

UNEMPLOYMENT DATABASE

How to update your documents on your profile?



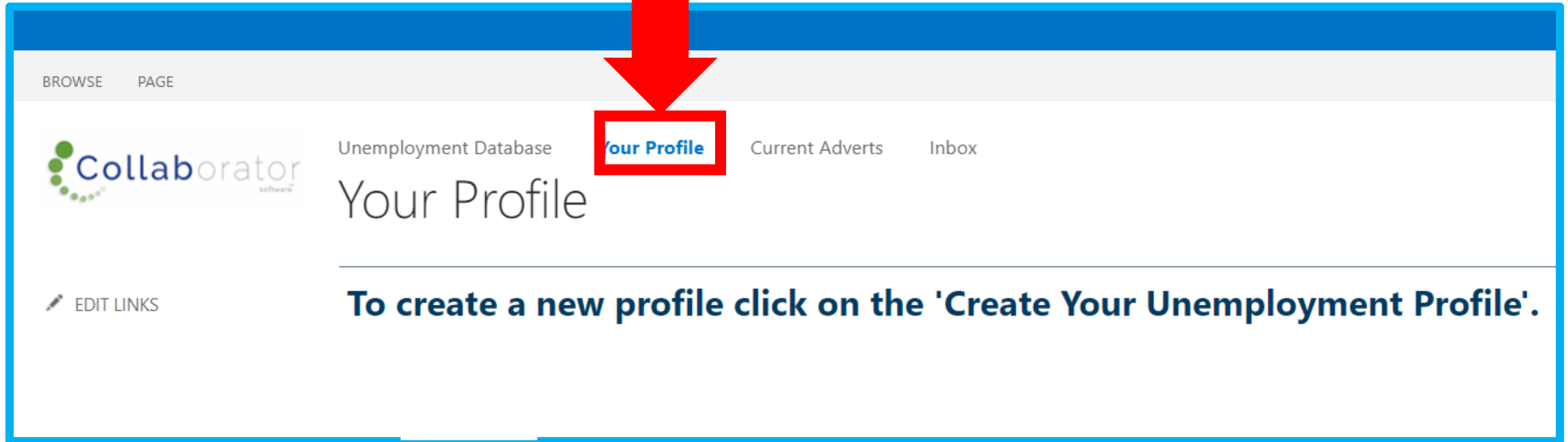
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**Garden Route District Municipality,
the leading, enabling and inclusive
district, characterised by equitable and
sustainable development, high quality
of life and equal opportunities for all.**

Home Page

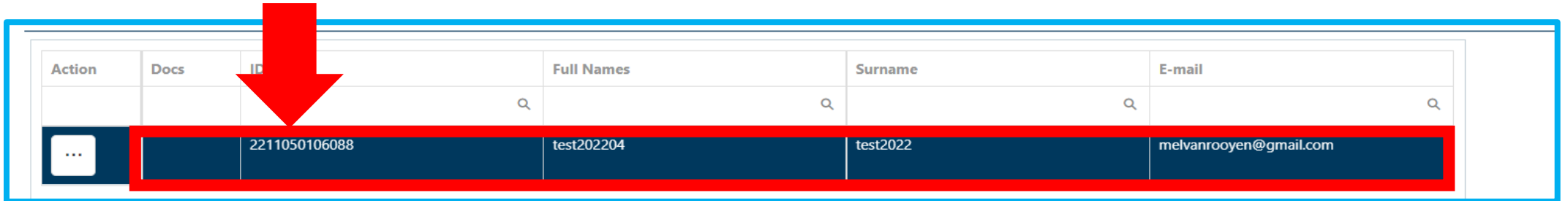
Click on the icon
'Your Profile'



The screenshot shows the home page of the Collaborator software. At the top, there is a blue navigation bar with the text "BROWSE" and "PAGE". Below this, the Collaborator logo is on the left, and the text "Unemployment Database" is in the center. To the right of "Unemployment Database" is a red-bordered box containing the text "Your Profile", with a large red arrow pointing down to it. Further right are the links "Current Adverts" and "Inbox". Below the navigation bar, the text "Your Profile" is displayed in a large font. At the bottom of the page, there is a blue-bordered box containing the text "EDIT LINKS" on the left and a bold instruction: "To create a new profile click on the 'Create Your Unemployment Profile'."

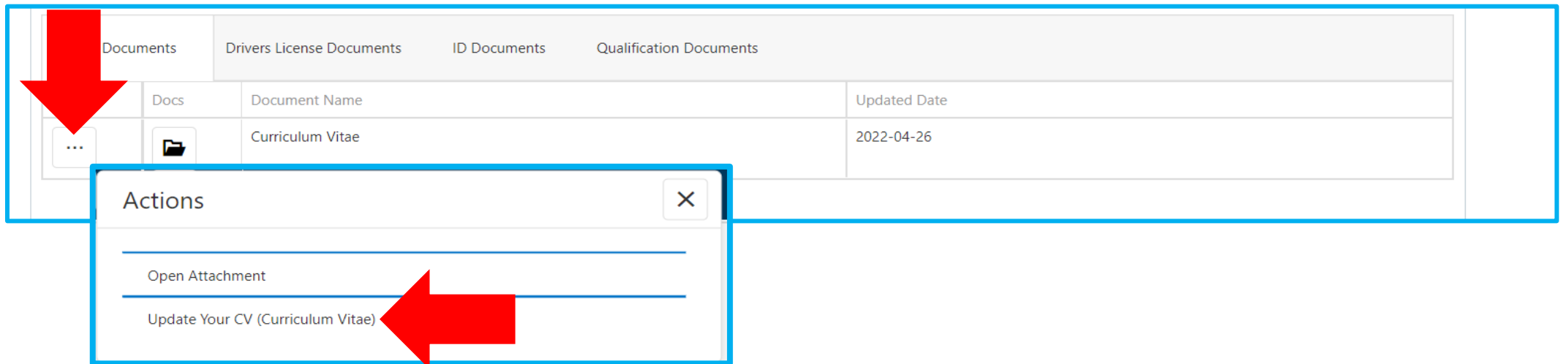
Your Profile Page

Click on your profile:



A screenshot of a user profile table. The table has columns for Action, Docs, ID, Full Names, Surname, and E-mail. A red arrow points to the profile icon in the Action column of the first row. The first row is highlighted with a red border.

Action	Docs	ID	Full Names	Surname	E-mail
...		2211050106088	test202204	test2022	melvanrooyen@gmail.com



A screenshot of a document management interface. The top navigation bar includes 'Documents', 'Drivers License Documents', 'ID Documents', and 'Qualification Documents'. Below is a table with columns for Docs, Document Name, and Updated Date. A red arrow points to the profile icon in the Docs column of the first row. An 'Actions' dropdown menu is open, showing 'Open Attachment' and 'Update Your CV (Curriculum Vitae)'. A red arrow points to the 'Update Your CV (Curriculum Vitae)' option.


Docs	Document Name	Updated Date
...	Curriculum Vitae	2022-04-26


Actions

- Open Attachment
- Update Your CV (Curriculum Vitae)

Your Profile Page

If you want to update any other Document, please select a different tab and do the same as indicated on previous pages



CV Documents		Drivers License Documents	ID Documents	Qualification Documents
Action	Docs	Document Name	Updated Date	
...		Curriculum Vitae	2022-04-26	

Update Your Document

Update Your CV (Curriculum Vitae)

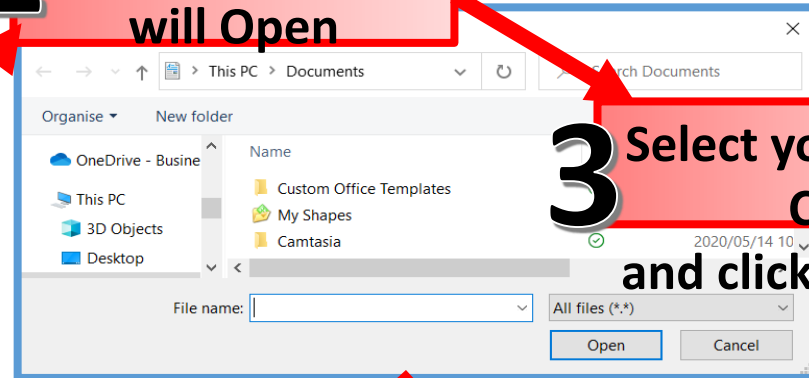
001219, tt test2022 - 2211050106088

Applicant Profile Reference	1216
Record Name	tt test2022 - 2211050106088
Updated Date	2022-12-05
Document Name *	Curriculum Vitae
NOTE	Use the CHOOSE FILE button below to upload a document from your PC. Use the SUBMIT button below to submit the document selected.
File	<input type="button" value="Choose File"/> No file chosen

File

1 Click on Choose

2 Your Doc library will Open



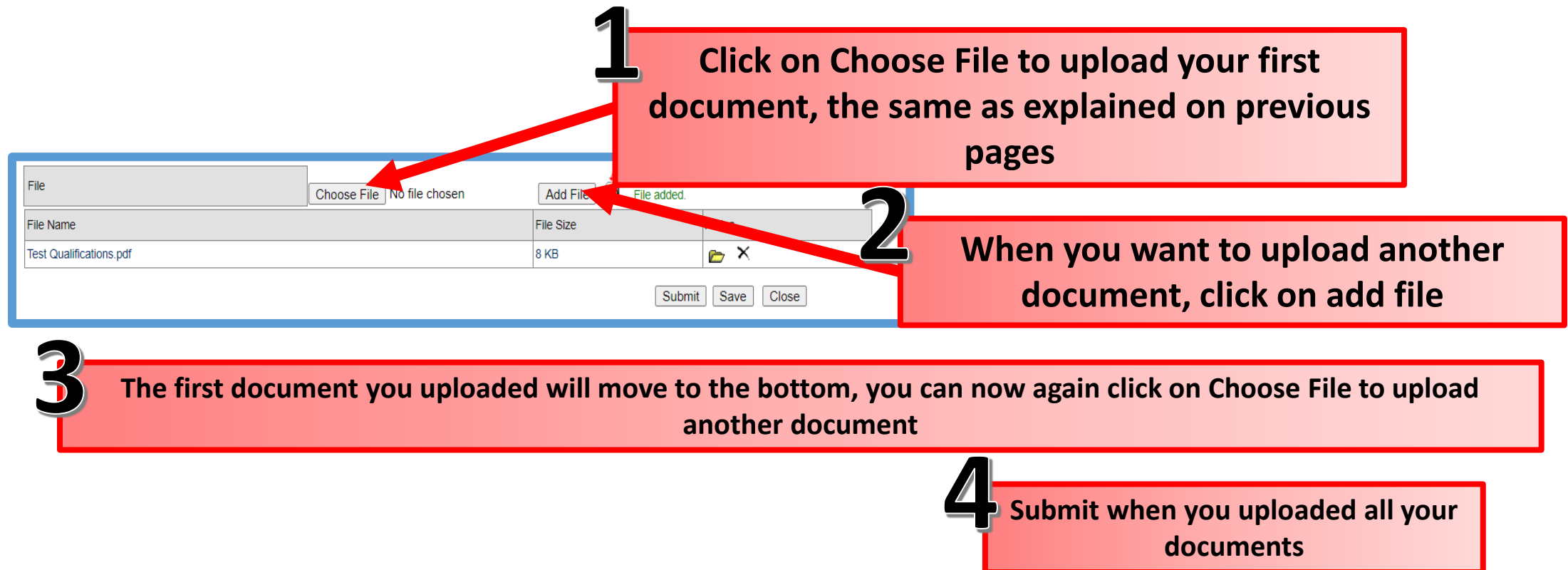
3 Select your saved CV and click on Open

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

File Test CV.pdf

4 Click on Submit

Upload Multiple documents (Only on qualification form)



The screenshot shows a file upload interface with the following elements:

- A "File" input field with a "Choose File" button and the text "No file chosen".
- An "Add File" button with the text "File added." next to it.
- A table with columns "File Name" and "File Size".
- A "Submit" button, a "Save" button, and a "Close" button.

The table contains one row:

File Name	File Size
Test Qualifications.pdf	8 KB

Four numbered callouts provide instructions:

- 1** Click on Choose File to upload your first document, the same as explained on previous pages
- 2** When you want to upload another document, click on add file
- 3** The first document you uploaded will move to the bottom, you can now again click on Choose File to upload another document
- 4** Submit when you uploaded all your documents



Thank you for your time!

Your route to prosperity

Jou roete na vooruitgang

Indlela yakho eya empumelelweni