

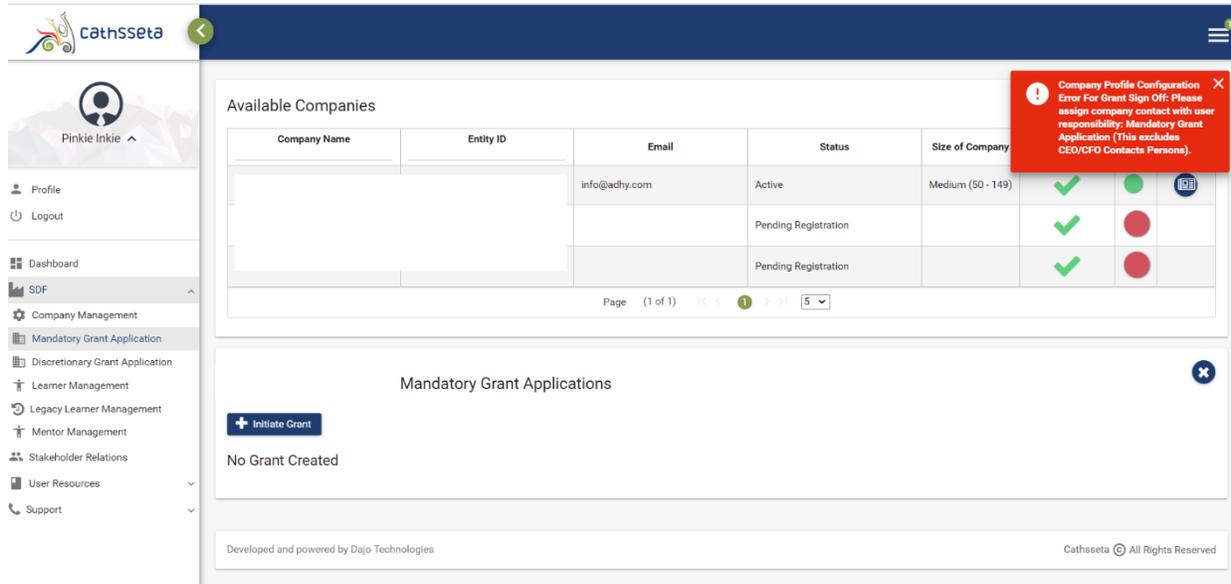


**CATHSSETA INTEGRATED MANAGEMENT SYSTEM
(CIMS)**

**MANDATORY GRANT APPLICATION SIGN OFF VALIDATION
ERRORS**

USER MANUAL

1. "Company Error for Grant Sign Off: Please assign company contact with user responsibility: Mandatory Grant Application (This Excludes CEO/CFO Contact Persons)"



The screenshot shows the CATHSSETA user interface. On the left is a navigation menu with options like Profile, Logout, Dashboard, SDF, Company Management, Mandatory Grant Application, Discretionary Grant Application, Learner Management, Legacy Learner Management, Mentor Management, Stakeholder Relations, User Resources, and Support. The main content area is titled 'Available Companies' and contains a table with columns: Company Name, Entity ID, Email, Status, and Size of Company. The table has three rows, with the first row showing 'info@adhy.com' and 'Active' status. A red error message box is overlaid on the top right of the table, stating: 'Company Profile Configuration Error For Grant Sign Off: Please assign company contact with user responsibility: Mandatory Grant Application (This excludes CEO/CFO Contacts Persons)'. Below the table is a section for 'Mandatory Grant Applications' with a '+ Initiate Grant' button and the text 'No Grant Created'. The footer of the page reads 'Developed and powered by Dajo Technologies' and 'Cathseta © All Rights Reserved'.

Why am I receiving this error

CATHSSETA MG Application Sign-off Rules for companies that have more than 50 Employees or companies that have 1-49 employee (where a recognition agreement is in place):

Authorised Sign-offs

1. Primary SDF
2. CEO/ MD/ CFO
3. Training Committee Member Designated to sign-off the Mandatory Grant *(this requirement has not been met)*

Business Rule:

The same user cannot be designated to sign-off the MG Application in different roles i.e. the CEO cannot sign-off MG Application in his/her capacity as the CEO and also as the Primary SDF.

How to Resolve:

You need to add a training committee member to company contacts and designate them user responsibility: Mandatory Grant Application.



Navigate to SDF/ Company Management/ Select the company (selected company will be highlighted green) check if company details are locked, if locked, scroll down and on the right hand side you will see text written "UNLOCK COMPANY DETAILS" click to unlock. Navigate to Entity Contacts and click to add a person (blue button)

2. "Company Error for Grant Sign Off: Please assign either a CEO/MD/CFO/ Finance Manager against the selected company and assign Mandatory Grant Application user responsibility"

Company Details Company Contacts Employment Data Hard-to-Fill Vacancies Skills Gap Reporting PIVOTAL Training Report Impact Assessment

PIVOTAL Plan Document Upload Summaries General Comments Sign Off

Company Profile Configuration Error For Grant Sign Off: Please assign either a CEO/MD or a CFO/Finance Manager against the selected company and assign Mandatory Grant Application user responsibility.

Declarations

By checking the box below you are confirming the following:

We, the undersigned, submit this information in fulfilment of this entity's legal obligation in terms of the skills development legislation and requirements.

We declare that, to the best of our knowledge, the information contained in this Mandatory Grant Form is accurate and up to date.

We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

[CATHSSETA Grant Policy](#)

Signed off by	UserType	Date	Acknowledge
	Primary SDF	Pending Sign Off	<input type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.
Jane Jane	Designated Training Committee Member	Pending Sign Off	<input type="checkbox"/> I acknowledge that I have read and understand the CATHSSETA Grants Policy terms and conditions.

Submit Mandatory Grant Form

test.cathsseta.org.za/pages/externalparty/wsp/reviewapplication.jsf?dW=31a3bd7f-7f04-4a11-8cc5-cb21eea346be#tab:Viewj_id2921

Why am I receiving this error

CATHSSETA MG Application Sign-off Rules for companies **all** companies indicate that one of the Sign-off Users must be either the CEO/MD/ CFO.

If the CEO /MD/CFO is not designated to sign-off the MG Application *this requirement is not met*, the validation fails, and you will receive this error message.

Business Rule:

The same user cannot be designated to sign-off the MG Application in different roles i.e. the CEO cannot sign-off MG Application in his/her capacity as the CEO and also as the Primary SDF.



How to Resolve:

You need to add either a CEO/MD/ CFO to company contacts and designate them user responsibility: Mandatory Grant Application.

Navigate to SDF/ Company Management/ Select the company (selected company will be highlighted green) check if company details are locked, if locked, scroll down and on the right hand side you will see text written "UNLOCK COMPANY DETAILS" click to unlock. Navigate to Entity Contacts and click to add a person (blue button).