



GapSkill – User Guide

Module 1

2010-11-02

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INTRODUCTION

This document assists a user in accessing and navigating through the GapSkill system.

1. LOGIN

1.1 NEW USER

On the **GapSkill – Login** page enter the following detail:

- **Municipality Access Code**
- **User Name**
- **Password**

Please note that the User Name and Password fields are case sensitive.

Click **Submit** to gain access to the system. If you are not a current system user, the system will create a new user profile with the username you have entered. You will then be prompted to confirm your password and to type the access code in the field provided as indicated in Figure 1.

The screenshot shows the 'GapSkill - Login' page. At the top left is a blue question mark icon. To its right are two bullet points: 'If you are a first time user, create your own user name (e.g. your ID number or Employee Number) and password and type it in the field below.' and 'The system will then prompt you to confirm the password you have created.' Below this is a form with three sections. The first section is 'Municipality Access code:' with a text box containing 'np331016'. The second section is 'Login' with 'User Name / Employee Number' (text box: '8105045181057') and 'Password' (text box: '●●'). The third section is 'Please Confirm Password' with 'Confirm Password' (text box: '●●') and a CAPTCHA area. The CAPTCHA area contains the text 'To prevent spamming, please type in the access code shown:' followed by a large 'FR7' and a small text box containing 'FR7'. At the bottom left is a 'Submit' button.

Figure 1

After you have logged in for the first time you will see the **Audit Instruction** screen (see below) which provides a brief overview of the steps you have to follow in order to complete the skills audit process. Please read through these instructions to familiarize yourself with the steps. When you are ready to continue, tick the check box below the instructions section and provide the date. You can then click **Start Questionnaire** at the bottom of the screen to start the process.

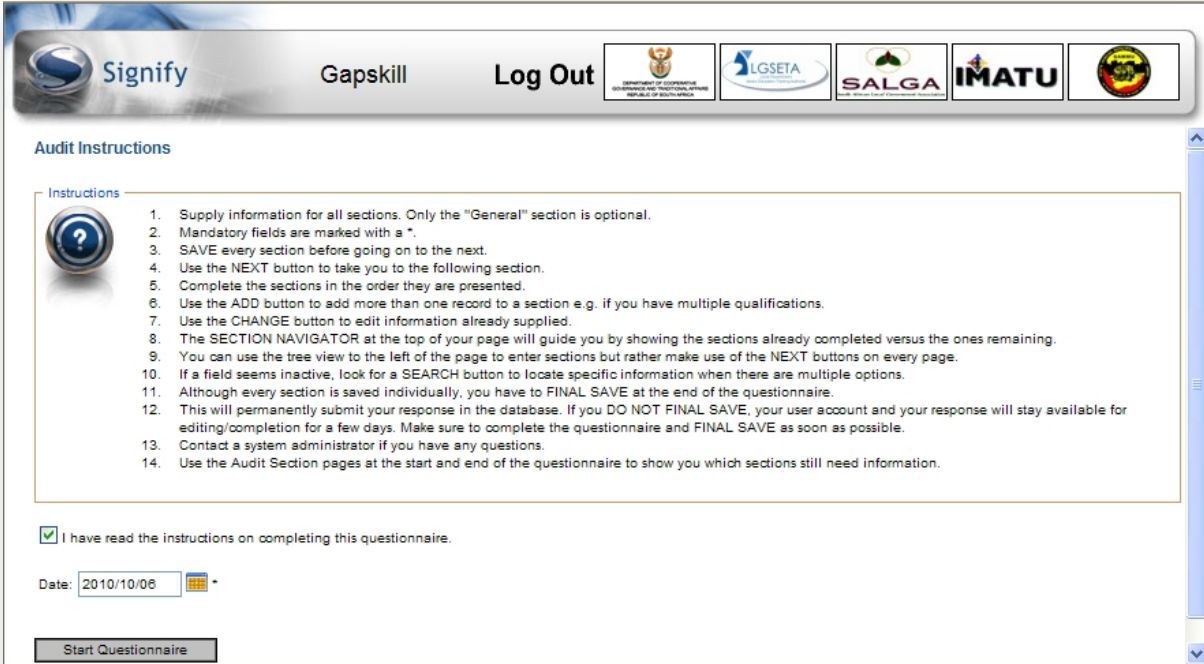


Figure 2

1.2 EXISTING USER


On the **GapSkill – Login** page enter the following detail:

- **Municipality Access code**
- **User Name**
- **Password**

Please note that the User Name and Password fields are case sensitive.

Click **Submit** to gain access to the system.

GapSkill - Login

 • If you are a first time user, create your own user name (e.g. your ID number or Employee Number) and password and type it in the field below.
• The system will then prompt you to confirm the password you have created.

Municipality Access code:

Login

User Name / Employee Number

Password

Figure 3

2. GAPSKILL – MAIN PAGE

On the **GapSkill** main page all the sections or phases in the GapSkill process are displayed on the left as indicated in Figure 4.

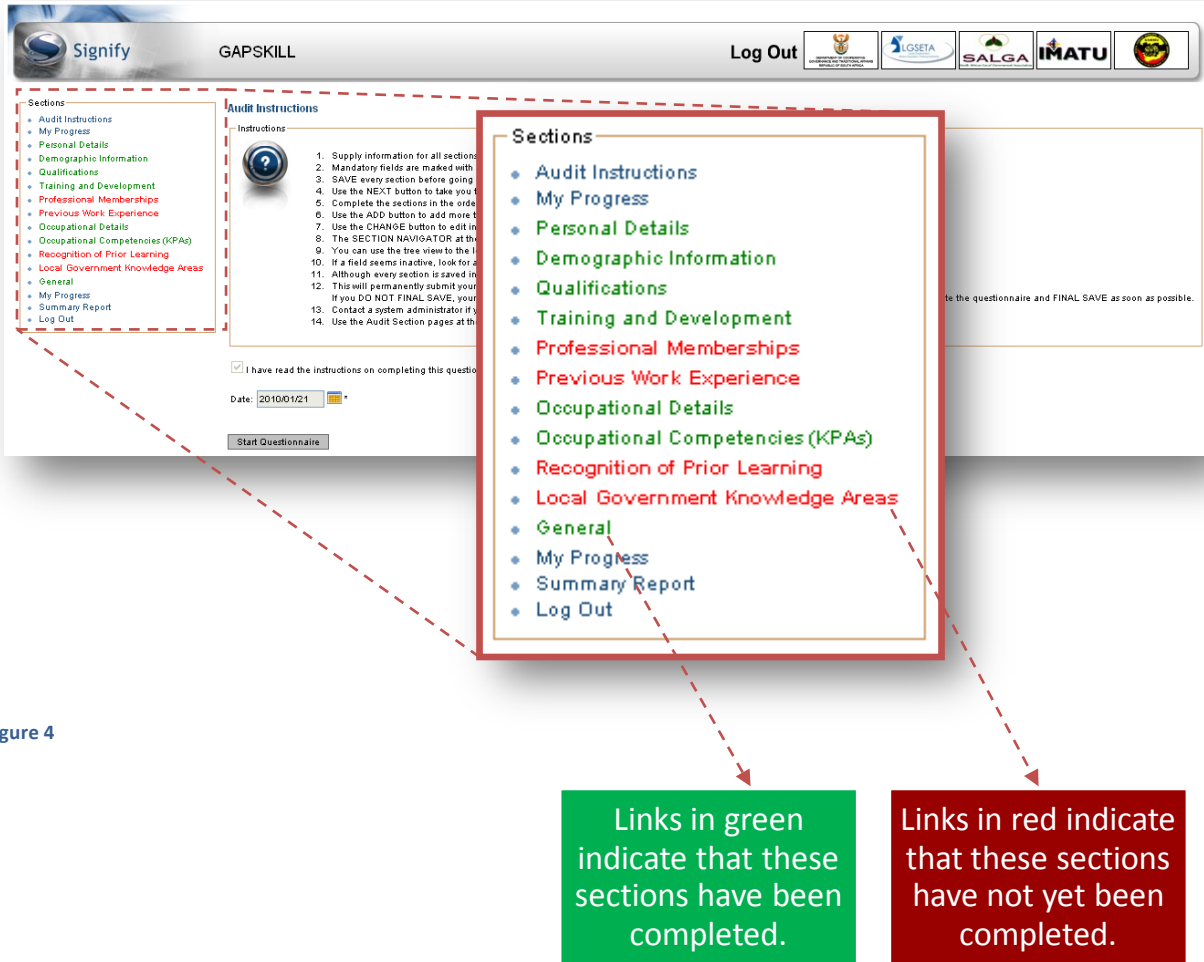
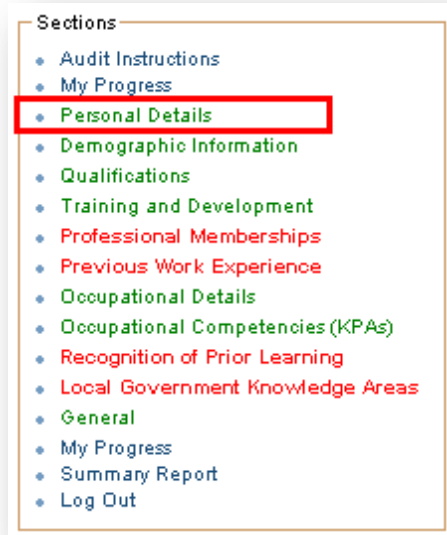


Figure 4

3. PERSONAL DETAILS SECTION

Click on the **Personal Details** link as indicated in the screenshot on the right. After clicking the link the **Personal Details** (summary) window will be displayed as indicated in Figure 5.



You can now view your **Personal Details**.

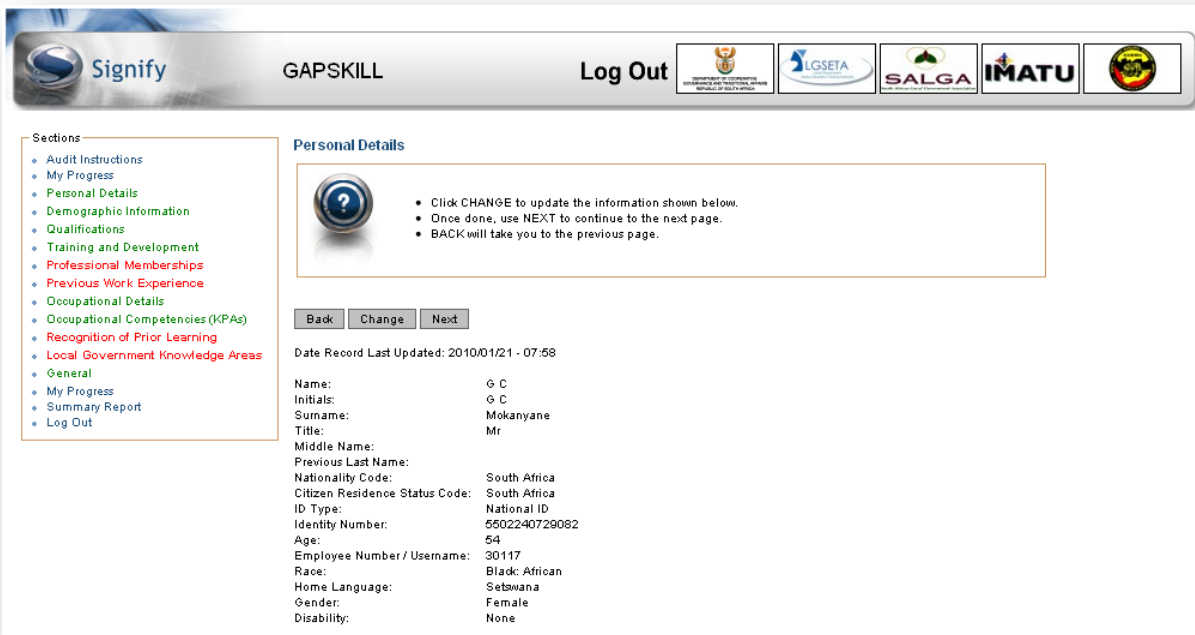


Figure 5

In order to amend your personal details, click the **Change** button to open the **Personal Details** (edit) page as indicated in Figure 6.

You can now add or modify the detail as required. After doing so click **Save** in order to save your changes. If you do not want to save the changes, click **Cancel**.

Personal Details

- Remember to SAVE once you are done.
- Cancel will return you to the PERSONAL DETAILS page without saving.

Cancel Save

Date Record Last Updated: 2010/01/21 - 07:58

Name: C

Initials: C

Surname: Mokanyane

Title: Mr

Middle Name:

Previous Last Name:

Nationality Code: South Africa

Citizen Residence Status Code: South Africa

ID Type: National ID

Identity Number: 5602240729082

Age: 54

Employee Number / Username: 30117

Race:

Home Language:

Gender:

Disability:

Citizen Residence Status Code: South Africa

ID Type: National ID

Identity Number: 70100525881087

Age: 40

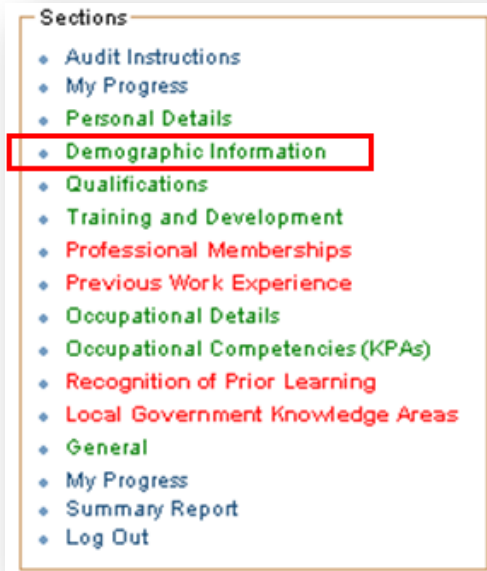
Employee Number / Username: 780618Provincial

Figure 6

In order to populate the **Age** field automatically from your **Identity Number**, click **Calculate Age From Identity Number**. This will use the first six digits from your **Identity Number (yyymmdd)** to calculate your age.

4. DEMOGRAPHIC INFORMATION SECTION

Click the **Demographic Information** link as indicated in the screenshot on the right. After clicking the link the **Demographic Information** (summary) window will be displayed as indicated in Figure 7.



You can now view your **Demographic Information**.

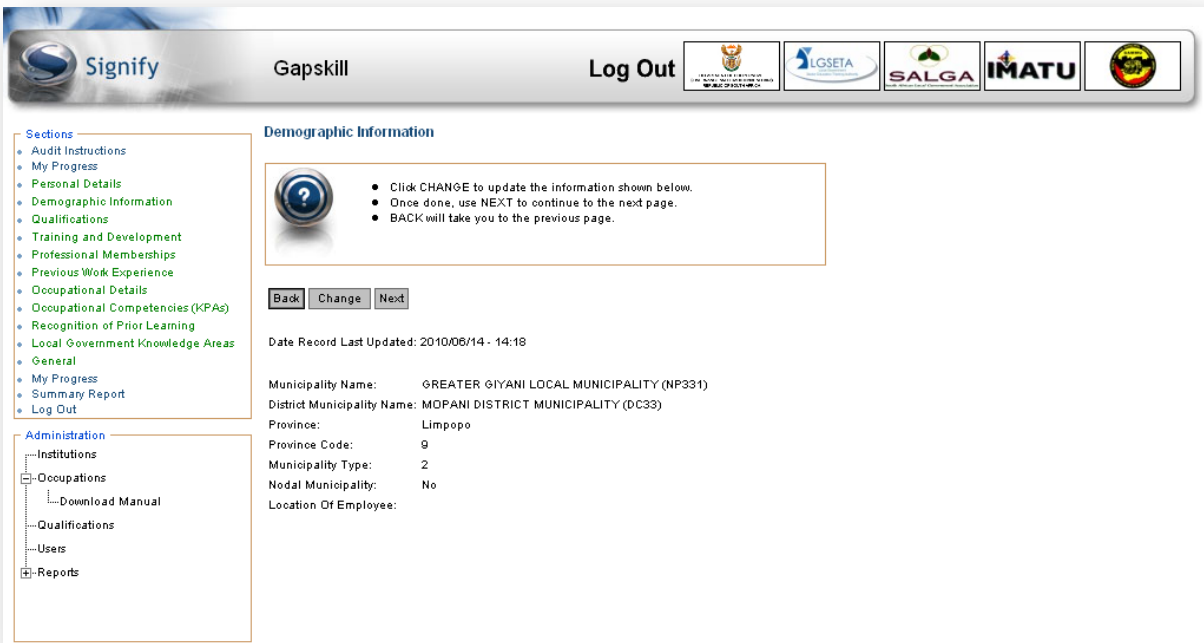
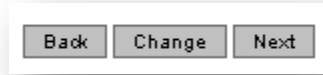
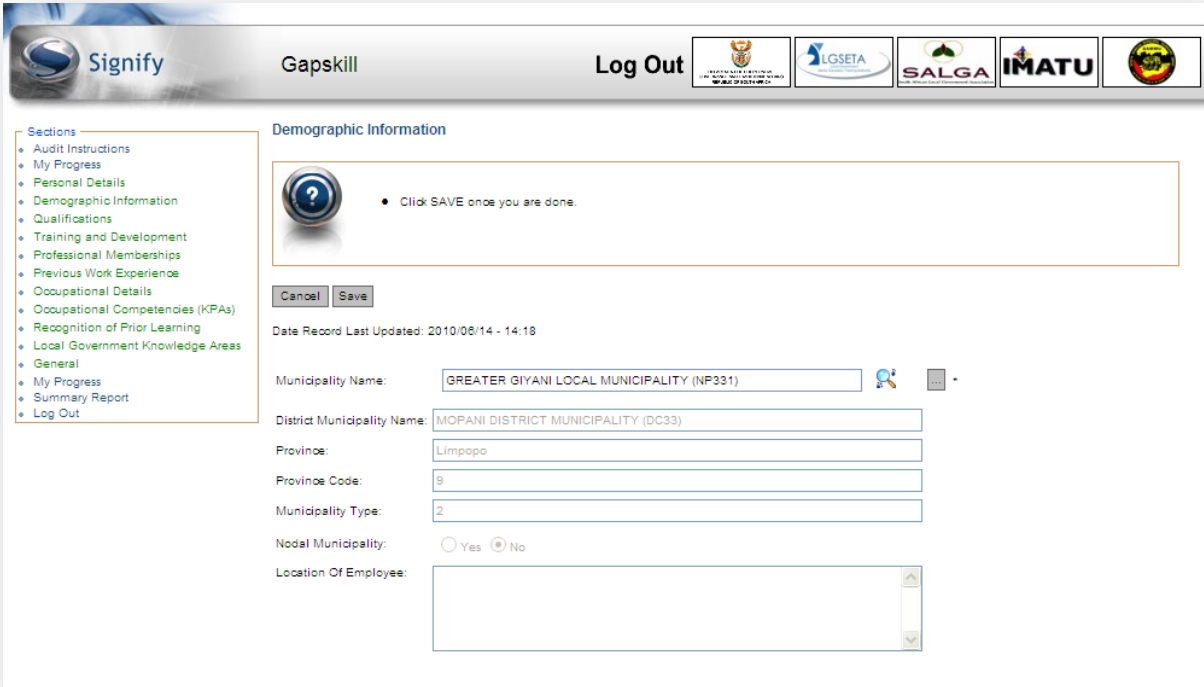


Figure 7

In order to continue to the next (or previous) section, you can either use the **Next** or **Back** navigation buttons, or you can use the **Quicklinks** on the left hand Menu.



To change the data in this section click **Change** to open the **Demographic Information** (edit) screen as shown below.



You can now add or modify the detail as required. After doing so click **Save** in order to save your changes. If you do not want to save the changes, click **Cancel**.