

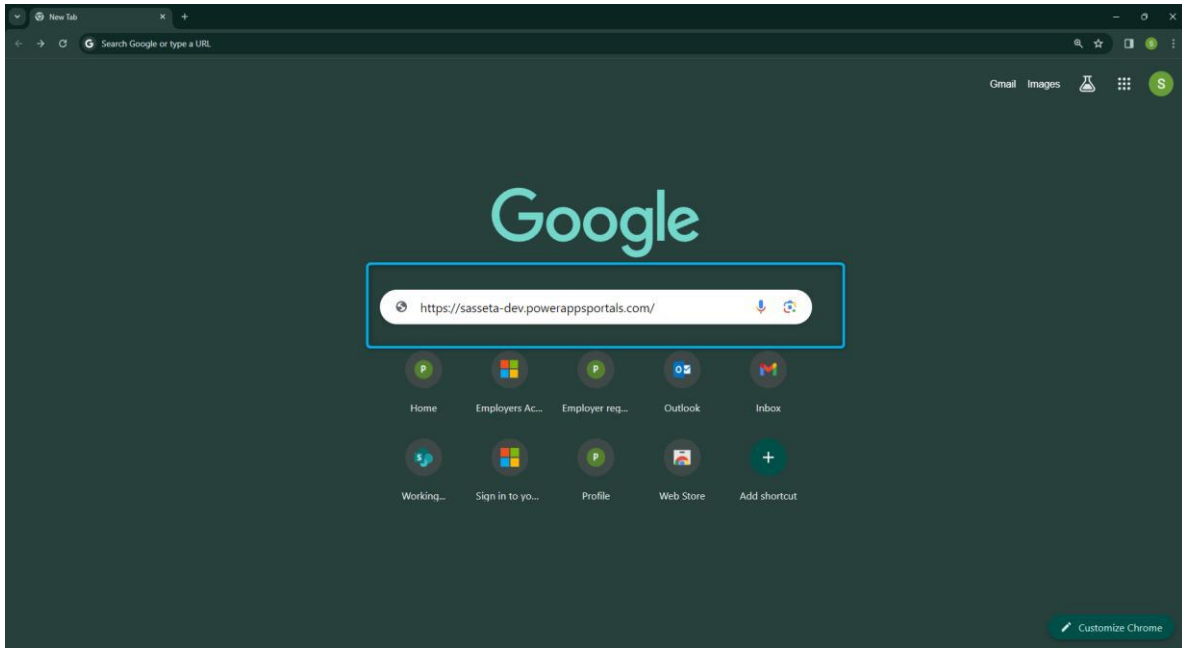
SDF

User Manual

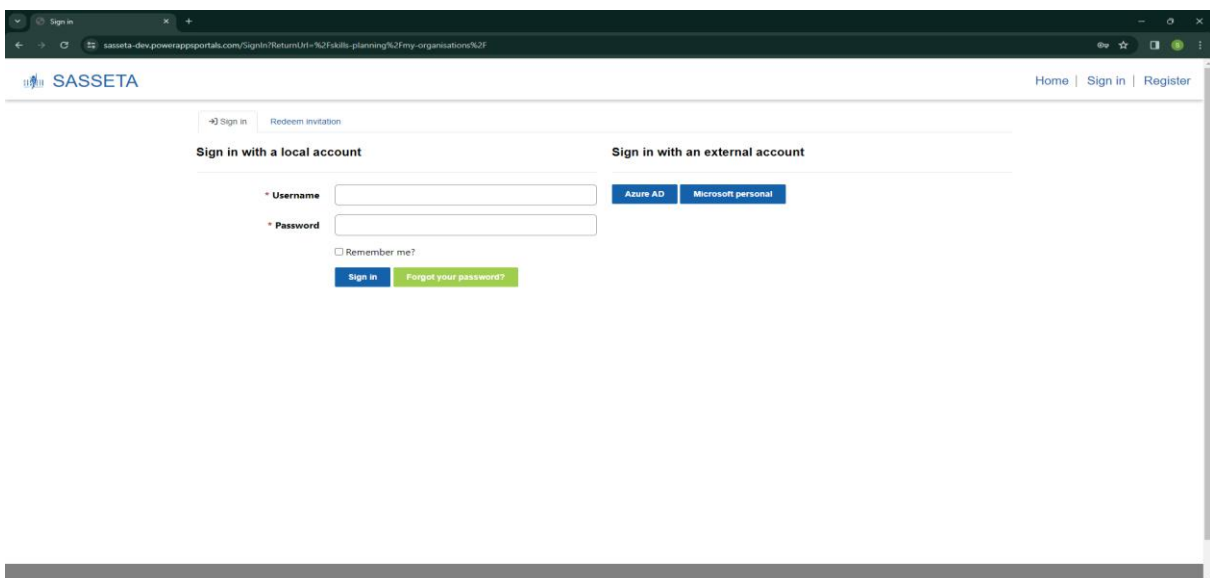
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1 LOGIN



Step	Action
1.	<p>Launch the web portal:</p> <ul style="list-style-type: none">• Open any browser of your choosing.• Insert the following URL into your browser:• https://stakeholders.sasseta.org.za/• Click enter.



Step	Action
2.	<p>Application is Running:</p> <p>Note that the respective application icon appears in the browser tab if the application is running.</p> <p>It will display the following 'Sign in with a local account/Sign in with an external account' above.</p>

The screenshot shows a web browser window with the URL 'sasseta-dev.powerappsportals.com/register-new-user/'. The page title is 'Stakeholders' and there are links for 'Home', 'Sign in', and 'Register'. The main content is a 'Registration detail' form titled 'New Profile Detail'. The form has the following fields:

- Name ***: Neo
- Surname ***: Mlangeni
- Email ***: neo@yovaris.co.za
- Registration Type ***: Skills Development Facilitator (with a search icon)
- Identity type**: SA ID Number
- National ID No ***: 9604070859081

Below the form is a CAPTCHA image with the code 'HmYPvVc' and a 'Submit' button.

Step	Action
3.	<ul style="list-style-type: none"> • Click on the register button. • Complete the registration detail form. • Click on the submit button. <p>Note: The register as textbox enables you to search for the specific role or category you want to register for in the system.</p>

CRM:0000001

 D365 IMIS Admin <IMISadmin@saseta.or.id>
To: Neo Mlangeni

 Reply  Reply All  Forward  
Mon 2024/01/15 15:26

 image.png
15 KB

Hi Neo Mlangeni

You have been invited to the SASSETA stakeholder portal.

To complete your registration, please click the link below.

here <<https://saseta-dev.powerappsportals.com/register/?returnurl=%2f&invitation=mXIFdM-AYBjy5KVbmcC07ed3MwmlPCY4786QWaCOJBK5YMKdfs-s6lWrfDedDjBo2y1Bc72UZ47NoMqzbTwwr1oJjChYkwtqynvIh3J6rkHFWiADuOt6YwUEOw49QhZGWVRau-z7yw1xibAjlGqa98FpTvcHaPdJyvOu50-Y->>

If that does not work, please open this link <<https://saseta-dev.powerappsportals.com/register/?returnurl=%2f>>

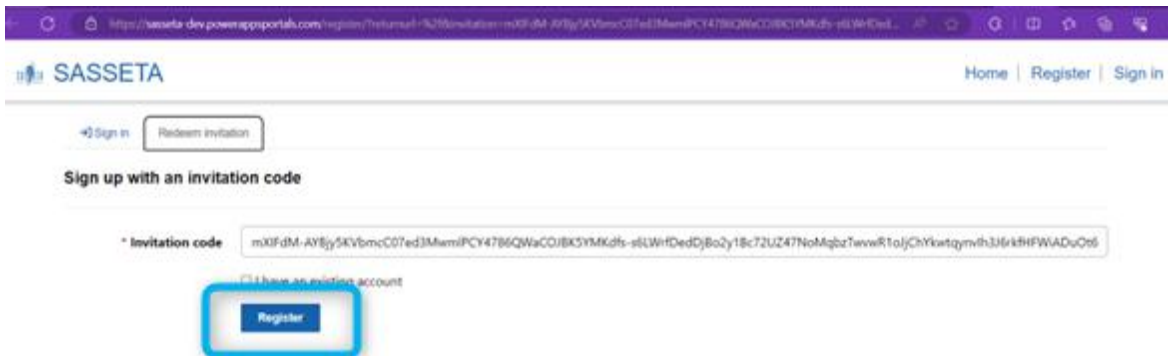
Your invitation code: mXIFdM-AYBjy5KVbmcC07ed3MwmlPCY4786QWaCOJBK5YMKdfs-s6lWrfDedDjBo2y1Bc72UZ47NoMqzbTwwr1oJjChYkwtqynvIh3J6rkHFWiADuOt6YwUEOw49QhZGWVRau-z7yw1xibAjlGqa98FpTvcHaPdJyvOu50-Y-

Regards,

SASSETA

 image.png@247480h878f4447553481448 247480h871

Step	Action
4.	<ul style="list-style-type: none">Open your e-mail.Click on the registration completion link in your e-mail. <p>Note: You will be redirected to the system, and the invitation code will automatically populate the invitation code textbox.</p>



[Home](#) | [Register](#) | [Sign in](#)

[Sign in](#) [Redeem invitation](#)

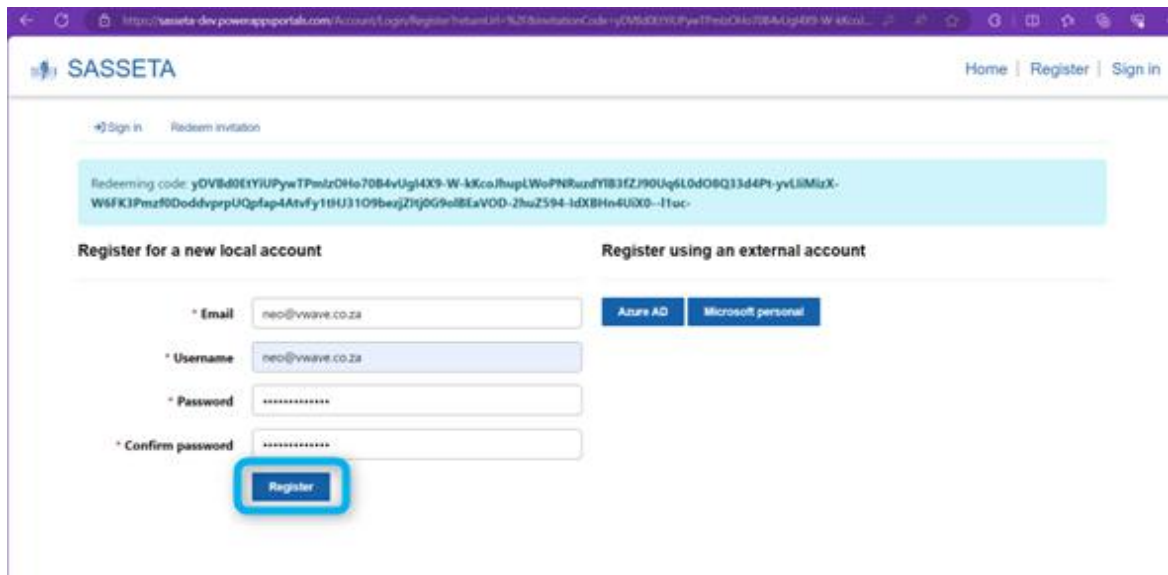
Sign up with an invitation code

* Invitation code

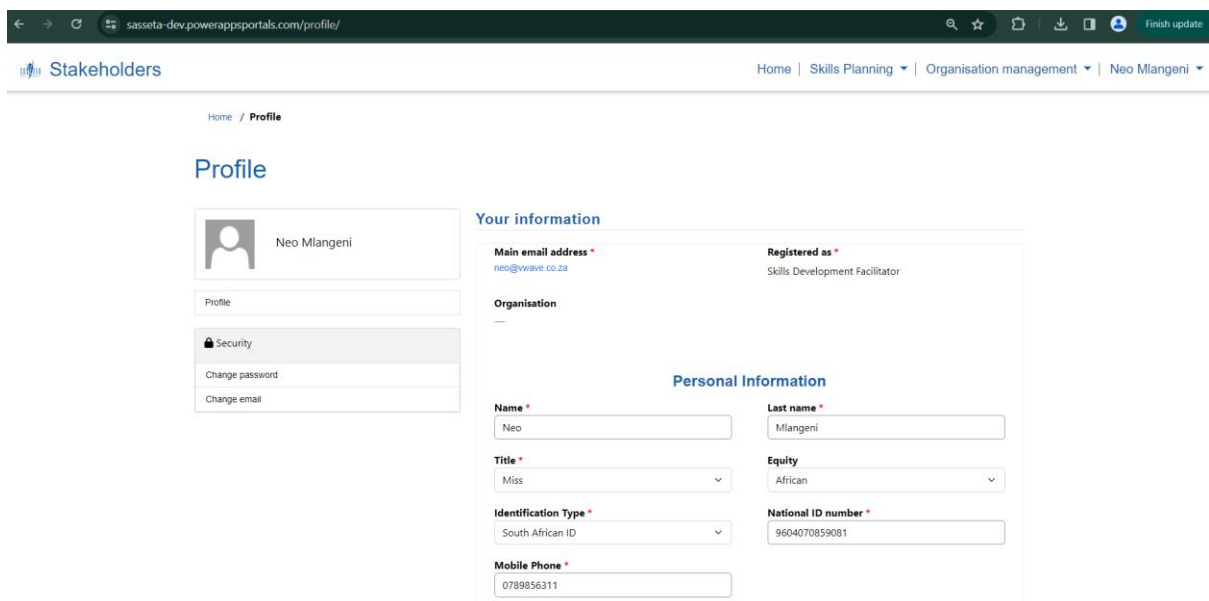
I have an existing account

[Register](#)

Step	Action
5.	<ul style="list-style-type: none"> Click on the register button. <p>Note: You will be redirected to the sign-in page, where you can sign in with your details.</p>



Step	Action
6.	<ul style="list-style-type: none"> Fill in your e-mail, username, password, and confirm password. Click on the register button. <p>Note: You will be redirected to the home page where you can complete your basic details.</p>



Step	Action
7.	<ul style="list-style-type: none"> • Fill in your basic information. • Click on the update button.

2 FORGOT PASSWORD

Step	Action
1.	<ul style="list-style-type: none"> • Click on the Sign In button. • Enter your username. • Click on the forgot your password button.

Step	Action
2.	<ul style="list-style-type: none"> • Populate your e-mail address in the e-mail textbox. • Click the send button. <p>Note: You will receive an e-mail with a link to reset your password.</p>

Password Reset CRM:0245012



D365 IMIS Admin <IMISAdmin@sasseta.oi>
To: Neo Mlangeni

Reply
 Reply All
 Forward

Mon 2024/01/15 18:59

A password reset was requested for your account. Please click the following link to start the password reset process

Reset Password<<https://sasseta-dev.powerappsportals.com/Account/Login/ResetPassword?userId=9ca69b7e-a9b3-ee11-a81c-000d3a6685f1&code=Yvz0UdAph%2BLh4gCs5cFMv72r2pCmfnSHAmoD3AubHho9eZEnBEeHPX5LJntn%2FhHuZaimHslq8j9GQ7KgieeDoacWMpiYrDlyIF68WLnwVWXU7%2FQFoJDq%2F2eww9xtR%2BrhOLPSBNyHaJNrcD1EKmh8rDcAGkIDsef64f7YdiMD2Lc%2BIWnDgcFNj9JZvM01JEsFjKpFzFBuVM2uwHbB9nubA%3D%3D>>

Or you can copy the following URL and paste it into your web browser.

<https://sasseta-dev.powerappsportals.com/Account/Login/ResetPassword?userId=9ca69b7e-a9b3-ee11-a81c-000d3a6685f1&code=Yvz0UdAph%2BLh4gCs5cFMv72r2pCmfnSHAmoD3AubHho9eZEnBEeHPX5LJntn%2FhHuZaimHslq8j9GQ7KgieeDoacWMpiYrDlyIF68WLnwVWXU7%2FQFoJDq%2F2eww9xtR%2BrhOLPSBNyHaJNrcD1EKmh8rDcAGkIDsef64f7YdiMD2Lc%2BIWnDgcFNj9JZvM01JEsFjKpFzFBuVM2uwHbB9nubA%3D%3D>

If you believe you received this email in error, please contact Customer Service for assistance.

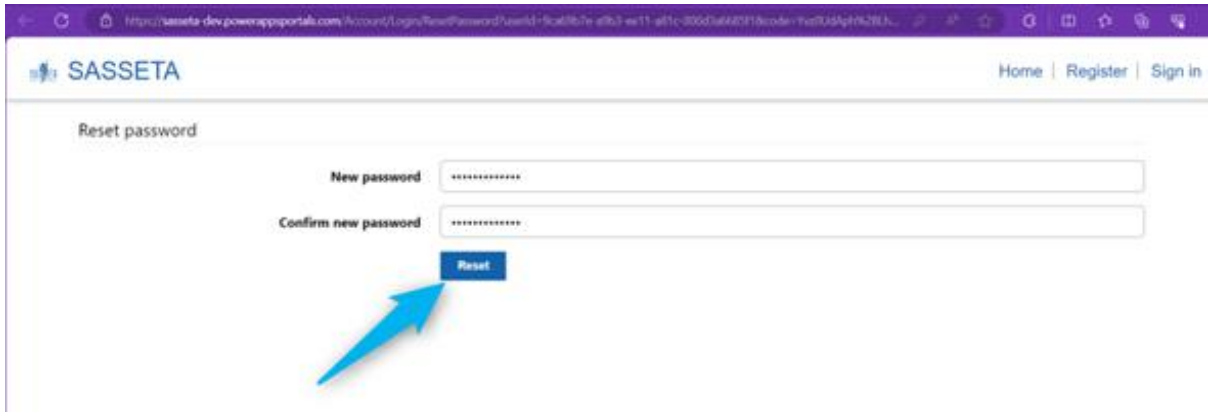
Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

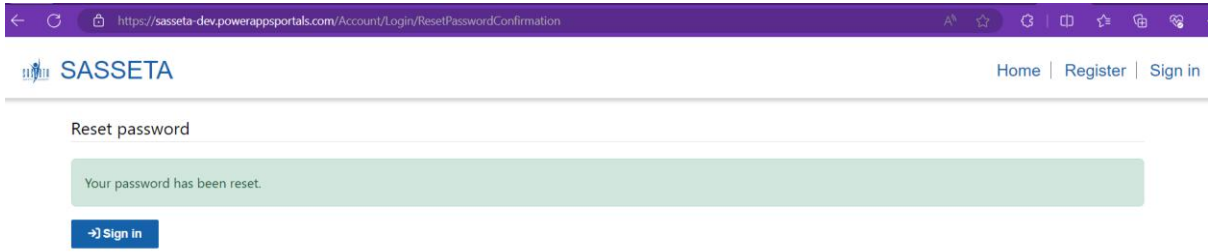
Customer Service

Disclaimer The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others authorised to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the

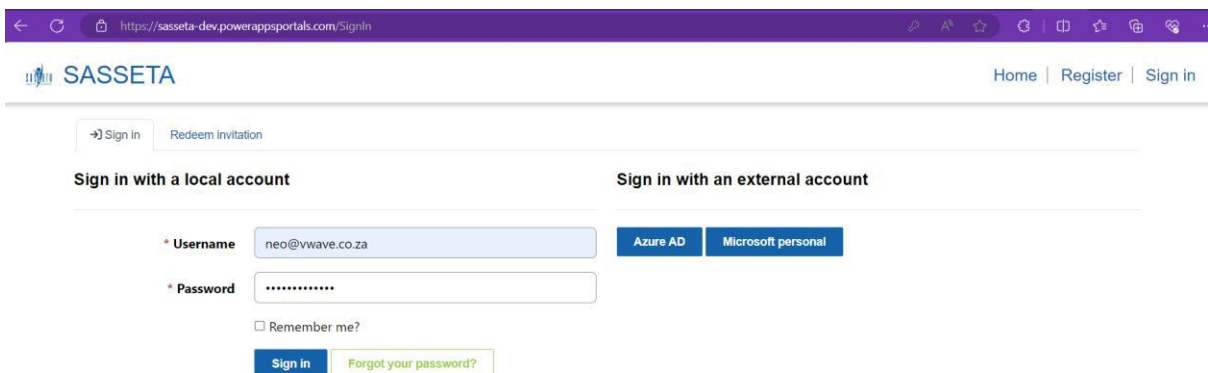
Step	Action
3.	<ul style="list-style-type: none"> • Open your e-mails. • Click on the link you received on the e-mails. <p>Note: You will be redirected to a page where you can reset your password.</p>



Step	Action
4.	<ul style="list-style-type: none"> • Enter new password and click enter. • Re-enter password in the Confirm new password textbox. • Click on the Reset button.

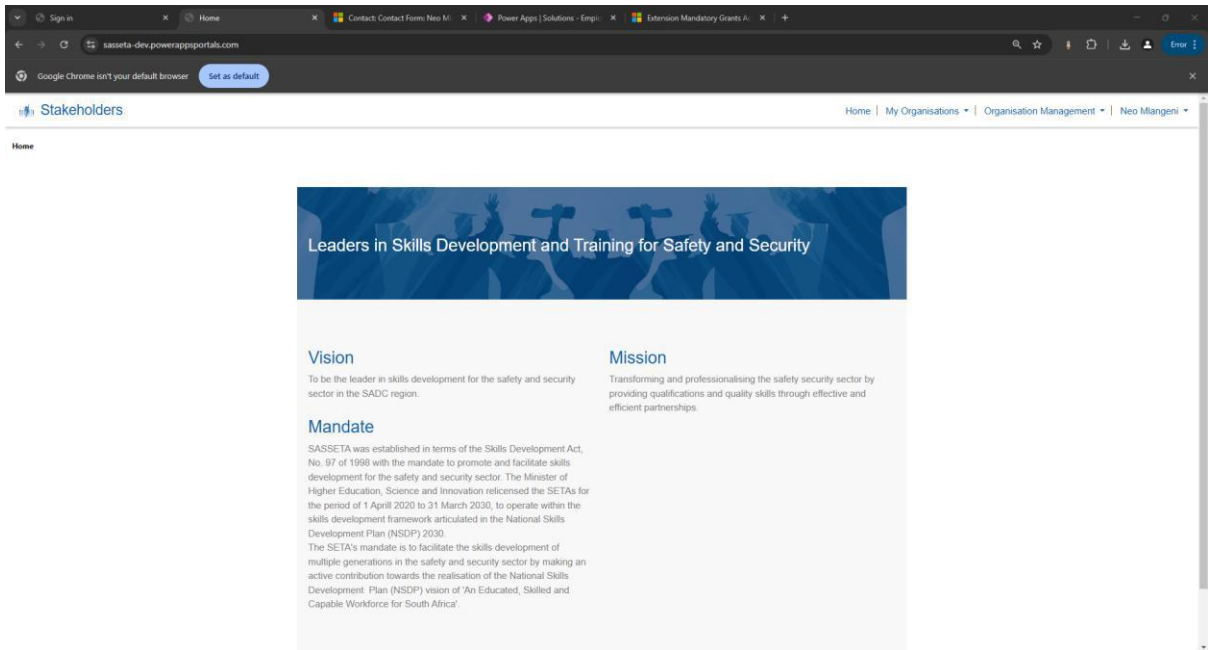


Step	Action
5.	<ul style="list-style-type: none"> • Click on the Sign in button. • Sign in using new password.

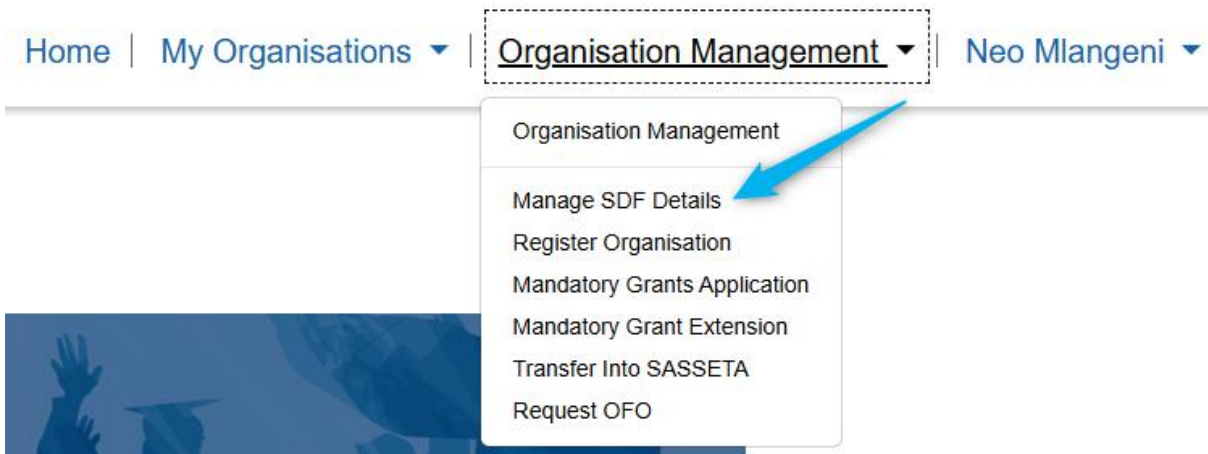


Step	Action
6.	<ul style="list-style-type: none"> • Populate the username. • Populate the Password. • Click on the Sign in button.

3 SDF PROFILE



Step	Action
1.	Note: Displayed above is the landing page after you've signed in.



Step	Action
2.	<ul style="list-style-type: none"> Click on Organisation Management Heading. Click on <i>Manage SDF Details</i> sub heading.



Step	Action
3.	<ul style="list-style-type: none"> Click on the new button. <p>Note: You'll be redirected to a form where you can fill in your basic SDF details.</p>

Create
×

Information

SDF Type *

Internal SDF
▼

Highest Educational Qualification *

NQF Level 2 (Equivalent to Grade 10, or STD 8)
▼

Highest Education *

University
▼

Current Occupation

Consultant

Major Field of Study

Informatics

Number of years In occupation

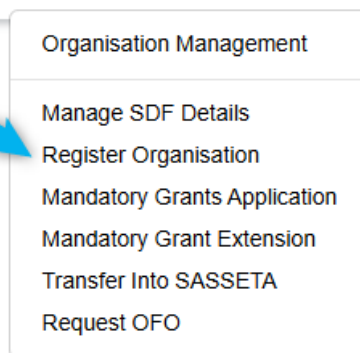
10

Submit

Step	Action
4.	<ul style="list-style-type: none"> • Enter your details. • Click the submit button.

4 ORGANISATION REGISTRATION

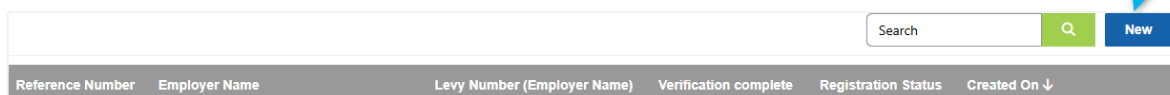
Home | My Organisations ▾ | **Organisation Management** ▾ | Neo Mlangeni ▾



Step	Action
1.	<ul style="list-style-type: none"> • Click on Organization Management Heading. • Click on <i>Register organization</i> sub-heading.

Organisation registrations

This section allows you to manage your organisation registrations. To link yourself to a levy paying organisation, click the 'New' button. An appointment letter from the employer will be required.



Step	Action
2.	<ul style="list-style-type: none"> • Click on the new button. • Note that you'll be redirected to populate your employer details and attach documents.

Link an employer to your profile

Register an employer against your profile. You will be required to upload a signed appointment letter, authorising your to act as a skills development facilitator for the requested employer.

Step **1** of **2**

Requesting user *
Neo Mlangeni

SDL Number *

1

Q

Employer is valid

Organisation *

T & H Administration Trust

SDF Role *

2

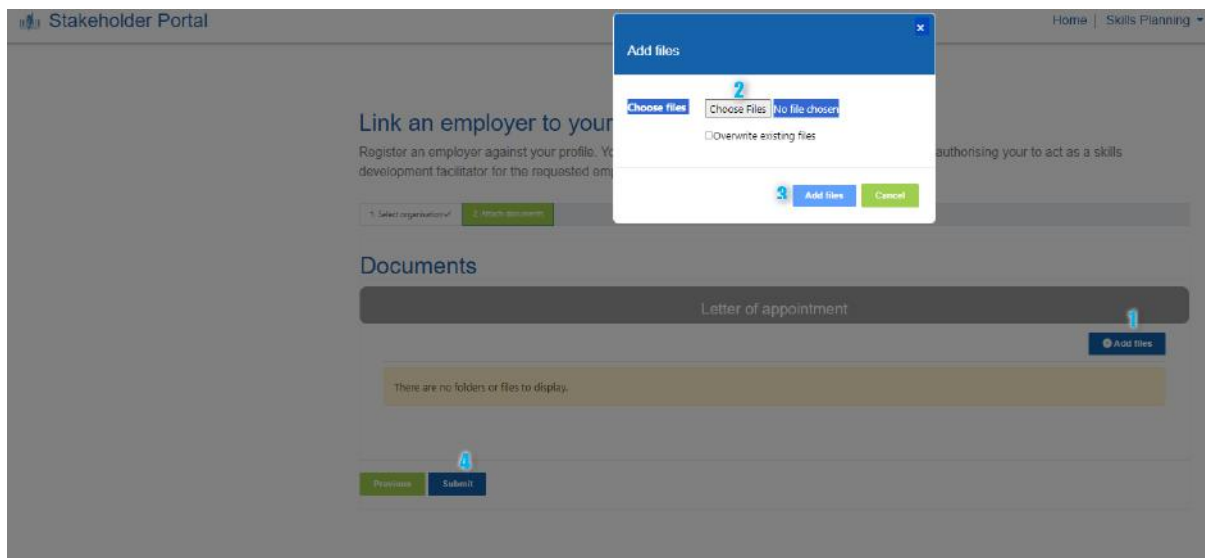
Primary

v

Organisation detail

Next
3

Step	Action
3.	<ul style="list-style-type: none"> Search our organization SDL number. Select your SDF Role. Click the next button.



Step	Action
3.	<ul style="list-style-type: none"> Click on the Add files button. Select the file that you want to upload—Note file attachment must be in pdf. Click on the Add files button once you've selected your file. Click the Submit button.

Organisation registrations

This section allows you to manage your organisation registrations. To link yourself to a levy paying organisation, click the 'New' button. An appointment letter from the employer will be required.

Reference Number	Employer Name	Levy Number (Employer Name)	Verification complete	Registration Status	Created On ↓	
SDF-210	Specialised Electronic Lines		No	Approved	17/10/2024	▼
SDF-209	T & H Administration Trust		No	Submitted	17/10/2024	▼
SDF-205	Law Society Of South Africa		No	Submitted	27/08/2024	▼
SDF-204	T & H Administration Trust		No	Submitted	27/08/2024	▼
SDF-191	Spence Mouton & Associates cc	L860704024	No	Created	23/08/2024	▼
SDF-190	Africa Reniasance Security		No	Approved	23/08/2024	▼

Step	Action
1.	<ul style="list-style-type: none"> Displayed above will be a list of all the organizations you either linked to or requested to link yourself to. You can search the specific organization you want in the search icon.

5 MANAGE ORGANISATION

The screenshot shows a navigation bar with the following items: Home, My Organisations (with a dropdown arrow), Organisation Management (with a dropdown arrow), and Neo Mlangeni (with a dropdown arrow). The 'My Organisations' dropdown menu is open, displaying three options: 'My Organisations', 'Primary Organisations', and 'Secondary Organisations'. The 'Primary Organisations' option is highlighted with a dark background.

Step	Action
1.	<ul style="list-style-type: none"> Note: Once your application has been approved by the SASSETA team, you'll be able to manage the organization. Click on Organization Management Heading. Click on the <i>Primary organization</i> sub-heading to manage primary organizations Click on the <i>Secondary organization</i> sub-heading to manage secondary organizations.

My organizations

Manage the information related to the organisations that you manage

Name	Levy Type	Email	SDL Number	Number of Employees	Full Name (SDF Primary contact)	
T & H Administration Trust	Levy Paying	rachel@gmail.com	L200708818	100	Neo Mlangeni	▼
Phungula Incorporated	Levy Paying	mamello@gmail.com	L500775350	100	Neo Mlangeni	View details Manage
Sekani Holdings	Levy Paying		X-111110017	200	Neo Mlangeni	▼
Talente PTY			X-111110018		Neo Mlangeni	▼

Step	Action
2.	<ul style="list-style-type: none"> Click on the manage button edit or change some organization details.

Manage organisation

Update the details of the organisation

1 DHET Information 2 Organisation Details 3 Banking Info 4 CFO Details 5 Training Committee

Name	Trade as	SARS Number	SDL Number
Sekani Holdings	—	—	X-111110019

[New Contact](#)

First Name ↑	Surname	Email	Cell Phone Number	
Mia	Zane	mia@gamil.com	0123654798	▼

[Next](#)

Step	Action
3.	<ul style="list-style-type: none"> Navigate through the different sections to update the details of the forms you require. Once you are done with the form, click on the next button to move to the next form. Note that once you've completed a section, the section will change to a green colour and the current form you are on will be in blue.

Manage organisation

Update the details of the organisation

1 DHET Information ✓ 2 Organisation Details ✓ 3 Banking Info ✓ 4 CFO Details ✓ 5 Training Committee

Training Committee

[Add record](#)

First Name	Surname	Email	Cell Phone Number
Mia	Zane	mia@garnit.com	0111111111

[Previous](#) [Submit](#)

Step	Action
4.	<ul style="list-style-type: none"> Once you are done updating the form, you can click the submit button.

6 MANDATORY GRANTS

6.1.1 MANDATORY GRANTS APPLICATIONS

1

Organisation Management ▾

- Organisation Management
- Manage SDF Details
- Register Organisation
- Mandatory Grants Application** 2
- Mandatory Grant Extension
- Transfer Into SASSETA
- Request OFO

Step	Action
1.	<ul style="list-style-type: none"> Click on the Organization Management Heading. Click on the Mandatory grants Application Sub-heading.

Detail

Submission Window *

01 April 2025 - 31 March 2026
✕
🔍

Employer *

T & H Administration Trust
✕
🔍

Facilitator

Neo Mlangeni

Submit
3

Step	Action
2.	<ul style="list-style-type: none"> Note that the submission window is automatically populated according to the Search for the employer. Click on the submit button.

🔍
New

Ref No	Employers (Employers)	SDL Number (Employers)	Status	Name (Submission Window.)
MG-97	Sekani Holdings	X-111110017	Created	01 April 2022 – 31 March 2023
MG-99	Phungula Incorporated	L500775350	Created	01 April 2022 – 31 March 2023

View details
Edit

Step	Action
3.	<ul style="list-style-type: none"> Displayed Above is the view of all the MG records you applied for. Click on the view details button if you just want to view the application. Click edit to add/change some information on the record. Click on the submit button after populating the information you want.

Mandatory Grant Application

Make changes to a workplace skills plan record

5%

C1

Employment Summary

Add Record Download Template

Occupation	OFO Code (Occupation)	Municipality	Total African	Total Coloured	Total Whites	Total Indians	Age Group - Less than 35	Age Group - 35 to 55	Age Group - Greater than 55
Local or Provincial Government Legislator	2021-111101	Umvoti	100	0	0	0	0	0	
Parliamentarian	2021-111102	Umcimvubu	100				100		

2 Choose File No file chosen

1 3 4

Previous Download Employment Summary Validate & Import Next





Step	Action
4.	<ul style="list-style-type: none"> Click on the Add record button to create a new entry. Notice that the form for the specific section will appear. You will be prompted to fill out the form. After filling out the form, click Submit. <p>Alternatively, you can download the template, which will open an excel file.</p> <ul style="list-style-type: none"> You can populate your details on the excel file. Save it on your machine. Click on choose file to upload back into the system. Choose validate and import to import the excel data into the system. <p>Alternatively, you can click on “download Employment summary.” Note that this will open the excel file submitted from the previous year.</p> <ul style="list-style-type: none"> Update/Populate the excel file. Click on choose file to upload back into the system. Choose validate and import to import the excel data back into the system. <ul style="list-style-type: none"> Proceed to click the Next button after completing each section. Be aware that there are validation rules on each form. If incorrect information is entered, an error message will be displayed. The system can detect if it is your first time applying for an MG. For first-time MG submissions, the system will automatically hide the ATR. For second-time ATR submissions, the system will display the ATR. <p>NB: C1, G1, AND H1 have the download previous year form, validate, and import, choose file, and download template. E3 and F have the download template, choose file and validate and import. So, the same concept is applied.</p>

Mandatory Grant Application

Make changes to a workplace skills plan record

71%

Documents

Name (Document Type)	Document Attached?	Is Required?	
Bank Confirmation Letter	No	Yes	
Proof of Training	No	No	
Authorization Page	No	Yes	
Training Committee Minutes	No	Yes	

[Previous](#) [Next](#)

Edit
View details

Edit

Document Type
Bank Confirmation Letter

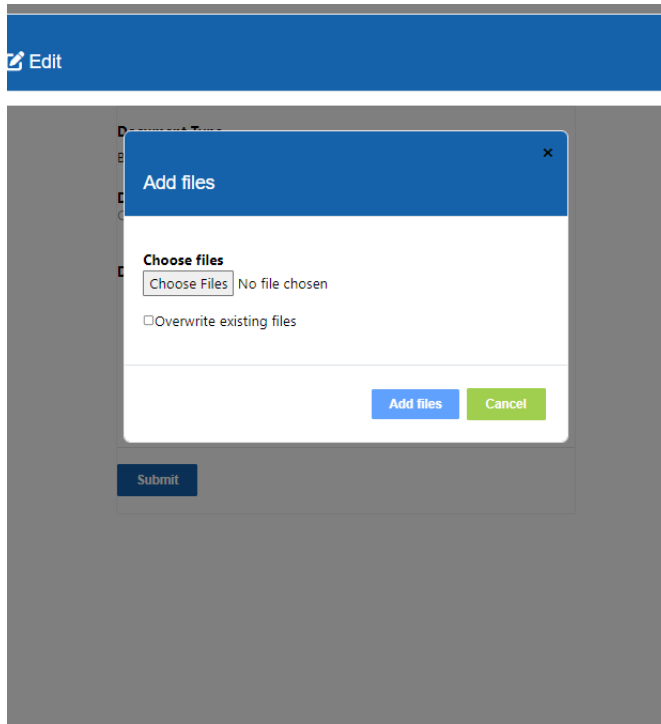
Document Attached? *
 No Yes

Documents

[Add files](#) [New folder](#)

There are no folders or files to display.

[Submit](#)



Step	Action
5.	<ul style="list-style-type: none"> • Click on the Edit button to add the documents. • Click on the Add files button. • Select the file that you want to upload—Note file attachment must be in pdf. • Click on the Add files button once you’ve selected your file. • Select the yes button once you’ve attached the document. • Click the submit button.

7 MANDATORY GRANTS EXTENSION

Organisation Management 1

- Organisation Management
- Manage SDF Details
- Register Organisation
- Mandatory Grants Application
- Mandatory Grant Extension 2
- Transfer Into SASSETA
- Request OFO

Step	Action
1.	<ul style="list-style-type: none"> Click on the Organization Management Heading Click on the Mandatory grant Extension sub- heading.

Workplace Skills Plans Extension

Capture an extension for workplace skills plan of an organisation.

Ref No	Employers (Employers)	SDL Number (Employers)	Status	Name (Submission Window.)	ATR Required	
MG-160	Neo M PTY LTD	X-111110008	Declined	01 April 2022 – 31 March 2023	No	▼
MG-219	Talente Tradings	X-111110021	Submitted	01 April 2025 - 31 March 2026	Yes	▼
MG-221	T & H Administration Trust	L200708818	Created	01 April 2025 - 31 March 2026	Yes	▼
MG-224	Vista Villas Security Services Cc	L230732549	Created	01 April 2025 - 31 March 2026	Yes	▼

Step	Action
2.	<ul style="list-style-type: none"> A list of your Mandatory grants will be displayed, and you can click on the edit button to request an extension of the specific Mandatory grant. Click on the Organization Management Heading Click on the Mandatory grant Extension sub- heading.

Details

Ref No * MG-221	Financial year * 01 April 2025 - 31 March 2026	Number of Employees * 50
Organisation * T & H Administration Trust	SDL Number L200708818	Extension Date —

Extension requests

Name ↑	Employers (WSP)	SDF Contact (WSP)	Submission Window. (WSP)	status	Created On
There are no records to display.					

[Request Extension](#)

Step	Action
3.	<ul style="list-style-type: none"> Click on the Request Extension button. Click on the Mandatory grant Extension sub- heading.

Mandatory Grant Extension Application

Mandatory grant application must be submitted to SASSETA before or on the **30th of April 2025**, deadline date.

The extension period is from **1 May 2025** to **31 May 2025** and therefore, employers who wish to apply for extension are advised to submit their extension application request to SASSETA before or on the **30th of April 2025**.

Step **1** of **2**

WSP *

MG-221

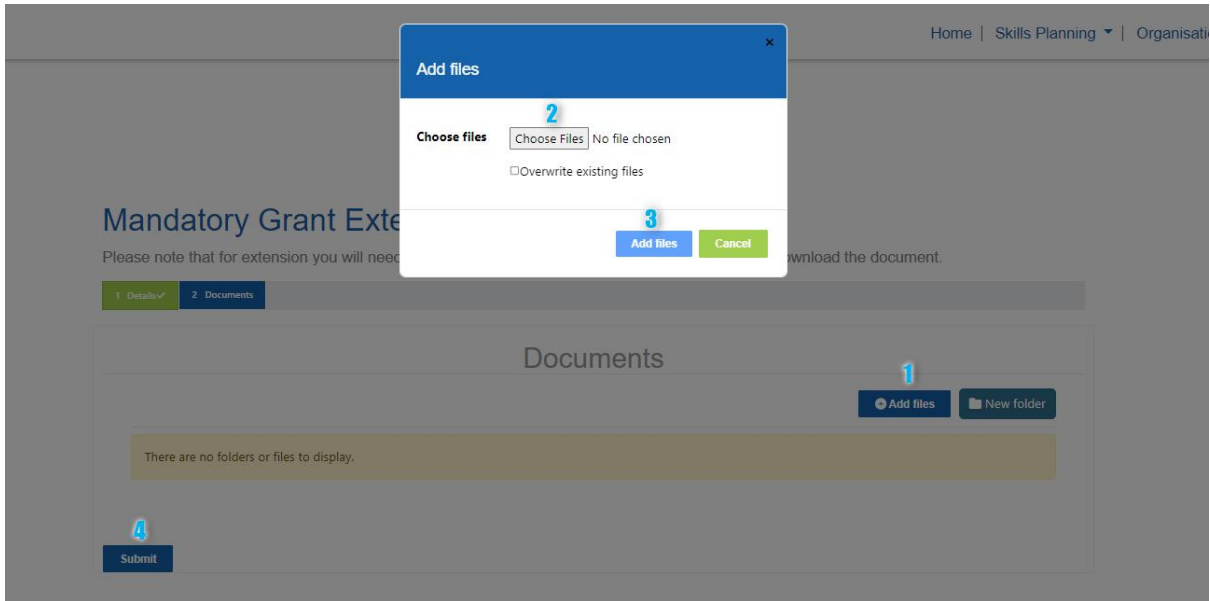


Detailed reason for the extension *

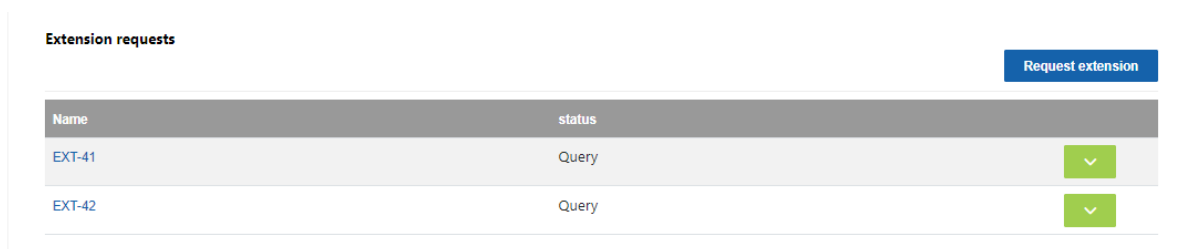
I was admitted in hospital.

Next

Step	Action
4.	<ul style="list-style-type: none">• Populate the detail reason and Click on the next button.• Note that the attachment is optional, but should you have supporting documents, then they should be attached.



Step	Action
3.	<ul style="list-style-type: none"> Click on the Add files button. Select the file that you want to upload—Note file attachment must be in pdf. Click on the Add files button once you’ve selected your file. Click the Submit button.



Step	Action
4.	<ul style="list-style-type: none"> Displayed above is the view of the extension requests with their statuses.

8 TRANSFER INTO SASSETA

8.1.1 TRANSFER INTERSETA APPLICATION

Stakeholders Home | Skills Planning Organisation management Neo Mlangeni

Home / Skills Planning - Org. / Account detail (1)

Transfer Into SASSETA

This is the process of transferring a company from one SETA to another. Such a transfer may be done under any of the following circumstances:

- If the company has been incorrectly registered and the main business activity is not aligned with the industrial scope of the SETA.
- If the main business of the company has changed since its previous registration with SARS, which now allows it to better suit the industrial scope of a different SETA.
- If the employer falls within the jurisdiction of more than one SETA and the employer's application to transfer to a new SETA is motivated by:
 - Workforce composition
 - Remuneration amounts paid or payable to different employee categories
 - Training requirements of different employee categories

IST FORM

Please click [here](#) to download the Intersecta transfer form

SDK number	Trading Name	Currently Classified SETA	Status	
L54789314	Talente PTY		Submitted	New Request
L54789314	Sekani Holdings		Submitted	
L258963147	Talente PTY		Submitted	

Step	Action
1.	<ul style="list-style-type: none">• Click on the Organization management Heading.• Click on <i>Transfer into SASSETA</i> sub-heading• Click on the New Request Button to make the transfer.

Transfer into SASSETA

Request a transfer of an organisation into the SETA

Step 1 of 3

Trading Name *
Neo Trading

Contact Person *
Neo Mlangeni

Next

Step	Action
2.	<ul style="list-style-type: none">• Populate the Trading Name field and click next.

Transfer into SASSETA

Request a transfer of an organisation into the SETA

Step 2 of 3

DETAILS

SDL number * L25974463	SIC Code * POLICING
Email Address * neo@vwave.co.za	Telephone number * 0123657789
Core business of the company/legal entity * Neo Technologies	Currently Classified SETA Education, Training and Development Practices Sector Educa

Previous Next



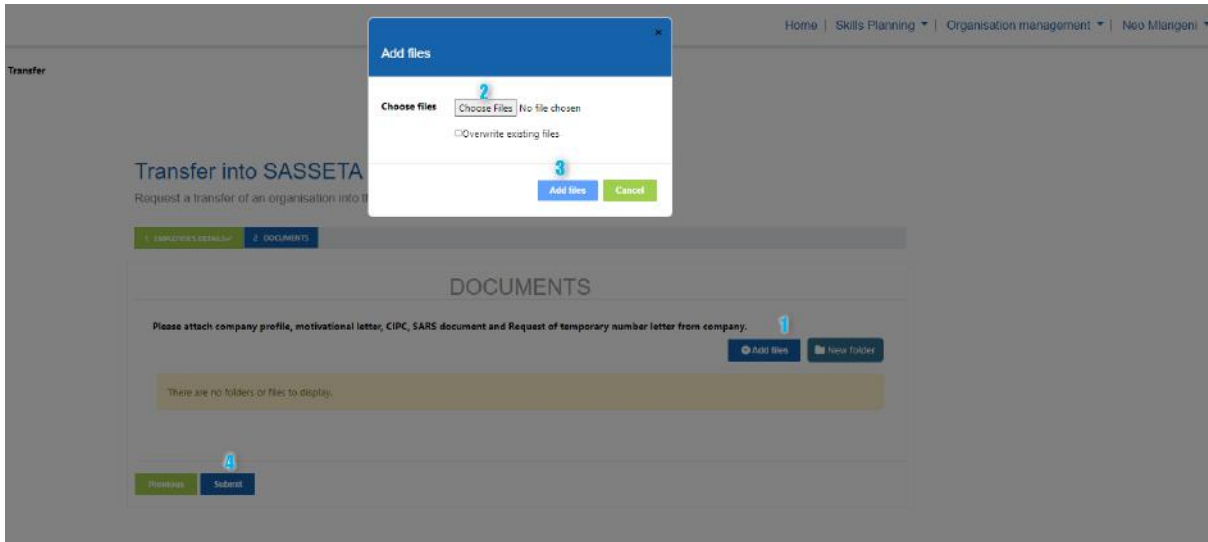
Step	Action
2.	<ul style="list-style-type: none"> Populate the form and click next. Note that on the SIC Code and currently classified SETA you'll be able to search in the search icon textbox.

Step 3 of 3

DOCUMENTS

ID ↑	Name	Attachment added
1	IST Form	No
2	CIPC	No
3	Company Profile	No
4	Motivational Letter	No
5	SARS	No

Previous Submit



Step	Action
3.	<ul style="list-style-type: none"> Click on the Attach button to upload documents Repeat the process for all the 5 attachments – Note file attachment must be in pdf. Click the Submit button.

https://sasseta-dev.powerappsportals.com/skills-planning/transfer-into/

Transfer Into SASSETA

This is the process of transferring a company from one SETA to another. Such a transfer may be done under any of the following circumstances:

- If the company has been incorrectly registered and the main business activity is not aligned with the industrial scope of the SETA.
- If the main business of the company has changed since its previous registration with SARS, which now allows it to better suit the industrial scope of a different SETA.
- If the employer falls within the jurisdiction of more than one SETA and the employer's application to transfer to a new SETA is motivated by:
 - Workforce composition
 - Remuneration amounts paid or payable to different employee categories
 - Training requirements of different employee categories

SDL number	Trading Name	Email Address	SETA to be Transferred to	Status	Created On ↓	
L98745632	Sekani Holdings	neomlangeni968@gmail.com	SASSETA	Approve	1/15/2024	New Request

Step	Action
4.	<ul style="list-style-type: none"> Refresh the portal. Note: The status will be displayed on the view once approved from IMIS. Click on the dropdown to view details. The Comments from IMIS will be displayed in the comments section.

9 REQUEST OFO

9.1.1 REQUEST OFO APPLICATION

Organisation Management 1 Neo Mlangeni ▾

- Organisation Management
- Manage SDF Details
- Register Organisation
- Mandatory Grants Application
- Mandatory Grant Extension
- Transfer Into SASSETA
- Request OFO 2

Request 3

Organisation Framework for Occupations (OFO)

Suggest changes to OFO codes on behalf of an organisation

Please click on the version to download the OFO Codes: [OFO Version 2021](#)

SSK Number (Employer)	Employer	Action Requested	Job Title	OFO Status	Owner	Request
L230733549	Vista Villas Security Cc	Add new occupation			OFO Request Team	<input type="button" value="Request"/>
L500773090	Phungula Incorporated	Add new occupation	Dancer		OFO Request Team	<input type="button" value="Request"/>

Step	Action
1.	<ul style="list-style-type: none">Click on the Organization Management Heading.Click on Request OFO sub-headingClick on “OFO Version 2021” link download the OFO codes template (Note that this will automatically load on your machine.Click on Request Button to request the OFO Code.

Request OFO

The process of requesting OFO will require you to upload a letter from the employer and Job description. A motivation will be required if the OFO is not found on the system.

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Facilitator
Neo Mlangeni

Job Title

Organisation *
 ✕ 🔍

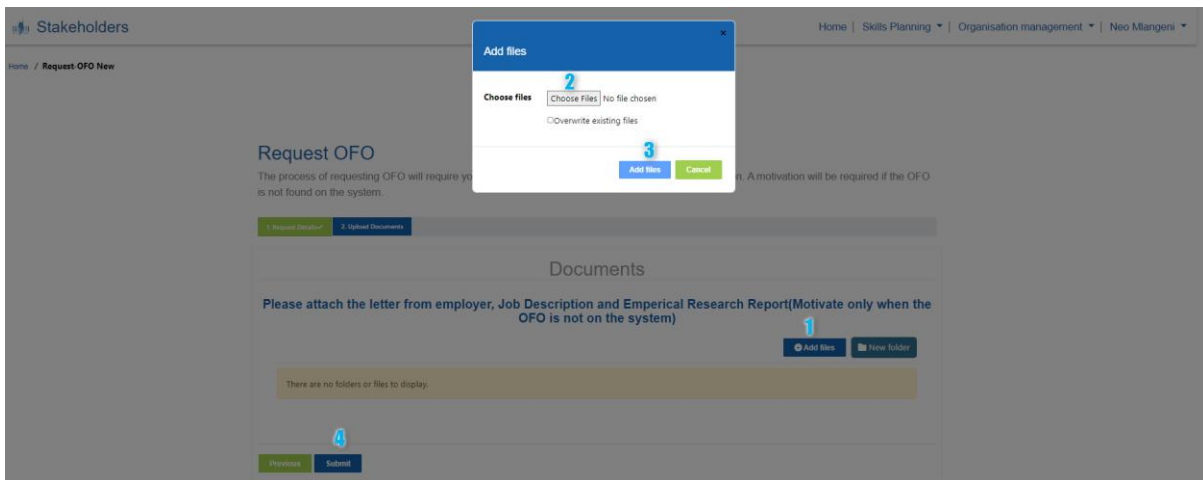
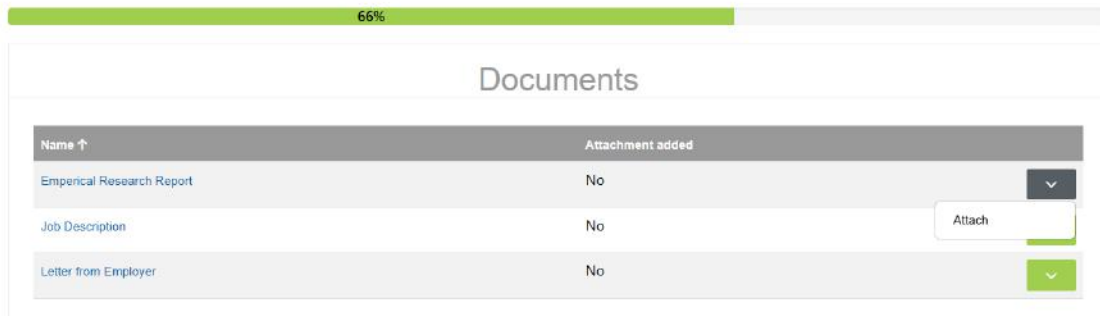
Details

Action Requested * <input type="text" value="Remove Occupation"/> ▼	Occupation code to be moved, deleted or changed * <input type="text" value="8529-9632"/>
Unit Group Number to be removed or added * <input type="text" value="2021-20"/>	Name of occupation to be added, new title where change in alternative title is required <input type="text" value="System Private Security"/>
Specialisation <input type="text"/>	Alternative title <input type="text" value="Dynamics Private Security"/>
Motivation <input type="text"/>	Description of occupation to be added or changed * <input type="text" value="testing....."/>

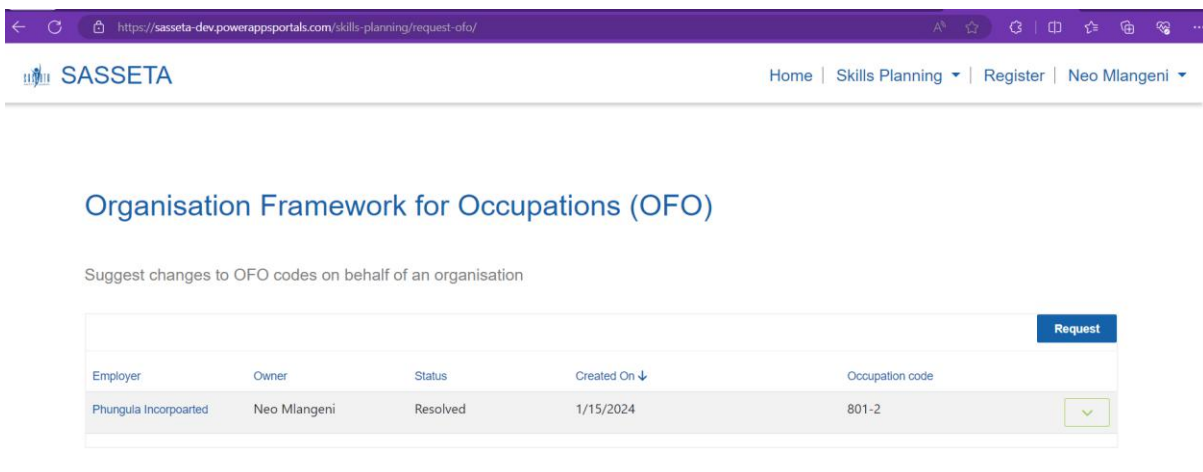
Step	Action
2.	<ul style="list-style-type: none">Populate the form and click next.

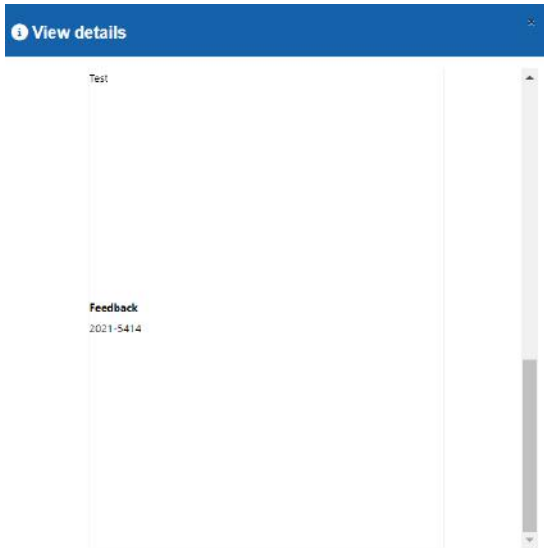
Request OFO

The process of requesting OFO will require you to upload a letter from the employer and Job description. A motivation will be required if the OFO is not found on the system.



Step	Action
3.	<ul style="list-style-type: none"> Click on the Attach button. Select the file that you want to upload—Note file attachment must be in pdf. Click on the Add files button once you've selected your file. Click the Submit button.





Step	Action
4.	<ul style="list-style-type: none"><li data-bbox="424 837 1393 902">• Note: Once your OFO Request has been allocated, it will be displayed on the OFO View.<li data-bbox="424 909 1393 945">• You can click on the view details to view the feedback.