

UNEMPLOYMENT DATABASE

How to create a profile?



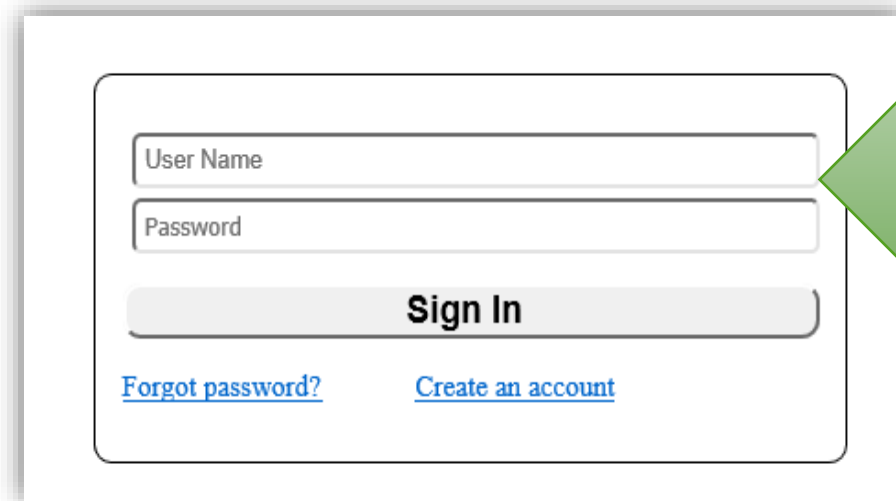
www.gardenroute.gov.za



**Garden Route District Municipality,
the leading, enabling and inclusive
district, characterised by equitable and
sustainable development, high quality
of life and equal opportunities for all.**

Log In

<https://munrec.collaboratoronline.com/Unemployment%20Database/ layouts/15/start.aspx#/>

A screenshot of a web login form. It features two input fields: 'User Name' and 'Password'. Below these fields is a 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Create an account'. The form is enclosed in a white box with a thin border.


Log in with
email and
password

If you have not yet
registered as a user,
go to the user
registration demo

Home Page

First create your profile. Click on the 'Your Profile' tab.



Home Your Profile Current Adverts Application History Inbox

Welcome to the Unemployment Database Portal

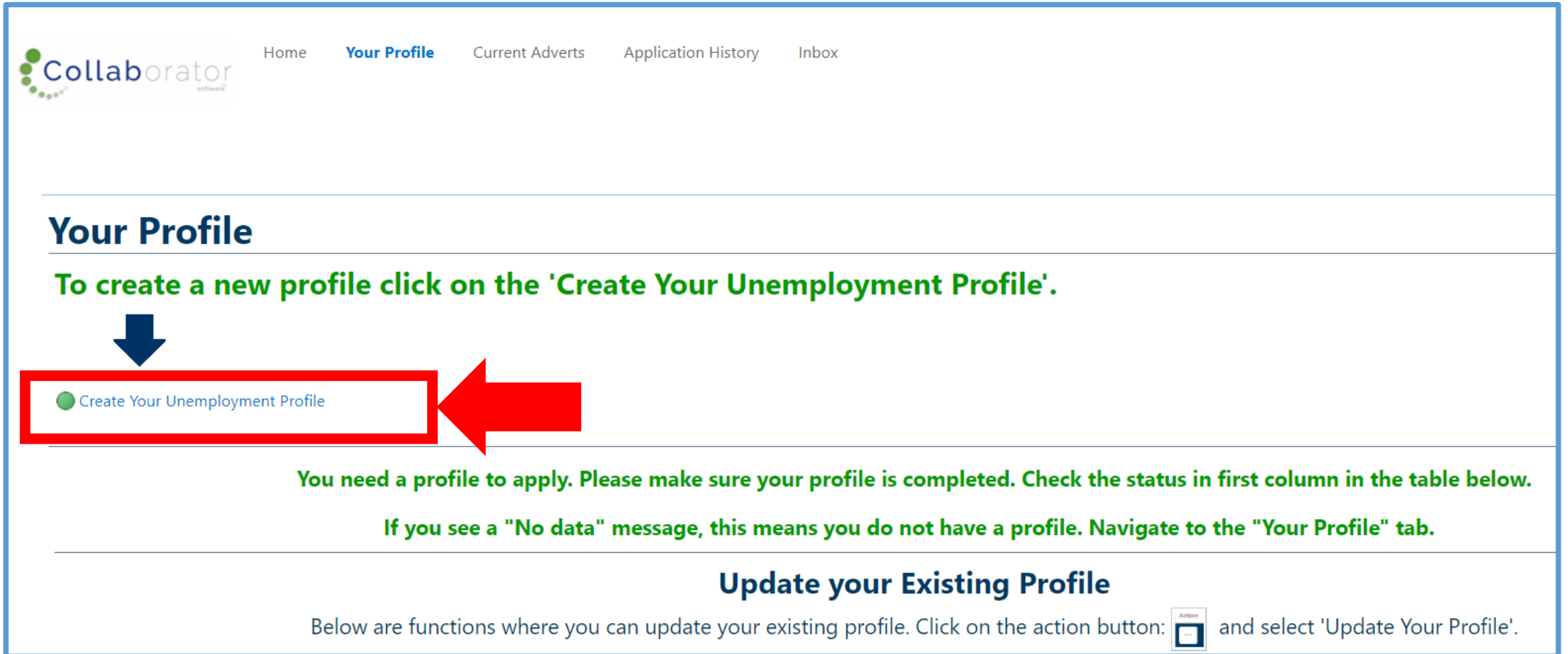
We will guide you through creating a profile and to successfully apply for published opportunities.


**You need a profile to apply. Please make sure your profile is completed. Check the status in first column in the table below.
If you see a "No data" message, this means you do not have a profile. Navigate to the "Your Promofile" tab.**

Action	Application Profile Status	Full Names	Surname
	🔍		🔍
No data			

Profile

Click on:  Create Your Unemployment Profile to create your profile



The screenshot shows the 'Collaborator software2' logo in the top left corner. The navigation menu includes 'Home', 'Your Profile', 'Current Adverts', 'Application History', and 'Inbox'. The 'Your Profile' section is highlighted. Below the navigation, the text reads: 'To create a new profile click on the 'Create Your Unemployment Profile''. A blue arrow points down to a button labeled 'Create Your Unemployment Profile', which is highlighted with a red box and a red arrow pointing to it from the right. Below this, a green message states: 'You need a profile to apply. Please make sure your profile is completed. Check the status in first column in the table below. If you see a "No data" message, this means you do not have a profile. Navigate to the "Your Profile" tab.' The section is titled 'Update your Existing Profile' and includes the text: 'Below are functions where you can update your existing profile. Click on the action button:  and select 'Update Your Profile'.'

Profile

Check for duplicates

Check for Existing Applicant Profile

Record Name	T TestSurname - 7703130405089
Are you a South African citizen? *	Yes ▾
ID Number *	7703130405089 ↵
Initials *	T ↵
Surname *	TestSurname ↵

Once ALL required fields have been completed, use the SUBMIT button to capture your details.

If this screen is closed without submitting, then this page can be found in your INBOX to complete at a later stage.

Submit Save Close

Complete all fields. This form is to check if the ID number filled in is unique and there is not already a profile with the ID number

Profile

A new window will open where you will have to complete all the applicable fields. Scroll down and complete all applicable fields.

Complete Your Unemployment Profile

Page Note 2	Use the SAVE button to save data while capturing.	↗
Page Note 3	If this screen is closed, it can be found in your INBOX.	↗
Page Note 4	Use the SUBMIT button to complete capturing when done.	↗
Page Note 1	All Compulsory fields MUST be completed.	↗
Record Name	T TestSurname - 7703130405089	↗

SECTION 1 - PERSONAL DETAIL

ID Number	7703130405089	↗
Age *	<input type="text"/>	
Surname *	<input type="text" value="TestSurname"/>	↗
Full Names *	<input type="text"/>	↗
Initials *	<input type="text" value="T"/>	↗
Home/Cell Number *	<input type="text"/>	↗
Alternate Contact Detail *	<input type="text"/>	↗
E-mail Address *	<input type="text"/>	↗

Profile

Highest Qualification – NQF Explanation

SECTION 3 - HIGHEST QUALIFICATION

Highest Education Level *

Highest Education Level: Highest Education Level: Name of Qualification *

Highest Education Level: Year Completed *

Highest Education Level: Diploma/Grade (NQF Level) Completed *

Highest Education Level: List of Subjects Passed *

Click on data source to select level

Select - Personal - Microsoft Edge
https://munreccollab.collaboratoronline.com/collab/BusinessProcesses/DSSingleLookup.aspx?TaskID=190810&FieldID=F41&CallingF...

OBJECTREF	NQF LEVEL	QUALIFICATION	HOW TO ACHIEVE NQF LEVEL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26329	Grade 1	Grade 1	Successfully complete grade 1
26331	Grade 2	Grade 2	Successfully complete grade 2
26332	Grade 3	Grade 3	Successfully complete grade 3
26333	Grade 4	Grade 4	Successfully complete grade 4
26334	Grade 5	Grade 5	Successfully complete grade 5

Explanation of NQF Level

Profile

Highest Qualification – NQF Explanation

The screenshot shows a web browser window with the URL <https://munreccollab.collaboratoronline.com/collab/BusinessProcesses/DSSingleLookup.aspx?TaskID=190810&FieldID=F41&CallingF...>. The browser displays a table with the following columns: OBJECTREF, NQF LEVEL, QUALIFICATION, and HOW TO ACHIEVE NQF LEVEL. The table lists various NQF levels from Grade 1 to Level 10. The row for Level 5 (Higher Certificate) is highlighted in grey. A red box with the text "Click on the correct row, it will turn grey" is positioned over the highlighted row. A red arrow points from this box to a "Submit" button located at the bottom of the table. Another red box with the text "Click on submit" is positioned over the "Submit" button.

OBJECTREF	NQF LEVEL	QUALIFICATION	HOW TO ACHIEVE NQF LEVEL
26329	Grade 1	Grade 1	Successfully complete grade 1
26331	Grade 2	Grade 2	Successfully complete grade 2
26332	Grade 3	Grade 3	Successfully complete grade 3
26333	Grade 4	Grade 4	Successfully complete grade 4
26334	Grade 5	Grade 5	Successfully complete grade 5
26335	Grade 6	Grade 6	Successfully complete grade 6
26336	Grade 7	Grade 7	Successfully complete grade 7
26337	Grade 8	Grade 8	Successfully complete grade 8
26319	Level 1	Grade 9	Successfully complete grade 9
26320	Level 2	Grade 10	Successfully complete grade 10
26321	Level 3	Grade 11	Successfully complete grade 11
26322	Level 4	Grade 12 (matric)	Successfully pass your matric final exam
26323	Level 5	Higher Certificate	Enrol in a higher certificate program
26324	Level 6	National Diploma and Advanced Certificate	Complete a national diploma qualification or an advanced certificate
26325	Level 7	Bachelor's Degree and Advanced Diploma	Enrol and complete a bachelor's degree programme
26326	Level 8	Honours Degree and Postgraduate Diploma	Enrol in an honours programme
26327	Level 9	Master's Degree	Successfully complete a master's Degree
26328	Level 10	Doctorates Degree	Complete a doctorates degree qualification

Submit

Profile

Highest Qualification – NQF Explanation

Select - Personal - Microsoft Edge
https://munreccollab.collaboratoronline.com/collab/BusinessProcesses/DSSingleLookup.aspx?TaskID=190810&FieldID=F41&CallingF...

OBJECTREF	NQF LEVEL	QUALIFICATION	HOW TO ACHIEVE NQF LEVEL
26329	Grade 1	Grade 1	Successfully c
26331	Grade 2	Grade 2	Successfully c
26332	Grade 3	Grade 3	Successfully c
26333	Grade 4	Grade 4	Successfully c
26334	Grade 5	Grade 5	Successfully c
26335	Grade 6	Grade 6	Successfully c
26336	Grade 7	Grade 7	Successfully c
26337	Grade 8	Grade 8	Successfully complete grade 8
26319	Level 1	Grade 9	Successfully complete grade 9
26320	Level 2	Grade 10	Successfully complete grade 10
26321	Level 3	Grade 11	Successfully complete grade 11
26322	Level 4	Grade 12 (matric)	Successfully pass your matric fine
26323	Level 5	Higher Certificate	Enrol in a higher certificate program
26324	Level 6	National Diploma and Advanced Certificate	Complete a national diploma qualification or an advanced certificate
26325	Level 7	Bachelor's Degree and Advanced Diploma	Enrol and complete a bachelor's degree programme
26326	Level 8	Honours Degree and Postgraduate Diploma	Enrol in an honours programme
26327	Level 9	Master's Degree	
26328	Level 10	Doctorates Degree	ee qualification

Submit

Click on the correct row, it will turn grey

Click on submit

SECTION 3 - HIGHEST QUALIFICATION

Highest Education Level *	Cert
Highest Education Level: Highest Education Level: Name of Qualification *	Nam
Highest Education Level: Year Completed *	2000
Highest Education Level: Diploma/Grade (NQF Level) Completed *	Level 5

The value will pull into the field

Profile

Other Qualifications – Fill in second Qualification

SECTION 4 - OTHER QUALIFICATIONS

1. Name of University/Institution *

1. Year Completed *

1. Diploma/Grade Completed *

1. List the Subjects passed *

Register a Second Qualification * No ▾

Register a Third Qualification * No ▾

1 Complete fields if applicable. These fields are not mandatory to complete

2 If you want to register another Qualification, click on 'Yes'

Register a Second Qualification Yes ▾

2. Name of University/Institution *

2. Year Completed *

2. Diploma/Grade Completed *

1. List the Subjects passed *

Register a Third Qualification ▾

3 Fields will open where you can register a second qualification

Profile

References and submit

SECTION 7 - EPWP DETAIL

PPE Jacket size *

PPE Pants size *

PPE Boots size *

PPE Other (optional)

Number of persons in household *

Numbers of persons working in household *

Number of Children attending school in the household *

Household received income *

Unemployed persons in your household *

Disabled persons in your household *

I hereby certify that the information contained herein is true and correct. *

Please note: By completing this form, you give Garden Route District Municipality permission to share your information with other organisations for job creation opportunities in terms of POPI Act.

1 Complete fields. These fields are all mandatory to complete.

2 When you filled in all the fields, click on Submit

3 If you get this message when you submit

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

4 Look for a fields highlighted in pink and fill in the field

E-mail Address *

5 When all the pink highlighted fields are filled in, you can submit your profile

Profile: Upload of CV

1 Next window will open for you to upload your CV

Upload Your CV (Curriculum Vitae)

Record Name T testSurname - 1031

Updated Date 2021-11-03

Document Name * Curriculum Vitae

Use the CHOOSE FILE button below to upload a document from your PC.

Use the SUBMIT button to complete your upload when a file has been selected.

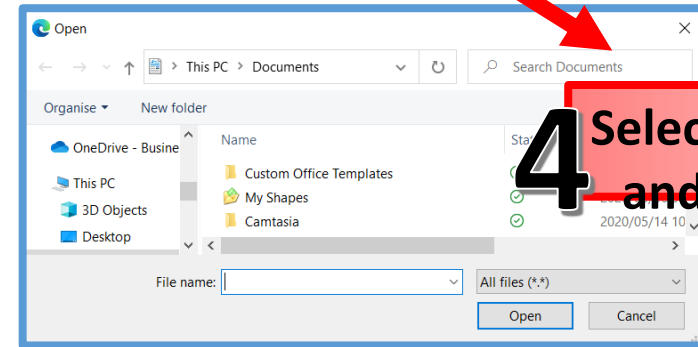
If this screen is only closed, it can be found in your INBOX again.

File Choose File No file chosen

Submit Save Close

2 Click on Choose File

3 Your Doc library will Open



4 Select your saved CV and click on Open

5 The document name will pull into this field, this means the document is attached.

File Choose File Test CV.pdf

Submit Save Close

6 Click on Submit

Profile: Upload of ID Document

1 Next window will open for you to upload your ID

Record Name T testSurname - 1031

Updated Date 2021-11-03

Document Name * Identity Document

Use the CHOOSE FILE button below to upload a document from your PC.

Use the SUBMIT button to complete your upload when a file has been selected.

If this screen is only closed, it can be found in your INBOX again.

File Choose File No file chosen

Submit Save Close

2 Upload your ID the same as demonstrated in previous slide

3 The document name will pull into this field, this means the document is attached

File Choose File Test ID.pdf

Submit Save Close

Click on Submit

Profile: Upload of Driver's License

1 If you selected in your profile that you do have a driver's license, this window will open.

Upload Your Drivers License

Record Name	T testSurname - 1031
Updated Date	2021-11-03
Document Name *	Drivers License

Use the **CHOOSE FILE** button below to upload a document from your PC.

Use the **SUBMIT** button to complete your upload when a file has been selected.

If this screen is only closed, it can be found in your **INBOX** again.

File No file chosen

2 Upload your Drivers license the same as demonstrated in previous slides

3 Click on Submit

Profile: Upload of Qualifications

1

If you selected in your profile that you want to upload qualification documents Next window will open for you to upload your Qualifications

2

Click on the data source

3

Select the type of documents you are about to upload

Record Name T testSurname - 1031

Updated Date 2021-11-03

Indicate types of Qualification Documents uploaded *

Use the CHOOSE FILE button below to upload a document from your PC.

Use the ADD FILE button for each additional document that is uploaded (multiple files).

Use the X button next to the yellow folder to remove any of the uploaded files.

Use the SUBMIT button to complete your upload when all files have been selected.

If this screen is only closed, it can be found in your INBOX again.

File Choose File No file chosen Add File Submit Save Close

Search [] Search

QUALIFICATION TYPE	Select All	QUALIFICATION TYPE	Deselect All
Certificate	Select		
Other	Select		
School Qualification	Select		
Tertiary Qualification	Select		

Submit

4

Click on Choose File to upload your first document, the same as explained in previous slides

5

When you want to upload another document, click on add file

6

The first document you uploaded will move to the bottom, you can now again click on Choose File to upload another document

Test Qualifications.pdf 8 KB

Submit Save Close

7

Submit when you uploaded all your qualifications

Profile: Notification

1

When you completed your profile, you will receive a notification informing you that your profile was successfully created

Notification: Applicant Profile Successfully Created

Applicant Profile Reference	64061
Record Name	T TestSurname - 7703130405089

Your applicant has been successfully created. You may now apply for a Opportunity.

2

You can submit this task and go to Current Adverts to apply for an opportunity

Submit

Save

Close



Thank you for your time!

Your route to prosperity

Jou roete na vooruitgang

Indlela yakho eya empumelelweni