



SwisaAGAP

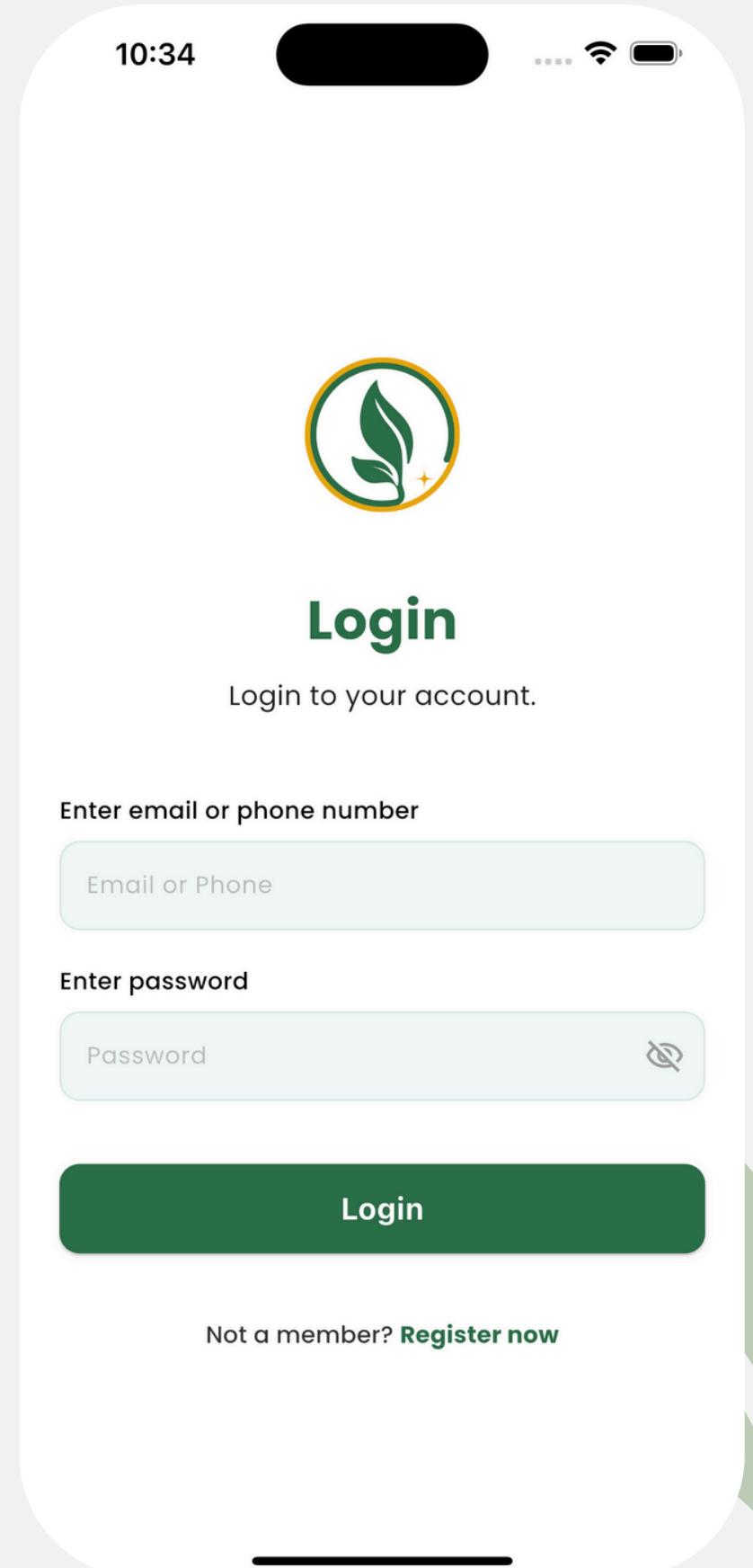
User Manual / User Guide



LOGIN / SIGNUP

How to Login

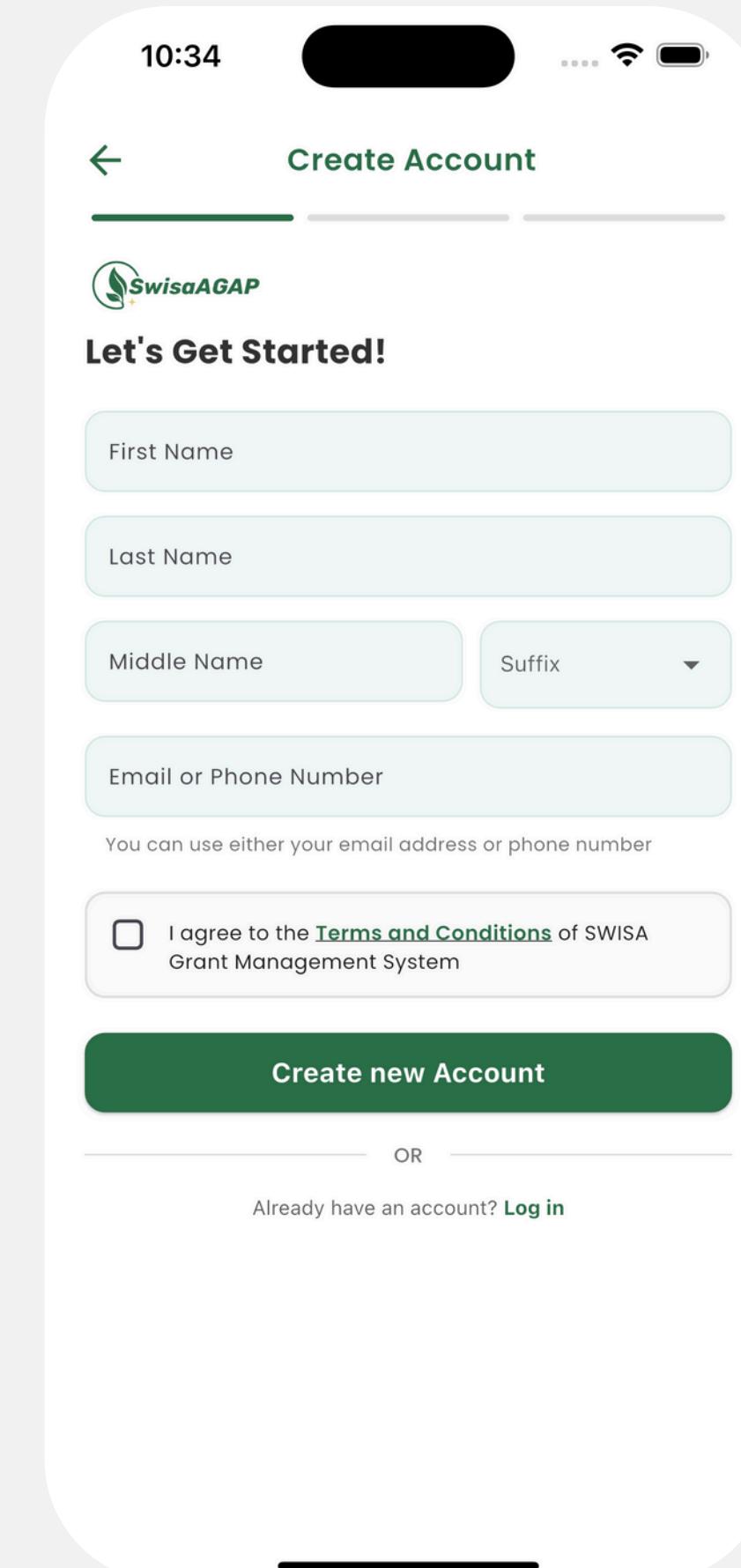
1. Open the **SwisaAGAP** app
2. Enter your registered email address or phone number
3. Enter your password
4. Tap the Login button to access your account
5. If you can't login, check your internet connection or verify if your credentials are correct, or contact SWISA for assistance



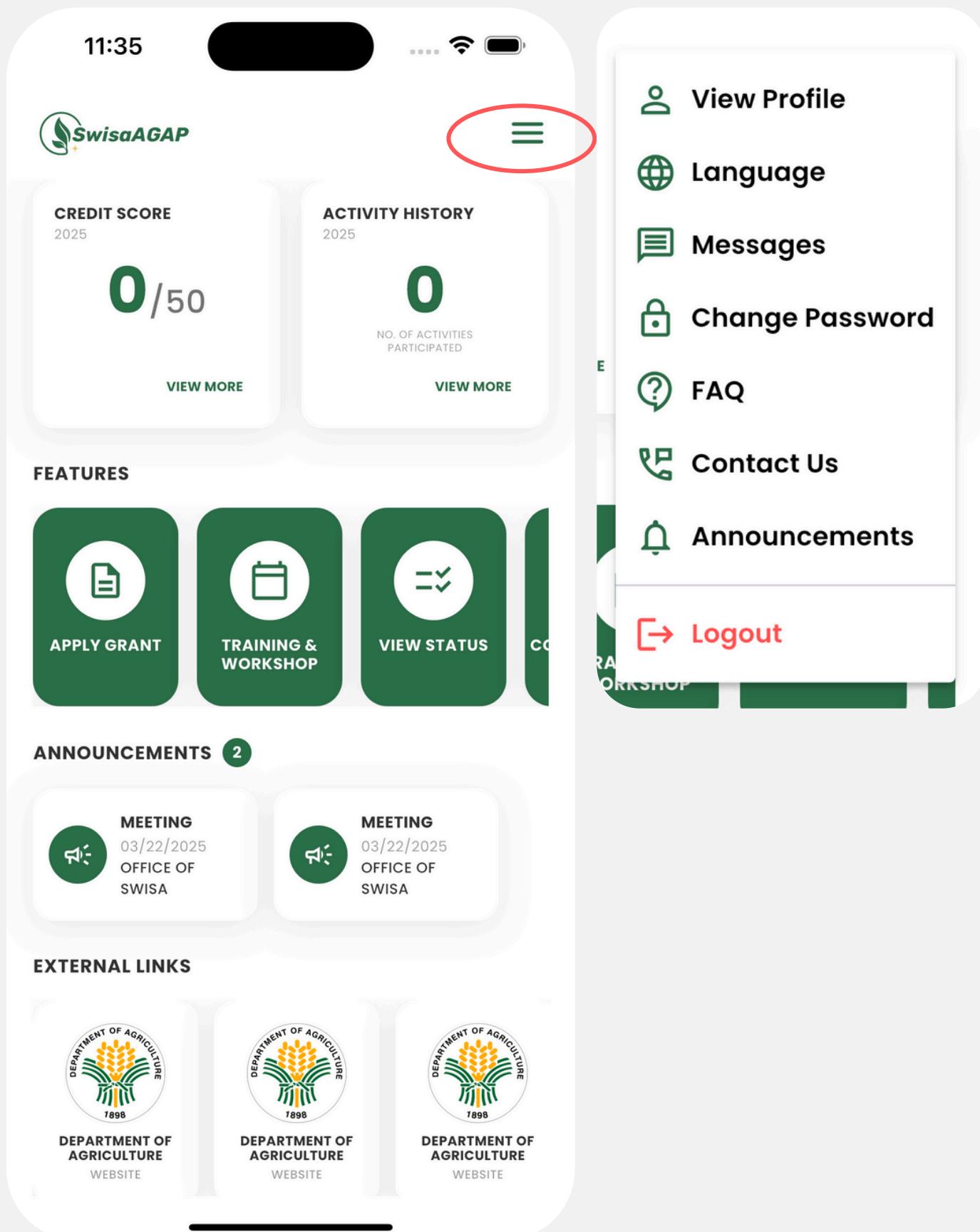
LOGIN / SIGNUP

How to Sign Up

1. On the login screen, tap **Register** now to start creating your account
2. Fill in your personal details.
3. Use your email address or 11-digit phone number,
4. Agree to the **Terms and Conditions**
5. Tap the **Create new Account** to proceed to the next step and complete registration



HOMESCREEN & MEMBERSHIP



Homescreeen

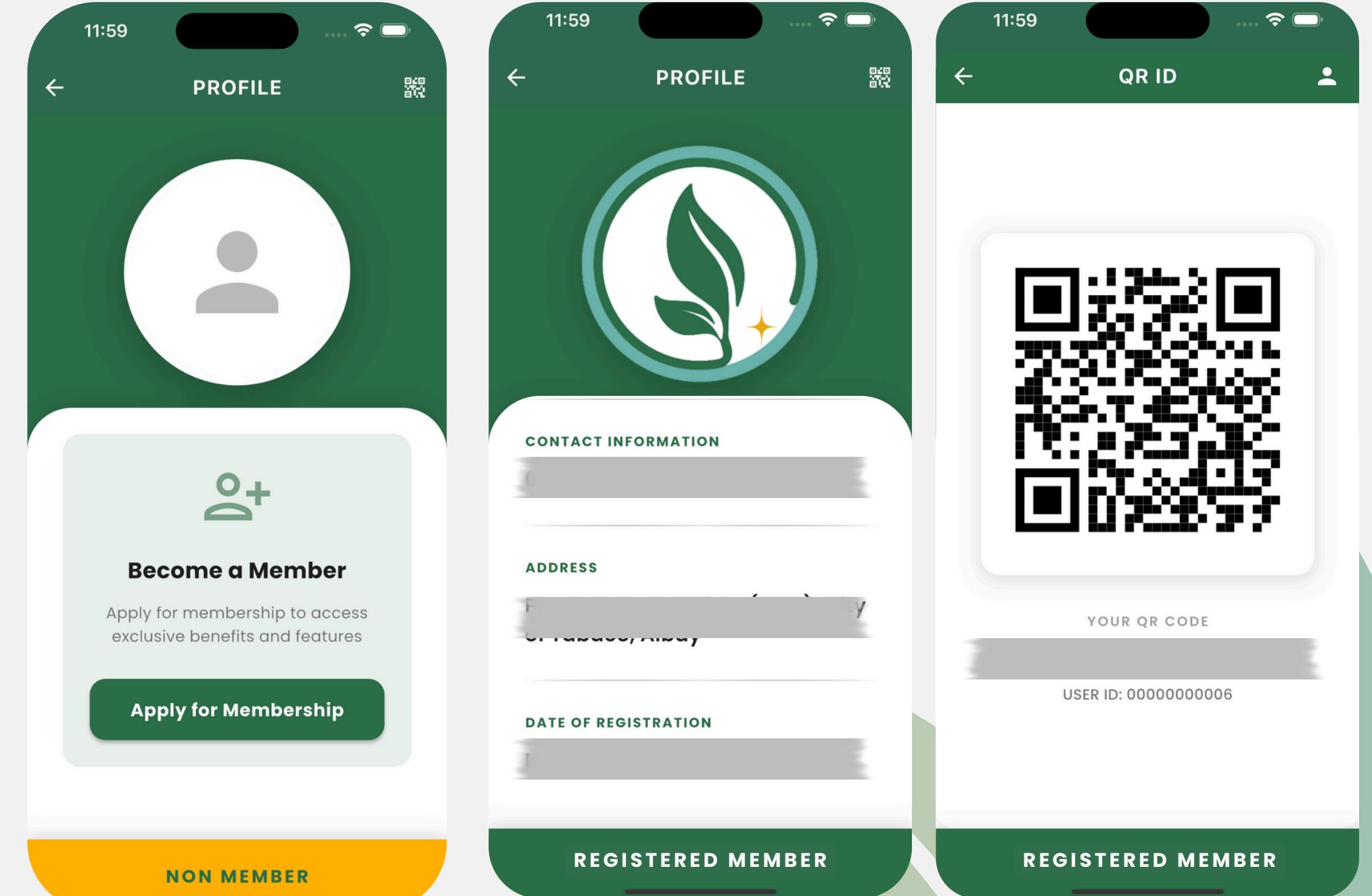
Is where you can access most of the app features from applying grants, training & workshop view, viewing status applications and contributions. Accessing the full features of **SwisaAGAP** App requires member status first. Click the 3 line icon on the top right corner of the screen and then click profile. You can access the Membership Application on you profile screen



HOMESCREEN & MEMBERSHIP

How to become a Registered Member

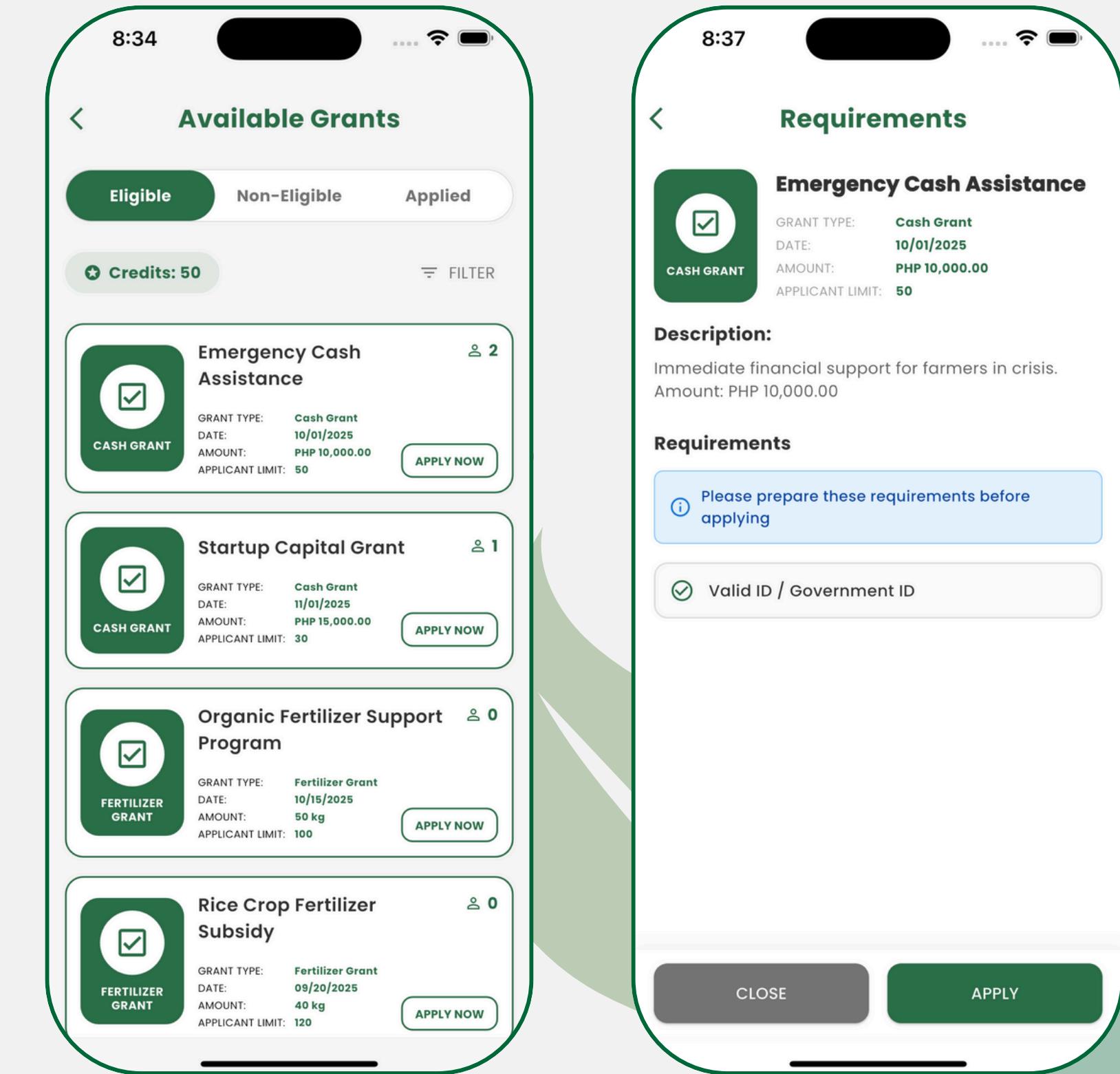
1. Click apply for membership
2. Fill up the required information
3. Submit required documents or IDs
4. Click submit application
5. Now wait the member application to be approved by SWISA.



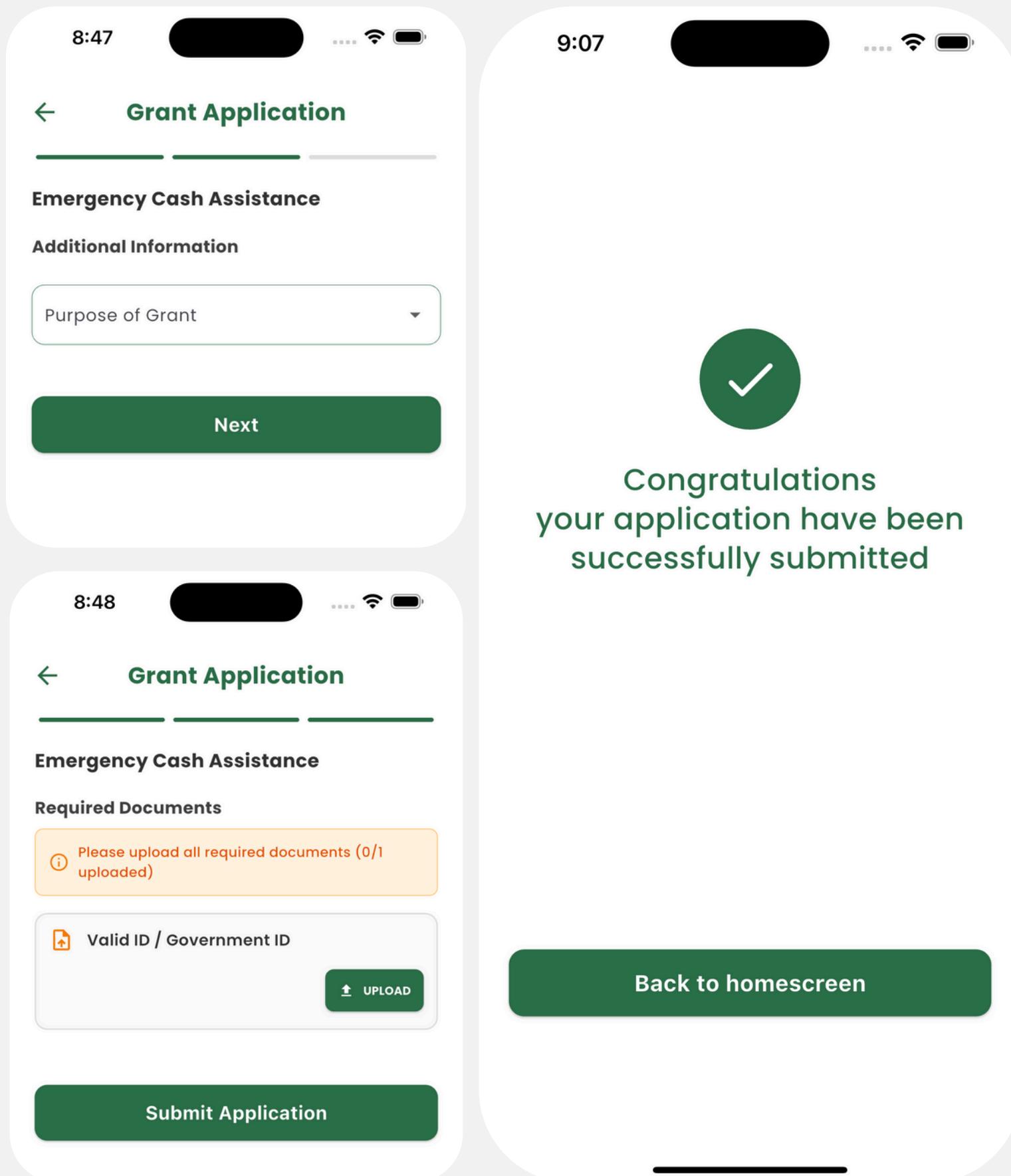
APPLY GRANT

How to Apply Grants

1. Click **Apply Grant** on the homescreen
2. The input fields is already autofill so you only need to check if the input is correct. Fill the purpose of the application
3. Submit required documents or IDs
4. Click submit application
5. Now wait the application to be approved by SWISA.



APPLY GRANT



How to Apply Grants

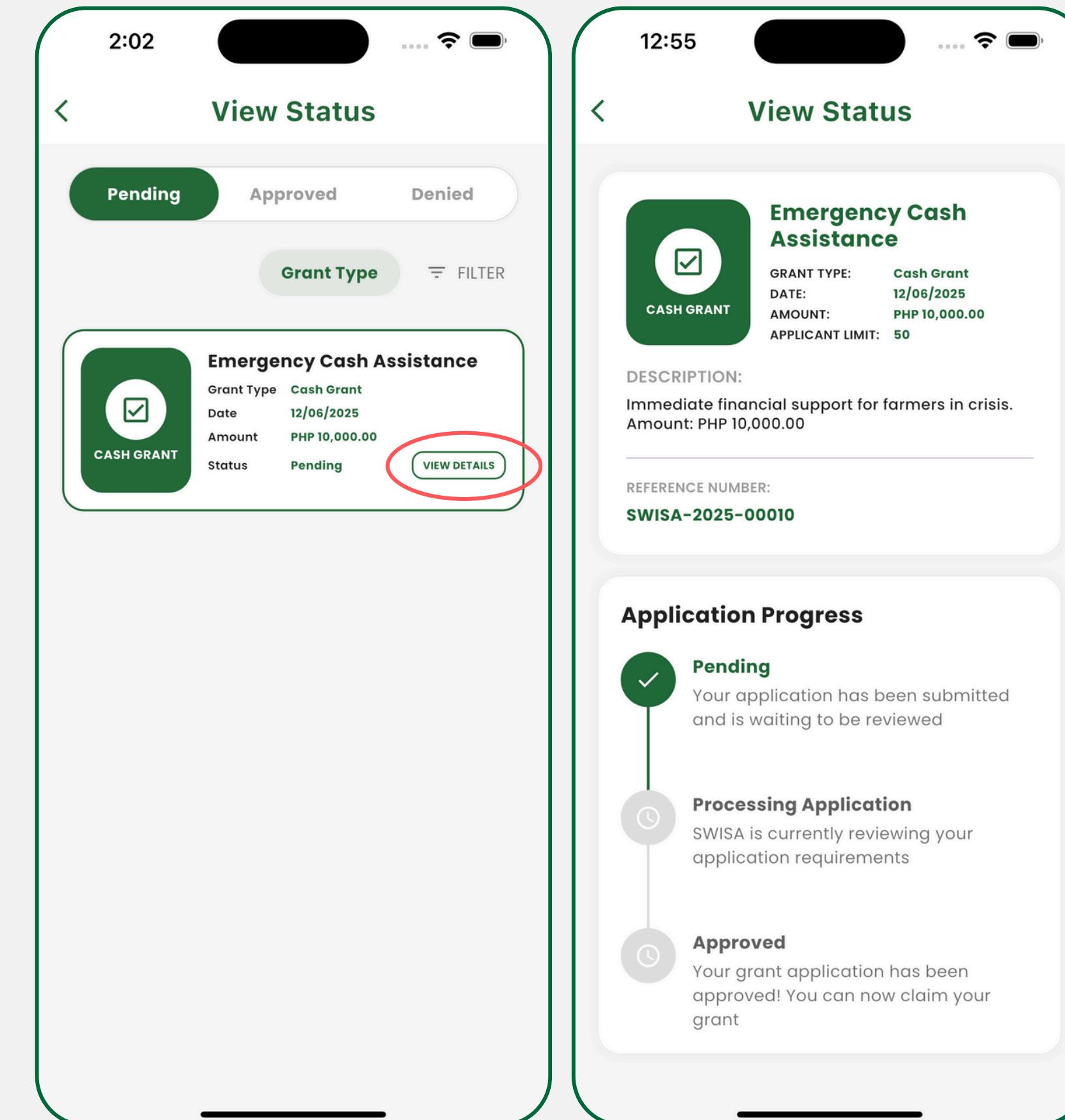
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VIEW STATUS

How to View Status

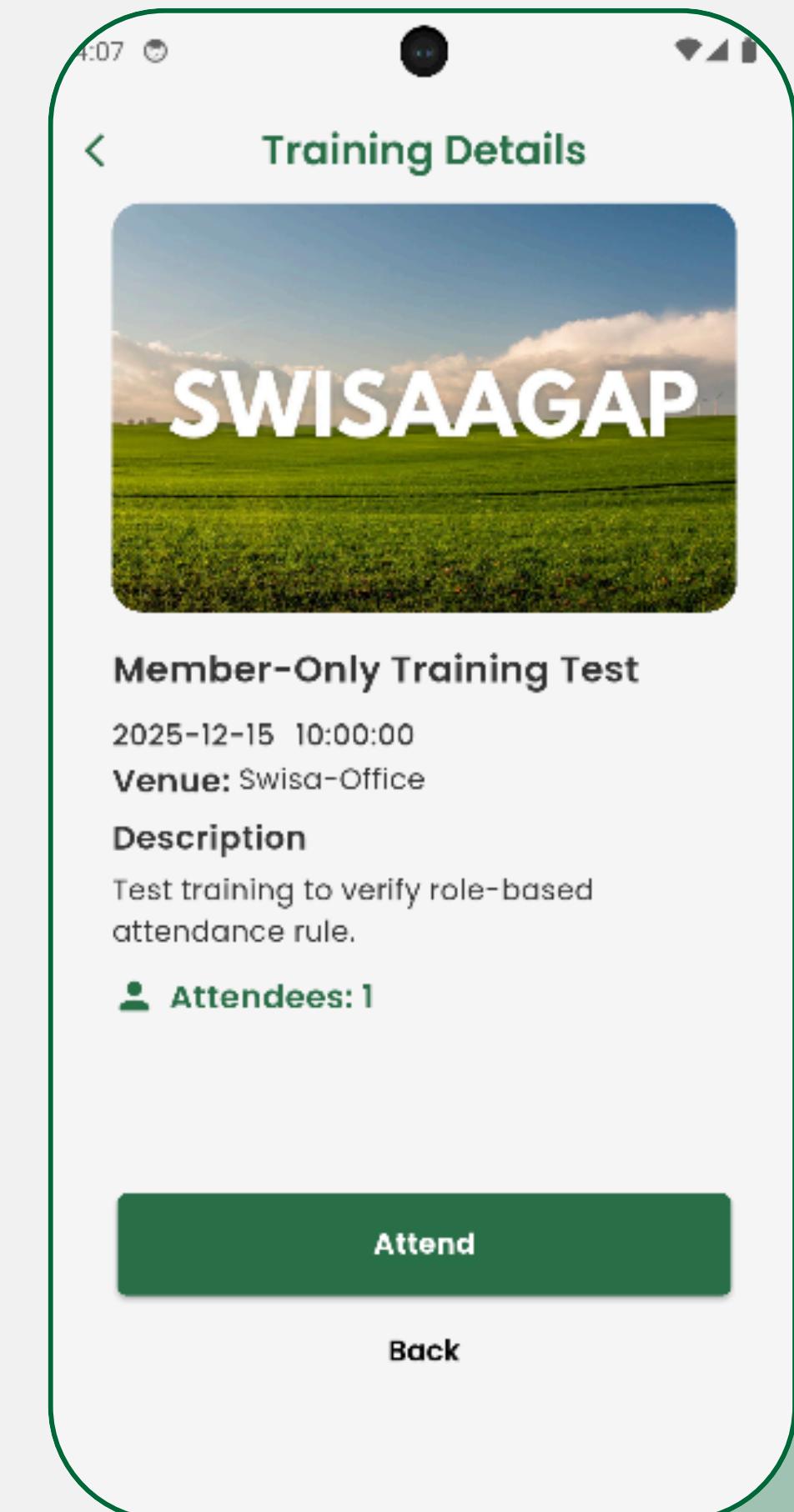
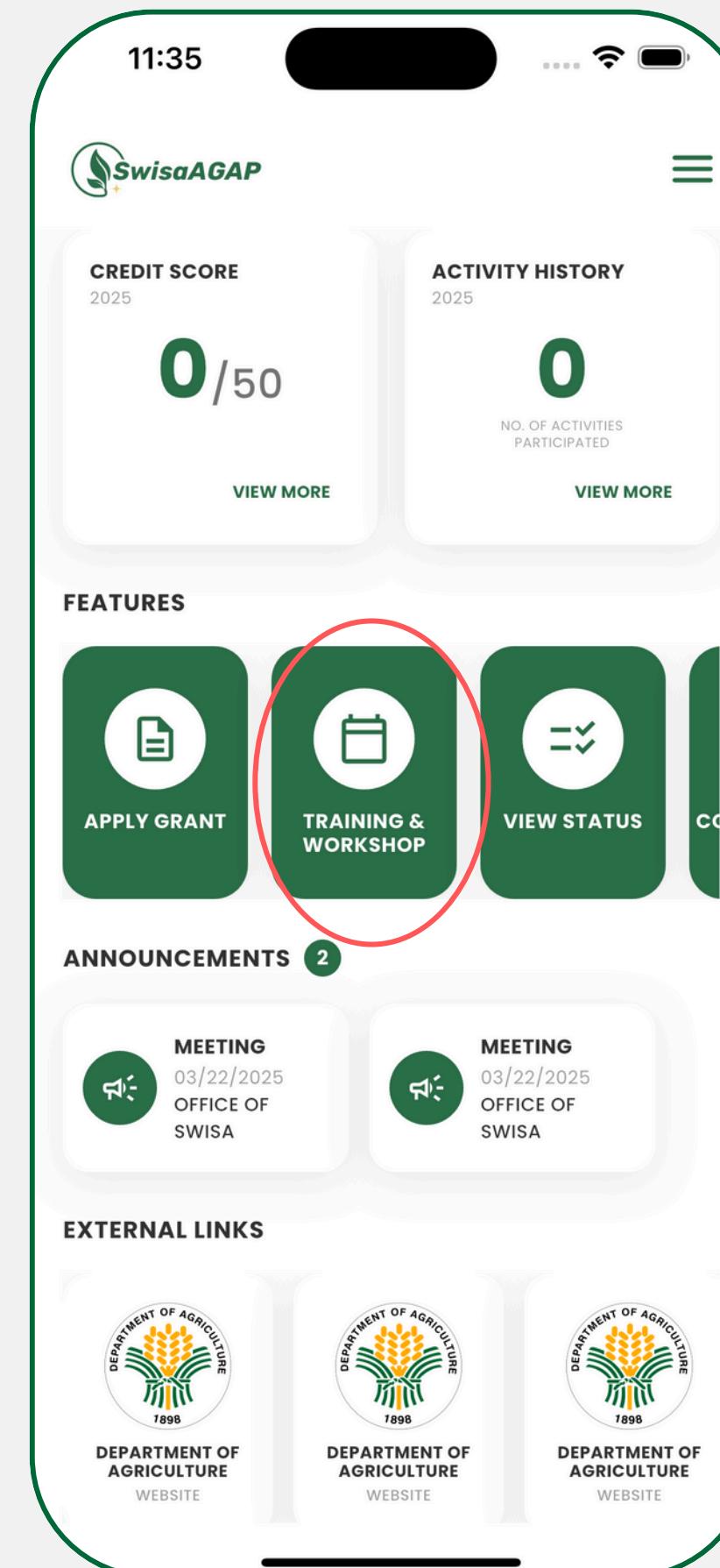
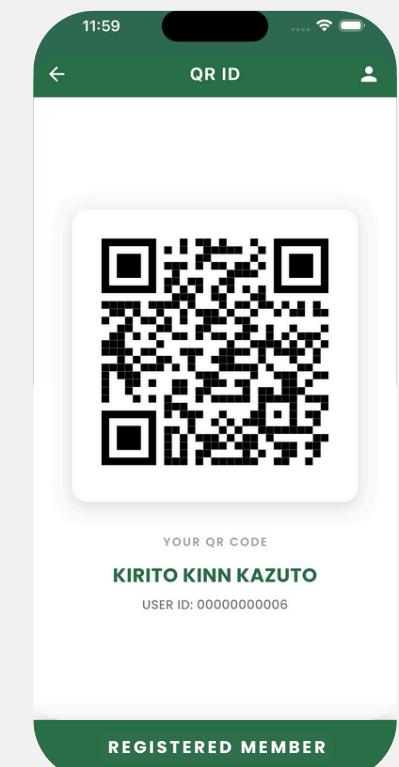
1. Click **View Status** on the homescreen
2. You have Pending, Approved & Denied Sections
3. Pending section is where all ongoing application is displayed.
4. Click **view details** to see the progress.
5. Approved is where your approved application is displayed.
6. Denied is where your denied application is displayed.



TRAINING & WORKSHOP

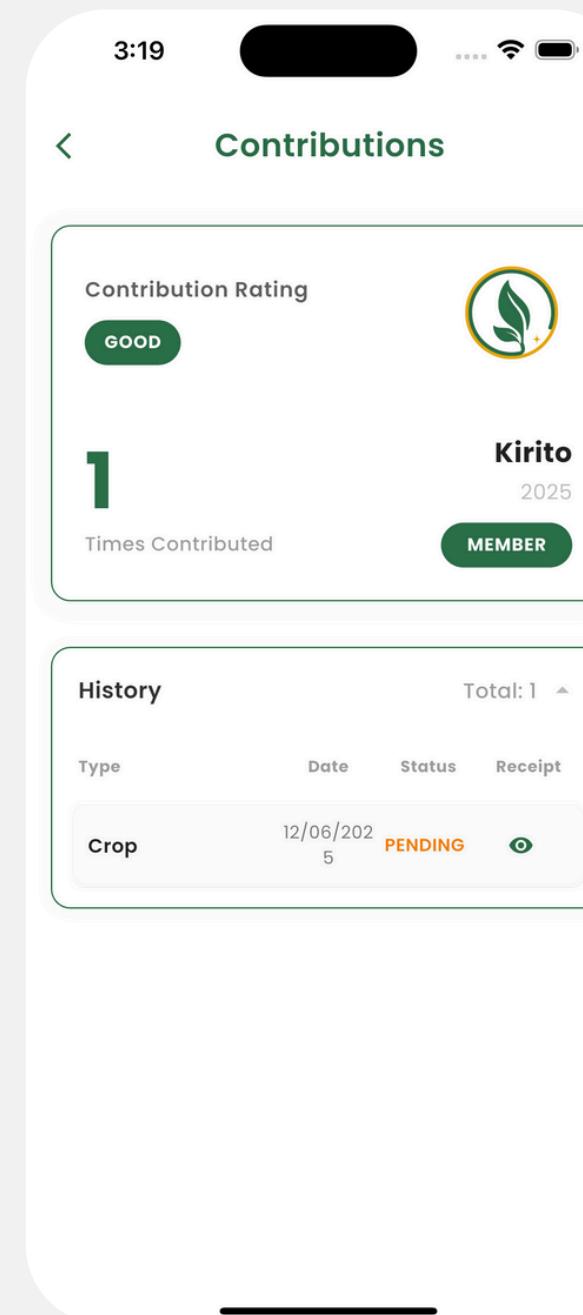
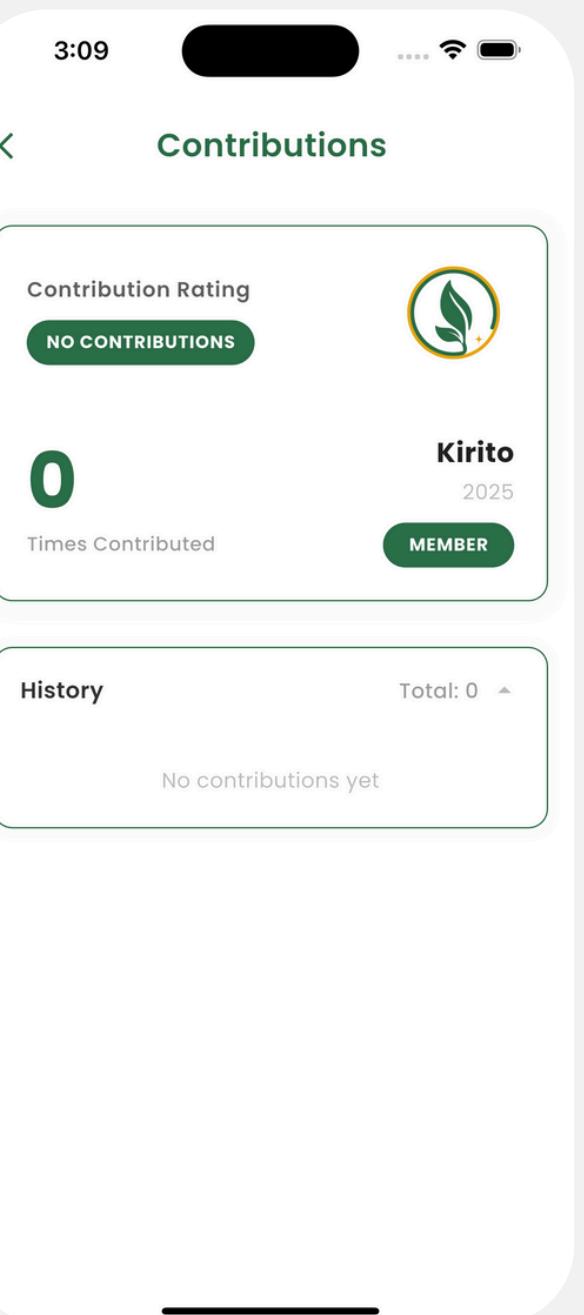
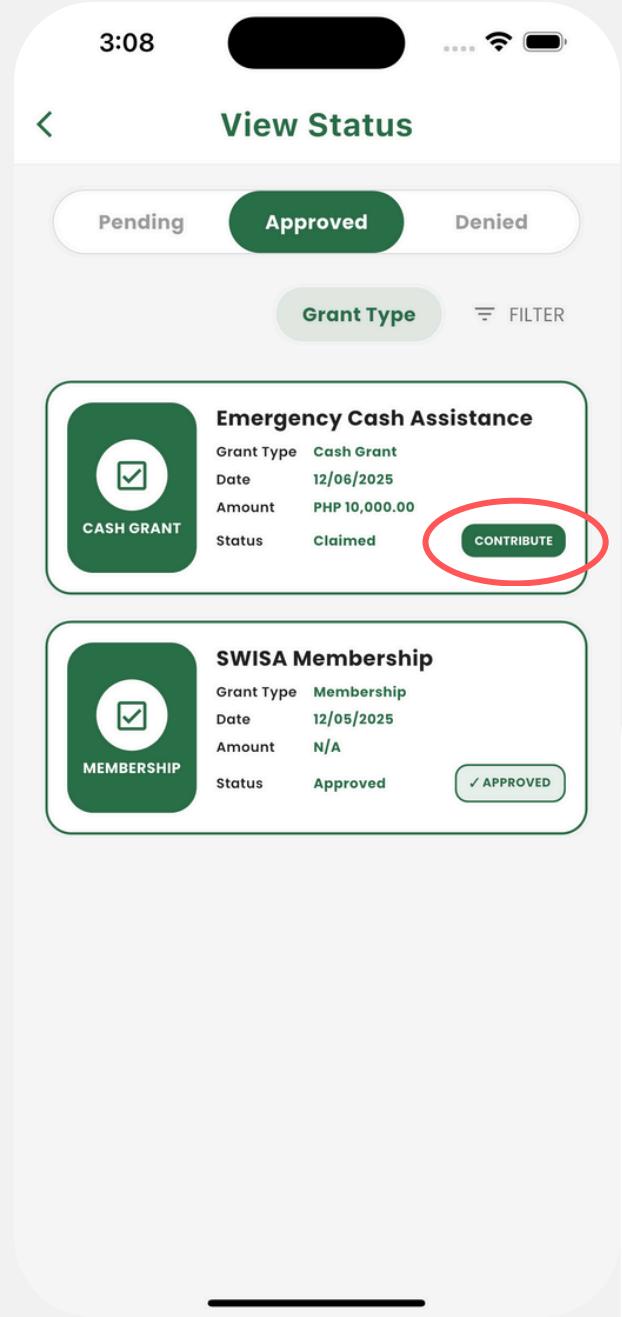
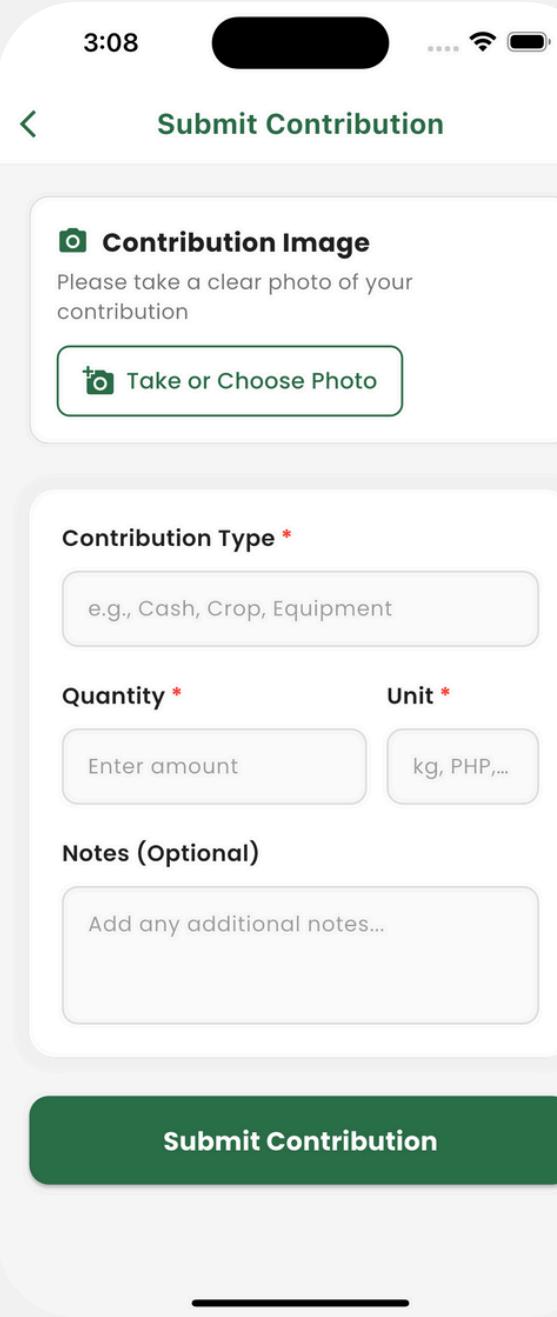
How to View Status

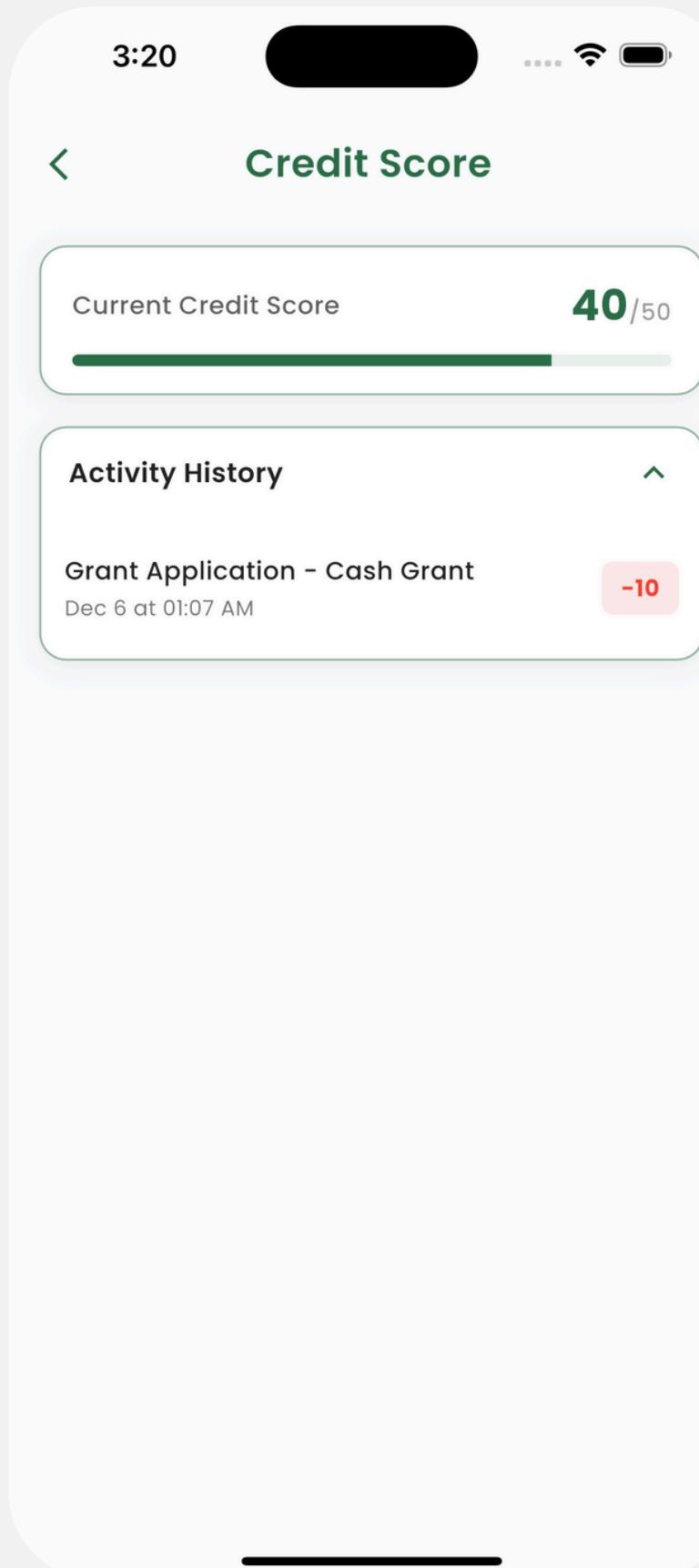
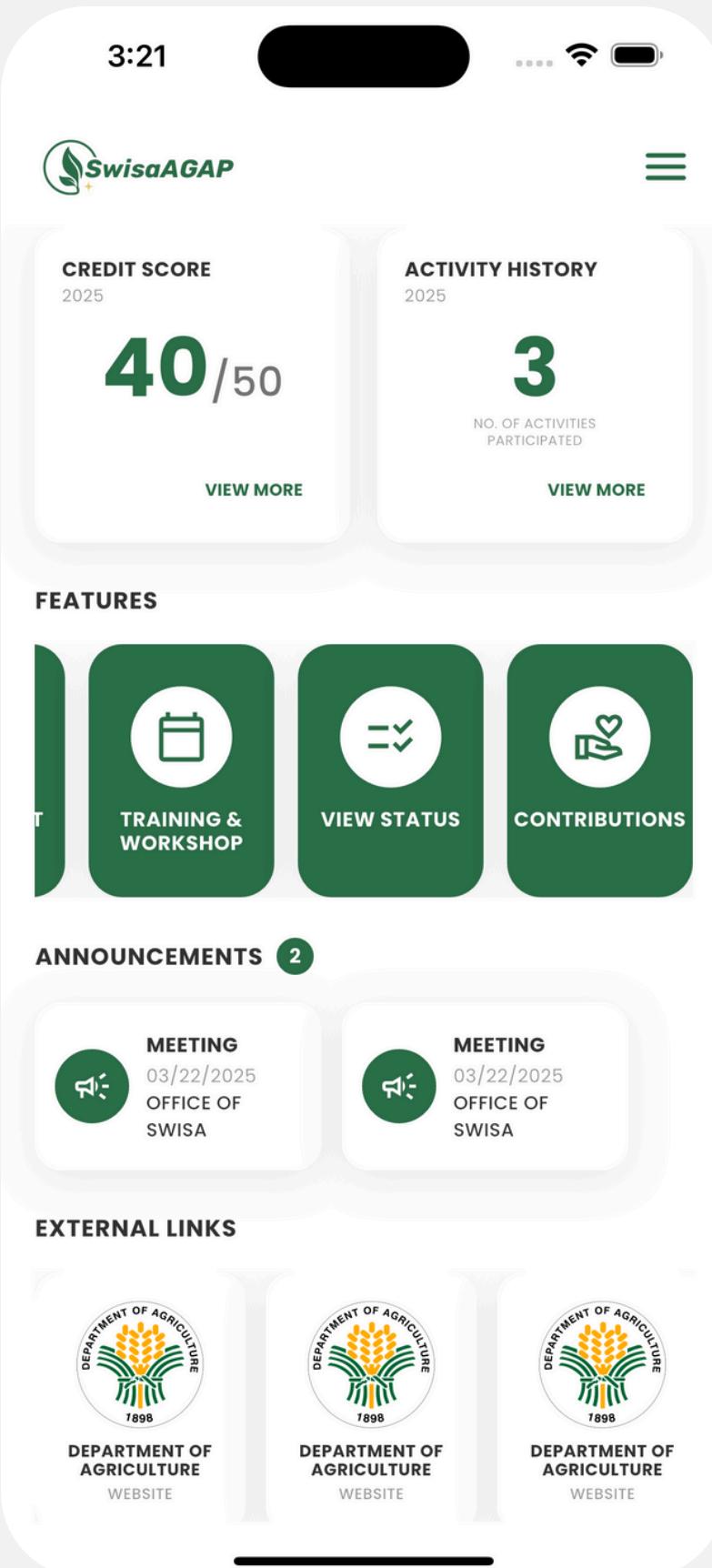
1. Click Training and Workshop on the homescreen.
2. Select Training & Workshop available.
3. Click Attend and use the QR code from your profile to secure attendance.



How to Contribute

1. After you claimed your grant you'll be able to contribute
2. Go to View Status, in the approved section, you'll be able to see the grant that you claimed have a contribute button.
3. Click contribute and fill up the required forms and then click submit.
4. Wait for Swisa to validate your contribution.
5. Once validated, credit will be added to your account





Credit Score Logic

AFTER BEING A MEMBER, USER IS GONNA GET A **20 CREDIT SCORE**.

50 is the **MAX LIMIT** for credit score.
can get credits from attending training & workshops and contribute.

After applying for grant :

-15 credits for equipment & machinery grant
-10 credit for other grants

and credit is refunded when the application is rejected

If user click attend for the trainings or workshop but didn't actually attend the trainings or workshop, credit score will be deducted.