SUSTAINABLE AGRICULTURE IN SOUTH AFRICA

SIZA DATA PLATFORM

AUDIT BODY MANUAL

V1.0 Feb 2016

Table of Contents

Table of Contents

1. Introduction

The SIZA Data Platform has recently been launched, allowing members to interact with SIZA through this new platform. This manual will assist you, the member, to understand how various sections of the data platform works. The various screens and sections are broken down as per the table of contents to allow you to view and understand the instructions related to a particular section at a time. While this manual acts as a guideline to allow you to interact with the platform, it may not answer to specific problems you may encounter. Should you require any additional, please contact the SIZA administrator (info@siza.co.za)

It is important to know that the system works most effective when Google CHrome is used as a brwser. DO NOT USe Internet Explorer.

Take care when uploading images to ensure that the siza of images and documents is reduced as this will have an impact on the speed of synchronozation.

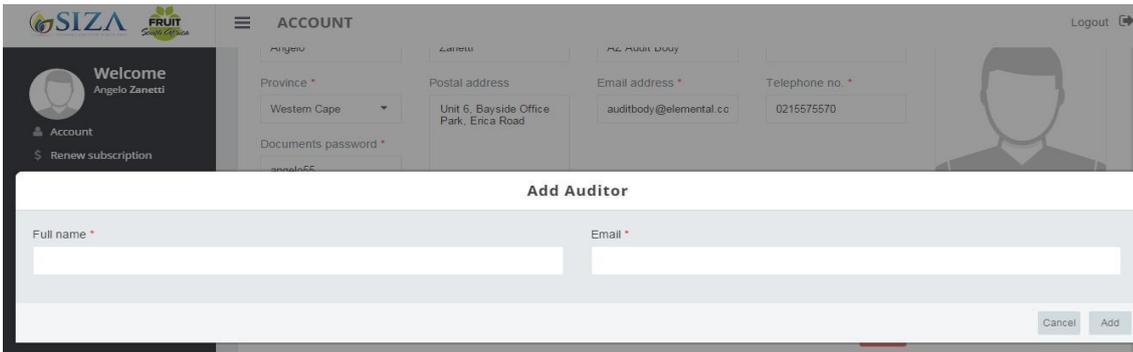You audit will be saved at all times when working online. When working offline it is only saved on your local drive.

2. Account Section

Figure 1

1. Once you have logged into your profile, the navigation menu will be present in the left hand side column.
   In order to renew your subscription, you will need to click the *Renew Subscription Button*. This will take you to the payment gateway where you can make payment for your subscription amount via credit, debit or EFT payment. For EFT payments please ensure that you email the proof of payment to info@siza.co.za

2. This is an additional navigational section which allows you to view where you are within the platform and allows you the ability to navigate to other sections of the platform. It also displays which section you are currently in, within the system.

3. The logout button is ever present on the top right hand corner, for you to log out of your profile. Ensure you always log out of the platform

4. You can update your profile by updating the various fields. For the update to take effect hit the *Update*

5. You can manage multiple auditors in this section.

6. You can manage multiple schedulers in this section.

7. You can manage multiple reviewers in this section.

3. Add users

1. When you click the *"Add Auditor"* button this will display a popup window that will allow you to enter the details of the new reviewer. Once entered and saved the system will email the auditor to inform them of their account creation.

2. When you click the *"Add Reviewer"* button this will display a popup window that will allow you to enter the details of the new reviewer. Once entered and saved the system will email the auditor to inform them of their account creation.

3. When you click the *"Add Scheduler"* button this will display a popup window that will allow you to enter the details of the new auditor. Once entered and saved the system will email the auditor to inform them of their account creation.