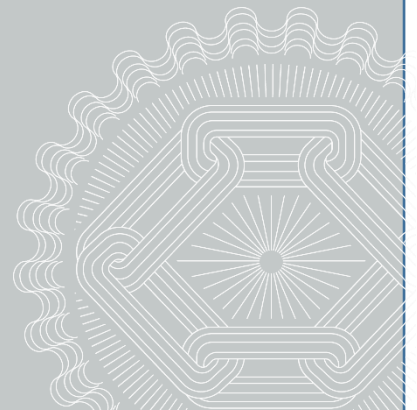




TITAN 2.0[®]

Link Activity Point

PPECB Learning and Development
First Edition/2019

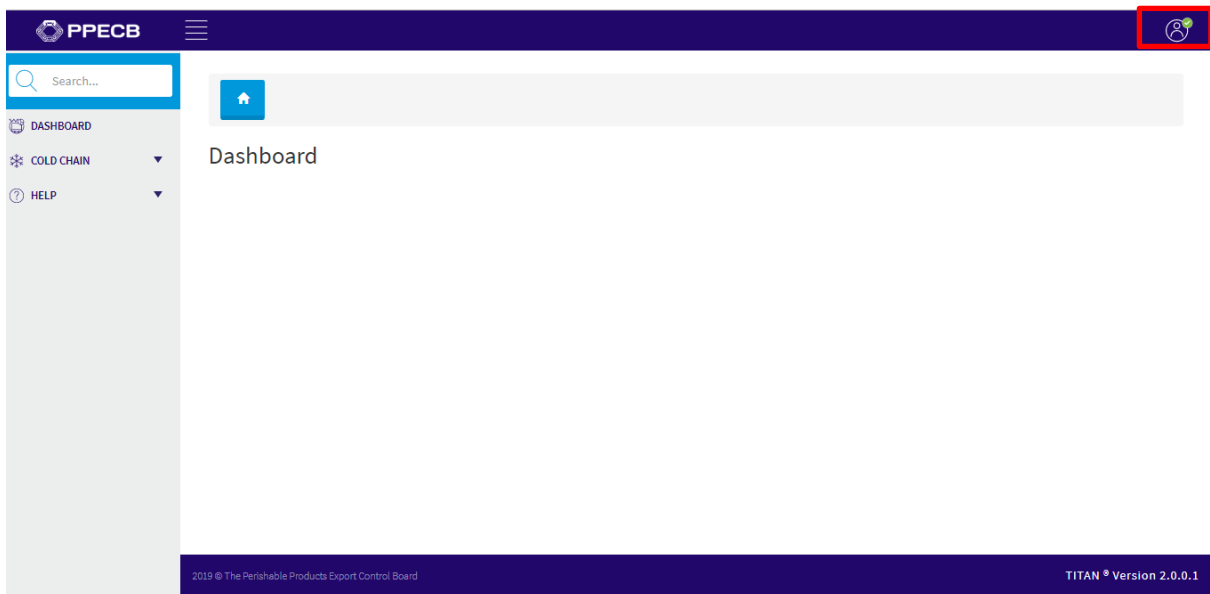


Link Activity Point

It is advisable to use **Google Chrome** as the preferred browser.

Type in: <https://titan.ppecb.com> to go to the TITAN 2.0 ® website.

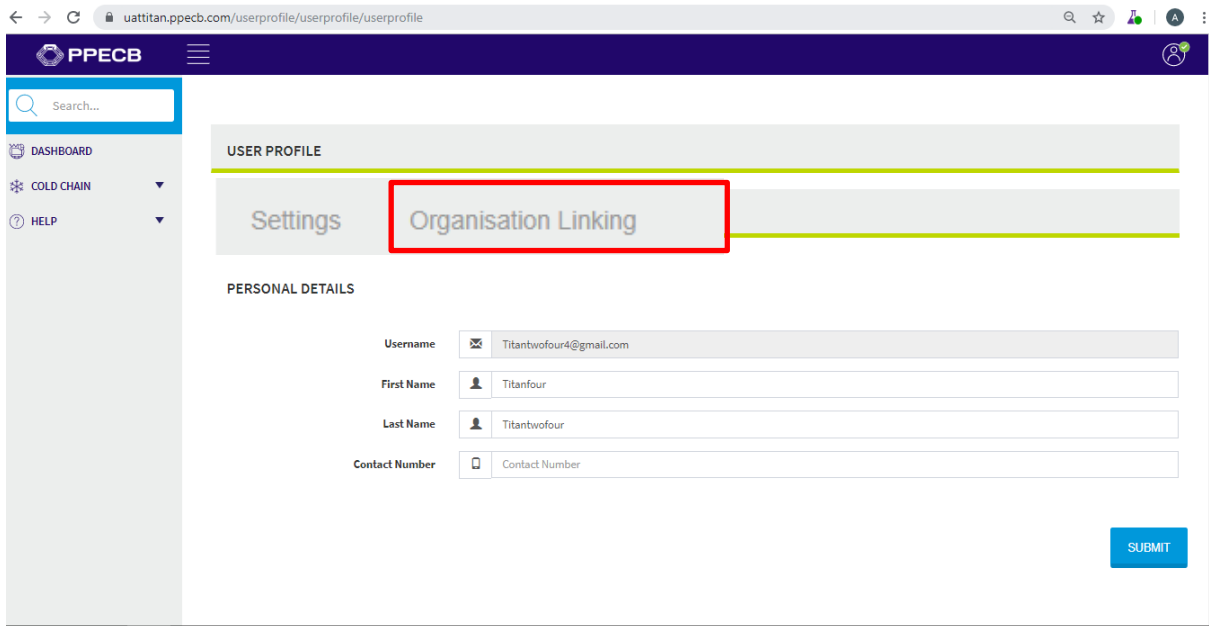
1. Client logs in with the Username and Password created during Registration.
Click on the icon in the top right - hand corner of the page.



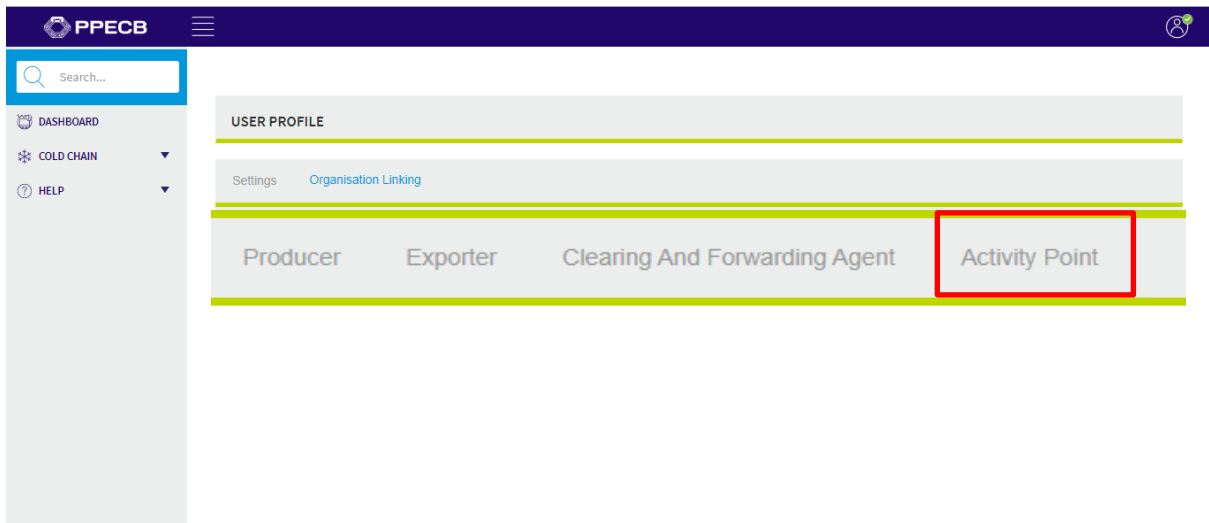
2. Click on User Profile



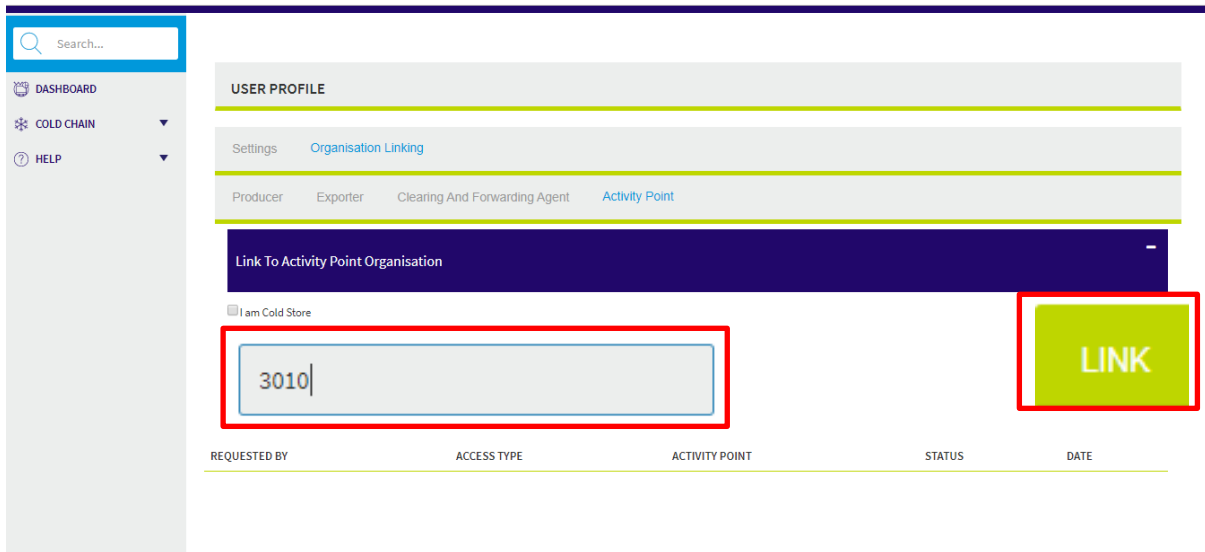
3. Select "Organisation Linking."



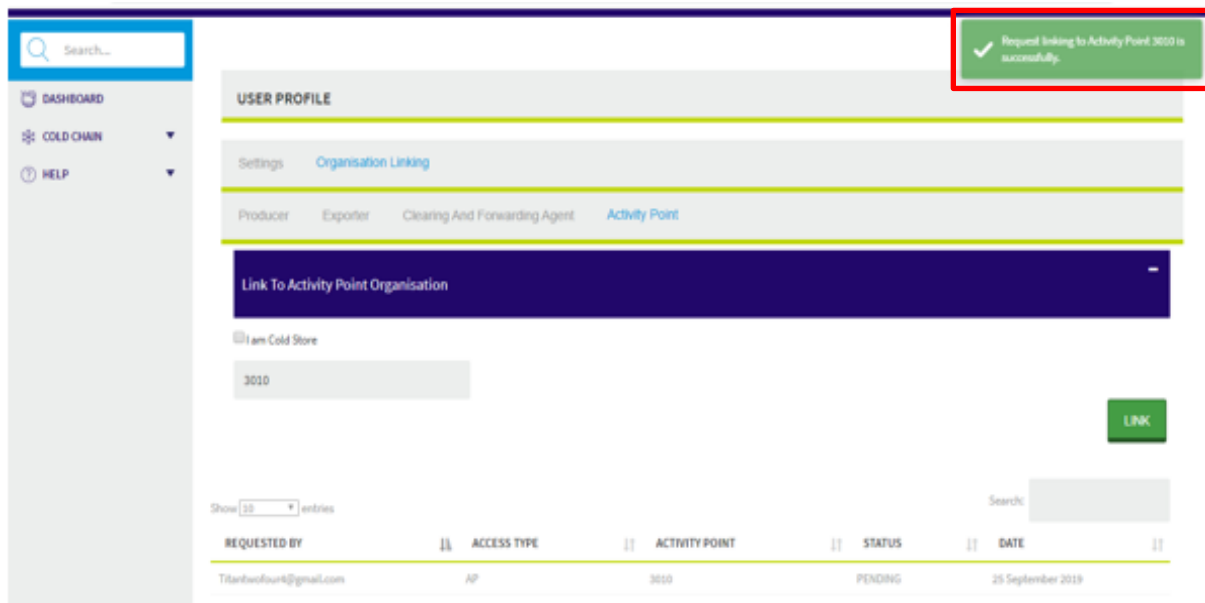
4. Select the Type of organisation you want to be linked to, in this case click on "Activity Point".



5. Type Activity Point number in the fillable field and click on “Link”.



6. A pop up will appear to confirm that the linking was done successfully.



- Multiple Activity Points can be linked to one profile. Once the Activity Point is linked it will reflect on the lines below with a “PENDING” status.

The screenshot shows the 'Organisation Linking' section of a user profile. A green notification at the top right states 'Request linking to Activity Point 3011 is successfully.' Below this is a form titled 'Link To Activity Point Organisation' with a 'LINK' button. A table below the form shows two pending requests:

| REQUESTED BY | ACCESS TYPE | ACTIVITY POINT | STATUS | DATE |
|-------------------------|-------------|----------------|---------|-------------------|
| Titantwofour4@gmail.com | AP | 3010 | PENDING | 25 September 2019 |
| Titantwofour4@gmail.com | AP | 3011 | PENDING | 25 September 2019 |

- If the client added the Activity Point incorrectly, please call your OPS Systems Support to reject the request, as the client will not be able to correct the mistake.
- It is the responsibility of the OPS System Support to approve the Activity Point. Log out of the system and call OPS System Support to request Activity Point Approval.
- Once the Activity Point has been approved, log in again and the Side menu functionalities will appear as well as the Profile management functionalities.
- The client is now able to “Cancel” the Activity Point as well.

The screenshot shows the 'Summary' section of a user profile. A dark blue button labeled 'View Approved Activity Point User Requests' is visible. Below it is a table showing two approved requests:

| NOMINATED BY | ACCESS TYPE | CODE | STATUS | DATE | CANCEL |
|-------------------------|-------------|------|----------|-------------------|------------------------|
| Titantwofour4@gmail.com | AP | 3010 | APPROVED | 25 September 2019 | Cancel |
| Titantwofour4@gmail.com | AP | 3011 | APPROVED | 25 September 2019 | Cancel |

12. Manage profile

Settings:

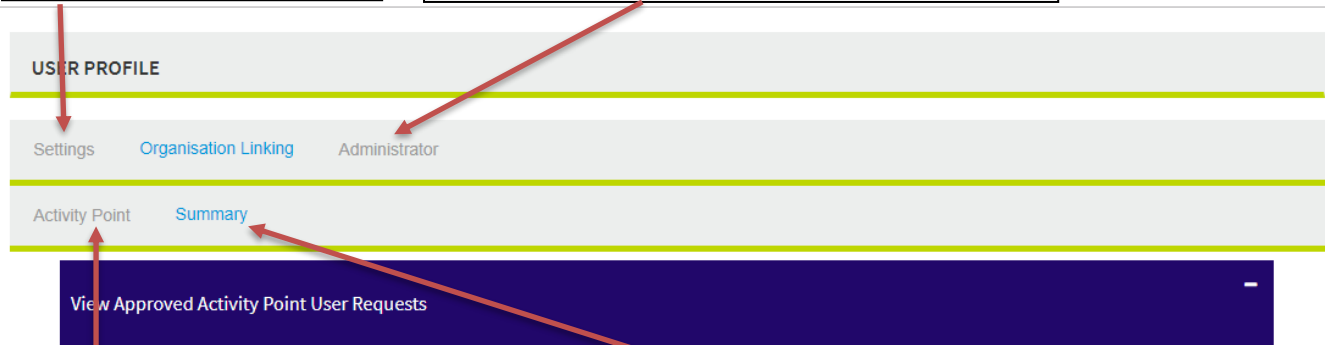
This is the Personal details of the person who the profile belongs to.

Contact number can be added – this is not compulsory.

Administrator:

Users: This will be managed by OPS Systems Support

Admin Rights Transfer: When additional users need to be added to the profile, OPS Systems Support must be contacted.



Activity point:

This is the list of all Activity Points linked to the Clients profile and where the Client can link more Activity Points to the profile.

Summary:

This is where the Activity Point can be removed from the profile.

Organisation Linking