AFLA - BPAMS

Stellenbosch Municipality: Manual for AFLA Portal

Esri South Africa

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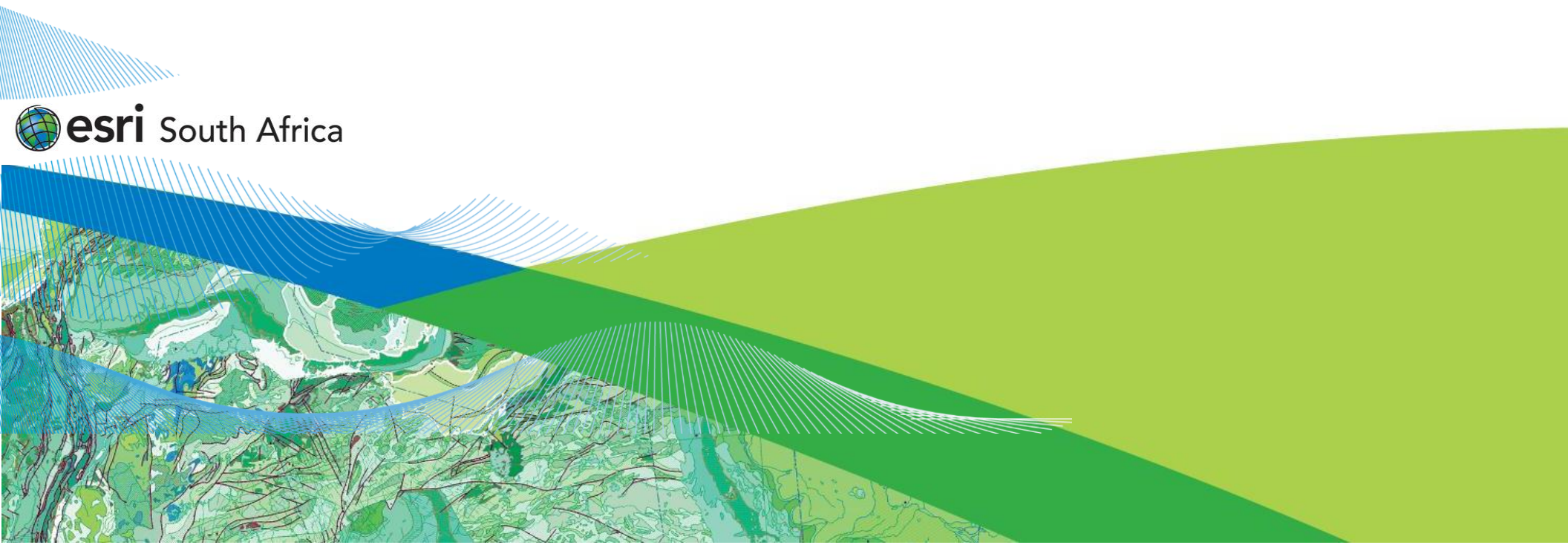
AFLA Portal

Where users/applicants lodge their applications



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1 Abstract (Portal)

This Manual document concerns the AFLA Portal developed for the public, in South Africa by Esri South Africa. AFLA Portal is a web-based system that will improve the current manual application management with a computerised version that will enable the lodging of the Building Plans applications electronically, track the status of the applications, maintain application documentation, and remind the relevant resources of the outstanding submissions and approaching deadlines. The applications will also be plotted on the map surface to aid an advanced land development application management system.

1.1 Hardware and Software Environment

The Building Plan Application Management System can be used on machine that runs commonly used browsers such as Internet Explorer, Firefox, Google Chrome and Opera.

The requirements specification states that the system will run in Windows desktop computers and will work on the latest versions of the most common browsers:

- Internet Explorer (Figure 1: Internet Explorer, version 11.6 or later (11.6 shown).), version 11.6 or later,
- Mozilla Firefox, (Figure 2), version 46.0 or later,
- Google Chrome (Figure 3), version 54.0 or later, and
- Opera (Figure 4), version 41.0 or later.

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Figure 1: Internet Explorer, version 11.6 or later (11.6 shown).

Figure 2: Firefox, Version 46.0 or later (46.0 shown)

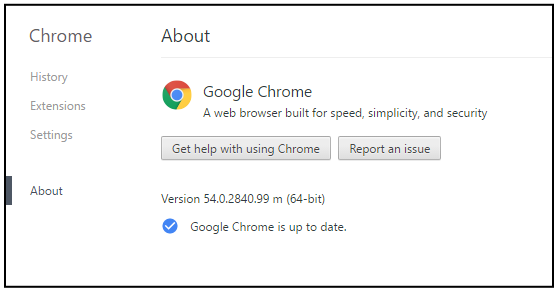

Figure 3: Google Chrome, Version 54.0 or latest)

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Figure 4: Internet Explorer Version 41.0 or later (41.0 shown)

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About the project

This document concerns the **Building Plans Management System** (BPAMS) developed for Municipalities in South Africa, by Esri South Africa. The BPAMS will improve current manual land application management with a computerised version that will enable the following:

- Ability to search for Building Plan applications.
- Creating Building Plan applications electronically.
- Maintain Building Plans information.
- Administering the Building Plan applications
- Ability to search Building Plan applications.
- Generate excel or pdf reports based on search results.
- Ability to draw out boundaries of a specific Building Plan.

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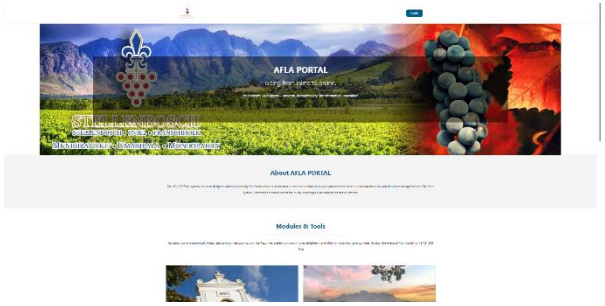
1.2 Login and creating applications

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Preparation	Open the chosen browser. The tests might be conducted by choosing one of the supported browsers or several testers might conduct the tests in parallel, each tester using a different browser. The tests can be executed in Internet Explorer, Mozilla Firefox, Opera and Chrome.	
2	Login 	Use the following link: https://citymaps.stellenbosch.gov.za/aflaportal/	The link takes you to **AFLA portal's login page**

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	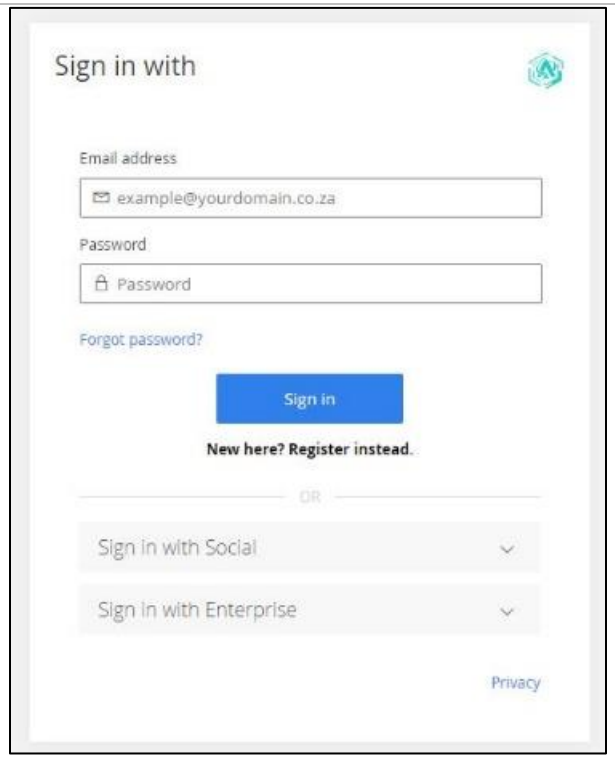		
3	Fill in your details **Alternatively:** If you are an existing user, please use the Forgot password otion to reset your password and follow the prompts to gain access to your previous applications	**Fill in:** Email address and password and click on the "**Sign In**" button. Fill in your email address to receive email to reset your password and gain access to your account.	This will redirect you to the **AFLA Portal dashboard**

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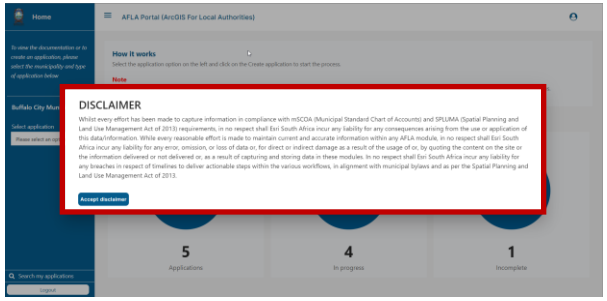
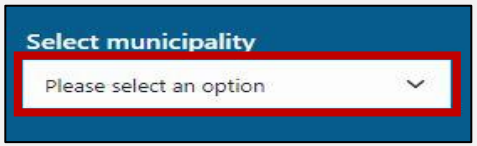
4	Disclaimer 	The Disclaimer pop-up box will display, click on the "**Accept disclaimer**" button	The "**Disclaimer**" pop-up will close as soon as you click on the "**Accept disclaimer**" button
5	Afla Portal Dashboard – Select the municipality 	• You are redirected to the dashboard of the AFLA Portal. • Click on the drop-down on the left to select the municipality.	• When you click on the drop-down menu, a list of municipalities will be shown. • Chose the correct one. (**It can also be just one Municipality**).
6	Select Application 	After selecting a municipality, another drop-down menu will appear, select the "**Building plans**" item .	When clicking on the drop-down, it will open a list of applications, click on **Building plans.**

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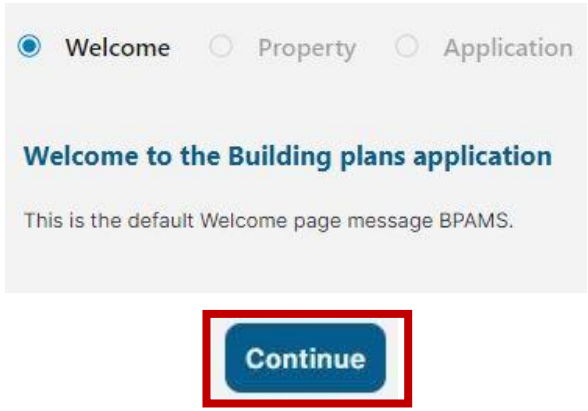
7	Create Application 	After selecting "**Building plans**" it will show two new menu items, click on the "**Create Application**" button.	When clicking on the "**Create application**" button, you will be redirected to a new application.
8	Welcome Step 	• After clicking on the "**Create Application**" button, the page on the right will change and you will notice the "**Welcome**" step. • Read through this step and click on the "**Continue**" button in the bottom right corner. OR – Click on the message at the bottom stating: "**Please click HERE for more information related to Building plans applications**" if you would like to know more about the **Building plans** application	The Welcome message should display. When clicking on the "Continue" button, it will launch step 2 – the "Property" step.
9	Property Step 	• After clicking on the "Continue" button, the Property Step will open up. • Read through the information at the top.	The "**Property**" step displays and you will notice a map that is loaded with properties highlighted in black.

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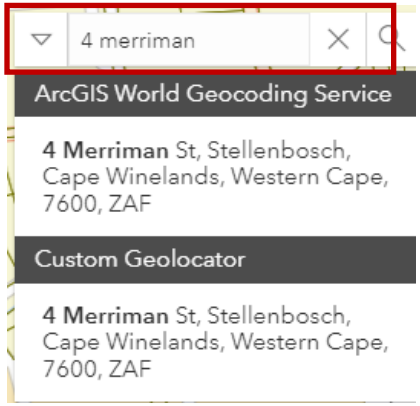
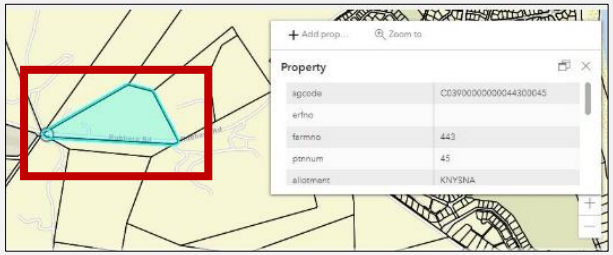
10	Searching for a property 	Search for your property by typing in the address on the right in the search bar "**Search for place or address**." Click on the search icon or press the "Enter" key on your keyboard.	While typing the **address**, a drop-down will appear with the information of suggestions.
11	Selecting a property 	• Your property will be shown by a circle, click on the black highlighted property where the circle is. • Your property will then be highlighted in blue. • You will notice a pop-up with information about the property.	• When you search for your property, a circle will display where your property is on the map. • When clicking on the black highlighted property, it will change to blue and a pop-up will show on the right side of the map with the property information.
12	Cancel Property	If you would like to cancel the property click on the close button, the property details pop-up will close and you can search for your property again.	When clicking on the close button, you will be redirected back to the map screen and you can search again.

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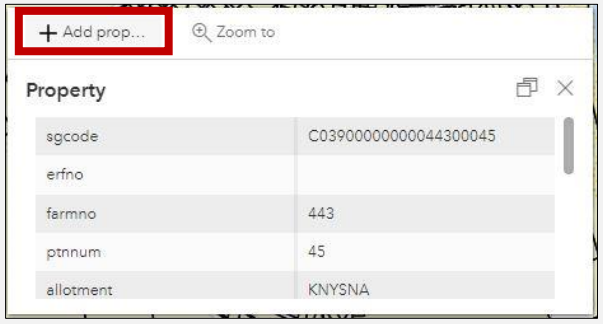
13	Adding a Property 	• When you are happy with the Property information, click on the "**+Add prop…"** button. • The information will show at the bottom of the map.	When you click on the "**+Add prop…**" button, fields will be listed below the map.
14	Property Details 	• Add your property details on the first part of the form. • Make sure that you fill in all compulsory fields. • You can also add more zones. • Make sure that all information is correct	When all compulsory fields are added, you will not see red fields, scroll down to the "**Owners**" heading.

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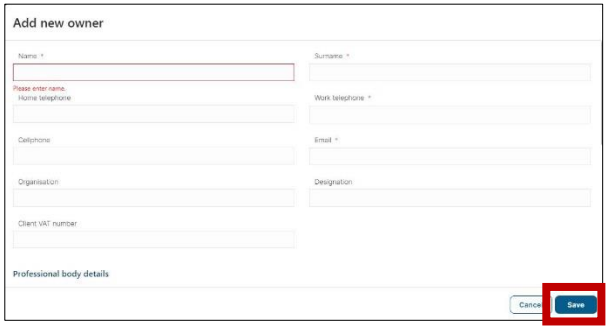
15	Owners Details 	• You need to add the owner of this property. • Click on the "**Add**" button to start adding the "Owner" details. (You can add more than one owner)	When clicking on the "**Add**" button, a pop-up screen will open up where you need to fill in the "**Owner**" details.
16	Add Owner 	• Add all details of the owner on the pop-up screen. • Make sure you fill in all compulsory fields. • When done, click on the "**Save**" button	When clicking on the "**Save**" button, the "**Add new owner**" pop-up will close and your owner will display in the Owner Details table.

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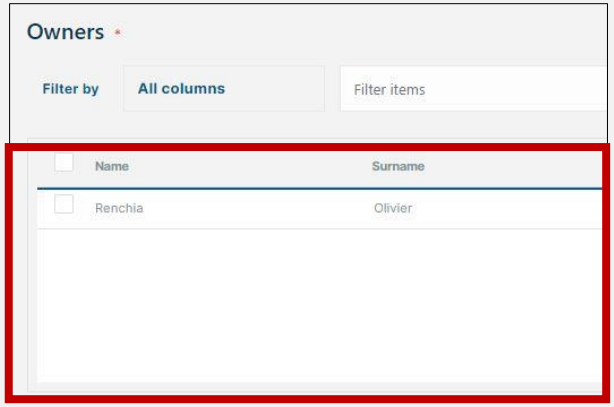
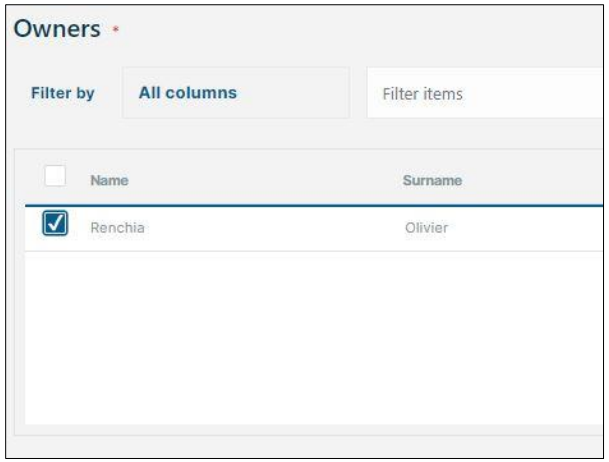
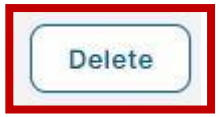
17	 Owner Details are displayed in the table	• You will notice the owner details displayed in the table under the "**Owners**" header. • You can add more owners by clicking on the "**Add**" button again.	Owner details appear in the "**Owner**" table under the "**Owners**" heading.
18	Delete Owner  	• If you would like to delete the owner, click on the checkbox next to the owner's name and click on the "**Delete**" button. • A pop-up will open up asking if you are sure. • Click on the "**Delete**" button	• The checkbox color will change and the box will be ticked. • When clicking on the "**Delete**" button a pop-up will show asking if you are sure that you would like to delete the owner. • Click on the "**Delete**" button and the owner details will disappear from the table.

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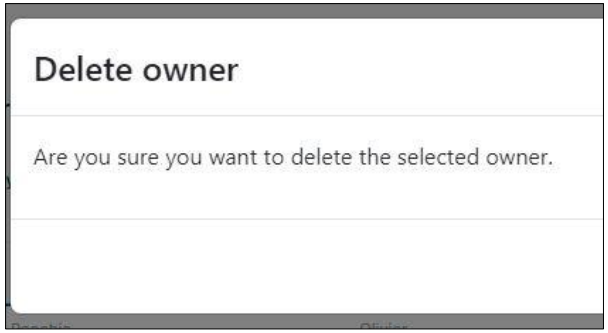
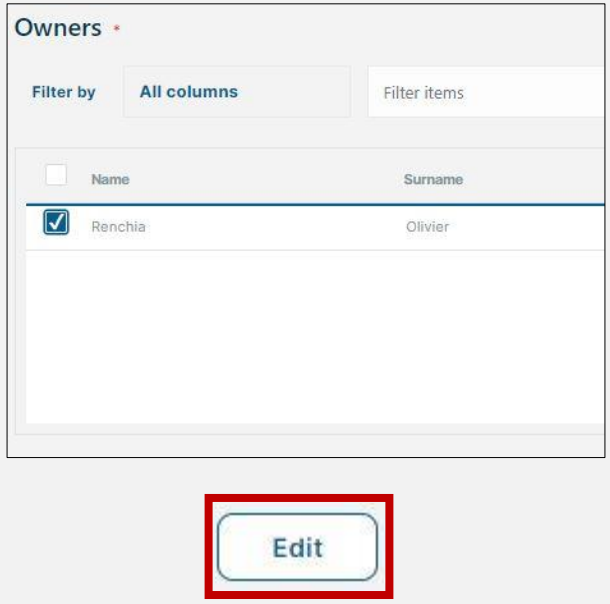
			
19	Edit Owner 	• Click on the checkbox to select the owner details you would like to edit. When selected, click on the "**Edit**" button. • A pop-up will display where you can edit the owner's details. Edit the details and click on the "**Save**" button. • The pop-up will close and you will be redirected to the main page again.	• The check box color should change and should be ticked. • Clicking on the Edit button, a pop-up window will appear and you can edit the fields. • Click on the "**Save**" button and the pop-up will close.

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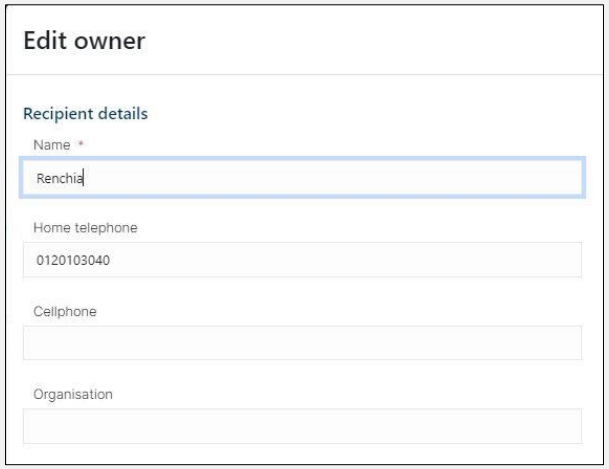
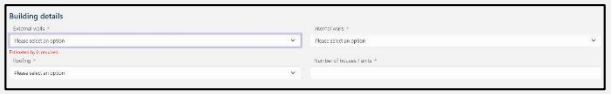
			
20	Property Application details 	• Fill in the Property application details. • Make sure you fill in all the compulsory fields. • Make sure your estimation is correct. • When done, scroll down	• All fields with an * are compulsory. • When filling in everything that is needed you can scroll down to "**Building details**" no red should show when all compulsory fields are filled in.
21	Building details 	• All details below "**Building details**" are compulsory. • Make sure you fill in these details correctly	• When all details are filled in it will show no red messages stating that a field needs to be filled in. • Browse down to the "**Main building**" header.

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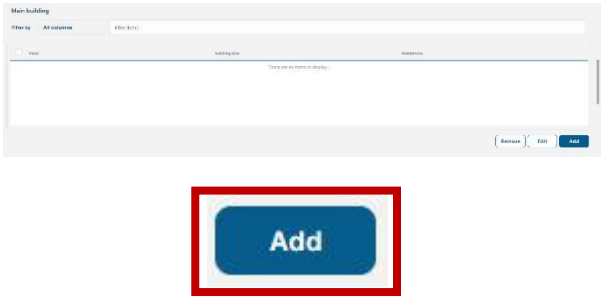
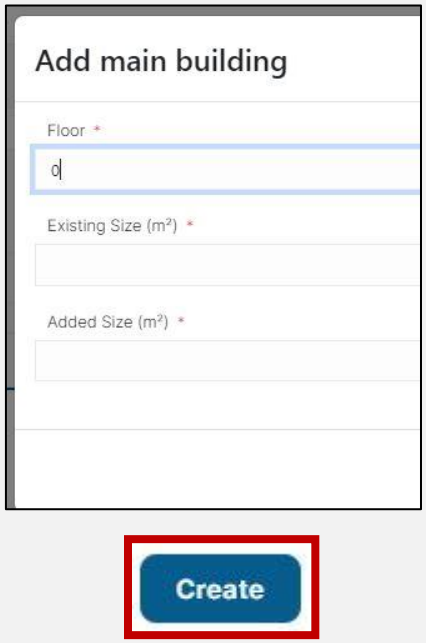
22	Main building – Add  	Add a main building by clicking on the "**Add**" button on the right of the table under the "Main building" heading. You will notice a pop-up form.	As soon as you click on the "**Add**" button, a pop-up will open where you can add the main building details.
23	Add main building pop-up  	• Add the main building details in this pop-up. • NOTE: All fields are compulsory. When you are done, click on the "**Create**" button.	When clicking on the "**Create**" button and all the compulsory fields have been added, you will notice the main building's details in the table under the Main building header.

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24	 Remove Main Building details 	• Click on the checkbox to remove the main building's details. • When ticked, click on the "**Remove**" button. • A pop-up will open asking you if you are sure you would like to delete the selected main building. Click on the "**Yes**" button.	• The checkbox color should be highlighted and ticked. • When clicking on the "**Remove**" button, a pop-up will show, and when clicking on "**Yes**", you will be redirected back to the Main building header. • You will notice that the information you removed is not there anymore.

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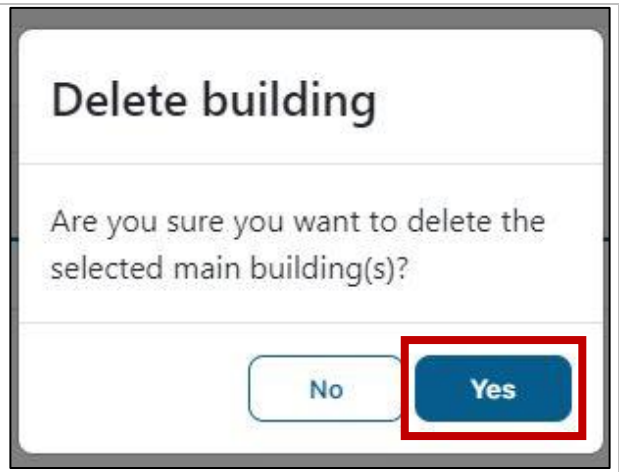
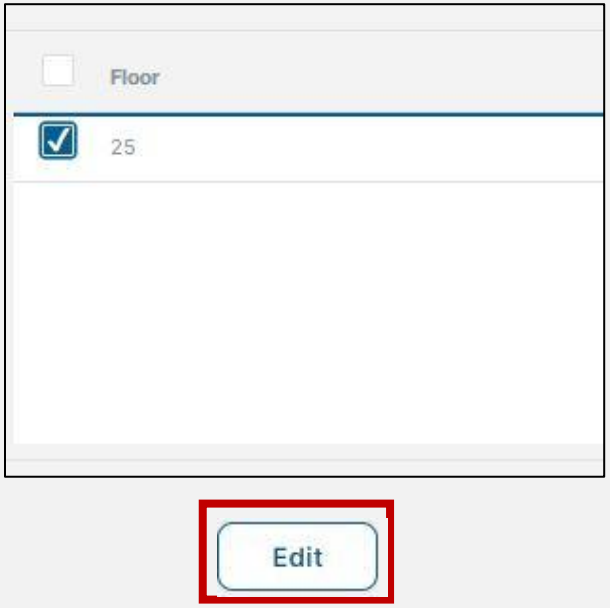
			
25	Edit main building details 	• Click on the checkbox next to the main building information. • And click on the "**Edit**" button. • A pop-up will open where you can edit the main building details. • Edit these details and click on the "**Update**" button.	• The checkbox color should be highlighted and ticked. • When clicking on the "**Edit**" button, a pop-up will show, when done with the details and the "**Update**" button has been clicked, you will be redirected back to the Main building header. • You will notice that your information has been edited.

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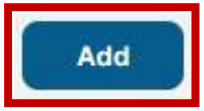
26	Outbuilding/additional building - Add 	• Add an outbuilding or additional building by clicking on the "**Add**" button on the right of the table under the **Outbuilding/additional building**" heading. • You will notice a pop-up form.	As soon as you click on the "**Add**" button, a pop-up will open where you can add the **outbuilding/additional building** details.

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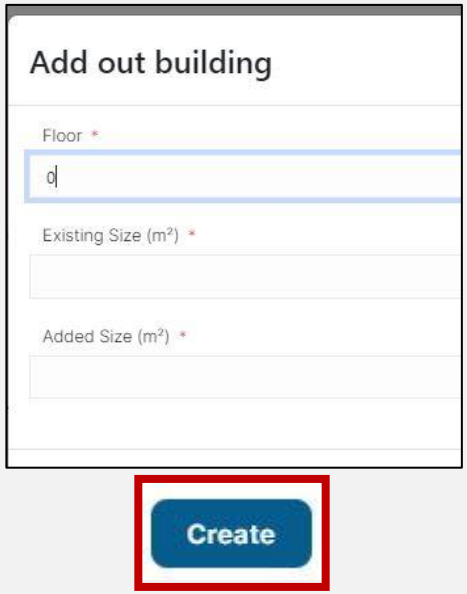
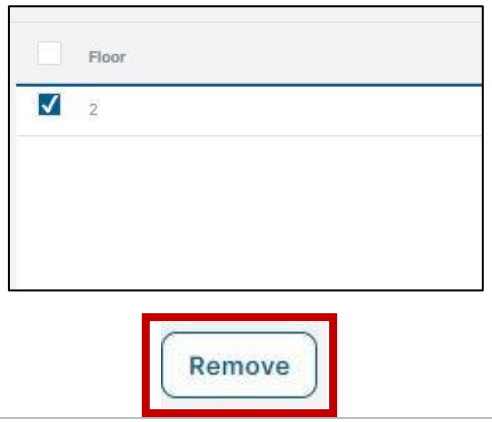
27	Add Outbuilding 	• When you click on the add button, a pop-up will display. • Fill in all the details. • NOTE: All fields are compulsory. • When done, click on the create button. • You will be redirected to the property step again.	Pop-up displays, fields need to be filled in, when clicking on the "**Create**" button, your information will show in the table under the "**Outbuilding/additional building**" heading.
28	Remove Outbuilding 	• Click on the checkbox to remove the outbuilding's details. • When ticked, click on the "**Remove**" button. • A pop-up will open asking you if you are sure you would like to delete the selected outbuilding. • Click on the "**Yes**" button.	• The checkbox color should be highlighted and ticked. • When clicking on the "**Remove**" button, a pop-up will show, and when clicking on "**Yes**", you will be redirected back to the outbuilding header. • You will notice that the information you removed is not there anymore.

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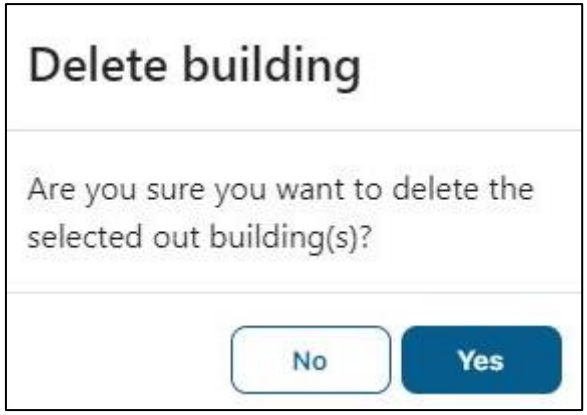
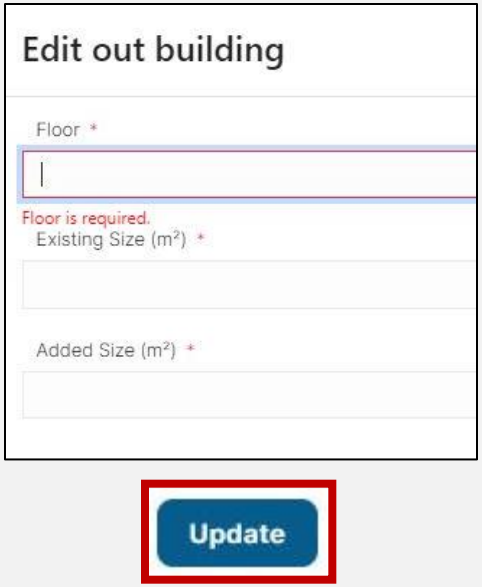
			
29	Edit Outbuilding/additional building 	• Click on the checkbox next to the outbuilding information. • And click on the "**Edit**" button. • A pop-up will open where you can edit the outbuilding details. Edit these details and click on the "**Update**" button.	• The checkbox color should be highlighted and ticked. • When clicking on the "**Edit**" button, a pop-up will show, when done with the details and the "Update" button has been clicked, you will be redirected back to the Outbuilding header. • You will notice that your information has been edited.

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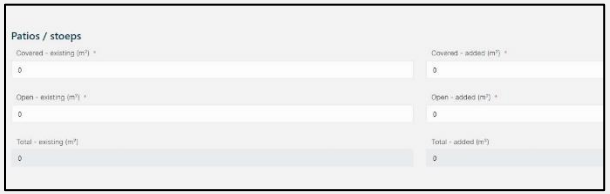
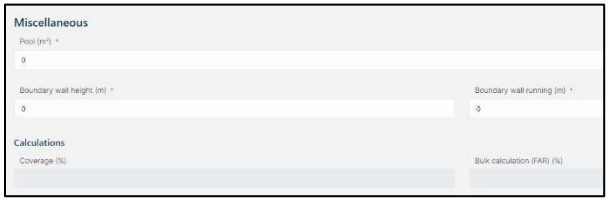
30	Building Total 	• The building total is worked out by the AFLA Portal application. • This cannot be added manually.	This is calculated by the system, the total will add up with the information you inserted.
31	Patios/stoeps 	• Fill in the details correctly. • NOTE: All details under this heading are compulsory. • The Total fields are calculated by the AFLA Portal application. • These calculations cannot be done manually	When fields are filled in, the calculation is done by the system in the "**Total**" fields.
32	Miscellaneous 	• Fill in the details correctly. • NOTE: All details under this heading are compulsory. • If there is no "**Pool**" make it a 0.	When fields are filled in, the calculation is done by the system in the "**Calculations**" fields.
33	Remove Property 	Click on the "**Remove property**" button if you want to remove the property.	The property gets removed instantly.
34	Going to the next step 	Click on the "**Continue**" button to go to the next step.	• When clicking on the "**Continue**" button and all the information has been filled in correctly. • You will go to the next step.
35	If you would like to add another property, redo the appropriate steps as shown above.		

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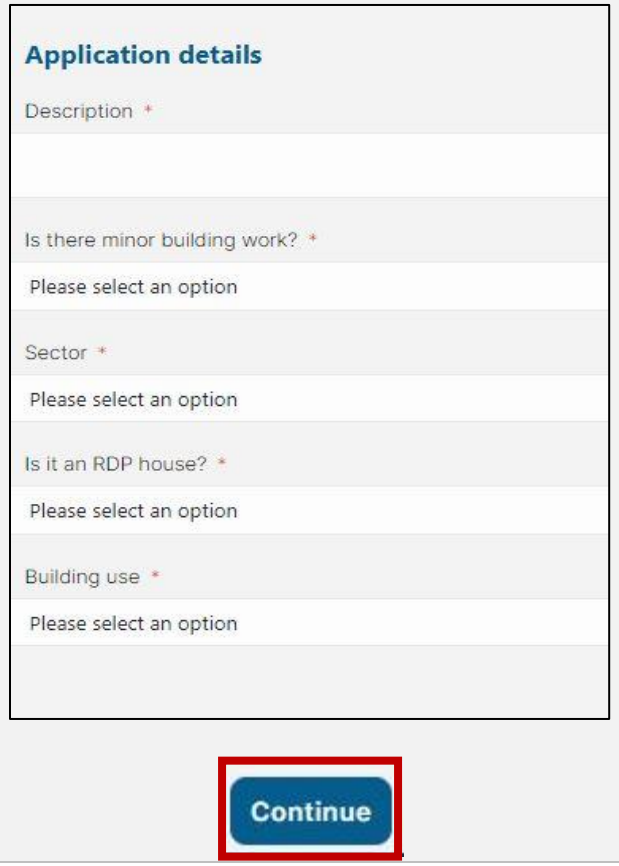
1.3 Application Step

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Application Step 	• Fill in the application details. • NOTE: All fields are compulsory. When done click on the "**Continue**" button.	When all fields are filled in and the "**Continue**" button is clicked on, you will move to the next step.

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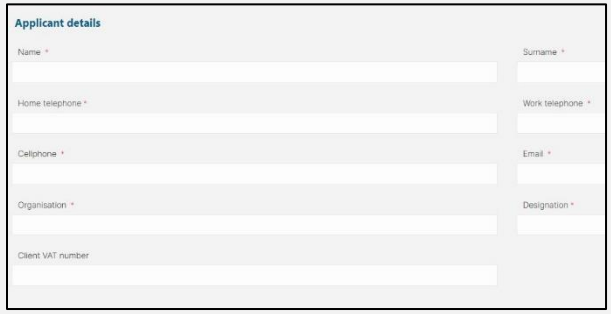
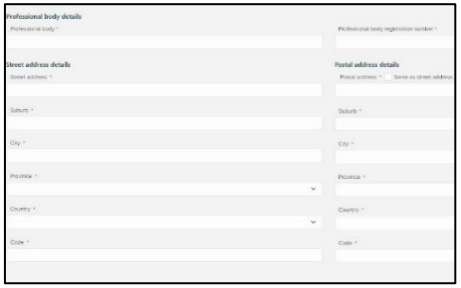
1.4 Applicant Step

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Applicant Step 	• Fill in the applicant details. • NOTE: Make sure you fill in all the compulsory fields	When all compulsory fields are filled in, you will scroll down to the "**Professional bodies**" heading.
2	Professional Bodies and addres  	• Fill in the professional bodies and address details. • NOTE: Make sure you fill in all the compulsory fields. • If the street and postal address are the same, under postal address, tick the checkbox stating: "**Same as street address.**" • When done, click on the "Continue" button to go to the next step.	When all fields are filled in and the "**Continue**" button is clicked on, you will move to the next step.

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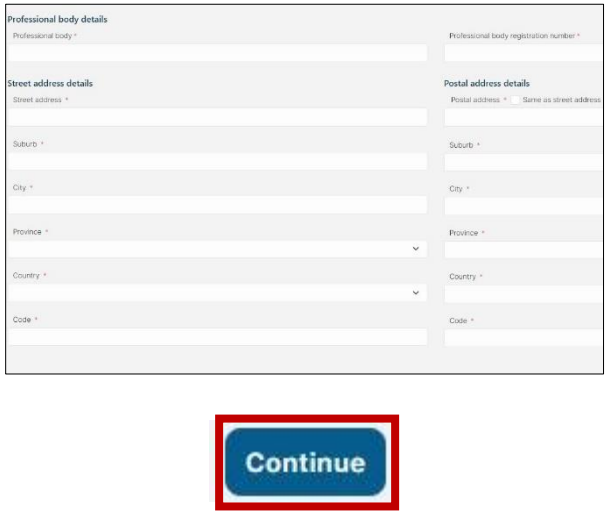
1.5 Applicant agent step

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Applicant Agent Step 	• Fill in the agent details. • NOTE: Make sure you fill in all the compulsory fields	When all compulsory fields are filled in, you will scroll down to the "**Professional bodies**" heading.
2	Professional Bodies and address 	• Fill in the professional bodies and address details. • NOTE: Make sure you fill in all the compulsory fields. • If the street and postal address are the same, under postal address, tick the checkbox stating: "**Same as street address**." • When done, click on the "**Continue**" button to go to the next step.	When all fields are filled in and the "**Continue**" button is clicked on, you will move to the next step.

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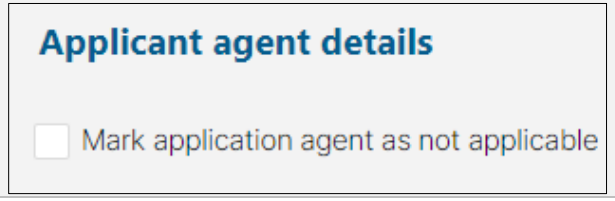
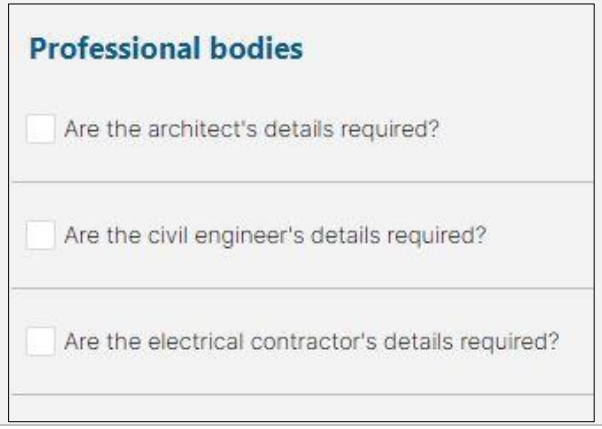
3	Mark the application agent as not applicable 	• If these details are not part of this application, click on the checkbox to mark the application agent as not applicable. • After this, click on the "**Continue**" button	• When clicking on the checkbox, it needs to be highlighted with a tick in the box. • Clicking on the "**Continue**" button will take you to the next step.

1.6 Professional bodies

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Professional Bodies 	• If the Professional bodies need to be included in this application, click on the checkbox accordingly. • Let's start with the architect's details. • Click on the checkbox next to: "**Are the architect's details required**?" • A form will open.	When clicking on the checkbox, a form will open.

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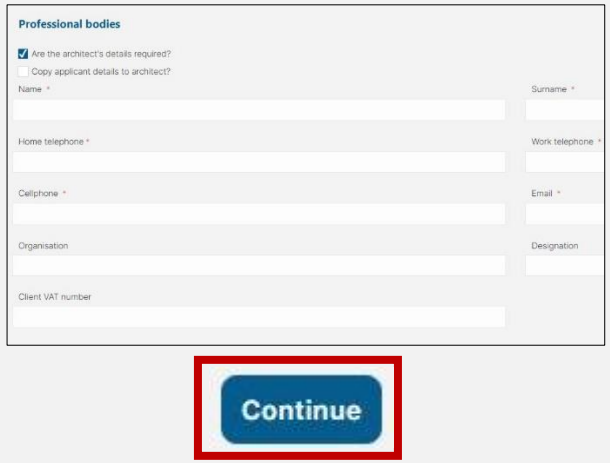
2	Architect's details – Copy applicant details 	• You will notice a checkbox field stating: "**Copy applicant details to architect**?" • You can tick this checkbox if the applicant's details are the same as the architect's.	Clicking on the checkbox will automatically copy the applicant details onto the form.
3	Architect's details 	• If the details differ, fill in all fields. • NOTE: Make sure all compulsory fields are filled in. • Click on the next checkbox. (Use test numbers 2 and 3 for civil engineers and electrical contractors) • When done, click on the "**Continue**" button.	• Details need to be filled in and you can click on the next checkbox. • Clicking on the "**Continue**" button will launch the next step.

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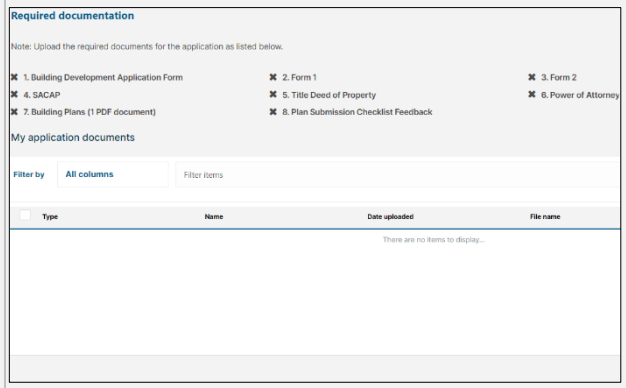
1.7 Required documentation

Test No	Description of Tasks	Steps to Execute	Expected Results
1	Required Documentation 	• The required documentation is listed under the note saying: • "Note: Upload the required documents for the application as listed below."	A list of documents is shown under the note.

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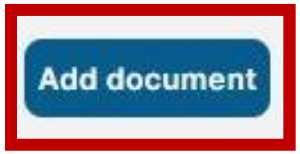
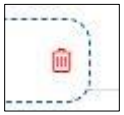
2	Upload documents 	Click on the "**Add document**" button to add the required document(s).	Clicking on the "**Add document**" a pop-up will open to add the document
3	Add document 	• A pop-up will display to add documents. • Select the document type that you are adding from the list. • Fill in the description and select the file you would like to add to your application. • Click on the "**Save**" button when done.	• Filling in all details, and clicking on the select file, a pop-up will open with your file explorer. • When done and clicking on the "**save**" button, the document will display in the table.
4	Delete the document on the pop-up screen 	• If you accidentally added the wrong document before closing the pop-up. • Use the trash can icon to delete the document and upload the new one again.	Clicking on the icon, the document will disappear.

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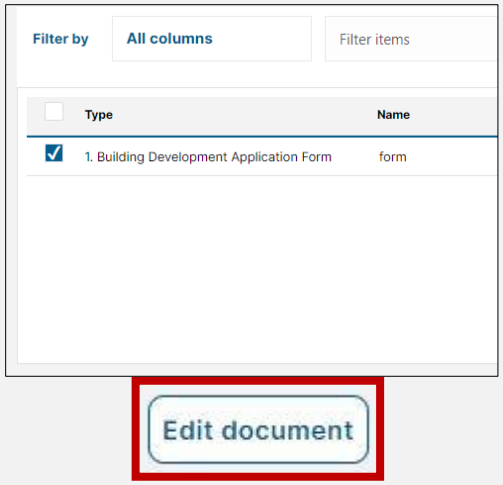
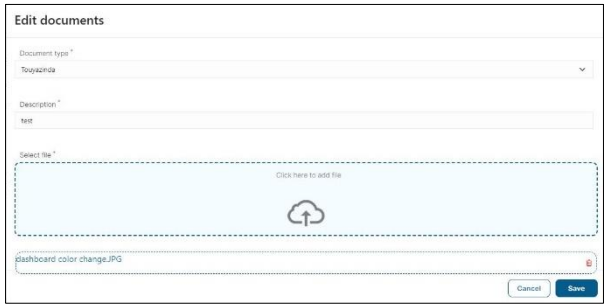
5	Edit document 	• If you would like to edit the document, tick the checkbox and click on the edit button. • A pop-up will open.	The checkbox needs to be highlighted with a tick on it and clicking on the edit button will open a pop-up screen.
6	Edit document pop-up 	• Change the details if needed. • When done, click on the "**Save**" button.	• Details need to be able to be changed. • When clicking on the save button, it will redirect you back to the step.

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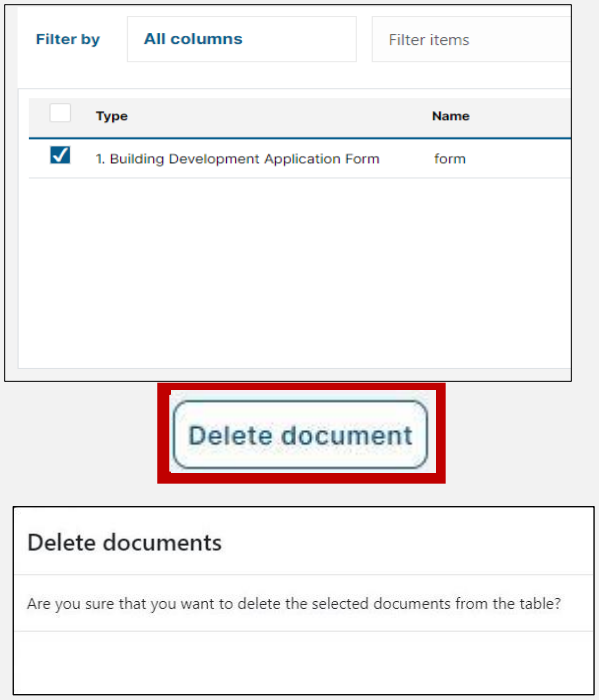
7	Delete document 	• To delete the document, you need to select the document by clicking on the checkbox. • Click on the "**Delete document**" button. • A pop-up will appear asking you if you are sure that you want to delete the selected document. • Click on the "**Delete**" button. • You will be redirected to the • Upload document step and the document will not be listed in the table anymore.	• The checkbox needs to be highlighted when ticking it. • When clicking on the "**Delete** document" button, a pop-up needs to display and when clicking on the "**Delete**" button, the document should not be listed in the table anymore.
8	Buttons 	• If you are unsure if everything is correct, go through all the steps using the "**Back**" button. • When done, click on the "**Submit**" button.	• Clicking on the "**Back**" button should take you to the previous step. • Clicking on the "**Submit**" button will submit the application

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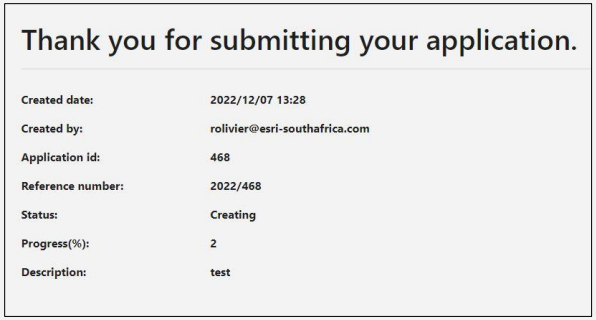
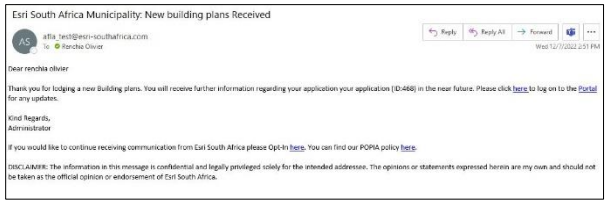
1.8 Submmited application

Test No	Description of Tasks	Steps to Execute	Expected Results
1	After clicking on the Submit button  **Thank you for submitting your application.** **Created date:** 2022/12/07 13:28 **Created by:** rolivier@esri-southafrica.com **Application id:** 468 **Reference number:** 2022/468 **Status:** Creating **Progress(%):** 2 **Description:** test	• Once you clicked on the "**Submit**" button. • You will be redirected to a thank you page. • You can look through your application that has been submitted by using the "**Next**" button.	• Thank you page shows with information. • Using the next button, you will be able to see the application.
2	Autoresponder Email  Esri South Africa Municipality: New building plans Received afla_test@esri-southafrica.com To: Rencha Oliver Reply Reply All Forward Wed 12/7/2022 2:51 PM Dear rencha olivier Thank you for lodging a new Building plans. You will receive further information regarding your application your application [ID:468] in the near future. Please click here to log on to the Portal for any updates. Kind Regards, Administrator If you would like to continue receiving communication from Esri South Africa please Opt-In here. You can find our POPIA policy here. DISCLAIMER: The information in this message is confidential and legally privileged solely for the intended addressee. The opinions or statements expressed herein are my own and should not be taken as the official opinion or endorsement of Esri South Africa.	You will receive a mail from the Afla system with instructions.	Email is sent to the applicant's email address.

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2 Glossary

The glossary lists the meanings of acronyms and abbreviations, explains product names and tries to give plain English for some of the technical jargon. The hyperlinks in the Term column refer to websites while those in the Explanation column refer to other terms in the glossary.

Term	Explanation
Chrome	A web browser developed by Google, first released in 2008. It probably shares the place of the most widely used browser with Internet Explorer. Chrome exists for the Windows, Linux, OS X, Android and iOS operating systems.
EFT	The electronic transfer of money from in bank account to another, either within a single financial institution or across multiple institutions, via computer-based systems, without the direct intervention of bank staff. EFTs are known by several names.
Firefox	A free, open-source web browser developed by the Mozilla Foundation, which probably is the third-most widely used browser after Internet Explorer and Google Chrome.
Internet Explorer	A web browser developed by Microsoft and installed in most Windows machines. Its name is often abbreviated IE or MSIE. Google Chrome and IE are the two most commonly used browsers. Recent versions of Internet Explorer are only available for the Windows operating system.
JavaScript	The predominant scripting language for web pages is interpreted by all the common browsers. It should not be confused with the Java language to which it is unrelated. The language complies with the ECMAScript standard.
Opera	Opera is a fast and secure browser. Developed in Europe, used by millions around the world. Now with a built-in ad blocker and free VPN.
Pan	To shift a map image relative to the display window without changing the viewing scale.
SPLUMA	The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) is a national law that was passed by Parliament in 2013. The law gives the

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	Department of Rural Development and Land Reform (DRDLR) the power to pass Regulations in terms of SPLUMA to provide additional detail on how the law should be implemented.
SBU	Strategic Business Unit.
Viewer	A map viewer is a configurable web application that allows end users to interact with the map services. It is also ready to use web application designed to work with mobile devices (iPhone, Android and Windows phones).

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