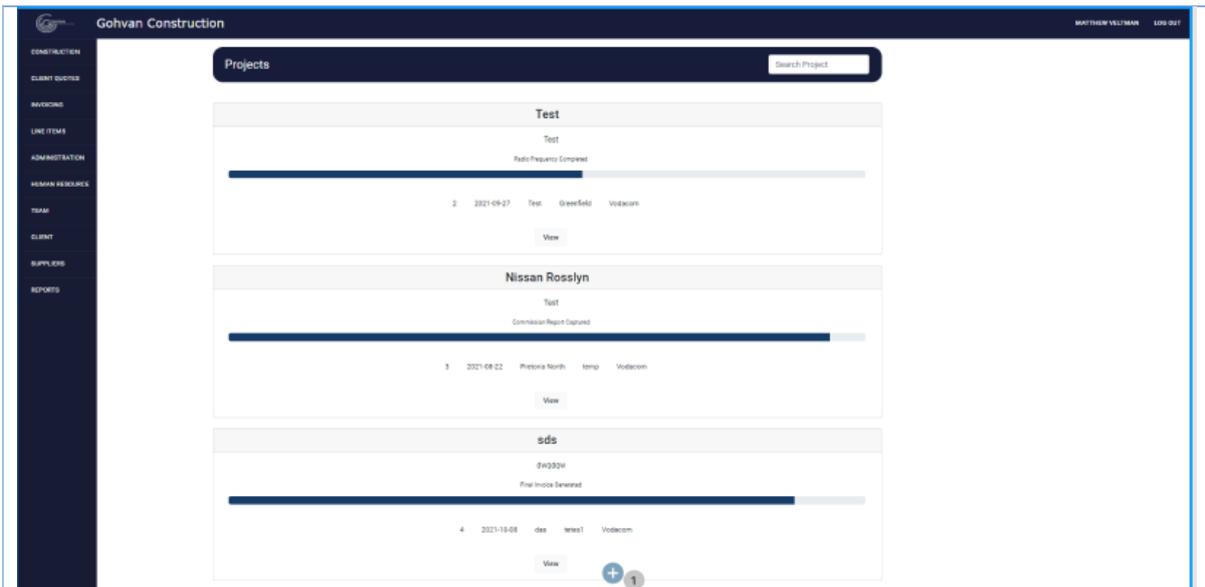
3.3 Construction

3.3.1 Create TSS

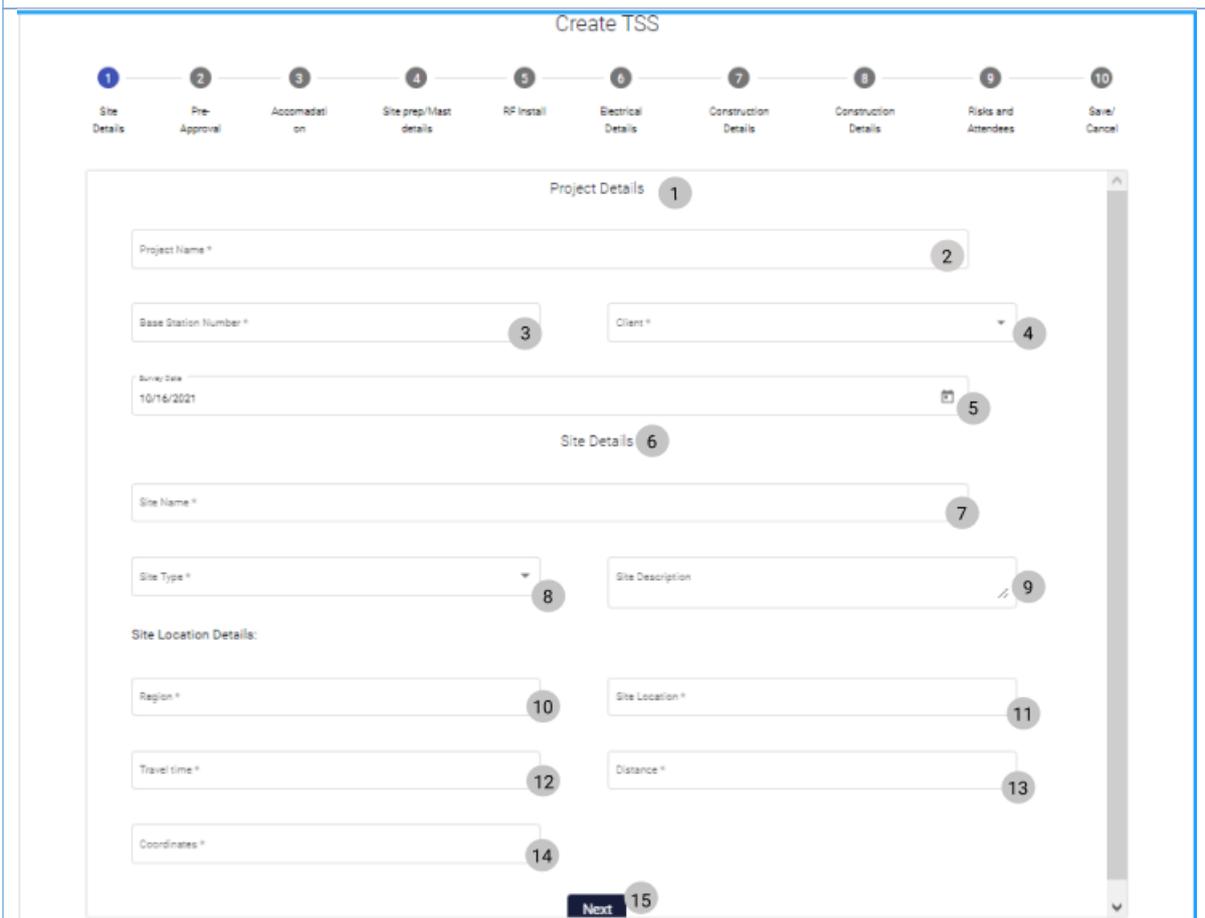
Description:	This section will guide the user through the process of creating a TSS.
Expected Learning Outcomes:	To be able to create a TSS
Prerequisites:	The user must have the required access to create a TSS to the system.
Other Information:	None



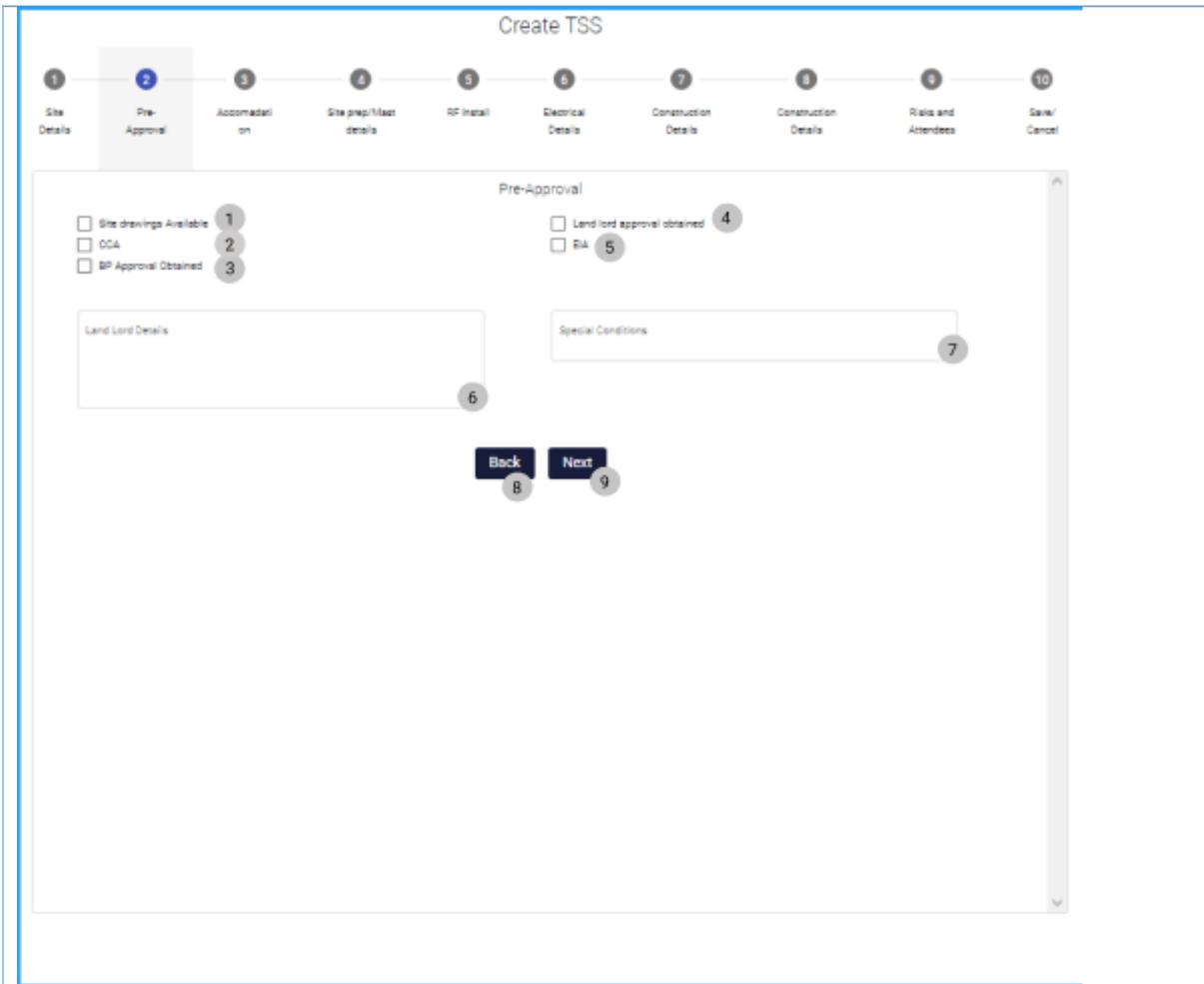
3.3.1.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.1.1.2 Click on the plus Icon (1)



3.3.1.1.3 Enter the project name (2), Base station number (3), client (4), survey date (5), 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).



3.3.1.1.4 Select (if applicable to site) Site drawings available (1), CCA (2), BP Approval obtained (3), Landlord approval obtained (4), EIA (5) and the enter Land lord details (6) and special conditions (7). Then click the next button (9)

3.3.1.1.5 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)

3.3.1.1.6 Select (if applicable to site) clean and clear site (2). Then enter Site prep notes (3), Mast Type (4), Mast Height (5). Then select (if applicable to site) navigation light (7), fall arreast (8), Paint (9). Then eneter Environmental adaption (10) and mast notes (11). Then click the Next button (13)

The screenshot displays the 'Create TSS' application interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval, 3. Accommodation (highlighted), 4. Site prep/Meet details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risk and Attendance, and 10. Sign/Cancel. The main content area is titled 'RF Installation Details' and includes the following elements:

- Cable Management (2):**
 - RF on Cable Tray (3)
 - Cable Type* (4)
 - Cable Length* (5)
 - Bends* (6)
 - Bends Quantity* (7)
 - Mounting Type* (8)
- Support Pole (9):**
 - Support Pole (10)
 - Support Pole Quantity* (11)
- Tray Covers (12):**
 - Tray Covers (13)
 - Tray Cover Quantity* (14)
- RF in Sleeves (16):**
 - RF in Sleeves (15)
 - Sleeve Length* (18)
 - Sleeve Size* (19)

At the bottom of the form, there are two buttons: 'Back' (20) and 'Next' (21).

3.3.1.1.7 Select (if applicable to site) Rf on cable tray (3). Then enter Cable Type (4), cable length (5), Bends (6), Bends Quantity (7) and mounting type (8). Then select (if 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)

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).

The screenshot displays the 'Create TSS' application interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval, 3. Accommodation, 4. Site prep/Meet details, 5. RF Install, 6. Electrical Details, 7. Construction Details (highlighted), 8. Construction Details, 9. Risk and Attendance, and 10. Save/Cancel. The main content area is titled 'Fencing and Security' and includes the following elements:

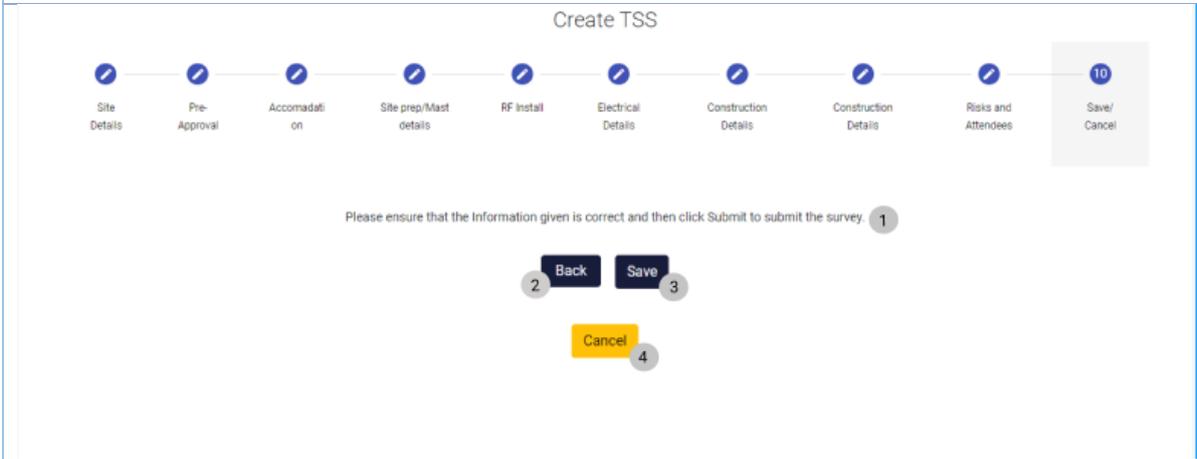
- Fencing Section:**
 - Fence Details* (3)
 - Fence Dimensions* (5)
 - Additional Extras* (7)
 - Gate Opening Direction* (9)
 - Site Security Notes (15)
- Gate and Security Section:**
 - Fence Type* (4)
 - Surface Finish* (6)
 - Gate Type* (8)
 - Gate Dimensions* (10)
 - Locks Required (11) - checkbox
 - Lock Chain Required (14) - checkbox
 - Lock Type* (12)
 - Shackel Length* (13)

At the bottom of the form, there are 'Back' (16) and 'Next' (17) buttons.

3.3.1.1.9 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).

3.3.1.1.10 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).

3.3.1.1.11 Enter Risks Identified (2). Upload Site drawing (5). Enter (if applicable) attendee name (7), attendee company (8), attendee contact details (9) then click the Add Attendee Button (10). Then click the Next button (12)



3.3.1.1.12 Click on the Save button (3)



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

The screenshot displays the 'Create TSS' application interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval (highlighted), 3. Accommodation, 4. Site prep/Plant details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risks and Attendees, and 10. Save/Cancel. The main content area is titled 'Pre-Approval' and contains a checklist with the following items: 'Site drawings Available' (1), 'OCA' (2), 'BP Approval Obtained' (3), 'Land lord approval obtained' (4), and 'RIA' (5). Below the checklist are two text input fields: 'Land Lord Details' (6) and 'Special Conditions' (7). At the bottom of the form are two buttons: 'Back' (8) and 'Next' (9).

ALT 3.3.1.1.4 Click the Back button (8) to go back to the previous form

ALT 3.3.1.1.5 Click the Back button (12) to go back to the previous form

ALT 3.3.1.1.6 Click the Back button (12) to go back to the previous form

The screenshot shows the 'Create TSS' form at step 3, 'Accommodation'. At the top, a progress bar shows steps 1 through 10: 1 Site Details, 2 Pre-Approval, 3 Accommodation (highlighted), 4 Site prep/Meet details, 5 RF Install, 6 Electrical Details, 7 Construction Details, 8 Construction Details, 9 Risk and Attendance, and 10 Sign/Cancel. The main form area is titled 'RF Installation Details' and contains several sections:

- Cable Management** (2): Includes a checkbox for 'RF on Cable Tray' (3), a dropdown for 'Cable Type' (4), a text input for 'Cable Length' (5), a text input for 'Bands' (6), and a text input for 'Bands Quantity' (7). A dropdown for 'Mounting Type' (8) is also present.
- Support Pole** (9): Includes a checkbox for 'Support Pole' (10) and a text input for 'Support Pole Quantity' (11).
- Tray Covers** (12): Includes a checkbox for 'Tray Covers' (13) and a text input for 'Tray Cover Quantity' (14).
- RF in Sleeves** (16): Includes a checkbox for 'RF in Sleeves' (17), a text input for 'Sleeve Length' (18), and a dropdown for 'Sleeve Size' (19).

At the bottom of the form, there are two buttons: 'Back' (20) and 'Next' (21). The 'Back' button is highlighted with a blue background and a circled number 20.

ALT 3.3.1.1.7 Click the Back button (20) to go back to the previous form

The screenshot displays the 'Create TSS' form, specifically the 'Electrical Details' section. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Per Approval, 3. Accomodation, 4. Site map/Visit details, 5. RF Install, 6. Electrical Details (highlighted), 7. Construction Details, 8. Construction Details, 9. Risk and Attendance, and 10. Save/Cancel. The 'Electrical Details' section contains the following fields and controls:

- 1. **Ac Supply**: A dropdown menu.
- 2. **Power Available**: A dropdown menu.
- 3. **Power Required**: A dropdown menu.
- 4. **Generator Required**: A checkbox.
- 5. **Cable Details**: A section header.
- 6. **Cable Size**: A dropdown menu.
- 7. **Cable Length**: A text input field.
- 8. **Cable Route**: A section header.
- 9. **Insite Cable Route**: A dropdown menu.
- 10. **Insite Cable Type**: A dropdown menu.
- 11. **Insite Cable Route Length**: A text input field.
- 12. **Consumption Meter Required**: A checkbox.
- 13. **Site Light Required**: A checkbox.
- 14. **Site Light Position**: A dropdown menu.
- 15. **Earthing Details**: A section header.
- 16. **Earthing Installation**: A dropdown menu.
- 17. **Earthing Notes**: A text area with a double-slash icon for clearing the field.
- 18. **Back** and **Next** buttons: Navigation controls at the bottom of the form.

ALT 3.3.1.1.8 Click the Back button (16) to go back to the previous form

The screenshot displays the 'Create TSS' form with a progress bar at the top. The progress bar includes steps: 1 Site Details, 2 Pre-Approval, 3 Accommodation, 4 Site prep/Meet details, 5 RF Install, 6 Electrical Details, 7 Construction Details (highlighted), 8 Construction Details, 9 Risk and Attendance, and 10 Save/Cancel. The main form area is titled 'Fencing and Security' (1) and contains the following fields and controls:

- Fencing (2)**
 - 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)
- Site Security**
 - Locks Required (11)
 - Lock Type* (12)
 - Shackle Length* (13)
 - Lock Chain Required (14)
 - Site Security Notes (15)
- Navigation buttons: Back (16) and Next (17)

ALT 3.3.1.1.9 Click the Back button (16) to go back to the previous form

Create TSS

1 Site Details 2 Pre-Approval 3 Accomodation 4 Site prep/Mast details 5 RF Install 6 Electrical Details 7 Construction Details 8 **Construction Details** 9 Risks and Attendees 10 Save/Cancel

Site Access and Signage 1

Site Access 2

Clear Road 3

Access Road * 4

Road Suitability * 5

Site Access Notes 6

Site Signage 7

HAZ 10 ID Sign 8

HAZ 29 Blue EMS 10

Other Signs * 11

Signage Notes 12

Back 13 Next 14

ALT 3.3.1.1.10 Click the Back button (8) to go back to the previous form

Create TSS

1 Site Details 2 Pre-Approval 3 Accomodation 4 Site prep/Mast details 5 RF Install 6 Electrical Details 7 Construction Details 8 Construction Details 9 **Risks and Attendees** 10 Save/Cancel

Risks Identified 1

Risks Identified 2

Site Drawing 3

Upload Site Drawing 4

Choose File No file chosen 5

Attendees 6

Attendee Name * 7

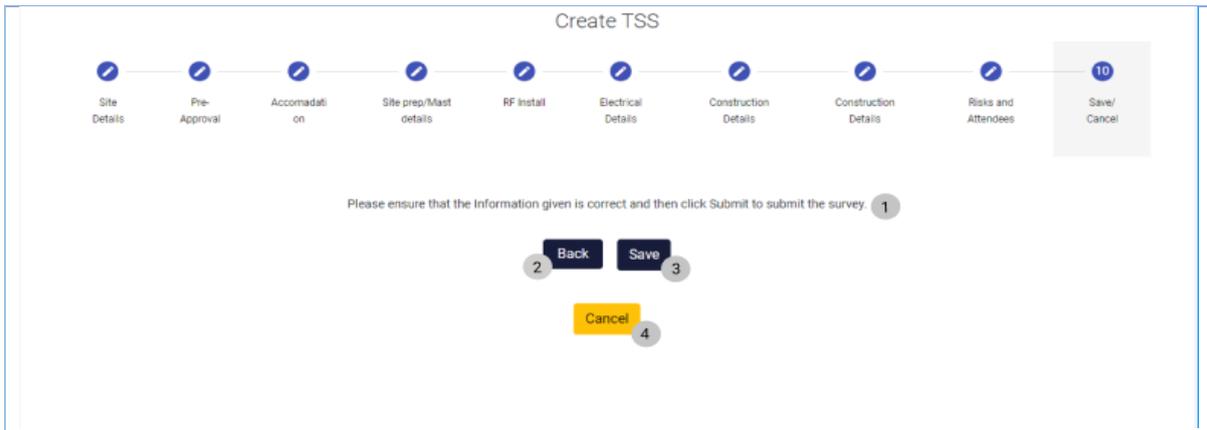
Attendee Company * 8

Attendee Contact Details * 9

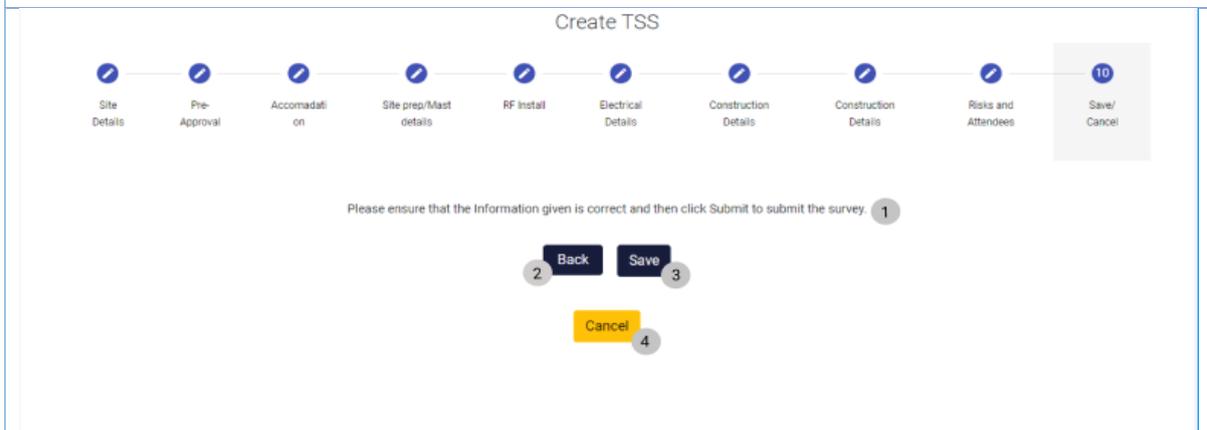
Add Attendee 10

Back 11 Next 12

ALT 3.3.1.1.11 Click the Back button (11) to go back to the previous form



ALT A) 3.3.1.1.12 Click the Back button (2) to go back to the previous form



ALT B) 3.3.1.1.12 Click the cancel button (4) to cancel the form submission.

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

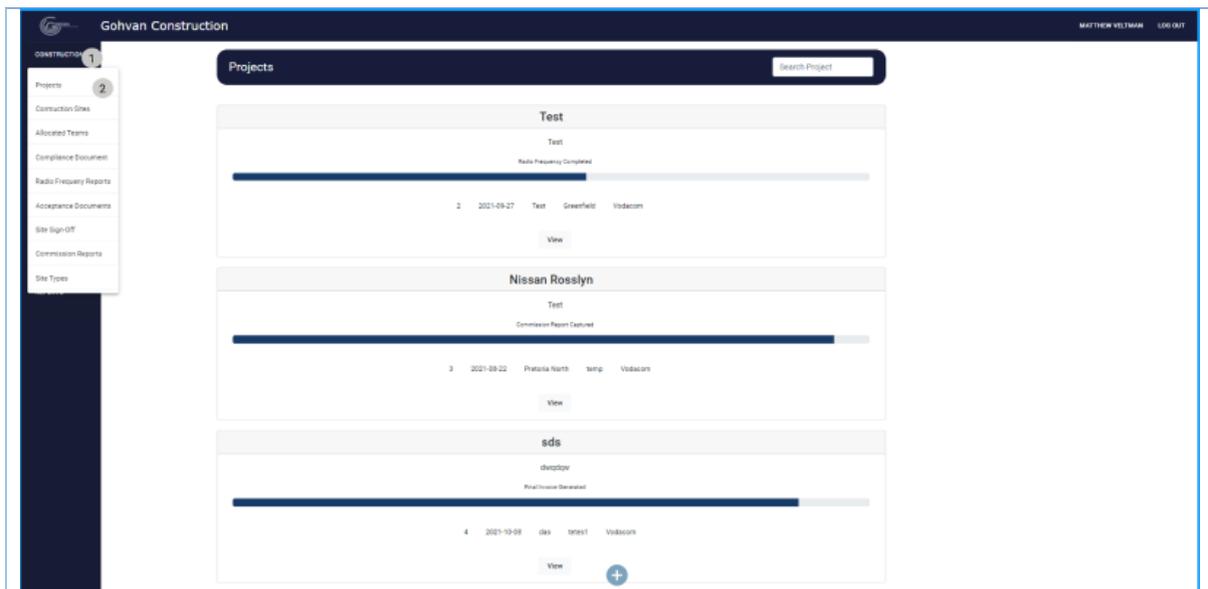
Co-Ordinates	41.24.12.2.N 2.10.26.5.E
Site drawings available	True
CCA	True
BP Approval obtained	True
Landlord approval obtained	True
EIA	True
Landlord details	Mark Tale 0821783462
Special conditions	None
Container type	ARP 1 Door H&S Security
Size	Standard
Paint	True
Load support	True
Brick cladding	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

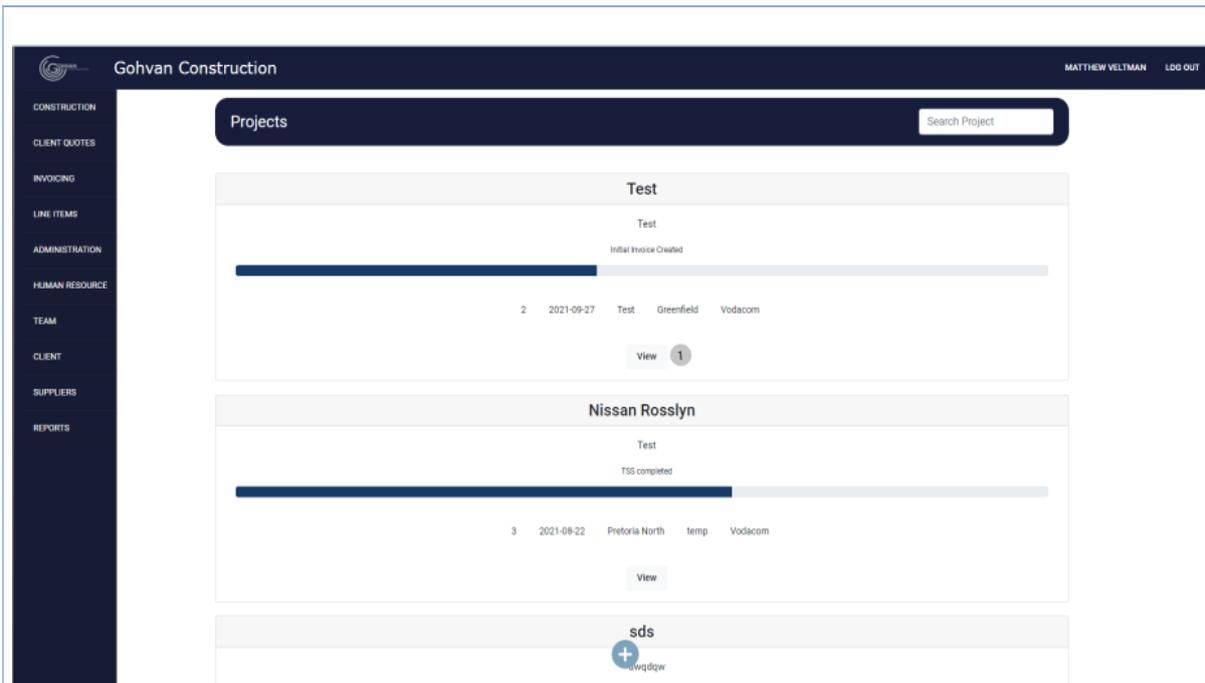
Gate Opening direction	Inward
Gate Dimensions	3
Locks Required	True
Lock type	VCL
Shackel Length	25mm
Lock chain required	True
Site Security Notes	None
Clear Road	True
Access Road	Existing gravel
Road Suitability	Car
Site Access Notes	None
HAZ 10 ID Sign	True
HAZ Yellow EMS	False
HAZ 29 Blue EMS	False
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

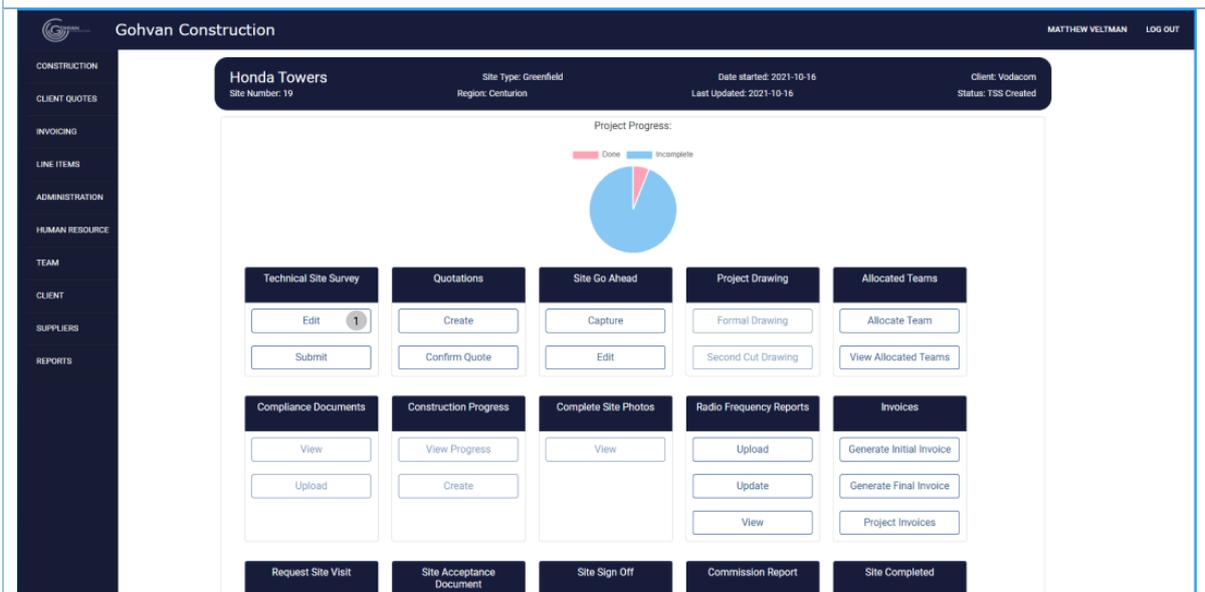
Description:	This section will guide the user through the process of editing a TSS.
Expected Learning Outcomes:	To be able to edit a TSS
Prerequisites:	The user must have the required access to edit a TSS to the system.
Other Information:	None



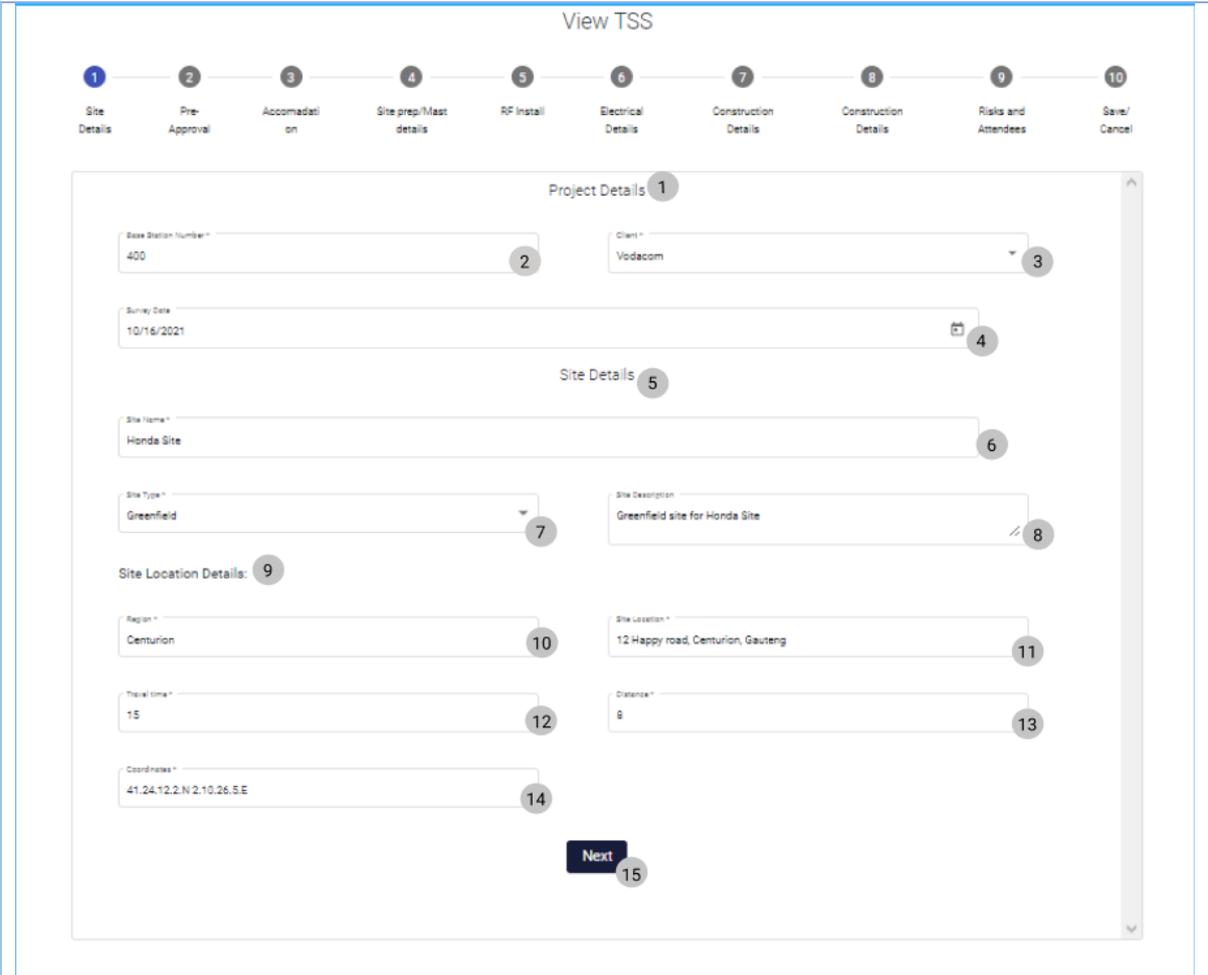
3.3.2.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.2.1.2 Click on the View Button (1)



3.3.2.1.3 Click on Edit button (1)



The screenshot displays the 'View TSS' interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval, 3. Accommodation, 4. Site prep/Mast details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risks and Attendees, and 10. Save/Cancel. The main form area is titled 'Project Details' and contains the following fields:

- Project Details (1):** Base Station Number* (2) with value '400'; Client* (3) with value 'Vodacom'; Survey Date (4) with value '10/16/2021'.
- Site Details (5):** Site Name* (6) with value 'Honda Site'; Site Type* (7) with value 'Greenfield'; Site Description (8) with value 'Greenfield site for Honda Site'.
- Site Location Details (9):** Region* (10) with value 'Centurion'; Site Location* (11) with value '12 Happy road, Centurion, Gauteng'; Travel time* (12) with value '15'; Distance* (13) with value '8'; Coordinates* (14) with value '41.24.12.2.N 2.10.26.S.E'.
- Next (15):** A dark blue button labeled 'Next' is located at the bottom center of the form.

3.3.2.1.4 Enter the project name (2), Base station number (3), client (4), survey date (5), 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).

The screenshot displays the 'View TSS' application interface. At the top, a horizontal progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval (highlighted), 3. Accommodation, 4. Site prep/Mast details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risks and Attendees, and 10. Save/Cancel. The main content area is titled 'Pre-Approval' and contains two columns of checkboxes. The left column includes 'Site drawings Available' (1), 'CCA' (2), and 'BP Approval Obtained' (3). The right column includes 'Land lord approval obtained' (4) and 'EIA' (5). Below the checkboxes are two text input fields: 'Land Lord Details' (6) with the value 'true', and 'Special Conditions' (7) with the value 'None'. At the bottom center, there are 'Back' (8) and 'Next' (9) buttons.

3.3.2.1.5 Select (if applicable to site) Site drawings available (1), CCA (2), BP Approval obtained (3), Landlord approval obtained (4), EIA (5) and the enter Land lord details (6) and special conditions (7). Then click the next button (9)

The screenshot displays the 'View TSS' interface with a progress bar at the top showing 10 steps: Site Details, Pre-Approval, Accommodation (highlighted), Site prep/Mast details, RF Install, Electrical Details, Construction Details, Construction Details, Risk and Attenders, and Save/Cancel. The main form area is titled 'Container Specifications' (1) and contains the following elements:

- Container Type*** (2): A text input field containing 'ARP 1 Door-H&S Security'.
- Size*** (3): A dropdown menu.
- Special conditions** (4): A section with four checkboxes:
 - Paint** (5)
 - Load Support** (6)
 - Brick Cladding** (7)
 - Rock Finish** (8)
- Door Direction*** (9): A dropdown menu with 'North' selected.
- Container Description** (10): A text input field with 'None' and a clear icon.
- Plinth details** (11): A section with one checkbox:
 - Apron** (12)
- Navigation**: 'Back' (13) and 'Next' (14) buttons.

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)

3.3.2.1.7 Select (if applicable to site) clean and clear site (2). Then enter Site prep notes (3), Mast Type (6), Mast Height (7). Then select (if applicable to site) navigation light (8), fall arreast (9), Paint (10). Then eneter Environmental adaption (11) and mast notes (12). Then click the Next button (14)

The screenshot displays the 'View TSS' application interface. At the top, a progress bar shows steps 1 through 10: Site Details, Plan Approval, Accommodation, Site prep/Meet details, RF Install, Electrical Details, Construction Details, Construction Details, Risk and Handover, and Sign/Cancel. The current step is 'RF Install'. The main content area is titled 'RF Installation Details' and includes the following elements:

- Cable Management** (Section 2):
 - Rf on Cable Tray** (3)
 - Cable Type** (4): Dropdown menu with '112' selected.
 - Cable Length** (5): Text input field with '5'.
 - Bends** (6): Text input field with 'Yes'.
 - Bends Quantity** (7): Text input field with '2'.
 - Mounting type** (8): Dropdown menu with 'Cantilever Arms' selected.
- Support Pole** (Section 9):
 - Support Pole** (10)
 - Support Pole Quantity** (11): Text input field with '1'.
- Tray Covers** (Section 12):
 - Tray Covers** (13)
 - Tray Cover Quantity** (14): Text input field with '2'.
- RF in Sleeves** (Section 16):
 - RF in Sleeves** (15)
 - Sleeve Length** (18): Text input field with '1'.
 - Sleeve Size** (19): Text input field with '75mm'.

At the bottom of the form are two buttons: **Back** (20) and **Next** (21).

3.3.2.1.8 Select (if applicable to site) Rf on cable tray (3). Then enter Cable Type (4), cable length (5), Bends (6), Bends Quantity (7) and mounting type (8). Then select (if 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)

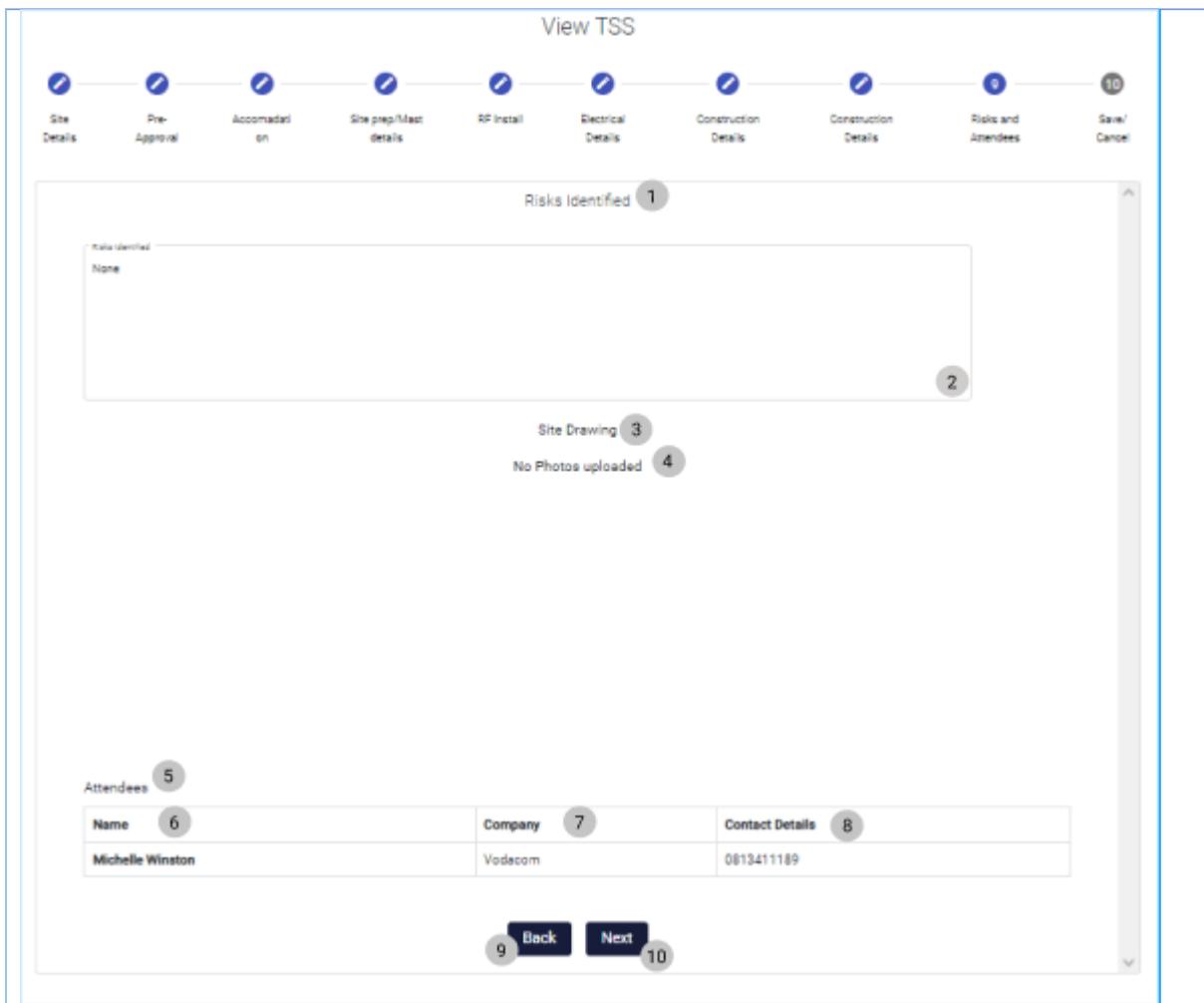
The screenshot displays the 'View TSS' application interface. At the top, a progress bar shows ten steps: 1. Site Details, 2. Pre-Approval, 3. Accommodation, 4. Site prep/Meet details, 5. RF Install, 6. Electrical Details (highlighted), 7. Construction Details, 8. Construction Details, 9. Risk and Attendance, and 10. Save/Cancel. The main form area is titled 'Electrical Details' and contains the following fields and controls:

- AC Supply***: Dropdown menu with 'Site 00' selected (2).
- Power Available***: Dropdown menu with 'SP' selected (3).
- Power Required***: Dropdown menu with 'SP' selected (4).
- Generator Required**: Unchecked checkbox (5).
- Cable Details**: Section header (6).
- Cable Size***: Dropdown menu with '18mm' selected (7).
- Cable Length***: Text input field with '20' (8).
- Cable Route**: Section header (9).
- In-site cable route***: Dropdown menu with 'Road' selected (10).
- In-site cable type***: Dropdown menu with 'Conduit' selected (11).
- In-site cable route length***: Text input field with '10' (12).
- Consumption Meter Required**: Checked checkbox (13).
- Site Light Required**: Checked checkbox (14).
- Site Light Position***: Text input field with 'North' (15).
- Earthing Details**: Section header (16).
- Earthing Installation***: Dropdown menu with 'Galvanizing' selected (17).
- Earthing Notes**: Text area with 'None' (18).
- Navigation**: 'Back' button (19) and 'Next' button (20).

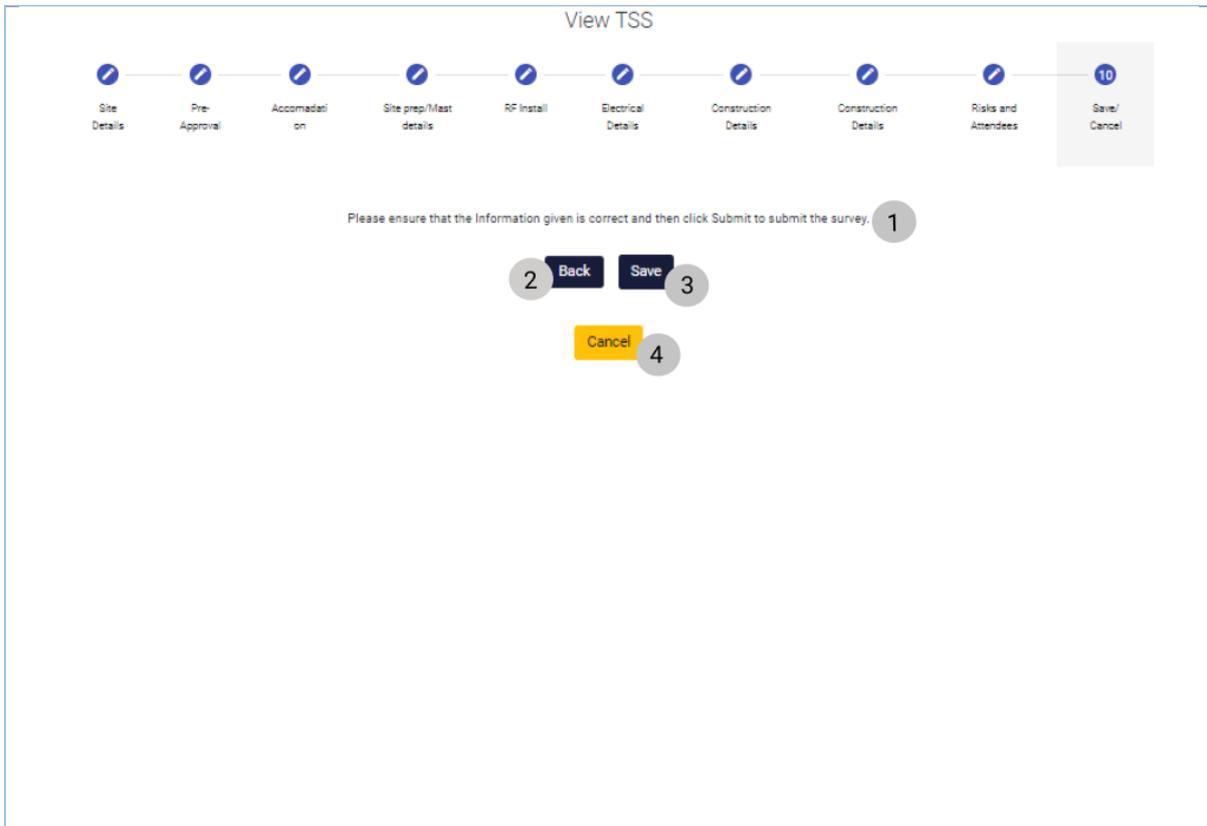
3.3.2.1.9 Enter AC supply (2), Power Available (3), Power Required (4). Select (if applicable to site) Generator Required (5). Enter Cable Size (7), Cable Length (8), In-Site Cable Route (10), In-Site Cable Type (11), In-Site Cable Route Length (12). Then select (if applicable to site) Consumption meter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

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), Shackle Length (13) and Site security notes (15). Then click the Next button (17).

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).



3.3.2.1.12 Enter Risks Identified (2). Then click the Next button (12)



3.3.2.1.13 Click on the Save button (3)



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

The screenshot displays the 'View TSS' application interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval (highlighted), 3. Accommodation, 4. Site prep/Mast details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risks and Attendees, and 10. Save/Cancel. The main content area is titled 'Pre-Approval' and contains a checklist with five items, each with a red checkmark and a numbered callout: 1. Site drawings Available, 2. CCA, 3. BP Approval Obtained, 4. Land lord approval obtained, and 5. EIA. Below the checklist are two text input fields: 'Land Lord Details' containing the text 'true' (callout 6) and 'Special Conditions' containing the text 'None' (callout 7). At the bottom of the form are two buttons: 'Back' (callout 8) and 'Next' (callout 9).

ALT 3.3.2.1.5 Click the Back button (8) to go back to the previous form

The screenshot displays the 'View TSS' interface. At the top, a progress bar shows 10 steps: 1. Site Details, 2. Pre-Approval, 3. Accommodation (highlighted), 4. Site prep/Mast details, 5. RF Install, 6. Electrical Details, 7. Construction Details, 8. Construction Details, 9. Risk and Attenders, and 10. Save/Cancel. The main content area is titled 'Container Specifications' and contains the following elements:

- Container Specifications:** A dropdown menu for 'Container Type' is set to 'ARP 1 Door H&S Security'. A 'Size' dropdown menu is also present.
- Special conditions:** A section with four checkboxes: 'Paint', 'Brick Cladding', 'Load Support', and 'Rock Finish', all of which are checked.
- Door Orientation:** A dropdown menu set to 'North'.
- Container Description:** A text field containing 'None'.
- Plinth details:** A section with a checked 'Apron' checkbox.
- Navigation:** 'Back' and 'Next' buttons are located at the bottom center of the form.

ALT 3.3.2.1.6 Click the Back button (12) to go back to the previous form

The screenshot displays the 'View TSS' interface with a progress bar at the top. The current step is 'Site prep/Mast details' (4). The form content includes:

- Site Preparation details (1):**
 - Clean and Clear Site (2)
 - Site Prep notes: Remove rubble (3)
- Mast Details (4):**
 - Mast Type: Lattice (5)
 - Mast height: 20 (6)
- Mast Accessories (7):**
 - Navigation Light (8)
 - Paint (9)
 - Fall Arrest (10)
 - Environmental Adaption: Solar (11)
 - Mast notes: None (12)
- Navigation:** Back (13) and Next (14) buttons.

ALT 3.3.2.1.7 Click the Back button (12) to go back to the previous form

The screenshot displays the 'View TSS' interface with a progress bar at the top containing 10 steps: Site Details, Plan Approval, Accommodation, Site prep/Meet details, RF Install (active), Electrical Details, Construction Details, Construction Details, Risk and Handover, and Sign/Cancel. The main form area is titled 'RF Installation Details' and includes sections for 'Cable Management', 'Support Pole', 'Tray Covers', and 'RF in Sleeves'. Each section contains various input fields and checkboxes, all of which are annotated with numbered callouts from 1 to 21. Callout 20 specifically points to the 'Back' button at the bottom center of the form.

ALT 3.3.2.1.8 Click the Back button (20) to go back to the previous form

The screenshot shows the 'View TSS' interface with a progress bar at the top. The 'Electrical Details' section is highlighted and contains the following elements:

- 1** Electrical Details (Section Header)
- 2** Site ID (Dropdown menu)
- 3** Power source (Dropdown menu)
- 4** Power required (Dropdown menu)
- 5** Generator Required (Checkbox)
- 6** Cable Details (Section Header)
- 7** Cable size (Dropdown menu)
- 8** Cable length (Text input field)
- 9** Cable Route (Section Header)
- 10** Insite cable route (Dropdown menu)
- 11** Insite cable type (Dropdown menu)
- 12** Insite cable route length (Text input field)
- 13** Consumption Meter Required (Checked checkbox)
- 14** Site Light Required (Checked checkbox)
- 15** Site Light Position (Text input field)
- 16** Earthing Details (Section Header)
- 17** Earthing installation (Dropdown menu)
- 18** Earthing notes (Text area)
- 19** Back (Button)
- 20** Next (Button)

ALT 3.3.2.1.9 Click the Back button (19) to go back to the previous form

The screenshot displays the 'View TSS' interface. At the top, a progress bar shows steps from 1 to 10: Site Details, Pre-Approval, Accommodation, Site prep/Mast details, RF Install, Electrical Details, Construction Details (highlighted), Construction Details, Risks and Attendees, and Save/Cancel. The main content area is titled 'Fencing and Security' (1) and contains the following fields:

- Fencing (2):**
 - Fence Details* (3): Inground
 - Fence Type* (4): [Empty]
 - Fence Dimensions* (5): 10
 - Surface Finish* (6): Semi Galv
 - Additional Detail* (7): Razor Coil
 - Gate Type* (8): Swing
 - Gate Opening Direction* (9): Inward
 - Gate Dimensions* (10): 3
- Site Security (11):**
 - Locks Required (12):
 - Lock Type* (13): VCL
 - Shedding Length* (14): 25mm
 - Lock Chain Required (15):
 - Site Security Notes (16): None

At the bottom, there are 'Back' (17) and 'Next' (18) buttons.

ALT 3.3.2.1.10 Click the Back button (16) to go back to the previous form

View TSS

Site Details Pre-Approval Accommodation Site prep/Meet details RF Install Electrical Details Construction Details **Construction Details** Risks and Attendees Save/Cancel

Site Access and Signage 1

Site Access 2

Clear Road 3

Access Road* 4
Existing Gravel

Road Suitability* 5
Car

Site Access Notes 6
None

Site Signage 7

HAZ 10 ID Sign 8

HAZ Yellow EMS 9

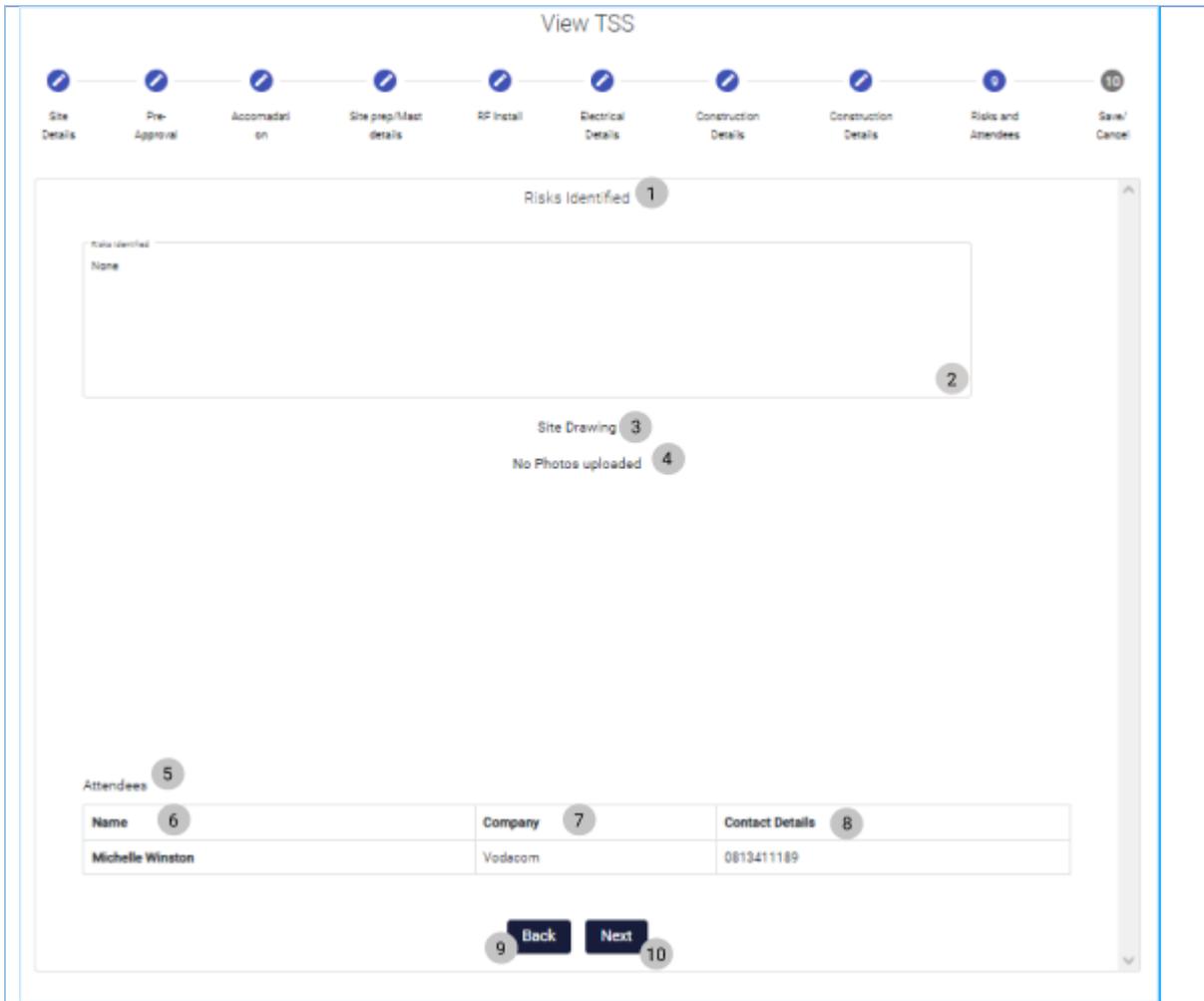
HAZ 29 Blue EMS 10

Other Signs* 11
None

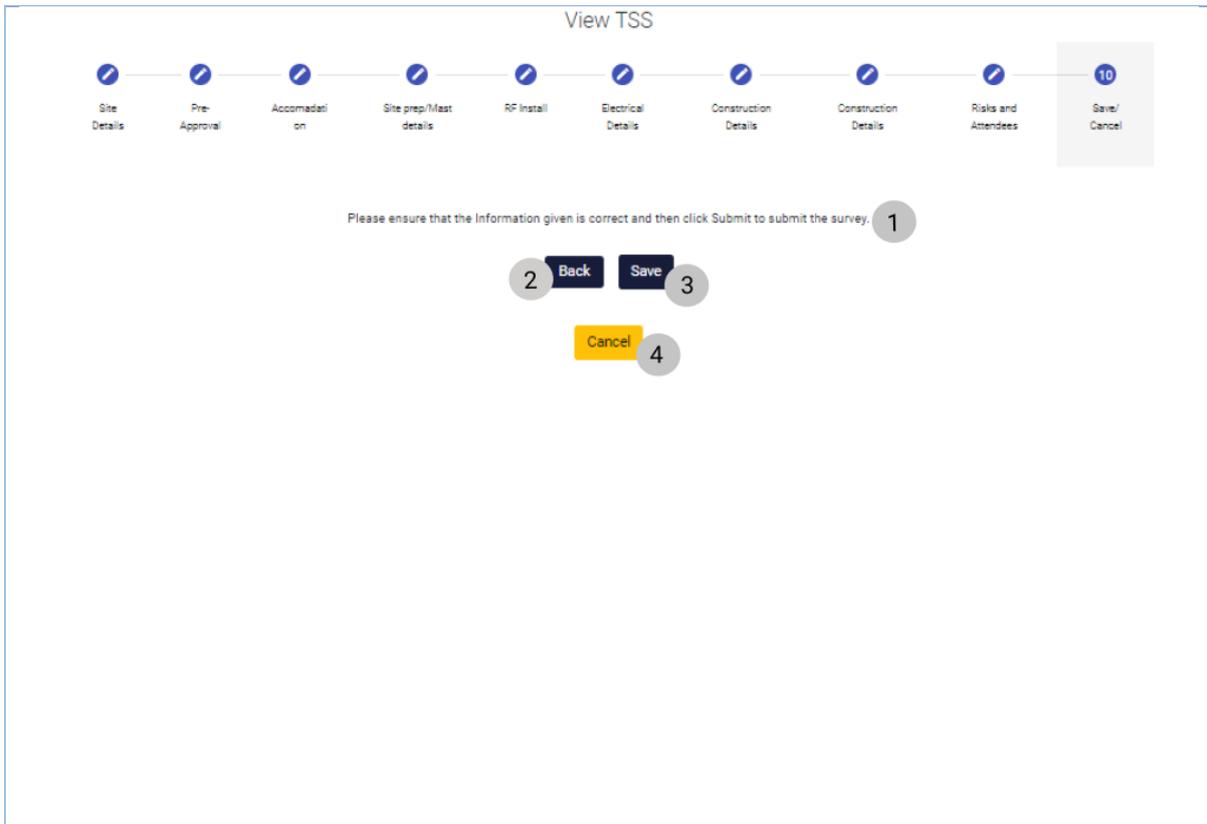
Signage Notes 12
None

13 Back Next 14

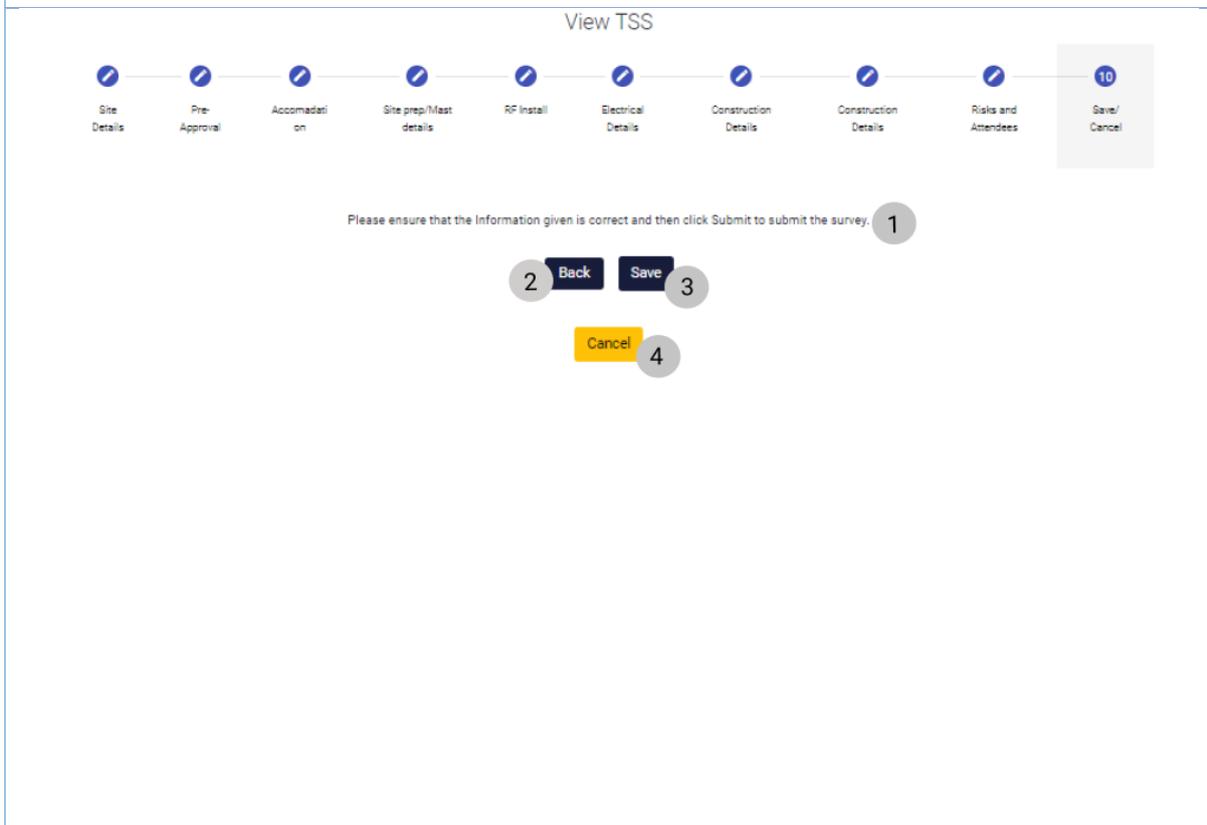
ALT 3.3.2.1.11 Click the Back button (8) to go back to the previous form



ALT 3.3.2.1.12 Click the Back button (11) to go back to the previous form



ALT A) 3.3.2.1.13 Click the Back button (2) to go back to the previous form



ALT B) 3.3.2.1.13 Click the cancel button (4) to cancel the form submission.

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

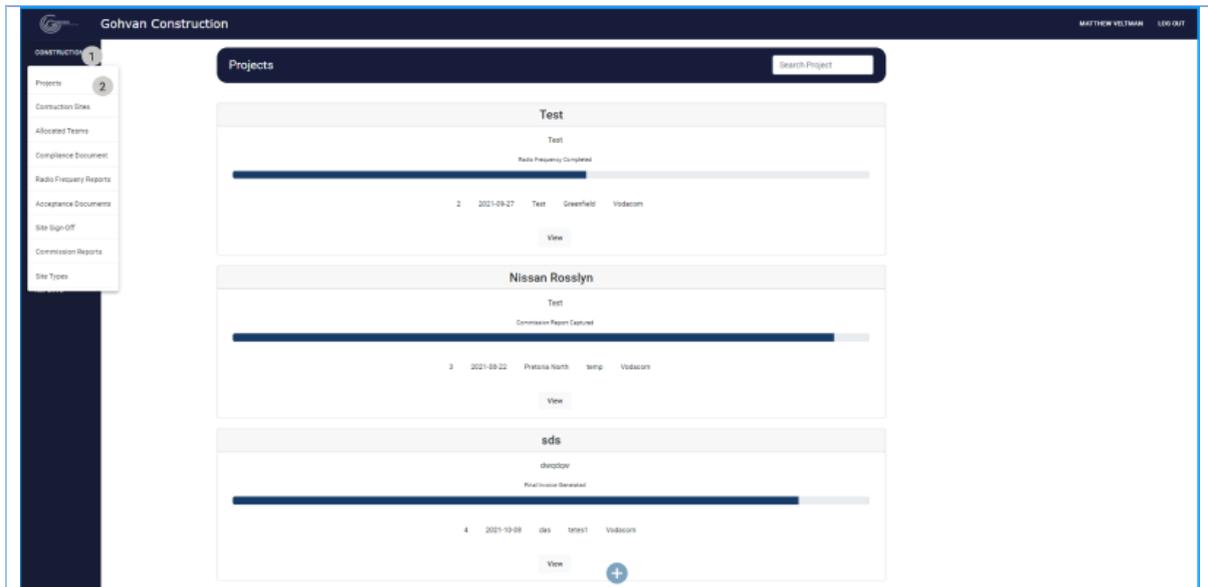
Clean and Clear Site	False
Site Prep Notes	Remove rubble
Mast Type	Lattice
Mast Height	20
Navigation Light	True
Fall Arrest	True
Paint	True
Environmental Adaption	Solar
Mast Notes	None
RF on Cable Tray	True
Cable Type	114
Cable Length	5
Bends	Yes
Bends Quantity	2
Mounting Type	Cantelvr Arms
Support Pole	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

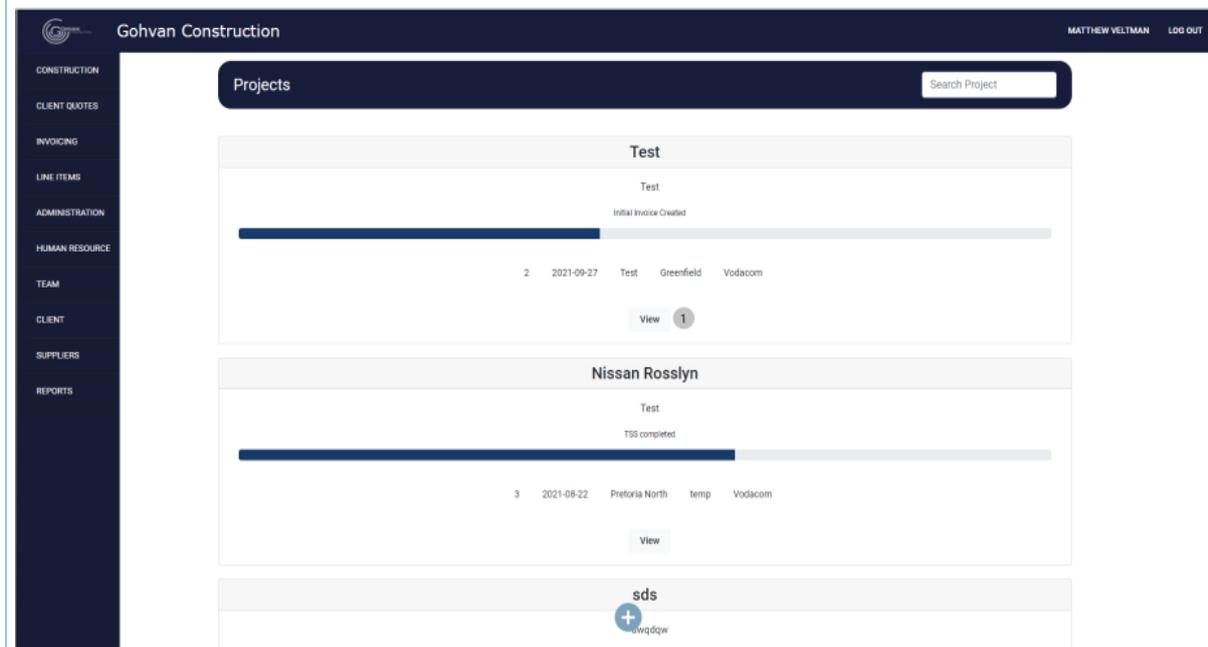
Choose File	SiteDrawing.jpeg
Attendee Name	Michelle Winston
Attendee Company	Vodacom
Attendee Contact Details	0813411189

3.3.3 Submit TSS Report

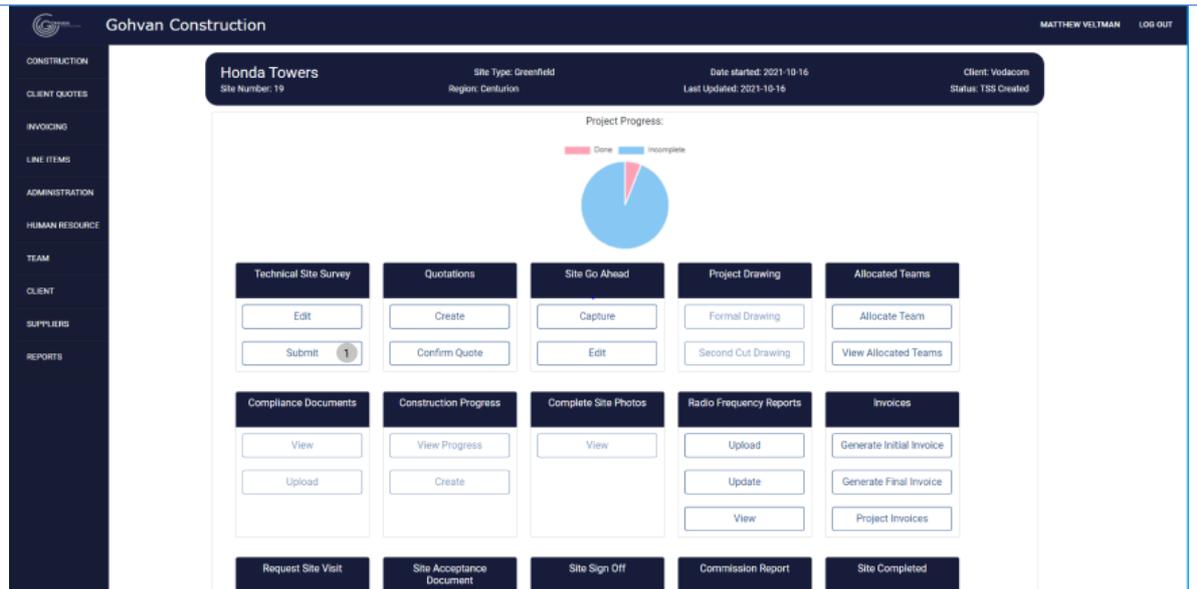
Description:	This section will guide the user through the process of submitting a TSS report
Expected Learning Outcomes:	To be able to submit a TSS report
Prerequisites:	The user must have the required access to submit a TSS report
Other Information:	None



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



3.3.3.1.2 Click on the View Button (1)



3.3.3.1.3 Click on the submit button (1).



3.3.3.1.4 Click the Yes button (3) to submit.



ALT 3.3.3.1.4 Click no button (3) the cancel the submission.

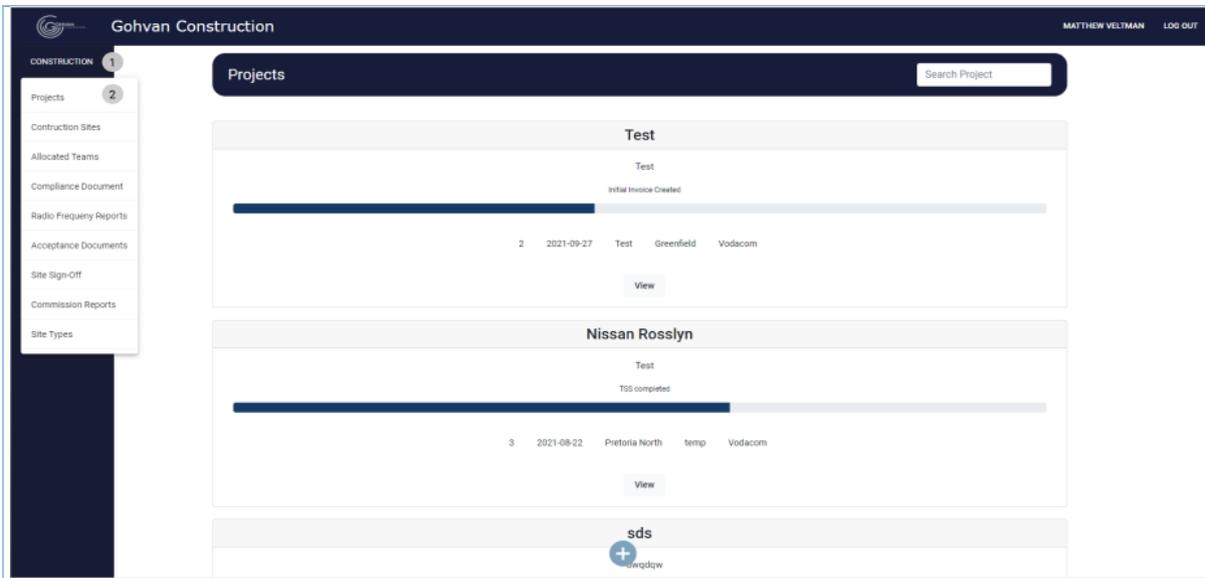
3.3.8.2 Search construction Exercise

Construction Site's Name	Nissan
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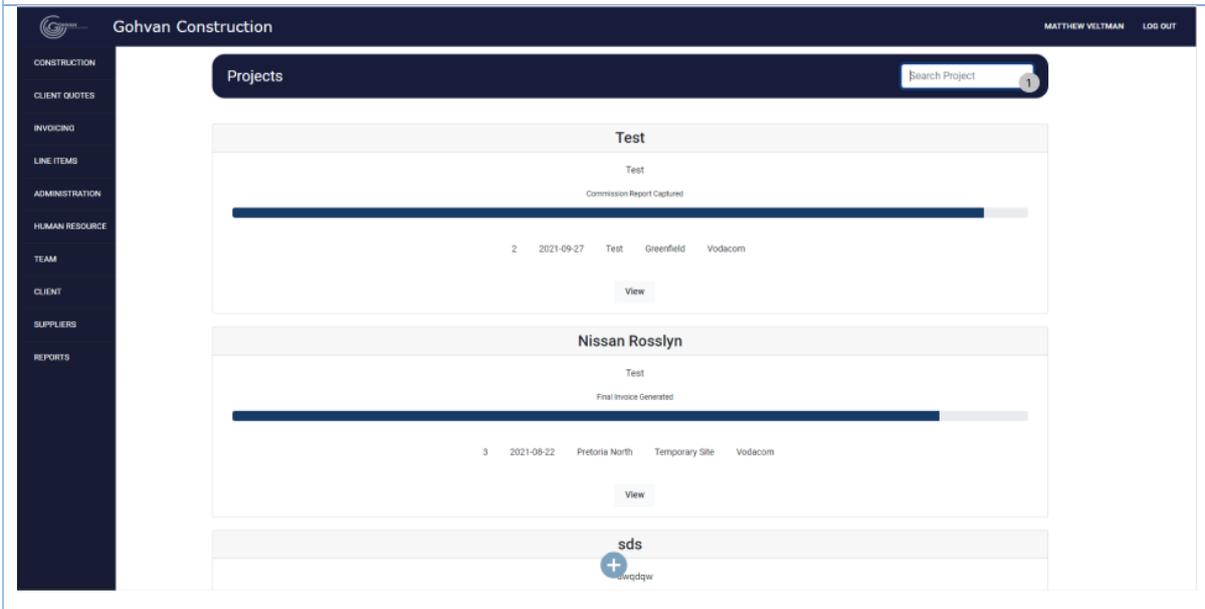


3.3.4 Search Project

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



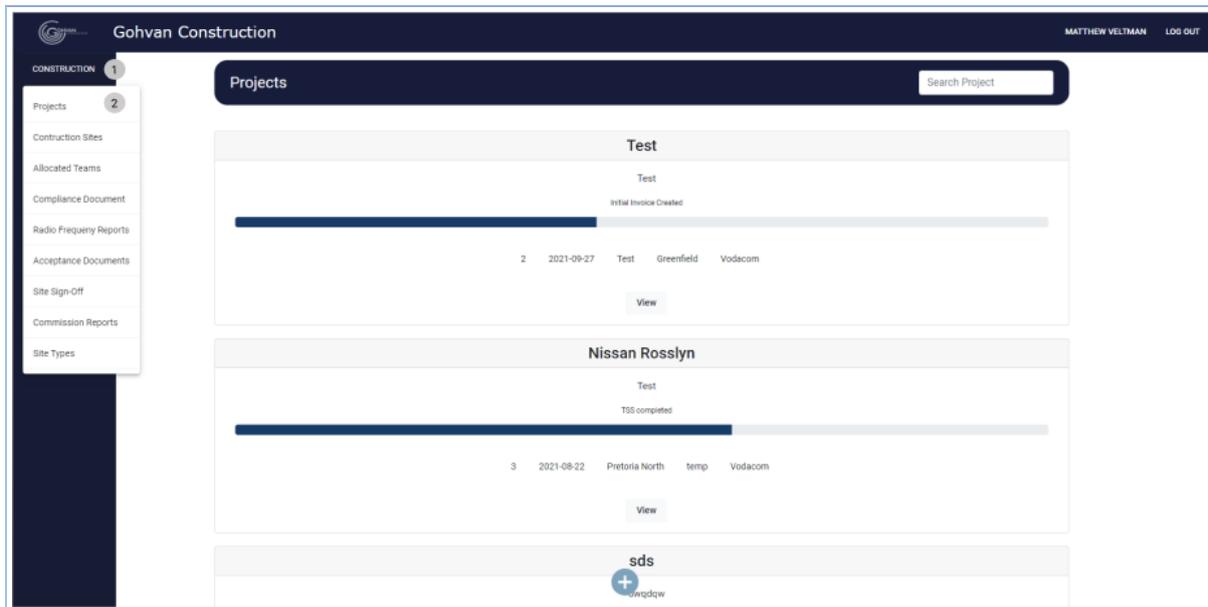
3.3.4.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



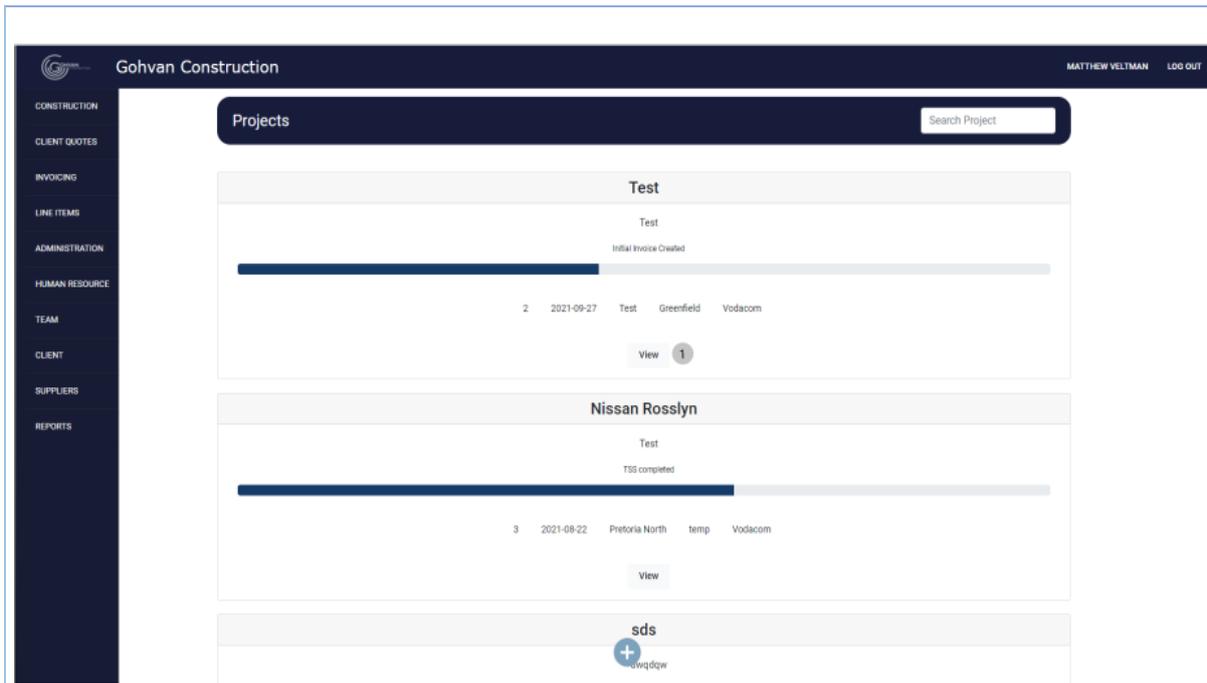
3.3.4.1.2 To search for a specific project enter a project name into the search bar (1)

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



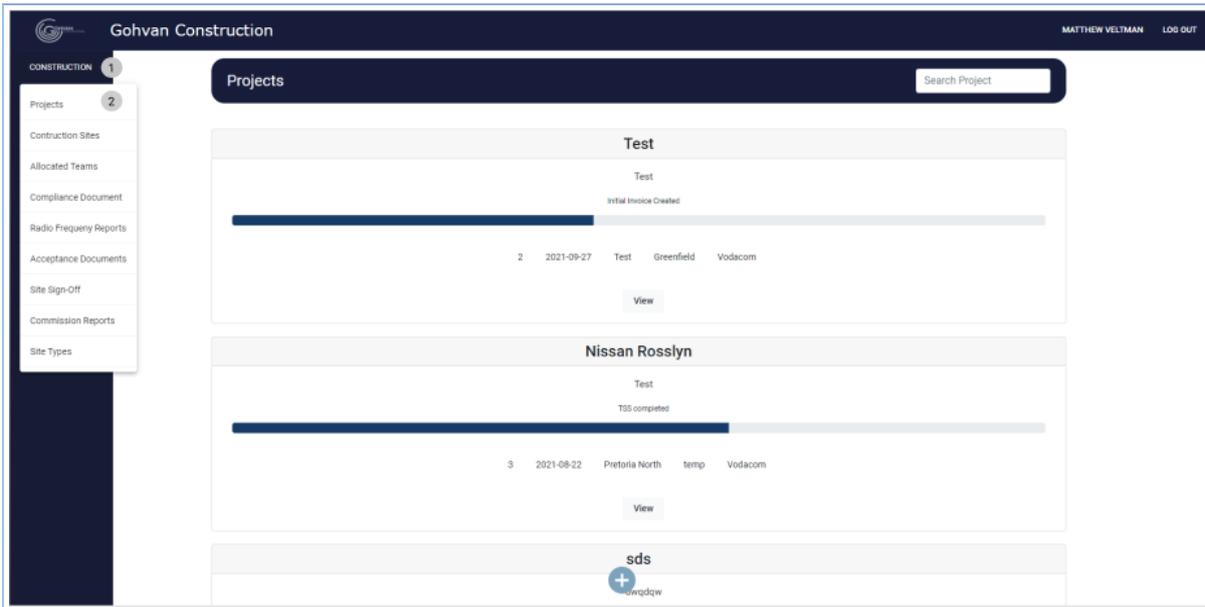
3.3.5.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



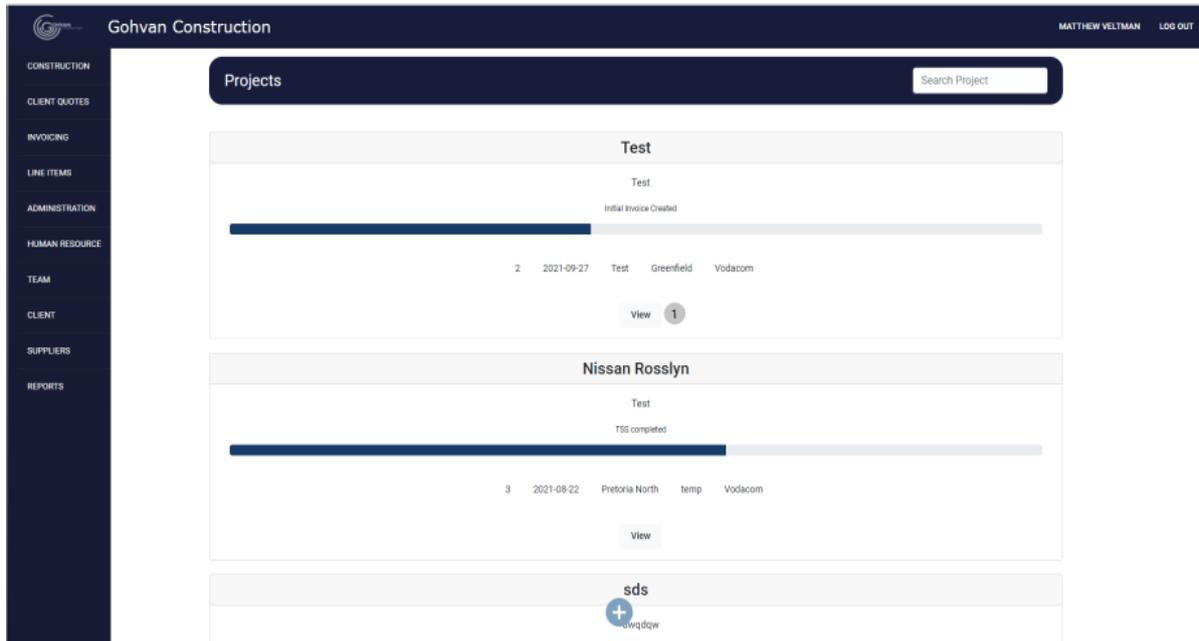
3.3.5.1.2 Click on the View Button (1) to open the specific project’s tasks screen.

3.3.6 Capture Site-Go-Ahead

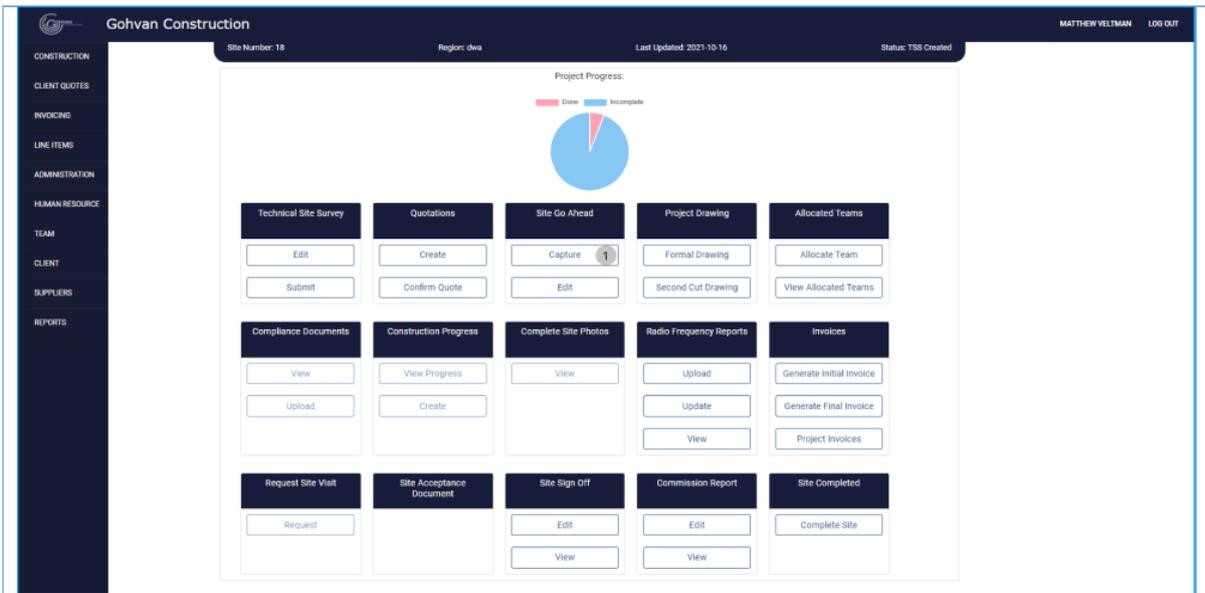
Description:	This section will guide the user through the process of Capturing a Site Go-Ahead.
Expected Learning Outcomes:	To be able to Capture Site Go-Ahead
Prerequisites:	The user must have the required access to Capture Site Go-Ahead
Other Information:	None



3.3.6.1 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).



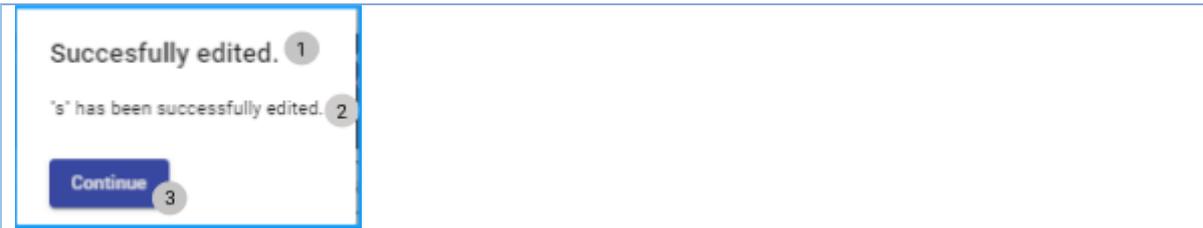
3.3.6.1.2 Click on the View Button (1) to open the specific project's tasks screen.



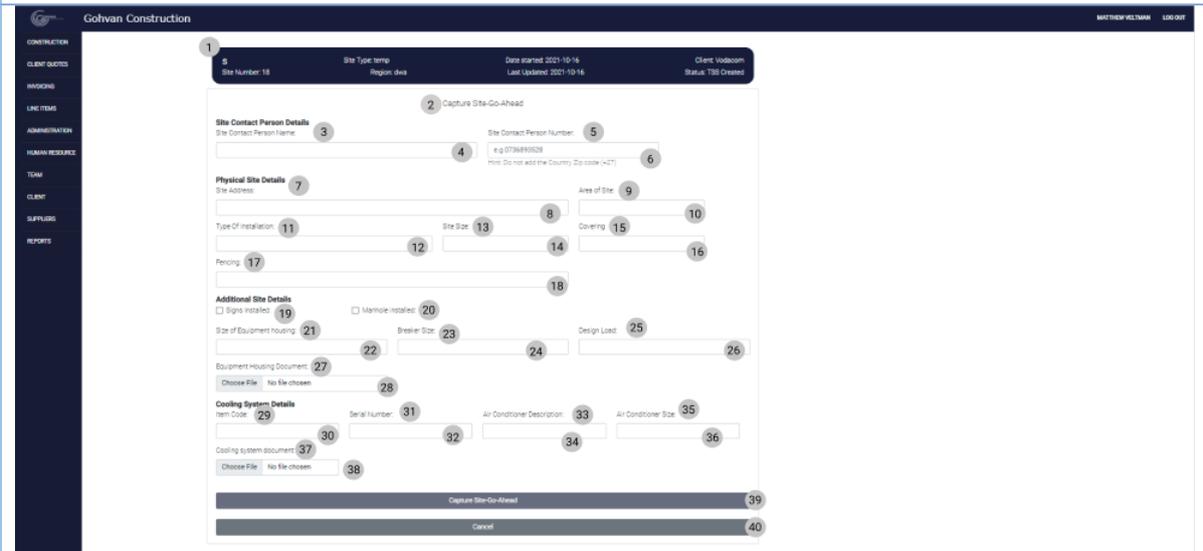
3.3.6.1.3 Click on the Capture Site Go-Ahead Button (1)



3.3.6.1.4 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 (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)



3.3.6.1.6 Click on the continue button (3)



ALT 3.3.6.1.4 Cancel the submission by clicking the cancel button (40)

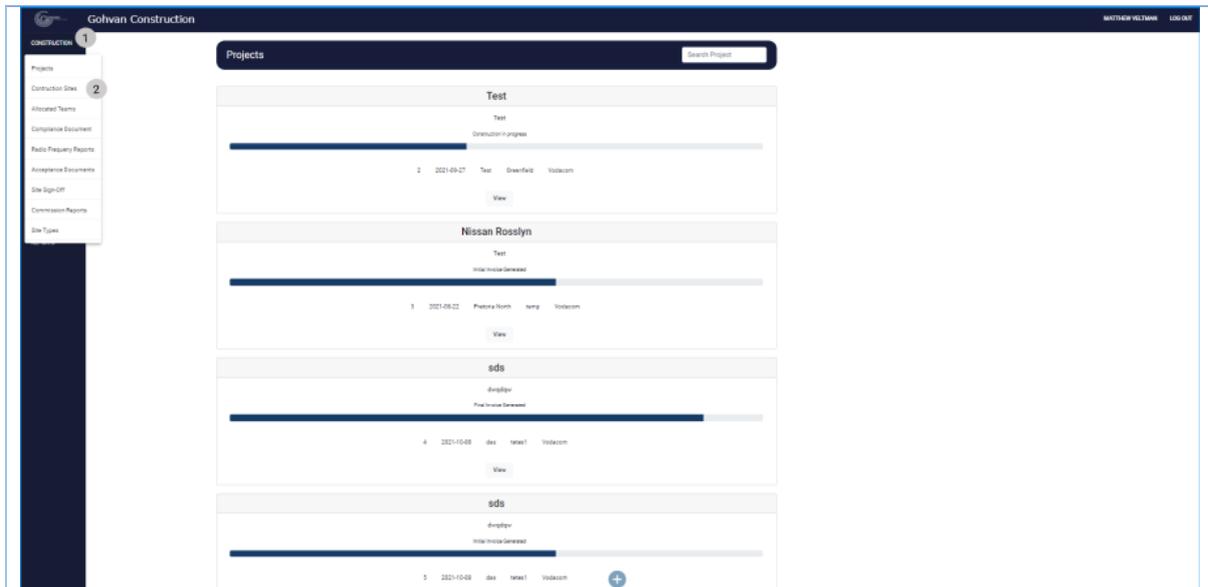
3.3.6.2 Capture Site Go-Ahead Exercise

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

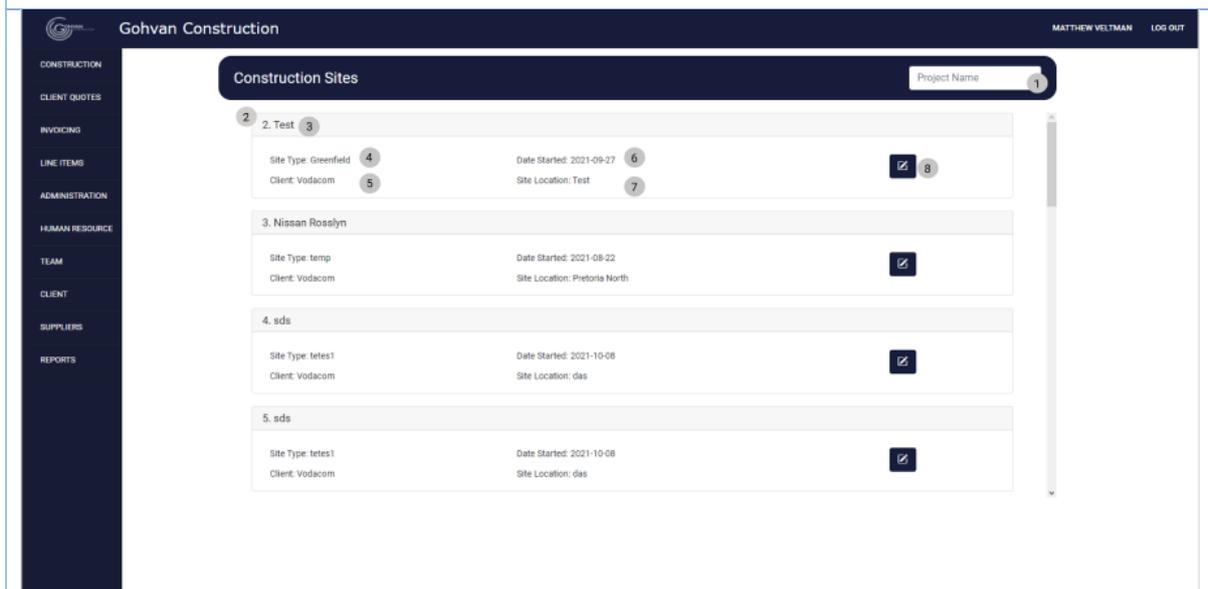
Design load	Yes
File	Fake.pdf
Item code	231
Serial number	4213
Air conditioner description	Already installed
Air conditioner size	20
File	Example.pdf

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)



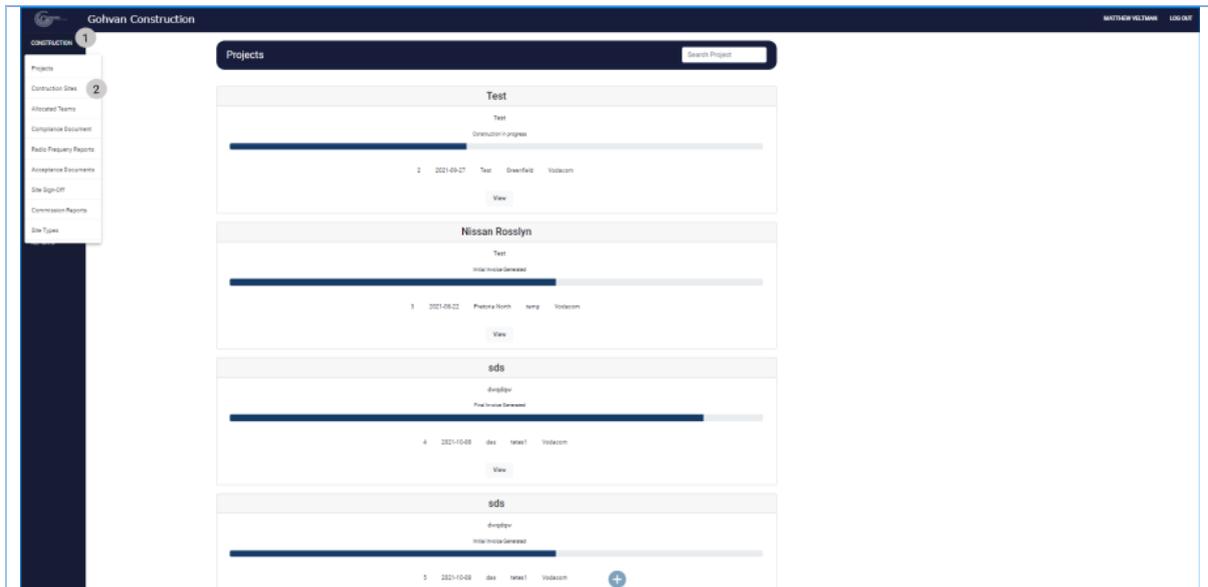
3.3.7.1.2 Enter the desired construction site's name into the search bar (1)

3.3.7.2 Search construction Exercise

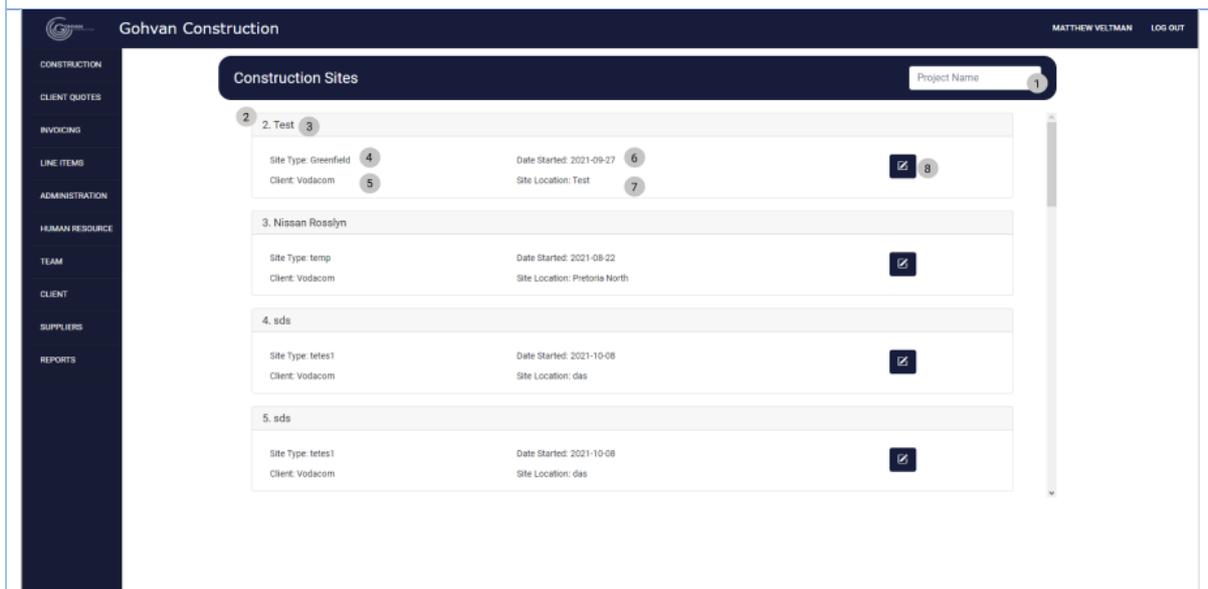
Construction Site's Name	Nissan
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3.3.8 Edit construction

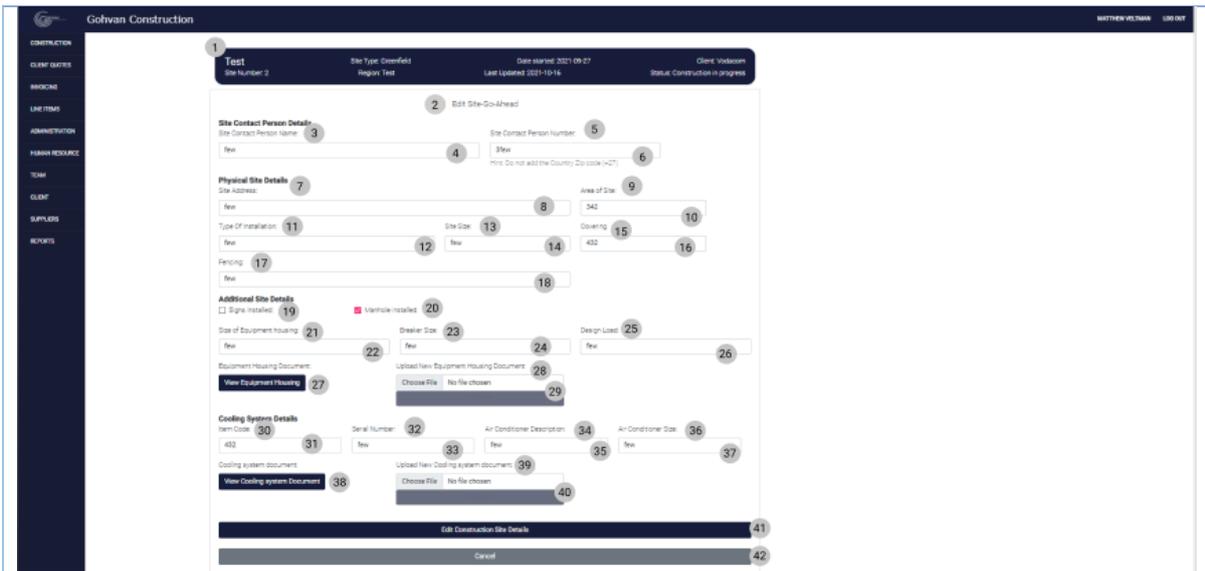
Description:	This section will guide the user through the process of editing for a construction site
Expected Learning Outcomes:	To be able to edit for a construction site
Prerequisites:	The user must have the required access to edit for a construction site
Other Information:	None



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



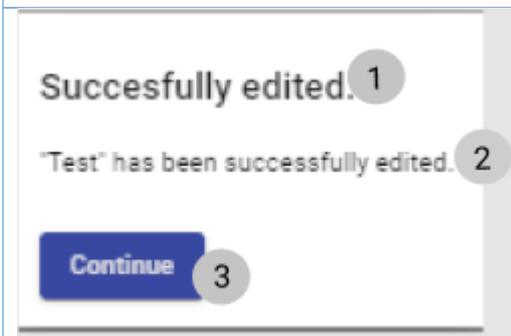
3.3.8.1.2 Click on the edit icon (8)



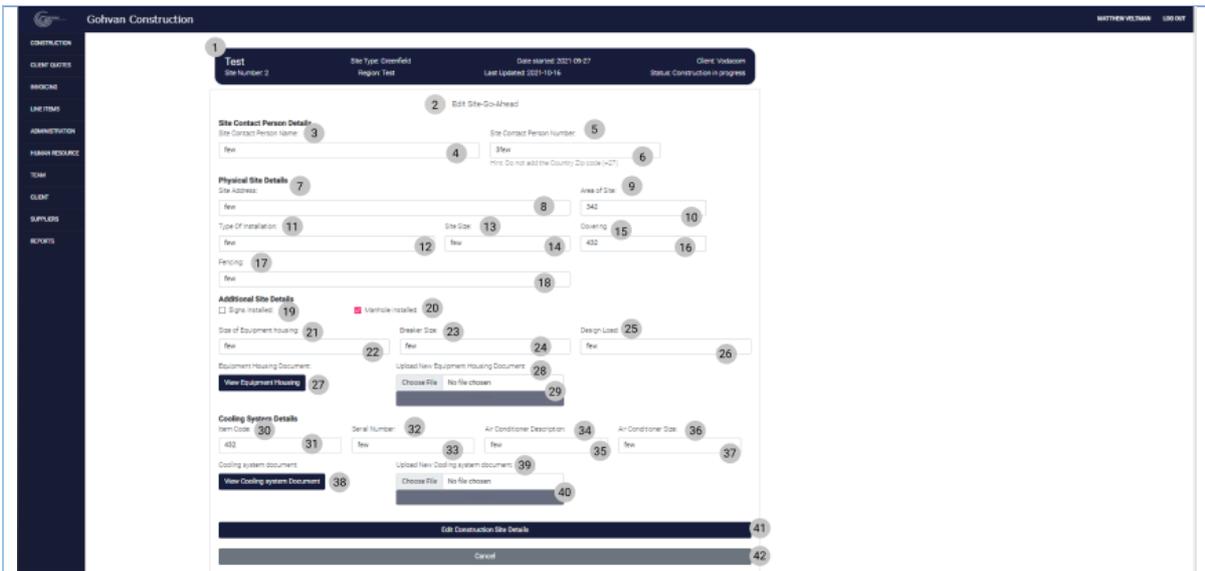
3.3.8.1.4 Enters the Site contact person’s Name (4), phone number (6), Site Address (8), Area of Site (10), Type of installation (12), Site size (14), Covering (16), Fencing (18). Then tick the Signs installed (19) and manhole installed (20) checkboxes if applicable to the Site. Then will need to enter 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)



3.3.8.1.5 Click the Yes button (3) to submit the form.



3.3.8.1.6 Click the Continue button (3) to accept the message



ALT 3.3.8.1.4 Click the cancel button (41) to cancel the forms submission



ALT 3.3.8.1.5 Click the no button (3) to cancel the forms submission

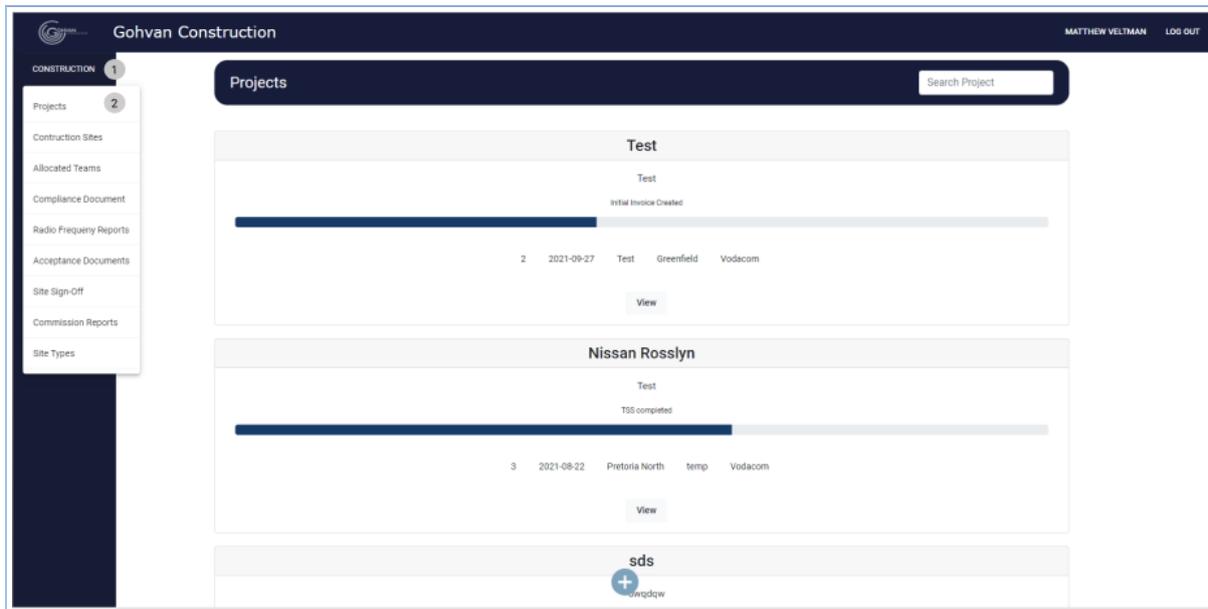
3.3.8.2 Edit construction Exercise

Site Contact Person's name	James Dean
Number	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

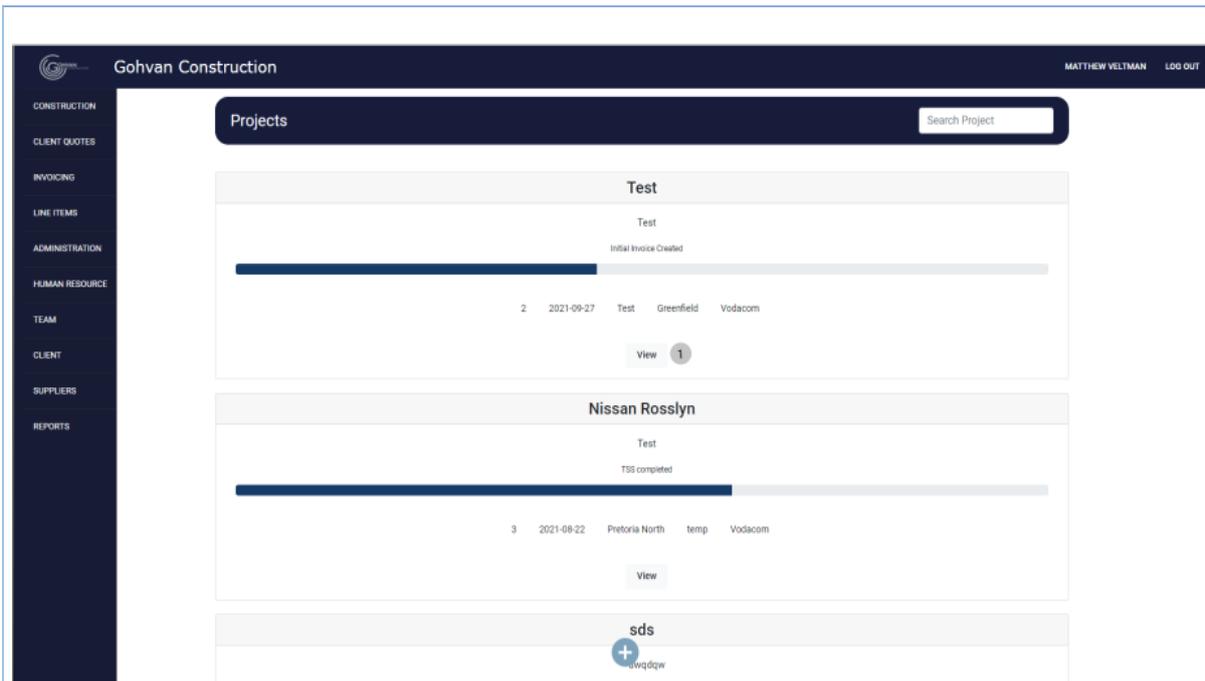
Size of equipment housing	50
Breaker size	10
Design load	Yes
File	Fake.pdf
Item code	231
Serial number	4213
Air conditioner description	Already installed
Air conditioner size	20
File	Example.pdf

3.3.9 Allocate Team Site

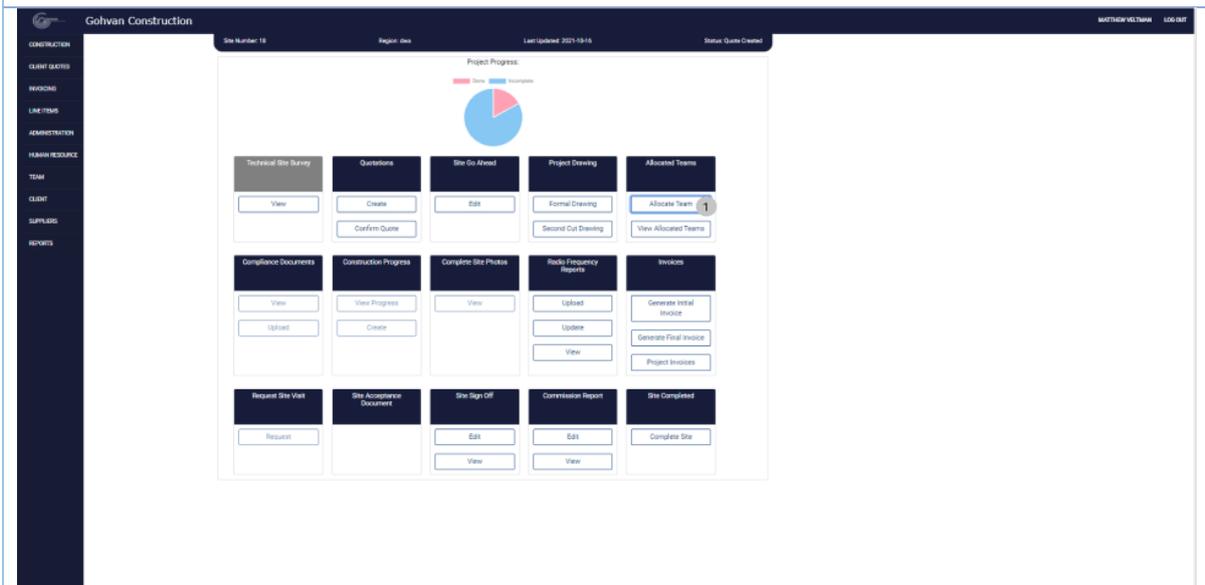
Description:	This section will guide the user through the process of allocating a team site
Expected Learning Outcomes:	To be able to Allocate Team Site
Prerequisites:	The user must have the required access to Allocate Team Site
Other Information:	None



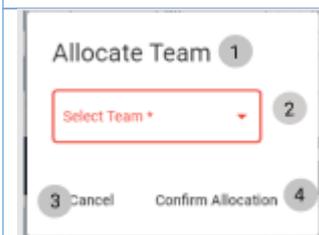
3.3.9.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.9.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



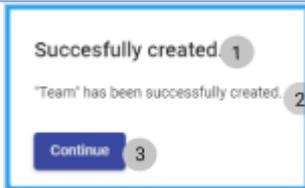
3.3.9.1.3 Click on Allocate Team button (1)



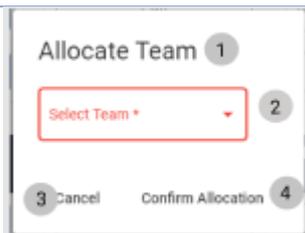
3.3.9.1.4 Select the team you wish to work on the site (2) and click Confirm allocation button (4)



3.3.9.1.5 Click the Yes button (3) to submit the form.



3.3.9.1.6 Click on the continue button (3)



ALT 3.3.9.1.4 Click cancel button (3) to stop the form submission



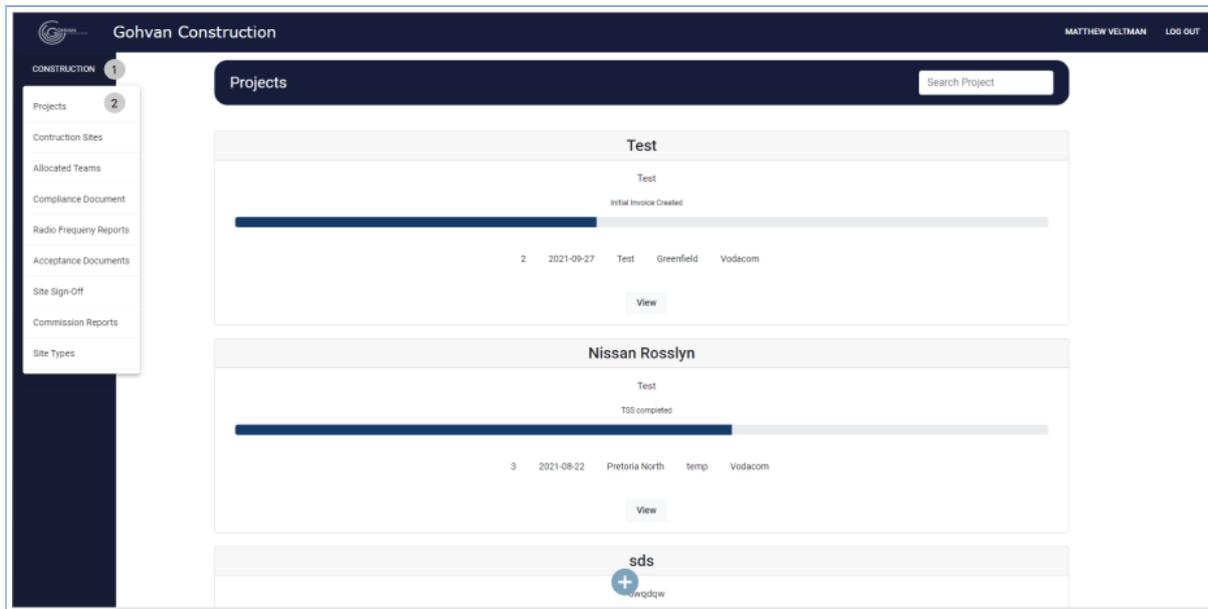
ALT 3.3.9.1.5 Click no button (3) to stop the form submission

3.3.9.2 Allocate Team Site Exercise

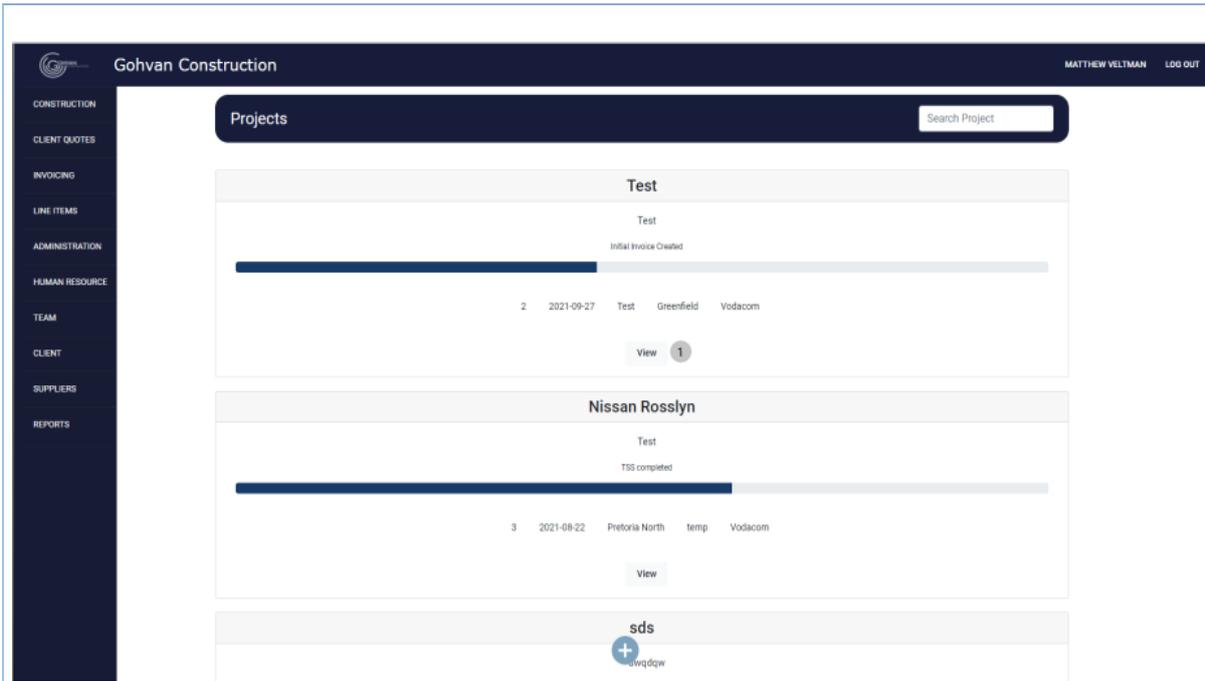
Team name	Team 7
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3.3.10 View Allocated Team

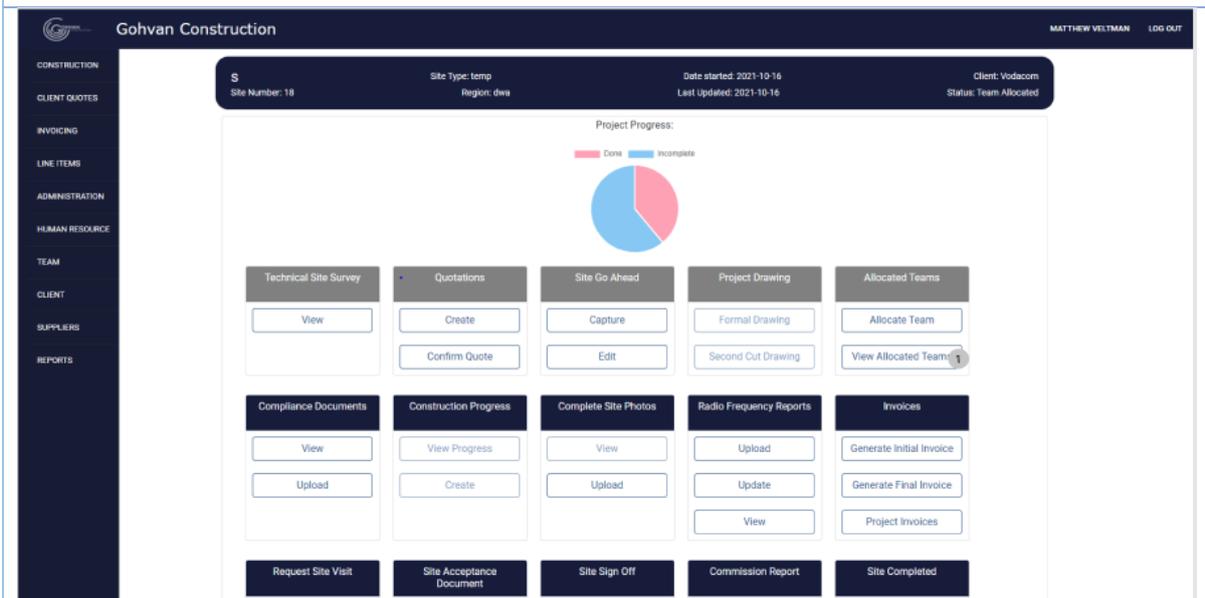
Description:	This section will guide the user through the process of viewing an allocated team
Expected Learning Outcomes:	To be able to view allocated team
Prerequisites:	The user must have the required access to view allocated team.
Other Information:	None



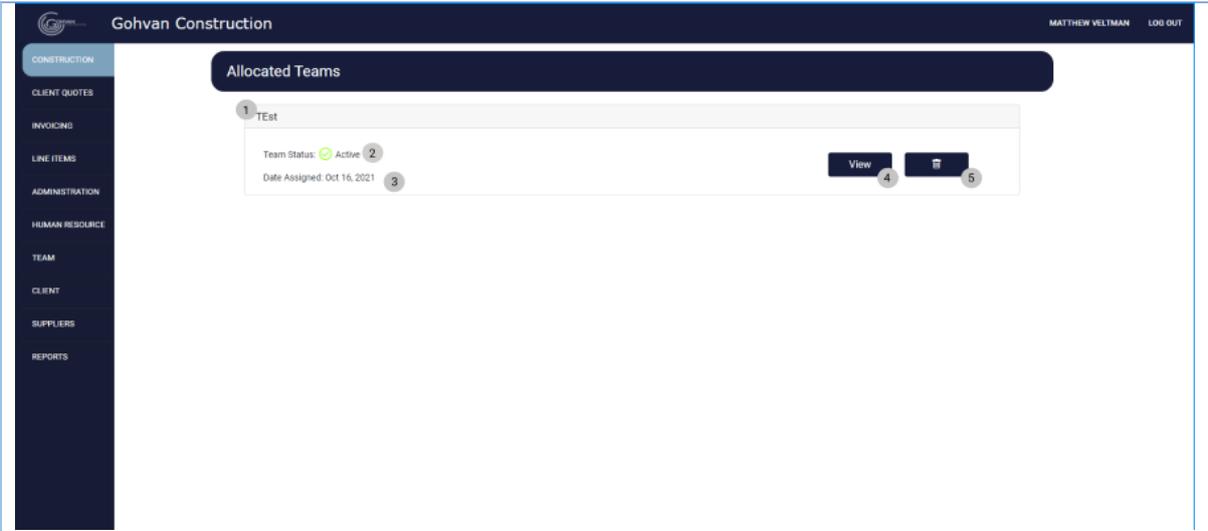
3.3.10.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.10.1.2 Click on the View Button (1) to open the specific project's tasks screen.



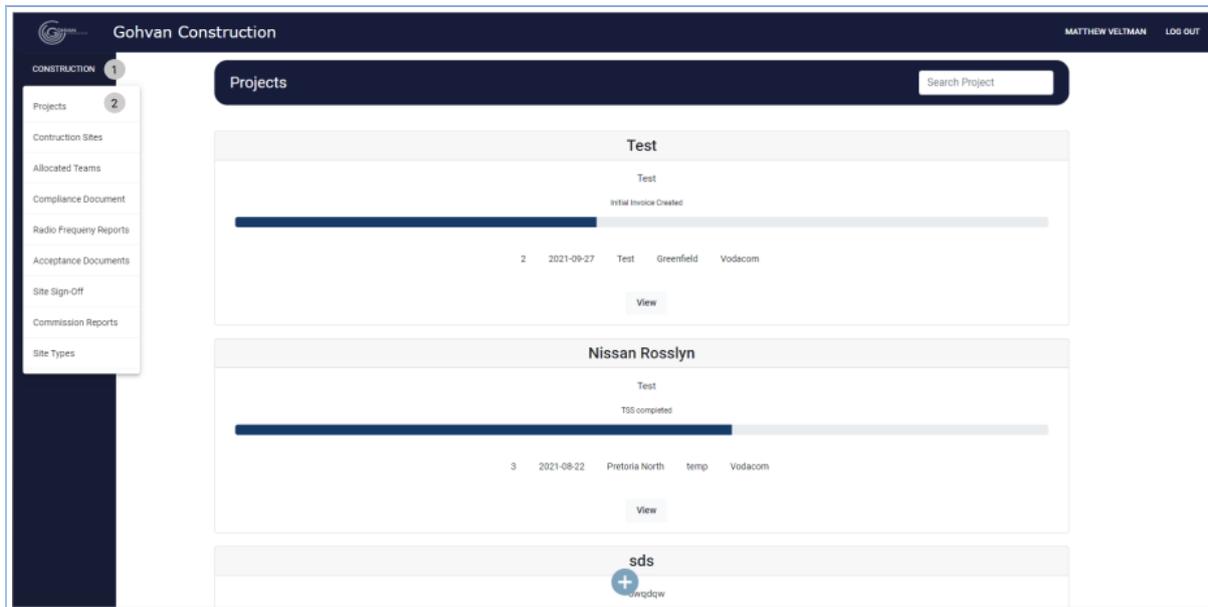
3.3.10.1.3 Click on View Allocated Team button (1)



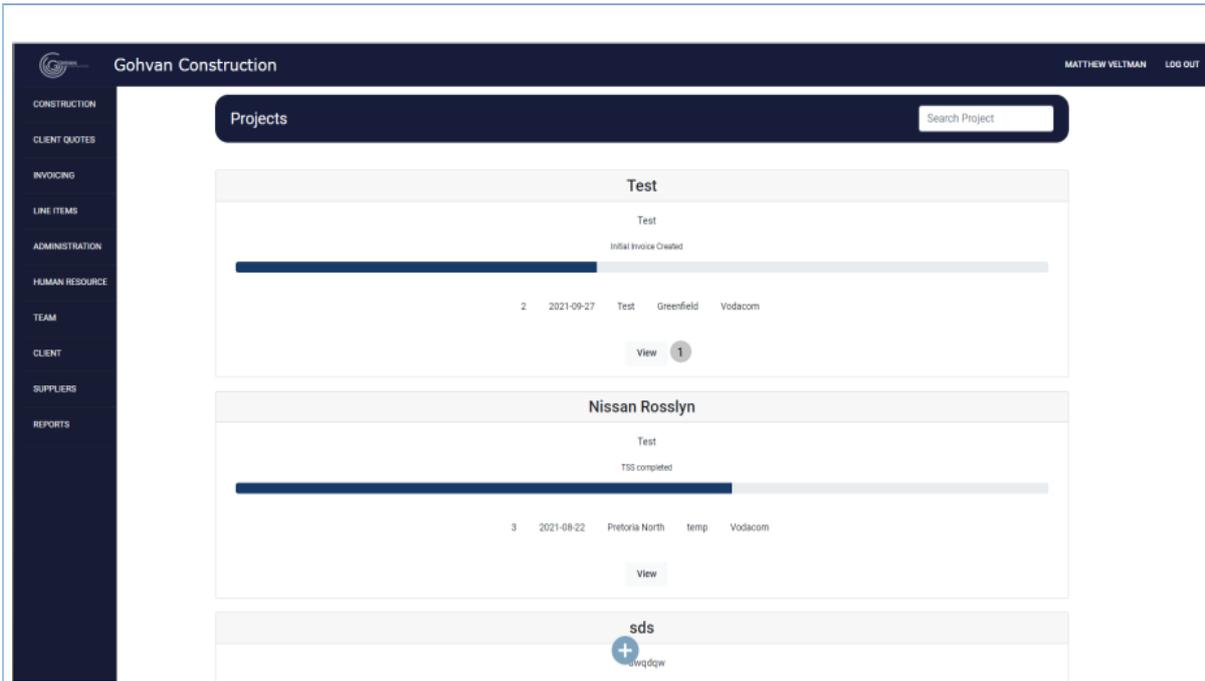
3.3.10.1.4 This page displays some of the allocated team's information

3.3.11 Delete Allocated Team

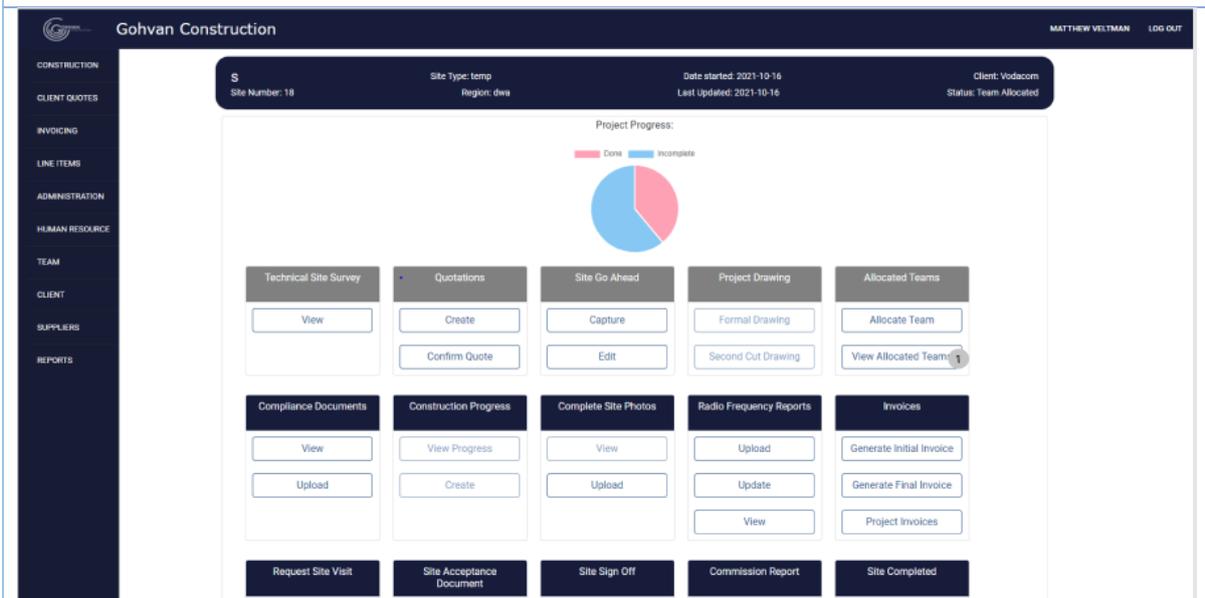
Description:	This section will guide the user through the process of viewing an allocated team
Expected Learning Outcomes:	To be able to view allocated team
Prerequisites:	The user must have the required access to view allocated team.
Other Information:	None



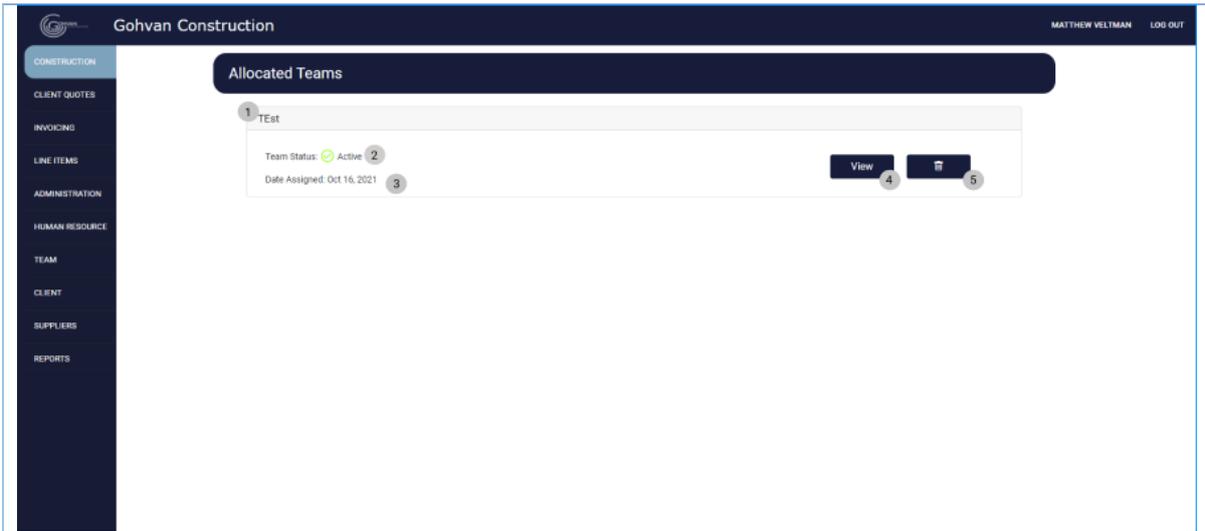
3.3.11.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.11.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



3.3.11.1.3 Click on View Allocated Team button (1)



3.3.11.1.4 Click on the delete icon (5)



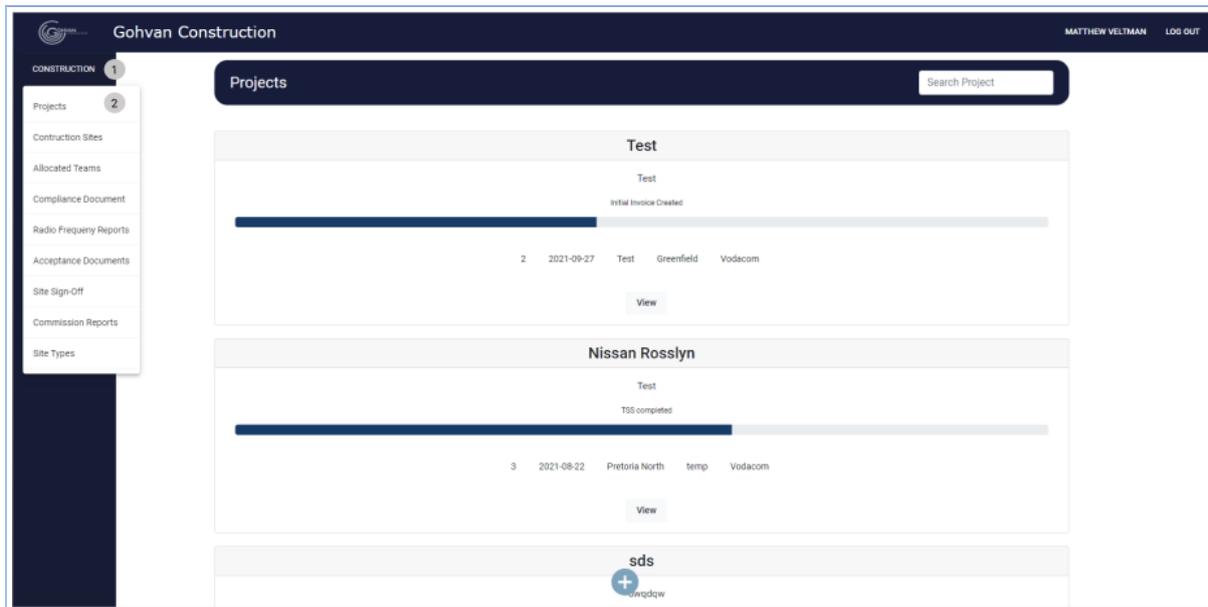
3.3.11.1.5 Click the Yes button (3) to submit the form.



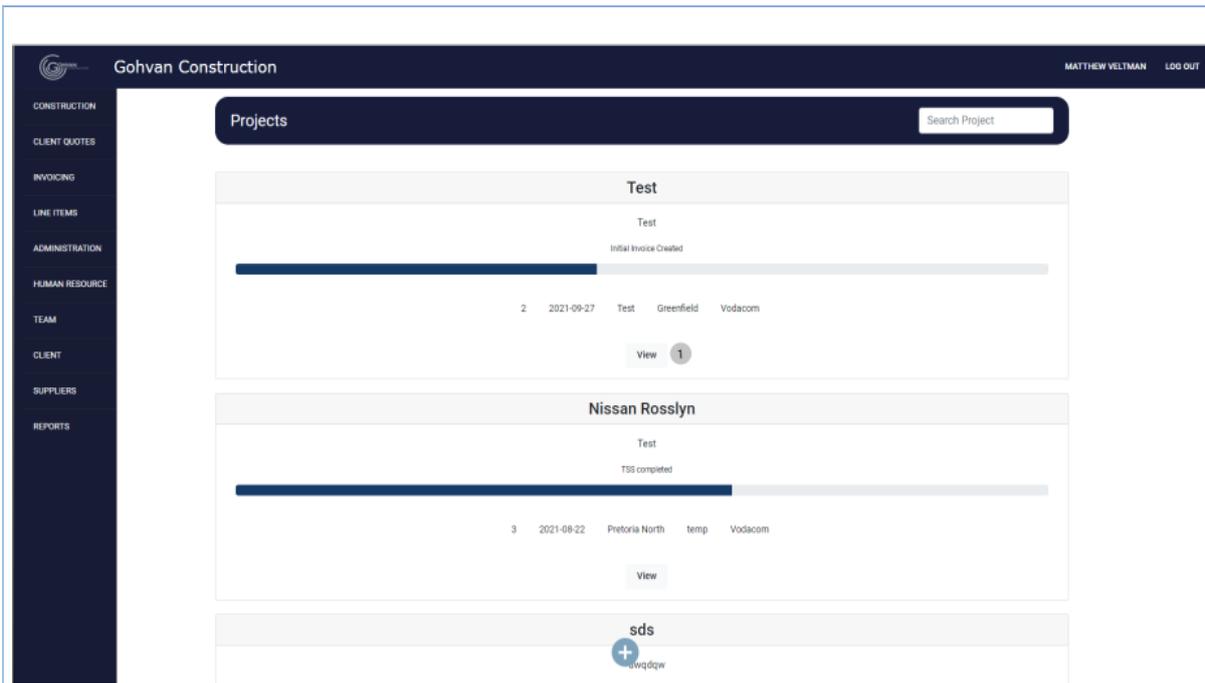
ALT 3.3.11.1.5 Click no button (3) to stop the form submission

3.3.12 Upload Compliance Document

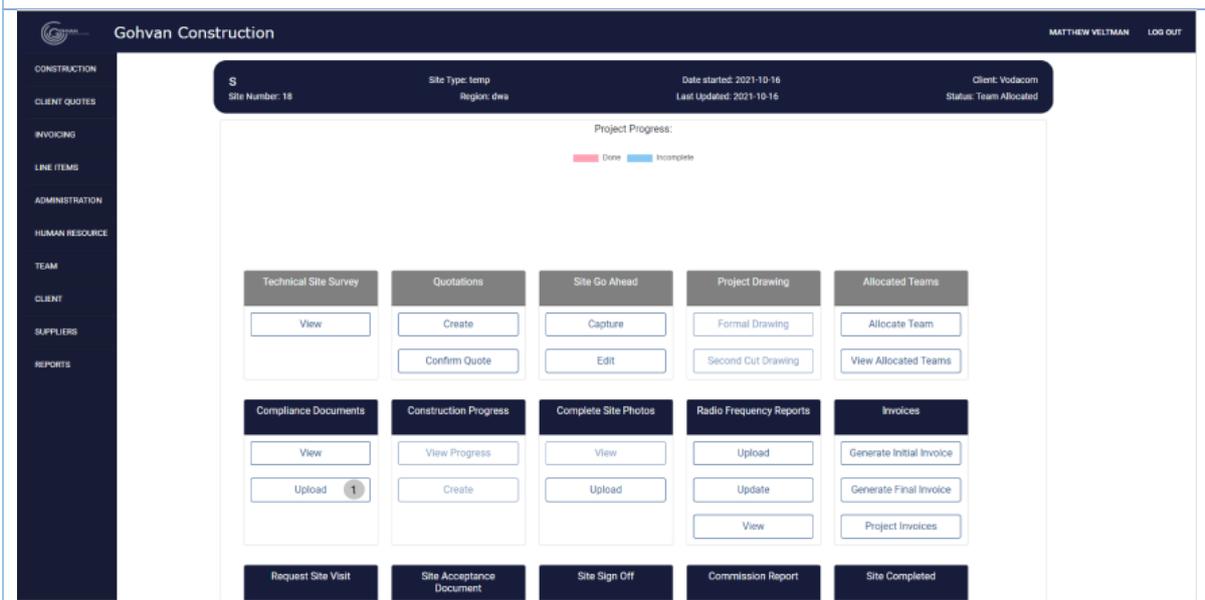
Description:	This section will guide the user through the process of uploading a compliance document
Expected Learning Outcomes:	To be able to Upload a compliance document
Prerequisites:	The user must have the required access to upload a compliance document
Other Information:	None



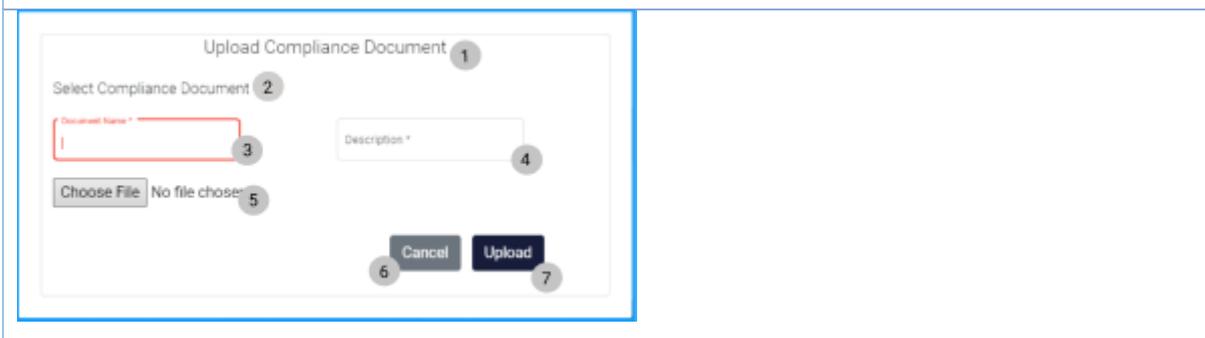
3.3.12.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.12.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



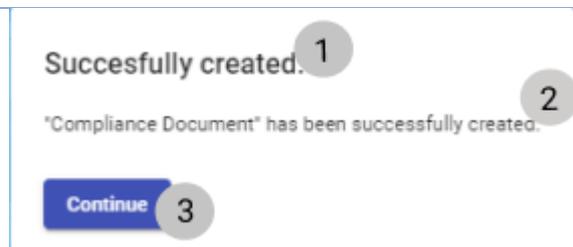
3.3.12.1.3 Click on the Upload button (1)



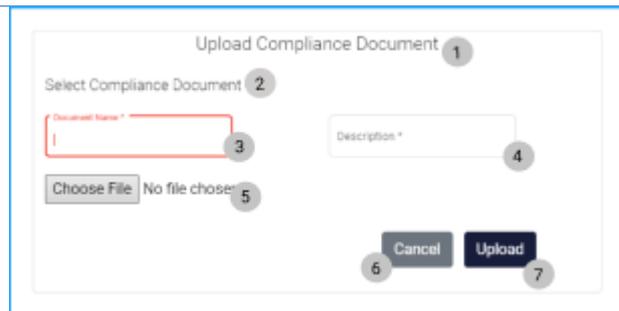
3.3.12.1.4 Enter the documents name (3), description (4) and upload the document (5). Then click the Upload button (7)



3.3.12.1.5 Click the Yes button (3) to submit the form.



3.3.12.1.6 Click continue button (3) to accept the message.



ALT 3.3.12.1.4 Click cancel button (6) to stop the form submission



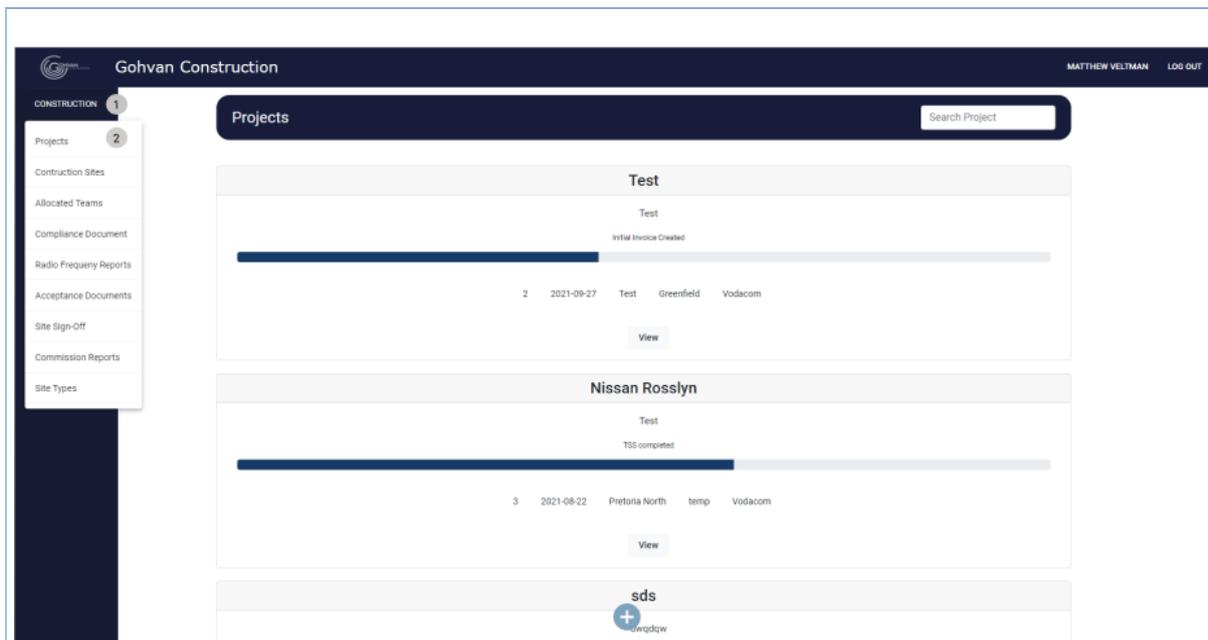
ALT 3.3.12.1.5 Click no button (3) to stop the form submission

3.3.12 Upload Compliance Document Exercise

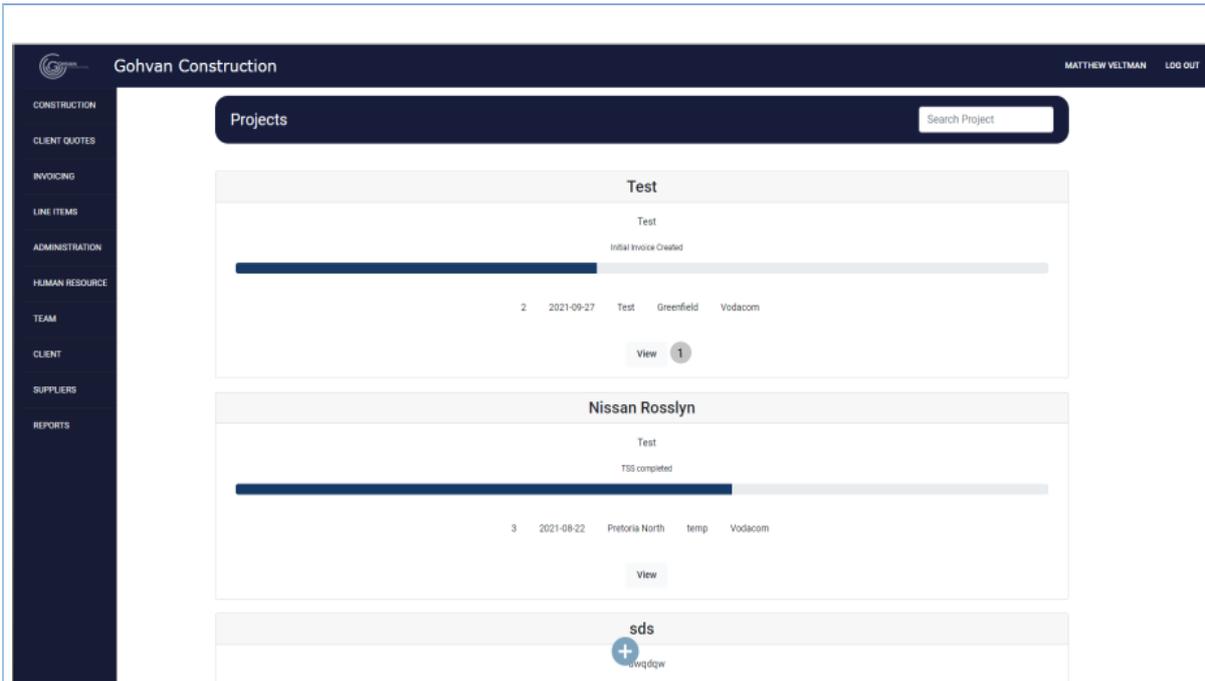
Name	Nissan Compliance document
Description	Compliance document for Nissan project
File	Example.pdf

3.3.13 Search Compliance Document

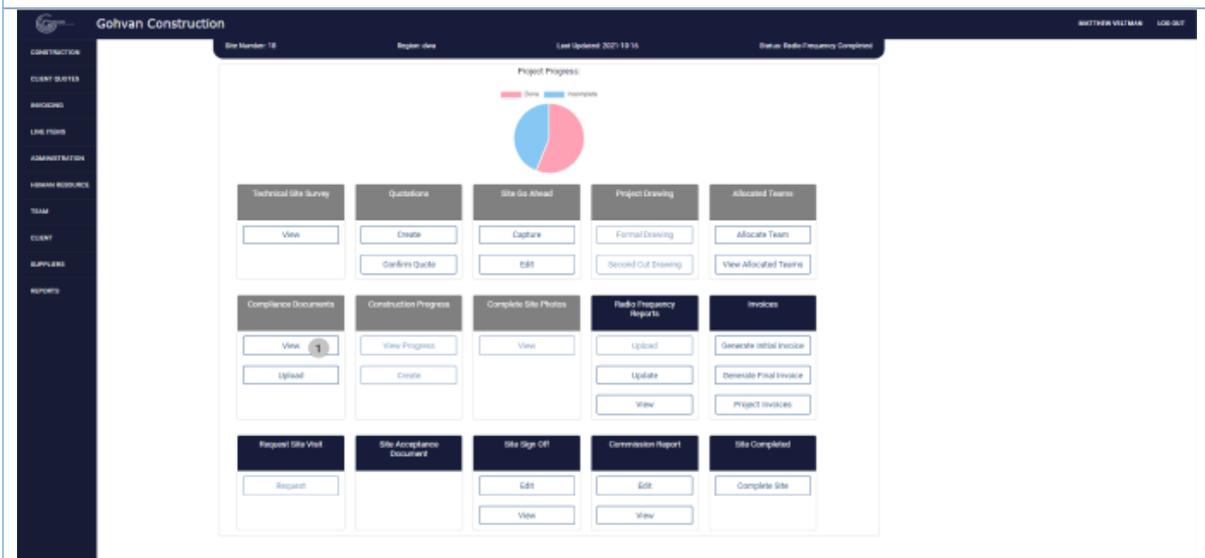
Description:	This section will guide the user through the process of searching for a compliance document
Expected Learning Outcomes:	To be able to search for a compliance document
Prerequisites:	The user must have the required access to search for a compliance document
Other Information:	None



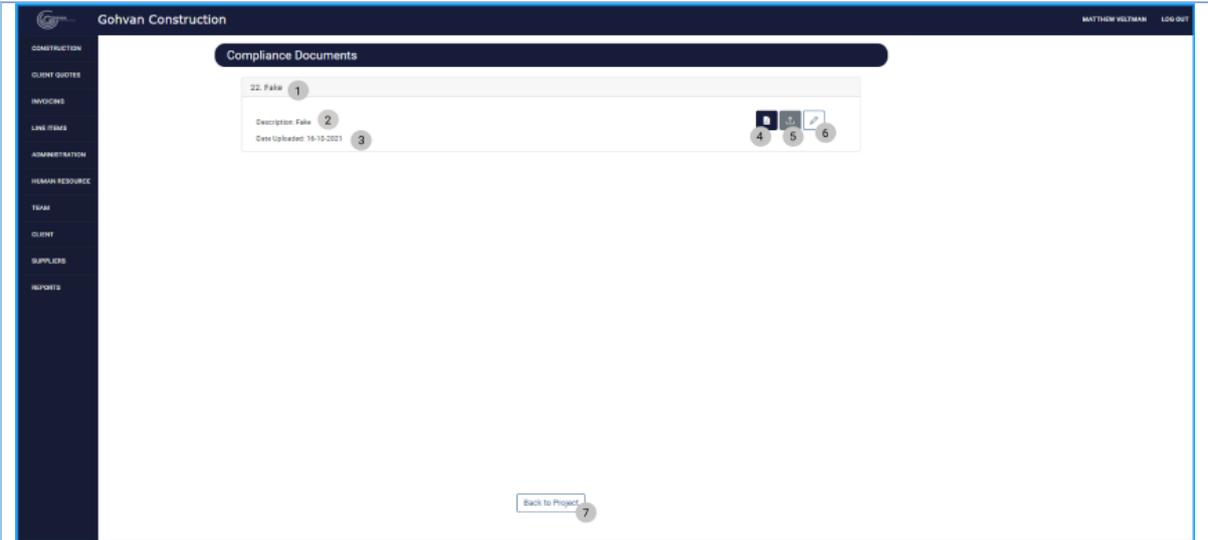
3.3.13.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.13.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



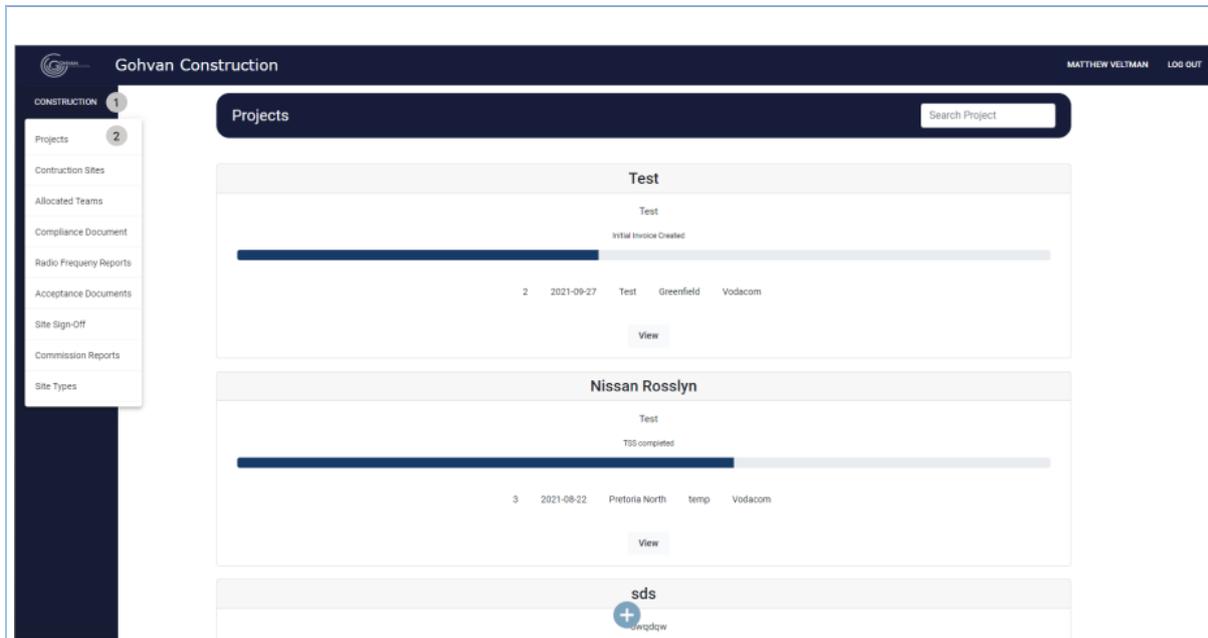
3.3.13.1.3 Click on the View button (1)



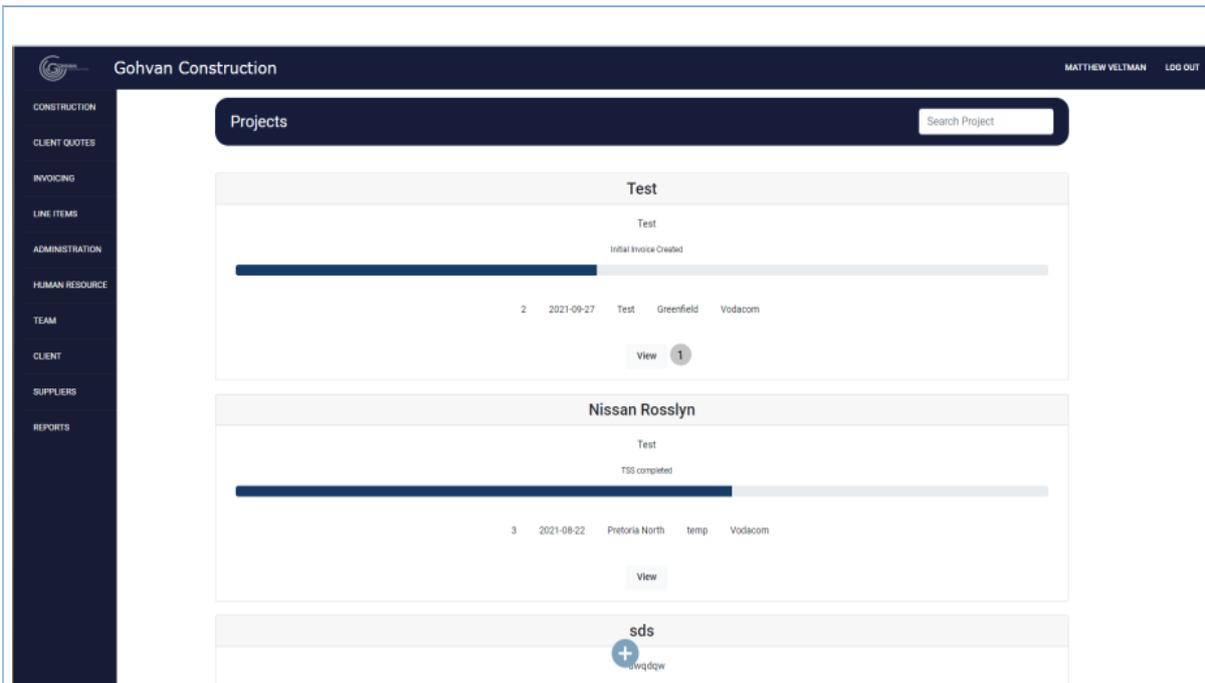
3.3.13.1.4 This page displays the Compliance documents information.

3.3.14 Edit Compliance Document

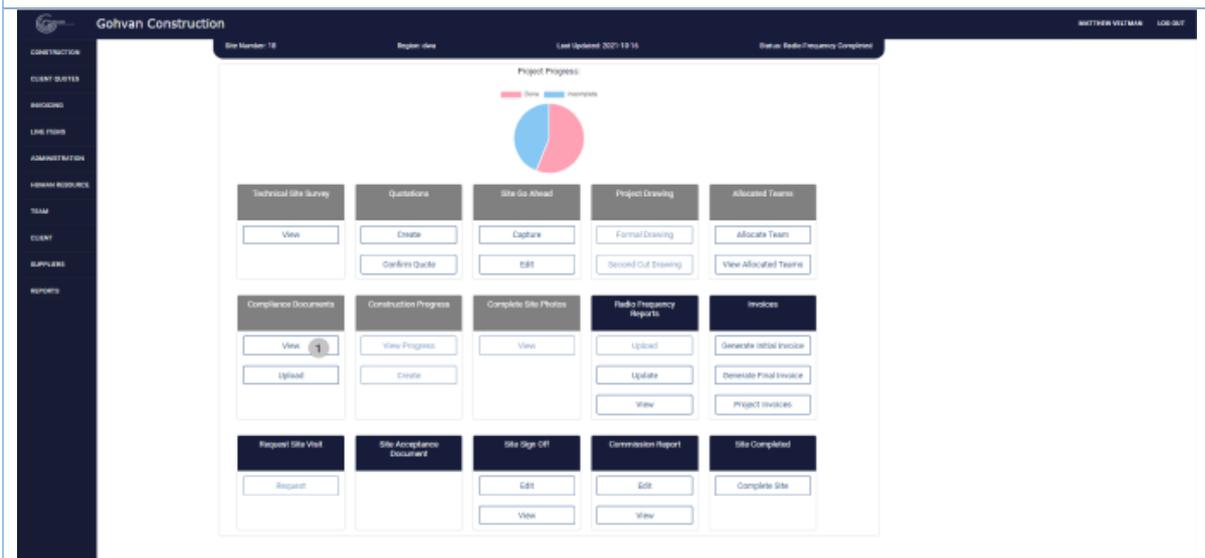
Description:	This section will guide the user through the process of editing for a compliance document
Expected Learning Outcomes:	To be able to edit for a compliance document
Prerequisites:	The user must have the required access to edit for a compliance document
Other Information:	None



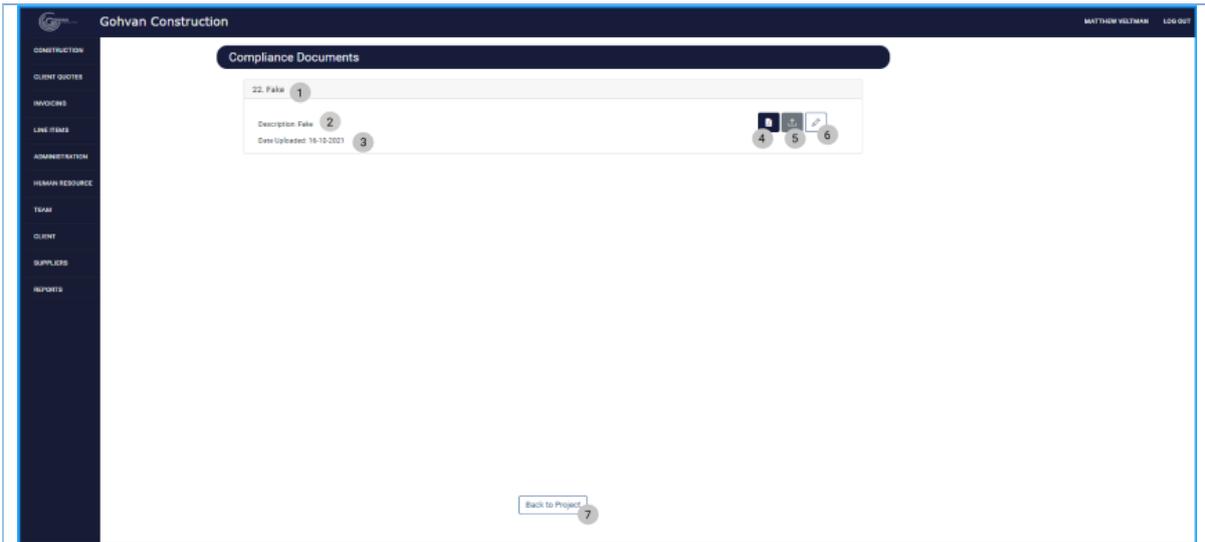
3.3.14.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



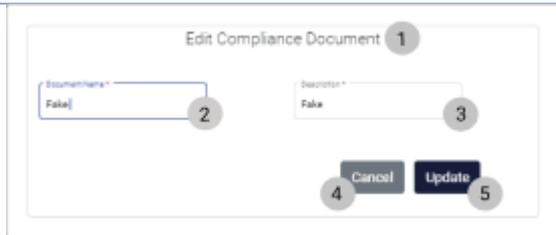
3.3.14.1.2 Click on the View Button (1) to open the specific project's tasks screen.



3.3.14.1.3 Click on the View button (1)



3.3.14.1.4 Click on the edit icon (6)



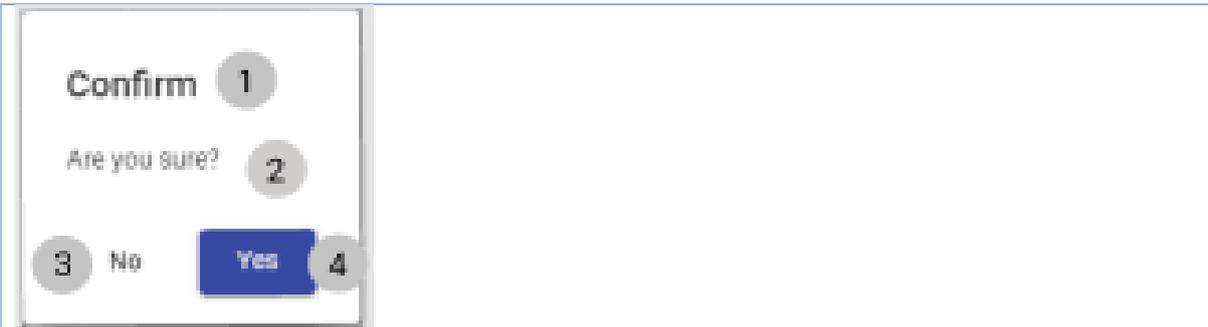
3.3.14.1.5 Enter the document name (2) and description (3) then click the update button (5)



3.3.14.1.6 Click yes button (4) to accept the message.



ALT 3.3.14.1.4 Click cancel button (4) to stop the form submission



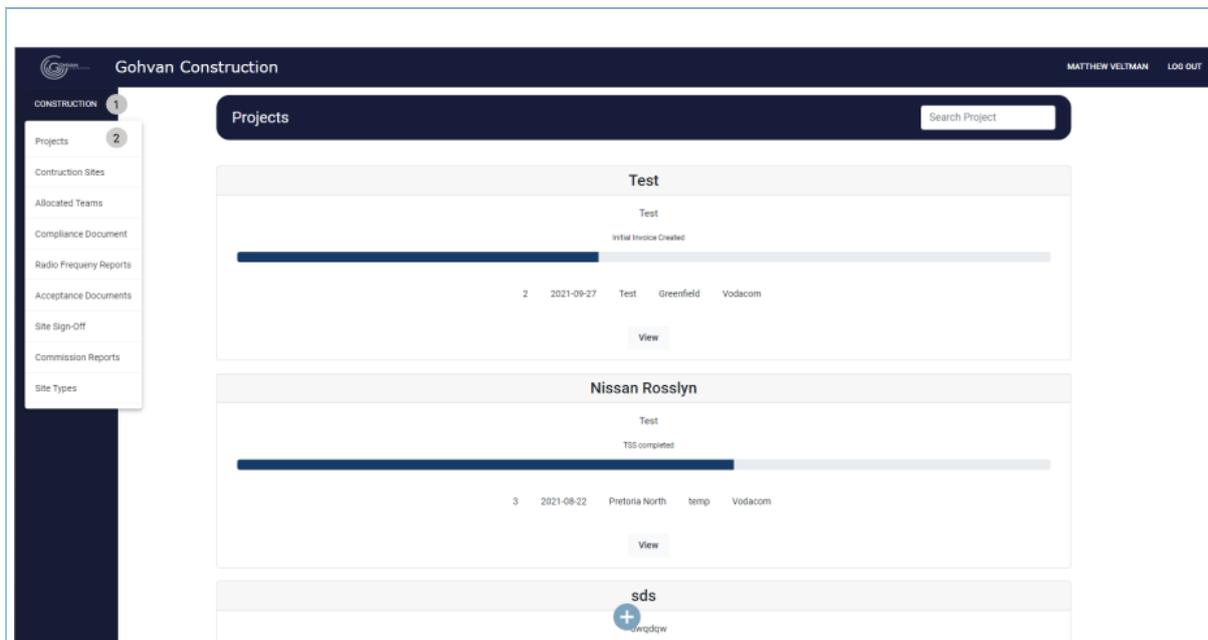
ALT 3.3.14.1.5 Click no button (3) to stop the form submission

3.3.14 Upload Compliance Document Exercise

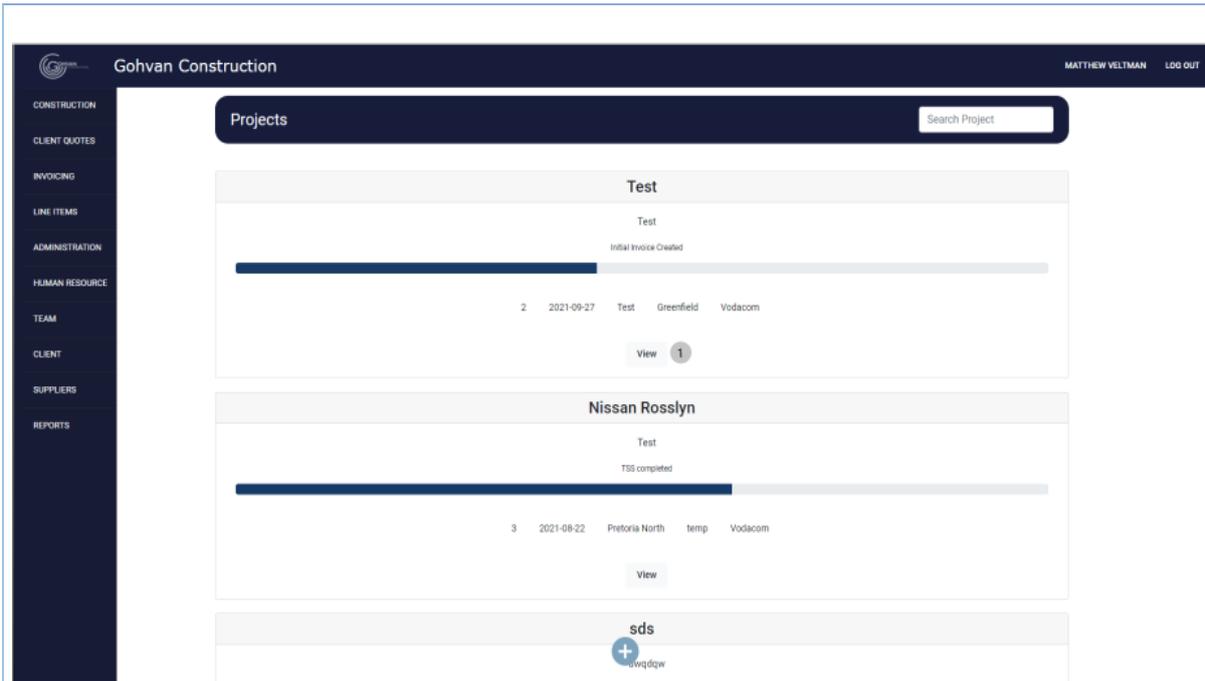
Name	Nissan Compliance document
Description	Compliance document for Nissan project

3.3.15 Create Site Progress description

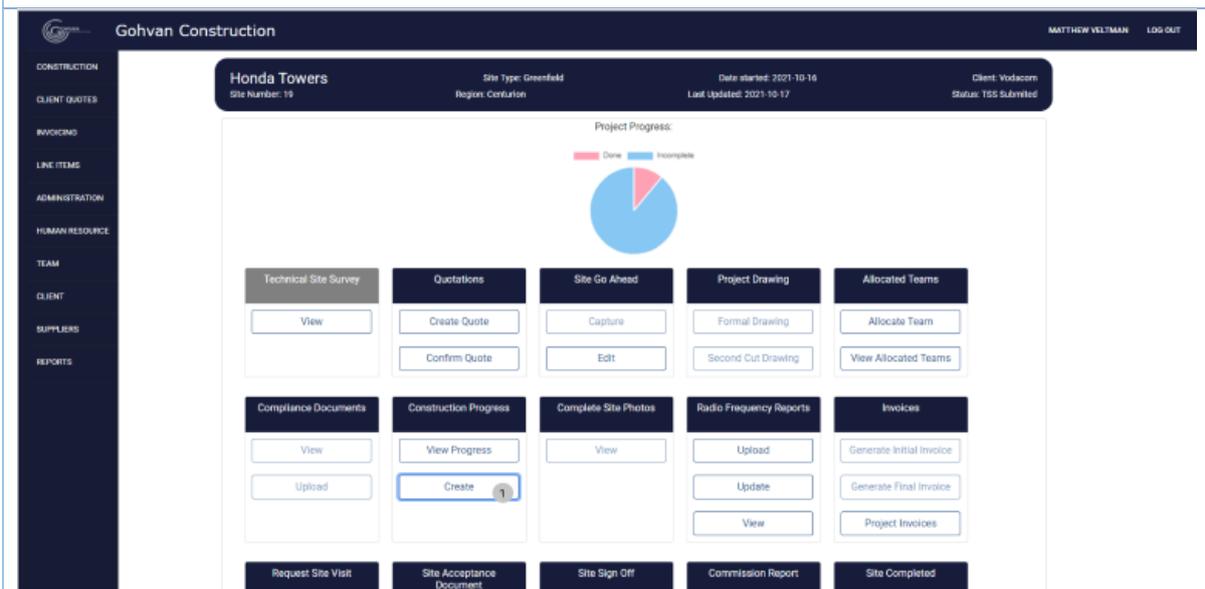
Description:	This section will guide the user through the process of Creating a Site Progress description
Expected Learning Outcomes:	To be able to Create Site Progress description
Prerequisites:	The user must have the required access to Create Site Progress description
Other Information:	None



3.3.15.1.1 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).



3.3.15.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



3.3.15.1.3 Click on the Create button (1)

The screenshot shows a form titled "Add Construction Progress" (1). It contains a "Title*" text input field (2) with a red border, a "Description*" text input field (3), a green "Upload Photo" button (4), a grey "Cancel" button (5), and a dark blue "Add progress" button (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)

The screenshot shows a confirmation dialog box titled "Confirm" (1). It asks "Are you sure?" (2) and has two buttons: "No" (3) and "Yes" (4).

3.3.15.1.5 Click yes button (4) to accept the message.

The screenshot shows a success message titled "Succesfully created." (1). Below the title, it says "Site progress description" has been successfully created. (2). There is a blue "Continue" button (3).

3.3.15.1.6 Click on the continue button (3)

The screenshot shows a form titled "Add Construction Progress" (1). It contains a "Title*" text input field (2) with a red border, a "Description*" text input field (3), a green "Upload Photo" button (4), a grey "Cancel" button (5), and a dark blue "Add progress" button (6).

ALT 3.3.15.1.4 Click cancel button (5) to stop the form submission

The screenshot shows a confirmation dialog box titled "Confirm" (1). It asks "Are you sure?" (2) and has two buttons: a grey "No" button (3) and a blue "Yes" button (4).

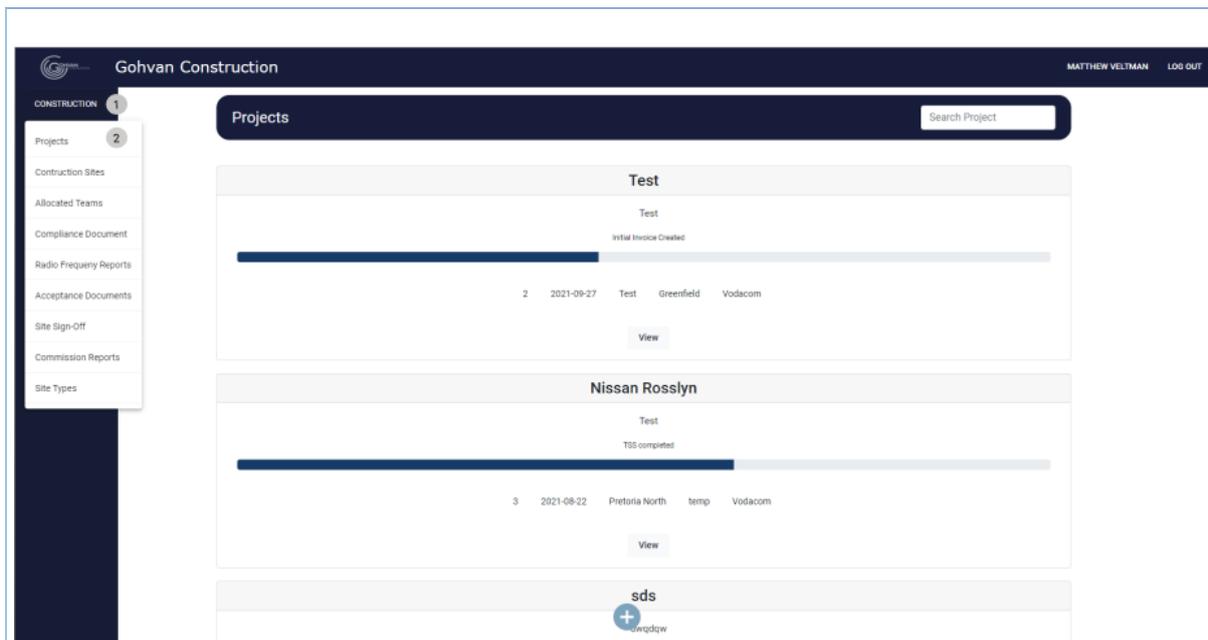
ALT 3.3.15.1.5 Click no button (3) to stop the form submission

3.3.15 Create Site Progress description Exercise

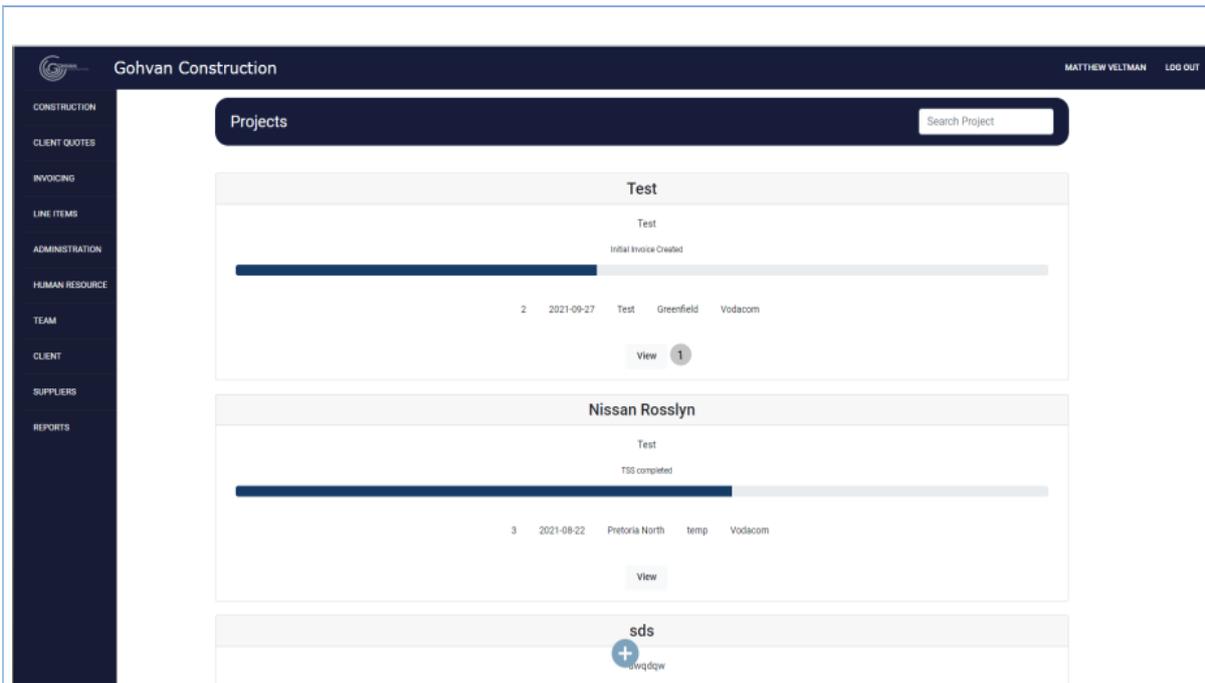
Title	Fence poles preparation
Description	Digging holes
Photo	Digging.png

3.3.16 View Site Progress description

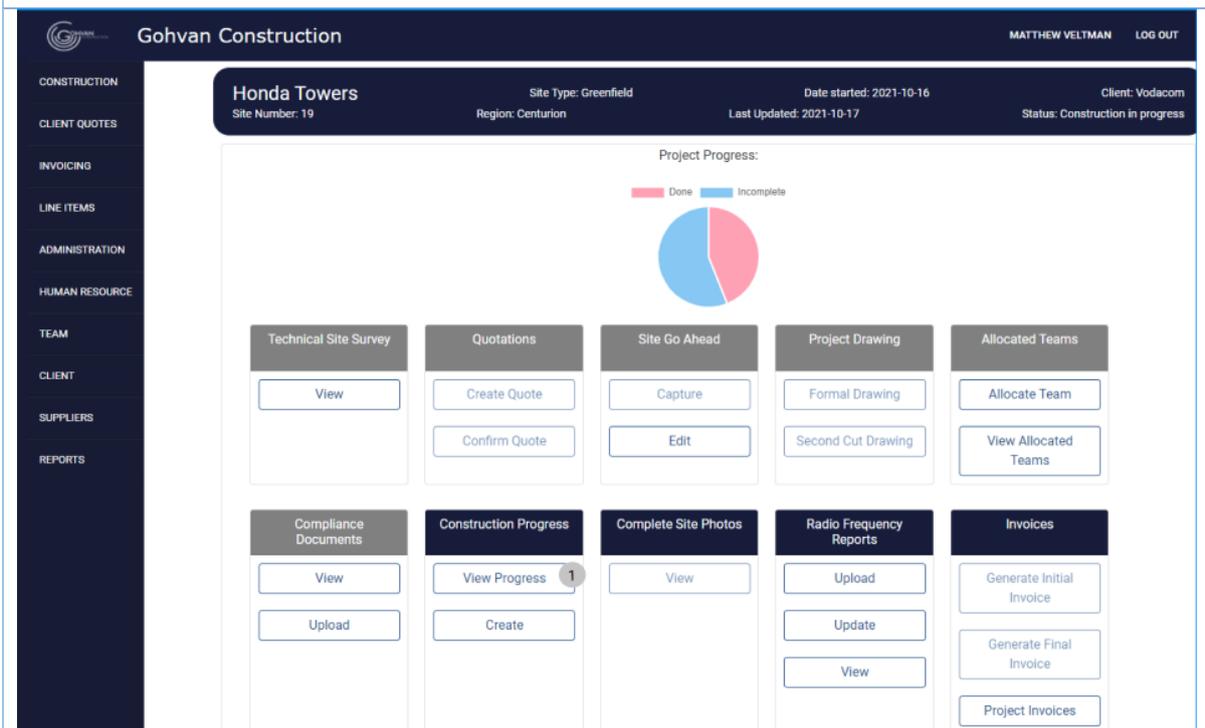
Description:	This section will guide the user through the process of Viewing a Site Progress description
Expected Learning Outcomes:	To be able to View Site Progress description
Prerequisites:	The user must have the required access to View Site Progress description
Other Information:	None



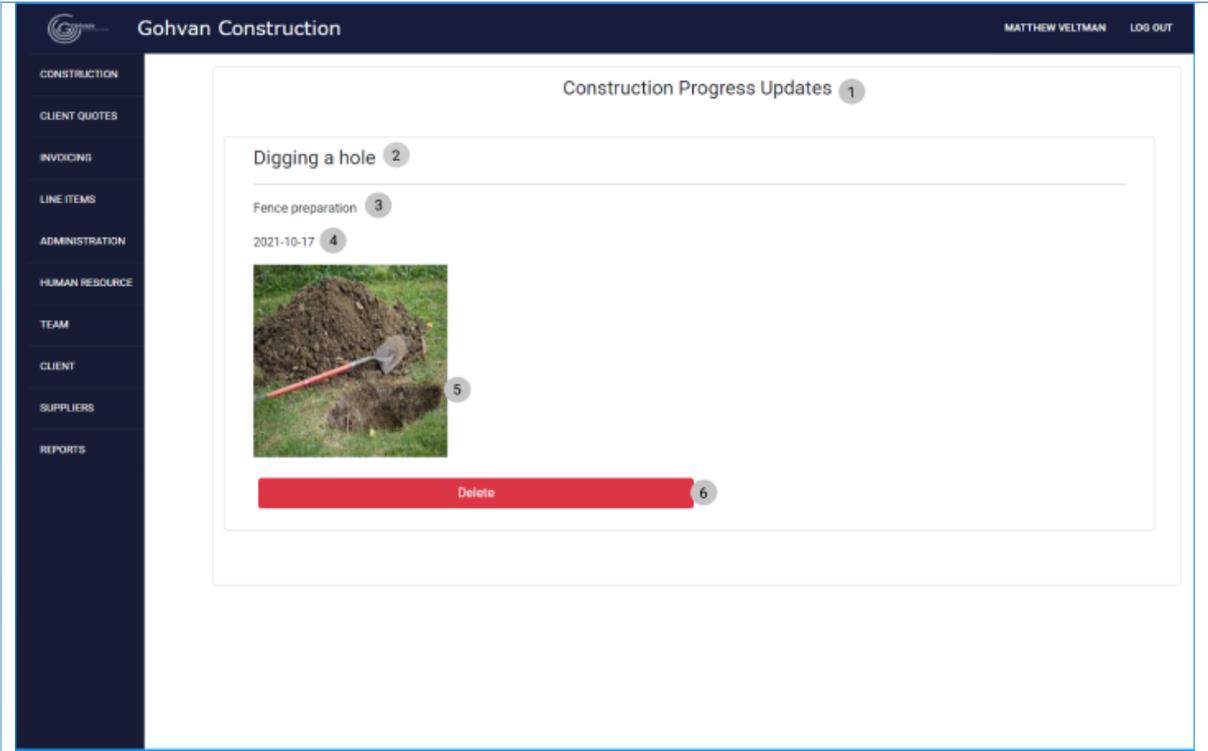
3.3.16.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.16.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



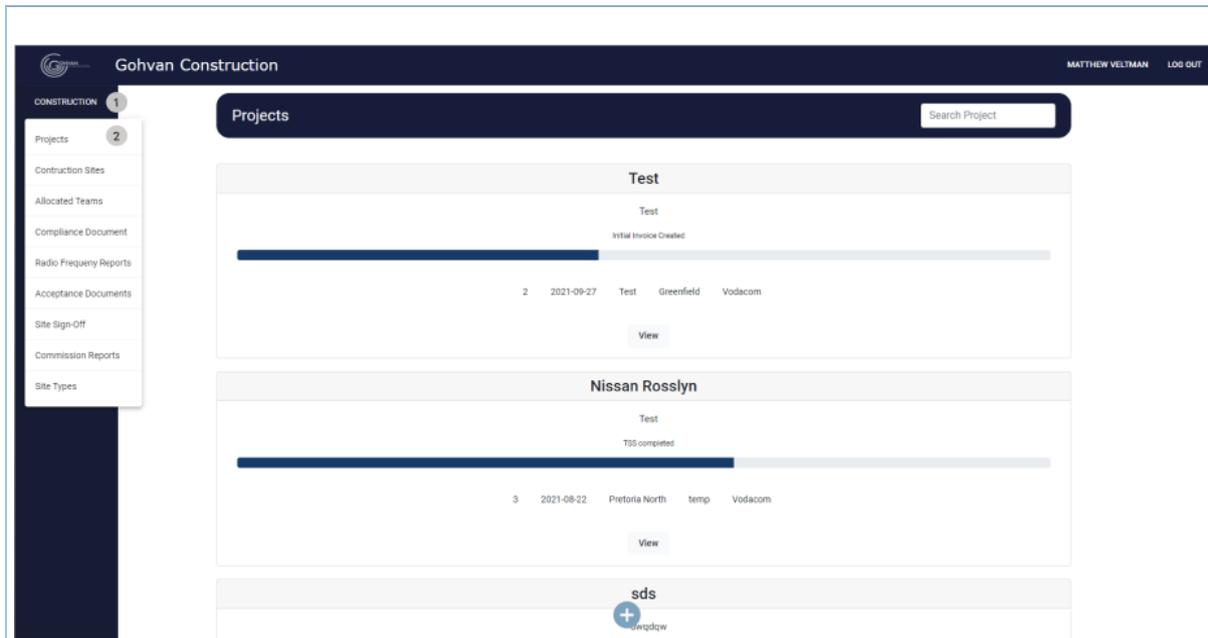
3.3.16.1.3 Click on the View progress button (1)



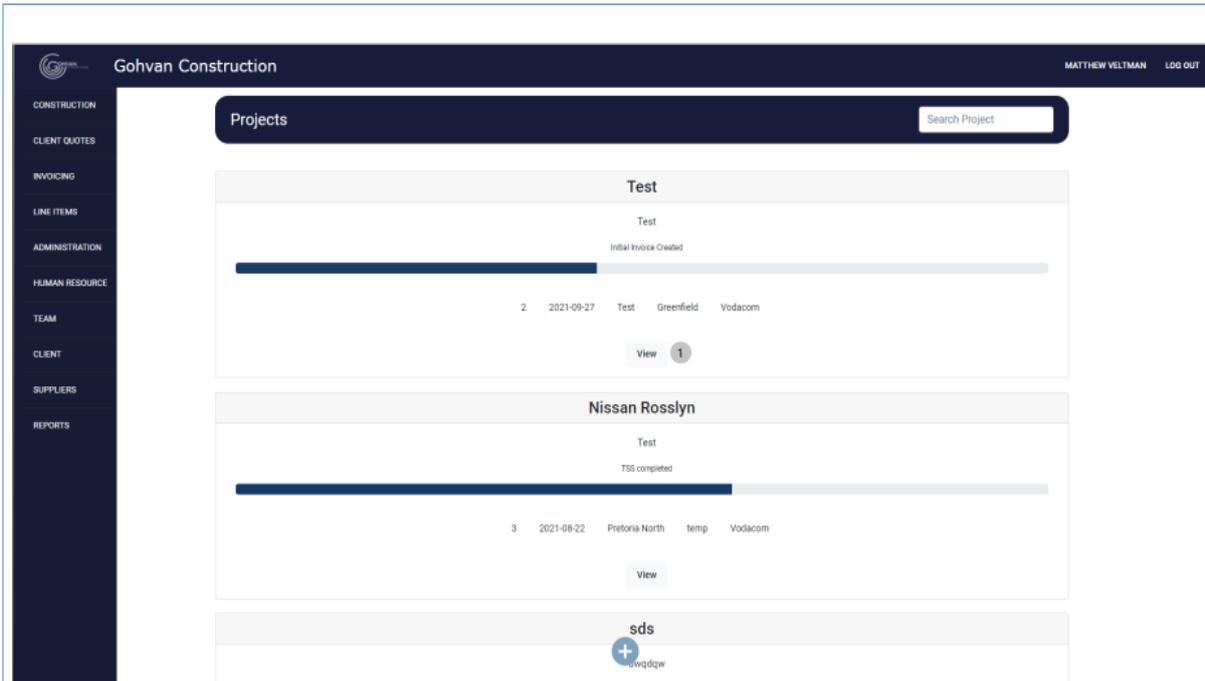
3.3.16.1.4 This page shows all the Construction progress updates for a specific project

3.3.17 Delete Site Progress description

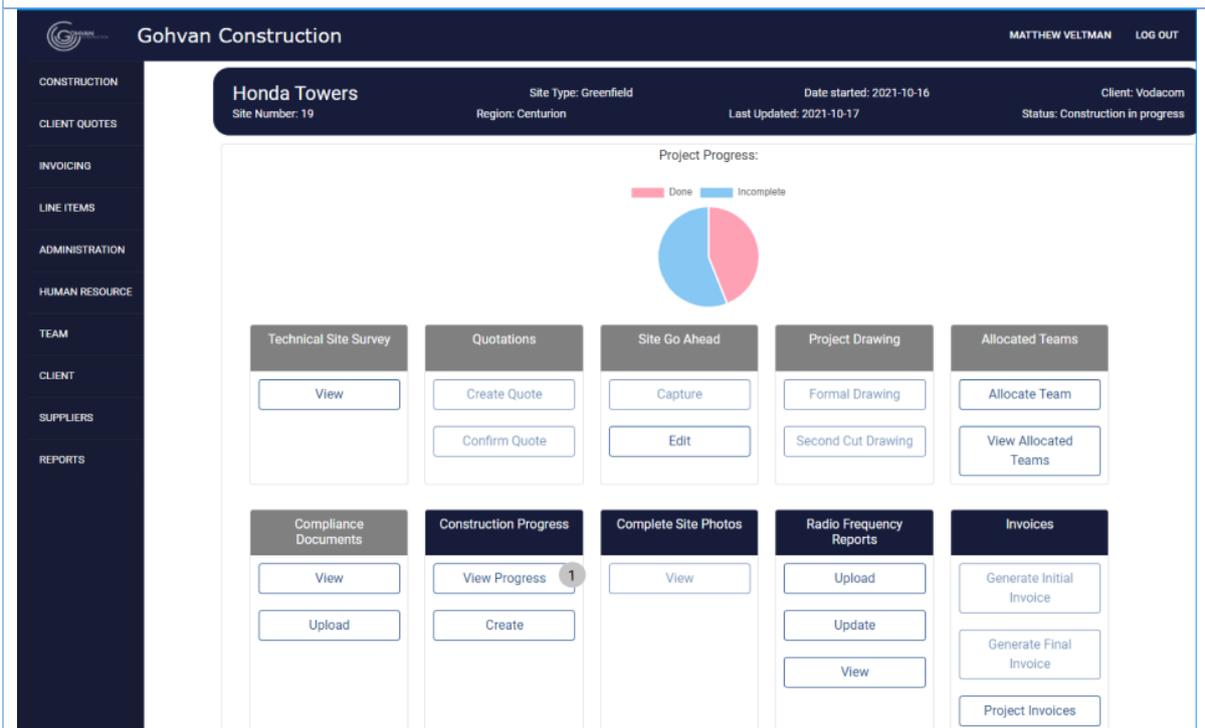
Description:	This section will guide the user through the process of Deleting a Site Progress description
Expected Learning Outcomes:	To be able to Delete Site Progress description
Prerequisites:	The user must have the required access to delete Site Progress description
Other Information:	None



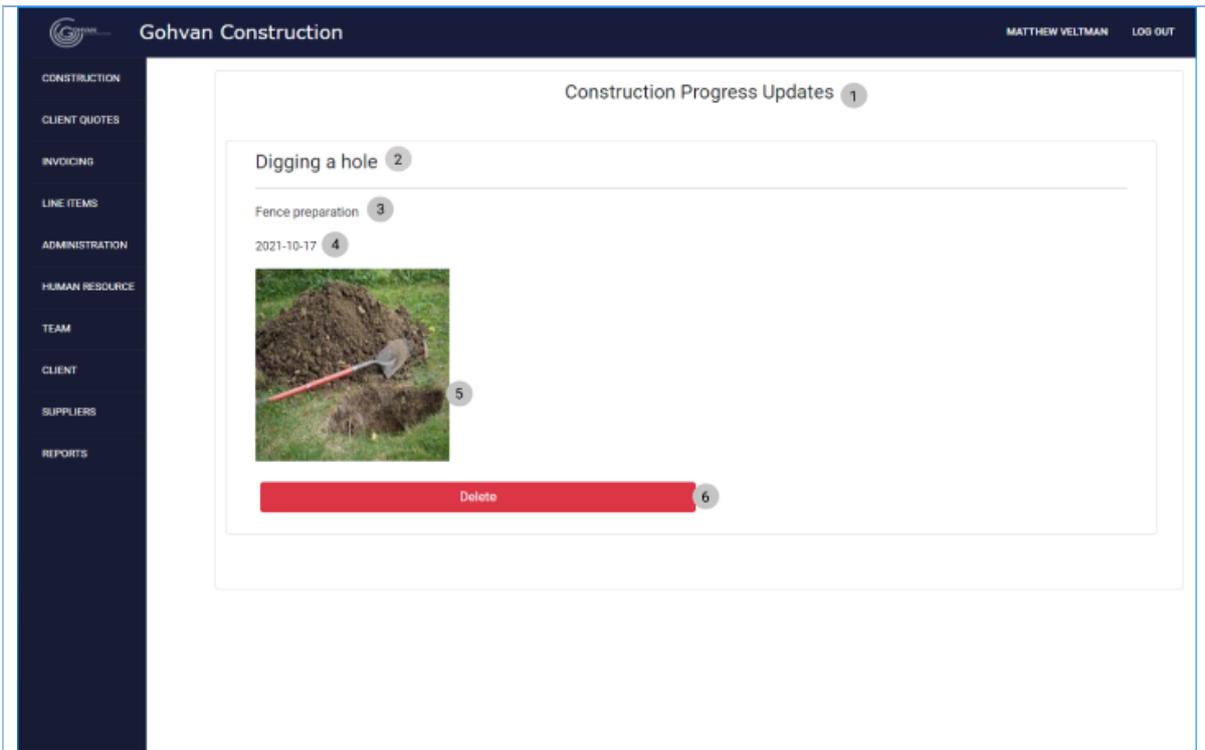
3.3.17.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.17.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



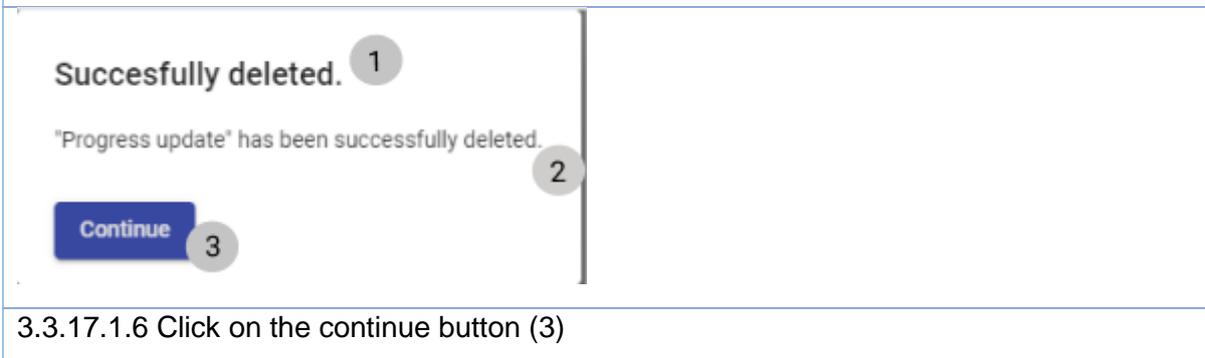
3.3.17.1.3 Click on the View progress button (1)



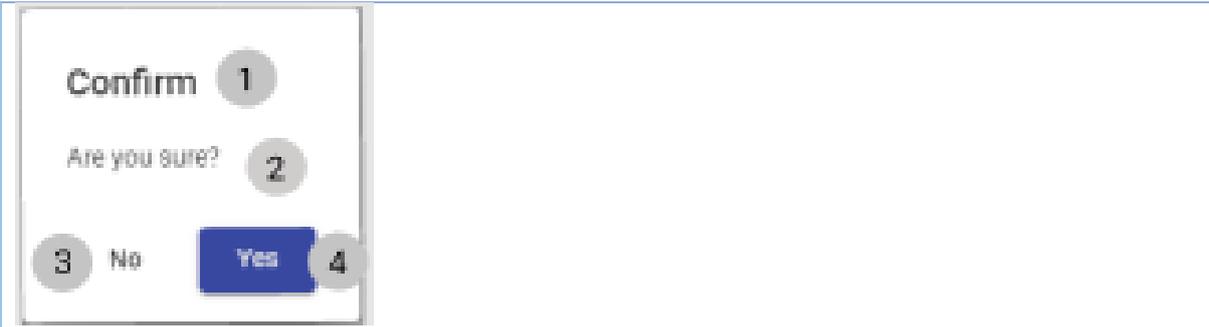
3.3.17.1.4 Click on the delete button (6)



3.3.17.1.5 Click yes button (4) to accept the message.



3.3.17.1.6 Click on the continue button (3)



ALT 3.3.17.1.5 Click no button (3) to cancel the form submission

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

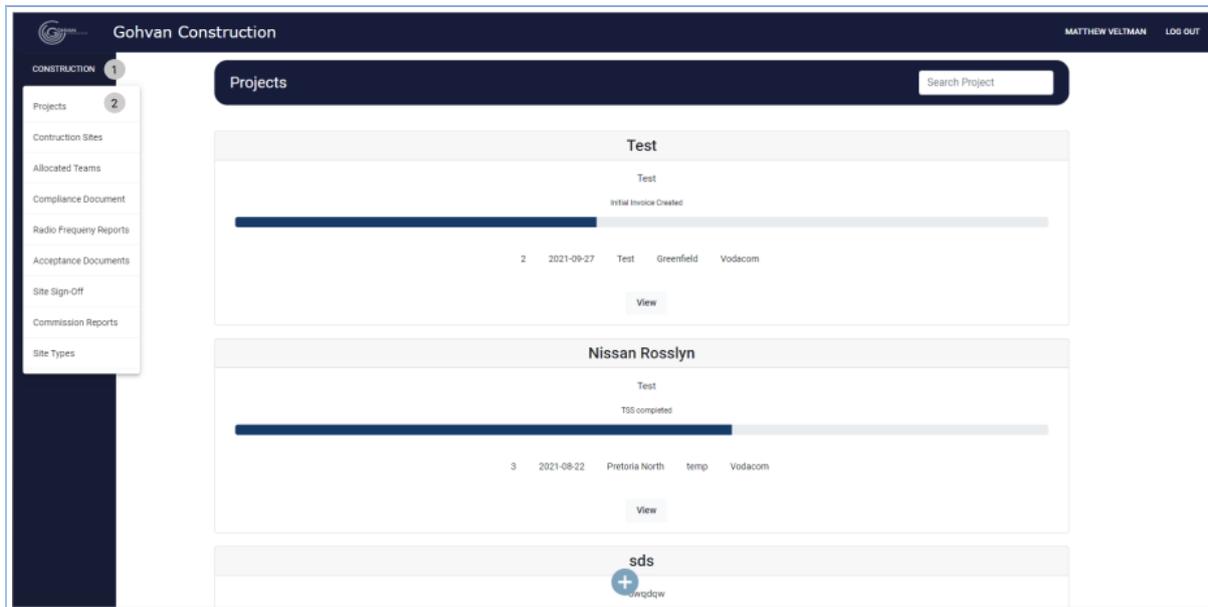
Not complete

3.3.21 Delete Complete site photos

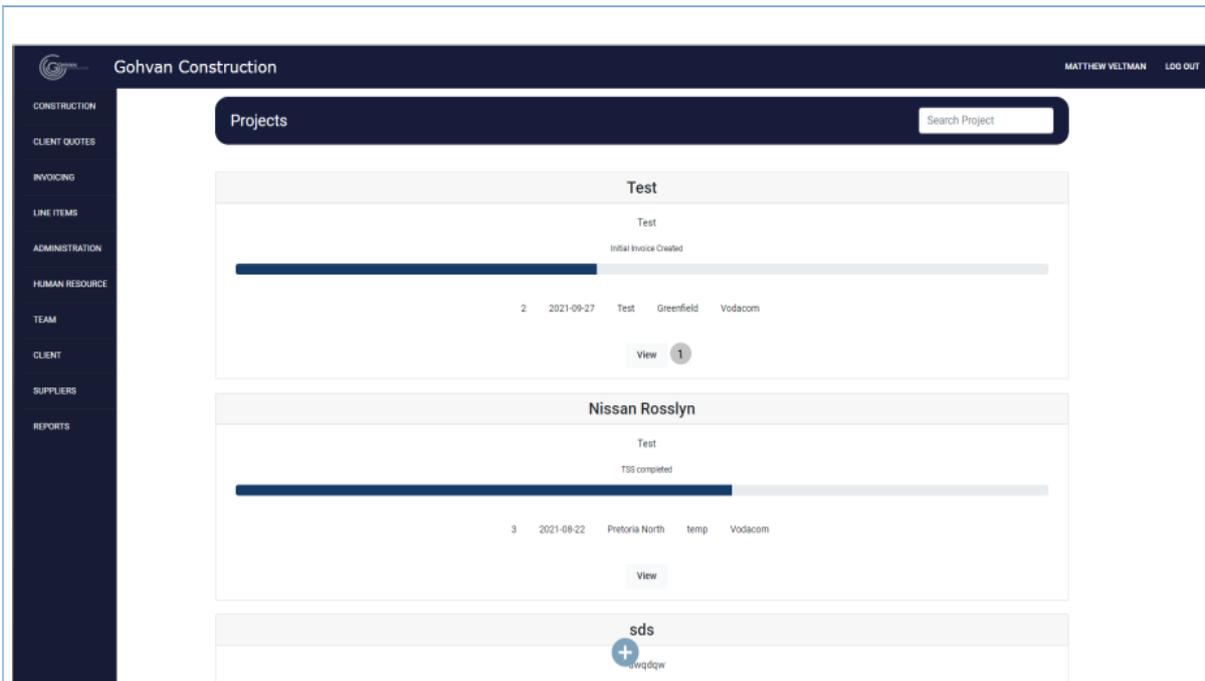
Not complete

3.3.22 Upload Radio Frequency report

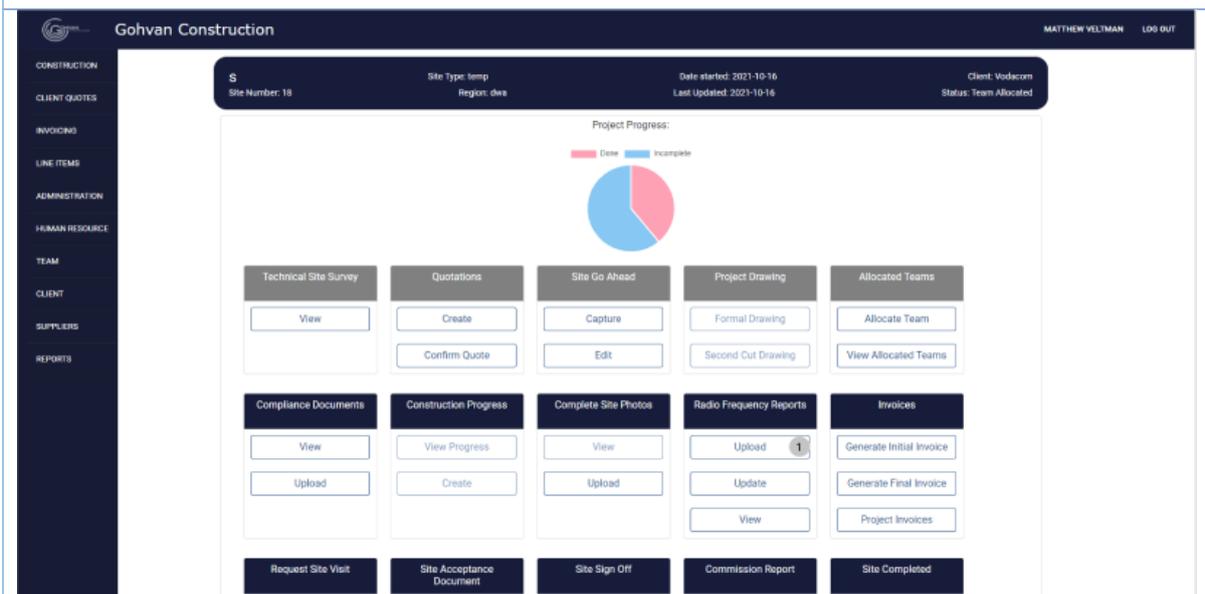
Description:	This section will guide the user through the process of uploading a Radio Frequency report
Expected Learning Outcomes:	To be able to Upload a Radio Frequency report
Prerequisites:	The user must have the required access to upload a Radio Frequency report
Other Information:	None



3.3.22.1.1 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).



3.3.22.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



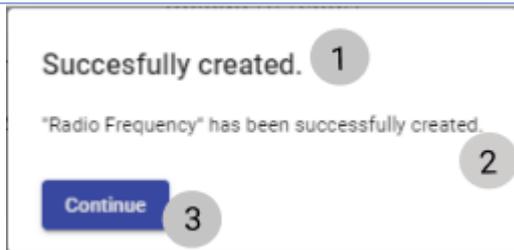
3.3.22.1.3 Click on the Upload button (1)



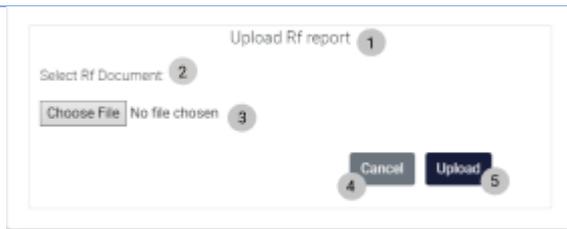
3.3.22.1.4 Upload the document (3). Then click the Upload button (5)



3.3.22.1.5 Click the Yes button (3) to submit the form.



3.3.22.1.6 Click continue button (3) to accept message



ALT 3.3.22.1.4 Click cancel button (4) to stop the form submission



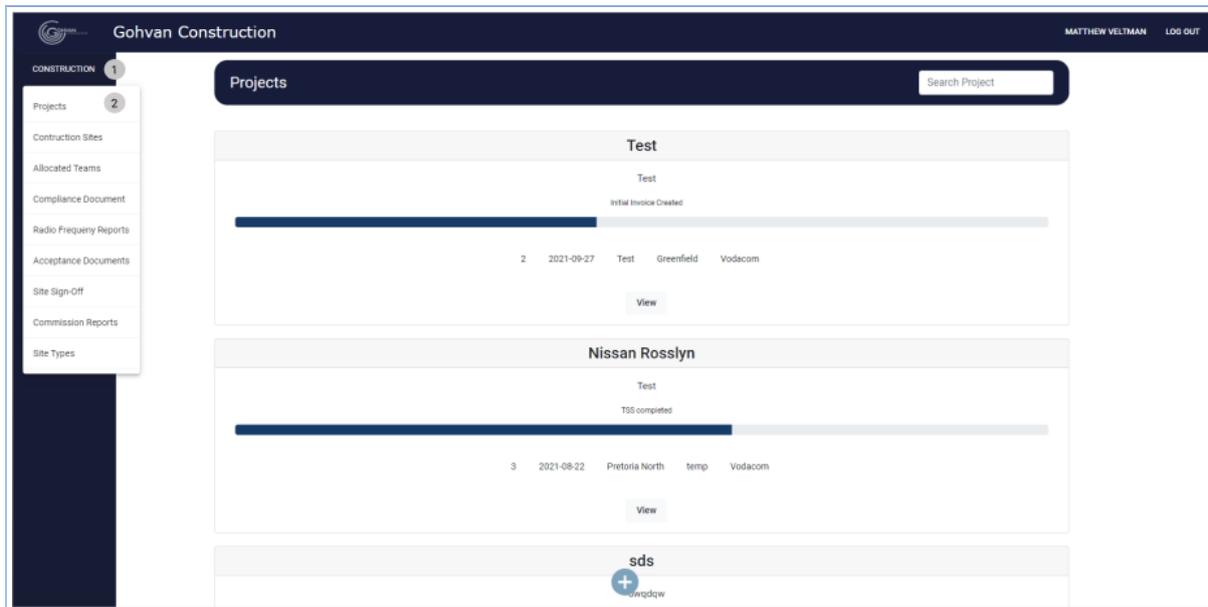
ALT 3.3.22.1.5 Click no button (3) to stop the form submission

3.3.22 Upload Radio Frequency report Exercise

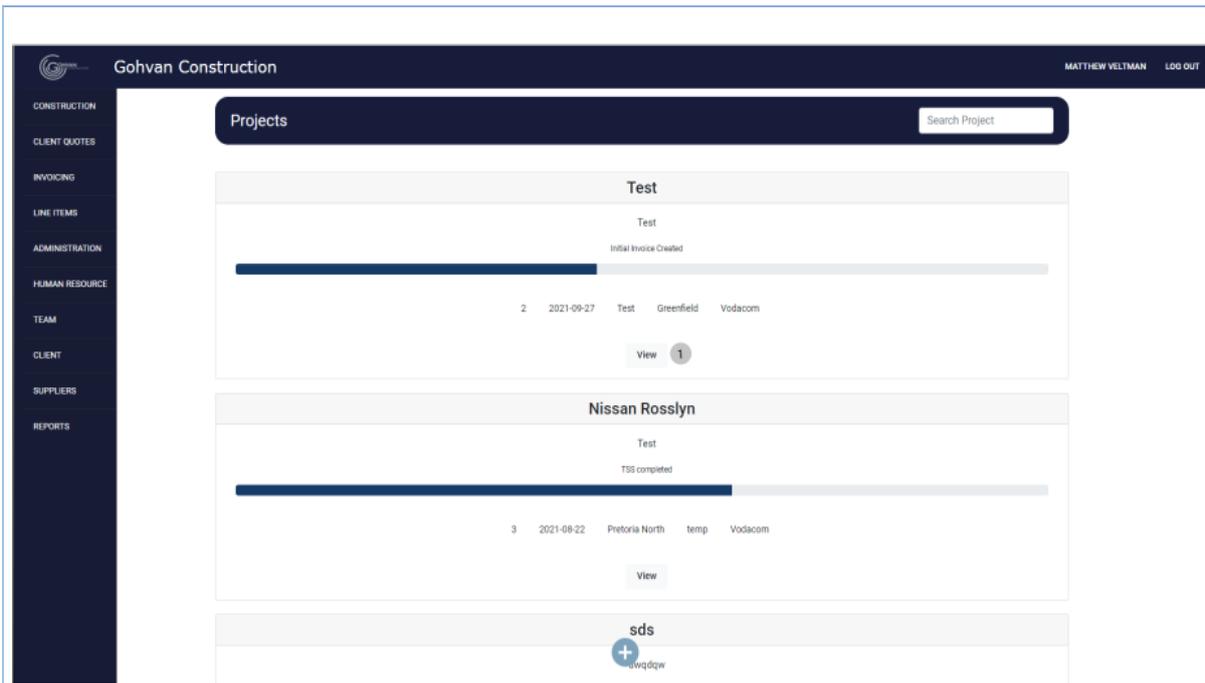
File	Example.pdf
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3.3.23 Search Radio Frequency report

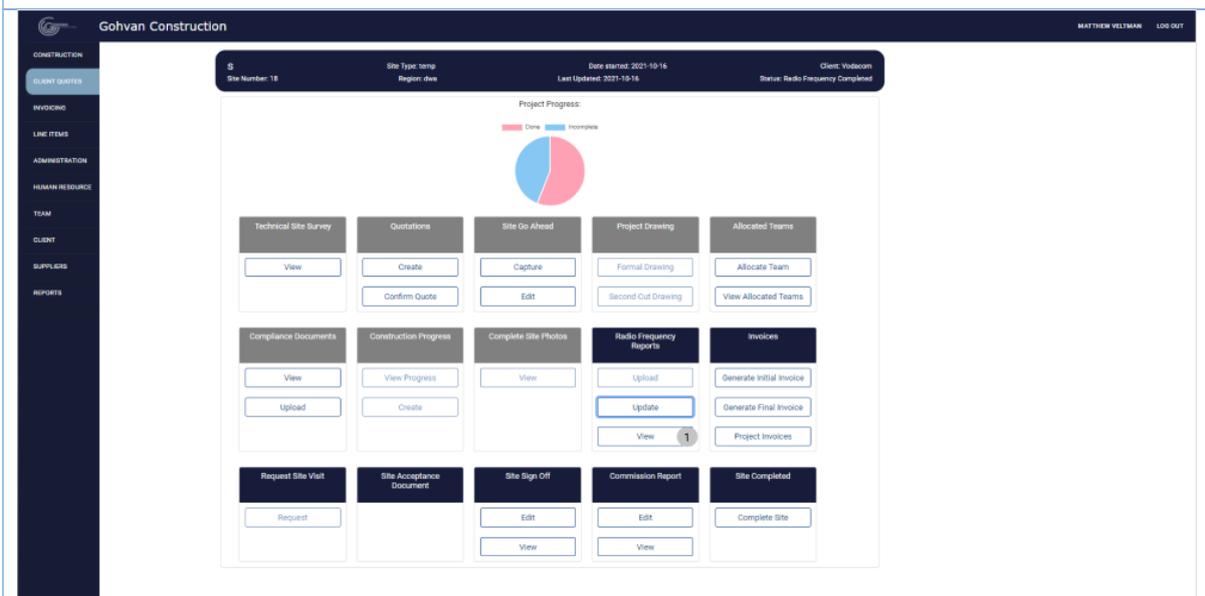
Description:	This section will guide the user through the process of viewing a Radio Frequency report
Expected Learning Outcomes:	To be able to view a Radio Frequency report
Prerequisites:	The user must have the required access to view a Radio Frequency report
Other Information:	None



3.3.23.1.1 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).



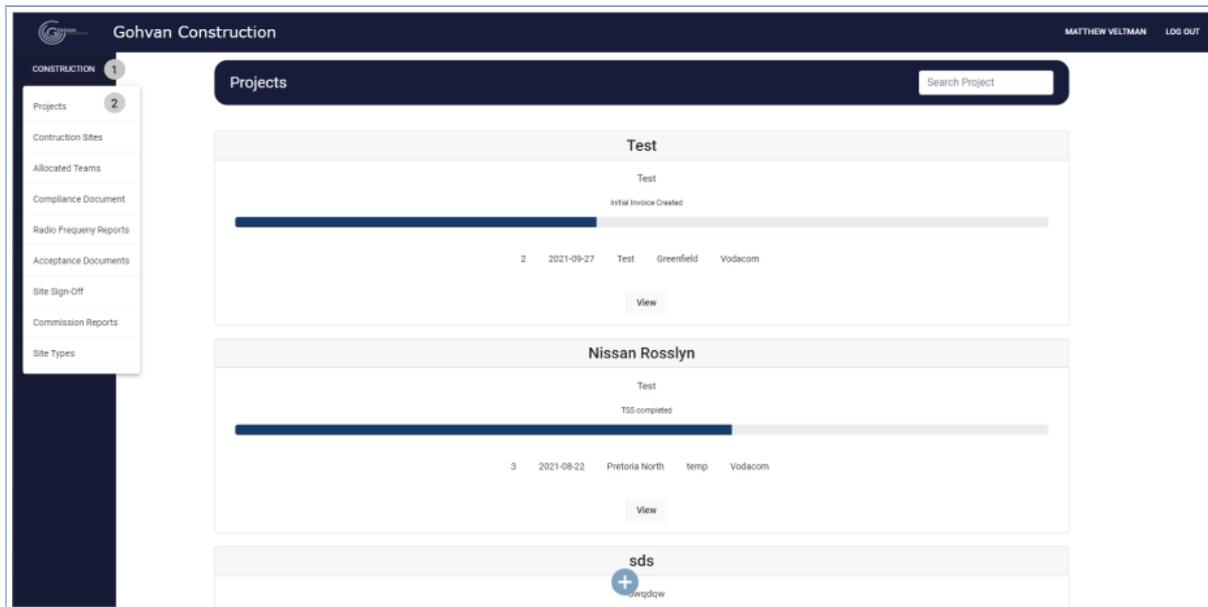
3.3.23.1.2 Click on the View Button (1) to open the specific project's tasks screen.



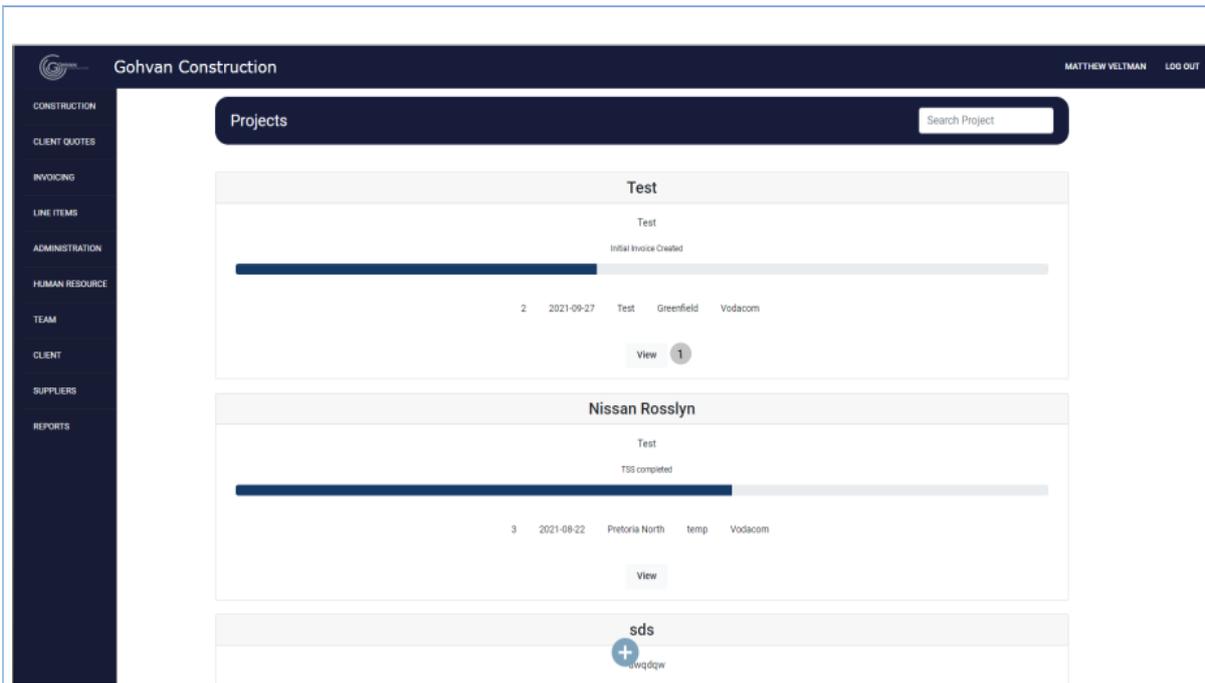
3.3.23.1.3 Click on the View button (1) to open the file in a pdf viewer

3.3.24 Edit Radio Frequency report

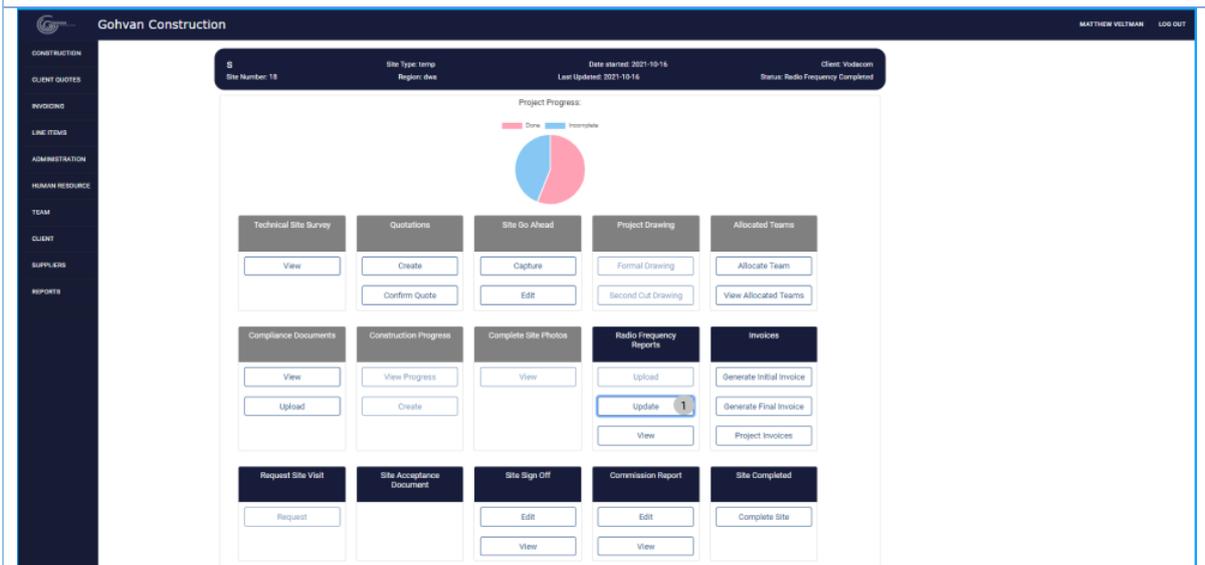
Description:	This section will guide the user through the process of editing a Radio Frequency report
Expected Learning Outcomes:	To be able to edit a Radio Frequency report
Prerequisites:	The user must have the required access to edit a Radio Frequency report
Other Information:	None



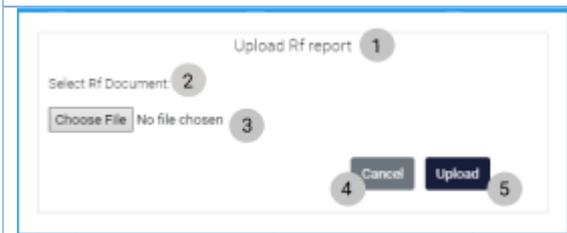
3.3.24.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.24.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



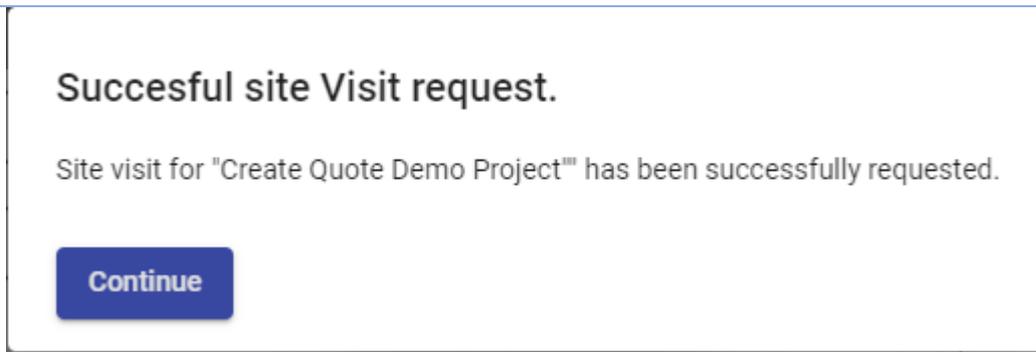
3.3.24.1.3 Click on the Update button (1)



3.3.24.1.4 Upload the document (3). Then click the Upload button (5)



3.3.24.1.5 Click the Yes button (4) to submit the form.



3.3.24.1.6 Click continue button (3) to accept message



ALT 3.3.24.1.4 Click cancel button (4) to stop the form submission



ALT 3.3.24.1.5 Click no button (3) to stop the form submission

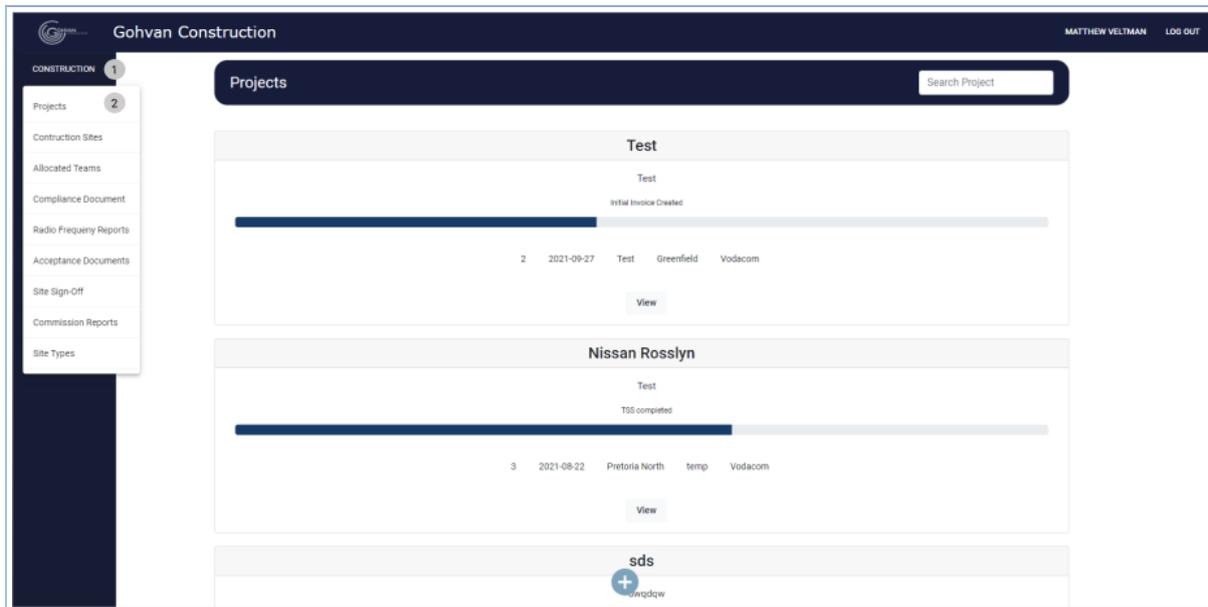
3.3.24 Edit Radio Frequency report Exercise

File	Example.pdf
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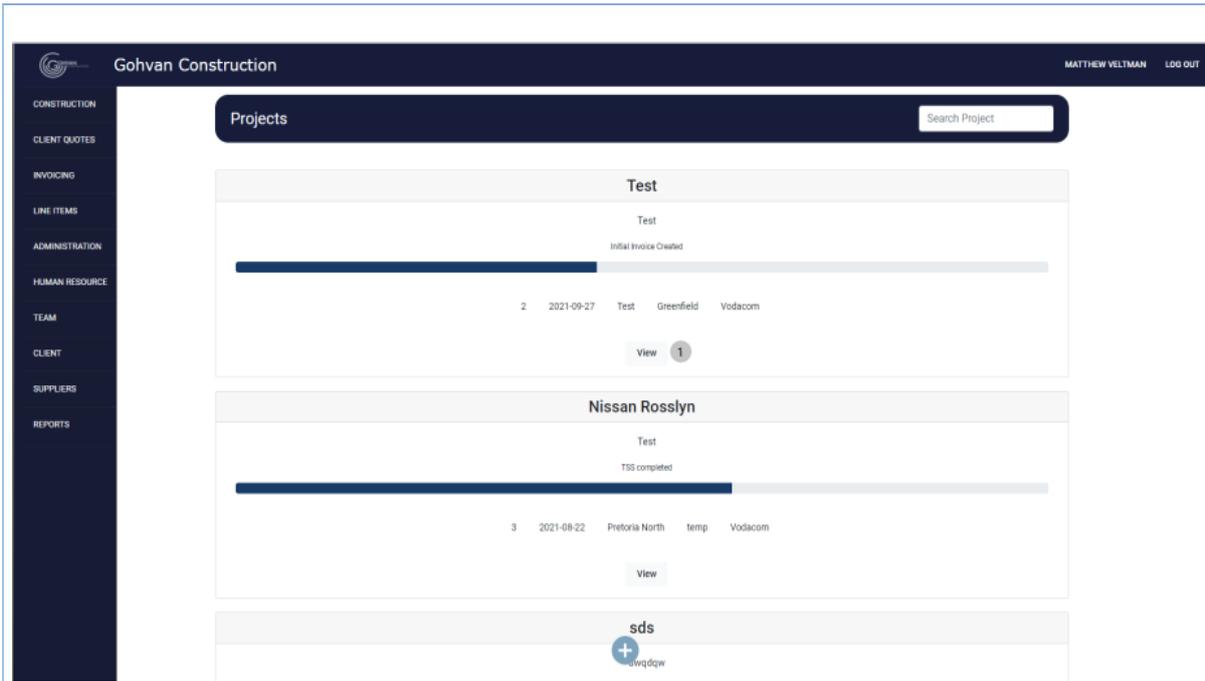


3.3.25 Request Site Visit

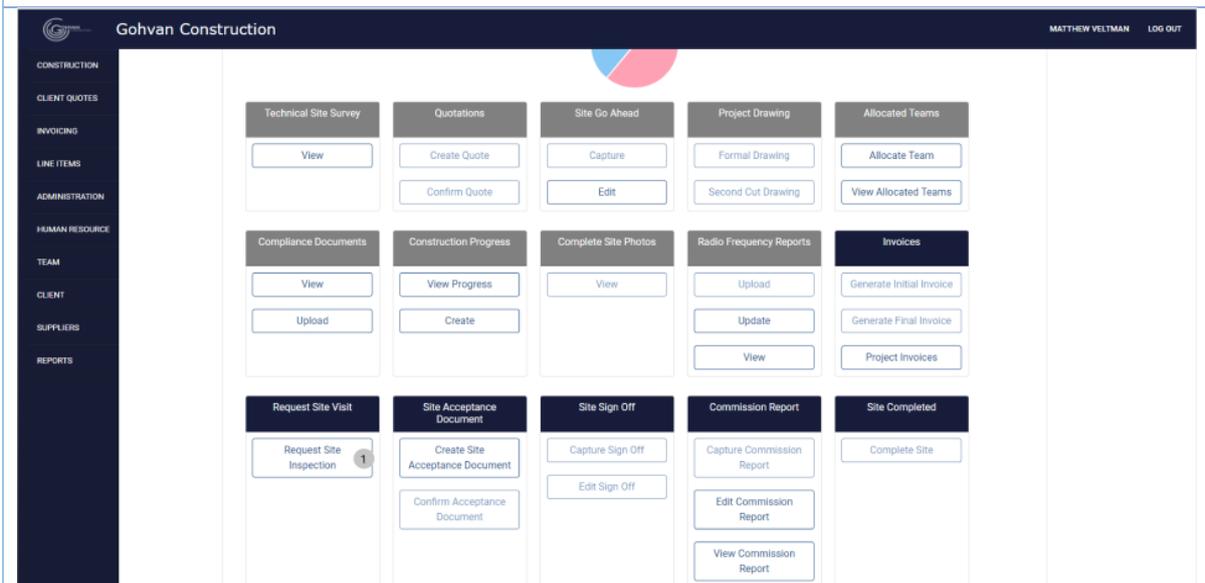
Description:	This section will guide the user through the process of Requesting a Site Visit
Expected Learning Outcomes:	To be able to Request a Site Visit
Prerequisites:	The user must have the required access to Request a Site Visit
Other Information:	None



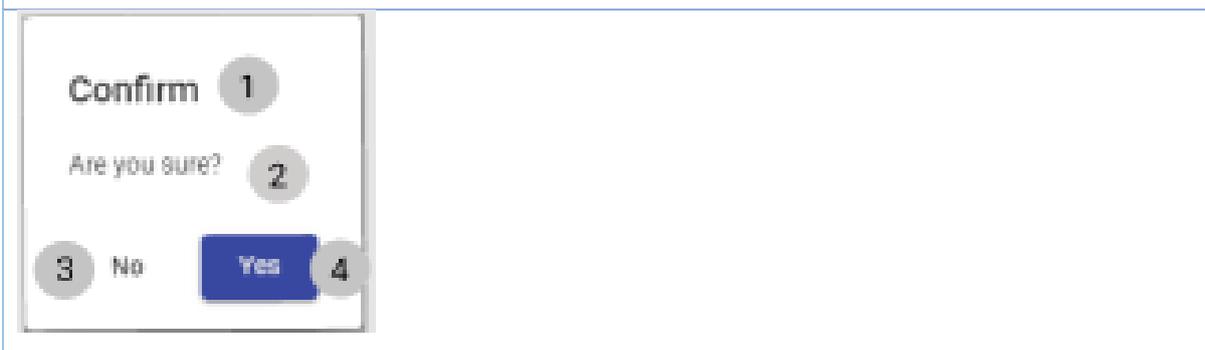
3.3.25.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



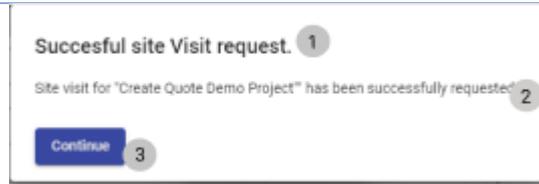
3.3.25.1.2 Click on the View Button (1) to open the specific project's tasks screen.



3.3.25.1.3 Click on the Request Site Inspection button (1)



3.3.25.1.4 Click the Yes button (4) to submit the form.



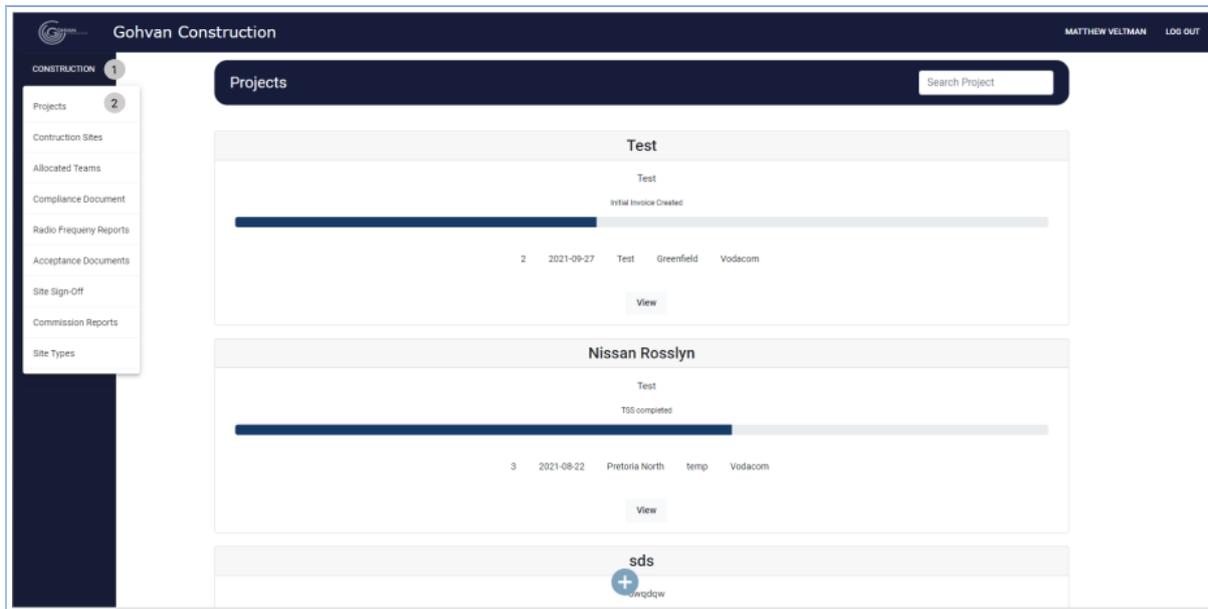
3.3.25.1.5 Click continue button (3) to accept message



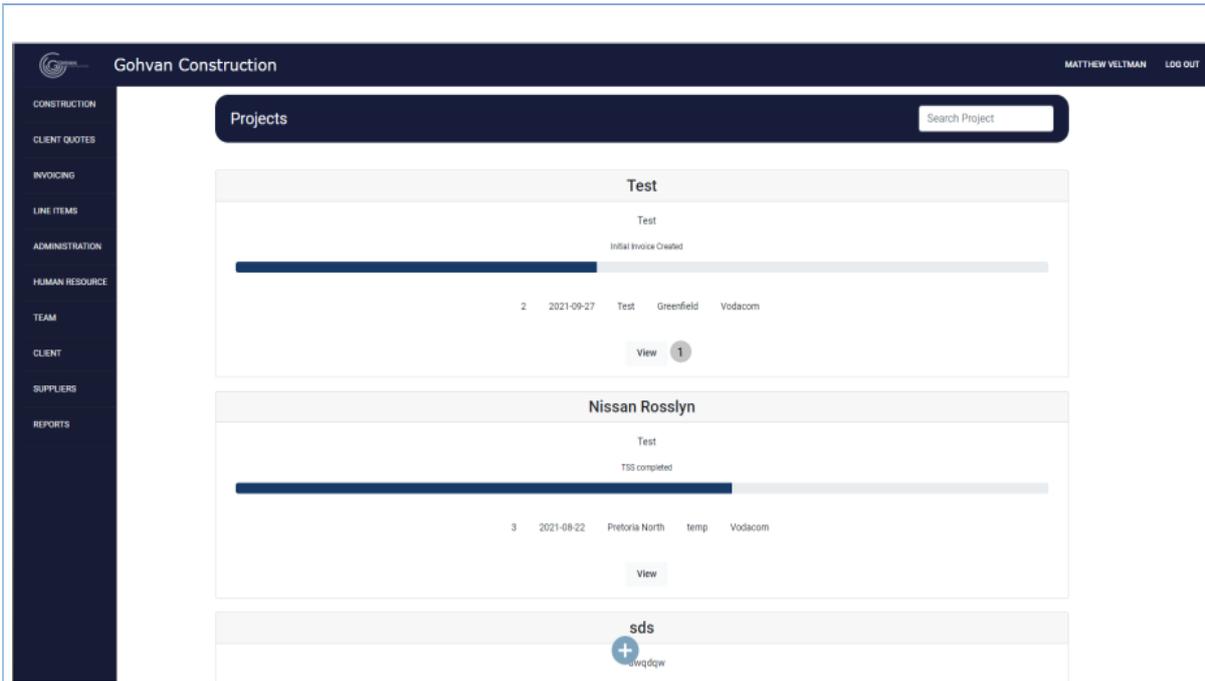
ALT 3.3.25.1.4 Click no button (3) to stop the form submission

3.3.26 Create Acceptance Document

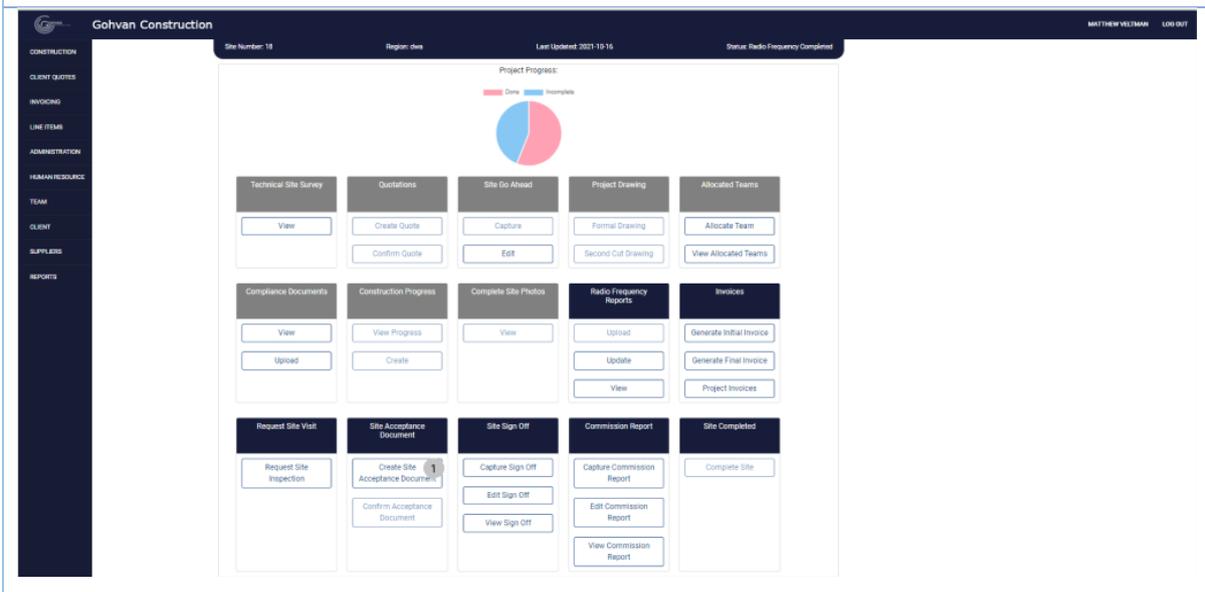
Description:	This section will guide the user through the process of creating an Acceptance document
Expected Learning Outcomes:	To be able to create an Acceptance document
Prerequisites:	The user must have the required access to create an Acceptance document
Other Information:	None



3.3.26.1.1 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).



3.3.26.1.2 Click on the View Button (1) to open the specific project's tasks screen.



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

The screenshot shows a web form titled "Create Site Acceptance Document". It contains the following elements:

- 1. Title: "Create Site Acceptance Document"
- 2. Name field: "Name" with a value of "s_Site_Acceptance"
- 3. Note field: "Note" (empty)
- 4. Site Snags section header
- 5. "Add Snag" button
- 6. "Snag Item" field (empty)
- 7. "Snag Description" field (empty)
- 8. "Snag Note" field (empty)
- 9. "Create Site Acceptance Document" button
- 10. "Cancel" button

3.3.26.1.4 Enter the Name (2), Note (5). Enter (if applicable to the site) Snag Item (7), Snag Description (8), Snag Note (9) and then click the Add Snag Button (10). Once all the snag items have been listed click the Create Site Acceptance Document (11).

The screenshot shows a confirmation dialog box with the following elements:

- 1. Title: "Confirm"
- 2. Question: "Are you sure?"
- 3. "No" button
- 4. "Yes" button

3.3.26.1.5 Click the Yes button (4) to submit the form.

The screenshot shows a web form titled "Create Site Acceptance Document". It includes a "Name" field (2) containing "s_Site_Acceptance" (3), a "Note" field (4), and a "Site Snags" section (6) with "Snag Item*" (7), "Snag Description*" (8), and "Snag Note*" (9) fields. There is an "Add Snag" button (10), a "Create Site Acceptance Document" button (11), and a "Cancel" button (12).

ALT 3.3.26.1.4 Click cancel button (11) to stop the form submission

The screenshot shows a "Confirm" dialog box (1) with the text "Are you sure?" (2). It has two buttons: "No" (3) and "Yes" (4).

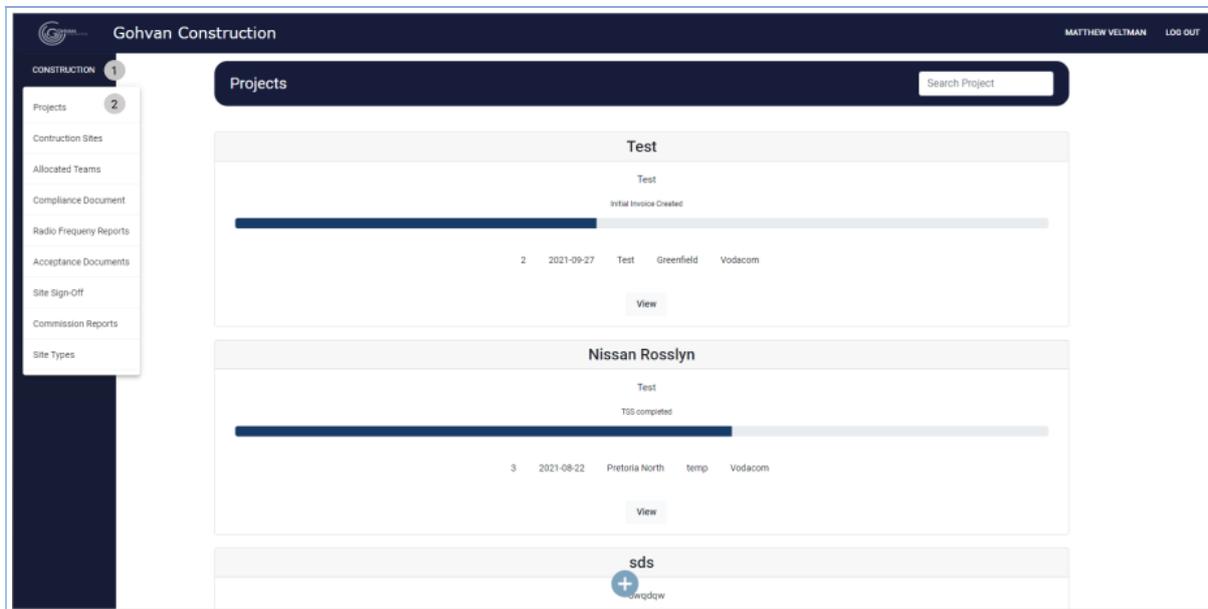
ALT 3.3.26.1.5 Click no button (3) to stop the form submission

3.3.26 Create Acceptance Document Exercise

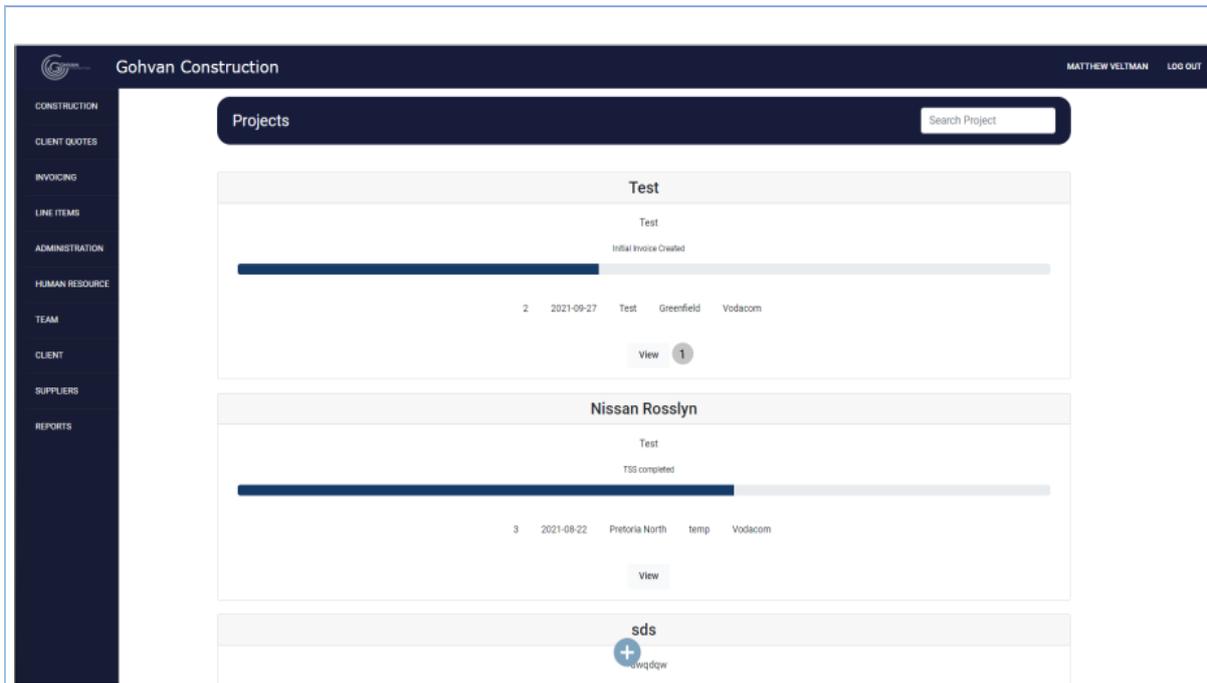
Name	Nissan Acceptance Document
Notes	Acceptance document for the Nissan project
Snag Item	Fence broke
Snag Description	Car reversed into palisade fence, and it broke
Snag Note	Need new palisade fence

3.3.27 Search Acceptance document

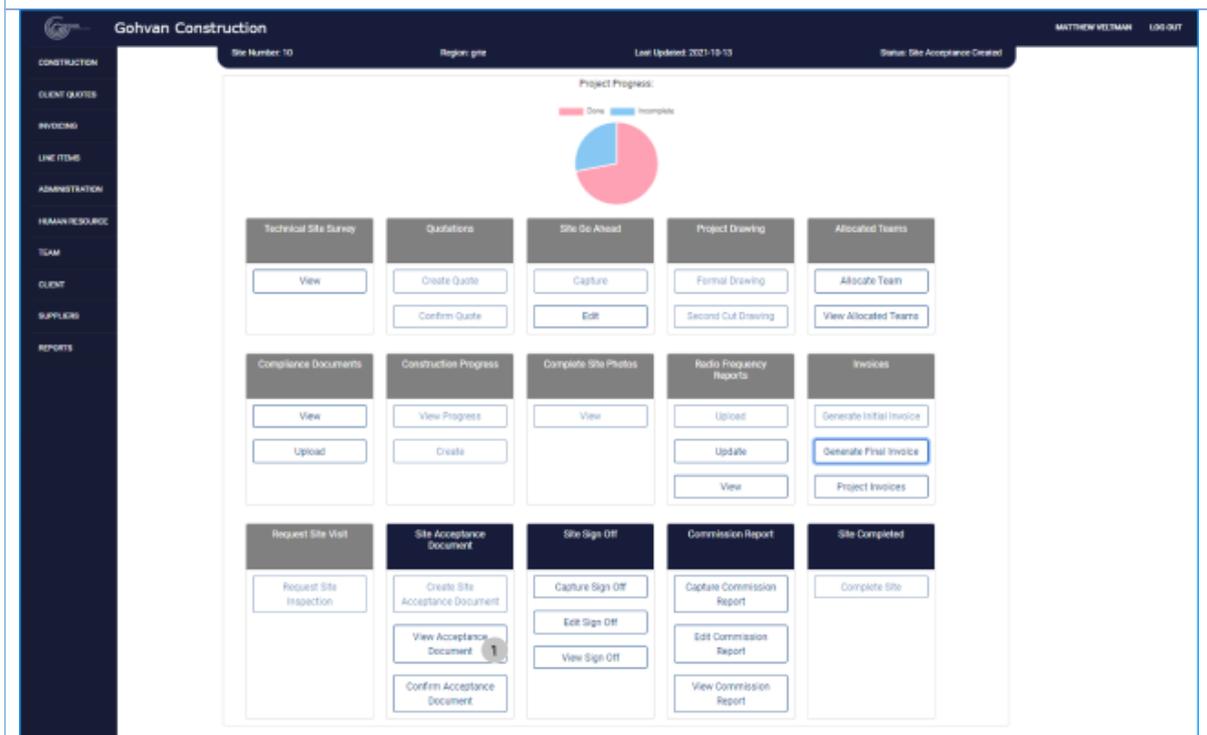
Description:	This section will guide the user through the process of searching for an Acceptance document
Expected Learning Outcomes:	To be able to search for an Acceptance document
Prerequisites:	The user must have the required access to create an Acceptance document
Other Information:	None



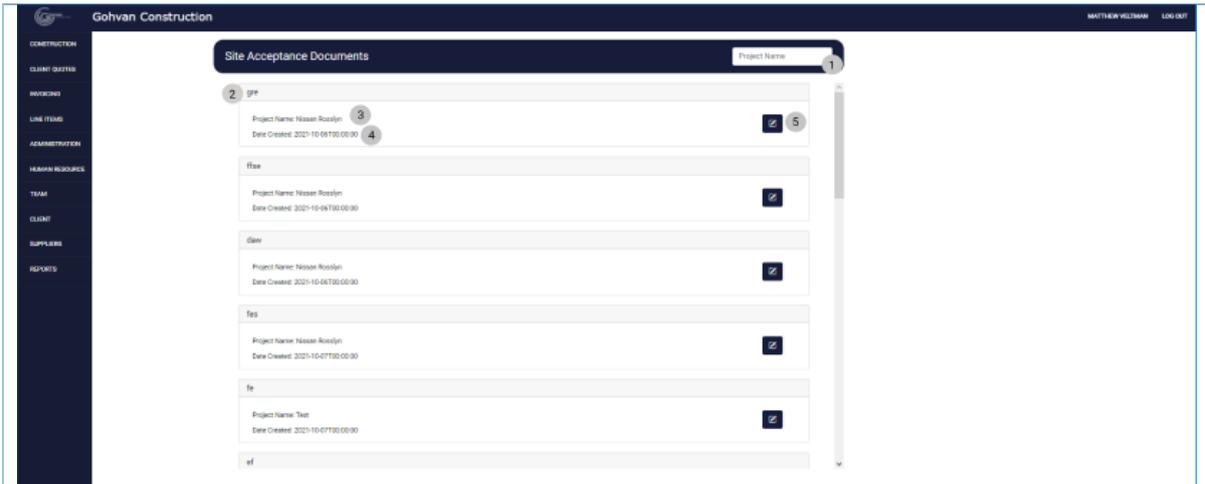
3.3.27.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.27.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



3.3.27.1.3 Click on the View site acceptance document button (1)



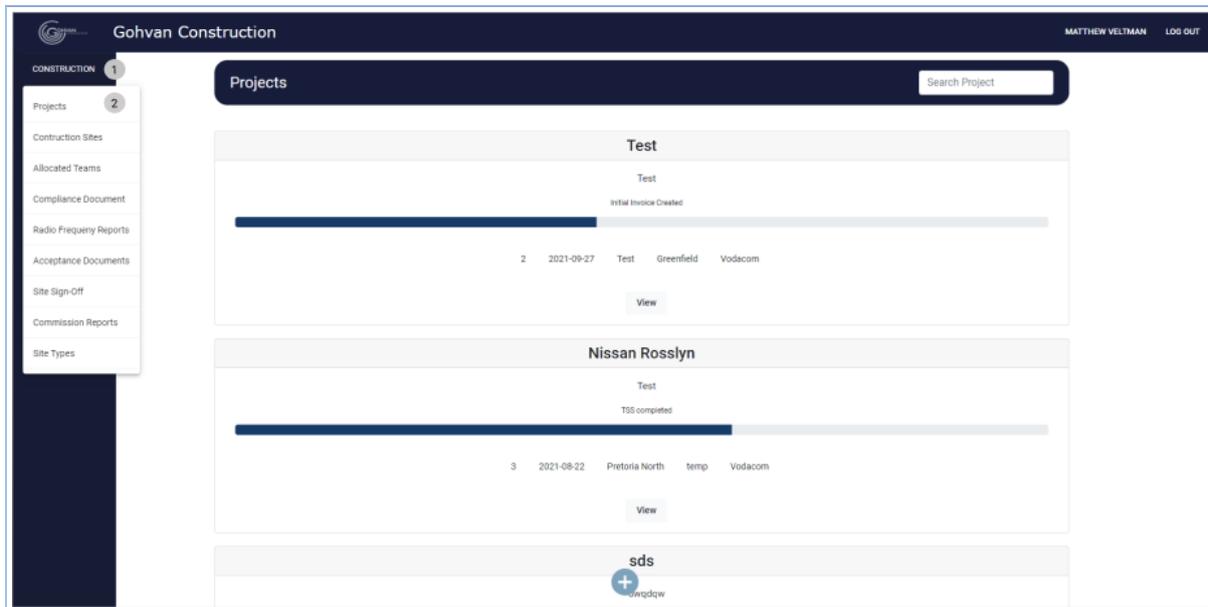
3.3.27.1.4 Enter a desired Site Acceptance document name into the search bar (1)

3.3.27 Search Acceptance document Exercise

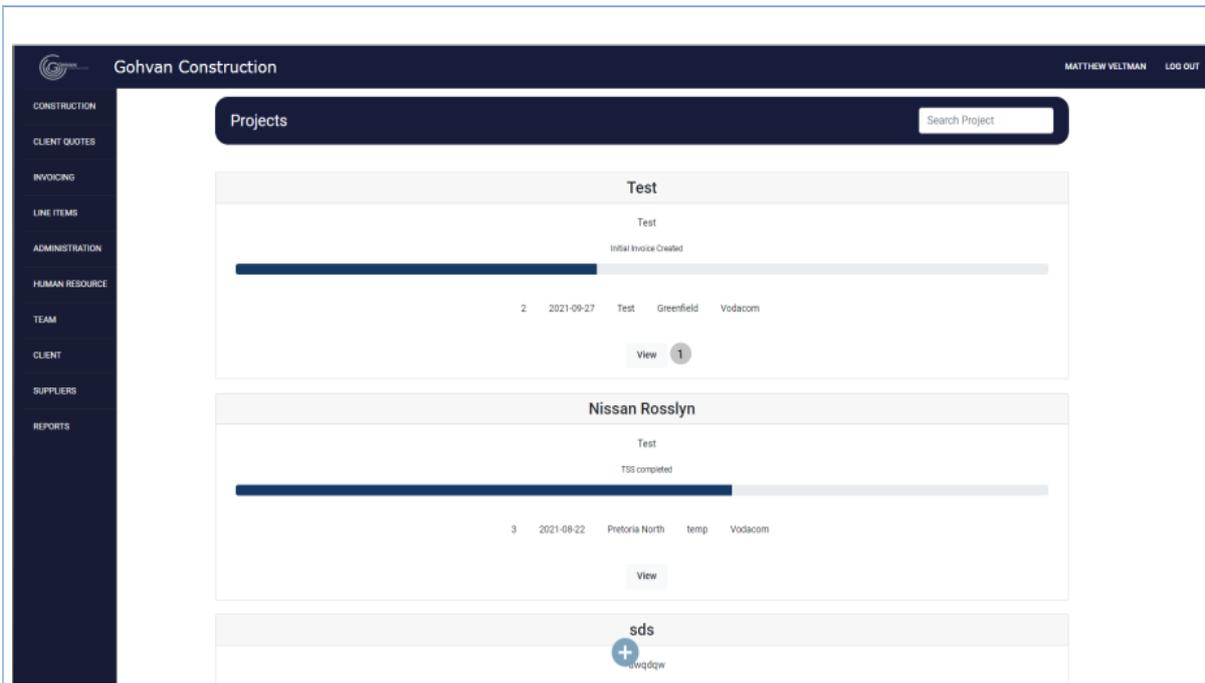
Name	Nissan
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3.3.28 Confirm acceptance document

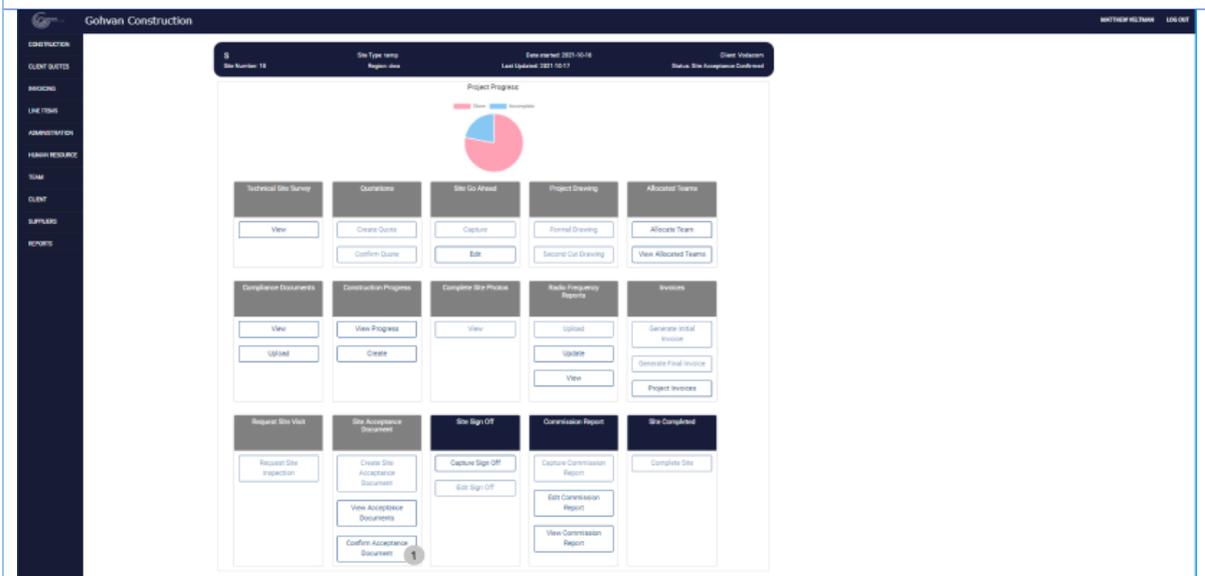
Description:	This section will guide the user through the process of confirming an Acceptance document
Expected Learning Outcomes:	To be able to confirm an Acceptance document
Prerequisites:	The user must have the required access to confirm an Acceptance document
Other Information:	None



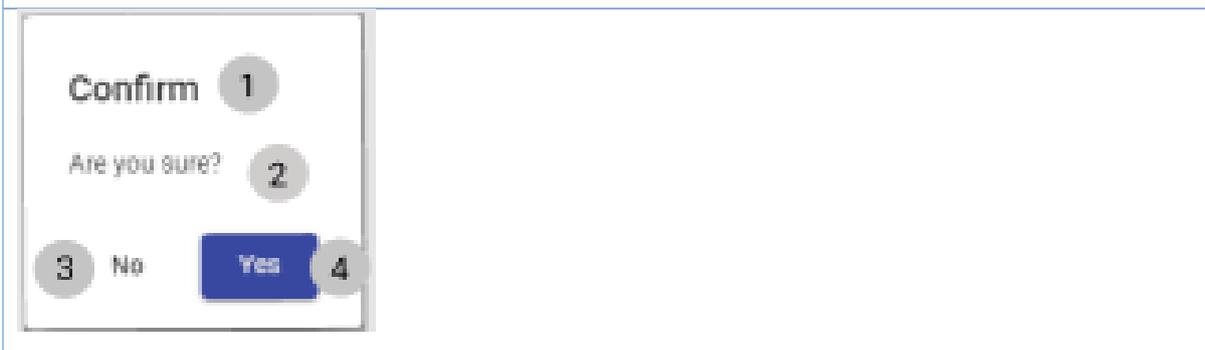
3.3.28.1.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



3.3.28.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



3.3.28.1.3 Click on the Confirm site acceptance document button (1)



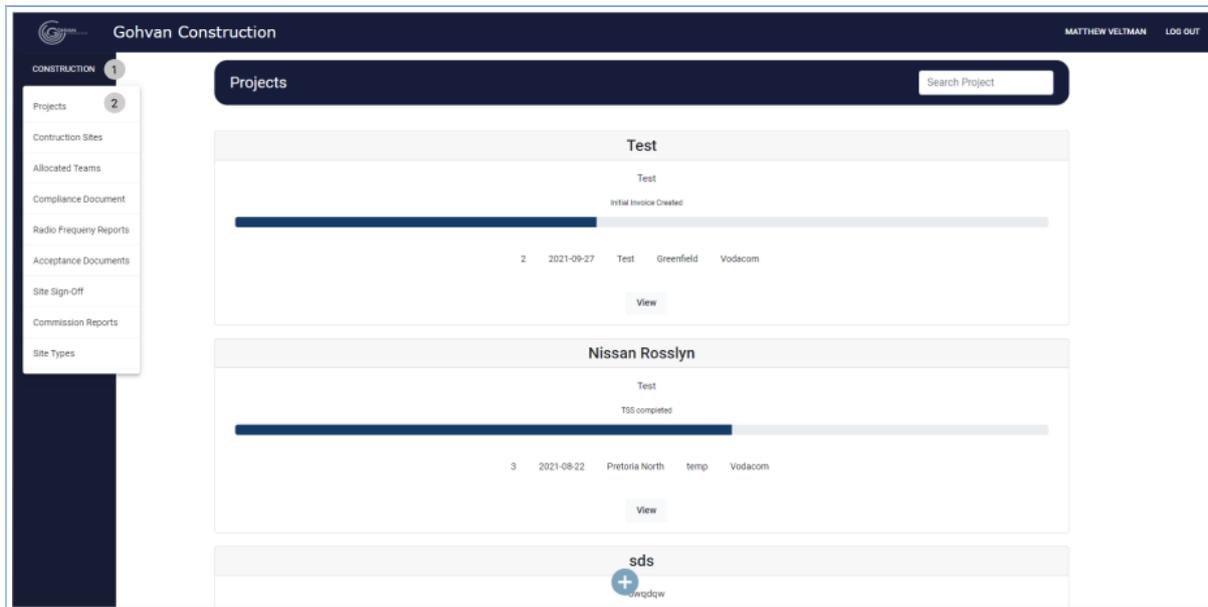
3.3.28.1.4 Click the Yes button (4) to submit the form.



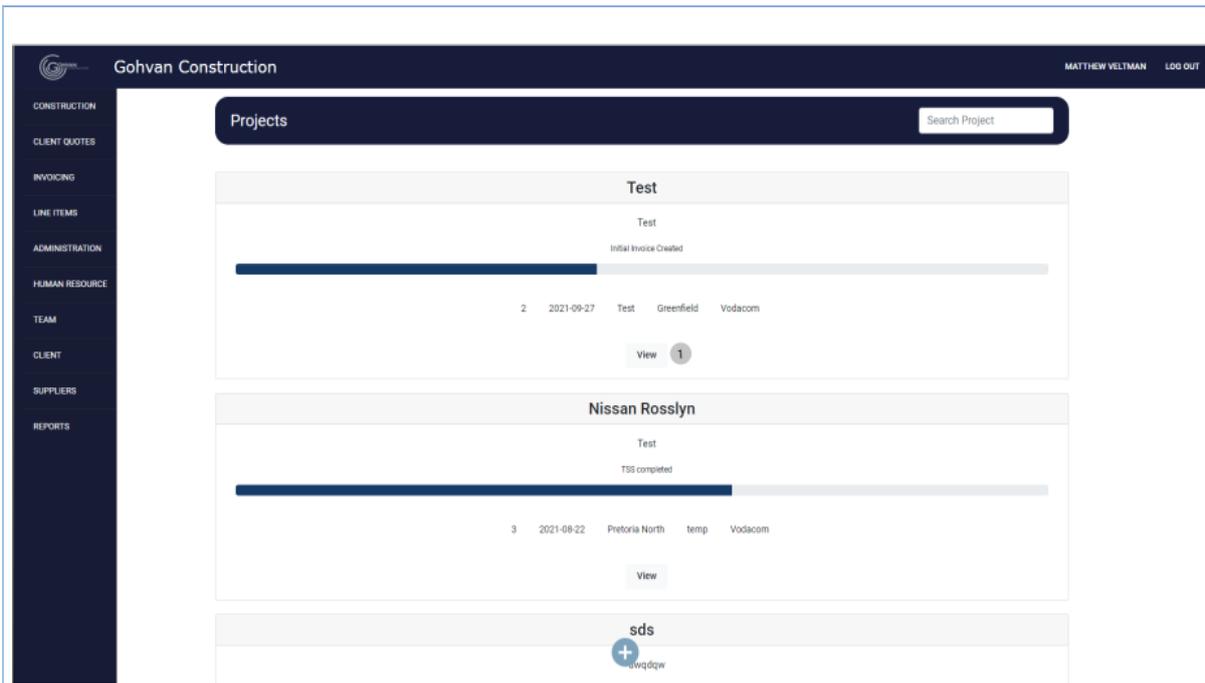
ALT 3.3.28.1.4 Click cancel button (4) to stop the form submission

3.3.29 Capture Site Sign-off

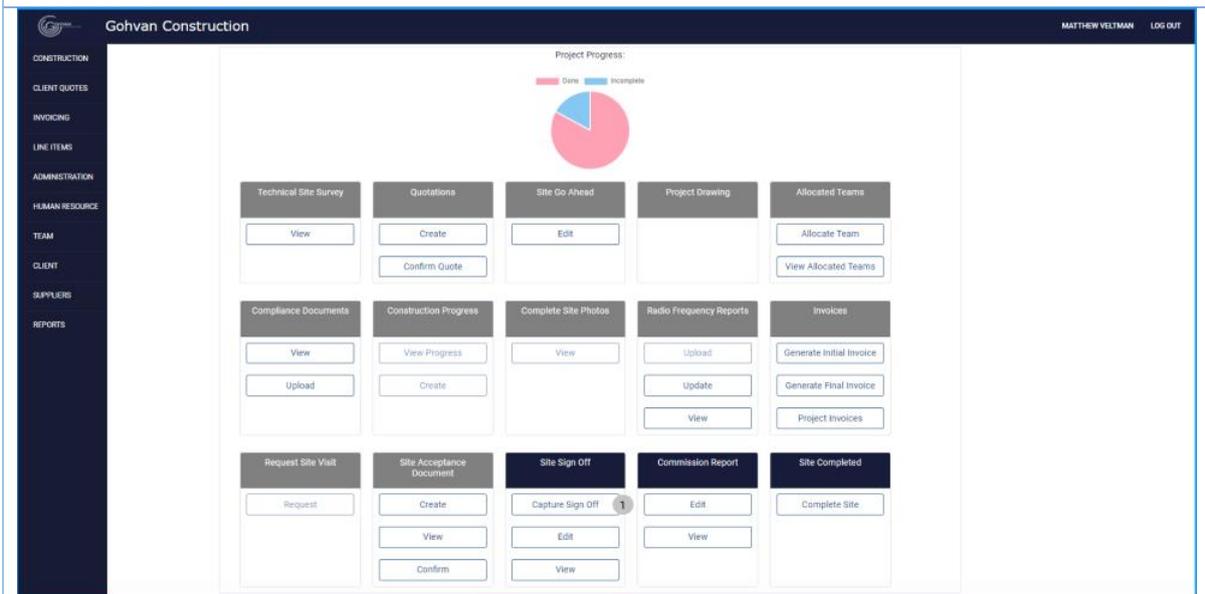
Description:	This section will guide the user through the process of Capturing a Site Sign-off.
Expected Learning Outcomes:	To be able to Capture Site Sign-off
Prerequisites:	The user must have the required access to Capture Site Sign-off
Other Information:	None



3.3.29.1.1 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).



3.3.29.1.2 Click on the View Button (1) to open the specific project’s tasks screen.



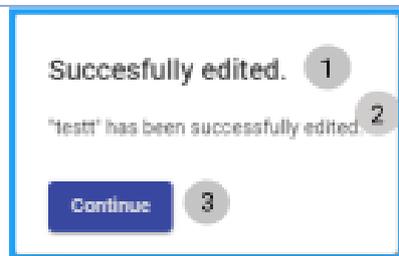
3.3.29.1.3 Click on the Capture Site Sign off Button (1)



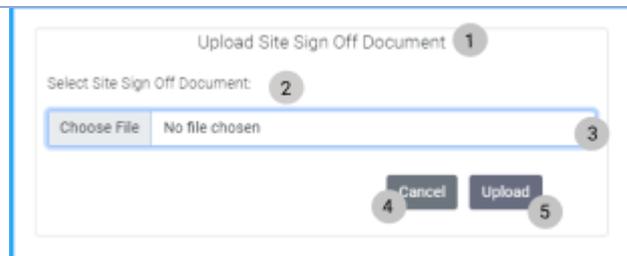
3.3.29.1.4 Choose and upload your file by clicking on the Choose File button (3) then click the Upload button (5)



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



3.3.29.1.6 Click on the continue button (3)



ALT 3.3.29.1.4 Cancel the submission by clicking the cancel button (4)



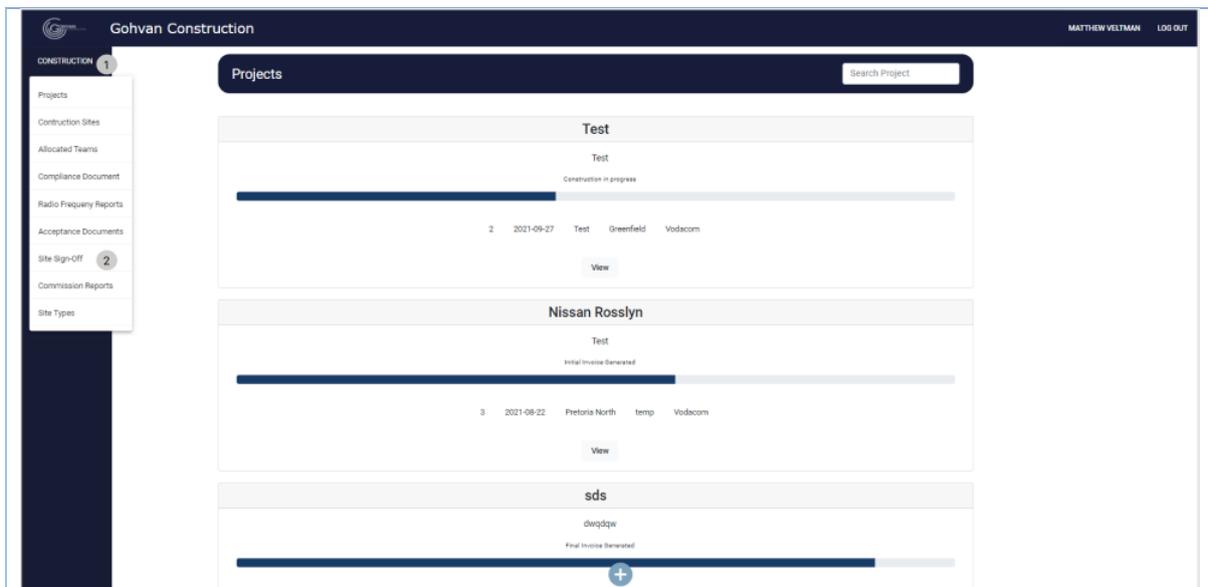
ALT 3.3.29.1.5 Cancel the submission by clicking the No button (3)

3.3.29.2 Capture Site Sign-off Exercise

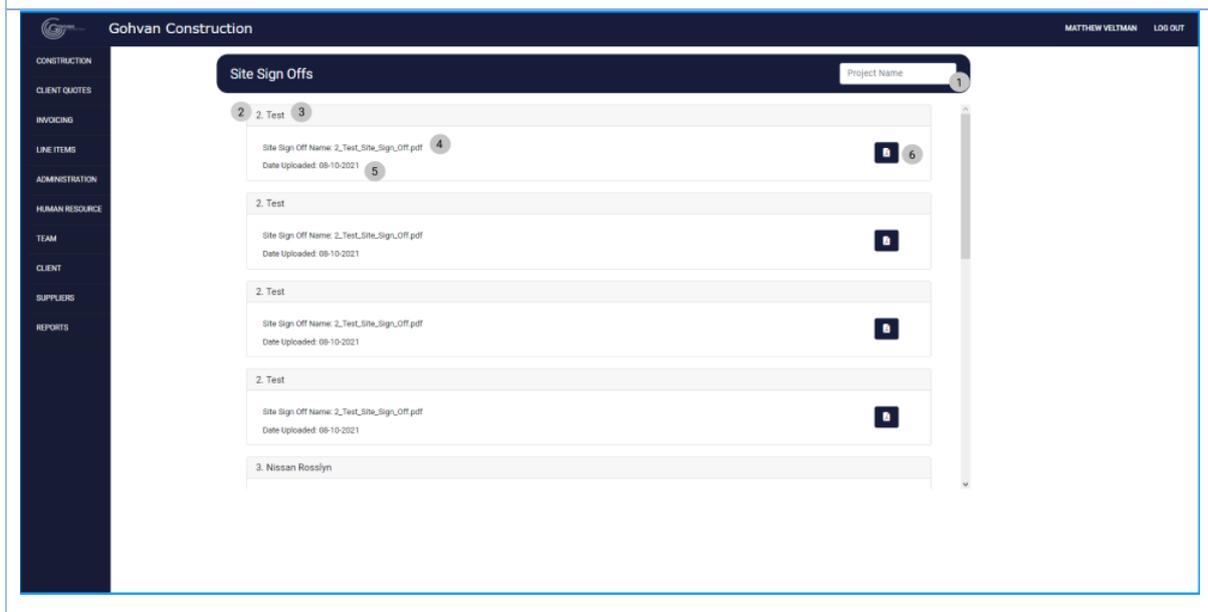
File	Example.pdf
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3.3.30 Search Site Sign-off

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)



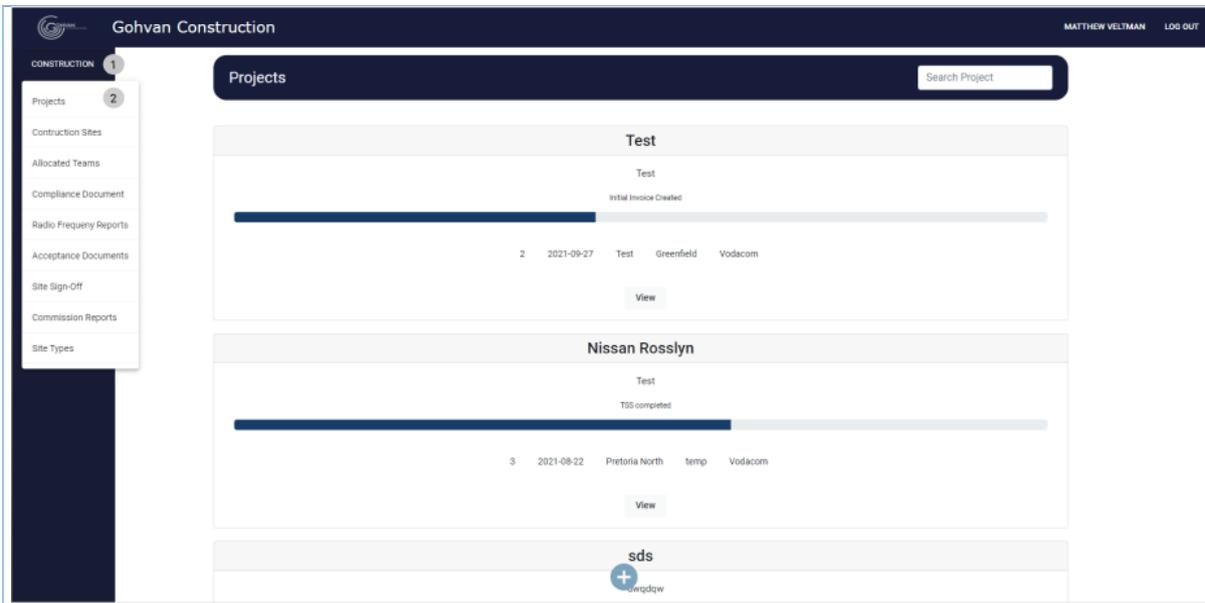
3.3.30.1.2 In order to search for a specific Site Sign-Off you can enter the desired Site Sign-Off's name in the search bar (1).

3.3.30.2 Search Site Sign-off Exercise

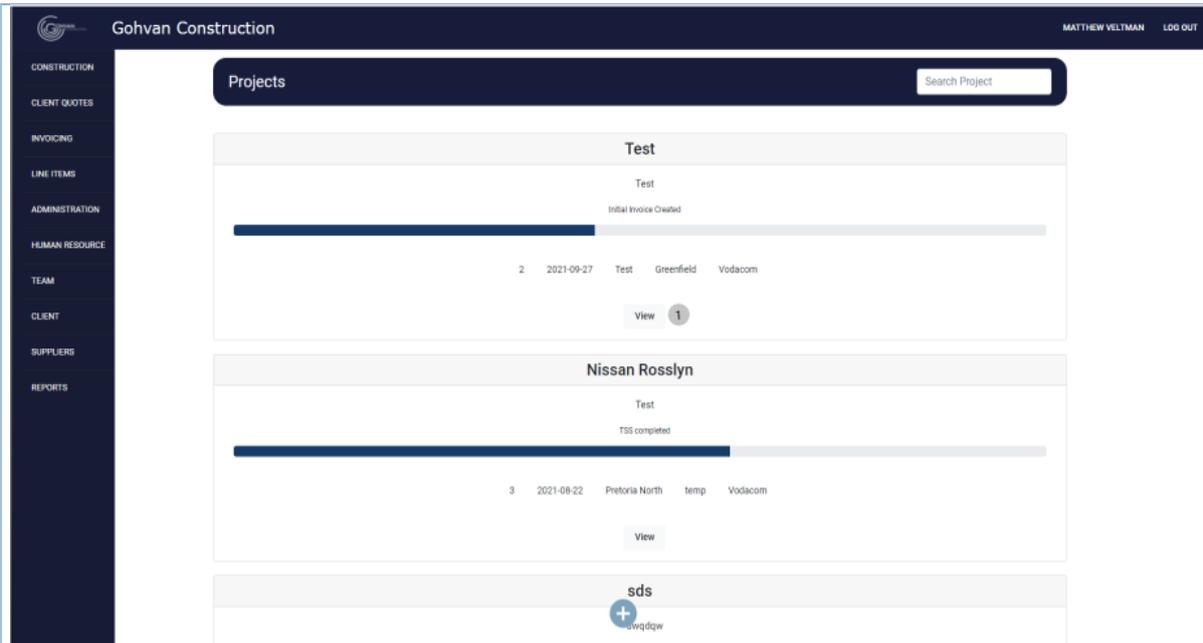
Site Sign-Off name	Nissan
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3.3.31 Edit Site Sign-off

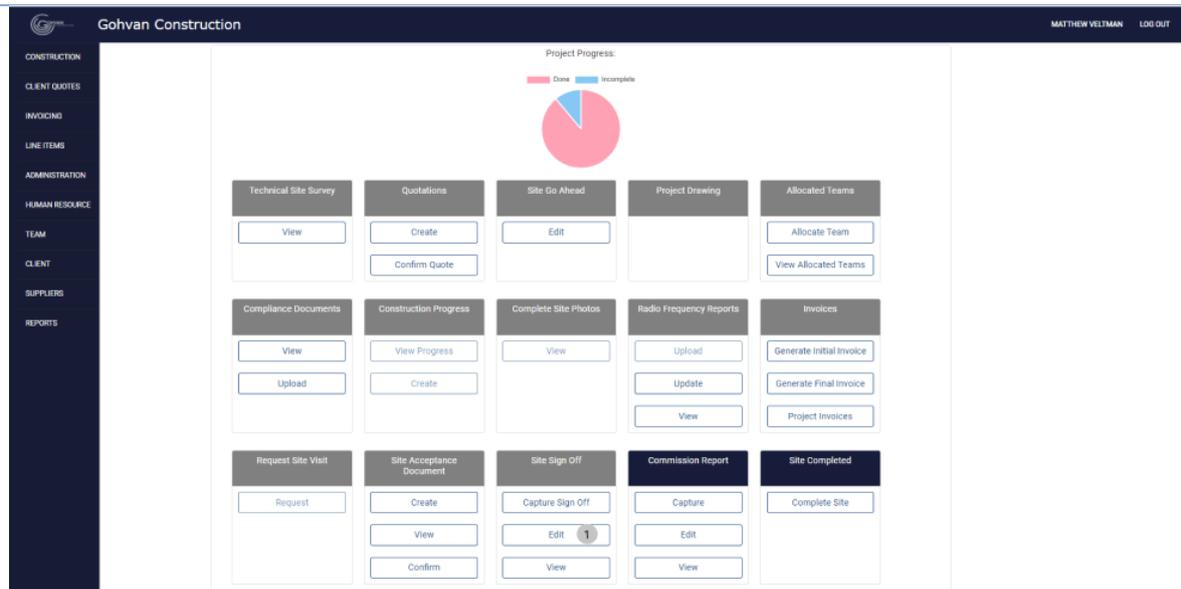
Description:	This section will guide the user through the process of Editing a Site Sign-off.
Expected Learning Outcomes:	To be able to Edit a Site Sign-off
Prerequisites:	The user must have the required access to Edit a Site Sign-off
Other Information:	None



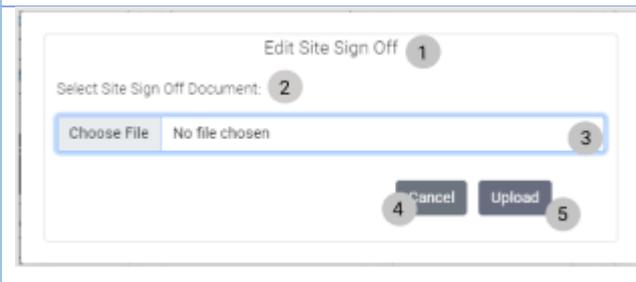
3.3.31.1 Click on the Construction button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



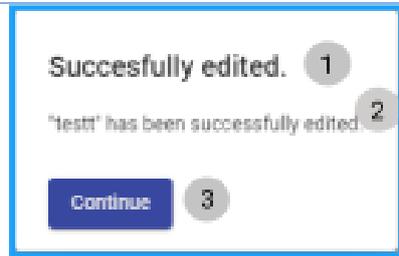
3.3.31.1.2 Click on the View Button (1) to open the specific project's tasks screen.



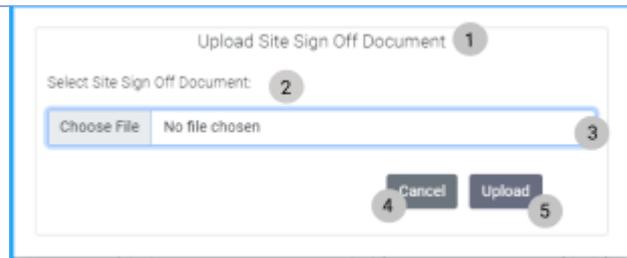
3.3.31.1.3 Click on the Edit button (1).



3.3.31.1.4 Choose and upload your file by clicking on the Choose File button (3) then click the Upload button (5)



3.3.31.1.5 Click on the continue button (3)



ALT 3.3.31.1.4 Cancel the submission by clicking the cancel button (4)



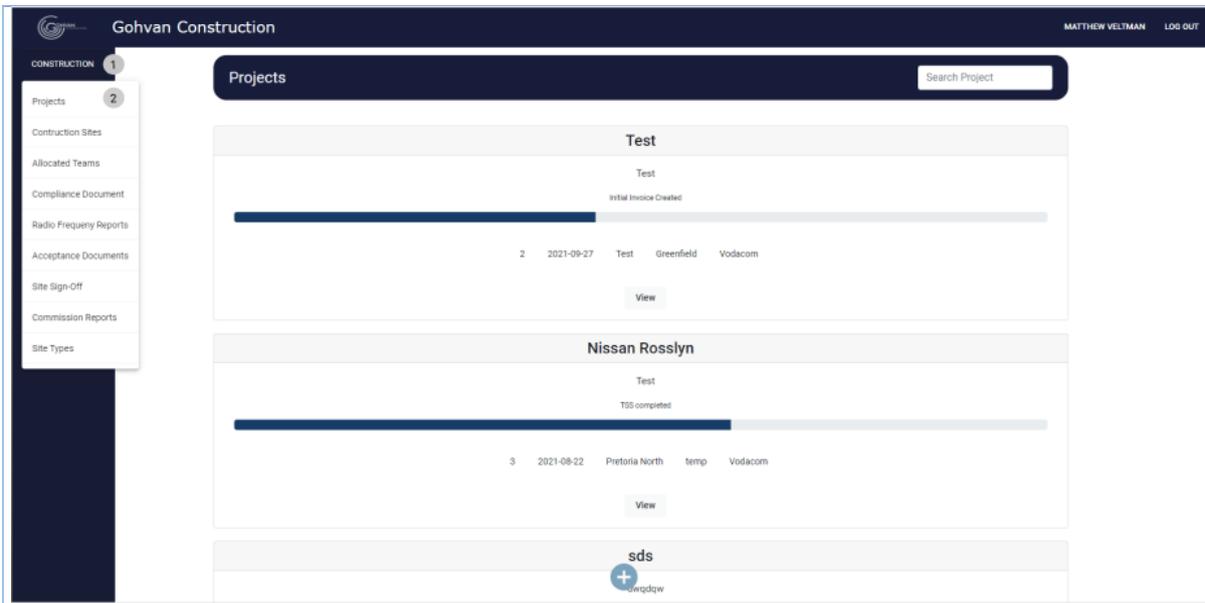
ALT 3.3.31.1.5 Cancel the submission by clicking the No button (3)

3.3.31.2 Edit Site Sign-off Exercise

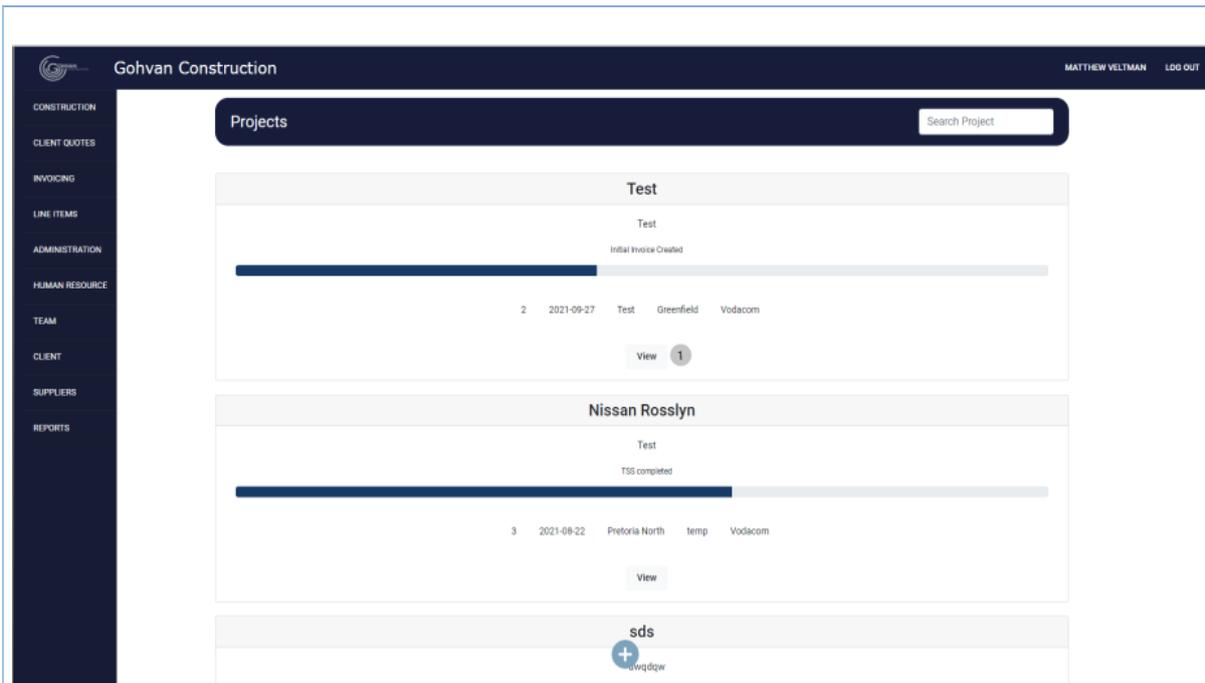
File	Example.pdf
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3.3.32 Capture Commission report

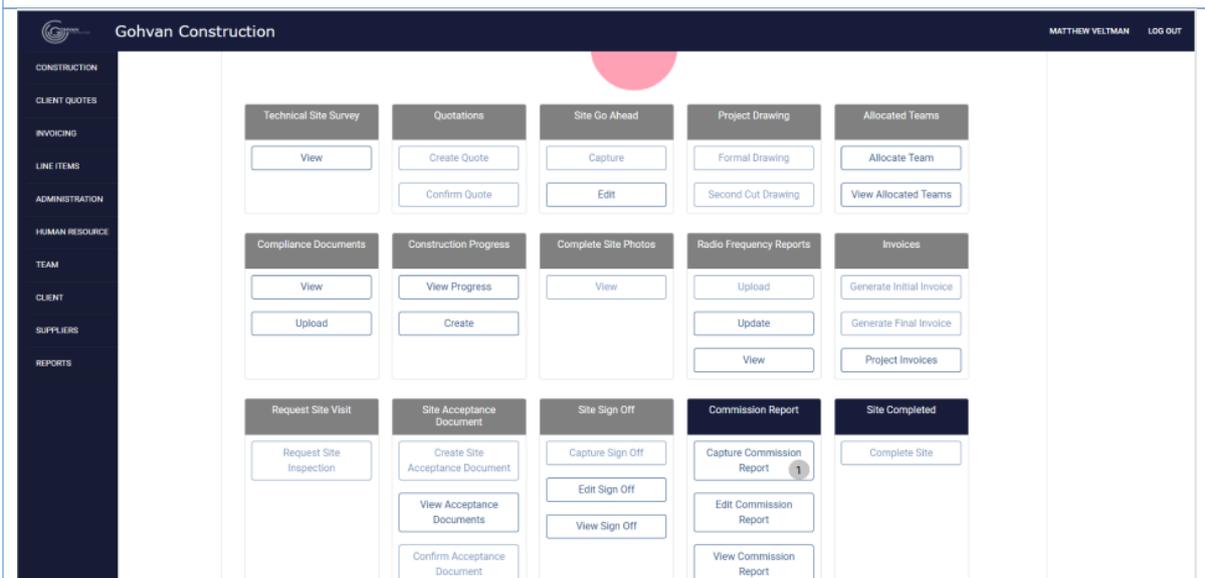
Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None



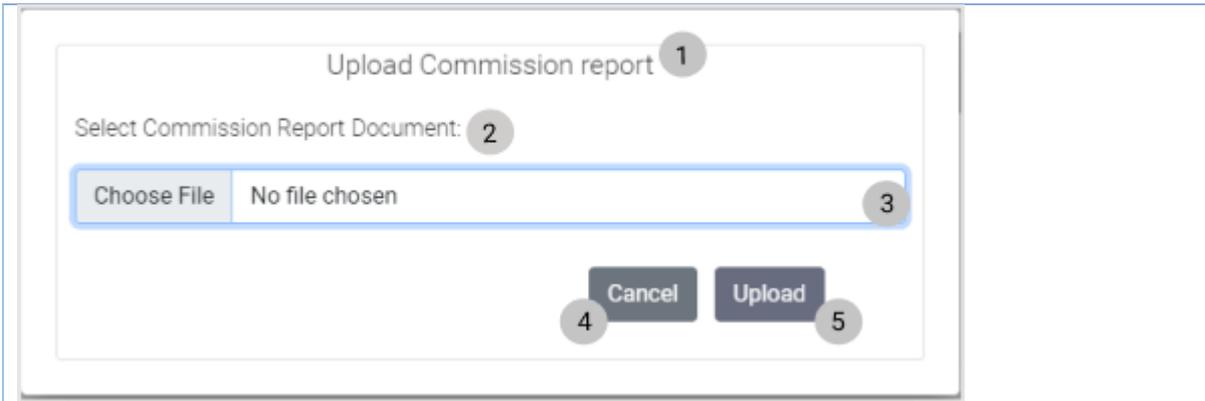
3.3.32.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



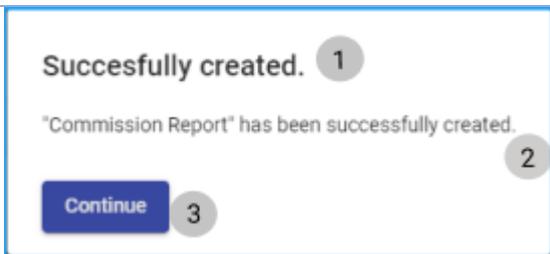
3.4.32.1.2 Click on the View button(1)



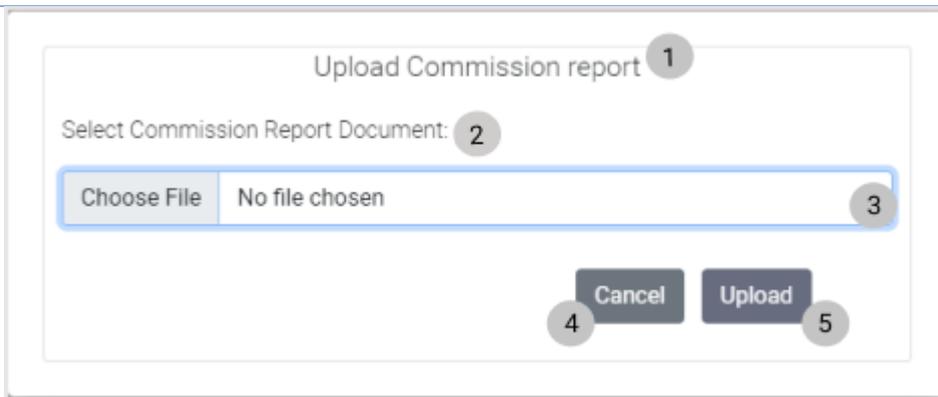
3.3.32.1.3 Click on the capture commission report (1)



3.3.32.1.4 Upload the commission report document (3) then click the upload button (5)



3.3.33.1.5 Click the continue button (3)



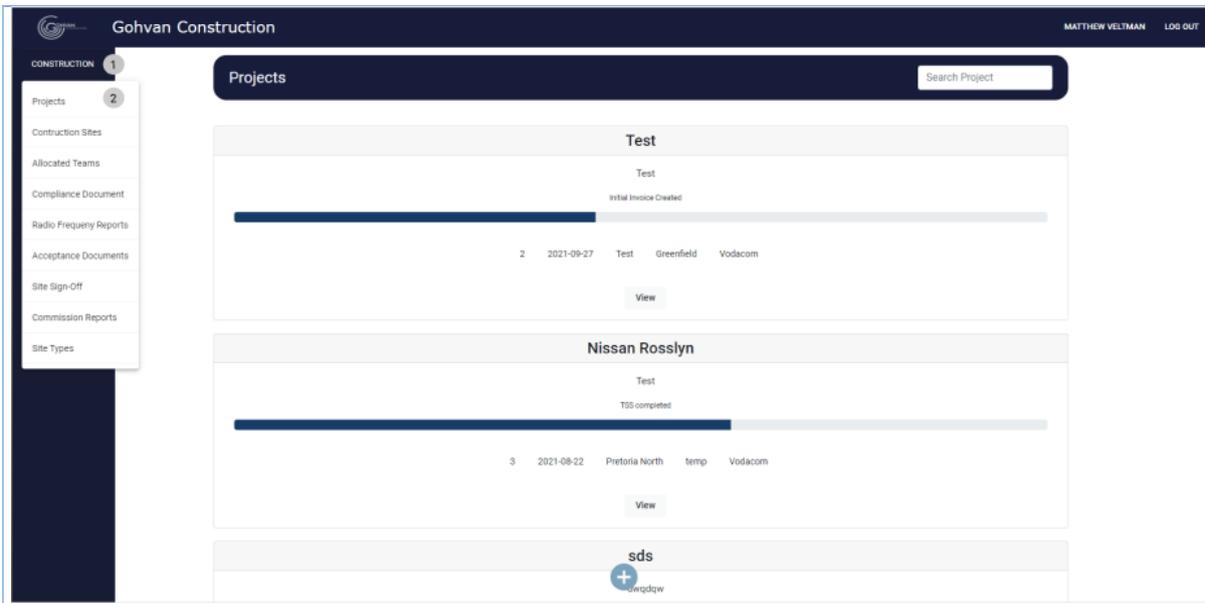
ALT 3.3.32.1.4 If you choose to cancel the submission of the form you can click the Cancel button (4)

3.3.32 Capture Commission report Exercise

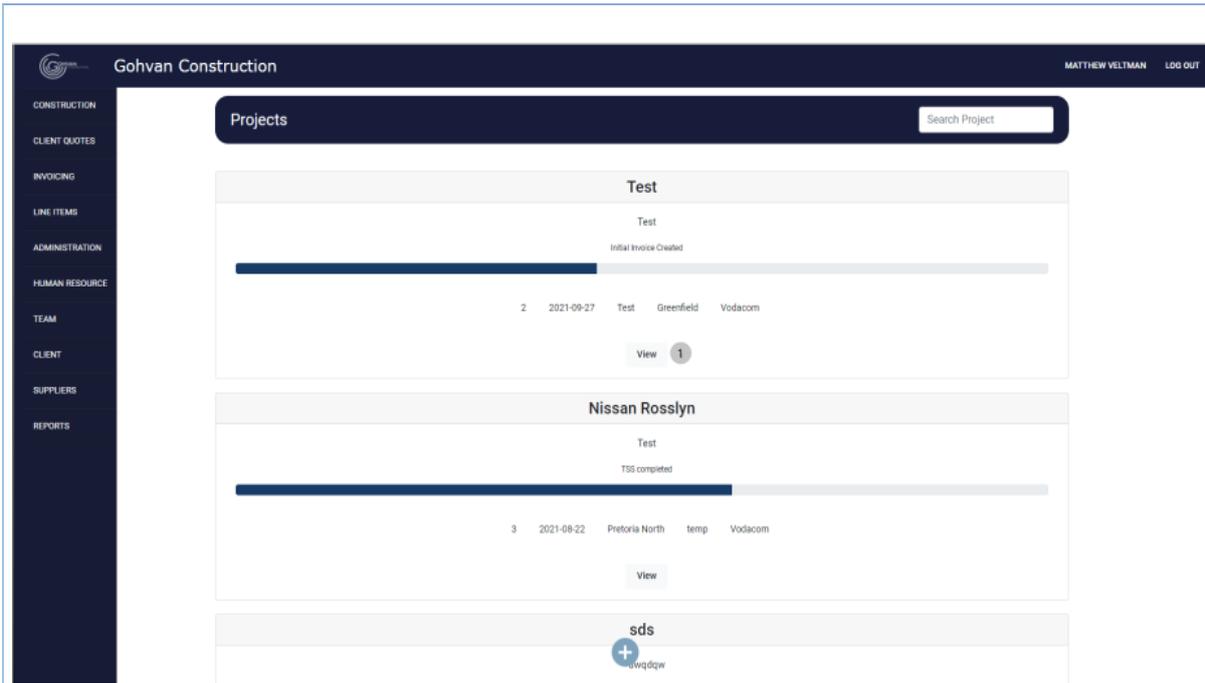
File	Document.pdf
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3.3.33 Search Commission report

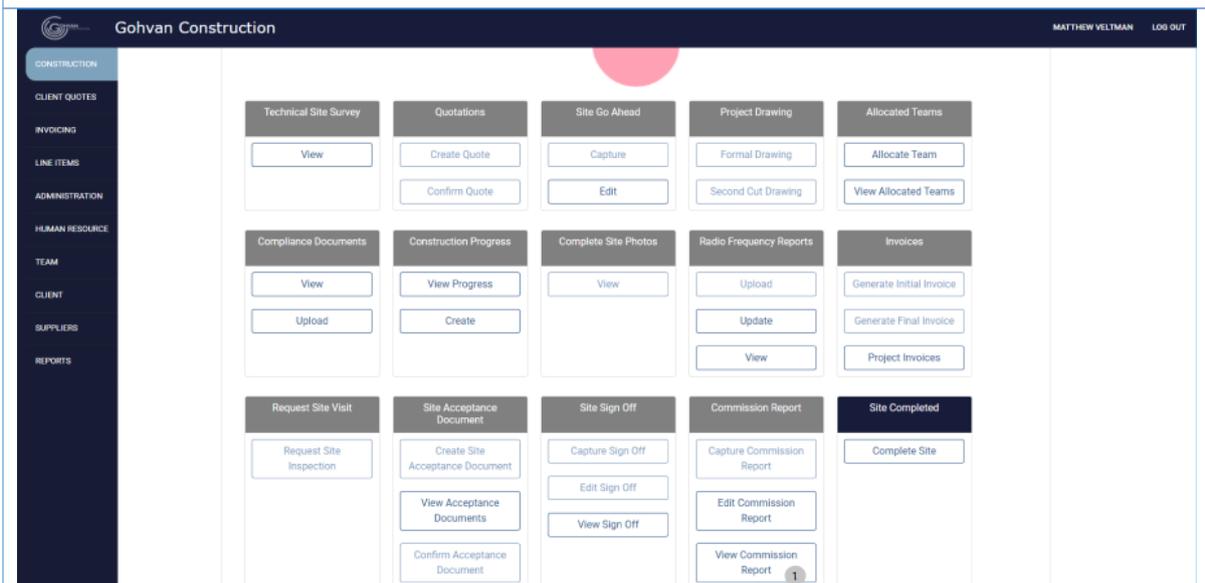
Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None



3.3.33.1.1 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 Projects Button (2).



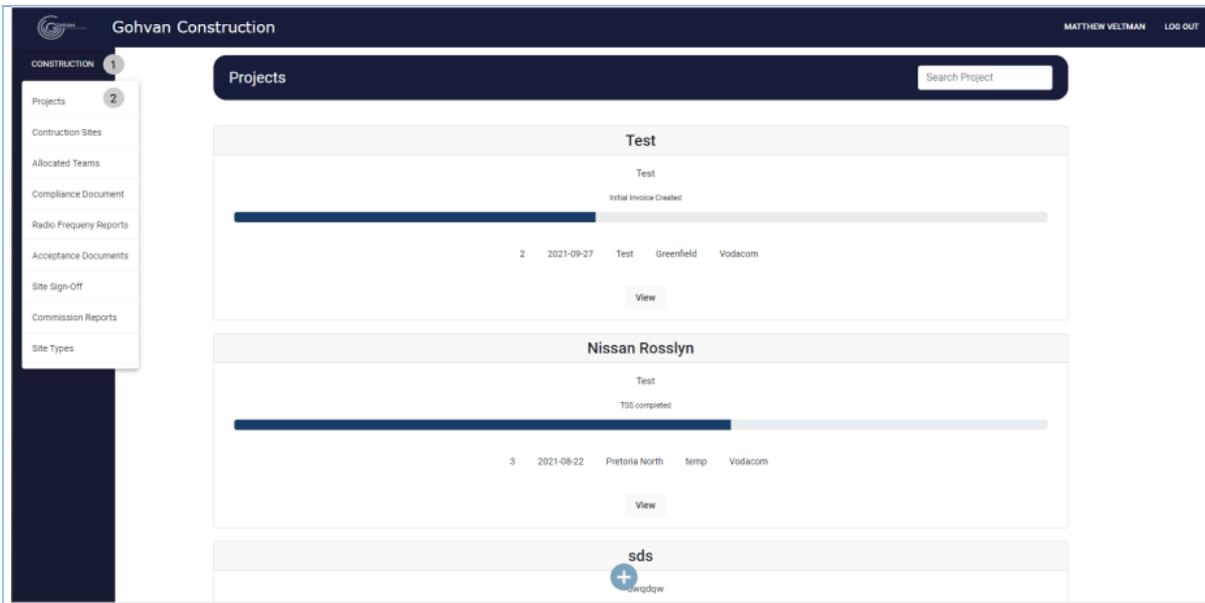
3.4.33.1.2 Click on the View button(1)



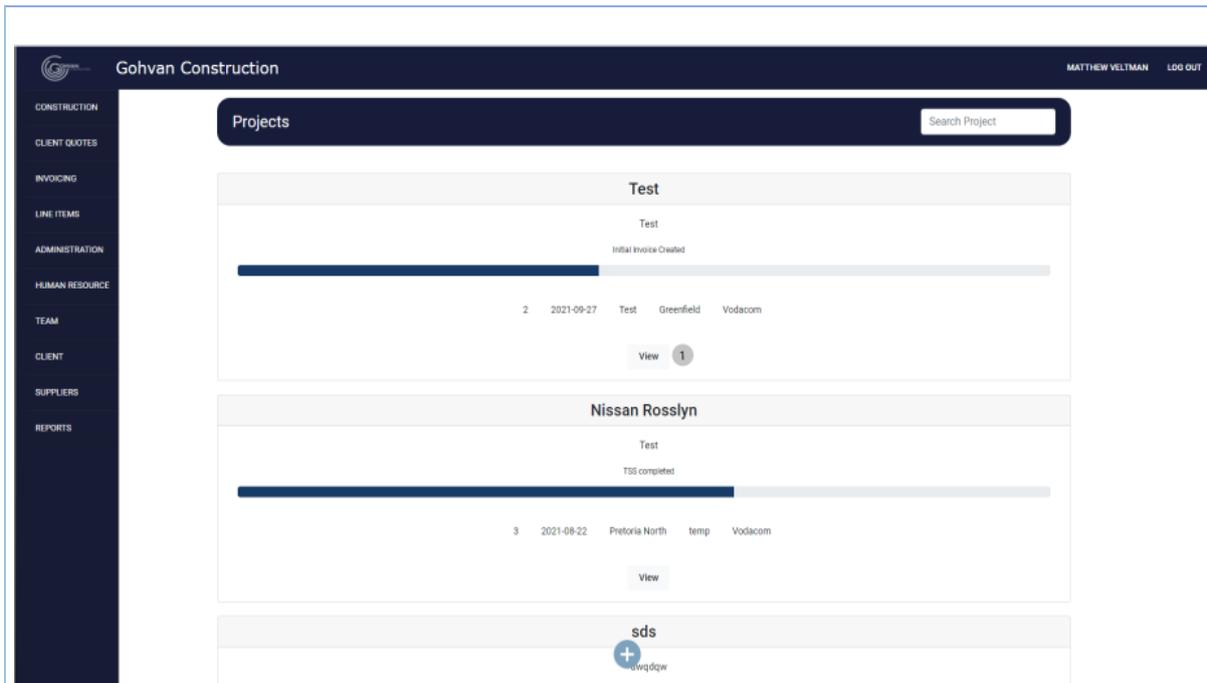
3.3.33.1.3 Click on the view commission report. (1)

3.3.34 Edit Commission report

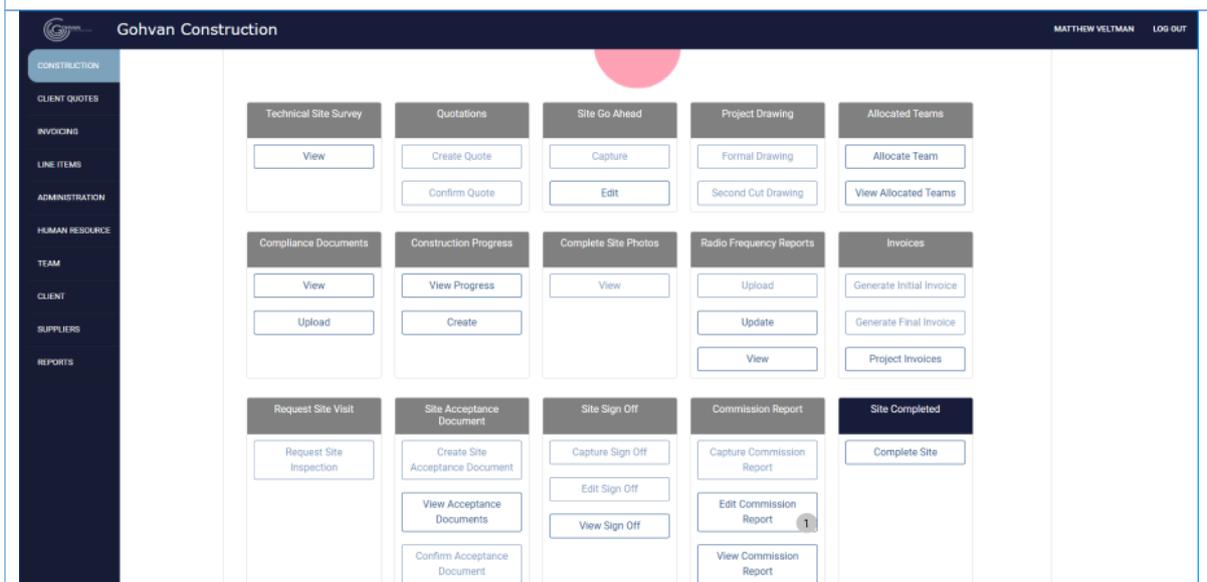
Description:	This section will guide the user through the process of capturing commission report
Expected Learning Outcomes:	To be able to capture commission report
Prerequisites:	The user must have the required access to create a capture commission report
Other Information:	None



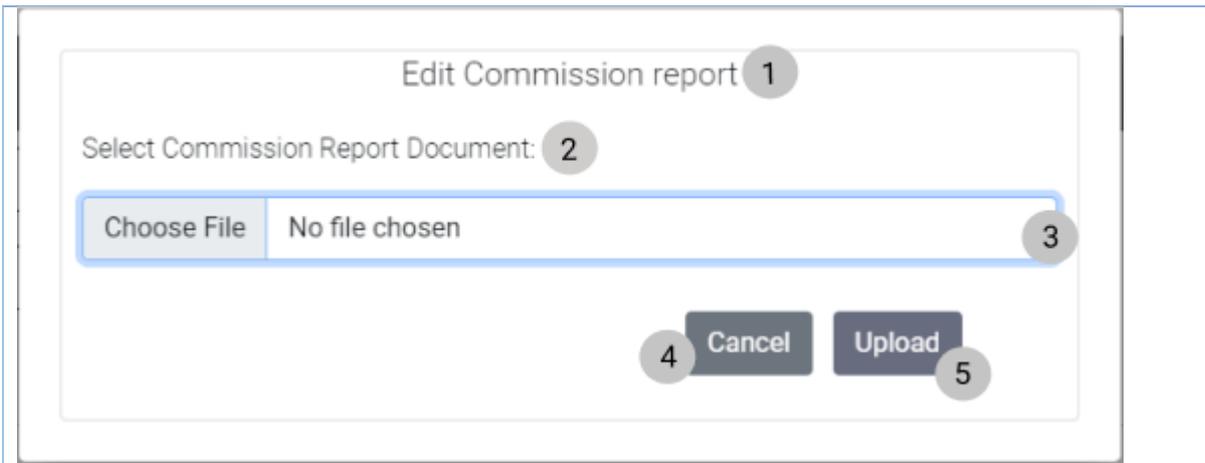
3.3.34.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Projects Button (2).



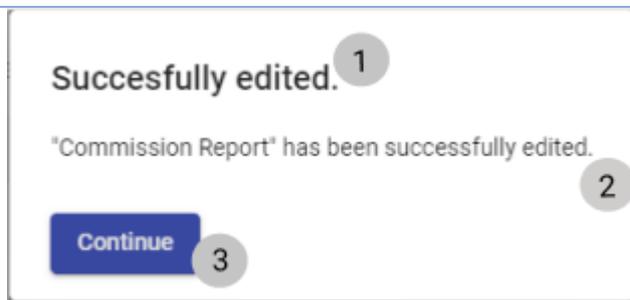
3.3.34.1.2 Click on the View button(1)



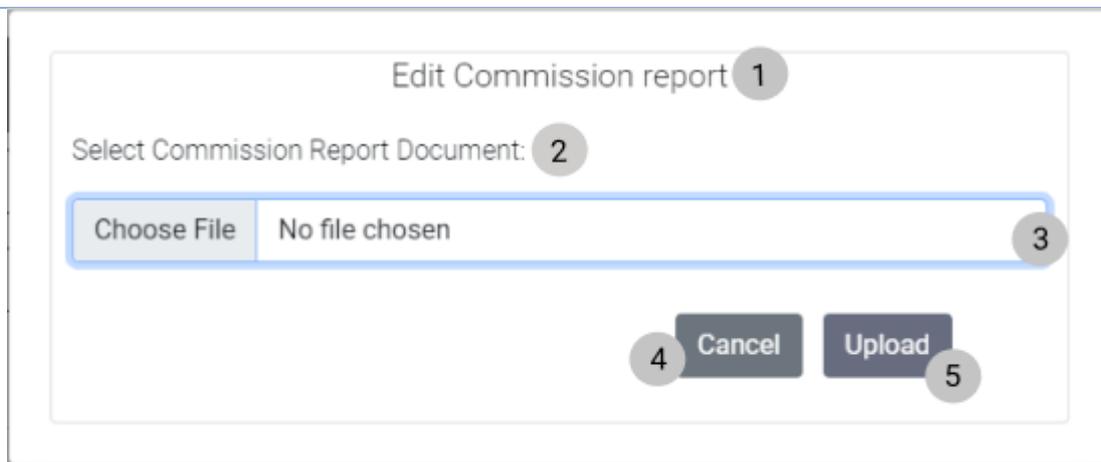
3.3.34.1.3 Click on the edit commission report (1)



3.3.34.1.4 Upload the commission report document (3) then click the upload button (5)



3.3.34.1.5 Click the continue button (3)



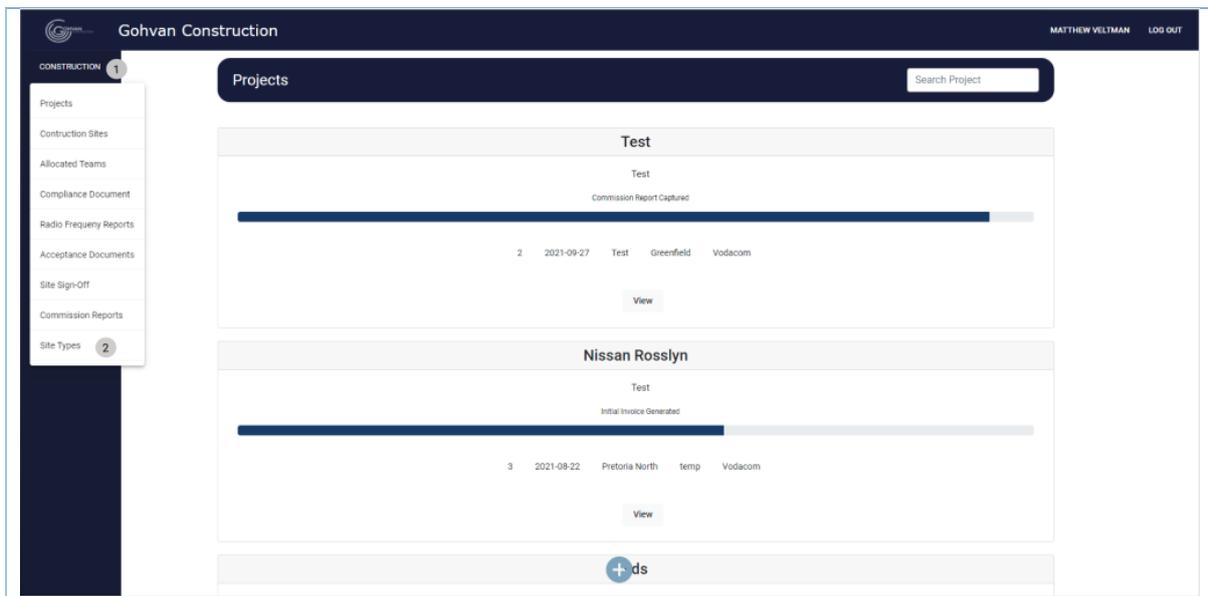
ALT 3.3.34.1.4 If you choose to cancel the submission of the form you can click the Cancel button (4)

3.3.34 Edit Commission report Exercise

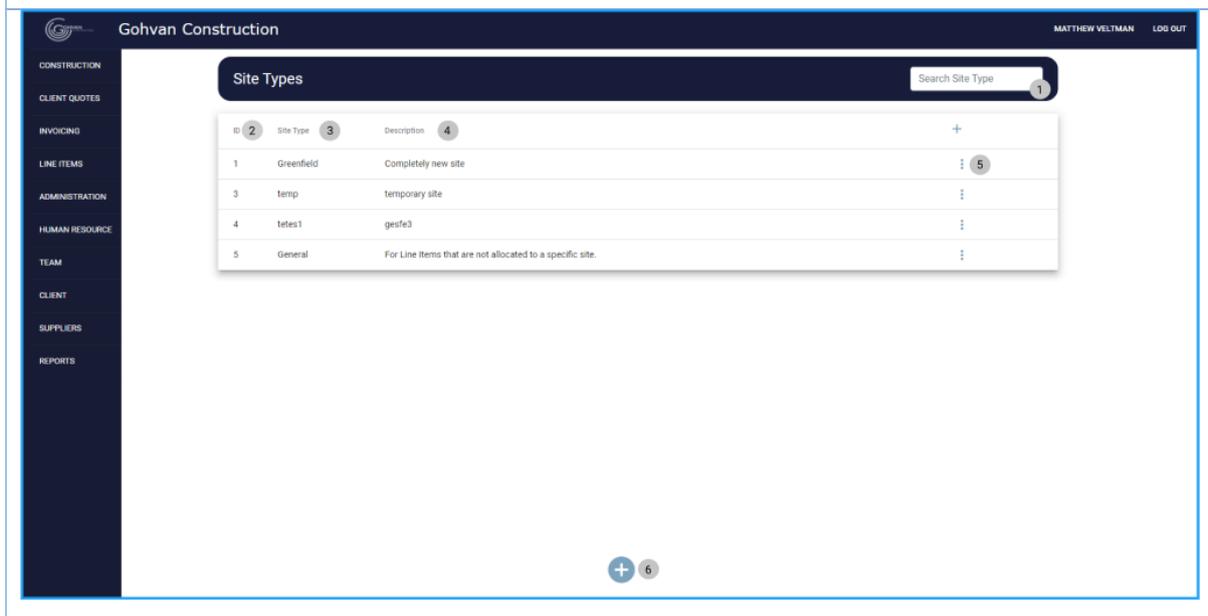
File	Document.pdf
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3.3.35 Create Site Type

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).



3.4.35.1.2 Click on the plus icon(5)

The screenshot shows a form titled "Create Site Type". It contains two text input fields: "What is the Site Type Name" and "What is the Site Type Description". Below these fields are two buttons: "Cancel" and "Create". Numbered callouts are placed as follows: 1 points to the title, 2 to the first label, 3 to the first input field, 4 to the second label, 5 to the second input field, 6 to the "Cancel" button, and 7 to the "Create" button.

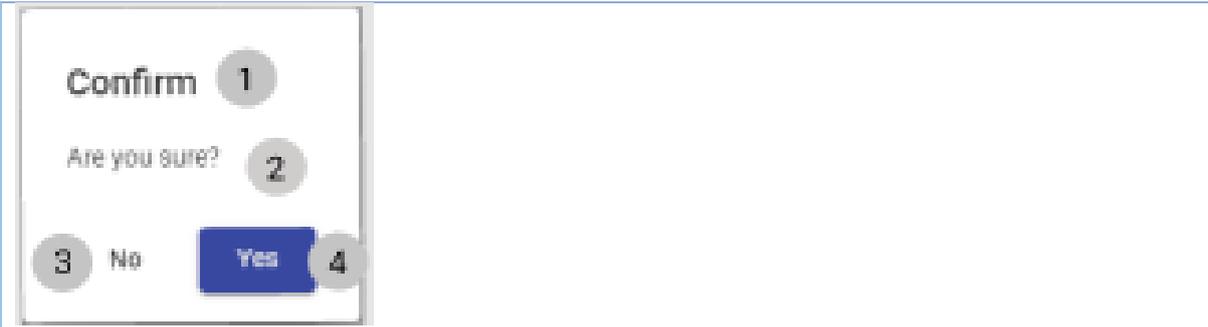
3.3.35.1.3 Enter the Drawing Type Name (3) and the description (5) then click the create button (7)

The screenshot shows a confirmation dialog box titled "Confirm". It asks "Are you sure?" and has two buttons: "No" and "Yes". Numbered callouts are placed as follows: 1 points to the title, 2 to the question, 3 to the "No" button, and 4 to the "Yes" button.

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

This screenshot is identical to the one in step 3.4.35.1.2, showing the "Create Site Type" form with numbered callouts 1 through 7.

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.



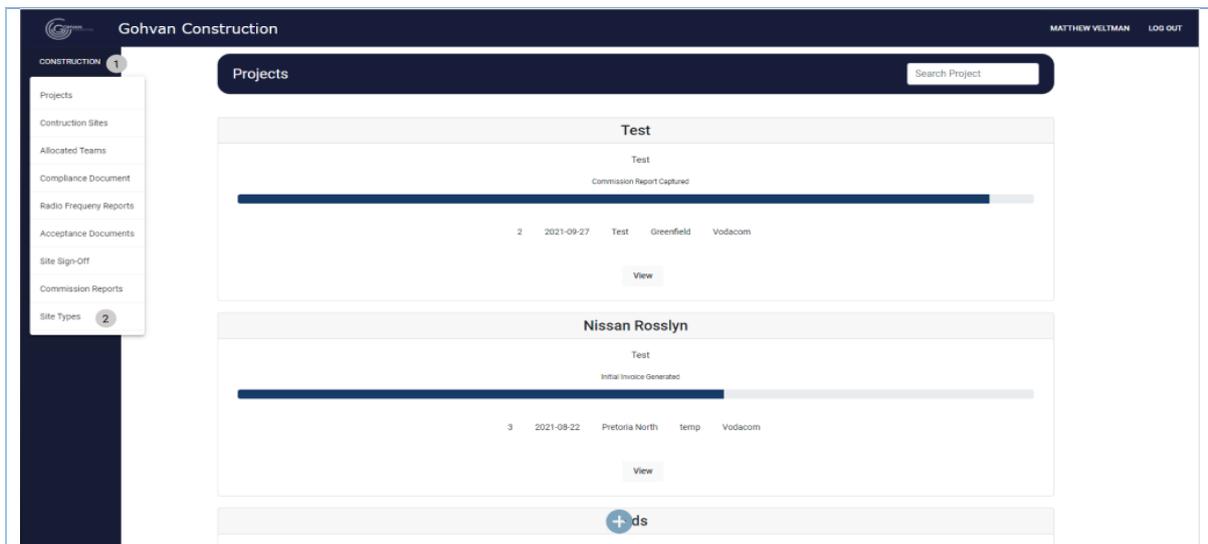
ALT 3.3.35.1.4 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the Upload Site Type screen.

3.3.35.2 Create Site Type Exercise

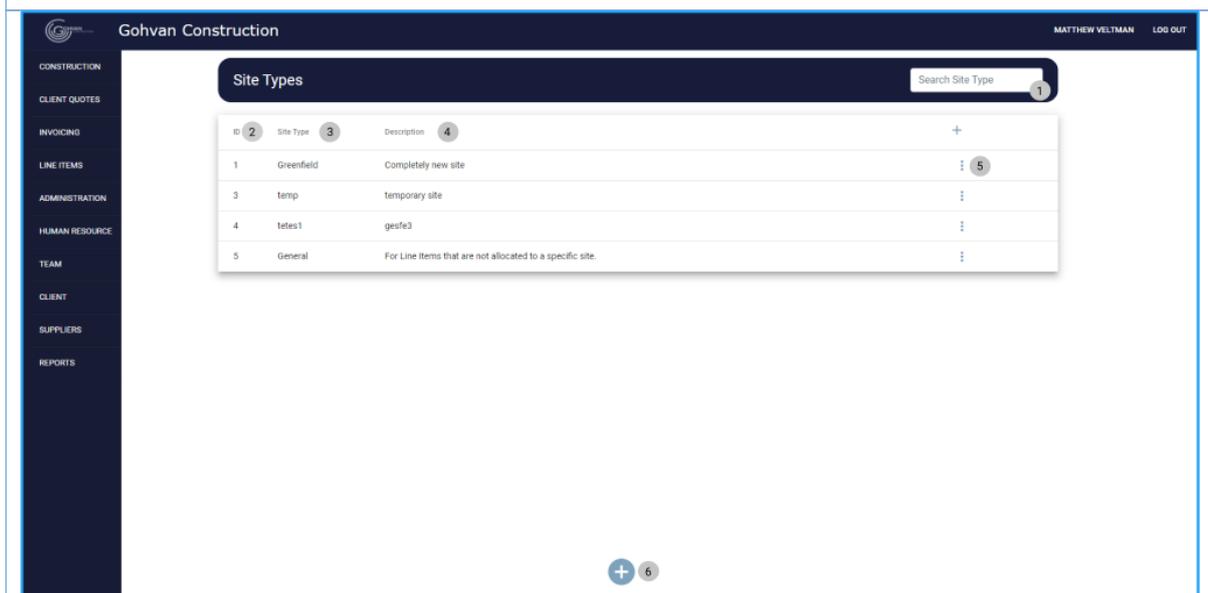
Site Type Name	Rooftop site
Site Type Description	Site is located on a building's roof

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).



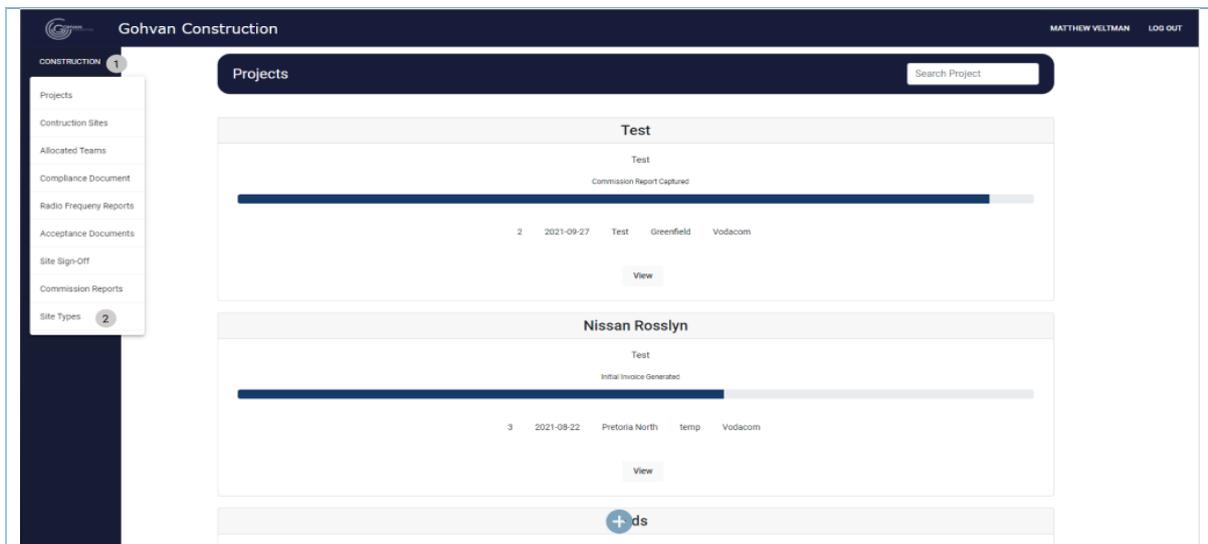
3.4.36.1.2 Enter the Site Type's name in the search bar(1)

3.3.36.2 Search Site Type Exercise

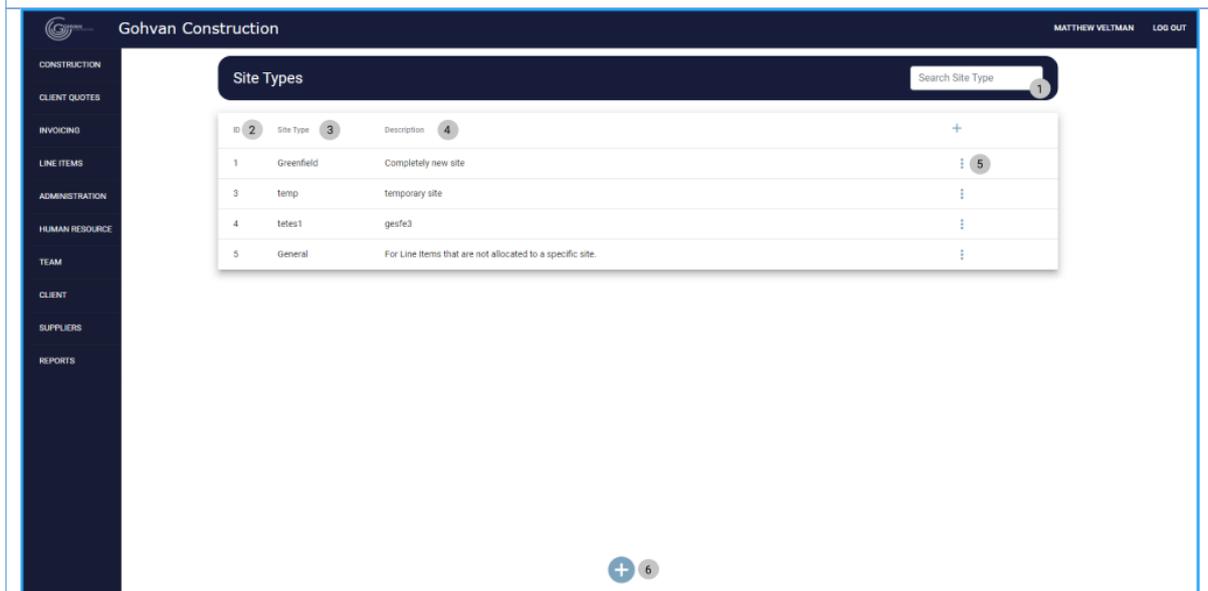
Site Type Name	Rooftop site
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3.3.37 Edit Site Type

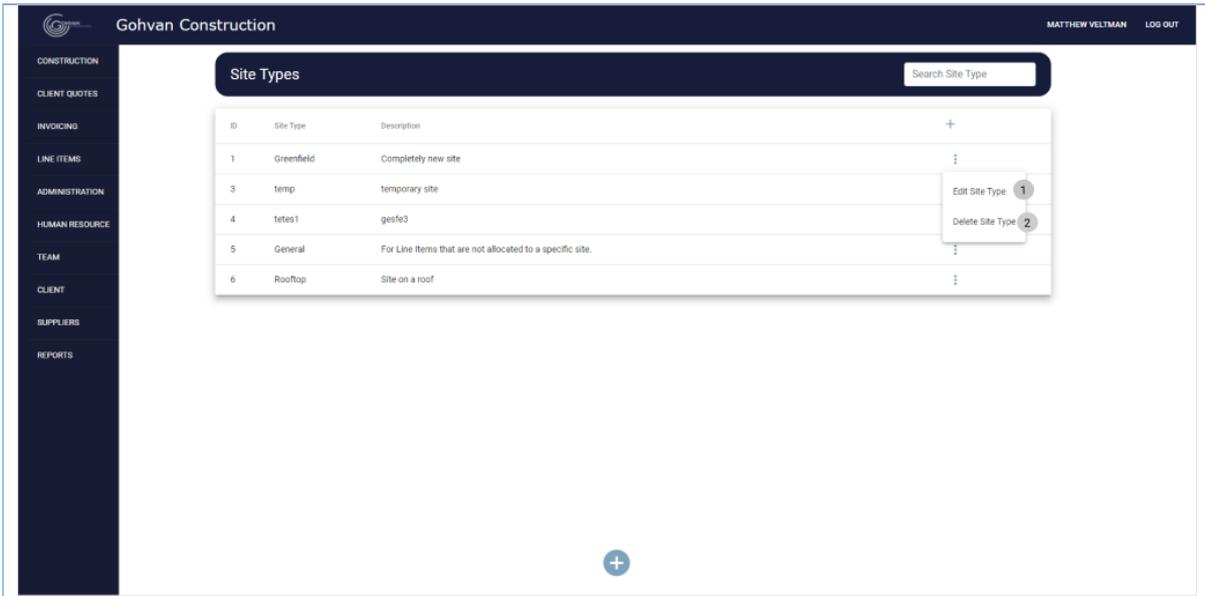
Description:	This section will guide the user through the process of editing for a site type.
Expected Learning Outcomes:	To be able to edit a site type.
Prerequisites:	The user must have the required access to edit a site type to the system.
Other Information:	None



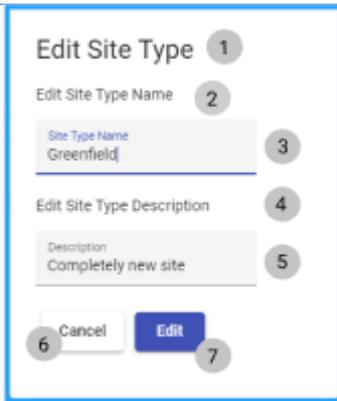
3.3.37.1.1 Click on the Administration button (1) on the side-navigation bar on the left. It will create a drop down where you will then select the Site Types Button (2).



3.3.37.1.2 Click on the menu icon(5)



3.3.37.1.3 Click on the Edit button (1)



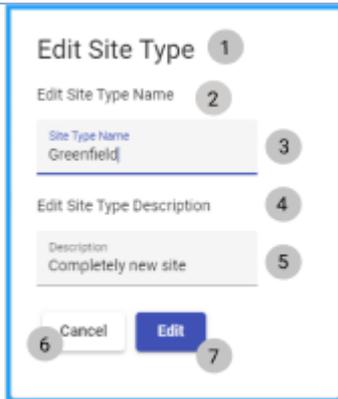
3.3.37.1.4 Enter the Edit Type Name (3) and description (5) then click the edit button (7)



3.3.37.1.5 Click on the Yes button to complete submission (4)



3.3.37.1.6 Click on the continue button (3)



ALT 3.3.37 3.1.4 If you choose to cancel the submission of the form you can click the Cancel button (6) and you will be directed to the edit Site Type screen.



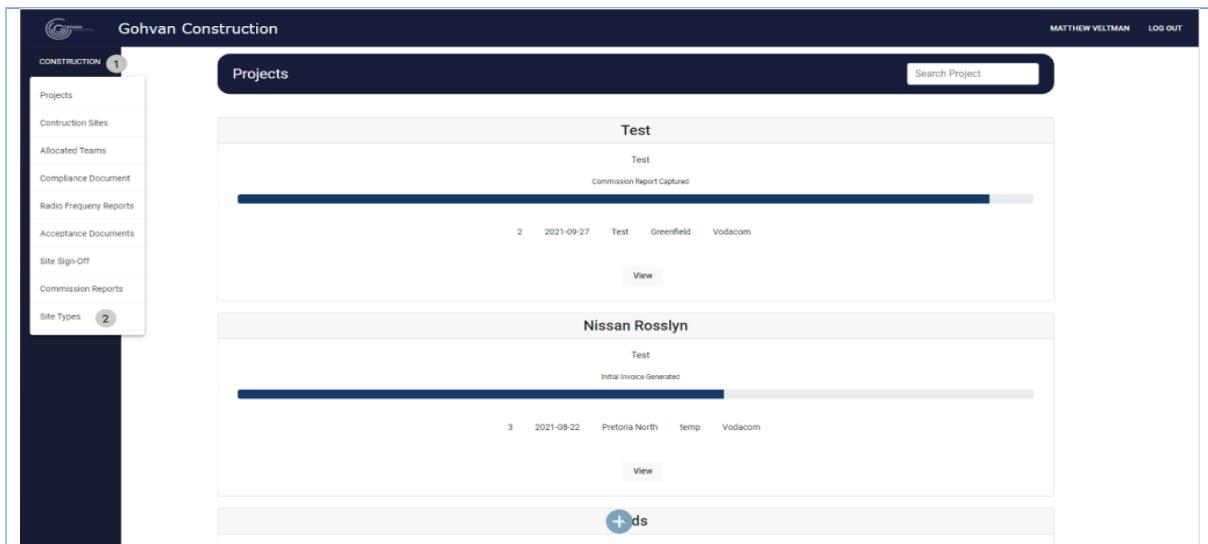
ALT 3.3.37.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the edit Site Type screen.

3.3.37.2 Edit Site Type Exercise

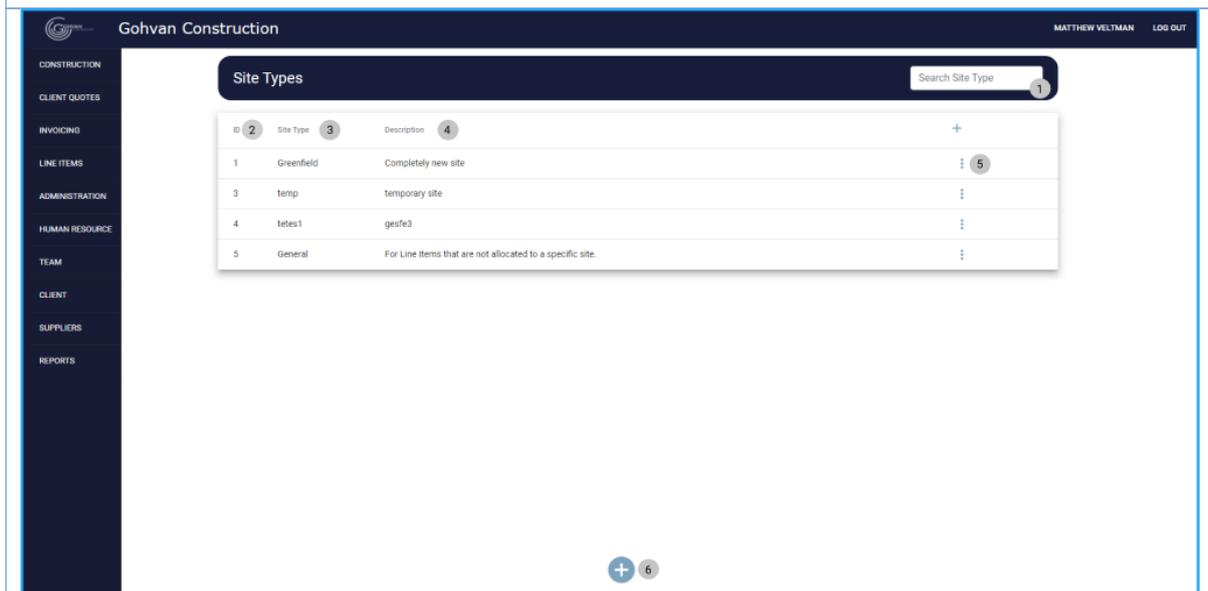
Site Type Name	Temporary Site
Site Type Description	The site is temporary

3.3.38 Delete Site Type

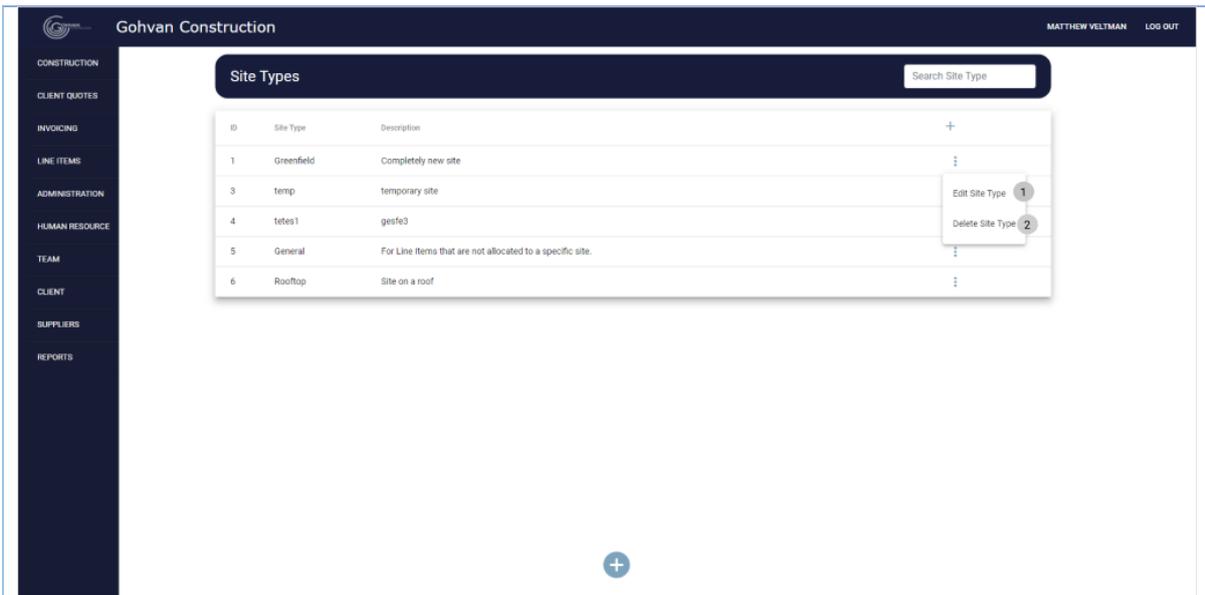
Description:	This section will guide the user through the process of deleting for a site type.
Expected Learning Outcomes:	To be able to delete a site type.
Prerequisites:	The user must have the required access to delete a new site type to the system.
Other Information:	None



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).



3.3.38.1.2 Click on the menu icon(4)



3.3.38.1.3 Click on the Delete button (2)



3.3.38.1.5 Click on the Yes button to complete submission (4)



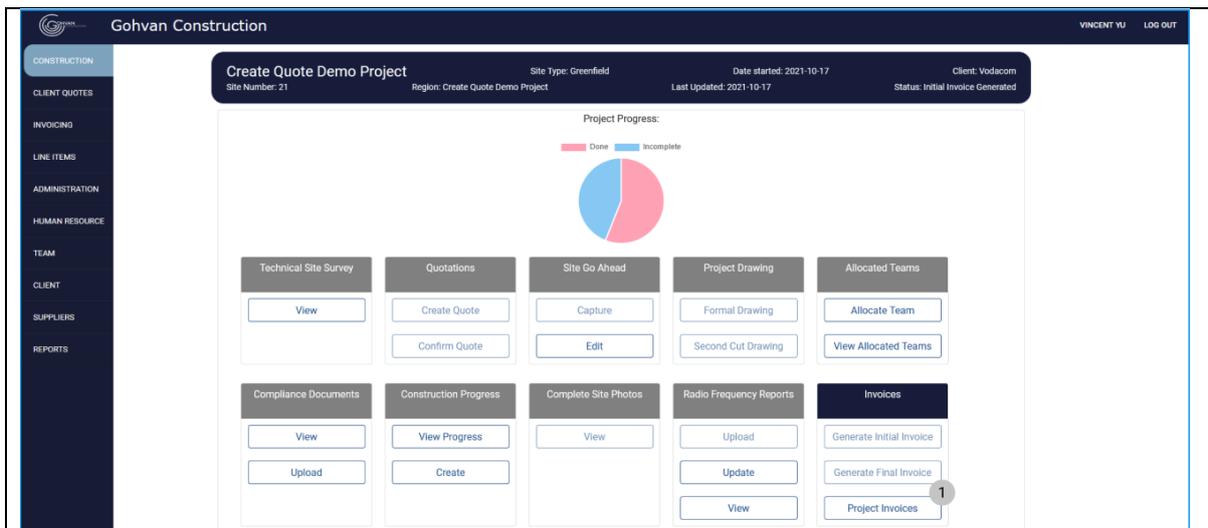
ALT 3.3.38.1.5 If you choose to cancel the submission the form you can click the No button (3) and you will be directed to the site Type screen.



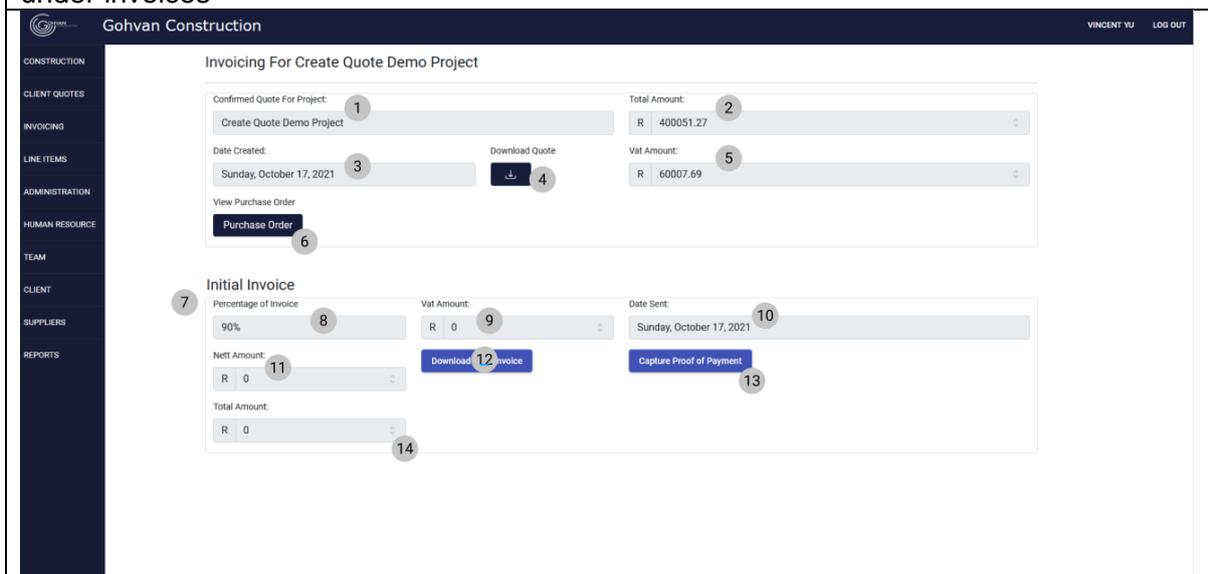
3.4 Invoicing

3.4.1 Search Invoice

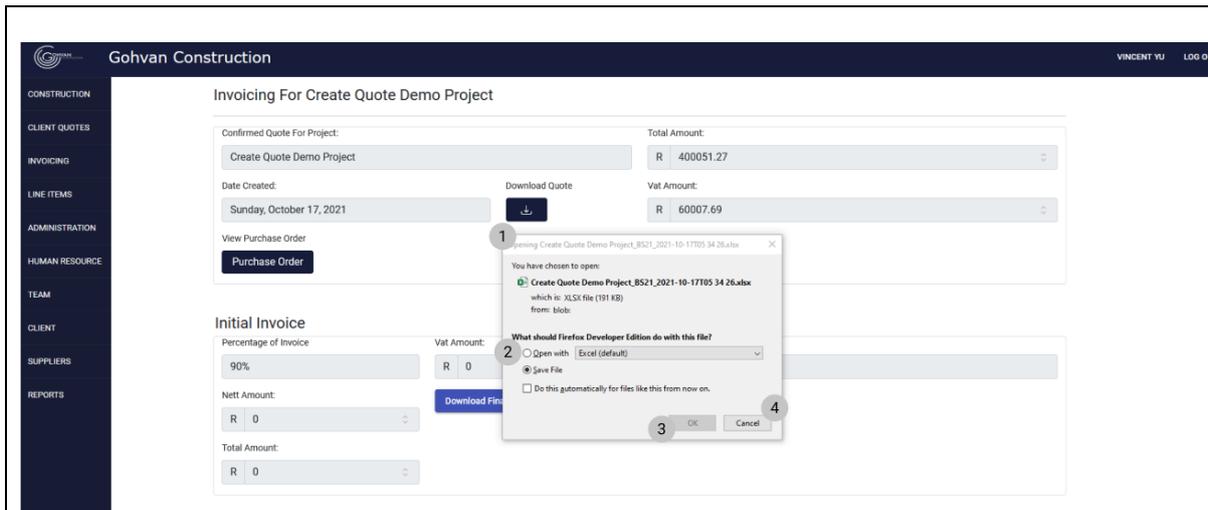
Description:	This section will guide the user through the process of creating a searching for an Invoice.
Expected Learning Outcomes:	To be able to search for invoice.
Prerequisites:	The user must have the required access to searching for invoice.
Other Information:	None



3.4.1.1.1 Navigate and click the “Project Invoices” button (1) on the view project screen, under invoices



3.4.1.1.2 The system will load the Project Invoicing screen. Controls [7-14] Display the invoice details. Click the “Download Invoice” button (12) to download the invoice



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.

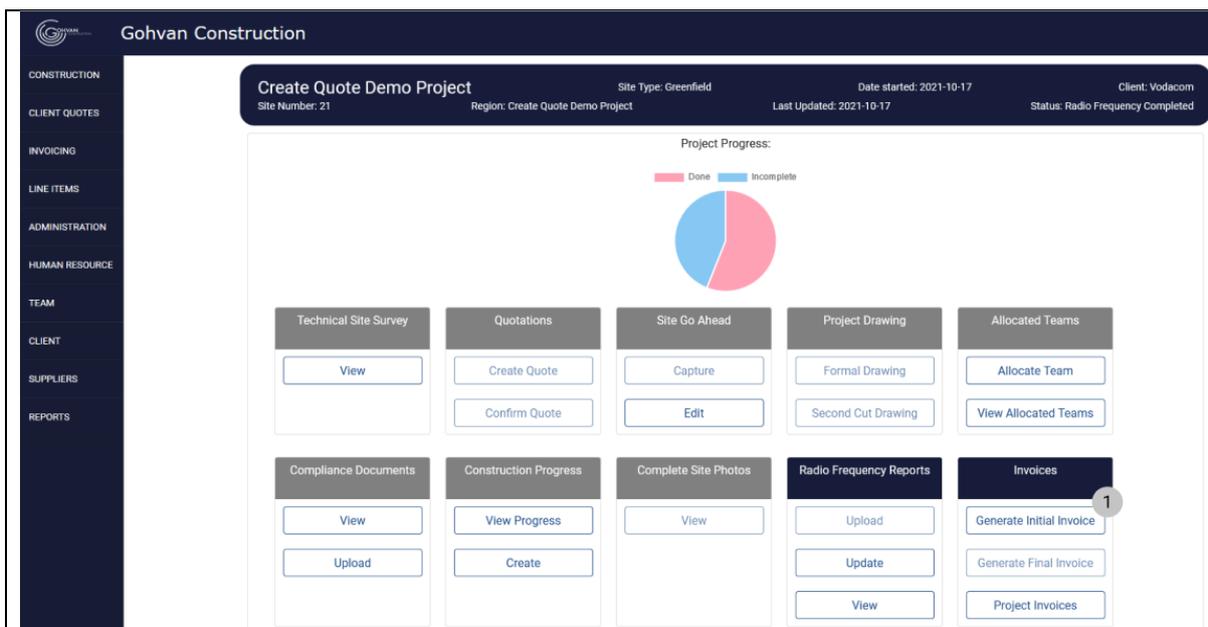
3.4.1.2 Search Employee Exercise

Search for invoice using the following details:

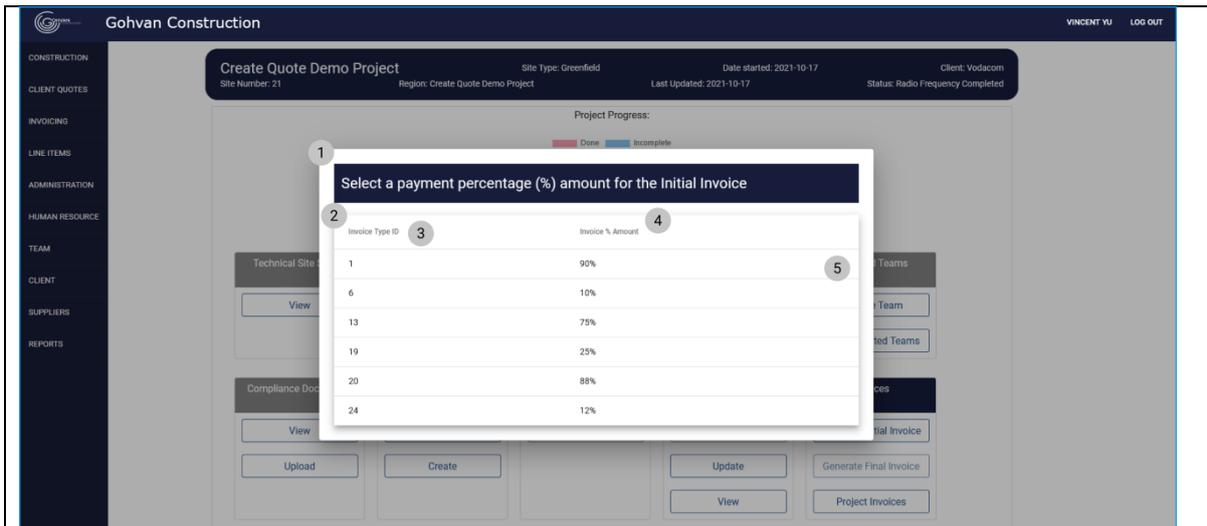
Project name	Nissan
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3.4.2 Generate Invoice

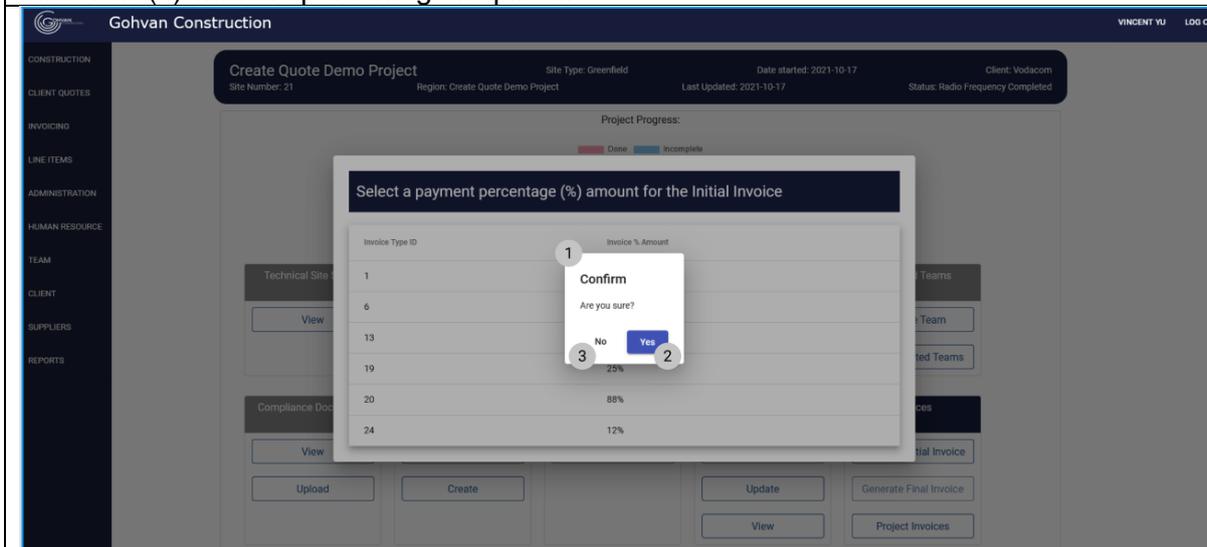
Description:	This section will guide the user through the process of generating a new invoice.
Expected Learning Outcomes:	To be able to create invoice.
Prerequisites:	The user must have the required access to generating invoice.
Other Information:	None



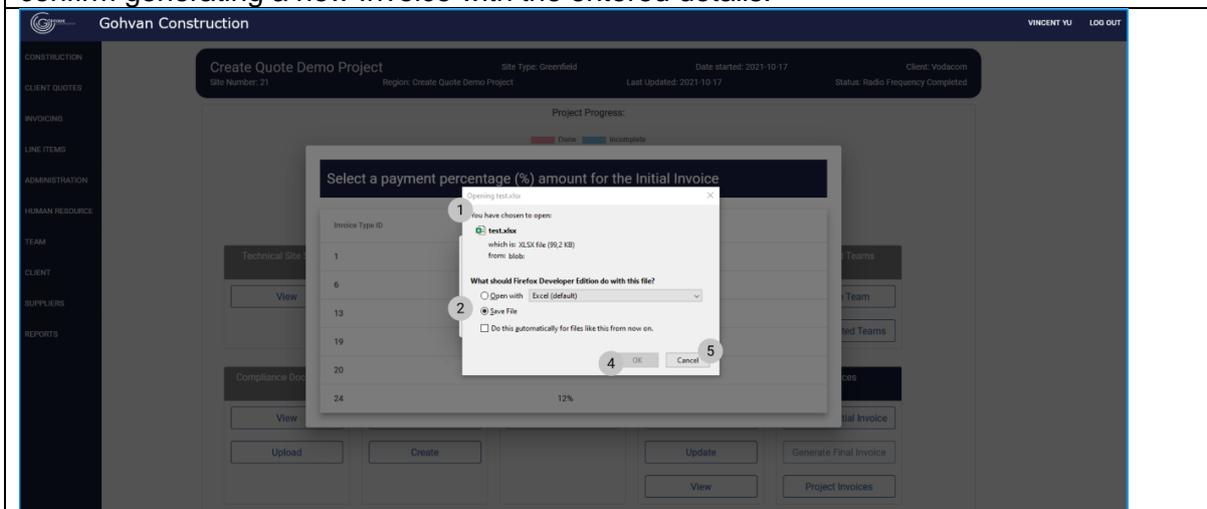
3.4.2.1.1 Navigate and click the “Generate Initial / Final Invoice” button (1)



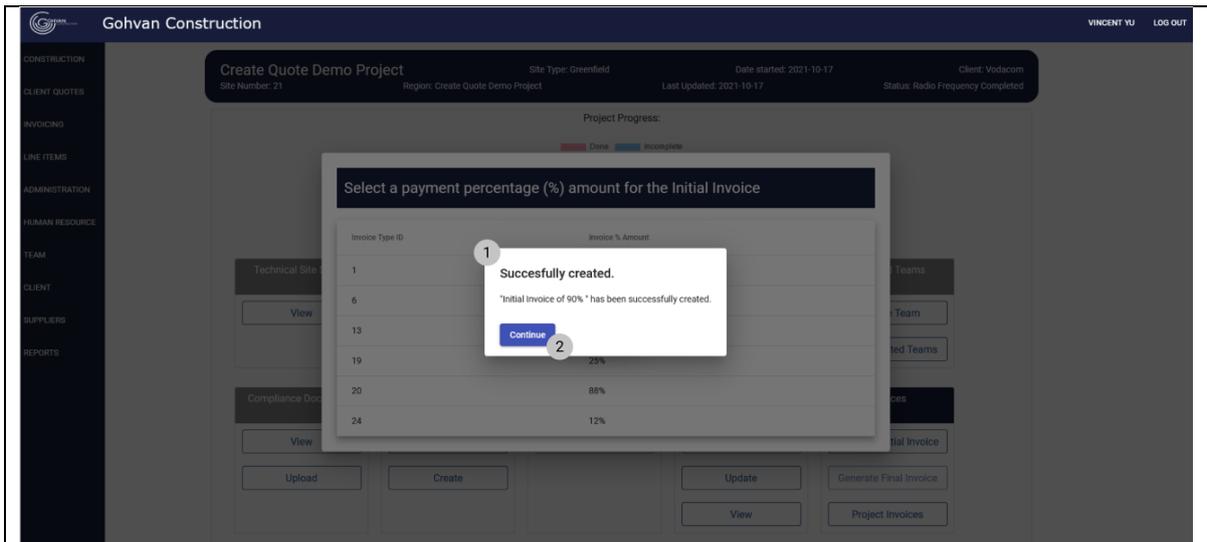
3.4.2.1.2 The system will load the “select Invoice type” dialog (1). Thereafter click on a table row (5) with the percentage required.



3.4.2.1.3 The system will then prompt you for confirmation. Click “Yes” button (2) to confirm generating a new Invoice with the entered details.



3.4.2.1.4 The system will then prompt you to save or open the file. Click “OK” button (4) to open or save the file.



3.4.2.1.5 The system will display a Success Dialog (1), showing the successful generation of the Invoice. Click “Continue” Button (2) to close the Success Dialog.

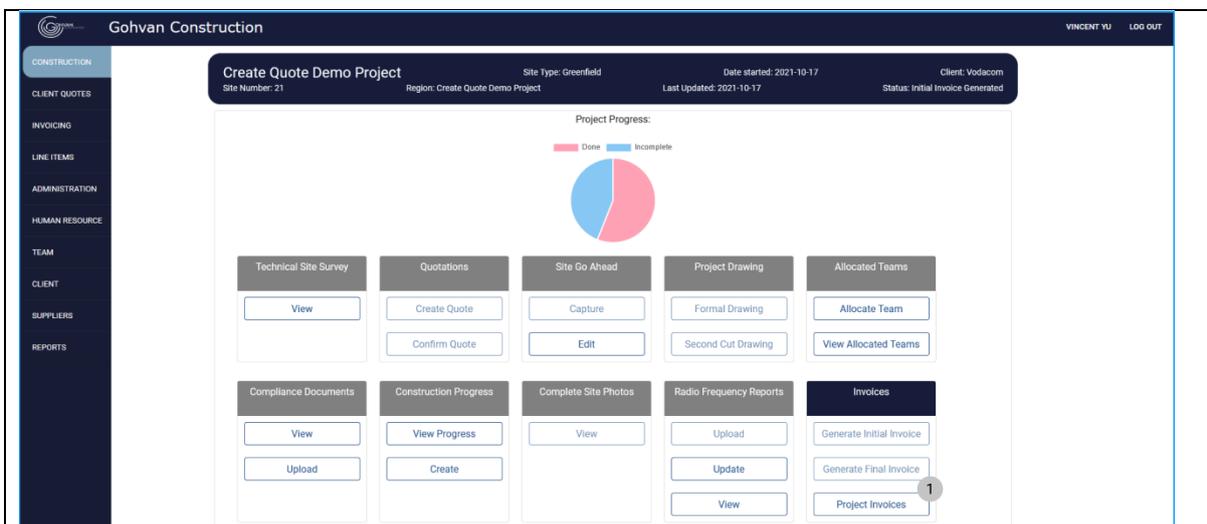
3.4.2.2 Generate Invoice Exercise

Create a new Invoice using the following details:

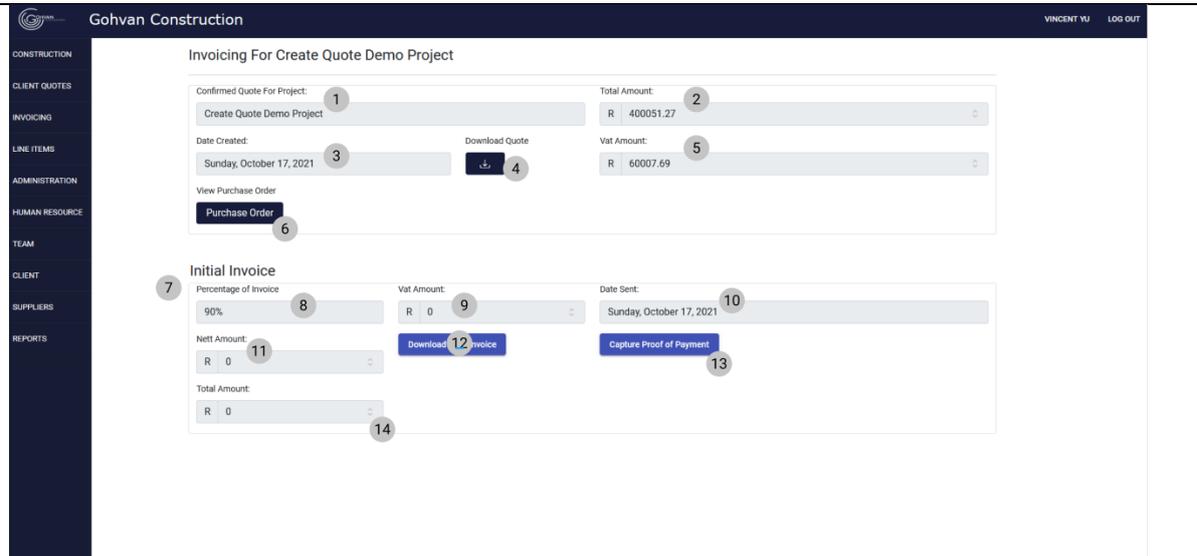
Project Name	Test
Invoice % Amount	50

3.4.3 Capture Proof of Payment

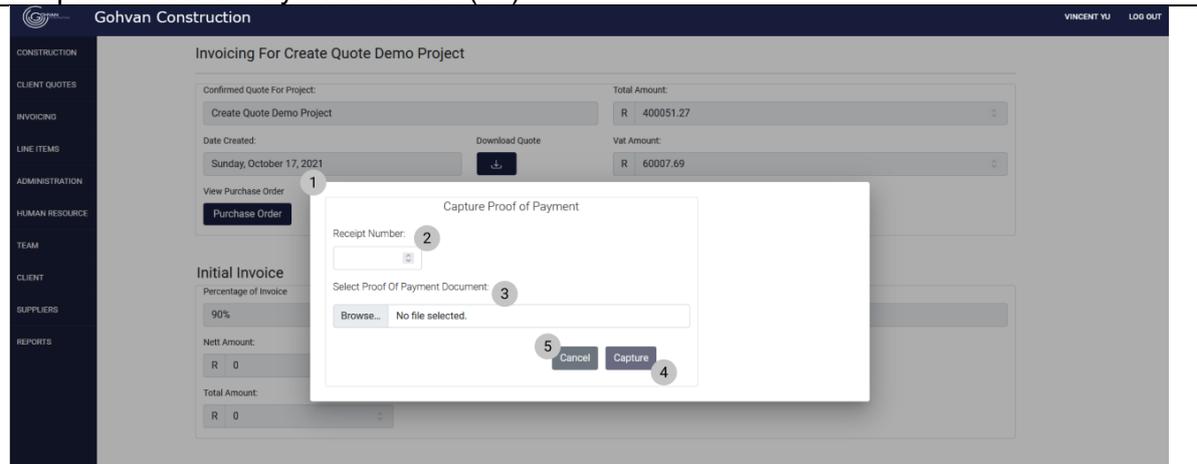
Description:	This section will guide the user through the process of capturing a new proof of payment.
Expected Learning Outcomes:	To be able to capture proof of payments.
Prerequisites:	The user must have the required access to capturing Proof of payment.
Other Information:	None



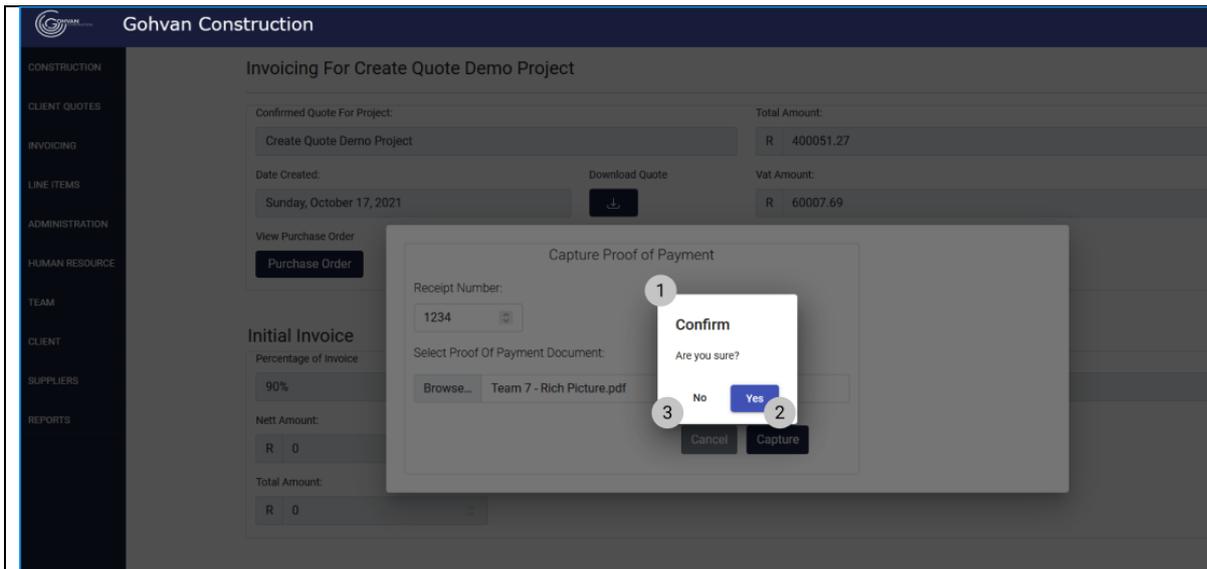
3.4.3.1.1 Navigate and click the “Project Invoices” button (1) on the view project screen, under invoices



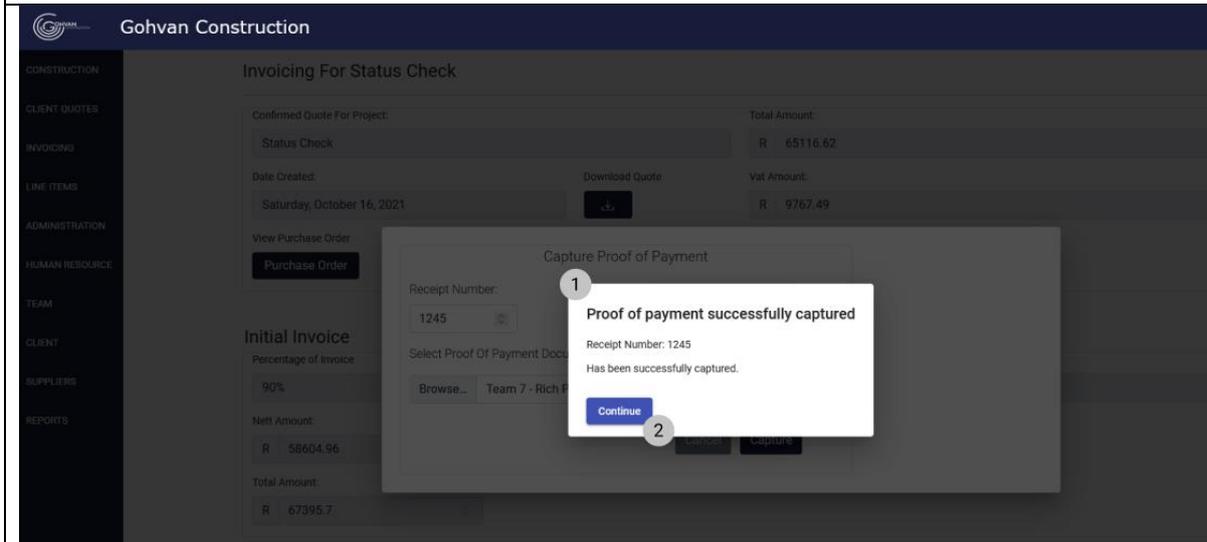
3.4.3.1.2 The system will load the “Project invoicing” screen (1). Thereafter click the “Capture Proof of Payment” button (13)



3.4.3.1.3 The system will then display the “capture proof of payment” dialog (1). Enter the receipt number (2), upload the proof of payment (3) and click “Upload” button (4)



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



3.4.3.1.5 The system will display a Success Dialog (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

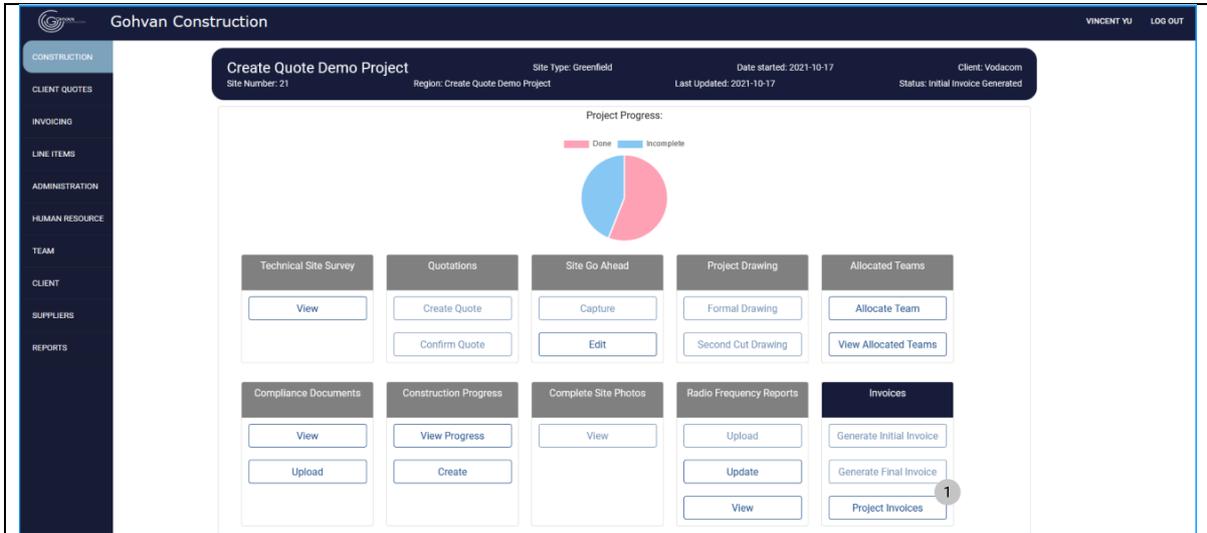
Create a new Invoice using the following details:

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

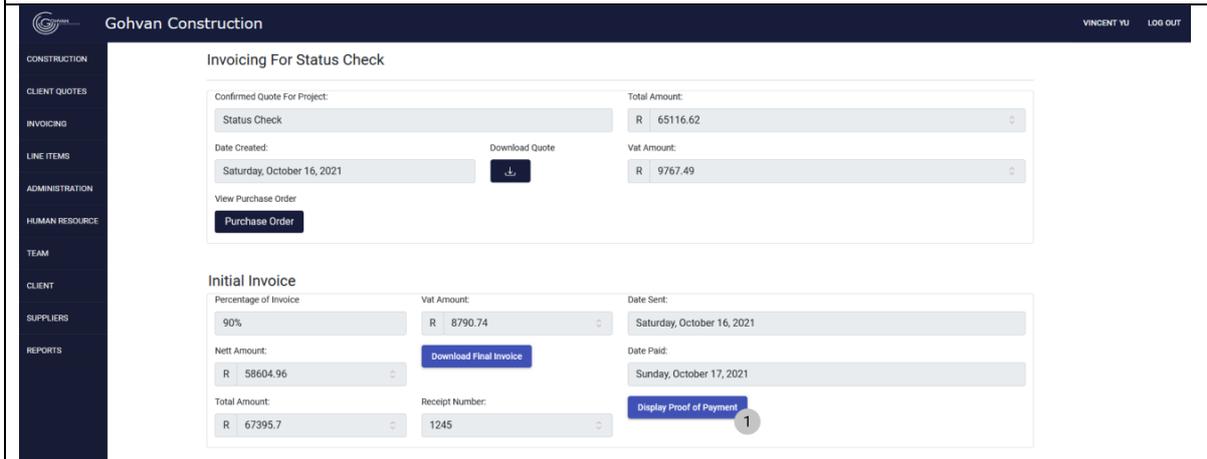
3.4.4 Search Proof of Payment

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.

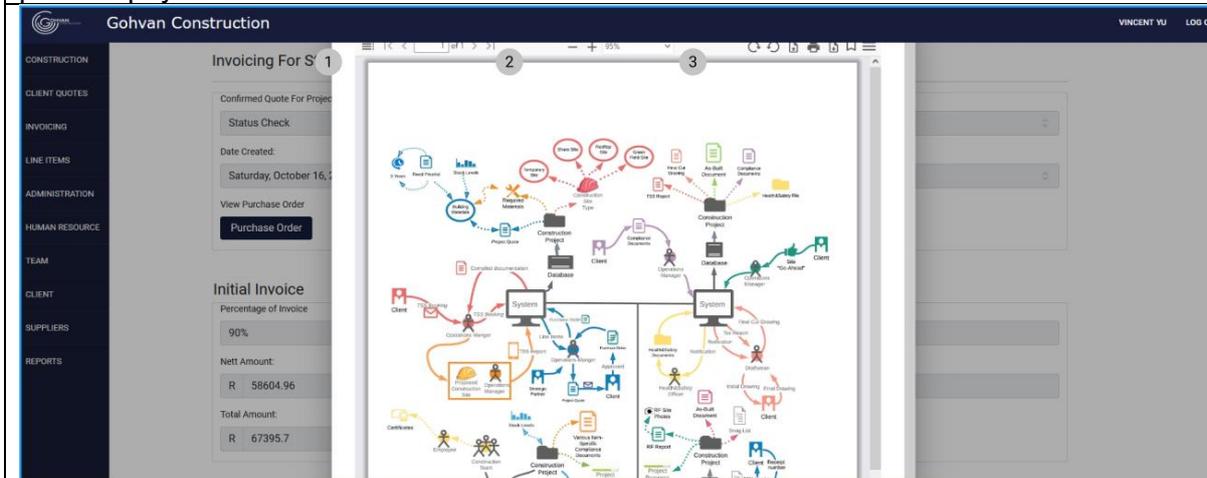
Other Information: None



3.4.4.1.1 Navigate and click the “Project Invoices” button (1) on the view project screen, under invoices



3.4.6.1.2 The system will load the Project Invoicing Screen. Thereafter, click the “Display proof of payment” button.



3.4.6.1.3 The system will display a PDF viewer which contains the uploaded Proof of payment

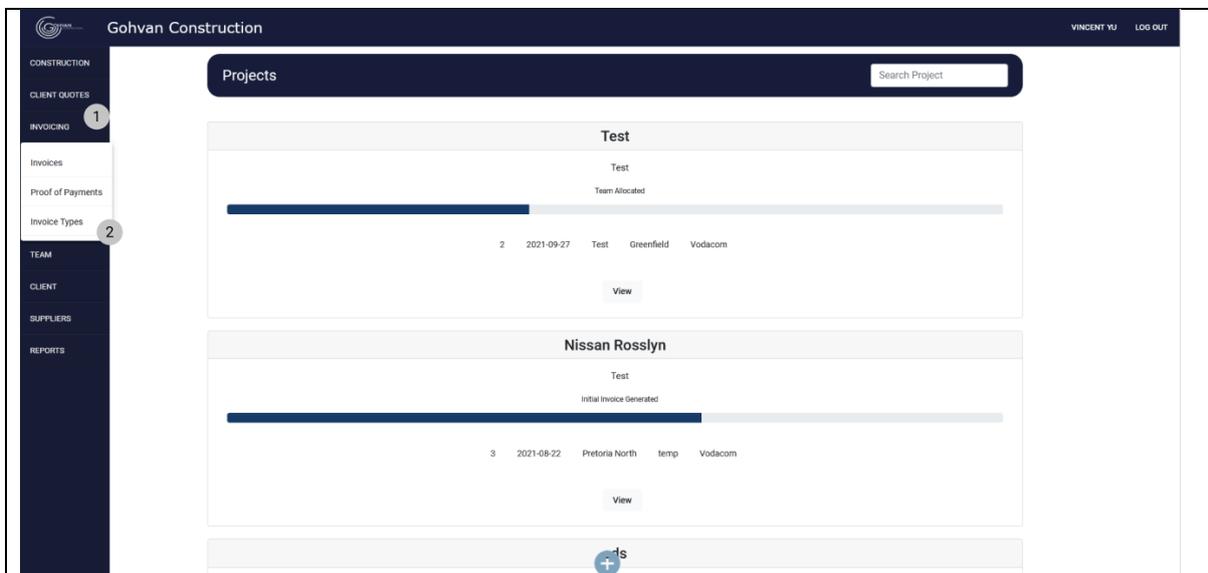
3.4.6.2 Search Proof of payments Exercise

Search for proof of payment using the following details:

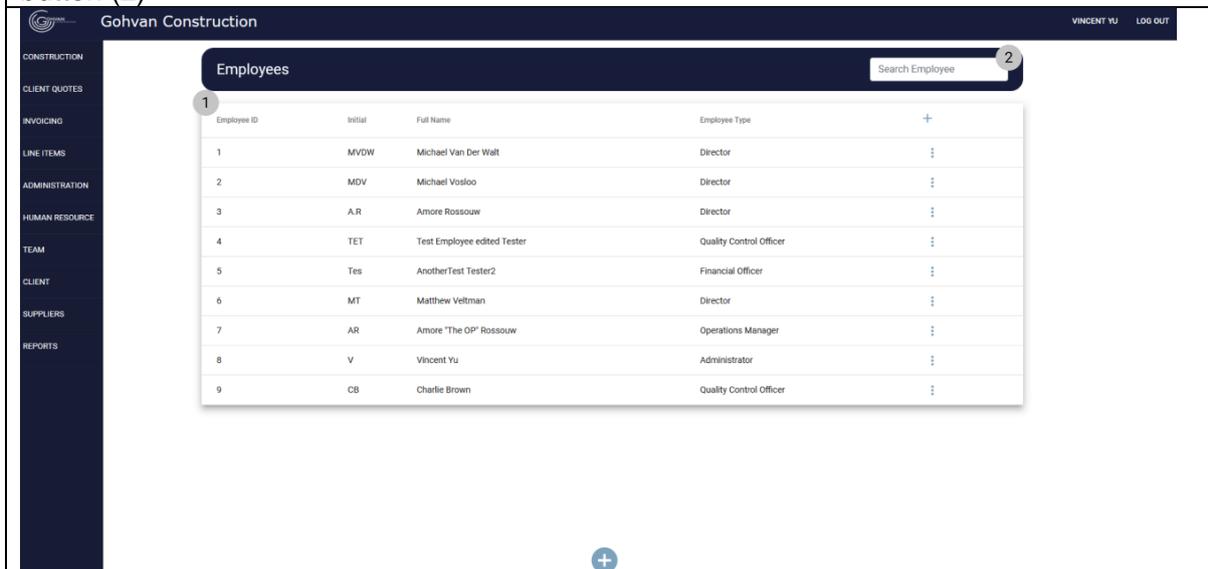
Project Name	Test
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3.4.5 Search Invoice Type

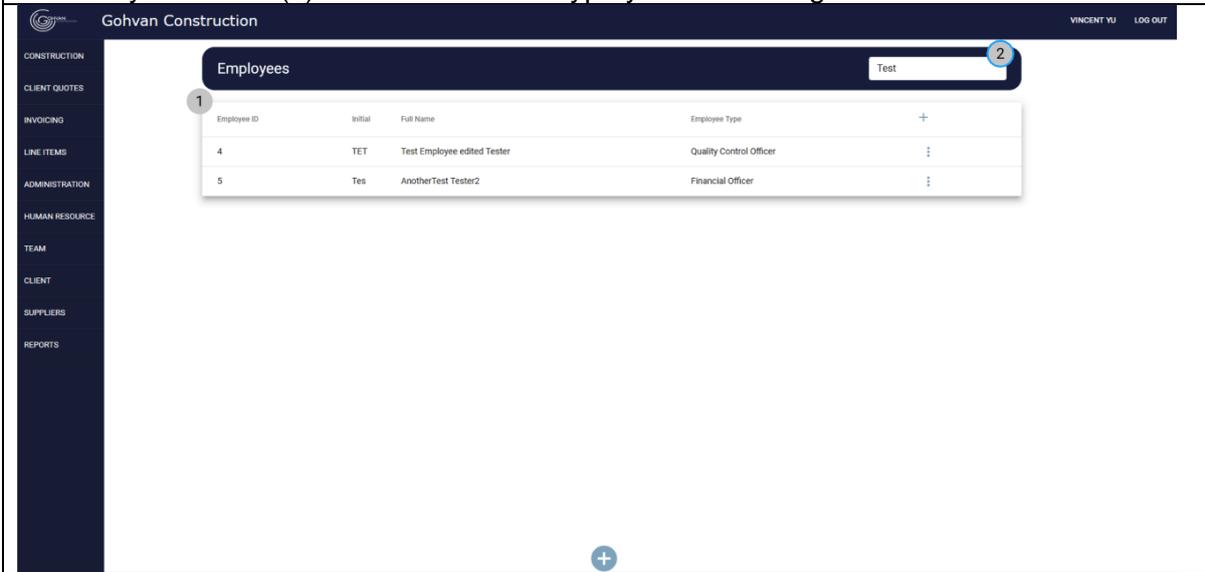
Description:	This section will guide the user through the process of creating a searching for an Invoice Type.
Expected Learning Outcomes:	To be able to search for invoice types.
Prerequisites:	The user must have the required access to searching for invoice types.
Other Information:	None



3.4.6.1.1 Navigate and click the “Invoicing” drop down menu (1), click “Invoice Types” button (2)



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.



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.

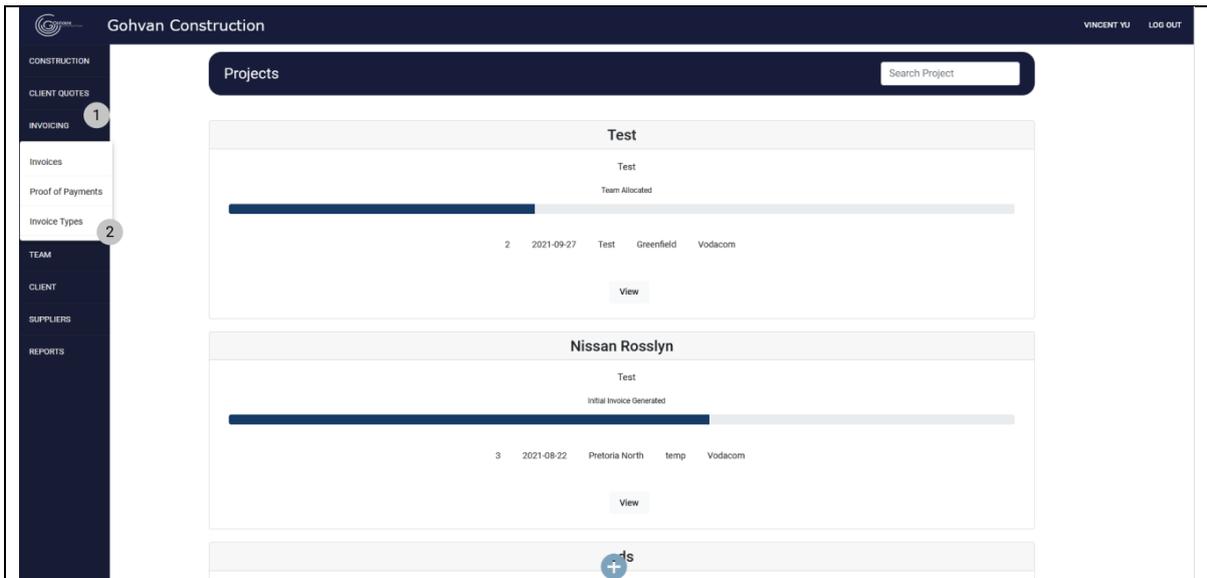
3.4.6.2 Search Employee Exercise

Search for invoice type using the following details:

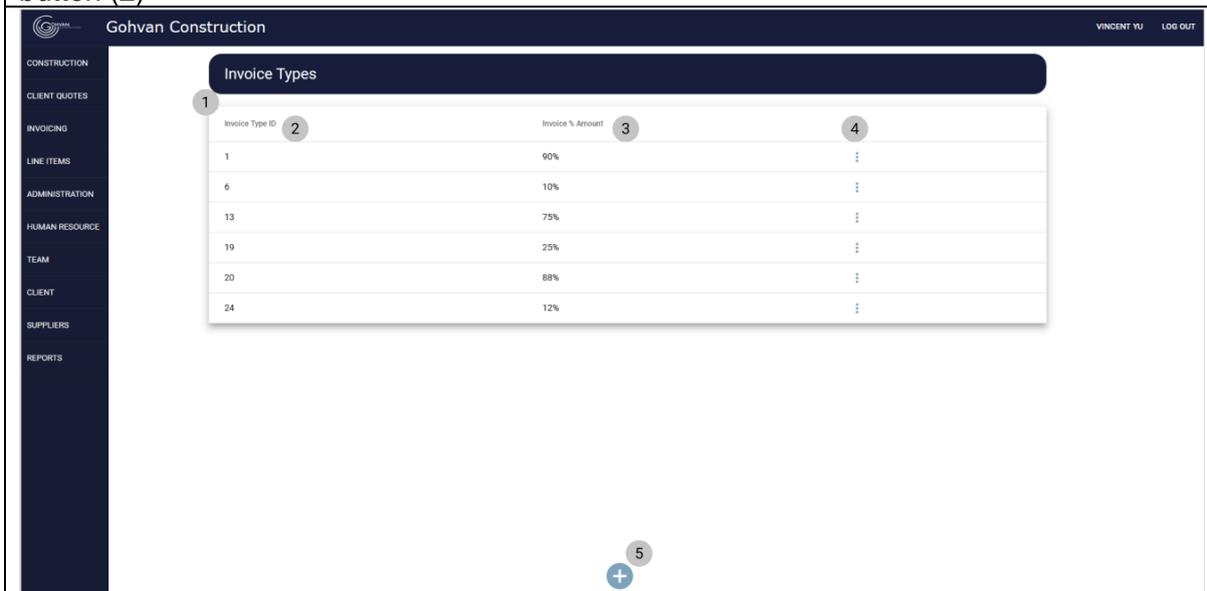
Invoice Type Amount	90
----------------------------	----

3.4.6 Create Invoice Type

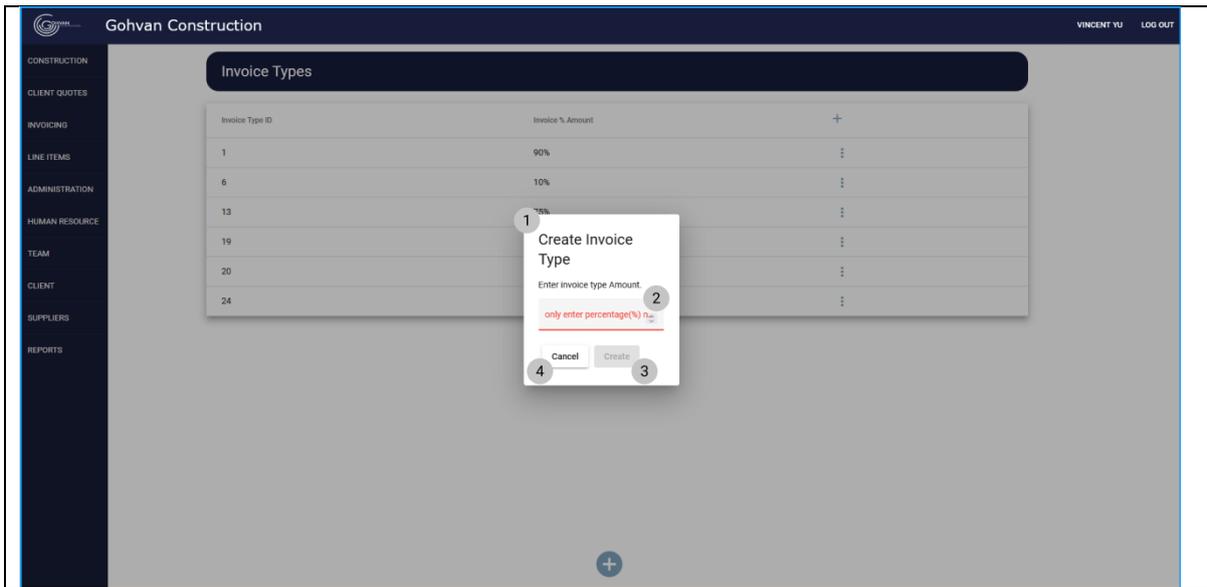
Description:	This section will guide the user through the process of creating a new invoice type.
Expected Learning Outcomes:	To be able to create invoice types.
Prerequisites:	The user must have the required access to adding invoice types.
Other Information:	None



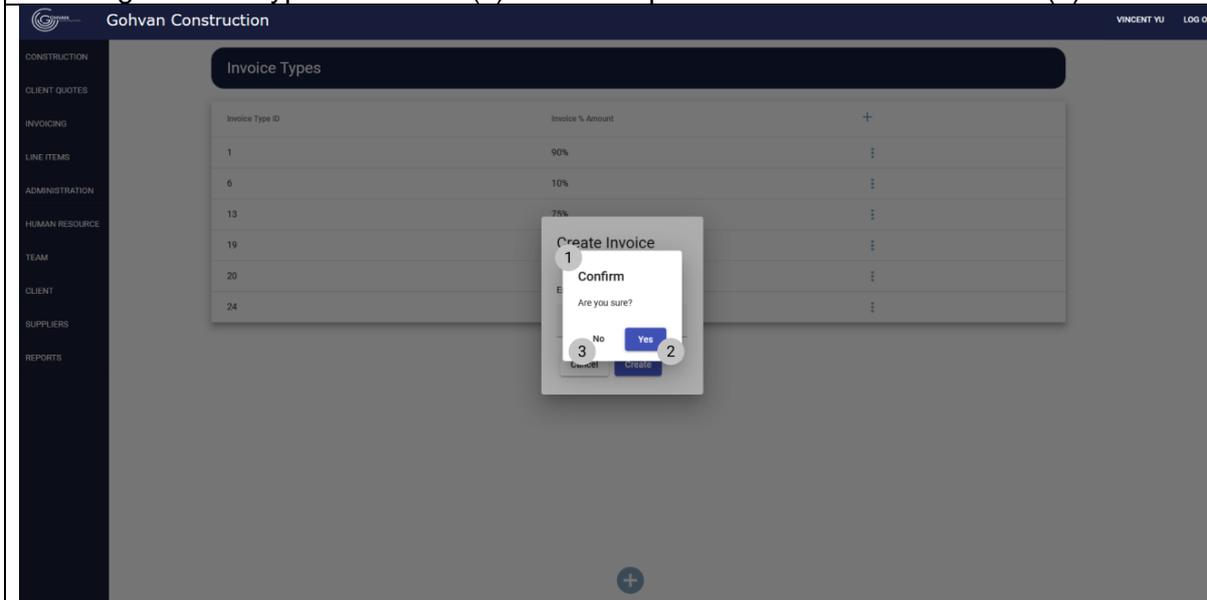
3.4.7.1.1 Navigate and click the “Invoicing” drop down menu (1), click “invoice Types” button (2)



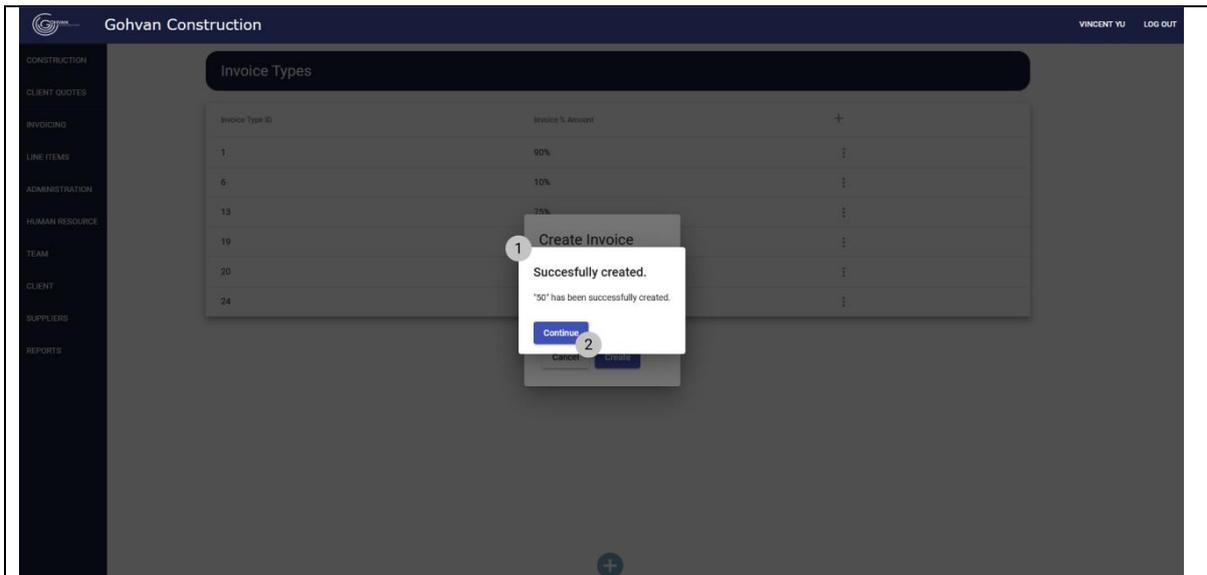
3.4.7.1.2 The system will load the Invoice type Home Screen. Thereafter click the “Add” Button (5)



3.4.7.1.3 The system will load the “Add Invoice type” Dialog (1). Thereafter enter the following: Invoice Type % Amount (2) Once complete click the “Create” Button (4).



3.4.7.1.4 The system will then prompt you for confirmation. Click “Yes” button (2) to confirm creating the new Invoice type with the entered details.



3.4.7.1.5 The system will display a Success Dialog (1), showing the successful creation of the Invoice type. Click “Continue” Button (2) to close the Success Dialog.

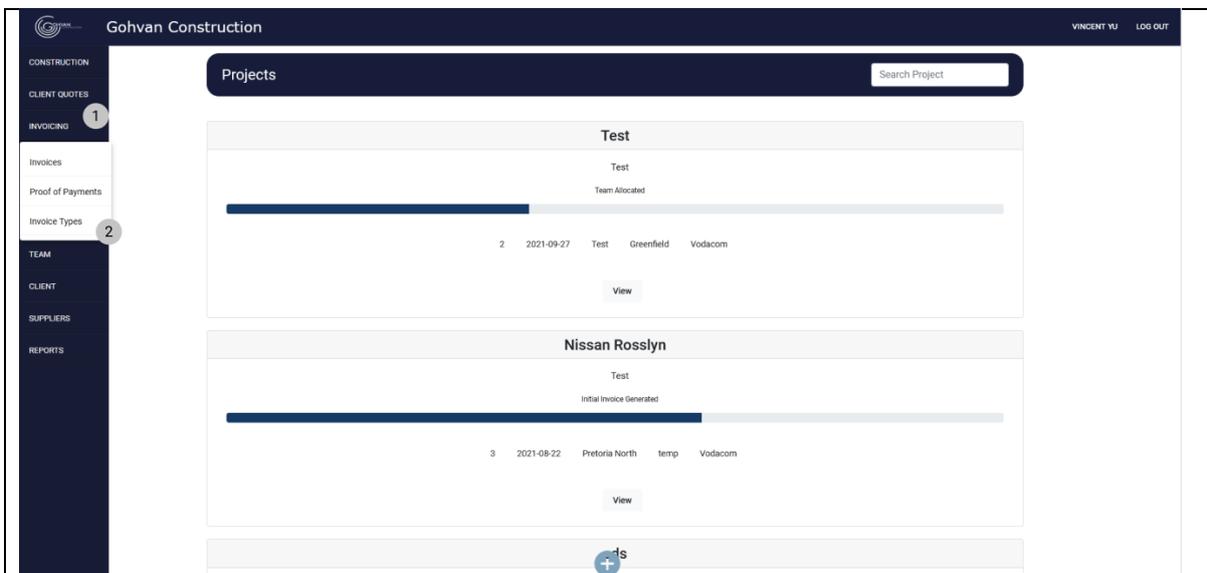
3.4.7.2 Create Invoice Type Exercise

Create a new Invoice type using the following details:

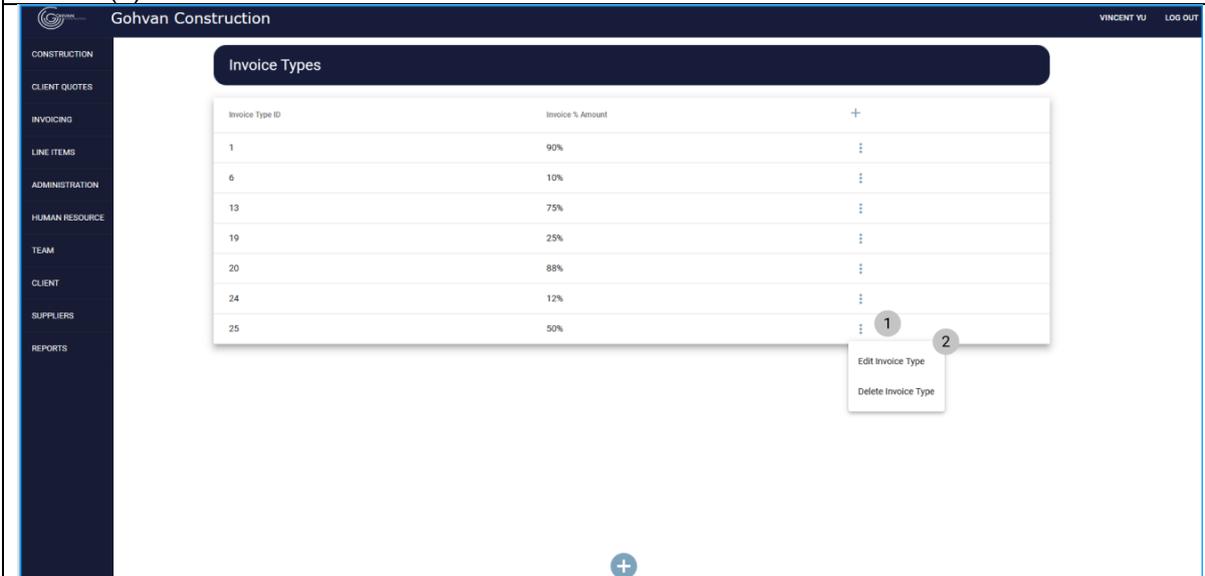
Invoice % Amount	50
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3.4.7 Edit Invoice Type

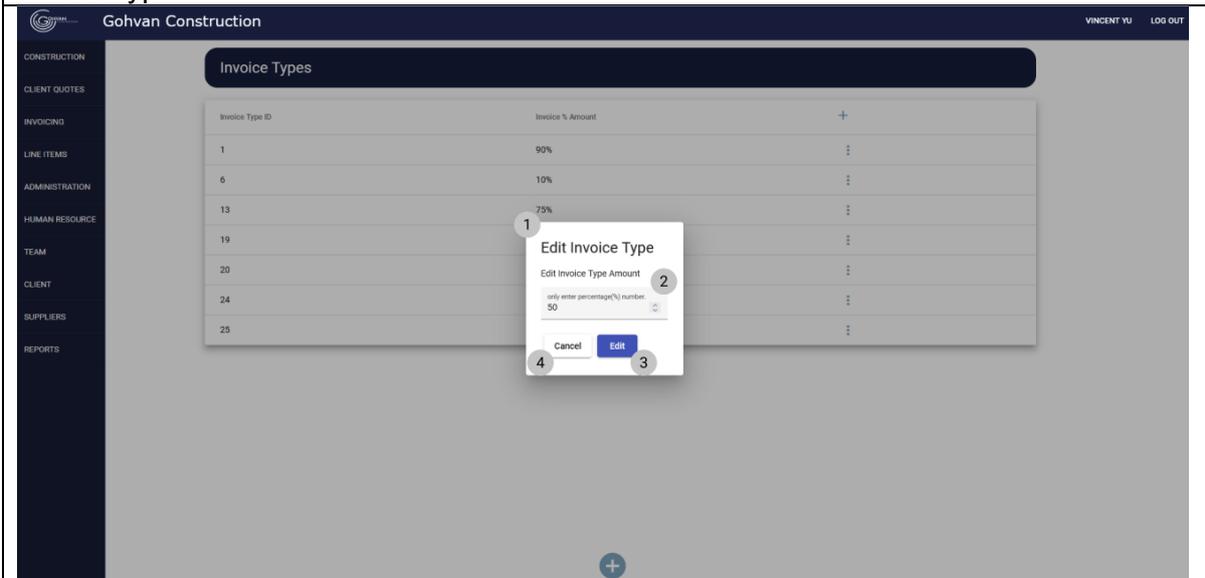
Description:	This section will guide the user through the process of editing an existing Invoice type record.
Expected Learning Outcomes:	To be able to edit an Invoice type.
Prerequisites:	The user must have the required access to edit an Invoice type.
Other Information:	None



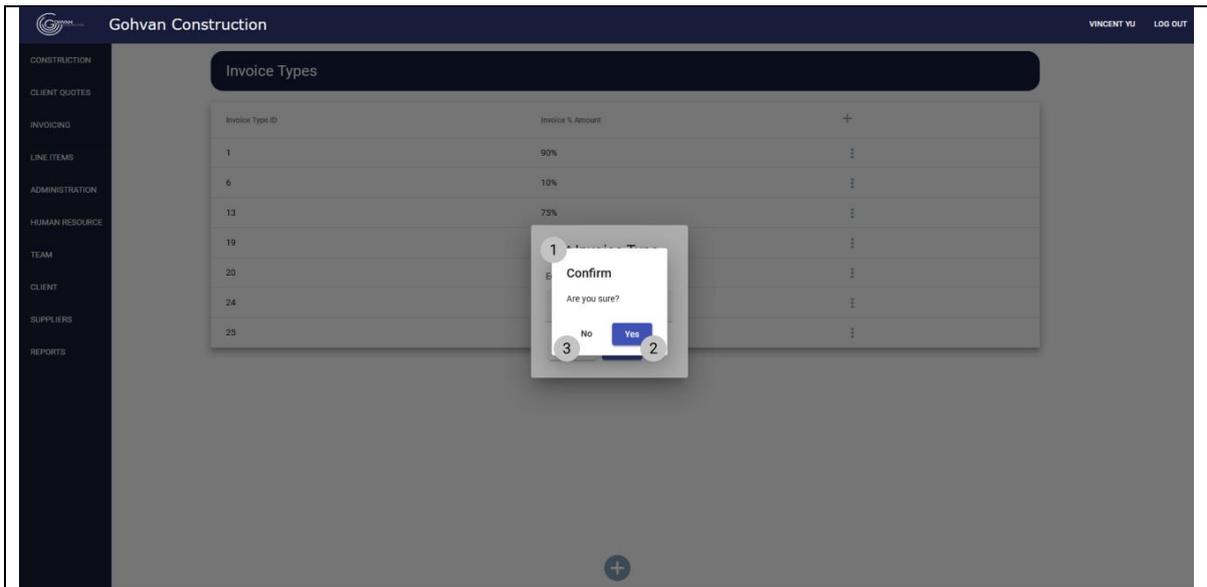
3.4.8.1.1 Navigate and click the “Invoicing” drop down menu (1), click “Invoice Types” button (2)



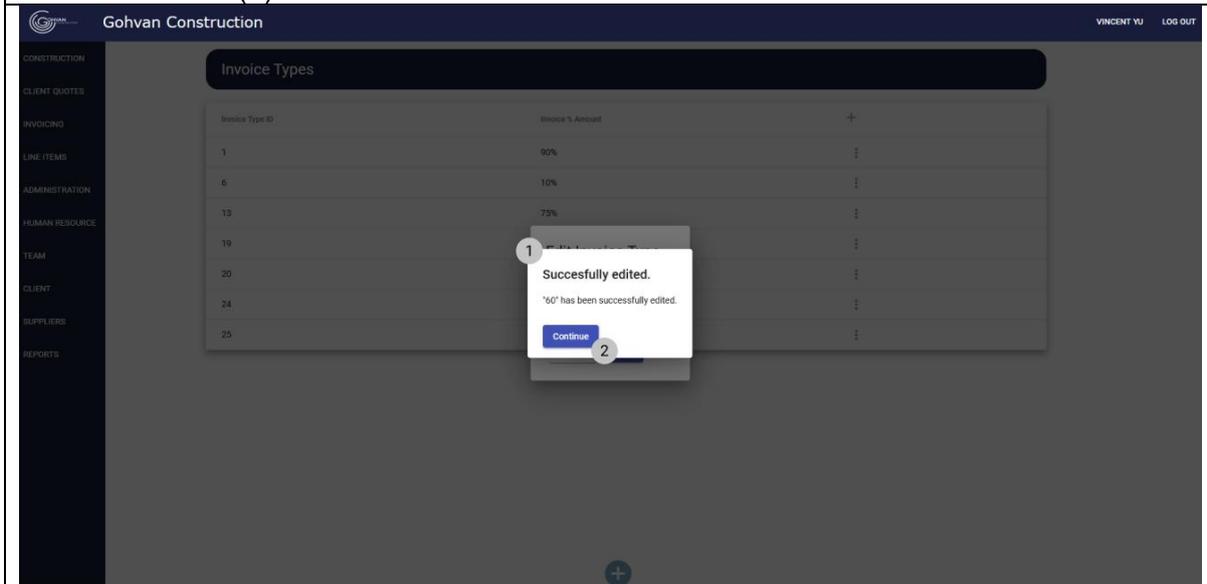
3.4.8.1.2 Navigate and click the addition actions button (1), the click the “Edit / View Invoice type” button.



3.4.8.1.3 The system will load the “Edit Invoice Type” Dialog (1). Thereafter edit the following: Invoice Type % Amount (2). Once complete click the “Edit” Button (3).



3.4.8.1.4 The system will prompt you for confirmation (1) for editing the Invoice type. Click the “Yes” button (2) to continue.



3.4.8.1.5 The system will display a Success Dialog (1), showing the successful editing of the Invoice Type. Click “Continue” Button (2) to close the Success Dialog.

3.4.8.2 Edit Invoice Type Exercise

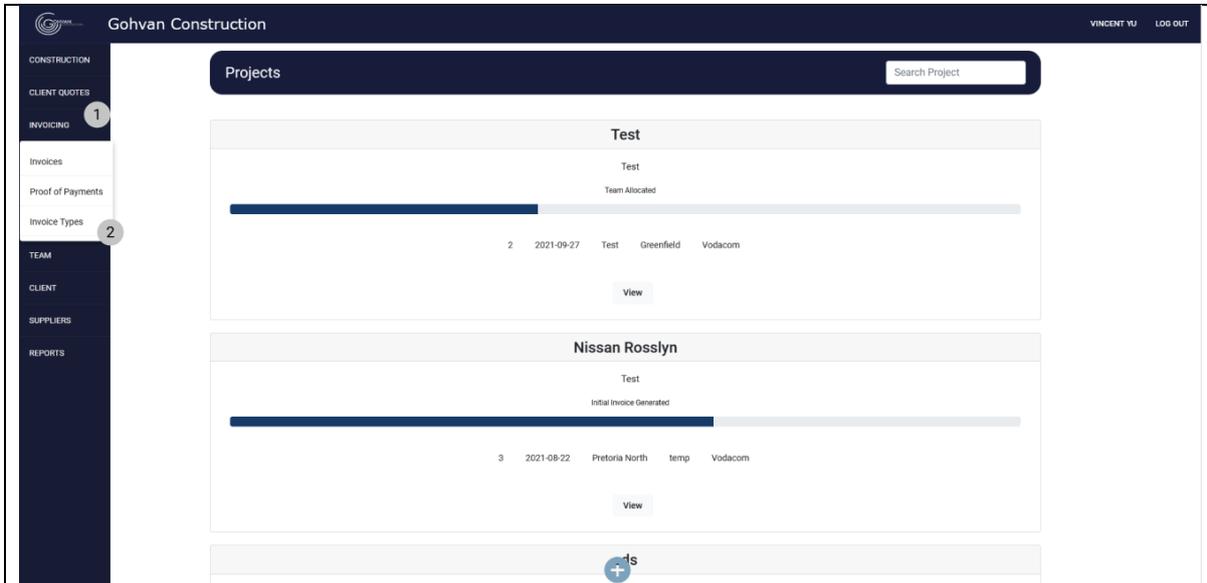
Edit the Invoice type “50” using the following updated details:

	Original	Update
Invoice % Amount	50	60

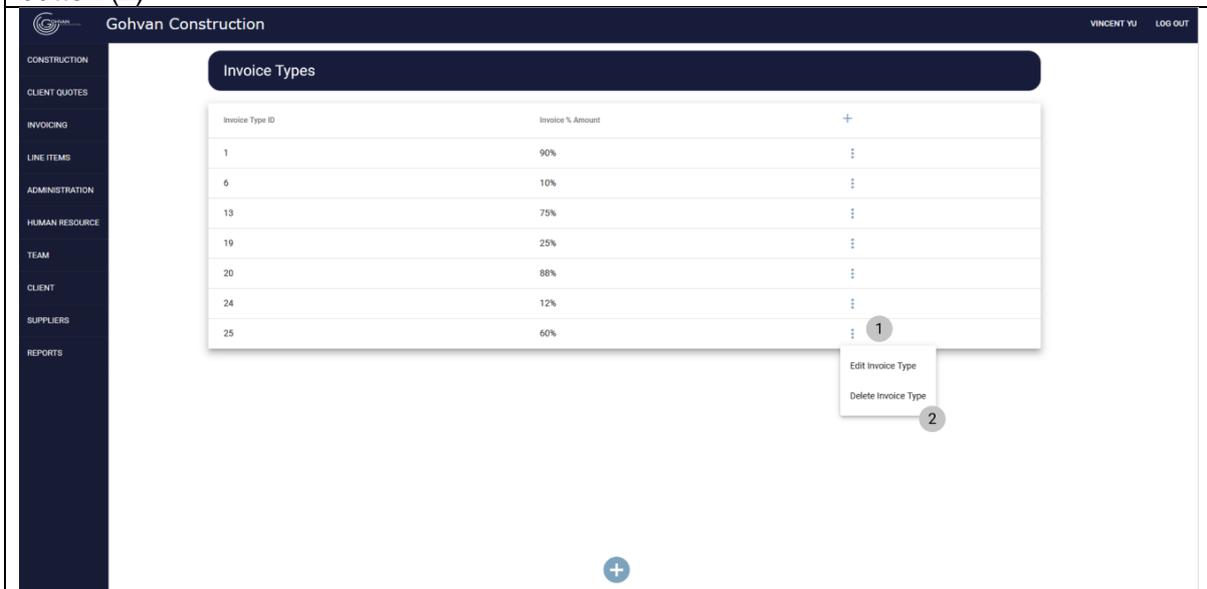
3.4.8 Delete Invoice Type

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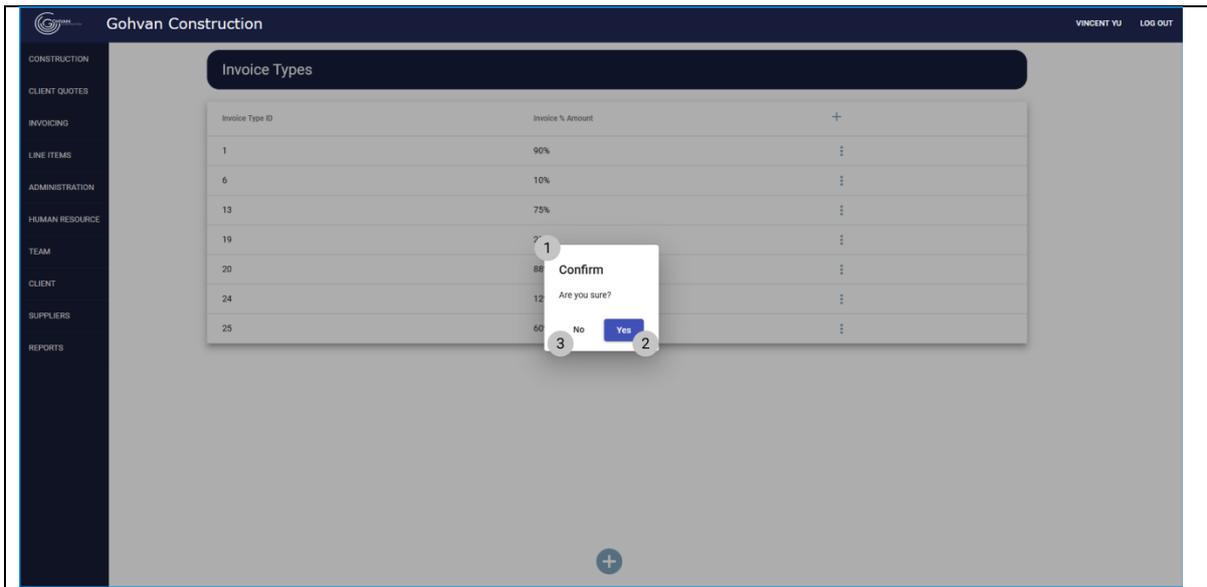
Expected Learning Outcomes:	To be able to delete an Invoice type.
Prerequisites:	The user must have the required access to delete an Invoice type.
Other Information:	None



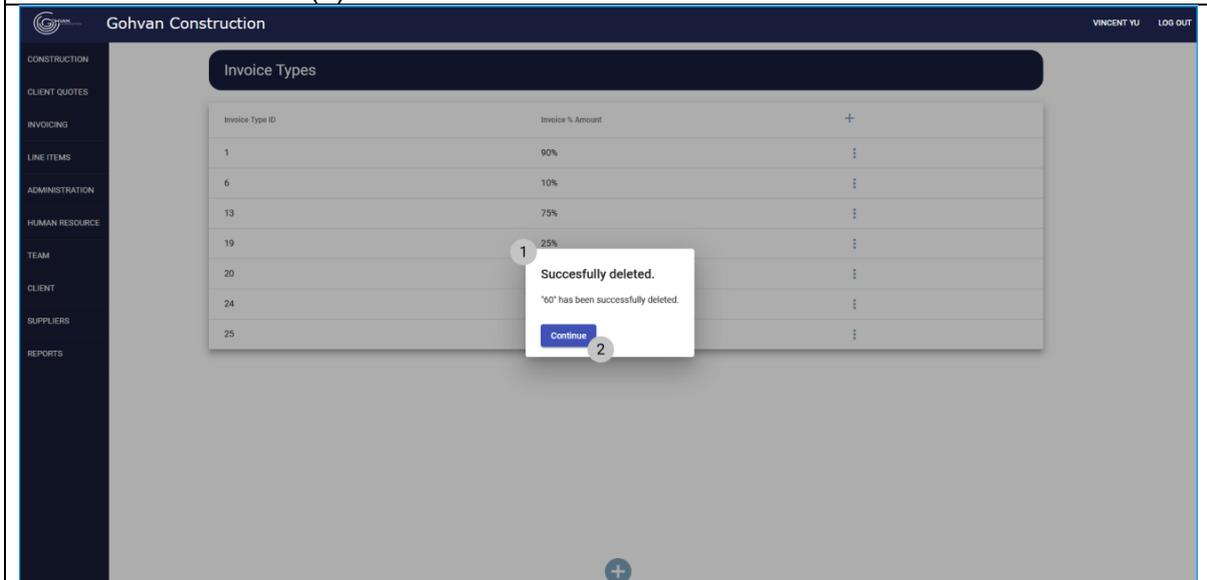
3.4.9.1.1 Navigate and click the “Invoicing” drop down menu (1), click “Invoice types” button (2)



3.4.9.1.2 Navigate and click the addition actions button (1), the click the “Delete Invoice type” button (2).



3.4.9.1.3 The system will prompt you for confirmation (1) for deleting the Invoice type. Click the “Yes” button (2) to continue.



3.4.9.1.4 The system will display a Success Dialog (1), showing the successful deleting of the Invoice Type. Click “Continue” Button (2) to close the Success Dialog.

3.4.9.2 Delete Invoice Type Exercise

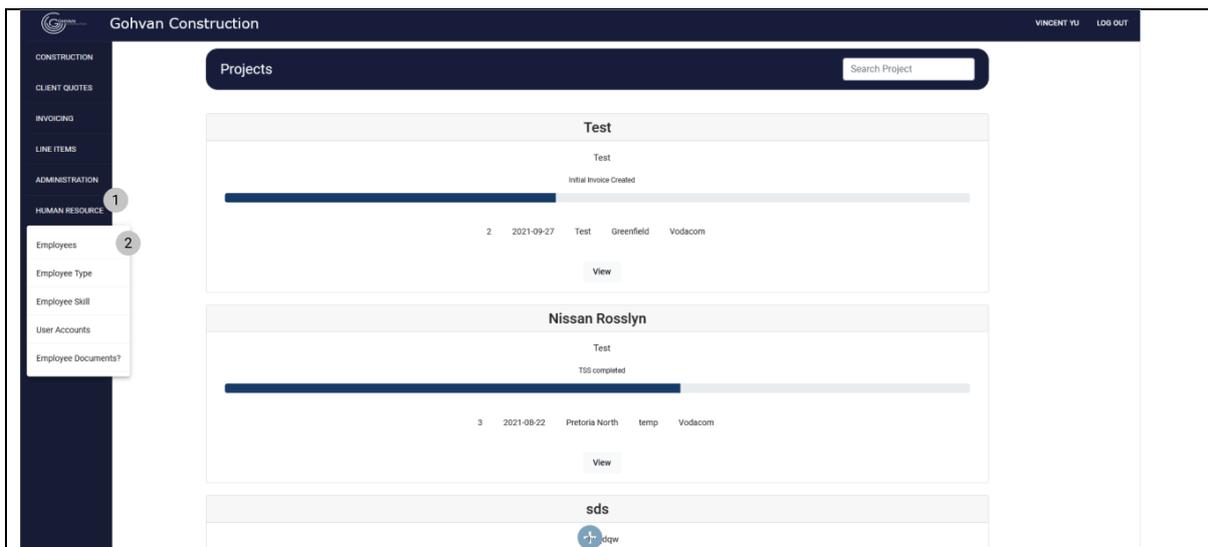
Delete the Invoice type “60”:

Invoice Type % Amount	60
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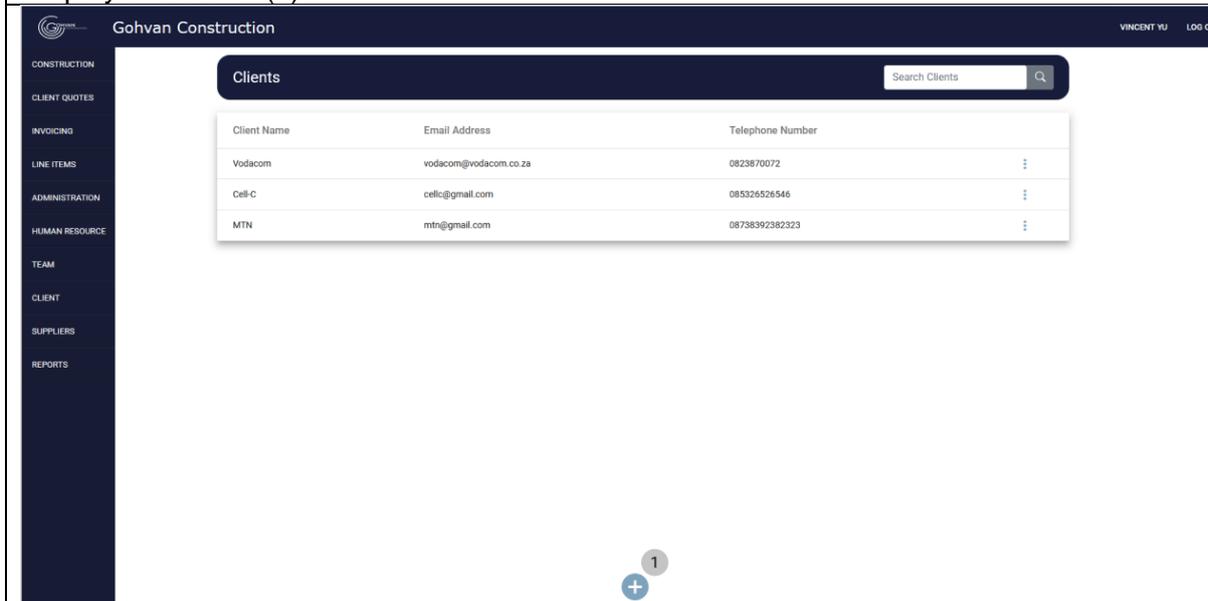
3.5 Human Resource

3.5.1 Add Employee

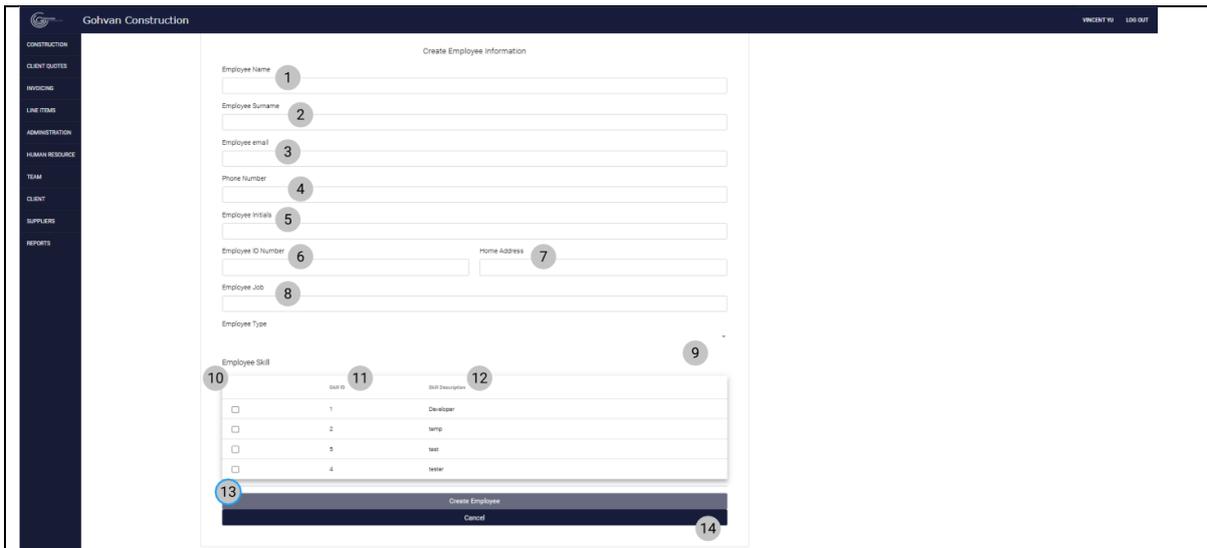
Description:	This section will guide the user through the process of adding a new employee.
Expected Learning Outcomes:	To be able to add a new employee.
Prerequisites:	The user must have the required access to add a new employee to the system.
Other Information:	None



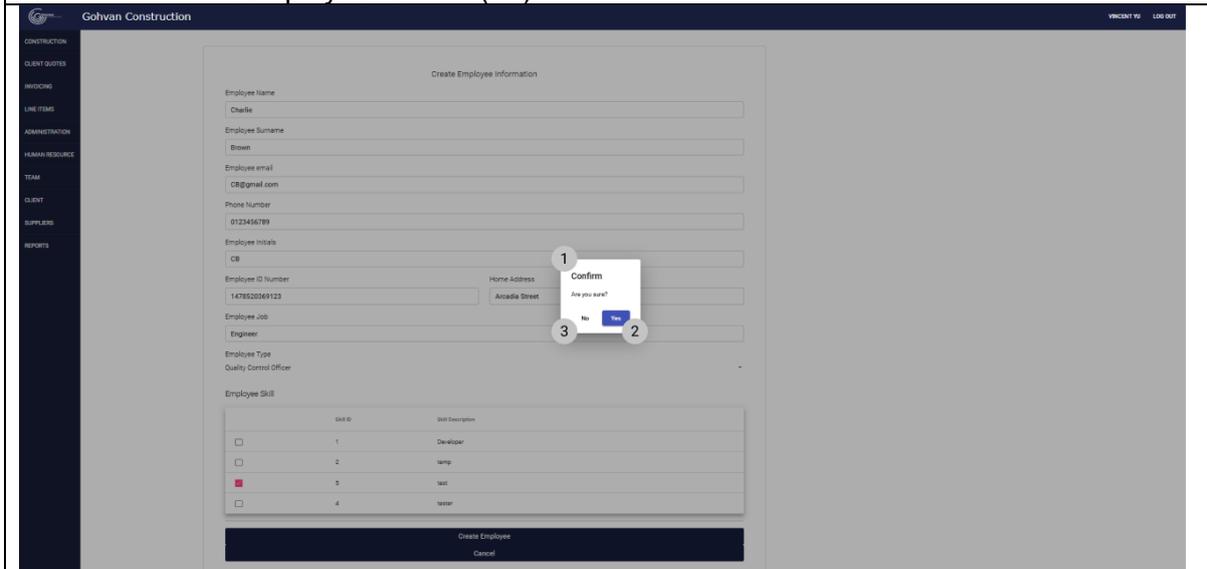
3.5.1.1.1 Navigate and click the Human Resources Drop Down (1) and then click the Employees button (2)



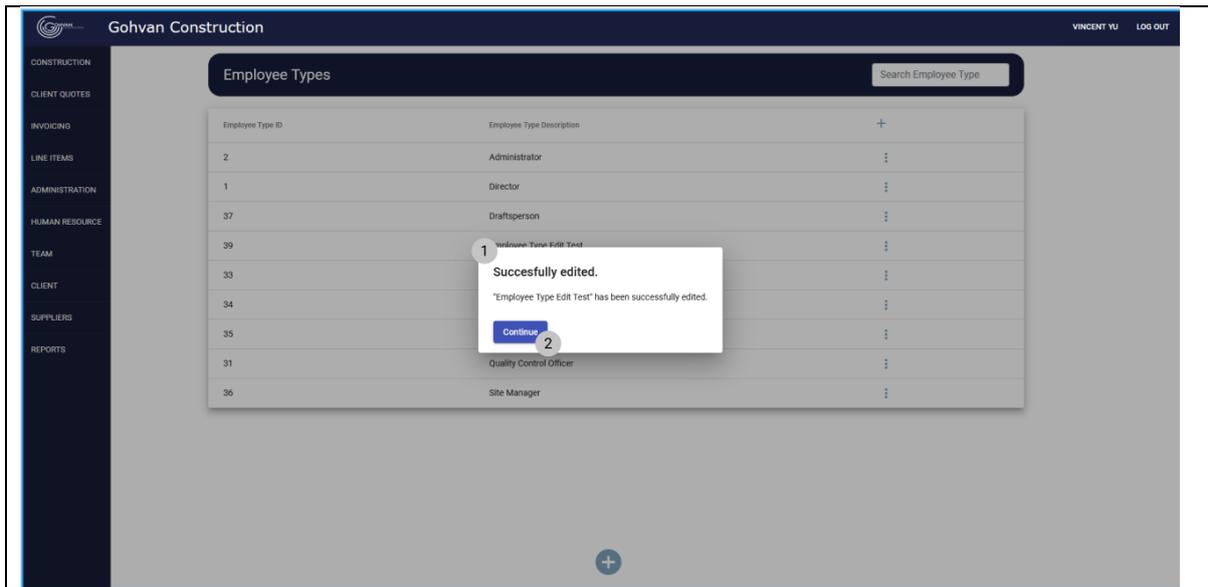
3.5.1.1.2 The system will load the Employees Home Screen. Thereafter click the “Add” Button (1)



3.5.1.1.3 The system will load the “Add Employee” Screen. Thereafter enter the following: Employee Name (1), Employee Surname (2), Employee Email (3), Employee Phone Number (4), Employee Initials (5), Employee ID Number (6), Employee Home Address (7), Employee Job (8), select Employee Type (9), Select Employee Skills (10) Once complete click the “Create Employee” button (13)



3.5.1.1.4 The system will then Load a Confirmation Required Dialog (1), then you will click the “Yes” button (2) to confirm the creation of the employee.



3.5.1.1.5 The system will display a Success Dialog (1), showing the successful creation of the employee. Click “Continue” Button (2) to close the Success Dialog.

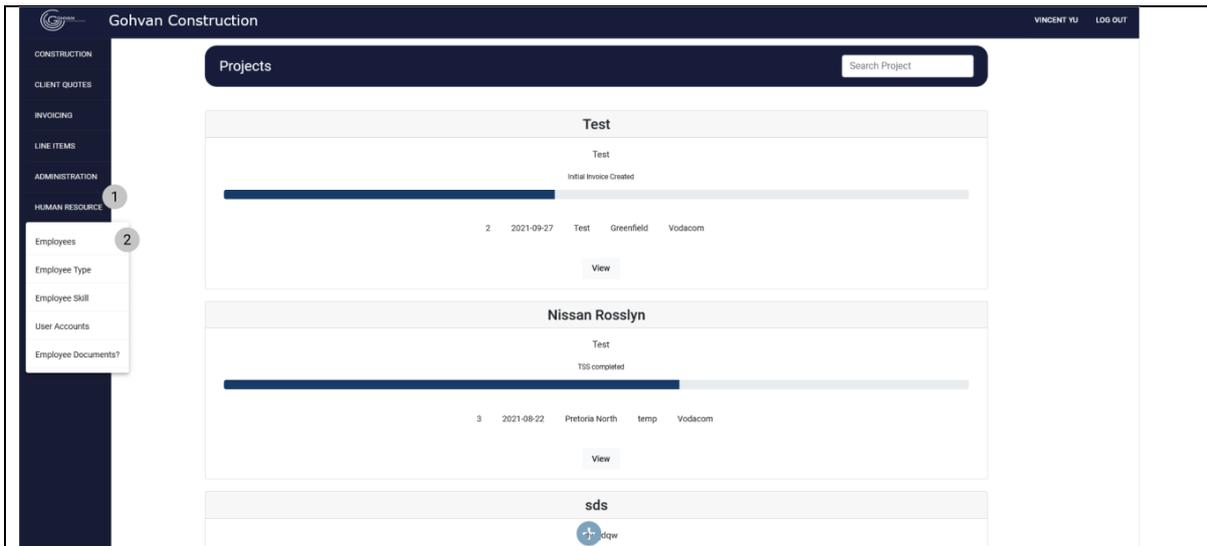
3.5.1.2 Create Employee Exercise

Create an Employee using the following details:

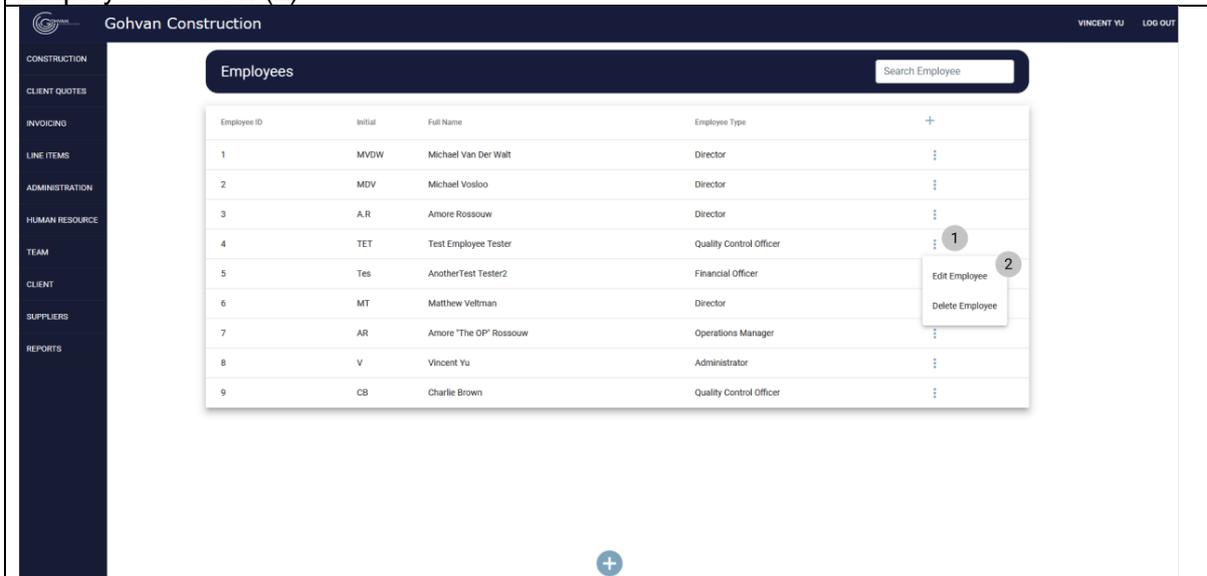
Employee Name	Charlie
Employee Surname	Brown
Employee Email	CB@gmail.com
Employee Phone Number	0123456789
Employee Initials	CB
Employee ID Number	0123456789123
Employee Home Address	22 Arcadia Street
Employee Job	Engineer
Employee Type	Site Manager
Employee Skill	test

3.5.2 Edit Employee

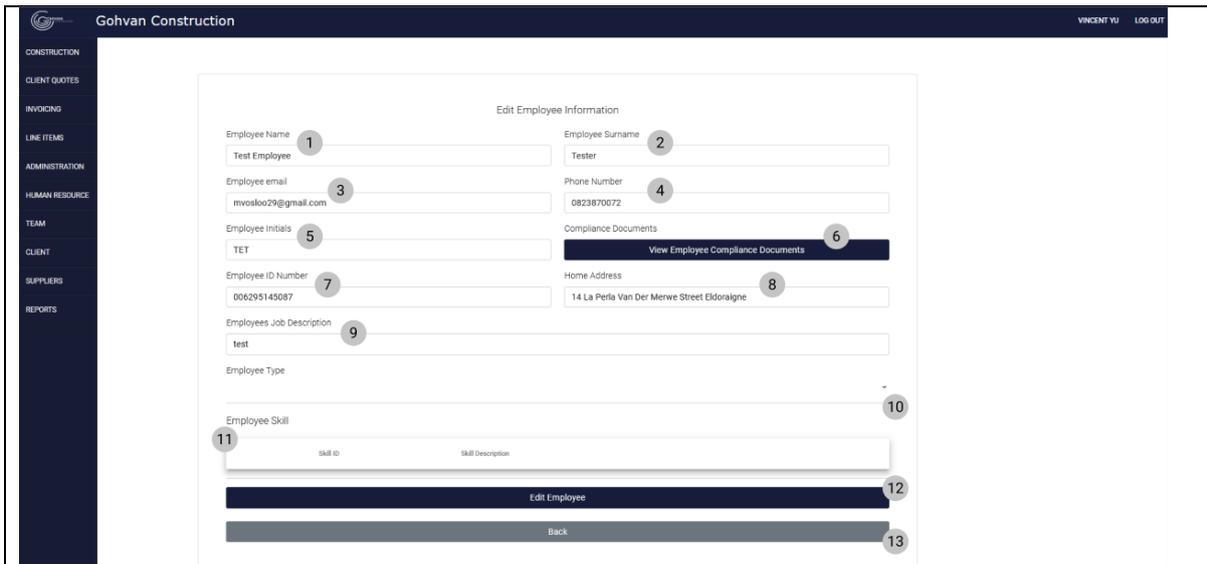
Description:	This section will guide the user through the process of editing an existing employee.
Expected Learning Outcomes:	To be able to edit an existing employee.
Prerequisites:	The user must have the required access to editing an existing employee to the system.
Other Information:	None



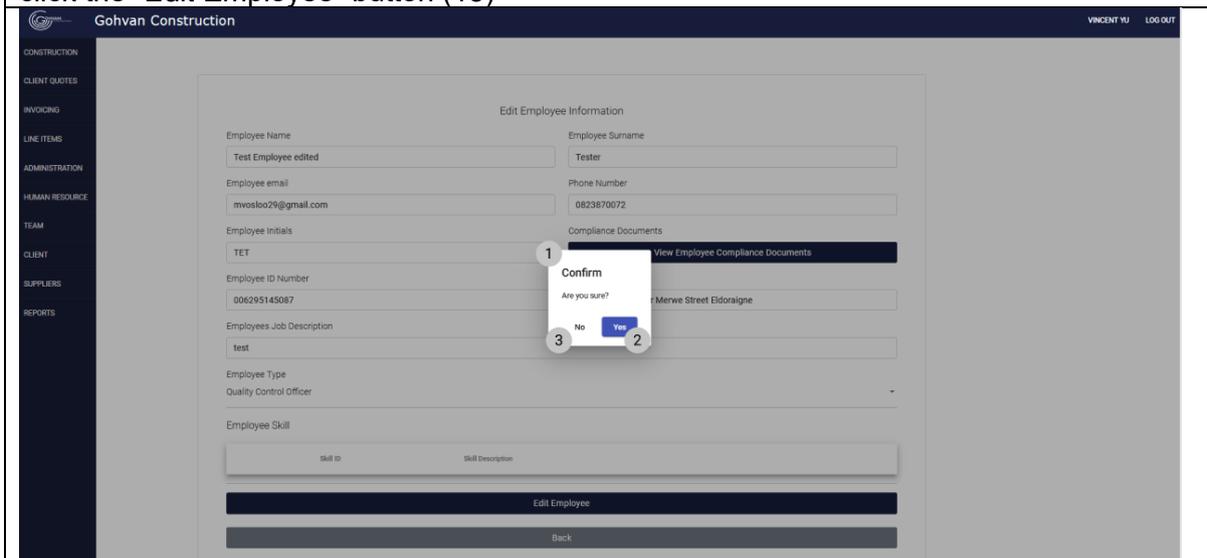
3.5.2.1.1 Navigate and click the Human Resources Drop Down (1) and then click the Employees button (2)



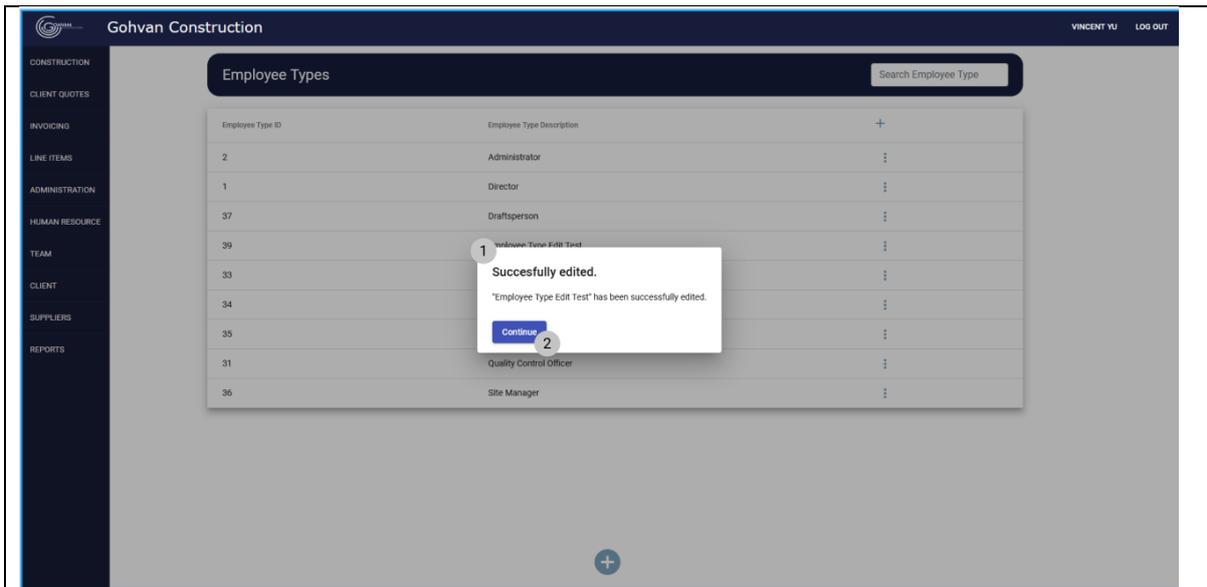
3.5.2.1.2 The system will load the Employees Home Screen. Thereafter click the “Additional Actions” Button (1) and then click “Edit Employee” button (2).



3.5.2.1.3 The system will load the “Edit Employee” Screen. Thereafter edit the following: Employee Name (1), Employee Surname (2), Employee Email (3), Employee Phone Number (4), Employee Initials (5), Employee ID Number (6), Employee Home Address (7), Employee Job (8), select Employee Type (9), Select Employee Skills (10) Once complete click the “Edit Employee” button (13)



3.5.2.1.4 The system will then Load a Confirmation Required Dialog (1), then you will click the “Yes” button (2) to confirm the editing of the employee.



3.5.2.1.5 The system will display a Success Dialog (1), showing the successful editing of the employee. Click “Continue” Button (2) to close the Success Dialog.

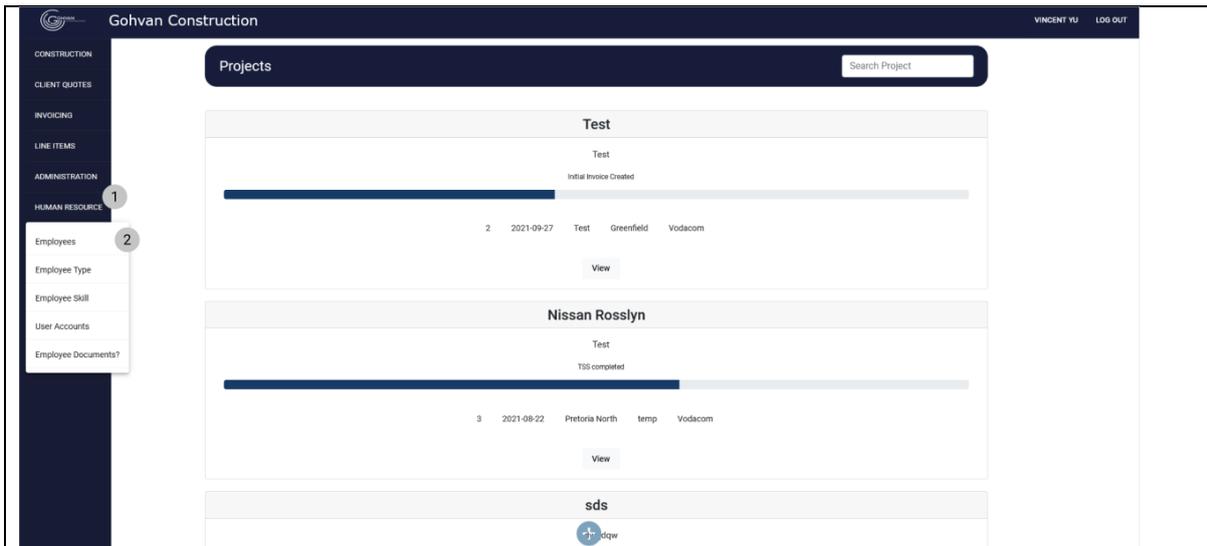
3.5.2.2 *Edit Employee Exercise*

Edit an Employee using the following details:

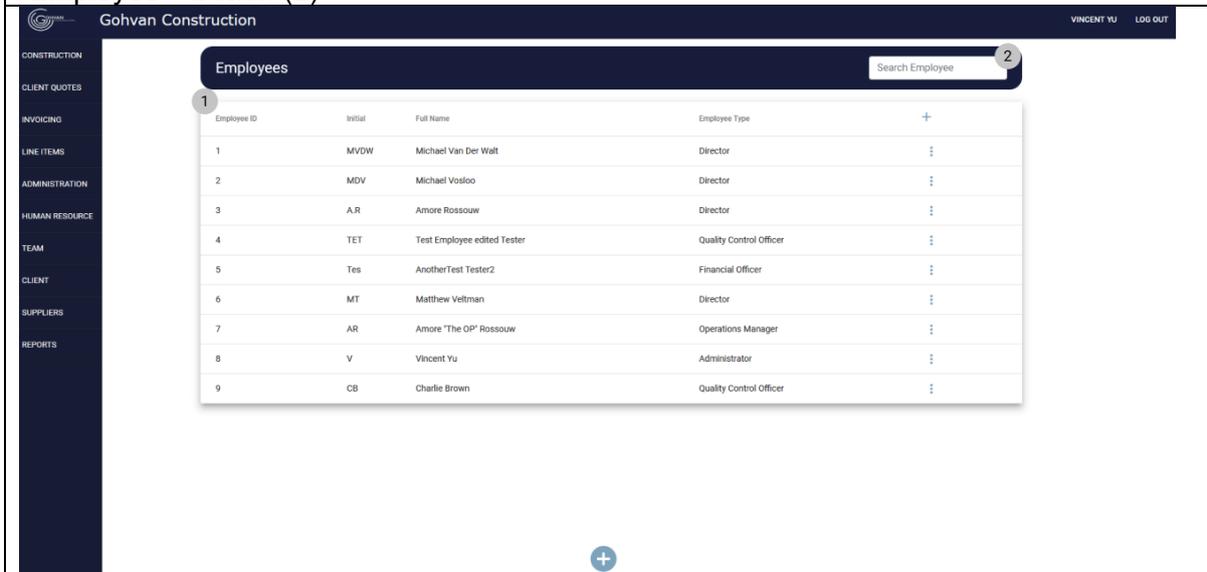
Employee Name	Charlie	Henry
Employee Surname	Brown	Ford
Employee Email	CB@gmail.com	HF@gmail.com
Employee Phone Number	0123456789	0840730123
Employee Initials	CB	HF
Employee ID Number	0123456789123	9874563210987
Employee Home Address	22 Arcadia Street	45 Burnett Street
Employee Job	Engineer	Draftsperson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

3.5.3 Search Employee

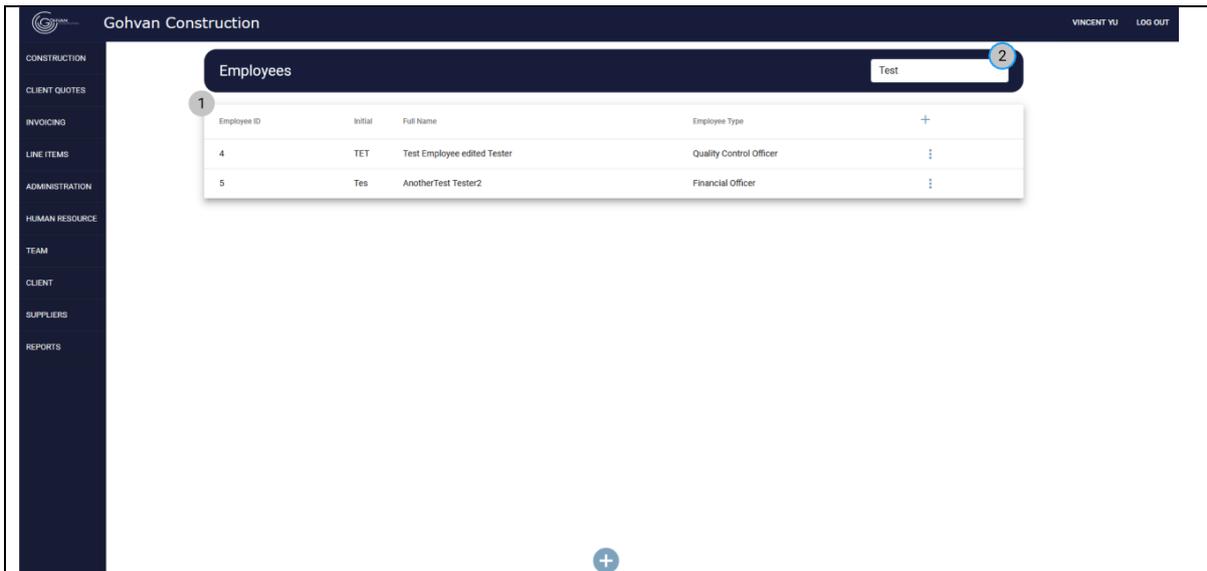
Description:	This section will guide the user through the process of creating a searching for an employee.
Expected Learning Outcomes:	To be able to search for employees.
Prerequisites:	The user must have the required access to searching for employees.
Other Information:	None



3.5.3.1.1 Navigate and click the “Human Resource” drop down menu (1), click “Employees” button (2)



3.5.3.1.2 The system will load the Employee Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.5.3.1.3 Once you have found the desired employee record you can clear the search bar to return to the package type home screen default view.

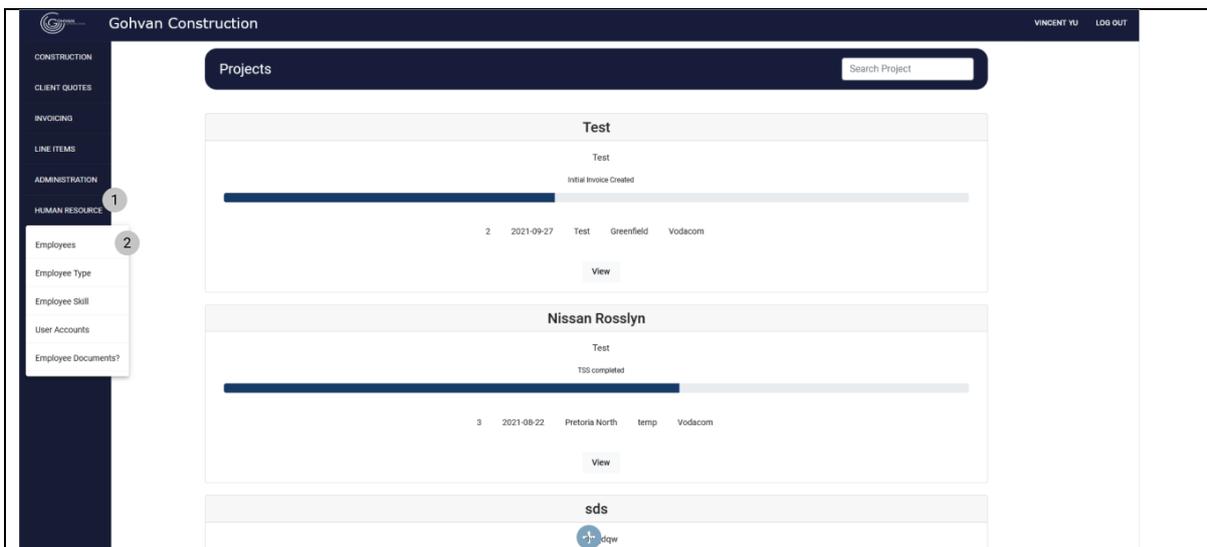
3.5.3.2 Search Employee Exercise

Search for employee using the following details:

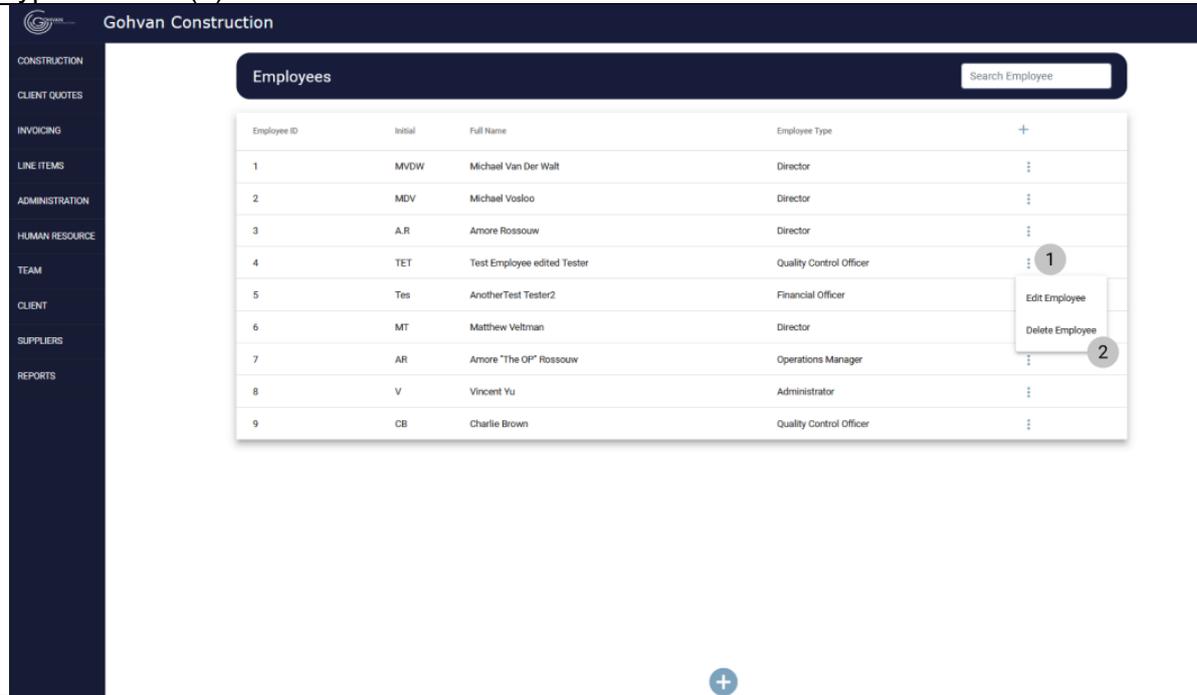
Employee Name	Henry
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3.5.4 Delete Employee

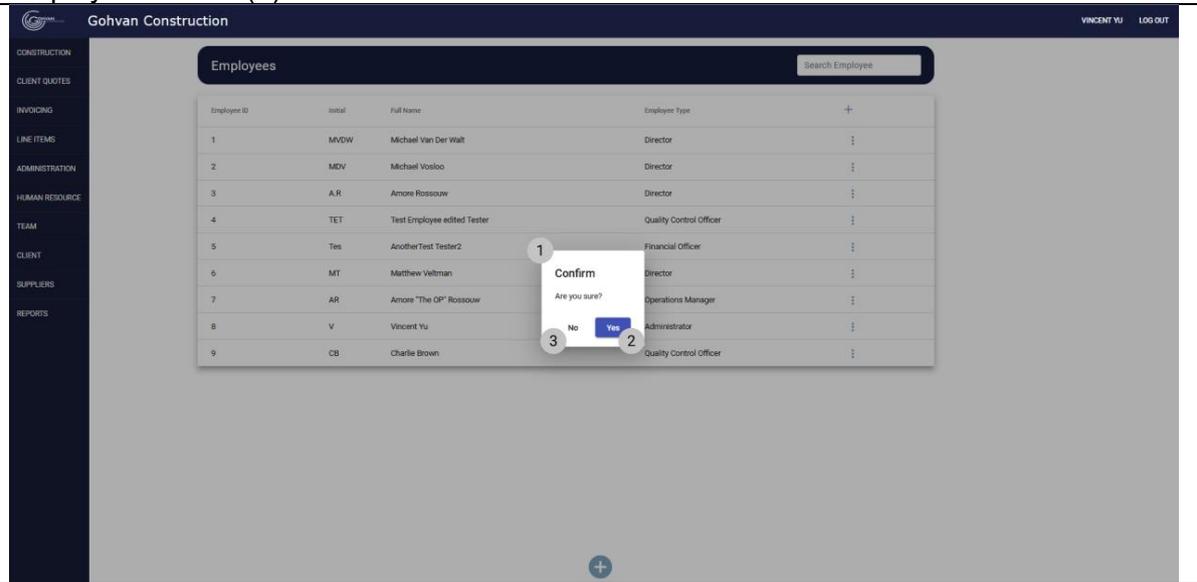
Description:	This section will guide the user through the process of deleting an existing employee record.
Expected Learning Outcomes:	To be able to delete an employee.
Prerequisites:	The user must have the required access to delete an employee.
Other Information:	None



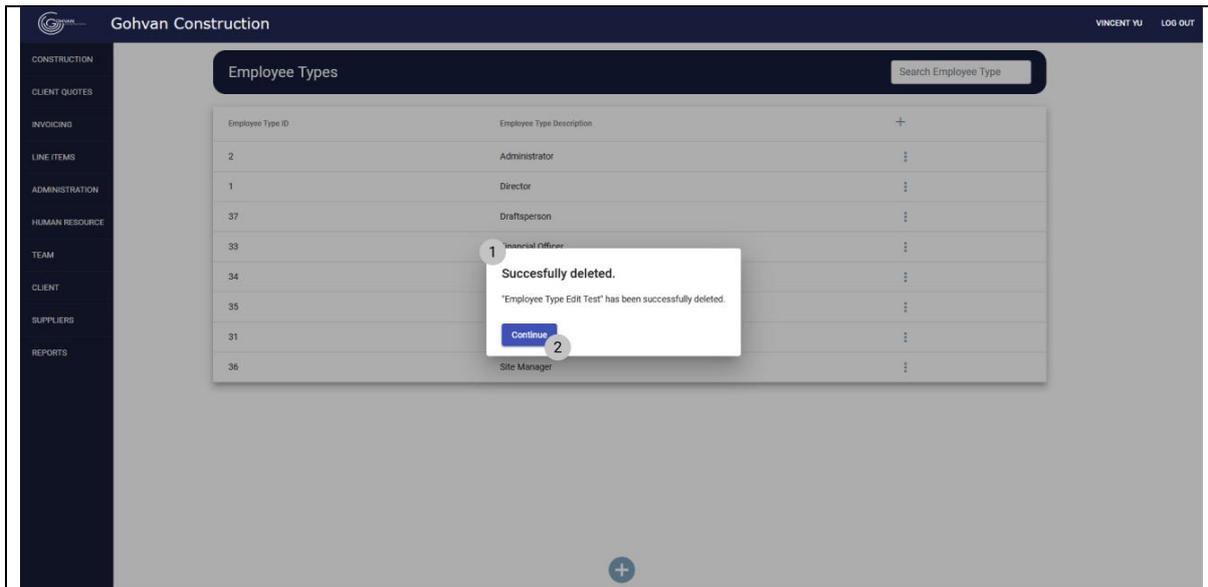
3.5.4.1.1 Navigate and click the “Human Resource” drop down menu (1), click “employee types” button (2)



3.5.4.1.2 Navigate and click the addition actions button (1), the click the “Delete employee” button (2).



3.5.4.1.3 The system will prompt you for confirmation (1) for deleting the employee. Click the “Yes” button (2) to continue.



3.5.4.1.4 The system will display a Success Dialog (1), showing the successful deleting of the employee. Click “Continue” Button (2) to close the Success Dialog.

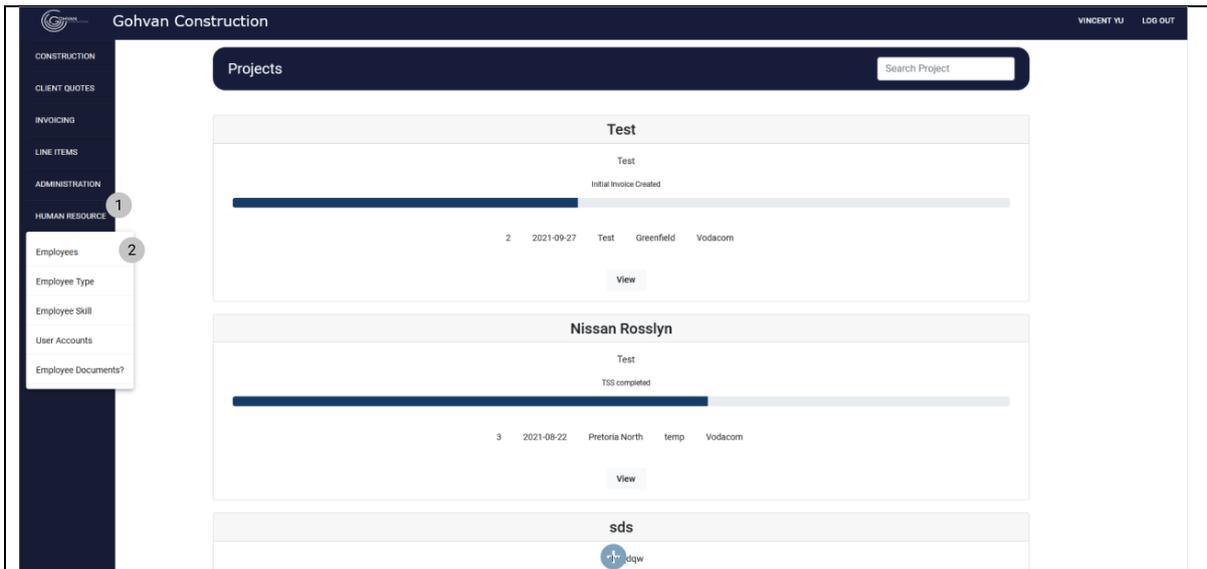
3.7.3.2 Delete Employee Exercise

Delete the employee “Henry”:

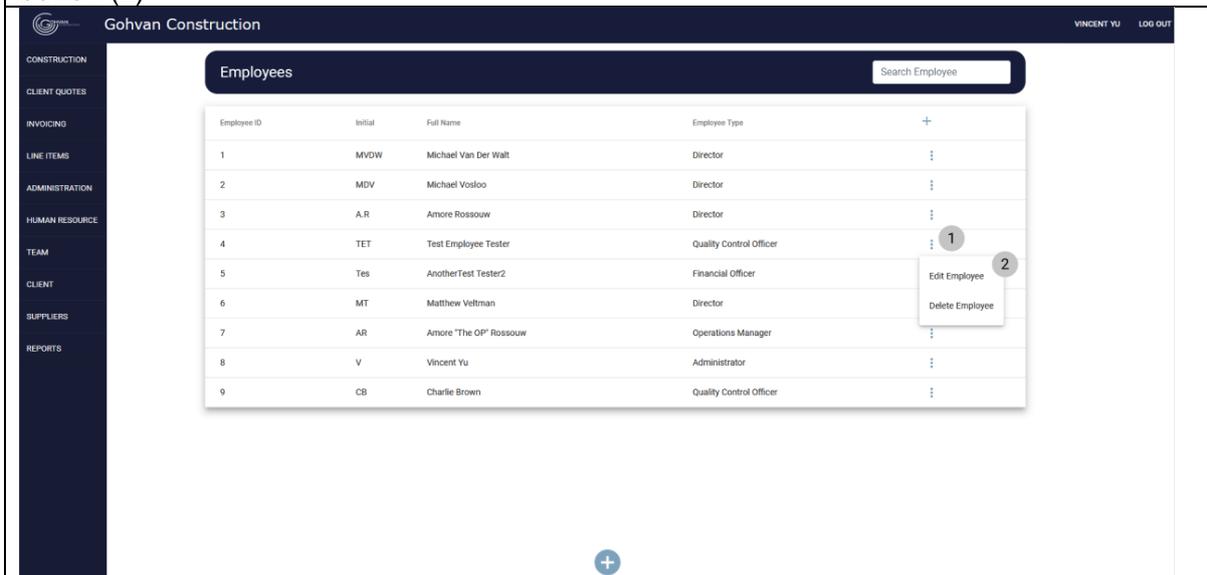
Employee Name	Henry
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3.5.5 Upload Employee Document

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



3.5.5.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee” button (2)



3.5.5.1.2 The system will load the Employee Home Screen. Thereafter click the “Add” Button (6)

Gohvan Construction VINCENT YU LOG OUT

CONSTRUCTION
CLIENT QUOTES
INVOICING
LINE ITEMS
ADMINISTRATION
HUMAN RESOURCE
TEAM
CLIENT
SUPPLIERS
REPORTS

Edit Employee Information

Employee Name **1**: Test Employee
Employee Surname **2**: Tester
Employee email **3**: mvosloo29@gmail.com
Phone Number **4**: 0823870072
Employee initials **5**: TET
Compliance Documents **6**: View Employee Compliance Documents
Employee ID Number **7**: 006295145087
Home Address **8**: 14 La Perla Van Der Merwe Street Eldoraigne
Employee Job Description **9**: test
Employee Type
Employee Skill **10**

SKILL ID	SKILL Description

11

12 Edit Employee
13 Back

3.5.5.1.3 The system will display the “Edit Employee” Screen. Navigate to and click the “View Employee Documents” button (6).

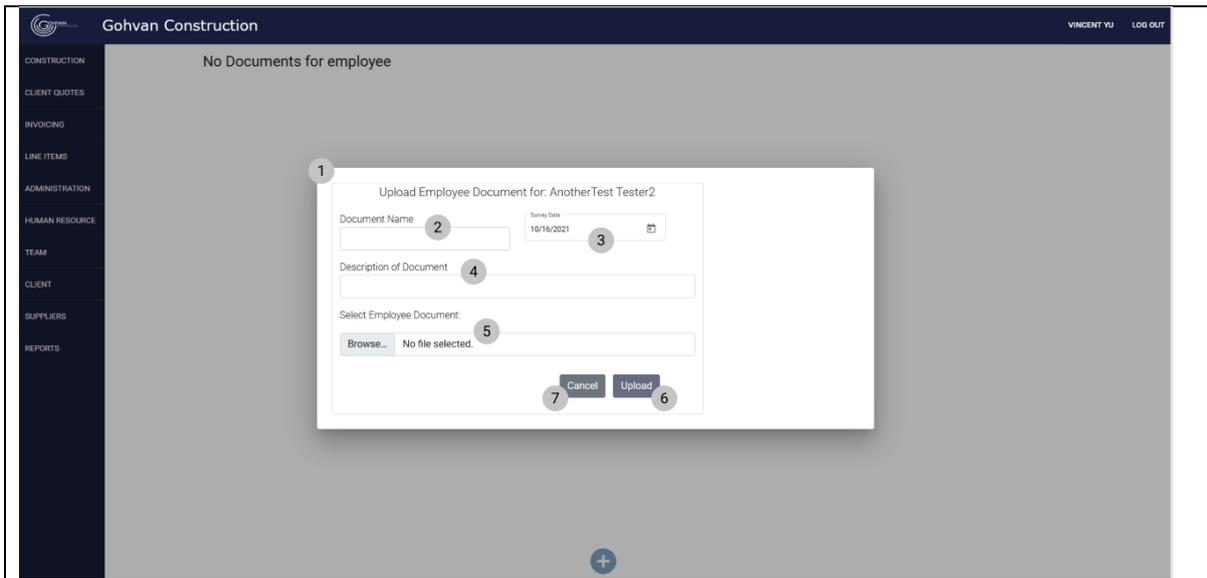
Gohvan Construction VINCENT YU LOG OUT

CONSTRUCTION
CLIENT QUOTES
INVOICING
LINE ITEMS
ADMINISTRATION
HUMAN RESOURCE
TEAM
CLIENT
SUPPLIERS
REPORTS

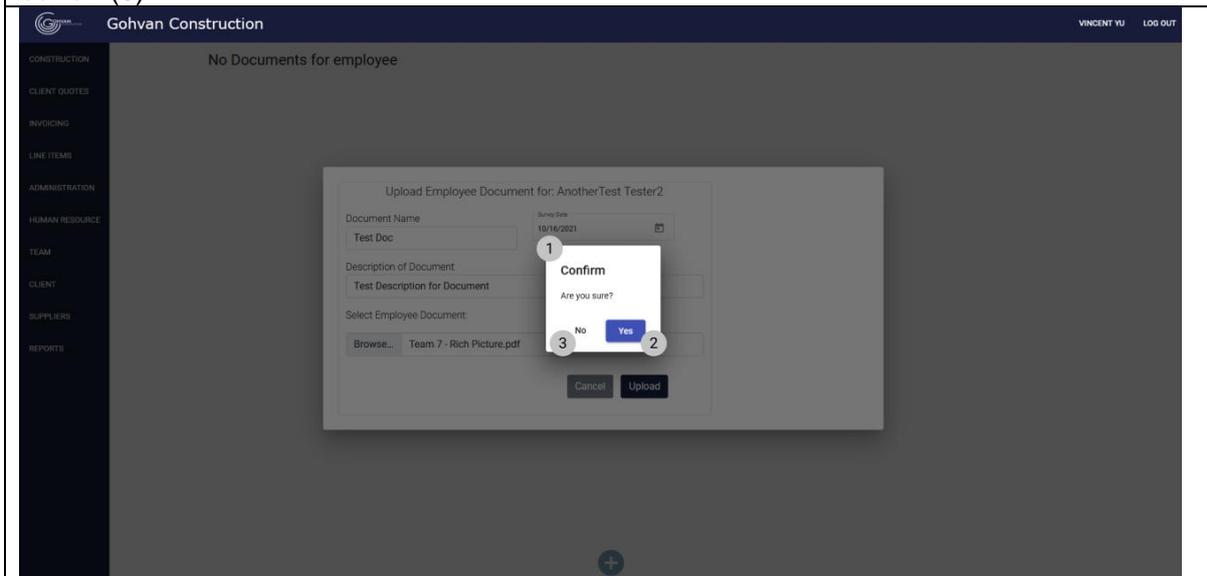
No Documents for employee

1

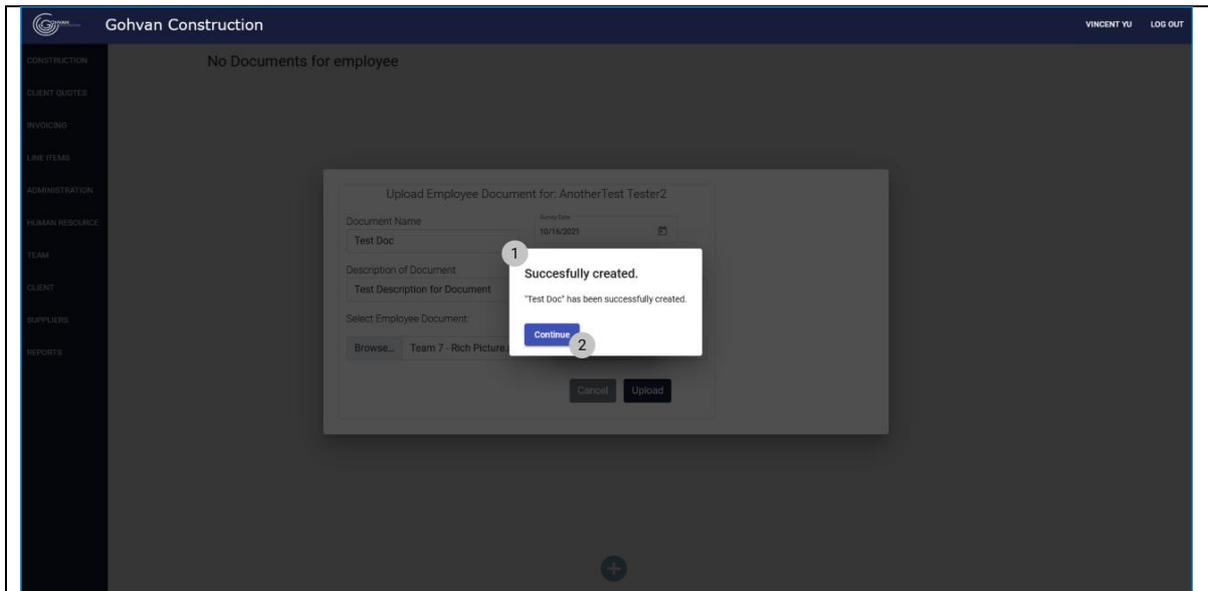
3.5.5.1.4 The system will display the “Employee Documents” Screen and then Click the “Add” button (1) to begin the uploading document process.



3.5.5.1.5 The system will display a “Upload Document” dialog (1). Enter the following details: Document Name (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)



3.5.5.1.6 The system will prompt you for confirmation of uploading the employee document. Click the “Yes” button to continue.



3.5.5.1.7 The system will display a Success notification (1) Click the “Continue button to continue”

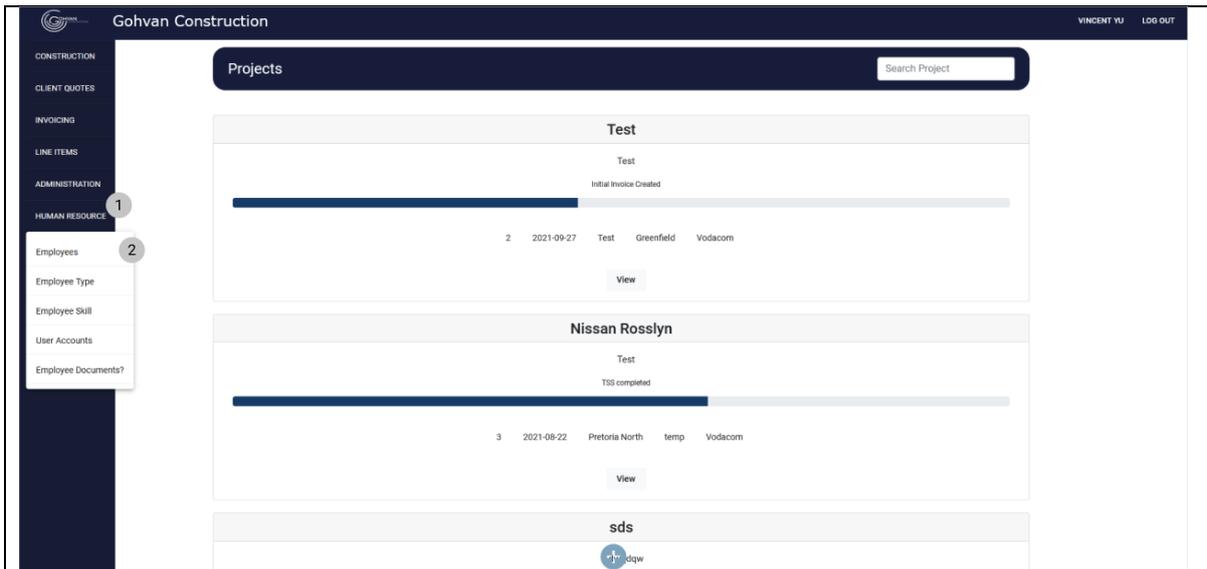
3.5.5.2 Upload Employee Document Exercise

Upload a new employee document using the following details:

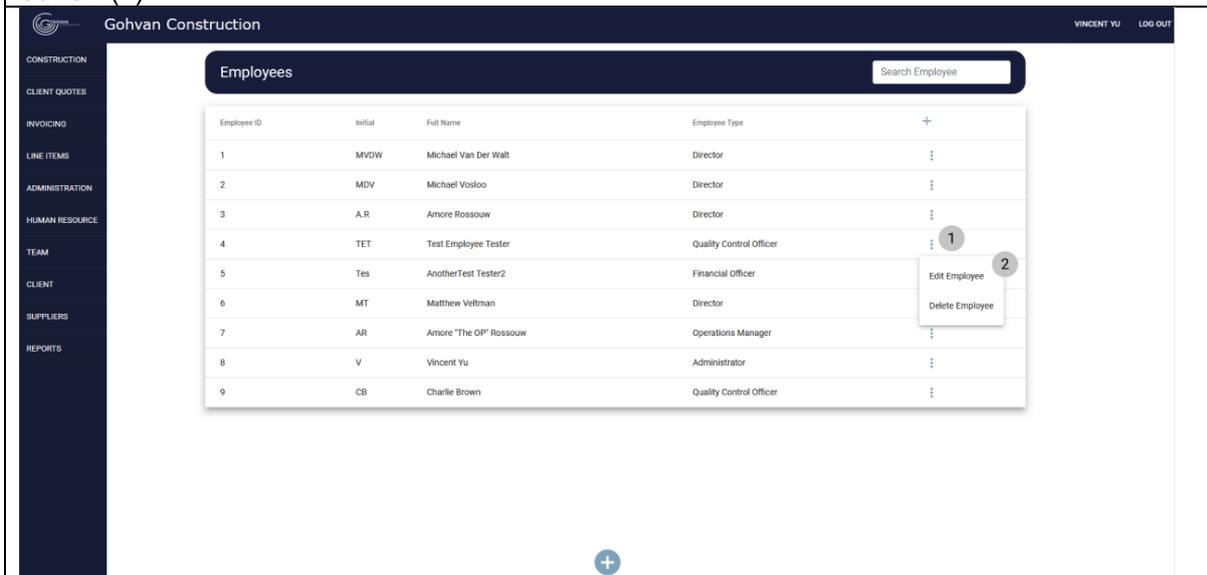
Document Name	Test Document
Expiry Date	2021/03/15
Document description	Test document description
File Upload	Test PDF (or any relevant .pdf file)

3.5.6 Edit Employee Document

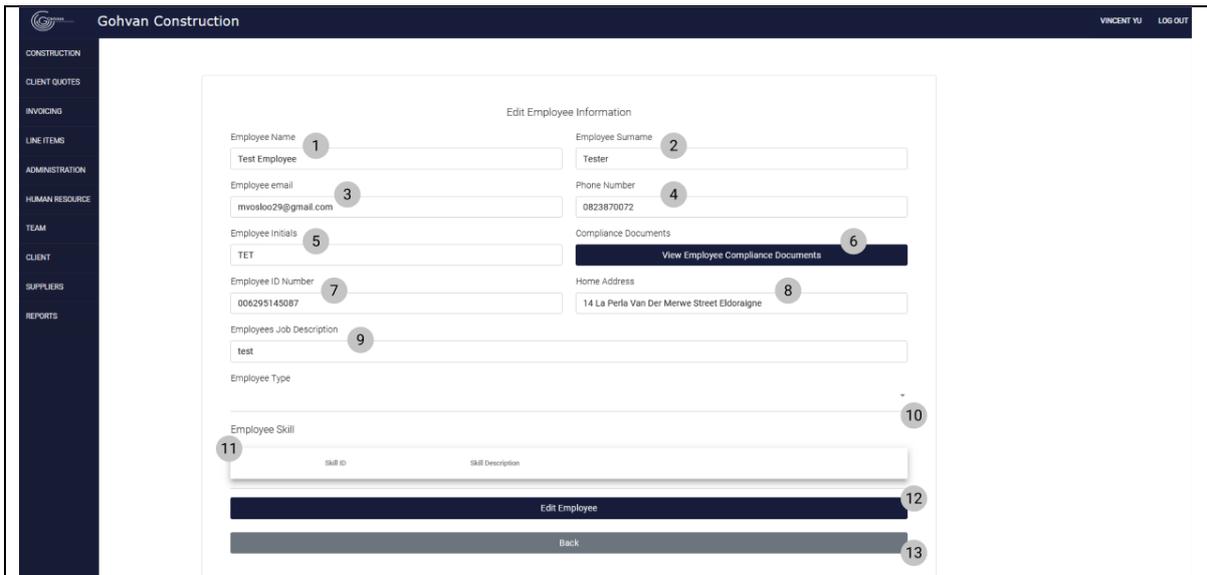
Description:	This section will guide the user through the process of editing an existing employee document.
Expected Learning Outcomes:	To be able to editing employee document.
Prerequisites:	The user must have the required access to editing employee documents.
Other Information:	None



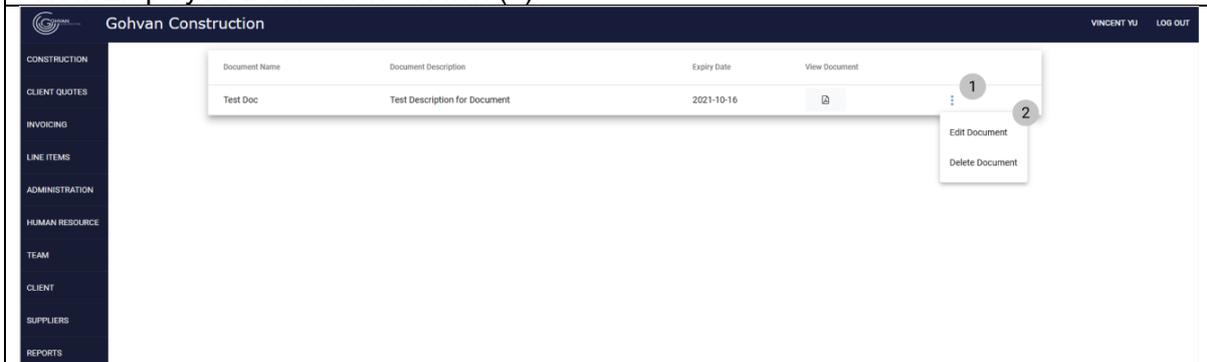
3.5.6.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee” button (2)



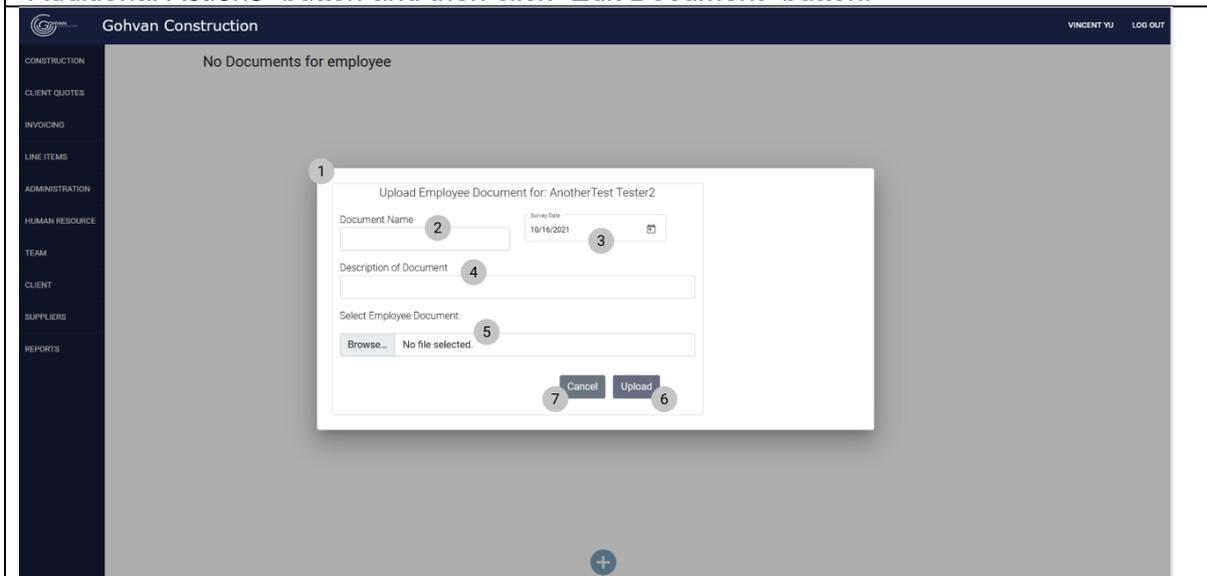
3.5.6.1.2 The system will load the Employee Home Screen. Thereafter click the “Add” Button (6)



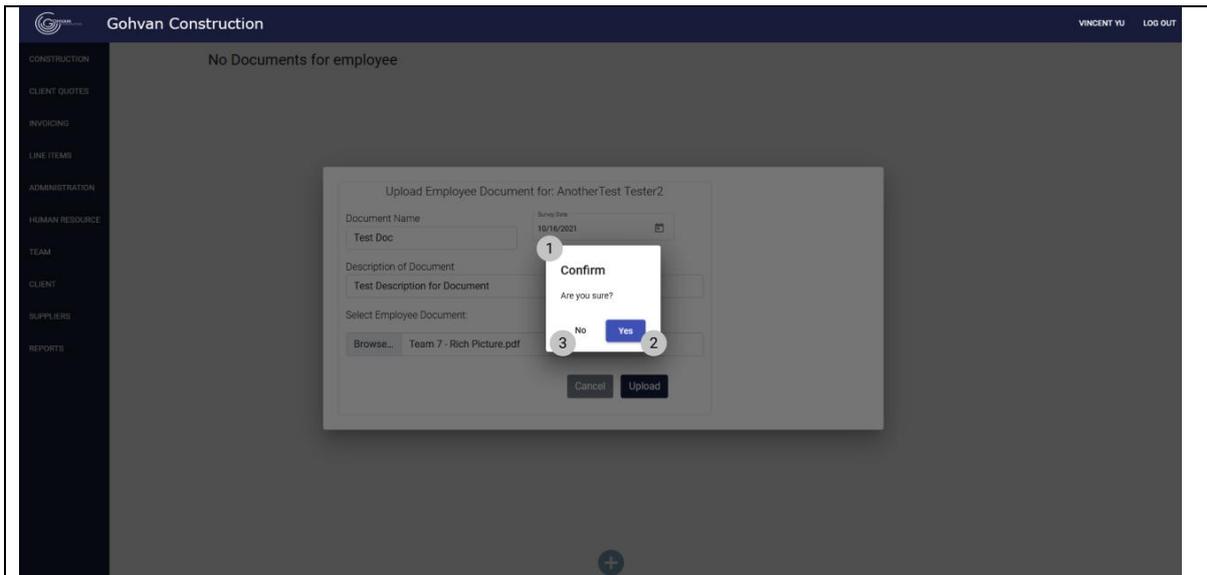
3.5.6.1.3 The system will display the “Edit Employee” Screen. Navigate to and click the “View Employee Documents” button (6).



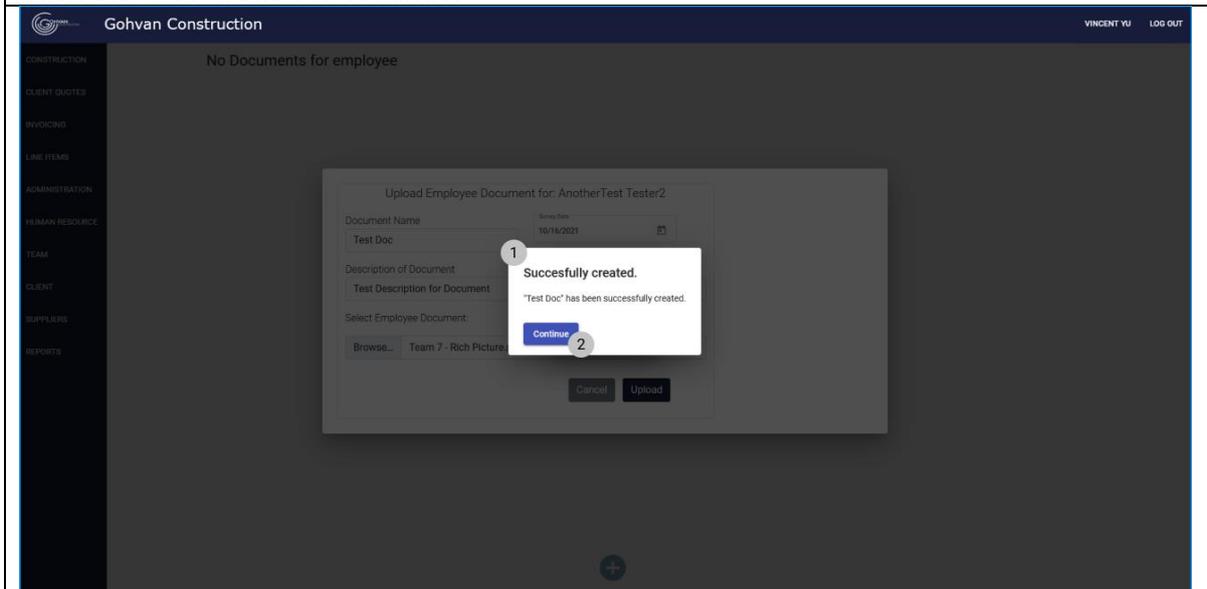
3.5.6.1.4 The system will display the “Employee Documents” screen and click the “Additional Actions” button and then click “Edit Document” button.



3.5.6.1.5 The system will display a “Edit Document” dialog (1). Edit the following details: Document Name (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)



3.5.6.1.6 The system will prompt you for confirmation of editing the employee document. Click the “Yes” button to continue.



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

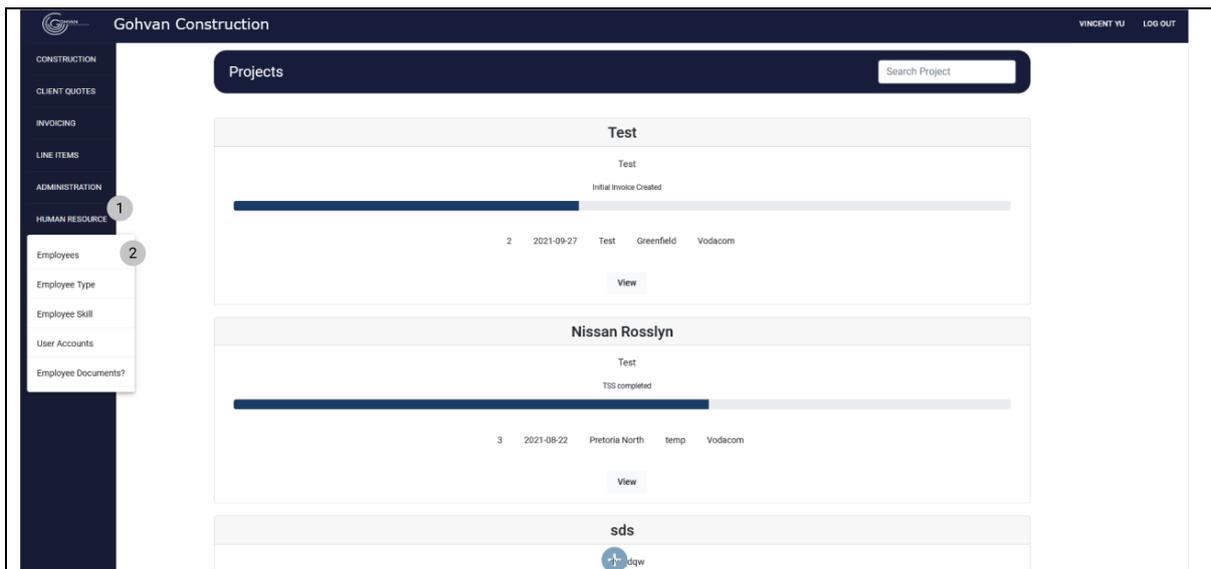
3.5.6.2 Edit Employee Document Exercise

Upload a new employee document using the following details:

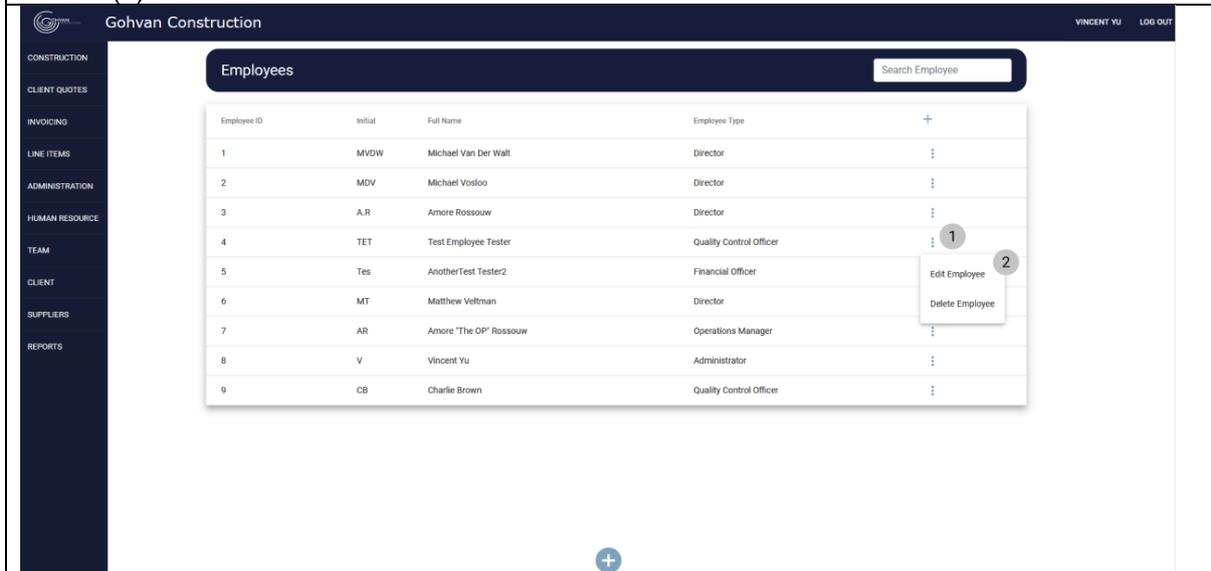
	Original	Update
Document Name	Test Document	Edited Document
Expiry Date	2021/03/15	2021/10/16
Document description	Test document description	Edited document description
File Upload	Test PDF (or any relevant .pdf file)	Test PDF (or any relevant .pdf file)

3.5.7 Search Employee Document

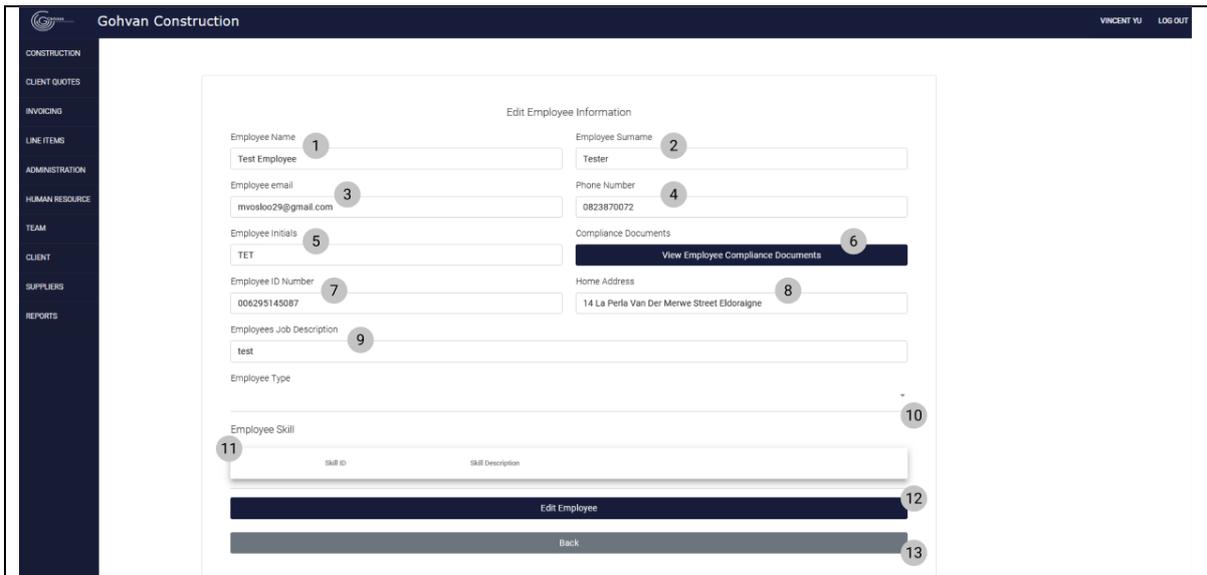
Description:	This section will guide the user through the process of searching for an existing employee document.
Expected Learning Outcomes:	To be able to search employee documents.
Prerequisites:	The user must have the required access to searching employee documents.
Other Information:	None



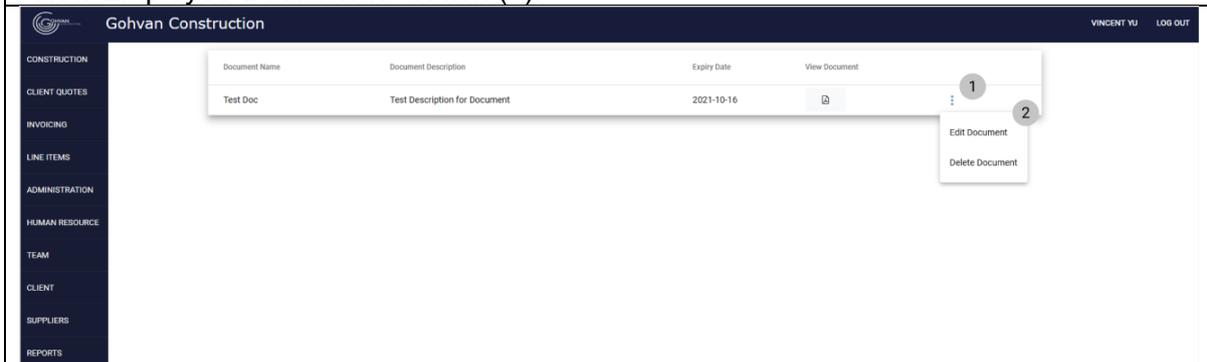
3.5.7.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee” button (2)



3.5.7.1.2 The system will load the Employee Home Screen. Thereafter click the “Add” Button (6)



3.5.7.1.3 The system will display the “Edit Employee” Screen. Navigate to and click the “View Employee Documents” button (6).



3.5.7.1.4 The system will display the “Employee Documents” screen and click the “Additional Actions” button and then click “Edit Document” button.

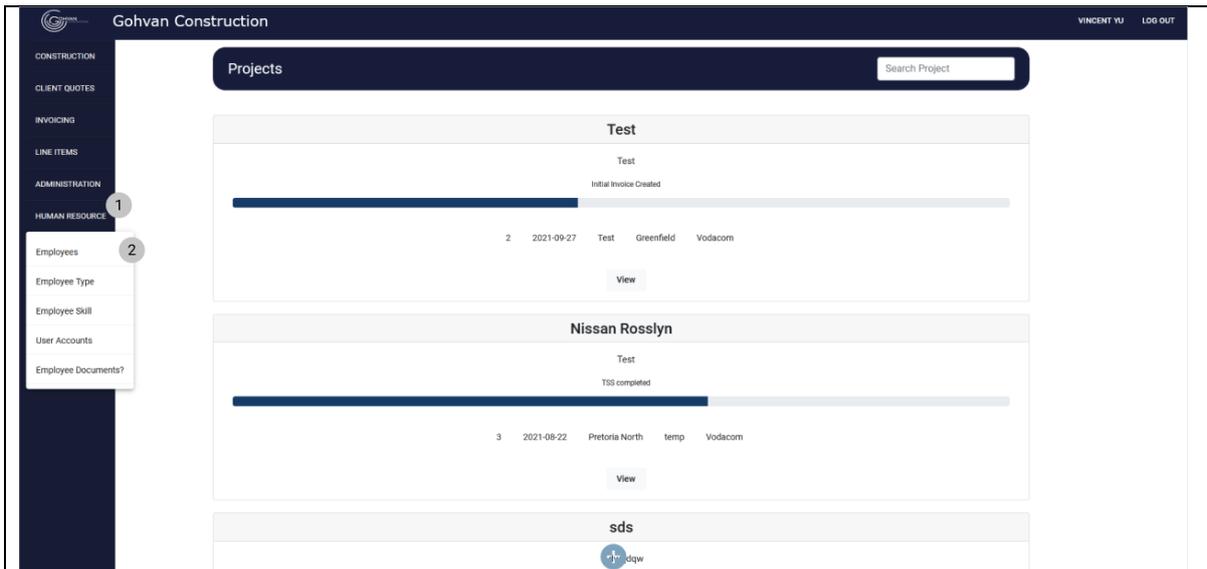
3.5.7.2 Search Employee Document Exercise

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

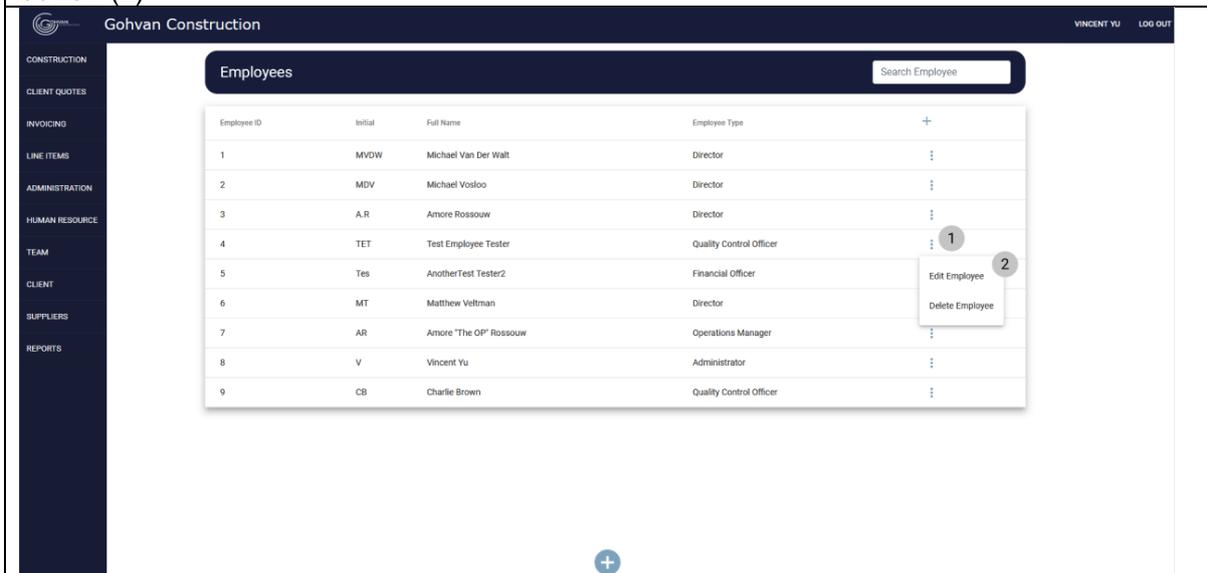
Document Name	Charlie Brown
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3.5.8 Delete Employee Document

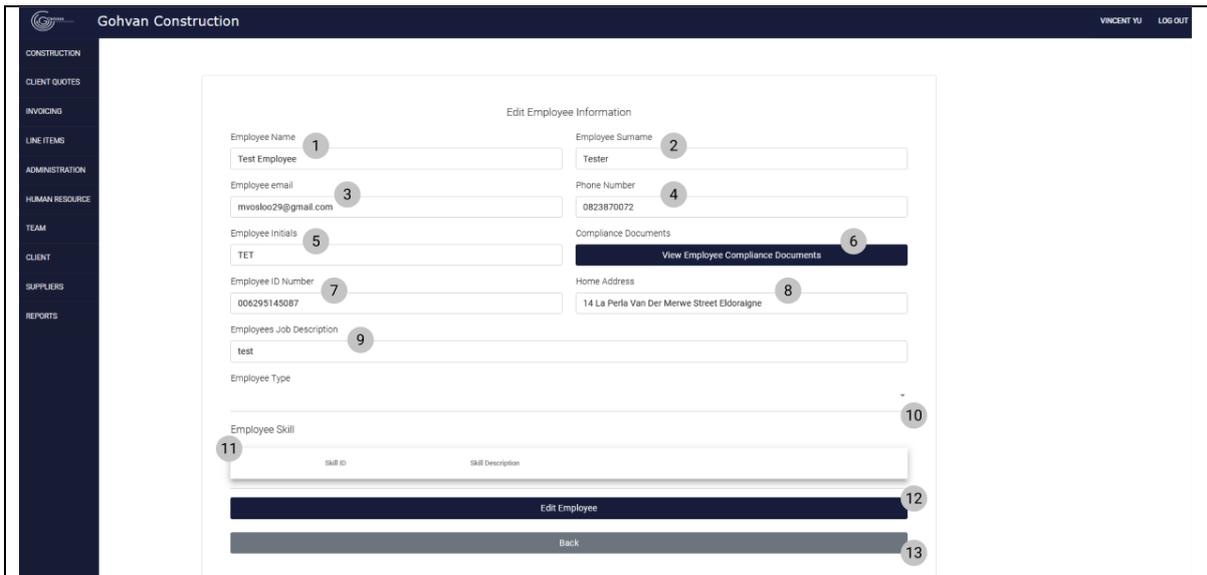
Description:	This section will guide the user through the process of deleting for an existing employee document.
Expected Learning Outcomes:	To be able to delete employee documents.
Prerequisites:	The user must have the required access to deleting employee documents.
Other Information:	None



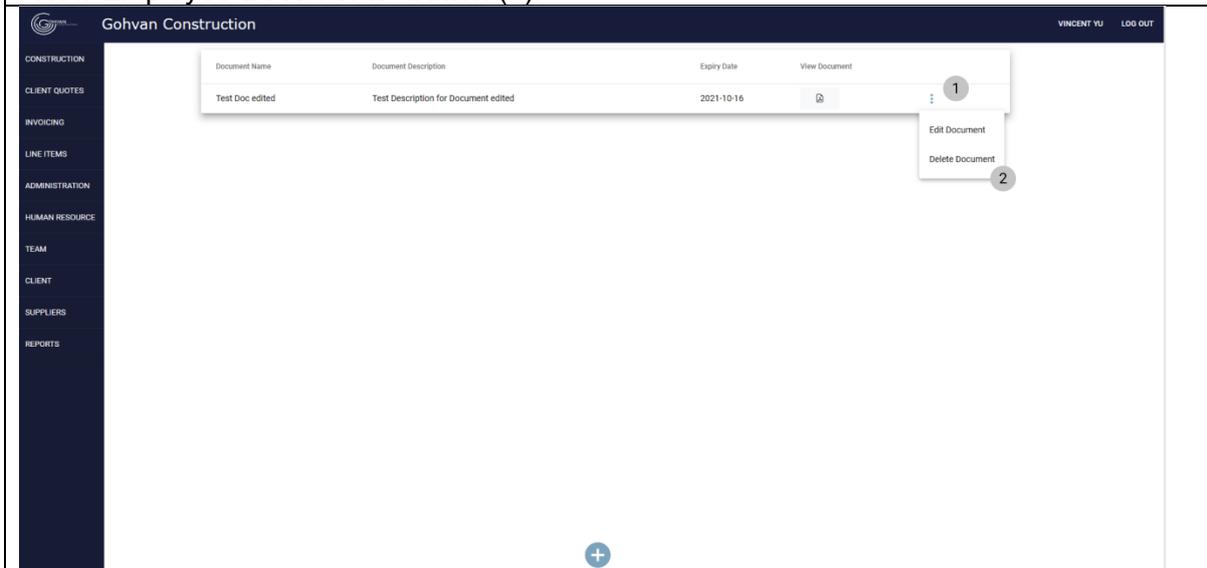
3.5.8.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee” button (2)



3.5.8.1.2 The system will load the Employee Home Screen. Thereafter click the “Add” Button (6)



3.5.8.1.3 The system will display the “Edit Employee” Screen. Navigate to and click the “View Employee Documents” button (6).



3.5.8.1.4 The system will display the “Employee Documents” screen and click the “Additional Actions” button and then click “Delete Document” button (2).

3.5.8.2 Delete Employee Document Exercise

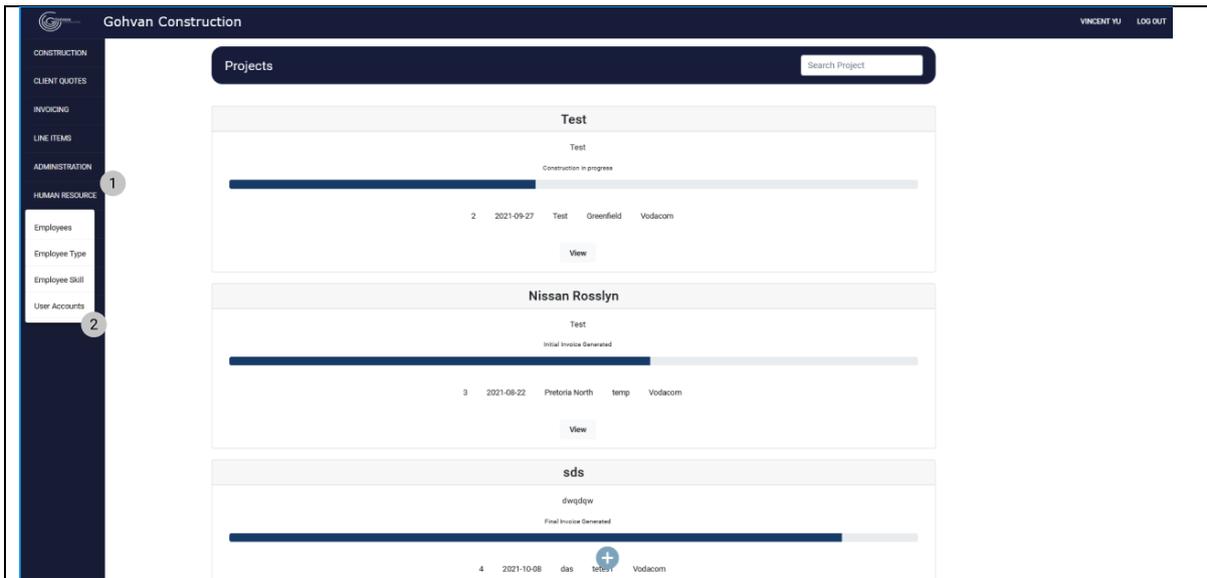
Delete document for a “Charlie Brown” employee document using the following details:

Document Name	Charlie Brown
----------------------	---------------

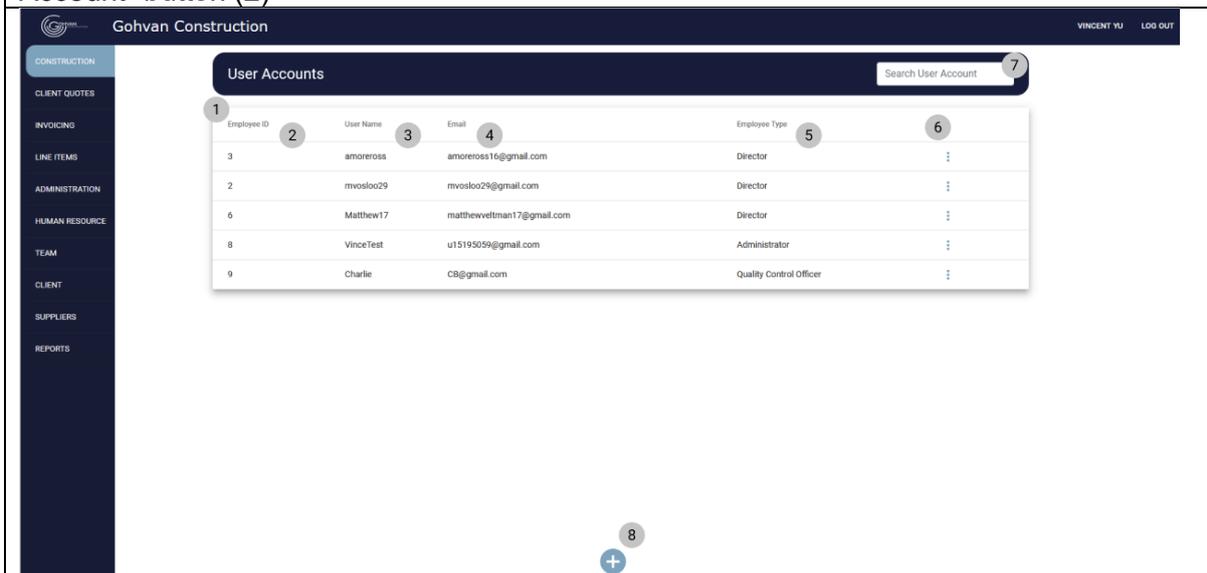
If no documents appear that means there are no document on the system for that employee.

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



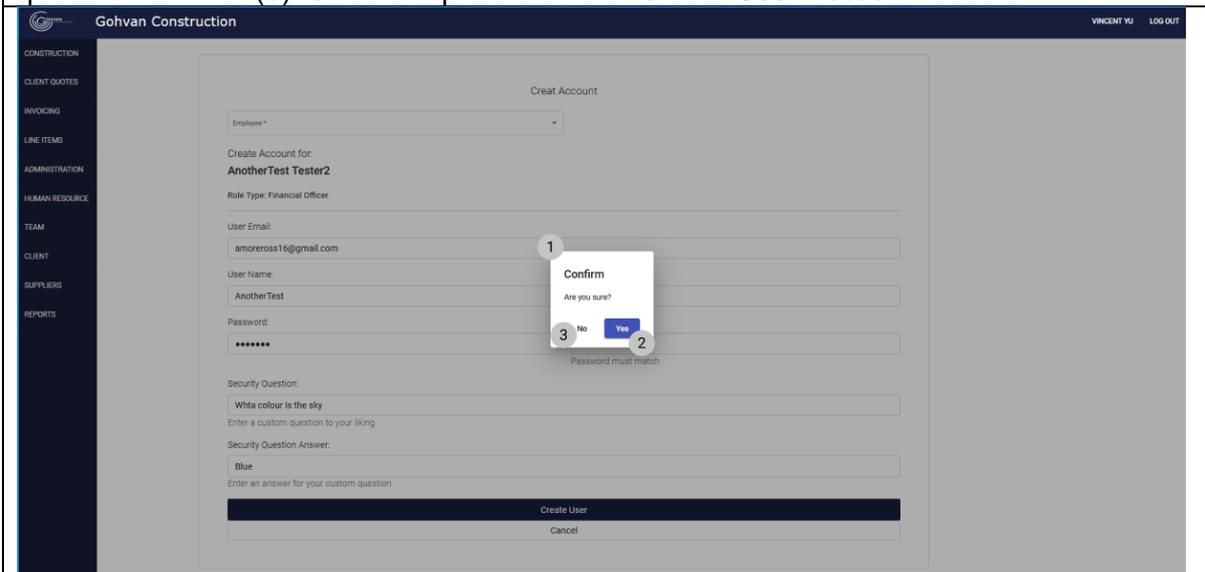
3.5.9.1.1 Navigate and click the “Human resource” drop down menu (1), click “User Account” button (2)



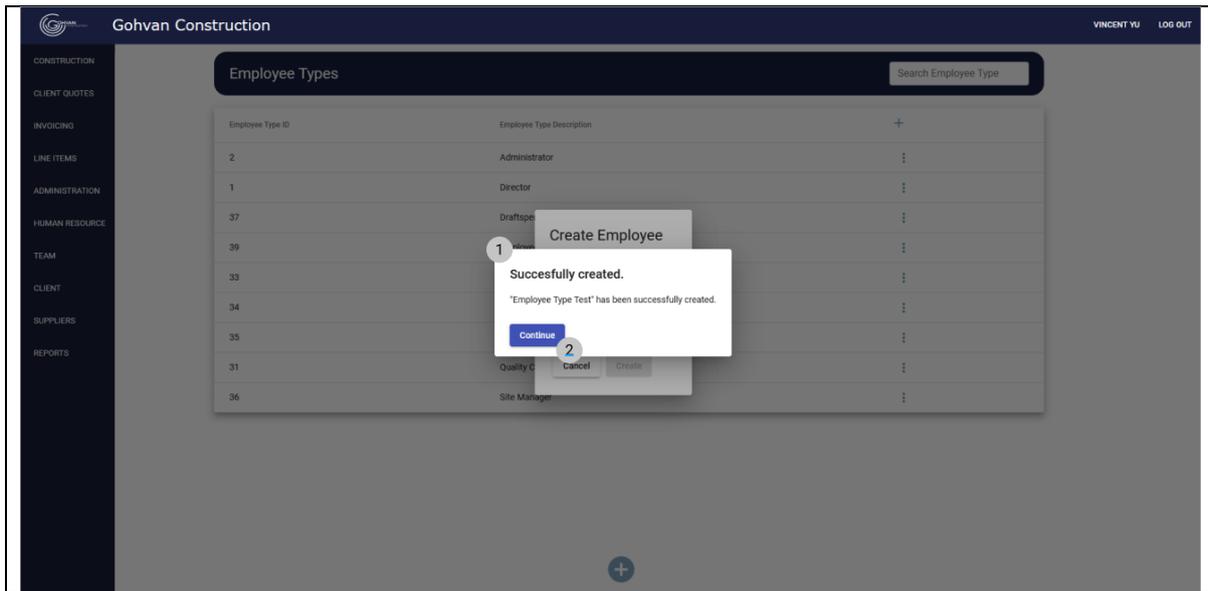
3.5.9.1.2 The system will load the User Account Home Screen. Thereafter click the “Add” Button (8)



3.5.9.1.3 The system will load the “Create User Account” screen (1). Thereafter select employee from the employee drop down (1) and select the role type (3). And thereafter enter Username (5), Password (6), confirm password (7), Security question (8), Security questions answer (9). Once complete click the “Create User Account” button.



3.5.9.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new user account with the entered details.



3.5.9.1.5 The system will display a Success Dialog (1), showing the successful creation of the User Account”. Click “Continue” Button (2) to close the Success Dialog.

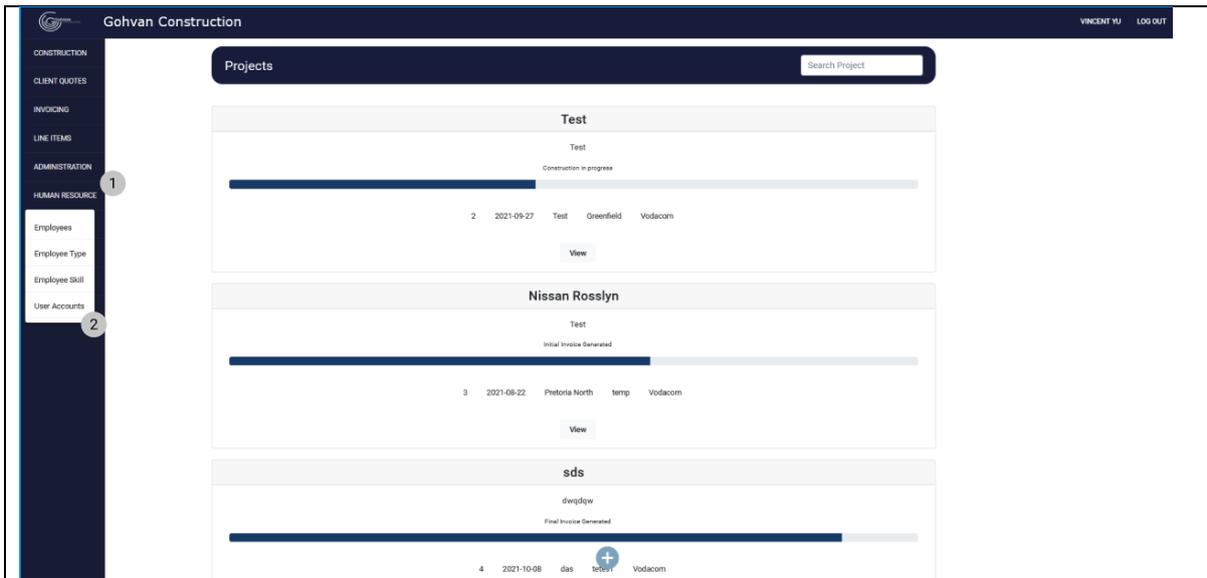
3.5.9.2 Create User Account Exercise

Create a User Account type using the following details:

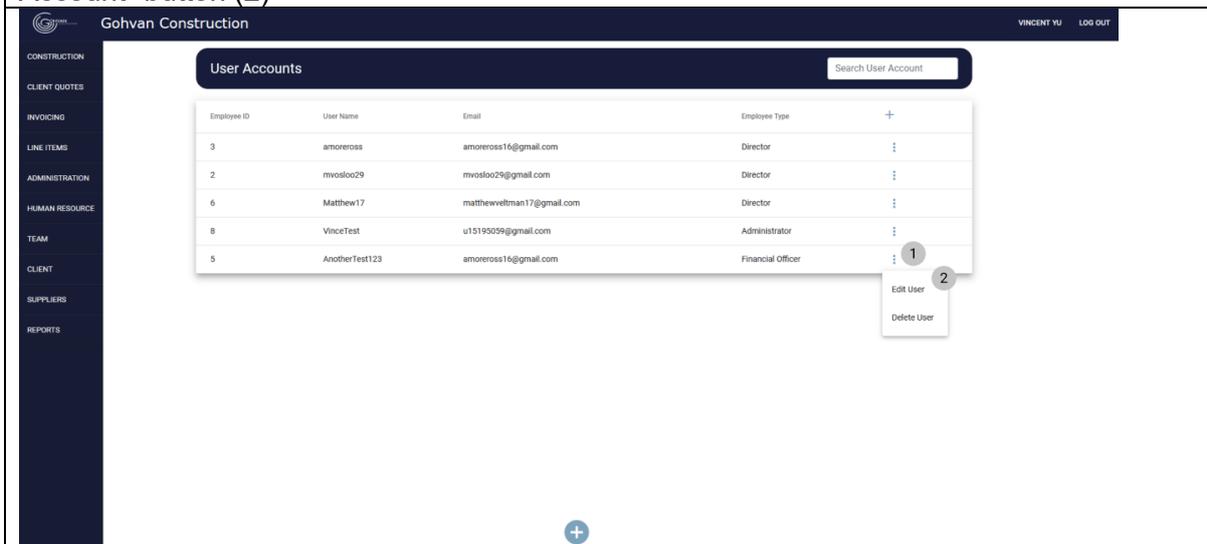
User Name	HenryFord
Role Type	
Password	1234test
Confirm Password	What colour is the sky?
Security Question	Blue

3.5.10 Edit Account

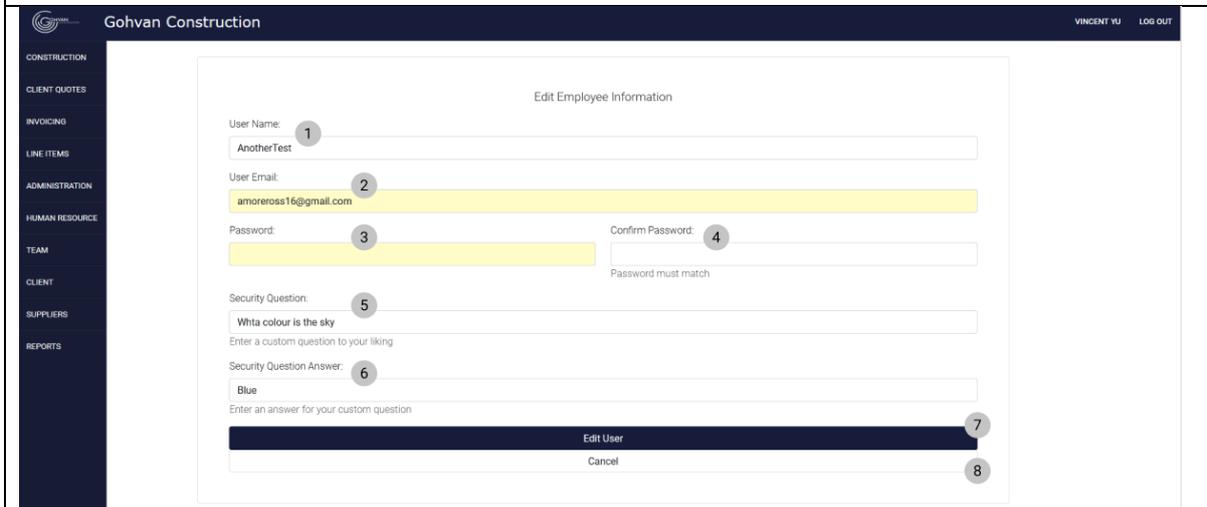
Description:	This section will guide the user through the process of editing a new user account.
Expected Learning Outcomes:	To be able to edit user accounts.
Prerequisites:	The user must have the required access to editing user accounts.
Other Information:	None



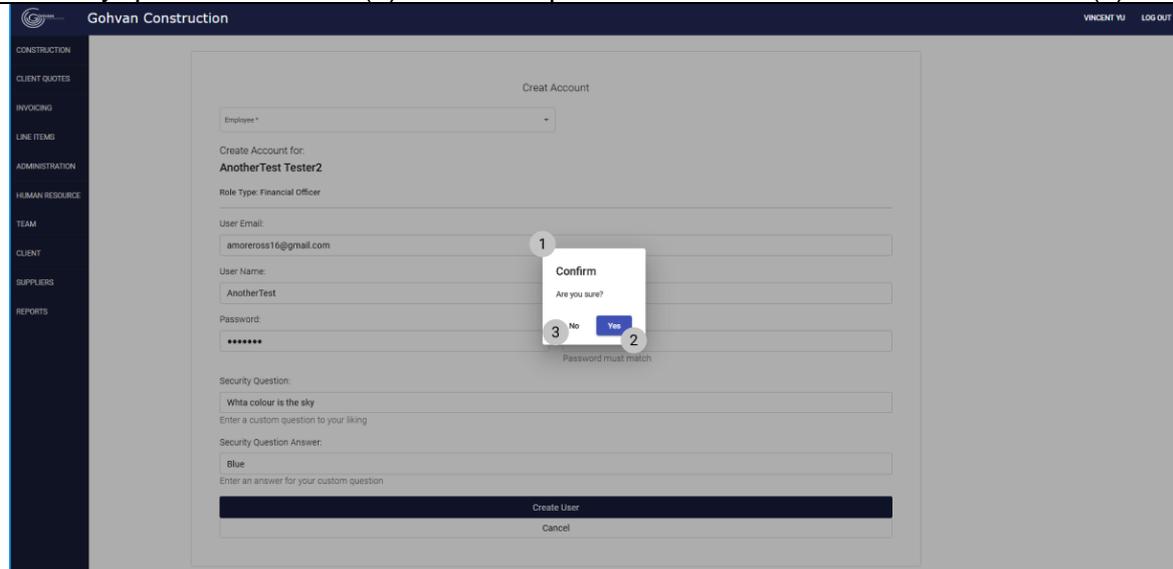
3.5.10.1.1 Navigate and click the “Human resource” drop down menu (1), click “User Account” button (2)



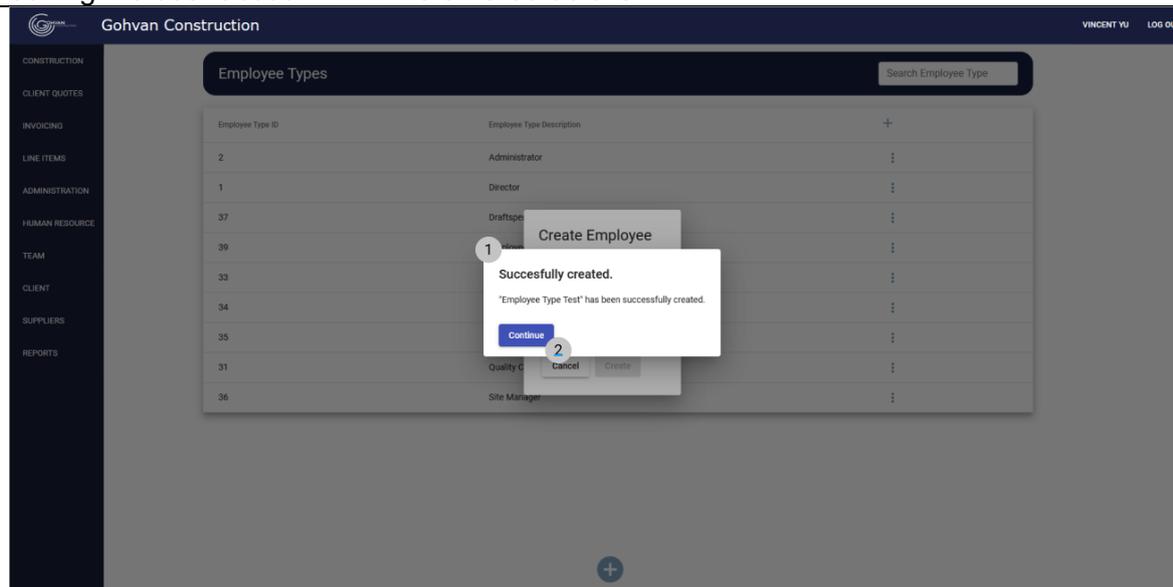
3.5.10.1.2 The system will load the User Account Home Screen. Thereafter click the “Additional Actions” button. And then click “Edit User” button.



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).



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.



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.

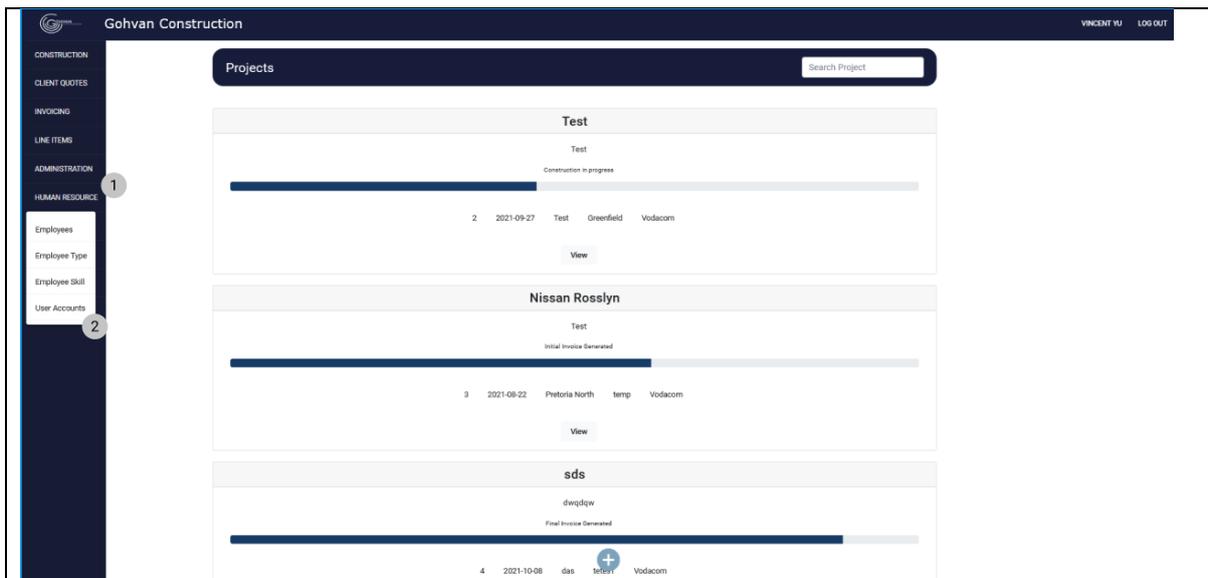
3.5.10.2 Edit User Account Exercise

Edit an existing User Account using the following details:

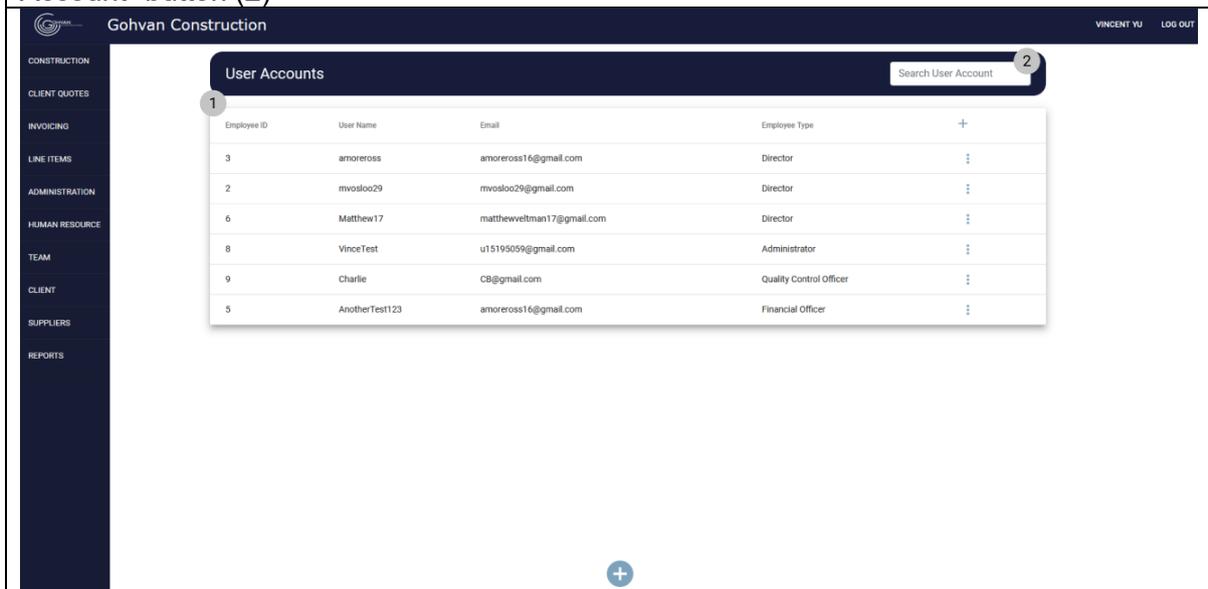
	Original	Update
User Name	HenryFord	FordHenry
Password	1234test	Test124
Confirm Password	1234test	Test1234
Security Question	What colour is the sky?	What colour is the sky?
Security Question Answer	Blue	Blue

3.5.11 Search Account

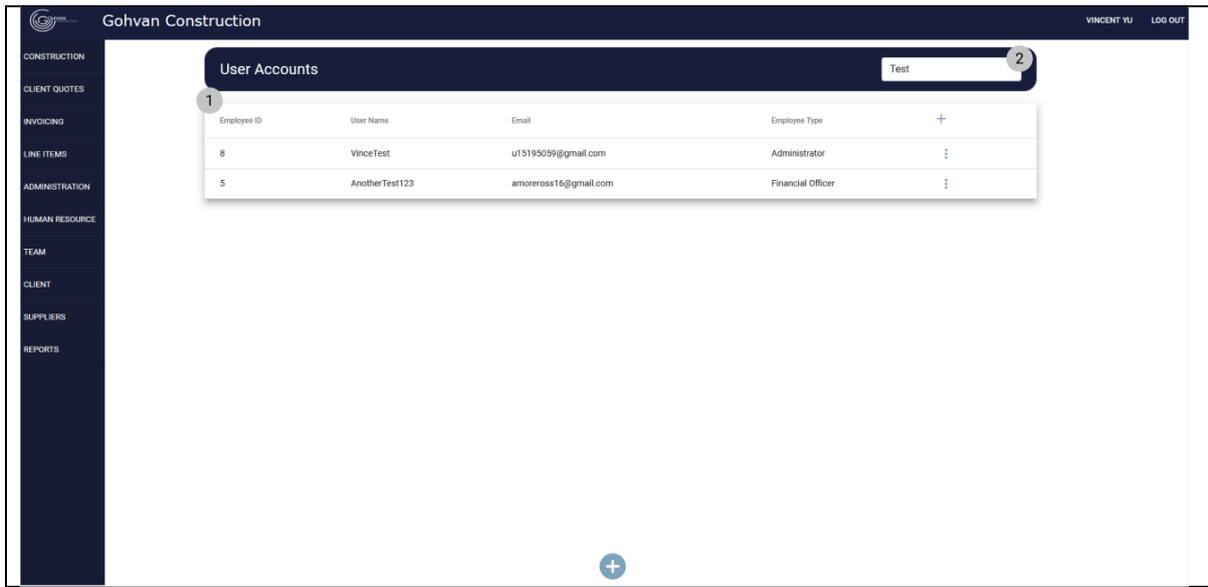
Description:	This section will guide the user through the process of searching for a user account.
Expected Learning Outcomes:	To be able to search user accounts.
Prerequisites:	The user must have the required access to searching user accounts.
Other Information:	None



3.5.11.1.1 Navigate and click the “Human resource” drop down menu (1), click “User Account” button (2)



3.5.11.1.2 The system will load the User Account Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.5.11.1.4 Once you have found the desired user account record you can clear the search bar to return to the User Account home screen default view.

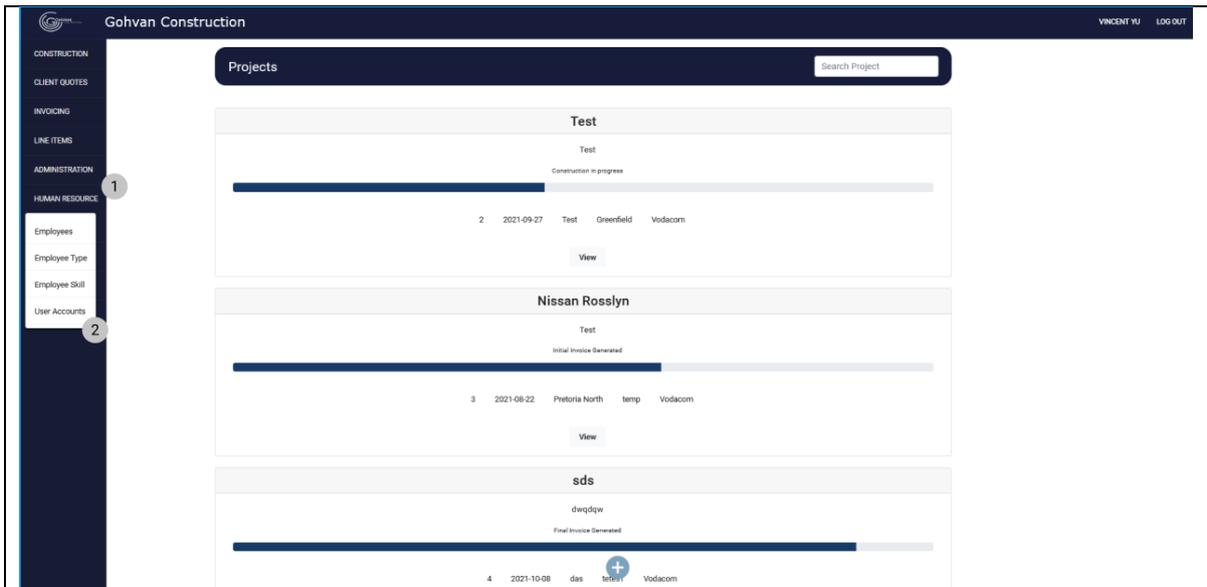
3.5.11.2 Search User Account Exercise

Search for an existing User Account using the following details:

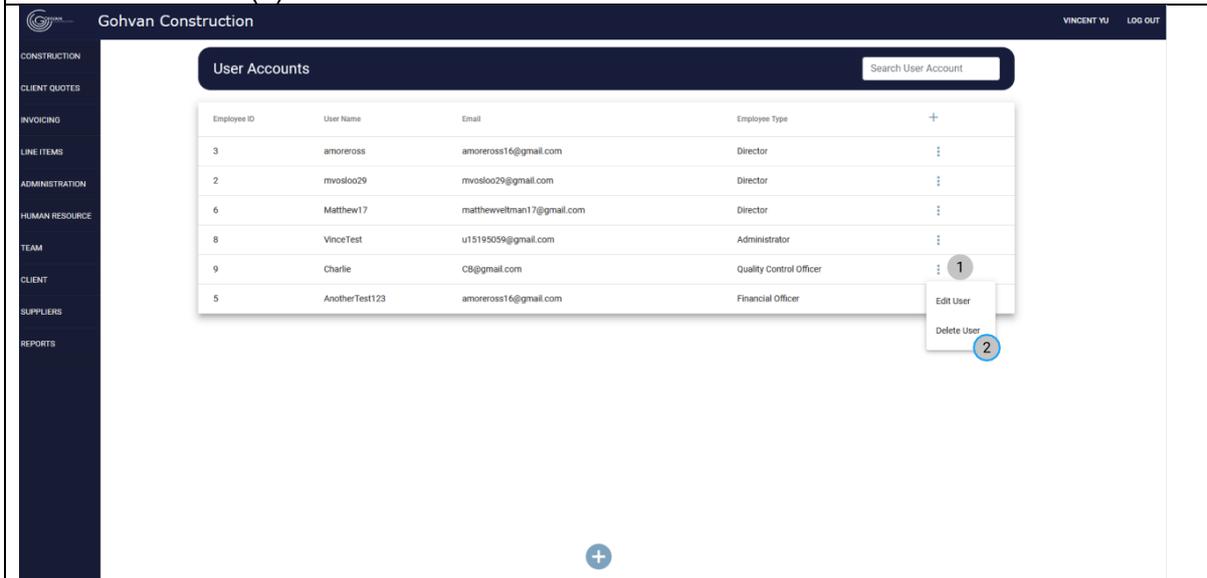
User Name	HenryFord
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3.5.12 Delete Account

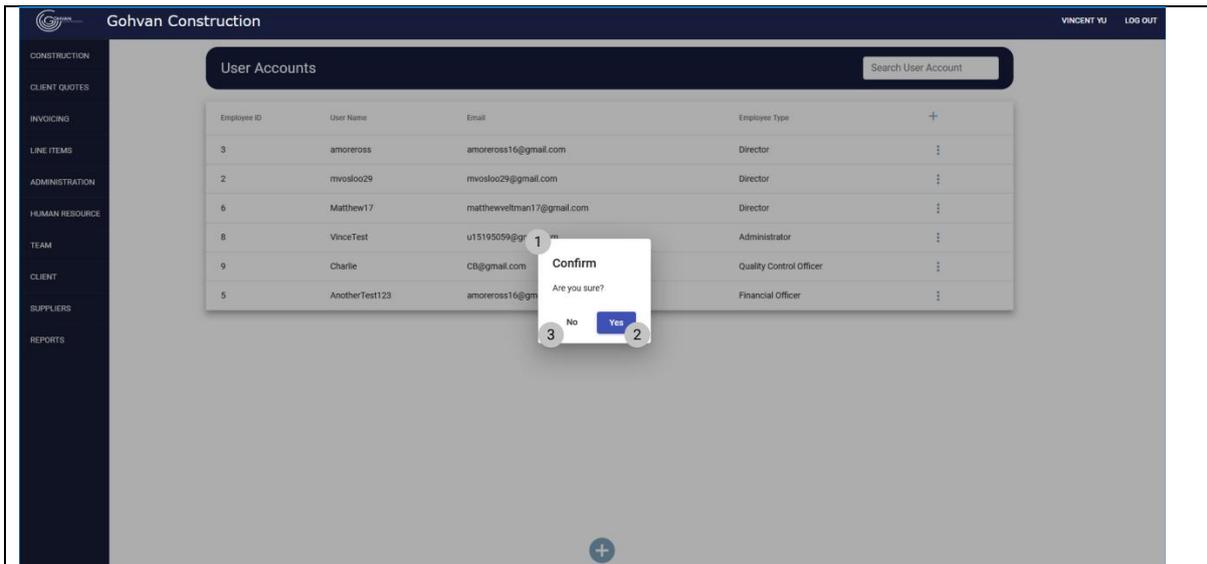
Description:	This section will guide the user through the process of deleting an existing User Account record.
Expected Learning Outcomes:	To be able to delete a User Account.
Prerequisites:	The user must have the required access to delete a User Account.
Other Information:	None



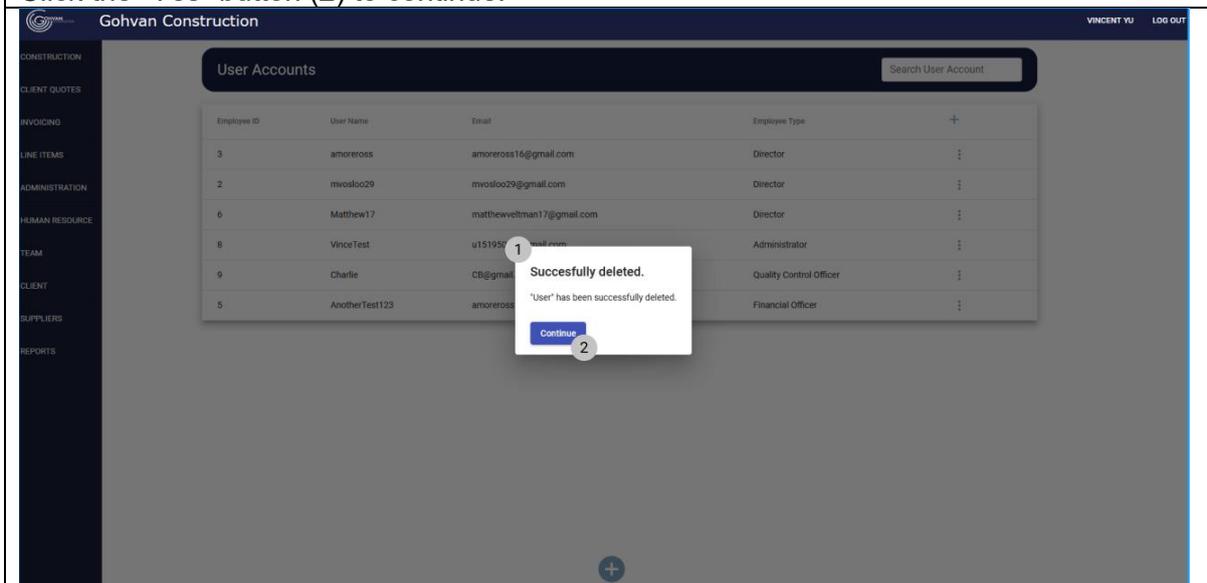
3.5.12.1.1 Navigate and click the “Human Resource” drop down menu (1), click “User Accounts” button (2)



3.5.12.1.2 Navigate and click the addition actions button (1), the click the “Delete User” button (2).



3.5.12.1.3 The system will prompt you for confirmation (1) for deleting the user account. Click the “Yes” button (2) to continue.



3.5.12.1.4 The system will display a Success Dialog (1), showing the successful deleting of the employee skill. Click “Continue” Button (2) to close the Success Dialog.

3.5.11.2 Delete User Account Exercise

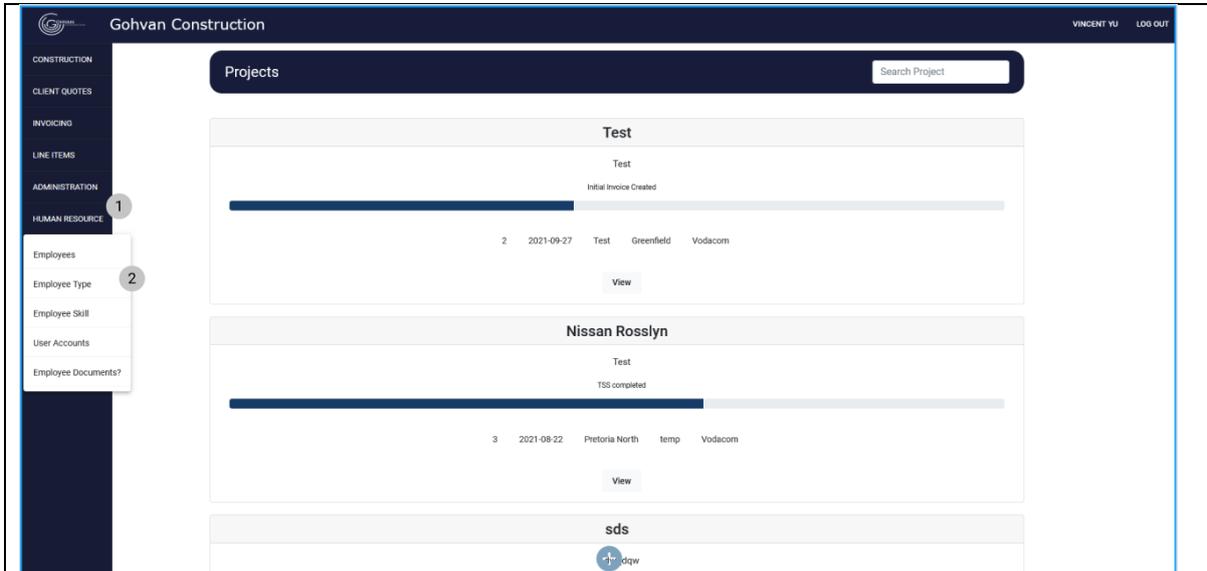
Delete the User “FordHenry”:

Username	FordHenry
-----------------	-----------

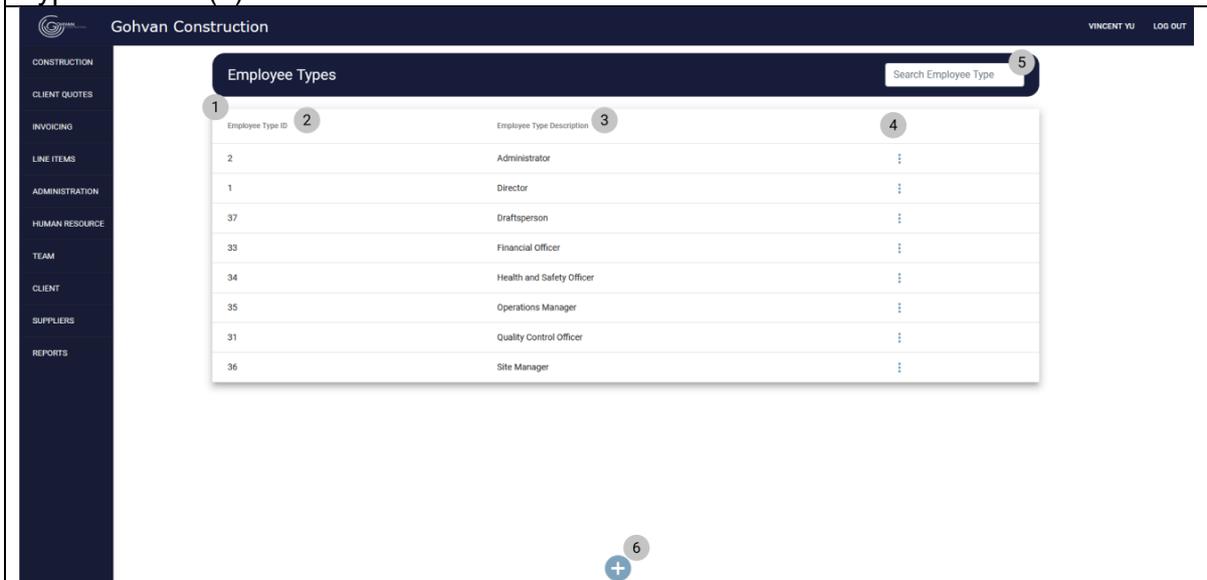
3.5.13 Create Employee Type

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.

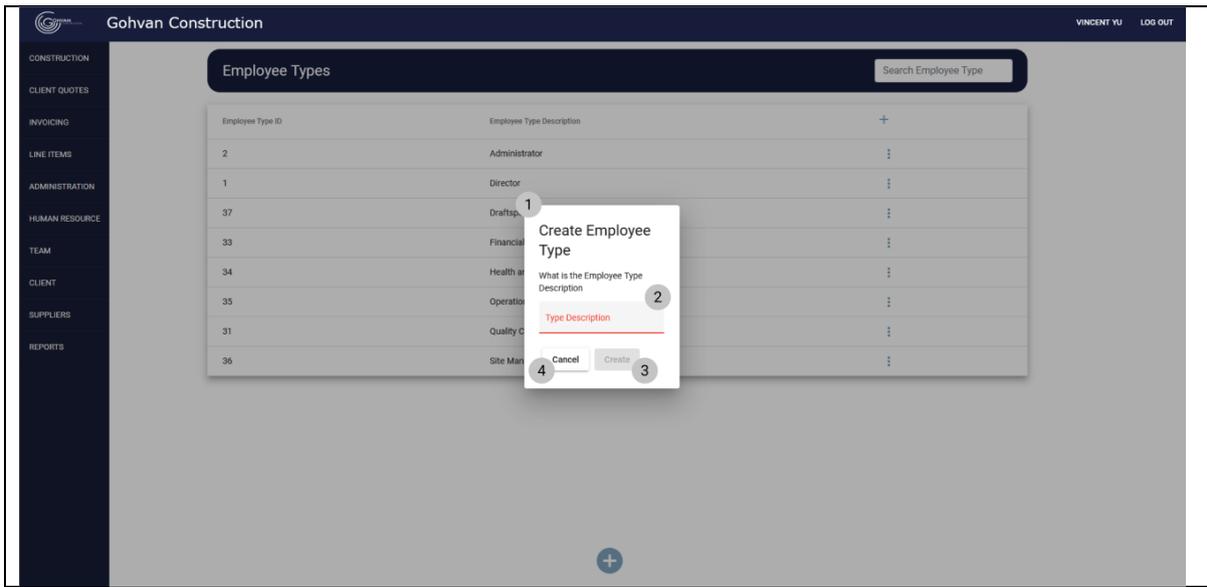
Other Information: None



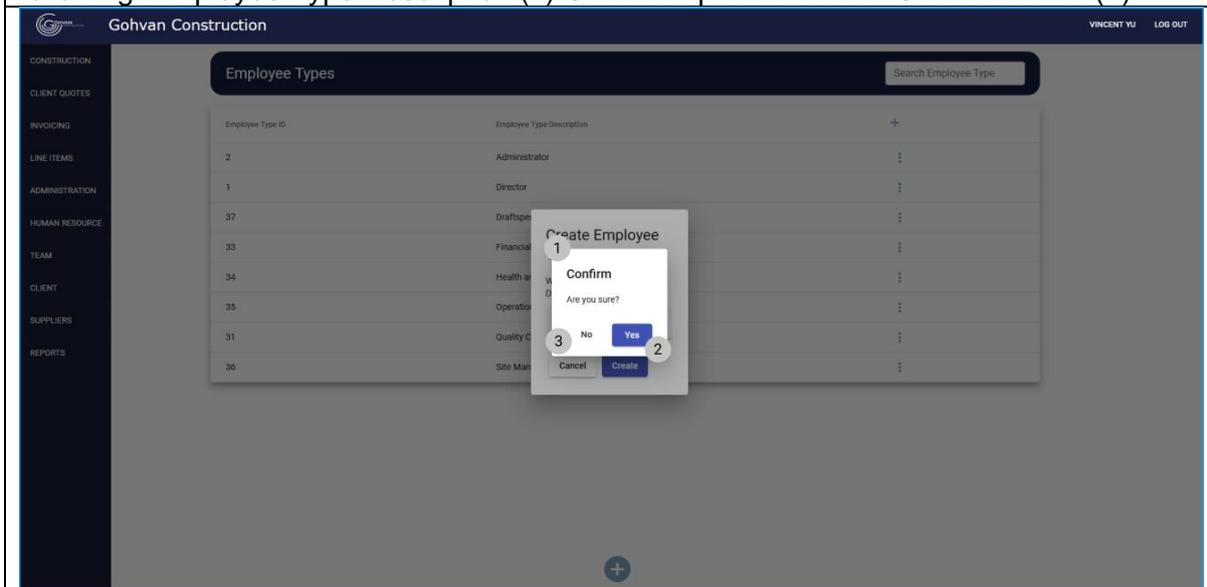
3.5.13.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee Types” button (2)



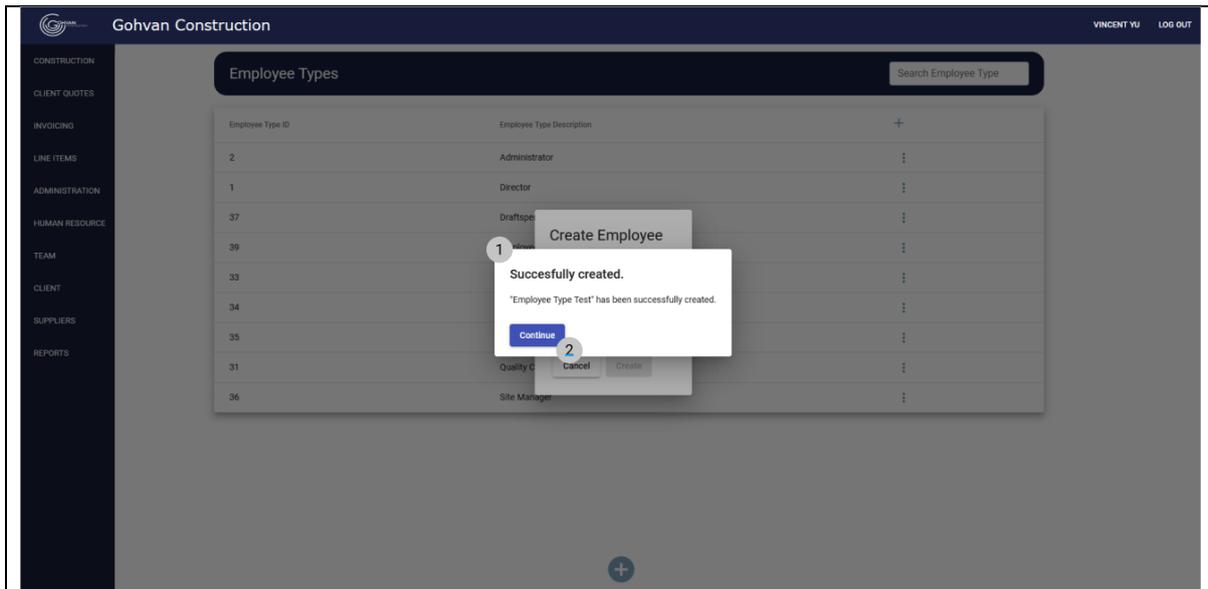
3.5.13.1.2 The system will load the Employee type Home Screen. Thereafter click the “Add” Button (6)



3.5.13.1.3 The system will load the “Add employee type” Dialog (1). Thereafter enter the following: Employee Type Description (2) Once complete click the “Create” Button (4).



3.5.13.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new employee type with the entered details.



3.5.13.1.5 The system will display a Success Dialog (1), showing the successful creation of the employee type. Click “Continue” Button (2) to close the Success Dialog.

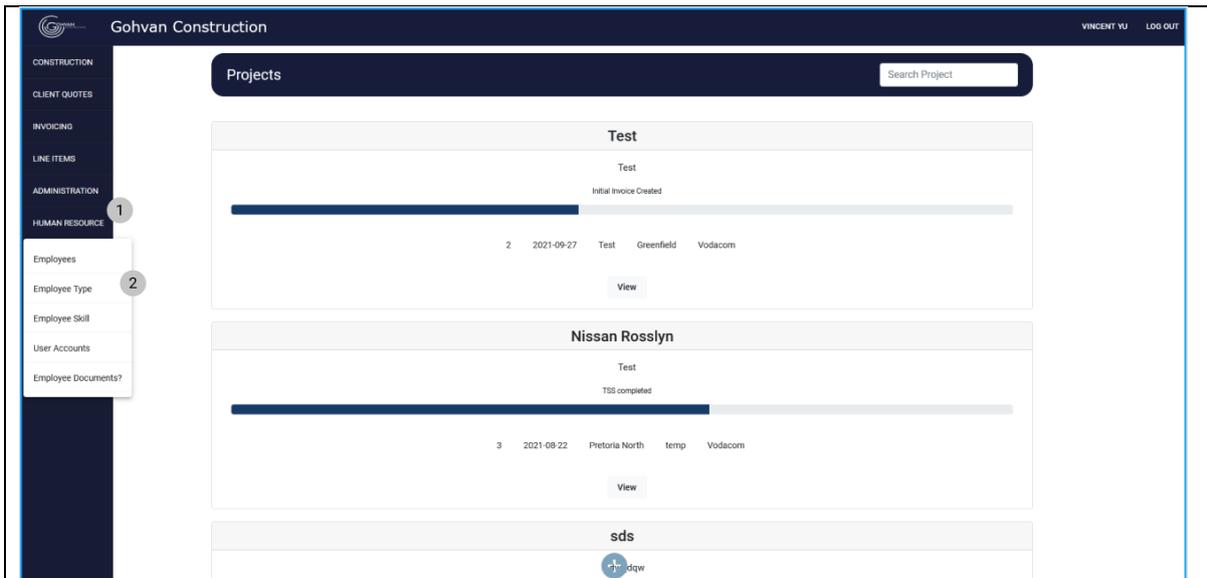
3.5.13.2 Create Employee Type Exercise

Create a new employee type using the following details:

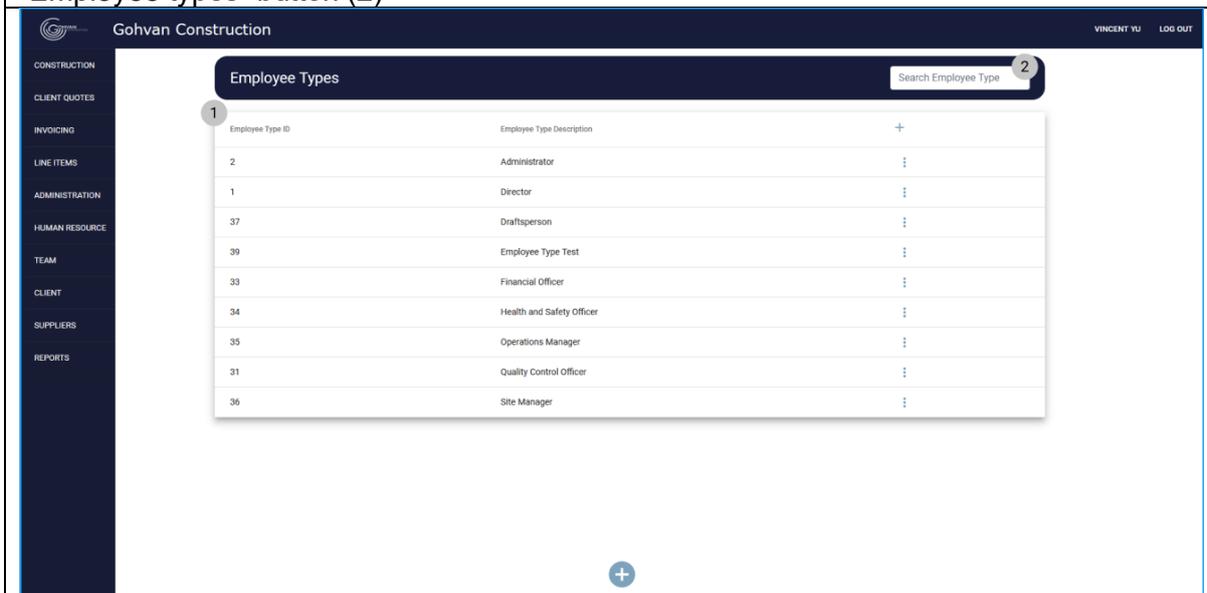
Employee Type Description	Test Employee Type
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3.5.14 Search Employee Type

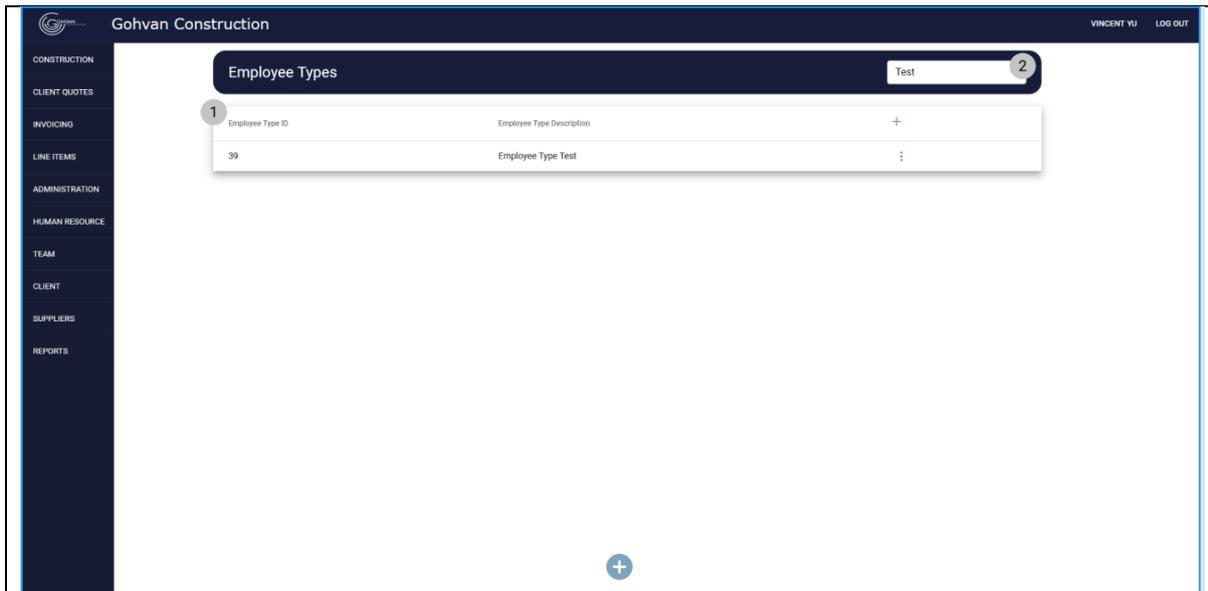
Description:	This section will guide the user through the process of creating a searching for an employee type.
Expected Learning Outcomes:	To be able to search for employee types.
Prerequisites:	The user must have the required access to searching for employee types.
Other Information:	None



3.5.14.1.1 Navigate and click the “Human Resource” drop down menu (1), click “Employee types” button (2)



3.5.14.1.1 The system will load the Employee Type Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.5.14.1.3 Once you have found the desired employee type record you can clear the search bar to return to the package type home screen default view.

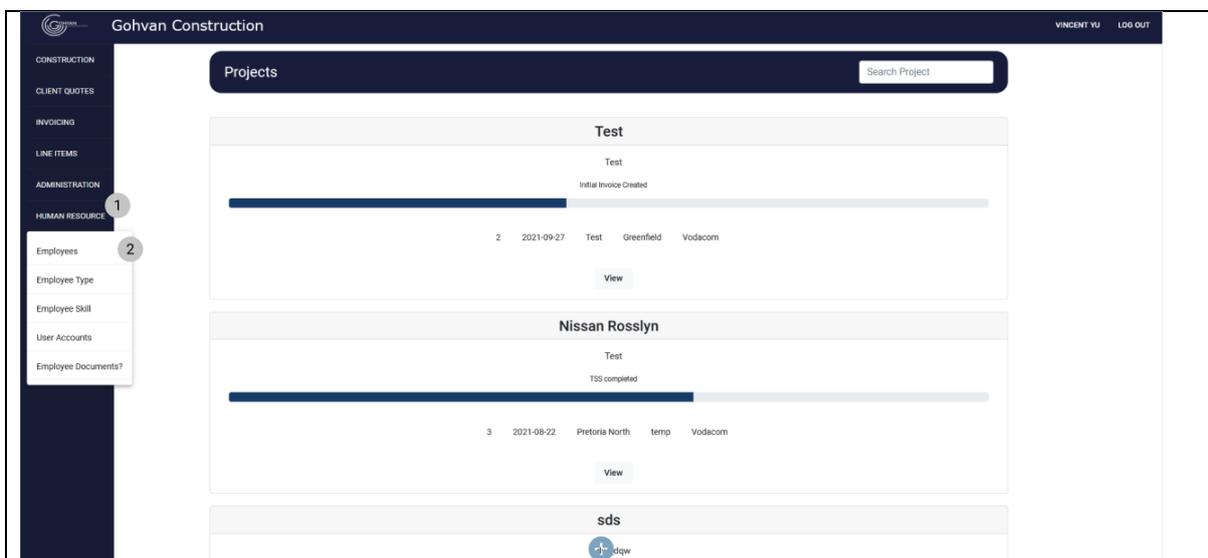
3.5.14.2 Search Employee Type Exercise

Search for employee type using the following details:

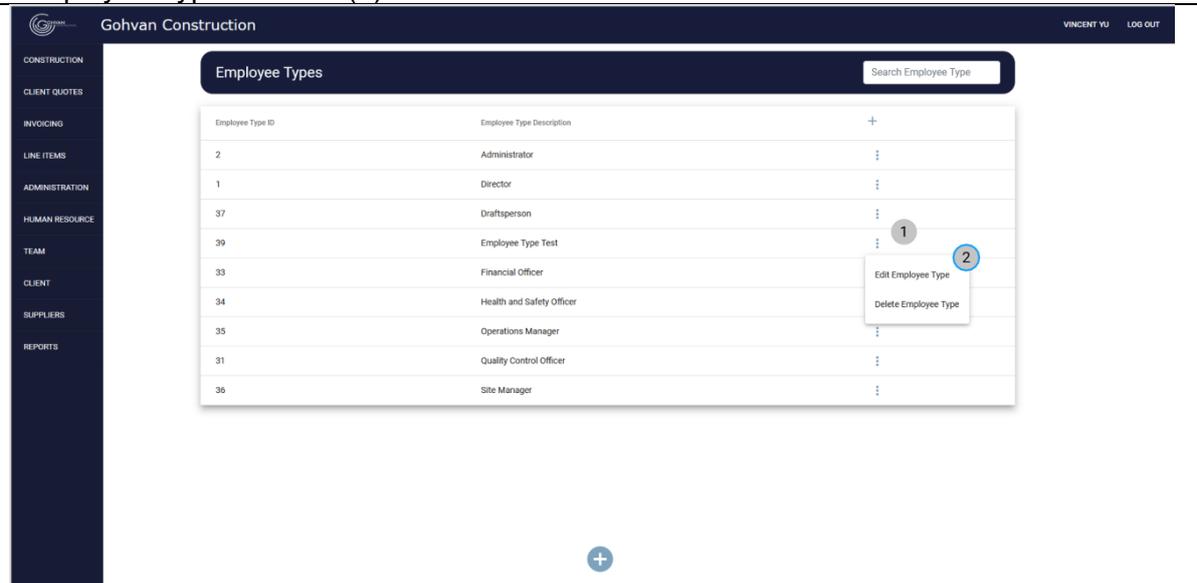
Employee Type Description	Employee Type Test
----------------------------------	--------------------

3.5.15 Edit Employee Type

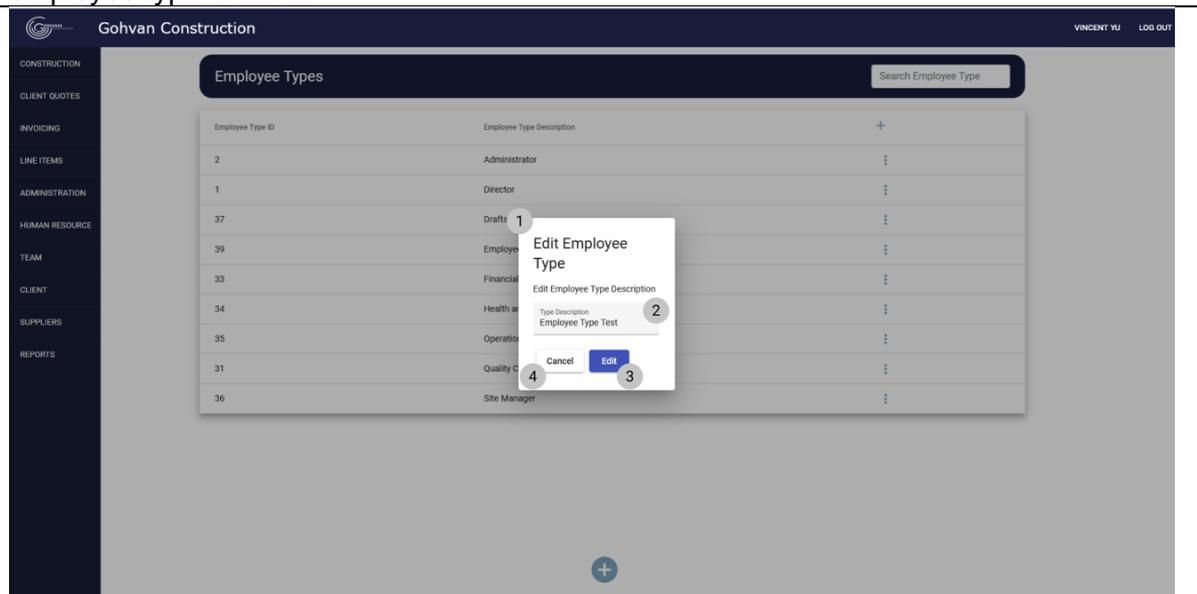
Description:	This section will guide the user through the process of editing an existing employee type record.
Expected Learning Outcomes:	To be able to edit an employee type.
Prerequisites:	The user must have the required access to edit an employee type.
Other Information:	None



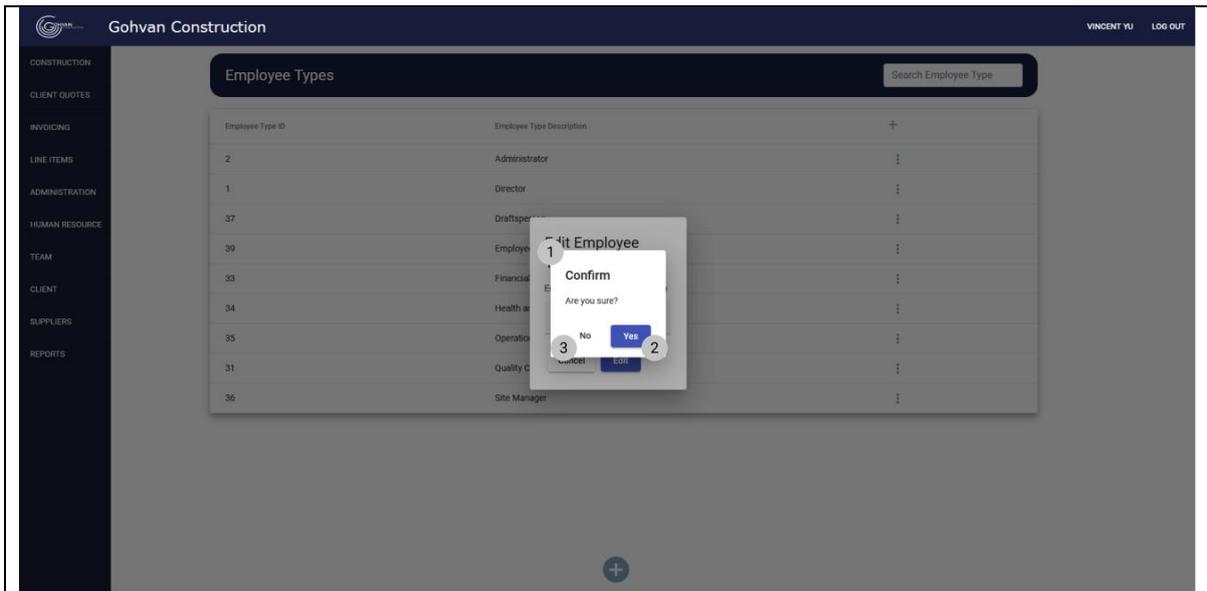
3.5.15.1.1 Navigate and click the “Human Resource” drop down menu (1), click “Employee Types” button (2)



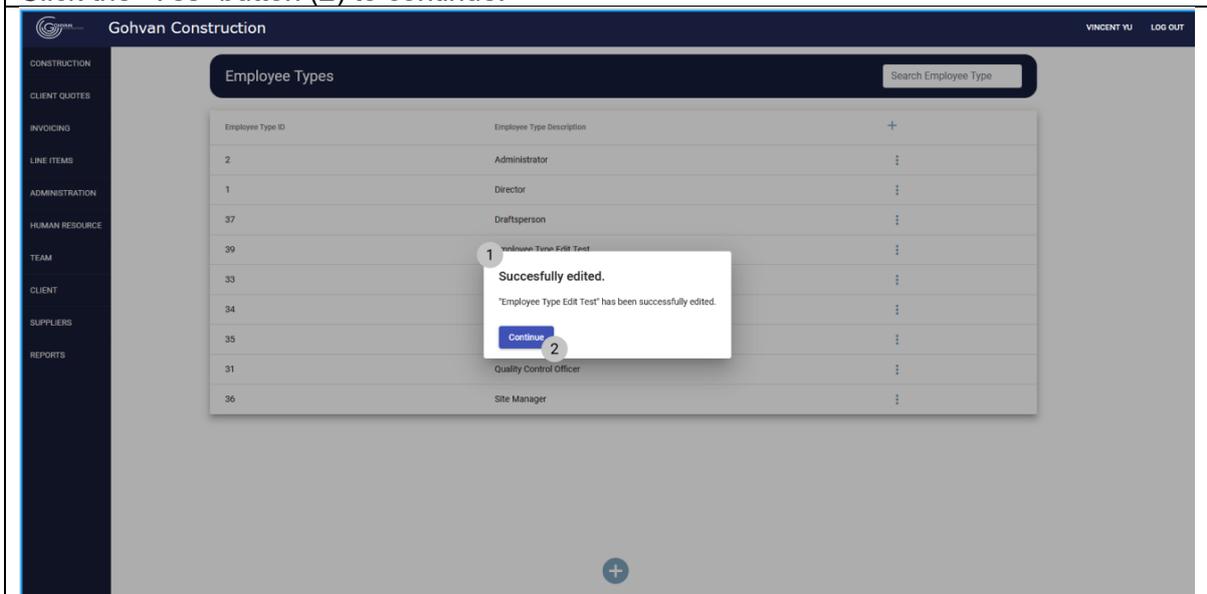
3.5.15.1.2 Navigate and click the addition actions button (1), the click the “Edit / View employee type” button.



3.5.15.1.3 The system will load the “Edit Employee Type” Dialog (1). Thereafter edit the following: Employee Type Description (2). Once complete click the “Edit” Button (3).



3.5.15.1.4 The system will prompt you for confirmation (1) for editing the employee type. Click the “Yes” button (2) to continue.



3.5.15.1.5 The system will display a Success Dialog (1), showing the successful editing of the Employee Type. Click “Continue” Button (2) to close the Success Dialog.

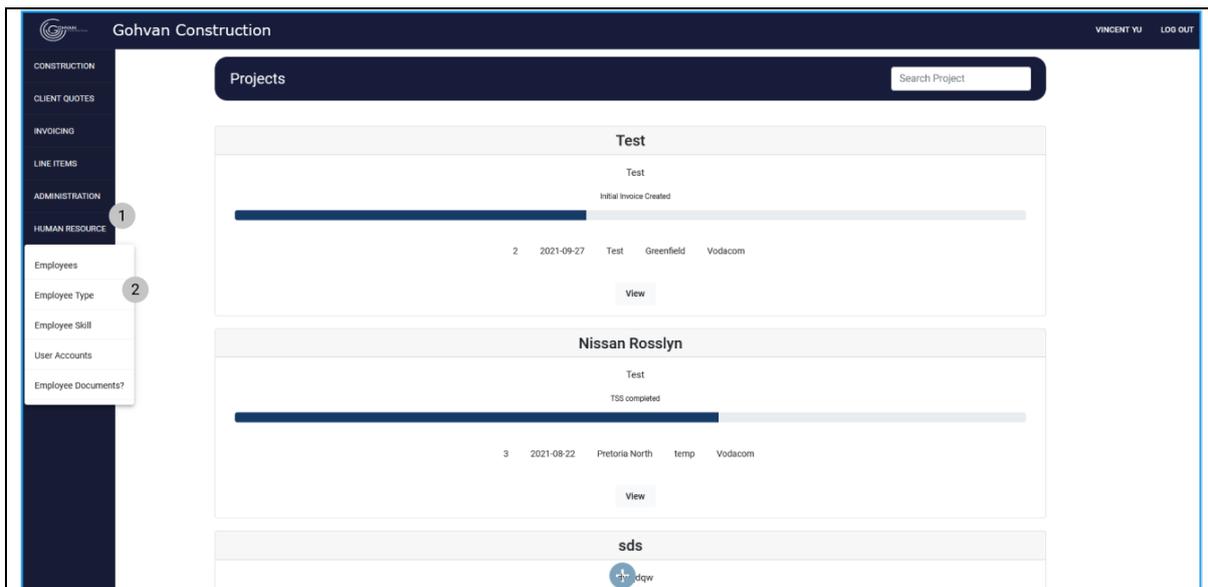
3.5.15.2 Edit Employee Type Exercise

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

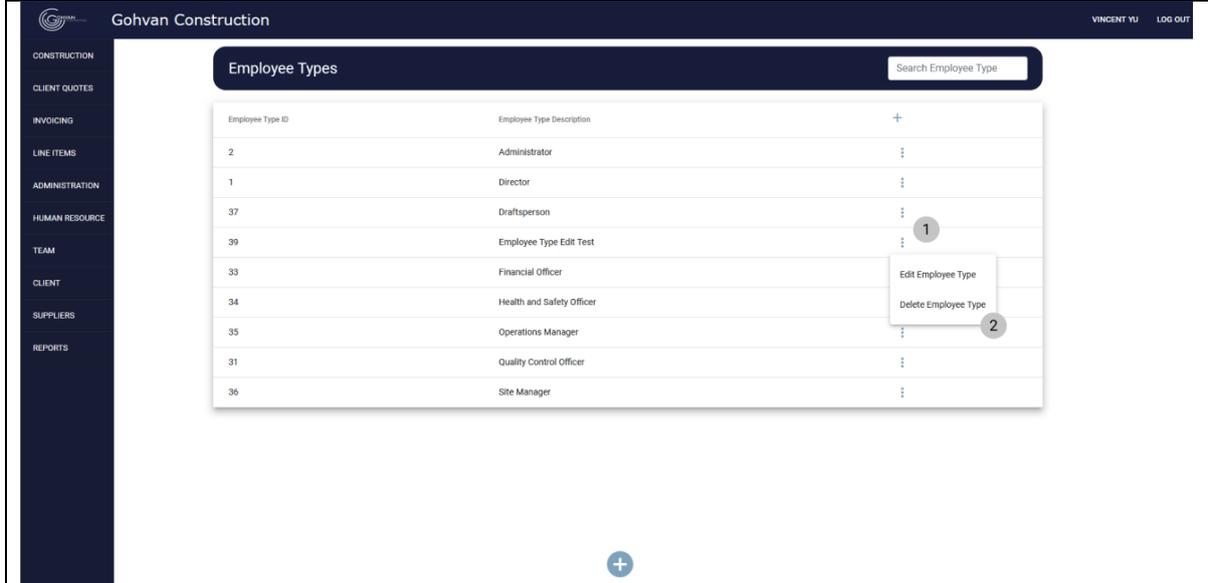
	Original	Update
Employee Type Description	Employee Type Test	Employee Type Edited

3.5.16 Delete Employee Type

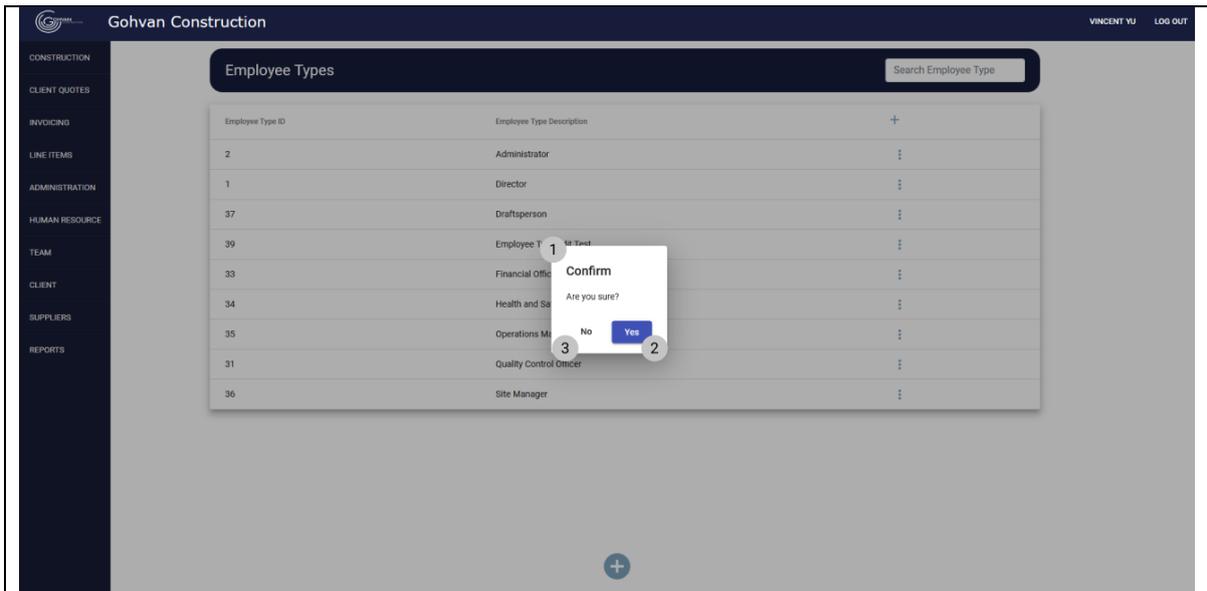
Description:	This section will guide the user through the process of deleting an existing employee type record.
Expected Learning Outcomes:	To be able to delete an employee type.
Prerequisites:	The user must have the required access to delete an employee type.
Other Information:	None



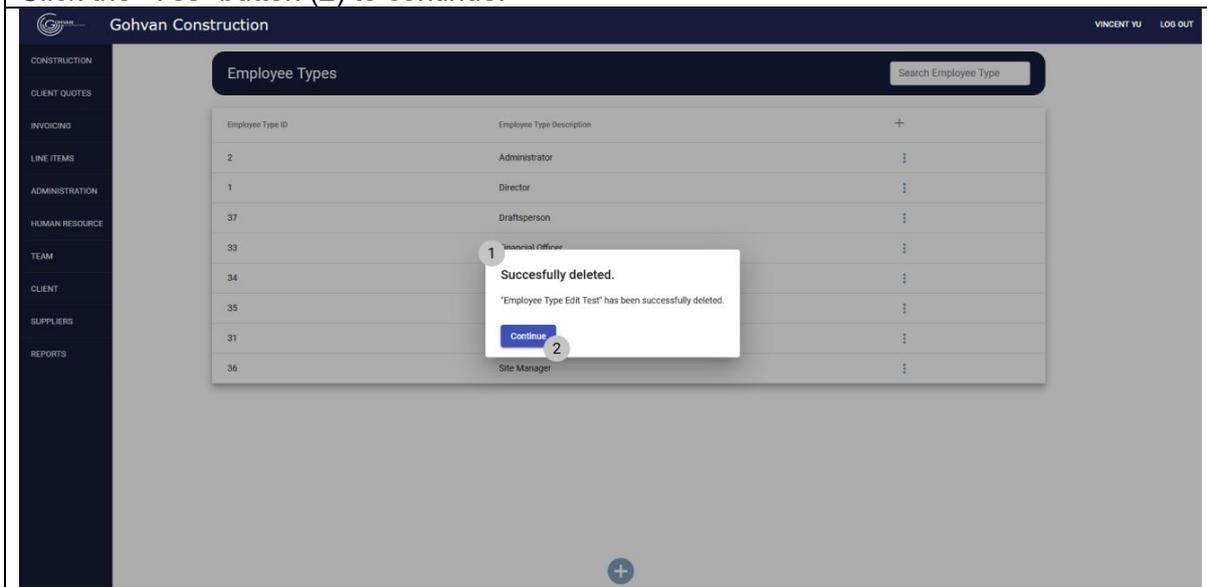
3.5.16.1.1 Navigate and click the “Human Resource” drop down menu (1), click “employee types” button (2)



3.5.16.1.2 Navigate and click the addition actions button (1), the click the “Delete employee type” button (2).



3.5.16.1.3 The system will prompt you for confirmation (1) for deleting the employee type. Click the “Yes” button (2) to continue.



3.5.16.1.4 The system will display a Success Dialog (1), showing the successful deleting of the employee Type. Click “Continue” Button (2) to close the Success Dialog.

3.5.16.2 Delete Employee Type Exercise

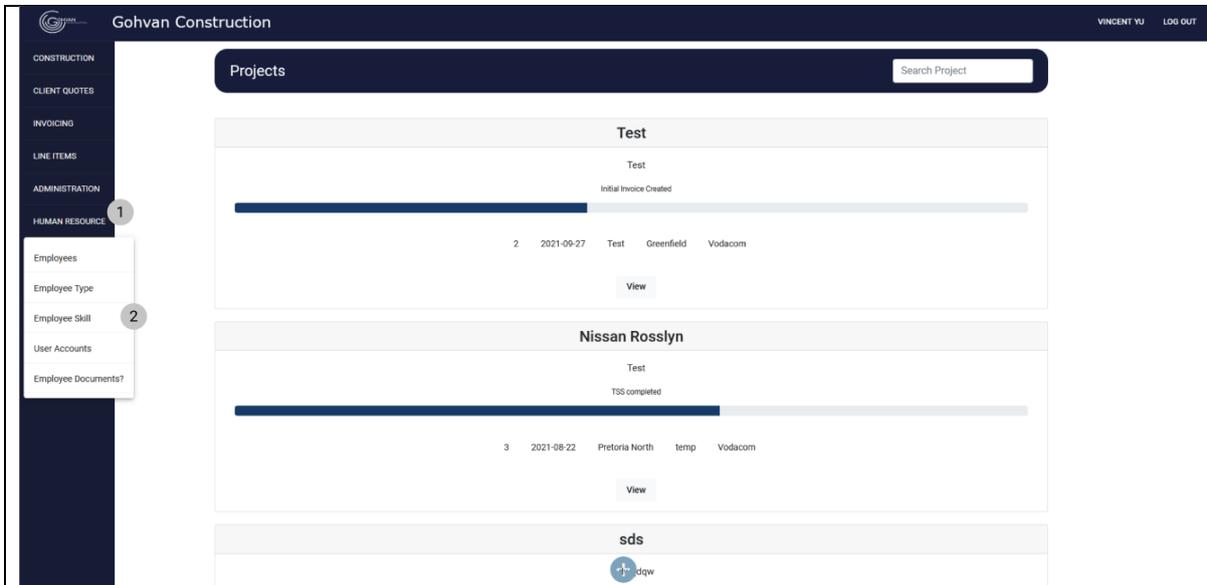
Delete the employee type “Employee Type Edited”:

Employee Type Description	Employee Type Edited
---------------------------	----------------------

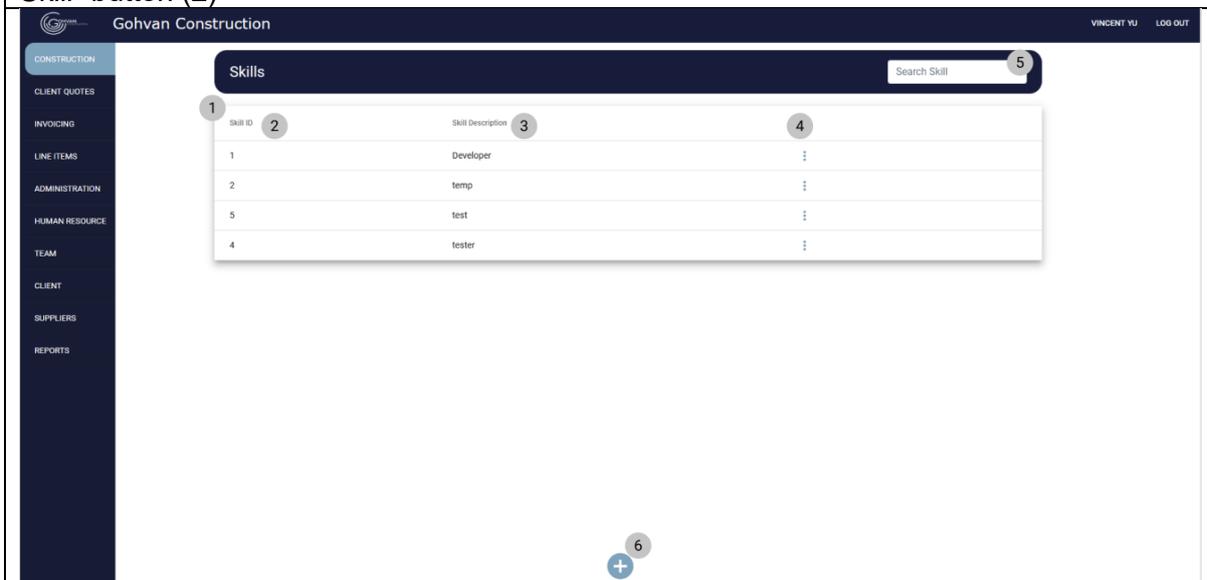
3.5.17 Create Employee Skill

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.

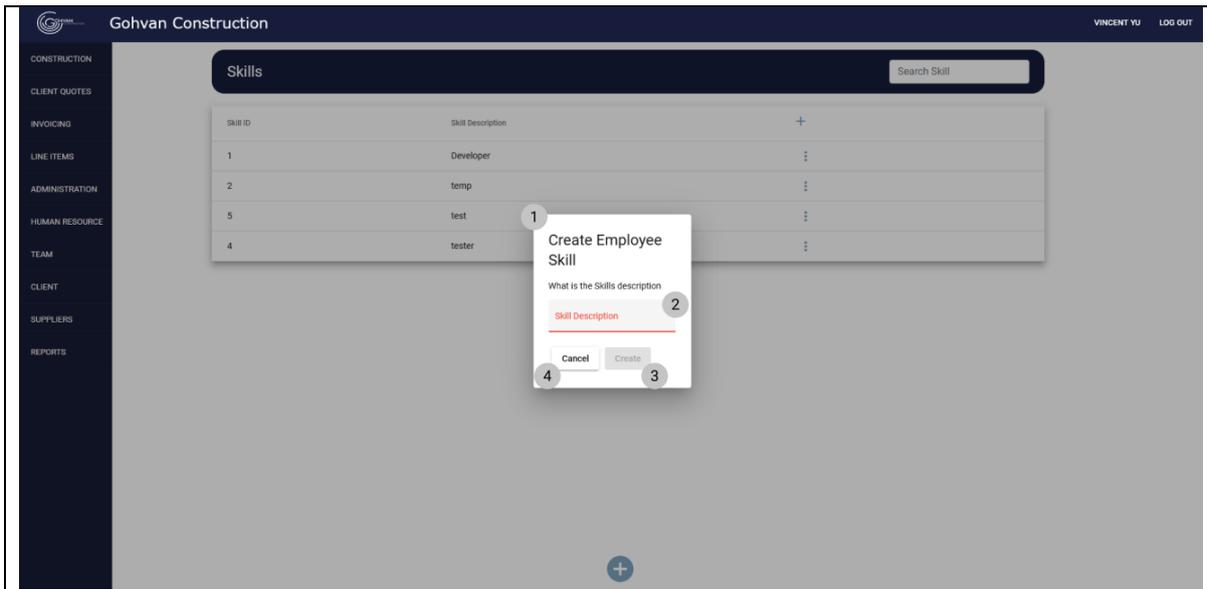
Prerequisites:	The user must have the required access to adding employee skills.
Other Information:	None



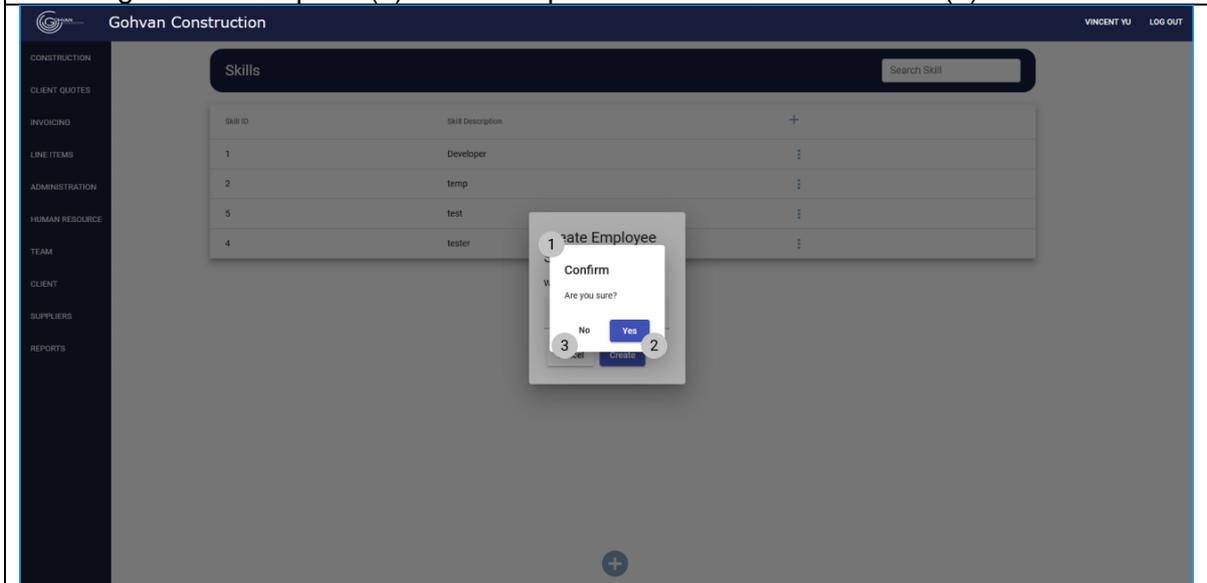
3.5.17.1.1 Navigate and click the “Human resource” drop down menu (1), click “Employee Skill” button (2)



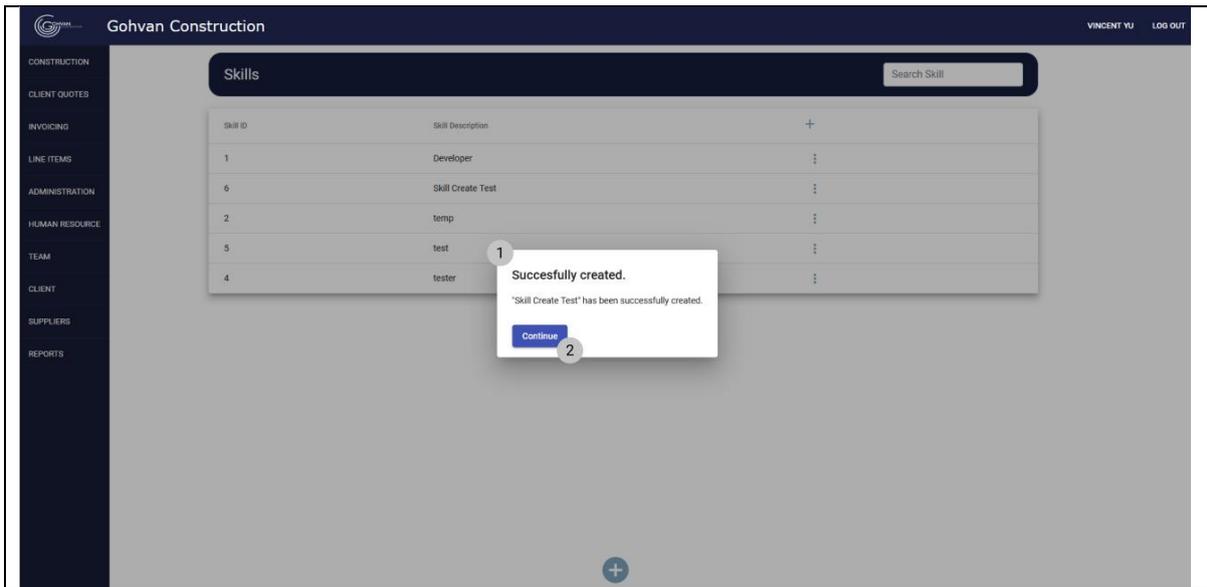
3.5.17.1.2 The system will load the Skills Home Screen. Thereafter click the “Add” Button (6)



3.5.17.1.3 The system will load the “Create employee skill” Dialog (1). Thereafter enter the following: Skill Description (2) Once complete click the “Create” Button (3).



3.5.17.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new skill with the entered details.



3.5.17.1.5 The system will display a Success Dialog (1), showing the successful creation of the employee skill. Click “Continue” Button (2) to close the Success Dialog.

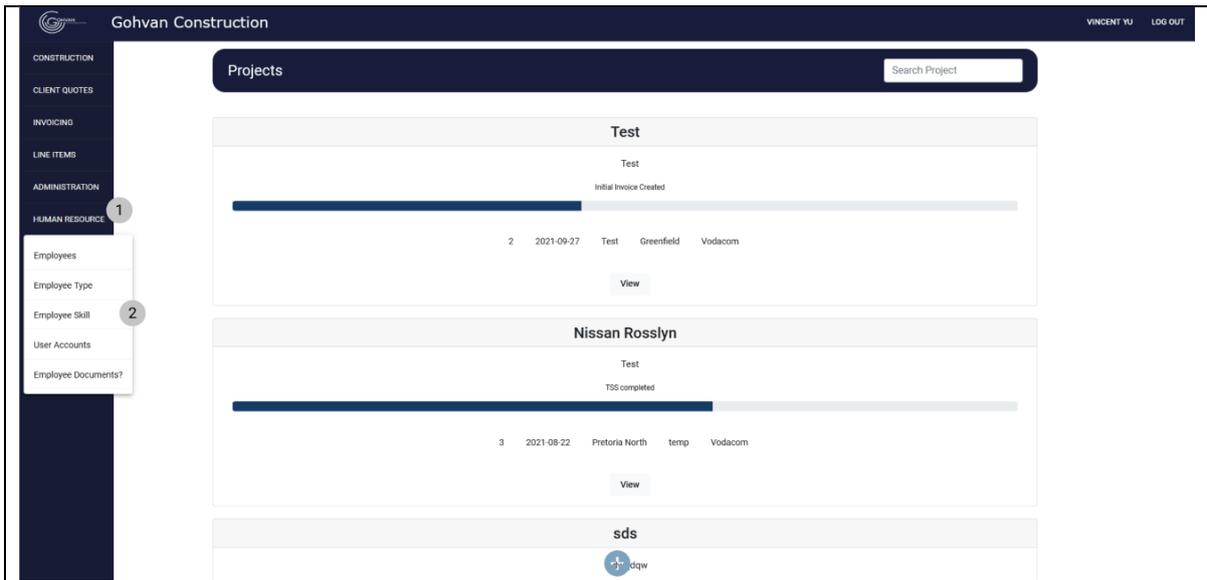
3.5.17.2 Create Employee Skill Exercise

Create a new employee skill using the following details:

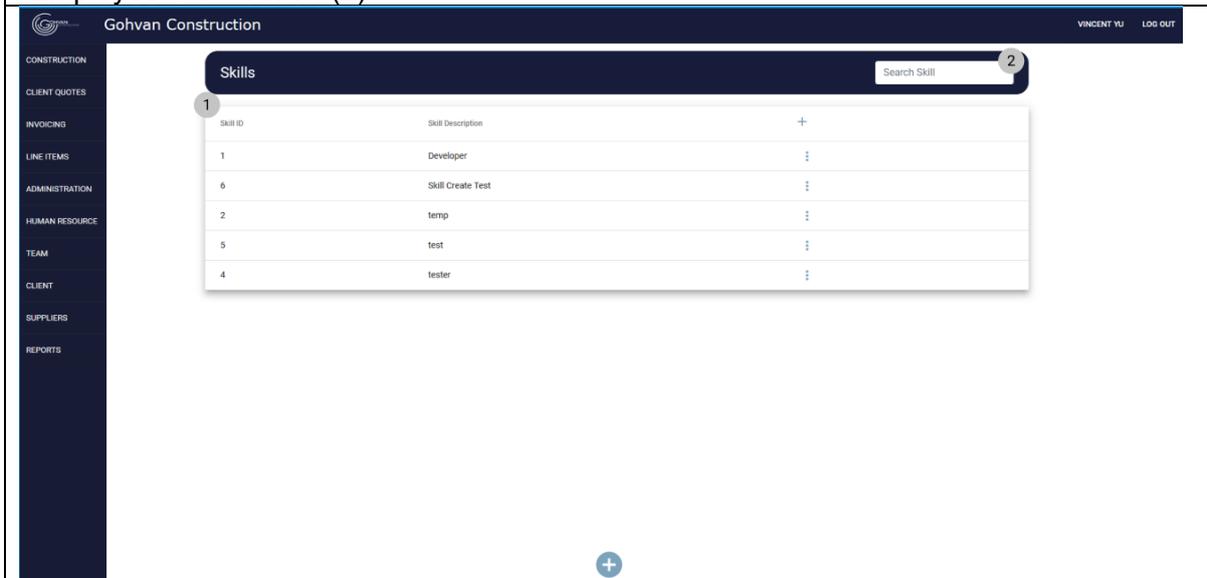
Employee Skill Description	Test Employee Skill
-----------------------------------	---------------------

3.5.18 Search Employee Skill

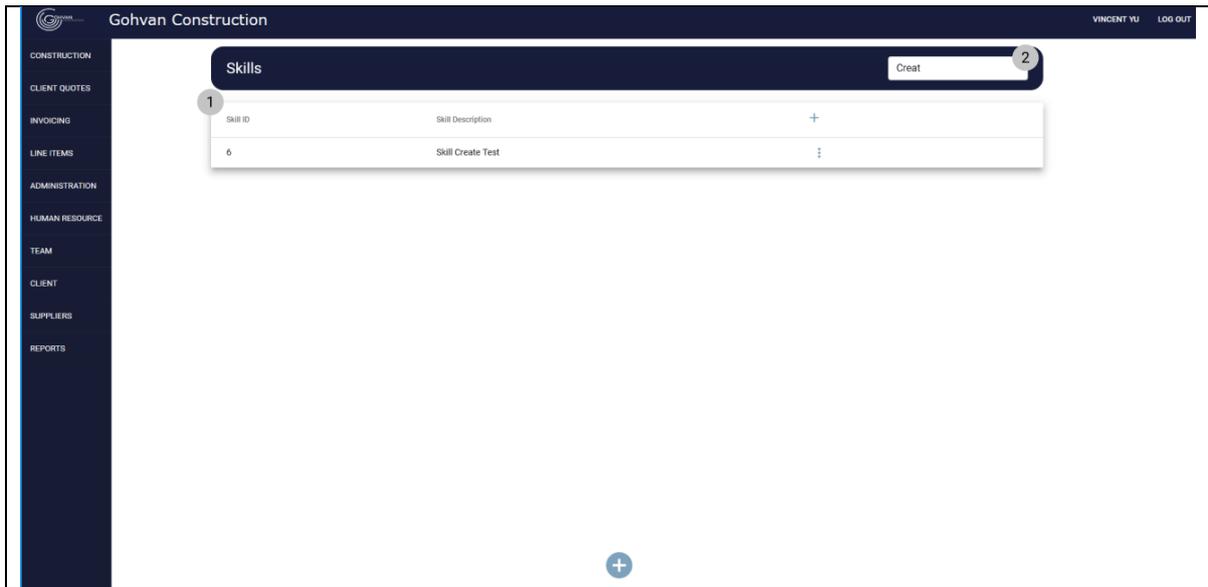
Description:	This section will guide the user through the process of creating a searching for an employee skill.
Expected Learning Outcomes:	To be able to search for employee skills.
Prerequisites:	The user must have the required access to searching for employee skills.
Other Information:	None



3.5.18.1.1 Navigate and click the “Human Resource” drop down menu (1), click “Employee Skill” button (2)



3.5.18.1.2 The system will load the Employee Type Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.5.18.1.3 Once you have found the desired employee skill record you can clear the search bar to return to the package type home screen default view.

3.5.18.2 Search Employee Skill Exercise

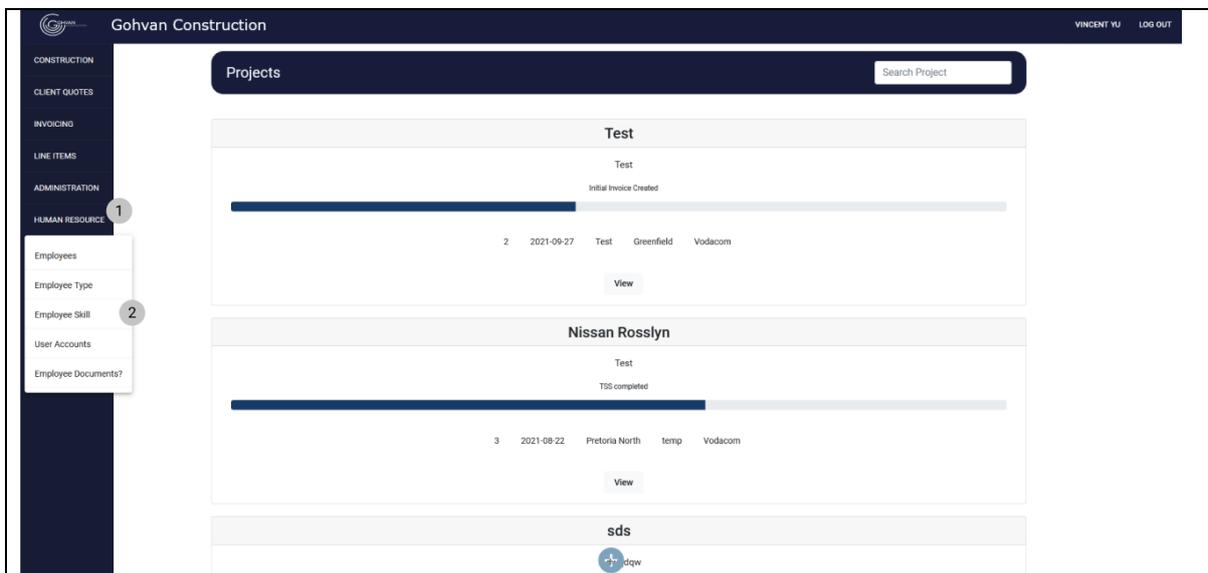
Search for employee type using the following details:

Employee Skill Description

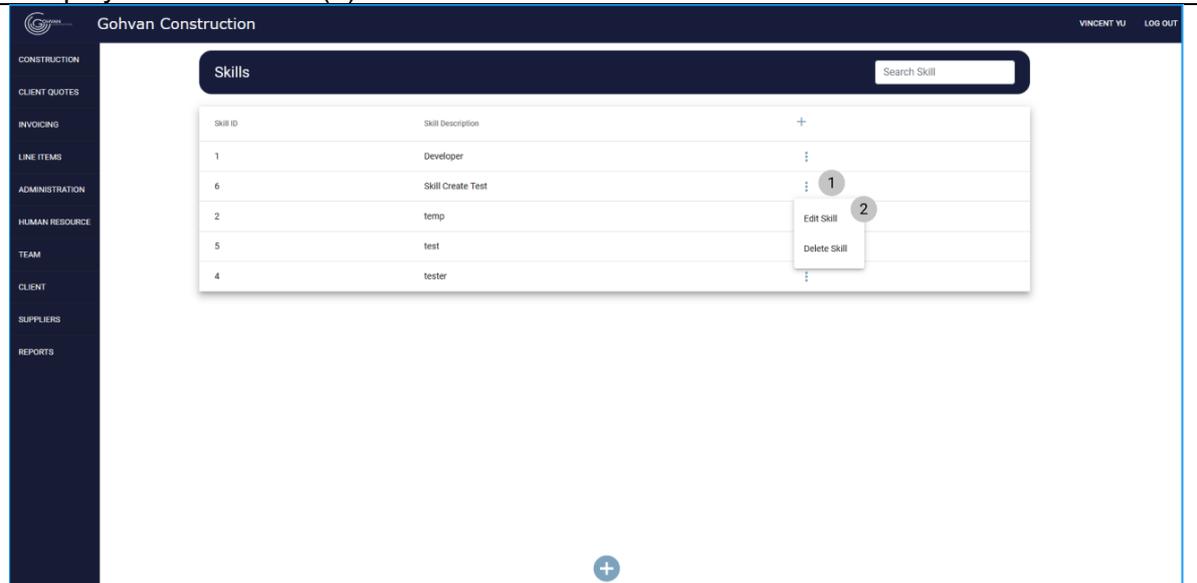
Employee Skill Test

3.5.19 Edit Employee Skill

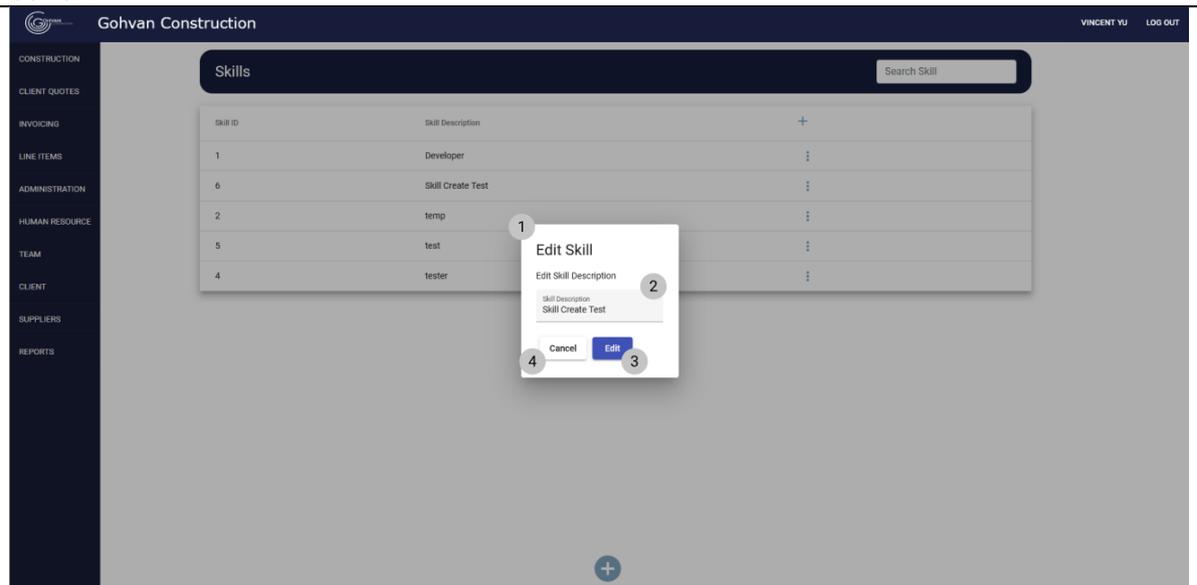
Description:	This section will guide the user through the process of editing an existing employee skill record.
Expected Learning Outcomes:	To be able to edit an employee skill.
Prerequisites:	The user must have the required access to edit an employee skill.
Other Information:	None



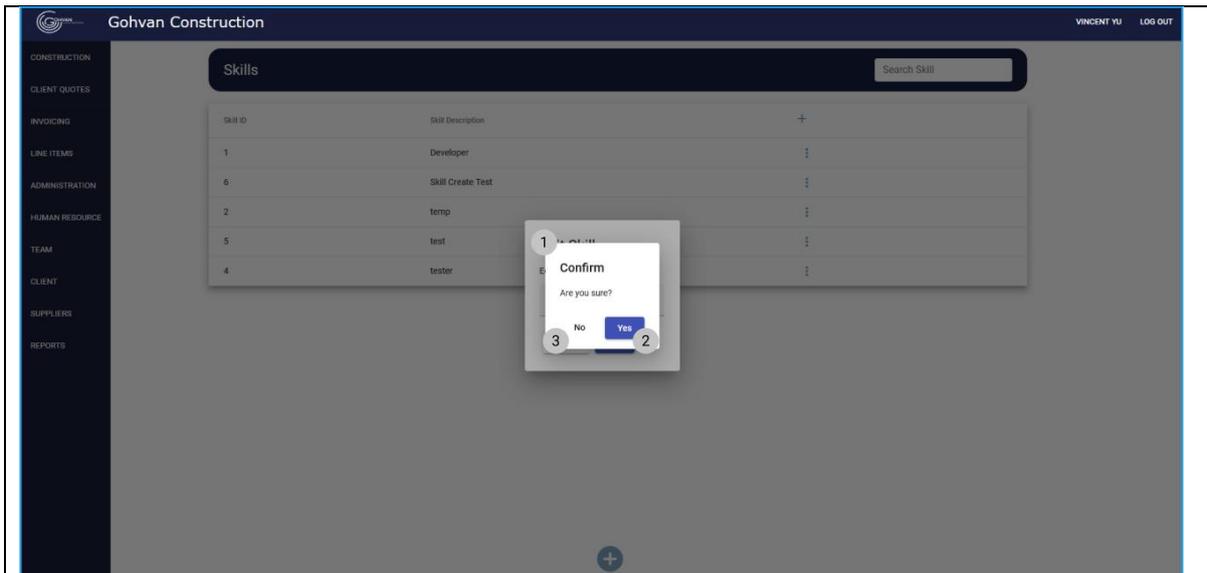
3.5.19.1.1 Navigate and click the “Human Resource” drop down menu (1), click “Employee Skill” button (2)



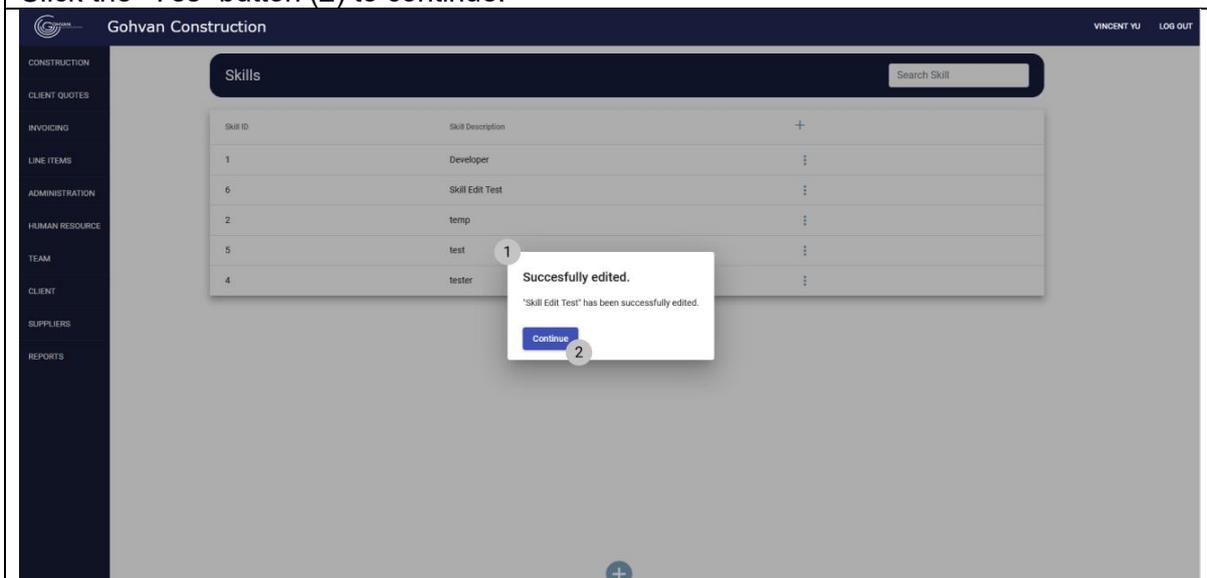
3.5.19.1.2 Navigate and click the addition actions button (1), the click the “Edit / View skill” button.



3.5.19.1.3 The system will load the “Edit Skill” Dialog (1). Thereafter edit the following: Skill Description (2). Once complete click the “Edit” Button (3).



3.5.19.1.4 The system will prompt you for confirmation (1) for editing the employee skill. Click the “Yes” button (2) to continue.



3.5.19.1.5 The system will display a Success Dialog (1), showing the successful editing of the Employee Skill. Click “Continue” Button (2) to close the Success Dialog.

3.5.19.2 Edit Employee Skill Exercise

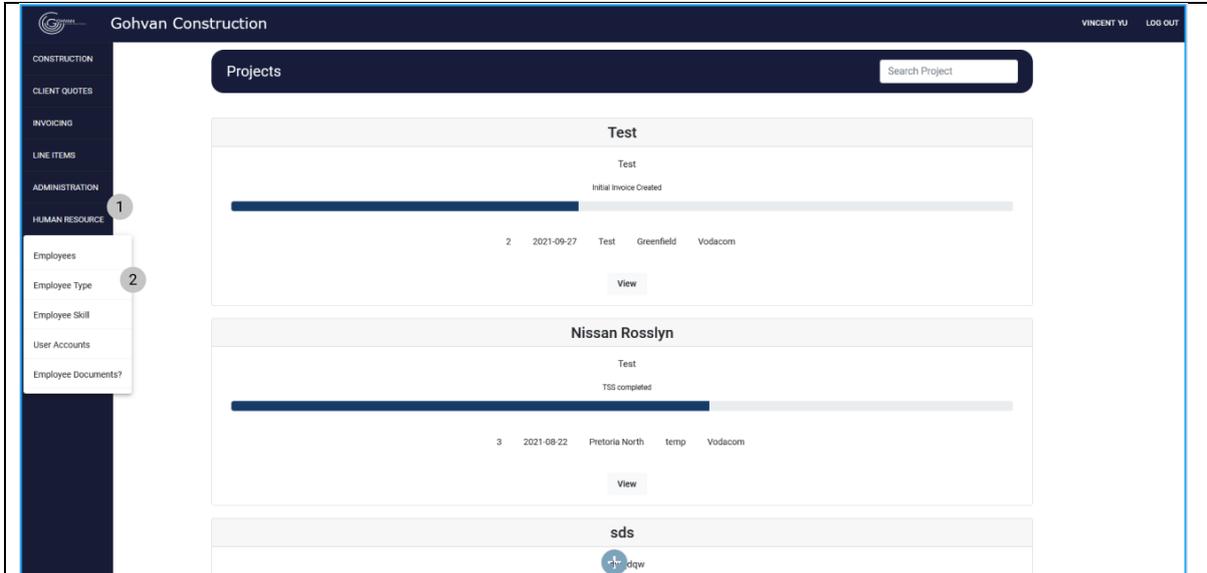
Edit the skill “Employee Skill Test” using the following updated details:

	Original	Update
Skill Description	Employee Skill Test	Employee Skill Edited

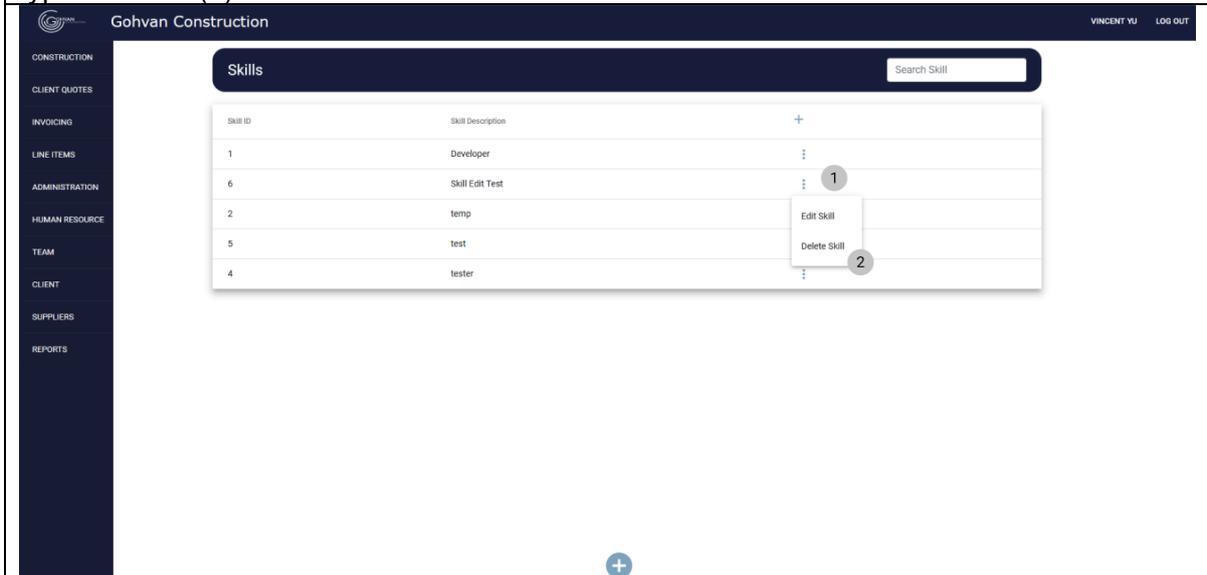
3.5.20 Delete Employee Skill

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.

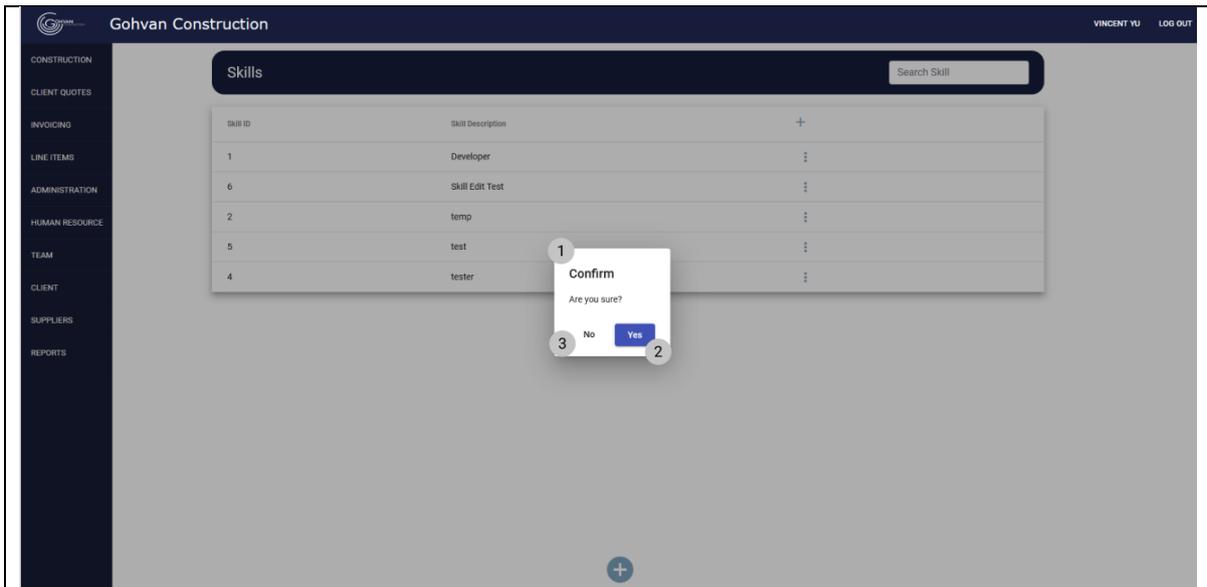
Prerequisites:	The user must have the required access to delete an employee skill.
Other Information:	None



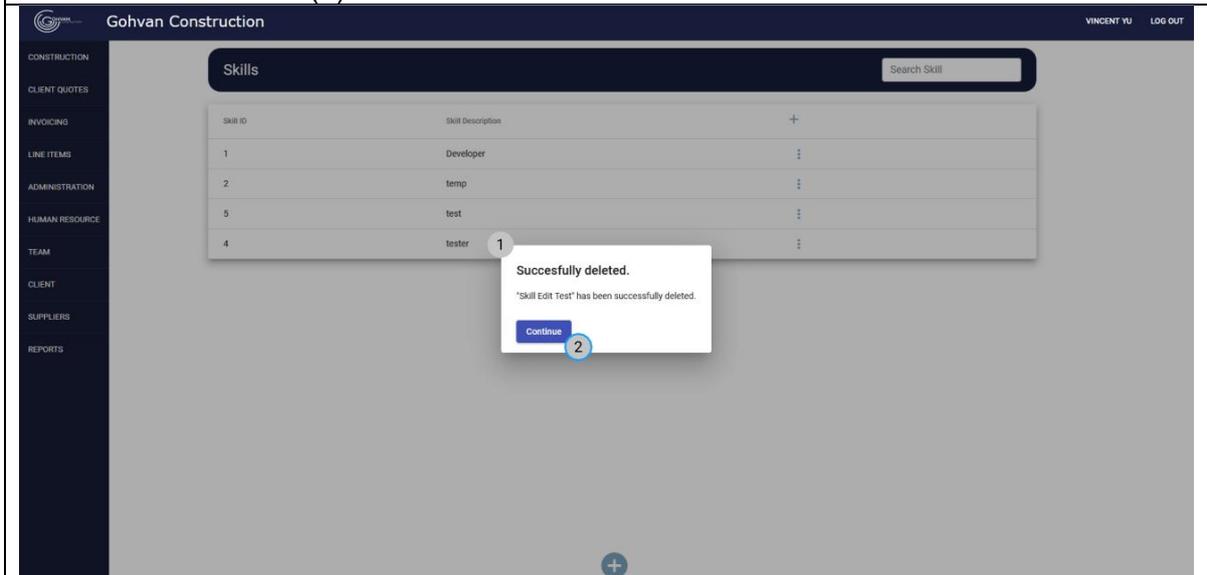
3.5.20.1.1 Navigate and click the “Human Resource” drop down menu (1), click “employee types” button (2)



3.5.20.1.2 Navigate and click the addition actions button (1), the click the “Delete skill” button (2).



3.5.20.1.3 The system will prompt you for confirmation (1) for deleting the employee skill. Click the “Yes” button (2) to continue.



3.5.20.1.4 The system will display a Success Dialog (1), showing the successful deleting of the employee skill. Click “Continue” Button (2) to close the Success Dialog.

3.5.20.2 Delete Employee Skill Exercise

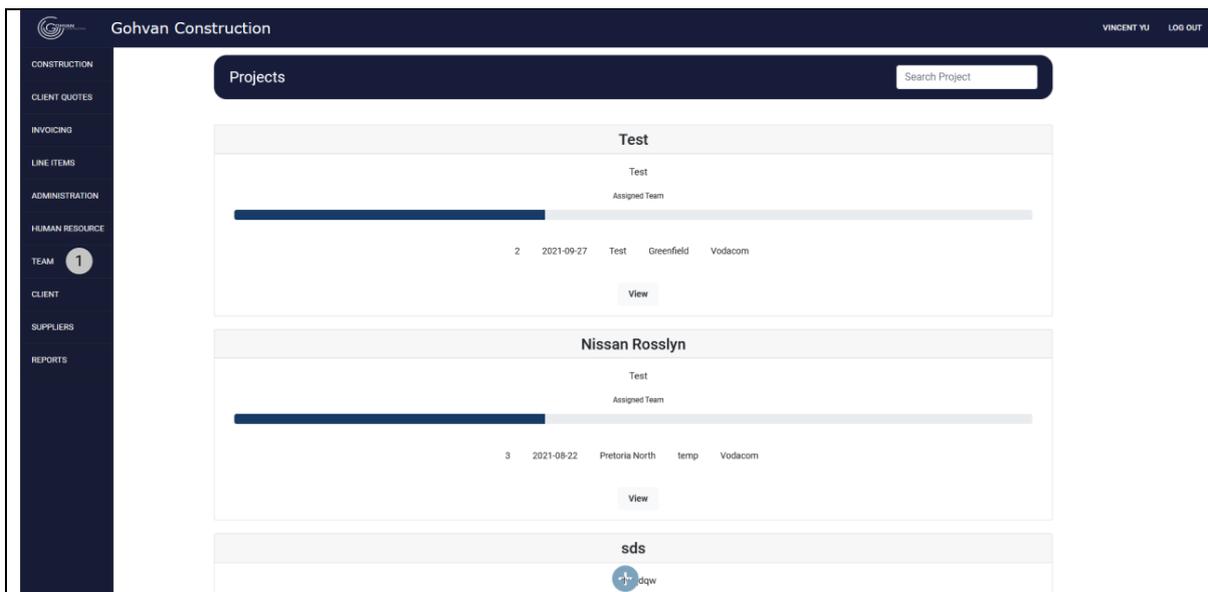
Delete the skill “Employee Skill Edited”:

Skill Description	Employee Skill Edited
--------------------------	------------------------------

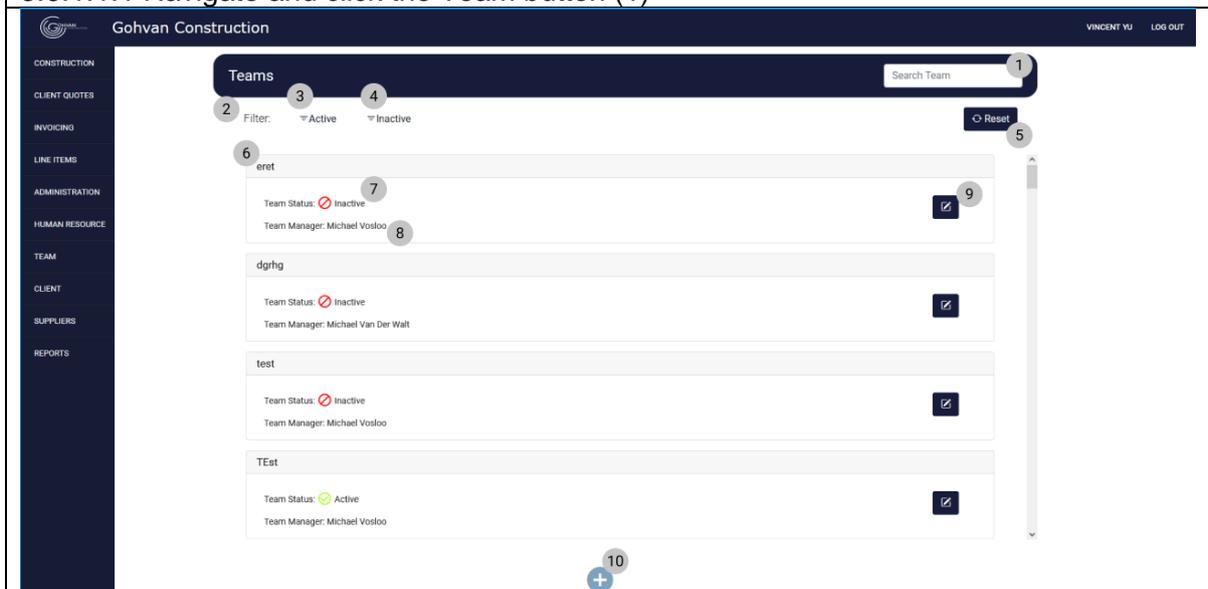
3.6 Team

3.6.1 Create Team

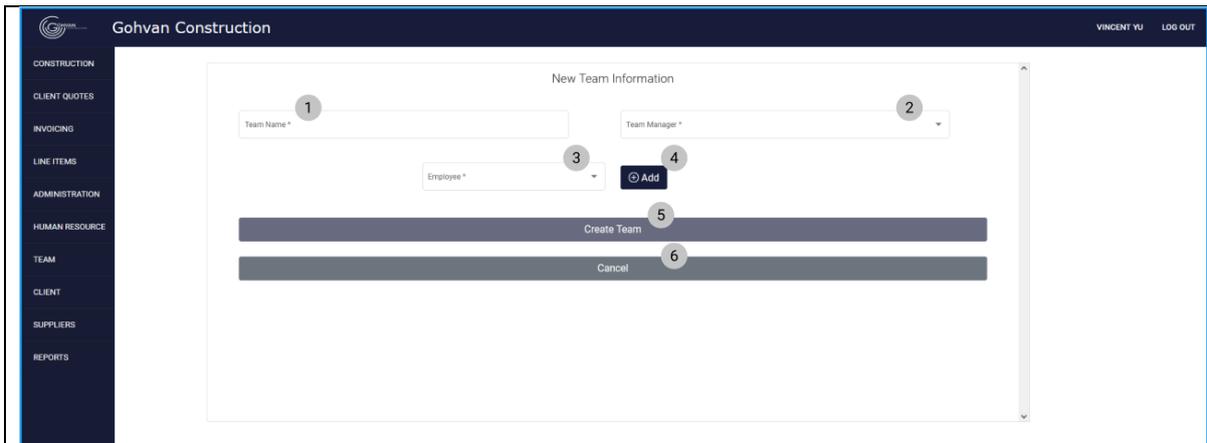
Description:	This section will guide the user through the process of adding a new team.
Expected Learning Outcomes:	To be able to add a new team.
Prerequisites:	The user must have the required access to add a new team to the system.
Other Information:	None



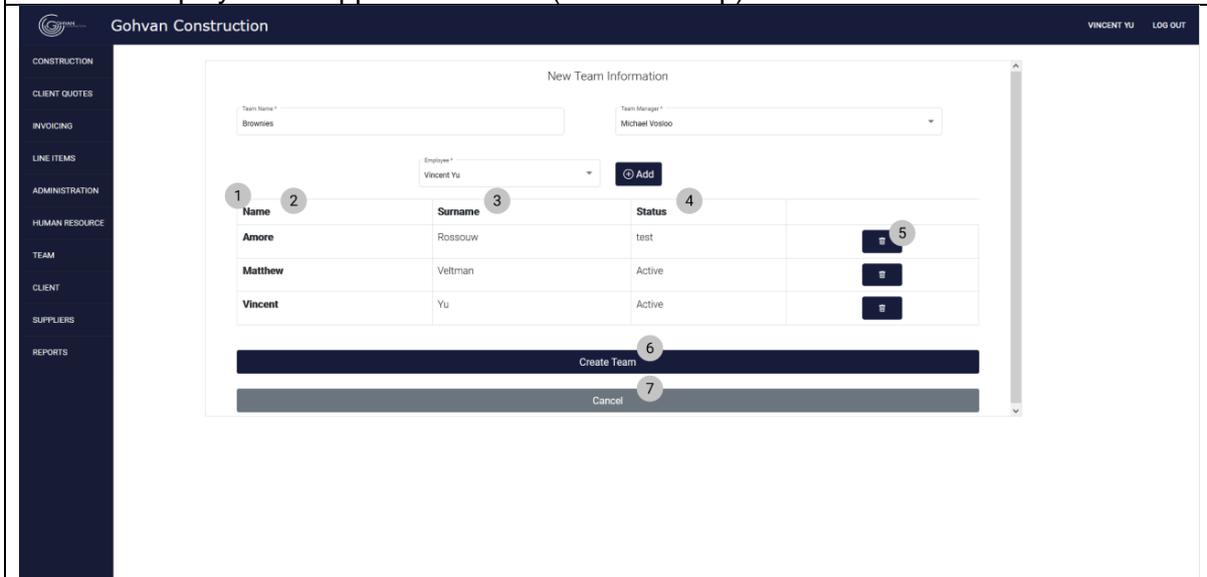
3.6.1.1.1 Navigate and click the Team button (1)



3.6.1.1.2 The system will load the Team Home Screen. Thereafter click the “Add” Button (10)



3.6.1.1.3 The system will load the “Create Team” Screen. Thereafter enter the following: Team Name (1), select a team manager (2), select an employee from Employee drop down menu (3), Click the “Add” button (4) to add the selected employee to the team. The selected employee will appear in a table (see next step)



3.6.1.1.4 Once you are satisfied with the team, click the “Create Team” button (6)

3.6.1.2 Create Team Exercise

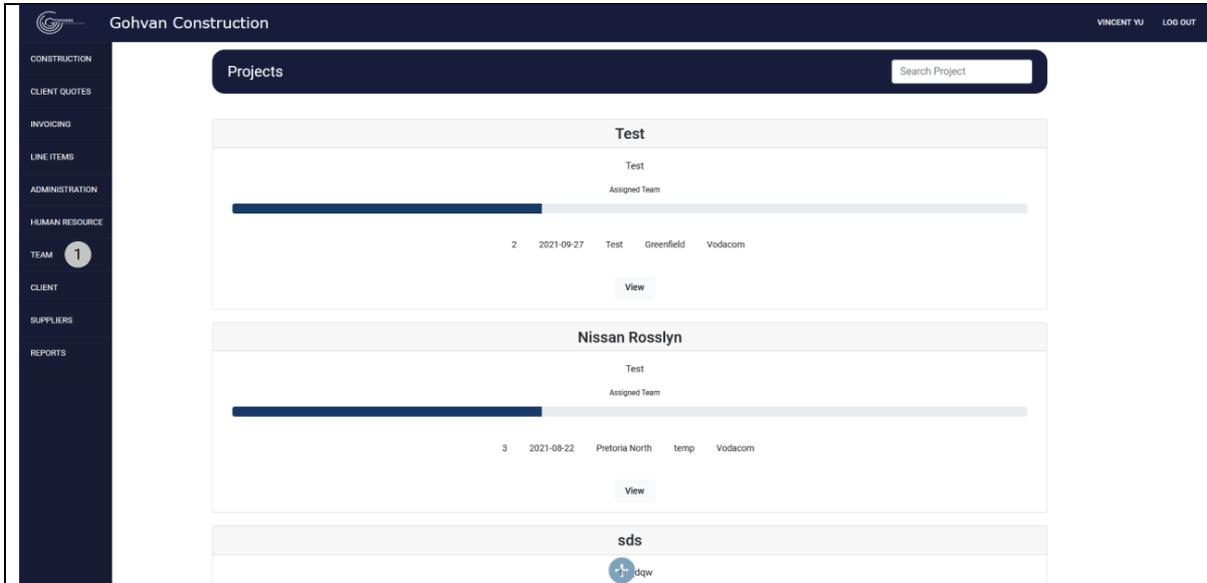
Create a new team using the following details:

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

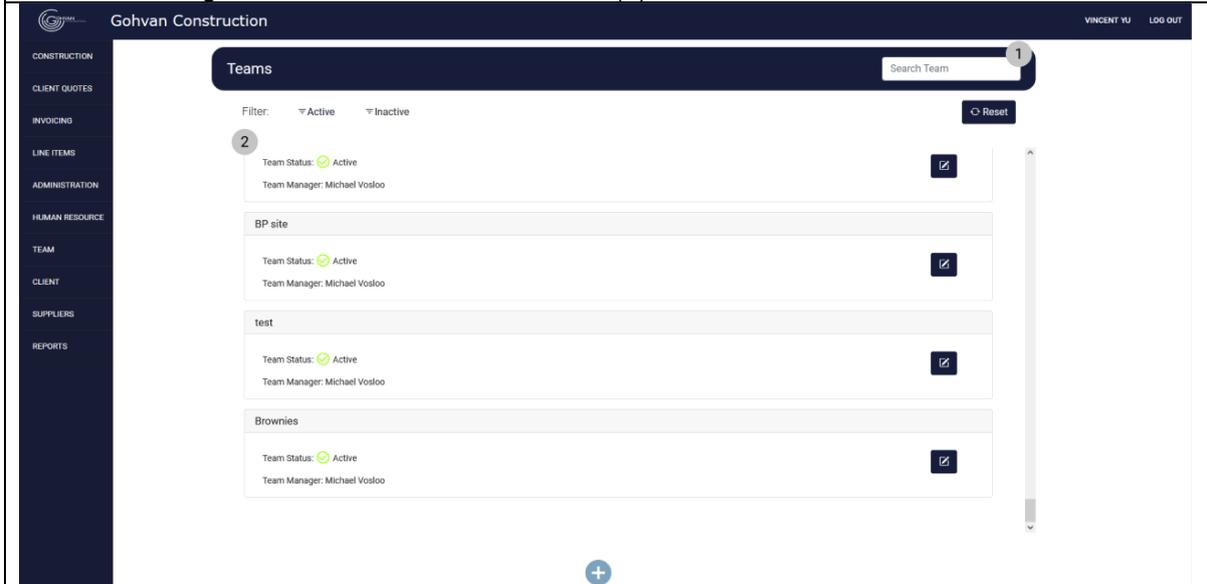
3.6.2 Search Team

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.

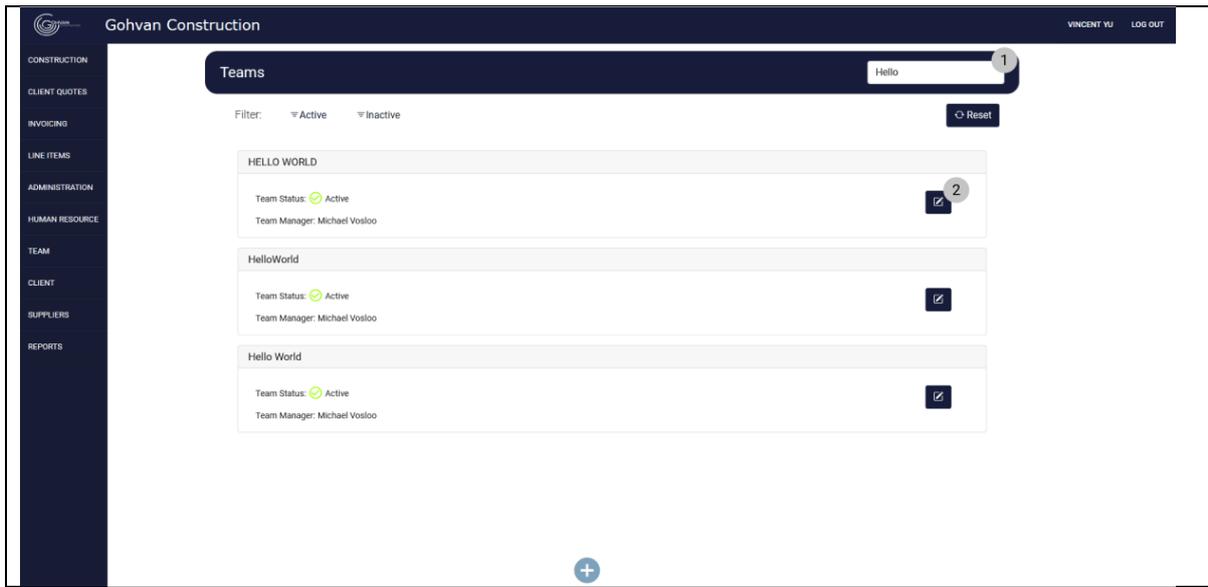
Other Information: None



3.6.2.1.1 Navigate and click the Team button (1)



3.6.2.1.2 The system will load the Team Home Screen. Thereafter, enter a word in the keyword filter (1) to find the team you are looking for.



3.6.2.1.3 Once you have found the desired client record you can click the “Edit / View” button to view or edit the team.

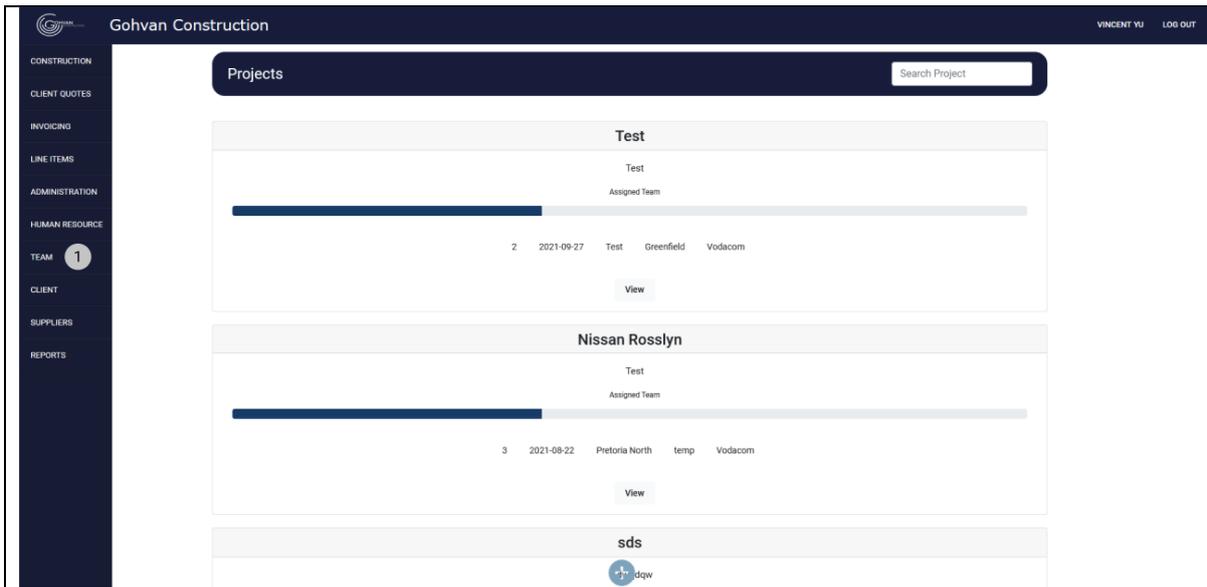
3.6.2.2 Search Team Exercise

Search for a team using the following details:

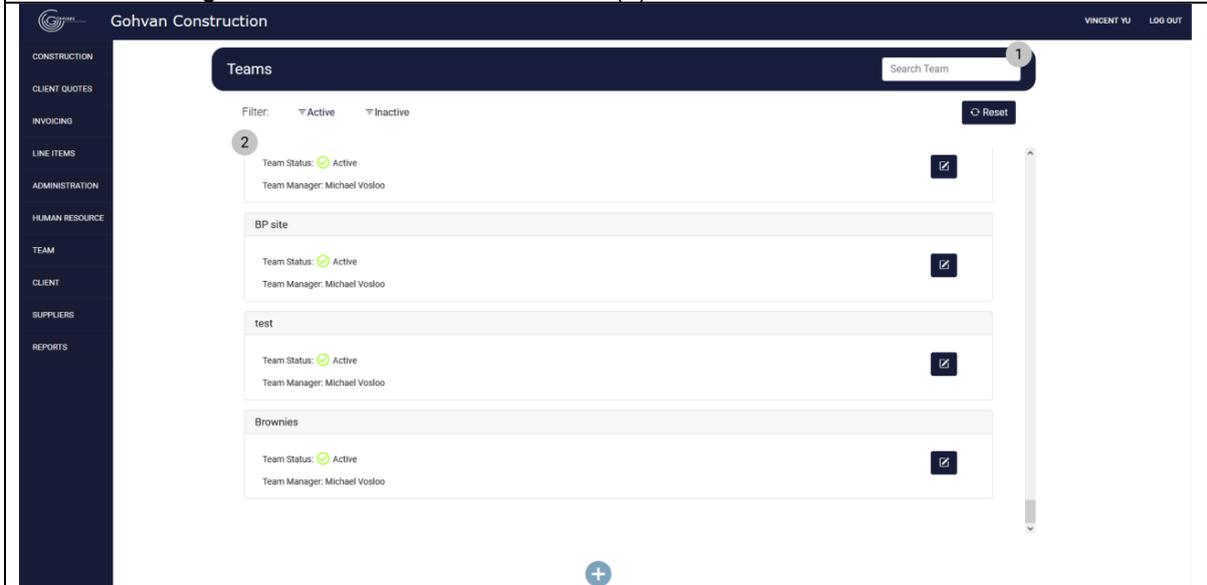
Team Name	Hello World
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3.6.3 Edit Team

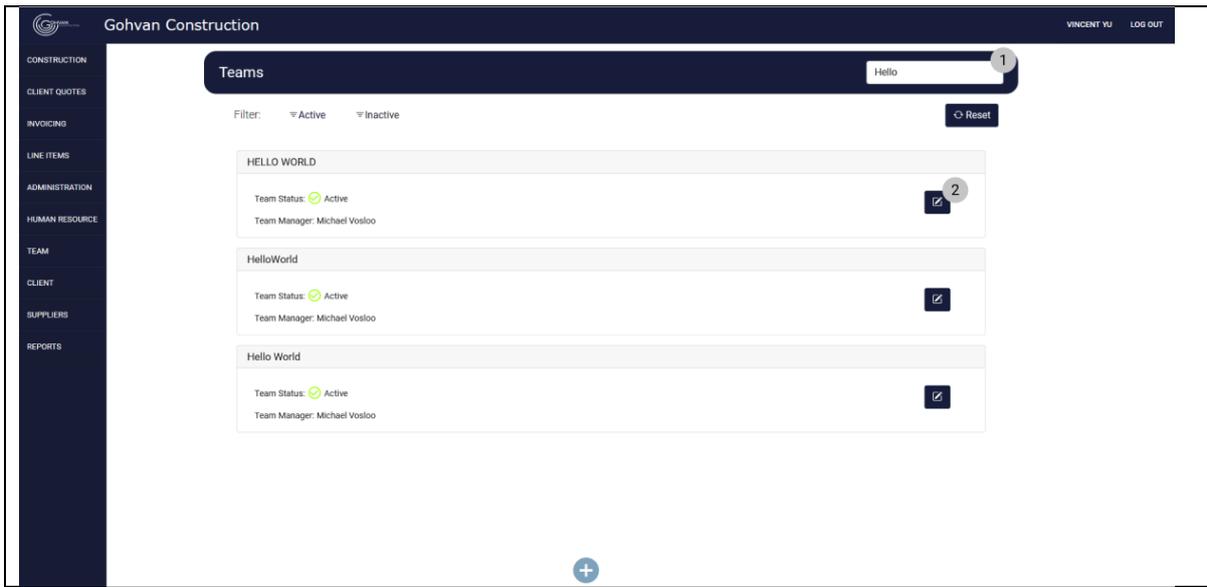
Description:	This section will guide the user through the process of editing a team.
Expected Learning Outcomes:	To be able to edit a team.
Prerequisites:	The user must have the required access to edit a team.
Other Information:	None



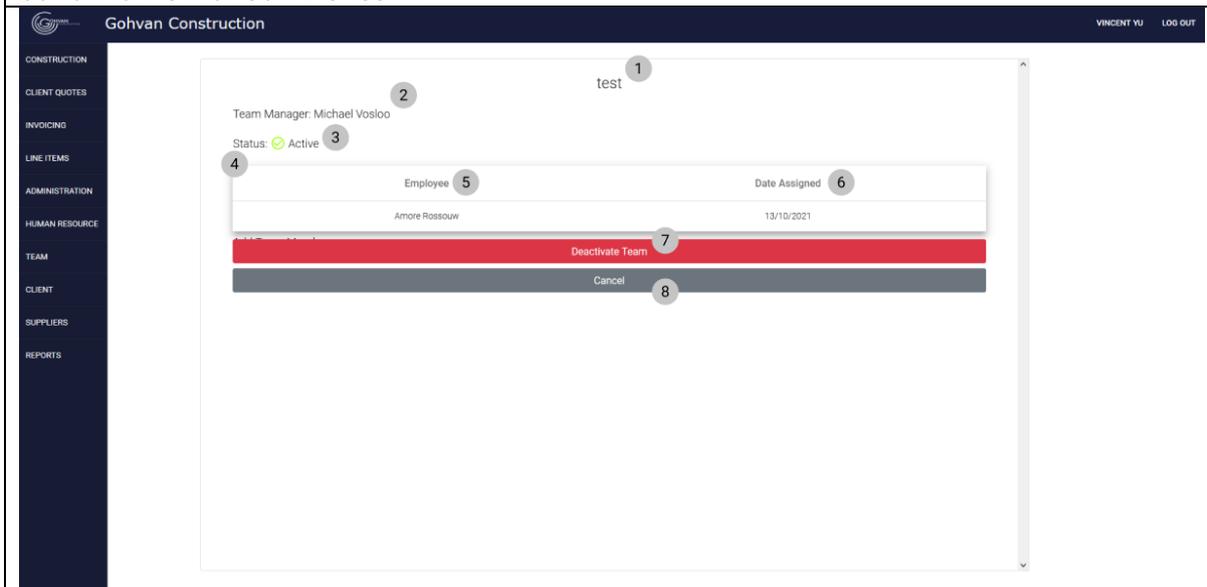
3.6.3.1.1 Navigate and click the Team button (1)



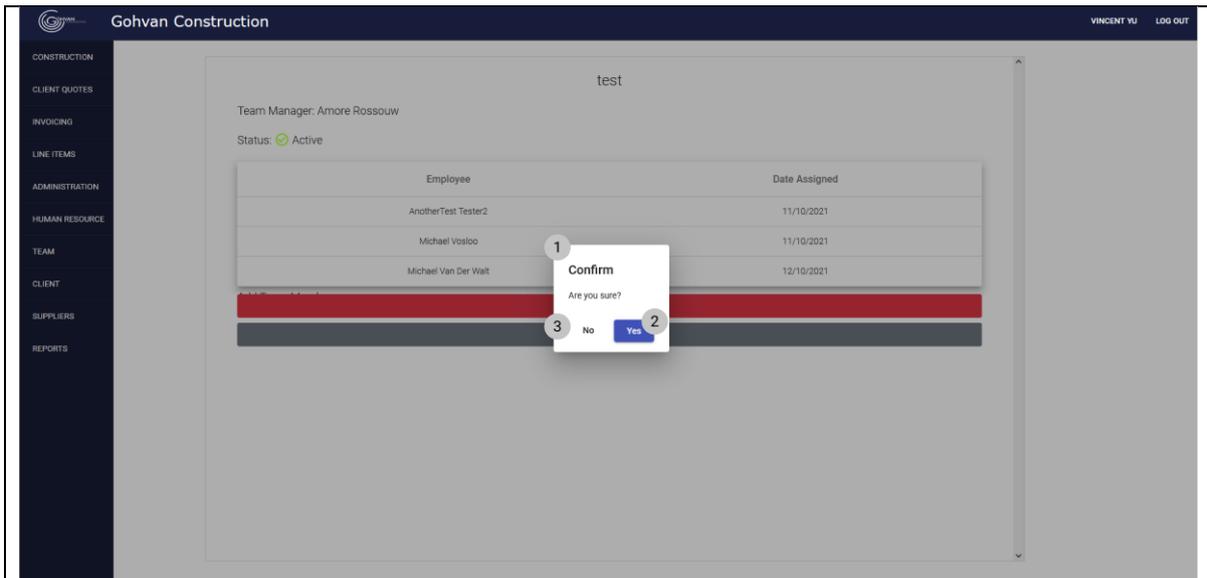
3.6.3.1.2 The system will load the Team Home Screen. Thereafter, enter a word in the keyword filter (1) to find the team you are looking for.



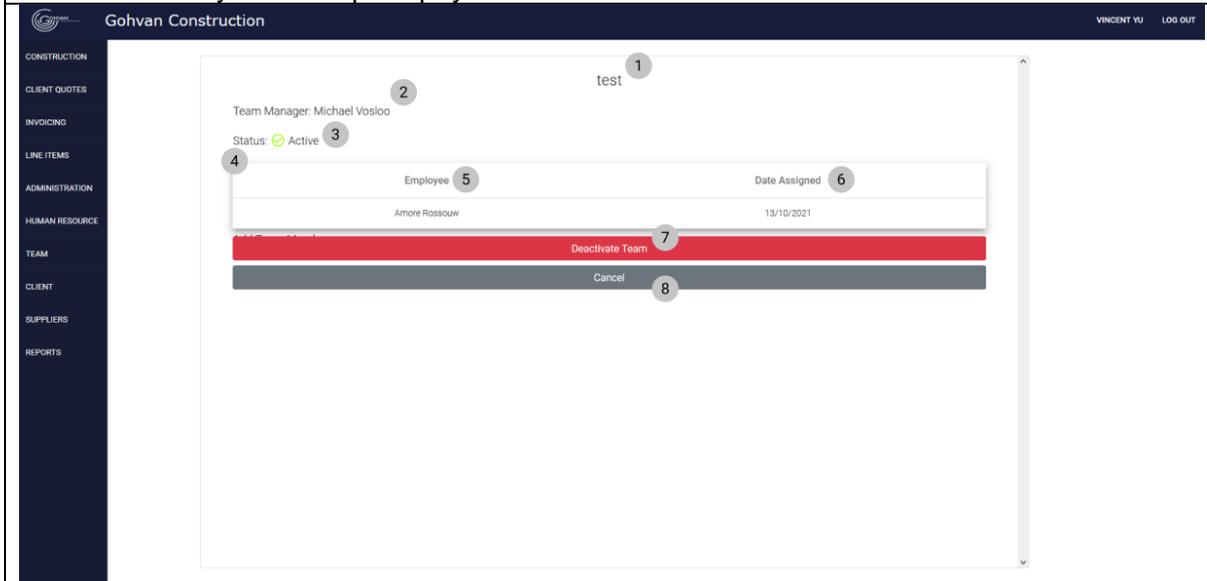
3.6.3.1.3 Once you have found the desired client record you can click the “Edit / View” button to view or edit the team.



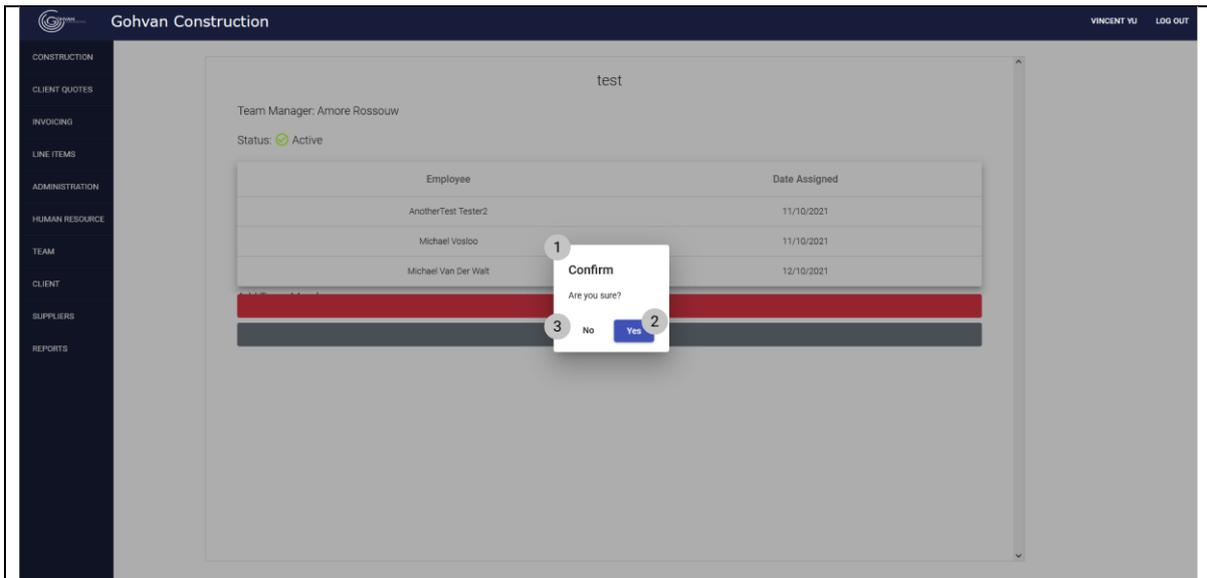
3.6.3.1.4 The system will display the Team information screen. To change the team’s status, click the “Deactivate Team” button (7)



3.6.3.1.5 The system will prompt you for confirmation. Click the “Yes” button to continue.



3.6.3.1.6 ALT If you wish to terminate the operation, click the “Cancel” button (8).



3.6.3.1.7 ALT If you wish to stop the edit process, you can click the “No” button (3) to return to the team information screen.

3.6.3.2 Edit Team Exercise

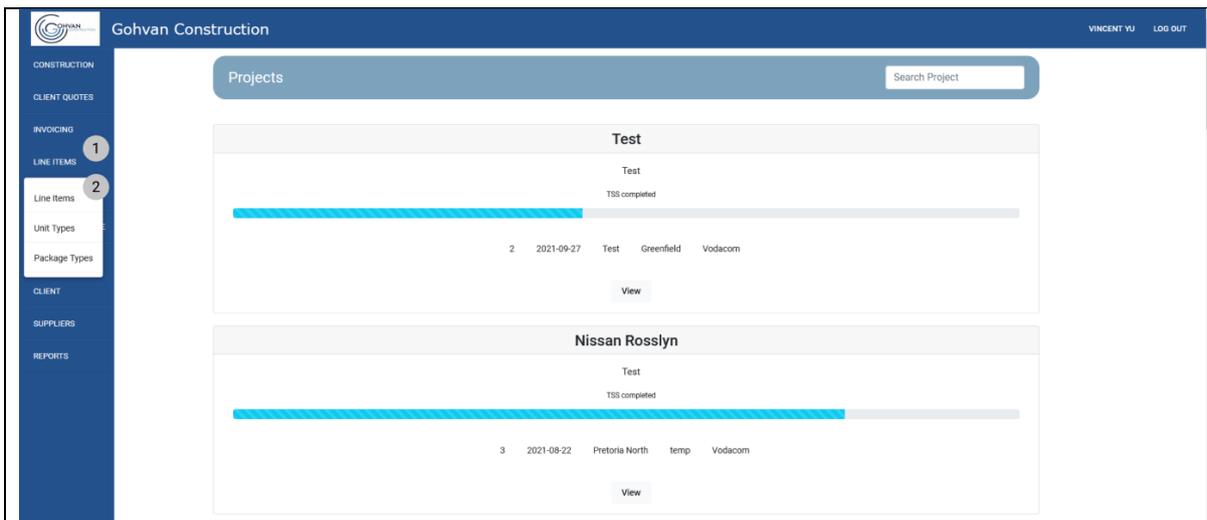
Edit a team using the following details:

Team Name	Hello World
Status	Inactive

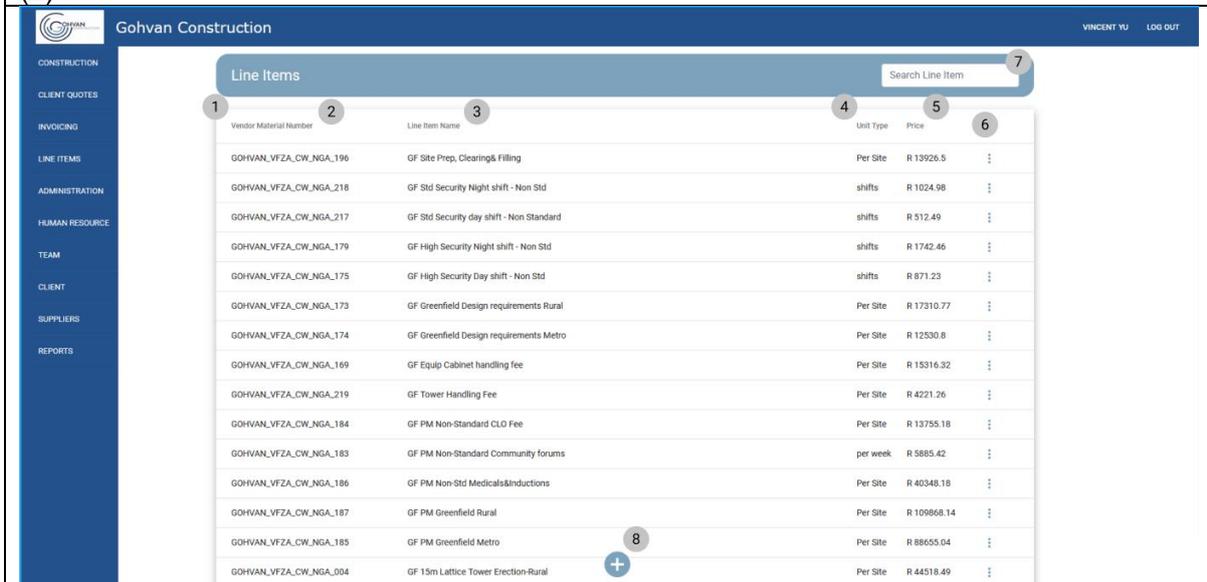
3.7 Inventory Management

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



3.7.1.1.1 Navigate and click the “Line Items” drop down menu (1), click “Line items” button (2)



3.7.1.1.2 The system will load the Line-Items Home Screen. Thereafter click the “Add” Button (8)

The screenshot shows the 'Add Line Item' form in the Gohvan Construction system. The form is titled 'Add Line Item informations' and contains the following fields:

- Line Item Name (1)
- Vendor Material ID (2)
- SAP Material ID (3)
- Unit Type (4)
- Package Type (5)
- Site Type (6)
- Price (7) with a unit dropdown set to 'R'

At the bottom of the form, there are two buttons: 'Add Line Item' (8) and 'Cancel' (9). A 'Confirm' dialog box is overlaid on the form, asking 'Are you sure?' with 'No' and 'Yes' buttons. The 'Add Line Item' button is highlighted with a blue bar.

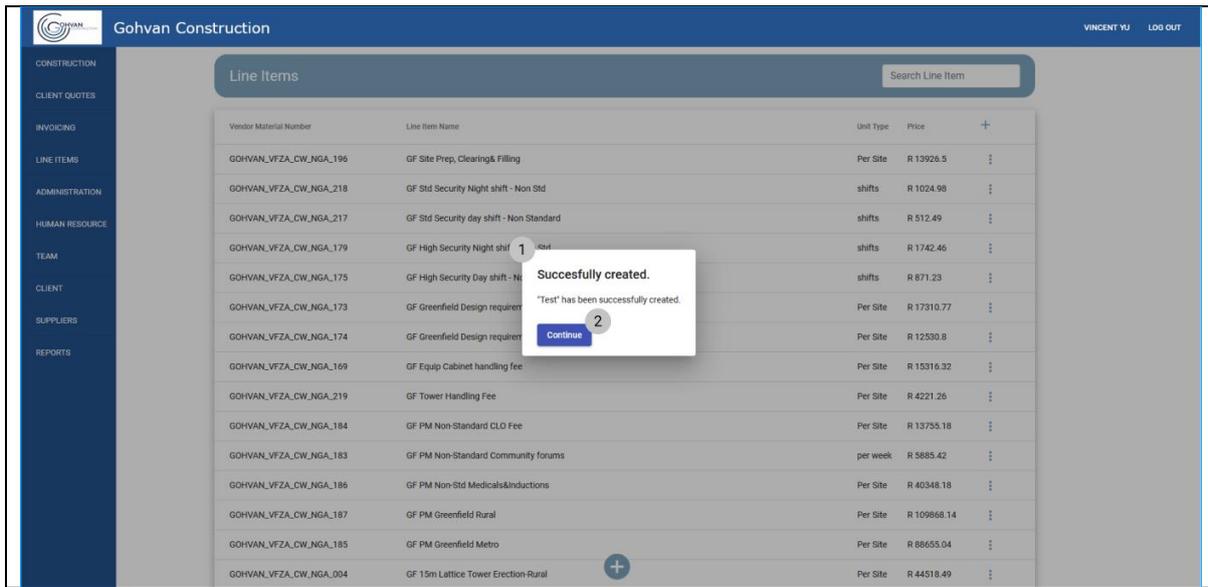
3.7.1.1.3 The system will load the “Add Line-Item” Screen. Thereafter enter the following: Line-Item Name (1), Vendor Material ID (2), SAP Material ID (3), Select Unit Type (4), Select Package Type (5), Select Site Type (6), Price of Line-Item (7). Once complete click the “Add Line-Item” Button (8).

The screenshot shows the 'Add Line Item' form in the Gohvan Construction system. The form is filled with test data:

- Line Item Name: Test
- Vendor Material ID: TestID
- SAP Material ID: IDTest
- Unit Type: Per Site
- Package Type: Per Site
- Site Type: General
- Price: R 123

A 'Confirm' dialog box is overlaid on the form, asking 'Are you sure?' with 'No' and 'Yes' buttons. The 'Add Line Item' button is highlighted with a blue bar.

3.7.1.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new line-item with the entered details.



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.

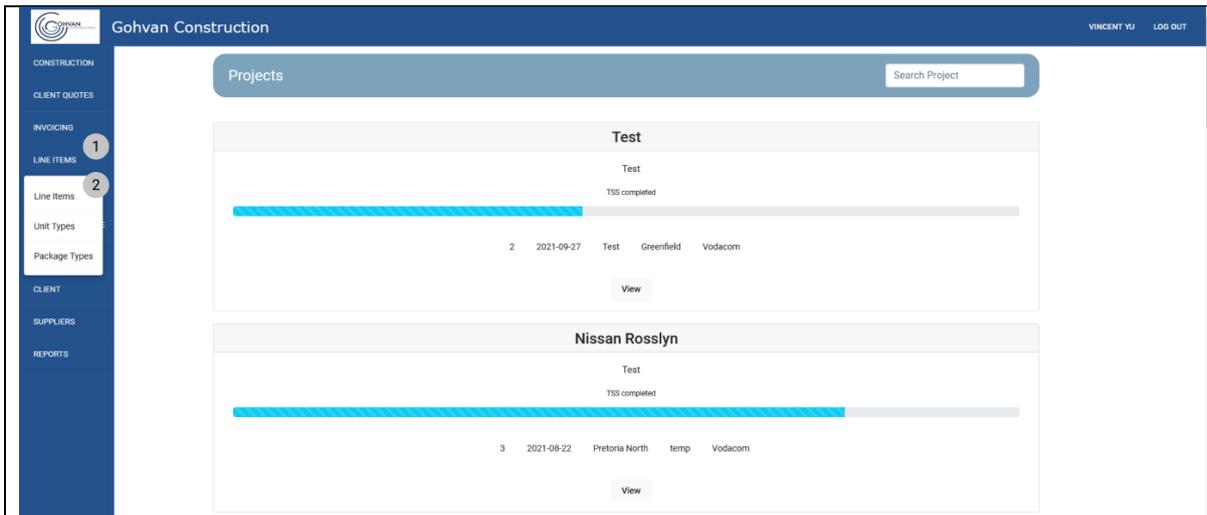
3.7.1.2 Add Line-Item Exercise

Create a new line-item using the following details:

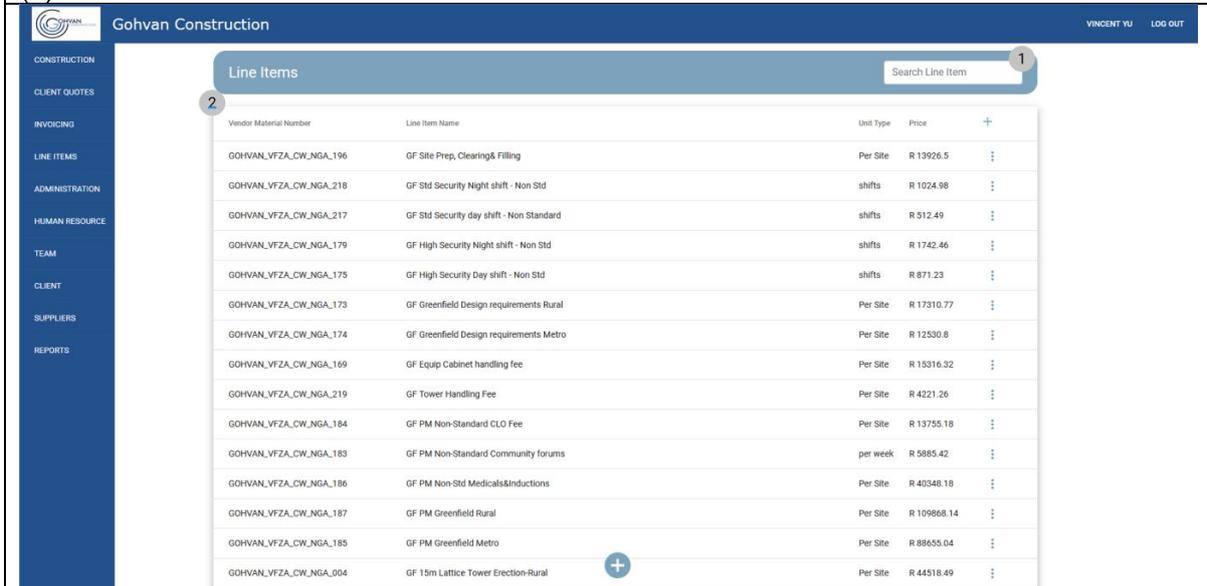
Line-Item Name	Test Line Item
Vendor Material ID	1234567890
SAP Material ID	0123456789
Unit Type	Per Site
Package Type	General
Site Type	Greenfield
Price	123

3.7.2 Search-Line Item

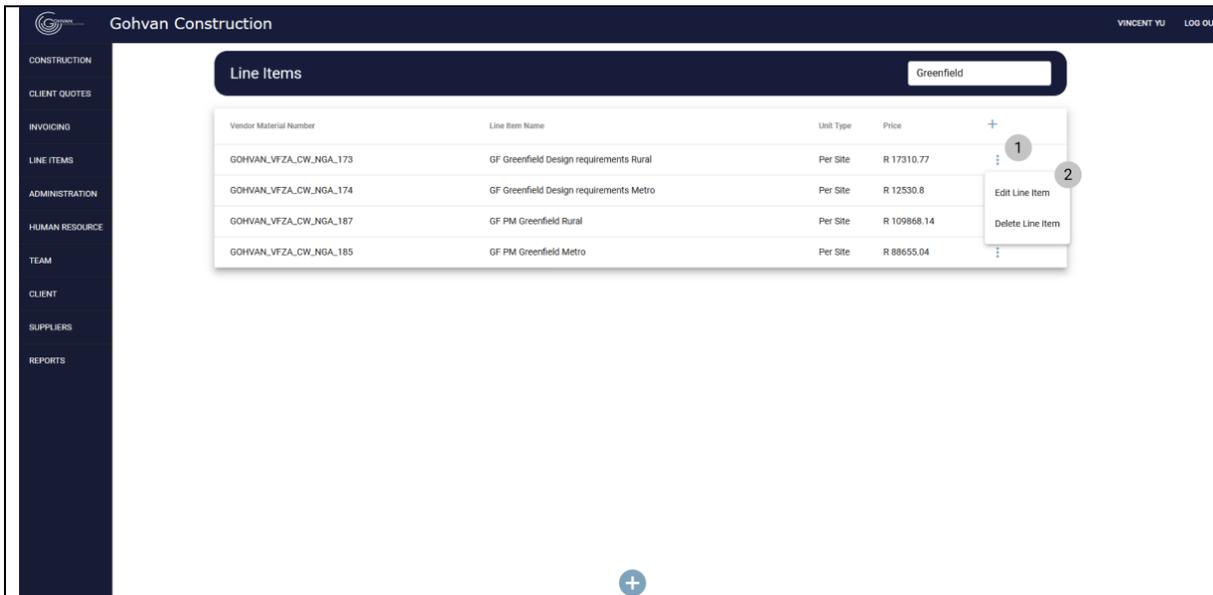
Description:	This section will guide the user through the process of creating a searching for a line-item.
Expected Learning Outcomes:	To be able to search line-items.
Prerequisites:	The user must have the required access to searching for line-items.
Other Information:	None



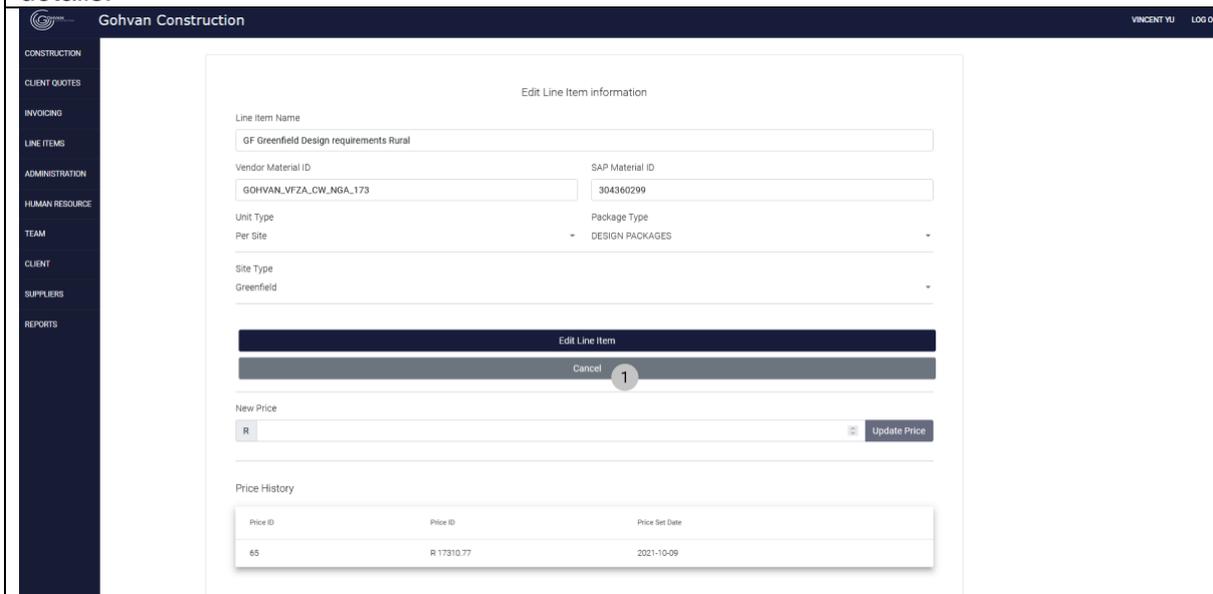
3.7.2.1.1 Navigate and click the “Line Items” drop down menu (1), click “Line items” button (2)



3.7.2.1.2 The system will load the Line-Item Home Screen. Thereafter, enter a word in the keyword filter (1) to find the line-item you are looking for.



3.7.2.1.3 Once you have found the desired line-item record you can click the “Additional Actions” button (1) and then click the “Edit / View” button (2) to view or edit the line-item details.



3.7.2.1.4 Click “Cancel” button (1) to return to the Line-item home screen.

3.7.2.2 Search Line-Item Exercise

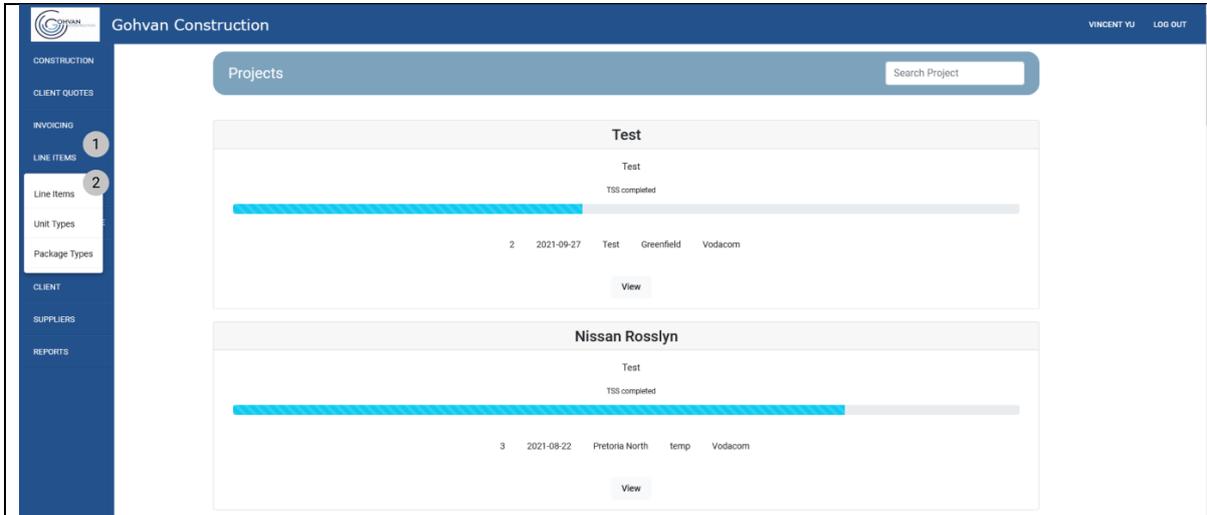
Search for line-item using the following details:

Line-Item Name	Test Line Item
-----------------------	----------------

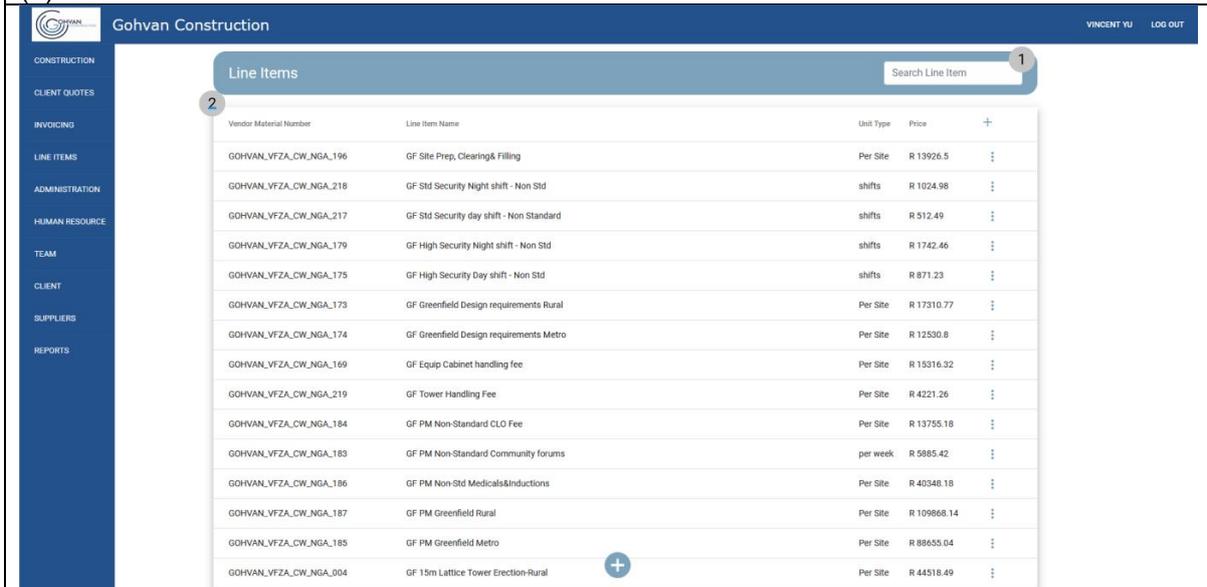
3.7.3 Edit line-item

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 .

Other Information: None



3.7.3.1.1 Navigate and click the “Line Items” drop down menu (1), click “Line items” button (2)



3.7.3.1.2 The system will load the Line-Item Home Screen. Thereafter, enter a word in the keyword filter (1) to find the line-item you are looking for.

Vendor Material Number	Line Item Name	Unit Type	Price
GOHVAN_VFZA_CW_NGA_196	GF Site Prep, Clearing& Filling	Per Site	R 13926.5
GOHVAN_VFZA_CW_NGA_218	GF Std Security Night shift - Non Std	shifts	R 1024.98
GOHVAN_VFZA_CW_NGA_217	GF Std Security day shift - Non Standard	shifts	R 512.49
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_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

3.7.3.1.3 Navigate and click the addition actions button (1), the click the “Edit / View Line-item” button (2).

Line Item Name: GF Site Prep, Clearing& Filling

Vendor Material ID: GOHVAN_VFZA_CW_NGA_196

SAP Material ID: 304360226

Unit Type: Per Site

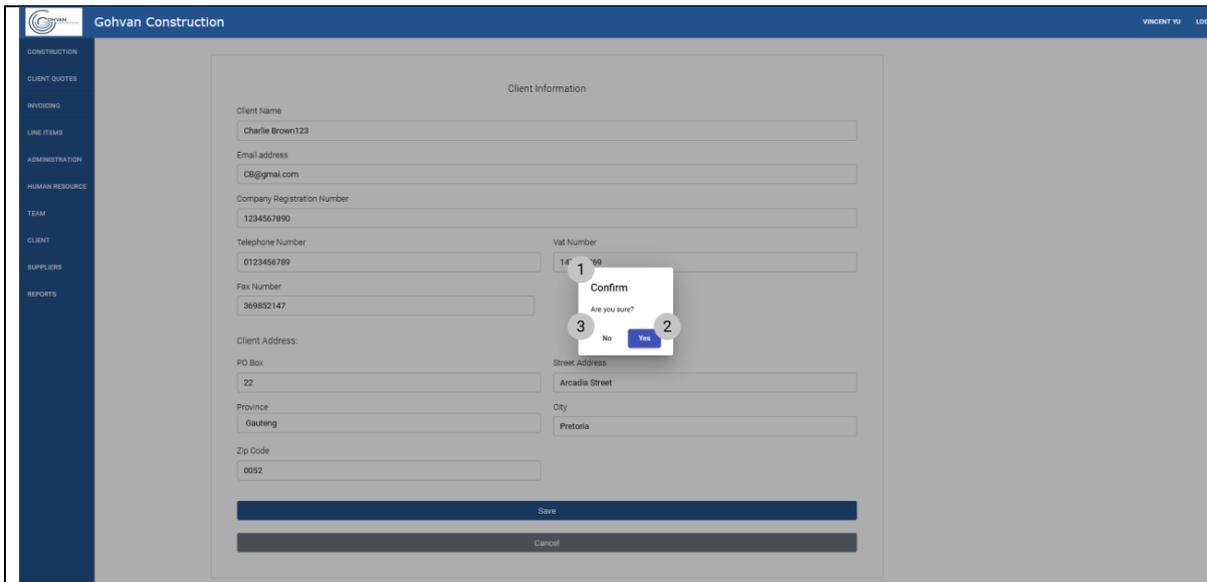
Package Type: General

Site Type: Greenfield

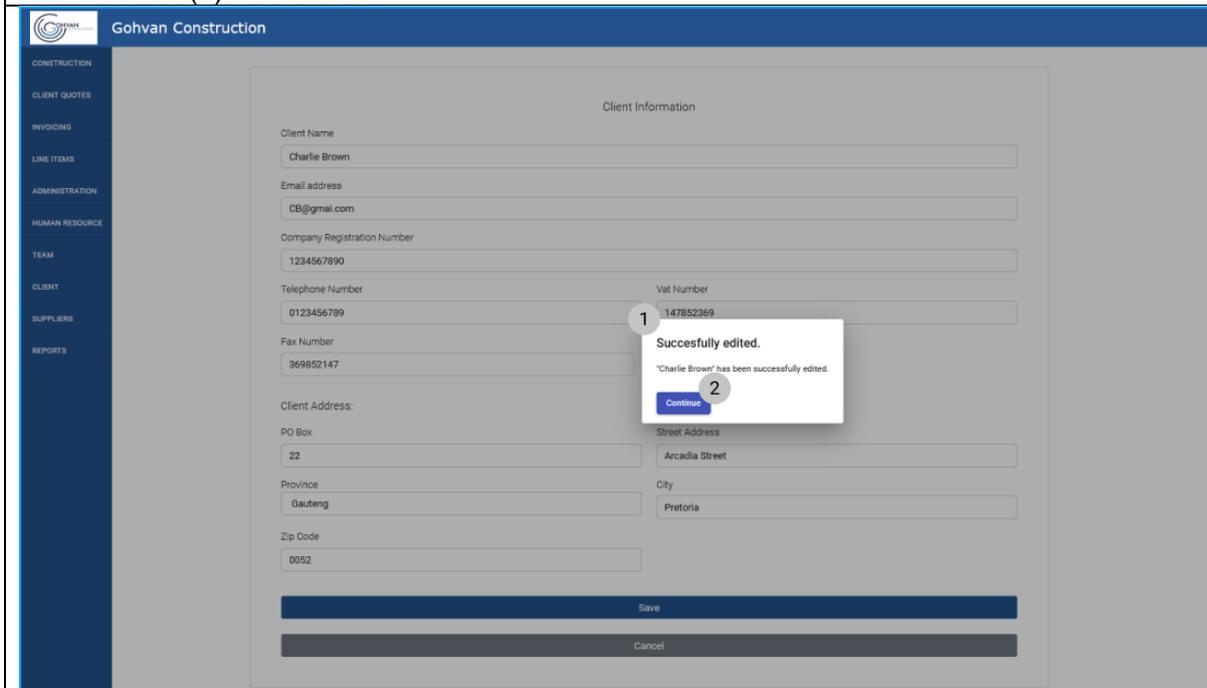
New Price: R [] Update Price

Price ID	Price	Price Set Date
70	R 13926.5	2021-10-09

3.7.3.1.3 The system will load the “Edit Line-Item” Screen. Thereafter edit the following: Line-Item Name (1), Vendor Material ID (2), SAP Material ID (3), Select Unit Type (4), Select Package Type (5), Select Site Type (6), Price of Line-Item (9). Once complete click the “Edit Line-Item” Button (7).



3.7.3.1.4 The system will prompt you for confirmation (1) for editing the line-item. Click the “Yes” button (2) to continue.



3.7.3.1.5 The system will display a Success Dialog (1), showing the successful editing of the line-item. Click “Continue” Button (2) to close the Success Dialog.

3.7.3.2 Edit Line-Item Exercise

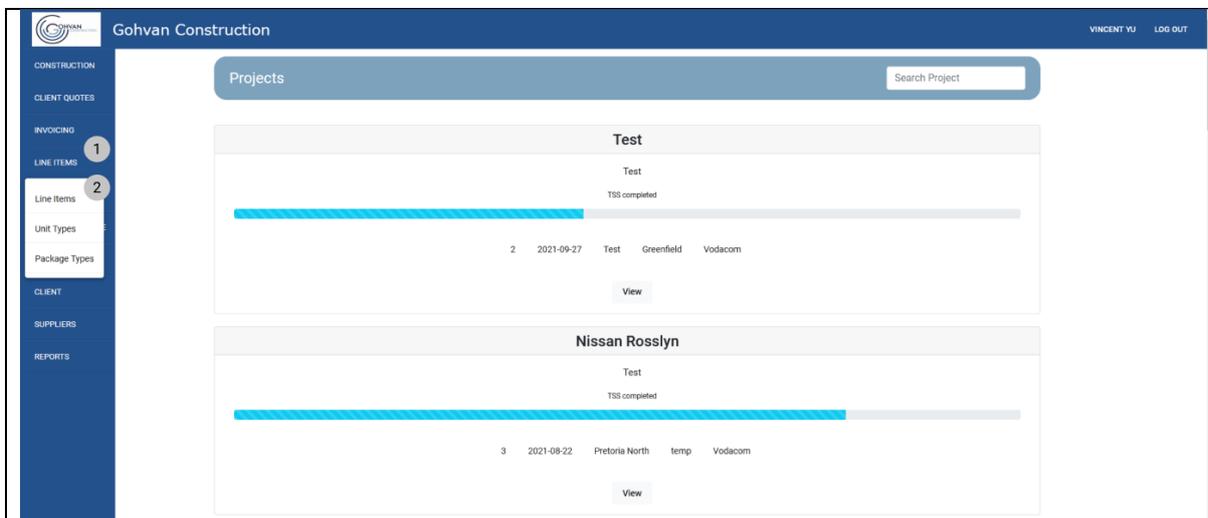
Edit the line-item “Test Line-Item” using the following updated details:

	Original	Update
Line-Item Name	Test Line Item	Edited Line Item
Vendor Material ID	1234567890	11111111111
SAP Material ID	0123456789	88888888888
Unit Type	Per Site	Per Site

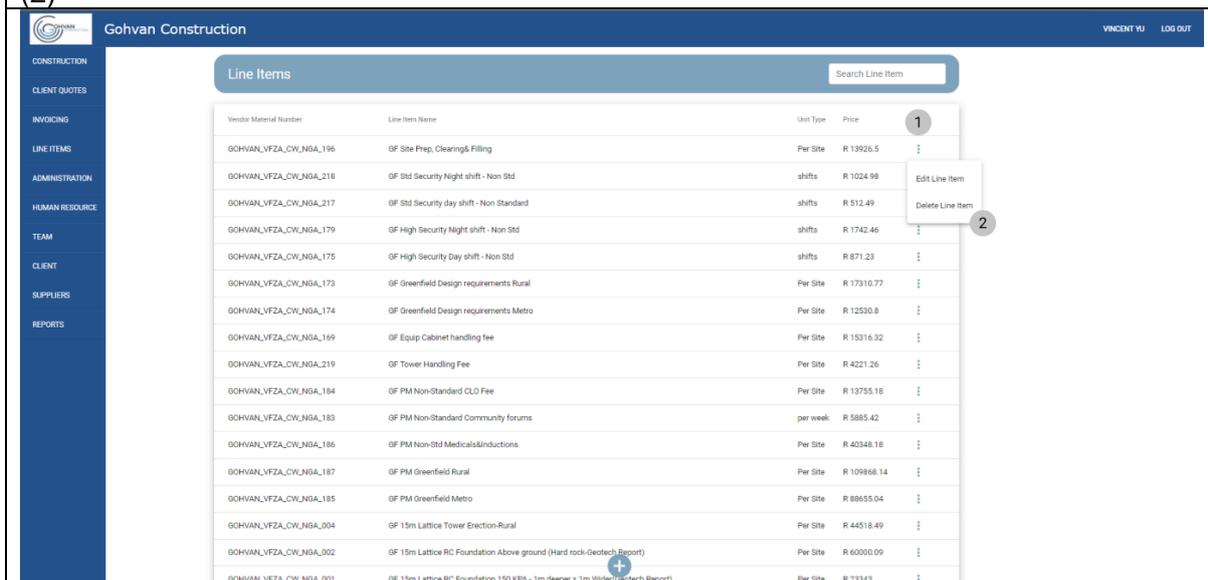
Package Type	General	Build Package
Site Type	Greenfield	Test
Price	123	123

3.7.4 Delete Line-Item

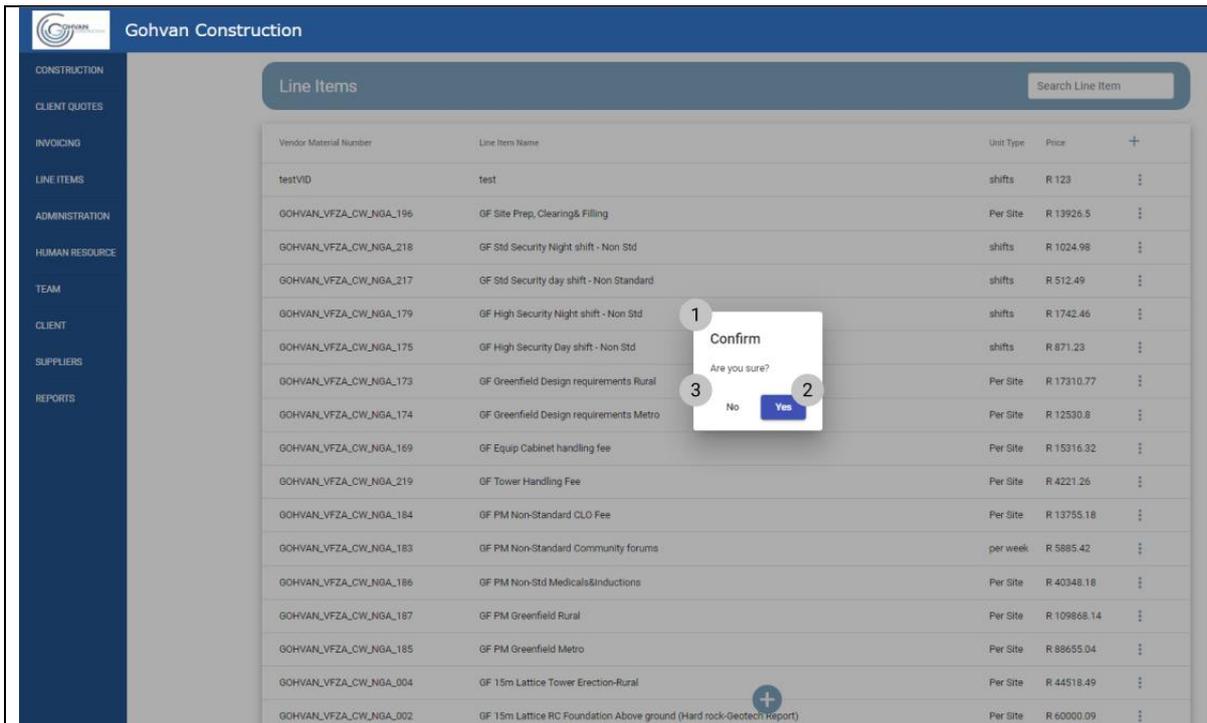
Description:	This section will guide the user through the process of deleting an existing line-item record.
Expected Learning Outcomes:	To be able to delete a line-item .
Prerequisites:	The user must have the required access to delete a line-item .
Other Information:	None



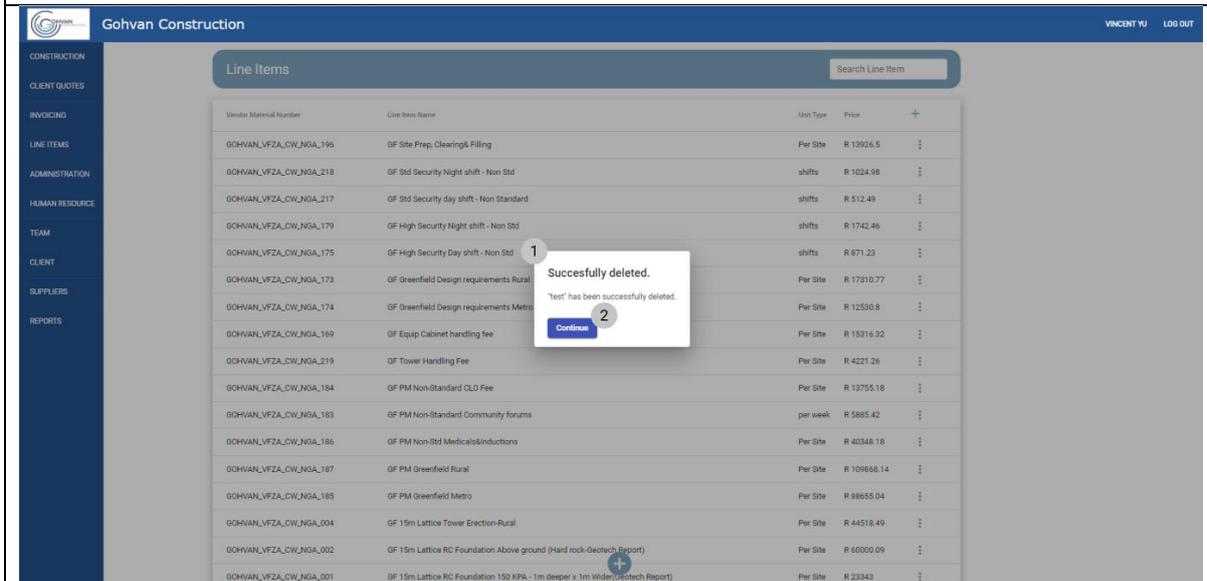
3.7.4.1.1 Navigate and click the “Line Items” drop down menu (1), click “Line items” button (2)



3.7.4.1.2 Navigate and click the addition actions button (1), the click the “Delete Line-item” button (2).



3.7.4.1.3 The system will prompt you for confirmation (1) for deleting the line-item. Click the “Yes” button to continue.



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.

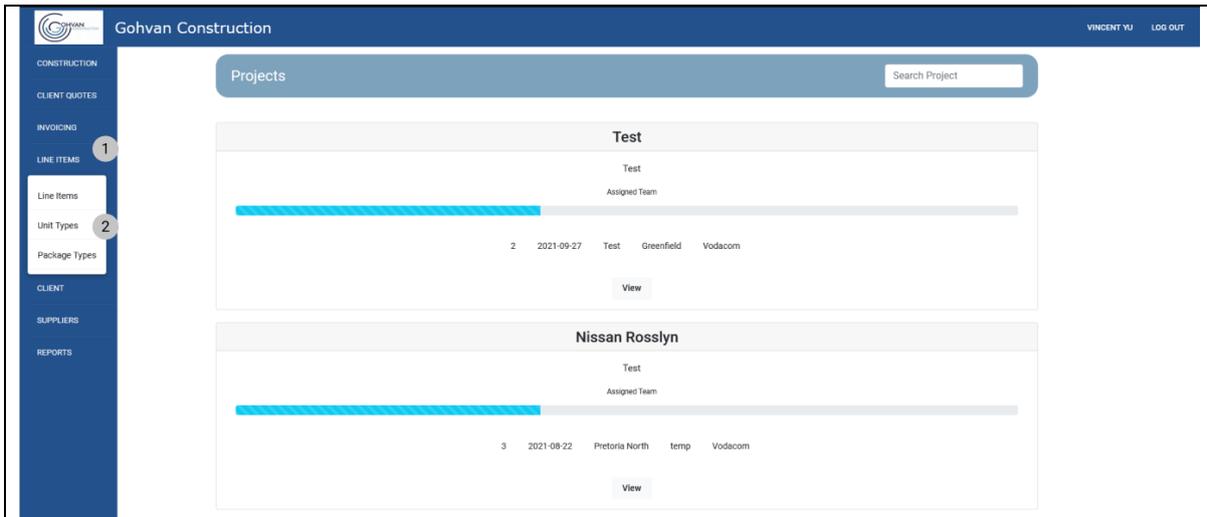
3.7.4.2 Delete Line-Item Exercise

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

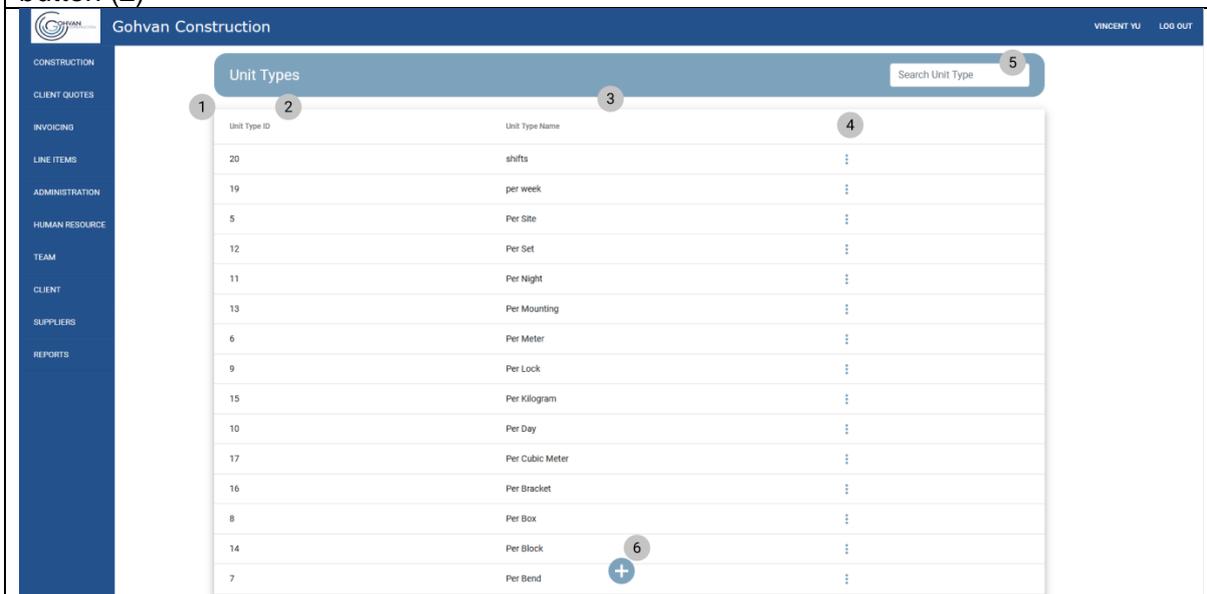
Line-Item Name	Edited Line Item
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3.7.5 Create Unit Type

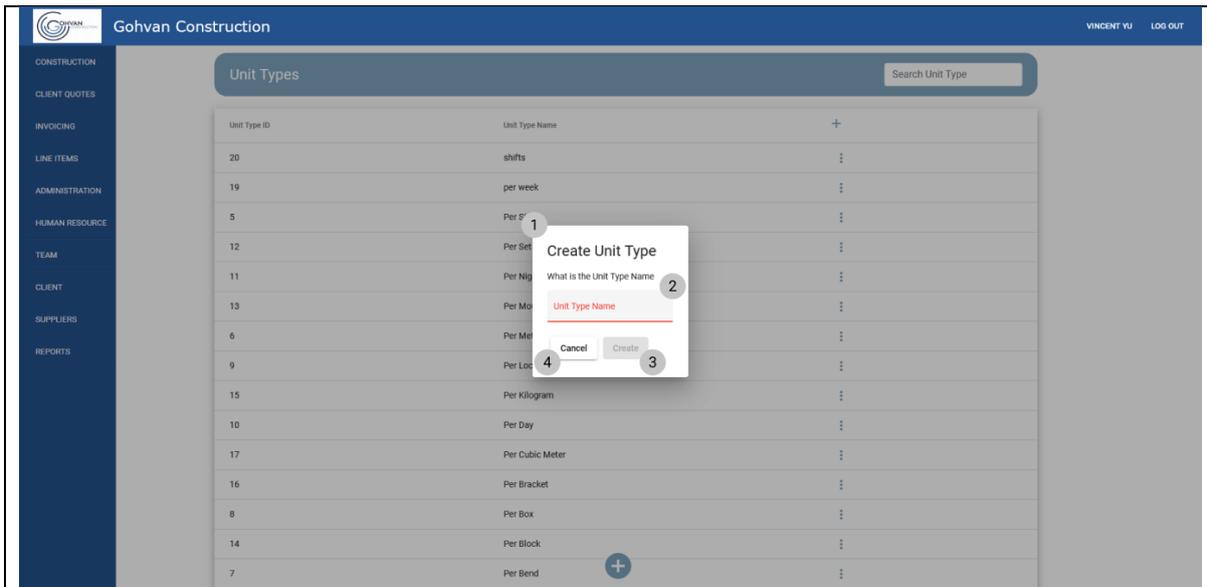
Description:	This section will guide the user through the process of creating a new unit type.
Expected Learning Outcomes:	To be able to create unit types.
Prerequisites:	The user must have the required access to adding unit types.
Other Information:	None



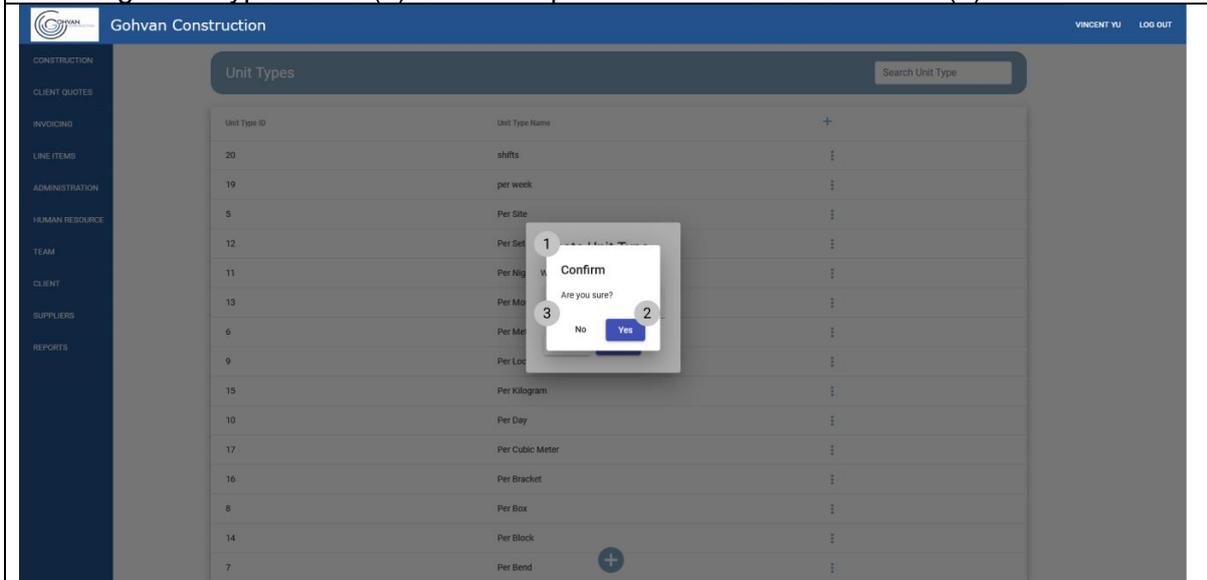
3.7.5.1.1 Navigate and click the “Line Items” drop down menu (1), click “Unit Types” button (2)



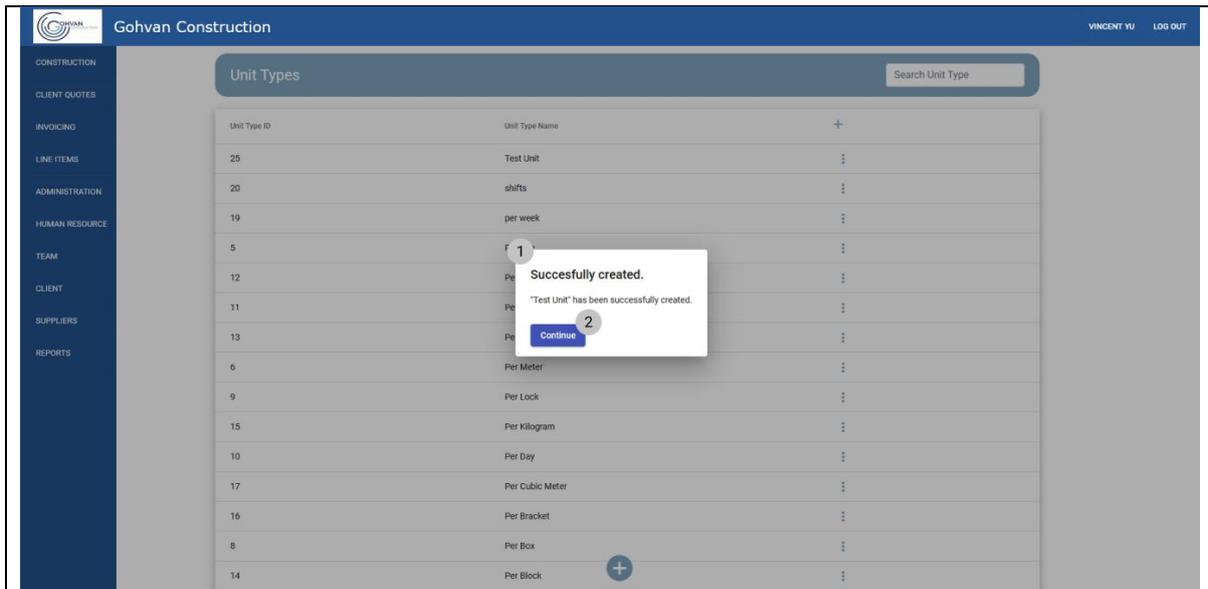
3.7.5.1.2 The system will load the Unit type Home Screen. Thereafter click the “Add” Button (6)



3.7.5.1.3 The system will load the “Add Unit type” Dialog (1). Thereafter enter the following: Unit Type Name (2) Once complete click the “Create” Button (4).



3.7.5.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new unit type with the entered details.



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.

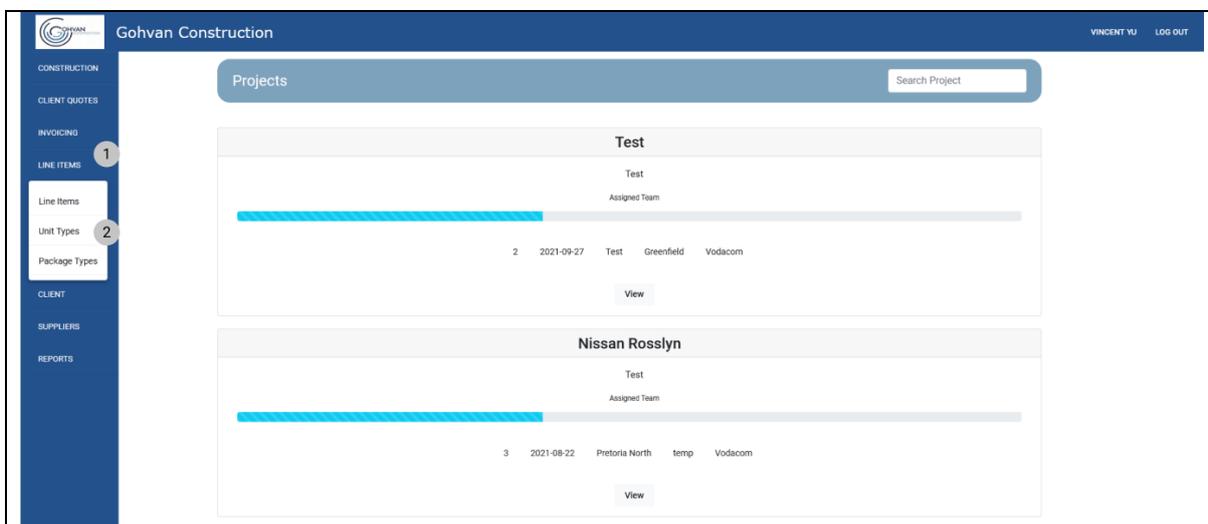
3.7.5.2 Create Unit Type Exercise

Create a new unit type using the following details:

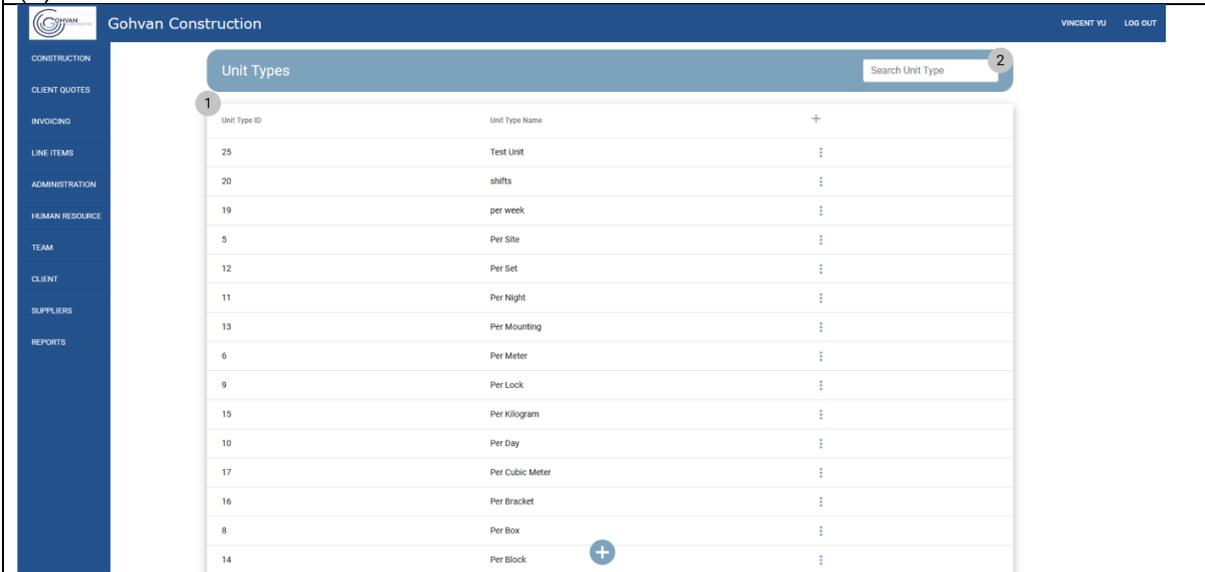
Unit Type Name	Test Unit
-----------------------	-----------

3.7.6 Search Unit Type

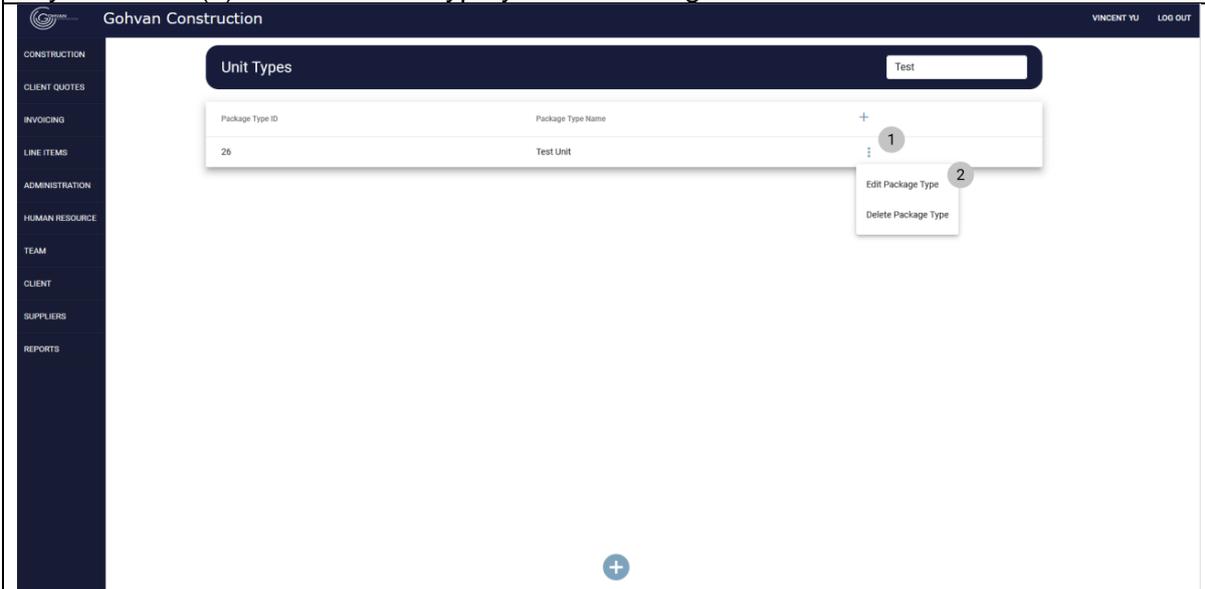
Description:	This section will guide the user through the process of creating a searching for a unit type.
Expected Learning Outcomes:	To be able to search for unit types.
Prerequisites:	The user must have the required access to searching for unit types.
Other Information:	None



3.7.6.1.1 Navigate and click the “Line Items” drop down menu (1), click “Unit types” button (2)



3.7.6.1.2 The system will load the Unit Type Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.7.6.1.3 Once you have found the desired unit type record you can clear the search bar to return to the unit type home screen default view.

3.7.6.2 Search Unit Type Exercise

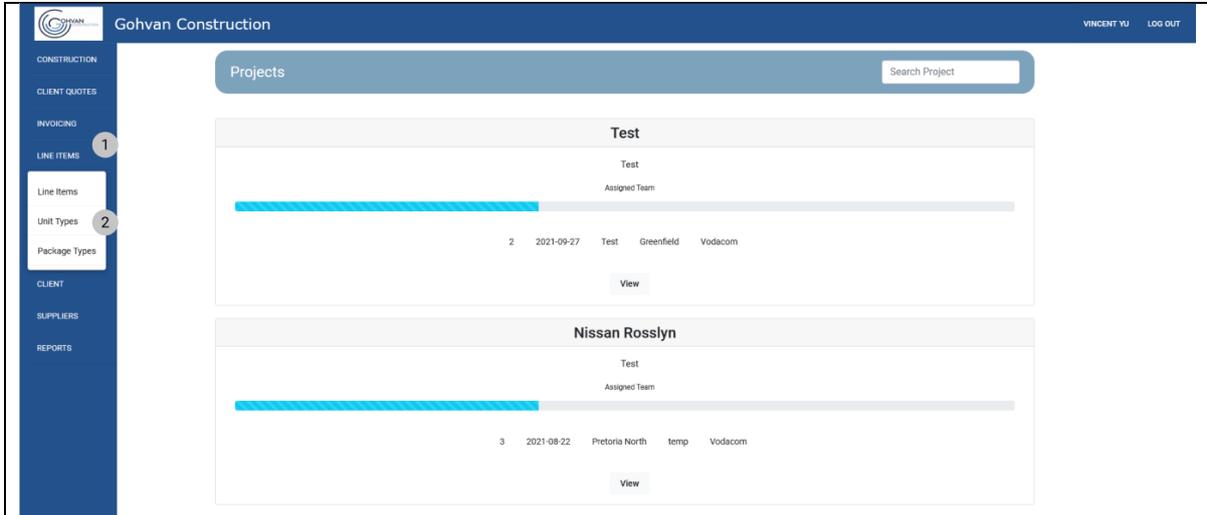
Search for unit type using the following details:

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

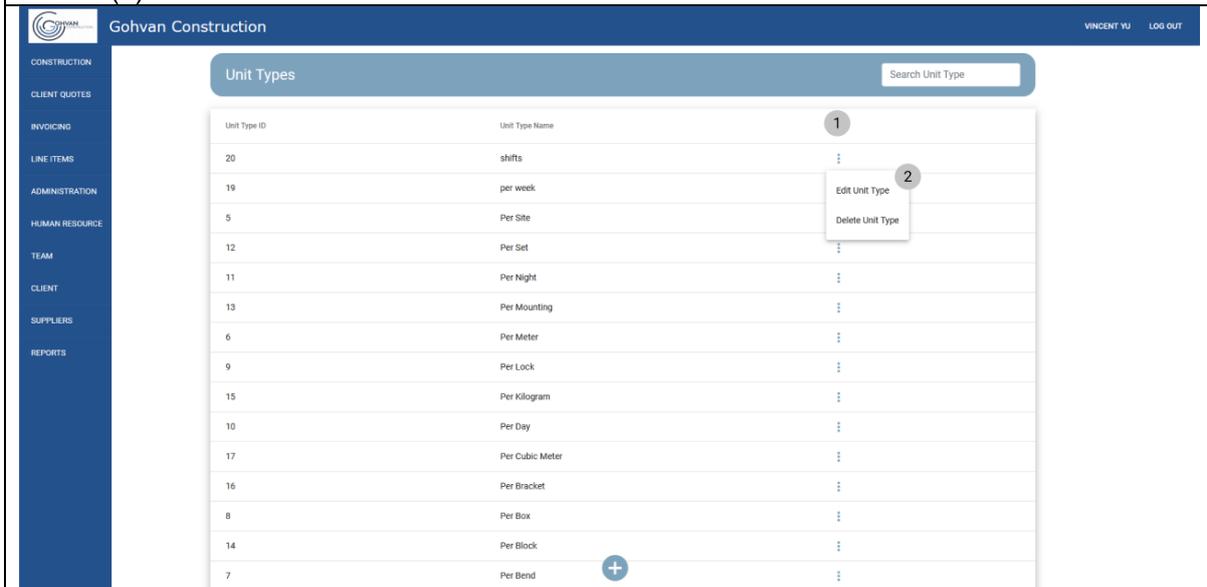
3.7.7 Edit Unit Type

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.

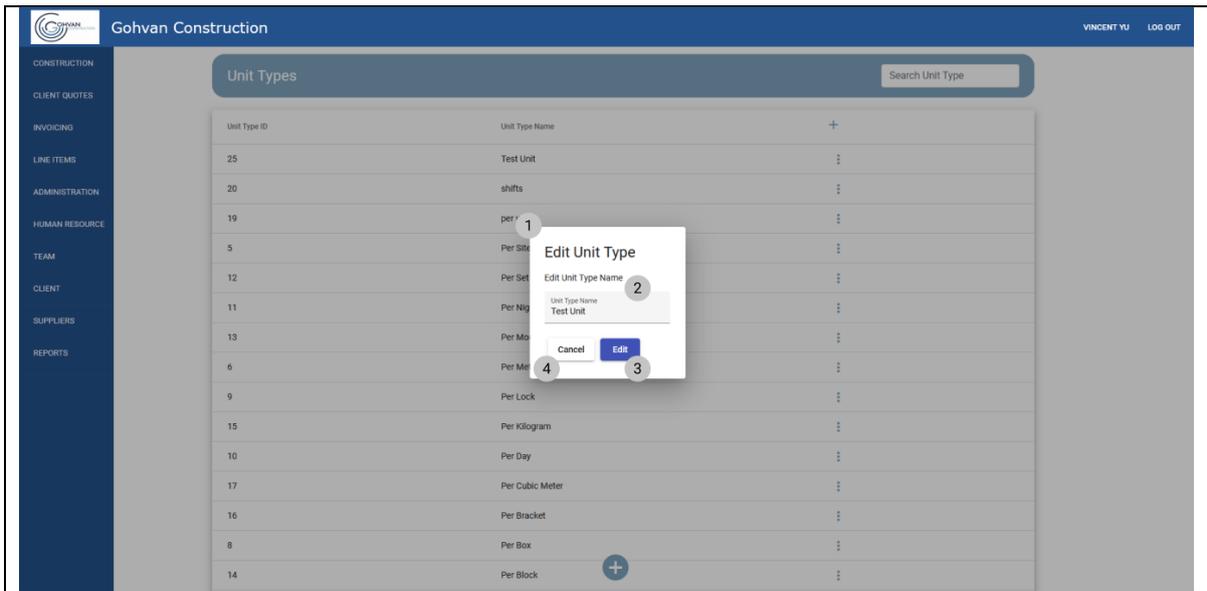
Prerequisites:	The user must have the required access to edit a unit type.
Other Information:	None



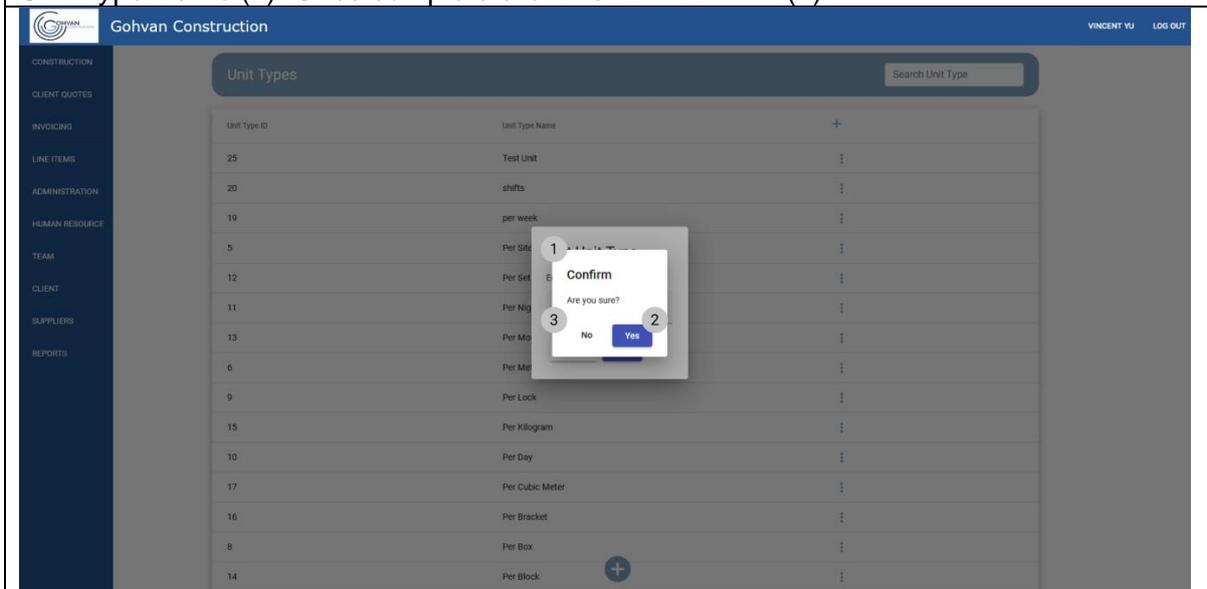
3.7.7.1.1 Navigate and click the “Line Items” drop down menu (1), click “Unit Types” button (2)



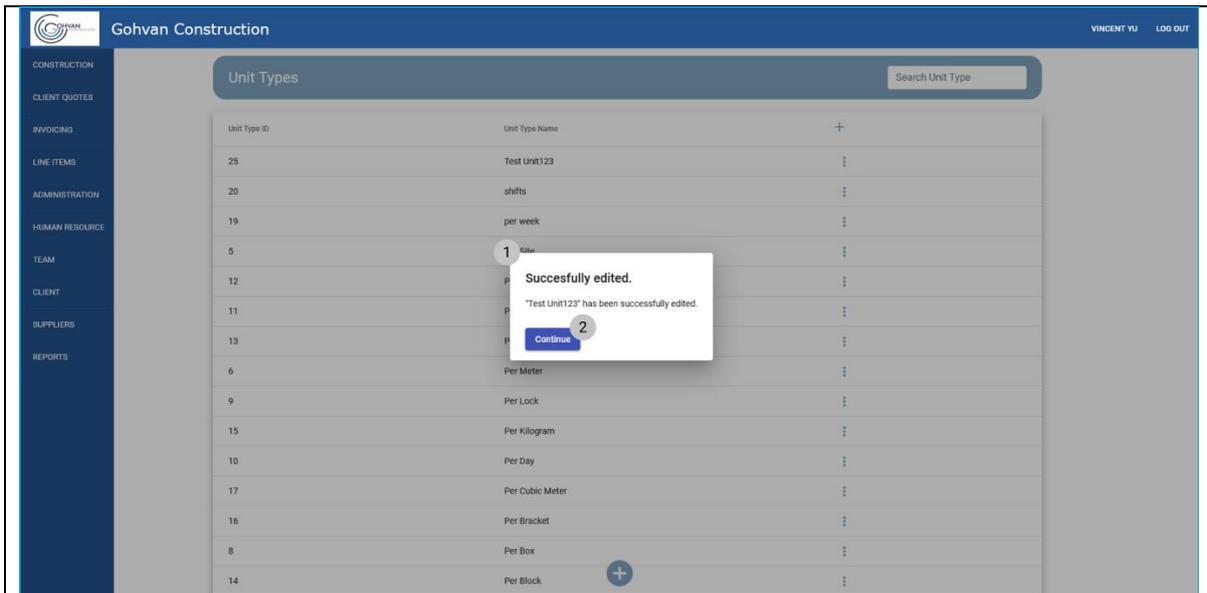
3.7.7.1.2 Navigate and click the addition actions button (1), the click the “Edit / View unit type” button.



3.7.7.1.3 The system will load the “Edit Unit Type” Dialog (1). Thereafter edit the following: Unit Type Name (2). Once complete click the “Edit” Button (7).



3.7.7.1.4 The system will prompt you for confirmation (1) for editing the unit type. Click the “Yes” button (2) to continue.



3.7.7.1.5 The system will display a Success Dialog (1), showing the successful editing of the Unit Type. Click “Continue” Button (2) to close the Success Dialog.

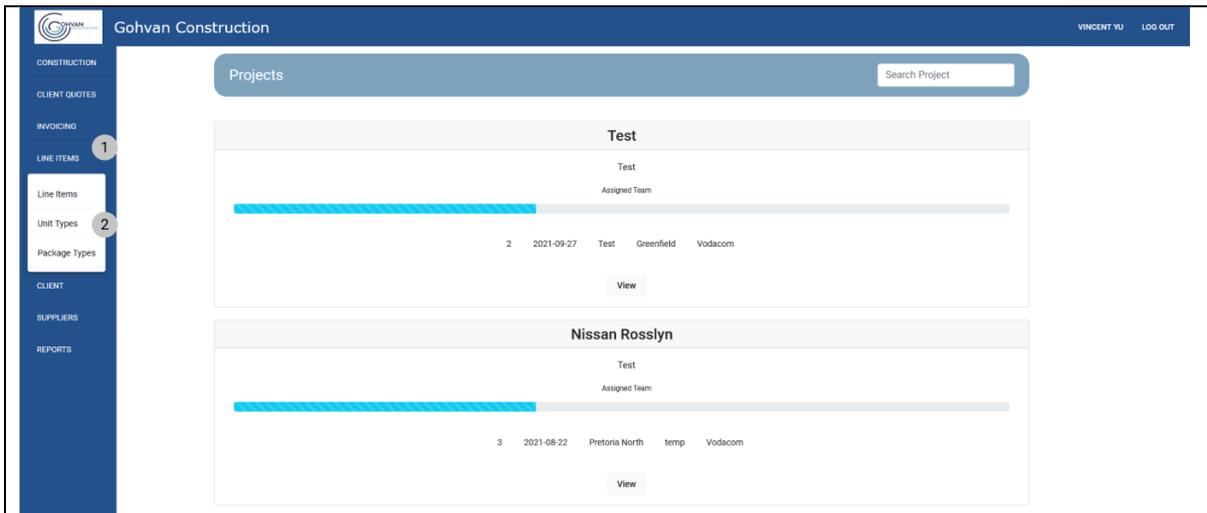
3.7.7.2 Edit Unit Type Exercise

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

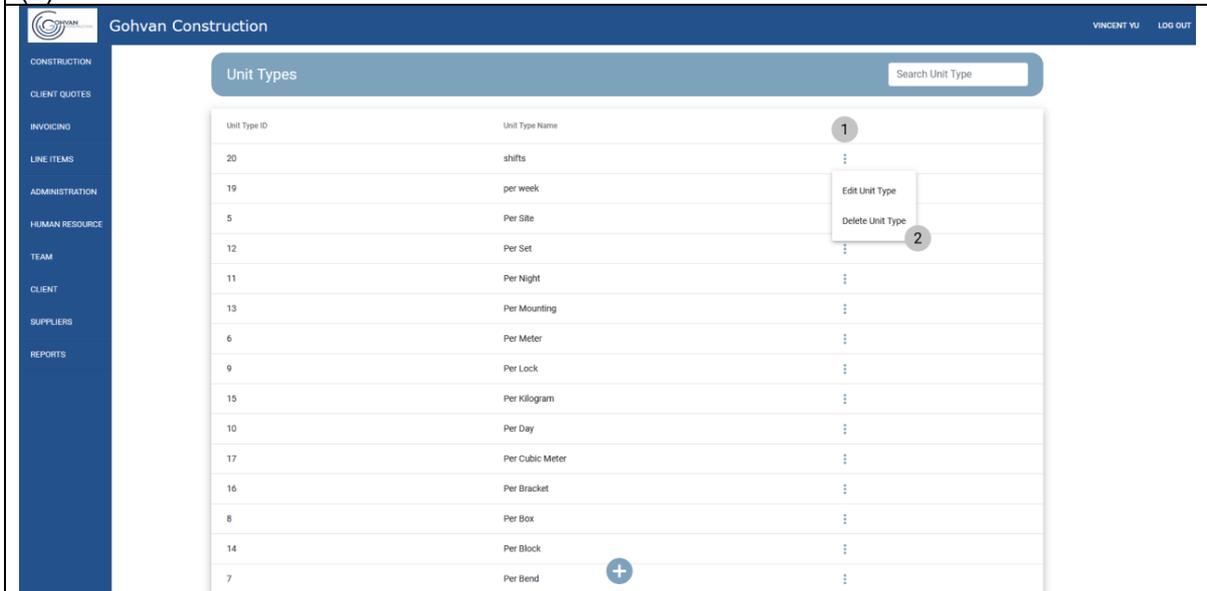
	Original	Update
Unit Type Name	Test Unit Type	Edited Unit Type

3.7.8 Delete Unit Type

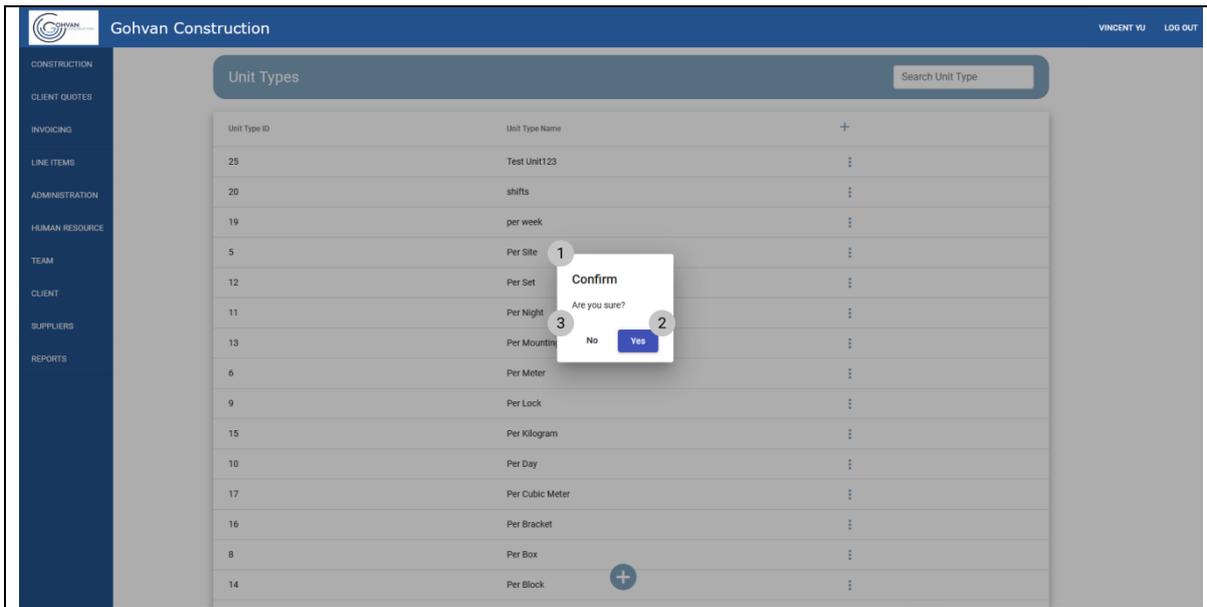
Description:	This section will guide the user through the process of deleting an existing unit type record.
Expected Learning Outcomes:	To be able to delete a unit type.
Prerequisites:	The user must have the required access to delete a unit type.
Other Information:	None



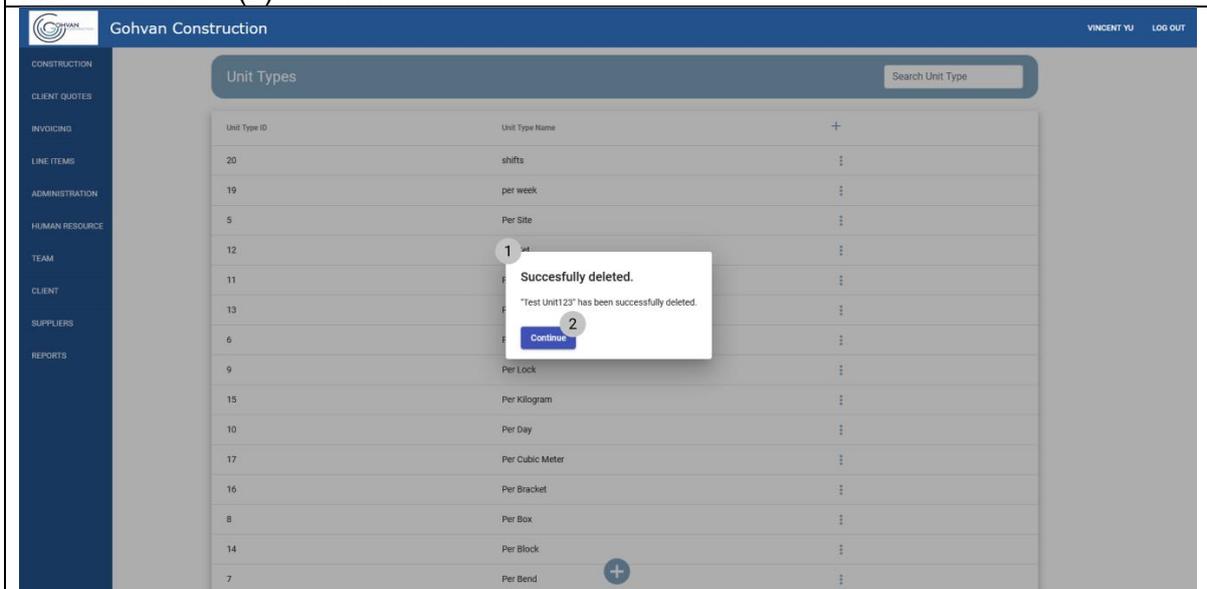
3.7.8.1.1 Navigate and click the “Line Items” drop down menu (1), click “Unit types” button (2)



3.7.8.1.2 Navigate and click the addition actions button (1), the click the “Delete unit type” button.



3.7.8.1.4 The system will prompt you for confirmation (1) for deleting the unit type. Click the “Yes” button (2) to continue.



3.7.8.1.5 The system will display a Success Dialog (1), showing the successful deleting of the Unit Type. Click “Continue” Button (2) to close the Success Dialog.

3.7.8.2 Delete Unit Type Exercise

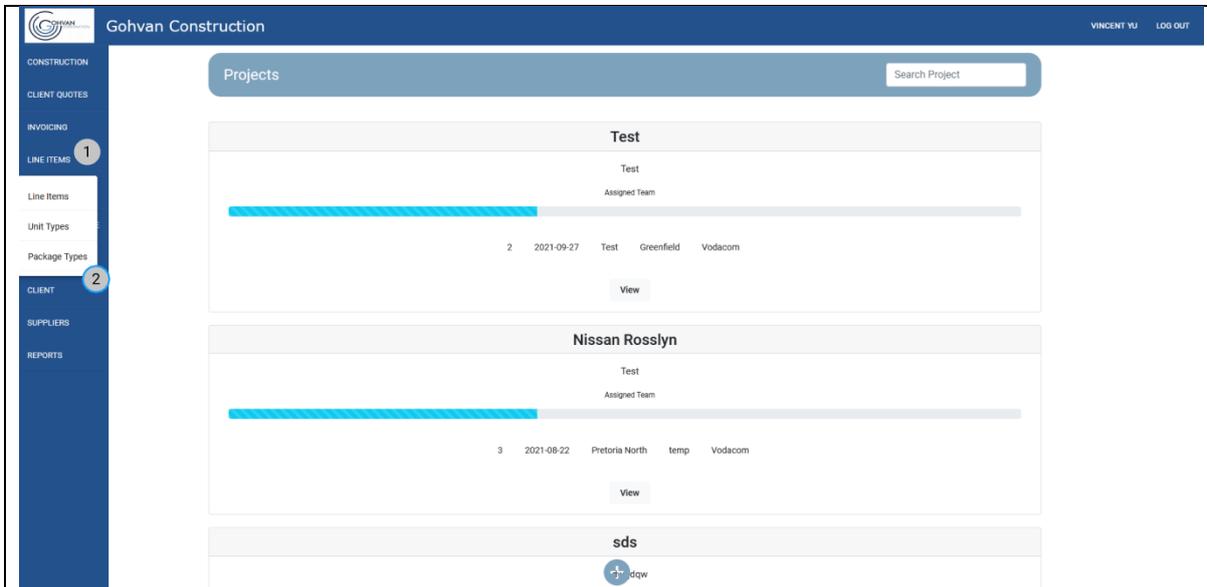
Delete the unit type “Edited Unit Type”:

Unit Type Name	Edited Unit Type
----------------	------------------

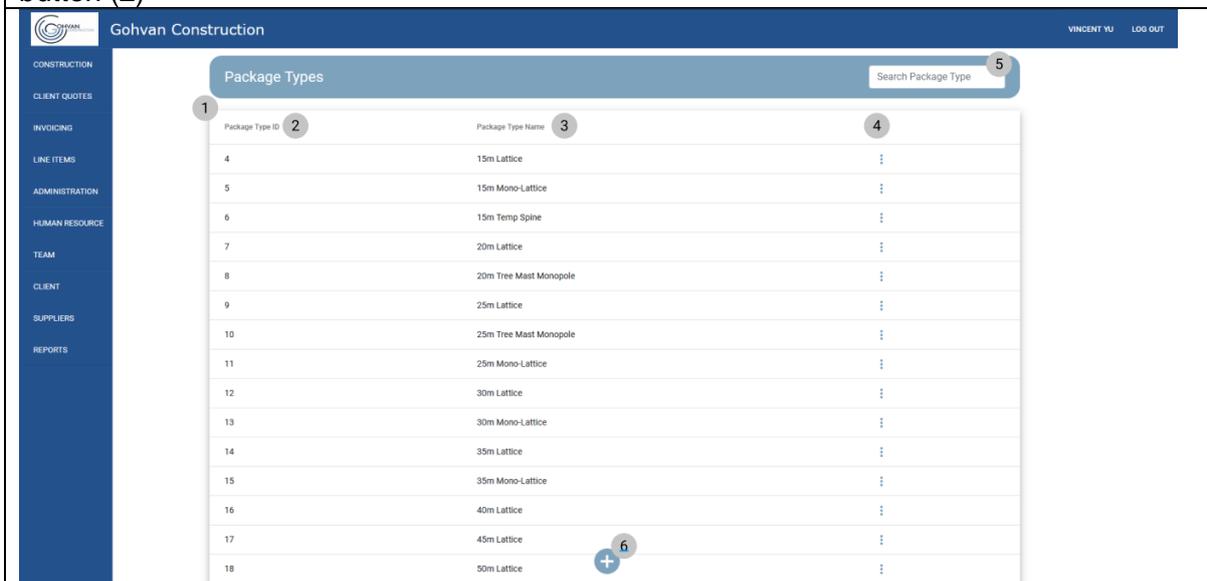
3.7.9 Create Package Type

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.

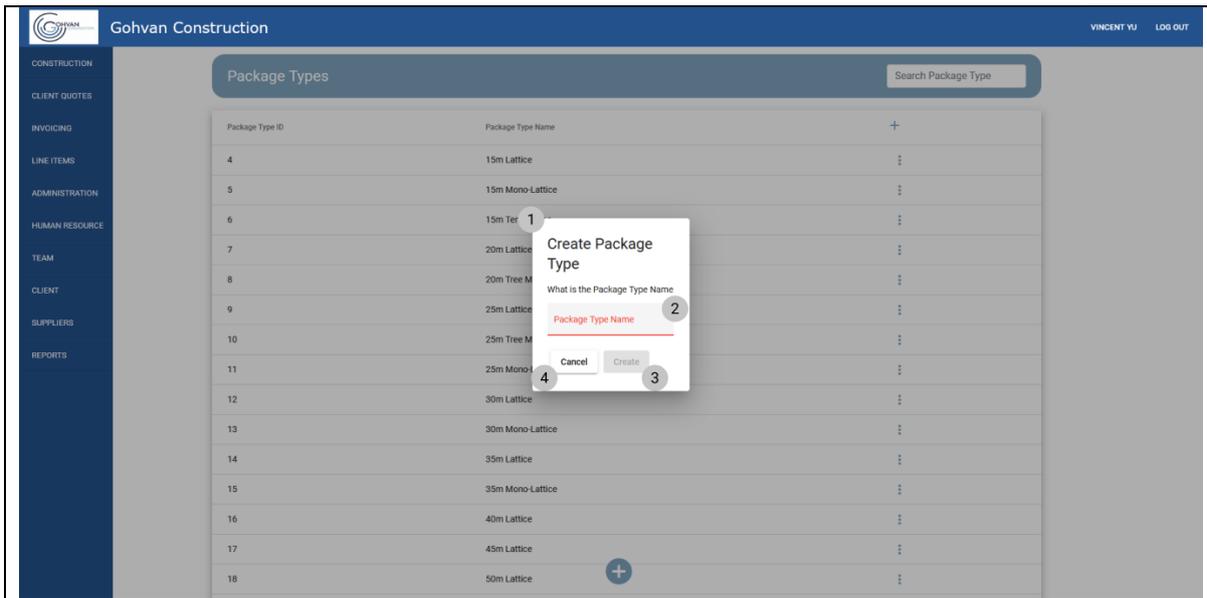
Prerequisites:	The user must have the required access to adding package types.
Other Information:	None



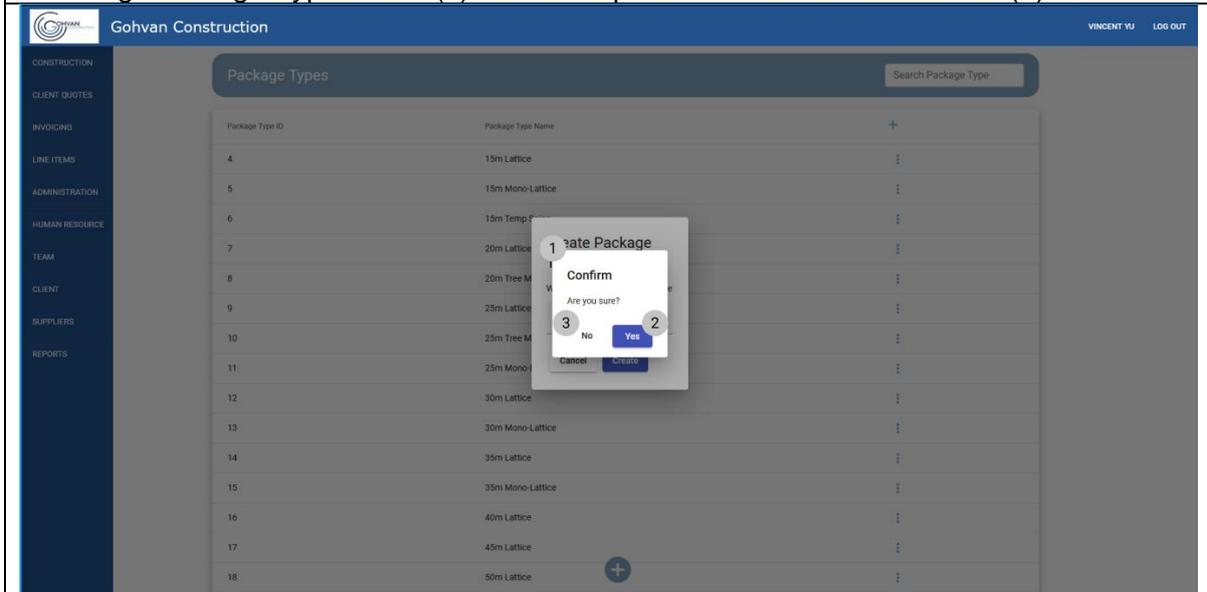
3.7.9.1.1 Navigate and click the “Line Items” drop down menu (1), click “Package Types” button (2)



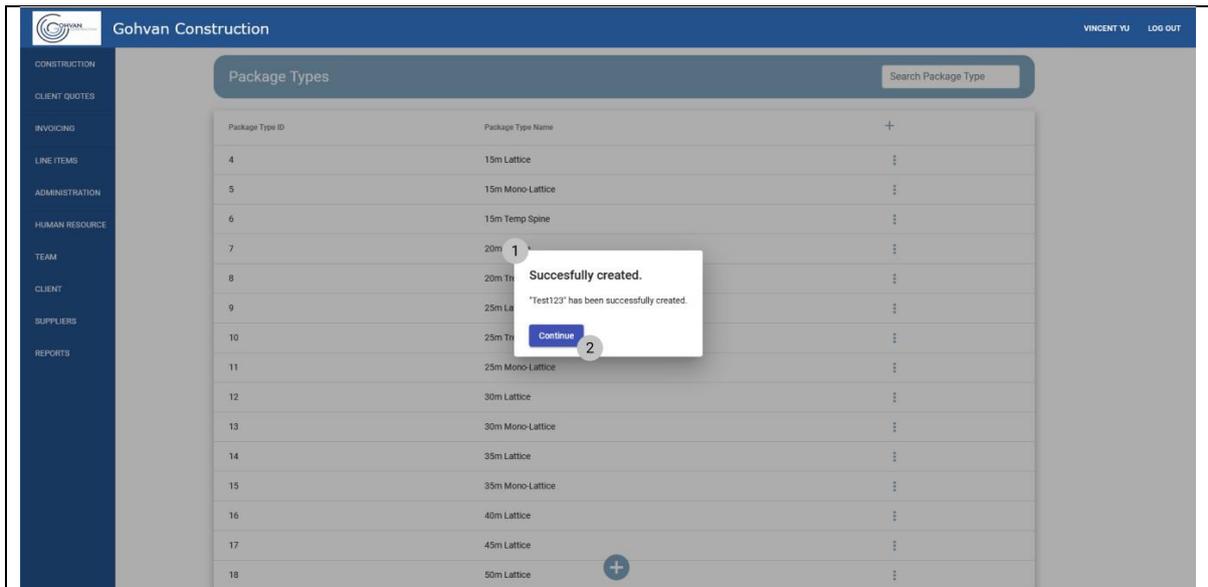
3.7.9.1.2 The system will load the Package type Home Screen. Thereafter click the “Add” Button (6)



3.7.9.1.3 The system will load the “Add Package type” Dialog (1). Thereafter enter the following: Package Type Name (2) Once complete click the “Create” Button (4).



3.7.9.1.4 The system will then prompt you formation. Click “Yes” button (2) to confirm creating the new package type with the entered details.



3.7.9.1.5 The system will display a Success Dialog (1), showing the successful creation of the package type. Click “Continue” Button (2) to close the Success Dialog.

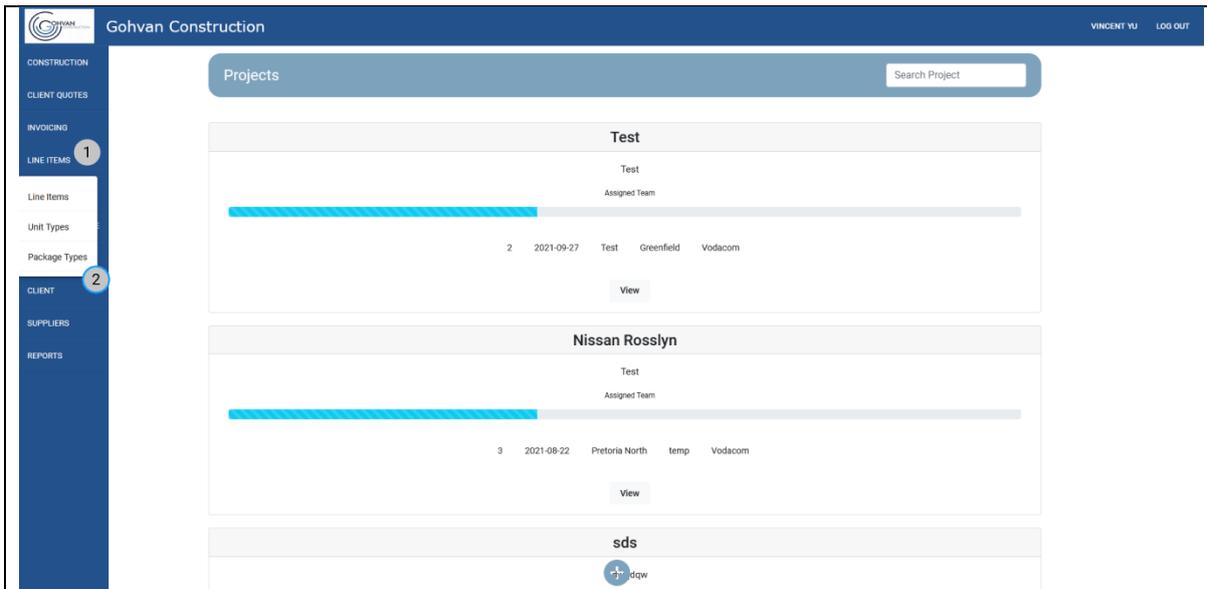
3.7.9.2 Create Package Exercise

Create a new package type using the following details:

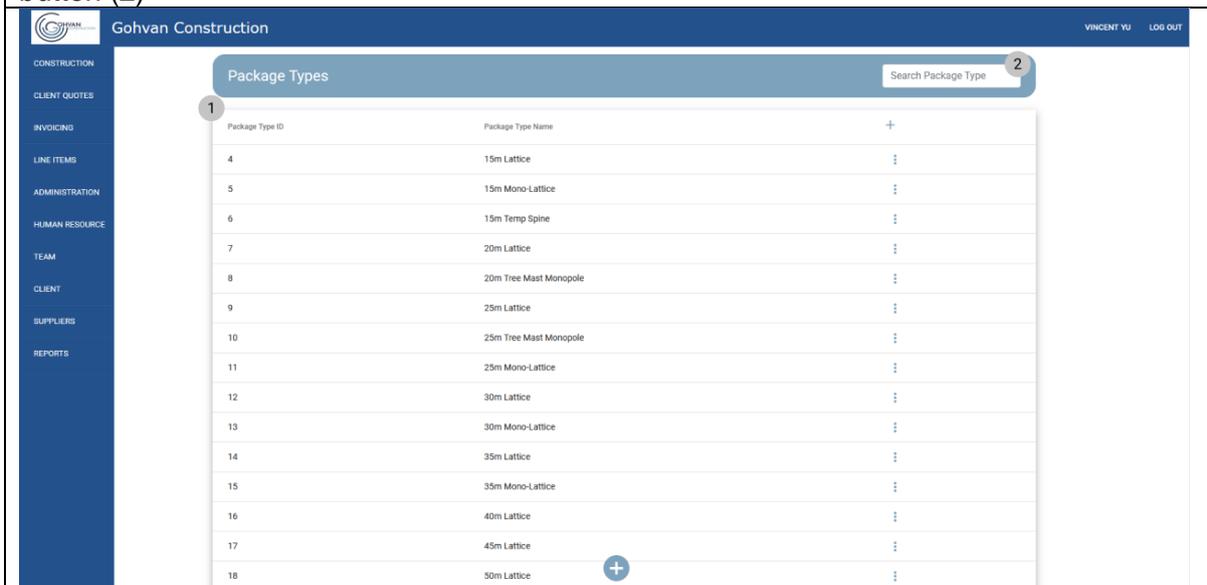
Package Type Name	Test Package
--------------------------	--------------

3.7.10 Search Package Type

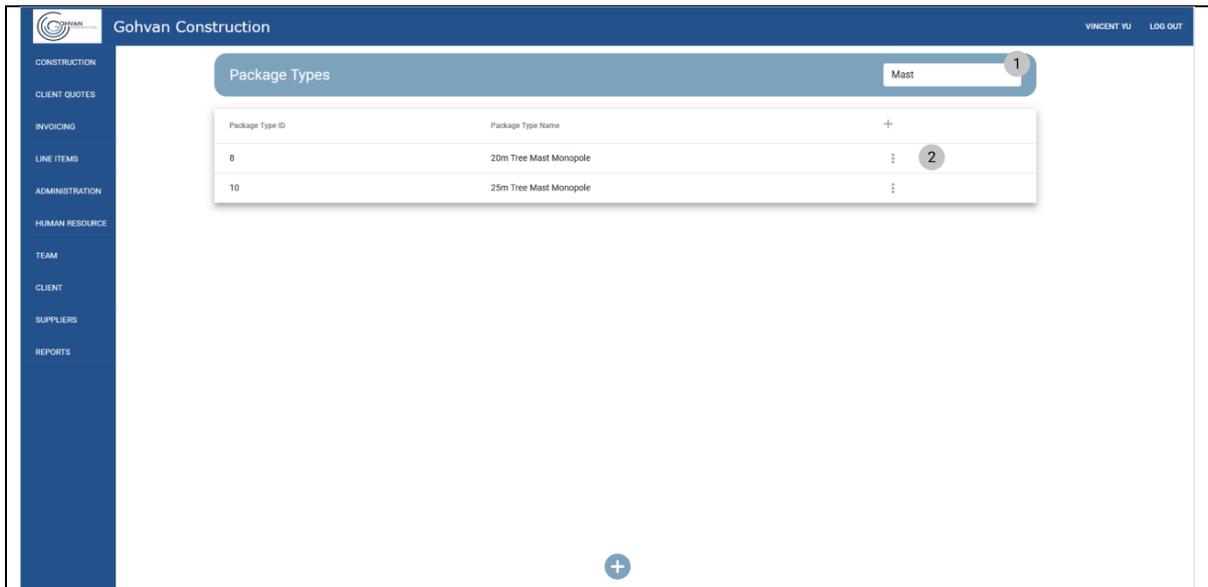
Description:	This section will guide the user through the process of creating a searching for a package type.
Expected Learning Outcomes:	To be able to search for package types.
Prerequisites:	The user must have the required access to searching for package types.
Other Information:	None



3.7.10.1.1 Navigate and click the “Line Items” drop down menu (1), click “Unit types” button (2)



3.7.10.1.2 The system will load the Package Type Home Screen. Thereafter, enter a word in the keyword filter (2) to find the unit type you are looking for.



3.7.10.1.3 Once you have found the desired package type record you can clear the search bar to return to the package type home screen default view.

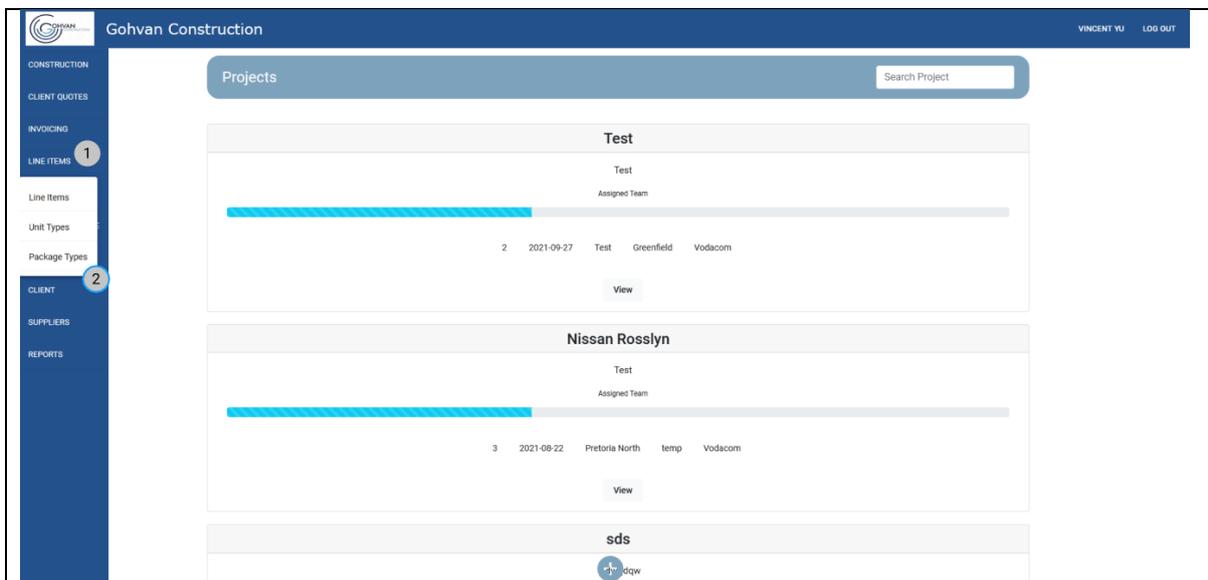
3.7.10.2 Search Package Type Exercise

Search for package type using the following details:

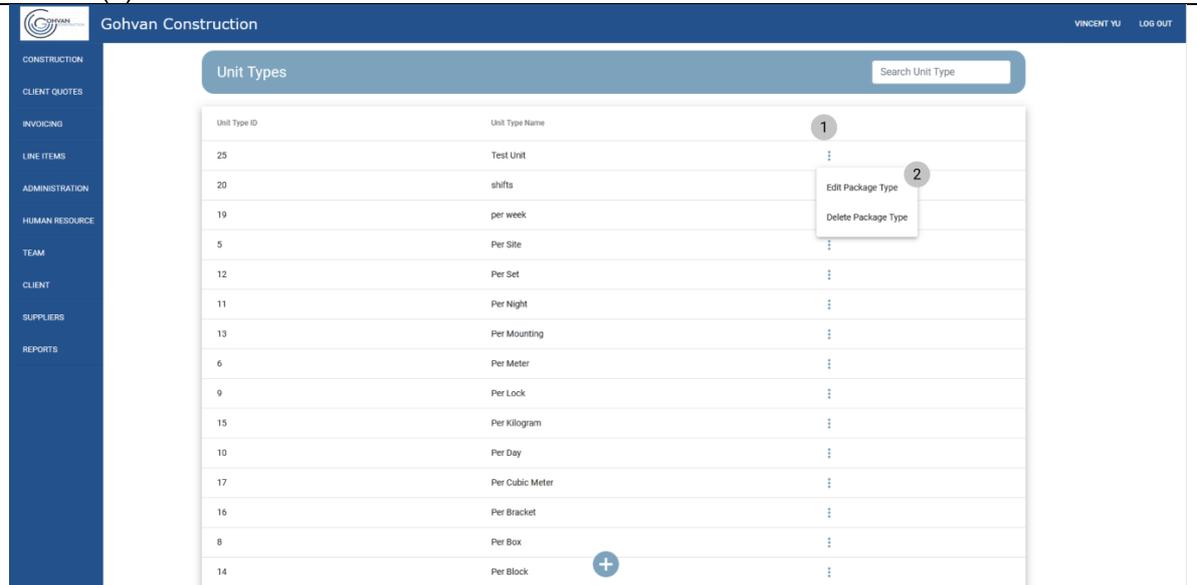
Package Type Name	Test package
--------------------------	--------------

3.7.11 Edit Package Type

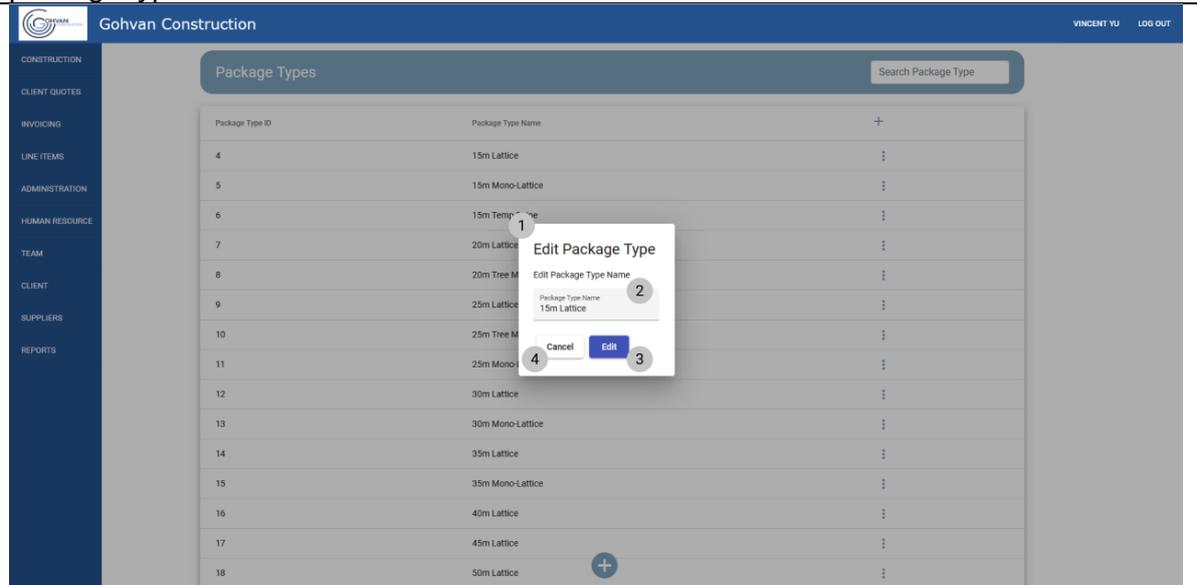
Description:	This section will guide the user through the process of editing an existing package type record.
Expected Learning Outcomes:	To be able to edit a package type.
Prerequisites:	The user must have the required access to edit a package type.
Other Information:	None



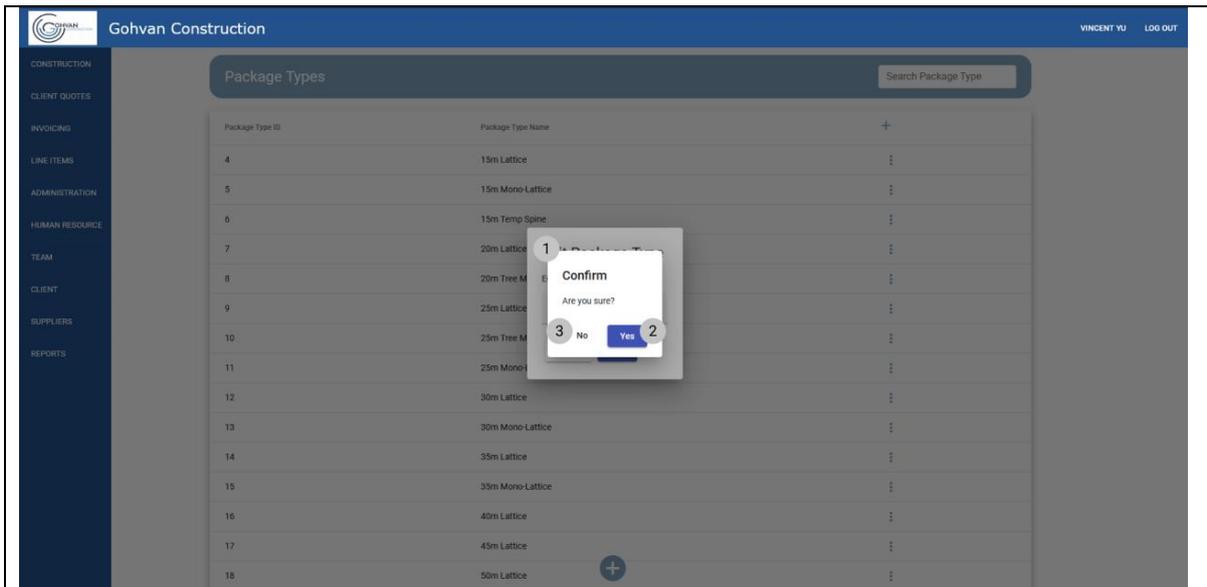
3.7.11.1.1 Navigate and click the “Line Items” drop down menu (1), click “Package Types” button (2)



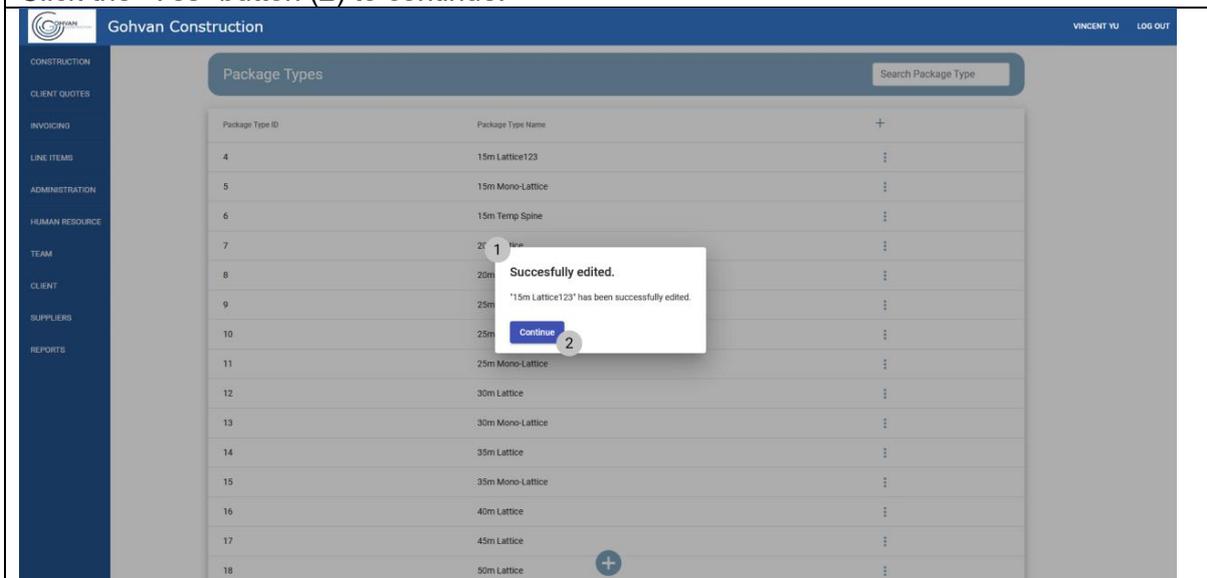
3.7.11.1.2 Navigate and click the addition actions button (1), the click the “Edit / View package type” button.



3.7.11.1.3 The system will load the “Edit Package Type” Dialog (1). Thereafter edit the following: Package Type Name (2). Once complete click the “Edit” Button (7).



3.7.11.1.4 The system will prompt you for confirmation (1) for editing the package type. Click the “Yes” button (2) to continue.



3.7.11.1.5 The system will display a Success Dialog (1), showing the successful editing of the package Type. Click “Continue” Button (2) to close the Success Dialog.

3.7.11.2 Edit Package Type Exercise

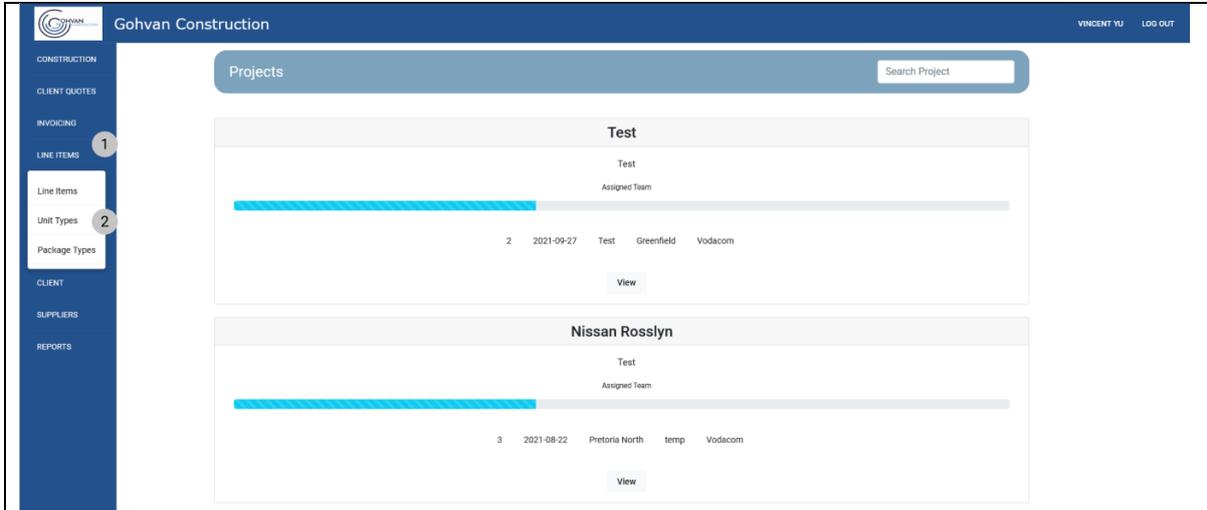
Edit the package type “Test package” using the following updated details:

	Original	Update
Package Type Name	Test Package	Edited Package

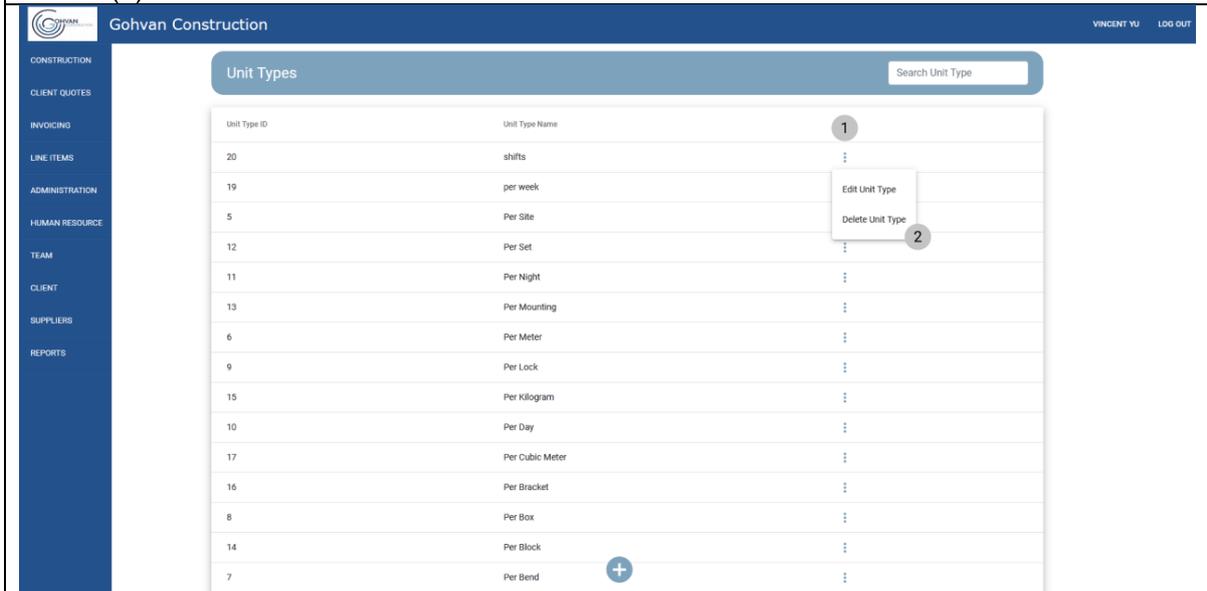
3.7.12 Delete Package Type

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.

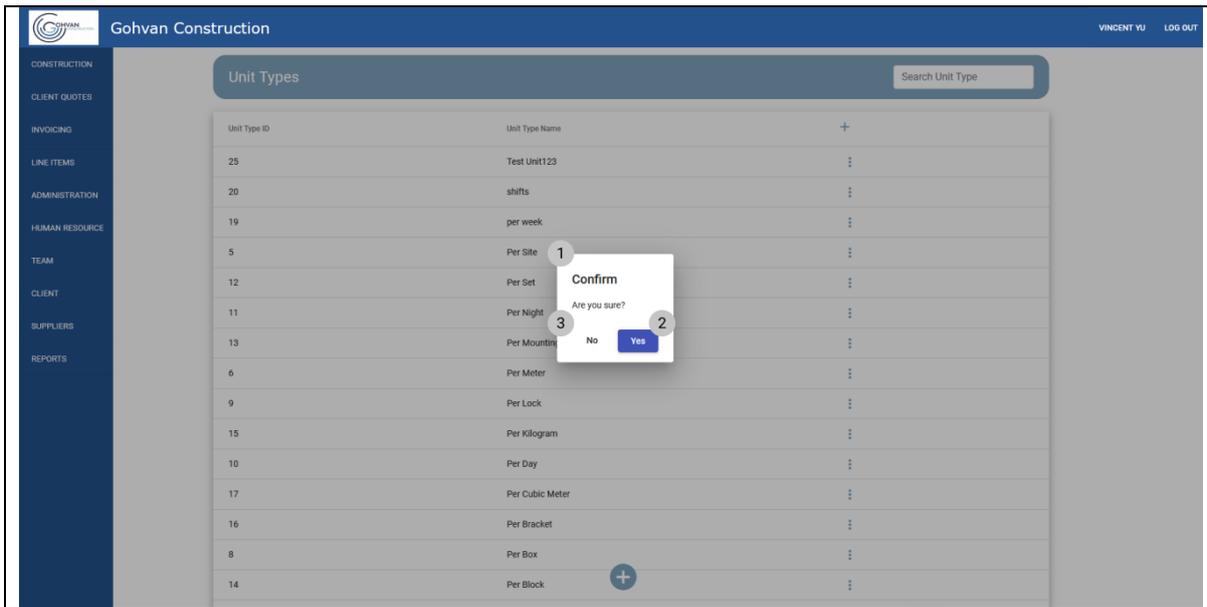
Prerequisites:	The user must have the required access to delete a package type.
Other Information:	None



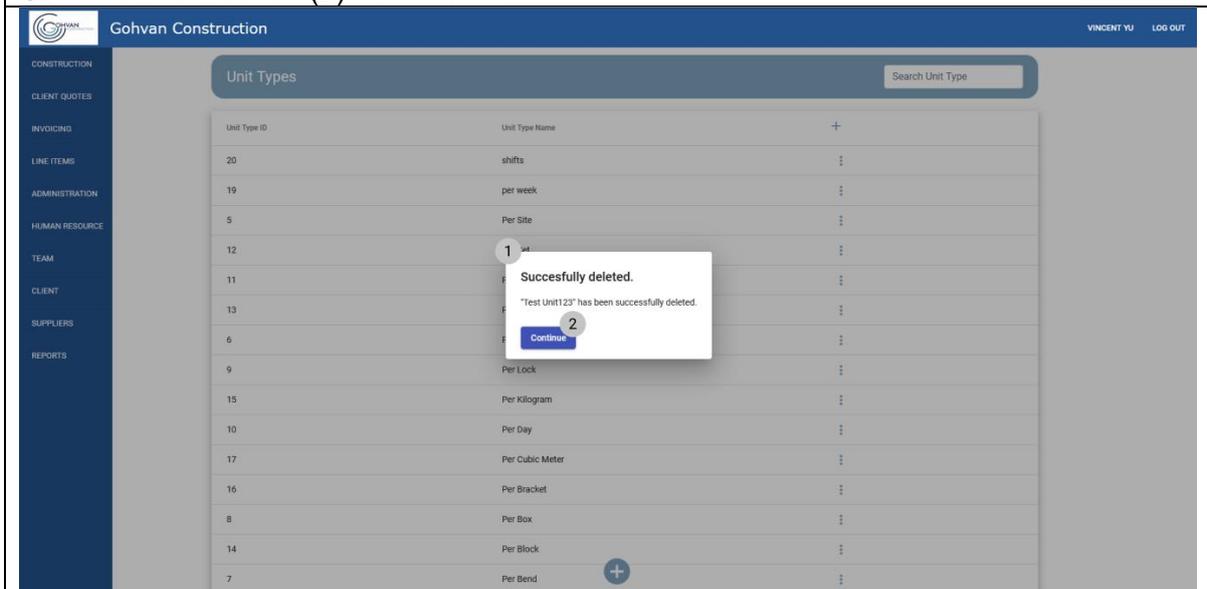
3.7.12.1.1 Navigate and click the “Line Items” drop down menu (1), click “**package types**” button (2)



3.7.12.1.2 Navigate and click the addition actions button (1), the click the “Delete **package** type” button.



3.7.12.1.4 The system will prompt you for confirmation (1) for deleting the **package** type. Click the “Yes” button (2) to continue.



3.7.12.1.5 The system will display a Success Dialog (1), showing the successful deleting of the **package** Type. Click “Continue” Button (2) to close the Success Dialog.

3.7.12.2 Delete Package Type Exercise

Delete the package type “Edited Package”:

Package Type Name	Edited Package
-------------------	----------------

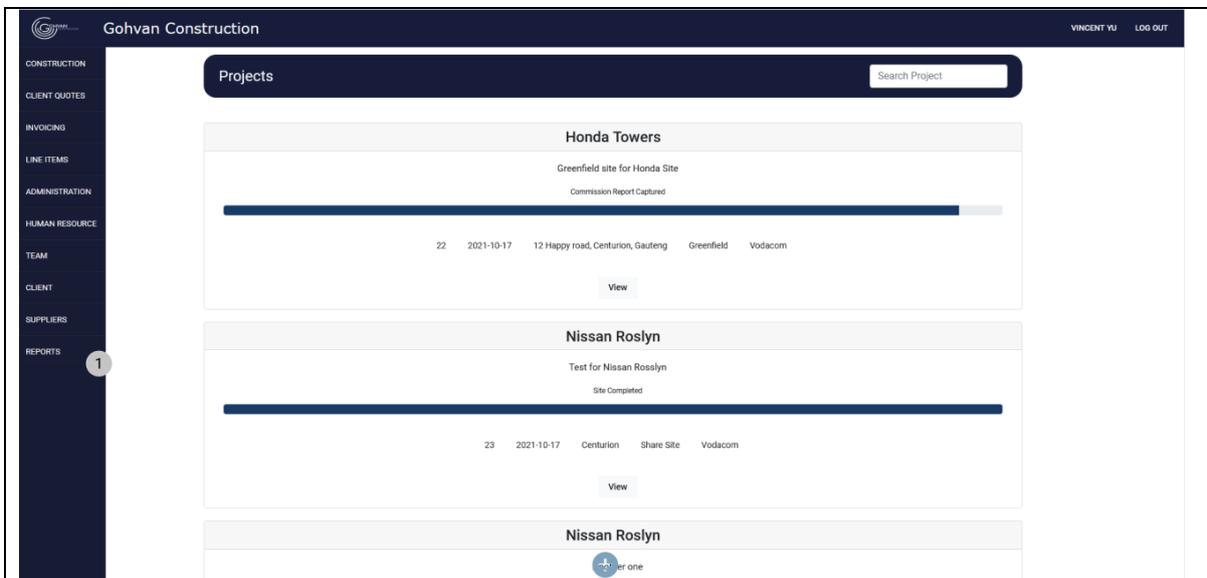
3.8 Reporting

3.8.1 Generate Site Progress Report

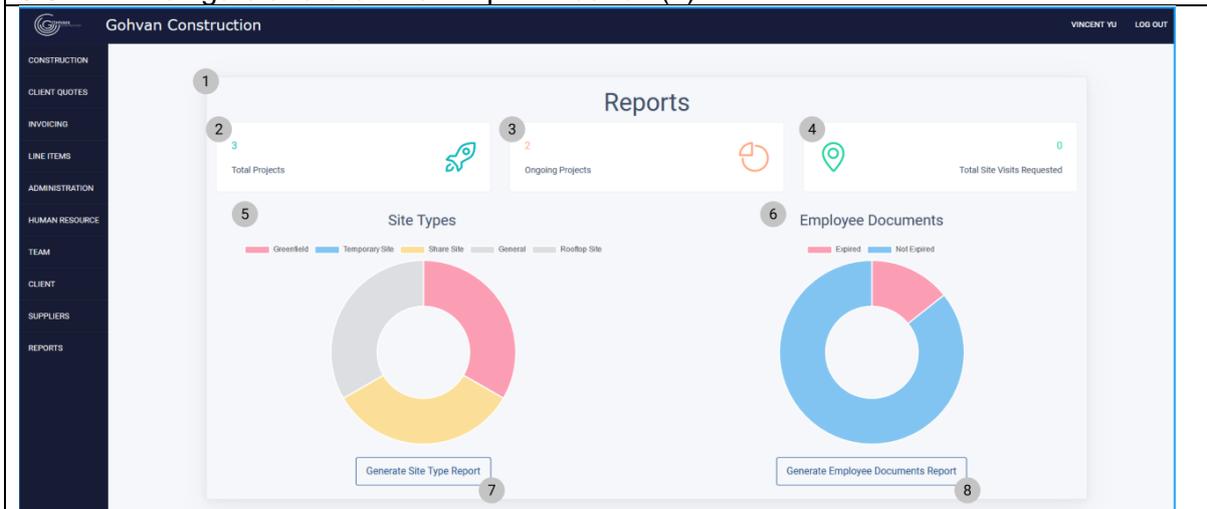
Not Complete

3.8.2 Generate Site Type Report

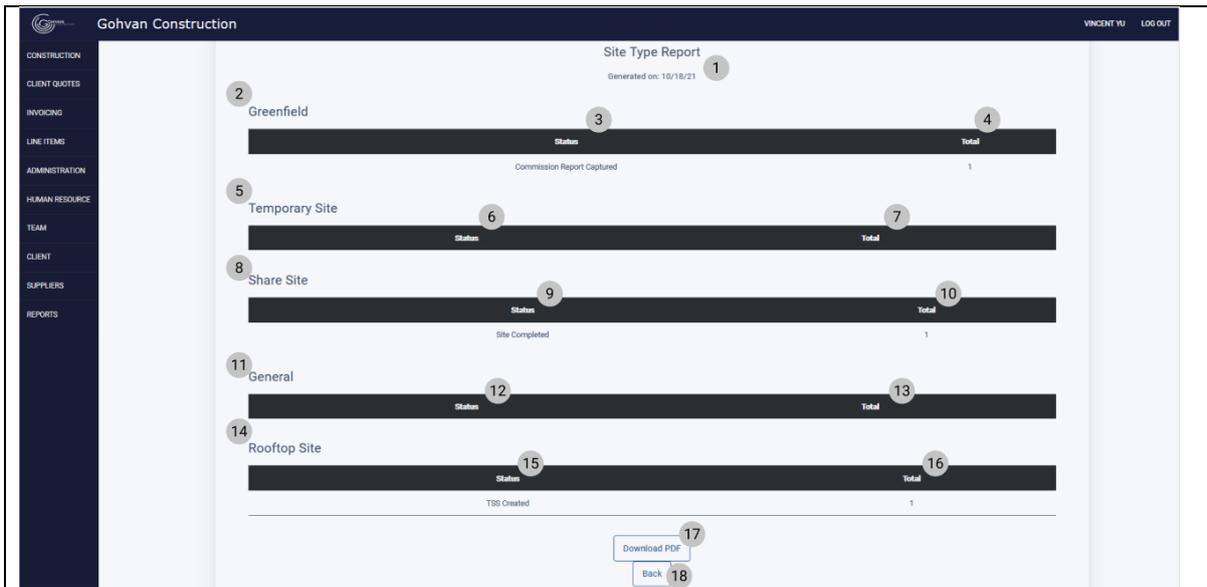
Description:	This section will guide the user through the process of generating a site type report.
Expected Learning Outcomes:	To be able to generate a site type report.
Prerequisites:	The user must have the required access to generating a site type report.
Other Information:	None



3.8.2.1.1 Navigate and click the “Reports” button (1)



3.8.2.1.2 The system will load the Reports Home Screen. Thereafter click the “Generate Site Type Report” Button (7)



3.8.2.1.3 The system will load the “Site Type Report” Screen. This screen contains the controls used to display the report information. Click the “Download PDF” Button (17) to download.

3.8.2.2 *Generate Site Type Report Exercise*

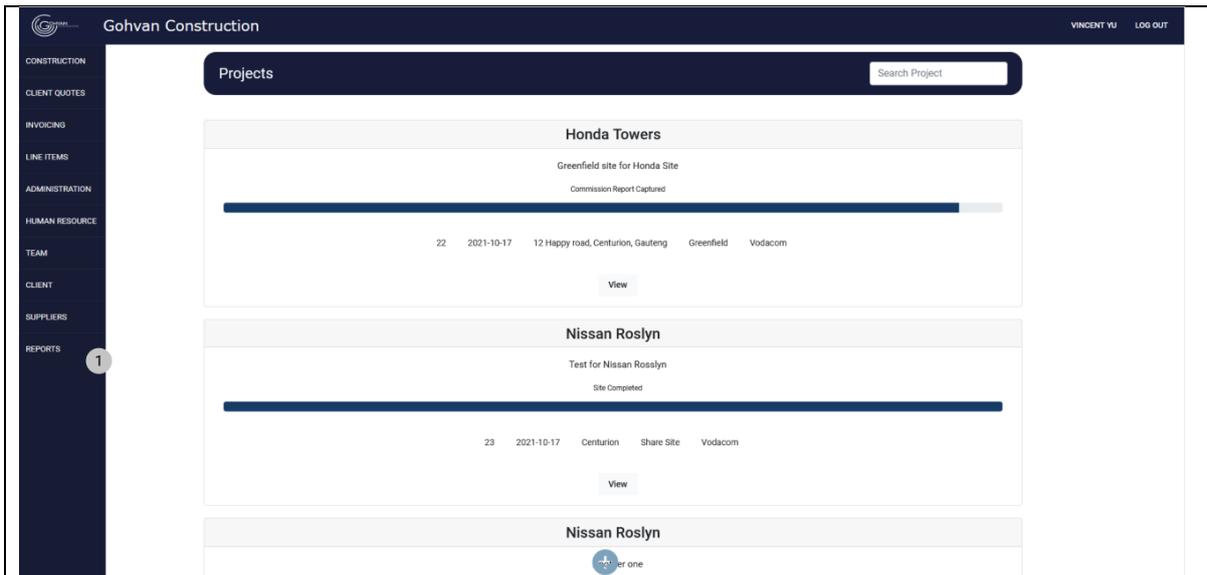
Following the steps above generate a site type report.

3.8.3 Generate Team Site Completed Report

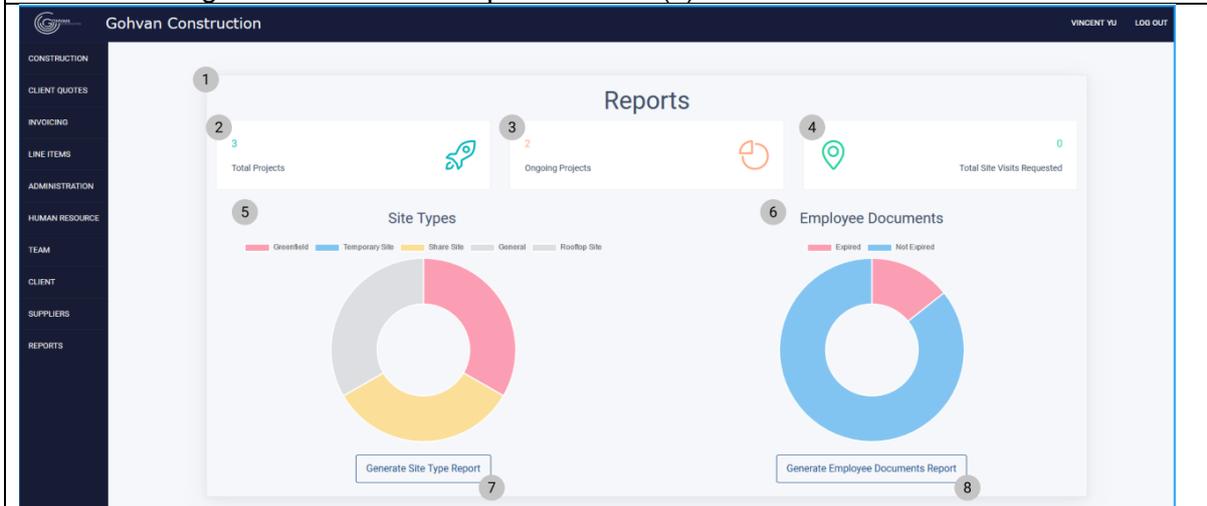
Not Complete

3.8.4 Generate Employee Document Expiry Report

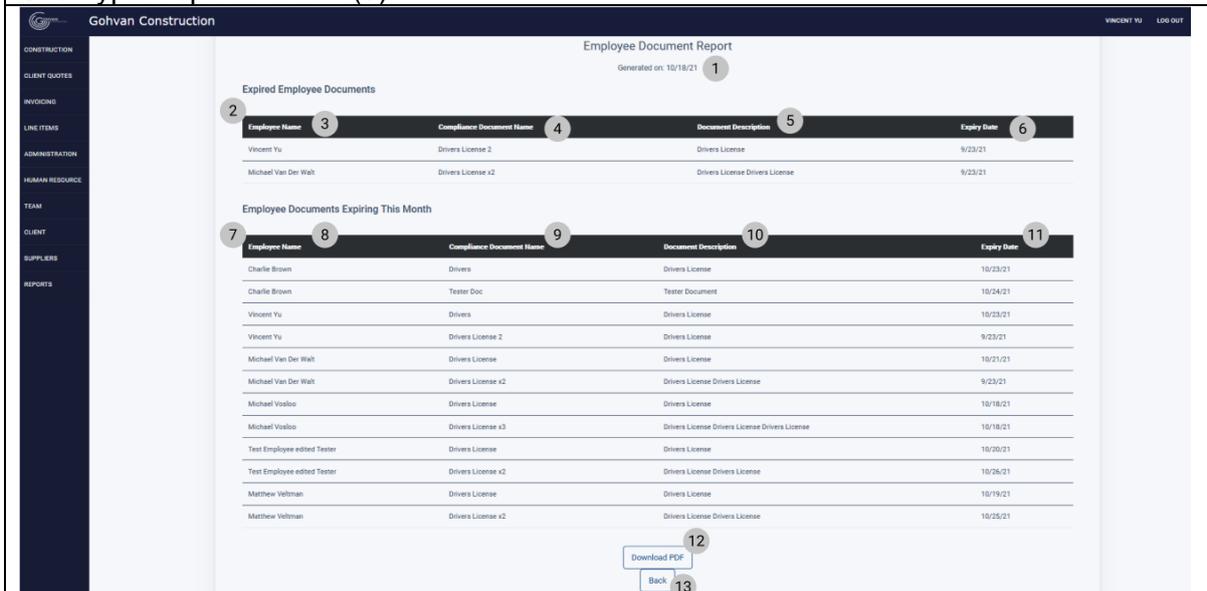
Description:	This section will guide the user through the process of generating a site type report.
Expected Learning Outcomes:	To be able to generate a site type report.
Prerequisites:	The user must have the required access to generating a site type report.
Other Information:	None



3.8.4.1.1 Navigate and click the “Reports” button (1)



3.8.4.1.2 The system will load the Reports Home Screen. Thereafter click the “Generate Site Type Report” Button (8)



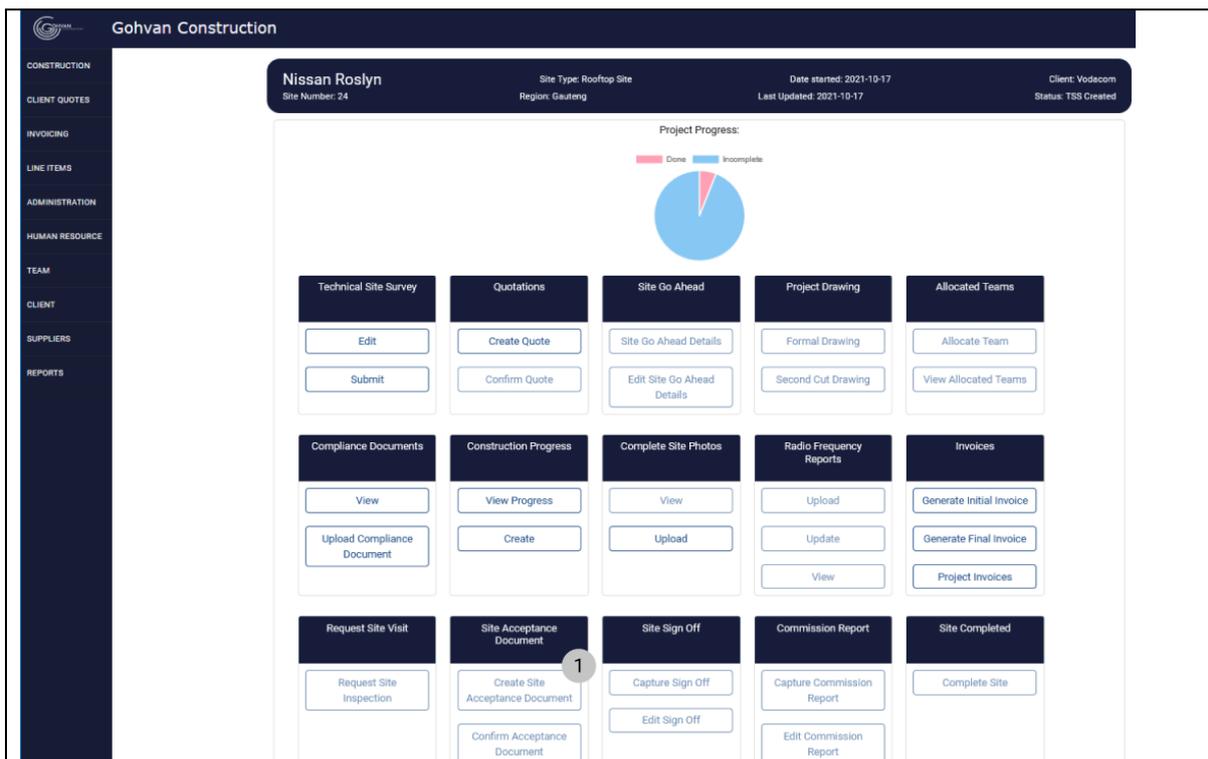
3.8.4.1.3 The system will load the “Employee Document Report” Screen. This screen contains the controls used to display the report information. Click the “Download PDF” Button (17) to download.

3.8.4.2 *Generate Employee Document Report Exercise*

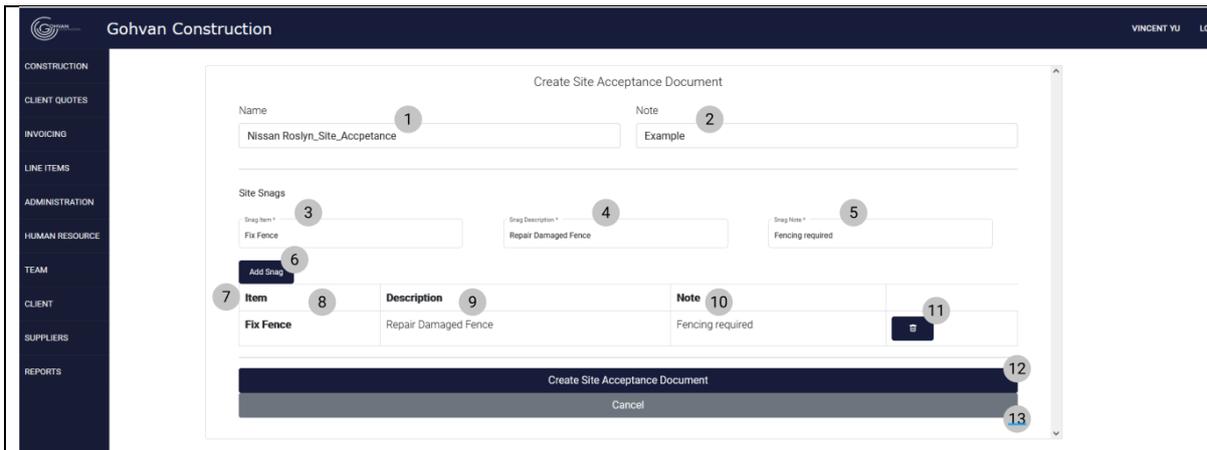
Following the steps above generate an employee document report.

3.8.5 Generate Site Acceptance Document

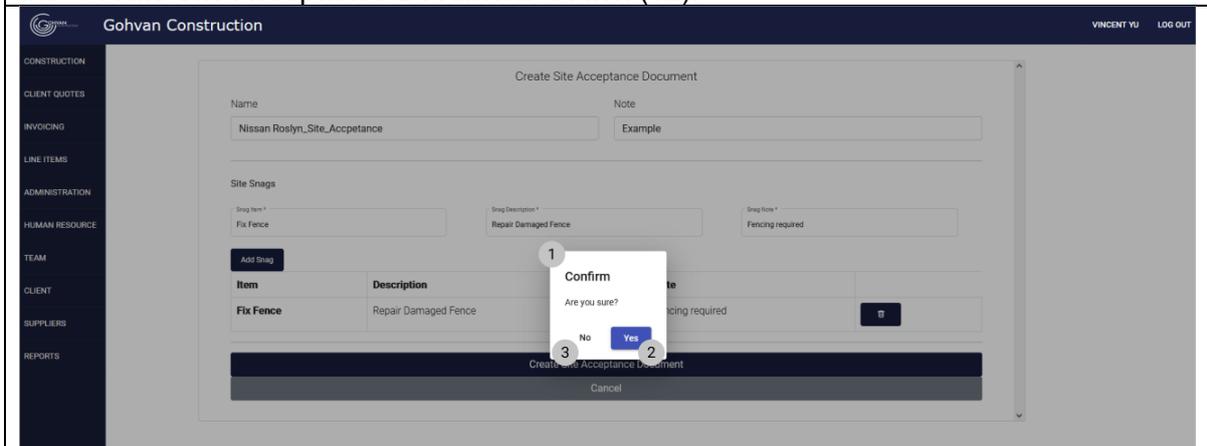
Description:	This section will guide the user through the process of generating a site acceptance document.
Expected Learning Outcomes:	To be able to generate a site acceptance document.
Prerequisites:	The user must have the required access to generating a site acceptance document.
Other Information: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



3.8.5.1.1 Navigate and click the “Create Site Acceptance Document” button (1) on the Project View Screen



3.8.5.1.2 The system will load the “Create Site Acceptance Document” Home Screen. Thereafter enter the Name (1), Note (2), Snag Item (3), Snag Description (4), Snag Note (5), Then click the “Add Snag” button (6). This will add the snag to the snag table (7). Use the “Remove Snag” button (11) if you want to remove a snag item. Once complete click the “Create Site Acceptance Document” button (12).



3.8.5.1.4 The system will then Load a Confirmation Required Dialog (1), then you will click the “Yes” button (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



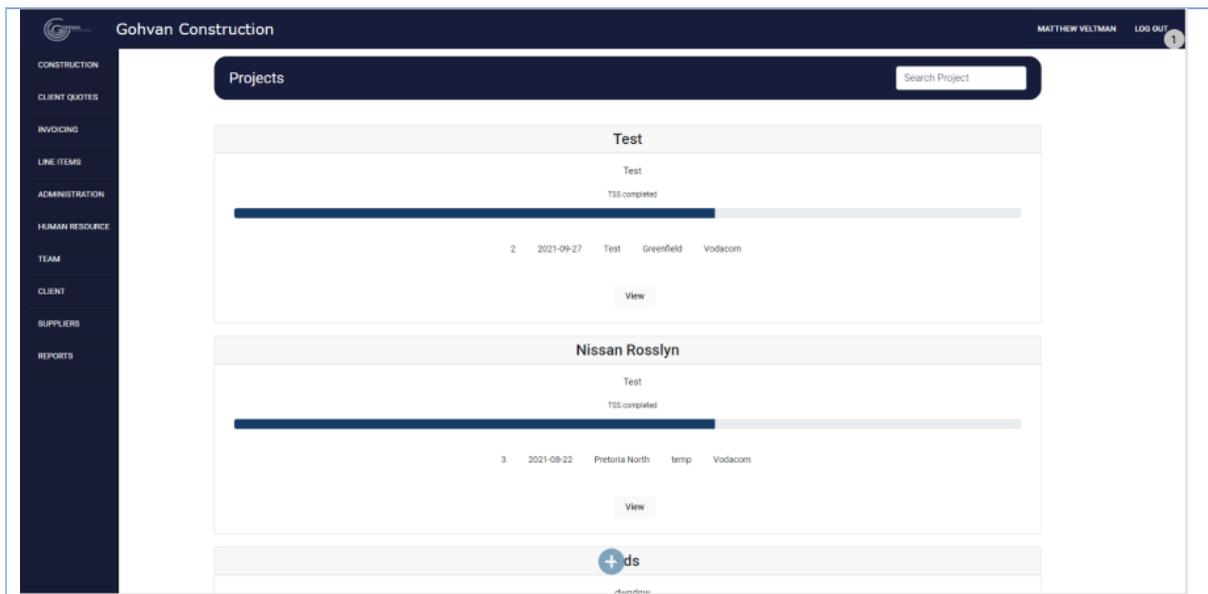
3.9.1.1 Enter your email address or username (1) with your password (2) then click the Login button (3)

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



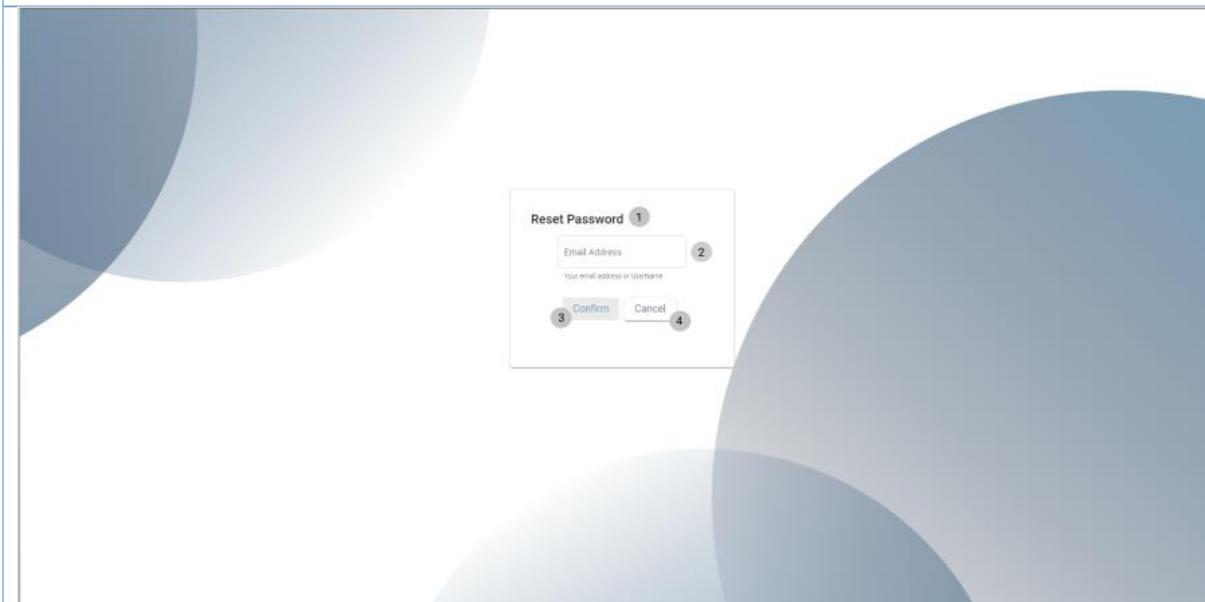
3.9.2.1.1 Click on the Logout button(1)

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



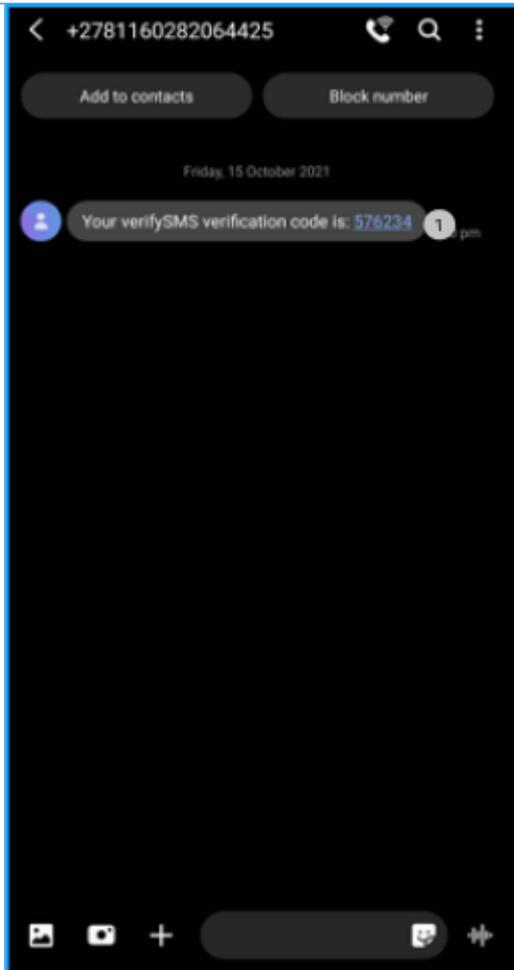
3.9.3.1.1 Click on the Reset Password button (4)



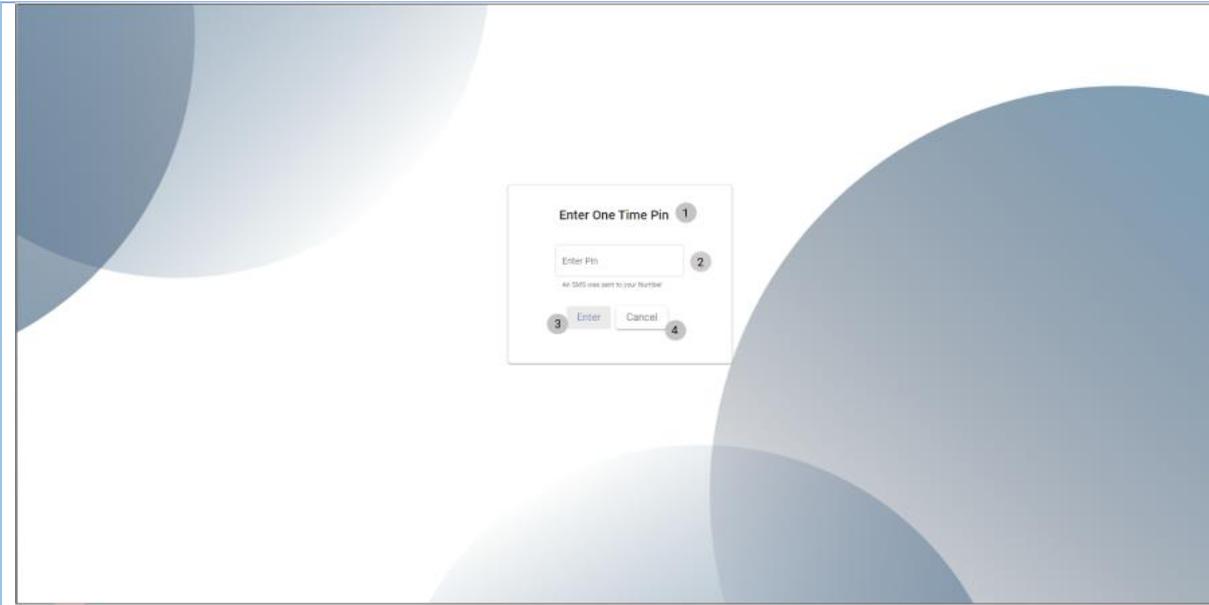
3.9.3.1.2 Enter your new password(2)



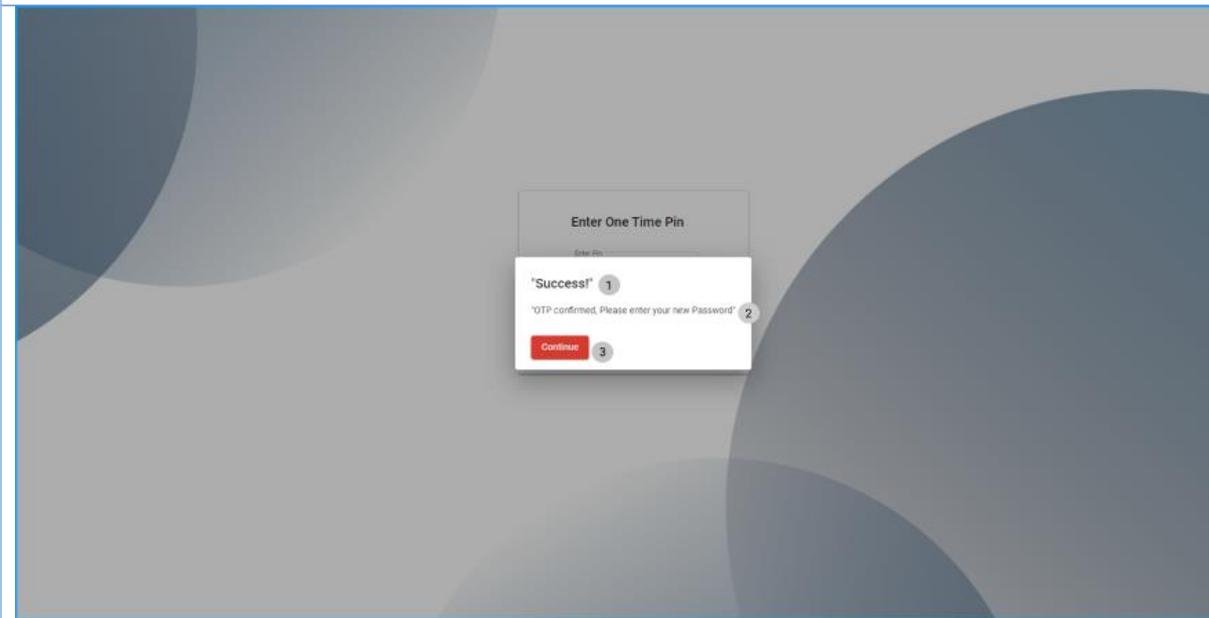
3.9.3.1.3 Click on the continue button(3)



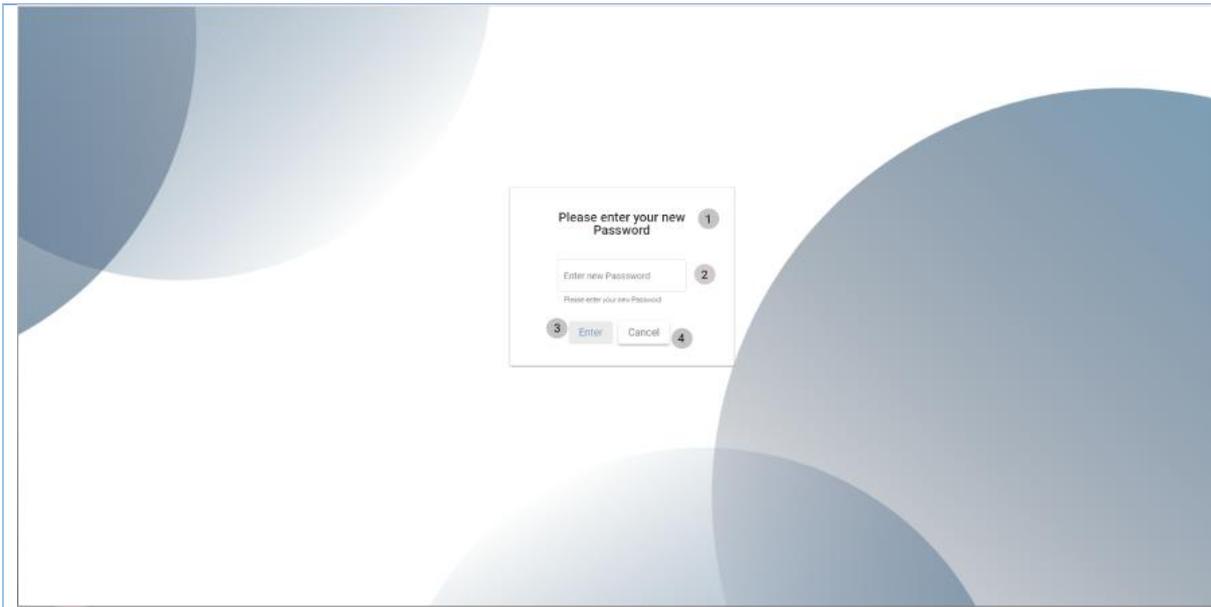
3.9.3.1.4 Open your SMS messenger and read the message.



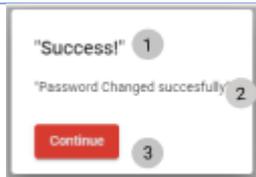
3.9.3.1.5 Enter the number code you received through the SMS (2) then click the enter button (3)



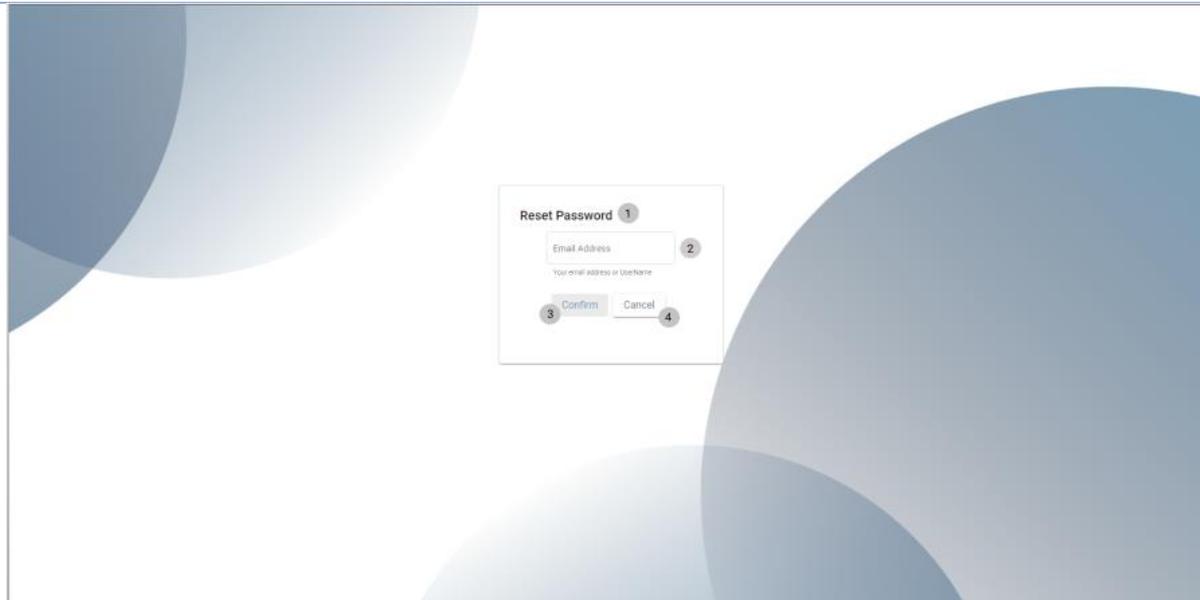
3.9.3.1.6 Click the continue button (3)



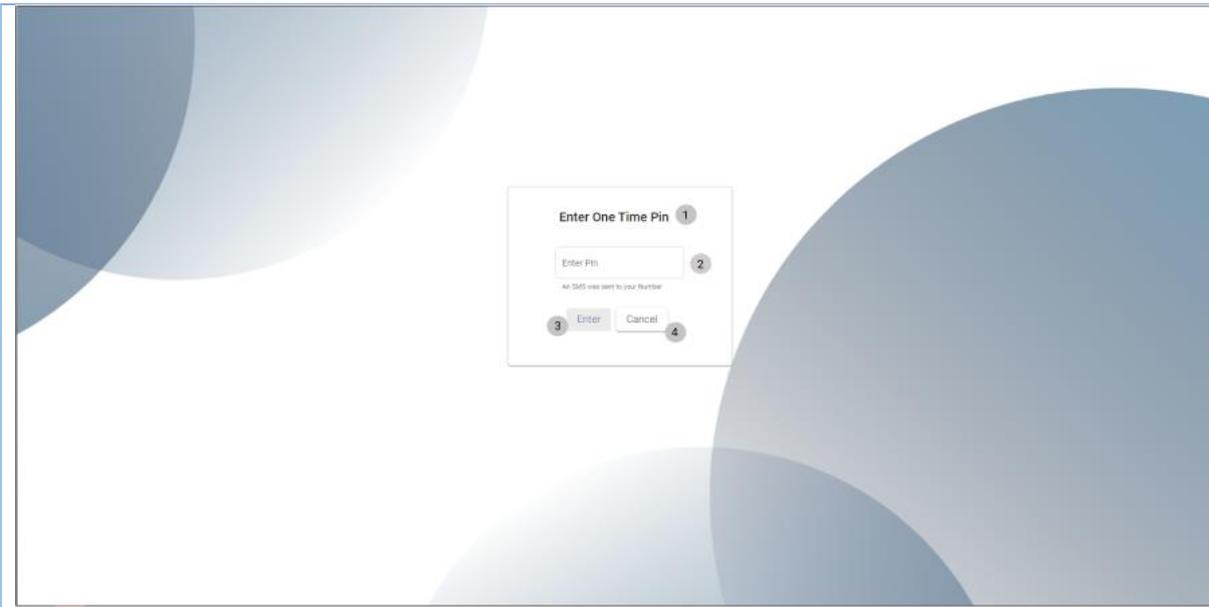
3.9.3.1.7 Enter your new password (2) then click enter(3)



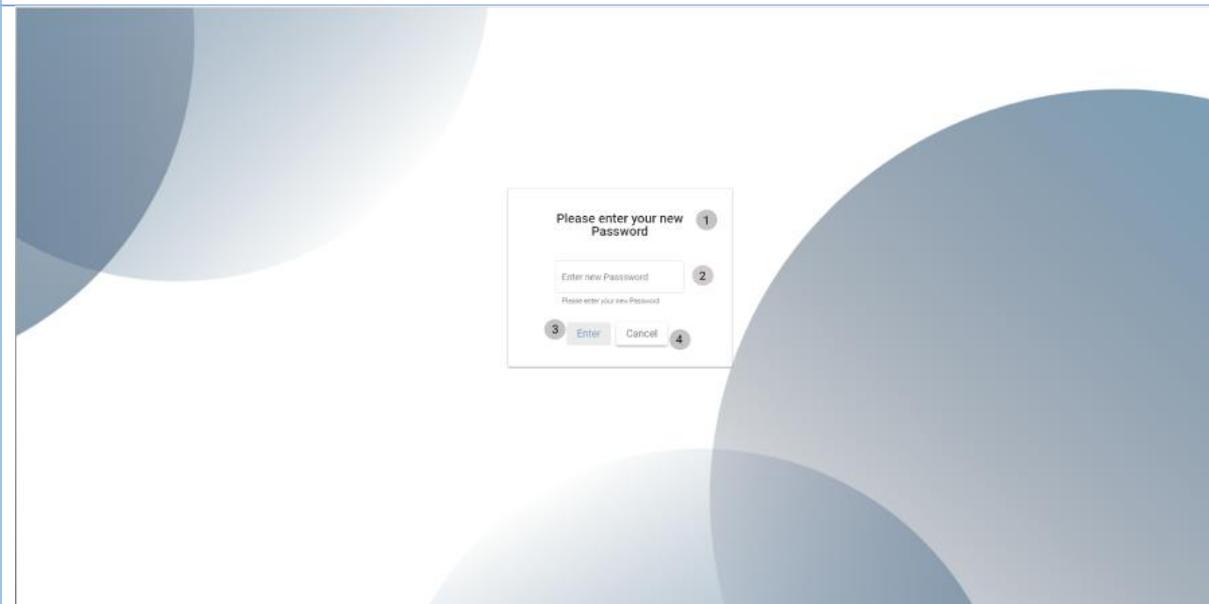
3.9.3.1.8 Click the continue button (3)



ALT 3.9.3.1.2 Click the Cancel button (4) returns the user to the login screen.



ALT 3.9.3.1.7 Click the Cancel button (4) returns the user to the login screen.



ALT 3.9.3.1.7 Click the Cancel button (4) returns the user to the login screen.

3.9.3.2 Reset Password Exercise

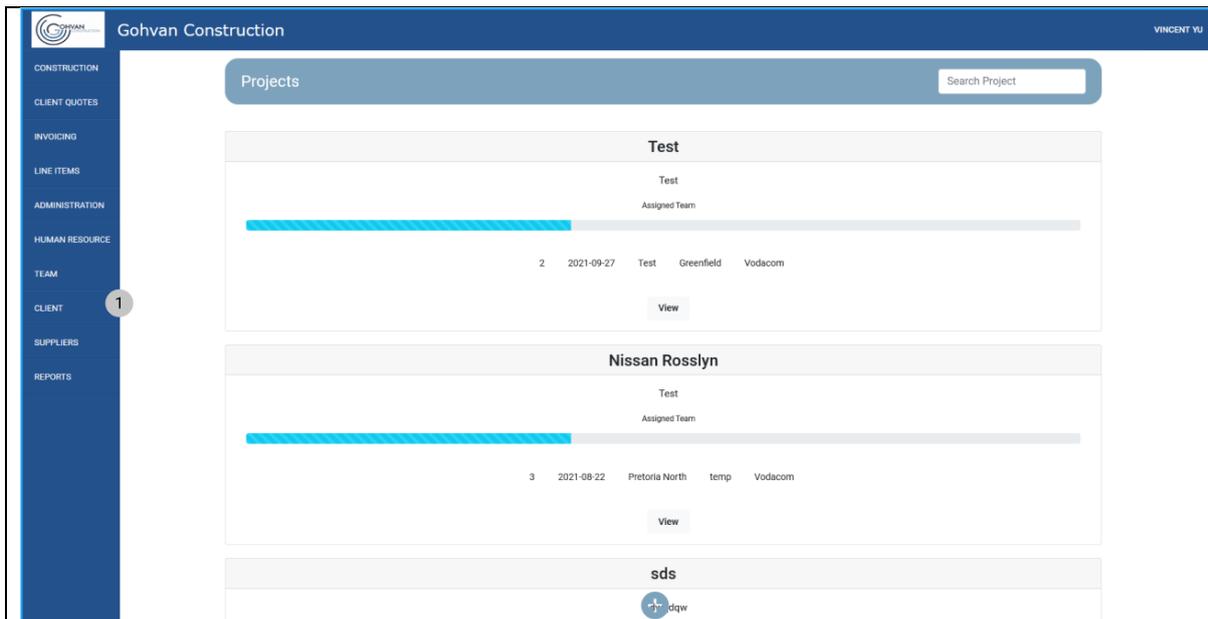
Email address	Matthewveltman17@gmail.com
OTP	Received on your phone (e.g., 007245)
New Password	qwertyu



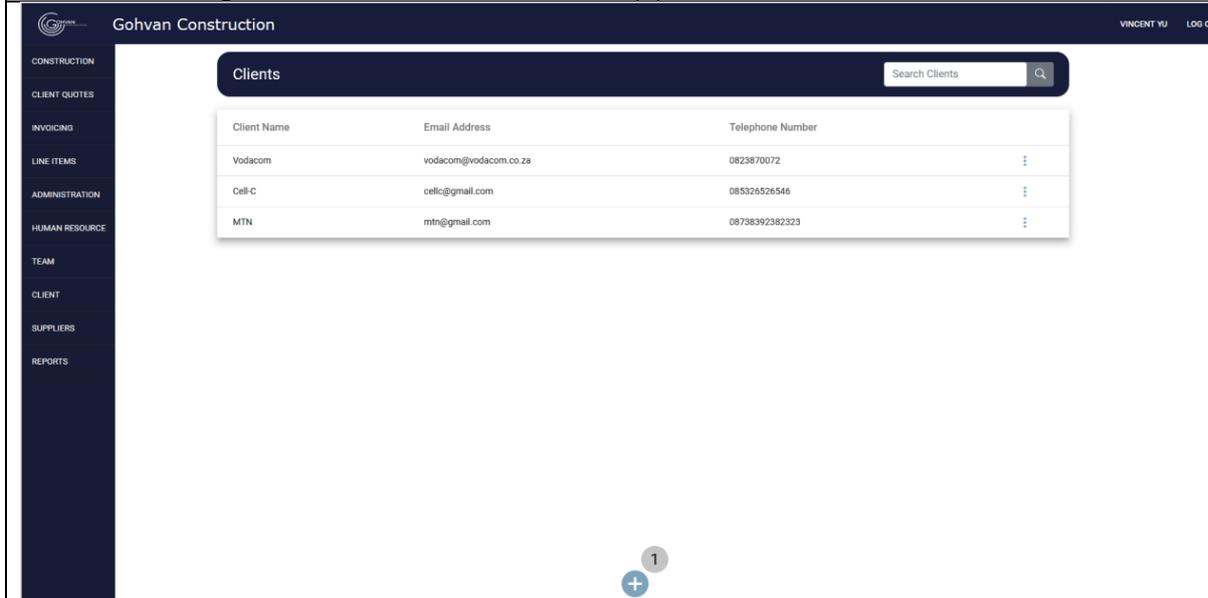
3.10 Client

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



3.10.1.1.1 Navigate and click the Client button (1)



3.10.1.1.2 The system will load the Client Home Screen. Thereafter click the “Add” Button (1)

Gohvan Construction

CONSTRUCTION
CLIENT QUOTES
INVOICING
LINE ITEMS
ADMINISTRATION
HUMAN RESOURCE
TEAM
CLIENT
SUPPLIERS
REPORTS

Add Client Information

Client Name **1**

Email address **2**
e.g. name@example.com

Company Registration Number **3**

Telephone Number **4**
e.g. 0736893528

Vat Number **5**

Hint: Do not add the Country Zip code (+27)

Fax Number **6**

Client Address:

PO Box **7**

Street Address **8**

Province **9**

City **10**

Zip Code **11**
e.g. 0052

Please ensure that all fields have been filled out correctly **12**

Add Client **12**

Cancel **13**

3.10.1.1.3 The system will load the “Add Client” Screen. Thereafter enter the following: Client Name (1), Client Email address (2), Company Registration Number (3), Telephone Number (4), VAT Number (5), FAX Number (6), PO Box (7), Street Address (8), select Province (9), City (10), Zip Code (11) and then Click the “Add Client” Button (12).

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CONSTRUCTION
CLIENT QUOTES
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TEAM
CLIENT
SUPPLIERS
REPORTS

Add Client Information

Client Name
Charlie Brown

Email address
CB@gmail.com

Company Registration Number
1234567890

Telephone Number
0123456789

Vat Number
1 169

Hint: Do not add the Country Zip code (+27)

Fax Number
369852147

Client Address:

PO Box
22

Street Address
Arcadia Street

Province
Gauteng

City
Pretoria

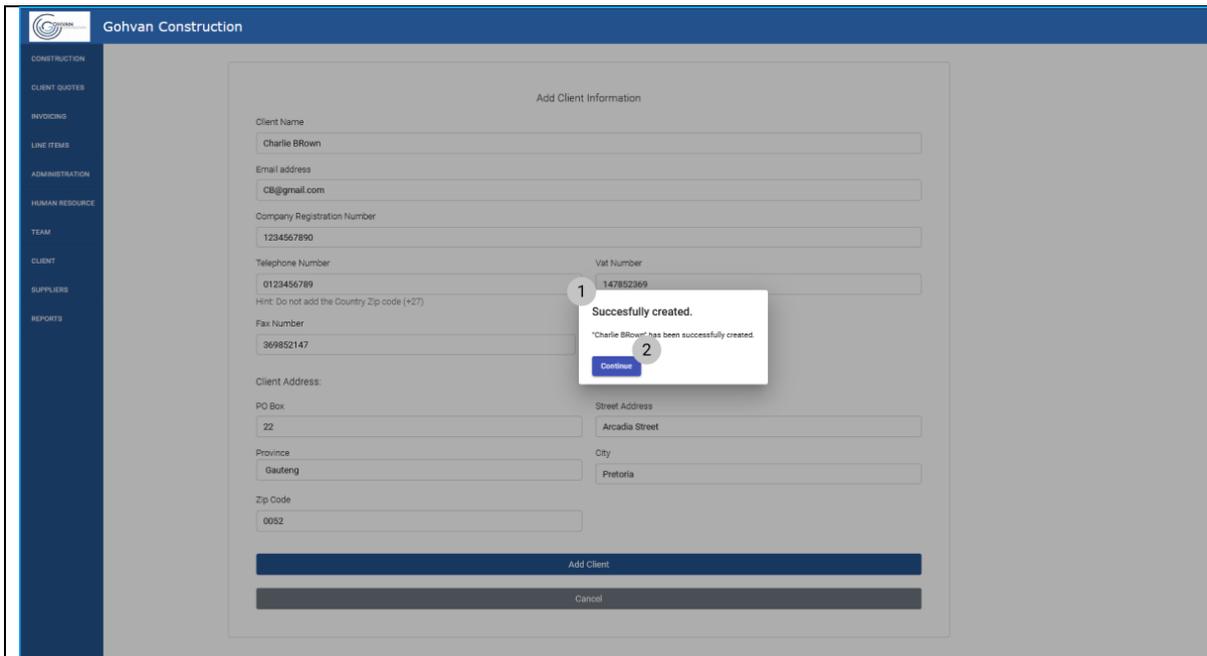
Zip Code
0052

Add Client

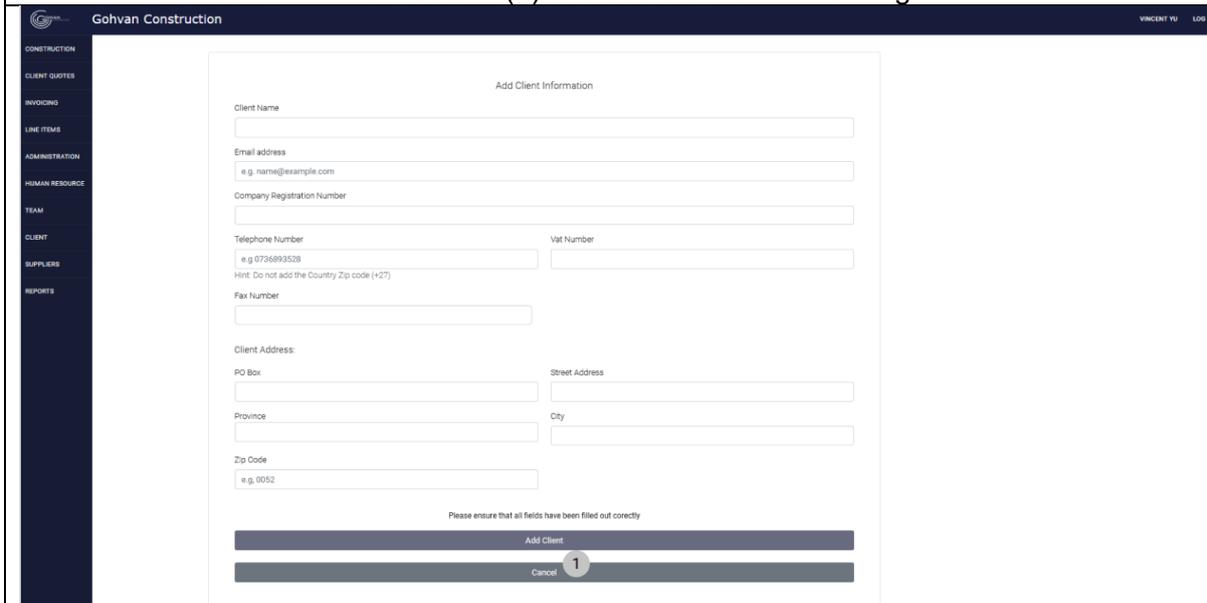
Cancel

Confirm
Are you sure?
No Yes

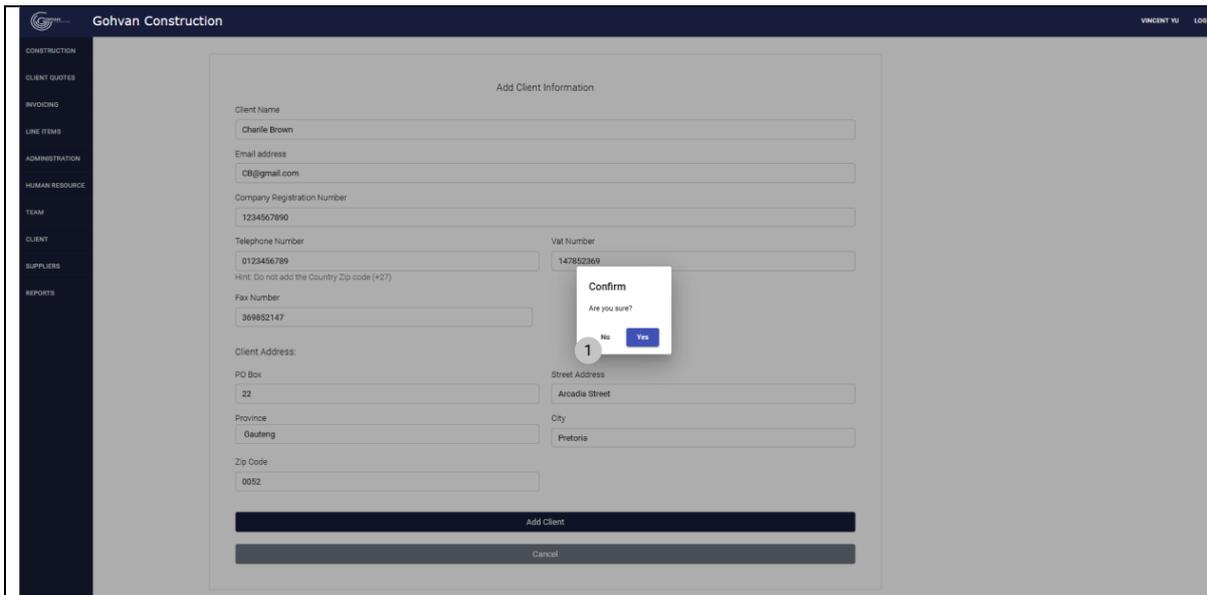
3.10.1.1.4 The system will then Load a Confirmation Required Dialog (1), then you will click the “Yes” button (2) to confirm the creation of the Client.



3.10.1.1.5 The system will display a Success Dialog (1), showing the successful creation of the Client. Click “Continue” Button (2) to close the Success Dialog.



3.10.1.1.6 ALT: The User can also click the “Cancel” button (1) to terminate the process to create a client.



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

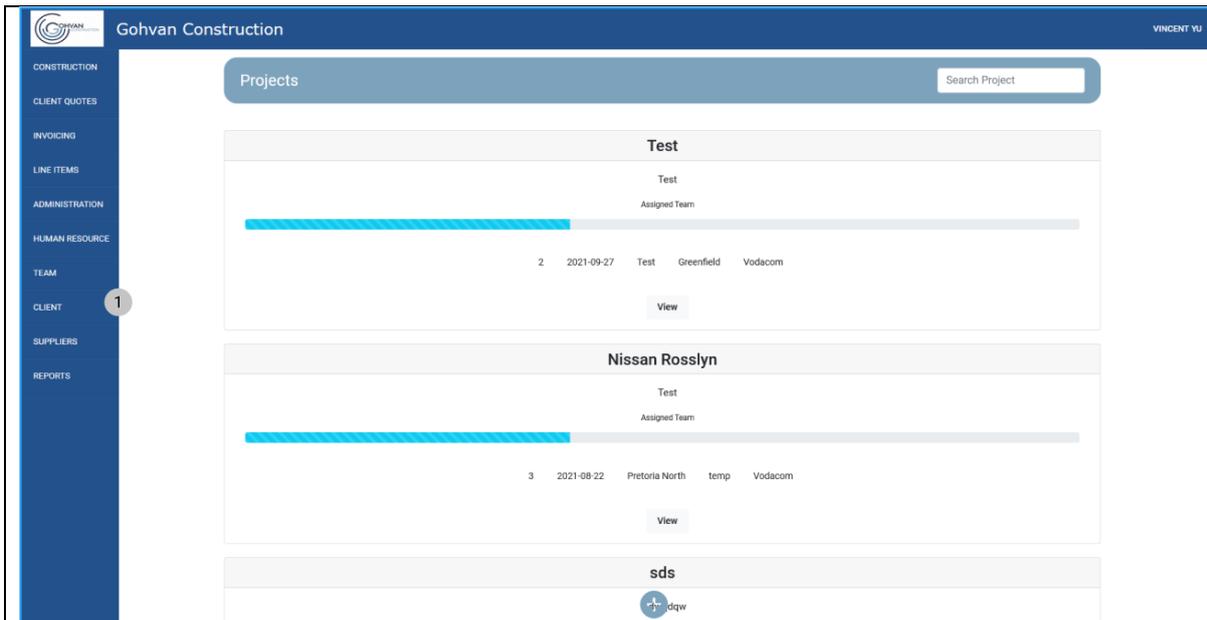
3.10.1.2 Add Client Exercise

Create a new Client using the following details:

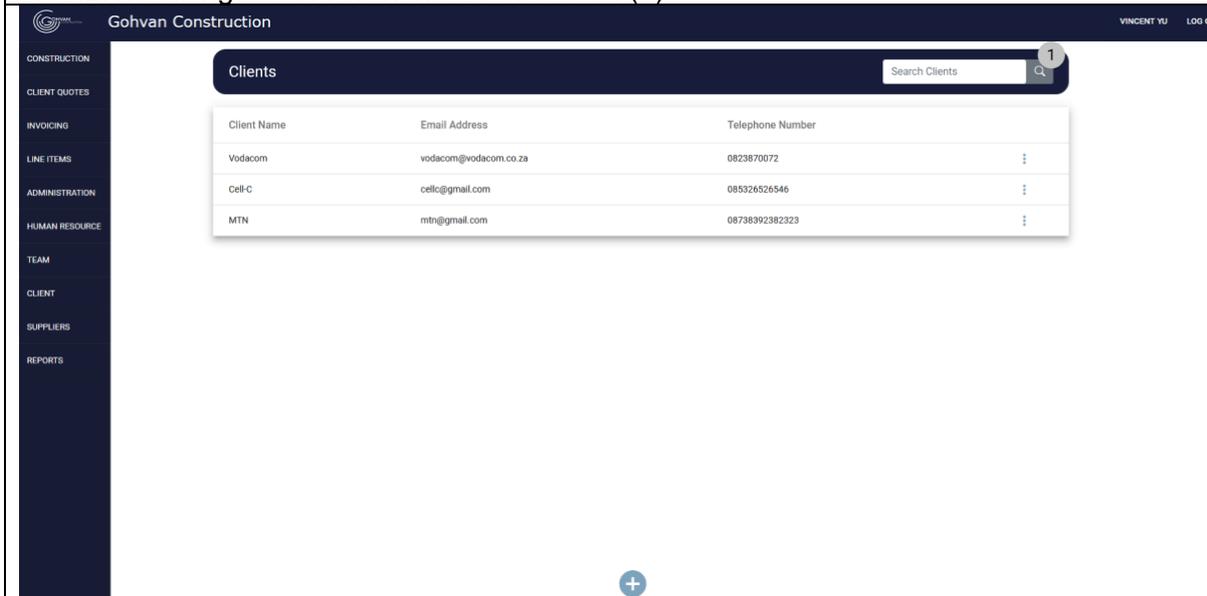
Client Name	Charlie Brown
Email Address	CB@gmail.com
Company Registration Number	1234567890
Telephone Number	0123456789
VAT Number	147852369
FAX Number	369852147
PO Box	22
Street Address	Arcadia Street
Province	Gauteng
City	Pretoria
Zip Code	0052

3.10.2 Search Client

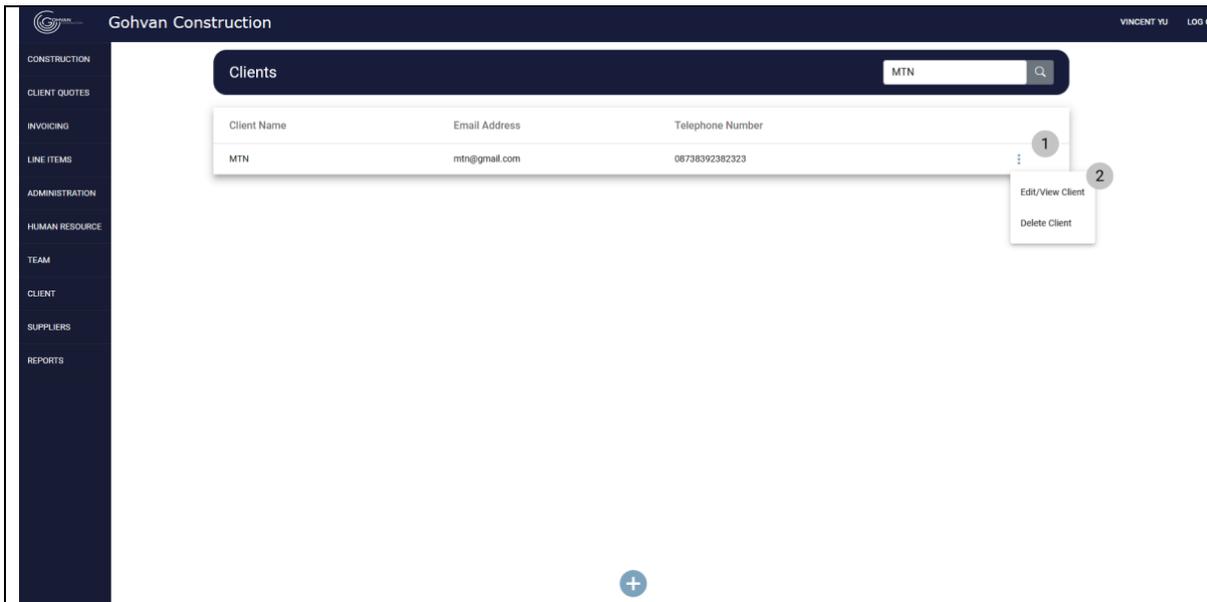
Description:	This section will guide the user through the process of searching for a Client.
Expected Learning Outcomes:	To be able to search for a client.
Prerequisites:	The user must have the required access to search for a client.
Other Information:	None



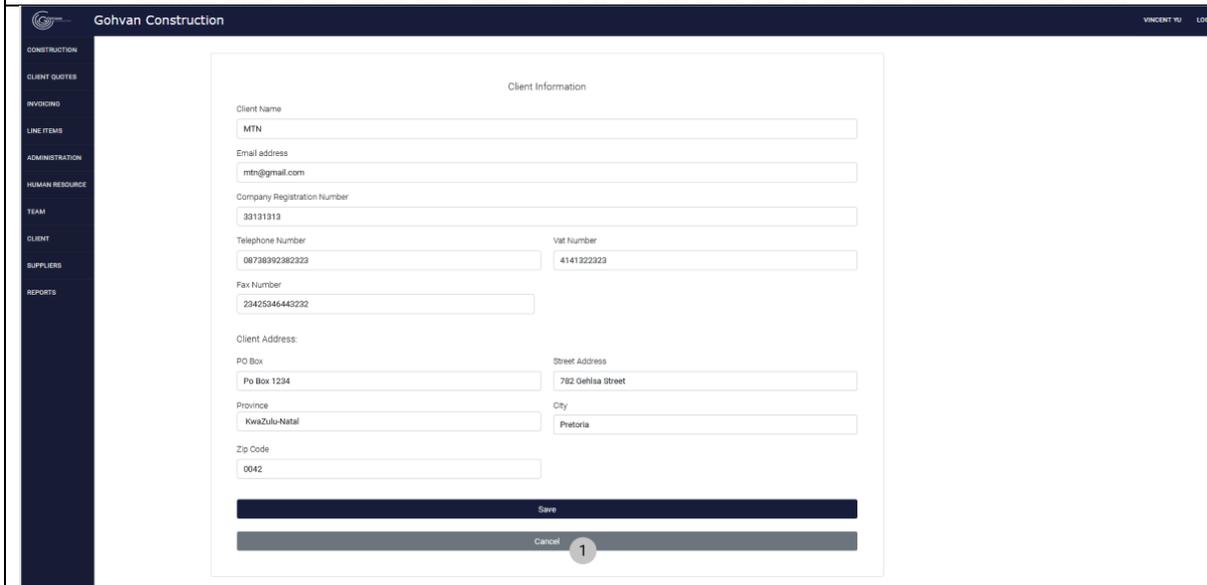
3.10.2.1.1 Navigate and click the Client button (1)



3.10.2.1.2 The system will load the Client Home Screen. Thereafter, enter a word in the keyword filter (1) to find the Client you are looking for.



3.10.2.1.3 Once you have found the desired client record you can click the “Additional Actions” button and then click the “Edit / View” button to view or edit the client details.



3.10.2.1.4 The system will display the “Client Information” screen populated with the saved client details. To return to the Client screen click the “Cancel” button.

3.10.2.2 Search Client Exercise

Search a client using the following details:

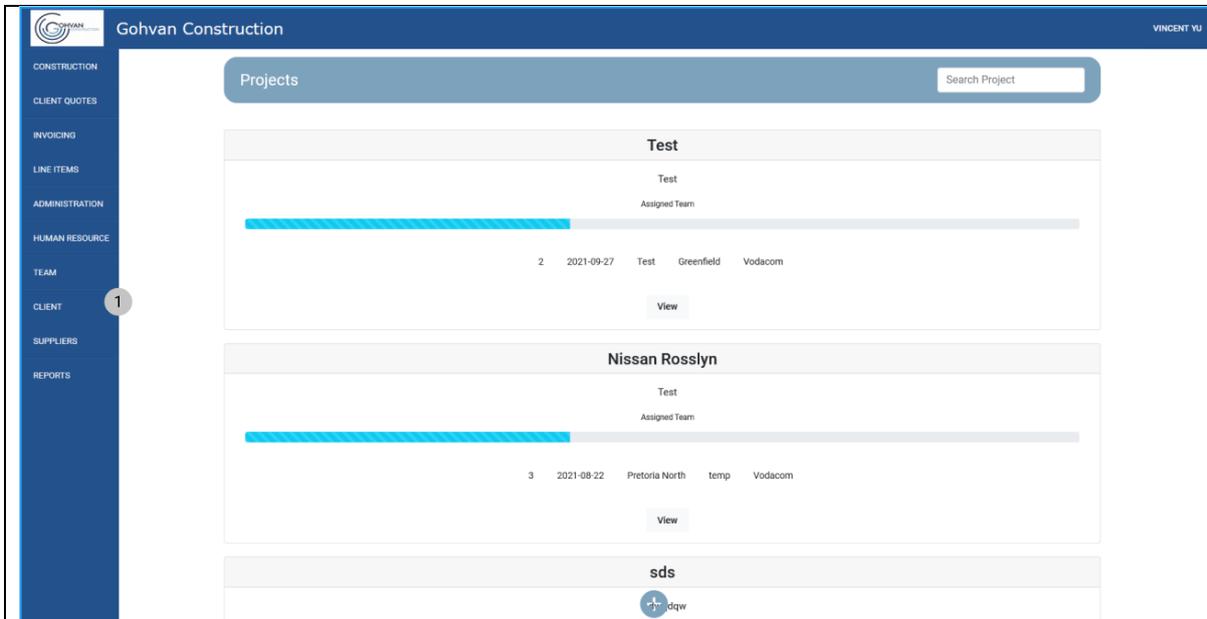
Client Name	MTN
--------------------	-----

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

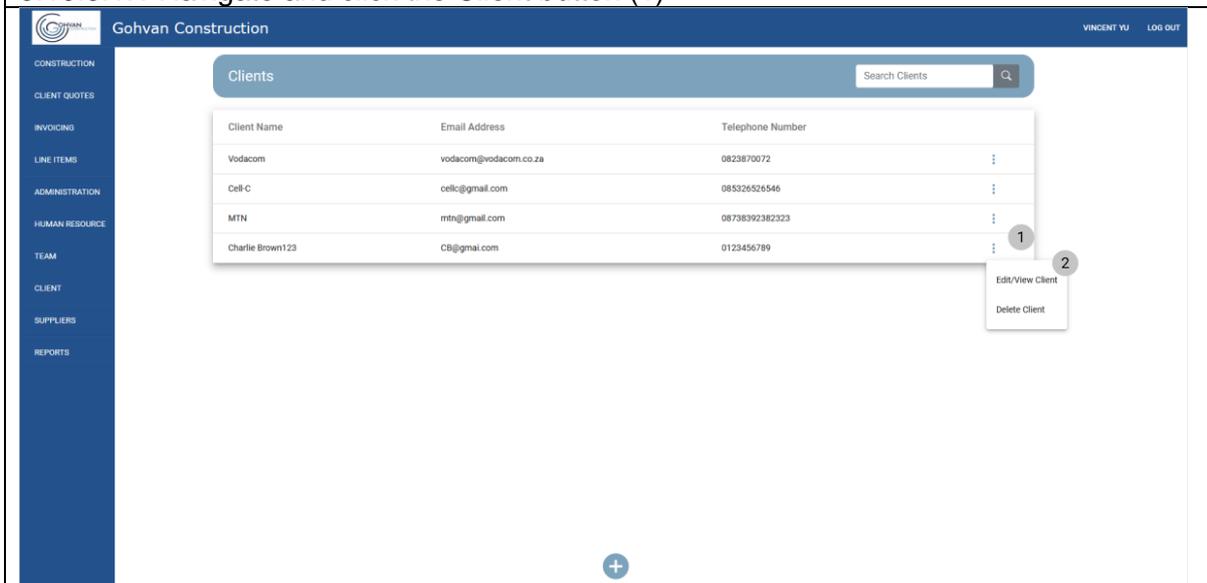
3.10.3 Edit Client

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.

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



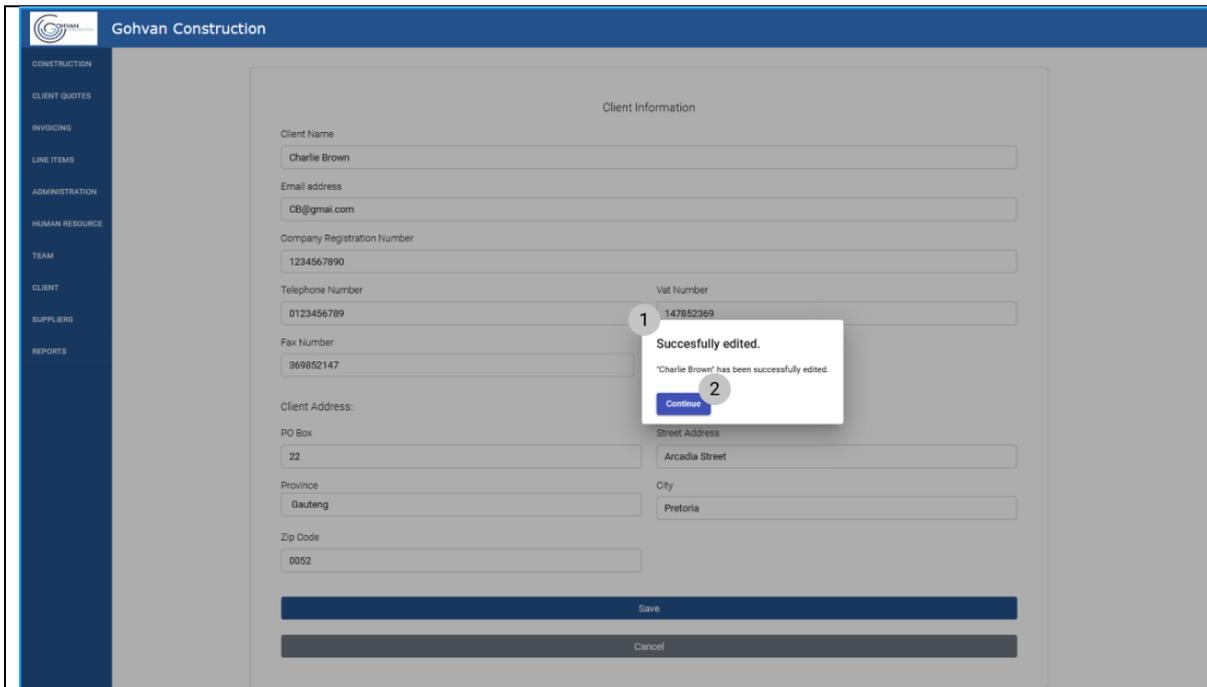
3.10.3.1.1 Navigate and click the Client button (1)



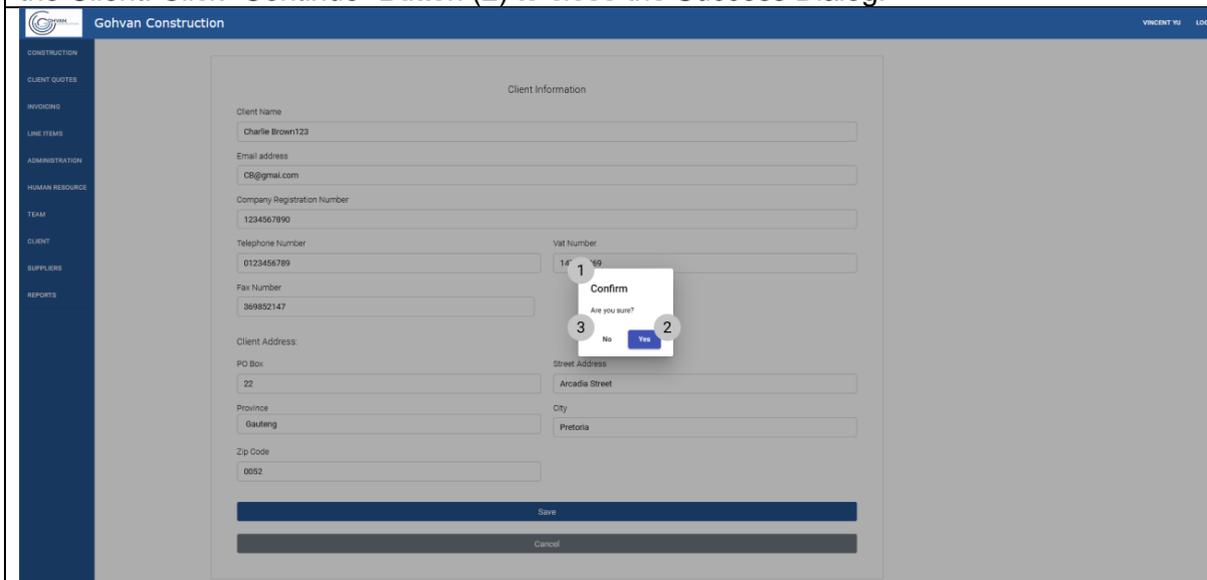
3.10.3.1.2 Navigate and click the addition actions button (1), the click the “Edit / View Client” button.

3.10.3.1.3 The system will load the “Edit Client” Screen populated with the details from the system. Thereafter you can edit the following: Client Name (1), Client Email address (2), Company Registration Number (3), Telephone Number (4), VAT Number (5), FAX Number (6), PO Box (7), Street Address (8), select Province (9), City (10), Zip Code (11). Once complete click the “Save” button to save your changes.

3.10.3.1.4 The system will prompt you for confirmation (1) for editing the client. Click the “Yes” button to continue.



3.10.3.1.5 The system will display a Success Dialog (1), showing the successful editing of the Client. Click “Continue” Button (2) to close the Success Dialog.



3.10.3.1.6 ALT If you wish to continue with editing the client details, click the “No” button to return to the edit client screen.

The screenshot shows a web interface for 'Gohvan Construction' with a sidebar menu on the left. The main content area is titled 'Client Information' and contains a form with the following fields and callouts:

- 1: Client Name (Charlie Brown123)
- 2: Email address (CB@gmail.com)
- 3: Company Registration Number (1234567890)
- 4: Telephone Number (0123456789)
- 5: Vat Number (147852369)
- 6: Fax Number (369852147)
- 7: PO Box (22)
- 8: Street Address (Arcadia Street)
- 9: Province (Gauteng)
- 10: City (Pretoria)
- 11: Zip Code (0052)
- 12: Save button
- 13: Cancel button

3.10.3.1.7 ALT If you wish to terminate the editing process, click the “Cancel” button. This will return you to the client screen.

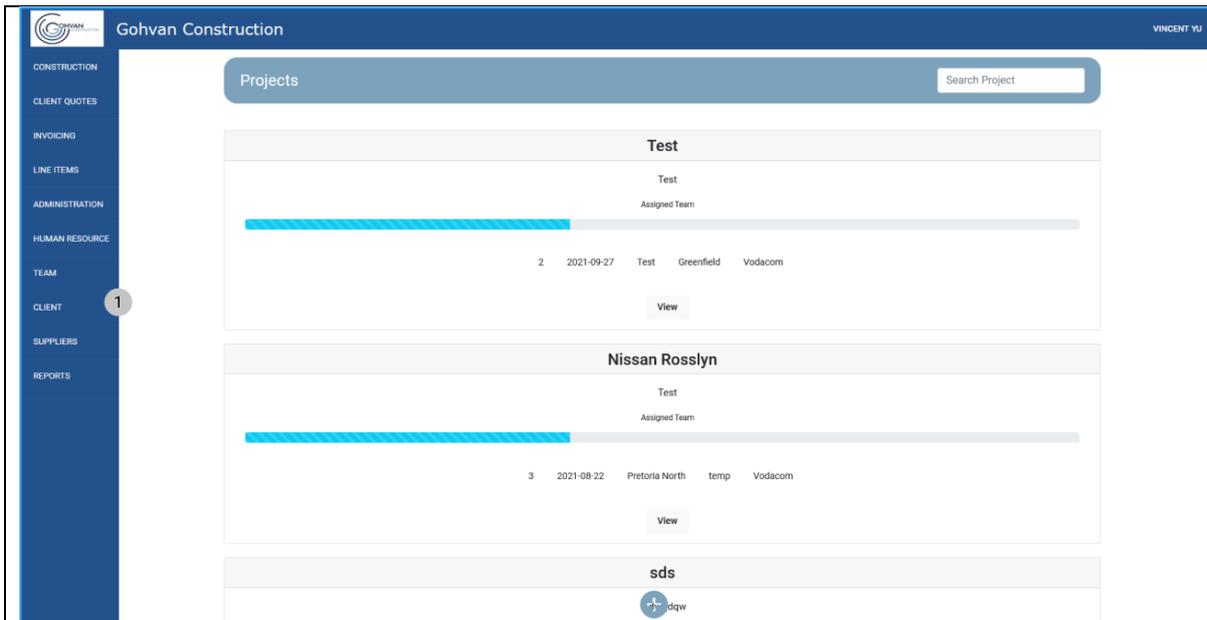
3.10.3.2 Edit Client Exercise

Edit the Client “Charlie Brown” using the following updated details:

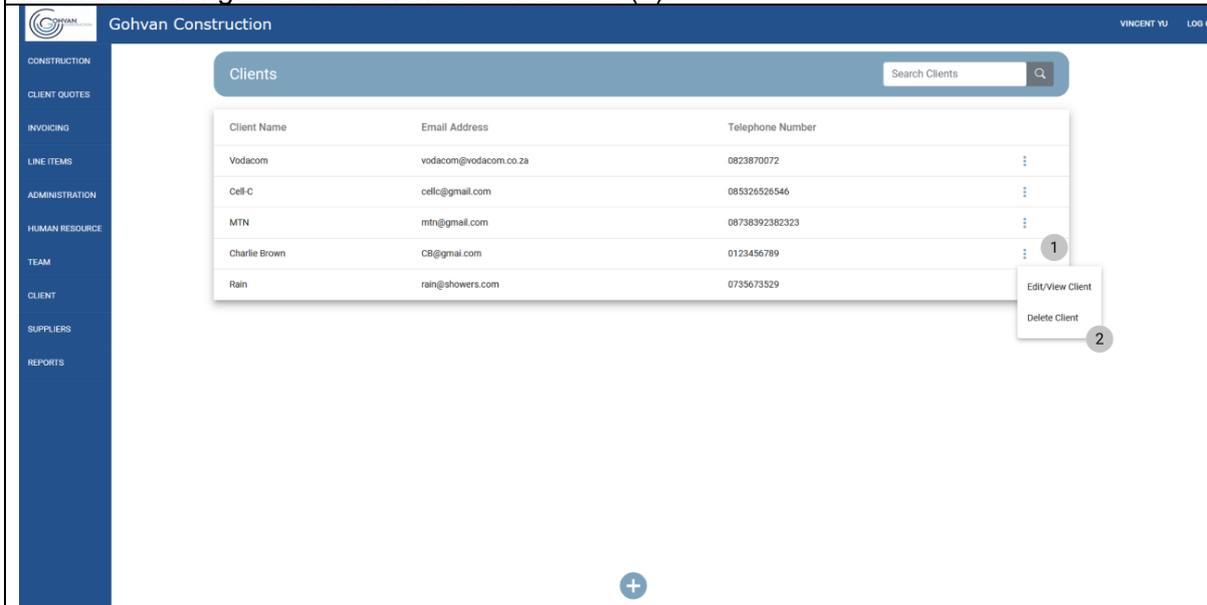
	Original	Updated
Client Name	Charlie Brown	Henry Ford
Email Address	CB@gmail.com	HF@yahoo.com
Company Registration Number	1234567890	1234567890
Telephone Number	0123456789	0123456789
VAT Number	147852369	147852369
FAX Number	369852147	369852147
PO Box	22	79
Street Address	Arcadia Street	Burnett Street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

3.10.4 Delete Client

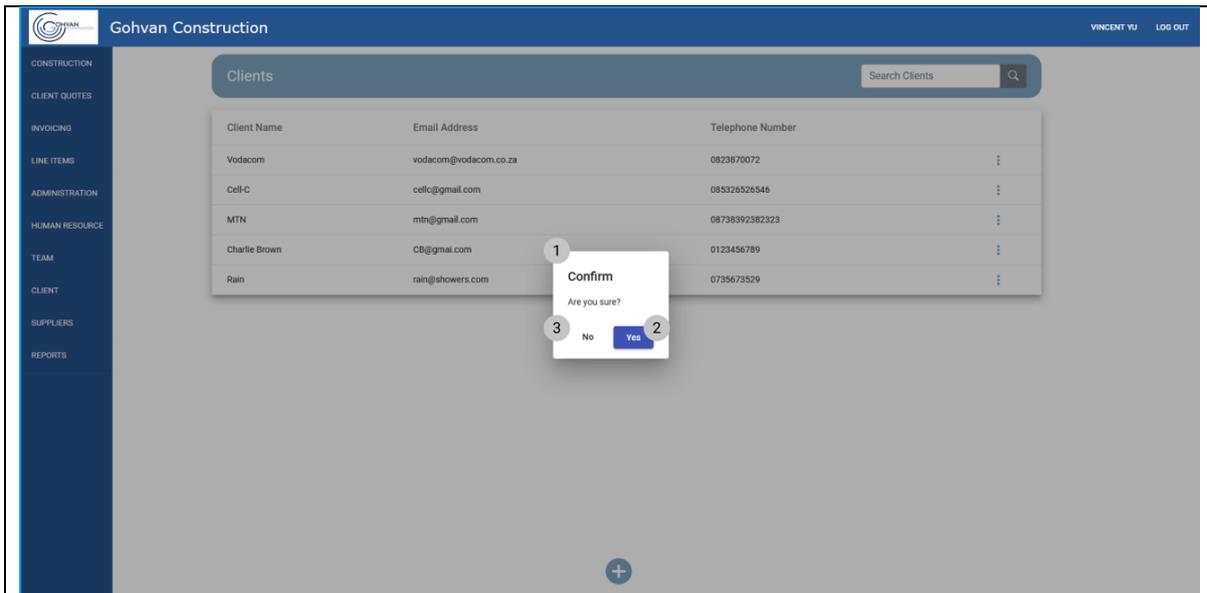
Description:	This section will guide the user through the process of deleting an existing Client record.
Expected Learning Outcomes:	To be able to delete a client.
Prerequisites:	The user must have the required access to delete for a client.
Other Information:	None



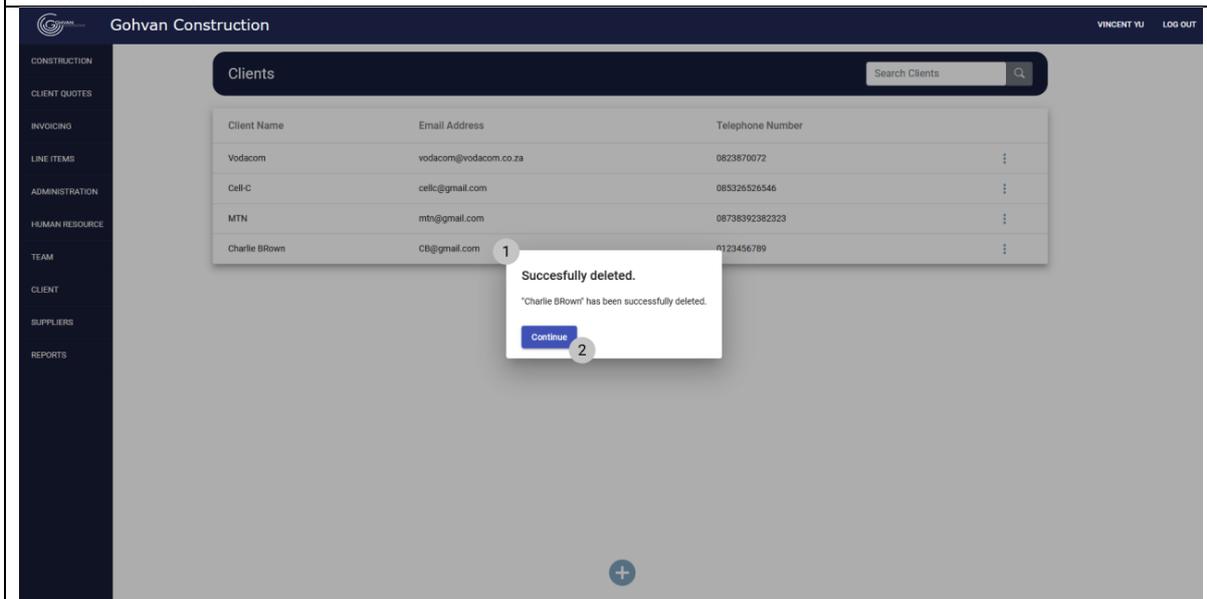
3.10.4.1.1 Navigate and click the Client button (1)



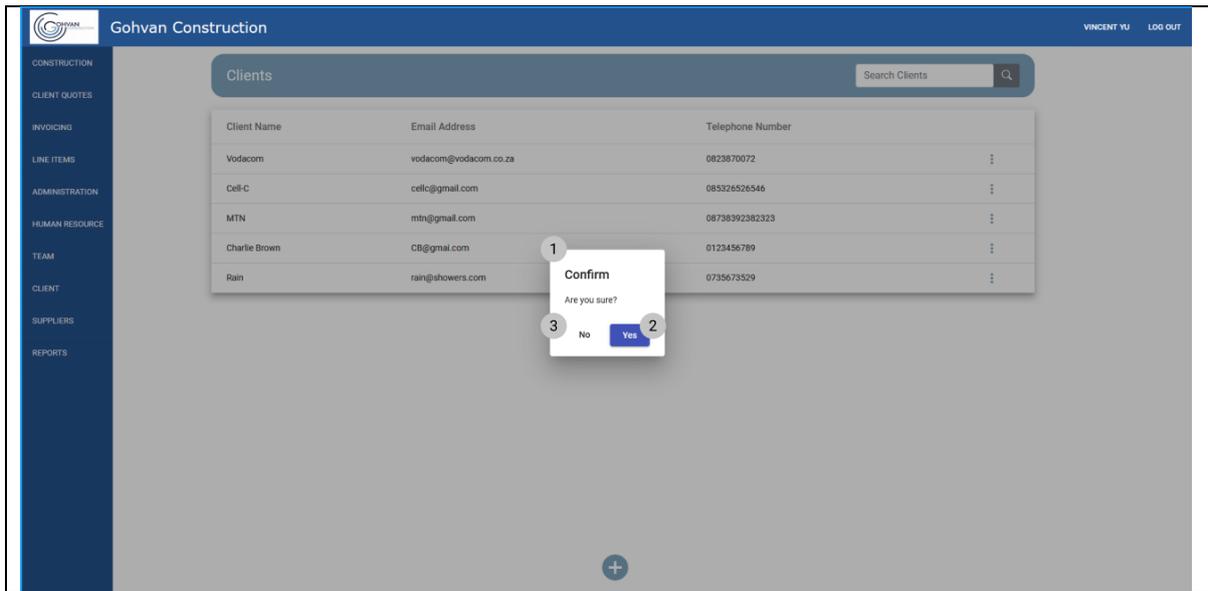
3.10.3.1.2 Navigate and click the addition actions button (1), the click the “Delete Client” button.



3.10.4.1.4 The system will prompt you for confirmation (1) for deleting the client. Click the “Yes” button to continue.



3.10.4.1.5 The system will display a Success Dialog (1), showing the successful deleting of the Client. Click “Continue” Button (2) to close the Success Dialog.



3.10.3.1.6 ALT If you wish to terminate the delete process click the “No” button. This will close the dialog and return to the client screen.

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
A	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
C	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,

			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
H	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
P	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

		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
T	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.

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

X 
Matthew Veltman
u19050608

X 
Vincent Yu
u15195059

X 
Michael Vosloo
u19031174

X 
Amore Rossouw
u19052864

Conclusion:

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

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

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.