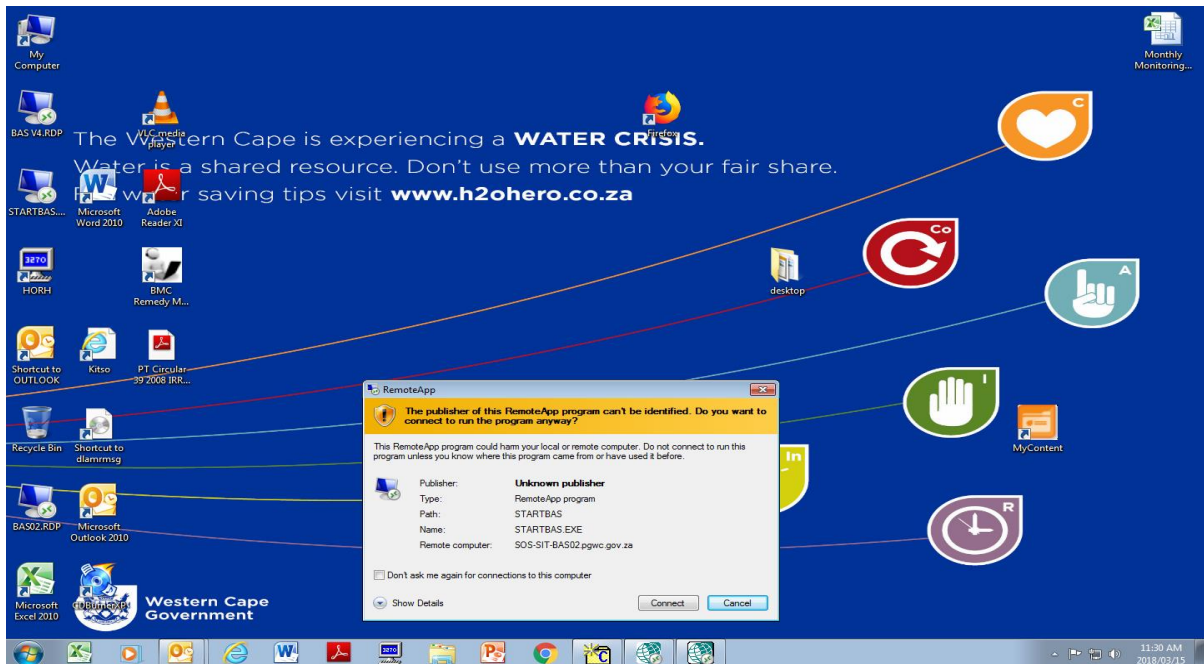# Document Control Report (DCR): Download procedure

These procedures are applicable to BAS only:
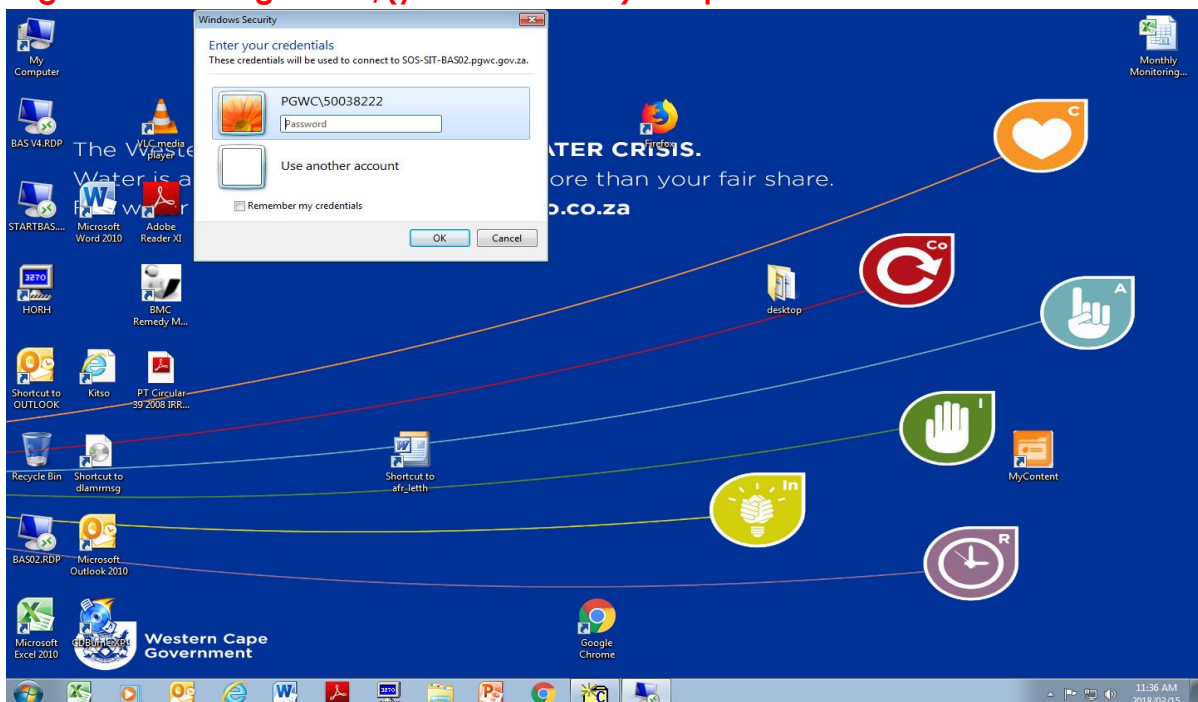
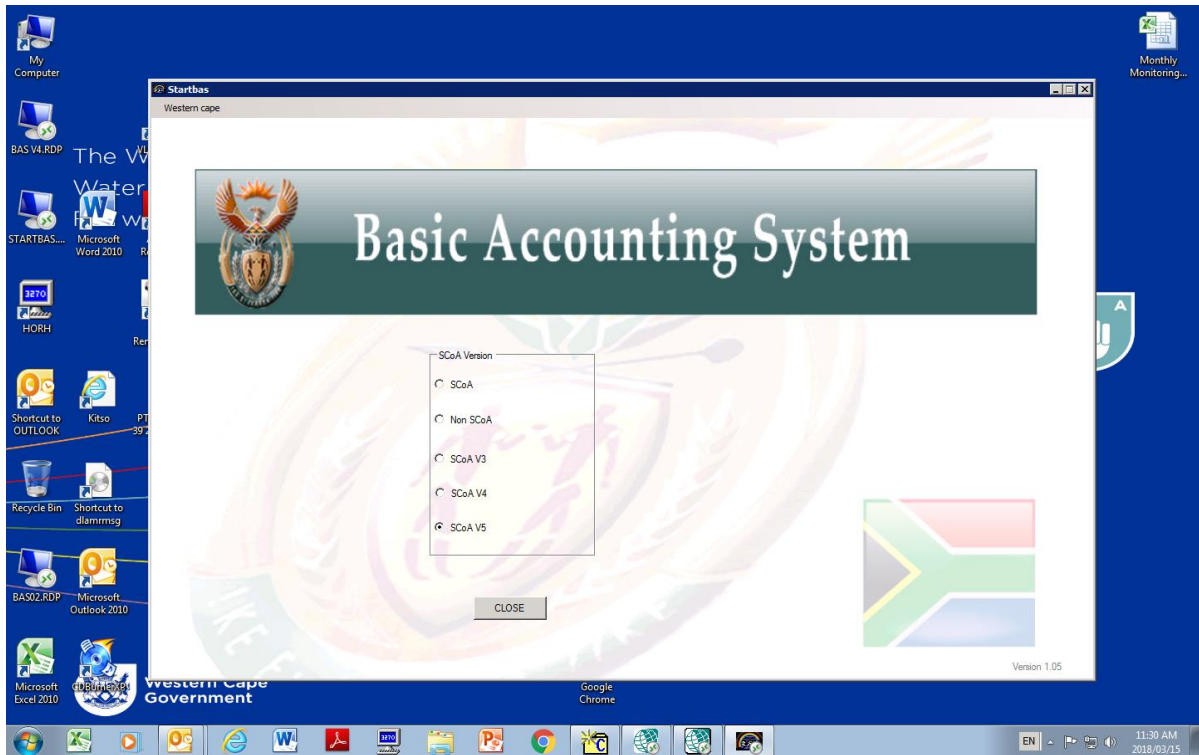**STEP 1: Log on to BAS**

1.1 Start BAS

1.2 Connect

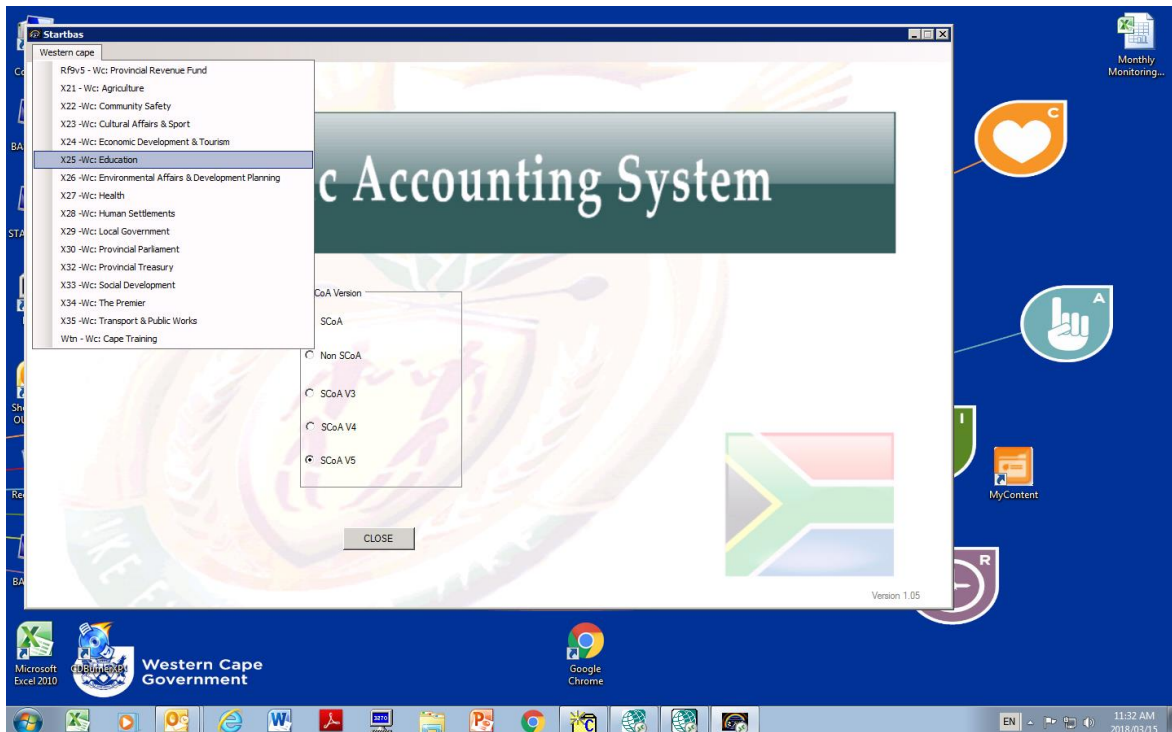**1.3 Logon to BAS using PGWC/(your PERSAL no.) and password**

1.4 Choose the SCOA V5 option

1.5 Click on the Western Cape Tab in left corner

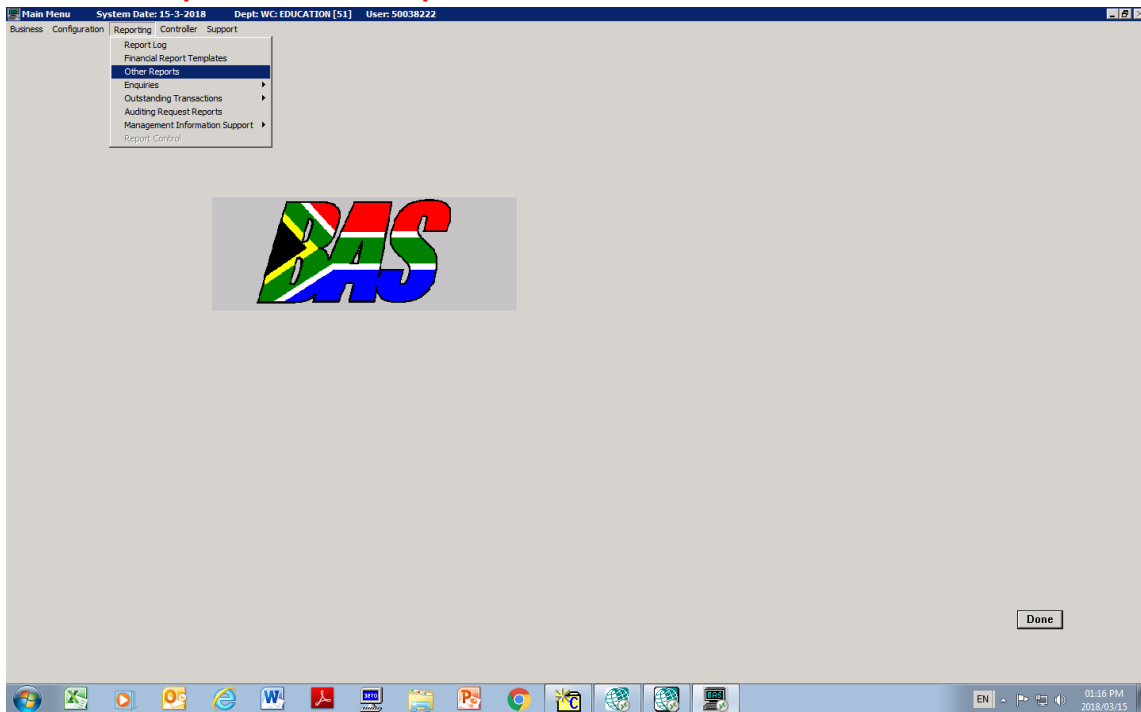## 1.6 Click on drop down: Education

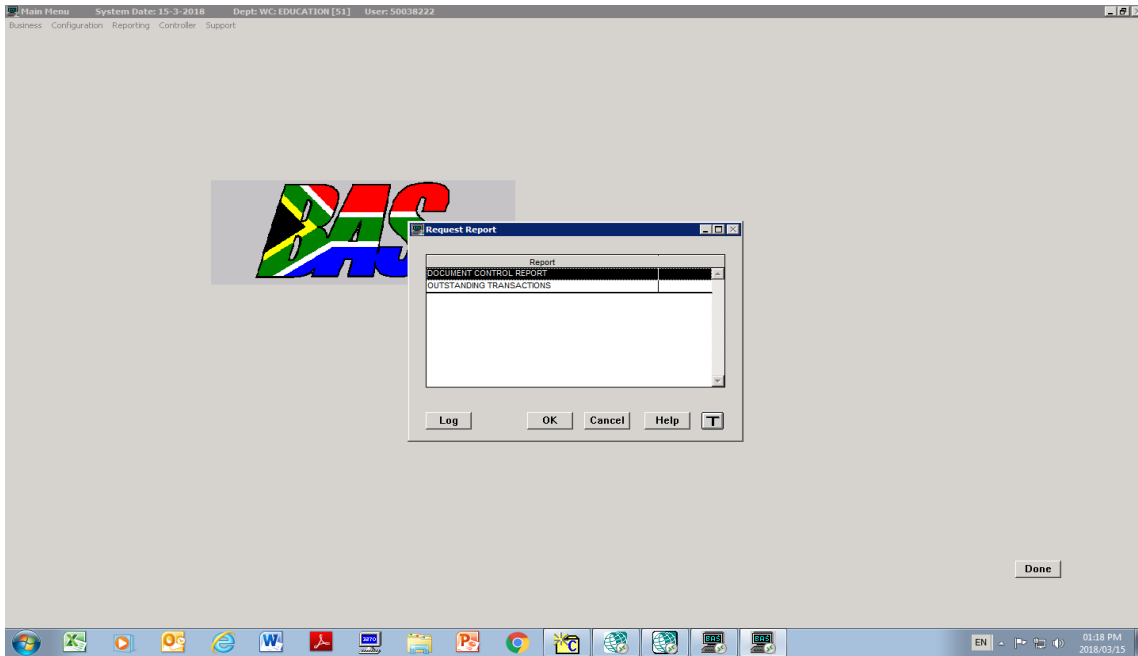## 1.7 Log in using username and password

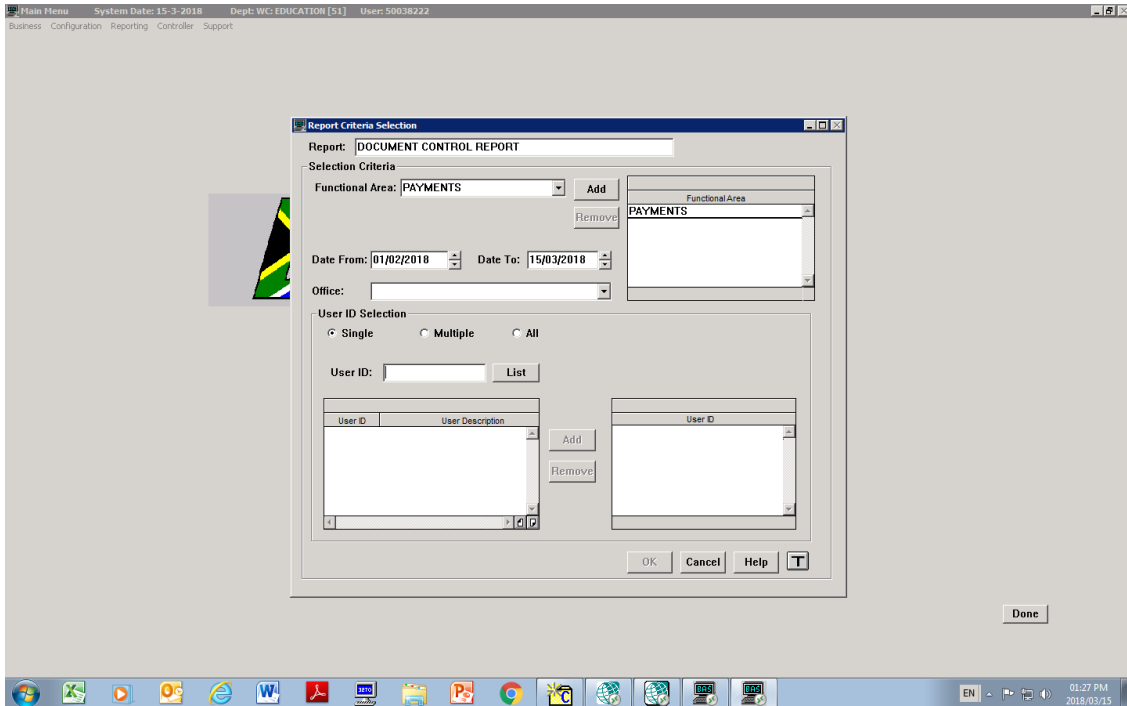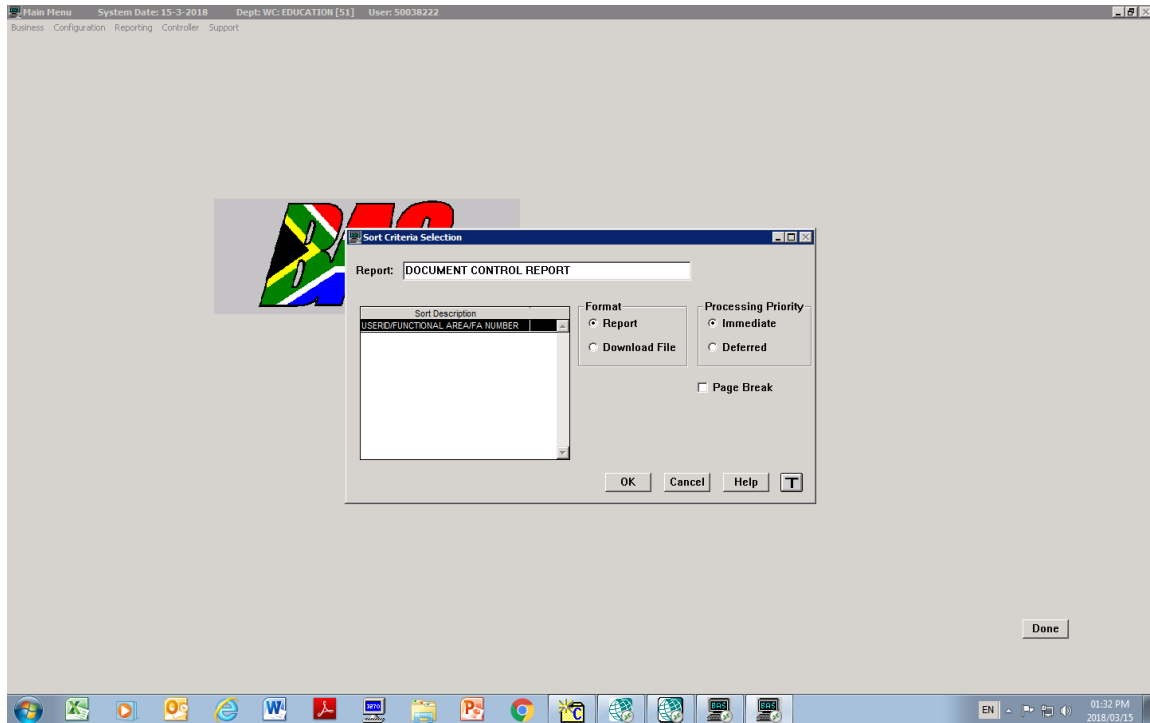## STEP 2: Request Document Control Report

2.1   Select "Report" – "Other Reports":

2.2 Select "Document Control Report"

2.3 In Functional Area select type: "All"/"PAYMENTS"/"JOURNALS"– Click "Add"

2.5   Enter "Date From" (beginning of month) and "Date To" (end of the month) – Select "Single" e.g. Date from: 01/02/2018   Date to: 28/02/2018

2.6   Enter YOUR PERSAL NUMBER (BAS)/LOGIS ID in "User ID" – "Click list". Identify and click on your "User description". Click ''Add'', then click "OK". NB!!! Make sure that the date on top shows the correct date before clicking OK.

2.7 Highlight "USERID/Functional area number" – Format "Report" and Processing Priority "Immediate" – "OK"
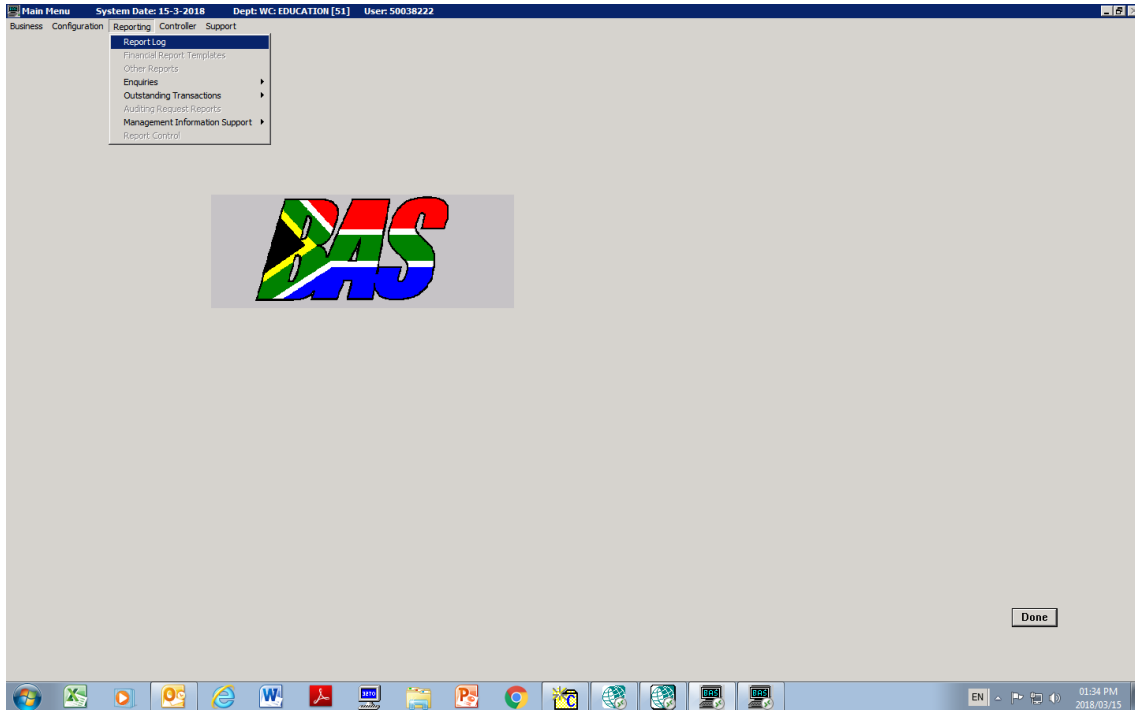

2.8 Report has been successfully requested
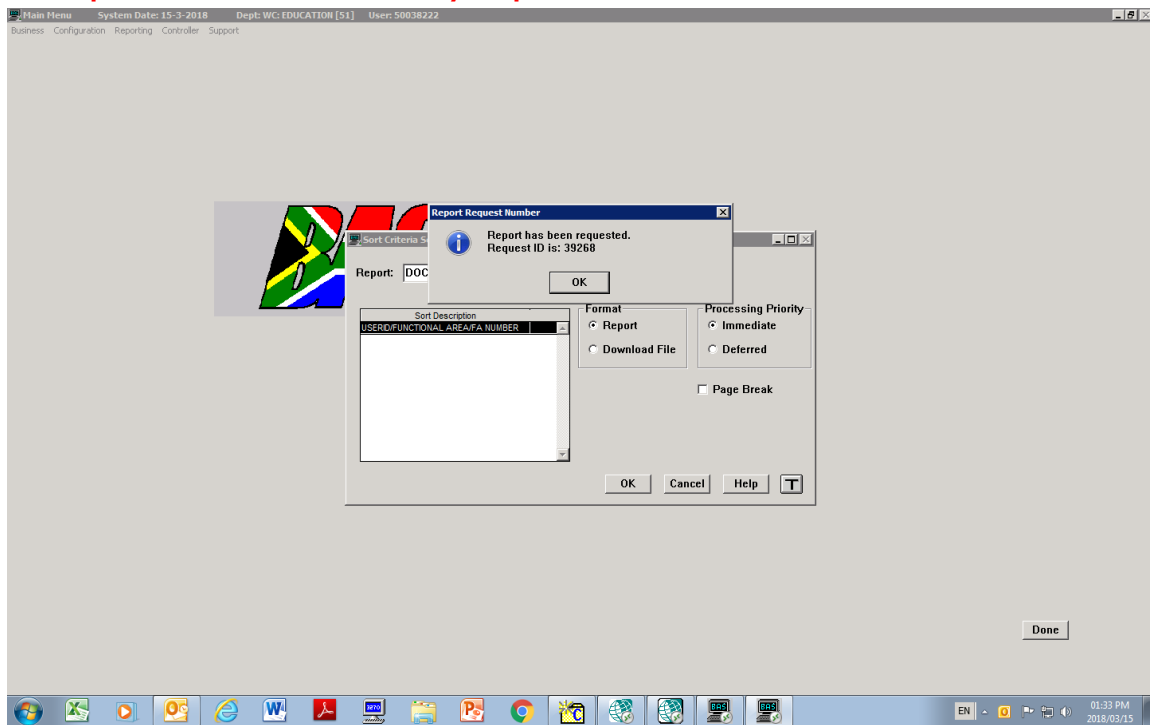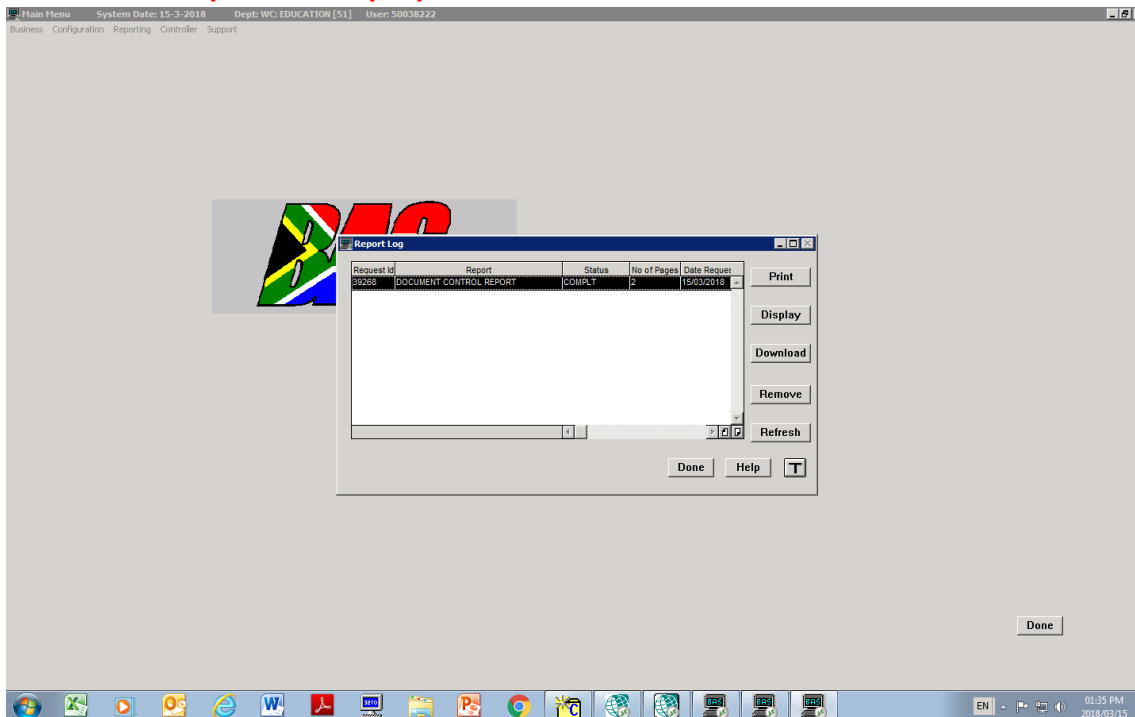
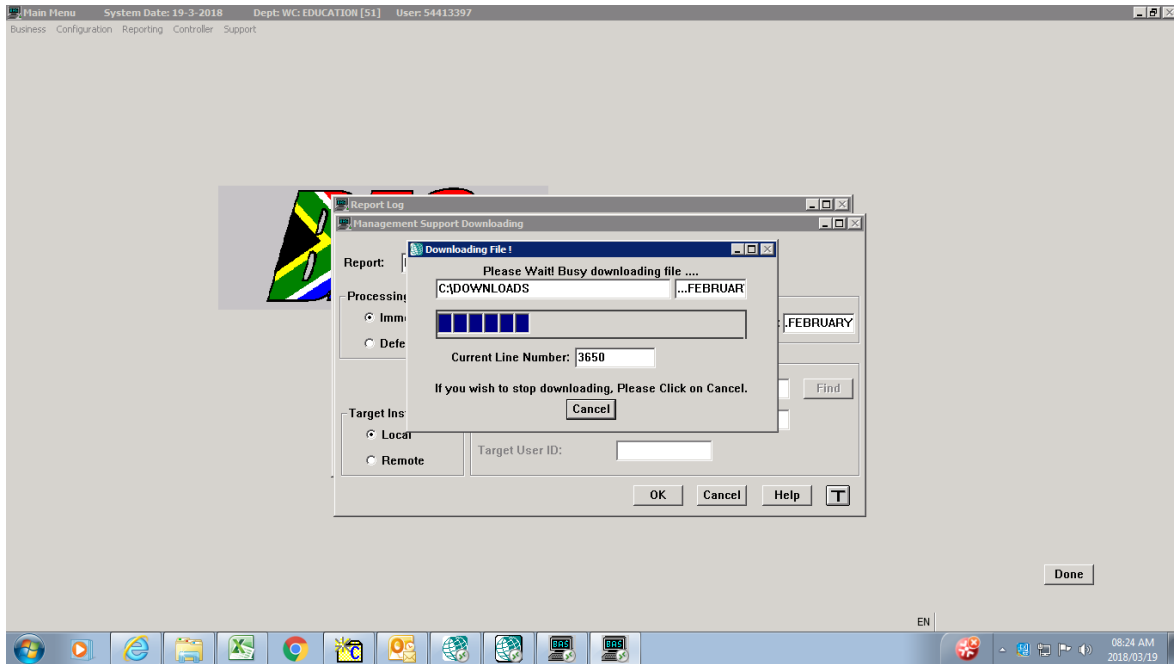## STEP 3: Downloading a DCR from BAS

3.1 Select "Reporting" – "Report Log"

3.2 Document Control Report should be available as requested, highlight "Document Control Report" – "Display"
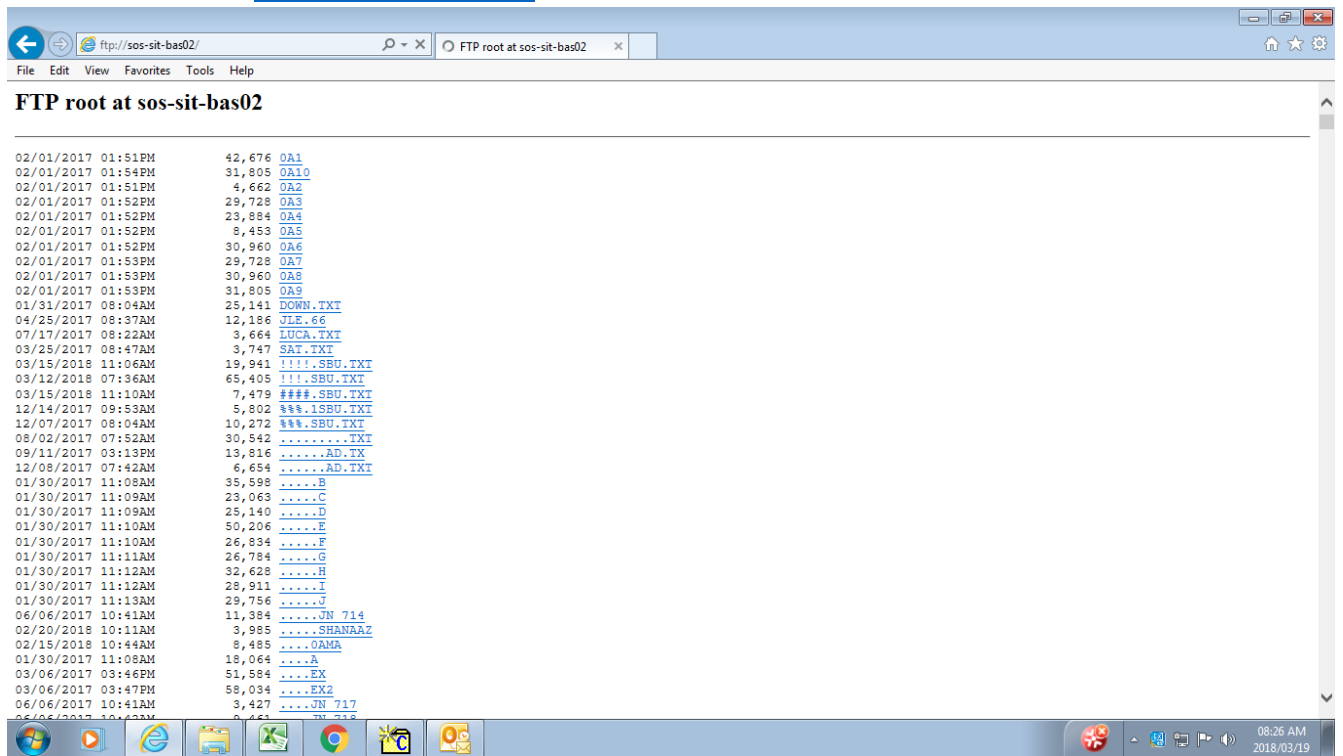
3.3 Report Detail will be displayed

3.4 Switch between pages with the bottom right corner page flip icon

3.5 Download – Click "Download" on the bottom left display bar

3.6 Choose – Path "C\: DOWNLOADS" and File Name "ANY NAME YOU WILL REMEMBER/MAKE USE OF MONTH" – Press "OK"

3.7   File will start downloading

STEP 4: Retrieving DCR from INTERNET EXPLORER

4.1   Enter URL: FTP://SOS-SIT-BAS02

4.2   Search for file name (press Ctrl+F on keyboard) created in Step 3.6

4.3   Print or save the DCR