

## Client Registration and Corporate Identity setup



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## 1. REGISTRATION

EECMS registered you as the EE Manager of your employer.

You will receive an invitation as per the screen shot below in due course.



### You have been invited to join.

Please complete your profile setup by clicking the button below. Link will be expire on 19-09-2025

[Complete Registration](#)

This is an online learning platform which gives employees access to an array of courses which are designed to aid you in your career and personal development. May your learning journey continue to open new doors of opportunity.

SpecCon Holdings (Pty) Ltd.  
#TAPINTOYOURFUTURE

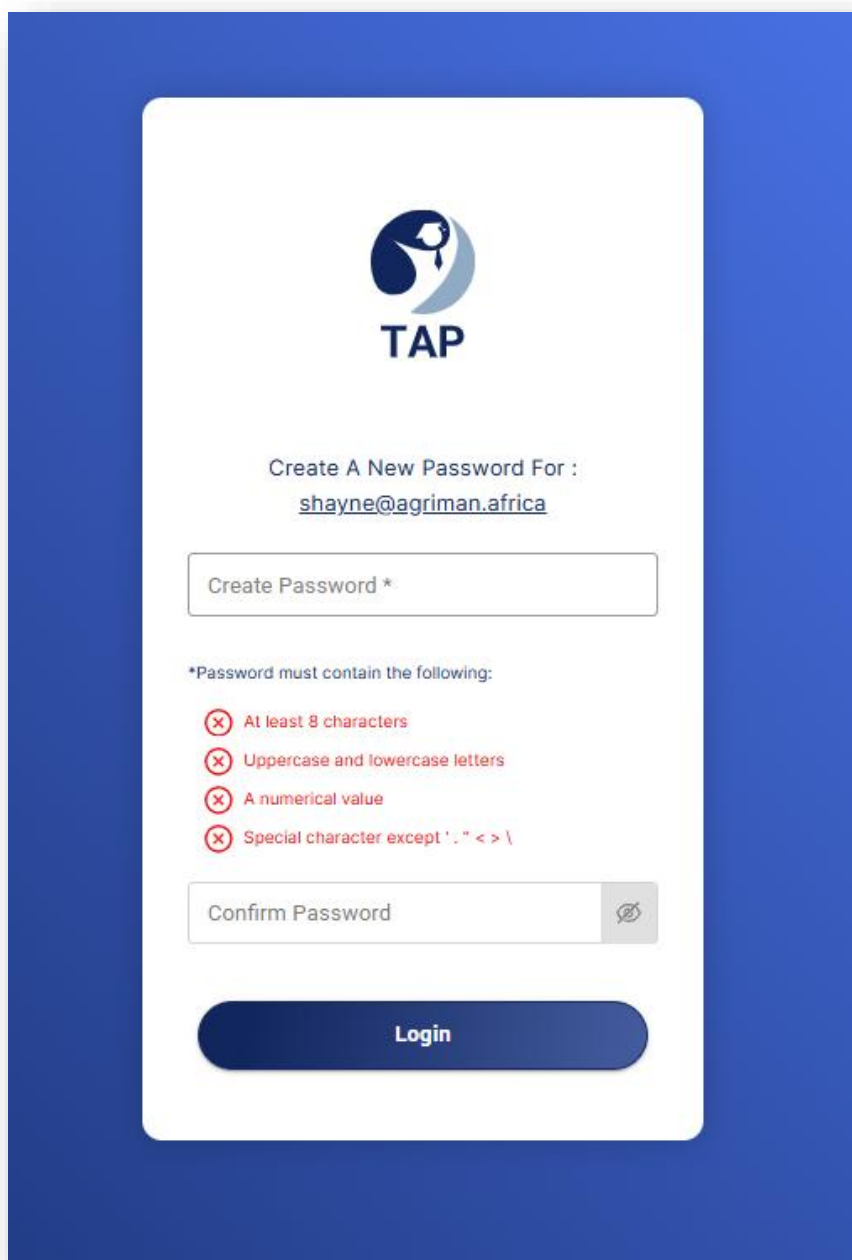
Suite W003 & W004, Midlands Office Park West, 1 Mount Quray Street  
Midstream 1692  
Tel: 012 667 4962  
www.speccon.co.za

Please click on

**Complete Registration**

You will be presented with the TAP EE Login screen.


Please create a valid password as per the instructions. Create your password, confirm it and click on "login."



The screenshot shows a login screen for TAP EE. At the top center is the TAP logo, which consists of a stylized blue and white circular emblem above the letters "TAP". Below the logo, the text reads "Create A New Password For : [shayne@agriman.africa](mailto:shayne@agriman.africa)". There is a text input field labeled "Create Password \*". Below this field, a list of password requirements is shown, each with a red 'X' icon: "At least 8 characters", "Uppercase and lowercase letters", "A numerical value", and "Special character except ' . ' < > \". Below the requirements is a "Confirm Password" input field with a toggle icon on the right. At the bottom of the form is a blue rounded button labeled "Login".

Create your password, confirm it and click on

Login



Logo for TAP, featuring a stylized blue and white circular emblem above the text "TAP".

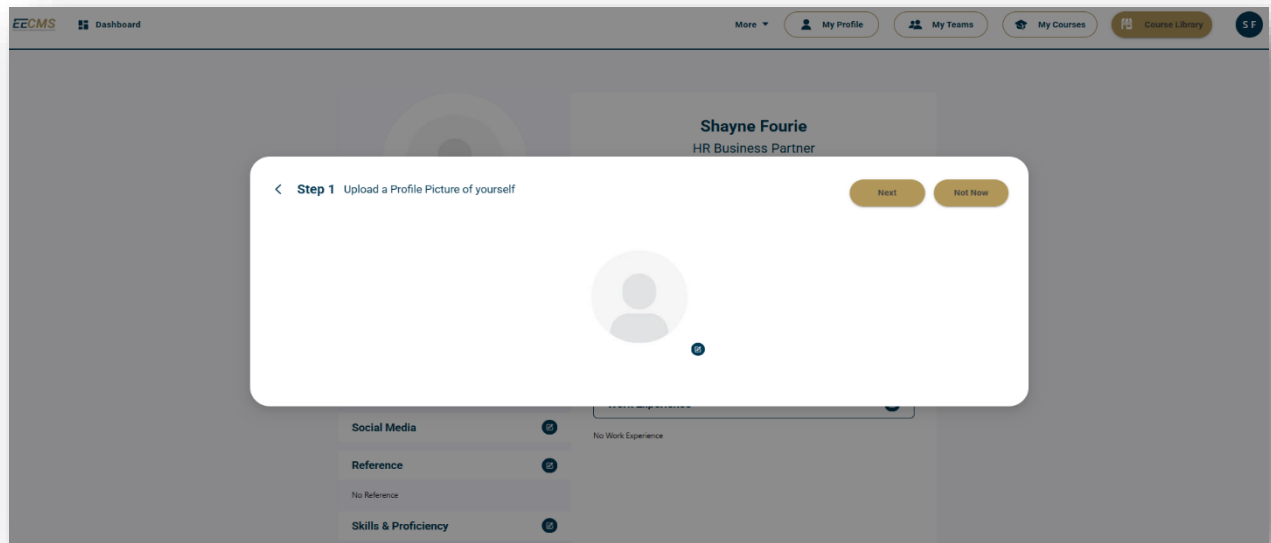
Create A New Password For :  
shayne@agriman.africa

\*Password must contain the following:

- ✓ At least 8 characters
- ✓ Uppercase and lowercase letters
- ✓ A numerical value
- ✓ Special character except ' . " < > \

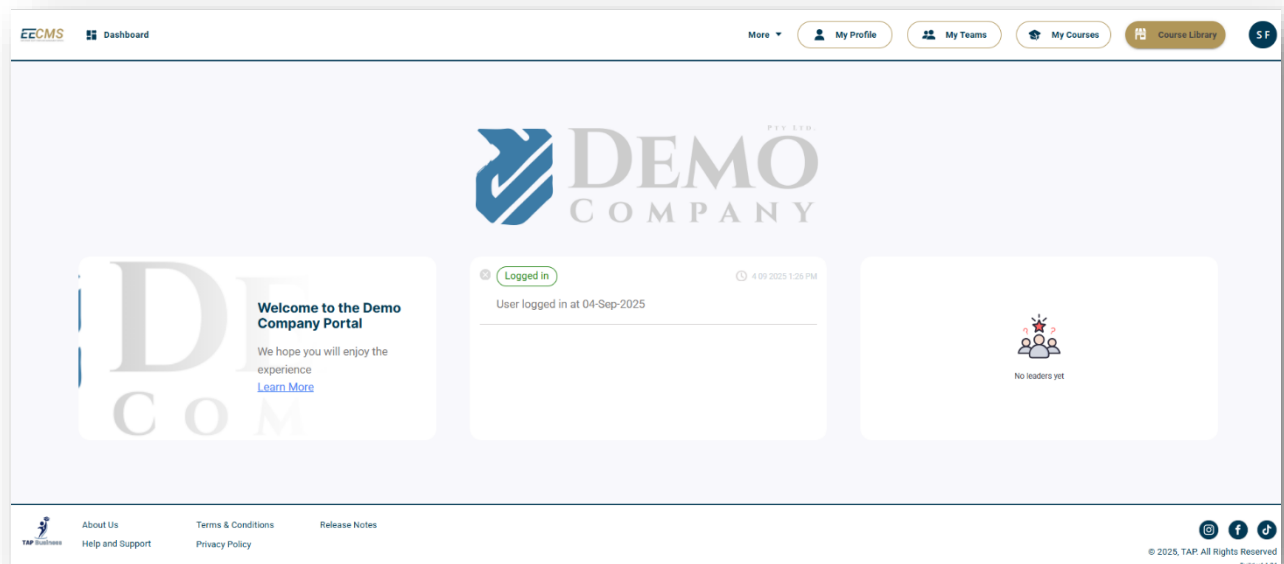
Login

You will now be presented with the following screen.



It is your prerogative to setup your profile or click on “Not Now” to proceed (you are welcome to revert to the setup of your profile at a later stage).

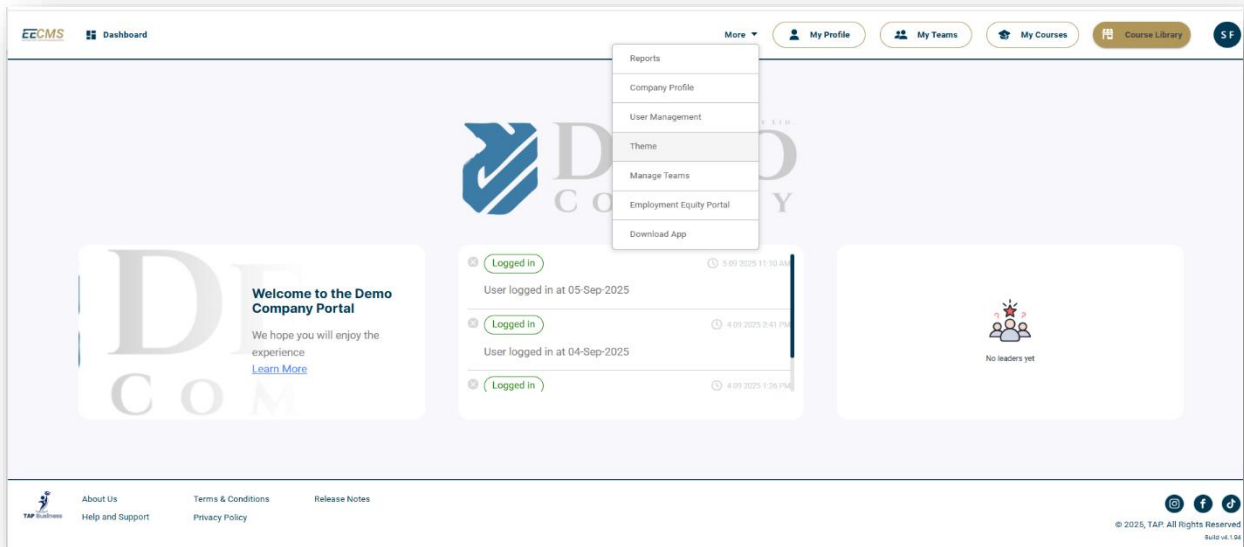
As per the screen below you have now successfully logged into the TAP EE portal.



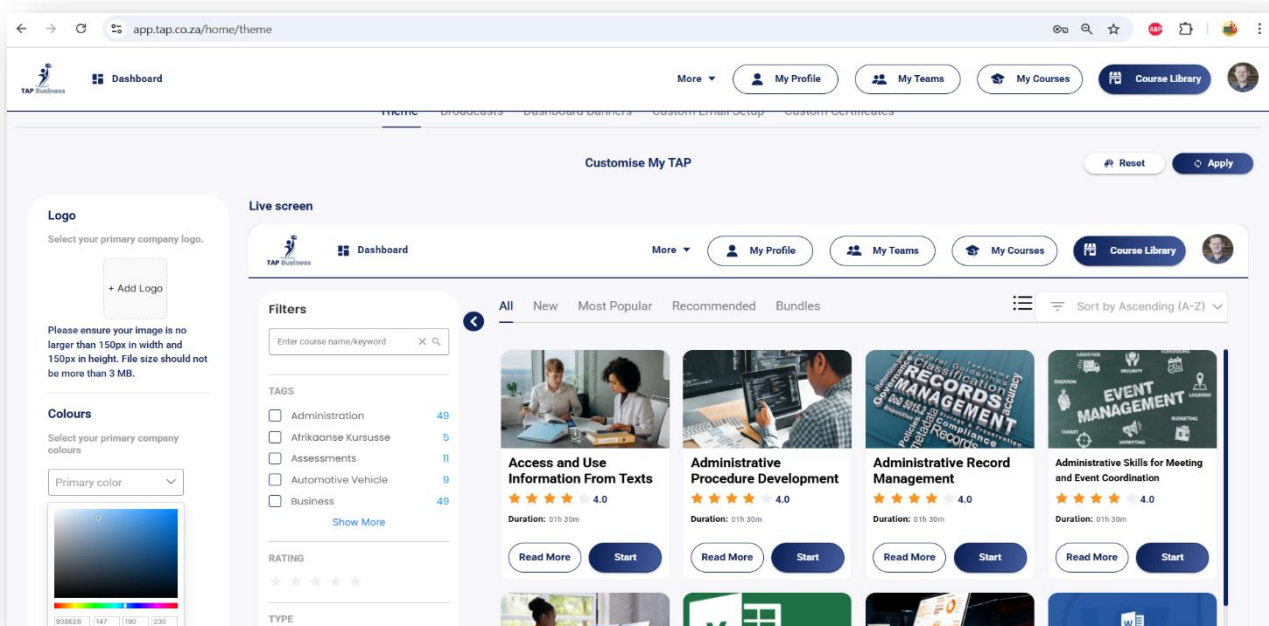
## 2. CREATING YOUR CORPORATE IDENTITY

### 2.1 Uploading Your Company Logo

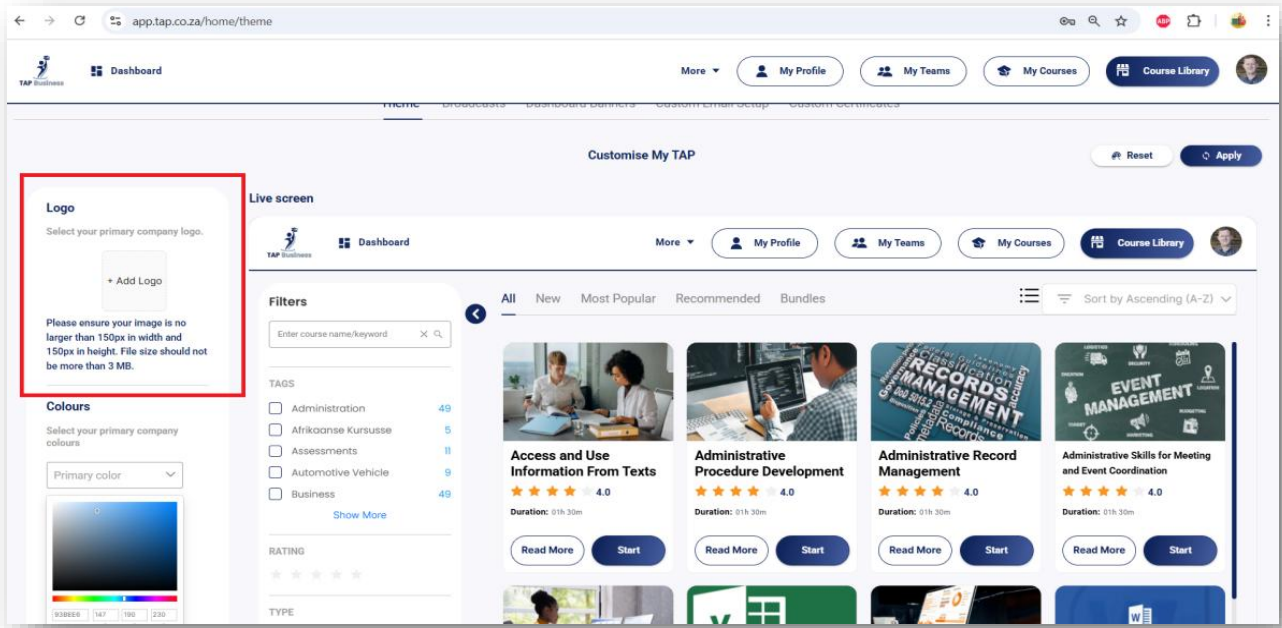
Please open the menu with the “More” Tab as seen below and click on “Theme.”



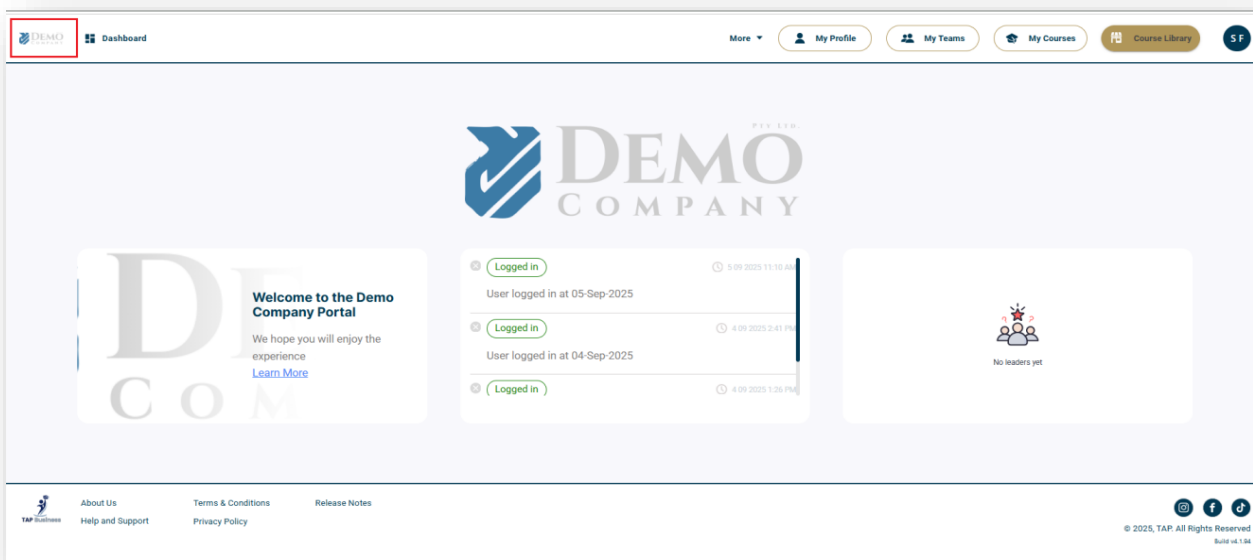
Here you can add your company logo, select theme colours and customise the dashboard for your company's corporate identity.



Add a company logo, by clicking on add logo in the red square.



Select the logo image where it is saved on the local computer and click open: (The logo will be displayed as per the red square).



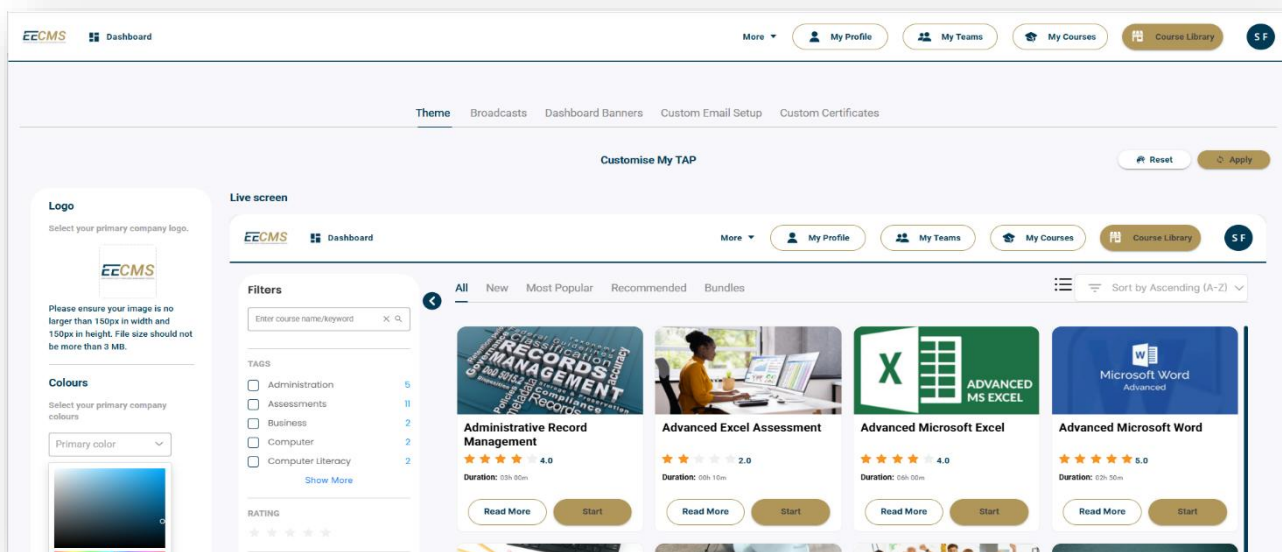
## Rules for uploading your Company logo.

1. The image must be in the following formats.
  - a. .png
  - b. .jpeg
  - c. .gif
  
2. The dimensions for the logo in pixels must be as recommended.
  - a. Dimensions 150px by 150px
    - i. Width 150 pixels
    - ii. Height 150 pixels

It will now display the updated logo for you in the red square.

The screenshot displays a user interface for a course library. On the left side, there is a 'Logo' upload panel with a red border. It contains the text: 'Select your primary company logo.' Below this is a placeholder image of a 'DEMO' logo. Further down, it says: 'Please ensure your image is no larger than 150px in width and 150px in height. File size should not be more than 3 MB.' Below the text are 'Colours' selection options, including a 'Primary color' dropdown and a color picker. The main area of the interface is titled 'Live screen' and features a navigation bar with 'Dashboard', 'My Profile', 'My Teams', 'My Courses', and 'Course Library'. Below the navigation bar is a search bar and a filter section with categories like 'TAGS', 'RATING', and 'TYPE'. The main content area displays a grid of course cards, each with a title, a 4.0 star rating, and a 'Duration' of 01h 30m. The cards include 'Access and Use Information From Texts', 'Administrative Procedure Development', 'Administrative Record Management', 'Administrative Skills for Meeting and Event Coordination', 'Advanced Excel', 'Advanced Microsoft', and 'Microsoft Word Advanced'. The 'Logo' panel is highlighted with a red square, indicating where the updated logo will be displayed.

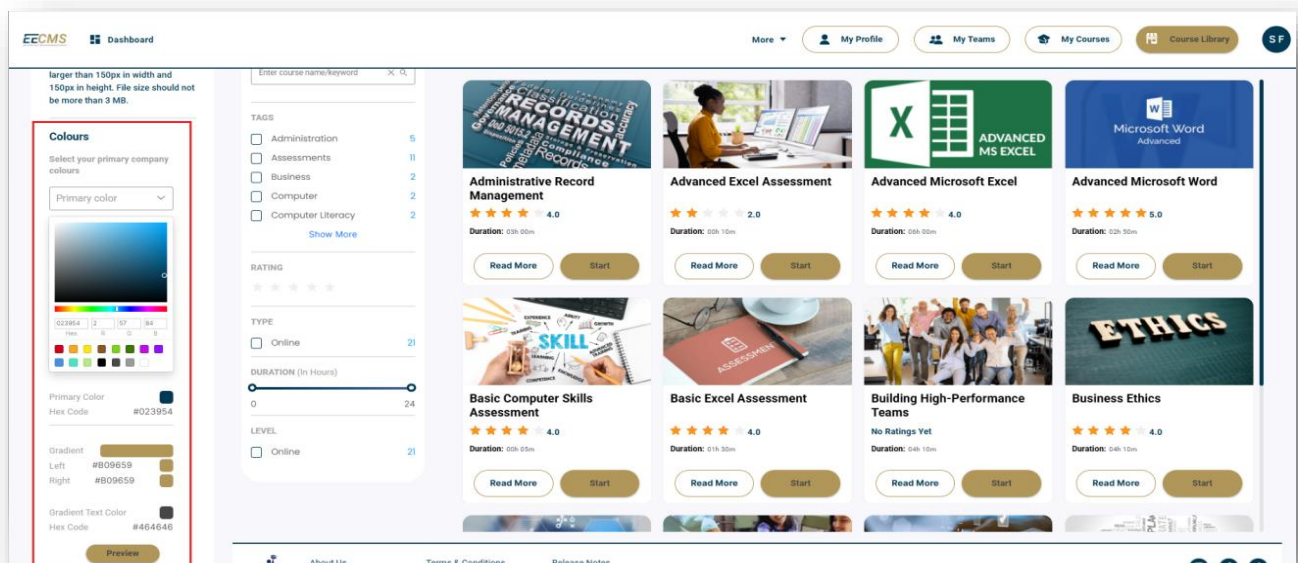
To save click apply in the top right hand side corner of the screen.



The new logo is now uploaded.

## 2.2 Company Colours

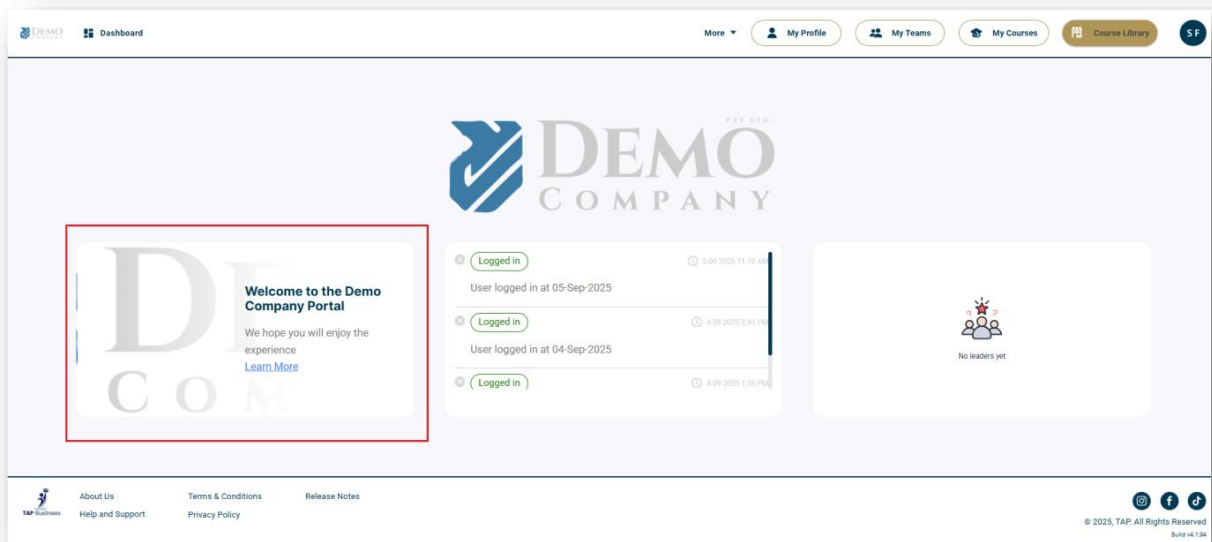
You can see how to colour code the portal to align with your corporate identity. Please note that this functionality is available in the square marked in red.



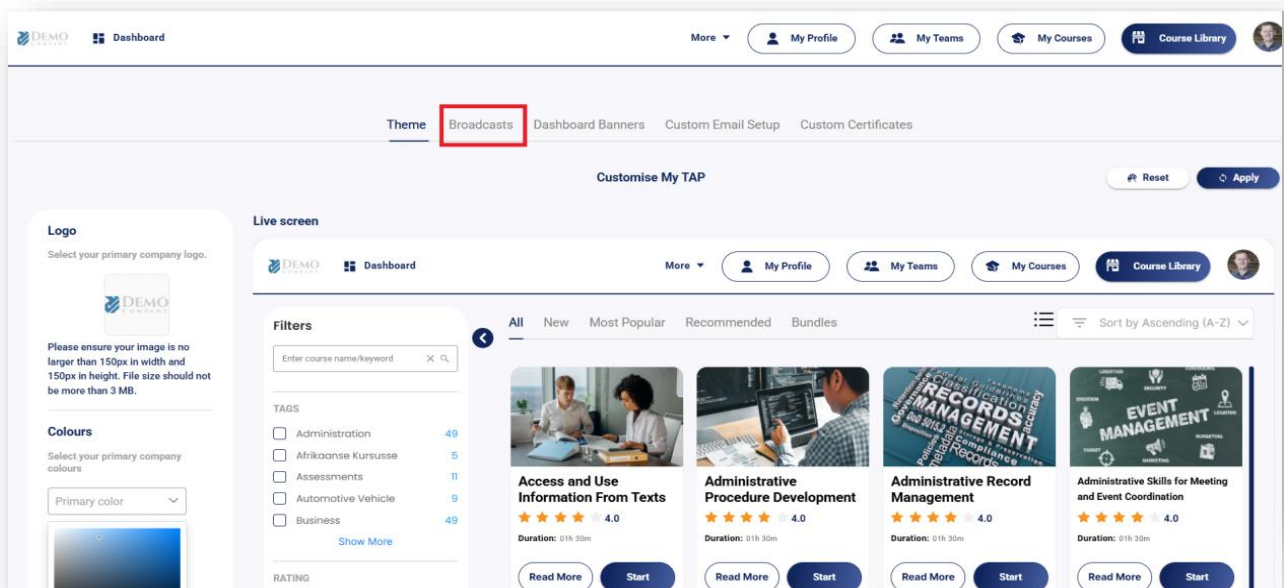
## 2.3 Broadcasts

A broadcast is a welcoming message displayed next to your banner (banner to be explained in the next section of this document).

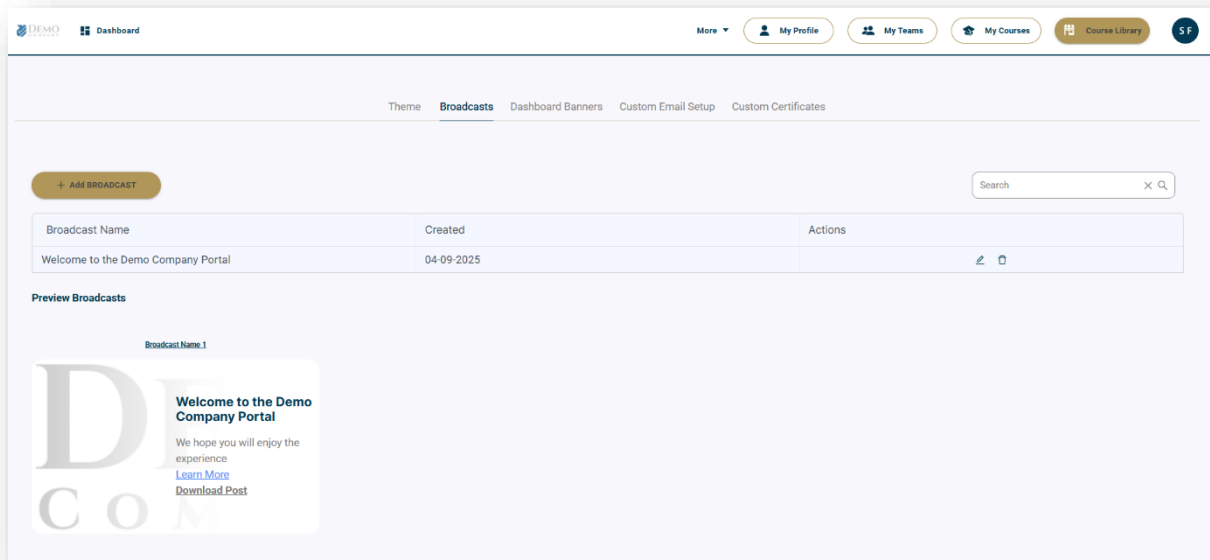
The red square is where your broadcast will be displayed.



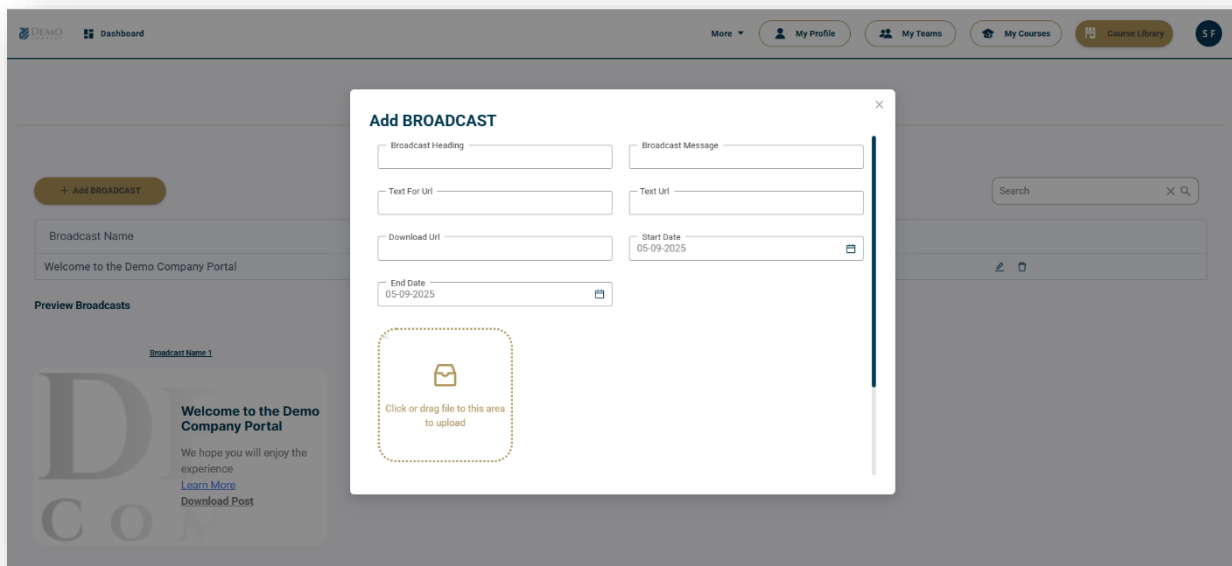
If you would like to add a broadcast message, click on “Broadcasts”.



The following screen will be displayed.

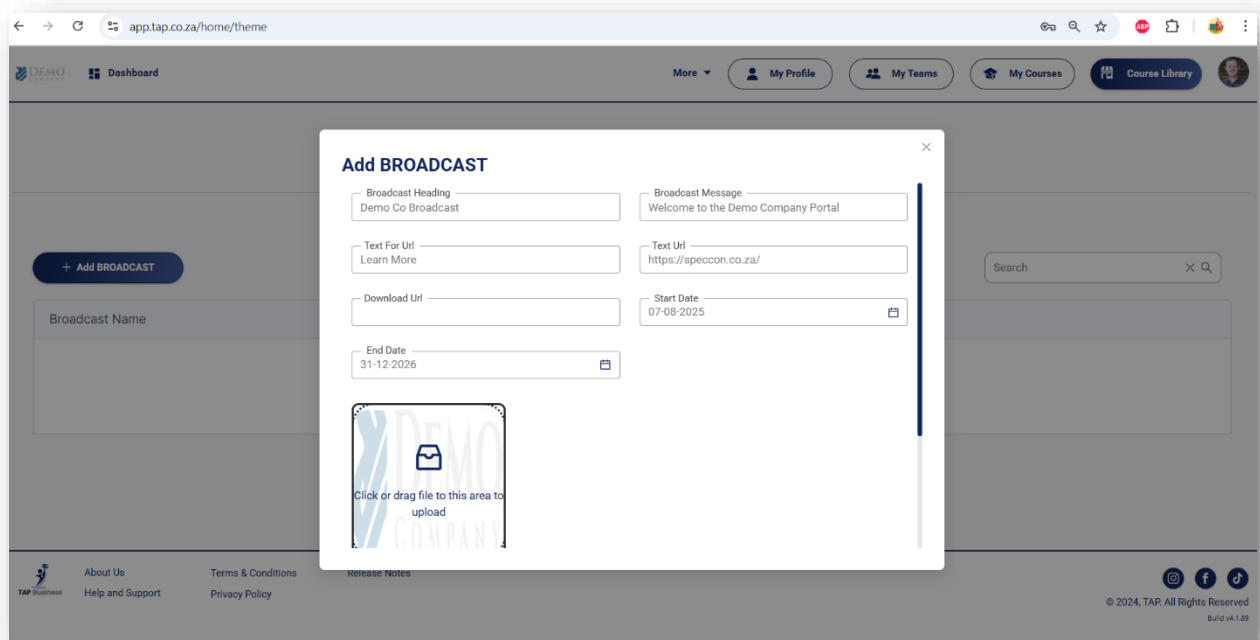


Click add broadcast. Now you will need to add a heading, The broadcast message, a Text overlay for your company's URL, A download URL if applicable and then start and end dates for your broadcast.

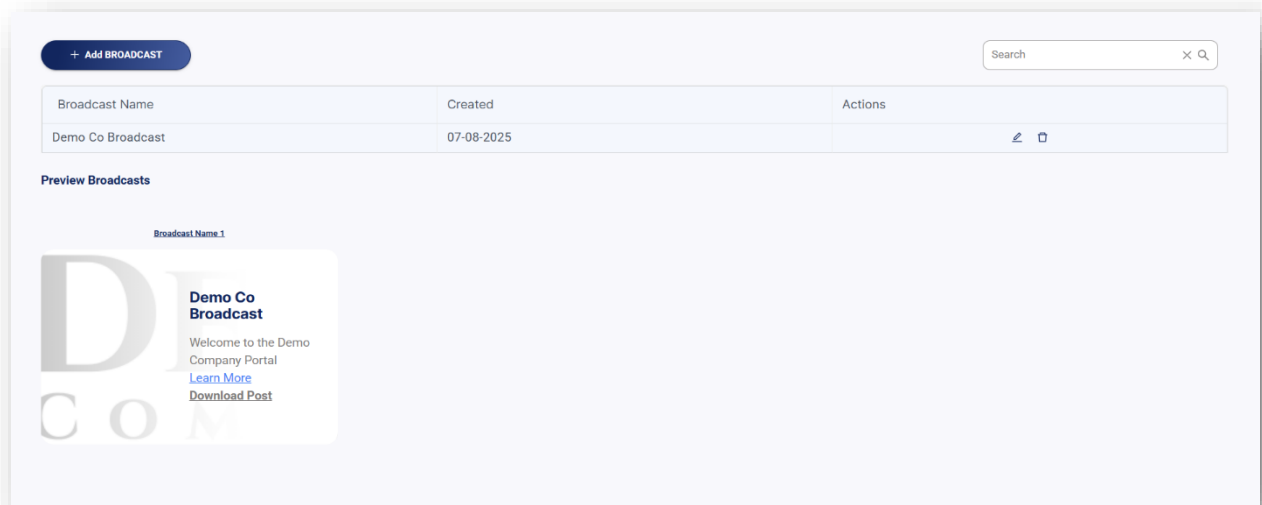


Examples of data that can be added to the fields for the broadcast.

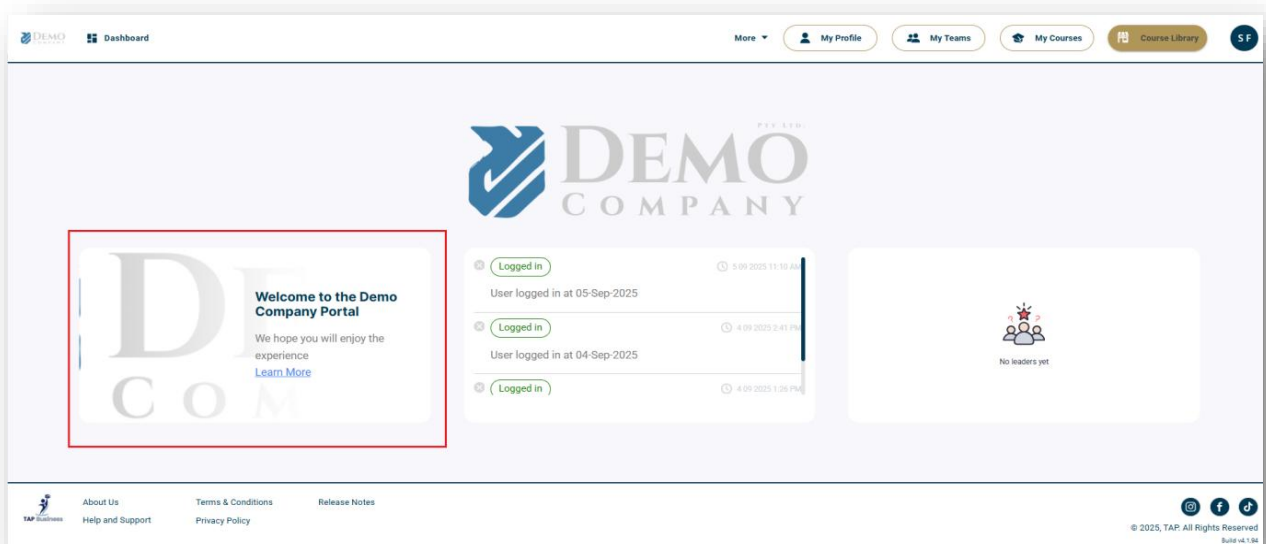
1. Broadcast Heading - Welcome to the Demo Company Portal
2. Broadcast Message – We hope you will enjoy the experience.
3. Text For URL – Input your company name here.
4. Text URL – Input your company website address here.
5. Add the Start and End Dates for your Broadcast: Default will be today’s date; end date can be your choice.
6. Add the Image for you Broadcast – this can be any image you prefer on your dashboard.
7. Once all the fields are completed click on “Submit.”



This is an example of what your form will display after you have successfully added a broadcast.



This is an example of what your dashboard will display after you have successfully added a broadcast, as per the red square.



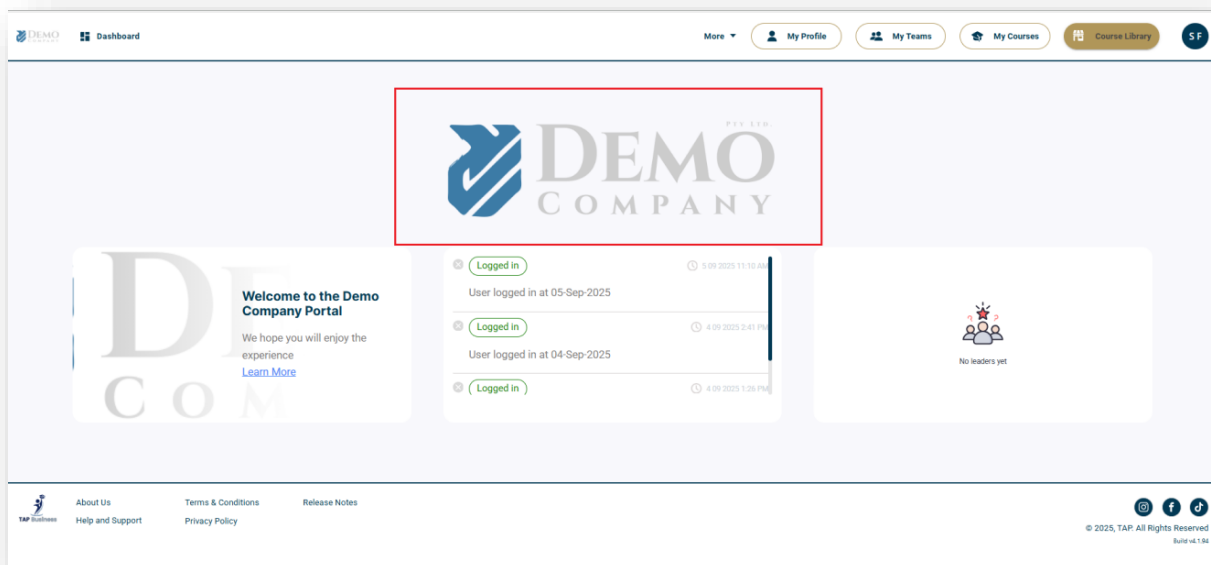
## 2.4 Dashboard Banners

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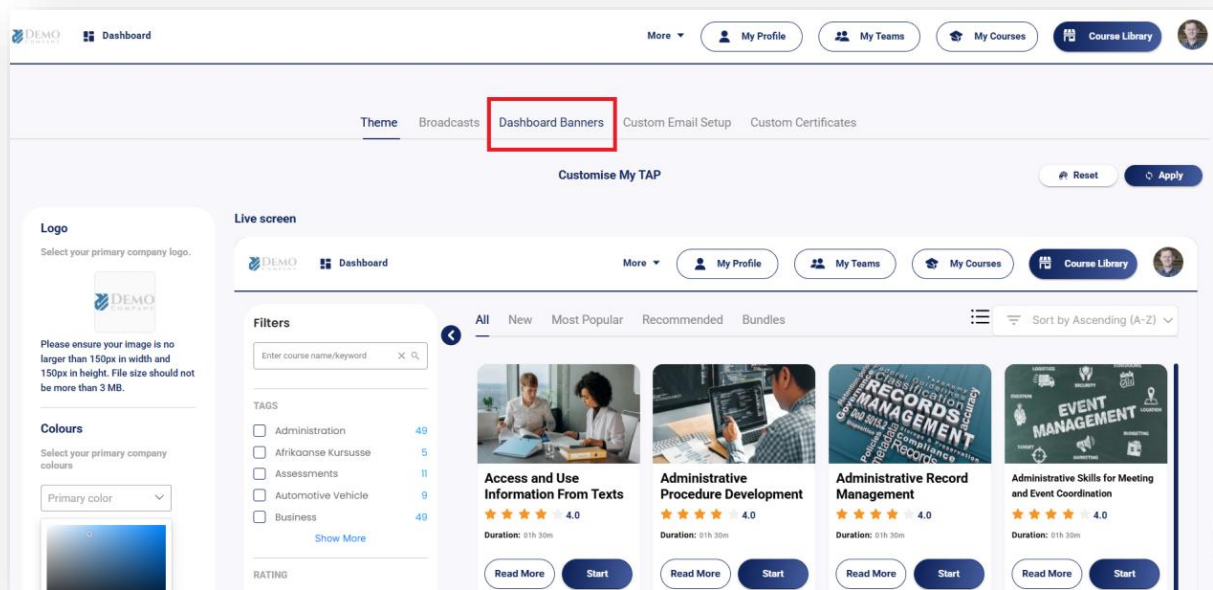
Add dashboard banners to continue with your company theme.

A banner is a visual strip displayed at the top of your online portal dashboard. It serves as a branding tool.

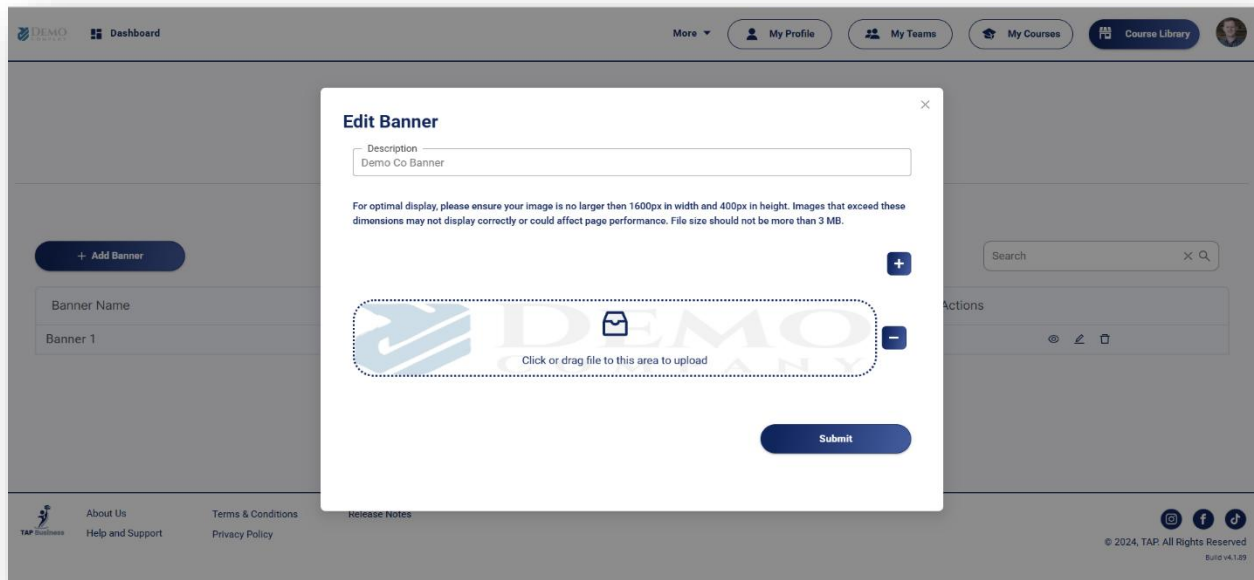
The red square is where the banner will be displayed.



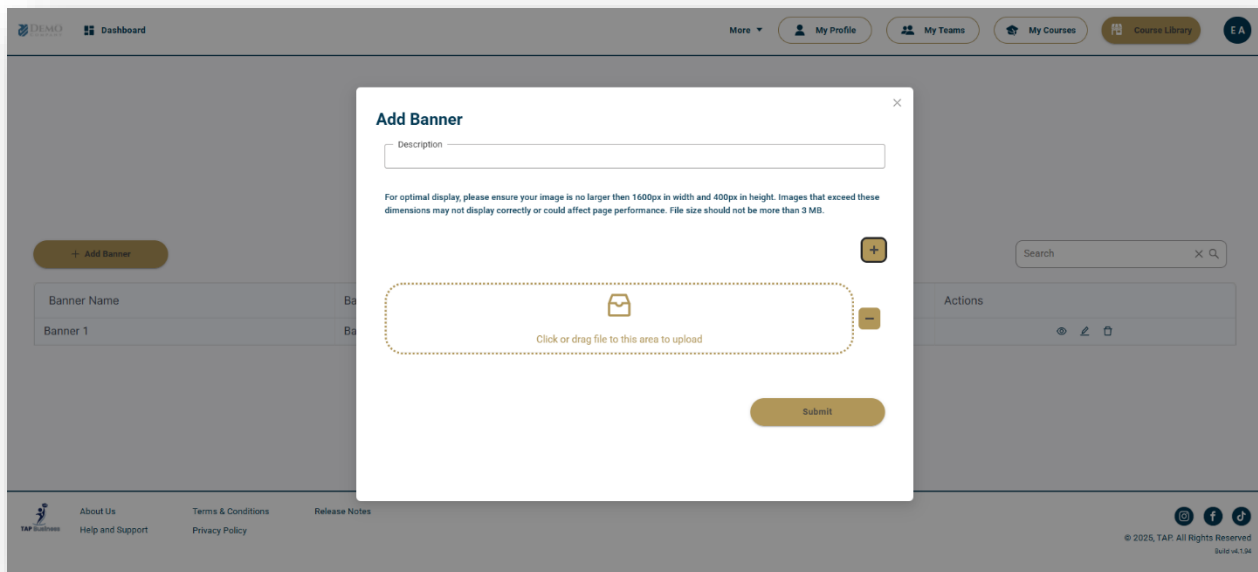
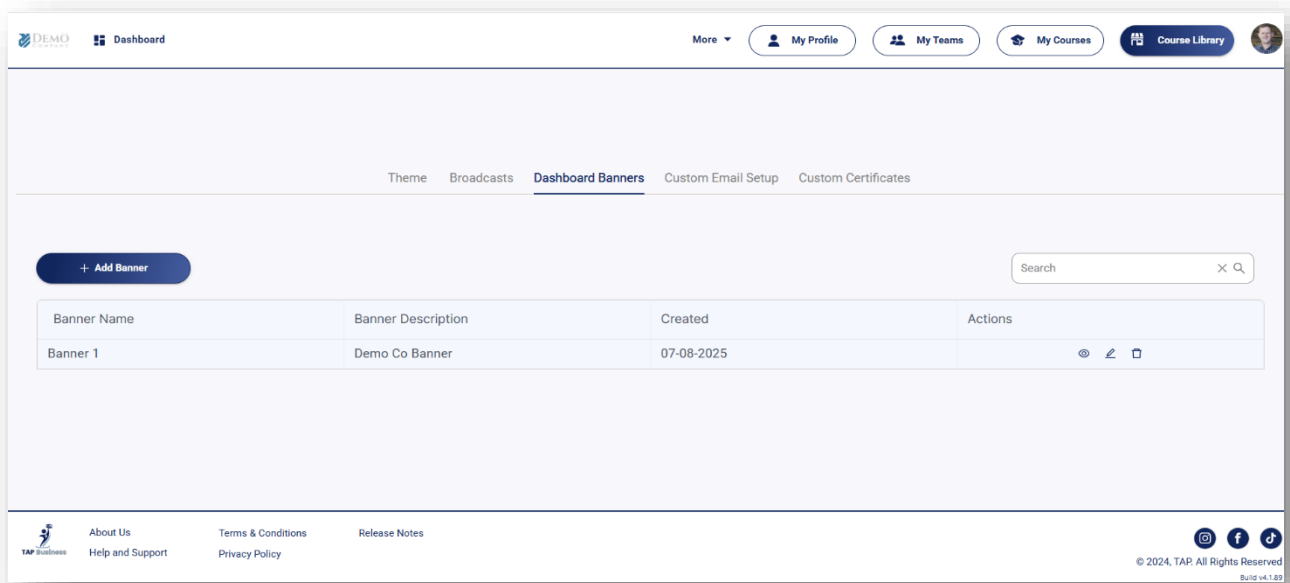
In the "Themes" section select dashboard banners.



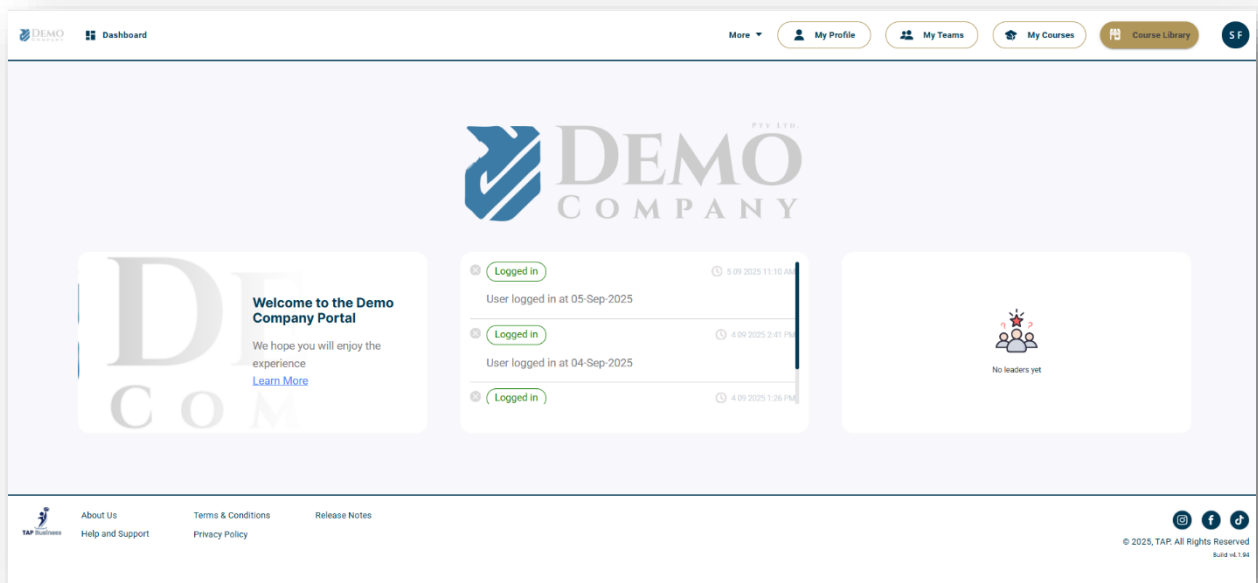
Then select the add banner button and the following screen will appear. Add a description for the banner and select the image for your banner and click on "Submit."



Your banner will be listed as per the screen below.



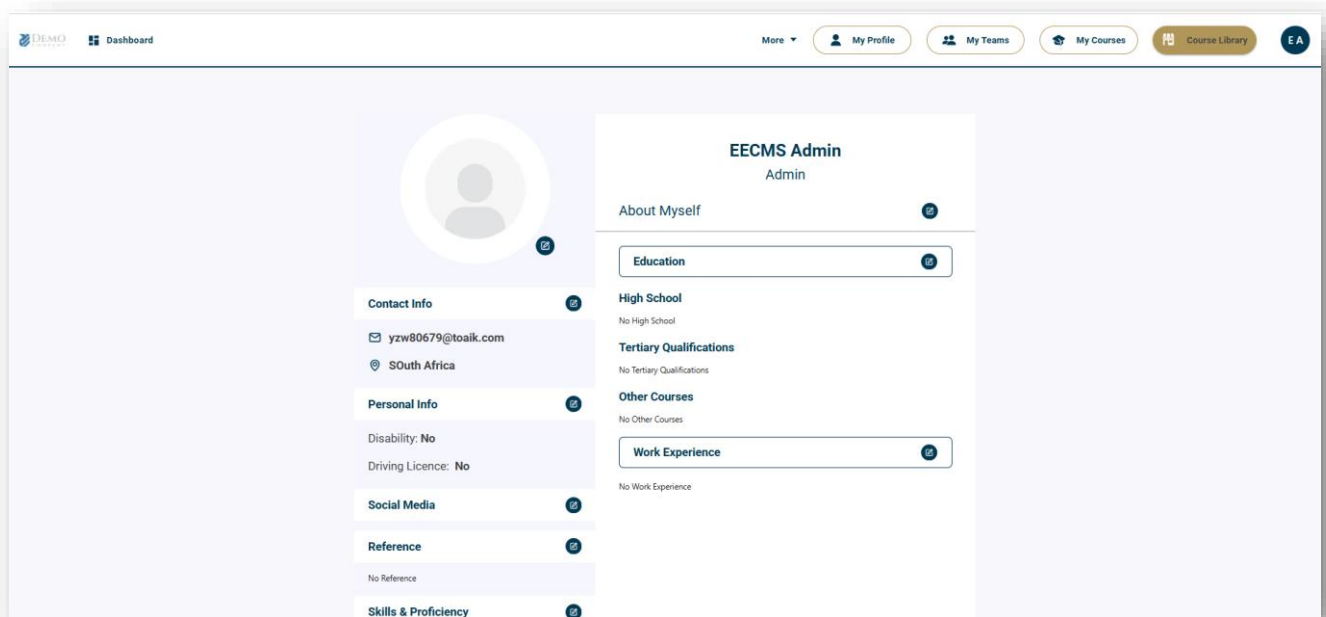
Check on the dashboard to see changes.



## 2.5 Profile Setup

This is accessed by clicking in the “My Profile” in the top right hand side menu.

You can complete your personal profile by filling out the fields displayed in the screen below.



The screenshot shows a user profile setup page for 'EECMS Admin'. The page is divided into several sections, each with a pencil icon indicating it can be edited:

- Contact Info:** Email: yzw80679@toaik.com, Location: South Africa.
- Personal Info:** Disability: No, Driving Licence: No.
- Social Media:** (Empty field)
- Reference:** No Reference.
- Skills & Proficiency:** (Empty field)
- About Myself:** (Empty field)
- Education:** (Empty field)
- High School:** No High School.
- Tertiary Qualifications:** No Tertiary Qualifications.
- Other Courses:** No Other Courses.
- Work Experience:** (Empty field)
- Work Experience:** No Work Experience.

The top navigation bar includes 'Dashboard', 'More', 'My Profile', 'My Teams', 'My Courses', 'Course Library', and 'EA'.

## 3. HOW TO CREATE ADDITIONAL USERS WITH ACCESS RIGHTS

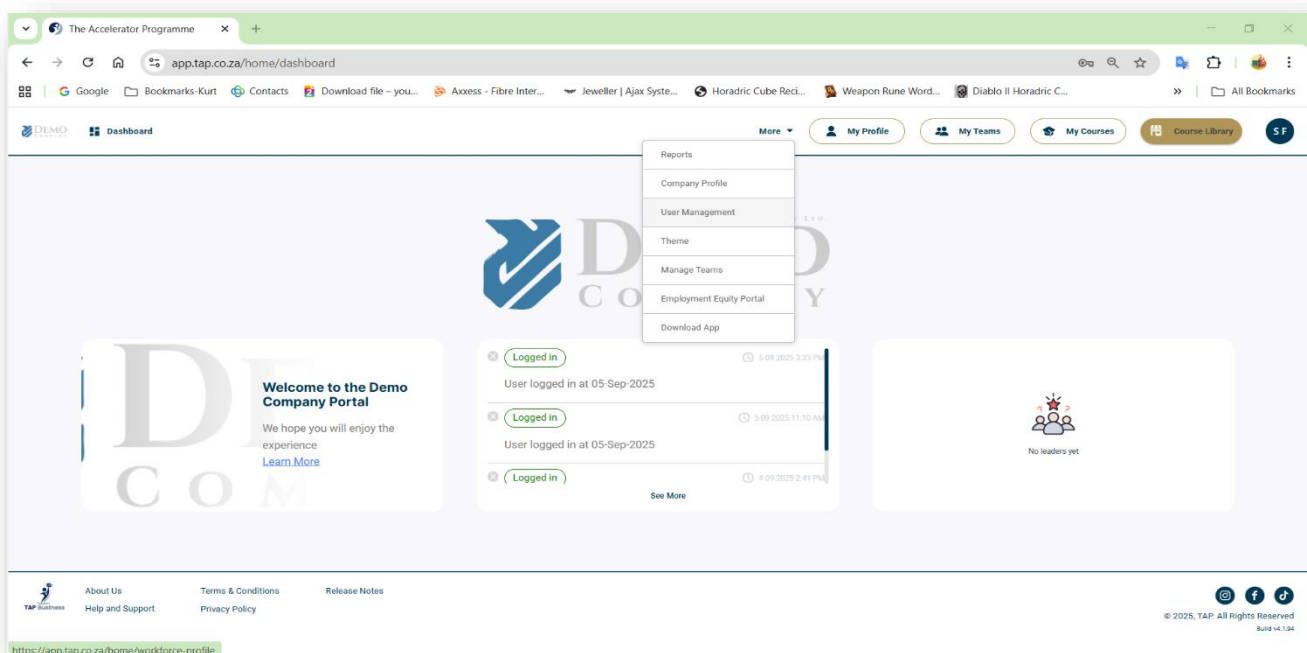
There are two levels of user access, namely.

1. Access to the portal
2. Access to the Employment Equity Portal

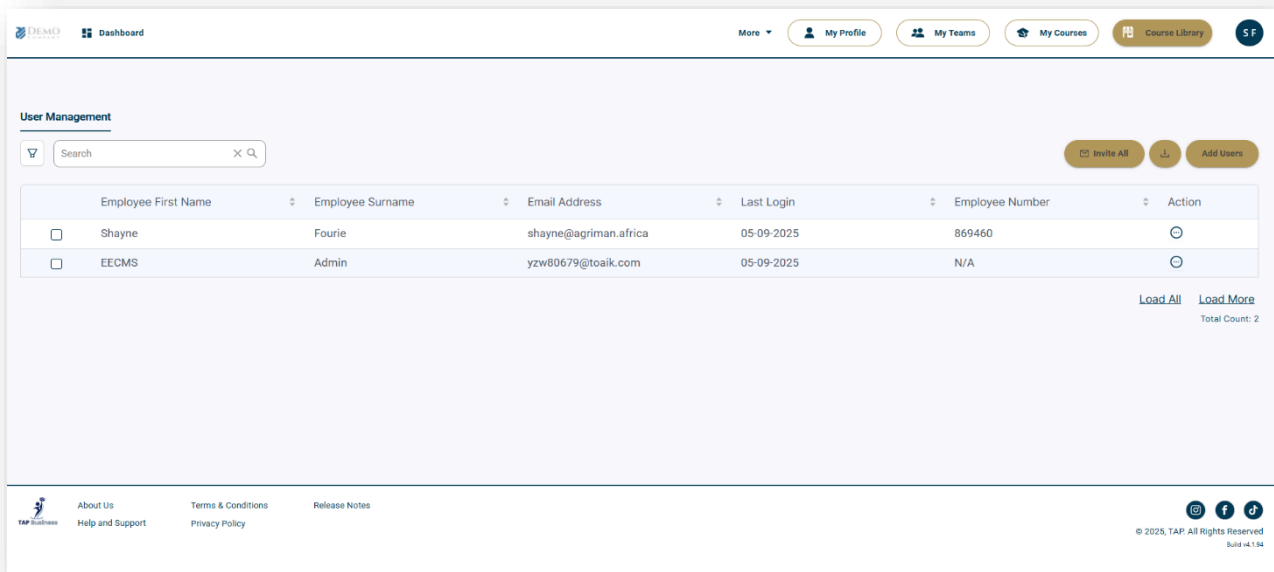
### 3.1 Assign User Access

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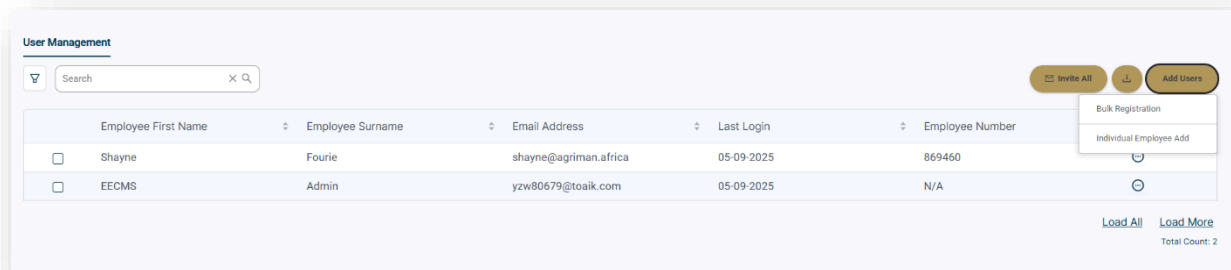
Select the “More” dropdown menu and select “User Management.”



The following screen will be displayed.



To add a new user, you will need to click the “Add User” button.

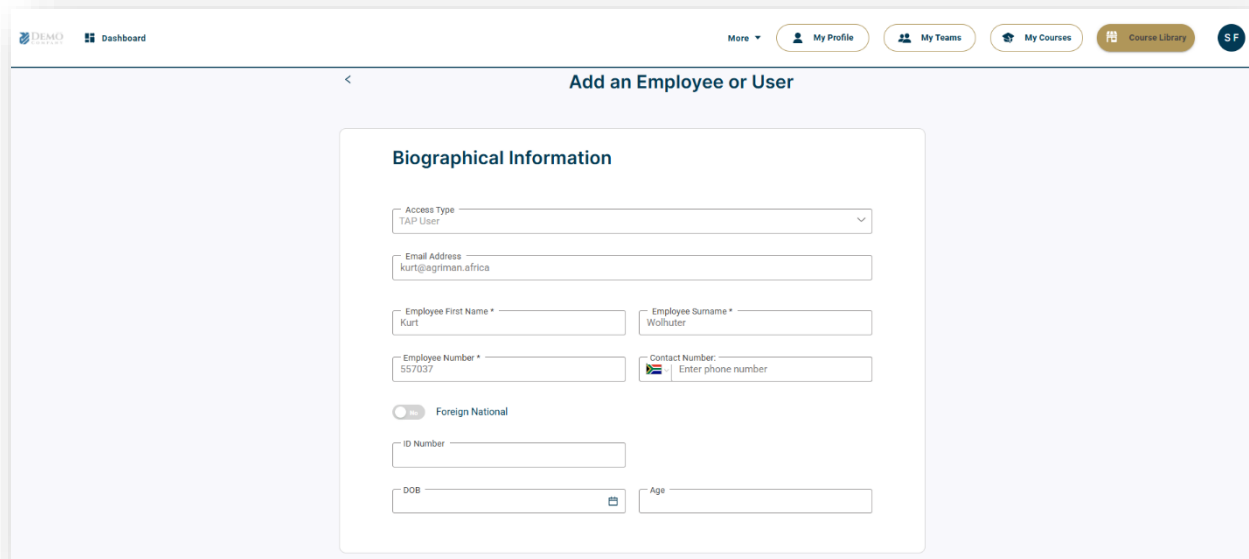


The select “Individual Employee Add.”

You now need to complete 3 sections of the form as displayed.

1. Biographical Information
2. Employee Address Information
3. Job Information

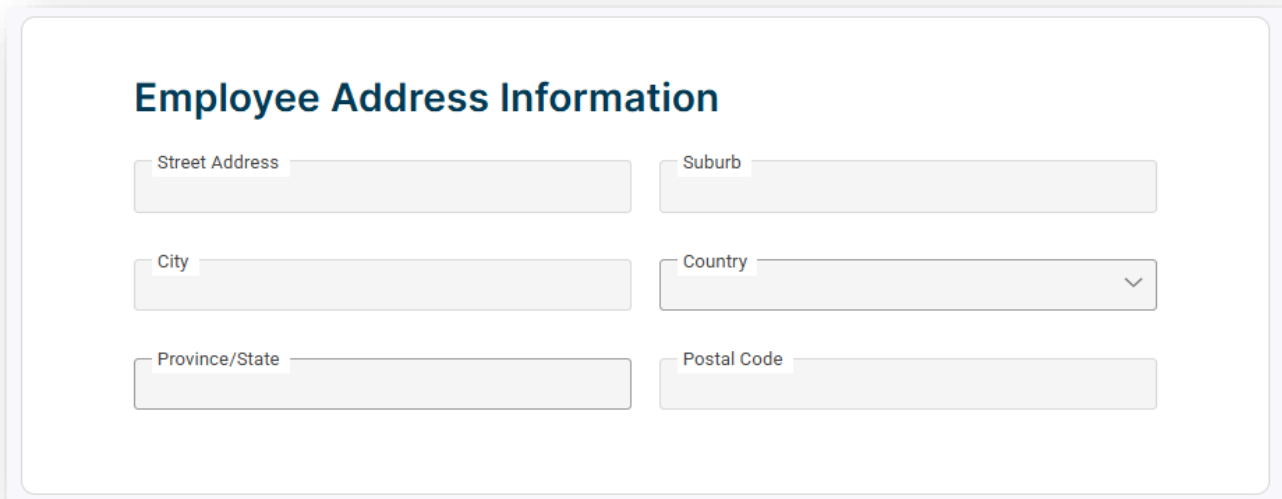
Do not change the "Access Type". Filling in the required information Marked with a (\*) which is mandatory.



The screenshot shows a web interface for adding an employee or user. The top navigation bar includes 'DEMO', 'Dashboard', 'More', 'My Profile', 'My Teams', 'My Courses', 'Course Library', and 'SF'. The main heading is 'Add an Employee or User'. The 'Biographical Information' section contains the following fields:

- Access Type: TAP User (dropdown menu)
- Email Address: kurt@agriman.africa
- Employee First Name \*: Kurt
- Employee Surname \*: Wolhuter
- Employee Number \*: 557037
- Contact Number: Enter phone number (with a flag icon)
- Foreign National:
- ID Number
- DOB:  (with a calendar icon)
- Age

Employee Address information is not mandatory.



The screenshot shows the 'Employee Address Information' section of the form. It contains the following fields:

- Street Address
- Suburb
- City
- Country: (dropdown menu)
- Province/State
- Postal Code

The next section is Job Information: “Job Title” and “Employment Status” are mandatory.

Province/State  Postal Code

**Job Information**

Branch  Department

Business Unit  Job Title \*

Employment Status \*

Comment

Please default “Employment Status” to “Permanent.”

Once the form is completed, please click the “Submit” button.

You will now be presented with a confirmation screen.

**Add an Employee or User**

**Biographical Information**

Employee First Name	Employee Surname	Email Address	Foreign Citizen
Kurt	Wohuter	kurt@agriman.africa	No
ID Number	DOB	Age	
N/A	N/A	N/A	

**Employee Address Information**

Street Address	Suburb	Province/State	City
N/A	N/A	N/A	N/A
Postal Code	Country		
N/A	N/A		

**Job Information**

Branch	Department	Business Unit	Job Title *
N/A	N/A	N/A	Chief Technical Officer
Employment Status	Access Type	Comment	
Permanent	TAP User	N/A	

Back Submit

Please click “Submit” after you have completed the form.

Once this is completed you can hover over the action button and select “Send Invite.”

**User Management**

Search [x] Q

Invite All Add Users

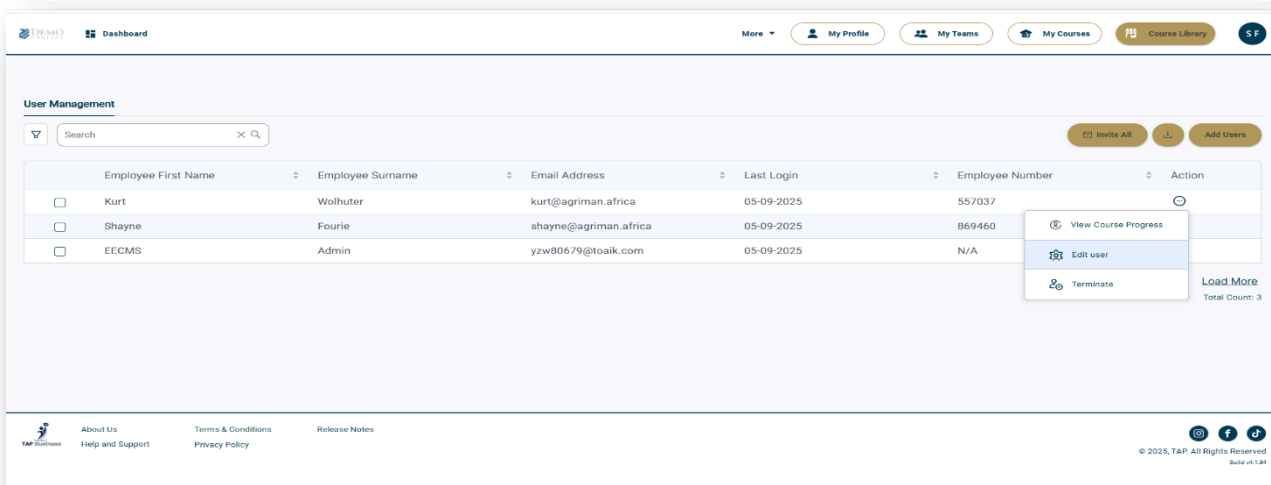
	Employee First Name	Employee Surname	Email Address	Last Login	Employee Number	Action
<input type="checkbox"/>	Kurt	Wolhuter	kurt@agriman.africa	N/A	557037	ⓘ
<input type="checkbox"/>	Shayne	Fourie	shayne@agriman.africa	05-09-2025	869460	<ul style="list-style-type: none"> <li>Send Invite</li> <li>View Course Progress</li> <li>Edit user</li> <li>Delete</li> </ul>
<input type="checkbox"/>	EECMS	Admin	yzw80679@toaik.com	05-09-2025	N/A	

Load More  
Total Count: 3

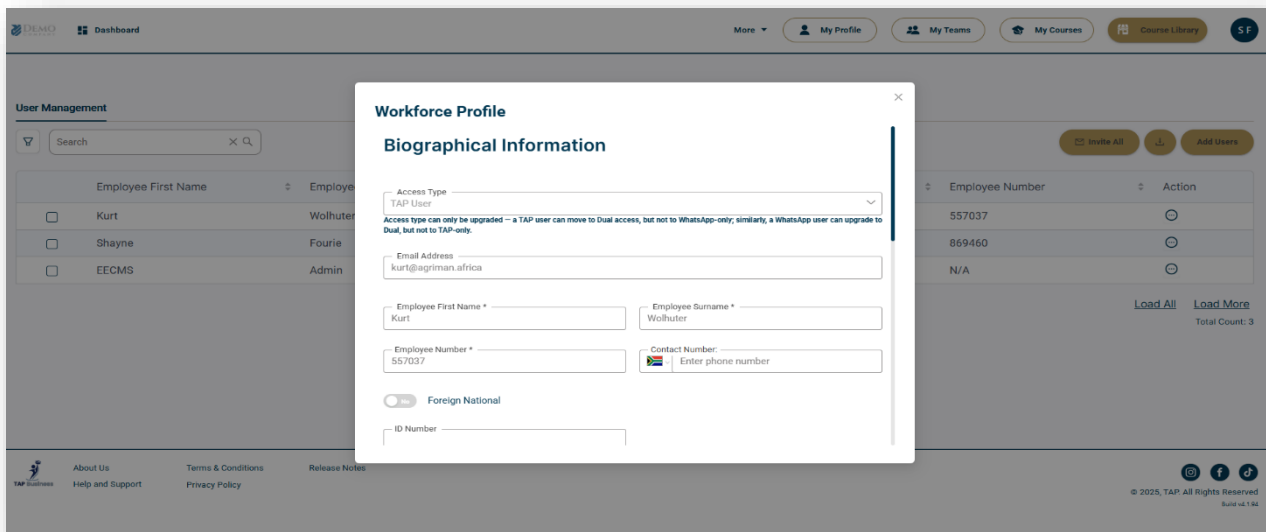
© 2025, TAP. All Rights Reserved. Build #8.1.84

Now the new user has been invited to the portal.

Now you will need to change to user's access rights by hovering over the action button and selecting edit user as seen below.



The following form will appear.



Scroll to the bottom of the form and change the “User Type” to “HR” (full access) or “Admin” (Super User access) depending on what rights you wish to grant the user as seen below.

The screenshot displays the 'User Management' interface with a 'Workforce Profile' form overlay. The form is titled 'Workforce Profile' and contains a 'Job Information' section. The fields are as follows:

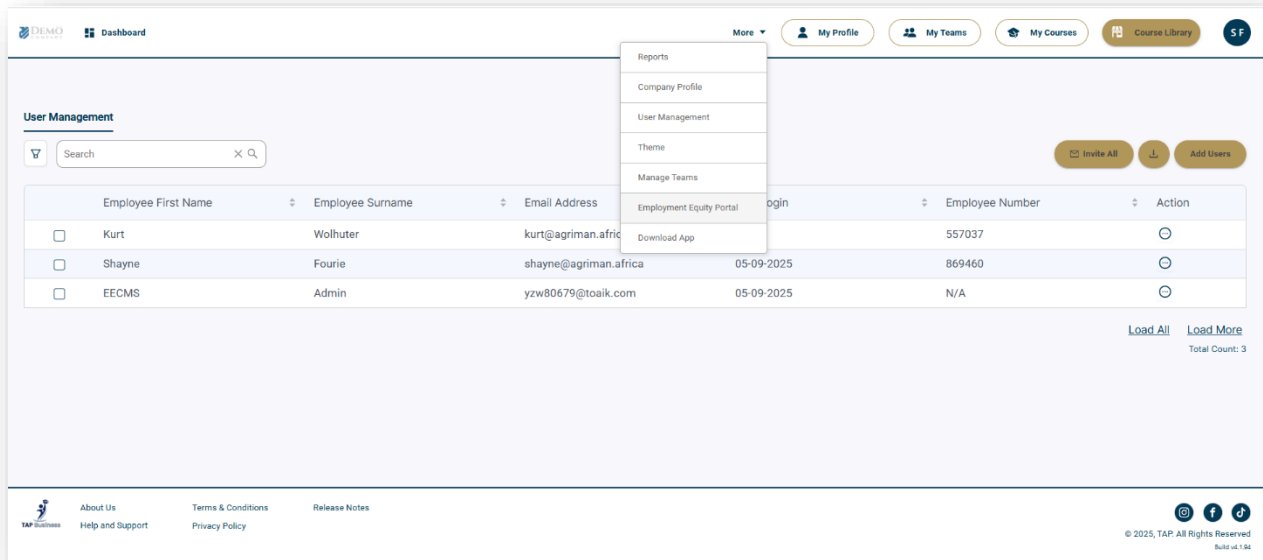
- Branch: [Text Input]
- Department: [Text Input]
- Business Unit: [Text Input]
- Job Title: Chief Technical Officer
- Employment Status: Permanent (dropdown)
- User Type: Employee/Student (dropdown menu is open, showing options: Admin, HR, Employee/Student)

A 'Submit' button is located at the bottom right of the form. The background shows a table of users with columns for Employee First Name, Employee Number, and Action.

Once the “User Type” has been selected please click on “Submit” to complete the process and you will return to the User Management screen. You will need to grant the new user access to the Employment Equity portal.


## 3.2 Employment Equity Portal

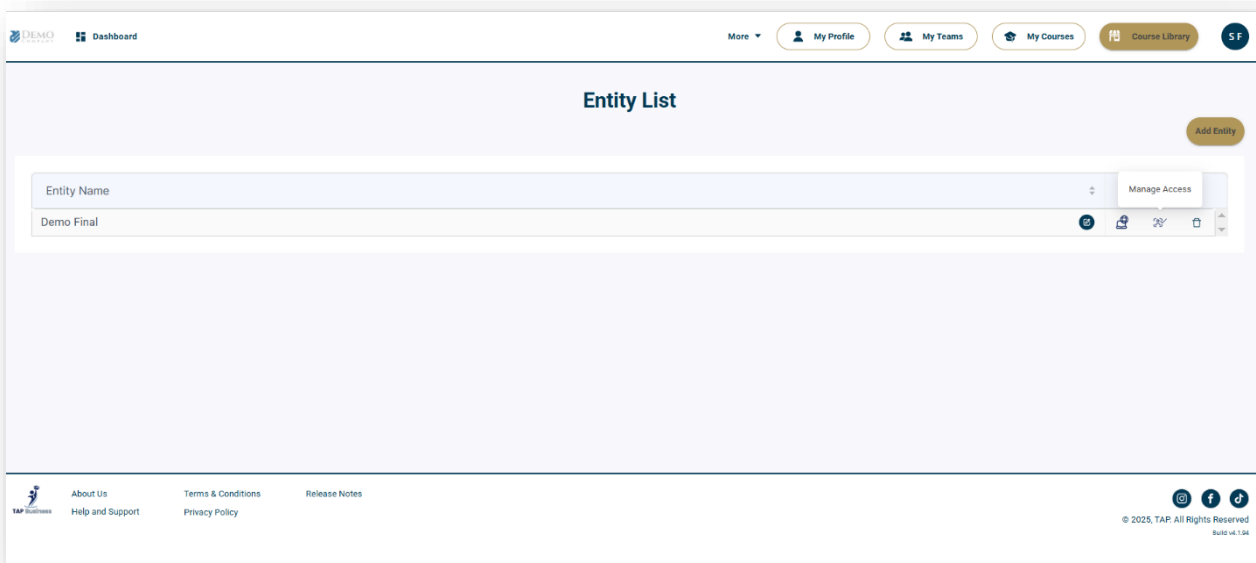
Open the “More” dropdown menu and select Employment Equity portal.



The screenshot shows the 'User Management' section of a dashboard. A 'More' dropdown menu is open, listing several options: Reports, Company Profile, User Management, Theme, Manage Teams, Employment Equity Portal (highlighted), and Download App. Below the menu is a table of users with columns for Employee First Name, Employee Surname, Email Address, Login, and Employee Number. The table contains three rows of user data. At the bottom of the page, there are links for 'About Us', 'Terms & Conditions', 'Release Notes', 'Help and Support', and 'Privacy Policy', along with social media icons and a copyright notice.

Employee First Name	Employee Surname	Email Address	Login	Employee Number	Action
Kurt	Wolhuter	kurt@agriman.africa		557037	
Shayne	Fourie	shayne@agriman.africa	05-09-2025	869460	
EECMS	Admin	yzw80679@toaik.com	05-09-2025	N/A	

The following screen will be displayed: Click on “Manage Access” 



The screenshot shows the 'Entity List' section of a dashboard. A search bar contains the text 'Entity Name' and 'Demo Final'. A 'Manage Access' button is highlighted in the top right corner of the search bar area. Below the search bar is a large empty space. At the bottom of the page, there are links for 'About Us', 'Terms & Conditions', 'Release Notes', 'Help and Support', and 'Privacy Policy', along with social media icons and a copyright notice.

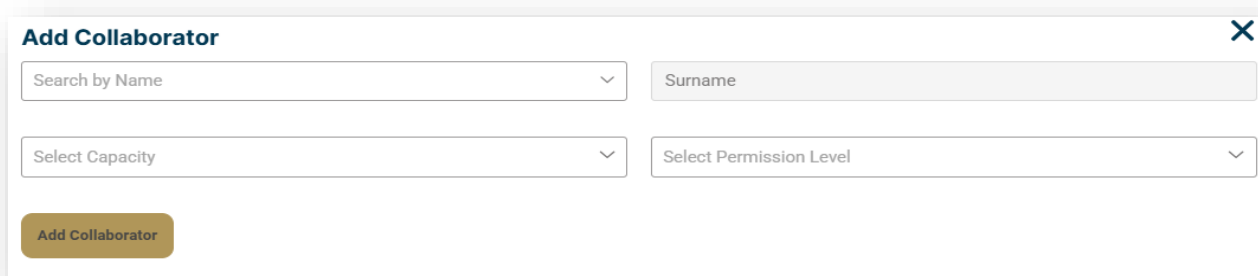
Here you will need to add a collaborator.

A collaborator is the person who will assist you with the employment equity functions in your business. A collaborator is a member of your workforce profile. A collaborator can only access the EE portal once they have accepted the invite to the main portal.

Once the new user has accepted the invite and joined the portal, then you can add the user to the Employment Equity portal. There are two types of access:

1. Editor (can change, delete or update information)
2. Viewer (can only see the information)

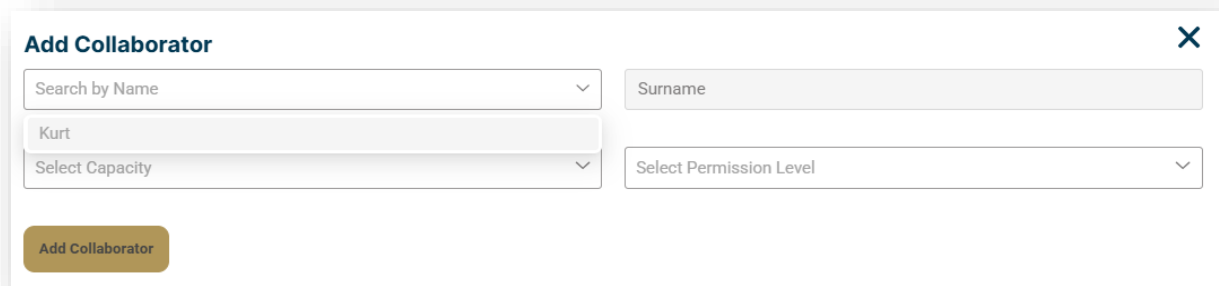
Click on “Add Collaborator”



The screenshot shows a modal window titled "Add Collaborator" with a close button (X) in the top right corner. The form contains the following fields:

- A search field labeled "Search by Name" with a dropdown arrow.
- A text input field labeled "Surname".
- A dropdown menu labeled "Select Capacity" with a downward arrow.
- A dropdown menu labeled "Select Permission Level" with a downward arrow.
- A blue button labeled "Add Collaborator" at the bottom left.

Once the user access has been granted and accepted in the previous step you will be able to select their name in the “Search by Name” field.



**Add Collaborator** ✕

Search by Name ▼ Surname

Kurt

Select Capacity ▼ Select Permission Level ▼

Add Collaborator

Once you have selected the name the surname will automatically populate.

Select the Capacity of the User.

1. EE Management
2. Senior Management
3. EE Administrator
4. Consultant

Lastly please select the “Permission Level.”

1. Editor
2. Viewer

Click “Add Collaborator” to complete the process. The screen will revert to Assign Collaborators to Entity and the process will be completed.

The screenshot displays the 'Assign Collaborators To Entity' interface. At the top, there is a title bar with a back arrow on the left and the title 'Assign Collaborators To Entity' in the center. Below the title bar, there is a search bar with the text 'Add collaborator' and a search icon. The main content area contains a table with the following columns: First Name, Surname, Job Title, Capacity, Administrative Authorization, and Action Role. The table has three rows of data. Below the table, there are two buttons: 'Load All' and 'Load More'. In the bottom right corner, there is a 'Save' button.

	First Name	Surname	Job Title	Capacity	Administrative Authorization	Action Role
<input type="checkbox"/>	Kurt	Wolhuter	Chief Technical Officer	EE Management	Editor	<input type="checkbox"/>
<input type="checkbox"/>	Shayne	Fourie	HR Business Partner	EE Management	Editor	<input type="checkbox"/>
<input type="checkbox"/>	EEGMS	Admin	Admin	Select Capacity	Editor	<input type="checkbox"/>

Please proceed to the next training video “Confirming the Workforce Profile.”