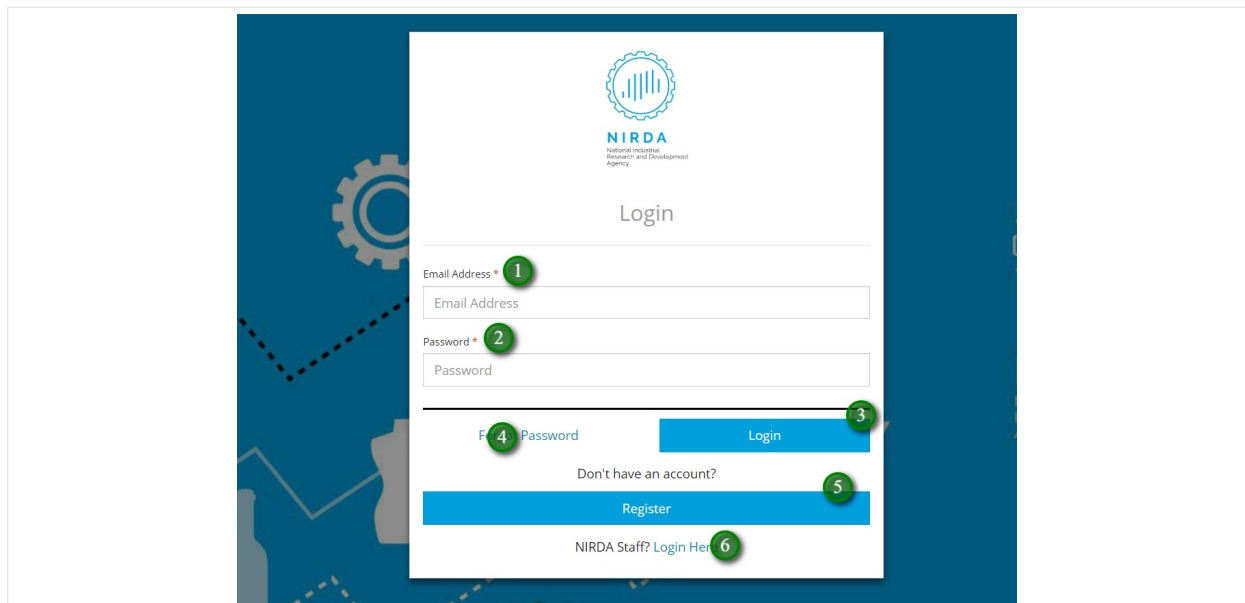# NIRDA APPLICATION MANAGAMENT SYSTEM USER GUIDE

Created by Hexakomb

Account Creation and Login

- Login Screen

If you already have an account, follow these steps.

1 - Enter the email that you created

2 - Enter the password that you created

3 - Click "Login" to continue

If you forgort the password you created, jump to setp 4.

4 - Click to recover your password

If you do not have an account, start with step 5.

5 - Click to register if you are a new user

If you are a NIRDA staff start with step 6.

6 - Click to login as a NIRDA staff

 - Registration Screen

After choosing to start with registration, follow the following instructions.

Entering your company's information

1 - Enter your company's name

2 - Select your company's category

3 - Enter your ==company'== year of establishment

4 - Enter your company's TIN number

5 - Attach your company's registration certificate.

6 - Select the province at which your company is located

7 - Select District

8 - Select Sector

9 - Enter your company's address. Eg: Village or street number

Entering your personal information

10 - Enter your full name

11 - Select your position in your company

12 - Enter your email

13 - Enter your phone number

14 - Select the type of identification number you would like to provide

15 - Enter your identification number

16 - Click on "Register button" to recieve a registration confirmation email.

If you already have an account jump to step 17

17 - Click on the "login" link to continue if you already have an account.

NOTE: All fields marked with an asterist (*) are required.

If you are a new user and you have entered all the details on this form, click "Register" button to continue. Then, go to check your email.
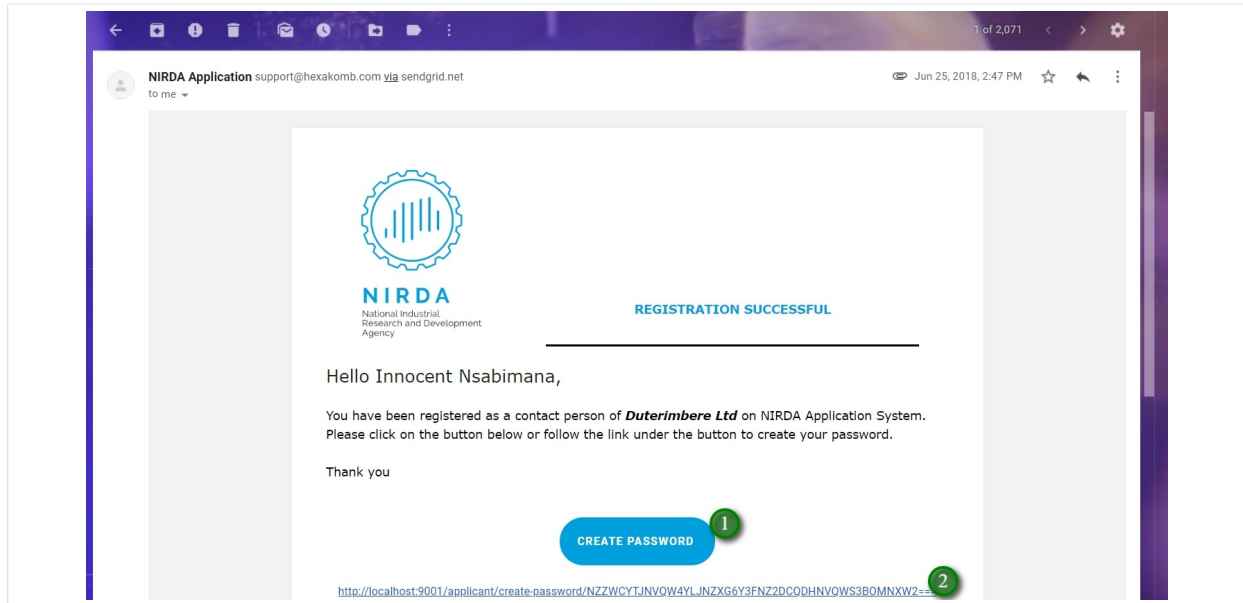
Registration Confirmation Email

If you have just registered by entering both your information and your company's information, you should recieve <mark>email like this</mark>.

You can either click on the button or click on the link to proceed.

1 - Click on "Create Password" button to create a password

0r

2 - Click on the link to create a password as well.

- Password Creation Screen

After clicking on the button or the link that you recieved in your email, you should be directed to this page inorder to keep following the steps.

1 - Enter the name that you provided

2 - Enter the email that you provided

3 - Provide your new password

4 - Re-enter your new provided password

5 - Click on "Create Password" button to proceed

NOTE: All fields marked with an asterist (*) are required.
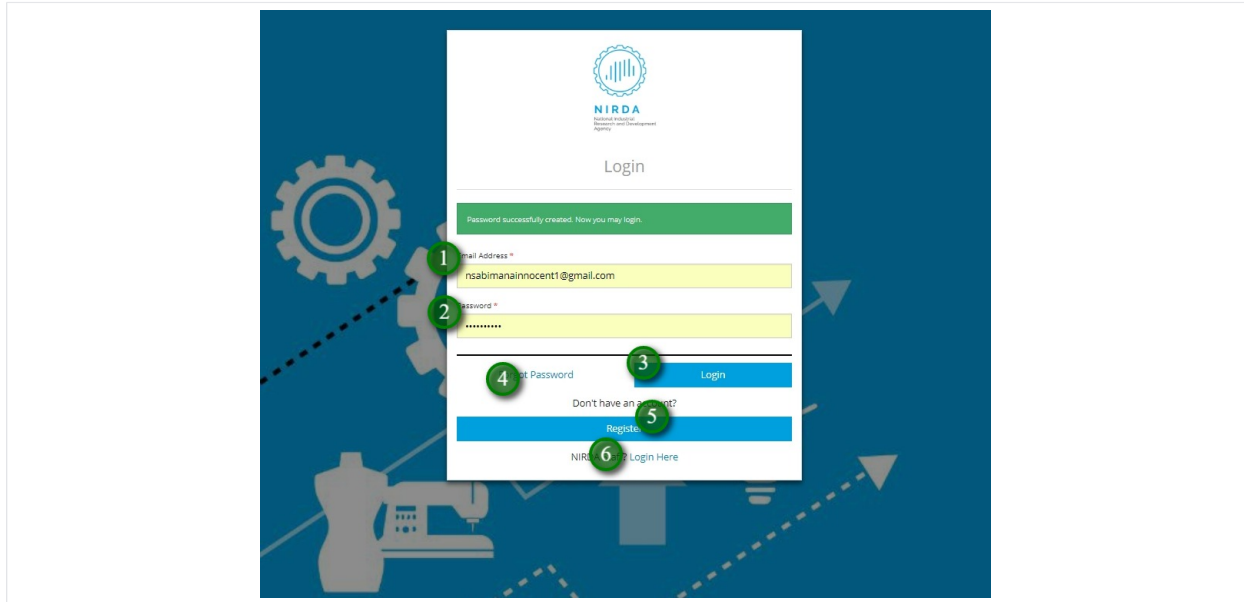
 - Login Screen

If you finished creating a password and you clicked on "Create Password" button, you should land to this page. Then, follow the steps.

1 - Enter the email that you provided

2 - Enter the password that you provided

3 - Click on "login" button to continue
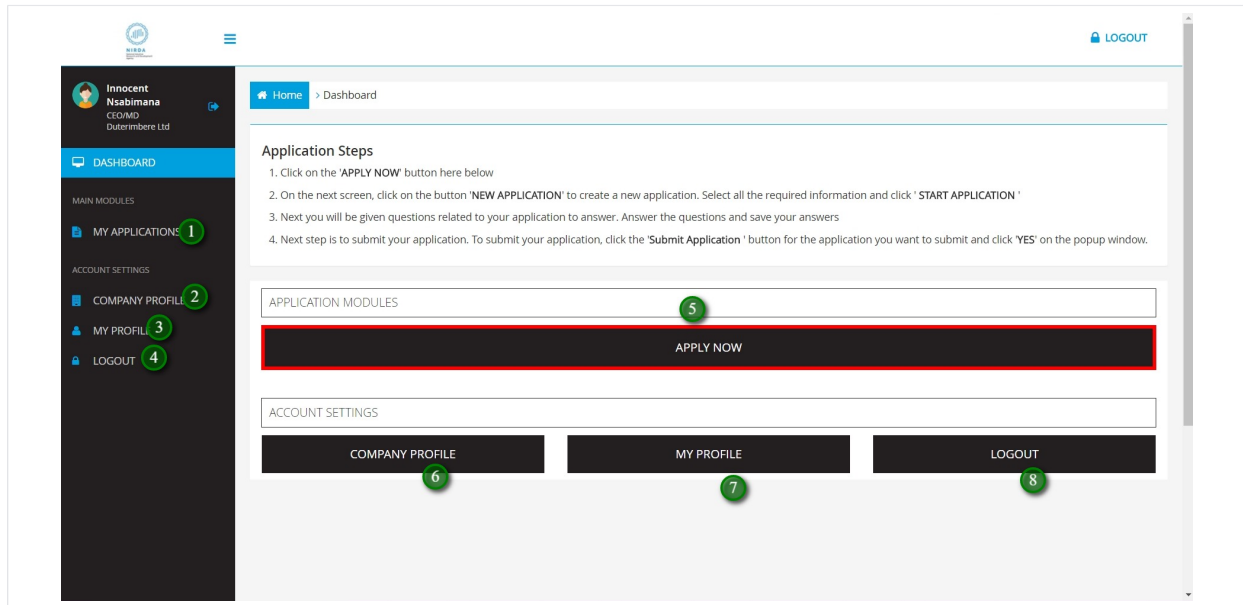
If you forgort your password, Jump to step 4.

4 - Click to recover your password

If you are a new user, Jump to step 5.

5 - Click on "Register" button to register if you do not have an account

If you are a NIRDA staff, Jump to this step 6.

6 - Click to login as a NIRDA staff

- Welcome/Dashboard Screen

If you followed the registration guide, password creation guide, and login guide well, you should see this page.

If you want to start an application, jump to step 5.

5 - Click "Apply Now" button to apply

If you want to view all applications you created, go to step 1 or step 5

1 - Click to go to your applications screen

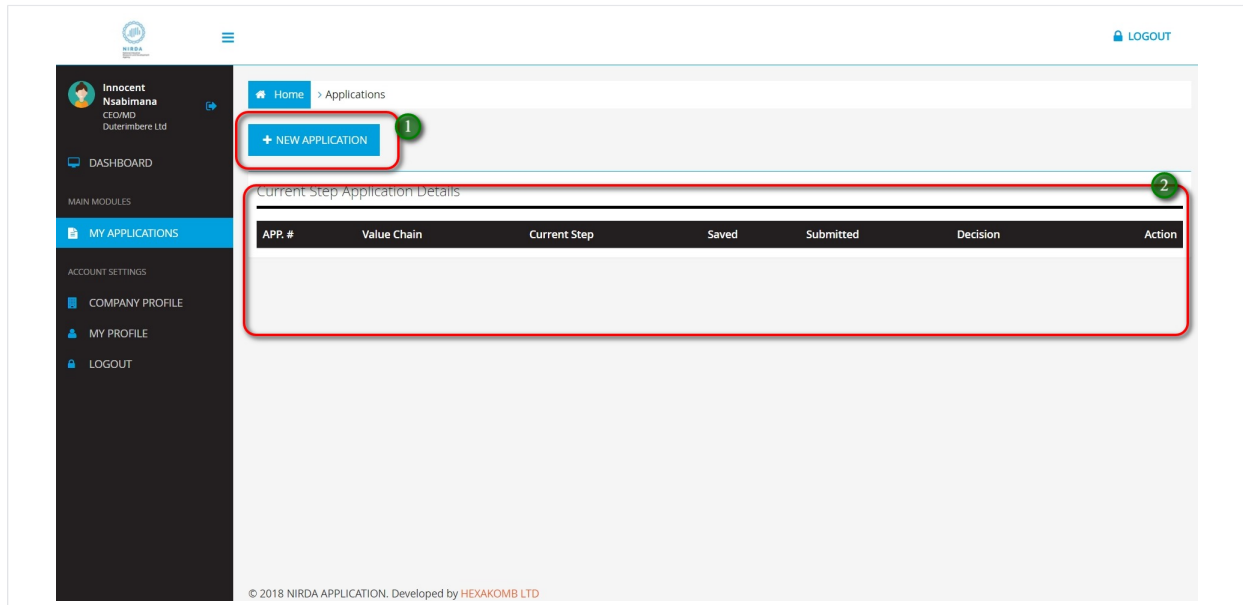**If you want to view your company's profile information, go to step 2 or step 6**

2 or 6 - Click to go to your company profile

If you want to view your profile information, go to step 3 or step 7

3 or 7- Click to go to your profile

If you want to signout of the software, jump to step 4 or step 8

4 or 8 - Click to go logout

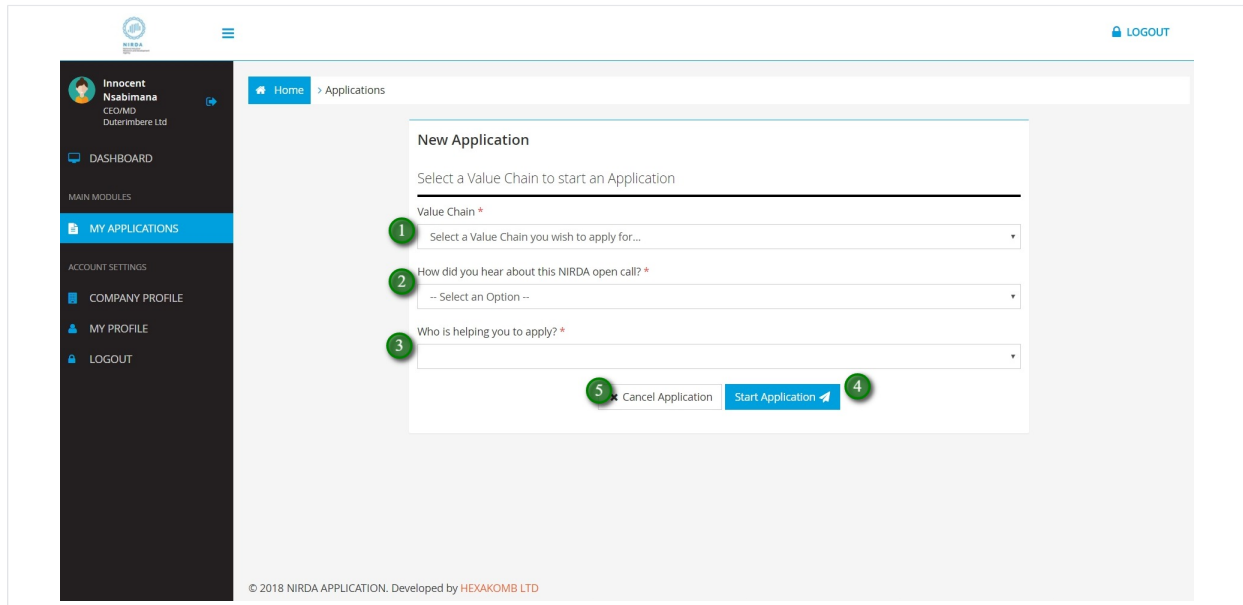**- Applications screen**

After clicking on "Apply Now" button, you should be directed this page.

To start an application, follow step one.

1 - Click to start a new application

To view a list all of applications you created, look at step 2.

2 - You can view all your applications here

- Starting Application Screen

After clicking on "New Application" button, you should be directed to this page. Then, Follow the steps to start a new application.

1 - Select the value chain or they type of the product/service you would like to apply for.

2 - Select the way in which you heard about NIRDA

3 - Select the name of the person who helped you to apply

4 - Click to start the application

If you changed your mind, and you do not want to start an application, jump to step 5

5 - Click to cancel the application
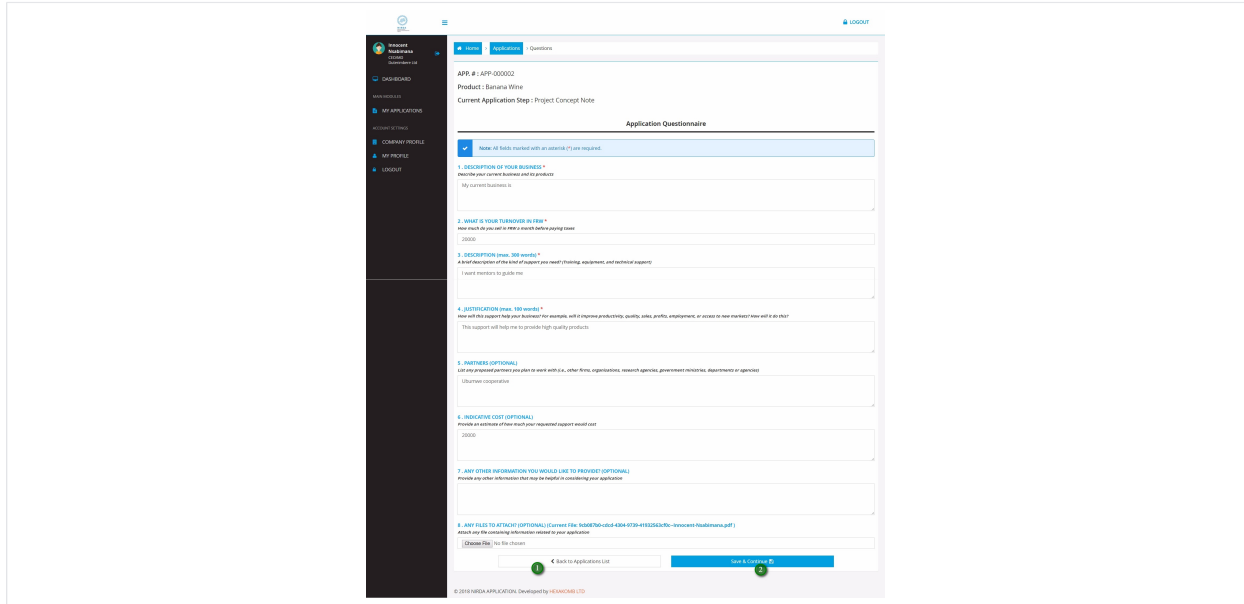
 - Application Process Screen

After clicking on "Start Application" button, you should see this page.

NOTE: All fields marked with an asterist (*) are required.
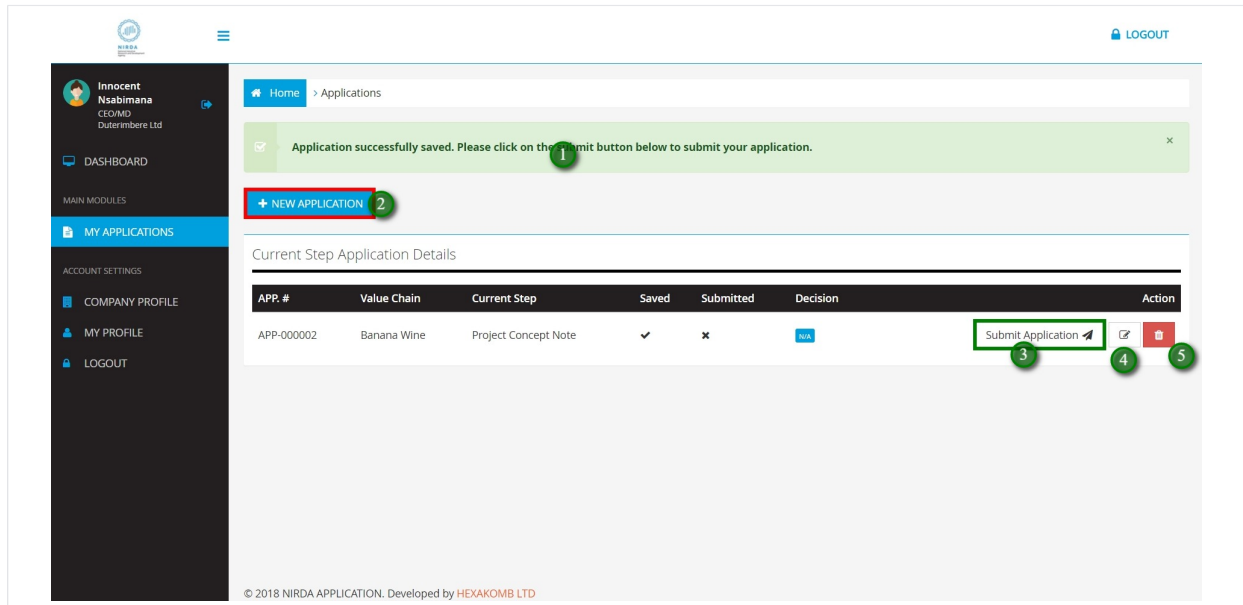
Provide solutions to all of the following questions

If you want to disregard your application, follow step 1.

1 - Click to go back to your applications screen without saving

If you want to save your solutions, jump to step 2.

2 - Click "Save & Continue" button to save the provided information and go to your applications screen

- My applications Screen

If you opted to click on "Save & Continue" button, you should see data in the table that is found on this page. Then, follow the steps.

To be sure that your application was saved, see step 1.

1 - Message for notifying successfully saved application

If you want to start a new application, jump to step 2.

2 - Click to start a new application

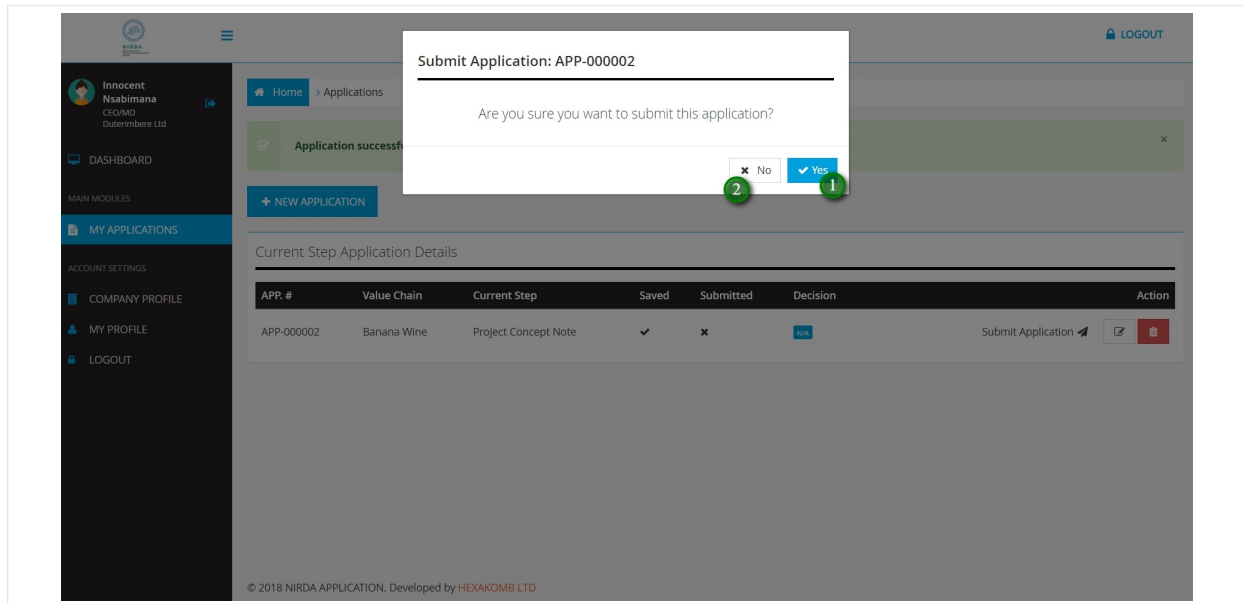**If you want to submit the already created application, jump to step 3.**

3 - Click to submit the application

If you want to edit the already created application, jump to step 4.

4 - Click to edit the application

If you want to delete the already created application, jump to step 5.
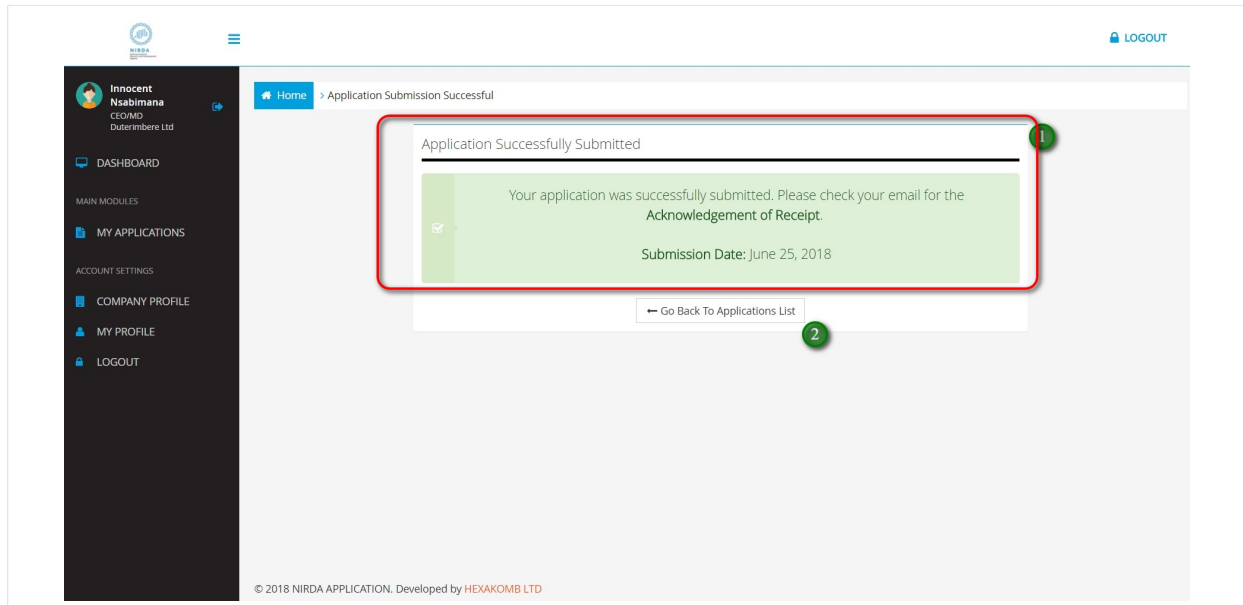
5 - Click to delete the application

 Alert to Notify You Before Submiting an Application

If you want to submit the application, go to step 1.

1 - Click to submit the application

If you changed your mind, and you donot want to submit the application, jump to step 2.
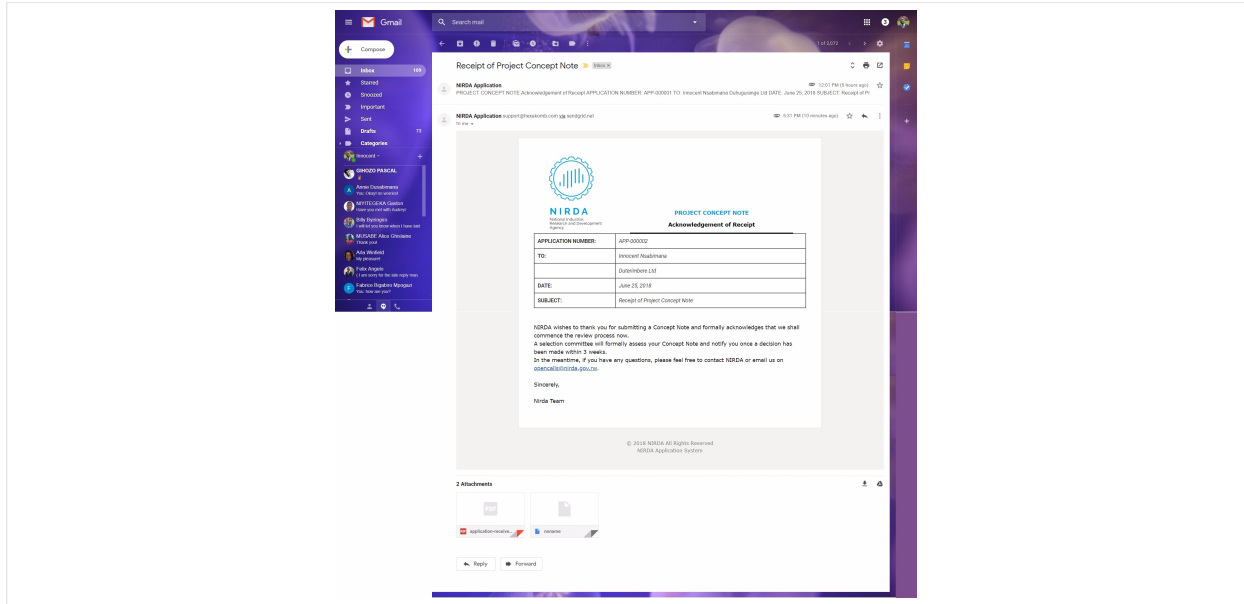
2 - Click to cancel

- Submitting Application Confirmation Message

View step 1 to be sure that your application was submitted successfully. Then, check your email.

1 - Confirmation of successufully submitting an application

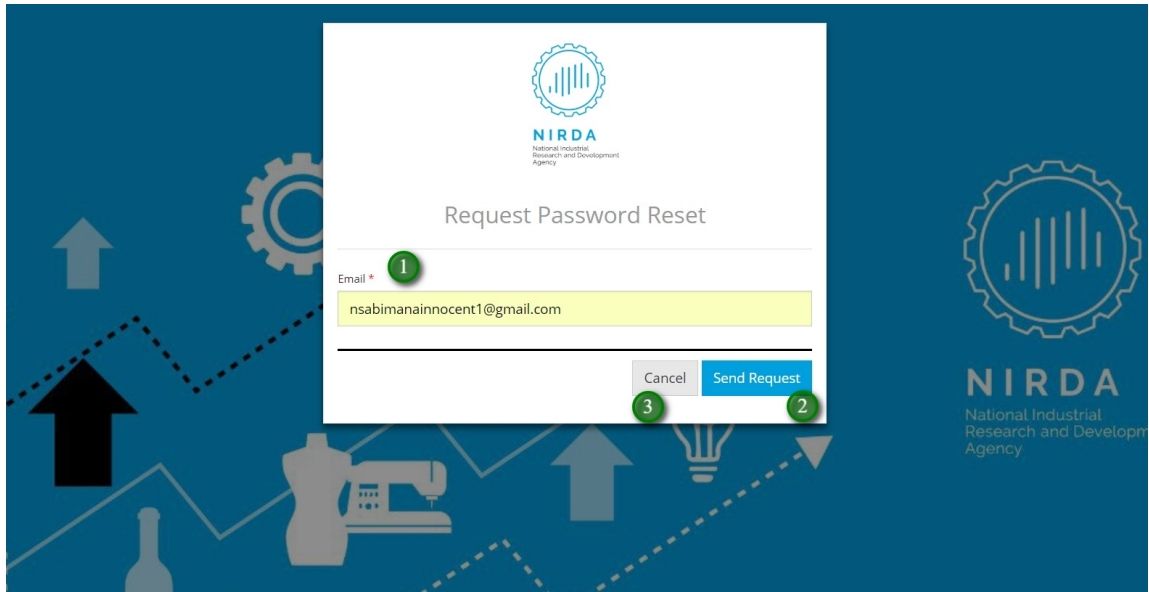**If you want to view a list of your applications, jump to step 2**

2 - Click to go back to your applications page.

- Comfirmation email of successfully submitting an application

You should recieve an email like this after submitting an application.
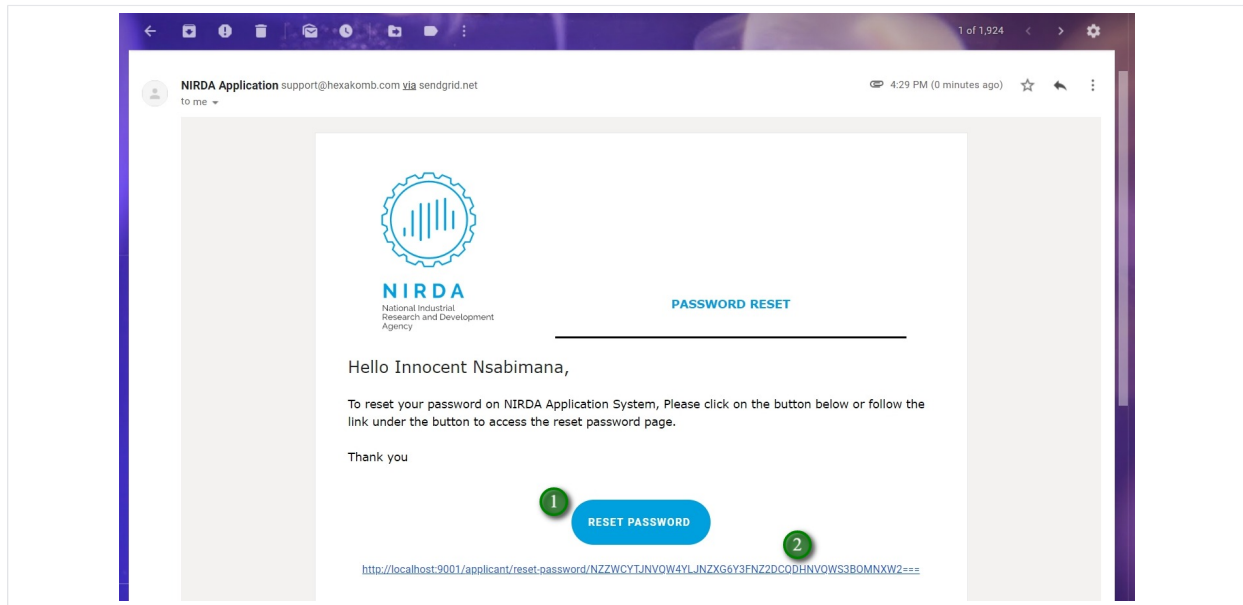
Password Reset Guide

After clicking on "Forgot Password" link, should be directed to this page. Then, follow the steps.

1 - Enter your email

2 - Click to request reseting your password

If you changed your mind, and you do not want to create another password, jump to step 3.

3 - Click to Cancel the request

 - Password Reset Email

On this page, you can either click on the button or click on the link.

1 - Click the button to reset password

or

2 - Click the link to reset the password as well

- Password Reset Screen

After clicking on the button or the link provided in the password reset confirmation email, you should be on this page. Then, follow the steps.

1 - Enter your normal user name

2 - Enter your normal email

3 - Type your new password

4 - Re-type your new password

5 - Click "Reset Password" button to continue to the login page.