1. **About page**

This page simply gives a description of the website.

1. **Self service Ad manager**

In the top left pane, this page explains that a user can select from 5 types of adverts (A written advert with a picture, a mini banner, a slim mini banner, horizontal banner or vertical banner).

The user can select the type of advert that they would like to upload, and they have to select the page on which they would like the advert to appear on. Clicking the page name (per page selections) will open the particular page in a separate window so that the advertiser can confirm if the page to be selected is the appropriate one.

If advertising space for a particular advert type is unavailable on the page that they would like to place their advert, the page option for that page will be shown in a light grey colour and cannot be selected (see the “company profiles” option on the website draft).

Below the menu where the advertiser selects the page on which to advertise, they can either save the information uploaded so far which will automatically show on the **advertiser’s dashboard** under drafts.

The advertiser may continue to the next section where they put in the relevant company details relating to their advert and they may choose the duration of their adverts.

Thereafter they may click “proceed to payment,” or “submit to authorised signatory” or save.

If they select proceed to payment, it will take them to Paygate’s secure payment website for processing the payment which after payment will redirect the user back to our website which then sends an invoice of the transaction to the user’s e mail.

If the user selects, “**submit to authorised signatory**,” it will send details of the transaction to the authorised bank signatory’s e mail with a link to **self service ad manager** page at the bottom of their e mail. This link will be a temporary profile and temporary password that they can use to view the saved ad information and proceed to process the payment.

If they have any query they can click where it says “**contact Ad Sales**” at the bottom right corner.

1. **Contact Ad Sales**

This page gives the user an opportunity to request feedback regarding their use of the self service Ad manager.

They can write the subject matter and type in a message like an e mail which will be sent to the webmaster’s email address. If they access this page without logging in then additional information will be required from them i.e. their name, e mail address and other contact information that we can use to get back to them.

Each message that they send should request them to enter a random security code that confirms that they are human.

1. **Advertiser’s dashboard**

Each saved advert in the self service ad manager which has not been published yet will appear in the advertiser’s dashboard under drafts.

Each published advert will appear under submitted ads. Submitted ads will show the publishing date, the name of the company for which the ad was submitted, an option to edit, delete an advert and an option to extend the duration of an advert. Extension of the duration will take them back to the payment page.

Expired ads will show under Purged. These can be deleted or renewed. Renewing an ad will take the user back to the payment page.

Submitted ads and purged ones show the number of page views and the actual number of clicks on their advert.

1. **Privacy Policy**

This page only has the website’s policy regarding privacy when using the website.

1. **Feedback**

This is very similar to the contact ad sales page but used for giving feedback regarding general usage of the website.

1. **Login**

This is the page that most people will get to first when they visit Professionals SA. It will allow them to log in by entering their e mail address together with their unique password.

If a user forgets their password, they can click “forgot your password,” and they will be required to enter a random security code that conforms that they are human. When they click submit, an e mail is sent to their e mail address with a temporary (once off link) link that they use to get to Professionals SA, which will then ask them to put in a new password and confirm it.

New users can also join by completing the required information.

A main poll also appears on this page which is unrelated to the interests selected by members. The polls that appear on this page are selected by the webmaster from all the polls posted on the website (5 which randomly interchange each time a person visits the login page, otherwise, if the webmaster does not select a new set of 5 polls within 48 hrs from the previous time, the website will randomly select any poll to appear each time a person visits this page.

1. **Join**

If a new user is joining the website, the login page collects the minimum amount of information required to open an account and the join page is the stage 2 of 3 which collects additional information about the user in order for the website to display meaningful information about them.

The user is required to add details of the employer, previous employers, education, links to their Facebook, Twitter and Blog pages if they have any, hometown and they can upload a profile picture and give a short description about themself.

On this page, they can view terms of use and they are required to input a security code to confirm that they are human.

Students can enter their education profile

1. **Edit interests**

On this page, users will select their interests which will determine the blogs and polls that appear on their profile age, therefore blogs and polls have to be classified into any those categories each time a new one is uploaded.

1. **Find peers**

On this page, a user can look for new peers to connect with. Only non –connected users will appear on this page. This page pulls a random group of people who are either from the same high school (during the same period), from the same university (during the same period), a previous company during the same period, from the same home town, otherwise the list of latest people to join the website. The random selection is displayed without a particular order.

Below is an example of users who are considered to have been at a school, university or company at the same time. A joined company X in 2001 and left in 2005. B joined company X in 2004 and left in 2008, therefore they were at the same company at the same time thus A can appear on B’s list of Find peers and the reverse is also true.

COMPANY - X

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| A |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | B |  |  |  |  |
|  |  |  |  |  |  |  |  |

A person can also use a filter at the top to search for peers by company, school, university or hometown.

1. **Home**

This page displays all the information about a person, the profile picture (perfect square), the name, the qualification tag (or tagline if the person chooses not to display their qualification), their job title, the company that they currently work for (the main job for those who hold more than one position), the location and a short profile summary.

Other information displayed includes a link to network peers connected to the user, a list of any 5 network peers connected to the user (including their profile pictures), a list of the social networks that the user is a member of limited to Twitter, Facebook and MySpace, a link to their blog page if they have one, employment history, affiliations, achievements and the detailed educational profile.

On this page, there are links to sending an e mail to the particular member whose profile you are viewing, links to view the user’s network updates, links to show a list of common peers.

At the bottom of the page, there are links to groups that the user has joined, links to events that they have flagged, links to the list of bloggers that they are following.

Other stuff refers to links to other parts of the website which are not the main pages.

1. **Network peers**

This page shows a list of all network peers connected to the user but grouped into 5 main categories that can be renamed by the member. The default category names are friends, clients, work peers, acquaintances and other.

The classification of friends into groups can only be seen by the account holder otherwise others will only see one continuous list of network peers.

Peers can be classified and reclassified and one network peer can be classified into more than one category at a time.

1. **Notifications**

It is on this page that notifications are shown for new jobs in line with the user’s preferences which would have been submitted after they switch on their job seeker tag.

It shows new jobs submitted in the careervine that are in line with the user’s preferences which would have been submitted after they switch on their job seeker tag.

It gives notification of people who have requested to connect as network peers

It notifies of people who have accepted connection invitations from the user.

It shows notifications of people writing on a network update page of user.

It shows notifications of people who posted comments on a post that is on a user’s network update page.

It shows notifications of peers that show interest in any companies on the website.

It shows of peers that become interested in events listed on the website.

It shows notifications of new connections of peers.

It shows notifications of groups that peers join.

1. **Mail**

This consists of compose, inbox, outbox, drafts, archives and trash pages. The inbox, outbox, drafts, archives and trash pages will allow users to delete mail, mark it as unread, mark it as read or delete it (permanently in the case of the trash folder).

1. **Start job search**

A user is led to this page the first time the click the “apply button” in the “final job display page.” They may get back to it to edit information when they click “edit my information” in the job search page.

On this page shows they can input their highest education attained, upload a copy of their CV, capture details of their ethnicity, citizenship and telephone numbers. This information is not required when joining the website as some join it for other reasons other than looking for employment.

1. **Recruiter’s dashboard**

In this dashboard, recruiters can submit new jobs. Each job will display for 7 days before it expires. Recruiters may renew a submission from the 5th day. If a job expires, it does not show in the job search for other users to view but will sit on the recruiter’s dashboard under “expired” for another 7 days and during this period, the recruiter may renew the submission once more.

The recruiter’s dashboard is divided into 3 parts: Drafts, submitted and expired.

Drafts are submissions that have been captured (partly of completely) but have not yet been submitted/ published.

Submitted is a list of published jobs.

Expired is a list of expired submissions.

Submitted and expired jobs show statistics about the number of page views and number of responses/ applications that were initiated through the website.

1. **Submit a job**

This page allows recruiters to submit a job

1. **Job search**

This is the search results page for jobs. It has a search filter at the top left corner. The **notify me** button on the filter will switch on the job seeker tag or prompt someone to log in if they are not logged in so that the job seeker tag is switched on as soon as they are logged in. A message will appear saying, “You have to be logged in order to make use of this service. If you are not already a member of Professionals SA, you are invited to join so that we may send you notifications of all subsequently submitted jobs meeting your specific requirements. ”

On this page, viewed jobs will be **ticked** and applied for positions will be **flagged**.

The information appearing in the description space for each job is the information entered in the “Short summary or company description” box on the “submit a job” page.

All subsequently submitted jobs meeting the user’s required specifications will be appear under notifications as follows.

“*A new job, Network Engineer has been posted to the jobs page*

*A new job, .NET Developer and 2 other jobs have been posted to the jobs page”*

Once the user opens the notifications page, the cumulating of jobs stops *“.NET Developer and 3 other jobs…*” The counter starts again and posts a new separate notification for the next submitted job(s).

1. **Job display**

This page shows full description of a job posted to the website

Only recruiters working for the same company that posted a job will see its **history** at the bottom as shown in the draft in red.

1. **Applying on-line**

A user is led to this page after clicking the apply button on the job display page.

The page allows them to view or edit their details (which open in a separate window) before they send an application

1. **Posting an opportunity in the careervine**

The user will have to follow steps that appear on the page in order to post a job. The option to hide identity to non-peers does not show if the company concerned is not the company that the user works for.

1. **Careervine**

This page displays jobs posted in the page above

1. **Edit profile**

Changes made in this section will show on the network updates of peers.

They will appear as follows on their **network update** pages

*“Mark Gamanya has changed the link to his Facebook page*

*Mark Gamanya has changed the link to his Twitter page*

*Mark Gamanya has changed his profile picture*

*Mark Onismus Gamanya has edited his current job at ABSA*

*Mark Gamanya is now working for Department of Trade and Industry*

*Mark Gamanya has added DeBeers to his previous employers*

*Mark Gamanya has edited his profile summary*

*Mark Gamanya has added B Com accounting to his current studies*

*Mark Gamanya has added B Com accounting to his educational qualifications”*

1. **Account settings**

This page controls security settings.

1. **Start new peer review**

On this page, the user can initiate a performance appraisal by selecting a person registered or not registered on the website to rate their performance. If the intended reviewer is not found by searching the website, then the user can type in the reviewer’s e mail address so that the peer review is sent via e mail.

A person is led to this page by clicking their name at the top right corner of the website, after which a drop down list appears where they can choose, “start new peer review.” See **Account settings** page for example.

The user states the professional relationship with the targeted reviewer e.g.

“*I reported directly to my reviewer*

*I did not report directly to my reviewer but they were my senior who supervised some of my work*

*We worked together at the same level and in the same team/ department with my reviewer*

*I received training from my reviewer*

*We worked together in different but interdependent teams/ departments with my reviewer”*

If other, the user can specify

The user can save the peer review for later completion or submit it to the reviewer by clicking **submit**.

1. **Peer review**

None members will receive via e mail, a temporary log in profile which they can only use to access the peer review in order to complete it, save an uncompleted review or submit a completed review.

Members receive **notifications** such as the one below

“*Mark Gamanya would like you to do a performance appraisal on his work and has sent you his peer review*”

The peer review ratings are aggregated e.g. Interpersonal skills are **fairly good** (rating of **3**) if the user chooses to be rated on **diversity** and gets a score of **5, teamwork** and gets a score of **2** and **negotiating** where they get a score of **4** because (5+2+4) divided by 3 = 3.66. Answers are **rounded down** to the nearest whole number which in this case is 3.

1. **Create an event**

The user can select applicable fields for their event. Personal events allow a person to select a particular group already registered on the website under groups or a company or network peers connected to the person. After selecting the group, company or peers, a list of all people within those groups, companies or peers will open on a **separate page** where the user can deselect some people on the list.

1. **Events**

**This page can be accessed even if the user is not logged in. In such case, it will list all events and if the user clicks choose categories (that function will only work for that session and will also ask the user to log in to permanently save preferred categories)**

A blue section at the top of the page which can be closed/ hidden instantly shows all the event categories available and highlights the chosen ones. This shows automatically when the page is opened. If a user wants to change their preferences, they can click the **select categories** button and a new page called **Event category selection** will open.

Only events falling under the selected categories within the **selected regions** will display on this page with the latest updated event showing at the top.

If at a later stage, the event organiser submits a minimum of 2 extra photos or changes the introduction, the event will once again display at the top of the events page.

The footer automatically displays the following:

Few moments ago | Show interest - 322 interested | Post comment | Recommend |Report abuse

**Few moments ago** means 1 to 5 minutes ago

Thereafter, the timer should show the number of minutes up to 59 minutes e.g. 59 minutes ago

The timer shows hrs from 1 hr to 24 hrs then actual dates thereafter e.g.

03 September 2011 06:30pm

The above is done so that it does not confuse visitors to the website when they view from different time zones internationally.

**Show interest** means flagging. After showing interest **network updates** will be displayed when the event organisers change their introduction or add new event photos (refer to the network update page for examples).

**Notifications rather than network updates** will be received for changes to major detail such as the venue, the time or the cost. They will appear as follows

“*Durban July have made changes to their venue*

*Durban July have made changes to their event cost*

*Durban July have made changes to their time table*

*Durban July have made changes to their presenters*

*Durban July have made changes to their guest speakers*

*Durban July have made changes to their host*”

**Post comment**: All comments will be lumped together, regardless of them being posted from a user’s network update page after new photos and changes to the introduction or posted on the actual event page.

Recommend will open a new page in a separate window which displays your peers and members of all groups that you are part of. You may then deselect individually or deselect all so that you may select individually by using tick boxes.

Report abuse opens an e mail window to send e mail to the web master.

1. **Event category selection**

This allows a user to select preferred events as explained in the above section 28 for events. A drop down menu appears next to a category that has been selected for choosing an applicable region (province) as in the example below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | Banking |  |  |  |  |  |  |  |
|  | Consumer Protection | |  | Western Cape | |  |  |  |
| |  | | --- | |  | | Engineering | |  |  |  |  |  |  |
| |  | | --- | |  | | Healthcare and Pharmaceuticals | | |  |  |  |  |  |
| |  | | --- | |  | | Legal |  |  |  |  |  |  |  |

1. **Event display**

The page shows all detail of the event except for the introduction. Only applicable fields will be displayed meaning that if the event does not have a guest speaker then that field will not show.

1. **Event photo gallery**

This displays images that have been uploaded by the event organiser. When the event organiser previews images after uploading them, they may change the title and/ or description of the photo. It is not mandatory to have an image title and description.

1. **Event photos**

With a layout similar to the event photo gallery, this page shows event photos for individuals regarding events that they attended. The latest album shows in the slide show other wise, the event album selected at the bottom.

The user has to create photo albums using (1) **Event name,** (2) **Event date or month of the event and** (3) **location/ city that event took place.**

The user can put up an image title for each photo

1. **Network updates**

This page displays (1) activity happening in other connected peers’ profiles, (2) updates regarding events that the user has shown interest in (being changes to the event introduction or event photos), (3) activity happening in groups that the user has joined, (4) updates relating to companies that the user is interested in or (5) New blog posts by bloggers that the user if following.

1. **Activity in connected peers’ profiles**:

This includes adding a new employer

Adding a previous employer

Editing the current job title

Showing interest in another company

Showing interest in an event

Joining a group

Connecting to other peers

Posting something in a group in which both the connected peer and the user are members

Adding a link to their Facebook profile for the first time, unless if it was done at registration

Adding a link to their Twitter profile for the first time, unless if it was done at registration

Writing on their own network update page

The above activity will appear as follows (refer to the **network updates** page on the draft for layout):

*“Cathy Dyson is now working for Sanlam*

*Cathy Dyson has added Sanlam to her previous employers*

*Cathy Dyson has edited her current job at Sanlam*

*Cathy Dyson is interested in Sanlam*

*Cathy Dyson is interested in the Durban July event*

*Cathy Dyson has joined the IT Professionals group*

*Cathy Dyson added 7 new peers including the following*

*Cathy Dyson has posted something in the IT Professionals group*

*Cathy Dyson added a link to her Facebook page* ***clicking where it says link takes you to***

*Cathy Dyson added a link to her Twitter page* ***their home page***

*Cathy Dyson has changed her profile picture*

*”*

Refer to the **network updates** page on the draft for an example whereby connected peers write on their network update pages.

1. **Updates regarding events that the user has shown interest in (being changes to the event introduction or event photos)**

Refer to the **network updates** page on the draft for the 2 examples.

1. **Activity happening in groups that the user has joined**

Activity will appear as follows on the network updates page

*“The IT Professionals group has changed its purpose*

*New photos have been uploaded in the IT Professionals group”*

1. **Updates relating to companies that the user is interested in**

Updates will appear as follows on the network updates page

*Sanlam has edited its profile*

*Sanlam has added another video link to its profile*

*Sanlam has added another link to in the news on their profile*

*Sanlam has posted new content on their blog*

1. **Updates relating to companies that the user is interested in**

Updates will appear as follows on the network updates page

*“Guy Kawasaki has posted a new blog”* Refer to the **network update page** on the draft for full example

1. **Blog dashboard**

On this page, the user can click where to post a new blog story

They can view their draft and published blogs

Published blogs have a summary of the statistics (viewership and comments)

The user/ blogger can click each story under drafts to edit the story or they may tick stories to delete

Published stories may also be deleted by the blogger

1. **Post new blog**

The user/ blogger can choose a category under which the blog will fall. The categories are from the same data base as the page that’s called **Edit interests** (per draft).

The user can also add a link to location of the original story if they published it elsewhere prior to publishing it on Professionals SA.

The blogger can add pictures, a link to a video, and can copy and paste content from any other external location but the font will remain standard for all blogs. The user can however underline, make bold or use italics in some chosen parts.

The user can at the end, delete, save as draft, or publish the blog

1. **Blogs**

This page displays only the user’s selected interests displaying the latest postings at the top. If the user wishes to see all blogs then they can click **all categories**.If they wish to see stories from bloggers that they are following, then they can click on **following** and then choose a particular blogger whose blogs will show with the latest at the top.

1. **Following**

This is a list of all bloggers that the user is following. Their blog postings show on the **network update page** (Heading and first few lines of the story). Refer to the **network update page** on the draft for a full example.

1. **Blog post**

The page displays the bloggers’ name and profile picture at the top.

The page also has a link to the original story if it was previously published elsewhere.

Users can comment on blogs.

Closer to the bottom there is a display of the previous 5 postings by the particular blogger whose story is open.

The page also has a link to the blogger’s personal blog page

1. **Create a poll**

The user can type a question with limited characters.

They will then select a category under which the question falls (pulled form the same data base as what is displayed on the **Edit Interests** page)

1. **Poll results**

Results relating to polls within the user’s interests show automatically on this age, with the latest poll displaying at the top, otherwise the user can select to view all poll results.

1. **Edit company profile**

This page can only be accessed by an administrator for a company only.

A user has to register as an administrator first for their company profile to display the [edit profile] button when they are viewing their company profile.

The user has to complete the relevant information.

Only if the company’s legal form is “listed company” will the option for choosing **main listing** and **other listings** be accessible.

Some companies are registered on more than one stock exchange world wide, the reason why there is **main listing** and then **other listings**.

If the company is part of a group of companies, the administrator can add all group companies specifying the relationships (Holding company, subsidiary company, fellow subsidiary, associate company or joint venture Company).

Contact details are required but will not show on the profile

Listed companies and other big companies have a board of directors which has different board committees, thus they have the option to upload such information if they click,” **switch on the company board of directors page**.”

To add directors, the administrator can type in their names and they will be picked up by the website as they type in the name, from the list of company employees. If they find the right incumbent, they will then click “**add**.”

The administrator may also click, “switch **on branch locator**” to update their directory of branches or divisions.

Examples of divisions are credit card division or home loans division in a banking environment. Other industries also have their own unique divisions therefore administrators may add both branches and divisions for a single company and users can filter what they are searching for (branch or division) using the filter on the **branch locator** page.

1. **Companies**

**This page can also be accessed without logging in**

This is a search page for companies. By default it lists 20 companies with recent/ latest updates to their profiles but without specifying what the updates are otherwise it displays search results of companies or products or services that a user searches for in the same format as it displays recently updated companies.

1. **Company profile**

**This page can also be accessed without logging in**

At the top the page is a slide show with pictures. Clicking a picture will open a picture gallery similar to the one used for event photos. Here, companies can add as many photos and albums as they wish.

Below is the companies information, links to corporate videos located on you tube, their on line footprint, links to stories on the company blog page, upcoming company events, details of other companies in the same group and links to stories making the news concerning the company.

There is also a link to the branch locator and to the company’s board of directors.

1. **Company photo gallery**

**YOU WILL HAVE TO LOG IN TO ACCESS THIS PAGE**

This shows all photos uploaded by the company and relevant album selections at the bottom. (Very similar to event photos for individual’s profiles)

1. **Board of directors**

**This page can also be accessed without logging in**

The page only becomes visible if the administrator switches on the company board of directors page under **Edit company profile**.

Once the director is added though the **Edit Company profile** page, the name of the director will show including their age and a short summary of their profile. Initially, the short profile will be drawn from the user’s profile summary as shown on their profile home page but the administrator can replace it with one that is in line with the company strategies and goals (or copy and paste it from another location) which will not affect the profile summary on the individual’s profile.

For companies that have a non-executive board which is split into different committees, their membership in each committee will show at the bottom of this page. \* In most companies, a single director may belong to more than one committee.

1. **Company employees**

**YOU WILL HAVE TO LOG IN TO ACCESS THIS PAGE**

This page lists all employees of the company regardless whether they are a director or not. When a person leaves the company and are no longer a current employee, then they are automatically removed from the listing.

1. **Branch locator**

**This page can be accessed without logging in**

This page is only visible if the administrator switches on the branch locator on the **Edit Company Profile** page.

In the top left corner there is a filer. If the person gets to the page from a particular company’s page then in the Company filter, the name of that company will display automatically and its logo will also display below the filter, however the user can start a search for another company if they wish. (Refer to the **branch locator** page on the draft)

The search parameter filter will determine whether they are searching for a branch or a division of a company.

The city filter will narrow down the search to cities of South Africa.

The location will further narrow down the search limited to the locations that the administrators or branch managers entered through the **Edit Company Profile** page e.g. Table view, Claremont and Kenilworth in Parklands.

Search results will show at the top e.g. if the user filters up to city level and leaves out the location then several results from that particular city will display at the top.

When the user clicks the right one, then the complete information for that branch or division will display on the rest of the page including the Google map.

Contact people may decide not to link their personal profile to this page but only pull their profile picture to the page. They may also edit their tag line for this page in a few words which will not affect their tag line or qualification tag per their own personal profile.

**Example**

The tagline for their own profile may be their qualification tag or other tag line that they edited but the tag line for this page can be branch manager or insurance or any other.

1. **Qualifications lookup**

The page displays all people with the same qualification whether it is their highest qualification obtained or not.

A user can access it by clicking a qualification or qualification tag on any profile.

1. **Comment history**

This page is accessed by clicking “*view* *previous comments*” where the member has commented anywhere on the website.

Their comment history will however exclude comments on photographs.

Comment history hides the identity of people who posted a discussion except for blogs (for privacy purposes).

The user can set visibility levels and they may submit it together with their CV and peer reviews when they apply for jobs.

1. **Create a group**

The page requires a user to come up with a group name and to lock or unlock visibility. Locking a group, allows only members to view discussions. The rest of the website users can only view membership and purpose of the group. Unlocking a group allows all users to view membership, purpose and discussions of the group.

1. **Group**

Each member of the group can invite more members, suggest an event to the group, post a discussion or comment on discussions.

Non-members cannot post comments in discussions even in an unlocked group.

Group management may hide their identity. The creator of the group can assign more managers. If the creator exits the group, it will continue to exist with other managers. If the creator decides to close the group, notifications will be sent to other managers to approve (yes/no). If they all agree then notifications will be sent to all members that the group has been dissolved. They may still see all past activity in the group but cannot add any further discussions or comments.

Example

Creator closing down a group and notifications sent out to other group managers

“*The creator of the IT experts group would like to close down the group. Onus is on you to allow or disallow action*”

Notifications sent out to members of a group if managers agree to close down group

“*The managers of the IT experts group have dissolved the group. No further discussions or comments can be posted*”

If someone becomes a top contributor, this will show on their profile under achievements and it is up to them to remove it if they do not want to keep it there.

It will show as follows.

“*Top contributor of the IT experts group on one occasion in 2011*

*Top contributor of the IT experts group on two occasions in 2011*

*Top contributor of the IT experts group on three occasions in 2011*”

Each single year will have its own separate count.

A top contributor for the month is a member who collected the highest points in that month.

3 points is awarded for posting a discussion.

1 point is awarded for commenting on a discussion including own discussion topic

1 point is awarded for receiving a like on a discussion topic or comment

2 additional points are awarded for receiving more than 4 comments (5 or more) including own comments on own discussion topic

1 additional point is awarded for receiving more than 9 comments (10 or more) including own comments on own discussion topic [in addition to the 2 points awarded for having more than 4 comments]

If there is a tie, the first member to have reached the highest points for that month will be ranked1st.

**Group notifications (notifications received by group members)**

“*Mark Gamanya has posted something in the IT Professionals group*

*Mark Gamanya and Cathy Dyson have posted something in the IT Professionals group*

*Mark Gamanya and 2 others have posted something in the IT Professionals group*

*Mark Gamanya has recommended the Durban July event to the IT Professionals group*

*Mark Gamanya and Cathy Dyson have recommended the Durban July event to the IT Professionals group*

*Mark Gamanya and 2 others have recommended the Durban July event to the IT Professionals group*

*Mark Gamanya also commented on a posting in the IT Professionals group*

*Mark Gamanya and 2 others also commented on a posting in the IT Professionals group*

*Mark Gamanya and 4 others have joined the IT Professionals Group*”