An abstract, colorful graphic on the left side of the slide, featuring blurred shapes in shades of red, pink, purple, and blue against a black background.

Settlers Park Intranet

WWW.SPRV.CO.ZA

05 MARCH 2022

What is an "intranet"?

- **An intranet is a web site that is restricted to a limited group of people.**
- **Our intranet is restricted to Staff and Residents of Settlers Park.**

We have around seventy five registered Users in the Park

"SPRV" stands for "Settlers Park Retirement Village". Our address is WWW.SPRV.CO.ZA

All you need in order to use it is an Internet connection and a web browser (e.g. Firefox, Chrome, or Edge).

Your UserName is your Account Number, and your initial password is your ID Number.

Safety of information

POPI COMPLIANT
GDPR COMPLIANT



Secure website



Secure database



No "cookies"



Activities are
logged

What will you find?

ROLES:

- **RESIDENTS**
- **STAFF**
- **ENHANCED ACCESS**
- **SENIOR CC STAFF**
- **ADMINISTRATOR**

Residents can:

- **Write to management**
- **Change password**
- **Access selected documents, including the **intranet manual****
- **Search for permitted people contact details**
- **Create or view status of Tasks**
- **See permitted Birthdays**
- **Own Electricity history**
- **Organisation Chart - Top level**

Logging on

**THE FIRST SCREEN:
CHOOSE "STAFF
AND RESIDENTS
ONLY".**



Click here

to visit the Government's COVID-19 portal at

<https://sacoronavirus.co.za>

sprv.co.za

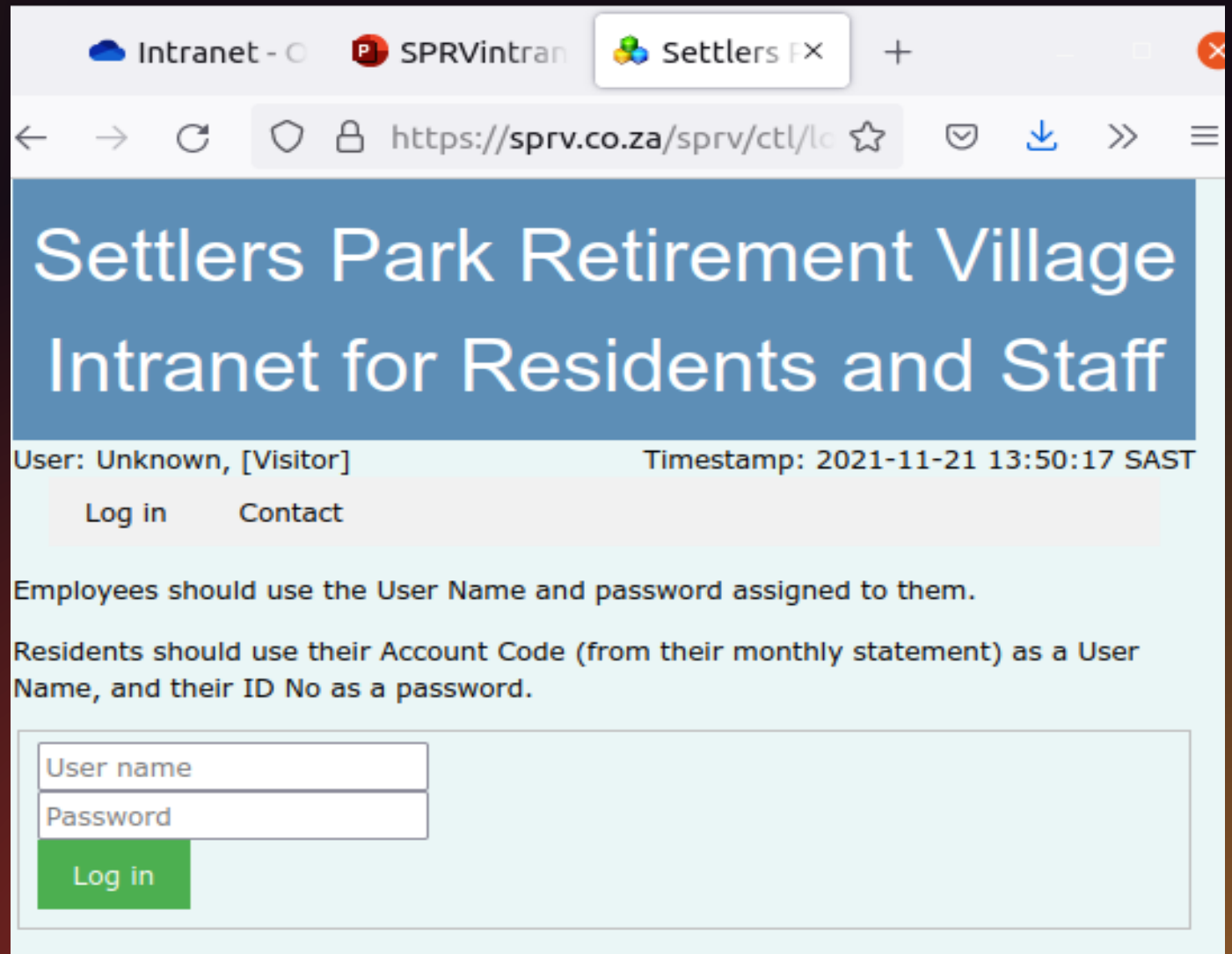
is the intranet for Settlers Park Retirement Village. Authorised access is required.

Staff and Residents only

Settlers Park Administration

Identify yourself

**ENTER YOUR
ACCOUNT NUMBER
AS USERNAME AND
YOUR ID NUMBER
AS A PASSWORD.**



The screenshot shows a web browser window with three tabs: 'Intranet - O', 'SPRVintran', and 'Settlers Fx'. The address bar shows the URL 'https://sprv.co.za/sprv/ctl/lc'. The page title is 'Settlers Park Retirement Village Intranet for Residents and Staff'. Below the title, it says 'User: Unknown, [Visitor]' and 'Timestamp: 2021-11-21 13:50:17 SAST'. There are two buttons: 'Log in' and 'Contact'. Below these, there is a message: 'Employees should use the User Name and password assigned to them.' and another message: 'Residents should use their Account Code (from their monthly statement) as a User Name, and their ID No as a password.' At the bottom, there is a login form with two input fields: 'User name' and 'Password', and a green 'Log in' button.

Settlers Park Retirement Village
Intranet for Residents and Staff

User: Unknown, [Visitor] Timestamp: 2021-11-21 13:50:17 SAST

[Log in](#) [Contact](#)

Employees should use the User Name and password assigned to them.

Residents should use their Account Code (from their monthly statement) as a User Name, and their ID No as a password.

User name
Password
[Log in](#)

Recent "News"

**CLICK ON A NEWS ITEM TO
READ IT. ONCE YOU HAVE
READ IT, IT WILL NO
LONGER APPEAR IN THE
LIST.**

**USE THE MENU TO SELECT
FUNCTIONS.**

Settlers Park Retirement Village
Intranet for Residents and Staff

User: Crothall, Robert [RESIDENT] Timestamp: 2021-11-21 14:01:07 SAST

[Log off](#) [Contact](#) [Password](#) [Documents](#) [Search](#) [Tasks](#) [General](#)

List of news items

1. [New Password rules](#) [2021-08-04]
2. [Protection of Personal Information Act \(PoPI\)](#) [2021-07-30]
3. [Revised function for creating new Users](#) [2021-07-25]
4. [Tasks can be linked to Projects](#) [2021-07-05]

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First steps

**CHANGE YOUR
PASSWORD
LOOK AROUND
LOG OFF**

- Change your password to a more complex one
- Visit each menu item to see what is there. **You cannot break it!**
- If you find anything wrong, report it to info@settlerspark.co.za
- When you are finished, log off (top left of the menu)

Tasks, or Job Cards

RESIDENTS CAN CREATE AND REVIEW THEIR OWN TASKS

STAFF CAN CREATE, UPDATE, AND ASSIGN TASKS

TASKS CAN BE SELECTED BY CATEGORY

- Create a new task for Facilities
- View the status of your tasks, including closed tasks
- Get an email whenever the task is updated, assigned, or closed

What can staff do?

STAFF HAVE
FUNCTIONS LINKED TO
THEIR JOBS

THEY CAN ONLY SEE
WHAT THEY NEED

- See draft and final documents
- Maintain personal details, if appropriate for their job
- Process phone, electricity, and Hibiscus Room charges
- Print the telephone list
- Extract statistics
- (Soon) Accounting, Inventory Management, Procurement, Sales, Reporting

Any
questions?

