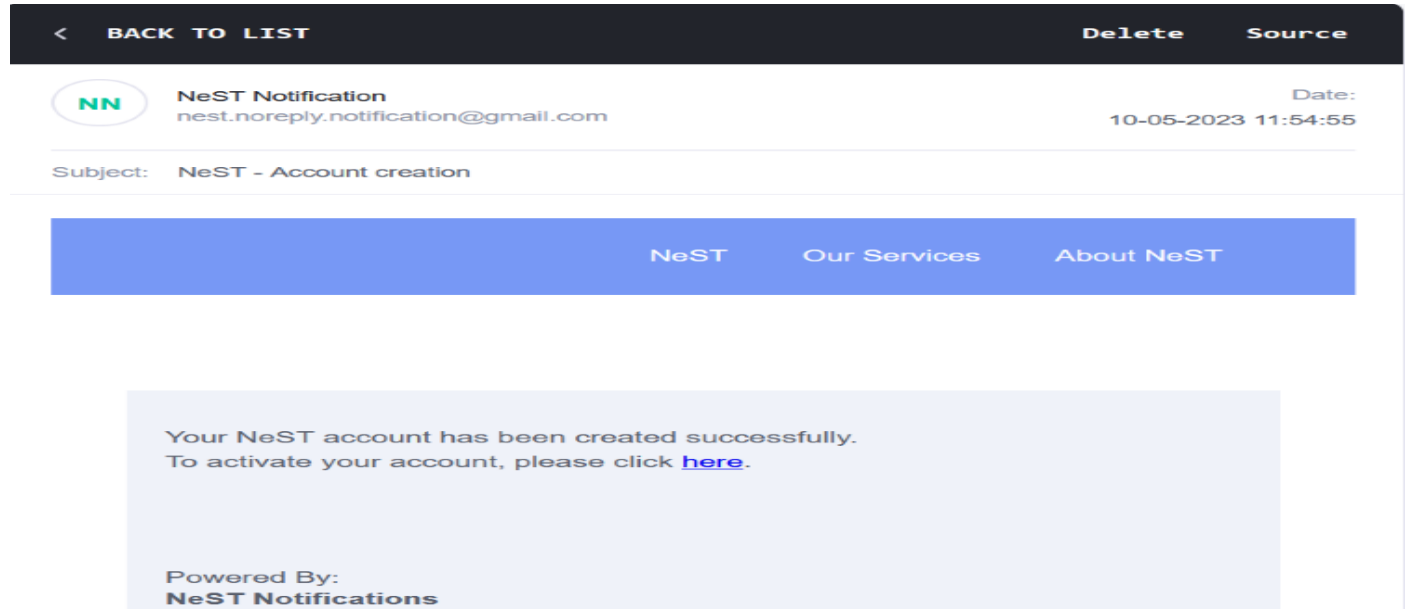


e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
Email account verification		Login to your email account 2. Open NeST notification email for account verification 3. Click on the link 4. Open SMS sent to your Mobile with OTP no	PE admin be able to verify email address	

Preview/ Outlook of NeST account creation for PE Admin




Password creation by admin	1. New Password: 2. Confirm Password:	1. Enter OTP 2. Enter password 2. Re-enter password to confirm 3. Click on Submit button	PE Admin be able to create password	
----------------------------	--	---	-------------------------------------	--

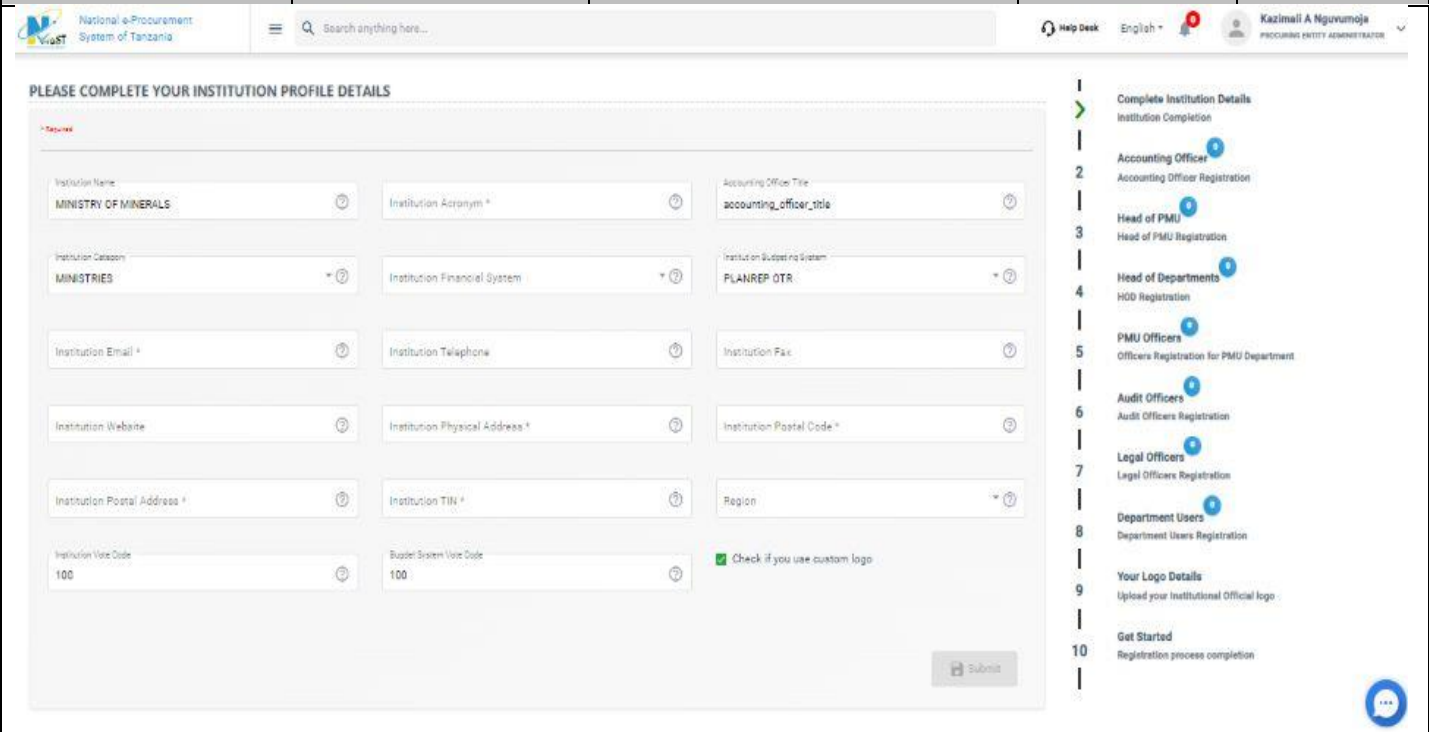
Preview/ Outlook of account verification for users

--	--	--	--	--

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
				
<p>Institution profile details</p>	<ol style="list-style-type: none"> 1. Institution Acronym: 2. Accounting Officer Title: 3. Institution financial system: 4. Institution budgeting system: 5. Institution email: 6. Institution telephone: 7. Institution fax: 8. Institution website: 9. Institution physical address: 10. Institution postal Code: 11. Institution postal Address: 12. Institution Tin: 13. Region: 	<ol style="list-style-type: none"> 1. Fill in the required details 2. Tick if your company use logo 3. Click Save 4. Click Yes 	<p>PE admin be able to complete Institution profile details</p>	
<p>Preview/ Outlook of Institutional Profile details</p>				

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
<p>PE admin create PE user account</p>	<ol style="list-style-type: none"> 1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Nationality: 9. NIDA: 10. Designation: 	<p>Login as PE admin Add Accounting Officer details</p> <ol style="list-style-type: none"> 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Click on Submit button 13. Click on Yes button to confirm 	<p>PE Admin should be able to create accounting officer user account</p>	
				

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
	1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department:	Login as PE admin Add HEAD OF PROCUREMENT MANAGEMENT UNIT details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm	PE Admin be able to create HPMU user account	
	1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department:	Login as PE admin Add HEAD OF DEPARTMENTS (HoD) details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department	PE Admin be able to create HoD user account	

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
		13. Click on Submit button 14. Click on Yes button to confirm		
	1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department:	Login as PE admin Add PMU Officer details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm	PE Admin be able to create PMUO user account	
	1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department:	Login as PE admin Add Auditor user details 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no	PE Admin be able to create Auditor user account	

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
		<ol style="list-style-type: none"> 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm 		
	<ol style="list-style-type: none"> 1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department: 	<p>Login as PE admin Add Legal Officer details</p> <ol style="list-style-type: none"> 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm 	PE Admin be able to create Legal Officer user account	
	<ol style="list-style-type: none"> 1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department: 	<p>Login as PE admin Add Department user details</p> <ol style="list-style-type: none"> 1. Click on (+) sign 2. Choose Salutation 3. Enter First Name 4. Enter Middle Name 5. Enter Last Name 6. Enter Phone Number 7. Enter Email Address 8. Enter Check Number/PF No. 9. Enter Nationality 	PE Admin be able to create Department user account	

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
		10. If Nationality is Tanzania, Enter NIDA no 11. Enter Designation 12. Choose Department 13. Click on Submit button 14. Click on Yes button to confirm		

Preview/ Outlook after completion of Institutional and user registration

Update PE user account	1. Salutation: 2. First Name: 3. Middle Name: 4. Last Name: 5. Phone Number: 6. Email Address: 7. Check Number/PF No.: 8. Designation: 9. Nationality: 10. NIDA: 11. Department:	After successfully login 1. List of users will display 2. Click EDIT button 3. Edit respective details 4. Click on Submit button	PE Admin updating PE user account successful	
------------------------	--	--	--	--

e- Registration Module - PE User Registration and Management

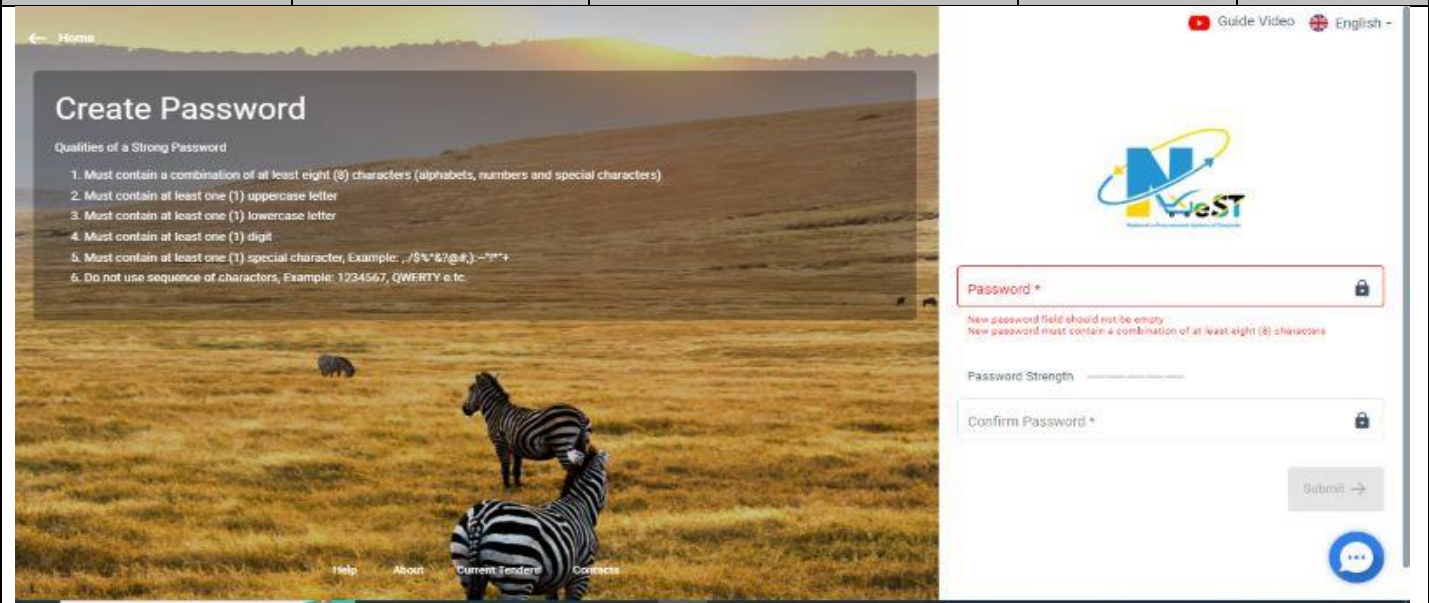
Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
------	------------	-----------------	---------------------------	------------------

Preview/ Outlook on update / edit PE Admin user account

<p>Password creation by PE user</p>	<p>1. New Password: 2. Confirm Password:</p>	<p>1. Fill in the required details</p>	<p>1. PE user be able to create password 2. PE user account be active</p>	
-------------------------------------	--	--	---	--

Preview/ Outlook of Password creation by PE users

e- Registration Module - PE User Registration and Management

Task	Input Data	Steps/Procedure	Expected learning outcome	Session Duration
				
PE user login with valid credentials	1. Email Address: 2. Password:	1. Enter Email Address 2. Enter Password 4. Click on Sign In button	Successful PE user login	
Forgot password	Email Address:	1. Enter PE user credentials 2. Click forgot password	User should be able to receive email notification	
Reset password	1. New Password: 2. Confirm Password:	Login to your email account 2. Open NeST notification email for account verification 3. Click on the link	User should be able to receive email notification	