



Alternative Dispute Resolution System

ADR UBUNTU

TUTORIALS

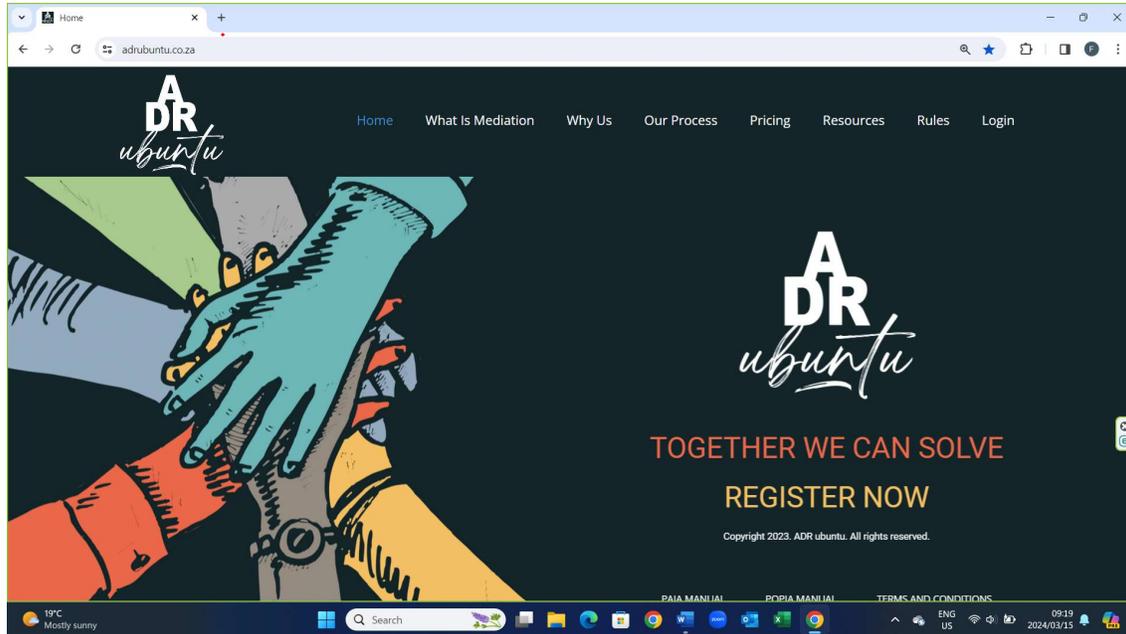
**HOW TO CREATE A NEW
PROFILE**

5 January 2024

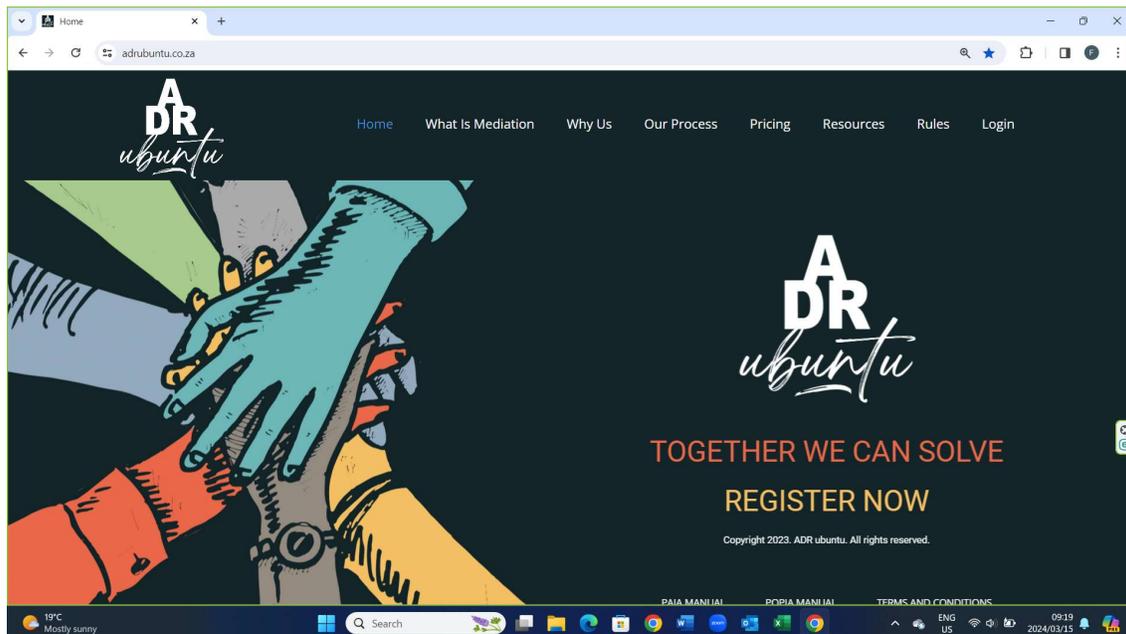
ADR UBUNTU/TUTORIALS/HOW TO CREATE A NEW PROFILE

HOW TO CREATE A NEW PROFILE

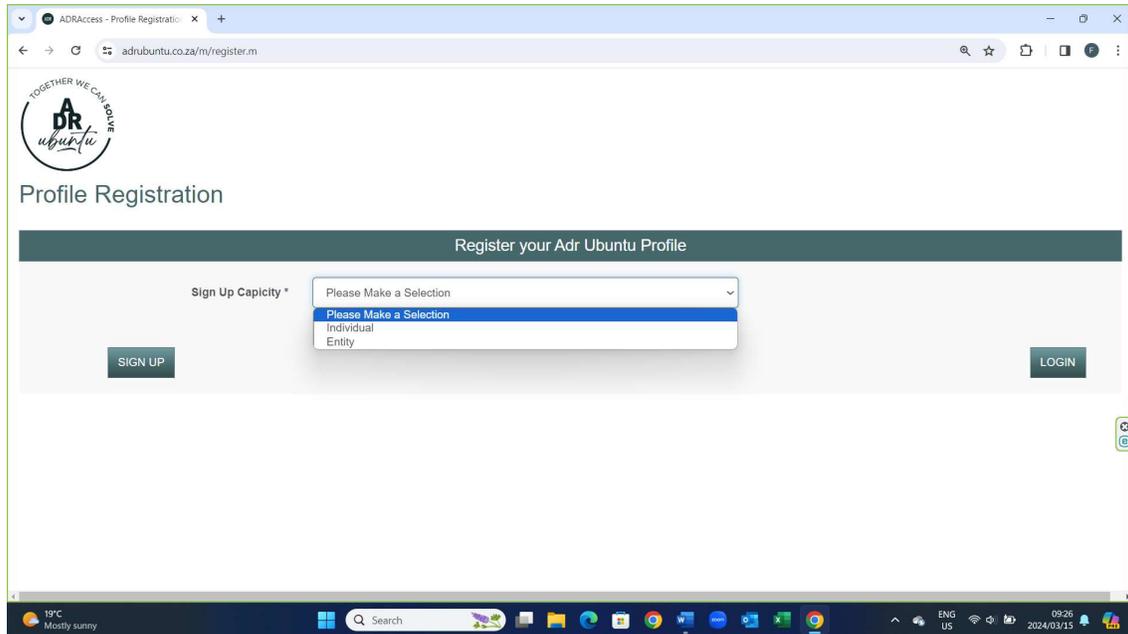
1. User to log into the www.adrubuntu.co.za website. A user will not be in a position to utilise the benefits of the platform without creating a profile.



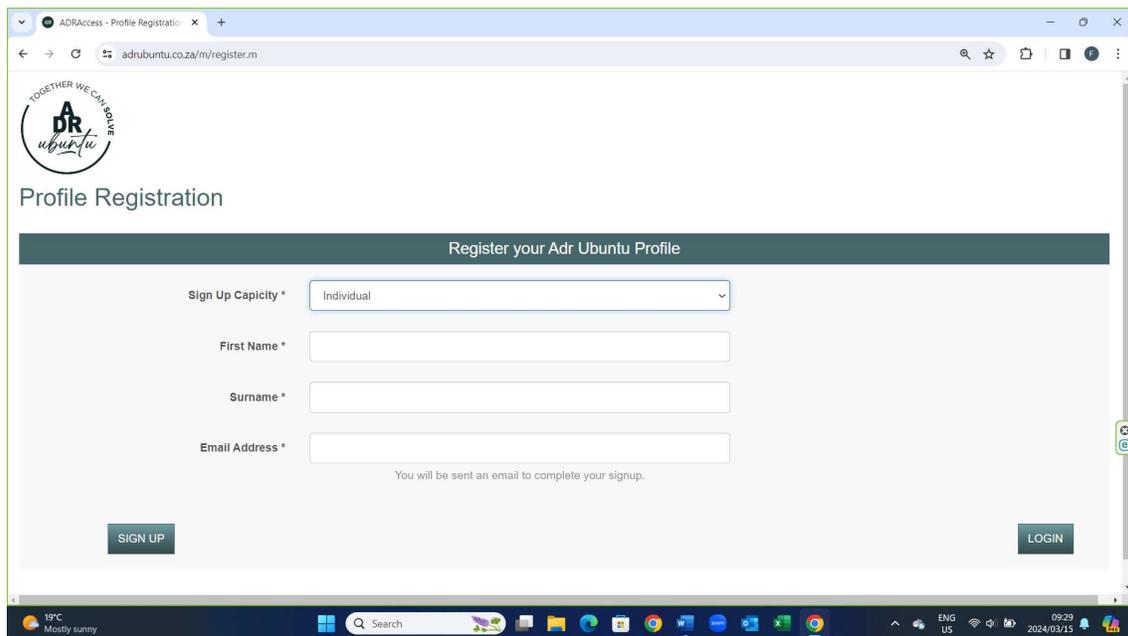
2. User to click on the [REGISTER NOW](#) link.



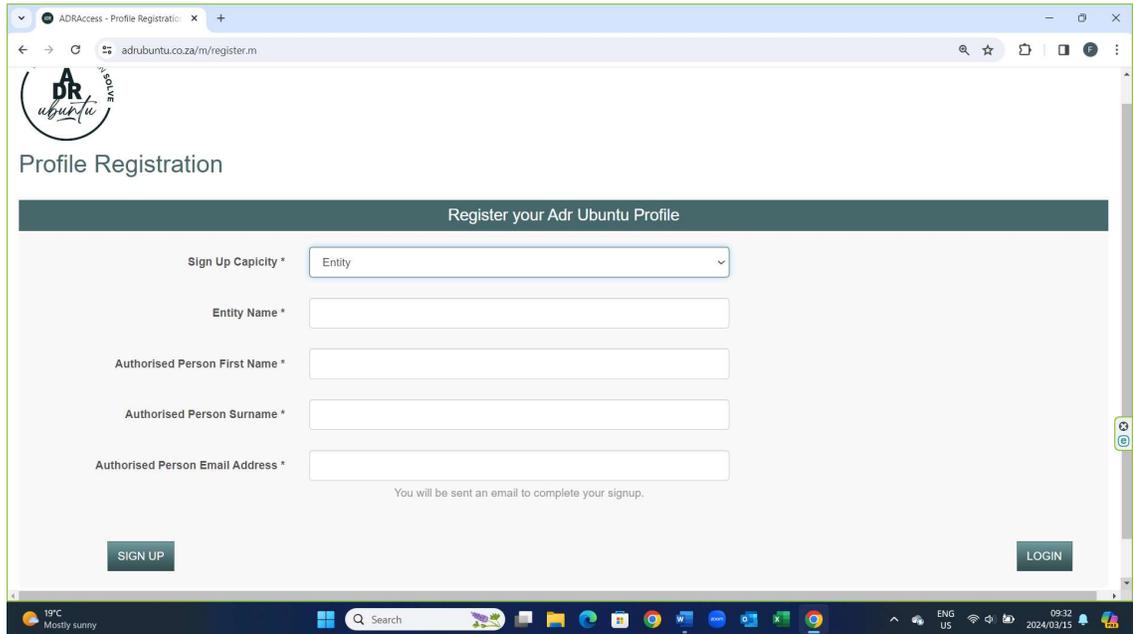
3. User to select the sign-up capacity of their profile. User can register either as an individual or entity.



4. If user selects to sign-up as an individual, they then need to complete the information requested and as indicated below.



5. If user selects to sign-up as an entity, they then need to complete the information requested and as indicated below.

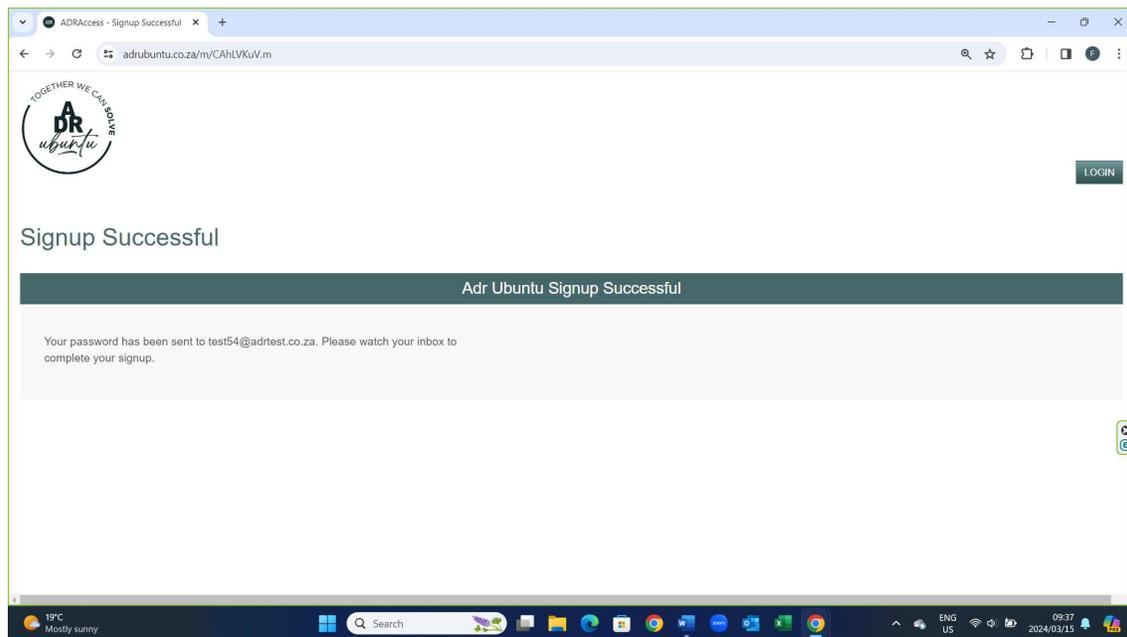


The screenshot shows a web browser window with the URL `adrubuntu.co.za/m/register.m`. The page title is "Profile Registration" and the main heading is "Register your Adr Ubuntu Profile". The form includes the following fields:

- Sign Up Capacity * (Dropdown menu, currently set to "Entity")
- Entity Name * (Text input field)
- Authorised Person First Name * (Text input field)
- Authorised Person Surname * (Text input field)
- Authorised Person Email Address * (Text input field)

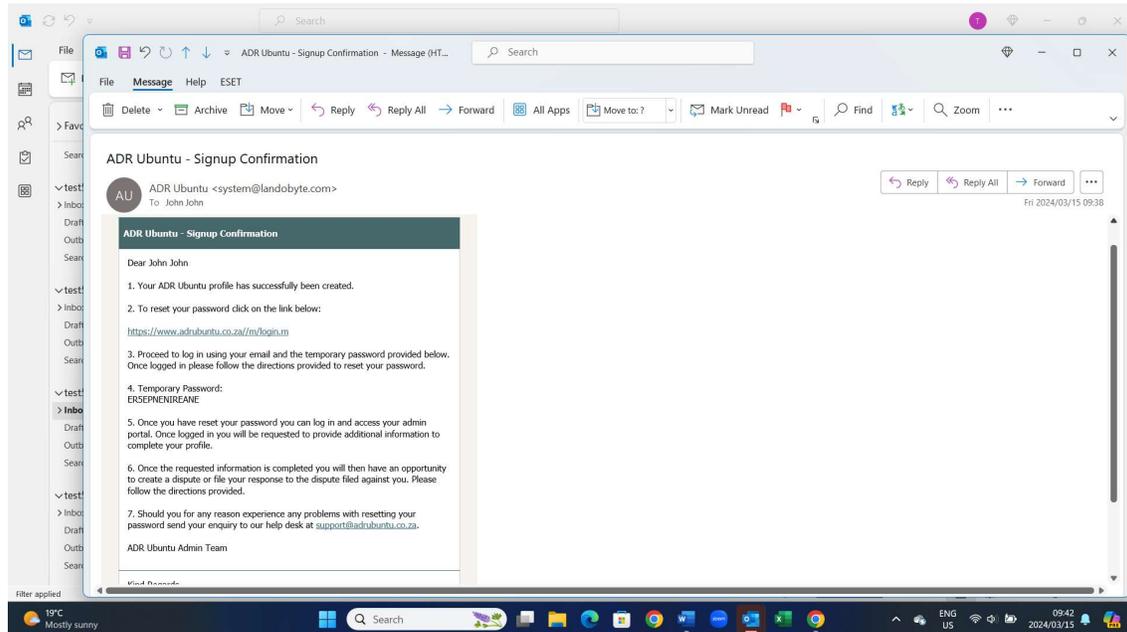
Below the email field, there is a note: "You will be sent an email to complete your signup." At the bottom of the form, there are two buttons: "SIGN UP" and "LOGIN". The browser's taskbar at the bottom shows the date as 2024/03/15 and the time as 09:42.

6. Once the user has provided the information and clicks on the SIGN UP button, he will be taken to the below mentioned screen indicating that a password has been sent to the users email address and that he must go to his/her inbox to complete the sign up.

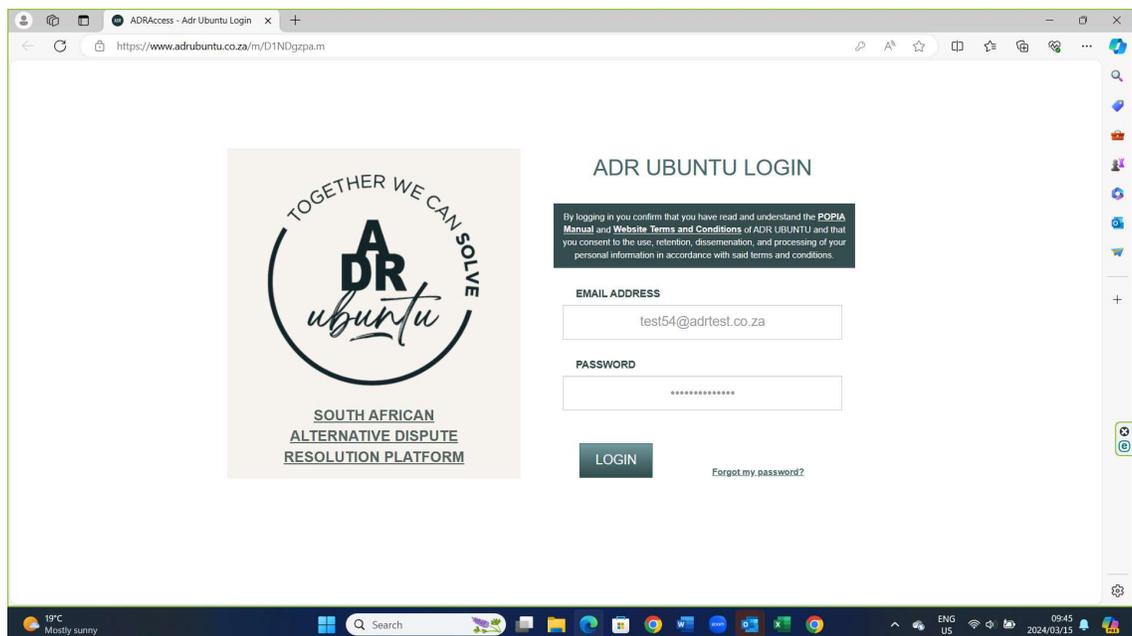


The screenshot shows a web browser window with the URL `adrubuntu.co.za/m/CAhLVKuV.m`. The page title is "Signup Successful" and the main heading is "Adr Ubuntu Signup Successful". The message on the screen reads: "Your password has been sent to test54@adrtest.co.za. Please watch your inbox to complete your signup." At the top right of the page, there is a "LOGIN" button. The browser's taskbar at the bottom shows the date as 2024/03/15 and the time as 09:37.

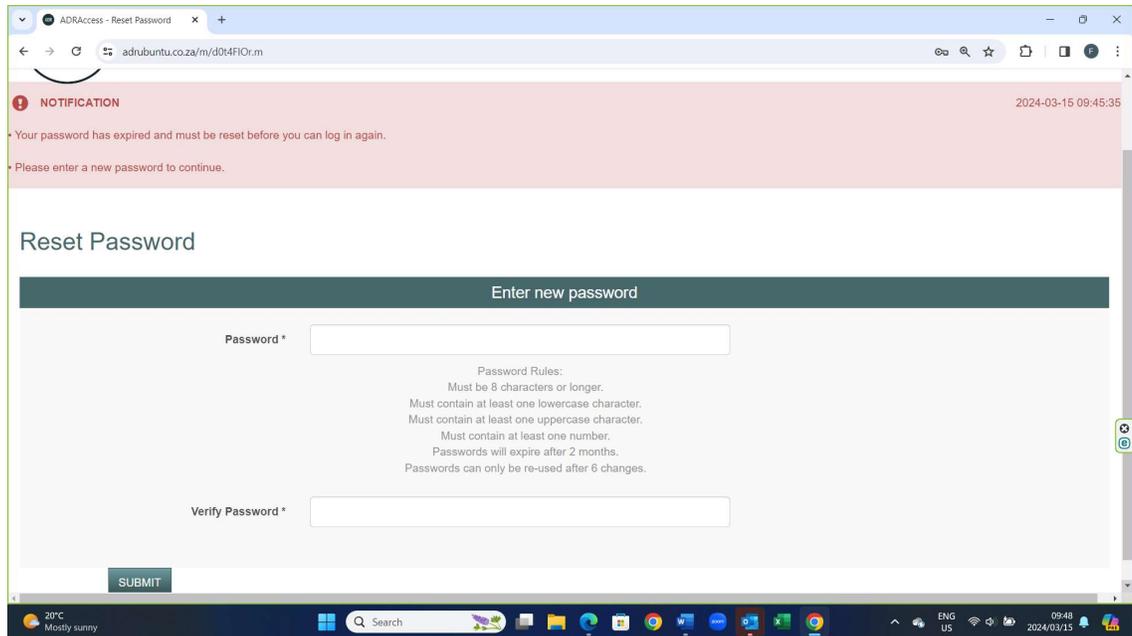
- The user will now go to his email address and view below mentioned email address. The user must then copy the temporary password provided and click on the website link provided in point 2.



- The user will be taken to the log in page where they will then provide their email address and paste (fill in) the temporary password provided in the email received.



9. The user will then be taken to a page where they will be given an opportunity to select their own unique password. Once selected they will then be in a position, to log into their profile with their new unique password. The new password must always be kept confidential.



ADRAccess - Reset Password

adrubuntu.co.za/m/d04FIOr.m

NOTIFICATION 2024-03-15 09:45:35

Your password has expired and must be reset before you can log in again.

Please enter a new password to continue.

Reset Password

Enter new password

Password *

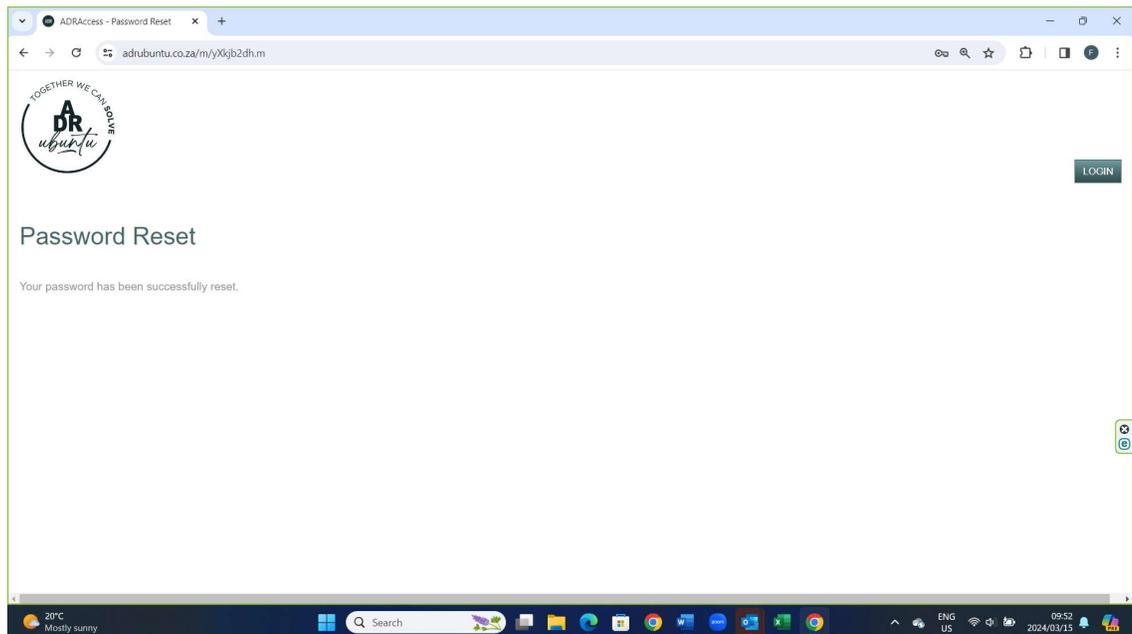
Verify Password *

SUBMIT

Password Rules:

- Must be 8 characters or longer.
- Must contain at least one lowercase character.
- Must contain at least one uppercase character.
- Must contain at least one number.
- Passwords will expire after 2 months.
- Passwords can only be re-used after 6 changes.

10. Once reset the user will receive the below mentioned on screen message. The user can then click on the Log In button and use the new details to log into their profile.



ADRAccess - Password Reset

adrubuntu.co.za/m/yXkjz2dh.m

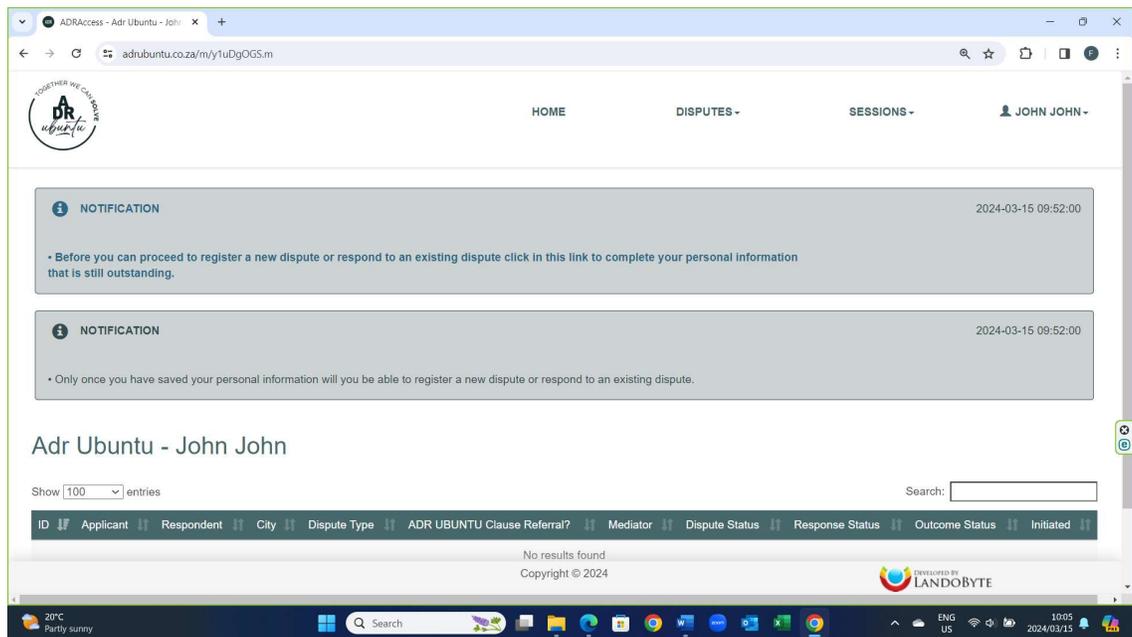
TOGETHER WE CAN SAVE

LOGIN

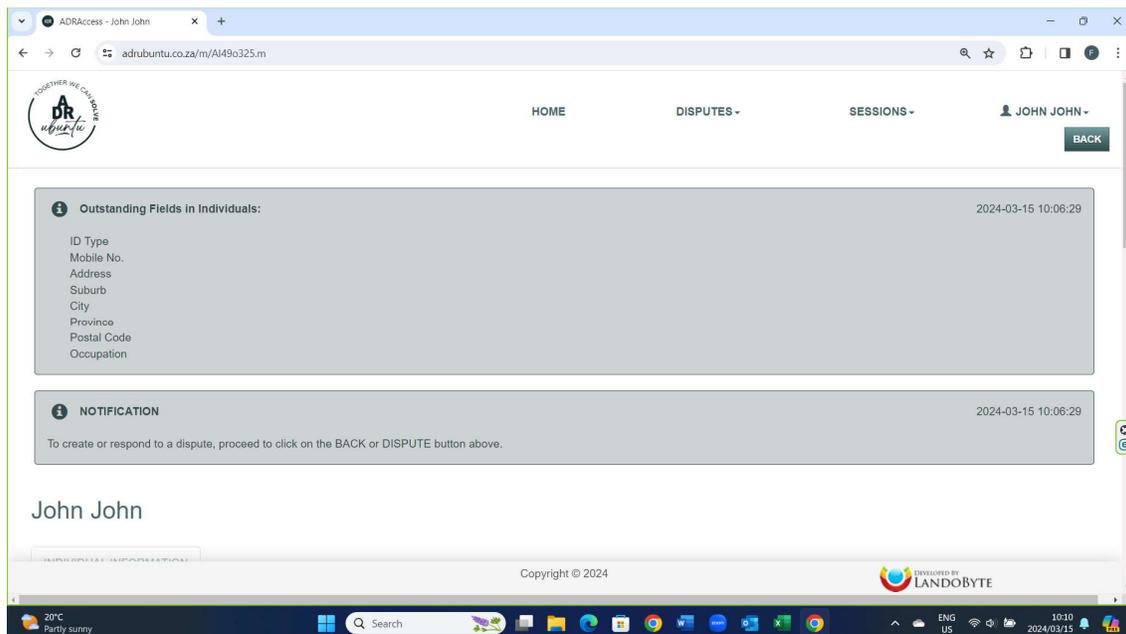
Password Reset

Your password has been successfully reset.

11. Once logged in the user will be requested to complete the additional information required to finalize their profiles. The user will click on the link provided in the NOTIFICATION tab.



12. Once the link is clicked on the user will taken to below mentioned page, which shall indicate to them what information is still required to be completed. Once completed the user will click in the SAVE button.



13. Once saved the user will receive the below mentioned screen message. The users' profile has now been finalized and is now positioned to lodge a new dispute or respond to an existing dispute by clicking on the BACK button provided.

The screenshot shows a web browser window displaying the ADRAccess user profile page for 'John John'. The browser's address bar shows the URL 'adrubuntu.co.za/m/y/PNivQ3G.m'. The page features a navigation menu with 'HOME', 'DISPUTES -', and 'SESSIONS -'. The user's name 'JOHN JOHN -' is displayed in the top right corner, along with a 'BACK' button. A green success message at the top states: 'The Individual Information has been saved.' with a timestamp of '2024-03-15 10:08:36'. Below this is a grey notification box with an information icon, titled 'NOTIFICATION', containing the text: 'To create or respond to a dispute, proceed to click on the BACK or DISPUTE button above.' with the same timestamp. The main content area shows the user's name 'John John' and a tab labeled 'INDIVIDUAL INFORMATION'. A dark green header bar displays 'John John'. Below this, a form field for 'First Name' contains the value 'John'. The footer of the page includes 'Copyright © 2024' and the 'LANDOBYTE' logo. The Windows taskbar at the bottom shows the system tray with a temperature of 20°C, a search bar, and the date and time '10:11 2024/03/15'.