

Western Cape Portal

How to register on the Portal as a user



<https://westerncape.collaboratoronline.com>



The image shows the login interface for Collaborator software. At the top left is the logo, which consists of a cluster of green circles of varying sizes followed by the text "Collaborator" in a large blue font and "software™" in a smaller grey font below it. Below the logo is a white rounded rectangle containing the login form. The form has two input fields: "User Name" and "Password". Below these fields is a grey button labeled "Sign In". Underneath the "Sign In" button are two links: "[Forgot password?](#)" on the left and "[Create an account](#)" on the right. The "Create an account" link is highlighted with a green rectangular box, and a yellow star is placed to its right. A large green arrow points from the right side of the image towards the "Create an account" link.

When opening the link, you will see this screen. Select the 'Create an Account' to create the User Account



Name*

Surname*

Cellphone Number*

Email Address*

Confirm Your Email Address*


Password*

Confirm Your Password*



Type the code shown:

[Show another code](#)



Complete all the fields
The email address you enter will become your Username to log into the site.
This email address will also be used to send the Password Reset email if you reset to change your password.
Once done select the 'Submit' button

westerncapecollab.collaboratoronline.com says

Thank you for registering. You will receive your log-in details via the email address provided. If you do not receive it within the next 30 minutes please check your junkmail or clutter boxes.

OK

Collaborator Log-in Details - Message (Plain Text)

File Message COLLABORATOR Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting IM More

HR Shanelle To Manager Done Create New

Team Email

Reply & Delete

Move Rules OneNote Actions

Assign Policy Mark Unread Categorize Follow Up

Translate Find Related Select

Delete Respond Quick Steps Move Tags Editing Zoom

Tue 29-May-18 12:48 PM
wc@collaboratoronline.com
Collaborator Log-in Details

To Kristy Pretorius
This message was sent with High importance.

Dear, Kristy Pretorius

Thank you for registering with Collaborator. Please find your log-in details

<https://westerncape.collaboratoronline.com/>

User Name: kristys@be.co.za

Kind Regards
Collaborator Team

Once you have created the User Account. A Partner needs to be registered in order to submit applications. Once you have logged in by using the URL select the 'Account' tab.

Collaborator Classification

- Confidential
- Human Resources
- Financials
- Legal
- Project
- Service Request

Classify Detail Version 1.0.0.12



Account ▾

[Home](#)[Inbox](#)[Account](#)[Reports](#)[Recycle Bin](#)[All Site Content](#)

Guide

To complete the registration process atleast one Partner must be registered against your user account. You can register a partner by selecting the Action Button next to your user account below and then "**Register Partner**". Once registered, the new partner will be listed in the Partner WebParts where you can update information as needed.

Additionally, you can Activate Services against your user which will allow functionality for the applicable service activated.

User Account

Action	Name	Email	Mobile Number
...	Admin Administrator	admin@be.co.za	0832503051

User Account

Action	Name	Email	Mobile Number
...	Action	admin@be.co.za	0832503051

- [Register Partner](#)
- [Activate Services](#)

Click on the Action button
Select Register Partner

Create Partner and Activate Services

UserId: ADMIN
 Primary User Email: admin@be.co.za

Step 1: Update Partner Details | Step 2: Update Primary Contact Details | Step 3: Active Services

Partner Type *

Individual Name / Legal Company Name *

Note: A red highlighted field indicates a duplicate registration number which is not allow
 Please request the primary user to grant you access to their practice.

Registration Number *

Duplicate Registration Number

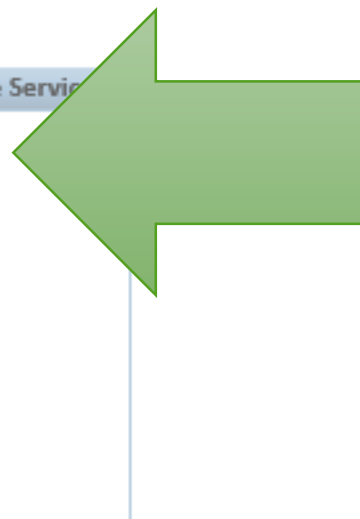
Trading As *

Company Type *

Professional Entity * Not Applicable

Professional Entity Number *

Duplicate Professional Entity Number



On the Register Partner task you will need to complete all of the required fields

Create Partner and Activate Services

UserId: ADMIN
 Primary User Email: admin@be.co.za

Step 1: Update Partner Details | **Step 2: Update Primary Contact Details** | Step 3: Active Services

Activate Building Plan Application Services *

Activate Events and Film Services *

Activate AQ Services *

Activate Waste Services *

Activate Land Use Application Services *

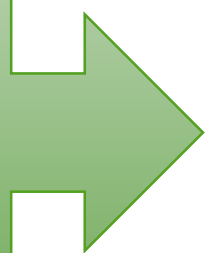
Activate WayLeave Services *

Registration Process

Step 1: Update Partner Details
 -Complete the details pertaining to company / individual

Step 2: Update Primary Contact Details
 -Primary contact details
 i.e. contact information

Step 3: Activate Services
 -Make sure to select to Activate the service you require. i.e.



File Message COLLABORATOR Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting IM More

Completed 2018 To Manager Done Create New

Team Email Reply & Delete

Move Rules OneNote Actions

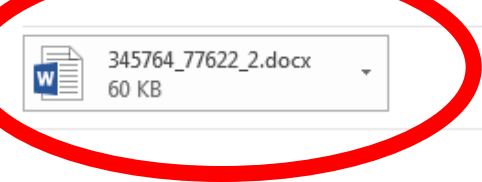
Assign Policy Mark Unread Categorize Follow Up

Translate Find Related Select

Delete Respond Quick Steps Move Tags Editing Zoom

Tue 29-May-18 12:56 PM
wc@collaboratoronline.com
Collaborator: Grant Secondary Access

To Kristy Pretorius
This message was sent with high importance.



You have successfully registered a Collaborator Portal Practice!

Should you wish to share all applications registered via this account with a colleague you can now grant them access by following a few easy steps. A secondary user is still required to have a Collaborator Portal account for access to be granted.

Refer to the attached Step-by-Step Guide for further assistance.

Your Western Cape Collaborator Portal Team!

please do not reply to this email address

File attached: 345764_77622_2.docx 60 KB



Sign In

[Forgot password?](#) [Create an account](#)



Western Cape Local Government

Home Inbox **Account**

Search this site...



Sites

Building Control

 All Site Content



Building Control

Home Inbox Account

Search this site...



Sites

Building Plan Applications

Base Plan Applications

Building Plan Inspections

Libraries

Building Control
Templates

Training Material

Land Use Templates

Notices

Granting a Secondary User access to your Practice

This allows a secondary user to have access to your practice. The secondary user is still required to create a user account on the portal with a unique email address.

Please go through the Training Manual for assistance on how to grant access.



Account

EDIT LINKS

User Guide

To complete the registration process atleast one Partner must be registered against your user account. You can register a partner by selecting the Action Button next to your user account below and then **"Register Partner"**. Once registered, the new partner will be listed in the Partner WebParts where you can update information as needed. Additionally, you can Activate Services gainst your user which will allow functionality for the applicable service activated.

Partner Profiles

Action	Reference Number	Registration Number	Practice / User Name
	321986		test
...	321986	123456789	Shanelle Test

User Account

Action	Reference Number	Name	Email	Mobile Number
...		Admin Administrator	admin@be.co.za	0832503051

- Action
- Detail
- Relationships
- Notes
- Workflow history
- Audit Trail
- Folders
- Register Partner**
- Activate Services

Grant access to other users in your practice who have registered with their own email address. If you don't do this then they will not be able to see the practice when logging in.

Delegate Task

Go

Grant Access

378702, 

345765, Kristy 

Practice Reference	345765
Practice name	BE and Associates
Email Address (Type the correct email address) *	<u>amathee@mosselbay.gov.za</u>
First Name	
Surname	Matthee
Status	Active



Enter the email address and the status will update to Active if it is a valid email address.

Submit Save Close

Feedback History

Feedback User	Feedback Date	% Compl	Feedback
---------------	---------------	---------	----------

Delegated Tasks

Ref	Task Title	% Compl	Assigned To	Date Assigned	Info
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Reallocated Tasks

Prev. Allocated To	Date Reallocated	Reallocation Note
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HOW TO COMPLETE AND EVENTS APPLICATION ONLINE



- Sites
- Building Control
 - Administrator
 - Event & Film Management
 - Environmental management
 - Air Quality Control
 - Central Catalogue Management
 - Wayleave Applications
 - Land Use
 - Workforce Management
- Site Contents

Home

Welcome

Click on Event & film Management



New to this?

Where do I start?

- Step One: Register a Partner
- Step Two: Activate Services

Once services are activated, navigate to the particular site on the left navigation pane.

- 7 Portal Solutions
 - Building Control
 - Events & Firm Management
 - Land Use Management
 - Waste Management
 - Air Quality Control
 - Wayleave Applications
 - Capital Projects
- 35 Implementations
- Accross 24 Clients





- Sites
- Events Management
- Films Management
- Libraries
- Event Documents
- Lists
- Discussions
- Site Contents

Weste

Click on Event Management

able site for submission.

Events & Film News

Launching Soon!

- Cederberg Municipality
- Drakenstein Municipality
- Theewaterskloof Municipality



- Sites
- Event Gallery
- Libraries
- Event Documents
- Lists
- Discussions
- Site Contents

Western Cape Local Government > Event & Film Management > Events Management

Events Management

Event Management

[Register Event Company Detail \(For Re-occurring use\)](#)

← Let's get started...

1. Register a Event Company
2. Select the Action Button next to the Event Company to register an application
3. Select an application to view and upload required supporting documentation



Click on the action button

Company

Action	Company Ref	Events Company	Cell Number	E-mail Address	Applicant Name
...		kristy			
...	694		9612	kristys@be.co.za	Kristy Pretorius

Event Application

Action	Event Name	Start Time	End Time	Stage
...				

Supporting Documents

Action	Docs	Object Ref	Name	Status
...		826310	Site Plan	Uploaded
...		826317	Letter of Consent (Owner/Body Corporate)	Uploaded
...		26329	Route Map	Uploaded

- Open Attachment
- Detail
- Relationships
- Notes
- Workflow history
- Audit Trail
- Folders
- Register Application to Host an Events**
- Delete Company



Register Application to Host an Event

Outstanding Supporting Documents

Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...				

Action	Event Name	Event Venue	Titel	Date
...	Featherbed Float Day	Featherbed Beach Bar/Featherbed Nature Reserve	-	2019-11-14

Complete Application to host an Event

843083,      
694316, Kristy Test Company      

Stage	Initial
UserId	ADMIN <input type="button" value="↑"/>
Municipal Area (PLEASE USE THE ACTION BUTTON TO SELECT THE AREA) *	Mosselbay Municipality <input type="button" value="↑"/> <input type="button" value="..."/>
Extension Company Reference	694316
On Premises Company Reference	5421224
Town *	<input type="text"/> <input type="button" value="..."/>
Extension Event Application Reference	843083

EVENT INFORMATION

Event Name *	<input type="text"/> <input type="button" value="..."/>
Event Venue *	<input type="text"/>
Event Address *	<input type="text"/>
Erf No *	<input type="text"/>
Type of Event *	<input type="text" value=""/> <input type="button" value="v"/>

Brief Description of the Event History and Event *	<input type="text"/>
--	----------------------



Notification of outcome to be sent to: Name *

Notification E-mail *

Notification Telephone No *

Notification Postal Address *

Applicable Checklist Template (Office Use) 00;12

Application Date Submitted 2020-02-11

All field must be completed, if the field is not relevant to your Event/Film, please capture N/A in the mandatory fields.

- Traffic
- Noise
- Structures
- Catering
- Ground Disturbance
- Facilities
- Emergencies
- Services
- Air Crafts
- Signage

Route *

Event Occurs along a route *

Road Closure Required *

Marshalls at Road Closures *

NB. Depending on the extent of the Road Closures and/or Traffic impact, a detailed Transportation Management Plan may be required.

Traffic Control Required *

Includes a CELEBRATORY procession/march (other than in terms of the Gatherings Act) This may be replaced/supplemented by route map (graphic road map, Google Map etc) clearly depicting start/finish, route, directions, marshalling and refreshment points, et

Click on different tabs and fill in the information

Submit

Submit once you have filled in all the information

Feedback History

Feedback User	Feedback Date	% Compl	Feedback
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Delegated Tasks

- BROWSE PAGE
- Sites
- Event Gallery
- Libraries
- Event Documents
- Lists
- Discussions
- Site Contents

Events Management

Event Management

[Register Event Company Detail \(For Re-occurring use\)](#)

← Let's get started...

Company

Action	Company Ref	Events Company	Cell Number	E-mail Address	Applicant Name
...	694316	Kristy Test Company	0848359612	kristys@be.co.za	Kristy Pretorius

1. Register a Event Company
2. Select the Action Button next to the Event Company register an application
3. Select an application to view and upload required supporting documentation

Event Applications

Action	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Stage
...	TEST Kristy	TEST Kristy	Concert/Music Festival	2020-02-11	01:00	2020-02-11	01:00

Supporting Documents

Action	Docs	Object Ref	Name
...			

Click on the event application and the Webpart with outstanding documents will populate

Outstanding Supporting Documents

Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	1	7.6 Indemnity	FORM E7.6 Indemnity	10
...	27		Site Plan	
...	28	Letter of Consent (Owner/Body Corporate)	Letter of Consent (Owner/Body Corporate)	280







Action	Event Name	Event Venue	Titel	D
...	Featherbed Float Day	Featherbed Beach Bar/Featherbed Nature Reserve	-	2

Action button

All relevant documentation will display here. Click on the action button to add a PDF document

Action Add Document

New Supporting Document

843116, Letter of Consent (Owner/Body Corporate)      

843095,      

Application Number

843083

Checklist Item Code

28

Checklist Item Name

Letter of Consent (Owner/Body Corporate)



Document Date *

2020-02-11

Uploaded By

ADMIN

Status

Uploaded

Application Status

Created

Preview Additional Docs

No

File

Browse...

Click on Browse to upload the relevant document from your PC. Click Submit when you are done

Feedback History

Feedback User	Feedback Date	% Compl	Feedback
---------------	---------------	---------	----------

Delegated Tasks

Ref	Task Title	% Compl	Assigned To	Date Assigned	Info
-----	------------	---------	-------------	---------------	------

Reallocated Tasks

Prev. Allocated To	Date Reallocated	Reallocation Note
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- Sites
- Event Gallery
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Western Cape Local Government > Event & Film Management > Events Management

Events Management

Event Management

Register Event Company Detail (For Re-occurring use)

← Let's get started...

Company

Action	Company Ref	Events Company	Cell Number	E-mail Address	Applicant Name
...	694316	Kristy Test Company	0848359612	kristys@be.co.za	Kristy Pretorius

1. Register a Event Company
2. Select the Action Button next to the Event Company register an application
3. Select an application to view and upload required documentation

Event Applications

Action	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Stage
...	TEST Krist				2020-02-01:00		

→ Action button

Action

- Open Attachment
- Delete Event Application
- [Submit the Application](#)
- Edit Application to Host an Event
- Update Event Application Completed (ADMIN)
- Replicate Event Application

Once all documentation has been uploaded, the option to submit the application will come available on the action button. If you don't submit the application it will not arrive on Premise at the Municipality.

Supporting Documents

Action	Docs	Object Ref	Name
...		843106	FORM E7.6 Indemnity
		843112	Site Plan
		843116	Letter of Consent (Owner/Body Corporate)

Outstanding Support

Action	Checklist Item Code	Description
		No data to display

Submit the Application

843083,      

Extension Event Application Reference	843083
Event Name	TEST Kristy
Event Venue	TEST Kristy
Status	Submitted
Stage	Submitted



Feedback History

Feedback User	Feedback Date	% Compl	Feedback
---------------	---------------	---------	----------

Delegated Tasks

Ref	Task Title	% Compl	Assigned To	Date Assigned	Info
-----	------------	---------	-------------	---------------	------

Reallocated Tasks

Prev. Allocated To	Date Reallocated	Reallocation Note
--------------------	------------------	-------------------



Thank you for your time!

