



SIZA DATA PLATFORM

SCHEDULER MANUAL

V1.0 Feb 2016

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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 browser. DO NOT use Internet Explorer.

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

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

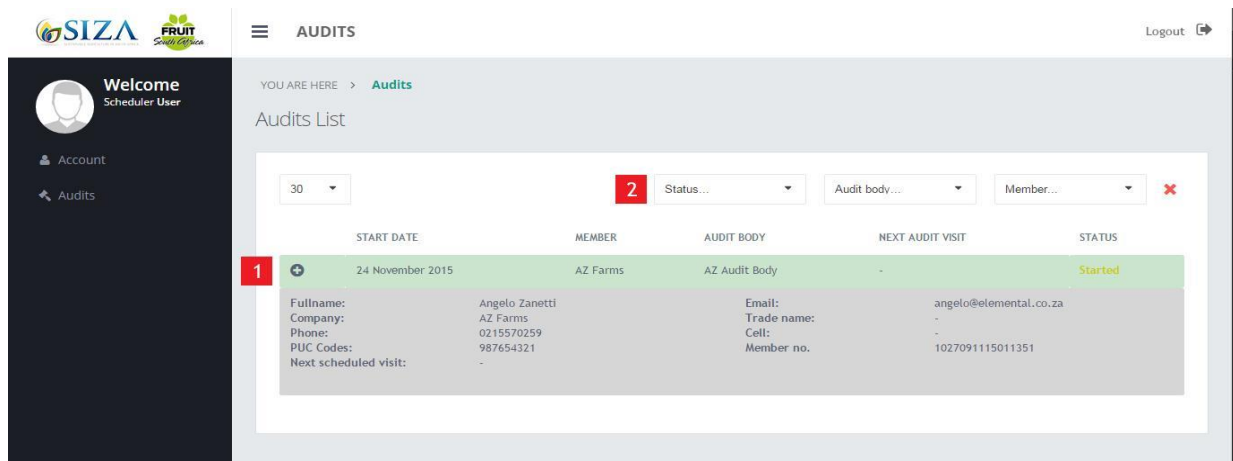
2. Account Section

The screenshot displays the 'ACCOUNT' section of the SIZA Scheduler interface. On the left, a dark navigation menu (1) includes 'Welcome Scheduler User', 'Account', and 'Audits'. The main content area (2) shows the 'Account details' form with the following fields: First name (Scheduler), Last name (User), Email (scheduler@elemental.co.za), Phone (0215575577), Password, and Confirm password. An 'Image (200 x 200)' placeholder with an 'UPLOAD' button is also present. A 'Logout' button (3) is located in the top right corner, and a 'Save' button (4) is at the bottom right.

Figure 1

1. Once you have logged into your profile, the navigation menu will be present in the left hand side column.
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.
4. Buttons to update forms are always placed at the bottom of each screen. In this case the user can update their profile by completing the form and pushing the “Save” button.

3. Audits Listing Section



The screenshot shows the SIZA Audits Listing Section. The interface includes a sidebar with a 'Welcome Scheduler User' message and a navigation menu with 'Account' and 'Audits' items. The main content area is titled 'AUDITS' and 'Audits List'. It features a table with columns for 'START DATE', 'MEMBER', 'AUDIT BODY', 'NEXT AUDIT VISIT', and 'STATUS'. A single audit record is displayed for '24 November 2015' by 'AZ Farms' with 'AZ Audit Body' and a status of 'Started'. A detailed view of the member 'Angelo Zanetti' is shown below the table, including contact information and company details. The interface also includes filter dropdowns for 'Status...', 'Audit body...', and 'Member...'.

START DATE	MEMBER	AUDIT BODY	NEXT AUDIT VISIT	STATUS
24 November 2015	AZ Farms	AZ Audit Body	-	Started

Member Details:

Fullname:	Angelo Zanetti	Email:	angelo@elemental.co.za
Company:	AZ Farms	Trade name:	-
Phone:	0215570259	Cell:	-
PUC Codes:	987654321	Member no.:	1027091115011351
Next scheduled visit:	-		

Figure 2

When you click on the audits menu item in the left hand navigation, you will be taken to the audits listing section.

1. In this section you will see a list of audits that have been allocated to your audit body by members.
2. There are various filters that you can use to filter and refine the audits listing.

4. Schedule an Audit

The screenshot shows the 'AUDITS' section of the SIZA Scheduler. The user is logged in as 'Scheduler User'. The page title is 'Edit AZ Farms 2015-11-24'. The main content area contains three fields:

- Auditor ***: A dropdown menu with the text 'Select auditor...' and a red box with the number '1' below it.
- Reviewer ***: A dropdown menu with the text 'Select reviewer...' and a red box with the number '2' below it.
- Next audit visit ***: A calendar for January, 1970. The date '1' is selected, and a red box with the number '3' is below the calendar.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 3

1. For the audit you are viewing you will need to select the auditor for this audit. Only SIZA approved auditors linked to your Audit Body will be available
2. Next you will need to select the reviewer for this audit. Only SIZA approved reviewers linked to your Audit Body will be available
3. Finally you will need to select the audit date. Click Save once you are done and the auditor and reviewer will be notified via email.
4. The date and auditor can be amended and notifications will be sent to all relevant parties