CATHSSETA Integrated Management System (CIMS)

SDF & COMPANY PROFILE CHANGES
USER TRAINING MANUAL
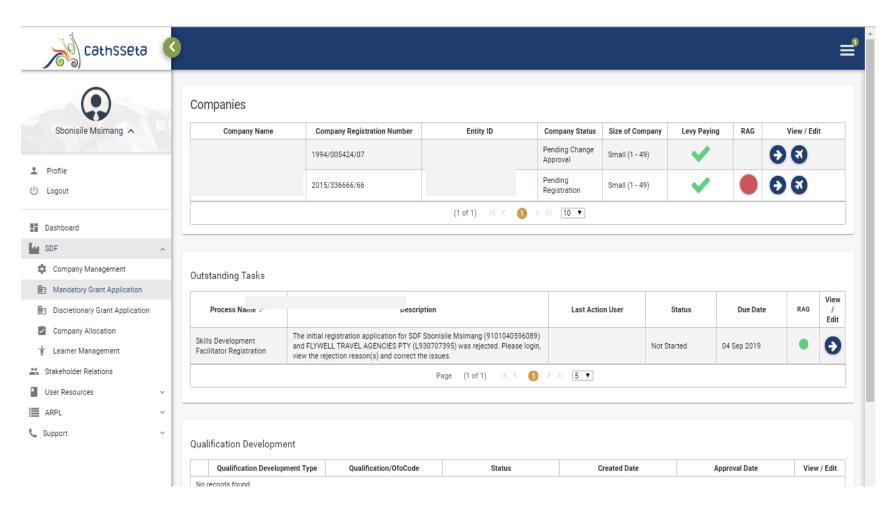
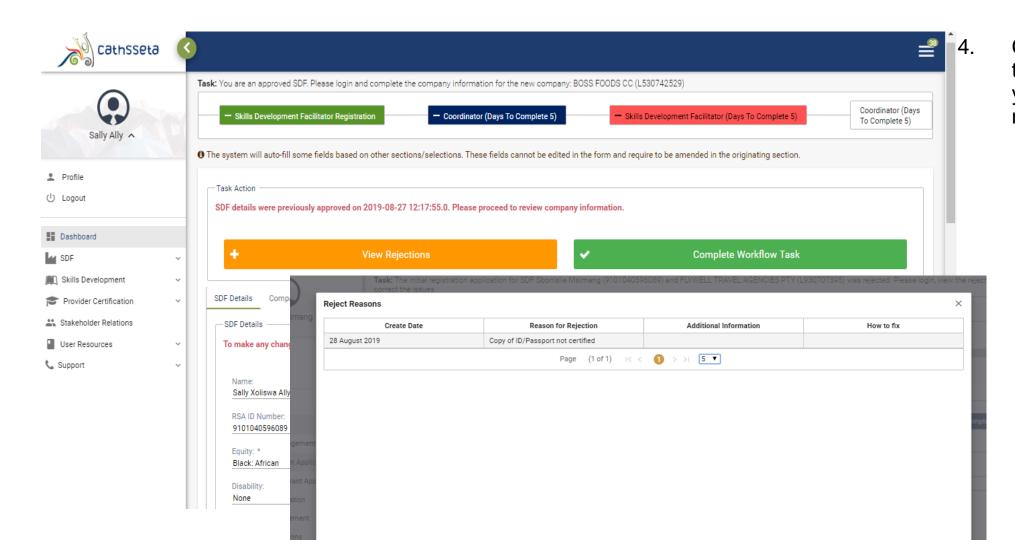# TABLE OF CONTENTS

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1. INTRODUCTION

This guide provides the steps to follow to make any changes if the SDF and/or Company details/documents have been Rejected

1. Login to CIMS

2. On dashboard, you will see a description of the task

3. Click on View/Edit
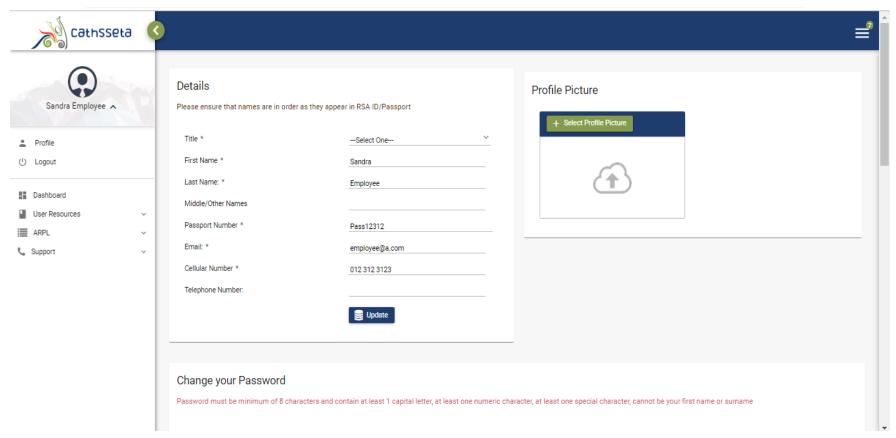
2. VIEWING NON-APPROVALS

4. Click on View Rejections to get details about why your submission was not approved
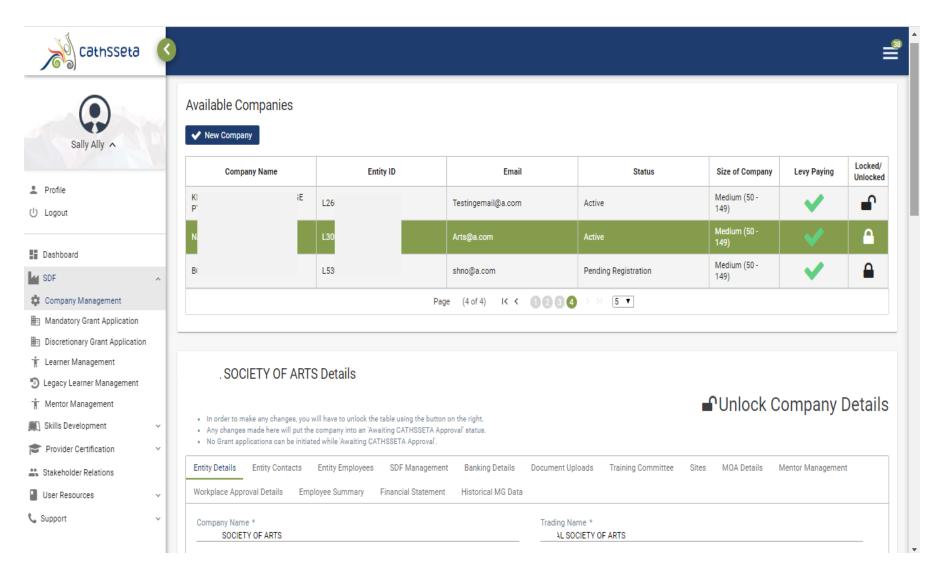
3. BIOGRAPHICAL DETAILS CHANGES

5. In the Profile page, you can make changes to your Details, Other Information, Profile Picture and Password.

6. Important: You must ensure that your Name(s) appear in the order as they appear in the RSA ID/Passport

7. Other Names must include all other names you have stated in the RSA ID/Passport

8. Where you make changes, please click on the Update button and if it is a password, on the Change Password
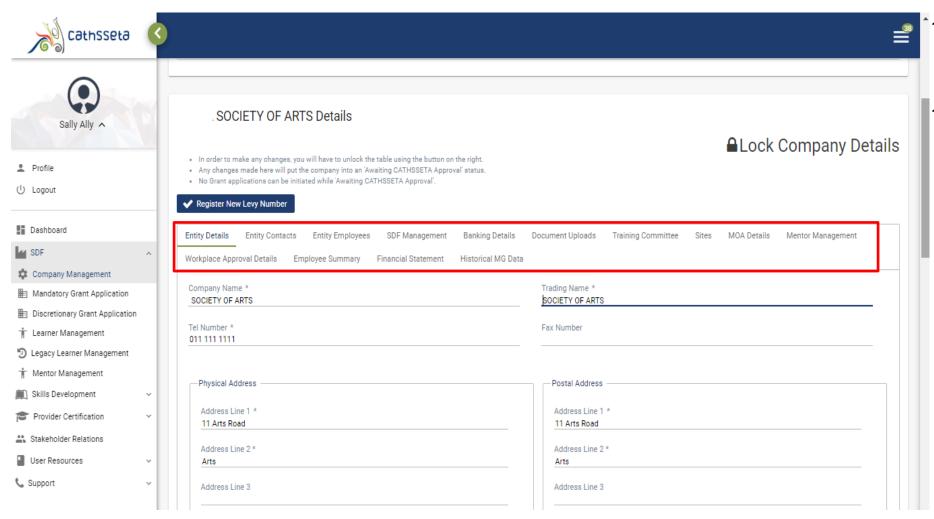
4. UPDATING COMPANY INFORMATION

9. Once your profile has been approved, you will have access to Company Management menu item where can update some fields

10. You may also add a New Company

11. To update, highlight the Company. Once highlighted the row will turn green and open the section of the company profile that can be updated

12. Click Unlock Company details to make changes

4. UPDATING COMPANY INFORMATION

13. To make changes, navigate through the various tabs

14. Any changes made here will put the company into a 'Awaiting CATHSSETA Approval' status