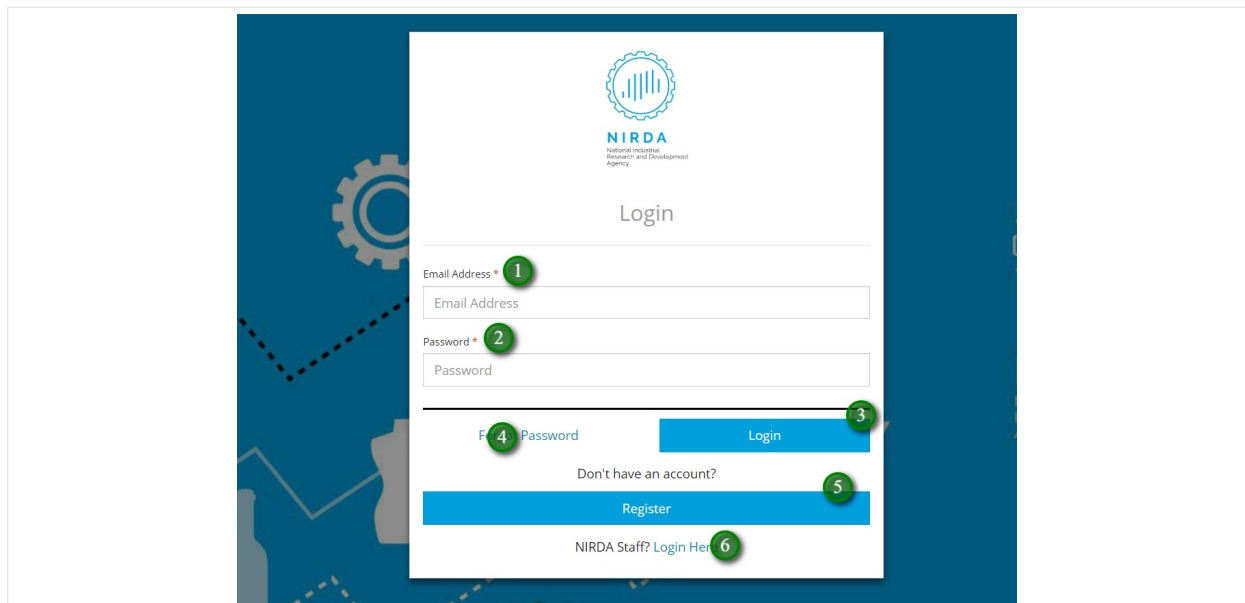


NIRDA APPLICATION MANAGEMENT SYSTEM USER GUIDE

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 forgot 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

The image shows a web form titled "New Account" from NIRDA (National Institute for Research and Development Agency). The form is divided into two main sections: "Company Information" and "Contact Person Information".

Company Information Section:

- 1. Company Name *
- 2. Category *
- 3. Year of Establishment *
- 4. Identification Number or TIN *
- 5. Company Registration Certificate *
- 6. Province *
- 7. District *
- 8. Sector *
- 9. Address (Cell, Village or Street Number) *

Contact Person Information Section:

- 10. Name *
- 11. Position in the Company *
- 12. Address *
- 13. Phone Number *
- 14. Type *
- 15. Identification Number *

At the bottom of the form, there is a blue "Register" button (16) and a link "Already have an account? Login" (17).

- 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

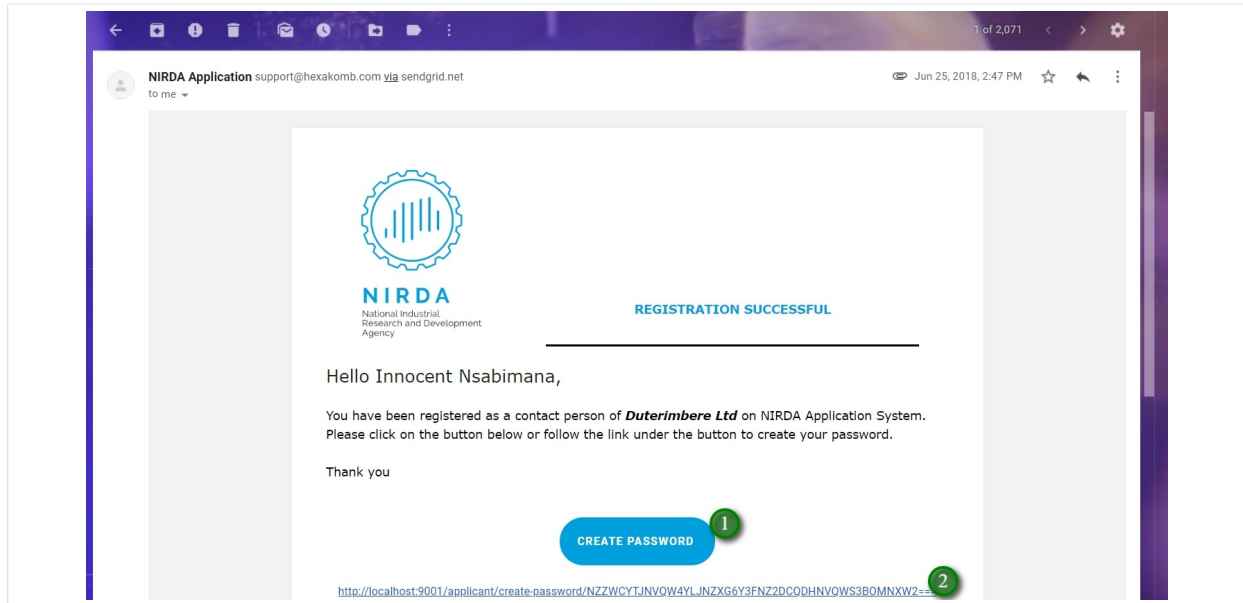
- 10 - Enter your full name
- 11 - Select your position in your company
- 12 - Enter your email
- 13 - Enter your phone number
- 14 - Select the type of identification number you would like to provide
- 15 - Enter your identification number
- 16 - Click on "Register button" to receive a registration 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 asterisk (*) 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 receive email like this.

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

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

Or

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

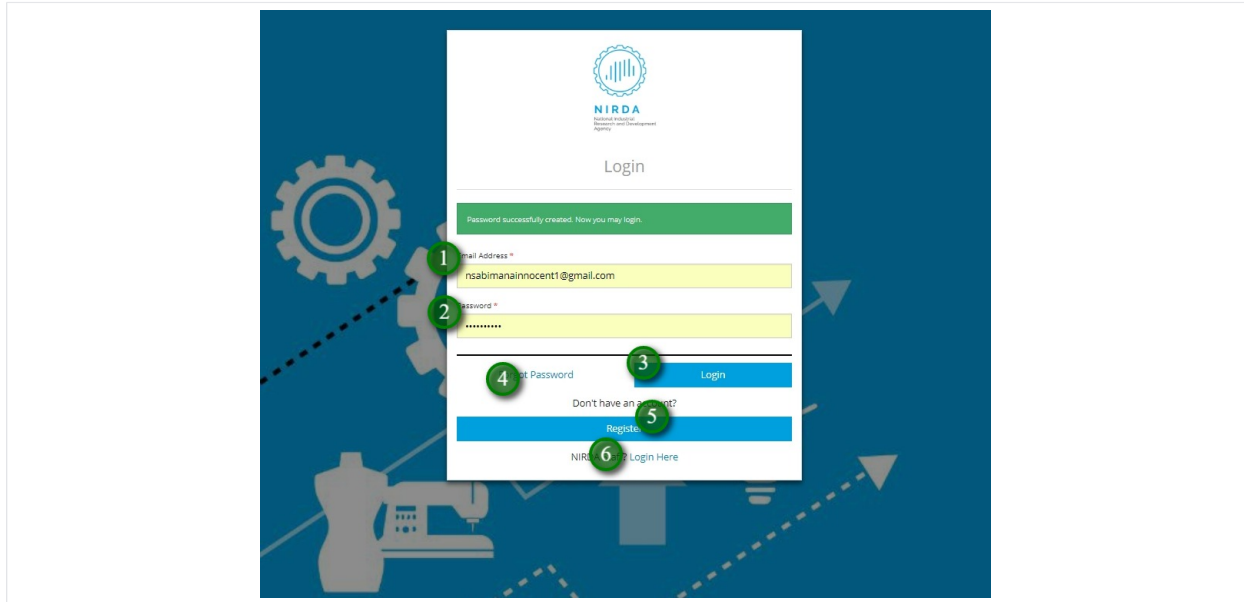


- Password Creation Screen

After clicking on the button or the link that you received in your email, you should be directed to this page in order 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 asterisk (*) 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 forgot your password, Jump to step 4.

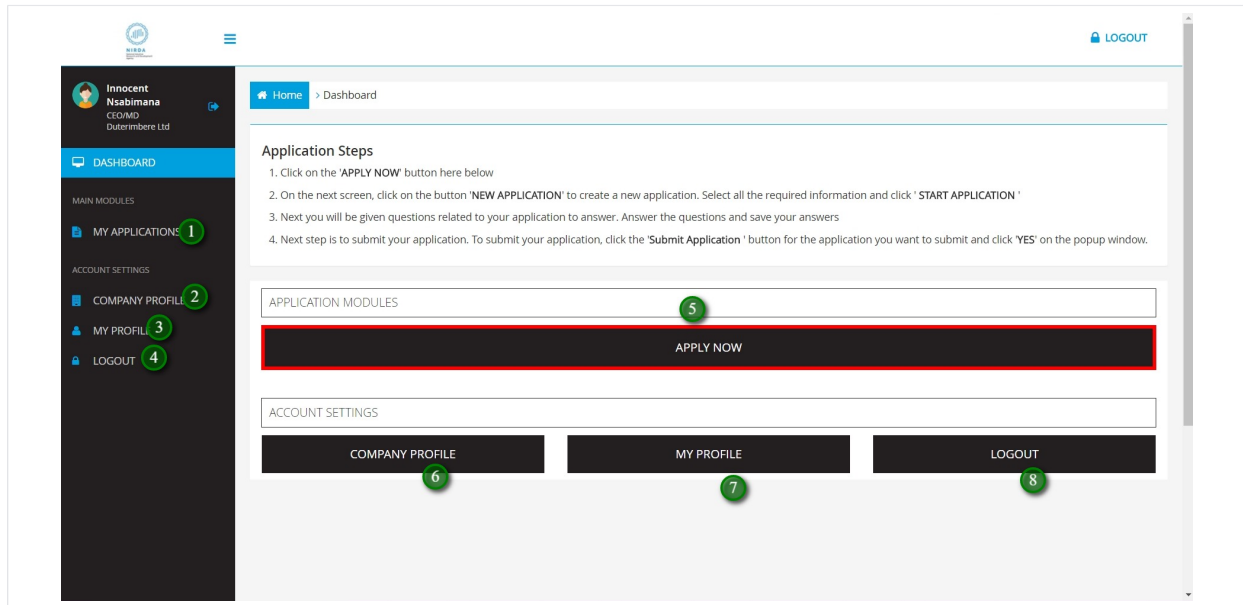
- 4 - Click to recover your password

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

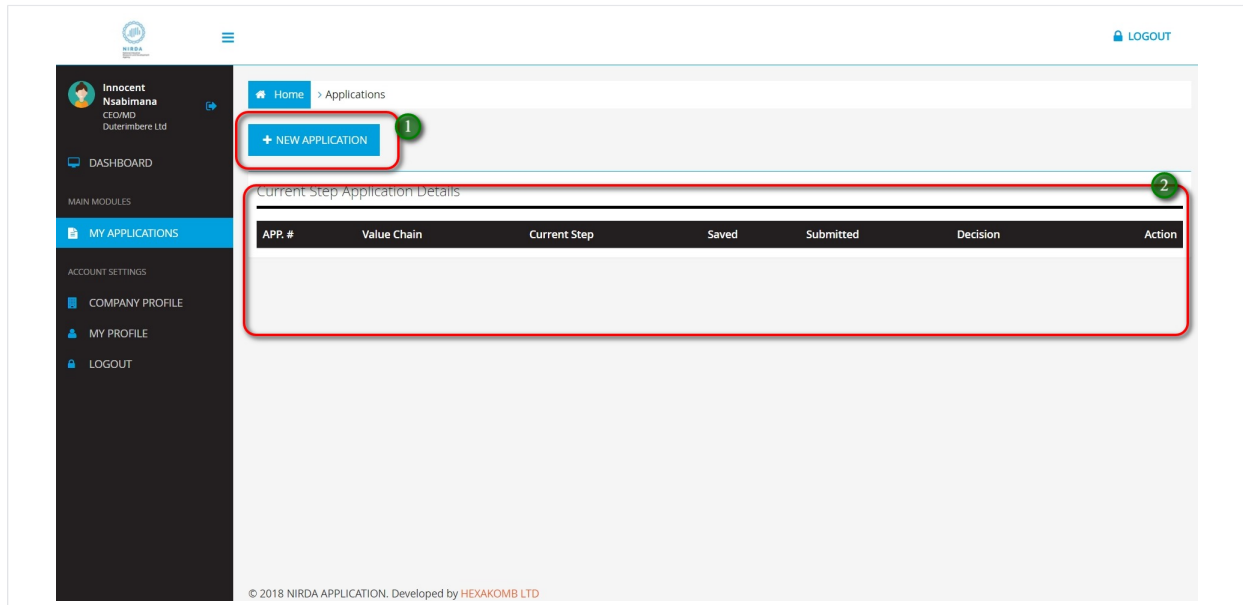
2 or 6 - Click to go to your company profile

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

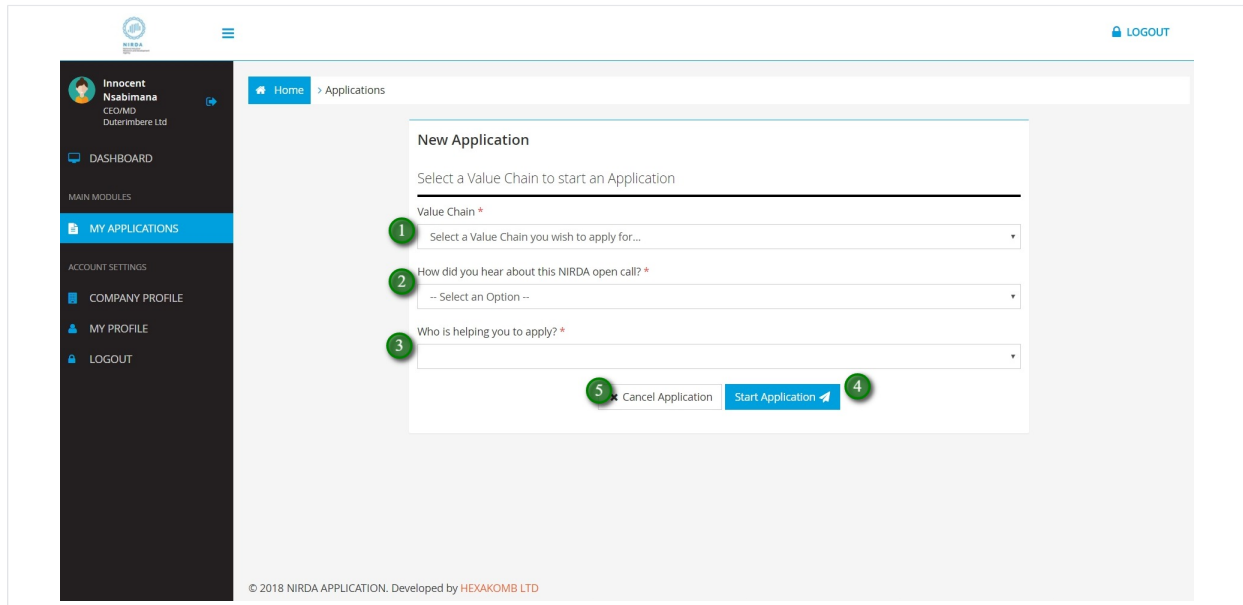
After clicking on "Apply Now" button, you should be directed this page.

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



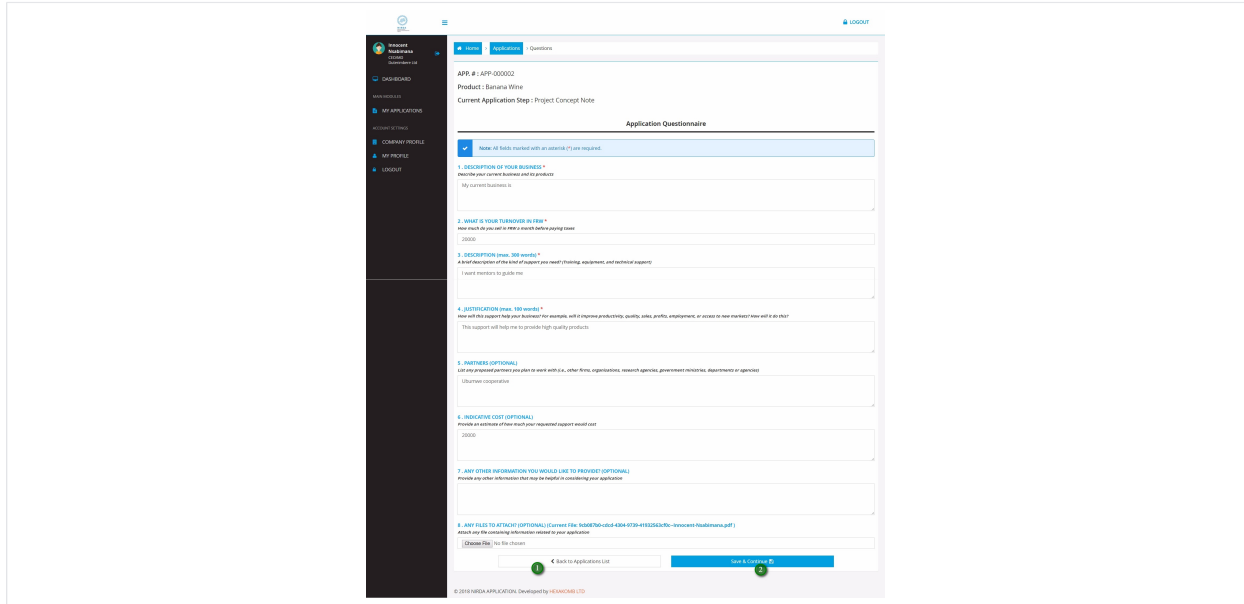
- Starting Application Screen

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 asterisk (*) are required.

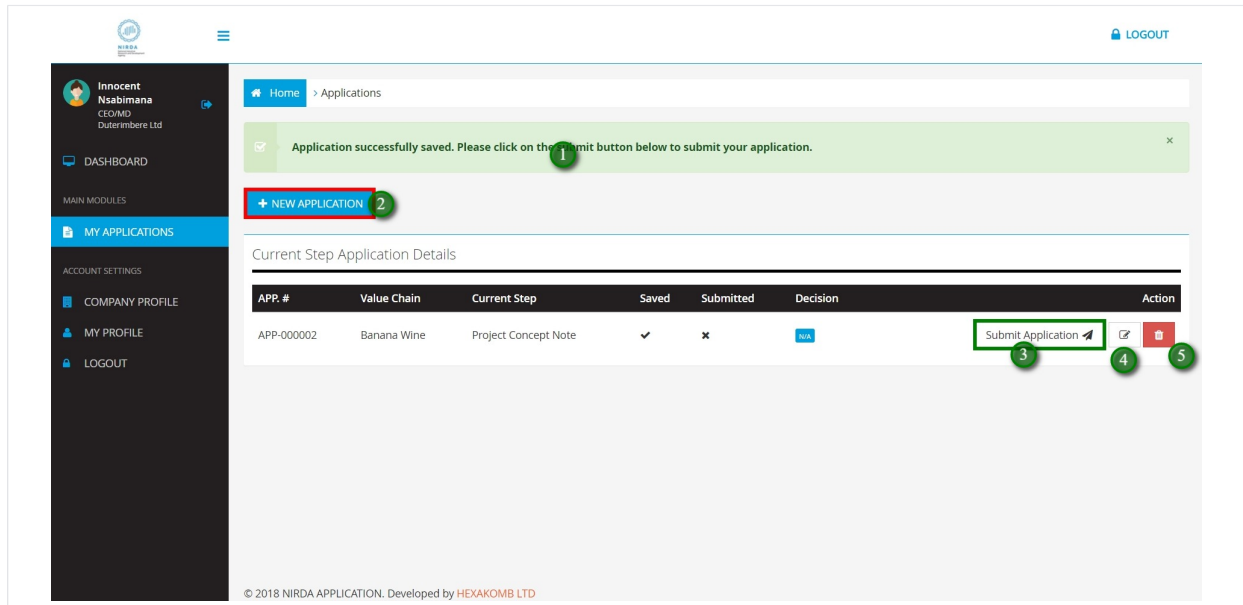
Provide solutions to all of the following questions

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.

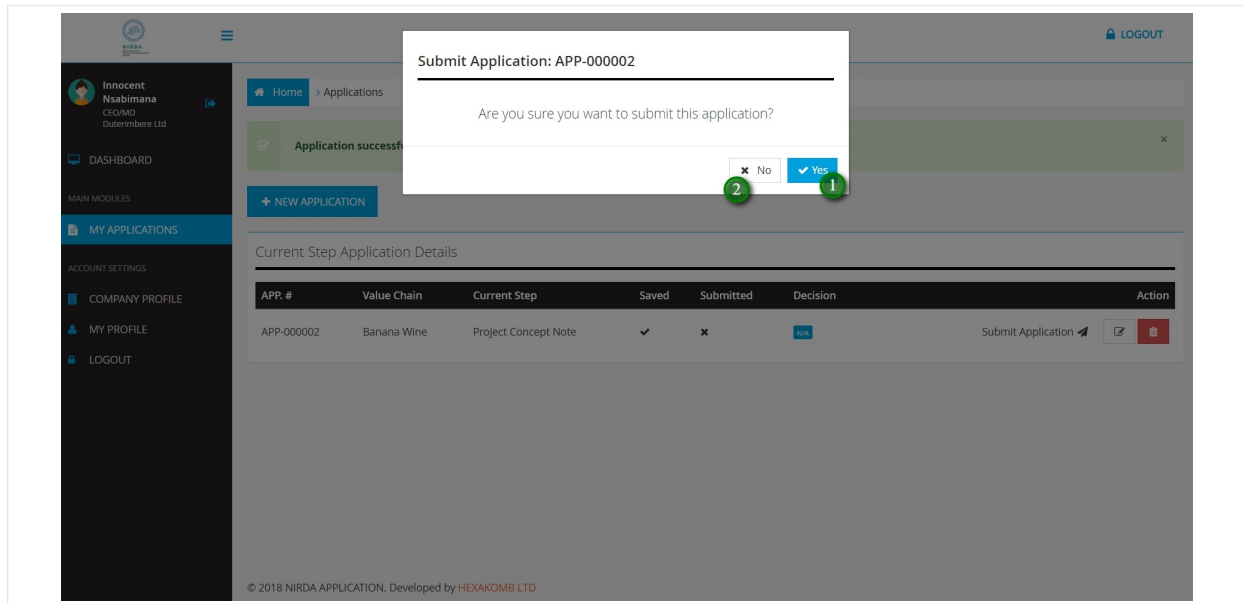
3 - Click to submit the application

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



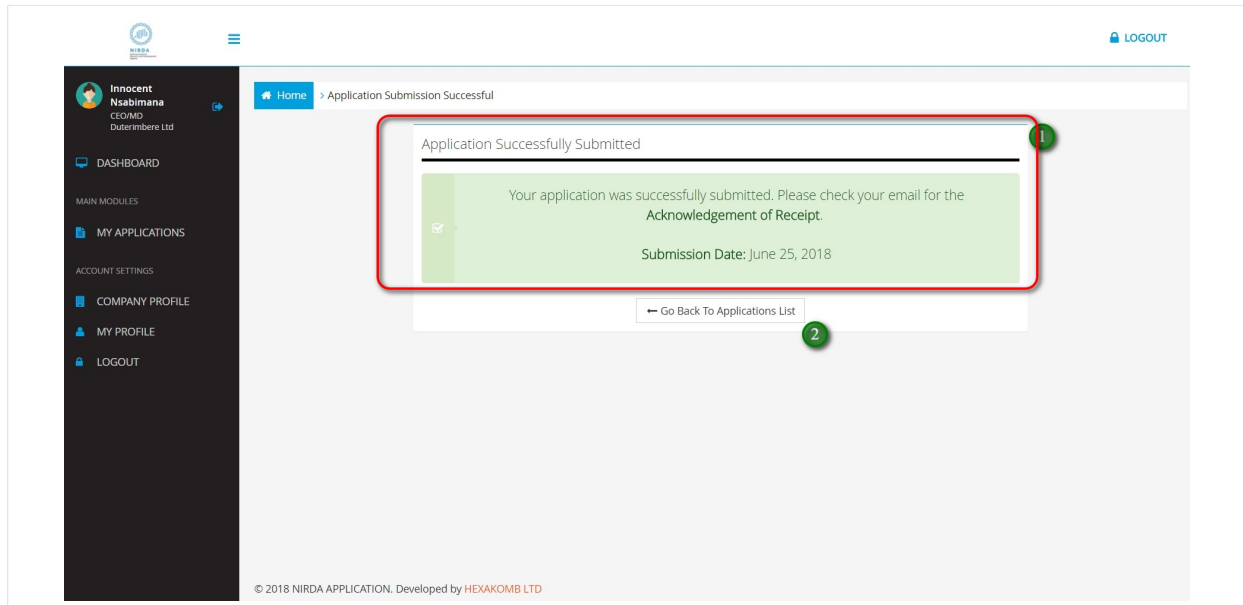
Alert to Notify You Before Submitting an Application

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



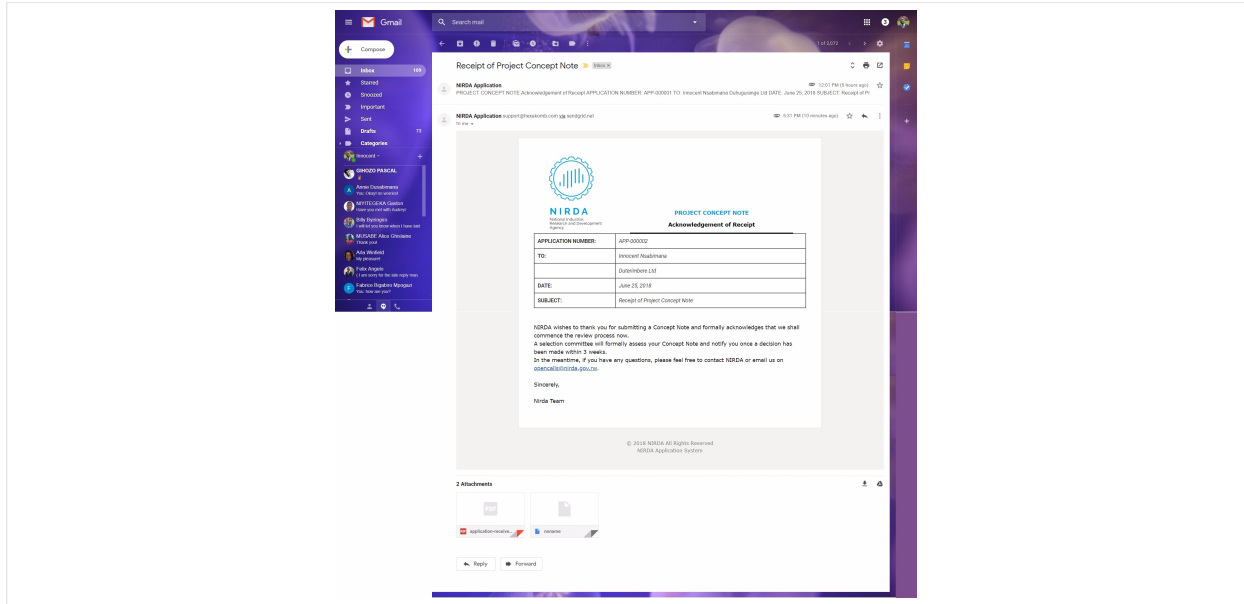
- Submitting Application Confirmation Message

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

1 - Confirmation of successfully submitting an application

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

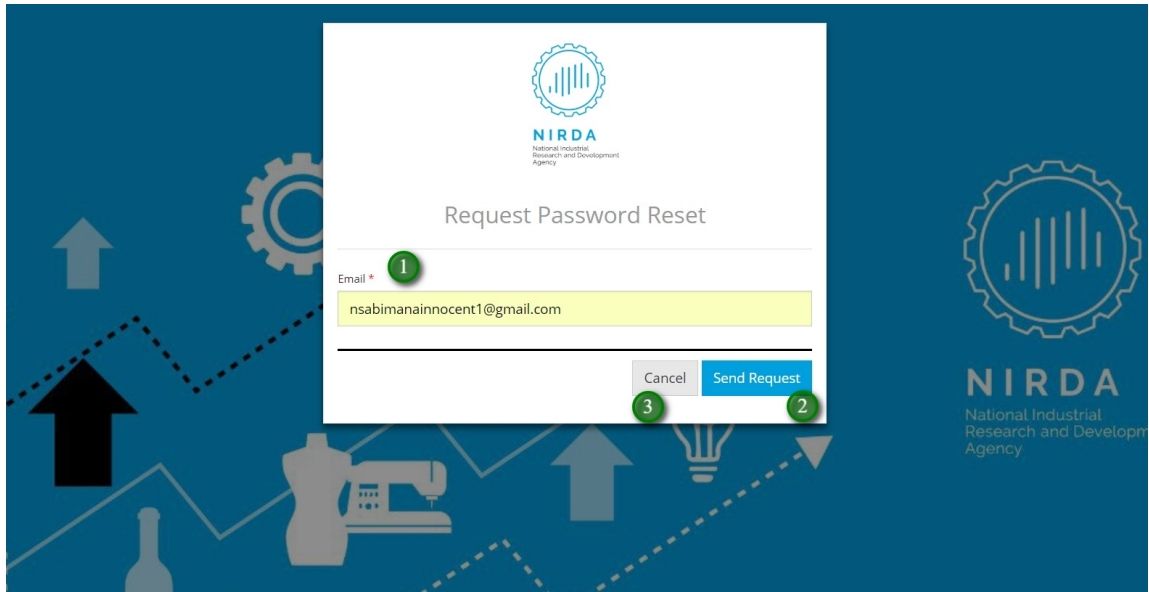
2 - Click to go back to your applications page.



- Confirmation email of successfully submitting an application

You should receive an email like this after submitting an application.

Password Reset Guide



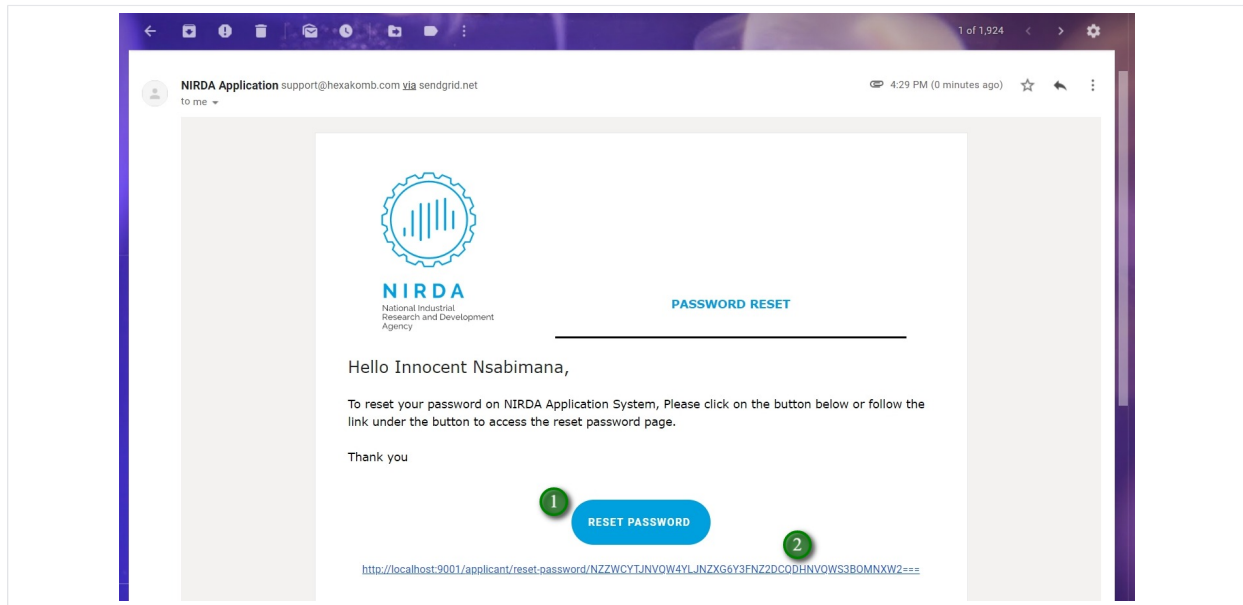
The screenshot shows a web form titled "Request Password Reset" from NIRDA (National Industrial Research and Development Agency). The form includes an email input field with the address "nsabimanainnocent1@gmail.com" and two buttons: "Cancel" and "Send Request". Green numbered callouts (1, 2, 3) indicate the steps: 1 points to the email field, 2 points to the "Send Request" button, and 3 points to the "Cancel" button. The background features industrial icons like a gear, a lightbulb, and a sewing machine.

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

- 1 - Enter your email
- 2 - Click to request resetting 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

The screenshot shows a 'Reset Password' form for NIRDA (National Industrial Research and Development Agency). The form is centered on a white background with a blue border. At the top, the NIRDA logo is displayed. Below the logo, the title 'Reset Password' is centered. The form contains five numbered steps: 1. Name (Innocent Nsabimana), 2. Email (nsabimanainnocent1@gmail.com), 3. New Password (Enter a New Password), 4. Confirm Password (Re-Enter the Password), and 5. A blue 'Reset Password' button at the bottom.

- 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.