

Knowledge Transfer Services Electronic Learning Management System (ELMS) User Manual

Compiled by Core Focus (Pty) LTD

15th February 2016



INTRODUCTION

The South African National Accreditation System (SANAS) has identified a need for the development of an Electronic Learning Management System (ELMS) for the Knowledge Transfer Services Department. The ELMS should be a web-based system and should track training progress, schedules and trainees. In conjunction with the ELMS capabilities, it should also communicate trainee information. The aim of the system is to monitor courses, number of trainees in those courses and trainee progress throughout the training programme.

PURPOSE OF DOCUMENT

The purpose of this user manual is to assist SANAS' external users with the use of the ELMS system.

By using the user manual, users will be able to:

- > Understand the external functions of the system
- Utilise the "My Space" section flawlessly

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DOCUMENT HISTORY

Version	Change Date	Drafter	Change Description
4.0	22 July 2016	Danie Petzer	Update Information

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Version	Approval Date	Approver	Signature
4.0	22 July 2016	Danie Petzer	

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APPENDIX B (EXTERNAL USER MANUAL)

1 ELMS EXTERNAL FUNCTIONS

1.1 REGISTRATION

External users gain access and a unique identity to the ELMS system by completing user registration. This process only needs to be completed once by the external user and in the event that a user has forgotten their credentials, the registered member can easily reset their password given that they have access to the email address the original registration was done with.

The actions needed to complete are as follow:

- a) The SANAS uniform resource locator has to be entered https://shanduka.sanas.co.za into the browser.
- b) Select Training Application from the top navigation.
- c) Select Register from the Training Application page.

Accreditation System

Knowledge Transfer Services (Training)	
The SANAS Knowledge Transfer Centre has been providing training a assessory have experience in training and sechoical fields. This enable	services for over 13 years. Our course facilitators, who are also quality them to share first-band experience on accordination activities and t
practices during the presentation of courses. The knowledge and exper-	rience of our course facilitators, experts and accreditation field manage
ensure our ability and capability to provide courses in all our current ac	creditation and emerging fields. Our courses are designed and continu
improved to ensure value to our clients and their organisations.	
Please download/view the latest Course Schedule here.	
To apply for training for the first time, please register. If yo	u have previously registered for training or accreditation, pl
login using your username and password.	
Register	Login
(Not registered with SANAS, click on register)	(Registered with SANAS, click on login)
Registration Process	Course Application Process
Click Register	Click Login
(Consider	
Resistration	Disclaimer
	<u>U</u>
Temporana	Provide
Password	Information
Login to	Company
System	Information
	(Proceed to)
	"My Training
	Dashboard"
	Anoly for
	Tables

d) Complete the registration form.

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Home	My Dashboard	Training Application	Post Course Support	Sanas Website	Co
------	--------------	----------------------	---------------------	---------------	----

Register with SA	NAS	
Desired User Name:	UAT1	
Your First Name:	LMSTest	
Your Last Name:	Manual	
Your Email:	Imstester65@gmail.com	
Picture:		G
Characters:	The picture contains 6 chara 6UWUHG × Try another picture? Register	cters.

e) Click on Register to submit the registration request.



1.2 LOGIN

Once the registration process is complete and the "registration successful" email have been received, log in to the system in order to apply for training by performing the following steps:

- a) The SANAS uniform resource locator has to be entered https://shanduka.sanas.co.za into the browser.
- b) Select Training Application from the top navigation.
- c) Select Login from the Training Application page.

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Accreditation System

Knowledge Tr	ansfer Services (Training)	
The SANAS Kno	wledge Transfer Centre has been providing trainin	g services for over 13 years. Our course facilitators, who are also quali
assessors, have en	perience in training and technical fields. This ena	bles them to share first-hand experience on accreditation activities and
practices during t	he presentation of courses. The knowledge and ex	perience of our course facilitators, experts and accreditation field mana
ensure our ability	and capability to provide courses in all our current	accreditation and emerging fields. Our courses are designed and continu
improved to ensur	e value to our clients and their organisations.	
Please download	riew the latest Course Schedule here.	
To apply for tr	aining for the first time, please <mark>register.</mark> If	you have previously registered for training or accreditation, plu
login using your	nsername and password.	
	Register	Login
(Not re	pistered with SANAS, click on register)	(Registered with SANAS, click on login)
	Registration Process	Course Application Process
	Click Register	Click Login
	<u> </u>	
	Complete	Accept
	Registration	Disclaimer
	Receive	Provide
	Temporary	Personal
	Hassword	(Information)
	Login to	Provide
	System	Company
		Proceed to
		"My Training
		(uashabard)
		Apply for
		Training

d) Provide your user credentials as stated in the Registration Successful email received.

User name:	UAT1	
Password:	•••••	
		Sign I
Sign me	in automatically	

You will be logged in to the system and ready to begin the user registration.



1.3 PASSWORD CHANGE

In the event that you require a password change, perform the following actions:

a) From the top navigation, select "Members" and then "Sign In".

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User name:	UAT1	
Password:	•••••	
		Sign I
🗌 Sign me	in automatically	

b) From top navigation select "Members" and "Change or Recover Password".

ť	San South African Accreditation	as National n System							
Home	My Dashboard	Training Application	Post Course Support	Sanas Website	Contacts	Enquiries	Members 🕶	Admin Sign In	Sign Out
	Tr	aining Application	ons Types				Register Sign In Change or R	ecover Password	
		Indivi	dual Bookings			Group	Bookings		In-Ho
	т	his booking type is for i	ndividuals seeking train	ing in their	This bool	king type is f	or companies l	ooking to	This booking type
10	ow	n capacity, in one of SA	NAS Knowledge Transfe	er's courses.	train a single	or multiple	individuals in a	one of SANAS	have an individual or mu
					Ki	nowledge Tra	ansfer's course	5.	SANAS Knowl
	N								at their c
								Get S	Started

c) Complete the "Change Your Password" section by providing the requested information and clicking "Change Password".

2						
fsan South Africa Accreditati	n National on System					
Home My Dashboard	Training Application	Post Course Support	Sanas Website	Contacts	Enquiries	Members 🕶
Change Your Passw	ord					
Change Y	our Password:					
Your User Name:	uat1	1224				
Current Password	*****					
New Password	•••••	1				
Confirm New Password:	*****					
Change Password	Cancel					

d) Navigate back to Training Application and click on the "Login" button to authenticate with your new credentials.

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Accreditation System

Knowledg	ge Transfer Services (Trainin	g)		
The SANAS	S Knowledge Transfer Centre has 1	been providing training services for	over 13 years. Our course facilitators, v	vho are also qualified
assessora, h	ave experience in training and tech	hnical fields. This enables them to a	share first-hand experience on accreditation	on activities and best
practices du	ring the presentation of courses. T	he knowledge and experience of o	ar course facilitators, experts and accredit	tation field managers
ensure our a	bility and capability to provide cor	arses in all our current accreditation	and emerging fields. Our courses are des	igned and continually
improved to	ensure value to our clients and the	ir organisations.		
Diasca dama	dan finiam tha Istart Course Schools	to have		
Fiease uowi	nood view the thirst course accertin	the time.		
To apply i login using	for training for the first time, your username and password.	please register. If you have pr	eviously registered for training or a	ccreditation, please
	Register		Login	
		ni Sesteration		27.0
G	vor registered with SANAS, click o Desirt estime Deserve	m register)	(Registered with SANAS, click on log	900
	Registration Process		Course Application Process	
	Click Register		Click Login	
	Complete		Accept	
	Registration		Disclaimer	
	Receive		Provide	
	Temporary		Personal	
	Password		(Information)	
	Eogin to		Provide	
	System		Company	
			Information	
			Information	
			Proceed to	
			Proceed to "My Training Dashboard"	
			Proceed to "My Training Dashboard"	
			Proceed to "My Training Dashboard" Apply for Training	
			Apply for Training	
8	Sign In		Apply for Training	
8	Sign In User name: UAT1		Apply for Training	
8	Sign In User name: UAT1 Password: ••••••••••		Information Proceed to "My Training Dashboard" Apply for Training	
8	Sign In User name: UAT1 Password: •••••••••		Information Proceed to "My Training Dashboard" Apply for Training	
8	Sign In User name: UAT1 Password: •••••••••		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
8	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
8	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically		Information Proceed to "My Training Dathboard" Apply for Training Sign In	
8	Sign In User name: UAT1 Password: ••••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
	Sign In User name: UAT1 Password: •••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically	2 	Information Proceed to "My Training Dashboard" Apply for Training Sign In	
anas	Sign In User name: UAT1 Password: ••••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
Source dialog System	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically		Information Proceed to "My Training Dashboard" Apply for Training Sign In	
Africon Nationa careeditation System y Dashboard Trainin	Sign In User name: UAT1 Password: ••••••••••••••••••••••••••••••••••••	e Contacts Enquiries Members• Admin Si	Information Proceed to My Training Dashboard Apply for Training	
African Nationa Careful at International System Yoberboard Training	Sign In User name: UAT1 Password: ••••••••• Sign me in automatically Sign me in automatically Application Post Course Support Sanas Website Applications Types	e Contacts Enquiries Members+ Admin Sig	Information Proceed to My Training Dashboard Apply for Training	
African Nations Correlations System You benchard Training Training	Sign In User name: UAT1 Password: •••••••• Sign me in automatically Sign me in automatically Applications Types Individual Bookings Use Log Engines	e Contacts Enquiries Members• Admin Sig Group Bookings	n information Proceed to My Training Dashboard Apply for Training	Internal Bookings
Control of the second sec	Sign In User name: UAT1 Password: •••••••• Sign me in automatically Sign me in automatically Applications Types Individual Bookings g type is for individual Seeking training in their , in one of SMAS Knowledge Transfer's course.	e Contacts Enquiries Members - Admin Sig Croup Bookings This booking trype is for companies looking to train a single or multiple individuals in one of SANA	Information Proceed to My Training Dashboard Apply for Training	Itternal Bookings This booking type is for SANAS Knowledge Transfer's ne of receive training in one of SANAS Knowledge Transfer's
Source of the second seco	Sign In User name: UAT1 Password: ••••••••• Sign me in automatically Sign me in automatically Applications Types Individual Bookings g type is for individuals seeking training in their i, in one of SAMAS Knowledge Transfer's courses.	e Contacts Enquiries Members - Admin Sig Croup Bookings This booking type is for companies looking to train a single or multiple individuals in one of SANA Knowledge Transfer's courses.	Information Proceed to My Training Dashboard Apply for Training Sign In Sign In I	Internal Bookings This booking type is for SANAS Staff members look ne of receive training in one of SANAS Knowledge Transfer's
Sourcesseries	Sign In User name: UAT1 Password: •••••••••• Sign me in automatically Sign me in automatically Sign me in automatically Applications Types Individual Bookings g type is for individuals seeking training in their in one of SAMAS Knowledge Transfer's courses.	e Contacts Enquiries Members - Admin Sig Group Bookings This booking type is for companies looking to train a single or multiple individuals in one of SANA Knowledge Transfer's courses.	Information Proceed to My Training Dathbeard Apply for Training Sign In Sign In The body process and the second se	Internal Rookings This booking type is for SAMAS Staff members look ne of receive training in one of SAMAS Knowledge Transfer's

1.4 ACCOUNT RECOVERY

In the event of error to authenticate, an external user can recover their account password as long as they have access to the registered email account.

a) From top navigation select "Members" and "Change or Recover Password".

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b) Recover your password by completing the "Recover Your Password" section and receiving a new password via e-mail to the registered email account.

Forgot Your Password?	
Enter your User Name or Email Address to receiv	e your password
User Name or Email Address: Imstester65@	@gmail.com
	Submit

A confirmation message will notify you that the password was successfully sent to your email address.

Recover Your Password

Your password has been sent to you.

c) Visit your email account to review the "Account Recovery Password" email.

SANAS Site Account Password Recovery Inbox x



You have received this email because you have requested the recovery of your account password to the SANAS site.

```
Your user name is: UAT1
```

Your temporary password is: =on0P!1p5T!}bZ

Please brows to the site and "Log In" using your temporary password. Once you have logged in, select the link "Change or Recover Password" from the navigation bar to update your password for safe keeping. Thank you.

d) Sign in to the site using your temporary password and change the password to your liking following steps in "3.3 Password Change".

1.5 USER REGISTRATION AND COURSE APPLICATION

In order to deliver the best service possible to our clients, we require some details of the individual looking to register or apply on behalf of the trainee as well as the company information of the prospective candidates.

The "Get Started" button on the Training Application Types Info page starts the process off of collecting this data.

a) From the Training Application Types page, select the "Get Started" button

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1.5.1 ACKNOWLEDGE DISCLAIMER

Acknowledge the terms & conditions for portal use and communication section.

South African National Accreditation System



If you continue to browse and use this Portal, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern SANAS's relationship with you in relation to this Portal. If you disagree with any part of these terms and conditions, please do not use our Portal.

The term 'SANAS' or 'us' or 'we' refers to the owner of the Portal. The term 'you' refers to the user or viewer of our Portal.

The use of this Portal is subject to the following terms of use:

Portal Participation

In order to participate_on the Portal, you will need to be logged in and so will require a username and All messages are the opinions of the author and are not the views or opinions of SANAS.

- The discussion boards are not to be used as a free forum for the following: post any information that is unlawful, harmful, threatening, abusive, harassing, vulgar, profane, obscene, may cause personal distress, offensive, defamatory, false, libellous, hateful, racially, sexually or otherwise discriminatory or post any information that is otherwise (in the absolute
 - · discretion of SANAS) objectionable;
 - · impersonate any person or entity, or misrepresent your association with a person or entity;
 - promote or endorse any business or commercial goods, products or publications (including other • websites);
 - post any information that may be invasive of another's privacy or violate the rights of any other
 - · member, or of any third party in any way;
 - · post inflammatory messages;
 - post any content that infringes any patent, trademark or copyright of any party unless you have the • permission to do so;
 - use the Portal to encourage illegal and/or inappropriate behaviour, to form or recruit members for • distinct groups whose aims are to cause disruption, or to encourage others to do so;
 - use the Portal to promote or provide instructional information about illegal activities or promote • physical harm or injury against any group or individual;
 - · post any information that is confidential and/or commercially sensitive;
 - · post any URLs or web links;
 - Spoil, spam, impersonate or engage in activity or behaviour which SANAS regard as objectionable • and/or inappropriate

For any questions please contact SANAS (Siphamandla Zimema or Thabiso Bapela) E-mail: siphamandlaz@sanas.co.za or thabisob@sanas.co.za

I have read, agreed and accept the Terms and Conditions as set out above

~



1.5.2 PERSONAL INFORMATION

Complete your personal information and click submit. Once you have completed and submitted your personal information you will be greeted with a screen directing you to continue to complete your company information.

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My Information

Name:	User			
Surname:	Manual			
Contact No:	0129971555			
Fax No:	0129972342			
Email:	role14@onlinecf.net			
Identification #: ID Number or Passport Number	8810105007088			
Province	Gauteng	~		
District	City of Tshwane Metro	~		
Municipality	City of Tshwane Metro	~		
Race:	Coloured 🗸			
Gender:	Female 🗸			

Thank you for submitting your personal information. Please complete your company information by clicking on the continue button below. Continue

1.5.3 COMPANY INFORMATION

Complete your Company Information and click "Submit". Once you have completed and submitted your Company Information you will be greeted with a screen directing you to continue to the "My Training Dashboard"

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Accreditation system

Roles: (Indicate you	r capacity on the SANAS LMS System)	
As an individual you	receiving training from SANAS	
Company Represent	tative:	0
In your capacity as a	company representative you organise the training for other peo	ople
Company I	nformation	
General Infor	mation	
Company Name:	Role Company	
Postal Addres	55	
Address:	P.O. Box 55	
Province:	Gauterg	
Cityl	Pretoria	
Areac	Wepadrand	
Code:	0050	
Physical Add	ress	
Address:	6353 Ruben Drive	
Province:	Gasterg	
City:	Pretoria	
Area:	Moreleteperk	
Code	0181	
Invoice Infor	mation	
Invoice Person	Information	
(quotations & i	nvoices will be sent to this person)	
Namo:	Role	
Sumamei	User	
Contact Nember:	012 997 3544	
Email Address:	role14@onlinecf.net	
Company Inf	formation	
Detailed Inform	sation	
Company Registration	n Number: 2004/0001/200	
	en 8130121	
Company VAT Numbe		
Company VAT Numbr Indicate II registration	n is required for your company's vendor database:	Yes 🗹

Thank you for submitting your company information. Please continue to "My Training Dashboard" by clicking on the continue button below.

Continue

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1.6 MY SPACE

Personal Information		Knowledge Transfer Announcements	
Name: Surname: Contact Number: Email: Identification #: Edit my In	Danie Petzer 0795004665 0129971533 861005550070812	Course Marks Feedback	Apply for Training Use this icon 52 next to my courses to filter the Discussion Board, Course Material and Assignments lists. My Courses
Company Informat	ion	Course Applied For Total Mark * There are no items to show in this view of the "Applications" list. To add a new item, click "New".	Select Booking No Name Course Date There are no items to show in this view of the "Applications" list. To add a new item, dick "New". Course Discussion Board
Company Name: Invoice Person	CF Information		Subject Replies Last Updated There are no items to show in this view of the "External Students Discussion Boards" discussion board. To add a
Name: Sumame: Number:	Danie Petzer 0795004435		new Item, did: New". Course Material and Assignments
Email Address: dpetzer@cf.co.za Edit my Company Info			Type Name There are no items to show in this view of the "Course Documentation" document library.
			Completed Assignment Type Name
			There are no items to show in this view of the "Course Assignments" document library. To add a new item, click "New" or "Upload".

1.6.1 EDIT PERSONAL INFORMATION

Click on "Edit my Info" to update your personal information. Update the information as required and click "Submit" to submit the changes.

Personal Information

Edit my In	fo
Identification #:	9910075007083
Email:	Imstester65@gmail.com
Contact Number:	0129971555
Surname:	Manual
Name:	User

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My Information

Name:	User		
Surname:	Manual		
Contact No:	0129971555		
Fax No:	0129971556		
Email:	Imstester65@gmail.com		
Identification # ID Number or Passport Number	9910075007083		
Province	Gauteng	~	
District	City of Tshwane Metro	~	
Municipality	City of Tshwane Metro	~	
Race:	White 🗸		
Gender:	Male 🗸		

1.6.2 EDIT COMPANY INFORMATION

Click on "Edit my Company Info" to update your company information. Update the information as required and click "Submit" to submit the changes.

ompany Informat	mpany Information	
Company Name: Invoice Person	CFManual Information	
Name: Surname: Number: Email Address:	User Manual 0129971555 Imstester65@gamil.com	
Edit my Comp	any Info	

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Company Information

frainee:	capacity on the SANAS LINS System)			
As an individual you re	eceiving training from SANAS			
Compan <mark>y</mark> Representa	tive:			
n your capacity as a c	company representative you organise the training for other peop	ple		
Company In	formation			
General Inform	nation			
Company Name:	CFManual			
Postal Address	5			
Address:	P.O. Box 44			
Province:	Gauteng			
City:	Pretoria			
Area:	Wapadrand			
Code:	0050			
Physical Addre	255			
Address:	622 Rubenstein Drive			
Province:	Gauteng			
City:	Pretoria			
Area:	Moreletapark			
Code:	0181			
Invoice Info	rmation			
Invoice Person	Information			
Invoice Person (quotations &	information invoices will be sent to this person)			
Invoice Person (quotations & Name:	Information invoices will be sent to this person) User			
Invoice Person (quotations & Name: Surname:	Information invoices will be sent to this person) User Manual			
Invoice Person (quotations & Name: Surname: Contact Number:	Information invoices will be sent to this person) User Manual 0129971555			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address:	Information invoices will be sent to this person) User Manual 0129971555 Imstester65@gamil.com			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address: Company In	Information invoices will be sent to this person) User Manual 0129971555 Imstester65@gamil.com iformation			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address: Company In Detailed Inform	Information invoices will be sent to this person) User Manual 0129971555 Imstester65@gamil.com iformation mation			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address: Company In Detailed Inforr Company Registratio	Information User User Manual 0129971555 Imstester65@gamil.com iformation mation 2003/0002/100			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address: Company In Detailed Inforr Company Registratio Company VAT Numb	Information User User Manual 0129971555 Imstester65@gamil.com IfOrmation mation NNumber: 2003/0002/100 er: 4110214065			
Invoice Person (quotations & Name: Surname: Contact Number: Email Address: Company In Detailed Inforr Company Registratio Company VAT Numb Indicate if registratio	Information User User Manual 0129971555 Imstester65@gamil.com IfOrmation mation If 2003/0002/100 er: 2003/0002/100 ter: 2003/00	Yes 🗹		

1.6.3 KT ANNOUNCEMENTS

The latest announcement from Knowledge Transfer for your perusal will be displayed in the window as below:

Knowledge Transfer Announcements				
	0	Title	Body	
		Welcome 🕮 NEW	Welcome to the My Training Dashboard	

1.6.4 COURSE MARKS FEEDBACK

Your overall course score will be displayed in this section as soon as marks are collected.

Course Marks Feedback

Course Applied For

Total Mark %

There are no items to show in this view of the "Applications" list. To add a new item, dick "New".

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1.6.5 APPLY FOR TRAINING

From the My Space page, click the "Apply for Training" button to apply for the desired type of training you require.



Selecting "Apply for Training" will direct you to the types of training applications that are available.



Select the Individual Booking if you are a company or individual interested in training for individuals in one of SANAS Knowledge Transfer's courses. The process is described in detail in point 3.6.5.3.

Select the Group Booking if you are a company looking to train multiple individual in one of SANAS Knowledge transfer's courses. The process is described in detail in point 3.6.5.4.

Select the In-House Booking if you are a company representative looking to have a minimum of ten individuals trained in one of SANAS Knowledge Transfer's course at your company premises by one of our course facilitators. The process is described in detail in point 3.6.5.5.

Select Internal Booking if you are a SANAS employee, Technical or Lead Assessor looking to receive training in one of SANAS Knowledge Transfer's courses. This process is described in detail in point 3.6.4.6

1.6.5.1 Latest Schedule

From the Training Applications page on the right hand side, the latest training schedule is presented as a PDF document available for download.

Course Schedule

🗌 Туре	Name	Modified
•	Course Schedule 2016	2016/04/03 05:22 AM

1.6.5.2 Course Specific FAQ's

From the Training Applications page on the right hand side, the latest Course Specific FAQ's are presented.

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Course Specific FAQ

Header

Content

There are no items to show in this view of the "Course Specific FAQ" list.

1.6.5.3 Individual Bookings

In order to complete an individual application, complete the following steps:

a) Click on Individual Booking from the Training Application Page

Individual Bookings

This booking type is for individuals or companies seeking training for individuals in one of SANAS Knowledge Transfer's courses.

Individual Booking

b) Accept the terms and Conditions form and click Application



1	TERMS & CONDITIONS:
1	Confirmation of the above course is subject to the enrolment of a <u>minimum of 10 delegates</u> per course. A specific scheduled course will be cancelled 2 weeks prior to the commencement date if the above condition has not been met. The Training Coordinator/delegates will then be informed by SANAS and enrolled on the next course or for a scheduled course as agreed between SANAS and the Training Coordinator/delegate.
2.	Course payment to be made 14 days prior to the course date, unless prior arrangements have been made and confirmed with SANAS.
З.	Cancellations made less than 10 working days prior to the course is subject to a 50% cancellation fee.
4.	No refunds will be allowed for cancellations made less than 3 working days prior to the course.
5.	Substitute candidates may be registered to redeem fees paid subject to prior arrangements being made and confirmed with SANAS.
6.	Method of Payment:
	i. PLEASE REFER TO INVOICE FOR REFERENCE NUMBER WHEN MAKING PAYMENT
	ii. By deposit - First National Bank Hatfield Pretoria
	Account Number: 546 011 51564
	Branch Code: 252145
	iii. Cheque made out to: South African National Accreditation System
Please	send proof of deposit/payment to SANAS, Attention Siphamandla Zimema or Thabiso Bapela
E-mail:	siphamandlaz@sanas.co.za or thabisob@sanas.co.za
I the	undersigned fully accept the above terms and conditions and declare the above information as correct to
	the best of my knowledge.
	I have read and agree with the Terms and Conditions
	Application

c) Select the desired course you would like to apply for.

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COURSE INFORMATION				
Course Applied For:	LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005	~		
	Search for Province			

d) Click the "Search for Province" button to display the provinces the course is available for and from the dropdown, select the province you would prefer to attend the course.



	COURSE INI	ORMATION	
Course Applied For:	LABORATORY SYSTEM COURSE: Ba	sed on ISO/IEC 17025:2005	~
Course Provided in:			
	Eastern Cape		
	Free State		
	Gauteng		
	KwaZulu-Natal		
	Limpopo		
	Mpumalanga		
	North West		
	Northern Cape		
	Western Cape		

e) The course dates for the course will be returned. Click the "Search for Date" button to choose your preferred course date. **Note** that the total dates e.g. "10 available course date/s" are the total amount of course dates for the year. The "Search for Date" function will only return dates that are current and in the future and will not return past dates for the course.



COURSE II	NFORMATION	
LABORATORY SYSTEM COURSE: B	lased on ISO/IEC 17025:2005	~
Gauteng	~	
10 availble course date/s		
Search for Date		
		j
	COURSE II LABORATORY SYSTEM COURSE: E Gauteng 10 availble course date/s Search for Date	COURSE INFORMATION LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005 Gauteng IO availble course date/s Search for Date

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f) From the dropdown, select the "date for the course". (only current dates displayed)



g) The booking number for the course will be returned as well as the amount of seats still available for the course. Note: Even though the course may be fully booked, you will be allowed to register for a course but one of the Training Coordinators will contact you to make further arrangements should there be a cancellation or an additional course.

	South African National Accreditation System				
Course Applied For	COURSE I	INFORMATION			
Course Provided in:	Gauteng 10 availble course date/s	v	<u> </u>		
Course Date:	2016-08-22709:00:00	~			
Booking Number	Y6L11				
	1 2 6 7 11 12 16 17 Seats Seats	4 5 8 9 10 13 14 15 18 19 20 Taken Available			

h) Complete the Application form.

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DULY A	UTHORIZED COMPAN	Y REPRESENTATIVE					
Name:	Candidate		Surname:	One	One		
Tet:	0129972233	0129972233		079500	0795004455		
Fax:	0129972234		Email:	Instest	er65@gm	ail.com	
COMPA	NY INFORMATION						
Name of	f Company:	CFManual					
Field		Mechanical and Physical	d field	Sub-Field: CONCRETE		TE b field does not exist add field	5
FINANC	TAL ADMINISTRATION	INFORMATION		1			
Note: If	you are paying for yo	ourself, do not complete this	section.				
Compan	y Registration number:	2003/0002/100					
VAT Regi	istration Number:	4110214065					
Indicate	if registration is require	d for your company's vendor da	tabase			true	
Please in	ndicate if your company	is using a Purchase Order Numb	ber System			true	
LOCATI	ON INFORMATION					di .	1
Postal A	ddress:		Physical A	ddress: (If a	different fro	m above)	
PO Box Number	P.O. Box 44		Street Nar and Numb	ne 622 ker	622 Rubenstein Drive		
Area	Wapadrand		Area	Mor	Moreletapark		
City	Pretoria		City	Pret	Pretoria		
Code	0050		Code	0181			
Province	vince Gauteng Gauteng 🗸		Province	Gauteng Gauteng			0
INVOIC	ING INFORMATION (q	uotations & invoices will be :	sent to this	person)			
Name	Candidate		Suma	one One			
Tet:	0129972233		Cell:		0795004455		
Fax:	0129972234		Email:	5	mstester6	5@gmail.com	

Next

i) Complete "Individual Applicant Information" form and "Submit".



APPLICANT INFORMATIO	<u>N</u> (Delegate)			
Delegates Name/s: (As required on certificate)	User			
Delegates Surname:	Manual			
Contact Number:	0129971555			
Fax Number:	0129971556			
Email:	Imstester65@gmail.com			
Identification Number:	9910075007083			



j) Select "Close" from the Thank you screen.

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Thank you for submitting the Training Application

Close

k) Return to My Training Dashboard.

SANAS Home					
Personal Informatio	n	Knowledge Transfer Announcements	f and the		
Name: Surname: Contact Number: Email: Identification #:	User Manual 0129971555 Imstester65@gmail.com 9910075007083	Title Modified There are no items to show in this view of the "knowledge Transfer Announcements" list.	Apply for Training Use this icon & next t My Courses	g	loard, Course Material and Assignmer
Edit my In	fo		Select	Booking No Name	Course
			Course Applied For	: DOCUMENTING THE SYSTEM COURSE:	Based on ISO/IEC 17025:2005 (1)
Company Informati	on		5	Y6D01	2016-09
Company Name:	CFManual		External Students Dis	scussion Boards	
Invoice Person	Information		Subject	Created By	Replies
Name: Surname:	User Manual		There are no items to show i	in this view of the "External Students Discussion Boar	ds" discussion board.
Number:	0129971555		Course Material		
Edit my Compa	ny Info		🗌 Туре		Name
			There are no items to show i	in this view of the "Course Documentation" document	library.
			Course Assignments		
			🗌 Туре		Name
			There are no items to show i	in this view of the "Course Assignments" document lib	rary.

1.6.5.4 Group Bookings

In order to complete a group application, complete the following step:

a) Click on "Group Booking" from the Training Application Page.

Group Bookings

This booking type is for companies looking to

train multiple individuals in one of SANAS Knowledge Transfer's

courses.

Group Booking

b) Accept the terms and Conditions form and click "Application".

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	TERMS & CONDITIONS:
1.	Confirmation of the course is subject to the enrolment of a <u>minimum of 10 delegates</u> per course. A specific scheduled course will be cancelled 2 weeks prior to the commencement date if the above condition has not been met. The Training Coordinator/delegates will then be informed by SANAS and enrolled on the next course or for a scheduled course as agreed between SANAS and the Training Coordinator/delegate.
2.	Course payment to be made 14 days prior to the course date, unless prior arrangements have been made and confirmed with SANAS.
3.	Cancellations made less than 10 working days prior to the course is subject to a 50% cancellation fee.
4.	No refunds will be allowed for cancellations made less than 3 working days prior to the course.
5.	Substitute candidates may be registered to redeem fees paid subject to prior arrangements being made and confirme with SANAS.
6.	Method of Payment:
	1. PLEASE REFER TO INVOICE FOR REFERENCE NUMBER WHEN MAKING PAYMENT
	ii. By deposit - First National Bank Hatfield Pretoria
	Account Number: 546.011 51564
	Branch Code: 252145
	iii. Cheque made out to: South African National Accreditation System
Please	send proof of deposit/payment to SANAS. Attention Siphamandla Zimema or Thabiso Bapela
E-mail:	: siphamandlaz@sanas.co.za or thabisob@sanas.co.za
I the	e undersigned fully accept the above terms and conditions and declare the above information as correct to the best of my knowledge.
	I have read and agree with the Terms and Conditions
in the second	
	Application

c) Select the desired course you would like to apply for.



d) Click the "Search for Province" button to display the provinces the course is available for and from the dropdown, select the province you would prefer to attend the course.

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	COURSE INFORMATION	
Course Applied For:	LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005	~
Course Provided in:		
	Eastern Cape	
	Free State	
	Gauteng	
	KwaZulu-Natal	
	Limpopo	
	Mpumalanga	
	North West	
	Northern Cape	
	Western Cape	

e) The course dates for the course will be returned. Click the "Search for Date" button to choose your preferred course date. **Note** that the total dates e.g. "10 available course date/s" are the total amount of course dates for the year. The "Search for Date" function will only return dates that are current and in the future and will not return past dates for the course.

	South African National Accreditation System	
	COURSE INFORMATION	
Course Applied For:	LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005	~
Course Provided in:	Gauteng 10 availble course date/s Search for Date	

f) From the dropdown, select the date for the course.

	South African National Accreditation System	
	COURSE INFORMATION	
Course Applied For:	LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005	~
Course Provided in:	Gauteng 10 availble course date/s	
Course Date:	2016-07-11709:00:00 2016-08-01709:00:00 2016-08-22709:00:00 2016-09-12709:00:00 2016-10-30709:00:00 2016-10-24709:00:00 2016-11-14709:00:00 2016-12-05709:00:00	

g) The booking number for the course will be returned as well as the amount of seats still available for the course. Note: Even though the course may be fully booked, you will be allowed to register for a course but one of the Training Coordinators will contact you to make further arrangements should there be a cancellation or an additional course.

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	COURSE INFORMATION	
Course Applied For:	LABORATORY SYSTEM COURSE: Based on ISO/IEC 17025:2005	~
Course Provided in:	Gauteng V 10 availble course date/s	
Course Date:	2016-08-22T09:00:00	
Booking Number	Y6L11	
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Seats Taken Seats Available	

h) Complete the Application Form



DULY A	UTHORIZED COMPAN	IY REPRESENTATIVE				
Name:	Candidate		Surname:	One	ne	
Tel:	0129972233		Cell: 07950	079500	795004455	
Fax:	0129972234		Email:	Imstest	er65@gamil.com	
сомра	OMPANY INFORMATION			12	141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141 - 141	
Name of	Company:	CFManual				
Field Blood Transfusion L		Blood Transfusion Laborato	ory 🗸	Sub-Field:	Biochemistry	~
	☐ If field does not exist a		d field		If sub field does not exist a	dd field
FINANC	IAL ADMINISTRATIO	N INFORMATION				
Note: If	you are paying for y	ourself, do not complete this	section.			
Compan	y Registration number:	2003/0002/100				
VAT Regi	istration Number:	4110214065				
Indicate	if registration is require	ed for your company's vendor d	atabase		true	
Please indicate if your company is using a Purchase Order Nun			ber System true			
LOCATIO	ON INFORMATION					
LOCATIC Postal A	ON INFORMATION ddress:		Physical A	ddress: (If o	lifferent from above)	
LOCATIO Postal A PO Box Number	ddress:		Physical A Street Nar and Numb	ddress: (If o ne 622 er	ifferent from above) Rubenstein Drive	
LOCATIO Postal A PO Box Number Area	DN INFORMATION ddress: P.O. Box 44 Wapadrand		Physical A Street Nar and Numb Area	ddress: (If o ne 622 er Mor	ifferent from above) Rubenstein Drive eletapark	
LOCATIO Postal Ar PO Box Number Area City	ON INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria		Physical A Street Nar and Numb Area City	ddress: (If o ne 622 er Mor Pret	ifferent from above) Rubenstein Drive eletapark oria	
LOCATIO Postal Ar PO Box Number Area City Code	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050		Physical A Street Nar and Numb Area City Code	ddress: (If o ne 622 er Mor Pret 018	lifferent from above) Rubenstein Drive eletapark oria	
LOCATIO Postal Ai PO Box Number Area City Code Province	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Cauteng		Physical A Street Nar and Numb Area City Code Province	ddress: (If o ne 622 er Mor Pret 018 Gau	ifferent from above) Rubenstein Drive eletapark oria	
LOCATIO Postal Ar PO Box Number Area City Code Province	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Gauteng Gauteng		Physical Ar Street Nar and Numb Area City Code Province	ddress: (If o ne 622 er Mor Pret 018: Gau Gau	ifferent from above) Rubenstein Drive eletapark oria Lueng uteng	
LOCATIO Postal Ar PO Box Number Area City Code Province	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Cauteng Gauteng ING INFORMATION (d	uvotations & invoices will be	Physical Ar Street Nar and Numb Area City Code Province sent to this	ddress: (If of ne 622 er Mor Pret 018: Gau gau person)	ifferent from above) Rubenstein Drive eletapark oria L L teng	
IOCATIÓ Postal Ai PO Box Number Area City Code Province INVOICI	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Gauteng Gauteng ING INFORMATION (c Candidate	uotations & invoices will be	Physical A Street Nar and Numb Area City Code Province Sent to this	ddress: (If of ne 622 Mor Pret 018: Gau Gau Gau gar sperson)	Ifferent from above) Rubenstein Drive eletapark oria L teng oteng Dne	
IOCATIÓ Postal Ai PO Box Number Area City Code Province INVOICI Name Tel:	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Gauteng Gauteng ING INFORMATION (0 Candidate 0129972233	wotations & invoices will be	Physical A Street Nar and Numb Area City Code Province sent to this Surnar Cell:	ddress: (If 6 er 622 Pret 018 Gau Gau Gau Gau	Ifferent from above) Rubenstein Drive eletapark oria teng teng Dne 1795004455	v
IOCATIC Postal Ar PO Box Number Area City Code Province INVOICI Name Tel: Fax:	DN INFORMATION ddress: P.O. Box 44 Wapadrand Pretoria 0050 Gauteng Gauteng ING INFORMATION (O Candidate 0129972233 0129972234	uotations & invoices will be	Physical A Street Nar and Numb Area City Code Province Surnar Cell: Email:	ddress: (If d ne er 622 Pret 018 Gau Gau gau person) ne 1	Ifferent from above) Rubenstein Drive eletapark oria teng teng Dne tr3755004455 mstester65@gmail.com	×

i) Add all the trainees that will be attending the course.

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Names	Surname	Gend	ler	Race		Contact Number	Fax	Email	Identification Number	
Candidate	One	Male	~	White	~	0795150010	0129972234	Imstester65@gmail.com	6704103005849	
Candidate	Two	Female	~	Black	~	0725646372	0129972234	Imstester66@gmail.com	8705124006849	
Candidate	Three	Male	~	Indian	~	0723457373	0129972234	Imstester67@gmail.com	9206235006968	

j) Submit the form and click "Close" on the thank you page.

Thank you for submitting the Training Application

Close

k) Return to the "My Training Dashboard" and view the courses that are applied for.

Apply for Trainir	ng		
se this icon 🛯 next	to my courses to filter the Discussion Board, C	ourse Material and Assignments lists.	
My Courses			
Select	Booking No Name	Course Date	
Course Applied For :	DOCUMENTING THE SYSTEM COURSE: Based on ISO	/IEC 17025:2005 (1)	
rs.	Y6D01	2016-09-26	
Course Applied For :	INTERNAL AUDITING COURSE: Based on ISO/IEC 1	7025:2005 (1)	
External Students D	iscussion Boards		

1.6.5.5 In-House Bookings

In order to perform an In-House booking, a pre-arranged booking number should be made available for you to use when completing the application. In order to receive the booking number, you should first communicate with the Knowledge Transfer Course Coordinators. The required contact details are available on the highlighted link below the In-House Bookings item description.

In-House Bookings

This booking type is for companies looking to have a minimum of ten individuals trained in one of SANAS Knowledge Transfer's courses at their company premises. (A prearranged booking number is required. Kindly contact the Knowledge Transfer Coordinators here.) In-House Booking

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The information is displayed on the page leading from the link and looks like the below image.



Once you have received your booking number, complete the application by performing the following steps:

- a) Click on the "In-House Booking" button to access the application form.
- b) Acknowledge the terms and conditions by ticking the T's & C's tick box and clicking on the "Application" button to access the application.



in the second	TERMS & CONDITIONS:
1	Confirmation of the is subject to the enrolment of a <u>minimum of 10 delegates</u> per course. A specific scheduled course will be cancelled 2 weeks prior to the commencement date if the above condition has not been met. The Training Coordinator/delegates will then be informed by SANAS and enrolled on the next course or for a scheduled course as agreed between SANAS and the Training Coordinator/delegate.
2.	Course payment to be made 14 days prior to the course date, unless prior arrangements have been made and confirmed with SANAS.
3.	Cancellations made less than 10 working days prior to the course is subject to a 50% cancellation fee.
4.	No refunds will be allowed for cancellations made less than 3 working days prior to the course.
5.	Substitute candidates may be registered to redeem fees paid subject to prior arrangements being made and confirme with SANAS.
б.	Method of Payment:
	i. PLEASE REFER TO INVOICE FOR REFERENCE NUMBER WHEN MAKING PAYMENT
	ii. By deposit - First National Bank Hatfield Pretoria
	Account Number: 546 011 51564
	Branch Code: 252145
	 Cheque made out to: South African National Accreditation System
lease	send proof of deposit/payment to SANAS, Attention Siphamandia Zimema or Thabiso Bapela
E-mail:	siphamandlaz@sanas.co.za or thabisob@sanas.co.za
I the	undersigned fully accept the above terms and conditions and declare the above information as correct to
	the best of my knowledge.
	I have read and agree with the Terms and Conditions
	✓ ✓
	Application

c) Enter the provided booking number into the "Booking No" text box.



d) Click on the "Search" button to provide you with the details of the booking.

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COURSE INFORMATION	<u>!</u>	
Booking No:	T1212	e.g. Y5D01
		Search
Course Applied For:	17011	
Date of Course:	2016-05-047	F11:00:00
		Continue

- e) Click on the "Continue" button to perform the application.
- f) Complete the Application Form.



DULY AL	UTHORIZED COMPAN	Y REPRESENTATIVE							
Name:	Candidate		Surname:	One					
Tel:	0129972233	2	Cell:	079500)4455				
Fax:	0129972234		Email:	Imstest	stester65@gamil.com				
сомра	NY INFORMATION			1/2					
Name of	Company:	CFManual							
Field Blood 1		Blood Transfusion Laborato	ry 🗸	Sub-Field:	Field: Biochemistry				
☐ If field does not exist at			d field		If sub field does not exist add f		d		
FINANC	IAL ADMINISTRATION	I INFORMATION		b	A.				
Note: If	you are paying for yo	ourself, do not complete this	section.						
Company	y Registration number:								
VAT Regi	stration Number:	4110214065							
Indicate	if registration is require	d for your company's vendor da	tabase			true			
Please in	dicate if your company	is using a Purchase Order Numł	per System	System true					
LOCATIO	ON INFORMATION								
Postal A	ddress:		Physical Ad	dress: (If d	different from	n above)			
PO Box Number	P.O. Box 44		Street Nam and Numbe	er 622	22 Rubenstein Drive				
Area	Wapadrand		Area	Mor	eletapark				
City	Pretoria		City	Pret	oria				
Code	0050		Code	0181	1				
Province	Gauteng		Province	Gaut	Gauteng				
	Gauteng	~		Gau	uteng		~		
INVOICI	NG INFORMATION (q	uotations & invoices will be :	sent to this	person)					
Name	Candidate		Surnam	ne (One				
Tel:	0129972233		Cell:	C	0795004455	5			
Faw	40.020.0000.000.0		Email	Email: Imstester65@gmail.com			_		

Next

g) Add candidates that will attend the course to the registry and click the "Submit" button to submit the application.

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Names	Surname	Gend	er	Rac	e	Contact Number	Fax	Email	Identification Number
Candidate	One	Male	~	White	~	0795150010	0129972234	Imstester65@gmail.com	6704103005849
Candidate	Тwo	Female	~	Black	~	0725646372	0129972234	Imstester66@gmail.com	8705124006849
Candidate	Three	Male	~	Indian	~	0723457373	0129972234	Imstester67@gmail.com	9206235006968

1.6.5.6 Internal Bookings (SANAS Staff)

Before submitting an Internal Booking, the training representative should contact the Knowledge Transfer Course Coordinators to check on course availability for internal bookings. Follow the link below the Internal Bookings description to obtain the contact details of the Coordinators.

Internal Bookings

This booking type is for SANAS Staff, Technical and Lead

Assessors training in one of SANAS Knowledge Transfer's

courses.

(A prearranged booking number is required. Kindly contact the

Knowledge Transfer Coordinators here.)

Internal Booking

The contact details of the course coordinators are available on the linked page as below.

Home	My Dashboard	Training Application	Post Course Support	Sanas Website	Contacts	Enquiries	Members *	Admin Sign In	Si	Sign Out							Search this site		P
								In-Ho	us	se and Internal Bo	okings								
А	In-House	bookings requ	uire a prearran	ged booking	g numbe	er befor	e the app	lication for	tra	raining can take place. E	Both In-Ho e.	ouse and In	iternal book	ing clien	ts kindly	contact t	he SANAS Knowled	ge Tra	ansfer
									cot	or amators for assistant.									
			Training C	oordinator:	: Sipham	andla Z	mema						Traini	ng Coord	inator: Tl	habiso Baj	pela		
				Tel: +27 (0)	12 740	8413								Tel: +27	(0) 12 74	0 8414			
			Emai	I: siphaman	dlaz@sa	nas.co.	za						Er	nail: that	oisob@sa	anas.co.za			

Once arrangements and checks has been done, the training representative should complete an application by completing the following steps:

- a) Click on the "Internal Bookings" button to access the application form.
- b) Acknowledge the terms and conditions by ticking the T's & C's tick box and clicking on the "Application" button to access the application.

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	TERMS & CONDITIONS:
1.	Confirmation of the is subject to the enrolment of a <u>minimum of 10 delegates</u> per course. A specific scheduled course will be cancelled 2 weeks prior to the commencement date if the above condition has not been met. The Training Coordinator/delegates will then be informed by SANAS and enrolled on the next course or for a scheduled course as agreed between SANAS and the Training Coordinator/delegate.
2.	Course payment to be made 14 days prior to the course date, unless prior arrangements have been made and confirmed with SANAS.
3.	Cancellations made less than 10 working days prior to the course is subject to a 50% cancellation fee.
4.	No refunds will be allowed for cancellations made less than 3 working days prior to the course.
5.	Substitute candidates may be registered to redeem fees paid subject to prior arrangements being made and confirme with SANAS.
б.	Method of Payment:
	 PLEASE REFER TO INVOICE FOR REFERENCE NUMBER WHEN MAKING PAYMENT
	II. By deposit - First National Bank Hatfield Pretoria
	Account Number: 546 011 51564
	Branch Code: 252145
	III. Cheque made out to: South African National Accreditation System
Venee	s yand sensi si danaris (anomant ta CAMAR, Attention Cinkamandia Timama as Thabian Danala
mail	senu proor or deposit/payment to salvas, attenuon sipnamandia zimema or miaoiso bapeia
11101	. spriemenoiez@senes.co.ze or cheorsoo@senes.co.ze
I the	e undersigned fully accept the above terms and conditions and declare the above information as correct ta the best of my knowledge.
	I have read and agree with the Terms and Conditions
	Application

c) Select the desired course you would like to apply for.



d) Click the "Search for Province" button to display the provinces the course is available for and from the dropdown, select the province you would prefer to attend the course.



	COURSI	INFORMATION		
Course Applied For:	LABORATORY SYSTEM COURSE	: Based on ISO/IEC 17025:2005	\checkmark	
Course Provided in:				
	Eastern Cape Free State			
	Gauteng			
	KwaZulu-Natal			
	Mpumalanga North West			
	Northern Cape Western Cape			
	2 7	67		
Document Nam	ne: ELMS External User Ma	nual V4.0.docx		
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e) The course dates for the course will be returned. Click the "Search for Date" button to choose your preferred course date. **Note** that the total dates e.g. "10 available course date/s" are the total amount of course dates for the year. The "Search for Date" function will only return dates that are current and in the future and will not return past dates for the course.



f) From the dropdown, select the date for the course.



g) The booking number for the course will be returned as well as the amount of seats still available for the course. Note: Even though the course may be fully booked, you will be allowed to register for a course but one of the Training Coordinators will contact you to make further arrangements should there be a cancellation or an additional course.



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h) Complete the Application form.



UTHORIZED COMPAN	Y REPRESENTATIVE					
Candidate		Surname:	One			
0129972233		Cell:	079500	0795004455		
0129972234		Email:	Imstest	er65@gma	sil.com	
NY INFORMATION						
Name of Company: CFManual						
	Mechanical and Physical	Ŷ	Sub-Field:	CONCRE	TE	
If field does not exist add		d field		🗆 If sub	field does not exist add field	
TAL ADMINISTRATION	INFORMATION					
you are paying for yo	ourself, do not complete this :	section.				
y Registration number:	2003/0002/100					
AT Registration Number: 4110214065						
if registration is require	d for your company's vendor da	tabase	true			
dicate if your company	is using a Purchase Order Numb	er System			true	
ON INFORMATION					11	
ddress:		Physical A	ddress: (If d	lifferent fro	m above)	
P.O. Box 44		Street Nar and Numb	ne 622 er	Rubenstei	n Drive	
Wapadrand		Area	Mor	eletapark		
Pretoria		City	Preti	oria		
0050		Code	0183	0181		
Gauteng		Province	Gaut	Gauteng		
Gauteng			Gau	Gauteng		~
ING INFORMATION (q	uotations & invoices will be s	ent to this	person)			
Candidate		Suma	ne (Dne		
0129972233		Cell:	c	79500445	5	1
0129972234		Email:	1	mstester6	S@gmail.com	
	Candidate 0129972233 0129972234 NVINEORIAATION Company: VALAOMINISTRATION COMPANY: VALAOMINISTRATION:	International and Physical Candidate 0129972233 0129972234 International and Physical Image: CFManual Company: CFManual Image: CFManual	International and Physical Surrname: 0129972233 Cell: 0129972234 Email: VVINEORMATION CFManual Company: CFManual In field does not exist add field Mechanical and Physical In field does not exist add field In field does not exist add field ALL ADMINISTRATION INFORMATION Mechanical and Physical In field does not exist add field In field does not exist add field ALL ADMINISTRATION INFORMATION Mechanical and Physical In field does not exist add field In field does not exist add field ALL ADMINISTRATION INFORMATION Stress Registration number: 2003/0002/100 stration Number: 4110214065 If registration is required for your company's vendor database dicate if your company is using a Purchase Order Number System INTREORMATION Street Namand Wapadrand Area Wapadrand City 0050 Code Gauteng Invoices will be sent to this MGINECIMATION (quotations & invoices will be sent to this MGINECIMATION (2972233 Cell:	International and Physical Surname: One 0129972233 Cell: 079500 0129972234 Email: Imstest Instest Imstest Imstest Instest CFManual Imstest Instest Mechanical and Physical Imstest Instest Instest add field Imstest Instest 2003/0002/100 Imstest Integistration Number: 4110214065 Imstest Integistration Number: 4110214065 Imstest Integistration Strequired for your company's vendor database Imstest Imstest Integistration Number: 4110214065 Imstest Imstest Integistration Number: 4110214065 Imstest Imstest Integistration Number: 622 Imstest Imstest Integi	Interview Surname: One 0129972235 Cell: 0795004455 0129972234 Email: Imstester65@gma NY INFORMATION CFManual Imstester65@gma Company: CFManual Imstester65@gma Mechanical and Physical Imstester65@gma If field does not exist add field If sub At ADMINISTRATION INFORMATION Value You are paying for yourself, do not complete this section. If sub You are paying for yourself, do not complete this section. Yeigstration number: 2003/0002/100 stration Number: 2003/0002/100 stration Number: 2003/0002/100 Street Name If registration is required for your company's vendor database 622 Rubenstel If address: Physical Address: (If different fro Intervention Street Name 622 Rubenstel Image: Previna Gauteng Gauteng Gauteng Gauteng Gauteng Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: Image: <tr< td=""><td>IntroduzeD COMPANY REPRESENTATIVE Surname: One 0129972233 Cell: 0795004455 0129972234 Email: Imstester65@gmail.com NY INFORMATION Mechanical and Physical Imstester65@gmail.com Mechanical and Physical Sub-Field: CONCRETE If field does not exist add field If sub field does not exist add field ANY INFORMATION Worder paying for yourself, do not complete this section. If sub field does not exist add field Y Registration number: 2003/0002/100 true true Street Name 622 Rubenstein Drive true MicroRMATION Street Name 622 Rubenstein Drive MARIEL Street Name 622 Rubenstein Drive MARIEL Street Name 622 Rubenstein Drive Moreisetapark Griv Pretoria VARACEMATION Street Name 622 Rubenstein Drive Moreisetapark Griv Pretoria Moreisetapark Griv Pretoria Moreisetapark Griv Grive Gauteng Gauteng Gauteng</td></tr<>	IntroduzeD COMPANY REPRESENTATIVE Surname: One 0129972233 Cell: 0795004455 0129972234 Email: Imstester65@gmail.com NY INFORMATION Mechanical and Physical Imstester65@gmail.com Mechanical and Physical Sub-Field: CONCRETE If field does not exist add field If sub field does not exist add field ANY INFORMATION Worder paying for yourself, do not complete this section. If sub field does not exist add field Y Registration number: 2003/0002/100 true true Street Name 622 Rubenstein Drive true MicroRMATION Street Name 622 Rubenstein Drive MARIEL Street Name 622 Rubenstein Drive MARIEL Street Name 622 Rubenstein Drive Moreisetapark Griv Pretoria VARACEMATION Street Name 622 Rubenstein Drive Moreisetapark Griv Pretoria Moreisetapark Griv Pretoria Moreisetapark Griv Grive Gauteng Gauteng Gauteng

Next

i) Complete Individual Applicant Information form and Submit.



APPLICANT INFORMATIO	<u>N</u> (Delegate)	
Delegates Name/s: (As required on certificate)	User	
Delegates Surname:	Manual	
Contact Number:	0129971555	
Fax Number:	0129971556	
Email:	Imstester65@gmail.com	
Identification Number:	9910075007083	

Submit

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1.6.6 MY COURSES

Should you have applied for one or more courses, the information of the course will display in this section providing information of the Booking Number and Name as well as the Course Date. This item allows you to filter your dashboard based on the course you are focusing on by using the arrows.



1.6.7 COURSE DISCUSSION BOARD

The Course Discussion Board allows students to partake in discussions on topics related to the course. The moderator will start a topic and students' part of the course will be able to communicate on a subject. These subjects will be displayed in the Course Discussion Board.

Course Discussion Board			
Subject	Replies	Last Updated	
□ Course : (1)			
New Course Discussion II NEW	0	2016/05/11 17:06	

In order to reply to a thread, perform the following steps:

a) Click on the subject e.g. "New Course Discussion" and click on the "Reply" link.



b) Complete a reply within the presented form and click on "Save".

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External Stu	udents Discuss diting Tools at Text Insert	sion Boards - New Item	□ ×
Save Cancel	Paste & Cut Clipboard	Attach File Spelling Actions Spelling	
Body		Reply to discussion From: Danie Posted: 2016/05/11 13:33 Subject: New Course Discussion Body	
		Save Cancel	

c) The thread will grow as the conversation continues.

Started: 2016/05/11 13:33 by Danie	View Properties 🚂 Rep
New Course Discussion	
Body	
	David Barris
Posted: 2016/05/11 13:37 by daniep	View Properties 💂 Rep
Posted: 2016/05/11 13:37 by daniep Reply to discussion	View Properties 🔜 Rep

1.6.8 COURSE MATERIAL

The Course Material section provides a platform for you to access content related to the course you applied for. Training and Assignment material forms part of the course content. In order to view the correct content should you have applied for more than one course, use the filter to provide you with the correct content for your booking number as per 3.6.6.



In order to download the documents, perform the following steps:

a) Expand the "Assignments" category.

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b) Select the item and from the dropdown, select "Send To" and then choose "Download".



c) Complete the assignment and submit it to the system as per item 3.6.9.

1.6.9 ASSIGNMENT UPLOAD

The Assignment Upload section provides the functionality to upload your completed assignments to the ELMS system.

In order to upload a completed assignment, complete the following steps:

- a) Ensure that your document is in a "PDF" format and that the name of the document conforms to the example as on the "My Training Dashboard".
- b) From the Assignment Upload section select the "Continue" button on the bottom of the page.

] Assignm	ent Title			Submis	sion Status	
re are no item	ns to show in this view	of the "Cours	se Assignme	ent" list. To add	a new item, dick	"New".
	When upload	lin <mark>g docum</mark> Plea	ents, kind ase follow	ly name your below exam	documents acc ple:	ordingly.
	Ţ	0600	First 6 Characters of ID	Booking Number	AS2345	

c) Complete the information requested "Assignment Title", "Identification Number" and "Booking Number".

Assignment Title				*	
Identification Number				*	
Booking Number				~	
Attach Document to U	pload 🕘 Click here t	o attach a file			
		Submit			
Document Name: ELMS E	xternal User Manual V	4.0.docx			
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d) Click on the "Click here to attach a file" to upload the assignment.

Attach Document to Upload

Olick here to attach a file

e) Select the file to upload by clicking "Browse" button and then "Attach".

Attach File	
Select a file, and then click Attach to upload it.	Browse
	Attach Cancel
Attach File	
Attach File Select a file, and then click Attach to upload it. D:\Desktop\JDoe901007BN1212AS2345.pdf	Browse
Attach File Select a file, and then click Attach to upload it. D:\Desktop\JDoe901007BN1212AS2345.pdf	Browse
Attach File Select a file, and then click Attach to upload it. D:\Desktop\JDoe901007BN1212AS2345.pdf	Browse

f) With all the information completed and the file attached to the information, click the "Submit" button to upload the document.

Assignment Title	JDoe901007BN1212AS2345		
Identification Number	9010075007085		
Booking Number	BN1212	~	
Attach Document to Upload	Olick here to attach a file		
	XJDoe901007BN1212AS2345.pdf		

g) You will see your submitted document reflect below the "Assignment Upload" section.

Assignment Upload				
Assignment Title			Submission Status	
JDoe901007BN1212AS2345			Uploaded	
	When up	oading documents, kindly name y Please follow below ex	our documents accordingly. ample:	
Document Name: EL	MS External User Mar	nual V4.0.docx		
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1.6.10 GENERAL FAQ'S

From the Training Applications page to the right of the screen all general frequently asked questions are displayed to assist with any standard queries there may be with regards to registration, the training dashboard, course start time, what will be provided during the session and dealing with cancellations.



1.6.11 COURSE SPECIFIC FAQ'S

During the application process for training, there is a course specific frequently asked questions section that will inform you with regards to more course related questions.



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