23-04-2011

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**Managing the JOB PORTAL SOP**

Name of the Function: Communication

SOP #: COM-005

The title of the SOP: Managing the JOB PORTAL on the PMI KPC Website.

Revision History:

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| --- | --- | --- | --- | --- | --- |
| S# | Date: | Proposed by: | Approved by: | Date Approved: | Version# |
| 1 | 24-April-2011 | Shuja Khan (VP) | S. M. Mumtaz (President) | 24-April-2011 | 1.0 |
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The purpose of the SOP: To define the protocol to Access the Members area and the BOD area on the website. This access is allowed to the PMI KPC members only.

References: None.

Authorized personnel to change: VP Communication, President

A link to the process referenced (if applicable): [None](http://www.pmi.org/sop/finance_dept/payment.doc)

SOP Description / Steps:

1. Accessing the Members Area:
2. VPDM (membership) sends a list of NEW members in an Excel sheet on every 1st working day of the month to VPDC which includes ...
   1. name and PMI & PMP numbers
   2. the membership expiry date of members,
   3. The email addresses which they have given to the PMI as the prime contact.
   4. Phone contacts
3. Whenever new members join in, VPDM (membership) sends a list to VPDC who makes the IDs and Passwords of these members and send back to VPDM.
4. Then the VPDM sends a greeting email from PMI KPC along with the following:
   1. PMI KPC email ID & Password (this email & password act as their id & password to access the members area on the website)
   2. A small note on how to access the members area and what facilities they are going to get as a member
   3. Email addresses of the VPDC, in case the member experiences difficulty in accessing the members’ area.
5. VPDC allots the IDs and Passwords to the PMI KPC members.
6. The system recognizes the BOD ID and hence does not allow the members to go to the BOD area.
7. BODs however, can access the members’ area freely.
8. While logging in, the system checks the membership due date of the person trying to access the members / BOD area. If his her membership has expired then the system does not allow h him/her unless he/she sends an email to the VPDM & VPDC proof of the payment to the PMI KPC membership dues.
9. VPDC updates the new date of membership expiry in the system and allows access to the member.
10. VPDM advises the VPDC through email, for cancellation of a members access in the members’ area in case of some disciplinary breach or other such reasons. President PMI KPC should be in cc on all such emails.
11. VPDC stops the access of such members until further advice from the VPDM to open their access again.
12. Accessing BOD Area:
13. BODs are also allotted the IDs and Passwords by the VPDC.
14. The BOD access to the BOD area and members’ area is checked on 30th JUNE every year. Those whose BOD membership expires on 30th JUNE should be stopped from accessing the BOD area while the membership area is accessible to them as per the rule # 7 above.
15. President should advise the VPDC through email (cc to BOD) to stop access to a BOD member in case of disciplinary breach or any such reasons.
16. VPDC restores the access of the BOD on the email advice of the president when the matter is resolved with the BOD member.
17. Accessing Emails:
18. Members & BODs are given the IDs & passwords to access emails when they join in.
19. There is a Members Area button on the top right side of HOME page. A new page is opened when clicked.
20. This page shows two links a) Link to Emails page b) Area for ID & Password to enter into the Members / BOD area.
21. If a person wants to see the emails ([you@pmikarachi.org](mailto:you@pmikarachi.org)) then he/she should press the Emails link. A new page will be opened and will ask for Email ID and password.
22. Members and BOD members can access email directly from <http://webmail.pmikarachi.org/>
23. Strategy to assign email IDs is simple. The prefix of the email, which a person has registered in PMI with, is taken to make the pmikarachi.org address. Ex: [shujakhan1@yahoo.com](mailto:shujakhan1@yahoo.com) will convert to [shujakhan1@pmikarachi.org](mailto:shujakhan1@pmikarachi.org), similarly, [ahmed.ali@gmail.com](mailto:ahmed.ali@gmail.com) will become [ahmed.ali@pmikarachi.org](mailto:ahmed.ali@pmikarachi.org). This will be easier for members to remember.
24. The PMI KPC assigned email address will act as an ID to enter into the Members area.