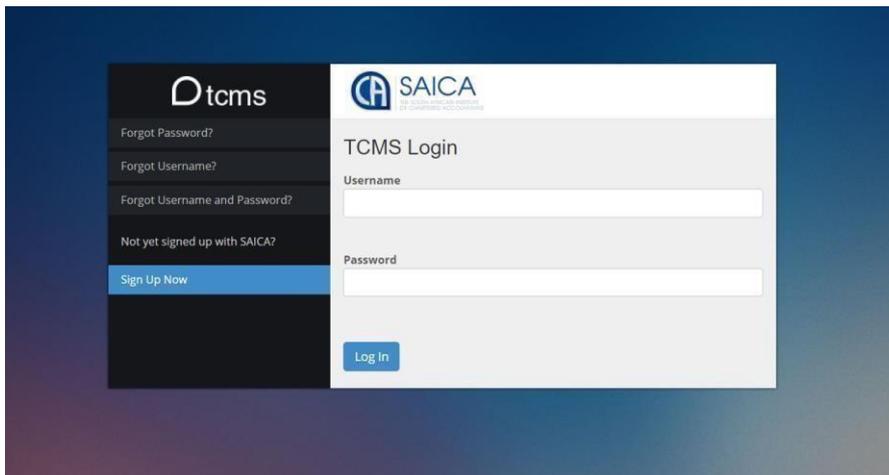




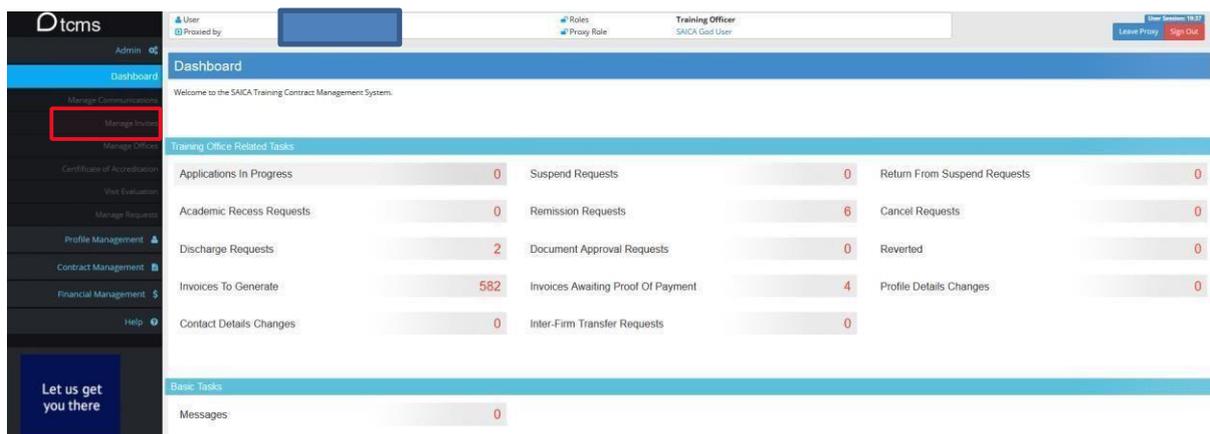
CA2025 TRAINING PROGRAMME

On-boarding of trainees via TCMS

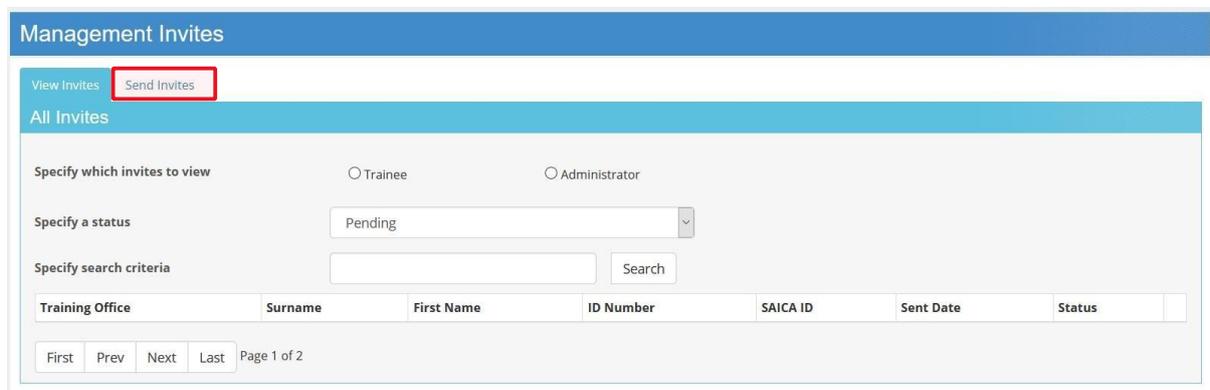
Please login to TCMS using your 8-digit “SAICA ID” followed by your password.



Select “Manage Invites” located on the left-hand side of the TCMS dashboard.



Click on the tab send invites to proceed with EAT invite.



Please ensure "EAT Invite" is ticked.

Management Invites

View Invites Send Invites

Send Invites

Specify to whom invites are sent to Trainee Administrator EAT Invite

Specify to which training office invites are sent to: Select a training office...

Training Office Quota: 0

Active Trainees: 0

Invites Accepted: 0

Invites Pending: 0

Transfers Pending: 0

Available Invites: 0

Click on drop down and select your training office where the invites are being sent from.

Management Invites

View Invites Send Invites

Send Invites

Specify to whom invites are sent to Trainee Administrator EAT Invite

Specify to which training office invites are sent to: Select a training office...

Training Office Quota: 0

Active Trainees: 0

Invites Accepted: 0

Invites Pending: 0

Transfers Pending: 0

Available Invites: 0

Download the invite template at the bottom of the screen and populate to upload multiple trainees. The columns of the invite template must not be altered in any way, use '0' in front of the cell phone number, do not use +27. Once the invite template has been populated select 'choose file' to upload into TCMS.

Management Invites

View Invites Send Invites

Send Invites

Specify to whom invites are sent to Trainee Administrator EAT Invite

Specify to which training office invites are sent to: [Dropdown]

First Name: [Text Field]

Surname: [Text Field]

ID Number: [Text Field]

Mobile Number: [Text Field]

Email Address: [Text Field]

Add To List

First Name	Last Name	ID Number	Mobile	Email
[CHOOSE FILE]				
[Download Invite Template]				

Once all required fields have been filled in, please select "Add to List".

Management Invites

View Invites Send Invites

Send Invites

Specify to whom invites are sent to Trainee Administrator EAT Invite

Specify to which training office invites are sent to: [Select a training office...]

First Name: [Text Field]

Surname: [Text Field]

ID Number: [Text Field]

Mobile Number: [Text Field]

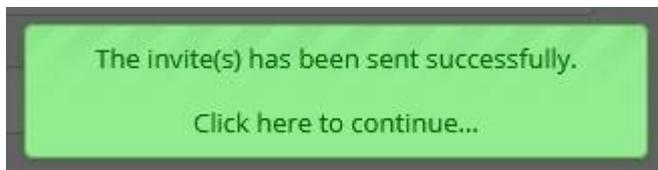
Email Address: [Text Field]

Add To List

First Name	Last Name	ID Number	Mobile	Email
[CHOOSE FILE]				
[Download Invite Template]				

Please note that the recently added trainee will be displayed at the bottom of the screen, you may click **“Remove”** to delete the newly added trainee.

Once **“Send Invite”** has been selected, the below message will appear notifying you that the invite has been sent. Click to continue



Click on drop down and select **“Accepted”** to view all accepted trainees. invites sent to the EAT will appear as 'Accepted' in specify status.

New invited trainee will be displayed below or alternatively type SAICA ID into search field.

Management Invites

View Invites Send Invites

All Invites

Specify which invites to view Trainee Administrator EAT

Specify a status

Specify search criteria Search

Training Office	Surname	First Name	ID Number	SAICA ID	Sent Date	Status	
[Redacted Content]					2022-01-28	Accepted	View
					2022-02-21	Accepted	View
					2022-02-21	Accepted	View
					2022-02-21	Accepted	View
					2022-02-21	Accepted	View
					2022-02-21	Accepted	View
					2022-02-24	Accepted	View
					2022-02-24	Accepted	View
					2022-02-10	Accepted	View
					2022-02-10	Accepted	View

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Management Invites

View Invites Send Invites

All Invites

Specify which invites to view Trainee Administrator EAT

Specify a status

Specify search criteria Search

Training Office	Surname	First Name	ID Number	SAICA ID	Sent Date	Status	
[Redacted Content]					2022-02-24	Accepted	View

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