



# User Manual For the EConvenor

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<b>Introduction .....</b>	<b>2</b>
<b>1. Register .....</b>	<b>3</b>
<b>2. Login.....</b>	<b>3</b>
2.1 How to access the system .....	3
2.2 Login Page.....	4
2.3 eConvenor Homepage.....	4
<b>3. Search facility .....</b>	<b>5</b>
3.1 The Search Page .....	5
3.2 The Category fields .....	5
3.2.1 NDMAF minutes .....	5
3.2.2 PDMAF minutes .....	5
3.2.3 Search button .....	5
<b>4. Menu.....</b>	<b>6</b>
4.1 Events – NDMAF events .....	6
4.1.1 Creating an event/meeting .....	6
4.1.2 Opening an Event/Meeting.....	8
4.1.3 RSVP an Event/Meeting.....	9
4.1.4 Delegate somebody to attend on your behalf .....	9
4.1.5 List of Attendees.....	10
4.1.6 View Enrolments.....	10
4.1.7 Export to Outlook.....	11
4.2 Events – PDMAF events.....	11
<b>Annexure.....</b>	<b>12</b>
A Abbreviations .....	12

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SCREEN DISPLAYS

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## Introduction

The eConvenor System is an internet based Content Management System (CMS). It is used to create meetings and centralize minutes for the advisory forum meetings.

## 1. Register

HOME EVENTS MEETING MINUTES LOGIN REGISTER

**ECONVENOR**  
NDMC MEETINGS PORTAL

cooperative governance  
Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA

USER REGISTRATION

### User Registration

*\*Note: Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)*

User Name:

First Name:

Last Name:

Display Name:

Email Address:

Enter a password.

Password:

Confirm Password:

[Register](#) [Cancel](#)

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Figure 1 : User Registration Page

All the users are required to register themselves on the system. On the landing page there is a menu "Register", which a user can click to register, and fill in the required fields and confirm their password. After completing to fill the required fields, click the "Register" link to affirm the registration. A registered user will have to consult the Administrator for the NDMAF/PDMAF meetings for the granting of access rights.

## 2. Login

### 2.1 How to access the system

The system is accessible from the NDMC site <http://events.ndmc.gov.za>, and then follow the link to "eConvenor" under "Internal Links". This is a security driven system. Only the correct username and password will grant you access. Depending on your credentials, you will only access the appropriate information. If you have forgotten your password click on the "Forgot Password?" link to have your password emailed to you. If you experience any challenges with regard to the system, email [events@ndmc.gov.za](mailto:events@ndmc.gov.za)

## 2.2 Login Page



Figure 2: Login Page

## 2.3 eConvenor Homepage

Only a valid username and password will allow you access. You have an option of remembering your username and password, to allow subsequent visits to the application without re-entering your details. The Home Page Displays the current user who's logged in profile, other user(s) whom have logged in lately and also displays the events that the user is due to attend and have RSVP to attend. To logout of the eConvenor application, a logout button is located on top right of the web page.

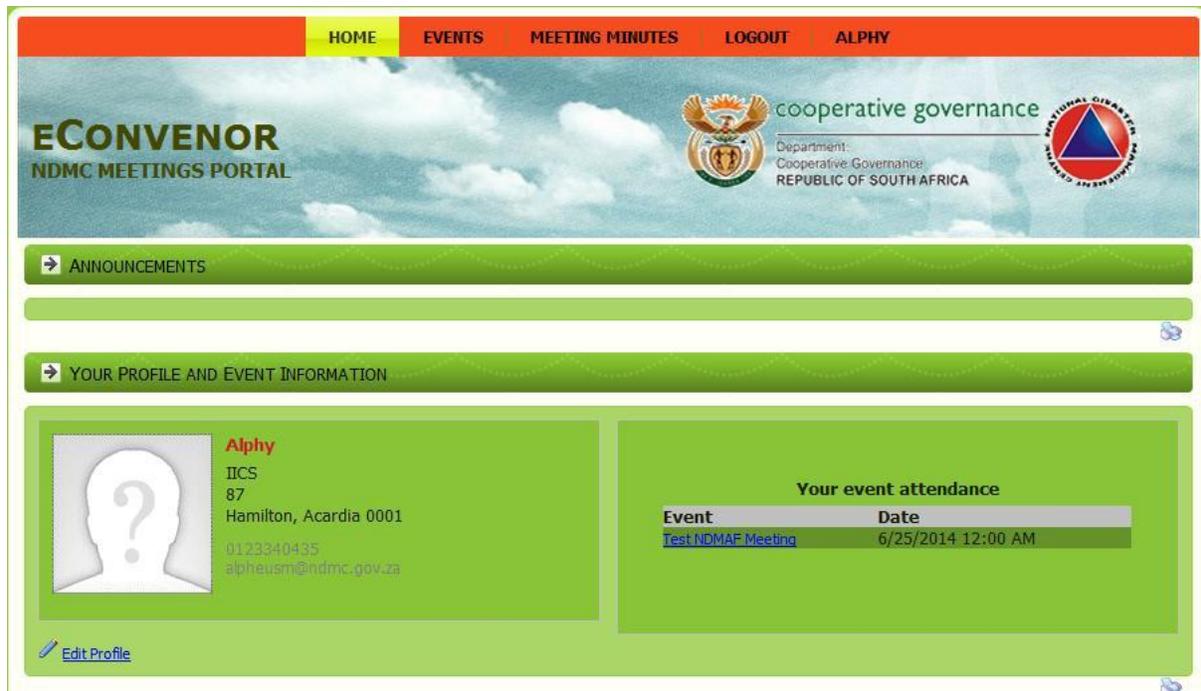


Figure 3: Home Page

### 3. Search facility

This is elaborated in the subsections below.

#### 3.1 The Search Page

The search facility is designed to assist the user to search for the previous minutes and other related documents for the prescribed event(s).

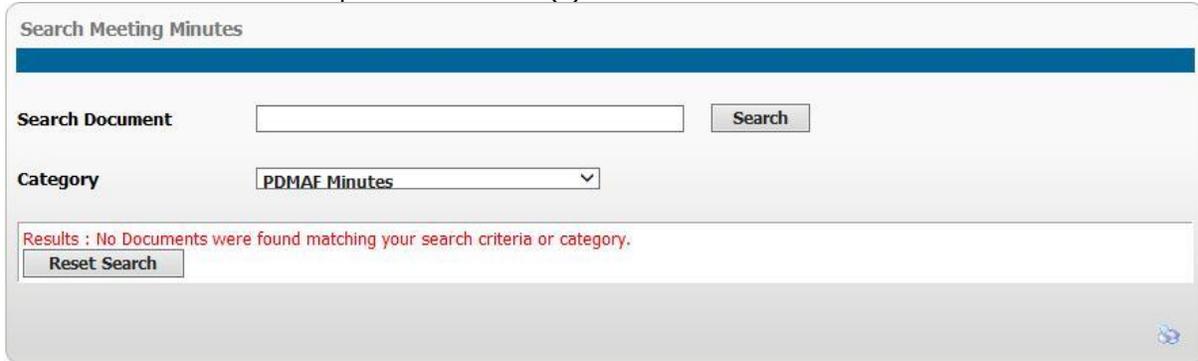


Figure 4: Search Meeting Minutes Page

#### 3.2 The Category fields

##### 3.2.1 NDMAF minutes

The category "NDMAF minutes" when selected, will return all the previous minutes for the NDMAF events only.



Figure 5: Category NDMAF

##### 3.2.2 PDMAF minutes

The category "PDMAF minutes" when selected, will return all the previous minutes for the PDMAF events only.



Figure 6: Category PDMAF

##### 3.2.3 Search button

A user has option to enter the name of the document in the "search document" field and click the "Search" button to return the document in search for.



Figure 7: Search Button

## 4. Menu

The menu on the top of the screen is used to navigate through the eConvenor. Hover the mouse over a menu title and the sub menu options will be displayed.



**Figure 8: Menu**

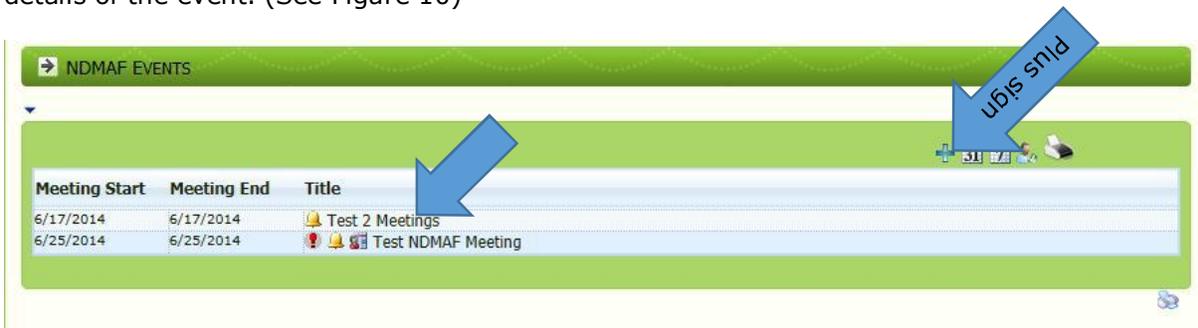
### 4.1 Events – NDMAF events

Hover the Mouse over the Events Menu; it expands to display two additional menu items, namely 'NDMAF events' and 'PDMAF events'. Click on 'NDMAF events' to view the List of events (Figure 9). You can open an event by clicking on the event name.



**Figure 9: NDMAF events view page**

The NDMAF events page displays the available events a user is enrolled to attend. To display more information you will need to click on the event title name "Title" to open an event and view details of the event. (See Figure 10)



**Figure 10: Clicking to open a detailed event.**

#### 4.1.1 Creating an event/meeting

Please note that only "Meeting Administrators" will be given the rights to create and edit events.

To create an event, a user should click on the plus sign  next to the two calendar icons. Clicking the plus sign open the "Meeting Settings" page which a user will use to populate in creating the desired event.

**EDIT MEETING**

**Meeting Settings**

Title:

All Day Meeting:

Start Date/Time: 6/17/2014 3:00 AM [Copy to End Date](#)

End Date/Time: 6/17/2014 3:30 AM

Display End Date:

Importance: Normal

Attach Agenda:  [Browse...](#)

Category: NDMAF

Location: None

Notes:

Editor:  Basic Text Box  Rich Text Editor

Enter Meeting description

**Figure 11: Creating an event**

A user start filling the following fields:

1. Title, for the name of the event;
2. Tick the checkbox "All Day Meeting" if the meeting is to take the whole day, else leave unchecked;
3. Make use of the calendars to select the date (start & end) for the day of the meeting;
4. Tick the checkbox "Display End Date" to display the end date;
5. Make use of the drop box to select the Importance of the event;
6. Click "Browse" to navigate to the agenda document on PC to upload;
7. Select the required category (NDMAF/PDMAF) for event;
8. Select "Location" where the event will be held;
9. In the Rich Text editor provided, enter the brief description for the meeting;

Send Reminder:

Time Before Meeting: 8 Hours

Email From: Events@ndmc.gov.za

Email Subject: Meeting Reminder: [event:title] on [NOTALLDAYEVENT][event:startdate][NOTALLDAYEVENT][ALLDAYEVENT][event:startdate][D][ALLDAYEVENT]

Email Message: [event:title]<br /><br />on [NOTALLDAYEVENT][event:startdate][NOTALLDAYEVENT][ALLDAYEVENT][event:startdate][D][ALLDAYEVENT][event:timezone]<br />to [NOTALLDAYEVENT][event:enddate][NOTALLDAYEVENT][ALLDAYEVENT][event:enddate][D][ALLDAYEVENT]<br />[event:description]

Allow RSVP:

Max. Attendees: 0 Currently Attending: 0

Attendance List on Detail View:

Attending Role: NDMAF  
(select "None" for All Registered)

[Update](#) [Cancel](#) [Copy as New Meeting](#)

**Figure 12: Creating an event (Continues)**

Reminder Settings:

1. Tick the checkbox "Send Reminder" if you want attendees to receive meeting reminders;
2. Make use of the settings "Time Before Meeting" to update values; Make use of the guidelines provided to formulate and edit the "email subject" and "email message";
3. Tick the checkbox "Allow RSVP" if you the users to RSVP to the event/meeting sent;
4. A user can enter the number of expected attendees "Max. Attendees", and the "currently Attending" field will be automatically filled when the "Attendees" RSVP on the system;
5. Make use of the drop down list to select the "Attending Role" for the types of Attendees to attend the event/meeting;
6. Finally, click the "Update" link to save and confirm the meeting, or "Cancel" to cancel.

### 4.1.2 Opening an Event/Meeting

To display more information you will need to click on the even title name "Title" to open an event and view details of the event (See Figure 10). Below is the example of the event/meeting that is opened:

The screenshot shows a web interface for a meeting titled "Test NDMAF Meeting". At the top, there is a link to "Click to view agenda". Below this is the "Attendance Options" section, which includes a "Remind me about this Meeting @" button, an email address field containing "alpheusm@ndmc.gov.za", and a "Time Before Meeting" dropdown set to "8 Hour(s) before meeting starts".

The meeting details section includes a status message: "You are attending and approved for this meeting!". The details listed are:
 

- Start Date/Time: Wednesday, June 25, 2014
- End Date/Time: Wednesday, June 25, 2014
- Recurring Meeting: One time meeting
- Importance: High Priority
- Category: NDMAF
- Location: Gogta buildings 87 Hamilton
- Description: Testing

Below the details is the "Attach Presentation/Documents" section, which has a "Description" field, a "Submit a Presentation" button with a "Browse..." file selector, and a "Submit" button. A message below states "No Presentations / Documents have been Submitted."

The "Attending Users" section contains a table with the following data:

Display Name	Email Address	Approved	Qty
Alphy	alpheusm@ndmc.gov.za	<input checked="" type="checkbox"/>	1

Additional information at the bottom includes "Owned by Alphy On Tuesday, June 17, 2014", an "Export to Outlook Calendar" link, and navigation buttons for "Return", "Edit", and "Delete".

Figure 12: Opening an event/meeting

### 4.1.3 RSVP an Event/Meeting

To RSVP to a an event/meeting, a user needs to click on the link "Click Here To Attend this Meeting", confirm by clicking "Ok" in the dialog box.

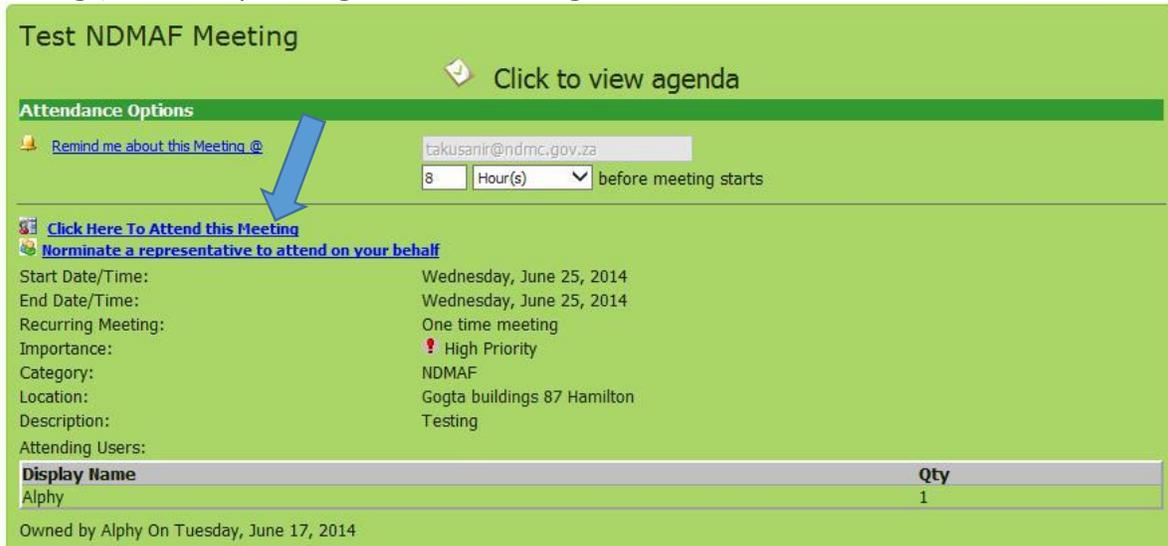


Figure 13: RSVP an event/meeting

### 4.1.4 Delegate somebody to attend on your behalf

To nominate somebody to attend a meeting on your behalf click the link "Nominate a representative to attend on your behalf". If the name of the person you want nominate does not appear on the drop down list, Click the "Add new representative" to add a new person on the list. View the figure 15 below.

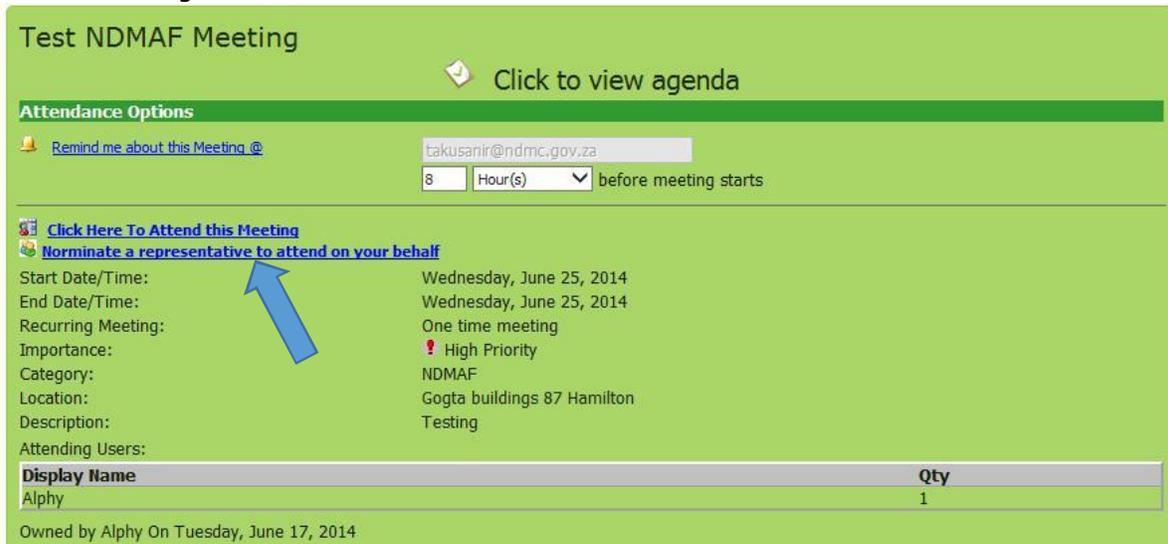


Figure 14: Delegating a representative

Select a Representative below

Orange Fruits + Add new representative

Submit Cancel

Start Date/Time: Wednesday, June 25, 2014  
 End Date/Time: Wednesday, June 25, 2014  
 Recurring Meeting: One time meeting  
 Importance: High Priority  
 Category: NDMAF  
 Location: Gogta buildings 87 Hamilton  
 Description: Testing  
 Attending Users:

Figure 15: Delegating a representative (continues)

Enter all the required fields for the new representative who you will like to represent your for said meeting and click the "Submit" button to confirm the submission.

Add New Representative Information Below and click on Submit

Title

First Name

Last Name

Institution

Telephone

Cellphone

Email

Submit Cancel

Figure 16: Delegating a representative (continues...)

#### 4.1.5 List of Attendees

On your opened event, the list of attendees will appear at the bottom of the page:

Display Name	Qty
Alphy	1
Taku	1

Owned by Alphy On Tuesday, June 17, 2014

Figure 17: Listing Attendees

#### 4.1.6 View Enrolments

To view your enrolment(s), click on the icon  to list all of the meetings you RSVP'd as well as the events or meetings you are due to attend.

NDMAF EVENTS

Select	Start	End	Meeting	Approved	Fee	Qty	Total
<input type="checkbox"/>	6/25/2014 12:00 AM	6/25/2014 11:59 PM	<a href="#">Test NDMAF Meeting</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD
<input type="checkbox"/>	5/29/2014 12:00 AM	5/29/2014 11:59 PM	<a href="#">NDMAF meeting</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD
<input type="checkbox"/>	5/20/2014 12:00 AM	5/20/2014 11:59 PM	<a href="#">Test Meeting Ndmaf</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD
<input type="checkbox"/>	5/15/2014 9:00 AM	5/15/2014 3:30 PM	<a href="#">NDMAF Meeting</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD
<input type="checkbox"/>	4/25/2014 12:30 AM	4/25/2014 1:00 AM	<a href="#">Test Ndmaf meeting</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD
<input type="checkbox"/>	4/12/2014 12:00 AM	4/12/2014 11:59 PM	<a href="#">Test 3</a>	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD

[Return](#) [Cancel Selected Attendance](#)

Figure 17: Listing Enrolments

#### 4.1.7 Export to Outlook

To export the event/meeting to your Outlook, click on the link "Export" and click on the open, and save to your Outlook when asked to do so.

Export to Outlook Calendar: [Export](#)

**Figure 17: Exporting to Outlook email**

#### 4.2 Events – PDMAF events

The similar procedures for creating NDMAF events should be followed for creating PDMAF events.

## Annexure

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### **A Abbreviations**

SANDMC	South African National Disaster Management Centre
CMS	Content Management System
NDMC	National Disaster Management Centre
NDMAF	National Disaster Management Advisory Forum
PDMAF	Provincial Disaster Management Advisory Forum