HEQF-online User Manual
CHE Administrator

V2.0

TABLE OF CONTENTS

1. INTRODUCTION

The HEQF-online system has been developed to facilitate the online submission, processing and tracking of applications for programme alignment.

The system allows institutions to seamlessly submit, track and process applications for programme alignment.

This manual seeks to guide those members of the CHE staff tasked with the alignment process.

In this manual, single quotation marks (' ') are used to indicate a link or a button to be clicked, in the HEQF-online System.

Italics are used to indicate a page or dialogue box which is opened.

For example, 'HOME' is a link to the *Home* page.

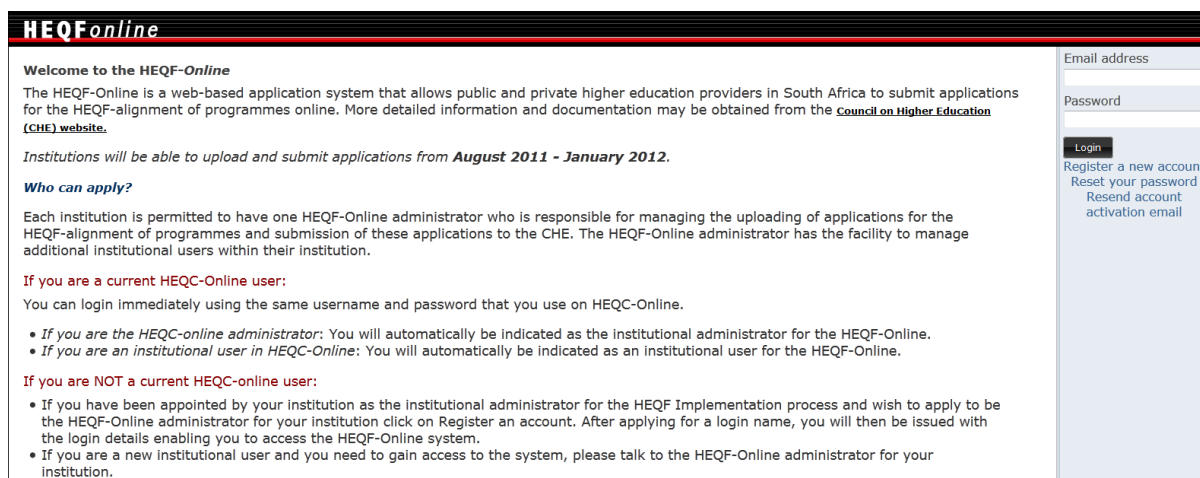# 2. SYSTEM ACCESS

2.1 Login

The HEQF-online System is web browser based.

Type the following URL in the Address bar to access the system: http://heqf-online.che.ac.za/

- The HEQF-online *landing page* will display as follows:

On the right side of the *landing page* the 'Login' will display as follows:

To log in, enter your email address and password and click the 'Login' button.

2.2 Register a new account

A new user can register an account, click on the 'Register a new account' link found below the 'Login' button on the right of the screen.

The new user must complete the required fields.

*Note: All compulsory fields are marked with a *.

Once the new user has completed all fields, click on 'Register account' and a new account will be created for the user.

2.3 Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

*Note: It is recommended that a password that is easy to remember is selected.

2.4 Resend account activation email

Please enter the email address that was submitted during registration.

An email containing the password and an activation link will be sent to the email address entered.

Resend activation email
Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.
Email address*
Resend activation email

2.5 Once logged in

The CHE administrator is responsible for managing HEQF-online applications submitted to the CHE by institutions.

The *Home* page contains an overview of the functionalities available to the administrator:

1. **Home**: Returns the user to this page from anywhere in the system.
2. **Applications**: View the submitted applications and return them to the institution if necessary.
3. **Users**: Manage the users for your institution. The administrator can add or change institutional administrators.
4. **Help**: Access the HEQF-online user manual.
5. **Logout**: Logout the system.

Welcome Tamara Bezuidenhout

You are logged in as the CHE administrator

The CHE administrator is responsible for managing HEQF-Online applications submitted by to the CHE by institutions. The following functionality is available from the menu options above:

1. **Home**: Returns you to this page from anywhere in the system

2. **Applications**: View the submitted applications and return them to the institution if necessary.

3. **Users**: Manage the users for your institution. You can add or change institutional administrators.

4. **Help**: Access the HEQF-Online user manual

5. **Logout**: Logout the system

2.6 Site navigation

To navigate through the site, use the Main Menu:

Home	Applications	Review	HEQF alignment report	Users	Your account	Help	Logout

The *Main Menu* bar across the top of the screen has the following menu items:

1.	**Home:**	Navigates the user to the *Home page* that displays after login.
2.	**Applications:**	Displays a list of all the active applications available for view.
3.	**Review:**	TBA

4.	**HEQF alignment report:**	TBA
5.	**Users:**	Displays a list of users with details of each user.
6.	**Your account:**	Displays the logged in user's details.
7.	**Help:**	Displays a downloadable version of the manual in PDF format.
8.	**Logout:**	This ends the user's session and returns the user to the *login page*.

All functionalities available to the administrator are described in detail below:

2.7 Applications

This page will display all the applications listed for the logged in administrator.

List of Applications - CHE administrator

Total: 16 applications

All: With selected: Return to institution | Assign to checklister | Assign to evaluator | Assign to reviewer

	Institution	Ref	Qualification name	Submission date	Submission user	Checklist status	Checklisted on date	Evaluation date	Catg	Application status	User assigned to
☐	Ruth Prowse School of Art (PR042)	6003	Diploma: Fine Arts	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	
☐	Ruth Prowse School of Art (PR042)	6002	Diploma: Graphic Design	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	
☐	Ruth Prowse School of Art (PR042)	6006	Diploma in Jewellery Design	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	B	Review	
☐	Medi-Clinic Limited (PR201)	CHED-180	Diploma in General Nursing Science	2011-09-20	avril.stroh@mediclinic.co.za	Ready for evaluation	2011-10-24	2011-10-24	C	Review	
☐	Medi-Clinic Limited (PR201)	CHED-283	Diploma in Operating Room Practice	2011-09-20	avril.stroh@mediclinic.co.za	Ready for evaluation	2011-10-24		A	Evaluation	

With selected: Return to institution | Assign to checklister | Assign to evaluator | Assign to reviewer

<< Previous | Next >>

Display: 20 ▾

*Note: There are similar links at the bottom of the page.

2.7.1 Search for an application

The administrator can search for an application by entering a specific reference number:

An advanced search can be done by clicking on the 'Advanced search' button.

The advanced search criteria can now be selected by the administrator:

List of Applications - CHE administrator

Advanced Search

Alignment category
Select

Application status
Select

Institution
Select

Qualification type
Select

Search | **Clear search**

2.7.2 **Return application to institution**

On the *Applications* page the administrator can return a single application to the institution by selecting the checkbox, and clicking the 'Return to institution' button:

	Institution	Ref	Qualification name	Submission date	Submission user	Checklist status	Checklisted on date	Evaluation date	Catg	Application status	User assigned to
☑	Ruth Prowse School of Art (PR042)	6003	Diploma: Fine Arts	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	

Return to institution

*Note: There is a similar link at the bottom of the page.

2.7.3 **Select multiple applications and assign to checklister**

The administrator can select multiple applications and assign them to a checklister by checking the tick in several tick boxes or by ticking the 'All' box:
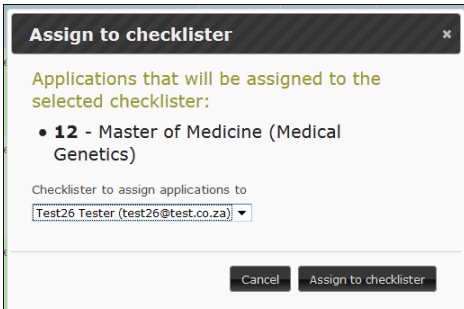
All: With selected:
Return to institution | Assign to checklister | Assign to evaluator | Assign to reviewer

	Institution	Ref	Qualification name	Submission date	Submission user	Checklist status	Checklisted on date	Evaluation date	Catg	Application status	User assigned to
☑	Southern Africa Bible College (PR069)	Prog 3	Bachelor of Arts in Theology	2011-09-22	swishart@southernafricabiblecollege.org				A	Submitted	Samuel Wishart (swishart@southernafri
☑	Global School Of Theology (PR411)	GSTBA	Bachelor of Arts: Christian Theology	2011-10-04	terry.hosch@agmd.org				A	Submitted	Terry Hosch (terry.hosch@agmd.or

After multiple applications have been selected, click on the 'Assign to checklister' button:

Assign to checklister

A pop up window will appear with a dropdown list of the checklisters to which the applications can be assigned to:

Once the checklister has been selected from the drop down list, click on the 'Assign to checklister' button:
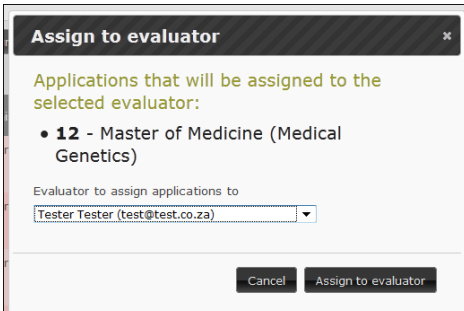

The application will now be in 'Checklisting' status:
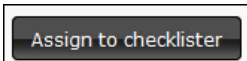
☑	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Checklisting		H	Checklisting	Test26 Tester (test26@test.co.za)

*Note: An application can only be assigned to a checklister once it is in 'Submitted' status.

2.7.4 Select multiple applications and assign to evaluator

The administrator can select multiple applications and assign them to an evaluator by checking the tick in several tick boxes or by ticking the 'All' box:

☑	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Ready for evaluation	2011-10-28	H	Checklisting	Vi

After multiple applications have been selected, click on the 'Assign to evaluator button:

A pop up window will appear with a dropdown list of the evaluators to which the applications can be assigned to:

The application will now be in 'Evaluation' status:

|									
☑	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Ready for evaluation	2011-10-28	H	Evaluation	Tester Tester (test@test.co.za)

*Note: An application can only be assigned to an evaluator once it is in 'Checklisted' status

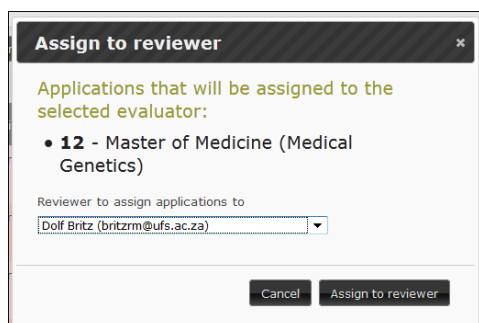### 2.7.5 Select multiple applications and assign to reviewer

The administrator can select multiple applications and assign them to a reviewer by checking the tick in several tick boxes or by ticking the 'All' box:

☑	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za		Ready for evaluation	2011-10-28	2011-10-28	A	Evaluation

After multiple applications have been selected, click on the 'Assign to reviewer' button:
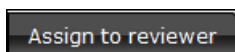
Assign to reviewer

A pop up window will appear with a dropdown list of the reviewers to which the applications can be assigned to:

Assign to reviewer ✕

Applications that will be assigned to the selected evaluator:

- **12** - Master of Medicine (Medical Genetics)

Reviewer to assign applications to

Dolf Britz (britzrm@ufs.ac.za) ▼

Cancel   Assign to reviewer

The application will now be in 'Review' status:

☑	Southern Africa Bible College (PR069)	Prog 3	Bachelor of Arts in Theology	2011-09-22	swishart@southernafricabiblecollege.org	Ready for evaluation	2011-10-27	2011-10-27	A	Review	Dolf Britz (britzrm@ufs.ac.za)

*Note: An application can only be assigned to a reviewer once it is in 'Evaluation' status

2.7.6 Sorting applications

Applications can be sorted by a certain heading by clicking on the chosen column title:

⇕ Institution	⇕ Ref	⇕ Qualification name	⇕ Submission date	⇕ Submission user	⇕ Checklist status	⇕ Checklisted on date	⇕ Evaluation date	⇕ Catg	⇕ Application status	⇕ User assigned to

*Note: In this example the applications were sorted by 'Qualification name' therefore the icon is only one highlighted blue triangle.

2.7.7 Viewing an application

The administrator can view more information about the selected application, by clicking the 'View' button:

View
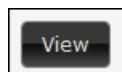
*Note: To see this button the administrator can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:

◄ ─────────────────── III ─────────────────── ►

2.7.8 **Selecting all or multiple applications**

The administrator can select multiple applications by ticking the checkbox on the left of each application, or all applications can be selected at once by ticking the 'All' box located top left of the table list:

2.7.9 **Navigating Previous and Next pages**

The administrator can navigate to the next and previous pages by clicking the following buttons:

2.8 **Users**

This page will display a list of all the users registered on the HEQF-online system:

Users
Total: 123 users

Email address	First Name	Last Name	Institution	Role	Status	Created	Actions
admin@potchakademie.co.za	Sonja	Wilders	POTCHEFSTROOM AKADEMIE	Institutional administrator	Active	2011-09-29 12:18:57	Edit Deactivate
Ajuluf@ukzn.ac.za	Florence	Southway-Ajulu	University of KwaZulu-Natal	Institutional administrator	Active	2011-09-19 10:38:54	Edit Deactivate
annali@octoplus.co.za	Anna	Erasus	University of Cape Town	Institutional user	Active	2011-08-12 10:58:56	Edit Deactivate Make admin
ashnas@pctrainingonline.co.za	Ashna	Sivai	PC Training & BUSINESS COLLEGE	Institutional user	Active	2011-10-17 08:59:03	Edit Deactivate Make admin
avril.stroh@mediclinic.co.za	Avril	Stroh	Medi-Clinic Limited	Institutional administrator	Active	2011-09-15 14:55:15	Edit Deactivate
barbara@stelleboschacademy.co.za	Barbara	Fassler	Stellenbosch Academy of Design and Photo	Institutional administrator	Active	2011-09-18 22:11:23	Edit Deactivate
barbaram@pmi-sa.co.za	Barbara	Mayers	Production Management Institute	Institutional administrator	Active	2011-09-13 13:17:36	Edit Deactivate
Bennie.vanRooyen@icg.edu.za	Benjamin	Van Rooyen	Lyceum College	Institutional administrator	Active	2011-09-12 15:33:42	Edit Deactivate

2.8.1   **Add new user**

On the *Users page,* the administrator can add a new user by clicking on the 'Add new user' button:
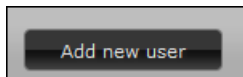
The following page will be displayed:

*Note: The institution list comes from the HEQC-online system in order to use the same institution reference numbers e.g. PR045 as a standard, therefore if the institution is not on HEQC-online, the user must first register on HEQC-online, in order to obtain a unique reference number for their institution.

The administrator can assign different roles to new users by selecting an option from the 'Role' drop down menu:

*Note: These roles are discussed in further detail in section xxx.

Once all the details of the new user have been entered, click on the 'Save user' button:

*Note: Fields marked with a * is compulsory.

2.8.2   Search for a user

The administrator can search for users by entering the search criteria in the 'Search users' field and clicking the 'Go' button:

The 'Clear' button can be clicked to empty the search criteria entered, and to start a new search.

Users can be sorted by a certain heading by clicking on the chosen column title:

⇕ Email address	⇕ First Name	⇕ Last Name	▼ Institution	▼ Role	▼ Status	⇕ Created	Actions

*Note: In this example the applications were sorted by 'Email address' Therefore the icon is only one highlighted blue triangle.

2.8.3 Edit, Deactivate and Make administrator

There are different actions that can be performed on each listed user:

- Edit: Edit the details of a certain user.
- Deactivate :   Deactivate a certain user.
- Make admin: Change a certain user to an administrator.

Edit	Deactivate	Make admin
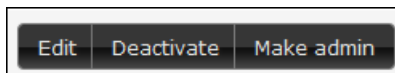
*Note: Only the role of an institutional user can be changed to administrator.

The user can navigate to the next and previous pages by clicking the following buttons:

<< Previous	1	2	3	4	5	6	7	Next >>

2.9 Help

On the *Help* page, the user manual can be downloaded in PDF format by clicking the 'Help manual' link:

Help page

For any additional information, please consult the manual.

Help manual

2.10 Your account

This page enables the CHE Administrator to update their account details. Once the details have been updated, click on the 'Submit' button.

The CHE Administrator can also change their password by clicking on the 'Change your password' button.

Update your account

Email address*
The email address needs to be a valid, working email. It will also be used for your login details.
bezuidenhout.t@che.ac.za

First name*
Tamara

Last name*
Bezuidenhout

Change your password

Submit

Enter your existing password
Choose your new password
Confirm (Repeat) your new password

Click 'Submit'

2.11 Logout

The CHE Administrator can log out of the system by clicking on the 'Logout' button in the Main Menu bar:

2.12 Support

For **business related** queries, please contact the CHE:

Tel: +27 12 349 3934

For **technical related** queries, please contact Octoplus Information Solutions:

Tel: +27 12 346 4823

Email: heqf@octoplus.co.za

2.13 Roles

The following are roles that can be assigned to users by the administrator:

*Note: An application can only be assigned:

To a checklister once it has been submitted.

To an evaluator once it has been checklisted.

To a reviser once it has been evaluated.

2.13.1 Checklister
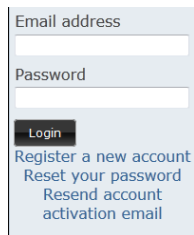
2.13.1.a   Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: http://heqf-online.che.ac.za/

- The HEQF-online *landing page* will display as follows:

On the right side of the *landing page* the 'Login' will display as follows:

Email address

Password

Login
Register a new account
Reset your password
Resend account
activation email

To log in, enter your email address and password and click the 'Login' button.
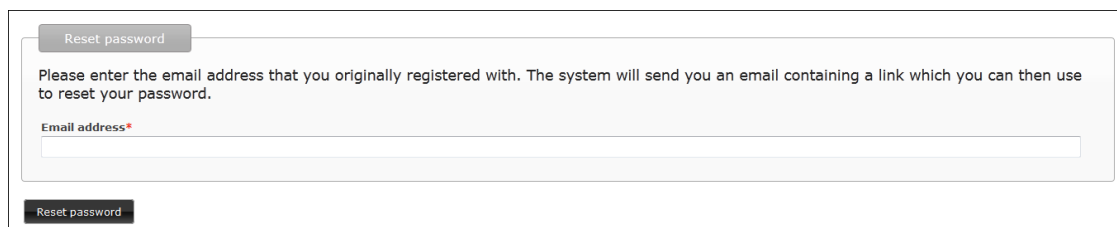
2.13.1.b   Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.1.c   Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Reset password

Please enter the email address that you originally registered with. The system will send you an email containing a link which you can then use to reset your password.

Email address*
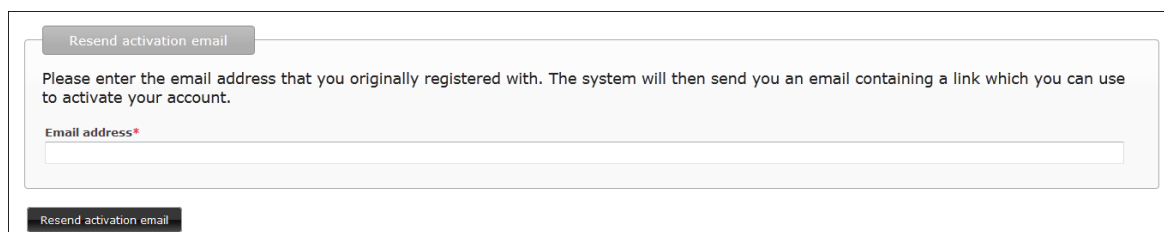
Reset password

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

*Note: It is recommended that a password that is easy to remember is selected.

2.13.1.d   Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.

Resend activation email

Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.

Email address*

Resend activation email

2.13.1.e   Once logged in

The *Home page* will display as follows:

The following functionality is available to the checklister from the menu options above:

Home:	Returns you to this page from anywhere in the system
Checklist:	Checklist the applications assigned to you.
HEQF alignment report: "deemed accredited".	Report containing a list of all the qualifications with outcome
Your account	Update your personal details
Help:	Access the HEQF-Online user manual
Logout:	Logout of the system

Home

The *Home page* will display as follows:

Checklist

The *Checklist* page will display a list of all the applications assigned to the checklister:

The checklister can search for a certain application:

The checklister can select all the applications by clicking the tick in the tick box at 'All':

The checklister can sort applications by a certain heading, by clicking on the name of the heading:

*Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.

The checklister can checklist applications by clicking on the 'Checklist' button:
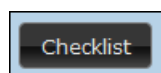
An application summary of the checklisted application will display:

Notes can be made in the 'Comments/Suggestions' field, highlighting specific areas that are incorrect or incomplete.

*Note: All incorrect fields must be listed in this comment field.

The checklister can edit the 'Checklisting Status Id' by clicking on the radio button.

*Note: If 'Return to institution' or 'Ready for evaluation' is selected, the application will be returned to the CHE administrator, In the case where 'Checklisting' is selected, the application will remain with the checklister, this is recommended if the checklister is uncertain about any of the information on the application.

Once all fields have been completed, the checklister can click on the 'Save and return to list' button:

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

HEQF alignment report

The checklister can view a report:

*Note: To see this button the checklister can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:

The checklister can apply a report filter by clicking on the 'Report filter' link:

Report filter

The checklister can edit the filter settings by choosing options from the dropdown list:

Filter report

Alignment category*
Select ▾

Institution
Select ▾

Qualification type
Select ▾

Filter | **Clear filter**

Hide report filter

Click on 'Filter' to apply the filter, or 'Clear filter' to clear the filter selections:

Filter | **Clear filter**

The checklister can download an Excel report by clicking on the 'Download Excel report' button:

Download Excel report

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

<< Previous | Next >>

The checklister can select the number of records that display on one page:

Display:
20 ▾
10
20
50
100
250

Your account

The account details can be edited by the checklister on the *Your account* page:

Update your account

Email address*
The email address needs to be a valid, working email. It will also be used for your login details.
test26@test.co.za

First name*
Test26

Last name*
Tester

Change your password

Submit

*Note: Fields marked with a * is compulsory.

The checklister's password can be changed by clicking on the 'Change your password' link:
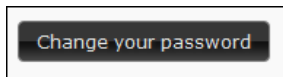
The following page will appear where the checklister must complete the following fields:

Existing password
New password
Confirm new password

*Note: Fields marked with a * are compulsory.

When all the fields have been completed the checklister can submit the change by clicking on the 'Submit' button:
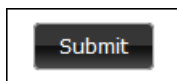
Help page

The checklister can download the help manual in PDF format by clicking on the 'Help manual' link:
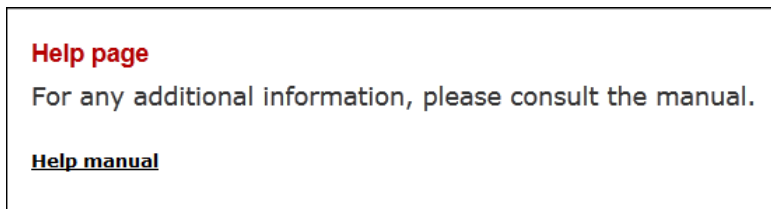
Log out

The checklister can log out of the system, by clicking on the 'Logout' button in the main menu:

2.13.2 Evaluator

2.13.2.a   Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: http://heqf-online.che.ac.za/

- The HEQF-online *landing page* will display as follows:

On the right side of the *landing page* the 'Login' will display as follows:

To log in, enter your email address and password and click the 'Login' button.

2.13.2.b   Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.2.c   Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

*Note: It is recommended that a password that is easy to remember is selected.

2.13.2.d   Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.

2.13.2.e   Once logged in

The *Home page* will display as follows:

The following functionality is available to the evaluator from the menu options above:

Home:	Returns you to this page from anywhere in the system
Evaluate:	Evaluate the applications assigned to you.
Your account	Update your personal details
Help:	Access the HEQF-Online user manual
Logout:	Logout of the system

Home

The *Home page* will display as follows:

Evaluate

This page will display a list of the applications that are ready to be evaluated:

The evaluator can select all the applications by clicking the tick in the tick box at 'All':

The evaluator can sort applications by a certain heading, by clicking on the name of the heading:

*Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.

The evaluator can search for a certain application:

The evaluator can do an advanced search for a certain application:

The evaluator can select options from the drop down list:

Once the evaluator has selected all the options click on 'Search' or 'Clear search' to clear all selected options:

A list of all applications will display below the advanced search:

To evaluate an application click on the 'Evaluate' button:

The following form will appear:

The evaluator must complete the following form by selecting the radio buttons:

*Note: All incorrect fields must be listed in this comment field.

The evaluator must select one of the following options from the drop down list:

*Note: Application will be returned to the CHE administrator when selecting 'Ready for review'. In the case where 'Evaluating is selected, the application will remain with the evaluator, this is recommended if the evaluator is uncertain about any of the information on the application.
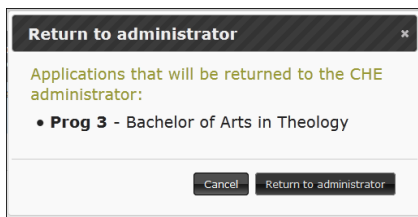
Once all fields have been completed the evaluator can 'Save and return to list':

The evaluator can return an application to the administrator by clicking on the 'Return to administrator' button:

A pop up window will appear to confirm if the evaluator would like to return the application to the administrator:

To cancel, click on the 'Cancel' button.

Your account

The account details can be edited by the evaluator on the *Your account* page:
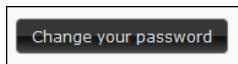
*Note: Fields marked with a * is compulsory.

The evaluator's password can be changed by clicking on the 'Change your password' link:

The following page will appear where the evaluator must complete the following fields:

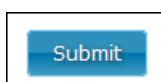| |
|---|
| Existing password |
| New password |
| Confirm new password |

*Note: Fields marked with a * is compulsory.

When all the fields have been completed the evaluator can submit the change by clicking on the 'Submit' button:

Help page

The evaluator can download the help manual in PDF format by clicking on the 'Help manual' link:

Help page

For any additional information, please consult the manual.

Help manual

Log out

The evaluator can log out of the system, by clicking on the 'Logout' button in the main menu:

Logout
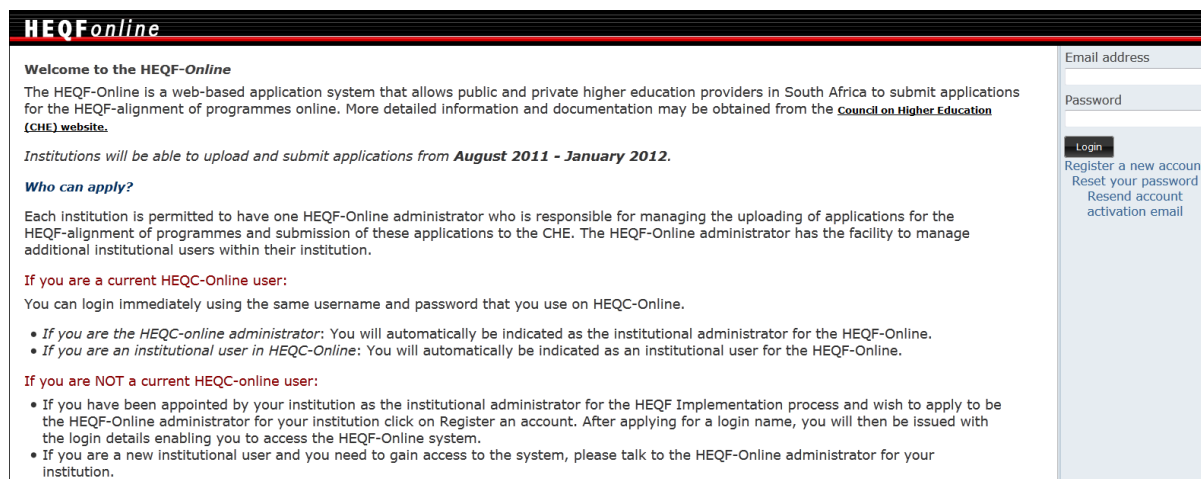
2.13.3 Reviewer

2.13.3.a   Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: http://heqf-online.che.ac.za/

- The HEQF-online *landing page* will display as follows:

On the right side of the *landing page* the 'Login' will display as follows:

To log in, enter your email address and password and click the 'Login' button.

2.13.3.b   Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.3.c   Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

*Note: It is recommended that a password that is easy to remember is selected.

2.13.3.d   Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.

2.13.3.e   Once logged in

The *Home page* will display as follows:

The following functionality is available from the menu options above:

Home:	Returns you to this page from anywhere in the system
Review:	Review the applications assigned to you.
HEQF alignment report: accredited".	Report containing a list of all the qualifications with outcome "deemed
Your account:	Update the details of your account.
Help:	Access the HEQF-Online user manual

Logout:	Logout of the system

Home

The *Home page* will display as follows:

Review

The reviewer can select all the applications by clicking the tick in the tick box at 'All':

The reviewer can sort applications by a certain heading, by clicking on the name of the heading:

*Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.

The reviewer can search for a certain application:

The reviewer can do an advanced search for a certain application:

The reviewer can select options from the drop down list:

Once the evaluator has selected all the options click on 'Search' or 'Clear search' to clear all selected options:

A list of all applications will display below the advanced search:

	Institution	Qualification type	Evaluator name	HEQF ref	Qualification name	New Qualification name	Credits	NQF level	Evaluator Questions 1	2	3	4	5	HEQF catg	Outcome	Review status	Actions
☐	Southern Africa Bible College (PR069)	Bachelors degree 360-credit	TesterTester	PR069/0008/HEQF	Bachelor of Arts in Theology	Bachelor of Arts in Theology	367	Level 6	Yes	Yes	Yes	Yes	Yes	A	HEQF aligned and deemed accredited	New	View

With selected:

The reviewer can mark applications as reviewed or return to the administrator by clicking on the button:

When clicking on 'Mark as reviewed' the following pop up will appear where the reviewer has to select a HEQC meeting date:

*Note: The application will be reviewed in the HEQC meeting on the date selected.

Click on the 'Mark as reviewed' button:

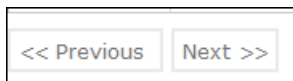The application will now be removed from the list of applications.

The reviewer can view applications by clicking on the 'View' button:

*Note: To see this button the reviewer can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:

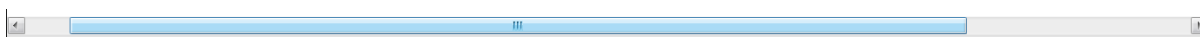Pages can be navigated by clicking on the 'Previous' and 'Next' button:

HEQF alignment report

The reviewer can view a report:

*Note: To see this button the checklister can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:

The reviewer can apply a report filter by clicking on the 'Report filter' link:

The reviewer can edit the filter settings by choosing options from the dropdown list:

Click on 'Filter' to apply the filter, or 'Clear filter' to clear the filter selections:

The reviewer can download an Excel report by clicking on the 'Download Excel report' button:

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

The reviewer can select the amount of records that displays on one page:

Your account

The account details can be edited by the reviewer on the *Your account* page:

*Note: Fields marked with a * are compulsory.

The reviewer's password can be changed by clicking on the 'Change your password' link:

The following page will appear where the reviewer must complete the following fields:

Existing password
New password
Confirm new password

*Note: Fields marked with a * are compulsory.

When all the fields have been completed the reviewer can submit the change by clicking on the 'Submit' button:

Help page

The reviewer can download the help manual in PDF format by clicking on the 'Help manual' link:

Log out

The reviewer can log out of the system, by clicking on the 'Logout' button in the main menu: