



Survey User Guide

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Survey

Complete the Survey

Introduction

Thank you for participating in this Survey to establish the status and identify the constraints of delivery of the Disaster Management, Fire and Emergency related functions across different typologies of municipalities. This exciting SALGA initiative is aimed at developing a differentiated municipal intervention and support strategy that takes into account the gaps and challenges faced by Local Government in the performance of their functions in relation to Disaster Management, Fire Services and Emergency Services.

The Survey is managed via an online platform, supported by Skillogical, which gives us the ability to identify the reported best practice, gaps and challenges as people participate in and complete the Survey.

The Survey will focus on the following:

- Effectiveness of institutional arrangements;
- Systems and procedures (ability to respond); and
- The adequacy of funding arrangements (sources of funding).

We request Municipalities to participate in the Survey and encourage people working in the following Roles to register and complete the survey:

- Mayors
- Municipal Managers
- Chief Financial Officers
- Fire Chiefs
- Head of Disaster Management Centres
- Disaster Management Function in Local Municipalities
- Heads of Departments / Organs of State.

By participating in this project, you are supporting the enhancement of the function of Disaster Management, Fire- and Emergency Services.

How to Participate

The Survey is accessible via any internet enabled device (Smartphone, Tablet, PC). Go to www.skillogical.com/salga and click on the Registration link to get access to the Survey. A User Guide is available at the same link and can be downloaded as a PDF document to help people complete the Survey and clarify possible questions. The guide could be viewed on-screen.

Contact Details for Support

Please direct any questions regarding the project or issues using the online system to complete the survey to george@skilllogical.com.

Alternatively, a mail could be sent via the Support link on the Home Page by clicking on the Support link.

You can also send a WhatsApp or sms to **0722593444** for someone from the Support Centre to call/support you and your people.

On-screen Navigation

The survey website is available via any web-enabled device. The pages re-size depending on the type of device used.

This implies that some of the icons will be arranged next to each other (horizontal) on a normal screen and below each other (vertical) on for instance a cell-phone.

The following on-screen navigation information is important to take note of:

The image shows a screenshot of a web application dashboard with several blue callout boxes pointing to specific UI elements:

- Try not to use these arrows as it may take you off the website, so you will have to login again**: Points to the browser's back and forward navigation arrows.
- Use this arrow to navigate back to the previous screen or Home Page**: Points to the left-pointing arrow in the application's top navigation bar.
- Click on this icon to remove the Left Margin**: Points to the hamburger menu icon in the top navigation bar.
- Logout when you are done**: Points to the power icon in the top navigation bar.
- Return to Home Page**: Points to the 'My Dashboard' menu item in the left sidebar.
- Edit Personal and Job Details**: Points to the 'My Details' menu item in the left sidebar.

The dashboard itself features a central 'Survey' card with a 'CHOOSE SECTION' button and a 'MANAGEMENT' dropdown menu in the top right corner.

Register as User

Please go to www.skilllogical.com/salga click on Register.

Complete all the fields on the Registration screen that appears.

Registration

<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Email Address *"/>	<input type="text" value="Password *"/>
<input type="text" value="ID Number *"/>	<input type="text" value="Phone No *"/>
Disability <input type="radio"/> Yes <input type="radio"/> No	Equity <input type="radio"/> African <input type="radio"/> Coloured <input type="radio"/> Indian <input type="radio"/> White
Gender <input type="radio"/> Male <input type="radio"/> Female	
Choose your Department / Workplace / Employer: <input type="text" value="Choose an option"/>	

REGISTER
[Back to Login](#)

Click Register to conclude the registration

Please note the list of Municipalities or Workplaces will reduce if a keyword is typed in the search field

SALGA

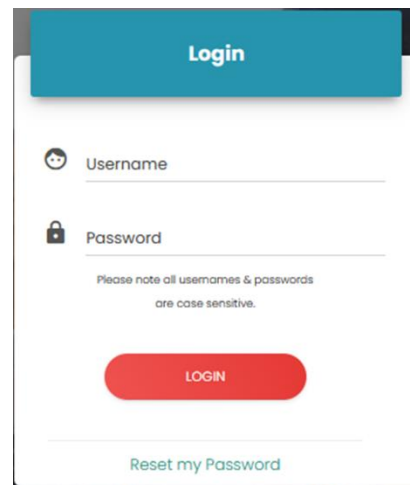
- Sarah Baartman District
- Thabo Mofutsanyana District
- Mamusa Local Municipality
- Sakhisizwe Local Municipality
- Tsantsabane Local Municipality
- Saldanha Bay Local Municipality
- Kaizer Mothoale Local Municipality

Login as User

Please go to www.skilllogical.com/salga click on LOGIN.

Your Username is your ID and Password is your unique password you entered when you registered.

Click LOGIN when you have completed the Username and Password to proceed.



Login

Username

Password

Please note all usernames & passwords are case sensitive.

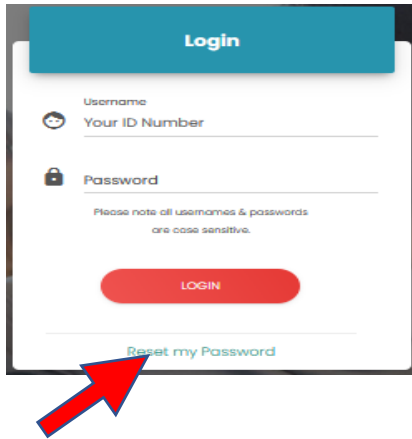
LOGIN

[Reset my Password](#)

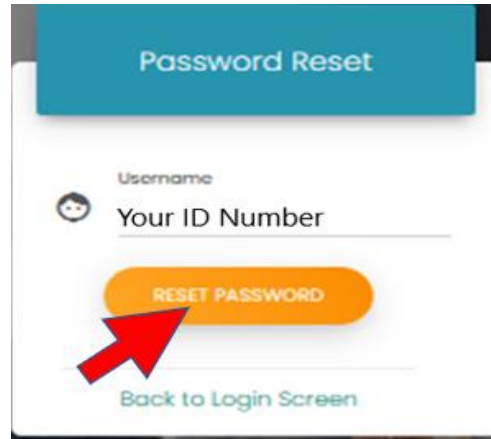
Click on [Reset my Password](#) if you cannot remember your Password.

Reset Password

Your Password can be reset if you forgot it or if you feel you need to change it for security reasons. Click on [Reset my Password](#) on the LOGIN screen.



The screenshot shows the 'Login' screen with a teal header. Below the header, there are two input fields: 'Username' with the placeholder 'Your ID Number' and 'Password'. A note below the password field states: 'Please note all usernames & passwords are case sensitive.' Below the fields is a red 'LOGIN' button. At the bottom, there is a link that says 'Reset my Password'. A red arrow points to this link.

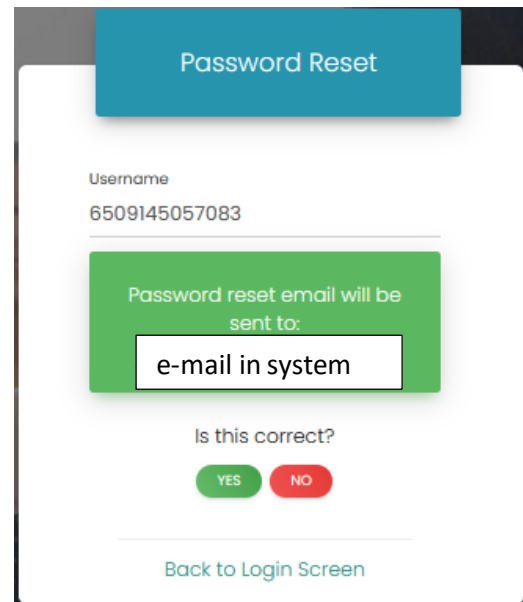


The screenshot shows the 'Password Reset' screen with a teal header. Below the header, there is an input field for 'Username' with the placeholder 'Your ID Number'. Below this is an orange 'RESET PASSWORD' button. At the bottom, there is a link that says 'Back to Login Screen'. A red arrow points to the 'RESET PASSWORD' button.

Enter your Username in the Password Reset screen and click on **RESET PASSWORD** or **NEXT**.

A message will appear indicating to which e-mail the password reset mail was sent.

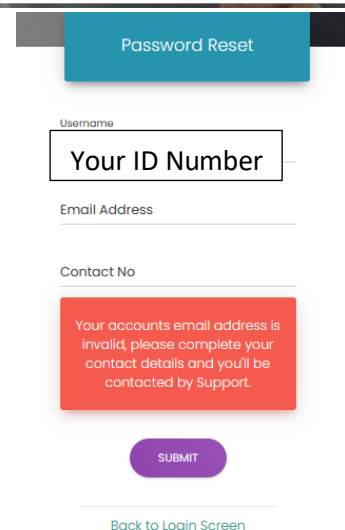
Click Yes if the e-mail is correct, a confirmation message will appear, check you e-mails for the reset mail.



The screenshot shows the 'Password Reset' screen with a teal header. Below the header, there is an input field for 'Username' containing the text '6509145057083'. Below this is a green box with the text 'Password reset email will be sent to:' and a white box containing 'e-mail in system'. Below the green box, it asks 'Is this correct?' with two buttons: 'YES' (green) and 'NO' (red). At the bottom, there is a link that says 'Back to Login Screen'.

If the e-mail address is incorrect you need to click on the No button.

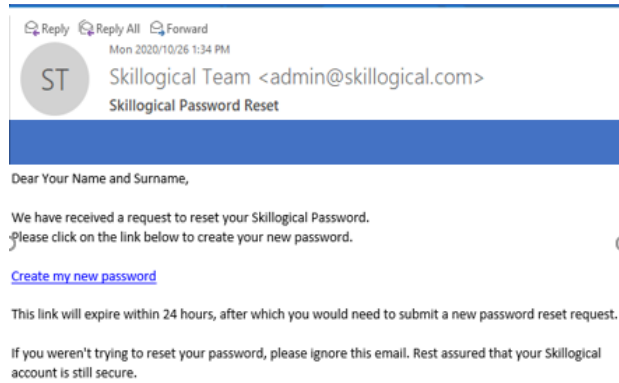
Please enter the correct e-mail address and your Telephone number. The Support Centre will contact you to confirm your e-mail address.



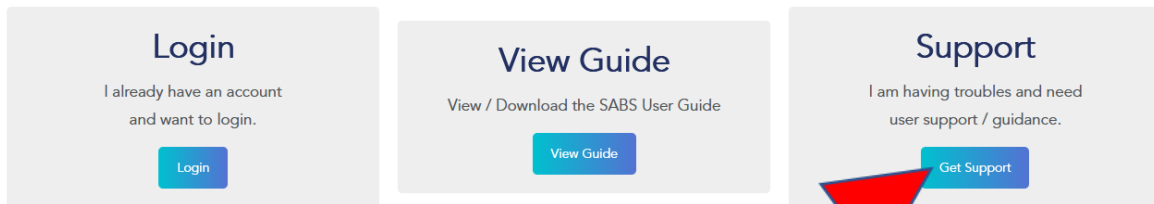
The screenshot shows the 'Password Reset' screen with a teal header. Below the header, there are three input fields: 'Username' with the placeholder 'Your ID Number', 'Email Address', and 'Contact No'. Below these fields is a red box with the text: 'Your accounts email address is invalid, please complete your contact details and you'll be contacted by Support.' Below the red box is a purple 'SUBMIT' button. At the bottom, there is a link that says 'Back to Login Screen'.

Please check your Inbox for the e-mail. If you do not receive the mail it could have been blocked by your service provider. The e-mail is then usually in your Junk Mail Folder.

Click on the [Create my new password](#) in the mail you have received.



Contact Skillogical if you do not receive a mail by sending a mail to

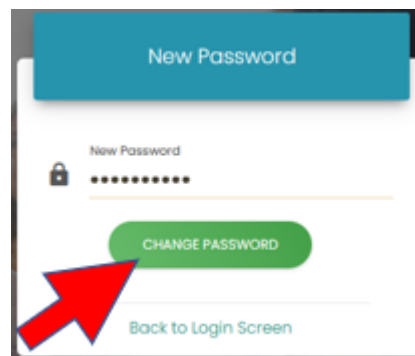


george@skillogical.com or you could click on LOGIN screen and send a mail from there.

support on the

A New Password screen will open. Type your New Password. Remember the Password is Case Sensitive, so you have to make sure you remember which letters were typed in UPPERCASE and lowercase,

Click on **CHANGE PASSWORD**



A message will appear at the bottom of the screen confirming your Password was changed.




Proceed to LOGIN by entering ID number and New Password in the LOGIN screen.

Complete the Survey

The survey allows you to select and respond to a specific set of questions related to your function.

Please click on Choose Section to view the list of Role Specific Surveys.



Survey

Survey Options: Please select and complete at least one survey

[CHOOSE SECTION](#)

Read through the list of Role specific Surveys and select the Role that best describe your function and are of expertise.

Test Description	Status	Result	Action
Chief Financial Officer	Not Attempted		...
Disaster Management Function in Local Municipality	Not Attempted		...
Fire Chief	Not Attempted		...
Head of Department / Organs of State Head of Department	Not Attempted		...
Head of Department Emergency Management Services	Not Attempted		...
Head of Department of the Disaster Management Function	Not Attempted		...
Head of Disaster Management Centre	Not Attempted		...
Head of District Disaster Management Centre	Not Attempted		...
Head of Line Function	Not Attempted		...
Head of Metro Disaster Management Centre	Not Attempted		...
Mayor	Not Attempted		...
Municipal Manager	Not Attempted		...

Select the survey to complete by clicking on the green Action button in the righthand column.

Read each question and respond by clicking the response that best describes your view or opinion or complete the field by typing a response.

Section A

Funding and Procurement Arrangements

Question 80

What is the expected own revenue for the Municipality/ Metro?

- R1 mill to R50 mill
- R50 mill to R150 mill
- More than R150 mill

Question 81

Of the two sources of revenue i.e. own revenue and intergovernmental transfers, what percentage is attributed intergovernmental transfers?

 SAVE & SUBMIT

Complete the survey by clicking on the  button at the end of the survey.

You may redo the survey or update answers at any time after completing the survey.