IDA USER MANNUAL

IDA (Izingodla Dashboard Application) is the application that helps assess and monitor progress of projects and keep track of projects records and other related operations. This document explains how this tool is used and operated according to its different user platforms.
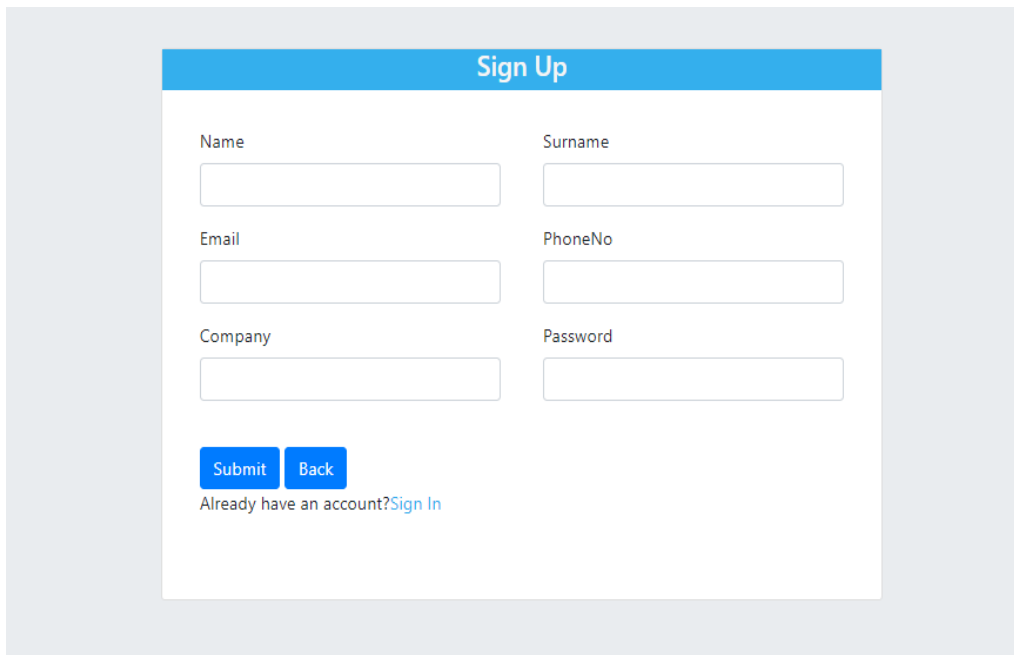

This is an input field for your registered **email**

This is an input field for your **password** which is your **ID No** (By default)

This is a link to **Sign Up** page where you can register and let the system know about your identity, then after you will be able to Login to the system and start requesting projects.

Then there is forgot password link that you can used, should it happen that you have forgotten your password.

Here we have the **Sign Up** page where you can register and provide your information according to the prompt fields. If you have already registered you don't need to register again, you can just click a blue **Sign In** link that will take you to **Login** page for authentication. After clicking **Submit** button an email will be sent to you for verification.
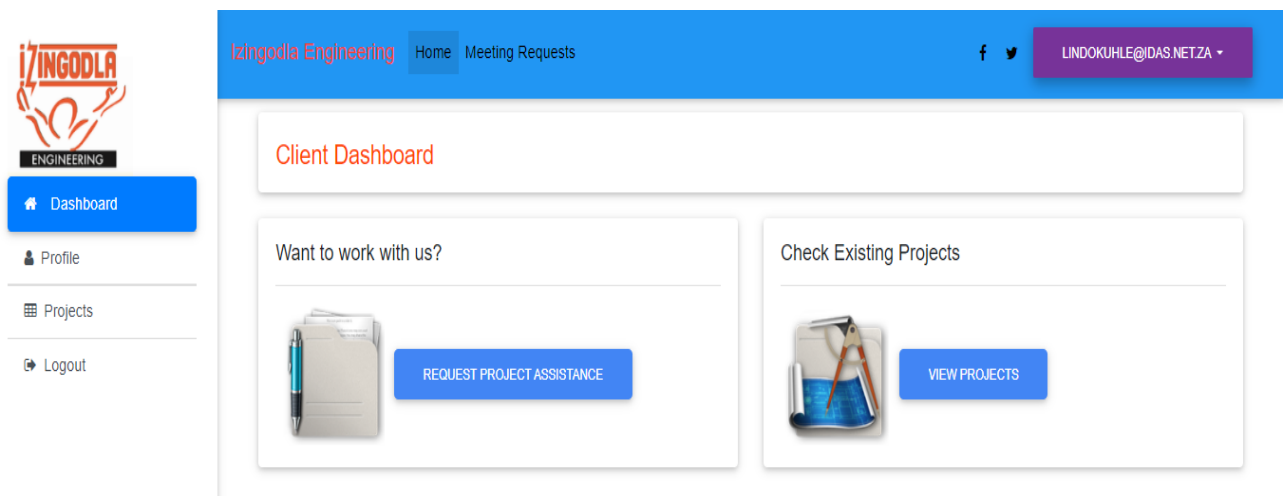
This is a Dashboard page where you land after Logging in to the system. We have two tabs here that you can interact with.

- First there is a tab with a button **Request Project Assistance** which take you to the page where you can send your application regarding project assistance.
- Second tab is the **View Projects,** this is where you see your active project with Izingodla. Also the list of pending and declined projects in details.

On the top left of the screen there is **Dashboard** button which takes you to this home page whenever you feel like restarting your processes and it is visible through out.

On the top navbar there is a **Meeting Request** link which takes you to the meeting calendar where you see all the scheduled meeting and also be able to schedule yours. This helps so you can have stable communication with Izingodla and be able to discuss about projects.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

November 2020   month week day agenda

+ SCHEDULE NEW MEETING   **+ FEEDBACK**

This is the meeting calendar where you will see your scheduled meetings according to date and time.

Below the calendar there is **Schedule New Meeting** button which helps your to schedule meeting with whoever you want to meet with at Izingodla. There is also **Feedback** button where you can respond to any meeting invite that you have received via email.

New Project

Request New Project

ProjectName

Brief Description

Advert Date

yyyy/mm/dd

Briefing Date

yyyy/mm/dd

Submision Date

yyyy/mm/dd

Attach your request Document

Choose File No file chosen

CREATE   BACK

Above we have the page for requesting new project at Izingodla. This will appear after clicking **Request Project Assistance** button at the previous dashboard page we have explained above. After submitting your application will be officially known as an applicant and client by management through that has requested to work with Izingodla.

So here you input all the required information as the labels say, then below you attach a document that explains thoroughly about the project you are requesting, this will enhance the level of understanding for Izingodla as they will need clarity before approving your application.

This page appears after clicking **View Projects** button in the dashboard page. The table in this page displays **pending** projects.

- Pending projects are those that haven't been touched they are neither approved nor declined.

On top of the table there two buttons, one is **Active Projects** and the second one is **Rejected Projects**.

- Active Projects returns list of ongoing projects that have been approved by Izingodla.
- Rejected Project returns a list of declined projects and you will also get response as to why those projects were actually rejected.

Another pair of buttons at the top right of the page. **Request New Project** and **Back**

- Request New Project basically takes you to the page where you send your application for new project.
- Back takes you to the dashboard page whenever you want to go back for some reason.

Rejected Projects

ACTIVE PROJECTS

Show 10 entries					Search:
ProjectName	Description	Date Requested	Status		
IDAS Project	ERYUL[;	2020/10/08 00:00:00	Declined		DETAILS
LL Project	tesytyighpihots	2020/10/08 00:00:00	Declined		DETAILS
fyp Project	ghjk;'	2020/10/08 00:00:00	Declined		DETAILS

Now this is a page that returns the list of rejected projects. These projects did not get approval from Izingodla so it is going to stay on the list of rejected projets.

There is details button on far right column of the table which redirect to the page where you see the details of the project with the response from Izingodla Admin.

Active Projects

REJECTED PROJECTS

Show 10 entries			Search:
ProjectName	Date Started	Status	
GGG Project	2020/10/15 09:59:11	Active	CHECK PROGRESS
zz Project	2020/10/21 15:14:24	Active	CHECK PROGRESS

Now this page displays the list of **Active** projects as you can see the column Status in the table only displays active. Then we have **check progress** button that will take us to the **Tasks** page, this page contains all tasks assigned under the project.

Project Progress

Back

Show 10 ⬍ entries

Search: [_____]

Project Name	Task	Task Level
GGG Project	APPOINTMENT	In-Progress
GGG Project	SUGGEST MMETING DATES AND TIMES	Awaiting
GGG Project	GET TO KNOW WHAT THE CLIENTS EXPECTATION IS	Awaiting
GGG Project	GET TO KNOW WHAT THE CLIENTS EXPECTATION IS	In-Progress
GGG Project	AGREE ON REPORTING INTERVALS	In-Progress
GGG Project	MUNICIPALITY SENDS LETTER TO ESKOM	In-Progress

This is Tasks page, after clicking check progress in the previous page this page is displayed. Here you get to see all tasks assigned under the project with their progress status.

This is a profile page where you can see your Account personal information. You will get to this page after clicking **Profile** link on the left of your screen below **Dashboard** button.