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.

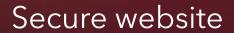| |
|---|
| We have around seventy five registered Users in the Park |
| "SPRV" stands for "Settlers Park Retirement Village". Our address is **WWW.SPRV.CO.ZA** |
| All you need in order to use it is an Internet connection and a web browser (e.g. Firefox, Chrome, or Edge). |
| Your UserName is your Account 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
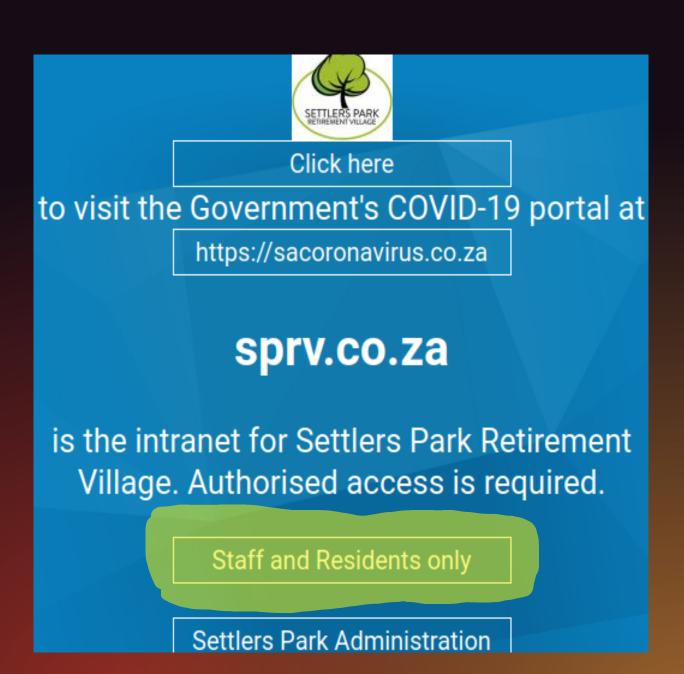
What will you find?

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**
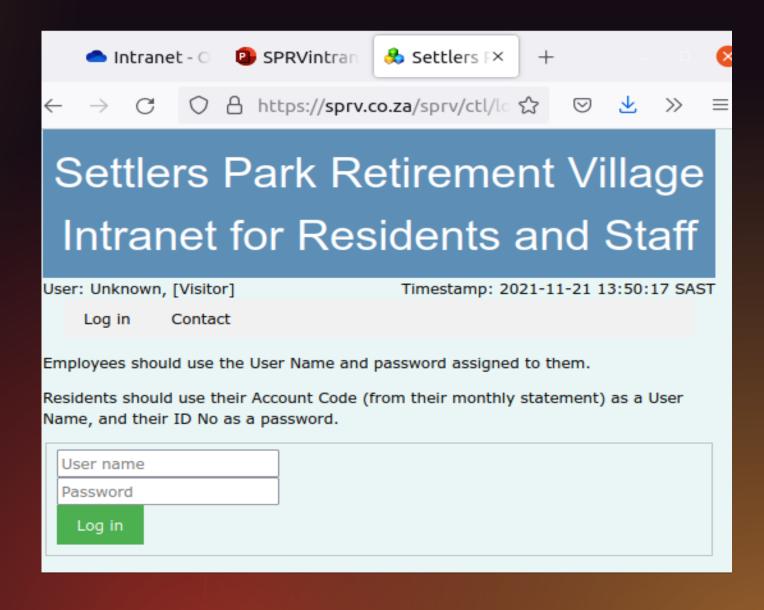- **Organisation Chart – Top level**

Logging on

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

Identify yourself

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

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?