



SAHIV

Portal Manual

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1 Home

Once you have logged into the portal, you will be presented with a basic information page like the following. You will be able to print a detailed statement regarding your membership payments and invoices.

Home	Personal	Membership Preferences	Provider Network	Invoices	CPD	Directory
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Welcome to the SA HIV Clinicians Society Membership Portal. Below is a summary of your membership. Use the menu items at the top to navigate to different areas of the portal. Should you have any difficulties, please contact the society.

Member Name	Dr Example
Membership #	26157
Membership Type	Member
Membership Status	Active
Membership Expiry Date	22 Nov 2012
Total CPD Points	0
Account Balance	R 0,00

[Print Statement](#)

2 Editing Personal Details

To edit your details, click on the "Personal" tab at the top of the page. You will be redirected to a page with all your personal details which you can then update yourself. Change the information and then click the "Update" button to update the information. You can also change your portal password on this page. An example of the page shown below.

General

Title:	<input type="text" value="Dr"/>	Initials:	<input type="text"/>
First name:	<input type="text" value="Test"/>	Surname:	<input type="text" value="Example"/>
Middle names:	<input type="text"/>		
Email Address:	<input type="text" value="test@test.com"/>	* Email also used as login name for the portal	
Telephone Work:	<input type="text"/>	Fax:	<input type="text"/>
Telephone Mobile:	<input type="text"/>	Telephone Home:	<input type="text"/>
Date of birth:	<input type="text"/>		
Gender:	<input type="text"/>	Ethnic Group:	<input type="text"/>
		Other:	<input type="text"/>

Work Address

Place of work	<input type="text" value="Main Hospital"/>		
Address	<input type="text" value="11 Main Road"/>		
	<input type="text"/>		
Suburb:	<input type="text" value="Test Suburb"/>		
Postal Code:	<input type="text" value="5555"/>	Area Code:	<input type="text"/>
Town:	<input type="text"/>	(other)	<input type="text"/>
Province:	<input type="text"/>	(other)	<input type="text"/>
Country:	<input type="text"/>	(other)	<input type="text"/>

Note: There is more information on this page, it is just too long to paste a screenshot of the entire page in this manual.

3 Editing Membership Preferences

To Edit membership preferences, click on the "Membership Preferences" tab. You can change anything related to communication preferences here. Click the "Save" button when done editing. Below is an example of the page.

How would you prefer to receive your Southern African Journal of HIV Medicine?

- Post
 Electronic version - www.sahivmed.org.za

Would you like to receive a posted copy of the Society's magazine for nurses, HIV Nursing Matters? (note copies are available for free on the Society's website: www.sahivsoc.org)

- Yes No

Would you like to participate in the Society's online membership directory? (Note your contact information will be available to members only on the Society's website)

- Yes No

Communication preferences

Check all that apply

- Email
 SMS

Save

4 Editing Member Provider Network

The member provider network is used to show your information publicly on the SAHIV website. If you choose to enrol, people browsing the site will be able to see your information and contact you. Below is a screenshot of the information that you can edit. Once the information has been edited, click the "Save" button and it will be updated.

Enrolment into provider directory

Practice web site:

Practice Email Address:

Practice Number:

Year began treating HIV patients:

Populations Served

- Adolescents
- Adults
- Complex opportunistic infections
- Couples seeking children
- Drug-resistant patients
- Gay/Lesbian/Bisexual/Transgender/Intersex
- Paediatrics
- Pregnant Women

Other:

Languages

- Afrikaans
- English
- Ndebele
- Northern Sotho
- Sotho
- Swati
- Tsonga
- Tswana
- Venda
- Xhosa
- Zulu

Other:

Note: There is more information on this page, it is just too long to paste a screenshot of the entire page in this manual.

5 Viewing your invoices

To view your invoices, click on the "Invoices" tab and you will be able to view all the invoices sent to you by SAHIV. You will also be able to download invoices that are available for download.

Invoices

Inv #	Date	Amount	Payment Reference
021226157	31 Jan 2012	R 200,00	Download PDF


6 Viewing CPD certificates

To view the CPD certificates received, click on the "CPD" tab at the top of the screen. You will be able to view all CPD certificates received and be able to download any that are available for download.

Home	Personal	Membership Preferences	Provider Network	Invoices	CPD	Directory
CPD Points						
Meeting Type	Meeting Date	Location	Attended	Cpd Categories	Points	
Branch Meeting		Aberdeen	<input checked="" type="checkbox"/>	Clinical,Professional Ethics,Presenter	10	Download PDF

7 Member directory

The member directory will show any member who have selected "Yes" to appear on the member directory. This way other members can see information on those members. Below is just an example of one person in the member directory and his information.

Home	Personal	Membership Preferences	Provider Network	Invoices	CPD	Directory
Member Contact Information						
Search: <input type="text"/>						
Province: <input type="text"/>		Town: <input type="text"/>				
Country: <input type="text"/>						
<input type="button" value="Go"/>		<input type="button" value="Reset"/>				
Member	Province	Town	Country	Speciality	Profession	
Dr Example						
<div data-bbox="1102 1283 1390 1552"><p>Dr Example</p><p>Email: test@test.com</p><p>Cell: N/A</p><p>Home No: N/A</p><p>Work No: N/A</p><p>Fax Number: N/A</p><input type="button" value="Close"/></div>						