

eInspect

# PPECB Inspection Module – Super User (Admin)

Version 1.0

## Table of Contents

Version 1.0.....	1
Table of Figures.....	2
1. Register as a User.....	3
2. Rejection Reasons .....	3
3. Inspection Points.....	4
4. Manage Inspectors.....	5
4.1 Add Inspector .....	5
4.2 Update Inspector .....	5
4.3 Delete Inspector .....	6

## Table of Figures

Figure 1: Rejection Reasons .....	3
Figure 2: Create New .....	3
Figure 3: Details/Edit/Delete/Enable/Disable options.....	3
Figure 4: Inspection Points .....	4
Figure 5: Create New .....	4
Figure 6: Manage Inspectors .....	5
Figure 7: User Management.....	5
Figure 8: Update .....	5

# 1. Register as a User

1.1 <https://app.ecert.co.za/Account/Register>

**Note:** If you have already registered on the following platforms then there is no need to register again:

- eCert
- PhytClean

# 2. Rejection Reasons

2.1 Click on **PPECB Inspection Management**

2.2 Select **Rejection Reasons**



Figure 1: Rejection Reasons

2.3 Click on **Create New** to add rejection reasons.

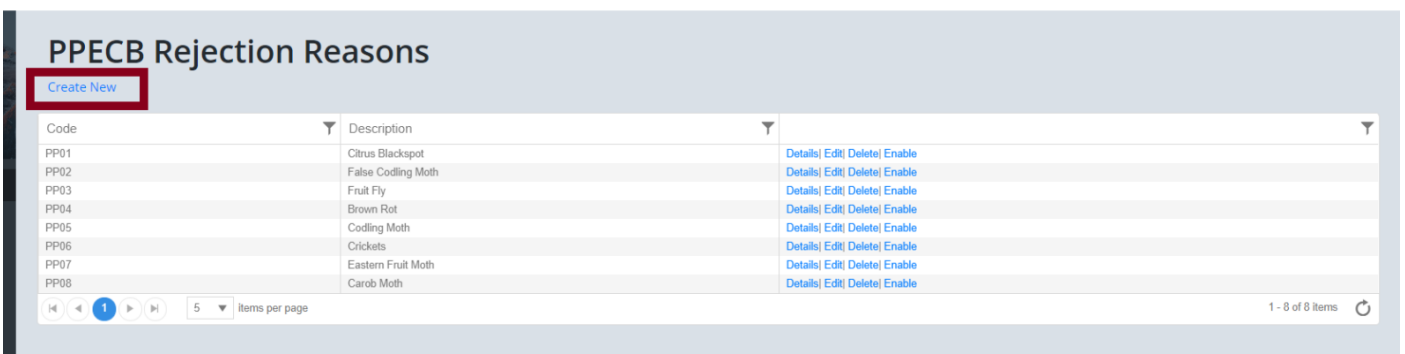


Figure 2: Create New

2.4 To view **Details/Edit/Delete/Enable/Disable** rejection reasons you will click on the options highlighted below.

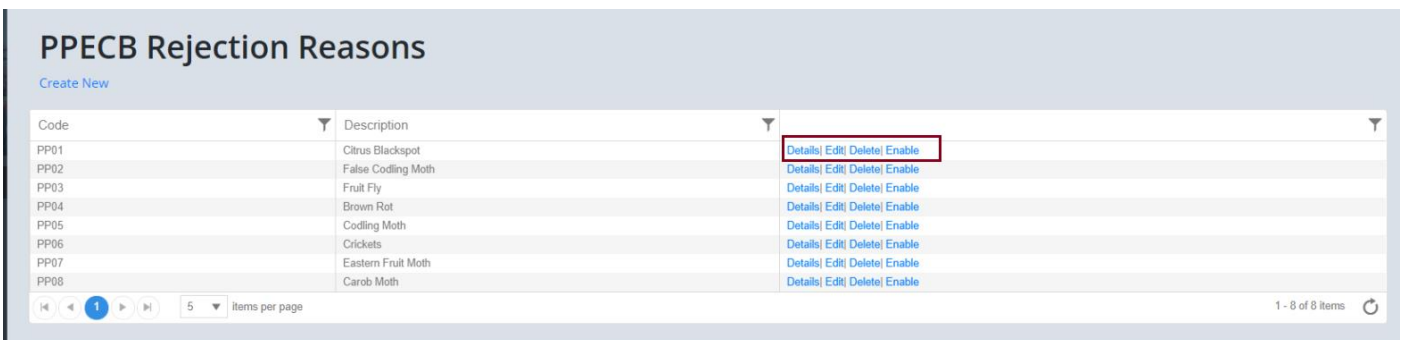


Figure 3: Details/Edit/Delete/Enable/Disable options

### 3. Inspection Points

#### 3.1 Select Inspection Points



Figure 4: Inspection Points

3.2 Click on **Create New** to add an inspection point.

3.3 To update/delete/disable inspection points click on the options highlighted under **Actions** in the grid.

PPECB Inspection Points						
<a href="#">Create New</a>						
Location Code	Name	Province	Structure Description	Is Enabled	Actions	
2143	20 DEGREES - LEISTER ROAD	Kwazulu-Natal	Natal Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
4221	24 RIVIERE	Western Cape	Ceres Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
9580	32 DEGREES SOUTH	Western Cape	Ceres Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
2127	328 ICE - SYDNEY ROAD	Kwazulu-Natal	Natal Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
8629	A COSTA - BOTTERKLOOF	Western Cape	Paarl Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
8074	A DE WIT	Western Cape	Worcester Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
8242	A RABIE - WILLOW CREEK	Western Cape	Worcester Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
5082	A.A.SMIT	Free State	Gauteng Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
4051	A.L.G. BOERDERY	Western Cape	Citrusdal Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
7076	A.M. MULLER & SEUNS	Limpopo	Tzaneen Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
6058	A.P. VOS & SEUNS	Mpumalanga	Nelspruit Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
4143	A.S.VILJOEN BDY (RAASWATER)	Northern Cape	Citrusdal Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
3121	ABOR NOOK	Eastern Cape	Eastern Cape Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
1029	ABZURD SEAFOOD PROCESSORS	Western Cape	Cape Town Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
2139	ACCESS FREIGHT	Kwazulu-Natal	Natal Region	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	
9559	ACHTERTUIN	Western Cape	Ceres Area Office	<input checked="" type="checkbox"/>	<a href="#">Details</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Disable</a>	

Figure 5: Create New

## 4. Manage Inspectors

### 4.1 Add Inspector

#### 4.1.1 Click on **Manage Inspectors**



Figure 6: Manage Inspectors

#### 4.1.2 Select a role for an inspector from the dropdown list, enter their email address, click on Assign.

User Management

User Management

Group\*: PPECB\_INSPECTOR Email Address\*: testuserfsa@gmail.com **Assign**

Email Add...	ID Number	First Name	Last Name	Initials	Inspector ...	Enable Sig...	Office Loc...	Reporting ...	Last Login	Last Action	
testuserfsa...		TestUser	eCert								<b>Edit</b> <b>Delete</b>

Figure 7: User Management

### 4.2 Update Inspector

#### 4.2.1 Select Group that Inspector belongs to

#### 4.2.2 Click on **Edit** button next to relevant Inspector

#### 4.2.3 Click on **Update**

Email Add...	ID Number	First Name	Last Name	Initials	Inspector ...	Enable Sig...	Office Loc...	Reporting ...	Last Login	Last Action	
testuserfsa	12345	TestUser	eCert		12345	<input type="checkbox"/>					<b>Update</b> <b>Cancel</b>

Figure 8: Update

## 4.3 Delete Inspector

4.3.1 Select Group that Inspector belongs to

4.3.2 Click on **Delete** button next to relevant Inspector

4.3.3 Confirm delete when prompted