ZIM-REC Plaform Guide 1.0
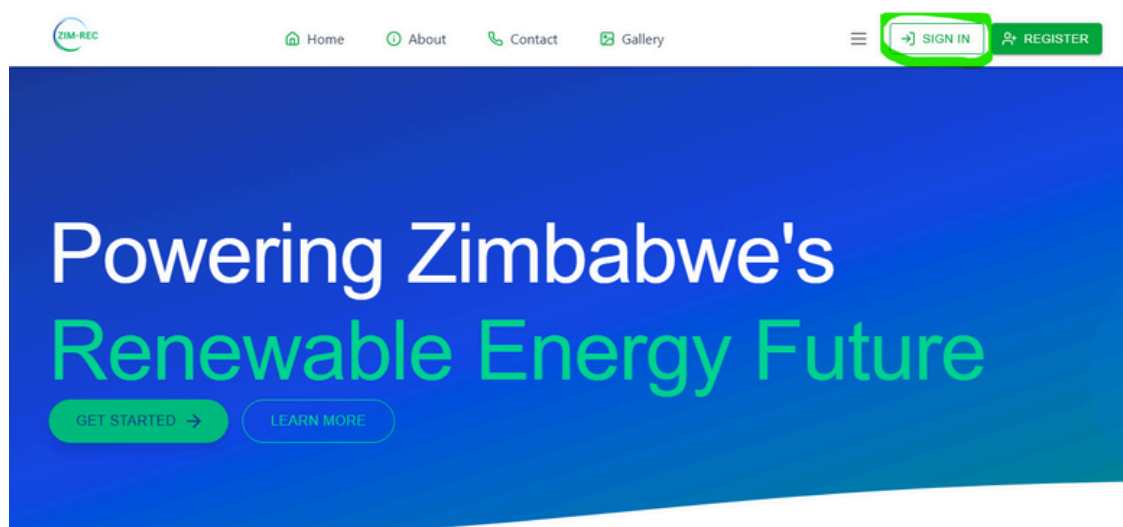
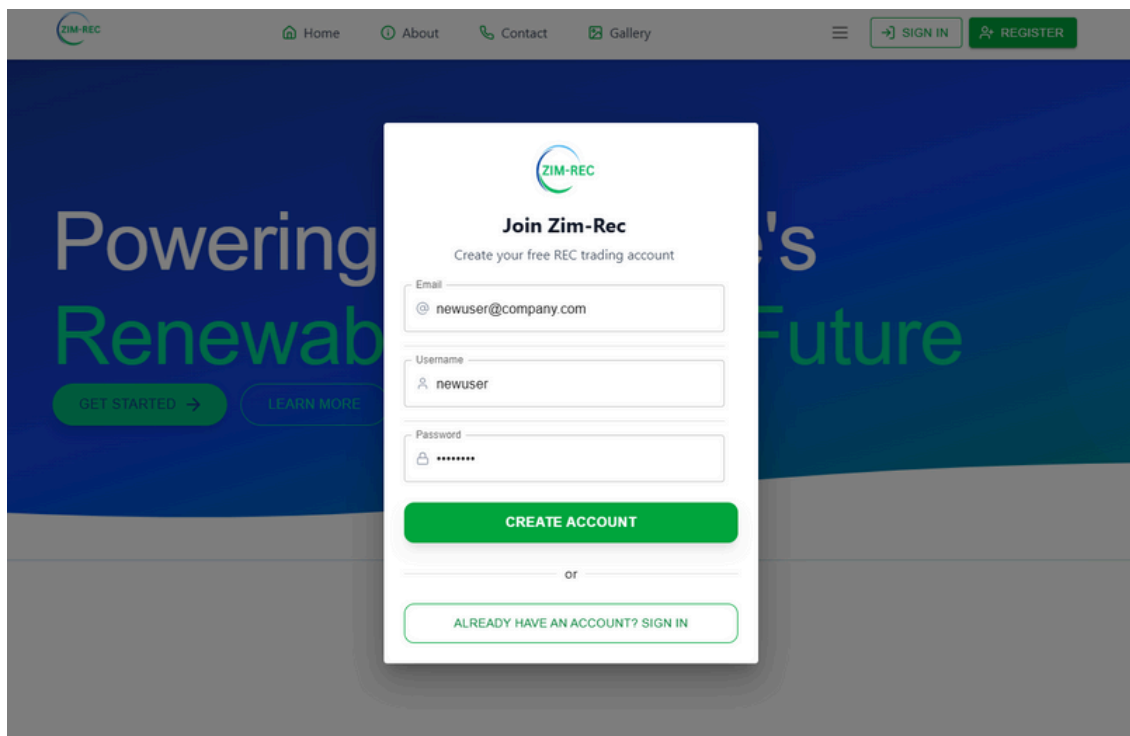**1.** Please visit zim-rec.co.zw and if you're new to the platform and would like to be part of Zim-Rec, we invite you to register your account.

If you already have an account, please press the Sign In button on the top right corner of your screen.
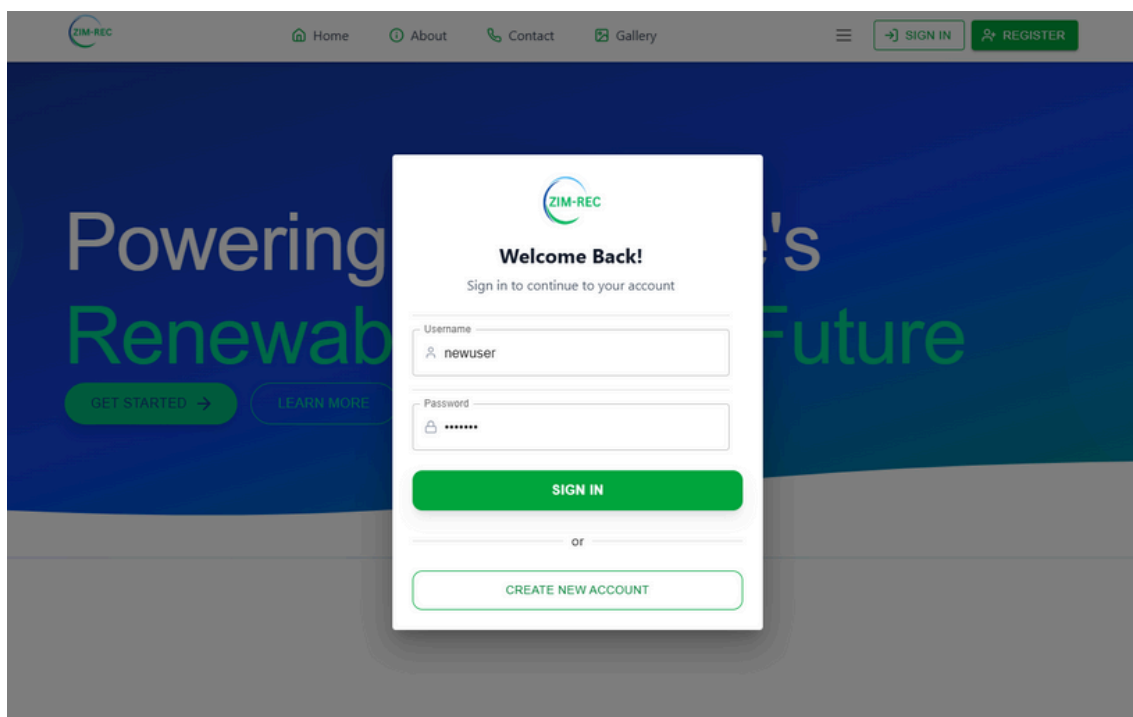
2. Once you press the Register button, you will see a registration modal that pops up. Please enter your credentials that will be specific to Zim-Rec. The required credentials are your email, a creative username (which should be unique), and a custom password.

If you already have an account, you can press the button that says "Already have an account" and a login modal will appear.

When you have newly registered with Zim-Rec, you will receive an email containing Zim-Rec documents for the registration process, Service Level Agreement, and device registration. However, you will already be authenticated to log in. When you're logged into the platform, you will see your username on the top right corner of the screen. **NOTE THAT YOUR LOGGED-IN STATE EXPIRES FOR SECURITY REASONS. AFTER 20 MINUTES OF INACTIVITY, YOU WILL BE LOGGED OUT AND THEREFORE WILL NEED TO LOG IN AGAIN.**

IIf you click your **Profile** in the corner I mentioned, you will see a dropdown that lists links to your **Profile**, your **Device Dashboard**, **Help Center** page, and a **Logout** button. The Profile is where you can complete more personal details as a user (**NOTE THAT THIS IS OPTIONAL**).

3. The Device Dashboard is where you can add, delete, edit, and list your devices. This is where you can see the full status of your uploaded devices.

If you take a look at the top right corner in the dashboard, you will see a button labeled "**Add New Device**". It does exactly what it says, and when it's clicked, it shows you a modal for registering devices. I'm going to click it.

As you can see it showcases the categories of the data you're going to fill and your active category. We made sure the information you fill would be only that is neccessary.

When you submit your devices you will see it in your dashboard with its state, editing and deletion options.

4. Users can also make what are called "**Issue Requests**" for their approved devices. As you can see in the top navigation bar, that button will take you to the **Issue Request** Dashboard where you can add, edit, delete, and list Issue Requests.

All your Issue Requests will be listed with their status.
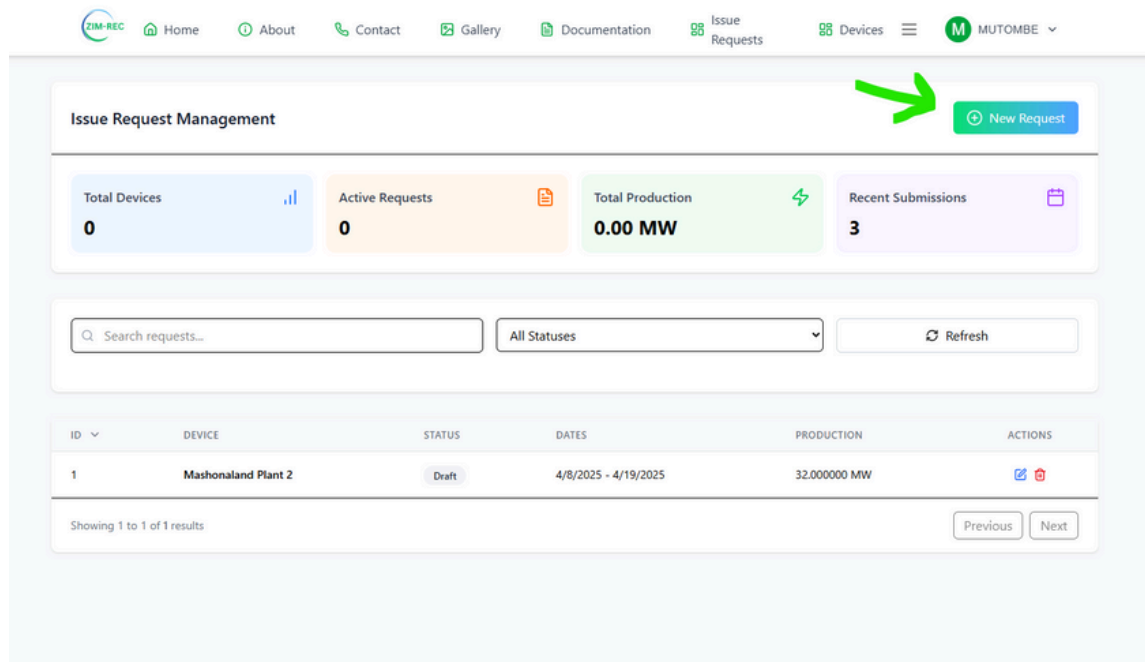
There is also an "Add" button in the Issue Request Dashboard that opens an Issue Request Modal when clicked.