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Configuration Control

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<td>User Manual for the SPI-LAB Website Frontend</td>
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<tr>
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Document History

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Revision History

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1 Scope

1.1 Purpose

This document identifies the features supported in the SPI-LAB website (www.spilab.co.za) that support the short course registration activities.

1.2 Audience

The audience for this document comprises the following stakeholders including:

- Users of the SPI-LAB website interface for course registration purposes.

1.3 Applicable Documents

1.3.1 Technical documentation

SPI-URM-02 Administration manual for the SPI-LAB website.

1.4 Assumptions

The manual assumes a broad but general familiarity with browser behaviour and features of web-based applications.
2 Registering an individual for a short course

2.1 Course registration - individual

2.1.1 1. Introduction:
This section describes the steps to be followed when registering a single individual for a short course on the SPI-LAB website.

2.1.2 2. Usage:

2.1.2.1 2.1 Select the course sign-up function

![Figure 1 Select the course registration function]
2.1.2.2 2.2 Select a course

![Image of event registration page]

**Figure 2** Select a course

2.1.2.3 2.3 Register an individual

![Image of individual registration page]

**Figure 3** Select individual registration mode
2.1.2.4 2.4 Provide individual details

**Figure 4 Capture individual details**

2.1.2.5 2.5 Confirm the captured details

**Figure 5 Confirmation of details**
2.1.2.6 2.6 Perform checkout

Figure 6 Perform checkout

2.1.2.7 2.7 Choose payment method

Figure 7 Choose payment method
2.1.2.8 2.8 Payment using Payfast

![Payment using Payfast](image)

Figure 8 Payment using Payfast
2.1.2.9 2.9 Registration confirmation

Figure 9 Registration confirmation

2.1.2.10 2.10 Tax invoice

Figure 10 Tax invoice

2.1.3 3. Remarks:

None.
3 Registering a group for a short course

3.1 Course registration - groups

3.1.1 1. Introduction:
This section describes the steps to be followed when registering groups of individuals for a short course on the SPI-LAB website.

3.1.2 2. Usage:

3.1.2.1 2.1 Select the course sign-up function

![Figure 11 Select the course registration function](image-url)
3.1.2.2 2.2 Select a course

![Select a course](image1.png)

**Figure 12 Select a course**

3.1.2.3 2.3 Choose to register a group

Select the group registration mode.

![Select group registration mode](image2.png)

**Figure 13 Select group registration mode**
3.1.2.4 2.4 Provide first member details

Figure 14 Capture first member details

3.1.2.5 2.5 Capture second (and final member details)

Figure 15 Capture second (and final) member details
3.1.2.6 2.6 Add the admin member details

Figure 16 Capture the Admin member details
3.1.2.7 2.7 Confirm the captured details

![Figure 17 Confirm the captured details]

3.1.2.8 2.8 Perform checkout

![Figure 18 Perform checkout]
3.1.2.9  2.9 Choose payment method

Figure 19 Choose payment method

3.1.2.10  2.10 Confirmation of registration

Figure 20 Confirmation of registration
3.1.2.11 Tax invoice provided for confirmation of course details, and billing

![Tax Invoice]

**Figure 21** Provided tax invoice

3.1.3 Remarks:
None.

3.1.4 See also:
None.

3.1.5 Shortcut keystroke:
4 Amending a course registration

4.1 Amend course registrations

4.1.1 1. Introduction:
This section describes the steps to be followed when changes need to be made to a registration. The practices are the same for registering individuals or groups.

4.1.2 2. Usage:

4.1.2.1 2.1 Select the 'Amend course registration' function
After logging into the site, you will be able to see the 'Amend course registration' function listed under 'Short courses'.

Figure 22 Select the Amend course registration function
4.1.2.2 2.2 Action – edit the registration

Edit the registration by clicking on the edit icon under the Edit column for the course of interest.

![Image](image_url)

Figure 23 Action – edit the registration

4.1.2.3 2.3 Action – edit member details or administrator details

In this mode you can choose to amend the registered members (details, or remove a member, or add new members), or amend the course administration details. When these details have been amended, click Next Step.

![Image](image_url)

Figure 24 Action – edit member details and/or administrator details
4.1.2.4 2.4 Confirm the captured details

This completes the amendment cycle.

4.1.2.5 2.5 Action – edit the payment

If a payment method of 'pay later' using EFT/cheque was chosen in the original registration, and if an EFT has been made, the user may amend the registration details to indicate that payment has been affected.

Click on Pay Now.

---

**Figure 25 Confirm the captured/amended details**

**Figure 26 Perform checkout**

Note: If an EFT payment has been made using an alternative banking channel, please send a copy of the payment advice to the course administrator.
(office@spilab.co.za) so that the payment field status can be amended to indicate that payment has been made.

4.1.2.6 2.6 Pay now – using Payfast – either EFT or Credit Card

![Payfast payment interface](image)

*Figure 27 pay now – using Payfast – EFT or Credit Card*
4.1.2.7 2.7 Action – cancel a registration

If a course registration needs to be cancelled, click on the Cancel icon.

![Figure 28 Confirmation of registration]

4.1.2.8 2.8 Course cancellation – next step

Figure 29 Course cancellation – next step

4.1.2.9 2.9 Course cancellation – succeeded

![Figure 30 Cancellation succeeded]
4.1.2.10 2.10 Course cancellation – email notification

Figure 31 Course cancellation - email notification

| From:    | Anne Otter (test03@qualab.co.za) |
| To:      | test03@qualab.co.za              |
| CC:      |                                  |
| Subject: | Cancelled Registration for SPI-15 Understanding process models |

Anne Otter,

We note that you have cancelled attendance for SPI-15 Understanding process models on 2013-02-18.

Your Sincerely,

Registration Team

4.1.3 3. Remarks:
None.

4.1.4 4. See also:
None.

4.1.5 Shortcut keystroke: