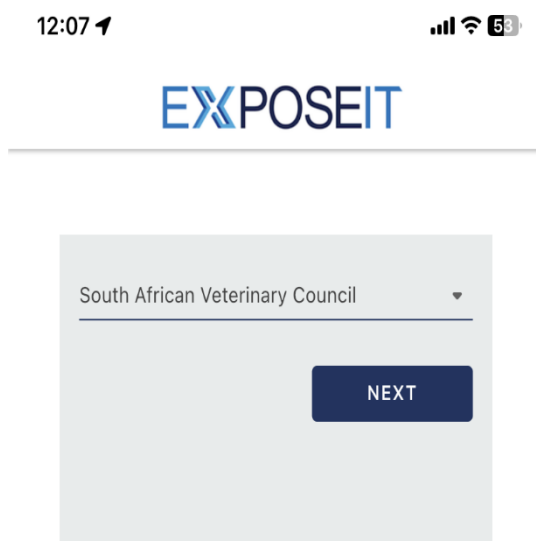


Guide: SAVC Project Compliance app (ExposeIT)



1. Search for ExposeIT in the Google Play Store/App Store
2. Get/download ExposeIT to install it
3. Open the ExposeIT app
4. When the app opens, select "Register"
5. Click on the drop-down menu next to "Select organisation code" to select the "South African Veterinary Council" at the bottom and click "next"



6. Enter any user ID under "Enter your User ID". Don't use anything that can identify you if you want to stay anonymous and click "next"
7. Enter any four-digit pin (password) and click "Register"
8. After registration, **log in** with your user ID and four-digit pin
9. Note: if you lose the username and/or password, you will have to uninstall the app and re-install and register again. The reason for this is that the app is anonymous and does not capture any detail – there is no data to reset a password or login ID
10. After logging in, create a new report by selecting the pen icon at the top right-hand side of the screen
11. Provide the topic of the report
12. The name of the report will be displayed at the top of the screen, and you can then enter the details of the complaint in the text box below
13. You will be prompted throughout to provide information to establish the viability of the complaint. **(This app is NOT available to report unprofessional conduct by registrars, except where the registrer employs/allows a layperson or non-registered person to perform work that requires registration with Council)**
14. You will receive an automatic reply with an acknowledgement of receipt
15. This app will be monitored during office hours (8am to 4.30pm)

16. You will be able to follow the status of the complaint on the app itself
17. When a reply is sent, the app will show a notification
18. Monitor the app regularly for any information requested