Chapter 1　　　　Getting Started

In this chapter the user will be introduced to the basic concepts of the MSP Portal. The user will learn how to log on to, navigate and log off from the system. The user will also be introduced to the different screen elements that make up the application window.

The chapter comprises of the following lessons:

LESSON 1A　　　LOGGING ON TO THE SYSTEM

LESSON 1B　　　NAVIGATING THE SYSTEM

LESSON 1C　　　LOGGING OFF FROM THE SYSTEM

LESSON 1D　　　LEARNING ABOUT EVENTS, PERSONS, PERSON EVENTS AND CLAIMS

LESSON 1E　　　DATA CAPTURING AND PROCESSING CONVENTIONS ON THE

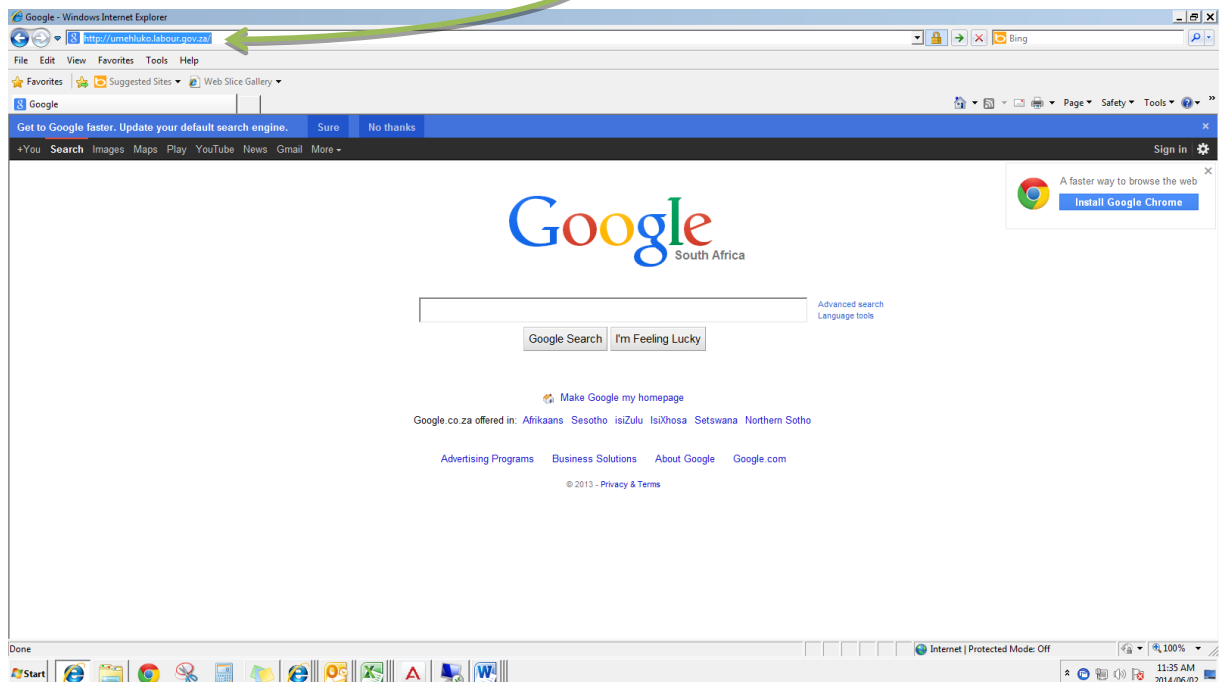　　　　　　　　UMEHLUKO SYSTEM.

## LESSON 1A   LOGGING ON TO THE SYSTEM

To log on to the system double-click on the Internet Explorer Browser icon on your desk top.
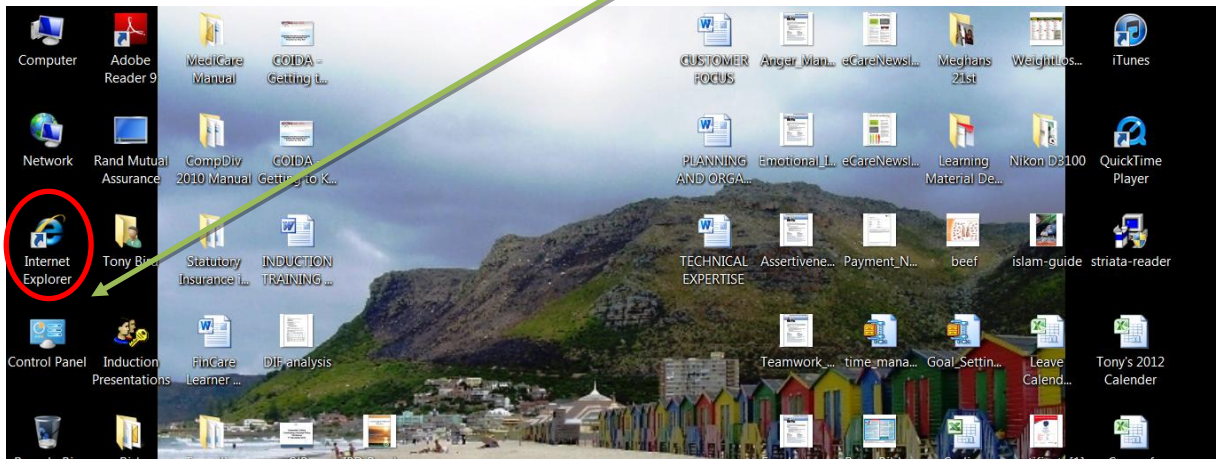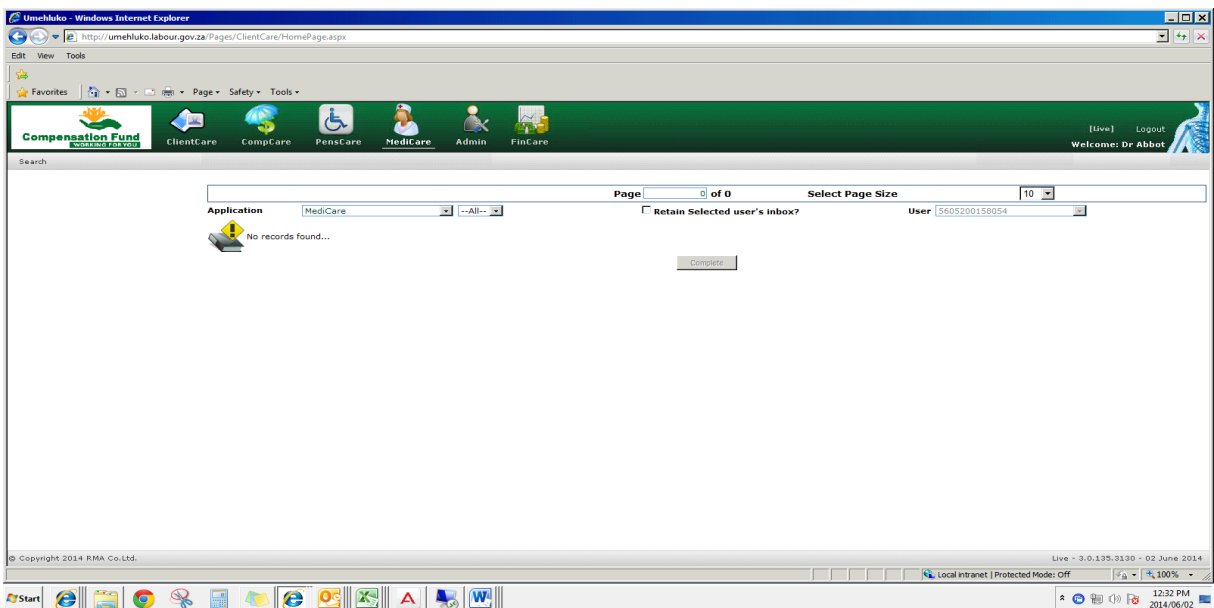

The user's internet home page will display and the user enters the CF website adress for the MSP portal which is; http://umehluko.labour.gov.za/ in the adress bar and clicks on the proceed button.

The login screen will appear and the user logs in to the system using the credentials supplied by CF.
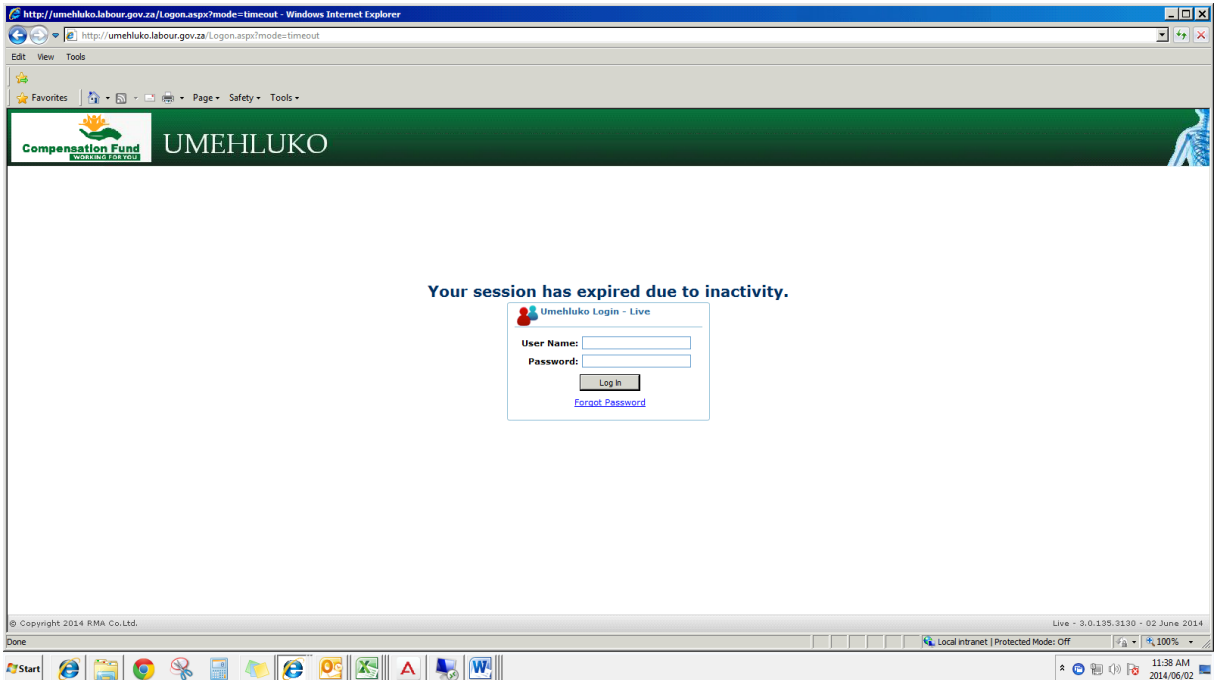
The MSP portal home screen will then display as indicated.

Records in the inbox will be communications sent from CF.

	Note: - To open a workflow the user is required to click on the workflow and then click on the URL link on the next screen which would then take the user into the case. NOW the user can click on the URL button in the column next to the case that needs action and it will open the workflow for further action.

In the next lesson, the user will learn to navigate around the home screen.

The user, after logging on, will be presented with the MSP Portal Applications home page. On the top of the page are various icons indicating the individual applications. Each application's is described below in the boxes.

The icons that are greyed out are the ones that the user cannot access. The icons that are in **bold black** are the applications that the user can access and may use. This access is usually linked to the user's role and permission levels contained within the system. The grey toolbar (Highlighted) at the top of the screen contains menu options.

Each of the options is briefly described below as each item will be discussed where applicable later in the guide.

SEARCH TAB		
Persons	**Person**	Allows the user to search for a person using a variety of options
Claim	**Claim**	Allows the user to search for a claim using a variety of options
Medical Invoices	**Medical Invoices**	Allows the user to search for a medical invoice using a variety of options

LESSON 1C   LOGGING OFF FROM THE SYSTEM

To log off from the system:

Click on Logout.
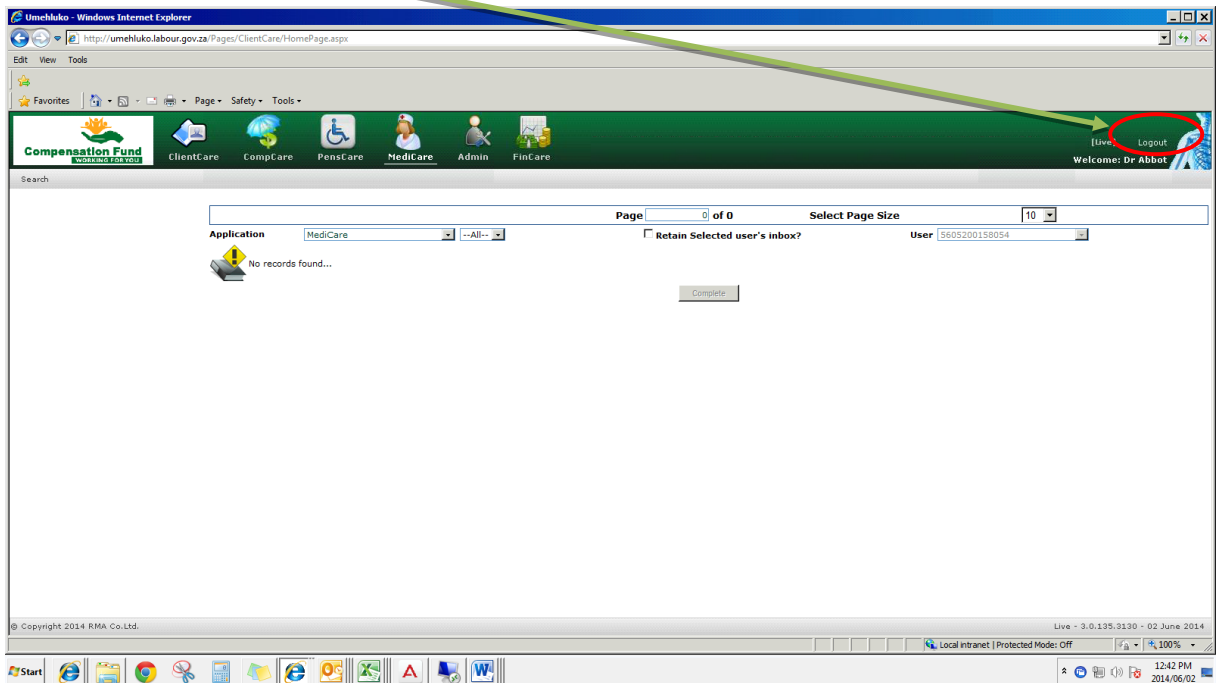
The application window closes and your current session is terminated.

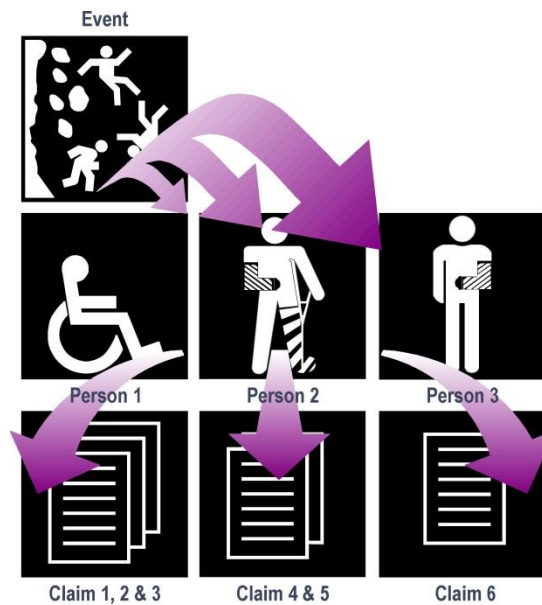An event such as an accident or disease may have more than one affected person associated with it. Each person involved in that event may have cover from more than one policy and therefore more than one claim.

The system treats each event and involved person as a person event and links invoices, medical reports, and so forth at this level, which makes it possible to associate more than one claim with an event.
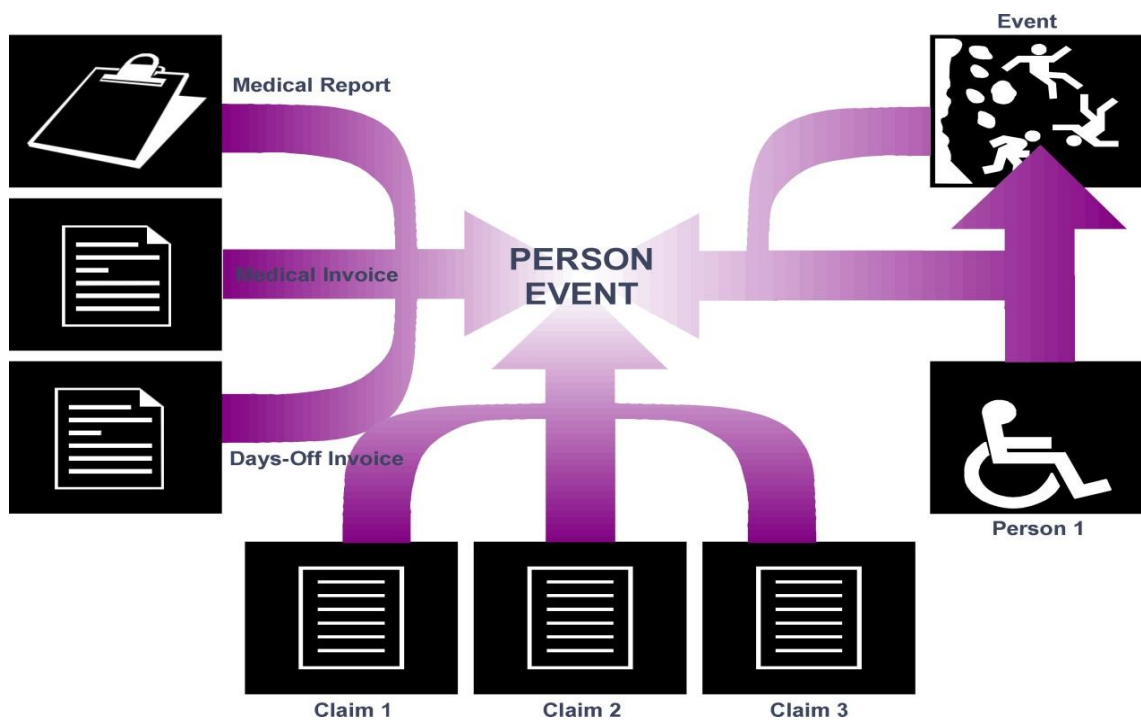
A claim is created for every product that applies to an event, for example, a person may be covered under the Employees Policy (COIDA) for a single event.

When making payments, the invoices that are captured at person-event level are allocated to the claims and payments made based on each claim's specific cover rules, for example, only pay 75% of the days-off value on COIDA.

Capturing information can be a tedious and time consuming process. The system has been designed to capture all the information relating to an injury on duty claim for benefits. Provision has been made to enable the user to capture certain information quicker and thereby speeding up the entire claim processing function.

The system provides several tools to simplify and speed up this process such as drop down lists, online calendars, check boxes and so forth.

For example, the user clicks on the drop down arrow button to the right of the Date Captured field and the following calendar displays:

The user can then select the appropiate date and by so doing the system will automatically enter the information into the blank field.The user can also move from one field to another by using the TAB key when populating the fields with information.

A red asterisk next to a field indicates that the field is a mandatory field and the system will not allow the user to continue unless they provide all the necessary information. The user must complete all of the fields as accurately and completely as possible, ensuring that all of the mandatory fields are fully completed.

What's next?

Now that the user has been introduced to the basic concepts of the JV Portal system, the user is ready to learn more about capturing and/or accessing information into/from the system.