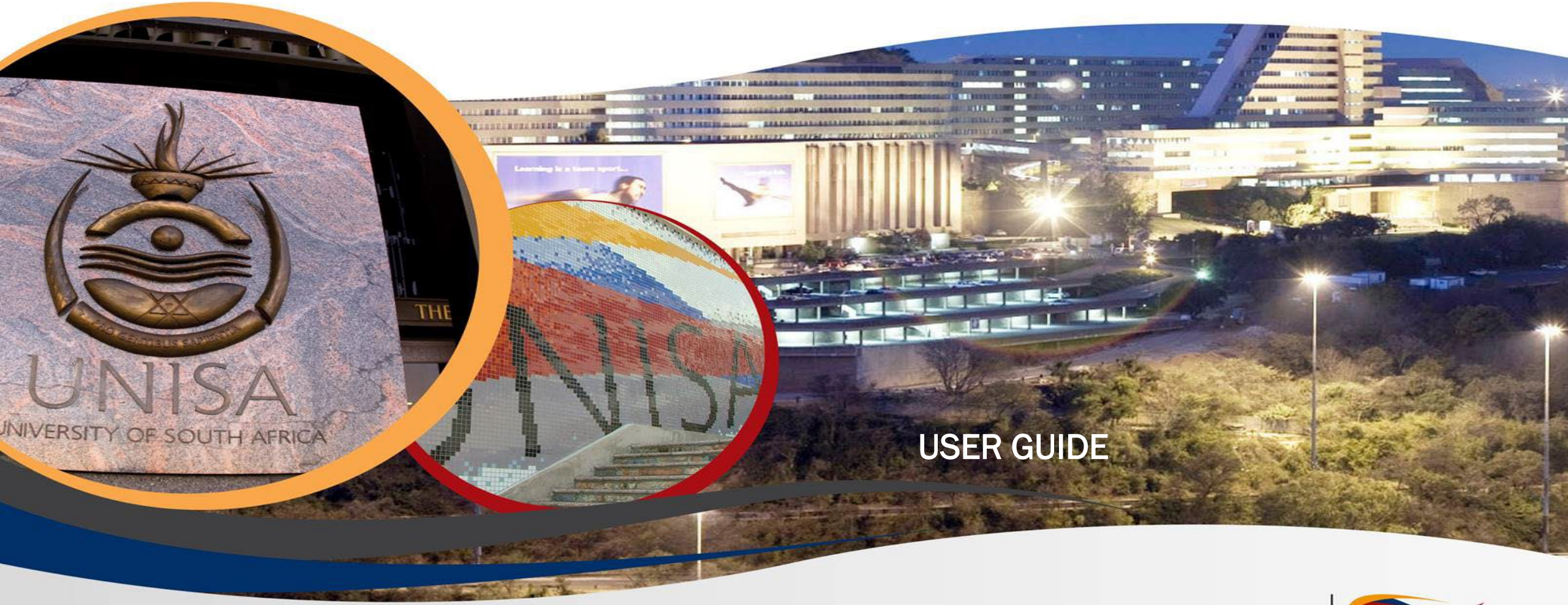
UNISA DEMAND MANAGEMENT PROCESS



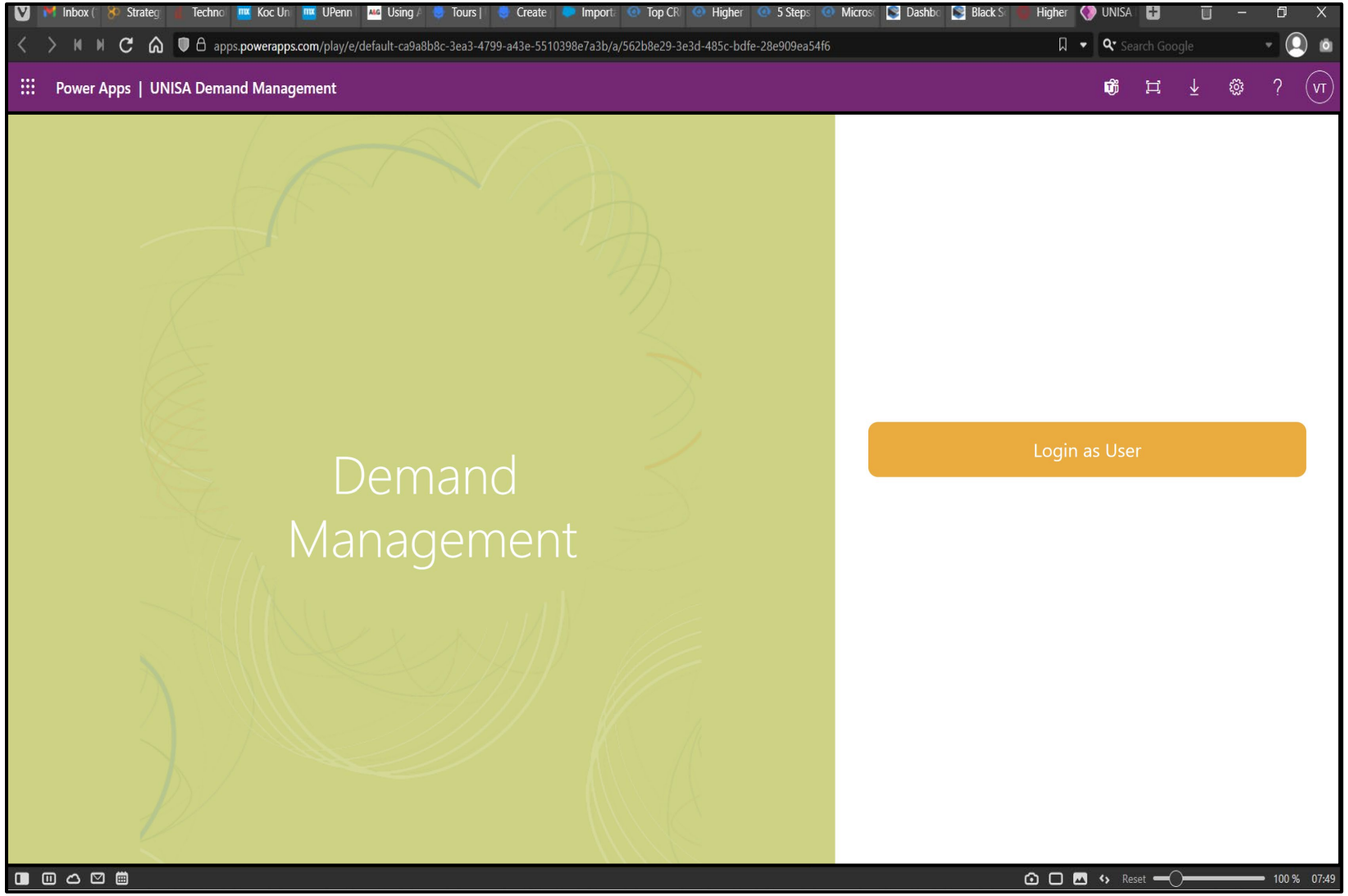
USER GUIDE

Define tomorrow.

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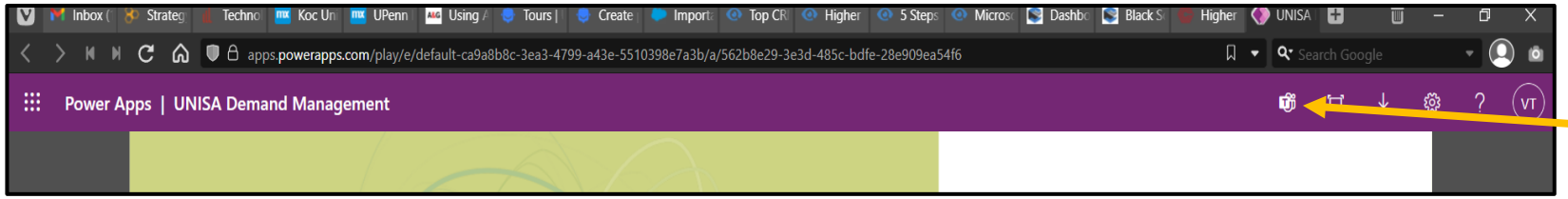
ACCESS VIA THE BROWSER

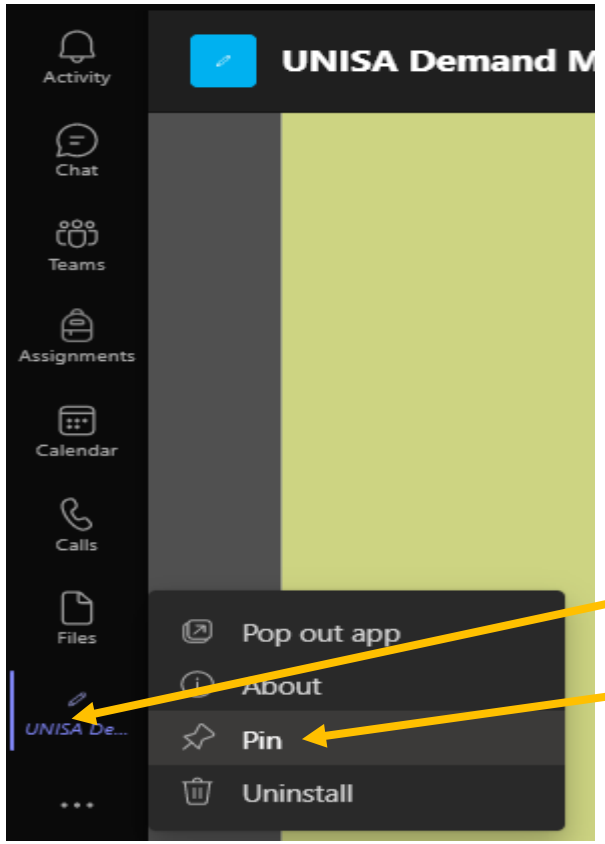
1. Click on the link: Demand Management to access the App
2. Select “Login as User”

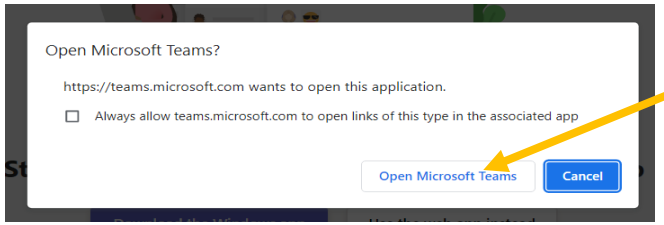


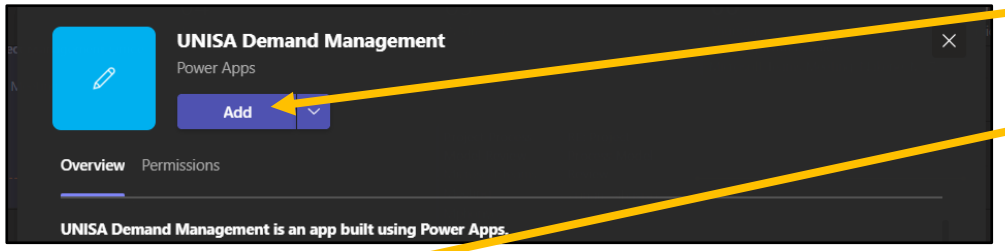
ACCESS VIA MS TEAMS

1. Click the link: Demand Management to access the App







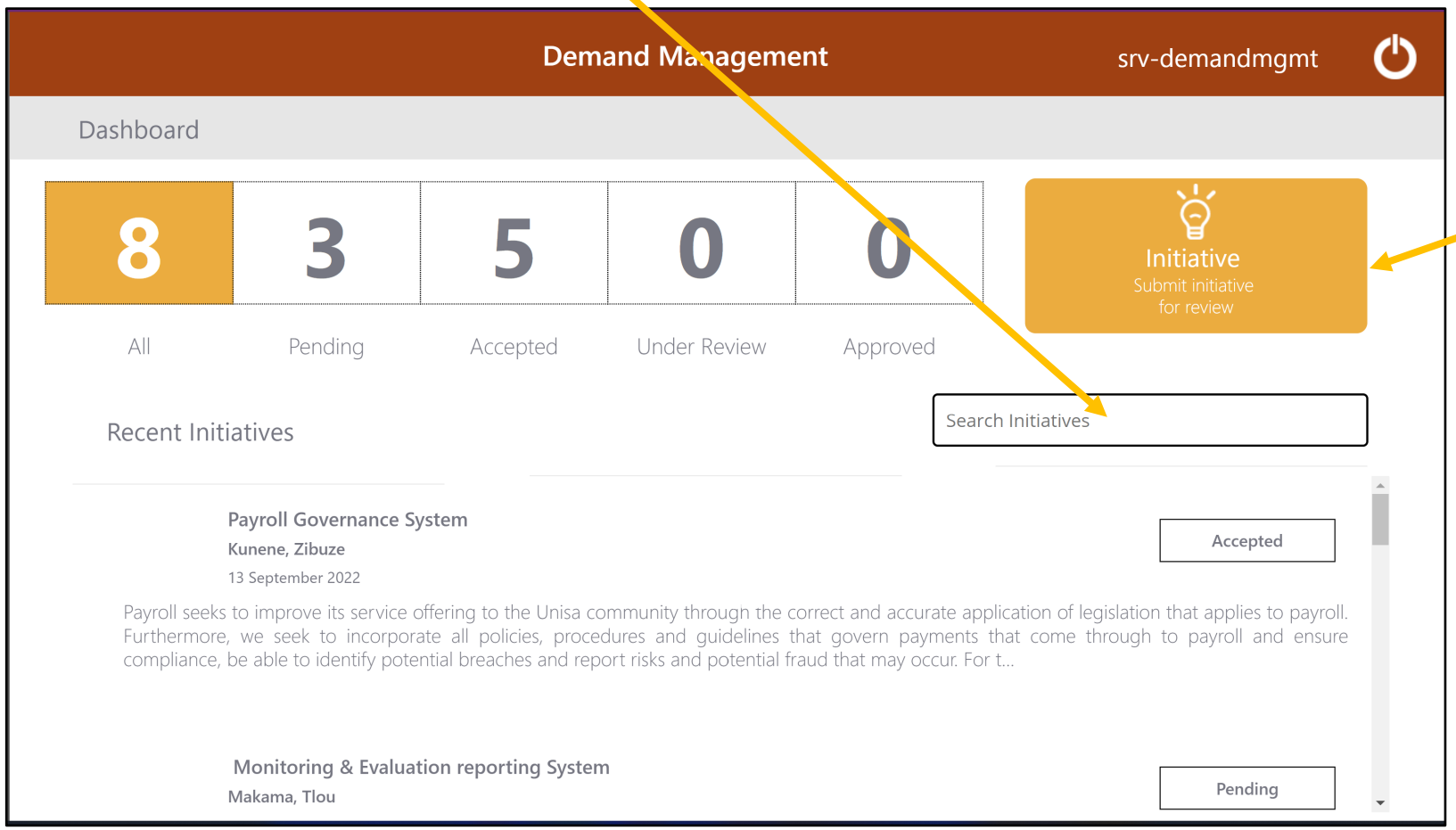


The App can be embedded into Microsoft Teams by:

1. selecting the **Microsoft Teams icon** on the top right, then
2. selecting "**Open Microsoft Teams**" on the pop-up screen.
3. Click "**Add**", to add the App on MS Teams
4. Right-click on "**UNISA Demand Management**" App.
5. Click "**Pin**", to create a shortcut on MS Teams.

DASHBOARD

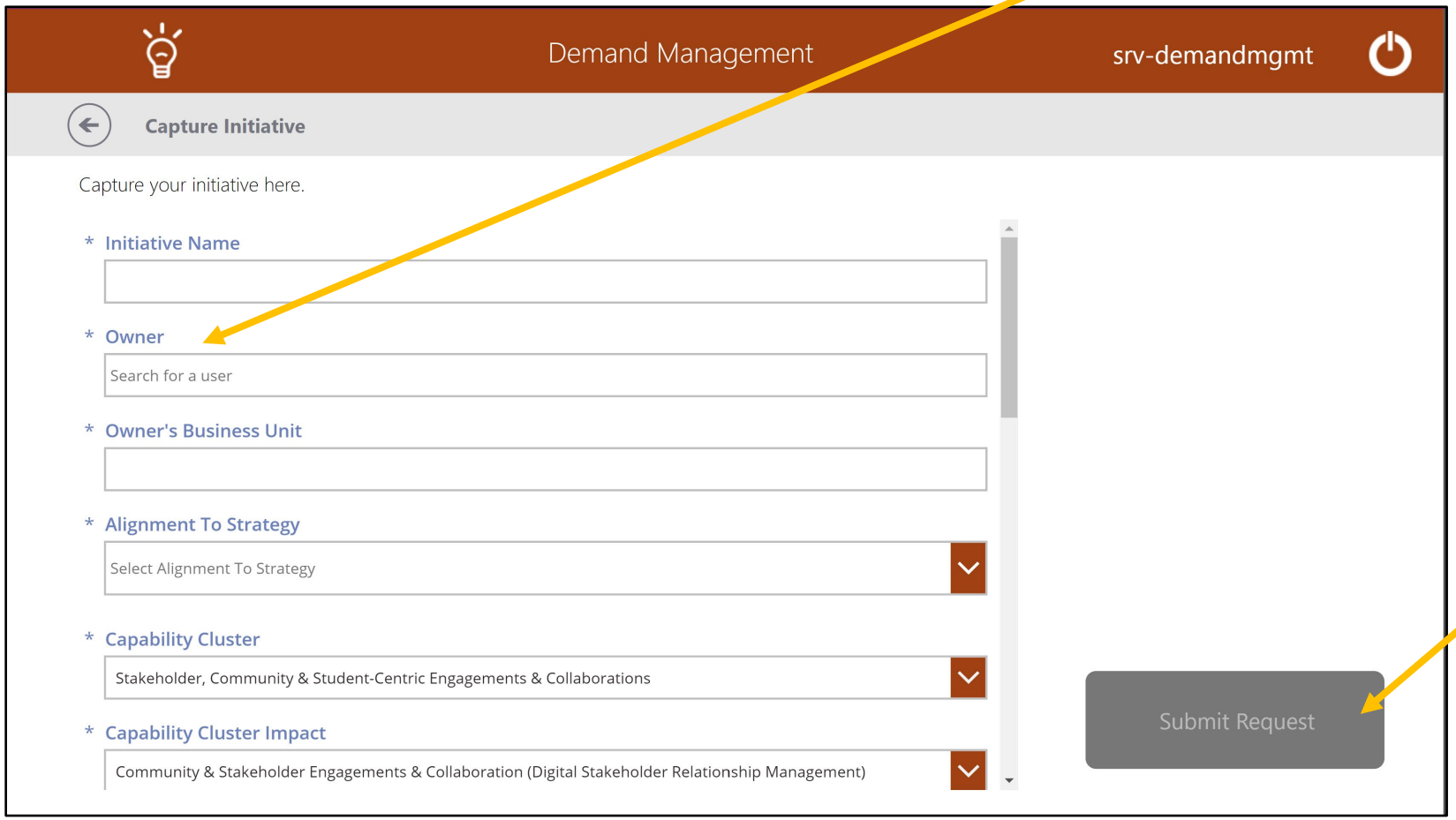
- The dashboard allows you to view all registered initiatives, by status.
- To avoid duplicates, **search** through the registered initiatives before registering a new initiative.



1. To capture/register your initiative, select "**Submit Initiative for review**".

NEW INITIATIVE

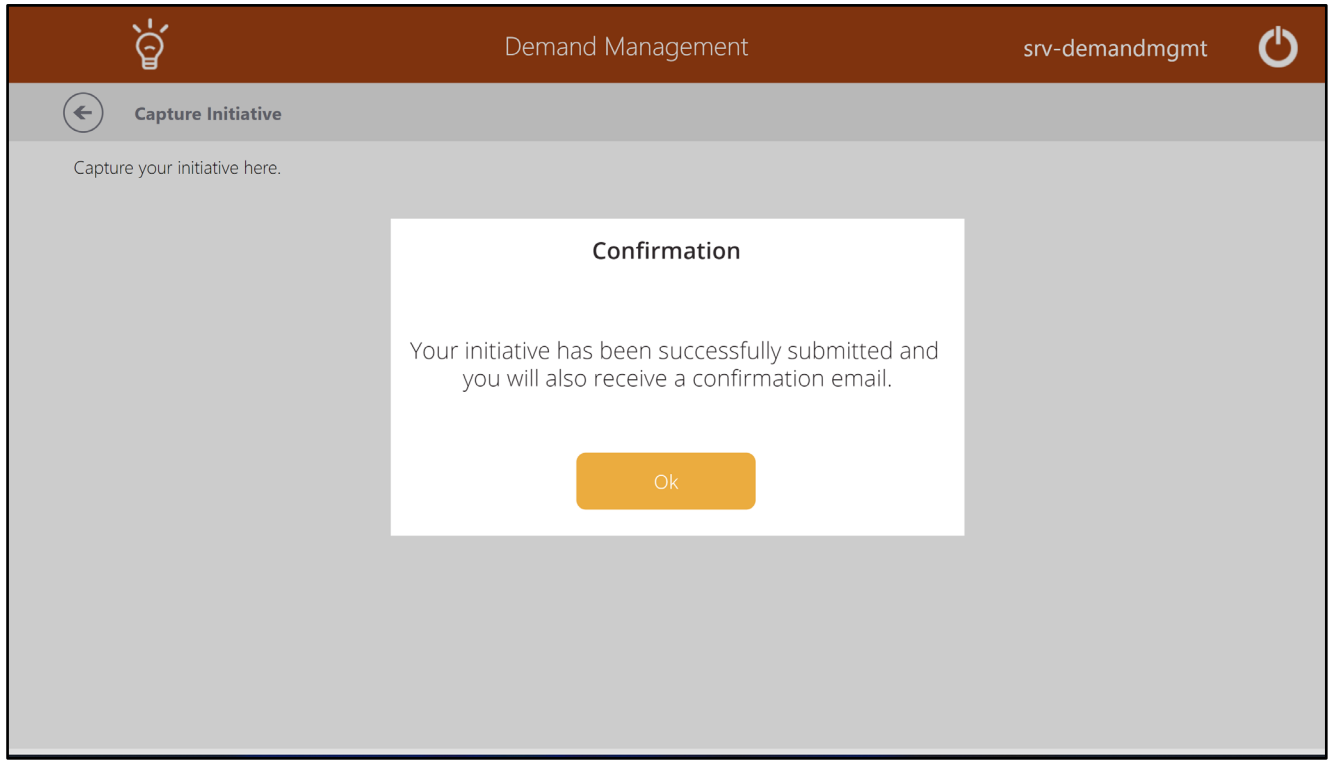
- Only a valid UNISA staff account holder can be selected as an (Initiative) Owner.
- The "**Submit Request**" button will only be enabled when all the required fields have been captured



1. Select "**Submit Request**" to route the new initiative to the (Initiative) Owner, for acceptance.

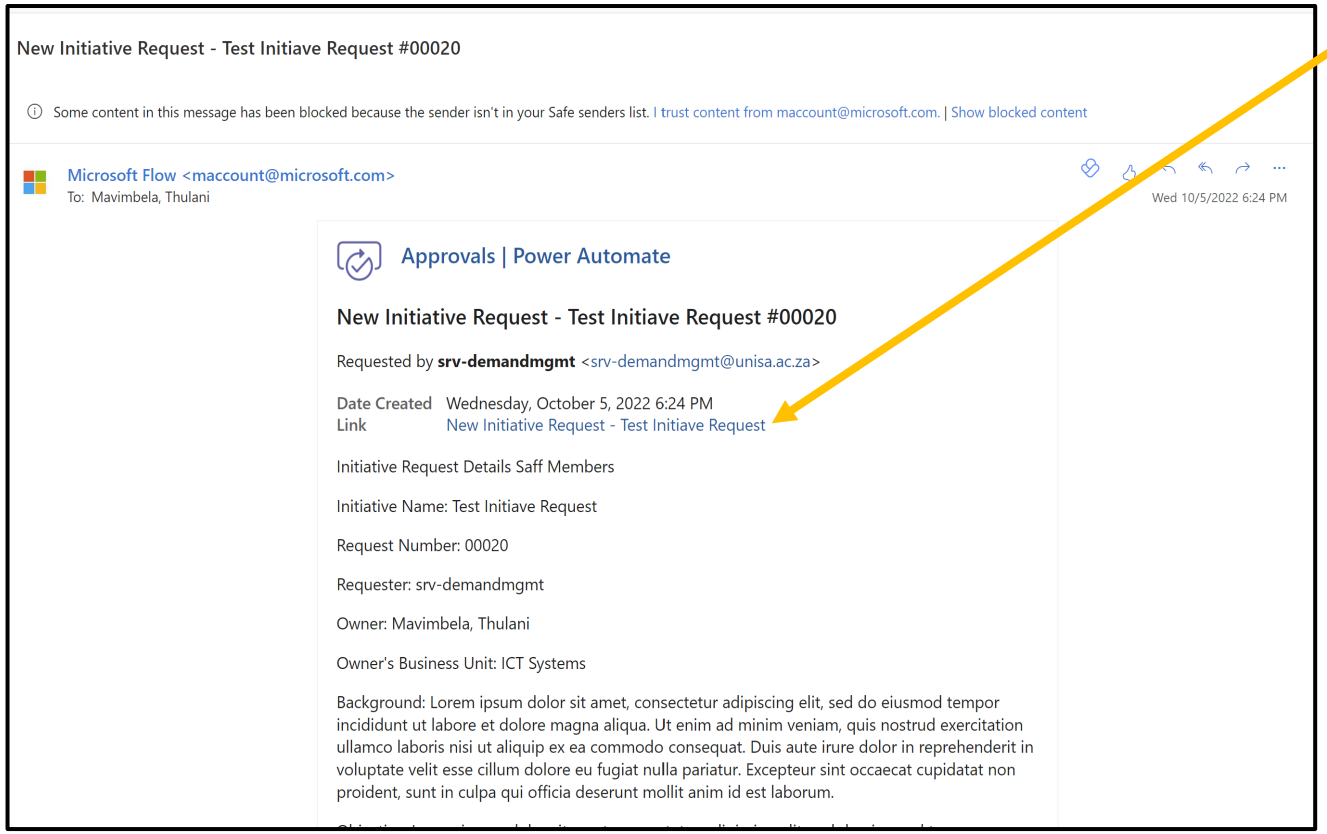
CONFIRMATION OF A NEW INITIATIVE SUBMISSION

Once you successfully submit the initiative request form, you will see a confirmation and the (Initiative) Owner will be automatically requested to accept/reject your submitted initiative, via email (Outlook) and Microsoft Teams (Approvals Card).

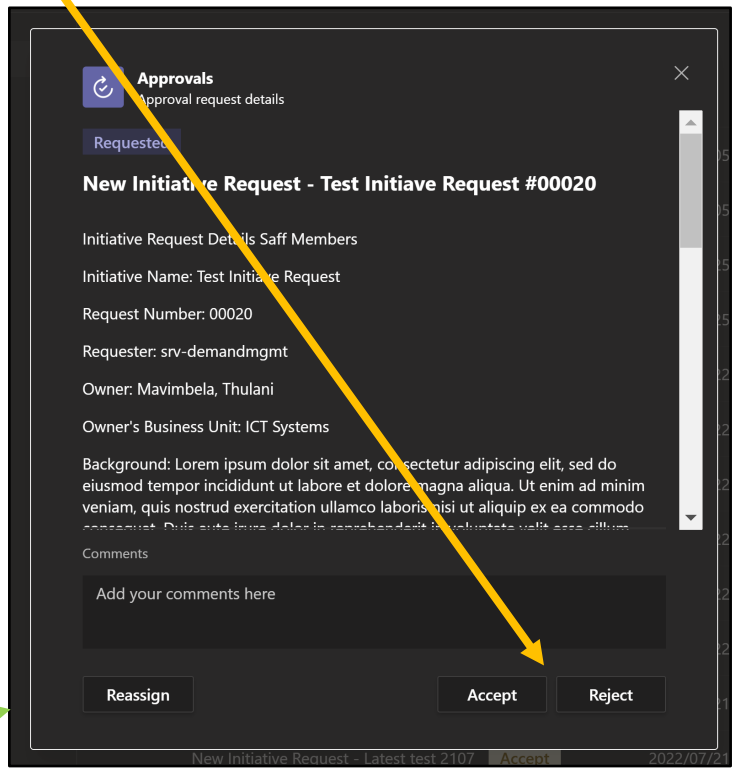


ACCEPTING OWNERSHIP OF AN INITIATIVE

NB: The nominated (Initiative) Owner will receive an email.



1. Click on "**Link**" to review the new initiative.
2. Choose to either **Accept** or **Reject** the initiative, with a comment.



NB: Always use Approval Card to either **Accept** or **Reject** the initiative.

Thank you

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