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USER MANUAL FOR NEW WEBSITE



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1. Introduction

Welcome to the South African Weather Service (SAWS) Main Website User Manual.

This guide explains how to use the main features of the SAWS website. It provides step-by-step instructions for navigating the website, setting your preferred location, accessing procurement documents, understanding weather warnings, and using the interactive weather map.

The manual is intended for all website users and requires no technical knowledge.

2. Setting Your Favorite Location

Step 1

Open the SAWS website.

Step 2

Locate the Search bar next to the interactive weather map.

Step 3

Enter the name of the city you wish to search.

Step 4

Select the city from the search results.

Step 5

Click ****Set Favourite Location****.

Step 6

The selected city will become your default location whenever you visit the website.

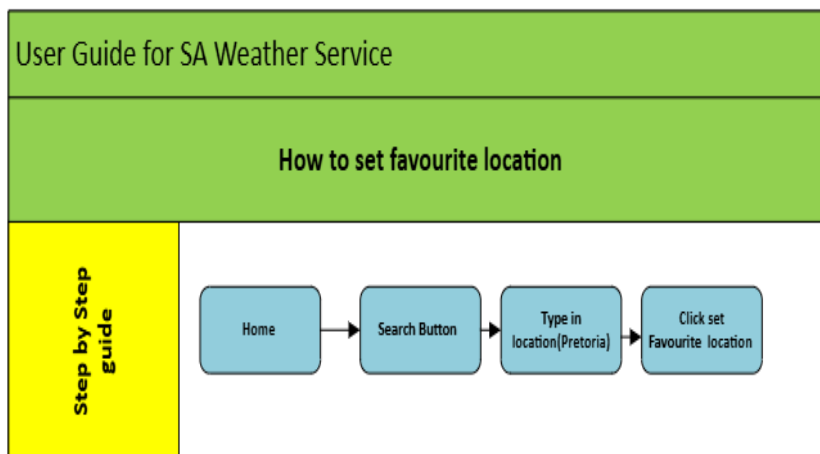
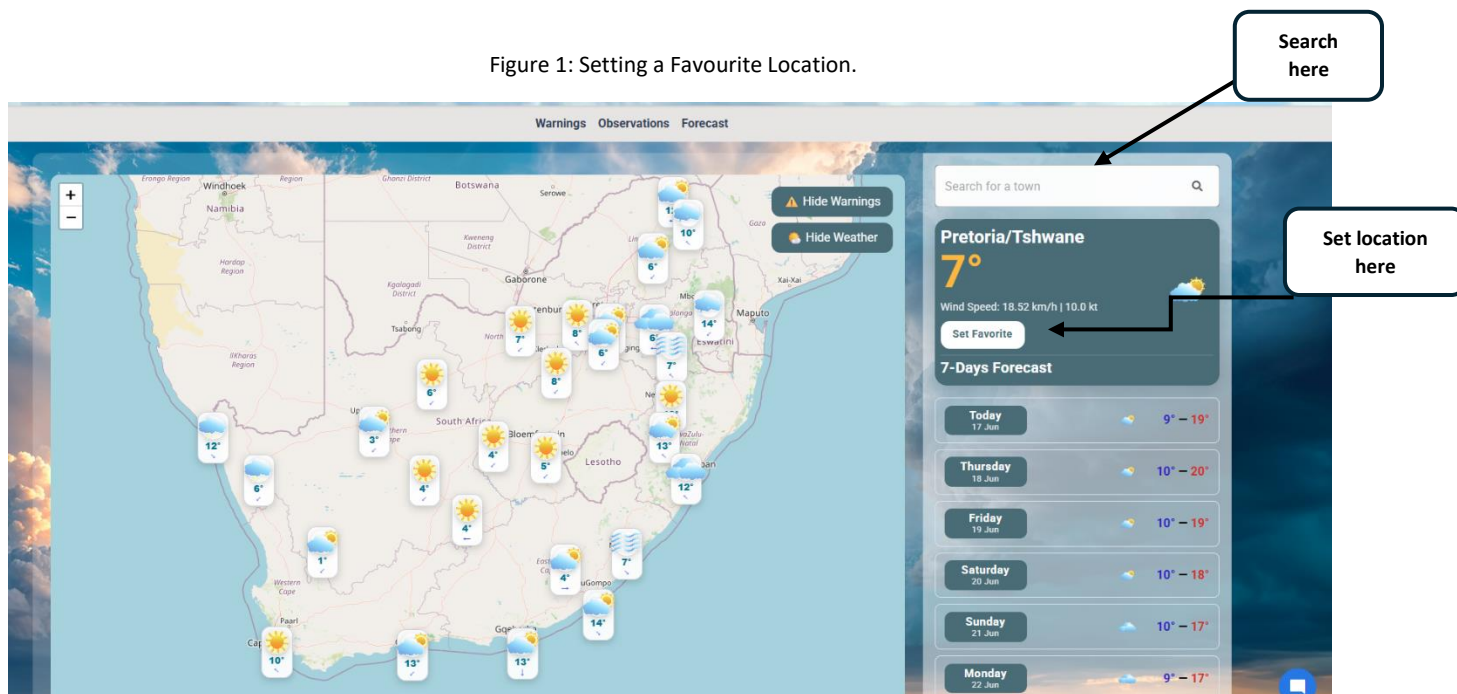


Figure 1: Setting a Favourite Location.



3. Accessing Tender and RFQs documents.

3.1.1. Tender Documents

To access Tender Documents:

1. Click ****Business**** from the main navigation menu.

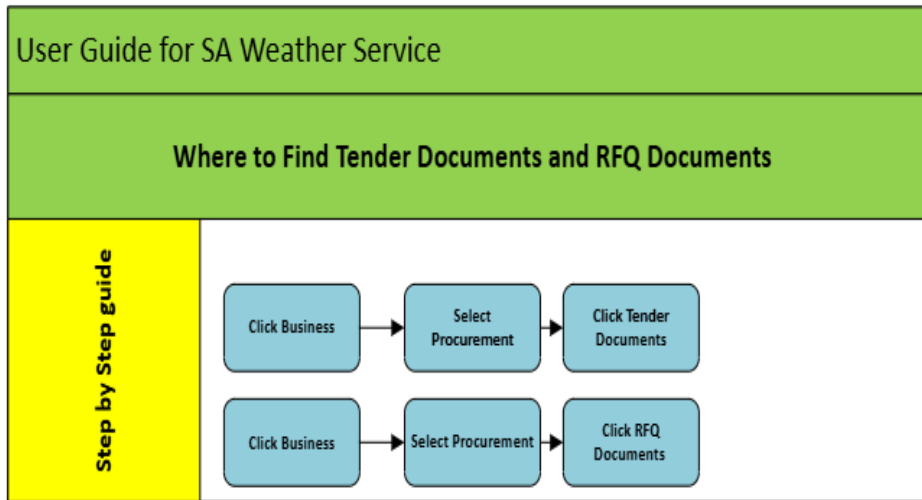
2. Select ****Procurement****.
3. Click ****Tender Documents****.
4. The available Tender documents will be displayed.

3.1.2. RFQs Documents

To access RFQ Documents:

1. Click ****Business**** from the main navigation menu.
2. Select ****Procurement****.
3. Click ****RFQ Documents****.
4. The available RFQ documents will be displayed.

Figure 2: Tender and RFQ Documents



4. How to read and navigate the Warnings and Map Controls

4.1.1 Understanding Weather Warnings

The Warnings page displays severe weather events across South Africa.

Users can:

- View warnings for Today
- View warnings for Tomorrow
- View warnings for the Day After Tomorrow
- Display Fire Warnings
- Display Wind Direction
- Display Weather Advisories

Figure 2: Map illustration of the Warnings page.

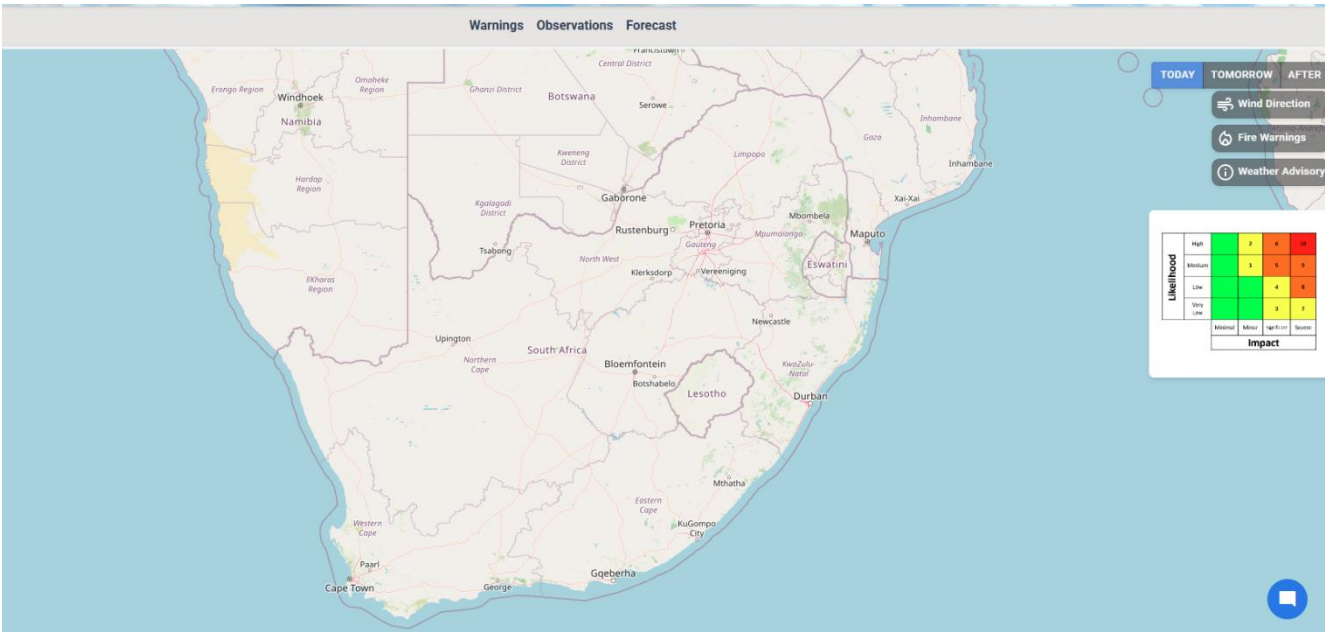
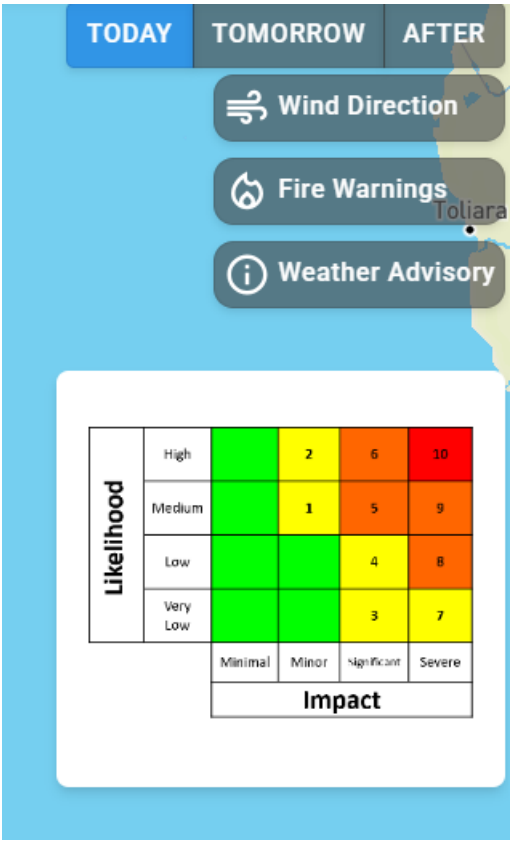


Figure 3: Warnings Key and Options.



Explanation for the Warnings Key Color Matrix:

Color	Level	Typical Hazards
Yellow	2	Disruptive Rain, Damaging Wind (Interior), Damaging Wind (Coastal) and Damaging Waves
Yellow	4	Disruptive Rain, Damaging Wind (Coastal), Damaging Waves
Orange	5	Disruptive Rain, Damaging Wind (Interior), Damaging Wind (Coastal), Damaging Waves, Storm Surge (Coastal)
Orange	6	Disruptive Rain, Damaging Wind (Interior), Damaging Wind (Coastal), Damaging Waves, Storm Surge
Orange	8	Disruptive Rain, Damaging Wind (Interior), Damaging Wind (Coastal)

A summary of the individual warning parameters, and the level that can be assigned to it in conjunction with the warning matrix, is provided below:

- **Severe Thunderstorms:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Damaging Waves:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Storm Surge:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Damaging Wind (Interior):** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Damaging Wind (Coastal):** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Disruptive Snow:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Disruptive Rain:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Reduced Visibility:** Levels [1, 2, 3, 4, 5, 6, 7, 8, 9, 10]
- **Veld Fire Conditions:** Levels [only 10]

- **Weather Advisory:** Levels [none]

5. Using Interactive Map

Figure 4: Landing Page Map

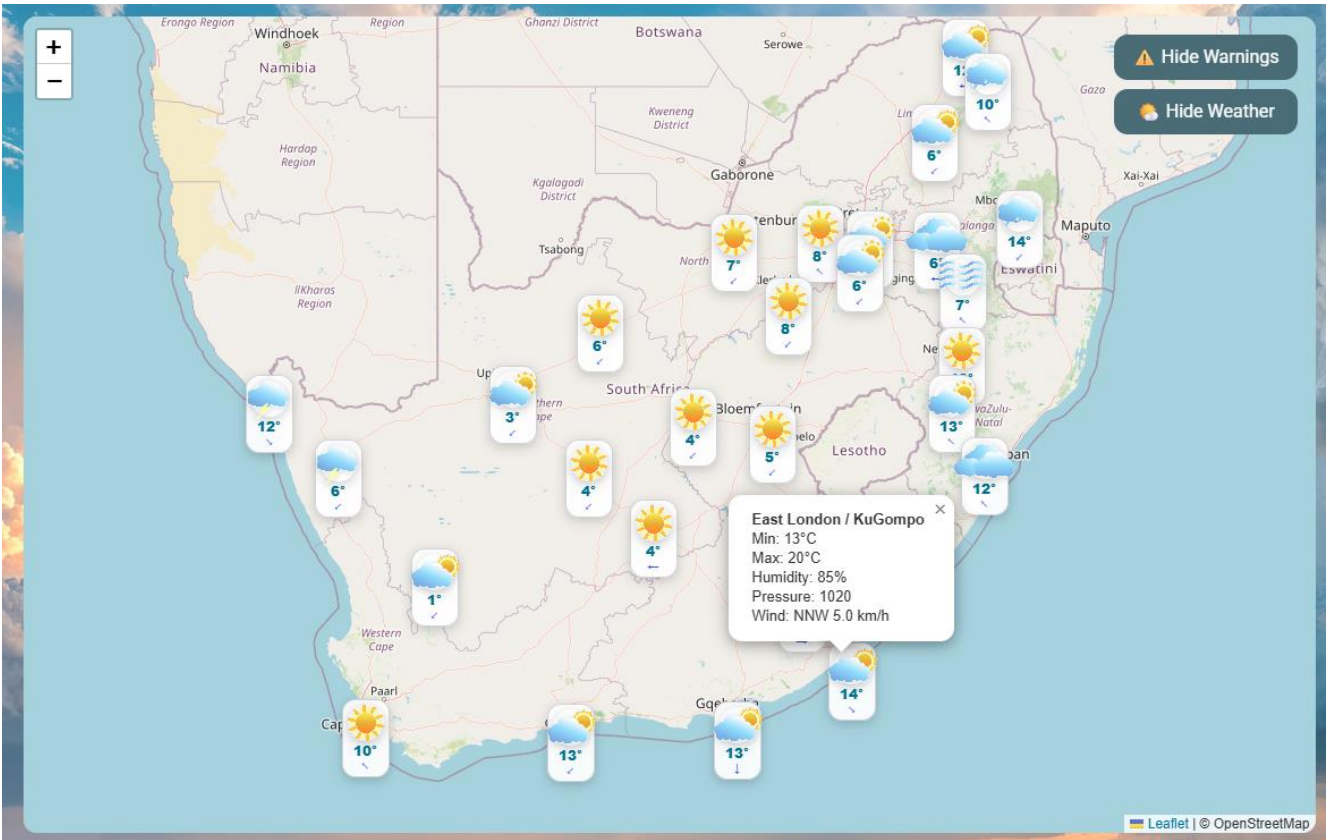


Figure 4 Map Controls:

Map Control	Description
Zoom In	Enlarges the map view.
Zoom Out	Reduces the map view.
Reset North	Returns the map to its default orientation.
Full Screen	Expands the map to fill the browser window.
City Markers	Select a city to view its weather forecast.
Warning Key	Displays the colour-coded warning legend.

Hide Warnings	Hide warnings on the map and only see the weather.
Hide Weather	Hide weather on the map and only see the warnings.

6. Website Navigation

Item	Link
Observations	
Recent Climate	https://www.weathersa.co.za/observations/RecentClimate
Satellite Image	https://www.weathersa.co.za/observations/satelliteImg
Synoptic Charts	https://www.weathersa.co.za/observations/synopticcharts
Marine Observations	https://marine.weathersa.co.za/Observations_Home.html
Storm Tracker	https://www.weathersa.co.za/observations/stormtrack
Forecast	
Marine Forecast	https://marine.weathersa.co.za/Forecasts_Home.html
Seasonal Forecast	https://www.weathersa.co.za/forecast/SeasonalForecast
Subseasonal Forecast	https://www.weathersa.co.za/forecast/SubseasonalForecast
Travellers Forecast	https://www.weathersa.co.za/forecast/travellersForecast
Regional Forecast	https://www.weathersa.co.za/forecast/regionalForecast
Fire Danger Index	https://www.weathersa.co.za/forecast/FireIndex
About Us	
Annual Performance Plan	https://www.weathersa.co.za/business/compliance/annualperformance
Leadership	https://www.weathersa.co.za/about/Leadership

Applicable Legislation	https://www.weathersa.co.za/about/applicablelegislation
Core Services	
Air Quality	https://saaqis.environment.gov.za/
Aviation Website	https://aviation.weathersa.co.za/
Marine	https://marine.weathersa.co.za/
Climate Services	
Historical Rain Maps	https://www.weathersa.co.za/business/climate/historicalrain
Historical Synoptic Charts	https://www.weathersa.co.za/business/climate/HistoricalSynopticChart
Annual State of Climate	https://www.weathersa.co.za/business/climate/AnnualStateOfTheClimate
Careers	
Vacancies	https://recruitment.weathersa.co.za/
Bursaries	https://www.weathersa.co.za/business/careers/bursaries
Procurement	
Tenders	https://www.weathersa.co.za/business/procurement/TenderDocument
RFQ	https://www.weathersa.co.za/business/procurement/RfqDocument
Compliance	
Annual Report	https://www.weathersa.co.za/about/AnnualReport
Strategic Plan	https://www.weathersa.co.za/business/compliance/strategicplan

1.1. Old Website Menu vs New Website Menu

Website Menu Table

Old website	New website
About -About Us -Organisation Overview -Board Members -Executive and Senior Management -Regional Training Centre -Applicable Legislation -Annual Reports -Tender Documents -RFQ Documents -POPIA -PAIA -Strategic and Annual Performance Plans	About Us Organisational Overview -Vision, Mission and Core Values Leadership -Board Members -Executive Management -Senior Management Annual Report -Annual Report Applicable Legislation -Applicable legislation Business Careers -Regional Training Centre Compliance -Annual Performance -SHEQ Compliance -POPIA -PAIA -Strategic Plan Procurement -Tender Documents -RFQ Documents
Weather -Landing Page with Weather Forecast, Popular Cities and their 3-day forecast, Warning Alerts table, Announcement slides, Twitter Feed and Our Focus Area Section	Home -Landing Page with SA Map, Weather Banner, Default City and its 7-day forecast, Announcement Section, Our Partners and Clients Carousel, Footer and Chatbot.





	Business---Core Services ·Air Quality ·Aviation ·Climate Services ·Commercial ·Marine Service ·Marketing ·Regional Programmes ·Regional Training Centre Research and Development
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