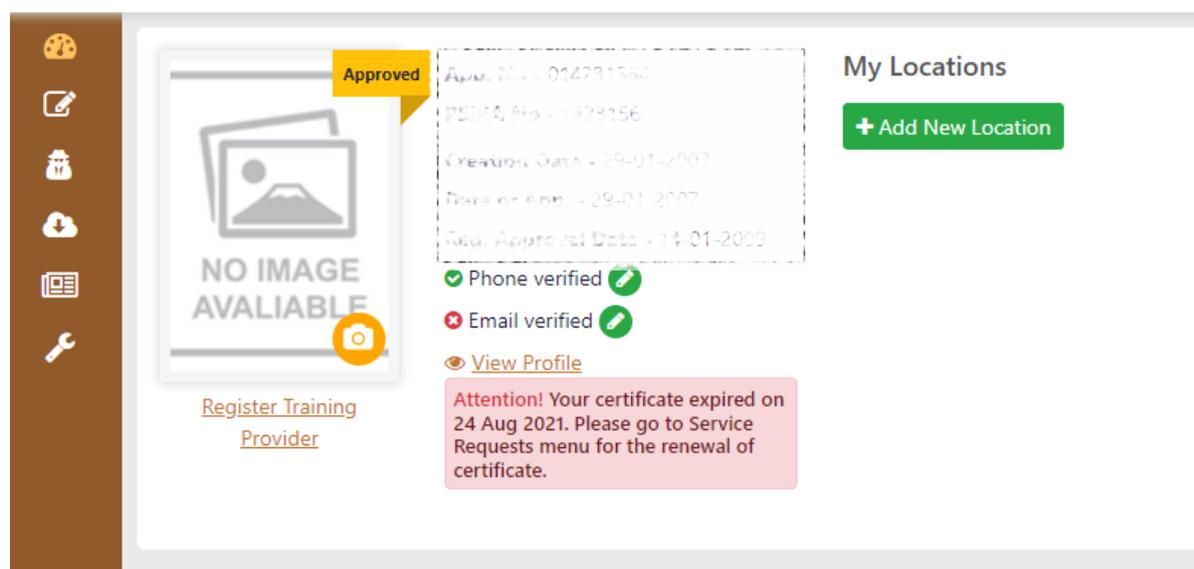
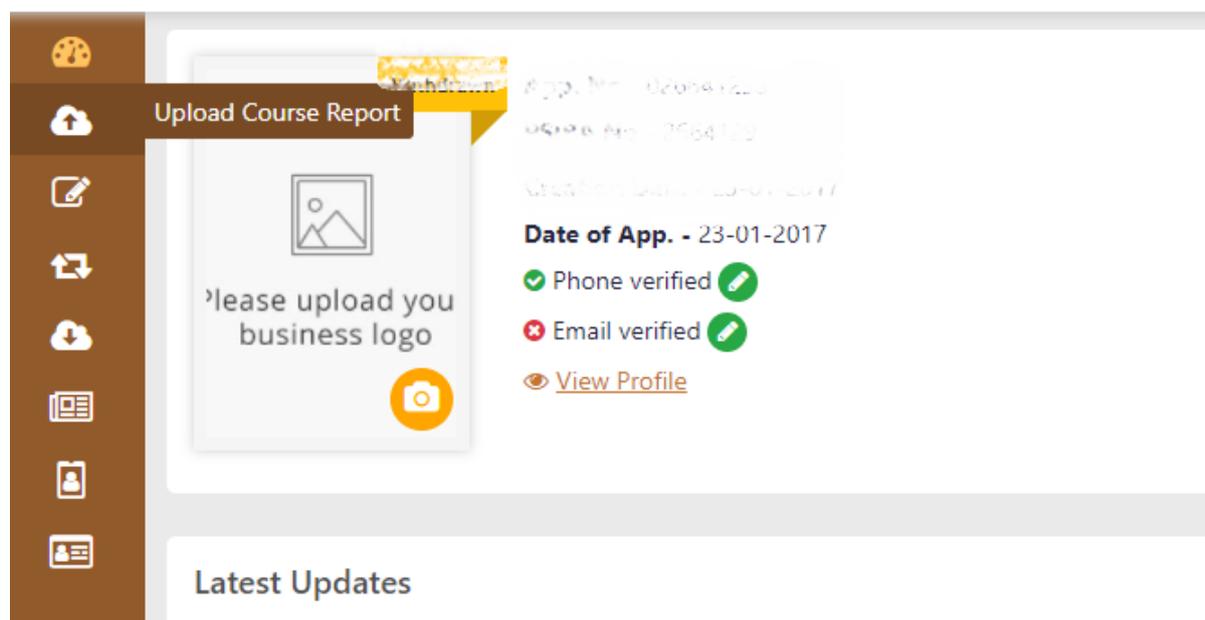


Business Dashboard – Icons Descriptions



#	Icon	Name of Icon	Description
1		Dashboard	The screen displays a summary information of your account
2		Complaints	The screen is for logging complaints against companies.
3		Security Officers	The tab displays Employees Listing – Security Officers employed in your company as per PSIRA21. In this screen, you are able to “Engage” and “Terminate” employees as per your payroll.
4		Downloads	The screen will show you your current <u>certificate</u> which is also downloadable from this screen
5		Invoices	Receipts, Invoices, and statement can be found on this tab. If you make payment for any transaction, the receipt is stored on this tab.
6		Service Requests	From this tab, you are able to: <ul style="list-style-type: none"> • Update your Marital Status (applicable costs will be applied) • Request New ID Card (applicable costs will be applied) • Renew Certificate (applicable costs will be applied) • Apply to become an Instructor • Submit RPL and Other
7		Viewing or editing Profile	If you click the View Profile icon, you will be able to view your: <ul style="list-style-type: none"> • Branch Details • Address • Documents • Management • Infrastructure • Declarations

Training Providers Dashboards – Icons Descriptions



#	Icon	Name of Icon	Description
1		Dashboard	The screen displays a summary information of your account
2		Upload course reports	The tab allows Training Providers to upload course reports. For manuals on how to upload course reports, click link below https://www.psira.co.za/dmdocuments/Digital_Manual/Training%20Providers%20Course%20Reports.pdf
3		Complaints	The screen is for logging complaints against companies.
4		Instructor Request	The tab will display progress of instructor request
5		Downloads	The screen will show you your current certificate which is also downloadable from this screen
6		Invoices	Receipts, Invoices, and statement can be found on this tab. If you make payment for any transaction, the receipt is stored on this tab.
7		Instructor Training	The tab allows Training Provider to add new Instructors to their portfolio
8		Viewing or editing Profile	If you click the View Profile icon, you will be able to view your: <ul style="list-style-type: none"> • Business Details • Management and Instructors Contracted • Training Facilities • Policies and Procedures • Documents • Member Link • Declarations • Special Courses