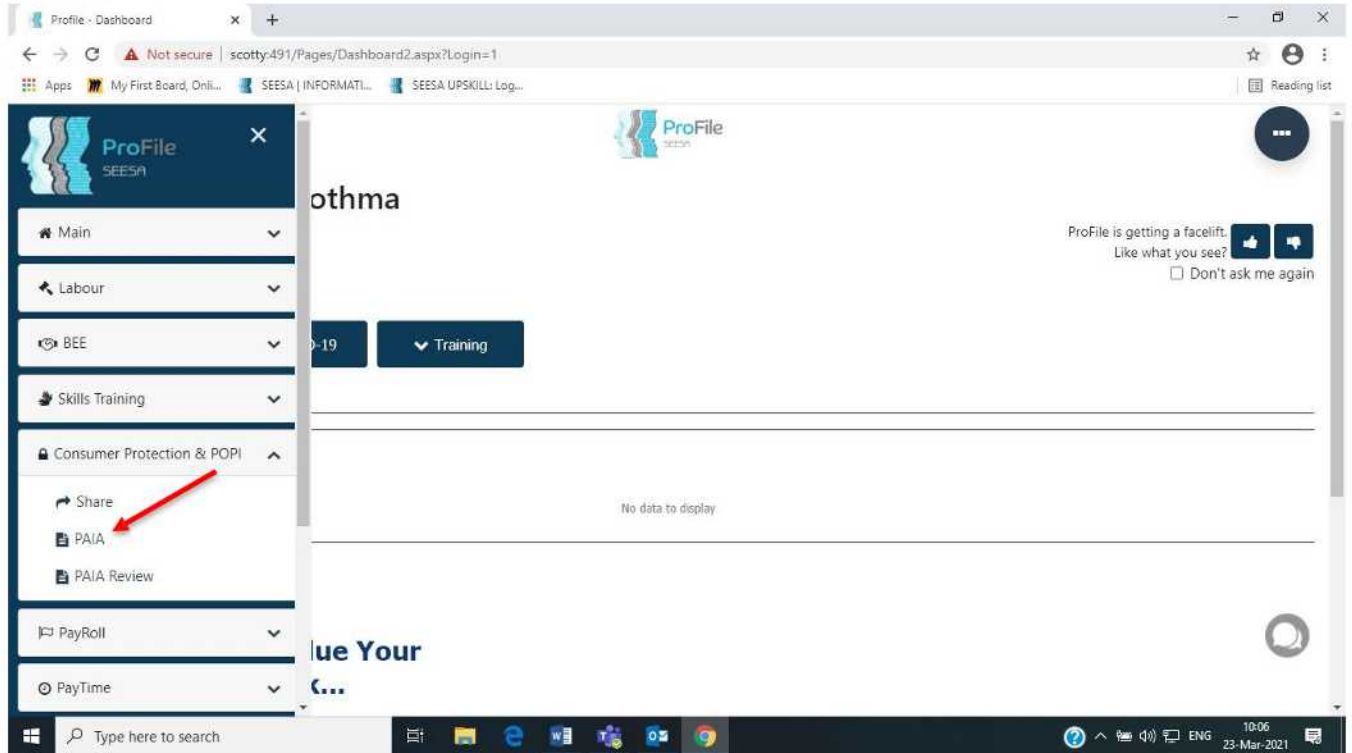


How to use the PAIA generator:

Client should open Profile – navigate to the left pane to find the PAIA generator in the dropdown menu of Consumer Protection & POPI. Click on PAIA to be directed to the PAIA manual generator.

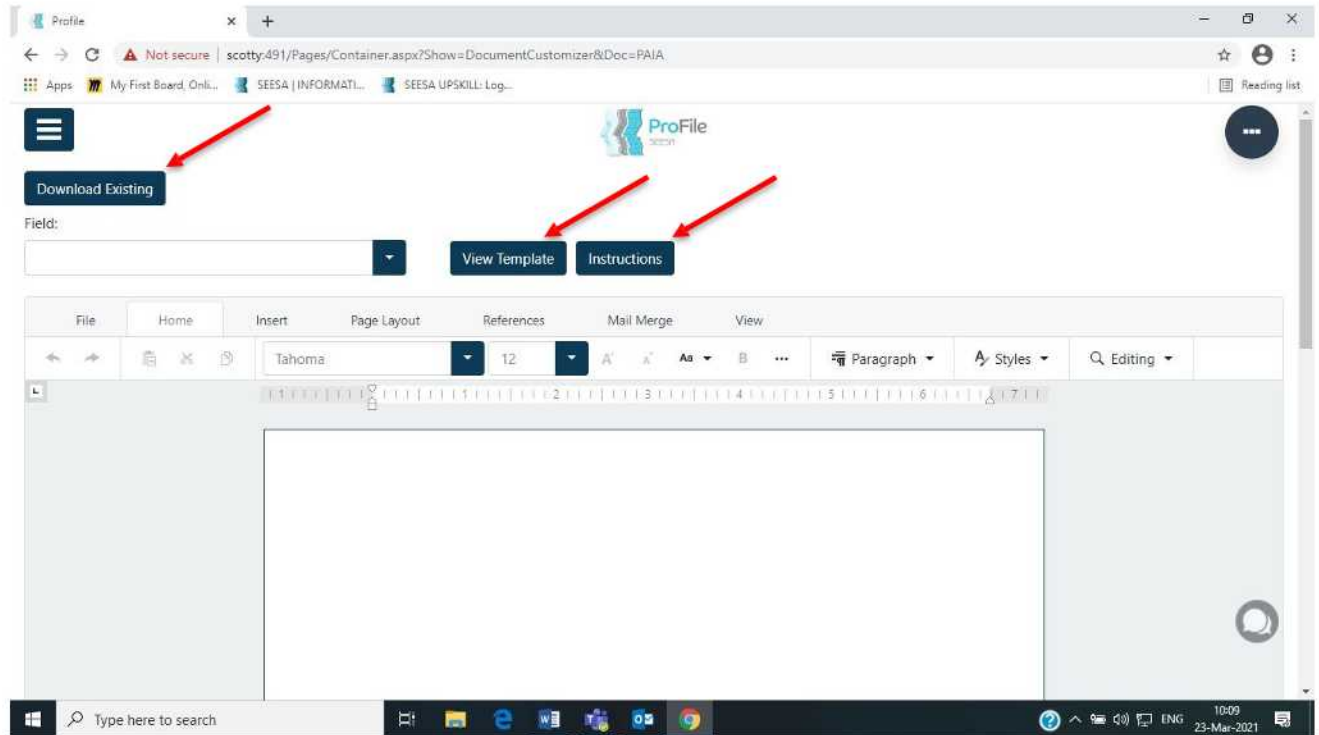


First page of PAIA generator. Note the following buttons –

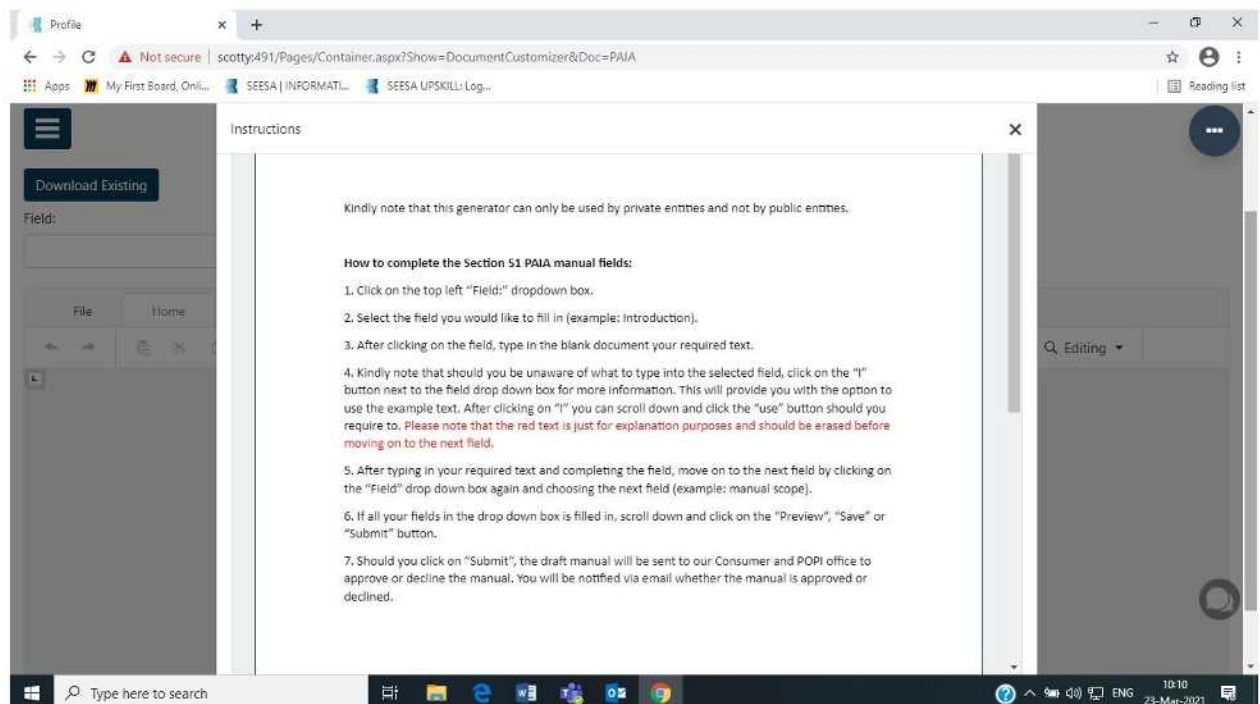
“**Instructions**” – Client can click on instruction to assist them on how to use the generator.

“**Download Existing**” – Downloads the current version.

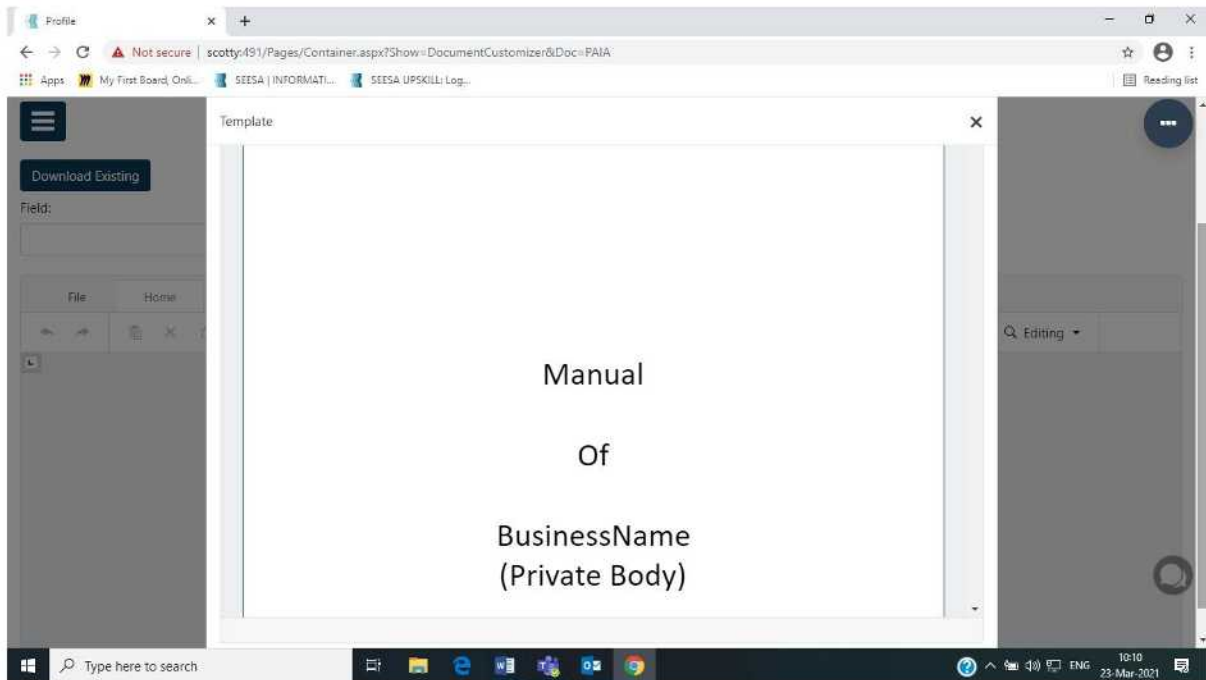
“**View Template**” – Client can view the document completed before submitting for approval.



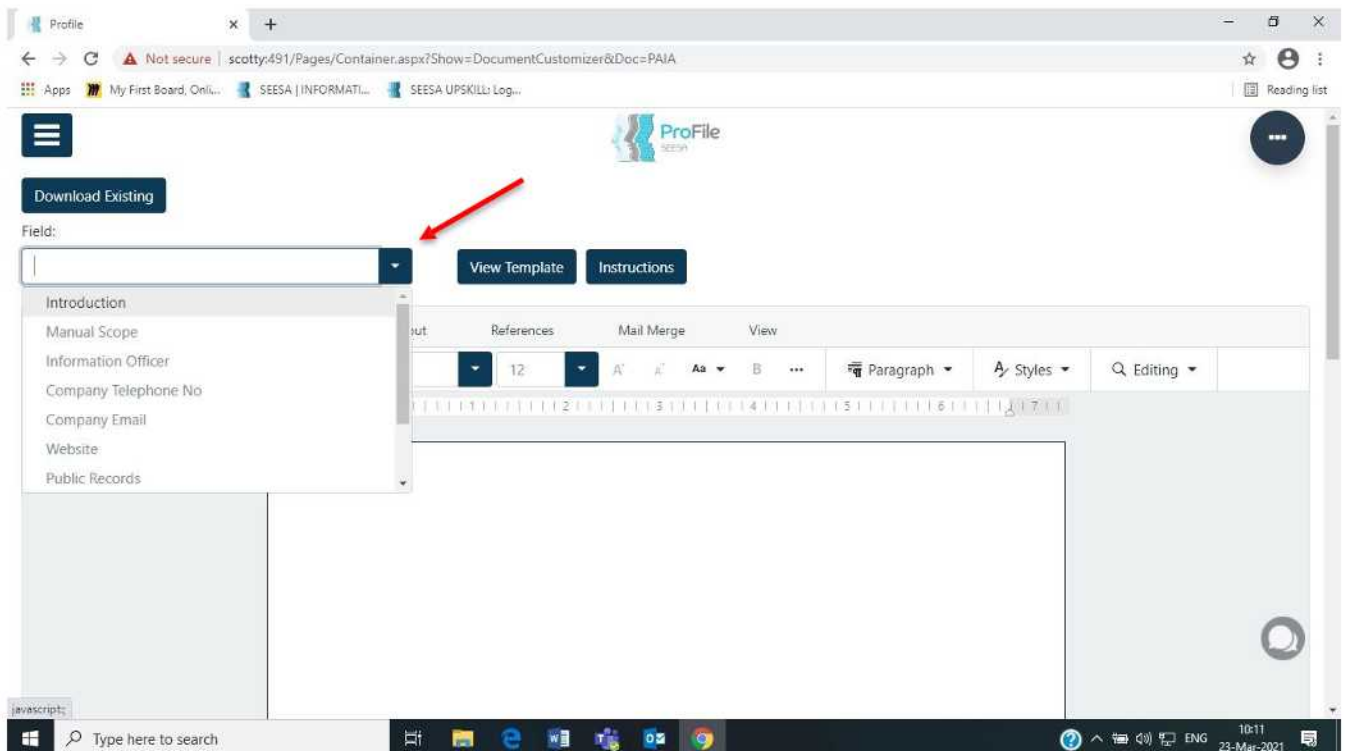
If client clicks on the “Instructions” button the following instructions page will pop-up.



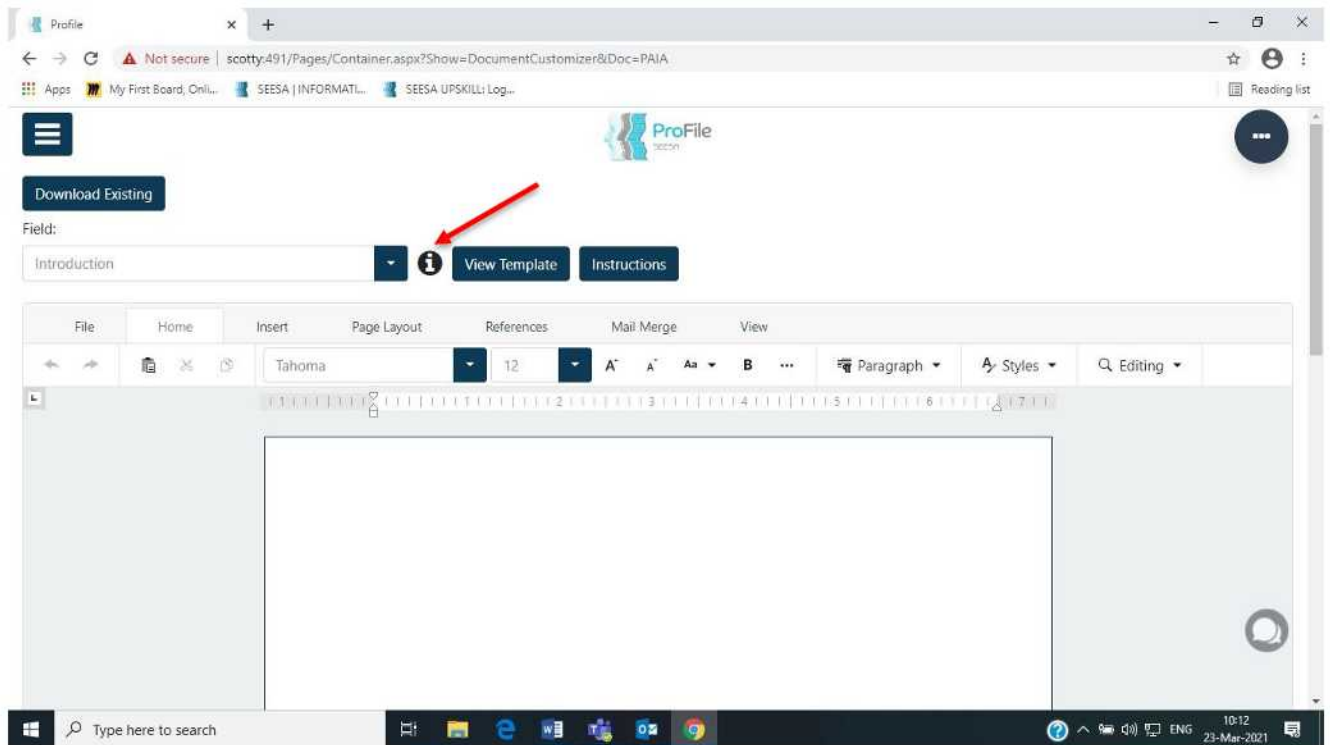
If client clicks on the “view template” button the PAIA manual with filled in fields will be able to be viewed.



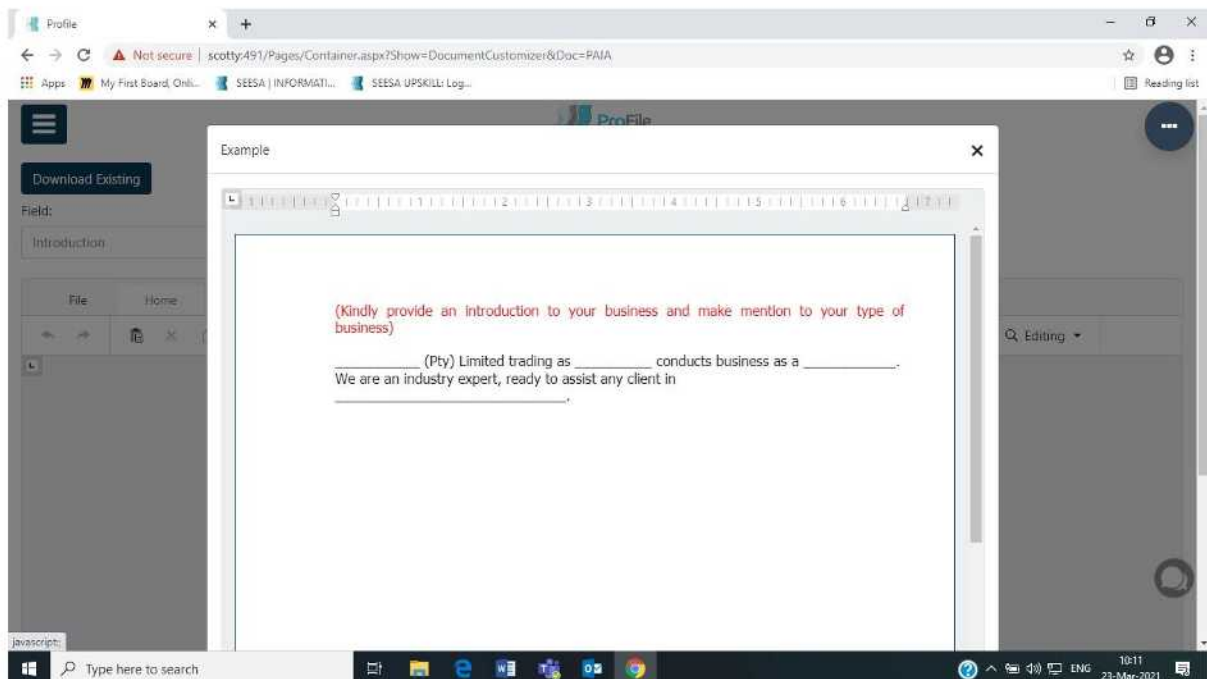
Client should click on the dropdown menu, all the fields which requires input will be displayed.



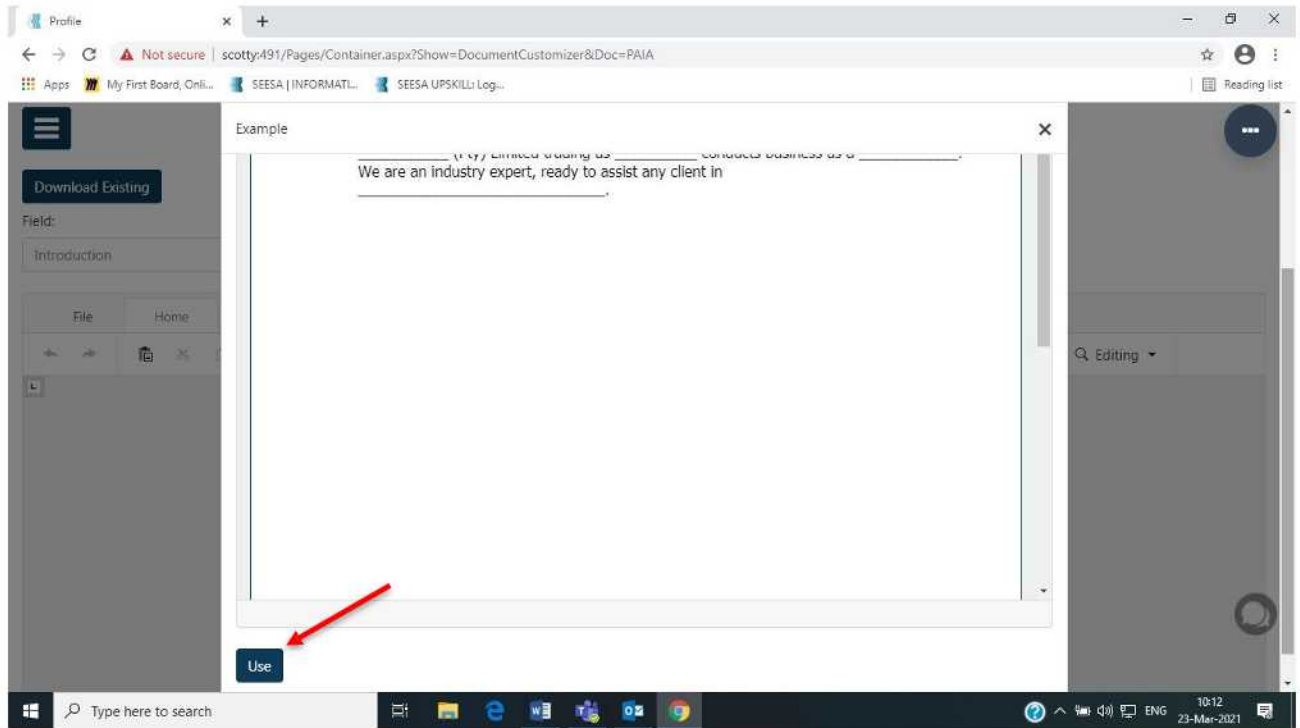
If client clicks on a dropdown option (example "Introduction"), an "I" next to the dropdown will appear.



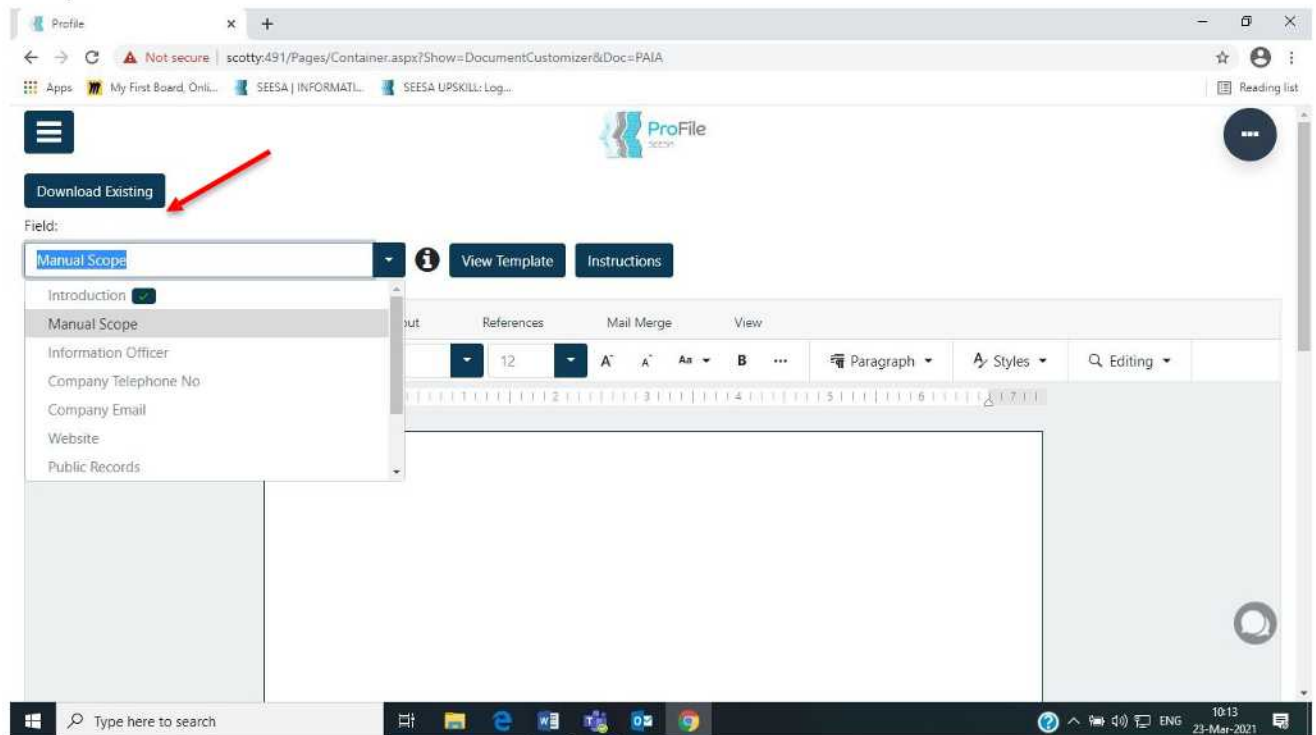
If client clicks on the "I", it will provide more information as well as a pre-populated example to use in order to make it easier. Client does not have to use the pre-populated option, the client can type their own required text.



Client should note the “Use” button at the bottom, client should click on the “Use” button if they would like to use the pre-populated fields.



If the field is completed by the client, a tick mark will appear indicating that the field has been completed.

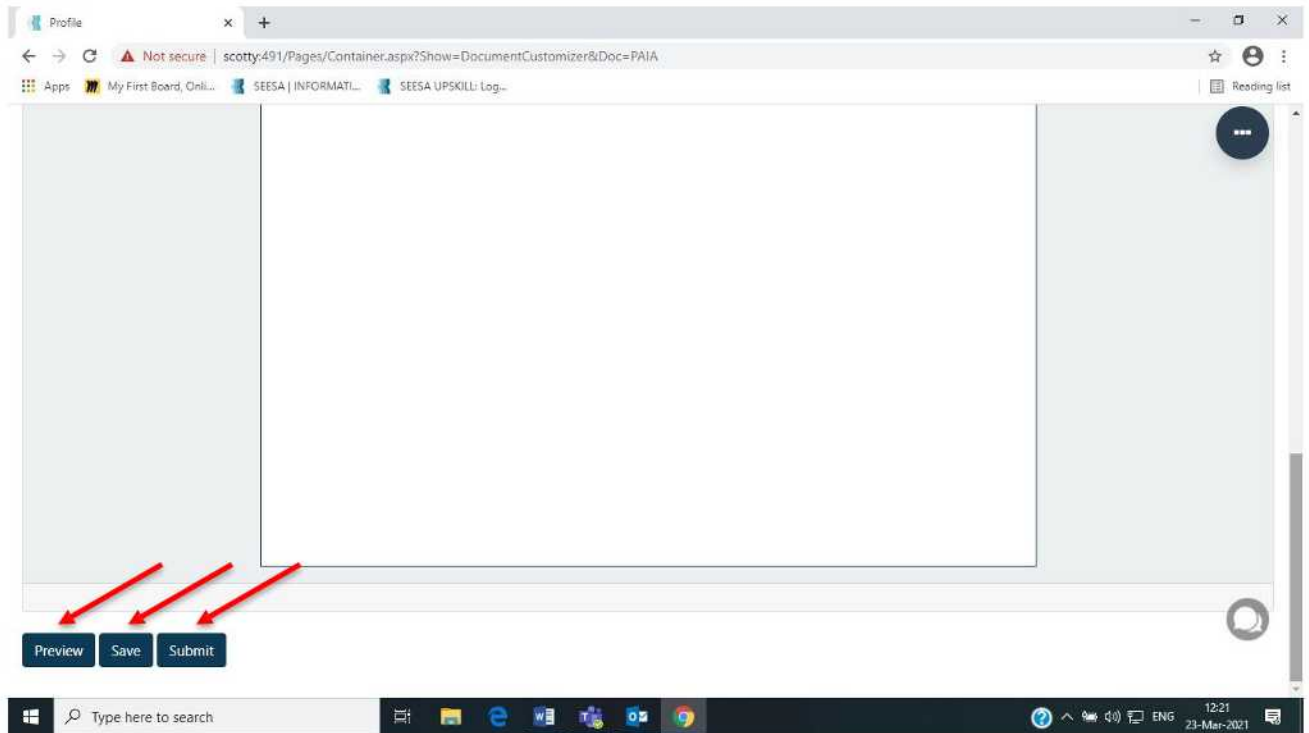


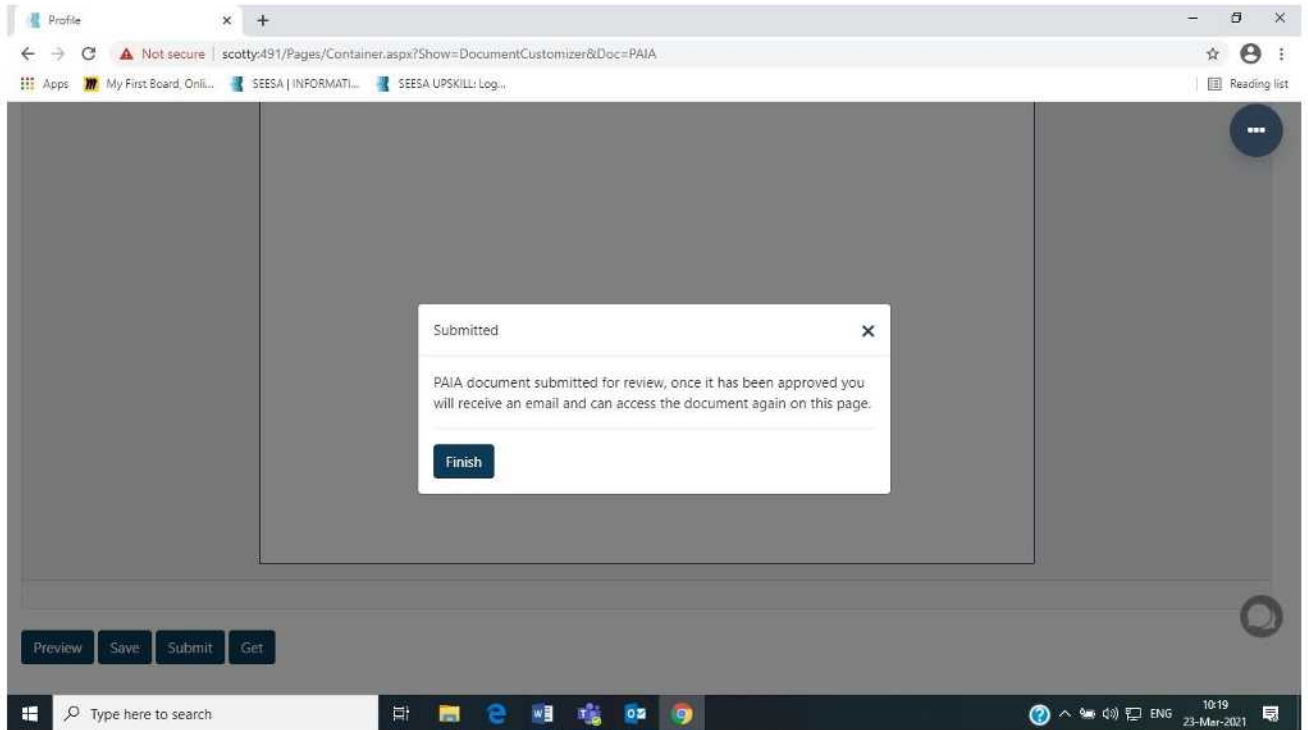
Client should note the following buttons:

“Preview” – Client can click on preview to view the template with the field partially/fully completed.

“Save” – Client can click on save if they don't have the time to complete the manual but would like to save the fields which has already been completed.

“Submit” – Client can click on submit, to submit manual for approval.





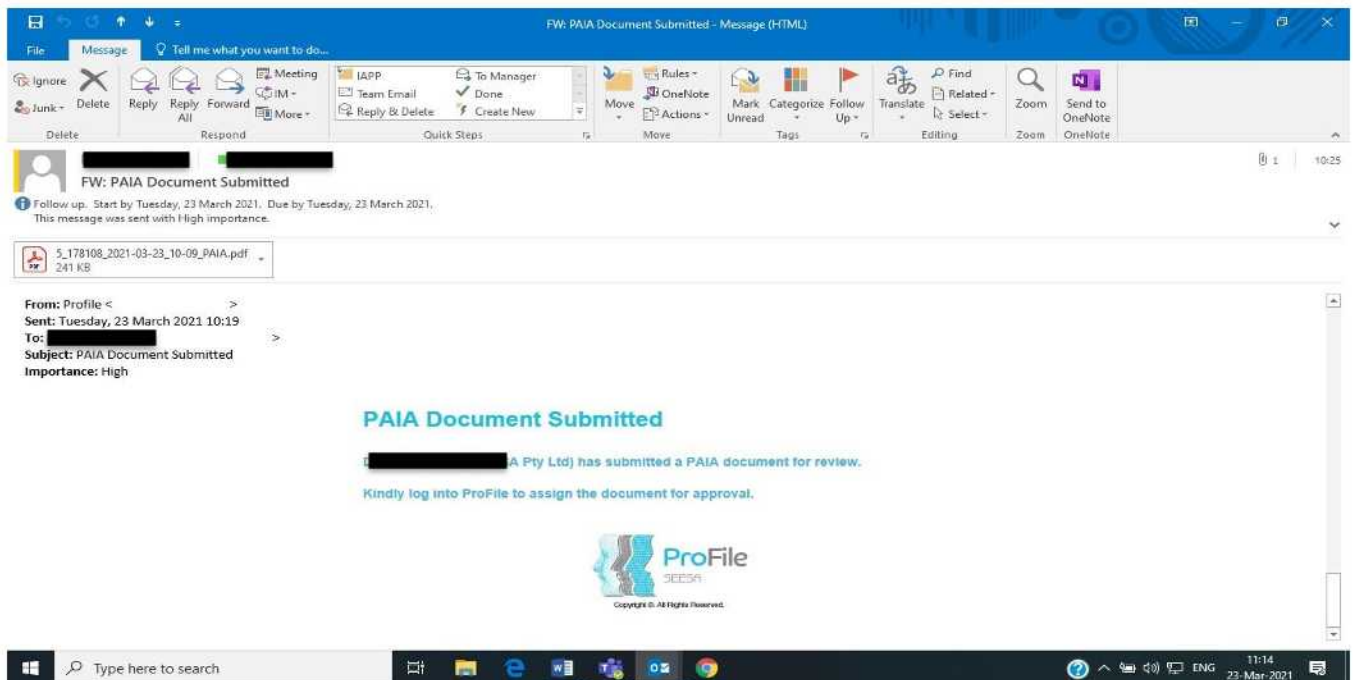
Submitted

PAIA document submitted for review, once it has been approved you will receive an email and can access the document again on this page.

Finish

Preview Save Submit Get

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FW: PAIA Document Submitted - Message (HTML)

File Message Tell me what you want to do...

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1 10:25

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PAIA Document Submitted

[REDACTED] A Pty Ltd) has submitted a PAIA document for review.

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