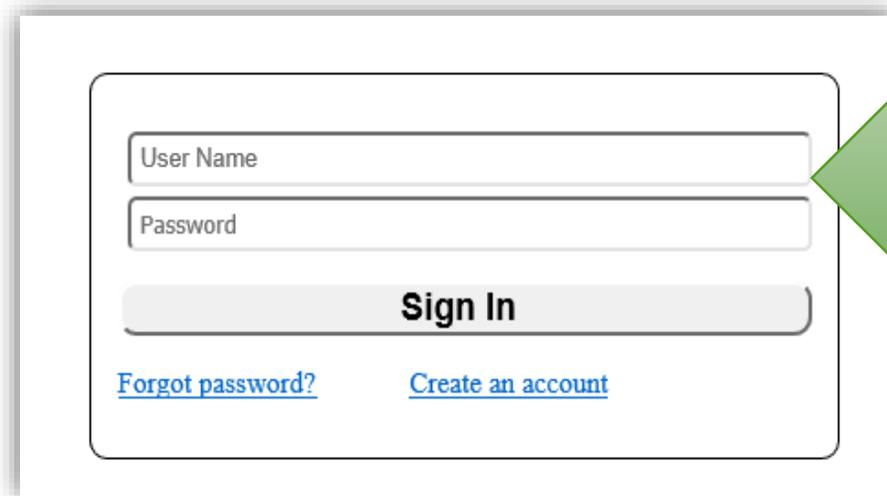


E-Recruitment

How to update your
documents on your
profile

Log In

<https://munrec.collaboratoronline.com/>

A screenshot of a login form. It features two input fields: 'User Name' and 'Password'. Below these fields is a 'Sign In' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Create an account'. The form is enclosed in a white box with a thin black border and a subtle drop shadow.

User Name

Password

Sign In

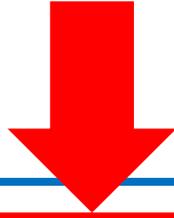
[Forgot password?](#) [Create an account](#)



Log in with
email and
password

Home Page

Click on the icon
'Your Profile'



Collaborator software™ [Home](#) **Your Profile** [Current Vacancies](#) [Application History](#) [Inbox](#) [EDIT LINKS](#)

Welcome to the Municipality Recruitment Portal

We will guide you through creating a profile and to successfully apply for published vacancies by various institutions.

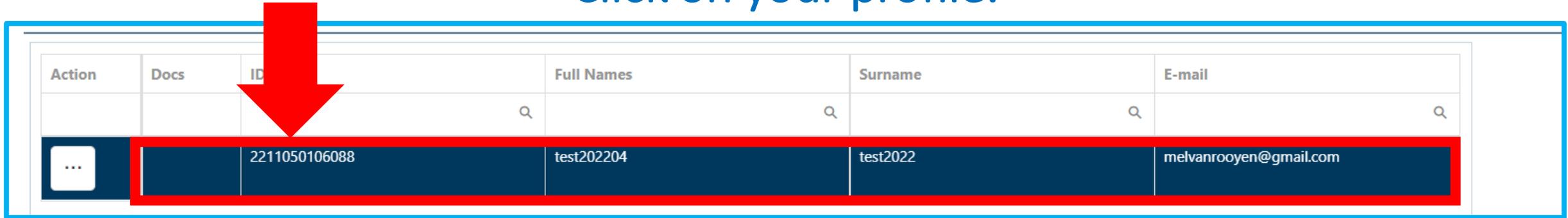
Published Vacancies My Profile Status

Action	Institution	New
<input type="checkbox"/>	Garden Route District Municipality	8

Action	Profile	
<input type="checkbox"/>	melissa M	You are eligible to apply for published vacancies.

Your Profile Page

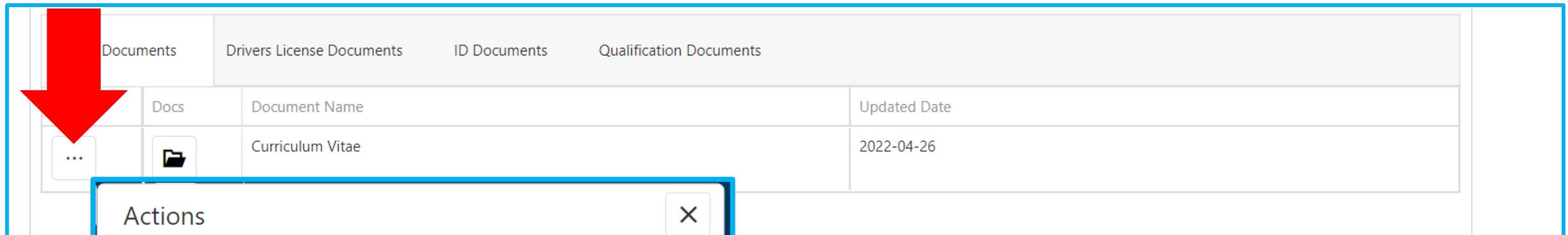
Click on your profile:



A screenshot of a table with columns: Action, Docs, ID, Full Names, Surname, and E-mail. A red arrow points to the ID column. The first row is highlighted in dark blue and contains the following data: a three-dot menu icon, the ID '2211050106088', the full name 'test202204', the surname 'test2022', and the email 'melvanrooyen@gmail.com'.

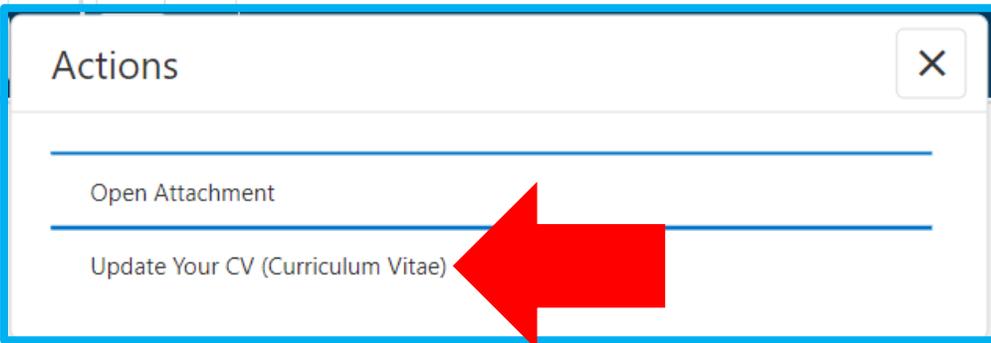
Action	Docs	ID	Full Names	Surname	E-mail
...		2211050106088	test202204	test2022	melvanrooyen@gmail.com

These tabs will display, click on the action button and select:



A screenshot of a table with tabs: Documents, Drivers License Documents, ID Documents, and Qualification Documents. The table has columns: Docs, Document Name, and Updated Date. A red arrow points to the action button (three dots) in the first row. The first row contains: a three-dot menu icon, a folder icon, the document name 'Curriculum Vitae', and the updated date '2022-04-26'.

Docs	Document Name	Updated Date
...	Curriculum Vitae	2022-04-26



An 'Actions' dialog box with a close button (X) in the top right corner. It contains two options: 'Open Attachment' and 'Update Your CV (Curriculum Vitae)'. A red arrow points to the 'Update Your CV' option.

Actions

- Open Attachment
- Update Your CV (Curriculum Vitae)

Your Profile Page

If you want to update any other Document, please select a different tab and do the same as indicated on previous pages



CV Documents		Drivers License Documents	ID Documents	Qualification Documents
Action	Docs	Document Name	Updated Date	
...		Curriculum Vitae	2022-04-26	

Update Your Document

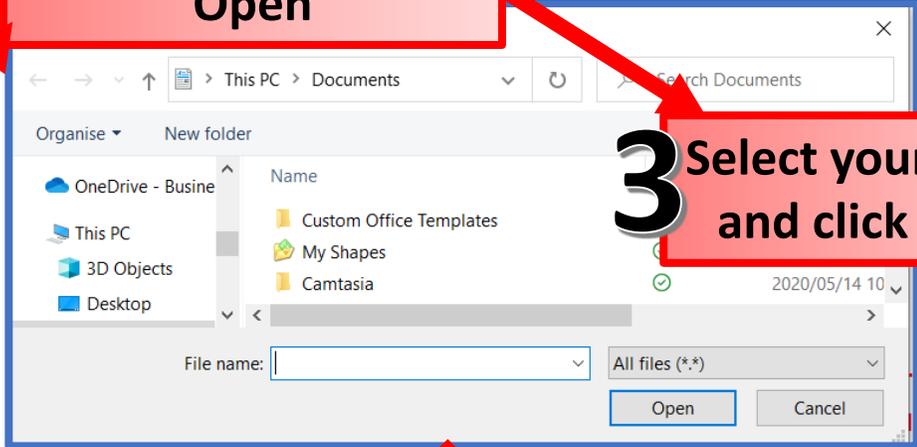
001219, tt test2022 - 2211050106088

Update Your CV (Curriculum Vitae)

Applicant Profile Reference	1216
Record Name	tt test2022 - 2211050106088
Updated Date	2022-12-05
Document Name *	Curriculum Vitae
NOTE	Use the CHOOSE FILE button below to upload a document from your PC. Use the SUBMIT button to submit the document selected.
File	Choose File No file chosen

Submit Save Close

2 Your Doc library will Open



3 Select your saved CV and click on Open

The document name will pull into this field, this means the document is attached.

File Choose File Test CV.pdf

Submit Save Close

4 Click on Submit

Upload Multiple documents (Only on qualification form)

1 Click on Choose File to upload your first document, the same as explained on previous pages

The screenshot shows a file upload interface. At the top, there is a 'File' input field with a 'Choose File' button and the text 'No file chosen'. To the right is an 'Add File' button with a plus icon and a 'File added.' notification. Below this is a table with columns for 'File Name' and 'File Size'. The table contains one row: 'Test Qualifications.pdf' with a size of '8 KB'. At the bottom of the interface are 'Submit', 'Save', and 'Close' buttons. A red arrow points from the 'Choose File' button to the first instruction box, and another red arrow points from the 'Add File' button to the second instruction box.

File Name	File Size
Test Qualifications.pdf	8 KB

2 When you want to upload another document, click on add file

3 The first document you uploaded will move to the bottom, you can now again click on Choose File to upload another document

4 Submit when you uploaded all your documents

Thank you for your time!

